

RESOLUTION NO. 2012-77

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING AND ADOPTING THE OPERATING BUDGET
FOR THE CITY OF ROHNERT PARK
FOR FISCAL YEAR 2012-2013**

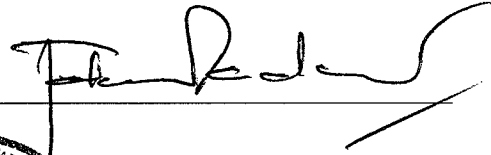
WHEREAS, the City Manager has heretofore prepared and submitted to the City Council a proposed operating budget for the City of Rohnert Park for the fiscal year 2012-2013; and

WHEREAS, on June 12, 2012, 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 2012-2013, a copy of which is attached hereto as Exhibit A and by reference made a part of this resolution, is hereby approved and adopted as the operating budget for the City of Rohnert Park for fiscal year 2012-2013.

DULY AND REGULARLY ADOPTED by the City Council of the City of Rohnert Park this 26th day of June, 2012.

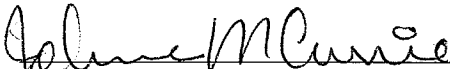
CITY OF ROHNERT PARK



Mayor



ATTEST


City Clerk

AHANOTU: AYE BELFORTE: AYE CALLINAN: Absent STAFFORD: AYE MACKENZIE: AYE
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

City of Rohnert Park

California



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Operating Budget
Fiscal Year 2012 – 2013



CITY OF ROHNERT PARK

ADOPTED OPERATING BUDGET

FISCAL YEAR 2012-13

Submitted to the

CITY COUNCIL

by

Gabriel A. Gonzalez
City Manager

June 26, 2012

CITY OFFICIALS

City Council:

Jake Mackenzie, Mayor

Pam Stafford, Vice-Mayor

Joseph T. Callinan

Gina Belforte

Amy O. Ahanotu

City Staff:

City Manager.....	Gabriel A. Gonzalez
City Attorney.....	Michelle Burke, Williams & Sorensen, LLP
Finance Director.....	Cathy Orme
Director of Public Safety.....	Brian Masterson
Director of Development Services.....	Darrin Jenkins
Director of Public Works and Community Services.....	John McArthur
City Clerk	JoAnne Currie

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

Table of Contents

	<u>Page Number</u>
Introduction	
Budget Message from the City Manager	i - iii
Meet the City Council	iv
Organizational Chart	v
Our Vision, Mission, Values and Goals	vi -x
General Fund	
General Fund Summary	1
General Fund Transfers	2
General Fund Revenue Detail	3-4
General Fund Expenditures Detail	5
Budget in Brief	6-8
Key Revenue Assumptions and Expenditure	9-14
Administration	
City Council Organization Chart	15
City Council Budget Summary	16
City Council Budget Detail	17
City Manager's Office Organization Chart	18
City Manager's Office Budget Summary	19
City Manager's Office Budget Detail	20-24
City Manager's Office Service Model	25-29
Human Resources	
Organization Chart	30
Budget Summary	31
Budget Detail	32-33
Service Model	34-35
Rent Appeals Board Budget	
Budget Summary	36
Budget Detail	37
Finance	
Organization Chart	38
Budget Summary	39
Budget Detail	40-42
Service Model	43-45
Information Systems	
Organization Chart	46
Budget Summary	47
Budget Detail	48-50
Service Model	51-53
Development Services	
Organization Chart	54
Budget Summary	55
Budget Detail	56-64
Service Model	65-67

Table of Contents

Public Safety	
Organization Chart	68
Budget Summary	69
Budget Detail	70-83
Service Model	84-88
Animal Services	
Organization Chart	89
Budget Summary	90
Budget Detail	91-93
Service Model	94-95
Public Works	
Organization Chart	96
Budget Summary	97
Budget Detail	98-127
Service Model	128-140
Community Services	
Organization Chart	141
Budget Summary	142-143
Budget Detail	144-176
Other	
City Hall Building Budget Detail	177
City Hall Annex Budget Detail	178
Retirees Medical Benefits Budget Detail	179
Fees & Debt Service Budget Detail (aka Non-Departmental)	180-182
Property Tax Administration	183
Water Fund	
Budget Summary	184
Budget Detail	185-198
Sewer Fund	
Budget Summary	199
Budget Detail	200-210
Refuse Fund	
Budget Summary	211
Budget Detail	212-213
Financial and Statistical Tables	
FTE Staffing Level	214
Authorized Positions by Department	215-220
FTE Staffing Level Chart	221
Cost of Pension & Health-Chart	222
Appropriations Limit Worksheet	223
Capital Improvement Plan (CIP)	
Funded Projects Detail	224-228
Policies and Objectives	
Fiscal Policies	229-235
Description of Funds	236
Fund Structure and Basis of Budgeting	237
Glossary	
Financial and Budget Terms	238-239
Budget Adoption Resolutions	240-242

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 City Council
FROM: Gabriel A. Gonzalez, City Manager
DATE: June 18, 2012
RE: Annual Operating Budget FY 2012/13

INTRODUCTION

The proposed FY 2012-13 Operating Budget is herein presented. My staff and I are pleased to present an operating budget that is reflective of the fruits of our labor. Since FY 2009, we have reduced our general fund spending from \$33 million to \$26 million this year. Both at policy and operational levels, the City has had to change the way we do business in order to adapt to the current economic environment and in so doing have redesigned ourselves to be more efficient and to deliver City services more effectively.

From a budgetary stance we have overcome a mountainous wall of financial challenges in a relative short time frame; however, our job is not yet done. After what we have been through we should ask ourselves, did our organization just survive or did it get stronger? I'd like to believe that we got stronger. Three reasons:

1. Both at policy and operational levels we have faced our budget problems head-on. We recognized that a drastic situation requires drastic measures.
2. We are proactive; we anticipate problems and obstacles and we develop countermeasures.
3. We have demonstrated leadership by making the hard decisions in the best interest of our community, organization, and employees.

Even though the past few years have been challenging, the economy is showing signs of slow recovery. The City of Rohnert Park took actions to control and reduce costs. Last year staff came back at midyear with an amended budget for adoption that incorporated employee negotiations. One of the largest employee concessions was to pay their full portion of their Public Employee Retirement System (PERS) contribution.

This year's budget reflects not only a full year of employee paid contributions, but it has also absorbed the loss of the Redevelopment Agency's recharge and the change of the former recharge system to a direct cost allocation system. In utilizing the premise of "living within our means," the City is controlling costs by evaluating operations on a cash basis. Further, the General Fund revenues were conservatively projected, did not use one time revenue streams, or the sale of assets.

APPROACH TO BUDGET FY 2012-13

The fiscal year 2012-2013 budget not only raises the bar to a new level but also aligns City resources with the City's Strategic Plan. The overall spending plan is consistent with the four long-term goals of the City:

- Goal A: Practice participative leadership at all levels.
- Goal B: Achieve and maintain financial stability.
- Goal C: Ensure the effective delivery of public services.
- Goal D: Continue to develop a vibrant community.

With this clear long-term vision, we expanded the service model budget and Department Directors were asked to build their budgets using the principles of Zero-Based Budgeting (ZBB). This format increased transparency and accountability to the budget process.

ZBB was introduced by the federal government in the 1970s under the Carter administration. The principle is that budgets are built from the ground up, starting at zero and each appropriation request must be justified. Using this format we prepared a budget that does not include cuts but flat spending, forcing departments to absorb cost increases by holding staff and program expenses level

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

Efficiencies between departments were evaluated and leveraging City resources with other agencies and organizations were considered. Each department assessed their organizational functions and when practical, sought new methods to enhance their service delivery models. When performing this task, operational needs/services were prioritized pursuant to the City's Strategic Plan and department budgets were developed around those goals and strategies.

Another change is that the City moved away from the former recharge method and moved towards a direct-cost allocation system. Utilizing a direct cost allocation system in the budget process will improve the City's ability to project actual costs in each department. In the past, some of these costs have been absorbed in a non-departmental category and other departments, such as Dues and Subscriptions, Worker's Compensation, Liability Insurance, Self-insured Losses and Educational Reimbursement. Moving forward, our Finance Director will analyze the actual and historical trends of expenses and allocate the budget accordingly.

PROPOSED GENERAL FUND ANNUAL OPERATING BUDGET FY 12-13

The budget totals \$55 million for the upcoming fiscal year including the General Fund, and all Enterprise Funds. The City's General Fund deficit for FY 2013 is approximately \$2.5 million dollars and this deficit will be covered by cash on hand to bring in a balanced budget. The cost-allocation system is a work in progress and has not accounted for overhead costs and facility costs, therefore a mid-year adjustment will be made.

Typically this section of the budget memo would include a more detailed budget analysis of the General Fund; however, we determined this analysis should be incorporated into the budget document (refer to tab General Fund - Key Revenue Assumptions and Expenditure, page 9)

CONCLUSION

The long-term goal of the City is to create a sustainable balanced budget in which revenues are sufficient to pay for expenditures and we have a budget surplus to fund the City's unfunded liabilities and infrastructure needs that presently are being deferred each budget year. With each budget year, we have continued to build upon our long-term financial recovery foundation and I believe that if we stay the course and work together - City Council, employees and the community - we can achieve our goal.

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

Respectfully submitted,



Gabriel A. Gonzalez, ICMA-CM
City Manager

MEET THE CITY COUNCIL



Jake Mackenzie, Mayor
Term Expires: December 2012



Pam Stafford, Vice Mayor
Term Expires: December 2014



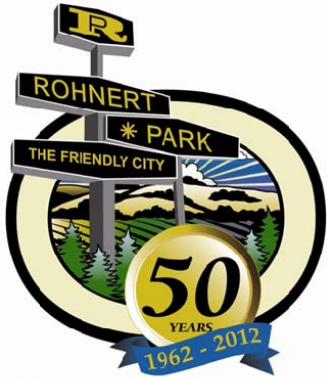
Amy O. Ahanotu, Council Member
Term Expires: December 2014



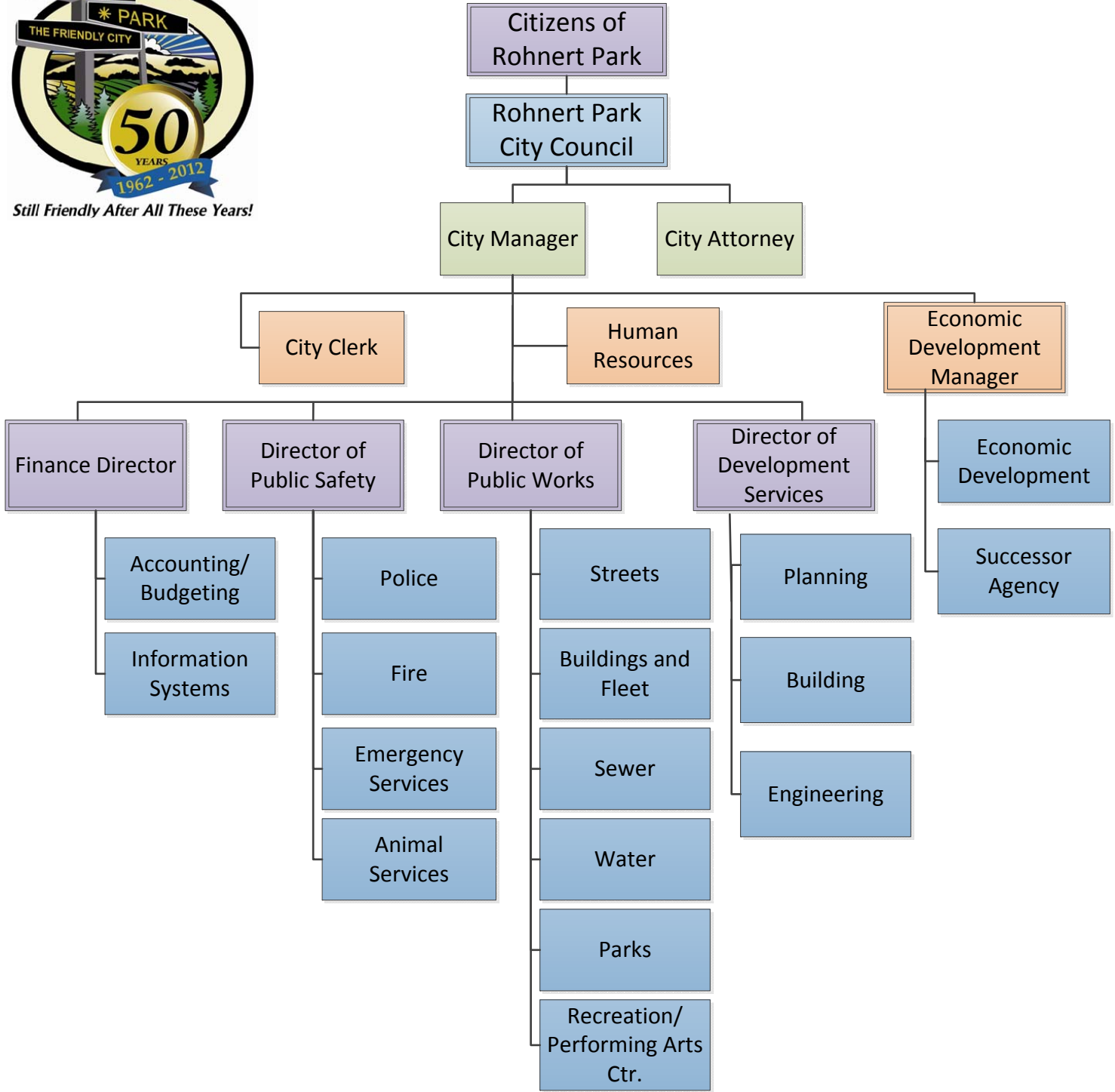
Gina Belforte, Council Member
Term Expires: December 2012



Joseph T. Callinan, Council Member
Term Expires: December 2012



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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

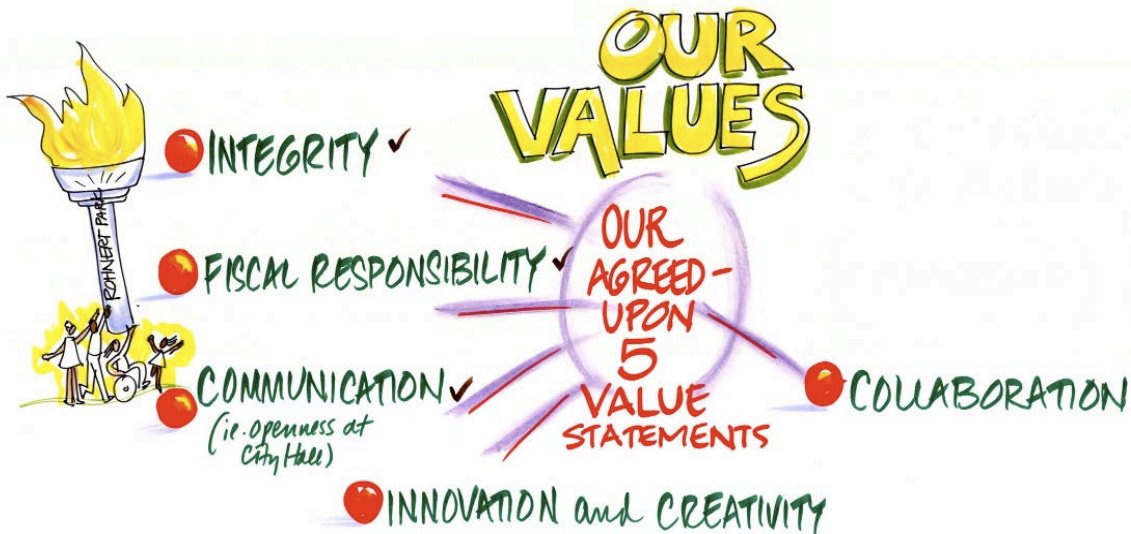
OUR MISSION

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

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

	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INC/(DEC) 2011-12 AMENDED
REVENUE				
Property Taxes	\$ 2,679,110	\$ 2,402,000	\$ 2,662,411	\$ 260,411
Measure E	2,030,706	2,400,000	2,600,000	200,000
Sales and Other Taxes	9,523,792	9,302,902	9,603,587	300,685
Licenses and Permits	827,022	795,000	855,500	60,500
Fines & Forfeitures	146,940	160,500	158,130	(2,370)
Interest and Rents	887,721	1,114,250	785,705	(328,545)
Intergovernmental	3,393,688	3,098,000	3,192,406	94,406
Charges for Current Services	617,665	591,320	544,000	(47,320)
Community Services Fees	1,481,095	1,583,200	1,630,000	46,800
Sale of Property	-	-	-	-
Miscellaneous	466,579	100,000	109,370	9,370
TOTAL REVENUE	\$ 22,054,318	\$ 21,547,172	\$ 22,141,109	\$ 593,937
EXPENSE				
Administration	\$ 1,680,826	\$ 1,771,455	\$ 1,621,701	\$ (149,754)
Finance	1,116,526	1,122,219	524,926	(597,293)
Information Systems	510,659	573,706	744,573	170,867
Development Services	906,860	936,789	1,054,267	117,478
Rent Appeals Board	130,252	25,642	43,697	18,055
Police & Fire	14,334,307 ^{a)}	14,805,691	14,803,414	(2,277)
Animal Services	402,221 ^{a)}	427,676	427,603	(73)
Public Works	1,697,519 ^{a)}	1,918,568	2,200,583	282,015
Community Services	2,249,630 ^{a)}	2,008,027	2,209,606	201,579
Retiree Medical	1,581,567	1,632,348	1,715,253	82,905
Fees & Debt Service (aka Non Departmental)	2,359,970	1,157,314	817,395	(339,919)
TOTAL EXPENSE	\$ 26,970,337	\$ 26,379,435	\$ 26,163,018	\$ (216,417)
Transfer In from Other Funds	\$ 4,168,591	\$ 4,608,045	\$ 1,543,989	\$ (3,064,056)
Transfers Out to Other Funds	(120,000)	(109,500)	(109,500)	-
TOTAL TRANSFERS	\$ 4,048,591	\$ 4,498,545	\$ 1,434,489	\$ (3,064,056)
NET CHANGE IN FUND BALANCE	\$ (867,428)	\$ (333,718)	\$ (2,587,420)	\$ (2,253,702)

a) Net Change remains unchanged. Only correction of actual expenses to the respective department

GENERAL FUND - TRANSFERS

	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$INC/(DEC) 2011-12 AMENDED
OTHER SOURCES (USES):			
From Gas Tax Fund	306,000	306,000	-
From Rent Appeals Board Fund	23,500	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	(20,000)
From SLESF (AB 3229) Fund	100,000	100,000	-
From General Plan Maintenance Fee	65,000	20,000	a) (45,000)
From Traffic Safety Fund	135,000	180,000	b) 45,000
From CDC Housing/Project Fund	9,285	-	(9,285)
From Water Operating Fund	145,000	-	c) (145,000)
From Sewer Operating Fund	79,000	-	c) (79,000)
Transfer from Water Operation	1,072,200	-	d) (1,072,200)
Transfer from Sewer Operation	714,800	-	d) (714,800)
Transfer from Community Dev. Commission/Housing	607,380	-	d) (607,380)
Transfer from Community Dev. Commission/Projects	607,380	-	d) (607,380)
Transfer from Refuse Enterprise Fund	300,000	389,489	89,489
To Vehicle Abatement Fund	(20,000)	-	20,000
To General Plan Maintenance Fee	(1,500)	-	1,500
To Traffic Safety Fund	(80,000)	-	80,000
Total other sources (uses)	4,608,045	1,543,989	(3,064,056)
Transfer of Debt Service	(109,500)	(109,500)	-
TOTAL TRANSFERS	4,498,545	1,434,489	(3,064,056)

a) Development Services

b) To purchase (4) Police Patrols vehicles

c) Transfer to Retiree Medical to Trust Fund

d) No Longer exist

GENERAL FUND REVENUES

REVENUES	2011-12 ESTIMATED ACTUAL	2011-12 BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE (DECREASE)	% INCR/ (DECR)
Property Taxes					
Property Taxes-Secured	\$ 2,552,676	\$ 2,215,000	\$ 2,475,411	\$ 260,411	11.8%
Property Taxes-Unsecured	147,097	145,000	145,000	-	0.0%
H.O.P.T.R.	42,110	42,000	42,000	-	0.0%
Total Property Taxes	2,741,883	2,402,000	2,662,411	260,411	10.8%
Other Taxes					
Real Property Transfer Tax	\$ 89,325	\$ 65,000	\$ 75,000	\$ 10,000	15.4%
Sales and Use Tax	4,273,297	4,548,233	4,796,081	247,848	5.4%
Measure E	2,654,915	2,400,000	2,600,000	200,000	8.3%
Sales Tax In Lieu	1,566,343	1,579,669	1,602,506	22,837	1.4%
Transient Occupancy Tax	1,758,945	1,700,000	1,700,000	-	0.0%
Franchises					
P.G. & E.	384,524	360,000	370,000	10,000	2.8%
Comcast Cable TV	481,799	490,000	470,000	(20,000)	-4.1%
Refuse Franchise Fee	592,806	560,000	590,000	30,000	5.4%
Total Other Taxes	11,801,954	11,702,902	12,203,587	500,685	4.3%
Licenses and Permits					
Business Licenses	\$ 570,691	\$ 484,000	\$ 478,000	\$ (6,000)	-1.2%
Animal Licenses	69,179	65,000	65,000	-	0.0%
Building Permits	240,168	150,000	220,500	70,500	47.0%
Plan Check Fees	93,032	96,000	92,000	(4,000)	-4.2%
Total License & Permits	973,070	795,000	855,500	60,500	7.6%
Fines, Forfeits & Penalties					
Vehicle Code Fines	\$ 86,529	\$ 80,000	\$ 90,000	10,000	12.5%
Parking Fines	50,886	60,000	52,000	(8,000)	-13.3%
Impound Fees	12,324	17,000	12,000	(5,000)	-29.4%
Other Court Fines	6,114	3,500	4,130	630	18.0%
Total Fines, Forfeits & Pen.	155,853	160,500	158,130	(2,370)	-1.5%
Rev from Use of Money & Property					
Investment Earnings	\$ 108,500	\$ 400,000	\$ 120,000	\$ (280,000)	-70.0%
Rent: Golf Courses	175,000	175,000	175,000	-	0.0%
Message Center Lease	-	48,000	-	(48,000)	100.0%
Rent: Billboard Land Lease	9,428	10,000	9,580	(420)	-4.2%
Rent: Land N. of Big 4 Rents	4,457	4,350	4,350	-	0.0%
Lease: Main Station Cell Towers	197,942	193,000	200,000	7,000	3.6%
CDC Land Leases	241,000	241,000	241,000	-	0.0%
Rent: Royal Coach Chevron	9,810	9,700	9,700	-	0.0%
Rent: OADS Community Center	-	500	-	(500)	-100.0%
Rent: OADS Annex	29,400	29,400	22,650	(6,750)	-23.0%
Rent: Alternative Ed. School	5,019	3,300	3,425	125	3.8%
Total Rev Use of Money & Prop.	780,557	1,114,250	785,705	(328,545)	-29.5%
Rev from Other Agencies					
State Motor Veh In Lieu	\$ 217,884	\$ 114,000	\$ 200,000	\$ 86,000	75.4%
Property Tax in-leiu of VLF	2,701,406	2,700,000	2,701,406	1,406	0.1%
Public Safety Augment. Fund	202,320	185,000	190,000	5,000	2.7%
Grants: General Fund	219,263	59,000	61,000	2,000	3.4%
P.O.S.T. Reimbursements	39,568	40,000	40,000	-	0.0%
Misc. Other Revenues	-	-	-	-	0.0%
Total Rev Other Agencies	3,380,441	3,098,000	3,192,406	94,406	3.0%

GENERAL FUND REVENUES

REVENUES	2011-12 ESTIMATED ACTUAL	2011-12 BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE (DECREASE)	% INCR/ (DECR)
Charges for Current Services					
Zoning & Subdivision Fees	\$ 71,359	\$ 93,000	\$ 70,000	\$ (23,000)	-24.7%
General Plan Maintenance Fee	375	1,500	-	(1,500)	-100.0%
Plan Review Fee	14,655	12,500	14,000	1,500	100.0%
Sale of Maps, Etc.	975	950	1,000	50	5.3%
Special Public Safety Serv.	46,127	55,000	40,000	(15,000)	-27.3%
Fire Company Inspection Fee	222,985	200,000	200,000	-	0.0%
Vehicle Abatement Revenue	37,542	20,000	20,000	-	0.0%
Animal Shelter Fees	59,971	65,000	65,000	-	0.0%
Alcohol Education Fee	25,325	25,000	25,000	-	0.0%
Engineering Fees	107,873	110,000	110,000	-	0.0%
Sub-Total Chgs. For Curr Svc.	587,187	582,950	545,000	(37,950)	-6.5%
Recreation Related Income					
Sports Center	\$ 413,824	\$ 579,400	\$ 574,500	\$ (4,900)	-0.8%
Swimming Pools	104,241	145,500	137,500	(8,000)	-5.5%
Community Events	43,340	76,000	60,000	(16,000)	-21.1%
R.P. Comm Cntr Rentals	220,083	290,000	290,000	-	0.0%
Burton Ave Center Rentals	27,262	28,000	51,000	23,000	82.1%
Ladybug Rec Building	8,055	8,500	9,000	500	5.9%
Senior Center	73,248	128,000	76,000	(52,000)	-40.6%
Field Rentals	-	21,000	-	(21,000)	100.0%
Scout Hut	30	-	-	-	0.0%
Total Recreation Income	890,083	1,276,400	1,198,000	(78,400)	-6.1%
Performing Arts Center					
Performing Arts Center	\$ 282,061	\$ 282,800	\$ 357,000	\$ 74,200	26.2%
PAC Sign Rental Revenue	36,264	24,000	75,000	51,000	212.5%
Library Landscape Maint.	8,370	8,370	8,370	-	0.0%
Total Charges Current Services	1,803,965	2,174,520	2,183,370	(42,150)	-1.9%
Miscellaneous Income/Donations	\$ 84,450	\$ 100,000	\$ 100,000	-	0.0%
Total General Fund Revenues	\$ 21,722,173	\$ 21,547,172	\$ 22,141,109	\$ 542,937	2.5%

GENERAL FUND EXPENDITURES

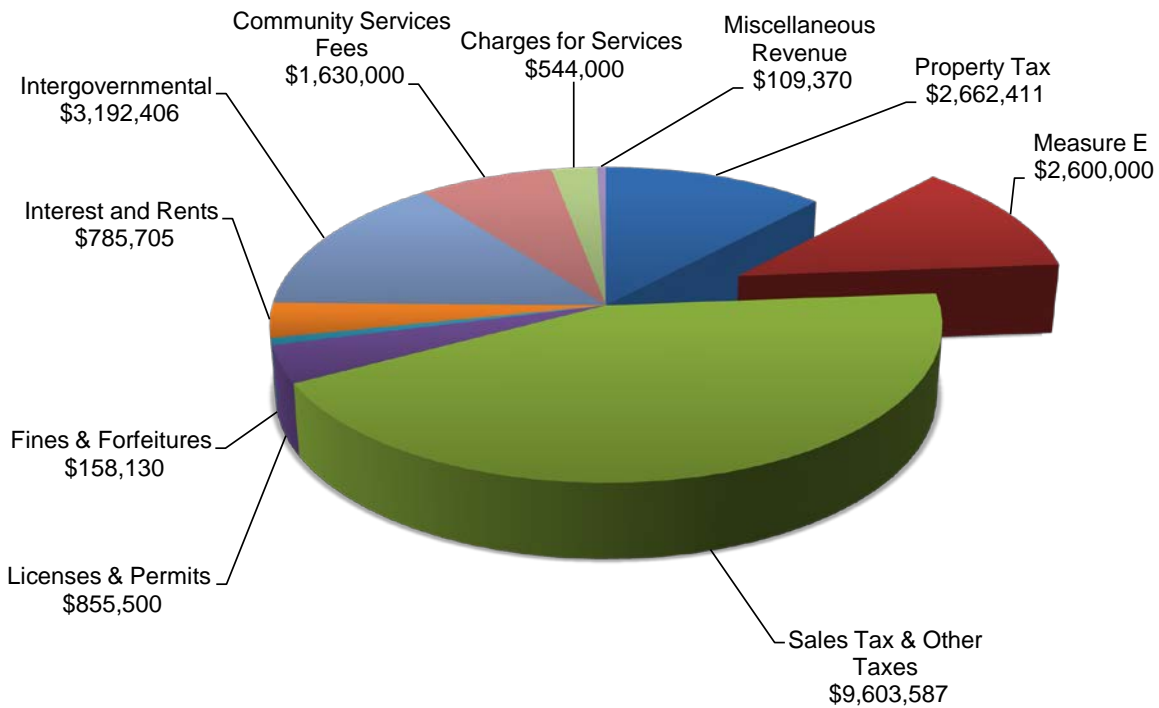
CATEGORY/DEPT.	2011-12 ESTIMATED ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE (DECREASE)	% CHANGE
GENERAL GOVERNMENT					
City Council	\$ 62,933	\$ 75,291	\$ 76,492	\$ 1,201	1.6%
City Administration	548,918	861,347	734,374	(126,973)	-14.7%
Finance & Accounting	1,026,955	1,122,219	524,926	(597,293)	-53.2%
Information Systems	514,687	573,706	744,573	170,867	29.8%
Legal Services	447,024	425,000	425,000	-	0.0%
Development Services	873,866	936,789	1,054,267	117,478	12.5%
Human Resource	349,406	409,817	385,835	(23,982)	-5.9%
Rent Appeals Board	54,127	25,642	43,697	18,055	70.4%
City Office Building	318,578	518,981	558,330	a) 39,349	7.6%
City Office Annex	22,542	45,349	45,365	a) 16	0.0%
General Gov't-Non Dept.	1,666,470	367,927	104,200	a) (263,727)	-71.7%
Retired Empl. Benefits	1,521,972	1,632,348	1,715,253	82,905	5.1%
General Gov't-Non Dept.(T/O)	595,306	225,057	109,500	a) (115,557)	-51.3%
TOTAL GENERAL GOVERNMENT	8,002,782	7,219,473	6,521,812	(697,661)	-9.7%
PUBLIC SAFETY					
Police/Fire Personnel	\$ 10,864,446	\$11,878,735	\$12,407,229	\$ 528,494	4.4%
Police Protection	978,863	2,155,619	1,816,607	(339,012)	-15.7%
Fire Protection	102,209	227,710	305,400	77,690	34.1%
Fire Prevention	187,044	229,429	-	(229,429)	-100.0%
Animal Control	310,693	379,002	394,303	15,301	4.0%
Animal Shelter	44,443	48,674	33,300	(15,374)	-31.6%
Public Safety Bldg. Main	163,212	256,077	214,876	(41,201)	-16.1%
Public Safety Bldg. North	16,934	25,291	22,346	(2,945)	-11.6%
Public Safety Bldg. South	5,045	13,830	11,356	(2,474)	-17.9%
Civil Preparedness/Haz Mat	32	4,000	4,000	-	0.0%
Sexual Assault Examinations	17,673	15,000	21,600	6,600	44.0%
Booking Fees/County	(14,296)	-	-	-	0.0%
TOTAL PUBLIC SAFETY	12,676,297	15,233,367	15,231,017	(2,350)	0.0%
PUBLIC WORKS/PARKS					
General	\$ 308,766	\$ 372,560	\$ 374,961	\$ 2,401	0.6%
Maintenance of Streets & Bikeways	727,701	662,288	826,404	164,116	24.8%
Storm Drains & Drainage	118,365	95,133	89,770	(5,363)	-5.6%
School Grounds	130	-	-	-	0.0%
Park Maintenance	331,844	378,918	909,448	530,530	140.0%
Park Landscape	453,953	409,669	-	(409,669)	-100.0%
TOTAL PUBLIC WORKS/PARKS	1,940,759	1,918,568	2,200,583	282,015	14.7%
RECREATION					
Recreation Commission	\$ 19,258	\$ 19,955	\$ 13,986	\$ (5,969)	-29.9%
Community Events	118,655	93,764	83,320	(10,444)	-11.1%
Senior Citizen Center	146,956	196,626	178,881	(17,745)	-9.0%
Benecia Pool	73,459	90,085	95,757	5,672	6.3%
Honeybee Pool	197,335	193,610	208,468	14,858	7.7%
Magnolia Pool	9,478	24,388	16,461	(7,927)	-32.5%
Sports Center	411,001	495,487	524,276	28,789	5.8%
Comm. Center Compl. Gr.	147	-	-	-	0.0%
R.P. Community Center	337,252	382,302	403,610	21,308	5.6%
Burton Ave. Rec. Center	37,273	38,316	48,833	10,517	27.4%
Benecia Youth Center	1,033	1,500	1,100	(400)	-26.7%
Ladybug Rec. Bldg.	9,639	10,384	15,390	5,006	48.2%
Scout Hut	134	-	500	500	100.0%
Golf Course	6,388	6,591	6,893	302	100.0%
Performing Arts Center	575,910	455,019	612,131	157,112	34.5%
TOTAL RECREATION	1,943,917	2,008,027	2,209,606	201,579	10.0%
TOTAL ALL DEPARTMENTS	24,563,756	26,379,435	26,163,018	(216,417)	-0.8%

a) Total to General Fund Summary page line Fees & Debt Service (aka Non Departmental)

2012/13 General Fund Revenue Budget in Brief

Where does the City's Money Come From?

Revenue Summary	2011/12 Amended Budget	2012/13 Adopted Budget	Increase (Decrease)	% Change
Property Tax	\$ 2,402,000	\$ 2,662,411	\$ 260,411	10.8%
Measure E	\$ 2,400,000	\$ 2,600,000	\$ 200,000	8.3%
Sales Tax & Other Taxes	\$ 9,302,902	\$ 9,603,587	\$ 300,685	3.2%
Licenses & Permits	\$ 795,000	\$ 855,500	\$ 60,500	7.6%
Fines & Forfeitures	\$ 160,500	\$ 158,130	\$ (2,370)	-1.5%
Interest and Rents	\$ 1,114,250	\$ 785,705	\$ (328,545)	-29.5%
Intergovernmental	\$ 3,098,000	\$ 3,192,406	\$ 94,406	3.0%
Community Services Fees	\$ 1,583,200	\$ 1,630,000	\$ 46,800	3.0%
Charges for Services	\$ 591,320	\$ 544,000	\$ (47,320)	-8.0%
Miscellaneous Revenue	\$ 100,000	\$ 109,370	\$ 9,370	9.4%
TOTAL REVENUES	\$ 21,547,172	\$ 22,141,109	\$ 593,937	2.8%



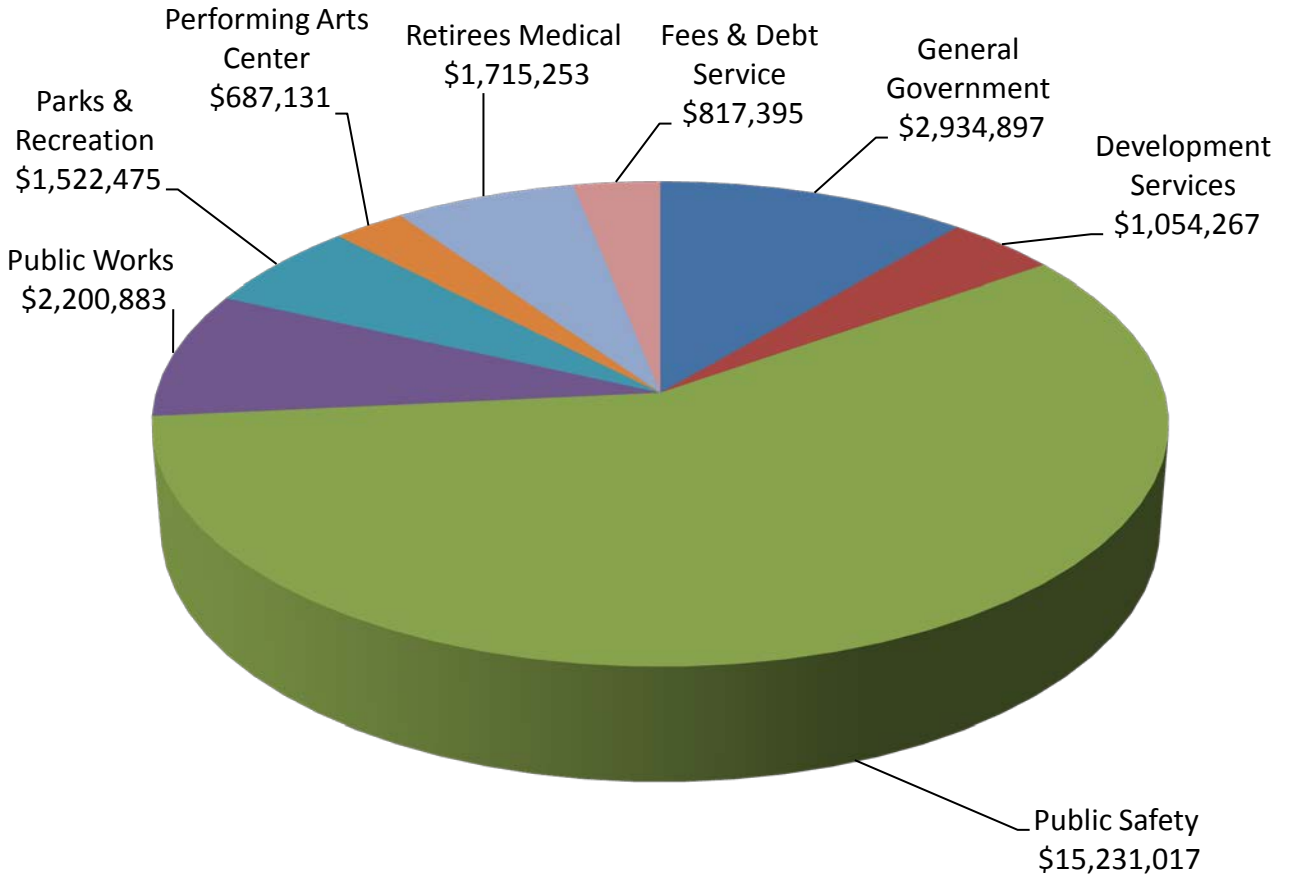
2012/13 General Fund Expenditures Budget in Brief

How does the City's Spend the Money It Receives?

EXPENDITURES BY DEPARTMENT	2011/12 Amended Budget	2012/13 Adopted Budget	Increase (Decrease)	% Change
GENERAL GOVERNMENT				
City Council	75,291	76,492	1,201	1.6%
Administration	1,286,347	1,159,374	(126,973)	-9.9%
Human Resources	409,817	385,835	(23,982)	-5.9%
Finance	1,122,219	524,926	(597,293)	-53.2%
Information Technology	573,706	744,573	170,867	29.8%
Rent Appeals Board	25,642	43,697	18,055	70.4%
SUBTOTAL	\$ 3,493,022	\$ 2,934,897	\$ (558,125)	-16.0%
OTHERS				
Retirees Medical	1,632,348	1,715,253	82,905	5.1%
Fees & Debt Service	1,157,314	817,395	(339,919)	-29.4%
SUBTOTAL	\$ 2,789,662	\$ 2,532,648	\$ (257,014)	-9.2%
DEVELOPMENT SERVICES				
Planning/Building & Engineering	936,789	1,054,267	117,478	12.5%
SUBTOTAL	\$ 936,789	\$ 1,054,267	\$ 117,478	12.5%
PUBLIC SAFETY				
Police & Fire Services	14,805,691	14,803,414	(2,277)	0.0%
Animal Control Services	427,676	427,603	(73)	0.0%
SUBTOTAL	\$ 15,233,367	\$ 15,231,017	\$ (2,350)	0.0%
PUBLIC WORKS				
General Services	372,560	375,261	2,701	0.7%
Streets Maintenance	662,288	826,404	164,116	24.8%
Storm Drains	95,133	89,770	(5,363)	-5.6%
Parks Maintenance	788,587	909,448	120,861	15.3%
SUBTOTAL	\$ 1,918,568	\$ 2,200,883	\$ 282,315	14.7%
COMMUNITY SERVICES				
Sports Center	495,487	525,276	29,789	6.0%
Pool & Aquatic Programs	308,083	320,686	12,603	4.1%
Parks & Recreation Services	749,438	676,513	(72,925)	-9.7%
Performing Arts Center	454,519	587,831	133,312	29.3%
Sign Rental	500	99,300	98,800	19760.0%
SUBTOTAL	\$ 2,008,027	\$ 2,209,606	\$ 201,579	10.0%
TOTAL EXPENDITURES	\$ 26,379,435	\$ 26,163,318	\$ (216,117)	-0.8%

2012/13 General Fund Expenditures Budget in Brief

How does the City's Spend the Money It Receives?



KEY REVENUE ASSUMPTIONS & EXPENDITURE

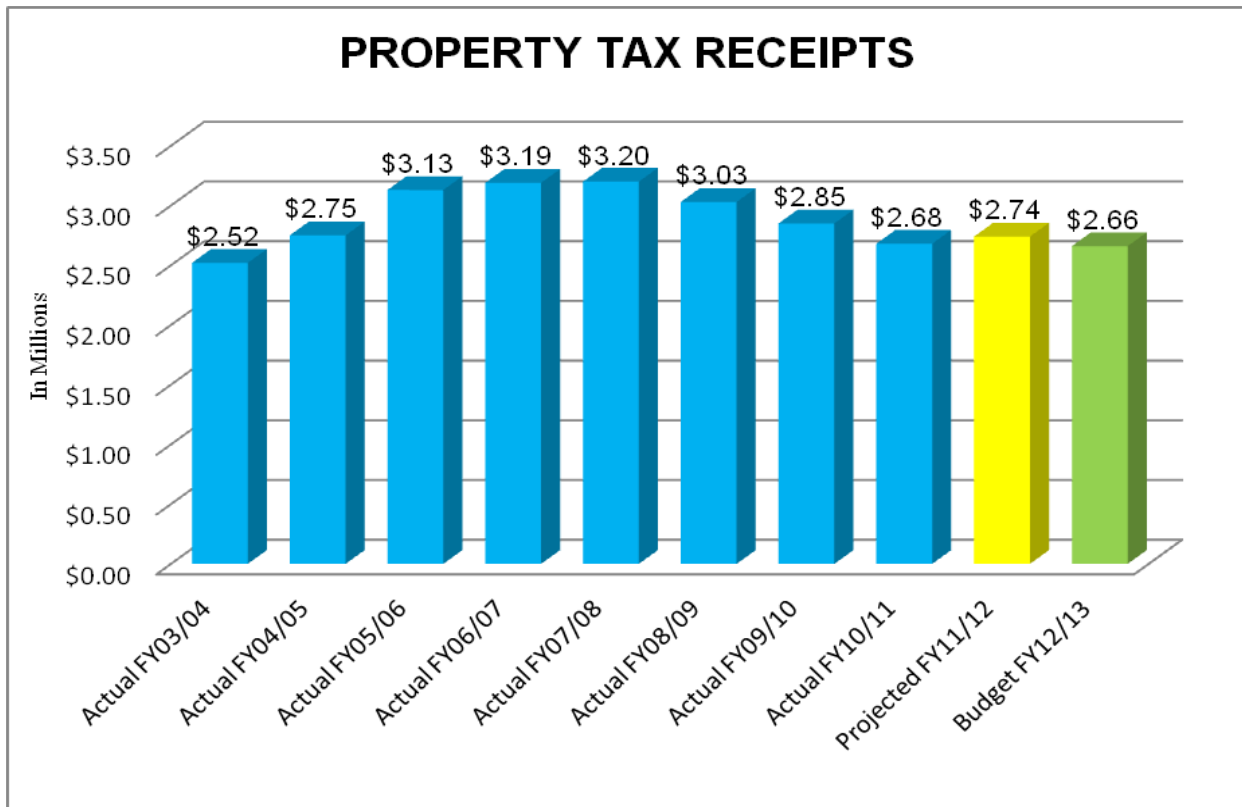
OVERVIEW

General Fund revenues are the essential support for City services such as maintenance of parks, facilities and infrastructure, Public Safety and Development 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. Further impacts on the City's General Fund was the passage of AB X 1 26, the dissolution of Redevelopment Agencies (RDA). This legislation signed by Governor Brown, limits RDA to spend only what is approved on the enforceable obligation schedule, primarily principal and interest on debt service.

This year's budget absorbed the loss of RDA recharge, and the change of the former recharge system to a direct cost allocation process. Revenues were conservatively projected and 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 2011/12 is \$2.74M, which is 2% above prior year actual. Consistent with a conservative approach, budget FY2012/13 projected 3.0%, or \$79,000, lower than estimated actual receipt for FY2011/12. This projection is based on actual receipts in the current year and the County Assessor's Office latest valuation.

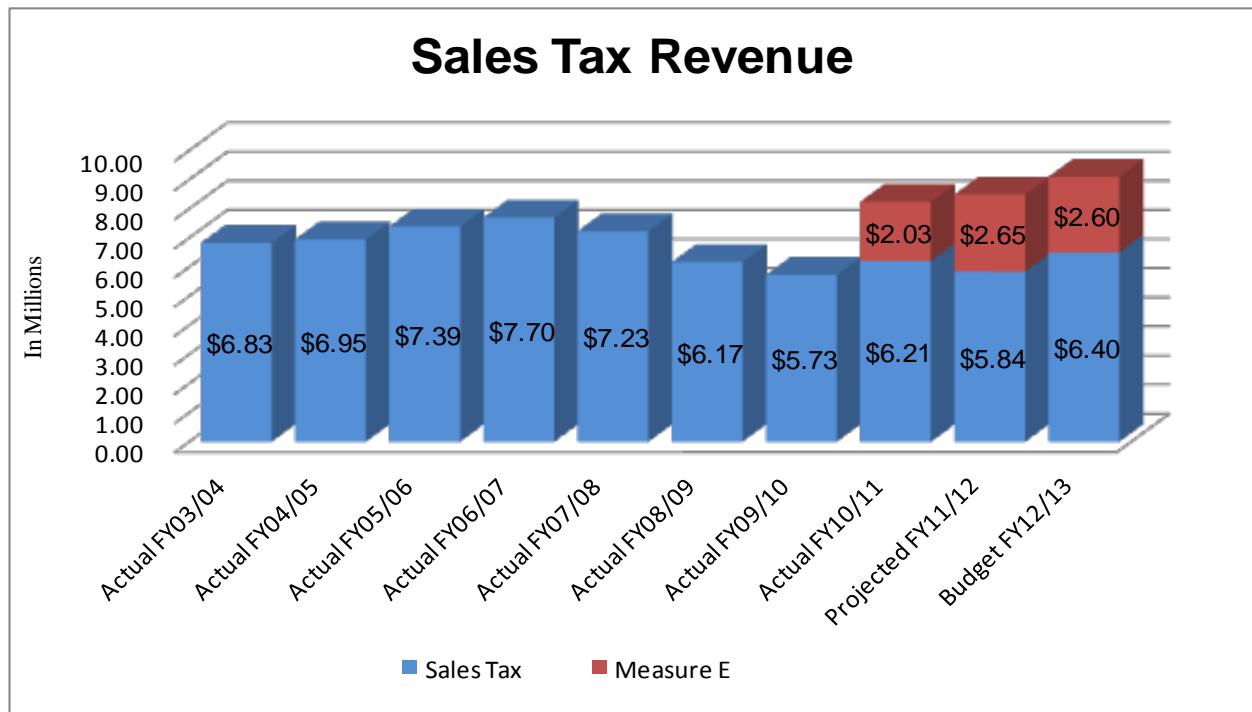
KEY REVENUE ASSUMPTIONS & EXPENDITURE

SALES TAX

Over this last year, Rohnert Park's sales tax experienced a 2% increase over the prior year. The slow growth is partially contributed to the construction on highway 101 which should be completed by this fall. Sales tax receipts for fiscal year-end 2012 are projected to come in at approximately \$5.84 million, approximately \$290K under FY2011/12 budget. Based on MuniServices sales tax projections, sales tax is budgeted at \$6.40 million, a 3% increase over prior year's budget.

Thanks to the citizens of Rohnert Park, in June of 2010, voters approved a ½ cent sales tax (Measure E) to the base rate. This additional tax is a destination tax, which defines the source of the transaction to be the destination at which the product is used. For fiscal year 2011 the City received \$2.0 million for six months of Measure E. For fiscal year-end 2012 it is estimated to receive \$2.65 million for a full twelve months. The budget for 2012/13 Measure E is projected to at \$2.6 million.

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



Another portion of Sales tax is the supplemental property tax payments in lieu of the ¼-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”.

Finally, there is an impact on the City's revenue due to an administration fee charged by the County, as well as a loss on interest earnings due to the cash flow being reduced from monthly to twice a year. The property tax in lieu is adjusted by the State annually to reflect growth in the sales tax.

KEY REVENUE ASSUMPTIONS & EXPENDITURE

TRANSIENT OCCUPANCY TAX

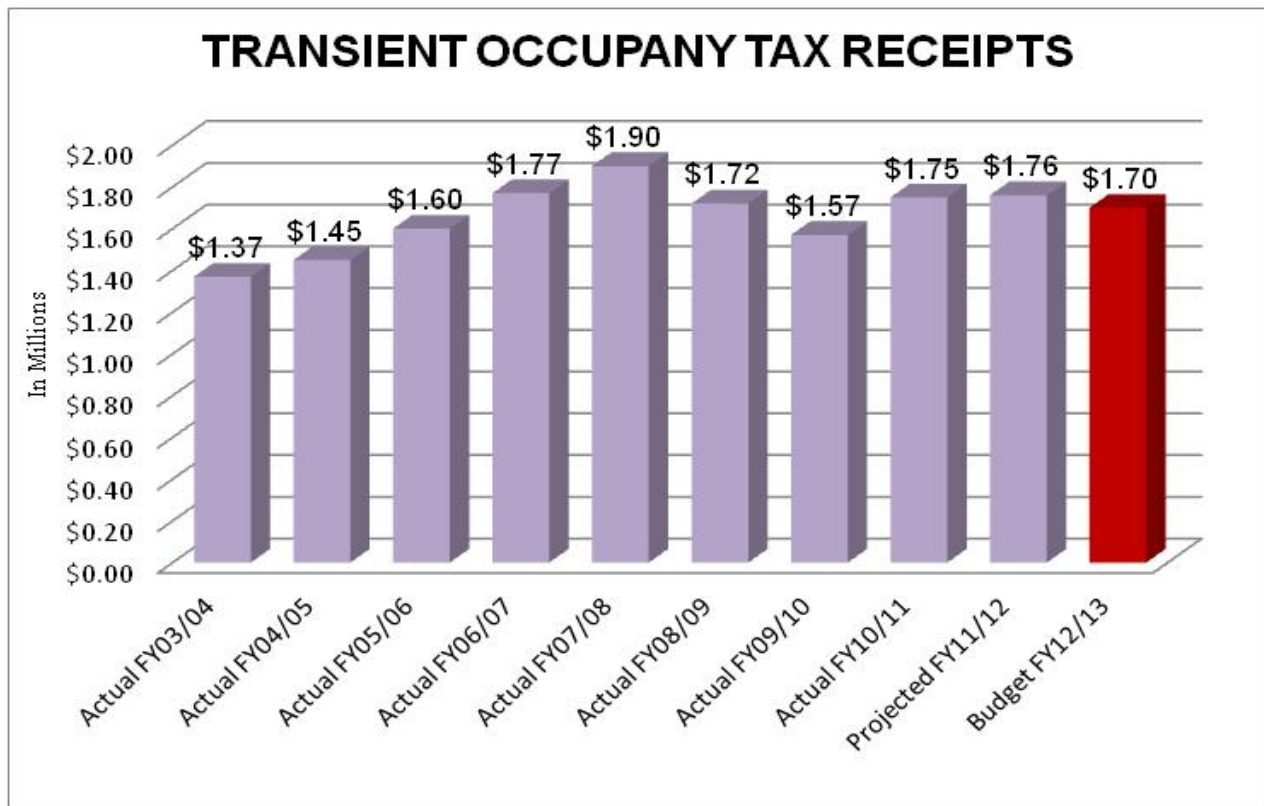
Receipts from Transient Occupancy Tax (TOT) continue to be an important source of revenue for the City. The City receives a fixed percentage of all eight hotel/motel room rentals in Rohnert Park. On the November 2002 ballot, the City validated the existing TOT rate of 11% (per Proposition 62) and also increased the rate to 12% effective January 1, 2003. The City anticipates TOT receipts for FY2011/12 of about \$1.76 million, flat to the prior year of \$1.75 million.

Based on recent predictions that the economic recovery will begin during FY 2011/12, but at a very slow pace and most likely take several years, the City continues to conservatively estimating a flat TOT projection for FY 2012/13 of \$1.70 million.

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:



KEY REVENUE ASSUMPTIONS & EXPENDITURE

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 FY2011/12 will be \$385,000 about \$25,000 higher than budgeted. The FY 2012/13 fee is conservatively budgeted at \$370,000 based on the estimated actual revenue in FY2011/12. 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 \$481,800 or about \$8,200 lower than budgeted. The FY 2012/13 is \$470,000 based on 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 10% franchise fee on refuse gross revenues and an option to increase the franchise fee by 1% to 11%. In FY2011/12, franchise fee revenue is estimated at \$592,800, about \$32,800 higher than budgeted. The budget for FY 2012/13 is \$590,000 based on current year's receipts.

Currently the City is in the process of a rate study and analysis of the refuse accounts. The results will be brought to Council for consideration of the additional franchise fee to some time in calendar year 2013.

LICENSES & PERMITS

Business Licenses: 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 fiscal year 2012-13, the budget \$478,000 is slightly lower than the prior year and is based on the current year estimate of business license receipts.

Building Permit Fees: The 2012-13 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

Investment Earnings – Interest on the City's portfolio was at one-time a major source of revenues; however, the average portfolio yield has been on a steady decline since 2007. The

KEY REVENUE ASSUMPTIONS & EXPENDITURE

yield is currently at less than 1.0%, almost a 4% decline since 2007. The current year budget of \$400,000, but investment earnings are expected to come in at \$108,500, \$291,500 below budget. This decline is a direct result of the recession and the banking crisis.

The FY 2012/13 projection to be at \$120,000; a very conservative estimate and based on actual receipts in the current year of \$108,500. 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 0.86%, significantly below the earnings rate in 2007. The City also currently holds \$3.3 million in of its investment portfolio in medium term notes and Certificates of Deposits, which are currently earning an average rate of 1.3% and 2.87% respectively.

State Motor Vehicle In-Lieu Taxes - Under current law, cities are guaranteed to receive subventions from the State of California from Motor Vehicle License Fees (in-lieu tax). A few years ago, the State enacted a 66.67% decrease in this tax. Also enacted was a "backfill" to local agencies for the revenue loss (all VLF revenue goes to local agencies).

This tax decrease was made because of the large 1997-98 State surplus. The City received the "backfill" revenues in 2002-03. In fiscal year 2003-04, faced with a fiscal crisis and an inability to keep the cities MVLF whole, the Governor reinstated the MVLF back to the original rate. Because of timing of implementation, this did not take effect until October 1, 2003 and the cities absorbed the 66.67% loss for the first three months of the fiscal year, which equated to about \$430,000.

In November, 2003, Governor Schwarzenegger reduced the tax again by 66.67%, but kept the cities whole. Facing an even larger fiscal crisis in 2004-05 and a few years after, the State adopted a budget plan which included a permanent reduction of the MVLF rate from 2% to 0.65%, eliminating the "backfill".

Cities, counties, special districts and redevelopment agencies were asked to make a two-year contribution of \$1.3 billion each year to aid the State with their fiscal crisis. In exchange, the Governor led a successful campaign to secure legislative and voter support for a constitutional amendment with revenue and mandate protections equivalent to or better than the League of California Cities LOCAL Initiative.

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 \$2,919,290, which is slightly higher than budget. The budget for FY 2013 is conservatively projected at \$2,901,406 based on the amount received in the prior year.

Educational Revenue Augmentation Fund (ERAF) Shift - The total loss in property tax from the ERAF shift in the early 1990's is \$940,286 for 2010-11. In 2001 and 2002, because of the State's surplus, the City received a partial reimbursement of \$100,000 for each year. Because of the State's fiscal crisis, it is extremely unlikely that the City will receive any further reimbursements.

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

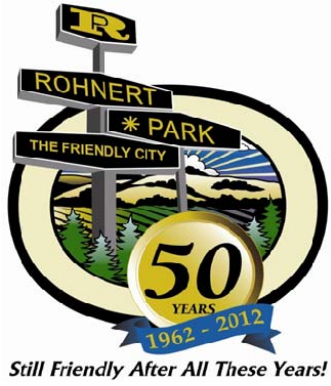
KEY REVENUE ASSUMPTIONS & EXPENDITURE

EXPENDITURES

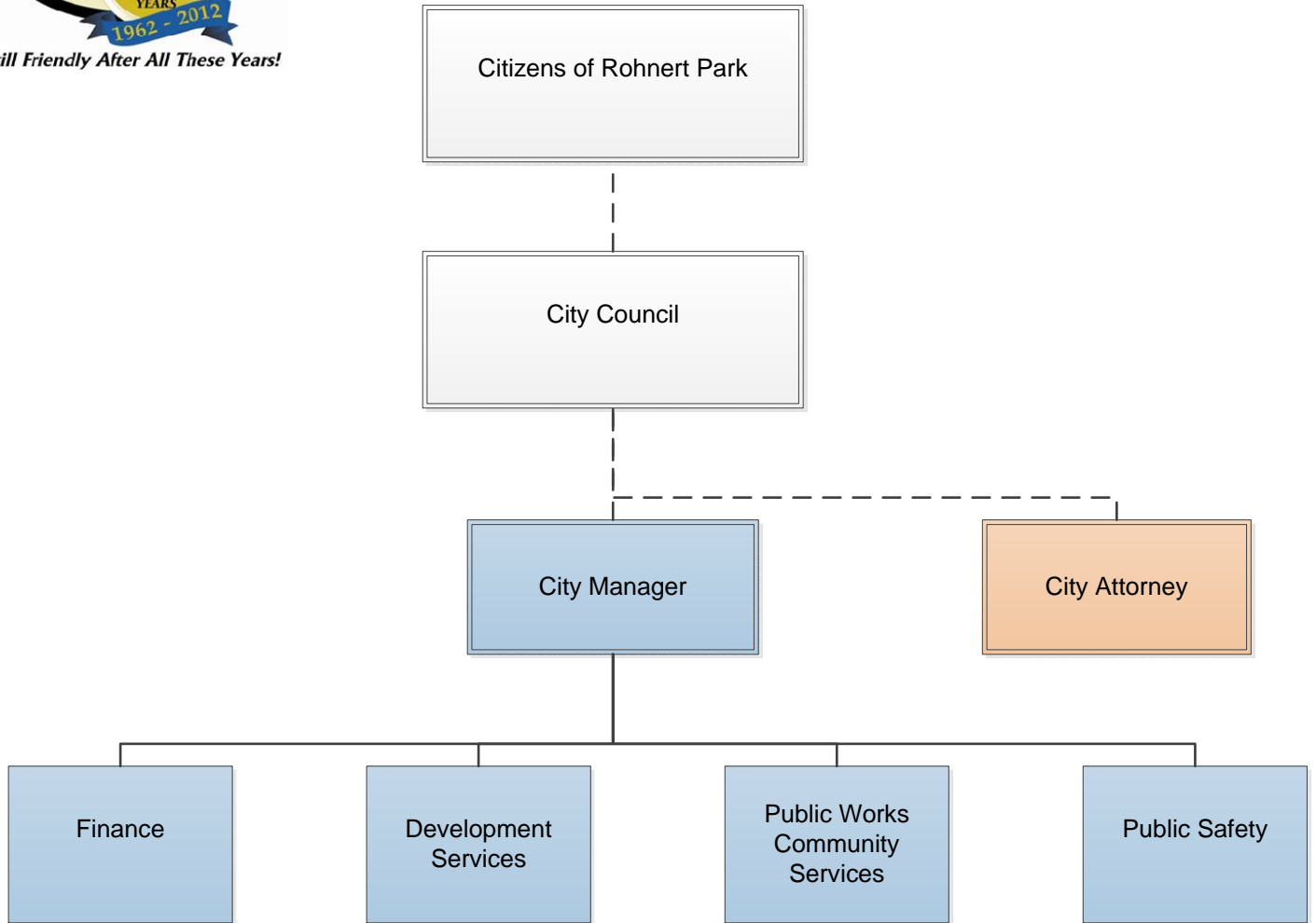
Since fiscal year 2008, in response to the lengthy recession, the City has implemented a number of cost-savings measures, including layoffs, early retirement incentives, reductions in pay and benefits, cost efficiencies and reductions in service levels. This year's budget was built on the Zero-Based Budgeting (ZBB) premise. Each department head was instructed to prepare a budget utilizing the principles of ZBB. The City has prepared for each department budget from the ground up and provided justification for each line item. Another change in this budget process is that we have moved away from the former recharge method and more toward a direct cost allocation system.

Utilizing a cost allocation system will afford us the opportunity to true up all costs for each operational function and service. However, this shift may have initially created a bigger budget gap between inter-fund transfers from Enterprise and Special Revenue Funds to the General Fund. Also, a new 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. Budget FY 2012-13 is the first budget for the City that includes a complete year that employees paid their full share of PERS. The employer portion of PERS contribution increased for sworn employees by 8% and non-sworn employees by 5%. Workers' compensation increased by 17.6% and medical premiums increased 13%. All of these expenses were absorbed in the FY 2012-13 budget.



