

City of Rohnert Park

California



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Operating Budget
Fiscal Year 2013 – 2014



CITY OF ROHNERT PARK

ADOPTED OPERATING BUDGET

FISCAL YEAR 2013-14

Submitted to the

CITY COUNCIL

by

Gabriel A. Gonzalez
City Manager

June 25, 2013

CITY OFFICIALS

City Council:

Pam Stafford, Mayor

Joseph T. Callinan, Vice-Mayor

Jake Mackenzie

Gina Belforte

Amy O. Ahanotu

City Staff:

City Manager..... Gabriel A. Gonzalez

Assistant City Manager..... Darrin Jenkins

City Attorney Michelle Marchetta Kenyon
Burke, Williams & Sorensen, LLP

Finance Director..... Cathy Orme

Director of Public Safety..... Brian Masterson

Development Services Manager Marilyn Ponton

Director of Public Works and
Community Services..... John McArthur

City Clerk JoAnne Buerbler

Advisory Commissions or Committees:

Rohnert Park Association for the Arts

Parks & Recreation Commission

Planning Commission

Mobile Home Parks Rent Appeals Board

Senior Citizens Advisory Commission

Sister City(s) Relations Committee

Bicycle Advisory Committee

Cultural Arts Commission

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THE OFFICE OF THE CITY MANAGER



City of Rohnert Park . 130 Avram Avenue . Rohnert Park, CA 94928 . [707] 588-2226 . Fax: [707] 792-1876

TO: Honorable Mayor and City Council
FROM: Gabriel A. Gonzalez, City Manager
DATE: June 25, 2013
RE: Budget Message

INTRODUCTION

The proposed FY 2013-14 Operating Budget is herein presented. My staff and I are pleased to present to you an operating budget that is the culmination of many hours of preparation. The budget is the primary policy document adopted by the City Council each year. It describes the City's goals and details how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operational guide and a communication tool.

As we prepare to begin the new fiscal year, the City continues to experience a slow economic recovery. The City has been coping with the impacts of the national and local economic slowdown for the past couple of years and continues to face some of the most challenging budget issues in our time. This year preparing the budget posed many challenges as we worked towards meeting increased service demands with current service levels. This task was further compounded due to our limited financial resources and continued uncertainty of economic forecast. However, I believe we have adopted sound fiscal and financial policies that lay the ground work for building a strong financial foundation. We will continue to adhere to conservative budget practices and make prudent and fiscally responsible decisions. These measures will have a positive impact to our overall financial condition which will move us forward on our road towards fiscal recovery.

HIGHLIGHTS FOR 2013-14:

In preparing departmental budgets for the new fiscal year, Department Directors were instructed to once again analyze their department expenditures for potential savings. Each department went through a City Manager review that extensively examined each expenditure line item and justification.

With the continuing receipts of Measure E, which allow the City to be able to manage its costs; this measure's additional tax revenue accounted for 14% of the City's total revenue available to help fund day to day operations.

Additionally, transient occupancy taxes (TOT) have steadily increased in revenues as compared to the past years. The increase in collections in FY 2012-13 are noteworthy, as year-end estimated receipts will represent the second consecutive year of improved collections. In fact, TOT collections for year end are estimated to be at \$2.0 million, nearly \$300K higher than projected. The upward trend in this revenue category is anticipated to continue in FY 2013-14 with growth of 17.6% projected budget to budget.

The Internal Services Fund (ISF) is new in FY 2013-14. The fund is used to account for the services provided by the City departments to other departments on a cost reimbursement basis. Expenditures for services such as Information Technology and Fleet Services are charged to the ISF and then allocated to the other departments.

Moreover, a new addition to FY 2013-14 is the implementation of the operating program budgeting. In a program budget, the revenues and expenditures are linked to either a single or multiyear program; wherein expenditures are based on program of work to administer the cost and benefits of the program. Additionally, it classifies all activities by their purpose and contribution to the overall community goals and objectives. Implementation of program budgeting will facilitate and minimize the fluctuation of these costs being combined with the day to day operating budget.

The dissolution of the Community Development Commission (CDC) has impacted the General Fund. Pursuant to AB1x26 (the "Redevelopment Dissolution Bill"), the Department of Finance (DOF) disallowed the payment of several obligations that has resulted in a loss of revenue to the General Fund of approximately \$241K per year. Other impacts from the dissolution are not fully known at this point, however, staff will continue to monitor and track expenses.

Operationally, we will be deploying new technology in the building department with the new online building permit system. Also, the Department of Public Safety is deploying their online citizen's crime reporting system. Both of these new services will provide greater access to our citizens while reducing the demand for personnel.

Also, the Finance Department will undertake the development of a cost allocation system. Knowing the detailed cost of each service will further improve our budgeting process in the manner in which we allocate resources.

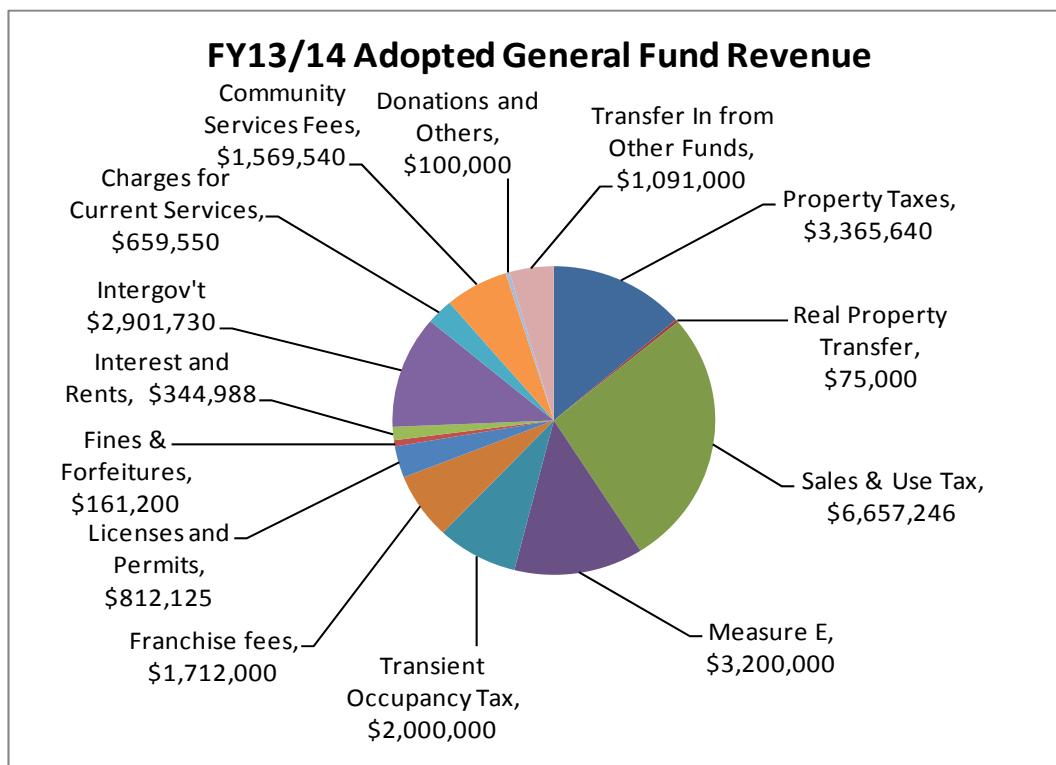
FINANCIAL OVERVIEW

The budget totals \$80.8 million for the upcoming fiscal year including the General Fund, Special Revenue, Capital Project, Enterprise, and Internal Services Funds. The City's General Fund deficit for FY 2014 is approximately \$1.4 million.

The following table provides a summary of the adopted budget by fund type as compared to FY 2012/13.

Summary Fund Type Expenditures	FY 2012/13 Adopted	FY 2012/13 Amended	FY 2013/14 Adopted	Change from FY2013 Amended
General Fund - Operating	\$ 26,163,018	\$ 26,278,523	\$ 25,856,199	\$ (422,324)
General Fund - Program Budget	-	-	2,684,862	2,684,862
Special Revenue	2,142,923	2,142,923	4,055,295	1,912,372
Capital Project	8,673,696	8,673,696	25,618,163	16,944,467
Enterprise	29,211,530	29,366,888	21,544,713	(7,822,175)
Internal Service	-	-	1,015,670	1,015,670
Total	66,191,167	66,462,030	80,774,902	14,312,872

FY 2013/14 revenue sources.

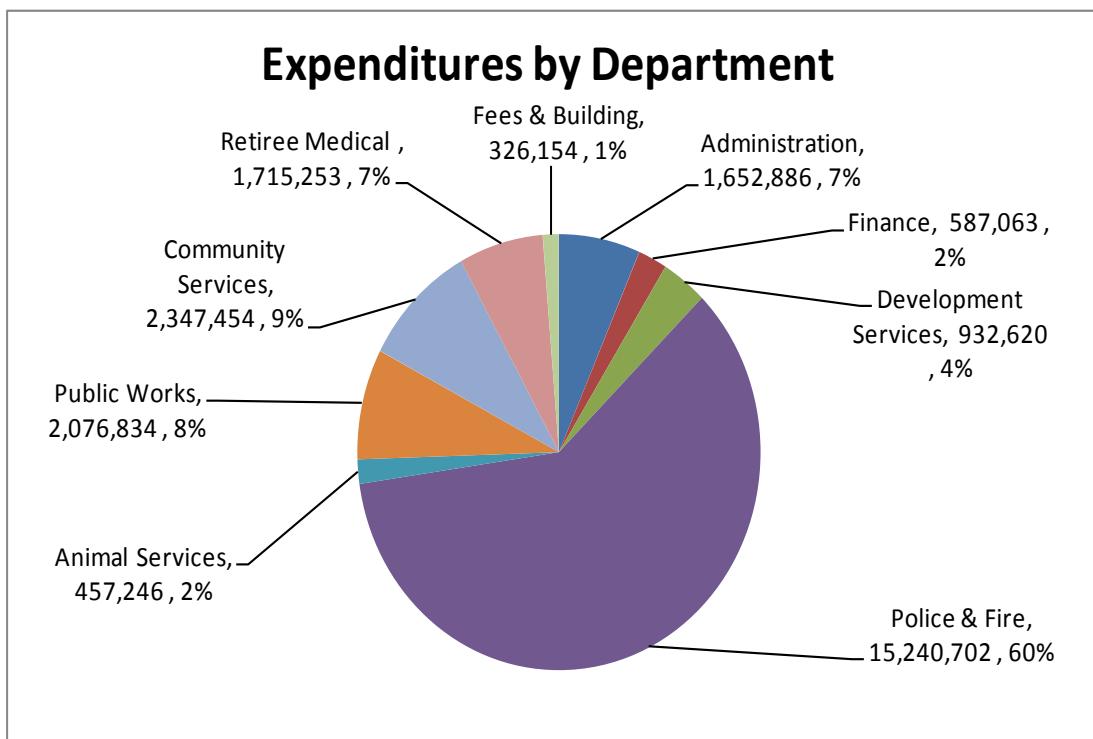


EXPENDITURES

Once again, each Department Director was instructed to prepare their budgets utilizing the principles of Zero Based Budgeting (ZBB). Each department budget was prepared from the ground up and provided justification for each line item.

Other expenditures the City must incorporate into the budget, but does not have control over, are costs for Public Employee Retirement System contributions (PERS), medical premiums and workers' compensation premium. The employer portion of medical contribution increased by 11%. Workers' compensation increased by 10% and property and liability premium for the first time decreased by 21%.

FY 2013/14 expenditures



CONCLUSION

There is much to consider in determining the types and levels of service that will be provided for the current and future needs of the City. It is seldom there is one solution to solving problems and meeting challenges. Staff has worked tirelessly to create a plan and establish a foundation from which we may work towards success. The 2013/14 demonstrates the City's commitment to continue ensuring that we maintain our core functions and services at the lowest possible cost. I firmly believe that this budget

proposal is both responsive and responsible. It is responsive to the service requirements of our citizens and responsible to recognize changes in the economic climate and the availability of limited resources.

I would like to acknowledge the efforts of the budget team: Cathy Orme, Finance Director, Ana Kwong, Accounting Supervisor, Eydie Tacata, Management Analyst, all the Department Heads and their staff who work tirelessly to prepare this budget.

Respectfully submitted,



Gabriel A. Gonzalez
City Manager

MEET THE CITY COUNCIL



Pam Stafford, Mayor

Term Expires: December 2014



Joseph T. Callinan, Vice Mayor

Term Expires: December 2016



Amy O. Ahanotu, Council Member

Term Expires: December 2014



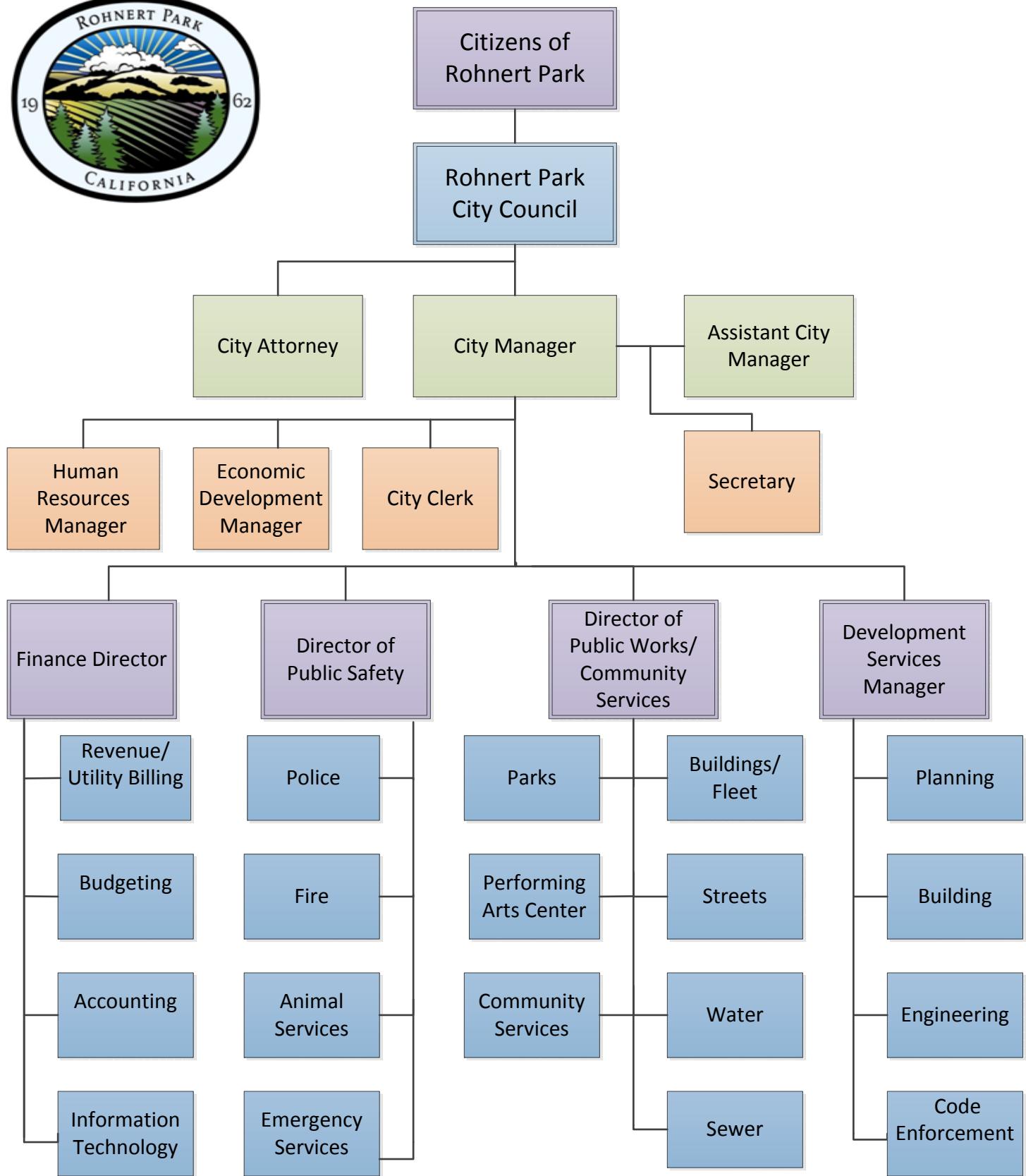
Gina Belforte, Council Member

Term Expires: December 2016



Jake Mackenzie, Council Member

Term Expires: December 2016



STRATEGIC PLAN 2012-2016

The City of Rohnert Park is committed to achieving a shared vision for the organization and its community. The vision, mission and values below are the result of a thoughtful and inclusive process designed to set the City on a course that meets the challenges of today and tomorrow. A glossary of terms is provided in Attachment B.

OUR VISION

Rohnert Park is a thriving, family-friendly community that is a safe, enjoyable place to live work and play.



The City's vision sets the focus for the future. It is a statement of where the organization is going.

STRATEGIC PLAN 2012-2016

OUR MISSION

We care for our residents by working together to build a better community for today and tomorrow.



The City's *mission* is a statement of the purpose of the organization. It fundamentally defines what the organization stands for and what it will do.

OUR VALUES



Each of these organizational values has associated behaviors that can be demonstrated throughout the organization. The behaviors that were identified by executive staff and the City Council are listed below.

STRATEGIC PLAN 2012-2016

Value: Integrity

- Adheres to individual and organizational professional standards in the conduct of the organization's business
- Fulfills commitments and keeps promises that are made
- Does the right thing even when no one is looking
- Creates and sustains an atmosphere that fosters a culture of openness, inclusion, compassion and trust

Value: Fiscal Responsibility

- Is transparent in disclosing financial transactions and their implications
- Utilizes multi-year forecasts to quantify future financial impacts of decisions
- Exercises fiscal discipline to live within means and ensure future financial sustainability
- Makes fact-based financial decisions consistent with organizational values at all levels
- Develops and implements strategies to address unfunded liabilities
- Follows best practice policies for budget and financial management
- Utilizes all resources efficiently and effectively
- Maximizes opportunities to increase productivity and achieve high quality results

Value: Communication

- Engages in open, honest communication
- Actively seeks citizen participation; strives to keep the public informed and educated about community issues
- Listens to other perspectives with an open mind and a sincere desire to understand

Value: Innovation and Creativity

- Solves problems creatively and is open to new ideas
- Creates new ways of moving the organization forward to achieve its mission
- Fosters new and creative thinking and solutions
- Effectively utilizes emerging technology
- Takes calculated risks and treats mistakes as learning and growth opportunities

Value: Collaboration

- Takes the initiative to ensure that objectives are met and volunteers to help others for the good of the organization
- Engages team members to work collaboratively towards a common vision
- Recognizes, values and leverages each person's strengths
- Seeks "win-win" strategies; is willing to compromise if necessary
- Inspires results and effective teamwork
- Sets the example; mentors others to be successful

STRATEGIC PLAN 2012-2016

GOALS AND STRATEGIES

As a result of interviews, focus groups, surveys and the staff workshop, four potential goals were identified, each of which has several strategies. During the November 5 workshop, the City Council reviewed, revised and confirmed the four goals, which are graphically presented in Attachment A.

- **Goals** are multi-year in nature. The timeframe for achieving goals is typically five to ten years. The Rohnert Park City Council indicated that goals with a timeframe of three to five years may be more appropriate in today's dynamic environment.
- **Strategies** are the means to achieve the goals. The timeframe for implementing strategies can span several years as specific programs and projects are undertaken.

GOAL A: Practice participative leadership at all levels.

Strategies

- Engage the community in identifying priorities and possibilities; promote dialogue
- Improve communication to provide transparency and a well-informed community
- Plan for, communicate and mitigate long-term impacts of major developments
- Provide a balanced mix of essential and discretionary services
- Make short-term decisions with long-term perspective
- Implement organization development practices
 - Succession planning
 - Workforce development
- Align the organizational culture to demonstrate our values

GOAL B: Achieve and maintain financial stability.

Strategies

- Enhance economic development by implementing the economic development program
- Clarify current and projected future financial condition; prepare a cash contingency plan
- Ensure policies, procedures and systems represent best practices in financial management, such as the use of cost allocation plans and time card systems
- Ensure that we live within our means by adopting a comprehensive set of budget principles to provide a meaningful and easy to understand framework for maintaining financial discipline
- Follow through with the fiscal recovery plan
 - Explore the creation of new revenue sources
 - Create self-sufficient enterprises
 - Develop partnerships to achieve economies of scale
 - Seek grant opportunities

STRATEGIC PLAN 2012-2016

GOAL C: Ensure the effective delivery of public services.

Strategies

- Deliver the highest quality services in the most cost-efficient manner
- Emphasize high quality customer service
- Improve accountability and continuous improvement through performance measurement and managing for results
- Integrate technology into operations

GOAL D: Continue to develop a vibrant community.

Strategies

- Support implementation of major planned developments
- Improve transportation and infrastructure
- Integrate State Farm/SMART train/City Center plans into a Priority Development Area
- Continue to expand programs that bring people together (e.g., Farmer's Market)

GENERAL FUND

	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INC/(DEC) 2012-13 AMENDED
REVENUE				
Property Taxes	\$ 3,252,056	\$ 2,662,411	\$ 3,365,640	\$ 703,229
Real Property Transfer	113,677	75,000	75,000	-
Sales & Use Tax	6,115,200	6,398,587	6,324,384	(74,203)
Measure E	2,947,781	2,600,000	3,169,317	569,317
Transient Occupancy Tax	1,940,536	1,700,000	2,000,000	300,000
Franchise fees	1,695,706	1,430,000	1,712,000	282,000
Licenses and Permits	1,094,304 *	1,055,500	1,012,125	(43,375)
Fines & Forfeitures	184,385	158,130	161,200	3,070
Interest and Rents	672,189	785,705	344,988	(440,717)
Intergovernmental	3,210,609	3,192,406	2,901,730	(290,676)
Charges for Current Services	394,182 *	344,000	439,550	95,550
Community Services Fees	1,589,206	1,630,000	1,569,540	(60,460)
Donation & Others	478,713	109,370	100,000	(9,370)
TOTAL REVENUE	\$ 23,688,543	\$ 22,141,109	\$ 23,175,474	\$ 1,034,365
EXPENSE				
Administration	\$ 1,611,445	\$ 1,621,701	\$ 1,888,093	\$ 266,392
Finance	1,114,695	524,926	577,383	52,457
Information Technology	574,789	744,573	-	(744,573)
Development Services	863,842	1,054,267	868,590	(185,677)
Rent Appeals Board	62,976	43,697	-	(43,697)
Police & Fire	13,403,471	14,803,414	15,209,119	405,705
Animal Services	384,790	427,603	451,108	23,505
Public Works	1,107,773	2,200,583	2,064,380	(136,203)
Community Services	2,900,855	2,209,606	2,363,528	153,922
Retiree Medical	1,525,235	1,715,253	1,715,253	-
Fees & Building	1,750,397	817,395	326,594	(490,801)
Capital Outlay	77,596	-	-	-
TOTAL EXPENSE	\$ 25,377,864	\$ 26,163,018	\$ 25,464,048	\$ (698,970)
EXCESS/DEFICIENCY OF REVENUE OVER/UNDER EXPENDITURES				
	(1,689,321)	(4,021,909)	(2,288,574)	(1,733,335)
Transfer In from Other Funds	\$ 3,447,132	\$ 1,543,989	\$ 1,285,000	\$ (258,989)
Transfers Out to Other Funds	(676,174)	(109,500)	(392,151)	(282,651)
TOTAL TRANSFERS	\$ 2,770,958	\$ 1,434,489	\$ 892,849	\$ (541,640)
NET CHANGE IN FUND BALANCE	\$ 1,081,637	\$ (2,587,420)	\$ (1,395,725)	\$ (1,191,695)

* Correcting revenue categories to match CAFR

a) Move to new fund

GENERAL FUND - TRANSFERS

	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$INC/(DEC) 2012-13 AMENDED
OTHER SOURCES (USES):			
From Gas Tax Fund	306,000	500,000	194,000
From Rent Appeals Board Fund	23,500	-	a) (23,500)
From Vehicle Abatement Fund (Code Enforcement Officer)	15,000	15,000	-
From Refuse Fund (Code Enforcement Officer)	10,000	10,000	-
From Measure M Funds	520,000	500,000	b) (20,000)
From SLESF (AB 3229) Fund	100,000	-	(100,000)
From General Plan Maintenance Fee	20,000	20,000	c) -
From Traffic Safety Fund	180,000	240,000	d) 60,000
Transfer from Refuse Enterprise Fund	389,489	-	e) (389,489)
Total other sources (uses)	1,563,989	1,285,000	(278,989)
Transfer of Debt Service	(109,500)	(392,151)	(282,651)
TOTAL TRANSFERS	1,454,489	892,849	(561,640)

- a) Move to new fund
- b) State takeaway
- c) Development Services
- d) To purchase (6) Police patrols vehicles
- e) Eliminate due to new Refuse Franchise Agreement

GENERAL FUND REVENUES

REVENUES	ACCOUNT	2012-13 ESTIMATED ACTUAL	2012-13 BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE (DECREASE)	% INCR/ (DECR)
Property Taxes						
Property Taxes-Secured	3010	\$ 2,478,433	\$ 2,475,411	\$ 3,178,640	\$ 703,229	28.4%
Property Taxes-Unsecured	3020	142,670	145,000	145,000	-	0.0%
H.O.P.T.R.	3030	19,609	42,000	42,000	-	0.0%
Total Property Taxes		2,640,712	2,662,411	3,365,640	703,229	26.4%
Other Taxes						
Real Property Transfer Tax	3110	\$ 110,468	\$ 75,000	\$ 75,000	\$ -	0.0%
Sales and Use Tax	3120	4,763,642	4,796,081	4,656,998	(139,083)	-2.9%
Measure E	3123	3,200,000	2,600,000	3,169,317	569,317	21.9%
Sales Tax In Lieu	3122	1,483,143	1,602,506	1,667,386	64,880	4.0%
Transient Occupancy Tax	3130	2,000,000	1,700,000	2,000,000	300,000	17.6%
Franchises						
P.G. & E.	3140	358,081	370,000	370,000	-	0.0%
Comcast Cable TV	3141	541,377	470,000	542,000	72,000	15.3%
Refuse Franchise Fee	3142	768,381	590,000	800,000	210,000	35.6%
Total Other Taxes		13,225,092	12,203,587	13,280,701	1,077,114	8.8%
Licenses and Permits						
Business Licenses	3210-15	\$ 463,308	\$ 478,000	\$ 455,000	\$ (23,000)	-4.8%
Animal Licenses	3220	45,182	65,000	44,625	(20,375)	-31.3%
Building Permits	3230	221,879	220,500	220,500	-	0.0%
Plan Check Fees	3235-50	412,215	292,000	292,000	-	0.0%
Total License & Permits		1,142,584	1,055,500	1,012,125	(43,375)	-4.1%
Fines, Forfeits & Penalties						
Vehicle Code Fines	3310	\$ 133,992	\$ 90,000	\$ 95,000	5,000	5.6%
Parking Fines	3311	50,000	52,000	50,000	(2,000)	-3.8%
Impound Fees	3313	12,000	12,000	12,000	-	0.0%
Other Court Fines	3320	4,200	4,130	4,200	70	1.7%
Total Fines, Forfeits & Pen.		200,192	158,130	161,200	3,070	1.9%
Interest & Rents						
Investment Earnings	3410	\$ 50,000	\$ 120,000	\$ 50,000	\$ (70,000)	-58.3%
Rent: Golf Courses	3420	67,897	175,000	50,000	(125,000)	-71.4%
Rent: Billboard Land Lease	3450	7,211	9,580	-	(9,580)	-100.0%
Rent: Land N. of Big 4 Rents	3451	4,457	4,350	4,452	102	2.3%
Lease: Main Station Cell Towers	3457	211,203	200,000	200,000	-	0.0%
CDC Land Leases	3452	-	241,000	-	(241,000)	-100.0%
Rent: Royal Coach Chevron	3453	9,865	9,700	9,864	164	1.7%
Rent: OADS Annex	3455	20,586	22,650	25,332	2,682	11.8%
Rent: Alternative Ed. School	3460	5,336	3,425	5,340	1,915	55.9%
Total Interest & Rents		376,555	785,705	344,988	(440,717)	-56.1%
Intergovernmental						
State Motor Veh In Lieu	3511	\$ 22,247	\$ 200,000	\$ 22,250	\$ (177,750)	-88.9%
Property Tax in-lieu of VLF	3510	2,607,876	2,701,406	2,600,000	(101,406)	-3.8%
Public Safety Augment. Fund	3534	211,902	190,000	202,500	12,500	6.6%
Grants: General Fund	3536-70	109,398	61,000	40,000	(21,000)	-34.4%
P.O.S.T. Reimbursements	3582	29,891	40,000	36,980	(3,020)	-7.6%
Total Intergovernmental		2,981,314	3,192,406	2,901,730	(290,676)	-9.1%
Charges for Current Services						
Zoning & Subdivision Fees	3610	\$ 74,306	\$ 70,000	\$ 70,000	\$ -	0.0%
General Plan Maintenance Fee	3615	11,500	-	53,550	53,550	100.0%
Plan Review Fee	3617	13,965	14,000	14,000	-	0.0%
Sale of Maps, Etc.	3651-52	264	1,000	1,000	-	0.0%
Special Public Safety Serv.	3630	25,000	40,000	25,000	(15,000)	-37.5%
Vehicle Abatement Revenue	3634	75,082	20,000	97,000	77,000	385.0%
Animal Shelter Fees	3631	112,000	65,000	70,000	5,000	7.7%
Alcohol Education Fee	3639	39,978	25,000	-	(25,000)	-100.0%
Engineering Fees	3640	185,000	110,000	110,000	-	0.0%
Total Charges for Current Services		537,095	345,000	440,550	95,550	27.7%

GENERAL FUND REVENUES

REVENUES	ACCOUNT	2012-13 ESTIMATED ACTUAL	2012-13 BUDGET	2013-14 ADOPTED BUDGET	- 72,000	% INCR/ (DECR)
Recreation Related Income						
Sports Center	-----	\$ 490,382	\$ 574,500	\$ 494,300	\$ (80,200)	-14.0%
Swimming Pools	-----	159,215	137,500	162,600	25,100	18.3%
Community Events	-----	55,865	60,000	51,500	(8,500)	-14.2%
R.P. Comm Cntr Rentals	-----	234,738	290,000	305,000	15,000	5.2%
Burton Ave Center Rentals	-----	43,570	51,000	47,000	(4,000)	-7.8%
Ladybug Rec Building	-----	8,570	9,000	9,000	-	0.0%
Senior Center	-----	69,529	76,000	71,000	(5,000)	-6.6%
Gold Ridge	-----	46,320	-	22,540	22,540	100.0%
Scout Hut	-----	-	-	-	-	0.0%
Total Recreation Income		1,108,189	1,198,000	1,162,940	(35,060)	-2.9%
Performing Arts Center	-----	\$ 385,261	\$ 357,000	\$ 406,600	\$ 49,600	13.9%
PAC Sign Rental Revenue	-----	33,327	75,000	-	(75,000)	-100.0%
Library Landscape Maint.	-----	8,370	8,370	8,370	-	0.0%
Total Charges Current Services		2,072,241	1,983,370	2,018,460	110,090	5.6%
Other Income/Donations	3930-40	\$ 531,183	\$ 100,000	\$ 90,630	(9,370)	-9.4%
Total General Fund Revenues		\$ 23,169,873	\$ 22,141,109	\$ 23,175,474	\$ 1,109,365	5.0%

GENERAL FUND EXPENDITURES

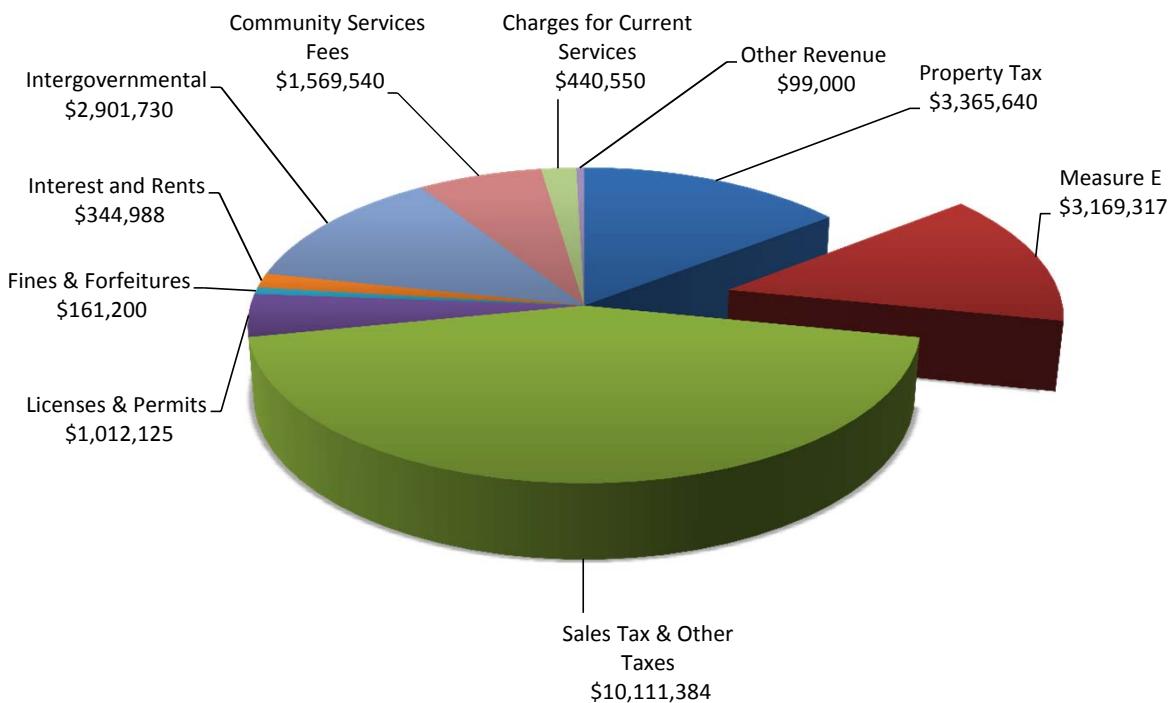
CATEGORY/DEPT.	2012-13 ESTIMATED ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE (DECREASE)	% CHANGE
GENERAL GOVERNMENT					
City Council	\$ 75,836	\$ 76,492	\$ 110,516	\$ 34,024	44.5%
City Administration	567,982	734,374	955,569	221,195	30.1%
Finance & Accounting	511,673	524,926	577,383	52,457	10.0%
Information Systems	654,949	744,573	-	a) (744,573)	-100.0%
Legal Services	572,774	425,000	425,150	150	0.0%
Development Services	762,480	1,054,267	868,590	(185,677)	-17.6%
Human Resource	337,321	385,835	396,858	a) 11,023	2.9%
Rent Appeals Board	81,818	43,697	-	a) (43,697)	-100.0%
City Office Building	267,172	558,330	188,094	(370,236)	-66.3%
City Office Annex	19,266	45,365	19,500	(25,865)	-57.0%
General Gov't-Non Dept.	345,256	104,200	119,000	14,800	14.2%
Retired Empl. Benefits	1,591,386	1,715,253	1,715,253	-	0.0%
General Gov't-Non Dept.(T/O)	-	109,500	392,151	282,651	258.1%
TOTAL GENERAL GOVERNMENT	5,787,915	6,521,812	5,768,064	(753,748)	-11.6%
PUBLIC SAFETY					
Police/Fire Personnel	\$ 11,625,190	\$ 12,407,229	\$ 12,213,915	\$ (193,314)	-1.6%
Police Protection	1,907,104	1,816,607	2,403,650	587,043	32.3%
Fire Protection	402,013	305,400	332,590	27,190	8.9%
Animal Shelter	422,623	427,603	451,108	23,505	5.5%
Public Safety Bldg. Main	178,492	214,876	220,280	5,404	2.5%
Public Safety Bldg. North	17,488	22,346	21,461	(885)	-4.0%
Public Safety Bldg. South	11,321	11,356	12,223	867	7.6%
Civil Preparedness/Haz Mat	39	4,000	5,000	1,000	25.0%
Sexual Assault Examinations	19,636	21,600	-	(21,600)	-100.0%
Booking Fees/County	-	-	-	-	0.0%
TOTAL PUBLIC SAFETY	14,583,908	15,231,017	15,660,227	429,210	2.8%
PUBLIC WORKS/PARKS					
General	\$ 285,906	\$ 374,961	\$ 251,489	\$ (123,472)	-32.9%
Maintenance of Streets & Bikeways	839,976	826,404	945,489	119,085	14.4%
Storm Drains & Drainage	73,271	89,770	101,127	11,357	12.7%
Park Maintenance	791,284	909,448	766,275	(143,173)	-15.7%
TOTAL PUBLIC WORKS/PARKS	1,990,437	2,200,583	2,064,380	(136,203)	-6.2%
RECREATION					
Recreation Commission	\$ 13,619	\$ 13,986	\$ 58,907	\$ 44,921	321.2%
Community Events	90,200	83,320	77,992	(5,328)	-6.4%
Senior Citizen Center	171,744	178,881	201,130	22,249	12.4%
Benicia Pool	67,595	95,757	104,580	8,823	9.2%
Honeybee Pool	202,544	208,468	241,412	32,944	15.8%
Magnolia Pool	20,261	16,461	46,089	29,628	180.0%
Sports Center	412,829	524,276	496,134	(28,142)	-5.4%
R.P. Community Center	393,554	403,610	467,691	64,081	15.9%
Burton Ave. Rec. Center	46,016	48,833	62,605	13,772	28.2%
Benicia Youth Center	1,883	1,100	1,300	200	18.2%
Ladybug Rec. Bldg.	13,913	15,390	26,664	11,274	73.3%
Scout Hut	-	500	500	-	100.0%
Golf Course	6,816	6,893	15,465	8,572	100.0%
Performing Arts Center	719,765	612,131	563,059	(49,072)	-8.0%
TOTAL RECREATION	2,160,740	2,209,606	2,363,528	153,922	7.0%
TOTAL ALL DEPARTMENTS	24,522,999	26,163,018	25,856,199	(306,819)	-1.2%

a) Move to new fund

2013/14 General Fund Revenue Budget in Brief

Where does the City's Money Come From?

Revenue Summary	2012/13 Amended Budget	2013/14 Adopted Budget	Increase (Decrease)	% Change
Property Tax	\$ 2,662,411	\$ 3,365,640	\$ 703,229	26.4%
Measure E	\$ 2,600,000	\$ 3,169,317	\$ 569,317	21.9%
Sales Tax & Other Taxes	\$ 9,603,587	\$ 10,111,384	\$ 507,797	5.3%
Licenses & Permits	\$ 855,500	\$ 1,012,125	\$ 156,625	18.3%
Fines & Forfeitures	\$ 158,130	\$ 161,200	\$ 3,070	1.9%
Interest and Rents	\$ 785,705	\$ 344,988	\$ (440,717)	-56.1%
Intergovernmental	\$ 3,192,406	\$ 2,901,730	\$ (290,676)	-9.1%
Community Services Fees	\$ 1,630,000	\$ 1,569,540	\$ (60,460)	-3.7%
Charges for Current Services	\$ 544,000	\$ 440,550	\$ (103,450)	-19.0%
Other Revenue	\$ 109,370	\$ 99,000	\$ (10,370)	-9.5%
TOTAL REVENUES	\$ 22,141,109	\$ 23,175,474	\$ 1,034,365	4.7%

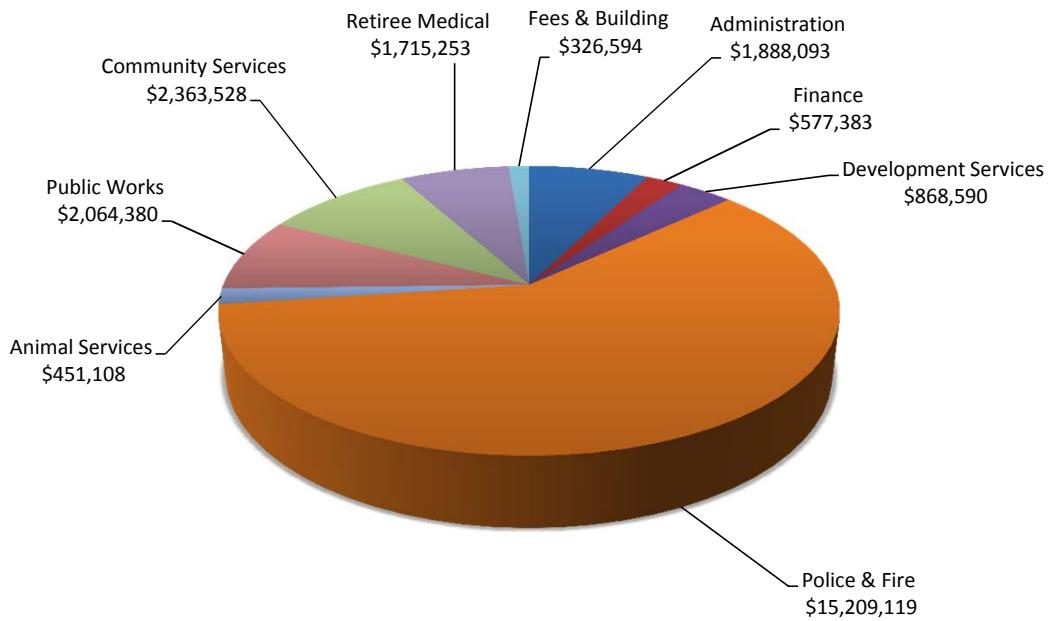


2013/14 General Fund Expenditures

Budget in Brief

How does the City Spend the Money It Receives?

Expenditures by Department	2012/13 Amended Budget	2013/14 Adopted Budget	Increase (Decrease)	% Change
Administration	\$ 1,621,701	\$ 1,888,093	\$ 266,392	16.4%
Finance	\$ 524,926	\$ 577,383	\$ 52,457	10.0%
Information Technology	\$ 744,573	\$ -	\$ (744,573)	-100.0%
Development Services	\$ 1,054,267	\$ 868,590	\$ (185,677)	-17.6%
Rent Appeals Board	\$ 43,697	\$ -	\$ (43,697)	-100.0%
Police & Fire	\$ 14,803,414	\$ 15,209,119	\$ 405,705	2.7%
Animal Services	\$ 427,603	\$ 451,108	\$ 23,505	5.5%
Public Works	\$ 2,200,583	\$ 2,064,380	\$ (136,203)	-6.2%
Community Services	\$ 2,209,606	\$ 2,363,528	\$ 153,922	7.0%
Retiree Medical	\$ 1,715,253	\$ 1,715,253	\$ -	0.0%
Fees & Building	\$ 817,395	\$ 326,594	\$ (490,801)	-60.0%
TOTAL EXPENDITURES	\$ 26,163,018	\$ 25,464,048	\$ (698,970)	-2.7%



KEY REVENUE ASSUMPTIONS & EXPENDITURES

OVERVIEW

General Fund revenues are the essential support for City services such as maintenance of parks, facilities and infrastructure, public safety, and general services. Over the last few years, the major General Fund revenues like Property Tax, Sales Tax, Transient Occupancy Tax (TOT) and Investment income have been greatly impacted by the economic down turn. Recent indicators for growth in the economy which still remain low, which likely to experience the positive improvement to major revenues collections. This budget did not use one time revenue streams, the sale of assets or future revenue promises.

PROPERTY TAX

Property tax revenue is distributed to all the County's public agencies pursuant to State law. During the past ten years the funds derived from this source of revenue were as follows:



The projected year-end property tax revenue for FY 2012/13 is \$2.64M, which is 18.8% below prior year actual. Projection for FY 2013/14 is at 2.6% growth based on the County Assessor's Office latest valuation.

SALES TAX

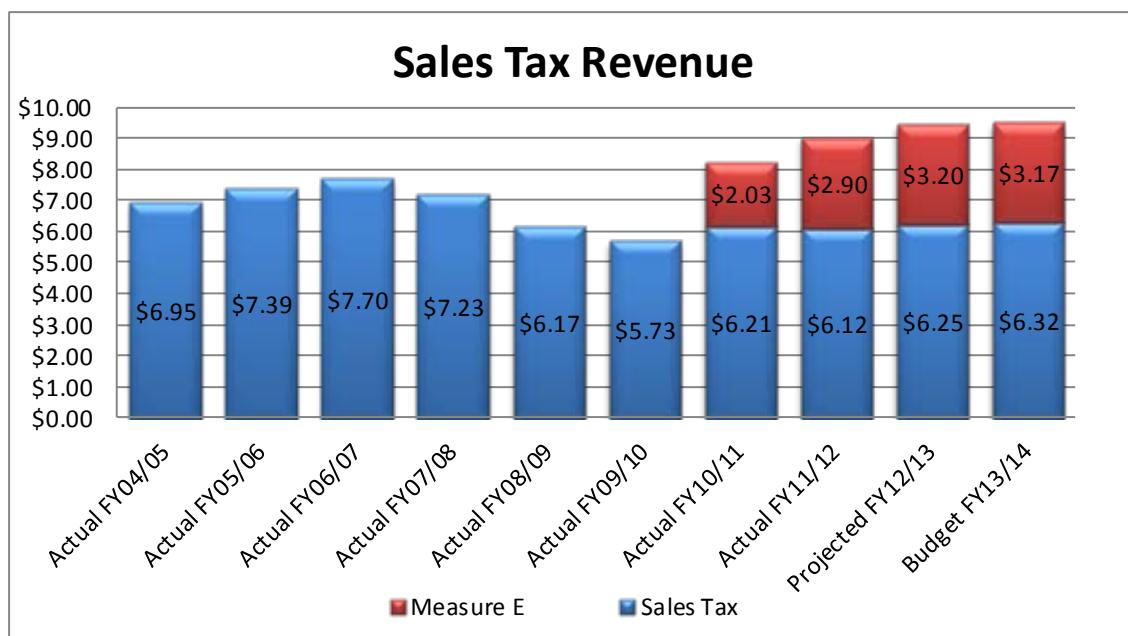
Sales tax receipts for FY 2012/13 are projected to come in at approximately \$6.2 million, approximately \$152K under budget. Based on MuniServices sales tax projections, sales tax is forecasted at \$6.32 million, a 1.2% decrease over prior year's budget.

KEY REVENUE ASSUMPTIONS & EXPENDITURES

Thanks to the citizens of Rohnert Park, Measure E continues to help support day to day operations. This additional tax is a destination tax, which defines the source of the transaction to be the destination at which the product is used. Measure E is projected at year-end at approximately \$3.20 million. The budget for FY 2013/14 Measure E is forecasted at \$3.17 million.

Another portion of Sales tax is the supplemental property tax payments in lieu of the $\frac{1}{4}$ -cent sales and use tax, which is part of proposition 57 state fiscal recovery. Twice a year, the City receives the appropriate amount transferred from the Educational Revenue Augmentation Fund (ERAF). The state intends to fully compensate school agencies for the reduced ERAF with higher payments from the state general fund. This mechanism is known as the “triple flip”.

During the past ten years, the trend in sales tax revenue has been as follows:



TRANSIENT OCCUPANCY TAX

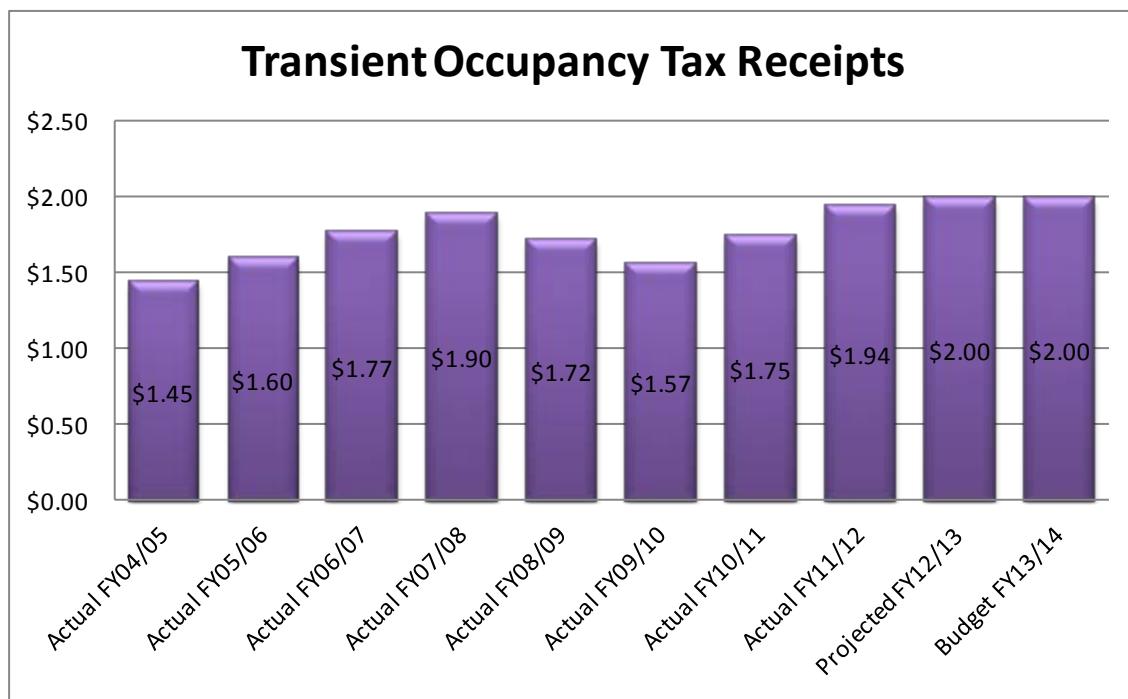
Receipts from Transient Occupancy Tax (TOT) continue to be an important source of revenue for the City. The City receives a fixed percentage of all eight hotel/motel room rentals in Rohnert Park. On the November 2002 ballot, the City validated the existing TOT rate of 11% (per Proposition 62) and also increased the rate to 12% effective January 1, 2003. The City anticipates TOT receipts for FY2012/13 approximately \$2.0 million, an increase to the prior year from \$1.94 million.

Based on recent positive indicator in the tourism industry, but still at a very slow pace, the City continues to conservatively estimating a flat TOT projection for FY 2013/14 of \$2.00 million.

KEY REVENUE ASSUMPTIONS & EXPENDITURES

An additional 2% fee is assessed on occupancy, which is used by the Sonoma County Tourism Bureau to promote tourism in County. Also, through the Community Development Commission, the City has been aggressive in leveraging resources with the Sonoma County Tourism Bureau for promoting Rohnert Park. These efforts have led to increased bookings of conferences leading to long-term predictable TOT revenue and some return of the business travel lost during the downturn of the telecommunications industry.

During the past ten years, the trend in Transient Occupancy Tax revenue has been as follows:



FRANCHISE FEES

Franchise fees are any fee or charge that a franchisee or sub-franchisor is required to pay or agrees to pay for the right to enter into a business under a franchise agreement. The following are some of the City's current franchisees:

Pacific Gas & Electric Franchise: Estimated fees collection for FY2012/13 will be \$358K about \$12K lower than budgeted. The FY 2013/14 fee is conservatively budgeted at \$370K. In general, Rohnert Park receives 1% of the gross gas revenues and 1% of the gross electric revenues as its franchise fee.

Cable Television Franchise: The City of Rohnert Park has a non-exclusive franchise agreement with Comcast Cable Company. Franchise fee revenue is estimated to come in at \$541K or about \$71K higher than budgeted. The FY 2013/14 is \$542K based on

KEY REVENUE ASSUMPTIONS & EXPENDITURES

current year's receipts. The City receives 5% of all cable gross revenues as its franchise fee.

Refuse Franchise: The City of Rohnert Park has an exclusive franchise agreement with Rohnert Park Disposal for providing hauler service. The current contract, which expires June 30, 2025, provides for a 17% franchise fee on refuse gross revenues and 8.5% for road impact fee. In FY2012/13, franchise fee revenue is estimated at \$768K, about \$178K higher than budgeted. The budget for FY 2013/14 is \$800K based on current year's receipts.

LICENSES & PERMITS

Business license taxes are collected on retail, professional, semi-professional, general contractors, sub-contractors, wholesalers, and other classifications of businesses including residential rental property. Generally, business license taxes in Rohnert Park are based on a flat fee per the number of employees. The rates were last increased in January 1991 and validated per Proposition 62 on the November 2002 ballot.

For FY 2013/14, the budget \$812K is slightly lower than the prior year and is based on the current year estimate of business license receipts.

The FY 2013/14 Building Permit Fees budgeted revenues of \$220,500 are based on current year's receipts. The City is experiencing increased in building activities. This service provides permit processing and quality control and inspection services.

INTEREST & RENTS

Interest on the City's investment earnings portfolio was at one-time a major source of revenues; however, the average portfolio yield has been on a steady decline since 2007. The yield is currently at less than 1.0%, almost a 4% decline since 2007. The current year budget of \$120K, but investment earnings are expected to come in at \$50K. This decline is a direct result of the decrease in city investment portfolio and low interest yield.

For FY 2013/14 projection to be at \$50K; a realistic estimate. The city deposits about 85% of its portfolio at the current time with the State of California Local Agency Investment Fund (LAIF) and Sonoma County Investment Pool (SCIP).

LAIF and SCIP's current rate is 0.85%, significantly below the earnings rate in 2007. The City also currently holds \$1.2 million in of its investment portfolio in Certificates of Deposits, which are currently earning an average rate of 2.87% extremely unlikely that the City will receive any further reimbursements.

KEY REVENUE ASSUMPTIONS & EXPENDITURES

Other Income:

The VLF “backfill” was replaced with an equivalent amount of property tax that was shifted from ERAF. Like the sales tax swap, the schools will be made whole by the State’s General Fund. For Rohnert Park, the loss for 2004-05 and 2005-06 is \$470,889 each year. The estimate for the current fiscal year is \$2.61 million, which is slightly lower than budget. The budget for FY 2013/14 is conservatively projected at \$2.6 millions based on the amount received in the current year.

The budget assumes the continued receipt of P.O.S.T. reimbursements for Public Safety training, vehicle abatement revenue, and COPs grant.

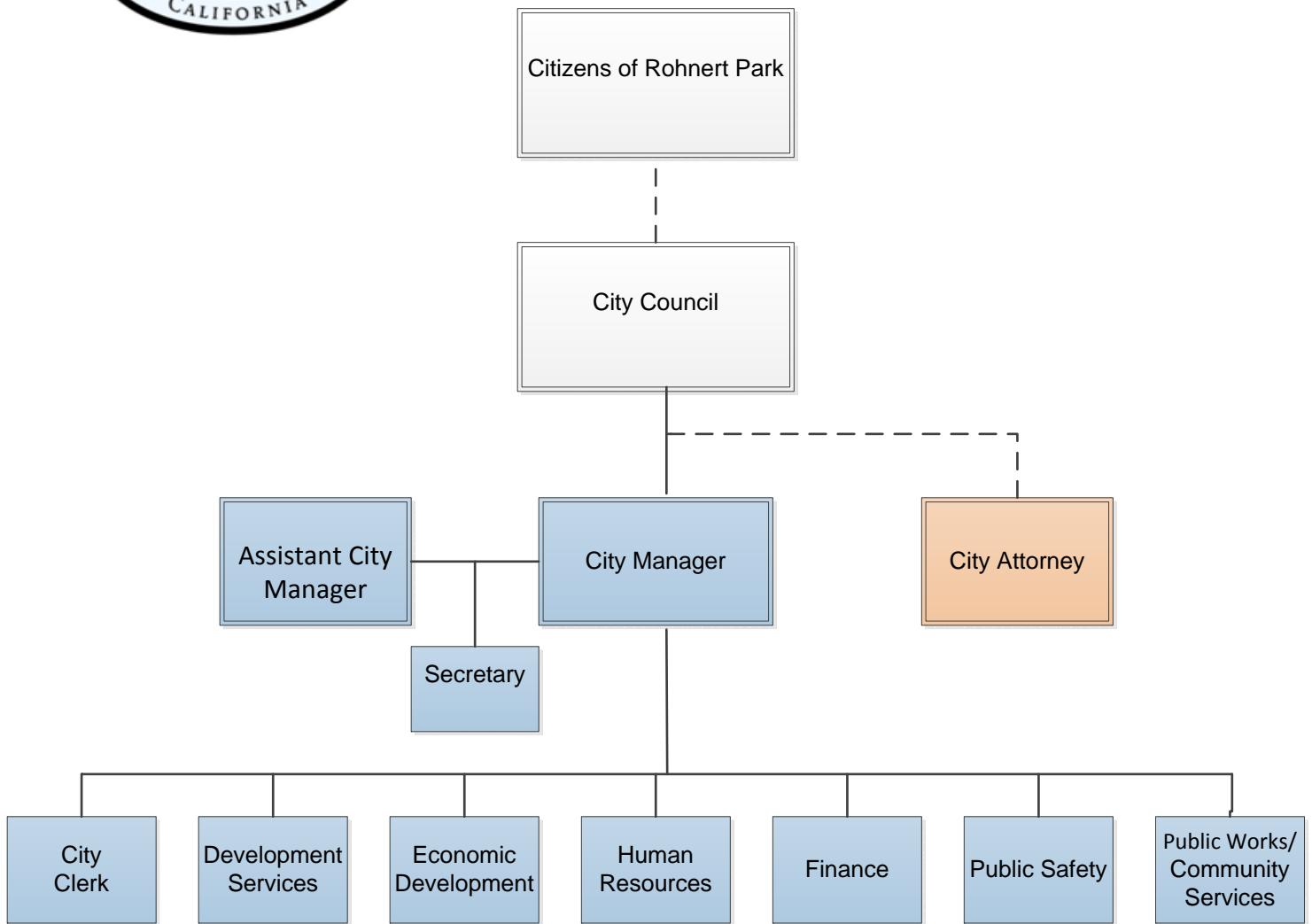
EXPENDITURES

Each department directors was instructed once again to prepare a budget utilizing the principles of Zero Based Budgeting (ZBB). The City has prepared for each department budget from the ground up and provided justification for each line item. Method and justification for recovery of administrative overhead costs to these other funds is being developed.

Other expenditures the City must incorporate into the budget but does not have control over are costs for Public Employee Retirement System contributions (PERS), medical premiums and workers’ compensation premium. The employer portion of medical contribution increased for by 11%. Workers’ compensation increased by 10% and property and liability premium for the first time decreased by 21%. FY 2013/14 expenditures by department.



City of Rohnert Park Organizational Chart



ADMINISTRATION - City Council

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 61,563	\$ 65,209	\$ 76,706	\$ 11,497
Insurance				
Workers' Compensation	-	1,814	1,058	(756)
Liability/Property	-	893	562	(331)
Services Fees				
	-	3,763	3,763	-
Supplies	368	500	250	(250)
Dues & Subscriptions	282	300	22,277	21,977
Travel & Meetings	<u>4,092</u>	<u>8,050</u>	<u>5,900</u>	<u>(2,150)</u>
 TOTAL EXPENSE	 <u>\$ 66,306</u>	 <u>\$ 80,529</u>	 <u>\$ 110,516</u>	 <u>\$ 29,987</u>

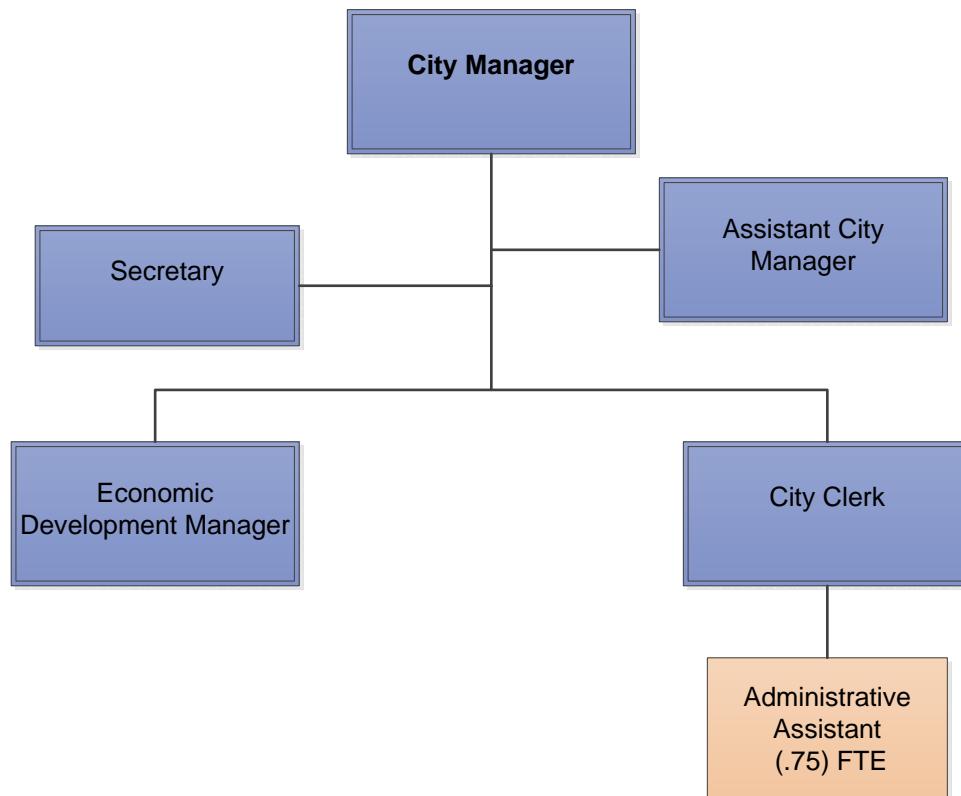
City Council Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted
001-1100-400-4101	City Council /Salaries	\$25,618.70	\$24,670.00	\$24,670.10	\$24,670.00
001-1100-400-4901	City Council /Pers/Employer	\$5,506.15	\$6,551.00	\$6,058.00	\$6,514.00
001-1100-400-4902	City Council /Pers/Employee	\$329.00	\$0.00	\$0.00	\$0.00
001-1100-400-4905	City Council/Alt Ben Prog/D	\$8,750.00	\$21,000.00	\$6,650.00	\$16,800.00
001-1100-400-4906	City Council/Alt Ben Prog/	\$13,125.00	\$0.00	\$12,600.00	\$0.00
001-1100-400-4908	City Council /RHS Plan	\$4,687.50	\$5,700.00	\$4,500.00	\$5,700.00
001-1100-400-4920	City Council /Health Ins/Bl	\$0.00	\$0.00	\$6,960.84	\$15,734.00
001-1100-400-4923	City Council /Eye Care	\$548.50	\$1,121.00	\$560.70	\$1,121.00
001-1100-400-4924	City Council /Dental Care	\$2,626.92	\$5,471.00	\$2,735.40	\$5,471.00
001-1100-400-4925	City Council /Medicare	\$371.30	\$360.00	\$357.50	\$360.00
001-1100-400-4932	City Council/STD	\$0.00	\$62.00	\$0.00	\$62.00
001-1100-400-4933	City Council/EAP	\$0.00	\$274.00	\$274.00	\$274.00
001-1100-400-5210	City Council /Dept Supplies	\$368.45	\$500.00	\$0.00	\$250.00
001-1100-400-5260	City Council /Dues & Subscr	\$282.00	\$300.00	\$0.00	\$22,277.00 (a)
001-1100-400-6422	City Council /Workers' Comp	\$0.00	\$1,814.00	\$1,813.68	\$1,058.00
001-1100-400-6423	City Council /Liability/Prop	\$0.00	\$893.00	\$774.12	\$562.00
001-1100-400-6424	City Council /Services Fees	\$0.00	\$3,763.00	\$0.00	\$3,763.00
001-1100-400-6600	City Council /Travels & Mee	\$25.00	\$0.00	\$50.00	\$0.00
001-1100-400-6601	Travel & Meetings-Legislative	\$158.26	\$0.00	\$518.60	\$0.00
001-1100-400-6602	T&E - City Representation	\$1,461.47	\$3,050.00	\$1,642.84	\$900.00
001-1100-400-6606	City Council-T&M-Stafford	\$463.75	\$1,000.00	\$190.00	\$1,000.00
001-1100-400-6611	Travel/Mtg-Mackenzie	\$1,314.48	\$1,000.00	\$1,300.00	\$1,000.00
001-1100-400-6612	City Council/Travel-Belforte	\$268.75	\$1,000.00	\$396.00	\$1,000.00
001-1100-400-6613	City Council/Travel-Callinan	\$193.75	\$1,000.00	\$200.00	\$1,000.00
001-1100-400-6614	City Council/Travel-Ahanotu	\$207.00	\$1,000.00	\$110.00	\$1,000.00
Total		\$66,305.98	\$80,529.00	\$72,361.78	\$110,516.00

(a) Membership dues for ABAG, Local Government Commission, LAFCCO



City Manager's Office Organizational Chart



***ADMINISTRATION - City Manager's Office**

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 557,914	\$ 480,363	\$ 695,516	\$ 215,153
Training	1,044	-	1,900	1,900
Cost Reimbursement	-	(37,780)	(40,000)	(2,220)
Insurance				
Workers' Compensation	-	12,122	18,028	5,906
Liability/Property	-	6,817	4,920	(1,897)
Services Fees	-	34,879	34,879	-
Election Expense	-	51,215	25,000	(26,215)
Supplies				
Office Supplies	124	1,285	2,230	945
Special Departmental	956	6,580	20,300	13,720
Communications	1,338	2,055	2,450	395
Dues & Subscriptions	3,105	3,070	3,065	(5)
Advertising	-	19,250	5,750	(13,500)
Vehicle				
Fuel/Auto Allowance	10,258	14,023	17,256	3,233
Contractual/Professional	2,828	65,000	56,375	(8,625)
Legal	580,179	425,000	425,150	150
Recruitment	-	-	-	-
Travel & Meetings	5,713	10,500	7,900	(2,600)
Other Expenses	320	1,000	-	(1,000)
Contingency	-	100,000	100,000	-
 TOTAL EXPENSE	 <u>\$ 1,163,780</u>	 <u>\$ 1,195,379</u>	 <u>\$ 1,380,719</u>	 <u>\$ 185,340</u>

* Administration includes: City Manager (1200), Economic Development (1250), & Legal (1500)

City Manager's Office Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-1200-400-4101	City Manager /Salaries	\$293,744.53	\$212,372.00	\$176,908.95	\$393,361.00	
001-1200-400-4201	City Manager /Part-Time Sal	\$50,453.90	\$20,000.00	\$48,091.02	\$0.00	
001-1200-400-4401	City Manager /Overtime Sal	\$105.58	\$0.00	\$0.00	\$0.00	
001-1200-400-4511	City Manager /Residency All	\$750.00	\$238.00	\$217.80	\$1,008.00	
001-1200-400-4512	City Manager/Education Stipend	\$1,250.00	\$1,200.00	\$1,200.00	\$1,200.00	
001-1200-400-4520	City Manager /Other Payroll	\$22,167.79	\$1,008.00	\$0.00	\$3,523.00	
001-1200-400-4800	City Manager /Training & Edu	\$1,044.40	\$0.00	\$72.00	\$1,900.00 See Item#1	
001-1200-400-4901	City Manager /Pers/Employer	\$63,675.90	\$60,362.00	\$35,794.82	\$104,180.00	
001-1200-400-4902	City Manager /Pers/Employee	\$2,203.63	\$0.00	\$0.00	\$0.00	
001-1200-400-4906	City Manager /Alt Ben Prog/D	\$1,750.00	\$0.00	\$1,120.46	\$6,090.00	
001-1200-400-4908	City Manager/RHS	\$1,275.00	\$1,950.00	\$742.98	\$1,950.00	
001-1200-400-4920	City Manager /Health Ins/Bl	\$4,768.10	\$21,682.00	\$1,623.36	\$20,463.00	
001-1200-400-4921	City Manager /Medical Insur	\$11,589.93	\$0.00	\$5,460.38	\$0.00	
001-1200-400-4923	City Manager /Eye Care	\$820.60	\$484.00	\$372.30	\$863.00	
001-1200-400-4924	City Manager /Dental Care	\$3,776.02	\$2,363.00	\$1,816.22	\$4,213.00	
001-1200-400-4925	City Manager /Medicare	\$5,539.78	\$2,743.00	\$3,003.44	\$5,786.00	
001-1200-400-4930	City Manager /Life Ins/Sala	\$689.05	\$691.00	\$332.88	\$972.00	
001-1200-400-4931	City Manager / LTD	\$1,494.48	\$958.00	\$743.48	\$2,012.00	
001-1200-400-4932	City Manager/STD	\$609.86	\$469.00	\$363.08	\$984.00	
001-1200-400-4933	City Manager/EAP	\$0.00	\$194.00	\$0.00	\$211.00	
001-1200-400-4999	City Manager/Cost Reimbursement	\$0.00	-\$37,780.00	\$0.00	-\$40,000.00	
001-1200-400-5110	City Manager /Paper Supplie	\$0.00	\$0.00	\$0.00	\$750.00 See Item#2	
001-1200-400-5140	City Manager /Books/Pamphle	\$71.25	\$0.00	\$1,223.98	\$0.00	
001-1200-400-5210	City Manager/Spec. Depart	\$514.80	\$0.00	\$0.00	\$20,300.00 See Item#3	
001-1200-400-5222	City Manager/Contingency	\$0.00	\$100,000.00	\$50,000.00	\$100,000.00	
001-1200-400-5231	City Manager /Cellular Phone	\$824.38	\$1,305.00	\$1,059.18	\$1,700.00 See Item#4	
001-1200-400-5260	City Manager /Dues & Subscr	\$2,345.00	\$2,000.00	\$3,063.98	\$1,995.00 See Item#5	
001-1200-400-5272	City Manager /Auto Allowanc	\$6,552.76	\$10,428.00	\$8,328.00	\$12,936.00 See Item#6	
001-1200-400-5330	City Manager /Software Mtn	\$0.00	\$6,580.00	\$6,580.00	\$0.00	
001-1200-400-5340	City Manager /Office Equipm	\$441.68	\$0.00	\$1,431.60	\$0.00	
001-1200-400-6101	City Manager /Contractual Se	\$2,827.50	\$55,000.00	\$55,000.00	\$56,375.00 See Item#7	
001-1200-400-6422	City Manager /Workers' Comp	\$0.00	\$12,122.00	\$12,122.00	\$14,003.00	
001-1200-400-6423	City Manager /Liability/Prop	\$0.00	\$6,817.00	\$5,909.16	\$4,088.00	
001-1200-400-6424	City Manager /Service Fees	\$0.00	\$29,746.00	\$0.00	\$29,746.00	
001-1200-400-6600	City Manager /Travels & Mee	\$4,123.41	\$6,000.00	\$7,149.08	\$6,000.00 See Item#8	
001-1200-400-6930	City Manager/Election Expense	\$0.00	\$51,215.00	\$504.00	\$25,000.00	
	Total	\$485,409.33	\$570,147.00	\$430,880.15	\$781,609.00	

Budget Detail City Manager's Office Budget Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
1	001-1200-400-4800	City Manager/Training CM & ACM League of Cal Cities New Laws and Elections Training LLA ICMA Training (ACM)	550 550 300 500	1,900
2	001-1200-400-5110	City Manager/Paper Supplies Supplies for resolutions, minutes, ordinance, notary, file boxes	750	750
3	001-1200-400-5210	City Manager/Spec. Depart Shredding 1000 record retention boxes Record Retention shelving and moving	3,000 17,300	20,300
4	001-1200-400-5231	City Manager /Cellular Phone CM Cell phone (\$70.8/month x 12 months) ACM Cell Phone (70.8/month x 12 months)	850 850	1,700
5	001-1200-400-5260	City Manager /Dues & Subscr National Notary Association Membership Errors and Omission Insurance IMC - Membership Due City Clerk Assoc of Calif Membership Dues ICMA	55 35 270 165 150 1,320	2,000

Budget Detail

City Manager's Office Budget Justification

Item	Account/Vendor	Description	FY13/14 Cost	FY12/13 Adopted Budget	FY12/13 Amended Budget
6	001-1200-400-5272	City Manager /Auto Allowance CM car allowance ACM car allowance City Clerk car allowance	4,152 4,392 4,392	12,936	10,428
7	001-1200-400-6101	City Manager /Contractual Sys Municipal Code Publishing Thomson Reuters - Code of Regulations Legal Notice Publishing Management Partners David Whiteside Lew Edwards Group Cost Allocation Consulting	6,000 375 5,000 5,000 5,000 10,000 25,000	56,375	55,000
8	001-1200-400-6600	City Manager /Travels & Meetings CM Group Monthly Meeting Reimbursement for City business activities Mileage Regional meetings Noon Times Luncheon - RP Chambers	100 3,300 1,000 1,000 600	6,000	6,000
		Total		99,306	74,733

Economic Development Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-1250-400-4101	Econ Develop /Salaries	\$67,094.33	\$94,163.00	\$96,740.48	\$106,355.00	
001-1250-400-4201	City Manager /Part-Time Sal	-\$3,427.38	\$20,000.00	\$0.00	\$0.00	
001-1250-400-4520	Econ Develop /Other Payroll	\$1,602.57	\$1,132.00	\$2,318.78	\$1,278.00	
001-1250-400-4901	Econ Develop /Pers/Employer	\$17,847.28	\$25,004.00	\$23,753.52	\$28,082.00	
001-1250-400-4920	Econ Develop /Health Ins/Bil	\$0.00	\$9,888.00	\$0.00	\$9,449.00	
001-1250-400-4921	Econ Develop /Medical Insur	\$5,540.02	\$0.00	\$8,401.78	\$0.00	
001-1250-400-4923	Econ Develop /Eye Care	\$140.36	\$224.00	\$191.48	\$191.00	
001-1250-400-4924	Econ Develop /Dental Care	\$684.76	\$1,094.00	\$934.14	\$930.00	
001-1250-400-4925	Econ Develop /Medicare	\$1,110.76	\$1,382.00	\$1,600.48	\$1,561.00	
001-1250-400-4930	Econ Develop /Life Ins/Sala	\$162.98	\$0.00	\$229.34	\$0.00	
001-1250-400-4931	Econ Develop/ LTD	\$331.78	\$480.00	\$493.38	\$542.00	
001-1250-400-4932	Econ Develop/STD	\$162.10	\$235.00	\$240.76	\$265.00	
001-1250-400-4933	Econ Develop/EAP	\$0.00	\$47.00	\$47.00	\$47.00	
001-1250-400-5110	Econ Develop /Paper Supplie	\$52.68	\$35.00	\$300.00	\$200.00 See Item#1	
001-1250-400-5140	Econ Develop /Books/Pamphle	\$0.00	\$1,250.00	\$0.00	\$1,280.00 See Item#2	
001-1250-400-5231	Econ Develop /Cellular Phone	\$513.85	\$750.00	\$787.22	\$750.00 See Item#3	
001-1250-400-5240	Econ Develop / Advertising	\$0.00	\$19,250.00	\$15,000.00	\$5,750.00 See Item#4	
001-1250-400-5260	Econ Develop /Dues & Subscr	\$760.10	\$1,070.00	\$1,070.00	\$1,070.00 See Item#5	
001-1250-400-5272	Econ Develop /Auto Allowanc	\$3,705.34	\$3,595.00	\$3,963.08	\$4,320.00 See Item#6	
001-1250-400-6101	Econ Develop /Contractual Se	\$0.00	\$10,000.00	\$10,000.00	\$0.00	
001-1250-400-6422	Econ Develop /Workers' Comp	\$0.00	\$0.00	\$0.00	\$4,025.00	
001-1250-400-6423	Econ Develop /Liability/Prop	\$0.00	\$0.00	\$0.00	\$832.00	
001-1250-400-6424	Econ Develop /Service Fees	\$0.00	\$5,133.00	\$0.00	\$5,133.00	
001-1250-400-6600	Econ Develop /Travels & Mee	\$1,589.97	\$4,500.00	\$1,500.00	\$1,900.00 See Item#7	
001-1250-400-6910	Econ Develop /Miscellaneous	\$320.00	\$1,000.00	\$1,171.18	\$0.00	
Total		\$98,191.50	\$200,232.00	\$167,688.62	\$173,960.00	

Budget Detail

Economic Development Budget Justification

Item	Account/Vendor	Description	FY13/14 Cost	FY12/13 Amended Budget
			Adopted Budget	
1	001-1250-400-5110	Econ Develop /Paper Supplies general office paper supplies	200	35
2	001-1250-400-5140	Econ Develop /Books/Pamphle Paper Direct - 4 x per yr @ .32 per 1000	1,280	1,250
3	001-1250-400-5231	Econ Develop /Cellular Phone \$62.5/mo x 12 mos	750	750
4	001-1250-400-5240	Econ Develop / Advertising Press Democrat Business Journal Business & Real Estate Trade Journals Sonoma County Visitors Guide	500 750 - 4,500	5,750
5	001-1250-400-5260	Econ Develop /Dues & Subscr Loopnet Commercial Real Estate Listing Women Leading Gov Cal Ed	860 50 160	1,070
6	001-1250-400-5272	Econ Develop /Auto Allowanc Management Staff \$360 per month	4,320	4,320
7	001-1250-400-6600	Econ Develop /Travels & Mee IEDC/CALED Training Noon time SoCo Econ development board events League Conference Cal Ed Annual Conference Trade shows/business showcases (2) per year	550 300 300 - 500 250	1,900 4,500
Total			15,270	30,450

City Attorney's Office Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted
001-1500-400-5130	Legal Services / Postage	\$0.00	\$0.00	\$224.80	\$150.00
001-1500-400-6110	Legal Services /Professional	\$580,179.28	\$425,000.00	\$537,571.86	\$425,000.00
001-1500-400-6600	Legal Services /Travels & Mee	\$0.00	\$0.00	\$0.00	\$0.00
001-1500-400-6910	Legal Services /Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$580,179.28	\$425,000.00	\$537,796.66	\$425,150.00

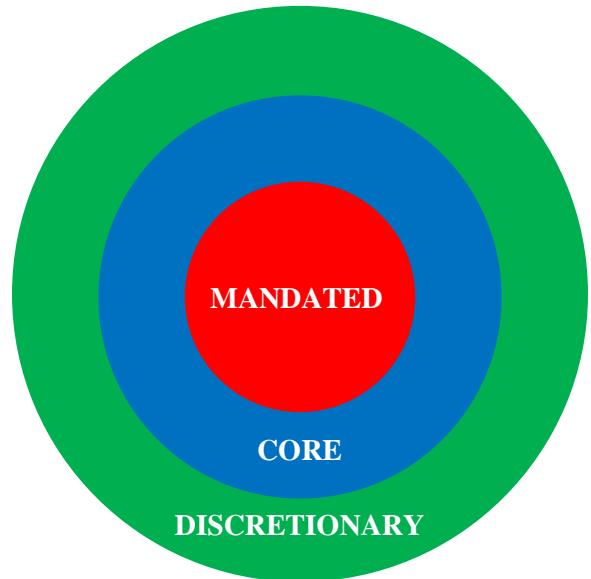
CITY ADMINISTRATION

DIVISION SERVICES MODEL

CITY MANAGER & ASSISTANT CITY MANAGER

◆ MANDATED

- Serve as administrative head of the City under the direction and control of the City Council
- Implement all policy decisions and directive of the City Council
- Enforce all laws and ordinances of the City
- Ensure all franchises, contracts, permits and privileges granted by the city council are faithfully observed
- Appoint and oversee all executive management positions
- Oversee all operations of the City



◆ CORE

- Coordinate the preparation of agenda for City Council meetings
- In consultation with City Council, develop City's annual budget
- Oversees preparation of City's long term capital improvement plans and financing strategy
- Develop and manage programs to assure economic development and financial vitality of City
- Represent City Council with employees, community groups, individual members of the public, and other governmental agencies
- Manage all aspects of City's personnel function
- Oversee negotiation and management of service contracts and leasing agreements
- Serve as City's representative on a variety of boards and commissions
- Evaluate City operations to maximize delivery of City services
- Implement long-term Strategic Plan

◆ DISCRETIONARY

- City Manager & Assistant City Manager are not performing discretionary functions

MAJOR TASKS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Implemented and updated long-term Strategic Plan
- ✓ Pursued cooperative service agreements
- ✓ Enhanced communication with community
- ✓ Conducted citywide Performance Measurement – CPM 101
- ✓ Negotiated funding agreements with Graton Casino to mitigate impacts

MAJOR GOALS FOR FISCAL YEAR 2013/14

GOAL 1: Develop Long-Term Fiscal Recovery Plan

The City Manager will continue work on developing long-term recovery plan, fiscal policies, identifying cost-saving measures to reduce/repair structural deficit, and establishing financial plan to fund unfunded liabilities.

GOAL 2: Continue to manage costs

GOAL 3: Evaluate City operations for improved efficiencies and cost savings and still maintain maximum level of services.

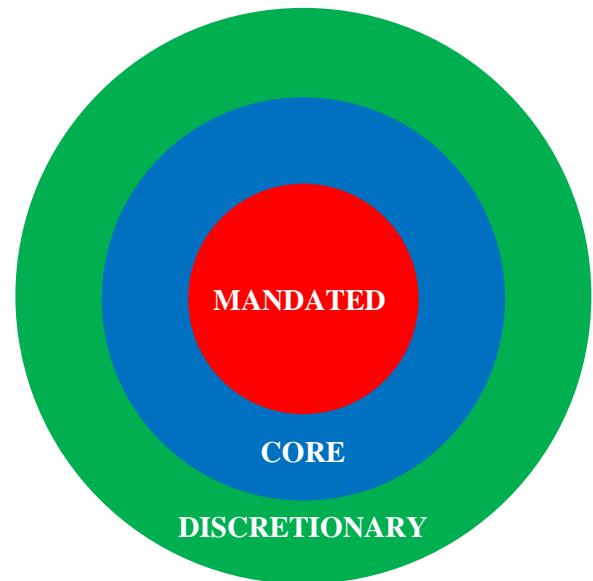
GOAL 4: Develop and Implement Cost Allocation System

The City Manager will work with relevant staff to create a cost allocation system for accurately tracking costs associated with the provision of services to citizens and among City departments/divisions.

