



CITY OF HUNTINGTON PARK

2011-2012 ADOPTED BUDGET

ADOPTED BUDGET

City of Huntington Park

Fiscal Year 2012

Huntington Park City Council

Ofelia Hernandez, Mayor

Andy Molina, Vice Mayor

Elba Guerrero, Council Member

Mario Gomez, Council Member

Rosa Perez, Council Member

Jorge Cisneros, Acting City Manager

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REVENUES

Chart 1

Revenue Summary

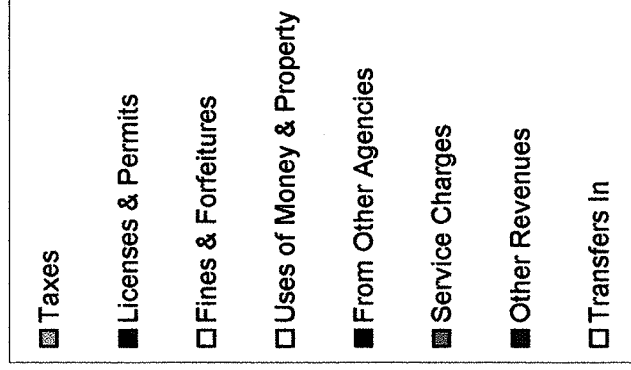
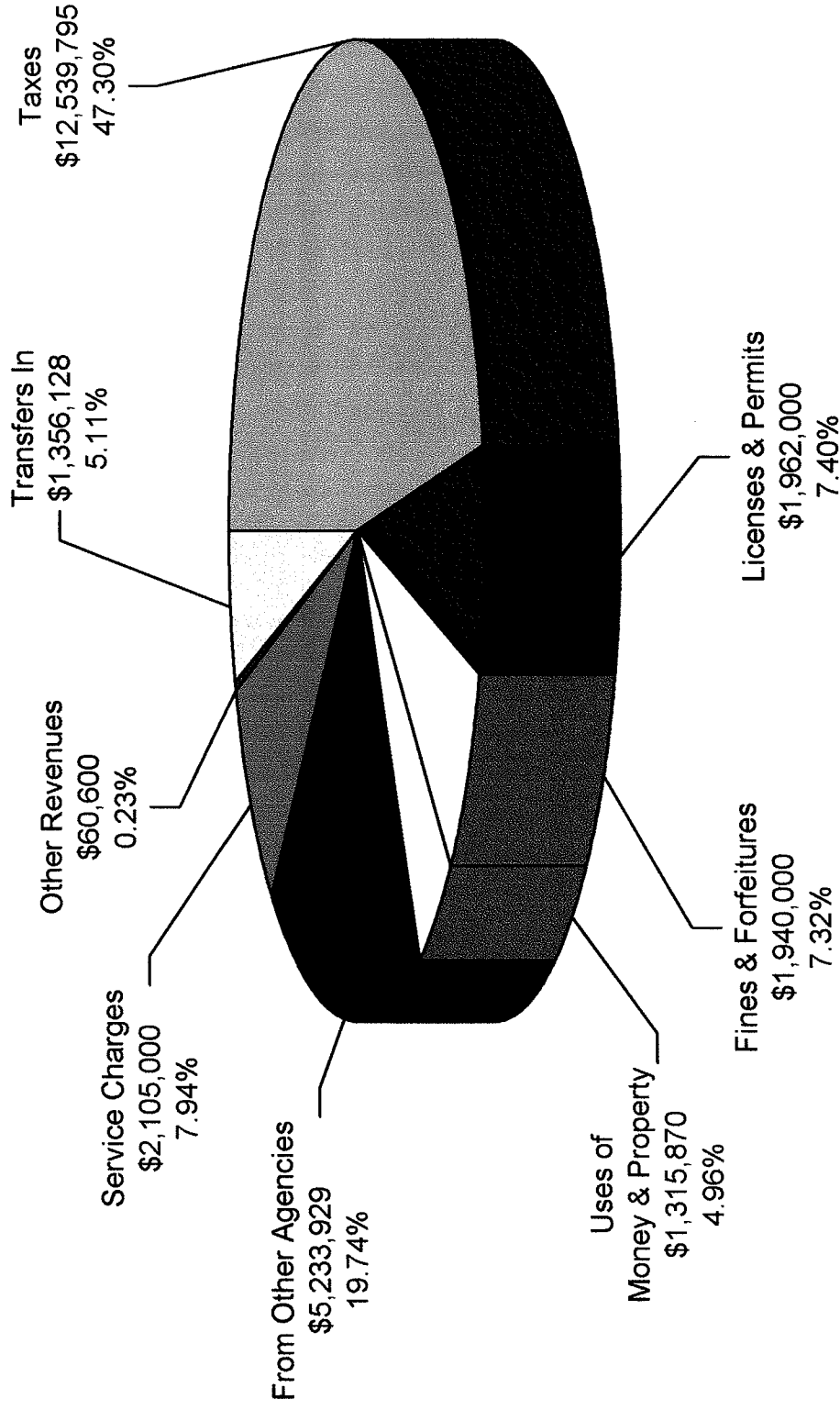
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Chart 2

Revenue Detail

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**City of Huntington Park
FY 2011-2012
General Fund
Adopted Revenue Summary**



Total Adopted Revenue Budget: \$26,513,322.00

CHART 1

REVENUE SUMMARY

REVENUE SOURCE	ACTUAL 2009-2010	ADOPTED BUDGET FY 2011	RECOMMENDED FISCAL YEAR 2012	VARIANCE ADJUSTED FROM 2011
GENERAL FUND				
Taxes - Property	11,799,428	13,283,225	12,539,795	(743,430)
Licenes and Permits	1,805,000	1,857,000	1,962,000	105,000
Fines, Forfeitures and Penalties	2,175,000	1,932,000	1,940,000	8,000
Use of Money and Property	1,215,913	1,565,541	1,315,870	(249,671)
From Other Agencies	7,402,043	5,109,966	5,233,929	123,963
Current Service Charges	1,946,500	2,009,100	2,105,000	95,900
Other Revenues	150,000	150,000	60,600	(89,400)
Transfers In	585,000	584,000	1,356,128	772,128
Total - General Fund	27,078,884	26,490,832	26,513,322	22,490
RESTRICTED FUNDS	57,936,244	46,457,950	49,894,160	3,436,210
GRAND TOTAL - ALL FUNDS	85,015,128	72,948,782	76,407,482	3,458,700

CHART 2 REVENUE DETAIL

REVENUE SOURCE	ACTUAL 2009-2010	ADOPTED BUDGET FY 2011	RECOMMENDED FISCAL YEAR 2012	VARIANCE ADJUSTED FROM 2011
GENERAL FUND				
<u>TAXES - PROPERTY</u>				
Property	795,000	766,225	761,795	(4,430)
Sales	6,100,428	5,319,000	5,500,000	181,000
Public Safety Augmentation	125,000	100,000	130,000	30,000
Transient Occupancy Tax	40,000	38,000	38,000	0
Utility Users Tax	4,124,000	6,450,000	5,500,000	(950,000)
Franchise Fees	575,000	575,000	575,000	0
Real Property Transfer Tax	40,000	35,000	35,000	0
Subtotal	11,799,428	13,283,225	12,539,795	(743,430)
<u>LICENSES AND PERMITS</u>				
Business Licenses	1,250,000	1,300,000	1,338,000	38,000
Animal Licenses	25,000	25,000	25,000	0
Construction Permits	340,000	365,000	365,000	0
Pre Sale Inspections	15,000	20,000	20,000	0
Building Plan Check	75,000	65,000	65,000	0
Engineer Permits/PlanCheck	100,000	82,000	140,000	58,000
Fireworks Fees	0	0	9,000	9,000
Subtotal	1,805,000	1,857,000	1,962,000	105,000
<u>FINES, FORFEITURES & PENALTIES</u>				
Vehicle Impound Release	125,000	100,000	200,000	100,000
Booking Recovery Fee	0	137,000	0	(137,000)
Parking Citations	1,800,000	1,600,000	1,600,000	0
Administrative Hearing	20,000	10,000	25,000	15,000
Municipal Code Violations	60,000	15,000	15,000	0
Vehicle Code Violations	120,000	70,000	100,000	30,000
Evidence Forfeitures	50,000	0	0	0
Subtotal	2,175,000	1,932,000	1,940,000	8,000
<u>USE OF MONEY & PROPERTY</u>				
Interest Income	50,000	90,000	90,000	0
CDC Loan Repayments	1,000,913	1,030,941	1,061,870	30,929
Rents and Concessions	160,000	160,000	154,000	(6,000)
Public Phone Commission	5,000	284,600	10,000	10,000
Other use of Money and Property	0	0	0	(284,600)
Subtotal	1,215,913	1,565,541	1,315,870	(249,671)

REVENUE SOURCE	ACTUAL 2009-2010	ADOPTED BUDGET FY 2011	RECOMMENDED FISCAL YEAR 2012	VARIANCE ADJUSTED FROM 2011
<u>FROM OTHER AGENCIES</u>				
Federal Snack Program	61,543	61,543	61,543	0
Home Owners Property Tax Relief	5,000	5,000	5,000	0
Standard Training for Correctional Programs	6,000	6,000	6,000	0
Peace Officers Standard Training	15,000	15,000	15,000	0
Welfare Inmate Fund Receipt	16,000	8,000	0	(8,000)
Motor Vehicle License Fees in Lieu	5,250,000	4,903,923	5,040,886	136,963
American Recovery Act (ARRA)	1,940,000	0	0	0
Federal Grant Recreation Equipment	95,000	0	0	0
Pass-Through AB1290	0	90,000	70,000	(20,000)
BSASF Fees	500	500	500	0
EZ Application Fees	3,000	5,000	5,000	0
State Mandated Costs	10,000	15,000	30,000	15,000
Subtotal	7,402,043	5,109,966	5,233,929	123,963
<u>CURRENT SERVICE CHARGES</u>				
Zoning & Subdivision Fees	150,000	150,000	150,000	0
Burglar Alarm Fees	65,000	55,000	55,000	0
Special Police Services	50,000	50,000	50,000	0
Special Events	0	0	105,000	105,000
Animal Various Services	1,500	1,000	1,500	500
Commercial & Residential Disposal	1,450,000	1,450,000	1,450,000	0
Weed Cleaning	4,000	1,000	1,000	0
Recreation - Member Passes	0	0	5,500	5,500
Recreation - Sports	65,000	70,000	75,000	5,000
Recreation - Personnel Fees	10,000	10,000	10,000	0
Recreation - Pre-School	20,000	17,000	15,000	(2,000)
Recreation - Fees & Charge Classes	65,000	100,000	100,000	0
Recreation - Excursions	0	1,000	0	(1,000)
Recreation - Facility Fees	60,000	100,000	80,000	(20,000)
Recreation - Miscellaneous Revenue	6,000	4,100	7,000	2,900
Subtotal	1,946,500	2,009,100	2,105,000	95,900
<u>OTHER REVENUES</u>				
Reimbursed Expenses - General	150,000	150,000	35,000	(115,000)
Miscellaneous Income & Revenues	0	0	25,600	25,600
Subtotal	150,000	150,000	60,600	(89,400)

REVENUE SOURCE	ACTUAL 2009-2010	ADOPTED BUDGET FY 2011	RECOMMENDED FISCAL YEAR 2012	VARIANCE ADJUSTED FROM 2011
TRANSFERS IN				
Water Fund	220,000	220,000	220,000	0
Prop A Fund	40,000	39,000	38,000	(1,000)
Special Event	0	0	25,000	25,000
Business Improvement District	175,000	175,000	175,000	0
Parking System Fund	150,000	150,000	150,000	0
Contingency Fund	0	0	748,128	748,128
Subtotal	585,000	584,000	1,356,128	772,128
TOTAL GENERAL FUND REVENUE	27,078,884	26,490,832	26,513,322	22,490
RESTRICTED FUNDS				
Special Events Contribution	32,000	39,000	29,000	(10,000)
Contingency Fund	250,000	0	0	0
Special DNA ID	0	0	10,000	10,000
Special Welfare Inmate	0	0	15,000	15,000
Emergency Preparedness Fund	40,000	10,000	6,000	(4,000)
Economic Development Fund	900,000	10,000	10,000	0
Park Grants Fund	114,000	112,000	1,123,000	1,011,000
Retirement Fund	3,418,364	3,116,396	3,036,852	(79,544)
OPEB Fund	1,875,296	1,992,230	2,120,260	128,030
PARS	0	0	330,504	330,504
Proposition A Fund	1,797,500	1,338,901	1,390,712	51,811
Proposition C Fund	1,010,500	732,389	739,181	6,792
State Gas Tax Fund	1,744,930	1,673,298	1,732,934	59,636
Measure R Fund	400,000	541,792	550,891	9,099
Local Origination Fund	30,000	32,000	30,500	(1,500)
Office of Traffic & Safety Fund	7,500	15,000	12,000	(3,000)
Cal Cops Fund	102,000	103,000	100,500	(2,500)
Air Quality Improvement Fund	80,000	75,000	72,000	(3,000)
Office of Criminal Justuse	274,811	274,811	500	(274,311)
Bureau of Justice Fund	0	0	200	200
Asset Forfeiture Fund	170,000	65,000	5,000	(60,000)
Parking System Fund	1,225,500	1,232,000	1,225,000	(7,000)
Art In Public Places Fund	1,500	6,000	500	(5,500)
Bullet Proof Vest Grant	0	29,000	13,816	(15,184)

REVENUE SOURCE	ACTUAL 2009-2010	ADOPTED BUDGET FY 2011	RECOMMENDED FISCAL YEAR 2012	VARIANCE ADJUSTED FROM 2011
Congressional Earmark	0	0	2,600	2,600
Federal Street Improvement Fund	790,000	784,000	94,000	(690,000)
HUD CDBG Fund	2,506,744	2,741,693	2,166,237	(575,456)
HUD Home Fund	1,975,015	2,715,311	3,108,821	393,510
HUD 108 Loan	100,000	0	20,000	20,000
EPA Brownfield	0	180,000	188,625	8,625
Lead Base	0	435,416	475,000	39,584
Neighborhood Stabilization	0	0	234,400	234,400
Homelessness Prevention	0	261,670	352,000	90,330
Community Development Commission	20,863,609	15,523,059	18,077,467	2,554,408
Sewer Maintenance Fund	395,000	355,000	355,000	0
Solid Waste Fund	151,812	150,168	150,000	(168)
Illegal Disposal Abatement	0	0	456,500	456,500
Beverage & Used Oil Recycle	0	0	39,523	39,523
Ped/Bike Path SB821 Fund	148,000	25,982	30,944	4,962
Energy Efficient Fund	0	597,818	0	(597,818)
Capital Improvement Fund	2,085,000	5,000	1,000	(4,000)
Public Financing Authority	750,000	0	0	0
Business Improvement District	346,000	327,500	336,500	9,000
Lighting & Landscape District Fund	1,357,815	1,353,650	1,411,800	58,150
Water Fund	7,870,000	4,665,000	4,672,000	7,000
Fleet Maintenance Fund	755,880	803,548	766,396	(37,152)
Workers Compensation Fund	2,166,906	1,788,704	1,886,075	97,371
Employee Benefits Fund	2,195,562	2,346,614	2,514,922	168,308
Vehicle/Equipment Replacement Fund	5,000	0	0	0
TOTAL RESTRICTED FUNDS REVENUE	57,936,244	46,457,950	49,894,160	3,436,210
GRAND TOTAL - ALL FUNDS	85,015,128	72,948,782	76,407,482	3,458,700

EXPENDITURE SUMMARIES

Chart 3 All Funds Page 10

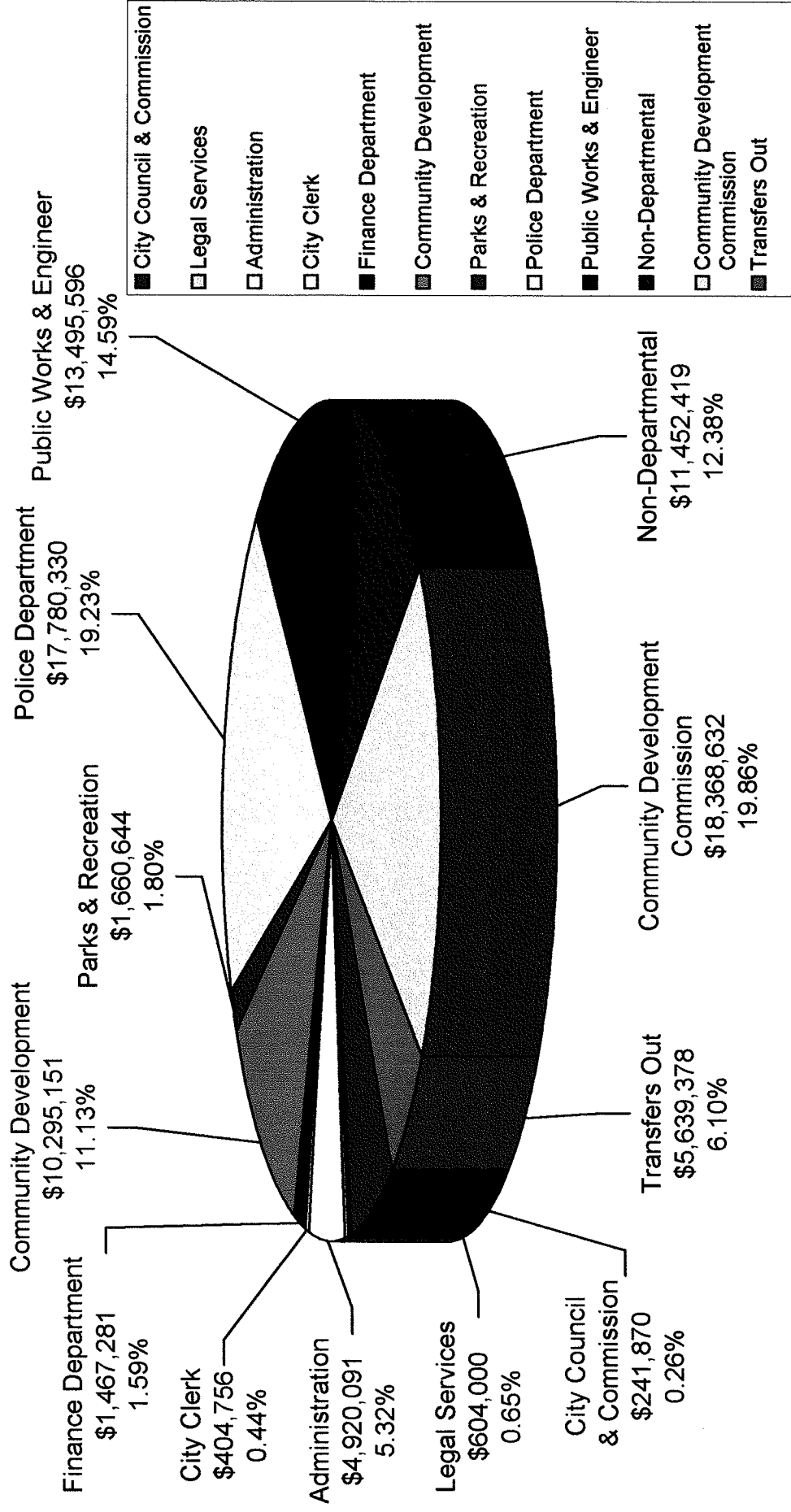
Chart 4 General Fund Page 15

City of Huntington Park

FY 2011-2012

All Funds

Adopted Expenditure Budget



Total Adopted All Funds Expenditure Budget: \$92,484,970.00

CHART 3
EXPENDITURE SUMMARY
ALL FUNDS

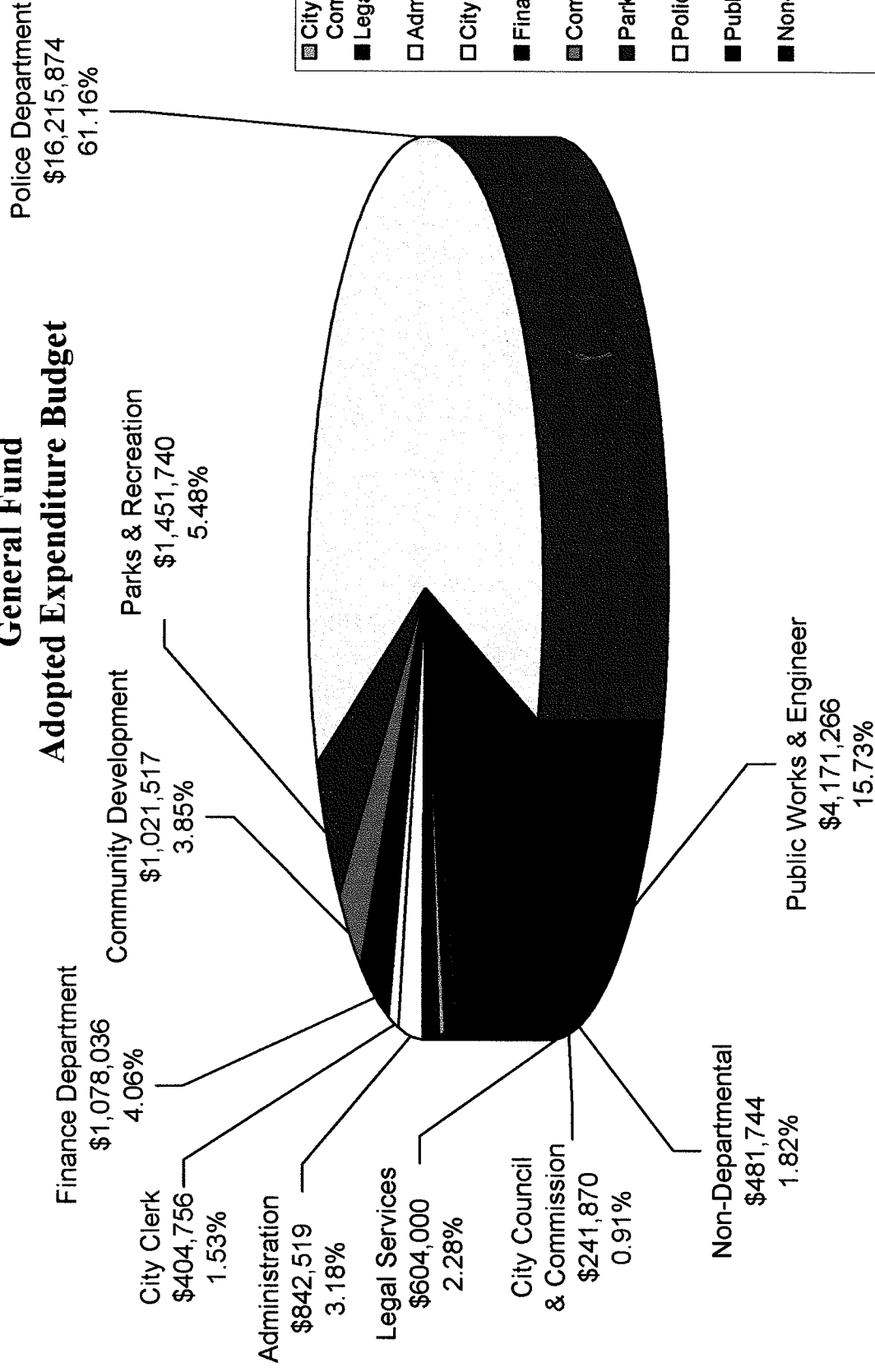
BUDGET ACTIVITY	FISCAL YEAR 2011 FINAL BUDGET	FISCAL YEAR 2012 ADOPTED BUDGET	VARIANCE FINAL 2011/ADOPTED 2012
COUNCIL & COMMISSIONS	248,369	241,870	(6,499)
LEGAL SERVICES	640,100	604,000	(36,100)
ADMINISTRATION	515,315	440,131	(75,184)
Human Resources	317,773	334,818	17,045
Community Promotion & Development	142,570	67,570	(75,000)
Transit Operations(Prop A)	1,508,135	1,429,532	(78,603)
Transit Operations(Prop C)	760,000	684,000	(76,000)
Special Events & Community Promotion	25,000	25,000	0
Risk Management/Administration	175,372	167,262	(8,110)
Workers Compensation	613,000	583,218	(29,782)
Risk Management/Liability	1,048,000	1,188,560	140,560
Administration Department Subtotal	5,105,165	4,920,091	(185,074)
CITY CLERK DEPARTMENT	433,394	404,756	(28,638)
FINANCE DEPARTMENT			
Accounting	781,138	766,784	(14,354)
Data Processing	60,179	62,719	2,540
Revenue Collection & Licensing	361,756	248,533	(113,223)
Water Customer Accounts	355,176	389,245	34,069
Finance Department Subtotal	1,558,249	1,467,281	(90,968)
COMMUNITY DEVELOPMENT DEPARTMENT			
Planning & Building	1,100,373	1,021,517	(78,856)
Economic Development Assistance Program	205,000	2,706,700	2,501,700
Economic Development - Brownfields Clean-up	80,000	112,975	32,975
Economic Development - Business Technical Assistance	0	42,343	42,343
Commercial Rehabilitation	463,795	378,064	(85,731)
HCDA Administration	312,423	290,154	(22,269)
CDBG Repair Program	89,342	94,100	4,758
Section 108 Debt Service	331,000	486,684	155,684
Public Services	99,000	79,619	(19,381)
Downtown Public Improvements	0	37,638	37,638
Residential Rehabilitation	448,845	650,000	201,155
Administration Home Program	80,716	80,643	(73)
Affordable Housing Development	2,183,187	2,378,178	194,991
HUD Section 108 Loan	701,000	552,000	(149,000)

BUDGET ACTIVITY		FISCAL YEAR 2011 FINAL BUDGET	FISCAL YEAR 2012 ADOPTED BUDGET	VARIANCE FINAL 2011/ADOPTED 2012
Brownfields Clean-Up		180,000	188,625	8,625
Lead Base Grant		416,992	426,894	9,902
Neighborhood Stabilization Program		234,313	244,313	10,000
Homelessness Prevention Program		261,670	363,000	101,330
Business Improvement District		184,789	161,734	(23,055)
Community Development Department Subtotal		7,372,445	10,295,181	2,922,736
PARKS & RECREATION DEPARTMENT				
Recreation Administration		640,953	633,172	(7,781)
Cultural Arts		519,235	451,563	(67,672)
Youth Sports Programs		183,875	212,801	28,926
Adult Sports Programs		106,406	37,661	(68,745)
Summer Lunch Program		61,543	61,543	0
Fee & Charge Classes		55,000	55,000	0
Special Events		16,000	62,000	46,000
Park Facilities		30,000	5,000	(25,000)
Park Fitness		0	79,982	79,982
After School Program(CDBG)		70,000	61,922	(8,078)
Parks & Recreation Department Subtotal		1,683,012	1,660,644	(22,368)
POLICE DEPARTMENT				
Police Administration		1,116,743	2,173,171	1,056,428
Patrol Operations		9,202,983	7,826,204	(1,376,779)
Police Investigations		2,815,808	3,764,000	948,192
Police Support Services		2,946,050	2,123,908	(822,142)
SERT Program		25,000	45,300	20,300
Animal Control		246,586	283,291	36,705
DNA ID Fund		0	4,000	4,000
Welfare Inmate		0	10,000	10,000
Avoid The 100		0	12,000	12,000
OTS Sobriety Check Points DUI		0	15,000	15,000
Citizen Option for Public Safety		200,000	150,000	(50,000)
Justice Assistance Grant		274,811	259,465	(15,346)
Federal Asset Forfeiture		354,000	350,000	(4,000)
Parking Enforcement		312,419	328,889	16,470
Bullet Proof Vest Grant		16,348	13,816	(2,532)
Juvenile Boot Camp		0	17,693	17,693
Code Enforcement		428,583	403,593	(24,990)
Police Department Subtotal		17,939,331	17,780,330	(159,001)

BUDGET ACTIVITY		FISCAL YEAR 2011 FINAL BUDGET	FISCAL YEAR 2012 ADOPTED BUDGET	VARIANCE FINAL 2011/ADOPTED 2012
PUBLIC WORKS DEPARTMENT				
Engineering Division		192,471	270,545	78,074
Recreation Buildings		229,201	251,203	22,002
Police Buildings		223,703	264,238	40,535
Street Operations		1,052,008	1,062,653	10,645
Mechanical Administration		283,651	288,467	4,816
General Government Buildings		159,503	160,259	756
Waste Collection & Disposal		1,450,000	1,450,000	0
Community Beautification		400,004	423,901	23,897
Emergency Preparedness		30,000	30,000	0
Street Operations (Prop C)		110,400	83,000	(27,400)
Bus Shelter Maintenance (Prop C)		347,399	334,873	(12,526)
Traffic Signs & Striping		516,942	517,698	756
Traffic Signal (Gas Tax)		484,725	380,320	(104,405)
Measure R		0	20,000	20,000
Parking System Operations		316,393	251,428	(64,965)
Community Beautification		66,285	58,381	(7,904)
Sewer Maintenance		314,732	295,693	(19,039)
Solid Waste Management		224,046	149,500	(74,546)
Illegal Disposal Grant		0	456,500	456,500
Beverage Container Recycling		8,360	16,541	8,181
Used Oil Recycling		14,050	22,982	8,932
Street Trees/Landscaping/Park Maintenance		569,426	469,628	(99,798)
Street Lighting		628,266	644,505	16,239
Water Operations		5,031,584	4,826,885	(204,699)
Fleet Maintenance		803,546	766,396	(37,150)
Public Works Department Subtotal		13,456,695	13,495,596	38,901
GENERAL NON-DEPARTMENTAL				
General Non-Departmental		558,975	481,744	(77,231)
Broadcasting Non-Departmental		19,800	24,600	4,800
Air Quality Improvement Non-Departmental		1,500	8,700	7,200
Parking Bond Debt Service		455,206	460,208	5,002
Street Lighting Debt Service		734,248	756,185	21,937
Retirement System Contributions		5,219,500	5,159,478	(60,022)
OPEB		1,877,000	1,739,000	(138,000)
PARS Contribution		0	330,504	330,504
Employee Benefits		2,347,000	2,492,000	145,000
Non-Departmental Subtotal		11,213,229	11,452,419	239,190

BUDGET ACTIVITY	FISCAL YEAR 2011 FINAL BUDGET	FISCAL YEAR 2012 ADOPTED BUDGET	VARIANCE FINAL 2011/ADOPTED 2012
TRANSFER OUT	3,208,000	5,639,378	2,431,378
COMMUNITY DEVELOPMENT COMMISSION			
Merged Redevelopment Project	10,734,721	9,248,638	(1,486,083)
Low & Moderate Income Housing Fund	2,986,519	4,335,688	1,349,169
Neighborhood Preservation Project	2,489,149	2,721,902	232,753
Santa Fe Redevelopment Project	1,028,127	2,062,404	1,034,277
Community Development Commission Subtotal	17,238,516	18,368,632	1,130,116
USES-CAPITAL PROJECTS	7,927,610	6,141,792	(1,785,818)
VEHICLE-EQUIPMENT REPLACEMENT	240,000	13,000	(227,000)
TOTAL USAGES	88,264,115	92,484,970	4,220,855

**City of Huntington Park
FY 2011-2012
General Fund
Adopted Expenditure Budget**



- ☒ City Council & Commission
- ☒ Legal Services
- ☐ Administration
- ☐ City Clerk
- ☒ Finance Department
- ☒ Community Development
- ☒ Parks & Recreation
- ☐ Police Department
- ☒ Public Works & Engineer
- ☒ Non-Departmental

Total Adopted Expenditure Budget: \$26,513,322.00

CHART 4
EXPENDITURE SUMMARY
GENERAL FUND

BUDGET ACTIVITY	FISCAL YEAR 2011 FINAL BUDGET	FISCAL YEAR 2012 ADOPTED BUDGET	VARIANCE FINAL 2011/ADOPTED 2012
COUNCIL & COMMISSIONS	248,369	241,870	(6,499)
LEGAL SERVICES	640,100	604,000	(36,100)
ADMINISTRATION	515,315	440,131	(75,184)
Human Resources	317,773	334,818	17,045
Community Promotion & Development	142,570	67,570	(75,000)
Administration Department Subtotal	975,658	842,519	(133,139)
CITY CLERK DEPARTMENT	433,394	404,756	(28,638)
FINANCE DEPARTMENT			
Accounting	781,138	766,784	(14,354)
Data Processing	60,179	62,719	2,540
Revenue Collection & Licensing	361,756	248,533	(113,223)
General Non-Departmental	558,975	481,744	(77,231)
Finance Department Subtotal	1,762,048	1,559,780	(202,268)
COMMUNITY DEVELOPMENT DEPARTMENT	1,100,373	1,021,517	(78,856)
PARKS & RECREATION DEPARTMENT			
Recreation Administration	640,953	633,172	(7,781)
Cultural Arts	519,235	451,563	(67,672)
Youth Sports Programs	183,875	212,801	28,926
Adult Sports Programs	106,406	37,661	(68,745)
Summer Lunch Program	61,543	61,543	0
Fee & Charge Classes	55,000	55,000	0
Parks & Recreation Department Subtotal	1,567,012	1,451,740	(115,272)
POLICE DEPARTMENT			
Police Administration	1,116,743	2,173,171	1,056,428
Patrol Operations	9,202,983	7,826,204	(1,376,779)
Police Investigations	2,815,808	3,764,000	948,192
Police Support Services	2,946,050	2,123,908	(822,142)
SERT Program	25,000	45,300	20,300
Animal Control	246,586	283,291	36,705
Police Department Subtotal	16,353,170	16,215,874	(137,296)

BUDGET ACTIVITY	FISCAL YEAR 2011 FINAL BUDGET	FISCAL YEAR 2012 ADOPTED BUDGET	VARIANCE FINAL 2011/ADOPTED 2012
PUBLIC WORKS DEPARTMENT			
Engineering Division	192,471	270,545	78,074
Recreation Buildings	229,201	251,203	22,002
Police Buildings	223,703	264,238	40,535
Street Operations	1,052,008	1,062,653	10,645
Mechanical Administration	283,651	288,467	4,816
General Government Buildings	159,503	160,259	756
Waste Collection & Disposal	1,450,000	1,450,000	0
Community Beautification	400,004	423,901	23,897
Public Works Department Subtotal	3,990,541	4,171,266	180,725
TRANSFER TO FUNDS	0	0	0
TOTAL USAGES	27,070,665	26,513,322	-557,343

SUMMARY OF CAPITAL PROJECTS

FISCAL YEAR 2011-2012

Carryover Projects

\$3,086,792

New Projects

\$3,055,000

Total Capital Projects

\$6,141,792

CAPITAL IMPROVEMENTS ACTIVITY DETAIL

All Funds

DEPARTMENT	FUND NO.	DESCRIPTION	COST
Parks & Recreation	212	Park Grant Projects – Trail Park Grant Projects – Soccer Sub-Total Grant Fund	885,000 <u>200,000</u> 1,085,000
Engineering	221	Improve Randolph – By County Improve Slauson – By County Street Improvements – Various Sub-Total Gas Tax Fund	75,000 100,000 <u>1,191,000</u> 1,366,000
Engineering	222	Improvements of Hope & Cudahy, between State & California Street Improvements – Various Sub-Total Measure R Fund	541,792 <u>400,000</u> 941,792
Engineering	262	Traffic Signals Improvements	420,000
Engineering	283	Rehab Sewer Maintenance	450,000

CAPITAL IMPROVEMENTS ACTIVITY DETAIL

All Funds

DEPARTMENT	FUND NO.	DESCRIPTION	COST
Engineering	349	City Hall Generators	135,000
		Replace Floor at Social Hall (Parks & Recreation Building)	60,000
		Replace HVAC at Police Department	<u>70,000</u>
		Sub-Total Capital Improvement	265,000
Engineering	681	Rehab Underground Reservoir at Miles and Slauson – Grant	289,000
		Rehab Underground Reservoir at Miles and Slauson - Match	450,000
		Install TMDL Per NPDES Requirement	175,000
		Water Facility Replacement Program	<u>700,000</u>
		Sub-Total Water System Projects	1,614,000
GRAND TOTAL			\$6,141,792

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
P & R Grants							
212-6010-451.73-10	Improvements	635,868	321,858	74,000	231,368	885,000	1,085,000
* P&R Grants		635,868	321,858	74,000	231,368	885,000	1,085,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
State Gasoline Tax							
221-4010-431.15-60	Premium Pay	0	123	0	111	0	0
221-4010-431.73-10	Improvements	847,772	872,390	1,371,000	1,370,889	2,960,000	1,366,000
* Engineering		847,772	872,513	1,371,000	1,371,000	2,960,000	1,366,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Measure R							
222-4010-431.56-41	Contractual Svc - Other	0	0	0	15,411	0	0
222-4010-431.56-63	Orange Line Assessment	0	0	0	0	0	20,000
222-4010-431.73-10	Improvements	0	161,573	541,792	541,792	541,792	941,792
* Measure		0	161,573	541,792	557,203	541,792	961,792

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
NHP Engineering 262-4010-465.15-60 262-4010-465.73-10	Premium Pay Improvements	0 1,128,306	277 1,106,976	0 1,200,000	184 1,199,816	0 0	0 420,000
* Engineering		1,128,306	1,107,253	1,200,000	1,200,000	0	420,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Sewer Maintenance Engineer 283-4010-431.73-10	Improvements	17,445	376,572	550,000	566,700	950,000	450,000
* Engineering		17,445	376,572	550,000	566,700	950,000	450,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Capital Improvement Fund							
349-9010-419.15-60	Premium Pay	0	369	0	67	0	0
349-9010-419.73-10	Improvements	910,940	2,386,948	310,000	309,933	835,000	265,000
		910,940	2,387,317	310,000	310,000	835,000	265,000
* Non-Departmental							

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Engineering 681-4010-431.73-10	Improvements	598,705	847,116	1,540,000	1,515,000	1,614,000	1,614,000
* Engineering		598,705	847,116	1,540,000	1,515,000	1,614,000	1,614,000

INTERFUND TRANSFER ACTIVITY DETAIL

All City Funds

FROM FUND NUMBER	FUND DESCRIPTION	TRANSFER AMOUNT	TO FUND NUMBER	FUND DESCRIPTION
114	Parks & Recreation	25,000	111	General Fund
115	Contingency Fund	748,128	111	General Fund
212	Parks & Recreation	38,000	111	General Fund
231	Parking System Fund	150,000	111	General Fund
258	CDC Merged Project	1,194,360	257	CDC Merged Project
258	CDC Merged Project	<u>1,000,000</u>	259	CDC Low/Mod Income Housing
		2,194,360		
263	CDC Neighborhood Preservation Project	290,000	259	CDC Low/Mod Income Housing
263	CDC Neighborhood Preservation Project	<u>1,798,890</u>	262	CDC Neighborhood Preservation Project
		2,088,890		
533	Business Improvement District	175,000	111	General Fund
681	Water Fund	220,000	111	General Fund
	TOTAL INTERFUND TRANSFERS	5,639,378		

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
ACTUALS	ACTUALS				
0	0	0	0	0	25,000
0	0	0	0	0	25,000

ACCOUNT NUMBER ACCOUNT DESCRIPTION

Spec Events Contribution Rec
114-9070-591.91-11 Transfer to Fund 111

* Special Events Contribution Rec

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Transfer							
212-9070-591.91-11	Transfer to Fund 111	41,390	38,701	38,000	36,600	38,000	38,000
* Transfer		41,390	38,701	38,000	36,600	38,000	38,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Transfer							
231-9070-591.91-11	Transfer to Fund 111	150,000	150,000	150,000	150,000	150,000	150,000
* Transfer		150,000	150,000	150,000	150,000	150,000	150,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
ACCOUNT NUMBER						
ACCOUNT DESCRIPTION						
CDC Merged Debt Service						
258-9710-465.31-30 County Admin Fee - CDC	143,276	145,338	150,000	150,000	155,000	155,000
* Administration	143,276	145,338	150,000	150,000	155,000	155,000
Debt Service						
258-9740-465.56-41 Contractual Svc - Other	20,501	23,710	25,000	25,000	25,000	25,000
258-9740-465.56-51 ERAF/SERAF Reduction	0	3,856,220	680,000	680,000	0	0
258-9740-465.57-45 L A C Fire Dept Pass Thru	0	1,356,833	0	1,360,000	1,360,000	1,360,000
258-9740-465.80-25 Principal Bond Expense	3,040,000	3,095,000	2,845,000	3,190,000	3,240,000	3,240,000
258-9740-465.81-10 Interest Expense-Bonds	2,338,481	2,265,765	3,482,995	3,482,995	3,274,278	3,274,278
258-9740-465.81-40 Interest Exp on City Loan	0	1,077,391	0	0	0	0
258-9740-465.82-30 Arbitrage Rebate	0	4,434,102	2,500,000	2,500,000	2,500,000	0
258-9740-465.90-98 Transfer to Low Mod Fund	0	2,121,693	0	0	0	0
258-9740-465.92-57 Transfer to Fund 257	3,263,450	325,000	780,000	780,000	0	1,194,360
258-9740-465.92-59 Transfer to Fund 259	0	0	400,000	1,350,000	1,000,000	1,000,000
258-9740-465.94-75 Transfer to Fund 475	809,848	0	0	0	0	0
* Debt Service	9,472,280	18,555,714	10,712,995	13,367,995	11,399,278	10,093,638