City of Rohnert Park Organizational Chart



ADMINISTRATION - City Council

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 68,592	\$ 64,207	\$ 64,935	\$ 728
Insurance				
Workers' Compensation		1,698	1,814	116
Liability/Property		836	893	57
Supplies	327	500	500	-
Dues & Subscriptions		-	300	300
Travel & Meetings	3,444	5,050	5,050	-
Miscellaneous Expense	1,553	3,000	3,000	-
TOTAL EXPENSE	<u>\$ 73,915</u>	<u>\$ 75,291</u>	<u>\$ 76,492</u>	<u>\$ 1,201</u>

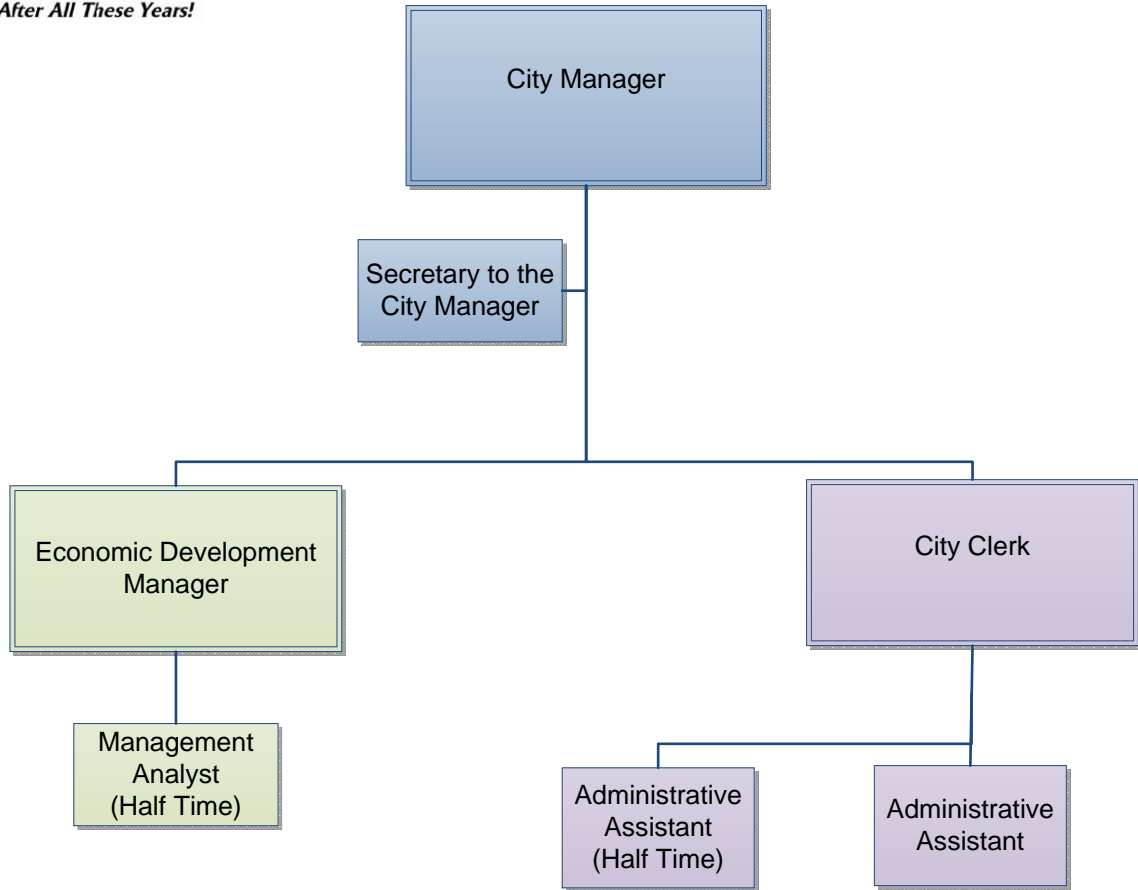
City Council

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted
001-1100-400-4101	City Council /Salaries	23,919.60	24,875.18	24,660.00	24,669.60	24,670.00
001-1100-400-4800	City Council /Training & Edu	-	-	-	-	-
001-1100-400-4901	City Council /Pers/Employer	3,876.85	-	5,279.00	5,301.70	6,551.00
001-1100-400-4902	City Council /Pers/Employee	1,914.00	1,990.45	164.00	658.00	-
001-1100-400-4905	City Council/Alt Ben Prog/D	8,400.00	8,400.00	-	8,400.00	21,000.00
001-1100-400-4906	City Council/Alt Ben Prog/	4,200.00	8,400.00	21,000.00	12,600.00	-
001-1100-400-4908	City Council /RHS Plan	1,800.00	7,725.00	5,700.00	4,500.00	5,700.00
001-1100-400-4920	City Council /Health Ins/BI	11,389.56	5,394.50	-	-	-
001-1100-400-4921	City Council /Medical Insur	10,472.67	4,984.86	-	-	-
001-1100-400-4923	City Council /Eye Care	1,235.52	1,064.23	1,198.00	573.68	1,121.00
001-1100-400-4924	City Council /Dental Care	5,649.15	5,060.75	5,790.00	2,700.80	5,471.00
001-1100-400-4925	City Council /Medicare	346.75	360.58	360.00	357.60	360.00
001-1100-400-4932	City Council/STD	-	-	56.00	-	62.00
001-1100-400-4970	City Council /Management Me	355.00	336.08	-	-	-
001-1100-400-5210	City Council /Dept Supplies	277.09	327.04	500.00	468.18	500.00
001-1100-400-5260	City Council /Dues & Subscr	65.00	-	-	564.00	300.00
001-1100-400-6422	City Council /Workers' Comp	-	-	1,698.00	-	1,814.00
001-1100-400-6423	City Council /Liability/Property	-	-	836.00	-	893.00
001-1100-400-6600	City Council /Travels & Mee	25.00	-	-	50.00	-
001-1100-400-6601	Travel & Meetings-Legislative	480.05	-	-	-	-
001-1100-400-6602	T&E - City Representation	1,287.70	1,703.42	3,050.00	1,831.80	3,050.00
001-1100-400-6606	City Council-T&M-Stafford	227.40	352.75	1,000.00	670.04	1,000.00
001-1100-400-6609	City Council /T & M - Breeze	80.00	-	-	-	-
001-1100-400-6611	Travel/Mtgs-Mackenzie	2,104.80	1,387.54	1,000.00	841.80	1,000.00
001-1100-400-6612	City Council/Travel-Belforte	278.50	165.00	1,000.00	371.30	1,000.00
001-1100-400-6613	City Council/Travel-Callinan	401.40	(35.90)	1,000.00	-	1,000.00
001-1100-400-6614	City Council/Travel-Ahanotu	-	1,423.99	1,000.00	190.00	1,000.00
Total		78,786.04	73,915.47	75,291.00	64,748.50	76,492.00



Administration – City Manager’s Office Organizational Chart



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

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 546,509	\$ 624,464	\$ 444,012	\$ (180,452)
Training	-	-	-	-
Insurance				
Workers' Compensation	-	11,351	12,122	771
Liability/Property	-	6,385	6,817	432
Election Expense	-	-	57,795	57,795
Supplies				
Office Supplies	-	-	1,285	1,285
Special Departmental Equipment	472	7,000	100,000	93,000
Communications	820	2,330	1,600	(730)
Dues & Subscriptions	3,213	3,700	3,070	(630)
Advertising	-	20,500	19,250	(1,250)
Vehicle				
Fuel/Auto Allowance	7,826	8,000	11,923	3,923
Contractual/Professional	183,475	165,000	65,000	(100,000)
Legal	416,808	425,000	425,000	-
Travel & Meetings	3,211	7,500	10,500	3,000
Miscellaneous Expense	2,530	4,800	1,000	(3,800)
Capital Outlay	-	-	-	-
TOTAL EXPENSE	<u>\$ 1,164,864</u>	<u>\$ 1,286,030</u>	<u>\$ 1,159,374</u>	<u>\$ (126,656)</u>

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

City Manager

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted	
001-1200-400-4101	City Manager /Salaries	404,477.82	296,246.00	355,410.74	296,246.00	300,082.06	186,723.00			
001-1200-400-4110	City Manager /Longevity	7,499.72	-	8,501.70	-	-	-			
001-1200-400-4401	City Manager /Overtime Sala	1,055.76	-	1,861.51	-	-	-			
001-1200-400-4512	City Manager/Education Stipend	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00			
001-1200-400-4520	City Manager /Other Payroll	156,853.15	2,877.00	41,612.77	2,877.00	16,150.84	1,008.00			
001-1200-400-4800	City Manager /Training & Edu	-	-	-	-	1,948.80	-			
001-1200-400-4201	City Manager /Part-Time Sal	-	91,390.00	2,610.00	91,390.00	44,150.00	20,000.00			
001-1200-400-4510	City Manager /Non-Smoking A	300.00	-	300.00	-	-	-			
001-1200-400-4511	City Manager /Residency All	1,110.00	720.00	1,260.00	720.00	720.00	238.00			
001-1200-400-4901	City Manager /Pers/Employer	67,306.78	61,379.00	66,416.48	61,379.00	65,302.90	49,901.00			
001-1200-400-4902	City Manager /Pers/Employee	36,082.53	2,142.00	31,936.45	2,142.00	4,407.26	-			
001-1200-400-4906	City Manager /Alt Ben Prog/D	4,200.00	4,200.00	4,200.00	4,200.00	3,500.00	-			
001-1200-400-4908	City Manager/RHS	900.00	1,800.00	1,725.00	1,800.00	1,575.00	1,950.00			
001-1200-400-4920	City Manager /Health Ins/BI	-	8,712.00	3,655.63	8,712.00	4,358.16	21,682.00			
001-1200-400-4921	City Manager /Medical Insur	15,467.41	-	7,975.92	-	6,413.78	-			
001-1200-400-4923	City Manager /Eye Care	1,774.08	719.00	1,613.51	719.00	860.52	484.00			
001-1200-400-4924	City Manager /Dental Care	7,411.94	3,360.00	6,701.23	3,360.00	3,743.44	2,363.00			
001-1200-400-4925	City Manager /Medicare	8,823.57	4,365.00	6,518.70	4,365.00	5,524.80	2,743.00			
001-1200-400-4930	City Manager /Life Ins/Sala	1,183.06	684.00	1,209.86	684.00	718.60	691.00			
001-1200-400-4931	City Manager / LTD	1,811.07	1,469.00	1,799.10	1,469.00	1,516.36	958.00			
001-1200-400-4932	City Manager/Short Term Disb	-	680.00	-	680.00	500.84	469.00			
001-1200-400-5100	City Manager/Election Expense	-	-	-	-	-	57,795.00			Occurs every other year
001-1200-400-5140	City Manager /Books/Pamphle	-	-	-	-	142.50	-			
001-1200-400-5210	City Manager/Spec. Depart	-	-	472.10	-	566.10	100,000.00			See item#1
001-1200-400-5231	City Manager /Cellular Phone	877.16	830.00	819.96	830.00	715.88	850.00			See item#2
001-1200-400-5260	City Manager /Dues & Subscr	565.00	2,000.00	3,212.96	2,000.00	3,810.00	2,000.00			See item#3
001-1200-400-5272	City Manager /Auto Allowanc	7,317.64	8,000.00	7,825.82	8,000.00	7,612.40	8,328.00			See item#4
001-1200-400-5340	City Manager /Office Equipm	-	-	-	-	883.36	-			
001-1200-400-6101	City Manager /Contractual Se	31,325.00	145,000.00	183,475.00	145,000.00	455.00	55,000.00			Item#5
001-1200-400-6422	City Manager/Workers' Comp	-	11,351.04	-	11,351.04	-	12,122.00			New from dept 1900
001-1200-400-6423	City Manager /Liability/Property	-	6,384.96	-	6,384.96	-	6,817.00			New from dept 1900
001-1200-400-6600	City Manager /Travels & Mee	3,226.13	3,000.00	3,211.37	3,000.00	3,425.10	6,000.00			Item#6 (includes Dept 1900)
001-1200-400-6910	City Manager /Miscellaneous	-	-	2,529.92	-	-	-			
Total		760,767.82	658,509.00	748,055.73	658,509.00	480,283.70	539,322.00			

Detail

Budget Justification - City Manager's Office

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
1	001-1200-400-5210	City Manager/Spec. Depart New request for CM contingency		100,000.00	-
2	001-1200-400-5231 AT&T Mobile	City Manager /Cellular Phone CM Cell phone (\$70.8/month x 12 months)		850.00	830.00
3	001-1200-400-5260	City Manager /Dues & Subscr Renewal of notary commission Assoc memberships Membership Dues ICMA IIMC - Membership Due Fees for application	40.00 145.00 150.00 1,320.00 175.00 50.00 120.00	2,000.00	2,000.00
4	001-1200-400-5272	City Manager /Auto Allowance 340.6 x 12 mo 352.52*12 mo	4,092.00 4,236.00	8,328.00	8,000.00
5	001-1200-400-6101	City Manager /Contractual Svs David Whiteside Price, Paige & Company Cost Allocation Consulting	10,000.00 20,000.00 25,000.00	55,000.00	145,000.00
6	001-1200-400-6600	City Manager /Travels & Mee CM Monthly Meeting Reimbursement for City business activities League of California Cities So Co Economic Noon Times Luncheon - RP Chambers		6,000.00	3,000.00
Total				172,178.00	158,830.00

Economic Development

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-1250-400-4101	Econ Develop /Salaries	-	-	107,007.00	40,049.52	94,163.00	
001-1250-400-4520	Econ Develop /Other Payroll	-	-	1,097.00	-	1,132.00	
001-1250-400-4201	City Manager /Part-Time Sal	-	-	-	(6,854.76)	20,000.00	
001-1250-400-4901	Econ Develop /Pers/Employer	-	-	22,919.00	15,462.18	25,004.00	
001-1250-400-4920	Econ Develop /Health Ins/Bl	-	-	7,986.00	-	9,888.00	
001-1250-400-4921	Econ Develop /Medical Insur	-	-	-	2,905.38	-	
001-1250-400-4923	Econ Develop /Eye Care	-	-	206.00	74.76	224.00	
001-1250-400-4924	Econ Develop /Dental Care	-	-	1,003.00	364.70	1,094.00	
001-1250-400-4925	Econ Develop /Medicare	-	-	1,567.00	645.42	1,382.00	
001-1250-400-4930	Econ Develop /Life Ins/Sala	-	-	-	89.12	-	
001-1250-400-4931	Econ Develop/ LTD	-	-	489.00	183.40	480.00	
001-1250-400-4932	Econ Develop/STD	-	-	247.00	89.78	235.00	
001-1250-400-5110	Econ Develop /Paper Supplie	-	-	3,500.00	61.40	35.00	See item#1
001-1250-400-5140	Econ Develop /Books/Pamphle	-	-	3,500.00	-	1,250.00	See item#2
001-1250-400-5231	Econ Develop /Cellular Phone	-	-	1,500.00	198.56	750.00	See item#3
001-1250-400-5240	Econ Develop / Advertising	-	-	20,500.00	-	19,250.00	See item#4
001-1250-400-5260	Econ Develop /Dues & Subscr	-	-	1,700.00	369.70	1,070.00	See item#5
001-1250-400-5272	Econ Develop /Auto Allowanc	-	-	-	2,749.64	3,595.00	See item#6
001-1250-400-6101	Econ Develop /Contractual Se	-	-	20,000.00	-	10,000.00	See item#7
001-1250-400-6600	Econ Develop /Travels & Mee	-	-	4,500.00	2,476.32	4,500.00	See item#8
001-1250-400-6910	Econ Develop /Miscellaneous	-	-	4,800.00	-	1,000.00	See item#9
Total		-	-	202,521.00	58,865.12	195,052.00	

Detail

Budget Justification - Economic Development

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
1	001-1250-400-5110	Econ Develop /Paper Supplies general office paper supplies	35.00	35.00	3,500.00
2	001-1250-400-5110	Econ Develop /Books/Pamphle Paper Direct - 4 x per yr @ .32 per 1000	1,250.00	1,250.00	3,500.00
3	001-1250-400-5140	Econ Develop /Cellular Phone \$62.5/mo x 12 mos	750.00	750.00	1,500.00
4	001-1250-400-5240	Econ Develop / Advertising Press Democrat Business Journal Business & Real Estate Trade Journals	500.00 750.00 18,000.00	19,250.00	20,500.00
5	001-1250-400-5260	Econ Develop /Dues & Subscr Loopnet Commercial Real Estate Listing Women Leading Gov Cal Ed	860.00 50.00 160.00	1,070.00	1,700.00
6	001-1250-400-5272	Econ Develop /Auto Allowanc Management Staff \$320 per mo/split with RAB	3,595.00	3,595.00	-
7	001-1250-400-6101	Econ Develop /Contractual Se Program Support Services	10,000.00	10,000.00	20,000.00
8	001-1250-400-6600	Econ Develop /Travels & Mee League of Calif Cities Noon time SoCo Econ development board League Conference Cali Assoc for local economic dev Cal Ed Trade shows (2) per year	675.00 300.00 300.00 525.00 1,200.00 1,000.00 500.00	4,500.00	4,500.00
9	001-1250-400-6910	Econ Develop /Miscellaneous Training sponsorship for small businesses	1,000.00	1,000.00	4,800.00
Total				41,450.00	60,000.00

Legal

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted
001-1500-400-6110	Legal Services /Professional	449,161.30	416,807.81	425,000.00	463,360.34	425,000.00

CITY ADMINISTRATION

DIVISION SERVICES MODEL

CITY MANAGER

◆ MANDATED

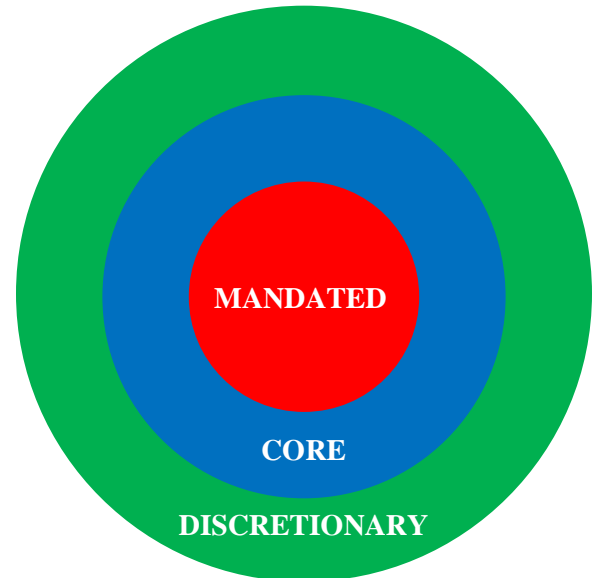
- Serve as administrative head of the City under the direction and control of the City Council
- Implement all policy decisions and directive of the City Council
- Enforce all laws and ordinances of the City
- Ensure all franchises, contracts, permits and privileges granted by the city council are faithfully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

◆ 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

◆ DISCRETIONARY

- City Manager is not performing discretionary functions



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Evaluate City operations to maximize delivery of City services.
- Implement long-term Strategic Plan

MAJOR TASKS COMPLETED IN FISCAL YEAR 2011/2012

- ✓ Implemented newly adopted budget
- ✓ Developed and implemented long-term Strategic Plan
- ✓ Executed Economic Development Plan objectives
- ✓ Addressed unfunded liabilities
- ✓ Implemented labor agreements
- ✓ Pursued cooperative service agreements
- ✓ Enhanced communication with community

MAJOR GOALS FOR FISCAL YEAR 2012/13

GOAL 1: Develop Long-Term Fiscal Policies

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

GOAL 2: Develop City Marketing Program

The City Manager will work with the Economic Development Manager to develop a City marketing program.

GOAL 3: Pursue sustainable new revenue sources and continue to reduce costs

GOAL 4: Evaluate City operations for improved efficiencies and cost savings that still maintain maximum level of services.

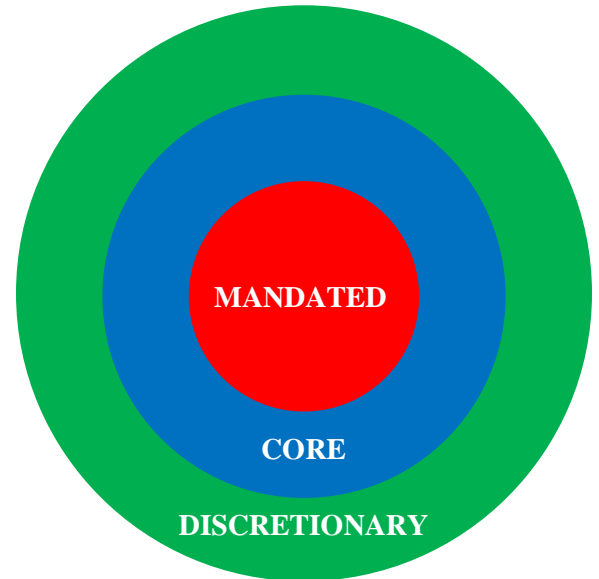
GOAL 5: Develop and Implement Cost Allocation System

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 Council and Secretary 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 (boards and commissions)
- Serve as Secretary to the City of Rohnert Park Foundation



◆ CORE

- Assist City Manager with preparation and posting of City Council, Community and Rohnert Park Financing Authority agendas in compliance with the Brown Act
- Prepare Council Chamber and coordinate presentations for meetings
- Develop and maintain records management program
- Notarize city documents
- Respond to staff and citizen inquiries
- Coordinate and log responses to requests for public records under Public Records Act
- 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
- Serve as public information officer
- Serve as secretary to the Mobile Home Parks Rent Appeals Board
- Process film permit applications

ALTERNATIVE SERVICES DELIVERY OPTIONS

- Reorganize administrative support by bringing back full time Administrative Assistant and part-time Administrative Assistant
- 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

MAJOR TASKS COMPLETED IN FISCAL YEAR 2010/2011

- ✓ Revised agenda process and templates

MAJOR GOALS FOR FISCAL YEAR 2012/2013

Goal 1: Develop and Implement Agreement Routing and Approval Process

The City Clerk's Office will develop an efficient agreement routing and approval process, which will include review of all agreements by the City Manager, City Attorney, City Clerk, and Purchasing Agent prior to their approval.

Goal 2: Develop City Council and Administrative Policy Manuals

The City Clerk's Office will develop a current and comprehensive City Council Policy Manual, which will be made available online to staff and members of the public. The City Clerk will also develop an Administrative Policy Manual, which will be made available to City staff via the citywide Intranet.

Goal 3: Develop Citywide Fee Schedule

The City Clerk's Office in collaboration with the Finance Department will update the comprehensive Citywide Fee Schedule, which will be made available online to staff and members of the public.

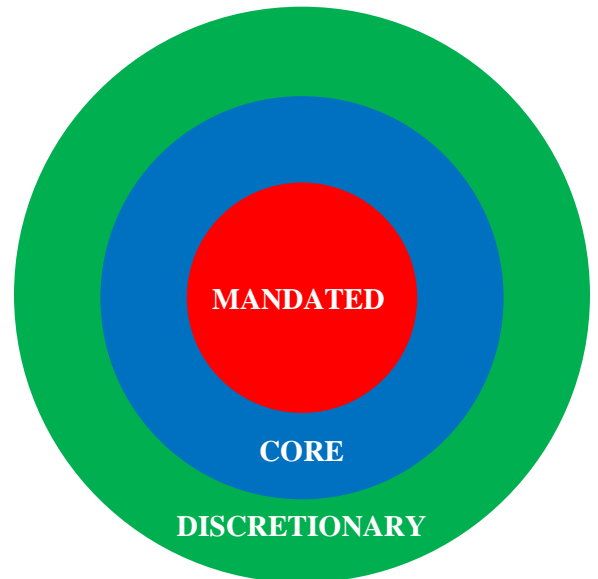
ECONOMIC DEVELOPMENT

◆ MANDATED

- Achieve objectives of the Economic Development Program, as authorized by City Council.

◆ CORE

- Address overall objective – Improve local economy and create jobs for community residents.
- Retain existing businesses – Work with and assist business owners to achieve business growth and expansion.
- Attract new businesses – Work with business owners to locate new businesses in Rohnert Park.
- Work cooperatively with Chamber, Sonoma Mountain Business Cluster, Sonoma State University, Sonoma County Community Development Commission representatives and others to achieve program goals.
- Work with commercial real estate brokers to fill business vacancies.
- Increase City revenue through achievement of above Plan objectives.
- Increase Rohnert Park as a desired destination in the County by showcasing our community's special qualities and amenities: the Green Music Center, Sonoma State University, the Performing Arts Center, commercial recreation facilities, City sports and recreational facilities, Farmer's Market, community events, and other attractions.



MAJOR TASKS COMPLETED IN FY 2011/12

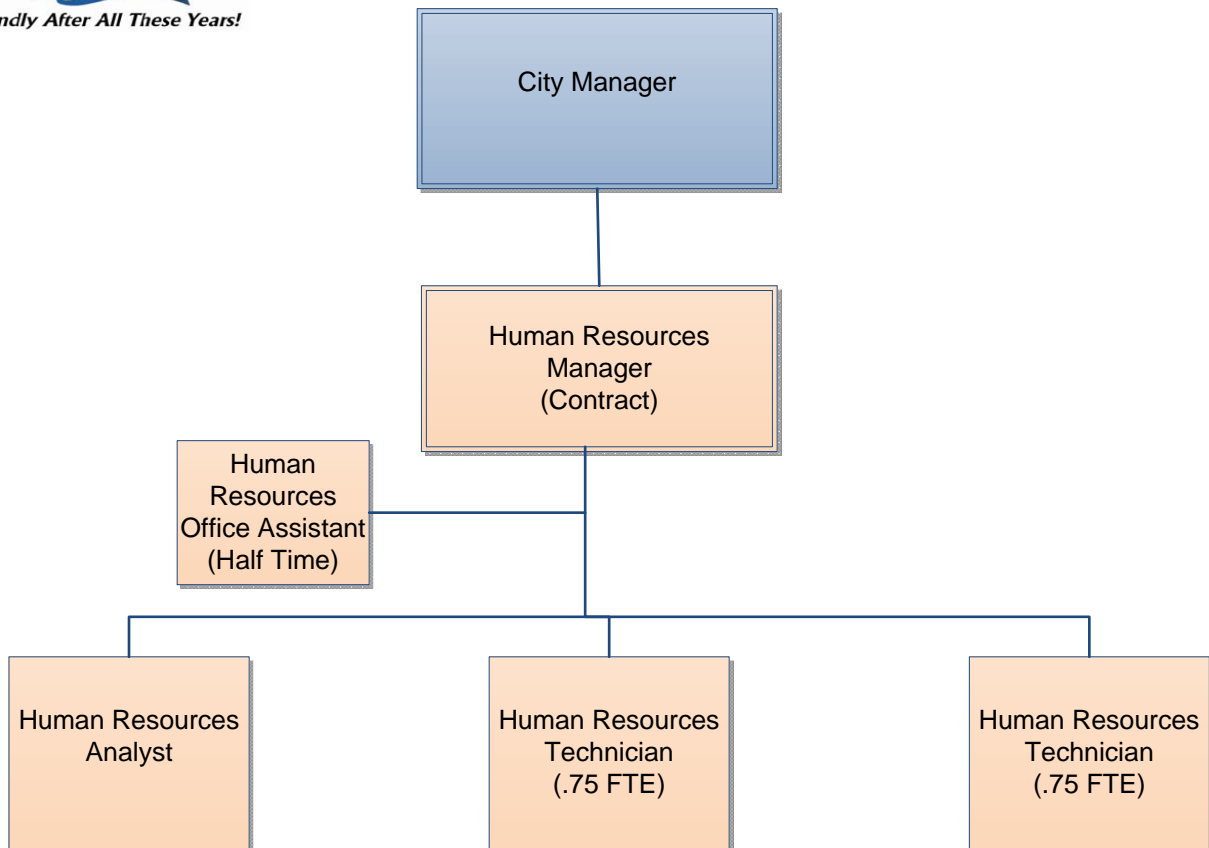
- ✓ Adopted City of Rohnert Park Economic Development Program
- ✓ Joined "Loop Net," the largest commercial real estate listing service online
- ✓ Acquired "Constant Contact" software to facilitate email marketing campaigns and polls/surveys on City Website
- ✓ Participated in first-ever Comprehensive Economic Development Strategy (CEDS) for Sonoma County
- ✓ Hosted Rohnert Park's first Commercial Real Estate Forum

MAJOR GOALS FOR FISCAL YEAR 2012/13

- Goal 1: Capitalize on Green Music Center Grand Opening and first season using strategies that associate the Green Music Center with Rohnert Park.**
- Goal 2: Establish brand and market the City of Rohnert Park to prospective businesses and residents.**
- Goal 3: Reduce vacancy rates for commercial properties.**
- Goal 4: Work with property owners to facilitate business retention and expansion.**
- Goal 5: Develop Site Visit Program for City Council Members, City Manager, Executive Team, Management Team and City staff.**
- Goal 6: Carry-out first ever City of Rohnert Park Business Walk Program.**
- Goal 7: Facilitate economic development through public/private partnerships.**
- Goal 8: Work with State Farm on creative reuse of property.**
- Goal 9: Establish strong economic development presence on City website.**



Administration – Human Resources Organizational Chart



ADMINISTRATION - Human Resources

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 247,782	\$ 240,739	\$ 269,974	\$ 29,235
Training	525	-	-	-
Insurance				
Workers' Compensation		5,490	5,835	345
Liability/Property		3,088	3,326	238
Supplies	1,122	-	-	-
Advertising	501	500	1,700	1,200
Contractual/Professional	166,640	160,000	105,000	(55,000)
Legal	-	-	-	-
Recruitment	25,477	-	-	-
Travel & Meetings			-	-
Miscellaneous Expense	-	-	-	-
TOTAL EXPENSE	<u>\$ 442,047</u>	<u>\$ 409,817</u>	<u>\$ 385,835</u>	<u>\$ (23,982)</u>

Human Resources

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Adopted		
001-1700-400-4101	Personnel /Salaries	162,394.30	154,080.00	153,991.96	154,080.00	167,494.14	164,840.00	164,840.00		
001-1700-400-4110	Personnel /Longevity	10,318.02	11,041.00	10,338.75	11,041.00	10,959.98	11,106.00	11,106.00		
001-1700-400-4520	Pers'L & Purch /Other Payroll	-	-	-	-	-	758.00	758.00		
001-1700-400-4201	Personnel /Part-Time Sal	18,761.07	15,000.00	14,354.75	15,000.00	15,351.12	16,000.00	16,000.00		
001-1700-400-4510	Personnel /Non-Smoking A	300.00	-	300.00	-	-	-	-		
001-1700-400-4511	Personnel /Residency All	360.00	360.00	360.00	360.00	-	360.00	360.00		
001-1700-400-4800	Pers'L & Purch /Training & Ed	-	-	-	-	-	3,000.00	3,000.00	See Item #1	
001-1700-400-4901	Personnel /Pers/Employer	29,158.22	34,073.00	29,503.78	34,073.00	38,568.44	46,721.00	46,721.00		
001-1700-400-4902	Personnel /Pers/Employee	15,267.90	1,189.00	14,198.23	1,189.00	2,583.24	-	-		
001-1700-400-4906	Personnel /Alt Ben Prog/D	3,150.00	3,150.00	3,150.00	3,150.00	3,150.00	3,150.00	3,150.00		
001-1700-400-4920	Personnel /Health Ins/BI	8,378.11	14,880.00	7,975.80	14,880.00	8,716.32	16,882.00	16,882.00		
001-1700-400-4921	Personnel /Medical Insur	5,927.61	-	5,642.88	-	6,166.92	-	-		
001-1700-400-4923	Personnel /Eye Care	926.64	539.00	927.00	539.00	645.48	505.00	505.00		
001-1700-400-4924	Personnel /Dental Care	3,449.81	2,520.00	3,314.88	2,520.00	2,692.24	2,462.00	2,462.00		
001-1700-400-4925	Personnel /Medicare	2,785.88	2,400.00	2,600.43	2,400.00	2,815.32	2,568.00	2,568.00		
001-1700-400-4930	Personnel /Life Ins/Sala	326.07	313.00	311.64	313.00	311.64	286.00	286.00		
001-1700-400-4931	Personnel /LTD	816.05	816.00	811.79	816.00	898.00	897.00	897.00		
001-1700-400-4932	Personnel/STD	-	378.00	-	378.00	292.68	439.00	439.00		
001-1700-400-5210	Spec Department Supplies	35.00	-	1,121.88	-	-	-	-		
001-1700-400-6101	Admin Services /Contractual S	42,098.80	120,000.00	101,550.96	120,000.00	76,640.00	100,000.00	100,000.00	See Item #2	
001-1700-400-6110	Pers'L & Purch /Professional	150.00	40,000.00	65,089.38	40,000.00	30,380.82	5,000.00	5,000.00	See Item #3	
001-1700-400-6210	Pers'L & Purch /Recruitment/G	34,459.28	-	8,355.78	-	7,177.88	-	-		
001-1700-400-6220	Pers'L & Purch /Recruitment/P	1,441.67	-	2,750.69	-	150.00	-	-		
001-1700-400-6230	Pers'L & Purch /Recruitment/R	-	-	5,702.44	-	-	-	-		
001-1700-400-6240	Pers'L & Purch /Recruitment/F	8,042.30	-	1,200.88	-	-	-	-		
001-1700-400-6250	Pers'L & Purch /Recruitment/D	-	-	4,468.06	-	5,850.00	-	-		
001-1700-400-6260	Pers'L & Purch /Recruitment/A	403.00	-	209.00	-	332.00	-	-		
001-1700-400-6270	Personnel /Recruitment/F	1,812.00	-	2,790.00	-	1,864.00	-	-		
001-1700-400-6422	Personnel/Workers' Comp	-	5,490	-	5,490	-	-	-		
001-1700-400-6423	Personnel/Liability/Property	-	3,088	-	3,088	-	-	-		
001-1700-400-6600	Pers'L & Purch /Travels & Mee	-	-	-	-	232.58	-	-		
001-1700-400-5240	ADVERTISING/PUBLICATIONS	1,152.08	500.00	501.39	500.00	-	1,700.00	1,700.00	See Item #4	
Total		351,913.81	409,817.00	442,047.35	409,817.00	385,638.80	385,835.00	385,835.00		

Detail

Budget Justification

Item	Account/Vendor	Description	FY12/13 Adopted Budget	FY11/12 Amended Budget
1	001-1700-400-4800 Liebert Cassidy Whitmore	Personnel Training Law Conference Cobra Resources Continuing HR Education	1,500.00 300.00 1,200.00	3,000 -
2	001-1700-400-6101	Personnel /Contractual Se Human Resources Manager's Contract	100,000.00	120,000.00
3	001-1700-400-6110	Personnel /Professional Law Office of Walter & Pistole	5,000.00	40,000.00
4	001-1700-400-5240	Personnel/Advertising & Publications Annual subscription - T8 Indus Relations Labor Law/Rights/Acts Publications	500.00 1,200.00	500.00
Total			106,700.00	160,500.00

HUMAN RESOURCES

◆ MANDATED

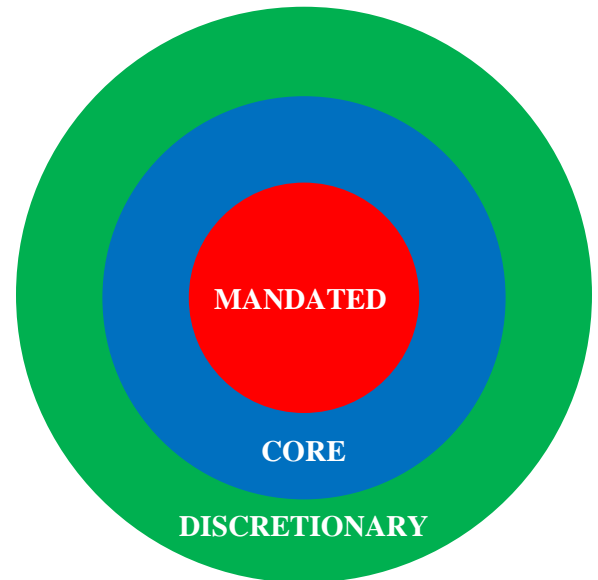
- Ensure compliance with federal and state-mandated requirements
- Administer City's labor and employee relations program
- Administer employee leaves
- Administer compensation and benefits
- Administer hiring processes

◆ CORE

- Design and conduct recruitment and selection procedures
- Provide notice to employees of 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 (REMIF)



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 2011/12

- ✓ Finalized, adopted and implemented negotiated concessions from all bargaining units for savings in excess of \$3M, and including significant program changes such as elimination of EPMC, adoption of annual leave, short-term disability insurance, and modification of dental and vision insurance programs.
- ✓ Provided guidance and documentation for the adoption of an amendment to the City's Public Employees Retirement System contract, implementing a negotiated change in retirement benefits for new public safety hires effective June 18, 2012
- ✓ Achieved fully-documented FLSA compliance through changes in payroll practices and in collaboration with Finance Department to roll out electronic timekeeping system

- ✓ Staffed key positions of Economic Development Manager and Accountant/Budget Analyst; anticipate staffing City Clerk and Finance Director by end of fiscal year
- ✓ Revised worker's compensation TTD pay practices to provide legally-compliant compensation system for miscellaneous employees
- ✓ Redesigned HR service delivery model to provide consistent, engaged HR expertise and support to each City department
- ✓ Redesigned and streamlined hiring processes for temporary staffing in Community Services and Public Works departments
- ✓ Deployed improved administration tools and communications templates for use in management of medical leaves

MAJOR GOALS FOR FISCAL YEAR 2012/13

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 required by recently-bargained benefit program changes, and to incorporate current legal mandates.

Goal 2: Update and Automate Performance Evaluation System

Human Resources will work with City staff to develop and deploy a performance evaluation system to increase supervisory effectiveness in managing performance, improve tracking of employee performance evaluations, and ensure proper administration of merit increases.

Goal 3: Develop and Implement a Comprehensive Medical Leave Management Policy

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

Goal 4: Fully Implement New HR Roles and Service Delivery

Human Resources will facilitate City staff to develop and adapt personnel administration policy that is conceptually consistent citywide and allows for procedures that are operationally flexible and effective; and which is legally compliant and user-friendly to managers and supervisors.

Goal 5: Establish Policy and Procedure for the Use of Temporary Employees

Human Resources will work with City staff to develop and implement policies for the appropriate hiring, use, and retention of temporary employees.

RENT APPEALS BOARD

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 123,436	\$ 10,865	\$ 25,857	\$ 14,992
Training	-	-	-	-
Insurance				
Workers' Compensation		2,757	2,552	(205)
Liability/Property		1,420	3,903	2,483
Supplies	439	500	650	150
Vehicle				
Fuel/Auto Allowance		-	635	635
Maintenance		-	-	-
Contractual/Professional	2,133	10,000	10,000	-
Travel & Meetings	-	100	100	-
Transfer-Out	4,245			-
TOTAL EXPENSE	<u>\$ 130,252</u>	<u>\$ 25,642</u>	<u>\$ 43,697</u>	<u>\$ 18,055</u>

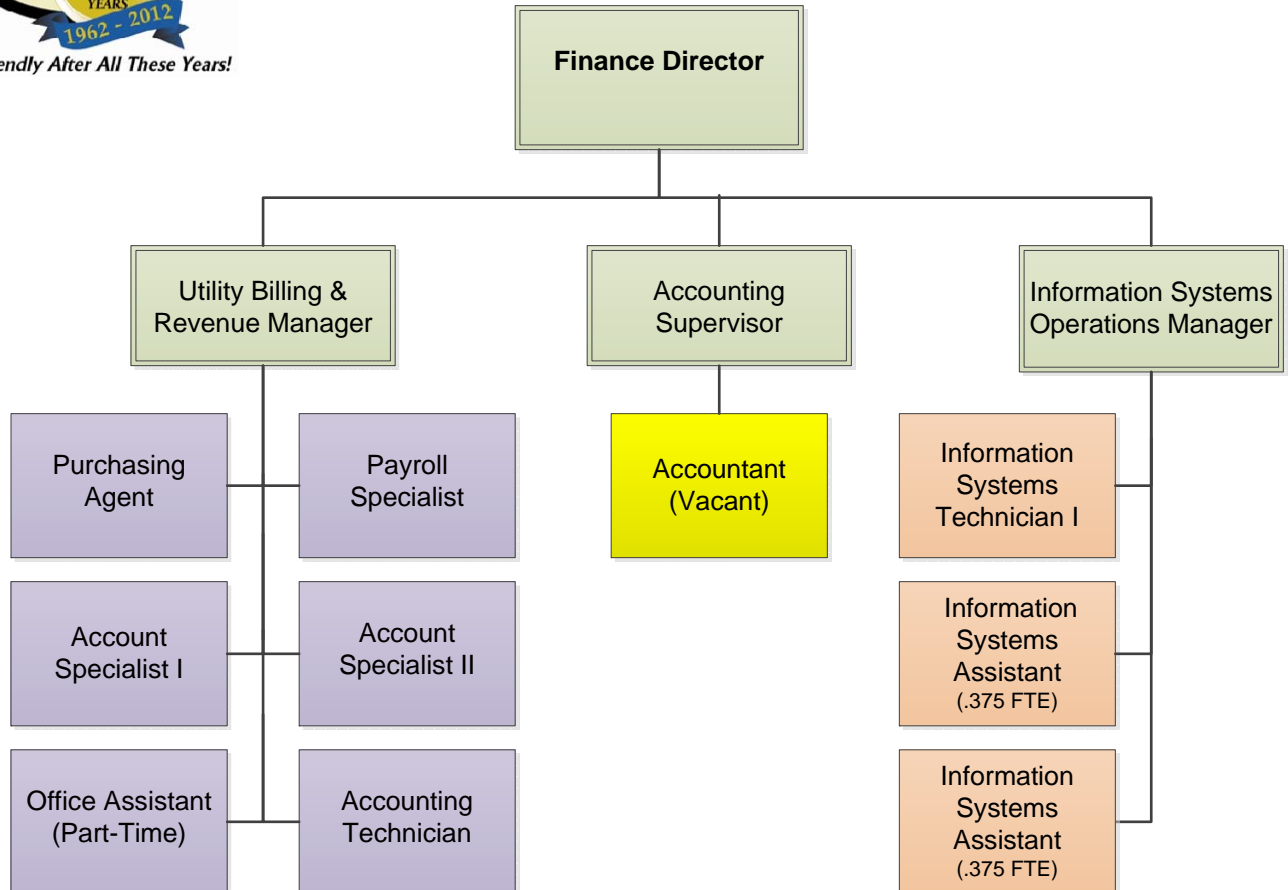
Rent Appeals Board

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted
001-1710-400-4101	Rent Appeals Bd /Salaries	128,895.30	86,329.80	7,211.00	36,758.56	25,000.00
001-1710-400-4401	Rent Appeals Bd /Overtime Sala	-	-	-	-	-
001-1710-400-4512	Rent Appeals Bd/Ed Stipend	600.00	600.00	100.00	200.00	300.00
001-1710-400-4520	Rent Appeals Bd/Other Payroll-	8,120.53	1,675.36	-	-	-
001-1710-400-4912	Rent Appeals Bd/Ed Stipend	-	-	-	-	-
001-1710-400-4201	Rent Appeals Bd /Part-Time Sal	1,548.75	-	-	-	-
001-1710-400-4510	Rent Appeals Bd/Non-Smoking Al	-	-	-	-	-
001-1710-400-4511	Rent Appeals Bd/Residency Allo	540.00	-	-	-	-
001-1710-400-4901	Rent Appeals Bd /Pers/Employer	21,369.10	15,606.60	1,624.00	8,053.06	-
001-1710-400-4902	Rent Appeals Bd /Pers/Employee	11,185.87	7,510.57	632.00	1,320.54	-
001-1710-400-4906	Rent Appeals Bd/Alt Ben Prog/D	-	-	-	-	-
001-1710-400-4908	Rent Appeals Bd/RHS Plan	637.50	-	-	-	-
001-1710-400-4920	Rent Appeals Bd/Health Ins/Blu	3,222.40	-	771.00	-	-
001-1710-400-4921	Rent Appeals Bd/Medical Insura	8,378.11	7,975.80	-	3,486.58	-
001-1710-400-4922	Rent Appeals Bd/Medical Insura	-	-	-	-	-
001-1710-400-4923	Rent Appeals Bd/Eye Care	728.64	411.96	68.00	152.28	-
001-1710-400-4924	Rent Appeals Bd/Dental Care	2,712.62	1,473.24	284.00	540.06	-
001-1710-400-4925	Rent Appeals Bd /Medicare	2,025.65	1,284.68	106.00	548.82	367.00
001-1710-400-4930	Rent Appeals Bd/Life Ins/Salar	242.34	138.48	33.00	64.00	-
001-1710-400-4931	Rent Appeals Brd / LTD	639.80	429.41	36.00	180.72	128.00
001-1710-400-4932	Rent Appeals Bd/ STD	-	-	-	17.94	62.00
001-1710-400-5100	Rent Appeals Bd/Office Supplie	208.60	167.20	200.00	312.40	250.00
001-1710-400-5110	Rent Appeals Bd /Paper Supplie	-	-	-	-	-
001-1710-400-5120	Rent Appeals Bd /Non-Paper Sup	-	-	-	-	-
001-1710-400-5130	Rent Appeals Bd /Postage	265.57	271.57	300.00	256.90	400.00
001-1710-400-5210	Rent Appeals Bd /Spec. Departm	-	-	-	-	-
001-1710-400-5220	Rent Appeals Bd/Heat/Light/Pow	-	-	-	-	-
001-1710-400-5230	Rent Appeals Bd /Telephone	-	-	-	-	-
001-1710-400-5231	Ren Appeals Bd / Cell Phone	-	-	-	-	-
001-1710-400-5240	Rent Appeals Bd /Advertising/P	-	-	-	-	-
001-1710-400-5260	Rent Appeals Bd /Dues & Subscr	-	-	-	-	-
001-1710-400-5272	Rent Appeals Bd/ Auto Allowanc	-	-	-	70.52	635.00
001-1710-400-6101	Rent Appeals Bd /Contractual S	-	-	-	-	-
001-1710-400-6110	Rent Appeals Bd /Professional	13,287.06	2,133.04	10,000.00	17,491.76	10,000.00
001-1710-400-6310	Rent Appeals Bd /Rent/Lease/Ta	-	-	-	-	-
001-1710-400-6422	Rent Appeals Bd /Workers' Comp	-	-	2,756.82	-	2,552.00
001-1710-400-6423	Rent Appeals Bd /Liability/Property	-	-	1,420.18	-	3,903.00
001-1710-400-6600	Rent Appeals Bd /Travels & Mee	-	-	100.00	-	100.00
001-1710-400-6910	Rent Appeals Bd /Miscellaneous	-	-	-	-	-
001-1710-400-8100	Rent Appeals Bd/Transfer Out	-	4,244.70	-	-	-
001-1710-400-9530	Rent Appeals Bd /C/O-Communica	-	-	-	-	-
001-1710-400-9700	Rent Appeals Board/ F&F	-	-	-	-	-
Total		204,607.84	130,252.41	25,642.00	69,454.14	43,697.00



Finance Department Organizational Chart



FINANCE

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 943,878	\$ 970,300	\$ 472,247 ^{a)}	\$ (498,053)
Training	199	2,000	5,000	3,000
Insurance				
Workers' Compensation	-	21,265	19,675	(1,590)
Liability/Property	-	10,954	12,599	1,645
Supplies				
Office Supplies	368		100	100
Special Departmental Equipment	4,935	5,000	5,620	620
Communications	1,971	2,000	1,525	(475)
Dues & Subscriptions	705	800	960	160
Vehicle	4,079	4,100	4,200	100
Equipment	3,290	3,800	500	(3,300)
Contractual/Professional	156,612	100,000	-	(100,000) ^{b)}
Recruitment			2,000 ^{c)}	2,000
Travel & Meetings	459	2,000	500	(1,500)
Miscellaneous Expense	29	-		-
Capital Outlay	-	-		-
TOTAL EXPENSE	<u>\$ 1,116,526</u>	<u>\$ 1,122,219</u>	<u>\$ 524,926</u>	<u>\$ (597,293)</u>

^{a)} Salaries decreased due to reallocation of staff to Enterprise funds in line with the direct cost methodology

^{b)} Allocated banking fees and printing costs Enterprise funds

^{c)} New recruitment cost for the vacant Accountant position

Finance

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	2013 Adopted	Comments
001-1300-400-4101	Finance /Salaries	670,113.65	579,919.35	669,399.00	588,907.58	308,064.00	308,064.00	a)
001-1300-400-4110	Finance /Longevity	31,082.30	31,006.17	32,628.00	25,199.75	12,584.00	12,584.00	
001-1300-400-4401	Finance /Overtime Sala	748.03	23.03	-	693.64	-	-	
001-1300-400-4520	Finance /Other Payroll	54,153.36	26,130.06	3,999.00	50,000.00	646.00	646.00	
001-1300-400-4201	Finance /Part-Time Sal	57,367.55	40,965.21	-	16,528.00	-	-	
001-1300-400-4510	Finance /Non-Smoking A	1,250.00	1,200.00	-	-	-	-	
001-1300-400-4511	Finance /Residency All	3,786.00	3,600.00	720.00	720.00	-	-	item #1
001-1300-400-4800	Finance /Training & Edu	1,942.44	199.00	2,000.00	1,937.62	5,000.00	5,000.00	
001-1300-400-4901	Finance /Pers/Employer	115,814.54	109,368.66	135,538.00	133,728.96	85,145.00	85,145.00	
001-1300-400-4902	Finance /Pers/Employee	60,621.52	52,784.43	5,071.00	5,071.00	-	-	
001-1300-400-4905	Finance /Alt Ben Prog/D	-	-	-	-	-	-	
001-1300-400-4906	Finance /Alt Ben Prog/D	10,850.00	12,600.00	12,600.00	12,600.00	5,796.00	5,796.00	
001-1300-400-4908	Finance /RHS Plan	1,800.00	1,950.00	1,800.00	2,700.00	2,830.00	2,830.00	
001-1300-400-4920	Finance /Health Ins/Bl	40,466.66	21,920.04	79,104.00	12,333.72	43,038.00	43,038.00	
001-1300-400-4921	Finance /Medical Insur	32,794.17	31,446.86	-	55,174.56	-	-	
001-1300-400-4923	Finance /Eye Care	4,118.40	3,570.32	2,396.00	2,762.36	1,065.00	1,065.00	
001-1300-400-4924	Finance /Dental Care	15,682.05	13,008.30	11,200.00	10,922.56	5,197.00	5,197.00	
001-1300-400-4925	Finance /Medicare	12,001.49	10,035.64	9,587.00	9,209.80	4,661.00	4,661.00	
001-1300-400-4930	Finance /Life Ins/Sala	1,594.71	1,332.18	1,524.00	1,381.20	786.00	786.00	
001-1300-400-4931	Finance /LTD	3,463.97	3,018.06	3,243.00	3,111.22	1,635.00	1,635.00	
001-1300-400-4932	Finance /STD	-	-	1,491.00	994.96	800.00	800.00	item#2
001-1300-400-5130	Finance /Postage	320.00	368.16	-	110.50	100.00	100.00	item#3
001-1300-400-5210	Finance /Spec. Departm	5,276.65	4,934.90	5,000.00	4,850.44	5,620.00	5,620.00	item#4
001-1300-400-5231	Finance /Cellular Phone	2,621.95	1,971.32	2,000.00	1,534.34	1,525.00	1,525.00	item#5
001-1300-400-5260	Finance /Dues & Subscr	800.00	705.00	800.00	800.00	960.00	960.00	item#6
001-1300-400-5272	Finance /Auto Allowanc	4,004.99	4,079.22	4,100.00	2,996.42	4,200.00	4,200.00	item#7
001-1300-400-5330	Finance /Spec Dept Equ	3,806.50	3,290.10	3,800.00	600.00	500.00	500.00	item#8
001-1300-400-6101	Finance /Contractual S	103,492.78	156,611.80	100,000.00	155,000.00	-	-	
001-1300-400-6210	Finance /Recruitment	-	-	-	-	2,000.00	2,000.00	
001-1300-400-6310	Finance /Rent/Lease/Tax	-	29.16	-	-	-	-	
001-1300-400-6422	Finance /Workers' Comp	-	-	21,264.54	-	19,675.00	19,675.00	new from Dept 1900
001-1300-400-6423	Finance /Liability/Property	-	-	10,954.46	-	12,599.00	12,599.00	new from Dept 1900
001-1300-400-6600	Finance /Travels & Mee	200.58	458.57	2,000.00	260.76	500.00	500.00	Item#9
Total		1,240,174.29	1,116,525.54	1,122,219.00	1,100,129.39	524,926.00	524,926.00	

a) Salaries decreased due to reallocation of staff to Utilities fund in line with the direct cost methodology

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
1	001-1300-400-4800 CSMFO GFOA GFOA GFOA Contract Liebert Cassidy Whitmore	Training Online Financial Forum Online training classes 4 @ \$85 per Concepts in Performance Budgeting GFOA Managing the Budget Process Cost allocation training for 2 Various \$200 per class PowerPoint/Access/ Excel department wide	100.00 340.00 600.00 400.00 500.00 1,000.00 2,060.00	5,000.00	2,000.00
2	001-1300-400-5130 FedEx SCO	Finance /Postage		100.00	-
3	001-1300-400-5210 National Document Solutions, LLC Clone Digital Print & Copy Office Depot Business Card Secretary of State	Finance /Spec. Departm order payroll checks, animal license receipts booklets budget books, color copies Envelopes Business Forms Annual fees for non profits	1,500.00 2,500.00 800.00 700.00 120.00	5,620.00	5,000.00
4	001-1300-400-5231 AT&T Mobile Cell phone stipen	Finance /Cellular Phone 12.50*26	1,200.00 325.00	1,525.00	2,000.00
5	001-1300-400-5260 California Municipal Treasurers Costco Wholesales Membership GFOA Women Leading Government Business Card CA Assoc of Public Procurement	Finance /Dues & Subscr Director Purchasing Agent Director & Accounting Supervisor Director & Accounting Supervisor California Society of Municipal Finance Officer Purchasing Agent	155.00 50.00 305.00 100.00 220.00 130.00	960.00	800.00
6	001-1300-400-5272	Finance /Auto Allowanc Management staff vehicle allowance	4,200.00	4,200.00	4,100.00
7	001-1300-400-5330	Finance /Spec Dept Equ calculators, printer, head set	500.00	500.00	3,800.00

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget																																								
8	001-1300-400-6610	Finance /Recruitment Recruitment Exam, fingers printing, ad, background check	2,000.00	2,000.00	-																																								
9	001-1300-400-6600 Mileage Reimbursement	Finance /Travels & Mee So Co offices Cal Cards / Tax	500.00	500.00	2,000.00																																								
<table border="1"> <tbody> <tr> <td>Allocate to Water, Sewer & Refuse</td> <td>Finance /Contractual S</td> <td>18,000.00</td> <td>100,000.00</td> </tr> <tr> <td>001-1300-400-6101</td> <td>SoCo Printing Services</td> <td>34,500.00</td> <td>32,000.00</td> </tr> <tr> <td>So CO Reprographics</td> <td>SoCo RECO - Postage</td> <td>5,500.00</td> <td>41,000.00</td> </tr> <tr> <td>County of Sonoma</td> <td>Bank Analysis Service Fees</td> <td>20,000.00</td> <td>27,000.00</td> </tr> <tr> <td>Banking fees</td> <td>Applied Merchant Web E-Sol Bank Fee</td> <td>22,000.00</td> <td>100,000.00</td> </tr> <tr> <td>Banking fees</td> <td>Finance Svgs CC Fees</td> <td></td> <td></td> </tr> <tr> <td>Banking fees</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Water Amount</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Sewer Amount</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Refuse Amount</td> <td></td> <td></td> </tr> </tbody> </table>						Allocate to Water, Sewer & Refuse	Finance /Contractual S	18,000.00	100,000.00	001-1300-400-6101	SoCo Printing Services	34,500.00	32,000.00	So CO Reprographics	SoCo RECO - Postage	5,500.00	41,000.00	County of Sonoma	Bank Analysis Service Fees	20,000.00	27,000.00	Banking fees	Applied Merchant Web E-Sol Bank Fee	22,000.00	100,000.00	Banking fees	Finance Svgs CC Fees			Banking fees					Water Amount				Sewer Amount				Refuse Amount		
Allocate to Water, Sewer & Refuse	Finance /Contractual S	18,000.00	100,000.00																																										
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	Water Amount																																												
	Sewer Amount																																												
	Refuse Amount																																												
Grand Total			\$20,405.00	119,700.00																																									

FINANCE DEPARTMENT

DEPARTMENT SERVICES MODEL

◆ MANDATED

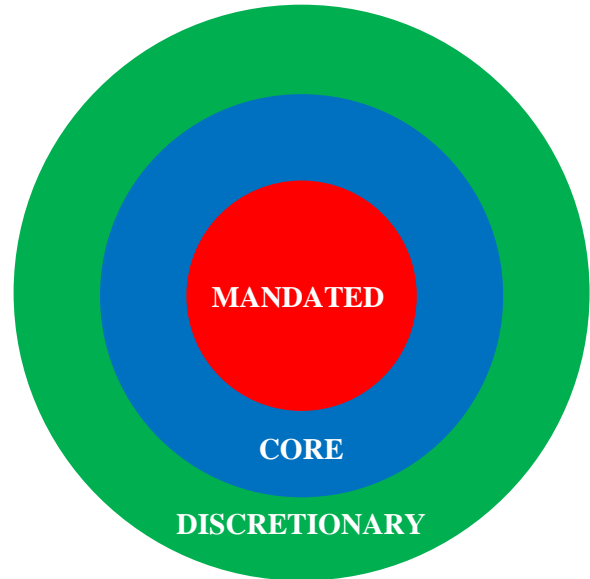
- Prepare Annual City Budget
- Prepare Audited Financial Reports
- Respond to Public Records Requests
- Prepare Federal, State & County Reports
- Prepare Semi-monthly Payroll
- Administer Bond Requirements
- Administer Animal & Business Licensing
- Administer Grant Requirements

◆ 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



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Restructure and consolidate functions
- Contract out or partner with another agency or firm
- Hire consultants
- Use part-time staff or unpaid interns

REVENUE OPPORTUNITIES

- Review animal license fees
- Review business license fees
- Research admissions tax as a potential source of revenue
- Enhance treasury management function to track cash flows
- Perform external audits to capture all revenue.
- Perform internal audits to improve efficiencies, reduce expenditures and increase revenues
- Apply for grant funding
- Perform feasibility and cost-benefit studies on existing and potential benefits/programs/services

MAJOR TASKS COMPLETED IN FISCAL YEAR 2011/2012

- ✓ Updated the annual City budget to include service models, enterprise funds, a glossary of financial and budgetary terms, fiscal policies and department organizational charts
- ✓ New budget formats for Community Services
- ✓ Created a Budget in Brief
- ✓ Applied Zero Based Budget methods

- ✓ Developed a cash basis for financial and budget reports
- ✓ Created monthly expenditure reports for department directors
- ✓ Implemented GASB 54 fund balance
- ✓ Met deadlines for State and County compliance reports
- ✓ Implementation of electronic time cards and trained all departments
- ✓ Changed pay period from 24 periods to 26 to meet FLSA requirements
- ✓ Conducted an RFP for temporary debris box service and awarded contract to haulers
- ✓ Hired a full-time Budget Analyst/Accountant
- ✓ Updated City's purchasing policy
- ✓ Implemented Cal Card purchasing program utilizing Sonoma County as a shared service
- ✓ Implemented direct charging
- ✓ Allocated non-department expenses
- ✓ Performed a trend analysis covering a three year period to project a cash flow as well as expenditures

MAJOR GOALS FOR FISCAL YEAR 2012/2013

GOAL 1: Financial Recovery Plan

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

GOAL 2: Prepare the CAFR and annual reports

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

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

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

GOAL 4: Review the current refuse rates to determine if rates are sufficient to cover cost of service

- a. Consultant updates the refuse rate model and staff reviews proposed rates
- b. Staff/Consultant presentation to Council
- c. Proposition 218 process followed to implement rate change

GOAL 5: Fill the vacant Accountant position to perform the following additional duties:

- a. Reconcile sub-ledger accounts to the General Ledger
- b. Perform financial analysis and reporting, create presentation materials, perform feasibility and cost-benefit studies
- c. Book monthly journal entries
- d. Perform internal and external audits to find efficiencies, errors in payments for revenues & expenditures and identify potential compliance/fraud issues.

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

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

GOAL 7: Establish a Cell Phone Policy

- a. Research and develop a Cell Phone Policy that provides guidelines on:
 - b. Types of phones issued
 - c. Optional cell phone stipends and amounts
 - d. Who is given a cell phone

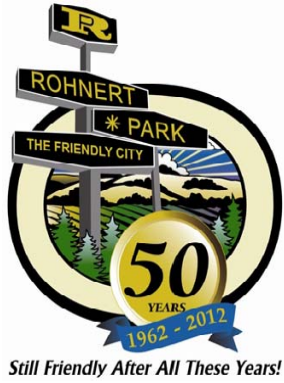
- e. Guides for usage and liabilities for misuse
- f. Submit draft to City Manger for Approval
- g. Implement Policy and inform users

GOAL 8: RFP for Janitorial Services

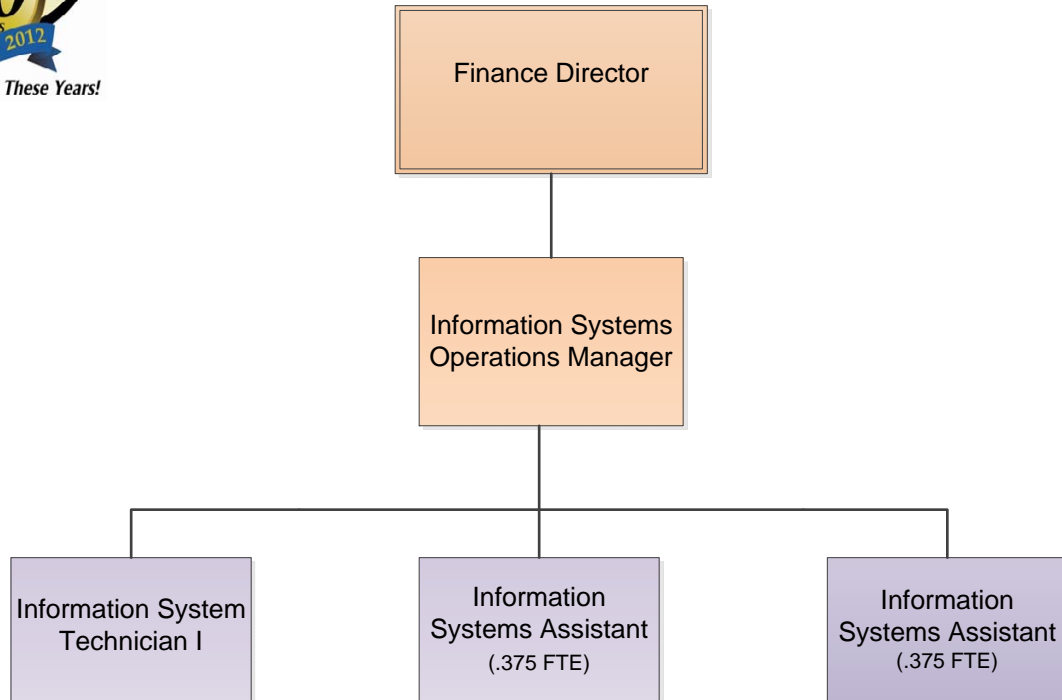
- a. Current contract expires 5-31-2012
- b. Meet with staff to determine service levels needed
- c. Prepare and Issue RFP
- d. Review RFP's and submit recommendation to Council for approval
- e. Implement New Contract

GOAL 9: Update contracts set to expire, OADS, Postage Machine, etc.

- a. Review contracts, meet with vendors and establish service levels
- b. Approve any new contracts and implement



Information Systems Department Organizational Chart



INFORMATION SYSTEMS

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 221,979	\$ 213,011	\$ 240,752	\$ 27,741
Training	1,353	1,000	1,000	-
Insurance				
Workers' Compensation		4,920	5,255	335
Liability/Property		5,775	6,166	391
Supplies	-			
Special Departmental Equipment	13,194	13,000	13,000	-
Communications	85,392	90,000	100,000	10,000
Dues & Subscriptions	2,400	2,500	5,200	2,700
Vehicle	466	1,000	1,500	500
Equipment				
Maintenance	107,516	156,000	278,500	122,500
Rental	40,265	60,000	64,000	4,000
Contractual/Professional	36,922	26,000	28,200	2,200
Travel & Meetings	1,102	500	1,000	500
Miscellaneous Expense	5	-	-	-
Capital Outlay	-	-	-	-
 TOTAL EXPENSE	 <u>\$ 510,594</u>	 <u>\$ 573,706</u>	 <u>\$ 744,573</u>	 <u>\$ 170,867</u>

Information Systems

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual		Actual		Adopted	Estimated	Adopted		
001-1310-400-4101	Data Processing /Salaries	-	-	-	132,707.00	133,494.58	-	139,949.00	-	Increase due to step-increase
001-1310-400-4520	Data Processing/Other Payroll-	-	-	-	2,104.00	-	-	796.00	-	
001-1310-400-4201	Data Processing/Part-Time Sal	-	-	-	22,000.00	23,060.00	-	32,000.00	-	See item#1
001-1310-400-4800	Data Processing/Training & Edu	-	-	-	1,000.00	1,000.00	-	1,000.00	-	See item#2
001-1310-400-4901	Data Processing /Pers/Employer	-	-	-	27,385.00	28,858.36	-	37,162.00	-	
001-1310-400-4902	Data Processing /Pers/Employee	-	-	-	956.00	2,013.86	-	-	-	
001-1310-400-4908	Data Processing/RHS	-	-	-	900.00	900.00	-	975.00	-	
001-1310-400-4920	Data Processing /Health Ins/BI	-	-	-	21,048.00	-	-	23,875.00	-	
001-1310-400-4921	Data Processing /Medical Insur	-	-	-	-	21,050.04	-	-	-	
001-1310-400-4923	Data Processing /Eye Care	-	-	-	479.00	573.68	-	449.00	-	
001-1310-400-4924	Data Processing /Dental Care	-	-	-	2,240.00	2,393.04	-	2,188.00	-	
001-1310-400-4925	Data Processing /Medicare	-	-	-	1,955.00	2,270.10	-	2,041.00	-	
001-1310-400-4930	Data Processing /Life Ins/Sala	-	-	-	278.00	276.96	-	254.00	-	
001-1310-400-4931	Data Processing / LTD	-	-	-	656.00	671.94	-	714.00	-	
001-1310-400-4932	Data Processing/STD	-	-	-	303.00	220.80	-	349.00	-	
001-1310-400-5210	Data Processing /Spec. Departm	-	-	-	13,000.00	14,687.00	-	13,000.00	-	See item#3
001-1310-400-5230	Data Processing /Telephone	-	-	-	80,000.00	75,800.00	-	96,940.00	-	See item#4
001-1310-400-5231	Data Processing/Cellular Phone	-	-	-	10,000.00	11,650.56	-	3,060.00	-	See item#5
001-1310-400-5260	Data Processing /Dues & Subscr	-	-	-	2,500.00	160.00	-	5,200.00	-	See item#6
001-1310-400-5270	VEHICLE GAS & OIL	-	-	64.93	1,000.00	1,000.00	-	1,500.00	-	See item#7
001-1310-400-5272	Data Processing/Auto Allowance	-	-	-	-	-	-	-	-	
001-1310-400-5330	Data Processing /Software Main	-	-	-	113,000.00	112,000.00	-	\$231,500.00	-	See item#8
001-1310-400-5340	Data Processing /Hardware Main	-	-	-	43,000.00	48,045.68	-	\$47,000.00	-	See item#9
001-1310-400-6101	Data Processing /Contractual S	-	-	-	26,000.00	23,904.00	-	\$28,200.00	-	See item#10
001-1310-400-6130	Data Processing /Data Processi	511,982.15	510,593.63	-	-	-	-	-	-	
001-1310-400-6310	Data Processing/Equipment Leas	-	-	-	60,000.00	61,902.04	-	64,000.00	-	See item#11
001-1310-400-6422	Data Processing /Workers' Comp	-	-	-	4,919.70	-	-	5,255.00	-	New from Dept 1900
001-1310-400-6423	Data Processing /Liability/Property	-	-	-	5,775.30	-	-	6,166.00	-	New from Dept 1900
001-1310-400-6600	Data Processing /Travels & Mee	-	-	-	500.00	-	-	1,000.00	-	See item#12
Total		511,982.15	510,658.56	511,982.15	573,706.00	565,932.64	573,706.00	744,573.00		

Detail

Budget Justification

Item	Account	Description	FY12/13 Adopted Budget	FY11/12 Amended Budget
1	001-1310-400-4201	Data Processing /Part-Time Sal 2.0 employees x 750 hours x \$21.5 per hour= \$32,000	32,000	22,000
2	001-1310-400-4800	Data Processing/Training & Edu (2) employees online training - Microsoft, Cisco, VMWare	1,000	1,000
3	001-1310-400-5210	Data Processing /Spec. Departm (5) UPS Batteries & Supplies (20) Monitors Speciality Cables for devices Software cost & Emergency Printers	13,000	13,000
4	001-1310-400-5230 AT&T	Data Processing /Telephone Adjusted for potential Internet Fiber connectivity Phone lines & T1 Circuits Internet Access (Increase band-width)	96,940	80,000
5	001-1310-400-5231 AT&T	Data Processing/Cellular Phone (2) smart phones (3) data devices	3,060	10,000
6	001-1310-400-5260	Data Processing /Dues & Subscr MISAC (Municipal Information Systems Assc Calif) Info-Tech (I.S Management Subscription)	5,200	2,500
7	001-1310-400-5270	VEHICLE GAS & OIL (2) vehicles	1,500	1,000

Detail

Budget Justification

Item	Account	Description	FY12/13 Adopted Budget	FY11/12 Amended Budget
8	001-1310-400-5330	Data Processing /Software Main (150) Microsoft Licensing \$21K, (150) Office Licensing \$11K, (30) Servers Licensing \$5K Network Security Hacker safe LOGO Red Condor Spam Filter 90 % rate Anti Virus for servers and desktops Adobe and Symantec products license maintenance Springbrook - \$30K maintenance, \$50K system upgrade, \$20K work-order system Metroscon VMWARE VDI Project - Server maintenance Exchange Email Server upgrade Time Keeping Software (i.e kronos cost to be reallocated at midyear)	231,500	113,000
			37,000	
			2,500	
			4,000	
			4,000	
			8,000	
			100,000	
			6,000	
			10,000	
			10,000	
			50,000	
9	001-1310-400-5340	Data Processing /Hardware Main Cisco maintenance Switch Maintenance Increasing network storage (16) UPS Batteries Replacement City Hall	47,000	43,000
			32,000	
			10,000	
			5,000	
10	001-1310-400-6101	Data Processing /Contractual S Web site and GIS Hosting Granicus Customer Request System Hosted PEG Channel CMC	28,200	43,000
			5,000	
			8,400	
			4,800	
			10,000	
11	001-1310-400-6310	Data Processing/Equipment Leas Workstation and server leases	64,000	60,000
			64,000	
12	001-1310-400-6600	Data Processing /Travels & Mee MISAC Conference	1,000	500
			1,000	
Total			524,400	389,000

INFORMATION SYSTEMS DEPARTMENT 2012/2013

DEPARTMENT SERVICES MODEL

◆ MANDATED

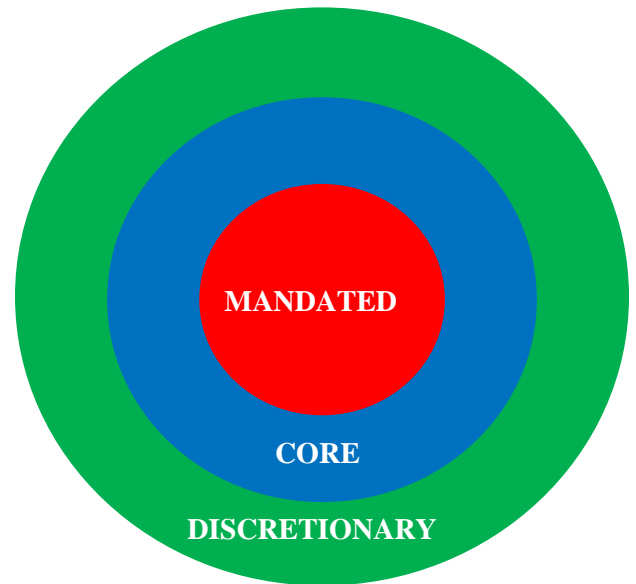
- Ensure that City complies with State
- Federal and Local Laws regarding the Privacy, Security and reliability of its data.
- Ensure data systems meet the Cities Records
- retention policy and Electronic Media Use Policy

◆ 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 TASKS COMPLETED IN FISCAL YEAR 2011/2012

- ✓ Research and come up with possible solutions to reduce the lease cost of our current desktop fleet.
 - By reducing the number of leased PC's we can lower cost and reduce the overall cost of supporting them. Rolled out twenty virtual desktops instead of leasing pc's
- ✓ Streamline or outsource PEG channel operation.
 - A large part of staff time is spent on operating the PEG channel. This is taking key personnel away from other more important duties. The city attorneys counseled us to keep running the channel. I am using the DIVCA funds to automate the process as much as possible.
- ✓ Look into replacing options for our current AT&T OPT-E-MAN fiber contract which expires in FY 2012-2013. The goal is a 50 percent cost reduction.
 - We currently spend \$ 68,000 a year on network and internet connectivity. The plan is to research a more cost effective solution while maintaining or enhancing current performance.
 - We will be meeting with AT&T to renegotiate the contract this summer. We hope to increase performance at the same cost or lower the cost.
- ✓ Cost effectively increase data storage overall by 100 percent.
 - We are closer to running out of data storage room. We have been curtailing employees' space needs for several years. Recently the cost of hard disk storage has dropped opening up the way to increase the networks capacity at a reasonable cost.
 - Completed we have cost effectively increased city storage by 4 Terrabytes from 1Terrabyte.
- ✓ Upgrade the Performing Arts Center ticketing servers. Completed.
- ✓ Assist Public Works with their Water and Sewer control system Server replacement. Completed
- ✓ Responded to over 1300 requests from city employees 90 percent within 24 hours.
- ✓ Added a Code Enforcement module to a hosted Citizen Request Management solution to help Public Works and Building manage customer requests.

MAJOR GOALS FOR FISCAL YEAR 2012/2013

GOAL 1: Finish Upgrade to Finance System and Online Employee Self Service center.

An Online employees self service center will reduce staff time handling basic employee requests.

GOAL 2: Upgrade city email server platform.

- a. Email system is over ten years old and needs to be updated to handle a wider variety of devices.
- b. The city will be reviewing hosted as well as on premise solutions.

GOAL 3: Internal Service fund development with Finance.

The goal is to have each department pay for the true cost of PC's and Software along with assisting in the cost of maintaining the city network.

GOAL 4: New Land Management system.

The current building permit software is obsolete and no longer supported. We look to move the city forward with a new system that can do things like online applications and support mobile devices so the inspector can stay in the field.

GOAL 5: Create a new disaster recovery plan for the new storage capacity and virtualized network.