CITY CLERK

◆ MANDATED

- Serve as Clerk of the City Council and Secretary to the Successor Agency to the Community Development Commission and Rohnert Park Financing Authority
- Record and maintain proceedings of Council meetings
- Attest, index, and file resolutions/ordinances
- Post and publish legal notices
- Act as custodian of city records and provide certification of copies
- Administer Oaths of Office
- Act as local elections official
- Serve as filing officer and filing official under the Political Reform Act
- Maintain Local Appointments List under the Maddy Act (City boards, committees, and commissions)
- Serve as Secretary to the City of Rohnert Park Foundation
- Process Administration Citation Appeals
- Expedite Certificate of Public Necessity and Convenience Applications and Issuance of Certificate
- Posting of City Council, Successor Agency to the Community Development Commission and Rohnert Park Financing Authority agendas in compliance with the Brown Act
- Monitor and maintain compliance with the Public Records Act



◆ CORE

- Assist City Manager with preparation of City Council, Successor Agency to the Community Development Commission and Rohnert Park Financing Authority agendas
- Assist Staff with preparation of City board, committee, and commission agendas
- Prepare Council Chamber and coordinate presentations for meetings
- Develop and maintain records management program
- Notarize city documents
- Respond to staff and citizen inquiries
- Maintain and distribute updates to the Municipal Code
- Open competitive bids
- Accept tort claims, subpoenas, and other legal documents for service
- Provide administrative support to City Attorney's Office

◆ DISCRETIONARY

- Oversee and maintain city website
- Oversee and maintain city social media (Facebook)
- Serve as public information officer
- Process Film Permit Applications

ALTERNATIVE SERVICES DELIVERY OPTIONS

- Fill the part-time Administrative Assistant position
- Coordinate with another agency to operate records management center
- Utilize interns to develop and maintain electronic recordkeeping and document imaging systems
- Utilize volunteers to perform routine clerical duties
- Contract with a consultant to overhaul records management project and infrastructure

MAJOR TASKS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Developed and implemented Agreement Routing and Approval Process (2012/2013 Goal 1)
- ✓ Implement paperless agenda packet pilot program
- ✓ Consolidated City fees into a Citywide Fee Schedule, which is available online to staff and members of the public (2012/2013 Goal 3)

MAJOR GOALS FOR FISCAL YEAR 2013/2014

Goal 1: Record Retention Program

The City Clerk's Office will develop an records retention program including securing storage, create a tracking system, and updating the record retention schedule.

Goal 2: Update Administrative Policy Manuals

The City Clerk's Office will review all historic and current policies and develop an Administrative Policy Manual, which will be made available to City staff via the citywide Intranet.

Goal 3: Update Citywide Fee Schedule

The City Clerk's Office in collaboration with the Finance Department will assist with updating the comprehensive Citywide Fee Schedule.

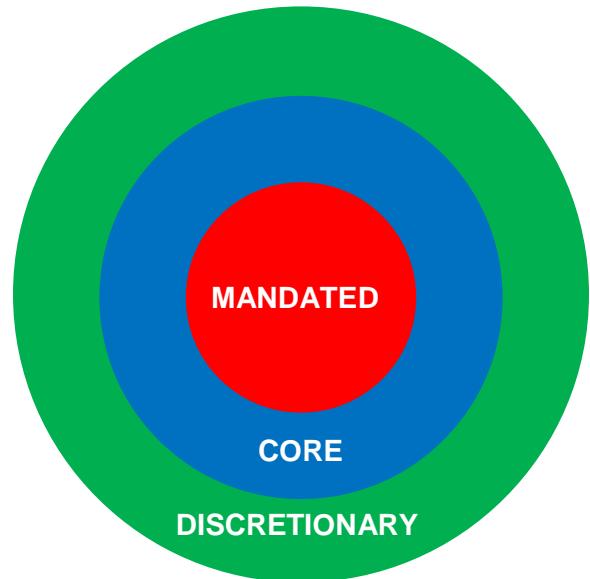
ECONOMIC DEVELOPMENT

◆ **MANDATED**

- Achieve objectives of the Economic Development Program and FY 2013/14 Economic Prosperity Work Plan, as authorized by City Council

◆ **CORE**

- Emphasize economic development in all City programs
- Arrange meetings with existing businesses and assist them in finding capital, managing their business, expanding their markets and creating jobs
- Work closely with workforce partners to assist our businesses Assist businesses with workforce development by working closely with community partners to identify, hire and train new employees and locate provide funding for workforce development
- Work cooperatively with Chamber, Sonoma Mountain Business Cluster, Sonoma State University, Sonoma County Community Development Commission, Workforce Investment Board, Small Business Development Center, SCORE and others to provide valuable resources to businesses
- Work with City staff to develop economic content on City website to assist businesses and site selectors
- Promote Rohnert Park as a desired destination point for visitors to Sonoma County by showcasing our community's special qualities and amenities at various venues and through a variety of resources
- Ensure continued access to capital and other resources by working with state and local agencies, traditional and non-traditional lending institutions and regional partners
- Provide quarterly updates to City Council summarizing the status of activities outlined in the FY 2013/14 Economic Prosperity Work Plan



MAJOR TASKS COMPLETED IN FY 2012/13

- ✓ Developed business email database to communicate funding, marketing, and training opportunities as well as other items of interest to businesses (ongoing)
- ✓ Reached out to community and regional resources to cultivate positive working relations and acquire knowledge about products, services and programs (ongoing)
- ✓ Developed a comprehensive Business Resource Guide for distribution and inclusion in Chamber's Community Guide and Resource Directory
- ✓ Met with a number of property owners, managers and realtors to become familiar with available sites for new and expanding businesses (ongoing)
- ✓ Contracted with former President/CEO of California Association for Local Economic Development to lead Economic Prosperity Leadership Forums

MAJOR GOALS FOR FISCAL YEAR 2013/14

Goal 1: Establish an economic development culture

Goal 2: Manage business retention and expansion program

Goal 3: Promote workforce development

Goal 4: Work with community and regional partners

Goal 5: Expand economic development presence on website

Goal 6: Leverage opportunities to showcase Rohnert Park

Goal 7: Continuously build economic development toolkit

Goal 8: Measure progress and deliver updates to City Council

KEY PERFORMANCE MEASUREMENTS

- Site visits to businesses
- Referrals to business resources
- Referrals that resulted in acceptance
- New and existing business referrals from City staff
- Participation in key business events
- Economic development content on website

GRATON MITIGATION

FY13/14 PROGRAM BUDGET NARRATIVE

In 2003, the Federated Indians of Graton Rancheria (Tribe) announced plans to construct a Las Vegas resort style Indian gaming casino near Rohnert Park (the project). Since 2003, the City of Rohnert Park and its staff and elected officials have worked diligently to both understand and mitigate the potential impacts of the project.

While the City did not approve the casino project we have sought to protect our quality of life from the impacts of a nearby casino. Although this project will have an impact on our community, we can and we will retain the sense of community we all share here in Rohnert Park.

To enable the City to mitigate casino impacts the City entered into a Memorandum of Understanding (MOU) with the Tribe wherein the City receives financial contributions from the Tribe to address economic and social impacts.

City formed a Casino Mitigation Task Force to identify and implement measures to mitigate impacts of the project. The City's task force identified numerous mitigation measures and is working to implement them. The focus areas include traffic, zoning issues, public safety, loss of City revenue, and public information.

On May 28th 2013, the city council reviewed a proposed plan to mitigate casino impacts in Fiscal Year 2013-14. This program budget presents the use of the mitigation funds on mitigation measures.

FY13/14 Program Budget - City Manager's Office

Graton Mitigation

	Estimated Budget	Total
Revenue		
Casino Mitigation Funds - One-Time Development Fees (Sec. 2.1) ¹	\$ 2,664,000	\$ 2,664,000
Casino Mitigation Funds - Law Enforcement (Sec. 2.2)	\$ 500,000	\$ 500,000
FY 2012-13 Expenses ²	\$ (100,000)	\$ (100,000)
Total Revenue	\$ 3,064,000	\$ 3,064,000
Labor Expenses		
Salary/Benefits - Dedicated Positions	\$ 550,000	\$ 550,000
Part Time Salaries	\$ 10,000	\$ 10,000
Staff Time & Overtime - Non-dedicated Positions	\$ 506,000	\$ 506,000
Total Salaries & Benefits	\$ 1,066,000	\$ 1,066,000
Other Expenses		
City Attorney		
Zoning Issues	\$ 160,000	\$ 160,000
Outside Professionals		
Planning Experts - Zoning Issues	\$ 60,000	\$ 60,000
Engineering Experts - Traffic, Signals, Striping, Signs	\$ 152,000	\$ 152,000
Other - Communication, Security	\$ 20,000	\$ 20,000
Contractors	\$ 50,000	\$ 50,000
Utilities	\$ 5,000	\$ 5,000
Office Supplies	\$ 4,100	\$ 4,100
Communication	\$ 2,500	\$ 2,500
Postage	\$ 4,000	\$ 4,000
Printing	\$ 8,000	\$ 8,000
Training	\$ 20,000	\$ 20,000
Advertising	\$ 10,000	\$ 10,000
Travel, Conferences, Meetings	\$ 5,000	\$ 5,000
Program Supplies	\$ 50,000	\$ 50,000
Equipment	\$ 40,000	\$ 40,000
Contingency	\$ 150,000	\$ 150,000
Total Other Expenses	\$ 740,600	\$ 740,600
Total Expenses	\$ 1,806,600	\$ 1,806,600
Surplus/(Deficit)	\$ 1,257,400	\$ 1,257,400
Transfer Out - Offsetting Lost Revenue	\$ 501,000	\$ 501,000
Transfer Out - Street Maintenance	\$ 210,000	\$ 210,000
Reserves	\$ 546,400	\$ 546,400
Total Expenses, Transfers, and Reserves	\$ 3,064,000	\$ 3,064,000
Program Balance	\$ 0	\$ 0

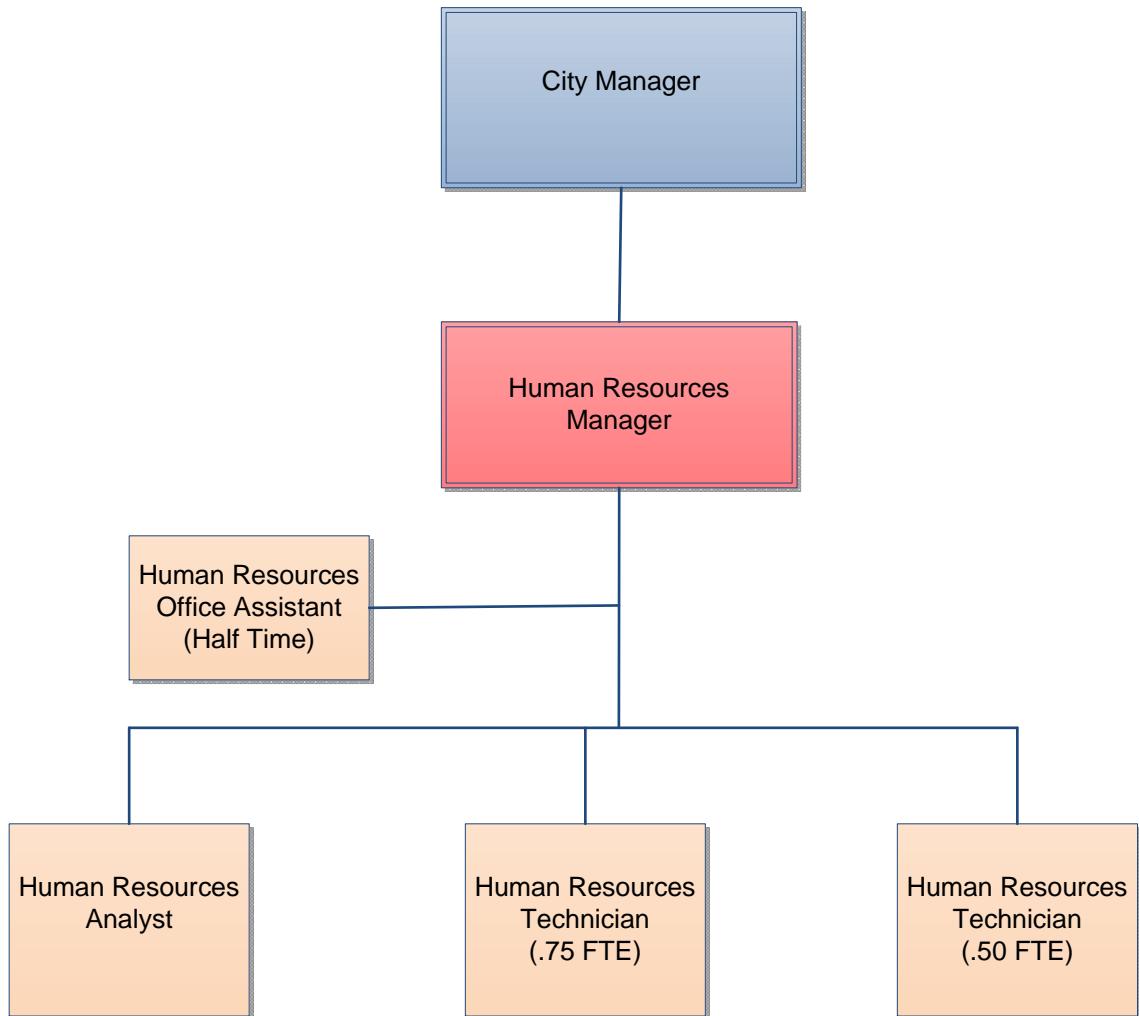
Notes:

1 Revenue actually received in FY 2012-13. Shown here for clarity.

2 Estimated year end actual expenses incurred in FY2012-13. Shown here for clarity.



Human Resources Organizational Chart



ADMINISTRATION - Human Resources

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 259,481	\$ 266,974	\$ 355,375	\$ 88,401
Training	502	3,000	800	(2,200)
PW Recharge				-
Insurance		-		
Workers' Compensation	-	5,835	7,981	2,146
Liability/Property	-	3,326	2,319	(1,007)
Services Fees	-	25,663	25,663	-
Supplies	-	-	-	-
Advertising/Publications	375	1,700	400	(1,300)
Vehicle				
Fuel/Auto Allowance	-	-	4,320	4,320
Contractual/Professional	107,580	105,000	-	(105,000)
Recruitment	13,185	-	-	-
Travel & Meetings	236	-	-	-
 TOTAL EXPENSE	 <u>\$ 381,359</u>	 <u>\$ 411,498</u>	 <u>\$ 396,858</u>	 <u>\$ (14,640)</u>

Human Resources Budget Analysis

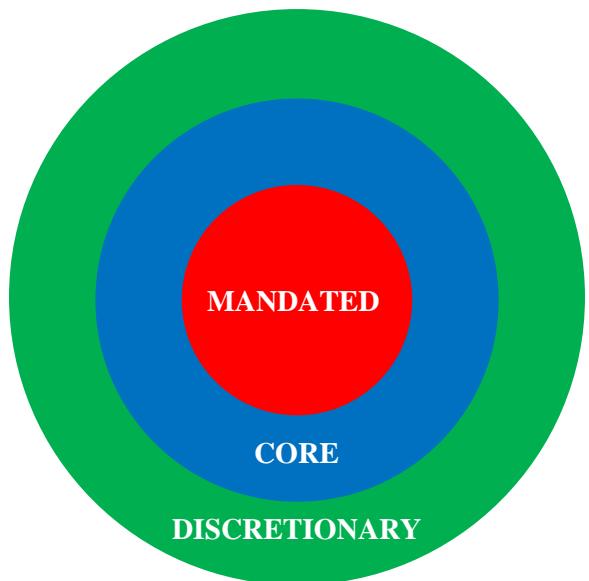
Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-1700-400-4101	Human Resources /Salaries	\$164,523.20	\$164,840.00	\$146,712.94	\$224,576.00	
001-1700-400-4110	Human Resources/Longevity	\$11,229.04	\$11,106.00	\$10,028.42	\$9,111.00	
001-1700-400-4201	Human Resources/Part-Time Sal	\$15,627.56	\$16,000.00	\$15,450.00	\$16,000.00	
001-1700-400-4510	Human Resources/Non-Smoking	\$0.00	\$0.00	\$0.00	\$0.00	
001-1700-400-4511	Human Resources/Residency All	\$375.00	\$360.00	\$330.00	\$202.00	
001-1700-400-4520	Human Resources /Other Payroll	\$1,103.12	\$758.00	\$758.00	\$1,542.00	
001-1700-400-4800	Human Resources /Training & Ed	\$502.00	\$3,000.00	\$500.00	\$800.00 See Item#1	
001-1700-400-4901	Human Resources/Pers/Employer	\$37,880.18	\$46,721.00	\$38,486.28	\$61,703.00	
001-1700-400-4902	Human Resources/Pers/Employee	\$1,291.62	\$0.00	\$0.00	\$0.00	
001-1700-400-4906	Human Resources/Alt Ben Prog/D	\$3,281.25	\$3,150.00	\$2,887.50	\$2,352.00	
001-1700-400-4920	Human Resources/Health Ins/Bi	\$9,536.21	\$16,882.00	\$8,198.90	\$30,561.00	
001-1700-400-4921	Human Resources/Medical Insur	\$6,746.99	\$0.00	\$5,800.70	\$0.00	
001-1700-400-4923	Human Resources/Eye Care	\$617.16	\$505.00	\$420.60	\$615.00	
001-1700-400-4924	Human Resources/Dental Care	\$2,782.24	\$2,462.00	\$2,051.60	\$2,998.00	
001-1700-400-4925	Human Resources/Medicare	\$2,796.32	\$2,568.00	\$2,501.36	\$3,414.00	
001-1700-400-4930	Human Resources/Life Ins/Sala	\$438.62	\$286.00	\$484.80	\$348.00	
001-1700-400-4931	Human Resources/ LTD	\$890.26	\$897.00	\$799.34	\$1,192.00	
001-1700-400-4932	Human Resources/STD	\$361.79	\$439.00	\$390.28	\$583.00	
001-1700-400-4933	Human Resources/EAP	\$0.00	\$0.00	\$0.00	\$178.00	
001-1700-400-5210	Human Resources/Spec Dept Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
001-1700-400-5240	Human Resources/Advertising & Publ	\$375.00	\$1,700.00	\$0.00	\$400.00 See Item#2	
001-1700-400-5272	Human Resources /Auto Allowance	\$0.00	\$0.00	\$0.00	\$4,320.00 See Item#3	
001-1700-400-6101	Human Resources /Contractual Sys	\$87,470.00	\$100,000.00	\$85,000.00	\$0.00 See Item#4	
001-1700-400-6110	Human Resources /Professional	\$20,110.19	\$5,000.00	\$0.00	\$0.00	
001-1700-400-6210	Human Resources /Recruitment/G	\$7,458.24	\$0.00	\$0.00	\$0.00	
001-1700-400-6220	Human Resources /Recruitment/P	\$75.00	\$0.00	\$0.00	\$0.00	
001-1700-400-6230	Human Resources /Recruitment/R	\$0.00	\$0.00	\$0.00	\$0.00	
001-1700-400-6240	Human Resources /Recruitment/F	\$2,925.00	\$0.00	\$0.00	\$0.00	
001-1700-400-6250	Human Resources /Recruitment/D	\$588.00	\$0.00	\$0.00	\$0.00	
001-1700-400-6260	Human Resources /Recruitment/A	\$166.00	\$0.00	\$0.00	\$0.00	
001-1700-400-6270	Human Resources/Recruitment/F	\$1,973.00	\$0.00	\$0.00	\$0.00	
001-1700-400-6422	Human Resources/Workers' Comp	\$0.00	\$5,835.00	\$5,834.04	\$7,981.00	
001-1700-400-6423	Human Resources/Liability/Prop	\$0.00	\$3,326.00	\$2,883.12	\$2,319.00	
001-1700-400-6424	Human Resources/Services Fees	\$0.00	\$25,663.00	\$0.00	\$25,663.00	
001-1700-400-6600	Human Resources /Travels & Mee	\$235.90	\$0.00	\$0.00	\$0.00	
Total		\$381,358.89	\$411,498.00	\$329,517.88	\$396,858.00	

Budget Detail
Human Resources Budget Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
1	001-1700-400-4800	Human Resources/Training Cobra Resources Continuing HR Education	300.00 500.00	800 3,000.00
2	001-1700-400-5240	Human Resources/Advertising & Publications Annual subscription - T8 Indus Relations	400.00	400.00 1,700.00
3	001-1700-400-5270	Human Resources /Auto Allowance Management staff \$360 per month	4,320.00	4,320.00
4	001-1700-400-6101	Human Resources /Contractual Services Human Resources Manager's Contract	-	- 100,000.00
Total			5,520.00	104,700.00

HUMAN RESOURCES

- ◆ **MANDATED**
 - Ensure compliance with federal and state-mandated requirements
 - Administer City's labor and employee relations program
 - Administer employee medical leaves
 - Administer compensation and benefits
 - Administer hiring processes
- ◆ **CORE**
 - Design and conduct recruitment and selection procedures
 - Provide notice to employees of medical leave and benefits rights under law
 - Resolve return to work, risk management, and safety issues with supervisors and managers
 - Coordinate with oversight and benefit administration organizations
 - Design and maintain classification and compensation structures
 - Provide direction to payroll staff
 - Coordinate the provision of mandatory supervisory training, and of non-mandatory supervisory and managerial training related to legal compliance in employment practices
 - Confer with and coach employees at all levels to identify and resolve workplace concerns
 - Conduct formal investigations into alleged violations of employee rights, report findings, recommend and implement resolutions
 - Coordinate activities and communications related to formal grievance or discipline processing
 - Compile and maintain official personnel records for all employees
 - Maintain, update and disseminate employment-related City policies and procedures
 - Administer and maintain records for health and safety programs
- ◆ **DISCRETIONARY**
 - Administer fringe benefits programs for employees
 - General risk management policy formulation, training and medical exam notification
 - Act as the City's California Public Employees' Retirement System elections official
 - Perform a variety of HR and compensation administration services for Redwood Empire Municipal Insurance Fund (REMF)



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Contract with a third-party administrator for fringe benefits administration
- Outsource recruitment and selection processes to consultants on an individual, as-needed basis
- Outsource classification and compensation structure studies to consultants on an individual, as-needed basis
- Contract for Family Medical Leave Act and California Family Rights Act leave administration services
- Outsource personnel investigations to consultants on an as-needed basis

MAJOR TASKS COMPLETED IN FY 2012/13

- ✓ Provided written procedures for both supervisors' and employees' use in navigation of the increasingly-complex workers' compensation process
- ✓ Revised Personnel Rules to allow for at-will employment status for executive managers
- ✓ Instrumental in the development and adoption by City Council of a City compensation philosophy
- ✓ Conducted an audit of City job classifications for the purposes of ensuring correct FLSA exemption designations
- ✓ Conducted a special Joint Labor-Management Committee to explore health and wellness benefit alternatives for current employees

MAJOR GOALS FOR FISCAL YEAR 2013/14

Goal 1: Update and Amend City's Personnel Rules

Human Resources will work with recognized employee organizations and unrepresented employees to amend the City's Personnel Rules to reflect administrative practices that incorporate current legal mandates.

Goal 2: Develop a Conceptual Model of Performance Management for Departmental Adaptation

Human Resources will work with City staff to develop a conceptual model of performance management and to educate supervisors on application to specific departmental and position objectives, which will serve to enhance service delivery and organizational performance overall, increase supervisory effectiveness in managing performance, and ensure proper administration of performance-related compensation.

Goal 3: Develop and Implement a Non-Industrial Medical Leave Management Policy and Procedures

Human Resources will work with City staff to develop and implement a non-industrial medical leave management policy and procedures that is consistent citywide, compliant with current legal requirements, and user-friendly to supervisors and employees.

Goal 4: Develop a Temporary Modified Work Program

Human Resources will work with City staff to develop and implement a policy and procedures for work placement of both industrially and non-industrially injured employees.

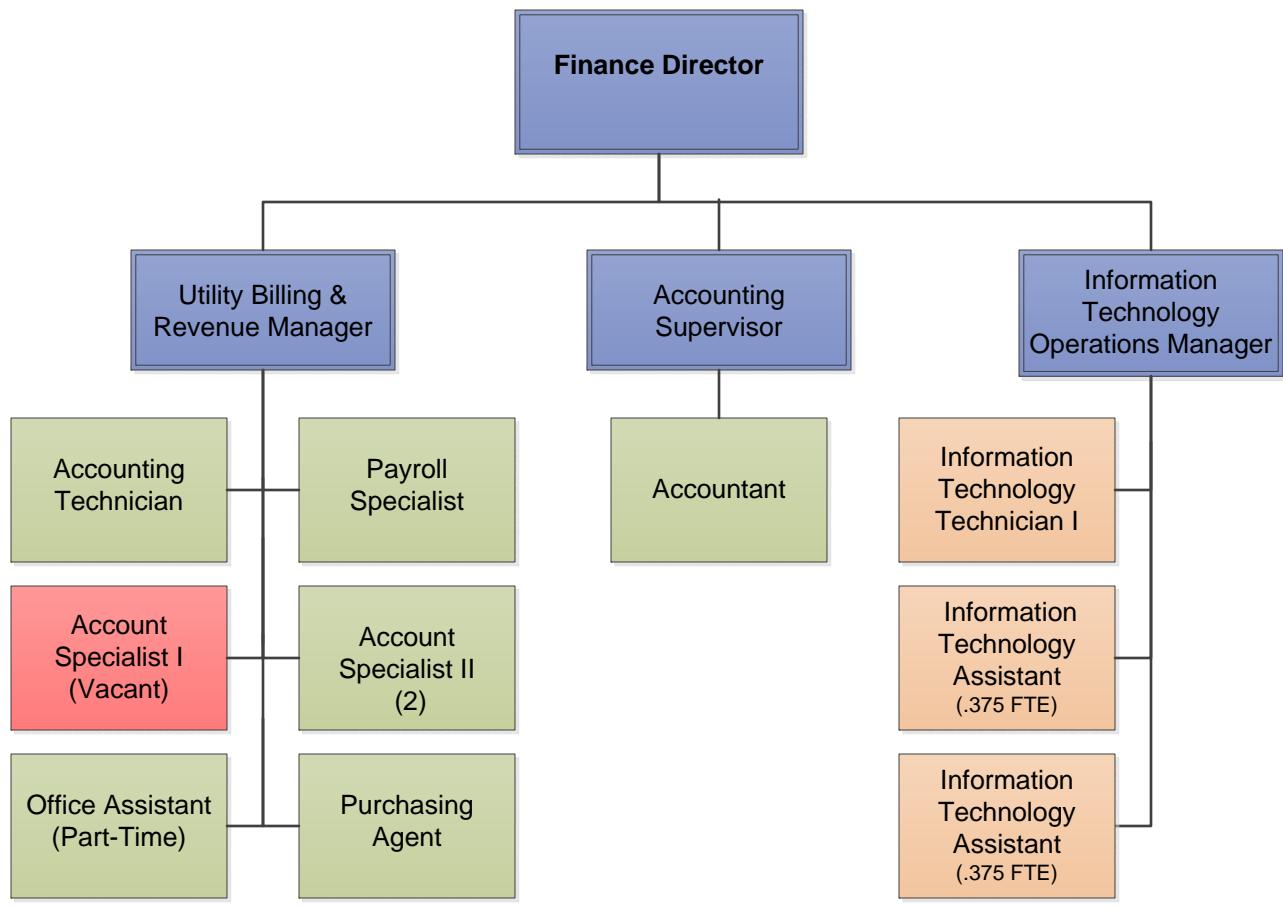
KEY PERFORMANCE MEASUREMENTS

- Number of activities which ensure policies are current and legally compliant
- Numbers of activities which provide direct advice and guidance to supervisor/managers
- Completed staffing activity (i.e., recruitments, hiring/separation transactions)
- Completed classification activity (i.e., job description preparation and updates)
- Customer satisfaction via survey

See Rent Appeals Board Fund section



Finance Department Organizational Chart



Vacant

FINANCE

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 930,302	\$ 472,460	\$ 450,305	\$ (22,155)
Training	1,316	5,000	2,190	(2,810)
Insurance				
Workers' Compensation	-	19,675	28,434	8,759
Liability/Property	-	12,599	11,869	(730)
Services Fees *	-	66,060	66,060	-
Supplies				
Postage	220	100	100	-
Special Departmental	7,293	5,620	5,620	-
Communications	1,398	1,525	1,200	(325)
Dues & Subscriptions	910	960	745	(215)
Vehicle Allowance	3,177	4,200	8,835	4,635
Equipment	587	500	250	(250)
Contractual/Professional	169,005	-	-	-
Recruitment		2,000	1,500	(500)
Travel & Meetings	487	500	275	(225)
TOTAL EXPENSE	\$ 1,114,695	\$ 591,199	\$ 577,383	\$ (13,816)

* New Internal Service Fund I.T charges

Finance Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-1300-400-4101	Finance /Salaries	\$586,119.70	\$308,064.00	\$259,436.18	\$290,025.00	
001-1300-400-4110	Finance /Longevity	\$25,360.95	\$12,584.00	\$12,216.84	\$7,218.00	
001-1300-400-4201	Finance /Part-Time Sal	\$16,137.89	\$0.00	\$0.00	\$0.00	
001-1300-400-4401	Finance /Overtime Sala	\$693.64	\$0.00	\$0.00	\$0.00	
001-1300-400-4510	Finance /Non-Smoking A	\$0.00	\$0.00	\$0.00	\$0.00	
001-1300-400-4511	Finance /Residency All	\$390.00	\$0.00	\$0.00	\$0.00	
001-1300-400-4520	Finance /Other Payroll	\$48,841.28	\$646.00	\$19,487.22	\$835.00	
001-1300-400-4800	Finance /Training & Edu	\$1,316.31	\$5,000.00	\$4,500.00	\$2,190.00 See Detail - Item 1	
001-1300-400-4901	Finance /Pers/Employer	\$131,297.02	\$85,145.00	\$65,190.76	\$78,484.00	
001-1300-400-4902	Finance /Pers/Employee	\$4,788.02	\$0.00	\$0.00	\$0.00	
001-1300-400-4906	Finance /Alt Ben Prog/D	\$13,125.00	\$5,796.00	\$5,445.98	\$3,276.00	
001-1300-400-4908	Finance /RHS Plan	\$3,225.00	\$2,830.00	\$2,113.30	\$2,830.00	
001-1300-400-4920	Finance /Health Ins/Bl	\$13,493.86	\$43,038.00	\$5,359.68	\$54,462.00	
001-1300-400-4921	Finance /Medical Insur	\$57,365.48	\$0.00	\$26,803.20	\$0.00	
001-1300-400-4923	Finance /Eye Care	\$2,558.65	\$1,065.00	\$953.76	\$964.00	
001-1300-400-4924	Finance /Dental Care	\$11,205.62	\$5,197.00	\$4,714.00	\$4,705.00	
001-1300-400-4925	Finance /Medicare	\$9,927.03	\$4,661.00	\$4,495.22	\$4,320.00	
001-1300-400-4930	Finance /Life Ins/Sala	\$1,456.35	\$786.00	\$743.88	\$716.00	
001-1300-400-4931	Finance /LTD	\$3,072.34	\$1,635.00	\$1,330.78	\$1,516.00	
001-1300-400-4932	Finance /STD	\$1,244.04	\$800.00	\$671.42	\$741.00	
001-1300-400-4933	Finance /EAP	\$0.00	\$213.00	\$213.00	\$213.00	
001-1300-400-5130	Finance /Postage	\$220.26	\$100.00	\$89.00	\$100.00 See Detail - Item 2	
001-1300-400-5210	Finance /Spec. Departm	\$7,292.60	\$5,620.00	\$5,456.00	\$5,620.00 See Detail - Item 3	
001-1300-400-5231	Finance /Cellular Phone	\$1,397.66	\$1,525.00	\$1,400.00	\$1,200.00 See Detail - Item 4	
001-1300-400-5260	Finance /Dues & Subscr	\$910.00	\$960.00	\$1,250.00	\$745.00 See Detail - Item 5	
001-1300-400-5272	Finance /Auto Allowanc	\$3,176.56	\$4,200.00	\$3,565.00	\$8,835.00 See Detail - Item 6	
001-1300-400-5330	Finance /Spec Dept Equ	\$587.10	\$500.00	\$485.00	\$250.00 See Detail - Item 7	
001-1300-400-6101	Finance /Contractual S	\$168,768.31	\$0.00	\$60,000.00	\$0.00	
001-1300-400-6110	Finance /Prof Services	\$237.12	\$0.00	\$0.00	\$0.00	
001-1300-400-6210	Finance/Recruitment	\$0.00	\$2,000.00	\$1,228.00	\$1,500.00 See Detail - Item 8	
001-1300-400-6310	Finance /Rent/Lease/Tax	\$0.00	\$0.00	\$0.00	\$0.00	
001-1300-400-6422	Finance/Workers' Comp	\$0.00	\$19,675.00	\$22,850.28	\$28,434.00 See Detail - Item 9	
001-1300-400-6423	Finance/Liability/Prop	\$0.00	\$12,599.00	\$10,012.80	\$11,869.00 See Detail - Item 10	
001-1300-400-6424	Finance/Service Fee - I.T	\$0.00	\$66,060.00	\$0.00	\$66,060.00 New Internal Service charges	
001-1300-400-6600	Finance /Travels & Mee	\$487.48	\$500.00	\$923.16	\$275.00 See Detail - Item 11	
Total		\$1,114,695.27	\$591,199.00	\$520,934.46	\$577,383.00	

Budget Detail

Finance Budget Justification

Item	Account/endor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget						
1	001-1300-400-4800	Training CSMFO - Online Financial Forum - 2 webinar \$50/ea CSMFO - Online training classes 4 @ \$85 per GFOA - Concepts in Performance Budgeting (webinar) GFOA Managing the Budget Process Cost allocation training for 2 people Online - PowerPoint/Access/ Excel department wide	<table border="1"><tr><td>100.00</td></tr><tr><td>340.00</td></tr><tr><td>300.00</td></tr><tr><td>200.00</td></tr><tr><td>250.00</td></tr><tr><td>1,000.00</td></tr></table>	100.00	340.00	300.00	200.00	250.00	1,000.00	2,190.00	5,000.00
100.00											
340.00											
300.00											
200.00											
250.00											
1,000.00											
2	001-1300-400-5130	Finance /Postage FedEx service to SCO, DOF, VTD, Union Bank		100.00	100.00						
3	001-1300-400-5210	Finance /Spec. Departm National Document Solutions - W-2 forms, payroll checks, animal license receipts booklets Clone Digital Print & Copy - annual budget books Office Depot - special envelopes #10 window Business Forms Greatland Secretary of State - annual fees for non profits	<table border="1"><tr><td>1,500.00</td></tr><tr><td>2,500.00</td></tr><tr><td>800.00</td></tr><tr><td>700.00</td></tr><tr><td>120.00</td></tr></table>	1,500.00	2,500.00	800.00	700.00	120.00	5,620.00	5,620.00	
1,500.00											
2,500.00											
800.00											
700.00											
120.00											
4	001-1300-400-5231	Finance /Cellular Phone AT&T Mobile - Finance Director - \$100/mo (voice/data)	<table border="1"><tr><td>1,200.00</td></tr></table>	1,200.00	1,200.00	1,525.00					
1,200.00											
5	001-1300-400-5260	Finance /Dues & Subscr California Municipal Treasurers - (1) Finance Director Costco Membership - (1) Finance Department GFOA - Director & Accounting Supervisor (2) memberships CSMFO - Director & Accounting Supervisor (2) California Association of Public Procurement - Purchasing Agent	<table border="1"><tr><td>-</td></tr><tr><td>50.00</td></tr><tr><td>345.00</td></tr><tr><td>220.00</td></tr><tr><td>130.00</td></tr></table>	-	50.00	345.00	220.00	130.00	745.00	960.00	
-											
50.00											
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Budget Detail

Finance Budget Justification

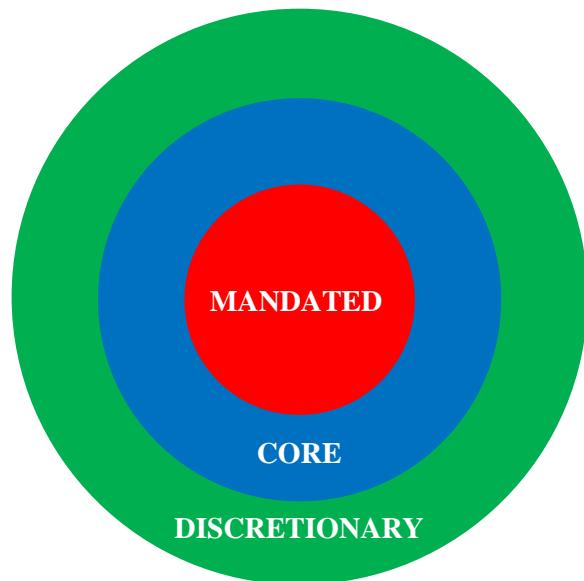
Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
6	001-1300-400-5272	Finance /Auto Allowanc (2) Management staff vehicle allowance	8,835.00	8,835.00	4,200.00
7	001-1300-400-5330	Finance /Spec Dept Equ calculators, head set	250.00	250.00	500.00
8	001-1300-400-6610	Finance /Recruitment Recruitment Exam, fingers printing, ad, background check	1,500.00	1,500.00	2,000.00
9	001-1300-400-6422	Finance/Workers' Comp REMIF Insurance Allocation	28,434.00	28,434.00	19,675.00
10	001-1300-400-6423	Finance/Liability/Prop REMIF Insurance Allocation	11,869.00	11,869.00	12,599.00
11	001-1300-400-6424	Information Technologies Services	66,060.00	66,060.00	66,060.00
11	001-1300-400-6600	Finance /Travels & Mee Meeting - Noon Times	275.00	275.00	500.00
Grand Total				\$127,078.00	\$118,739.00

FINANCE DEPARTMENT

DEPARTMENT SERVICES MODEL

MANDATED

- Prepare Annual City Budget
- Prepare Audited Financial Reports
- Respond to Public Records Requests
- Prepare Federal, State & County Reports
- Prepare Bi-weekly Payroll
- Administer Bond Requirements
- Administer Animal & Business Licensing
- Administer Grant Requirements



CORE

- Administer Utility Billing Operation
- Process Accounts Payable/Receivable
- Administer Centralized Purchasing
- Process Cash Receipts
- Perform Treasury Management

DISCRETIONARY

- Perform Financial Analysis
- Perform Internal/External Audits
- Write Grant Applications
- Review Contractual and Lease Agreements
- Perform Feasibility and Cost-Benefit Studies

REVENUE OPPORTUNITIES

- Review animal license fees
- Review business license fees
- Research admissions tax as a potential source of revenue

MAJOR ACCOMPLISHMENTS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Developed and incorporated into the FY 2013/14 budget two new internal service funds; Information Systems & Fleet
- ✓ Created a Vehicle Replacement Fund
- ✓ Presented Mid-Year Budget Amendment
- ✓ Developed a six year cash projection
- ✓ Springbrook software upgrade - migrated to V7
- ✓ Implemented Work Order Module to track internal labor cost to projects
- ✓ Met deadlines for State and County compliance reports
- ✓ Transferred refuse billing to Rohnert Park Disposal
- ✓ Created new revenue source for road maintenance - Road Impact fees
- ✓ Hired a full-time Accountant
- ✓ Created a month-end soft close procedures
- ✓ Used encumbrances for expenditure control

- ✓ Rohnert Park Foundation – The City's non-profit foundation, filed tax forms with the Franchise Tax Board
- ✓ Negotiated a new copier lease
- ✓ Completed process for RFP and award janitorial service contract
- ✓ Created an inventory account for fuel cost allocation
- ✓ Complied with all requirements for the Dissolution of Redevelopment Agency

MAJOR TASKED IN PROGRESS FOR FISCAL YEAR 2012/2013

- ✓ Working with consultant to create a financial recovery plan
- ✓ Update OADS contract

MAJOR GOALS FOR FISCAL YEAR 2013/2014

GOAL 1: Financial Recovery Plan

- Incorporate financial principles & guidelines into the financial planning and decision-making process
- Execute the purchasing policy for expenditure control
- Adopted a budget by June 30th of each year
- Integrate the strategic plan
- Create a six-year cash flow

GOAL 2: Prepare the CAFR and annual reports

- Implement recommendations from the year-end audit
- Attend training on GFOA best practices
- Submit all reports within prior to December 31st and apply for GFOA award

GOAL 3: Continue to improve the City's annual budget

- Apply GFOA's best practices
- Citizen participation for education purposes

GOAL 4: Set up separate funds for the enterprise accounts

- Move Water accounts to new fund
- Move Refuse accounts to new fund

GOAL 5: Develop a Water Rate Model

GOAL 6: Assist with implementation of City non-profit foundation

- File all tax forms with Internal Revenue Service and Franchise Tax Board
- Participate as the Treasurer on the Board of Directors
- Develop a Fundraising Plan document and engage community members

GOAL 7: Establish a Cell Phone Policy

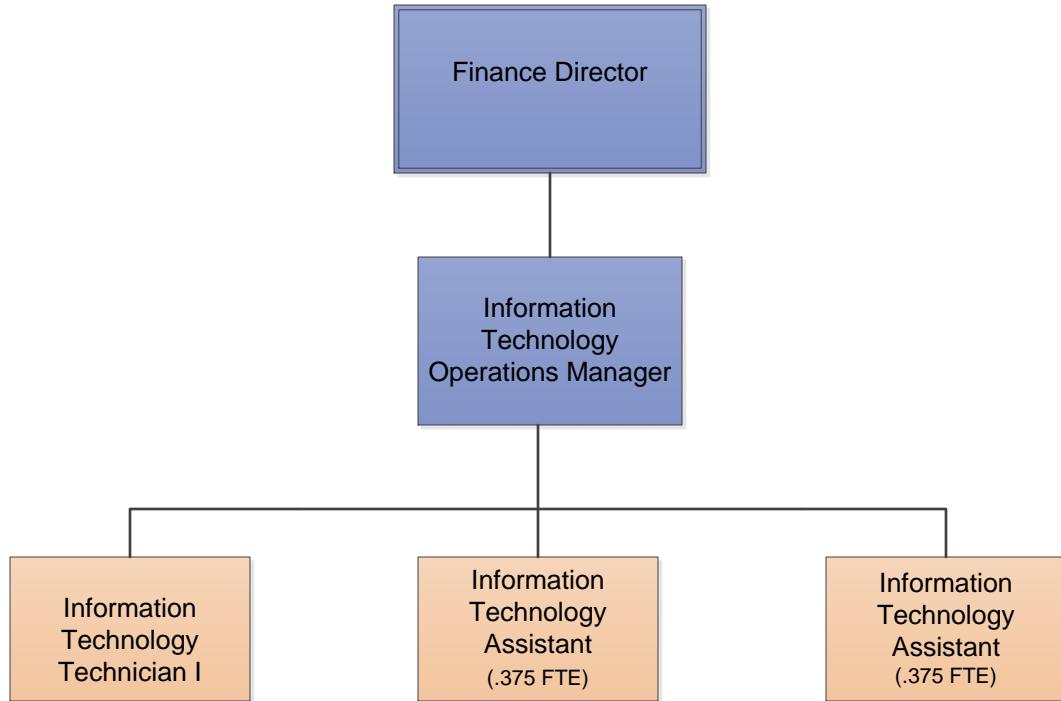
- Research and develop a Cell Phone Policy that provides guidelines on:
 - Types of phones issued
 - Optional cell phone stipends and amounts
 - Who is given a cell phone
 - Guides for usage and liabilities for misuse
 - Submit draft to City Manager for approval
 - Implement Policy and inform users

PERFORMANCE MEASUREMENTS

- Open & Closed Utility Billing (UB) accounts
- Number of UB accounts shut offs
- Customer Service Requests
- Number of Invoices processed
- Meeting Deadline of Mandated reports
 - State Controller's report
 - Street Report
 - Recognized Obligation Payments (ROPS)
 - Continuing Disclosures for all bonds
 - Single Audit
 - Special Districts
 - Proposition 172
 - Proposition 4



Information Technology Department Organizational Chart



INFORMATION TECHNOLOGY

	<u>2011-12 ACTUAL</u>	<u>2012-13 AMENDED BUDGET</u>	<u>2013-14 ADOPTED BUDGET</u>	<u>\$ INCREASE/ (DECREASE)</u>
<u>REVENUE</u>				
Service Fees	\$ -	\$ -	\$ 714,864	\$ 714,864
Interest Income	-	-	-	
Transfer from Other Funds	-	-	75,000	75,000
TOTAL REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 789,864</u>	<u>\$ 789,864</u>
<u>EXPENSE</u>				
Compensation	\$ 204,678	\$ 208,752	\$ 211,533	\$ 2,781
Part-Time Salaries	22,120	32,000	38,000	6,000
Training	659	1,000	550	(450)
Insurance	-	11,421	13,775	2,354
Service Fee *	-	2,121	2,121	-
Special Department	15,037	13,000	12,000	(1,000)
Communications	88,986	100,000	105,120	5,120
Dues & Subscriptions	5,685	5,200	1,100	(4,100)
Vehicle Gas & Oil	1,019	1,500	1,500	-
Equipment Maintenance/Rental	215,573	342,500	302,165	(40,335)
Professional Services	21,033	28,200	26,200	(2,000)
Recruitment	-	-	-	-
Travel & Meetings	-	1,000	800	(200)
Capital Outlay **	-	-	75,000	75,000
TOTAL EXPENSE	<u>\$ 574,789</u>	<u>\$ 746,694</u>	<u>\$ 789,864</u>	<u>\$ 43,170</u>
NET CHANGE IN FUND BALANCE	<u>\$ (574,789)</u>	<u>\$ (746,694)</u>	<u>\$ -</u>	<u>\$ 746,694</u>

* New Internal Service Fund fleet charges

** One time purchase paid by DIVCA (PEG) fee

Information Technology **Budget Analysis**

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
610-0000-400-4101	Information Technology /Salaries	\$137,632.29	\$139,949.00	\$138,751.44	\$139,961.00	
610-0000-400-4201	Information Technology /Part-Time Sal	\$22,120.00	\$32,000.00	\$32,252.50	\$38,000.00 See item#1	
610-0000-400-4520	Information Technology/Other Payroll-	\$5,822.64	\$796.00	\$0.00	\$796.00	
610-0000-400-4800	Information Technology/Training & Edu	\$659.00	\$1,000.00	\$0.00	\$550.00 See item#2	
610-0000-400-4901	Information Technology /Pers/Employer	\$29,545.65	\$37,162.00	\$33,558.80	\$36,955.00	
610-0000-400-4902	Information Technology /Pers/Employee	\$1,006.93	\$0.00	\$0.00	\$0.00	
610-0000-400-4908	Information Technology/RHS	\$937.50	\$975.00	\$900.00	\$975.00	
610-0000-400-4920	Information Technology /Health Ins/Bl	\$0.00	\$23,875.00	\$23,760.36	\$26,851.00	
610-0000-400-4921	Information Technology /Medical Insur	\$23,030.07	\$0.00	\$0.00	\$0.00	
610-0000-400-4923	Information Technology /Eye Care	\$548.50	\$449.00	\$448.56	\$449.00	
610-0000-400-4924	Information Technology /Dental Care	\$2,473.04	\$2,188.00	\$2,188.32	\$2,188.00	
610-0000-400-4925	Information Technology /Medicare	\$2,400.90	\$2,041.00	\$2,449.56	\$2,041.00	
610-0000-400-4930	Information Technology /Life Ins/Sala	\$300.04	\$254.00	\$300.04	\$254.00	
610-0000-400-4931	Information Technology / LTD	\$694.71	\$714.00	\$697.02	\$714.00	
610-0000-400-4932	Information Technology/STD	\$285.48	\$349.00	\$340.26	\$349.00	
610-0000-400-5210	Information Technology /Spec. Departm	\$15,037.29	\$13,000.00	\$19,170.40	\$12,000.00 See item#3	
610-0000-400-5230	Information Technology /Telephone	\$76,111.09	\$96,940.00	\$87,941.36	\$102,000.00 See item#4	
610-0000-400-5231	Information Technology/Cellular Phone	\$12,874.54	\$3,060.00	\$3,025.92	\$3,120.00 See item#5	
610-0000-400-5260	Information Technology /Dues & Subscr	\$5,685.00	\$5,200.00	\$320.00	\$1,100.00 See item#6	
610-0000-400-5270	Information Technology/Vehicle Gas & Oil	\$999.48	\$1,500.00	\$637.92	\$1,500.00 See item#7	
610-0000-400-5320	Information Technology/Vehicle Repairs	\$20.00	\$0.00	\$0.00	\$0.00	
610-0000-400-5330	Information Technology /Software Main	\$149,327.13	\$231,500.00	\$165,000.00	\$149,800.00 See item#8	
610-0000-400-5340	Information Technology /Hardware Main	\$30,470.02	\$47,000.00	\$57,913.30	\$82,365.00 See item#9	
610-0000-400-6101	Information Technology /Contractual S	\$19,788.52	\$28,200.00	\$45,292.84	\$26,200.00 See item#10	
610-0000-400-6130	Information Technology /Data Processi	\$1,244.00	\$0.00	\$0.00	\$0.00	
610-0000-400-6210	Information Technology/I.T/Recruitment	\$0.00	\$0.00	\$182.00	\$0.00	
610-0000-400-6310	Information Technology/Equipment Leas	\$35,775.48	\$64,000.00	\$70,936.14	\$70,000.00 See item#11	
610-0000-400-6422	Information Technology/Workers' Comp	\$0.00	\$5,255.00	\$5,254.20	\$6,959.00	
610-0000-400-6423	Information Technology/Liability/Prop Ins	\$0.00	\$6,166.00	\$5,493.36	\$6,816.00	
610-0000-400-6424	Information Technology/Service Fees	\$0.00	\$2,121.00	\$0.00	\$2,121.00 See item#12	
610-0000-400-6600	Information Technology /Travels & Mee	\$0.00	\$1,000.00	\$0.00	\$800.00 See item#13	
610-0000-400-8100	Information Technology /Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
610-0000-400-9300	Information Technology /C/O-Improverme	\$0.00	\$0.00	\$0.00	\$0.00	
610-0000-400-9520	Information Technology /C/O-Office Eq	\$0.00	\$0.00	\$0.00	\$75,000.00 See item#14	
610-0000-400-9800	Information Technology /C/O-Other	\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$574,789.30	\$746,694.00	\$696,814.30	\$789,364.00	

Budget Detail

Information Technology Budget Justification

Item	Account	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	610-0000-400-4201	Information Technology /Part-Time Sal 1 employee - 894 hours x \$21.25 per hour= \$19,000 1 employee - 894 hours x \$21.25 per hour= \$19,000		19,000 19,000	38,000
2	610-0000-400-4800	Information Technology/Training & Edu (2) employees online training - Microsoft, Cisco, VMWare 275/per employee/year		550	550
3	610-0000-400-5210	Information Technology /Spec. Departm (5) UPS Batteries & Supplies (20) Monitors Speciality Cables for devices Software cost & Emergency Printers		4,000 4,000 2,000 2,000	12,000
4	610-0000-400-5230 AT&T	Information Technology /Telephone Fiber connectivity Phone lines & T1 Circuits (Telco) Internet Access (Increase band-width)		70,000 10,000 22,000	102,000
5	610-0000-400-5231 AT&T	Information Technology/Cellular Phone (3) smart phones (2) data devices		2,160 960	3,120
6	610-0000-400-5260	Information Technology /Dues & Subscr MISAC (Municipal Information Systems Assc Calif)\$200.00 Info Tech Subscription 900.00		200 900	1,100
7	610-0000-400-5270	Vehicle Gas & Oil (2) vehicles fuel		1,500	1,500

Budget Detail

Information Technology Budget Justification

Item	Account	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
8	610-0000-400-5330	Information Technology /Software Main Microsoft Server and Workstation software licensing/maintenance. Cloud application used to test network security Spam Filter Very effective. Redcondor Antivirus software. Adobe Professional Maintenance agreements Springbrook Finance Software Upgrade and Maintenance Software needed for development service and finance (MetroScan) Software needed to maintain city server fleet (VM Ware) Remote Desktop Control and Network Monitoring software	38,000 3,000 6,000 6,000 4,000 62,800 6,000 12,000 12,000	149,800	231,500
9	610-0000-400-5340	Information Technology /Hardware Main Router and Switch maintenance Firewall/ Security Device Upgrade (Technology Project) UPS Maintenance	35,000 45,365 2,000	82,365	47,000
10	610-0000-400-6101	Information Technology /Contractual S Web site and GIS Hosting Granicus Customer Request System Hosted PEG Channel CMC	7,000 8,400 4,800 6,000	26,200	28,200
11	610-0000-400-6310	Information Technology/Equipment Lease Workstation and server leases	70,000	70,000	64,000
12	610-0000-400-6424	Information Systems/Service Fees Fleet Service Maintenance Cost for 2 vehicles	2,121	2,121	2,121
13	610-0000-400-6600	Information Technology /Travels & Mee MISAC Conference	800	800	1,000

Budget Detail

Information Technology Budget Justification

Item	Account	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
14	610-0000-400-9610	Information Technology /C/O-Other PEG Channel equipment	75,000	75,000
Total			564,556	526,521

INFORMATION TECHNOLOGY DEPARTMENT

DEPARTMENT SERVICES MODEL

MANDATED

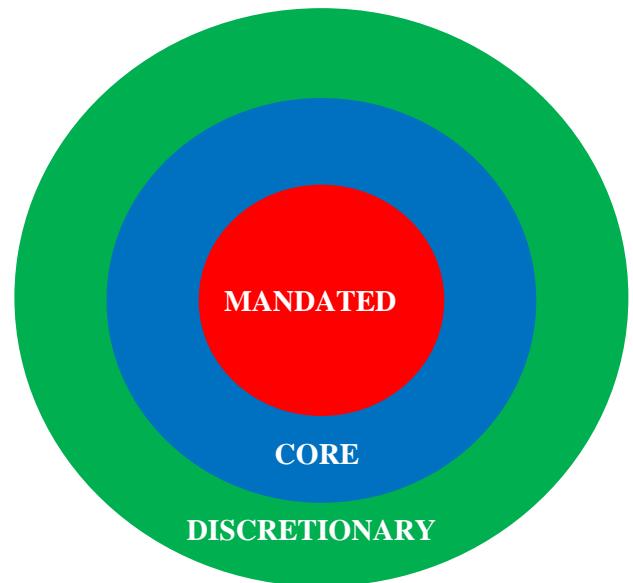
- Ensure that City complies with State, Federal and Local Laws regarding the Privacy, Security and reliability of its data.
- Ensure data systems meet the Cities Records Retention policy and Electronic Media Use Policy

CORE

- Maintain City Network Infrastructure
- Maintain Phone Network
- Maintain all City Computers and Servers
- Maintain Applications(Email, Springbrook etc)
- Control all Technology Costs and Purchases

DISCRETIONARY

- Run PEG Channel
- Participate in SCPSC Meetings for Public Safety
- Assist in maintaining SCADA System
- Review of contractual agreements
- Feasibility Studies
- Assist departments with hosted services
- Employee intranet



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Contract out or partner with another agency or firm
 - The cities current Model for IT is very cost effective and could be used elsewhere.
 - We research and proceed to outsource areas where it is cost effective or for needed expertise.
- Hire consultants
 - They are usually expensive; we only hire consultants when we cannot provide the service.
- Use part-time staff or unpaid interns
 - We use part- time staff.
 - Continue to simplify the delivery method to reduce the need of part timers.

REVENUE OR COST REDUCTION OPPORTUNITIES

- Consider offering IT services to non-profits and smaller agencies.
- Perform feasibility and cost-benefit studies on existing and potential services
- Review all current contracts.

MAJOR ACCOMPLISHMENTS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Completed upgrade to Springbrook V7 -- Upgrade was completed on time. Staff is still adjusting to the new product.
 - Online employee's services software was put on hold due to product limitations.

- The new system is supported and much more in line with industry standard software and should not be obsolete for several years.
- ✓ Upgrade city email server platform -- Upgrade completed. In this process we consolidated the Public Safety server saving the city \$5000 in server costs.
- We looked at Outsourcing our city email. The average cost ranges from \$5,000 to \$10,000 a year. Our cost averages \$3,000 a year by doing it house.
 - Our email system is setup to scale with the city for the next five to seven years.
- ✓ Internal Service Fund development with Finance -- Working with Finance, we have developed an Internal Service Fund model which is fair and equitable to the city departments.
- With this knowledge we will start seeing increased efficiencies in how taxpayer funds are used to provide department services.
 - An example of this is a department will have an opportunity to closely look at the numbers of desktop computers are currently receiving services. And by lowering that number could see a greater savings.
- ✓ New Land Management System -- We began a yearlong process on installing a new land management system. CRW's TRAKit. When completed, this system will be a major move forward for the city. Offering an online permitting system, enhanced mapping integration and ease of use. Expected completion date is 12/1/2013
- ✓ Work on technology strategic plan
- Working with the City Clerk office, we are expanding our use of the city document imaging product called Laserfiche. This year we have upgraded the product and changed its licensing to allow more users. This is an effort to reduce the amount of paper we use and store.
 - We have started the process of reviewing the use of tablets by City Council members. Two council members are going to use them for a trial period. We'll review it if that is the direction we would want to move forward.
- ✓ Upgraded city phone system
- Our city phone system was several years past support.
 - We upgraded the servers and voicemail systems.
- ✓ Changed city Internet Service provider, increasing its speed
- Doubled the capacity of the city's internet connection.
 - Enhanced gateway monitoring and security.
- ✓ Responded to over 1700 help-desk ticket requests
- Handled 80% of city employees requests within 48 hours.

MAJOR GOALS FOR FISCAL YEAR 2013/2014

GOAL 1: Update city firewall and security devices

- The city firewall is several years old and we are seeing more and more attacks. Especially from the internet. An upgraded firewall will help address these issues.

GOAL 2: Upgrade city switches firmware

- This is a labor intensive process, but will keep our switched network running efficiently.

GOAL 3: Successful finish of the new Land Management application

- The system should be totally operational by December 2013.

GOAL 4: Lower costs

- With a new Internal Service fund we hope to reduce the General Ledger cost by 5 percent. We will be working closely with the departments to optimize their IT dollars

GOAL 5: Create a new disaster recovery plan and/or a new backup strategy

- Ascertain from each department how long they could go without their data and how much they could afford to lose and develop a plan to meet these needs.

GOAL 6: Work on getting more citizen involvement in their PEG TV channel

- SSU has shown an interest in working with us on our PEG channel to promote SSU athletics.

GOAL 7: Maintain high level of customer service

- Promptly responding to Helpdesk requests

GOAL 8: Sign new agreement with provider

- Increase network connectivity while not increasing any cost to the city. This may necessitate IT moving from the Annex.

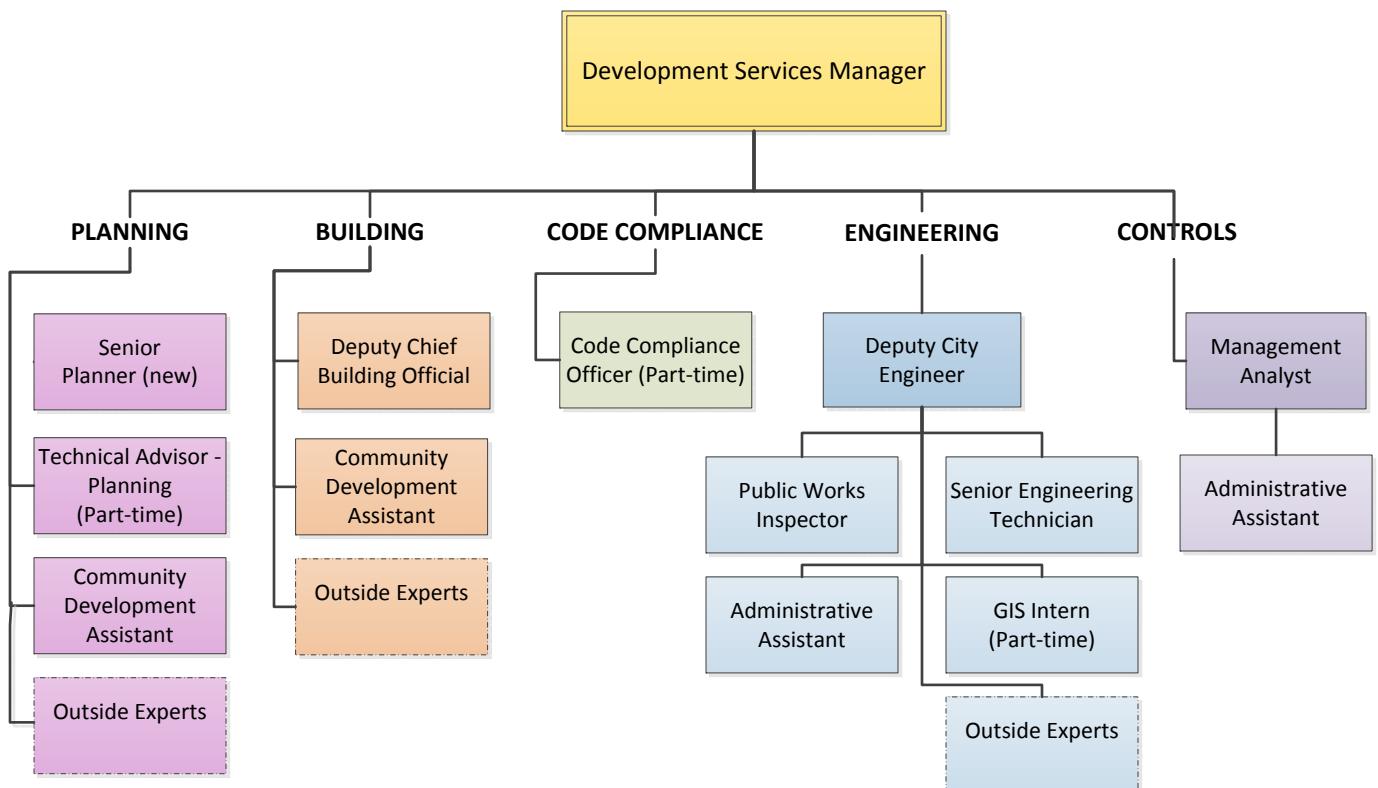
GOAL 9: Work with staff to development better performance measurements

KEY PEFORMANCE MEASUREMENTS

- 97% of requests for service handled internally
- 80% of requests for service responded to within 48 hours
- Email server reliability above 97%
- File servers reliability above 97%
- Phone system and servers reliability above 99%



Development Services Organizational Chart



DEVELOPMENT SERVICES

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 1,289,387	\$ 1,203,538	\$ 1,176,663	\$ (70,200)
Overtime/Stand By Pay	3,341	4,100	4,115	-
Training	1,521	6,500	4,585	750
Project Reimbursement	(585,794)	(502,220)	(520,000)	-
Insurance				
Workers' Compensation	-	30,962	41,255	1,754
Liability/Property	-	8,912	6,475	(2,040)
Services Fees *	-	82,061	82,061	-
Supplies				
Office Supplies	486	900	3,965	-
Bank Charges	-	-	2,660	2,660
Special Departmental Equipment	3,399	157,700	28,346	4,546
Clothing/Uniform Allowance	-	500	500	-
Utilities	-			
Communications	4,570	4,105	4,285	-
Dues & Subscriptions	850	600	1,100	-
Advertising	676	3,360	1,260	(1,500)
Vehicle				
Fuel/Auto Allowance	15,642	13,300	13,120	-
Maintenance	613	800	800	-
Equipment	159	2,500	2,500	-
Contractual/Professional	128,484	80,000	13,500	-
Recruitment	-	600	700	-
Travel & Meetings	510	700	700	-
Capital Outlay	-	-	-	-
 TOTAL EXPENSE	 \$ 863,842	 \$ 1,098,918	 \$ 868,590	 \$ (64,030)

* New Internal Service Fund I.T & Fleet charges

Development Services **Budget Analysis**

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-1600-400-4101	Planning /Salaries	\$865,230.40	\$778,077.00	\$749,650.50	\$764,637.00 See "Detail" (Item 1)	
001-1600-400-4201	Planning /Part-Time Sal	\$73,447.14	\$73,260.00	\$67,886.50	\$86,660.00 See Detail - Item 2	
001-1600-400-4401	Planning /Overtime Sala	\$3,340.73	\$4,100.00	\$3,706.34	\$4,115.00 See Detail - Item 3	
001-1600-400-4511	Planning /Residency All	\$1,500.00	\$1,267.00	\$1,101.60	\$641.00	
001-1600-400-4512	Development Svcs-Educ Stipend	\$0.00	\$1,200.00	\$0.00	\$0.00 See Detail - Item 4	
001-1600-400-4520	Planning /Other Payroll	\$34,502.64	\$4,401.00	\$0.00	\$3,139.00	
001-1600-400-4800	Planning /Training & Edu	\$1,521.12	\$6,500.00	\$3,367.36	\$4,585.00 See Detail - Item 5	
001-1600-400-4901	Planning /Pers/Employer	\$185,586.60	\$208,490.00	\$184,863.98	\$201,895.00	
001-1600-400-4902	Planning /Pers/Employee	\$6,455.44	\$0.00	\$3,337.50	\$0.00	
001-1600-400-4905	Planning /Alt Ben Prog/D	\$14,175.00	\$15,246.00	\$10,780.36	\$15,456.00	
001-1600-400-4906	Planning /Alt Ben Prog/D	\$4,375.00	\$0.00	\$3,465.12	\$0.00	
001-1600-400-4908	Planning /RHS	\$2,512.50	\$2,925.00	\$2,458.42	\$2,925.00	
001-1600-400-4920	Planning /Health Ins/Bi	\$20,841.55	\$82,060.00	\$21,497.48	\$68,801.00	
001-1600-400-4921	Planning /Medical Insur	\$41,404.52	\$0.00	\$27,871.84	\$0.00	
001-1600-400-4923	Planning /Eye Care	\$2,941.99	\$2,485.00	\$1,893.70	\$2,234.00	
001-1600-400-4924	Planning /Dental Care	\$13,313.94	\$12,123.00	\$9,237.06	\$10,898.00	
001-1600-400-4925	Planning /Medicare	\$14,723.13	\$12,656.00	\$12,343.26	\$11,141.00	
001-1600-400-4930	Planning /Life Ins/Sala	\$2,236.04	\$1,819.00	\$1,927.44	\$1,485.00	
001-1600-400-4931	Planning / LTD	\$4,361.82	\$4,422.00	\$3,829.04	\$3,900.00	
001-1600-400-4932	Developmt Svcs/STD	\$1,779.27	\$2,163.00	\$1,868.48	\$1,907.00	
001-1600-400-4933	Developmt Svcs/EAP	\$0.00	\$578.00	\$0.00	\$578.00	
001-1600-400-4934	Developmt Svcs/EDD	\$0.00	\$366.00	\$0.00	\$366.00	
001-1600-400-4999	Planning /Development Services	-\$585,794.20	-\$502,220.00	-\$550,000.00	-\$520,000.00 See Detail - Item 6	
001-1600-400-5100	Development Svcs-Office Supp	\$221.13	\$300.00	\$300.00	\$1,465.00 See Detail - Item 7	
001-1600-400-5130	Development Svcs-Postage	\$90.64	\$100.00	\$60.00	\$100.00	
001-1600-400-5140	Planning /Books/Pamphle	\$173.84	\$500.00	\$0.00	\$2,400.00 See Detail - Item 8	
001-1600-400-5150	Planning /Bank Fees	\$0.00	\$0.00	\$0.00	\$2,660.00 See Detail - Item 9	
001-1600-400-5210	Planning /Spec. Departm	\$3,399.01	\$157,700.00	\$110,000.00	\$28,346.00 See Detail - Item 10	
001-1600-400-5231	Planning /Cellular Phone	\$4,569.92	\$4,105.00	\$4,494.84	\$4,285.00 See Detail - Item 11	
001-1600-400-5240	Planning /Advertising/P	\$676.00	\$3,360.00	\$1,584.00	\$1,260.00 See Detail - Item 12	
001-1600-400-5251	Development Svcs-Clothing All	\$0.00	\$500.00	\$0.00	\$500.00	
001-1600-400-5260	Planning /Dues & Subscr	\$850.00	\$600.00	\$1,290.00	\$1,100.00 See Detail - Item 13	
001-1600-400-5270	Planning /Gas & Oil	\$2,216.97	\$2,000.00	\$3,723.40	\$4,000.00	
001-1600-400-5272	Planning /Auto Allowanc	\$13,424.71	\$11,300.00	\$10,541.96	\$9,120.00 See Detail - Item 14	
001-1600-400-5320	Planning /Vehicle Repair	\$613.03	\$800.00	\$23.96	\$800.00	
001-1600-400-6101	Planning /Contractual S	\$132,218.36	\$80,000.00	\$27,693.30	\$13,500.00 See Detail - Item 15	
001-1600-400-6110	Planning /Professional	-\$3,734.46	\$0.00	\$0.00	\$0.00	
001-1600-400-6210	Development Svcs / Recruitment	\$0.00	\$600.00	\$525.00	\$700.00 See Detail - Item 16	
001-1600-400-6310	Planning /Rent/lease/Tax	\$158.33	\$2,500.00	\$2,205.54	\$2,500.00	

Development Services Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-1600-400-6422	Development Svcs /Workers' Co	\$0.00	\$30,962.00	\$30,413.16	\$41,255.00	
001-1600-400-6423	Development Svcs /Liability/P	\$0.00	\$8,912.00	\$7,947.88	\$6,475.00	
001-1600-400-6424	Development Svcs /Service Fees	\$0.00	\$82,061.00	\$0.00	\$82,061.00 See Detail - Item 17	
001-1600-400-6600	Planning /Travels & Mee	\$509.78	\$700.00	\$311.24	\$700.00	
001-1600-400-8100	Development Services - T/O	\$0.00	\$0.00	\$0.00	\$0.00	
001-1600-400-9520	Planning /C/O-Office Eq	\$0.00	\$0.00	\$0.00	\$0.00	
001-1600-400-9700	Planning /C/O-Furniture	\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$863,842.29	\$1,098,918.00	\$762,200.26	\$868,590.00	

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-1600-400-4101	Full Time Salaries This line item includes the following proposed departmental staffing changes: (a) <i>Elimination of Development Services Director position</i> (b) <i>Addition of Development Services Manager position leave 94M Planning & Building Mgr position unfilled</i> (c) <i>Increase of 0.25 FTE Senior Planner to 1.0 FTE</i>		<u>764,637.00</u>	157,700.00

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
	PT Technical Services GIS Intern		49,400.00 7,500.00		

PT GIS Intern: This position is for 1/2 of a 1000-hour position. (The other half is budgeted in Public Works & Community Services budget.) The position is needed to maintain existing water, sewer, storm drain system, and street maps and GIS layers, and create new ones as needed. The cost of this part-time position is far less than the consultant GIS technicians.

PT Code Compliance: Code enforcement is one of the most visible services that the City currently provides to the community. Recent City Councils have repeatedly requested this program. Now that the program has been operating with great success, it is important to maintain the program's presence with adequate staffing.

61	3	001-1600-400-4401	Overtime	4,115.00	4,100.00
			Deputy Chief Building Official - after hours callout, fire (17 .5hrs.)	993.83	
			Public Works Inspector - after hours callout (15 hrs.)	811.18	
			Community Development Asst. - Planning Comm. Mtgs (40 hrs.)	1,731.00	
			Community Development Asst. - City Council Mtgs (4 hrs.)	174.00	
			Sr. Engineering Tech - City Council, committee, outreach mtgs. (7.5 hrs.)	405.00	

This budget item is needed to cover mandated life & safety code services provided by building and public works inspectors after regular hours to inspect structures after fires or other disasters. The overtime budgeted for the Community Development Assistant is for City Council and Planning Commission meetings, which are regularly scheduled after office hours. The provision of an overtime option allows regular staff to be paid for evening meetings, even on the workdays when staff works a full day of regular counter service. The overtime hours for the Sr. Engineering Technician are for attending City Council meetings to be available to answer questions on staff items for which he is the primary source, and also to attend other meetings such as public outreach for project or citizen committees (e.g. Bicycle Advisory Committee) to provide information/expertise.

4	001-1600-400-4512	Educational Stipend	-	1,200.00
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Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget																										
		The budget for Educational Stipend is \$0 this fiscal year. There are no departmental staff currently receiving this stipend.																													
5	001-1600-400-4800	Training and Education (a) CALBO Ed Week - 2 x \$800 per person Building continuing education units for certification (b) ICC Permit Technician – Recertification ICC Deputy Chief Building Official - Recertification (c) REACO – monthly mtgs (12 x \$25 per meeting) (d) CACEO renewal (e) ASCE monthly meetings (12 x \$20 per meeting) (f) CESSWI certification (g) Qualified Stormwater Practitioner (h) Water, Sewer, Storm water technical training (certs, new standards) (i) TRAKIT report writing (j) Microsoft program training	<table border="1"><tr><td>800.00</td><td>400.00</td><td>300.00</td><td>75.00</td><td>300.00</td><td>170.00</td><td>240.00</td><td>275.00</td><td>275.00</td><td>200.00</td><td>750.00</td><td>800.00</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>4,585.00</td></tr></table>	800.00	400.00	300.00	75.00	300.00	170.00	240.00	275.00	275.00	200.00	750.00	800.00															4,585.00	6,500.00
800.00	400.00	300.00	75.00	300.00	170.00	240.00	275.00	275.00	200.00	750.00	800.00																				
													4,585.00																		

Continuing education and training are necessary for staff to keep up-to-date on the latest legal and statutory developments, technology, and trends in planning, building and engineering, in order to provide the public the most competent services possible. In the case of certification renewals, certain ones are mandated in order to provide services.

Notes:

- (a) California Association of Building Officials (CALBO) Ed Week: 4-day attendance fees shared between Deputy Chief Building Official and Public Works / Building Inspector to obtain training on new codes
- (b) International Code Council (ICC) Permit Technician - Recertification: Provide required training for permit tech to maintain certification
- (c) Redwood Empire Association of Code Officials (REACO) monthly meetings of North Bay Building Officials providing training for current codes
- (d) California Association of Code Enforcement Officials (CACEO)- provides up to date on topical issues i.e hoarding.
- (e) American Society of Civil Engineers (ASCE) - provides training on local and current issues for civil engineers
- (f) Certified Erosion, Sediment and Stormwater Inspector (CESSWI) certification, prerequisite for Qualified Stormwater Practitioner (QSP)

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	FY13/14 Adopted Budget	FY12/13 Amended Budget
		certification which is required to inspect and/or implement stormwater plans and practices in accordance with Construction General Permit. May be substituted by Certified Professional in Sediment Erosion Control (CPSEC), which is similar cost. This certification is needed by Public Works Inspector.		
		(g) Qualified Stormwater Practitioner (QSP). Required by Construction General Permit to inspect and/or implement stormwater plans and practices in accordance with Construction General Permit. Needed by Public Works Inspector.		
		(h) American Water Works Association trainings		
		(i) TRAKiT report writing - 1 additional off-site training on advanced report writing. (1 is included with contract.)		
6	001-1600-400-4999	Staff labor "recharge" (Capital projects, major development)	<u>(520,000.00)</u>	<u>(520,000.00)</u> (502,220.00)

\$520,000 in project labor is budgeted (which includes capital projects and specific plans/planned developments). It should be noted that over the past 2 fiscal years, **labor recharge has in fact exceeded expectations** (\$570,441 in FY 2010-11, \$585,794 in FY 2011-12). In FY 2012-13, labor recharge was \$276,736 in December 2012, again exceeding expectations at this point in the year. However, with the recharge generated by the Development Services Director is shifted out of the department (about \$80K), and the addition of a 1 FTE Senior Planner, retention of Technical Advisor, and increased billing rates for the Development Services Manager,

Work on the following capital projects and major developments are expected to generate staff labor recharge in FY 2013-14:

"310" projects

- 2013 Various Streets Overlays
- 2014 Sidewalk Ramps ADA Upgrade
- Wilfred Avenue Widening
- Dowdell ROW Acquisition
- Redwood @ Business Park Signalization
- West RPX Improvements (Labath & Redwood)
- Casino Traffic/Access/Encroachment
- RPX Sidewalk Ramps ADA Upgrade
- RPX Rehabilitation
- Street Smart Rohnert Park

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
"540" projects					
		Adrian Drive Water & Sewer		200.00	300.00
		Casino Wastewater		45.00	
		Water Tank #2 Interior Painting		45.00	
Major development: University District, Northeast Specific Plan, Northwest Specific Plan, Southeast Specific Plan, Sonoma Mountain Village					
7	001-1600-400-5100	Office Supplies	1,465.00		
		Project folders		200.00	
		5" legal-sized accordian folders		45.00	
		5" letter-sized accordian folders		45.00	
		Cardstock for jobsite cards		300.00	
		Universal labeling machine - tape		250.00	
		Label maker tape		20.00	
		10-key		40.00	
		Envelopes - Window		175.00	
		Envelopes - City return address		175.00	
		Inspection Log Book		40.00	
		2 - HP 02 Black Ink Cartridge (C8721WN)		22.00	
		2 - HP 02 Light Magenta Ink Cartridge (C8775WN)		12.00	
		2 - HP 02 Magenta Ink Cartridge (C8772WN)		12.00	
		2 - HP 02 Light Cyan Ink Cartridge (C8774WN)		12.00	
		2 - HP 02 Yellow Ink Cartridge (C8773WN)		12.00	
		2 - HP 02 Cyan Ink Cartridge (C8771WN)		12.00	
		2 - Pack Retractable Highlighters, Assorted Colors, Pack Of 8		24.00	
		18" steel ruler		5.00	
		Flash drive 8GB		32.00	
		Telephone message pads (5)		28.00	
		Clipboard		4.00	

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Because of the shift toward allocating costs to departments that originate them, the Office Supplies line item budget is shown with supplies, materials and office equipment that are considered special to the department and not included on the "standard" office supply purchase list.			
8	001-1600-400-5140	Books & Pamphlets 2013 Building Code (effective January 1, 2014)		2,400.00	500.00
9	001-1600-400-5150	Bank Fees Exchange Bank fees for merchant processing Authorize.net estimated annual charge (basic + fraud protection) * Authoriz.net transaction processing *		2,660.00	-
				1,800.00 360.00 500.00	
		* Credit card processing: These costs are related to the implementation of online credit card payments of building and planning permits through the new permit system and for taking credit card payments at the Development Services counter on the 2nd Floor.			
10	001-1600-400-5210	Special Departmental TRAKIT permit software annual maintenance TRAKIT permit software scripts (specific plan fee calculations) Locking cash bags (4) * Locking cash drawer (4) * USB credit card reader * Permit printer for counter * Document scanning GIS software - single seat maintenance/renewal AutoCAD software (1 lite, 1 civil 3D)- annual renewal GO code enforcement software - annual maintenance/renewal ** GO code enforcement software - quarterly property info update ** Code enforcement abatement **		28,346.00	157,700.00
				14,000.00 5,000.00 52.00 444.00 50.00 600.00 500.00 250.00 1,250.00 3,000.00 200.00 3,000.00	

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	FY13/14 Adopted Budget	FY12/13 Amended Budget
			Cost	Notes:

* **Permit Counter Customer Service Improvements:** These costs are related to implementing cashiering at the 2nd Floor (Development Services) counter so there is only one stop for permit payment and issuance.

** **Code enforcement related costs:** These costs are related to implementing the Code Enforcement Program, including maintenance for the GovOutreach software, which tracks cases and provides efficient outreach and response capabilities for Code staff and abatement / clean-up services, should the City need to follow-through on abatement. The latter in particular allows the Code Enforcement to move assertively on the more egregious code violations, include dangerous or hazardous conditions that affect the health and safety of neighboring homes or businesses. Costs incurred by the City for abatement would be recovered from the code violator.

11	001-1600-400-5231	Cellular Phones	4,285.00	4,105.00
66		Development Services Manager - smart phone, voice & data only	793.00	
		Deputy City Engineer - smart phone, voice & data only	792.00	
		Dep. Chief Building Official - cell phone, voice only (no text or data)	300.00	
		Deputy Chief Building Official - tablet data plan	600.00	
		Public Works Inspector - cell phone, voice only (no text or data)	300.00	
		Public Works Inspector - tablet data plan	600.00	
		Code Compliance Officer - cell phone, voice only (no text or data)	300.00	
		Code Compliance Officer - tablet data plan	600.00	

The Department has determined that the employees listed above require cell phones for legitimate City business and to improve the Department's effectiveness and efficiency. Cell phones enable Development Services staff to provide better, responsive customer service; respond more quickly to business matters and emergencies; and augment the safety of employees and the general public. Tablets provide access to the City's citizen request, code enforcement tracking, and soon, permitting and project tracking software system.