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
CDC Neighbor Presr Debt Service							
263-9740-465.31-30	County Admin Fee - CDC	30,078	27,139	35,000	34,600	35,000	35,000
263-9740-465.56-41	Contractual Srvc - Other	340	348	0	400	0	0
263-9740-465.56-51	ERAF/SERAF Reduction	0	0	170,000	170,000	0	0
263-9740-465.57-45	L A C Fire Dept Pass Thru	52,795	48,886	60,000	60,000	60,000	60,000
263-9740-465.57-50	Pass Thru - LA County	346,302	326,707	350,000	350,000	350,000	350,000
263-9740-465.80-25	Principal Bond Expense	235,101	244,388	254,041	254,041	264,076	264,076
263-9740-465.81-10	Interest Expense-Bonds	250,496	246,328	233,720	233,720	223,532	223,532
263-9740-465.90-98	Transfer to Low Mod Fund	0	369,555	0	0	0	0
263-9740-465.92-59	Transfer to Fund 259	0	0	280,000	280,000	290,000	290,000
263-9740-465.92-62	Transfer to Fund 262	0	2,800,000	1,165,000	1,165,000	0	1,798,890
		915,112	4,063,351	2,547,761	2,547,761	1,222,608	3,021,498

* Debt Service

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Transfer							
533-9070-591.91-11	Transfer to Fund 111	175,000	175,000	175,000	175,000	175,000	175,000
533-9070-591.92-19	Transfer to Fund 219	15,000	0	0	0	0	0
* Transfer		190,000	175,000	175,000	175,000	175,000	175,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Transfer							
681-9070-415.91-11	Transfer to Fund 111	220,000	220,000	220,000	220,000	220,000	220,000
* Transfer		220,000	220,000	220,000	220,000	220,000	220,000

COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0110 City Council

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	157,932	157,869	171,670
Maintenance & Operation	56,500	35,500	29,500
Capital Expense	0	0	0
TOTAL	214,432	193,369	201,170

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Councilmember	5.00	5.00	51,688	52,046					
Administrative Assistant	1.00	1.00	56,393	58,649					
	</								

COUNCIL & COMMISSION PERSONNEL SERVICES

111-0110 City Council

ACCOUNT NUMBER	DESCRIPTION	COST
411.11-00	<u>Regular Salaries:</u>	110,695
411.18-20	<u>Sick Leave Buy Back:</u>	180
411.20-00	<u>Fringe Benefits:</u>	20,458
411.22-00	<u>Medicare:</u>	1,575
411.25-05	<u>PARS Contribution:</u>	4,982
411.26-00	<u>Workers Comp Premium:</u>	4,788
411.27-10	<u>OPEB Contributions:</u>	17,861
411.52-30	<u>Liability Ins-Benefits:</u>	11,131

COUNCIL & COMMISSION ACTIVITY DETAIL

111-0110 City Council

ACCOUNT NUMBER	DESCRIPTION	COST
411.43-05	<u>Equipment Maintenance Services</u> : Miscellaneous office supplies and maintenance of office equipment, copier - share cost of lease with personnel and administration.	2,000
411.56-41	<u>Contractual Services</u> : Spanish translator, Samantha Lubrani	5,500
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 & Expense</u> : Miscellaneous department expenses; city tiles and keys to the City, frames for Council pictures and mementos.	8,000
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.	3,750

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
General Fund						
Mayor and Council						
111-0110-411.11-00	132,134	108,998	108,081	107,881	108,081	110,695
Regular Salaries		386	0	200	0	0
111-0110-411.13-00	0	816	950	950	190	180
Overtime - Regular						
111-0110-411.18-20	565	16,318	17,780	17,780	19,883	20,458
Sick Leave Buy Back						
111-0110-411.20-00	19,532	1,680	1,698	1,698	1,570	1,575
Fringe Benefits						
111-0110-411.22-00	1,924	0	0	0	0	4,982
Medicare						
111-0110-411.25-05	0	6,574	4,644	4,644	4,544	4,788
PARS - Contribution						
111-0110-411.26-00	9,068	14,386	15,452	15,452	16,951	17,861
Workers Comp Premium						
111-0110-411.27-10	16,441	0	2,000	2,000	2,000	2,000
OPEB Contributions						
111-0110-411.43-05	1,777	10,228	9,264	9,264	10,618	11,131
Office Equip - O S & M						
111-0110-411.52-30	11,808	4,725	5,500	5,500	5,500	5,500
Ins - Benefits						
111-0110-411.56-41	5,970	53	2,000	2,000	2,000	250
Contractual Svc - Other						
111-0110-411.58-09	2,747	-367	1,000	1,000	1,000	1,500
Prof Dvlpmnt Exp/Council						
111-0110-411.58-12	4,666	4,283	1,000	1,000	1,000	1,500
Prof Dvlpmnt Exp/Hernandez						
111-0110-411.58-13	5,537	5,768	1,000	1,000	0	0
Prof Dvlpmnt Exp/Gomez						
111-0110-411.58-14	12,903	1,446	1,000	1,000	1,000	1,500
Prof Dvlpmnt Exp/Noguez						
111-0110-411.58-16	-46	-113	1,000	1,000	1,000	1,500
Prof Dvlpmnt Exp/Guerrero						
111-0110-411.58-17	1,599	0	0	0	1,000	1,500
Prof Dvlpmnt Exp/Molina						
111-0110-411.58-18	0	11,037	11,000	11,000	11,000	8,000
Prof Dvlpmnt Exp/Perez						
111-0110-411.61-20	9,942	2,662	0	0	0	0
Dept Supplies & Expense						
111-0110-411.61-25	2,394	156	1,000	1,000	1,000	500
Office Supplies						
111-0110-411.65-12	165	106	1,000	1,000	1,000	500
Hernandez						
111-0110-411.65-13	375	908	1,000	1,000	0	0
Gomez						
111-0110-411.65-14	655	115	1,000	1,000	1,000	500
Noguez						
111-0110-411.65-16	213	320	1,000	1,000	1,000	500
Guerrero						
111-0110-411.65-17	70	0	0	0	1,000	500
Molina						
111-0110-411.65-18	0	5,065	5,000	5,000	5,000	3,750
Perez						
111-0110-411.66-05	4,132					
Council Meeting Expenses						

* Mayor and Council

244,571	195,550	193,369	193,369	197,337	201,170
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COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0120 Planning Commission

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	33,750	26,750	22,250
Capital Expense	0	0	0
TOTAL	33,750	26,750	22,250

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 NUMBER	DESCRIPTION	COST
413.19-05	<u>Commission Stipend: 12 meetings</u>	4,500
413.54-00	<u>Advertising & Publication:</u>	17,000
413.61-15	<u>Special Supplies:</u>	250
413.64-00	<u>Memberships & Meetings:</u>	500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Planning Commission							
111-0120-413.19-05	Stipend	5,775	4,452	7,500	7,500	7,500	4,500
111-0120-413.54-00	Advertising & Publication	15,224	12,531	17,000	17,000	17,000	17,000
111-0120-413.61-15	Special Supplies	84	0	250	250	250	250
111-0120-413.64-00	Memberships & Meetings	1,256	478	2,000	2,000	2,000	500
		22,339	17,461	26,750	26,750	26,750	22,250
* Planning Commission							

COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0121 Health & Education Commission

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	12,250	7,250	5,000
Capital Expense	0	0	0
TOTAL	12,250	7,250	5,000

Description of Activities

- ✓ Assist the Census Bureau towards a complete count.
- ✓ Organize and co-sponsor health and safety fairs.
- ✓ Continue community outreach.

COUNCIL & COMMISSION

ACTIVITY DETAIL

111-0121 Health & Education Commission

ACCOUNT NUMBER	DESCRIPTION	COST
413.19-05	<u>Commission Stipend: 6 Meetings</u>	2,250
413.61-15	<u>Special Supplies: Special programs, conduct health fairs, children, senior and other activities.</u>	2,500
413.64-00	<u>Memberships & Meetings:</u>	250

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Health/Education Commission							
111-0121-413.19-05	Stipend	3,975	4,275	4,500	4,500	4,500	2,250
111-0121-413.54-00	Advertising & Publication	130	0	0	0	0	0
111-0121-413.61-15	Special Supplies	2,254	714	2,500	2,500	2,500	2,500
111-0121-413.64-00	Memberships & Meetings	14	56	250	250	250	250
* Health/Education Commission		6,373	5,045	7,250	7,250	7,250	5,000

COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0122 Historic Preservation Commission

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	18,625	11,500	7,250
Capital Expense	0	0	0
TOTAL	17,250	11,500	7,250

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 NUMBER	DESCRIPTION	COST
413.19-05	<u>Commission Stipend: 6 Meetings</u>	2,250
413.54-00	<u>Advertising & Publication:</u>	2,500
413.61-15	<u>Special Supplies:</u>	1,500
413.64-00	<u>Memberships & Meetings:</u>	1,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Historic Preservation Commission							
111-0122-413.19-05	Stipend	4,650	4,080	4,500	4,500	4,500	2,250
111-0122-413.54-00	Advertising & Publication	1,714	971	2,000	2,000	2,500	2,500
111-0122-413.61-15	Special Supplies	1,889	2,216	2,500	2,500	2,500	1,500
111-0122-413.64-00	Memberships & Meetings	3,241	1,822	2,500	2,500	2,000	1,000
		11,494	9,089	11,500	11,500	11,500	7,250
*	Historic Preservation Commission						

COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0125 PARC Commission

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	5,750	6,250	3,700
Capital Expense	0	0	0
TOTAL	5,750	6,250	3,700

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

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Parks & Recreation Commission							
111-0125-413.19-05	Stipend	4,650	4,650	4,500	4,500	6,300	3,150
111-0125-413.54-00	Advertising & Publication	0	75	250	250	250	250
111-0125-413.61-15	Special Supplies	226	194	1,000	1,000	1,000	200
111-0125-413.64-00	Memberships & Meetings	232	28	500	500	500	100
* Parks & Recreation Commission		5,108	4,947	6,250	6,250	8,050	3,700

COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0126 Civil Service Commission

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	3,750	3,250	2,500
Capital Expense	0	0	0
TOTAL	3,750	3,250	2,500

Description of Activities

COUNCIL & COMMISSION

ACTIVITY DETAIL

111-0126 Civil Service Commission

ACCOUNT NUMBER	DESCRIPTION	COST
413.19-05 00	<u>Commission Stipend:</u>	2,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Civil Service Commission							
111-0126-413.19-05	Stipend	1,800	1,700	2,500	2,500	2,500	2,500
111-0126-413.54-00	Advertising & Publication	0	0	250	250	250	0
111-0126-413.61-15	Special Supplies	0	0	250	250	250	0
111-0126-413.64-00	Memberships & Meetings	27	248	250	250	250	0
		1,827	1,948	3,250	3,250	3,250	2,500
* Civil Service Commission							

LEGAL SERVICES ACTIVITIES AND OBJECTIVES

111-0220 Legal Services

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	645,100	640,100	604,000
Capital Expense	0	0	0
TOTAL	645,100	640,100	604,000

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 2011-2012 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 NUMBER	DESCRIPTION	COST
411.32-10	<u>Contractual Services</u> : Legal services personnel.	70,000
411.32-20	<u>Contractual Services</u> : Legal services Police matters.	90,000
411.32-70	<u>Contractual Services</u> : Legal services provides by City Attorney.	444,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Legal Division							
111-0220-411.32-10	Legal Expense - Personnel	24,346	73,134	70,000	70,000	70,000	70,000
111-0220-411.32-20	Legal Exp - Police Matter	42,417	128,956	90,000	90,000	90,000	90,000
111-0220-411.32-70	Contractual Srv Legal	493,204	426,462	480,000	480,000	444,000	444,000
111-0220-411.61-20	Dept Supplies & Expense	0	0	100	100	0	0
* Legal Division		559,967	628,552	640,100	640,100	604,000	604,000

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ADMINISTRATION ACTIVITIES AND OBJECTIVES

111-0210 City Manager

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	501,439	503,065	429,381
Maintenance & Operation	20,250	12,250	10,750
Capital Expense	0	0	0
TOTAL	521,689	515,315	440,131

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 2011-2012 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.

111-0210 City Manager

TOTAL

ADMINISTRATION
PERSONNEL SERVICES
 111-0210 City Manager

ACCOUNT NUMBER	DESCRIPTION	COST
413.11-00	<u>Regular Salaries:</u>	272,118
413.15-40	<u>Bi-Lingual Pay:</u>	945
413.15-50	<u>Car Allowance:</u>	6,000
413.18-20	<u>Sick Leave Buy Back:</u>	635
413.20-00	<u>Fringe Benefits:</u>	50,291
413.22-00	<u>Medicare:</u>	4,058
413.25-05	<u>PARS Contribution:</u>	12,294
413.26-00	<u>Workers Comp Premium:</u>	11,770
413.27-10	<u>OPEB Contributions:</u>	43,908
413.52-30	<u>Liability Insurance – Benefits:</u>	27,362

ADMINISTRATION ACTIVITY DETAIL

111-0210 City Manager

ACCOUNT NUMBER	DESCRIPTION	COST
413.43-05	<u>Equipment Maintenance Services</u> : Maintenance of office equipment.	2,000
413.56-41	<u>Contractual Services</u> : Consultant fees, i.e. Transit, Telecommunications	1,500
413.59-10	<u>Tuition & Training</u> :	250
413.61-20	<u>Dept./Office Supplies & Expense</u> : Office supplies.	2,500
413.64-00	<u>Memberships & Meetings</u> : League of CA Cities, Independent Cities Assoc., California Contract Cities, ICMA, Area E Emergency Management, Gateway City Managers, and other miscellaneous conferences and meetings, Annual Student Government Day (\$500).	4,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
City Manager							
111-0210-413.11-00	Regular Salaries	329,607	340,603	334,251	262,251	309,772	272,118
111-0210-413.15-40	Bi-Lingual Pay	2,111	2,106	2,100	2,100	1,050	945
111-0210-413.15-50	Car Allowance	9,105	9,053	9,000	4,400	6,000	6,000
111-0210-413.18-20	Sick Leave Buy Back	6,370	7,215	7,046	7,046	800	635
111-0210-413.20-00	Fringe Benefits	47,032	49,954	54,988	54,988	56,988	50,291
111-0210-413.22-00	Medicare	8,118	8,497	4,878	5,778	4,520	4,058
111-0210-413.25-05	PARS - Contribution	0	0	0	0	0	12,294
111-0210-413.26-00	Workers Comp Premium	21,835	20,126	14,362	14,362	13,024	11,770
111-0210-413.27-10	OPEB Contributions	39,588	44,038	47,788	47,788	48,585	43,908
111-0210-413.43-05	Office Equip - O S & M	91	0	2,000	2,000	2,000	2,000
111-0210-413.52-30	Ins - Benefits Active EEs	28,434	31,310	28,652	28,652	30,431	27,362
111-0210-413.56-41	Contractual Srvc - Other	0	265	1,500	1,500	1,500	1,500
111-0210-413.59-10	Tuition & Training	0	0	750	750	750	250
111-0210-413.61-20	Dept Supplies & Expense	2,341	1,881	4,000	4,000	4,000	2,500
111-0210-413.61-25	Office Supplies	780	445	0	0	0	0
111-0210-413.64-00	Memberships & Meetings	12,438	8,709	4,000	4,000	4,500	4,500
* City Manager		507,850	524,202	515,315	439,615	483,920	440,131

ADMINISTRATION ACTIVITIES AND OBJECTIVES

111-0230 Human Resources & Civil Service

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	256,766	257,973	258,288
Maintenance & Operation	113,110	59,800	76,530
Capital Expense	0	0	0
TOTAL	369,876	317,773	334,818

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Assistant City Manager	0.25	0.25	34,179	34,179					
Personnel Supervisor	0.70	0.70	66,889	70,234					
Personnel Assistant	0.75	0.75	44,012	46,653					
Human Resources Secretary	0.50	0.50	25,910	26,558					
TOTAL	2.20	2.20	170,990	177,624					

ADMINISTRATION
PERSONNEL SERVICES
 111-0230 Human Resources & Civil Service

ACCOUNT NUMBER	DESCRIPTION	COST
413.11-00	<u>Regular Salaries:</u>	160,534
413.15-40	<u>Bi-Lingual Pay:</u>	4,100
413.15-60	<u>Premium Pay:</u>	3,780
413.18-20	<u>Sick Leave Buy Back:</u>	2,226
413.20-00	<u>Fringe Benefits:</u>	29,669
413.22-00	<u>Medicare:</u>	1,410
413.25-05	<u>PARS Contribution:</u>	7,580
413.26-00	<u>Workers Comp Premium:</u>	6,944
413.27-10	<u>OPEB Contributions:</u>	25,903
413.52-30	<u>Liability Insurance – Benefits:</u>	16,142

ADMINISTRATION ACTIVITY DETAIL

111-0230 Human Resources & Civil Service

ACCOUNT NUMBER	DESCRIPTION	COST
413.43-05	<u>Equipment Maintenance Services:</u> ASP SunGard \$6,430.	6,430
413.54-00	<u>Advertising & Publications:</u> Recruitment advertising for vacant and newly approve positions.	10,000
413.56-41	<u>Contractual Services:</u> \$2,940 Gateway Public Employee Consortium (LCW); \$7,500 U.S. HealthWorks (Pre-employment physicals); \$750 BAC (Flexible Benefits Plan Admin \$50 x 12 + annual filing); \$2,500 Affiliated Systems (Alhambra Hospital Stress Test); \$2,000 Test Rentals (Civil Service Exams); \$20,000 Labor Negotiations.	35,690
413.59-10	<u>Training:</u> \$2,000 Various city-wide staff training and workshops; \$3,000 Mandatory AB1825 Sexual Harassment Prevention Training.	5,000
413.61-20	<u>Dept./Office Supplies & Expense:</u> \$2,000 Lunch reimbursements for misc. department meetings and/or oral interview panels; \$3,000 office supplies.	4,000
413.64-00	<u>Memberships & Meetings:</u> \$300 SCPMA-HR Membership, Conference & Meetings; \$750 PERS/PAC Annual Training & Membership; \$275 CalPACS Membership; \$300 SCPLRC Membership, Conference & Meetings; \$360 IPMA Membership; \$175 PELRA-California/NPERLRA Membership; \$500 Gateway Public ERC-Host Mtg.; \$1,750 CalPERLA Conference; \$1,500 LCW Annual Conference; \$7,000 Service Pin Luncheon; and \$5,000 Holiday Reception.	15,410

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL	FY 2010-11 ADJUSTED	FY 2011-12 DEPARTMENT	FY 2011-12 REQUEST	MANAGER'S REQUEST
		ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	
Human Resources								
111-0230-413.11-00	Regular Salaries	155,772	174,132	170,990	150,990	170,990	160,534	
111-0230-413.13-00	Overtime - Regular	1,256	0	0	0	0	0	
111-0230-413.14-00	Overtime Code 10	89	1,144	0	0	0	0	
111-0230-413.15-40	Bi-Lingual Pay	4,117	4,106	4,100	4,100	4,100	4,100	
111-0230-413.15-60	Premium Pay	0	1,928	2,835	2,835	3,780	3,780	
111-0230-413.18-20	Sick Leave Buy Back	3,215	4,324	3,920	3,920	2,150	2,226	
111-0230-413.20-00	Fringe Benefits	22,445	25,678	28,130	28,130	31,457	29,669	
111-0230-413.22-00	Medicare	1,504	1,708	1,548	1,548	1,520	1,410	
111-0230-413.25-05	PARS - Contribution	0	0	0	0	0	7,580	
111-0230-413.26-00	Workers Comp Premium	10,420	10,344	7,346	7,346	7,189	6,944	
111-0230-413.27-10	OPEB Contributions	18,893	22,636	24,446	24,446	26,818	25,903	
111-0230-413.33-80	Mini Bonus Program	2,127	0	0	0	0	0	
111-0230-413.43-05	Office Equip - O S & M	7,268	5,332	6,240	6,240	6,430	6,430	
111-0230-413.52-30	Ins - Benefits Active EEs	13,570	16,094	14,658	14,658	16,798	16,142	
111-0230-413.54-00	Advertising & Publication	4,916	2,084	12,500	12,500	15,000	10,000	
111-0230-413.56-41	Contractual Srvc - Other	54,626	52,548	17,550	17,550	35,690	35,690	
111-0230-413.59-10	Tuition & Training	0	3,000	3,000	3,000	5,000	5,000	
111-0230-413.61-20	Dept Supplies & Expense	2,337	2,108	5,000	5,000	5,000	4,000	
111-0230-413.61-25	Office Supplies	4,097	2,788	0	0	0	0	
111-0230-413.64-00	Memberships & Meetings	30,108	25,500	15,510	15,510	17,910	15,410	
* Human Resources		336,760	355,454	317,773	297,773	349,832	334,818	

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

111-0240 Community Promotion & Development

	2009-20010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	19,500	19,400	0
Maintenance & Operation	106,570	123,170	67,570
Capital Expense	0	0	0
TOTAL	126,070	142,570	67,570

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 2011-2012 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 NUMBER	DESCRIPTION	COST
466.55-40	<u>Fourth of July:</u>	25,000
466.56-54	<u>Contract Business Promotion:</u> Downtown holiday decorations.	4,000
466.61-20	<u>Dept./Office Supplies & Expense:</u> Miscellaneous department supplies & expense. Graffiti rewards and claims settlements.	3,000
466.64-00	<u>Memberships & Meetings:</u> League of California Cities – Statewide (\$19,000); League of CA Cities – Los Angeles Division (\$1,250); Independent Cities Association (\$2,900); California Contract Cities (\$2,920); Gateway Cities (\$8,000); and LAFCO (\$1,500).	35,570

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Special Event/Community Promo							
111-0240-466.13-00	Overtime - Regular	15,659	8,266	19,000	19,000	0	0
111-0240-466.15-40	Bi-Lingual Pay	113	45	200	200	0	0
111-0240-466.22-00	Medicare	230	122	200	200	0	0
111-0240-466.55-05	Halloween Haunted House	20,000	5,935	0	0	0	0
111-0240-466.55-40	Fourth of July	15,494	61,456	65,000	65,000	25,000	25,000
111-0240-466.56-41	Contractual Svc - Other	0	44,098	0	0	0	0
111-0240-466.56-54	Contract Business Promotion	3,500	4,000	4,000	4,000	4,000	4,000
111-0240-466.61-20	Dept Supplies & Expense	3,300	2,625	3,000	3,000	3,000	3,000
111-0240-466.64-00	Memberships & Meetings	39,965	59,753	51,170	51,170	51,170	35,570
		98,261	186,300	142,570	142,570	83,170	67,570
* Spcl Event/Community Promo							

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

216-0230 Employees Retirement Fund

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	4,656,719	5,219,500	5,159,478
Capital Expense	0	0	0
TOTAL	4,656,719	5,219,500	5,159,478

Description of Activities

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

ADMINISTRATION ACTIVITY DETAIL

216-0230 Employees Retirement Fund

ACCOUNT NUMBER	DESCRIPTION	COST
413.23-00	<u>Retirement Premium to PERS: Non-Sworn Personnel</u>	1,096,573
413.24-00	<u>Retirement Contribution to PERS: Sworn Personnel</u>	2,261,089
413.56-41	<u>Contractual Services – Other: US Bank Admin Fee (\$2,100); Urban Futures Disclosure Report (\$2,500)</u>	4,600
431.80-50	<u>Bond Principles:</u>	600,000
413.81-10	<u>Interest Expense:</u>	1,197,216

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Employees Retirement Fund							
216-0230-413.23-00	PERS Contribution-NonSworn	1,046,460	1,025,047	1,147,418	1,147,418	1,112,315	1,096,573
216-0230-413.24-00	PERS Contribution-Sworn	1,875,230	1,932,980	1,982,269	1,982,269	2,119,317	2,261,089
216-0230-413.25-05	PARS - Contribution	0	58,663	359,418	359,418	0	0
216-0230-413.56-41	Contractual Svc - Other	8,015	5,000	4,600	9,950	4,600	4,600
216-0230-413.80-50	Principal-Retirement/Bond	250,000	400,000	500,000	500,000	600,000	600,000
216-0230-413.81-10	Interest Expense/Bonds	1,268,156	1,249,176	1,225,795	1,225,795	1,197,216	1,197,216
		4,447,861	4,670,866	5,219,500	5,224,850	5,033,448	5,159,478
* Employees Retirement Fund							

ADMINISTRATION **ACTIVITIES AND OBJECTIVES**

217-0230 OPEB Fund

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	1,160,000	0	0
Maintenance & Operation	8,500	1,877,000	1,739,000
Capital Expense	0	0	0
TOTAL	1,168,500	1,877,000	1,739,000

Description of Activities

ADMINISTRATION ACTIVITY DETAIL

217-0230 OPEB Fund

ACCOUNT NUMBER	DESCRIPTION	COST
413.28-00	<u>Health Premium: Retirees</u>	1,700,000
413.56-41	<u>Contractual Services – Other: \$24,000 PARS and \$15,000 Actuarial</u>	39,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
OPEB							
217-0230-413.28-00	Retiree Health Ins Premium	1,707,812	1,892,046	1,860,000	1,860,000	1,700,000	1,700,000
217-0230-413.56-41	Contractual Svc - Other	2,060	17,815	17,000	17,000	24,000	39,000
* OPEB		1,709,872	1,909,861	1,877,000	1,877,000	1,724,000	1,739,000

ADMINISTRATION ACTIVITIES AND OBJECTIVES

218-0230 PARS Contribution

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	330,504
Capital Expense	0	0	0
TOTAL	0	0	330,504

Description of Activities

**ADMINISTRATION
ACTIVITY DETAIL**
218-0230 PARS Contribution

ACCOUNT NUMBER	DESCRIPTION	COST
413.25-05		330,504

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
PARS							
218-0230-413.28-00	Retiree Health Ins Premium	0	0	0	0	0	330,504
* PARS		0	0	0	0	0	330,504

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

219-0250 Transit Operation

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	100,242	99,135	191,732
Maintenance & Operation	1,433,000	1,409,000	1,237,800
Capital Expense	0	0	0
TOTAL	1,533,242	1,508,135	1,429,532

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY				
Assistant City Manager	0.10	0.10	13,672	13,672									
Executive Assistant	0	0.30	0	20,850									
Finance Director	0.05	0.05	7,197	7,666									
Revenue Collections Supervisor	0.10	0.15	7,451	11,177									
Sr. Accountant	0.05	0.05	3,688	3,688									
Finance Assistant I	0.50	1.00	22,654	45,759									
Public Works Supervisor	0.05	0.10	7,113	14,227									

ADMINISTRATION
PERSONNEL SERVICES
219-0250 Transit Operation

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-00	<u>Regular Salaries:</u>	109,928
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>	665
431.20-00	<u>Fringe Benefits:</u>	20,316
431.22-00	<u>Medicare:</u>	1,552
431.23-00	<u>PERS Contribution-Sworn:</u>	17,095
431.25-05	<u>PARS Contribution:</u>	5,106
431.26-00	<u>Workers Comp Premium:</u>	4,755
431.27-10	<u>OPEB Contributions:</u>	17,737
431.52-30	<u>Liability Insurance - Benefits</u>	11,053

ADMINISTRATION ACTIVITY DETAIL

219-0250 Transit Operation

ACCOUNT NUMBER	DESCRIPTION	COST
431.33-10	<u>Bank Services:</u>	300
431.56-42	<u>Senior Dial-A-Ride: Oldtimers Foundation</u>	135,000
431.56-44	<u>Pacific Boulevard Shuttle Service: Oldtimers Foundation</u>	67,500
431.56-45	<u>City-wide Dial-A-Ride System: Administrative Services Co-op</u>	756,000
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>	63,000
431.61-20	<u>Dept./Office Supplies & Expenses:</u>	1,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Sales Tax-Transit Fund A							
219-0250-431.11-00	Regular Salaries	61,460	56,129	61,775	61,775	86,354	109,928
219-0250-431.13-00	Overtime - Regular	126	0	0	0	0	0
219-0250-431.15-40	Bi-Lingual Pay	1,316	1,202	1,470	1,470	2,000	3,255
219-0250-431.15-60	Premium Pay	0	500	540	540	270	270
219-0250-431.18-20	Sick Leave Buy Back	651	1,011	1,170	1,170	600	665
219-0250-431.20-00	Fringe Benefits	8,380	9,148	10,162	10,162	14,561	20,316
219-0250-431.22-00	Medicare	959	663	708	708	1,175	1,552
219-0250-431.23-00	PERS Contributon-NonSworn	7,405	8,295	4,895	4,895	11,384	17,095
219-0250-431.25-05	PARS - Contribution	0	1,332	1,633	1,633	3,390	5,106
219-0250-431.26-00	Workers Comp Premium	3,890	3,686	2,654	2,654	3,328	4,755
219-0250-431.27-10	OPEB Contributions	7,054	8,064	8,832	8,832	12,414	17,737
219-0250-431.33-10	Bank Services	0	250	0	300	300	300
219-0250-431.52-30	Liability	5,066	5,734	5,296	5,296	7,775	11,053
219-0250-431.56-41	Contractual Srvc - Other	30,066	28,921	30,000	30,000	15,000	0
219-0250-431.56-42	Contract Srv-Sr Transport	153,942	151,291	160,000	160,000	150,000	135,000
219-0250-431.56-43	Fixed Route Transit	0	6,664	0	0	0	0
219-0250-431.56-44	Pacific Blvd Shuttle	21,579	72,956	75,000	75,000	75,000	67,500
219-0250-431.56-45	Dial-A-Ride (All City)	617,978	836,758	840,000	840,000	840,000	756,000
219-0250-431.56-46	Contract Subregion Trans	186,786	174,403	200,000	200,000	200,000	200,000
219-0250-431.57-70	Recreation Transit	17,647	13,934	20,000	20,000	20,000	15,000
219-0250-431.58-50	Bus Passes	72,100	67,835	80,000	80,000	70,000	63,000
219-0250-431.61-20	Dept Supplies & Expense	2,554	5,340	4,000	1,000	4,000	1,000
219-0250-431.64-00	Memberships & Meetings	2,000	1,655	0	10,000	0	0
219-0250-431.74-10	Equipment	610,511	234,866	0	0	0	0
* Transit Administration		1,811,470	1,690,637	1,508,135	1,515,435	1,517,551	1,429,532

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

220-0250 Transit Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	835,000	760,000	684,000
Capital Expense	0	0	0
TOTAL	835,000	760,000	684,000

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 2011-2012 Objectives

- ✓ Provide an efficient transit services for the fixed route Combi Shuttle and shuttle services along Pacific Boulevard.

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

ACCOUNT NUMBER	DESCRIPTION	COST
431.56-43	<u>Fixed Route Transit:</u> Oldtimers Foundation contract for Combi Shuttle and senior transportation.	684,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Sales Tax-Transit Fund C							
220-0250-431.56-43	Fixed Route Transit	732,820	745,995	760,000	760,000	760,000	684,000
220-0250-431.56-44	Pacific Blvd Shuttle	30,516	15,849	0	0	0	0
* Transit Fund C		763,336	761,844	760,000	760,000	760,000	684,000

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

223-0240 Community Promotion & Development

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	25,000	25,000	25,000
Capital Expense	0	0	0
TOTAL	25,000	25,000	25,000

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

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Local Origin Program 223-0240-466.55-35	Holiday Parade	25,000	25,000	25,000	32,000	25,000	25,000
* Spcl Event/ Community Promo		25,000	25,000	25,000	32,000	25,000	25,000

ADMINISTRATION ACTIVITIES AND OBJECTIVES

223-9010 Non-Departmental

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	19,800	19,800	24,600
Capital Expense	0	0	0
TOTAL	19,800	19,800	24,600

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 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Non-Departmental							
223-9010-419.56-41	Contractual Svc - Other	17,550	19,800	19,800	19,800	24,600	24,600
223-9010-419.73-10	Improvements	13,294	0	0	0	0	0
223-9010-419.74-10	Equipment	0	11,941	0	0	0	0
		30,844	31,741	19,800	19,800	24,600	24,600
* Non-Departmental							

ADMINISTRATION (RISK MANAGEMENT) ACTIVITIES AND OBJECTIVES

745-0230 Risk Management Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	165,476	164,372	163,762
Maintenance & Operation	16,000	11,000	3,500
Capital Expense	0	0	0
TOTAL	181,476	175,372	167,262

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 2011-2012 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

PERSONNEL SERVICES

745-0230 Risk Management Administration

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ADMINISTRATION (RISK MANAGEMENT)

PERSONNEL SERVICES

745-0230 Risk Management Administration

ACCOUNT NUMBER	DESCRIPTION	COST
413.11-00	<u>Regular Salaries:</u>	147,837
413.15-40	<u>Bi-Lingual Pay:</u>	2,625
413.15-60	<u>Premium Pay:</u>	2,160
413.18-20	<u>Sick Leave Buy Back:</u>	2,690
413.22-00	<u>Medicare:</u>	1,580
413.25.05	<u>PARS Contribution:</u>	6,870

ADMINISTRATION (RISK MANAGEMENT)

ACTIVITY DETAIL

745-0230 Risk Management Administration

ACCOUNT NUMBER	DESCRIPTION	COST
413.61-20	<u>Dept./Office Supplies & 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 & Meetings</u> : Safe Bunch Lunch (\$2,000); Safety, Health & Fitness Day (\$1,000); Bingo (\$900); Safety Slogan Winner (\$100).	1,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Worker's Compensation fund							
745-0230-413.11-00	Regular Salaries	146,571	148,390	154,973	154,973	154,839	147,837
745-0230-413.13-00	Overtime - Regular	550	15	0	300	0	0
745-0230-413.14-00	Overtime Code 10	38	511	0	0	0	0
745-0230-413.15-40	Bi-Lingual Pay	2,610	2,445	2,625	2,625	2,625	2,625
745-0230-413.15-60	Premium Pay	0	1,396	1,755	1,755	2,340	2,160
745-0230-413.18-20	Sick Leave Buy Back	3,023	3,446	3,370	3,370	2,700	2,690
745-0230-413.22-00	Medicare	1,579	1,709	1,649	1,649	1,680	1,580
745-0230-413.25-05	PARS - Contribution	0	0	0	0	0	6,870
745-0230-413.59-10	Tuition & Training	0	0	2,000	2,000	2,000	0
745-0230-413.61-20	Dept Supplies & Expense	128	260	4,000	4,000	4,000	2,000
745-0230-413.64-00	Memberships & Meetings	728	2,086	5,000	4,700	4,000	1,500
* Worker's Compensation		155,227	160,258	175,372	175,372	174,184	167,262

ADMINISTRATION (RISK MANAGEMENT)

ACTIVITIES AND OBJECTIVES

745-9030 Workers Compensation Program

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	145,000	0	0
Maintenance & Operation	725,000	613,000	583,218
Capital Expense	0	0	0
TOTAL	870,000	613,000	583,218

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 2011-2012 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 NUMBER	DESCRIPTION	COST
413.26-00	<u>Workers Comp Insurance Premiums:</u>	148,218
413.33-70	<u>Contractual Services 3rd 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 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Risk Management							
745-9030-413.26-00	Workers Comp Premium	145,573	174,565	138,000	138,000	148,218	148,218
745-9030-413.32-70	Contractual Srv Legal	0	0	40,000	40,000	0	0
745-9030-413.33-70	Contractual Srv 3rd Party	87,652	79,790	85,000	85,000	85,000	85,000
745-9030-413.52-30	Ins - Benefits Active EEs	348,806	244,124	350,000	350,000	350,000	350,000
		582,031	498,479	613,000	613,000	583,218	583,218

ADMINISTRATION (RISK MANAGEMENT) ACTIVITIES AND OBJECTIVES

745-9031 Liability

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	1,172,000	1,048,000	1,188,560
Capital Expense	0	0	0
TOTAL	1,172,000	1,048,000	1,188,560

Description of Activities

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

Fiscal Year 2011-2012 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 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.	30,000
413.52-10	<u>Insurance Property Premium</u> : Premium for property damage insurance.	264,284
413.52-20	<u>Insurance Liability Premium</u> : Excess liability coverage premium.	484,276
413.52-30	<u>Insurance Settlement Payments</u> : Payment of claims and judgments against the City.	260,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
LIABILITY							
745-9031-413.32-70	Contractual Srv Legal	291,409	146,907	150,000	220,000	150,000	150,000
745-9031-413.33-70	Contractual Srv 3rd Party	21,814	28,044	30,000	30,000	30,000	30,000
745-9031-413.52-10	Ins - Property Premium	292,254	293,445	256,000	256,000	264,284	264,284
745-9031-413.52-20	Ins - Liability Premium	382,853	342,973	352,000	352,000	484,276	484,276
745-9031-413.52-30	Ins - Benefits Active EEs	41,902	313,821	260,000	190,000	260,000	260,000
* LIABILITY		1,030,232	1,125,190	1,048,000	1,048,000	1,188,560	1,188,560

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

746-0213 to 746-0218 Employee Benefits

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	2,159,500	2,347,000	2,492,000
Capital Expense	0	0	0
TOTAL	2,159,500	2,347,000	2,492,000

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 2011-2012 Objectives

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

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

ACCOUNT NUMBER	DESCRIPTION	COST
0213-413.52-30	<u>Health Insurance Premiums:</u> Health premiums for all employees.	2,015,000
0213-413.52-60	<u>Health Op Out:</u>	91,000
0214-413.52-70	<u>Dental Insurance Premiums:</u>	165,000
0215-413.52-40	<u>Vision Insurance:</u>	41,000
0216-413.52-80	<u>Life & Disability Premiums:</u>	125,000
0217-413.52-90	<u>Unemployment Insurance:</u>	30,000
0218-413.35-10	<u>Tuition Assistance:</u>	25,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Employee Benefit Fund							
Health Insurance							
746-0213-413.52-30	Ins - Benefits Active EEs	1,759,705	1,913,489	1,910,000	1,910,000	2,040,000	2,015,000
746-0213-413.52-60	Health Insurance Opt-Out	64,242	75,312	65,000	90,000	91,000	91,000
* Health Insurance		1,823,947	1,988,801	1,975,000	2,000,000	2,131,000	2,106,000
Dental Insurance							
746-0214-413.52-70	Ins - Dental Premium	145,539	155,913	160,000	160,000	165,000	165,000
* Dental Insurance		145,539	155,913	160,000	160,000	165,000	165,000
Vision							
746-0215-413.52-40	Ins - Vision	13,182	13,981	15,000	42,000	41,000	41,000
* Vision		13,182	13,981	15,000	42,000	41,000	41,000
Life & Disability							
746-0216-413.52-80	Life & Disability Premium	148,852	152,040	150,000	150,000	160,000	125,000
* Life & Disability		148,852	152,040	150,000	150,000	160,000	125,000
Unemployment Insurance							
746-0217-413.52-90	Ins - Unemployment	23,016	17,870	22,000	37,000	30,000	30,000
* Unemployment Insurance		23,016	17,870	22,000	37,000	30,000	30,000
Tuition Assistance							
746-0218-413.35-10	Tuition Assistance	15,594	14,800	25,000	25,000	25,000	25,000
* Tuition Assistance		15,594	14,800	25,000	25,000	25,000	25,000

CITY CLERK

ACTIVITIES AND OBJECTIVES

111-1010 City Clerk

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	395,465	368,094	376,506
Maintenance & Operation	78,500	65,300	28,250
Capital Expense	2,000	0	0
TOTAL	475,965	433,394	404,756

Description of Activities

The Office of the City Clerk is responsible for the City Council agendas and minutes, coordinating and conducting the 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 2011-2012 Objectives

This year the City will be creating and implementing a new City's Records Management Program through the document imaging system. This office will also continue to destroy outdated records and clear up the basement to create usable space for all departments to store records.