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 and present it to them.

GOAL 6: Work on technology strategic plan.

Technology is a part of the city's Strategic Plan. The goal is to start planning for the deployment of different devices, Paperless office and document imaging, Automated Agenda Management.

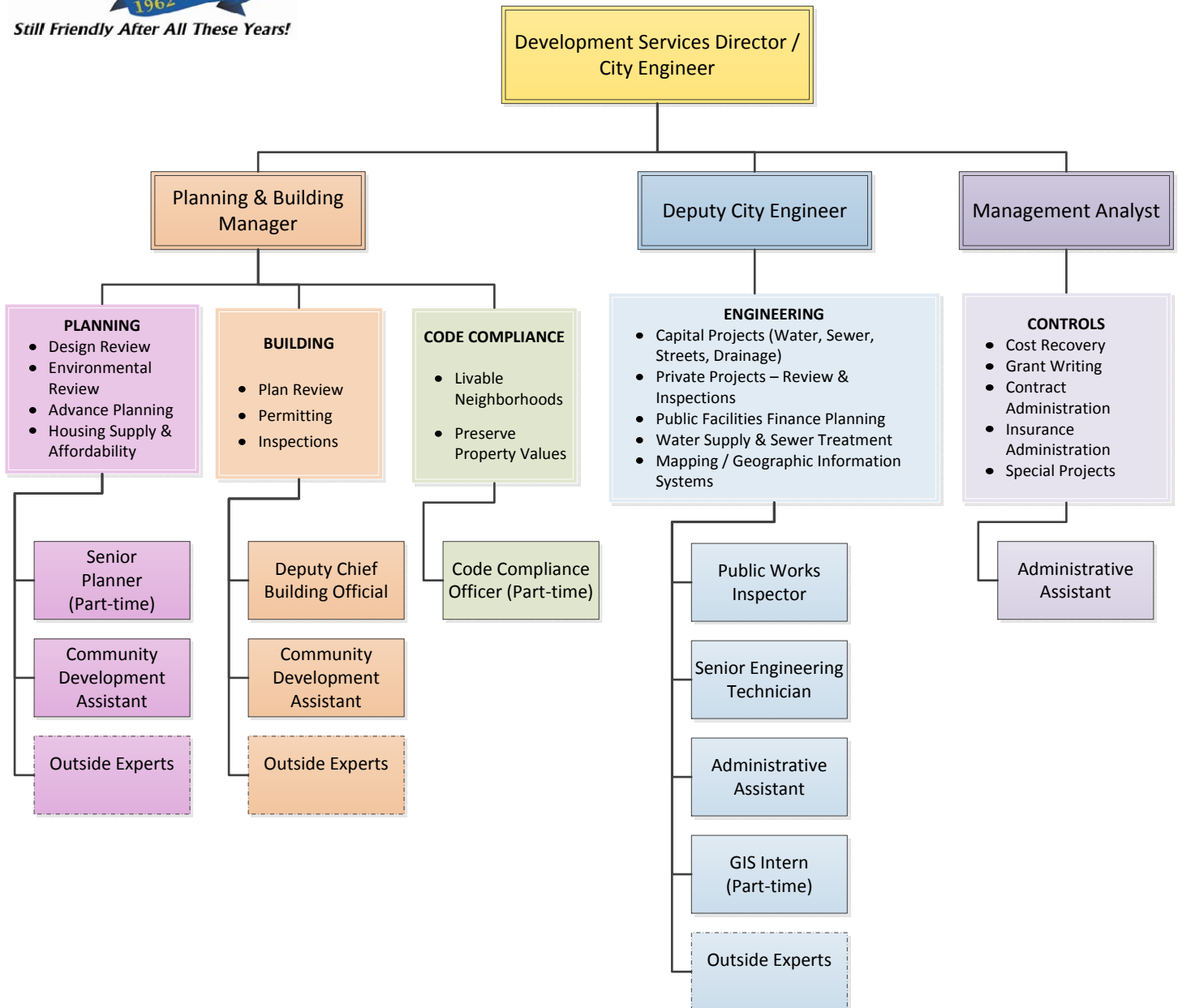
GOAL 7: Work on getting more citizen involvement in their PEG TV channel.

Several citizens have shown an interest to get more local programming on the city's PEG channel. We hope to accomplish this with help from various groups.

GOAL 8: Maintain high level of customer service by promptly responding to Helpdesk requests.



Development Services Organizational Chart



DEVELOPMENT SERVICES

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 1,277,099	\$ 1,258,148	\$ 1,276,173	\$ 18,025
Overtime/Stand By Pay	399	4,000	4,100	100
Training	2,009	6,500	6,500	-
Project Recharge	(570,441)	(540,000)	(540,000)	-
Insurance				
Workers' Compensation		29,126	30,962	1,836
Liability/Property		8,215	8,912	697
Supplies				
Office Supplies	2,595	3,000	900	(2,100)
Special Departmental Equipment	3,109	4,700	157,700	153,000
Clothing/Uniform Allowance	-	500	500	-
Utilities				
Communications	3,722	3,000	4,560	1,560
Dues & Subscriptions	1,612	3,000	600	(2,400)
Advertising	1,774	7,000	3,360	(3,640)
Vehicle				
Fuel/Auto Allowance	12,953	13,400	15,400	2,000
Maintenance	309	800	800	-
Equipment	2,750	2,500	2,500	-
Facility Maintenance	-	-	-	-
Contractual/Professional	168,798	130,000	80,000	(50,000)
Recruitment		600	600	-
Travel & Meetings	173	800	700	(100)
Miscellaneous Expense	-	-	-	-
Transfers out	-	1,500	-	(1,500)
Capital Outlay	-	-	-	-
TOTAL EXPENSE	<u>\$ 906,860</u>	<u>\$ 936,789</u>	<u>\$ 1,054,267</u>	<u>\$ 117,478</u>

Development Services

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted	
001-1600-400-4101	Development Svcs /Salaries	966,014.31	-	856,552.34	871,947.00	816,725.02	865,897.00	865,897.00	See Notes (1)	
001-1600-400-4110	Development Svcs /Longevity	-	-	-	-	-	-	-	-	
001-1600-400-4400	Development Svcs /Overtime Sala	-	-	-	-	-	-	-	-	
001-1600-400-4401	Development Svcs /Overtime Sala	5,736.92	-	399.34	4,000.00	3,200.00	4,100.00	4,100.00	See Notes (2)	
001-1600-400-4520	Development Svcs /Other Payroll	61,047.90	-	27,634.55	5,804.00	32,000.00	4,401.00	4,401.00	See Notes (3)	
001-1600-400-4201	Development Svcs /Part-Time Sal	25,725.40	-	39,656.42	72,535.00	72,021.78	37,260.00	37,260.00	See Notes (4)	
001-1600-400-4510	Development Svcs /Non-Smoking A	-	-	-	-	-	-	-	-	
001-1600-400-4511	Development Svcs /Residency All	4,860.00	-	5,010.00	1,440.00	1,440.00	1,267.00	1,267.00	-	
001-1600-400-4512	Development Svcs /Educ Stipend	100.00	-	-	1,200.00	-	1,200.00	1,200.00	-	
001-1600-400-4800	Development Svcs /Training & Edu	7,053.90	-	2,008.98	6,500.00	1,650.00	6,500.00	6,500.00	See Notes (5)	
001-1600-400-4901	Development Svcs /Pers/Employer	159,820.78	-	153,778.38	180,212.00	174,625.20	230,249.00	230,249.00	-	
001-1600-400-4902	Development Svcs /Pers/Employee	83,470.68	-	74,004.98	6,369.00	6,455.44	-	-	-	
001-1600-400-4903	Development Svcs /Def Comp/City	-	-	-	-	-	-	-	-	
001-1600-400-4904	Development Svcs /Def Comp/City	-	-	-	-	-	-	-	-	
001-1600-400-4905	Development Svcs /Alt Ben Prog/D	12,600.00	-	12,600.00	16,800.00	12,600.00	15,246.00	15,246.00	-	
001-1600-400-4906	Development Svcs /Alt Ben Prog/D	4,200.00	-	4,200.00	-	4,200.00	-	-	-	
001-1600-400-4907	Development Svcs /Alt Ben Prog/P	-	-	-	-	-	-	-	-	
001-1600-400-4908	Development Svcs /RHS	2,212.50	-	2,250.00	2,700.00	2,700.00	2,925.00	2,925.00	-	
001-1600-400-4920	Development Svcs /Health Ins/BI	20,623.13	-	19,939.56	63,144.00	21,790.80	82,060.00	82,060.00	-	
001-1600-400-4921	Development Svcs /Medical Insur	51,122.06	-	39,838.86	-	41,359.32	-	-	-	
001-1600-400-4922	Development Svcs /Medical Insura	-	-	-	-	-	-	-	-	
001-1600-400-4923	Development Svcs /Eye Care	5,005.44	-	4,565.89	2,635.00	3,155.24	2,485.00	2,485.00	-	
001-1600-400-4924	Development Svcs /Dental Care	19,038.17	-	16,814.17	12,358.00	13,315.60	12,123.00	12,123.00	-	
001-1600-400-4925	Development Svcs /Medicare	15,835.15	-	13,940.04	12,766.00	14,617.88	12,656.00	12,656.00	-	
001-1600-400-4930	Development Svcs /Life Ins/Sala	2,171.03	-	2,081.75	1,931.00	2,087.52	1,819.00	1,819.00	-	
001-1600-400-4931	Development Svcs / LTD	4,772.85	-	4,231.65	4,313.00	4,066.51	4,422.00	4,422.00	-	
001-1600-400-4932	Development Svcs /STD	-	-	-	1,994.00	1,457.54	2,163.00	2,163.00	-	
001-1600-400-4970	Development Svcs /Management Me	-	-	-	-	-	-	-	-	
001-1600-400-4999	Development Svcs /Development Services	(525,663.87)	-	(570,441.06)	(540,000.00)	(553,511.00)	(540,000.00)	(540,000.00)	See Notes (6)	
001-1600-400-5100	Development Svcs /Office Supp	51.60	-	36.38	-	61.40	300.00	300.00	See Notes (7)	
001-1600-400-5110	Development Svcs /Paper Supplie	-	-	-	-	-	-	-	See Notes (7)	
001-1600-400-5120	Development Svcs /Non-Paper Sup	-	-	-	-	-	-	-	See Notes (8)	
001-1600-400-5130	Development Svcs /Postage	-	-	45.07	1,000.00	150.00	100.00	100.00	See Notes (9)	
001-1600-400-5140	Development Svcs /Books/Pamphle	674.88	-	2,513.74	2,000.00	200.00	500.00	500.00	See Notes (10)	
001-1600-400-5150	Development Svcs /Bank Charges	-	-	-	-	-	-	-	-	
001-1600-400-5210	Development Svcs /Spec. Departm	2,780.77	-	3,109.38	4,700.00	3,500.00	157,700.00	157,700.00	See Notes (11)	
001-1600-400-5230	Development Svcs /Telephone	19.77	-	-	-	-	-	-	-	
001-1600-400-5231	Development Svcs /Cellular Phone	3,631.35	-	3,722.25	3,000.00	4,560.00	4,560.00	4,560.00	See Notes (12)	
001-1600-400-5240	Development Svcs /Advertising/P	1,419.00	-	1,773.50	7,000.00	784.16	3,360.00	3,360.00	See Notes (13)	
001-1600-400-5251	Development Svcs /Clothing All	143.11	-	-	500.00	-	500.00	500.00	See Notes (14)	
001-1600-400-5260	Development Svcs /Dues & Subscr	1,777.00	-	1,612.13	3,000.00	600.00	600.00	600.00	See Notes (15)	
001-1600-400-5270	Development Svcs /Gas & Oil	1,120.42	-	661.08	1,000.00	1,962.90	2,000.00	2,000.00	-	
001-1600-400-5272	Development Svcs /Auto Allowanc	11,722.70	-	12,291.72	12,400.00	12,725.34	13,400.00	13,400.00	See Notes (16)	

Development Services

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual		Actual	Adopted	Estimated	Adopted	Adopted		
001-1600-400-5320	Development Svcs /Vehicle Repair	585.09		308.97	800.00	443.26	800.00			
001-1600-400-5340	Development Svcs /Office Equipm	98,275.20		-	-	-	-	-		
001-1600-400-6101	Development Svcs /Contractual S	28,563.68		143,043.51	100,000.00	95,000.00	80,000.00	80,000.00		See Notes (17)
001-1600-400-6110	Development Svcs /Professional	2,439.47		25,754.06	30,000.00	(3,735.46)	-	-		See Notes (18)
001-1600-400-6210	Development Svcs / Recruitments	-		-	600.00	-	600.00	600.00		See Notes (19)
001-1600-400-6310	Development Svcs /Rent/Lease/Tax	289.63		2,750.25	2,500.00	50.00	2,500.00	2,500.00		See Notes (20)
001-1600-400-6422	Development Svcs /Workers' Comp	-		-	29,125.98	-	30,962.00	30,962.00		
001-1600-400-6423	Development Svcs /Liability/Property	-		-	8,215.02	-	8,912.00	8,912.00		
001-1600-400-6600	Development Svcs /Travels & Mee	-		172.50	800.00	550.00	700.00	700.00		
001-1600-400-6910	Development Svcs /Miscellaneous	-		-	-	-	-	-		
001-1600-400-9520	Development Svcs /C/O-Office Eq	-		-	-	-	-	-		
001-1600-400-9700	Development Svcs /C/O-Furniture	-		-	-	-	-	-		
001-1600-400-8100	Development Services - T/O	-		-	1,500.00	-	-	-		
Total		1,079,240.02		906,860.39	936,789.00	792,808.45	1,054,267.00	1,054,267.00		

(1) **4101 - Salaries**

<u>Calculation</u>		wage hrly rate / unit cost	
PT Senior Planner (1560 hrs)	Hrs	1560	43.8
			68,328
		Estimated salary cost	\$68,328

* request benefitted position

PT Senior Planner: A "Senior Planner" or equivalent position is requested to address significantly increased workload in both current and long range planning. Infill development and rehabs, state and regional mandates and unexpected research projects have placed an increased demand on planning. Rohnert Park, a built-out city, is gearing up for rapid growth when the market conditions change. The entitlement and long-range planning function introduces not only technical and infrastructure challenges, but a need to implement the entitled projects as they develop. Meeting the growth challenges requires experienced and highly skilled technical staff. Sometimes consultants fill this role; however, usually this is in the context of a special project and not ongoing operations. We need to build a knowledge base within the organization to service the long term nature of large projects. The recruitment of a staff planner will allow the development of a team familiar with the major projects poised to develop concurrently as market changes. This resource further allows for succession planning.

This position is requested to replace PT Technical Advisor (900 hours) position.

(2) **4401 - Overtime**

<u>Calculation</u>		wage hrly rate / unit cost	OT factor	
Dep Chief Bldg Ofc - after hrs call (fire)	Hrs	10	37.86	1.5
PW Inspector - after hrs callout		10	36.05	1.5
Comm Dev Asst - Planning Comm		40	28.86	1.5
Comm Dev Asst - City Council		4	28.86	1.5
Sr. Eng Tech - SP work, etc		20	36.05	1.5
			Estimated overtime	\$4,095

Justification

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. Finally, the overtime hours proposed to be budgeted for the Sr. Engineering Technician are to handle peak activity in development processing and plan reviews and provide the most responsive service possible to applicants.

(3) **4520 - Other Payroll**

Justification

This budget item is needed to cover administrative leave payouts that may be taken out by staff in

eligible positions as provided by the Management Unit Outline and RPEA Memorandum of Understanding. The amount shown in the budget is calculated and provided by Finance staff and based on reduced salary rates / furloughs per current MOU or Outline.

(4) 4201 - Part Time Salaries

Calculation	Hrs	wage hrly rate / unit cost
PT GIS Tech (1/2 - 1000 hr. position)	500	15.00
PT Code Compliance	960	31.00
Estimated Part Time Salaries		\$37,260

Justification

The justification for budgeting the part-time positions listed above is as follows:

I 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.

I 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.

(5) 4800 - Training and Education

Calculation

Calculation	Units	Cost	Total
CALBO ABM (California Building Officials Annual Business Meeting)	1	600	600
ED week through CALBO - \$800 per person	2	800	1600
Miscellaneous certifications	1	400	400
ICC Permit Technician – Recertification	1	300	300
ICC Deputy Chief Building Official - Recertification	1	200	200
REACO – monthly mtgs	12	25	300
AICP	1	400	400
Training: Advanced CEQA review training	1	150	150
Planning Training- UC Davis	1	630	630
CAL APA	1	1100	1100
CASEO renewal	1	170	170
ASCE monthly meetings	10	25	250
Traffic engineering training	2	200	400
Estimated Training, Education, Professional Development			\$6,500

Justification

Continuing education, certification renewals 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.

(6) 4999 - Development Services "recharge" (capital projects and major development labor)

Capital projects labor in FY 12/13:

Exterior coating water tanks 1,3,4,5 (PM, admin)	\$10,000
Alta & Almond water/sewer (PM, inspection, admin)	\$38,400
Arlen & East Cotati Ave (PM, inspection, admin)	\$27,000
CC Bike Path (PM, inspection, admin)	\$20,520
Rancho Verde traffic signal (PM, CM, inspection admin)	\$12,000
Ramps (design, PM)	\$20,000
2013 Various Streets (design, PM, bid)	\$60,000
West RPX improvements	\$10,000
Cured-in-place pipe liner (design/bid/const)	\$10,000
Adrian Water & Sewer (design, PM, early CM/insp)	\$24,000
	<hr/>
Potential CIP labor	\$231,920
Potential billable hours left for Specific Plan work	\$308,080
Historical total (CIP + SP work)	\$540,000

Discussion

\$540,000 in project labor is budgeted -- which includes capital projects and specific plans/planned developments. This is supported by the history over the last several years of departmental production. Past years show that **it is possible to exceed this amount**, if in-house staff hours on projects and specific plan work increases, and "non-billable" work decreases to make room for "billable" work.

(7) 5100 - Office Supplies

Discussion

\$300 is budgeted for departmental Office Supplies, based on the FY 11-12 special supply orders to date and projected to year-end. This does not include the departmental "share" of standard / stock supplies in City Hall. A standard supplies list will be developed by Purchasing, and the cost of these supplies will be shared by City Hall departments. Such cost will be added to this line item when it is developed.

**(8) 5110 - Paper Supplies
5120 - Non-Office Supplies**

Note

See "Discussion" section in Note 6 above.

(9) 5130 - Postage

Discussion

\$100 is budgeted for departmental postage, which typically includes express delivery of time-sensitive documents or ground shipping of bulky items such as plans. As with the budget item for Office Supplies, at such time a

departmental share (or actual costs) for metered postage is developed, such costs will be included in this department budget.

(10) 5140 - Books & Pamphlets

Discussion

\$500 is budgeted for books/pamphlets. No new code books are anticipated for the upcoming fiscal year. Recent book expenses have typically been for the department library, which consists of organizational and employee development resources.

(11) 5210 - Special Departmental

Calculation

	Qty	Amount
Building permitting system (incl. initial data migration and set-up, storage/hosting, licensing, training)	1	\$150,000 *
GIS software - single seat maintenance/renewal	1	\$250
GO code enforcement - annual maintenance/renewal	1	\$3,000
AutoCAD software (1 lite, 1 civil 3D)- annual renewal	1	\$1,250
Document scanning	1	\$500
iPads for inspectors, code enforcement**	3	\$900
		Estimated Special Departmental Expenses
		\$157,700

* Initial implementation year only. Costs for annual maintenance, licensing, data hosting (depending on system) would occur every year thereafter and be budgeted accordingly.

** Assuming iPads can be used at wireless hubs, no data plan is required. Phones would still be needed. Smartphones may be used instead of iPads, depending on which permit system is implemented. Data plans would need to be purchased however. The difference between field staff having 3 iPads + their current phones vs. field staff with smartphones is about \$2,000 more in Year 1. In Years 2 and 3 (assuming no change in data and voice plan costs), the alternative of field staff with iPads is about \$1,000 less per year.

<u>Smart phones for 3 field staff</u>	Qty	months	Price
Smart phones (iPhone 4S, 64 GB)	3	399	\$1,197
Data plan (5 GB)	3	12	\$1,800
Voice plan	3	39.99	\$1,440
Cases	3	50	\$150
Car chargers	3	30	\$90
			\$4,677

Field staff & mgmt staff mobile access comparison

	Year 1	Year 2	Year 3
3 iPads + 5 phones (current plans)	\$7,260	\$4,000	\$4,000
3 smartphones + 2 phones (current plans)	\$4,677	\$5,040	\$5,040
	\$2,583	-\$1,040	-\$1,040

Justification

Justifications for budgeting the Special Departmental costs above is as follows:

I Building Permitting System: The company that created the current building permit system no longer exists, and no other company exists to support the system. The current building permit system is incapable of handling the types and volume of permits anticipated in a ramp-up of development in the foreseeable future. Also, the Council has for years expressed a desire to offer online permitting to our citizens and the construction and development community; this is impossible with the current permit system. Staff and management see efficiencies that can be realized with mobile access to the permit system by field staff. Furthermore, current permitting systems are also land development management systems, which assist municipal staff, applicants and third-party consultants manage and track the progress of their building, planning and engineering projects through plan review, permit issuance or entitlement and fee payment. Using the capabilities of current technology should create greater transparency of the process, reduce errors and inefficiencies, and make it possible to streamline permitting.

I GIS software: This is an annual subscription for the GIS software in use by our GIS technician to maintain and update maps. Without an annual subscription, the software would not be current or supported. Also, GIS layers that are shared with other agencies would eventually fail to be recognized.

I GO Code Enforcement software: This is an annual subscription for the code enforcement software. Without an annual subscription, the software would not be current or supported. Citizen access and reporting could be compromised, and code enforcement response less effective and timely.

I AutoCAD software: This is an annual subscription for the CAD software in use by our Sr. Engineering Technician and GIS technician to create, update and maintain diagrams, drawings, construction details, and plans. Without this software, much design work for capital projects would need to be contracted out at an increased cost. Furthermore, capital project labor recharge would not come into the department through in-house staff.

I Scanning: This is performed on building permit documents and site improvement documents to produce digital records. Currently, improvement plans are available to the public through the City's GIS website. Scans of building permit documents are available to the public by viewing at a station in City Hall. Eventually, they may be made available through a new building permit system integrated with the City's digital records system.

I iPads for inspectors and code enforcement: It is recognized by staff and management that field staff (inspectors and code enforcement) could increase their efficiency by inputting their inspection results into the permit system in the field, instead of returning to the office to transfer data by hand. iPads with wireless access would enable field staff to tie right into the proposed new building permit system. An alternative option would be to equip field staff with smartphones. This option is discussed in the "Calculations" section above.

(12) 5231 - Cellular phones

Discussion

\$4560 is budgeted for current data and voice plan costs for 5 phone users. No new equipment is included. See 5210 - Special Departmental for further discussion on phones.

(13) 5240 - Advertising / Public Notices

<u>Calculation</u>	Public hearing notices	8	\$420	<u>\$3,360</u>
				<u>\$3,360</u>

Justification
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.

(14) 5251 - Clothing

Discussion
\$500 is budgeted for City-identifying and/or protective clothing or gear for field staff.

(15) 5260 - Dues and Subscriptions

<u>Calculation</u>		Units	Cost	Total
	CALBO (CA Assoc. of Building Officials)	1	\$225	\$225
	IAPMO (Int'l Assoc. of Plumbing & Mechanical Officials)	1	\$125	\$125
	ASCE (American Society of Civil Engineers)	1	\$250	\$250
				<u>\$600</u>

Required
Dues / memberships are necessary to maintain professional networks and competencies.

(16) 5272 - Auto Allowance

Discussion
\$13,400 is budgeted as 5% above prior year.

(17) 6101 - Contractual Services

- a. Vargas Greenan - GP implementation, Central Rohnert Park priority development area (PDA) / "downtown" \$20,000 *
 - b. Transportation/Air Quality Studies-for CEQA on infill projects \$15,000 **
 - d. Traffic Studies, Speed Surveys, etc. \$20,000 ***
 - e. Building Plan Check \$25,000 ****
- \$80,000

Justification
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 PARTIALLY OR FULLY REIMBURSIBLE FROM APPLICANTS OR FUNDED FROM RESTRICTED FUNDS AS FOLLOWS:

* General Plan Maintenance Fee fund, project applicants

** Project applicants

*** Traffic Safety Fund

**** Project applicants

(18) 6110 - Professional

Discussion

Until there is further guidance on what expenses should be in this budget line item, no costs will be budgeted here.

(19) 6210 - Recruitment

Discussion

\$600 is budgeted for recruitment costs for a Senior Planner position or equivalent. An October 2011 memo from the City Manager directed that departments would pick up the costs for recruitment. This cost estimate was developed by Human Resources in March 2012.

(20) 6310 - Rent/Lease/Tax

Discussion

\$2,500 is budgeted for 2 "power" stations for GIS and CAD use.

DEVELOPMENT SERVICES

DEPARTMENT SERVICES MODEL

◆ MANDATED

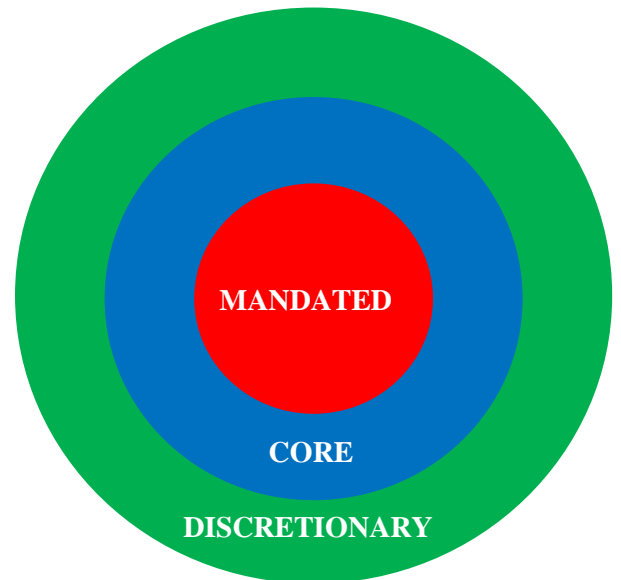
- Comply with state and federal laws
- Ensure safe buildings
- Build safe and usable streets
- Keep water and sewer systems working
- Move traffic and people safely
- Ensure adequate water supply
- Ensure adequate sewer treatment
- Prevent future flooding

◆ 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 2011/2012

- ✓ Conducted the Building Permit System Needs Assessment
- ✓ Amended the Zoning Ordinance to incorporate Housing Element updates
- ✓ Achieved designation for Central Rohnert Park as a Priority Development Area
- ✓ Worked with SMART to relocate train station to central location in Rohnert Park
- ✓ Improved the safety of crosswalks at 100 locations with advance warning signage, high-visibility pavement markings and other measures
- ✓ Improved pedestrian accessibility with 38 upgraded sidewalk ramps

- ✓ Repaired and repaved sections of Santa Dorotea Circle and Camino Colegio
- ✓ Updated financing plan for infrastructure projects needed for new and existing development
- ✓ Reviewed and assisted developers with street, traffic signal and sewer projects to facilitate orderly west side development
- ✓ Studied 35-year old City sewer force main that delivers sewerage to the regional treatment plant and lined pipe to protect sensitive environments
- ✓ Obtained approval for LED pilot project in conjunction with Public Works
- ✓ Assisted Sonoma County Water Agency in receiving \$1 million grant for Copeland Creek
- ✓ Increased public outreach on projects and traffic issues

MAJOR TASKS IN PROGRESS FROM 2011/2012

- ✓ Processing entitlements for the North Village of the Wilfred/Dowdell Specific Plan (Oxford Suites Hotel and McDonalds)
- ✓ Updating Code Compliance Program
- ✓ Producing City-wide Design Guidelines
- ✓ Reconstructing 6 most damaged sections of Copeland Creek Bike Path
- ✓ Rehabilitating old water and sewer pipes on Alta Avenue & Almond Drive
- ✓ Repairing and repaving sections of Arlen Drive & East Cotati Avenue
- ✓ Installing new traffic signal on Rohnert Park Expressway West at Rancho Verde Mobile Home Park
- ✓ Securing multiple plan check services contracts to reduce costs and streamline permitting

MAJOR GOALS FOR FISCAL YEAR 2012/2013

- GOAL 1: Assess potential impacts, develop mitigation measures, and maximize the benefits of Graton Project**
- Work on areas of interfaces with City streets, transportation circulation
 - Review interface with drainage
 - Provide options for utility services to reduce impacts to residents
- GOAL 2: Begin Specific Plan/EIR for Northwest Specific Plan**
- GOAL 3: 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 4: Implement the Wilfred Dowdell Specific Plan – North Village at developer’s discretion**
- GOAL 5: Select and begin implementation of new Project and Building Permit system**
- GOAL 6: Conduct capital needs assessment for water and sewer**
- GOAL 7: Proceed with water rate study to stabilize water operating fund**
- GOAL 8: Undertake \$1.5 million of Sewer Construction Projects**
- Replace aging sewer collection system

GOAL 9: Undertake \$1 million in Water Construction Projects

- Preserve and replace aging water distribution system

GOAL 10: Undertake \$1.2 million in Streets and Curb Ramp Projects

- Preserve streets
- Include speed control/traffic calming as appropriate
- Meet requirements for future regional funding for streets

GOAL 11: Complete Traffic and Street Lighting Standards

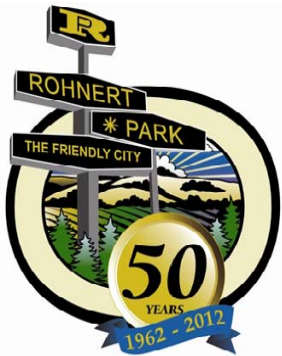
- To meet State law, prevent unnecessary costs for incoming development, and ensure low-cost maintenance
- Street Lighting Standards are dependent on outcome of Pilot Study

GOAL 12: Develop Communication Plan to keep public and staff well informed about major development projects and capital projects

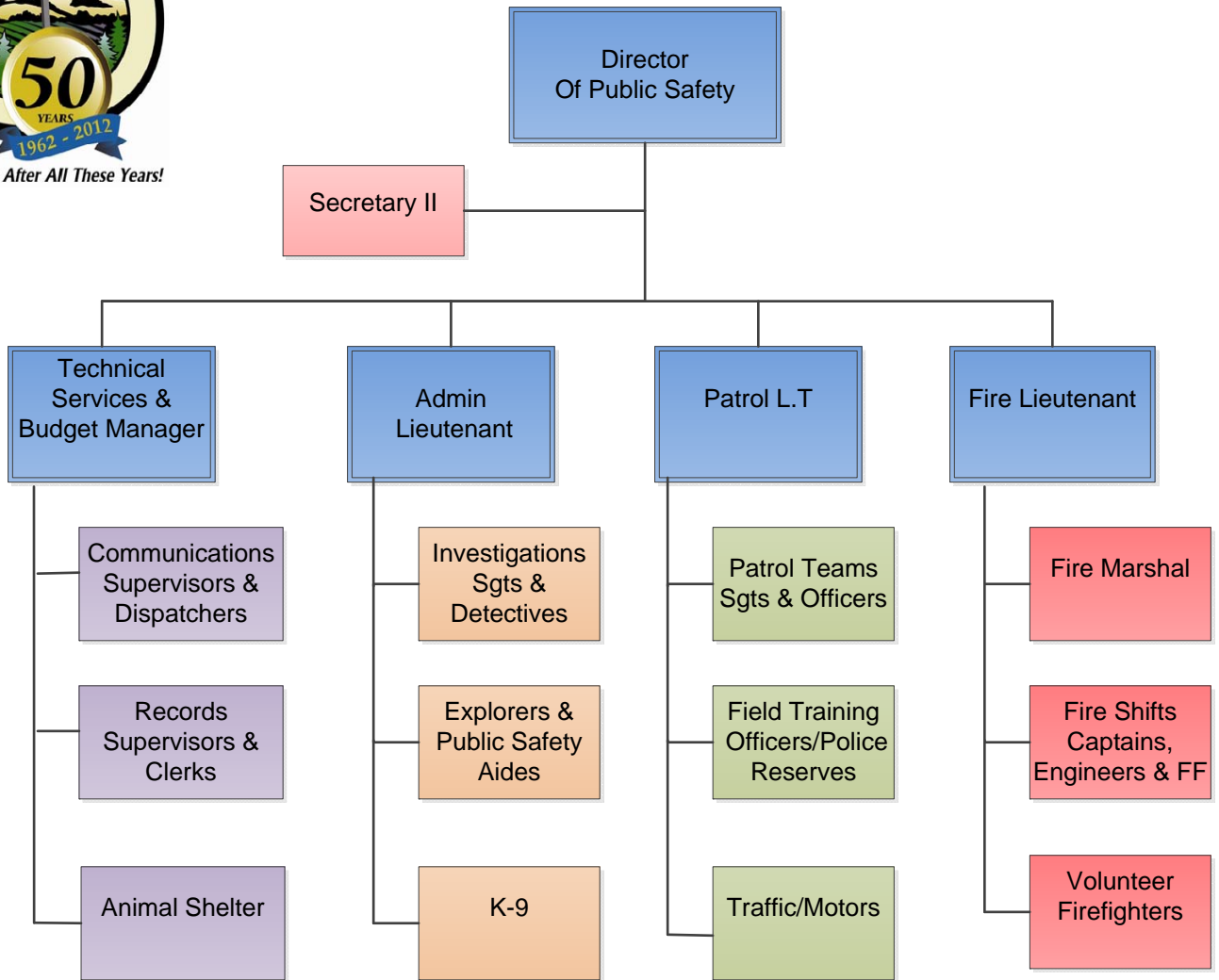
GOAL 13: Align departmental cost recovery systems with Citywide cost accounting goals

- Actively coordinate with other City departments on the development and use of Springbrook for cost accounting

Rohnert Park Department of Public Safety Organizational Chart



Still Friendly After All These Years!



PUBLIC SAFETY - POLICE & FIRE

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 12,062,304	\$ 11,182,064	\$ 11,647,229	\$ 465,165
Overtime/Stand By Pay	884,342	910,000	760,000	(150,000)
Training	44,510	101,000	87,700	(13,300)
PW Recharge	130,277	138,660	-	(138,660)
Insurance				
Workers' Compensation		388,244	417,240	28,996
Liability/Property	559	192,177	202,569	10,392
Supplies				
Office Supplies	83,467	113,500	85,500	(28,000)
Special Departmental Equipment	18,852	42,000	39,500	(2,500)
Small Tools	349	1,000	500	(500)
Clothing/Uniform Allowance	70,104	75,000	47,000	(28,000)
Utilities	123,908	133,000	124,000	(9,000)
Communications	48,370	48,000	37,700	(10,300)
Dues & Subscriptions	3,467	6,250	5,100	(1,150)
Advertising		500	2,000	1,500
Vehicle				
Fuel/Auto Allowance	160,683	174,100	60,000	(114,100)
Maintenance	95,582	120,500	110,000	(10,500)
Equipment				
Maintenance	13,957	19,000	83,800	64,800
Rental	62,108	289,057	350,576	61,519
Facility Maintenance	66,914	96,500	71,500	(25,000)
Contractual/Professional*	399,343	548,500	446,100	(102,400)
Recruitment	-	15,400	47,400	32,000
Travel & Meetings	2,298	8,739	5,500	(3,239)
Miscellaneous Expense	13,469	5,500	12,500	7,000
Capital Outlay	49,443	197,000	160,000	(37,000)
TOTAL EXPENSE	<u>\$ 14,334,307</u>	<u>\$ 14,805,691</u>	<u>\$ 14,803,414</u>	<u>\$ (2,277)</u>

* Includes Booking Fees & S.A. Exam

Public Safety (includes S.A Exam and Booking Fees)

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual		Actual	Adopted	Estimated	Adopted			
001-2100-400-4101	P/S Personnel /Salaries	6,840,664.74		6,051,959.40	5,901,203.00	5,873,996.78	5,968,750.00			
001-2100-400-4102	P/S Personnel /Salaries-Disp	-		228.00	5,831.00	-	69,972.00			
001-2100-400-4110	P/S Personnel /Longevity	87,568.06		77,999.58	109,698.00	88,781.32	110,695.00			
001-2100-400-4120	P/S Personnel /Fire Engineer	59,305.11		53,847.38	56,851.00	53,263.20	57,525.00			
001-2100-400-4121	P/S Personnel /Fire Compensa	188,768.95		163,863.61	180,000.00	156,349.68	135,000.00			
001-2100-400-4124	P/S Personnel/FTO-CTO	53,654.41		47,940.50	35,468.00	34,428.08	34,611.00			
001-2100-400-4125	P/S Personnel /Fire Captain	108,363.81		70,087.86	63,907.00	55,835.72	81,481.00			
001-2100-400-4126	P/S Personnel /Emt Pay	49,001.73		41,164.51	38,526.00	34,187.14	37,257.00			
001-2100-400-4127	PS Personnel / P.O.S.T.	286,400.29		287,577.38	267,321.00	266,209.24	269,439.00			
001-2100-400-4128	P/S Personnel /Uniform Allowa	16,080.00		13,520.00	12,720.00	12,380.00	12,720.00			
001-2100-400-4129	P/S Personnel / Detective Pay	42,322.21		24,511.45	20,491.00	20,490.00	20,490.00			
001-2100-400-4130	P/S Personnel /Court Time	66,772.76		57,697.09	60,000.00	36,373.28	45,000.00			
001-2100-400-4131	P/S Personnel /Acting Watch			1,465.57	1,500.00	282.68	1,000.00			
001-2100-400-4132	P/S Personnel/Motorcycle Stipd	4,758.24		4,084.07	-	907.42	2,379.00			
001-2100-400-4133	P/S Personnel/Fire Svs Stipend	19,897.60		20,372.91	17,978.00	17,952.54	17,056.00			
001-2100-400-4134	P/S Personnel/Canine Handler	4,758.24		4,758.24	4,758.00	4,758.24	4,758.00			
001-2100-400-4135	P/S Personnel/Field Evidence	4,482.30		4,240.80	8,482.00	4,240.80	3,958.00			
001-2100-400-4136	PS/Master Officer Stipend	56,965.35		63,016.69	59,481.00	63,632.40	57,981.00			
001-2100-400-4401	P/S Personnel /Overtime Sala	539,857.64		875,960.27	900,000.00	758,517.60	760,000.00			
001-2100-400-4501	P/S Personnel /Holiday Pay	375,200.47		330,530.77	327,359.00	417,156.84	331,755.00			
001-2100-400-4512	P/S Personnel /Educational St	61,572.79		55,611.54	58,275.00	52,836.56	56,838.00			
001-2100-400-4520	P/S Personnel /Other Payroll	218,812.42		172,600.43	16,092.00	95,735.60	7,550.00			
001-2100-400-4201	P/S Personnel /Part-Time Sal	70,455.47		69,928.28	150,000.00	81,809.50	105,204.00			
001-2100-400-4510	P/S Personnel /Non-Smoking A	4,228.26		3,525.12	-	300.00	-			
001-2100-400-4511	P/S Personnel /Residency All	5,570.00		3,180.00	720.00	3,390.00	720.00			
001-2100-400-4513	Public Safety/In-District	114,300.00		96,450.00	7,200.00	7,200.00	7,200.00			
001-2100-400-4901	P/S Personnel /Pers/Employer	2,784,315.99		2,424,028.07	2,491,313.00	2,562,092.36	3,028,742.00			
001-2100-400-4902	P/S Personnel /Pers/Employee	795,468.44		700,336.76	105,923.00	157,051.00	-			
001-2100-400-4905	P/S Personnel /Alt Ben Prog/D	13,300.00		8,400.00	-	9,100.00	33,600.00			
001-2100-400-4906	P/S Personnel /Alt Ben Prog/D	21,344.12		21,000.00	33,600.00	23,800.00	-			
001-2100-400-4908	PS /RHS Plan	15,450.00		10,050.00	11,800.00	9,150.00	10,725.00			
001-2100-400-4920	P/S Personnel /Health Ins/BI	234,982.06		164,918.66	698,502.00	135,714.12	893,858.00			
001-2100-400-4921	P/S Personnel /Medical Insur	581,341.13		515,561.44	-	565,273.92	-			
001-2100-400-4923	P/S Personnel /Eye Care	43,909.10		39,133.65	17,550.00	22,138.76	20,490.00			
001-2100-400-4924	P/S Personnel /Dental Care	134,827.80		117,750.66	82,115.00	87,265.16	83,156.00			
001-2100-400-4925	P/S Personnel /Medicare	131,048.98		118,416.25	101,586.00	107,132.78	102,790.00			
001-2100-400-4930	P/S Personnel /Life Ins/Sala	13,205.51		11,819.76	10,852.00	10,888.50	10,270.00			
001-2100-400-4931	P/S Personnel /LTD	5,136.97		3,916.67	1,799.00	3,408.18	2,498.00			
001-2100-400-4932	P/S Personnel/STD			-	15,734.00	11,751.04	17,661.00			
001-2100-400-4970	P/S Personnel /Management Me	1,270.00		-	-	-	-			
001-2100-400-5231	PS Personnel/Cell Phone	25.00		72.46	-	-	-			
001-2100-400-5272	P/S Personnel/Auto Allowance	3,326.20		(601.40)	4,100.00	4,230.24	4,100.00			
001-2200-400-4800	Police /Training & Ed	8,230.25		7,614.54	49,000.00	7,141.44	28,100.00			See Item#1
001-2200-400-4801	Police /Training/Ed. -	24,328.87		34,538.86	30,000.00	18,726.06	39,600.00			See Item#2
001-2200-400-4961	Police /Counseling	500.00		500.00	1,000.00	-	-			
001-2200-400-4999	Police /Public Works	102,790.00		106,529.00	105,600.00	72,288.00	-			
001-2200-400-5100	Police /Office Supply	11,177.91		12,030.51	20,000.00	8,350.74	10,000.00			See Item#3

Public Safety (includes S.A Exam and Booking Fees)

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-2200-400-5110	Police /Paper Supplie	-	55.05	-	-	-	
001-2200-400-5130	Police /Postage	3,047.85	4,606.99	10,000.00	4,693.02	4,000.00	See Item#4
001-2200-400-5140	Police /Books/Pamphle	471.64	96.84	1,000.00	-	1,000.00	See Item#5
001-2200-400-5210	Police /Spec. Departm	29,600.24	10,267.42	30,000.00	59,420.46	20,000.00	See Item#6
001-2200-400-5211	Police/I.D.	3,019.02	2,974.22	5,500.00	621.78	3,000.00	See Item#7
001-2200-400-5212	Police/Armory	48,934.28	60,486.73	67,000.00	1,747.40	58,000.00	See Item#8
001-2200-400-5230	Police /Telephone	456.68	481.96	-	(15.60)	-	
001-2200-400-5231	Police / Cell Phone	5,059.88	11,433.95	25,000.00	18,589.10	18,000.00	See Item#9
001-2200-400-5240	Police /Advertising/P	125.35	-	500.00	-	2,000.00	See Item#10
001-2200-400-5250	Police /Uniforms	5,498.76	26,932.48	30,000.00	11,838.92	40,000.00	See Item#11
001-2200-400-5260	Police /Dues & Subscr	523.45	2,659.00	4,000.00	-	4,000.00	See Item#12
001-2200-400-5270	Police /Gas & Oil	154,498.85	160,557.75	170,000.00	149,894.60	60,000.00	See Item#13
001-2200-400-5310	Police / Facility Maintenance	806.08	63.09	-	-	-	
001-2200-400-5313	Public Safety /Fac.Maint-N/R	5,904.93	-	-	-	-	
001-2200-400-5320	Police /Vehicle Repai	66,292.18	53,453.70	60,000.00	54,232.84	55,000.00	See Item#14
001-2200-400-5330	Police /Spec Dept Equ	9,093.12	6,224.68	10,000.00	415.76	28,200.00	See Item#15
001-2200-400-5340	Police /Office Equipm	-	232.54	2,000.00	-	1,000.00	See Item#16
001-2200-400-5350	Police /Small Tools	-	-	-	211.70	-	
001-2200-400-6101	Police /Contractual S	379,898.90	325,593.93	500,000.00	543,042.60	400,000.00	See Item#17
001-2200-400-6110	Police /Professional	55,591.70	-	2,000.00	6,907.32	500.00	See Item#18
001-2200-400-6210	Police /Recruitment/Hiring Genrl	-	-	15,400.00	-	27,700.00	See Item#19
001-2200-400-6310	Police /Equipment Leas	49,368.63	54,922.02	275,057.00	22,623.76	256,576.00	See Item#20
001-2200-400-6420	Police /Self-Insured	-	558.73	-	5,632.88	-	
001-2200-400-6422	Police /Workers' Comp	-	-	388,244.33	-	417,240.00	new from dept 1900
001-2200-400-6423	Police /Liability/Property	-	-	158,578.67	-	166,691.00	new from dept 1900
001-2200-400-6600	Police /Travels & Mee	4,055.55	1,955.72	7,239.00	1,031.36	5,000.00	See Item#21
001-2200-400-6710	Police /Community Pro	228.62	-	500.00	693.46	1,000.00	See Item#22
001-2200-400-6910	Police /Miscellaneous	671.74	2,168.22	3,000.00	5,140.00	10,000.00	See Item#23
001-2200-400-6911	ABC reimbursements expenses	163.15	11,099.91	-	-	-	
001-2200-400-9530	Police /C/O-Communica	49,768.74	49,443.16	50,000.00	6,738.62	-	See Item#24
001-2200-400-9610	Police /C/O-Vehicles/	-	-	135,000.00	-	160,000.00	See Item#25
001-2300-400-4800	Fire /Training & Ed	5,033.88	1,371.57	20,000.00	6,667.84	20,000.00	See Item#26
001-2300-400-4999	Fire /Public Works	46,032.00	23,748.00	24,960.00	18,432.00	-	
001-2300-400-5100	Fire /Office Supplie	407.05	678.86	1,000.00	506.14	2,500.00	See Item#27
001-2300-400-5125	Fire /First Aid Supp	4,355.78	1,448.32	6,000.00	546.24	5,000.00	See Item#28
001-2300-400-5130	Fire /Postage	-	-	-	-	1,000.00	See Item#29
001-2300-400-5140	Fire /Books/Pamphle	705.74	17.21	1,500.00	-	1,000.00	See Item#30
001-2300-400-5210	Fire /Spec. Departm	11,306.69	7,847.24	10,000.00	2,690.30	15,000.00	See Item#31
001-2300-400-5231	Fire / Cell Phone	-	961.86	-	2,578.96	4,000.00	See Item#32
001-2300-400-5250	Fire /Uniforms	13,006.02	43,171.22	45,000.00	3,686.94	7,000.00	See Item#33
001-2300-400-5260	Fire /Dues & Subscr	291.00	159.95	750.00	130.00	1,100.00	See Item#34
001-2300-400-5270	Fire /Gas & Oil	999.97	727.08	-	-	90,000.00	See Item#35
001-2300-400-5320	Fire /Vehicle Repai	56,079.49	42,128.66	60,000.00	40,603.04	55,000.00	See Item#36
001-2300-400-5321	OES Vehicle	69,028.36	-	-	-	-	
001-2300-400-5330	Fire /Spec Dept Equ	8,778.32	7,499.37	7,000.00	5,265.72	54,100.00	See Item#37
001-2300-400-5340	Fire /Office Equipm	-	-	-	-	500.00	See Item#38
001-2300-400-5350	Fire /Small Tools	392.30	338.93	500.00	211.64	500.00	See Item#39

Public Safety (includes S.A Exam and Booking Fees)

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-2300-400-6101	Fire /Contractual S	12,495.77	22,680.56	25,000.00	15,660.50	24,000.00	See Item#40
001-2300-400-6210	Fire /Recruitment/Hiring/VAF					19,700.00	See Item#41
001-2300-400-6310	Fire /Equipment Leas	1,515.85	7,186.47	14,000.00	144.90	4,000.00	See Item#42
001-2300-400-6600	Fire /Travels & Mee	195.38	229.54	1,000.00	115.86	500.00	See Item#43
001-2300-400-6710	Fire /Community Prom	8.43	200.71	1,000.00	-	500.00	See Item#44
001-2300-400-9510	Fire /C/O-Equipment	10,000.00	-	10,000.00	-	-	
001-2310-400-4101	Fire Prevention /Salaries	89,391.91	87,231.36	92,568.00	92,569.70	-	
001-2310-400-4102	Fire Prevention /Salaries-Dis	-	-	-	-	-	
001-2310-400-4110	Fire Prevention /Longevity	7,094.28	7,101.60	9,257.00	9,257.28	-	
001-2310-400-4115	Fire Prevention /Ltd Pay	-	-	-	-	-	
001-2310-400-4120	Fire Prevention /Fire Enginee	-	2,314.32	2,314.00	2,314.32	-	
001-2310-400-4121	Fire Prevention /Fire Compen	7,329.34	427.74	-	-	-	
001-2310-400-4122	Fire Prevention /Fire Drill	-	-	-	-	-	
001-2310-400-4123	Fire Prevention /Fire Mainte	-	-	-	-	-	
001-2310-400-4124	Fire Prevention /FTO-CTO	-	-	-	-	-	
001-2310-400-4125	Fire Prevention /Fire Captai	-	17,010.30	17,588.00	3,702.96	-	
001-2310-400-4126	Fire Prevention /Ernt Pay	-	1,851.60	1,851.00	1,851.60	-	
001-2310-400-4127	Fire Prevention / P.O.S.T.	-	6,480.00	6,480.00	6,480.00	-	
001-2310-400-4128	Fire Prevention /Uniform Allo	-	240.00	240.00	240.00	-	
001-2310-400-4129	Fire Prevention / Detective Pa	-	-	-	-	-	
001-2310-400-4130	Fire Prevention /Court Time	-	-	-	-	-	
001-2310-400-4131	Fire Prevention /Acting Watic	-	-	-	-	-	
001-2310-400-4132	Fire Prevention/Motorcycle Sti	-	-	-	-	-	
001-2310-400-4133	Fire Prevention/Fire Svs Stipe	-	-	-	-	-	
001-2310-400-4134	Fire Prevention/Canine Handler	-	-	-	-	-	
001-2310-400-4150	Fire Prevention /Stand-By We	-	-	-	-	-	
001-2310-400-4151	Fire Prevention /Stand-By Wee	-	-	-	-	-	
001-2310-400-4152	Fire Prevention /Stand-By Cou	-	-	-	-	-	
001-2310-400-4153	Fire Prevention /Stand-By Ot	-	-	-	-	-	
001-2310-400-4203	Fire Prevention /Part-Time F	-	-	-	-	-	
001-2310-400-4210	Fire Prevention /Rp Firemen'	-	-	-	-	-	
001-2310-400-4301	Fire Prevention /Volunteer S	-	-	-	-	-	
001-2310-400-4400	Fire Prevention /Overtime Sa	-	-	-	-	-	
001-2310-400-4401	Fire Prevention /Overtime Sa	-	-	-	-	-	
001-2310-400-4501	Fire Prevention /Holiday Pay	11,139.17	8,381.45	10,000.00	10,587.20	-	
001-2310-400-4512	Fire Prevention /Educational	7,676.54	7,676.55	6,020.00	10,649.86	-	
001-2310-400-4520	Fire Prevention /Other Payro	-	-	-	-	-	
001-2310-400-4530	Fire Prevention /Fireman's Asso	-	2,665.85	-	-	-	
001-2310-400-4201	Fire Prevention/PT Salaries	-	-	-	-	-	
001-2310-400-4202	Fire Prevention /Pt Salaries	-	-	-	-	-	
001-2310-400-4510	Fire Prevention /Non-Smoking	300.00	300.00	-	-	-	
001-2310-400-4511	Fire Prevention /Residency A	-	-	-	-	-	
001-2310-400-4513	Fire Prevention/in-District	-	1,800.00	-	-	-	
001-2310-400-4901	Fire Prevention /Pers/Employ	38,010.38	44,498.41	54,035.00	50,048.54	-	
001-2310-400-4902	Fire Prevention /Pers/Employ	10,012.71	11,730.01	947.00	1,746.24	-	
001-2310-400-4903	Fire Prevention /Def Comp/Ci	-	-	-	-	-	
001-2310-400-4904	Fire Prevention /Def Comp/Cit	-	-	-	-	-	

Fire Prevention Dept 2310 has been merged into Fire Dept 2300

Public Safety (includes S.A Exam and Booking Fees)

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-2310-400-4905	Fire Prevention /Alt Ben Prog	-	-	-	-	-	
001-2310-400-4906	Fire Prevention /Alt Ben Prog	-	-	-	-	-	
001-2310-400-4907	Fire Prevention /Alt Ben Prog	-	-	-	-	-	
001-2310-400-4920	Fire Prevention /Health Ins/B	-	-	-	-	-	
001-2310-400-4921	Fire Prevention /Medical Ins	8,429.58	11,285.64	12,336.00	11,022.88	-	
001-2310-400-4922	Fire Prevention /Medical Insu	-	-	-	-	-	
001-2310-400-4923	Fire Prevention /Eye Care	351.25	411.96	240.00	256.38	-	
001-2310-400-4924	Fire Prevention /Dental Care	1,307.59	1,473.24	1,125.00	1,069.38	-	
001-2310-400-4925	Fire Prevention /Medicare	1,782.55	2,102.46	1,977.00	1,995.94	-	
001-2310-400-4926	Fire Prevention /Hearing Aid	-	-	-	-	-	
001-2310-400-4930	Fire Prevention /Life Ins/Sa	113.98	137.84	138.00	123.84	-	
001-2310-400-4931	Fire Prevention /LTD	10.67	-	-	-	-	
001-2310-400-4932	Fire Prevention /STD	-	-	313.00	220.00	-	
001-2310-400-4970	Fire Prevention /Management	-	-	-	-	-	
001-2310-400-4800	Fire Prevention /Train	285.00	484.76	1,000.00	160.00	-	
001-2310-400-4801	Fire Prevention /Traini	-	-	-	-	-	
001-2310-400-4961	Fire Prevention /Couns	-	-	-	-	-	
001-2310-400-4999	Fire Prevention /Publ	-	-	-	-	-	
001-2310-400-5100	Fire Prevention /Office	207.76	305.51	500.00	442.46	-	
001-2310-400-5130	Fire Prevention/Postage	14.05	-	-	-	-	
001-2310-400-5140	Fire Prevention/Books/Pamphle	222.00	767.21	1,000.00	326.84	-	
001-2310-400-5210	Fire Prevention/Spec. Departm	5,362.72	356.62	1,000.00	107.74	-	
001-2310-400-5260	Fire Prevention/Dues & Subscr	515.00	648.45	1,500.00	-	-	
001-2310-400-5320	Fire Prevention/Vehicle Repair	-	-	500.00	215.02	-	
001-2310-400-5350	Fire Prevention/Small Tools	-	21.88	500.00	-	-	
001-2310-400-6101	Fire Prevention /Contractual S	-	-	3,500.00	-	-	
001-2310-400-6600	Fire Prevention /Travels & Mee	55.11	112.92	500.00	69.42	-	
001-2310-400-9510	Fire Prevention/C/O-Equipment	-	-	2,000.00	3,800.00	-	
001-2500-400-5220	P/S Bldg-Central/Heat/Light/Po	825.89	-	-	-	-	Southwest Station has been demolished
001-2500-400-5230	P/S Bldg-Central/Telephone	1,312.49	-	-	-	-	
001-2500-400-5310	P/S Bldg-Central/Bldg/Facil Ma	86.61	-	-	-	-	
001-2510-400-4999	PS Main Station/Recharge	-	-	8,100.00	5,832.00	-	
001-2510-400-5210	Ps Main Station/Spec. Departme	282.12	151.11	-	-	-	
001-2510-400-5220	Ps Main Station /Heat/Light/Po	95,159.39	110,692.15	120,000.00	109,373.38	112,000.00	See Item#45
001-2510-400-5230	Ps Main Station /Telephone	21,289.74	19,149.38	20,000.00	11,153.54	13,000.00	See Item#46
001-2510-400-5231	Ps Main Station/Cellular Phone	27,385.94	13,330.63	-	113.12	-	
001-2510-400-5310	Ps Main Station /Bldg/Facility	25,095.99	43,242.61	50,000.00	20,895.06	35,000.00	See Item#47
001-2510-400-5313	Ps Main Station/Fac Maint/Non-	13,733.78	14,018.38	30,000.00	18,462.44	25,000.00	See Item#48
001-2510-400-6423	PS Main Station /Liability/Property	-	-	27,977.00	-	29,876.00	new from dept 1900
001-2600-400-5210	P/S Bldg-North /Spec. Departm	-	229.48	1,000.00	292.02	1,000.00	See Item#49
001-2600-400-5220	P/S Bldg-North /Heat/Light/Po	8,922.81	10,315.07	10,000.00	8,178.06	9,000.00	See Item#50
001-2600-400-5230	P/S Bldg-North /Telephone	2,093.06	2,194.80	2,000.00	1,740.90	1,900.00	See Item#51
001-2600-400-5310	P/S Bldg-North /Bldg/Facility	2,551.50	3,695.58	5,000.00	2,020.24	4,000.00	See Item#52
001-2600-400-5313	P/S Bldg-North /Fac Maint/Non-	1,320.85	4,173.68	5,000.00	668.80	4,000.00	See Item#53
001-2600-400-5350	P/S Bldg-North /Small Tools	-	(11.98)	-	-	-	

Public Safety (includes S.A Exam and Booking Fees)

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-2600-400-6423	P/S Bldg-North /Liability/Property	-	-	2,291.00	-	2,446.00	new from dept 1900
001-2610-400-5210	P/S Bldg-South /Spec. Departme	2,403.48	2,900.96	-	-	500.00	See Item#54
001-2610-400-5220	P/S Bldg-South /Heat/Light/Po	794.20	817.05	3,000.00	3,073.22	3,000.00	See Item#55
001-2610-400-5230	P/S Bldg-South /Telephone	3,283.70	1,360.76	1,000.00	758.72	800.00	See Item#56
001-2610-400-5310	P/S Bldg-South /Bldg/Facility	4,565.86	360.00	4,000.00	697.04	2,000.00	See Item#57
001-2610-400-5313	P/S Bldg-South /Fac Maint/Non-	-	-	2,500.00	86.76	1,500.00	See Item#58
001-2610-400-6423	P/S Bldg-South /Liability/Property	-	-	3,330.00	-	3,556.00	new from dept 1900
001-2700-400-4800	Emerg Prep/EOC /Training & Edu	34.06	-	-	-	-	-
001-2700-400-5210	Emerg Prep/EOC /Spec. Departm	-	-	-	-	4,000.00	See Item#59
001-2700-400-6101	Emerg Prep/EOC /Contractual S	-	-	3,000.00	-	-	-
001-2700-400-6910	Emerg Prep/EOC /Miscellaneous	1,000.00	-	1,000.00	58.66	-	-
001-6720-400-6110	S.A. Exams /Professional	15,145.71	14,400.00	15,000.00	25,200.00	21,600.00	See Item#60
001-6700-400-6101	Booking Fees /Contractual S	25,357.90	36,669.00	-	(26,209.16)	-	See Item#61
Total		15,761,706.22	14,334,307.32	14,805,691.00	13,340,869.38	14,803,414.00	

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
1	001-2200-400-4800	Police /Training & Ed-non-POST reimb Carried over from budget line 1900:	9,000	28,100	40,000
	Educational Reimbursement per MOA's		1,200		
	CAL – Chief's Conference		3,000		
	CAPE – Property/Evidence		5,000		
	IPS – Intergraph		500		
	CCUG (CLETS Computerized Users Group)		1,200		
	Sonoma County Chief's/REMIF		1,200		
	CLEARs Conference (Records)		3,000		
	Cal-NENA (currently reimbursable through CETNA (9-1-1 funds))		2,000		
	Asset Forfeiture Training		2,000		
	National Gang Conference		2,000		
2	001-2200-400-4801	Police /Training/Ed. – POST reimb	2,100	39,600	30,000
	Communication Supervisor school		1,500		
	Dispatcher Updates (10) if local		3,050		
	Basic Motor Schools (2)		2,500		
	Basic Traffic Investigation (2)		2,800		
	Intermediate Traffic Investigation (2)		4,800		
	Advanced Traffic Investigation (2)		4,000		
	DT Schools (2)		800		
	Impact Weapon School		600		
	DT Advanced Ground Fighting School		5,250		
	Interview and Interrogation Schools (10)		600		
	POST Supervisory Course (2)		2,800		
	ICJ Investigation Course (Basic and Homicide)		1,600		
	Crime Scene Investigation Course		5,400		
	Command College		1,800		
	Internal Affairs (2)				
	Total Reimb. \$ 27,057 diff from general fund \$21,543				
3	001-2200-400-5100	Police /Office Supplies	2,110	10,000	20,000
	National Documents - Forms		3,000		
	Office Depot		2,000		
	Office Depot				
	Dangerous Animal, Fl Cards, Envelopes, Plain&Window				
	Request for Absence, Warning Stickers,				
	Paper				
	Toner, Printer Cartridges, Plot Printer supplies				

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
	Office Depot	Misc office supplies-pens, correction tape, file folders, labels, binders, envelopes, etc overall combined reduction of \$8,000 in police and fire	2,890		
4	001-2200-400-5130	Police /Postage overall reduction - incl billing, fed-ex, certified mails, UPS and other mailings		4,000	10,000
5	001-2200-400-5140	Police /Books/Pamphlets Supervisors required reading for development - reading materials for promotional & employee development opportunities		1,000	1,000
6	001-2200-400-5210	Police /Special Department Defensive Tactic (DT) training supplies K-9 supplies and vet bills Badges, keys, business cards, digital recorders, cameras, ID printers supplies, locks, lamination supplies Special Investigations - buy money Narcotics Destruction Run Vehicle tows text msg/cell phone record retrievals	1,500 2,000 10,000 2,900 1,500 700 600 800	20,000	30,000
7	001-2200-400-5211	Police/I.D. Packaging materials for property/evidence, processing/collection supplies such as gun boxes, tape, plastic bags, lab supplies, GSR kits, NIK Meth kits		3,000	5,500
8	001-2200-400-5212	Police/Armory/Training Reminton = duty ammo (40 cal, 9mm, 45 cal, 223 cal, 38 cal Winchester = frangible (special ammo) same calibers 40 mm less lethal, sponge rounds (48) 250 reloadable 4 cases (200) Specialized safety - uniforms/equipments Targets, wood stands	22,750 1,250 750 500 950 1,200 5,000 750 1,250 500 750	58,000	67,000
	Remington and Winchester Munitions Stingers (24) O.C. rounds (18) Beanbag rounds (36) Sponge round training kit Taser Cartridges Firearms Instructor clothing Range supplies and props Weapon Repairs Cleaning supplies				

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
9	001-2200-400-5231	Taser DPM's (14) Flex Cuffs AR15 rifle parts Glock model 22 and 23 parts Training Per Diem Range Fees Training - Training - Training - Training - Training - Training -	500 300 500 750 1,000 7,200 3,400 1,900 2,350 1,500 2,950	18,000	25,000
	AT&T	Police / Cell Phone 15 cell phones and data plans assigned to supervisors, CSO's and managers - moving to smart phones and away from blackberrys - Rowley will then decommission blackberry server - \$ savings per year	18,000		
10	001-2200-400-5240	Police/Advertising Recruitment and hiring ads		2,000	500
11	001-2200-400-5250	Police /Uniforms 13 ballistic vests - vests for current employees whose vests will expire, and for new hires incl reserves	16,900	40,000	30,000
12	001-2200-400-5260	New and replacement (worn/damaged) for new/existing officers/reserves/PSA's/Records and other professional staff Police /Dues & Subscription	23,100	4,000	4,000
13	001-2200-400-5270	CPCA, Training Managers, Cal-NENA, CAPE, CPOA, LSP, PORAC,CNCA, CLEARS, IAPE, CCUG, Western States Canine Assoc.,Sonoma County Chiefs, CPOA, APCO		60,000	170,000
	Redwood Coast Petroleum Chevron	Police /Gas & Oil Reduced by \$20,000 (from \$150,000) separated out police and fire - difference under fire. Reduction attributed to limited use of Chevron cards			
14	001-2200-400-5320	Police/Vehicle Repair		55,000	60,000
15	001-2200-400-5330	Police/Special Dept Equipment		28,200	10,000

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
	Red Cloud, Precision Wireless Cummins Office Depot and other vendors	Radio equipment, combiner, narrowband compliance, 2nd channel, public works channel Heavy duty shredder in Records Heavy Duty Fax Machine in Records Upright Freezer for DNA evidence misc dept equipment - microwave detectives and dispatch, headsets	10,000 3,200 1,500 1,500 12,000		
16	001-2200-400-5340 Office Depot	Police /Office Equipment fax machine detectives,		1,000	2,000
17	001-2200-400-6101 Sonoma County Public Safety Consortium (SCPSC) VoicePrint International Stericycle Entersect Empire Elevator AMR TMS RedCloud Live Scan	Police /Contractual Services CAD/RMS/MDC Voice Recorder in dispatch maintenance Bio-hazard disposal, needles, syringes etc On-line person checks - used by investigations elevator maintenance also permit renewal blood draws Training Manager Software radio and infrastructure maintenance incl Pworks fingerprinting - incl employees	335,000 3,000 1,500 1,000 7,000 4,000 1,000 17,000 11,000	400,000	500,000
	Sonoma County Information Services Golden Gate K-9 Critical Reach AT&T Language Line	ISD-IJS - Criminal Net, Information Justice System, CLETS K-9 training Trak Flyers Phone Interpretation services Misc contractual obligations	8,000 4,000 600 2,000 4,900		
18	001-2200-400-6110	Police/Professional Polygraph, sketches, counseling		500	2,000
19	001-2200-400-6210 Recruitment/Promotional	Police /Recruitment/Hiring - General 9 positions anticipated through Attrition and backfill - does not include DQ of applicants at various stages, outside evaluators hotel, food, assessment center supplies, hearing tests and other tests		27,700	15,400
20	001-2200-400-6310 Dell , HSC Supply Canon Bank of America	Police/Equipment Leasing David Rowley - computers and mail servers Angie Smith - copiers Master Lease for fire vehicles and equipments	13,000 13,000 230,576	256,576	275,057

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-2200-400-6422		Police/Worker's Comp - moved from 1900		417,240	388,244
001-2200-400-6423		Police/Liability Property - moved from 1900		166,691	158,579
21	001-2200-400-6600	Police/Travels & Meetings misc meetings, mileage, travel, bridge tolls		5,000	7,239
22	001-2200-400-6710	Police/Community Promotion Citizen's Academy, bicycle rodeo, other community outreach events		1,000	500
23	001-2200-400-6910	Police/Miscellaneous applications and other fees, training, manuals Explorer competition sponsorship, PSA Volunteer Recognition Day, misc \$150.00 pd per month per reserve	7,000 1,000 2,000	10,000	3,000
24	001-2200-400-9530	Police/C/O-Communication Was \$50,000, reduced by \$30,000 - \$20,000 moved to 2200-5330 for radio equipment		-	50,000
25	001-2200-400-9610	Police /C/O-Vehicles 4 patrol vehicles - funded 100% by traffic safety fund		160,000	135,000
26	001-2300-400-4800	Fire/Training & Ed Current/incoming Capts/Eng - 40 hours Current/incoming Capts/Eng - 40 hours For perspective Fire Eng - 40 hours 2 varied curriculum courses 24 hours each All hazards course - 40 hours 40 hours 40 hours 40 hours instruction and/or props	2,300 2,300 2,300 1,500 2,300 2,300 2,300 2,200	20,000	20,000
27	001-2300-400-5100	Fire/Office Supplies Administrative Citations, Invoices, Absence Forms, Service forms Paper Toner, Printer Cartridges, Plot Printer supplies		2,500	1,000
	National Documents - Forms Office Depot Office Depot		500 500 500		