The work of the Deputy Chief Building Official, Public Works Inspector, and Code Compliance Officer in particular requires them to be away from the office. Having a cell phone allows these employees to access other City employees, their supervisors/managers, and project contractors or consultants. The tablet allows staff in the field to access calendars,

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	FY13/14 Adopted Budget	FY12/13 Amended Budget
		e-mail and documents such as plans and permits so that project decisions can be made quickly and efficiently, as well as the City's citizen request system, further increasing efficiencies across departments. By the end of November 2013 when the new permitting software system is fully implemented, tablets will allow field inspectors to access the permitting system from the job site.		
12	001-1600-400-5240	Public notification, advertising <i>Public hearing notices (3 x \$420)</i>	<input type="text" value="1,260.00"/>	<input type="text" value="3,360.00"/>
		Costs for public hearing notices for City activities or that are non-reimbursable (i.e. not paid by an applicant for a permit or entitlement) are included here. Some notices must be run twice within a certain time period per State law.		
67	13	001-1600-400-5260 Dues and Subscriptions	<input type="text" value="1,100.00"/>	<input type="text" value="600.00"/>
		(a) International Code Council (ICC) - City membership (b) CALBO (CA Assoc. of Building Officials) (c) REACO (Redwood Empire Assoc. Code Officials) (d) AICP Annual (e) ASCE (American Society of Civil Engineers) - annual	<input type="text" value="150.00"/> <input type="text" value="225.00"/> <input type="text" value="75.00"/> <input type="text" value="400.00"/> <input type="text" value="250.00"/>	
		<u>Notes:</u>		
		(a) ICC agency membership dues. Allows for small discount of code books (either hard copy or online)		
		(b) CALBO agency membership dues.		
		(c) REACO membership dues		
		(d) AICP- American Institute of Certified Planners- registration for professional planner, provides training, updates legislative issues and current information for the profession		
		(e) ASCE- Association of Civil Engineers- professional registration for Deputy City Engineer		
14		001-1600-400-5272 Auto allowance	<input type="text" value="9,120.00"/>	<input type="text" value="11,300.00"/>

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	FY13/14	FY12/13
			Adopted Budget	Amended Budget
		2 positions x \$4,560/year	9,120.00	

The budget for this line item is reduced for FY 2013-14 because of the transition of the Development Services Director position out of the department.

15	001-1600-400-6101	Contractual Services	Cost	
		City of Santa Rosa GIS services for TRAKiT implementation		80,000.00
		CEQA Consultant, air quality studies (on initial) ***	2,000.00	
		Traffic studies ****, *****	3,500.00 8,000.00	

Consultant services are needed to supplement existing staff to provide timely response to applications during times of peak development activity, and provide expertise not found in-house (e.g. traffic consultant).

Note: MOST OF THESE EXPENSES ABOVE ARE REIMBURSABLE FROM APPLICANTS OR FUNDED FROM RESTRICTED FUNDS AS FOLLOWS:

- *** **Project applicants:** Studies are required to complete CEQA determinations for development applications. City contracts for the independent study and is reimbursed by the project applicant.
- **** **Traffic Safety Fund:** From time to time residents express concerns about certain intersections or other transportation matters. In interests of safety traffic studies are undertaken to resolve the matter.

16	001-1600-400-6210	Recruitment	Cost	
		Senior Planner recruitment	700.00	600.00

Recruitment costs include advertising, LiveScan, background check, and medical exam (basic exam with drug test), which are costs typically passed on to the departments in accordance with allocating costs to the department requiring recruitment services.

17	001-1600-400-6424	Internal Services	Cost	
		I.T Service Fees Fleet Service Fees	76,990.00 5,071.00	82,061.00

Budget Detail

Development Services Budget Justification

Item	Account	Description & Justification	FY13/14	FY12/13
			Adopted Budget	Amended Budget
Fleet Usage includes the following 3 vehicles <i>Honda Accord - Daily use by Dep Chief Building Inspector</i> <i>Ford Explorer- Daily use by Sr Construction/Building Inspector</i> <i>Ford Escape - 3 Day/week use by Code Compliance officer</i>				

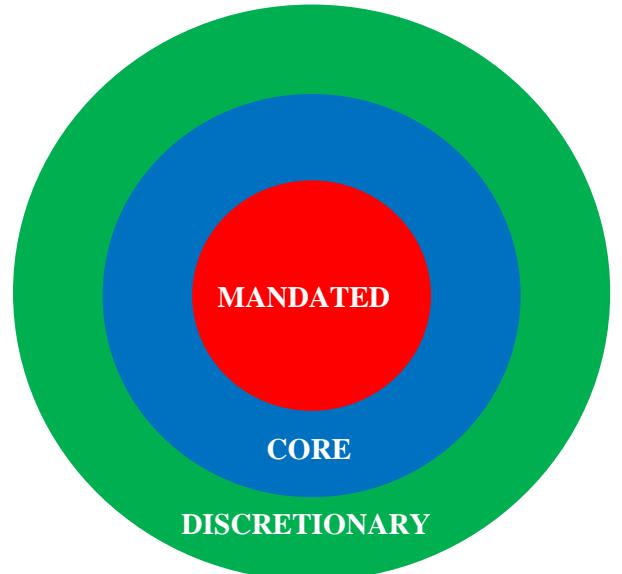
These positions require daily field inspections, call-outs to accidents, fire, board- ups, infrastructure and building inspections. Over 80% of the work required by these positions is in the field and requires transportation.

DEVELOPMENT SERVICES

DEPARTMENT SERVICES MODEL

◆ MANDATED

- Comply with state and federal laws
- Ensure safe buildings
- Build safe and usable streets
- Keep water and sewer systems working
- Move traffic and people safely
- Ensure adequate water supply
- Ensure adequate sewer treatment
- Prevent future flooding



◆ CORE

- Create and maintain attractive neighborhoods
- Assist in the creation of economically vibrant development
- Protect property rights & enhance property values
- Keep city financially viable
- Respond to community
- Bring amenities to benefit citizens and businesses
- Customer service

◆ DISCRETIONARY

- Extra assistance to help with incomplete permit applications
- Extra research and response to informal developer inquiries
- Response to public inquiries and requests beyond core and mandated services
- Other regional coordination and partnerships

ALTERNATIVE SERVICES DELIVERY OPTIONS

- ◆ In-house Delivery
- ◆ Outside professional delivery
- ◆ Other Municipality Delivery

REVENUE OPPORTUNITIES

- ◆ Code Compliance
- ◆ Deliver capital projects from water, sewer, roads funding and grants – in house if possible

MAJOR TASKS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Processed entitlements for the North Village of the Wilfred/Dowdell Specific Plan (Oxford Suites Hotel and McDonalds)
- ✓ Updated Code Compliance Program
- ✓ Produced City-wide Design Guidelines
- ✓ Reconstructed 6 most damaged sections of Copeland Creek Bike Path
- ✓ Repaired and repaved sections of Arlen Drive & East Cotati Avenue
- ✓ Rehabilitated old water and sewer pipes on Alta Avenue & Almond Drive

- ✓ Installed new traffic signal on Rohnert Park Expressway West at Rancho Verde Mobile Home Park
- ✓ Secured multiple plan check services contracts to reduce costs and streamline permitting
- ✓ Completed Communication Plan for CIP projects

MAJOR TASKS IN PROGRESS FROM FISCAL YEAR 2012/2013

- Widen Wilfred Avenue between Redwood Drive and Stony Point Road
- Process Northeast, University District and Northwest Specific Plans
- Streamline Conditional Use Permit Process
- Construct Sewer Force Main from Graton Casino
- Overlay Business Park Drive and Labath Avenue
- Replace sewer and water mains on Adrian Drive
- Repair 14 lane-miles of streets in 2013 Various Streets Project
- Complete Traffic Signals Standards
- Configure and implement new permitting and project tracking system, including online permits

MAJOR GOALS FOR FISCAL YEAR 2013/2014

- GOAL 1: Complete the Wilfred Avenue Widening Project**
- Includes Business Park Drive & Labath Avenue Overlays
 - Includes West Side Traffic Signals
- GOAL 2: Assist and process entitlement amendments to the University District Specific Plan**
- GOAL 3: Process Northwest Specific Plan and EIR**
- Develop Project Description
 - Initiate environmental analysis
 - Prepare draft Specific Plan/conduct public workshops
- GOAL 4: Assist the Northeast Specific Plan Development through entitlement process**
- Assist developer with hydrology/storm water mitigation plan
 - Work with developer on Development Agreement
 - Assist developer with Specific Plan and process entitlements
- GOAL 5: Implement the Wilfred Dowdell Specific Plan – North Village at developer's discretion**
- GOAL 6: Implement the Wilfred Dowdell Specific Plan – South Village at developer's discretion**
- GOAL 7: Implement Stadium Lands Master Plan at developer's discretion**
- Dowdell Extension to Business Park Drive
- GOAL 8: Begin Central Rohnert Park Priority Development Area Plan**
- Develop project description in conjunction with ABAG/MTC, SCTA
 - Assist with technical studies

- Support Citizens Advisory Committee and Technical Advisory Committee

GOAL 9: Launch new TRAKiT Permit and Project Software

- Implement online permitting services
- Implement electronic field inspection reporting

GOAL 10: Undertake \$1 million of Sewer Construction Projects

- Replace aging sewer collection system

GOAL 11: Undertake \$1 million in Water Construction Projects

- Preserve and replace aging water distribution system

GOAL 12: Undertake \$1.2 million in Streets Projects

- Preserve streets
- Include speed control/traffic calming as appropriate

GOAL 13: Study Water Capacity Charge

GOAL 14: Begin Implementation of New Municipal Stormwater Permit

PERFORMANCE MEASUREMENTS FOR FISCAL YEAR 2013/2014

Building permitting:

Total building inspections

Total residential building permits issued

Total building permits issued

Commercial tenant improvements – 1st review turnaround

Right-of-way permitting:

Days from complete encroachment permit application to permit issuance (administrative permits)

Planning permitting:

Days from application to internal/external review (Completeness check)

Days from complete application to land use decision (Administrative Permits)

Code compliance:

Days from code compliance request to first inspection

Days from code compliance case first inspection to voluntary compliance

DEVELOPMENT SERVICES DEPARTMENT

FY13/14 PROGRAM BUDGET NARRATIVES

Central Rohnert Park Priority Development Area Plan

The Central Rohnert Park Priority Development Area Plan ("PDA Plan") includes the preparation of a planning document and environmental analysis for a 282-acre area bounded on the west by Highway 101, on the east by the SMART railroad tracks, and on the south by Santa Alicia Drive / Avram Avenue. The Plan is intended to leverage the construction of the SMART Station just south of the Rohnert Park Expressway, adjacent to the former State Farm Insurance building, guide transit-supportive mixed use development, identify and enhance opportunities to develop infill sites, and foster the development of a town center for Rohnert Park.

The total project cost for the PDA Plan is \$560,000. A \$448,000 grant from the Metropolitan Transportation Commission funds 80% of the project. The City provides the remaining 20% match in the form of staff labor (which may not exceed 1/2 of the in-kind match) and City-paid expenses. The expected timeline of the project is 22-months, so project expenses will span multiple fiscal years. (See *table below*.)

Central Rohnert Park PDA Plan: Project Cost Summary

Project costs	FY 12-13	FY 13-14	FY 14-15	Total project costs	% of total project cost
Consultant (grant-funded)	\$38,150	\$245,550	\$164,300	\$448,000	80%
Staff labor (in-kind match)	\$2,500	\$40,000	\$13,500	\$56,000	10%
Project expenses (in-kind match)	\$200	\$40,000	\$15,800	\$56,000	10%
	\$40,850	\$325,550	\$193,600	\$560,000	

DEVELOPMENT SERVICES DEPARTMENT

FY13/14 PROGRAM BUDGET NARRATIVES

Housing Element Update

The Housing Element is one of the general plan elements required by state law. The Housing Element assesses housing needs in the City and establishes the policies and programs necessary to address those needs. The Housing Element update timeframe is tied to a five-year housing needs process schedule set by the California Housing and Community Development Department, which determines each region's share of the state housing need. The last update period was January 1, 2007 – June 30, 2014.

This update will cover the 2014 - 2021 planning period. It is anticipated that because of funding timing and availability (i.e. General Plan Maintenance Fee Fund balance) as well as department resources to manage this project, the Housing Element update will start in the later part of Fiscal Year 2013-14 and go into the next fiscal year.

The total project costs are estimated at \$75,000, spanning multiple years,. The costs for Fiscal Year 2013-14 are estimated to be approximately \$45,000, with the remainder of costs to be in Fiscal Year 2014-15.

Housing Element Update: Project Cost Summary

Project costs	FY 13-14	FY 14-15	Total project costs	% of total project cost
Consultant	\$ 34,000	\$22,500	\$56,500	75%
Staff labor	\$7,972	\$5,000	\$12,972	17%
Project expenses	\$3,022	\$2,500	\$5,522	7%
	\$44,944	\$30,000	\$74,944	

DEVELOPMENT SERVICES DEPARTMENT

FY13/14 PROGRAM BUDGET NARRATIVES

Greenhouse Gas Reduction Implementation Program

This project is to develop the Rohnert Park- specific work products of a Greenhouse Gas (GHG) Reduction Implementation Program (GRIP), a larger collaborative effort by the 9 Sonoma County cities, the County of Sonoma, and the Regional Climate Protection Authority (RCPA) to reduce GHG emissions community-wide. The overall GRIP is funded primarily by a grant from the California Strategic Growth Council, of which the County of Sonoma is the recipient. The work products and outcomes of the GRIP will include: (1) a Climate Action Plan for each jurisdiction to adopt, (2) programmatic EIR, (3) monitoring and Implementation tracking tools, and (4) model policies/codes/best practices toolkit. The City of Rohnert Park will be reimbursed up to \$23,552 for staff labor provided for this project.

Rohnert Park's share of the grant is \$35,000, but staff has requested that 1/3 of it (\$11,448) be used to fund ICF's labor and materials for Rohnert Park's work products and the remaining 2/3 of the funds (\$23,552) for City staff labor. It is estimated that in FY 2013-14, staff labor costs will be about \$18,200. The remainder of the funding and labor expenses for Rohnert Park's portion of the GRIP will occur in FY 2014-15.

Greenhouse Gas Reduction Implementation Program: Project Cost Summary

Project costs	FY 13-14	FY 14-15	Total project costs	% of total project cost
Consultant (grant-funded)	\$8,000	\$3,448	\$11,448	33%
Staff labor (grant-funded)	\$18,196	\$5,356	\$56,000	67%
	\$26,196	\$8,804	\$35,000	

FY13/14 Program Budget - Development Services Department
Central Rohnert Park Priority Development Area Plan

Revenue	Funding	In-Kind	Total	Comments
Grants	\$ 245,550		\$ 245,550	See Item # 1
General Plan Maintenance Fee Fund	-	80,000	80,000	See Item # 2
Total Revenue	245,550	80,000	325,550	
Expenses				
Salary/Benefits	\$ -	\$ 44,002	\$ 44,002	See Item # 3
Part time Salaries				-
Other				-
Total Salaries	-	44,002	44,002	
Other Expenses				
Professional Services	\$ 245,550	\$ 22,400	\$ 267,950	See Item # 4
Postage		2,911	2,911	See Item # 5
Printing		2,344	2,344	See Item # 6
Events		2,790	2,790	See Item # 7
Marketing/Advertising		2,220	2,220	See Item # 8
Program Supplies		833	833	See Item # 9
Contingency		2,500	2,500	See Item # 10
Total Expenses	\$ 245,550	\$ 80,000	\$ 325,550	
Surplus/(Deficit)	\$ -	\$ 0	\$ 0	

FY13/14 Program Budget Detail

Central Rohnert Park Priority Development Area Plan

Notes/Details:

(1) PDA Planning Grant from MTC. Paid to City on reimbursement basis.

(2) General Plan Maintenance Fee Fund.

(3) Staff time on project during FY 2013-14

City Staff	Hours	% Alloc	Salary & Benefits
Development Services Manager	120	0.06	\$10,218
Senior Planner	280	0.13	\$20,616
Management Analyst	20	0.01	\$1,092
Community Development Assistant	280	0.13	\$11,284
Administrative Assistant	16	0.01	\$792
Total City staff time/cost	716		\$44,002

(4) Consultants:

AECOM (PDA plan consultants)	\$245,550
Legal consultation/review	\$20,000
Translation services (written materials)	\$2,400
	Total consulting costs \$267,950

(5) Postage (est. 1550 pieces)

	Cost	Qty.	
Mailer A - Initial PDA outreach	\$0.83	1,550 pieces	\$1,287
Mailer B - Workshop or other announcement (postcard)	\$0.33	1,550 pieces	\$512
Mailer C - Workshop or other announcement (postcard)	\$0.33	1,550 pieces	\$512
Mailer D - Workshop or other announcement (postcard)	\$0.33	1,550 pieces	\$512
Package delivery of materials to consultants or agencies	\$18.00	5 deliveries	\$90
			Total postage \$2,911

(6) Printing

Mailer A - Initial PDA outreach	\$0.16	1,550 pieces	\$248
Mailer B - Workshop or other announcement	\$0.03	1,550 pieces	\$47
Mailer C - Workshop or other announcement	\$0.03	1,550 pieces	\$47
Mailer D - Workshop or other announcement	\$0.03	1,550 pieces	\$47
Workshop materials			
Large format printing & mounting	\$145.00	9 pieces	\$1,305
Large format printing (not mounted)	\$50.00	8 pieces	\$400
Handouts (for 13 meetings in "Events" below)	\$0.03	4,080 imprints	\$122
Flyers for posting (public sites, comm. & break rooms, etc.)	\$0.16	150 pieces	\$24
Printing & binding of documents (4 TAC mtgs. 15 pieces ea.)	\$1.75	60 pieces	\$105
			Total printing \$2,344

(7) Events: Refreshments, facility, rental (chairs, tables, etc.)

Focus group/stakeholder sessions (est. 6)	\$60	6	\$360
Technical advisory committee meetings (8)	\$60	8	\$480
Public workshops (3)	\$250	3	\$750
2nd language interpretation at meetings	\$400	3	\$1,200
	Total event costs \$2,790		

(8) Marketing / Advertising:

Display ads (PD, 1 ad/2 days each public workshop)	\$370	6	\$2,220
	Total advertising \$2,220		

(9) Program supplies

Mailing envelopes	\$175	3	\$525
Markers	\$2	16	\$24
Post-it flip charts	2	142 box of 6	284
	Total program supplies \$833		

(10) Contingency

Additional outreach, stakeholder meetings, AECOM additional tasks	\$2,500
	Total contingency \$2,500

FY13/14 Program Budget - Development Services Department Housing Element

Revenue	Funding	In-Kind	Total	Comments
General Plan Maintenance Fee Fund	-	\$ 45,000	45,000	See Item # 1
Total Revenue	-	\$ 45,000	45,000	
Expenses				
Salary/Benefits	\$ -	\$ 7,972	\$ 7,972	See Item # 2
Part time Salaries				-
Other				-
Total Salaries	-	7,972	7,972	
Other Expenses				
Professional Services	\$	\$ 34,000	\$ 34,000	See Item # 3
Postage		147	147	See Item # 4
Printing		271	271	See Item # 5
Events		1,280	1,280	See Item # 6
Marketing/Advertising		1,280	1,280	See Item # 7
Others		50	50	See Item # 8
Total Expenses	-	45,000	45,000	
Surplus/(Deficit)	\$ -	\$ -	\$ -	

Notes/Details:

(1) General Plan Maintenance Fee Fund.

(2) Staff time

	Hours	% Alloc	Salary & Benefits
Development Services Manager	30	0.01	\$ 1,702
Senior Planner	70	0.03	3,866
Community Development Assistant	48	0.02	1,612
Administrative Assistant	6	0.00	792
Total City staff time/cost	154		\$ 7,972

(3) Consultant - Year 1 \$ 34,000

(4) Postage	Cost	Qty.	Total Cost
Mailer - workshop announcements (postcard to stakeholders)	0.36	200	72
Circulation of review copies to agencies	\$3.00	25	75
Total postage			147

(5) Printing

Workshop materials	Cost	Qty.	Total Cost
Large format printing (un-mounted)	\$50.00	5	\$250
Mailer - workshop announcements (postcard, 2-sided)	\$0.06	50	\$3
Printing (handouts)	\$0.03	600	\$18
			\$271

(6) Events

	Cost	Qty.	Total Cost
Public workshops	\$70	4	\$280
Translation at meetings	\$250	4	\$1,000

(7) Advertising

	Cost	Qty.	Total Cost
Display ads (PD, 1 ad/2 days each public workshop)	\$320	4	\$1,280

(8) Other

	Cost	Qty.	Total Cost
Filing fees (County)	\$50	1	\$50

FY13/14 Program Budget - Development Services Department
Greenhouse Gas Reduction Implementation Program

Revenue	Funding	In-Kind	Total	Comments
Grants	\$ 18,196		\$ 18,196	See Item # 1
Total Revenue	18,196	-	18,196	
Expenses				
Salary/Benefits	\$ 18,196		\$ 18,196	See Item # 2
Part time Salaries			-	
Other			-	
Total Salaries	18,196	-	18,196	
Surplus/(Deficit)	\$ -	\$ -	\$ -	

Notes/Details:

(1) Grant recipient is Sonoma County PRMD. These grant funds will be paid to the City by the County of Sonoma on a reimbursement basis.

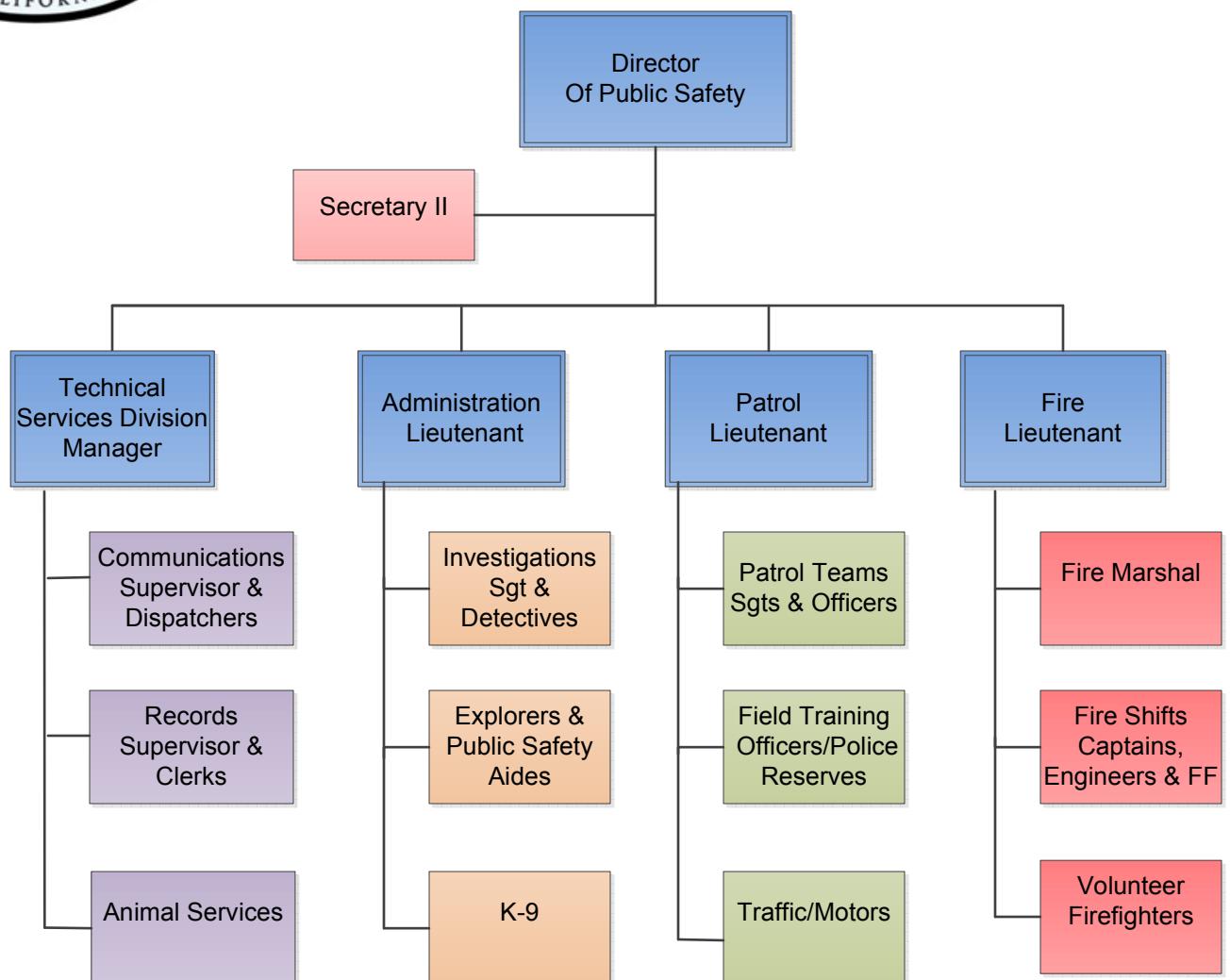
(2) Staff labor costs (salary and benefits) estimated in following table:

City Staff	Hours	% Alloc	Salary & Benefits
Development Services Manager	75	0.04	\$6,813
Management Analyst	115	0.06	\$6,547
Community Development Assistant	115	0.06	\$4,836
Total City staff time/cost	305		\$18,196

(3) "Other expenses" are borne by the consultant and/or RCPA and paid directly by the County of Sonoma, not through the City.



Rohnert Park Department of Public Safety Organizational Chart



PUBLIC SAFETY - POLICE & FIRE

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 11,065,597	\$ 11,654,513	\$ 11,453,915	\$ (200,598)
Overtime/Stand By Pay	807,130	760,000	760,000	-
Training	58,744	87,700	162,030	74,330
PW Recharge	99,627	-	-	-
Insurance				
Workers' Compensation	-	417,240	384,523	(32,717)
Liability/Property	-	202,569	171,084	(31,485)
Self-Insured	2,816	-	-	-
Services Fees *	-	444,272	444,272	-
Supplies				
Office Supplies	80,168	85,500	87,810	2,310
Special Departmental Equipment	38,557	40,500	36,250	(4,250)
Small Tools	106	500	500	-
Clothing/Uniform Allowance	50,301	47,000	66,800	19,800
Utilities	123,856	124,000	117,000	(7,000)
Communications	38,818	37,700	39,900	2,200
Dues & Subscriptions	2,174	5,100	3,770	(1,330)
Advertising	-	2,000	1,000	(1,000)
Vehicle				
Fuel/Auto Allowance	169,142	150,000	170,000	20,000
Maintenance	103,238	110,000	130,000	20,000
Equipment				
Maintenance	65,741	83,800	93,350	9,550
Rental	53,000	260,576	181,980	(78,596)
Facility Maintenance	50,233	71,500	81,500	10,000
Contractual/Professional*	369,799	446,100	440,300	(5,800)
Recruitment	-	47,400	48,700	1,300
Travel & Meetings	5,591	5,500	5,500	-
Community Promotion	20,387	11,500	5,650	(5,850)
Vehicle Replacement	-	-	13,285	13,285
Capital Outlay	-	257,970	310,000	52,030
TOTAL EXPENSE	<u>\$ 13,205,026</u>	<u>\$ 15,352,940</u>	<u>\$ 15,209,119</u>	<u>\$ (143,821)</u>

Includes Booking Fees & S.A. Exam

* New Internal Service Fund Charges

Department of Public Safety Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-2100-400-4101	P/S Personnel /Salaries	\$5,892,504.12	\$5,968,750.00	\$5,640,096.18	\$5,862,735.00	
001-2100-400-4102	P/S Personnel /Salaries-Disp	\$0.00	\$69,972.00	\$0.00	\$69,972.00	
001-2100-400-4110	P/S Personnel /Longevity	\$94,817.16	\$110,695.00	\$105,157.72	\$94,367.00	
001-2100-400-4120	P/S Personnel /Fire Engineer	\$51,907.96	\$57,525.00	\$54,503.28	\$54,953.00	
001-2100-400-4121	P/S Personnel /Fire Compensation	\$132,212.03	\$135,000.00	\$109,813.78	\$135,000.00	
001-2100-400-4124	P/S Personnel/FTO-CTO	\$32,391.07	\$34,611.00	\$29,658.42	\$31,181.00	
001-2100-400-4125	P/S Personnel /Fire Captain	\$54,079.47	\$81,481.00	\$51,945.60	\$80,244.00	
001-2100-400-4126	P/S Personnel /Emt Pay	\$33,731.08	\$37,257.00	\$29,060.96	\$38,187.00	
001-2100-400-4127	PS Personnel / P.O.S.T.	\$271,189.07	\$269,439.00	\$272,523.18	\$266,600.00	
001-2100-400-4128	P/S Personnel /Uniform Allowance	\$12,980.00	\$12,720.00	\$12,290.00	\$12,960.00	
001-2100-400-4129	PS Personnel / Detective Pay	\$20,490.30	\$20,490.00	\$18,948.10	\$20,490.00	
001-2100-400-4130	P/S Personnel /Court Time	\$52,031.81	\$45,000.00	\$52,110.40	\$50,000.00	
001-2100-400-4131	P/S Personnel /Acting Watch	\$356.09	\$1,000.00	\$1,644.44	\$1,000.00	
001-2100-400-4132	P/S Personnel/Motorcycle Stipend	\$1,643.33	\$2,379.00	\$3,020.12	\$4,758.00	
001-2100-400-4133	P/S Personnel/Fire Sys Stipend	\$17,327.82	\$17,056.00	\$14,138.08	\$17,659.00	
001-2100-400-4134	P/S Personnel/Canine Handler	\$4,600.90	\$4,758.00	\$717.24	\$4,453.00	
001-2100-400-4135	P/S Personnel/Field Evidence	\$4,186.45	\$3,958.00	\$4,023.38	\$4,241.00	
001-2100-400-4136	PS/Master Officer Stipend	\$64,197.92	\$57,981.00	\$66,118.04	\$61,839.00	
001-2100-400-4201	P/S Personnel /Part-Time Sal	\$80,277.90	\$105,204.00	\$77,404.14	\$158,007.00	
001-2100-400-4401	P/S Personnel /Overtime Sal	\$807,129.67	\$760,000.00	\$760,061.18	\$760,000.00	
001-2100-400-4501	P/S Personnel /Holiday Pay	\$335,105.55	\$331,755.00	\$398,219.80	\$327,903.00	
001-2100-400-4510	P/S Personnel /Non-Smoking A	\$150.00	\$0.00	\$0.00	\$0.00	
001-2100-400-4511	P/S Personnel /Residency All	\$2,085.00	\$720.00	\$660.00	\$720.00	
001-2100-400-4512	P/S Personnel /Educational St	\$53,012.43	\$56,838.00	\$55,170.44	\$68,582.00	
001-2100-400-4513	Public Safety/In-District	\$7,757.00	\$7,200.00	\$7,200.00	\$7,200.00	
001-2100-400-4520	P/S Personnel /Other Payroll	\$209,575.82	\$7,550.00	\$145,854.24	\$7,550.00	
001-2100-400-4901	P/S Personnel /Pers/Employer	\$2,499,069.35	\$3,028,742.00	\$2,723,584.18	\$2,888,148.00	
001-2100-400-4905	P/S Personnel /Alt Ben Prog/D	\$11,375.00	\$0.00	\$0.00	\$0.00	
001-2100-400-4906	P/S Personnel /Alt Ben Prog/D	\$23,275.00	\$0.00	\$21,000.00	\$0.00	
001-2100-400-4908	PS /RHS Plan	\$10,012.50	\$10,725.00	\$12,525.00	\$10,725.00	
001-2100-400-4920	P/S Personnel /Health Ins/BI	\$152,381.04	\$893,858.00	\$167,527.56	\$893,784.00	
001-2100-400-4921	P/S Personnel /Medical Insur	\$608,088.46	\$0.00	\$590,678.18	\$0.00	
001-2100-400-4923	P/S Personnel /Eye Care	\$20,958.73	\$20,490.00	\$16,949.48	\$20,304.00	
001-2100-400-4924	P/S Personnel /Dental Care	\$89,269.23	\$83,156.00	\$76,239.32	\$81,515.00	
001-2100-400-4925	P/S Personnel /Medicare	\$110,419.24	\$102,790.00	\$109,321.70	\$101,924.00	

Department of Public Safety Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-2100-400-4930	P/S Personnel /Life Ins/Sala	\$11,755.94	\$10,270.00	\$11,365.44	\$10,077.00	
001-2100-400-4931	P/S Personnel /LTD	\$3,464.69	\$2,498.00	\$3,643.72	\$4,118.00	
001-2100-400-4932	P/S Personnel/STD	\$14,211.68	\$17,661.00	\$16,433.42	\$17,203.00	
001-2100-400-4933	P/S Personnel/EAP	\$0.00	\$4,254.00	\$4,254.00	\$4,254.00	
001-2100-400-4934	P/S Personnel/EDD	\$0.00	\$3,030.00	\$3,030.00	\$3,030.00	
001-2100-400-4999	Public Safety/Labor Recharge	\$0.00	\$0.00	-\$240.00	\$0.00	
001-2100-400-5231	PS Personnel/Cell Phone	\$0.00	\$0.00	\$0.00	\$0.00	
001-2100-400-5272	P/S Personnel/Auto Allowance	\$4,410.38	\$4,100.00	\$4,323.36	\$4,632.00	
001-2200-400-4800	Police /Training & Ed	\$13,213.92	\$28,100.00	\$28,000.00	\$46,250.00	See Item#1
001-2200-400-4801	Police /Training/Ed. -	\$36,779.30	\$39,600.00	\$35,000.00	\$72,780.00	See Item#2
001-2200-400-4961	Police /Counseling	\$0.00	\$0.00	\$0.00	\$0.00	
001-2200-400-4999	Police /Public Works	\$80,523.00	\$0.00	\$0.00	\$0.00	
001-2200-400-5100	Police /Office Supplie	\$10,518.23	\$10,000.00	\$10,474.28	\$10,000.00	See Item#3
001-2200-400-5110	Police /Paper Supplie	\$0.00	\$0.00	\$0.00	\$0.00	
001-2200-400-5130	Police /Postage	\$5,041.40	\$4,000.00	\$4,812.14	\$4,000.00	See Item#4
001-2200-400-5140	Police /Books/Pamphle	\$642.97	\$1,000.00	\$984.40	\$1,500.00	See Item#5
001-2200-400-5210	Police /Spec. Departm	\$34,931.83	\$20,000.00	\$19,950.00	\$18,500.00	See Item#6
001-2200-400-5211	Police/I.D.	\$2,804.05	\$3,000.00	\$2,900.00	\$5,000.00	See Item#7
001-2200-400-5212	Police/Armory	\$58,943.26	\$58,000.00	\$57,000.00	\$55,060.00	See Item#8
001-2200-400-5230	Police /Telephone	-\$7.80	\$0.00	\$864.54	\$0.00	
001-2200-400-5231	Police / Cell Phone	\$18,075.58	\$18,000.00	\$15,722.48	\$18,000.00	See Item#9
001-2200-400-5240	Police /Advertising/P	\$0.00	\$2,000.00	\$0.00	\$1,000.00	See Item#10
001-2200-400-5250	Police /Uniforms	\$33,965.48	\$40,000.00	\$38,000.00	\$59,800.00	See Item#11
001-2200-400-5260	Police /Dues & Subscr	\$1,744.00	\$4,000.00	\$1,460.00	\$2,760.00	See Item#12
001-2200-400-5270	Police /Gas & Oil	\$169,053.34	\$120,000.00	\$128,002.30	\$130,000.00	See Item#13
001-2200-400-5310	Police / Facility Maintenance	\$48.73	\$0.00	\$272.00	\$0.00	
001-2200-400-5320	Police /Vehicle Repai	\$67,566.40	\$55,000.00	\$64,791.44	\$50,000.00	See Item#14
001-2200-400-5330	Police /Spec Dept Equ	\$45,091.23	\$28,200.00	\$51,938.34	\$27,100.00	See Item#15
001-2200-400-5340	Police /Office Equipm	\$566.26	\$1,000.00	\$0.00	\$0.00	See Item#16
001-2200-400-6101	Police /Contractual S	\$345,321.78	\$400,000.00	\$390,000.00	\$388,700.00	See Item#17
001-2200-400-6102	Police /S.A Exams	\$16,200.00	\$21,600.00	\$20,000.00	\$21,600.00	See Item#18
001-2200-400-6110	Police /Professional	\$3,453.66	\$500.00	\$680.00	\$500.00	See Item#19
001-2200-400-6210	Police/Recruitment/Hiring Gen	\$0.00	\$27,700.00	\$27,700.00	\$27,700.00	See Item#20
001-2200-400-6310	Police /Equipment/Leas	\$52,839.71	\$256,576.00	\$229,274.78	\$181,980.00	See Item#21
001-2200-400-6420	Police /Self-Insured	\$2,816.44	\$0.00	\$0.00	\$0.00	
001-2200-400-6422	Police /Workers' Comp	\$0.00	\$417,240.00	\$309,669.40	\$384,523.00	See Item#22

Department of Public Safety Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-2200-400-6423	Police /Liability/Property Fees	\$0.00	\$166,691.00	\$150,876.24	\$133,520.00	See item#23
001-2200-400-6424	Police /Services Fees	\$0.00	\$430,442.00	\$0.00	\$430,442.00	See item#24
001-2200-400-6550	Police /Vehicle Rptc	\$0.00	\$0.00	\$0.00	\$13,285.00	See item#25
001-2200-400-6600	Police /Travels & Mee	\$5,468.89	\$5,000.00	\$5,000.00	\$5,000.00	See item#26
001-2200-400-6710	Police /Community Pro	\$532.82	\$1,000.00	\$900.00	\$4,650.00	See item#27
001-2200-400-6910	Police /Miscellaneous	\$19,624.69	\$10,000.00	\$7,500.00	\$0.00	See item#28
001-2200-400-6911	ABC reimbursements expenses	\$200.00	\$0.00	\$620.20	\$0.00	
001-2200-400-9510	Police /C/O-Equipment	\$0.00	\$0.00	\$22,830.00	\$0.00	
001-2200-400-9530	Police /C/O-Communica	\$0.00	\$0.00	\$0.00	\$70,000.00	See item#29
001-2200-400-9610	Police /C/O-Vehicles/	\$0.00	\$257,970.00	\$195,037.86	\$240,000.00	See item#30
001-2300-400-4800	Fire /Training & Ed	\$8,750.86	\$20,000.00	\$12,000.00	\$43,000.00	See item#31
001-2300-400-4999	Fire /Public Works	\$19,104.00	\$0.00	\$0.00	\$0.00	
001-2300-400-5100	Fire /Office Supplie	\$1,438.83	\$2,500.00	\$2,000.00	\$2,750.00	See item#32
001-2300-400-5125	Fire /First Aid Supp	\$694.55	\$5,000.00	\$4,500.00	\$5,000.00	See item#33
001-2300-400-5130	Fire/Postage	\$0.00	\$1,000.00	\$0.00	\$1,000.00	See item#34
001-2300-400-5140	Fire /Books/Pamphle	\$84.63	\$1,000.00	\$660.36	\$3,500.00	See item#35
001-2300-400-5210	Fire /Spec. Departm	\$3,224.89	\$15,000.00	\$13,000.00	\$12,750.00	See item#36
001-2300-400-5231	Fire / Cell Phone	\$3,161.02	\$4,000.00	\$2,826.16	\$4,000.00	See item#37
001-2300-400-5250	Fire /Uniforms	\$16,335.28	\$7,000.00	\$6,000.00	\$7,000.00	See item#38
001-2300-400-5260	Fire /Dues & Subscr	\$430.00	\$1,100.00	\$630.00	\$1,010.00	See item#39
001-2300-400-5270	Fire /Gas & Oil	\$88.31	\$30,000.00	\$22,606.54	\$40,000.00	See item#40
001-2300-400-5320	Fire /Vehicle Repai	\$35,671.46	\$55,000.00	\$55,000.00	\$80,000.00	See item#41
001-2300-400-5330	Fire /Spec Dept Equ	\$20,083.13	\$54,100.00	\$52,000.00	\$66,250.00	See item#42
001-2300-400-5340	Fire /Office Equipm	\$0.00	\$500.00	\$692.76	\$0.00	See item#43
001-2300-400-5350	Fire /Small Tools	\$105.82	\$500.00	\$343.90	\$500.00	See item#44
001-2300-400-6101	Fire /Contractual S	\$17,928.36	\$24,000.00	\$20,000.00	\$29,500.00	See item#45
001-2300-400-6210	Fire/Recruitment/Hiring/VAF	\$0.00	\$19,700.00	\$4,820.00	\$21,000.00	See item#46
001-2300-400-6310	Fire /Equipment Leas	\$72.45	\$4,000.00	\$0.00	\$0.00	See item#47
001-2300-400-6424	Fire /Services Fees	\$0.00	\$13,830.00	\$0.00	\$13,830.00	See item#48
001-2300-400-6600	Fire /Travels & Mee	\$122.59	\$500.00	\$1,120.28	\$500.00	See item#49
001-2300-400-6710	Fire /Community Prom	\$0.00	\$500.00	\$0.00	\$1,000.00	See item#50
001-2300-400-9610	Fire /C/O-Vehicles/	\$0.00	\$0.00	\$0.00	\$0.00	See item#51
001-2510-400-5210	Ps Main Station/Spec. Departme	\$0.00	\$0.00	\$0.00	\$0.00	
001-2510-400-5220	Ps Main Station /Heat/Light/Po	\$111,182.49	\$112,000.00	\$99,229.22	\$105,000.00	See item#52
001-2510-400-5230	Ps Main Station /Telephone	\$14,436.76	\$13,000.00	\$13,032.46	\$14,000.00	See item#53
001-2510-400-5231	Ps Main Station/Cellular Phone	\$56.56	\$0.00	\$0.00	\$0.00	

Department of Public Safety Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-2510-400-5310	Ps Main Station /Bldg/Facility	\$30,347.93	\$35,000.00	\$28,198.36	\$35,000.00	See item#54
001-2510-400-5313	Ps Main Station/Fac Maint/Non- P/S Main Station/Liability/Pro	\$13,075.82	\$25,000.00	\$20,000.00	\$35,000.00	See item#55
001-2510-400-6423	PS Main Station /Liability/Pro	\$0.00	\$29,876.00	\$8,230.92	\$31,280.00	See item#56
001-2600-400-5210	P/S Bldg-North /Spec. Departm P/S Bldg-North /Heat/Light/Po	\$400.14	\$1,000.00	\$0.00	\$0.00	See item#57
001-2600-400-5220	P/S Bldg-North /Heat/Light/Po	\$9,705.28	\$9,000.00	\$7,956.36	\$9,000.00	See item#58
001-2600-400-5230	P/S Bldg-North /Telephone	\$2,230.11	\$1,900.00	\$1,640.66	\$1,900.00	See item#59
001-2600-400-5310	P/S Bldg-North /Bldg/Facility	\$2,715.15	\$4,000.00	\$1,660.96	\$4,000.00	See item#60
001-2600-400-5313	P/S Bldg-North /Fac Maint/Non- P/S Bldg-North /Small Tools	\$2,454.77	\$4,000.00	\$899.38	\$4,000.00	See item#61
001-2600-400-5350	P/S Bldg-North /Small Tools	\$0.00	\$0.00	\$0.00	\$0.00	
001-2600-400-6423	P/S Bldg-North /Liability/Prop	\$0.00	\$2,446.00	\$673.92	\$2,561.00	See item#62
001-2610-400-5210	P/S Bldg-South /Spec. Departme P/S Bldg-South /Heat/Light/Po	\$0.00	\$500.00	\$347.14	\$0.00	See item#63
001-2610-400-5220	P/S Bldg-South /Heat/Light/Po	\$2,968.58	\$3,000.00	\$2,968.20	\$3,000.00	See item#64
001-2610-400-5230	P/S Bldg-South /Telephone	\$865.09	\$800.00	\$972.98	\$2,000.00	See item#65
001-2610-400-5310	P/S Bldg-South /Bldg/Facility	\$1,097.54	\$2,000.00	\$1,444.20	\$2,000.00	See item#66
001-2610-400-5313	P/S Bldg-South /Fac Maint/Non- P/S Bldg-South /Liability/Prop	\$493.38	\$1,500.00	\$720.00	\$1,500.00	See item#67
001-2610-400-6423	P/S Bldg-South /Liability/Prop	\$0.00	\$3,556.00	\$979.68	\$3,723.00	See item#68
001-2700-400-5210	Civil Defense /Spec. Departm Civil Defense /Miscellaneous	\$0.00	\$4,000.00	\$3,800.00	\$5,000.00	See item#69
001-2700-400-6910	Booking Fees /Contractual S	\$29.33	\$0.00	\$0.00	\$0.00	
Total		-\$13,104.58	\$0.00	\$0.00	\$0.00	
Total		\$13,204,937.23	\$15,352,940.00	\$13,894,788.92	\$15,209,119.00	

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-2200-400-4800	Police / Training & Ed-non-POST reimb Educational Reimbursement per MOA's CAL – Chief's Conference CAPE – Property/Evidence IPS – Intergraph (\$1625/person x 4) CCUG (CLETS Computerized Users Group) Sonoma County Chief's/REMF Calif National Emergency Number Assoc for 2 (\$1900) and (\$1100) Asset Forfeiture Training National Gang Conference WCUG (West Coast Users Group) Dispatcher Updates x 2 (10) if local K-9 CNCA - training conference \$1250 each Glock Armorer Course (2)	20,000 450 1,500 6,500 500 100 3,000 3,000 2,000 1,000 1,000 1,250 1,750 200 1,000 2,600 400	46,250	28,100
2	001-2200-400-4801	Training Management System/Software user advance training Less lethal force options training Simulations Instructor Course (2)(40hrs) \$1300/per Crisis Intervention Academy - Sonoma County (2)		72,780	39,600

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		2 staff - POST Supervisor Leadership Institute (SLI) 1 staff - Blood Spatter Course (50hrs) DT (Defensive Tactic) Impact Instructor Recent Cameron (1)(30hrs) Taser Instructor Course (2) (16hrs) 3 staff - Firearms Instructor Update/Recent course 2 staff - Basic Range Master (40hrs) Basic Rifle Instructor (2)(40hrs)	6,680 1,500 1,300 1,450 2,400 2,600 2,600		
3	001-2200-400-5100	Police /Office Supplies Envelopes, Plain&Window Public Nuisance forms Notice to Appear Citations Request for Absence EPO's (English and Spanish) Paper Toner, Printer Cartridges, Plot Printer supplies Various office supplies-pens, correction tape, file folders, labels, binders, envelopes	10,000 300 200 500 300 200 3,000 2,500 3,000	10,000	10,000
4	001-2200-400-5130	Police /Postage incl billing, fed-ex, certified mails, UPS and other mailings	4,000	4,000	
5	001-2200-400-5140	Police /Books/Pamphlets Supervisors required reading for development - reading materials for promotional & employee development opportunities Vehicle Penal Codes	1,500 500 1,000	1,500	1,000
6	001-2200-400-5210	Police /Special Department Supplies Defensive Tactic (DT) training supplies K-9 supplies, incl Ultra Kimono Training Jacket, E Collar Triatronics Classic, food, bowls, collars, leads, grooming Vet Expense Badges, keys, business cards, ID printers supplies, locks, lamination supplies, batteries, PAZ recalibrations, bus cards, memory cards, patches, radar recalibration Digital Records/Cameras (7) Badges	- 3,000 1,000 6,530 770 700	18,500	20,000

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Equipment for Special Investigations - ie. GPS tracking device, rental car buy money Narcotics Destruction Run Vehicle tows text msg/cell phone record retrievals	2,900 1,500 700 600 800		
7	001-2200-400-5211	Police/Property and Evidence	5,000	3,000	
		Packaging materials for property/evidence, processing/collection supplies such as gun boxes, tape, plastic bags, lab supplies, GSR kits, NIK Meth kits, print pads, print powder, laser light for blood spatter, lab chemicals Ductless downflow latent print dusting station	2,500 2,500		
8	001-2200-400-5212	Police/Armory/Training	55,060	58,000	
		Remington & Winchester = duty ammo (40 cal, 9mm, 45 cal, 223 cal, 38 cal Winchester = frangible (special ammo) same calibers Munitions - 40 mm less lethal, sponge rounds (72) Stingers (24) O.C. rounds (36) Beanbag rounds (36) 250 reloadable - Sponge round training kit 2 cases (100) - Taser Cartridges 2 staff - Firearms Instructor clothing - Specialized safety - uniforms/equipments/vests Range supplies and props - Targets, wood stands Weapon Repairs Annual Cleaning supplies for weapon Taser DPM's (14) Blackhawk Strike Gen 4 Molle System 40mm pouch (6) AR15 rifle parts Glock model 22 and 23 parts	13,500 2,160 750 1,000 900 1,200 2,500 750 500 500 750 500 300 500 750		
88		Range Fees - Fairfield \$3500, Windsor, \$1500, Dublin, \$2,200 (7) Range Instructor Physicals - hearing & blood tests - OSHA requirement (12) Tac Lights (6) Eo Tech Sights	7,200 1,050 4,200 2,500		

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
9 001-2200-400-5231	OC Spray (24) TASERS (14)		250 13,300		
10 001-2200-400-5240	Police / Cell Phone 20 cell phones and various data plans assigned to supervisors, CSO, detectives and command staff		18,000	18,000	
11 001-2200-400-5250	Police/Advertising Recruitment and hiring ads with Craig's list, Cal jobs		1,000	2,000	
12 001-2200-400-5251	Police /Uniforms 26 ballistic vests - vests for current employees whose vests will expire, and for new hires incl reserves 59 staff - New and replacement (worn/damaged) for new/existing officers/reserves/5 PSAs/Records and other professional staff		34,800 25,000	59,800	40,000
13 001-2200-400-5270	Police /Dues & Subscription CPCA \$500, Training Managers \$300, Cal-NENA \$260, CAPE \$300, CPOA \$200, CNCA \$325, CLEARS \$150, CCUG \$150, Western States Canine \$200, APCO \$175, Sonoma County Chief \$200		2,760	2,760	4,000
14 001-2200-400-5320	Police /Gas & Oil Redwood Coast Petroleum Chevron		130,000	120,000	
15 001-2200-400-5330	Police/Vehicle Repair includes repairs not covered under "fleet maintenance"		50,000	55,000	
17 001-2200-400-6101	Police/Special Dept Equipment Radio equipment, combiner, narrowband compliance, 2nd channel, public works channel dept equipment - i.e., headsets, portable and gang chargers, microphones Pneumatic Tube(s) or tread Lidar/Radar Units Pelican Cases (4) Radar/Lidar maintenance - mandated calibration		27,100 14,700 10,000 600 800 1,000	27,100	28,200
	Police /Contractual Services		388,700	400,000	

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
9	Sonoma County Public Safety Consortium (SCPSC) - CAD/RMS/MDC		334,000	3,000	
Stericycle	Annual Maintenance - Voice Recorder in dispatch		3,000		
TLO	Bio-hazard disposal, needles, syringes etc		1,500		
Empire Elevator	On-line person checks - used by investigations		1,000		
AMR	elevator maintenance also permit renewal		3,300		
TMS	blood draws		4,000		
RedCloud	Training Manager Software Update		1,000		
Live Scan	radio and infrastructure maintenance incl Pworks		17,000		
Sonoma County Information Services	Fingerprinting - public		11,000		
Golden Gate K-9	ISD-US - Criminal Net, Information Justice System, CLETS		7,000		
Critical Reach	K-9 training		2,000		
AT&T Language Line	Trak Flyers		700		
	Phone Interpretation services		1,200		
	Spanish Translation service contractual		2,000		
18	Sexual Assault Exams	\$1800.00 per exam - estimated 1 per month	21,600	21,600	21,600
19	Police/Professional Polygraph, sketches, counseling		500	500	500
20	Police /Recruitment/Hiring - General		27,700	27,700	27,700
	7 positions (approx 3500 each) anticipated through Attrition and backfill				
	DQ of applicants at various stages, incl promotional processes, outside evaluators, assessment center supplies		24,500		
			3,200		
21	Equipment Lease		181,980	181,980	256,576
	Cannon copiers		28,560		
	Master Lease for fire vehicles and equipment		153,420		
22	Police/Worker's Compensation		384,523	384,523	417,240
	REMF Insurance Allocation				
23	Police/Liability Property		133,520	133,520	166,291
	REMF Insurance Allocation				

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
24	001-2200-400-6424	Police/Service Fees I.T Service Fees	<u>309,476</u>	<u>430,442</u>	<u>430,442</u>
		Fleet Service Fee - preventative maintenance on police vehicles	<u>120,966</u>		
25	001-2200-400-6550	Police/Vehicle Replacement Vehicle #5 Vehicle#44 Vehicle#45	<u>13,285</u>	<u>4,428</u> <u>4,428</u> <u>4,429</u>	-
26	001-2200-400-6600	Police/Travels & Meetings meetings, mileage, travel, bridge tolls Training Per Diem	<u>4,000</u> <u>1,000</u>	<u>5,000</u>	<u>5,000</u>
27	001-2200-400-6710	Police/Community Promotion Citizen's Academy, bicycle rodeo, other community outreach events, National Night Out Contribution to the Explorer competition sponsorship, Explorer dues, insurance, Academy, Meetings, PSA Volunteer Recognition Day	<u>2,000</u> <u>2,650</u>	<u>4,650</u>	<u>1,000</u>
28	001-2200-400-6910	Police/Miscellaneous Move line item cost to 6710 above	<u>-</u>	<u>-</u>	<u>10,000</u>
29	001-2200-400-9530	Police/C/O-Communication	<u>70,000</u>		
		New dispatch radio consoles \$60K	<u>60,000</u>		
30	001-2200-400-9610	Dual band Kenwood radio for M/C - Traffic Safety Fund Police /C/O-Vehicles - 6 police vehicles - funded 100% by traffic safety fund	<u>10,000</u>	<u>240,000</u>	<u>160,000</u>
31	001-2300-400-4800	Fire/Training & Ed Fire/EMT skills refresher and recerts incl Driver Operator Tests Class B Physicals DMV fees	<u>3,000</u>	<u>43,000</u>	<u>20,000</u>

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
92	32	Fire Prevention 1A (4) - Current/incoming Capts/Eng - 40 hours Fire Prevention 1B (4) - Current/incoming Capts/Eng - 40 hours Driver/Operator 1A (5) - For perspective Fire Eng - 40 hours CA Arson Investigators (CCAI) (2) (24 hrs) S-404 Fire Safety Officer (2) - All hazards course - 40 hours Fire Investigation 1A (2) - 40 hours Fire Officer Development - 2 Varied curriculum courses 24 hours each Fire Investigation 1B (2) - 40 hours (3) Rental physical and turn out gear Basic Intensive Fire Academy Firefighter 1 and 2 curriculum - in house instruction and/or props	4,800 4,800 6,000 2,400 2,400 2,400 2,500 500 12,000 2,200		
92	33	Fire/Office Supplies Administrative Citations, Invoices, Absence Forms, Service forms Paper Toner, Printer Cartridges, Plot Printer supplies Office supplies-pens, correction tape, file folders, labels, envelopes, etc -	2,750	2,750	2,500
33	34	Fire/First Aid Supplies includes Police - all first aid and medical kits supplies - bandages, defib pads, sterile gloves, masks, etc		5,000	5,000
34	35	Fire/Postage separated out police incl fire/fire prev. - incl billing,Fed-ex, UPS, other mailings	1,000	1,000	
35	36	Fire/Books/Pamphlets now includes fire prevention - fire code books, ICC guidebooks - updated code books \$2500 due this year	3,500	3,500	1,000
36		Fire/Special Department Replace damaged/destroyed equipment (e.g.burned fire hose) Monitors and sensors replacement	12,750	12,750	15,000

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
37	001-2300-400-5231	ladder recertification SCBA recertification Chemical foam class A&B shift calendars Department equipment/mechanize equipment purchase and maintenance	1,350 1,600 1,000 350 3,200	4,000	4,000
38	001-2300-400-5250	Fire / Cell Phone 4 cell phones and data plans assigned to supervisors 1 cell phones and data plans assigned Lt - detailed breakdown available	2,800 1,200		
93	39 001-2300-400-5260	Fire/Uniforms OSHA requirement - Fire uniforms- for replacement of worn and personnel rotation - going to change BDU type uniforms to police since they're dual - turn out gear lettering		7,000	7,000
40	001-2300-400-5270	Fire/Dues & Subscriptions Fire Chief's Assoc. \$365, Arson Investigator's \$195, Fire Prevention Officer's \$250, NFPA \$200		1,010	1,100
41	001-2300-400-5320	Fire/Gas & Oil Redwood Coast Petroleum		40,000	30,000
	42 001-2300-400-5330	Fire/Vehicle Repair Fire/Spec Dept Equipment Fire Helmets (10) Turn-out boots (10 pair) turn-out pants (10 pair) turn-out coats (10) USAR - replace and add equipment to be compliant with county requirements and standards tarps, battery packs, scanners, pagers, specialized chainsaws, blades, sharpening, equipment that does not have a line item account Chairs - Sgt ofice Stn 2 Elkhart 4000-31 1.5" nozzles (4)	80,000 2,000 3,750 14,000 14,000 3,000 12,000 - 6,000	66,250	54,100

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
43	001-2300-400-5340	Wildland Gear (top,bottom,shelter,gloves,webbing,harness (10) - replace every 10 years Replacement - Rescue Rope 1000 ft @ 1.50 per ft Homaltro gear upgrade (2)	7,000 1,500 3,000	- 500
44	001-2300-400-5350	Fire/Office Equipment Fire/Small Tools	500	500
45	001-2300-400-6101	axes, hammers, pick axes, screwdrivers, bolt cutters, small tools Fire /Contractual Services fire extinguishers recharge/check Annual Fee Fire Assessment services CUPA fire department training facility Operational Emergency Services - countywide Fire House Software maintenance renewal/support Hazmat business permit Fire shift scheduler/tracker/picker Annual Fire Alarm Maintenance Contractual obligations Ladder Recert SCBA test kit - recalibration SCBA recert - packs	1,200 9,000 1,800 1,000 2,500 3,500 2,000 1,500 2,000 1,500 700 2,800	29,500 24,000
46	001-2300-400-6210	Fire/Recruitment/Hiring/Volunteer Auxiliary Firefighter new account - recruitment and process 4 - 5 new VAF - approx \$3500 per hire DQ of applicants	17,500 3,500	21,000 19,700
47	001-2300-400-6310	Fire/Equipment Lease	-	4,000
48	001-2300-400-6424	Fire/Services Fees - fleet maintenance	13,830	
49	001-2300-400-6600	Fire/Travels & Meetings meetings, mileage, travel, bridge tolls	500	500
50	001-2300-400-6710	Fire/Community Promotion Holiday Safety tips - Christmas, 4th of July etc	1,000	500

Budget Detail
Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
52	001-2510-400-5220	P/S Main Station /Heat/Light/Power		105,000	112,000
53	001-2510-400-5230	P/S Main Station /Telephone	14,000		13,000
54	001-2510-400-5310	P/S Main Station /Bldg/Facility-routine janitorial service pests services toilet paper, multi-fold towels, garbage bags, seat covers, bleach, hand soap, shredder bags, sponges, dish soap light bulbs, furnace filters, light bulb disposal fee,building repairs and maintenance costs	21,000 800 5,000 8,200	35,000	35,000
55	001-2510-400-5313	P/S Main Station/Bldg /Non-routine HVAC - on going problems, gates, generator, pneumatic tube, maintenance and load testing generator testing Front door repair		25,000 10,000	35,000
56	001-2510-400-6423	P/S Main Station/Liability/Property REMF Insurance Allocation	31,280	31,280	29,876
57	001-2600-400-5210	P/S Bldg-North /Spec. Department purchases for Northern Station		-	1,000
58	001-2600-400-5220	P/S Bldg-North /Heat/Light/Power	9,000		9,000
59	001-2600-400-5230	P/S Bldg-North /Telephone	1,900		1,900
60	001-2600-400-5310	P/S Bldg-North/Bldg/Facility-Routine landscape materials, paper towels, cleaning supplies, light bulbs, supplies for routine building maintenance - furnace filters	4,000		4,000
61	001-2600-400-5313	P/S Bldg-North Bldg/Fac Maint/Non-Routine airduct cleaning, bay door repairs, non-routine repairs for Northern Station	4,000		4,000
62	001-2600-400-6423	P/S Bldg/North/Liability/Property REMF Insurance Allocation	2,561	2,561	2,446
63	001-2610-400-5210	P/S Bldg-South /Spec. Department	-		500

Budget Detail

Public Safety Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
64	001-2610-400-5220	purchases for Southern Station		3,000	3,000
65	001-2610-400-5230	P/S Bldg-South /Heat/Light/Power			
66	001-2610-400-5310	P/S Bldg-South /Bldg/Facility Comcast Connectivity Telephones	800 1,200	2,000	2,000
67	001-2610-400-5313	P/S Bldg-South /Fac Maint/Non-Routine airduct cleaning, bay door repairs, non-routine repairs for Southern Station		1,500	1,500
68	001-2610-400-6423	P/S Bldg South/Liability/Property REMF Insurance Allocation	3,723	3,723	3,556
69	001-2700-400-5210	Emergency Preparedness/Special Department rations water EOC supplies table top exercise supplies, "smart board"	1,000 500 1,500 2,000	5,000	4,000
Total					2,995,204
					2,827,327

PUBLIC SAFETY - POLICE SERVICES

DEPARTMENT SERVICES MODEL

MANDATED

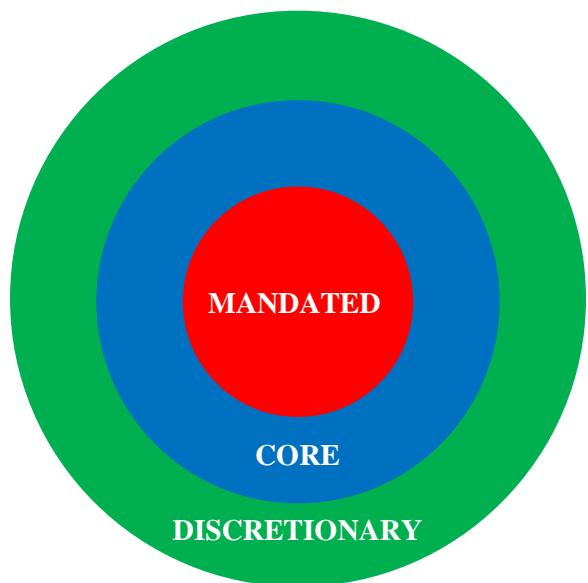
- Patrol Services
- Property/Evidence
- Records
- Dispatch
- POST Training-Reporting
- County Wide CAD-RMS-MDC

CORE

- Investigations
- Community Service Officers
- Abandoned Vehicles/Neighborhood Blight
- Traffic/Motors
- K-9
- Volunteers-PSA
- Reserve Police Officers
- Animal Control

DISCRETIONARY

- Explorers
- Citizens Academy
- Community Outreach Events/C-CORP, Bicycle Rodeo, Special Olympics



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Citizen's Crime Reporting (CCR)

REVENUE OPPORTUNITIES

- Review and Update City Fee Schedules

MAJOR ACCOMPLISHMENTS FOR FISCAL YEAR 2012/2013

- ✓ Lowest Part I Crime Rate in Last Decade
- ✓ Continue to Improve Business Contacts
- ✓ Completed POST Audit of Property/Evidence
- ✓ Established and Graduated Citizen's Academy
- ✓ Grant Funding Opportunities
 - Office of Traffic Safety
 - JAG
 - Homeland Security
- ✓ Conducted a Sergeant Promotional Examination

- ✓ Conducted a Dispatch Supervisor Promotional Examination
- ✓ Hired Five Public Safety Officers to replace Retirees
- ✓ Revision of Chapter I of the City's Municipal Code

MAJOR GOALS FOR FISCAL YEAR 2013/2014

- Goal 1: Follow-Up to the Property/Evidence Inspection by POST (Goal A-6)
- Goal 2: Continue to Seek Grant Funding Opportunities (Goal B-5)
- Goal 3: Enhance Traffic Unit Capabilities (Goal A-3, A-4)
- Goal 4: Develop and Implement On-Line Citizen Crime Reporting (Goal C-4)
- Goal 5: Complete Roof Project at DPS Main Station (Goal A-5)

PERFORMANCE MEASUREMENTS

- Annual Crime Reports
 - 1. Part I Crimes
 - 2. Other Crimes
 - 3. Percent of Violent Crimes Cleared
 - 4. Percent of Property Crimes Cleared
- Police Response
 - 1. Calls for Service by Priority
 - 2. Response Times by Priority
- Traffic Analysis
 - 1. Total Vehicle Accidents
 - 2. Injury Vehicle Accidents
 - 3. Driving Under Influence Accidents
 - 4. Driving Under the Influence Arrests
 - 5. Other Accident Data
- Alcohol Beverage Service Ordinance (ABSO)
 - 1. Responsible Beverage Service Trainings Given
 - 2. Alcohol Premises Inspections
 - 3. Decoy Operations – Percent of Businesses Visited
 - 4. Fees Collected
- Communications
 - 1. Unit Number of 9-1-1 Calls Answered
 - 2. Average Answer Time for 9-1-1 lines Public Works Calls
Answered/Handled Total Phone Calls Answered Citizen Crime Reports (CCR) Sent/On-line Animal Control Calls Handled
- Records Unit
 - 1. Part 1 Crimes
 - 2. Other Crimes
 - 3. Total Number of Reports Processed
 - 4. Total Number of Citations Processed
 - 5. Total Number of Subpoenas Processed
 - 6. Total Number of Public Records Act Requests Processed
 - 7. Total Number of Background Checks for Employment Processed
 - 8. Total Number of Vehicle Releases
- Property/Evidence Unit
 - 1. Total Number of Property Items Accepted
 - 2. Total Number of Property Items Disposition

PUBLIC SAFETY - FIRE SERVICES

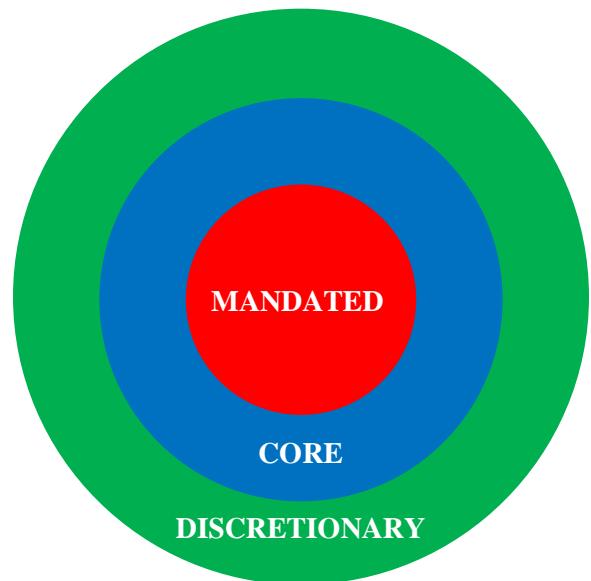
DEPARTMENT SERVICES MODEL

MANDATED

- Fire Response/Suppression
- Fire Prevention
- Training
- Dispatch
- Records
- Auto-Aid
- County Wide CAD-RMS

CORE

- Emergency Medical Services
- Public Education
- Volunteer Firefighters
- Urban Search and Rescue Team (USAR)
- HAZ-MAT



DISCRETIONARY

- Mutual Aid-Out of County Wild land Response

ALTERNATIVE SERVICES DELIVERY OPTIONS

- Shared Services

REVENUE OPPORTUNITIES

- Review and Update City Fee Schedules

MAJOR ACCOMPLISHMENTS FOR FISCAL YEAR 2012/2013

- ✓ Completed Personal Protection Equipment and Database
- ✓ Conduct Joint EOC Tabletop Exercise
- ✓ Provided EOC and ICS Training for City Council Members
- ✓ Ordered Replacement of Frontline Engine
- ✓ Evaluated all Fire Prevention Associated Fees
- ✓ Upgraded and Enhanced Engineer Program
- ✓ Implementation of TRAKIT Program for Fire Prevention

MAJOR GOALS FOR FISCAL YEAR 2013/2014

- Goal 1:Enhance Fire Division Notification/Call-Back System (Goal C-1)
- Goal 2: Finalize Urban Search and Rescue Team Certification Process and Explore Possible Joint Agency Partnership (Goal C-1)
- Goal 3: Enhance Inter-Agency Training (Goal A-6)
- Goal 4: Adopt and Formally Amend 2013 CA Fire and Residential Codes (Goal C-1)

PERFORMANCE MEASUREMENTS

- End of Year Fire Report
 1. Percentage of Commercial Buildings Inspected
 2. Annual Business Fire Inspections
 3. New and Permit Construction Inspections
 4. Public Education Events
 5. Number of Structure and Non-structure Fires
 6. Fire Response Calls for Service
 7. Fire Response Times
 8. Fires Confined to Room of Origin
 9. False Alarms
 10. Estimated Fire Losses
- Emergency Medical
 1. Emergency Calls per 1,000 Residents
- Fourth of July Stats
 1. Citations
 2. Illegal Fireworks Confiscated
 3. Fire Works Related Calls for Service
 4. Fires

DEPARTMENT OF PUBLIC SAFETY

FY13/14 PROGRAM BUDGET NARRATIVES

Bullet Proof Vest Program Partnership – Office of Justice Program (JAG)

This JAG grant is 50-50 match bullet proof vest partnership with the Bureau of Justice Grants through the Office of Justice Programs (Federal Grant). Money is awarded each year to agencies who apply for the program and claim allotted funding. Once money is awarded agencies have up to three (3) years to spend the money. Bullet proof vests are the only expenditures allowed through this grant. The City spends monies for the full price of the vest and then is reimbursed.

This budget reflects current known vest replacements. It is subject to change based on new hires. If needed, there are more funds available through this grant.

Sobriety Check Point Grant Program - SC13351 – Safe TREC

The goal of the Sobriety Checkpoint Grant Program for 2012-2013 is to reduce the number of victims killed and injured in alcohol-involved crashes in participating cities. The period of this grant contract, December 1, 2012 to September 30, 2013 encompasses two national mobilization periods: Winter Holiday and Labor Day mobilization period. In addition, the department is required to conduct an additional checkpoint outside the mobilization period. The Rohnert Park Department of Public Safety will conduct sobriety checkpoints in Rohnert Park in accordance with the contract. All operations performed under this grant are to be conducted on an over-time basis. All expenditures incurred are 100% grant reimbursable.

Selective Traffic Enforcement Program PT-1356

Time tested and best practice strategies will be used on an overtime basis to reduce the number of persons killed and injured in crashes involving alcohol, speed, red light running, and other primary collision factors. This grant is a one year grant operating on the federal fiscal year from October 1, 2012 – September 30, 2013. The funded strategies may include: DUI saturation patrols to apprehend impaired drivers; warrant service operations targeting repeat DUI violators who failed to appear in court or violate probation; stakeout operations for repeat DUI offenders; and the use of 'HOT Sheets' to help law enforcement identify and apprehend the 'worst of the worst' DUI offenders. Law enforcement personnel will receive specialized training to detect and apprehend drivers under the influence of drugs (legal and illegal). Also, special patrols will be used to enforce CA's hand held and texting while driving laws. The program may also concentrate on speed, aggressive driving, seat belt enforcement, intersection operations with disproportionate numbers of traffic crashes and special enforcement operations encouraging motorcycle safety. The grant funded strategies are designed to earn media attention, thus enhancing the overall deterrent effect. All expenses incurred are 100% grant reimbursable.

DEPARTMENT OF PUBLIC SAFETY

FY13/14 PROGRAM BUDGET NARRATIVES

Alcoholic Beverage Service Ordinance (ABSO)

The City of Rohnert Park Ordinance Section 8.34 Et Seq. applies to all business that sell alcohol in the City of Rohnert Park. This ordinance creates conditions and requirements upon the local alcohol sales licensees; the ordinance requires each owner or licensee of a new alcohol establishment to secure a use permit to engage in the sale of alcoholic beverages within the city. The permit requires the business owner to comply with operational standards and training requirements as conditions of the permit. Each business will pay an annual permit fee. Fees vary according to the level of risk the establishment poses to the community. The level of risk is determined by factoring in law enforcement activity, volume of alcohol sales, and the hours of operation at each outlet. The annual fee funds RBS training, laws enforcement compliance checks, estimated annual costs of the police services necessary to monitor and enforce the operational standards and other use permit conditions, requirements for all establishments with that license category, and the estimated staff costs to bill and collect the annual permit fee.

Any employee who sells or serves alcoholic beverages is required to complete an approved certified program in "Responsible Beverage Service (RBS) within sixty days (60) of hire. This four hour training is provided free of charge, through the permit fees paid by the businesses. This program is self-funded by the on-going collection of permit fees.

Responsible Beverage Service (RBS) Trainer – Sonoma County Contract

Consolidation of services - Contract to provide twelve (12) Responsible Beverage Service Trainings to alcohol licensed establishments in the County of Sonoma. Conduct one (1) Train the Trainer Course and train at least four (4) new instructors to become successful trainers. Develop and implement on-line countywide special events training. Maintain website to ensure full implementation. FY13/14 is the last year of the two year contract with Sonoma County.

DEPARTMENT OF PUBLIC SAFETY

FY13/14 PROGRAM BUDGET NARRATIVES

Sonoma County Department of Health Services Compliance Checks

Implement a Proactive Approach to Mitigate Alcohol Related Crimes. Improve alcohol retailer compliance with alcohol nuisances and crimes through proven prevention and enforcement programs: Implement activities at SSU and Rancho Cotati High School to bring awareness to alcohol consumption and sexual assaults; improve alcohol consumption awareness by posting signs at strategic locations at SSU. Acceptable activities for funding include: Compliance checks, Shoulder Tap Surveillance, Retailer/Vendor Prevention and Education, and Responsible Beverage Service (RBS) Training. Funds are not designated for enforcement purposes. This is a 24 month opportunity (July 1, 2013 - June 30, 2015) in the total amount of \$80,000. This grant is tri-agency grant between RPDPS, Cotati PD and SSU PD. All staff time is on an overtime basis and due to the varying salaries of three (3) agencies was calculated at the flat overtime rate of \$75.00 per hour. Grant monies will be reimbursed to the agency after expenses have been incurred.

Funding	FY13/14	FY14/15	Total
Sonoma County Health Services Compliance Grant	\$ 40,000	\$ 40,000	\$ 80,000

FY13/14 Program Budget - Department of Public Safety
Bullet Proof Vest Program Partnership - Office of Justice Program (JAG)

Revenue	Funding	In-Kind	Total	Comments
Grants	\$ 24,450	\$ 23,400	\$ 47,850	See Item # 1
Total Revenue	24,450	23,400	47,850	
Expenses				
Equipment	\$ 23,400	\$ 23,400	\$ 46,800	See Item # 2
Total Expenses	23,400	23,400	46,800	
Surplus/(Deficit)	\$ 1,050	\$ -	\$ 1,050	

Notes/Details:

(1) Office of Justice Program (JAG) grant. Bullet Proof Vest Partnership. Paid to City on reimbursement basis

Carryover from FY12/13	\$ 12,225
New claim amount for FY13/14	12,225
	\$ 24,450

City's match not to exceed 50% of actual total cost

(2) Equipment	Cost	Qty.	Costs
Bullet Proof (Ballistic) vests	\$ 1,800	26	\$ 46,800

FY13/14 Program Budget - Department of Public Safety
Sobriety Check Point Grant Program SC-13351 - SafeTREC

Revenue	Funding	In-Kind	Total	Comments
Grants	\$ 32,410		\$ 32,410	See Item # 1
Total Revenue	32,410	-	32,410	
Expenses				
OT Salary	\$ 21,141		\$ 21,141	See Item # 2
Part time Salaries	-		-	
Other	-		-	
Total Salaries	21,141	-	21,141	
Other Expenses				
Printing	\$ 1,000		\$ 1,000	See Item # 3
Equipment	10,269		10,269	See Item # 4
Total Expenses	32,410	-	32,410	
Surplus/(Deficit)	\$ (0)	\$ -		

Notes/Details:

(1) Sobriety Check Point Grant Program, funded by The Office of Traffic Safety. Paid to City on reimbursement basis.

(2) Staff time is calculated per operation / not to exceed \$7061 per operation. Program is THREE operations

Public Safety Staff	Hours	FICA 1.45%	Total Over-Time Salary
Two Sergeant (8 hours) x 3 check points	48	\$ 19.02	\$ 3,993
Eight Public Safety Officers (8 hours) x 3 check points	192	49.64	14,741
Two Public Safety Dispatcher (8 hours) x 3 check points	48	18.37	2,407
Total City staff time/cost			\$ 21,141
(3) Printing			
Custom DUI Pamphlets	Qty. 5000	Cost \$0.20	Total Cost \$ 1,000
(4) Equipment			
Lighting Equipment (Scene Safety) MUTCD Compliant	Qty. 3	Cost \$3,423	Total Cost \$ 10,269
Total Program cost			\$ 32,410

FY13/14 Program Budget - Department of Public Safety
Selective Traffic Enforcement Program PT-1356

Revenue	Funding	In-Kind	Total	Comments
Grants	\$ 40,000		\$ 40,000	See Item # 1
Total Revenue	40,000	-	40,000	
Expenses				
Salary/Benefits	\$ 32,043		\$ 32,043	See Item # 2
Total Salaries	\$ 32,043	\$ -	\$ 32,043	
Other Expenses				
Training	\$ 4,000		\$ 4,000	
Equipment	3,957		3,957	See Item # 4
Total Expenses	\$ 40,000	\$ -	\$ 40,000	
Surplus/(Deficit)	\$ 0	\$ -		

Notes/Details:

(1) Selective Traffic Enforcement Program. Paid to City on reimbursement basis.

(2) Staff time is broken up into four enforcement categories.

Each is allocated by OTS and used at the discretion of the Grant Director

Categories	Hour	Amount	FICA 1.45%	Total Over-Time Salary
DUI Saturation Patrol	105	\$7,885	\$114	\$7,999
Traffic Enforcement Operations	132	9,900	144	10,044
Motorcycle safety enforcement Operations	52	3,900	57	3,957
Distracted Driving Operations	132	9,900	144	10,044
Total Personnel Costs	421	\$31,585	458	\$32,043

(3) Travel Expense: In-state training opportunity for any class(es), traffic related and approved by OTS.