CITY CLERK

PERSONNEL SERVICES

111-1010 City Clerk

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
City Clerk	.60	.60	67,900	67,900					
Deputy City Clerk	.90	1.00	50,015	59,523					
Jr. Deputy City Clerk	1.00	.90	44,424	42,985					
Office Assistant	1.00	.50	41,425	20,329					
Records Imaging Clerk	1.00	1.00	39,354	43,497					
			</						

CITY CLERK
PERSONNEL SERVICES
 111-1010 City Clerk

ACCOUNT NUMBER	DESCRIPTION	COST
411.11-00	<u>Regular Salaries:</u>	234,234
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>	2,836
411.20-00	<u>Fringe Benefits:</u>	43,290
411.22-00	<u>Medicare:</u>	3,665
411.25.05	<u>PARS Contribution:</u>	10,862
411.26-00	<u>Workers Comp Premium:</u>	10,131
411.27-10	<u>OPEB Contributions:</u>	37,795
411.52-30	<u>Liability Insurance - Benefits:</u>	23,553

CITY CLERK ACTIVITY DETAIL

111-1010 City Clerk

ACCOUNT NUMBER	DESCRIPTION	COST
411.43-05	<u>Equipment Maintenance Services:</u> Maintenance of office equipment, software and miscellaneous office equipment.	2,000
411.54-00	<u>Advertising & Publications:</u> Publishing of legal notices (City projects to bid, amending zoning code).	3,000
411.56-41	<u>Contractual Services:</u> Muni Metrix \$500; Quality Code Publishing \$4,000; Iron Mountain (records off-site storage) \$500; Shred It (destruction of documents) \$1,500; Questys \$6,000 (annual fee for records imaging software=\$4,000 and \$2,000 for re-install of software and data on new server); GG-One Software (insurance tracking software) \$550; and bonds (\$1,200).	14,250
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 & Expense:</u>	6,500
411.64-00	<u>Memberships & 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
City Clerk							
111-1010-411.11-00	Regular Salaries	247,269	253,644	243,118	228,118	229,061	234,234
111-1010-411.13-00	Overtime - Regular	1,656	3,068	3,000	3,000	3,000	3,000
111-1010-411.14-00	Overtime Code 10	0	14	0	0	0	0
111-1010-411.15-40	Bi-Lingual Pay	8,234	7,904	8,190	8,190	7,140	7,140
111-1010-411.15-60	Premium Pay	0	4,112	0	0	0	0
111-1010-411.18-20	Sick Leave Buy Back	4,006	4,227	4,101	4,101	3,145	2,836
111-1010-411.20-00	Fringe Benefits	36,875	39,148	39,996	39,996	42,140	43,290
111-1010-411.22-00	Medicare	2,929	3,158	3,645	3,645	3,550	3,665
111-1010-411.25-05	PARS - Contribution	0	0	0	0	0	10,862
111-1010-411.26-00	Workers Comp Premium	17,119	15,772	10,446	10,446	9,630	10,131
111-1010-411.27-10	OPEB Contributions	31,038	34,510	34,758	34,758	35,926	37,795
111-1010-411.31-10	Municipal Election	3,794	41,176	35,000	35,000	0	0
111-1010-411.43-05	Office Equip - O S & M	1,416	1,150	2,000	2,000	2,000	2,000
111-1010-411.52-30	Ins - Benefits	22,293	24,536	20,840	20,840	22,502	23,553
111-1010-411.54-00	Advertising & Publication	2,608	811	3,000	3,000	3,000	3,000
111-1010-411.56-41	Contractual Srvc - Other	8,879	14,547	12,500	18,500	14,250	14,250
111-1010-411.59-10	Tuition & Training	41	151	800	800	1,000	1,000
111-1010-411.61-20	Dept Supplies & Expense	6,570	2,629	11,000	11,000	8,000	6,500
111-1010-411.61-25	Office Supplies	7,279	4,504	0	0	0	0
111-1010-411.64-00	Memberships & Meetings	992	1,349	1,000	1,000	1,500	1,500
111-1010-411.74-10	Equipment	17,385	0	0	0	0	0
* City Clerk		420,383	456,410	433,394	424,394	385,844	404,756

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FINANCE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-3010 Finance & Accounting

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	452,347	389,888	425,743
Maintenance & Operation	390,075	391,250	341,041
Capital Expense	0	0	0
TOTAL	842,422	781,138	766,784

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 2011-2012 Objectives

- ✓ To coordinate the preparation of a 2011-2012 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 2010 audit findings.
- ✓ To prudently invest all available City and Community Development Commission idle funds.

FINANCE DEPARTMENT PERSONNEL SERVICES

111-3010 Finance & Accounting

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Finance Director	0.35	0.35	50,378	53,660					
Sr. Accountant	0.65	0.65	47,953	47,953					
Accountant	0.80	0.80	53,072	54,503					
Administrative Asst.-Fin Dept.	0.25	0.25	14,671	14,671					
Finance Assistant II	1.00	1.00	47,617	47,953					
Finance Assistant I	1.00	1.00	44,475	45,760					

FINANCE DEPARTMENT **PERSONNEL SERVICES**

111-3010 Finance & Accounting

ACCOUNT NUMBER	DESCRIPTION	COST
415.11-10	<u>Regular Salaries:</u>	264,640
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>	8,505
415.15-60	<u>Premium Pay:</u>	2,565
415.18-20	<u>Sick Leave Buy Back:</u>	4,345
415.20-00	<u>Fringe Benefits:</u>	48,909
415.22-00	<u>Medicare:</u>	3,315
415.25-05	<u>PARS Contribution:</u>	12,407
415.26-00	<u>Workers Comp Premium:</u>	11,446
415.27-10	<u>OPEB Contributions:</u>	42,701
415.52-30	<u>Liability Insurance - Benefits:</u>	26,610

FINANCE DEPARTMENT

ACTIVITY DETAIL

111-3010 Finance & Accounting

ACCOUNT 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). Brinks armored car service (\$2,608) and bank merchant card services (\$12,000).	31,358
415.43-05	<u>Equipment Maintenance & Services</u> : Naviline annual maintenance with SunGard ASP (\$15,043).	15,043
415.56-10	<u>Parking Citation Surcharge</u> : The portion (15%) of parking citations paid to the Superior Court for their services.	260,000
415.61-20	<u>Dept./Office Supplies & Expense</u> : Payroll & payable warrants, W2 & 1099 forms, office supplies, paper, letterheads, envelopes and miscellaneous expenses.	19,500
415.64-00	<u>Membership and Meetings</u> : Conferences, meeting and memberships for the Government Finance Officers Association (\$595); California Society of Municipal Finance Officers (\$610); California Municipal Treasurers Association (\$600); California Municipal Revenue & Tax Association (\$350).	2,155

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	
ACCOUNT DESCRIPTION							
Finance Administration							
111-3010-415.11-00 Regular Salaries	283,404	289,520	258,166	258,166	263,710	264,640	
111-3010-415.12-00 Salary & Wages - P/T Temp	17,088	20,226	0	0	0	0	
111-3010-415.13-00 Overtime - Regular	140	49	200	200	200	200	
111-3010-415.14-00 Overtime Code 10	27	379	100	100	100	100	
111-3010-415.15-40 Bi-Lingual Pay	8,901	8,793	8,505	8,505	8,505	8,505	
111-3010-415.15-60 Premium Pay	0	2,788	2,565	2,565	2,565	2,565	
111-3010-415.18-20 Sick Leave Buy Back	2,889	6,149	4,615	4,615	4,417	4,345	
111-3010-415.20-00 Fringe Benefits	41,200	43,668	42,470	42,470	48,514	48,909	
111-3010-415.22-00 Medicare	3,826	3,801	3,135	3,135	3,315	3,315	
111-3010-411.25-05 PARS - Contribution	0	0	0	0	0	12,407	
111-3010-415.26-00 Workers Comp Premium	19,127	17,592	11,092	11,092	11,087	11,446	
111-3010-415.27-10 OPEB Contributions	34,680	38,496	36,910	36,910	41,360	42,701	
111-3010-415.32-40 Audit Fees	27,880	11,666	11,500	11,500	12,985	12,985	
111-3010-415.33-10 Bank Services	14,278	19,160	16,000	28,000	31,358	31,358	
111-3010-415.43-05 Office Equip - O S & M	9,612	7,293	14,605	14,605	15,043	15,043	
111-3010-415.52-30 Ins - Benefits	24,908	27,368	22,130	22,130	25,906	26,610	
111-3010-415.56-10 Parking Citation Surcharge	234,193	257,022	325,000	325,000	325,000	260,000	
111-3010-415.56-41 Contractual Srvc - Other	0	294,704	0	450	0	0	
111-3010-415.59-10 Tuition & Training	938	295	0	0	0	0	
111-3010-415.61-20 Dept Supplies & Expense	3,971	11,313	22,000	22,000	22,000	19,500	
111-3010-415.61-25 Office Supplies	3,753	9,627	0	0	0	0	
111-3010-415.64-00 Memberships & Meetings	5,599	1,467	2,145	2,145	2,155	2,155	
111-3010-415.74-10 Equipment	9,819	0	0	0	0	0	
111-3010-461.56-20 Account Write Off	7,860	7,227	0	0	0	0	
* Finance Administration	754,093	1,078,603	781,138	793,588	818,220	766,784	

FINANCE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-3011 Data Processing

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	91,675	33,737	35,352
Maintenance & Operation	28,240	26,442	27,367
Capital Expense	0	0	0
TOTAL	119,915	60,179	62,719

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Accountant	0.10	0.10	6,634	6,813					
Administrative Asst.-Fin Dept.	0.25	0.25	14,671	14,671					
			</						

FINANCE DEPARTMENT **PERSONNEL SERVICES**

111-3011 Data Processing

ACCOUNT 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>	350
419.20-00	<u>Fringe Benefits:</u>	3,971
419.22-00	<u>Medicare:</u>	350
419.25-05	<u>PARS Contribution:</u>	1,031
419.26-00	<u>Workers Comp Premium:</u>	929
419.27-10	<u>OPEB Contributions:</u>	3,467
419.52-30	<u>Liability Insurance - Benefits:</u>	2,160

FINANCE DEPARTMENT

ACTIVITY DETAIL

111-3011 Data Processing

ACCOUNT NUMBER	DESCRIPTION	COST
419.43-05	<u>Equipment Maintenance & Services</u> : Naviline software maintenance with SunGard ASP (\$21,467). Canon printer lease maintenance (\$4,600) & miscellaneous PC repairs with Alvaka (\$500).	26,567
419-64.00	<u>Membership & Meetings</u> : HTE SUGA Membership (\$200) and West SUGA regional training (\$600).	800

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	
ACCOUNT DESCRIPTION							
Data Processing							
111-3011-419.11-00	58,861	43,819	21,305	21,305	21,484	21,484	21,484
Regular Salaries							
111-3011-419.13-00	133	49	100	100	100	100	100
Overtime - Regular							
111-3011-419.14-00	23	172	100	100	100	100	100
Overtime Code 10							
111-3011-419.15-40	723	737	735	735	735	735	735
Bi-Lingual Pay							
111-3011-419.15-60	0	447	675	675	675	675	675
Premium Pay							
111-3011-419.18-20	331	810	1,200	1,200	385	385	350
Sick Leave Buy Back							
111-3011-419.20-00	8,891	9,258	3,504	3,504	3,952	3,952	3,971
Fringe Benefits							
111-3011-419.22-00	914	696	330	330	350	350	350
Medicare							
111-3011-419.25-05	0	0	0	0	0	0	1,031
PARS - Contribution							
111-3011-419.26-00	4,128	3,730	916	916	903	903	929
Workers Comp Premium							
111-3011-419.27-10	7,484	8,162	3,046	3,046	3,370	3,370	3,467
OPEB Contributions							
111-3011-419.43-05	9,134	13,232	26,242	26,242	26,567	26,567	26,567
Office Equip - O S & M							
111-3011-419.52-30	5,375	5,804	1,826	1,826	2,111	2,111	2,160
Ins - Benefits							
111-3011-419.61-25	3,365	0	0	0	0	0	0
Office Supplies							
111-3011-419.64-00	3,382	195	200	200	800	800	800
Memberships & Meetings							
* Data Processing	102,744	87,111	60,179	60,179	61,532	61,532	62,719

FINANCE DEPARTMENT

ACTIVITIES AND OBJECTIVES

111-3013 Revenue Collection & Licensing

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	311,187	309,756	221,780
Maintenance & Operation	52,000	52,000	26,753
Capital Expense	0	0	0
TOTAL	363,187	361,756	248,533

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Finance Director	0.15	0.15	21,591	22,997					
Revenue Collection Supervisor	0.45	0.40	33,530	29,805					
Finance Technician	0.50	0.50	28,153	29,635					
Finance Assistant I	2.70	1.20	122,326	54,911					

FINANCE DEPARTMENT PERSONNEL SERVICES

111-3013 Finance & Accounting

ACCOUNT NUMBER	DESCRIPTION	COST
415.11-10	<u>Regular Salaries:</u>	137,348
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>	1,275
415.20-00	<u>Fringe Benefits:</u>	26,072
415.22-00	<u>Medicare:</u>	1,770
415.25-05	<u>PARS Contribution:</u>	6,430
415.26-00	<u>Workers Comp Premium:</u>	6,102
415.27-10	<u>OPEB Contributions:</u>	22,763
415.52-30	<u>Liability Insurance - Benefits:</u>	14,185

FINANCE DEPARTMENT

ACTIVITY DETAIL

111-3013 Revenue Collection & Licensing

ACCOUNT NUMBER	DESCRIPTION	COST
415.54.00	<u>Advertising & Publications:</u>	1,000
415.56-41	<u>Contractual Services:</u> L.A. County Sheriff's hearing examiner (\$2,400); Donald Maynor (\$5,838); & Muni Services (\$17,515).	25,753

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST
Revenue Collections							
111-3013-415.11-00	210,219	217,561	205,600	205,600	176,774	137,348	
Regular Salaries							
111-3013-415.13-00	923	35	200	500	200	200	
Overtime - Regular							
111-3013-415.14-00	18	6	100	100	100	100	
Overtime Code 10							
111-3013-415.15-40	8,531	8,484	7,980	7,980	5,460	4,725	
Bi-Lingual Pay							
111-3013-415.15-60	0	3,160	2,700	2,700	810	810	
Premium Pay							
111-3013-415.18-20	1,810	944	1,200	1,200	1,560	1,275	
Sick Leave Buy Back							
111-3013-415.20-00	29,564	30,776	33,824	33,824	32,521	26,072	
Fringe Benefits							
111-3013-415.22-00	2,493	2,545	2,300	2,300	2,350	1,770	
Medicare							
111-3013-415.25-05	0	0	0	0	0	6,430	
PARS - Contribution							
111-3013-415.26-00	13,725	12,398	8,834	8,834	7,432	6,102	
Workers Comp Premium							
111-3013-415.27-10	24,885	27,130	29,394	29,394	27,726	22,763	
OPEB Contributions							
111-3013-415.52-30	17,873	19,288	17,624	17,624	17,366	14,185	
Ins - Benefits							
111-3013-415.53-20	0	7,848	20,000	10,000	0	0	
Postage							
111-3013-415.54-00	0	560	1,000	1,000	1,000	1,000	
Advertising & Publication							
111-3013-415.56-41	34,128	25,189	31,000	31,000	25,753	25,753	
Contractual Svc - Other							
111-3013-415.61-25	3,426	0	0	0	0	0	
Office Supplies							
* Revenue Collections	347,595	355,924	361,756	352,056	299,052	248,533	

FINANCE DEPARTMENT **ACTIVITIES AND OBJECTIVES**

111 - 9010 Non-Departmental

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	45,181	45,855	48,793
Maintenance & Operation	554,500	504,920	429,951
Capital Expense	6,650	8,200	3,000
TOTAL	606,331	558,975	481,744

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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Administrative Asst/Fin Dept.	0.50	0.50	29,342	29,342					

FINANCE DEPARTMENT **PERSONNEL SERVICES**

111-9010 Non-Departmental

ACCOUNT 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>	470
419.20-00	<u>Fringe Benefits:</u>	5,423
419.22-00	<u>Medicare:</u>	475
419.25-05	<u>PARS Contribution:</u>	1,430
419.26-00	<u>Workers Comp Premium:</u>	1,269
419.27-10	<u>OPEB Contributions:</u>	4,734
419.52-30	<u>Liability Insurance - Benefits:</u>	2,950

FINANCE DEPARTMENT

ACTIVITY DETAIL

111-9010 Non-Departmental

ACCOUNT NUMBER	DESCRIPTION	COST
419.31-50	<u>County Admin Fee – City Rcb:</u>	102,000
419.44-10	<u>Rentals:</u> Large black/white & color copiers \$26,000; Mail Machine \$7,200 in City Clerk's Office.	30,000
419.53-10	<u>Communications – Telephone/Wireless:</u> Citywide telephone and cellular usage.	125,000
419.53-20	<u>Postage:</u>	34,000
419.56-41	<u>Contractual Services:</u> HDL Property & Sales Tax Consulting (\$10,000); AK & Company SB90 Consulting (\$7,000); PARS (\$8,000); Willdan (\$1,000); City's Web site services and enhancements (\$11,000).	35,000
419.56-64	<u>IT Services:</u> Network maintenance from Alvaka (\$78,300) & software license maintenance from Sonicwall (\$3,500), Trend Mirco (\$1,500), HP Network Servers (\$2,651). Service maintenance on security camera systems at City Hall, Public Works and Parks & Recreation (\$5,000).	90,951
419.61-20	<u>Dept./Office Supplies & Expenses:</u> Aramark coffee supply (\$5,000) and office supplies (\$8,000).	13,000
419.74-10	<u>Equipment:</u> Network miscellaneous computer equipment (\$3,000).	3,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST
ACCOUNT DESCRIPTION							
Non-Departmental							
111-9010-419.11-00	28,712	29,640	29,342	29,342	29,342	29,342	29,342
Regular Salaries							
111-9010-419.13-00	102	99	150	150	150	150	150
Overtime - Regular							
111-9010-419.14-00	46	228	100	100	100	150	150
Overtime Code 10							
111-9010-419.15-40	1,056	1,053	1,050	1,050	1,050	1,050	1,050
Bi-Lingual Pay							
111-9010-419.15-60	0	894	1,350	1,350	1,350	1,350	1,350
Premium Pay							
111-9010-419.18-20	516	500	602	602	535	470	470
Sick Leave Buy Back							
111-9010-419.20-00	4,217	4,430	4,828	4,828	5,398	5,423	5,423
Fringe Benefits							
111-9010-419.22-00	441	466	461	461	475	475	475
Medicare							
111-9010-419.26-00	1,958	1,784	1,260	1,260	1,234	1,269	1,269
Workers Comp Premium							
111-9010-419.25-05	0	0	0	0	0	1,430	1,430
PARS - Contribution							
111-9010-419.27-10	3,550	3,906	4,196	4,196	4,602	4,734	4,734
OPEB Contributions							
111-9010-419.31-50	101,481	100,828	100,000	110,520	102,000	102,000	102,000
County Admin Fee-City Rcb							
111-9010-419.43-05	540	0	0	0	0	0	0
Office Equip - O S & M							
111-9010-419.44-10	30,343	30,447	30,000	30,000	30,000	30,000	30,000
Rent (Incl Equip Rental)							
111-9010-419.52-30	2,550	2,776	2,516	2,516	2,882	2,950	2,950
Ins - Benefits							
111-9010-419.53-10	127,945	117,966	140,000	140,000	135,000	125,000	125,000
Telephone & Wireless							
111-9010-419.53-20	18,000	19,307	19,000	19,000	34,000	34,000	34,000
Postage							
111-9010-419.56-30	2,639	0	0	0	0	0	0
Interest Expense							
111-9010-419.56-41	37,244	120,780	83,000	83,000	37,000	35,000	35,000
Contractual Srvc - Other							
111-9010-419.56-64	89,169	110,149	110,920	110,920	91,951	90,951	90,951
IT Services							
111-9010-419.61-20	18,872	7,828	22,000	22,000	18,000	13,000	13,000
Dept Supplies & Expense							
111-9010-419.61-25	9,290	8,253	0	0	0	0	0
Office Supplies							
111-9010-419.74-10	12,325	6,459	8,200	8,200	3,000	3,000	3,000
Equipment							
* Non-Departmental	490,996	567,793	558,975	569,495	498,119	481,744	481,744

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

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	5,000	1,500	8,700
Capital Expense	500,000	620,000	0
TOTAL	505,000	505,000	8,700

Description of Activities

FINANCE DEPARTMENT **ACTIVITY DETAIL**

226-9010 Air Quality Improvement Non-Departmental

ACCOUNT NUMBER	DESCRIPTION	COST
419.15-55	<u>Car Pool Rides Share:</u>	2,000
419.64-00	<u>Memberships & Meetings:</u>	1,700
419.74-10	<u>Equipment: Bicycles</u>	5,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Air Quality Improv Trust							
226-9010-419.15-55	Car Pool	0	1,835	1,500	1,500	2,000	2,000
226-9010-419.15-60	Premium Pay	0	47	0	0	0	0
226-9010-419.61-20	Dept Supplies & Expense	1,285	0	0	0	0	0
226-9010-419.64-00	Memberships & Meetings	800	1,655	0	1,697	0	1,700
226-9010-419.73-10	Improvements	2,500	-177	500,000	500,000	0	0
226-9010-419.74-10	Equipment	0	0	0	0	0	5,000
226-9010-419.74-20	Vehicle Replacements	0	0	120,000	120,000	0	0
* Air Quality Improv Trust		4,585	3,360	621,500	623,197	2,000	8,700

DEBT SERVICE **ACTIVITIES AND OBJECTIVES**

231-9025 Parking Bond

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	460,210	455,206	460,208
Capital Expense	0	0	0
TOTAL	460,210	455,206	460,208

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.

DEBT SERVICE **ACTIVITY DETAIL**

231-9025 Parking Bond

ACCOUNT 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.	366,036
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.	91,172

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Bond Debt Service							
231-9025-415.56-41	Contractual Srvc - Other	2,625	2,625	3,000	3,000	3,000	3,000
231-9025-415.80-20	Principal Bond - Park Sys	319,199	334,104	349,705	349,705	366,036	366,036
231-9025-415.81-10	Interest Expense/Bonds	138,008	123,103	102,501	102,501	91,172	91,172
* Bond Debt Service		459,832	459,832	455,206	455,206	460,208	460,208

FINANCE DEPARTMENT **ACTIVITIES AND OBJECTIVES**

535-9025 Debt Service

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	712,950	734,248	756,185
Capital Expense	0	0	0
TOTAL	712,950	734,248	756,185

Description of Activities

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

Fiscal year 2011-2012 Objectives

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

FINANCE DEPARTMENT **ACTIVITY DETAIL**

535-9025 Debt Service

ACCOUNT 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.	306,400
431.81-10	<u>Interest Expense</u> : Interest payment on bonds.	446,785

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Bond Debt Service							
535-9025-431.56-41	Contractual Svc - Other	0	0	3,000	3,000	3,000	3,000
535-9025-431.80-70	Principal Payment-Bonds	206,276	237,435	270,768	270,768	306,400	306,400
535-9025-431.81-10	Interest Expense/Bonds	482,994	472,513	460,480	460,480	446,785	446,785
* Bond Debt Service		689,270	709,948	734,248	734,248	756,185	756,185

FINANCE DEPARTMENT (WATER FUND)

ACTIVITIES AND OBJECTIVES

681-3022 Customer Account Expenditures

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	222,018	246,453	277,545
Maintenance & Operation	93,640	108,723	111,700
Capital Expense	0	0	0
TOTAL	315,658	355,176	389,245

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 2011-2010 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 Field Services 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

POSITION TITLE	FULL TIME				PART TIME			
	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY
Finance Director	0.10	0.10	14,394	15,331	Finance Assistant I	2,000 hrs	1,000 hrs	37,362
Accountant	0.10	0.10	6,634	6,813				
Revenue Collection Supervisor	0.25	0.25	18,628	18,628				
Finance Technician	0.25	0.25	14,076	14,817				
Finance Assistant I	1.50	2.00	67,959	90,719				
TOTAL	2.20	2.20	121,691	146,308	TOTAL	2,000 hrs	1,000 hrs	37,362
								18,981

FINANCE DEPARTMENT (WATER FUND)

PERSONNEL SERVICES

681-3022 Customer Account Expenditures

ACCOUNT NUMBER	DESCRIPTION	COST
415.11-00	<u>Regular Salaries:</u>	146,308
415.12-00	<u>Salaries & Wages – P/T:</u>	18,981
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>	5,670
415.15-60	<u>Premium Pay:</u>	540
415.18-20	<u>Sick Leave Buy Back:</u>	1,560
415.20-00	<u>Fringe Benefits:</u>	27,040
415.22-00	<u>Medicare:</u>	2,370
415.23-00	<u>PERS City Wide Contribution:</u>	23,145
415.25-05	<u>PARS Contribution:</u>	6,985
415.26-00	<u>Workers Comp Premium:</u>	6,328
415.27-10	<u>OPEB Contributions:</u>	23,608
415.52-30	<u>Liability Insurance - Benefits:</u>	14,710

FINANCE DEPARTMENT (WATER FUND)

ACTIVITY DETAIL

681-3022 Customer Account Expenditures

ACCOUNT NUMBER	DESCRIPTION	COST
415.32-40	<u>Audit Fees:</u>	10,875
415.33-10	<u>Bank Services:</u> Bank service charges for daily water deposits (\$10,000) and Brinks armored car service (\$2,408).	12,408
415.43-05	<u>Equipment Maintenance & Services:</u> Naviline software maintenance with SunGard ASP on water service (\$34,142), Itron (\$3,400), Canon printer lease maintenance (\$4,600).	42,142
415.53-20	<u>Postage:</u> Expenses for mailing bi-monthly water billings.	15,000
415.54-00	<u>Advertising & Publications:</u>	1,500
415.56-41	<u>Contractual Services – Other:</u> CSG-Data Prose (\$22,500), Security Metrics (\$200) and Creditron (\$2,075)	24,775
415.61-20	<u>Dept./Office Supplies & Expense:</u> Office supplies, letterheads, envelopes, forms and miscellaneous expense.	5,000

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Water Fund Customer Service							
681-3022-415.11-00	Regular Salaries	107,311	116,064	121,691	121,691	144,694	146,308
681-3022-415.12-00	Salary & Wages - P/T Temp	11,490	19,623	37,362	37,362	18,981	18,981
681-3022-415.13-00	Overtime - Regular	122	48	200	200	200	200
681-3022-415.14-00	Overtime Code 10	18	14	100	100	100	100
681-3022-415.15-40	Bi-Lingual Pay	4,222	4,475	4,620	4,620	5,670	5,670
681-3022-415.15-60	Premium Pay	0	3,277	3,240	3,240	540	540
681-3022-415.18-20	Sick Leave Buy Back	1,157	367	1,123	1,123	1,560	1,560
681-3022-415.20-00	Fringe Benefits	16,235	18,164	20,020	20,020	26,619	27,040
681-3022-415.22-00	Medicare	1,545	1,859	2,200	2,200	2,260	2,370
681-3022-415.23-00	PERS Contribution-NonSworn	14,542	16,974	17,010	17,010	22,646	23,145
681-3022-415.25-05	PARS - Contribution	0	708	5,829	5,829	6,834	6,985
681-3022-415.26-00	Workers Comp Premium	7,537	7,318	5,228	5,228	6,083	6,328
681-3022-415.27-10	OPEB Contributions	13,665	16,012	17,398	17,398	22,694	23,608
681-3022-415.32-40	Audit Fees	8,000	6,372	9,750	9,750	10,875	10,875
681-3022-415.33-10	Bank Services	7,772	11,586	12,525	12,525	12,408	12,408
681-3022-415.43-05	Office Equip - O S & M	1,240	29,724	41,448	41,448	42,142	42,142
681-3022-415.52-30	Ins - Benefits	9,815	11,384	10,432	10,432	14,214	14,710
681-3022-415.53-20	Postage	38,683	14,258	15,000	15,000	15,000	15,000
681-3022-415.54-00	Advertising & Publication	80	0	2,000	2,000	1,500	1,500
681-3022-415.56-41	Contractual Srvc - Other	20,795	13,337	16,000	16,000	24,775	24,775
681-3022-415.59-10	Tuition & Training	80	0	2,000	2,000	0	0
681-3022-415.61-20	Dept Supplies & Expense	5,185	4,139	10,000	10,000	5,000	5,000
681-3022-415.61-25	Office Supplies	491	386	0	0	0	0
* Customer Service		269,990	296,084	355,176	355,176	384,795	389,245

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

111-5010 Planning & Building Division

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	814,693	784,483	718,114
Maintenance & Operation	465,965	315,890	303,403
Capital Expense	0	0	0
TOTAL	1,280,658	1,100,373	1,021,517

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 2011-2012 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.
- ✓ Monitor Census related activities.
- ✓ Continue document management and electronic conversion and storage project.

COMMUNITY DEVELOPMENT
PERSONNEL SERVICES
 111-5010 Planning & Building Division

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Community Dev. Director	.70	.70	99,588	99,588					
Planning Manager	1.00	1.00	102,290	113,059					
Redevelopment Manager	.90	.90	80,215	84,225					
Senior Planner	.40	.40	32,703	33,585					
Assistant Planner	1.50	1.50	93,638	96,928					
Comm. Dev. Secretary	1.30	1.00	74,414	58,673					
Office Assistant	.90	.30	37,189	13,049					

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

ACCOUNT NUMBER	DESCRIPTION	COST
419.11-00	<u>Regular Salaries:</u>	449,313
419.15-40	<u>Bi-Lingual Pay:</u>	10,710
419.15-60	<u>Premium Pay</u>	4,860
419.18-20	<u>Sick Leave Buy Back:</u>	6,053
419.20-00	<u>Fringe Benefits:</u>	83,039
419.22-00	<u>Medicare:</u>	6,106
419.25-05	<u>PARS Contribution:</u>	20,920
419.26-00	<u>Workers Comp Premium:</u>	19,434
419.27-10	<u>OPEB Contributions:</u>	72,500
419.52-30	<u>Liability Insurance -Benefits:</u>	45,179

COMMUNITY DEVELOPMENT

ACTIVITY DETAIL

111-5010 Planning & Building Division

ACCOUNT NUMBER	DESCRIPTION	COST
419.43-05	<u>Equipment Maintenance Services</u> : Copy machine maintenance \$2,000; IT services \$2,000;	4,000
419.43-20	<u>Vehicle O S & M</u> :	2,903
419.54-00	<u>Advertising & Publications</u> : Notices in newspapers concerning public hearings; required postings with County Clerk. (New notice requirements need more budget.)	2,500
419.56-41	<u>Contractual Services</u> : Consultant services for planning projects, Historic Preservation Consultant Services	40,000
419.56-49	<u>Contract Building Inspection</u> : Building & Safety and Historic Preservation consultants.	243,000
419.59-10	<u>Tuition & Training</u> :	3,000
419.61-20	<u>Dept./Office Supplies & Expenses</u> : General office supplies, stationery, forms, bottled water and miscellaneous expenses.	5,500
419.64-00	<u>Memberships & Meetings</u> : Conferences and meetings, (i.e., League of California Cities; American Planning Association; ICSC); as well as memberships with professional organizations such as ICBO, APA, Los Angeles Conservancy, Calif. Preservation Foundation, etc.	2,500

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09	FY 2009-10	FY 2010-11		FY 2010-11		FY 2011-12		FY 2011-12
		YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	REQUEST	MANAGER'S	REQUEST	
		ACTUALS	ACTUALS	BUDGET	BUDGET					
Planning & Building										
111-5010-419.11-00	Regular Salaries	631,732	552,967	520,037	520,037	494,364	449,313			
111-5010-419.13-00	Overtime - Regular	223	1,052	1,000	1,000	0	0			
111-5010-419.14-00	Overtime Code 10	23	1,386	200	200	0	0			
111-5010-419.15-40	Bi-Lingual Pay	14,948	11,377	11,970	11,970	11,130	10,710			
111-5010-419.15-60	Premium Pay	0	8,660	7,020	7,020	4,860	4,860			
111-5010-419.18-20	Sick Leave Buy Back	8,762	8,849	10,827	10,827	6,688	6,053			
111-5010-419.20-00	Fringe Benefits	86,291	81,970	85,552	85,552	90,947	83,039			
111-5010-419.22-00	Medicare	8,479	7,186	6,605	6,605	6,605	6,106			
111-5010-419.25-05	PARS - Contribution	0	0	0	0	0	20,920			
111-5010-419.26-00	Workers Comp Premium	40,060	33,024	22,344	22,344	20,784	19,434			
111-5010-419.27-10	OPEB Contributions	72,634	72,262	74,350	74,350	77,536	72,500			
111-5010-419.43-05	Office Equip - O S & M	467	1,713	4,000	4,000	4,000	4,000			
111-5010-419.43-20	Vehicles - O S & M	2,583	1,465	2,890	2,890	3,016	2,903			
111-5010-419.52-30	Ins - Benefits	52,170	51,376	44,578	44,578	48,565	45,179			
111-5010-419.54-00	Advertising & Publication	4,866	197	2,500	2,500	2,500	2,500			
111-5010-419.56-41	Contractual Srvc - Other	0	0	2,500	2,500	52,500	40,000			
111-5010-419.56-49	Contract Bldng Inspection	457,216	349,287	293,000	293,000	243,000	243,000			
111-5010-419.56-74	The Planning Center	25,886	0	0	0	0	0			
111-5010-419.56-76	PCR	198,655	0	0	0	0	0			
111-5010-419.56-77	Building Standards Admin.	259	524	0	0	0	0			
111-5010-419.56-78	The Planning Center II	0	70,154	0	0	0	0			
111-5010-419.59-10	Tuition & Training	195	0	3,000	3,000	3,000	3,000			
111-5010-419.61-20	Dept Supplies & Expense	4,315	1,764	5,500	5,500	5,500	5,500			
111-5010-419.61-25	Office Supplies	1,589	1,392	0	0	0	0			
111-5010-419.64-00	Memberships & Meetings	3,802	3,183	2,500	2,500	2,500	2,500			
* Planning & Building		1,615,155	1,259,788	1,100,373	1,100,373	1,077,495	1,021,517			

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

151-5030 Economic Development Assistance Program

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	228,550	205,000	2,706,700
Capital Expense	0	0	0
TOTAL	228,550	205,000	2,706,700

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 2011-2012 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 NUMBER	DESCRIPTION	COST
465.56-32	<u>Sales Tax Rebate/Home Depot:</u> Reimbursements to Home Depot – 35% Sales tax principal \$2,350,000 until paid or end of operations period. Balance as of March 2011 \$2,262,575.	168,000
465.56-33	<u>Sales Tax Rebate/La Curacao:</u> 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 2011 \$1,514,608.	37,000
465.64-00	<u>Memberships and Meetings:</u> SCAG – 5100	1,700
465.82-30	<u>Arbitrage Rebate:</u>	2,500,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Economic Development							
151-5030-465.56-32	Sales Tax Rebate/Home Dep	188,318	166,321	168,000	168,000	168,000	168,000
151-5030-465.56-33	Sales Tx Rebate LaCuracao	37,360	34,048	37,000	37,000	37,000	37,000
151-5030-465.61-20	Dept Supplies & Expense	0	2,292	0	0	0	0
151-5030-465.64-00	Memberships & Meetings	1,055	1,655	0	3,697	3,000	1,700
151-5030-465.82-30	Arbitrage Rebate	0	0	0	0	0	2,500,000
		226,733	204,316	205,000	208,697	208,000	2,706,700
* Economic Development							

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITIES AND OBJECTIVES

239-5030 Economic Development – Brownfields Clean-up

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	141,851	0	0
Maintenance & Operation	175,825	80,000	112,975
Capital Expense	0	0	0
TOTAL	317,676	80,000	112,975

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 2011-2012 Objectives

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

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITY DETAIL

239-5030 Economic Development – Brownfields Clean-up

ACCOUNT NUMBER	DESCRIPTION	COST
465.56-41	<u>Contractual Services:</u> Environmental remediation clean-up for Southland Steel Site on Alameda	112,975

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	REQUEST
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST
CDBG Economic Development							
239-5030-465.11-00	Regular Salaries	70,401	73,235	0	0	0	0
239-5030-465.12-00	Salary & Wages - P/T Temp	12,083	11,120	0	0	0	0
239-5030-465.13-00	Overtime - Regular	6	0	0	0	0	0
239-5030-465.14-00	Overtime Code 10	9	0	0	0	0	0
239-5030-465.15-40	Bi-Lingual Pay	2,512	2,428	0	0	0	0
239-5030-465.15-60	Premium Pay	0	884	0	0	0	0
239-5030-465.18-20	Sick Leave Buy Back	1,510	1,661	0	0	0	0
239-5030-465.20-00	Fringe Benefits	10,896	11,502	0	0	0	0
239-5030-465.22-00	Medicare	1,095	1,137	0	0	0	0
239-5030-465.23-00	PERS City Wide Contribute	9,477	10,566	0	0	0	0
239-5030-465.26-00	Workers Comp Premium	5,059	4,634	0	0	0	0
239-5030-465.27-10	OPEB Contributions	9,172	10,140	0	0	0	0
239-5030-465.52-30	Ins - Benefits	6,616	7,208	0	0	0	0
239-5030-465.54-00	Advertising & Publication	0	0	0	0	0	0
239-5030-465.56-41	Contractual Svc - Other	99,179	82,508	80,000	80,000	112,915	112,975
239-5030-465.59-10	Tuition & Training	3,303	0	0	0	0	0
239-5030-465.61-20	Dept Supplies & Expense	2,878	993	0	0	0	0
239-5030-465.61-25	Office Supplies	945	1,720	0	0	0	0
239-5030-465.64-00	Memberships & Meetings	3,120	2,520	0	0	0	0
* Economic Development		238,261	222,256	80,000	80,000	112,915	112,975

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITIES AND OBJECTIVES

239-5035 Economic Development - Business Technical Assistance

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	31,065
Maintenance & Operation	0	0	11,278
Capital Expense	0	0	0
TOTAL	0	0	42,343

Description of Activities

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 \$45,000 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.

Fiscal Year 2011-2012 Objectives

- ✓ Provide technical support, business resources and referrals to Huntington Park businesses citywide.