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
	Office Depot	Misc office supplies-pens, correction tape, file folders, labels, envelopes, etc - overall 8,000 reduction	1,000		
28	001-2300-400-5125	Fire/First Aid Supplies includes Police - all first aid and medical supplies - bandages, defib pads, sterile gloves, masks, etc		5,000	6,000
29	001-2300-400-5130	Fire/Postage new account - separated out police incl fire/fire prev. overall reduction - incl billing, fed-ex, UPS, other mailings		1,000	-
30	001-2300-400-5140	Fire/Books/Pamphlets now includes fire prevention - fire code books, ICC guidebooks		1,000	1,500
31	001-2300-400-5210	Fire/Special Department Replace damaged/destroyed equipment (e.g.burned fire hose) Monitors and sensors replacement ladder recertification SCBA recertification Mattresses at fire stations replacement (8) foam shift calendars misc department equipment/items that do not fit in specific account, ie., business cards	4,100 800 1,350 1,600 2,600 1,000 350 3,200	15,000	10,000
32	001-2300-400-5231	Fire / Cell Phone 3 cell phones and data plans assigned to supervisors, and Lt		4,000	-
33	001-2300-400-5250	Fire/Uniforms fire t-shirts, boots, ball caps - for replacement of worn and personnel rotation - also want to add 4 new VAF's - NOTE: based on last 12 mos. Expenses incurred \$11,850 - reduced budget in fire uniforms - going to charge BDU type uniforms to police since they're dual		7,000	45,000
34	001-2300-400-5260	Fire/Dues & Subscriptions Fire Chief's Assoc., Arson Investigator's, Fire Prevention Officer's, NFPA		1,100	750

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
35	001-2300-400-5270	Fire/Gas & Oil New account - total reduced by \$20,000 (from \$150,00) separated out police and fire -		90,000	-
	Redwood Coast Petroleum				
36	001-2300-400-5320	Fire/Vehicle Repair		55,000	60,000
37	001-2300-400-5330 Mallory Fire, Burton's, Witmer Public Safety, Buck's Saws, Other's	Fire/Spec Dept Equipment Fire Helmets (13) Turn-out boots (20 pair) turn-out pants (11 pair) turn-out coats (11) USAR - replace and add equipment to be compliant with county requirements and standards tarps, battery packs, scanners, pagers, chainsaws, blades, sharpening, misc equipment that does not have a line item account	3,900 6,000 17,600 17,600 2,000 7,000	54,100	7,000
38	001-2300-400-5340	Fire/Office Equipment		500	-
39	001-2300-400-5350	Fire/Small Tools axes, hammers, pick axes, screwdrivers, bolt cutters, misc small tools		500	500
40	001-2300-400-6101 Santa Rosa Fire Equipment Community Economic Solutions Sonoma County Dept of Emergency Services Santa Rosa Fire Tower Sonoma County Dept of Emergency Services Fire House Fire Scheduler	Fire /Contractual Services fire extinguishers recharge/check Fire Assessment services CUPA fire department training facility Operational Emergency Services - countywide Fire House Software renewal/support Hazmat business permit Fire shift scheduler/tracker/picker Misc contractual obligations - i.e. fire alarm test	1,200 9,000 1,500 1,000 2,500 3,500 1,800 1,500 2,000	24,000	25,000
41	001-2300-400-6210	Fire/Recruitment/Hiring/Volunteer Auxiliary Firefighter new account - recruitment and process 4 - 5 new VAF - approx \$3500 per hire - incl DQ of some applicants, EMT recertifications, Driver Operator Tests Fire/Equipment Lease		19,700	-
42	001-2300-400-6310	Fire/Travels & Meetings		4,000	14,000
43	001-2300-400-6600	Fire/Travels & Meetings		500	1,000

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
44	001-2300-400-6710	misc meetings, mileage, travel, bridge tolls Fire/Community Promotion Holiday Safety tips - Christmas, 4th of July etc		500	1,000
45	001-2510-400-5220	P/S Main Station /Heat/Light/Power		112,000	120,000
46	001-2510-400-5230	P/S Main Station /Telephone		13,000	20,000
47	001-2510-400-5310 ABM Janitorial Hitmen Buchanan, Blue Ribbon Supply Grainger's, Home Depot, Costco, others	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, misc building repairs and maintenance	21,000 800 5,000 8,200	35,000	50,000
48	001-2510-400-5313	P/S Main Station/Bldg /Non-routine HVAC - on going problems, roof repairs, gates, generator, pneumatic tube, maintenance and load testing		25,000	30,000
	001-2510-400-6423	P/S Main Station/Liability/Property New from Dept 1900		29,876	27,977
49	001-2600-400-5210	P/S Bldg-North /Spec. Department misc purchases for Northern Station		1,000	1,000
50	001-2600-400-5220	P/S Bldg-North /Heat/Light/Power		9,000	10,000
51	001-2600-400-5230	P/S Bldg-North /Telephone		1,900	2,000
52	001-2600-400-5310 Home Depot, Walmart	P/S Bldg-North/Bldg/Facility-Routine landscape materials, paper towels, cleaning supplies, light bulbs, misc supplies for routine building maintenance - furnace filters		4,000	5,000
53	001-2600-400-5313	P/S Bldg-North Bldg/Fac Maint/Non-Routine airduct cleaning, bay door repairs, misc non-routine repairs for Northern Station		4,000	5,000
	001-2600-400-6423	P/S Bldg/North/Liability/Property New from Dept 1900		2,446	2,291
54	001-2610-400-5210	P/S Bldg-South /Spec. Department		500	-

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
		misc purchases for Southern Station			
55	001-2610-400-5220	P/S Bldg-South /Heat/Light/Power	3,000	3,000	3,000
56	001-2610-400-5230	P/S Bldg-South /Telephone	800	800	1,000
57	001-2610-400-5310 Home Depot, Walmart, Other	P/S Bldg-South /Bldg/Facility landscape materials, paper towels, cleaning supplies, light bulbs, misc supplies for routine building maintenance - furnace filters	2,000	2,000	4,000
58	001-2610-400-5313	P/S Bldg-South /Fac Maint/Non-Routine airduct cleaning, bay door repairs, misc non-routine repairs for Southern Station	1,500	1,500	2,500
	001-2610-400-6423	P/S Bldg South/Liability/Property New from Dept 1900	3,556	3,556	3,330
59	001-2700-400-5210	Emergency Preparedness/Special Department rations, water, EOC supplies, table top exercise supplies	4,000	4,000	-
60	001-6720-400-6110	Sexual Assault Exams \$1800.00 per exam - estimated 1 per month	21,600	21,600	15,000
61	001-6700-400-6101	Booking Fees currently paid for by state	-	-	-
Total			2,396,185	2,396,185	2,534,867

ROHNERT PARK DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT SERVICES MODEL

◆ MANDATED

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

◆ CORE - POLICE

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

◆ CORE-FIRE

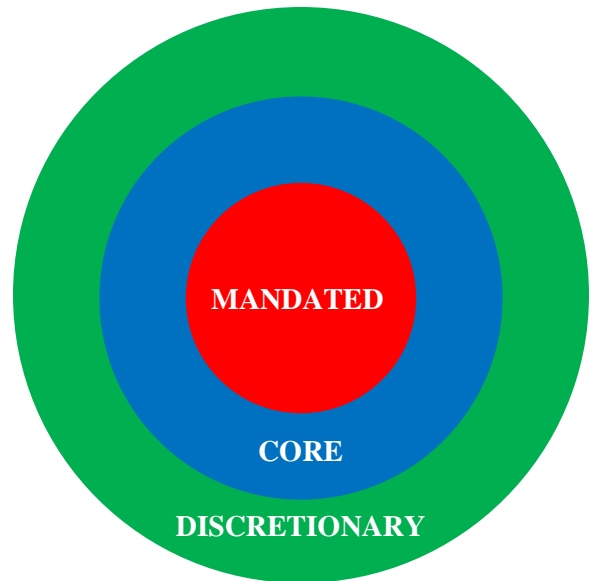
- Emergency Medical Services
- Public Education
- Volunteer Firefighters
- Urban Search and Rescue Team (USAR)
- HAZ-MAT

◆ DISCRETIONARY - POLICE

- Explorers
- Citizens Academy
- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Community Outreach Events/C-CORP, Bicycle Rodeo, Special Olympics

◆ DISCRETIONARY-FIRE

- Mutual Aid-Out of County Wild land Response



ALTERNATIVE SERVICES DELIVERY OPTIONS

POLICE

- Explosives Ordinance Disposal Contract
- Grant Opportunities
 - Sonoma County Homeland Security
 - Office of Traffic Safety
 - Ballistic Vests
 - ABC Grant
- Shared Services
 - Dispatch for Public Works
 - Contract w/Cotati for Animal Shelter
 - Juvenile Diversion Program with SCAYD
- Full Time to Part Time Positions
 - Evidence Specialist to Training Detectives

- Investigations Office Assistant
- Community Service Officer
- Fire Services Assistant
- Volunteers
 - PSA
 - Interns
 - Reserve Officers
 - Explorers
- Alternative Services
 - Collateral Duties
 - Traffic Sergeant
 - Training
 - Admin Sergeant
 - Special Enforcement Unit
 - School Resource Officers
 - Property/Evidence
 - Community Service Officer
 - Animal Control
 - Neighborhood Blight

FIRE

- Auto-Aid
 - Rancho Adobe
 - Rincon Valley
- Grant Opportunities
 - Swiss Pagers
 - Fireman's Fund Grant
- Volunteer Firefighters
- Alternative Services
 - Collateral Duties
 - Training
 - Admin Sergeant

REVENUE OPPORTUNITIES

POLICE

- Parking Traffic Fines
- Booking Recovery Fees
- K-9 Donations

FIRE

- Fire Inspections
- Plan Checks

MAJOR ACCOMPLISHMENTS FOR FISCAL YEAR 2011/2012

POLICE

- ✓ Policy Update and Distribution
- ✓ Completed Inventory of All Property/Evidence
- ✓ Grant Funding Opportunities
 - Office of Traffic Safety
 - JAG
 - Homeland Security
- ✓ Enhanced Intern Program with Sonoma State University
- ✓ Improved Community Oriented Policing Efforts
- ✓ Reduced Motor Vehicle Fleet and Creation of the Vehicle Budget Replacement Program

- ✓ Arrested Suspect in the Shooting Death of Kevin Craft
- ✓ Established Citizen Academy
- ✓ Introduction of Identity Theft Council
- ✓ Crime Tips Program
- ✓ Reinstated Reserve Officer Program
- ✓ Took Over Dispatching for Public Works
- ✓ Bicycle Rodeo
- ✓ Reduced Staffing and Overtime With 12 Hour Shifts in Police Division
- ✓ Juvenile Diversion Program
- ✓ Hosted the Sonoma County Law Enforcement Volunteer Day

FIRE

- ✓ Develop Personal Protection Equipment and Database
- ✓ Enhancement of Current Volunteer Firefighter Program
- ✓ Conduct Joint EOC Tabletop Exercise

MAJOR GOALS FOR FISCAL YEAR 2012/2013

POLICE

- GOAL 1: Sign Contract for Law Enforcement Accreditation through Commission on Accreditation for Law Enforcement Agencies (CALEA) (3 year accreditation process)**
- GOAL 2: Inspection of our Property/Evidence by POST**
- GOAL 3: Continue to Seek Grant Funding Opportunities**
- GOAL 4: Continue Intern Program with Sonoma State University**
- GOAL 5: Conduct Sergeant Promotional Examination**
- GOAL 6: Testing for Public Safety Officer and Reserve Officers**
- GOAL 7: Continue Community Policing Efforts**
- GOAL 8: Testing for Dispatch Supervisor**
- GOAL 9: Bring back School Resource Officer (SRO)**

FIRE

- GOAL 1: Re-institute and Enhance Fire Division Notification and Call-Back System**
- GOAL 2: Finalize Urban Search and Rescue (USAR) Team Certification Process and Explore Possible Joint Agency Partnership**
- GOAL 3: Provide Specialized Emergency Operations Center Sections Training**
- GOAL 4: Formalize a Fire Captain Certification Program and Develop Related Training Documentation Manual**

GOAL 5: Enhance Fire Training Program by Developing an Annual, Re-occurring Curriculum for Employee Integration

GOAL 6: Confirm and Prepare Required Equipment and Documentation Needed for Upcoming 2013 Insurance Services Office (ISO) Rating Inspection Process (conducted every 5 years)

GOAL 7: Explore Potential Development of an On-line Electronic Submittal Process for Fire Permits, Lockbox Procurements

PUBLIC SAFETY

Police and Fire

The City of Rohnert Park Department of Public Safety is responsible for the protection of life and property through a unique and highly successful Public Safety model that cross trains our officers to be proficient as both police officers and fire fighters. This Public Safety model provides for a reduced cost to citizens by consolidating police and fire into one integrated Public Safety Department. Most municipalities have a separate fire and a separate police department that duplicate many of the same management responsibilities. The Director of Public Safety is both the police and fire chief.

Rohnert Park has used these economies of scale approach to Public Safety since its inception as a City in 1962.

Patrol Services

The Patrol Division of Public Safety operates as a typical police department and provides police services 24 hour a day, seven days a week. Patrol responds to calls for service, provides general law enforcement activities, including traffic investigation, reports of criminal activity, crime scene investigation and apprehension of criminals. Our patrol officers are committed to ensuring a high quality of life for our citizens through the use of problem solving strategies and proactive patrol. Rohnert Park enjoys an extremely low part 1 crime index due to the partnering with our citizens to reduce crime and the fear of crime. Some of the activities we actively participate in are the Every 15 Minutes, Special Olympics, Alive at 25 and our Alcohol Beverage Service Ordinance. The Department of Public Safety also attends various meetings throughout the year with community based organizations.

Investigations

The Investigations Unit is responsible for following up on criminal reports from the officers assigned to the patrol function. They investigate major crime scenes, collect evidence, interview witnesses, and victims of crime in order to arrest individuals responsible for violating society's laws. Investigations works closely with the District Attorney's Office to assist with building strong cases that uphold our system of due process and hold those responsible for their criminal behavior. Additionally, investigations works with the patrol division to track and monitor sex offenders who live in our community and those individuals who are on probation and parole.

Communications

The communications/dispatch unit is responsible for answering and handling all 911 and other incoming calls for police, fire, emergency medical, and animal services. These calls from citizens come into our communications center both from land line and cell phones. Our dispatchers receive and process all calls for service and maintain communications with officers in the field through their car radios or the mobile data computers inside the patrol vehicles. Dispatchers assist officers by conducting warrant checks, criminal histories, drivers' license status, vehicle registration, restraining orders and other inquiries into law enforcement databases. Dispatchers also maintain communications with our fire division through their radios or the mobile data computers mounted inside our fire vehicles. Again our Public Safety model for dispatching is cost effective because we dispatch police, animal control and fire service calls from one central location. We also take calls from our citizens regarding animal calls for stray animals to animals that are aggressive and pose a danger to the public.

Records

The records unit is responsible for processing all police and fire reports along with parking and traffic citations. Citizens who come to our main station at 500 City Center Drive make contact with our records personnel who assist them with receiving a copy of a police report or answering questions they may have about our Public

Safety Department. The records section also makes copies of reports that are used by the District Attorney's Office for criminal prosecutions.

Fire Division

Our Public Safety Officers who are assigned to the Fire Division function as a typical municipal Fire Agency and are responsible for protecting life and property. All persons assigned to the Fire Division are equipped with police equipment as well. They are available 24/7 to respond to police incidents when needed. Fire departments carry out their mission by providing assistance in putting out fires and providing first aid response. Our Fire Division responds to medical emergencies and vehicle accidents in the City limits and on occasion on the 101 highway. We also provide fire prevention, disaster preparedness through the City Emergency Operations Center and conduct fire inspections of new and existing buildings.

Fire Education

Fire education is a key element to being proactive and keeping the community safe from fires. Through public education, we hope to prevent the loss of life and or property by emphasizing fire prevention and risk mitigation in the components that could potentially cause unsafe fires.

Fire Prevention

The Fire Prevention unit is overseen by the Fire Marshal. This unit had two other full time positions to assist the Fire Marshal but they have been cut from the current budget. The Fire Marshal is responsible for enforcing the Fire Code and portions of the State Health and safety Code. Other responsibilities of the Fire Marshal include project reviews, conducting plan checks and inspection of new construction and fire protection systems. The Fire Marshal is also responsible for conducting fire investigations of all unknown caused fires.

Emergency Medical Services (EMS)

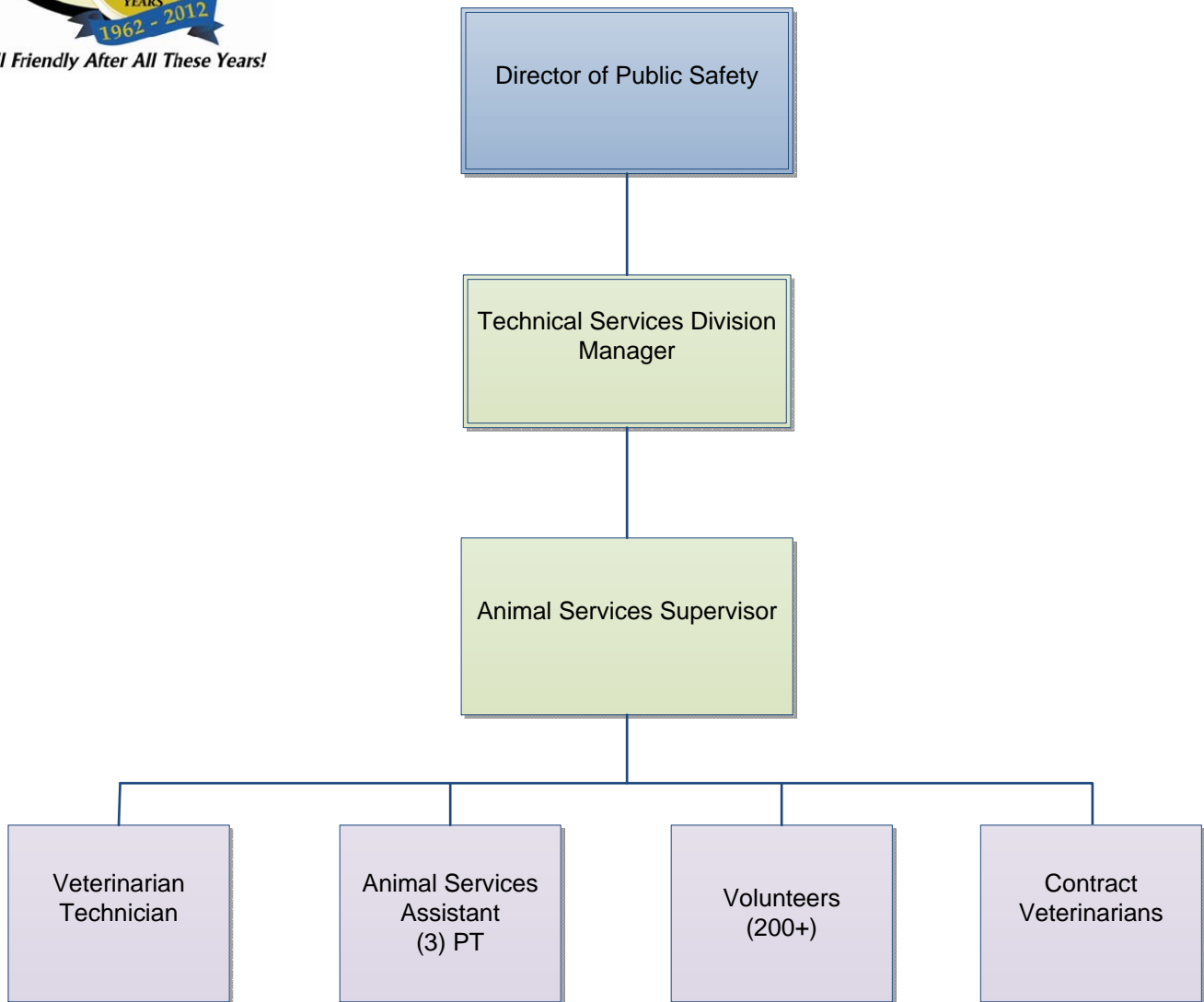
The Fire Department performs rescue work and provides emergency medical services to ill and injured persons. Fire personnel are dispatched to all potentially life threatening emergencies and many of our staff are certified as Emergency Medical Technicians or Paramedics to provide essential medical services.

Emergency Preparedness / Disaster Planning

The Department is responsible for developing comprehensive disaster response plans for Rohnert Park and for coordinating all public and private services that may be needed to respond to manmade or natural disasters. The Fire Department also coordinate's disaster planning drills and tabletop exercises with City staff and allied agencies to prepare for critical incidents.



RPDPS – Animal Services Organizational Chart



PUBLIC SAFETY - ANIMAL SERVICES

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 284,023	\$ 250,748	\$ 284,968	\$ 34,220
Overtime/Stand By Pay	-	500	100	(400)
Training	131	200	500	300
PW Recharge	9,934	11,224	-	(11,224)
Insurance				
Workers' Compensation	-	7,372	7,838	466
Liability/Property	-	7,082	7,597	515
Supplies				
Office Supplies	50,551	38,700	38,700	-
Special Departmental Equipment *	(10,521)	12,000	12,000	-
Utilities	16,132	15,000	15,000	-
Communications	1,304	2,000	1,100	(900)
Dues & Subscriptions	-	100	-	(100)
Advertising	6,500	7,000	5,200	(1,800)
Vehicle	343	1,250	1,600	350
Equipment				
Maintenance	-	500	-	(500)
Rental	1,838	2,000	2,000	-
Facility Maintenance	17,238	19,000	16,500	(2,500)
Contractual/Professional	24,748	50,000	32,500	(17,500)
Recruitment	-	2,000	2,000	-
Miscellaneous Expense	-	-	-	-
Capital Outlay	-	1,000	-	(1,000)
TOTAL EXPENSE	<u>\$ 402,220</u>	<u>\$ 427,676</u>	<u>\$ 427,603</u>	<u>\$ (73)</u>

* Animal board reimbursed

Animal Services

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Adopted	Estimated	Adopted		
001-2400-400-4101	Animal Services /Salaries	168,327.35	156,078.00	188,795.15	500.00	179,661.24	155,654.00			
001-2400-400-4401	Animal Services /Overtime Sala	801.28	600.00	-	600.00	-	100.00			
001-2400-400-4512	Animal Services/Ed Stipend	600.00	1,342.00	600.00	1,342.00	600.00	600.00			
001-2400-400-4520	Animal Services /Other Payroll	1,373.56	40,000.00	1,373.56	40,000.00	34,080.90	66,378.00		See Item#1	
001-2400-400-4201	Animal Services /Part-Time Sal	40,818.64	720.00	23,007.39	-	-	-			
001-2400-400-4511	Animal Services /Residency All	720.00	200.00	720.00	200.00	-	500.00		See Item#2	
001-2400-400-4800	Animal Services /Training & Edu	-	30,884.30	131.00	32,267.00	39,112.42	41,492.00			
001-2400-400-4901	Animal Services /Pers/Employer	30,884.30	16,173.41	33,583.71	1,296.00	2,761.60	-			
001-2400-400-4902	Animal Services /Pers/Employee	16,173.41	12,581.30	16,265.22	13,068.00	13,074.48	14,832.00			
001-2400-400-4921	Animal Services /Medical Insur	12,581.30	824.17	11,963.76	479.00	573.68	449.00			
001-2400-400-4923	Animal Services /Eye Care	824.17	3,068.26	823.92	2,240.00	2,393.04	2,188.00			
001-2400-400-4924	Animal Services /Dental Care	3,068.26	3,081.57	2,946.48	2,292.00	3,112.06	2,266.00			
001-2400-400-4925	Animal Services /Medicare	3,081.57	277.20	3,110.17	276.00	276.96	254.00			
001-2400-400-4930	Animal Services /Life Ins/Sala	277.20	564.18	276.96	554.00	563.46	574.00			
001-2400-400-4931	Animal Services /LTD	564.18	-	556.56	256.00	184.00	281.00			
001-2400-400-4932	Animal Services /LTD	-	1,953.11	-	2,000.00	1,269.60	1,500.00		See Item#3	
001-2400-400-5100	Animal Services /Office Supplie	1,953.11	949.64	1,471.33	1,500.00	1,808.62	200.00		See Item#4	
001-2400-400-5130	Animal Services /Postage	949.64	(15,938.67)	1,383.28	10,000.00	(23,846.06)	10,000.00		See Item#5	
001-2400-400-5150	Animal Services/Bank CC Fees	(15,938.67)	8,118.13	(11,210.33)	10,000.00	9,082.74	10,000.00		See Item#6	
001-2400-400-5211	Animal Services /Spec. Departm	8,118.13	31,335.06	9,109.17	25,000.00	40,724.30	25,000.00		See Item#7	
001-2400-400-5212	Animal Services/Medications	31,335.06	30.09	38,577.80	-	-	-		See Item#8	
001-2400-400-5230	Animal Services /Telephone	30.09	-	-	-	-	-			
001-2400-400-5231	Animal Services/ Cell Phone	-	6,300.00	6,500.00	7,000.00	5,400.00	300.00		See Item#9	
001-2400-400-5240	Animal Services /Advertising/P	6,300.00	100.00	-	100.00	-	5,200.00		See Item#10	
001-2400-400-5260	Dues & Subscriptions	100.00	2,694.05	227.17	-	-	-			
001-2400-400-5310	Animal Services /Bldg/Facility	2,694.05	269.05	105.13	1,000.00	546.66	600.00		See Item#11	
001-2400-400-5313	Animal Services /Fac Maint/Non-	269.05	190.00	105.13	2,000.00	680.50	2,000.00		See Item#12	
001-2400-400-5320	Animal Services /Vehicle Repai	190.00	3,800.93	689.16	500.00	-	-			
001-2400-400-5330	Animal Services/Spec Dept Equip	3,800.93	32,123.27	35,420.45	50,000.00	32,945.40	32,500.00		See Item#13	
001-2400-400-5340	Animal Services /Office Equipme	-	(30,906.00)	(30,386.00)	-	(31,004.00)	-			
001-2400-400-6101	Animal Services /Contractual S	32,123.27	19,600.00	35,420.45	2,000.00	12,830.00	2,000.00		See Item#14	
001-2400-400-6103	Animal Services /Spay/Neuter E	(30,906.00)	1,942.97	(30,386.00)	2,000.00	905.64	2,000.00		See Item#15	
001-2400-400-6104	Spay/Neuter Voucher \$2	19,600.00	7,371.54	19,713.85	7,082.46	7,838.00	7,838.00		New from Dept 1900	
001-2400-400-6210	Animal Services/Recruitment/Hiring	-	7,082.46	19,713.85	2,000.00	12,830.00	7,597.00		New from Dept 1900	
001-2400-400-6310	Animal Services /Eqpt Lease	1,942.97	13,471.29	1,837.57	15,000.00	113.82	-			
001-2400-400-6422	Animal Services /Workers' Comp	13,471.29	697.15	16,132.05	2,000.00	15,202.30	15,000.00		See Item#16	
001-2400-400-6423	Animal Services /Liability/Property	697.15	-	1,303.58	250.00	659.08	800.00		See Item#17	
001-2410-400-5130	Animal Services Postage	-	9.72	9.72	200.00	113.82	-			
001-2410-400-5220	Animal Services /Heat/Light/Pow	13,471.29	12,149.79	16,132.05	15,000.00	15,202.30	15,000.00		See Item#18	
001-2410-400-5230	Animal Services /Telephone	697.15	-	1,303.58	250.00	727.86	1,000.00		See Item#19	
001-2410-400-5270	VEHICLE GAS & OIL	-	2,939.44	237.45	4,000.00	14,730.32	15,000.00		See Item#20	
001-2410-400-5310	Animal Services /Bldg/Facility M	12,149.79	-	14,561.17	1,000.00	1,021.40	1,500.00			
001-2410-400-5313	Animal Services /Fac Maint/Non-	2,939.44	-	2,449.85	4,000.00	3,570.40	-			
001-2410-400-9510	Animal Services /C/O-Equipment	-	13,941.00	-	11,224.00	7,540.00	-			
001-2410-400-4999	Animal Services/PW Recharge	13,941.00	9,934.00	9,934.00	11,224.00	7,540.00	-			
Total		385,915.04	402,220.28	402,220.28	427,676.00	371,656.06	427,603.00			

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 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) 1.5 non benefited 1000 hourly employees. Cost saving of 27% of PERS benefit per year	66,378	66,378	40,000
2	001-2400-400-4800	Animal Services /Training & Education absorb 1900 - educational reimbursement as outlined in RPEA MOUs	500	500	200
3	001-2400-400-5100 Home Depot, Costco	Animal Services /Office Supplies includes paper, toner, printer cartridges, envelopes, forms, business cards, misc general office supplies	1,500	1,500	2,000
4	001-2400-400-5130	Animal Services/Postage incl billing, fed-ex, certified mails, UPS and other mailings	200	200	-
5	001-2400-400-5150	Animal Services/Bank CC Fees \$167/mo credit card fee	2,000	2,000	1,500
6	001-2400-400-5210 Frizelle Enos Target Costco Raleys	Animal Services/Special Department Bunny & rodent food, carefresh and litter Baggies, garbage cans Volunteers Appreciation Dinner & awards bleach, fabric softener, and misc supplies baby food, volunteer supplies Cat Carriers Collars/leashes/sensation harnesses Microchips	3,500 100 1,000 2,200 400 800 1,000 1,000	10,000	10,000
7	001-2400-400-5211 Hill's Pet Nutrition Sales, Inc	Animal Services/Shelter Food dog and cat food	10,000	10,000	10,000
8	001-2400-400-5212 VCA Animal Care Center Idexx Distribution Butler KT Optics Matheson Tri-Gas Inc Pfizer	Animal Services/Medications vet bills from animal care center, lab work, oxygen, medications NOTE: ASL pays for special services	20,000	20,000	25,000
9	001-2400-400-5231	Animal Services/ Cell Phone \$25/mo stipend	300	300	-
10	001-2400-400-5240	Animal Services /Advertising/P Community Voice - Pet of the Week - \$100.00/wk ad	5,200	5,200	7,000
11	001-2400-400-5320	Animal Services /Vehicle Repair Annual SMOG Other minor repair (stop light switch, mirror repair)	50 450	500	1,000

Detail

Budget Justification

Item	Account/Vendor	Description	Cost	FY12/13 Adopted Budget	FY11/12 Amended Budget
12	001-2400-400-5330 Stafford Medical	Animal Services/Spec Dept Equip Animal Safety Supplies purchase commercial washable mats 2 way portable phone	1,500 500 600	2,600	2,000
13	001-2400-400-6101 Vet's - Dr Klein/Dr Leach Koelfran Drug Enforcement Admin Sonic Santa Rosa Fire Equipment City of Rohnert Park	Animal Services/Contractual Services vet services including surgeries and clinics cremation and animal disposal services Dr Leach DEA license Internet Extinguishers misc contractual services business license for Dr. Leach/Klein @ 200/each	20,100 10,000 600 200 100 1,100 400	32,500	50,000
14	001-2400-400-6210	Animal Services/Recruitment/Hiring Hiring of 2.5 new ASA and replace turn-over	2,000	2,000	2,000
15	001-2400-400-6310 Dell Canon	Animal Services/Equipment Lease David Rowley - computers Angie Smith - copiers	1,040 960	2,000	2,000
16	001-2410-400-5220 PG&E	Animal Services /Heat/Light/Pow utility	15,000	15,000	15,000
17	001-2410-400-5230 AT&T	Animal Services /Telephone \$66/mo	800	800	2,000
18	001-2410-400-5270	Animal Services - gas/oil \$83/mo unleaded fuel	1,000	1,000	250
19	001-2410-400-5310 Bay Area Sound & Security Inc. Aramark Uniform Services Buchanan Food Service ABM Janitorial Services	Animal Services/Bldg-Facility Maintenance fire alarm monitoring Mats Safety supplies (mats, liners, trays, towels, soup, sanitizer) janitorial services cleaning and misc routine building maintenance	1,800 540 3,600 7,020 2,040	15,000	15,000
20	001-2410-400-5313	Animal Services/Fac Maint/Non-routine non-routine building issues	1,500	1,500	4,000
Total			188,978	188,978	188,950

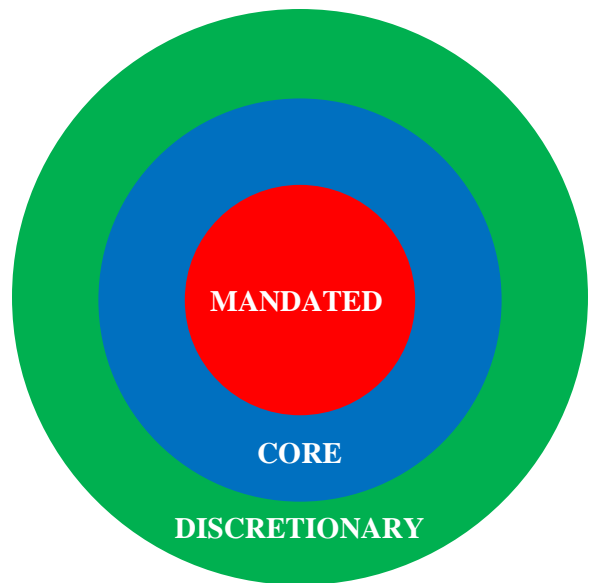
DEPARTMENT OF PUBLIC SAFETY - ANIMAL SERVICES

DEPARTMENT SERVICES MODEL

- ◆ **MANDATED-ANIMAL CONTROL**
 - Animal Control/Sick/Injured/Stray Dogs

- ◆ **CORE-ANIMAL CONTROL**
 - Animal Shelter Facility
 - Spay/Neuter/Animal Licensing

- ◆ **DISCRETIONARY-ANIMAL SHELTER**
 - Veterinary Services
 - Shelter Facility



ALTERNATIVE SERVICES DELIVERY OPTIONS

- Alternative Services
 - Collateral Duties
 - Public Education
 - Community Outreach/Adoption Opportunities
 - Community Service Officer
 - Animal Control

REVENUE OPPORTUNITIES

- Animal Licenses
- Pet Adoptions
- Donations
- Fines/Fees (Animal Releases)
- Grants
- Fundraisers

MAJOR ACCOMPLISHMENTS FOR FISCAL YEAR 2011/2012

- ✓ Computerized Shelter Operations – intake, adoptions and redemptions
- ✓ Twice a Month Low-Cost (Free for Cats) Spay/Neuter Clinics for the Public - 321 Surgeries in 2011
- ✓ Participated in Several Adoption Specials and Adoption Outreach Events – Farmer’s Market, Petco, etc.
- ✓ Offered 5 Sessions of Summer Camp and a 3-Day Holiday Camp
- ✓ Shelter’s Facebook Page and Website Updated Regularly – New YouTube Page
- ✓ Assisted with Animal Control Functions – Welfare Calls, Inspections and Picking Up Animals
- ✓ Adopted out 198 Dogs, 429 Cats and 76 Small Animals (703 total)
- ✓ Reunited 278 Lost Animals with Their Worried Guardians
- ✓ Fostered 221 Underage or Sick/Injured Kittens, Puppies and Bunnies

MAJOR GOALS FOR FISCAL YEAR 2012-2013

- Goal 1: Expand Network of Rescue Groups and Foster Homes to Move More Animals out of the Shelter**

- Goal 2: Complete Euthanasia Policy, Controlled Drug Policy, and Safe**

- Goal 3: Conduct Fee Comparison Study to Look at our Current Fees in Comparison to Other Shelters**

- Goal 4: Hold License Amnesty Week and a “At Cost” Rabies Clinic**
- Goal 5: Expand Outreach Adoption Program by Training More Volunteers**
- Goal 6: Utilize the Bergin University to Enhance the Training for our Dog Walkers and Shelter Dogs**
- Goal 7: Continue to Offer Community Free Spays/Neuters and Low Cost Dog Surgeries to Lessen the Surplus of Puppies and Kittens**
- Goal 8: Expand Educational Outreach-Offering Pet First Aid Classes through a Private Contractor**

ANIMAL SERVICES

We offer shelter services to animals from Rohnert Park and, by contract, to the City of Cotati. The animal shelter serves as a safe haven for lost animals, an adoption center giving unclaimed and unwanted animals a second chance, and an educational resource promoting responsible pet care. In 2011 the City’s Animal Shelter handled 1,338 animals.

Animal Intake

The animal shelter receives in animals of every species imaginable, both from Officers and the public. Lost animals are scanned for a microchip or a visible collar and tag to help us reunite them with their parents. Residents of Rohnert Park and Cotati can relinquish their pets to us if they are no longer willing or able to care for them. We also receive in DOA domestic animals so that they can be identified if an owner comes searching.

Redemptions/Adoptions

Approximately 60% of dogs and 8% of cats that come in as stray are reclaimed by their family. To increase the number of animals reclaimed we actively promote microchips and, with the underwriting of the Animal Shelter League, offer annual free microchip specials. After waiting the required holding period, unclaimed strays and owner surrendered animals are processed for adoption. All animals are seen by our contract Veterinarian to screen for disease and health concerns and vaccinations are updated. All dogs are temperament tested by a volunteer dog trainer to provide guidelines on placement. There is a simple profile and screening process to help match potential adopters with compatible animals for a happy adoption outcome. We participate in events, both in-house and out in the community and utilize the media in as many ways as possible to promote and encourage adoptions.

Euthanasia

Animals that are not suitable for adoption because of either health issues or temperament problems are humanely euthanized with an injection of pentobarbital sodium.

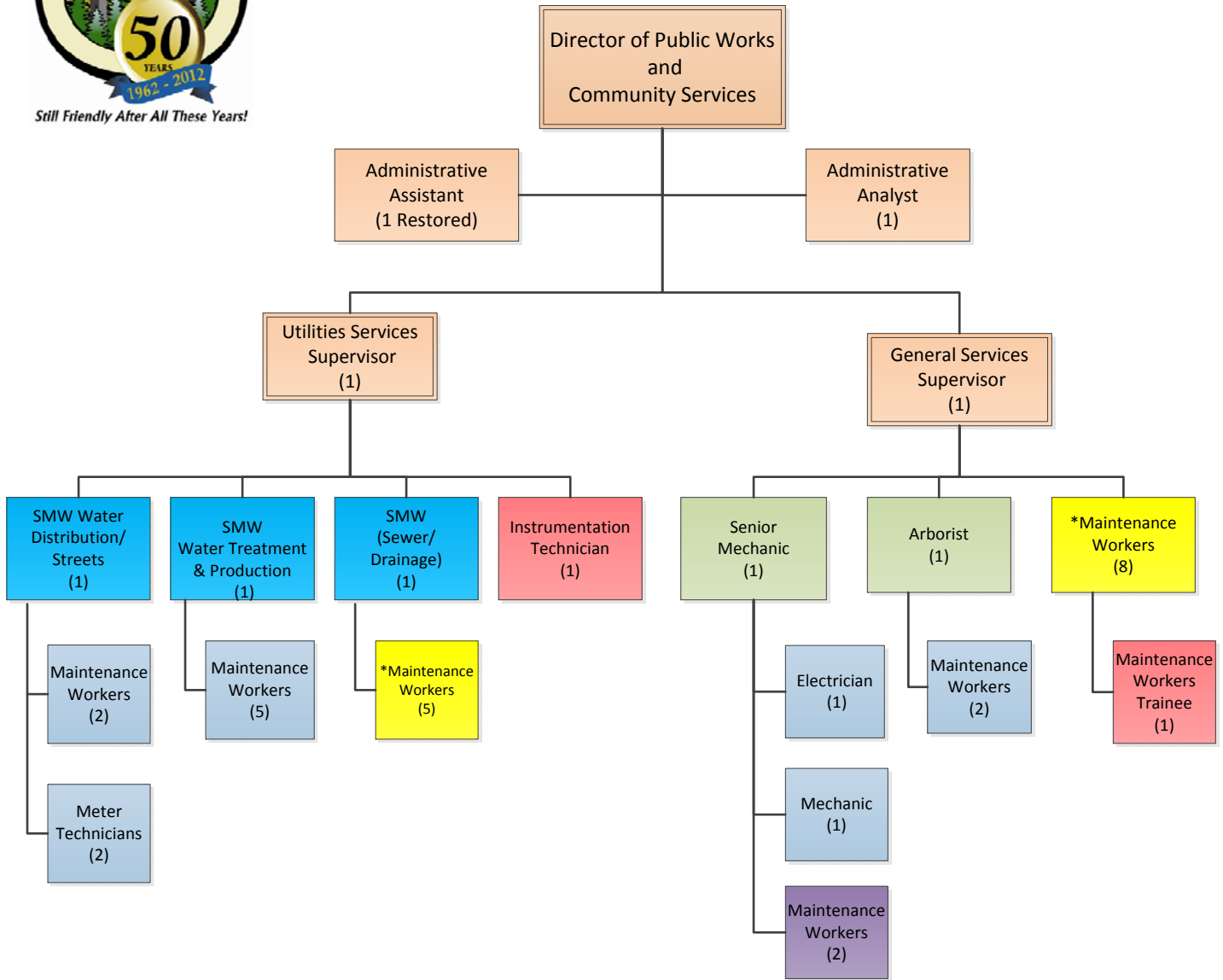
Education

Programs are offered for children including summer camps, tours of the shelter, a junior volunteer program and more, to encourage and foster their love and respect of animals. We have a weekly column in the Community Voice and the Rohnert Park Patch to reach our community about various issues and pet care articles. Volunteers host a monthly “Meet the Bunny” event to increase adoptions and education of our smaller critters.

Spay/Neuter Clinics

To help decrease the overpopulation of dogs and cats and reduce the number of unwanted kittens that flood through our door each spring, we sponsor free cat spays and neuters and low-cost dog altering with twice monthly clinics. Funded through a special allocation of \$2 from each pet license and the state mandated intact animal redemption fee, these clinics offer our residents an affordable way to responsibly alter their pets.

Public Works Department Organizational Chart



Vacant

*Two (2) full-time employees out on long-term medical leave

Two (2) Parks positions frozen

PUBLIC WORKS

EXPENSE	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ 1,242,296	\$ 1,106,933	\$ 1,305,251	\$ 198,318
Overtime/Stand By Pay	41,411	37,875	31,650	(6,225)
Training	7,902	9,000	11,550	2,550
PW Recharge	(165,227)	(157,294)	-	157,294
Insurance				
Vandalism (Losses)	-	50,000	50,000	-
Workers' Compensation	-	66,024	70,914	4,890
Liability/Property	-	37,429	39,560	2,131
Supplies				
Office Supplies	68,474	55,700	900	(54,800)
Special Departmental Equipment	93,788	96,600	193,000	96,400
Small Tools	6,471	10,000	8,500	(1,500)
Clothing/Uniform Allowance	8,874	6,000	8,608	2,608
Utilities	57,939	244,500	211,000	(33,500)
Communications	8,132	7,500	9,120	1,620
Dues & Subscriptions	165	-	-	-
Vehicle				
Fuel/Auto Allowance	60,042	61,600	51,080	(10,520)
Maintenance	29,654	25,000	3,800	(21,200)
Equipment				
Maintenance	-	-	-	-
Rental	7,667	14,200	3,300	(10,900)
Facility Maintenance	34,988	38,000	22,500	(15,500)
Contractual/Professional	162,513	159,300	127,350	(31,950)
Travel & Meetings	102	200	200	-
Miscellaneous Expense	32,328	28,500	41,000	12,500
Capital Outlay	-	21,500	11,300	(10,200)
Debt Expense	-	-	-	-
TOTAL EXPENSE	<u>\$ 1,697,519</u>	<u>\$ 1,918,567</u>	<u>\$ 2,200,583</u>	<u>\$ 282,016</u>

General Services

Budget Analysis

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Projected	2013 Adopted	Comments
001-3300-400-4101	Publ Works Gen /Salaries	533,894	167,191	150,076	148,299	127,260	
001-3300-400-4110	Publ Works Gen /Longevity	14,587	4,987	4,115	3,624	3,867	
001-3300-400-4150	Publ Works Gen /Stand-By Week	5,405	5,206	3,125	6,267	6,300	
001-3300-400-4151	Publ Works Gen /Stand-By Week	8,540	5,779	3,125	2,249	2,300	
001-3300-400-4201	Publ Works Gen /Part-Time Sal	99,279	44,178	15,000	-	-	
001-3300-400-4401	Publ Works Gen /Overtime Sala	8,177	4,072	6,000	2,508	200	
001-3300-400-4510	Publ Works Gen /Non-Smoking A	637	224	-	-	-	
001-3300-400-4511	Publ Works Gen /Residency All	2,211	540	-	-	-	
001-3300-400-4512	Publ Works Gen /Educational St	9,769	4,118	3,543	3,627	2,848	
001-3300-400-4520	Publ Works Gen /Other Payroll	4,579	2,020	142	-	78	
001-3300-400-4800	Publ Works Gen /Training & Ed	879	7,677	5,000	707	6,500	
001-3300-400-4901	Publ Works Gen /Pers/Employer	90,496	50,423	22,907	34,662	35,576	
001-3300-400-4902	Publ Works Gen /Pers/Employee	58,981	29,110	1,461	3,758	-	
001-3300-400-4801	Publ Works Gen /Safety Program	4,666	-	2,000	-	-	
001-3300-400-4905	Publ Works Gen /Alt Ben Prog/D	2,100	1,365	3,150	3,149	2,100	
001-3300-400-4908	Publ Works Gen /RHS Plan	3,437	596	90	89	1,000	
001-3300-400-4920	Publ Works Gen /Health Ins/BI	14,014	1,129	17,270	-	20,981	
001-3300-400-4921	Publ Works Gen /Medical Insur	63,681	26,172	-	17,648	-	
001-3300-400-4923	Publ Works Gen /Eye Care	5,428	4,348	515	2,355	599	
001-3300-400-4924	Publ Works Gen /Dental Care	14,130	4,669	2,408	2,589	2,188	
001-3300-400-4925	Publ Works Gen /Medicare	8,690	2,879	1,837	1,905	1,610	
001-3300-400-4930	Publ Works Gen /Life Ins/Sala	1,375	446	310	321	260	
001-3300-400-4931	Publ Works Gen / LTD	2,742	1,001	739	708	683	
001-3300-400-4932	Publ Works Gen/ STD	-	-	340	248	334	
001-3300-400-4999	Publ Works Gen /Public Works	(316,619)	(165,227)	(157,294)	(152,700)	-	Eliminated
001-3300-400-5100	Publ Works Gen /Office Supplie	2,981	1,689	2,000	1,900	150	
001-3300-400-5130	Publ Works Gen /Postage	175	298	200	131	150	
001-3300-400-5210	Publ Works Gen /Spec. Departm	18,832	19,311	15,000	20,285	5,000	
001-3300-400-5220	Publ Works Gen /Heat/Light/Po	4,017	4,947	9,000	4,000	4,000	
001-3300-400-5230	Publ Works Gen /Telephone	1,395	1,338	1,500	1,556	1,200	
001-3300-400-5231	Publ Works Gen /Cellular Phone	4,240	4,961	1,300	2,127	2,700	
001-3300-400-5251	Publ Works Gen /Clothing Allo	7,942	8,874	6,000	9,599	2,750	
001-3300-400-5270	Publ Works Gen /Gas & Oil	47,125	58,614	60,000	45,111	6,000	
001-3300-400-5250	Publ Works Gen /Uniforms	132	137	-	777	-	
001-3300-400-5272	Publ Works Gen/Auto Allowance	2,644	408	450	423	450	
001-3300-400-5310	Publ Works Gen /Bldg/Facility	15,294	18,093	10,000	12,210	12,500	
001-3300-400-5315	Publ Works Gen /Fuel Tank Mai	(125,411)	(2,631)	5,000	30,125	1,000	
001-3300-400-5320	Publ Works Gen /Vehicle Repai	33,635	29,654	25,000	28,430	3,800	
001-3300-400-5313	Publ Works Gen /Fac Maint/Non-	8,149	899	3,000	119	-	
001-3300-400-5314	Publ Works Gen /Haz Materials	4,048	5,256	5,000	4,779	-	

General Services

Budget Analysis

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Projected	2013 Adopted	Comments
001-3300-400-5330	Publ Works Gen /Spec Dept Equ	225	4,276	1,000	332	1,000	
001-3300-400-5340	Publ Works Gen /Office Equipm	505	-	500	-	-	
001-3300-400-5350	Publ Works Gen /Small Tools	2,225	4,536	5,000	8,717	4,500	
001-3300-400-5370	Publ Works Gen /Equipment Ren	-	370	1,200	-	-	
001-3300-400-6101	Publ Works Gen /Contractual S	25,466	77,228	35,000	20,427	22,000	
001-3300-400-6310	Publ Works Gen /Rent/Lease/Ta	4,945	4,028	4,000	792	800	
001-3300-400-6422	Publ Works Gen /Workers' Comp			60,733	65,301	65,301	New (1900-4950)
001-3300-400-6423	Publ Works Gen /Liability/Property			23,618	24,776	24,776	New (1900-6410)
001-3300-400-6600	Publ Works Gen /Travels & Mee	4	102	200	360	200	
001-3300-400-6910	Publ Works Gen /Permits & Fees	1,343	1,481	2,000	3,308	2,000	
001-3300-400-9510	Publ Works Gen /C/O-Equipment	-	-	10,000	-	-	
Total		700,990	446,770	372,560	367,590	374,961	

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-3300-400-4101	Publ Works Gen /Salaries 2.00 employees 2012/13 (.20 decrease in employees) 2.20 employees 2011/12		127,260	150,076
001-3300-400-4110	Publ Works Gen /Longevity 2.00 employees 2012/13 (decrease) 2.20 employees 2011/12 (Decreased 2012/13 through employees being reallocated to relevant divisions)		3,867	4,115
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 (Increase - under-estimated last year)		6,300	3,125
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 (Decrease - over estimated last year)		2,300	3,125
001-3300-400-4201	Publ Works Gen /Part-Time Sal (Decrease - no part time employees to be hired in 2012/13)		0	15,000
001-3300-400-4401	Publ Works Gen /Overtime Salary Estimated (4) emergency call-outs annually to the Corp. Yard facility or for vehicle problems (decrease from last year with transition to payroll direct charge)		200	6,000
001-3300-400-4512	Publ Works Gen /Educational St Educational stipend per SEIU MOA		2,848	3,543

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-3300-400-4520	Publ Works Gen /Other Payroll (Decrease - over estimated in 2011/12) Admin. time cash outs		78	142
001-3300-400-4800	Publ Works Gen /Training & Ed Fire Academy (mandatory training for fire truck maintenance - this cost needs to be transferred to PS Fire budget - 2300) 2 Employees Vehicle & equipment diagnostics testing equipment training - 2 employees HVAC training (computer-controlled programming & troubleshooting) - 2 employees	2,400 1,600 2,500	6,500	5,000
001-3300-400-4901	Publ Works Gen /Pers/Employer	38,433	35,576	22,907
001-3300-400-4902	Publ Works Gen /Pers/Employee	0	0	1,461
001-3300-400-4905	Publ Works Gen /Alt Ben Prog/D	2,310	2,100	3,150
001-3300-400-4908	Publ Works Gen/RHS Plan	1,000	1,000	90
001-3300-400-4920	Publ Works Gen /Health Ins/BI	22,380	20,981	17,270
001-3300-400-4923	Publ Works Gen /Eye Care	632	599	515
001-3300-400-4924	Publ Works Gen /Dental Care	2,352	2,188	2,408
001-3300-400-4925	Publ Works Gen /Medicare	1,654	1,610	1,837
001-3300-400-4930	Publ Works Gen /Life Ins/Sala	279	260	310
001-3300-400-4931	Publ Works Gen / LTD	738	683	739
001-3300-400-4932	Publ Works Gen/ STD	361	334	340
		TOTAL:		
		6,500		

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-3300-400-4999	Publ Works Gen /Public Works Public Works Recharge (Eliminated with transition to direct charge through payroll in 2012/13)		0	-157,294
001-3300-400-5100	Publ Works Gen /Office Supplies General office supplies; includes paper, pens, pencils, printer supplies, binders, staples, batteries. (Decreased through reallocated to relevant divisions)		150	2,000
001-3300-400-5130	Publ Works Gen /Postage/FedEx Departmental postage and ground shippings costs; includes express delivery costs incurred for time-sensitive documents.		150	200
001-3300-400-5210	Publ Works Gen /Spec. Departm Light bulbs, gloves, rags, oil & grease, cleaning supplies, weed spray, toilet paper & paper towels, welding supplies, fire extinguisher annual maintenance, absorbant, dust masks, arisol cleaners, landscape repair parts. Unanticipated urgent/emergency repair supplies for fleet (Decreased through reallocation to relevant divisions)	4,000 1,000	5,000	15,000
		TOTAL:	5,000	
001-3300-400-5220	Publ Works Gen /Heat/Light/Power Mechanic's Shop & Corp. Yard facility (Over-estimated gas & electric costs in 2011/12)		4,000	9,000
001-3300-400-5230	Publ Works Gen /Telephone Fax machine Burglar and fire alarm systems communications - First Alarm	200 1,000	1,200	1,500

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-3300-400-5231	Publ Works Gen /Cellular Phone	1,200	2,700	1,300
	3 Standard Phones	660		
	2 Smart Phones (required to access service request system)	2,040		
	<i>Used for communication between employees and public safety and for customer service responses during and after working hours (Increase is from addition of Smart phone & incorrectly budgeting for FY 2011/12).</i>			
	TOTAL:	2,700		
001-3300-400-5251	Publ Works Gen /Clothing Allowance		2,750	6,000
	Fleet - (2 employees x \$250/yr uniform)	500		
	Buildings - (3 employees x \$250/yr uniform)	750		
	Fleet -Boot Allowance (2 employees x \$300/yr)	600		
	Buildings - Boot Allowance (3 employees x \$300/yr)	900		
	<i>(Decreased through reallocation to relevant divisions)</i>			
	TOTAL:	2,750		
001-3300-400-5270	Publ Works Gen /Gas & Oil		6,000	60,000
	<i>Fuel (unleaded & diesel) and oil delivered to the corporation yard for 5 vehicles. (Decrease is from fuel being allocated to other Public Works Department divisions and City departments - \$54,000 Recharged to other City departments NOTE: All City departments use fuel at the corporation yard tanks which, in the past, was paid for out of this account and recharged through a tracking system - Fuelmaster)</i>			
001-3300-400-5272	Publ Works Gen/Auto Allowance		450	450
	<i>Management staff vehicle allowance</i>			
001-3300-400-5310	Publ Works Gen /Bldg/Facility		12,500	10,000

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
	Install corporation yard west gate remote control access (to mitigate security control issues)	8,000		
	Warehouse modifications for stocking safety supplies and equipment (Shelf's, shelf & bin labels, storage bins)	1,500		
	Corporation yard building repairs (paint \$400, siding \$500, plumbing \$300, HVAC \$1,400, landscape \$400)	3,000		
	TOTAL:	12,500		
001-3300-400-5313	Publ Works Gen /Fac Maint/Non- (Moved to 5310)		-	3,000
001-3300-400-5314	Publ Works Gen /Haz Materials (Reallocated to other divisions)		-	5,000
001-3300-400-5315	Publ Works Gen /Fuel Tank Maint Unanticipated fuel tank pump & Fuelmaster system repairs (Decrease- unanticipated repair work was performed in 2011/12)		1,000	5,000
001-3300-400-5320	Publ Works Gen /Vehicle Repair 5 Vehicles (Buildings, Mechanics, Electrician) - routine maintenance Back-up power generator - routine maintenance Small equipment - routine maintenance (Decrease through reallocation to relevant divisions)	3,000 300 500	3,800	25,000
	TOTAL:	3,800		
001-3300-400-5330	Publ Works Gen /Spec Dept Equ Shop diagnostic equipment (voltage meter\$450, battery tester \$300, radiator tester \$250)		1,000	1,000
001-3300-400-5340	Publ Works Gen /Office Equipm		0	500

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-3300-400-5350	Publ Works Gen /Small Tools		4,500	5,000
	FLEET (Hand & power tools; testing equipment (Fleet maintenance))			
	Multi-bit (1 set) - shop	\$150		
	Screw drivers (1 set) - shop	\$40		
	Drill driver and drill (1 set) - shop	\$400		
	Sockets (1 set) - shop	\$410		
	Pliers (2 sets) - shop	\$100		
	Relay testers (1) - shop	\$100		
	Valve wrenches (2) - shop	\$200		
	Angle grinder (1) - shop	\$300		
	Code testers - shop	\$300		
	Scrapers (2) - shop	\$200		
	Hooks with poles (2) - shop	\$200		
	Baskets (3) - shop	\$100		
	SUBTOTAL:	\$2,500		
	BUILDINGS (Hand & power tools, and testing equipment (Building maintenance))			
	Screw drivers (1 set) - 1 replacement MWII	\$60		
	Cordless driver set (2 set) - 1 replacement MWII / 1 new electrician	\$600		
	Pliers (3 sets) - 2 replacement MWII / 1 new electrician	\$200		
	Angle grinder (1) - 1 replacement electrician	\$200		
	Tape measures (3) - 2 replacement MWII / 1 new electrician	\$100		
	Fish tape - 1 replacement electrician	\$100		
	Shovels (3) - 2 replacement MWII / 1 new electrician	\$150		
	Scrapers (2) - 1 replacement MWII / 1 new electrician	\$200		
	Grease Guns (2) - 2 MWII	\$100		
	Brooms (4) 3 replacement MWII / 1 new electrician	\$200		
	Vehicle cleaning tools (2) - shop	\$50		
	Replacement wrenches (10) - shop	\$40		
	SUBTOTAL:	2,000		
	TOTAL:	4,500		

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
001-3300-400-5370	Publ Works Gen /Equipment Ren <i>(Decrease from 2011/12 reallocated to relevant divisions)</i>		0	1,200
001-3300-400-6101	Publ Works Gen /Contractual Services Project management services (Johnny Chung) - climate action (Management service costs are recovered through grant monies received - \$25K via BAAQMD).		22,000	35,000
001-3300-400-6310	Publ Works Gen /Rent/Lease/Ta Copier lease (Canon business Solutions) <i>(Decrease from 2011/12 reallocated to relevant divisions)</i>		800	4,000
001-3300-400-6422	Publ Works Gen /Workers' Comp Funds moved from account number 1900-4950. <i>(Increased \$4,568 from 2011/12 budget)</i>		65,301	60,733
001-3300-400-6423	Publ Works Gen /Liability/Property Funds moved from account number 1900-6410. (REMIF insurance for various properties. Finance Department)		24,776	23,618
001-3300-400-6600	Publ Works Gen /Travels & Meetings Safety Training - REMIF Safety Training - Fleet <i>(Travel meals reimbursements)</i>	100 100	200	200
		TOTAL:		
001-3300-400-6910	Publ Works Gen /Miscellaneous Annual Bay Area Air Quality Permit fees Annual Certified Unified Program Agencies (CUPA) fees	1,200 800	2,000	2,000

Detail

Budget Justification

3300 - GENERAL SERVICES

(Public Works Corporation Yard Facility - Buildings & Fleet Divisions)

Account/Vendor	Description/Justification	Cost Detail	FY12/13 Adopted Budget	FY11/12 Amended Budget
	<i>(Corporation yard back-up power generator, unleaded & diesel fuel tank, and chemicals stored on site)</i>			
		TOTAL: 2,000		
001-3300-400-9510	Publ Works Gen /C/O-Equipment		0	10,000
	<i>Decrease - no anticipated equipment purchases in 2012/13</i>			
3300 - Grand Total:			374,961	372,560

Streets

Budget Analysis

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

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Projected	Adopted	Projected	Adopted	
001-3420-400-4101	Streets & Bike /Salaries	135,418	214,326	214,326	214,950	209,702	286,037	286,037		
001-3420-400-4110	Streets & Bike /Longevity	4,264	7,796	7,796	10,346	9,608	8,564	8,564		
001-3420-400-4150	Streets & Bike /Standby-Weeken	504	2,219	2,219	1,250	2,111	2,200	2,200		
001-3420-400-4151	Streets & Bike /Standby Weekni	3,204	1,087	1,087	750	1,346	1,400	1,400		
001-3420-400-4201	Streets & Bike /Part-time Sala	14,834	2,161	2,161	-	9,927	26,600	26,600		
001-3420-400-4401	Streets & Bike /Overtime Salar	571	3,485	3,485	3,500	2,865	3,500	3,500		
001-3420-400-4510	Streets & Bike /Non-Smoking Al	103	315	315	-	-	-	-		
001-3420-400-4511	Streets & Bike /Residency Allo	701	864	864	-	-	-	-		
001-3420-400-4512	Streets & Bike /Educational St	1,910	5,239	5,239	5,405	5,207	4,293	4,293		
001-3420-400-4520	Streets & Bike /Other Payroll	44	991	991	71	2,304	-	-		
001-3420-400-4800	Streets & Bike / Training	-	225	225	-	158	550	550		
001-3420-400-4901	Streets & Bike /Pers/Employer	13,754	24,872	24,872	32,169	43,868	79,368	79,368		
001-3420-400-4902	Streets & Bike /Pers/Employee	11,327	18,189	18,189	1,884	2,532	-	-		
001-3420-400-4906	Streets & Bike /Alt Ben Prog/D	1,419	3,360	3,360	2,730	2,847	4,200	4,200		
001-3420-400-4908	Streets & Bike /RHS Plan	99	540	540	450	449	600	600		
001-3420-400-4920	Streets & Bike /Health Ins/BL	9,379	1,926	1,926	26,746	1,307	53,851	53,851		
001-3420-400-4921	Streets & Bike / Medical Insur	8,873	20,991	20,991	-	21,485	-	-		
001-3420-400-4923	Streets & Bike / Eye Care	858	1,380	1,380	827	924	1,988	1,988		
001-3420-400-4924	Streets & Bike / Dental Care	3,231	4,984	4,984	3,864	3,981	5,307	5,307		
001-3420-400-4925	Streets & Bike / Medicare	2,354	3,447	3,447	3,178	3,345	4,222	4,222		
001-3420-400-4930	Streets & Bike /Life Ins/Salar	308	482	482	483	477	616	616		
001-3420-400-4931	Streets & Bike / LTD	699	1,106	1,106	1,119	1,056	1,524	1,524		
001-3420-400-4932	Streets & Bike/ STD	-	-	-	516	374	746	746		
001-3420-400-5100	Streets / Office Supplies	-	-	-	-	-	600	600		
001-3420-400-5210	Streets & Bike /Spec. Departm	19,672	38,620	38,620	40,000	89,811	45,000	45,000		
001-3420-400-5220	Streets & Bike /Heat/Light/Po	-	7,816	7,816	177,000	118,745	160,000	160,000		
001-3420-400-5231	Streets & Bikes/Cellular Phon	-	-	-	1,500	1,461	1,860	1,860		
001-3420-400-5251	Streets /Clothing Allo	-	-	-	-	-	2,668	2,668		
001-3420-400-5260	Streets & Bike / Dues & Subsc	-	165	165	-	-	-	-		
001-3420-400-5270	Streets /Gas & Oil	-	408	408	450	210	10,000	10,000		
001-3420-400-5272	Streets & Bike/Auto Allowance	432	-	-	-	-	210	210		
001-3420-400-5314	Streets / Haz Materials	-	-	-	-	-	4,000	4,000		
001-3420-400-5320	Streets /Vehicle Repai	-	-	-	-	-	-	-		
001-3420-400-5330	Streets & Bike /Spec Dept Equ	-	83	83	100	2,394	3,000	3,000		
001-3420-400-5350	Streets & Bike /Small Tools	369	1,935	1,935	2,000	2,000	2,000	2,000		
001-3420-400-5370	Streets & Bike /Equipment Rent	974	634	634	1,000	900	1,500	1,500		
001-3420-400-6101	Streets & Bike /Contractual S	33,749	49,680	49,680	85,000	95,000	85,000	85,000		
001-3420-400-6420	Streets & Bike /Vandalism (Losses)	-	-	-	25,000	25,000	25,000	25,000	\$25,000 - New (1900-6420)	
Total		269,049	440,623	440,623	662,288	683,809	826,404	826,404		

Detail

Budget Justification 3420 - STREETS

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

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-3420-400-4101	Streets & Bike /Salaries 4.85 employees 2012/13 (1.35 increase in employees) 3.50 employees 2011/12 (Increase is due to 1.35 employees being reallocated to the Streets Division per the labor distribution list).		286,037	214,950
001-3420-400-4110	Streets & Bike /Longevity 4.85 employees 2012/13 (1.35 increase in employees) 3.50 employees 2011/12 (Decreased costs in 2012/13 due to longevity step increase; employees being allocated from another division).		8,564	10,346
001-3420-400-4150	Streets & Bike /Standby-Weekend Stand-by weekend after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift. (Increase is due to 1.35 more employees being reallocated to the Streets Division).		2,200	1,250
001-3420-400-4151	Streets & Bike /Standby Weeknight Stand-by weeknight after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift. (Increase is due to 1.35 more employees being reallocated to the Streets Division).		1,400	750
001-3420-400-4201	Streets & Bike /Part-time Sala Seasonal Maintenance Assistants (SMA's) (1000 hour) 2.0 employees X 1000 hr X \$13.30 per hr = \$26,600 (SMA's maintain street landscape & remove graffiti - previously budgeted in Parks).		26,600	0
001-3420-400-4401	Streets & Bike /Overtime Salar		3,500	3,500

Detail

Budget Justification 3420 - STREETS

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

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-3420-400-4512	Estimated (60) emergency & scheduled call-outs annually to assist public safety with traffic accidents, damaged street light poles from vehicle accidents, debris in the roadway, flooding, downed trees, irrigation problems, dead animals in street.		4,293	5,405
	Streets & Bike /Educational St			
	Educational stipend - SEIU MOA			
	<i>(Decrease - some employees that receive the educational stipend pay have been reallocated to another division)</i>			
001-3420-400-4520	Streets & Bike/Other Payroll		0	71
	Admin. time cash outs			
001-3420-400-4800	Streets & Bike / Training		550	0
	Mandatory annual training costs for certified Arborist - 1 employee	300		
	Mandatory annual training costs for herbicide applicator - 1 employee	250		
	TOTAL:	550		
001-3420-400-4901	Streets & Bike/Pers/Employer	79,368	79,368	32,169
001-3420-400-4902	Streets & Bike/Pers/Employee	0	0	1,884
001-3420-400-4906	Streets & Bike /Alt Ben Prog/D	4,200	4,200	2,730
001-3420-400-4908	Streets & Bike/RHS Plan	600	600	450
001-3420-400-4920	Streets & Bike /Health Ins/BL	53,851	53,851	26,746
001-3420-400-4921	Streets & Bike / Medical Insur	0	0	0
001-3420-400-4923	Streets & Bike / Eye Care	1,988	1,988	827
001-3420-400-4924	Streets & Bike / Dental Care	5,307	5,307	3,864
001-3420-400-4925	Streets & Bike / Medicare	4,222	4,222	3,178
001-3420-400-4930	Streets & Bike /Life Ins/Salar	616	616	483
001-3420-400-4931	Streets & Bike / LTD	1,524	1,524	1,119
001-3420-400-4932	Streets & Bike/ STD	746	746	516
001-3420-400-5100	Streets / Office Supplies		600	0
	General office supplies - paper, pens, pencils, printer supplies, binders, staples, batteries.			