OTS Pre-Aproved Training	Amount	Total
Govenors Conference	\$2,000	\$2,000
Driving Under the Influence of Drugs seminar	2,000	2,000
Total Training Costs		\$4,000

(4) Other Direct Cost	Amount	Total
LiDAR Device (Speed Detection)	\$3,957	\$3,957
Total Program cost		\$40,000

FY13/14 Program Budget - Department of Public Safety Alcohol Beverage Service Ordinance (ABSO)

Revenue	Funding	In-Kind	Total	Comments
Fees	\$ 31,550		\$ 31,550	
Total Revenue	31,550	-	31,550	See Item # 1
Expenses				
OT Salary	\$ 28,294		\$ 28,294	
Total Salaries	28,294	-	28,294	See Item # 2
Other Expenses				
Office Supplies	\$ 158		\$ 158	See item # 3
Postage	249		249	See Item # 4
Printing	1,960		1,960	See Item # 5
Program Supplies	432		432	See Item # 6
Total Expenses	31,092	-	31,092	
Surplus/(Deficit)	\$ 458	\$ -	\$ 458	

Notes/Details:

(1) Estimate Collection of Alcoholic Beverage Service Fees

(2) Staff paid overtime

Public Safety Staff	Hours	Over-Time Salary
Sergeant (5 hours) x 13 RBS training classes	65	\$5,330
Public Safety Officer (4 hours) x 13 RBS training classes	52	3,848
Sergeant (5 hours) x 6 Private on-site training classes	30	2,460
Public Safety Officer (4 hours) x 6 Private on-site training classes	24	1,776
Sergeant (6 hours) x 8 Compliance Check Inspections	48	3,936
Public Safety Officer (6 hours) x 8 Compliance Check Inspections	48	3,552
(2) Public Safety Officer (10 hours) x 6 Minor Decoy Operations	60	4,440
Administrative Duties (21 hours)	21	1,722
Administrative Assistant (40 hours)	40	1,230
Total public safety overtime cost	388	\$28,294

(3) Office Supplies

	Cost	Qty.	Total
Paper	\$0.02	2000	\$40
Printer Cartridge	50.00	1	50
Envelopes (Manilla and Letter)	0.15	450	68
Total office supplies	2451		\$158

(4) Postage (est. 360 pieces)

	Cost	Qty.	Total
Mailer A -RBS Course Schedule February - June	\$0.46	80	\$37
Mailer B - Use Permit	1.50	80	120
Mailer C - Second Billing	0.46	70	32
Mailer D - Delinquent Notices	0.46	50	23
Mailer E - RBS Course Schedule July - January	0.46	80	37
			\$249

(5) Printing Cost

	Cost	Qty.	Total
Off-Sale Manual	\$0.10	6,000	\$600
On-Sale Manual	0.10	6,000	600
Summary of Laws Handout	0.10	3,600	360
Course Completion Cards	0.20	1,000	200
RBS Color Pamphlets	2.50	80	200
Total printing cost	16,680		\$1,960

(6) Program Supplies

	Cost	Qty.	Total
Post-it flip charts	\$30.00	5	\$150
Dry Erase Markers	19.00	5	95
Replacement Batteries for UV Lights	10.00	15	150
Certificate Paper for Use Permit	37.00	1	37
			\$432

Total Program cost	\$31,092
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FY13/14 Program Budget - Department of Public Safety
Responsible Beverage Service (RBS) Trainer - Sonoma County Contract

Revenue	Funding	In-Kind	Total	Comments
Grants	\$ 11,000		\$ 11,000	See Item # 1
Total Revenue	11,000	-	11,000	
Expenses				
OT Salary	\$ 10,000	\$ -	\$ 10,000	See Item # 2
Total Salaries	10,000	-	10,000	
Other Expenses				
Printing	\$ 900		\$ 900	See Item # 3
Travel, Conferences, Meetings	100		100	See Item # 4
Total Expenses	11,000	-	11,000	
Surplus/(Deficit)	\$ (0)	\$ -	\$ (0)	

Notes/Details:

(1) Responsible Beverage Service Trainer Grant

(2) Personnel Overtime Cost

Public Safety Staff	Hours	Total Over-Time Salary
Sergeant (5.5 hours) x 12 RBS training classes	66	\$ 5,400
Sergeant (12 hours) x 1 Train the Trainer	12	982
Sergeant (44+ hours) x 1 RBS Special Event Online Course	44	3,618
Total personnel overtime cost	122	\$ 10,000

(3) Printing Cost

	Cost	Qty.	Costs
Off-Sale Manual	\$ 0.10	3,000	\$ 300
On-Sale Manual	0.10	3,000	300
Summary of Laws Handout	0.10	1,800	180
Course Completion Cards	0.20	600	120
Total Postage			\$ 900

(4) Travel Cost

Mileage	\$ 0.55	182	\$ 100
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Total Program cost	\$ 11,000
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FY13/14 Program Budget - Department of Public Safety
Sonoma County Dept. of Health Services Compliance Checks

Revenue	Funding	In-Kind	Total	Comments
Grants	40,000		40,000	See Item # 1
Total Revenue	\$ 40,000	\$ -	\$ 40,000	
Expenses				
Salary/Benefits	\$ 37,800		\$ 37,800	See Item # 2
Total Salaries	\$ 37,800	\$ -	\$ 37,800	
Other Expenses				
Printing	2,200		2,200	See Item # 3
Total Expenses	\$ 40,000	\$ -	\$ 40,000	
Surplus/(Deficit)	\$ -	\$ -	\$ -	

Notes/Details:

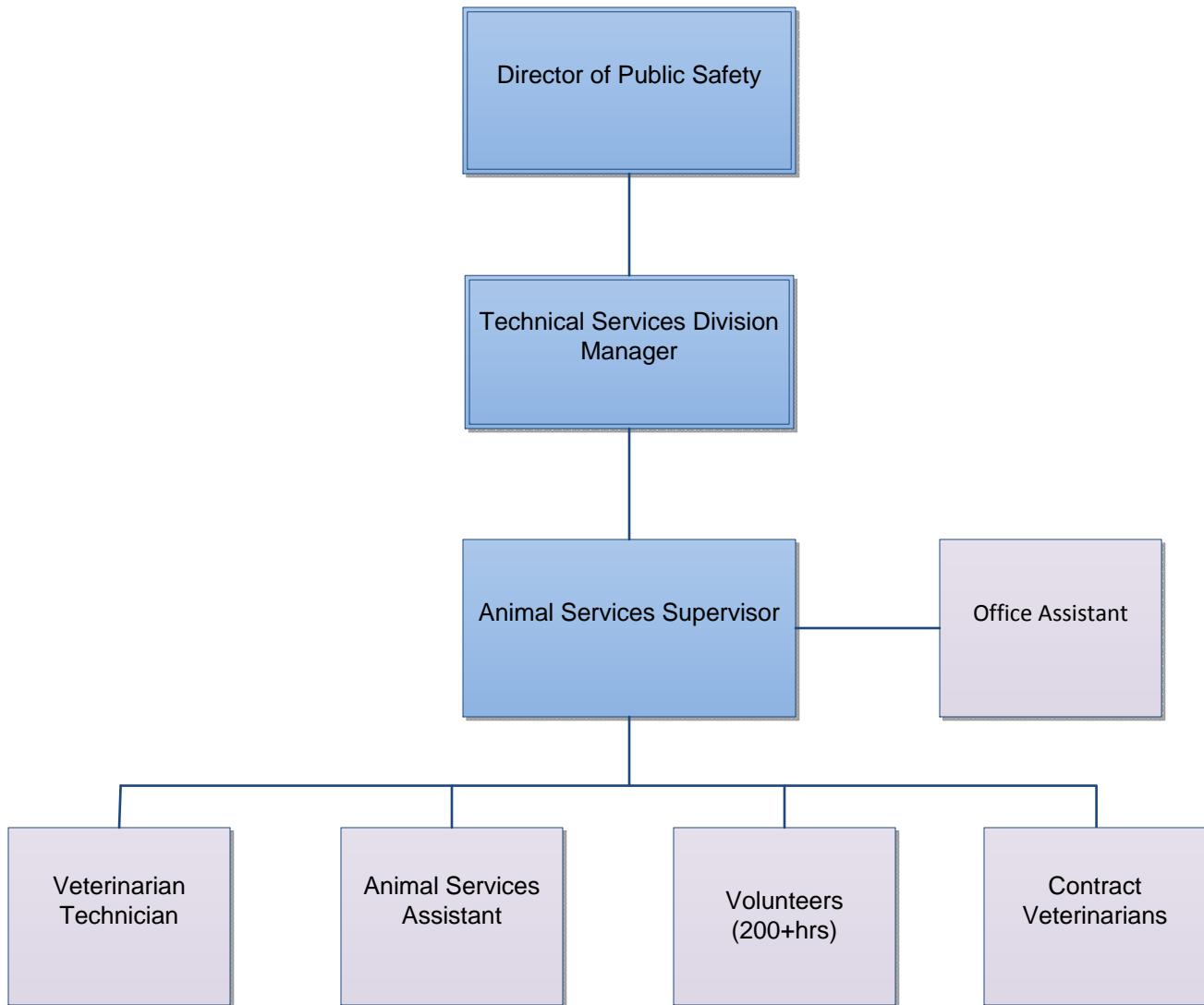
- (1) Sonoma County Dept. of Health Services Law Enforcement Compliance Checks Grant. Paid to City on reimbursement basis
(2) Staff paid overtime

Public Safety Staff	Hours	Total Over-Time Salary
IMPACT Inspections (Cotati PD & SSU) x 1 Officer (8 hours) x 3 ops	24	\$ 1,800
RBS Training x 1 Officer (4 hours) x 6 classes	24	1,800
S.A & Informative Material Development x 1 Officer (24 hours)	24	1,800
S.A & Alcohol Consumption Course x 1 Officer (1.5 hours) x 16 trainings	24	1,800
Minor Decoy Operations (Fake ID Campaign)	100	7,500
Cops in Shops (Rohnert Park and Cotati) x 2 Officers (5 hours) x 10 Ops	100	7,500
Compliance Checks at Problem Premises x 2 Officers (5 hours) x 11 Ops	110	8,250
Compliance Checks at Special Events x 2 Officers (5 hours) x 4 Ops	40	3,000
Administrative Costs *	58	4,350
Total Public Safety OT Cost	504	\$ 37,800
(3) Printing Cost	Cost	Qty.
Sexual Assault and Alcohol Awareness Pamphlet	\$0.50	2,400
Alcohol Awareness Signs	10.00	100
Total printing cost		\$ 2,200
Total Program cost		\$ 40,000

* Monthly Reporting, Statistical Analysis, Project Oversight, Fraudulent ID Training for Officers, Tri Agency & Prevention Partnership Meetings



RPDPS – Animal Services Organizational Chart



PUBLIC SAFETY - ANIMAL SERVICES

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 283,727	\$ 285,910	\$ 297,365	\$ 11,455
Overtime/Stand By Pay	-	-	-	-
Training	-	-	-	-
PW Recharge	8,089	-	-	-
Insurance				
Workers' Compensation	-	7,838	9,204	1,366
Liability/Property	-	7,597	6,502	(1,095)
Services Fees *	-	29,447	29,447	-
Supplies				
Office Supplies	50,507	38,700	37,200	(1,500)
Special Departmental Equipment **	(23,252)	12,000	8,000	(4,000)
Utilities	16,600	15,000	15,000	-
Communications	1,022	1,100	1,100	-
Dues & Subscriptions	-	-	-	-
Advertising	4,900	5,200	-	(5,200)
Vehicle	900	1,600	1,500	(100)
Equipment	-	-	-	-
Maintenance	1,785	-	-	-
Rental	1,913	2,000	3,360	1,360
Facility Maintenance	16,180	16,500	15,000	(1,500)
Contractual/Professional	22,419	32,500	26,430	(6,070)
Recruitment	-	2,000	1,000	(1,000)
Miscellaneous Expense	-	-	-	-
Capital Outlay	-	-	-	-
 TOTAL EXPENSE	 <u>\$ 384,790</u>	 <u>\$ 457,392</u>	 <u>\$ 451,108</u>	 <u>\$ (6,284)</u>

* New Internal Service Fund Charges

** Animal Shelter League (ASL) reimbursed

Animial Services Budget Analysis

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted	Comments
001-2400-400-4101	Animal Control /Salaries	\$176,298.75	\$155,654.00	\$141,931.14	\$157,214.00	
001-2400-400-4201	Animal Control /Part-Time Sal	\$40,972.16	\$66,378.00	\$59,021.24	\$74,830.00 See Item#1	
001-2400-400-4401	Animal Control /Overtime Sala	\$0.00	\$100.00	\$0.00	\$0.00	
001-2400-400-4511	Animal Control /Residency All	\$0.00	\$0.00	\$0.00	\$0.00	
001-2400-400-4512	Animal Control/Ed Stipend	\$625.00	\$600.00	\$550.00	\$600.00	
001-2400-400-4520	Animal Control /Other Payroll	\$4,541.58	\$0.00	\$0.00	\$0.00	
001-2400-400-4800	Animal Control /Training & Edu	\$40.00	\$500.00	\$0.00	\$0.00 See Item#2	
001-2400-400-4901	Animal Control /Pers/Employer	\$38,209.84	\$41,492.00	\$34,906.76	\$41,669.00	
001-2400-400-4902	Animal Control /Pers/Employee	\$1,380.80	\$0.00	\$0.00	\$0.00	
001-2400-400-4920	Animal Control /Health Ins/Bi	\$0.00	\$0.00	\$0.00	\$16,675.00	
001-2400-400-4921	Animal Control /Medical Insur	\$14,304.31	\$14,832.00	\$12,298.30	\$0.00	
001-2400-400-4923	Animal Control /Eye Care	\$548.50	\$449.00	\$373.80	\$449.00	
001-2400-400-4924	Animal Control /Dental Care	\$2,473.04	\$2,188.00	\$2,188.00	\$2,188.00	
001-2400-400-4925	Animal Control /Medicare	\$3,229.78	\$2,266.00	\$2,854.56	\$2,289.00	
001-2400-400-4930	Animal Control /Life Ins/Sala	\$300.04	\$254.00	\$276.96	\$254.00	
001-2400-400-4931	Animal Control /LTD	\$570.19	\$574.00	\$528.84	\$574.00	
001-2400-400-4932	Animal Shelter/STD	\$232.86	\$281.00	\$258.18	\$281.00	
001-2400-400-4933	Animal Shelter/EAP	\$0.00	\$342.00	\$0.00	\$342.00	
001-2400-400-4934	Animal Shelter/EDD	\$0.00	\$0.00	\$0.00	\$0.00	
001-2400-400-5100	Animal Control /Office Supply	\$1,127.30	\$1,500.00	\$1,500.00 See Item#3	\$1,500.00	
001-2400-400-5130	Animal Services /Postage	\$0.00	\$200.00	\$800.00	\$200.00 See Item#4	
001-2400-400-5150	Animal Control/Bank CC Fees	\$1,627.86	\$2,000.00	\$1,700.00	\$1,500.00 See Item#5	
001-2400-400-5210	Animal Control /Spec. Departm	-\$23,592.59	\$10,000.00	\$9,000.00	\$6,500.00 See Item#6	
001-2400-400-5211	Animal Control/Shelter Food	\$8,348.65	\$10,000.00	\$9,971.18	\$10,000.00 See Item#7	
001-2400-400-5212	Animal Control/Medications	\$39,301.39	\$25,000.00	\$33,272.44	\$24,000.00	
001-2400-400-5231	Animal Control/ Cell Phone	\$300.00	\$300.00	\$275.00	\$300.00 See Item#9	
001-2400-400-5240	Animal Control /Advertising/P	\$4,900.00	\$5,200.00	\$5,200.00	\$0.00 See Item#10	
001-2400-400-5270	VEHICLE GAS & OIL	\$0.00	\$0.00	\$0.00	\$1,000.00 See Item#11	
001-2400-400-5310	Animal Control /Bldg/Facility	\$44.75	\$0.00	\$301.88	\$0.00	
001-2400-400-5313	Animal Control /Fac Maint/Non-	\$39.32	\$0.00	\$0.00	\$0.00	
001-2400-400-5320	Animal Control /Vehicle Repair	\$338.33	\$600.00	\$600.00	\$500.00 See Item#12	
001-2400-400-5330	Animal Control/Spec Dept Equip	\$340.25	\$2,000.00	\$1,900.00	\$1,500.00 See Item#13	
001-2400-400-5340	Animal Control /Office Equipme	\$1,785.20	\$0.00	\$0.00	\$0.00	
001-2400-400-6101	Animal Control /Contractual S	\$34,637.40	\$32,500.00	\$30,000.00	\$26,430.00 See Item#14	
001-2400-400-6103	Animal Control /Spay/Neuter E	-\$27,098.00	\$0.00	\$0.00	\$0.00	
001-2400-400-6104	Spay/ Neuter Voucher \$2	\$14,880.00	\$0.00	\$4,650.00	\$0.00	
001-2400-400-6210	Animal Services/Recruitment/Hi	\$0.00	\$2,000.00	\$1,500.00	\$1,000.00 See Item#15	
001-2400-400-6310	Animal Control / Eqpt Lease	\$1,913.04	\$2,000.00	\$3,300.00	\$3,360.00 See Item#16	

Animial Services Budget Analysis

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted	Comments
001-2400-400-6422	Animal Services /Workers' Comp	\$0.00	\$7,838.00	\$6,803.88	\$9,204.00	See Item#17
001-2400-400-6423	Animal Services /Liability/Pro	\$0.00	\$7,597.00	\$4,808.52	\$6,502.00	See Item#18
001-2400-400-6424	Animal Services /Services Fees	\$0.00	\$29,447.00	\$0.00	\$29,447.00	See Item#19
001-2410-400-4999	Animal Shitr/PW Recharge	\$8,089.00	\$0.00	\$0.00	\$0.00	
001-2410-400-5130	Animal Shelter Postage	\$101.66	\$0.00	\$0.00	\$0.00	
001-2410-400-5220	Animal Shelter /Heat/Light/Pow	\$16,599.54	\$15,000.00	\$17,791.82	\$15,000.00	See Item#20
001-2410-400-5230	Animal Shelter /Telephone	\$722.23	\$800.00	\$673.28	\$800.00	See Item#21
001-2410-400-5270	VEHICLE GAS & OIL	\$561.68	\$1,000.00	\$1,010.02	\$0.00	Line item budget move to 2400-5270
001-2410-400-5310	Animal Shelter /Blog/Facility M	\$15,568.35	\$15,000.00	\$15,000.00	\$15,000.00	See Item#22
001-2410-400-5313	Animal Shelter /Fac Maint/Non-	\$527.70	\$1,500.00	\$1,500.00	\$0.00	See Item#23
Total		\$384,789.91	\$457,392.00	\$406,745.80	\$451,108.00	

Budget Detail

Animal Services Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-2400-400-4201	Animal Services /Part-Time Salaries Reduced number of 1560 PERS benefited employees from 3 to 2. Redistributed hours to (2) non benefited 1000 hourly employees.	\$74,830.00	\$74,830.00	\$66,378.00
2	001-2400-400-4800	Animal Services /Training & Education Educational reimbursement as outlined in RPEA MOUs	\$0.00	\$0.00	\$500.00
3	001-2400-400-5100	Animal Services /Office Supplies includes paper, toner, printer cartridges, envelopes, forms, business cards, general office supplies	\$1,500.00	\$1,500.00	\$1,500.00
4	001-2400-400-5130	Animal Services/Postage incl billing, fed-ex, certified mails, UPS and other mailings	\$200.00	\$200.00	\$200.00
5	001-2400-400-5150	Animal Services/Bank CC Fees \$167/mo credit card fee	\$1,500.00	\$1,500.00	\$2,000.00
6	001-2400-400-5210	Animal Services/Special Department Carefresh & litter, hay	\$2,000.00	\$6,500.00	\$10,000.00
7	001-2400-400-5211	Baggies, garbage cans bleach, disinfectant, detergent, sprayers, brushes, shampoo, yard tools, and cleaning supplies pet food Cat Carriers Collars/leashes/sensatation harnesses Microchips	\$100.00 \$1,900.00 \$200.00 \$800.00 \$1,000.00 \$500.00	\$10,000.00	\$10,000.00
8	001-2400-400-5212	Animal Services/Shelter Food dog and cat food	\$10,000.00	\$24,000.00	\$25,000.00
9	001-2400-400-5231	Animal Services/Medications (fee for care/treatment of injured animals) eye ointments, antibiotics, needles, surgical supplies vet bills from animal care center, lab work, oxygen, medications	\$3,720.00 \$20,280.00	\$300.00	\$300.00
10	001-2400-400-5240	*NOTE: ASL pays for special services Animal Services/ Cell Phone \$25/mo stipend	\$0.00	\$0.00	\$5,200.00
11	001-2400-400-5270	Animal Services - Gas/oil \$83/mo unleaded fuel *	\$1,000.00	\$1,000.00	\$0.00

*Note: Item was budgeted in another account in prior year 2410-5270. FY13/14 moving the item from 2410-5270 into this line item.

Budget Detail

Animal Services Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
12	001-2400-400-5320	Animal Services /Vehicle Repair Annual SMOG Other minor repair (stop light switch, mirror repair)	\$50.00 \$450.00	\$500.00	\$600.00
13	001-2400-400-5330	Animal Services/Spec Dept Equip Occupational Safety Supplies - gloves, snares purchase commercial washable mats	\$1,500.00 \$0.00	\$1,500.00	\$2,000.00
14	001-2400-400-6101	Animal Services/Contractual Services vet services including surgeries and clinics cremation and animal disposal services Dr Leach DEA license Internet Extinguishers	\$16,600.00 \$9,000.00 \$600.00 \$130.00 \$100.00	\$26,430.00	\$32,500.00
15	001-2400-400-6210	Animal Services/Recruitment/Hiring Hiring of 2.5 new ASA and replace turn-over	\$1,000.00	\$1,000.00	\$2,000.00
16	001-2400-400-6310	Animal Services/Equipment Lease Angie Smith - copiers 280.00 x 12	\$3,360.00	\$3,360.00	\$2,000.00
17	001-2400-400-6422	Animal Services /Workers' Comp REMIF Annual Cost	\$9,204.00	\$9,204.00	\$7,838.00
18	001-2400-400-6423	Animal Services /Liability/Pro REMIF Annual Cost	\$6,502.00	\$6,502.00	\$7,597.00
19	001-2400-400-6424	Animal Shelter Fees/Service Fee I.T Services Fleet maintenance	\$27,326.00 \$2,121.00	\$29,447.00	\$29,447.00
20	001-2410-400-5220	Animal Services /Heat/Light/Power utility	\$15,000.00	\$15,000.00	\$15,000.00
21	001-2410-400-5230	Animal Services /Telephone \$66/mo with taxes for land line	\$800.00	\$800.00	\$800.00
22	001-2410-400-5310	Animal Services/Bldg-Facility Maintenance fire alarm monitoring Mats Services Safety supplies (cage mats and liners, trays, towels, hand soap, sanitizer) janitorial services at \$585 monthly paint, bark, weed killer, light bulbs, shade cloth, and routine building and dog park maintenance	\$1,800.00 \$540.00 \$3,600.00 \$7,020.00 \$2,040.00	\$15,000.00	\$15,000.00
Total				\$228,573.00	\$237,360.00

PUBLIC SAFETY - ANIMAL SERVICES

DEPARTMENT SERVICES MODEL

MANDATED

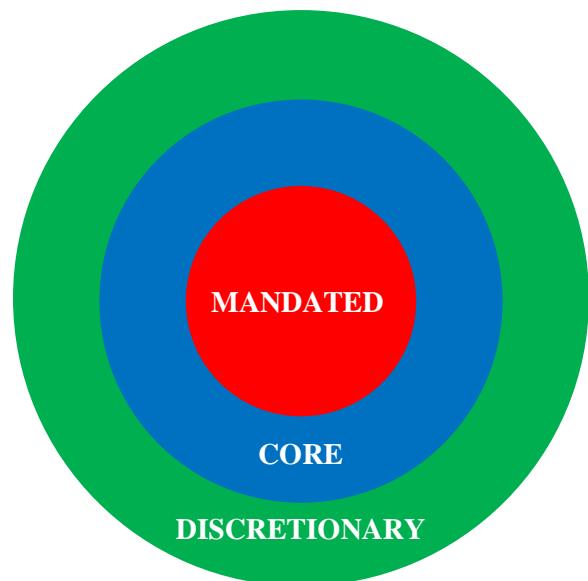
- Animal Control/Sick/Injured/Stray Dogs

CORE

- Animal Shelter Facility
- Low-cost Spay/Neuter
- Animal Licensing
- Adoptions/Redemptions
- Veterinary Services

DISCRETIONARY

- Foster Care Programs
- Micro-Chipping
- Summer Camps
- Community Marketing Programs/Events



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Shared Services

REVENUE OPPORTUNITIES

- Compare Fee Schedule with other Shelters

MAJOR ACCOMPLISHMENTS FOR FISCAL YEAR 2012/2013

- ✓ Advertise Shelter Adoption Events in City Utility Bills
- ✓ Computerized Shelter Operations
- ✓ Offered Free Micro-Chipping
- ✓ Increased Licensed Animals in our City with Outreach Programs
- ✓ Increased Summer Camp Program to Six Sessions
- ✓ Continued Low Cost Spay/Neuter

MAJOR GOALS FOR FISCAL YEAR 2013/2014

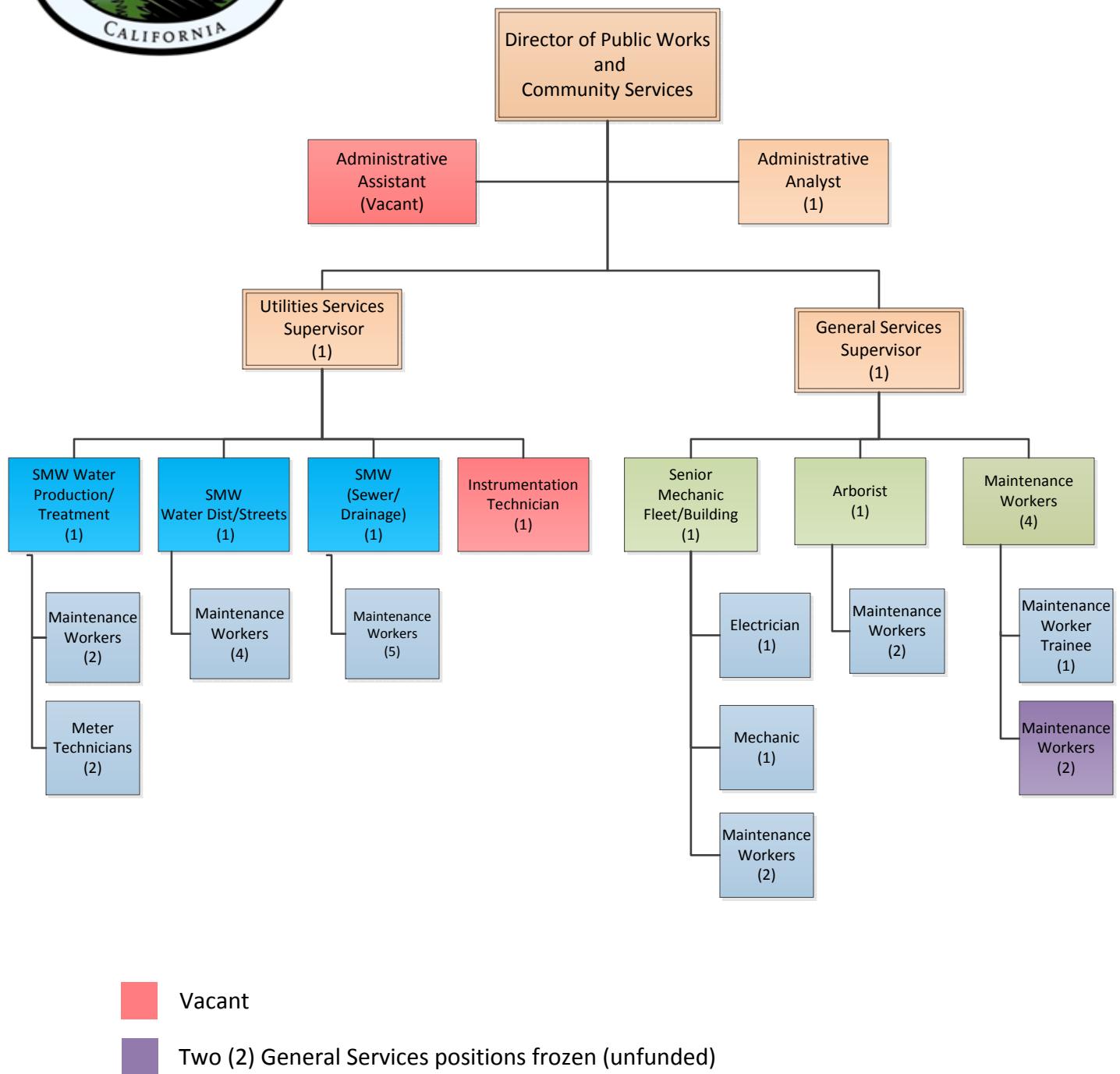
- Goal 1: Expand Network of Rescue Groups and Foster Homes (Goal C-5)
- Goal 2: Expand Adoption Outreach (Goal D-4)
- Goal 3: Conduct Fee Comparison with Other Shelters (Goal B-3)
- Goal 4: Participate w/Multi-Agency Animal Services Task Force (Goal B-3)
- Goal 5: Expand Community Connections (Goal A-1)

PERFORMANCE MEASUREMENTS

- Total Number of Stray Animals In
- Total Number of Animals Surrendered by owner
- Total Number of Animals Transferred In
- Total Number of Animals In (other ways)
- Total Number of Animals Adopted
- Total Number of Animals Redeemed
- Total Number of Animals Transferred Out
- Total Number of Animals Out (other ways)
- Total Number of Animals Euthanized
- Total Number of Dogs Spayed
- Total Number of Dogs Neutered
- Total Number of Cats Spayed
- Total Number of Cats Neutered
- Total Number of Others Spayed/Neutered
- Total Number of Dogs – Fix It Clinic Surgeries
- Total Number of Cats – Fix It Clinic Surgeries
- Total Number of People in Programs
- Total Number of Volunteers



Public Works Department Organizational Chart



PUBLIC WORKS

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 1,265,839	\$ 1,325,389	\$ 1,178,365	\$ (147,024)
Overtime/Stand By Pay	27,294	31,650	33,255	1,605
Training	4,051	11,550	2,450	(9,100)
PW Recharge	(114,530)	-	(14,620)	(14,620)
Insurance				
Vandalism (Losses)	-	50,000	37,500	(12,500)
Workers' Compensation	-	70,914	49,748	(21,166)
Liability/Property	-	39,560	43,871	4,311
Services Fees	-	59,178	59,178	-
Supplies				
Office Supplies	739	900	1,475	575
Special Departmental Equipment	178,710	186,000	159,972	(26,028)
Small Tools	10,844	8,500	7,020	(1,480)
Clothing/Uniform Allowance	10,972	8,608	4,520	(4,088)
Utilities	195,651	211,000	238,000	27,000
Communications	9,197	9,120	3,100	(6,020)
Dues & Subscriptions	-	-	2,175	2,175
Vehicle				
Fuel/Auto Allowance	44,567	51,080	67,090	16,010
Maintenance	28,223	3,800	1,400	(2,400)
Equipment				
Maintenance	7,533	7,000	2,830	(4,170)
Rental	5,372	3,300	12,640	9,340
Facility Maintenance	70,549	22,500	11,545	(10,955)
Contractual/Professional	192,000	127,350	152,067	24,717
Travel & Meetings	240	200	-	(200)
Other Expenses	41,356	41,000	-	(41,000)
Vehicle Replacement	-	-	364	364
Capital Outlay	8,839	11,300	10,435	(865)
TOTAL EXPENSE	<u>\$ 1,987,444</u>	<u>\$ 2,279,899</u>	<u>\$ 2,064,380</u>	<u>\$ (215,519)</u>

Note: Departments 3300 ,3420, 3910, 4001, 6300

Public Works - General Services Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-3300-400-4101	Publ Works Gen /Salaries	\$162,322.69	\$127,260.00	\$135,721.06	\$108,069.00 See Item#1	
001-3300-400-4110	Publ Works Gen /Longevity	\$3,909.29	\$3,867.00	\$3,724.34	\$4,378.00	
001-3300-400-4150	Publ Works Gen /Stand-By Week	\$2,844.00	\$6,300.00	\$882.00	\$4,200.00 See Item#2	
001-3300-400-4151	Publ Works Gen /Stand-By Week	\$2,402.40	\$2,300.00	\$1,921.50	\$1,800.00 See Item#3	
001-3300-400-4201	Publ Works Gen /Part-Time Sal	\$0.80	\$0.00	\$0.00	\$0.00 See Item#4	
001-3300-400-4401	Publ Works Gen /Overtime Sal	\$2,134.59	\$200.00	\$2,265.10	\$1,800.00 See Item#5	
001-3300-400-4510	Publ Works Gen /Non-Smoking A	-\$0.06	\$0.00	\$0.00	\$0.00	
001-3300-400-4511	Publ Works Gen /Residency All	-\$0.00	\$0.00	\$0.00	\$0.00	
001-3300-400-4512	Publ Works Gen /Educational St	\$3,820.46	\$2,848.00	\$3,164.32	\$3,380.00	
001-3300-400-4520	Publ Works Gen /Other Payroll	\$624.43	\$78.00	\$148.64	\$32.00	
001-3300-400-4800	Publ Works Gen /Training & Ed	\$987.81	\$6,500.00	\$4,581.46	\$1,000.00 See Item#6	
001-3300-400-4901	Publ Works Gen /Pers/Employer	\$37,368.86	\$35,576.00	\$34,939.24	\$30,584.00	
001-3300-400-4902	Publ Works Gen /Pers/Employee	\$2,505.78	\$0.00	\$0.00	\$0.00	
001-3300-400-4905	Publ Works Gen /Alt Ben Prog/D	\$3,281.20	\$2,100.00	\$2,100.06	\$2,520.00	
001-3300-400-4908	Publ Works Gen/RHS Plan	\$93.71	\$1,000.00	\$45.12	\$1,000.00	
001-3300-400-4920	Publ Works Gen /Health Ins/Bil	\$0.00	\$20,981.00	\$0.00	\$15,461.00	
001-3300-400-4921	Publ Works Gen /Medical Insur	\$18,383.37	\$0.00	\$14,261.10	\$0.00	
001-3300-400-4923	Publ Works Gen /Eye Care	\$2,927.84	\$599.00	\$2,226.32	\$832.00	
001-3300-400-4924	Publ Works Gen /Dental Care	\$2,707.05	\$2,188.00	\$2,078.96	\$1,860.00	
001-3300-400-4925	Publ Works Gen /Medicare	\$2,086.18	\$1,610.00	\$1,788.76	\$1,234.00	
001-3300-400-4930	Publ Works Gen /Life Ins/Sala	\$343.54	\$260.00	\$294.80	\$216.00	
001-3300-400-4931	Publ Works Gen / LTD	\$759.13	\$683.00	\$634.82	\$591.00	
001-3300-400-4932	Publ Works Gen/ STD	\$305.03	\$334.00	\$309.46	\$289.00	
001-3300-400-4933	Publ Works Gen/ EAP	\$0.00	\$161.00	\$161.00	\$161.00	
001-3300-400-4999	Publ Works Gen /Public Works	-\$114,530.00	\$0.00	\$0.00	-\$14,620.00	
001-3300-400-5100	Publ Works Gen /Office Supplie	\$615.63	\$150.00	\$300.00	\$150.00 See Item#7	
001-3300-400-5130	Publ Works Gen /Postage	\$123.05	\$150.00	\$32.90	\$75.00 See Item#8	
001-3300-400-5210	Publ Works Gen /Spec. Departm	\$20,075.65	\$5,000.00	\$3,934.32	\$953.00 See Item#9	
001-3300-400-5220	Publ Works Gen /Heat/Light/Po	\$5,616.98	\$4,000.00	\$2,425.40	\$2,000.00 See Item#10	
001-3300-400-5230	Publ Works Gen /Telephone	\$1,723.23	\$1,200.00	\$1,570.48	\$1,900.00 See Item#11	
001-3300-400-5231	Publ Works Gen /Cellular Phone	\$2,431.22	\$2,700.00	\$1,916.56	\$780.00 See Item#12	
001-3300-400-5250	Publ Works Gen /Uniforms	\$1,809.23	\$0.00	\$10.40	\$0.00	
001-3300-400-5251	Publ Works Gen /Clothing Allo	\$9,162.82	\$2,750.00	\$4,848.94	\$1,100.00 See Item#13	
001-3300-400-5260	Publ Works Gen /Dues & Subscr	\$0.00	\$0.00	\$0.00	\$2,000.00 See Item#14	
001-3300-400-5270	Publ Works Gen /Gas & Oil	\$40,178.60	\$6,000.00	\$13,887.92	\$7,236.00 See Item#15	
001-3300-400-5272	Publ Works Gen/Auto Allowance	\$441.13	\$450.00	\$198.00	\$0.00 See Item#16	
001-3300-400-5310	Publ Works Gen /Bldg/Facility	\$10,313.67	\$12,500.00	\$7,853.44	\$1,200.00 See Item#17	
001-3300-400-5313	Publ Works Gen /Fac Maint/Non-	\$854.33	\$0.00	\$0.00	\$0.00	

Public Works - General Services

Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-3300-400-5314	Publ Works Gen /Haz Materials	\$9,061.91	\$0.00	\$0.00	\$0.00	\$0.00
001-3300-400-5315	Publ Works Gen /Fuel Tank Mai	\$23,591.59	\$1,000.00	\$14,780.60	\$1,000.00	See Item#18
001-3300-400-5320	Publ Works Gen /Vehicle Repai	\$28,223.14	\$3,800.00	\$6,340.36	\$1,400.00	See Item#19
001-3300-400-5330	Publ Works Gen /Spec Dept Equ	\$221.06	\$1,000.00	\$0.00	\$1,000.00	See Item#20
001-3300-400-5340	Publ Works Gen /Office Equipm	\$484.12	\$0.00	\$0.00	\$500.00	See Item#21
001-3300-400-5350	Publ Works Gen /Small Tools	\$9,432.28	\$4,500.00	\$3,054.80	\$350.00	See Item#22
001-3300-400-5370	Publ Works Gen /Equipment Ren	\$0.00	\$0.00	\$0.00	\$0.00	
001-3300-400-6101	Publ Works Gen /Contractual S	\$25,986.30	\$22,000.00	\$3,745.12	\$22,556.00	See Item#23
001-3300-400-6310	Publ Works Gen /Rent/Lease/Ta	\$3,759.76	\$800.00	\$3,105.24	\$760.00	See Item#24
001-3300-400-6422	Publ Works Gen /Workers' Comp	\$0.00	\$65,301.00	\$25,809.20	\$19,674.00	See Item#25
001-3300-400-6423	Publ Works Gen /Liability/Prop	\$0.00	\$24,776.00	\$19,404.32	\$3,628.00	See Item#26
001-3300-400-6424	Publ Works Gen /Services Fees	\$0.00	\$18,440.00	\$0.00	\$18,440.00	See Item#27
001-3300-400-6600	Publ Works Gen /Travels & Mee	\$240.15	\$200.00	\$225.12	\$0.00	
001-3300-400-6910	Publ Works Gen /Others	\$2,205.49	\$2,000.00	\$0.00	\$0.00	
Total		\$331,829.44	\$393,562.00	\$324,691.18	\$251,489.00	

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-3300-400-4101	Publ Works Gen /Salaries 1.55 FTE Public Works Employees - 2013/14 2.00 FTE Public Works Employees - 2012/13 Employees reallocated to 0630 (Fleet) & Gold Ridge Rec. Center (5400) <i>Projected year-end expense for 2012/13 - \$135,721</i>		108,069
2	001-3300-400-4150	Publ Works Gen /Stand-By Weekend Stand-by weekend after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift (historical averages based on 1.55 employees allocated to General Services who serve on duty per year) (Decreased 2013/14 through employees being reallocated as indicated in 4101 above) <i>Projected year-end expense for 2012/13 - \$2,000</i>	4,200	6,300
3	001-3300-400-4151	Publ Works Gen /Stand-By Weeknight Stand-by weeknight after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift (historical averages based on 1.55 employees allocated to General Services who serve on duty per year). (Decreased 2013/14 through employees being reallocated as indicated in 4101 above) <i>Projected year-end expense for 2012/13 - \$2,300</i>		1,800
4	001-3300-400-4201	Publ Works/Part-time Salary		-

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
			Cost	
5	001-3300-400-4401	Publ Works Gen /Overtime Salary Emergency & scheduled call-outs - approximately 32 callouts @ minimum of 1.5 hrs per callout @ \$37.50 per hour for the following facilities: Public Works Administration Building & Grounds, Public Safety Main, PS Northern & Southern Stations; Information Services; Library; Animal Shelter; & former RDA properties Increase - by \$1,600 - underestimated in 2012/13 Projected year-end expense for 2012/13 - \$2,000 <i>Projected year-end expense for 2012/13 - \$2,000</i>		1,800
6	001-3300-400-4800	Publ Works Gen /Training & Ed Heating, Ventilation, and Air Conditioning (HVAC) training - 1 employee @ \$1,000 - Includes registration, education, and certification fees <i>Projected year-end expense for 2012/13 - \$5,000</i>		1,000
7	001-3300-400-5100	Publ Works Gen /Office Supplies Copy paper, pens, pencils, highlighters, felt pens, labels, project folders, paper clips, staples, post-it notes, envelopes, printer cartridges, lamination sheets, CD's and cases, tape, binders. <i>NOTE: General office supplies for Public Works are used across division lines but are ordered collectively; allocation across division lines is approximated.</i> <i>Projected year-end expense for 2012/13 - \$150</i>		150
8	001-3300-400-5130	Publ Works Gen /Postage/FedEx Department postage and ground shipping costs <i>Projected year-end expense for 2012/13 - \$75</i>		75

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
9	001-3300-400-5210	<p>Publ Works Gen /Spec. Departm</p> <p>Florescent light bulbs - 15 @ \$4.27 each Toilet paper - 1 case @ \$58.73 per case (corp. yard) Paper towels - 2 cases @ \$21.53 per case (corp. yard) 12 gallon garbage bags - 2 cases @ \$21.36 (corp. yard) Fire extinguisher annual maintenance - 6 @ \$24 each (corp. yard) Fork lift propane - 15 gallon tank @ \$3.33 per gallon X 4 Welding gases - oxygen, acetylene, & argon Note: some expenses shifted to 0630 for Fleet <i>Projected year-end expense for 2012/13 - \$5,000</i></p>	953	5,000
10	001-3300-400-5220	<p>Publ Works Gen /Heat/Light/Power</p> <p>Corporation Yard Offices and Warehouse</p> <p>\$4,000 annual gas & electric costs are now split between Corporation Yard (office and warehouse) and Fleet Services. Corp & Warehouse \$1,000 - 25%; Fleet \$3,000 - 75%</p> <p>Note: based on historical usage <i>Projected year-end expense for 2012/13 - \$4,000</i></p>	2,000	4,000
11	001-3300-400-5230	<p>Publ Works Gen /Telephone</p> <p>Fax line Burglar and fire alarm systems communications - First Alarm Underestimated in 2012/13 <i>Projected year-end expense for 2012/13 - \$1,900</i></p>	1,900	1,200

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
12	001-3300-400-5231	Publ Works Gen /Cellular Phone 1 Smart Phone w/texting (Gossage) @ \$64.99 per month/\$779.88 per year	780	2,700
		Smart phones are required to access customer service request system for essential data; for verbal communication, storm channel monitoring access - SCWA, documents, & photos between employees and public safety; for customer service responses during and after working hours; urgent underground service alert notifications while in the field (USA's) Note: supervisors and specialized positions have phones. Some phones are eliminated in 2013/14 and radio communication will be used. <i>Projected year-end expense for 2012/13 - \$2,700</i>	780	
13	001-3300-400-5251	Publ Works Gen /Clothing Allowance Buildings - Boot Allowance (2 employees x \$300/yr) Coveralls - 2.00 employees x \$250/yr (Decreased 2013/14 through employees being reallocated as indicated in 4101 above) <i>Projected year-end expense for 2012/13 - \$3,500</i>	600 500	1,100
14	001-3300-400-5260	Publ Works Gen /Dues and Subscriptions Annual Bay Area Air Quality Permit Annual Certified Unified Program Agencies (CUPA) (Last year this was charged to the miscellaneous account 3300-6910 which has been eliminated)	800	2,000
15	001-3300-400-5270	Publ Works Gen /Gas & Oil P-10 1999 Dodge 2500 Truck (640 gallons) P-13 2000 GMC 2500 Truck (84 gallons) P-22 2006 Chevrolet 2500 Truck (625 gallons) P-24 2006 Ford Truck (450 gallons) PG-7 Back-up power generator (43 KVA 35W) (10 gallons)	2,560 336 2,500 1,800 40	7,236

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Fuel costs are calculated at \$4.00 per gallon. Historical information was collected by the FuelMaster system in 2012/13 and used for 2013/14 projections for each vehicle/equipment. Note: employees partially allocated to multiple divisions. Vehicles are charged at a full allocation <i>Projected year-end expense for 2012/13 - \$9,500</i>			
16	001-3300-400-5272	Publ Works Gen/Auto Allowance		450	-
17	001-3300-400-5310	Publ Works Gen /Bldg/Facility - Corporation Yard	1,200	1,200	12,500
		Landscape irrigation repairs - valves, sprinkler-heads, PVC fittings and pipe. Building paint - repainting the siding following installation of automated security gate Building siding repairs - repairs following the installation of the automated security gate PW Corp Yard Lunch room sink and plumbing replacement to fix leaking pe-trap and water supply lines Door lock replacements - front and rear doors <i>Projected year-end expense for 2012/13 - \$12,500</i>		100 200 300 350 250	
18	001-3300-400-5315	Publ Works Gen /Fuel Tank Maint		1,000	1,000
		Maintenance fees for Corp. Yard fuel tank <i>Projected year-end expense for 2012/13 - \$1,000</i>			

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
19	001-3300-400-5320	Publ Works Gen /Vehicle Repair, Maintenance Fleet repair costs (3 vehicles, 2 pieces of equipment)	1,400	1,400	3,800
20	001-3300-400-5330	Publ Works Gen /Spec Dept Equ HVAC repairs & tire repair machine <i>Projected year-end expense for 2012/13 - \$1,000</i>		1,000	
21	001-3300-400-5340	Publ Works Gen /Office Equipm Storage cabinet for copy room 1 @ \$200 Replacement office chairs 3 @ \$100 each	200 300	500	-
22	001-3300-400-5350	Publ Works Gen /Small Tools Electrical tester 1 @ \$350 each (HVAC troubleshooting and repairs) Note: new tool that is needed for testing and calibrating the city HVAC electrical systems <i>Projected year-end expense for 2012/13 - \$4,000</i>	350	350	4,500
23	001-3300-400-6101	Publ Works Gen /Contractual Services Janitorial services for Public Works Corporation Yard - \$213 per month / \$2,556/year (3 cleanings per week) Annual ongoing contractual soil monitoring services for removed underground fuel tank at Corporation Yard (Contract with GHD - monitoring expense reimbursements provided from State USG Funds). <i>Projected year-end expense for 2012/13 - \$13,556</i>	22,556	22,556	22,000

Budget Detail

Public Works - General Services Budget Justification (All City Facilities Excluding Community Services)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
24	001-3300-400-6310	Publ Works Gen /Rent/Lease/Ta Copy Machine -\$4,560 annual lease cost to be shared equally between: 0630 (Fleet),3420 (Streets), 3910 (Storm Drains), 4001 (Parks), 7100 (Water), 7200 (Sewer) Allocation based on division usage <i>Projected year-end expense for 2012/13 - \$3,105</i>		760	800
25	001-3300-400-6422	Publ Works Gen /Workers' Comp REMF Workers' Comp Allocation		19,674	65,301
26	001-3300-400-6423	Publ Works Gen /Liability/Property REMF Liability Allocation		3,628	24,776
27	001-3300-400-6424	Publ Works Gen /Services Fees Fleet Services Fees (3 vehicles, 2 pieces of equipment) Information Technologies Services Fees		18,440	-
				9,468	
				8,972	

Public Works - Streets & Bike Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-3420-400-4101	Streets & Bike /Salaries	\$218,965.94	\$286,037.00	\$268,319.42	\$308,115.00	See Item#1
001-3420-400-4110	Streets & Bike /Longevity	\$10,304.72	\$8,564.00	\$8,887.00	\$8,857.00	
001-3420-400-4150	Streets & Bike /Standby-Weekend	\$2,019.60	\$2,200.00	\$1,750.88	\$2,200.00	See Item#2
001-3420-400-4151	Streets & Bike /Standby Weekn	\$1,370.49	\$1,400.00	\$3,879.08	\$3,200.00	See Item#3
001-3420-400-4201	Streets & Bike /Part-time Salar	\$10,223.07	\$26,600.00	\$28,681.46	\$19,950.00	See Item#4
001-3420-400-4401	Streets & Bike /Overtime Salar	\$3,214.85	\$3,500.00	\$10,346.40	\$4,615.00	See Item#5
001-3420-400-4510	Streets & Bike /Non-Smoking Al	\$0.01	\$0.00	\$0.00	\$0.00	
001-3420-400-4511	Streets & Bike /Residency Allo	\$0.00	\$0.00	\$0.00	\$0.00	
001-3420-400-4512	Streets & Bike /Educational St	\$5,563.20	\$4,293.00	\$4,972.36	\$4,100.00	
001-3420-400-4520	Streets & Bike/Other Payroll	\$1,610.76	\$0.00	\$0.00	\$78.00	
001-3420-400-4800	Streets & Bike / Training	\$105.00	\$550.00	\$150.00	\$850.00	See Item#6
001-3420-400-4901	Streets & Bike/Pers/Employer	\$47,575.50	\$79,368.00	\$69,944.00	\$84,776.00	
001-3420-400-4902	Streets & Bike/Pers/Employee	\$1,688.23	\$0.00	\$0.00	\$0.00	
001-3420-400-4906	Streets & Bike /Alt Ben Prog/D	\$2,922.52	\$4,200.00	\$4,199.86	\$4,410.00	
001-3420-400-4908	Streets & Bike/RHS Plan	\$468.55	\$600.00	\$1,213.18	\$600.00	
001-3420-400-4920	Streets & Bike /Health Ins/BL	\$1,430.41	\$53,851.00	\$983.96	\$47,922.00	
001-3420-400-4921	Streets & Bike / Medical Insur	\$23,968.17	\$0.00	\$36,906.18	\$0.00	
001-3420-400-4923	Streets & Bike / Eye Care	\$928.98	\$1,988.00	\$1,065.48	\$2,794.00	
001-3420-400-4924	Streets & Bike / Dental Care	\$4,181.52	\$5,307.00	\$5,197.40	\$5,580.00	
001-3420-400-4925	Streets & Bike / Medicare	\$3,486.44	\$4,222.00	\$4,618.04	\$4,655.00	
001-3420-400-4930	Streets & Bike /Life Ins/Salar	\$512.29	\$616.00	\$709.78	\$654.00	
001-3420-400-4931	Streets & Bike / LTD	\$1,133.74	\$1,524.00	\$1,443.38	\$1,637.00	
001-3420-400-4932	Streets & Bike/ STD	\$459.12	\$746.00	\$704.90	\$801.00	
001-3420-400-4933	Streets & Bike/ EAP	\$0.00	\$334.00	\$334.00	\$334.00	
001-3420-400-4934	Streets & Bike/ EDD	\$0.00	\$5,290.00	\$5,290.00	\$5,290.00	
001-3420-400-5100	Streets / Office Supplies	\$0.00	\$600.00	\$89.38	\$600.00	See Item#7
001-3420-400-5210	Streets & Bike /Spec. Departm	\$82,380.57	\$45,000.00	\$63,546.52	\$67,315.00	See Item#8
001-3420-400-5211	Streets & Bike / Landscape Sup	\$15,001.22	\$0.00	\$0.00	\$0.00	
001-3420-400-5220	Streets & Bike /Heat/Light/Po	\$141,443.68	\$160,000.00	\$169,680.12	\$180,000.00	See Item#9
001-3420-400-5231	Streets & Bikes/Cellular Phon	\$1,721.71	\$1,860.00	\$1,537.90	\$420.00	See Item#10
001-3420-400-5251	Streets /Clothing Allow	\$0.00	\$2,668.00	\$3,111.06	\$1,860.00	See Item#11
001-3420-400-5260	Streets & Bike / Dues & Subsc	\$0.00	\$0.00	\$0.00	\$0.00	
001-3420-400-5270	Streets /Gas & Oil	\$0.00	\$10,000.00	\$0.00	\$8,680.00	See Item#12
001-3420-400-5272	Streets & Bike/Auto Allowance	\$220.45	\$210.00	\$0.00	\$210.00	See Item#13
001-3420-400-5314	Streets / Haz Materials	\$0.00	\$4,000.00	\$4,584.86	\$5,345.00	See Item#14
001-3420-400-5320	Streets/vehicle Repairs/Maint	\$0.00	\$0.00	\$0.00	\$9,700.00	See Item#15
001-3420-400-5330	Streets & Bike /Spec Dept Equ	\$1,596.80	\$3,000.00	\$1,627.48	\$1,330.00	See Item#16
001-3420-400-5350	Streets & Bike /Small Tools	\$1,411.28	\$2,000.00	\$154.32	\$2,765.00	See Item#17

**Public Works - Streets & Bike
Budget Analysis**

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-3420-400-5370	Streets & Bike /Equipment Rent	\$592.12	\$1,500.00	\$4,073.18	\$5,200.00	See Item#18
001-3420-400-6101	Streets & Bike /Contractual S	\$108,040.15	\$85,000.00	\$47,896.32	\$68,889.00	See Item#19
001-3420-400-6310	Streets & Bike /Rent/Lease	\$0.00	\$0.00	\$0.00	\$760.00	See Item#20
001-3420-400-6420	Streets & Bike/Vandalism Loss	\$0.00	\$25,000.00	\$17,375.56	\$25,000.00	See Item#21
001-3420-400-6422	Streets & Bike/Workers' Comp	\$0.00	\$0.00	\$0.00	\$9,737.00	See Item#22
001-3420-400-6423	Streets & Bike/Liab/Prop	\$0.00	\$0.00	\$0.00	\$22,153.00	See Item#23
001-3420-400-6424	Streets & Bike/Services Fees	\$0.00	\$15,808.00	\$0.00	\$15,808.00	See Item#24
001-3420-400-6550	Streets & Bike/V&E Replacement	\$0.00	\$0.00	\$0.00	\$364.00	See Item#25
001-3420-400-9510	Streets & Bike /C/O-Equipment	\$8,838.75	\$0.00	\$0.00	\$7,935.00	See Item#26
001-3420-400-9610	Streets & Bike /C/O-Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	See Item#27
Total		\$703,379.84	\$847,836.00	\$773,273.46	\$945,489.00	

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-3420-400-4101	<p>Streets & Bike /Salaries</p> <p>5.10 FTE Public Works Employees - 2013/14 4.85 FTE Public Works Employees - 2012/13 Employees reallocated from Parks (4001)</p> <p>Added maintenance responsibilities:</p> <ul style="list-style-type: none"> - Golf Course Drive undercrossing and adjacent landscape to freeway - Don Clausen overcrossing - Highway 101 park & ride <p><i>Projected year-end expense for 2012/13 - \$286,319</i></p>		308,115	286,037
2	001-3420-400-4150	<p>Streets & Bike /Standby-Weekend</p> <p>Stand-by weekend after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift (historical averages based on 5.10 employees allocated to Streets who serve on duty per year)</p> <p><i>Projected year-end expense for 2012/13 - \$2,200</i></p>		2,200	2,200
3	001-3420-400-4151	<p>Streets & Bike /Standby Weeknight</p> <p>Stand-by weeknight after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift (historical averages based on 5.10 employees allocated to Streets who serve on duty per year)</p> <p>(Increase - underestimated FY 2012/13)</p> <p><i>Projected year-end expense for 2012/13 - \$3,800</i></p>		3,200	1,400
4	001-3420-400-4201	<p>Streets & Bike /Part-time Salary</p> <p>Seasonal Maintenance Assistants (SMA's) (1000 hour) 1.50 employees x 1000 hr x \$13.30 per hr - \$19,950 (SMA's maintain street landscape & remove graffiti)</p> <p>(Decrease - 0.5 SMA from 2012/13 - reallocated 50% to Water to remove graffiti)</p> <p><i>Projected year-end expense for 2012/13 - \$26,600</i></p>		19,950	26,600

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
			Cost	
5	001-3420-400-4401	Streets & Bike /Overtime Salary		3,500
		<p>Emergency & scheduled call-outs - approximately 50 callouts x minimum of 1.5 hrs per callout x \$37.50/hour to assist Public Safety staff with traffic accidents, damaged street light poles from vehicle accidents, debris in the roadway, flooding, downed trees, irrigation problems, dead animals in streets and potholes.</p> <p>City events - road closures & traffic control - approximately 3 events per year x 4 hrs per event x 4 employees x \$37.50/hour (1. Founders' Day Event; 2.) Founders' Day Parade; and 3.) Green Music Center event)</p> <p>(Increase - under budgeted FY 2012/13 due to the 50th Anniversary Celebration parade & event and other unanticipated after-hours call outs)</p> <p><i>Projected year-end expense for 2012/13 - \$10,000</i></p>	4,615	
6	001-3420-400-4800	Streets & Bike / Training		850
		<p>Mandated annual training costs for certified Arborist - 1 employee x \$300 per certification (International Society of Arboriculture - C.E.U.'s required to maintain certificate) - Includes registration, education, and certification fees</p> <p>Mandated annual training costs for herbicide applicator certification - 1 employee x \$550 (Department of Pesticide Regulation - required C.E.U.'s to maintain applicator license) - Includes registration, education, and certification fees / Needed to train other city employees to apply herbicides</p>	300	550
7	001-3420-400-5100	Streets / Office Supplies		600
		<p>Copy paper, pens, pencils, highlighters, felt pens, labels, project folders, paper clips, staples, post-it notes, envelopes, printer cartridges, lamination sheets, CD's and cases, tape, binders.</p> <p><i>NOTE: General office supplies for Public Works are used across division lines but are ordered collectively; allocation across division lines is approximated.</i></p> <p><i>Projected year-end expense for 2012/13 \$600</i></p>		

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
8	001-3420-400-5210	<p>Streets & Bike / Spec Dept</p> <p>Fence lumber - 370 x \$4.85 each; hardware & nails \$200 3/4" Base rock - 40 yards x \$37.20 per yard</p> <p>Street signs - 100 x \$100 average cost per sign (Note: \$2,000 increase in sign budget based on recent assessment of sign replacement needs)</p> <p>Street sign posts - 100 x \$38.50 each</p> <p>Street sign post anchors - 100 x \$20 each</p> <p>Concrete bags - 60 bags x \$3.85 per 80 lb bag</p> <p>Concrete U-Cart - 25 yards x \$139 - per yard (5 sack)</p> <p>Asphalt - 40 ton x \$88 per ton</p> <p>Raised pavement markers - 400 x \$1.00/per</p> <p>Raised pavement marker adhesive - 50 x \$3.00/per</p> <p>Traffic paint - 100 gallons x \$15.60 per gallon</p> <p>Heavy duty push brooms - 4 x \$50.80 each</p> <p>Wheelbarrows - 1 x \$158</p> <p>Pruning shears - 1 x \$24.85 each</p> <p>Leaf rakes - 2 x \$28 each</p> <p>Heavy duty shovels - 6 x \$34.98 each</p> <p>Traffic Safety vests - 6 x \$21.00 each</p> <p>Hard hats - 4 x \$16.78 each</p> <p>Safety glasses - 4 x \$5.22</p> <p>Disposable ear plugs - 1 boxes of 500 x \$79.95/box</p> <p>Hearing protection (ear muffs) - 3 x \$58.25 each</p> <p>Gloves - 12 x \$25.49</p> <p>First aid supplies - (Refills for 5 kits) \$100</p> <p>Fire extinguisher annual maintenance costs - 13 x \$12 each - for vehicles & equipment</p> <p>Absorbent - 100 bags x \$15.97 per bag</p> <p>Disposable gloves - 24 x \$14.96 per box of 100</p> <p>Dust masks - 5 boxes of 20 x \$22.67</p> <p>Rain gear - 2 sets x \$150 each</p> <p>Welding supplies: welding wire, gas, welding tips, lenses, gloves</p> <p>Industrial hand cleaner - 2 boxes x \$14.95 per box</p> <p>Grass seed for various locations as needed - 100 lbs x \$1.18 per lb</p> <p>Shop Rags - 50 boxes x \$12.00 (50 rags/box)</p>	67,315	45,000

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
USA marking paint (red) - 48 cans x \$6.00 each			288	
60 gallon garbage bags - 30 cases x \$47.68			1,430	
Weed trimmer line 4 - 100' rolls x \$25.06/roll			100	
Bolts - various sizes			200	
Arborist harness - 1 x \$185			185	
Chain saw blades - 3 x \$32 each			96	
City facility holiday decorations - replacements & purchases (<i>Rohnert Park Expressway Holiday Tree Lights</i>)			1,000	
Herbicide (weed killer) for all roadside & median landscapes throughout the city including the added Caltrans areas. 280 x 64oz bottles x \$38.44 each (each bottle covers 5,000 sq ft; 390 bottles cover 1,400,000 sq ft or 32 acres with 450 City acres to maintain)			10,763	
Street light replacement bulbs - 300 70 watt x \$40 each; 50 x 100-watt x \$55 each; 50 x 150-watt x \$65 each; 10 x 200 watt x \$125 each; 5 x 400 watt x \$200 each			10,000	
Street light replacement ballasts - 20 x \$116.66 each average			2,333	
Street light replacement fixtures - 25 x \$120 each			3,000	
Street light photo cell replacement - 415 x \$10 each			4,150	
\$24,000 increase from 2012/13 to reflect anticipated street light needs				
Note: major expense increase in street light repair costs				
<i>Projected year-end expense for 2012/13 - \$45,000</i>				

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	Cost	FY13/14	FY12/13
				Adopted Budget	Amended Budget
9	001-3420-400-5220	Streets & Bike /Heat/Light/Power Traffic Signals & conjoined street lights (2012/13 - \$8,000 - increase due to the addition of 2 signals) Street Lights (2012/13 - \$151,000) Irrigation Controllers Projected year-end expense for 2012/13 - \$180,000 (Increase - projected increased utility costs in FY 2013/14 and underestimated in 2012/13) <i>Projected year-end expense for 2012/13 - \$180,000</i>		180,000	160,000
10	001-3420-400-5231	Streets & Bikes/Cellular Phone 1 Standard Phone (O'Donnell) x \$34.99/month \$419.88/year Note: supervisors and specialized positions have phones. Some phones are eliminated in 2013/14 and radio communication will be used instead. <i>Projected year end expense for 2012/13 - \$1,860</i>		420	1,860
11	001-3420-400-5251	Streets & Bike /Clothing Allowance Boot Allowance - 5.00 employees x \$300/yr City identification logo shirts - 5.00 FT employees x 10 shirts x \$6/shirt - \$300/yr City identification logo shirts - 2.00 PT employees x 5 shirts each x \$6/shirt - \$60/yr <i>Projected year-end expense for 2012/13 - \$2,668</i>		1,500 300 60	1,860 2,668
12	001-3420-400-5270	Streets & Bike /Gas & Oil P-12 2000 Chevrolet 3500 Truck (600 gallons) P-25 2006 Chevrolet 2500 Truck (205 gallons) P-52 1991 GMC 2500 Truck (62 gallons) T-8 1996 GMC 3500 Truck (205 gallons) T-10 1999 International 4700 Truck (262 gallons) T-11 2007 GMC 4500 Truck (315 gallons) TL-20 2011 Stump Grinder Trailer (10 gallons) TL-24 2010 Carlton Chipper (300 gallons) TR-4 1996 Ford New Holland 555D Backhoe (87 gallons) 10 - small equipment (185 gallons)		8,680	10,000

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	FY13/14	FY12/13										
			Adopted Budget	Amended Budget										
13	001-3420-400-5272	<p>Streets & Bike/Auto Allowance</p> <p>Management staff vehicle allowance (Figure based on labor allocation)</p> <p><i>Projected year-end expense for 2012/13 - \$210</i></p>	210	210										
14	001-3420-400-5314	<p>Streets / Haz Materials</p> <table> <tr> <td>High pressure sodium (HPS) bulb disposal - qty 215</td> <td>3,470</td> </tr> <tr> <td>High pressure sodium (HPS) ballast disposal - qly 20</td> <td>875</td> </tr> <tr> <td>Hazardous materials clean up from traffic accidents</td> <td>500</td> </tr> <tr> <td> Hazardous materials clean up from illegal dumps of chemicals and/or appliances.</td> <td>500</td> </tr> <tr> <td>(Increase = disposal costs have increased from private service provider)</td> <td></td> </tr> </table> <p><i>Projected year-end expense for 2012/13 - \$4,000</i></p>	High pressure sodium (HPS) bulb disposal - qty 215	3,470	High pressure sodium (HPS) ballast disposal - qly 20	875	Hazardous materials clean up from traffic accidents	500	 Hazardous materials clean up from illegal dumps of chemicals and/or appliances.	500	(Increase = disposal costs have increased from private service provider)		5,345	4,000
High pressure sodium (HPS) bulb disposal - qty 215	3,470													
High pressure sodium (HPS) ballast disposal - qly 20	875													
Hazardous materials clean up from traffic accidents	500													
 Hazardous materials clean up from illegal dumps of chemicals and/or appliances.	500													
(Increase = disposal costs have increased from private service provider)														
15	001-3420-400-5320	<p>Streets & Bike /Vehicle Repair, Maintenance</p> <p>Fleet repair costs (6 vehicles, 3 trailers, 3 large equipment, 10 small equipment)</p>	9,700	-										
16	001-3420-400-5330	<p>Streets & Bike /Spec Dept Equ</p> <p>Rebuilding materials for pathway benches 2 x \$665</p> <p><i>Projected year-end expense for 2012/13 - \$3,000</i></p>	1,330	3,000										
17	001-3420-400-5350	<p>Streets & Bike /Small Tools</p> <p>Screw driver sets - 2 sets x \$37 each</p> <p>Hacksaws - 2 x \$24 each</p>	2,765	2,000										
			74	47										

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
		Concrete chisel set - 1 x \$10 each	10	
		Punch set - 1 x \$13 each	13	
		Pliers set - 1 x \$20 each	20	
		Crescent wrench set - 1 x \$20 each	20	
		Large vise grips - 2 x \$14 each	28	
		Nut driver set - 1 x \$30 each	30	
		Box end wrench set - 1 x \$13 each	13	
		Measuring wheel - 1 x \$59.60 each	60	
		Adjustable channel locks - 2 x 24.99 each	50	
		24" Chainsaw - 1 Replacement	800	
		14" chainsaw - 1 Replacement	400	
		Pole chain saws - 2 x \$600 each (12" bar X 7' shaft length replacements)	1,200	
		(Increase - gas powered replacement tools needed) - deferred from 2012/13		
		<i>Projected year-end expense for 2012/13 - \$2,000</i>		
18	001-3420-400-5370	Streets & Bike /Equipment Rent	5,200	1,500
		High weed skidster mower - for mandated annual weed abatement twice per year for the following locations:		
		L-section behind houses - \$700 x twice per year	1,400	
		RPX East of Snyder lane & Keiser Lane - \$700 x twice per year	1,400	
		2 - Hydraulic lifts 80' (\$1,200 per/wk X 4 days) - Used for putting up and taking down Rohnert Park Expressway holiday lights	2,400	
		(Increase - mandated tractor & mower rental cost for mowing & additional locations: Caltrans areas; Valley House Drive; RPX east; L-section). Under-budgeted in FY 2012/13		
		<i>Projected year-end expense for 2012/13 - \$6,500</i>		
19	001-3420-400-6101	Streets & Bike /Contractual Services	68,889	85,000
		Traffic signal maintenance (Siemens) (<i>increased - anticipated increased costs in 2013/14 thru contract rebid</i>)	55,000	
		Caltrans traffic signal light maintenance agreement (5 locations) (<i>City percent allocation of annual maintenance costs per contract</i>)	10,000	
		OADs (<i>roadside debris cleanup, park trash clean up, griffiti removal)(decrease due to correction made to percent allocation to division</i>)	3,889	
		<i>Projected year-end expense for 2012/13 - \$85,000</i>		

Budget Detail

Public Works - Streets & Bike Budget Justification (Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
20	001-3420-400-6310	<p>Streets & Bike /Rent/Lease/Ta</p> <p>Public Works Copy Machine - \$4,560 annual lease cost to be shared equally between: 0630 (Fleet), 3420 (Streets), 3910 (Storm Drains), 4001 (Parks), 7100 (Water), 7200 (Sever)</p> <p>New allocation based on division usage</p> <p>2012/13 copy machine costs were charged to 3300-6310</p>		760	-
21	001-3420-400-6420	<p>Streets & Bike /Vandalism (Losses)</p> <p>Vandalism repairs - signs, benches, irrigation parts</p> <p>Graffiti paint</p> <p>Paint removal chemicals</p> <p>Street light replacements necessitated by damage from traffic accidents: expenses incurred when insurance monies can not be recovered for required repairs (2 street lights).</p> <p><i>Projected year-end expense for 2012/13 - \$25,000</i></p>		25,000	25,000
22	001-3420-400-6422	<p>Streets & Bike /Workers' Comp</p> <p>REMIIF Workers' Compensation Allocation</p> <p>FY12/13 Budget resides in General Services Division</p>		9,737	-
23	001-3420-400-6423	<p>Streets & Bike /Liability/Property</p> <p>REMIIF Liability Allocation</p> <p>FY12/13 Budget resides in General Services Division</p>		22,153	-
24	001-3420-400-6424	<p>Streets & Bike/Services Fees</p> <p>Fleet Services Fees (6 vehicles, 3 trailers, 3 large equipment, 10 small equipment)</p> <p>Information Technologies Services Fees</p>		15,808	-
25	001-3420-400-6550	<p>Park Maint /V&E Replacement</p> <p>2011 Iron Eagle Trailer depreciation (\$/yr) - TL-25</p>		364	-

Budget Detail

Public Works - Streets & Bike Budget Justification

(Road asphalt, pavement markings & raised markers, sidewalks, signs, & landscape)

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
26	001-3420-400-9510	Streets & Bike /C/O-Equipment	7,935	-
		Replacement pavement paint sprayer - used for painting bike lanes, fog lines, crosswalks, & markings (letters) (<i>Increase - replacing 13 year-old failing unit</i>)		
27	001-3420-400-9610	Streets & Bike /C/O-Vehicles/	-	-

Public Works - Storm Drains

Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-3910-400-4101	PW-Storm Drains /Salaries	\$24,832.18	\$23,154.00	\$23,577.08	\$41,413.00	See Item#1
001-3910-400-4110	PW-Storm Drains /Longevity	\$461.60	\$320.00	\$273.28	\$1,200.00	
001-3910-400-4150	PW-Storm Drains /Stand-By Week	\$622.88	\$750.00	\$461.26	\$750.00	See Item#2
001-3910-400-4151	PW-Storm Drains /Stand-By Wee	\$749.08	\$800.00	\$536.66	\$800.00	See Item#3
001-3420-400-4201	PW-Storm Drains/Part-time Sala	\$0.00	\$0.00	\$28,681.46	\$0.00	
001-3910-400-4401	PW-Storm Drains /Overtime Sala	\$1,581.84	\$1,000.00	\$1,785.48	\$845.00	See Item#4
001-3910-400-4510	PW-Storm Drains /Non-Smoking A	\$0.01	\$0.00	\$0.00	\$0.00	
001-3910-400-4511	PW-Storm Drains /Residency All	\$0.00	\$0.00	\$0.00	\$0.00	
001-3910-400-4512	PW-Storm Drains /Educational S	\$814.23	\$677.00	\$719.66	\$884.00	
001-3910-400-4520	PW-Storm Drains /Other Payroll	\$901.44	\$78.00	\$148.68	\$78.00	
001-3910-400-4901	PW-Storm Drains /Pers/Employe	\$5,415.38	\$6,413.00	\$6,033.88	\$11,485.00	
001-3910-400-4902	PW-Storm Drains /Pers/Employee	\$191.57	\$0.00	\$0.00	\$0.00	
001-3910-400-4905	PW-Storm Drains /Alt Ben Prog/	\$0.00	\$0.00	\$0.00	\$210.00	
001-3910-400-4908	PW-Storm Drains/RHS Plan	\$46.90	\$50.00	\$44.88	\$50.00	
001-3910-400-4920	PW-Storm Drains /Health Ins/B	\$0.00	\$4,196.00	\$0.00	\$0.00	
001-3910-400-4921	PW-Storm Drains /Medical Insur	\$4,099.87	\$0.00	\$3,113.66	\$6,760.00	
001-3910-400-4923	PW-Storm Drains /Eye Care	\$95.94	\$217.00	\$67.16	\$896.00	
001-3910-400-4924	PW-Storm Drains /Dental Care	\$436.56	\$328.00	\$328.04	\$711.00	
001-3910-400-4925	PW-Storm Drains /Medicare	\$439.09	\$350.00	\$404.46	\$631.00	
001-3910-400-4930	PW-Storm Drains /Life Ins/Sala	\$61.76	\$44.00	\$55.76	\$89.00	
001-3910-400-4931	PW-Storm Drains /LTD	\$131.03	\$123.00	\$124.88	\$222.00	
001-3910-400-4932	PW-Storm Drains/STD	\$53.86	\$60.00	\$62.28	\$108.00	
001-3910-400-4933	PW-Storm Drains/EAP	\$0.00	\$90.00	\$90.00	\$90.00	
001-3910-400-5100	PW- Storm Drains /Office Supplies	\$0.00	\$0.00	\$0.00	\$150.00	See Item#5
001-3910-400-5210	PW-Storm Drains /Spec. Depa	\$4,124.62	\$1,000.00	\$331.20	\$2,040.00	See Item#6
001-3910-400-5231	Publ Works Gen /Cellular Phone	\$47.00	\$0.00	\$41.14	\$0.00	
001-3910-400-5272	Publ Works Gen/Auto Allowance	\$220.45	\$210.00	\$198.22	\$210.00	See Item#7
001-3910-400-5310	Storm Drain/Bldg Facility	\$6,867.85	\$0.00	\$0.00	\$0.00	
001-3910-400-5330	Publ Works Gen /Spec Dept Equ	\$0.00	\$1,000.00	\$0.00	\$0.00	
001-3910-400-5370	Storms Drains/Equip Rental	\$0.00	\$5,000.00	\$301.36	\$26,500.00	See Item#8
001-3910-400-6101	Storm Drains /Contractual S	\$23,491.60	\$0.00	\$0.00	\$760.00	See Item#10
001-3910-400-6310	Storm Drains /Rent/Lease/Ta	\$0.00	\$5,000.00	\$1,200.00	\$2,500.00	See Item#11
001-3910-400-6420	Storm Drains / Vandalism Loss	\$0.00	\$0.00	\$0.00	\$1,029.00	See Item#12
001-3910-400-6422	Storm Drains / Workers' Comp	\$0.00	\$0.00	\$0.00	\$716.00	See Item#13
001-3910-400-6423	Storm Drains / Liab/Prop	\$0.00	\$0.00	\$0.00	\$0.00	
001-3910-400-6424	Storm Drains /Services Fees	\$0.00	\$0.00	\$0.00	\$0.00	

Public Works - Storm Drains
Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-3910-400-6600	Publ Works Gen /Travels & Mee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-3910-400-6910	Publ Works Gen /Miscellaneous	\$39,150.01	\$39,000.00	\$59,290.40	\$0.00	See Item#14
		\$114,836.75	\$89,860.00	\$127,870.88	\$101,127.00	

Budget Detail

Public Works - Storm Drains Budget Justification (Storm Water Collection System)

Item	Account/Vendor	Description	FY13/14		
			Cost	FY12/13 Adopted Budget	Amended Budget
1	001-3910-400-4101	Storm Drains /Salaries .65 FTE Public Works Employees - 2013/14 .30 FTE Public Works Employees - 2012/13 Employees reallocated from Water (increased creek maintenance responsibilities: 1.) section of Copeland Creek at Commerce; and 2.) Coleman Creek through the Golf Course) <i>Projected year-end expense for 2012/13 - \$23,577</i>	41,413	23,154	
2	001-3910-400-4150	Storm Drains /Stand-By Weekends Stand-by weekend after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift: per historical averages based on the .65 of employees allocated to Storm Drains who may serve on duty during the course of a year. <i>Projected year end expense for 2012/13 \$750</i>	750	750	
3	001-3910-400-4151	Storm Drains /Stand-By Weeknights Stand-by weeknight after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift: per historical averages based on the .65 of employees allocated to Storm Drains who may serve on duty during the course of a year. <i>Projected year end expense for 2012/13 \$800</i>	800	800	
4	001-3910-400-4401	Storm Drains /Overtime Salary Emergency & scheduled call-outs - approximately 15 callouts @ minimum of 1.5 hrs per callout @ \$37.50 per hour to assist public safety with: evidence recovery, wild-life rescue, clean-up from illegal dumping/disposal into storm drains. Storm grate damage/replacement, & winter flooding response. <i>Projected year end expense for 2012/13 \$2,200</i>	845	1,000	

Budget Detail

Public Works - Storm Drains Budget Justification (Storm Water Collection System)

Item	Account/Vendor	Description	FY13/14	FY12/13	
			Cost	Adopted Budget	Amended Budget
5	001-3910-400-5100	Storm Drains/Office Supplies Copy paper, pens, pencils, highlighters, felt pens, labels, project folders, paper clips, staples, post-it notes, envelopes, printer cartridges, lamination sheets, CD's and cases, tape, binders. <i>NOTE: General office supplies for Public Works are used across division lines but are ordered collectively; allocation across division lines is approximated.</i>	150	-	
6	001-3910-400-5210	Storm Drains /Spec. Depa Sand -10 yards @ \$30 per yard Rock - 5 yards @ \$27.30 per yard Creek signs & poles - 2 @ \$140 per sign Concrete - 5 yards @ \$129 per yard Asphalt - 5 tons 2 \$84 per ton USA paint (green) - 18 cans @ \$6 per can Rain gear - 1 @ \$150 per set Increased costs in concrete & asphalt is due to repairs that need to be made to storm drain drop inlets in A Section <i>Projected year-end expense for 2012/13 - \$1,000</i>	2,040	1,000	
7	001-3910-400-5272	Storm Drains/Auto Allowance Management staff vehicle allowance <i>Projected year-end expense for 2012/13 \$216</i>	210	210	
8	001-3910-400-5370	Storms Drains/Equip Rental <i>Projected year-end expense for 2012/13 \$0</i>	-	1,000	

Budget Detail

Public Works - Storm Drains Budget Justification (Storm Water Collection System)

Item	Account/Vendor	Description	FY13/14		FY12/13	
			Cost	Adopted Budget	Amended Budget	-
9	001-3910-400-6101	Storm Drains /Contractual S Storm collection pipe cleaning (large pipes only in various locations) (<i>This work must be contracted out - the City does not have the equipment needed to clean large pipes.</i>) Drop inlet replacements (1 @ \$4,500/each) Russian River Watershed (NPDES) (Annual Fee) (<i>prior years have been charged to 3910-6910 Miscellaneous account which has been eliminated</i>) <i>Projected year-end expense for 2012/13 - \$5,000</i>	3,000 4,500 19,000	26,500	5,000	-
10	001-3910-400-6310	Storm Drains /Rent/Lessee/Ta Public Works Copy Machine - \$4,560 annual lease cost to be shared equally between: 0630 (Fleet), 3420 (Streets), 3910 (Storm Drains), 4001 (Parks), 7100 Water, 7200 (Sewer) Allocation based on division usage 2012/13 cost was charged to 3300-6310	760	-		
11	001-3910-400-6420	Storms Drains / Vandalism (Losses) Replacement of damaged storm drain drop inlets driven over by unknown heavy vehicles or equipment <i>Projected year-end expense for 2012/13 \$2,500</i>	2,500	5,000		
12	001-3910-400-6422	Storms Drains / Workers'Comp. REMF Workers' Comp Allocation FY12/13 Budget resides in General Services Division	1,029			

Budget Detail

Public Works - Storm Drains Budget Justification (Storm Water Collection System)

Item	Account/Vendor	Description	FY13/14	FY12/13	
			Cost	Adopted Budget	Amended Budget
13	001-3910-400-6423	Storms Drains / Liability/Property REMF Liability Allocation FY12/13 Budget resides in General Services Division	-	716	
14	001-3910-400-6910	Storms Drains / Miscellaneous This account is being eliminated. Funds have been relocated to 3910-6101	-	39,000	

Public Works - Park Maintenance Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-4001-400-4101	Park Maint /Salaries	\$120,428.38	\$334,184.00	\$317,231.54	\$244,124.00	See Item#1
001-4001-400-4110	Park Maint /Longevity	\$4,236.76	\$10,631.00	\$10,427.46	\$7,166.00	
001-4001-400-4150	Park Maint/Standy Weekends	\$369.00	\$2,900.00	\$4,325.26	\$2,900.00	See Item#2
001-4001-400-4151	Park Maint/Standy Weeknight	\$544.70	\$3,000.00	\$2,829.04	\$3,000.00	See Item#3
001-4001-400-4201	Park Maint /Part-Time Sal	\$30,582.45	\$62,350.00	\$77,993.40	\$53,200.00	See Item#4
001-4001-400-4401	Park Maint /Overtime	\$2,195.52	\$7,300.00	\$13,847.74	\$7,145.00	See Item#5
001-4001-400-4510	Park Maint /Non-Smoking A	-\$0.06	\$0.00	\$0.00	\$0.00	
001-4001-400-4511	Park Maint /Residency All	\$0.00	\$0.00	\$0.00	\$0.00	
001-4001-400-4512	Park Maint /Educational St	\$1,778.34	\$2,488.00	\$4,401.42	\$1,755.00	
001-4001-400-4520	Park Maint /Other Payroll	\$2,775.07	\$162.00	\$148.68	\$162.00	
001-4001-400-4800	Park Maint /Training & Ed	\$2,010.00	\$4,500.00	\$2,400.00	\$600.00	See Item#6
001-4001-400-4901	Park Maint /Pers/Employer	\$26,096.72	\$92,223.00	\$81,628.82	\$66,814.00	
001-4001-400-4902	Park Maint /Pers/Employee	\$908.51	\$0.00	\$0.00	\$0.00	
001-4001-400-4906	Park Maint /Alt Ben Prog/D	\$1,093.65	\$4,200.00	\$4,199.96	\$3,990.00	
001-4001-400-4908	Park Maint /RHS	\$764.30	\$4,000.00	\$2,886.88	\$4,000.00	
001-4001-400-4920	Park Maint /Health Ins/Bil	\$0.00	\$64,878.00	\$0.00	\$35,373.00	
001-4001-400-4921	Park Maint /Medical Insur	\$15,117.31	\$0.00	\$45,997.82	\$0.00	
001-4001-400-4923	Park Maint /Eye Care	\$504.09	\$2,201.00	\$1,253.74	\$942.00	
001-4001-400-4924	Park Maint /Dental Care	\$2,275.62	\$6,346.00	\$6,116.40	\$4,595.00	
001-4001-400-4925	Park Maint /Medicare	\$2,139.99	\$4,898.00	\$6,122.12	\$3,533.00	
001-4001-400-4930	Park Maint /Life Ins/Sala	\$283.24	\$743.00	\$847.98	\$539.00	
001-4001-400-4931	Park Maint /LTD	\$613.39	\$1,771.00	\$1,658.64	\$1,291.00	
001-4001-400-4932	Park Maint/ STD	\$248.97	\$866.00	\$809.26	\$631.00	
001-4001-400-4933	Park Maint/ EAP	\$0.00	\$233.00	\$233.00	\$233.00	
001-4001-400-4934	Park Maint/ EDD	\$0.00	\$14,030.00	\$14,030.00	\$14,030.00	
001-4001-400-5100	Park-Maint /Office Supplies	\$0.00	\$0.00	\$0.00	\$500.00	See Item#7
001-4001-400-5210	Park Maint /Spec. Departm	\$15,754.36	\$135,000.00	\$37,391.90	\$89,664.00	See Item#8
001-4001-400-5211	Park Maint /Landscape Sup	\$9,210.89	\$0.00	\$0.00	\$0.00	
001-4001-400-5220	Park Maint /Heat/Light/Po	\$48,590.33	\$47,000.00	\$47,715.20	\$56,000.00	See Item#9
001-4001-400-5231	Park Maint /Cellular Phone	\$2,424.31	\$3,360.00	\$2,736.42	\$0.00	See Item#10
001-4001-400-5251	Park Maint /Clothing Allo	\$0.00	\$3,190.00	\$4,229.84	\$1,560.00	See Item#11
001-4001-400-5260	Park Maint /Dues & Subscr	\$0.00	\$0.00	\$0.00	\$175.00	See Item#12
001-4001-400-5270	Parks Maint/Vehicle Gas & Oil	\$3,286.31	\$18,000.00	\$29,929.26	\$22,344.00	See Item#13
001-4001-400-5272	Park Maint /Auto Allow	\$220.45	\$210.00	\$198.22	\$210.00	See Item#14
001-4001-400-5310	Park Maint /Bldg/Facility M	\$3,484.35	\$5,000.00	\$931.88	\$2,500.00	See Item#15