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

239-5035 Economic Development - Business Technical Assistance

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
BID Manager	0	0.25	0	18,007					
				</					

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

239-5035 Economic Development - Business Technical Assistance

ACCOUNT NUMBER	DESCRIPTION	COST
465.11-00	<u>Regular Salaries:</u>	18,007
465-18.20	<u>Sick Leave Buy Back:</u>	400
465.20-00	<u>Fringe Benefits:</u>	3,328
465.22-00	<u>Medicare:</u>	267
465.23-00	<u>PERS Contribution – Non Sworn:</u>	2,755
465.25-05	<u>PARS Contribution:</u>	810
465.26-00	<u>Workers Comp Premium:</u>	780
465.27-10	<u>OPEB Contributions:</u>	2,906
465.52-30	<u>Liability Insurance – Benefits:</u>	1,812

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITY DETAIL

239-5035 Economic Development - Business Technical Assistance

ACCOUNT NUMBER	DESCRIPTION	COST
465.44-10	<u>Office Rent:</u>	8,333
465.56-41	<u>Contractual Services:</u>	2,945

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Business Tech Assistance							
239-5035-465.11-00	Regular Salaries	0	0	0	0	18,007	18,007
239-5035-465.18-20	Sick Leave Buy Back	0	0	0	0	382	400
239-5035-465.20-00	Fringe Benefits	0	0	0	0	3,313	3,328
239-5035-465.22-00	Medicare	0	0	0	0	267	267
239-5035-465.23-00	PERS City Wide Contribute	0	0	0	0	2,755	2,755
239-5035-465.25-05	PARS - Contribution	0	0	0	0	810	810
239-5035-465.26-00	Workers Comp Premium	0	0	0	0	757	780
239-5035-465.27-10	OPEB Contributions	0	0	0	0	2,824	2,906
239-5035-465.44-10	Rent (Incl Equip Rental)	0	0	0	0	8,333	8,333
239-5035-465.52-30	Ins - Benefits	0	0	0	0	1,769	1,812
239-5035-465.56-41	Contractual Srvc - Other	0	0	0	0	3,313	2,945
239-5035-465.61-20	Dept Supplies & Expense	0	0	0	0	0	0
* Business Tech Assistance		0	0	0	0	42,530	42,343

COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES

239-5040 Commercial Rehabilitation

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	85,922	113,320
Maintenance & Operation	439,531	377,873	264,744
Capital Expense	0	0	0
TOTAL	439,531	463,795	378,064

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 2011-2012 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

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

239-5040 Commercial Rehabilitation

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Redevelopment Project Coord.	0.50	0.50	33,575	34,065	Intern	1,000 hrs	1,000 hrs	14,328	14,328
Comm. Dev. Secretary	0.15	0	8,586	0					
Housing & Community Dev Mngr	0	0.15	0	15,676					
Office Assistant	0	0.15	0	6,525					
			</						

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

239-5040 Commercial Rehabilitation

ACCOUNT NUMBER	DESCRIPTION	COST
463.11-00	<u>Regular Salaries:</u>	56,266
463.12-00	<u>Salaries & Wages – P/T:</u>	14,328
463.15-40	<u>Bi-Lingual Pay:</u>	1,680
463.18-20	<u>Sick Leave Buy Back:</u>	1,131
463.20-00	<u>Fringe Benefits:</u>	10,400
463.22-00	<u>Medicare:</u>	1,082
463.23-00	<u>PERS City Wide Contribution:</u>	8,655
463.25-05	<u>PARS Contribution:</u>	2,608
463.26-00	<u>Workers Comp Premium:</u>	2,434
463.27-10	<u>OPEB Contributions:</u>	9,078
463.52-30	<u>Liability Insurance - Benefits:</u>	5,658

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITY DETAIL

239-5040 Commercial Rehabilitation

ACCOUNT NUMBER	DESCRIPTION	COST
463.56-41	<u>Contractual Services</u> : Labor Compliance Service to provide administration of commercial rehab programs \$15,000 and architectural services \$28,500	43,500
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.	213,391
463.59-10	<u>Tuition & Training</u> : Workshops and training sessions.	1,000
463.61-20	<u>Dept./Office Supplies & Expenses</u> : General office supplies, forms, stationery and expenses	1,000
463.64-00	<u>Membership & Meetings</u> : International Conference of Shopping Centers, and other conferences and meetings.	5,853

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
		ACTUALS	ACTUALS				
Commercial Rehabilitation							
239-5040-463.11-00	Regular Salaries	0	331	42,161	42,161	49,586	56,266
239-5040-463.12-00	Salary & Wages - P/T Temp	0	120	14,328	14,328	14,328	14,328
239-5040-463.15-40	Bi-Lingual Pay	0	7	1,050	1,050	1,365	1,680
239-5040-463.15-60	Premium Pay	0	6	810	810	0	0
239-5040-463.18-20	Sick Leave Buy Back	0	0	766	766	1,140	1,131
239-5040-463.20-00	Fringe Benefits	0	0	6,939	6,939	9,122	10,400
239-5040-463.22-00	Medicare	0	6	710	710	756	1,082
239-5040-463.23-00	PERS City Wide Contribute	0	0	5,723	5,723	7,620	8,655
239-5040-463.25-05	PARS - Contribution	0	0	1,981	1,981	2,295	2,608
239-5040-463.26-00	Workers Comp Premium	0	0	1,812	1,812	2,085	2,434
239-5040-463.27-10	OPEB Contributions	0	0	6,028	6,028	7,778	9,078
239-5040-463.52-30	Ins - Benefits	0	0	3,614	3,614	4,871	5,658
239-5040-463.56-41	Contractual Svc - Other	23,604	20,797	55,000	55,000	43,500	43,500
239-5040-463.57-30	HCDA Grant/Rebate	220,568	52,456	288,375	288,375	226,279	213,391
239-5040-463.59-10	Tuition & Training	0	0	2,000	2,000	1,000	1,000
239-5040-463.61-20	Dept Supplies & Expense	0	0	19,000	19,000	1,000	1,000
239-5040-463.64-00	Memberships & Meetings	0	0	13,498	13,498	5,853	5,853
* Commercial Rehabilitation		244,172	73,723	463,795	463,795	378,578	378,064

COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES

239-5060 HCDA Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	132,974	133,944	108,115
Maintenance & Operation	185,304	178,479	182,039
Capital Expense	0	0	0
TOTAL	318,278	312,423	290,154

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 2011-2012 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 2010 ADOPTED BUDGET ALLOCATION	FY 2011 PROPOSED BUDGET ALLOCATION	FY 2010 BUDGETED SALARY	FY 2011 BUDGETED SALARY	POSITION TITLE	FY 2010 ADOPTED BUDGET ALLOCATION	FY 2011 PROPOSED BUDGET ALLOCATION	FY 2010 BUDGETED SALARY	FY 2011 BUDGETED SALARY
Community Dev. Director	0.20	0.20	28,454	28,454	Planning Intern	1,000 hrs	1,000 hrs	14,328	14,328
Comm. Dev. Secretary	0.30	0	17,172	0					
Finance Director	0.10	0.10	14,394	15,332					
Sr. Accountant	0.15	0.15	11,066	11,066					
Office Assistant	0	0.30	0	13,050					

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

239-5060 HCDA Administration

ACCOUNT NUMBER	DESCRIPTION	COST
463.11-00	<u>Regular Salaries:</u>	53,675
463.12-00	<u>Salaries & Wages – P/T:</u>	14,328
463.15-40	<u>Bi-Lingual Pay:</u>	1,155
463.15-60	<u>Premium Pay:</u>	540
463.18-20	<u>Sick Leave Buy Back:</u>	457
463.20-00	<u>Fringe Benefits:</u>	9,920
463.22-00	<u>Medicare:</u>	824
463.23-00	<u>PERS City Wide Contribution:</u>	8,344
463.25-05	<u>PARS Contribution:</u>	2,492
463.26-00	<u>Workers Comp Premium:</u>	2,322
463.27-10	<u>OPEB Contributions:</u>	8,661
463.52-30	<u>Liability Insurance -Benefits:</u>	5,397

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITY DETAIL

239-5060 HCDA Administration

ACCOUNT 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
463.43-20	<u>Vehicle – O S & M:</u>	2,904
463.54-00	<u>Advertising & Publication:</u>	5,000
463.56-41	<u>Contractual Services:</u> \$145,353 HUD consulting services to administer CDBG/HOME programs.	164,452
463.56-64	<u>IT Services:</u>	456
463.59-10	<u>Tuition & Training:</u> Training session and workshops.	2,000
463.61-20	<u>Dept./Office Supplies & Expense:</u>	1,500
463.64-00	<u>Membership & Meetings:</u>	1,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
HUD Administration							
239-5060-463.11-00	Regular Salaries	61,494	60,451	71,086	71,086	67,280	53,675
239-5060-463.12-00	Salary & Wages - P/T Temp	18,371	12,871	14,328	14,328	14,328	14,328
239-5060-463.13-00	Overtime - Regular	9	0	0	0	0	0
239-5060-463.14-00	Overtime Code 10	14	0	0	0	0	0
239-5060-463.15-40	Bi-Lingual Pay	973	989	525	525	1,155	1,155
239-5060-463.15-60	Premium Pay	0	1,781	2,160	2,160	540	540
239-5060-463.18-20	Sick Leave Buy Back	1,378	1,404	1,350	1,350	630	457
239-5060-463.20-00	Fringe Benefits	11,166	12,081	11,694	11,694	12,377	9,920
239-5060-463.22-00	Medicare	788	736	578	578	985	824
239-5060-463.23-00	PERS City Wide Contribute	9,287	9,760	9,591	9,591	10,428	8,344
239-5060-463.25-05	PARS - Contribution	0	2,083	3,320	3,320	3,104	2,492
239-5060-463.26-00	Workers Comp Premium	5,184	4,904	3,054	3,054	2,829	2,322
239-5060-463.27-10	OPEB Contributions	9,398	10,650	10,164	10,164	10,552	8,661
239-5060-463.32-40	Audit Fees	0	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
239-5060-463.43-20	Vehicles - O S & M	2,583	1,465	2,890	2,890	3,016	2,904
239-5060-463.52-30	Ins - Benefits	6,780	7,722	6,094	6,094	6,609	5,397
239-5060-463.54-00	Advertising & Publication	3,287	4,272	8,777	8,777	5,000	5,000
239-5060-463.56-41	Contractual Srvc - Other	143,775	166,135	155,910	155,910	145,353	164,452
239-5060-463.56-64	IT Services	0	0	456	456	456	456
239-5060-463.59-10	Tuition & Training	2,903	192	3,219	3,219	2,000	2,000
239-5060-463.61-20	Dept Supplies & Expense	715	609	1,500	1,500	1,500	1,500
239-5060-463.61-25	Office Supplies	726	414	0	0	0	0
239-5060-463.64-00	Memberships & Meetings	982	50	1,000	1,000	1,000	1,000
* HUD Administration		279,813	302,569	312,423	312,423	293,869	290,154

COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES

239-5070 CDBG Repair Program

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	16,700	17,732
Maintenance & Operation	105,573	72,642	76,368
Capital Expense	0	0	0
TOTAL	105,573	89,342	94,100

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Housing Assistant.	0.15	0.15	9,952	10,219					
					</				

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

239-5070 CDBG Repair Program

ACCOUNT NUMBER	DESCRIPTION	COST
465.11-00	<u>Regular Salaries:</u>	10,219
465.15-40	<u>Bi-Lingual Pay:</u>	315
465.20-00	<u>Fringe Benefits:</u>	1,889
465.22-00	<u>Medicare:</u>	155
465.23-00	<u>PERS City Wide Contribution:</u>	1,560
463.25-05	<u>PARS Contribution:</u>	475
465.26-00	<u>Workers Comp Premium:</u>	442
465.27-10	<u>OPEB Contributions:</u>	1,649
465.52-30	<u>Liability Insurance - Benefits:</u>	1,028

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITY DETAIL

239-5070 CDBG Repair Program

ACCOUNT 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 conservation activities, security and safety improvements, exterior refurbishing and painting to 15 eligible low and moderate-income households.	64,368

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Housing Repair Program							
239-5070-463.11-00	Regular Salaries	0	10	9,952	3,382	10,219	10,219
239-5070-463.15-40	Bi-Lingual Pay	0	0	315	110	315	315
239-5070-463.18-20	Sick Leave Buy Back	0	0	144	0	0	0
239-5070-463.20-00	Fringe Benefits	0	0	1,638	819	1,880	1,889
239-5070-463.22-00	Medicare	0	0	150	52	155	155
239-5070-463.23-00	PERS City Wide Contribute	0	0	1,335	668	1,560	1,560
239-5070-463.25-05	PARS - Contribution	0	0	462	231	475	475
239-5070-463.26-00	Workers Comp Premium	0	0	428	214	430	442
239-5070-463.27-10	OPEB Contributions	0	0	1,422	711	1,603	1,649
239-5070-463.52-30	Ins - Benefits	0	0	854	427	1,004	1,028
239-5070-463.56-41	Contractual Srvc - Other	0	0	0	0	12,000	12,000
239-5070-463.56-52	Contract Home Repairs	14,541	25,961	72,642	82,728	69,000	64,368
		14,541	25,971	89,342	89,342	98,641	94,100
* Housing Repair Program							
		14,541	25,971	89,342	89,342	98,641	94,100

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITIES AND OBJECTIVES

239-5114 Section 108 Loan Repayment

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	335,000	331,000	486,684
Capital Expense	0	0	0
TOTAL	335,000	331,000	486,684

Description of Activities

Funds allocated for this activity are used to repay the City's outstanding HUD funded Section 108 Loan Guarantee – Rugby Senior Housing Parking Garage (Remaining Balance \$1,150,000 - 5 years left to repay loan).

COMMUNITY DEVELOPMENT (CDBG)

ACTIVITY DETAIL

239-5114 Section 108 Loan Repayment

ACCOUNT NUMBER	DESCRIPTION	COST
463.56-30	<u>Interest Expense</u> : Rugby Parking Garage \$100,000; El Centro de Huntington Park Project \$154,404	231,684
463.56-38	<u>Principal Repayment Expense</u> : Rugby Parking Garage	255,000

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
		YEAR'S AGO ACTUALS	LAST YEARS ACTUALS	ORIGINAL BUDGET	ADJUSTED BUDGET	DEPARTMENT REQUEST	MANAGER'S REQUEST
Section 108 Loan							
239-5114-463.56-30	Interest Expense	127,622	112,161	96,000	96,000	231,684	231,684
239-5114-463.56-38	Principal Payment	205,000	220,000	235,000	235,000	255,000	255,000
* Section 108 Loan		332,622	332,161	331,000	331,000	486,684	486,684

COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES

239-5210 Public Services

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	99,000	99,000	79,619
Capital Expense	0	0	0
TOTAL	99,000	99,000	79,619

Description of Activities

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

Fiscal Year 2011-2012 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 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.	13,270
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.	17,693
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.	17,693
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.	17,693
463.57-86	<u>Contractual Services:</u> Homework Center at the library to provide homework assistance to Huntington Park elementary school children.	13,270

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
		ACTUALS	ACTUALS				
Public Services							
239-5210-463.56-41	Contractual Svc - Other	15,000	15,000	0	0	0	0
239-5210-463.57-80	L.A. Community Legal Cntr	0	0	5,000	5,000	0	0
239-5210-463.57-81	St. Francis Medical Cntr	0	0	4,000	4,000	0	0
239-5210-463.57-82	YMCA Day Care/Preschool	0	0	15,000	15,000	13,540	13,270
239-5210-463.57-83	Emergency Social Services	0	0	20,000	20,000	17,513	17,693
239-5210-463.57-84	Senior Nutrition Program	0	0	25,000	25,000	17,513	17,693
239-5210-463.57-85	Salvation Army Southeast	0	0	15,000	15,000	17,513	17,693
239-5210-463.57-86	Homework Cntr-HP Library	0	0	15,000	15,000	13,540	13,270
		15,000	15,000	99,000	99,000	79,619	79,619
* Public Services							

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

239-5220 Downtown Public Improvements

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	40,000	37,638
Capital Expense	0	0	0
TOTAL	0	40,000	37,638

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 NUMBER	DESCRIPTION	COST
463.56-41	<u>Contractual Services</u> : Contractual services for the design and construction of street improvements (\$37,638).	37,638

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Downtown Public Improvements 239-5220-463.56-41	Contractual Svc - Other	0	0	0	0	37,638	37,638
* Downtown Public Improvements		0	0	0	0	37,638	37,638

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

242-5050 Residential Rehabilitation

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	27,772	55,070
Maintenance & Operation	445,000	416,073	594,930
Capital Expense	5,000	5,000	0
TOTAL	450,000	448,845	650,000

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 2011-2012 Objectives

- ✓ To fund the rehabilitation of up to 12 eligible residential units.

COMMUNITY DEVELOPMENT (HOME PROGRAM)

PERSONNEL SERVICES

242-5050 Residential Rehabilitation

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Housing Assistant.	0.25	0.25	16,586	17,032					
Residential Rehab Specialist	0	0.25	0	14,603					

COMMUNITY DEVELOPMENT (CDBG)

PERSONNEL SERVICES

242-5050 Residential Rehabilitation

ACCOUNT NUMBER	DESCRIPTION	COST
465.11-00	<u>Regular Salaries:</u>	31,635
465.15-40	<u>Bi-Lingual Pay:</u>	1,050
465.18-20	<u>Sick Leave Buy Back:</u>	70
465.20-00	<u>Fringe Benefits:</u>	5,847
465.22-00	<u>Medicare:</u>	502
465.23-00	<u>PERS City Wide Contribution:</u>	4,838
465.25-05	<u>PARS Contributions:</u>	1,475
465.26-00	<u>Workers Comp Premium:</u>	1,368
465.27-10	<u>OPEB Contributions:</u>	5,104
465.52-30	<u>Liability Insurance - Benefits:</u>	3,181

COMMUNITY DEVELOPMENT (HOME PROGRAM)

ACTIVITY DETAIL

242-5050 Residential Rehabilitation

ACCOUNT NUMBER	DESCRIPTION	COST
463.56.41	<u>Contractual Services</u> : \$30,000 Contractual services related to property rehab programs; and \$10,000 newsletter preparation.	40,000
463.57-30	<u>Loans, Grants and Rebates</u> : Provide decent housing to twelve households through the Residential Rehabilitation Program.	541,430
463.59-10	<u>Tuition & Training</u> : Training sessions and workshops.	3,500
463.61-20	<u>Dept./Office Supplies & Expense</u> : General office supplies, forms, and expenses.	3,000
463.64-00	<u>Membership & 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.	5,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
HOME Residential Rehab							
242-5050-463.11-00	Regular Salaries	0	54	16,586	5,268	31,635	31,635
242-5050-463.15-40	Bi-Lingual Pay	0	2	525	168	1,050	1,050
242-5050-463.18-20	Sick Leave Buy Back	0	0	240	160	109	70
242-5050-463.20-00	Fringe Benefits	0	0	2,728	1,364	5,820	5,847
242-5050-463.22-00	Medicare	0	1	250	82	476	502
242-5050-463.23-00	PERS City Wide Contribute	0	0	2,225	1,113	4,838	4,838
242-5050-463.25-05	PARS - Contribution	0	0	712	356	1,475	1,475
242-5050-463.26-00	Workers Comp Premium	0	0	712	356	1,330	1,368
242-5050-463.27-10	OPEB Contributions	0	0	2,372	1,186	4,962	5,104
242-5050-463.52-30	Ins - Benefits	0	0	1,422	711	3,108	3,181
242-5050-463.56-41	Contractual Svc - Other	6,219	0	30,000	47,008	40,000	40,000
242-5050-463.57-30	HCDA Grant/Rebate	0	89,750	365,573	365,573	537,500	541,430
242-5050-463.59-10	Tuition & Training	0	0	3,500	3,500	3,500	3,500
242-5050-463.61-20	Dept Supplies & Expense	77	22	12,000	12,000	3,000	3,000
242-5050-463.61-25	Office Supplies	390	112	0	0	0	0
242-5050-463.64-00	Memberships & Meetings	0	0	5,000	5,000	2,000	2,000
242-5050-463.74-10	Equipment	0	0	5,000	5,000	5,000	5,000
		6,686	89,941	448,845	448,845	645,803	650,000
* Residential Rehab							

COMMUNITY DEVELOPMENT (HOME PROGRAM) ACTIVITIES AND OBJECTIVES

242-5060 Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	44,139	45,239	47,347
Maintenance & Operation	37,557	35,477	33,296
Capital Expense	0	0	0
TOTAL	81,696	80,716	80,643

Description of Activities

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

Fiscal Year 2011-2012 Objectives

- ✓ Contract with the Fair Housing Foundation to complete the Analysis to Impediments to Fair Housing.
- ✓ Administer affordable housing contracts.

COMMUNITY DEVELOPMENT (HOME PROGRAM)

PERSONNEL SERVICES

242-5060 Administration

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Finance Director	0.05	0.05	7,197	7,666	Intern	1,000 hrs	1,000 hrs	14,328	14,328
Senior Accountant	0.15	0.15	11,066	11,066					

COMMUNITY DEVELOPMENT (HOME PROGRAM)

PERSONNEL SERVICES

242-5060 Administration

ACCOUNT NUMBER	DESCRIPTION	COST
463.11-00	<u>Regular Salaries:</u>	18,732
463.12-00	<u>Salaries & Wages – P/T:</u>	14,328
463.15-40	<u>Bi-Lingual Pay:</u>	420
463.15-60	<u>Premium Pay:</u>	270
463.18-20	<u>Sick Leave Buy Back:</u>	252
463.20-00	<u>Fringe Benefits:</u>	3,462
463.22-00	<u>Medicare:</u>	375
463.23-00	<u>PERS City Wide Contribution:</u>	2,915
463.25-05	<u>PARS Contribution:</u>	875
463.26-00	<u>Workers Comp Premium:</u>	810
463.27-10	<u>OPEB Contributions:</u>	3,023
463.52-30	<u>Liability Insurance - Benefits:</u>	1,885

COMMUNITY DEVELOPMENT (HOME PROGRAM)

ACTIVITY DETAIL

242-5060 Administration

ACCOUNT NUMBER	DESCRIPTION	COST
463.32-40	<u>Audit Fees:</u>	4,000
463.43-20	<u>Vehicle – O S & M:</u> Vehicle maintenance transfer to fleet maintenance.	1,742
463.54-00	<u>Advertising & Publication:</u>	3,500
463.56-41	<u>Contractual Services:</u> Fair Housing Services \$13,255; other consultant servers including relocation services and payment and financial analysis for housing projects \$9,200.	22,455
463.61-20	<u>Dept./Office Supplies & Expenses:</u> General office supplies, stationary and expenses.	935
463.64-00	<u>Membership & Meetings:</u>	664

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
HUD Administration							
242-5060-463.11-00	Regular Salaries	14,491	17,074	18,263	18,263	18,732	18,732
242-5060-463.12-00	Salary & Wages - P/T Temp	11,557	13,949	14,328	14,328	14,328	14,328
242-5060-463.15-40	Bi-Lingual Pay	345	396	420	420	420	420
242-5060-463.15-60	Premium Pay	0	240	270	270	270	270
242-5060-463.18-20	Sick Leave Buy Back	166	355	300	300	414	252
242-5060-463.20-00	Fringe Benefits	2,562	2,706	3,004	3,004	3,446	3,462
242-5060-463.22-00	Medicare	280	358	375	375	169	375
242-5060-463.23-00	PERS City Wide Contribute	2,087	2,465	2,464	2,464	2,915	2,915
242-5060-463.25-05	PARS - Contribution	0	353	853	853	875	875
242-5060-463.26-00	Workers Comp Premium	1,189	1,090	784	784	788	810
242-5060-463.27-10	OPEB Contributions	2,156	2,384	2,612	2,612	2,938	3,023
242-5060-463.32-40	Audit Fees	5,500	4,000	4,000	4,000	4,000	4,000
242-5060-463.43-20	Vehicles - O S & M	1,550	879	1,734	1,734	1,810	1,742
242-5060-463.52-30	Ins - Benefits	1,555	1,696	1,566	1,566	1,840	1,885
242-5060-463.54-00	Advertising & Publication	0	0	3,500	3,500	3,500	3,500
242-5060-463.56-41	Contractual Srvc - Other	15,000	15,000	23,508	23,508	22,455	22,455
242-5060-463.61-20	Dept Supplies & Expense	0	0	935	935	935	935
242-5060-463.61-25	Office Supplies	591	226	0	0	0	0
242-5060-463.64-00	Memberships & Meetings	0	0	1,800	1,800	1,800	664
* HUD Administration		59,029	63,171	80,716	80,716	81,635	80,643

COMMUNITY DEVELOPMENT (HOME PROGRAM)

ACTIVITIES AND OBJECTIVES

242-5098 Affordable Housing Development

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	1,372,891	2,183,187	2,378,178
Capital Expense	0	0	0
TOTAL	1,372,891	2,183,187	2,378,178

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 continue funding up to five percent of its annual HOME allocation, estimated at \$41,000 plus a prior year balance of an estimated \$21,000 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 2011-2012 Objectives

✓ Fund 40 affordable rental units.

COMMUNITY DEVELOPMENT (HOME PROGRAM)

ACTIVITY DETAIL

242-5098 Affordable Housing Development

ACCOUNT NUMBER	DESCRIPTION	COST
463.56-36	<u>CHDO Capacity Enhancement</u> - The City will continue funding up to five percent of its annual HOME allocation, estimated at \$41,000 plus a prior year balance of an estimated \$21,000 for the payment of operating expenses of a CHDO to enhance its administrative capacity. The implementing agency is the City's Community Development Commission.	62,000
463.56-41	<u>Contractual Services</u> : Consultant services to implement affordable housing projects (\$15,000).	15,000
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 \$2,301,178.	2,301,178
	<u>Middleton Project 11 units</u> \$220,000 carry over funds remaining under 2008 AHA \$652,415 funds to be committed under Amended AHA \$872,415 funds available for FY 2011-2012	
	<u>Linc Project 21 units</u> \$1,000,000	
	<u>Marconi project 2 units</u> \$175,536	
	<u>Additional available</u> 253,227	

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Rehab;Resell;Foreclose							
242-5098-463.56-36	CHDO Capacity Enhancement	0	0	0	0	62,000	62,000
242-5098-463.56-41	Contractual Svc - Other	0	0	0	0	15,000	15,000
242-5098-463.73-15	Improvement Affrdble Hsng	334,260	63,754	2,183,187	2,183,187	2,301,178	2,301,178
		334,260	63,754	2,183,187	2,183,187	2,378,178	2,378,178
* Rehab;Resell;Foreclose							

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

243-5115 HUD 108 Loan

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	685,130	701,000	552,000
Capital Expense	0	0	0
TOTAL	685,130	701,000	552,000

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 NUMBER	DESCRIPTION	COST
463.56-30	<u>Interest Expense:</u>	154,000
463.56-38	<u>Principal Payment:</u>	398,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
HUD 108 B03MC060566							
243-5115-463.56-30	Interest Expense	0	286,746	303,000	303,000	154,000	154,000
243-5115-463.56-38	Principal Payment	0	398,000	398,000	398,000	398,000	398,000
* EDI Grant		0	684,746	701,000	701,000	552,000	552,000

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

245-5098 Brownfields Clean-Up

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	180,000	188,625
Capital Expense	0	0	0
TOTAL	0	180,000	188,625

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 NUMBER	DESCRIPTION	COST
463.56-41	<u>Contractual Services:</u> \$200,000 Contractual services to assist in the oversight and clean-up of the Alameda property.	185,625
463.59-10	<u>Tuition & Training:</u>	3,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
EPA Brownfield							
245-5098-463.56-41	Contractual Svc - Other	0	0	177,000	177,000	185,625	185,625
245-5098-463.59-10	Tuition & Training	0	0	3,000	3,000	3,000	3,000
* EPA Brownfield		0	11,374	180,000	180,000	188,625	188,625

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

246-5098 Lead Base Grant

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	95,642	76,544
Maintenance & Operation	0	100,350	100,350
Capital Expense	0	221,000	250,000
TOTAL	0	416,992	426,894

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 \$408,350.

Fiscal Year 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Residential Rehab Specialist	1.00	.75	58,655	43,809					

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

246-5098 Lead Base Grant

ACCOUNT NUMBER	DESCRIPTION	COST
463.11-00	<u>Regular Salaries:</u>	43,809
463.15-40	<u>Bi-Lingual Pay:</u>	1,575
463.18-20	<u>Sick Leave Buy Back:</u>	200
463.20-00	<u>Fringe Benefits:</u>	8,096
463.22-00	<u>Medicare:</u>	735
463.23-00	<u>PERS Contribution:</u>	6,717
463.25-05	<u>PARS Contribution:</u>	2,043
463.26-00	<u>Workers Comp Premium:</u>	1,895
463.27-10	<u>OPEB Contributions:</u>	7,069
463.52-30	<u>Liability Insurance – Benefits:</u>	4,405

COMMUNITY DEVELOPMENT ACTIVITY DETAIL

246-5098 Lead Base Grant

ACCOUNT NUMBER	DESCRIPTION	COST
463.56-41	<u>Contractual Services:</u> Contractual Services for planning projects.	71,600
463.59-10	<u>Tuition & Training:</u>	16,000
463.61-20	<u>Dept./Office Supplies & Expense:</u> General office supplies, stationery, forms, bottled water and miscellaneous expenses.	8,750
463.64-00	<u>Membership & Meetings:</u>	4,000
463.73-10	<u>Improvements:</u>	250,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST
ACCOUNT DESCRIPTION							
LBPCHP-Lead Base							
246-5098-463.11-00 Regular Salaries	0	3,116	58,655	58,655	43,809	43,809	43,809
246-5098-463.15-40 Bi-Lingual Pay	0	0	0	2,110	1,575	1,575	1,575
246-5098-463.18-20 Sick Leave Buy Back	0	0	0	0	327	200	200
246-5098-463.20-00 Fringe Benefits	0	0	9,650	9,650	8,059	8,096	8,096
246-5098-463.22-00 Medicare	0	0	850	850	663	735	735
246-5098-463.23-00 PERS City Wide Contribute	0	0	7,913	7,913	6,717	6,717	6,717
246-5098-463.25-05 PARS - Contribution	0	0	2,640	2,640	2,043	2,043	2,043
246-5098-463.26-00 Workers Comp Premium	0	0	2,520	2,520	1,842	1,895	1,895
246-5098-463.27-10 OPEB Contributions	0	0	8,386	8,386	6,872	7,069	7,069
246-5098-463.52-30 Ins - Benefits	0	0	5,028	5,028	4,304	4,405	4,405
246-5098-463.56-41 Contractual Srvc - Other	0	0	71,600	71,600	71,600	71,600	71,600
246-5098-463.59-10 Tuition & Training	0	2,139	16,000	13,890	16,000	16,000	16,000
246-5098-463.61-20 Dept Supplies & Expense	0	2,100	8,750	8,750	8,750	8,750	8,750
246-5098-463.61-25 Office Supplies	0	2,539	0	0	0	0	0
246-5098-463.64-00 Memberships & Meetings	0	6,224	4,000	4,000	4,000	4,000	4,000
246-5098-463.73-10 Improvements	0	0	221,000	221,000	250,000	250,000	250,000
* LBPCHP-Lead Base	0	16,118	416,992	416,992	426,561	426,894	426,894

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

247-5320 Neighborhood Stabilization Program

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	234,313	244,313
Capital Expense	0	0	0
TOTAL	0	234,313	244,313

Description of Activities: In 2009, the City was awarded \$469,313 in Neighborhood Stabilization Program funds to acquire and rehabilitate abandoned and foreclosed homes. The City provided a loan to its CHDO to purchase property located at 6303 Marconi Street with these funds. The balance of the funds will be used to rehabilitate the property.

Fiscal Year 2011-2012 Objectives

- ✓ Complete rehabilitation of a single family property located at 6303 Marconi Street.

COMMUNITY DEVELOPMENT

ACTIVITY DETAIL

247-5320 Neighborhood Stabilization Program

ACCOUNT NUMBER	DESCRIPTION	COST
463.56-41	<u>Contract Services:</u> Funds to complete rehabilitation of 6303 Marconi street property	244,313

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Neighborhood Stabilization 247-5320-463.56-41	Contractual Srvs - Other	0	225,000	234,313	234,313	265,000	244,313
* Neighborhood Stabilization		0	225,000	234,313	234,313	265,000	244,313

COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

248-5320 Homelessness Prevention Program

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	261,670	363,000
Capital Expense	0	0	0
TOTAL	0	261,670	363,000

Description of Activities : As a result of "The American Recovery and Reinvestment Act" signed by President Obama in February 2009, new federal funds are being made available under the "Homelessness Prevention and Rapid Re-Housing Program" (HPRP). Huntington Park will be partnering with the County Department of Public Social Services (DPSS) for implementation of HPRP activities on its behalf. DPSS already has programs in place which will augment with the new HPRP funds, including programs for short-term rental assistance, moving assistance to prevent homelessness, eviction prevention, and foreclosure counseling. Total funds received by the city under the program total \$656,000.

COMMUNITY DEVELOPMENT

ACTIVITY DETAIL

248-5320 Homelessness Prevention Program

ACCOUNT NUMBER	DESCRIPTION	COST
463.56-22	<u>Homelessness Prevention:</u>	163,350
463.56-23	<u>Rapid Re-Housing:</u>	163,350
463.56-24	<u>Data Collections:</u>	18,150
463.56-25	<u>Program Administration:</u>	18,150

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Homelessness Prevention							
248-5320-463.56-22	Homelessness Prevention	0	0	117,715	200,000	163,350	163,350
248-5320-463.56-23	HPRP Rapid Re-Housing	0	0	117,715	117,715	163,350	163,350
248-5320-463.56-24	HPRP Data Collection	0	0	13,120	17,000	18,150	18,150
248-5320-463.56-25	HPRP Program Admin	0	35,192	13,120	17,000	18,150	18,150
		0	35,192	261,670	351,715	363,000	363,000

COMMUNITY DEVELOPMENT (BID)

ACTIVITIES AND OBJECTIVES

533-5020 Downtown HP Business Improvement District

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	82,228	55,929	31,063
Maintenance & Operation	188,000	128,860	130,671
Capital Expense	0	0	0
TOTAL	270,228	184,789	161,734

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
BID Manager	0.50	0.25	34,078	18,007					

COMMUNITY DEVELOPMENT (BID)

ACTIVITIES AND OBJECTIVES

533-5020 Downtown HP Business Improvement District

ACCOUNT NUMBER	DESCRIPTION	COST
463.11-00	<u>Regular Salaries:</u>	18,007
463.18.20	<u>Sick Leave Buy Back:</u>	400
463.20-00	<u>Fringe Benefits:</u>	3,328
463.22-00	<u>Medicare:</u>	267
463.23-00	<u>PERS City Wide Contribution:</u>	2,754
463.25-05	<u>PARS Contribution:</u>	811
463.26-00	<u>Workers Comp Premium:</u>	780
463.27-10	<u>OPEB Contributions:</u>	2,906
463.52-30	<u>Liability Insurance – Benefits:</u>	1,810

COMMUNITY DEVELOPMENT (BID)

ACTIVITY DETAIL

533-5020 Downtown HP Business Improvement District

ACCOUNT NUMBER	DESCRIPTION	COST
463.33-10	<u>Bank Services:</u>	216
463.44-10	<u>Office Rent:</u>	8,333
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. Funds to augment other funding for the same services.	40,500
463.56-54	<u>Contract Business Promotion:</u> Marketing and promotions.	62,872
463.56-65	<u>Member Outreach Services:</u>	750
463.56-67	<u>Feasibility Studies:</u>	15,000
463.61-20	<u>Dept./Office Supplies & Expense:</u> Member outreach and newsletter, office equipment, office supplies and expenses.	3,000

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Business Improvement District							
533-5020-463.11-00	Regular Salaries	13,497	32,846	34,078	34,078	18,007	18,007
533-5020-463.12-00	Salary & Wages - P/T Temp	16,979	27,220	0	0	0	0
533-5020-463.18-20	Sick Leave Buy Back	0	964	528	528	382	400
533-5020-463.20-00	Fringe Benefits	3,665	4,912	5,606	5,606	3,313	3,328
533-5020-463.22-00	Medicare	442	875	495	495	267	267
533-5020-463.23-00	PERS City Wide Contribute	1,215	4,308	4,430	4,430	2,754	2,754
533-5020-463.25-05	PARS - Contribution	0	1,574	1,534	1,534	811	811
533-5020-463.26-00	Workers Comp Premium	1,702	1,978	1,464	1,464	757	780
533-5020-463.27-10	OPEB Contributions	127	4,330	4,872	4,872	2,824	2,906
533-5020-463.33-10	Bank Services	0	18	0	150	216	216
533-5020-463.44-10	Rent (Incl Equip Rental)	34,034	9,150	12,500	12,500	8,333	8,333
533-5020-463.52-30	Ins - Benefits	0	3,078	2,922	2,922	1,769	1,810
533-5020-463.56-41	Contractual Svc - Other	44,798	44,478	40,500	40,500	40,500	40,500
533-5020-463.56-54	Contract Business Promtion	112,561	78,092	56,060	55,910	62,872	62,872
533-5020-463.56-65	Member Outreach Services	18,127	14,743	1,500	1,500	750	750
533-5020-463.56-67	Feasibility Studies	0	0	15,000	15,000	15,000	15,000
533-5020-463.59-10	Tuition & Training	1,200	949	0	0	0	0
533-5020-463.61-20	Dept Supplies & Expense	5,062	2,608	3,000	3,000	3,000	3,000
533-5020-463.61-25	Office Supplies	6,019	1,154	0	0	0	0
533-5020-463.64-00	Memberships & Meetings	0	300	300	300	0	0
* Business Improvement		259,428	233,577	184,789	184,789	161,555	161,734

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PARKS AND RECREATION ACTIVITIES AND OBJECTIVES

111-6010 Recreation Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	440,398	433,677	433,699
Maintenance & Operation	191,818	200,776	192,973
Capital Expense	13,500	6,500	6,500
TOTAL	645,716	640,953	633,172

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 2011-2012 Objectives

- ✓ To expand the services and programs available at the Huntington Park Community Center.
- ✓ To open the new Perez Park and community center with public programs and activities.
- ✓ 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 Vista newsletter, 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Parks & Recreation Director	1.00	1.00	132,697	140,659	Recreation Leaders	1,800 hrs	2,060 hrs	24,014	28,840
Parks & Recreation Secretary	1.00	0.00	57,241	0	Assistant Recreation Leaders	2,900 hrs	4,000 hrs	26,196	40,000
Management Analyst	1.00	1.00	68,128	68,128					
Recreation Supervisor	0	0.30	0	20,065					

PARKS & RECREATION **PERSONNEL SERVICES**

111-6010 Recreation Administration

ACCOUNT NUMBER	DESCRIPTION	COST
451.11-00	<u>Regular Salaries:</u>	228,852
451.12-00	<u>Salaries & Wages – P/T:</u>	68,840
451.13-00	<u>Overtime – Regular:</u>	1,500
451.14-00	<u>Overtime Code 10:</u>	300
451.15-40	<u>Bi-Lingual Pay:</u>	2,730
451.18-20	<u>Sick Leave Buy Back:</u>	4,285
451.20-00	<u>Fringe Benefits:</u>	42,295
451.22-00	<u>Medicare:</u>	4,635
451.25-05	<u>PARS Contribution:</u>	10,425
451.26-00	<u>Workers Comp Premium:</u>	9,900
451.27-10	<u>OPEB Contributions:</u>	36,926
451.52-30	<u>Liability Insurance - Benefits:</u>	23,011

PARKS AND RECREATION

ACTIVITY DETAIL

111-6010 Recreation Administration

ACCOUNT NUMBER	DESCRIPTION	COST
451.33-10	<u>Bank Services:</u>	6,000
451.43-05	<u>Equipment Maintenance Services:</u> Alvaka - IT consulting (\$1,500), VSI - RecTrac maintenance (\$2,340), Sungard VAR RecTrac software maintenance (\$3,321), Plug N Pay credit card transaction fee (\$200).	7,361
451.43-20	<u>Vehicles – O.S.&M:</u>	11,612
451.43-25	<u>Equipment – O.S.&M:</u> Parks and playgrounds maintenance and replacement of parks equipment.	5,000
451.56-41	<u>Contractual Services:</u> Park Rangers service (\$140,000), Prudential Overall Supply - facility maintenance (\$2,000), Huntington Park Community Center kitchen maintenance (\$1,000), Ricoh - copier lease (\$4,500), ASCAP (\$600), MPLC (\$550) and BMI (\$600) music and film licensing fees, gym and exercise room repairs and equipment (\$500), gym floor resurfacing (\$3,000), and Zee Medical - medical supplies (\$2,250).	155,000
451.61-20	<u>Dept./Office Supplies & Expenses:</u> General office supplies, letterhead, envelopes, business cards, and miscellaneous operational expenses.	6,000
451.64-00	<u>Memberships & Meetings:</u> Membership to California Parks & Recreation Society, Southern California Municipal Athletic Federation, National Recreation & Parks 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Recreation Administration							
111-6010-451.11-00	Regular Salaries	242,457	258,637	258,066	238,066	200,825	228,852
111-6010-451.12-00	Salary & Wages - P/T Temp	61,673	55,781	50,210	50,210	57,500	68,840
111-6010-451.13-00	Overtime - Regular	2,686	1,347	1,500	1,500	1,500	1,500
111-6010-451.14-00	Overtime Code 10	125	281	500	500	300	300
111-6010-451.15-40	Bi-Lingual Pay	2,111	2,106	2,100	2,100	2,100	2,730
111-6010-451.18-20	Sick Leave Buy Back	3,229	4,744	4,241	4,241	3,920	4,285
111-6010-451.20-00	Fringe Benefits	35,670	38,932	42,454	42,454	36,945	42,295
111-6010-451.22-00	Medicare	4,507	4,850	4,500	4,500	3,860	4,635
111-6010-451.25-05	PARS - Contribution	0	0	0	0	0	10,425
111-6010-451.26-00	Workers Comp Premium	16,560	15,684	11,088	11,088	8,443	9,900
111-6010-451.27-10	OPEB Contributions	30,024	34,320	36,896	36,896	31,498	36,926
111-6010-451.33-10	Bank Services	2,489	6,551	5,950	5,950	6,000	6,000
111-6010-451.43-05	Office Equip - O S & M	4,401	5,340	7,264	7,264	7,361	7,361
111-6010-451.43-20	Vehicles - O S & M	10,331	11,718	11,562	11,562	12,064	11,612
111-6010-451.43-25	Equipment - O S & M	0	0	5,000	5,000	5,000	5,000
111-6010-451.52-30	Ins - Benefits	21,565	24,400	22,122	22,122	19,728	23,011
111-6010-451.56-41	Contractual Srvc - Other	164,191	158,340	163,000	163,000	163,000	155,000
111-6010-451.61-20	Dept Supplies & Expense	4,883	2,779	6,000	6,000	6,000	6,000
111-6010-451.61-25	Office Supplies	4,908	1,984	0	0	0	0
111-6010-451.61-38	Quince for Seniors	0	0	0	0	0	0
111-6010-451.64-00	Memberships & Meetings	6,013	2,455	2,000	2,000	2,000	2,000
111-6010-451.74-10	Equipment	20,823	11,000	6,500	6,500	6,500	6,500
		638,646	641,249	640,953	620,953	574,544	633,172
* Recreation Administration							

PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6020 Cultural Arts

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	472,668	469,235	409,563
Maintenance & Operation	48,500	50,000	42,000
Capital Expense	0	0	0
TOTAL	521,168	519,235	451,563

Description of Activities

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

Fiscal Year 2011-2012 Objectives

- ✓ Provide a wider variety of cultural arts programs including dances, trips, 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Recreation Supervisor	1.00	1.30	62,916	87,383	Recreation Leader	1,990 hrs	1,890 hrs	27,525	26,539
Recreation Coordinator	4.00	2.30	190,466	117,080	Assistant Recreation Leader	6,000 hrs	5,310 hrs	54,621	50,817

PARKS & RECREATION PERSONNEL SERVICES

111-6020 Cultural Arts

ACCOUNT NUMBER	DESCRIPTION	COST
451.11-00	<u>Regular Salaries:</u>	204,463
451.12-00	<u>Salaries & Wages – P/T:</u>	77,356
451.13-00	<u>Overtime – Regular:</u>	300
451.14-00	<u>Overtime Code 10:</u>	100
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>	2,920
451.20-00	<u>Fringe Benefits:</u>	37,787
451.22-00	<u>Medicare:</u>	3,693
451.25-05	<u>PARS Contribution:</u>	9,690
451.26-00	<u>Workers Comp Premium:</u>	8,844
451.27-10	<u>OPEB Contributions:</u>	32,991
451.52-30	<u>Liability Insurance - Benefits:</u>	20,559

PARKS & RECREATION

ACTIVITY DETAIL

111-6020 Cultural Arts

ACCOUNT 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, Middleton Elementary School (July-Jan), Perez Park (Jan-June), 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, Day of the Child, Veterans Day Memorial, and Memorial Day event.	32,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09		FY 2009-10		FY 2010-11		FY 2010-11		FY 2011-12		FY 2011-12
		YEAR'S AGO	LAST YEARS	ORIGINAL	BUDGET	ADJUSTED	BUDGET	DEPARTMENT	REQUEST	MANAGER'S	REQUEST	
		ACTUALS	ACTUALS									
Cultural Arts												
111-6020-451.11-00	Regular Salaries	240,316	254,237	253,382	231,382	205,767	204,463					
111-6020-451.12-00	Salary & Wages - P/T Temp	88,159	77,012	82,146	82,146	78,395	77,356					
111-6020-451.13-00	Overtime - Regular	331	203	500	500	300	300					
111-6020-451.14-00	Overtime Code 10	93	17	500	500	100	100					
111-6020-451.15-40	Bi-Lingual Pay	6,819	6,317	6,300	6,300	4,200	5,460					
111-6020-451.15-60	Premium Pay	0	8,166	8,100	7,100	5,400	5,400					
111-6020-451.18-20	Sick Leave Buy Back	2,844	3,751	2,715	2,715	2,340	2,920					
111-6020-451.20-00	Fringe Benefits	32,059	38,118	41,684	41,684	37,854	37,787					
111-6020-451.22-00	Medicare	4,472	4,560	5,074	5,074	4,180	3,693					
111-6020-451.25-05	PARS - Contribution	0	0	0	0	0	9,690					
111-6020-451.26-00	Workers Comp Premium	14,883	15,356	10,888	10,888	8,651	8,844					
111-6020-451.27-10	OPEB Contributions	26,985	33,602	36,226	36,226	32,273	32,991					
111-6020-451.52-30	Ins - Benefits	19,382	23,890	21,720	21,720	20,214	20,559					
111-6020-451.55-45	Scholarships	0	0	0	0	0	0					
111-6020-451.55-46	Ballet Recitals	0	0	0	0	0	0					
111-6020-451.56-41	Contractual Svc - Other	5,210	12,925	10,000	10,000	10,000	10,000					
111-6020-451.61-35	Recreation Supplies	44,487	31,220	40,000	40,000	40,000	32,000					
* Cultural Arts		486,040	509,374	519,235	496,235	449,674	451,563					

PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6030 Youth Sports Programs

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	112,601	119,532	150,383
Maintenance & Operation	57,577	64,343	62,418
Capital Expense	0	0	0
TOTAL	170,178	183,875	212,801

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 2011-2012 Objectives

- ✓ Increase participation for girl's sports programs

PARKS & RECREATION PERSONNEL SERVICES

111-6030 Youth Sports Programs

FULL TIME						PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY		POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Recreation Supervisor	.50	.40	28,391	26,753		Recreation Leader	1,660 hrs	2,475 hrs	22,167	32,175
Recreation Coordinator	.50	.60	20,413	30,359		Assistant Recreation Leader	2,355 hrs	2,790 hrs	21,746	25,560

PARKS & RECREATION PERSONNEL SERVICES

111-6030 Youth Sports Programs

ACCOUNT NUMBER	DESCRIPTION	COST
451.11-00	<u>Regular Salaries:</u>	57,112
451.12-00	<u>Salaries & Wages – P/T:</u>	57,735
451.15-40	<u>Bi-Lingual Pay:</u>	2,100
451.18-20	<u>Sick Leave Buy Back:</u>	1,070
451.20-00	<u>Fringe Benefits:</u>	10,555
451.22-00	<u>Medicare:</u>	1,718
451.25-05	<u>PARS Contribution:</u>	2,665
451.26-00	<u>Workers Comp Premium:</u>	2,470
451.27-10	<u>OPEB Contributions:</u>	9,215
451.52-30	<u>Liability Insurance - Benefits:</u>	5,743

PARKS & RECREATION

ACTIVITY DETAIL

111-6030 Youth Sports Programs

ACCOUNT NUMBER	DESCRIPTION	COST
451.43-20	<u>Vehicles – O S & M:</u>	17,418
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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
YOUTH Sports							
111-6030-451.11-00	Regular Salaries	22,012	47,780	48,804	48,804	55,051	57,112
111-6030-451.12-00	Salary & Wages - P/T Temp	52,581	40,207	43,915	43,915	57,735	57,735
111-6030-451.13-00	Overtime - Regular	204	403	500	500	0	0
111-6030-451.15-40	Bi-Lingual Pay	1,061	2,106	2,100	2,100	2,100	2,100
111-6030-451.18-20	Sick Leave Buy Back	349	879	1,552	1,552	1,098	1,070
111-6030-451.20-00	Fringe Benefits	2,816	7,116	8,028	8,028	9,695	10,555
111-6030-451.22-00	Medicare	1,105	1,322	1,375	1,375	1,685	1,718
111-6030-451.25-05	PARS - Contribution	0	0	0	0	0	2,665
111-6030-451.26-00	Workers Comp Premium	1,307	2,866	2,096	2,096	2,216	2,470
111-6030-451.27-10	OPEB Contributions	2,370	6,274	6,978	6,978	8,266	9,215
111-6030-451.43-20	Vehicles - O S & M	15,496	17,577	17,343	17,343	18,096	17,418
111-6030-451.52-30	Ins - Benefits	1,703	4,460	4,184	4,184	5,177	5,743
111-6030-451.61-35	Recreation Supplies	54,602	41,324	47,000	47,000	45,000	45,000
		155,606	172,314	183,875	183,875	206,119	212,801
* Youth Sports							

PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6040 Adult Sports & Programs

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	82,783	97,406	28,661
Maintenance & Operation	6,000	9,000	9,000
Capital Expense	0	0	0
TOTAL	88,783	106,406	37,661

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Recreation Supervisor	0.50	0	28,391	0	Recreation Leader	1,530 hrs	850 hrs	20,431	11,050
Recreation Coordinator	0.50	0.10	20,413	5,060	Assistant Recreation Leader	240 hrs	1,000 hrs	2,167	9,150
TOTAL	1.00	0.10	48,804	5,060	TOTAL	1,770 hrs	1,850 hrs	22,598	20,200

PARKS & RECREATION PERSONNEL SERVICES

111-6040 Adult Sports & Programs

ACCOUNT NUMBER	DESCRIPTION	COST
451.11-00	<u>Regular Salaries:</u>	5,060
451.12-00	<u>Salaries & Wages -- P/T:</u>	20,200
451.15-40	<u>Bi-Lingual Pay:</u>	210
451.18-20	<u>Sick Leave Buy Back:</u>	100
451.20-00	<u>Fringe Benefits:</u>	935
451.22-00	<u>Medicare:</u>	372
451.25-05	<u>PARS Contribution:</u>	240
451.26-00	<u>Workers Comp Premium:</u>	219
451.27-10	<u>OPEB Contributions:</u>	816
451.52-30	<u>Liability Insurance - Benefits:</u>	509

PARKS & RECREATION

ACTIVITY DETAIL

111-6040 Adult Sports & Programs

ACCOUNT 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Adult Sports							
111-6040-451.11-00	Regular Salaries	21,593	47,777	48,804	48,804	55,051	5,060
111-6040-451.12-00	Salary & Wages - P/T Temp	10,615	16,665	22,598	22,598	20,200	20,200
111-6040-451.13-00	Overtime - Regular	49	403	0	0	0	0
111-6040-451.15-40	Bi-Lingual Pay	1,061	2,105	2,100	2,100	2,100	210
111-6040-451.18-20	Sick Leave Buy Back	192	1,195	1,552	1,552	1,098	100
111-6040-451.20-00	Fringe Benefits	2,997	7,116	8,028	8,028	9,695	935
111-6040-451.22-00	Medicare	539	980	1,066	1,066	1,140	372
111-6040-451.25-05	PARS - Contribution	0	0	0	0	0	240
111-6040-451.26-00	Workers Comp Premium	1,391	2,866	2,096	2,096	2,216	219
111-6040-451.27-10	OPEB Contributions	2,522	6,274	6,978	6,978	8,266	816
111-6040-451.52-30	Ins - Benefits	1,812	4,460	4,184	4,184	5,177	509
111-6040-451.61-35	Recreation Supplies	7,206	4,824	9,000	9,000	11,000	9,000
		49,977	94,665	106,406	106,406	115,943	37,661
* Adult Sports							

PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6055 USDA Summer Lunch & Snack Program

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	61,543	61,543	61,543
Capital Expense	0	0	0
TOTAL	61,543	61,543	61,543

Description of Activities

Administer the United States Department of Agriculture summer lunch, breakfast and after-school snack programs at Salt Lake Park, Freedom Park, Middleton Elementary (July-Jan.), Perez Park (Jan.-June) and Keller Park.

Fiscal Year 2011-2012 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 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.	61,543

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
USDA Summer 111-6055-451.57-42	Lunch Program Youth Nutrition Program	49,017	46,610	61,543	61,543	61,543	61,543
* USDA Summer	Lunch Program	49,017	46,610	61,543	61,543	61,543	61,543

PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6060 Fee & Charge Classes

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	55,000	55,000	55,000
Capital Expense	0	0	0
TOTAL	55,000	55,000	55,000

Description of Activities

Payment to recreation contract class instructors.

Fiscal Year 2011-2012 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 NUMBER	DESCRIPTION	COST
466.33-20	<u>Contract Services Class:</u> 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.	55,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
After School Program 111-6060-466.33-20	Contractual Srv Class	64,993	77,629	55,000	55,000	55,000	55,000
* After School Program Program		64,993	77,629	55,000	55,000	55,000	55,000

PARKS & RECREATION **ACTIVITIES AND OBJECTIVES**

114-6010 Special Events

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	16,000	0
Capital Expense	35,000	59,000	62,000
TOTAL	35,000	75,000	62,000

Description of Activities

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

Fiscal Year 2011-2012 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 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Spec Events Contribution Rec							
114-6010-451.56-41	Contractual Srvs - Other	0	23,293	16,000	0	0	0
114-6010-451.73-10	Improvements	46,608	5,448	59,000	59,000	62,000	62,000
* Special Events Contribution Rec		46,608	28,741	75,000	59,000	62,000	62,000

PARKS & RECREATION ACTIVITIES AND OBJECTIVES

213-6010 Park Facilities

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	30,000	5,000
Capital Expense	0	0	0
TOTAL	0	30,000	5,000

Description of Activities

Contract services provided to city by Urban Associates for the development and execution of a joint-use agreement and similar agreements between the city and the Los Angeles Unified School District related to the city's use of the facilities at the new high school adjacent to Perez Park.

Fiscal Year 2011-2012 Objectives

✓ To successfully develop and execute a joint use agreement between the city and LAUSD for the city's use of high school facilities including the artificial turf athletic field, basketball gymnasium, and restrooms, among others.

**PARKS & RECREATION
ACTIVITY DETAIL**

213-6010 Park Facilities

ACCOUNT NUMBER	DESCRIPTION	COST
451.56-41	Contractual Services: Urban Associates support with Los Angeles Unified School District joint-use agreement policy development.	5,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Park Facilities 213-6010-451.56-41	Contractual Svc - Other	0	0	30,000	20,000	19,000	5,000
* Park Facilities		0	0	30,000	20,000	19,000	5,000

PARKS & RECREATION **ACTIVITIES AND OBJECTIVES**

239-6010 Park Fitness

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	0
Capital Expense	0	0	79,982
TOTAL	0	0	79,982

Description of Activities

PARKS & RECREATION

ACTIVITY DETAIL

239-6010 Park Fitness

ACCOUNT NUMBER	DESCRIPTION	COST
451.73-10	<u>Improvements:</u>	79,982

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Recreation Administration 239-6010-451.73-10	Improvements	0	0	0	0	79,982	79,982
* Recreation Administration		0	0	0	0	79,982	79,982

PARKS & RECREATION (CDBG) **ACTIVITIES AND OBJECTIVES**

239-6060 After School Program - Park & Recreation

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	49,715	51,720	51,720
Maintenance & Operation	20,285	18,280	10,202
Capital Expense	0	0	0
TOTAL	70,000	70,000	61,922

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, Middleton Elementary School (July-Jan.), Perez Park (Jan.-June), the Huntington Park Community Center and Robert Keller Park.

Fiscal Year 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY
				Recreation Leaders	1,151 hrs	1,151 hrs	14,555
				Asst. Recreation Leaders	4,029 hrs	4,029 hrs	36,425
TOTAL				TOTAL	5,180 hrs	5,180 hrs	50,980
							50,980

PARKS & RECREATION (CDBG)

PERSONNEL SERVICES

239-6060 After School Program - Park & Recreation

ACCOUNT NUMBER	DESCRIPTION	COST
466.12-00	<u>Salaries & Wages – P/T:</u>	50,980
466.22-00	<u>Medicare:</u>	740

PARKS & RECREATION (CDBG)

ACTIVITY DETAIL

239-6060 After School Program - Park & Recreation

ACCOUNT NUMBER	DESCRIPTION	COST
466.61-20	<u>Playground Supplies & Expenses:</u> Purchase of games and equipment used for after school recreation programs at Freedom Park, Middleton Elementary School, Perez Park, the Huntington Park Community Center and Robert Keller Park.	10,202

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
After School Program							
239-6060-466.12-00	Salary & Wages - P/T Temp	49,000	49,363	50,980	50,980	50,980	50,980
239-6060-466.22-00	Medicare	896	714	740	740	740	740
239-6060-466.61-20	Dept Supplies & Expense	19,762	18,914	18,280	18,280	10,202	10,202
* After School Program		69,658	68,991	70,000	70,000	61,922	61,922

POLICE DEPARTMENT

ACTIVITIES AND OBJECTIVES

111-7010 Police Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	1,099,144	1,097,300	1,513,847
Maintenance & Operation	29,295	19,443	659,324
Capital Expense	0	0	0
TOTAL	1,128,439	1,116,743	2,173,171

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, Assistant 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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Chief of Police	1.00	1.00	186,000	186,000	Cadets	0	3,000 hrs	0	42,000
Assistant Chief	1.00	1.00	142,411	142,411					
Lieutenant	1.00	1.00	120,249	120,249					
Sergeant	0	1.95	0	203,994					
Police Staff Analyst	1.00	0	68,128	0					
Admin Secretary	1.00	1.00	51,820	53,116					
Administrative Specialist	1.00	1.00	44,857	44,857					
Administrative Asst. to C.O.P.	1.00	1.00	61,677	61,676					
Community Service Officer	0	.95	0	56,926					

POLICE DEPARTMENT PERSONNEL SERVICES

111-7010 Police Administration

ACCOUNT NUMBER	DESCRIPTION	COST
421.11-00	<u>Regular Salaries:</u>	869,229
421.12-00	<u>Salary Wages – P/T:</u>	42,000
421.13-00	<u>Overtime – Regular:</u>	55,000
421.13-35	<u>Overtime – Youth Services:</u>	5,000
421.13-40	<u>Overtime – Neighborhood Improvement:</u>	7,500
421.15-40	<u>Bi-Lingual Pay:</u>	8,295
421.15-60	<u>Premium Pay:</u>	28,440
421.16-10	<u>Court Appearance:</u>	1,500
421.16-20	<u>Uniform Allowance: 5 Sworn @ \$1100 and 1 Non-Sworn @ \$500</u>	4,820
421.18-10	<u>Holiday Pay:</u>	25,480
421.18-20	<u>Sick Leave Buy Back:</u>	16,424
421.20-00	<u>Fringe Benefits:</u>	160,645
421.22-00	<u>Medicare:</u>	13,725
421.25-05	<u>PARS Contribution:</u>	10,535
421.26-00	<u>Workers Comp Premium:</u>	37,597
421.27-10	<u>OPEB Contributions:</u>	140,255
421.52-30	<u>Liability Insurance - Benefits:</u>	87,402

POLICE DEPARTMENT

ACTIVITY DETAIL

111-7010 Police Administration

ACCOUNT NUMBER	DESCRIPTION	COST
421.33-10	<u>Bank Services:</u>	2,100
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 & M</u>	23,224
421.44-10	<u>Rental & Lease:</u> Rental/Lease agreements - copiers.	13,000
421.53-10	<u>Communications – Telephone and Wireless:</u>	85,000
421-56-41	<u>Contractual Services:</u> Among some of the contracts are: - ADT Security Services \$28,000 Alvaka Networks \$129,000 - HP Tow \$10,000 Background & Psych \$ 24,500 - Range Fees \$13,000 Contractual LE Services \$ 60,000 - Area "E" Emergency Mgt \$ 3,700 Advanced Inc. \$ 13,000	257,000
421.59-10	<u>Tuition & 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
421.59-20	<u>Tuition & 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 & 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.	5,000

POLICE DEPARTMENT

ACTIVITY DETAIL

111-7010 Police Administration

ACCOUNT NUMBER	DESCRIPTION	COST
421.61-20	<u>Dept./Office Supplies & Expenses - Administration:</u>	41,500
421.61-21	<u>Dept./Office Supplies & Expenses - Youth Services:</u>	20,000
421.61-22	<u>Dept./Office Supplies & Expenses - FTU: Ammunition, Vests, Tasers, Supplies, Etc.</u>	100,000
421.64-00	<u>Memberships & Meetings:</u>	2,500

FOR FISCAL YEAR 2012

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BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
111-7010-421.59-20	Tuition & Training - Post	0	0	0	0	75,000	60,000
111-7010-421.59-30	STD & Training-Corr Prog	0	0	0	0	5,000	5,000
111-7010-421.61-20	Dept Supplies & Expense	0	0	0	0	36,500	41,500
111-7010-421.61-21	Youth Services	0	0	0	0	20,000	20,000
111-7010-421.61-22	FTU	0	0	0	0	100,000	100,000
111-7010-421.64-00	Memberships & Meetings	0	0	0	0	2,500	2,500
		1,162,643	1,228,245	1,116,743	1,165,943	2,334,337	2,173,171

* Police Administration

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-7022 Patrol Operations

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	8,544,967	9,017,994	7,348,411
Maintenance & Operation	181,626	184,989	477,793
Capital Expense	0	0	0
TOTAL	8,726,593	9,202,983	7,826,204

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Lieutenant	4.00	3.00	480,996	360,747	Police Cadets	13,200 hrs	8,000 hrs	185,360	112,000
Sergeant	8.00	7.00	836,898	732,285	PT Communications Officer	500 hrs	0	13,505	0
Senior Officer	10.00	7.00	910,356	636,348					
Police Officer	29.00	24.00	2,252,218	1,921,963					
Parking Enforcement Officer	5.00	5.00	245,543	245,543					
Jailer	0	6.00	0	318,090					
Supv. Communications Officer	1.00	0	70,263	0					
Communications Operator	8.00	0	490,129	0					

POLICE DEPARTMENT PERSONNEL SERVICES

111-7022 Patrol Operations

ACCOUNT NUMBER	DESCRIPTION	COST
421.11-00	<u>Regular Salaries:</u>	4,214,976
421.12-00	<u>Salary Wages: P/T Temp:</u>	112,000
421.13-01	<u>Overtime – Patrol Admin / Volunteers</u>	20,000
421.13-02	<u>Overtime – Day Shift (weekdays):</u>	37,603
421.13-03	<u>Overtime – Swing Shift (weekdays):</u>	16,990
421.13-04	<u>Overtime – Graveyard (weekdays):</u>	37,603
421.13-06	<u>Overtime – Day Shift (weekends):</u>	37,603
421.13-07	<u>Overtime – Cover Shift (weekends):</u>	2,500
421.13-08	<u>Overtime – Graveyard (weekends):</u>	37,603
421.13-09	<u>Overtime – Jail:</u>	35,000
421.13-11	<u>Overtime – Parking Enforcement:</u>	2,000
421.13-12	<u>Overtime – DEU:</u>	5,000
421.13-13	<u>Overtime – Traffic:</u>	10,000
421.13-20	<u>Emergency Operation:</u> Unusual Occurrence / emergency operations, demonstrations, school walk outs and disaster overtime.	3,000

POLICE DEPARTMENT PERSONNEL SERVICES

111-7022 Patrol Operations

ACCOUNT NUMBER	DESCRIPTION	COST
421.14-00	<u>Overtime Code 10:</u>	50,000
421.15-40	<u>Bi-Lingual Pay:</u>	56,700
421.15-60	<u>Premium Pay: Motorcycle/Education/Longevity pay pre-figured into salary.</u>	67,380
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: 60 Sworn \$45,100; 11 Non-Sworn \$8,200; Reserve Officers \$3,300</u>	56,600
421.18-10	<u>Holiday Pay:</u>	181,000
421.18-20	<u>Sick Leave Buy Back:</u>	66,000
421.20-00	<u>Fringe Benefits:</u>	778,983
421.22-00	<u>Medicare:</u>	72,000
421.25-05	<u>PARS Contribution:</u>	26,630
421.26-00	<u>Workers Comp Premium:</u>	182,310
421.27-10	<u>OPEB Contributions:</u>	680,109
421.52-30	<u>Liability Insurance - Benefits:</u>	423,821

POLICE DEPARTMENT ACTIVITY DETAIL

111-7022 Patrol Operations

ACCOUNT NUMBER	DESCRIPTION	COST
421.43-20	<u>Vehicles – O S & M:</u>	185,793
421.44-10	<u>Rental & Lease:</u> Rental/lease agreements including copy machines, Freedom Park and Pacific Blvd Sub-Station leases.	27,000
421.56-15	<u>Prisoner Medical Expenses:</u> The city is responsible for prisoner medical expenses once a prisoner is accepted in the jail.	20,000
421.56-41	<u>Contractual Services:</u> Among some of the contracts are: - LASD Services \$50,000 - Misc. \$10,000 - All City Management \$110,000	170,000
421.61-24	<u>Dept./Office Supplies & Expenses – Patrol Admin / Volunteers</u>	18,000
421.61-26	<u>Dept./Office Supplies & Expenses – Parking:</u>	5,000
421.61-27	<u>Dept./Office Supplies & Expenses – Jail:</u>	30,000
421.61-28	<u>Dept./Office Supplies & Expenses – DEU:</u>	10,000
421.61-29	<u>Dept./Office Supplies & Expenses – Traffic:</u>	12,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S		
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST	REQUEST
ACCOUNT DESCRIPTION								
Patrol Operations								
111-7022-421.11-00	4,733,213	5,080,940	5,286,403	5,219,403	4,396,147	4,214,976		
Regular Salaries								
111-7022-421.12-00	255,877	262,450	198,865	268,865	112,000	112,000		
Salary & Wages - P/T Temp								
111-7022-421.13-00	378,353	223,748	450,000	340,000	0	0		
Overtime - Regular								
111-7022-421.13-01	0	0	0	0	20,000	20,000		
Patrol Admin Volunteers								
111-7022-421.13-02	0	0	0	0	37,603	37,603		
Day Shift weekdays								
111-7022-421.13-03	0	0	0	0	16,990	16,990		
Swing Shift weekdays								
111-7022-421.13-04	0	0	0	0	37,603	37,603		
Graveyard Shift weekdays								
111-7022-421.13-06	0	0	0	0	37,603	37,603		
Day Shift weekends								
111-7022-421.13-07	0	0	0	0	2,500	2,500		
Cover Shift weekends								
111-7022-421.13-08	0	0	0	0	37,603	37,603		
Graveyard Shift weekends								
111-7022-421.13-09	0	0	0	0	35,000	35,000		
OT Jail								
111-7022-421.13-11	0	0	0	0	2,000	2,000		
OT Parking Enforcement								
111-7022-421.13-12	0	0	0	0	5,000	5,000		
OT DEU								
111-7022-421.13-13	0	0	0	0	10,000	10,000		
OT Traffic								
111-7022-421.13-20	0	0	0	0	3,000	3,000		
Emergency Operation OT								
111-7022-421.14-00	71,133	188,877	50,000	50,000	0	50,000		
Overtime Code 10								
111-7022-421.15-10	5,275	8,624	4,000	21,000	0	0		
On Call								
111-7022-421.15-40	65,019	69,322	69,500	68,450	79,680	56,700		
Bi-Lingual Pay								
111-7022-421.15-60	48,210	71,090	96,984	89,584	81,800	67,380		
Premium Pay								
111-7022-421.15-70	0	0	0	0	10,000	10,000		
Field Training Officer Pay								
111-7022-421.16-10	129,174	75,637	125,000	100,000	125,000	125,000		
Court Appearance								
111-7022-421.16-20	62,150	93,225	64,600	64,600	58,800	56,600		
Uniform Allowance								
111-7022-421.18-10	175,987	192,552	211,872	211,872	385,000	181,000		
Holiday Pay								
111-7022-421.18-20	72,688	75,548	75,000	75,000	74,450	66,000		
Sick Leave Buy Back								
111-7022-421.20-00	816,885	756,146	869,664	869,664	808,749	778,983		
Fringe Benefits								
111-7022-421.22-00	81,773	86,385	80,000	80,000	78,605	72,000		
Medicare								
111-7022-421.25-05	0	0	0	0	0	26,630		
PARS - Contribution								
111-7022-421.26-00	379,241	304,630	227,142	227,142	184,826	182,310		
Workers Comp Premium								
111-7022-421.27-10	687,593	666,590	755,802	755,802	689,495	680,109		
OPEB Contributions								
111-7022-421.43-20	185,955	181,626	184,989	184,989	193,020	185,793		
Vehicles - O S & M								

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	DEPARTMENT	DEPARTMENT	MANAGER'S
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST	REQUEST
ACCOUNT DESCRIPTION								
111-7022-421.44-10 Rent (Incl Equip Rental)	0	0	0	0	0	40,000	27,000	
111-7022-421.52-30 Ins - Benefits	493,861	473,918	453,162	453,162	431,864	423,821	423,821	
111-7022-421.56-15 Prisoner Medical Services	0	0	0	0	20,000	20,000	20,000	
111-7022-421.56-41 Contractual Srvc - Other	0	0	0	0	240,000	170,000	170,000	
111-7022-421.61-24 Patrol Admin Volunteers	0	0	0	0	18,000	18,000	18,000	
111-7022-421.61-26 Dept Supplies Parking	0	0	0	0	5,000	5,000	5,000	
111-7022-421.61-27 Dept Supplies Jail	0	0	0	0	30,000	30,000	30,000	
111-7022-421.61-28 Dept Supplies DEU	0	0	0	0	10,000	10,000	10,000	
111-7022-421.61-29 Dept Supplies Traffic	0	0	0	0	12,000	12,000	12,000	
	8,642,387	8,811,308	9,202,983	9,079,533	8,329,338	7,826,204		
* Patrol Operations								

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-7030 Police Investigations

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	2,881,686	2,668,504	3,518,043
Maintenance & Operation	128,896	150,304	245,957
Capital Expense	0	0	0
TOTAL	3,010,582	2,815,808	3,764,000

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Lieutenant	1.00	1.00	118,892	120,249	Cadets	0	2,000 hrs	0	28,000
Sergeant	3.00	3.00	306,013	313,837					
Senior Officer	10.00	12.00	910,356	1,096,032					
Police Officer	2.00	5.00	176,664	421,746					
Community Service officer	1.00	1.00	58,349	59,922					
Secretary	1.00	1.00	51,820	53,116					

POLICE DEPARTMENT PERSONNEL SERVICES

111-7030 Police Investigations

ACCOUNT NUMBER	DESCRIPTION	COST
421.11-00	<u>Regular Salaries:</u>	2,064,902
421.12-00	<u>Salary Wages: P/T Temp:</u>	28,000
421.13-00	<u>Overtime – Regular:</u>	70,000
421.13-05	<u>Overtime – Gang:</u>	10,000
421.13-14	<u>Overtime – CSU:</u>	20,000
421.15-10	<u>On Call:</u>	30,400
421.15-40	<u>Bi-Lingual Pay</u>	29,400
421.15-60	<u>Premium Pay:</u>	29,640
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 NUMBER	DESCRIPTION	COST
421.18-10	<u>Holiday Pay:</u>	96,318
421.18-20	<u>Sick Leave Buy Back:</u>	43,467
421.20-00	<u>Fringe Benefits:</u>	381,621
421.22-00	<u>Medicare:</u>	35,120
421.25-05	<u>PARS Contribution:</u>	5,450
421.26-00	<u>Workers Comp Premium:</u>	89,313
421.27-10	<u>OPEB Contributions:</u>	333,183
421.52-30	<u>Liability Insurance - Benefits:</u>	207,629

POLICE DEPARTMENT

ACTIVITY DETAIL

111-7030 Police Investigations

ACCOUNT NUMBER	DESCRIPTION	COST
421.43-20	<u>Vehicles – O S & M:</u>	150,957
421.44-10	<u>Rental/Lease:</u> Rental/Lease agreements, i.e., copy machine	10,000
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: - Cogent \$11,000 JAC/Cal ID \$21,000 - CA DOJ \$12,000 West Ggvt Services \$3,800	50,000
421.61-20	<u>Dept./Office Supplies & Expenses:</u>	25,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Public Safety							
111-7030-421.11-00	Regular Salaries	1,366,564	1,675,106	1,622,094	1,622,094	2,063,606	2,064,902
111-7030-421.12-00	Salary & Wages - P/T Temp	0	0	0	0	28,000	28,000
111-7030-421.13-00	Overtime - Regular	155,420	88,248	100,000	100,000	70,000	70,000
111-7030-421.13-05	OT Gang	0	0	0	0	10,000	10,000
111-7030-421.13-14	OT CSU	0	0	0	0	20,000	20,000
111-7030-421.14-00	Overtime Code 10	7,661	60,425	15,000	15,000	0	0
111-7030-421.15-10	On Call	22,547	17,288	20,000	15,000	36,400	30,400
111-7030-421.15-40	Bi-Lingual Pay	22,061	22,171	27,300	27,300	29,400	29,400
111-7030-421.15-60	Premium Pay	14,831	38,703	12,600	12,600	29,640	29,640
111-7030-421.16-10	Court Appearance	18,807	23,183	15,000	19,000	20,000	20,000
111-7030-421.16-20	Uniform Allowance	15,650	26,050	18,100	18,100	23,600	23,600
111-7030-421.18-10	Holiday Pay	59,926	70,035	71,900	71,900	94,000	96,318
111-7030-421.18-20	Sick Leave Buy Back	24,525	40,417	32,000	32,000	44,635	43,467
111-7030-421.20-00	Fringe Benefits	228,410	261,996	266,850	266,850	379,637	381,621
111-7030-421.22-00	Medicare	23,971	26,089	24,000	24,000	35,000	35,120
111-7030-421.25-05	PARS - Contribution	0	0	0	0	0	5,450
111-7030-421.26-00	Workers Comp Premium	106,040	105,550	69,698	69,698	86,760	89,313
111-7030-421.27-10	OPEB Contributions	192,259	230,966	231,912	231,912	323,657	333,183
111-7030-421.43-20	Vehicles - O S & M	118,805	128,896	150,304	150,304	156,830	150,957
111-7030-421.44-10	Rent (Incl Equip Rental)	0	0	0	0	10,000	10,000
111-7030-421.52-30	Ins - Benefits	138,089	164,208	139,050	139,050	202,722	207,629
111-7030-421.56-16	Victims' Medical Services	0	0	0	0	10,000	10,000
111-7030-421.56-41	Contractual Srvc - Other	0	0	0	0	50,000	50,000
111-7030-421.61-20	Dept Supplies & Expense	0	0	0	0	25,000	25,000
* Public Safety		2,515,566	2,979,331	2,815,808	2,814,808	3,748,887	3,764,000

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-7040 Police Support Services

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	1,710,095	1,549,198	1,954,342
Maintenance & Operation	1,503,589	1,396,852	169,566
Capital Expense	0	0	0
TOTAL	3,213,684	2,946,050	2,123,908

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 2011-2012 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.

111-7040 Police Support Services

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POLICE DEPARTMENT PERSONNEL SERVICES

111-7040 Police Support Services

ACCOUNT NUMBER	DESCRIPTION	COST
421.11-00	<u>Regular Salaries:</u>	1,060,795
421.12-00	<u>Salary Wages: P/T Temp:</u>	111,500
421.13-00	<u>Overtime - Regular</u>	5,000
421.13-10	<u>Special Event Overtime:</u> Overtime used for City sponsored and private events (private events are reimbursed)	85,000
421.13-15	<u>Overtime – Records:</u>	12,000
421.13-16	<u>Overtime – Communications Center:</u>	25,000
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	9,325
421.18-10	<u>Holiday Pay:</u>	6,200

**POLICE DEPARTMENT
PERSONNEL SERVICES**

111-7040 Police Support Services

ACCOUNT NUMBER	DESCRIPTION	COST
421.18-20	<u>Sick Leave Buy Back:</u>	15,100
421.20-00	<u>Fringe Benefits:</u>	196,049
421.22-00	<u>Medicare:</u>	19,680
421.25-05	<u>PARS Contribution:</u>	44,056
421.26-00	<u>Workers Comp Premium:</u>	45,883
421.27-10	<u>OPEB Contributions:</u>	171,165
421.52-30	<u>Liability Insurance - Benefits:</u>	106,664

111-7040 Police Support Services

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BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09		FY 2009-10		FY 2010-11		FY 2010-11		FY 2011-12		FY 2011-12
		YEAR'S AGO	LAST YEARS	ACTUALS	BUDGET	ORIGINAL	ADJUSTED	BUDGET	REQUEST	DEPARTMENT	REQUEST	MANAGER'S
		1,047,898	1,131,680	980,575	948,575	1,048,946	1,060,795					
Police Support Services	Regular Salaries	0	0	0	0	111,500	111,500					
111-7040-421.11-00	Salary & Wages - P/T Temp	48,793	67,128	50,000	50,000	5,000	5,000					
111-7040-421.12-00	Overtime - Regular	0	0	0	0	85,000	85,000					
111-7040-421.13-00	Special Event Overtime	0	0	0	0	12,000	12,000					
111-7040-421.13-10	OT Records	0	0	0	0	25,000	25,000					
111-7040-421.13-15	OT Communication Center	4,748	3,283	10,000	10,000	0	0					
111-7040-421.13-16	Overtime Code 10	21,177	22,081	19,100	19,100	24,465	24,465					
111-7040-421.14-00	Bi-Lingual Pay	6,211	13,840	14,000	11,000	14,460	14,460					
111-7040-421.15-40	Premium Pay	695	385	2,000	2,000	2,000	2,000					
111-7040-421.15-60	Court Appearance	9,863	15,650	10,725	10,725	9,325	9,325					
111-7040-421.16-10	Uniform Allowance	4,882	4,866	5,100	5,100	5,782	5,782					
111-7040-421.16-20	Holiday Pay	14,085	19,102	16,000	16,000	17,618	15,100					
111-7040-421.18-10	Sick Leave Buy Back	148,744	164,588	161,314	161,314	192,972	196,049					
111-7040-421.18-20	Fringe Benefits	14,694	16,335	14,000	14,000	19,750	19,680					
111-7040-421.20-00	Medicare	0	0	0	0	0	44,056					
111-7040-421.22-00	PARS - Contribution	69,055	66,308	42,132	42,132	44,101	45,883					
111-7040-421.25-05	Workers Comp Premium	125,202	145,094	140,194	140,194	164,517	171,165					
111-7040-421.26-00	OPEB Contributions	38,645	2,354	55,000	55,000	0	0					
111-7040-421.27-10	Office Equip - O S & M	36,158	58,589	75,152	75,152	66,351	63,866					
111-7040-421.43-05	Vehicles - O S & M	56,129	83,528	80,000	80,000	17,000	17,000					
111-7040-421.43-20	Rent (Incl Equip Rental)	89,924	103,156	84,058	84,058	103,045	106,664					
111-7040-421.44-10	Ins - Benefits	92,014	89,645	85,000	85,000	0	0					
111-7040-421.52-30	Telephone & Wireless	538	518	15,000	0	0	0					
111-7040-421.53-10	Welfare Inmate Fd Expense	17,990	9,498	20,000	15,000	0	0					
111-7040-421.56-14	Prisoner Medical Services	8,760	11,680	10,000	10,000	0	0					
111-7040-421.56-15	Victims' Medical Services	709,448	506,323	620,700	620,700	61,700	61,700					
111-7040-421.56-16	Contractual Svc - Other	48,876	42,576	55,000	55,000	0	0					
111-7040-421.56-41	Tuition & Training	55,730	58,350	75,000	75,000	0	0					
111-7040-421.59-10	Tuition & Training - Post	3,187	1,787	5,000	5,000	0	0					
111-7040-421.59-20	STD & Training-Corr Prog											
111-7040-421.59-30												

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
111-7040-421.61-20	Dept Supplies & Expense	306,642	299,168	298,500	298,500	0	0
111-7040-421.61-25	Office Supplies	26,282	23,054	0	0	0	0
111-7040-421.61-31	Dept Supplies Records	0	0	0	0	10,000	10,000
111-7040-421.61-32	Dept Supplies Comm Center	0	0	0	0	5,000	5,000
111-7040-421.61-33	Dept Supplies Prop Evidnc	0	0	0	0	12,000	12,000
111-7040-421.64-00	Memberships & Meetings	5,010	2,626	2,500	2,500	0	0
* Police Support Services		3,011,380	2,963,192	2,946,050	2,891,050	2,057,532	2,123,908

POLICE DEPARTMENT

ACTIVITIES AND OBJECTIVES

111-7045 Special Emergency Response Team

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	6,000	20,300
Maintenance & Operation	0	19,000	25,000
Capital Expense	0	0	0
TOTAL	0	25,000	45,300

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 NUMBER	DESCRIPTION	COST
421.13-00	<u>Overtime – Regular:</u> Overtime is for training and operational needs of the Special Emergency Response Team members.	20,000
421.22-00	<u>Medicare:</u>	300

**POLICE DEPARTMENT
ACTIVITY DETAIL**

111-7045 Special Emergency Response Team

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

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
SERT Program							
111-7045-421.13-00	Overtime - Regular	0	0	6,000	6,000	20,000	20,000
111-7045-421.22-00	Medicare	0	0	0	0	300	300
111-7045-421.59-10	Tuition & Training	0	0	4,000	4,000	5,000	5,000
111-7045-421.61-20	Dept Supplies & Expense	0	0	15,000	15,000	20,000	20,000
* SERT Program		0	0	25,000	25,000	45,300	45,300