Detail
 Budget Justification
 3420 - STREETS

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

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-3420-400-5210	Streets & Bike / Supplies Street & sidewalk maintenance - sand \$1,000, rock \$2,500, street signs \$5,000, concrete \$6500, asphalt \$6000, raised pavement markers \$1000, traffic paint \$2,000 Protective equipment - vests, hard hats, safety glasses, gloves, first aid supplies, fire extinguisher annual maintenance costs, absorbent, disposable gloves and coveralls, dust masks Supplies - welding material, cones, barricades, hand cleaner, weed spray, grease, grass seed, plants, rags, toilet paper, cleaning products, USA marking paint, rope, wire, garbage bags, bolts. Herbicide (weed killer) Street lights - electrical & light bulb repair & replacement parts <i>(Increase from last year 2011/12 due to inflation)</i>	24,000 2,000 1,000 10,000 8,000	45,000	40,000
	TOTAL:	45,000		
001-3420-400-5220	Streets & Bike /Heat/Light/Power Traffic Signals & conjoined street lights Street Lights Irrigation Controllers <i>(Decrease - overestimated in 2011/12 budget)</i>	8,000 151,000 1,000	160,000	177,000
001-3420-400-5231	Streets & Bikes/Cellular Phone 3 Standard Phones 1 Smart Phone <i>(required to access customer service request system for communication between employees and public safety; for customer service responses during and after working hours. Increase is from addition of Smart phone & the increased allocation of employees by 1.35).</i>	900 960	1,860	1,500
	TOTAL:	1,860		
001-3420-400-5251	Streets & Bike /Clothing Allowance		2,668	0

Detail
 Budget Justification
 3420 - STREETS

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

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Uniforms - 4.85 employees x \$250/yr	1,213		
	Boot Allowance - 4.85 employees \$300/yr <i>(Decrease - reallocated to relevant divisions)</i>	1,455		
	TOTAL:	2,668		
001-3340-400-5270	Streets & Bike /Gas & Oil		10,000	0
	Unleaded and diesel fuel and oil for 7 vehicles	6,500		
	Unleaded and diesel fuel and oil for 10 small pieces of equipment.	3,500		
	TOTAL:	10,000		
001-3420-400-5272	Streets & Bike/Auto Allowance Management staff vehicle allowance <i>(Decrease - correction to 2011/12 allocation)</i>		210	450
001-3420-400-5314	Streets / Haz Materials		4,000	
	High pressure sodium (HPS) bulb disposal	3,000		
	Hazardous materials clean up from traffic accidents	500		
	Hazardous materials clean up from illegal dumps of chemicals and/or appliances.	500		
	TOTAL:	4,000		
001-3420-400-5320	Publ Works Gen /Vehicle Repair		-	0
001-3420-400-5330	Streets & Bike /Spec Dept Equ		3,000	100
	Three (3) pathway benches (replacements)	2,000		
	Electrical control panel components <i>(Re-allocated from the 3300 General Services to reflect actuals)</i>	1,000		
	TOTAL:	3,000		
001-3420-400-5350	Streets & Bike /Small Tools		2,000	2,000
	Lg Wrenches (1 set) Sm Wrenches (1 set)	275		
	Screw drivers (2 sets)	120		
	Drill driver and drill (1)	300		
	Sockets (2 sets)	600		
	Pliers (3 sets)	200		

Detail

Budget Justification 3420 - STREETS

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

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Tape measures (3)	60		
	Hand water pump (1)	50		
	Shovels (6)	250		
	Brooms (4)	145		
	TOTAL:	2,000		
001-3420-400-5370	Streets & Bike /Equipment Rent		1,500	1,000
	High weed Bobcat mower - for mandated annual weed abatement.	1,000		
	Asphalt dump truck used when the City's truck is down for repairs	500		
	TOTAL:	1,500		
001-3420-400-6101	Streets & Bike /Contractual S		85,000	85,000
	Traffic signal maintenance (Republic ITS)	45,000		
	Street paving and pavement marking contracts	25,000		
	OAD's (roadside debris cleanup; split 50% Parks and 50% Streets)	15,000		
	<i>(Mandated maintenance)</i>			
	TOTAL:	85,000		
001-3420-400-6420	Streets & Bike/Vandalism (Losses)		25,000	0
	Vandalism repairs \$5,000 and graffiti paint \$5,000 & paint removal chemicals \$3,000	13,000		
	Street light repairs necessitated by damage from traffic accidents: expenses incurred when insurance monies can not be recovered for necessary repairs.	12,000		
	<i>(New account; costs originally charged to 1900-6420)</i>			
	TOTAL:	25,000		
3420 - Grand Total:			\$826,404	\$637,288

Storm Drains

Budget Analysis

(Stormwater Collection System)

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Projected	2013 Adopted	Comments
001-3910-400-4101	Storm Drains /Salaries	0	18,207	25,817	23,948	23,154	
001-3910-400-4110	Storm Drains /Longevity	0	281	612	483	320	
001-3910-400-4140	Storm Drains/Maintenance I	0	0	0	0	0	
001-3910-400-4150	Storm Drains /Stand-By Week	0	873	594	716	750	
001-3910-400-4151	Storm Drains /Stand-By Wee	0	907	594	726	800	
001-3910-400-4205	Storm Drains /Storer Reimbu	0	0	0	0	0	
001-3910-400-4401	Storm Drains /Overtime Sala	0	930	1,000	1,473	1,000	
001-3910-400-4512	Storm Drains /Educational S	0	526	822	779	677	
001-3910-400-4520	Storm Drains /Other Payroll	0	633	71	1,241	78	
001-3910-400-4510	Storm Drains /Non-Smoking A	0	15	0	0	0	
001-3910-400-4511	Storm Drains /Residency All	0	83	0	0	0	
001-3910-400-4901	Storm Drains /Pers/Employe	0	2,338	4,131	5,124	6,413	
001-3910-400-4902	Storm Drains /Pers/Employe	0	1,521	205	287	0	
001-3910-400-4908	Storm Drains/RHS Plan	0	45	45	45	50	
001-3910-400-4920	Storm Drains /Health Ins/B	0	564	3,919	0	4,196	
001-3910-400-4921	Storm Drains /Medical Insur	0	1,891	0	3,917	0	
001-3910-400-4923	Storm Drains /Eye Care	0	103	84	95	217	
001-3910-400-4924	Storm Drains /Dental Care	0	392	394	416	328	
001-3910-400-4925	Storm Drains /Medicare	0	322	391	429	350	
001-3910-400-4930	Storm Drains /Life Ins/Sala	0	44	55	57	44	
001-3910-400-4931	Storm Drains / LTD	0	94	137	125	123	
001-3910-400-4932	Storm Drains/STD	0	0	62	45	60	
001-3910-400-5210	Storm Drains /Spec. Depa	0	2,302	2,500	1,974	1,000	
001-3910-400-5231	Storm Drains /Cellular Phone	0	20	0	45	0	
001-3910-400-5272	Storm Drains/Auto Allowance	0	204	200	210	210	
001-3910-400-5330	Storm Drains /Spec Dept Equ	0	12	0	0	0	
001-3910-400-5370	Storms Drains/Equip Rental	0	2,634	2,000	0	1,000	
001-3910-400-6101	Storm Drains /Contractual S	1,933	1,380	5,000	31,889	5,000	
001-3910-400-6420	Storm Drains / Vandalism (Losses)	0	0	5,000	0	5,000	New (1900-6420)
001-3910-400-5310	Storm Drains/Bldg Facility	18,155	12,204	10,000	4,841	0	
001-3910-400-6910	Storm Drains /Permit & Fees	0	30,847	25,000	58,725	39,000	
001-3910-400-9510	Storm Drains /C/O-Equipment	0	0	6,500	0	0	
Total		20,088	79,370	95,133	137,585	89,770	

Detail

Budget Justification 3910 - STORM DRAIN

(Stormwater Collection System)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-3910-400-4101	Storm Drains /Salaries .30 employees 2012/13 (.5 decrease in employees) .35 employees 2011/12 (.05 employees reallocated from Streets - 3420. Calculated from labor distribution list).		23,154	25,817
001-3910-400-4110	Storm Drains /Longevity .30 employees 2012/13 (.05 decrease in employees) .35 employees 2011/12 (Decreased costs in 2012/13 due to longevity step increases from reallocation).		320	612
001-3910-400-4150	Storm Drains /Stand-By Weekends Stand-by weekend after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift. (Underbudgeted in FY 2011-12).		750	594
001-3910-400-4151	Storm Drains /Stand-By Weeknights Stand-by weeknight after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift. (Underbudgeted in FY 2011-12).		800	594
001-3910-400-4401	Storm Drains /Overtime Sala Estimated (20) emergency call-outs annually to assist public safety with: evidence recovery, storm grate damage/replacement, wild-life rescue, clean-up from illegal dumping/disposal into storm drains.		1,000	1,000
001-3910-400-4512	Storm Drains /Educational S Educational stipend per SEIU MOA (Decrease - some employees reallocated to Streets - 3420).		677	822
001-3910-400-4520	Storm Drains /Other Payroll Admin. time cash outs		78	71

Detail

Budget Justification
3910 - STORM DRAIN

(Stormwater Collection System)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-3910-400-4901	Storm Drains /Pers/Employe	6,413	6,413	4,131
001-3910-400-4902	Storm Drains /Pers/Employee	0	0	205
001-3910-400-4908	Storm Drains/RHS Plan	50	50	45
001-3910-400-4920	Storm Drains /Health Ins/B	4,196	4,196	3,919
001-3910-400-4921	Storm Drains /Medical Insur	0	0	0
001-3910-400-4923	Storm Drains /Eye Care	217	217	84
001-3910-400-4924	Storm Drains /Dental Care	328	328	394
001-3910-400-4925	Storm Drains /Medicare	350	350	391
001-3910-400-4930	Storm Drains /Life Ins/Sala	44	44	55
001-3910-400-4931	Storm Drains /LTD	123	123	137
001-3910-400-4932	Storm Drains/STD	60	60	62
001-3910-400-5210	Storm Drains /Spec. Depa		1,000	2,500
	Sand	100		
	Rock	100		
	Creek signs & poles	300		
	Concrete	200		
	Asphalt	200		
	USA paint	100		
	(Decreased - special sign replacement project completed in FY 2011-12)			
	TOTAL:	1,000		
001-3910-400-5272	Storm Drains/Auto Allowance		210	200
	Management staff vehicle allowance			
	(Increase - to correct misallocation in 2011/12)			
001-3910-400-5370	Storms Drains/Equip Rental		1,000	2,000
	Flood hazard mitigation			
	(The City purchased one pump in 2011/12)			
001-3910-400-6101	Storm Drains /Contractual S		5,000	5,000
	Storm collection pipe cleaning (large pipes only)			

Detail

Budget Justification
3910 - STORM DRAIN

(Stormwater Collection System)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-3910-400-6420	Storm Drains / Vandalism (Losses) <i>(This work must be contracted out - the City does not have the equipment needed to clean large pipes).</i>		5,000	0
001-3910-400-5310	Storm Drains / Bldg Facility Repair of damaged storm drain drop inlets from vehicle damage; costs incurred from uncollected insurance monies. <i>(New account; costs originally charged to 1900-6420)</i>		0	10,000
001-3910-400-6910	Storm Drains / Miscellaneous Funds have been moved to Storm Drain account 3910-6910 Russian River Watershed (NPDES) (Annual Fee) Drop inlet replacements (5 @ \$4,000/each) <i>(Increase due to a higher number of anticipated repairs that need to be made 2012/13).</i>		39,000	25,000
001-3910-400-9510	Storm Drains / C/O-Equipment		0	6,500
3420 - Grand Total:			\$89,770	\$90,133

Parks

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-4001-400-4101	Park Maint /Salaries	256,663.88	137,956.86	120,399.00	118,346.30	334,184	
001-4001-400-4110	Park Maint /Longevity	11,655.52	5,259.81	4,330.00	4,243.22	10,631	
001-4001-400-4150	Park Maint/Standby Weekends	5,194.17	1,485.00	1,562.50	360.00	2,900	
001-4001-400-4151	Park Maint/Standby Weeknight	4,219.77	2,028.60	1,875.00	567.76	3,000	
001-4001-400-4401	Park Maint /Overtime	7,022.46	5,331.51	7,000.00	2,399.48	7,300	
001-4001-400-4512	Park Maint /Educational St	6,259.15	3,396.28	1,609.00	1,739.78	2,488	
001-4001-400-4520	Park Maint /Other Payroll	2,519.09	881.01	328.00	-	162	
001-4001-400-4201	Park Maint /Part-Time Sal	27,020.75	44,441.21	14,000.00	46,395.16	62,350	
001-4001-400-4510	Park Maint /Non-Smoking A	413.18	194.88	-	(0.12)	-	
001-4001-400-4511	Park Maint /Residency All	1,825.50	472.50	-	-	-	
001-4001-400-4800	Park Maint /Training & Ed	-	-	2,000.00	-	4,500	
001-4001-400-4901	Park Maint /Pers/Employer	25,285.99	16,916.41	20,355.00	25,525.42	92,223	
001-4001-400-4902	Park Maint /Pers/Employee	21,966.43	11,729.12	1,076.00	1,817.02	-	
001-4001-400-4903	Park Maint /Def Comp/City	-	-	-	-	-	
001-4001-400-4904	Park Maint /Def Comp/City	-	-	-	-	-	
001-4001-400-4905	Park Maint /Alt Ben Prog/D	-	-	-	-	-	
001-4001-400-4906	Park Maint /Alt Ben Prog/D	4,387.32	840.02	1,050.00	1,049.76	4,200	
001-4001-400-4907	Park Maint /Alt Ben Prog/P	-	-	-	-	-	
001-4001-400-4908	Park Maint /RHS	1,818.76	179.88	720.00	719.88	4,000	
001-4001-400-4920	Park Maint /Health Ins/BI	-	2,558.23	16,474.00	-	64,878	
001-4001-400-4921	Park Maint /Medical Insur	45,590.22	12,116.65	-	13,826.66	-	
001-4001-400-4922	Park Maint /Medical Insur	-	-	-	-	-	
001-4001-400-4923	Park Maint /Eye Care	1,886.33	865.11	467.00	523.02	2,201	
001-4001-400-4924	Park Maint /Dental Care	7,022.39	3,118.14	2,184.00	2,184.44	6,346	
001-4001-400-4925	Park Maint /Medicare	4,666.04	2,741.57	1,627.00	2,306.96	4,898	
001-4001-400-4930	Park Maint /Life Ins/Sala	641.01	299.72	276.00	260.80	743	
001-4001-400-4931	Park Maint /LTD	1,356.62	722.87	604.00	613.82	1,771	
001-4001-400-4932	Park Maint/ STD	-	-	279.00	198.72	866	
001-4001-400-4999	Park Maint /Public Works	-	-	-	-	-	
001-4001-400-5140	Park Maint /Books/Pamphle	14.77	-	-	-	-	
001-4001-400-5210	Park Maint /Spec. Departm	47,775.18	26,443.76	32,000.00	21,149.18	135,000	
001-4001-400-5211	Park Maint /Landscape Sup	4,107.51	17,115.63	15,000.00	403.24	-	
001-4001-400-5216	Park Maint/Publicity	-	-	1,000.00	-	-	
001-4001-400-5220	Park Maint /Heat/Light/Po	-	45,175.69	58,500.00	41,956.46	47,000	
001-4001-400-5230	Park Maint /Telephone	-	-	-	-	-	
001-4001-400-5231	Park Maint /Cellular Phone	718.56	1,812.84	1,900.00	1,965.14	3,360	
001-4001-400-5250	Park Maint /Uniforms	3.24	-	-	-	-	
001-4001-400-5251	Park Maint /Clothing Allo	292.00	-	-	-	3,190	
001-4001-400-5260	Park Maint /Dues & Subscr	-	-	-	-	-	
001-4001-400-5270	Parks Maint/Vehicle Gas & Oil	-	-	-	5,458.90	18,000	
001-4001-400-5272	Park Maint /Auto Allow	-	204.08	250.00	211.44	210	

Parks

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Adopted		
001-4001-400-5310	Park Maint /Bldg/Facility M	820.65	5,000.00	1,167.91	5,000.00	1,504.02	5,000			
001-4001-400-5320	Park Maint /Vehicle Repair	-	-	-	-	-	16,000			
001-4001-400-5330	Park Maint /Spec Dept Equ	-	3,000.00	323.72	3,000.00	-	3,000			
001-4001-400-5340	Park Maint/Office Eqpt Repair	-	-	-	-	-	-			
001-4001-400-5350	Park Maint /Small Tools	10.10	2,000.00	-	2,000.00	-	2,000			
001-4001-400-5370	Park Maint /Equipment Ren	-	4,000.00	-	4,000.00	-	-			
001-4001-400-6101	Park Maint /Contractual S	15,239.32	33,600.00	33,867.21	33,600.00	28,434.90	15,000			
001-4001-400-6420	Park Maint /Vandalism (Losses)	-	20,350.00	-	20,350.00	-	20,000		New (1900-6420)	
001-4001-400-6910	Park Maint /Miscellaneous	-	-	-	-	-	-			
001-4001-400-8100	Park Maint /Transfer Out	-	-	-	-	-	-			
001-4001-400-9300	Park Maint /C/O-Improvement	-	-	-	-	-	-			
001-4001-400-9510	Park Maint /C/O-Equipment	79,736.28	5,000.00	-	5,000.00	-	-			
001-4001-400-9530	Park Maint /C/O-Communications	-	-	-	-	-	-			
001-4001-400-9610	Park Maint /C/O-Vehicles/	-	-	-	-	-	11,300			
001-4001-400-6550	Park Maint/V&E Replacement	-	-	-	-	-	-			
Total		586,132.19	379,815.50	379,646.22	379,815.50	324,161.36	888,701			

Landscape

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-4002-400-4101	PW-Landscape /Salaries	-	212,221.17	228,910.00	269,056.14	-	
001-4002-400-4110	PW-Landscape /Longevity	-	4,450.32	7,129.00	6,979.36	-	
001-4002-400-4121	PW-Landscape /Fire Compen	-	-	-	-	-	
001-4002-400-4150	PW-Landscape /Standby Weekend	-	1,339.20	1,250.00	1,648.80	-	
001-4002-400-4151	PW-Landscape/Standby Weeknight	-	1,190.40	1,250.00	1,489.34	-	
001-4002-400-4401	PW-Landscape /Overtime	-	5,479.37	5,000.00	3,820.02	-	
001-4002-400-4512	PW-Landscape /Educational St	-	1,992.24	1,567.00	2,106.42	-	
001-4002-400-4520	PW-Landscape /Other Payroll	-	495.57	-	-	-	
001-4002-400-4201	PW-Landscape /Part-Time Sal	-	-	28,000.00	56,004.36	-	
001-4002-400-4510	PW-Landscape /Non-Smoking A	-	120.00	-	0.02	-	
001-4002-400-4511	PW-Landscape /Residency All	-	2,448.00	-	-	-	
001-4002-400-4800	PW-Landscape /Training & Ed	-	-	2,000.00	-	-	
001-4002-400-4901	PW-Landscape /Pers/Employer	-	24,671.04	32,699.00	56,932.78	-	
001-4002-400-4902	PW-Landscape /Pers/Employee	-	15,292.78	1,944.00	3,880.36	-	
001-4002-400-4903	PW-Landscape /Def Comp/City	-	-	-	-	-	
001-4002-400-4904	PW-Landscape /Def Comp/City	-	-	-	-	-	
001-4002-400-4905	PW-Landscape /Alt Ben Prog/D	-	-	-	-	-	
001-4002-400-4906	PW-Landscape /Alt Ben Prog/P	-	4,200.00	4,410.00	4,410.10	-	
001-4002-400-4908	PW-Landscape / RHS	-	-	-	-	-	
001-4002-400-4920	PW-Landscape /Health Ins/BI	-	3,003.88	2,790.00	2,688.92	-	
001-4002-400-4921	PW-Landscape /Medical Insur	-	564.25	34,184.00	-	-	
001-4002-400-4922	PW-Landscape /Medical Insur	-	30,764.29	-	31,282.92	-	
001-4002-400-4923	PW-Landscape /Eye Care	-	-	-	-	-	
001-4002-400-4924	PW-Landscape /Dental Care	-	1,686.78	1,138.00	1,311.30	-	
001-4002-400-4925	PW-Landscape /Medicare	-	6,055.87	5,320.00	5,454.24	-	
001-4002-400-4930	PW-Landscape /Life Ins/Sala	-	2,931.81	3,333.00	4,844.94	-	
001-4002-400-4931	PW-Landscape /LTD	-	581.90	660.00	627.94	-	
001-4002-400-4932	PW-Landscape /STD	-	927.20	1,154.00	1,272.12	-	
001-4002-400-4999	PW-Landscape /Public Works	-	-	531.00	412.60	-	
001-4002-400-5210	PW-Landscape /Spec Dept Supp	-	1,914.44	3,000.00	5,534.30	-	
001-4002-400-5211	PW-Landscape/Landscape Sup	-	28,076.81	15,000.00	64,227.98	-	
001-4002-400-5231	PW-Landscape/Cell Phones	-	-	1,300.00	771.30	-	
001-4002-400-5260	PW-Landscape /Dues & Subscr	-	-	-	-	-	
001-4002-400-5272	PW- Landscape /Auto Allow	-	204.08	250.00	-	-	
001-4002-400-5330	PW-Landscape /Spec Dept Eq	-	501.62	-	-	-	
001-4002-400-5350	PW-Landscape /Small Tools	-	-	1,000.00	-	-	
001-4002-400-5370	PW-Landscape /Equipment Ren	-	-	2,000.00	-	-	
001-4002-400-6101	PW-Landscape /Contractual S	-	-	-	-	-	
001-4001-400-6420	Park Maint /Vandalism (Losses)	-	-	2,000.00	-	-	
001-4002-400-6910	PW-Landscape / Misc	-	-	1,500.00	-	-	
001-4002-400-8100	PW-Landscape /Transfer Out	-	-	-	-	-	
001-4002-400-6550	PW Landscape/V&E Replacement	-	-	-	-	-	
001-4002-400-9510	PW-Landscape / C/O Eqpt	-	-	-	-	-	
001-4002-400-9610	PW-Landscape / C/O Vehicles	-	-	-	-	-	
Total		-	351,113.02	389,319.00	524,756.26	-	

Public Works-
Landscape Dept
4002 has been
merged into PW-
Parks Dept 4001

Detail

Budget Justification 4001 - PARKS

(Parks & Landscape Maintenance)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-4001-400-4101	<p>Park Maint /Salaries</p> <p>5.80 employees 2012/13 (1.0 decrease in employees)</p> <p>6.80 employees 2011/12</p> <p>(The 2012/13 amount has decreased by 1.0 employees. This amount has be redistributed to another division within public works. The number of employees comes from the labor distribution list)</p>		334,184	349,309
001-4001-400-4110	<p>Park Maint /Longevity</p> <p>5.80 employees 2012/13 (1.0 decrease in employees)</p> <p>6.80 employees 2011/12</p> <p>(Decreased costs in 2012/13 due to longevity step increase employees being allocated in another division)</p>		10,631	11,459
001-4001-400-4150	<p>Park Maint/Standby Weekends</p> <p>Stand-by weekend after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift.</p> <p>(Increase is due to the employees performing duty being reallocated to the parks division)</p>		2,900	2,813
001-4001-400-4151	<p>Park Maint/Standby Weeknight</p> <p>Stand-by weeknight after normal business hours (Duty) per SEIU MOA - \$30/4-hr shift.</p> <p>(Increase is due to the employees performing duty being reallocated to the parks division)</p>		3,000	3,125
001-4001-400-4201	<p>Park Maint /Part-Time Sal</p> <p>SMA's maintain landscape plants & mow lawns</p> <p>Seasonal Maintenance Assistants (SMA) (1000 hour)</p> <p>~ 4.68 employees X 1000 hr X \$13.30 per hr = \$62,350</p> <p>(Increase - reallocated SMA's from 3420 (Streets) & 3300 (General Services) to Parks Division).</p>		62,350	42,000
001-4001-400-4401	<p>Park Maint /Overtime</p>		7,300	12,000

Detail

Budget Justification 4001 - PARKS

(Parks & Landscape Maintenance)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Estimated (80) emergency & scheduled call-outs annually for vandalism to park facilities, sports fields or equipment, or playground equipment; or scheduled cleaning of parks during planned events on weekends or holidays; or to respond to malfunctioning irrigation systems.	5,300		
	Overseeing volunteer groups for park improvements.	1,000		
	Trees down causing a threat to nearby homes or public safety. <i>(Decrease from 2011/12 due to overestimate of projected overtime)</i>	1,000		
	TOTAL:	7,300		
001-4001-400-4512	Park Maint /Educational St (Educational stipend) SEIU MOA (Decrease - some employees that receive the educational stipend pay have been reallocated to another division)		2,488	3,176
001-4001-400-4520	Park Maint /Other Payroll Admin. time cash outs		162	328
001-4001-400-4800	Park Maint /Training & Ed Playground safety inspector training - 2 employees Pool Certification - 4 employees Herbicide Certification - 4 employees California Park & Recreation Society (CPRS) 2012 Training & Symposium (General Services Supervisor) <i>(Increase in 2012/13 due to increased training requirements)</i>	1,600 1,900 400 600	4,500	4,000
	TOTAL:	4,500		
001-4001-400-4901	Park Maint /Pers/Employer	92,223	92,223	53,054
001-4001-400-4902	Park Maint /Pers/Employee	0	0	3,020
001-4001-400-4906	Park Maint /Alt Ben Prog/D	4,200	4,200	5,460
001-4001-400-4908	Park Maint / RHS	4,000	4,000	3,510
001-4001-400-4920	Park Maint /Health Ins/BI	64,878	64,878	50,658
001-4001-400-4921	Park Maint /Medical Insur	0	0	0
001-4001-400-4923	Park Maint /Eye Care	2,201	2,201	1,605
001-4001-400-4924	Park Maint /Dental Care	6,346	6,346	7,504

Detail

Budget Justification 4001 - PARKS

(Parks & Landscape Maintenance)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-4001-400-4925	Park Maint /Medicare	4,898	4,898	4,960
001-4001-400-4930	Park Maint /Life Ins/Sala	743	743	936
001-4001-400-4931	Park Maint /LTD	1,771	1,771	1,758
001-4001-400-4932	Park Maint/ STD	866	866	810
001-4001-400-5210	Park Maint /Spec. Departm		135,000	43,500
	The following account numbers were combined 3420-5211 (streets) / 4001-5211 (parks) / 4001-5210 (parks)			
	Playground fall material wood chips (mandated fall material for safety compliance; non-discretionary) - 28 Parks @ \$1,430/each	40,000		
	Playground equipment routine repair parts	20,000		
	Brooms, shovels, rakes, pruning tools, wheelborrows	800		
	Grass seed \$1,200, plants & trees \$2,500, sod \$3,300, concrete \$1,200, asphalt \$500, top soil \$4,500	13,200		
	Wood & metal for repairs, welding rod & gases, bolts, Vests, hard hats, safety glasses, cones, barricades, gloves, signs, disposable gloves and coveralls, dust masks, first aid supplies, fire extinguisher annual maintenance	3,000		
	Irrigation repair parts	20,000		
	Herbicide (weed killer)	23,500		
	Hand cleaner \$200, garbage bags \$8,000, rags \$300, toilet paper \$100, cleaning products \$300, paint \$750, building & path & stadium light bulbs \$3,000, parts to make minor repairs	13,000		
	TOTAL:	135,000		
001-4001-400-5211	Park Maint /Landscape Sup		0	30,000
	This account was eliminated and funds were incorporated into the Parks 4001-5210 Supplies account.			
001-4001-400-5220	Park Maint /Heat/Light/PO		47,000	58,500
	Park path lighting, bathrooms, sports lighting, snack shacks, & irrigation controllers (Decreased - over estimated in 2011/12)			

Detail

Budget Justification
4001 - PARKS

(Parks & Landscape Maintenance)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
001-4001-400-5231	Park Maint /Cellular Phone		3,360	3,200
	3 Standard Phones	1,260		
	2 Smart Phones (required to access service request system)	2,100		
	Used for communication between employees and public safety and for customer service responses during and after working hours.			
	<u>(Increase is from addition of Smart phones)</u>			
	TOTAL:	3,360		
001-4001-400-5251	Park Maint /Clothing Allo		3,190	0
	Landscape & Parks employees uniforms (5.80 employees x \$250/yr)	1,450		
	Boot Allowance (5.80 employees \$300/yr)	1,740		
	<u>(Funds reallocated from the General Services (3300) to reflect actual costs in Parks Division)</u>			
	TOTAL:	3,190		
001-4001-400-5270	Parks Maint/Vehicle Gas & Oil		18,000	0
	Unleaded & diesel fuel and oil for 12 vehicles, 6 mowers & 10 small pieces of equipment			
001-4001-400-5272	Park Maint /Auto Allow		210	500
	Management staff vehicle allowance			
	<u>(Decrease - incorrect amount allocated in 2011/12)</u>			
001-4001-400-5310	Park Maint /Bldg/Facility M		5,000	5,000
	Storm drain repair - Sunrise Park (mandated special project to mitigate flood hazard)			
001-4001-400-5320	Park Maint / Vehicle Repair		16,000	0
	12 vehicles - routine maintenance	7,000		
	6 mowers - routine maintenance	6,000		
	10 small equipment - routine maintenance	3,000		

Detail

Budget Justification
4001 - PARKS

(Parks & Landscape Maintenance)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	<i>(Funds from General Services (3300) reallocated to reflect actual maintenance costs)</i>			
			TOTAL:	16,000
001-4001-400-5330	Park Maint /Spec Dept Equ		3,000	3,000
	Sunrise Park irrigation booster - pump replacement	1,500		
	Benicia Park irrigation booster - pump replacement	1,500		
	TOTAL:	3,000		
001-4001-400-5350	Park Maint /Small Tools		2,000	3,000
	Wrench (2 set) - 1 new MWII / 1 new MWI	\$300		
	Screw drivers (1 set) - 1 replacement MWII	\$40		
	Drill driver and drill (1 set) - 1 new MWII	\$400		
	Sockets (1 set) - 1 new MWII	\$410		
	Pliers (2 sets) - 1 new MWII / 1 replacement MWI	\$100		
	Ropes (3) - 3 replacements for Arborist	\$100		
	Hammers (2) - 1 replacement Arborist / 1 new landscape trailer	\$100		
	String and marking paint - 1 replacement landscape trailer	\$500		
	Tape measures (3) - 3 replacements landscape trailer	\$50		
	TOTAL	2,000		
001-4001-400-6101	Park Maint /Contractual S		15,000	33,600
	OAD's (split 50% Parks and 50% Streets)			
001-4001-400-6420	Park Maint / Vandalism (Losses)		20,000	22,350
	Vandalism and graffiti paint & removal chemicals	5,000		
	Repairs to playground equipment, drinking fountains, buildings, sports bleachers, park benches and tables, lighting, garbage cans,baseball back stops & fencing	15,000		
	<i>(New account; costs originally charged to 1900-6420)</i>			
	TOTAL:	20,000		
001-4001-400-9610	Park Maint /C/O-Vehicles/		11,300	5,000
	Purchase of 3/4 Ton Utility Truck for replacement of 1987 Utility Truck deferred (\$35,000)	0		

Detail

Budget Justification
4001 - PARKS

(Parks & Landscape Maintenance)

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	<i>(Increase - consolidated funds that were misappropriated in FY2011-12 to 4001-5210 & 4001-5330)</i>			
	TOTAL:		0	
4001 - Grand Total:			\$888,701	\$769,135

Library

Budget Analysis

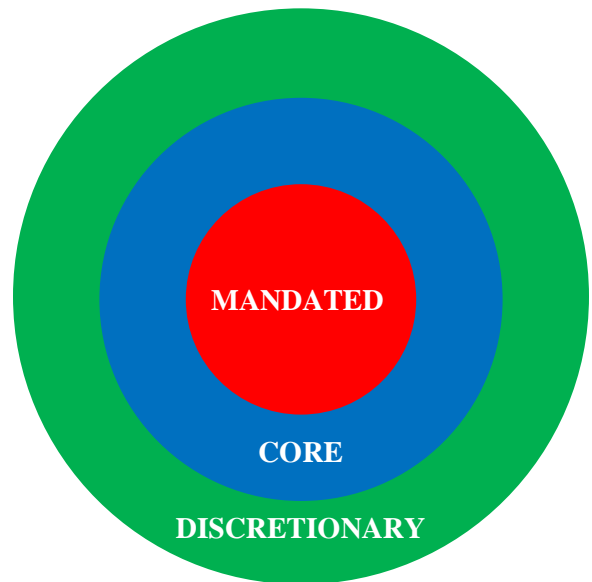
Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-6300-400-4999	Library /Public Works	-	-	-	-	-	
001-6300-400-5210	Library /Spec. Departme	-	672.08	-	386.86	-	
001-6300-400-5310	Library /Bldg/Facility	118.53	-	-	2,843.66	-	
001-6300-400-5313	Library /Fac Maint/Non-	345.83	12,882.40	-	23,465.38	-	in 2012 HVAC repair, should be nothing in FY12/13
001-6300-400-6101	Library /Contractual S	371.88	358.21	350.00	298.44	350.00	
001-6300-400-6422	Library/Workers' Comp	-	-	5,291.00	-	5,613.00	
001-6300-400-6423	Library /Liability/Property	-	-	13,811.00	-	14,784.00	
001-6300-400-6910	Library /Miscellaneous	-	-	-	-	-	
001-6300-400-8100	Library /Transfer Out	-	-	-	-	-	
001-6300-400-9300	Library /C/O-Improveme	-	-	-	-	-	
Total		836.24	13,912.69	19,452.00	26,994.34	20,747.00	

DEPARTMENT OF PUBLIC WORKS & COMMUNITY SERVICES

DEPARTMENT SERVICES MODEL

◆ MANDATED SERVICES

- **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
 - Emergency Response
 - Records
- **Drainage**
 - Storm Drain Management Plan
 - Best Management Practices (BMP's)
 - Storm drain system repair and maintenance
- **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
 - Supplies/materials
 - Service agreements
 - Expense allocation and tracking
- **Buildings**
 - Preventative maintenance
 - HVAC
 - Electrical
 - Plumbing
- **City Fleet & Equipment**
 - BACT/BIT Program
 - Specifications
 - Repair
 - Preventative Maintenance Program
- **Parks/Pool**
 - Tree Maintenance
 - Reclaimed Water Control
 - Chemical Treatment



- Pool Safety
- Playgrounds
- Pedestrian Bridges

◆ CORE SERVICES

➤ Recreation Centers

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

➤ Parks

- Landscape
- Athletic Amenities
- Programs/Services
- Lighting
- Bike paths
- Irrigation
- Courts

➤ Citywide

- Graffiti Abatement
- Weed Abatement
- Vandalism Repair

◆ DISCRETIONARY SERVICES

➤ Dog Parks

➤ Community Gardens

➤ 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

➤ Some Street/Curb Markings and Signage

ALTERNATIVE SERVICE DELIVERY OPTIONS

- Volunteers (currently utilize 150 to 200 volunteers)
- Community groups and non-profit organizations
- Intern programs
- Service contracts
- Resource sharing with neighboring communities
- Inter-departmental cross training
- Consolidation of “like” functions
- Succession plan – Maintenance Worker Trainee Program
- In-house production of PAC-sponsored events

REVENUE OPPORTUNITIES

➤ **New programs and events**

- Moonlight Movies
- Family Campout
- Winter Break Camp
- Annual Pasta Feed
- Annual Kick-off Summer Ice Cream Social
- Spring Break Camp
- Cupcake Challenge
- Create a group picnic area for rentals
- Beerfest
- Fakefest (cover-band festival)

➤ **Community Center Complex**

- Adjusted rental-rate for off-peak hours at recreation centers
- Pursue new electronic message board
- Enhanced marketing and promotion
- Signage and lighting
- Art & Music Festival
- Social media
- Establish a “User Surcharge” to pay for future Capital Projects

➤ **Performing Arts Center**

- Increase usage of theatrical space - create a “Season of Events” and sell subscription packages
- Design a seasonal brochure and sell ads to off-set the printing costs
- Increase Trade Agreements with service businesses
- Develop more limited partnerships with arts groups in the North Bay
- Explore the possibilities of expanding concession services to the public

MAJOR DEPARTMENTAL TASKS COMPLETED FY 2011/2012

PUBLIC WORKS

✓ **Implemented Customer Service Request Tracking Program**

This tracking program utilizes wireless technology to ensure that every service request is addressed promptly. PW responds to over 5,000 service requests per year. Over 1,500 service requests have been entered into the new system within a 6-month period. Staff can more efficiently respond to requests and track progress. Over 80% of all requests are submitted by phone and the remaining 20% are entered via the web, by email or a through a smart phone.

- ✓ **Implement City-wide Injury and Illness Prevention Program (IIPP) Training Phase**
Launched a comprehensive City-wide employee health and safety training program to improve employee safety, satisfy State and Federal mandates, and reduce the City's risk to workplace injury claims.
- ✓ **Installed Martin Avenue Drainage Booster Pump and Piping**
This project will minimize localized street flooding during peak wet weather events, thereby protecting local business from property damage and other losses.
- ✓ **Centralize Daily Service Requests with Public Safety Dispatch**
The former Public Works Dispatcher position was eliminated; service requests and after-hours emergencies are now received and triaged by Public Safety Dispatchers which has proven to be a more effective way to provide quality customer service at a much lower cost.
- ✓ **Negotiated and Implemented an Intergovernmental Shared Services Agreement**
The new and innovative shared service agreement with Sonoma County will augment City forces in the same manner as outside vendors do by providing needed specialty services.
- ✓ **Completed Year Two of Five-Year Maintenance Cycle as part of the Sewer System Management Plan (SSMP)**
The SSMP is a comprehensive State-mandated program designed to ensure proper operation of the public sewer system. Approximately 25 miles of sewer main were inspected and cleaned this past year. The City is in full compliance with all State mandates.
- ✓ **Completed Initial Succession Planning and Staff Development Program**
This program includes a new entry level or "apprentice" classification (Maintenance Worker Trainee) that will provide a mechanism for senior, experienced employees to train and develop new talent.
- ✓ **Participated in the Development of new Energy Efficient Street Lighting Standards**
Developed a new LED street light standard through a cooperative effort with Development Services.
- ✓ **Replaced approximately 200 failed water services**
- ✓ **Completed Various Water System Capital Improvements**
Completed several water system improvements including pump replacements, well rehabilitations, and tank cleaning and ladder replacements as follows:
 1. **Water System Improvements**
 - a) Replaced five pressure-reducing valves at various junctures connecting the City's distribution system to SCWA's water transmission line;
 - b) Started the initial phases of the water meter installation and backflow improvement project on various City-owned properties.
 2. **Well Rehabilitations** (potable water wells 6, 8A, 10, 21, 29, & 40)
The Well Rehabilitation Project will improve the production capacity of the wells and balance the distribution of water throughout the city. Work of this nature was long overdue and had not been performed on these wells in the past eight to ten years.
 3. **Tank Cleaning & Ladder Replacements**
Public Works entered into a contract to clean the city's seven water tanks and replace two tank ladders to conform to Cal-OSHA safety standards. The cleaning of the tanks is complete. They are in good condition and no major repairs are needed. The ladders are in the process of being fabricated, and will be replaced before the end of the fiscal year – anticipate completion by May 2012.
- ✓ **Resolved Irrigation Supply at Roberts Lake**
Installed a new pumping system that will permanently resolve long-standing irrigation water supply pressure deficiencies.
- ✓ **Sewer System Harbon Unit**
The new high-pressure water jet sewer cleaner was purchased and put into action earlier this year. This is an essential piece of equipment that is used on a daily basis to clean six-inch and smaller sewer lines. Previously the City was 100% reliant on outside contractors to perform this essential, ongoing service. Also, most notably, City staff fabricated the custom truck bed that carries the Harbon Unit instead of outsourcing this task to a specialty fabrication; this process resulted in a significantly lower cost to the City.

- ✓ **Sewer Outfall Inspection**
The sewer interceptor outfall inspection project began earlier this year and is approximately 90% complete. It involves the inspection and cleaning of 4 ½ miles of pipe located along Laguna de Santa Rosa. This project is a preventative measure that will help to divert a potential backup or overflow in the sewer system.
- ✓ **Sewer Pump Rebuilding**
Two of the large sewer pumps and drive lines at Pump Station 2 (the main sewer pump station) have been completely overhauled and are now operating more efficiently (lower energy consumption) and reliably.
- ✓ **Electric Vehicle Charging Station**
A grant was accepted along with a cost-recovery fee for equipment maintenance, replacement and electric usage for one electric vehicle charging station to be installed at the City Center Plaza parking lot.
- ✓ **LED Lights**
As part of the Energy Efficiency Conservation Block Grant (EECBG) awarded to the City, new poles and LED lights were installed at the Community Center Plaza.
- ✓ **Ongoing Cal-OSHA Safety Training**
As part of the development of the IIPP, Public Works has scheduled monthly trainings for field staff to meet the mandated Cal-OSHA safety requirements. The monthly trainings began taking place in November and are scheduled through the end of 2012. Staff is working closely with REMIF and utilizing a program called 'My Safety Officer' to organize and coordinate training opportunities.
- ✓ **Public Works Corner**
Public Works partnered with Rohnert Park Patch to create a weekly blog that helps to build awareness and inform the community about the projects and services provided by Public Works.

COMMUNITY SERVICES

- ✓ **Began preliminary testing of new Sports Center Cardio Equipment**
Equipment is over five years old and costs more to maintain than to buy new equipment. In order to continue maintain existing clientele and attract new members, state-of-the-art equipment featuring personal entertainment systems and internet capabilities need to be purchased. This project involves the lease/purchase of new equipment and installation of the necessary electrical, video, and internet infrastructure.
- ✓ **Hosted the 32nd Annual Holiday Arts & Crafts Faire**
over 90 vendors and hundreds of shoppers participated making this the most successful Faire yet.
- ✓ **Created New Classifications and Filled Vacancies**
Stabilized department functions and services, rebuilt departmental hierarchy, established mechanism for succession planning and staff development, and lowered net labor expenses.
- ✓ **Explored Cost Sharing Opportunities with other Performing Groups**
- ✓ **Expanded Youth Theater Programs**
- ✓ **Expanded Inter-Departmental Programs – PAC, Sports, Senior, and Community Centers**
- ✓ **Performing Arts Center staff produced five (5) major, full-scale musical theater productions including:**
 - Willy Wonka, The Musical
 - Jekyll and Hyde, The Musical
 - Spring Awakening
 - The Fantasticks
 - Legally Blonde, The Musical
- ✓ **Developed eight (8) main-stage cooperative agreements between Spreckels and other arts-related organizations including:**
 - Pirates of Penzance
 - The Plastic Fauxno Band John Lennon Tribute

- An Evening with Irving Berlin
- Patrick Ball's Legends of the Celtic Harp
- The Led Zeppelin Experience
- Santaland Diaries
- Chicago
- The Sun Kings Beatles Tribute
- ✓ **Secured the Arts Council of Sonoma County as a renter at the PAC**
 - Developed fundraising possibilities that will benefit both the Performing Arts Center and the Arts Council
 - Lobby display banner sales
- ✓ **Installed new carpet at the Community Center**
 - Funded through "Donate-a-Square" program (2012 Goal).
- ✓ **Purchased new lobby furniture at the Community Center**
 - Funded partially through donations (2012 Goal)
- ✓ **Increased Sunday rentals of the Community Center – (2012 Goal)**
- ✓ **Re-organized the Community Center Art Display process**
- ✓ **Held the first Annual Rohnert Park Arts and Music Festival**
 - (2012 Goal – over 2,000 in attendance)
- ✓ **Expanded the Farmers Market/Party on the Plaza to 15 weeks**
- ✓ **Established Tasty Tuesday's**
- ✓ **Established a fine art gallery at the Senior Center - (2012 Goal)**
- ✓ **Established first annual Pasta Feed at the Senior Center - (2012 Goal)**
- ✓ **Completed Phase 2 of the Senior Center carpet installation project - (2012 Goal)**
- ✓ **Celebrated the 25th Anniversary of the Sports Center with a variety of promotions and special events - (2012 Goal)**
- ✓ **Eliminated the janitorial contracts for all facilities**
 - Function now performed in-house (2012 Goal)
- ✓ **Brought back summer camp program - (2012 Goal)**
- ✓ **Increased number of contract classes - (2012 Goal)**
- ✓ **Hosted the first Annual Summer BBQ at the Senior Center**
- ✓ **Expanded the open studio hours in the pottery studio**
- ✓ **Hosted several large community events including Girls on the Run, Pacific Island Festival, Mutt Strut, and Running with the Pack.**
- ✓ **Offered dodge ball parties at the Sports Center (very popular!)**

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012/2013

PUBLIC WORKS

Departmental

- GOAL 1: Create a Climate Action Program and Sustainable Funding Mechanism**
 Convert the previously adopted Climate Action Plan into a program where future projects are funded through cumulative cash from energy savings realized through previous projects.

Utilities

- GOAL 1: Upgrade Motor Control Centers at City Potable Water Well Sites.**
- GOAL 2: Incorporate City Pools and Park lighting into SCADA system.**

- GOAL 3:** Repaint exteriors of Tanks 1, 3, 4, & 5 and add additional roof vents.
- GOAL 4:** Complete water meter installation and backflow preventer upgrades project at various City properties.
- GOAL 5:** Replace water mains, service lines and fire hydrants on Alta Ave. and Almond Dr.
- GOAL 6:** Rehabilitate well and tank control building roofs and electrical components.
- GOAL 7:** Replace three (3) additional pressure-reducing valves (PRV's) at various junctures connecting the City's distribution system to SCWA's water transmission line.

General Services

- GOAL 1:** Implement Central Stores
- GOAL 2:** Install early overflow alarm on Robert's Lake.

COMMUNITY SERVICES

Departmental

- GOAL 1: Implement CIP**
Fund and complete various facility capital improvements described in the Community Services Capital Improvement Program (CIP)
- GOAL 2: Continue to seek and implement other cost savings and efficiency measures**
- GOAL 3: Expand school newsletter**
Increase distribution frequency and expand newsletter content to include outside community announcements.
- GOAL 4: ADA Upgrades to pool lifts**
New ADA rulings require accessible pool lifts installed at all pool facilities.
- GOAL 5: Expand Internship Program**
- GOAL 6: Establish a facility and activity surcharge to generate funds for capital improvements**
- GOAL 7: Revise field rental rates to more accurately reflect true lighting costs**
Adjust rental rate fee schedule to correspond with actual established sunsets.

Events & Programs

- GOAL 1: Host additional joint-facility events**
- GOAL 2: Benicia Pool swim lessons**
Offer discounted swim lessons to increase and balance attendance between pools.
- GOAL 3: Increase revenue through new course offerings.**

Sports Center

- GOAL 1: CIP Projects:**
 - 1. Replace Sports Center exercise equipment / Explore Lease options**
Equipment is over five years old and costs more to maintain than to buy new equipment. In order to continue maintain existing clientele and attract new members, state-of-the-art equipment featuring personal entertainment systems and internet capabilities need to be purchased. This project involves the lease/purchase of new equipment and installation of the necessary electrical, video, and internet infrastructure.
 - 2. Roof Reconstruction**

Community Center

GOAL 1: CIP Projects:

1. Flooring

Complete the replacement of carpet with new tile

2. Building/Equipment Replacements

3. LED Lighting Retrofit

Replace parking lot lighting fixtures with LED lights funded from energy conservation grant.

GOAL 2: Resurrect profitable youth summer camp programs

Cost-effectively provide identified vital community service needs.

GOAL 3: Tile at Community Center

The carpet in the hallway by the Multi-use room was partially replaced with tile in 2011. This project would complete the project by replacing the remaining carpet with tile.

GOAL 3: Create “Volunteer” course.

Senior Center

GOAL 1: CIP Projects

1. Flooring Replacement

Replace failing Multi-use room floor.

2. Building/Equipment Replacements

GOAL 2: Minimize Senior Center General Fund contribution—

Further increase revenue and reduce expenses to stabilize the Senior Center operation and completely eliminate the General Fund subsidy.

GOAL 3: Find a sponsor for advertising on the third van

Performing Arts Center

GOAL 1: CIP Projects:

1. Lighting Retrofit

2. Stage Lighting Retrofit – replace/upgrade state and auditorium lighting to LED

3. Building/Equipment Replacements

4. Stage Equipment

GOAL 2: Create non-prime rental rates to stimulate additional revenue (Sunday rentals)

GOAL 3: Continue to promote and expand the Membership Program

GOAL 4: Increase rentals through greater promotion and referrals

GOAL 5: Develop additional Theater Trade Agreements

DEPARTMENT DESCRIPTIONS

UTILITIES

The Public Works Department is responsible for the operation, maintenance, inspection, and repair of most of the City's infrastructure including the potable water and wastewater utilities. In addition to performing regularly assigned duties, staff responds to over 5,000 citizen requests each year and responds to a variety of system problems and emergencies 24 hours per day, 7 days per week.

Most functions in potable water and sewer operation and maintenance are mandated and non-discretionary in nature – meaning that they directly affect public health, could have an adverse affect on the environment and are strictly enforced by multiple regulatory agencies. This division is staffed at a minimum of five days a week but is also monitored 24-7 through the City's computer controlled wireless network: *Supervisory Control and Data Acquisition (SCADA)* system. The Utilities Division is comprised of four primary subdivisions as follows:

Water Production & Treatment

The potable water production and treatment group is staffed by six FTE's and is responsible for the operations, maintenance and repair of the City's potable water system. This includes 29 groundwater production wells, 7 potable water storage tanks, and multiple chemical treatment systems. Daily activities include: routine water sampling, pump operation, preventative maintenance, customer service, and overall system operations. Staff members also perform water meter reading, meter replacement, and meter calibration.

Water Distribution

The water distribution group is staffed with eight FTE's and is responsible for the repair and maintenance of the City's vast network of underground water piping – nearly 100 miles of water mains, and over 8,900 water service connections. On an almost daily basis, this group is dedicated to replacing failed water services. This labor-intensive activity involves cutting the street, excavation, installation of a new water service, and reconstructing the street. Staff currently replaces 200 failed water services per year. This group also performs other mandated functions including: water main flushing, backflow installation and repair, water leak detection and monitoring services, and maintenance of 1200 fire hydrants.

Utility Administration

The utilities administration group is staffed by one FTE who is responsible for the general administration of a variety of mandated water and wastewater programs including: the Cross Connection Control Program, Sewer System Management Plan (SSMP), and the Water Quality Sampling and Monitoring Program. This position also prepares a variety of mandated reports to regulatory agencies as well as correspondence to neighboring and adjoining utility districts.

Wastewater

The wastewater group is staffed with five FTE's and is responsible for the operation, maintenance, and repair of the City's sewer collection system. The sewer collection system is comprised of 90 miles of gravity sewer mains and three large sewer pump stations. On a daily basis, this group performs sewer main cleaning – this activity now falls within a State mandated program – the Sewer System Management Plan (SSMP). Typically, sewer staff maintains (flushing and debris removal) 3 miles of sewer main per week.

Streets

The Streets Division maintains asphalt, sidewalks, traffic signals, street lights, striping and signage. The Streets Division collaborates with the City Arborist in resolving damage to streets and sidewalk infrastructure caused by tree root growth and obstruction of traffic signs by tree limbs.

Storm Drains

Public Works staff is responsible for keeping the City's storm drain system clear and maintaining the 5,400 catch inlets with periodic hydro-flushing which is performed to help reduce blockages. During periods of inclement weather, storm drain inlets are checked and cleared of debris build-up to help mitigate localized flooding.

GENERAL SERVICES

This Division operates and maintains the City's parks, streets, pools, buildings, and fleet. Shared functions by all divisions include vandalism repair, graffiti abatement, underground mark and locate services, and other miscellaneous service functions. Employees work with a philosophy of taking ownership of problems and routinely work outside their core areas to provide effective and efficient service.

For effectiveness and efficiency purposes, the Department currently augments its staff with external contractors for trip hazard abatement and new sidewalk installation, SCADA system maintenance, striping maintenance, trash and recycling services, traffic signal and street lighting repair and maintenance, and laboratory analysis. Opportunities to improve work methods and enhance efficiency are currently being implemented with the hope to maintain or even improve service levels while reducing operating costs.

Landscape, Parks, and Tree Maintenance

The Parks Division is responsible for the maintenance of City parks, mini-parks, parkways, athletic fields, and associated buildings and structures. These facilities include 12 parks and 22 mini-parks encompassing 34 athletic fields, 19 playgrounds, 25 tennis courts, and 20 basketball courts. The Parks Division also performs landscape maintenance for the entire City. The City also employs a Certified Arborist to oversee public tree-related maintenance and conduct routine tree planting and other maintenance activities. The Arborist maintains approximately 16,000 trees situated along city streets and within its many parks and facilities.

Internal Services

This division was recently consolidated and is now under the oversight of the Senior Mechanic. This recent reorganization has lowered costs, and improved responsiveness through a new comprehensive "internal service" approach.

Buildings - Public Works staff is responsible for the repair and maintenance for the City's several public buildings. Basic services included roof repair, plumbing, lighting, heating, air conditioning, and other routine building maintenance functions.

Fleet - The City's fleet mechanics perform preventative maintenance services and conduct general repairs for City vehicles and miscellaneous equipment.

COMMUNITY SERVICES

The Community Services Department, formerly known as the Recreation Department, is responsible for the operations of multiple city facilities including the Callinan Sports & Fitness Center, the Community Center, the Senior Center, Honeybee Pool, Benicia Pool, and the city's sports fields and group picnic areas. In addition to operating these facilities, the department is also responsible for creating and implementing high quality, affordable programs, classes, and special events such as the Farmers' Market, Arts and Craft Faires, and Tasty Tuesdays to the local community and surrounding areas.

Callinan Sports & Fitness Center

The Callinan Sports and Fitness Center is one of only a handful of public fitness facilities in Northern California. The center features a full-size basketball/volleyball court, racquetball courts, extensive cardio center, weight machines, free weights, activity areas, childcare room, and locker rooms. A large variety of fitness classes is available to members and non-members alike. The gymnasium is rented out to a variety of local athletic groups and Rancho Cotate High School. The center is operated on a fee basis with teen, adult, and senior memberships available as well as drop-in fees. Following the model found in the private sector, membership fees are automatically debited from the members bank accounts on a monthly basis. Pay-in-advance memberships are also available. The Sports Center currently has 2600 members. The membership and rental fees completely offset the operational costs of the facility.

Community Center

Our Community Center serves as the hub of our Community Services operations. Staff is responsible for a variety of functions related to operating facilities such as the Burton Avenue Recreation Center, Ladybug Recreation Center, picnic facilities, and sports fields. All facility inquiries and reservations including group picnics & sports field reservations are done at the Community Center. The Community Center as a rental facility, is typically booked full every Saturday from year to year, and holds a number of special events organized and run by the Community Services department staff, such as the Arts & Crafts Faire, Spooktacular Magic Show, the

new Arts & Music Festival, Veteran's Day Event, and Tasty Tuesday's. The Community Services department offers a wide variety of recreational & enrichment classes at the Community Center including aerobics & fitness, summer day camps, preschool, ballet, adult & children cooking, and guitar classes. The Community Center is also the location of the City's very own full-functioning pottery studio. The studio offers 7 pottery wheels, 2 ceramic kilns, 1 glass kiln, multiple pottery & glass classes and 3 open studio sessions each week.

Senior Center

The Senior Center provides a supportive environment for many seniors in our community by offering them a meeting place that features a range of activities designed to promote emotional and physical well-being. Some of the core activities and services include: Sunshine Bus Program, field trips to various local bay area places of interest, bridge, scrabble, Mah Jong, pinochle, Friday night bingo, Educational Programs - ESL, Spanish, writing, art, and computer classes, health-related services such as blood pressure readings, hearing screenings, and HICAP services (health insurance, counseling, and advocacy services to Medicare beneficiaries), Physical Fitness - Active Fitness, stretching, Tai Chi, dance and walking classes; and Misc. - legal aide, and income tax return assistance. The Senior Center also serves as a rental facility by providing space for outside community groups that host functions such as birthdays, memorials, anniversaries, baptisms, and business meetings. The center also rents to groups on an on-going basis that provide fun and healthy activities to our senior members such as: Kitchen Kutups, Fun after Fifty Club, Chess for Kids, and Alanon. The Senior Center serves approximately 800-1000 seniors each week.

Sports Fields & Picnic Areas

Rohnert Park offers a number of sports fields that are used by many local sports leagues and teams. Our fields are used for practice, games, and tournaments by sports such as: soccer, softball, baseball, youth football and lacrosse. In addition to our sports fields we have a number of tennis courts throughout the city that are used by local tennis clubs and organizations. The community services department handles the reservation requests and booking of these sports fields and tennis courts.

The City of Rohnert Park has approximately 8 individual and group picnic areas available for reservation throughout the city. These picnic areas range in size with some able to accommodate groups over 300 people.

Honeybee & Benicia Pools

The city currently offer's two pools open to the public. Honeybee Pool is equipped with a one-meter diving board and has a child's wading pool. Lap swim sessions are offered year-round as well as water exercise classes. Benicia Pool is open June-August and is one of our more active pools, often filled to capacity on hot summer days. The centerpiece is the 18-foot waterslide, which attracts users of all ages; the facility also sports a one-meter diving board. Both pools offer swim lessons in the summer for participants of all ages and ability levels.

Dorothy Rohnert Spreckels Performing Arts Center

The Dorothy Rohnert Spreckels Performing Arts Center is a city-owned and operated facility dedicated to providing access to the finest and most comprehensive performing arts programming possible for the residents of Rohnert Park, Sonoma County and the surrounding regions, while ensuring access to Center facilities for presentations by local arts and civic organizations.

Included in the City's master plan in the 1970's, Spreckels Performing Arts Center joined the Community Center and Sports Center as components of the Rohnert Park Community Center Complex. The Community Center opened in 1979, the Sports Center in 1986 and the Performing Arts Center's grand opening was April 20-22, 1990.

The Construction of this \$8 million model Performing Arts Center was fully paid for through a bequest by Fred Rohnert, community development agency funds, annexation fees, a Pacific Gas & Electric Co. contribution, Federal Revenue Sharing Funds as well as City funds. The facility totals 37,400 square feet and serves nearly half a million people annually in Northern California, including the communities of Rohnert Park, Petaluma, Sebastopol, Santa Rosa, Healdsburg, Sonoma, Windsor and the counties of Marin and Mendocino.

WHAT'S CHANGED...

PUBLIC WORKS & COMMUNITY SERVICES

As a reflection of our ongoing efforts to more accurately align true expenses with service functions, several "departments" have either been eliminated or consolidated. Below is a brief overview of the ongoing process to realign department functions while moving towards a true, direct-charge cost allocation system.

FY 2010-11

1. Landscape contract was eliminated and services assumed by Public Works staff.
2. Recreation Programs was eliminated and redistributed to relevant Community Services divisions.

FY 2011-12

1. Street Lights & Traffic Signals moved into Streets Division.
2. Recreation Administration eliminated/redistributed.
3. Pottery Studio eliminated and moved to Community Center.

FY 2012-13

1. City Hall Building (facility maintenance) account created.
2. Landscape Division eliminated; redistributed to Streets and Parks divisions.
3. Freeway sign account created.

PUBLIC WORKS - Proposed Changes

1. Eliminate PT Management Analyst (>1560 hours) → replace with 1 FT Administrative Assistant.

Budget Impact

Position Title	Total Compensation (\$/yr)	GF Impact (\$/yr)
PT Mgmt. Analyst	57,000	14,000
Administrative Assistant	78,000	8,000
TOTAL CHANGE IN GF IMPACT:		*(6,000)

**Change in GF impact due to proposed Admin. Assistant position reallocated to Enterprise Fund.*

**Previously frozen position*

Advantages of Reorganization

- Implement Central Stores (Warehouse)
- Administrative support for a variety of ongoing departmental programs
- No impact to General Fund

2. Reclassify existing MWII position to a Supervising Maintenance Worker (SMW).

Budget Impact

Position Title	Total Compensation (\$/yr)	GF Impact (\$/yr)
Supervising Maint. Worker	116,000	116,000
MWII	105,000	105,000
TOTAL CHANGE IN GF IMPACT:		11,000

Advantages of Reorganization

- **Span of control** – currently, the General Services Supervisor directly supervises 14 positions in Fleet, Buildings and Parks. The new position would oversee five (5) of these positions relieving span of control issues.

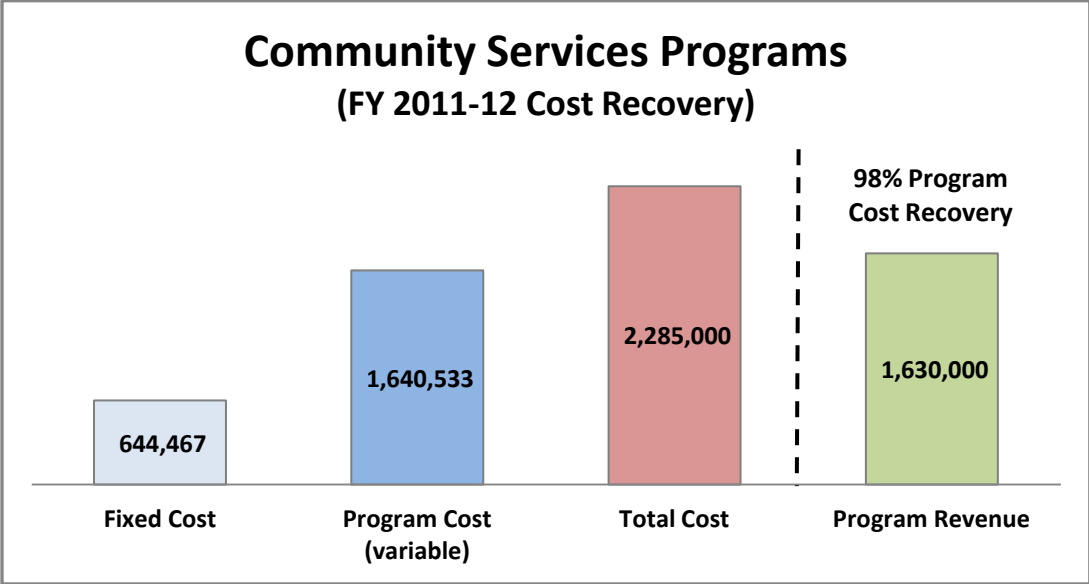
(NOTE: The SMW position is a working classification)

COMMUNITY SERVICES – Programs (Cost-Recovery Analysis)

Community Services staff organizes and implements a variety of community benefit programs each year. The financial components that factor into running these programs include three primary categories:

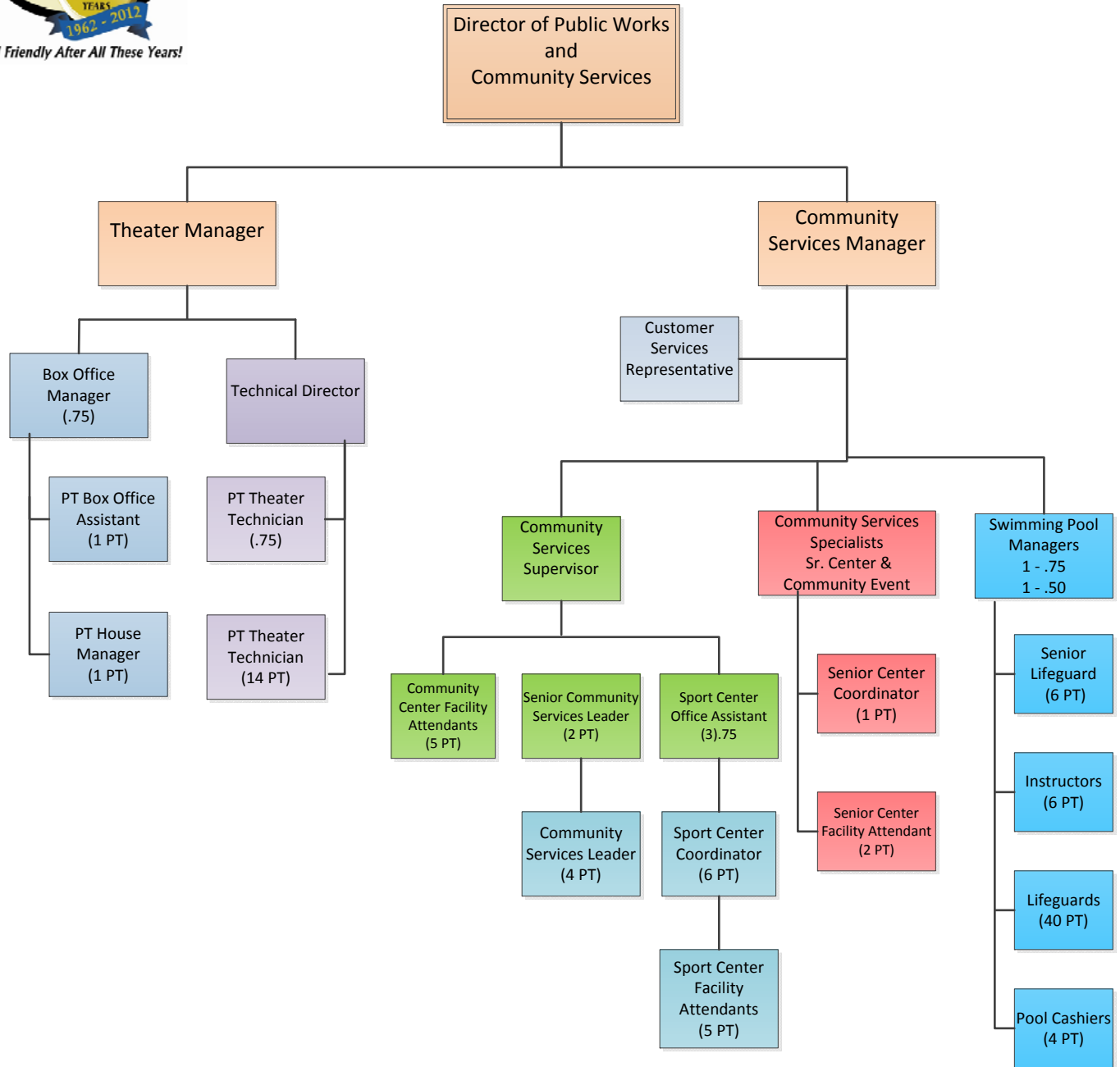
- 1. **Fixed Costs** – these expenses include staffing, supplies, utilities, facility maintenance/repairs, janitorial, and liability costs.
- 2. **Program Costs** – variable depending on program structure and basic needs.
- 3. **Program Revenue** – variable depending on profit margin over fixed costs.

During FY 2011-12, Community Services realized 98% program cost recovery...i.e. **no General Fund impact**. The program revenue generated above and beyond the total program costs offset some of the fixed costs as well as fund capital improvements.