Public Works - Park Maintenance Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-4001-400-5314	Park Maint /Hazardous Materials Disp	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00 See Item#16
001-4001-400-5320	Park Maint/Vehicle Repair	\$0.00	\$16,000.00	\$22,013.34	\$18,500.00 See Item#17	
001-4001-400-5330	Park Maint /Spec Dept Equ	\$5,230.84	\$3,000.00	\$323.84	\$0.00	See Item#18
001-4001-400-5350	Park Maint /Small Tools	\$0.00	\$2,000.00	\$1,278.46	\$3,905.00 See Item#19	
001-4001-400-5370	Park Maint /Equipment Ren	\$1,019.96	\$0.00	\$0.00	\$4,400.00 See Item#20	
001-4001-400-6101	Park Maint /Contractual S	\$34,121.88	\$15,000.00	\$29,455.50	\$34,122.00 See Item#21	
001-4001-400-6310	PW-Landscape /Equipment Lease	\$0.00	\$0.00	\$0.00	\$760.00 See Item#22	
001-4001-400-6420	Park Maint/Vandalism Loss	\$0.00	\$20,000.00	\$2,788.56	\$10,000.00 See Item#23	
001-4001-400-6422	PW-Landscape /Workers' Comp	\$0.00	\$0.00	\$0.00	\$19,308.00 See Item#24	
001-4001-400-6423	PW-Landscape /Liab Prop	\$0.00	\$0.00	\$0.00	\$6,580.00 See Item#25	
001-4001-400-6424	PW-Landscape /Services Fees	\$0.00	\$24,930.00	\$0.00	\$24,930.00 See Item#26	
001-4001-400-9610	Park Maint /C/O-Vehicles/	\$0.00	\$11,300.00	\$0.00	\$0.00	
001-4002-400-4101	PW-Landscape /Salaries	\$273,917.28	\$0.00	\$0.00	\$0.00	
001-4002-400-4110	PW-Landscape /Longevity	\$7,026.23	\$0.00	\$0.00	\$0.00	
001-4002-400-4150	PW-Landscape /Standby Weekend	\$1,967.40	\$0.00	\$0.00	\$0.00	
001-4002-400-4151	PW-Landscape/Standby Weeknight	\$1,680.85	\$0.00	\$0.00	\$0.00	
001-4002-400-4201	PW-Landscape /Part-Time Sal	\$38,635.93	\$0.00	\$0.00	\$0.00	
001-4002-400-4401	PW-Landscape /Overtime	\$3,596.93	\$0.00	\$0.00	\$0.00	
001-4002-400-4510	PW-Landscape /Non-Smoking A	\$0.01	\$0.00	\$0.00	\$0.00	
001-4002-400-4511	PW-Landscape /Residency All	\$0.00	\$0.00	\$0.00	\$0.00	
001-4002-400-4512	PW-Landscape /Educational St	\$2,664.16	\$0.00	\$0.00	\$0.00	
001-4002-400-4520	PW-Landscape /Other Payroll	\$3,225.68	\$0.00	\$0.00	\$0.00	
001-4002-400-4800	PW-Landscape /Training & Ed	\$948.31	\$0.00	\$0.00	\$0.00	
001-4002-400-4901	PW-Landscape /Pers/Employer	\$58,212.69	\$0.00	\$0.00	\$0.00	
001-4002-400-4902	PW-Landscape /Pers/Employee	\$1,940.18	\$0.00	\$0.00	\$0.00	
001-4002-400-4906	PW-Landscape /Alt Ben Prog/D	\$4,593.74	\$0.00	\$0.00	\$0.00	
001-4002-400-4908	PW-Landscape /RHS	\$2,782.63	\$0.00	\$0.00	\$0.00	
001-4002-400-4920	PW-Landscape /Health Ins/Bi	\$0.00	\$0.00	\$0.00	\$0.00	
001-4002-400-4921	PW-Landscape /Medical Insur	\$34,118.14	\$0.00	\$0.00	\$0.00	
001-4002-400-4923	PW-Landscape /Eye Care	\$1,244.37	\$0.00	\$0.00	\$0.00	
001-4002-400-4924	PW-Landscape /Dental Care	\$5,599.31	\$0.00	\$0.00	\$0.00	
001-4002-400-4925	PW-Landscape /Medicare	\$4,707.78	\$0.00	\$0.00	\$0.00	
001-4002-400-4930	PW-Landscape /Life Ins/Sala	\$677.51	\$0.00	\$0.00	\$0.00	
001-4002-400-4931	PW-Landscape /LTD	\$1,281.07	\$0.00	\$0.00	\$0.00	
001-4002-400-4932	PW-Landscape/STD	\$521.26	\$0.00	\$0.00	\$0.00	

Public Works - Park Maintenance

Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-4002-400-5210	PW-Landscape /Spec Dept Supp	\$2,770.35	\$0.00	\$0.00	\$0.00	\$0.00
001-4002-400-5211	PW-Landscape/Landscape Sup	\$28,155.36	\$0.00	\$0.00	\$0.00	\$0.00
001-4002-400-5231	PW-Landscape/Cell Phones	\$849.24	\$0.00	\$0.00	\$0.00	\$0.00
001-4002-400-5272	PW- Landscape /Auto Allow	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-4002-400-5330	PW-Landscape /Spec Dept Eq	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$819,426.04	\$927,894.00	\$778,381.58	\$752,981.00	

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-4001-400-4101	Park Maint /Salaries 4.20 FTE Public Works Employees - 2013/14 5.30 FTE Public Works Employees - 2012/13 Employees reallocated to various PW divisions Note: Goldridge facility & landscape is in the Community Services budget <i>Projected year-end expense for 2012/13 - \$317,231</i>	244,124	334,184
2	001-4001-400-4101	Park Maint/Standby Weekends Stand-by weekend after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift (historical averages based on 4 employees allocated to Parks who serve on duty per year) <i>Projected year-end expense for 2012/13 - \$4,325</i>	2,900	2,900
3	001-4001-400-4151	Park Maint/Standby Weeknight Stand-by weeknight after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift (historical averages based on 4 employees allocated to Parks who serve on duty per year) <i>Projected year-end expense for 2012/13 - \$3,000</i>	3,000	3,000
4	001-4001-400-4201	Park Maint /Part-Time Salary SMA's maintain landscape plants & mow lawns Seasonal Maintenance Assistants (SMA) (1000 hour) 4.0 employees x 1000 hr x \$13.30/hr = \$53,200 (decrease - one seasonal maintenance assistant (landscape) was eliminated because of new golf course lease agreement) <i>Projected year-end expense for 2012/13 - \$62,350</i>	53,200	62,350
5	001-4001-400-4401	Park Maint /Overtime 7,145		7,300

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Emergency & scheduled call-outs - approximately 95 callouts @ minimum of 1.5 hrs per callout @ \$37.50/hour for vandalism to park facilities, sports fields or equipment, playground equipment; scheduled cleaning of parks during planned events on weekends and holidays; responses to malfunctioning irrigation systems. Trees down causing a threat to nearby homes or public safety - based on past historical costs <i>(Increase - underestimating in 2012/13) Projected year-end expense for 2012/13 - \$13,000</i>	5,345 1,800		
6	001-4001-400-4800	Park Maint /Training & Ed Playground safety inspector training - 1 employees @ \$1,000 each - <i>Includes registration, education, and certification fees (Northern CA location)</i> California Parks & Recreation Society (CPRS) - 2012 Training & Symposium (General Services Supervisor) - <i>Includes registration & education fees (Decrease in 2013/14 due to fewer employees assigned to Parks)</i> <i>Projected year-end expense for 2012/13 - \$3,800</i>	600	-	4,500
7	001-4001-400-5100	Park Maint /Office Supply Copy paper, pens, pencils, highlighters, felt pens, labels, project folders, paper clips, staples, post-it notes, envelopes, printer cartridges, lamination sheets, CDs and cases, tape, binders. <i>NOTE: General office supplies for Public Works are used across division lines but are ordered collectively; allocation across division lines is approximated.</i>	500	-	
8	001-4001-400-5210	Park Maint /Spec. Departm Playground fall material wood chips (mandated fall material for safety compliance; non-discretionary) - 500 Yards delivered x \$23.21 per yard (Alicia - 100 yards, Burton Mini - 100 yards, Benica - 200 yards, Caterpillar - 100 yards) Playground equipment repair - 4 tot swings x \$226 each; 35 clevis with bolts x \$42 each ; 1 merry-go-round replacement x \$6,135; 1 single blender x \$2,315 each (Note: required repairs per last playground inspection report)	89,664	135,000	

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Basketball nets - 50 x \$5.50 each (25 basketball courts changed out twice per year)	275		
		Grass seed - 600 lbs x \$1.18 per lb. (Sunrise 100 lbs; Golis 100 lbs; Magnolia 1, 100 lbs; Magnolia 2, 100 lbs; Magnolia 3, 100 lbs; various spot patching 100 lbs) - a typical soccer field is 70,000 sq ft	708		
		Sod - 5,000 sq ft x .31 per sq ft. (Golis 3,000 sq ft; Magnolia 2,000 sq ft) - a typical infield for baseball is 7,000 sq ft		1,550	
		Replacement of damaged plants & trees		2,500	
		Concrete - 10 yards x \$139 per yard (four sidewalk squares are equal to 1 yard)		1,390	
		Top soil - 150 yards x \$23.25 per yard. (25 yards Golis Soccer; 25 yards Magnolia 1 Soccer; 25 yards Magnolia 2 Soccer; 25 yards Magnolia 3 Soccer; 25 yards Sunrise Soccer; 25 yards various irrigation repair sites) - top soil is used to fill in holes and cracks in turf areas		3,487	
		Red dirt (baseball & softball infields) - 80 yards x \$43.60 per yard. (Sunrise Park 40 yards; Golis Park 20 yards; Magnolia Park 20 yards) - a typical park has 200 yards of red dirt and loses 20 yards annually		3,488	
		Irrigation PVC repair parts - 1/2" - 3"; elbows, couplings, slip fixes, dresser couplings, irrigation pipe, adaptors, glue & primer, saw blades. Sprinkler heads T-20, I-25, I-40, Pop ups 4", 6", 8", & 12". Irrigation controllers for automated irrigation: controllers range between 4 stations & 32 stations. Irrigation control valves 1/2" - 3" (Irritrol, Griswald, Solarain, & Solenoids) <i>Projected year end expense for 2012/13 - \$18,500 (Review and assess mid-year expenses)</i>		10,000	
		Drinking fountain replacement - 1 x \$1,500 - Sunrise Park / current fountain is not working		1,500	
		Metal for park bench repairs		500	
		Bolts - various sizes		385	
		Wheelbarrows - 1 x \$158		158	
		Marking paint (white & blue) - 36 cans x \$6.00 per can		216	
		Leaf rakes - 6 x \$28 each		168	
		Heavy duty shovels - 6 x \$34.98 each		210	
		Vests - 6 x \$20.00 each		120	
		Hard hats - 3 x \$18.00 each		54	
		Safety glasses - 4 x \$5.22 each		21	
		Gloves - 12 x \$25.49/pair		306	

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	FY13/14 Adopted Budget		FY12/13 Amended Budget
			Cost		
		Weed trimmer line - 6 - 100' rolls x \$25.06 per roll	151		
		Weed eater replacement heads - 12 x \$25.40 each	305		
		Mower blades model 1435 - 3 pack x 4 x \$80.94/pack	324		
		Mower blades model 1600 - 7 pack x 2 x \$145.74/pack	292		
		Mower chute flaps - 4 x \$88.04 each	352		
		Disposable ear plugs - 2 boxes of 500 x \$79.95 per box	160		
		Hearing protection (ear muffs) - 4 x \$58.25 each	233		
		Welding supplies: Welding wire, gas, welding tips, lenses, gloves	200		
		Latex disposable gloves - 24 x \$14.96 per box of 100	359		
		Dust masks - 5 boxes of 20 x \$22.67	113		
		First aid supplies - (Refills for 5 kits) \$250	250		
		Fire Extinguisher Annual Maintenance - 21 x \$12 each	260		
		Lumber for back stops and repairs - 20 2"X12"X20' PT x \$40.32 each	806		
		Chain Link Fence repair - 1 roll 6'X300' 9 gauge x \$1,703 per roll	1,703		
		Tennis net replacement - 6 x 150.00 each	900		
		Herbicide (weed killer concentrate) - 400 x 64 oz bottles x \$38.44 each. (covers 2,000,000 sq ft or 46 acres. 220+ acres of land is maintained in parks and along paths)	15,376		
		Garbage bags - 70 cases x \$47.68 per case (City has 103 garbage cans with bags are changed out twice per week)	3,338		
		Rags - 10 cases x \$99.67 per case	997		
		City facility holiday lights - replacements & purchases (<i>City Center Plaza</i>)	500		
		Paint - 20 gallons x \$28.99 per gallon (Alicia, Benicia, Magnolia, Golis parks)	580		
		Light bulbs - building fluorescent lights 20 x \$5 each; walking paths 40 x \$35 each			
		1000w; tennis courts 35 x \$70.05 each; 40 stadium x \$125 each 1500w; ballasts 20 x \$187.50 each (based on historical needs)			
		Rain gear - 2 sets x \$150 each	12,700		
			300		
9	001-4001-400-5220	Park Maint /Heat/Light/Po		56,000	47,000
		Park path lighting, bathrooms, sports facilities lighting, snack shacks, & irrigation controllers			
10	001-4001-400-5231	Park Maint /Cellular Phone		-	2,838

Budget Detail

Public Works - Park Maintenance Budget Justification *Parks & Landscape Maintenance*

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
11	001-4001-400-5251	No phones in this division			
12	001-4001-400-5260	Park Maint /Clothing Allo Boot Allowance (4.0 employees @ \$300/yr) City identification logo shirts - 4.00 FT employees x 10 shirts x \$6/shirt - \$240/yr City identification logo shirts - 4.00 PT employees x 5 shirts x \$6/shirt - \$120/yr <i>Projected year-end expense for 2012/13 - \$3,190</i>	1,200 240 120 1,560	1,200 240 120 1,560	3,190
13	001-4001-400-5270	Park Maint /Dues & Subscr California Parks and Recreation Society (CPRS) (<i>Includes annual renewal fee for certified playground inspectors</i>) 1 employee @ \$175	175	175	
		Parks Maint/Vehicle Gas & Oil P-3 1997 GMC Sonoma Truck (150 gallons) P-4 1997 GMC Sonoma Truck (92 gallons) P-5 1997 GMC Sonoma Truck (92 gallons) P-6 1997 GMC Sonoma Truck (92 gallons) P-7 1998 Chevrolet 2500 Truck (780 gallons) P-9 1999 Dodge 1500 Truck (650 gallons) P-15 2000 GMC 2500 Truck (260 gallons) P-17 1999 Ford Ranger Truck (123 gallons) P-29 2005 Chevrolet 3500 Truck (235 gallons) P-51 1991 Ford Ranger Truck (150 gallons) P-54 1991 Chevrolet 1500 Truck (31 gallons) P-57 1996 GMC Sonoma Truck (160 gallons) P-59 1996 GMC 2500 SL Truck (260 gallons) T-4 1998 Chevrolet 3500 HD Truck (380 gallons) T-7 1989 GMC 3500 Sierra Truck (260 gallons) TL-3 1976 Zeman Vacuum & Trailer (31 gallons) TR-3 1989 Ford Loader 445C Tractor (62 gallons) MU-4 1999 Kawasaki 2500 Mule (15 gallons) MU-6 1999 Kawasaki 2500 Mule (13 gallons)	22,344	22,344	29,000

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		MU-7 2006 Polaris Mule (10 gallons) MW-1 2009 John Deere 1600 Turbo Mower (840 gallons) MW-2 2009 John Deere 1435 Mower (650 gallons) MW-4 1990 Ransome 951D Mower (45 gallons) 10 - small equipment (185 gallons)		40 3,360 2,600 180 740	
		Fuel costs are calculated at \$4.00 per gallon. Historical information was collected by the Fuelmaster system in 2012/13 and used for projections in 2013/14.			
14	001-4001-400-5272	Park Maint /Auto Allow Management staff vehicle allowance	210	210	
15	001-4001-400-5310	Park Maint /Bldg/Facility Mtn Storm drain repair - various parks (based on historical needs) <i>Projected year-end expense for 2012/13 - \$5,000</i>		2,500	5,000
16	001-4001-400-5314	Park Maint /Hazardous Materials Disp 20 - fluorescent bulbs 35 - 500w bulbs 40 - 1000w bulbs 40 - 1500w bulbs 20 light ballasts Disposal costs for chemicals and appliances left in parks		1,500 75 250 350 400 125 300	
17	001-4001-400-5320	Park Maint/Vehicle Repair Fleet repair costs (15 vehicles, 7 trailers, 8 large equipment, 10 small equipment) <i>(Review and assess mid-year expenses)</i>		18,500	16,000
18	001-4001-400-5330	Park Maint /Spec Dept Equ		-	3,000
19	001-4001-400-5350	Park Maint /Small Tools Cordless drill & saw batteries - 2 @ \$100 each		3,905	2,000

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
			Cost	
		Saw blades - 25 @ \$7.20 each 14" Chain saws - 2 @ \$400 each - Replacement Hedge trimmers - 2 @ \$550 each - Replacement Lawn edger's - 1 @ \$450 each - Replacement Blowers - 2 @ \$550 each - Replacement Pruning shears - 3 @ \$24.85 each <i>(Increase - gas powered replacement tools needed)</i> <i>Projected year-end expense for 2012/13 - \$2,000</i>	180 800 1,100 450 1,100 75	
20	001-4001-400-5370	Park Maint /Equip Rental 80' hydraulic lift (\$1,373 per/wk X 2 weeks) - Used for repairing Alicia, Benicia, Eagle, Gollis, Magnolia, & Sunrise park stadium lights Skidster mower for playground fall material installation (\$1,066 per/wk X 6 Parks - Alicia, Burton Mini, Caterpillar, Benicia 1, Benicia 2 & Rainbow)	2,400 2,000	4,400
21	001-4001-400-6101	Park Maint /Contractual S OAD's (increase due to correction made to percent allocation to division) <i>Projected year-end expense for 2012/13 - \$34,604</i>	34,122	34,122
22	001-4001-400-6310	PW-Landscape /Equipment Lease Public Works Copy Machine - \$4,560 annual lease cost to be shared equally between: 0630 (Fleet), 3420 (Streets), 3910 (Storm Water), 4001 (Parks), 7100 (Water), 7200 (Sewer) Allocation based on division usage	760	
23	001-4001-400-6420	Park Maint/Vandalism Loss Vandalism and graffiti paint & removal chemicals Vandalism repairs to playground equipment, drinking fountains, buildings, sports bleachers, park benches and tables, lighting, garbage cans, baseball back stops & fencing <i>Projected year-end expense for 2012/13 - \$15,000</i>	10,000 5,000 5,000	20,000

Budget Detail

Public Works - Park Maintenance Budget Justification (Parks & Landscape Maintenance)

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
24	001-4001-400-6422	Park Maint /Workers' Comp REMIF Workers' Comp Allocation (<i>Redistributed from 3300</i>) FY12/13 Budget resides in General Services Division	 19,308	-	-
25	001-4001-400-6423	Park Maint /Liability/Property REMIF Liability Allocation (<i>Redistributed from 3300</i>) FY12/13 Budget resides in General Services Division	 6,580	-	-
26	001-4001-400-6424	Park Maint./Services Fees Fleet repair costs (15 vehicles, 7 trailers, 8 large equipment, 10 small equipment) Information Technologies Services Fees	 24,930	 18,717	 6,213
27	001-4001-400-6550	Park Maint /V&E Replacement	 -	-	-
28	001-4001-400-9610	Park Maint /C/O-Vehicles/ -	 11,300	 11,300	 -

Public Works - Library
Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-6300-400-5210	Library /Spec. Department /Bldg/Facility	\$1,237.03	\$0.00	\$0.00	\$0.00	\$0.00
001-6300-400-5310	Library /Fac Maint/Non- Contractual S	\$4,642.30	\$0.00	\$230.36	\$0.00	\$0.00
001-6300-400-5313	Library /Contractual S	\$11,732.69	\$0.00	\$0.00	\$0.00	\$0.00
001-6300-400-6101	Library /Workers' Comp	\$360.29	\$350.00	\$1,025.64	\$0.00	\$0.00
001-6300-400-6422	Library/Liability/Property	\$0.00	\$5,613.00	\$5,612.04	\$0.00	\$0.00
001-6300-400-6423	Library /C/O-Improvement	\$0.00	\$14,784.00	\$6,719.40	\$10,794.00	See Item#1
001-6300-400-9300	Total	\$0.00	\$0.00	\$0.00	\$2,500.00	See Item#2
		\$17,972.31	\$20,747.00	\$13,587.44	\$13,294.00	

Budget Detail

Public Works - Library Budget Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
1	001-6300-400-6423	Library /Liability/Property <u>REMF Liability Allocation</u>	10,794	14,784
2	001-6300-400-9300	Library /C/O-Improvements <u>Heating, Ventilation, and Air Conditioning (HVAC); Controls; and other equipment</u>	2,500	-

PUBLIC WORKS

DEPARTMENT SERVICES MODEL

MANDATED

Water Utility Services

- Water Production
- Water Treatment
- Water Distribution
- Quality Control
- Reporting & Records Management

Wastewater Utility Services

- Sewer System Management Plan (SSMP)
- Preventative Maintenance Program
- Reporting & Records Management

Drainage

- Storm Drain Management Plan
- Best Management Practices (BMP's)
- Storm drain system repair (emergency response)

Streets

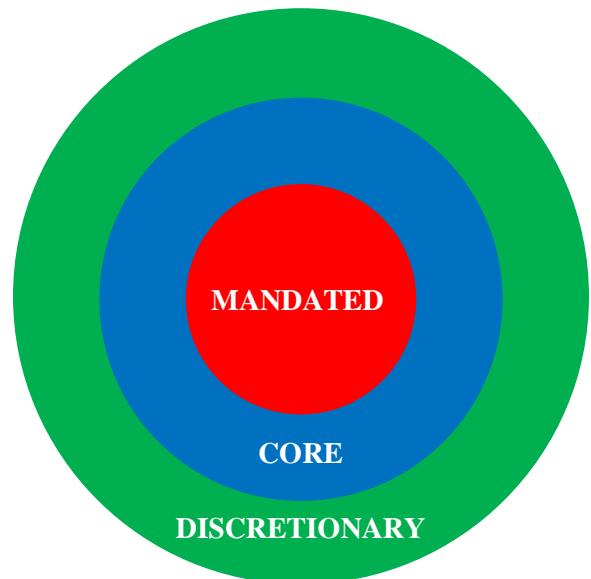
- Traffic Signals
- Street Lighting
- Sidewalks
- Asphalt
- Signage
- Striping
- Streetscape (including medians & trees)

Administration

- Customer service response/tracking/follow-up
- Cash handling
- Injury & Illness Prevention Program
- Records Management
- Warehouse
- Service agreements
- Expense allocation and tracking

Buildings

- Preventative maintenance
- HVAC – maintenance & repair
- Electrical - repair
- Plumbing - repair



Parks/Pools

- Tree Maintenance
- Reclaimed Water Control
- Chemical Treatment
- Pool Safety
- Playground Maintenance & Inspections
- Pedestrian Bridges
- Herbicide Application

CORE

Parks

- Landscape
- Lighting
- Bike paths
- Irrigation
- Courts

Citywide

- Graffiti Abatement
- Weed Abatement
- Vandalism Repair

DISCRETIONARY

- Dog Park Maintenance
- Community Gardens
- Some Street/Curb Markings and Signage

MAJOR ACCOMPLISHMENTS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Completed RFP process for new Freeway Sign
- ✓ Restructured Lease Agreement with Foxtail Golf Course
- ✓ Implemented Phase I of the Corp. Yard warehouse
- ✓ Reconstructed the Rohnert Park Friendly City sign
- ✓ Completed Phase I of the Public Safety Main Building Leak Repair Project
- ✓ Installed and activated EV charging station – City Center Plaza
- ✓ Completed and implemented next phase of succession planning and job classification(s) update – Maintenance Worker Trainee Program
- ✓ Integrated Social Media customer service platform
- ✓ Completed multiple well rehabilitations
- ✓ Created Fleet Enterprise Fund
- ✓ Implemented citywide Vehicle Replacement Fund
- ✓ Implemented Fleet Preventative Maintenance Program

MAJOR GOALS FOR FISCAL YEAR 2013/2014

GOAL 1: Develop agreement to replace and maintain garbage and recycling containers in City Parks (Strategic Plan Goals A & C)

GOAL 2: Gold Ridge Recreation Center – restore facility (Strategic Plan Goal D)

GOAL 3: Complete Phase 2 of Public Safety Main Building Leak Repair Project (Strategic Plan Goal D)

GOAL 4: Adopt and implement Golf Course performance measures (Strategic Plan Goals B & D)

GOAL 5: Draft comprehensive distribution system flushing program plan (Strategic Plan Goal D)

GOAL 6: SCADA – automate water production reports (Strategic Plan Goal C)

GOAL 7: Increase Adopt-A-Park participants (Strategic Plan Goal D)

GOAL 8: Implement labor time tracking by Division (Strategic Plan Goals B & C)

PERFORMANCE MEASUREMENTS

- **Responsiveness** – within 24 hours
- **Service Effectiveness** – minimal callbacks for same service need
- **Permit Compliance** – minimum violations per year
- **Safety** – minimize work hours lost per year from injury
- **Cost** – total annual cost per function per year
- **Customer Feedback** - service compliments v. complaints

FLEET SERVICES

	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE (DECREASE)
REVENUE				
Service Fees	\$ -	\$ -	\$ 225,806	\$ 225,806
Interest Income	-	-	-	-
Transfer from Other Funds	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 225,806	\$ 225,806
EXPENSE				
Compensation	\$ -	\$ -	\$ 122,859	\$ 122,859
Training	-	-	4,600	4,600
Insurance	-	-	14,930	14,930
Service Fee *	-	-	13,702	13,702
Supplies				
Office Supplies	-	-	250	250
Postage	-	-	100	100
Special Department	-	-	39,650	39,650
Small Tools	-	-	2,520	2,520
Clothing/Uniform Allowance	-	-	450	450
Communications	-	-	4,360	4,360
Utilities	-	-	4,125	4,125
Vehicle Gas & Oil	-	-	2,800	2,800
Equipment Maintenance	-	-	2,500	2,500
Facility Maintenance	-	-	11,500	11,500
Professional Services	-	-	1,460	1,460
TOTAL EXPENSE	\$ -	\$ -	\$ 225,806	\$ 225,806

* New Internal Service Fee charge

Fleet Services

Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
630-0000-400-4101	Fleet Services /Salaries	\$0.00	\$0.00	\$0.00	\$77,724.00	See Item#1
630-0000-400-4110	Fleet Services /Longevity	\$0.00	\$0.00	\$0.00	\$2,387.00	
630-0000-400-4512	Fleet Services/Educational Stipend	\$0.00	\$0.00	\$0.00	\$1,892.00	
630-0000-400-4800	Fleet Services/Training & Edu	\$0.00	\$0.00	\$0.00	\$4,600.00	See Item#2
630-0000-400-4901	Fleet Services /Pers/Employer	\$0.00	\$0.00	\$0.00	\$21,652.00	
630-0000-400-4920	Fleet Services /Health Ins/Bi	\$0.00	\$0.00	\$0.00	\$15,974.00	
630-0000-400-4923	Fleet Services /Eye Care	\$0.00	\$0.00	\$0.00	\$280.00	
630-0000-400-4924	Fleet Services /Dental Care	\$0.00	\$0.00	\$0.00	\$1,368.00	
630-0000-400-4925	Fleet Services /Medicare	\$0.00	\$0.00	\$0.00	\$800.00	
630-0000-400-4930	Fleet Services /Life Ins/Sala	\$0.00	\$0.00	\$0.00	\$159.00	
630-0000-400-4931	Fleet Services / LTD	\$0.00	\$0.00	\$0.00	\$418.00	
630-0000-400-4932	Fleet Services/STD	\$0.00	\$0.00	\$0.00	\$205.00	
630-0000-400-5100	Fleet Services/Office Supplies	\$0.00	\$0.00	\$0.00	\$250.00	See Item#3
630-0000-400-5130	Fleet Services/Postage & Shipping	\$0.00	\$0.00	\$0.00	\$100.00	See Item#4
630-0000-400-5210	Fleet Services /Spec. Departm Supplies	\$0.00	\$0.00	\$0.00	\$39,650.00	See Item#5
630-0000-400-5220	Fleet Services/Heat/Light/Power	\$0.00	\$0.00	\$0.00	\$4,125.00	See Item#6
630-0000-400-5230	Fleet Services /Telephone	\$0.00	\$0.00	\$0.00	\$3,100.00	See Item#7
630-0000-400-5231	Fleet Services/Cellular Phone	\$0.00	\$0.00	\$0.00	\$1,260.00	See Item#8
630-0000-400-5251	Fleet Services/Clothing Allowance	\$0.00	\$0.00	\$0.00	\$450.00	See Item#9
630-0000-400-5270	Fleet Services/Vehicle Gas & Oil	\$0.00	\$0.00	\$0.00	\$2,800.00	See Item#10
630-0000-400-5310	Fleet Services/Building/Facility Maintenance	\$0.00	\$0.00	\$0.00	\$4,000.00	See Item#11
630-0000-400-5314	Fleet Services/Hazardous Materials Disposal	\$0.00	\$0.00	\$0.00	\$7,500.00	See Item#12
630-0000-400-5330	Fleet Services /Special Dept Equipment	\$0.00	\$0.00	\$0.00	\$2,500.00	See Item#13
630-0000-400-5350	Fleet Services/Small Tools	\$0.00	\$0.00	\$0.00	\$2,520.00	See Item#14
630-0000-400-6101	Fleet Services /Contractual S	\$0.00	\$0.00	\$0.00	\$1,460.00	See Item#15
630-0000-400-6423	Fleet Services/Liability/Prop Ins	\$0.00	\$0.00	\$0.00	\$14,930.00	See Item#16
630-0000-400-6424	Fleet Services/Services Fees	\$0.00	\$0.00	\$0.00	\$13,702.00	See Item#17
Total		\$0.00	\$0.00	\$0.00	\$225,806.00	

Budget Detail

Fleet Services Budget Justification

Item	Account	Description	FY 2013/14 Adopted Budget	FY 2012/13 Amended Budget
1	630-0000-400-4101	Fleet Services /F/T Salaries 1.25 FTE Public Works Employees (.8 - Mechanic; .35 - Sr. Mechanic; .10 - Admin. Asst.)	77,724	-
2	630-0000-400-4800	Fleet Services /Training & Ed BIT Inspection & Reports - heavy duty vehicles (<i>state mandated</i>) (2 employees @ \$400/per) Class B License Testing & Licensing (2 employees @ \$150/per) Snap-on Tool Software Update Training (2 employees @ \$500/per) - annual All Data System Training (2 employees @ \$500/per) - annual Lift Platform Training & Records Keeping (2 employees @ \$750/per)	4,600	-
3	630-0000-400-5100	Fleet Services /Office Supplies General office supplies - paper, pens, pencils, printer supplies, binders, staples, batteries, labels, folders, paper clips, staples, glue, sticky notes, lamination sheets, CD's & cases, envelopes, tape, printer cartridges	250	-
4	630-0000-400-5130	Fleet Services /Postage Departmental postage and ground shipping costs for parts procurement and/or testing; includes express delivery costs incurred for time-sensitive documents.	100	-
5	630-0000-400-5210	Fleet Services /Spec. Department Tires (<i>based on annual average - prices vary based on vehicle type</i>) Antifreeze (50 gal for 2 @ \$450) Batteries (<i>replaced every 2-4 yrs. depending on vehicle usage</i>) Brakes pads, rotors kits Filters (oil and fuel) Additives/fluids/solvents: - transmission fluids - Hydraulic Fluids (tractors, lift beds, dump trucks, pick-up lift gates - coolant	39,650	-

Budget Detail

Fleet Services Budget Justification

Item	Account	Description	FY 2013/14	FY 2012/13
			Adopted Budget	Amended Budget
6	630-0000-400-5220	Wipers Oil (10/40 weight - \$3,500; 5/30 weight - \$1,750) (<i>oils are purchased in bulk and stored in tanks. Some quart & gallon sizes purchased for transportation on vehicles</i>)	1,200.00	5,250.00
7	630-0000-400-5230	Fleet Services /Heat/Light/Po Electricity & gas supplied to the Shop (<i>Shop uses 75% of Corp. Yard power</i>)	4,125	-
8	630-0000-400-5231	Fleet Services /Telephone \$2,400 for T-1 Connection & \$700 for 2 backup lines (<i>required for network connection</i>)	3,100	-
		Fleet Services/Cell Phone 1 Smart Phone (Sr. Mechanic) @ \$105/month. <i>Smart phones are required to access customer service request system of essential data; for verbal communication, stream gauge access, documents, & photos between employees and public safety; for customer service responses during and after working hours and emergency response.</i>	1,260	-

Budget Detail

Fleet Services Budget Justification

Item	Account	Description	FY 2013/14 Adopted Budget	FY 2012/13 Amended Budget
9	630-0000-400-5251	Fleet Services/Clothing Allowance <i>Boot Allowance - per SEIU MOA (1.5 employees \$300/yr) Figure based on labor allocation</i>	450	-
10	630-0000-400-5270	Fleet Services/Vehicle Gas & Oil <i>P-60 1995 Dodge Truck (Fuel costs are calculated at \$4.00/gal @700 gals/yr)</i>	2,800	-
11	630-0000-400-5310	Fleet Services /Bldg/Facility <i>Repairs: door locks, compressors, building, roof, ventilation, electrical, paint, minor equipment repairs, roll up doors, restrooms, alarm system, electric gates, fences, HV/AC, windows (facility maintenance functions are performed as-needed and are comprised of typically recurring annual needs)</i>	4,000	-
12	630-0000-400-5314	Fleet Services /Haz Materials <i>Solvents, waste oil, waste fuel filters, coolant, fuel, brake fluid, tires, grease sweep (fluids/filters billed as lump-sum item)</i>	7,500	-
13	630-0000-400-5330	Fleet Services /Equipment Maintenance <i>FuelMaster (software, maintenance & license); various diagnostic equipment software updates</i>	2,500	-
14	630-0000-400-5350	Fleet Services /Small Tools <i>Electrical kits - 1 @ \$250 Assorted wrenches - 6 @ \$40/per wrench Replacement socket - 12 @ \$15/per socket Specialty tools (relay) for new vehicles - 5 @ \$100/each Pneumatic & electric accessories - 5 @ \$50/each Lifting tools - 3 @ 100/each Torque wrench kit - 1 @ \$800/per kit</i>	2,520	-

Budget Detail
Fleet Services Budget Justification

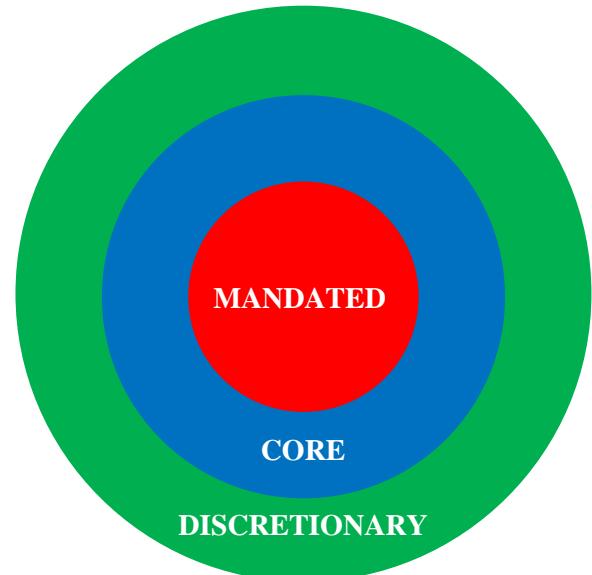
Item	Account	Description	FY 2013/14	FY 2012/13
			Adopted Budget	Amended Budget
15	630-0000-400-6101	Fleet Services /Contractual S Towing Services (\$40/tow @ 14/yr - light duty vehicles & \$300/tow @ 3/yr - heavy duty vehicles)	1,460	-
16	630-0000-400-6423	Fleet Services /Liability/Property REMF Insurance for Fleet Services Shop	14,930	-
17	630-0000-400-6424	Fleet Services/Services Fees Information Technologies Services - 2 workstations Fleet Services Fees (P-60 1995 Dodge Truck)	13,702	-
			12,639	
			1,063	

FLEET SERVICES

DEPARTMENT SERVICES MODEL

MANDATED

- BACT/BIT (Biennial Inspection Terminals) Program
- Emissions testing
- Hazardous materials handling/disposal



CORE

Preventative Maintenance Program

- Brakes
- Tires
- Engine/transmission service
- Chassis and suspension
- Code 3 equipment
- Repairs

Vehicle specifications

Records – service and equipment

DISCRETIONARY

- None

MAJOR GOALS FOR FISCAL YEAR 2013/2014

GOAL 1: Create tool inventory and tracking mechanism (Strategic Plan Goal B)

GOAL 2: Update supplies contract; integrate into central warehouse (Strategic Plan Goal B)

GOAL 3: Implement comprehensive preventative maintenance program (Strategic Plan Goals B & C)

PERFORMANCE MEASUREMENTS

- **Cost** – total cost of PM program & shop operation
- **Regulatory/mandate Compliance** - minimal violations per year
- **Repair Costs** – work to decrease repair costs
- **Program Effectiveness/Fleet Reliability** – minimize failures and vehicle down-time
- **Safety** - minimize work hours lost per year from injury
- **Responsiveness** - timeliness to internal (city) customers

PUBLIC WORKS DEPARTMENT

FY13/14 PROGRAM BUDGET NARRATIVES

Wilfred JEPA Maintenance

Perform streets and landscape maintenance activities per Wilfred Avenue Widening JEPA which states the Federated Indians of Graton Rancheria (FIGR) shall fund the maintenance of Golf Course Drive West by making annual payments to the City in the amount of \$288,214/year. Said maintenance shall be for the purpose of performing streets and landscape maintenance activities which include pavement and street maintenance, traffic signals, lighting, landscape, and emergency response.

Wilfred JEPA Maintenance Payment Stipulation:

6.6 Maintenance Cost.

- 6.6.1 The Parties acknowledge and agree that the City is taking on a maintenance obligation for Wilfred Avenue outside of its territorial limits that, but for this Agreement, the City would otherwise not incur. In consideration thereof, the Tribe agrees to fund the maintenance of Wilfred Ave West of the City's 2012 city limit by making annual maintenance payments to the City in accordance with Section 6.6.2, below.
- 6.6.2 Payments shall initially be \$288,214 per year. Subsequent annual payments will then be escalated each year using the California Construction Costs Index as published by the California Department of General Services. The calculation will be made by dividing the most recent 12-months average of the Construction Cost Index for which data is available by 5706 which is the value of the 12-month period from August 2011-July 2012, then multiplying the factor by \$288,214. If publication of the California Cost Index is discontinued, another reasonable construction cost index will be selected by the City and calculations made in a similar manner.
- 6.6.3 Said payments shall be invoiced July 1 each year by the City and paid by the Tribe in accordance with Section 7 of this Agreement. The obligations for such maintenance costs, shall not begin until the Wilfred ROW Improvements are constructed, in whole or in part.
- 6.6.4 In the event that the City develops a fund for future third party developers to contribute to the ongoing maintenance costs of the Wilfred ROW Improvements ("Wilfred Maintenance Fund"), then the eligible ongoing maintenance cost paid for by the Tribe, as required under Section 6.6.2, shall be reduced so that the Tribe shall only be required to pay its proportionate share of the ongoing maintenance costs.

FY13/14 Program Budget - Public Works Department

Wilfred JEPA Maintenance

Revenue	Funding	In-Kind	Total	Comments
Other Income	\$ 288,214		288,214	
Total Revenue	288,214	-	288,214	
Expenses				
Salary/Benefits	\$ 64,583		64,583	See Item #2 & 3
Part time Salaries	6,810		6,810	See Item #4
Other	675		675	See Item #5
Total Salaries	72,068	-	72,068	
Other Expenses				
Program Supplies (Special Dept. Supplies)	\$ 12,946		12,946	See Item #6
Heat, Light, Power	5,556		5,556	See Item #7
Vehicle Gas & Oil	390		390	See Item #8
Contractual services	3,158		3,158	See Item #9
Transfer to Capital	194,096		194,096	See Item #10
Total Expenses	288,214	-	288,214	
Surplus/(Deficit) by Program	\$ 0	\$ -	\$ 0	

FY13/14 Program Budget - Public Works Department

Wilfred JEPA Maintenance

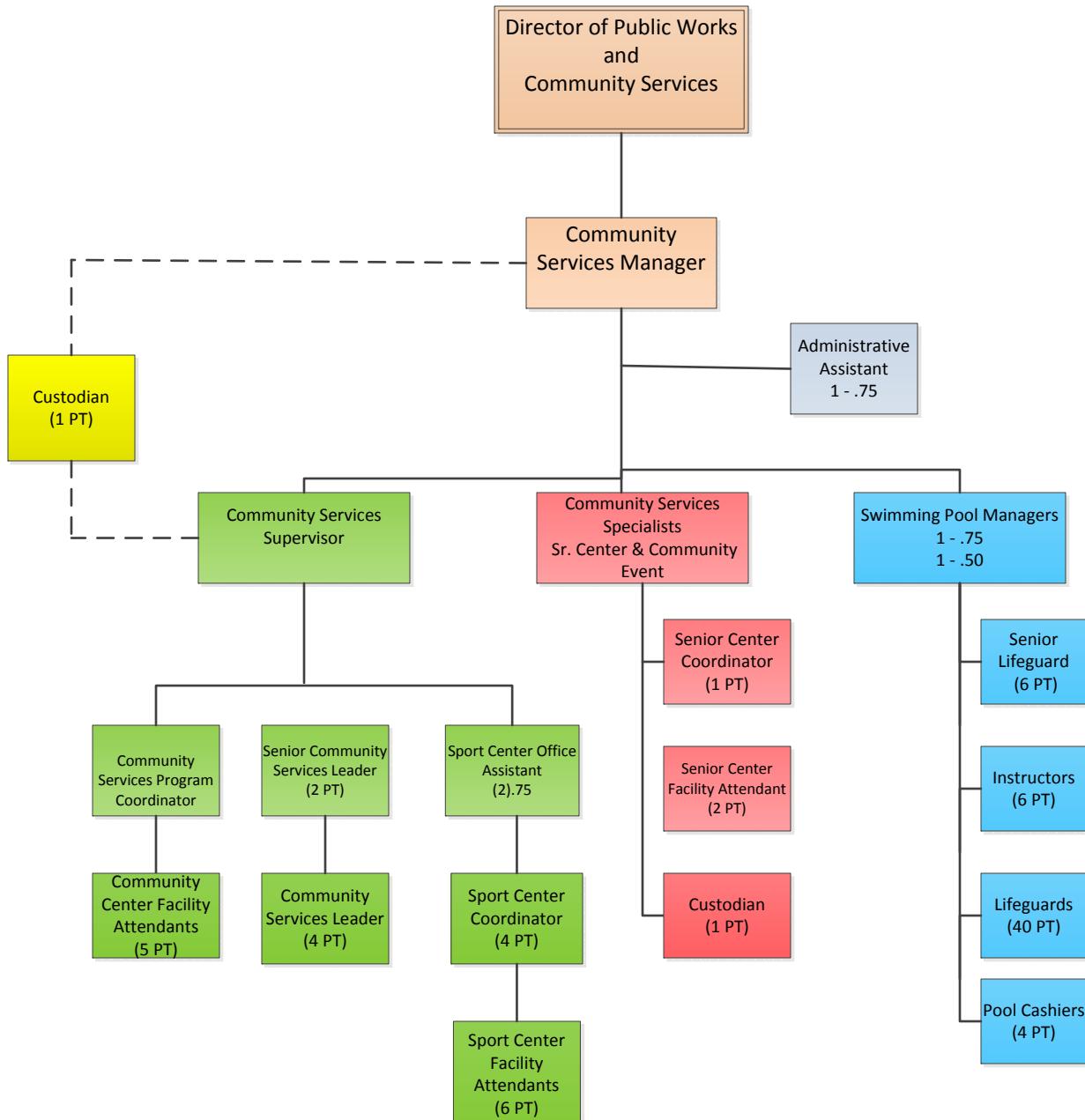
Notes/Details:

(1) Payment of \$288,214 made annually to City by FIGR for maintenance of Golf Course Drive West.

	Hours/year	% Alloc	Salaries
(2) City Staff - Salaries			
Total = .65 FTE Public Works Employee (salary per MOU = \$60,500)	\$ 1,040	0.50	\$ 30,668
Landscape Maintenance, .50 FTE = 20 hours/week (2 people x 10 hours/week)	104	0.05	3,025
Supervisory and Administration - .05 FTE (2 hours/week)	208	0.10	6,051
Street light maintenance and repair - .10 FTE = 4 hours/week			
	Total City Staff Salaries	1,352	\$ 39,744
(3) City Staff - Benefits			
.65 FTE Public Works Employee salary = \$39,330 x .60 = 23,598	\$ 1,352	0.65	\$ 24,839
	Total City Staff Benefits	1,352	\$ 24,839
(4) City Staff - Part-time Salaries			
Seasonal maintenance Assistant (SMA) (1000hrs)			
Litter debris removal/graffiti abatement 2 x/week - 2 employees x 2hrs = 416 hrs x \$13.30/hr	416		\$5,533
Landscape maintenance once a month - 8 hrs x 12 months = 96 hrs x \$13.30/hr (total = 512 hrs)	96		\$1,277
	Total City Staff - PT Salaries	512	\$6,810
(5) City Staff - Overtime			
Emergency & scheduled call outs - approximately 12 callouts anticipated or one call per month. Minimum of 1.5 hrs per call out @ \$37.50/hour for vehicle accidents and other emergencies.	18		\$675
	Total City Staff - Overtime		\$675
(6) Special Dept. Supplies	Qty.	Price	Unit Costs
Landscape materials / irrigation parts and plant replacement			\$1,000
Garbage bags - 2 cases x \$48.00/case	2	48	case \$96
Herbicide 2.5 gal. bottle \$160.00each x 8 bottles (covers 65,000 sq. ft.) x 4/year	32	160	\$5,120
Replacement LED Cobra Head- 1 @ \$600	1	600	\$600
Replacement street light pole			\$6,000
5 gallons of paint - graffiti cover-up			\$130
	Total Special Dept. Supplies		\$12,946
(7) Heat/Light/Power	Qty.	Price	Unit Costs
Traffic Signal intersections 3 x \$100 month x 12	36	100	\$3,600
Street Lights LED 19 poles x \$8.58 month x 12 months	228	9	\$1,956
	Total Heat/Light/Power		\$5,556
(8) Vehicle Gas & Oil			
Fuel for .65% of a Streets vehicle (based on a annual cost of fuel \$600)			\$390
	Total Vehicle Gas & Oil		\$390
(9) Contractual Services			
3 Traffic Signals x \$87.70 month x 12			3158
*Pavement Striping			
*Sidewalk repair			
<u>*These represent considerations for year 4 and thereafter)</u>			
	Total Contractual Services		\$3,158
(10) Transfer to Capital			\$194,096
	Total Transfer to Capital		\$194,096
	TOTAL PROGRAM COSTS		\$288,214



Community Services Department Organizational Chart



COMMUNITY SERVICES DEPARTMENT

FUNDING SOURCES	FUNDING SOURCES	
	2013-14	
Rental Fees	\$ 146,300	
Special Activities & Classes	498,040	
Concession Fees	17,500	
Membership Fees	390,000	
Admission Fees	47,100	
Donation Income	6,000	
Others Income	58,000	
TOTAL REVENUE	1,162,940	

EXPENSE	2011-12 ACTUAL	2012-13 ADMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 492,533	\$ 617,745	\$ 684,995	\$ 67,250
Overtime/Stand By Pay	5,383	-	4,000	4,000
Part-Time Salary	295,104	234,600	250,492	15,892
PW Recharge	1,632	-	-	-
Insurance				
Vandalism (Losses)	-	-	2,400	2,400
Workers' Compensation	-	17,617	27,657	10,040
Liability/Property	-	46,399	55,915	9,516
Services Fees				
Supplies				
Postage	65	500	500	-
Office Supplies	4,705	5,500	2,500	(3,000)
Special Departmental Equipment	32,023	23,700	24,780	1,080
Utilities	166,729	177,000	187,000	10,000
Communications	6,171	7,150	5,160	(1,990)
Bank Charges	-	8,500	9,465	965
Dues & Subscriptions	1,091	800	650	(150)
Advertising/Marketing	26,289	43,900	27,980	(15,920)
Concessions	12,550	9,500	10,000	500
Vehicle				
Fuel/Auto Allowance	3,323	4,100	4,200	100
Equipment				
Maintenance	8,122	11,000	3,960	(7,040)
Rental	16,987	9,600	54,420	44,820
Facility Maintenance	158,623	117,000	116,950	(50)
Contractual/Professional	216,353	261,300	250,790	(10,510)
Recruitment Costs	-	-	2,200	2,200
Travel & Meetings	160	2,000	300	(1,700)
Vehicle Replacement	674	1,100	-	(1,100)
Capital Outlay	-	54,000	5,000	(49,000)
TOTAL EXPENSE	\$ 1,448,517	\$ 1,722,166	\$ 1,800,469	\$ 78,303
RESULTING GAIN (LOSS)			(637,529)	

**CITY OF ROHNERT PARK
COMMUNITY SERVICES DEPARTMENT
REVENUES & EXPENDITURES SUMMARY
2013-14 ADOPTED BUDGET**

	<u>Commission</u>	<u>Sports Center</u>	<u>Swimming Pools</u>	<u>Community Centers*</u>	<u>Senior Center</u>	<u>Golf Courses</u>	<u>2013-14 Adopted</u>	<u>2012-13 Budget</u>	<u>Inc/(Dec)</u>
REVENUES:									
Charges for services	\$ -	\$ 494,300	\$ 162,600	\$ 435,040	\$ 71,000	\$ -	\$ 1,162,940	\$ 1,198,000	\$(35,060)
TOTAL REVENUES		<u>494,300</u>	<u>162,600</u>	<u>435,040</u>	<u>71,000</u>		<u>1,162,940</u>	<u>1,198,000</u>	
EXPENDITURES:									
Recreation and parks	58,907	496,134	392,081	636,752	201,130	15,465	1,800,469	1,722,166	\$ 78,303
TOTAL EXPENDITURES	<u>58,907</u>	<u>496,134</u>	<u>392,081</u>	<u>636,752</u>	<u>201,130</u>	<u>15,465</u>	<u>1,800,469</u>	<u>1,722,166</u>	
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(58,907)</u>	<u>(1,834)</u>	<u>(229,481)</u>	<u>(104,842)</u>	<u>(130,130)</u>	<u>(15,465)</u>	<u>(637,529)</u>	<u>(524,166)</u>	

* Community Center includes:

Gold Ridge - 5400
Ceramic Studio - 5412
Burton Avenue Center - 5401/5840
Benicia Building - 5850
Ladybug Building - 5860/5870
Community Center - 5815/5830

COMMUNITY SERVICES - SPORTS CENTER

FUNDING SOURCES	FUNDING SOURCES	
	2013-14	
Rental Fees	\$ 18,300	
Special Activities & Classes	88,000	
Concession Fees	8,000	
Membership Fees	380,000	
TOTAL REVENUE	494,300	

EXPENSE	2011-12 ACTUAL	2012-13 ADMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 185,914	\$ 227,420	\$ 191,625	\$ (35,795)
Overtime/Stand By Pay	717	-	500	500
Part-Time Salary	51,741	47,000	49,945	2,945
PW Recharge	-	-	-	-
Insurance				
Vandalism (Losses)	-	-	-	-
Workers' Compensation	-	6,943	7,751	808
Liability/Property	-	18,286	16,045	(2,241)
Services Fees				
Supplies				
Postage	-	-	-	-
Office Supplies	1,601	3,000	3,000	-
Special Departmental Equipment	8,003	8,000	6,200	(1,800)
Utilities	42,842	45,000	43,000	(2,000)
Communications	1,192	1,900	1,980	80
Bank Charges	-	1,700	1,800	100
Dues & Subscriptions	150	-	150	150
Advertising/Marketing	3,196	10,000	7,600	(2,400)
Concessions	5,718	4,000	4,500	500
Vehicle				
Fuel/Auto Allowance	-	-	100	100
Equipment				
Maintenance	3,122	7,000	-	(7,000)
Rental	7,405	900	36,720	35,820
Facility Maintenance	60,106	45,000	36,850	(8,150)
Contractual/Professional	69,187	80,000	66,295	(13,705)
Recruitment Costs	-	-	500	500
Travel & Meetings	-	-	-	-
Vehicle Replacement	-	-	-	-
Capital Outlay	-	35,000	-	(35,000)
TOTAL EXPENSE	\$ 440,895	\$ 562,722	\$ 496,134	\$ (66,588)
RESULTING GAIN (LOSS)			(1,834)	

COMMUNITY SERVICES - SENIOR CENTER

FUNDING SOURCES	FUNDING SOURCES	
	2013-14	
Rental Fees	\$ 36,000	
Special Activities & Classes	14,500	
Membership Fees	8,000	
Donation Income	6,000	
Others Income	6,500	
TOTAL REVENUE	71,000	

EXPENSE	2011-12 ACTUAL	2012-13 ADMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 77,487	\$ 87,733	\$ 90,340	\$ 2,607
Overtime/Stand By Pay	607	-	300	300
Part-Time Salary	24,453	30,500	32,460	1,960
PW Recharge	1,632	-	-	-
Insurance				
Vandalism (Losses)	-	-	-	-
Workers' Compensation	-	2,494	3,316	822
Liability/Property	-	6,568	6,302	(266)
Services Fees	-	19,547	19,547	-
Supplies				
Postage	65	500	500	-
Office Supplies	2,062	1,500	1,000	(500)
Special Departmental Equipment	918	1,000	1,500	500
Utilities	21,000	23,000	23,000	-
Communications	408	1,000	240	(760)
Bank Charges	-	425	525	100
Dues & Subscriptions	85	200	200	-
Advertising/Marketing	4,635	6,700	3,700	(3,000)
Concessions	-	-	-	-
Vehicle	-	-	-	-
Fuel/Auto Allowance	3,014	3,500	3,500	-
Equipment				
Maintenance	-	-	-	-
Rental	2,189	1,000	3,100	2,100
Facility Maintenance	15,427	14,000	8,600	(5,400)
Contractual/Professional	60	1,200	2,800	1,600
Recruitment Costs	-	-	200	200
Travel & Meetings	160	1,000	-	(1,000)
Vehicle Replacement	674	1,100	-	(1,100)
Capital Outlay	-	-	-	-
TOTAL EXPENSE	\$ 154,875	\$ 202,967	\$ 201,130	\$ (1,837)
RESULTING GAIN (LOSS)			(130,130)	

COMMUNITY SERVICES - SWIMMING POOLS

FUNDING SOURCES	FUNDING SOURCES 2013-14		
Rental Fees		\$ 7,000	
Special Activities & Classes		97,000	
Concession Fees		9,500	
Membership Fees		2,000	
Admission Fees		47,100	
TOTAL REVENUE		<u>162,600</u>	
EXPENSE	2011-12 ACTUAL	2012-13 ADMENDED BUDGET	2013-14 ADOPTED BUDGET
			\$ INCREASE/ (DECREASE)
Compensation			
Salary and Benefits	\$ 60,585	\$ 80,389	\$ 105,052
Overtime/Stand By Pay	2,724	-	2,200
Part-Time Salary	136,035	113,500	124,000
PW Recharge	-	-	-
Insurance			
Vandalism (Losses)	-	-	1,500
Workers' Compensation	-	2,886	6,975
Liability/Property	-	7,602	10,724
Services Fees	-	6,130	6,130
Supplies			
Postage	-	-	-
Office Supplies	-	-	-
Special Departmental Equipment	5,801	2,500	3,800
Utilities	57,767	59,000	65,000
Communications	1,182	1,050	1,500
Bank Charges	-	2,125	2,200
Dues & Subscriptions	-	-	-
Advertising/Marketing	3,289	3,200	2,800
Concessions	6,832	5,500	5,500
Vehicle			
Fuel/Auto Allowance	-	-	-
Equipment			
Maintenance	1,000	-	-
Rental	-	-	-
Facility Maintenance	41,020	40,000	47,500
Contractual/Professional	60	1,200	1,200
Recruitment Costs	-	-	1,000
Travel & Meetings	-	-	-
Vehicle Replacement	-	-	-
Capital Outlay	-	7,000	5,000
TOTAL EXPENSE	<u>\$ 316,296</u>	<u>\$ 332,082</u>	<u>\$ 392,081</u>
RESULTING GAIN (LOSS)			(229,481)

COMMUNITY SERVICES - COMMUNITY CENTERS

FUNDING SOURCES	FUNDING SOURCES	<u>2013-14</u>
Rental Fees	\$ 85,000	
Special Activities & Classes	298,540	
Others Income	51,500	
TOTAL REVENUE	435,040	

EXPENSE	2011-12 ACTUAL	2012-13 ADMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 168,547	\$ 222,203	\$ 297,978	\$ 75,775
Overtime/Stand By Pay	1,336	-	1,000	1,000
Part-Time Salary	82,875	43,600	44,087	487
PW Recharge	-	-	-	-
Insurance				
Vandalism (Losses)	-	-	900	900
Workers' Compensation	-	5,294	9,615	4,321
Liability/Property	-	13,943	22,844	8,901
Services Fees				
Supplies				
Postage	-	-	-	-
Office Supplies	2,642	4,000	1,500	(2,500)
Special Departmental Equipment	22,481	16,200	16,780	580
Utilities				
45,120	50,000	56,000	6,000	
Communications				
3,389	3,200	1,440	(1,760)	
Bank Charges				
-	4,250	4,940	690	
Dues & Subscriptions				
856	600	300	(300)	
Advertising/Marketing				
15,169	24,000	13,880	(10,120)	
Concessions				
Vehicle				
Fuel/Auto Allowance	309	600	600	-
Equipment				
Maintenance	4,000	4,000	3,960	(40)
Rental	612	700	8,100	7,400
Facility Maintenance				
42,069	18,000	24,000	6,000	
Contractual/Professional				
147,047	178,900	180,495	1,595	
Recruitment Costs				
-	-	500	500	
Travel & Meetings				
-	1,000	300	(700)	
Vehicle Replacement				
-	-	-	-	
Capital Outlay				
-	12,000	-	(12,000)	
TOTAL EXPENSE	\$ 536,452	\$ 624,395	\$ 711,124	\$ 86,729
RESULTING GAIN (LOSS)			(276,084)	

Community Services

Revenue Budget Analysis

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted	Comments
001-5150-300-3835	Community Events Revenue	\$49,697.09	\$60,000.00	\$55,000.00	\$51,500.00	See Item#1
001-5200-300-3829	Recreation Adm /Picnic Rental	\$2,695.00	\$0.00	\$1,210.00	\$0.00	
001-5200-300-3930	Recreation Adm /Donations/Sch	-\$274.50	\$0.00	-\$345.00	\$0.00	
001-5400-300-3835	Rec. Programs /Spec Activities	\$6,964.00	\$0.00	\$6,320.00	\$0.00	
001-5400-300-3839	Rec. Programs /Field Fees - Youth	\$41,787.00	\$0.00	\$40,000.00	\$0.00	
001-5400-300-3825	Goldridge Rec. Rental	\$0.00	\$0.00	\$0.00	\$2,000.00	See Item#2
001-5400-300-3821	Goldridge/Contract Classes	\$0.00	\$0.00	\$0.00	\$20,540.00	See Item#3
001-5401-300-3837	BARC Summer Camp Revenue	\$10,578.00	\$13,000.00	\$11,290.00	\$0.00	
001-5501-300-3490	Senior Center/Rent/Royaltie	\$48,066.62	\$36,000.00	\$40,664.00	\$36,000.00	See Item#4
001-5501-300-3656	Senior Center/Memberships	\$6,348.00	\$4,000.00	\$3,086.00	\$4,000.00	See Item#5
001-5501-300-3657	Senior Center/Misc Taxable S	\$50.00	\$0.00	\$0.00	\$0.00	
001-5501-300-3821	Senior Center/Contract Clas	\$2,871.50	\$10,000.00	\$6,685.00	\$7,000.00	See Item#6
001-5501-300-3833	Senior Center/Excursions	\$2,768.00	\$4,000.00	\$2,760.00	\$3,500.00	See Item#7
001-5501-300-3835	Senior Center/Special Activ	\$3,710.50	\$6,000.00	\$2,720.00	\$4,000.00	See Item#8
001-5501-300-3902	Senior Center/Subscriptions	\$5,964.00	\$6,000.00	\$2,234.00	\$4,000.00	See Item#9
001-5501-300-3930	Senior Center/Donations	\$6,949.00	\$6,000.00	\$3,930.00	\$6,000.00	See Item#10
001-5501-300-3940	Senior Center/Miscellaneous	\$4,283.00	\$4,000.00	\$7,450.00	\$6,500.00	See Item#11
001-5720-300-3811	Benicia Pool/Administrations	\$13,332.75	\$14,000.00	\$14,000.00	\$14,000.00	See Item#12
001-5720-300-3812	Benicia Pool/Concessions	\$5,093.75	\$4,000.00	\$5,914.88	\$5,000.00	See Item#13
001-5720-300-3813	Benicia Pool/Rentals	\$3,825.00	\$500.00	\$3,000.00	\$3,000.00	See Item#14
001-5720-300-3814	Benicia Pool/Lessons	\$8,250.00	\$8,000.00	\$14,500.00	\$13,000.00	See Item#15
001-5720-300-3815	Benicia Pool/Pool Membersh	\$1,867.00	\$0.00	\$0.00	\$2,000.00	See Item#16
001-5720-300-3816	Benicia Pool/Swim Team Rev	\$0.00	\$0.00	\$2,000.00	\$0.00	
001-5740-300-3811	H Pool /Admissions	\$32,893.40	\$28,000.00	\$31,000.00	\$31,000.00	See Item#17
001-5740-300-3812	H Pool /Concessions	\$3,900.05	\$5,000.00	\$4,500.00	\$4,500.00	See Item#18
001-5740-300-3813	H Pool /Rentals	\$2,836.00	\$10,000.00	\$3,500.00	\$3,500.00	See Item#19
001-5740-300-3814	H Pool /Lessons	\$63,139.50	\$45,000.00	\$60,000.00	\$60,000.00	See Item#20
001-5740-300-3816	H Pool /Swim Team Rev	\$22,000.00	\$23,000.00	\$22,800.00	\$23,000.00	See Item#21
001-5750-300-3811	Magnolia Pool/Admissions	\$0.00	\$0.00	\$0.00	\$2,100.00	
001-5750-300-3813	Magnolia Pool /Rentals	\$0.00	\$0.00	\$0.00	\$500.00	
001-5750-300-3814	Magnolia Pool /Lessons	\$0.00	\$0.00	\$0.00	\$1,000.00	
001-5810-300-3656	Sports Center /Sale Of Reside	\$3,105.00	\$8,000.00	\$3,000.00	\$3,000.00	See Item#22
001-5810-300-3821	Sports Center /Contract Serv	\$80,028.11	\$80,000.00	\$47,000.00	\$47,500.00	See Item#23
001-5810-300-3826	Sports Center /Other Bldg Re	\$4,986.33	\$7,000.00	\$2,346.00	\$2,500.00	See Item#24
001-5810-300-3831	Sports Center /Adult Sports	\$12,602.50	\$14,000.00	\$14,600.00	\$15,000.00	See Item#25
001-5810-300-3840	Sports Center /Memberships	\$392,518.75	\$425,000.00	\$378,000.00	\$380,000.00	See Item#26

Budget Detail
Community Services Revenue Budget Justification

Item #	Account/Vendor	Description	FY 2013/14	FY 12/13
			Adopted Budget	Amended Budget
Community Events				
1	001-5150-300-3835	Community Events Revenue	51,500	60,000
		Farmers Market 13@\$2000 per market Party on the Plaza Music Sponsorships (Maverick Media) Halloween Spooktacular (80% to coordinator contract) Holiday Arts & Crafts Faire (80% to coordinator contract)	26,000 13,000 1,500 11,000	
Goldridge Rec Building				
2	001-5400-300-3825	Goldridge Rec Rental	2,000	-
		Rental revenue from private rentals.		
3	001-5400-300-3821	Goldridge/Contract Classes	20,540	-
		Revenue from Contract classes,65% goes to contract instructor Sports Camp Revenue Youth basketball revenue	9,000 10,000 1,540	
Senior Center				
4	001-5501-300-3490	Senior Center/Rent/Royalties	36,000	36,000
		Ongoing Rental Revenue from regular user groups such as, FA Anonymous, AL-Anon, Church group, Mac User Group, Tai Chi, Private Rental Revenue, birthdays, anniversaries, non-profit fundraisers, baptisms, sweet pea gift shoppe	36,000	
5	001-5501-300-3656	Senior Center/Memberships	4,000	4,000
		Senior Center membership sales 200@\$20		
6	001-5501-300-3821	Senior Center/Contract Classes	7,000	10,000
		Zumba Gold, Fun After 50, Bridge, Mah Jong and various other exercise classes	7,000	
7	001-5501-300-3833	Senior Center/Excursions	3,500	4,000
		Excursions vary month to month around Sonoma county and the Bay Area, CA Academy of Sciences, De Young Museum, Culinary Institute Tours, Presidio Tour, SF Giants Games	3,500	

Budget Detail
Community Services Revenue Budget Justification

Item #	Account/Vendor	Description	Cost	FY 2013/14 Adopted Budget	FY12/13 Amended Budget
8	001-5501-300-3835	Senior Center/Special Activities Summer BBQ, Musical Extravaganza, Summer and Holiday Concerts, Spring time Crafts Faire, Pancake breakfasts and Monthly themed luncheons		4,000	6,000
9	001-5501-300-3902	Senior Center Center/Subscriptions Ad space sold in SCAN		4,000	6,000
10	001-5501-300-3930	Senior Center/Donations Donations from Altamont for coffee service Tax Aid program donations	1,500 4,500	6,000	6,000
11	001-5501-300-3940	Senior Center/Miscellaneous Sun Shine Bus Van Sponsors Sun Shine Bus Ridership	3,000 3,500	6,500	4,000
Benicia Pool					
12	001-5720-300-3811	Benicia Pool/Admissions Admission fees paid to enter and use pool during lap swim and free swim hours during the months of June through August		14,000	14,000
13	001-5720-300-3812	Benicia Pool/Concessions Revenue from sale of candy, chips, drinks in snack shack to pool users		5,000	4,000
14	001-5720-300-3813	Benicia Pool/Rentals Revenue from private birthday party rentals during the months of June through August.		3,000	500
15	001-5720-300-3814	Benicia Pool/Lessons Revenue from registration fees for swim lessons.		13,000	8,000
16	001-5720-300-3815	Benicia Pool/Pool Membersh		2,000	-

Budget Detail
Community Services Revenue Budget Justification

Item #	Account/Vendor	Description	Cost	FY 2013/14 Adopted Budget	FY12/13 Amended Budget
Revenue from registration fees for family summer pool memberships.					
Honeybee Pool					
17 001-5740-300-3811	H Pool /Admissions	Admission fees paid to enter and use pool during lap swim and free swim hours. H-Pool is open year round.	31,000	28,000	
18 001-5740-300-3812	H Pool /Concessions	Revenue from sale of candy, ships, drinks in snack shack to pool users	4,500	5,000	
19 001-5740-300-3813	H Pool /Rentals	Revenue from private birthday party rentals during summer months and other rentals throughout the year.	3,500	10,000	
20 001-5740-300-3814	H Pool /Lessons	Revenue from registration fees for swim lessons.	60,000	45,000	
21 001-5740-300-3816	H Pool /Swim Team Rev	Revenue from registration fees for swim lessons.	23,000	23,000	
Sports Center					
22 001-5810-300-3656	Sports Center /Sale of Reside	Revenue from sale of Resident Cards	3,000	8,000	
23 001-5810-300-3821	Sports Center /Contract Serv	Revenue from contract classes at Sports Center, 65% goes to Contract Instructor. Drop in Revenue from last FY attributed to loss of Martial Arts Instructor.	47,500	80,000	
Dancercise					
Boot Camp					
Zumba					
Martial Arts					
Other Classes and Personal Training					
18,000					
13,500					
4,500					
4,000					
7,500					

Budget Detail

Community Services Revenue Budget Justification

Item #	Account/Vendor	Description	Cost	FY 2013/14 Adopted Budget	FY12/13 Amended Budget
24	001-5810-300-3826	Sports Center /Other Bldg Re Special group drop-in fees at Sports Center	2,500	7,000	
25	001-5810-300-3821	Sports Center /Adult Sports Registration fees from Adult Softball League	15,000	14,000	
26	001-5810-300-3840	Sports Center /Memberships	380,000	425,000	
		Revenue from Sports Center Yearly and Monthly EFT memberships.			
27	001-5810-300-3843	Sports Center /Open Gym	19,000	23,000	
		Revenue from single use drop-in fees and drop-in open gym fees			
28	001-5810-300-3844	Sports Center /Rentals Revenue from rental of sports equipment (rackets, racquet balls, volleyballs)	300	400	
29	001-5810-300-3845	Sports Center /Facility Rent	18,000	12,000	
		Rental revenue from local leagues such as CYO and Apache Futsal and other private rentals such as Martial Arts Tournaments, Gymnastics Tournaments, & other Basketball Tournaments.			
30	001-5810-300-3846	Sports Center /Concession Sa	1,000	-	
		Revenue from sale of sports drinks, water, power bars and other healthy snacks.			
31	001-5810-300-3847	Sports Center /Pro Shop Sale	7,000	2,600	
		Revenue from sale of sports related items such as boxing gloves, weight lifting gloves, towels and sports center gear such as shirts and sweatshirts.			
32	001-5810-300-3848	Sports Center /Drop-In Child	1,000	2,500	

Budget Detail
Community Services Revenue Budget Justification

Item #	Account/Vendor	Description	FY 2013/14 Adopted Budget	FY12/13 Amended Budget
		Drop-in child care revenue.		
Community Center				
33 001-5830-300-3821	R.P. Comm Cntr/Contract Classes	Revenue from contract classes at Community Center, 65% goes to Contract Instructor.	170,000	165,000
	Tot Time	76,000		
	Zumba	6,500		
	Dancercise	9,000		
	Yoga	14,500		
	Belly Dance	11,000		
	Pottery Studio & Classes	14,000		
	Ballet	10,500		
	Other Classes	28,500		
34 001-5830-300-3824	R.P. Comm Cntr/Rp Community Center Rentals	Based on historical values-facility rentals are almost full to capacity on weekends. Staff is continuously working to bring in more weekday/workshop/seminar/meeting type rentals to increase this number from year to year.	95,000	95,000
35 001-5830-300-3831	R.P. Comm Cntr/Field Fees	Reflects collected fees for fields, picnic areas, field lights	40,000	-
	Cal Ripken/Babe Ruth Baseball	7,000		
	Rohnert Park Girls Softball	7,000		
	Rohnert Park Warriors	600		
	Rancho Cotati LAX	2,000		
	Rohnert Park Youth Soccer	8,000		
	Other Adult Soccer, Softball, Baseball leagues	5,000		
	Other field rentals & tournaments	4,000		
	Picnic Area Rentals	6,400		
Burton Avenue Recreation Center				
36 001-5840-300-3825	Burt/Ave Rec Cr/Burton Ave Re		34,000	38,000

Budget Detail
Community Services Revenue Budget Justification

Item #	Account/Vendor	Description	FY 2013/14	FY 12/13	
			Cost	Adopted Budget	Amended Budget
		Rental revenue from private rentals such as birthday parties, weddings, anniversary parties and baptisms.			
37	001-5840-300-3821	Burt/Ave Rec Bldg/Contract Rev	13,000	-	
		Revenue from Camp Burton & Friday Fun Day field trips. This revenue used to be coded to 5401 BARC.			
		Ladybug Rec Building			
38	001-5860-300-3826	Ladybug Rec Bldg/Bldg Rental	9,000	9,000	9,000
		Rental revenue from private groups renting facility.			