POLICE DEPARTMENT

ACTIVITIES AND OBJECTIVES

111-7065 Animal Control

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	155,769	155,524	166,679
Maintenance & Operation	81,218	91,062	116,612
Capital Expense	0	0	0
TOTAL	236,987	246,586	283,291

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Animal Enforcement Officer	2.00	2.00	100,063	100,092					

POLICE DEPARTMENT PERSONNEL SERVICES

111-7065 Animal Control

ACCOUNT NUMBER	DESCRIPTION	COST
441.11-00	<u>Regular Salaries:</u>	100,092
441.13-00	<u>Overtime - Regular</u>	1,000
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>	2,171
441.20-00	<u>Fringe Benefits:</u>	18,498
441.22-00	<u>Medicare:</u>	1,615
441.25-05	<u>PARS Contribution:</u>	4,860
441.26-00	<u>Workers Comp Premium:</u>	4,329
441.27-10	<u>OPEB Contributions:</u>	16,150
441.52-30	<u>Liability Insurance - Benefits:</u>	10,064

**POLICE DEPARTMENT
ACTIVITY DETAIL**

111-7065 Animal Control

ACCOUNT NUMBER	DESCRIPTION	COST
441.43-20	<u>Vehicles – O S & M:</u>	11,612
441.56-41	<u>Contractual Services:</u> Contract with Los Angeles County Department of Animal Care and Control for the transfer, housing, and disposal of unclaimed animals.	100,000
441.61-20	<u>Dept/Office Supplies & Expenses:</u>	5,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Animal Control							
111-7065-441.11-00	Regular Salaries	98,039	100,515	100,092	100,092	100,092	100,092
111-7065-441.13-00	Overtime - Regular	439	0	0	0	1,000	1,000
111-7065-441.14-00	Overtime Code 10	187	6	0	0	0	0
111-7065-441.15-40	Bi-Lingual Pay	4,223	4,211	4,200	4,200	4,200	4,200
111-7065-441.15-60	Premium Pay	0	2,722	2,700	2,700	2,700	2,700
111-7065-441.16-10	Court Appearance	0	0	0	0	0	0
111-7065-441.16-20	Uniform Allowance	1,000	1,500	1,000	1,000	1,000	1,000
111-7065-441.18-20	Sick Leave Buy Back	2,176	2,259	2,310	2,310	2,325	2,171
111-7065-441.20-00	Fringe Benefits	14,675	15,116	16,466	16,466	18,414	18,498
111-7065-441.22-00	Medicare	1,538	1,603	1,566	1,566	1,615	1,615
111-7065-441.25-05	PARS - Contribution	0	0	0	0	0	4,860
111-7065-441.26-00	Workers Comp Premium	6,813	6,090	4,300	4,300	4,208	4,329
111-7065-441.27-10	OPEB Contributions	12,352	13,326	14,310	14,310	15,698	16,150
111-7065-441.43-20	Vehicles - O S & M	10,331	11,718	11,562	11,562	12,064	11,612
111-7065-441.52-30	Ins - Benefits	8,872	9,474	8,580	8,580	9,833	10,064
111-7065-441.56-41	Contractual Srvc - Other	67,339	85,408	75,000	100,000	100,000	100,000
111-7065-441.61-20	Dept Supplies & Expense	168	945	4,500	4,500	5,000	5,000
		228,152	254,893	246,586	271,586	278,149	283,291
* Animal Control							

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

120-7040 DNA ID Fund

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	4,000
Capital Expense	0	0	0
TOTAL	0	0	4,000

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 2011-2012 Objectives

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

**POLICE DEPARTMENT
ACTIVITY DETAIL**

120-7040 DNA ID Fund

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

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	REQUEST
ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST

ACCOUNT NUMBER	ACCOUNT DESCRIPTION
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Special Revenue DNA ID

120-7040-421.59-10 Tuition & Training

0	0	0	16,000	4,000	4,000
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* Special Revenue DNA ID

0	0	0	16,000	4,000	4,000
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POLICE DEPARTMENT

ACTIVITIES AND OBJECTIVES

121-7040 Welfare Inmate

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	10,000
Capital Expense	0	0	0
TOTAL	0	0	10,000

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

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Special Revnu Welfare Inmate 121-7040-421.56-14	Welfare Inmate Fd Expense	0	0	0	25,000	10,000	10,000
* Special Revenu Welfare Inmate		0	0	0	25,000	10,000	10,000

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

224-7093 Avoid The 100

	2008-2009 Actual	2009-2010 Budget	2010-2011 Proposed
Personnel	0	0	12,000
Maintenance & Operation	0	0	0
Capital Expense	0	0	0
TOTAL	0	0	12,000

Description of Activities

POLICE DEPARTMENT PERSONNEL SERVICES

224-7093 Avoid The 100

ACCOUNT NUMBER	DESCRIPTION	COST
421.13-00	<u>Overtime – Regular:</u>	11,600
421.15-40	<u>Bi-Lingual Pay:</u>	100
421.15-60	<u>Premium Pay:</u>	100
421.22-00	<u>Medicare:</u>	200

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Avoid The 100							
224-7093-421.13-00	Overtime - Regular	3,152	42,726	0	29,150	11,600	11,600
224-7093-421.15-40	Bi-Lingual Pay	0	343	0	200	100	100
224-7093-421.15-60	Premium Pay	0	657	0	200	100	100
224-7093-421.22-00	Medicare	0	426	0	450	200	200
		3,152	44,152	0	30,000	12,000	12,000
* Avoid The 100							

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

224-709 OTS Sobriety Check DUI

	2008-2009 Actual	2009-2010 Budget	2010-2011 Proposed
Personnel	0	0	15,000
Maintenance & Operation	0	0	0
Capital Expense	0	0	0
TOTAL	0	0	15,000

Description of Activities

**POLICE DEPARTMENT
PERSONNEL SERVICES**

224-7094 OTS Sobriety Check DUI

ACCOUNT 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
OTS Sobriety Check DUI							
224-7094-421.13-00	Overtime - Regular	0	15,790	0	29,150	14,300	14,300
224-7094-421.15-40	Bi-Lingual Pay	0	194	0	200	300	300
224-7094-421.15-60	Premium Pay	0	358	0	200	100	100
224-7094-421.22-00	Medicare	0	198	0	450	300	300
* OTS Sobriety Check DUI		0	16,540	0	30,000	15,000	15,000

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

225-7010 CA Citizen Option For Public Safety

	2008-2009 Actual	2009-2010 Budget	2010-2011 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	0
Capital Expense	208,000	200,000	150,000
TOTAL	208,000	200,000	150,000

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 2010-2011 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 NUMBER	DESCRIPTION	COST
421.74-10 CACOPS	<u>Equipment</u> : Technology and computer equipment and installation.	150,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
CAL COPS FUND							
225-7010-421.74-10	Equipment	122,799	104,024	200,000	227,661	150,000	150,000
* CAL COPS Fund		122,799	104,024	200,000	227,661	150,000	150,000

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

227-7010 Justice Assistance Grant

	2009-2010 Actual	2010-2011 Budget	2010-2011 Proposed
Personnel	90,000	34,500	41,054
Maintenance & Operation	117,811	29,532	218,411
Capital Expense	67,000	210,779	0
TOTAL	274,811	274,811	259,465

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 2010-2011 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**

227-7010 Justice Assistance Grant

ACCOUNT NUMBER	DESCRIPTION	COST
421.13-00	<u>Regular Overtime:</u> Approved overtime towards grant objectives	40,464
421.22-10	<u>Medicare:</u>	590

POLICE DEPARTMENT

ACTIVITY DETAIL

227-7010 Justice Assistance Grant

ACCOUNT NUMBER	DESCRIPTION	COST
421.59-10	<u>Tuition & Training:</u>	50,218
421.71-10	<u>Equipment:</u> Authorized purchase of equipment on grant approved projects.	168,193

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Offc of Criminal Justice							
227-7010-421.13-00	Overtime - Regular	19,231	0	34,500	34,500	40,464	40,464
227-7010-421.22-00	Medicare	0	0	0	0	590	590
227-7010-421.56-41	Contractual Srvc - Other	0	0	27,481	27,481	0	0
227-7010-421.59-10	Tuition & Training	0	0	2,051	2,051	50,218	50,218
227-7010-421.74-10	Equipment	0	0	210,779	210,779	168,193	168,193
		19,231	0	274,811	274,811	259,465	259,465
* Offc of Criminal Justice							

POLICE DEPARTMENT (FORFEITURE FUND)

ACTIVITIES AND OBJECTIVES

229-7010 Federal Asset Forfeiture

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	450,000	150,000	250,000
Capital Expense	130,000	204,000	100,000
TOTAL	580,000	354,000	350,000

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 2010-2011 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 NUMBER	DESCRIPTION	COST
421.56-12	<u>Police Investigation:</u> Informant services and extradition expenses.	250,000
421.74-10	<u>Equipment:</u>	100,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Police Forfeiture							
229-7010-421.13-05	OT Gang	0	0	0	0	0	0
229-7010-421.56-12	Police Investigation	38,992	21,362	100,000	100,000	250,000	250,000
229-7010-421.56-41	Contractual Svc - Other	-93,673	100	50,000	50,000	0	0
229-7010-421.73-10	Improvements	37,937	0	0	0	0	0
229-7010-421.74-10	Equipment	58,496	121,491	204,000	204,000	100,000	100,000
* Police Forfeiture		41,752	142,953	354,000	354,000	350,000	350,000

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

231-7060 Parking Enforcement

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	236,232	242,765	258,485
Maintenance & Operation	50,153	69,654	70,404
Capital Expense	0	0	0
TOTAL	286,385	312,419	328,889

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Parking Enforcement Officer	3.00	3.00	142,415	144,871					

POLICE DEPARTMENT PERSONNEL SERVICES

231-7060 Parking Enforcement

ACCOUNT NUMBER	DESCRIPTION	COST
421.11-00	<u>Regular Salaries:</u>	144,871
421.13-00	<u>Overtime – Regular:</u>	2,000
421.15-40	<u>Bi-Lingual Pay:</u>	4,200
421.16-20	<u>Uniform Allowance: 3 Non-Sworn @ \$500.</u>	2,400
421.18-20	<u>Sick Leave Buy Back:</u>	2,530
421.20-00	<u>Fringe Benefits:</u>	26,774
421.22-00	<u>Medicare:</u>	2,265
421.23-00	<u>PERS City Wide Contribution:</u>	22,418
421.25-05	<u>PARS Contribution:</u>	6,818
421.26-00	<u>Workers Comp Premium:</u>	6,266
421.27-10	<u>OPEB Contributions:</u>	23,376
421.52-30	<u>Liability Insurance - Benefits:</u>	14,567

POLICE DEPARTMENT (PARKING SYSTEM)

ACTIVITY DETAIL

231-7060 Parking Enforcement

ACCOUNT NUMBER	DESCRIPTION	COST
421.43-05	<u>Equipment Maintenance & Services</u> : Naviline annual maintenance with SunGard ASP (\$20,568).	20,568
421.43-20	<u>Vehicles – O S & M</u> :	34,836
421.61-20	<u>Dept./Office Supplies & Expenses</u> :	15,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Parking Enforcement							
231-7060-421.11-00	Regular Salaries	136,682	145,097	142,415	142,415	144,871	144,871
231-7060-421.13-00	Overtime - Regular	3,332	84	2,000	2,000	2,000	2,000
231-7060-421.14-00	Overtime Code 10	92	2,395	0	0	0	0
231-7060-421.15-40	Bi-Lingual Pay	4,195	4,184	4,200	4,200	4,200	4,200
231-7060-421.16-10	Court Appearance	0	0	0	0	0	0
231-7060-421.16-20	Uniform Allowance	2,000	3,600	2,400	2,400	2,400	2,400
231-7060-421.18-20	Sick Leave Buy Back	2,445	958	1,500	1,500	2,595	2,530
231-7060-421.20-00	Fringe Benefits	19,912	21,210	23,428	23,428	26,652	26,774
231-7060-421.22-00	Medicare	2,162	2,236	2,162	2,162	2,265	2,265
231-7060-421.23-00	PERS Contribution-NonSworn	17,677	19,478	0	0	22,418	22,418
231-7060-421.24-00	PERS Contribution-Sworn	0	0	19,372	19,372	0	0
231-7060-421.25-05	PARS - Contribution	0	0	6,598	6,598	6,818	6,818
231-7060-421.26-00	Workers Comp Premium	9,245	8,544	6,120	6,120	6,091	6,266
231-7060-421.27-10	OPEB Contributions	16,760	18,698	20,362	20,362	22,722	23,376
231-7060-421.43-05	Office Equip - O S & M	0	0	19,969	19,969	20,568	20,568
231-7060-421.43-20	Vehicles - O S & M	30,993	35,153	34,685	34,685	36,191	34,836
231-7060-421.52-30	Ins - Benefits	12,038	13,294	12,208	12,208	14,232	14,567
231-7060-421.56-41	Contractual Srvc - Other	0	0	0	0	0	0
231-7060-421.61-20	Dept Supplies & Expense	8,999	3,163	15,000	15,000	15,000	15,000
* Parking Enforcement		266,532	278,094	312,419	312,419	329,023	328,889

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

233-7010 OJP BVP

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	0
Capital Expense	0	16,348	13,816
TOTAL	0	16,348	13,816

Description of Activities

The Office of Justice funds this grant, which reimburses the city, up to 50% of body armor purchases.

Fiscal Year 2011-2012 Objectives

- ✓ Replace out of date body armor and entry vests with a 50% offset from the grant.

**POLICE DEPARTMENT
ACTIVITY DETAIL**

233-7010 OJP BVP

ACCOUNT NUMBER	DESCRIPTION	COST
421.71-10	<u>Equipment:</u> Authorized replacement of body armor and entry vests.	13,816

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Bullet Proof Vest 233-7010-421.74-10	Equipment	0	0	16,348	16,348	13,816	13,816
* BPV Administration		0	0	16,348	16,348	13,816	13,816

POLICE DEPARTMENT **ACTIVITIES AND OBJECTIVES**

239-7010 Juvenile Boot Camp

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	17,693
Capital Expense	0	0	0
TOTAL	0	0	17,693

Description of Activities

POLICE DEPARTMENT
ACTIVITY DETAIL
239-7010 Juvenile Boot Camp

ACCOUNT NUMBER	DESCRIPTION	COST
421.59-45	Juvenile at Risk Boot Camp:	17,693

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Police Administration 239-7010-421.59-45	Juvenile @ Risk Boot Camp	0	0	0	0	17,693	17,693
* Police Administration		0	0	0	0	17,693	17,693

POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

239-7055 Code Enforcement

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	372,776	321,864	299,564
Maintenance & Operation	107,109	106,719	104,029
Capital Expense	0	0	0
TOTAL	479,885	428,583	403,593

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Sergeant	0	.05	0	5,231					
Community Service Officer	0	.05	0	2,997					
Code Enforcement Coordinator	.75	.75	50,340	52,101					
Code Enforcement Officer	2.40	1.80	135,176	105,449					

POLICE DEPARTMENT PERSONNEL SERVICES

239-7055 Code Enforcement

ACCOUNT NUMBER	DESCRIPTION	COST
424.11-00	<u>Regular Salaries:</u>	165,778
424.13-00	<u>Overtime – Regular:</u>	4,000
424.15-40	<u>Bi-Lingual Pay:</u>	2,940
424.15-60	<u>Premium Pay:</u>	4,135
424.16-20	<u>Uniform Allowance: 3 Non-Sworn @ \$500.</u>	1,355
424.18-10	<u>Holiday Pay:</u>	300
424.18-20	<u>Sick Leave Buy Back:</u>	2,670
424.20-00	<u>Fringe Benefits:</u>	30,638
424.22-00	<u>Medicare:</u>	2,584
424.23-00	<u>PERS City Wide Contribution:</u>	25,005
424.24-00	<u>PERS City Wide Contribution – Sworn:</u>	1,967
424.25-05	<u>PARS Contribution:</u>	7,602
424.26-00	<u>Workers Comp Premium:</u>	7,170
424.27-10	<u>OPEB Contributions:</u>	26,750
424.52-30	<u>Liability Insurance - Benefits:</u>	16,670

POLICE DEPARTMENT

ACTIVITY DETAIL

239-7055 Code Enforcement

ACCOUNT NUMBER	DESCRIPTION	COST
424.32-50	<u>Contractual Services - City Prosecutor:</u>	20,000
424.43-20	<u>Vehicles - O S & M:</u>	29,030
424.56-41	<u>Contractual Services - Other: Data Ticket (\$27,712)</u>	27,712
424.59-10	<u>Tuition & Training: Code Enforcement training and workshops.</u>	4,500
424.61-20	<u>Dept./Office Supplies & Expenses:</u>	11,327
424.61-23	<u>Dept./Office Supplies & Expenses - Neighborhood Improvement:</u>	10,000
424.64-00	<u>Membership & Meetings: Conferences, meetings and approved professional memberships.</u>	1,460

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST
ACCOUNT DESCRIPTION							
Code Enforcement							
239-7055-424.11-00	167,528	176,817	185,516	185,516	160,507	165,778	
Regular Salaries							
239-7055-424.13-00	0	0	2,000	2,000	4,000	4,000	
Overtime - Regular							
239-7055-424.14-00	0	0	2,000	2,000	0	0	
Overtime Code 10							
239-7055-424.15-40	1,997	4,051	4,095	4,095	2,940	2,940	
Bi-Lingual Pay							
239-7055-424.15-60	2,858	3,358	5,670	5,670	4,135	4,135	
Premium Pay							
239-7055-424.16-20	1,288	1,825	1,575	1,575	1,355	1,355	
Uniform Allowance							
239-7055-424.18-10	0	0	0	0	300	300	
Holiday Pay							
239-7055-424.18-20	2,925	2,280	3,600	3,600	2,868	2,670	
Sick Leave Buy Back							
239-7055-424.20-00	26,437	33,750	30,520	30,520	29,528	30,638	
Fringe Benefits							
239-7055-424.22-00	1,285	2,046	2,040	2,040	2,500	2,584	
Medicare							
239-7055-424.23-00	19,564	31,100	25,592	25,592	24,208	25,005	
PERS City Wide Contrib							
239-7055-424.24-00	0	0	0	0	1,750	1,967	
PERS City Wide Contribute							
239-7055-424.25-05	0	0	8,858	8,858	7,360	7,602	
PARS - Contribution							
239-7055-424.26-00	12,274	13,598	7,972	7,972	6,748	7,170	
Workers Comp Premium							
239-7055-424.27-10	22,253	29,754	26,524	26,524	25,174	26,750	
OPEB Contributions							
239-7055-424.32-50	2,982	5,348	20,000	20,000	20,000	20,000	
Contractual Srv - Prosecu							
239-7055-424.43-20	46,489	29,295	28,905	28,905	30,160	29,030	
Vehicles - O S & M							
239-7055-424.52-30	15,983	21,154	15,902	15,902	15,768	16,670	
Ins - Benefits							
239-7055-424.54-00	0	12,291	12,815	12,815	0	0	
Advertising & Publication							
239-7055-424.56-41	7,154	3,968	27,712	27,712	27,712	27,712	
Contractual Srv - Other							
239-7055-424.59-10	0	0	4,500	4,500	4,500	4,500	
Tuition & Training							
239-7055-424.61-20	1,335	4,579	11,327	11,327	11,327	11,327	
Dept Supplies & Expense							
239-7055-424.61-23	0	0	0	0	10,000	10,000	
Neighborhood Improvement							
239-7055-424.64-00	281	0	1,460	1,460	1,460	1,460	
Memberships & Meetings							
* Code Enforcement	334,032	375,214	428,583	428,583	394,300	403,593	

PUBLIC WORKS ACTIVITIES AND OBJECTIVES

111-4010 Engineering Division

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	85,365	31,952	16,545
Maintenance & Operation	126,344	160,519	254,000
Capital Expense	0	0	0
TOTAL	211,709	192,471	270,545

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Public Works Director	0.15	0.15	21,341	21,341					
					</				

PUBLIC WORKS **PERSONNEL SERVICES**

111-4010 Engineering Division

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-10	<u>Regular Salaries:</u>	10,671
431.20-00	<u>Fringe Benefits:</u>	1,972
431.22-00	<u>Medicare:</u>	155
431.25-05	<u>PARS Contribution:</u>	490
431.26-00	<u>Workers Comp Premium:</u>	462
431.27-10	<u>OPEB Contributions:</u>	1,722
431.52-30	<u>Liability Insurance – Benefits:</u>	1,073

PUBLIC WORKS
ACTIVITY DETAIL
 111-4010 Engineering Division

ACCOUNT NUMBER	DESCRIPTION	COST
431.54-00	<u>Advertising & Publications</u> : Articles in newspapers concerning public hearings, projects for bid, etc.	2,500
431.56-62	<u>Contractual Engineering Services</u> : Public Engineering Service.	251,000
431.64-00	<u>Membership & Meetings</u> : Conference approved in the Annual Travel Resolution and other requested and required meetings.	500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Engineering							
111-4010-431.11-00	Regular Salaries	42,382	46,225	21,341	41,165	21,341	10,671
111-4010-431.15-60	Premium Pay	0	1,859	810	1,232	0	0
111-4010-431.18-20	Sick Leave Buy Back	1,293	1,483	493	0	0	0
111-4010-431.20-00	Fringe Benefits	8,719	8,570	3,510	1,755	3,926	1,972
111-4010-431.22-00	Medicare	0	0	0	0	310	155
111-4010-431.25-05	PARS - Contribution	0	0	0	0	0	490
111-4010-431.26-00	Workers Comp Premium	4,048	3,452	916	458	897	462
111-4010-431.27-10	OPEB Contributions	7,340	7,556	3,052	1,526	3,347	1,722
111-4010-431.43-20	Vehicles - O S & M	3,874	4,394	4,336	4,336	0	0
111-4010-431.52-30	Liability	5,270	5,372	1,830	915	2,096	1,073
111-4010-431.54-00	Advertising & Publication	518	568	1,000	1,000	2,500	2,500
111-4010-431.56-62	Contract Engineer Service	140,890	246,083	154,683	154,683	251,000	251,000
111-4010-431.61-20	Dept Supplies & Expense	480	137	0	0	0	0
111-4010-431.61-25	Office Supplies	172	15	0	0	0	0
111-4010-431.64-00	Memberships & Meetings	32	395	500	0	500	500
* Engineering		215,018	326,109	192,471	207,070	285,917	270,545

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

111-6022 Recreation Buildings

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	40,191	40,201	43,003
Maintenance & Operation	190,000	189,000	208,200
Capital Expense	0	0	0
TOTAL	230,191	229,201	251,203

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Facility Repair Specialist	0.50	0.50	27,368	27,368					
	</								

PUBLIC WORKS
PERSONNEL SERVICES
 111-6022 Recreation Buildings

ACCOUNT NUMBER	DESCRIPTION	COST
451.11-00	<u>Regular Salaries:</u>	27,368
451.18-20	<u>Sick Leave Buy Back</u>	575
451.20-00	<u>Fringe Benefits:</u>	5,058
451.22-00	<u>Medicare:</u>	415
451.25-05	<u>PARS Contribution:</u>	1,235
451.26-00	<u>Workers Comp Premium:</u>	1,184
451.27-10	<u>OPEB Contributions:</u>	4,416
451.52-30	<u>Liability Insurance – Benefits:</u>	2,752

PUBLIC WORKS
ACTIVITY DETAIL
 111-6022 Recreation Buildings

ACCOUNT NUMBER	DESCRIPTION	COST
451.43-10	<u>Building – O S & M:</u> General maintenance to six (6) recreation building exteriors and interiors to include electrical, plumbing, roofing, painting, carpentry and central air conditioning and heating service (Honeywell \$25,750).	52,000
451.56-41	<u>Contractual Services:</u> This includes contractual janitorial service with Advance Building Maintenance (\$55,000); alarm service with ADT Alarm (\$5,750); pest control with Western Exterminator (\$2,300), and fire extinguisher service with Marx Bros (\$1,150).	64,200
451.62-10	<u>Heat, Light, Water & Power:</u> Natural Gas and Electricity	92,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Recreation Buildings							
111-6022-451.11-00	Regular Salaries	25,551	27,769	27,368	27,368	27,368	27,368
111-6022-451.14-00	Overtime Code 10	0	250	0	0	0	0
111-6022-451.18-20	Sick Leave Buy Back	415	-27	500	500	575	575
111-6022-451.20-00	Fringe Benefits	4,013	4,134	4,502	4,502	5,035	5,058
111-6022-451.22-00	Medicare	377	404	397	397	415	415
111-6022-451.25-05	PARS - Contribution	0	0	0	0	0	1,235
111-6022-451.26-00	Workers Comp Premium	1,862	1,666	1,176	1,176	1,151	1,184
111-6022-451.27-10	OPEB Contributions	3,377	3,644	3,912	3,912	4,292	4,416
111-6022-451.43-10	Buildings - O S & M	46,301	44,785	46,000	46,000	52,000	52,000
111-6022-451.52-30	Ins - Benefits	2,426	2,590	2,346	2,346	2,689	2,752
111-6022-451.56-41	Contractual Svc - Other	61,447	59,189	63,000	63,000	64,200	64,200
111-6022-451.62-10	Heat Light Water & Power	68,900	70,619	80,000	80,000	92,000	92,000
		214,669	215,023	229,201	229,201	249,725	251,203
* Recreation Buildings							

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

111-7020 Police Buildings

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	41,564	41,703	44,488
Maintenance & Operation	210,000	182,000	219,750
Capital Expense	0	0	0
TOTAL	251,564	223,703	264,238

Description of Activities

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

Fiscal Year 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Facility Repair Specialist	0.50	0.50	27,368	27,368					

PUBLIC WORKS PERSONNEL SERVICES

111-7020 Police Buildings

ACCOUNT 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>	5,058
421.22-00	<u>Medicare:</u>	430
421.25-05	<u>PARS Contribution:</u>	1,295
421.26-00	<u>Workers Comp Premium:</u>	1,184
421.27-10	<u>OPEB Contributions:</u>	4,416
421.52-30	<u>Liability Insurance – Benefits:</u>	2,752

PUBLIC WORKS
ACTIVITY DETAIL
 111-7020 Police Buildings

ACCOUNT NUMBER	DESCRIPTION	COST
421.43-10	<u>Building – O S & M:</u> General routine maintenance and repairs to police buildings which includes electrical, plumbing, painting, carpentry, roofing, automatic gate repair and central heating, ventilation and air conditioning services (Honeywell \$25,700), replacement of two (2) air conditioning units (\$69,200), maintenance to Annex Building (\$25,000)	75,750
421.56-41	<u>Contractual Services:</u> This includes janitorial service with Advance 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).	52,000
421.62-10	<u>Heat, Light, Water & Power:</u> Natural Gas and Electricity.	92,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2010-11	FY 2011-12	FY 2011-12
	YEAR'S AGO	LAST YEARS	ORIGINAL	ADJUSTED	DEPARTMENT	MANAGER'S	REQUEST
ACCOUNT NUMBER	ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST	REQUEST
ACCOUNT DESCRIPTION							
Police Buildings							
111-7020-421.11-00	27,271	27,878	27,368	27,368	27,368	27,368	27,368
Regular Salaries							
111-7020-421.13-00	125	0	0	0	0	0	0
Overtime - Regular							
111-7020-421.14-00	99	559	0	0	0	0	0
Overtime Code 10							
111-7020-421.15-60	0	634	1,350	1,350	1,350	1,350	1,350
Premium Pay							
111-7020-421.18-20	595	-78	632	632	665	635	635
Sick Leave Buy Back							
111-7020-421.20-00	4,013	4,134	4,502	4,502	5,035	5,058	5,058
Fringe Benefits							
111-7020-421.22-00	407	424	417	417	430	430	430
Medicare							
111-7020-421.25-05	0	0	0	0	0	1,295	1,295
PARS - Contribution							
111-7020-421.26-00	1,863	1,666	1,176	1,176	1,151	1,184	1,184
Workers Comp Premium							
111-7020-421.27-10	3,377	3,644	3,912	3,912	4,292	4,416	4,416
OPEB Contributions							
111-7020-421.43-10	37,503	45,857	50,000	126,000	144,950	75,750	75,750
Buildings - O S & M							
111-7020-421.52-30	2,425	2,590	2,346	2,346	2,689	2,752	2,752
Ins - Benefits							
111-7020-421.56-41	44,526	42,074	52,000	52,000	52,000	52,000	52,000
Contractual Svc - Other							
111-7020-421.62-10	68,678	63,660	80,000	80,000	92,000	92,000	92,000
Heat Light Water & Power							
* Police Buildings	190,882	193,042	223,703	299,703	331,930	264,238	264,238

PUBLIC WORKS ACTIVITIES AND OBJECTIVES

111-8010 Street Operations

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	367,566	356,585	439,287
Maintenance & Operation	482,102	695,423	623,366
Capital Expense	7,245	0	0
TOTAL	856,913	1,052,008	1,062,653

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 2011-2012 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

POSITION TITLE	FULL TIME				PART TIME			
	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY
Public Works Director	0.10	0.10	14,227	14,227	Maintenance Worker	1,000 hrs	1,000 hrs	21,254
Staff Analyst	0.10	0.35	7,600	26,604				
Public Works Supervisor	1.00	1.00	65,046	77,660				
Public Works Secretary	0.50	0.50	25,911	26,558				
Maintenance Worker	2.00	2.25	103,124	116,015				
Storekeeper	0.25	0.25	12,143	12,143				
TOTAL	3.95	4.45	228,051	273,207	TOTAL	1,000 hrs	1,000 hrs	21,254

PUBLIC WORKS
PERSONNEL SERVICES
111-8010 Street Operations

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-00	<u>Regular Salaries:</u>	264,094
431.12-00	<u>Salary & Wages – P/T Temp:</u>	21,254
431.15-40	<u>Bi-Lingual Pay:</u>	3,150
431.15-60	<u>Premium Pay:</u>	945
431.18-20	<u>Sick Leave Buy Back:</u>	4,115
431.20-00	<u>Fringe Benefits:</u>	48,808
431.22-00	<u>Medicare:</u>	4,260
431.25.05	<u>PARS Contribution:</u>	12,070
431.26-00	<u>Workers Comp Premium:</u>	11,423
431.27-10	<u>OPEB Contributions:</u>	42,613
431.52-30	<u>Liability Insurance – Benefits:</u>	26,555

PUBLIC WORKS **ACTIVITY DETAIL**

111-8010 Street Operations

ACCOUNT 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 & M:</u>	21,366
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 (\$355,000); and sidewalk maintenance (\$200,000).	555,000
431.59-10	<u>Tuition & Training:</u> Hazardous Waste Operations Training (HAZ WOPER), Occupational Safety and Health Administration training classes (OSHA), safety committee classes, and forklift & certification program (\$420).	1,500
431.61-20	<u>Dept./Office Supplies & 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.	45,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Street Operations							
111-8010-431.11-00	Regular Salaries	304,507	262,519	228,051	228,051	231,475	264,094
111-8010-431.12-00	Salary & Wages - P/T Temp	107	20,127	21,254	1,254	21,254	21,254
111-8010-431.13-00	Overtime - Regular	4,342	11,000	0	1,000	0	0
111-8010-431.14-00	Overtime Code 10	0	1,064	0	0	0	0
111-8010-431.15-40	Bi-Lingual Pay	2,735	3,502	0	3,500	3,150	3,150
111-8010-431.15-60	Premium Pay	0	0	540	0	270	945
111-8010-431.18-20	Sick Leave Buy Back	4,153	4,075	4,125	4,125	3,770	4,115
111-8010-431.20-00	Fringe Benefits	31,063	34,640	37,516	37,516	42,584	48,808
111-8010-431.22-00	Medicare	4,522	4,364	3,147	3,147	3,770	4,260
111-8010-431.25-05	PARS - Contribution	0	0	0	0	0	12,070
111-8010-431.26-00	Workers Comp Premium	14,420	13,956	9,798	9,798	9,732	11,423
111-8010-431.27-10	OPEB Contributions	26,146	30,538	32,604	32,604	36,305	42,613
111-8010-431.43-05	Office Equip - O S & M	0	0	1,800	1,800	500	500
111-8010-431.43-20	Vehicles - O S & M	28,978	40,602	23,933	23,933	22,197	21,366
111-8010-431.52-30	Liability	18,780	21,712	19,550	19,550	22,739	26,555
111-8010-431.56-41	Contractual Svc - Other	498,413	359,868	618,190	618,190	555,000	555,000
111-8010-431.59-10	Tuition & Training	665	1,116	1,500	1,500	1,500	1,500
111-8010-431.61-20	Dept Supplies & Expense	52,918	50,023	50,000	50,000	50,000	45,000
111-8010-431.74-10	Equipment	10,589	7,245	0	0	6,190	0
* Street Operations		1,002,338	866,351	1,052,008	1,035,968	1,010,436	1,062,653

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

111-8020 Public Works Administration

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	175,848	170,305	177,645
Maintenance & Operation	75,492	111,346	109,322
Capital Expense	4,100	2,000	1,500
TOTAL	255,440	283,651	288,467

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Public Works Director	0.10	0.10	14,228	14,228					
Maintenance Electrician Supvr.	0.10	0.10	7,870	8,562					
Journeyman Electrician	0.40	0.20	26,982	13,760					
Facility Repair Specialist	0.50	0.50	27,367	27,367					
Public Works Secretary	0.50	0.50	25,909	26,558					
Storekeeper	0.15	0.15	7,286	7,286					
Office Assistant II	0	0.35	0	16,000					

PUBLIC WORKS
PERSONNEL SERVICES
 111-8020 Public Works Administration

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-00	<u>Regular Salaries:</u>	106,647
431.15-40	<u>Bi Lingual Pay:</u>	1,785
431.15-60	<u>Premium Pay:</u>	1,215
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>	1,690
431.20-00	<u>Fringe Benefits:</u>	19,710
431.22-00	<u>Medicare:</u>	1,620
431.25-05	<u>PARS Contribution:</u>	4,934
431.26-00	<u>Workers Comp Premium:</u>	4,613
431.27-10	<u>OPEB Contributions:</u>	17,208
431.52-30	<u>Liability Insurance - Benefits:</u>	10,723

PUBLIC WORKS ACTIVITY DETAIL

111-8020 Public Works Administration

ACCOUNT 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 (\$1,500), TimeVue software for timekeeping (\$500), Xerox Corporation copier lease (\$1,160).	3,160
431.43-10	<u>Building – O S & M:</u> General routine maintenance and repairs to City Yard buildings which includes plumbing, roofing, electrical, lamp replacement, carpet replacements, and office/building painting.	20,000
431.43-20	<u>Vehicles – O S & M:</u>	40,642
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 Advanced Building Maintenance (\$4,350); and traffic studies (\$5,000).	10,420
431.59-10	<u>Tuition & Training:</u> General conferences, training and forklift certification program (\$120).	500
431.61-20	<u>Dept./Office Supplies & Expenses:</u> Miscellaneous expenses, professional printing services, miscellaneous items. General office supplies.	6,000
431.62-10	<u>Heat, Light, Water & Power:</u> Natural Gas and Electricity.	27,000
431.64-00	<u>Memberships & Meetings:</u>	400
431.74-10	<u>Equipment:</u> Miscellaneous small equipment and replacements.	1,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Public Woks Administration							
111-8020-431.11-00	Regular Salaries	135,284	142,808	109,642	149,642	96,553	106,647
111-8020-431.13-00	Overtime - Regular	1,312	3,910	0	1,000	0	0
111-8020-431.14-00	Overtime Code 10	3	250	0	0	0	0
111-8020-431.15-20	Tool Allowance	1,600	1,600	1,600	1,600	1,200	1,200
111-8020-431.15-40	Bi-Lingual Pay	1,067	1,055	1,050	1,050	1,050	1,785
111-8020-431.15-60	Premium Pay	0	48	698	698	270	1,215
111-8020-431.16-20	Uniform Allowance	6,543	5,825	7,500	7,500	7,500	7,500
111-8020-431.18-20	Sick Leave Buy Back	1,343	914	2,190	2,190	1,475	1,690
111-8020-431.20-00	Fringe Benefits	15,205	16,426	18,037	18,037	17,763	19,710
111-8020-431.22-00	Medicare	1,985	2,156	1,402	2,102	1,450	1,620
111-8020-431.25-05	PARS - Contribution	0	0	0	0	0	4,934
111-8020-431.26-00	Workers Comp Premium	7,059	6,618	4,712	4,712	4,059	4,613
111-8020-431.27-10	OPEB Contributions	12,798	14,480	15,676	15,676	15,143	17,208
111-8020-431.43-05	Office Equip - O S & M	0	5	3,960	3,960	3,160	3,160
111-8020-431.43-10	Buildings - O S & M	3,861	18,728	25,000	23,000	25,000	20,000
111-8020-431.43-20	Vehicles - O S & M	30,993	11,718	40,466	40,466	42,223	40,642
111-8020-431.52-30	Liability	9,192	10,296	9,398	9,398	9,485	10,723
111-8020-431.56-41	Contractual Svc - Other	3,814	4,022	10,420	10,420	10,420	10,420
111-8020-431.59-10	Tuition & Training	0	537	500	500	500	500
111-8020-431.61-20	Dept Supplies & Expense	1,811	2,819	6,000	5,000	6,000	6,000
111-8020-431.61-25	Office Supplies	1,816	1,701	0	0	0	0
111-8020-431.62-10	Heat Light Water & Power	16,983	20,962	23,000	23,000	27,000	27,000
111-8020-431.64-00	Memberships & Meetings	0	0	400	400	400	400
111-8020-431.74-10	Equipment	8,308	2,285	2,000	2,000	1,500	1,500
* Public Woks Administration		260,977	269,163	283,651	322,351	272,151	288,467

PUBLIC WORKS
ACTIVITIES AND OBJECTIVES
 111-8022 General Government Buildings

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	41,314	41,703	44,498
Maintenance & Operation	110,800	117,800	115,761
Capital Expense	0	0	0
TOTAL	152,114	159,503	160,259

Description of Activities

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

Fiscal Year 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Facility Repair Specialist	0.50	0.50	27,368	27,368					
								</	

PUBLIC WORKS
PERSONNEL SERVICES
 111-8022 General Government Buildings

ACCOUNT 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>	5,058
419.22-00	<u>Medicare:</u>	440
419.25-05	<u>PARS Contribution:</u>	1,295
419.26-00	<u>Workers Comp Premium:</u>	1,184
419.27-10	<u>OPEB Contributions:</u>	4,416
419.52-30	<u>Liability Insurance – Benefits:</u>	2,752

PUBLIC WORKS ACTIVITY DETAIL

111-8022 General Government Buildings

ACCOUNT 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. & M.:</u> General routine maintenance repairs to City Hall Building which includes plumbing, painting, electrical, carpentry, and heating, ventilation and air conditioning services (Honeywell \$25,00).	45,000
419.56-41	<u>Contractual Services:</u> This includes janitorial service with Advance Building Maintenance (\$34,000); alarm service with ADT Security (\$4,000); pest control with Western Exterminator Service (\$1,000); elevator service with Amtech Elevator (\$1,161); generator maintenance with Cummins Cal Pacific (\$500); and fire extinguisher service with Marx Bros. Fire Extinguisher (\$500).	41,161
419.62-10	<u>Heat, Light, Water & Power:</u> Natural Gas and Electricity.	28,800

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL	FY 2010-11 ADJUSTED	FY 2011-12 DEPARTMENT	FY 2011-12 MANAGER'S
		ACTUALS	ACTUALS	BUDGET	BUDGET	REQUEST	REQUEST
General Govt Buildings							
111-8022-419.11-00	Regular Salaries	27,270	27,876	27,368	27,368	27,368	27,368
111-8022-419.13-00	Overtime - Regular	125	117	0	1,000	0	0
111-8022-419.15-20	Tool Allowance	800	800	800	800	800	800
111-8022-419.15-60	Premium Pay	0	634	1,350	1,350	1,350	1,350
111-8022-419.18-20	Sick Leave Buy Back	595	650	632	632	663	635
111-8022-419.20-00	Fringe Benefits	4,013	4,134	4,502	4,502	5,035	5,058
111-8022-419.22-00	Medicare	407	424	417	417	430	440
111-8022-419.25-05	PARS - Contribution	0	0	0	0	0	1,295
111-8022-419.26-00	Workers Comp Premium	1,863	1,666	1,176	1,176	1,151	1,184
111-8022-419.27-10	OPEB Contributions	3,377	3,644	3,912	3,912	4,292	4,416
111-8022-419.43-10	Buildings - O & M	37,784	38,325	48,000	48,000	48,750	45,000
111-8022-419.52-30	Ins - Benefits	2,425	2,590	2,346	2,346	2,689	2,752
111-8022-419.56-41	Contractual Srvc - Other	37,707	38,051	44,000	44,000	41,161	41,161
111-8022-419.62-10	Heat Light Water & Power	26,068	17,068	25,000	25,000	28,800	28,800
* General Govt Buildings		142,434	135,979	159,503	160,503	162,489	160,259

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

111-8026 Waste Collection & Disposal

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	1,450,000	1,450,000	1,450,000
Capital Expense	0	0	0
TOTAL	1,450,000	1,450,000	1,450,000

Description of Activities

The waste collection and disposal is a contractual service 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 weekly basis for residential customers.