Community Services Department Organizational Chart



COMMUNITY SERVICES

	Commission	Sports Center	Swimming Pools	Community Events	Community Center	Burton Ave Center	Benicia Building
REVENUES:							
Charges for services	\$ -	\$ 574,500	\$ 137,500	\$ 60,000	\$ 290,000	\$ 51,000	\$ -
Miscellaneous Income/Donations							
Other							
TOTAL REVENUES		574,500	137,500	60,000	290,000	51,000	
EXPENDITURES:							
Recreation and parks	13,986	524,276	320,686	83,320	403,610	48,833	1,100
Other	-	-	-	-	-	-	
TOTAL EXPENDITURES	13,986	524,276	320,686	83,320	403,610	48,833	1,100
EXCESS (DEFICIENCY) OF REVENUES							
OVER (UNDER) EXPENDITURES	(13,986)	50,224	(183,186)	(23,320)	(113,610)	2,167	(1,100)

COMMUNITY SERVICES

	Ladybug Building	Senior Center	Performing Arts Center	PAC Sign Rental	Golf Courses	2012-13 Adopted Budget	2011-12 Budget	Diff 2011-12
REVENUES:								
Charges for services	\$ 9,000	\$ 76,000	\$ 357,000	\$ 75,000	\$ -	\$ 1,630,000	\$ 1,562,200	\$ 67,800
Miscellaneous Income/Donations						-	-	
Other						-	-	
TOTAL REVENUES	<u>9,000</u>	<u>76,000</u>	<u>357,000</u>	<u>75,000</u>		<u>1,630,000</u>	<u>1,562,200</u>	<u>67,800</u>
EXPENDITURES:								
Recreation and parks	15,890	178,881	511,831	100,300	6,893	2,209,606	1,918,701	290,905
Other	-	-	-	-	-	-	-	
TOTAL EXPENDITURES	<u>15,890</u>	<u>178,881</u>	<u>511,831</u>	<u>100,300</u>	<u>6,893</u>	<u>2,209,606</u>	<u>1,918,701</u>	<u>290,905</u>
EXCESS (DEFICIENCY) OF REVENUES								
OVER (UNDER) EXPENDITURES	<u>(6,890)</u>	<u>(102,881)</u>	<u>(154,831)</u>	<u>(25,300)</u>	<u>(6,893)</u>	<u>(579,606)</u>	<u>(356,501)</u>	<u>(223,105)</u>

Recreation

Budget Analysis - Revenue

Account	Description	2010		2011		2012		2013		Comments
		Actual		Actual	Adopted	Estimated	Adopted			
001-5150-300-3835	Community Events Revenue	-	34,600.90	76,000.00	58,000.00	60,000.00	Farmers Market Vendors \$30K, Farmers Market Sponsors \$12K, Arts & Music Fest \$5K, Crafts Faire \$10K, Spooktacular \$3000			
001-5200-300-3836	Rec Crafts Faire	-	-	-	256.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.			
001-5200-300-3823	Recreation Adm /Misc Recreati	99.50	254.61	-	43.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.			
001-5200-300-3829	Recreation Adm /Picnic Rental	8,240.00	7,830.00	-	3,650.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.			
001-5200-300-3831	Recreation Adm /Light Fees	1,678.00	2,075.00	-	1,372.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.			
001-5200-300-3930	Recreation Adm /Donations/Sch	(230.50)	(1,377.00)	-	7.00					
001-5200-300-3938	Recreation Adm /Robts Lake Par	100.00	60.00	-	-					
001-5300-300-3821	Contract/Classes /Contract Clas	134,537.36	-	-	-					
001-5400-300-3823	Rec. Programs /Misc Recreati	6,680.62	5,310.60	-	-					
001-5400-300-3828	Rec. Programs /Field Reservat	20,551.50	10,701.50	-	1,404.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.			
001-5400-300-3834	Rec. Programs /After School	32.85	-	-	-					
001-5400-300-3835	Rec. Programs /Spec Activite	-	1,964.39	-	13,928.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Events revenue..			
001-5400-300-3836	Rec. Programs /Crafts Fairs	7,561.45	(50.00)	-	-					
001-5400-300-3837	Rec. Programs /Sports & Summ	90.00	-	-	-					
001-5400-300-3838	Rec. Programs /Msm Gym Fees	-	0.80	-	-					

Recreation

Budget Analysis - Revenue

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-5400-300-3839	Rec. Programs /Field Fees - Y	13,498.00	20,573.50	-	25,846.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.
001-5401-300-3837	BARC Summer Camp Revenue	20,305.60	4,885.00	-	10,000.00	13,000.00	New program in 2011
001-5402-300-3837	Ladybug Summer Camp/Revenue	-	25.00	-	-		
001-5412-300-3930	Ceramics Donations	4,848.16	1,111.00	-	-		
001-5412-300-3821	Ceramics Studio Class Fees	41,441.12	32,893.45	-	1,376.00		First half of 2011 FY revenue was posting to old account numbers. This was corrected mid-year and revenue was moved to the Community Center.
001-5501-300-3656	Codding Center/Memberships	2,180.00	6,767.00	6,500.00	3,800.00	4,000.00	
001-5501-300-3490	Codding Center /Rent/Royaltie	27,721.00	29,641.23	26,000.00	36,000.00	36,000.00	Due to software limitations some of the Contract Class revenue was posted to Rentals in 2011. This was corrected mid-year.
001-5501-300-3821	Codding Center /Contract Clas	9,408.72	7,556.50	10,000.00	10,000.00	10,000.00	Due to software limitations some of the Contract Class revenue was posted to Rentals in 2011. This was corrected mid-year.
001-5501-300-3833	Codding Center /Excursions	4,788.25	8,052.00	5,500.00	2,064.00	4,000.00	
001-5501-300-3835	Codding Center /Special Activ	1,230.00	9,968.90	5,000.00	2,997.00	6,000.00	BBQ's, Pasta Feed, Holiday Parties
001-5501-300-3902	Codding Center /Subscriptions	2,519.55	5,124.00	4,000.00	5,500.00	6,000.00	SCAN Newsletter
001-5501-300-3930	Codding Center /Donations	8,037.21	9,433.00	8,000.00	6,600.00	6,000.00	
001-5501-300-3940	Codding Center /Miscellaneous	-	2,730.00	3,000.00	4,000.00	4,000.00	Corporate donations and van signs
001-5501-300-3990	Codding Center/Transfers In	-	-	60,000.00	-		
001-5710-300-3811	Alicia Pool /Admissions	36.00	-	-	-		
001-5710-300-3812	Alicia Pool /Concessions	96.50	107.50	-	-		
001-5720-300-3811	Benecia Pool /Admissions	8,907.30	14,615.70	14,000.00	13,000.00	14,000.00	
001-5720-300-3812	Benecia Pool /Concessions	4,201.72	4,151.45	4,000.00	6,100.10	4,000.00	
001-5720-300-3813	Benecia Pool /Rentals	3,430.00	615.00	500.00	5,340.00	500.00	
001-5720-300-3814	Benecia Pool /Lessons	12,621.00	12,079.50	18,000.00	8,000.00	8,000.00	
001-5720-300-3815	Benecia Pool /Pool Membership	2,240.00	2,120.00	-	-		
001-5730-300-3811	Ladybug Pool /Admissions	1,987.75	-	-	-		
001-5730-300-3812	Ladybug Pool /Concessions	1,387.44	-	-	-		
001-5730-300-3814	Ladybug Pool /Lessons	1,403.00	-	-	-		
001-5740-300-3811	H Pool /Admissions	28,919.03	26,328.75	28,000.00	28,000.00	28,000.00	
001-5740-300-3812	H Pool /Concessions	5,667.56	4,955.35	5,000.00	5,101.20	5,000.00	

Recreation

Budget Analysis - Revenue

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-5740-300-3813	H Pool /Rentals	3,756.50	12,239.00	10,000.00	1,992.00	10,000.00	
001-5740-300-3814	H Pool /Lessons	44,151.42	55,486.50	45,000.00	45,000.00	45,000.00	
001-5740-300-3816	H Pool /Swim Team Rev	17,080.00	21,100.00	21,000.00	21,600.00	23,000.00	Small rent increase
001-5750-300-3811	Magnolia Pool /Admissions	2,399.70	-	-	-	-	
001-5750-300-3812	Magnolia Pool /Concessions	1,946.60	-	-	-	-	
001-5750-300-3813	Magnolia Pool /Rentals	625.00	6,920.33	-	-	-	
001-5750-300-3814	Magnolia Pool /Lessons	11,571.00	-	-	-	-	
001-5750-300-3814	Magnolia Pool /Lessons	11,571.00	-	-	-	-	
001-5750-300-3814	Magnolia Pool /Lessons	11,571.00	-	-	-	-	
001-5810-300-3656	Sports Center /Sale Of Reside	4,800.00	3,316.48	5,000.00	8,000.00	8,000.00	Fee increase
001-5810-300-3821	Sports Center /Contract Serv	63,965.57	73,837.47	62,000.00	78,000.00	80,000.00	Contract instructor revenue
001-5810-300-3826	Sports Center /Other Bldg Re	7,414.14	7,383.48	7,000.00	7,158.48	7,000.00	SCOE Drop-In Fees
001-5810-300-3831	Sports Center /Adult Sports	17,900.00	15,405.00	18,000.00	14,000.00	14,000.00	Softball
001-5810-300-3840	Sports Center /Memberships	374,998.88	409,417.46	450,000.00	420,000.00	425,000.00	
001-5810-300-3843	Sports Center /Open Gym	19,999.00	23,517.07	23,000.00	23,000.00	23,000.00	Drop-in fees
001-5810-300-3844	Sports Center /Rentals	426.00	447.00	400.00	240.00	400.00	Equipment Rentals
001-5810-300-3845	Sports Center /Facility Rent	8,110.00	13,277.50	9,000.00	14,630.00	12,000.00	Facility Rentals
001-5810-300-3847	Sports Center /Pro Shop Sale	2,318.74	2,714.64	2,500.00	1,098.18	2,600.00	
001-5810-300-3848	Sports Center /Drop-In Child	2,612.00	2,478.00	2,500.00	1,480.00	2,500.00	
001-5810-300-3960	Sports Center /Pepsi Machine	63.12	-	-	-	-	
001-5830-300-3821	R.P. Comm Cntr/Contract Classe	-	136,110.96	190,000.00	160,000.00	165,000.00	
001-5830-300-3824	R.P. Comm. Cntr /Rp Community	73,243.03	81,107.15	100,000.00	93,783.74	95,000.00	
001-5830-300-3826	R.P. Comm. Cntr /Other Bldg Re	-	125.00	-	30,000.00	30,000.00	Field light fees
001-5830-300-3960	R.P. Comm. Cntr/Pepsi Machine	75.48	-	-	-	-	
001-5840-300-3825	Burt/Ave Rec Cr /Burton Ave Re	18,832.50	27,127.50	28,000.00	35,000.00	38,000.00	
001-5860-300-3826	Ladybug Rec Bldg/Bldg Rental	7,110.00	8,940.00	8,500.00	8,790.00	9,000.00	
001-5870-300-3826	Scout Hut/Other Bldg Rental	780.00	30.00	-	-	-	
Total		1,070,394.37	1,166,085.17	1,255,400.00	1,216,156.70	1,198,000.00	

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted	
001-5100-400-4101	Commission / Salaries	18,324	12,877	12,968	13,146	8,683				
001-5100-400-4110	Commission / Longevity	1,846	1,276	1,298	1,308	868				
001-5100-400-4510	Commission / Non-Smokin	63	45	-	0					
001-5100-400-4520	Commission / Other Sal	1,106	621	257	-	83				
001-5100-400-4901	Commission / Pers Emplo	3,068	2,343	2,944	3,081	2,536				
001-5100-400-4902	Commission / Pers/Empl	1,613	1,132	103	200	-				
001-5100-400-4920	Commission / Health Ins	-	-	1,850	-	1,399				
001-5100-400-4921	Commission /Medical Ins	2,403	1,693	-	1,850					
001-5100-400-4923	Commission /Eye Care	86	62	36	43	22				
001-5100-400-4924	Commission /Dental Care	319	221	169	179	109				
001-5100-400-4925	Commission / Medicare	-	1	-	-					
001-5100-400-4930	Commission /Life Ins/Salary	29	21	21	21	13				
001-5100-400-4931	Commission / LTD	100	70	73	73	49				
001-5100-400-4932	Commission / STD	-	-	36	24	24				
001-5100-400-5210	Commission /Spec. Departm	-	-	200	169	200 (1)				
001-5150-400-4101	Community Event/FT Salaries	-	11,639	22,529	19,312	28,247				
001-5150-400-4110	Community Event/ Longevity	-	681	733	726	1,188				
001-5150-400-4201	Community Event PT Labor	-	8,563	10,000	964	2,000 (2)				
001-5150-400-4401	Community Event/Overtime Salar	-	20	-	542					
001-5150-400-4512	Community Event /Ed Stipend	-	-	225	240	226				
001-5150-400-4510	Community Event / Non-Smoking	-	24	-	0					
001-5150-400-4520	Community Event / Other Sal	-	308	86	-	83				
001-5150-400-4901	Community Event / Pers Employe	-	2,067	4,544	4,289	7,876				
001-5150-400-4902	Community Event / Pers/Empl	-	999	169	269					
001-5150-400-4908	Community Event/ RHS	-	45	90	120	50				
001-5150-400-4920	Community Event / Health Ins	-	-	3,338	-	4,486				
001-5150-400-4921	Community Event/Medical Insura	-	1,102	-	1,814					
001-5150-400-4923	Community Event/Eye Care	-	54	96	65	99				
001-5150-400-4924	Community Event/Dental Care	-	192	450	276	492				
001-5150-400-4925	Community Event / Medicare	-	157	271	248	291				
001-5150-400-4930	Community Event/Life Ins/Salar	-	18	55	32	57				
001-5150-400-4931	Community Event / LTD	-	52	120	87	151				
001-5150-400-4932	Community Event/STD	-	-	58	30	74				
001-5150-400-5210	Community Event/Spec. Dep	-	9,674	5,000	9,800	9,000 (3)				

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted	
001-5150-400-6101	Community Event/Contracts	-	-	25,510	46,000	38,000	29,000	(4)		
001-5150-400-6600	Community Event/Travels & Mee	-	-	-	-	-	-			
001-5401-400-4237	BARC Summer Camp/Staff	15,510	-	-	-	7,226	8,000	(5)		
001-5401-400-5212	BARC SummerCamp/Supplies	333	-	1,450	-	1,604	2,000	(6)		
001-5501-400-4101	Codding Center /Salaries	37,275	-	54,528	49,363	53,283	60,500			
001-5501-400-4110	Codding Center /Longevity	-	-	1,024	1,115	1,098	1,116			
001-5501-400-4201	Rec Codding Center PT Salaries	937	-	5,941	-	1,769	30,500	(7)		
001-5501-400-4150	Codding Center/StandbyWeekend	-	-	288	-	212				
001-5501-400-4151	Codding Center/Standby Weeknig	-	-	292	-	218				
001-5501-400-4401	Codding Center /Overtime Sala	-	-	524	-	1,091				
001-5501-400-4221	Codding Center /Building Atte	6,310	-	3,472	7,000	6,779				
001-5501-400-4220	Codding Center/Recreation Co	6,949	-	12,206	13,000	12,003				
001-5501-400-4233	Codding Center /Clerical	512	-	-	-	-				
001-5501-400-4510	Codding Center /Non-Smoking A	-	-	42	-	0				
001-5501-400-4511	Codding Center /Residency All	-	-	72	-	-				
001-5501-400-4512	Codding Center / Educ Stipend	-	-	310	352	399	232			
001-5501-400-4520	Codding Center/Other Sal	-	-	313	86	-	42			
001-5501-400-4901	Codding Center /Pers/Employer	5,669	-	8,747	9,725	11,610	16,423			
001-5501-400-4902	Codding Center /Pers/Employee	2,982	-	4,722	371	705				
001-5501-400-4905	Codding Center/Alt Ben Prog/D	-	-	175	210	210	210			
001-5501-400-4908	Codding Center/RHS	-	-	-	-	225				
001-5501-400-4920	Codding Center /Health Ins/BI	-	-	-	5,117	-	6,300			
001-5501-400-4921	Codding Center/ Kaiser	-	-	2,438	-	3,085				
001-5501-400-4923	Codding Center /Eye Care	-	-	119	228	117	385			
001-5501-400-4924	Codding Center /Dental Care	-	-	427	1,064	525	1,149			
001-5501-400-4925	Codding Center /Medicare	754	-	941	612	982	717			
001-5501-400-4930	Codding Center /Life Ins/Sala	-	-	40	131	63	133			
001-5501-400-4931	Codding Center / LTD	-	-	103	251	159	315			
001-5501-400-4932	Codding Center/STD	-	-	-	116	63	154			
001-5501-400-4999	Codding Center /Public Works	12,160	-	-	-	-				
001-5501-400-5100	Codding Center /Office Supplie	832	-	1,472	2,000	1,900	1,500	(8)		
001-5501-400-5110	Center /Paper Supplie	-	-	-	-	-				
001-5501-400-5130	Center /Postage	919	-	(173)	500	3	500			

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Actual	Actual	Adopted	Estimated	Adopted	Adopted		
001-5501-400-5150	Codding Center/Bank Charges	179	3,682	1,500	1,200	1,200	425	(9)		
001-5501-400-5210	Center /Spec. Departm	-	-	1,600	2,600	3,000	1,000	(10)		
001-5501-400-5216	Codding Center/Publicity	-	2,105	700	500	700	700	(12)		
001-5501-400-5217	Codding Center /Special Event	2,139	5,601	4,000	1,800	3,000	3,000	(13)		
001-5501-400-5219	Codding Center /Excursions	15,934	21,331	10,000	19,629	23,000	23,000	(14)		
001-5501-400-5220	Center /Heat/Light/Po	1,119	1,166	1,500	488	600	600			
001-5501-400-5230	Center /Telephone	37	630	700	67	400	400			
001-5501-400-5231	Codding Center /Cellular Phone	37	-	-	-	-	-			
001-5501-400-5240	Center /Advertising/P	-	-	200	170	200	200	(15)		
001-5501-400-5260	Codding Center /Dues & Subscri	-	1,483	1,000	2,891	3,500	3,500			
001-5501-400-5270	Codding Center / Gas & Oil	12,779	12,218	4,000	13,126	14,000	14,000	(16)		
001-5501-400-5310	Center /Bldg/Facility	1,989	24,043	1,000	1,152	600	600			
001-5501-400-5313	Codding Center /Fac Maint/Non-	-	3,035	500	553	1,200	1,200	(17)		
001-5501-400-5320	Codding Center / Vehicle Repai	16	-	-	-	1,000	1,000	(18)		
001-5501-400-6101	Center /Contractual S	1,943	2,067	2,000	1,364	4,580	4,580			
001-5501-400-6310	Center /Rent/Lease/Ta	-	-	200	-	1,000	1,000	(19)		
001-5501-400-6423	Center /Liability/Property	-	-	8,000	-	-	-			
001-5501-400-6600	Codding Center /Travels & Mee	-	-	60,000	-	-	-			
001-5501-400-8100	Codding Center /Transfer Out	-	-	-	-	-	-			
001-5501-400-9300	Center /C/O-Improve	-	-	-	-	-	-			
001-5502-400-5320	Mini Bus /Vehicle Repai	240	-	-	498	500	500			
001-5710-400-4101	Alicia Pool /F/T Salaries	4,468	-	-	-	-	-			
001-5710-400-4520	Alicia Pool / Other Payroll	193	-	-	-	-	-			
001-5710-400-4254	Alicia Pool /Pools Guards	-	(30)	-	-	-	-			
001-5710-400-4110	Alicia Pool/Longevity	450	-	-	-	-	-			
001-5710-400-4510	Alicia Pool/Non Smoking	15	-	-	-	-	-			
001-5710-400-4901	Alicia Pool/Pers Empl	748	-	-	-	-	-			
001-5710-400-4902	Alicia Pool/PERS EE	393	-	-	-	-	-			
001-5710-400-4921	Alicia Pool/Med Ins	593	-	-	-	-	-			
001-5710-400-4923	Alicia Pool/Vision	21	-	-	-	-	-			
001-5710-400-4924	Dental	77	-	-	-	-	-			
001-5710-400-4930	Alicia Pool/Life Ins	7	-	-	-	-	-			
001-5710-400-4931	Alicia Pool/LTD	24	-	-	-	-	-			

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Adopted	Adopted	
001-5710-400-5210	Alicia Pool /Spec. Departm	231	-	-	-	-	-	-	-	
001-5710-400-5220	Alicia Pool /Heat/Light/Po	236	-	509	-	174	-	-	-	
001-5710-400-5230	Alicia Pool /Telephone	61	-	216	-	205	-	-	-	
001-5710-400-5280	Alicia Pool /Concession Pu	(337)	-	-	-	-	-	-	-	
001-5710-400-5310	Alicia Pool /Bldg/Facility	1,330	-	-	-	-	-	-	-	
001-5710-400-6423	Alicia Pool /Liability/Property	3,280	-	-	-	-	-	1,030	-	
001-5710-400-4999	Alicia Pool/PW Recharge									
001-5720-400-4101	Benecia Pool/ FT Salaries	4,468	13,129	5,653	13,129	11,280	13,447	13,447		
001-5720-400-4150	Benecia Pool/Standby Weekend	-	-	58	-	72	-	-	-	
001-5720-400-4151	Benecia Pool/Standby Weeknight	-	-	50	-	65	-	-	-	
001-5720-400-4401	Benecia Pool/Overtime	-	-	75	-	429	-	-	-	
001-5720-400-4520	Benecia Pool / Other Payroll	193	86	116	86	-	42	42		
001-5720-400-4201	Benecia Pool /Part-Time Sal	-	-	42	-	5	5	38,500	(20)	
001-5720-400-4251	Benecia Pool /Pool Manager	7,336	9,000	6,165	9,000	9,700	9,700	9,700		
001-5720-400-4252	Benecia Pool /Pools Senior	8,783	6,000	6,904	6,000	7,095	7,095	7,095		
001-5720-400-4253	Benecia Pool /Pools Instruc	4,778	4,000	5,663	4,000	2,824	2,824	2,824		
001-5720-400-4254	Benecia Pool /Pools Guards	16,483	12,000	10,196	12,000	11,000	11,000	11,000		
001-5720-400-4255	Benecia Pool /Pools Cashier	2,242	-	273	-	2,600	-	2,600		
001-5720-400-4256	Benecia Pool /Pools Miscell	84	500	624	500	1,061	1,061	1,061		
001-5720-400-4257	Benecia Pool /Maintenance	2,932	3,000	2,984	3,000	4,308	4,308	4,308		
001-5720-400-4110	Benecia Pool/Longevity	450	737	245	737	726	754	754		
001-5720-400-4510	Benecia Pool/Non Smoking	15	-	9	-	0	-	-	-	
001-5720-400-4511	Benecia Pool/Residency	-	-	23	-	-	-	-	-	
001-5720-400-4512	Benecia Pool /Educ Stipend	-	225	195	225	240	226	226		
001-5720-400-4901	Benecia Pool/Pers Empl	748	2,390	813	2,390	2,532	3,831	3,831		
001-5720-400-4902	Benecia Pool/PERS EE	393	105	487	105	171	171	171		
001-5720-400-4920	Benecia Pool/Health	-	2,068	-	2,068	-	-	2,797		
001-5720-400-4921	Benecia Pool/Med Ins	593	-	737	-	1,451	-	-		
001-5720-400-4923	Benecia Pool/Eye Care	21	48	33	48	43	45	45		
001-5720-400-4924	Benecia Pool/Dental	77	225	118	225	179	219	219		
001-5720-400-4925	Benecia Pool /Medicare	618	134	526	134	761	139	139		
001-5720-400-4930	Benecia Pool/Life Ins	7	28	11	28	21	25	25		
001-5720-400-4931	Benecia Pool/LTD	24	71	30	71	62	74	74		
001-5720-400-4932	Benecia Pool/STD	-	35	-	35	20	36	36		

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Adopted	Adopted	
001-5720-400-5150	Benecia Pool/Banc Charges	1,976		1,015	500	1,837	850	1,000	(21)	
001-5720-400-5210	Benecia Pool /Spec. Departm	-		-	1,600	1,635	1,600	1,600	(23)	
001-5720-400-5216	Benecia Pool/Publicity	11,653		10,756	12,000	12,800	13,000	13,000	(24)	
001-5720-400-5220	Benecia Pool /Heat/Light/Po	405		406	400	274	400	400		
001-5720-400-5230	Benecia Pool /Telephone	2,515		3,422	2,000	2,663	2,500	2,500	(25)	
001-5720-400-5280	Benecia Pool /Concession Pu	22,683		14,712	12,000	11,000	12,000	12,000	(26)	
001-5720-400-5310	Benecia Pool /Bldg/Facility	786		454	-	-	-	-		
001-5720-400-5313	Benecia Pool /Fac Maint/Non-	-		-	1,000	-	-	-		
001-5720-400-5340	Benecia Pool /Office Equipm	-		-	-	-	-	600	(27)	
001-5720-400-6101	Benecia Pool /Contractual S	-		-	-	-	-	1,554		
001-5720-400-6423	Benecia Pool /Liability/Property	15,350		-	-	-	-	-		
001-5720-400-9300	Benecia Pool /C/O-Improve	21,320		-	-	-	-	-		
001-5720-400-4999	Benecia Pool/PW Recharge									
001-5730-400-4101	Ladybug Pool/FT Salaries	4,468		-	-	-	-	-		
001-5730-400-4520	Ladybug Pool/Other Payroll	193		-	-	-	-	-		
001-5730-400-4201	Ladybug Pool /Part-Time Sal	-		549	-	-	-	-		
001-5730-400-4254	Ladybug Pool /Pools Guards	97		52	-	-	-	-		
001-5730-400-4257	Ladybug Pool /Maintenance	28		3	-	-	-	-		
001-5730-400-4110	Ladybug Pool/Longevity	450		-	-	-	-	-		
001-5730-400-4510	Ladybug Pool/Non Smoking	15		-	-	-	-	-		
001-5730-400-4901	Ladybug Pool/Pers Empl	748		-	-	-	-	-		
001-5730-400-4902	Ladybug Pool/PERS EE	394		-	-	-	-	-		
001-5730-400-4921	Ladybug Pool/Med Ins	593		-	-	-	-	-		
001-5730-400-4923	Ladybug Pool/Vision	21		-	-	-	-	-		
001-5730-400-4924	Ladybug Pool/Dental	77		-	-	-	-	-		
001-5730-400-4925	Ladybug Pool /Medicare	2		9	-	2	-	-		
001-5730-400-4930	Ladybug Pool/Vision	7		-	-	-	-	-		
001-5730-400-4931	Ladybug Pool/LTD	24		-	-	-	-	-		
001-5730-400-5210	Ladybug Pool /Spec. Departm	231		-	-	-	-	-		
001-5730-400-5220	Ladybug Pool /Heat/Light/Po	222		352	-	92	-	-		
001-5730-400-5230	Ladybug Pool /Telephone	72		-	-	-	-	-		
001-5730-400-5280	Ladybug Pool /Concession Pu	(337)		-	-	-	-	-		
001-5730-400-5310	Ladybug Pool /Bldg/Facility	484		350	-	-	-	-		
001-5730-400-6423	Ladybug Pool /Liability/Property							81		1,088

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual		Actual	Adopted	Estimated	Adopted			
001-5730-400-4999	Ladybug Pool/PW Recharge	2,993	-	-	-	-	-	-	-	
001-5740-400-6999	Honeybee Pool-Uninsured Losses	75	-	-	-	-	-	-	-	
001-5740-400-4101	H Pool /F/T Salaries	25,244	29,496	35,728	29,728	38,235				
001-5740-400-4150	H Pool /Standby Weekend	-	58	-	72					
001-5740-400-4151	H Pool /Standby Weeknight	-	50	-	65					
001-5740-400-4520	H Pool / Other Payroll	385	308	86	-	42				
001-5740-400-4201	H Pool PT Salaries	-	153	-	442	75,000	(28)			
001-5740-400-4251	H Pool /Pool Manager	22,975	7,933	1,000	-					
001-5740-400-4252	H Pool /Pools Senior	22,335	12,213	11,000	12,000					
001-5740-400-4253	H Pool /Pools Instruc	11,582	15,899	20,000	16,000					
001-5740-400-4254	H Pool /Pools Guards	34,819	40,835	30,000	34,000					
001-5740-400-4255	H Pool /Pools Cashier	3,381	2,074	2,000	2,000					
001-5740-400-4256	H Pool /Pools Miscell	303	1,820	1,500	3,000					
001-5740-400-4257	H Pool /Maintenance	7,312	10,151	8,000	6,000					
001-5740-400-4401	H Pool /Overtime Salar	3,864	1,528	1,500	2,000					
001-5740-400-4110	H Pool/Longevity	901	671	737	726	754				
001-5740-400-4510	H Pool/Non Smoking	30	24	-	0					
001-5740-400-4511	H Pool/Residency	-	23	-	-					
001-5740-400-4512	H Pool /Educational Stipend	-	195	229	272	226				
001-5740-400-4901	H Pool /Pers/Employer	3,976	4,831	7,021	6,474	10,413				
001-5740-400-4902	H Pool /Pers/Employee	2,092	2,429	252	623					
001-5740-400-4920	H Pool/Health	-	-	2,068	-	2,797				
001-5740-400-4921	H Pool/Med Ins	1,317	1,302	-	1,524					
001-5740-400-4923	H Pool/Vision	79	54	48	46	45				
001-5740-400-4924	H Pool/Dental	294	191	225	191	219				
001-5740-400-4925	H Pool /Medicare	1,780	1,675	464	2,151	498				
001-5740-400-4930	H Pool/Life Ins	21	18	28	22	25				
001-5740-400-4931	H Pool/LTD	49	53	71	65	74				
001-5740-400-4932	H Pool /STD	-	-	35	20	36				
001-5740-400-5150	H Pool bank /charges									1,275 (29)
001-5740-400-5210	H Pool /Spec. Departm	6,280	2,531	1,500	1,234	1,500	(30)			
001-5740-400-5216	H Pool/Publicity	-	-	1,600	1,700	1,600	(31)			
001-5740-400-5220	H Pool /Heat/Light/Po	37,525	34,699	36,000	35,000	38,000	(32)			
001-5740-400-5230	H Pool /Telephone	579	708	500	433	500				

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted	
001-5740-400-5280	H Pool /Concession Pu	4,232	3,000	2,956	3,000	3,222	3,000	3,000	(33)	
001-5740-400-5310	H Pool /Bldg/Facility	27,038	25,000	36,816	25,000	23,000	25,000	25,000	(34)	
001-5740-400-5313	H Pool /Fac Maint/Non-	25,276	-	53	-	-	-	-	-	
001-5740-400-5340	H Pool /Office Equipm	-	1,000	-	1,000	-	-	-	-	
001-5740-400-6101	H Pool /Contractual S	-	-	-	-	-	-	600	(35)	
001-5740-400-6423	H Pool /Liability/Property	-	-	-	-	-	1,629	1,629	-	
001-5740-400-9510	H Pool /C/O-Equipment	-	-	-	-	-	7,000	7,000	(36)	
001-5750-400-4101	Magnolia Pool /F/T Salaries	4,468	6,136	3,077	6,136	-	-	3,410	-	
001-5750-400-4150	Magnolia Pool/Standby Weekend	-	-	58	-	-	-	-	-	
001-5750-400-4151	Magnolia Pool/Standby Weeknigh	-	-	50	-	-	-	-	-	
001-5750-400-4401	Magnolia Pool /Overtime Salary	1,523	-	75	-	-	-	-	-	
001-5750-400-4520	Magnolia Pool/Other Payroll	193	-	-	-	-	-	-	-	
001-5750-400-4251	Magnolia Pool /Pool Manager	13,621	-	-	-	-	-	-	-	
001-5750-400-4252	Magnolia Pool /Pools Senior G	12,094	-	-	-	-	-	-	-	
001-5750-400-4253	Magnolia Pool /Pools Instruct	7,953	-	-	-	-	-	-	-	
001-5750-400-4254	Magnolia Pool /Pools Guards	9,240	-	-	-	-	-	-	-	
001-5750-400-4255	Magnolia Pool /Pools Cashiers	712	-	-	-	-	-	-	-	
001-5750-400-4256	Magnolia Pool /Pools Miscella	44	-	-	-	-	-	-	-	
001-5750-400-4257	Magnolia Pool /Maintenance	3,058	-	-	-	-	-	-	-	
001-5750-400-4110	Magnolia Pool/Longevity	450	-	(10)	-	-	-	-	-	
001-5750-400-4510	Magnolia Pool/Non Smoking	15	-	-	-	-	-	-	-	
001-5750-400-4511	Magnolia Pool/Residency	-	-	23	-	-	-	-	-	
001-5750-400-4512	Magnolia Pool /Education Stip	-	-	195	-	-	-	-	-	
001-5750-400-4901	Magnolia Pool/Pers Empl	748	837	344	837	-	-	905	-	
001-5750-400-4902	Magnolia Pool/PERS EE	393	44	261	44	-	-	699	-	
001-5750-400-4920	Magnolia Pool/Health	-	436	-	436	-	-	-	-	
001-5750-400-4921	Magnolia Pool/Medical Ins	611	-	399	-	-	-	-	-	
001-5750-400-4923	Magnolia Pool/Eye Care	21	24	21	24	-	-	161	-	
001-5750-400-4924	Magnolia Pool/Dental Care	80	113	74	113	-	-	55	-	
001-5750-400-4925	Magnolia Pool /Medicare	700	88	50	88	-	-	49	-	
001-5750-400-4930	Magnolia Pool /Life Ins/Salary	7	14	7	14	-	-	6	-	
001-5750-400-4931	Magnolia Pool/LTD	24	31	16	31	-	-	17	-	
001-5750-400-4932	Magnolia Pool/STD	-	15	-	15	-	-	9	-	
001-5750-400-5210	Magnolia Pool /Spec. Departme	1,944	500	306	500	-	-	-	-	

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual		Actual	Adopted	Estimated	Adopted			
001-5750-400-5220	Magnolia Pool /Heat/Light/Pow	7,838		7,971	8,000	8,000	8,000	8,000		
001-5750-400-5230	Magnolia Pool /Telephone	177		143	150	86	150	150		
001-5750-400-5280	Magnolia Pool /Concession Pur	976		-	-	-	-	-		
001-5750-400-5310	Magnolia Pool /Fac Maintenan	16,264		5,805	8,000	751	3,000	3,000	(37)	
001-5750-400-5313	Magnolia Pool /Fac Maint/Non-	981		-	-	-	-	-		
001-5750-400-9510	Magnolia Pool /C/O-Equipment	6,769		-	-	-	-	-		
001-5750-400-4999	Magnolia Pool/PW Recharge	16,482		-	-	-	-	-		
001-5810-400-4101	Sports Center /Salaries	90,785		144,458	167,134	146,015	158,570	158,570		
001-5810-400-4110	Sports Center /Longevity	1,040		2,012	2,896	2,907	3,359	3,359		
001-5810-400-4150	Sports Center/Standby Weeknite	-		14	-	72	-	-		
001-5810-400-4151	Sports Center/Standby Weeknigh	-		175	-	65	-	-		
001-5810-400-4401	Sports Center /Overtime Sala	3,794		117	-	793	-	-		
001-5810-400-4520	Sports Center /Other Payroll-	12,757		771	513	-	292	292		
001-5810-400-4201	Sports Center /Part-Time Sal	7,468		4,588	4,000	1,427	47,000	47,000	(38)	
001-5810-400-4220	Sports Center /Recreation Co	6,926		8,457	7,000	13,667	-	-		
001-5810-400-4222	Sports Center /Gyms	26,300		11,804	12,000	18,964	-	-		
001-5810-400-4224	Sports Center /Softball	67		100	4,500	4,476	-	-		
001-5810-400-4233	Sports Center /Clerical	-		4,652	-	6,930	-	-		
001-5810-400-4257	Sports Center /Maintenance	2,370		-	10,000	-	-	-		
001-5810-400-4510	Sports Center /Non-Smoking A	45		75	-	-	-	-		
001-5810-400-4511	Sports Center /Residency All	-		36	-	-	-	-		
001-5810-400-4512	Sports Center /Education Stip	-		250	289	332	336	336		
001-5810-400-4901	Sports Center /Pers/Employer	13,953		23,750	33,775	32,087	42,155	42,155		
001-5810-400-4902	Sports Center /Pers/Employee	7,339		11,732	1,180	2,055	-	-		
001-5810-400-4905	Sports Center /Alt Ben Prog/D	-		53	210	210	420	420		
001-5810-400-4908	Sports Center /RHS	375		675	315	315	750	750		
001-5810-400-4920	Sports Center /Health Ins/BI	580		-	10,777	-	12,920	12,920		
001-5810-400-4921	Sports Center /Medical Insur	1,629		6,209	-	6,351	-	-		
001-5810-400-4923	Sports Center /Eye Care	216		445	276	247	280	280		
001-5810-400-4924	Sports Center /Dental Care	805		1,591	1,288	1,029	1,368	1,368		
001-5810-400-4925	Sports Center /Medicare	1,695		2,245	2,056	2,323	1,816	1,816		
001-5810-400-4930	Sports Center /Life Ins/Sala	79		150	159	119	159	159		
001-5810-400-4931	Sports Center /LTD	172		354	338	324	403	403		
001-5810-400-4932	Sports Center/STD	-		-	156	105	197	197		

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted	
001-5810-400-4999	Sports Center /Public Works	24,764	-	-	-	-	-	-	-	
001-5810-400-5100	Sports Center /Office Supplie	1,999	1,746	1,746	3,000	2,300	3,000	3,000	3,000	(39)
001-5810-400-5150	Sports Center /Bank Charges	-	-	-	2,700	-	2,700	-	1,700	(40)
001-5810-400-5210	R.P. Gymnasium /Spec. Departm	4,158	6,608	6,608	3,500	3,200	3,500	4,000	4,000	(41)
001-5810-400-5214	R.P. Gymnasium /Sports Suppli	3,203	1,840	1,840	4,000	-	4,000	-	4,000	(42)
001-5810-400-5216	Sports Center /Publicity	5,038	6,969	6,969	10,000	7,500	10,000	10,000	10,000	(43)
001-5810-400-5220	R.P. Gymnasium /Heat/Light/Po	30,969	27,826	27,826	35,000	42,000	35,000	42,000	45,000	(44)
001-5810-400-5230	R.P. Gymnasium /Telephone	1,059	1,048	1,048	1,000	1,088	1,000	1,088	1,500	
001-5810-400-5231	Sports Center /Cellular Phone	349	356	356	500	126	500	400	400	
001-5810-400-5260	Sports Center/Dues & Subscr	-	-	-	300	-	300	-	-	
001-5810-400-5270	Sports Center/Gas & Oil	-	-	-	500	-	500	-	-	
001-5810-400-5280	R.P. Gymnasium /Concession Pu	4,416	3,868	3,868	2,500	2,300	2,500	2,500	2,500	(45)
001-5810-400-5281	Sports Center /Pro Shop Purc	102	1,974	1,974	2,000	1,988	2,000	1,988	1,500	(46)
001-5810-400-5310	R.P. Gymnasium /Bldg/Facility	50,134	83,045	83,045	30,000	43,000	30,000	43,000	45,000	(47)
001-5810-400-5313	Sports Center /Fac Maint/Non-	3,228	18,976	18,976	15,000	7,000	15,000	-	-	
001-5810-400-5330	Sports Center /Spec Dept Equi	76	402	402	3,000	8	3,000	4,000	4,000	(48)
001-5810-400-5340	Sports Center /Office Equipm	-	1,092	1,092	4,000	237	4,000	3,000	3,000	(49)
001-5810-400-6101	Sports Center /Contractual S	52,521	62,193	62,193	48,000	53,571	48,000	53,571	75,000	(50)
001-5810-400-6110	Sports Center /Professional	9,731	1,352	1,352	10,000	8,229	10,000	5,000	5,000	(51)
001-5810-400-6310	Sports Center /Rent/Lease/Tax	7,511	7,405	7,405	8,000	906	8,000	900	900	(52)
001-5810-400-6423	Sports Center /Liability/Property	-	-	-	30,000	5,700	30,000	12,751	35,000	(53)
001-5810-400-9510	R.P. Gymnasium /C/O-Equipment	23,958	-	-	-	-	-	-	-	
001-5815-400-5210	Comm Cntr Grnds /Spec. Departm	261	1,412	1,412	-	-	-	-	-	
001-5815-400-5310	Comm Cntr Grnds /Bldg/Facility	140	394	394	-	-	-	-	-	
001-5815-400-5313	Comm Cntr Grnds/Fac Maint/Non-	1,249	-	-	-	-	-	-	-	
001-5815-400-6101	Comm Cntr Grnds /Contractual S	3,793	5,942	5,942	-	-	-	-	-	
001-5830-400-4101	R.P. Comm. Cntr/FT Salaries	12,198	38,031	38,031	76,910	70,000	76,910	70,000	77,208	(54)
001-5830-400-4110	R.P. Comm. Cntr/Longevity Pay	748	1,596	1,596	1,948	1,937	1,948	1,937	2,305	
001-5830-400-4150	R.P. Comm. Cntr/Standby Weeken	-	479	479	-	284	-	284	-	
001-5830-400-4151	R.P. Comm. Cntr/Standby Weekni	-	615	615	-	155	-	155	-	
001-5830-400-4401	R.P. Comm. Cntr/ Overtime	848	1,261	1,261	-	746	-	746	-	
001-5830-400-4520	R.P. Comm. Cntr / Other Payrol	7,247	767	767	328	-	328	-	203	
001-5830-400-4201	R.P. Comm. Cntr /Part-Time Sal	-	29,758	29,758	9,000	34,000	9,000	34,000	30,000	(55)

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2012		2013	
		Actual	Actual	Actual	Adopted	Adopted	Estimated	Adopted	Comments		
001-5830-400-4221	R.P. Comm. Cntr /Building Atte	19,132	21,396	19,000	19,659						
001-5830-400-4510	R.P. Comm. Cntr/Non Smoking	40	45	-	0						
001-5830-400-4511	R.P. Comm. Cntr/Residency	96	108	-	-						
001-5830-400-4512	R.P. Comm. Cntr /Education Sti	-	611	379	394	513					
001-5830-400-4901	R.P. Comm. Cntr/PERS Empl	2,068	4,892	14,744	13,391	21,250					
001-5830-400-4902	R.P. Comm. Cntr/PERS EE	1,052	3,234	580	856						
001-5830-400-4905	R.P. Comm. Cntr/Alt Ben Prog/D	-	53	420	210	420					
001-5830-400-4906	RP Comm. Cntr/Alt Ben Prog/D	-	-	-	210						
001-5830-400-4908	R.P. Comm. Cntr/ RHS	-	45	315	360	50					
001-5830-400-4920	R.P. Comm. Cntr/Medical	-	963	15,094	-	15,923					
001-5830-400-4921	R.P. Comm. Ctr/Medical Ins	1,066	3,369	-	5,406						
001-5830-400-4923	R.P. Comm. Cntr/Eye Care	147	218	371	198	314					
001-5830-400-4924	R.P. Comm. Cntr/Dental	546	805	1,736	840	1,532					
001-5830-400-4925	R.P. Comm. Cntr /Medicare	482	1,126	883	1,454	841					
001-5830-400-4930	R.P. Comm. Cntr/Life Insurance	37	83	221	106	184					
001-5830-400-4931	R.P. Comm. Cntr/LTD	44	199	391	260	408					
001-5830-400-4932	R.P. Comm. Cntr/STD	-	-	181	88	200					
001-5830-400-4999	R.P. Comm. Cntr /Public Works	19,968	-	-	-	-					
001-5830-400-5100	R.P. Comm. Ctr/ Office Supplie	-	-	-	-	-					
001-5830-400-5130	RP Com Ctr/Postage	-	296	2,000	754	700					
001-5830-400-5150	R.P. Comm Cntr/Bank Charges	-	-	2,000	1,145	2,000					
001-5830-400-5210	R.P. Comm. Cntr /Spec. Departm	-	-	5,400	-	4,250 (56)					
001-5830-400-5216	R.P. Comm Cntr/Publicity	4,632	2,502	7,000	6,172	7,000 (57)					
001-5830-400-5220	R.P. Comm. Cntr /Heat/Light/Po	-	70	22,000	24,115	24,000 (58)					
001-5830-400-5230	R.P. Comm. Cntr /Telephone	39,711	40,215	43,000	42,000	44,000 (59)					
001-5830-400-5231	R.P. Comm. Cntr/Cellular Phone	1,340	970	1,800	909	1,200					
001-5830-400-5260	R.P. Comm Cntr/Dues & Subscr	891	907	800	1,752	2,000					
001-5830-400-5270	R.P. Comm Ctr/Gas & Oil	-	-	300	724	600					
001-5830-400-5272	R.P. Comm. Cntr/Auto Allowance	-	-	500	75	600					
001-5830-400-5310	R.P. Comm. Cntr /Bldg/Facility	-	204	200	211						
001-5830-400-5313	R.P. Comm. Cntr/Fac Maint/Non-	35,438	38,154	20,000	23,000	14,000 (60)					
001-5830-400-5330	R.P. Comm. Cntr /Spec Dept Equ	3,546	3,531	8,000	9,877						
001-5830-400-6101	R.P. Comm. Cntr /Contractual S	-	-	4,000	-	4,000 (61)					
001-5830-400-6310	R.P. Comm. Cntr /Rent/Lease/Ta	1,236	83,108	112,000	125,000	128,000 (62)					
001-5830-400-6423	R.P. Comm Ctr /Liability/Property	678	-	-	-	6,909					

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Adopted	Adopted	
001-5830-400-6600	R.P. Comm Ctr /Travels&Meet	-	-	-	-	-	-	1,000		
001-5830-400-9300	R.P. Comm. Cntr /C/O-Improvement	-	-	-	-	-	-	8,000	(63)	
001-5830-400-9510	R.P. Comm. Cntr /C/O-Equipment	-	-	-	-	-	-	4,000	(64)	
001-5840-400-4201	Burt/Ave PT Labor	-	-	9,525	-	-	-	9,400	2,500	(65)
001-5840-400-4101	Burt/Ave Rec Cr/FT Salaries	2,031	-	4,913	11,776	7,500	-	13,164		
001-5840-400-4110	Burt/Ave Rec Cr/Longevity Pay	195	-	-	-	-	-	-		
001-5840-400-4401	Burt/Ave Rec Cr/OT	-	-	-	-	17	-	-		
001-5840-400-4520	Burt/Ave Rec Cr/Other Payroll	2,173	-	-	-	-	-	-		
001-5840-400-4221	Burt/Ave Rec Cr /Building Atte	-	-	-	1,500	-	-	-		
001-5840-400-4257	Burt/Ave Rec Cr /Maintenance	-	-	53	-	-	-	-		
001-5840-400-4510	Burt/Ave Rec Cr/Non Smoking	11	-	-	-	-	-	-		
001-5840-400-4511	Burt/Ave Rec Cr/Residency	26	-	-	-	-	-	-		
001-5840-400-4512	Burt Ave Rec Ctr /Educ Stipend	-	-	36	60	92	-	110		
001-5840-400-4901	Burt/Ave Rec Cr/PERS Empl	339	-	523	2,224	1,361	-	3,525		
001-5840-400-4902	Burt/Ave Rec Cr/PERS EE	178	-	396	85	131	-	-		
001-5840-400-4905	Burt/Av Rec Cr/Alt Ben Prog/D	-	-	52	210	210	-	420		
001-5840-400-4908	Burt/Ave Rec Cr/RHS	-	-	-	45	45	-	-		
001-5840-400-4920	Burt/Ave Rec Cr/Medical	-	-	-	2,068	-	-	1,646		
001-5840-400-4921	Burt/Ave Rec Cr/Medical Ins	224	-	397	-	291	-	-		
001-5840-400-4923	Burt/Ave Rec Cr/Eye Care	14	-	33	60	32	-	56		
001-5840-400-4924	Burt/Ave Rec Cr/Dental	52	-	118	281	131	-	274		
001-5840-400-4925	Burt/Ave Rec/Medicare	20	-	205	170	290	-	192		
001-5840-400-4930	Burt/Ave Rec Cr/Life Insurance	5	-	11	35	15	-	32		
001-5840-400-4931	Burt/Ave Rec Cr/LTD	11	-	25	60	34	-	68		
001-5840-400-4932	Burt/Ave Rec Cr/STD	-	-	-	29	10	-	32		
001-5840-400-4999	Burt/Ave Rec Cr /Public Works	4,901	-	-	-	-	-	-		
001-5840-400-5210	Burt/Ave Rec Cr /Spec. Departm	-	-	975	500	(83)	-	-		
001-5840-400-5220	Burt/Ave Rec Cr /Heat/Light/Po	3,728	-	4,229	5,000	5,964	-	6,000	(66)	
001-5840-400-5230	Burt/Ave Rec Cr /Telephone	18	-	-	-	-	-	-		
001-5840-400-5310	Burt/Ave Rec Cr /Bldg/Facility	3,918	-	10,134	4,000	6,200	-	2,000	(67)	
001-5840-400-5313	Burt/Ave Rec Cr/Fac Maint/Non-	2,167	-	10,867	5,000	837	-	-		
001-5840-400-6101	Burt/Ave Rec Cr /Contractual S	757	-	-	-	-	-	6,000	(68)	
001-5840-400-6423	Burt/Ave Rec Cr /Liability/Property	-	-	-	-	-	-	2,814		

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Actual	Actual	Adopted	Estimated	Adopted			
001-5850-400-4999	Benecia Rec Bld /Public Works	3,321	-	-	-	-	-	-	-	
001-5850-400-5210	Ymca/Soccer Bld/Spec. Departme	-	15	-	-	-	-	-	-	
001-5850-400-5310	Benecia Rec Bld /Bldg/Facility	778	2,428	1,500	300	300	500	500	(69)	
001-5850-400-5313	Ymca/Soccer Bld/Fac Maint/Non-	56	423	-	71	71	-	-	-	
001-5850-400-6101	Ymca/Soccer Bld/Contractual Se	-	-	-	-	-	600	600	(70)	
001-5860-400-4201	Ladybug Rec Bldg/PT Labor	-	1,407	-	-	1,530	1,100	1,100	(71)	
001-5860-400-4101	Ladybug Rec Bldg /FT Salaries	753	1,835	5,994	5,994	6,092	9,292	9,292		
001-5860-400-4110	Ladybug Rec Bldg /Longevity Pa	72	-	-	-	-	-	-	-	
001-5860-400-4520	Ladybug Rec Bldg / Other Payro	775	-	-	-	-	-	-	-	
001-5860-400-4510	Ladybug Rec Bldg/Non Smoking	4	-	-	-	-	-	-	-	
001-5860-400-4511	Ladybug Rec Bldg /Residency	10	-	-	-	-	-	-	-	
001-5860-400-4512	Ladybug Rec Bldg /Educ Stipend	-	36	60	60	60	110	110		
001-5860-400-4901	Ladybug Rec Bldg /PERS Employee	125	198	1,031	1,031	1,279	2,497	2,497		
001-5860-400-4902	Ladybug Rec Bldg/PERS Employee	66	150	43	43	85	420	420		
001-5860-400-4905	Ladybug Rec Bldg/Alt Ben Prog/	-	52	210	210	210	-	-	-	
001-5860-400-4908	Ladybug Rec Bldg/RHS	-	-	45	45	45	247	247		
001-5860-400-4920	Ladybug Rec Bldg/Health	-	-	218	218	-	-	-	-	
001-5860-400-4921	Ladybug Rec Bldg/Medical Insur	87	198	-	-	218	-	-	-	
001-5860-400-4923	Ladybug Rec Bldg/Vision	5	12	24	24	29	34	34		
001-5860-400-4924	Ladybug Rec Bldg /Dental	19	44	113	113	120	164	164		
001-5860-400-4925	Ladybug Rec Bldg /Medicare	9	42	86	86	111	136	136		
001-5860-400-4930	Ladybug Rec Bldg/Life Insuranc	2	4	14	14	14	19	19		
001-5860-400-4931	Ladybug Rec Bldg /LTD	4	9	31	31	31	48	48		
001-5860-400-4932	Ladybug Rec Bldg/STD	-	-	15	15	10	23	23		
001-5860-400-4999	Ladybug Rec Bld /Public Works	2,993	-	-	-	-	-	-	-	
001-5860-400-5220	Ladybug Rec Bld /Heat/Light/Po	-	-	1,000	1,000	-	-	-	-	
001-5860-400-5310	Ladybug Rec Bld /Bldg/Facility	1,610	1,011	1,500	1,500	259	1,000	1,000	(72)	
001-5860-400-6101	Ladybug Rec/Contract Svcs	-	-	-	-	-	300	300	(73)	
001-5870-400-5310	Scout Hut /Bldg/Facility	-	33	-	-	-	500	500	(74)	
001-5870-400-5313	Scout Hut /Fac Maint/Non-	152	-	-	-	-	-	-	-	
001-6100-400-4101	Golf Course/FT Salares	-	1,717	4,326	4,326	4,382	4,342	4,342		
001-6100-400-4110	Golf Course/Longevity Pay	-	170	433	433	436	434	434		

Recreation

Budget Analysis - Expense

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Adopted	Adopted	
001-6100-400-4520	Golf Course/Other Payroll	-	77	86	-	42				
001-6100-400-4931	Golf Course/LTD	-	9	24	24					
001-6100-400-4510	Golf Course/Non Smoking	-	6	-	0					
001-6100-400-4901	Golf Course/PERS Empl	-	312	981	1,027	1,268				
001-6100-400-4902	Golf Course/PERS EE	-	151	34	67					
001-6100-400-4920	Golf Course/Medical	-	-	617	-	699				
001-6100-400-4921	Golf Course/Medical Ins	-	226	-	617					
001-6100-400-4923	Golf Course/Eye Care	-	8	15	14	11				
001-6100-400-4924	Golf Course/Dental	-	29	56	60	55				
001-6100-400-4925	Golf Course/Medicare	-	-	-	-					
001-6100-400-4930	Golf Course/Life Insurance	-	3	7	7	6				
001-6100-400-4932	Golf Course/STD	-	-	12	8	36				
001-6100-400-6910	Golf Course /Miscellaneous	20	-	-	-					
Total		1,249,018	1,355,586	1,493,062	1,382,369	1,597,475				

Detail

Budget Justification

Item #	Account/Vendor	Description	Cost	FY 2012/ 13 Adopted Budget	FY11/12 Amended Budget
PARKS AND RECREATION COMMISSION					
1	001-5100-400-5210	Commission /Spec. Department Supplies CPRS community Service Awards	200	200	200
COMMUNITY EVENTS					
2	001-5150-400-4210	Community Event/PT Labor Facility Attendant for events. 200 hours @ \$10/hr	2,000	2,000	10,000
3	001-5150-400-5210	Community Event/Special Dept Supplies Publicity Awning rental Fire Inspections Concession supplies (resale)	2,000 3,500 1,500 2,000	9,000	5,000
4	001-5150-400-6101	Community Event/Contractual Services Farmers Market Manager, 12 markets at 80% Farmers Market music, sound and awnings Music & Arts Fest Coordinator (50%) Halloween Spooktacular Coordinator 80% Holiday Arts & Crafts Faire 80%	24,000 11,000 3,000 2,000 8,000	48,000	46,000
BURTON AVE SUMMER CAMP					
5	001-5401-400-4237	BARC SummerCamp/Staff 2 Com Svcs Leaders 380 hrs @ \$9.50 Sr, Comm Svcs Leader 400 hrs @ \$10.50 Burton Summer Camp was a new program in 2011 so there was no budget in 2011-12. Camp was 100%+ cost-recovering.	3,800 4,200	8,000	-
6	001-5501-400-5212	BARC SummerCamp/Supplies Snacks for campers Craft and sport supplies	500 1,500	2,000	
SENIOR CENTER					
7	001-5501-400-4201	Coding Center /PT Salaries Custodian 625 hrs. @ 12.00/hr Facility Attendant 625 hrs @ \$9.00 Office Assistant 3560 hrs. @ \$10.00	7,400 5,600 3,500	30,500	20,000

		FY 2012/ 13		FY11/12	
Item #	Account/Vendor	Description	Cost	Adopted Budget	Amended Budget
		Community Services Coordinator 1000 hrs @ \$14.00/hr Increase due to addition of custodian (eliminated janitorial contract), and additional Office Assistant to cover front desk when volunteer isn't available. Custodian and Facility attendant costs are recovered 100% through rental revenue.	14,000		
8	001-5501-400-5100	Codding Center /Office Supplies Paper/printing for SCAN Pens, pencils, paper, staples	1,000 500	1,500	2,000
9	001-5501-400-5150	Codding Center / Bank Charges 5% of total of \$8500 Bank charges were transferred from Dept 5200.	425	425	
10	001-5501-400-5210	Codding Center /Special Department Supplies Coffee, creamer, cups (Cost recovered 100%+ out of donations)	1,000	1,000	1,500
11	001-5501-400-5216	Codding Center Publicity Share of Activity Guide (10 % of \$30,000 total) Percentage of guide allocation redistributed in this budget.	3,000	3,000	1,600
12	001-5501-400-5217	Codding Center Special Events Decorations Food	200 500	700	700
13	001-5501-400-5219	Codding Center /Excursions Admission to various museums and exhibits. Varies by schedule Cost recovered through activity fees.	3,000	3,000	4,000
14	001-5501-400-5220	Codding Center Heat/Light/Power Variance from last fiscal year is due to the incorrect assumption that the total electric charges were to be shared with I.T. and OADS. This was a false assumption and resulted in under budgeting in 2011-12. This has been corrected. Projection based on past year.	23,000	23,000	10,000
15	001-5501-400-5260	Codding Center /Dues Subscriptions CPRS Membership Dues for Specialist	200	200	200
16	001-5501-400-5310	Codding Center /Bldg Maint Cleaning Supplies Paper Supplies	1,000 4,000	14,000	5,000

		FY 2012/ 13		FY11/12
Item #	Account/Vendor	Description	Cost	Amended Budget
		Building Repair Supplies (paint, repair parts, light bulbs, etc.)	6,000	
		Equipment repair supplies (HVAC, kitchen equipment. Etc.)	3,000	
		Varies greatly. Based on historical costs. Non-routine supplies (5313) were added in this budget.		
17	001-5501-400-6101	Codding Center Contractual Services		1,200
		10% share of Class software license (\$12,000 total)	1,200	-
		Transferred from Rec Management 5200 account.		
18	001-5501-4100-6310	Codding Center /Rent/Lease/Tax		2,000
		Copier Lease \$76 per month	1,000	
19	001-5501-400-6600	Codding Center /Travel Meetings		200
		CPRS Workshops (2 @ \$150)	300	
		CPRS Training Conference (2 @ \$350)	700	
		CPRS Training Conference is local this year so additional funds have been allocated for this.		
BENICIA POOL				
20	001-5720-400-4201	Benicia Pool /PT Salaries		34,500
		Pool Manager	6,000	
		Senior Lifeguard	8,000	
		Instructors	6,000	
		Lifeguards	11,000	
		Cashier	1,000	
		Maintenance	3,000	
		Clerical (from Community Center)	3,500	
		This may increase/decrease based on the weather. Cost recovered partially through admissions and lesson fees. This figure now includes Cashier, Lifeguards, Maintenance, and Meeting hours. Difference is budget is the addition of clerical time from the Community Center.		
21	001-5720-400-5150	Benicia Pool /Bank Charges		850
		10% of \$8500 total	850	
		Transferred from Rec Administration (5200)		
22	001-5720-400-5210	Benicia Pool /Special Dept. Supplies		500
		Staff uniforms	200	
		Deck supplies (kickboards, pull buoys, lane lines)	900	
		Teaching supplies (toys, certificates)	200	
		Office supplies (pencils, paper, etc.)	200	

		Need to replace lane lines.			
23	001-5720-400-5216	Benicia Pool/Publicity Share of Activity Guide Transferred from Recreation Administration (5200)	1,600	1,600	
24	001-5720-400-5220	Benecia Pool /Heat/Light/Po Projection based on past year.	13,000	13,000	12,000
25	001-5720-400-5280	Benecia Pool /Concession Purchases Candy, ice cream, chips for resale Cost offset 100%+ by revenue	2,500	2,500	2,000
26	001-5720-400-5310	Benecia Pool /Bldg/Facility Maintenance Haz Mat permit Health permit Chemicals Repair parts (pipes, pumps, paint, etc.)	500 500 6,000 5,000	12,000	12,000
27	001-5720-400-6101	Benecia Pool /Contractual Services 5% share of Class Software (\$12,000 total) Transferred from Recreation Administration (5200)	600	600	
HONEYBEE POOL					
28	001-5740-400-4201	H Pool PT Salaries Senior Lifeguard Instructors Lifeguards Cashiers Maintenance Clerical (from Community Center)	11,000 18,000 38,000 2,000 4,000 2,000	75,000	75,000
Staffing costs vary greatly due to changes in weather and lesson registrations. 100% of Instructor is offset through swim lesson revenue. A portion of Lifeguards are offset through admission revenue. This figure now includes Cashier, Lifeguards, Maintenance, and Meeting hours.					
29	001-5740-400-5150	H Pool Bank charges 15% of total (\$8500) Transferred from Recreation Administration (5200)	1,275	1,275	
30	001-5740-400-5210	H Pool /Spec. Department Supplies		1,500	1,500

		FY 2012/ 13		FY11/12	
Item #	Account/Vendor	Description	Cost	Adopted Budget	Amended Budget
		Staff uniforms	400		
		Deck supplies (kick boards, buoys, h2o exercise equip)	600		
		Teaching supplies (toys, certificates)	200		
		Office supplies (pencils, paper, etc.)	300		
31	001-5740-400-5216	H Pool/Publicity Share of Activity Guide	1,600	1,600	1,600
32	001-5740-400-5220	H Pool /Heat/Light/Power Projection based on past year.	38,000	38,000	36,000
33	001-5740-400-5280	H Pool /Concession Purchases Candy, ice cream, chips for resale Cost offset 100%+ by revenue	3,000	3,000	3,000
34	001-5740-400-5310	H Pool /Bldg/Facility Maintenance Haz Mat permit Health permit Chemicals Repair parts (pipes, pumps, paint, etc.)	500 500 14,000 10,000	25,000	25,000
35	001-5740-400-6101	H Pool /Contractual Services 5% share of Class Software (\$12,000 total) Transferred from 5310	600	600	
36	001-5740-400-9510	H Pool /C/O-Equipment Pool lift per new ADA guidelines	7,000	7,000	
	MAGNOLIA POOL				
37	001-5750-400-5310	M Pool /Facility Maintenance Magnolia Pool is being maintained as operable in the future. This requires FT labor, utilities, chemicals and other costs.	3,000	3,000	8,000
	CALLINAN SPORTS & FITNESS CENTER				
38	001-5810-400-4201	Sports Center /Part-Time Salaries Coordinators Facility Attendants Clerical (from Community Center) Budget difference is the elimination of FT Rec Coordinator from 4101 and adding 1000 hour PT coordinator to this account.	13,000 31,000 3,000	47,000	37,500
39	001-5810-400-5100	Sports Center /Office Supplies Membership card supplies	2,500	3,000	3,000

Item #	Account/Vendor	Description	FY 2012/ 13		FY11/12
			Cost	Adopted Budget	Amended Budget
		Office supplies (pens, pencils, paper, etc.)	500		
40	001-5810-400-5150	Sports Center /Bank Charges 20% of total (\$8500) Transferred from Recreation Administration (5200)	1,700	1,700	
41	001-5810-400-5210	Sports Center /Spec. Depart supplies Staff uniforms Health dept permit Childcare supplies (toys, snacks) Television replacement Computer supplies (card scanner, POS terminal, printer paper)	1,200 600 400 1,000 800	4,000	3,500
42	001-5810-400-5214	R.P. Gymnasium /Sports Supplies Softballs (cost recovered through league fees) Volleyball nets	3,000 1,000	4,000	4,000
43	001-5810-400-5216	Sports Center /Publicity Share of Activity Guide (\$30,000 total) Display ads, mailings, e-mail blasts, social media ads	8,000 2,000	10,000	10,000
44	001-5810-400-5220	R.P. Gymnasium /Heat/Light/Power Electricity, gas, cable TV Projection based on past year.	45,000	45,000	35,000
45	001-5810-400-5280	R.P. Gymnasium /Concession Purchases Soft drinks and energy bars for resale (offset 100%+ by revenue)	2,500	2,500	2,500
46	001-5810-400-5281	Sports Center /Pro Shop Purchases Racquetballs, batteries, racquets, gloves, T-shirts for resale Cost offset 100%+ by revenue	1,500	1,500	2,000
47	001-5810-400-5310	R.P. Gymnasium /Bldg/Facility Maintenance Screen/recoat gym and racquetball floors Janitorial and cleaning supplies Paper products (toilet paper, paper towels) Soap for showers Disinfectant wipes for fitness room HVAC supplies and repairs (filters, motors, pumps) Building repair supplies (paint, lights, sauna repair, etc.) Replace tile grout and seal showers Now includes 5313	8,000 5,000 8,000 2,000 6,000 8,000 3,000 5,000	45,000	45,000

48	001-5810-400-5330	Sports Center /Spec Dept Equipment Floor scrubber (\$8,000 shared with Community Center)	4,000	4,000	3,000
49	001-5810-400-5340	Sports Center /Office Equipment Software and biometric scanner for membership Note: This is new technology and needs additional research to make sure it will serve our needs. If successful, will save approx \$2500/year from office supplies.	3,000	3,000	4,000
50	001-5810-400-6101	Sports Center /Contractual Supplies Class software license/maintenance Pest Control Childcare Contract Instructor Payments. These are typically 65% of gross. Dancercise Zumba Martial Arts Other (personal training, camps, senior exercise) Contract Instructor Total	5,000 1,000 8,000 11,000 4,000 22,000 24,000 61,000	75,000	48,000
51	001-5810-400-6110	Increase due to higher contract instructor revenue. Contractors are paid 65% of total revenue. FY11/12 was underestimated. The cost for the pest control contract was transferred from Facility Maintenance (5310). Sports Center /Professional Services Umpires for softball	5,000	5,000	1,000
52	001-5810-400-6310	Varies by number of teams registered and number of games played. This item is recovered 100% through league registration fees. Sports Center /Rent/Lease/Tax Copier lease	900	900	8,000
53	001-5810-400-9510	R.P. Gymnasium /C/O-Equipment Annual payment on lease/purchase of cardio equipment.	35,000	35,000	30,000

Item #	Account/Vendor	Description	Cost	FY 2012/ 13 Adopted Budget	FY11/12 Amended Budget
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Includes 10 treadmills, 8 elliptical, 8 bicycles and 4 stair climbers. Total amount of lease is approximately \$150,000 paid out over a four to five year period. Lease/purchase enables us to spread capital over a longer period of time. Existing cardio equipment is over 5 years old and has been used beyond its expected life. We are currently incurring major expenses to keep it operational.

COMMUNITY CENTER

54	001-5830-400-4101	R.P. Comm. Cntr/FT Salaries 1.55 FTE (includes Public Works and Community Services) 2011-12 FY Budget was amended mid-year from \$124,915 to \$76,910 to remove \$30,000 Community Center Customer Service Rep and \$15,000 Maintenance Worker Trainee positions that were not filled. This resulted in the necessity to retain two Retired Annuitants for \$45,000 which appears in part-time salaries. The budget amendment did not reflect the additional PT labor costs. The Retired Annuitants will be replaced by a FT Community Services Coordinator in the FY2012-13 budget at a slightly lower cost.	77,208	77,208	76,910
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55	001-5830-400-4201	R.P. Comm. Cntr/Part-Time Salaries Office Assistant Weekday Facility Attendant Weekend Facility Attendant Assumes the FT Community Center Coordinator position will be filled. If this position is not filled we will incur additional cost in PT labor. See Note 54 for an explanation of the discrepancy in requested amount this FY and last year.	11,000 10,400 8,600	30,000	28,000
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56	001-5830-400-5100	R.P. Comm. Ctr/ Office Supply Envelopes Forms Pens, pencils Printer replacement	200 200 100 200	700	
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57	001-5830-400-5130	RP Com Ctr/Postage Mailing of Activity Guide to non-residents Annual building rental renewals Mailing of receipts Contract Instructor packets and contracts	500 200 800 500	2,000	2,000
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58	001-5830-400-5150	R.P. Comm Cntr/Bank Charges 50% of total \$8500 bank charges from transactions Transferred from Recreation Administration	4,250	4,250	
59	001-5830-400-5210	R.P. Comm Cntr/Spec. Department Supplies Pottery Studio clay (recovered through course fees) Pottery Studio glazes (recovered through course fees) Pottery Studio tools (recovered through course fees) So Co. Health Permits Kitchen Supplies-dish service offered to renters for extra fee- Replacement costs covered through fees Staff Uniforms	3,000 500 500 1,000 1,000 1,000	7,000	7,000
60	001-5830-400-5216	R.P. Comm Cntr/Publicity Community Center Bldg share of Activity Guide	24,000	24,000	22,000
61	001-5830-400-5220	R.P. Comm Cntr/Heat/Light/Power Projection based on past year.	44,000	44,000	43,000
62	001-5830-400-5260	R.P. Comm Cntr/Dues & Subscriptions CPRS membership dues for 3 employees	600	600	300
63	001-5830-400-5310	R.P. Comm Cntr/Bldg/Facility Maintenance Building repair-paint, locks, air filters Equipment repair supplies-HVAC, kitchen appliance repairs, kiln maintenance/repair, Janitorial and cleaning supplies-mats, paper supplies, cleaning supplies and solutions	4,000 2,000 8,000	14,000	28,000
64	001-5830-400-5330	R.P. Comm. Cntr/Spec Dept Equipment Class software license	4,000	4,000	4,000
65	001-5830-400-6101	R.P. Comm. Cntr/Contractual Services Party/Event Clean-Ups (recovered through rental fees) Pest Control Atrium landscape maintenance Carpet Cleaning Window cleaning Fire Alarm monitoring Tot Time (preschool) Zumba	4,000 1,000 1,800 1,500 1,000 700 27,500 10,000	128,000	112,000

	Pottery Classes		10,000		
	Yoga		8,000		
	Ballet/Dance		7,500		
	Aerobics		6,500		
	Belly dance		4,000		
	Other classes (hunter's training, teen programs, tennis, golf, fitness, cooking, music, plus 30 more.)		44,500		
		Contract Instructors Total	118,000		
	Increase due to higher contract instructor revenue and transfer of contracts from 5310. Contractors are paid 65% of total revenue. FY11/12 was underestimated.				
66	001-5830-400-9300 R.P. Comm Cntr/C/O-Improvement	Tile remaining hallway	8,000	8,000	
67	001-5830-400-9510 R.P. Comm Cntr/C/O-Equipment	Floor scrubber (also in 5810)	4,000	4,000	
BURTON AVENUE RECREATION CENTER					
68	001-5840-400-4201 Burt/Ave PT Labor	Clerical costs	2,500	2,500	
		Change in labor distribution to direct charge.			
69	001-5840-400-5220 Burt/Ave Rec Cr/Heat/Light/Power	Projection based on past year.	6,000	6,000	5,000
70	001-5840-400-5310 Burt/Ave Rec Cr/Bldg/Facility Maintenance	Cleaning/paper supplies	1,000	2,000	4,000
		Building repair	1,000		
		Some items moved to Contractual Services to more accurately show true costs.			
71	001-5840-400-6101 Burt/Ave Rec Cr/Contractual Services	Event clean-ups: Cost recovered through cleaning deposits from renters	3,000	6,000	
		Fire Alarm monitoring/maintenance	500		
		Floor maintenance	1,500		
		Pest Control	1,000		
		All items moved from Building/Facility Maintenance to more accurately show true costs.			