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5100-400-4101	Commission / Salaries	\$13,018.20	\$8,683.00	\$8,057.06	\$38,358.00	See Item#1
001-5100-400-4110	Commission / Longevity	\$1,301.73	\$888.00	\$805.64	\$2,491.00	
001-5100-400-4510	Commission /Non-Smokin	\$0.01	\$0.00	\$0.00	\$0.00	
001-5100-400-4512	Commission/Educ Stipend	\$0.00	\$0.00	\$0.00	\$226.00	
001-5100-400-4520	Commission / Other Sal	\$722.68	\$83.00	\$0.00	\$287.00	
001-5100-400-4901	Commission/Pers Emplo	\$3,064.99	\$2,536.00	\$2,176.10	\$10,845.00	
001-5100-400-4902	Commission /Pers/Empl	\$10.22	\$0.00	\$0.00	\$0.00	
001-5100-400-4920	Commission / Health Ins	\$0.00	\$1,399.00	\$0.00	\$5,554.00	
001-5100-400-4921	Commission /Medical Ins	\$2,024.13	\$0.00	\$1,159.84	\$0.00	
001-5100-400-4923	Commission/Eye Care	\$41.12	\$22.00	\$18.72	\$90.00	
001-5100-400-4924	Commission /Dental Care	\$185.41	\$109.00	\$91.18	\$438.00	
001-5100-400-4925	Commission / Medicare	\$0.00	\$0.00	\$0.00	\$249.00	
001-5100-400-4930	Commission/Life Ins/Salary	\$22.58	\$13.00	\$13.98	\$57.00	
001-5100-400-4931	Commission / LTD	\$72.51	\$49.00	\$45.24	\$191.00	
001-5100-400-4932	Commission / STD	\$29.52	\$24.00	\$22.06	\$94.00	
001-5100-400-4933	Commission / EAP	\$0.00	\$27.00	\$0.00	\$27.00	
001-5100-400-5210	Commission /Spec. Departm	\$84.74	\$200.00	\$0.00	\$0.00	See Item#2
001-5150-400-4101	Community Event/FT Salaries	\$19,586.28	\$28,247.00	\$22,294.36	\$24,695.00	See Item#3
001-5150-400-4110	Community Event/ Longevity	\$720.22	\$1,188.00	\$1,085.60	\$754.00	
001-5150-400-4150	Community Event/Standy Wk Day	\$54.00	\$0.00	\$64.50	\$0.00	
001-5150-400-4151	Community Event/Standy Wknite	\$53.74	\$0.00	\$64.90	\$0.00	
001-5150-400-4201	Community Event PT Labor	\$10,923.74	\$2,000.00	\$392.60	\$500.00	See Item#4
001-5150-400-4401	Community Event/Overtime Salar	\$590.91	\$0.00	\$760.98	\$0.00	
001-5150-400-4510	Community Event / Non-Smoking	\$0.01	\$0.00	\$0.00	\$0.00	
001-5150-400-4512	Community Event /Ed Stipend	\$239.44	\$226.00	\$223.20	\$226.00	
001-5150-400-4520	Community Event / Other Sal	\$664.90	\$83.00	\$0.00	\$42.00	
001-5150-400-4901	Community Event / Pers Employe	\$4,336.01	\$7,876.00	\$5,795.52	\$6,779.00	
001-5150-400-4902	Community Event / Pers/Employe	\$134.36	\$0.00	\$0.00	\$0.00	
001-5150-400-4908	Community Event/ RHS	\$157.46	\$50.00	\$164.40	\$0.00	
001-5150-400-4920	Community Event / Health Ins	\$0.00	\$4,486.00	\$0.00	\$3,797.00	
001-5150-400-4921	Community Event/Medical Insura	\$2,157.66	\$0.00	\$2,724.34	\$0.00	
001-5150-400-4923	Community Event/Eye Care	\$71.79	\$99.00	\$65.44	\$90.00	
001-5150-400-4924	Community Event/Dental Care	\$329.26	\$492.00	\$319.30	\$438.00	
001-5150-400-4925	Community Event / Medicare	\$351.77	\$291.00	\$232.38	\$303.00	
001-5150-400-4930	Community Event/Life Ins/Salar	\$40.26	\$57.00	\$48.62	\$51.00	
001-5150-400-4931	Community Event / LTD	\$95.53	\$151.00	\$119.90	\$131.00	
001-5150-400-4932	Community Event/STD	\$40.54	\$64.00	\$58.70	\$64.00	
001-5150-400-4933	Community Event/EAP	\$0.00	\$22.00	\$0.00	\$22.00	
001-5150-400-5210	Community Event/Spec. Dep	\$15,155.07	\$9,000.00	\$9,000.00	\$7,300.00	See Item#5
001-5150-400-6101	Community Event.Contracts	\$46,509.55	\$29,000.00	\$43,000.00	\$32,800.00	See Item#6

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5200-400-4101	Recreation Adm /Salaries	\$3,185.62	\$0.00	\$0.00	\$0.00	
001-5400-400-4101	Goldridge Rec Cr/FT Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$35,115.00 See Item#7
001-5400-400-4110	Goldridge Rec Cr/Longevity Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$1,376.00
001-5400-400-4201	Goldridge PT Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$6,800.00 See Item#8
001-5400-400-4512	Goldridge Rec Ctr /Educ Stipend	\$0.00	\$0.00	\$0.00	\$821.00	
001-5400-400-4520	Goldridge Rec Ctr /Other Payro	\$0.00	\$0.00	\$0.00	\$42.00	
001-5400-400-4901	Goldridge Rec Cr/PERS Empl	\$0.00	\$0.00	\$0.00	\$9,852.00	
001-5400-400-4905	Goldridge Rec Cr/Alt Ben	\$0.00	\$0.00	\$0.00	\$210.00	
001-5400-400-4920	Goldridge Rec Cr/Medical	\$0.00	\$0.00	\$0.00	\$5,926.00	
001-5400-400-4923	Goldridge Rec Cr/Eye Care	\$0.00	\$0.00	\$0.00	\$273.00	
001-5400-400-4924	Goldridge Rec Cr/Dental	\$0.00	\$0.00	\$0.00	\$602.00	
001-5400-400-4925	Goldridge Rec/Medicare	\$0.00	\$0.00	\$0.00	\$471.00	
001-5400-400-4930	Goldridge Rec Cr/Life Insurance	\$0.00	\$0.00	\$0.00	\$70.00	
001-5400-400-4931	Goldridge Rec Cr/LTD	\$0.00	\$0.00	\$0.00	\$190.00	
001-5400-400-4932	Goldridge Rec Cr/STD	\$0.00	\$0.00	\$0.00	\$93.00	
001-5400-400-4933	Goldridge Rec Cr/EAP	\$0.00	\$0.00	\$0.00	\$27.00	
001-5400-400-5210	Goldridge Rec Cr /Spec. Departm	\$0.00	\$0.00	\$0.00	\$1,000.00 See Item#9	
001-5400-400-5220	Goldridge Rec Cr /Heat/Light/Po	\$0.00	\$0.00	\$0.00	\$5,000.00 See Item#10	
001-5400-400-5310	Goldridge Rec Cr /Bldg/Facility	\$0.00	\$0.00	\$0.00	\$6,000.00 See Item#11	
001-5400-400-6101	Goldridge Rec Cr /Contractual S	\$0.00	\$0.00	\$0.00	\$11,050.00 See Item#12	
001-5400-400-6423	Goldridge /Liability/Property	\$0.00	\$0.00	\$0.00	\$8,000.00 See Item#13	
001-5401-400-4237	BARC Summer Camp/Staff	\$6,841.98	\$8,000.00	\$8,000.00	\$0.00	
001-5401-400-4401	BARC Summer Camp/Overtime Sal	\$0.00	\$0.00	\$107.26	\$0.00	
001-5401-400-4925	BARC Summer Camp / Medicare	\$99.21	\$0.00	\$154.68	\$0.00	
001-5401-400-5212	BARC SummerCamp/Supplies	\$1,153.17	\$2,000.00	\$2,000.00	\$0.00	
001-5501-400-4101	Senior Center/Salaries	\$55,604.83	\$60,500.00	\$55,997.16	\$62,403.00 See Item#14	
001-5501-400-4110	Senior Center/Longevity	\$1,091.50	\$1,116.00	\$1,024.56	\$767.00	
001-5501-400-4150	Senior Center/StandyWeekend	\$160.20	\$0.00	\$108.00	\$0.00	
001-5501-400-4151	Senior Center/Standy Weeknig	\$214.20	\$0.00	\$168.00	\$0.00	
001-5501-400-4201	Senior Center/PT Salaries	\$2,565.25	\$30,500.00	\$20,698.96	\$32,460.00 See Item#15	
001-5501-400-4220	Senior Center/Recreation Co	\$12,917.64	\$0.00	\$0.00	\$0.00	
001-5501-400-4221	Senior Center /Building Atte	\$8,969.68	\$0.00	\$0.00	\$0.00	
001-5501-400-4401	Senior Center /Overtime Sala	\$606.51	\$0.00	\$275.06	\$300.00	
001-5501-400-4510	Senior Center /Non-Smoking A	\$0.03	\$0.00	\$0.00	\$0.00	
001-5501-400-4511	Senior Center /Residency All	\$0.00	\$0.00	\$0.00	\$0.00	
001-5501-400-4512	Senior Center / Educ Stipend	\$384.74	\$232.00	\$220.44	\$439.00	
001-5501-400-4520	Senior Center/Other Sal	\$240.90	\$42.00	\$0.00	\$42.00	
001-5501-400-4901	Senior Center/Pers/Employer	\$11,663.91	\$16,423.00	\$13,955.04	\$16,796.00	
001-5501-400-4902	Senior Center/Pers/Employee	\$352.27	\$0.00	\$0.00	\$0.00	
001-5501-400-4905	Senior Center/Alt Ben Prog/D	\$218.81	\$210.00	\$192.24	\$210.00	

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5501-400-4908	Senior Center/RHS	\$478.18	\$0.00	\$701.62	\$0.00	
001-5501-400-4920	Senior Center/Health Ins/BI	\$0.00	\$6,300.00	\$0.00	\$6,623.00	
001-5501-400-4921	Senior Center/Kaiser	\$4,536.14	\$0.00	\$5,224.48	\$0.00	
001-5501-400-4923	Senior Center/Eye Care	\$182.60	\$385.00	\$196.28	\$385.00	
001-5501-400-4924	Senior Center/Dental Care	\$868.64	\$1,149.00	\$957.14	\$1,149.00	
001-5501-400-4925	Senior Center/Medicare	\$1,063.93	\$717.00	\$905.60	\$853.00	
001-5501-400-4930	Senior Center/Life Ins/Sala	\$108.13	\$133.00	\$145.26	\$133.00	
001-5501-400-4931	Senior Center/LTD	\$218.24	\$315.00	\$283.40	\$324.00	
001-5501-400-4932	Senior Center/STD	\$99.43	\$154.00	\$138.58	\$159.00	
001-5501-400-4933	Senior Center/EAP	\$0.00	\$57.00	\$0.00	\$57.00	
001-5501-400-4999	Senior Center/Public Works	\$1,632.00	\$0.00	\$0.00	\$0.00	
001-5501-400-5100	Senior Center/Office Supplies	\$2,062.47	\$1,500.00	\$1,415.60	\$1,000.00 See Item#16	
001-5501-400-5130	Senior Center/Postage	\$64.66	\$500.00	\$0.00	\$500.00 See Item#17	
001-5501-400-5150	Senior Center/Bank Charges	\$0.00	\$425.00	\$0.00	\$25.00 See Item#18	
001-5501-400-5210	Senior Center/Spec. Departm	\$918.30	\$1,000.00	-\$87.66	\$1,500.00 See Item#19	
001-5501-400-5216	Senior Center/Publicity	\$2,647.60	\$3,000.00	\$854.04	\$500.00 See Item#20	
001-5501-400-5217	Senior Center/Special Event	\$344.81	\$700.00	\$0.00	\$700.00 See Item#21	
001-5501-400-5219	Senior Center/Excursions	\$1,642.99	\$3,000.00	\$2,414.00	\$2,500.00 See Item#22	
001-5501-400-5220	Senior Center/Heat/Light/Po	\$20,999.82	\$23,000.00	\$20,705.92	\$23,000.00 See Item#23	
001-5501-400-5230	Senior Center/Telephone	\$374.84	\$600.00	\$0.00	\$0.00 See Item#24	
001-5501-400-5231	Senior Center/Cellular Phone	\$33.32	\$400.00	\$0.00	\$240.00 See Item#25	
001-5501-400-5260	Senior Center/Dues & Subscri	\$8.50	\$200.00	\$40.00	\$200.00 See Item#26	
001-5501-400-5270	Senior Center/Gas & Oil	\$3,013.90	\$3,500.00	\$3,143.68	\$3,500.00 See Item#27	
001-5501-400-5310	Senior Center/Bldg/Facility	\$10,187.74	\$14,000.00	\$5,649.72	\$8,000.00 See Item#28	
001-5501-400-5313	Senior Center/Fac Maint./Non-	\$5,239.68	\$0.00	\$0.00	\$600.00 See Item#29	
001-5501-400-5320	Senior Center/Vehicle Repai	\$276.69	\$600.00	\$683.64	\$0.00	
001-5501-400-6101	Senior Center/Contractual Services	\$60.00	\$1,200.00	\$2,421.26	\$2,800.00 See Item#30	
001-5501-400-6210	Senior Center/Recruitment	\$0.00	\$0.00	\$332.00	\$200.00	
001-5501-400-6310	Senior Center/Rent/Lease/Tax	\$2,189.39	\$1,000.00	\$2,231.34	\$3,100.00 See Item#31	
001-5501-400-6422	Senior Center/Workers' Comp	\$0.00	\$2,494.00	\$2,493.60	\$3,316.00	
001-5501-400-6423	Senior Center/Liability/Property	\$0.00	\$6,568.00	\$3,282.00	\$6,302.00	
001-5501-400-6424	Senior Center/I.T Services Fee	\$0.00	\$19,547.00	\$0.00	\$19,547.00 See Item#32	
001-5501-400-66600	Senior Center/Travels & Mee	\$159.60	\$1,000.00	\$0.00	\$0.00	
001-5502-400-5320	Mini Bus/Vehicle Repai	\$396.88	\$500.00	\$0.00	\$0.00	
001-5710-400-6422	Alicia Pool/Workers' Comp	\$0.00	\$0.00	\$560.88	\$0.00	
001-5710-400-6423	Alicia Pool/Liability/Proper	\$0.00	\$1,477.00	\$671.28	\$1,078.00	
001-5720-400-4101	Benicia Pool/FT Salaries	\$11,272.37	\$13,447.00	\$9,349.16	\$19,621.00 See Item#33	
001-5720-400-4110	Benicia Pool/Longevity	\$720.22	\$754.00	\$682.62	\$1,087.00	
001-5720-400-4150	Benicia Pool/Standy Weekend	\$54.00	\$0.00	\$64.50	\$0.00	
001-5720-400-4151	Benicia Pool/Standy Weeknight	\$53.74	\$0.00	\$64.90	\$0.00	

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5720-400-4201	Benicia Pool /Part-Time Sal	\$5,027.85	\$38,500.00	\$33,000.00	\$33,000.00	See Item#34
001-5720-400-4251	Benicia Pool /Pool Manager	\$4,813.83	\$0.00	\$0.00	\$0.00	
001-5720-400-4252	Benicia Pool /Pools Senior	\$4,500.84	\$0.00	\$0.00	\$0.00	
001-5720-400-4253	Benicia Pool /Pools Instruc	\$1,826.44	\$0.00	\$0.00	\$0.00	
001-5720-400-4254	Benicia Pool /Pools Guards	\$11,843.38	\$0.00	\$0.00	\$0.00	
001-5720-400-4255	Benicia Pool /Pools Cashier	\$1,803.92	\$0.00	\$0.00	\$0.00	
001-5720-400-4256	Benicia Pool /Pools Miscell	\$1,036.88	\$0.00	\$0.00	\$0.00	
001-5720-400-4257	Benicia Pool /Maintenance	\$2,551.89	\$0.00	\$0.00	\$0.00	
001-5720-400-4401	Benicia Pool/Overtime	\$534.75	\$0.00	\$1,088.44	\$1,000.00	See Item#35
001-5720-400-4510	Benicia Pool/Non Smoking	\$0.01	\$0.00	\$0.00	\$0.00	
001-5720-400-4511	Benicia Pool/Residency	\$0.00	\$0.00	\$0.00	\$0.00	
001-5720-400-4512	Benicia Pool /Educ Stipend	\$239.44	\$226.00	\$223.20	\$795.00	
001-5720-400-4520	Benicia Pool / Other Payroll	\$415.72	\$42.00	\$0.00	\$42.00	
001-5720-400-4901	Benicia Pool/Pers Emply	\$2,549.00	\$3,831.00	\$2,517.58	\$5,678.00	
001-5720-400-4902	Benicia Pool/PERS EE	\$85.62	\$0.00	\$0.00	\$0.00	
001-5720-400-4908	Benicia Pool/ RHS	\$2.25	\$0.00	\$26.96	\$0.00	
001-5720-400-4920	Benicia Pool/Health	\$0.00	\$2,797.00	\$0.00	\$3,519.00	
001-5720-400-4921	Benicia Pool/Med Ins	\$1,610.98	\$0.00	\$1,488.22	\$0.00	
001-5720-400-4923	Benicia Pool/Eye Care	\$42.30	\$45.00	\$33.68	\$227.00	
001-5720-400-4924	Benicia Pool/Dental	\$190.85	\$219.00	\$164.00	\$328.00	
001-5720-400-4925	Benicia Pool /Medicare	\$603.19	\$139.00	\$690.10	\$242.00	
001-5720-400-4930	Benicia Pool/Life Ins	\$23.18	\$25.00	\$24.62	\$38.00	
001-5720-400-4931	Benicia Pool/LTD	\$61.34	\$74.00	\$53.28	\$110.00	
001-5720-400-4932	Benicia Pool/STD	\$24.92	\$36.00	\$25.70	\$54.00	
001-5720-400-4933	Benicia Pool/EAP	\$0.00	\$16.00	\$0.00	\$16.00	
001-5720-400-5150	Benicia Pool/Banc Charges	\$0.00	\$850.00	\$0.00	\$900.00	See Item#36
001-5720-400-5210	Benicia Pool /Spec. Departm	\$3,507.10	\$1,000.00	\$764.56	\$1,000.00	See Item#37
001-5720-400-5216	Benicia Pool/Publicity	\$1,502.60	\$1,600.00	\$1,600.00	\$1,400.00	See Item#38
001-5720-400-5220	Benicia Pool /Heat/Light/Po	\$13,737.13	\$13,000.00	\$11,703.96	\$13,000.00	See Item#39
001-5720-400-5230	Benicia Pool /Telephone	\$317.33	\$400.00	\$308.64	\$400.00	See Item#40
001-5720-400-5280	Benicia Pool /Concession Pu	\$3,132.20	\$2,500.00	\$2,000.00	\$2,000.00	See Item#41
001-5720-400-5310	Benicia Pool /Bldg/Facility	\$14,427.64	\$12,000.00	\$13,000.00	\$13,500.00	See Item#42
001-5720-400-5313	Benicia Pool /Fac Maint/Non-	\$0.00	\$0.00	\$0.00	\$0.00	
001-5720-400-5340	Benicia Pool /Office Equipm	\$500.00	\$0.00	\$0.00	\$0.00	
001-5720-400-6101	Benicia Pool /Contractual S	\$600.00	\$0.00	\$0.00	\$600.00	See Item#43
001-5720-400-6210	Benicia Pool/Recruitment	\$0.00	\$0.00	\$75.00	\$500.00	See Item#44
001-5720-400-6420	B-Pool/Self-insured losses	\$0.00	\$0.00	\$0.00	\$500.00	
001-5720-400-6422	Benicia Pool/Workers' Comp	\$1,407.00	\$0.00	\$845.88	\$1,683.00	
001-5720-400-6423	Benicia Pool /Liability/Prope	\$2,229.00	\$0.00	\$1,013.28	\$2,262.00	
001-5730-400-6422	Ladybug Pool/Workers' Comp	\$0.00	\$0.00	\$591.96	\$0.00	

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Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5730-400-6423	Ladybug Pool /Liability/Prope	\$0.00	\$1,560.00	\$708.96	\$1,139.00	
001-5740-400-4101	H Pool/F/T Salaries	\$30,324.38	\$38,235.00	\$26,011.38	\$47,491.00	See Item#45
001-5740-400-4110	H Pool/Longevity	\$720.22	\$754.00	\$682.62	\$1,087.00	
001-5740-400-4150	H Pool/Standby Weekend	\$54.00	\$0.00	\$64.50	\$0.00	
001-5740-400-4151	H Pool/Standby Weeknight	\$53.74	\$0.00	\$64.90	\$0.00	
001-5740-400-4201	H Pool PT Salaries	\$8,227.55	\$75,000.00	\$79,000.00	\$79,000.00	See Item#46
001-5740-400-4251	H Pool/Pool Manager	\$857.10	\$0.00	\$0.00	\$0.00	
001-5740-400-4252	H Pool/Pools Senior	\$20,228.23	\$0.00	\$0.00	\$0.00	
001-5740-400-4253	H Pool/Pools Instruc	\$14,055.66	\$0.00	\$0.00	\$0.00	
001-5740-400-4254	H Pool/Pools Guards	\$43,107.52	\$0.00	\$0.00	\$0.00	
001-5740-400-4255	H Pool/Pools Cashier	\$1,714.06	\$0.00	\$0.00	\$0.00	
001-5740-400-4256	H Pool/Pools Miscell	\$3,840.34	\$0.00	\$0.00	\$0.00	
001-5740-400-4257	H Pool/Maintenance	\$10,599.83	\$0.00	\$0.00	\$0.00	
001-5740-400-4401	H Pool/Overtime Salar	\$2,189.52	\$0.00	\$1,892.42	\$1,000.00	See Item#47
001-5740-400-4510	H Pool/Non Smoking	\$0.01	\$0.00	\$0.00	\$0.00	
001-5740-400-4511	H Pool/Residency	\$0.00	\$0.00	\$0.00	\$0.00	
001-5740-400-4512	H Pool /Educational Stipend	\$255.66	\$226.00	\$223.20	\$980.00	
001-5740-400-4520	H Pool/ Other Payroll	\$415.72	\$42.00	\$0.00	\$42.00	
001-5740-400-4901	H Pool/Pers/Employer	\$6,501.89	\$10,413.00	\$6,609.32	\$13,086.00	
001-5740-400-4902	H Pool/Pers/Employee	\$311.44	\$0.00	\$0.00	\$0.00	
001-5740-400-4908	H Pool / RHS	\$8.26	\$0.00	\$98.66	\$0.00	
001-5740-400-4920	H Pool/Health	\$0.00	\$2,797.00	\$0.00	\$4,075.00	
001-5740-400-4921	H Pool/Med Ins	\$1,709.17	\$0.00	\$1,816.16	\$0.00	
001-5740-400-4923	H Pool/Vision	\$46.95	\$45.00	\$48.54	\$228.00	
001-5740-400-4924	H Pool/Dental	\$211.47	\$219.00	\$237.02	\$383.00	
001-5740-400-4925	H Pool/Medicare	\$1,908.70	\$498.00	\$1,620.34	\$648.00	
001-5740-400-4930	H Pool/Life Ins	\$24.87	\$25.00	\$36.06	\$44.00	
001-5740-400-4931	H Pool/LTD	\$63.92	\$74.00	\$66.60	\$126.00	
001-5740-400-4932	H Pool/STD	\$25.73	\$36.00	\$32.60	\$62.00	
001-5740-400-4933	H Pool/EAP	\$0.00	\$60.00	\$0.00	\$60.00	
001-5740-400-5150	H Pool/bank /charges	\$0.00	\$1,275.00	\$0.00	\$1,300.00	See Item#48
001-5740-400-5210	H Pool/Spec. Department	\$2,293.42	\$1,500.00	\$1,500.00	\$1,000.00	See Item#49
001-5740-400-5216	H Pool/Publicity	\$1,786.40	\$1,600.00	\$1,600.00	\$1,400.00	See Item#50
001-5740-400-5220	H Pool/Heat/Light/Po	\$36,284.89	\$38,000.00	\$37,000.00	\$38,000.00	See Item#51
001-5740-400-5230	H Pool /Telephone	\$719.14	\$500.00	\$900.00	\$900.00	See Item#52
001-5740-400-5280	H Pool/Concession Pu	\$3,699.85	\$3,000.00	\$3,400.00	\$3,000.00	See Item#53
001-5740-400-5310	H Pool/Bldg/Facility	\$24,071.96	\$25,000.00	\$24,000.00	\$25,000.00	See Item#54
001-5740-400-5313	H Pool/Fac Maint/Non-	\$0.00	\$0.00	\$0.00	\$0.00	
001-5740-400-5340	H Pool/Office Equipm	\$500.00	\$0.00	\$0.00	\$0.00	
001-5740-400-6101	H Pool/Contractual S	\$60.00	\$600.00	\$600.00	\$600.00	See Item#55

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Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5740-400-6210	Recruitment	\$0.00	\$0.00	\$75.00	\$500.00	See Item#56
001-5740-400-6420	H-Pool/Self-insured losses	\$0.00	\$0.00	\$0.00	\$500.00	
001-5740-400-6422	H Pool/Workers' Comp	\$0.00	\$1,479.00	\$886.80	\$5,292.00	
001-5740-400-6423	H Pool /Liability/Property	\$0.00	\$2,336.00	\$1,061.64	\$3,339.00	
001-5740-400-6424	H Pool /Services Fees	\$0.00	\$6,130.00	\$0.00	\$6,130.00	See Item#57
001-5740-400-9300	H Pool/C/O-Improvement	\$0.00	\$0.00	\$0.00	\$0.00	
001-5740-400-9510	H Pool/C/O-Equipment	\$0.00	\$7,000.00	\$0.00	\$5,000.00	See Item#58
001-5750-400-4101	Magnolia Pool /F/T Salaries	\$0.00	\$3,410.00	\$808.46	\$3,082.00	See Item#59
001-5750-400-4110	Magnolia Pool/Longevity	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-4150	Magnolia Pool/Standy Weekend	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-4151	Magnolia Pool/Standy Weeknight	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-4201	M-Pool PT Salaries	\$0.00	\$0.00	\$0.00	\$12,000.00	
001-5750-400-4401	Magnolia Pool /Overtime Salary	\$0.00	\$0.00	\$174.00	\$200.00	
001-5750-400-4511	Magnolia Pool/Residency	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-4512	Magnolia Pool /Education Stip	\$0.00	\$0.00	\$0.00	\$185.00	
001-5750-400-4901	Magnolia Pool/Pers Empliy	\$0.00	\$905.00	\$198.40	\$863.00	
001-5750-400-4902	Magnolia Pool/PERS EE	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-4920	Magnolia Pool/Health	\$0.00	\$699.00	\$0.00	\$556.00	
001-5750-400-4921	Magnolia Pool/Medical Ins	\$0.00	\$204.92	\$0.00	\$0.00	
001-5750-400-4923	Magnolia Pool/Eye Care	\$0.00	\$161.00	\$9.36	\$161.00	
001-5750-400-4924	Magnolia Pool/Dental Care	\$0.00	\$55.00	\$45.56	\$55.00	
001-5750-400-4925	Magnolia Pool /Medicare	\$0.00	\$49.00	\$14.30	\$47.00	
001-5750-400-4930	Magnolia Pool/Life Ins/Salary	\$0.00	\$6.00	\$6.76	\$6.00	
001-5750-400-4931	Magnolia Pool/LTD	\$0.00	\$17.00	\$4.64	\$17.00	
001-5750-400-4932	Magnolia Pool/STD	\$0.00	\$9.00	\$2.38	\$8.00	
001-5750-400-4933	Magnolia Pool/EAP	\$0.00	\$3.00	\$0.00	\$3.00	
001-5750-400-5210	Magnolia Pool /Spec. Departme	\$0.00	\$0.00	\$0.00	\$1,800.00	
001-5750-400-5220	Magnolia Pool /Heat/Light/Pow	\$7,744.87	\$8,000.00	\$8,238.38	\$14,000.00	See Item#60
001-5750-400-5230	Magnolia Pool /Telephone	\$145.36	\$150.00	\$146.78	\$200.00	
001-5750-400-5280	Magnolia Pool /Concession Pur	\$0.00	\$0.00	\$0.00	\$500.00	
001-5750-400-5310	Magnolia Pool /Fac Maintenanc	\$2,520.80	\$3,000.00	\$6,000.00	\$9,000.00	See Item#61
001-5750-400-5340	Magnolia Pool /Office Equipme	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-6101	M-Pool Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-6210	M-Pool/Recruitment	\$0.00	\$0.00	\$0.00	\$0.00	
001-5750-400-6420	M-Pool/Self-insured losses	\$0.00	\$0.00	\$0.00	\$500.00	
001-5750-400-6423	Magnolia Pool/Liability/Prop	\$136,960.52	\$158,570.00	\$122,100.96	\$133,096.00	See Item#62
001-5810-400-4101	Sports Center /Salaries	\$2,889.91	\$3,359.00	\$3,100.40	\$3,258.00	
001-5810-400-4110	Sports Center /Longevity	\$54.00	\$0.00	\$64.50	\$0.00	
001-5810-400-4150	Sports Center/Standy Weeknite	\$53.74	\$0.00	\$64.90	\$0.00	
001-5810-400-4151	Sports Center/Standy Weeknight					

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5810-400-4201	Sports Center /Part-Time Sal	\$3,367.30	\$47,000.00	\$49,000.00	\$49,945.00	See Item#63
001-5810-400-4220	Sports Center /Recreation Co	\$14,877.78	\$0.00	\$266.62	\$0.00	
001-5810-400-4222	Sports Center /Gyms	\$23,877.90	\$0.00	\$0.00	\$0.00	
001-5810-400-4224	Sports Center /Softball	\$2,882.06	\$0.00	\$995.62	\$0.00	
001-5810-400-4233	Sports Center /Clerical	\$6,736.27	\$0.00	\$0.00	\$0.00	
001-5810-400-4401	Sports Center /Overtime Sala	\$716.68	\$0.00	\$790.98	\$500.00	
001-5810-400-4510	Sports Center /Non-Smoking A	\$0.00	\$0.00	\$0.00	\$0.00	
001-5810-400-4511	Sports Center /Residency All	\$0.00	\$0.00	\$0.00	\$0.00	
001-5810-400-4512	Sports Center /Education Stip	\$318.16	\$336.00	\$313.20	\$665.00	
001-5810-400-4520	Sports Center /Other Payroll	\$2,492.33	\$292.00	\$0.00	\$250.00	
001-5810-400-4901	Sports Center /Pers/Employer	\$30,371.30	\$42,155.00	\$30,037.24	\$35,322.00	
001-5810-400-4902	Sports Center /Pers/Employee	\$1,027.25	\$0.00	\$0.00	\$0.00	
001-5810-400-4905	Sports Center /Alt Ben Prog/D	\$218.69	\$420.00	\$385.00	\$210.00	
001-5810-400-4908	Sports Center /RHS	\$334.12	\$750.00	\$361.38	\$750.00	
001-5810-400-4920	Sports Center /Health Ins/Bl	\$0.00	\$12,920.00	\$0.00	\$10,232.00	
001-5810-400-4921	Sports Center /Medical Insur	\$6,966.64	\$0.00	\$6,977.20	\$0.00	
001-5810-400-4923	Sports Center /Eye Care	\$237.88	\$280.00	\$174.14	\$341.00	
001-5810-400-4924	Sports Center /Dental Care	\$1,071.51	\$1,368.00	\$848.22	\$930.00	
001-5810-400-4925	Sports Center /Medicare	\$2,332.92	\$1,816.00	\$2,087.22	\$1,569.00	
001-5810-400-4930	Sports Center /Life Ins/Sala	\$129.31	\$159.00	\$129.02	\$108.00	
001-5810-400-4931	Sports Center / LTD	\$323.88	\$403.00	\$327.42	\$335.00	
001-5810-400-4932	Sports Center/STD	\$131.59	\$197.00	\$160.08	\$164.00	
001-5810-400-4933	Sports Center/EAP	\$0.00	\$195.00	\$0.00	\$195.00	
001-5810-400-4934	Sports Center/EDD	\$0.00	\$4,200.00	\$0.00	\$4,200.00	
001-5810-400-5100	Sports Center /Office Supplie	\$1,600.58	\$3,000.00	\$581.14	\$3,000.00	See Item#64
001-5810-400-5150	Sports Center /Bank Charges	\$0.00	\$1,700.00	\$0.00	\$1,800.00	See Item#65
001-5810-400-5210	R.P. Gymnasium /Spec. Departm	\$2,822.96	\$4,000.00	\$4,835.92	\$2,700.00	See Item#66
001-5810-400-5214	R.P. Gymnasium /Sports Suppli	\$5,180.12	\$4,000.00	\$4,000.00	\$3,500.00	See Item#67
001-5810-400-5216	Sports Center /Publicity	\$3,196.05	\$10,000.00	\$9,563.96	\$7,600.00	See Item#68
001-5810-400-5220	R.P. Gymnasium /Heat/Light/Po	\$42,842.11	\$45,000.00	\$43,698.68	\$43,000.00	See Item#69
001-5810-400-5230	R.P. Gymnasium /Telephone	\$1,095.18	\$1,500.00	\$1,007.88	\$1,200.00	See Item#70
001-5810-400-5231	Sports Center /Cellular Phone	\$97.08	\$400.00	\$170.24	\$780.00	See Item#71
001-5810-400-5260	Sports Center/Dues & Subscr	\$150.00	\$0.00	\$0.00	\$150.00	See Item#72
001-5810-400-5270	Sports Center/Gas & Oil	\$0.00	\$0.00	\$101.52	\$100.00	
001-5810-400-5280	R.P. Gymnasium /Concession Pu	\$3,749.12	\$2,500.00	\$3,000.00	\$3,000.00	See Item#73
001-5810-400-5281	Sports Center /Pro Shop Purc	\$1,969.17	\$1,500.00	\$1,500.00	\$1,500.00	See Item#74
001-5810-400-5310	R.P. Gymnasium /Bldg/Facility	\$47,089.54	\$45,000.00	\$45,000.00	\$36,850.00	See Item#75
001-5810-400-5313	Sports Center /Fac Maint/Non-	\$13,016.59	\$0.00	\$0.00	\$0.00	
001-5810-400-5320	Sports Center /Vehicle Repair/Maint	\$0.00	\$0.00	\$0.00	\$0.00	
001-5810-400-5330	Sports Center /Spec Dept Equi	\$3,003.94	\$4,000.00	\$4,000.00	\$4,000.00	

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5810-400-5340	Sports Center /Office Equipm	\$118.42	\$3,000.00	\$3,000.00	\$0.00	
001-5810-400-6101	Sports Center /Contractual S	\$62,367.78	\$75,000.00	\$31,000.00	\$61,395.00 See Item#76	
001-5810-400-6110	Sports Center /Professional	\$6,818.95	\$5,000.00	\$5,990.40	\$4,900.00 See Item#77	
001-5810-400-6210	Sports Center/Recruitment	\$0.00	\$0.00	\$0.00	\$500.00 See Item#78	
001-5810-400-6310	Sports Center /Rent/Lease/Tax	\$7,405.21	\$900.00	\$5,289.00	\$36,720.00 See Item#79	
001-5810-400-6422	Sports Center/Workers' Comp	\$0.00	\$6,943.00	\$6,941.88	\$7,751.00	
001-5810-400-6423	Sports Center /Liability/Prop	\$0.00	\$18,286.00	\$8,818.44	\$16,045.00	
001-5810-400-6424	Sports Center /IT Services	\$0.00	\$21,573.00	\$0.00	\$21,573.00 See Item#80	
001-5810-400-9510	R.P. Gymnasium /C/O-Equipment	\$0.00	\$35,000.00	\$0.00	\$0.00	
001-5830-400-4101	R.P. Comm. Cntr/FT Salaries	\$61,407.10	\$77,208.00	\$65,707.82	\$49,202.00 See Item#81	
001-5830-400-4110	R.P. Comm. Cntr/Longevity Pay	\$1,924.97	\$2,305.00	\$2,110.12	\$1,201.00	
001-5830-400-4150	R.P. Comm. Cntr/Standy Weeken	\$214.20	\$0.00	\$172.50	\$0.00	
001-5830-400-4151	R.P. Comm. Cntr/Standy Weekni	\$146.14	\$0.00	\$232.90	\$0.00	
001-5830-400-4201	R.P. Comm. Cntr /Part-Time Sal	\$35,709.14	\$30,000.00	\$23,226.60	\$24,340.00 See Item#82	
001-5830-400-4221	R.P. Comm. Cntr /Building Att	\$17,874.10	\$0.00	\$0.00	\$0.00	
001-5830-400-4401	R.P. Comm. Cntr/ Overtime	\$736.20	\$0.00	\$1,036.04	\$1,000.00	
001-5830-400-4510	R.P. Comm. Cntr/Non Smoking	\$0.02	\$0.00	\$0.00	\$0.00	
001-5830-400-4511	R.P. Comm. Cntr/Residency	\$0.00	\$0.00	\$0.00	\$0.00	
001-5830-400-4512	R.P. Comm. Cntr /Education Sti	\$428.75	\$513.00	\$488.64	\$439.00	
001-5830-400-4520	R.P. Comm. Cntr / Other Payrol	\$1,804.70	\$203.00	\$148.68	\$83.00	
001-5830-400-4901	R.P. Comm. Cntr/PERS Empl	\$13,433.36	\$21,250.00	\$16,613.32	\$12,568.00	
001-5830-400-4902	R.P. Comm. Cntr/PERS EE	\$428.21	\$0.00	\$0.00	\$0.00	
001-5830-400-4903	R.P Comm Cntr/ Def Comp	\$0.00	\$0.00	\$0.00	\$0.00	
001-5830-400-4905	R.P. Comm. Cntr/Alt Ben Prog/D	\$218.78	\$420.00	\$385.10	\$210.00	
001-5830-400-4906	RP Comm. Cntr/Alt Ben Prog/D	\$218.83	\$0.00	\$0.00	\$0.00	
001-5830-400-4908	R.P. Comm. Cntr/ RHS	\$454.35	\$50.00	\$616.42	\$0.00	
001-5830-400-4920	R.P. Comm. Cntr/Medical	\$0.00	\$15,923.00	\$0.00	\$6,854.00	
001-5830-400-4921	R.P. Comm. Cntr/Medical Ins	\$6,428.53	\$0.00	\$6,924.04	\$0.00	
001-5830-400-4923	R.P. Comm. Cntr/Eye Care	\$218.95	\$314.00	\$207.18	\$329.00	
001-5830-400-4924	R.P. Comm. Cntr/Dental	\$1,005.53	\$1,532.00	\$1,012.12	\$875.00	
001-5830-400-4925	R.P. Comm. Cntr /Medicare	\$1,353.99	\$841.00	\$1,049.34	\$598.00	
001-5830-400-4930	R.P. Comm. Cntr/Life Insurance	\$129.30	\$184.00	\$163.10	\$102.00	
001-5830-400-4931	R.P. Comm. Cntr/LTD	\$279.15	\$408.00	\$330.66	\$243.00	
001-5830-400-4932	R.P. Comm. Cntr/STD	\$116.71	\$200.00	\$160.84	\$119.00	
001-5830-400-4933	R.P. Comm. Cntr/EAP	\$0.00	\$62.00	\$0.00	\$62.00	
001-5830-400-4934	R.P. Comm. Cntr/EDD	\$0.00	\$4,200.00	\$0.00	\$4,200.00	
001-5830-400-5100	R.P. Comm. Ctr/ Office Supplie	\$611.81	\$700.00	\$1,061.60	\$600.00 See Item#83	
001-5830-400-5120	R.P. Comm. Cntr /Non-Paper Sup	\$0.00	\$0.00	\$0.00	\$0.00	
001-5830-400-5130	RP Com Ctr/Postage	\$1,089.09	\$2,000.00	\$1,600.00	\$1,500.00 See Item#84	
001-5830-400-5150	R.P. Comm Ctre/Bank Charges	\$0.00	\$4,250.00	\$7,123.02	\$4,940.00 See Item#85	

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5830-400-5210	R.P. Comm. Cntr /Spec. Departm	\$6,571.93	\$7,000.00	\$9,500.00	\$6,500.00 See Item#86	
001-5830-400-5216	R.P. Comm Cntr/Publicity	\$15,168.73	\$24,000.00	\$24,000.00	\$13,880.00 See Item#87	
001-5830-400-5220	R.P. Comm. Cntr /Heat/Light/Po	\$39,605.20	\$44,000.00	\$44,000.00	\$44,000.00 See Item#88	
001-5830-400-5230	R.P. Comm. Cntr /Telephone	\$974.35	\$1,200.00	\$1,001.28	\$1,200.00 See Item#89	
001-5830-400-5231	R.P. Comm. Cntr/Cellular Phone	\$2,414.52	\$2,000.00	\$1,864.52	\$240.00 See Item#90	
001-5830-400-5260	R.P. Comm Cntr/Dues & Subscr	\$855.95	\$600.00	\$640.00	\$300.00 See Item#91	
001-5830-400-5270	R.P. Comm Cntr/Gas & Oil	\$88.68	\$600.00	\$357.16	\$600.00 See Item#92	
001-5830-400-5272	R.P. Comm. Cntr/Auto Allowance	\$220.45	\$0.00	\$198.22	\$0.00	
001-5830-400-5310	R.P. Comm. Cntr /Bldg/Facility	\$24,764.77	\$14,000.00	\$14,000.00	\$14,000.00 See Item#93	
001-5830-400-5313	R.P. Comm. Cntr/Fac Maint/Non-Community Cntr/Vehicle Repair/Maint	\$8,251.29	\$0.00	\$0.00	\$0.00	
001-5830-400-5320	Community Cntr/Vehicle Repair/Maint	\$0.00	\$0.00	\$0.00	\$0.00	
001-5830-400-5330	R.P. Comm Cntr /Spec Dept Equ	\$4,000.00	\$4,000.00	\$0.00	\$3,960.00 See Item#94	
001-5830-400-6101	R.P. Comm Cntr /Contractual S	\$100,117.10	\$128,000.00	\$130,000.00	\$129,865.00 See Item#95	
001-5830-400-6210	R.P. Comm/Recruitment	\$0.00	\$0.00	\$0.00	\$500.00 See Item#96	
001-5830-400-6310	R.P. Comm. Cntr /Rent/Raise/Ta	\$0.00	\$0.00	\$3,416.66	\$7,500.00 See Item#97	
001-5830-400-6422	R.P Comm Cntr/Workers' Comp	\$0.00	\$3,762.00	\$3,761.40	\$8,885.00	
001-5830-400-6423	R.P. Comm Cntr /Liability/Pro	\$0.00	\$6,909.00	\$4,218.28	\$11,673.00	
001-5830-400-6424	R.P. Comm Cntr /IT Services Fee	\$0.00	\$24,904.00	\$0.00	\$21,905.00 See Item#98	
001-5830-400-6600	R.P. Comm Cntr /Travels&Meet	\$0.00	\$1,000.00	\$1,000.00	\$300.00	
001-5830-400-9300	R.P. Comm. Cntr /C/O-Improvement	\$0.00	\$8,000.00	\$0.00	\$0.00	
001-5830-400-9510	R.P. Comm. Cntr /C/o-Equipment	\$0.00	\$4,000.00	\$4,000.00	\$0.00	
001-5840-400-4101	Burt/Ave Rec Cr/FT Salaries	\$7,050.54	\$13,164.00	\$14,695.72	\$20,181.00 See Item#99	
001-5840-400-4110	Burt/Ave Rec Cr/Longevity Pay	\$0.00	\$0.00	\$0.00	\$333.00	
001-5840-400-4201	Burt/Ave PT Labor	\$10,397.85	\$2,500.00	\$2,000.00	\$11,347.00 See Item#100	
001-5840-400-4257	Burt/Ave Rec Cr /Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	
001-5840-400-4401	Burt/Ave Rec Cr/OT	\$8.68	\$0.00	\$0.00	\$0.00	
001-5840-400-4510	Burt/Ave Rec Cr/Non Smoking	\$0.00	\$0.00	\$0.00	\$0.00	
001-5840-400-4511	Burt/Ave Rec Cr/Residency	\$0.00	\$0.00	\$0.00	\$0.00	
001-5840-400-4512	Burt Ave Rec Cr/Educ Stipend	\$78.72	\$110.00	\$90.00	\$439.00	
001-5840-400-4520	Burt/Ave Rec Cr/Other Payroll	\$124.60	\$0.00	\$0.00	\$0.00	
001-5840-400-4901	Burt/Ave Rec Cr/PERS Empl	\$1,464.89	\$3,525.00	\$3,630.24	\$5,203.00	
001-5840-400-4902	Burt/Ave Rec Cr/PERS EE	\$65.51	\$0.00	\$0.00	\$0.00	
001-5840-400-4905	Burt/Av Rec Cr/Alt Ben Prog/D	\$218.75	\$420.00	\$384.80	\$210.00	
001-5840-400-4908	Burt/Ave Rec Cr/RHS	\$60.45	\$0.00	\$202.90	\$0.00	
001-5840-400-4920	Burt/Ave Rec Cr/Medical	\$1,646.00	\$0.00	\$0.00	\$2,501.00	
001-5840-400-4921	Burt/Ave Rec Cr/Medical Ins	\$413.92	\$0.00	\$1,025.06	\$0.00	
001-5840-400-4923	Burt/Ave Rec Cr/Eye Care	\$35.83	\$56.00	\$61.88	\$228.00	
001-5840-400-4924	Burt/Ave Rec Cr/Dental	\$162.22	\$274.00	\$300.80	\$383.00	
001-5840-400-4925	Burt/Ave Rec/Medicare	\$256.03	\$192.00	\$231.64	\$303.00	
001-5840-400-4930	Burt/Ave Rec Cr/Life Insurance	\$18.62	\$32.00	\$45.68	\$44.00	

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-5840-400-4931	Bur/Ave Rec Cr/LTD	\$35.61	\$68.00	\$75.50	\$101.00	
001-5840-400-4932	Bur/Ave Rec Cr/STD	\$14.12	\$32.00	\$37.18	\$49.00	
001-5840-400-4933	Bur/Ave Rec Cr/EAP	\$0.00	\$22.00	\$0.00	\$22.00	
001-5840-400-5210	Bur/Ave Rec Cr /Spec. Departm	\$618.51	\$0.00	\$847.74	\$1,980.00 See Item#101	
001-5840-400-5220	Bur/Ave Rec Cr /Heat/Light/Po	\$5,514.81	\$6,000.00	\$7,000.00	\$7,000.00 See Item#102	
001-5840-400-5310	Bur/Ave Rec Cr /Bldg/Facility	\$6,951.12	\$2,000.00	\$2,067.56	\$2,000.00 See Item#103	
001-5840-400-5313	Bur/Ave Rec Cr/Fac Maint/Non-	\$418.70	\$0.00	\$0.00	\$0.00	
001-5840-400-6101	Bur/Ave Rec Cr /Contractual S	\$360.00	\$6,000.00	\$6,000.00	\$5,880.00 See Item#104	
001-5840-400-6420	Bur/Ave Rec Ctr/Self Ins	\$0.00	\$0.00	\$0.00	\$500.00	
001-5840-400-6422	Bur/Ave Rec Ctr/Workers' Comp	\$0.00	\$1,532.00	\$1,531.80	\$730.00	
001-5840-400-6423	Bur/Ave Rec Cr /Liability/P	\$0.00	\$4,035.00	\$1,833.72	\$3,171.00	
001-5850-400-5210	Ymca/Soccer Bld/Spec. Departme	\$50.52	\$0.00	\$0.00	\$0.00	
001-5850-400-5310	Beneficia Rec Bld /Bldg/Facility	\$938.55	\$500.00	\$2,216.94	\$500.00 See Item#105	
001-5850-400-5313	Ymca/Soccer Bld/Fac Maint/Non-	\$35.46	\$0.00	\$0.00	\$0.00	
001-5850-400-6101	Ymca/Soccer Bld/Contractual Se	\$60.00	\$600.00	\$580.00	\$600.00 See Item#106	
001-5850-400-6420	Ymca/Soccer Bld/Self Ins	\$0.00	\$0.00	\$0.00	\$200.00	
001-5860-400-4101	Ladybug Rec Bldg /FT Salaries	\$6,217.76	\$9,292.00	\$8,567.10	\$16,116.00 See Item#107	
001-5860-400-4110	Ladybug Rec Bldg /Longevity Pa	\$0.00	\$0.00	\$0.00	\$333.00	
001-5860-400-4201	Ladybug Rec Bldg/PT Labor	\$1,128.43	\$1,100.00	\$605.86	\$1,100.00 See Item#108	
001-5860-400-4512	Ladybug Rec Bldg /Educ Stipend	\$62.50	\$110.00	\$90.00	\$439.00	
001-5860-400-4520	Ladybug Rec Bldg / Other Payro	\$124.60	\$0.00	\$0.00	\$0.00	
001-5860-400-4901	Ladybug Rec Bldg /PERS Employee	\$1,302.59	\$2,497.00	\$2,126.14	\$4,130.00	
001-5860-400-4902	Ladybug Rec Bldg/PERS Employee	\$42.57	\$0.00	\$0.00	\$0.00	
001-5860-400-4905	Ladybug Rec Bldg/Alt Ben Prog/	\$218.77	\$420.00	\$385.12	\$210.00	
001-5860-400-4908	Ladybug Rec Bldg/RHS	\$46.84	\$0.00	\$41.34	\$0.00	
001-5860-400-4920	Ladybug Rec Bldg/Health	\$0.00	\$247.00	\$0.00	\$1,945.00	
001-5860-400-4921	Ladybug Rec Bldg/Medical Insur	\$238.42	\$0.00	\$286.88	\$0.00	
001-5860-400-4923	Ladybug Rec Bldg/Vision	\$27.47	\$34.00	\$27.88	\$206.00	
001-5860-400-4924	Ladybug Rec Bldg /Dental	\$123.69	\$164.00	\$136.92	\$274.00	
001-5860-400-4925	Ladybug Rec Bldg /Medicare	\$109.25	\$136.00	\$133.98	\$244.00	
001-5860-400-4930	Ladybug Rec Bldg/Life Insuranc	\$14.97	\$19.00	\$21.00	\$32.00	
001-5860-400-4931	Ladybug Rec Bldg /LTD	\$31.25	\$48.00	\$44.28	\$80.00	
001-5860-400-4932	Ladybug Rec Bldg/STD	\$12.97	\$23.00	\$21.26	\$39.00	
001-5860-400-4933	Ladybug Rec Bldg/EAP	\$0.00	\$16.00	\$0.00	\$16.00	
001-5860-400-5310	Ladybug Rec Bldg/Facility	\$586.39	\$1,000.00	\$0.00	\$1,000.00 See Item#109	
001-5860-400-6101	Ladybug Rec/Contract Svcs	\$0.00	\$300.00	\$132.38	\$300.00 See Item#110	
001-5860-400-6420	Ladybug Rec/Self Ins	\$122.67	\$500.00	\$0.00	\$200.00	
001-5870-400-5310	Scout Hut /Bldg/Facility	\$4,339.48	\$4,342.00	\$4,029.60	\$500.00 See Item#111	
001-6100-400-4101	Golf Course/FT Salares	\$433.88	\$434.00	\$402.96	\$320.00	
001-6100-400-4110	Golf Course/Longevity Pay					

Community Services

Expenditures Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
001-6100-400-4512	Golf Course /Educational Stip	\$0.00	\$0.00	\$0.00	\$226.00	
001-6100-400-4520	Golf Course/Other Payroll	\$240.90	\$42.00	\$0.00	\$78.00	
001-6100-400-4901	Golf Course/PERS Emp	\$1,021.70	\$1,268.00	\$1,088.28	\$2,851.00	
001-6100-400-4902	Golf Course/PERS EE	\$33.42	\$0.00	\$0.00	\$0.00	
001-6100-400-4920	Golf Course/Medical	\$0.00	\$699.00	\$0.00	\$1,343.00	
001-6100-400-4921	Golf Course/Medical Ins	\$674.71	\$0.00	\$580.10	\$0.00	
001-6100-400-4923	Golf Course/Eye Care	\$13.71	\$11.00	\$9.30	\$22.00	
001-6100-400-4924	Golf Course/Dental	\$61.89	\$55.00	\$45.58	\$109.00	
001-6100-400-4925	Golf Course/Medicare	\$0.00	\$0.00	\$0.00	\$157.00	
001-6100-400-4930	Golf Course/Life Insurance	\$7.56	\$6.00	\$7.00	\$19.00	
001-6100-400-4931	Golf Course/LTD	\$24.20	\$0.00	\$22.60	\$55.00	
001-6100-400-4932	Golf Course/STD	\$9.76	\$36.00	\$11.04	\$27.00	
001-6100-400-4933	Golf Course/EAP	\$0.00	\$5.00	\$0.00	\$5.00	
Total		\$1,448,517.09	\$1,722,166.00	\$1,377,647.00	\$1,800,469.00	

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY12/13 Amended Budget
PARKS AND RECREATION COMMISSION					
1	001-5100-400-4101	Commission/Salaries Director Public Works & Community Services .05 Community Services Manager .25 Community Services Specialist .05 General Services Supervisor .05 Administrative Assistant .1		38,358	8,683
2	001-5100-400-5210	Commission/Spec. Department Supplies Printing <i>Combined Parks and Recreation, Cultural Arts, Sister Cities, and Senior Advisory Commission into a single budget item.</i>	-	200	
COMMUNITY EVENTS					
3	001-5150-400-4101	Community Event/Salaries Community Services Manager .05 Community Services Specialist .1 Community Services Supervisor .1 Community Services Coordinator .1 General Services Supervisor .05		24,695	28,247
4	001-5150-400-4201	Community Event/PT Labor Facility Attendant for events. 50 hours @ \$10/hr <i>Events include, Halloween, Founders Day, Holiday Crafts Faire, Chamber Showcase, Veterans Day, Health Fair and others.</i>	500	500	2,000
5	001-5150-400-5210	Community Event/Special Dept Supplies Publicity/banners/signs for special events, Farmers Market, 800 Halloween, Crafts Faire, Veterans Day, Health Faire Food/Produce sales permits for Farmers Market 1,000 Awning rentals for Farmers Market Music (13 events) 3,500 Fire Inspections 1,500 to City Concession supplies at Market: T-shirts, hats, bags (for resale) 500 <i>Concession sales brings in approx. \$2000 in revenue</i>		7,300	9,000

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY12/13 Amended Budget
6	001-5150-400-6101	Community Event/Contractual Services Farmers Market Manager, 80% of revenue from 13 markets (20% of Revenue to City approx. \$4000) Farmers Market-Party on the Plaza Bands & Sound equip. Cost recovered by sponsorships Holiday Arts & Crafts Faire Pottery Sales 75% Commission to potters, (25% back to Pottery Studio, approx. \$950) <i>Line item submittal in 2012-13 was supposed to be \$48,000. All contractual services are off-set by corresponding revenues. Removed Halloween Spooktacular and Holiday Arts & Crafts Faire to be done in-house for a savings over \$10,000</i>		32,800	29,000
GOLDRIDGE				35,115	
7	001-5400-400-4101	Goldridge/Salaries Community Services Manager .05 Community Services Supervisor .05 Community Services Coordinator .05 Maintenance Worker II .05 Maintenance Worker I .05 General Services Supervisor .1 Maintenance Worker II .1 Maintenance Worker II .05 Maintenance Worker I .05			
8	001-5400-400-4201	Goldridge PT Labor Sports Camp Staff, Senior Leader 317.5hrs@\$9.29 Sports Camp Staff, Leader 400hrs@\$8.62 PT Staff for Youth basketball program, Staff 40 hrs@\$10 <i>all staffing costs recovered through program registration fees</i>		6,800	2,950 3,450 400
9	001-5400-400-5210	Goldridge Rec Cr/Spec. Department Sports Camp supplies (basketballs, football, baseball, hockey, soccer, frisbee, tennis, volleyball) \$65/week x 9 weeks		1,000	600

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
		Shirts for youth basketball participants 35@\$6.99/shirt	250		
		Equipment for youth basketball program, youth basketballs 10@\$15 <i>all costs recovered through program registration fees</i>	150		
10	001-5400-400-5220	Goldridge Rec Cr/Heat/Light/Power <i>Estimated costs based on historical values provided from school district.</i>	5,000		
11	001-5400-400-5310	Goldridge Rec Cr/Bldg/Facility Painting/graffiti Roof repairs HVAC repairs Lights & lift rental for replacements Window replacement due to vandalism Janitorial Supplies (toilet paper, paper towel, soap)	6,000		
12	001-5400-400-6101	Goldridge Rec Cr/Contractual Services Party Clean-Ups 4@\$72 Floor Strip & Wax 1@\$750 Contract Classes, 65% of class revenue payment to instructors	11,050		
13	001-5400-400-6422	Goldridge Rec Cr/Liab/Prop REMF Insurance Allocation	8,000		
SENIOR CENTER					
14	001-5501-400-4101	Senior Center/Salaries Community Services Manager .05 Community Services Specialist .85 Maintenance Worker II .05 Electrician .05 Maintenance Worker II .05	62,403	30,500	
15	001-5501-400-4201	Senior Center /PT Salaries Custodian 800 hrs. @ 12.00/hr	32,460	30,500	

Budget Detail Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
		Facility Attendant 550 hrs @ \$9.00 Office Assistant 570 hrs. @ \$13.00 Community Services PT Coordinator 750 hrs @ \$14.00/hr <i>Dropping Custodian hours to 4 days a week because of cuts.</i>	4,950 7,410 10,500		
16	001-5501-400-5100	Senior Center/Office Supplies Paper/printing for SCA N-12 publications per year Pens, pencils, paper, disposables-based on historical values	1,000 500 500	1,500	
17	001-5501-400-5130	Senior Center/Postage Postage for mailing SCAN's, rental receipts, instructor contracts, and donor/sponsor thank you letters.	500	500	
18	001-5501-400-5150	Senior Center/Bank Charges 6% of total of \$9500 total credit card processing fee's <i>Dispersed throughout community services facilities. Credit card fee is 3% of transaction</i> <i>Bank charges were transferred from Dept 5200.</i>	525 425	525	425
19	001-5501-400-5210	Senior Center /Special Department Supplies Coffee, creamer, cups <i>Cost recovered 100% by sponsorship from Altamont</i>	1,500	1,500	1,000
20	001-5501-400-5216	Senior Center Publicity Share of Activity Guide (2 % of \$23,000 total) <i>Guide is sent out 3 times a year</i>	500	500	3,000
21	001-5501-400-5217	Senior Center Special Events Decorations-balloons, streamers, table cloths Food <i>Events include: Summer BBQ, Musical Extravaganza, Summer and Holiday Choir Concerts, Spring time Crafts Fair, Pancake Breakfasts & monthly themed luncheons</i>	200 500 700 700	700	700

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
22 001-5501-400-5219	Senior Center/Excursions	Admission to various museums and exhibits for day trips. <i>Day Trips Include: De Young Museum, California Academy of Sciences, Presidio Tour, SF Giants Game, SFMOMA, Union Square Holiday Trip, SRJC Culinary Institute</i> <i>Cost recovered through activity fees.</i>	2,500	2,500	3,000
23 001-5501-400-5220	Senior Center Heat/Light/Power	<i>Based on historical average from springbrook.</i>	23,000	23,000	
24 001-5501-400-5230	Senior Center/Telephone		-	600	
25 001-5501-400-5231	Senior Center Cellular Phone	Basic voice phone for Sunshine Van @ \$20/mo <i>The cellular expenses have been posted incorrectly.</i>	240	240	400
26 001-5501-400-5260	Senior Center /Dues Subscriptions	CPRS Membership Dues for Specialist <i>Professional development/receive discounts for trainings</i>	200	200	200
27 001-5501-400-5270	Senior Center / Gas & Oil	Sunshine bus program	3,500	3,500	3,500
28 001-5501-400-5310	Senior Center /Bldg Maint	Cleaning Supplies/Solutions Toilet paper (25 cases @ \$39.00/case) Seat covers (2 cases @ \$45/case) Paper towels (60 cases @ \$25/case) Soap (40 cases @ \$30/case) Gloves Building Repair Supplies (paint, repair parts, light bulbs) Equipment repair supplies (HVAC, kitchen equipment)	8,000	14,000	

Budget Detail
Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
29	001-5501-400-5320	Senior Center / Vehicle Repair Vehicle repairs	600	600	600
30	001-5501-400-6101	Senior Center Contractual Services 15% share of Class software license (\$12,000 total) <i>Increase due to added POS system</i> Carpet cleaning contract 2x/year @ \$500	1,800	2,800	1,200
31	001-5501-400-6310	Senior Center / Rent/Rent/Tax Copier Lease \$256 per month (new copier contract)	3,100	3,100	1,000
32	001-5501-400-6424	Senior Center/I.T. Service Fees IT Fees	15,398	19,547	17,351
		Fleet charges for 3 Sun Shine Vans \$4169 (moved from 5501-5320)	4,149		
BENICIA POOL					
33	001-5720-400-4101	Benicia Pool/Salaries Community Services Manager .05 Community Services Coordinator .05 Electrician .05 General Services Supervisor .05 Maintenance Worker II .1	19,621	13,447	
34	001-5720-400-4201	Benicia Pool /PT Salaries 15 PT employees. Based on previous year's totals. This may increase/decrease based on the weather. Cost recovered partially through admissions and lesson fees.	33,000	38,500	-
35	001-5720-400-4401	OvertimeSalaries PW Overtime <i>Based on historical average</i>	1,000	1,000	-
36	001-5720-400-5150	Benicia Pool /Bank Charges 9% of \$9500 total department credit card charges	900	900	850

Budget Detail Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
<i>Monthly posting made at finance. 9% of monthly total fees. Card processing fee is 3%.</i>					
37	001-5720-400-5210	Benicia Pool /Special Dept. Supplies Staff uniforms-t-shirts, sweatshirts, tank tops (\$20x10 staff) Deck supplies (kickboards, pull buoys, exercise bands) Teaching supplies (toys, certificates) Office supplies (pencils, paper and other disposable items)	1,000	1,000	1,000
38	001-5720-400-5216	Benicia Pool/Publicity Share of Activity Guide (6% of \$23,000)	1,400	1,400	1,600
39	001-5720-400-5220	Benicia Pool/Heat/Light/Po <i>Projection based on historical data.</i>	13,000	13,000	13,000
40	001-5720-400-5230	Benicia Pool Telephone \$33/month	400	400	400
41	001-5720-400-5280	Benicia Pool/Concession Purchases Candy, ice cream, chips for resale <i>Cost offset 100%+ by revenue</i>	2,000	2,000	2,500
42	001-5720-400-5310	Benicia Pool/Bldg/Facility Maintenance Haz Mat permit/CUPA Health permit for snack bar Toilet Paper (5 cases @ \$38/case) Paper towels (5 cases @ \$20/case) Chemicals (chlorine, CO2) Repair parts (hoses, pumps, controllers) Lanes line <i>chemical costs anticipated to increase in this FY</i>	1,700 500 200 100 5,500 4,000 1,500	13,500	12,000
43	001-5720-400-6101	Benicia Pool/Contractual Services 5% share of Class Software (\$12,000 total)	600	600	600

Budget Detail Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
44	001-5720-400-6210	Benicia Pool/Recruitment Craigslist Ads, fingerprinting, drug tests	500	500	-
	001-5720-400-9510	Benicia Pool C/O Equipment	-	-	-
HONEYBEE POOL				47,491	-
45	001-5740-400-4101	H Pool/Salaries Community Services Manager .05 Community Services Coordinator .05 Electrician .05 General Services Supervisor .05 Maintenance Worker II .15 Senior Pool Manager .75	79,000	79,000	75,000
	46	001-5740-400-4201	H Pool PT Salaries	79,000	75,000
					<i>20 PT Employees. Based on previous years totals. Staffing costs vary greatly due to changes in weather and lesson registrations. Increase due to additional SCUBA classes offset by revenue. 100% of Instructor is offset through swim lesson revenue. A portion of Lifeguards are offset through admission revenue.</i>
	47	001-5740-400-4401	Overtime Salaries P/W Overtime	1,000	-
	48	001-5740-400-5150	H Pool Bank charges 14% of total (\$9500) <i>Monthly posting made at finance. 14% of monthly total fees. Credit card processing fees are 3%.</i>	1,300	1,275
	49	001-5740-400-5210	H Pool /Spec. Department Supplies Staff uniforms-t-shirts, sweatshirts, tank tops (\$20x20 staff) Deck supplies (kick boards, buoys, h2o exercise equip) Teaching supplies (toys, certificates) Office supplies (pencils, paper, disposables)	1,000	1,500

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14	FY 12/13
				Adopted Budget	Amended Budget
50 001-5740-400-5216	H Pool/Publicity	Share of Activity Guide (6% of \$23,000)	1,400	1,400	1,600
51 001-5740-400-5220	H Pool /Heat/Light/Power	Utilities projection based on historical data.	38,000	38,000	38,000
52 001-5740-400-5230	H Pool/Telephone	12 months at \$72	900	900	500
53 001-5740-400-5280	H Pool /Concession Purchases	Candy, ice cream, chips for resale <i>Cost offset 100%+ by revenue</i>	3,000	3,000	3,000
54 001-5740-400-5310	H Pool /Bldg/Facility Maintenance	Haz Mat permit/CUPA Health permit for snack bar Toilet paper (20 cases @ \$38/case) Paper towels (20 cases @ \$20/case) Chemicals (Chlorine, CO2) Repair parts (pipes, pumps, controllers, analyzer, probes)	1,500 500 800 400 13,000 8,800	25,000	25,000
55 001-5740-400-6101	H Pool /Contractual Services	5% share of Class Software (\$12,000 total)	600	600	600
56 001-5740-400-6210	H Pool/Recruitment	Recruitment ads Fingerprinting, drug tests	- 100 400	500	-
57 001-5740-400-6424	H Pool /Services Fees	I.T Services	6,130	6,130	6,130
58 001-5740-400-9510	Honeybee Pool CO Equipment	Replace Pool Covers - Phase I	5,000	5,000	7,000

Budget Detail Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
MAGNOLIA POOL					
59 001-5750-400-4101	M-Pool / Salaries	Maintenance Worker II .05		3,082	3,410
60 001-5750-400-5220	M-Pool Heat/Light/Power	<i>Magnolia Pool is being maintained as operable in the future.</i>	9,000	14,000	8,000
61 001-5750-400-5310	M Pool / Facility Maintenance	Chemicals-higher chemical costs to keep pool operational Repair parts (pipes, pumps, controllers, analyzer, probes) <i>Budget difference is due to increased chemical costs to keep the pool in an operating condition.</i>	8,000 1,000	9,000	3,000
CALLINAN SPORTS & FITNESS CENTER					
62 001-5810-400-4101	Sports Center / Salaries	Community Services Manager .3 Community Services Supervisor .3 Community Services Coordinator .05 Maintenance Worker II .05 Electrician .05 General Services Supervisor .05 Maintenance Worker II .05 Coordinator .25 Office Assistant .75 Office Assistant .75 Office Assistant .75		133,096	158,570
63 001-5810-400-4201	Sports Center/Part-Time Salaries	Coordinators 3-4 for total of 2750 hrs @ \$12 Facility Attendants 10 for total of 1350 hrs @ \$9.60/hr 1 Clerical (from Community Center) 140 hrs @ \$14.75 Adult Softball Scorekeeper 200 hrs @ \$9.60/hr	33,000 12,960 2,065 1,920	49,945	47,000

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
<i>Difference in budget is due to omission of scorekeepers last FY and replacement of FT PERSable employees with PT.</i>					
64 001-5810-400-5100	Sports Center/Office Supplies		3,000	3,000	
	Membership card supplies (membership cards, ink)	1,500			
	Office supplies (pens, pencils, staples, tape, clips)	500			
	Computer supplies (printer tape, printer & copier paper)	1,000			
65 001-5810-400-5150	Sports Center/Bank Charges		1,800	1,700	
	19% of total (\$9500)				
	<i>Monthly posting made at finance. 19% of monthly total fees.</i>				
66 001-5810-400-5210	Sports Center/Spec. Depart supplies		2,700	4,000	
	Staff uniforms-staff shirts (\$30x30 staff)	900			
	Health dept permit	900			
	Childcare supplies (toys, snacks)	400			
	Fitness Supplies (physio balls, bands)	500			
67 001-5810-400-5214	Sports Center/Sports Supplies		3,500	4,000	
	Softballs 24dz@\$45/dz (cost recovered through league fees)	1,100			
	ASA field owners insurance (recovered from league REG fees)	1,100			
	ASA Adult softball team registration (recovered from league REG fees)	500			
	Basketballs (\$40x15 basketballs)	600			
	Racquetball rackets (\$20x10 rackets. Recovered through rental fees))	200			
68 001-5810-400-5216	Sports Center/Publicity		7,600	10,000	
	Share of Activity Guide (20% of \$23,000 total)	4,600			
	Display ads (12 per year), mailings, e-mail blasts, social media ads,				
	Google Ad Words	3,000			
69 001-5810-400-5220	Sports Center/Heat/Light/Power		43,000	45,000	
	Electricity, gas	41,000			

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14	FY 12/13
				Adopted Budget	Amended Budget
		Cable TV charges <i>Projection based on past year. CATV new charges for cardio equipment</i>	2,000		
70	001-5810-400-5230	Sports Center/Telephone	1,200	1,500	
71	001-5810-400-5231	Sports Center Cellular Phone Smart phone w/data and text @ \$65/mo	780	400	
72	001-5810-400-5260	Sports Center / Dues & Subscr Community Services Manager CPRS Due	150	-	
73	001-5810-400-5280	Sports Center/Concession Purchases	3,000	2,500	
		Soft drinks and energy bars for resale (offset 100%+ by revenue)	3,000		
74	001-5810-400-5281	Sports Center/Pro Shop Purchases Racquetballs, batteries, racquets, gloves, T-shirts for resale <i>Cost offset 100% by revenue</i>	1,500	1,500	1,500
75	001-5810-400-5310	Sports Center/Bldg/Facility Maintenance	36,850	45,000	
		Screen/recoat gym and racquetball floors Janitorial and cleaning supplies Toilet paper (90 cases @ \$38) Paper towels (80 cases @ \$25) Hand soap (35 cases @ \$28) Disinfectant (15 cases @ \$38) Rubber gloves (12 boxes @ \$40) Soap for showers-warehouse item Trash bags (5 cases @ \$80) Disinfectant wipes for fitness room-240 rolls @ \$30/roll HV supplies and repairs (filters, motors, pumps, controllers)	8,000 4,000 3,420 2,000 980 570 480 2,000 400 7,000 5,000		
		Building repair supplies (paint, lights, fixtures, pumps, controllers))	3,000		

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
76 001-5810-400-6101	Sports Center /Contractual Supplies		61,395	75,000	
	Class software license/maintenance 40% of total cost		4,800		
	Janitorial Contract @ \$1250/mo		15,000		
	Pest Control @ \$60/month		720		
	Carpet Cleaning 4x/yr @ \$500		2,000		
	Childcare staff 3hrs/day @ \$10/hr		8,000		
	Contract Instructor Payments. These are typically 65% of gross.				
	Dancerise		11,700		
	Zumba		2,925		
	Boot Camp		8,775		
	Personal Training & other classes		4,875		
	Martial Arts		2,600		
	Contractors are paid 65% of total revenue. We lost a major martial arts contractor in 2012 because he opened up his own storefront business.				
77 001-5810-400-6110	Sports Center /Professional Services		4,900	5,000	
	Umpires for softball \$350/wk x 14 weeks				
	Varies by number of teams registered and number of games played.				
	This item is recovered 100% through league registration fees.				
78 001-5810-400-6210	Sports Center /Recruitment		500	-	
	Recruitment ads, fingerprinting, medical screening		500		
79 001-5810-400-6310	Sports Center /Rent/Lease/Tax		36,720	900	
	Cardio equipment lease \$2900/month		34,800		
	Copier lease @ \$160/mo		1,920		
80 001-5810-400-6424	Sports Center /IT Services		21,573	-	
	I.T internal charges & services		20,531		
	Fleet services for Astro Van and Malibu, moved from 5810-5320		1,042		

Budget Detail
Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
COMMUNITY CENTER					
81 001-5830-400-4101	R.P. Comm. Cntr/ Salaries	Community Services Manager .1 Community Services Supervisor .2 Community Services Coordinator .35 Maintenance Worker II .05 Electrician .05 Maintenance Worker II .05		49,202	77,208
82 001-5830-400-4201	R.P. Comm. Cntr/Part-Time Salaries	Office Assistant 500hrs@\$14.75 Weekday Facility Attendant, 990 hrs@\$9.98 Weekend Facility Attendant, 710hrs@\$9.98		24,340	30,000
83 001-5830-400-5100	R.P. Comm. Ctr/ Office Supply	Envelopes-mailing receipts and rental permits/confirmations Forms/applications for picnic & facility rentals Pens, pencils, staples, clips, post-its Paper	100 125 75 300	600	700
84 001-5830-400-5130	RP Com Ctr/Postage	Mailing of Activity Guide to non-residents 3/per year Annual building rental renewal notices Mailing of receipts and rental contracts Contract Instructor packets and contracts 3/per year Forwarding mail (reclass mail from post office)	300 100 600 400 100	1,500	2,000
85 001-5830-400-5150	R.P. Comm Cntr/Bank Charges	52% of total \$9500 bank charges from transactions <i>Monthly posting made at finance. 52% of monthly total fees.</i>		4,940	4,250
86 001-5830-400-5210	R.P. Comm Cntr/Spec. Department Supplies	Pottery Studio clay \$30/unit x 100 units (1 unit=100lbs) (recovered through course fees)		6,500	7,000
				3,000	

Budget Detail

Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
	Pottery Studio glazes \$25/unit x 20 units (1 unit=25lbs) (recovered through course fees)		500		
	Pottery Studio tools, hand-building tools, tools for the wheel, brushes, buckets (recovered through course fees)		500		
	So Co. Health Permits (kitchen)		1,000		
	Kitchen Supplies-Dish service offered to renters for extra fee-		800		
	Replacement costs covered through fees				
	Staff Uniforms-staff shirts, facility attendants (\$25x20 staff)		500		
	Business cards-2 full time staff		200		
87	001-5830-400-5216	R.P. Comm Cntr/Publicity	13,880	24,000	
	Community Center Share of Activity Guide (56% of \$23,000)		12,880		
	Other promotion & marketing such as google ads, issue, constant contact		1,000		
88	001-5830-400-5220	R.P. Comm Cntr/Heat/Light/Power	44,000	44,000	
	Projection based on past year.		44,000		
89	001-5830-400-5230	Community Center Telephone	1,200	1,200	
90	001-5830-400-5231	Community Center Cellular Phone	240	2,000	
	Camp phone regular voice @ \$20/mo				
	<i>All the cellular phones have been charged to this account in the past. The cell phones need to be redistributed to appropriate divisions.</i>				
91	001-5830-400-5260	R.P. Comm Cntr/Dues & Subscriptions	300	600	
	CPRS membership dues for 2 employees		300	600	
	Supervisor & Coordinator, membership dues				
92	001-5830-400-5270	R.P. Comm Cntr/Gas & Oil	600	600	
	Gas for Van and Malibu, vehicles used driving to other buildings, fields, parks, city hall during work hours and or to special meetings around Sonoma County.		600	600	

Budget Detail**Community Services Expenditures Budget Justification**

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY12/13 Amended Budget
93 001-5830-400-5310	R.P. Comm Cntr/Bldg/Facility Maintenance			14,000	14,000
	Building Repair Supplies (paint, repair parts, light bulbs)		4,000		
	Equipment repair supplies (HVAC, kitchen equipment)		2,000		
	Kiln maintenance & repair (3 kilns)		600		
	Janitorial cleaning supplies and chemicals		2,000		
	Toilet paper (50 cases @ \$38)		1,900		
	Paper towels (70 cases @ \$25)		1,750		
	Hand soap (45 cases @ \$28)		1,260		
	Rubber gloves (12 boxes @ \$40)		480		
94 001-5830-400-5330	R.P. Comm. Cntr/Spec Dept Equipment			3,960	4,000
	Class software license				
95 001-5830-400-6101	R.P. Comm. Cntr/Contractual Services			129,865	128,000
	Party/Event Clean-Ups, 70@ \$72 (100% recovered through rental fees)				
	Pest Control 12@\$75		5,040		
	Atrium landscape maintenance 4/year@\$450		900		
	Carpet Cleaning, 4/year@\$250		1,800		
	Window cleaning, 2/year@\$500		1,000		
	Fire Alarm monitoring		1,000		
	Tot Time (preschool)		700		
	Zumba		700		
	Dancercise		4,225		
	Yoga		5,850		
	Bellydance		9,425		
	Pottery Classes		7,150		
	Pottery Open Studio		3,600		
	Ballet		8,900		
	Other classes (hunter's training, teen programs, tennis, golf, fitness, Contract Instructors are paid 65% of their class registration fees, city takes in 35% of the registration fees.		6,825		
			24,050		
96 001-5830-400-6210	R.P. Comm Cntr Rent/Recruitment				500
					-

Budget Detail Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
97 001-5830-400-6310	R.P. Comm Cntr Rent/Lease/Tax	recruitment ads, fingerprinting, medical screening	500		
	Copier Contract-anticipated new contract. \$630/mo			7,500	-
98 001-5830-400-6424	R.P. Comm Cntr Rent/IT Services Fee	IT services charges	20,863		
	Fleet services for Astro Van and Malibu (moved from 5830-5230)			21,905	-
			1,042		
BURTON AVENUE RECREATION CENTER					
99 001-5840-400-4101	Burt/Ave Salaries		20,181	13,164	
	Community Services Supervisor .05				
	Community Services Coordinator .15				
	Maintenance Worker II .05				
	Electrician .05				
	Maintenance Worker II .05				
100 001-5840-400-4201	Burt/Ave PT Labor		11,347	2,500	
	10% of clerical at Comm Center 100hrs @ \$14.75				
	Com Svcs Leaders, 650hrs @ \$8.62 (2 staff)				
	Sr, Comm Svcs Leader, 464 hrs @ \$9.29 (1 staff)				
	<i>Camp is 100%+ cost-recovering. \$8,000 camp labor costs were moved from Dept 5401. Camp labor cost went up this year due to expansion of camp offerings.</i>				
101 001-5840-400-5210	Burton Ave Special Dept Supplies		1,980	-	
	Craft and sports supplies \$20x9weeks (recovered by REG fees)				
	Field Trips costs \$200x9weeks (recovered by camp REG fees)				
	<i>Camp is 100%+ cost-recovering. \$2,000 camp material costs were moved from Dept 5401.</i>				
102 001-5840-400-5220	Burt/Ave Rec Cr/Heat/Light/Power		7,000	6,000	
	<i>Projection based on past year.</i>				
			7,000		

Budget Detail
Community Services Expenditures Budget Justification

Item	Account/Vendor	Description	Cost	FY 13/14 Adopted Budget	FY 12/13 Amended Budget
103 001-5840-400-5310	Burt/Ave Rec Cr/Bldg/Facility Maintenance	Cleaning/paper supplies (toilet paper, soap, paper towels) Building repairs (lighting, electrical, plumbing, vandalism)	1,000 1,000	2,000	2,000
104 001-5840-400-6101	Burt/Ave Rec Cr/Contractual Services		5,880	6,000	
		Event clean-ups, 40@\$72 (100% recovered through rental fees) Fire Alarm monitoring/maintenance Floor maintenance-Professional strip and wax 2/year@\$750 Pest Control 12 @ \$75 (plus emergency pest control \$100)	2,880 500 1,500 1,000		
		BENICIA RECREATION BUILDING (BOYS AND GIRLS CLUB)			
105 001-5850-400-5310	Benicia Rec Bldg/Bldg/Facility Maintenance	Repair parts	500	500	500
106 001-5850-400-6101	YMCA/Soccer Bldg/Contractual Services	Fire Alarm monitor/maintenance Pest Control 4 @ \$75	300 300	600	600
		LADYBUG RECREATION CENTER			
107 001-5860-400-4101	Ladybug Rec Bldg/Salaries	Community Services Supervisor .05 Community Services Coordinator .05 Maintenance Worker II .05 Electrician .05 Maintenance Worker II .05	16,116	9,292	
108 001-5860-400-4201	Ladybug Rec Bldg/PT Labor	Percentage of clerical at Community Center 75hrs @\$14.75	1,100	1,100	1,100
109 001-5860-400-5310	Ladybug Rec Bldg/Bldg/Facility Maintenance	Repairs (lighting, vandalism, plumbing) Cleaning/paper supplies (toilet paper, soap, paper towels)	600 400	1,000	1,000

Budget Detail**Community Services Expenditures Budget Justification**

Item	Account/Vendor	Description	FY 13/14		FY 12/13
			Cost	Adopted Budget	Amended Budget
110 001-5860-400-6101	Ladybug Rec Bldg/Contract Services	Pest Control 4 @ \$75	300	300	300
<u>SCOUT HUT</u>					
111 001-5870-400-5310	Scout Hut /Bldg/Facility Maintenance	Various repairs (lights, stove, HVAC)	500	500	500

COMMUNITY SERVICES

DEPARTMENT SERVICES MODEL

MANDATED

- Pool safety
- Risk assessment and avoidance
- ADA compliance

CORE

Recreation Centers

- Sports Center
- Public Pools
- Community Center
- Senior Center
- Burton and Ladybug Recreation Centers
- Gold Ridge Recreation Center
- Programs, Classes, and Services
- Community Events (*revenue generated from these events offsets operational sunk costs*)

Parks

- Athletic Amenities
- Programs/Services
- Court Rentals

Administration

- Customer service
- Cash handling
- Records Management
- Service/contractual agreements
- Expense allocation and tracking
- Program management

DISCRETIONARY

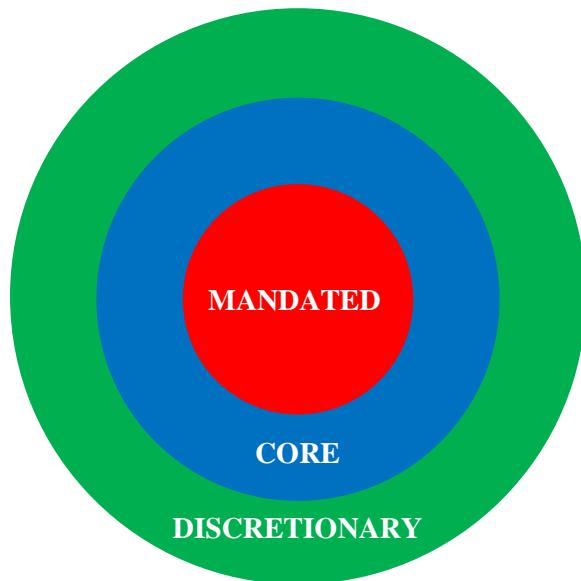
- Youth and Adult Sports and Programs (adult and youth softball, baseball, football, cheerleading, soccer, lacrosse, basketball, volleyball, swimming)
- Various Recreation Classes (fitness, music, dance, sports, martial arts, cooking, self-improvement)
- Senior Center Excursions

NEW ALTERNATIVE SERVICES DELIVERY OPTIONS

- Volunteers, community groups, and non-profit organizations (currently utilize 150 to 200 volunteers)
- Intern programs

NEW REVENUE OPPORTUNITIES

- Adjust rental-rate for off-peak hours at recreation centers
- Enhanced marketing and promotion
- New cardio equipment



- Establish a “Fee Fund” to pay for future Capital Projects at Community Facilities
- Create a group picnic area for rentals
- New programs and events (Moonlight Movies, Family Camp-out, Winter Break Camp, Annual Pasta Feed, Annual Kick-off Summer Ice Cream Social, Spring Break Camp, Cupcake Challenge, Beerfest, Fakfest cover-band festival)
- New programs and rentals at Gold Ridge Recreation Center
- Silver Sneakers Program
- Assist Founders Day Committee to re-establish Founders Day event in September
- Provide new commercial sponsorship opportunities at Farmers Market

MAJOR ACCOMPLISHMENTS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Increased distribution of school newsletter and expanded content
- ✓ Adjusted Recreation fees
- ✓ Facilitated 50th Anniversary Celebration
- ✓ Introduced new programs at Gold Ridge Recreation Center
- ✓ Completed men’s sauna reconstruction project
- ✓ Installed tile at the Community center in the east hallway
- ✓ Amended Business License Ordinance

MAJOR TASKS IN PROGRESS FROM FISCAL YEAR 2012/2013

- New cardio equipment installed at the Sports Center

MAJOR GOALS FOR FISCAL YEAR 2013/2014

GOAL 1: Develop Long-term funding mechanism for Sports Center capital improvement needs (Strategic Plan Goal A)

GOAL 2: Explore options for Gold Ridge portable classroom buildings (including building improvements) (Strategic Plan Goals A & B)

GOAL 3: Initiate Silver Sneakers Program (Strategic Plan Goal B)

GOAL 4: Facilitate Founders Day Committee to re-establish Founders Day event in September (Strategic Plan Goal D)

GOAL 5: Provide new commercial sponsorship opportunities at Farmers Market (Strategic Plan Goals B & D)

GOAL 6: Upgrade Class Software (Strategic Plan Goal C)

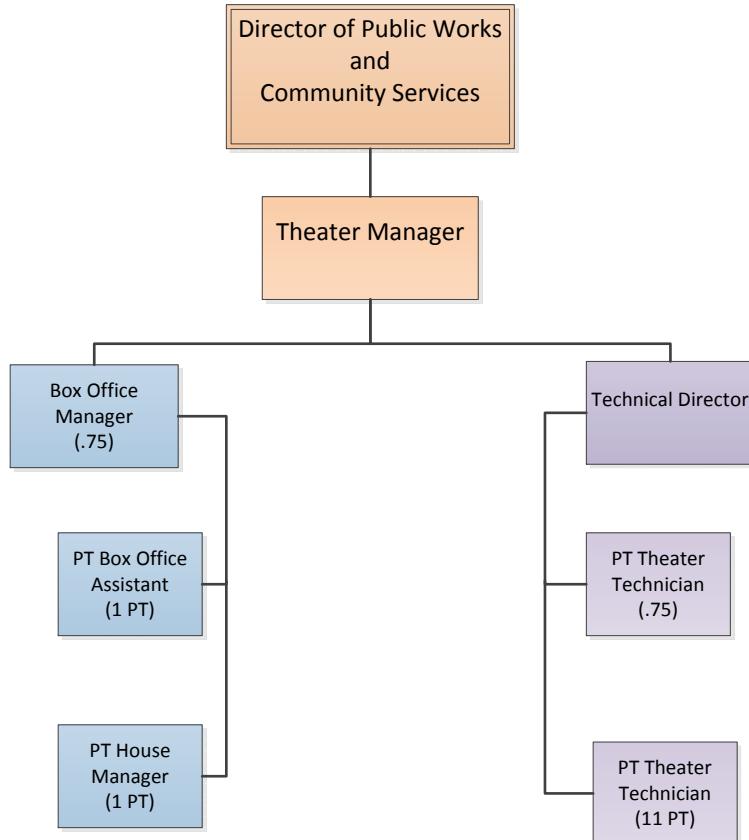
GOAL 7: Repaint Senior Center Multi-Use Room using volunteers (Strategic Plan Goal B)

PERFORMANCE MEASUREMENTS

- **Cost Recovery** – revenue earned v. program cost (year-to-year change)
- **Customer Feedback** - comments from attendees and participants
- **Attendance** – program participation
- **Cost** – Total department and facility cost
- **Community Needs** – evaluation/monitoring (ongoing assessment)



Performing Arts Center Organizational Chart



PERFORMING ARTS CENTER

FUNDING SOURCES	FUNDING SOURCES	
	2013-14	
Admissions Fees	\$ 215,600	
Concession Fees	16,000	
Rental Fees	166,000	
Interest Income	8,000	
Others Income	1,000	
 TOTAL REVENUE	 <u>406,600</u>	

EXPENSE	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 312,996	\$ 318,865	\$ 294,219	\$ (24,646)
Overtime/Stand By Pay	275	-	-	-
Training	-	-	-	-
Insurance				
Workers' Compensation	-	8,211	10,094	1,883
Liability/Property	-	22,403	21,289	(1,114)
Services Fees				
Services Fees	-	11,443	11,307	(136)
Supplies				
Office Supplies	12,237	15,700	12,300	(3,400)
Special Departmental Equipment	1,459	9,000	5,150	(3,850)
Utilities	49,338	52,500	42,000	(10,500)
Communications	983	2,950	800	(2,150)
Dues & Subscriptions	290	350	310	(40)
Advertising/Marketing	23,413	35,000	17,100	(17,900)
Concessions	11,159	7,000	7,000	-
Production Costs	98,594	130,500	94,250	(36,250)
Vehicle				
Fuel/Auto Allowance	1,656	1,250	1,500	250
Equipment				
Maintenance	11,883	9,000	10,000	1,000
Rental	3,456	3,500	4,400	900
Facility Maintenance	40,501	36,000	5,340	(30,660)
Contractual/Professional	-	40,000	26,000	(14,000)
Travel & Meetings	-	1,500	-	(1,500)
Vehicle Replacement	-	-	-	-
Capital Outlay	<u>19,719</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENSE	 <u>\$ 587,958</u>	 <u>\$ 705,172</u>	 <u>\$ 563,059</u>	 <u>\$ (142,113)</u>