Fiscal Year 2011-2012 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**
111-8026 Waste Collection & Disposal

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

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Residential Waste Services 111-8026-431.56-59	Contract-Trash Collection	1,439,180	1,610,115	1,450,000	1,450,000	1,450,000	1,450,000
* Residential Waste Services		1,439,180	1,610,115	1,450,000	1,450,000	1,450,000	1,450,000

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

111-8095 Community Beautification

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	21,535	21,564	21,564
Maintenance & Operation	407,590	378,440	402,337
Capital Expense	0	0	0
TOTAL	429,125	400,004	423,901

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 2011-2012 Objectives

✓ To provide an aesthetic pleasing community environment.

PUBLIC WORKS
PERSONNEL SERVICES
 111-8095 Community Beautification

FULL TIME					PART TIME			
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY
					Maintenance Worker	1,000 hrs	1,000 hrs	21,254
TOTAL					TOTAL	1,000 hrs	1,000 hrs	21,254
								21,254

PUBLIC WORKS
PERSONNEL SERVICES
 111-8095 Community Beautification

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

PUBLIC WORKS
ACTIVITY DETAIL
 111-8095 Community Beautification

ACCOUNT NUMBER	DESCRIPTION	COST
431.56-60	<u>Contract Landscaping Maintenance:</u> The amount covers the contract with TruGreen Landcare (\$241,795).	241,795
431.56-75	<u>Graffiti Abatement:</u> Graffiti Protective Coatings Inc. (\$158,542).	158,542
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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Community Beautification							
111-8095-431.12-00	Salary & Wages - P/T Temp	18,353	21,355	21,254	21,254	21,254	21,254
111-8095-431.22-00	Medicare	266	310	310	310	310	310
111-8095-431.56-60	Contract Landscape Mantnc	226,809	226,809	216,540	216,540	241,795	241,795
111-8095-431.56-75	Contract Graffiti Removal	149,767	166,687	156,900	156,900	158,542	158,542
111-8095-431.61-50	Graffiti Supplies	2,620	985	5,000	5,000	5,000	2,000
* Community Beautification		397,815	416,146	400,004	400,004	426,901	423,901

PUBLIC WORKS (EMERGENCY PREPAREDNESS FUND)

ACTIVITIES AND OBJECTIVES

150-7075 Emergency Preparedness

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	40,000	30,000	30,000
Capital Expense	0	0	0
TOTAL	40,000	30,000	30,000

Description of Activities

The Emergency Preparedness Fund is established by the City Council to accumulate resources for the purpose of assisting City residents and businesses cope with emergency situations.

Fiscal Year 2011-2012 Objectives

- ✓ To develop emergency action plans.
- ✓ To educate residents in how best to deal with and prepare for emergency situations.

PUBLIC WORKS (EMERGENCY PREPAREDNESS FUND)

ACTIVITY DETAIL

150-7075 Emergency Preparedness

ACCOUNT NUMBER	DESCRIPTION	COST
429.57-73	<u>Emergency Services:</u> Marketing companies to inform people of what to do in case of power outages and methods of energy conservation.	20,000
429.61-30	<u>Emergency Supplies:</u>	10,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Emergency Preparedness							
150-7075-429.57-73	Emergency Services	0	0	20,000	20,000	20,000	20,000
150-7075-429.61-30	Emergency Supplies	0	0	10,000	10,000	10,000	10,000
150-7075-429.74-10	Equipment	0	36,507	0	0	0	0
* Emergency Preparedness		0	36,507	30,000	30,000	30,000	30,000

PUBLIC WORKS (PROP C)

ACTIVITIES AND OBJECTIVES

220-8010 Street Operations

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	119,510	110,400	83,000
Capital Expense	0	0	0
TOTAL	119,510	110,400	83,000

Description of Activities

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

Fiscal Year 2011-2012 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 NUMBER	DESCRIPTION	COST
431-56.41	<u>Contractual Services</u> : Steam cleaning of major thoroughfare sidewalks and around bus stop areas by MAG Sweeping (\$28,000).	28,000
431-56-68	<u>I-710 Improvement</u> :	25,000
431.61-20	<u>Dept./Office Supplies & Expenses</u> : Asphalt and concrete for streets heavily used by public transportation and work zone safety supplies.	30,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Street Operations							
220-8010-431.56-41	Contractual Srvc - Other	30,508	27,735	30,400	30,400	28,000	28,000
220-8010-431.56-63	Orange Line Assessment	16,565	0	20,000	20,000	20,000	0
220-8010-431.56-68	I 710 Improvement	25,000	25,000	25,000	25,000	25,000	25,000
220-8010-431.61-20	Dept Supplies & Expense	28,754	34,038	35,000	35,000	35,000	30,000
		100,827	86,773	110,400	110,400	108,000	83,000
* Street Operations							

PUBLIC WORKS **ACTIVITIES AND OBJECTIVES**

220-8070 Bus Shelter Maintenance

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	163,658	169,584	175,573
Maintenance & Operation	210,000	172,815	154,300
Capital Expense	10,000	5,000	5,000
TOTAL	383,658	347,399	334,873

Description of Activities

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

Fiscal Year 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Maintenance Worker	2.00	2.00	103,125	103,125					

PUBLIC WORKS **PERSONNEL SERVICES**

220-8070 Bus Shelter Maintenance

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-00	<u>Regular Salaries:</u>	103,125
431.18-20	<u>Sick Leave Buy Back:</u>	510
431.20-00	<u>Fringe Benefits:</u>	19,059
431.22-00	<u>Medicare:</u>	1,505
431.23-00	<u>PERS City Wide Contribution:</u>	15,265
431.25.05	<u>PARS Contribution:</u>	4,640
431.26-00	<u>Workers Comp Premium:</u>	4,460
431.27-10	<u>OPEB Contributions:</u>	16,640
431.52-30	<u>Liability Insurance - Benefits:</u>	10,369

PUBLIC WORKS
ACTIVITY DETAIL
220-8070 Bus Shelter Maintenance

ACCOUNT NUMBER	DESCRIPTION	COST
431.43-20	<u>Vehicles – O S & M:</u>	9,290
431.56-41	Contractual Services: Contract steam cleaning, repairs and maintenance at bus stops and shelters city-wide. Mag Sweeping (\$48,971), bus shelter maintenance agreement with Graffiti Protective Coatings (GPC) (\$76,039) and CMP Reporting (\$15,000).	140,010
431.61-20	<u>Dept./Office Supplies & Expenses:</u> 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 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Bus Shelter Maintenance							
220-8070-431.11-00	Regular Salaries	0	102,062	103,125	103,125	103,125	103,125
220-8070-431.13-00	Overtime - Regular	0	194	0	0	0	0
220-8070-431.18-20	Sick Leave Buy Back	0	1,569	1,935	1,935	410	510
220-8070-431.20-00	Fringe Benefits	0	15,374	16,966	16,966	18,972	19,059
220-8070-431.22-00	Medicare	0	1,503	1,496	1,496	1,505	1,505
220-8070-431.23-00	PERS Contributon-NonSworn	0	13,484	13,406	13,406	15,265	15,265
220-8070-431.25-05	PARS - Contribution	0	0	4,640	4,640	4,640	4,640
220-8070-431.26-00	Workers Comp Premium	0	6,194	4,432	4,432	4,336	4,460
220-8070-431.27-10	OPEB Contributions	0	13,552	14,744	14,744	16,174	16,640
220-8070-431.43-20	Vehicles - O S & M	0	0	10,406	10,406	9,651	9,290
220-8070-431.52-30	Liability	0	9,636	8,840	8,840	10,131	10,369
220-8070-431.56-41	Contractual Svc - Other	0	86,551	157,409	157,409	140,010	140,010
220-8070-431.61-20	Dept Supplies & Expense	0	11,345	5,000	5,000	5,000	5,000
220-8070-431.74-10	Equipment	0	0	5,000	5,000	5,000	5,000
* Bus Shelter Maintenance		0	261,464	347,399	347,399	334,219	334,873

PUBLIC WORKS (GAS TAX) ACTIVITIES AND OBJECTIVES

221-8012 Traffic Signs & Striping

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	377,984	400,263	409,813
Maintenance & Operation	110,583	108,679	101,885
Capital Expense	10,820	8,000	6,000
TOTAL	499,387	516,942	517,698

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Public Works Director	0.10	0.05	14,227	7,114					
Public Works Supervisor	1.00	1.00	68,470	75,659					
Maintenance Worker	3.00	3.00	149,660	150,241					
Storekeeper	0.10	0.10	4,857	4,857					

PUBLIC WORKS (GAS TAX) PERSONNEL SERVICES

221-8012 Traffic Signs & Striping

ACCOUNT NUMBER	DESCRIPTION	COST
429.11-00	<u>Regular Salaries:</u>	234,314
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>	2,895
429.20-00	<u>Fringe Benefits:</u>	43,304
429.22-00	<u>Medicare:</u>	3,605
429.23-00	<u>PERS City Wide Contribution:</u>	35,806
429.25-05	<u>PARS Contribution:</u>	10,885
429.26-00	<u>Workers Comp Premium:</u>	10,135
429.27-10	<u>OPEB Contributions:</u>	37,808
429.52-30	<u>Liability Insurance - Benefits:</u>	23,561

PUBLIC WORKS (GAS TAX)

ACTIVITY DETAIL

221-8012 Signs & Striping

ACCOUNT NUMBER	DESCRIPTION	COST
429.43-20	<u>Vehicles – O S & M:</u>	31,585
429.61-20	<u>Dept./Office Supplies & 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.	70,000
429.64-00	<u>Membership & Meetings:</u> Membership to Traffic Control Association and association meetings.	300
429.74-10	<u>Equipment:</u> Twelve feet plastic parade barricades (\$8,000); Titan Two gun Walk Behind Striper (\$8,300).	6,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Traffic Signs & Striping							
221-8012-429.11-00	Regular Salaries	219,728	219,228	237,214	237,214	242,241	234,314
221-8012-429.13-00	Overtime - Regular	1,466	805	0	500	0	0
221-8012-429.14-00	Overtime Code 10	115	489	0	0	0	0
221-8012-429.15-40	Bi-Lingual Pay	2,011	2,058	2,100	2,100	2,100	2,100
221-8012-429.15-60	Premium Pay	0	5,315	5,940	5,940	5,400	5,400
221-8012-429.18-20	Sick Leave Buy Back	2,750	2,534	5,210	5,210	2,950	2,895
221-8012-429.20-00	Fringe Benefits	33,605	35,326	39,024	39,024	44,565	43,304
221-8012-429.22-00	Medicare	3,248	3,333	3,343	3,343	3,665	3,605
221-8012-429.23-00	PERS Contributon-NonSworn	29,185	31,263	31,955	31,955	35,286	35,806
221-8012-429.25-05	PARS - Contribution	0	649	11,037	11,037	10,720	10,885
221-8012-429.26-00	Workers Comp Premium	15,601	14,232	10,192	10,192	10,184	10,135
221-8012-429.27-10	OPEB Contributions	28,287	31,142	33,914	33,914	37,994	37,808
221-8012-429.43-05	Office Equip - O S & M	0	0	1,800	1,300	500	0
221-8012-429.43-20	Vehicles - O S & M	0	41,833	35,379	35,379	32,814	31,585
221-8012-429.52-30	Ins - Benefits	20,317	22,140	20,334	20,334	23,797	23,561
221-8012-429.56-41	Contractual Srvc - Other	0	1,750	0	0	0	0
221-8012-429.59-10	Tuition & Training	649	1,125	1,200	1,200	1,200	0
221-8012-429.61-20	Dept Supplies & Expense	74,892	63,918	70,000	70,000	80,000	70,000
221-8012-429.64-00	Memberships & Meetings	260	45	300	300	300	300
221-8012-429.74-10	Equipment	30,582	7,060	8,000	8,000	16,300	6,000
		462,696	484,245	516,942	516,942	550,016	517,698
* Traffic Signs & Striping							

PUBLIC WORKS (GAS TAX) ACTIVITIES AND OBJECTIVES

221-8014 Traffic Signals

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	206,701	188,686	147,764
Maintenance & Operation	281,952	226,039	182,556
Capital Expense	0	70,000	50,000
TOTAL	488,653	484,725	380,320

Description of Activities

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

Fiscal Year 2011-2012 Objectives

- ✓ Replace damaged loops at various intersections.
- ✓ General maintenance to traffic signal devices.

PUBLIC WORKS (GAS TAX)

PERSONNEL SERVICES

221-8014 Traffic Signals

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Maintenance Electrician Supervisor	0.38	0.35	29,514	29,965					
Journeyman Electrician	1.15	0.70	77,572	48,162					
Storekeeper	0.15	0.15	7,286	7,286					
								</	

PUBLIC WORKS (GAS TAX) PERSONNEL SERVICES

221-8014 Traffic Signals

ACCOUNT NUMBER	DESCRIPTION	COST
429.11-00	<u>Regular Salaries:</u>	85,413
429.15-60	<u>Premium Pay:</u>	945
429.18-20	<u>Sick Leave Buy Back:</u>	1,605
429.20-00	<u>Fringe Benefits:</u>	15,785
429.22-00	<u>Medicare:</u>	1,280
429.23-00	<u>PERS City Wide Contribution:</u>	12,782
429.25-05	<u>PARS Contribution:</u>	3,890
429.26-00	<u>Workers Comp Premium:</u>	3,694
429.27-10	<u>OPEB Contributions:</u>	13,782
429.52-30	<u>Liability Insurance – Benefits:</u>	8,588

PUBLIC WORKS (GAS TAX)

ACTIVITY DETAIL

221-8014 Traffic Signals

ACCOUNT 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 & M</u> :	30,656
429.56-41	<u>Contractual Services</u> : Emergency backup traffic signal maintenance is provided by Computer Service Company (\$3,000) 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; replacement warrant traffic signal conductor by contract at three locations (\$55,000).	37,200
429.59-10	<u>Tuition & 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 & 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. \$40,000 will be used to repair 60 damaged or worn traffic signal loops at various locations, (3 rd of a five year project).	55,000
429.62-10	<u>Heat, Light, Water & Power</u> : Natural Gas and Electricity	57,500
429.64-00	<u>Membership & Meetings</u> : Dues and fees for Traffic Signal Association.	500
429.74-10	<u>Equipment</u> : Ten (10) steel poles for inventory (\$15,000); and countdown pedestrian signal head (\$35,000).	50,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Traffic Signal Maint							
221-8014-429.11-00	Regular Salaries	105,072	97,206	114,372	101,921	83,456	85,413
221-8014-429.13-00	Overtime - Regular	751	293	0	0	0	0
221-8014-429.15-60	Premium Pay	0	0	591	591	945	945
221-8014-429.18-20	Sick Leave Buy Back	1,808	1,409	2,050	2,050	1,645	1,605
221-8014-429.20-00	Fringe Benefits	17,568	19,284	18,816	18,816	15,353	15,785
221-8014-429.22-00	Medicare	1,530	1,432	1,667	1,486	1,250	1,280
221-8014-429.23-00	PERS Contributon-NonSworn	15,115	16,913	14,946	14,072	12,492	12,782
221-8014-429.25-05	PARS - Contribution	0	649	5,174	4,614	3,800	3,890
221-8014-429.26-00	Workers Comp Premium	8,155	7,768	4,914	4,914	3,509	3,694
221-8014-429.27-10	OPEB Contributions	14,787	17,000	16,352	16,352	13,089	13,782
221-8014-429.43-05	Office Equip - O S & M	0	0	1,800	1,800	500	500
221-8014-429.43-20	Vehicles - O S & M	28,978	40,602	34,339	34,339	31,848	30,656
221-8014-429.52-30	Ins - Benefits	10,620	12,086	9,804	9,804	8,198	8,588
221-8014-429.56-41	Contractual Srvc - Other	24,379	48,921	88,200	88,200	58,200	37,200
221-8014-429.59-10	Tuition & Training	749	664	1,200	1,200	1,200	1,200
221-8014-429.61-20	Dept Supplies & Expense	66,893	67,523	50,000	70,000	70,000	55,000
221-8014-429.62-10	Heat Light Water & Power	40,157	44,590	50,000	50,000	57,500	57,500
221-8014-429.64-00	Memberships & Meetings	220	0	500	500	500	500
221-8014-429.74-10	Equipment	0	0	70,000	50,000	50,000	50,000
* Traffic Signal Maint		336,782	376,340	484,725	470,659	413,485	380,320

PUBLIC WORKS ACTIVITIES AND OBJECTIVES

222-4010 Measure R

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	20,000
Capital Expense	0	0	941,792
TOTAL	0	0	961,792

Description of Activities

**PUBLIC WORKS
ACTIVITY DETAIL**
222-4010 Measure R

ACCOUNT NUMBER	DESCRIPTION	COST
431.56-63	<u>Orange Line Assessment:</u>	20,000
431.73-10	<u>Improvements:</u>	941,792

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Measure R							
222-4010-431.56-41	Contractual Srvc - Other	0	0	0	15,411	0	0
222-4010-431.56-63	Orange Line Assessment	0	0	0	0	0	20,000
222-4010-431.73-10	Improvements	0	161,573	541,792	541,792	541,792	941,792
* Measure		0	161,573	541,792	557,203	541,792	961,792

PUBLIC WORKS (PARKING SYSTEM) ACTIVITIES AND OBJECTIVES

231-3024 Parking System Operations

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	135,145	96,028	96,251
Maintenance & Operation	181,430	220,365	155,177
Capital Expense	0	0	0
TOTAL	316,575	316,393	251,428

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Public Works Director	0.05	0.05	7,113	7,113					
Finance Director	0.10	0.10	14,394	15,332					
Revenue Collections Supervisor	0.10	0.10	7,451	7,451					
Finance Technician	0.25	0.25	14,076	14,818					
Finance Assistant I	0.30	0.30	13,592	13,728					
TOTAL	0.80	0.80	56,626	58,442	TOTAL				

PUBLIC WORKS (PARKING SYSTEM)

PERSONNEL SERVICES

231-3024 Parking System Operations

ACCOUNT NUMBER	DESCRIPTION	COST
415.11-00	<u>Regular Salaries:</u>	54,886
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>	612
415.20-00	<u>Fringe Benefits:</u>	10,144
415.22-00	<u>Medicare:</u>	610
415.23-00	<u>PERS City Wide Contribution:</u>	8,570
415.25-05	<u>PARS Contribution</u>	2,565
415.26-00	<u>Workers Comp Premium:</u>	2,374
415.27-10	<u>OPEB Contributions:</u>	8,856
415.52-30	<u>Liability Insurance – Benefits:</u>	5,519

PUBLIC WORKS (PARKING SYSTEM)

ACTIVITY DETAIL

231-3024 Parking System Operations

ACCOUNT 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 (\$107,417); TruGreen Landcare Inc.(\$27,810).	135,227
415.61-20	<u>Dept./Office Supplies & 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 & Power</u> : Natural Gas and Electricity	13,800

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Parking System Fund Admin							
231-3024-415.11-00	Regular Salaries	61,799	69,028	56,626	56,626	44,714	54,886
231-3024-415.13-00	Overtime - Regular	119	3	0	200	0	0
231-3024-415.14-00	Overtime Code 10	6	3	0	100	0	0
231-3024-415.15-40	Bi-Lingual Pay	1,480	1,506	1,575	1,575	945	1,575
231-3024-415.15-60	Premium Pay	0	2,420	1,620	2,370	540	540
231-3024-415.18-20	Sick Leave Buy Back	1,030	1,004	566	566	430	612
231-3024-415.20-00	Fringe Benefits	11,190	12,078	9,316	9,316	8,226	10,144
231-3024-415.22-00	Medicare	274	303	325	325	440	610
231-3024-415.23-00	PERS Contributon-NonSworn	9,830	11,246	7,925	7,925	6,990	8,570
231-3024-415.25-05	PARS - Contribution	0	2,300	2,691	2,691	2,080	2,565
231-3024-415.26-00	Workers Comp Premium	5,195	4,866	2,434	2,434	1,880	2,374
231-3024-415.27-10	OPEB Contributions	9,420	10,648	8,096	8,096	7,013	8,856
231-3024-415.33-10	Bank Services	433	517	515	515	1,200	1,200
231-3024-415.43-20	Vehicles - O S & M	0	18,720	0	0	0	0
231-3024-415.52-30	Ins - Benefits	6,765	7,570	4,854	4,854	4,393	5,519
231-3024-415.56-41	Contractual Srvc - Other	143,909	129,449	201,850	201,850	124,827	135,227
231-3024-415.61-20	Dept Supplies & Expense	12,281	9,432	6,000	4,950	6,000	4,950
231-3024-415.62-10	Heat Light Water & Power	10,066	9,543	12,000	12,000	13,800	13,800
* Parking Operations		273,797	290,636	316,393	316,393	223,478	251,428

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

239-8095 Community Beautification

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	69,774	66,285	58,381
Capital Expense	0	0	0
TOTAL	69,774	66,285	58,381

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 2011-2012 Objectives

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

PUBLIC WORKS
ACTIVITY DETAIL
 239-8095 Community Beautification

ACCOUNT NUMBER	DESCRIPTION	COST
431.56-46	<u>Contractual:</u> Contract for graffiti removal by Graffiti Protective Coatings Inc. (\$64,890).	58,381

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Community Beautification 239-8095-431.56-75	Contract Graffiti Removal	72,354	69,774	66,285	66,285	58,381	58,381
* Community Beautification		72,354	69,774	66,285	66,285	58,381	58,381

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

283-8040 Sewer Maintenance

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	65,719	46,592	42,759
Maintenance & Operation	256,255	268,140	252,934
Capital Expense	0	0	0
TOTAL	321,974	314,732	295,693

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 storm drain systems, and to perform sanitary sewer overflow clean ups.

Fiscal Year 2011-2012 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 2010 ADOPTED BUDGET ALLOCATION	FY 2011 PROPOSED BUDGET ALLOCATION	FY 2010 BUDGETED SALARY	FY 2011 BUDGETED SALARY		POSITION TITLE	FY 2010 ADOPTED BUDGET ALLOCATION	FY 2011 PROPOSED BUDGET ALLOCATION	FY 2010 BUDGETED SALARY	FY 2011 BUDGETED 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	4,354	4,574										
Revenue Collections Supervisor	0.05	0.05	3,725	3,725										

PUBLIC WORKS (SEWER FUND)

PERSONNEL SERVICES

283-8040 Sewer Maintenance

ACCOUNT NUMBER	DESCRIPTION	COST
432.11-00	<u>Regular Salaries:</u>	24,745
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>	100
432.20-00	<u>Fringe Benefits:</u>	4,573
432.22-00	<u>Medicare:</u>	375
432.23-00	<u>PERS City Wide Contribution:</u>	3,790
432.25-05	<u>PARS Contribution:</u>	1,040
432.26-00	<u>Workers Comp Premium:</u>	1,070
432.27-10	<u>OPEB Contributions:</u>	3,993
432.52-30	<u>Liability Insurance – Benefits:</u>	2,488

PUBLIC WORKS (SEWER FUND)

ACTIVITY DETAIL

283-8040 Sewer Maintenance

ACCOUNT NUMBER	DESCRIPTION	COST
432.43-20	<u>Vehicles – O S & M:</u>	13,934
432.56-41	<u>Contractual Services:</u> Contractual service for sewer maintenance and storm drain maintenance with South West Water Company (\$139,000). Contractual services for sanitary sewer overflow clean-up \$100,000(Contingency Fund).	239,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Sewer Maintenance							
283-8040-432.11-00	Regular Salaries	22,158	37,121	28,082	28,082	28,082	24,745
283-8040-432.15-40	Bi-Lingual Pay	2	308	315	315	315	315
283-8040-432.15-60	Premium Pay	0	554	270	270	270	270
283-8040-432.18-20	Sick Leave Buy Back	259	800	360	360	760	100
283-8040-432.20-00	Fringe Benefits	2,565	6,084	4,620	4,620	5,166	4,573
283-8040-432.22-00	Medicare	67	313	245	245	430	375
283-8040-432.23-00	PERS City Wide Contrib	2,207	5,449	3,782	3,782	4,300	3,790
283-8040-432.25-05	PARS - Contribution	0	960	1,290	1,290	1,290	1,040
283-8040-432.26-00	Workers Comp Premium	1,190	2,450	1,206	1,206	1,181	1,070
283-8040-432.27-10	OPEB Contributions	2,160	5,362	4,014	4,014	4,404	3,993
283-8040-432.43-20	Vehicles - O S & M	7,748	3,515	12,140	12,140	14,477	13,934
283-8040-432.52-30	Ins - Benefits	1,550	3,812	2,408	2,408	2,759	2,488
283-8040-432.56-41	Contractual Srvc - Other	231,727	173,376	256,000	256,000	239,000	239,000
		332,164	-21,945	314,732	314,732	302,434	295,693
* Sewer Maintenance							

PUBLIC WORKS ACTIVITIES AND OBJECTIVES

285-8050 Solid Waste Management

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	181,765	194,030	129,316
Maintenance & Operation	26,415	30,016	20,184
Capital Expense	0	0	0
TOTAL	208,180	224,046	149,500

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 2011-2012 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.

PUBLIC WORKS
PERSONNEL SERVICES
285-8050 Solid Waste Management

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Staff Analyst	0.25	0	19,002	0					
Recycling Coordinator	1.00	1.00	61,486	67,689					
Maintenance Worker	0.25	0	12,891	0					
Office Assistant II	0.40	0.05	17,415	2,285					
Revenue Collections Supervisor	0.05	0.05	3,726	3,726					
					</				

PUBLIC WORKS
PERSONNEL SERVICES
285-8050 Solid Waste Management

ACCOUNT NUMBER	DESCRIPTION	COST
432.11-00	<u>Regular Salaries:</u>	73,700
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>	1,210
432.20-00	<u>Fringe Benefits:</u>	13,621
432.22-00	<u>Medicare:</u>	1,130
432.23-00	<u>PERS City Wide Contribution:</u>	11,290
432.25-05	<u>PARS Contribution:</u>	3,430
432.26-00	<u>Workers Comp Premium:</u>	3,188
432.27-10	<u>OPEB Contributions:</u>	11,892
432.52-30	<u>Liability Insurance - Benefits:</u>	7,410

PUBLIC WORKS
ACTIVITY DETAIL
285-8050 Solid Waste Management

ACCOUNT NUMBER	DESCRIPTION	COST
432.32-40	<u>Audit Fees:</u>	1,000
432.43-05	<u>Equipment Maintenance Services:</u> Xerox Corporation copier lease.	1,360
432.43-20	<u>Vehicles – O S & M:</u>	3,484
432.54-00	<u>Advertising & Publications:</u> Promote and publicize various recycling programs such as compost workshops, residential recycling, via direct mailer. Design programs and print supporting material.	3,500
432.56-41	<u>Contractual Services:</u> Disposal of city generated hazardous waste material and fluorescent lights.	2,240
432-59-10	<u>Tuition & Training:</u> Emerging issues (sustainability, universal waste) training.	300
432.61-20	<u>Dept./Office Supplies & 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.	6,300
432.64-00	<u>Membership & Meetings:</u> California Resource Recovery Association Integrated Waste Management Conference, Buy Recycle Conference, Solid Waste Association of North America, California Against Waste, Greater Los Angeles Solid Waste Association, South Bay Business Coalition and Green Expo.	2,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Solid Waste Management							
285-8050-432.11-00	Regular Salaries	134,015	96,416	114,520	114,520	120,723	73,700
285-8050-432.13-00	Overtime - Regular	930	210	0	0	0	0
285-8050-432.14-00	Overtime Code 10	0	662	0	0	0	0
285-8050-432.15-40	Bi-Lingual Pay	2,683	2,570	3,045	3,045	3,045	2,310
285-8050-432.15-60	Premium Pay	0	0	0	0	1,755	135
285-8050-432.18-20	Sick Leave Buy Back	1,786	1,098	1,895	1,895	1,870	1,210
285-8050-432.20-00	Fringe Benefits	22,635	16,770	18,840	18,840	22,209	13,621
285-8050-432.22-00	Medicare	1,934	1,508	1,705	1,705	1,850	1,130
285-8050-432.23-00	PERS City Wide Contrib	19,720	15,605	15,301	15,301	18,600	11,290
285-8050-432.25-05	PARS - Contribution	0	0	5,290	5,290	5,650	3,430
285-8050-432.26-00	Workers Comp Premium	10,507	6,756	4,920	4,920	5,076	3,188
285-8050-432.27-10	OPEB Contributions	19,050	14,784	16,374	16,374	18,934	11,892
285-8050-432.32-40	Audit Fees	2,500	1,500	1,000	1,000	1,000	1,000
285-8050-432.43-05	Office Equip - O S & M	0	0	1,360	1,360	1,360	1,360
285-8050-432.43-20	Vehicles - O S & M	5,165	3,515	12,140	12,140	3,618	3,484
285-8050-432.52-30	Ins - Benefits	13,683	10,510	9,816	9,816	11,859	7,410
285-8050-432.54-00	Advertising & Publication	6,218	3,429	7,000	7,300	7,000	3,500
285-8050-432.56-41	Contractual Srvc - Other	13,373	6,167	2,840	2,240	2,240	2,240
285-8050-432.59-10	Tuition & Training	0	265	500	0	500	300
285-8050-432.61-20	Dept Supplies & Expense	6,726	6,000	5,000	6,100	6,300	6,300
285-8050-432.64-00	Memberships & Meetings	2,158	2,453	2,500	2,200	2,300	2,000
* Waste Management		263,225	190,346	224,046	224,046	235,889	149,500

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

286-8050 Illegal Disposal Grant

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	306,200
Maintenance & Operation	0	0	150,300
Capital Expense	0	0	0
TOTAL	0	0	456,500

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 2011-2012 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

POSITION TITLE	FULL TIME				PART TIME			
	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED 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								
TOTAL				306,200	TOTAL			

PUBLIC WORKS
PERSONNEL SERVICES
286-8050 Illegal Disposal Grant

ACCOUNT NUMBER	DESCRIPTION	COST
432.11-00	<u>Regular Salaries:</u>	306,200

PUBLIC WORKS
ACTIVITY DETAIL
 286-8050 Illegal Disposal Grant

ACCOUNT NUMBER	DESCRIPTION	COST
432.54-00	<u>Advertising & Publication:</u>	15,800
432.56-41	<u>Contractual Services – Other: Attorney Services</u>	6,000
432.61-20	<u>Dept./Office Supplies & Expenses:</u>	5,000
432.74-10	<u>Capital Outlay - Equipment: Camera</u>	123,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Illegal Disposal Abatement							
286-8050-432.11-00	Regular Salaries	0	0	0	270,600	306,200	306,200
286-8050-432.13-00	Overtime - Regular	0	0	0	0	0	0
286-8050-432.20-00	Fringe Benefits	0	0	0	0	0	0
286-8050-432.22-00	Medicare	0	0	0	0	0	0
286-8050-432.23-00	PERS City Wide Contrib	0	0	0	0	0	0
286-8050-432.25-05	PARS - Contribution	0	0	0	0	0	0
286-8050-432.26-00	Workers Comp Premium	0	0	0	0	0	0
286-8050-432.27-10	OPEB Contributions	0	0	0	0	0	0
286-8050-432.52-30	Ins - Benefits	0	0	0	0	0	0
286-8050-432.54-00	Advertising & Publication	0	0	0	24,400	15,800	15,800
286-8050-432.56-41	Contractual Svc - Other	0	0	0	0	6,000	6,000
286-8050-432.61-20	Dept Supplies & Expense	0	0	0	38,000	5,000	5,000
286-8050-432.74-10	Equipment	0	0	0	123,500	123,500	123,500
* Illegal Disposal Abatement		0	0	0	456,500	456,500	456,500

PUBLIC WORKS

ACTIVITIES AND OBJECTIVES

287-8055 Beverage Container Recycling

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	4,160	4,160	4,501
Maintenance & Operation	10,750	4,200	12,040
Capital Expense	0	0	0
TOTAL	14,910	8,360	16,541

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 2011-2012 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 NUMBER	DESCRIPTION	COST
432.13-00	<u>Overtime – Regular:</u>	4,341
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 NUMBER	DESCRIPTION	COST
432.54-00	<u>Advertising & Publications</u> : Promote and publicize "A Day Without a Bag" and Huntington Park High School recycling programs.	4,000
432.61-20	<u>Dept./Office Supplies & Expenses</u> : Reusable bags for A Day Without a Bag and promotional items, including pencils and stickers for elementary schools.	7,540
432.64-00	<u>Membership & Meetings</u> : Seminars on recycling and litter prevention and a Day Without a Bag.	500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Beverage Container							
287-8055-432.13-00	Overtime - Regular	2,744	0	4,000	3,340	4,000	4,341
287-8055-432.15-40	Bi-Lingual Pay	34	0	100	100	100	100
287-8055-432.22-00	Medicare	40	0	60	60	60	60
287-8055-432.54-00	Advertising & Publication	2,399	-800	1,000	1,000	4,000	4,000
287-8055-432.61-20	Dept Supplies & Expense	9,269	0	3,000	3,860	7,300	7,540
287-8055-432.61-25	Office Supplies	0	0	0	0	0	0
287-8055-432.64-00	Memberships & Meetings	0	0	200	0	1,200	500
		14,486	-800	8,360	8,360	16,660	16,541
* Beverage Container							

PUBLIC WORKS ACTIVITIES AND OBJECTIVES

287-8057 Used Oil Recycling

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	3,400	2,050	5,275
Maintenance & Operation	13,650	12,000	17,707
Capital Expense	0	0	0
TOTAL	17,050	14,050	22,982

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 2011-2012 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 NUMBER	DESCRIPTION	COST
432.13-00	<u>Overtime – Regular:</u>	5,200
432.22-00	<u>Medicare:</u>	75

PUBLIC WORKS
ACTIVITY DETAIL
 287-8057 Used Oil Recycling

ACCOUNT NUMBER	DESCRIPTION	COST
432.54-00	<u>Advertising & Publications</u> : Promote and publicize certified centers and filter exchange events.	5,707
432.61-20	<u>Dept./Office Supplies & 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.	10,000
432.64-00	<u>Membership & Meetings</u> : California Integrated Waste Management Board co-sponsored Household Hazardous Waste conference, mid-year update.	2,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Used Oil Recycling							
287-8057-432.13-00	Overtime - Regular	157	0	2,000	2,000	5,200	5,200
287-8057-432.22-00	Medicare	16	0	50	50	75	75
287-8057-432.54-00	Advertising & Publication	617	0	1,000	1,000	2,800	5,707
287-8057-432.61-20	Dept Supplies & Expense	13,613	6,530	10,000	10,000	10,000	10,000
287-8057-432.64-00	Memberships & Meetings	143	488	1,000	1,000	2,000	2,000
		14,546	7,018	14,050	14,050	20,075	22,982

* Used Oil Recycling

PUBLIC WORKS (ASSESSMENT DISTRICT) ACTIVITIES AND OBJECTIVES

535-6090 Street Trees/Landscaping/Parks

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	308,297	307,361	195,336
Maintenance & Operation	291,221	262,065	274,292
Capital Expense	0	0	0
TOTAL	599,518	569,426	469,628

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Public Works Director	0.05	0.05	7,113	7,113					
Park Maint. Supervisor	1.00	0	67,791	0					
Maintenance Worker	2.00	2.00	100,546	103,125					
Storekeeper	0.15	0.15	7,286	7,286					
							</		

PUBLIC WORKS (ASSESSMENT DISTRICT)

PERSONNEL SERVICES

535-6090 Street Trees/Landscaping/Parks

ACCOUNT NUMBER	DESCRIPTION	COST
452.11-00	<u>Regular Salaries:</u>	113,967
452.18-20	<u>Sick Leave Buy Back:</u>	1,725
452.20-00	<u>Fringe Benefits:</u>	21,063
452.22-00	<u>Medicare:</u>	1,785
452.23-00	<u>PERS City Wide Contribution:</u>	16,886
452.25-05	<u>PARS Contribution:</u>	5,130
452.26-00	<u>Workers Comp Premium:</u>	4,930
452.27-10	<u>OPEB Contributions:</u>	18,390
452.52-30	<u>Liability Insurance – Benefits:</u>	11,460

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 & M</u> :	29,030
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 (\$175,362), and rodent control services with Western Exterminator (\$3,000).	178,362
452.59-10	<u>Tuition & 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.	65,000
452.64-00	<u>Membership & Meetings</u> : International Society of Arboriculture, street tree seminars.	500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Street Trees/Landscaping							
535-6090-452.11-00	Regular Salaries	36,439	173,965	182,736	154,966	117,524	113,967
535-6090-452.13-00	Overtime - Regular	653	446	0	300	0	0
535-6090-452.14-00	Overtime Code 10	0	580	0	0	0	0
535-6090-452.15-60	Premium Pay	0	5,444	5,670	2,970	0	0
535-6090-452.18-20	Sick Leave Buy Back	515	3,158	4,700	4,700	1,875	1,725
535-6090-452.20-00	Fringe Benefits	5,123	28,298	30,062	30,062	21,621	21,063
535-6090-452.22-00	Medicare	84	1,651	1,564	1,564	1,735	1,785
535-6090-452.23-00	PERS Contributon-NonSworn	4,407	25,535	24,529	22,149	17,430	16,886
535-6090-452.25-05	PARS - Contribution	0	649	8,478	6,948	5,290	5,130
535-6090-452.26-00	Workers Comp Premium	2,380	11,400	7,852	7,852	4,941	4,930
535-6090-452.27-10	OPEB Contributions	4,312	24,946	26,126	26,126	18,433	18,390
535-6090-452.43-05	Office Equip - O S & M	0	0	1,800	1,800	500	500
535-6090-452.43-20	Vehicles - O S & M	15,496	46,871	28,905	28,905	30,160	29,030
535-6090-452.52-30	Ins - Benefits	3,100	17,736	15,644	15,644	11,545	11,460
535-6090-452.56-60	Contract Landscape Mantnc	164,496	166,246	159,960	159,960	178,362	178,362
535-6090-452.59-10	Tuition & Training	719	764	900	900	900	900
535-6090-452.61-20	Dept Supplies & Expense	68,867	62,944	70,000	70,000	75,000	65,000
535-6090-452.64-00	Memberships & Meetings	175	280	500	500	500	500

* Street Trees/Landscaping	306,766	570,913	569,426	535,346	485,816	469,628
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PUBLIC WORKS (ASSESSMENT DISTRICT) ACTIVITIES AND OBJECTIVES

535-8016 Street Lighting

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	208,045	197,500	181,975
Maintenance & Operation	425,571	430,766	462,530
Capital Expense	0	0	0
TOTAL	633,616	628,266	644,505

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED 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	0.375	0.40	29,514	34,245					
Journeyman Electrician	1.00	0.80	67,454	55,043					

PUBLIC WORKS (ASSESSMENT DISTRICT) PERSONNEL SERVICES

535-8016 Street Lighting

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-00	<u>Regular Salaries:</u>	104,246
431.13-00	<u>Overtime – Regular:</u>	1,300
431.15-60	<u>Premium Pay:</u>	1,485
431.18-20	<u>Sick Leave Buy Back:</u>	1,905
431.20-00	<u>Fringe Benefits:</u>	19,266
431.22-00	<u>Medicare:</u>	1,535
431.23-00	<u>PERS Contribution – Non Sworn:</u>	15,666
431.25-05	<u>PARS Contribution:</u>	4,760
431.26-00	<u>Workers Comp Premium:</u>	4,510
431.27-10	<u>OPEB Contributions:</u>	16,820
431.52-30	<u>Liability Insurance – Benefits:</u>	10,482

PUBLIC WORKS (ASSESSMENT DISTRICT)

ACTIVITY DETAIL

535-8016 Street Lighting

ACCOUNT 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 & M:</u>	29,030
431.44-10	<u>Rental:</u> To rent a 100 foot crane with man-basket.	1,600
431.56-41	<u>Contractual Services:</u> Los Angeles County Street Light Maintenance.	6,200
431.59-10	<u>Tuition & 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, wiring etc.	45,000
431.62-10	<u>Heat, Light, Water & Power:</u> Natural Gas & Electricity	379,500
431.64-00	<u>Membership & Meetings:</u> California City/County Street Light Association.	300

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO	FY 2009-10 LAST YEARS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Street Lighting		115,334	102,191	115,483	104,508	105,566	104,246
535-8016-431.11-00	Regular Salaries	772	750	1,300	1,300	1,300	1,300
535-8016-431.13-00	Overtime - Regular	4	0	0	0	0	0
535-8016-431.14-00	Overtime Code 10	0	254	6,261	6,126	1,485	1,485
535-8016-431.15-60	Premium Pay	1,906	1,319	2,110	2,110	1,930	1,905
535-8016-431.18-20	Sick Leave Buy Back	17,666	19,330	18,998	18,998	19,421	19,266
535-8016-431.20-00	Fringe Benefits	1,595	1,414	1,580	1,467	1,600	1,535
535-8016-431.22-00	Medicare	15,200	16,990	15,161	14,367	21,316	15,666
535-8016-431.23-00	PERS Contributon-NonSworn	0	966	5,235	4,885	6,418	4,760
535-8016-431.25-05	PARS - Contribution	8,200	7,788	4,962	4,962	4,438	4,510
535-8016-431.26-00	Workers Comp Premium	14,870	17,040	16,510	16,510	16,557	16,820
535-8016-431.27-10	OPEB Contributions	0	0	1,800	1,800	500	500
535-8016-431.43-05	Office Equip - O S & M	36,158	46,871	40,466	40,466	30,160	29,030
535-8016-431.43-20	Vehicles - O S & M	87	1,478	1,600	1,600	1,600	1,600
535-8016-431.44-10	Rent (Incl Equip Rental)	10,680	12,116	9,900	9,900	10,370	10,482
535-8016-431.52-30	Liability	8,249	8,324	6,200	6,200	6,200	6,200
535-8016-431.56-41	Contractual Srvc - Other	0	213	400	400	400	400
535-8016-431.59-10	Tuition & Training	43,345	37,257	50,000	50,000	50,000	45,000
535-8016-431.61-45	Street Lighting Supplies	331,562	299,608	330,000	330,000	379,500	379,500
535-8016-431.62-10	Heat Light Water & Power	85	0	300	300	300	300
535-8016-431.64-00	Memberships & Meetings						
* Street Lighting		605,713	573,909	628,266	615,899	659,061	644,505

PUBLIC WORKS (WATER FUND) **ACTIVITIES AND OBJECTIVES**

681-8030 Water Operations

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	309,278	299,672	262,998
Maintenance & Operation	4,226,457	4,271,912	4,563,887
Capital Expense	0	460,000	0
TOTAL	4,535,735	5,031,584	4,826,885

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. Cleaning and maintenance of City catch basins.