BENICIA RECREATION BUILDING (BOYS AND GIRLS CLUB)

Item #	Account/Vendor	Description	FY 2012/ 13		FY11/12
			Cost	Adopted Budget	Amended Budget
72	001-5850-400-5310	Benevia Rec Bldg/Bldg/Facility Maintenance Repair parts	500	500	1,500
73	001-5850-400-6101	YMCA/Soccer Bldg/Contractual Services Fire Alarm monitor/maintenance Pest Control Transferred from 5310	300 300	600	
LADYBUG RECREATION CENTER					
74	001-5860-400-4201	Ladybug Rec Bldg/PT Labor Percentage of clerical at Community Center Change in labor distribution to direct charge.	1,100	1,100	
75	001-5860-400-5310	Ladybug Rec Bldg/Bldg/Facility Maintenance Repairs Cleaning supplies	600 400	1,000	1,500
76	001-5860-400-6101	Ladybug Rec Bldg/Contract Services Pest Control All items moved from Building/Facility Maintenance to more accurately show true costs.	300	300	
SCOUT HUT					
77	001-5870-400-5310	Scout Hut /Bldg/Facility Maintenance Misc repairs (lights, stove, HVAC) Nothing in FY 11/12 budget	500	500	

Performing Arts Center

Budget Analysis - Revenue

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted
001-6210-300-3835	Community Events Revenue	-	-	2,500.00	-	2,500.00
001-6210-300-3850	Theatre /Play/Producti	294.00	-	-	-	-
001-6210-300-3865	Pac/Box Office Fees/Misc	15,469.92	32,674.31	20,000.00	23,643.50	24,000.00
001-6210-300-3930	Theatre /Donations/Gif	505.00	-	-	-	1,000.00
001-6210-300-3940	Pac/Admin /Miscellaneous	-	-	2,500.00	-	2,500.00
001-6210-300-3960	Pac/Admin /Pepsi Machine	189.60	-	-	-	-
001-6210-300-3990	Pac/Admin /Transfers In	18,352.74	13,378.95	13,000.00	10,559.32	11,000.00
001-6211-300-3850	Pac/Pasco /Admissions	123,734.00	28,634.60	48,000.00	96,262.00	100,000.00
001-6211-300-3890	Pac/Pasco /Concessions	7,244.50	7,111.00	7,800.00	4,952.00	-
001-6213-300-3850	Pac/Ncb /Admissions	1,480.00	1,715.00	2,000.00	464.02	-
001-6215-300-3850	Pac/Rental /Admissions	6,127.60	17,620.85	20,000.00	42,252.70	40,000.00
001-6215-300-3875	Pac/Rental /Rentals	101,820.40	156,707.75	160,000.00	148,161.50	160,000.00
001-6215-300-3890	Pac/Rental /Concessions	13,021.50	11,329.00	7,000.00	13,832.00	16,000.00
001-6216-300-3860	PAC Sign Revenue	116,935.95	45,838.50	24,000.00	36,505.18	75,000.00
001-6216-300-3865	Sign Time Trade Revenue	-	-	-	-	-
001-6216-300-3895	Pac/City Events /Marketing	-	-	-	-	-
Total		405,175.21	315,009.96	306,800.00	376,632.22	432,000.00

Performing Arts Center

Budget Analysis - Expenses

Account	Description	2010		2011		2012		2013	
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted
001-6210-400-4101	Theatre / F/T Salaries	172,499.55	152,806.00	126,535.66	150,944.50	118,914.00	118,914.00		
001-6210-400-4110	Theatre /Longevity	1,158.65	-	-	-	341.00	341.00		
001-6210-400-4401	Theatre /Overtime Sal	-	-	2,172.53	-	-	-		
001-6210-400-4501	Theatre /Holiday Pay	-	-	-	-	550.46	-		
001-6210-400-4512	Theatre /Ed Stipend	-	-	-	-	32.44	-		89.00
001-6210-400-4520	Theatre /Other Payroll	45,794.82	594.00	847.56	-	-	-		556.00
001-6210-400-4201	Theatre /P/T Salar	79,383.79	57,000.00	56,917.83	89,747.04	65,000.00	65,000.00		
001-6210-400-4510	Theatre /Non-Smoking A	50.00	-	-	-	-	-		-
001-6210-400-4511	Theatre /Residency All	120.00	-	-	-	-	-		-
001-6210-400-4901	Theatre /Pers/Employer	28,064.16	31,471.00	21,478.03	30,948.18	31,691.00	31,691.00		
001-6210-400-4902	Theatre /Pers/Employee	14,708.23	1,078.00	10,452.64	1,833.18	-	-		-
001-6210-400-4920	Theatre /Health Ins/BI	-	24,672.00	-	-	23,079.00	23,079.00		
001-6210-400-4921	Theatre /Medical Insur	35,261.70	-	22,571.28	24,740.06	-	-		-
001-6210-400-4923	Theatre /Eye Care	1,265.94	479.00	823.92	577.12	370.00	370.00		
001-6210-400-4924	Theatre /Dental Care	4,712.90	2,240.00	2,946.48	2,404.74	1,805.00	1,805.00		
001-6210-400-4925	Theatre /Medicare	4,335.76	2,226.00	2,704.03	3,498.62	1,682.00	1,682.00		
001-6210-400-4930	Theatre /Life Ins/Sala	426.52	276.00	276.96	278.14	210.00	210.00		
001-6210-400-4931	Theatre / LTD	799.79	544.00	536.45	557.82	513.00	513.00		
001-6210-400-4932	Theatre/STD	-	252.00	-	182.08	251.00	251.00		
001-6210-400-4999	Theatre /Public Wor	3,753.00	-	2,285.00	-	-	-		-
001-6210-400-5100	Theatre /Office Supplie	1,515.42	500.00	301.88	936.06	1,000.00	1,000.00		
001-6210-400-5120	Theatre /Box Offic	1,120.43	1,500.00	1,246.53	1,440.00	1,500.00	1,500.00		
001-6210-400-5130	Pac /Postage	7,505.46	5,000.00	4,536.53	7,871.30	8,200.00	8,200.00		
001-6210-400-5150	Pac/Admin /Bank Charges	5,595.00	5,000.00	4,688.54	5,000.00	5,000.00	5,000.00		
001-6210-400-5210	Theatre /Spec. Departm	1,073.39	1,500.00	2,531.03	825.14	2,000.00	2,000.00		
001-6210-400-5220	Pac /Heat/Light/Po	32,259.11	42,000.00	40,650.92	51,664.52	45,000.00	45,000.00		
001-6210-400-5230	Pac /Telephone	751.82	1,000.00	685.55	774.76	1,000.00	1,000.00		
001-6210-400-5231	Pac/Admin /Cellular Phone	-	450.00	-	-	450.00	450.00		
001-6210-400-5240	Pac /Marketing	4,392.34	14,000.00	409.05	8,257.34	35,000.00	35,000.00		
001-6210-400-5260	Pac /Dues & Subscr	-	350.00	-	-	350.00	350.00		
001-6210-400-5270	Pac /Gas & Oil	409.51	600.00	632.41	762.58	750.00	750.00		
001-6210-400-5280	Pac /Concessions	8,327.79	7,000.00	10,449.32	7,700.04	-	-		-
001-6210-400-5310	Pac /Facility Repa	23,019.39	24,000.00	38,521.35	40,359.60	35,000.00	35,000.00		
001-6210-400-5313	Pac/Admin /Fac Maint/Non-	2,369.49	1,000.00	4,939.70	274.58	1,000.00	1,000.00		
001-6210-400-5320	Pac /Vehicle Repair	57.04	500.00	234.94	490.00	500.00	500.00		
001-6210-400-5330	Pac /Equip Repair	6,783.74	7,600.00	7,428.20	15,501.90	9,000.00	9,000.00		
001-6210-400-5340	Pac /Off. Equipmen	-	-	57.40	-	-	-		-
001-6210-400-6310	Pac/Admin /Rent/Lease/Tax	1,962.49	3,000.00	3,550.57	3,491.00	3,500.00	3,500.00		
001-6210-400-6423	Pac/Liability/Property	-	-	-	-	15,080.00	15,080.00		
001-6210-400-6600	Theatre /Travels & Mee	61.50	-	-	-	1,500.00	1,500.00		
001-6210-400-6712	Pac /Front House/P	391.24	500.00	318.72	729.46	-	-		-
001-6210-400-6820	Pac /Production	271.00	4,000.00	413.30	580.24	-	-		-
001-6210-400-9510	Pac /C/O Equipment	11,755.85	-	-	-	-	-		-

move to 6211-400-6712

Performing Arts Center

Budget Analysis - Expenses

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted
001-6211-400-4201	Pac/Pasco /Part-Time Sal	464.83	371.94	-	256.50	-
001-6211-400-4925	Pac/Pasco /Medicare	6.75	5.40	-	3.74	-
001-6211-400-5210	Pac/Pasco /Spec. Departm	76.03	-	-	-	3,000.00
001-6211-400-5240	Pac/Pasco /Advertising/P	42,246.34	1,423.50	20,000.00	9,252.18	-
001-6211-400-5330	Pac/Present. /Spec Dept Equ	720.88	4,617.62	-	-	-
001-6211-400-6712	Pac/Pasco /Front Of Hous	100.00	-	-	-	500.00
001-6211-400-6820	Pac/Pasco /Production	56,093.93	5,894.61	10,000.00	97,669.62	90,000.00
001-6213-400-6820	Pac/Ncb /Production	2,700.00	2,416.04	2,000.00	910.66	-
001-6215-400-5150	PAC/Rental Admissions Fee	-	2,472.65	-	-	-
001-6215-400-5210	Pac/Rental /Spec. Departm	519.93	-	-	-	-
001-6215-400-5280	Pac/Rental /Concession Pu	-	-	-	-	7,000.00
001-6215-400-5330	Pac/Rental /Spec Dept Equ	1,263.48	174.00	-	110.00	1,000.00
001-6216-400-4101	PAC Sign/FT Salary	-	-	-	-	29,919.00
001-6216-400-4110	PAC Sign/Longevity	-	-	-	-	674.00
001-6216-400-4511	PAC Sign/Residency	-	-	-	-	288.00
001-6216-400-4901	PAC Sign / PERS / Employer	507.79	784.04	-	176.82	8,200.00
001-6216-400-4902	PAC Sign/Pers-Employee	250.64	401.89	-	65.82	-
001-6216-400-4921	PAC Sign/Medical Insur-Kaiser	-	-	-	-	7,092.00
001-6216-400-4924	PAC Sign/Dental	-	-	-	-	659.00
001-6216-400-4925	PAC Sign/Medicare	-	-	-	-	393.00
001-6216-400-4930	PAC Sign/Life Insur	-	-	-	-	64.00
001-6216-400-4931	PAC Sign/LTD	-	-	-	-	234.00
001-6216-400-5210	Pac/City Events /Spec. Departm	238.72	-	-	-	-
001-6216-400-5230	Sign/Telephone	1,324.62	1,098.53	500.00	1,536.76	1,500.00
001-6216-400-5240	Pac/City Events /Advertising/P	-	-	-	-	-
001-6216-400-5330	Sign/Spec Dept Equip R&M	2,082.68	1,081.62	-	4,312.30	3,000.00
001-6216-400-6101	Pac/City Events /Contractual S	40,465.40	16,913.33	-	11,941.46	40,000.00
001-6216-400-6423	Pac/City Events /Liability/Property	-	-	-	-	777.00
001-6216-400-5220	Sign/Heat Light & Power	7,091.09	7,211.69	-	6,557.88	7,500.00
Total		658,109.93	417,011.17	425,638.00	585,565.20	612,131.00

Budgeting in 6210-400-5240

Detail

Budget Justification

6210 - ADMINISTRATIVE

<u>Account Description</u>	<u>Amount</u>
6210-5100 – Office Supplies	
Copy Paper	500
Copier & Fax Cartridges	100
General Office Supplies	400
	<hr/>
	<i>Subtotal</i> \$1,000
6210-5120 – Box Office Supplies	
Thermal Ticket Stock	1,000
Printed Ticket Envelopes	500
	<hr/>
	<i>Subtotal</i> \$1,500
6210-5130 – Postage	
Production Postcards	7,000
Target Mailings (sign specials, workshops)	1,200
	<hr/>
	<i>Subtotal</i> \$8,200
6210-5150 – Bank Charges	
Credit Card Fees	\$5,000
6210-5210 – Special Department Supplies	
Building Maintenance (electrical parts; dimmer switches, dimmer fans, sensors, cable connectors)	\$2,000
6210-5220 – Heat/Light/Power	
Cost incurred heating, lighting, cooling building during regular business hours and events	\$45,000
6210-5240 – Marketing	
Media advertising	
North Bay Bohemian – Print and Website	7,000
The Press/Democrat – Print and Website	10,000
The SF Chronicle (North Bay Edition)	5,000
Healdsburg/Windsor/Upbeat Times	1,000
Printed Materials (flyers, banners, postcards, posters)	12,000
	<hr/>
	<i>Subtotal</i> \$35,000
6210-5310 – Facility Maintenance	
OADS Janitorial Contract	22,000
Theatrical Equipment repair/replacement (sound, lighting Events Room Oven replacement	1,100

Detail

Budget Justification

6210 - ADMINISTRATIVE

<u>Account Description</u>	<u>Amount</u>
Condiotti Theater Sound Board	2,900
Theatrical Lighting Instrument replacement	2,500
Theatrical Lighting Instrument repair	600
Theatrical Lighting bulb replacement	900
Cables, connectors	400
Miscellaneous stage hardware	400
Hand Tool replacement	400
Tape (Marley, gaffers)	400
Dimmer Pack replacement	2,100
Microphone replacement/repair	900
Drape repair	400
<i>Subtotal</i>	\$35,000
6210-5313 – Facility Maintenance Non-Specific	
Licenses for outdoor advertising (101 sign); alcohol and food licenses	\$1,000
6210-5330 – Equipment Repair	
Tickets.com license fees for PAC ticketing system	\$9,000
6210-6310 – PAC Admin Rent/Lease/Tax	
PAC Copier Rental	\$3,500
6210-6600 – Travel and Meals	
Trade Shows for Performance Acts	\$1,500
TOTAL: 6210 -Administrative	\$147,700

Detail

Budget Justification

6211 - PRODUCTION

<u>Account Description</u>	<u>Amount</u>
6211-5210 – Spec. Department Supplies	
Sets (\$500 - Building Materials Reusable; \$1,500 - Building Materials non-reusable)	2,000
Rentals (specialty lighting & sound equip.)	1,000
	<hr/>
	<i>Subtotal</i>
	\$3,000
6211-6712 – Front of House	
Table clothes, batteries, volunteer name tags, hearing assistance devices	\$500
6211-6820 – Production	
Royalties and Music Rentals	20,000
Orchestra	30,000
Costumes	10,000
* Contractor Fees	30,000
	<hr/>
	<i>Subtotal</i>
	\$90,000
6215-5330 – Specific Department	
Auditor fees and travel expenses San Francisco Theatre Bay Area Auditions; Sacramento Regional Theater Auditions; California Regional Theater Auditions, Chico; Ashland Regional Theater Auditions, Oregon	\$1,000
	<hr/> <hr/>
	TOTAL: 6211 -Production
	\$94,500

* <u>Contractor Fees</u>	
Directors	5,000
Music Directors	6,000
Choreographers	3,500
Costumers	4,000
Set Designers	4,000
Actors	7,500
	<hr/>
	Subtotal Contractors: \$
	30,000

City Hall Building

Budget Analysis

Account	Description	2010		2011		2012		2013	
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted
001-1800-400-4101	City Hall /Salaries	-	-	-	-	-	-	-	9,760.00
001-1800-400-4110	City Hall /Longevity	-	-	-	-	-	-	-	674.00
001-1800-400-4512	City Hall/Educational St	-	-	-	-	-	-	-	343.00
001-1800-400-4901	City Hall /Pers/Employer	-	-	-	-	-	-	-	2,862.00
001-1800-400-4905	City Hall /Alt Ben Prog/D	-	-	-	-	-	-	-	210.00
001-1800-400-4920	City Hall /Health Ins/BI	-	-	-	-	-	-	-	1,399.00
001-1800-400-4923	City Hall /Eye Care	-	-	-	-	-	-	-	34.00
001-1800-400-4924	City Hall /Dental Care	-	-	-	-	-	-	-	164.00
001-1800-400-4925	City Hall /Medicare	-	-	-	-	-	-	-	101.00
001-1800-400-4930	City Hall /Life Ins/Sala	-	-	-	-	-	-	-	19.00
001-1800-400-4931	City Hall /LTD	-	-	-	-	-	-	-	55.00
001-1800-400-4932	City Hall /STD	-	-	-	-	-	-	-	27.00
001-1800-400-4999	City Hall /Public Works	1,377.00	-	7,866.00	5,346.00	3,564.00	-	-	-
001-1800-400-5100	City Hall /Office Supplie	16,758.71	-	18,686.50	16,000.00	13,673.46	-	-	12,752.00
001-1800-400-5101	Passport Supplies	-	-	-	-	-	-	-	-
001-1800-400-5130	City Hall /Postage	15,850.41	-	6,986.14	10,000.00	3,359.18	-	-	11,500.00
001-1800-400-5150	City Hall /Bank Charges	-	-	-	-	-	-	-	-
001-1800-400-5210	City Hall /Spec. Departm	322.74	-	2,337.12	2,500.00	1,902.38	-	-	2,500.00
001-1800-400-5220	City Hall /Heat/Light/Po	40,904.42	-	40,815.95	40,000.00	81,533.30	-	-	40,000.00
001-1800-400-5230	City Hall /Telephone	18,918.71	-	18,832.35	20,000.00	23,541.14	-	-	20,000.00
001-1800-400-5231	City Hall /Cellular Phone	15.00	-	-	-	-	-	-	-
001-1800-400-5310	City Hall /Bldg/Facility	24,422.74	-	26,046.36	25,000.00	28,034.68	-	-	25,000.00
001-1800-400-5313	City Hall /Fac Maint/Non-	1,756.44	-	1,119.51	2,000.00	34,680.16	-	-	2,000.00
001-1800-400-5330	City Hall /Spec Dept Equi	207.75	-	68.90	200.00	-	-	-	-
001-1800-400-5340	City Hall /Office Equipme	-	-	-	-	1,735.16	-	-	-
001-1800-400-6101	City Hall /Contractual S	433.32	-	3,033.24	3,000.00	2,166.60	-	-	3,000.00
001-1800-400-6310	City Hall /Rent/Lease/Ta	41,198.22	-	51,219.77	50,000.00	74,322.46	-	-	50,000.00
001-1800-400-6423	City Hall /Liability/Property	-	-	-	-	-	-	-	24,865.00
001-1800-400-8100	City Hall /Transfer Out	388,656.87	-	348,804.15	344,935.00	161,062.62	-	-	351,065.00
Total		550,822.33		525,815.99	518,981.00	429,575.14			558,330.00

City Hall Annex

Budget Analysis

Account	Description	2010		2011		2012		2013	
		Actual		Actual	Adopted	Estimated	Adopted		
001-1810-400-4999	Codding Ch Annex /Public Works	1,269.00		918.00	2,064.00	1,494.00	-	-	
001-1810-400-5100	City Hall Annex/Office Supplie	-		-	-	-	-	-	
001-1810-400-5130	City Hall Annex/Postage	-		-	-	-	-	-	
001-1810-400-5210	City Hall Annex/Spec. Departme	228.57		245.31	-	-	-	-	
001-1810-400-5220	City Hall Annex /Heat/Light/Po	11,541.12		12,765.39	14,000.00	11,832.24	14,000.00		
001-1810-400-5230	City Hall Annex /Telephone	171.26		-	-	-	-	-	
001-1810-400-5231	City Hall Annex/Cellular Phone	-		-	-	-	-	-	
001-1810-400-5310	City Hall Annex /Bldg/Facility	3,843.87		8,047.63	5,000.00	5,780.30	6,500.00		
001-1810-400-5313	City Hall Annex/Fac Maint/Non-	1,470.00		4,308.36	1,000.00	-	-		
001-1810-400-5330	City Hall Annex/Spec Dept Equi	-		-	-	-	-		
001-1810-400-5340	Codding Ch Annex /Office Equipm	-		-	-	-	-		
001-1810-400-6310	City Hall Annex/Equipment Leas	-		-	-	-	-		
001-1810-400-6423	City Hall /Liability/Property	-		-	23,285.00	-	24,865.00		
001-1810-400-9300	Codding Ch Annex /C/O-Improve	-		-	-	-	-		
001-1810-400-9510	City Hall Annex/C/O-Equipment	-		-	-	-	-		
001-1810-400-9520	Codding Ch Annex /C/O-Office Eq	-		-	-	-	-		
001-1810-400-9530	Codding Ch Annex /C/O-Communica	-		-	-	-	-		
001-1810-400-9700	City Hall Annex /C/O-Furniture	-		-	-	-	-		
Total		18,523.82		26,284.69	45,349.00	19,106.54	45,365.00		

Non Departmental Employees Benefits (Retiree Medical)

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted
001-1910-400-4901	Employee Benefits /Pers/Employer	-	-	-	-	-
001-1910-400-4902	Employee Benefits /Pers/Employee	-	-	-	-	-
001-1910-400-4903	Employee Benefits /Deferred Comp	-	-	-	-	-
001-1910-400-4904	Employee Benefits /Def Comp/City	-	-	-	-	-
001-1910-400-4910	Employee Benefits /Non-Smoking A	-	-	-	-	-
001-1910-400-4911	Employee Benefits /Residency All	-	-	-	-	-
001-1910-400-4920	Employee Benefits /Health Ins/BI	456,547.87	538,979.42	1,200,567.00	610,643.68	1,261,883.35
001-1910-400-4921	Employee Benefits /Medical Insur	419,181.25	461,750.43	-	535,373.48	-
001-1910-400-4922	Employee Benefits /Medical Insur	182,855.63	191,044.89	-	222,851.14	-
001-1910-400-4923	Employee Benefits /Eye Care	41,452.10	47,722.26	57,250.00	16,178.78	60,112.50
001-1910-400-4924	Employee Benefits /Dental Care	222,671.95	227,158.77	190,750.00	138,880.68	200,287.50
001-1910-400-4925	Employee Benefits /Medicare	-	-	-	-	-
001-1910-400-4927	Employee Benefits /Weight Reduct	-	-	-	-	-
001-1910-400-4928	Employee Benefits /Social Securi	-	-	-	-	-
001-1910-400-4930	Employee Benefits /Life Ins/Sala	12,840.85	12,091.90	14,281.00	9,659.98	14,995.05
001-1910-400-4931	Employee Benefits / LTD	-	-	-	-	-
001-1910-400-4940	Employee Benefits /State Unemplo	106,579.66	81,289.09	100,000.00	55,561.78	105,000.00
001-1910-400-4960	Employee Benefits /Maternity Pay	-	-	-	-	-
001-1910-400-4961	Employee Benefits /Counseling	-	-	-	-	-
001-1910-400-4962	Employee Benefits /Adoption Expen	600.00	-	-	-	-
001-1910-400-4970	Employee Benefits /Management Me	54,738.40	21,429.88	69,500.00	31,074.46	72,975.00
001-1910-400-4980	Employee Benefits /Immunizations	-	-	-	-	-
001-1910-400-4981	Employee Benefits /Smoking Cessa	-	-	-	-	-
001-1910-400-4985	Employee Benefits /Funeral Benef	-	-	-	-	-
001-1910-400-6710	Employee Benefits /Community Pro	-	100.00	-	-	-
Total		1,497,467.71	1,581,566.64	1,632,348.00	1,620,223.98	1,715,253.40

Non Departmental

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Actual	Actual	Adopted	Estimated	Adopted			
001-1900-400-4101	Non-Department /Salaries	-	-	-	-	-	-	-	-	
001-1900-400-4110	Non-Department /Longevity	-	-	-	-	-	-	-	-	
001-1900-400-4401	Non-Department /Overtime Sala	-	-	-	-	-	-	-	-	
001-1900-400-4520	Non-Department /Other Payroll	-	-	-	-	-	-	-	-	
001-1900-400-4201	Non-Department /Part-Time Sal	-	521.38	-	-	-	-	-	-	
001-1900-400-4510	Non-Department /Non-Smoking A	-	-	-	-	-	-	-	-	
001-1900-400-4511	Non-Department /Residency Allo	-	-	-	-	-	-	-	-	
001-1900-400-4800	Non-Department /Training & Edu	18,799.18	14,509.58	16,000.00	5,942.00	-	-	-	-	Allocated out to Departments
001-1900-400-4901	Non-Department /Pers/Employer	-	-	-	-	-	-	-	-	
001-1900-400-4902	Non-Department /Pers/Employee	-	-	-	-	-	-	-	-	
001-1900-400-4903	Non-Department /Def Comp/City	-	-	-	-	-	-	-	-	
001-1900-400-4904	Non-Department /Def Comp/City	-	-	-	-	-	-	-	-	
001-1900-400-4905	Non-Department /Alt Ben Prog/D	-	-	-	-	-	-	-	-	
001-1900-400-4906	Non-Department /Alt Ben Prog/D	-	-	-	-	-	-	-	-	
001-1900-400-4907	Non-Department /Alt Ben Prog/P	-	-	-	-	-	-	-	-	
001-1900-400-4920	Non-Department /Health Ins/BI	-	-	-	-	-	-	-	-	
001-1900-400-4921	Non-Department /Medical Insur	33.14	(43,875.44)	-	-	-	-	-	-	
001-1900-400-4922	Non-Department /Medical Insura	-	-	-	-	-	-	-	-	
001-1900-400-4923	Non-Department /Eye Care	2.36	(46.83)	-	-	-	-	-	-	
001-1900-400-4924	Non-Department /Dental Care	8.81	(215.28)	-	-	-	-	-	-	
001-1900-400-4925	Non-Department /Medicare	3.63	7.56	-	-	-	-	-	-	
001-1900-400-4926	Non-Department /Hearing Aid B	-	-	-	-	-	-	-	-	
001-1900-400-4930	Non-Department /Life Ins/Sala	0.43	-	-	-	-	-	-	-	
001-1900-400-4931	Non-Department /Self-Ins Losse	-	-	-	-	-	-	-	-	
001-1900-400-4950	Non-Department /Workman'S Com	523,847.99	635,079.50	283,684.00	444,318.00	-	-	-	-	Allocated out to Departments
001-1900-400-4951	Non-Department /W.C./Self-Ins	92,983.11	(13,990.77)	-	6,661.06	-	-	-	-	Allocated out to Departments
001-1900-400-4955	EAP Expense	9,327.27	8,305.62	9,000.00	5,998.16	-	-	-	-	Allocated out to Departments
001-1900-400-4960	Non-Department /Maternity Pay	-	-	-	-	-	-	-	-	
001-1900-400-4985	FUNERAL BENEFIT	-	-	-	-	-	-	-	-	
001-1900-400-4999	Non-Department /Public Works	1,350.00	-	-	-	-	-	-	-	
001-1900-400-5110	Non-Department /Paper Supplie	-	-	-	-	-	-	-	-	
001-1900-400-5120	Non-Department /Non-Paper Sup	-	-	-	-	-	-	-	-	
001-1900-400-5130	Non-Department /Postage	-	-	-	-	-	-	-	-	
001-1900-400-5131	Non-Department /Fax	-	-	-	-	-	-	-	-	
001-1900-400-5140	Non-Department /Books/Pamphle	69.08	172.23	300.00	4,000.00	-	-	-	-	Allocated out to Departments
001-1900-400-5150	Non-Department /Bank Charges	-	-	-	-	-	-	-	-	Allocated out to Departments
001-1900-400-5210	Non-Department /Spec. Departm	3,034.37	2,857.85	3,000.00	2,494.62	-	-	-	-	Allocated out to Departments
001-1900-400-5220	Non-Department /Heat/Light/Po	198.64	1,513.79	1,500.00	3,865.18	-	-	-	-	Allocated out to Departments

Non Departmental

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-1900-400-5240	Non-Department /Advertising/P	3,664.75	8,491.45	8,000.00	13,526.14	-	Allocated out to Departments
001-1900-400-5260	Non-Department /Dues & Subscr	37,575.64	29,932.00	32,000.00	46,469.44	-	Allocated out to Departments
001-1900-400-5270	Non-Department /Gas & Oil	-	-	-	-	-	
001-1900-400-5320	Non-Department /Vehicle Repair	1,297.93	1,082.12	-	-	-	
001-1900-400-5340	Non-Department /Office Equipm	-	-	-	-	-	
001-1900-400-6101	Non-Department /Contractual S	15,977.28	78,360.48	-	17,684.24	-	Allocated out to Departments
001-1900-400-6110	Non-Department /Professional	111,509.30	19,874.00	-	74,189.60	-	Allocated out to Departments
001-1900-400-6120	Non-Department /Audit Fees	88,212.00	66,200.00	75,000.00	96,863.50	75,700.00	Annual audit
001-1900-400-6310	Non-Department /Rent/Lease/Ta	-	-	-	-	-	
001-1900-400-6410	Non-Department /Insurance/Sur	370,030.01	509,412.91	-	703,800.96	-	Allocated out to Departments
001-1900-400-6420	Non-Department /Self-Insured	72,798.07	122,389.32	20,000.00	30,244.82	20,000.00	Year-end IBNR liability
001-1900-400-6600	Non-Department /Travels & Mee	8,366.75	10,213.80	9,000.00	5,939.14	-	Allocated out to Departments
001-1900-400-6710	Non-Department /Community Pro	18,768.46	4,249.07	18,500.00	19,312.10	-	Allocated out to Departments
001-1900-400-6910	Non-Department /Miscellaneous	3,160.34	1,057.04	2,000.00	338.66	-	Allocated out to Departments
001-1900-400-6920	Bad Debrt	32,414.02	8,624.56	-	-	-	
001-1900-400-6930	Non-Department /Election Expe	159.78	55,872.42	-	-	-	
001-1900-400-8100	Non-Department /Transfer Out	-	-	-	-	-	
001-1900-400-9100	Non-Department /C/O-Land	-	-	-	-	-	
001-1900-400-9510	Non-Department /C/O-Equipment	-	-	-	-	-	
001-1900-400-9511	Non-Department /SI Loss/Repl-	-	-	-	-	-	
001-1900-400-9520	Non-Department /C/O-Office Eq	-	-	-	-	-	
001-1900-400-9521	Non-Department /SI Loss/Repl-	-	-	-	-	-	
001-1900-400-9531	Non-Department /SI Loss/Repl-	-	-	-	-	-	
001-1900-400-9610	Non-Department /C/O-Vehicles/	-	-	-	-	-	
001-1900-400-9611	Non-Department /SI Loss/Replac	-	-	-	-	-	
001-1900-400-9699	Cash Balancing Short/Long	5.13	(38.95)	-	(57.18)	-	
001-1900-400-9700	Non-Department /C/O-Furniture	-	-	-	-	-	
001-1900-400-9701	Non-Department /SI Loss/Repl-	-	-	-	-	-	
001-1900-400-9800	Non-Department /C/O-Other	-	-	-	-	-	
001-1900-400-9801	Non-Department /SI Loss/Repl-	-	-	-	-	-	
Total		1,413,597.47	1,520,559.41	477,984.00	1,481,590.44	95,700.00	

Non Departmental Equipment Leases

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Estimated	2013 Adopted	Comments
001-1930-400-8100	Non-Dept Leases/Transfer Out	129,986.65	174,869.14	225,057.00	175,319.14	-	P/S Equip Lease - allocated to P/S Budget

Property Tax Administration
Budget Analysis

Account	Description	2010		2011		2012		2013	
		Actual	Prop Tx Adm Fee /Contractual S	Actual	Prop Tx Adm Fee/ERAF Shift	Adopted	Estimated	Adopted	Adopted
001-6710-400-6101	Prop Tx Adm Fee /Contractual S	103,303.30		112,449.80		115,000.00	224,899.60	118,000.00	118,000.00
001-6710-400-6140	Prop Tx Adm Fee/ERAF Shift	-		-		-	-	-	-

WATER FUND

	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INC/(DEC) 2011-12 AMENDED
REVENUE				
Service Charges	\$ 6,360,182	\$ 6,415,000	\$ 6,703,295	\$ 288,295
Interest Earnings	41,570	42,000	42,000	-
Other	5	1,000	500	(500)
Transfers from Other Funds	-	-	-	-
TOTAL REVENUE	\$ 6,401,757	\$ 6,458,000	\$ 6,745,795	\$ 287,795
EXPENSE				
Compensation				
Salary and Benefits	\$ 1,064,065	\$ 1,259,878	\$ 1,785,190	525,312
Overtime/Stand By Pay	36,020	21,000	29,500	8,500
Training	3,944	10,000	11,200	1,200
Insurance				
Workers' Compensation	-	-	44,139	44,139
Liability/Property	-	-	77,400	77,400
Vandalism (Losses)	-	-	25,000	25,000
Supplies	54,417	49,500	20,000	(29,500)
Utilities	246,951	300,000	260,000	(40,000)
Communications	5,411	4,700	7,000	2,300
Dues & Subscriptions	328	-	-	-
Vehicle Fuel/Maintenance	63,565	61,000	71,100	10,100
Equipment Rental/Maintenance	302,576	371,400	313,498	(57,902)
Facility Maintenance	34,108	43,000	38,000	(5,000)
Contractual/Professional	2,332,584	2,530,852	2,689,660	158,808
Travel & Meetings	379	500	500	-
Miscellaneous Expense	59,331	58,000	-	(58,000)
Bad Debt Expense	27,057	25,000	25,000	-
Depreciation Expense	747,673	780,000	780,000	-
General Fund Recharged ₁	1,701,201	1,271,200	-	(1,271,200)
Capital Outlay	-	76,500	300,000	223,500
Transfer to Retiree Medical Trust Fund	-	200,000	200,000	-
Transfer to Capital Projects Fund	1,853	2,000,000	1,657,525	(342,476)
Transfer to Vehicle/Eqpt Replacement Fund	-	50,000	52,000	2,000
Debt Service	468,283	470,918	467,951	(2,967)
TOTAL EXPENSE	7,149,747	9,583,448	8,854,663	(728,786)
NET CHANGE IN FUND BALANCE	(747,990)	(3,125,448)	(2,108,868)	1,016,581

a) Operating deficit will be covered from reserves

Water

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Actual	Actual	Adopted	Projected	Adopted			
510-7100-400-4101	Water Entr. /F/T Salaries	445,937.74	693,570.88	832,175	709,736	1,131,296				
510-7100-400-4110	Water Entr. /Longevity	15,066.75	18,542.59	19,881	16,880	22,922				
510-7100-400-4124	Water Entr./FTO/CTO	-	0.00	771	0	771				
510-7100-400-4150	Water Entr./Stand-By Weeke	7,152.00	6,886.29	8,000	4,475	5,000				
510-7100-400-4151	Water Entr./Stand-By Weekn	14,188.50	11,989.00	13,000	9,201	10,000				
510-7100-400-4201	Water Entr./Part-Time Sal	9,802.97	17,866.85	31,500	5,921	18,454				
510-7100-400-4401	Water Entr./Overtime Salar	13,590.18	17,144.93	20,000	10,689	14,500				
510-7100-400-4501	Water Entr./Holiday Pay	-	0.00	1,003	0	1,001				
510-7100-400-4510	Water Entr./Non-Smoking Al	640.80	734.88	735	0	0				
510-7100-400-4511	Water Entr./Residency Allo	2,707.50	4,642.50	4,536	0	331				
510-7100-400-4512	Water Entr/Educational Stipend	16,963.50	22,119.50	21,007	21,326	21,131				
510-7100-400-4520	Water Entr./Other Payroll-	8,877.24	4,637.23	976	7,176	3,021				
510-7100-400-4800	Water Entr./Training & Ed	3,880.13	3,944.07	5,000	4,365	6,200				Re-allocated from 6910
510-7100-400-4801	Water Entr./Safety Program	-	0.00	5,000	0	5,000				
510-7100-400-4901	Water Entr./PERS / Employer	46,735.52	89,268.09	127,246	151,250	308,223				
510-7100-400-4902	Water Entr./Pers/Employee	38,237.47	58,678.31	6,715	8,516	0				
510-7100-400-4906	Water Entr./Alt Ben Prog/D	262.52	4,200.00	4,200	4,082	8,295				
510-7100-400-4908	Water Entr./RHS	467.67	4,409.88	4,680	4,680	6,000				
510-7100-400-4920	Water Entr./Health Ins/Blu	14,942.54	16,880.14	135,536	11,766	209,859				
510-7100-400-4921	Water Entr./Medical Insura	59,658.45	72,860.53	0	96,363	0				
510-7100-400-4923	Water Entr./Eye Care	3,288.84	5,149.45	3,594	3,465	5,990				
510-7100-400-4924	Water Entr./Dental Care	10,749.40	18,536.57	16,799	14,978	18,978				
510-7100-400-4925	Water Entr./Medicare	7,412.44	11,388.67	12,585	11,091	16,768				
510-7100-400-4930	Water Entr./Life Ins/Salar	997.71	1,775.51	2,132	1,821	3,426				
510-7100-400-4931	Water Entr./LTD	2,359.48	3,616.00	4,222	3,561	5,829				
510-7100-400-4932	Water Entr./STD	-	0.00	1,985	1,272	2,895				
510-7100-400-4999	Recharge	3,888.00	6,297.00	0	0	0				
510-7100-400-5100	Water Entr./Office Supplie	1,538.50	2,474.95	4,000	4,259	2,000				
510-7100-400-5130	Water Entr./Postage	184.55	188.86	500	179	2,000				
510-7100-400-5210	Water Entr./Spec. Departm	18,231.59	32,754.17	30,000	33,135	60,600				Re-allocated from 6910
510-7100-400-5211	Water Entr/Distrib SystemRepair	99,223.77	122,383.13	125,000	99,815	130,000				
510-7100-400-5220	Water Entr./Heat/Light/Po	240,723.52	246,951.26	300,000	215,157	260,000				
510-7100-400-5230	Water Entr./Telephone	572.79	343.05	500	1,140	760				
510-7100-400-5231	Water/Cell Phone	3,815.72	5,068.21	4,200	5,442	6,240				
510-7100-400-5251	Water/Clothing Allowance	5,979.16	7,871.64	6,500	9,891	7,398				
510-7100-400-5270	VEHICLE GAS & OIL	30,317.92	39,449.25	38,000	42,720	45,000				
510-7100-400-5272	Water Entr/Auto Allowance	457.27	1,019.22	1,100	1,481	1,100				
510-7100-400-5310	Water Entr./Bldg/Facility	12,309.29	33,215.11	43,000	31,515	20,000				
510-7100-400-5311	Water Entr./Cross Conn Co	-	2,408.92	15,000	1,800	1,000				
510-7100-400-5314	Water Entr./Haz Materials	1,175.60	1,867.13	3,000	749	2,000				
510-7100-400-5317	Water Entr./Water Meter Re	3,814.02	5,871.77	15,000	29,124	15,000				
510-7100-400-5320	Water/Vehicle Repairs	16,536.45	24,115.92	23,000	39,075	25,000				
510-7100-400-5330	Water Entr./Spec Dept Equ	197,872.03	159,755.78	200,000	384,690	107,000				
510-7100-400-5340	Water Entr./Office Equipme	-	261.53	0	0	5,000				
510-7100-400-5350	Water Entr./Small Tools	4,178.93	20,219.68	15,000	12,018	12,000				
510-7100-400-5370	Water Entr./Equipment Ren	377.77	6,086.85	8,000	1,802	3,500				

Water

Budget Analysis

Account	Description	2010		2011		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Projected	Adopted	Projected	Adopted	
510-7100-400-6101	Water Entr. /Contractual S	1,584,140.56		2,137,542.28	2,162,652	1,918,937	2,271,660		includes reprographics charges Added \$50K for Saving Water	
510-7100-400-6105	Water Conservation Measures	12,639.90		17,116.89	18,000	10,014	68,000		Partnership w/So. Marin	
510-7100-400-6110	Water Entr. /Professional	138,340.12		177,924.74	350,200	79,934	350,000			
510-7100-400-6310	Water Entr. /Rent/Lease/Ta	5,714.25		3,941.36	5,400	14,715	4,000			
510-7100-400-6420	Water Entr. / Vandalism (Losses)					0	25,000		New (1900-6420)	
510-7100-400-6422	Water Entr. /Workers' Comp						44,139		New (1900-4950)	
510-7100-400-6423	Water Entr. /Liability/Property						77,400		New (1900-6410)	
510-7100-400-6500	Water Entr. /Depreciation	755,024.86		747,673.18	780,000	780,000	780,000			
510-7100-400-6550	Water Entr. /V&E Replacement	-		0.00	50,000	0	52,000		Vehicle & equipment depreciation	
510-7100-400-6600	Water Entr. /Travels & Mee	912.69		378.53	500	264	500			
510-7100-400-6910	Water Entr. /Miscellaneous	12,552.59		59,331.13	58,000	22,232	0		re-allocated to 4800 & 5210	
510-7100-400-6920	Water Entr. /Bad Debts	23,665.58		27,057.37	25,000	25,535	25,000			
510-7100-400-8100	Water Entr. /Transfer Out	2,464,624.97		2,171,336.58	3,942,118	1,610,960	667,951			
510-7100-400-9510	Water Entr. /C/O-Equipment	-		0.00	6,500	0	10,000			
510-7100-400-9800	Water Entr. /C/O-Other	-		0.00	0	0	1,657.525			
510-7100-400-9610	Water Entr. /C/O-Vehicles/	-		0.00	70,000	112,317	290,000		Vacuum hydrojet truck	
Total		6,362,731.75		7,149,747.36	9,583,448	6,591,504	8,854,663			

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
510-7100-400-4101	Water Entr. /F/T Salaries 18.35 FTE		1,131,296	832,175
510-7100-400-4110	Water Entr. /Longevity 18.35 FTE - longevity is a function of employee benefits		22,922	19,881
510-7100-400-4124	Water Entr./FTO/CTO		771	771
510-7100-400-4150	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 the # of employees allocated to the Water Ent. who may serve on duty during the course of a year.		5,000	8,000
510-7100-400-4151	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 the # of employees allocated to the Water Ent. who may serve on duty during the course of a year.		10,000	13,000
510-7100-400-4201	Water Entr. /Part-Time Sal 1 PT (1000-hr) GIS Intern @ \$13.30 hr: - .25 to Water - .25 to Sewer - .50 to Development Services 1 Seasonal Maintenance Assistant (SMA) (1000 hour): - .50 to Water (graffiti removal at water facilities) - .50 to Streets 1 PT 1000-hr Customer Service Rep. Finance Dept.@ \$16.15/hr. (Decrease - from 2011/12 due to reduction in part-time staff)	3325 6650 8,479	18,454	31,500
510-7100-400-4401	Water Entr. /Overtime Salar	TOTAL: 18,454	14,500	20,000

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Estimated (120) emergency call-outs annually for water service turn-ons, turn-offs, and water quality responses. Lengthy water leak repairs that extend past normal working hours.	6,000 8,500 <u>TOTAL:</u> 14,500		
510-7100-400-4501	Water Entr./Holiday Pay OT pay per SEIU MOA section 2.7 (iii) for Easter, Thanksgiving, Christmas, & New Years Day		1,001	1,003
510-7100-400-4511	Water Entr./Residency Allowance		331	4,536
510-7100-400-4510	Water Entr./Non-Smoking AI		0	735
510-7100-400-4512	Water Entr/Educational Stipend Educational stipend per SEIU MOA (Adjusted to reflect increase in number of employee certifications)		21,131	21,007
510-7100-400-4520	Water Entr. /Other Payroll-Admin. time cash outs		3,021	3,501
510-7100-400-4800	Water Entr. /Training & Ed Sacramento State University Water Programs Courses: - 3 employees @ \$100/course (Water Distribution) - 3 employees @ \$100/course (Water Treatment) Water Ops School training (State exam prep): - 4 employees @ \$200/course (Water Distribution) - 4 employees @ \$200/course (Water Treatment)	600 1,600 960	6,200	5,000
	Wine Country Water Works Association (Training & Trade Show - CEU points): - 16 employees @ \$60/course (Water Operators) California Rural Water Association (Water exam Prep): - 3 employees @ \$280/course (Water Operators)	840		

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	American Water Works Association: - 2 employees @ \$500/course (Backflow Certification) Water Treatment and/or Distribution Certification Renewals (mandated per CDPH - 12 employees @ \$100/per re-certification)	1,000 1,200 6,200		
	TOTAL:		5,000	5,000
510-7100-400-4801	Water Entr. / Safety Program Confined space competent person training (30 x \$50 per training) Traffic control competent person training (30 x \$50 per training) My Safety Officer contracted fees (contracted services) (Mandated CCR Title 8, IIPP Safety training compliance)	1,500 1,500 2,000 5,000		
	TOTAL:		5,000	5,000
510-7100-400-4901	Water Ent / PERS / Employer	308,223	308,223	127,246
510-7100-400-4902	Water Entr. /Pers/Employee	0	0	6,715
510-7100-400-4906	Water Entr. /Alt Ben Prog/D	8,295	8,295	4,200
510-7100-400-4908	Water Entr. / RHS	6,000	6,000	4,680
510-7100-400-4920	Water Entr. /Health Ins/Blu	209,859	209,859	135,536
510-7100-400-4921	Water Entr. /Medical Insura	0	0	0
510-7100-400-4923	Water Entr. /Eye Care	5,990	5,990	3,594
510-7100-400-4924	Water Entr. /Dental Care	18,978	18,978	16,799
510-7100-400-4925	Water Entr. /Medicare	16,768	16,768	12,585
510-7100-400-4930	Water Entr. /Life Ins/Salar	3,426	3,426	2,132
510-7100-400-4931	Water Entr / LTD	5,829	5,829	4,222
510-7100-400-4932	Water Entr./STD	2,895	2,895	1,985
510-7100-400-5100	Water Entr. /Office Supplie Office Depot - General office supplies includes: Copy paper Pens, pencils, staples, paperclips, post-it's Batteries, binders, laminating supplies (Decrease - reallocated to relevant divisions)	1,200 600 200 2,000	2,000	4,000
	TOTAL:		2,000	4,000

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
510-7100-400-5130	Water Entr. /Postage Departmental postage and ground shipments costs; includes express delivery costs incurred for time-sensitive documents. <i>(Adjusted to reflect actual costs)</i>		2,000	500
510-7100-400-5210	Water Entr. /Spec. Departm Brooms, shovels, rakes, pruning tools, wheelborrows Supplies - welding supplies \$400, cones \$1,500, barricades \$3,000, hand cleaner \$200, grease \$100, grass seed \$100, rags \$100, toilet paper \$200, cleaning products \$100, building paint \$200, USA marking paint \$900, garbage bags \$100, bolts \$100 Protective equipment - vests \$400, hard hats \$150, safety glasses \$300, gloves \$550, first aid supplies \$200, fire extinguisher annual maintenance \$600, absorbent \$100, disposable gloves and coveralls \$1,100, dust masks \$100, Welding jacket & gloves & helmet \$500 Light bulbs, parts to make minor repairs, etc. Herbicide (weed killer) - 30 active well sites, 10 vacant or inactive well sites, 7 tank sites Pipe insulation Padlocks for well, tanks, & turn-out sites - 60 sites Portable Pump Replacement (1 pump for leak truck) Concrete/Asphalt Saw Replacement (1 saw for leak truck) Distribution System PRV Replacements 4 @ \$6,500 each <i>(Increase from last year 2011/12 due to rising costs; re-allocated items from 6910)</i>	600 7,000 4,000 3,000 13,000 1,000 2,000 2,000 2,000 26,000	60,600	30,000
		TOTAL:	60,600	
510-7100-400-5211	Water Ent/Distrib SystemRepair Replacement fire hydrants and materials used for installation (approx 7 per yr @ \$6,000 ea). Concrete \$20,000, asphalt \$15,000, rock \$6,000, & sand \$7,000		130,000	125,000
		TOTAL:	60,600	

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Water service line repair parts; service lines \$9,000, wire \$500, brass connection fittings and saddles \$17,500, stainless steel full circle clamps \$5,000, meter boxes & lids \$5,000, concrete & asphalt saw blades \$3,000.	40,000		
	<u>TOTAL:</u>	<u>130,000</u>		
510-7100-400-5220	Water Entr. /Heat/Light/Po Electricity & gas supplied to 30 groundwater wells & 7 storage tank booster pump sites.		260,000	300,000
510-7100-400-5230	Water Entr. /Telephone Fax machine, phone service, communications modem for SCADA & burglar and fire alarm systems <i>(Increase - underbudgeted in 2011/12)</i>		760	500
510-7100-400-5231	Water/Cell Phone 6 Standard Phones 4 Smart Phone (required to access service request system) Used for communication between employees and public safety and for customer service responses during and after working hours <i>(Increase due to addition of Smart phones and reallocation of employees to different divisions. Costs vary per phone based on needed services and plan rates at time of phone installation)</i>	2,520 3,720	6,240	4,200
	<u>TOTAL:</u>	<u>6,240</u>		
510-7100-400-5251	Water/Clothing Allowance Treatment & Distribution employee uniforms (13.45 employees x \$250/yr) Boot Allowance - per SEIU MOA (13.45 employees \$300/yr) <i>(Increase - budgeted incorrectly in 2011/12)</i>	3,363 4,035	7,398	6,500
	<u>TOTAL:</u>	<u>7,398</u>		
510-7100-400-5270	VEHICLE GAS & OIL Unleaded & diesel fuel and oil for 18 vehicles & 10 small pieces of equipment.		45,000	38,000

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
510-7100-400-5272	<i>Water Treatment & Distribution vehicle & equipment (Utility pickup trucks, small pickup trucks, generators, air compressor trailer, dump trucks, tractors, trailers, roller, cargo truck, spin doctor, & small equipment)</i> <i>(Increase reflects projected increased cost of fuel 2012/13)</i>		1,100	1,100
510-7100-400-5310	Water Entr. /Bldg/Facility Fence & gate repairs and replacements (average annual O&M costs - 4 sites @ \$2,500/site). Security lighting improvements for well & tank sites (5 sites @ \$1,000/per site). Concrete for replacing broken pads around well heads (2 sites @ \$2,500/site - mandated repairs per CDPH). <i>(Decrease - well & tank site Capital Improvement Project (CIP) will be addressing several repairs that need to be made at facilities)</i>	10,000 5,000 5,000	20,000	43,000
510-7100-400-5311	Water Entr. /Cross Conn Co Mandated annual testing of City facility backflow assemblies (125 devices @ \$80/per test). <i>(Costs for State- mandated annual backflow testing of City-owned devices are incorporated into a CIP project for FY 2012-13. Costs for this annual testing will resume under this account in the FY 2013-14 budget. Costs for annual backflow testing and repairs range from \$50 - \$100 each x 150 backflow devices. The \$1,000 budgeted amount covers additional anticipated repairs on City backflow devices).</i>		1,000	15,000
510-7100-400-5314	Water Entr. /Haz Materials		2,000	3,000
	TOTAL:	20,000		

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
510-7100-400-5317	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).	6,000 9,000 <u>TOTAL: 15,000</u>	15,000	15,000
510-7100-400-5320	Water/Vehicle Repairs 18 vehicles - routine maintenance (\$1,112/vehicle) 10 small pieces of equipment - routine maintenance (\$200/piece) 4 trailers - routine maintenance (\$750/trailer) <i>Water Treatment & Distribution vehicle & equipment maintenance & repairs (Utility pickup trucks, small pickup trucks, air compressor trailer, dump trucks, tractors, trailers, roller, cargo truck, spin doctor, & small equipment)</i>	20,000 2,000 3,000 <u>TOTAL: 25,000</u>	25,000	23,000
510-7100-400-5330	Water Entr. /Spec Dept Equ Well Pressure Sustaining Valve Replacements (8 @ \$4,000/ea). Chlorinator repairs (30 @ \$500/ea). SCADA maintenance (for 45 sites - wells, tanks, & SCWA turnouts). Annual recurring well & tank equipment repairs (plumbing, HP tank repair & maintenance, door locks, electrical components) - 29 wells & 7 tanks. Chlorine (for 30 operational well sites).	32,000 15,000 20,000 20,000 <u>TOTAL: 107,000</u>	107,000	200,000
510-7100-400-5340	Water Entr. /Office Equipme Printer replacements (3) Replace two work stations @ 1,250/ea File Cabinets (Increased file capacity for records management compliance) (<i>Increase - replacements required in 2012/13</i>)	1,000 2,500 1,500 <u>TOTAL: 5,000</u>	5,000	0
510-7100-400-5350	Water Entr. /Small Tools	<u>TOTAL: 5,000</u>	12,000	15,000

Detail

Budget Justification
7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Lg Wrenches (3 sets) Sm Wrenches (3 sets) - 1 new for Instrument Tech / 1 new for MWII / 1 replacement for the leak truck.	800		
	Screw drivers (2 sets) - 1 new for Instrument Tech / 1 replacement for the leak truck.	120		
	Cordless drill & reciprocating saw (2 sets) - 1 new for Instrument Tech / 1 replacement for the leak truck.	900		
	Sockets (2 sets) - 1 new for Instrument Tech / 1 replacement leak truck	800		
	Pliers (3 sets) - 1 new for Instrument Tech / 1 new for MWII / 1 replacement for leak truck.	200		
	Pipe wrenches (4) - 1 new for Instrument Tech / 1 new for MWII / 1 for new leak truck / 1 new for Meter Tech.	600		
	Valve wrenches (4) - 1 new for Instrument Tech / 1 new for MWII / 1 for new leak truck / 1 for new Meter Tech	400		
	Cordless angle grinders (2) - 1 new for Instrument Tech / 1 new for Meter Tech	600		
	Tape measures (5) - 1 new for Instrument Tech / 2 new for MWII's / 1 new for leak truck / 1 replacement for Meter Tech	120		
	Fish tapes (2) - 2 replacements for leak truck	200		
	Hand water pumps (6) - 1 new for Instrument Tech / 1 replacement for leak truck / 1 replacement for Meter Tech / 3 Replacements for MWI's	300		
	Shovels (6) - 1 new for Instrument Tech / 4 replacement for leak truck / 1 new for Meter Tech	300		
	Scrapers "asphalt" Rakes - 1 replacement for leak truck	200		
	Grease Guns (2) - 1 replacement for backhoe / 1 new for portable equipment	100		
	Brooms (4) - 1 new for Instrument Tech / 1 replacement for leak truck / 1 new for Meter Tech / 1 Replacement for MWI	200		
	Vehicle cleaning tools (1 set) - 1 replacement for leak truck	50		
	12" chain saw (1) - 1 new for well & tank site vegetation	300		
	16" chain saw (1) - 1 new for well & tank site vegetation	400		
	Weed eaters (2) - replacements for well & tank sites	1,000		
	Electrical multi meter tester (1) - 1 new for Instrument Tech	1,400		
	4/20 signal tester (1) - 1 new for Instrument Tech	2,500		

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Wire stripper (1), hammers (2), scrapers (4), putty knives (5), wire brushes (8) 1 new for Instrument Tech / balance is for volunteers for hydrant painting <u>(Decrease - reduction in anticipated expenditures 2012/13)</u>	510		
	<u>TOTAL:</u>	12,000		
510-7100-400-5370	Water Entr. /Equipment Rentals Annual equipment rental costs - incurred when City equipment is out of service for repair. <u>Trench plate rentals - required to facilitate water leak repairs.</u>	2,000 1,500	3,500	8,000
	<u>TOTAL:</u>	3,500		
510-7100-400-6101	Water Entr. /Contractual S Purchased water from the Sonoma County Water Agency <i>(Increased cost per terms of agreement)</i> <u>SoCo printing & banking fees (Finance)</u>	2,239,115 32,545	2,271,660	2,162,652
	<u>TOTAL:</u>	2,271,660		
510-7100-400-6105	Water Conservation Measures Saving water partnership - So. Marin Toilet & washing machine rebates, pamphlets, hose nozzles California Urban Water Conservation Counsel (CUWCC) \$1,344 (Annually). Required membership per agreement with Sonoma County Water Agency. <u>Leak detection survey (City wide) - every 3 years</u>	50,000 4,656 1,344	68,000	18,000
	<u>TOTAL:</u>	68,000		
510-7100-400-6110	Water Entr. /Professional Water Quality Control Sampling California Department of Public Health fees Consumer Confidence Report SCADA Maintenance Engineering & Legal Services	85,000 10,000 5,500 10,000 20,000	350,000	350,200

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
	Project Management	40,000		
	Ground Water Level Monitoring (PES)	20,000		
	USGS/SCWA Ground Water Study	60,000		
	Itron Maintenance Contract	2,000		
	SCADA Wonderware Software Support	8,000		
	Emergency Water Leak Repairs	25,000		
	Rate Model Study	50,000		
	XC2 Backflow Management Agreement	2,500		
	Fire hydrant replacements	12,000		
	<u>(Mandated services and functions)</u>			
	TOTAL:	350,000		
510-7100-400-6310	Water Entr. /Rent/Lease/Ta		4,000	5,400
	Supervisory Control and Data Acquisition (SCADA) server - costs split with sewer \$2,000; personal office computers - \$500; laptops for SCADA monitoring and troubleshooting - \$500; building fire and burglar alarm system - \$1,000 .			
	<i>(Decrease - lease agreements expiring 2012/13)</i>			
510-7100-400-6420	Water Entr. / Vandalism (Losses)		25,000	0
	Vandalism and graffiti paint & removal chemicals (30 well and 7 tank sites).	5,000		
	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.	20,000		
	<u>(New account, previously charged to 1900-6420)</u>			
	TOTAL:	25,000		
510-7100-400-6422	Water Entr. /Workers' Comp		44,139	0
	Funds moved from account number 1900-4950. <i>(Increased \$3,165 from 2011/12 budget)</i>			
510-7100-400-6423	Water Entr. /Liability/Property		77,400	0
	REMIF Insurance for water facilities			

Detail

Budget Justification 7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
Funds moved from account number 1900-6410.				
510-7100-400-6500	Water Entr. /Depreciation Equipment depreciation (Finance Department)		780,000	780,000
510-7100-400-6550	Water Entr. /V&E Replacement Dump truck depreciation (\$/yr) Pickup truck depreciation (\$/yr) Pickup truck depreciation(\$/yr) Vacuum hydrojet truck (retrofit cost)	6,000 3,000 3,000 40,000	52,000	50,000
	TOTAL:	52,000		
510-7100-400-6600	Water Entr. /Travels & Mee Wine Country Water Works Association training meetings (12 @ \$25 ea) Maintenance Superintendents Association training meetings (8 @ \$25 ea)	300 200	500	500
	TOTAL:	500		
510-7100-400-6910	Water Entr. /Miscellaneous (Re-allocated to 4800 & 6910)		0	58,000
510-7100-400-6920	Water Entr. /Bad Debts Finance Department		25,000	25,000
510-7100-400-8100	Water Entr. /Transfer Out Finance Department		667,951	3,942,118
510-7100-400-9510	Water Entr. /C/O-Equipment/Other Asphalt oiler (trailer) FY2012/13 Capital Projects	10,000 1,657,525	1,667,525	6,500
510-7100-400-9610	Water Entr. /C/O-Vehicles/ Vacuum/Hydrojet truck (Leak Excavations) - purchase from Sewer Enterprise (current value = \$350,000; replacement value = \$250,000)	250,000	290,000	70,000

Detail

Budget Justification
7100 - WATER FUND

Account/Vendor	Description	Cost Detail	FY 2012/13 Adopted Budget	FY11/12 Amended Budget
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Retrofit		40,000		
		TOTAL:	290,000	

7100 - Grand Total: \$8,854,663 \$9,585,973

SEWER FUND

	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INC/(DEC) 2011-12 ADMENED
REVENUE				
Service Charges	\$ 8,179,626	\$ 11,273,900	\$ 11,943,664	\$ 669,764
Miscellaneous Revenue from Other Agencies	-	400,000	-	(400,000)
Interest Earnings	52,834	37,500	27,500	(10,000)
Transfers In from Other Funds	1,205,086	877,000	1,406,560	529,560
TOTAL REVENUE	\$ 9,437,547	\$ 12,588,400	\$ 13,377,724	\$ 789,324
EXPENSE				
Compensation				
Salary and Benefits	\$ 573,369	\$ 717,808	\$ 1,238,303	\$ 520,495
Overtime/Stand By Pay	35,000	45,000	31,000	(14,000)
Training	7,000	7,000	7,000	-
Insurance				
Workers' Compensation	-	-	24,512	24,512
Liability/Property	-	-	115,609	115,609
Vandalism (Losses)	-	-	5,000	5,000
Supplies	15,132	18,000	52,020	34,020
Utilities	70,006	75,000	75,000	-
Communications	6,556	6,200	6,020	(180)
Dues & Subscriptions	599	-	-	-
Advertising	8,094	1,000	-	(1,000)
Vehicle Fuel/Maintenance	32,479	36,000	36,000	-
Equipment Rental/Maintenance	41,674	96,900	87,450	(9,450)
Facility Maintenance	80,806	65,000	65,000	-
Subregional System Expense	8,166,946	8,139,802	8,510,937	371,135
Contractual/Professional	259,950	152,000	259,000	107,000
Miscellaneous Expense	20,235	65,000	-	(65,000)
Bad Debt Expense	31,395	25,000	25,000	-
Depreciation Expense	1,120,340	310,000	1,120,340	810,340
General Fund Recharge	1,112,800	829,800	-	(829,800)
Capital Outlay	-	128,000	485,000	357,000
Transfer to Retiree Medical Trust Fund	-	118,000	118,000	-
Transfer to Capital Projects Fund	-	500,000	-	(500,000)
Transfer to CIP Reserve	-	-	258,647	258,647
Transfer to Vehicle/Eqpt Replacement Fund	-	50,000	45,500	(4,500)
Debt Service	816,126	817,074	812,386	(4,688)
TOTAL EXPENSE	\$ 12,398,506	\$ 12,202,584	\$ 13,377,724	\$ 1,175,140
NET CHANGE IN FUND BALANCE	\$ (2,960,959)	\$ 385,816	\$ -	\$ (385,816)

Sewer

Budget Analysis

Account	Description	2010		2011		2012		2012		2013		Comments
		Actual	Adopted	Actual	Adopted	Adopted	Projected	Adopted	Projected	Adopted		
510-7200-400-4101	Sewer Entr. /F/T Salaries	318,622.23	493.58	365,883.41	493,713	394,842	800,438	12,891	771	11,000		
510-7200-400-4110	Sewer Entr. /Longevity	493.58	-	7,118.40	7,262	5,316	12,891	771	-	11,000		
510-7200-400-4124	Sewer Entr./F/O/CTO	-	-	-	771	-	771	-	-	11,000		
510-7200-400-4150	Sewer Entr. /Stand-By Weeke	7,824.00	-	15,398.46	16,000	10,302	11,000	-	-	12,000		
510-7200-400-4151	Sewer Entr. /Stand-By Weekn	21,490.87	-	17,480.80	17,000	11,267	12,000	-	-	8,000		
510-7200-400-4401	Sewer Entr. /Overtime Salar	9,502.39	-	21,789.50	12,000	18,501	8,000	-	-	1,001		
510-7200-400-4501	Sewer Entr./Holiday Pay	-	-	-	1,003	-	-	-	-	18,397		
510-7200-400-4512	Sewer Entr/Educational Stipend	12,920.36	-	13,924.56	16,460	14,385	18,397	-	-	2,668		
510-7200-400-4520	Sewer Entr. /Other Payroll-	4,804.47	-	6,598.54	656	12,368	2,668	-	-	11,804		
510-7200-400-4201	Sewer Entr. /Part-Time Sal	3,722.03	-	7,187.06	3,500	2,418	-	-	-	324		
510-7200-400-4510	Sewer Entr. /Non-Smoking Al	42.62	-	375.00	345	0	-	-	-	2,000		
510-7200-400-4511	Sewer Entr. /Residency Allo	2,232.00	-	1,887.00	2,196	1,112	2,000	-	-	5,000		
510-7200-400-4800	Sewer Entr. /Training & Ed	325.00	-	-	2,000	-	-	-	-	216,978		
510-7200-400-4801	Sewer Entr / Safety Program	-	-	-	5,000	-	-	-	-	4,263		
510-7200-400-4901	Sewer Entr / PERS / Employer	33,278.70	-	43,774.48	76,545	83,190	1,000	-	-	132,699		
510-7200-400-4902	Sewer Entr. /Pers/Employee	26,562.83	-	30,893.43	4,020	4,272	-	-	-	-		
510-7200-400-4904	Sewer Entr. /Def Comp/City	-	-	-	-	-	-	-	-	-		
510-7200-400-4908	Sewer Entr. RHS	103.15	-	270.06	315	425	4,263	-	-	1,000		
510-7200-400-4920	Sewer Entr. /Health Ins/Blu	1,877.48	-	5,379.65	85,052	-	1,000	-	-	2,038		
510-7200-400-4921	Sewer Entr. /Medical Insura	42,495.87	-	47,336.65	-	64,884	-	-	-	-		
510-7200-400-4923	Sewer Entr. /Eye Care	1,907.71	-	2,223.78	1,857	1,604	2,737	-	-	-		
510-7200-400-4924	Sewer Entr. /Dental Care	7,142.94	-	8,097.37	8,680	7,004	11,888	-	-	-		
510-7200-400-4925	Sewer Entr. /Medicare	5,536.98	-	6,361.19	7,369	6,599	11,721	-	-	-		
510-7200-400-4930	Sewer Entr. /Life Ins/Salar	665.24	-	801.21	1,124	888	2,608	-	-	-		
510-7200-400-4931	Sewer Entr /LTD	1,640.13	-	1,898.92	2,464	1,929	4,077	-	-	-		
510-7200-400-4932	Sewer Entr./STD	-	-	-	1,176	711	2,038	-	-	-		
510-7200-400-4933	Sewer Entr. /Public Works	912.00	-	7,470.00	-	-	-	-	-	-		
510-7200-400-4999	Sewer Entr. /Office Supplie	353.41	-	-	-	-	-	-	-	-		
510-7200-400-5100	Sewer Entr. /Postage	-	-	4.90	-	5,126	2,000	-	-	20		
510-7200-400-5130	Sewer Entr. /Spec. Departm	7,265.13	-	20,494.50	16,000	17,480	15,000	-	-	-		
510-7200-400-5210	Sewer Entr. /Collect SystemRepair	4,116.63	-	14,329.81	50,000	39,665	50,000	-	-	-		
510-7200-400-5211	Sewer Entr. /Heat/Light/Po	55,891.85	-	70,005.65	75,000	64,500	75,000	-	-	-		
510-7200-400-5220	Sewer Entr. /Telephone	5,982.55	-	3,872.59	3,500	3,810	3,500	-	-	-		
510-7200-400-5231	Sewer/Cell Phone	2,059.83	-	2,683.70	2,700	3,347	2,520	-	-	-		
510-7200-400-5251	Sewer Entr. /Clothing Allow	3,924.46	-	1,995.36	2,000	4,745	3,850	-	-	-		
510-7200-400-5270	Vehicle Gas & Oil	9,187.15	-	14,225.97	16,000	13,830	16,000	-	-	-		
510-7200-400-5272	Sewer Entr/Auto Allowance	457.38	-	1,223.76	1,300	1,481	1,300	-	-	-		
510-7200-400-5310	Sewer Entr. /Bldg/Facility	52,911.50	-	79,495.14	65,000	27,147	65,000	-	-	-		
510-7200-400-5313	Sewer Entr. /Fac Maint/Non-	886.74	-	1,310.90	-	-	-	-	-	-		
510-7200-400-5320	Sewer Entr. /Vehicle Repair	22,715.58	-	18,252.75	20,000	18,932	20,000	-	-	-		
510-7200-400-5330	Sewer Entr. /Spec Dept Equ	9,923.59	-	26,891.99	45,000	8,423	59,000	-	-	-		
510-7200-400-5350	Sewer Entr. /Small Tools	1,508.90	-	3,325.31	3,000	3,216	3,000	-	-	-		
510-7200-400-5360	Sewer Entr. /Laguna Plant/	8,441,087.40	-	8,166,945.96	8,139,802	8,139,801	8,510,937	-	-	-		
510-7200-400-5370	Sewer Entr/Equipment Rental	262.75	-	160.23	1,500	2,046	2,300	-	-	-		
510-7200-400-6101	Sewer Entr. /Contractual S	27,543.34	-	75,665.00	40,000	10,365	131,000	-	-	-		
510-7200-400-6105	Water Conservation Measures	24,828.53	-	16,769.47	20,000	10,014	68,000	-	-	-		
510-7200-400-6110	Sewer Entr. /Professional	119,697.18	-	167,515.08	92,000	35,402	60,000	-	-	-		