Performing Arts Center Revenue Analysis

Account Number	Description	2011 Actuals	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted
001-6210-300-3835	Community Events Revenue	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00
001-6210-300-3860	Theatre / Theatre Admissions	\$0.00	\$0.00	\$0.00	\$0.00	\$171,600.00
001-6210-300-3865	Pac/Box Office Fees/Misc	\$32,674.31	\$20,735.25	\$24,000.00	\$42,310.42	\$24,000.00
001-6210-300-3890	Pac /Concessions	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00
001-6210-300-3930	Theatre /Donations/Gif	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
001-6210-300-3940	Pac/Admin /Rental Income	\$0.00	\$1,300.00	\$2,500.00	\$7,600.00	\$0.00
001-6210-300-3990	Pac/Admin /Transfers In	\$13,378.95	\$9,513.98	\$11,000.00	\$7,350.48	\$8,000.00
001-6211-300-3850	Pac/Pasco /Admissions	\$28,634.60	\$125,483.99	\$100,000.00	\$150,000.00	\$0.00
001-6211-300-3890	Pac/Pasco /Concessions	\$7,111.00	\$13,281.50	\$0.00	\$0.00	\$0.00
001-6213-300-3850	Pac/Ncb /Admissions	\$1,715.00	\$23.21	\$0.00	\$0.00	\$0.00
001-6215-300-3850	Pac/Rental / Rental Admissions	\$17,620.85	\$39,265.02	\$40,000.00	\$20,000.00	\$20,000.00
001-6215-300-3875	Pac/Rental /Rentals	\$156,707.75	\$149,405.90	\$160,000.00	\$140,000.00	\$166,000.00
001-6215-300-3890	Pac/Rental /Concessions	\$11,329.00	\$12,595.50	\$16,000.00	\$18,000.00	\$0.00
001-6216-300-3860	PAC Sign Revenue	\$45,838.50	\$35,705.07	\$75,000.00	\$33,326.50	\$0.00
Total		\$315,009.96	\$407,518.22	\$432,000.00	\$418,587.40	\$406,600.00

Performing Arts Center

Budget Analysis

Account Number	Description	2012 Actuals	2013 Admended	2013 Estimated	2014 Adopted	Comments
001-6210-400-4101	Theatre / F/T Salaries	\$158,861.74	\$139,662.00	\$123,352.22	\$157,408.00	See Item#1
001-6210-400-4110	Theatre /Longevity	\$0.00	\$341.00	\$310.80	\$0.00	\$0.00
001-6210-400-4150	Standby - Weeknights	\$0.00	\$0.00	\$54.00	\$0.00	\$0.00
001-6210-400-4151	Theatre/Stand-by Weekend	\$0.00	\$0.00	\$84.00	\$0.00	\$0.00
001-6210-400-4201	Theatre /P/T Salar	\$81,388.75	\$65,000.00	\$70,000.00	\$56,750.00	See Item#2
001-6210-400-4401	Theatre /Overtime Sal	\$275.23	\$0.00	\$797.46	\$0.00	\$0.00
001-6210-400-4512	Theatre /Ed Stipend	\$16.22	\$89.00	\$87.84	\$0.00	\$0.00
001-6210-400-4520	Theatre /Other Payroll	\$4,742.60	\$556.00	\$0.00	\$655.00	
001-6210-400-4901	Theatre /Pers/Employer	\$32,124.93	\$37,200.00	\$27,588.46	\$41,562.00	
001-6210-400-4902	Theatre /Pers/Employee	\$916.59	\$0.00	\$0.00	\$0.00	
001-6210-400-4920	Theatre /Health Ins/Bl	\$0.00	\$23,079.00	\$0.00	\$31,469.00	
001-6210-400-4921	Theatre /Medical Insur	\$27,024.03	\$0.00	\$19,142.26	\$0.00	
001-6210-400-4923	Theatre /Eye Care	\$550.22	\$370.00	\$308.56	\$449.00	
001-6210-400-4924	Theatre /Dental Care	\$2,478.89	\$1,805.00	\$1,504.68	\$2,188.00	
001-6210-400-4925	Theatre /Medicare	\$3,556.78	\$1,983.00	\$3,158.26	\$2,290.00	
001-6210-400-4930	Theatre /Life Ins/Sala	\$300.63	\$210.00	\$228.36	\$254.00	
001-6210-400-4931	Theatre / LTD	\$583.05	\$513.00	\$472.36	\$612.00	
001-6210-400-4932	Theatre/STD	\$239.53	\$251.00	\$230.08	\$299.00	
001-6210-400-4933	Theatre/EAP	\$0.00	\$192.00	\$192.00	\$192.00	
001-6210-400-4934	Theatre/EDD	\$0.00	\$91.00	\$69.00	\$91.00	
001-6210-400-4999	Theatre /Public Wor	\$0.00	\$0.00	\$0.00	\$0.00	
001-6210-400-5100	Theatre /Office Supplie	\$941.37	\$1,000.00	\$1,548.50	\$1,750.00	See Item#3
001-6210-400-5120	Theatre /Box Offic	\$1,756.04	\$1,500.00	\$1,500.00	\$1,650.00	See Item#4
001-6210-400-5130	Pac /Postage	\$4,763.17	\$8,200.00	\$8,200.00	\$3,900.00	See Item#5
001-6210-400-5150	Pac/Admin /Bank Charges	\$4,776.81	\$5,000.00	\$4,628.58	\$5,000.00	See Item#6
001-6210-400-5210	Theatre /Spec. Departm	\$1,403.93	\$2,000.00	\$2,182.84	\$5,150.00	See Item#7
001-6210-400-5220	Pac /Heat/Light/Po	\$49,338.02	\$45,000.00	\$62,611.70	\$42,000.00	See Item#8
001-6210-400-5230	Pac /Telephone	\$758.00	\$1,000.00	\$559.46	\$800.00	See Item#9
001-6210-400-5231	Pac/Admin /Cellular Phone	\$224.60	\$450.00	\$324.20	\$0.00	See Item#10
001-6210-400-5240	Pac /Marketing	\$5,934.62	\$35,000.00	\$36,163.12	\$17,100.00	See Item#11
001-6210-400-5260	Pac /Dues & Subscr	\$290.00	\$350.00	\$290.00	\$310.00	See Item#12
001-6210-400-5270	Pac /Gas & Oil	\$1,087.74	\$750.00	\$1,432.32	\$1,000.00	See Item#13
001-6210-400-5280	Pac /Concessions	\$11,158.55	\$0.00	\$0.00	\$7,000.00	See Item#14
001-6210-400-5310	Pac /Facility Repa	\$40,363.44	\$35,000.00	\$40,230.88	\$5,340.00	See Item#15
001-6210-400-5313	Pac/Admin /Fac Maint/Non-	\$137.29	\$1,000.00	\$522.00	\$0.00	See Item#16
001-6210-400-5320	Pac /Vehicle Repai	\$568.31	\$500.00	\$29.72	\$500.00	See Item#17

Performing Arts Center
Budget Analysis

Account Number	Description	2012 Actuals	2013 Admended	2013 Estimated	2014 Adopted	Comments
001-6210-400-5330	Pac /Equip Repair	\$11,882.86	\$9,000.00	\$10,999.53	\$10,000.00	See Item#18
001-6210-400-5340	Pac /Off. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
001-6210-400-6101	Pac /Contractual S	\$0.00	\$0.00	\$733.98	\$26,000.00	See Item#19
001-6210-400-6310	Pac/Admin /Rent/Lease/Tax	\$3,455.84	\$3,500.00	\$10,467.31	\$4,400.00	See Item#20
001-6210-400-6422	PAC/Workers' Comp	\$0.00	\$8,211.00	\$8,209.68	\$10,094.00	See Item#21
001-6210-400-6423	Pac/Liability/Property	\$0.00	\$21,626.00	\$9,903.16	\$21,289.00	See Item#22
001-6210-400-6424	Pac/Services Fees	\$0.00	\$11,443.00	\$0.00	\$11,307.00	See Item#23
001-6210-400-6600	Theatre /Travels & Mee	\$0.00	\$1,500.00	\$0.00	\$0.00	See Item#24
001-6210-400-6712	Pac /Front House/P	\$621.93	\$0.00	\$0.00	\$500.00	See Item#25
001-6210-400-6820	Pac /Production	\$3,114.43	\$0.00	\$714.80	\$93,750.00	See Item#26
001-6210-400-9300	Pac/Admin /C/O-Improvement	\$0.00	\$0.00	\$0.00	\$0.00	
001-6210-400-9700	Pac /C/O Furniture	\$19,718.86	\$0.00	\$0.00	\$0.00	
001-6211-400-4201	Pac/Pasco /Part-Time Sal	\$209.25	\$0.00	\$0.00	\$0.00	
001-6211-400-4925	Pac/Pasco /Medicare	\$3.04	\$0.00	\$0.00	\$0.00	
001-6211-400-5210	Pac/Pasco /Spec. Departm	\$0.00	\$3,000.00	\$2,576.60	\$0.00	
001-6211-400-5240	Pac/Pasco /Advertising/P	\$17,478.80	\$0.00	\$0.00	\$0.00	
001-6211-400-5330	Pac/Present. /Spec Dept Equ	\$0.00	\$0.00	\$0.00	\$0.00	
001-6211-400-6712	Pac/Pasco /Front Of Hous	\$0.00	\$500.00	\$0.00	\$0.00	
001-6211-400-6820	Pac/Pasco /Production	\$91,113.28	\$130,000.00	\$130,000.00	\$0.00	
001-6213-400-6820	Pac/Ncb /Production	\$455.33	\$0.00	\$0.00	\$0.00	
001-6215-400-5150	PAC/Rental Admissions Fee	\$0.00	\$0.00	\$0.00	\$0.00	
001-6215-400-5280	Pac/Rental /Concession Pu	\$0.00	\$7,000.00	\$11,368.82	\$0.00	
001-6215-400-5330	Pac/Rental /Spec Dept Equ	\$55.00	\$1,000.00	\$0.00	\$0.00	
001-6215-400-6101	Pac/Rental /Contractual S	\$0.00	\$0.00	\$87.94	\$0.00	
001-6215-400-6820	Pac/Rental /Production	\$3,288.75	\$0.00	\$0.00	\$0.00	
Total PAC		\$587,958.45	\$604,872.00	\$592,865.48	\$563,059.00	

Budget Detail

Performing Arts Center Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	001-6210-400-4101	PAC /Salaries 2 FTE Performing Arts Center Employees - 2013/14 2 x 1560 hr. employees @ \$12/hr = \$37,440		157,408	139,662
2	001-6210-400-4201	PAC /Part-time Sala 7 P/T employees x 100-500 hrs, 4 P/T employees x 500-999 hrs. Allocation - 52.5% to PAC Productions - \$29794; 47.5% to facility rentals - \$26956		56,750	65,000
3	001-6210-400-5100	PAC / Office Supplies Copy paper Copier & fax cartridges General office supplies (disposable supplies) - pens, pencils, post-it notes, glue sticks, staples, paper clips, note pads, tape Task seating - 4 chairs @ \$250 each <i>(Increase = 4 office chairs - one-time-only purchase to replace old office chairs)</i>		1,750	1,000
4	001-6210-400-5120	PAC / Box Office Supplies Thermal ticket stock - 22,000 pieces @ .05/each ??? Printed ticket envelopes - 11,000 envelopes @ .05/each		1,650	1,500

Budget Detail

Performing Arts Center Budget Justification

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
			Cost	
5	001-6210-400-5130	PAC / Postage Production Postcards - 15,000 @ .26/each	3,900	8,200
6	001-6210-400-5150	PAC / Bank Charges Credit card and bank fees (3% of credit card fees for ticket sales charged - Visa & MC)	5,000	5,000
7	001-6210-400-5210	PAC / Special Department Supplies Building Maintenance (electrical parts, dimmer switches, air conditioner parts, fans, sensors) Hand/Power tool replacement - hand drill/screw guns, saws Set construction materials - reusable wood Rentals (specialty lighting & sound equipment) Toiletries (toilet paper, hand soap, paper towels) <i>(Increase - needed repairs for air conditioner)</i>	2,000 0 1,500 450 1,200 5,150	5,000
8	001-6210-400-5220	PAC / Heat/Light/Power Cost incurred for heating, lighting, cooling of building during regular business hours and events. Decrease expected due to LED lighting installation.	42,000	45,000
9	001-6210-400-5230	PAC / Telephone	800	1,000
10	001-6210-400-5231	PACs/Cellular Phone <i>(Decrease due to City cell phone being relinquished)</i>	-	450
11	001-6210-400-5240	PAC / Marketing	17,100	35,000

Budget Detail

Performing Arts Center Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Media Advertising (<i>offset with Trade Agreement Revenue</i>)			
		North Bay Bohemian - Printing and Online	5,250		
		Press Democrat - Print and Online	4,500		
		Healdsburg/Windsor/Sebastopol Times	3,750		
		Printed Materials (flyers, banners, postcards, posters)	3,600		
		(3 productions x \$5700 each - decrease due to reduction in number of anticipated productions for FY13-14)			
		PAC / Dues & Subscriptions			
		Theatre Bay Area Magazine subscription - 12 issues (<i>provides a mechanism for the City to receive free advertising</i>)	310	350	
		PAC /Gas & Oil			
		2001 Jeep Cherokee (C-7) (<i>Increase due to anticipated rise in fuel costs</i>)	1,000	750	
		PAC / Concessions			
		(<i>Previously allocated in Dept. 6211 in FY12-13 - re-allocated to consolidate expenses</i>)	7,000	7,000	
		PAC / Facility Maintenance			
		Theatrical equipment repair/replacement:			
		Theatrical lighting instrument replacement - Non-LED, 2 units @ \$400 (<i>routine replacement</i>)	800		
		Theatrical lighting instrument repair - parts	300		
		Theatrical lighting bulb replacement - 4 bulbs @ \$225/each	900		
		Cables, connectors - wiring for instrument lighting	400		
		Stage hardware - clamps, cable, connectors, screws, hinges	400		

Budget Detail

Performing Arts Center Budget Justification

Item	Account/Vendor	Description	FY13/14 Adopted Budget	FY12/13 Amended Budget
16	001-6210-400-5313	Tape (Marley, Gaffers) - specialty tape for rubber flooring & for lighting - 2 cases @ \$250 each Dimmer pack replacement - 2 purchases @ \$420 each Microphone replacement/repair parts <i>(Decrease - OADS janitorial contract moved to 6101; some repairs budgeted in FY 12-13 are performed on an as-needed basis and are not annual recurring maintenance items)</i>	500 840 1,200	-
17	001-6210-400-5320	PAC / Facility Maint. Non-Routine <i>(Maintenance repair items included in 5310)</i>	-	1,000
18	001-6210-400-5330	PAC /Vehicle Repair, Maintenance Repair Parts - 2001 Jeep Cherokee (C-7)	500	500
19	001-6210-400-6101	PAC /Licensing Fees (was Equipment Repair) Licensing for ticketing system - Tickets.com license fees & support Licensing for alcohol and food	10,000	10,000
20	001-6210-400-6310	PAC /Contractual S OADS Janitorial contract (<i>previously budgeted in 5310 in FY12-13</i>)	26,000	-
21	001-6210-400-6422	PAC/Rent/Lease/Ta PAC copier rental	4,400	3,500
22	001-6210-400-6423	PAC/Workers' Comp REMIF Insurance Allocation	10,094	8,211
		Pac/Liability/Property	21,289	21,626

Budget Detail

Performing Arts Center Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
REMIF Insurance Allocation					
23	001-6210-400-6424	Pac/Services Fees		11,307	11,443
		Fleet Services		1,042	
		I.T Services		10,265	
25	001-6210-400-6712	PAC / Front of House	500	500.00	
		Table clothes, batteries, volunteer name tags, table decorations			
		Hearing assistance devices			
26	001-6210-400-6820	PAC / Productions	93,750.00	130,000.00	
		Royalties - 4 productions (3 current fiscal year, 1 advance payment)	25,500		
		Orchestras - 3 productions	25,000		
		Costumes 3 productions	9,000		
		Construction Materials	4,500		
		Contractor Fees:			
		-Music Directors	4,500		
		-Choreographers	3,750		
		-Costumers	3,000		
		-Actors	18,500		
		(Previously allocated in Dept. 6211 in FY12-13 - re-allocated to consolidate expenses)			

PERFORMING ARTS CENTER

DEPARTMENT SERVICES MODEL

MANDATED

- Facility maintenance
- Risk assessment & avoidance

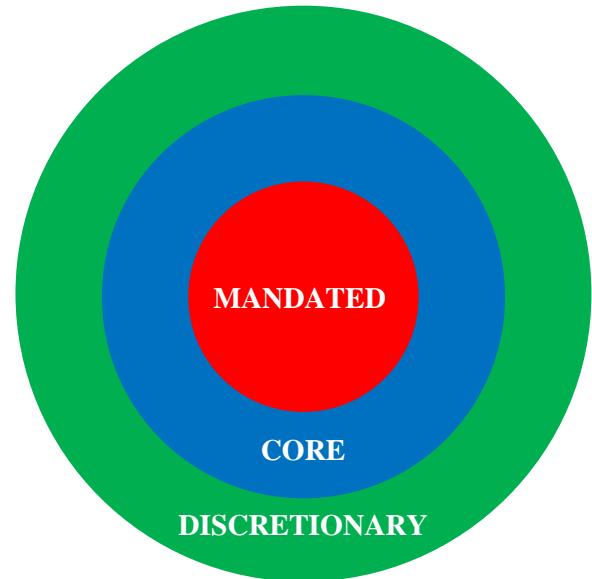
CORE

Administration

- Customer service
- Cash handling
- Records Management
- Service/contractual agreements
- Expense allocation and tracking
- Program/production management
- Marketing
- Rentals

DISCRETIONARY

- Office space rentals



NEW REVENUE OPPORTUNITIES

- Develop more limited partnerships with arts groups in the North Bay
- Explore the possibilities of expanding concession services to the public
- New rental opportunities for small theater

MAJOR ACCOMPLISHMENTS COMPLETED IN FISCAL YEAR 2012/2013

- ✓ Performing Arts Center staff produced four (4) major, full-scale musical theater productions (The Wizard of Oz, Camelot, A Funny Thing Happened on the Way to the Forum, Young Frankenstein), and three (3) minor productions (The Lion in Winter, I Love You Because..., The Santaland Diaries)
- ✓ Completed LED stage and auditorium lighting upgrade projects
- ✓ Purchased new state-of-the-art projectors

MAJOR GOALS FOR FISCAL YEAR 2013/2014

GOAL 1: Increase attendance at all major productions (Strategic Plan Goal B & D)

GOAL 2: Increase rental revenue (Strategic Plan Goal B)

PERFORMANCE MEASUREMENTS

- **Rental Occupancy** – days rented v. days available
- **Cost Recovery** – revenue earned v. program cost
- **Customer Feedback** - comments from attendees and participants
- **Attendance** – program participation
- **Cost** – Total department and facility cost
- **Community Needs** – evaluation/monitoring (ongoing assessment)

BUILDINGS AND FEES

EXPENSE	2011-12 ACTUAL	2012-13 ADOPTED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ -	\$ 15,664	\$ 31,296	\$ 15,632
Training	-	-	-	-
Insurance				
Worker's Compensation	535,154	-	-	-
Self-Insured	-	20,000	20,000	-
Liability/Property	-	49,730	26,034	(23,696)
Services Fees	5,182	-	-	-
Audit Fees	108,208	75,000	75,000	
Supplies				
Postage	11,522	11,500	7,000	(4,500)
Special Departmental	15,859	15,252	10,400	(4,852)
Utilities	44,349	54,000	46,500	(7,500)
Communication	18,730	20,000	20,000	-
Equipment	868	-	-	-
Contractual/Professional	40,175	3,000	26,604	23,604
Facility Maintenance	40,625	33,500	32,140	(1,360)
Rental/Leases	50,260	50,000	31,620	(18,380)
Debt Service	389,225	351,065	392,151	41,086
Others Expenses	3,075	-	-	-
Capital Outlay	49,038	-	-	-
 TOTAL EXPENSE	 <u>\$ 1,312,270</u>	 <u>\$ 698,711</u>	 <u>\$ 718,745</u>	 <u>\$ 20,034</u>

Departments: City Hall (1800), City Hall Annex (1810), Non-Department (1900)

Buildings & Fees **Budget Analysis**

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted	Comments
001-1800-400-4101	City Hall /Salaries	\$0.00	\$9,760.00	\$9,024.18	\$604.22	\$18,993.00 See Item#1
001-1800-400-4110	City Hall /Longevity	\$0.00	\$674.00	\$604.22	\$1,015.00	
001-1800-400-4150	Standby - Weeknight	\$0.00	\$0.00	\$54.00	\$0.00	
001-1800-400-4151	City Hall/Stand-by Week	\$0.00	\$0.00	\$168.00	\$0.00	
001-1800-400-4401	City Hall/Overtime Salary	\$0.00	\$0.00	\$181.12	\$0.00	
001-1800-400-4512	City Hall/Educational St	\$0.00	\$343.00	\$330.36	\$617.00	
001-1800-400-4901	/Pers/Emplo	\$0.00	\$2,862.00	\$2,462.74	\$5,446.00	
001-1800-400-4905	City Hall /Alt Ben Pro	\$0.00	\$210.00	\$192.66	\$210.00	
001-1800-400-4920	City Hall /Health Ins/	\$0.00	\$1,399.00	\$0.00	\$3,472.00	
001-1800-400-4921	City Hall / Medical Insur	\$0.00	\$0.00	\$989.90	\$0.00	
001-1800-400-4923	City Hall /Eye Care	\$0.00	\$34.00	\$28.06	\$817.00	
001-1800-400-4924	City Hall /Dental Car	\$0.00	\$164.00	\$136.76	\$328.00	
001-1800-400-4925	City Hall /Medicare	\$0.00	\$101.00	\$94.82	\$188.00	
001-1800-400-4930	City Hall /Life Ins/S	\$0.00	\$19.00	\$20.26	\$38.00	
001-1800-400-4931	City Hall /LTD	\$0.00	\$55.00	\$50.34	\$105.00	
001-1800-400-4932	City Hall /STD	\$0.00	\$27.00	\$24.84	\$51.00	
001-1800-400-4933	City Hall /EAP	\$0.00	\$16.00	\$16.00	\$16.00	
001-1800-400-4999	City Hall /Public Works	\$3,621.00	\$0.00	\$0.00	\$0.00	
001-1800-400-5100	City Hall /Office Supplie	\$14,496.86	\$12,752.00	\$8,023.11	\$9,000.00 See Item#2	
001-1800-400-5130	City Hall /Postage	\$11,522.12	\$11,500.00	\$6,436.14	\$7,000.00 See Item#3	
001-1800-400-5210	City Hall /Spec. Departm	\$1,361.73	\$2,500.00	\$400.58	\$1,400.00 See Item#4	
001-1800-400-5220	City Hall /Heat/Light/Po	\$30,662.16	\$40,000.00	\$25,010.36	\$31,000.00 See Item#5	
001-1800-400-5230	City Hall /Telephone	\$18,730.46	\$20,000.00	\$19,000.00	\$20,000.00 See Item#6	
001-1800-400-5310	City Hall /Bldg/Facility	\$31,838.22	\$25,000.00	\$21,084.56	\$26,640.00 See Item#7	
001-1800-400-5313	City Hall /Fac Maint/Non-	\$1,327.08	\$2,000.00	\$5,906.96	\$1,500.00 See Item#8	
001-1800-400-5330	City Hall /Spec Dept Equi	\$0.00	\$0.00	\$0.00	\$0.00	
001-1800-400-5340	City Hall /Office Equipme	\$867.58	\$0.00	\$0.00	\$0.00	
001-1800-400-6101	City Hall /Contractual S	\$2,599.92	\$3,000.00	\$2,192.98	\$2,604.00 See Item#9	
001-1800-400-6310	City Hall /Rent/Lease/Ta	\$50,260.31	\$50,000.00	\$42,873.94	\$31,620.00 See Item#10	
001-1800-400-6423	/Liability/Prop	\$0.00	\$24,865.00	\$6,850.56	\$26,034.00 See Item#11	
001-1800-400-8100	City Hall /Transfer Out	\$389,225.39	\$351,065.00	\$351,065.00	\$392,151.00 debt service	
001-1800-400-9510	City Hall /C/O-Equipment	\$49,037.80	\$0.00	\$0.00	\$0.00	
Subtotal		\$605,550.63	\$558,346.00	\$503,222.45	\$580,245.00	

Buildings & Fees Budget Analysis

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted	Comments
001-1810-400-4999	Coddng Ch Anxx /Public Works	\$1,561.00	\$0.00	\$0.00	\$0.00	\$0.00
001-1810-400-5210	City Hall Annex/Spec. Departme	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-1810-400-5220	City Hall Annex /Heat/Light/Po	\$13,687.32	\$14,000.00	\$14,810.30	\$15,500.00	
001-1810-400-5310	City Hall Annex /Bldg/Facility	\$7,459.54	\$6,500.00	\$3,240.90	\$4,000.00	
001-1810-400-5313	City Hall Annex/Fac Maint/Non-	\$0.00	\$0.00	\$120.00	\$0.00	
001-1810-400-6423	City Hall /Liability/Property	\$0.00	\$24,865.00	\$0.00	\$0.00	
Subtotal		\$22,707.86	\$45,365.00	\$18,171.20	\$19,500.00	
001-1900-400-4950	Non-Department /Workman'S Com	\$583,357.52	\$0.00	\$0.00	\$0.00	\$0.00
001-1900-400-4955	EAP Expense	\$6,759.86	\$0.00	\$5,699.92	\$0.00	\$0.00
001-1900-400-6101	Successor Agency	\$37,574.62	\$0.00	\$199,928.00	\$24,000.00	
001-1900-400-6106	Cost Allocation Expense	\$0.00	\$0.00	\$2,869.74	\$0.00	
001-1900-400-6120	Audit Fees	\$108,208.00	\$75,000.00	\$75,000.00	\$75,000.00	Audit Contract
001-1900-400-6420	City Hall /Self Insured	-\$54,963.00	\$20,000.00	\$20,000.00	\$20,000.00	YE IBNR liability
001-1900-400-9699	Cash Balancing Short/Long	\$3,074.78	\$0.00	-\$5,684.86	\$0.00	
Subtotal		\$684,011.78	\$95,000.00	\$297,812.80	\$119,000.00	
Grand Total		\$1,312,270.27	\$698,711.00	\$819,206.45	\$718,745.00	

Budget Detail Buildings & Fees Budget Justification

Item	Account/Vendor	Description	Cost	FY13/14	FY12/13
				Adopted Budget	Amended Budget
1	001-1800-400-4101	City Hall /Salaries .30 FTE Public Works Employees - 2013/14 .15 FTE Public Works Employees - 2012/13		18,993.00	9,760.00
2	001-1800-400-5100	City Hall /Office Supplies Regularly office supplies stock items		9,000.00	12,752.00
3	001-1800-400-5130	City Hall /Postage Post office box annual renewal Refill Postage Machine		7,000.00 392.00 6,608.00	11,500.00
4	001-1800-400-5210	City Hall /Spec. Department Toner Cartridge Copier Machine repairs Lamps, Filters		1,400.00 700.00 500.00 200.00	2,500.00
5	001-1800-400-5220	City Hall /Heat/Light/Po PG&E		31,000.00	40,000.00
6	001-1800-400-5230	City Hall /Telephone AT&T land lines		20,000.00	20,000.00
7	001-1800-400-5310	City Hall /Bldg/Facility OADS - Janitorial Service (CH) = \$803/mo Janitorial Supplies Pet Control Maintenance = \$60/mo		26,640.00	25,000.00

Budget Detail Buildings & Fees Budget Justification

Item	Account/Vendor	Description	FY13/14		FY12/13
			Adopted Budget	Cost	Amended Budget
8	001-1800-400-5313	City Hall /Fac Maint/Non-Various City Hall Supplies (air/pleated filter, service calls for Chamber AV system, City Hall heater supplies, chamber equipment repair)		1,500.00	2,000.00
9	001-1800-400-6101	City Hall /Contractual S OADS - City Hall General outside Maintenance = \$217/mo	2,604.00		
10	001-1800-400-6310	City Hall /Rent/Lease/Ta (5) copiers lease	31,620.00		
11	001-1800-400-6423	City Hall /Liability/Prop REMIF Property Allocation	26,034.00		
Grand Total			\$118,137.00	\$126,512.00	

Retiree Medical Budget Analysis

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted
001-1910-400-4920	Employee Benefits /Health Ins/Bl	\$458,710.77	\$1,261,883.35	\$526,355.44	\$1,326,442.00
001-1910-400-4921	Employee Benefits /Medical Insur	\$447,550.07	\$0.00	\$451,854.00	\$0.00
001-1910-400-4922	Employee Benefits /Medical Insur	\$234,243.14	\$0.00	\$296,926.58	\$0.00
001-1910-400-4923	Employee Benefits /Eye Care	\$16,947.73	\$60,112.50	\$60,112.50	\$59,775.00
001-1910-400-4924	Employee Benefits /Dental Care	\$133,039.29	\$200,287.50	\$200,287.00	\$200,409.00
001-1910-400-4930	Employee Benefits /Life Ins/Sala	\$10,666.81	\$14,995.05	\$14,000.00	\$15,420.00
001-1910-400-4940	Employee Benefits /State Unemplo	\$38,525.78	\$105,000.00	\$105,000.00	\$43,707.00
001-1910-400-4970	Employee Benefits /Management Me	\$85,551.89	\$72,975.00	\$72,975.00	\$69,500.00
001-1910-400-6710	Employee Benefits /Community Pro	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal		\$1,425,235.48	\$1,715,253.40	\$1,727,510.52	\$1,715,253.00

WATER FUND

	<u>2011-12 ACTUAL</u>	<u>2012-13 AMENDED BUDGET</u>	<u>2013-14 ADOPTED BUDGET</u>	<u>\$ INCREASE/ (DECREASE)</u>
REVENUE				
Service Charges	\$ 6,504,028	\$ 6,703,295	\$ 6,562,506	\$ (140,789)
Interest Earnings	39,866	42,000	29,000	(13,000)
Other	649	500	650	150
Transfers In	<u>274,514</u>	-	1,338,105	1,338,105
TOTAL REVENUE	<u>\$ 6,819,056</u>	<u>\$ 6,745,795</u>	<u>\$ 7,930,261</u>	<u>\$ 1,184,466</u>
EXPENSE				
Compensation				
Salary and Benefits	\$ 1,150,173	\$ 1,820,383	\$ 1,802,050	(18,333)
Overtime/Stand By Pay	31,877	29,500	33,338	3,838
Training	4,999	6,200	2,800	(3,400)
Insurance				
Workers' Compensation	-	44,139	35,826	(8,313)
Liability/Property	-	77,400	86,569	9,169
Vandalism (Losses)	-	25,000	25,000	-
Services Fees *	-	58,115	58,115	-
Supplies				
Office Supplies	7,805	4,000	3,500	(500)
Special Departmental Equipment	166,401	190,600	110,244	(80,356)
Small Tools	11,558	12,000	11,242	(758)
Clothing/Uniform Allowance	8,965	7,398	3,900	(3,498)
Utilities	178,461	260,000	260,000	-
Communications	6,976	7,000	3,820	(3,180)
Dues & Subscriptions	-	-	5,250	5,250
Vehicle Fuel/Maintenance				
Fuel/Auto Allowance	50,218	46,100	55,586	9,486
Maintenance	33,959	25,000	46,000	21,000
Equipment Rental/Maintenance				
Maintenance	286,596	112,000	79,649	(32,351)
Rental	18,230	7,500	8,560	1,060
Facility Maintenance	44,426	38,000	53,933	15,933
Contractual/Professional	2,513,254	2,689,660	2,476,644	(213,016)
Travel & Meetings	760	500	-	(500)
Miscellaneous Expense	41,680	-	-	-
Bad Debt Expense	20,611	25,000	25,000	-
Depreciation Expense	593,235	780,000	780,000	-
Capital Outlay	143,909	300,000	133,000	(167,000)
Transfer to Retiree Medical Trust Fund	345,000	200,000	145,000	(55,000)
Transfer to Capital Projects Fund	-	1,657,525	1,199,581	(457,944)
Transfer to Vehicle/Eqpt Replacement Fund	1,706,245	52,000	16,253	(35,747)
Debt Service	<u>470,917</u>	<u>467,951</u>	<u>469,401</u>	<u>1,450</u>
TOTAL EXPENSE	<u>7,836,254</u>	<u>8,942,971</u>	<u>7,930,261</u>	<u>(1,012,710)</u>
NET CHANGE IN FUND BALANCE	<u>(1,017,198)</u>	<u>(2,197,176)</u>	<u>-</u>	<u>2,197,176</u>

* New Internal Service Fund I.T & Fleet charges

Water
Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
511-0000-400-4101	Water Entr. /F/T Salaries	\$758,988.09	\$1,149,540.00	\$962,065.74	\$1,123,465.00	See Item#1
511-0000-400-4110	Water Entr. /Longevity	\$18,039.44	\$22,922.00	\$19,371.56	\$23,575.00	See Item#2
511-0000-400-4124	Water Entr./FTO/CTO	\$0.00	\$771.00	\$711.84	\$771.00	
511-0000-400-4150	Water Entr. /Stand-By Weekn	\$5,207.11	\$5,000.00	\$4,360.10	\$5,000.00	See Item#3
511-0000-400-4151	Water Entr. /Stand-By Weekn	\$9,727.66	\$10,000.00	\$7,138.80	\$10,000.00	See Item#4
511-0000-400-4201	Water Entr. /Part-Time Sal	\$4,801.61	\$18,454.00	\$2,347.50	\$35,259.00	See Item#5
511-0000-400-4401	Water Entr. /Overtime Salar	\$16,942.26	\$14,500.00	\$10,123.62	\$18,338.00	See Item#6
511-0000-400-4501	Water Entr./Holiday Pay	\$0.00	\$1,001.00	\$1,368.68	\$1,001.00	
511-0000-400-4510	Water Entr. /Non-Smoking Al	-\$0.03	\$0.00	\$0.00	\$0.00	
511-0000-400-4511	Water Entr. /Residency Allo	\$0.00	\$331.00	\$283.20	\$250.00	
511-0000-400-4512	Water Entr/Educational Stipend	\$23,474.12	\$21,131.00	\$24,938.26	\$22,052.00	
511-0000-400-4520	Water Entr. /Other Payroll-	\$5,831.59	\$3,021.00	\$2,905.96	\$2,709.00	
511-0000-400-4800	Water Entr. /Training & Ed	\$4,999.17	\$6,200.00	\$4,229.90	\$2,800.00	See Item#7
511-0000-400-4801	Water Entr. / Safety Program	\$2,579.89	\$5,000.00	\$1,000.00	\$7,800.00	See Item#8
511-0000-400-4901	Water Ent / PERS / Employer	\$165,873.09	\$315,461.00	\$248,181.80	\$309,155.00	
511-0000-400-4902	Water Entr. /Pers/Employee	\$5,677.07	\$0.00	\$0.00	\$0.00	
511-0000-400-4905	Water Ent/Alt Benefits	\$0.00	\$0.00	\$500.78	\$0.00	
511-0000-400-4906	Water Entr. /Alt Ben Prog/D	\$4,296.26	\$8,295.00	\$7,753.02	\$8,253.00	
511-0000-400-4908	Water Entr. / RHS	\$4,875.11	\$6,000.00	\$5,629.48	\$6,000.00	
511-0000-400-4920	Water Entr. /Health Ins/Blu	\$12,873.90	\$209,859.00	\$15,880.70	\$203,185.00	
511-0000-400-4921	Water Entr. /Medical Insura	\$104,238.15	\$0.00	\$105,058.14	\$0.00	
511-0000-400-4923	Water Entr. /Eye Care	\$3,489.54	\$5,990.00	\$3,512.38	\$5,459.00	
511-0000-400-4924	Water Entr. /Dental Care	\$15,737.84	\$18,978.00	\$14,404.34	\$19,312.00	
511-0000-400-4925	Water Entr. /Medicare	\$11,990.31	\$16,768.00	\$15,078.04	\$16,913.00	
511-0000-400-4930	Water Entr. /Life Ins/Salar	\$11,961.52	\$3,426.00	\$2,433.90	\$3,389.00	
511-0000-400-4931	Water Entr / LTD	\$3,867.86	\$5,829.00	\$4,978.50	\$5,881.00	
511-0000-400-4932	Water Entr./STD	\$1,577.21	\$2,895.00	\$2,473.32	\$2,920.00	
511-0000-400-4933	Water Entr./EAP	\$0.00	\$1,031.00	\$1,031.00	\$1,021.00	
511-0000-400-4934	Water Entr./EDD	\$0.00	\$3,680.00	\$3,680.00	\$3,680.00	
511-0000-400-4999	Recharge	\$0.00	\$0.00	\$0.00	\$0.00	
511-0000-400-5110	Water Entr. /Office Supplie	\$3,991.44	\$2,000.00	\$1,442.38	\$1,500.00	See Item#9
511-0000-400-5130	Water Entr. /Postage	\$3,813.34	\$2,000.00	\$319.12	\$2,000.00	See Item#10
511-0000-400-5210	Water Entr. /Spec. Departm	\$51,025.41	\$57,600.00	\$22,819.62	\$31,663.00	See Item#11
511-0000-400-5211	Water Ent/Distrib SystemRepair	\$115,375.90	\$130,000.00	\$54,175.52	\$78,581.00	See Item#12
511-0000-400-5220	Water Entr. /Heat/Light/Po	\$169,068.37	\$260,000.00	\$239,092.40	\$260,000.00	See Item#13
511-0000-400-5221	Water Entr./ City water	\$9,392.99	\$0.00	\$0.00	\$0.00	
511-0000-400-5230	Water Entr. /Telephone	\$905.61	\$700.00	\$292.34	\$760.00	See Item#14
511-0000-400-5231	Water/Cell Phone	\$6,070.16	\$6,240.00	\$5,146.44	\$3,060.00	See Item#15

Water
Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
511-0000-400-5251	Water/Clothing Allowance	\$8,964.98	\$7,398.00	\$9,014.00	\$3,900.00 See Item#16	
511-0000-400-5260	Water Entr. /Dues & Subscr	\$0.00	\$0.00	\$0.00	\$5,250.00 See Item#17	
511-0000-400-5270	VEHICLE GAS & OIL	\$48,674.62	\$45,000.00	\$40,576.00	\$48,000.00 See Item#18	
511-0000-400-5272	Water Entr/Auto Allowance	\$1,543.84	\$1,100.00	\$6,894.48	\$7,586.00 See Item#19	
511-0000-400-5310	Water Entr. /Bldg/Facility	\$29,190.04	\$20,000.00	\$15,619.50	\$30,533.00 See Item#20	
511-0000-400-5311	Water Entr. /Cross Conn Co	\$5,436.43	\$1,000.00	\$2,213.40	\$10,400.00 See Item#21	
511-0000-400-5313	Water Entr./Fac Maint NonRoutin	\$0.00	\$0.00	\$0.00	\$0.00	
511-0000-400-5314	Water Entr. /Haz Materials	\$1,137.87	\$5,000.00	\$4,058.60	\$3,000.00 See Item#22	
511-0000-400-5317	Water Entr. /Water Meter Re	\$8,662.01	\$12,000.00	\$2,338.16	\$10,000.00 See Item#23	
511-0000-400-5320	Water/Vehicle Repairs	\$33,959.11	\$25,000.00	\$13,950.22	\$46,000.00 See Item#24	
511-0000-400-5330	Water Entr. /Spec Dept Equ	\$286,200.08	\$107,000.00	\$48,720.06	\$79,649.00 See Item#25	
511-0000-400-5340	Water Entr. /Office Equipme	\$395.71	\$5,000.00	\$840.38	\$0.00	
511-0000-400-5350	Water Entr. /Small Tools	\$11,558.00	\$12,000.00	\$6,354.32	\$11,242.00 See Item#26	
511-0000-400-5370	Water Entr. /Equipment Ren	\$7,054.48	\$6,500.00	\$6,558.72	\$4,400.00 See Item#27	
511-0000-400-6101	Water Entr. /Contractual S	\$2,298,566.67	\$2,271,660.00	\$2,401,370.34	\$2,141,400.00 See Item#28	
511-0000-400-6105	Water Conservation Measures	\$10,531.76	\$68,000.00	\$5,889.02	\$11,344.00 See Item#29	
511-0000-400-6110	Water Entr. /Professional	\$204,155.67	\$350,000.00	\$115,191.76	\$323,900.00 See Item#30	
511-0000-400-6310	Water Entr. /Rent/Lease/Ta	\$11,175.34	\$4,000.00	\$6,780.02	\$4,160.00 See Item#31	
511-0000-400-6420	Water Entr. /Vandalism Loss	\$0.00	\$25,000.00	\$853.74	\$25,000.00 See Item#32	
511-0000-400-6422	Water Entr. /Workers' Comp	\$0.00	\$44,139.00	\$44,130.96	\$35,826.00 See Item#33	
511-0000-400-6423	Water Entr. /Liability/Prop	\$0.00	\$77,400.00	\$77,400.00	\$86,569.00 See Item#34	
511-0000-400-6424	Water Entr. /Services Fees	\$0.00	\$58,115.00	\$0.00	\$58,115.00 See Item#35	
511-0000-400-6500	Water Entr. /Depreciation	\$593,234.66	\$780,000.00	\$780,000.00	\$780,000.00	
511-0000-400-6550	Water Entr./V&E Replacement	\$0.00	\$52,000.00	\$0.00	\$16,253.00 See Item#36	
511-0000-400-6600	Water Entr. /Travels & Mee	\$759.85	\$500.00	\$226.02	\$0.00	
511-0000-400-6910	Water Entr. /Miscellaneous	\$41,679.81	\$0.00	\$338.84	\$0.00	
511-0000-400-6920	Water Entr. /Bad Debts	\$20,610.55	\$25,000.00	\$21,491.74	\$25,000.00	
511-0000-400-8100	Water Entr. /Transfer Out	\$2,522,162.19	\$667,951.00	\$667,951.00	\$1,813,982.00	
511-0000-400-9511	Water Entr. /C/O-Equipment	\$0.00	\$10,000.00	\$0.00	\$0.00	
511-0000-400-9610	Water Entr. /C/O-Vehicles/	\$143,908.62	\$290,000.00	\$0.00	\$133,000.00 See Item#37	
511-0000-400-9800	Water Entr. /C/O-Other	\$0.00	\$1,657,55.00	\$0.00	\$0.00	
Total		\$7,836,254.28	\$8,942,971.00	\$6,073,489.66	\$7,930,261.00	

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
1	511-0000-400-4101	Water Entr. /F/T Salaries 13.99 FTE Public Works Employees - 2013/14 13.70 FTE Public Works Employees - 2012/13 Employees allocated to other PW divisions. Other City Employees <i>(Figure based on labor allocation)</i>		1,123,465	1,149,540
2	511-0000-400-4110	Water Entr. /Longevity 12.85 FTE Public Works Employees - 2013/14 13.45 FTE Public Works Employees - 2012/13 Other City Employees <i>(Figure based on labor allocation)</i>		23,575	22,922
3	511-0000-400-4150	Water Entr. /Stand-By Weekend Stand-by weekend after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift: per historical averages based on 12.85 employees allocated to the Water Enterprise who may serve on duty during the course of a year.		5,000	5,000
4	511-0000-400-4151	Water Entr. /Stand-By Weeknight Stand-by weeknight after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift: per historical averages based on 12.85 employees allocated to the Water Enterprise who may serve on duty during the course of a year.		10,000	10,000
5	511-0000-400-4201	Water Entr. /Part-Time Salary 1 PT (1000-hr) GIS Intern: - .25 to Water (.25 Sewer;.50 Development Services) 0.5 Seasonal Maintenance Assistant (SMA) (500 hours)		3,750 6,650	35,259 18,454

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
6	511-0000-400-4401	Water Entr. /Overtime Salary Emergency & scheduled call-outs - approximately 110 callouts @ 1.5 hrs per callout @ \$37.50 per hour for water service turn-offs, turn-offs, and water quality responses. Emergency & scheduled call-outs for water leak repairs: - 18 incidents x 4 hrs/employee x 3 employees x \$37.50/hr x	6,188 12,150	18,338	14,500
7	511-0000-400-4800	Water Entr. /Training & Ed Sacramento State University Water Programs Courses: - 3 employees @ \$100/course (Water Distribution) - 3 employees @ \$100/course (Water Treatment) (Note: CEU and certification correspondence course) Water Ops School training (State exam prep): - 4 employees @ \$200/course (Water Distribution) - 4 employees @ \$200/course (Water Treatment) (2-day training course in Windsor, CA) Wine Country Water Works Association (Training & Trade Show - CEU's): - 16 employees @ \$60/course (Water Operators) (Note: Training seminar being held at the Community Center in Rohner Park)	600 1,600 600	2,800	6,200
8	511-0000-400-4801	Water Entr. / Safety Program Confined space entrant and attendant person training - 32 x \$50/training Traffic control competent person training - 32 x \$50/training Lock out tag out competent person training - 32 x \$50/training	1,600 1,600 1,600	7,800	5,000

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
9	511-0000-400-5110	(Note: training will take place in either Rohnert Park or Santa Rosa) My Safety Officer contracted fees - DKF Solutions (contracted services discounted through REMIF) <i>(Mandated CCR Title 8 / IPP Safety training compliance)</i>	3,000		
10	511-0000-400-5130	Water Entr. /Office Supplies Public Works General office supplies - paper, pens, pencils, printer supplies, binders, batteries, labels, folders, paper clips, staples, glue, sticky notes, lamination sheets, CD's & cases, envelopes, tape, printer cartridges.	1,500	1,500	2,000
11	511-0000-400-5210	Water Entr. /Postage Departmental postage and ground shipping costs for well electronic meter components' calibration; includes express delivery costs incurred for time-sensitive documents; postage for water operator certification renewals; backflow notifications.	2,000	2,000	
		Water Entr. /Spec. Department Heavy duty push brooms - 6 @ \$50.80 each Wheelbarrow w/foam tire - 1 @ \$158 each Pruning loppers - 2 @ \$45.50 each 24" hedge shears - 2 @ \$24.85 each Tree hand saws - 2 @ \$50 each Hand pruner - 1 @ \$24.15 each Lawn rake - 2 @ \$19.75 each Steel rake - 2 @ \$37.40 each Landscape rake - 1 @ \$28 each Asphalt rake - 1 @ \$121.15 each Heavy duty square shovels - 7 @ \$34.98 each Heavy duty round shovel - 1 @ \$34.98 each	31,663	31,663	57,600

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Large chips shovel - 1 @ \$40.57 each	41		
		Water meter lid pullers - 3 @ \$45.28 each	136		
		Valve wrenchs (for street valves) - 3 @ \$245.55 each	737		
		Cones - 100 @ \$10.90 each	1,090		
		Barricades w/flashers - 50 @ \$27.25 each	1,363		
		Road work stop/slow hand signs - 2 @ \$34.25 each	69		
		Hand cleaner - box of 6 @ \$79.45 per box	477		
		Hand sanitizer - box of 6 @ 120.21 per box	721		
		Grease in tubes - 6 @ \$9.58 each	57		
		Cotton rags - 2 boxes @ \$112.00 per box	224		
		Toilet paper - 2 cases @ \$52.56 per case	105		
		Heavy duty cleaner - 24 gallons @ \$19.88 per gallon	477		
		USA marking paint - 60 cans @ \$6.05/can	363		
		Bolt Maintenance pack - 3 @ \$197.23 per pack	592		
		Screw pack 3 @ \$60.90 per pack	183		
		Weed trimmer line - 1 - 100' rolls @ \$25.06 per roll	25		
		Safety vests - 6 @ \$21 each	126		
		Hard hats - 5 @ \$16.78 each	84		
		Rain gear - 3 @ \$150 each	450		
		Treatment & Distribution employee uniforms (13 employees x 5 CORP work t-shirts x \$6/t-shirt)	390		
		Safety glasses - 25 @ \$5.22 each	131		
		Heavy duty gloves - 24 @ \$22 each	528		
		Rubber reusable gloves - 48 @ \$1.70 each	82		
		Rubber palm gloves - 12 @ \$4.86 each	58		
		Latex exam gloves for water sampling - 12 boxes of 100 @ \$14.96 per box	180		
		Microgaard coveralls (Tyvex suits for hazardous materials) - 5 boxes of 25 x \$138.68/box	693		
		First aid kits - 4kits x \$37/kit	148		
		Fire Extinguisher Annual Maintenance - 21 ext x \$12 each	252		
		Welding Supplies: grinding discs - 15 x \$5.64 each = \$84.60;	224		
		Helmet lens & battery 1 @ \$56.42; welding gloves 1 @ \$28.25;			
		primer paint 8 x \$ 6.84 each = \$54.72			
		Disposable ear plugs - 2 boxes of 500 x \$79.95/box			
		Hearing protection (ear muffs) - 4 x \$36 each	160		
			144		

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
	Dust masks - 2 boxes of 20 x \$22.67 /box		45		
	Interior light bulbs - 25 \$2.86 each		72		
	Exterior light bulbs - 15 x \$26 each		390		
	3/4" Base rock - 67 yards x \$37.20/ yard		2,492		
	Batteries AA - 100 x \$.75 each (PLC backup batteries)		75		
	Winterizing materials: Foam wrap - 16 rolls x \$ 26.54 / roll = \$424.64; Burlap sack 65 x \$1 each		490		
	Heavy duty 25' hoses - 6 x \$106.20 each		638		
	Calcium hypochlorite tablets - 60 pales x \$118 /pale		7,080		
	Sodium hypochlorite liquid - 50 cases of 4gal x \$6.86 per case		343		
	Hach colorimeter kit - 1 @ \$412 each		412		
	Hach sample test bottles - 10 ml, 6 x \$4.54 each		27		
	Reusable ice packs for samples 12 x \$3.49 each		42		
	Concrete U-Cart - 10 yards x \$139) yard (5 sack)		1,390		
	Portable street signs with stands (lane closed) - 3 x \$300 each		900		
	Portable street signs with stands (Road work ahead) - 3 x \$300 each		900		
	Herbicide (weed killer) - 30 active well sites, 10 vacant or inactive well sites, 7 tank sites: qty 35 - 1.67 gallon containers x \$75/gallon		4,384		
	Welding gasses oxygen and acetelyn		400		
12	511-0000-400-5211	Water Ent/Distrib SystemRepair		78,581	130,000
		Asphalt - 122 ton x \$88 per ton	10,736		
		Cut back asphalt - 20 ton x \$117 per ton	2,340		
		3/4" Base rock - 98 yards x \$37.20 per yard	3,646		
		Sand - 120 yards x \$30 per yard	3,600		
		Gate valve - 8" 1 x \$750 each	750		
		Gate valve - 6" 12 x \$550 each	6,600		
		Fire hydrant - 3 port Clow 960 5 x \$1,550 each	7,750		
		Fire hydrant check valve - 5 x \$950 each	4,750		
		Meter boxes B9X - 34 x \$23 each	782		
		Meter box lids Fibertite for B9X box - 134 x \$25 each	3,350		

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
	Meter boxes B30 - 2 x \$180 each		360		
	Meter box lids B30 - 10 x \$35 each		350		
	Meter box N30 - 2 x \$30 each		60		
	Meter box lids Fibertite for B30 box - 2 x \$59 each		118		
	Poly tubing 1" X 2400' - 24 x 100' rolls x \$40 per roll		960		
	Poly tubing 2" X 200' - 2 x 100' rolls x \$125 per roll		250		
	Full clamp full circle SS 7.06-7.46x12" - 1 x \$180 each		180		
	Full clamp full circle SS 9.27-9.67x12.5" - 6 x \$172 each		1,032		
	Full clamp full circle SS 9.27-9.67x15" - 1 x \$197 each		197		
	Full clamp full circle tapped SS 7.06-7.46*12-1"C - 3 x \$195 each		585		
	Full clamp full circle tapped SS 9.30-9.70*12-1"CC - 8 x \$249 each		1,992		
	Corp stop valves CTS 1" - 25 x \$53 each		1,325		
	U-branch no valves - 8 x \$45.61 each		365		
	U-branch two valves - 32 x \$169 each		5,408		
	Angle meter stop ball valves 3/4" - 67 x \$79 each		5,293		
	Angle meter stop ball valves 1" - 12 x \$125 each		1,500		
	Angle meter stop ball valves 2" - 2 x \$260 each		520		
	Straight meter stop ball valves Flair 3/4" - 6 x \$63 each		378		
	Straight meter stop ball valves CTS 3/4" - 6 x \$59 each		354		
	Tracer wire (blue) - 24 x 100' rolls x \$54 each		1,296		
	Concrete/asphalt saw blades - 8 x \$485 each		3,880		
	Waddles - 25 x \$18.95 each		474		
	Shelving units - 8 x \$925 each		7,400		
13	511-0000-400-5220	Water Entr. /Heat/Light/Po		260,000	
		Electricity & gas supplied to 30 groundwater wells & 7 storage tank booster pump sites.			
14	511-0000-400-5230	Water Entr. /Telephone		760	760
		Phone service - communications modem for SCADA.			
15	511-0000-400-5231	Water/Cell Phone		3,060	6,240

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
16	511-00000-400-5251	Water/Clothing Allowance Boot Allowance - per SEIU MOA (13.00 employees \$300/yr) (Figure based on labor allocation)	3,900	3,900	7,398
17	511-00000-400-5260	Water /Dues and Subscriptions California Department of Public Health (CDPH) (renewal fee for treatment & distribution operators) 8 employees x \$100 (prior years have been charged to 7100-4800 training & education) Bay Area Air Quality annual permit for emergency generators (prior years have been charged to 7100-5310 facility maintenance) Certified Unified Program Agency (CUPA) annual hazardous materials fees (County of Sonoma Fire & Emergency Services Department) (prior years have been charged to 7100-5310 Underground Service Alert (USA Annual Cost \$650) - \$325 Water & \$325 Sewer (used to be charged to 7100-6110)	800 1,600 2,525 325	5,250	-
18	511-00000-400-5270	Water Entr/Vehicle Gas & Oil		48,000	45,000

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14	FY12/13 Amended Budget
				Adopted Budget	
		P-1 1997 GMC Sonoma Truck (500 gallons)	2,000		
		P-2 1997 GMC Sonoma Truck (210 gallons)	840		
		P-8 1998 Chevrolet 2500 Truck (750 gallons)	3,000		
		P-11 2000 GMC 2500 Truck (950 gallons)	3,800		
		P-14 2000 GMC 2500 Truck (710 gallons)	2,840		
		P-16 2000 GMC 2500 Truck (310 gallons)	1,240		
		P-26 2006 Chevrolet 2500 HD Truck (860 gallons)	3,440		
		P-31 2012 Ford F250 Truck (860 gallons)	3,440		
		P-32 2012 Ford F250 Truck (768 gallons)	3,072		
		P-33 1997 GMC Sonoma Truck (955 gallons)	3,820		
		P-47 2008 Ford F350 Truck (600 gallons)	2,400		
		P-64 1997 Ford Explorer (550 gallons)	2,200		
		T-1 1991 International 460LP Dump Truck (680 gallons)	2,720		
		T-2 1997 Ford Truck (950 gallons)	3,800		
		T-3 2011 Ford F250 Truck (700 gallons)	2,800		
		T-5 2004 International VacCon Truck (600 gallons)	2,400		
		TL-9 1990 Pressure Washer Trailer (30 gallons)	120		
		TL-12 Roller (62 gallons)	248		
		TL-17 2000 Spin Doctor Trailer (120 gallons)	480		
		TL-19 2000 185 Air Compressor Trailer (35 gallons)	140		
		TR-6 2004 John Deere Backhoe Tractor (700 gallons)	2,800		
		10 small pieces of equipment (100 gallons)	400		
		<i>Fuel costs are calculated at \$4.00 per gallon. Historical information was collected by the Fuelmaster system in 2012/13 and used for 2013/14 projections for each vehicle/equipment.</i>			
19	511-00000-400-5272	Water Entr/Auto Allowance	7,586		
		Management staff vehicle allowance <i>(Figure based on labor allocation)</i>			
				1,100	

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
20	511-0000-400-5310	Water Entr. /Bldg/Facility Building paint 5 gallons x \$50.75 per gallon; Primer 1 gallon x \$36.25/gallon; Various paint supplies - \$75 Security lighting improvements for well & tank sites 10 sites x \$500/site Plywood T1-11 siding - 4X8X5/8" sheets 20 x \$44.98 each Water storage site security fence improvements - Tank 3 Water storage site security fence improvements - Tank 4 (Note: condition of chain link fencing has deteriorated allowing trespassing-replacing with non-climb fence) Anti-corrosion building exhaust fans 8 x \$502 each Annual water storage tank generator maintenance (3 generators)	365 5,000 900 8,000 9,000 4,016 3,252	30,533	20,000
21	511-0000-400-5311	Water Entr. /Cross Conn Co Mandated annual testing of City facility backflow assemblies (130 devices @ \$80/per test).		10,400	1,000
22	511-0000-400-5314	Water Entr. /Haz Materials <i>Disposal cost transite (Increase from 2012/13 budget is due to increased transportation costs for hazardous materials)</i>		3,000	5,000
23	511-0000-400-5317	Water Entr. /Water Meter Repairs Water meter repairs & replacements (performed on as-needed basis). Automated meter reading transmitters, brackets, stands, & bracket pads (performed on as-needed basis)		10,000 4,000 6,000	12,000
24	511-0000-400-5320	Water Entr/ Vehicle Repair, Maintenance, & Service Costs		46,000	25,000

Budget Detail
Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
25	511-0000-400-5330	Water Entr. /Spec Dept Equ	79,649	107,000	
		Well Pressure Sustaining 4" Valve Replacement's 4 x \$4,000 each Building intrusion alarm equipment for well (30 wells) & tank buildings (7 buildings) connected to SCADA system: 37 x \$60 each Gate valves 3" - 15 x \$315 each Gate valves 4" - 15 x \$325 each Gate valves 6" - 6 x \$550 each Gate valves 8" - 1 @ \$750 Air compressors - 3 x \$945.05 each Air compressor pads - 6 x \$ 16.72 each Air compressor water traps & fittings - 3 x \$308 each Chlorine unit hoses & fittings - 30 x \$366 Chlorine unit replacement pumps - 8 x \$1,254 each Chlorine unit electronic control boards - 6 x \$263 each PSV/PRV/fill valve trim fittings & pressure gauges - fittings - 4 x \$168.26 per set; pressure gauges 25 x \$18.75 each; tubing 47 x \$26.54 sets Globe check valves 6" - 3 x \$1,364 each Well level transmitters - 4 x \$1,635 each Flow meter repair/rebuild (wells & tanks) - 6 x \$1,363 each	16,000 2,200 4,725 5,025 3,300 750 2,835 101 924 10,980 10,032 1,578 2,389 4,092 6,540 8,178	25,000 21,000	
26	511-0000-400-5350	Water Entr. /Small Tools	11,242	12,000	
		Tape measures - 30' 4 x \$24.95 each Utility knives - 5 x \$12.45 each Cordless reciprocating saw - 1 @ \$129 Cordless tool batteries - 4 x \$85 each	100 62 129 340		

Budget Detail

Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
		Socket set - 60 piece 1 @ \$65 a set	65		
		Channel lock set \$96 a set	96		
		Cordless combination kit 18volt - 1kit for Instr Tech. \$562.40	562		
		Inverter, 1800W, 4 outlet, hardwired - 3 x \$ 403.32 each	1,210		
		Pneumatic combo kit - 1 @ \$308 For Instr Tech	308		
		Battery pack, 18volt, Li-Ion, 1.5A/hr - 6 x \$72.40 each	434		
		Portable inverter generator, 1600W rated - 1 @ \$1,298	1,298		
		Manhole ladder, 8' fiberglass - 1 @ \$184.45	185		
		Diamond blade saw, 14" - 1 @ \$310.60	311		
		Engine driven pump 163cc - 1 @ \$780.30	780		
		Engine driven pump 149cc - 1 @ \$648.00	648		
		Hand water pumps - 6 x \$32 each	192		
		24" Chain saw - 1 @ \$629.95	630		
		Electrical multi meter tester - 1 @ \$1,395.20 for Instr Tech	1,396		
		4/20 signal tester - 1 @ \$2,495.32 for Instr Tech	2,496		
				4,400	6,500
27	511-0000-400-5370	<u>Water Entr. /Equipment Rentals</u>			
		Annual equipment rental costs - incurred when City equipment is out of service for repair.(Backhoe or Dump Truck)	3,500		
		<i>(Increase = under budgeted in 2012/13)</i>			
		Trench plate rentals - required to facilitate water leak repairs.	900		
		<i>8X12' plate including delivery 3 x \$300 each</i>			
				4,400	6,500
28	511-0000-400-6101	<u>Water Entr. /Contractual Sys</u>			
		Purchased water from the Sonoma County Water Agency - decrease due to increased local supply	2,100,000		
		Sonoma County Repographics Printing Services	7,200		
		Sonoma County RECO postage	13,800		
		Banking Service Fee	2,200		
		Applied Merchant Web E-Sol Banking Fee	8,000		
		Credit card fees	8,800		
		Sympro Investment Software annual maintenance	1,400		
				2,141,400	2,324,956

Budget Detail
Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
29	511-0000-400-6105	Water Entr/ Water Conservation Measures Toilet & washing machine rebates, pamphlets, hose nozzles California Urban Water Conservation Counsel (CUWCC) \$1,344 (Annually). Required membership per agreement with	10,000 1,344	11,344	68,000
30	511-0000-400-6110	Water Entr. /Professional Water Quality Control Sampling (<i>Increase \$3,000 for mandated UCMR3 monitoring - new monitoring program starting FY 13/14</i>) California Department of Public Health fees Consumer Confidence Report SCADA Maintenance Engineering & Legal Services Ground Water Level Monitoring (PES) (Engineering) USGS/SCWA Ground Water Study (Engineering) Itron Maintenance Contract SCADA Wonderware Software Support Emergency Water Leak Repairs Rate Model Study XC2 Backflow Management Agreement Fire hydrant replacements	90,000 9,600 6,800 10,000 20,000 20,000 60,000 2,000 8,000 35,000 50,000 2,500 10,000	323,900	350,000
31	511-0000-400-6310	Water Entr. /Rent/Lease/Tax Supervisory Control and Data Acquisition (SCADA) server - costs split evenly with sewer \$2,000 Building fire and burglar alarm Public Works Copy Machine - \$4,560 annual lease cost to be shared equally between: 0630 (Fleet), 3420 (Streets), 3910 (Storm Water), 4001 (Parks), 7100 (Water), 7200 (Sewer)	2,000 1,400 760	4,160	4,000

Budget Detail
Water Fund Justification

Item	Account/Vendor	Description	Cost	FY13/14 Adopted Budget	FY12/13 Amended Budget
32	511-0000-400-6420	Water Entr. / Vandalism (Losses) Vandalism and graffiti paint & removal chemicals (30 wells and 7 tank sites) Fire hydrant repairs necessitated by damage from traffic accidents; expenses incurred when insurance monies can not be recovered for necessary repairs. - 4 hydrants @ \$5,000 ea.	5,000 20,000	25,000	25,000
33	511-0000-400-6422	Water Entr. Workers' Comp REMF Insurance Allocation		35,826	44,139
34	511-0000-400-6423	Water Entr. /Liability/Property REMF Insurance for water facilities		86,569	77,400
35	511-0000-400-6424	Water Ent/ Service Fees IS Service Fees Fleet Services Fees (16 vehicles, 5 large equipment, 10 small equipment)	37,923 20,192	58,115	58,115
36	511-0000-400-6550	Water Entr. N&E Replacement 2011 Dump truck annual replacement cost (T-3) 2012 Pickup truck annual replacement cost (P-31) 2012 Pickup truck annual replacement cost(P-32)		16,253	52,000
37	511-0000-400-9610	Water Entr. /C/O-Vehicles/ 1 - replacement backhoe (TR-6)	133,000	133,000	290,000

SEWER FUND

	2011-12 ACTUAL	2012-13 AMENDED BUDGET	2013-14 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
REVENUE				
Service Charges	\$ 10,708,330	\$ 11,943,664	\$ 12,509,078	\$ 565,414
Miscellaneous Revenue from Other Agencies	-	-	-	-
Interest Earnings	28,094	27,500	27,500	-
Transfers In from Other Funds	<u>911,136</u>	<u>1,406,560</u>	<u>1,077,874</u>	<u>(328,686)</u>
TOTAL REVENUE	<u>\$ 11,647,560</u>	<u>\$ 13,377,724</u>	<u>\$ 13,614,452</u>	<u>\$ 236,728</u>
EXPENSE				
Compensation				
Salary and Benefits	\$ 629,007	\$ 1,268,351	\$ 1,211,989	\$ (56,362)
Overtime/Stand By Pay	41,348	31,000	36,000	5,000
Training	865	2,000	1,200	(800)
Insurance				
Workers' Compensation	-	24,512	21,739	(2,773)
Liability/Property	-	115,609	80,008	(35,601)
Vandalism (Losses)	-	5,000	5,000	-
Services Fees *	-	42,002	42,002	-
Supplies				
Office Supplies	8,108	2,020	1,720	(300)
Special Departmental Equipment	16,493	15,000	17,313	2,313
Small Tools	2,868	3,000	3,418	418
Clothing/Uniform Allowance	4,007	3,850	2,100	(1,750)
Utilities	98,265	125,000	106,441	(18,559)
Communications	7,661	6,020	6,920	900
Dues & Subscriptions	-	-	8,019	8,019
Vehicle Fuel/Maintenance				
Fuel/Auto Allowance	19,179	17,300	20,210	2,910
Maintenance	18,662	20,000	20,000	-
Equipment Rental/Maintenance				
Maintenance	10,550	59,000	57,000	(2,000)
Rental	2,159	5,300	7,500	2,200
Facility Maintenance	29,158	65,000	107,374	42,374
Subregional System Expense	7,051,112	8,510,937	8,820,350	309,413
Contractual/Professional	56,279	259,000	222,100	(36,900)
Travel & Meetings	243	-	-	-
Miscellaneous Expense	34,017	-	-	-
Bad Debt Expense	28,735	25,000	25,000	-
Depreciation Expense	1,123,389	1,120,340	1,120,340	-
Capital Outlay	124,120	485,000	-	(485,000)
Transfer to Retiree Medical Trust Fund	197,000	118,000	118,000	-
Transfer to Capital Projects Fund	729,295	-	467,360	467,360
Transfer to CIP Reserve	-	258,647	258,647	-
Transfer to Vehicle/Eqpt Replacement Fund	50,000	45,500	14,316	(31,184)
Debt Service	<u>817,072</u>	<u>812,386</u>	<u>812,386</u>	<u>-</u>
TOTAL EXPENSE	<u>\$ 11,099,591</u>	<u>\$ 13,444,774</u>	<u>\$ 13,614,452</u>	<u>\$ 169,678</u>
NET CHANGE IN FUND BALANCE	<u>\$ 547,969</u>	<u>\$ (67,050)</u>	<u>\$ -</u>	<u>\$ 67,050</u>

* New Internal Service Fund I.T & Fleet charges

Sewer
Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
510-0000-400-4101	Sewer Entr. /F/T Salaries	\$414,565.06	\$817,905.00	\$651,756.54	\$772,458.00	See Item#1
510-0000-400-4110	Sewer Entr. /Longevity	\$4,780.37	\$12,891.00	\$8,416.20	\$13,439.00	
510-0000-400-4124	Sewer Entr./FTO/CTO	\$0.00	\$771.00	\$711.60	\$771.00	
510-0000-400-4150	Sewer Entr. /Stand-By Weekn	\$9,237.36	\$11,000.00	\$5,302.50	\$9,000.00	See Item#2
510-0000-400-4151	Sewer Entr. /Stand-By Weekn	\$12,056.77	\$12,000.00	\$8,257.70	\$9,000.00	See Item#3
510-0000-400-4201	Sewer Entr. /Part-Time Sal	\$2,467.90	\$11,804.00	\$2,347.50	\$28,609.00	See Item#4
510-0000-400-4401	Sewer Entr. /Overtime Salar	\$20,053.57	\$8,000.00	\$16,375.94	\$18,000.00	See Item#5
510-0000-400-4501	Sewer Entr./Holiday Pay	\$0.00	\$1,001.00	\$1,368.66	\$1,001.00	
510-0000-400-4510	Sewer Entr. /Non-Smoking Al	\$0.02	\$0.00	\$0.00	\$0.00	
510-0000-400-4511	Sewer Entr. /Residency Allo	\$0.00	\$324.00	\$277.20	\$250.00	
510-0000-400-4512	Sewer Entr./Educational Stipend	\$15,264.53	\$18,397.00	\$15,300.62	\$12,350.00	
510-0000-400-4520	Sewer Entr. /Other Payroll-	\$8,940.99	\$2,668.00	\$2,878.66	\$2,496.00	
510-0000-400-4800	Sewer Entr. /Training & Ed	\$864.80	\$2,000.00	\$430.00	\$1,200.00	See Item#6
510-0000-400-4801	Sewer Entr / Safety Program	\$2,500.00	\$5,000.00	\$1,000.00	\$5,100.00	See Item#7
510-0000-400-4901	Sewer Entr / PERS / Employer	\$89,470.88	\$223,903.00	\$166,636.10	\$211,238.00	
510-0000-400-4902	Sewer Entr. /Pers/Employee	\$2,848.53	\$0.00	\$0.00	\$0.00	
510-0000-400-4904	Sewer Entr. /Def Comp/City	\$0.00	\$4,263.00	\$0.00	\$0.00	
510-0000-400-4905	Sewer Ent/Alt Benefits	\$0.00	\$0.00	\$268.86	\$4,389.00	
510-0000-400-4906	Sewer Entr. /Alt Ben Prog/D	\$0.00	\$0.00	\$4,226.58	\$0.00	
510-0000-400-4908	Sewer Entr. RHS	\$451.89	\$1,000.00	\$1,690.80	\$1,000.00	
510-0000-400-4920	Sewer Entr. /Health Ins/Blu	\$0.00	\$132,699.00	\$6,199.24	\$123,170.00	
510-0000-400-4921	Sewer Entr. /Medical Insura	\$67,928.97	\$0.00	\$71,217.74	\$0.00	
510-0000-400-4923	Sewer Entr. /Eye Care	\$1,635.07	\$2,737.00	\$1,818.14	\$2,915.00	
510-0000-400-4924	Sewer Entr. /Dental Care	\$7,430.78	\$11,888.00	\$8,870.86	\$12,025.00	
510-0000-400-4925	Sewer Entr. /Medicare	\$6,877.04	\$11,721.00	\$10,355.28	\$11,585.00	
510-0000-400-4930	Sewer Entr. /Life Ins/Salar	\$964.20	\$2,608.00	\$1,597.66	\$2,552.00	
510-0000-400-4931	Sewer Entr / LTD	\$2,039.33	\$4,077.00	\$3,285.16	\$3,990.00	
510-0000-400-4932	Sewer Entr./STD	\$841.91	\$2,038.00	\$1,645.10	\$1,995.00	
510-0000-400-4933	Sewer Entr./EAP	\$0.00	\$656.00	\$656.00	\$656.00	
510-0000-400-4999	Sewer Entr. /Public Works	\$0.00	\$0.00	\$1,362.86	\$1,700.00	See Item#8
510-0000-400-5100	Sewer Entr./Office Supplies	\$0.00	\$2,000.00	\$20.00	\$0.00	See Item#9
510-0000-400-5130	Sewer Entr. /Postage	\$8,108.15	\$16,493.02	\$11,316.10	\$17,313.00	See Item#10
510-0000-400-5210	Sewer Entr. /Spec. Departm	\$33,714.05	\$50,000.00	\$13,301.64	\$31,441.00	See Item#11
510-0000-400-5220	Sewer Entr. /Heat/Light/Po	\$64,550.84	\$75,000.00	\$60,796.28	\$75,000.00	See Item#12
510-0000-400-5230	Sewer Entr. /Telephone	\$4,126.51	\$3,500.00	\$3,429.66	\$4,100.00	See Item#13
510-0000-400-5231	Sewer Entr./Cell Phone	\$3,534.60	\$2,520.00	\$2,667.96	\$2,820.00	See Item#14
510-0000-400-5240	Sewer Entr. /Advertising/P	\$0.00	\$0.00	\$0.00	\$0.00	

Sewer
Budget Analysis

Account Number	Description	2012 Actuals	2013 Amended	2013 Estimated	2014 Adopted	Comments
510-0000-400-5251	Sewer Entr. /Clothing Allow	\$4,007.30	\$3,850.00	\$2,981.88	\$2,100.00 See Item#15	
510-0000-400-5260	Sewer Entr. /Dues & Subscr	\$0.00	\$0.00	\$0.00	\$8,019.00 See Item#16	
510-0000-400-5270	Sewer Entr./Vehicle Gas & Oil	\$17,635.36	\$16,000.00	\$25,345.12	\$18,910.00 See Item#17	
510-0000-400-5272	Sewer Entr/Auto Allowance	\$1,543.61	\$1,300.00	\$6,777.32	\$1,300.00 See Item#18	
510-0000-400-5310	Sewer Entr. /Bldg/Facility	\$29,158.00	\$65,000.00	\$6,669.12	\$107,374.00 See Item#19	
510-0000-400-5313	Sewer Entr. /Fac Maint/Non-	\$0.00	\$0.00	\$0.00	\$0.00	
510-0000-400-5314	Sewer Entr. /Haz Materials	\$0.00	\$0.00	\$127.48	\$0.00	
510-0000-400-5320	Sewer Entr. /Vehicle Repair	\$18,661.76	\$20,000.00	\$13,287.92	\$20,000.00 See Item#20	
510-0000-400-5330	Sewer Entr. /Spec Dept Equ	\$10,549.57	\$59,000.00	\$59,077.00	\$57,000.00 See Item#21	
510-0000-400-5350	Sewer Entr. /Small Tools	\$2,868.35	\$3,000.00	\$5,044.52	\$3,418.00 See Item#22	
510-0000-400-5360	Sewer Entr. /Laguna Plant/	\$7,051,111.96	\$8,510,937.00	\$8,510,937.00	\$8,820,350.00 See Item#23	
510-0000-400-5370	Sewer Entr/Equipment Rental	\$1,364.67	\$2,300.00	\$750.00	\$2,300.00 See Item#24	
510-0000-400-6101	Sewer Entr. /Contractual S	\$18,876.30	\$131,000.00	\$45,848.12	\$162,100.00 See Item#25	
510-0000-400-6105	Water Conservation Measures	\$10,531.74	\$68,000.00	\$5,889.00	\$10,000.00 See Item#26	
510-0000-400-6110	Sewer Entr. /Professional	\$26,871.11	\$60,000.00	\$1,480.58	\$50,000.00 See Item#27	
510-0000-400-6310	Sewer Entr. /Equipment Leas	\$793.93	\$3,000.00	\$0.00	\$5,200.00 See Item#28	
510-0000-400-6420	Sewer Entr./Vandalism (Losses)	\$0.00	\$5,000.00	\$5,400.00	\$5,000.00 See Item#29	
510-0000-400-6422	Sewer Entr. /Workers' Comp	\$0.00	\$24,512.00	\$24,624.08	\$21,739.00 See Item#30	
510-0000-400-6423	Sewer Entr. /Liability/Property	\$0.00	\$115,609.00	\$95,757.36	\$80,008.00 See Item#31	
510-0000-400-6424	Sewer Entr. /Services Fees	\$0.00	\$42,002.00	\$0.00	\$42,002.00 See Item#32	
510-0000-400-6500	Sewer Entr. /Depreciation	\$1,123,388.54	\$1,120,340.00	\$1,120,344.00	\$1,120,340.00 See Item#33	
510-0000-400-6550	Sewer Entr./V&E Replacement	\$0.00	\$45,500.00	\$0.00	\$14,316.00 See Item#34	
510-0000-400-6600	Sewer Entr. /Travels & Mee	\$243.00	\$0.00	\$0.00	\$0.00	
510-0000-400-6910	Sewer Entr. /Miscellaneous	\$34,016.84	\$0.00	\$0.00	\$0.00	
510-0000-400-6920	Sewer Entr. /Bad Debts	\$28,734.61	\$25,000.00	\$32,291.08	\$25,000.00	
510-0000-400-8100	Sewer Entr. /Transfer Out	\$1,793,367.37	\$1,189,033.00	\$0.00	\$1,656,393.00	
510-0000-400-9520	Sewer Entr. /C/O-Office Equ	\$0.00	\$0.00	\$0.00	\$0.00	
510-0000-400-9530	Sewer Entr. /C/O-Communica	\$0.00	\$0.00	\$0.00	\$0.00	
510-0000-400-9610	Sewer Entr. /C/O-Vehicles/	\$48,800.10	\$485,000.00	\$931.88	\$0.00 See Item#35	
510-0000-400-9700	Sewer Entr./CO Furniture	\$0.00	\$0.00	\$0.00	\$0.00	
510-0000-400-9800	Sewer Entr./C/O-Other	\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$11,024,271.26	\$13,444,774.00	\$11,050,328.60	\$13,614,452.00	

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
1	510-0000-400-4101	Sewer Entr. /F/T Salaries 7.10 FTE Public Works Employees - 2013/14 7.30 FTE Public Works Employees - 2012/13 Other City Employees	772,458	817,905
2	510-0000-400-4150	Sewer Entr. /Stand-By Weekend Stand-by weekend after normal business hours (Duty) - per SEIU MOA - \$30/4-hr shift: per historical averages based on the 7.45 of employees allocated to the Sewer Ent. who may serve on duty during the course of a year.	9,000	11,000
3	510-0000-400-4151	Sewer Entr. /Stand-By Weeknight Stand-by weeknight after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift: per historical averages based on the 7.45 of employees allocated to the Sewer Ent. who may serve on duty during the course of a year.	9,000	12,000
4	510-0000-400-4201	Sewer Entr. /Part-Time Salary 1 PT (1000-hr) GIS Intern: -.25 to Water (.25 Sewer,.50 Development Services) Utility City Employees	28,609	11,804
5	510-0000-400-4401	Sewer Entr. /Overtime Salary Emergency & scheduled call-outs - approximately 55 callouts @ 3 hrs per callout @ \$37.50 per hour for sewer overflows, backups, alarms at pump stations for either high water, grinder, or pump failures. Emergency & scheduled call-outs annually - approximately 19 callouts @ 4.0 hrs per callout @ \$37.50 per hour X 2 employees for force main or collections system cleanings while flows are decreased in the evenings	18,000	8,000
6	510-0000-400-4800	Sewer Entr. /Training & Ed Annual training costs for California Water Environment Association (CEWA) certified wastewater collection system operators - 10 sewer collection operators).	1,200	2,000

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
7	510-0000-400-4801	Sewer Entr / Safety Program Confined space competent person training (14 x \$50 per training) Traffic control competent person training (14 x \$50 per training) Lock out tag out competent person training (14 x \$50 per training) My Safety Officer contracted fees (contracted services) <i>(Mandated CCR Title 8, IIPP Safety training compliance)</i>	700 700 700 3,000	5,100
8	510-0000-400-5100	Sewer Entr. /Office Supplies General office supplies - paper, pens, pencils, printer supplies, binders, staples, batteries, labels, folders, paper clips, staples, glue sticks, sticky notes, lamination sheets, CD's & cases, envelopes, tape, printer cartridges		1,700
9	510-0000-400-5130	Sewer Entr. /Postage Departmental postage which includes express delivery of time-sensitive documents or ground shipments; postage for Collection System certification renewals	20	20
10	510-0000-400-5210	Sewer Entr. /Spec. Departm Heavy duty push brooms - 3 x \$35 each Heavy duty square shovels - 4 x \$2.50 each Welding Supplies: grinding disc's - 15 x \$5.64 each; Helmet lens & battery 1 x \$56.42; welding gloves 1 x \$28.25; primer paint 8 x \$ 6.84 each Traffic cones - 60 x \$8.90 each Barricades - 40 x \$25.95 each Hand cleaner - box of 6 x \$79.45 per box Hand sanitizer - box of 6 x 120.21 per box Grease tubes - 24 x \$9.58 each Plants (replacements) - 4 x \$18.95 each Rags - 1 case x \$115 per case Toilet paper - 2 cases x \$58.73 per case Paper Towels - 2 cases x \$21.53 per case Heavy duty cleaner - 24 gallons x \$19.88 per gallon USA marking paint (green) - 45 cans x \$6.05 per can; White 24 cans x \$6.05 per can	105 210 225 534 1,038 476 721 230 76 115 118 43 477 418	17,313