Fiscal Year 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED 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	11,806	12,842					
Journeyman Electrician	0.45	0.30	30,354	20,641					
Maintenance Worker	0.50	0.50	25,781	25,781					
Store Keeper	0.20	0.20	9,715	9,715					
Office Assistant II	0.50	0.50	21,769	22,858					

PUBLIC WORKS (WATER FUND) PERSONNEL SERVICES

681-8030 Water Operations

ACCOUNT NUMBER	DESCRIPTION	COST
461.11-00	<u>Regular Salaries:</u>	151,182
461.13-00	<u>Overtime – Regular:</u>	500
461.15-40	<u>Bi Lingual Pay:</u>	1,050
461.15-60	<u>Premium Pay:</u>	1,755
461.18-20	<u>Sick Leave Buy Back:</u>	2,050
461.20-00	<u>Fringe Benefits:</u>	27,940
461.22-00	<u>Medicare:</u>	2,300
461.23-00	<u>PERS Citywide Contribution:</u>	23,095
461.25.05	<u>PARS Contribution:</u>	6,990
461.26-00	<u>Workers Comp Premium:</u>	6,540
461.27-10	<u>OPEB Contributions:</u>	24,394
461.52-30	<u>Liability Insurance – Benefits:</u>	15,202

PUBLIC WORKS (WATER FUND)

ACTIVITY DETAIL

681-8030 Water Operations

ACCOUNT 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.	1,900,000
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 & M:</u>	17,418
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 & Wireless:</u>	3,000
461.54-00	<u>Advertising & Publication:</u> Annual Water Quality Report; Public Notification (\$5,000);	5,000
461.56-41	<u>Contractual:</u> Water operations contract service with SouthWest Water Company (\$980,354); Clinical Lab of San Bernardino (\$16,000), MAG Sweeping (\$256,915); Public Engineers Services (\$67,500); Legislative Advocacy (\$32,400); Wood Oil Company to fuel water well generators (\$1,200); water meters for parks (\$20,000); storm drain maintenance (\$83,500), NPDES projects (\$184,000). Metals TMDL Coordinated implementation plan with Gateway Cities, San Gabriel Valley COG (\$10,000); Urban Water Management Program (\$50,000), and cross connection inspections (\$100,000).	1,801,869

PUBLIC WORKS (WATER FUND)

ACTIVITY DETAIL

681-8030 Water Operations

ACCOUNT NUMBER	DESCRIPTION	COST
461.59-10	<u>Tuition & Training:</u>	500
461.61-20	<u>Dept./Office Supplies & Expenses:</u> Miscellaneous supplies and, Prudential Overall Supply.	2,500
461.62-20	<u>Power Gas & Lubricants:</u> Southern California Edison electricity and Southern California Gas to support the city's cost to produce, store and supply potable drinking water.	425,500
461.64-00	<u>Membership & Meetings:</u> South East Water Association Coalition, Water Education Foundation Southern Cal Water Committee, Urban Water	5,000
461.73-31	<u>New Services:</u> Cost to start up requested new service (refundable upon completion).	150,000

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09		FY 2009-10		FY 2010-11		FY 2010-11		FY 2011-12		FY 2011-12	
		YEAR'S AGO	ACTUALS	LAST YEARS	ORIGINAL	ADJUSTED	BUDGET	REQUEST	DEPARTMENT	MANAGER'S	REQUEST	REQUEST	
Water Operations													
681-8030-461.11-00	Regular Salaries	126,495	130,278	180,110	169,056	170,595	151,182						
681-8030-461.13-00	Overtime - Regular	186	130	500	500	500	500						
681-8030-461.15-40	Bi-Lingual Pay	904	859	1,050	1,050	1,050	1,050						
681-8030-461.15-60	Premium Pay	0	636	1,860	1,860	1,755	1,755						
681-8030-461.18-20	Sick Leave Buy Back	1,824	1,921	3,336	3,336	2,050	2,050						
681-8030-461.20-00	Fringe Benefits	21,758	28,726	29,630	29,630	31,384	27,940						
681-8030-461.22-00	Medicare	1,604	1,688	2,012	1,944	2,555	2,300						
681-8030-461.23-00	PERS Contributon-NonSworn	18,830	25,406	24,010	23,149	20,634	23,095						
681-8030-461.25-05	PARS - Contribution	0	2,582	8,236	7,727	6,264	6,990						
681-8030-461.26-00	Workers Comp Premium	10,100	11,572	7,738	7,738	7,172	6,540						
681-8030-461.27-10	OPEB Contributions	18,315	25,324	25,750	25,750	26,756	24,394						
681-8030-461.41-00	Other Source of Supply	1,532,712	1,865,305	1,700,000	1,700,000	1,900,000	1,900,000						
681-8030-461.43-05	Office Equip - O S & M	0	0	4,860	4,860	3,100	3,100						
681-8030-461.43-20	Vehicles - O S & M	38,741	4,687	16,187	16,187	18,096	17,418						
681-8030-461.43-30	Maintenance of Wells	229,922	220,468	250,000	250,000	250,000	250,000						
681-8030-461.52-30	Ins - Benefits	13,155	18,004	15,440	15,440	16,759	15,202						
681-8030-461.53-10	Telephone & Wireless	1,998	2,511	3,000	3,000	3,000	3,000						
681-8030-461.54-00	Advertising & Publication	4,246	11,025	15,000	15,000	15,000	5,000						
681-8030-461.56-41	Contractual Srvc - Other	1,405,909	1,584,074	1,904,865	1,929,865	1,801,869	1,801,869						
681-8030-461.59-10	Tuition & Training	0	125	500	500	500	500						
681-8030-461.61-20	Dept Supplies & Expense	2,154	719	2,500	2,500	2,500	2,500						
681-8030-461.62-20	Power Gas & Lubricants	328,180	317,326	370,000	370,000	425,500	425,500						
681-8030-461.64-00	Memberships & Meetings	4,112	2,048	5,000	5,000	5,000	5,000						
681-8030-461.73-10	Improvements	0	0	60,000	60,000	60,000	0						
681-8030-461.73-31	Water New Services	161,315	580,952	150,000	150,000	150,000	150,000						
681-8030-461.73-32	Well 17 Activ Carbon Proj	365,183	191,897	0	104,000	0	0						
681-8030-461.74-10	Equipment	12,028	0	250,000	250,000	0	0						

* Water Operations

4,141,299	5,044,072	5,031,584	5,148,092	4,922,039	4,826,885
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PUBLIC WORKS ACTIVITIES AND OBJECTIVES

741-8060 Fleet Maintenance

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	193,250	197,846	217,696
Maintenance & Operation	542,900	572,700	548,700
Capital Expense	19,650	33,000	0
TOTAL	755,800	803,546	766,396

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 2011-2012 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 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
Equipment Mechanic Supervisor	1.00	1.00	74,511	80,472					
Equipment Mechanic	2.00	2.00	115,576	118,391					
TOTAL	3.00	3.00	190,087	198,863	TOTAL				

PUBLIC WORKS
PERSONNEL SERVICES
741-8060 Fleet Maintenance

ACCOUNT NUMBER	DESCRIPTION	COST
431.11-00	<u>Regular Salaries:</u>	198,863
431.15-60	<u>Premium Pay:</u>	2,700
431.18-20	<u>Sick Leave Buy Back:</u>	4,081
431.22-00	<u>Medicare:</u>	2,982
431.25-05	<u>PARS Contribution:</u>	9,070

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 & 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 (7,000); fuel island system inspections (2,000); vehicle tire recycling fee (\$1,000).	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),	18,500
431.59-10	<u>Tuition & Training:</u> Hazardous Waste Operations Training (HAZ WOPER), forklift certification program, safety committee training.	1,000
431.61-20	<u>Dept./Office Supplies & Expenses:</u> UniFirst Corporation 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 (\$278,500); Amerigas Propane (\$2,500); diesel purchase vendor (\$4,000); motor oil, gear oil, transmission fluid hydraulic oil (\$10,000).	295,000

FOR FISCAL YEAR 2012

* Fleet Maintenance

PUBLIC WORKS ACTIVITY DETAIL

748-8060 Vehicle and Equipment Replacements

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	0	0	0
Capital Expense	251,400	120,000	13,000
TOTAL	251,400	120,000	13,000

Description of Activities

Fleet Maintenance Division records reflect the need to replace three (3) patrol cars in the Police Department (black & white vehicles); and replace two (2) detective type vehicles; plus purchase an athletic field preparation vehicle.

Fiscal Year 2011-2012 Objectives

- ✓ Replace three police patrol cars.
- ✓ Replace two detective type vehicles.
- ✓ Purchase John Deere Field Rake for athletic field preparation.

**PUBLIC WORKS
ACTIVITY DETAIL**

748-8060 Vehicle and Equipment Replacements

ACCOUNT NUMBER	DESCRIPTION	COST
431-74-30	<u>Equip Replacements:</u> Public Works (1) John Deere Bunker & Field Rake (\$13,000);	13,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Veh & Equip Replacement							
748-8060-431.74-20	Vehicle Replacements	242,451	214,600	120,000	120,000	160,500	0
748-8060-431.74-30	Equip & Furn Replacement	5,781	63,902	0	0	13,000	13,000
		303,262	386,265	120,000	120,000	173,500	13,000
*	Veh & Equip Replacement						

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COMMUNITY DEVELOPMENT COMMISSION

ACTIVITIES AND OBJECTIVES

257-9710 & 9720 Merged Redevelopment Project Area

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	195,710	269,851	312,873
Maintenance & Operation	1,956,397	781,875	881,487
Capital Expense	0	0	0
TOTAL	2,152,107	1,051,726	1,194,360

Description of Activities

To provide for the elimination of blight and blighting influences within the project area through the use of various legal and financial tools authorized by Section 33000 of the State Health and Safety Code (Redevelopment Law).

Blight elimination activities include, but are not limited to, the provision of low and moderate income housing; demolition of substandard structures; development of job and tax generating businesses; construction of new or replacement community infrastructures; and community beautification activities.

Fiscal Year 2011-2012 Objectives

- ✓ To continue implementing a self-sustaining Economic Development Assistance fund to provide a mechanism to receive funds from successful economic development projects, and to leverage these funds to provide financial assistance to new major business attraction activities.
- ✓ To continue implementing new Commercial/Retail project at the SEC of Alameda Street and Slauson, and Alameda.
- ✓ To complete clean-up and remediation of the Southland Steel site
- ✓ To plan and implement Economic Development Strategic Plan within the project area.

PERSONNEL SERVICES

257-9710 Merged Redevelopment Project Area

2

COMMUNITY DEVELOPMENT COMMISSION
PERSONNEL SERVICES

257-9710 Merged Redevelopment Project Area

ACCOUNT NUMBER	DESCRIPTION	COST
465.11-00	<u>Regular Salaries:</u>	156,933
465.12-00	<u>Salaries & Wages – PT:</u>	42,982
465.15-40	<u>Bi-Lingual Pay:</u>	3,255
465.18-20	<u>Sick Leave Buy Back:</u>	3,164
465.20-00	<u>Fringe Benefits:</u>	27,668
465.22-00	<u>Medicare:</u>	3,000
465.23-00	<u>PERS City Wide Contribution:</u>	23,113
465.25-05	<u>PARS Contribution:</u>	7,074
465.26-00	<u>Workers Comp Premium:</u>	6,475
465.27-10	<u>OPEB Contributions:</u>	24,156
465.52-30	<u>Liability Insurance – Benefits:</u>	15,053

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITY DETAIL

257-9710 Merged Redevelopment Project Area Administrative Expense

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-20	<u>City Admin Fees – CDC</u> : Reimbursement to City for rent of City Hall and includes personnel costs.	256,793
465.33-10	<u>Bank Services</u> :	5,000
465.44-10	<u>Rent (incl Equip Rental)</u> :	8,333
465.54-00	<u>Advertising & Publications</u> :	2,000
465.56-41	<u>Contractual Services</u> : Sales tax consulting; property tax consulting, Financial Consultant Services contract \$45,000 and other consulting services to implement redevelopment projects; \$130,000 to amend redevelopment plan; \$8,000 for HDL and \$4,000 property management.	187,000
465.56-61	<u>Contract Property Acquisition</u> : Appraisals \$15,000; relocation services and payments \$35,000; environmental assessments remediation costs for Southland Steel Site \$150,000.	200,000
465.56-75	<u>Contract Graffiti Removal</u> :	39,911
465.59-10	<u>Tuition & Training</u>	2,000
465.61-20	<u>Dept./Office Supplies and Expenses</u> : General office supplies and expenses.	5,000
465.64-00	<u>Membership & Meetings</u> : Membership in CRA Assn. and ICSC. Attendance at CRA conferences workshops and ICSC annual conference.	15,700

FOR FISCAL YEAR 2012

* Administration

COMMUNITY DEVELOPMENT COMMISSION **ACTIVITY DETAIL**

257-9720 Merged Redevelopment Project Area Professional Services

ACCOUNT NUMBER	DESCRIPTION	COST
465.32-40	<u>Audit Fees</u> : Expenses for performing annual audit of the Commission accounting records and preparation of the Commission annual Financial Statement. Also, includes preparation of Commission annual Statement of Indebtedness.	9,750
465.32-70	<u>Contractual Services</u> - Legal: Services for the Commission.	150,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Professional Services							
257-9720-465.32-40	Audit Fees	8,000	11,916	9,750	9,750	9,750	9,750
257-9720-465.32-70	Contractual Srv Legal	152,796	142,710	150,000	150,000	150,000	150,000
		160,796	154,626	159,750	159,750	159,750	159,750

COMMUNITY DEVELOPMENT COMMISSION **ACTIVITIES AND OBJECTIVES**

258-9710 & 9740 Merged Redevelopment Project Area

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	9,699,833	9,682,995	10,248,638
Capital Expense	0	0	0
TOTAL	9,699,833	9,682,995	10,248,638

Description of Activities

The purpose of the Merged Project Area Debt Service Fund is to record the collection of all property tax increment funds from Los Angeles County along with all loans and bond issue proceeds. The Debt Service Fund is when all debt service payments are made and where all loans to other projects or entities are recorded.

Fiscal Year 2011-2012 Objectives

- ✓ To accurately record and insure timely payment of all debt obligations of the Merged Redevelopment Project Area.

COMMUNITY DEVELOPMENT COMMISSION
ACTIVITY DETAIL

258-9710 Merged Redevelopment Project Area Administrative Expense

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-30	County <u>Administrative Fee</u> : Fee charged by the Los Angeles County to collect and remit project tax increment funds.	155,000

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITY DETAIL

258-9740 Merged Redevelopment Project Area Debt Service Fund

ACCOUNT NUMBER	DESCRIPTION	COST
465.56-41	<u>Contractual Services - Other:</u> Trustee services; arbitrage and rebate calculations; miscellaneous services relating to maintenance of bond issues.	25,000
465.57-45	<u>County Property Pass Through:</u> LACFD	1,360,000
465.80-25	<u>Principal Bond Expense:</u>	3,240,000
465.81-10	<u>Interest Expense - Bonds:</u> Scheduled interest payments on Redevelopment Agency Bonds.	3,274,278
465.92-57	<u>Transfer to Fund 257:</u>	1,194,360
465.92-59	<u>Transfer to Fund 259:</u>	1,000,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
CDC Merged Debt Service							
258-9710-465.31-30	County Admin Fee - CDC	143,276	145,338	150,000	150,000	155,000	155,000
* Administration		143,276	145,338	150,000	150,000	155,000	155,000
Debt Service							
258-9740-465.56-41	Contractual Srvc - Other	20,501	23,710	25,000	25,000	25,000	25,000
258-9740-465.56-51	ERAF/SERAF Reduction	0	3,856,220	680,000	680,000	0	0
258-9740-465.57-45	L A C Fire Dept Pass Thru	0	1,356,833	0	1,360,000	1,360,000	1,360,000
258-9740-465.80-25	Principal Bond Expense	3,040,000	3,095,000	2,845,000	3,190,000	3,240,000	3,240,000
258-9740-465.81-10	Interest Expense-Bonds	2,338,481	2,265,765	3,482,995	3,482,995	3,274,278	3,274,278
258-9740-465.81-40	Interest Exp on City Loan	0	1,077,391	0	0	0	0
258-9740-465.82-30	Arbitrage Rebate	0	4,434,102	2,500,000	2,500,000	2,500,000	0
258-9740-465.90-98	Transfer to Low Mod Fund	0	2,121,693	0	0	0	0
258-9740-465.92-57	Transfer to Fund 257	3,263,450	325,000	780,000	780,000	0	1,194,360
258-9740-465.92-59	Transfer to Fund 259	0	0	400,000	1,350,000	1,000,000	1,000,000
258-9740-465.94-75	Transfer to Fund 475	809,848	0	0	0	0	0
* Debt Service		9,472,280	18,555,714	10,712,995	13,367,995	11,399,278	10,093,638

COMMUNITY DEVELOPMENT COMMISSION **ACTIVITIES AND OBJECTIVES**

259-9710 Low/Moderate Income Housing Fund

	2008-2009 Actual	2009-2010 Budget	2010-2011 Proposed
Personnel	295,547	274,586	257,374
Maintenance & Operation	3,100,990	2,709,433	4,075,814
Capital Expense	2,500	2,500	2,500
TOTAL	3,399,037	2,986,519	4,335,688

Description of Activities

To organize, administer and fund activities that will lead to the improvement and/or expansion of the housing stock affordable to those people of low or moderate income.

Fiscal Year 2011-2012 Objectives

- ✓ To develop a strategy for the improvement of affordable housing and to use limited funds to leverage outside sources of funding for this purpose.
- ✓ Complete rehabilitation of an 11-unit affordable housing project at 6614 and 6700 Middleton Street

COMMUNITY DEVELOPMENT COMMISSION PERSONNEL SERVICES

259-9710 Low/Moderate Income Housing Fund

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
CDC Commissioners	5.00	5.00	10,344	10,344	Intern	1,000 hrs	1,000 hrs	14,328	14,328
Housing Manager	1.00	0.85	102,805	88,832					
Housing Assistant	0.60	0.60	39,804	40,878					
Comm Dev Secretary	0.10	0	5,724	0					
Office Assistant	0	0.10	0	4,350					
			</						

COMMUNITY DEVELOPMENT COMMISSION PERSONNEL SERVICES

259-9710 Low/Moderate Income Housing Fund

ACCOUNT NUMBER	DESCRIPTION	COST
465.11-00	<u>Regular Salaries:</u>	141,283
465.12-00	<u>Salary & Wages – P/T</u>	14,328
465.15-40	<u>Bi Lingual Pay:</u>	3,255
465.18-20	<u>Sick Leave Buy Back:</u>	2,501
465.20-00	<u>Fringe Benefits:</u>	24,776
465.22-00	<u>Medicare:</u>	2,395
465.23-00	<u>PERS City Wide Contribution:</u>	21,421
465.25-05	<u>PARS Contribution:</u>	6,506
465.26-00	<u>Workers Comp Premium:</u>	5,798
465.27-10	<u>OPEB Contributions:</u>	21,631
465.52-30	<u>Liability Insurance – Benefits:</u>	13,480

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITY DETAIL

259-9710 Low/Moderate Income Housing Fund

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-20	<u>City Admin Fee – CDC:</u>	302,430
465.32-40	<u>Audit Fees:</u>	1,000
465.32-70	<u>Contractual – Legal:</u>	50,000
465.43-20	<u>Vehicles – O S & M:</u>	4,064
465.56-41	<u>Contractual Services:</u> Carry over from FY 2010-11 of \$44,000 for Financial Consulting Services and other contract services to implement affordable housing projects ; \$15,000 in new allocation. Projects proposed to be implemented within FY 2011-12 include: 6700 & 6614 Middleton Street, 6100 Carmelita and 6337 Middleton Street.	59,000
465.56-52	<u>Contractual Home Repairs:</u> Implementation of minor home repair program. \$65,000 carry-over from FY 2011-12 and new allocation of \$35,000 (appx. 25 homes).	100,000
465.56-75	<u>Contract Graffiti Removal:</u>	79,820
465.57-34	<u>Improvement – Affordable Housing:</u> Funds to extend gap financing to acquire rehabilitate and/or build new housing projects, including relocation services payments and benefits. Middleton Project includes \$1,970,000 carryover from FY 2010-11 and \$1,500,000 in new allocation.	3,470,000
465.59-10	<u>Tuition & Training:</u>	1,995
465.61-20	<u>Dept./Office Supplies and Expenses:</u> Office supplies, stationary and expenses.	4,000
465.64-00	<u>Membership & Meetings:</u> Attendance at Affordable Housing seminars or conferences.	3,505
465.74-10	<u>Equipment:</u> Purchase new office equipment as needed.	2,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
CDC Low/Mod Income							
259-9710-465.11-00	Regular Salaries	160,896	169,008	158,677	158,677	144,898	141,283
259-9710-465.12-00	Salary & Wages - P/T Temp	12,365	14,610	14,328	14,328	14,328	14,328
259-9710-465.13-00	Overtime - Regular	42	789	0	0	0	0
259-9710-465.14-00	Overtime Code 10	119	41	0	0	0	0
259-9710-465.15-40	Bi-Lingual Pay	4,223	4,198	3,360	3,360	3,255	3,255
259-9710-465.15-60	Premium Pay	0	3	540	540	540	0
259-9710-465.18-20	Sick Leave Buy Back	1,792	5,004	2,662	2,662	2,501	2,501
259-9710-465.20-00	Fringe Benefits	24,115	24,532	24,402	24,402	25,305	24,776
259-9710-465.22-00	Medicare	2,602	2,787	2,250	2,250	2,300	2,395
259-9710-465.23-00	PERS City Wide Contribute	21,295	22,075	20,889	20,889	15,816	21,421
259-9710-465.25-05	PARS - Contribution	0	4,844	7,180	7,180	4,654	6,506
259-9710-465.26-00	Workers Comp Premium	11,195	9,884	6,374	6,374	5,783	5,798
259-9710-465.27-10	OPEB Contributions	20,300	21,626	21,208	21,208	21,574	21,631
259-9710-465.31-20	City Admin Fee - CDC	276,766	285,069	293,621	293,621	302,430	302,430
259-9710-465.32-40	Audit Fees	3,190	500	1,000	1,000	1,000	1,000
259-9710-465.32-70	Contractual Srv Legal	24,791	50,000	50,000	50,000	50,000	50,000
259-9710-465.43-20	Vehicles - O S & M	4,907	3,596	5,492	5,492	4,222	4,064
259-9710-465.52-30	Ins - Benefits	14,580	15,376	12,716	12,716	13,513	13,480
259-9710-465.56-41	Contractual Srv - Other	9,397	36,448	65,000	65,000	65,000	59,000
259-9710-465.56-52	Contract Home Repairs	17,245	31,541	100,000	100,000	200,000	100,000
259-9710-465.56-75	Contract Grafitti Removal	91,268	88,688	79,820	79,820	79,820	79,820
259-9710-465.57-34	Improvmt-Affordable Hsng	300,180	1,117,514	2,105,000	2,105,000	3,770,000	3,470,000
259-9710-465.59-10	Tuition & Training	0	0	1,000	1,000	4,000	1,995
259-9710-465.61-20	Dept Supplies & Expense	160	296	7,000	7,000	4,000	4,000
259-9710-465.61-25	Office Supplies	1,285	748	0	0	0	0
259-9710-465.64-00	Memberships & Meetings	1,448	1,500	1,500	1,500	1,500	3,505
259-9710-465.74-10	Equipment	0	0	2,500	2,500	2,500	2,500

* Low/Mod Admin

1,004,161	1,910,677	2,986,519	2,986,519	4,738,939	4,335,688
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COMMUNITY DEVELOPMENT COMMISSION

ACTIVITIES AND OBJECTIVES

262-9710 & 9720 Neighborhood Preservation Redevelopment Project Area

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	138,970	218,164	211,141
Maintenance & Operation	3,214,958	1,168,224	1,578,153
Capital Expense	0	0	0
TOTAL	3,353,928	1,386,388	1,789,294

Description of Activities

To provide for the elimination of blight and blighting influences with the Project Area through the use of various legal and financial tools authorized by Section 3300 of the State Health and Safety Code (Redevelopment Law). Blight elimination activities includes, but not limited to, the provision of low and moderate income housing, demolition of substandard structures, development of job and tax generating business, construction of new or replacement community infrastructure, and sponsorship of community beautification activities.

Fiscal Year 2011-2012 Objectives

- ✓ To develop a strategy and begin implementing said strategy in the elimination of blighting influences with the Project Area.

COMMUNITY DEVELOPMENT COMMISSION PERSONNEL SERVICES

262-9710 Neighborhood Preservation Redevelopment Project Area

FULL TIME					PART TIME				
POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY	POSITION TITLE	FY 2011 ADOPTED BUDGET ALLOCATION	FY 2012 PROPOSED BUDGET ALLOCATION	FY 2011 BUDGETED SALARY	FY 2012 BUDGETED SALARY
CDC Commissioners	5.00	5.00	10,344	10,344					
Comm. Dev. Director	0.10	0.10	14,227	14,227					
Senior Planner	0.30	0.30	24,527	25,189					
Assistant Planner	0.75	0.75	48,050	48,160					
Office Assistant	0.05	0.15	2,066	6,524					
Redev. Manager	0.10	0.10	8,912	9,339					
Redev. Project Coord	0.25	0.25	16,788	17,033					
Comm. Dev. Secretary	0.15	0	8,586	0					

COMMUNITY DEVELOPMENT COMMISSION

PERSONNEL SERVICES

262-9710 Neighborhood Preservation Redevelopment Project Area

ACCOUNT NUMBER	DESCRIPTION	COST
465.11-00	<u>Regular Salaries:</u>	123,723
465.15-40	<u>Bi Lingual Pay:</u>	3,255
465.18-20	<u>Sick Leave Buy Back:</u>	1,614
465.20-00	<u>Fringe Benefits:</u>	21,531
465.22-00	<u>Medicare:</u>	1,891
465.23-00	<u>PERS City Wide Contribution:</u>	18,000
465.25-05	<u>PARS Contribution:</u>	5,575
465.26-00	<u>Workers Comp Premium:</u>	5,040
465.27-10	<u>OPEB Contributions:</u>	18,798
465.52-30	<u>Liability Insurance – Benefits:</u>	11,714

COMMUNITY DEVELOPMENT COMMISSION
ACTIVITY DETAIL

262-9710 Neighborhood Preservation Redevelopment Project Area Administrative Expense

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-20	<u>City Admin Fee – CDC:</u>	272,241

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
NHP Administration							
262-9710-465.11-00	Regular Salaries	12,377	85,206	133,500	133,500	125,937	123,723
262-9710-465.13-00	Overtime - Regular	0	4	0	0	0	0
262-9710-465.14-00	Overtime Code 10	0	273	0	0	0	0
262-9710-465.15-40	Bi-Lingual Pay	12	2,320	3,045	3,045	3,045	3,255
262-9710-465.15-60	Premium Pay	0	5	810	810	0	0
262-9710-465.18-20	Sick Leave Buy Back	0	1,589	2,021	2,021	1,737	1,614
262-9710-465.20-00	Fringe Benefits	0	11,910	20,260	20,260	21,817	21,531
262-9710-465.22-00	Medicare	180	1,295	1,815	1,815	1,900	1,891
262-9710-465.23-00	PERS City Wide Contribute	0	10,683	17,209	17,209	18,778	18,000
262-9710-465.25-05	PARS - Contribution	0	344	6,046	6,046	5,664	5,575
262-9710-465.26-00	Workers Comp Premium	0	4,798	5,292	5,292	4,986	5,040
262-9710-465.27-10	OPEB Contributions	0	10,500	17,608	17,608	18,600	18,798
262-9710-465.31-20	City Admin Fee - CDC	249,139	256,614	264,312	264,312	272,241	272,241
262-9710-465.52-30	Ins - Benefits	0	7,464	10,558	10,558	11,650	11,714
* Administration		261,708	393,005	482,476	482,476	486,355	483,382

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITY DETAIL

262-9720 Neighborhood Preservation Redevelopment Project Area Professional Services

ACCOUNT NUMBER	DESCRIPTION	COST
465.32-40	<u>Audit Fees</u> : Professional expenses for preparing the 2010-11 audited Financial Statement.	4,000
465.32-70	<u>Contractual Services – Legal</u> : Expenses of the Agency’s Attorney related to the Neighborhood Preservation Redevelopment Project Area.	100,000
465.56-41	<u>Contractual Services</u> : Payments for financial analysis services for redevelopment projects \$10,000.	10,000
465.56-75	<u>Graffiti Abatement</u> :	39,912
465.57-34	<u>Improvement – Affordable Housing</u> : 6100 Carmelita project - acquisition, appraisal and relocation \$350,000 (estimated carry-over from FY 2010-2011 from project area bond). Demolition and environmental - \$300,000; Funds to provide gap financing to implement proposed residential project \$500,000	1,150,000
465.61-20	<u>Dept. /Office Supplies and Expenses</u> : Office supplies, stationary and expenses.	1,000
465.64-00	<u>Membership & Meetings</u> : Attendance at Affordable Housing seminars or conferences.	1,000

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Professional Services							
262-9720-465.32-40	Audit Fees	2,750	3,816	4,000	4,000	4,000	4,000
262-9720-465.32-70	Contractual Srv Legal	27,306	55,538	100,000	100,000	100,000	100,000
262-9720-465.56-41	Contractual Srv - Other	0	3,408	10,000	10,000	10,000	10,000
262-9720-465.56-75	Contract Grafitti Removal	46,924	44,344	39,912	39,912	39,912	39,912
262-9720-465.57-34	Improvment-Affordable Hsng	0	2,122,228	750,000	750,000	1,150,000	1,150,000
262-9720-465.61-20	Dept Supplies & Expense	0	0	0	0	1,000	1,000
262-9720-465.64-00	Memberships & Meetings	0	0	0	0	1,000	1,000
		76,980	2,229,334	903,912	903,912	1,305,912	1,305,912
* Professional Services							

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITIES AND OBJECTIVES

263-9740 Neighborhood Preservation Redevelopment Project Area – Debt Service Fund

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	5,653,209	1,102,761	3,021,498
Capital Expense	0	0	0
TOTAL	5,653,209	1,102,761	3,021,498

Description of Activities

To record the receipt of all tax increment payments from the County of Los Angeles. It is in the Debt Service Fund that all debt relocation payments are made and all trustee cash related transactions are recorded.

Fiscal Year 2011-2012 Objectives

- ✓ To accurately record all debt service transaction of the project area and to insure timely payment of all debt service obligations.

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITY DETAIL

263-9740 Neighborhood Preservation Redevelopment Project Area – Debt Service Fund

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-30	<u>County Admin Fee – CDC:</u>	35,000
465.57-45	<u>County Property Pass Through: LACFD</u>	60,000
465.57-50	<u>County Property Pass Through: County general.</u>	350,000
465.80-25	<u>Principal Bond Expense:</u>	264,076
465.81-10	<u>Interest Expense – Bonds:</u>	223,532
465.92-59	<u>Transfer to Fund 259:</u>	290,000
465.92-62	<u>Transfer to Fund 262:</u>	1,798,890

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09		FY 2009-10		FY 2010-11		FY 2010-11		FY 2010-11		FY 2011-12		FY 2011-12	
		YEAR'S AGO	ACTUALS	LAST YEARS	ORIGINAL	ADJUSTED	BUDGET	BUDGET	DEPARTMENT	REQUEST	MANAGER'S	REQUEST	DEPARTMENT	REQUEST	MANAGER'S
CDC Neighbor Presr Debt Service															
263-9740-465.31-30	County Admin Fee - CDC	30,078		27,139	35,000	34,600	35,000	35,000				35,000			35,000
263-9740-465.56-41	Contractual Svc - Other	340		348	0	400	0	0				0			0
263-9740-465.56-51	ERAF/SERAF Reduction	0		0	170,000	170,000	170,000	0				0			0
263-9740-465.57-45	L A C Fire Dept Pass Thru	52,795		48,886	60,000	60,000	60,000	60,000				60,000			60,000
263-9740-465.57-50	Pass Thru - LA County	346,302		326,707	350,000	350,000	350,000	350,000				350,000			350,000
263-9740-465.80-25	Principal Bond Expense	235,101		244,388	254,041	254,041	254,041	264,076				264,076			264,076
263-9740-465.81-10	Interest Expense-Bonds	250,496		246,328	233,720	233,720	233,720	223,532				223,532			223,532
263-9740-465.90-98	Transfer to Low Mod Fund	0		369,555	0	0	0	0				0			0
263-9740-465.92-59	Transfer to Fund 259	0		0	280,000	280,000	280,000	290,000				290,000			290,000
263-9740-465.92-62	Transfer to Fund 262	0		2,800,000	1,165,000	1,165,000	1,165,000	0				0			1,798,890
		915,112		4,063,351	2,547,761	2,547,761	2,547,761	1,222,608				3,021,498			
* Debt Service															

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITIES AND OBJECTIVES

267-9710 Santa Fe Redevelopment Project Area

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	217,180	223,696	230,406
Capital Expense	0	0	0
TOTAL	217,180	223,696	230,406

Description of Activities

To provide for the elimination of blight and blighting influences within the project area through the use of various legal and financial tools authorized by Section 33000 of the State Health and Safety Code (Redevelopment Law).

Blight elimination activities include, but are not limited to, the provision of low and moderate income housing; demolition of substandard structures; development of job and tax generating businesses; construction of new or replacement community infrastructures; and community beautification activities.

Fiscal Year 2011-2012 Objectives

- ✓ To advance funds to establish a new project area within the City of Huntington Park that would provide additional funds for business development and housing rehabilitation programs.
- ✓ To plan and implement a self-sustaining Economic Development Assistance fund to provide a mechanism to receive funds from successful economic development projects, and to leverage these funds to provide financial assistance to new major business attraction activities.
- ✓ To plan and implement the Economic Development Strategic Plan within the project area.

COMMUNITY DEVELOPMENT COMMISSION
ACTIVITY DETAIL

267-9710 Santa Fe Redevelopment Project Area Capital Fund Administrative Expense

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-20	<u>City Administrative Fees – CDC:</u> Contract services payment to City of Huntington Park.	230,406

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
CDC Sta Fe Administration 267-9710-465.31-20	City Admin Fee - CDC	210,854	217,180	223,696	223,696	230,406	230,406
* Administration		210,854	217,180	223,696	223,696	230,406	230,406

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITIES AND OBJECTIVES

268-9710 & 9740 Santa Fe Redevelopment Project Area Debt Service Fund

	2009-2010 Actual	2010-2011 Budget	2011-2012 Proposed
Personnel	0	0	0
Maintenance & Operation	1,038,440	804,431	1,831,998
Capital Expense	0	0	0
TOTAL	1,038,440	804,431	1,831,998

Description of Activities

The purpose of the Santa Fe Project Area Debt Service Fund to record the receipt of all property tax increment payments from the County of Los Angeles and the payment of all debt service obligations of the Santa Fe Redevelopment Project Area.

Fiscal Year 2011-2012 Objectives

- ✓ To accurately record and insure timely payment of all debt service obligations of the Santa Fe Project Area.

COMMUNITY DEVELOPMENT COMMISSION
ACTIVITY DETAIL

268-9710 Santa Fe Redevelopment Project Area Debt Service Fund

ACCOUNT NUMBER	DESCRIPTION	COST
465.31-30	<u>County Administrative Fees</u> : Fees charged by the County of Los Angeles County to collect and remit project tax increment funds.	27,500

COMMUNITY DEVELOPMENT COMMISSION

ACTIVITY DETAIL

268-9740 Santa Fe Redevelopment Project Area Debt Service Fund

ACCOUNT NUMBER	DESCRIPTION	COST
465.56-41	<u>Contractual Services – Other:</u>	300
465.57-45	<u>County Property Pass Through: LACFD</u>	250,000
465.57-50	<u>County Property Pass Through: County general</u>	780,000
465.80-25	<u>Principal Bond Expense:</u>	390,193
465.81-10	<u>Interest Expense – Bonds: Scheduled interest payments on 1997 Tax Allocation Bonds and 1997 Wastewater System Revenue Bonds.</u>	384,005

**BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2012**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2008-09 YEAR'S AGO ACTUALS	FY 2009-10 LAST YEARS ACTUALS	FY 2010-11 ORIGINAL BUDGET	FY 2010-11 ADJUSTED BUDGET	FY 2011-12 DEPARTMENT REQUEST	FY 2011-12 MANAGER'S REQUEST
Sta Fe Debt Service Admin							
268-9710-465.31-30	County Admin Fee - CDC	28,509	27,022	30,060	30,000	30,000	27,500
* Debt Service Admin		28,509	27,022	30,000	30,000	30,000	27,500
Debt Service							
268-9740-465.56-37	Settlement Payment	0	1,400,000	0	0	0	0
268-9740-465.56-41	Contractual Srvc - Other	340	289	0	300	300	300
268-9740-465.57-45	L A C Fire Dept Pass Thru	0	263,137	0	265,000	270,000	250,000
268-9740-465.57-50	Pass Thru - LA County	0	830,154	0	830,000	830,000	780,000
268-9740-465.80-25	Principal Bond Expense	335,806	351,545	372,734	372,734	390,193	390,193
268-9740-465.81-10	Interest Expense-Bonds	436,126	422,837	401,697	401,697	384,005	384,005
268-9740-465.81-40	Interest Exp on City Loan	0	240,628	0	0	0	0
268-9740-465.90-98	Transfer to Low Mod Fund	0	412,296	0	0	0	0
* Debt Service		772,272	3,920,886	774,431	1,869,731	1,874,498	1,804,498

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