Sewer

Budget Analysis

Account	Description	2010 Actual	2011 Actual	2012 Adopted	2012 Projected	2013 Adopted	Comments
510-7200-400-6310	Sewer Entr. /Equipment Leas	-	292.33	400	869	3,000	
510-7200-400-6420	Sewer Entr./Vandalism (Losses)	-	-	-	-	5,000	New (1900-6420)
510-7200-400-6422	Sewer Entr. /Workers' Comp	-	-	-	-	24,512	New (1900-4950)
510-7200-400-6423	Sewer Entr. /Liability/Property	-	-	-	-	115,609	New (1900-6410)
510-7200-400-6500	Sewer Entr. /Depreciation	312,886.02	1,120,340.30	310,000	309,999	1,120,340	
510-7200-400-6550	Sewer Entr./V&E Replacement	-	-	50,000	0	45,500	Vehicle & equipment depreciation and replacement program
510-7200-400-6910	Sewer Entr. /Miscellaneous	9,302.23	20,235.06	65,000	37,416	-	Reallocated to 6101
510-7200-400-6920	Sewer Entr. /Bad Debts	26,853.93	31,394.94	25,000	17,724	25,000	
510-7200-400-8100	Sewer Entr. /Transfer Out	2,638,833.46	1,928,926.05	2,264,874	1,123,163	1,189,033	
510-7200-400-9510	Sewer Entr. /C/O-Equipment & Other	-	-	80,000	115,755	-	
510-7200-400-9610	Sewer Entr. /C/O-Vehicles/	-	-	48,000	67,500	485,000	
Total		12,282,582.12	12,398,506.22	12,202,584	10,723,764.03	13,377,724	

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
510-7200-400-4101	Sewer Entr. /F/T Salaries 11.87 FTE's	800,438	800,438	493,713
510-7200-400-4110	Sewer Entr. /Longevity 11.87 FTE's - longevity is a function of employee benefits	12,891	12,891	7,262
510-7200-400-4124	Sewer Entr./FTO/CTO Finance Department	771	771	771
510-7200-400-4150	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 # of employees allocated to the Sewer Ent. who may serve on duty during the course of a year.	11,000	11,000	16,000
510-7200-400-4151	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 # of employees allocated to the Sewer Ent. who may serve on duty during the course of a year.	12,000	12,000	17,000
510-7200-400-4401	Sewer Entr. /Overtime Salar Estimated (40) emergency call-outs annually for sewer overflows, backups, alarms at pump stations for either high water, grinder, or pump failures. After hours scheduled work to collaborate with contractors on sewer collection or force main cleanings while flows are decreased in the evenings	8,000 4,000 4,000	8,000	12,000
510-7200-400-4501	Sewer Entr./Holiday Pay	1,001	1,001	1,003
	TOTAL:	8,000		

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
510-7200-400-4511	OT pay per SEIU MOA section 2.7 (iii) for Easter, Thanksgiving, Christmas, & New Years Day Sewer Entr. /Residency Allo	324	324	2,196
510-7200-400-4512	Sewer Entr/Educational Stipend Educational stipend per SEIU MOA	18,397	18,397	16,460
510-7200-400-4520	Sewer Entr. /Other Payroll- Admin. time cash outs	2,668	2,668	656
510-7200-400-4201	Sewer Entr. /Part-Time Sal 1 PT (1000-hr) GIS Intern @ \$13.30 hr: - .25 to Water - .25 to Sewer - .50 to Development Services	3,325	11,804	3,500
	1 PT 1000-hr Customer Service Rep. Finance Dept. @ \$16.15/hr. (50% Water & 50% Sewer)	8,479		
	TOTAL:	11,804		
510-7200-400-4800	Sewer Entr. /Training & Ed Annual training costs for California Water Environment Association (CEWA) certified wastewater collection system operators (11 sewer operators). Wastewater overflow response training CWEA (18 operators).	1,200	2,000	2,000
	TOTAL:	2,000		
510-7200-400-4801	Sewer Entr / Safety Program Confined space competent person training (30 x \$50 per training) Traffic control competent person training (30 x \$50 per training) My Safety Officer contracted fees (contracted services) (Mandated CCR Title 8, IIPP Safety training compliance)	1,500 1,500 2,000	5,000	5,000

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
	TOTAL:	5,000		
510-7200-400-4901	Sewer Entr. / PERS / Employer	216,978	216,978	76,545
510-7200-400-4902	Sewer Entr. / Pers/Employee	0	0	4,020
510-7200-400-4903	Sewer Ent / Def comp	0	0	0
510-7200-400-4904	Sewer Entr. /Def Comp/City	4,263	4,263	0
510-7200-400-4906	Sewer Entr. /Alt Ben Prog/D	0	0	0
510-7200-400-4908	Sewer Entr. RHS	1,000	1,000	315
510-7200-400-4920	Sewer Entr. /Health Ins/Blu	132,699	132,699	85,052
510-7200-400-4921	Sewer Entr. /Medical Insura	0	0	0
510-7200-400-4922	Sewer Entr. /Medical Insura	0	0	0
510-7200-400-4923	Sewer Entr. /Eye Care	2,737	2,737	1,857
510-7200-400-4924	Sewer Entr. /Dental Care	11,888	11,888	8,680
510-7200-400-4925	Sewer Entr. /Medicare	11,721	11,721	7,369
510-7200-400-4930	Sewer Entr. /Life Ins/Salar	2,608	2,608	1,124
510-7200-400-4931	Sewer Entr / LTD	4,077	4,077	2,464
510-7200-400-4932	Sewer Entr./STD	2,038	2,038	1,176
510-7200-400-5100	Sewer Entr. /Office Supplie		2,000	0
	General office supplies; includes paper, pens, pencils, printer supplies, binders, staples, batteries. (Reallocated from 3300)	2,000		
510-7200-400-5130	Sewer Entr. /Postage		20	0
	Departmental postage which includes express delivery of time-sensitive documents or ground shipments; postage for Collection System certification renewals (Increase - not budgeted in 2011/12)			
510-7200-400-5210	Sewer Entr. /Spec. Departm		15,000	15,000
	Brooms, shovels, rakes, pruning tools, wheelborrows, scrapers, lid pullers.	1,000		

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
	Supplies - welding supplies \$400, cones \$1,500, barricades \$3,000, hand cleaner \$200, grease \$100, grass seed \$100, rags \$100, toilet paper \$200, cleaning products \$100, building paint \$200, USA marking paint \$900, garbage bags \$100, bolts \$100.	7,000		
	Protective equipment - vests \$200, hard hats \$50, safety glasses \$150, gloves \$550, first aid supplies \$100, fire extinguisher annual maintenance \$200, absorbent \$100, disposable gloves and coveralls \$1,550, dust masks \$100.	3,000		
	Interior & exterior light bulbs - \$400; parts to make minor repairs on ventilation system \$1,600 - for Pump Station 1.	2,000		
	Herbicide (weed killer).	2,000		
	TOTAL:	15,000		
510-7200-400-5211	Sewer Ent/Collect System Repair		50,000	50,000
	Collection system spot repairs & linings (5 locations @ \$5,000 ea).	25,000		
	Manhole cone and lid replacements (2 locations @ \$5,000 ea).	10,000		
	High pressure Vactor truck hose replacement (1).	5,000		
	Collection system pipe - \$1,000; concrete - \$5,500; sand - \$1,000; rock - \$1,000; asphalt - \$1,000; lumber - \$500.	10,000		
	TOTAL:	50,000		
510-7200-400-5220	Sewer Entr. /Heat/Light/Po		75,000	75,000
	Electricity & gas supplied to 3 wastewater collection system pump stations	75,000		
510-7200-400-5230	Sewer Entr. /Telephone		3,500	3,500
	Fax machine, phone service, communications modem for SCADA & burglar and fire alarm system, wireless computer communication for Outlook.	3,500		
510-7200-400-5231	Sewer/Cell Phone		2,520	2,700
	2 Standard Phones	660		
	2 Smart Phones (required to access service request system)	1,860		

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
	Used for communication between employees and public safety and for customer service responses during and after working hours. <i>(Decrease - one employee switching to personal phone use for business purposes; costs vary per phone based on needed services)</i>	<u>2,520</u>		
	TOTAL:			
510-7200-400-5251	Sewer Entr. /Clothing Allow Sewer employees uniforms (7 employees x \$250/yr)	1,750	3,850	2,000
	Boot Allowance (7.05 employees \$300/yr) <i>(Increase due to incorrect budgeted amount in 2011/12)</i>	2,100		
	TOTAL:	<u>3,850</u>		
510-7200-400-5270	Vehicle Gas & Oil Unleaded & diesel fuel and oil for 7 vehicles & 8 small pieces of equipment; sewer collection vehicles & equipment (Utility pickup trucks, Vactor truck, generators, trailers, & small equipment).		16,000	16,000
510-7200-400-5272	Sewer Entr/Auto Allowance Management staff vehicle allowance		1,300	1,300
510-7200-400-5310	Sewer Entr. /Bldg/Facility Office Cabinets - new installation; no existing office storage Asphalt Repair & Seal at Main Pumping Station (failing asphalt) Equipment Storage Building (to protect equipment from deterioration caused by exposure to the elements). Ventilation system replacement at Pump Station in wet well (existing system corroding from exposure to off-gases).	3,000 30,000 20,000 12,000	65,000	65,000
	TOTAL:	<u>65,000</u>		
510-7200-400-5320	Sewer Entr. /Vehicle Repair		20,000	20,000

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
	6 vehicles @ \$1,000/ea; 1 Vactor truck @ \$12,000 (routine maintenance).	18,000		
	10 small pieces of equipment @ \$100/ea (routine maintenance).	1,000		
	3 trailers @ \$233/ea (routine maintenance).	700		
	1 forklift @ \$300/ea (routine maintenance).	300		
	<i>Sewer Collection vehicle & equipment maintenance & repairs (Utility pickup trucks, VacCon truck, Harbor truck, forklift, camera trailer, crane trailer, pump trailers, mule, welder trailer, tractor, mower, & small equipment)</i>			
	TOTAL:	20,000		
510-7200-400-5330	Sewer Entr. /Spec Dept Equ		59,000	46,000
	Flow Meter Calibrations (required biannually by City of Santa Rosa)	2,000		
	Thermal Imaging-Balance - camera imaging performed annually to check all pump station VFD's electrical components for imbalance issues.	12,000		
	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).	10,000		
	Grinder Maintenance (Rebuild one grinder - performed biannually; City owns 2 grinders total)	25,000		
	Unanticipated emergency repairs - Pump Stations <i>(Increase - unexpected repairs)</i>	10,000		
	TOTAL:	59,000		
510-7200-400-5350	Sewer Entr. /Small Tools		3,000	3,000
	Wrenches (1 set) - 1 new for shop	\$100		
	Screw drivers (1 set) - 1 replacement for MWII	\$40		
	Cordless angle drill (1 set) - New for shop	\$400		
	Sockets (1 large set) - New for shop	\$410		
	Pliers (2 sets) - 2 replacement for MWII's	\$100		
	Pipe wrenches (4) - 1 replacement for shop / 3 new for MWII's	\$400		
	Valve wrenches (2) - 1 New for MWI / 1 replacement for duty employees	\$200		

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
	Angle grinder (1) - 1 replacement for shop	\$300		
	Tape measures (3) - 3 replacements for MWII's	\$50		
	Scrapers (2) - 1 replacement for VacCon truck / 1 new for Harbon unit	\$200		
	Hooks with poles (2) - 1 replacement for VacCon / 1 new for Harbon unit	\$200		
	Grabbers (1) - 1 new for Harbon unit	\$250		
	Power washing tools (3) - 1 new for Harbon unit	\$250		
	Baskets (3) - 1 replacement for VacCon / 1 new for Harbon unit / 1 replacement for MWII	\$100		
	TOTAL:	<u><u>3,000</u></u>		
510-7200-400-5360	Sewer Entr. /Laguna Plant/ City of Santa Rosa Water Reclamation - Wastewater Treatment (Increase - \$371,135 or 4.6% 2012/13)		8,510,937	8,139,802
510-7200-400-5370	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	1,500
	TOTAL:	<u><u>2,300</u></u>		
510-7200-400-6101	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 Unanticipated emergency repairs SoCo printing & banking fees (Finance)	30,000 50,000 10,000 41,000	131,000	40,000
	TOTAL:	<u><u>131,000</u></u>		
510-7200-400-6105	Water Conservation Measures Toilet & washing machine rebates, pamphlets, hose nozzles California Urban Water Conservation Counsel (CUWCC) \$1,344 (Annually). We are required to be a member per our agreement with Sonoma County Water Agency		68,000	20,000

Detail
 Budget Justification
 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
510-7200-400-6110	Sewer Entr. /Professional Engineering & Legal Services Project Management	20,000 40,000 60,000	60,000	92,000
	TOTAL:			
510-7200-400-6310	Sewer Entr. /Equipment Leas Supervisory Control and Data Acquisition (SCADA) server - costs split with sewer \$2,000; building fire and burgler alarm system - \$1,000 . <i>(Increase - previously included SCADA costs in Sewer 7200; now split with Water 7100)</i>		3,000	400
510-7200-400-6420	Sewer Entr./Vandalism (Losses) Repair of damaged fences at three (3) wastewater pump stations Griffitti removal Vandalism to equipment (Pump Station building and facilities). TOTAL:	3,000 1,000 1,000 5,000	5,000	0
001-7200-400-6422	Sewer Entr. /Workers' Comp Funds moved from account number 1900-4950 (Finance Dept.) <i>(Increased \$2,205 from 2011/12 budget)</i>		24,512	0
001-7200-400-6423	Sewer Entr. /Liability/Property REMIF Insurance for sewer facilities Funds moved from account number 1900-6410. <i>(Increased insurance costs)</i>		115,609	0
510-7200-400-6500	Sewer Entr. /Depreciation Finance Department - Equipment depreciation		1,120,340	310,000
510-7200-400-6550	Sewer Entr./V&E Replacement		45,500	50,000

Detail

Budget Justification 7200 - SEWER FUND

Account/Vendor	Description	Cost	FY 2012/13 Adopted Budget	FY11/12 Budget Adopted
	Harben Unit & Vehicle depreciation (\$/yr)	4,500		
	Vacuum Hydrojet truck depreciation (\$/yr)	40,000		
	TOTAL:	44,500		
510-7200-400-6910	Sewer Entr. /Miscellaneous Re-allocated to 6101		0	65,000
510-7200-400-6920	Sewer Entr. /Bad Debts Finance Department		25,000	25,000
510-7200-400-8100	Sewer Entr. /Transfer Out Finance Department		1,189,033	2,264,874
510-7200-400-9510	Sewer Entr. /C/O-Equipment & Other 2012/13 Capital Projects		0	80,000
510-7200-400-9610	Sewer Entr. /C/O-Vehicles/ 3/4 Ton Utility Truck for replacement of 1986 Utility Truck Vacuum Hydroject Truck	35,000 450,000	485,000	48,000
	TOTAL:	485,000		
7200 - Grand Total:			\$13,377,724	\$12,202,239

REFUSE FUND

	2010-11 ACTUAL	2011-12 AMENDED BUDGET	2012-13 ADOPTED BUDGET	\$ INC/(DEC) 2010-11 ADOPTED
REVENUE				
Service Charges	\$ 5,481,045	\$ 5,500,000	\$ 4,936,383	\$ (563,617)
Interest Earnings		-	-	-
Penalties		45,000	65,281	20,281
TOTAL REVENUE	\$ 5,481,045	\$ 5,545,000	\$ 5,001,664	\$ (543,336)
EXPENSE				
Salary & Benefits	\$ -	\$ -	\$ 22,241	\$ 22,241
Payments to Franchise Operator	4,432,658	4,565,000	5,672,877	1,107,877
Waste Diversion/Public Education	-	97,921	98,497	576
Contractual Expense	26,576	10,000	87,460	77,460
Professional Expense	24,882	2,500	2,500	-
Bad Debt Expense	15,176	15,000	15,000	-
Depreciation Expense	1,105	1,100	1,100	-
Franchise Fee	830,138	554,500	689,979	135,479
Transfer to General Fund for Contractual Services	-	304,975	389,489	84,514
TOTAL EXPENSE	5,330,582	5,550,996	6,979,143	1,428,147
CHANGE IN NET ASSETS	150,463	(5,996)	(1,977,479)	(1,971,483)

Refuse

Budget Analysis

Account	Description	2010		2011		2012		2013	
		Actual	Actual	Actual	Adopted	Estimated	Adopted		
510-7300-300-3681	Refuse Col Entr/Residential	1,504,615	1,488,939	1,487,253	1,234,688	1,329,107			
510-7300-300-3682	Refuse Col Entr /Commercial	4,084,339	3,992,106	4,012,747	3,329,795	3,603,559			
510-7300-300-3940	Refuse Col Entr /Miscellaneous	-	-	45,000	-	68,998			
510-7300-300-3592	Refuse Col Entr/Misc Rev Fr Ot	-	-	-	-	-			
510-7300-300-3550	Refuse Col Entr /State Grants	-	-	-	-	-			
510-7300-300-3990	Refuse Col Entr/Transfers In	-	-	-	-	-			
	Total Revenue	5,588,954	5,481,045	5,545,000	4,564,482	5,001,664			
510-7300-400-4101	Refuse Coll /F/T Salaries	-	-	-	-	15,343			
510-7300-400-4110	Refuse Coll /Longevity	-	-	-	-	-			
510-7300-400-4124	Refuse Coll/FTO/CTO	-	-	-	-	-			
510-7300-400-4150	Refuse Coll /Stand-By Weeke	-	-	-	-	-			
510-7300-400-4151	Refuse Coll /Stand-By Weekn	-	-	-	-	-			
510-7300-400-4201	Refuse Coll /Part-Time Sal	-	-	-	-	-			
510-7300-400-4401	Refuse Coll /Overtime Salar	-	-	-	-	-			
510-7300-400-4501	Refuse Coll/Holiday Pay	-	-	-	-	-			
510-7300-400-4510	Refuse Coll /Non-Smoking AI	-	-	-	-	-			
510-7300-400-4511	Refuse Coll /Residency Allo	-	-	-	-	-			
510-7300-400-4512	Refuse Coll/Educational Stipend	-	-	-	-	-			
510-7300-400-4520	Refuse Coll /Other Payroll-	-	-	-	-	156			
510-7300-400-4800	Refuse Coll /Training & Ed	-	-	-	-	-			
510-7300-400-4801	Refuse Coll/ Safety Program	-	-	-	-	-			
510-7300-400-4901	Refuse Coll/ PERS / Employer	-	-	-	-	4,074			
510-7300-400-4902	Refuse Coll /Pers/Employee	-	-	-	-	-			
510-7300-400-4906	Refuse Coll /Alt Ben Prog/D	-	-	-	-	-			
510-7300-400-4908	Refuse Coll / RHS	-	-	-	-	-			
510-7300-400-4920	Refuse Coll /Health Ins/Blu	-	-	-	-	-			
510-7300-400-4921	Refuse Coll /Medical Insura	-	-	-	-	-			
510-7300-400-4923	Refuse Coll /Eye Care	-	-	-	-	-			
510-7300-400-4924	Refuse Coll /Dental Care	-	-	-	-	-			
510-7300-400-4925	Refuse Coll /Medicare	-	-	-	-	-			
510-7300-400-4930	Refuse Coll /Life Ins/Salar	-	-	-	-	-			
510-7300-400-4931	Refuse Coll / LTD	-	-	-	-	-			
510-7300-400-4932	Refuse Coll/STD	-	-	-	-	-			
510-7300-400-4201	Refuse Col Entr /Part-Time Sal	-	-	-	-	-			
510-7300-400-5130	Refuse Col Entr/Postage	-	-	-	44	-			
510-7300-400-5240	Refuse Col Entr/Advertising/Pu	-	-	-	200	-			
510-7300-400-6101	Refuse Col Entr /Contractual S	2,636	26,576	107,921	50,945	87,460			

Refuse

Budget Analysis

Account	Description	2010		2011		2012		2013	
		Actual	Adopted	Actual	Adopted	Estimated	Adopted	Estimated	Adopted
510-7300-400-6102	Collection/Contract Svcs-Rp Di	4,609,348	4,432,658	4,432,658	4,565,000	4,449,633	5,672,877		
510-7300-400-6103	City Contractual Svcs	911,144	830,138	830,138	554,500	831,971	689,979		
510-7300-400-6110	Refuse Col Entr /Professional	8,760	24,882	24,882	2,500	201,270	2,500		
510-7300-400-6500	Refuse Entr. / Depreciation	1,105	1,105	1,105	1,100	-	1,100		
510-7300-400-6910	Refuse Col Entr/Miscellaneous	667	-	-	-	-	-		
510-7300-400-6920	Refuse Col Entr /Bad Debts	13,936	15,176	15,176	15,000	12,138	15,000		
510-7300-400-6600	Refuse - Travel Expense	-	47	47	-	-	-		
510-7300-400-8100	Refuse Col Entr /Transfer Out	-	-	-	304,975	-	487,986		
510-7300-400-9510	Refuse Entr./C/O-Equipment	-	-	-	-	-	-		
	Total Expense	5,547,595	5,330,582	5,330,582	5,550,996	5,546,201	6,979,143		

FTE (Staffing) Summary

DEPT NO/ DEPARTMENT	7/1/08	2008-09	2009-10	2010-11	2011-12	2012-13	6/30/13
1200 City Manager/Clerk	7.85	(1.15)		(0.85)	1.00	(3.59)	3.26
1300 Finance	11.00			(1.25)	1.25	(6.25)	4.75
1310 Data Processing	2.00						2.00
1600 Development Services	3.00		(1.30)	9.30		0.08	11.08
1700 Human Resources	2.25	1.00	(1.00)				2.25
1710 Rent Appeals Board	0.15	0.15		(0.15)			0.15
1800 City Hall Building	0.00					0.15	0.15
2100 Public Safety Personnel	104.50		(16.75)	(7.00)	(7.50)	4.50	77.75
2310 Fire Prevention	3.00		(2.00)			(1.00)	0.00
2400 Animal Services	2.00					1.50	3.50
2800 Youth & Family Services	1.00		(1.00)				0.00
3100 Engineering	6.00	2.00		(8.00)			0.00
3200 Inspection	3.00		(0.70)	(2.30)			0.00
3300 Public Works General	6.49	0.41	(0.50)	(3.87)	(0.38)	(0.15)	2.00
3410 Landscape	1.60	(0.40)	(0.45)	(0.75)			0.00
3420 Streets	3.70	0.70	(2.40)	1.35	0.10	1.40	4.85
3600 Street Lighting	0.35	(0.15)	0.05	(0.05)	(0.20)		0.00
3700 Traffic Signals	0.00			0.05	(0.05)		0.00
3910 Storm Drains	0.00			0.25	0.10	(0.05)	0.30
4001 Park Maintenance	4.90	0.10	1.60	(4.50)	(0.15)	3.85	5.80
4002 Park Landscape				4.70	0.05	(4.75)	0.00
5100 Recreation Commission	0.20	0.05	(0.05)	(0.05)		(0.05)	0.10
5150 Community Events				0.13	0.27	0.05	0.45
5200 Recreation Administration	0.50	0.10	0.10	(0.40)	(0.30)		0.00
5400 Recreation Programs	1.85		(1.85)	0.05	(0.05)		0.00
5501 Senior Center	1.00		(1.00)	0.29	0.66	0.10	1.05
57XX Pools	0.30		(0.10)	0.06	0.24	0.70	1.20
5810 Sports Center	2.00	(1.10)		0.18	0.07	2.71	3.86
5830 Community Center	0.85	(0.05)	(0.80)	0.53	1.02	(0.15)	1.40
5840 Burton Ave Rec Center	0.22		(0.22)	0.08	0.17		0.25
5860 Ladybug Rec Center	0.08		(0.08)	0.03	0.07	0.05	0.15
6100 Golf Course	0.00			0.02	0.03		0.05
6210 Performing Arts Center	4.00	(0.26)	(0.74)	(1.00)		1.15	3.15
6215 PAC Sign Rental	0.00					0.50	0.50
7100 Water	11.08	(1.20)	0.87	3.45	0.80	3.35	18.35
7200 Sewer	4.88	0.80	1.57	(0.55)	1.05	4.12	11.87
7300 Refuse	0.00					0.15	0.15
Total City	<u>189.75</u>	<u>1.00</u>	<u>(26.75)</u>	<u>(10.25)</u>	<u>(1.75)</u>	<u>8.37</u>	<u>160.36</u>
Additions		7.00	3.00	3.00	6.25	22.63 *	
Reductions		(6.00)	(29.75)	(13.25)	(8.00)	(15.99) *	
Net Personnel Change		<u>1.00</u>	<u>(26.75)</u>	<u>(10.25)</u>	<u>(1.75)</u>	<u>6.64</u>	

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>6/30/12</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/13</u>
<u>1200 CITY MANAGER/CLERK</u>					
City Manager	1.00	(0.67)			0.33
Assistant City Manager	1.00			1.00	0.00
Economic Development Manager	1.00	(0.15)			0.85
City Clerk	1.00	(0.67)			0.33
Deputy City Clerk	1.00			1.00	0.00
Administrative Assistant	0.85	(0.10)			0.75
Secretary II	1.00				1.00
Total	<u>6.85</u>	<u>(1.59)</u>	<u>0.00</u>	<u>2.00</u>	<u>3.26</u>
<u>1300 FINANCE</u>					
General:					
Finance Director	1.00	(0.67)			0.33
Accounting Manager	1.00			1.00	0.00
Accountant/Budget Analyst	0.00				0.00
Accounting Supervisor	0.00	0.33			0.33
Accountant	0.00		0.33		0.33
Payroll:					
Payroll Specialist	1.00	(0.10)			0.90
Utility Billing & Collection:					
Utility Billing & Revenue Supv	1.00	(1.00)			0.00
Utility Billing & Revenue Manager	0.00	0.20			0.20
Accounting Specialist I	2.00	(1.95)			0.05
Accounting Technician	1.00				1.00
Accounts Payable/Licenses/Other:					
Accounting Specialist II	2.00	(1.19)			0.81
Purchasing:					
Purchasing Agent	1.00	(0.20)			0.80
Total	<u>10.00</u>	<u>(4.58)</u>	<u>0.33</u>	<u>1.00</u>	<u>4.75</u>
<u>1310 INFORMATION SYSTEMS</u>					
Information Systems Manager	1.00				1.00
IS Technician I/II	1.00				1.00
Total	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.00</u>
<u>1600 DEVELOPMENT SERVICES</u>					
Director of Development Services	1.00	(0.24)			0.76
Planning & Building Manager	1.00				1.00
Community Development Asst.	2.00	(1.00)			1.00
Deputy Chief Bldg. Inspector	1.00				1.00
Deputy City Engineer	1.00	(0.10)			0.90
Public Works Inspector	1.00	(0.03)			0.97
Sr. Engineering Tech	1.00	(0.04)			0.96
Management Analyst	1.00	(0.10)			0.90
Administrative Assistant	2.00	0.84			2.84
Senior Planner	0.00		0.75		0.75
Total	<u>11.00</u>	<u>(0.67)</u>	<u>0.75</u>	<u>0.00</u>	<u>11.08</u>
<u>1700 HUMAN RESOURCE</u>					
Human Resource Analyst	1.00				1.00
HR Technician Reg. P/T (75%)	0.75				0.75

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/12</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/13</u>
HR Technician Reg. P/T (50%)	0.50				0.50
Total	2.25	0.00	0.00	0.00	2.25
 <u>1710 RENT APPEALS BOARD</u>					
Economic Development Manager	0.15				0.15
Total	0.15	0.00	0.00	0.00	0.15
 <u>1800 CITY HALL BUILDING</u>					
Electrician	0.00	0.05			0.05
Maintenance Worker I/II	0.00	0.05			0.05
Senior Mechanic	0.00	0.05			0.05
Total	0.00	0.15	0.00	0.00	0.15
 <u>2100 PUBLIC SAFETY</u>					
Director of Public Safety	1.00				1.00
Division Commanders (Captains)	0.00		2.00		2.00
Supervisors (Lieutenants)	3.00				3.00
Sergeants	10.00				10.00
Public Safety Officers	45.00			3.00	42.00
Community Services Officers	2.00				2.00
Technical Services Division Mgr	1.00				1.00
Fire Marshal	0.00	1.00			1.00
Secretary II to Director of Public Safety	1.00				1.00
Communications Supervisor	1.00				1.00
Public Safety Dispatchers	10.00				10.00
Office Asst. II - Main Station	1.75				1.75
Records Supervisor	1.00				1.00
Public Safety Records Clerk	1.00				1.00
Total	77.75	1.00	2.00	3.00	77.75
 <u>2310 FIRE PREVENTION</u>					
Fire Marshal	1.00	(1.00)			0.00
Total	1.00	0.00	0.00	0.00	0.00
 <u>2400 ANIMAL SHELTER</u>					
Animal Shelter Supervisor	1.00				1.00
Animal Health Technician	1.00				1.00
Animal Shelter Assistant (PT)	0.00	1.50			1.50
Total	2.00	1.50	0.00	0.00	3.50
 Total Public Safety					
	80.75	2.50	2.00	3.00	81.25
 <u>3300 PUBLIC WORKS/GENERAL</u>					
Director of PW & Comm. Services	0.10	(0.05)			0.05
Sr. Equipment Mechanic	0.40	(0.10)			0.30
Equipment Mechanic	0.70	(0.10)			0.60
Supervising Maintenance Worker	0.00	0.15			0.15
Maintenance Worker I/II	1.10	(0.45)			0.65
Electrician	0.20	(0.05)			0.15
Administrative Assistant	0.00	0.10			0.10
Total	2.50	(0.50)	0.00	0.00	2.00

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/12</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/13</u>
<u>3420 PUBLIC WORKS/STREETS</u>					
Director of PW & Comm. Services	0.05	(0.05)			0.00
Sr. Equipment Mechanic	0.15	(0.05)			0.10
Arborist	0.65	(0.15)			0.50
Electrician	0.30	(0.15)			0.15
General Services Supervisor	0.20				0.20
Supervising Maintenance Worker	0.15	0.30			0.45
Maintenance Worker I/II	2.55	0.80			3.35
Maintenance Helper	0.15	(0.15)			0.00
Maintenance Worker Trainee	0.10				0.10
Total	4.30	0.55	0.00	0.00	4.85
<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
Maintenanace Worker I/II	0.15	(0.05)			0.10
Total	0.35	(0.05)	0.00	0.00	0.30
<u>4001 PUBLIC WORKS/PARKS</u>					
Director of PW & Comm. Services	0.05				0.05
General Services Supervisor	0.15	0.25			0.40
Supervising Maintenance Worker	0.00	0.35			0.35
Maintenance Worker I/II	1.25	2.55			3.80
Maintenance Worker Trainee	0.10	0.15			0.25
Arborist	0.15	0.20			0.35
Electrician	0.10				0.10
Community Services Manager	0.15	(0.05)			0.10
Community Services Supervisor	0.25				0.25
Community Services Coordinator	0.15				0.15
Total	2.35	3.45	0.00	0.00	5.80
<u>4002 PUBLIC WORKS/LANDSCAPE</u>					
Director of PW & Comm. Services	0.00				0.00
General Services Supervisor	0.25	(0.25)			0.00
Supervising Maintenane Worker	0.00				0.00
Maintenance Worker I/II	3.25	(3.25)			0.00
Maintenance Helper	0.85	(0.85)			0.00
Maintenance Worker Trainee	0.25	(0.25)			0.00
Sr. Equipment Mechanic	0.10	(0.10)			0.00
Arborist	0.20	(0.20)			0.00
Total	4.90	(4.90)	0.00	0.00	0.00
Total Public Works					
	14.40	(1.45)	0.00	0.00	12.95
<u>5100 RECREATION COMMISSION</u>					
Recreation Services Manager	0.15	(0.05)			0.10
Total	0.15	(0.05)	0.00	0.00	0.10
<u>5150 COMMUNITY EVENTS/PROMOTION</u>					
Community Services Manager	0.05	0.05			0.10
Community Services Supervisor	0.10				0.10

Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/12</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/13</u>
Community Services Specialist	0.10				0.10
Community Services Coordinator	0.10				0.10
Community Services Coordinator	0.05				0.05
Total	0.40	0.05	0.00	0.00	0.45
<u>5501 SENIOR CENTER</u>					
Community Services Manager	0.05				0.05
Community Services Specialist	0.75	0.10			0.85
Maintenance Worker I/II	0.10	(0.05)			0.05
Electrician	0.05	(0.05)			0.00
Senior Equipment Mechanic	0.05	0.05			0.10
Total	1.00	0.05	0.00	0.00	1.05
<u>57XX POOLS</u>					
Community Services Manager	0.10				0.10
Senior Pool Manager	0.00	0.75			0.75
Community Services Coordinator	0.10				0.10
General Services Supervisor	0.10				0.10
Supervising Maintenance Worker	0.00	0.10			0.10
Maintenance Worker I/II	0.25	(0.20)			0.05
Total Pools	0.55	0.65	0.00	0.00	1.20
<u>5810 SPORTS CENTER</u>					
Community Services Manager	0.30	0.05			0.35
Recreation Supervisor	0.35				0.35
Community Services Coordinator	0.05				0.05
General Services Supervisor	0.05				0.05
Electrician	0.00				0.00
Maintenance Worker I/II	0.10				0.10
Maintenance Worker Trainee	0.35				0.35
Administrative Assistant (PT)	0.00	2.61			2.61
Total	1.20	2.66	0.00	0.00	3.86
<u>5830 COMMUNITY CENTER</u>					
Director of PW & Comm. Services	0.05				0.05
General Services Supervisor	0.05				0.05
Supervising Maintenance Worker	0.00	(0.10)			(0.10)
Senior Equipment Mechanic	0.05	0.05			0.10
Maintenance Worker I/II	0.10				0.10
Maintenance Worker Helper	0.05	0.05			0.10
Maintenance Worker Trainee	0.30	(0.10)			0.20
Community Services Manager	0.15				0.15
Community Services Supervisor	0.20				0.20
Community Services Specialist	0.15	(0.10)			0.05
Community Services Coordinator	0.45	0.05			0.50
Total	1.55	(0.15)	0.00	0.00	1.40
<u>5840 BURTON AVENUE REC CENTER</u>					
Community Services Supervisor	0.05				0.05
Community Services Coordinator	0.15	(0.05)			0.10
Maintenance Worker I/II	0.10				0.10
Total	0.30	(0.05)	0.00	0.00	0.25

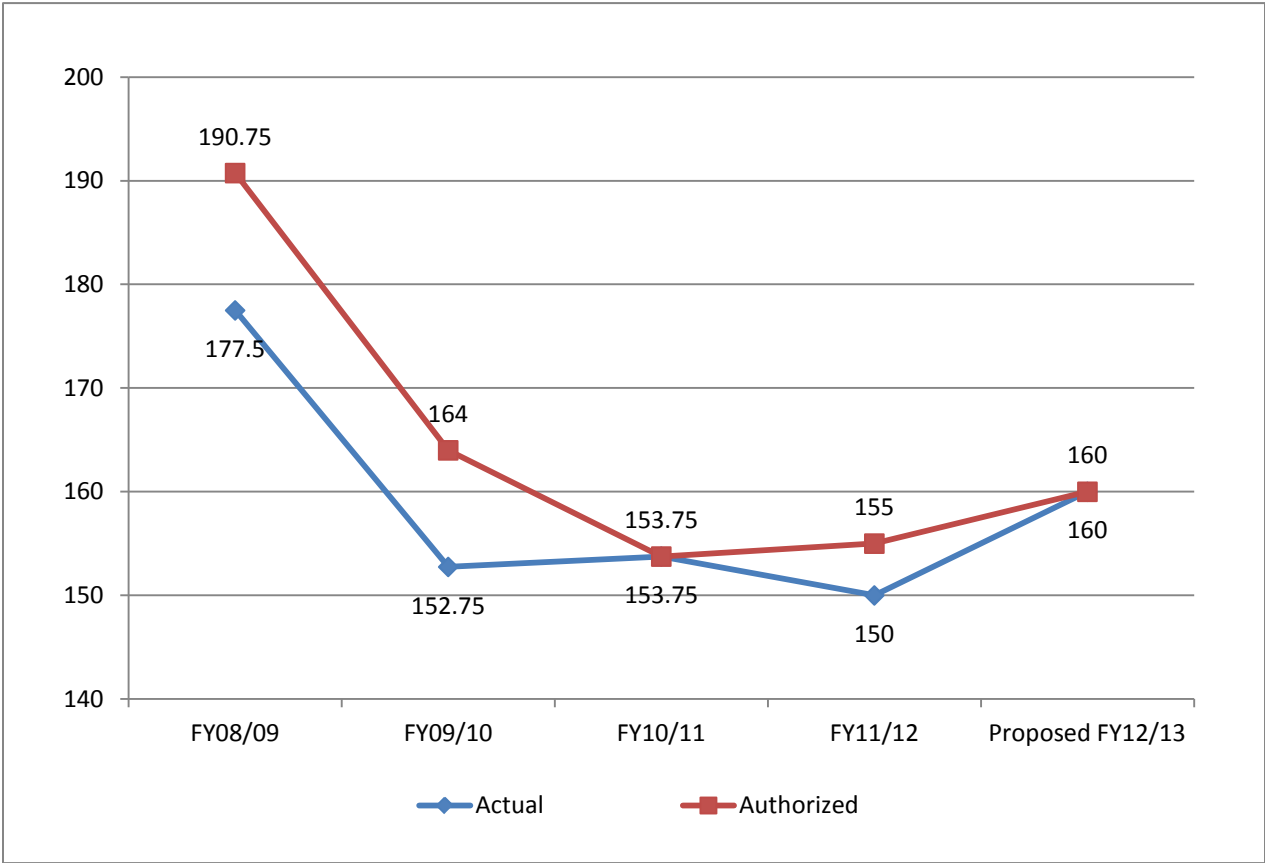
Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/12</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/13</u>
<u>5860 LADYBUG REC CENTER</u>					
Community Services Supervisor	0.05				0.05
Maintenance Worker I/II	0.05	0.05			0.10
Total	0.10	0.05	0.00	0.00	0.15
<u>6100 GOLF COURSE</u>					
Recreation Services Manager	0.05				0.05
Total	0.05	0.00	0.00	0.00	0.05
<u>6210 PERFORMING ARTS CENTER</u>					
Performing Arts Center Manager	1.00	(0.15)			0.85
Technical Director	1.00	(0.25)			0.75
Senior Equipment Mechanic	0.00	0.05			0.05
Box Office Manager	0.00	0.75			0.75
Theater Technician PT	0.00	0.75			0.75
Maintenance Worker I/II	0.05	(0.05)			0.00
Total	2.05	1.10	0.00	0.00	3.15
<u>6216 FREEWAY SIGN</u>					
Performing Arts Center Manager	0.00	0.15			0.15
Maintenance Worker I/II	0.00	0.25			0.25
Senior Equipment Mechanic	0.00	0.05			0.05
Electrician	0.00	0.05			0.05
Total	0.00	0.50	0.00	0.00	0.50
<hr/>					
Total Community Services	7.35	4.81	0.00	0.00	12.16
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Total Public Works/Community Services	21.75	3.36	0.00	0.00	25.11
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<u>7100 WATER</u>					
City Manager	0.00	0.34			0.34
City Clerk	0.00	0.34			0.34
Finance Director	0.00	0.34			0.34
Utility Billing/Revenue Manager	0.00	0.04			0.04
Accounting Supervisor	0.00	0.33			0.33
Accountant	0.00	0.34			0.34
Payroll Specialist	0.00	0.05			0.05
Account Specialist II	0.00	0.60			0.60
Account Specialist I	0.00	0.45			0.45
Purchasing Agent	0.00	0.10			0.10
Office Assistant (PT)	0.00	1.00			1.00
Director of Development Services	0.00	0.12			0.12
Deputy City Engineer	0.00	0.05			0.05
Public Works Inspector	0.00	0.02			0.02
Sr. Engineering Tech	0.00	0.03			0.03
Management Analyst	0.00	0.05			0.05
Administratve Assistant	0.00	0.49			0.49
Director of PW & Comm. Services	0.25	0.10			0.35
Utilities Services Supervisor	0.50				0.50
General Services Supervisor	0.05				0.05
Supervising Maintenance Worker	1.90				1.90

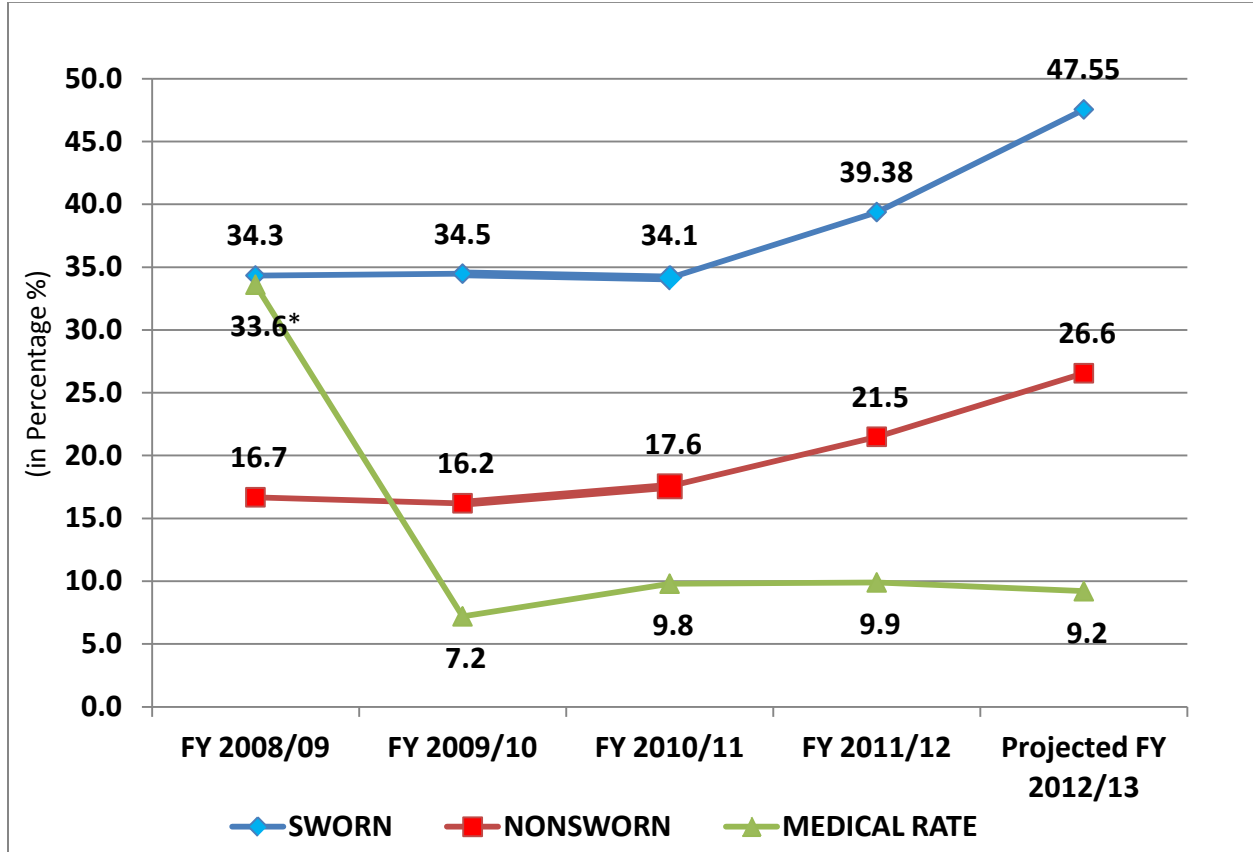
Authorized Positions

<u>DEPT NO/ DEPARTMENT</u>	<u>6/30/12</u>	<u>Reallocation</u>	<u>Add</u>	<u>Delete</u>	<u>6/30/13</u>
Electrician	0.20				0.20
Maintenance Worker I/II	6.45				6.45
Maintenance Helper	0.85	(0.54)			0.31
Administrative Analyst	0.75				0.75
Public Safety Dispatcher	0.00	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				0.70
Total Water Maintenance	13.85	4.50	0.00	0.00	18.35
 <u>7200 SEWER</u>					
City Manager	0.00	0.33			0.33
City Clerk	0.00	0.33			0.33
Finance Director	0.00	0.33			0.33
Utility Billing/Revenue Manager	0.00	0.40			0.40
Accounting Supervisor	0.00	0.34			0.34
Accountant	0.00	0.33			0.33
Payroll Specialist	0.00	0.05			0.05
Account Specialist II	0.00	0.60			0.60
Account Specialist I	0.00	0.45			0.45
Purchasing Agent	0.00	0.10			0.10
Office Assistant (PT)	0.00	1.00			1.00
Director of Development Services	0.00	0.12			0.12
Deputy City Engineer	0.00	0.05			0.05
Public Works Inspector	0.00	0.01			0.01
Sr. Engineering Tech	0.00	0.01			0.01
Management Analyst	0.00	0.05			0.05
Administrative Assistant	0.00	0.57			0.57
Director of PW & Comm. Services	0.35				0.35
Utilities Services Supervisor	0.55				0.55
General Services Supervisor	0.00				0.00
Supervising Maintenance Worker	0.85				0.85
Electrician	0.15				0.15
Maintenance Worker I/II	3.60	0.15			3.75
Administrative Analyst	0.25				0.25
Public Safety Dispatcher	0.00	0.25			0.25
Instrument Tech	0.30				0.30
Senior Equipment Mechanic	0.15				0.15
Equipment Mechanic	0.20				0.20
Total Sewer Maintenance	6.40	5.47	0.00	0.00	11.87
 <u>7300 REFUSE</u>					
Director of PW & Comm. Services	0.00	0.10			0.10
Account Specialist I	0.00	0.05			0.05
Total Refuse	0.00	0.15	0.00	0.00	0.15
GRAND TOTAL	155.00	9.28	3.08	6.00	160.36

FTE (Staffing Graph)



PERS & Medical Rates Graph



Note: * City added Kaiser Health Savings Account

Sources: PERS Actuarial Report

Appropriations Limit Worksheet For the Year Ending June 30, 2013

Appropriations limit for fiscal year ending June 30, 2012	\$ 40,677,455
Adjustment factors for the fiscal year ending June 30, 2013	
Inflation Factor	1.0377
Population Factor	1.0041
Adjustment Factor	<u>1.04195457</u>
Appropriations limit for fiscal year ending June 30, 2013	<u><u>\$ 42,384,060</u></u>

**FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2012-13 through 2016-17)
FUNDED PROJECTS**

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY11/12 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					5-year Total (FY 2012-13 through FY 2016-17)	TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2012-13	2013-14	2014-15	2015-16	2016-17		
CITY FACILITIES												
OF-01	2004-13	Westside Public Safety Station	Public Facilities Fee, funding source unknown for existing user share. (FGR MOU \$2.25 mil)	TBD	0	0	314,401	3,407,711	0	\$3,722,112	\$3,722,112	
OF-33		Southside Fire Station	Public Facilities Fee	TBD	0	0	0	0	3,640,300	\$3,640,300	\$3,640,300	
OF-39	2006-04	Copeland Creek Detention Basin & Steelhead Refugia	Developer, Copeland Creek Drainage Fund. Applications for Prop. 84 grant Prop. TB grant submitted by SCWA.	P. Barnes	9,616	0	5,040,286	0	0	\$5,040,286	\$5,040,902	
OF-50		Northeast Drainage Basin	Public Facilities Fee	TBD	0	0	0	3,897,500	0	\$3,897,500	\$3,897,500	
OF-53		Public Safety Main - Roof Replacement & Exterior Improvements	Lease Revenue Bond, Interfund Loan	TBD	0	0	0	0	0	\$500,000	\$500,000	
OF-54		Wooden Street Light Assessment & Replacement	Gas Tax	J. Chung	0	150,000	150,000	150,000	149,000	\$749,000	\$749,000	
Total City Facilities						\$9,616	\$150,000	\$5,504,687	\$7,455,211	\$3,789,300	\$17,549,198	\$17,558,814
PARKS AND RECREATION												
PR-49	2007-19	Trail to Crane Creek Regional Park	Open Space District matching grant	P. Barnes	910	0	93,090	360,000	256,000	0	\$709,090	\$710,000
Total Parks and Recreation Projects						\$910	\$93,090	\$360,000	\$256,000	\$0	\$709,090	\$710,000
TRANSPORTATION PROJECTS												
TR-24	2010-05	Golf Course Drive West Widening (between 1999 City Limits & Dowdell Ave)	Public Facilities Fee (Developer project / City staff support)	TBD	4,800	30,000	893,209	0	0	\$923,209	\$928,009	
TR-25	2010-05	Wilfred Avenue Widening (between Dowdell Ave & UGB)	Public Facilities Fee	TBD	8,300	30,000	3,946,577	0	0	\$3,976,577	\$3,984,877	
TR-26	2007-03	Snyder Lane Widening - Phase 1 (Southwest Blvd. to Medical Cntr Dr.)	Public Facilities Fee, Gas Tax	TBD	53,199	0	3,618,943	0	0	\$3,618,943	\$3,672,142	
TR-27		Snyder Lane Widening - Phase 2	Public Facilities Fee, Gas Tax	TBD	0	0	0	7,125,236	0	\$7,125,236	\$7,125,236	
TR-28		Snyder Lane Widening - Phase 3	Public Facilities Fee, Gas Tax	TBD	0	0	0	0	1,726,751	\$1,726,751	\$1,726,751	

**FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2012-13 through 2016-17)
FUNDED PROJECTS**

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY11/12 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					5-year Total (FY 2012-13 through FY 2016-17)	TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2012-13	2013-14	2014-15	2015-16	2016-17		
TR-29	2005-10	Rohnert Park Expressway Widening - East	Public Facilities Fee	TBD	35,045	0	0	854,223	8,991,918	0	\$9,846,141	\$9,881,186
TR-30		Dowdell Avenue (375' N to 750' S of Willfred Ave)	Public Facilities Fee	TBD	0	10,000	1,614,095	0	0	0	\$1,624,095	\$1,624,095
TR-31		Dowdell Avenue Widening (750' S of Willfred Ave to Business Park Dr)	Public Facilities Fee	TBD	0	10,000	2,260,262	0	0	0	\$2,270,262	\$2,270,262
TR-32a		Dowdell Avenue ROW Acquisition (Business Park Dr to 850' S)	Public Facilities Fee	TBD	0	50,000	478,550	0	0	0	\$528,550	\$528,550
TR-32b	2011-11	Dowdell Avenue Construction (Business Park Dr to 850' S)	Public Facilities Fee	TBD	0	20,000	916,896	0	0	0	\$936,896	\$936,896
TR-34	2011-12	Dowdell Avenue Improvements (850' S of Business Pk Dr to Martin Ave)	Public Facilities Fee	TBD	0	30,000	1,150,192	0	0	0	\$1,180,192	\$1,180,192
TR-35		Kelser Avenue Improvements	Public Facilities Fee	TBD	0	0	0	0	0	7,242,430	\$7,242,430	\$7,242,430
TR-78	2010-07	Atlen Drive and East Cotati Avenue Overlays	Measure M, Federal, Gas Excise Tax ("Prop. 42" swap")	P. Barnes	150,000	636,716	0	0	0	0	\$636,716	\$786,716
TR-79	2010-08	Copeland Creek Bike Path Reconstruction	Gas Tax, Measure M, Federal (Transportation Enhancement program)	P. Barnes	161,000	723,423	0	0	0	0	\$723,423	\$884,423
TR-80a	2011-08	Rancho Verde Traffic Signal	Traffic Signalization Fund	R. Pedroncelli	115,000	253,000	0	0	0	0	\$253,000	\$368,000
TR-81	2012-01	2013-14 Various Streets Preventive Maintenance	Measure M, Gas Tax, Gas Excise Tax ("Prop. 42 swap")	P. Barnes	7,000	270,000	1,143,000	941,000	0	0	\$2,354,000	\$2,361,000
TR-82		2015-16 Street Maintenance Project	Gas Tax, Measure M, Gas Excise Tax ("Prop. 42 swap")	P. Barnes	0	0	0	70,000	940,000	1,130,000	\$2,140,000	\$2,140,000
TR-83	2012-02	2012 Sidewalk Access Ramp ADA Upgrades Project	Community Development Block Grant, Gas Tax	R. Pedroncelli	8,000	89,341	0	0	0	0	\$89,341	\$97,341
TR-85	2012-03	Intersection Improvements - Labath Ave @ Rohnert Park Expwy	Public Facilities Fee (developer initial reimbursement)	TBD	0	212,000	0	0	0	0	\$212,000	\$212,000

**FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2012-13 through 2016-17)
FUNDED PROJECTS**

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY11/12 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					5-year Total (FY 2012-13 through FY 2016-17)	TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2012-13	2013-14	2014-15	2015-16	2016-17		
TR-86		Intersection Improvements - Redwood Dr @ Rohmert Park Expy	Public Facilities Fee	TBD	0	0	0	0	0	207,400	\$207,400	
TR-87		Intersection Improvements - US 101 NB ramps @ Golf Course/Commerce	Public Facilities Fee	TBD	0	0	0	0	0	173,000	\$173,000	
TR-88		Intersection Improvements - US 101 SB ramps @ Wilfred/Redwood	Public Facilities Fee	TBD	0	0	0	0	0	173,000	\$173,000	
TR-89	2011-10	Intersection Improvements - Redwood Dr. @ Business Park Dr.	Public Facilities Fee (developer initial reimbursement)	P. Barnes	1,900	0	0	0	0	0	\$204,500	
TR-90		Various Asphalt Digouts and Repairs	Gas Tax	J. Chung	0	124,000	124,000	124,000	124,000	124,000	\$620,000	
Total Transportation Projects						\$2,692,980	\$12,526,783	\$5,608,166	\$17,181,154	\$10,776,581	\$48,785,664	
WATER SYSTEM												
WA-04	2004-08	Water Main Improvement Project	Public Facilities Fee	P. Barnes	161,672	0	2,295,353	0	0	0	\$2,295,353	
WA-20	2005-03	Recycled Water System Expansion	Public Facilities Fee	TBD	11,415	0	50,000	600,000	0	0	\$650,000	
WA-23	2008-03	Water Storage Tanks Exterior Painting Project	2005 water revenue bond, water service charges (water utility capital projects)	P. Barnes	96,470	742,300	0	0	0	0	\$838,770	
WA-27		Commerce Water Line Replacement	Water service charges	P. Barnes	0	0	340,000	0	0	0	\$340,000	
WA-28	2011-03	2011 Water Meter Installation Project	Water service charges (water utility fund), water meter replacement fund, 2005 water revenue bond	J. Chung	24,442	775,000	0	0	0	0	\$775,000	
WA-30	2011-07	Alta Avenue & Almond Street Water System Replacement	Water service charges (water utility fund), water capital projects fund	P. Barnes	333,430	277,506	0	0	0	0	\$277,506	
WA-31		Well Rehabilitation Program	Water service charges	TBD	0	0	100,000	100,000	100,000	100,000	\$400,000	
WA-32		Dry Barrel Fire Hydrant and Hydrant Valve Replacement	Water service charges	TBD	0	0	180,000	180,000	180,000	180,000	\$720,000	
WA-33		Well and Tank Site Electrical Building and Grounds Upgrades	Water service charges (water utility fund)	TBD	0	325,000	200,000	200,000	200,000	200,000	\$1,125,000	

**FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM BUDGET (FY 2012-13 through 2016-17)
FUNDED PROJECTS**

CIP #	Project #	Project Title	Funding Source	Project manager	Project Expenses through FY11/12 (est/actual, includes prior years)	ESTIMATED PROJECT COSTS					5-year Total (FY 2012-13 through FY 2016-17)	TOTAL PROJECT ESTIMATED COST (Des. & Const.)
						2012-13	2013-14	2014-15	2015-16	2016-17		
WA-34		Water Service Laterals along East Side Trunk Sewer route	Water service charges	TBD	0	0	0	400,000	0	\$400,000	\$400,000	
WA-35	2012-04	Adrian Drive Water System Replacement	Water service charges (water utility fund)	P. Barnes	0	900,000	1,303,000	0	0	\$2,203,000	\$2,203,000	
WA-36	2011-06	Water Tanks 1 & 2 Ladders and Interior Cleaning	Water service charges (water utility fund)	J. Chung	109,000	3,500	0	0	0	\$3,500	\$112,500	
WA-37		Water Pipeline Replacement Program	Water service charges	P. Barnes	0	0	1,200,000	1,200,000	1,200,000	\$3,600,000	\$3,600,000	
WA-38		Water Tanks 1 & 2 Interior Painting	Water services charges, water capital projects fund, 2005 Water Revenue Bond	P. Barnes	0	416,025	0	0	0	\$416,025	\$416,025	
Total Water Projects						\$3,439,331	\$4,468,353	\$2,280,000	\$2,080,000	\$1,680,000	\$13,947,684	\$14,684,113
WASTEWATER SYSTEM												
WW-08	2011-04	Interceptor Outfall Rehabilitation	2005 sewer revenue bond, Public Facilities Fee	P. Barnes	212,870	462,929	0	0	6,503,075	0	\$6,966,004	\$7,178,874
WW-10		Sewer Pipeline Replacement	Sewer service charges	P. Barnes	0	0	1,200,000	1,200,000	1,200,000	\$3,600,000	\$3,600,000	
WW-11	2007-02	Easidrive Trunk Sewer - Phase 2 (Main Reach)	Public Facilities Fee / Developer advance, Canon Manor Fee	P. Barnes	438,170	0	0	10,398,969	0	\$10,398,969	\$10,837,139	
WW-12		Easidrive Trunk Sewer - Phase 2a (South Reach)	Public Facilities Fee / Developer advance, Canon Manor Fees	P. Barnes	0	0	0	1,035,296	0	\$1,035,296	\$1,035,296	
WW-15		Inflow and Infiltration Reduction Program	Sewer service charges	TBD	0	0	100,000	100,000	100,000	\$400,000	\$400,000	
WW-17		Easidrive Trunk Sewer - Phase 3	Public Facilities Fee	P. Barnes	0	0	0	0	2,851,095	\$2,851,095	\$2,851,095	
WW-20	2011-07	Alta Avenue & Almond Street Sewer Replacement	2005 sewer revenue bond	P. Barnes	491,391	528,456	0	0	0	\$528,456	\$1,019,847	
WW-21		Replacement of Sewer Pipe Under Hwy 101 @ RPX overcrossing	Sewer service charges	P. Barnes	0	0	0	0	1,500,000	\$1,500,000	\$1,500,000	
WW-22	2012-04	Adrian Drive Sewer System Replacement	2005 sewer revenue bond, sewer service charges	P. Barnes	3,000	900,000	1,300,000	0	0	\$2,200,000	\$2,203,000	
Total Wastewater System Projects						\$1,145,431	\$1,400,000	\$12,734,265	\$7,803,075	\$5,651,095	\$29,479,820	\$30,625,251
TOTAL ALL PROJECTS						\$8,673,696	\$18,638,226	\$26,487,118	\$34,775,440	\$21,896,976	\$110,471,455	\$112,908,085

**SPECIAL REVENUE FUNDS
2012-13 PROPOSED 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Intergovernmental	1,132,968	208,762	-	-	-	-	100,000	-	-	-	1,441,730
Interest and rentals	7,589	2,532	2,500	13,482	1,574	4,959	-	-	-	-	32,636
Licenses, permits and fees	-	-	-	-	-	20,130	-	-	-	-	20,130
Fines, forfeitures and penalties	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total revenues	1,140,557	211,294	2,500	13,482	1,574	25,089	100,000	-	500,000	-	1,994,496
EXPENDITURES											
Current:											
General government	30,031	-	-	-	-	-	-	-	-	-	30,031
EXCESS OF REVENUES OVER EXPENDITURES	1,110,526	211,294	2,500	13,482	1,574	25,089	100,000	-	500,000	-	1,964,465
OTHER FINANCING SOURCES (USES)											
Transfers in	200,000	-	-	-	-	-	-	-	-	-	200,000
Transfers out	(1,022,114)	(70,000)	-	(253,000)	-	(191,000)	(100,000)	-	(500,000)	(6,809)	(2,142,923)
Total other financing sources (uses)	(822,114)	(70,000)	-	(253,000)	-	(191,000)	(100,000)	-	(500,000)	(6,809)	(1,942,923)
NET CHANGE IN FUND BALANCES	288,412	141,294	2,500	(239,518)	1,574	(165,911)	-	-	-	(6,809)	21,542
FUND BALANCES (DEFICIT): BEGINNING OF THE YEAR	742,966	265,214	689,861	1,862,107	217,325	754,236	-	1,585	15,152	44,973	4,593,419
END OF YEAR	\$ 1,031,378	\$ 406,508	\$ 692,361	\$ 1,622,589	\$ 218,899	\$ 588,325	\$ -	\$ 1,585	\$ 15,152	\$ 38,164	\$ 4,614,961

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: VEHICLE REPLACEMENT	415.37	2011-56	6/28/2011	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: VEHICLE REPLACEMENT	415.37	2011-56	6/28/2011	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

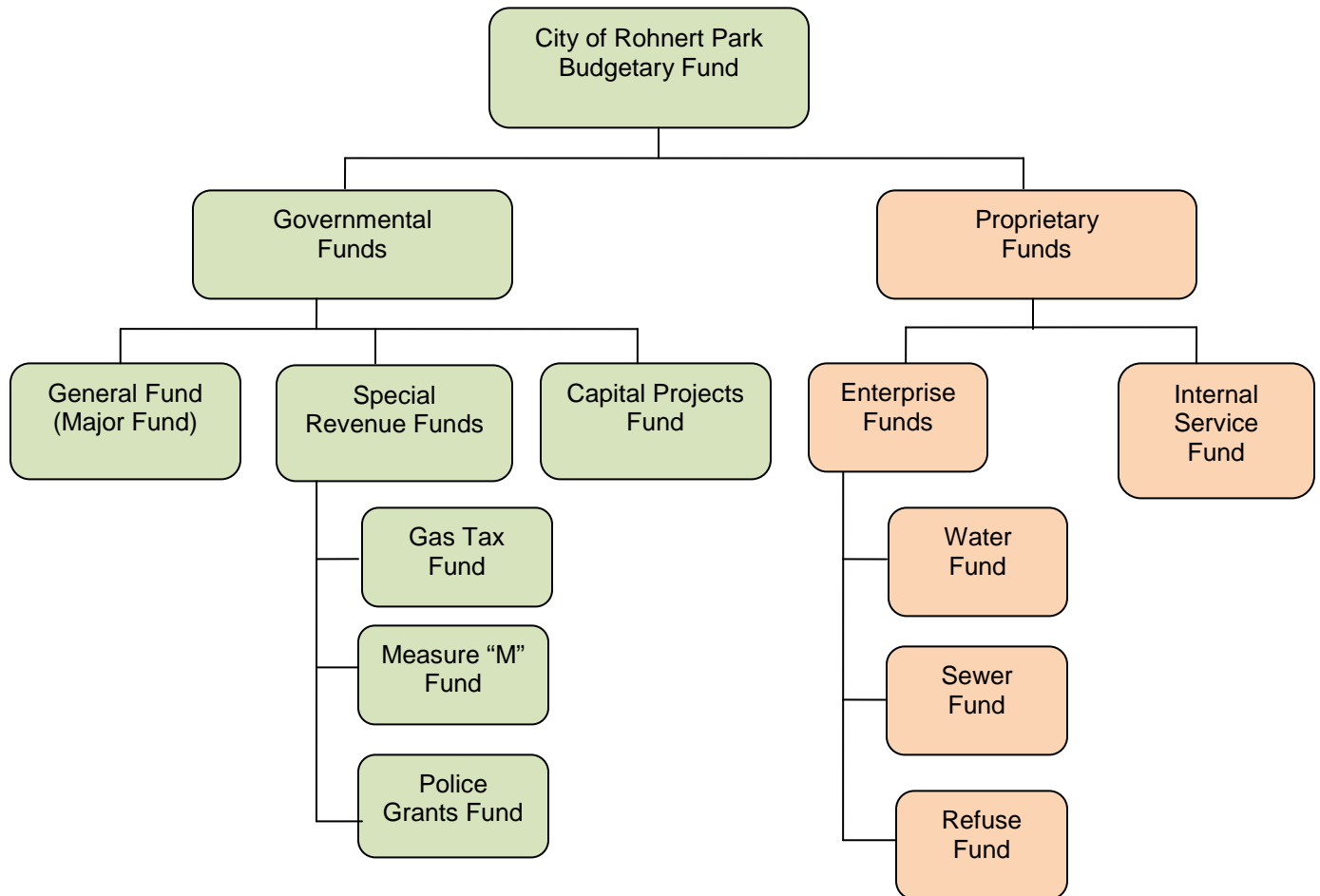
In accordance with generally accepted principles, the City's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. The City's various funds are structured to segregate and identify those financial transactions and resources associated with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

FUND STRUCTURE AND BASIS OF BUDGETING (con't)

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. 2012-56

**RESOLUTION OF THE COUNCIL OF THE CITY OF ROHNERT PARK
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE
CITY OF ROHNERT PARK FOR THE 2012-13 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 2012-13, 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 2012-13, the total annual appropriations subject to limitation are \$13,909,697 and the appropriations limit is \$42,384,060.

DULY AND REGULARLY ADOPTED this 12th day of June, 2012.

CITY OF ROHNERT PARK

Mayor

ATTEST

City Clerk



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

RESOLUTION NO. 2012- 67

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FOR FISCAL YEARS 2012-13 THROUGH 2016-17 AND
APPROVING PROJECTS FOR FISCAL YEARS 2012-13**

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 2012-13 and Fiscal Year 2015-16;

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 2012-13 through 2016-17 and recommend its adoption;

WHEREAS, on June 12, 2012, the City Council reviewed and discussed the draft Five-Year Capital Improvement Program for Fiscal Years 2012-13 through 2016-17 and recommended revisions; and

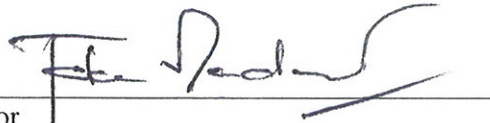
WHEREAS, on June 26, 2012, the City Council reviewed the Five-Year Capital Improvement Program for Fiscal Years 2012-13 through 2016-17 with recommended revisions.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Rohnert Park does hereby authorize and adopt the Five-Year Capital Improvement Program for Fiscal Years 2012-13 through 2016-17 and approve projects for Fiscal Year 2012-13.

BE IT FURTHER RESOLVED that the City Manager is authorized to appropriate and encumber funds for projects as shown in the approved CIP for FY 2012-13.

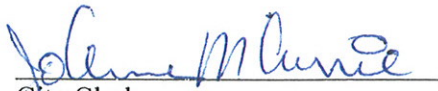
DULY AND REGULARY ADOPTED by the City Council of the City of Rohnert Park this 26th day of June, 2012.

CITY OF ROHNERT PARK



Mayor

ATTEST:


City Clerk

AHANOTU: <u>AYE</u>	BELFORTE: <u>AYE</u>	CALLINAN: <u>Absent</u>	STAFFORD: <u>AYE</u>	MACKENZIE: <u>AYE</u>
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)				

RESOLUTION NO. 2012-77

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING AND ADOPTING THE OPERATING BUDGET
FOR THE CITY OF ROHNERT PARK
FOR FISCAL YEAR 2012-2013**

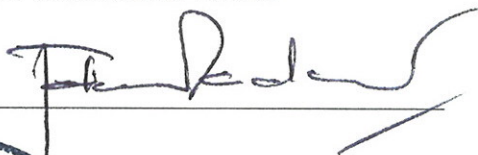
WHEREAS, the City Manager has heretofore prepared and submitted to the City Council a proposed operating budget for the City of Rohnert Park for the fiscal year 2012-2013; and

WHEREAS, on June 12, 2012, 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 2012-2013, a copy of which is attached hereto as Exhibit A and by reference made a part of this resolution, is hereby approved and adopted as the operating budget for the City of Rohnert Park for fiscal year 2012-2013.

DULY AND REGULARLY ADOPTED by the City Council of the City of Rohnert Park this 26th day of June, 2012.

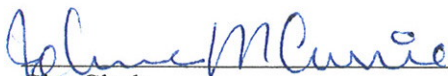
CITY OF ROHNERT PARK



Mayor



ATTEST


City Clerk

AHANOTU: AYE BELFORTE: AYE CALLINAN: Absent STAFFORD: AYE MACKENZIE: AYE
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)