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
		Wire 12 gauge - 2 500' rolls x \$140.95 each roll 60 gallon garbage bags - 3 cases x \$47.68 Bolt Kits: Maintenance pack - 3 x \$197.23 per pack; Screw pack 3 x \$60.90 per pack	282 143 775	
		Building paint - 5 gallons x \$50.75 per gallon; Primer 1 gallon x \$36.25 per gallon; Misc paint supplies \$75	365	
		Landscape rock - 18 yards x \$165 per yard	2,970	
		Landscape fabric - 1 roll x \$843.25 per roll	844	
		Safety vests - 6 x \$20 each	120	
		Hard hats - 2 x \$23.25 each	47	
		Safety glasses - 25 x \$3.50 each	88	
		Disposable ear plugs - 1 boxes of 500 x \$79.95 per box	80	
		Hearing protection (ear muffs) - 2 x \$36 each	119	
		Gloves - 50 x \$2.75	138	
		Sewer employee uniforms (7.45 employees x \$250/yr)	1,750	
		First aid kits - 4 x \$37 each	148	
		Fire Extinguisher Annual Maintenance - 21 x \$12 each	260	
		Latex exam gloves - 12 boxes of 100 x \$ 21.88 per box	263	
		Microgaard coveralls - box of 25 5 x \$138.68	694	
		Dust masks - 2 boxes of 20 x \$33.15 per box	66	
		Rain gear - 2 x \$150 each	300	
		Weed trimmer line - 1 - 100' rolls x \$25.06 per roll	25	
		Street light replacement bulbs - 10 - 100 watt x \$55 each	550	
		Steel shelving 10 x \$165 each unit	1,650	
		Herbicide (weed killer) - 3 wastewater sites 10 x 1.67 gallon x \$75 per gallon	750	
		Fork lift propane	100	
				100
				31,441
				50,000
11	510-0000-400-5211	Sewer Ent/Collect System Repair		
		Manhole cone and lid replacements - 4 locations x \$5,000 each 3/4" Base rock - 20 yards x \$37.20 per yard Top soil - 10 yards x \$23.25 per yard Concrete U-Cart - 30 yards x \$139 - per yard (5 sack) Asphalt - 20 ton x \$88 per ton Cut back asphalt - 2 ton x \$117 per ton	20,000 744 233 4,170 1,760 234	
				31,441

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
12 510-0000-400-5220	Sand - 10 yards x \$30 per yard Welding gases Steel construction plates with threaded lifting hole 6X10X1" - 3 x \$1,200 each		300 400 3,600	75,000
13 510-0000-400-5230	Sewer Entr. /Heat/Light/Po Electricity & gas supplied to 3 wastewater collection system pump stations		75,000	
14 510-0000-400-5231	Sewer/Cell Phone Fax machine, phone service, communications modem for SCADA & burglar and fire alarm system, wireless computer communication for Outlook		4,100	3,500
15 510-0000-400-5251	Sewer Entr. /Clothing Allow Boot Allowance (7.45 employees \$300/yr) <i>(Figure based on labor allocation)</i>		2,100	3,850
16 001-0000-400-5260	Sewer Dues and Subscriptions California Water Environment Association (CWEA) (renewal fee for wastewater collection operators) 10 employees @ \$135 (prior years have been charged to 7200-4800 training & education)		8,019	0

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
		Bay Area Air Quality annual backup tank & well generator & fees (<i>prior years have been charged to 7200-5310 facility maintenance</i>)	1,600	
		Certified Unified Program Agency (CUPA) annual hazardous materials fees <i>(County of Sonoma Fire & Emergency Services Department) (prior years have been charged to 7200-5310 facility maintenance)</i>	2,125	
		State Water Resources Control Board (SWRCB) (<i>prior years have been charged to 7200-5310 facility maintenance</i>)	1,600	
		California Urban Water Conservation Counsel (CUWCC) \$1,344 (Annually). We are required to be a member per our agreement with Sonoma County Water Agency (<i>used to be charged to 7200-6101 in FY 2012/13</i>)	1,344	
17	510-0000-400-5270	Vehicle Gas & Oil	18,910	16,000
		P-23 2006 Chevrolet 2500HD Truck (530 gallons) P-27 2006 Chevrolet 2500HD Truck (250 gallons) P-30 2005 Chevrolet 3500 Truck (950 gallons) P-58 1996 GMC Sonoma Truck (125 gallons) P-62 2007 Dodge Ram Truck (525 gallons) T-12 2012 Ford 3500 Harbon Truck (950 gallons) T-13 2013 Freightliner VacCon Truck (1050 gallons) TL-4 2008 Iron Eagle 3000 Series 4" Pump Trailer (50 gallons) TL-14 1990 Pace AME Camera Trailer (25 gallons) TL-22 2012 Eagle 8" Pump Trailer (100 gallons) TL-23 2012 Eagle Welder Trailer (12.5 gallons) TR-5 1998 Ford New Holland "AGRITN75F" Tractor (50 gallons) MU-5 1999 Kawasaki Mule 2500 (10 gallons) 10 small pieces of equipment (100 gallons) Fuel costs are calculated at \$4.00 per gallon. Historical information was collected by the Fuelmaster system in 2012/13 to be used for projections for each vehicle or piece of equipment in 2013/14.	2,120 1,000 3,800 500 2,100 3,800 4,200 200 100 400 50 200 40 400	
18	510-0000-400-5272	Sewer Entr/Auto Allowance*	1,300	1,300
		Management staff vehicle allowance <i>(Figure based on labor allocation)</i>		

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Sewer Entr. /Bldg/Facility	Description	FY13/14	FY12/13
				Cost	Adopted Budget
19	510-0000-400-5310	Asphalt Repair & Seal at Main Pumping Station (failing asphalt)		30,000	65,000
		Facility door replacements - 4 @ \$1,250		5,000	
		Pump station 1 construction materials to build a overhang on the west side of the building		5,500	
		Construction materials for constructing a excavation soils dump site		30,000	
		Annual pump station generator maintenance (3 generators) : load testing \$1,610 preventative maintenance \$1,764, and repairs \$1,000		4,374	
		Pump stations 1 & 2 (201 J. Rodgers Lane) - materials and installation costs to install an odor control system		7,500	
		Installation of 400 feet of cyclone fencing along west side of 201 J. Rodgers Lane property (estimate \$20,000-\$25,000) - installation of fence will depend on development of abandoned wastewater holding ponds		25,000	
20	510-0000-400-5320	Sewer Entr. / Vehicle Repair, Maintenance		20,000	20,000
		Vehicle Repair Costs (7 vehicles, 8 large equipment, 10 small equipment)			
21	510-0000-400-5330	Sewer Entr. /Spec Dept Equ		57,000	59,000
		Flow Meter Calibrations (required biannually by City of Santa Rosa)		2,000	
		Pump & Motor Repairs (The City owns 9 pumps total and performs maintenance and repairs on 1 pump and motor per year on a rotating basis).		8,000	
		Grinder Maintenance (Rebuild one grinder - performed biannually; City owns 2 grinders total)		35,000	
		Pump station 3 - Replace existing outdated Programmable Logic Controller (PLC) with a multi smart PLC		12,000	
		<i>(Increase - annual repair costs for grinder rehabilitation has increased from \$25,000 to \$35,000)</i>			
22	510-0000-400-5350	Sewer Entr. /Small Tools		3,418	3,000
		Cordless tool rechargeable batteries - 4 x \$140 each		560	
		Socket set 3/8" & 1/2" drives - 1 x \$246.34 each		247	
		Electrical test meter (amps & volts) - 1 x \$395 each		395	
		Drill bit set - 1 x \$59 per set		59	

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Cost	Adopted Budget
23	510-0000-400-5360	Non-spark hammers - 3 x \$149 each Chisel sets - 3 x \$54 each Punch sets - 3 x \$36 each Sewer lid pullers - 4 x \$200 each Impact socket set - 1 x \$212.36 Scrapers - 2 x \$60.33 each Pruning loppers - 2 x \$45.50 each 24" hedge shears - 2 x \$40.55 each Tree hand saws - 2 x \$50 each Hand pruner - 1 x \$24.15 each	447	447 162 108 800 213 121 91 91 100 24
				8,510,937
24	510-0000-400-5370	Sewer Entr. /Laguna Plant/* City of Santa Rosa - O&M Allocation City of Santa Rosa - Debt Service Allocation	4,946,729 3,873,621	8,820,350
				2,300
25	510-0000-400-6101	Sewer Entr./Equipment Rental Skip Loader for grading roads - recurring annual maintenance Skidster front end mower - mandated annual weed abatement Crane - required for Pump Station grinder maintenance	500 1,000 800	2,300
				2,300
26	510-0000-400-6105	Sewer Entr. /Contractual S Collection system pipe replacement; slip lining repairs; manhole chimney repairs or replacement; manhole lid replacements. Junction structure at Santa Rosa Treatment Facility Unexpected emergency repairs Sonoma County Reprographics Printing Services Sonoma County RECO postage Banking Analysis Service Fee Applied Merchant Web E-Sol Banking Fee Credit card fees Sympro Investment Software annual maintenance	30,000 60,000 10,000 10,800 20,700 3,300 12,000 13,200 2,100	131,000
				162,100
		Sewer Conservation Measures Toilet & washing machine rebates, pamphlets, hose nozzles		10,000
				68,000

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Sewer Entr. /Professional Engineering & Legal Services	Description	FY13/14	FY12/13
				Cost	Adopted Budget
27	510-0000-400-6110				60,000
28	510-0000-400-6310	Sewer Entr. /Equipment Lease	Supervisory Control and Data Acquisition (SCADA) server - costs split with sewer \$2,000; building fire and bugler alarm system - \$1,000 Public Works Copy Machine - \$4,560 annual lease cost to be shared equally between: 0630 (Fleet), 3420 (Streets), 3910 (Storm Water), 4001 (Parks), 7100 (Water), 7200 (Sewer) 2012/13 cost was all charged to 3300-6310 account Welding gas tanks annual lease: 1 ACES \$706.80; 2 BS8356 \$565.44; 1 OX125 \$141.36 <i>(Increase from 2012/13 budget is due to new lease agreement for new shared copy machine and welding gas tank lease agreement)</i>	5,200	3,000
29	510-0000-400-6420	Sewer Entr./Vandalism (Losses)	Repair of damaged fences at three (3) wastewater pump stations Graffiti removal Vandalism to equipment (Pump Station building and facilities).	5,000	5,000
30	001-0000-400-6422	Sewer Entr./Workers' Comp	REMF Insurance allocation <i>Projected year-end expense for 2012/13 - \$</i>	21,739	24,512
31	001-0000-400-6423	Sewer Entr./Liability/Property	REMF Insurance for sewer facilities	80,008	115,609
32	001-0000-400-6424	Sewer Entr./Services Fees	I.T. Services Fees Fleet Services Fees	42,002	
33	510-0000-400-6500	Sewer Entr. /Depreciation	Sewer Enterprise - depreciation	1,120,340	1,120,340

Budget Detail

Sewer Fund Justification

Item	Account/Vendor	Description	FY13/14	FY12/13
			Adopted Budget	Amended Budget
34	510-0000-400-6550	Sewer Entr./V&E Replacement [2012 Harbor Unit & Vehicle depreciation (T-12) 2012 Eagle Trailer w/8' Pump depreciation (TL-22) 2012 Eagle Trailer w/Welder depreciation (TL-23)]	11,246 2,077 993	14,316
35	510-0000-400-9610	Sewer Entr. /C/O-Vehicles/ <i>(decrease - Vactor truck was purchased in FY 2012/13)</i>	0	485,000

RENT APPEALS BOARD FUND

	2011-12 ACTUAL	2012-13 ADOPTED BUDGET	2013-14 ADOPTED BUDGET	\$ INC/(DEC) 2012-13 ADOPTED
REVENUE				
Registration Fees	\$ 34,658	\$ 11,165	\$ 77,350	\$ 66,185
Petition Fees	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUE	\$ 34,658	\$ 11,165	\$ 77,350	\$ 66,185
EXPENSE				
Compensation	\$ 33,620	\$ 26,492	\$ 26,262	\$ (230)
Insurance	-	6,455	1,054	(5,401)
Office Supplies	393	250	-	(250)
Postage	336	400	500	100
Advertising	-	-	250	250
Professional Services	28,627	10,000	29,184	19,184
Travel & Meetings	-	100	100	-
Transfer Out	-	-	20,000	20,000
TOTAL EXPENSE	\$ 62,976	\$ 43,697	\$ 77,350	\$ 33,653
NET CHANGE IN FUND BALANCE	\$ (28,317)	\$ (32,532)	\$ -	\$ 32,532

Note: Rent Appeals Board is on calendar year budget from January - December

Rent Appeals Board Budget Analysis

Account Number	Description	2012 Actuals	2013 Adopted	2013 Estimated	2014 Adopted
190-0000-400-4101	Rent Appeals Bd /Salaries	\$23,833.25	\$25,000.00	\$15,762.12	\$18,769.00
190-0000-400-4512	Rent Appeals Bd/Ed Stipend	\$100.00	\$300.00	\$0.00	\$0.00
190-0000-400-4520	Rent Appeals Bd/Other Payroll	\$593.02	\$0.00	\$409.20	\$226.00
190-0000-400-4901	Rent Appeals Bd /Pers/Employer	\$5,198.67	\$0.00	\$3,870.30	\$4,956.00
190-0000-400-4902	Rent Appeals Bd /Pers/Employee	\$660.27	\$0.00	\$0.00	\$0.00
190-0000-400-4920	Rent Appeals Bd/Health Ins/Blu	\$0.00	\$0.00	\$0.00	\$1,668.00
190-0000-400-4921	Rent Appeals Bd/Medical Insura	\$2,252.91	\$0.00	\$1,200.66	\$0.00
190-0000-400-4923	Rent Appeals Bd/Eye Care	\$89.04	\$0.00	\$27.40	\$34.00
190-0000-400-4924	Rent Appeals Bd/Dental Care	\$332.94	\$0.00	\$133.70	\$164.00
190-0000-400-4925	Rent Appeals Bd /Medicare	\$372.26	\$367.00	\$252.58	\$275.00
190-0000-400-4930	Rent Appeals Bd/Life Ins/Salar	\$46.63	\$0.00	\$35.10	\$19.00
190-0000-400-4931	Rent Appeals Brd / LTD	\$118.16	\$128.00	\$80.40	\$96.00
190-0000-400-4932	Rent Appeals Bd/ STD	\$22.55	\$62.00	\$39.40	\$47.00
190-0000-400-4933	Rent Appeals Bd/ EAP	\$0.00	\$0.00	\$0.00	\$8.00
190-0000-400-5100	Rent Appeals Bd/Office Supplie	\$392.60	\$250.00	\$827.00	\$0.00
190-0000-400-5130	Rent Appeals Bd /Postage	\$336.45	\$400.00	\$955.00	\$500.00
190-0000-400-5240	Rent Appeals Bd /Advertising/P	\$0.00	\$0.00	\$0.00	\$250.00
190-0000-400-5272	Rent Appeals Bd/ Auto Allowanc	\$0.00	\$635.00	\$0.00	\$0.00
190-0000-400-6101	Rent Appeals Bd /Contractual S	\$1,570.92	\$0.00	\$26.38	\$0.00
190-0000-400-6110	Rent Appeals Bd /Professional	\$27,055.93	\$10,000.00	\$56,902.52	\$29,184.00
190-0000-400-6422	Rent Appeals Bd /Workers' Com	\$0.00	\$2,552.00	\$2,964.48	\$750.00
190-0000-400-6423	Rent Appeals Bd /Liability/Pr	\$0.00	\$3,903.00	\$1,296.84	\$304.00
190-0000-400-6600	Rent Appeals Bd /Travels & Mee	\$0.00	\$100.00	\$0.00	\$100.00
190-0000-400-8100	Rent Appeals Bd/Transfer Out	\$0.00	\$0.00	\$0.00	\$20,000.00
Total		\$62,975.60	\$43,697.00	\$84,783.08	\$77,350.00

FTE (Staffing) Summary

	DEPARTMENT	2009-10	2010-11	2011-12	2012-13	2013-14
1200	City Manager/Clerk	6.70	5.85	6.00	2.41	3.85
1250	Economic Development	-	-	0.85	0.85	0.85
1300	Finance	11.00	9.75	11.00	4.75	4.30
610	Information Technology	2.00	2.00	2.00	2.00	2.75
1600	Development Services	1.70	11.00	11.00	11.08	11.17
1700	Human Resources	2.25	2.25	2.25	2.25	3.24
1710	Rent Appeals Board	0.30	0.15	0.15	0.15	0.15
1800	City Hall Building	-	-	-	0.15	0.30
2100	Public Safety Personnel	87.75	80.75	73.25	77.75	79.97
2310	Fire Prevention	1.00	1.00	1.00	-	-
2400	Animal Services	2.00	2.00	2.00	3.50	6.79
3100	Engineering	8.00	-	-	-	-
3200	Inspection	2.30	-	-	-	-
3300	Public Works General	6.40	2.53	2.15	2.00	1.70
630	Fleet Services	-	-	-	-	1.25
3410	Landscape	0.75	-	-	-	-
3420	Streets	2.00	3.35	3.45	4.85	5.10
3600	Street Lighting	0.25	0.20	-	-	-
3700	Traffic Signals	-	0.05	-	-	-
3910	Storm Drains	-	0.25	0.35	0.30	0.65
4001	Park Maintenance	6.60	2.10	1.95	5.80	4.20
4002	Park Landscape	-	4.70	4.75	-	-
5100	Recreation Commission	0.20	0.15	0.15	0.10	0.50
5150	Community Events	-	0.13	0.40	0.45	0.40
5200	Recreation Administration	0.70	0.30	-	-	-
5400	Gold Ridge	-	0.05	-	-	0.55
5501	Senior Center	-	0.29	0.95	1.05	1.05
57XX	Pools	0.20	0.26	0.50	1.20	1.45
5810	Sports Center	0.90	1.08	1.15	3.86	3.38
5830	Community Center	-	0.53	1.55	1.40	0.93
5840	Burton Ave Rec Center	-	0.08	0.25	0.25	0.40
5860	Ladybug Rec Center	-	0.03	0.10	0.15	0.30
6100	Golf Course	-	0.02	0.05	0.05	0.10
6210	Performing Arts Center	3.00	2.00	2.00	3.15	3.50
6215	PAC Sign Rental	-	-	-	0.50	-
511	Water	10.75	14.20	15.00	18.35	19.01
510	Sewer	7.25	6.70	7.75	11.87	12.11
512	Refuse	-	-	-	0.15	-
XXXX	Program Budget	-	-	-	-	4.61
	Total Positions	<u>164.00</u>	<u>153.75</u>	<u>152.00</u>	<u>160.36</u>	<u>174.55</u>
	Net Personnel Change	(25.75)	(10.25)	(1.75)	8.36	14.19

* Note: Changes to personnel is mainly due to re-allocation of staff

Detailed position classification and salary ranges by Department can be found on the City's website at:
<http://www.rpcity.org/Modules>ShowDocument.aspx?documentid=1277>

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
<u>1200 CITY MANAGER/CLERK</u>					
City Manager	0.33	0.37			0.70
Assistant City Manager	0.00		0.70		0.70
City Clerk	0.33	0.37			0.70
Deputy City Clerk	0.00				0.00
Administrative Assistant	0.75				0.75
Secretary II	1.00				1.00
Total	<u>2.41</u>	<u>0.74</u>	<u>0.70</u>	<u>0.00</u>	<u>3.85</u>
<u>1250 ECONOMIC DEVELOPMENT</u>					
Economic Development Manager	0.85				0.85
Total	<u>0.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.85</u>
<u>1300 FINANCE</u>					
Finance Director	0.33				0.33
Accounting Supervisor	0.33				0.33
Accountant	0.33				0.33
Payroll Specialist	0.90				0.90
Utility Billing & Revenue Manager	0.20				0.20
Accounting Specialist I	0.05	0.05			0.10
Accounting Technician	1.00	(0.55)			0.45
Accounting Specialist II	0.81	0.05			0.86
Purchasing Agent	0.80				0.80
Total	<u>4.75</u>	<u>(0.45)</u>	<u>0.00</u>	<u>0.00</u>	<u>4.30</u>
<u>610 INFORMATION TECHNOLOGY</u>					
Information Technology Manager	1.00				1.00
IS Technician I/II	1.00				1.00
Administrative Intern/Helpdesk	0.00	0.75			0.75
Total	<u>2.00</u>	<u>0.75</u>	<u>0.00</u>	<u>0.00</u>	<u>2.75</u>
<u>1600 DEVELOPMENT SERVICES</u>					
Director of Development Services	0.76			0.76	0.00
Planning & Building Manager	1.00			1.00	0.00
Development Services Manager	0.00		0.90		0.90
Community Development Assistant	1.00	(0.22)			0.78
Deputy Chief Building Inspector	1.00				1.00
Deputy City Engineer	0.90				0.90
Public Works Inspector	0.97				0.97
Sr. Engineering Tech	0.96				0.96
Management Analyst	0.90	(0.07)			0.83
Administrative Assistant	2.84	(0.02)			2.82
Senior Planner	0.75	0.06			0.81
Code Compliance P/T (50%)	0.00	0.46			0.46
Technical Advisor P/T (50%)	0.00	0.50			0.50
GIS Intern	0.00	0.24			0.24
Total	<u>11.08</u>	<u>0.95</u>	<u>0.90</u>	<u>1.76</u>	<u>11.17</u>
<u>1700 HUMAN RESOURCES</u>					
Human Resource Analyst	1.00	(0.19)			0.81
Human Resource Manager	0.00		0.81		0.81
HR Technician Reg. P/T (75%)	0.75	0.37			1.12
HR Technician Reg. P/T (50%)	0.50				0.50
Total	<u>2.25</u>	<u>0.18</u>	<u>0.81</u>	<u>0.00</u>	<u>3.24</u>

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
<u>1800 CITY HALL BUILDING</u>					
Electrician	0.05				0.05
Maintenance Worker I/II	0.05	0.10			0.15
Senior Mechanic	0.05	0.05			0.10
Total	0.15	0.15	0.00	0.00	0.30
<u>2100 PUBLIC SAFETY</u>					
Director of Public Safety	1.00				1.00
Division Commanders (Captains)	2.00			2.00	0.00
Supervisors (Lieutenants)	3.00				3.00
Sergeants	10.00				10.00
Public Safety Officers	42.00				42.00
Community Services Officers	2.00			0.50	1.50
Technical Services Division Mgr	1.00				1.00
Fire Marshal	1.00				1.00
Secretary II to Director of Public Safety	1.00				1.00
Secretary I (Fire Division)	0.00	1.00			1.00
Communications Supervisor	1.00				1.00
Public Safety Dispatchers	10.00	(0.50)			9.50
Public Safety Dispatchers PT (1560)	0.00	0.75			0.75
Public Safety Dispatchers PT (1000)	0.00	1.34			1.34
Records Supervisor	1.00				1.00
Public Safety Records Clerk	1.00				1.00
Office Assistant II - Records	1.75	(0.75)			1.00
Office Assistant I - Records PT (1560)	0.00	0.75			0.75
Office Assistant I - PT (1000)	0.00	1.50			1.50
Technical Services Advisor	0.00	0.63			0.63
Total	77.75	4.72	0.00	2.50	79.97
<u>2400 ANIMAL SHELTER</u>					
Animal Shelter Supervisor	1.00				1.00
Animal Health Technician	1.00				1.00
Animal Shelter Assistant PT (1560)	1.50				1.50
Animal Shelter Assistant PT (1000)	0.00	2.50			2.50
Office Assistant PT (1000)	0.00	0.50			0.50
Summer Camp Coordinator	0.00	0.15			0.15
Summer Camp Assistant	0.00	0.14			0.14
Total	3.50	3.29	0.00	0.00	6.79
Total Public Safety	81.25	8.01	0.00	2.50	86.76
<u>3300 PUBLIC WORKS/GENERAL</u>					
Director of PW & Comm. Services	0.05	(0.05)			(0.00)
Sr. Equipment Mechanic	0.30	0.10			0.40
Equipment Mechanic	0.60	(0.60)			0.00
Instrument Technician	0.00	0.20			0.20
Supervising Maintenance Worker	0.15	(0.10)			0.05
Maintenance Worker I/II	0.65	0.15			0.80
Electrician	0.15	0.05			0.20
Administrative Assistant	0.10	(0.05)			0.05
Total	2.00	(0.30)	0.00	0.00	1.70
<u>3420 PUBLIC WORKS/STREETS</u>					
Director of PW & Comm. Services	0.00	0.05			0.05
Sr. Equipment Mechanic	0.10	(0.10)			(0.00)
Arborist	0.50	0.05			0.55
Electrician	0.15				0.15
General Services Supervisor	0.20	(0.05)			0.15
Supervising Maintenance Worker	0.45	(0.35)			0.10
Maintenance Worker I/II	3.35	0.65			4.00

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
Maintenance Helper	0.00				0.00
Maintenance Worker Trainee	0.10				0.10
Total	4.85	0.25	0.00	0.00	5.10
<u>3910 PUBLIC WORKS/STORM DRAINS</u>					
Director of PW & Comm. Services	0.05				0.05
General Services Supervisor	0.05				0.05
Supervising Maintenance Worker	0.10				0.10
Maintenance Worker Trainee	0.00	0.05			0.05
Maintenanace Worker I/II	0.10	0.30			0.40
Total	0.30	0.35	0.00	0.00	0.65
<u>4001 PUBLIC WORKS/PARKS</u>					
Director of PW & Comm. Services	0.05				0.05
General Services Supervisor	0.40	(0.15)			0.25
Supervising Maintenance Worker	0.35	(0.35)			0.00
Maintenance Worker I/II	3.80	(1.30)			2.50
Maintenance Worker Trainee	0.25	0.20			0.45
Arborist	0.35	0.05			0.40
Electrician	0.10	(0.05)			0.05
Community Services Manager	0.10				0.10
Community Services Supervisor	0.25				0.25
Community Services Coordinator	0.15				0.15
Total	5.80	(1.60)	0.00	0.00	4.20
<u>630 FLEET SERVICES</u>					
Senior Equipment Mechanic	0.00	0.35			0.35
Equipment Mechanic	0.00	0.80			0.80
Administrative Assistant	0.00	0.10			0.10
Total	0.00	1.25	0.00	0.00	1.25
Total Public Works	12.95	(0.05)	0.00	0.00	12.90
<u>5100 RECREATION COMMISSION</u>					
Director of PW & Comm. Services	0.00	0.05			0.05
Recreation Services Manager	0.10	0.15			0.25
Community Services Specialist	0.00	0.05			0.05
General Services Supervisor	0.00	0.05			0.05
Administrativbe Assistant	0.00	0.10			0.10
Total	0.10	0.40	0.00	0.00	0.50
<u>5150 COMMUNITY EVENTS/PROMOTION</u>					
Community Services Manager	0.10	(0.05)			0.05
Community Services Supervisor	0.10				0.10
Community Services Specialist	0.10				0.10
Community Services Coordinator	0.15	(0.05)			0.10
General Services Supervisor	0.00	0.05			0.05
Total	0.45	(0.05)	0.00	0.00	0.40
<u>5400 GOLD RIDGE</u>					
Community Services Manager	0.00	0.05			0.05
Community Services Supervisor	0.00	0.05			0.05
Community Services Coordinator	0.00	0.05			0.05
General Services Supervisor	0.00	0.10			0.10
Maintenance Worker I/II	0.00	0.30			0.30
Total	0.00	0.55	0.00	0.00	0.55
<u>5501 SENIOR CENTER</u>					
Community Services Manager	0.05				0.05
Community Services Specialist	0.85				0.85

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
Maintenance Worker I/II	0.05				0.05
Electrician	0.00				0.00
Senior Equipment Mechanic	0.10				0.10
Total	1.05	0.00	0.00	0.00	1.05
<u>57XX POOLS</u>					
Community Services Manager	0.10				0.10
Senior Pool Manager	0.75				0.75
Community Services Coordinator	0.10				0.10
General Services Supervisor	0.10				0.10
Supervising Maintenance Worker	0.10	(0.10)			0.00
Electrician	0.00	0.10			0.10
Maintenance Worker I/II	0.05	0.25			0.30
Total Pools	1.20	0.25	0.00	0.00	1.45
<u>5810 SPORTS CENTER</u>					
Community Services Manager	0.35	(0.05)			0.30
Recreation Supervisor	0.35	(0.05)			0.30
Community Services Coordinator	0.05				0.05
General Services Supervisor	0.05				0.05
Electrician	0.00	0.05			0.05
Maintenance Worker I/II	0.10				0.10
Maintenance Worker Trainee	0.35	(0.35)			0.00
Recreation Assistant (PT)	2.61	(0.21)			2.40
Custodian (PT)	0.00	0.13			0.13
Total	3.86	(0.48)	0.00	0.00	3.38
<u>5830 COMMUNITY CENTER</u>					
Director of PW & Comm. Services	0.05	(0.05)			0.00
General Services Supervisor	0.05	0.05			0.10
Recreation Supervisor	0.00	0.20			0.20
Electrician	0.00	0.05			0.05
Supervising Maintenance Worker	(0.10)	0.10			0.00
Senior Equipment Mechanic	0.10	(0.10)			0.00
Maintenance Worker I/II	0.10				0.10
Maintenance Worker Helper	0.10	(0.10)			0.00
Maintenance Worker Trainee	0.20	(0.20)			(0.00)
Community Services Manager	0.15	(0.15)			0.00
Community Services Supervisor	0.20	(0.20)			0.00
Community Services Specialist	0.05	(0.05)			(0.00)
Community Services Coordinator	0.50	(0.15)			0.35
Custodian (PT)	0.00	0.13			0.13
Total	1.40	(0.47)	0.00	0.00	0.93
<u>5840 BURTON AVENUE REC CENTER</u>					
Community Services Supervisor	0.05				0.05
Community Services Coordinator	0.10	0.05			0.15
Electrician	0.00	0.05			0.05
Custodian (PT)	0.00	0.05			0.05
Maintenance Worker I/II	0.10				0.10
Total	0.25	0.15	0.00	0.00	0.40
<u>5860 LADYBUG REC CENTER</u>					
Community Services Supervisor	0.05				0.05
Community Services Coordinator	0.00	0.05			0.05
Electrician	0.00	0.05			0.05
Custodian (PT)	0.00	0.05			0.05
Maintenance Worker I/II	0.10				0.10
Total	0.15	0.15	0.00	0.00	0.30

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
<u>6100 GOLF COURSE</u>					
Director of PW & Comm. Services	0.00	0.05			0.05
General Services Supervisor	0.05				0.05
Total	0.05	0.05	0.00	0.00	0.10
<u>6210 PERFORMING ARTS CENTER</u>					
Performing Arts Center Manager	0.85	0.15			1.00
Technical Director	0.75	0.25			1.00
Senior Equipment Mechanic	0.05	(0.05)			0.00
Box Office Manager	0.75				0.75
Theater Technician PT	0.75				0.75
Maintenance Worker I/II	0.00				0.00
Total	3.15	0.35	0.00	0.00	3.50
<u>6216 FREEWAY SIGN</u>					
Performing Arts Center Manager	0.15	(0.15)			0.00
Maintenance Worker I/II	0.25	(0.25)			0.00
Senior Equipment Mechanic	0.05	(0.05)			0.00
Electrician	0.05	(0.05)			0.00
Total	0.50	(0.50)	0.00	0.00	0.00
Total Community Services	12.16	0.40	0.00	0.00	12.56
Total Public Works/Community Services	25.11	0.35	0.00	0.00	25.46
<u>511 WATER</u>					
City Manager	0.34	(0.19)			0.15
Assistant City Manager	0.00	0.15			0.15
City Clerk	0.34	(0.19)			0.15
Finance Director	0.34				0.34
Utility Billing/Revenue Manager	0.04	0.36			0.40
Accounting Supervisor	0.33				0.33
Accountant	0.34				0.34
Payroll Specialist	0.05				0.05
Accounting Technician	0.00	0.25			0.25
Account Specialist II	0.60	(0.03)			0.57
Account Specialist I	0.45				0.45
Purchasing Agent	0.10				0.10
Office Assistant (PT)	1.00				1.00
Director of Development Services	0.12	(0.12)			0.00
Deputy City Engineer	0.05				0.05
Public Works Inspector	0.02				0.02
Sr. Engineering Tech	0.03				0.03
Management Analyst	0.05				0.05
Administrative Assistant	0.49				0.49
GIS Intern	0.00	0.12			0.12
Human Resource Analyst	0.00	0.10			0.10
Human Resource Manager	0.00	0.10			0.10
HR Technician Reg. P/T (75%)	0.00	0.10			0.10
HR Technician Reg. P/T (50%)	0.00	0.10			0.10
Director of PW & Comm. Services	0.35				0.35
Utilities Services Supervisor	0.50	(0.05)			0.45
General Services Supervisor	0.05				0.05
Supervising Maintenance Worker	1.90	(0.10)			1.80
Electrician	0.20	(0.10)			0.10
Maintenance Worker I/II	6.45	0.25			6.70
Maintenance Worker Trainee	0.00	0.20			0.20
Maintenance Helper	0.31	(0.07)			0.24
Administrative Analyst	0.75	(0.05)			0.70
Arborist	0.00	0.05			0.05

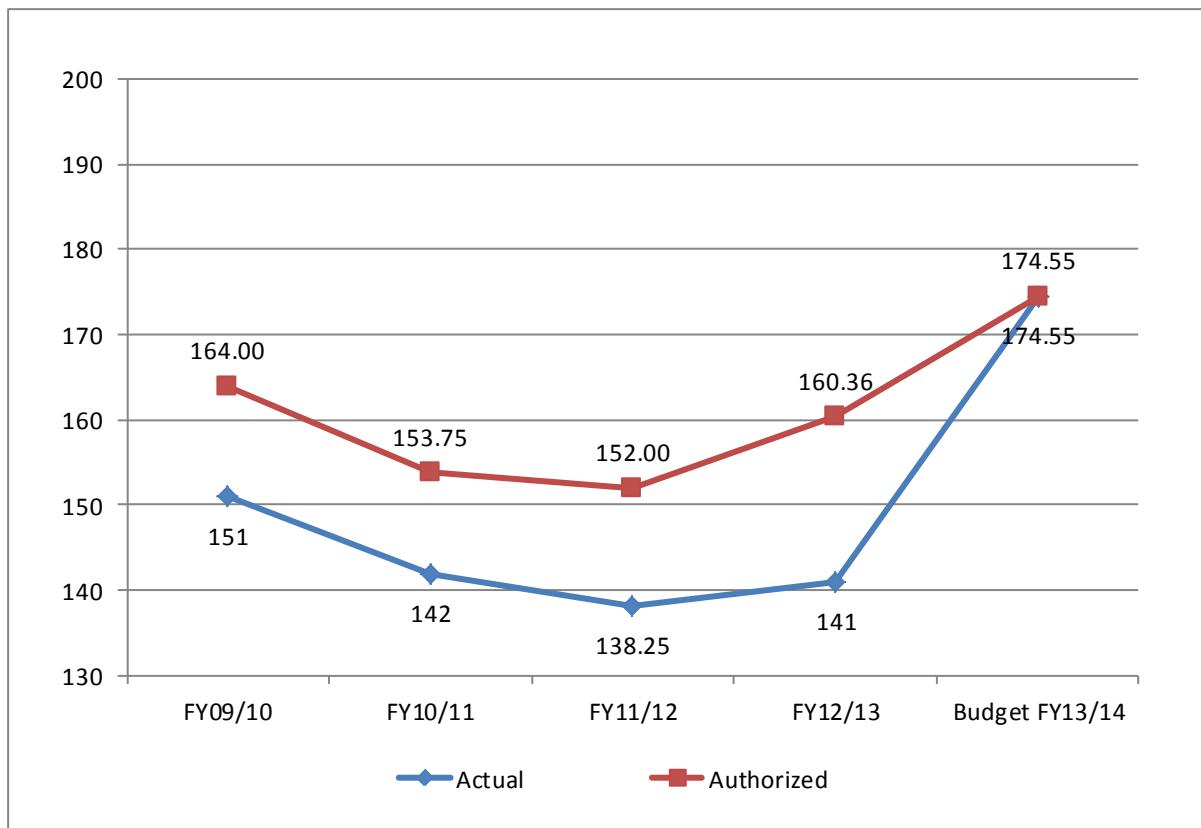
Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
Public Safety Dispatcher	0.25				0.25
Senior Equipment Mechanic	0.10				0.10
Equipment Mechanic	0.10				0.10
Meter Technician	2.00				2.00
Instrument Tech	0.70	(0.20)			0.50
Total Water Maintenance	18.35	0.66	0.00	0.00	19.01
510 SEWER					
City Manager	0.33	(0.18)			0.15
Assistant City Manager	0.00	0.15			0.15
City Clerk	0.33	(0.18)			0.15
Finance Director	0.33				0.33
Utility Billing/Revenue Manager	0.40				0.40
Accounting Supervisor	0.34				0.34
Accountant	0.33				0.33
Payroll Specialist	0.05				0.05
Accounting Technician	0.00	0.30			0.30
Account Specialist II	0.60	(0.03)			0.57
Account Specialist I	0.45				0.45
Purchasing Agent	0.10				0.10
Office Assistant (PT)	1.00				1.00
Director of Development Services	0.12	(0.12)			0.00
Deputy City Engineer	0.05				0.05
Public Works Inspector	0.01				0.01
Sr. Engineering Tech	0.01				0.01
Management Analyst	0.05				0.05
Administrative Assistant	0.57				0.57
GIS Intern	0.00	0.12			0.12
Human Resource Analyst	0.00	0.10			0.10
Human Resource Manager	0.00	0.10			0.10
HR Technician Reg. P/T (75%)	0.00	0.10			0.10
HR Technician Reg. P/T (50%)	0.00	0.10			0.10
Director of PW & Comm. Services	0.35	0.05			0.40
Utilities Services Supervisor	0.55				0.55
General Services Supervisor	0.00	0.05			0.05
Supervising Maintenance Worker	0.85	0.15			1.00
Electrician	0.15	(0.05)			0.10
Maintenance Worker I/II	3.75	(0.40)			3.35
Maintenance Worker Trainee	0.00	0.20			0.20
Administrative Analyst	0.25				0.25
Public Safety Dispatcher	0.25				0.25
Instrument Tech	0.30				0.30
Senior Equipment Mechanic	0.15	(0.10)			0.05
Equipment Mechanic	0.20	(0.10)			0.10
Total Sewer Maintenance	11.87	0.24	0.00	0.00	12.11
7300 REFUSE					
Director of PW & Comm. Services	0.10	(0.10)			0.00
Account Specialist I	0.05	(0.05)			0.00
Total Refuse	0.15	(0.15)	0.00	0.00	0.00
190 RENT APPEALS BOARD					
Economic Development Manager	0.15				0.15
Total	0.15	0.00	0.00	0.00	0.15
PROGRAM BUDGET					
Management Analysts	0.00	0.07	1.00		1.07
Public Safety Officers	0.00		1.00		1.00
Sergeant	0.00		1.00		1.00
Development Services Manager	0.00	0.11			0.11

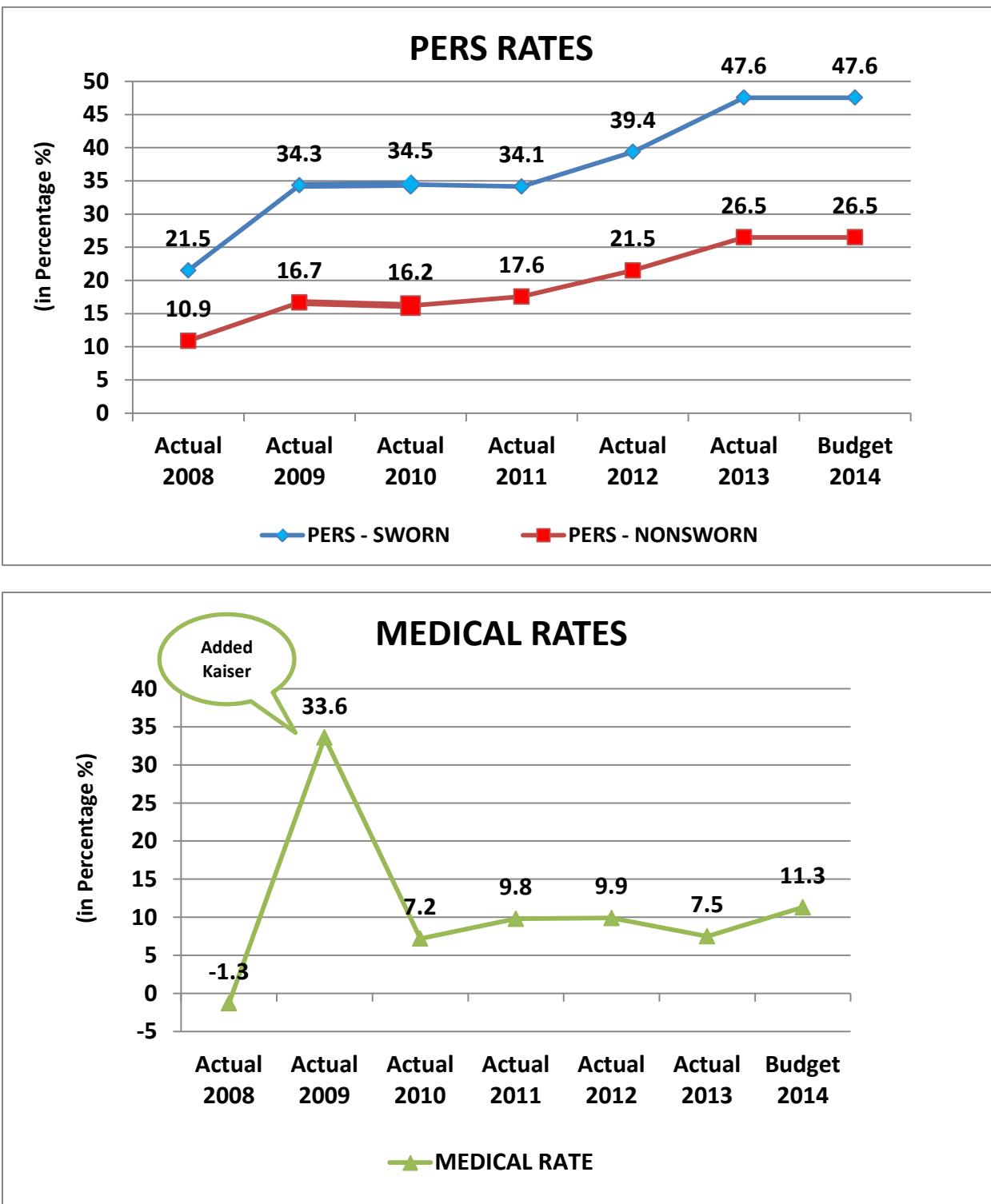
Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/13</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/14</u>
Community Development Assistant	0.00	0.22			0.22
Administrative Assistants	0.00	0.02			0.02
Senior Planner	0.00	0.19			0.19
Maintenance Worker II	0.00		1.00		1.00
Total	0.00	0.61	4.00	0.00	4.61
GRAND TOTAL	160.36	12.04	6.41	4.26	174.55

FTE (Staffing Graph)



PERS & Medical Rates Graph



Sources: PERS Actuarial Report

Appropriations Limit Worksheet For the Year Ending June 30, 2014

Appropriations limit for fiscal year ending June 30, 2013	\$ 42,384,060
Adjustment factors for the fiscal year ending June 30, 2014	
Inflation Factor	1.0512
Population Factor	1.0057
Adjustment Factor	<u>1.05719184</u>
Appropriations limit for fiscal year ending June 30, 2014	<u>\$ 44,808,082</u>

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2013-14 through 2017-18)
FUNDED PROJECTS

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY 12/13 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS				TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2013-14	2014-15	2015-16	2016-17	
CITY FACILITIES										
OF-01	2004-13	Westside Public Safety Station		TBD	57,810	100,000	215,000	5,230,002	0	0
OF-17		Flooding Mitigation - West Side		P. Barnes	0	0	0	0	520,000	\$520,000
OF-33		Southside Fire Station	Public Facilities Fee	TBD	0	0	0	3,640,300	0	\$3,640,300
OF-39	2006-04	Copeland Creek Detention Basin & Steelhead Refuge		P. Barnes	1,009,948	0	2,441,069	0	0	\$3,451,017
OF-50		Northeast Drainage Basin	Public Facilities Fee	TBD	0	0	0	3,897,600	0	\$3,897,600
OF-53	2012-12	Public Safety Main - Roof Replacement & Exterior Improvements	Lease Revenue Bond, Interfund Loan	J. McArthur	170,000	1,127,150	0	0	0	\$1,127,150
OF-54	2012-14	Wooden Street Light Assessment & Replacement	Gas Tax	J. McArthur	3,173	150,000	0	0	0	\$150,000
Total City Facilities						\$1,240,931	\$2,656,069	\$9,127,602	\$520,000	\$17,321,121
PARKS AND RECREATION										
PR-49	2007-19	Trail to Crane Creek Regional Park	Open Space District matching grant	P. Barnes	910	0	453,090	256,000	0	\$709,090
PR-65		Sports Center Locker Room Rehabilitation	Capital Outlay Fund	J. McArthur	0	219,000	0	0	0	\$219,000
Total Parks and Recreation Projects						\$910	\$453,090	\$256,000	\$0	\$709,090
TRANSPORTATION PROJECTS										
TR-25	2010-05	Willard Avenue Widening	Federated Indians of Graton Rancheria JEPAs Developer (NWSP)	P. Barnes	3,929,300	13,000,000	0	0	0	\$13,000,000
TR-26	2007-03	Snyder Lane Widening - Phase 1 (Southwest Blvd. to Medical Ctr Dr.)	Public Facilities Fee, Gas Tax	TBD	53,199	0	3,618,943	0	0	\$3,618,943
										\$3,672,142

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2013-14 through 2017-18)
FUNDED PROJECTS

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY 12/13 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2013-14	2014-15	2015-16	2016-17	2017-18	
TR-27		Snyder Lane Widening - Phase 2	Public Facilities Fee, Gas Tax	TBD	0	0	7,125,236	0	0	\$7,125,236	\$7,125,236
TR-28		Snyder Lane Widening - Phase 3	Public Facilities Fee, Gas Tax	TBD	0	0	0	1,726,751	0	\$1,726,751	\$1,726,751
TR-29	2005-10	Rohrert Park Expressway Widening - East	Public Facilities Fee	TBD	35,045	0	854,223	8,991,918	0	0	\$9,846,141
TR-30	2012-15	Dowdell Avenue (375' N to 750' S of Williford Ave)	Public Facilities Fee	P. Barnes	0	316,020	1,308,075	0	0	\$1,624,095	\$1,624,095
TR-31	2012-08	Dowdell Avenue Widening (750' S of Williford Ave to Business Park Dr)	Public Facilities Fee	P. Barnes	100	0	2,260,262	0	0	\$2,260,262	\$2,260,362
TR-32a	2011-09	Dowdell Avenue ROW Acquisition (Business Park Dr to 850' S)	Public Facilities Fee	R. Pedroncelli	40,000	538,550	0	0	0	\$538,550	\$578,550
TR-32b	2011-11	Dowdell Avenue Construction (Business Park Dr to 850' S)	Public Facilities Fee	P. Barnes	20,000	907,684	0	0	0	\$907,684	\$927,684
TR-34	2011-12	Dowdell Avenue Improvements (850' S of Business Park Dr to Martin Ave)	Public Facilities Fee	P. Barnes	45	1,150,192	0	0	0	\$1,150,192	\$1,150,237
TR-35		Keiser Avenue Improvements	Public Facilities Fee	TBD	0	0	0	7,242,430	0	\$7,242,430	\$7,242,430
TR-49		Bodway Parkway Extension	Public Facilities Fee	TBD	0	0	0	0	2,555,264	\$2,555,264	\$2,555,264
TR-81	2012-01	2013-14 Various Streets Preventive Maintenance	Measure M, Gas Tax, Transportation Fund for Clean Air (TFCA)	P. Barnes	270,000	1,264,000	1,011,000	0	0	\$2,275,000	\$2,545,000
TR-83		Intersection Improvements - Commerce Blvd @ State Farm Drive	Public Facilities Fee	TBD	0	0	0	0	516,567	\$516,567	\$516,567
TR-84		Intersection Improvements - Commerce Blvd @ Southwest Blvd	Public Facilities Fee	TBD	0	0	0	0	521,839	\$521,839	\$521,839

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2013-14 through 2017-18)
FUNDED PROJECTS

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY 12/13 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2013-14	2014-15	2015-16	2016-17	2017-18	
TR-85	2012-03	Intersection Improvnts. Rohnert Park Expy @ Labath & Redwood	Federated Indians of Graton Rancheria JEPA, Developer (NWSP)	P. Barnes	260	419,140	0	0	0	0	\$419,140
TR-87		Intersection Improvements - US 101 NB ramps @ Golf Course/Commerce	Public Facilities Fee	TBD	0	0	0	0	173,000	0	\$173,000
TR-88		Intersection Improvements @ US 101 SB ramps @ Wilfred/Redwood	Public Facilities Fee	TBD	0	0	0	0	173,000	0	\$173,000
TR-89	2011-10	Intersection Improvements - Redwood Dr. @ Business Park Dr.	Federated Indians of Graton Rancheria JEPA, Developer (NWSP)	P. Barnes	7,000	509,567	0	0	0	0	\$509,567
TR-90	2012-09	Various Asphalt Digouts and Repairs	Gas Tax	J. McArthur	0	75,000	0	0	0	0	\$75,000
TR-92	2012-29	Business Park Dr. & Labath Ave. Improvements	Federated Indians of Graton Rancheria JEPA	P. Barnes	1,500	1,000,000	0	0	0	0	\$1,000,000
TR-93		2014 Sidewalk Access Ramps ADA Upgrade	Community Development Block Grant (CDBG), Measure M	R. Pedroncelli	0	98,581	0	0	0	0	\$98,581
TR-94		RPX Sidewalk Ramps ADA Upgrade	Community Development Block Grant (CDBG), Gas Tax	P. Barnes	0	7,000	101,020	0	0	0	\$108,020
TR-95		Rohnert Park Expressway Rehabilitation Tax	Federal (One Bay Area Grant), Gas	P. Barnes	0	350,764	345,000	1,000,864	0	0	\$1,696,628
TR-96		Street Smart Rohnert Park	Federal (One Bay Area Grant), Measure M	P. Barnes	0	10,000	55,735	113,085	638,978	0	\$817,798
TR-97		2017-18 Various Streets Maintenance	Gas Tax, Measure M	P. Barnes	0	0	370,000	1,123,000	861,000	0	\$2,354,000
Total Transportation Projects					\$4,356,449	\$19,646,499	\$9,554,258	\$17,601,103	\$11,077,159	\$4,454,670	\$62,333,689
WATER SYSTEM											
WA-04	2004-08	Water Main Improvement Project	Public Facilities Fee	P. Barnes	161,672	2,295,353	0	0	0	0	\$2,295,353
WA-20	2005-03	Recycled Water System Expansion	Public Facilities Fee	TBD	0	50,000	600,000	0	0	0	\$650,000
WA-27		Commerce Water Line Replacement	Water Utility - Operations Fund	TBD	0	0	340,000	0	0	0	\$340,000

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2013-14 through 2017-18)
FUNDED PROJECTS

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY 12/13 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2013-14	2014-15	2015-16	2016-17	2017-18	
WA-28	2011-03	2011 Water Meter Installation Project	Water Meter Replacement Fund	M. Bracewell	56,119	100,000	260,000	0	0	0	\$416,119
WA-31	2012-13	Well Rehabilitation Program	Water Utility - Operations Fund	M. Bracewell	0	100,000	0	0	100,000	100,000	\$300,000
WA-32		Dry Barrel Fire Hydrant and Hydrant Valve Replacement	Water Utility - Operations Fund	P. Barnes	0	0	0	180,000	180,000	\$360,000	\$360,000
WA-33	2012-10	Well and Tank Site Electrical Building and Grounds Upgrades	Water Utility - Operations Fund	M. Bracewell	0	100,000	0	0	100,000	100,000	\$300,000
WA-34		Water Service Laterals along Eastside Trunk Sewer route	Water Utility - Operations Fund	TBD	0	0	400,000	0	0	0	\$400,000
WA-35	2012-04	Adrian Drive Water System Replacement - Phase 1	Water Utility - Operations Fund	P. Barnes	386,736	682,519	0	0	0	0	\$682,519
WA-36	2012-04	Adrian Drive Water System Replacement - Phase 2	Water Utility - Operations Fund	P. Barnes	0	317,062	951,187	0	0	0	\$1,268,249
Total Water Projects					\$604,527	\$3,594,934	\$1,261,187	\$1,340,000	\$380,000	\$6,956,121	\$7,560,648
WASTEWATER SYSTEM											
WW-08	2011-04	Interceptor Outfall Rehabilitation - Ph. 2 Facilities Fee	2005 Sewer Revenue Bond, Public Facilities Fee	P. Barnes	462,929	0	0	6,218,335	0	0	\$6,681,264
WW-11	2007-02	Eastside Trunk Sewer - Phase 2 (Main Reach)	Public Facilities Fee / Developer advance, Canon Manor Fee	P. Barnes	0	0	10,398,969	0	0	\$10,398,969	\$10,398,969
WW-12		Eastside Trunk Sewer - Phase 2a (South Reach)	Public Facilities Fee / Developer advance, Canon Manor Fees	P. Barnes	0	0	1,035,296	0	0	\$1,035,296	\$1,035,296
WW-15		Inflow and Infiltration Reduction Program	Sewer Utility - Operations Fund	TBD	0	100,000	100,000	100,000	100,000	\$400,000	\$400,000
WW-17		Eastside Trunk Sewer - Phase 3	Public Facilities Fee	P. Barnes	0	0	0	2,851,095	0	0	\$2,851,095
WW-21	101	Replacement of Sewer Pipe Under Hwy	Sewer Utility - Operations Fund	W. Naumann	0	0	0	0	150,000	\$150,000	\$150,000
WW-22	2012-04	Adrian Drive Sewer System Replacement - Phase 1	Sewer Utility - Operations Fund	P. Barnes	386,736	682,519	0	0	0	0	\$682,519
** NOTE: For detailed breakdown of project preconstruction / construction costs for each project, refer to the individual Project Data Sheet.											

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2013-14 through 2017-18)
FUNDED PROJECTS

CIP #	Project #	Project Title	Funding Source	Project manager	ESTIMATED PROJECT COSTS					TOTAL PROJECT ESTIMATED COST (Des. & Const.)
					Project Expenses through FY 12/13 (est/actual, includes prior years)	2013-14	2014-15	2015-16	2016-17	
WW-23	2012-04	Adrian Drive Sewer System Replacement - Phase 2	2005 Sewer Revenue Bond	P. Barnes	0	317,062	951,187	0	0	\$1,268,249
WW-24		Sewer Pipe Lining Project	Sewer Utility - Operations Fund	P. Barnes	0	0	0	500,000	0	\$500,000
Total Wastewater System Projects					\$849,665	\$999,581	\$1,051,187	\$17,752,600	\$3,451,095	\$250,000
TOTAL ALL PROJECTS					\$7,052,482	\$25,618,163	\$14,975,791	\$46,077,305	\$18,548,554	\$5,604,670
									\$110,824,484	\$111,876,966

SPECIAL REVENUE FUNDS
2013-14 ADOPTED BUDGET

	State Gasoline Tax	Measure M Traffic	Prop 1B	Traffic Signals Fee	Capital Outlay Fee	Public Facility Finance Fee	Supplemental Law Enforcement Services	Traffic Congestion Relief (AB2928)	Measure M Fire Benefit Assessment	Mobile Home Rent Appeals Board	Total
REVENUES											
Measure M assessments	\$ 1,032,828	\$ 227,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Intergovernmental	7,589	2,532	2,500	13,482	1,574	4,959	-	-	-	-	1,260,646
Interest and rentals	-	-	-	-	-	20,130	-	-	-	-	32,636
Licenses, permits and fees	-	-	-	-	-	-	-	-	-	-	97,480
Fines, forfeitures and penalties	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total revenues	1,040,417	230,350	2,500	13,482	1,574	25,089	-	-	500,000	77,350	1,890,762
EXPENDITURES											
Current:											
General government	30,031	-	-	-	-	-	-	-	-	77,350	107,381
EXCESS OF REVENUES OVER EXPENDITURES	1,010,386	230,350	2,500	13,482	1,574	25,089	-	-	500,000	-	1,783,381
OTHER FINANCING SOURCES (USES)											
Transfers in											
Transfers out											
Total other financing sources (uses)	(1,903,764)	(417,000)	-	(1,127,150)	-	-	-	-	(500,000)	-	(3,947,914)
NET CHANGE IN FUND BALANCES	(893,378)	(186,650)	2,500	(1,113,668)	1,574	25,089	-	-	(500,000)	-	(2,164,533)
FUND BALANCES (DEFICIT):											
BEGINNING OF THE YEAR	1,683,564	497,109	41	1,761,232	218,827	664,165	9,789	2	11,565	44,973	4,891,267
END OF YEAR	\$ 790,186	\$ 310,459	\$ 2,541	\$ 647,564	\$ 220,401	\$ 689,254	\$ 9,789	2	\$ 11,565	\$ 44,973	\$ 2,726,734

BUDGET AND FISCAL POLICIES

RESERVES

- A. The City shall maintain a General Fund Reserve balance of 10% of total operating expenditures. The purpose of this reserve is to adequately provide for:
 - 1. Economic uncertainties and financial hardships or downturns in the local or national economy.
 - 2. Cash flow requirements
 - 3. Future debt or capital obligations
 - 4. Legal requirements
- B. The City shall maintain a Contingency Reserve of 5% of total operating expenditures to provide adequate capital in the event of a local disaster or unanticipated fiscal crisis.
- C. The City shall maintain a Vehicle and Equipment Replacement Reserve with a minimum balance equivalent to the annual depreciation. The reserve will be funded annually as a charge to each department's operating budget.
- D. The City shall maintain an Infrastructure Reserve balance with a target balance equivalent to the annual depreciation of the existing infrastructure and a minimum balance of 100% of the first year Capital Improvement Plan funding requirements.
- E. The City shall maintain a Reserve for Self-Insured Losses equivalent to 50% of the annual premium plus the average deductible. All insurance refunds will be transferred back to this reserve.
- F. The City shall strive to maintain a reserve balance in the Retired Employee Medical Insurance Reserve sufficient to fund future retiree medical per the retiree medical actuarial study. The City shall pay for all retiree medical costs out of the annual operating budget as a "Pay-as-you go" until the reserve is fully funded.
- G. The City shall maintain a General Fund Endowment Reserve. The source of funding will be from one-time revenue and the use of this reserve is limited to one-time expenditures.
- H. The City shall strive to maintain a Retirement Reserve equivalent to 25% of the annual PERS retirement cost to offset fluctuations in PERS retirement rates.

CAPITAL FINANCING AND DEBT MANAGEMENT

- A. The City will use debt financing only for one-time capital improvement projects. The project's useful life must exceed the term of the financing and the project revenues or source(s) of funding must be sufficient to meet the long-term debt obligation.
- B. Debt financing will not be used for any recurring operating or maintenance expenditures.

CAPITAL FINANCING AND DEBT MANAGEMENT (con't)

- C. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes or developer agreements when the benefit is attributable to a specific user.
- D. The City will seek an investment grade rating of Baa/BBB or greater on all issuances.
- E. The City will maintain compliance with all bond covenants and arbitrage regulations.
- F. The City will provide full disclosure on all financial reports and Official Statements.
- G. The City will conduct periodic reviews of all outstanding debt to determine opportunities for refinancing that provide a net economic benefit.

FINANCIAL REPORTING AND BUDGET ADMINISTRATION

- A. The City shall prepare an annual balanced budget based on the Council's goals and objectives.
- B. The Council shall formally review the City's fiscal condition and amend appropriations if necessary, six months after the beginning of each fiscal year.
- C. City staff will prepare annual financial statements in accordance with generally accepted accounting principles and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.
- D. The City will contract with an independent auditing firm to perform an annual audit of the City's finances. The City will strive to achieve an unqualified auditor's opinion.
- E. The City will issue audited financial statements within 180 days after the fiscal year-end.
- F. City staff will prepare monthly reports for the department managers and a formal quarterly report for the City Manager and City Council.

CITY OF ROHNERT PARK
CITY COUNCIL POLICY



SUBJECT	POLICY NO.	RESO. NO.	EFF. DATE	PAGE
FISCAL POLICY: USE OF RESTRICTED RESERVE FUNDS	415.35	2011-56	6/28/2011	1 OF 1

PURPOSE

The City of Rohnert Park has established a number of Restricted Reserve Funds enabling carryover of funds from year to year, to help meet long-term financial goals. The below policy establishes criteria for use of these Funds, to help ensure consistency in fund allocation and long-term financial sustainability.

POLICY

Effective with the 2011-2012 fiscal year, the City shall establish the following Restricted Reserve Funds:

1. General Fund Reserve
2. Capital Vehicle Replacement
3. Facility Improvements
4. Capital Improvement Infrastructure

Restricted Reserve Funds may be accessed for purposes other than those for which they were established only under extraordinary circumstances, which include:

- Costs related to natural or human-made disasters;
- Costs associated with major and extended economic downturns;
- Needs resulting from significant reductions in State budget allocations; and
- Significant unexpected and unbudgeted operational costs that cannot be met with current General Fund allocations.

The City Manager will first evaluate the City's financial condition and circumstances indicating a possible need to access Restricted Reserve Funds, and make a recommendation to City Council. A four-fifths affirmative vote by City Council is then required prior to use of Restricted Reserve Funds for any purpose other than those for which they were established. Funds shall be replenished at the rate of 50% the following fiscal year and 50% the subsequent fiscal year, unless otherwise determined by City Council.

CITY OF ROHNERT PARK
CITY COUNCIL POLICY



SUBJECT	POLICY NO.	RESO. NO.	EFF. DATE	PAGE
FISCAL POLICY: USE OF RESTRICTED CAPITAL RESERVE FUNDS FOR INFRASTRUCTURE, FACILITIES AND EQUIPMENT, AND USE OF GENERAL FUND SURPLUS	415.36	2011-56	6/28/2011	1 OF 2

PURPOSE

Capital Reserve: Restricted Capital Reserve Fund accounts can be established to accumulate resources for ongoing or future capital expenditures. Capital costs include, e.g., deferred maintenance, streets and landscaping, vehicles, and complex facility projects generally taking more than one fiscal year to complete and/or not part of the City's recurring operations and expenditures.

Reserve accounts help to ensure appropriate infrastructure is in place, costly equipment can be purchased and replaced, and facility construction and rehabilitation completed when needed. Through annual budgeting, capital costs can be managed according to a predetermined priority system that facilitates better planning and integration with the City's operating budget. Project interrelationships can be better recognized, and the timing of projects coordinated to minimize expenditures.

General Fund Surplus: The City at times realizes an operating (General Fund) surplus at fiscal year end, due to cost-cutting measures, revenue in excess of projections, and/or operational modifications. Inconsistent criteria have been applied regarding use of these surpluses.

POLICY

Restricted Capital Reserve Fund accounts may be established for either governmental or enterprise capital purposes; however, the purpose must be stated when the fund is created. Restricted Capital Reserve Fund accounts must originate through a City Council-adopted resolution or ordinance.

Capital projects identified for funding through Restricted Capital Reserve Fund accounts may be financed in whole or part by bond proceeds, notes, or other debt instruments as approved by the City Council, individually by project or through the annual budget process. Restricted Capital Reserve Fund accounts may also be funded through appropriations from any other fund, when consistent with limitations imposed by this and other applicable governmental fiscal policies and procedures, and the City's Municipal Code.

Budgets for projects or equipment identified for funding through Restricted Capital Reserve Fund accounts will be adopted one time, and should include all necessary expenditures. Projects and expenditures will be reviewed on an annual basis in conjunction with the City's regular budget.

CITY OF ROHNERT PARK
CITY COUNCIL POLICY



SUBJECT	POLICY NO.	RESO. NO.	EFF. DATE	PAGE
FISCAL POLICY: USE OF RESTRICTED CAPITAL RESERVE FUNDS FOR INFRASTRUCTURE, FACILITIES AND EQUIPMENT, AND USE OF GENERAL FUND SURPLUS	415.36	2011-56	6/28/2011	2 OF 2

process. At that time, new projects may be added, and projects determined to be less critical or unnecessary may be postponed or deleted, subject to City Council approval.

City Council may authorize use of Restricted Capital Reserve funds for a different purpose at a later date by amending the appropriate resolution or ordinance; however, the funds must still be used for capital purposes.

Transfers from a Restricted Capital Reserve Fund account must be authorized by the City Council through an ordinance or resolution. City Council authorizes a transfer only for a purpose specified in the original resolution or ordinance establishing the fund, or in an amendment to the original resolution or ordinance. The resolution or ordinance should authorize the withdrawal in the form of an appropriation from the reserve fund to another capital fund. Transfers to other funds are the only types of appropriations that may be made to a restricted capital reserve fund, and cannot exceed the amount of available funds in the reserve fund.

The cash balance of Restricted Capital Reserve Fund accounts may be deposited or invested as consistent with the City's Municipal Code and other applicable governmental fiscal policies and procedures.

If, at the close of any fiscal year, an operating (General Fund) surplus exceeds \$500,000, surplus funds are to be allocated as follows:

- 50% to the City's Contingency Fund
- 50% to the City's Restricted Reserve Funds, apportioned as indicated below
 - 20% General Fund
 - 10% Capital Replacement
 - 10% Facility Maintenance
 - 10% Infrastructure

General Fund surpluses below \$500,000 may be distributed to other City funds and accounts at the discretion of the City Manager, in accordance with other financial policies and procedures.

CITY OF ROHNERT PARK
CITY COUNCIL POLICY



SUBJECT	POLICY NO.	RESO. NO.	EFF. DATE	PAGE
FISCAL POLICY:	415.37	2011-56	6/28/2011	
VEHICLE REPLACEMENT				1 OF 2

PURPOSE

The purpose of the Vehicle Replacement Policy is to establish a Vehicle Replacement Fund and criteria for a Vehicle Replacement Schedule, which will ensure vehicles are funded and replaced according to their anticipated lifecycle, reduce maintenance costs, and eliminate reliance on the operating budget and large cash outlays for vehicle purchases.

DEFINITIONS

Depreciation: means the decrease in value due to wear and tear, decay, decline in price, etc.

Capital Replacement Fund: means a plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from long-term work program.

Fleet Manager: means the staff person responsible for managing the repair, replacement and maintenance of the City's vehicle fleet and equipment inventory.

Operating Fund: means a programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include capital improvement projects.

Straight-Line Depreciation: means the depreciation of an asset by a fixed percentage of its original cost based on its estimated life

Vehicle Depreciation Schedule: means the programmatic plan used to calculate the replacement of City vehicles and equipment.

POLICY

The City of Rohnert Park's vehicle replacement and depreciation schedule is maintained by the Department of Public Works and specifically managed by the Director and Fleet Manager.

Vehicle Replacement criteria are determined by anticipated useful service life. Typically, this is based upon the type of vehicle and its usage. A vehicle will be replaced according to these established criteria unless the Department Head(s) and Fleet Manager determine that: 1) mechanical failure or vehicle damage warrants earlier replacement, or 2) the vehicle is still serviceable and may serve additional years beyond its original anticipated service life.

Funding for vehicle replacement shall be incrementally allocated from department operating funds to a restricted capital replacement fund – the Vehicle and Equipment Replacement Fund. Future vehicle replacements will be funded from the Vehicle Replacement Fund, which receives accumulated operating fund transfers based on the Vehicle Depreciation Schedule.

CITY OF ROHNERT PARK
CITY COUNCIL POLICY



SUBJECT	POLICY NO.	RESO. NO.	EFF. DATE	PAGE
FISCAL POLICY:	415.37	2011-56	6/28/2011	
VEHICLE REPLACEMENT				2 OF 2

Funding will consist of an annual set-aside based upon a straight-line depreciation for each vehicle over the course of its lifecycle and budgeted as part of the annual budget development process.

Depreciation fees shall commence the same fiscal year of each new and replacement vehicle purchase. Depreciation expenses shall be expensed from the respective department operating budget and deposited into the Vehicle Replacement Fund. Depreciation expenses shall continue through the service life of the new vehicle and shall cease upon retirement of said vehicle.

Calculating the Annual Set-aside

The annual set-aside is calculated by determining the future value of a vehicle and using straight-line depreciation. This method determines the dollar amount that will be set aside each year throughout the vehicle's lifecycle.

For example, a Crown Victoria costing \$26,000 in 2003 has a useful life of 10 years. It is scheduled to be replaced in 2013 and is estimated to cost approximately \$35,000. The annual set-aside amount for this vehicle would be \$3,500. Funding will be allocated to the Vehicle Replacement Fund each year and will be used to purchase the new vehicle when it reaches the end of its lifecycle.

Retired Vehicles

All replaced vehicles shall be removed from the Vehicle Depreciation Schedule and removed from the active City Fleet. Retired Vehicles shall be disposed of through surplus sale by Resolution of the City Council of the City of Rohnert Park

Surplus Property

Funds received through the resale of any vehicle removed from City services will be deposited in the Vehicle Replacement Fund to help defray unanticipated new vehicle cost increases.

DESCRIPTION OF FUNDS

General Fund: Accounts for all financial resources traditionally associated with governments, which are not required to be accounted for in another fund. The General Fund has no legal restrictions. Revenues generated are used to support city services such as police, fire, streets, parks and recreation.

Enterprise Funds: Consist of Water, Sewer and Refuse Funds:

- The Water Fund accounts for water production to City residents, including, but not limited to operations, maintenance, financing and related debt service, and billing and collections.
- The Sewer Fund accounts for sewage disposal to City residents, including, but not limited to, operations, maintenance, financing and related debt service, and billing and collections.
- The Refuse Fund accounts for service performed by an independent contractor, which the City performs the billing and collections function.

Internal Service Fund: Accounts for the activities of centralized data processing services.

Capital Projects Funds: Accounts for resources used for the acquisition or construction of capital facilities and infrastructure.

Special Revenue Funds: Accounts for revenues derived from specific revenue sources. These funds are required by statute or ordinance to finance particular functions or activities of government.

Community Development Commission Funds: Consist of Capital Projects Fund, Housing Projects Fund and Debt Service Fund:

- The Capital Projects Fund accounts for redevelopment of designated areas within the approved project area of the City.
- Housing Project Fund accounts for 20% of tax increment revenues, which are designated by law to increase or improve low and moderate income housing in the designated areas within the approved project area of the City.
- Debt Service Fund accumulates monies for payment of Tax Allocation Bonds, Certificates of Participation and other indebtedness. Financing is provided by a specific annual property tax increment, as well as lease revenues received from the City.

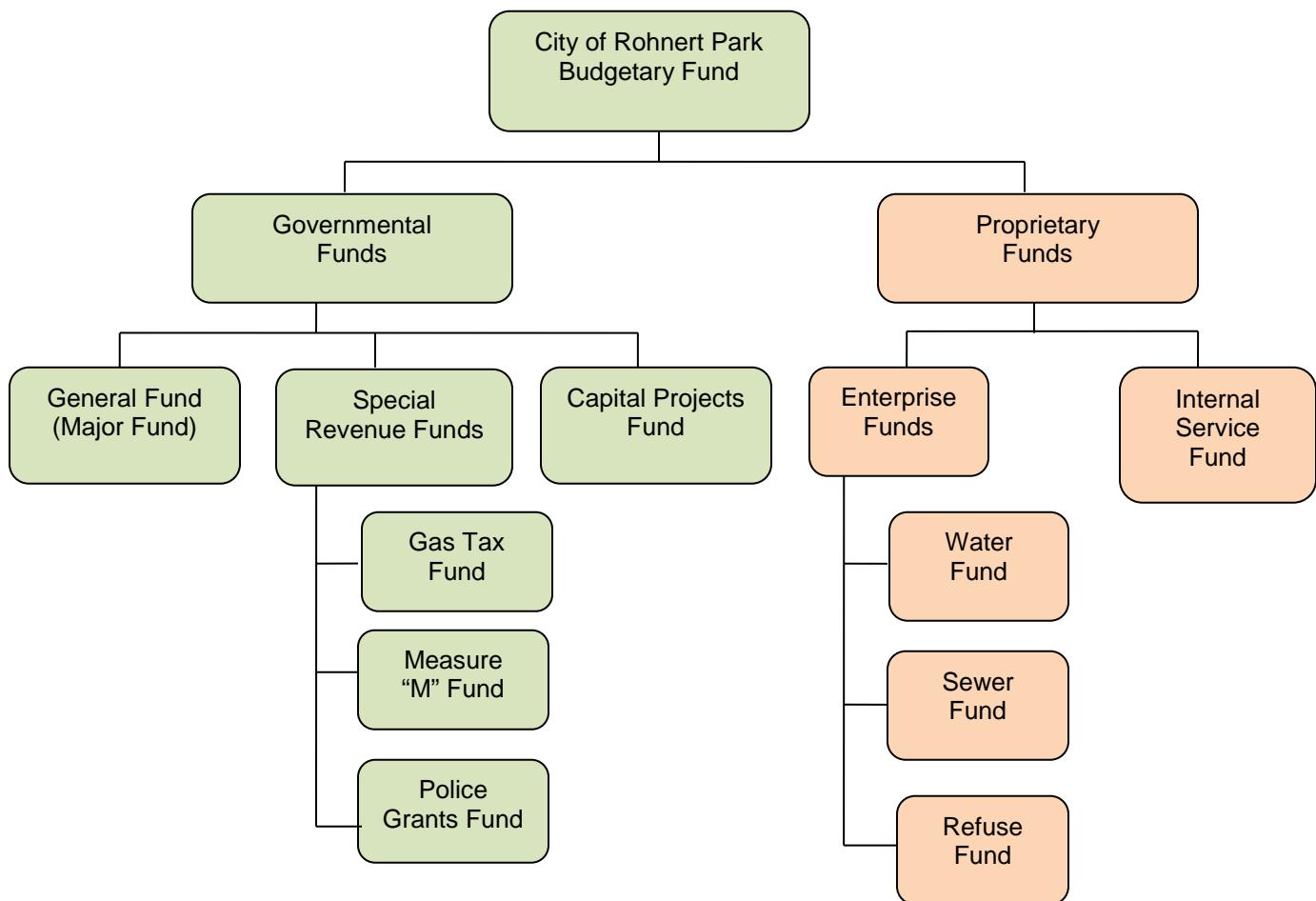
FUND STRUCTURE AND BASIS OF BUDGETING

In accordance with generally accepted principles, the City's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. The City's various funds are structured to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

The basis of accounting used for purposes of financial reporting is in accordance with generally accepted accounting principles (GAAP). The bases for each of the funds are not necessarily the same as the basis used in preparing the budget document. The City of Rohnert Park used the modified accrual basis for budgeting. This basis is the method under which revenues and other financial resources are recognized when they become both "measurable" and available to finance expenditures of the current period. However, reconciling items are presented to convert the respective funds to the accounting basis used for financial reporting.

Budgets are prepared for each fund except the capital projects fund which adopt project-length projects and is effectively controlled at the project level.

Following is a discussion and a graphic presentation of the City's fund structure for budgeting:



FINANCIAL AND BUDGET TERMS

Adopted Budget

Appropriations adopted by the City Council.

Adoption

Formal action by the City Council, which sets the spending path for the fiscal year.

Ad Valorem – a tax based on the value of real estate or personal property. Property ad valorem taxes are the major source of revenue for state and municipal governments.

Appropriation – legal authorization given by the County Commission to make expenditures and incur obligations using County funds.

Assessed Value – the valuation of real property established by the Property Appraiser as a basis for levying taxes.

Bond – a special type of “loan” that provides funding for capital projects. Local governments are prohibited from borrowing funds to cover standard operating expenses.

Core Service

Any service, program, activity or facility that provides value to the community and quality of life to the citizens’ of the City. This includes the maintenance current facilities and existing infrastructure.

Discretionary Service

Services, activities, programs above and beyond mandated and core services that are self-sustained and /or partially subsidized by City funds.

Debt Service Budget –The debt service budget is money used to repay bond issues.

Enterprise Fund – the funding source for county agencies that are self-supporting, such as Port Everglades, Fort Lauderdale-Hollywood International Airport, Broward County’s resource recovery facilities and water and wastewater facilities.

Fiscal Year – the 12-month financial period in which funds are appropriated and accounted for by the County, which begins October 1 and ends September 30 of the following year. A fiscal year is identified by the year in which it ends.

Fund - monies set aside and accounted for separately in order to ensure that the monies are spent for a specific purpose.

Fund Balance - the balance remaining after accounting for all liabilities and revenue incurred during that year, plus the previous year's fund balance. It is calculated at the end of each fiscal year.

FINANCIAL AND BUDGET TERMS

Mandated Service

Required by State, Federal, County law, health and safety code of California, contractual obligations, legal and tort liabilities.

MOU

Memorandum of Understanding. A labor contract pursuant to state, law, the Meyers, Millias and Brown Act, between the City and a labor union or organized group of employees under which all conditions of employment are negotiated.

Operating Budget

A plan of financial operations that provides a basis for the planning, controlling, and evaluating the operational portion of governmental activities. The operating budget supports ongoing services and programs.

Performance Measure – a means used for evaluating programs, for improving decision-making, and for communicating program accomplishments.

Property Tax base – total value of land and property upon which a taxing authority can levy taxes. The tax base is often different from the total property value in any area because some types of property, like schools and government facilities, are exempted from property taxes.

RESOLUTION NO. 2013-100

RESOLUTION OF THE COUNCIL OF THE CITY OF ROHNERT PARK ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF ROHNERT PARK FOR THE 2013-14 FISCAL YEAR PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governments beginning with the 1980-81 fiscal year, based on the 1978-79 appropriations, as adjusted for the changes in the cost of living or per capita personal income, population, and other specified factors; and

WHEREAS, implementing legislation, which became effective January 1, 1981, provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the year pursuant to Article III B at a regularly scheduled meeting or noticed special meeting; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Rohnert Park that:

1. For fiscal year 2013-14, the City of Rohnert Park hereby (a) elects the change in the California Per Capita Income for calculating the inflation factor, and (b) elects the change in the County's population for calculating the population factor, necessary to determine the City's appropriation limit.

2. For fiscal year 2013-14, the total annual appropriations subject to limitation are \$14,188,466 and the appropriations limit is \$44,808,082.

DULY AND REGULARLY ADOPTED this 25th day of June, 2013.



CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST

Joanne M Buerger
Joanne Buerger, City Clerk

AHANOTU: <u>AYE</u>	BELFORTE: <u>AYE</u>	MACKENZIE: <u>AYE</u>	CALLINAN: <u>AYE</u>	STAFFORD: <u>AYE</u>
AYES: (5)	NOES: (0)	ABSENT: (0)	ABSTAIN: (0)	

RESOLUTION NO. 2013-101

RESOLUTION OF THE COUNCIL OF THE CITY OF ROHNERT PARK APPROVING AND ADOPTING THE OPERATING BUDGET FOR THE CITY OF ROHNERT PARK FOR FISCAL YEAR 2013-2014

WHEREAS, the City Manager has heretofore prepared and submitted to the City Council a proposed operating budget for the City of Rohnert Park for the fiscal year 2013-2014; and

WHEREAS, on June 25th, 2013, the City Council has extensively considered the operating budget submitted by the City Manager.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Rohnert Park that the City of Rohnert Park Proposed Operating Budget for Fiscal Year 2013-2014, is hereby approved and adopted as the operating budget for the City of Rohnert Park for fiscal year 2013-2014.

DULY AND REGULARLY ADOPTED this 25th day of June, 2013.



CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST:

JoAnne M Buergler
JoAnne Buergler, City Clerk

AHANOTU: AYE BELFORTE: AYE MACKENZIE: AYE CALLINAN: AYE STAFFORD: AYE
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

RESOLUTION NO. 2013-102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING AND ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) BUDGET FOR FISCAL YEARS 2013-14 THROUGH 2017-18 AND APPROVING PROJECTS FOR FISCAL YEARS 2013-14

WHEREAS, the City's Capital Improvement Program Committee, made up of various City departments, has assembled a slate of proposed capital improvement projects and associated costs covering the period between Fiscal Year 2013-14 and Fiscal Year 2017-18;

WHEREAS, the City of Rohnert Park's General Plan 2000 requires that a Capital Improvement Program be in place as a planning and budgeting tool for the improvement of City facilities and infrastructure, to be reviewed and updated annually;

WHEREAS, this project is categorically exempt from the California Environmental Quality Act, pursuant to the California Code of Regulations Title 14, Chapter 3, Section 15306 (Class 6 – Information Collection);

WHEREAS, City staff and the Rohnert Park Planning Commission have reviewed the Five-Year Capital Improvement Program for Fiscal Years 2013-14 through 2017-18 and recommend its adoption;

WHEREAS, on June 11, 2012, the City Council reviewed and discussed the draft Five-Year Capital Improvement Program for Fiscal Years 2013-14 through 2017-18 and recommended revisions; and

WHEREAS, on June 25, 2013, the City Council reviewed the Five-Year Capital Improvement Program for Fiscal Years 2013-14 through 2017-18 with recommended revisions.

NOW, THEREFORE the City Council of the City of Rohnert Park does hereby resolve, determine, find and order as follows:

Section 1: CIP Adoption. The City Council of the City of Rohnert Park does hereby authorize and adopt the Five-Year Capital Improvement Program for Fiscal Years 2013-14 through 2017-18 and approve projects for Fiscal Year 2013-14 as shown on *Exhibit A*.

Section 2. City Manager Authorization. City Manager is authorized to appropriate and encumber funds for the above-named projects for Fiscal Year 2013-14 as shown in the approved CIP in *Exhibit A*, which is attached hereto and incorporated by this reference.

Section 3. Constitutionality. If any action, subsection, sentence, clause or phrase of this Resolution or the fees levied by this Resolution shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution or the fees levied by this Resolution that can be given effect without the invalid provisions.

DULY AND REGULARLY ADOPTED this 25th day of June, 2013.



CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST:

JoAnne M Buergler
JoAnne Buergler, City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)