

DEPARTMENTS

THIS SECTION INCLUDES:

- *All General Fund Departments*
- *Department 74/Fund 10 – Wastewater Operations*
- *Department 77/Fund 4 – Recreation*

DEPARTMENT 41 - LEGISLATIVE

The Legislative Department provides for the operating needs and expenditures of the Mayor, City Council, Commissions and City Clerk. The City Council is the policy making body of City government. Five City Council members are elected at large by the citizens of Scotts Valley to overlapping four year terms. Each November the City Council selects two of its members to serve as Mayor and Vice Mayor. The Mayor's duties include serving as the official representative of the City for all business and ceremonial purposes, as well as presiding over Council meetings and signing contracts and documents on behalf of the City.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	166,843	165,249	146,572	174,348	174,348
SERVICES & SUPPLIES	16,318	14,000	15,450	29,000	29,000
GRAND TOTAL	183,161	179,249	162,022	203,348	203,348

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
COUNCIL MEMBERS	5.00	5.00	5.00	5.00	5.00
CITY CLERK	0.50	0.50	0.50	0.50	0.50
PLANNING COMMISSION	5.00	5.00	5.00	5.00	5.00
TOTAL	10.50	10.50	10.50	10.50	10.50

DEPARTMENT 41 - LEGISLATIVE

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	82,348	82,231	82,231	82,231	82,231
202	PARS	469	557	557	557	557
203	FICA	4,118	3,635	3,635	3,241	3,241
204	RETIREMENT	10,144	11,004	11,004	11,398	11,398
205	GROUP INSURANCE	69,589	67,647	48,970	76,746	76,746
206	WORKERS' COMPENSATION	175	175	175	175	175
TOTAL SALARIES & BENEFITS		166,843	165,249	146,572	174,348	174,348
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	936	1,000	1,200	1,000	1,000
312	PROFESSIONAL/SPEC SERVICES	4,579	5,000	5,000	5,000	5,000
	Arts Commission					5,000
313	OTHER CONTRACTUAL SERVICES	6,433	4,500	4,000	4,500	4,500
	Muni Code Updates					1,200
	Other Services					2,800
	Muni Code on Internet					500
315	MEMBERSHIPS & DUES	385	250	250	250	250
316	TRAVEL/CONFERENCES/MEETINGS	3,860	3,000	5,000	3,250	3,250
	League of California Cities					1,625
	Other					1,625
319	ELECTIONS	0	0	0	15,000	15,000
402	MAINT & OPERATION OF EQMT	125	250	0	0	0
TOTAL SERVICES & SUPPLIES		16,318	14,000	15,450	29,000	29,000
GRAND TOTAL		183,161	179,249	162,022	203,348	203,348

DEPARTMENT 42 - LEGAL

The Legal Department provides for the services of the City Attorney, for defending the City in court, and handling claims against the City. The City Attorney is appointed by the City Council and is responsible for the preparation of resolutions, ordinances, contracts and other related legal documents. The City Attorney also provides legal guidance to the City.

<u>EXPENDITURES</u>	<u>2010 / 2011 ACTUAL</u>	<u>2011/ 2012 BUDGET</u>	<u>2011 / 2012 PROJECTED</u>	<u>2012 / 2013 DEPT REQUEST</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
SERVICES & SUPPLIES	80,339	82,800	102,800	82,800	82,800
GRAND TOTAL	80,339	82,800	102,800	82,800	82,800

DEPARTMENT 42 - LEGAL

		<u>2010 / 2011</u>	<u>2011/ 2012</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2012 / 2013</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
					<u>REQUEST</u>	<u>MANAGER</u>
						<u>PROPOSED</u>
SERVICES & SUPPLIES:						
210	SUPPLEMENTAL SERVICES	75,859	80,000	100,000	80,000	80,000
	Retainer					60,000
	Special Litigation					20,000
313	OTHER CONTRACTUAL SERVICES	4,480	2,800	2,800	2,800	2,800
	Government Code Updates					2,800
TOTAL SERVICES & SUPPLIES		80,339	82,800	102,800	82,800	82,800
GRAND TOTAL		80,339	82,800	102,800	82,800	82,800

DEPARTMENT 43 - GENERAL GOVERNMENT

The General Government account provides for services and functions which benefit more than one department operation and usually includes several departments. These include: City Hall utilities, non-capital telephone expenditures, rents, leases and maintenance of equipment shared by several departments, insurance costs, principal and interest payments on Certificates of Participation and related expenditures.

<u>EXPENDITURES</u>	<u>2010 / 2011 ACTUAL</u>	<u>2011/ 2012 BUDGET</u>	<u>2011 / 2012 PROJECTED</u>	<u>2012 / 2013 DEPT REQUEST</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	439,805	503,700	525,260	436,208	436,208
SERVICES & SUPPLIES	138,744	150,465	200,196	190,299	190,299
OTHER	486,679	463,107	461,147	463,816	463,816
<i>GRAND TOTAL</i>	<u>1,065,228</u>	<u>1,117,272</u>	<u>1,186,603</u>	<u>1,090,323</u>	<u>1,090,323</u>

DEPARTMENT 43 - GENERAL GOVERNMENT

		<u>2010 / 2011</u>	<u>2011/ 2012</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2012 / 2013</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
					<u>REQUEST</u>	<u>MANAGER</u>
						<u>PROPOSED</u>
SALARIES & BENEFITS:						
205	GROUP INSURANCE	216,378	237,000	250,000	250,000	250,000
206	WORKERS' COMPENSATION	179,207	256,700	265,260	176,208	176,208
207	UNEMPLOYMENT INSURANCE	44,220	10,000	10,000	10,000	10,000
TOTAL SALARIES & BENEFITS		439,805	503,700	525,260	436,208	436,208
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	4,795	5,500	5,000	5,000	5,000
303	SMALL TOOLS & SUPPLIES	374	500	500	500	500
305	ADVERTISING	312	0	0	0	0
306	COMMUNICATIONS	10,969	13,000	12,000	12,000	12,000
313	OTHER CONTRACTUAL SERVICES	28,364	52,500	98,000	80,870	80,870
	Information Technology Services					53,100
	Conference and Visitors Council					9,270
	Bond Trustees					8,000
	Collection Service Costs					3,000
	Arbitrage Rebate					5,000
	CEDS Update					2,300
	Other					200
314	INSURANCE & SURETY BONDS	42,833	39,865	45,450	52,479	52,479
	Liability Insurance					41,551
	Property Insurance					5,710
	Deductibles and Self-Insurance					5,218
315	MEMBERSHIPS & DUES	12,026	12,100	12,246	12,450	12,450
	League of California Cities					5,750
	AMBAG					4,000
	MBUAPCD					2,700
316	TRAVEL/CONFERENCE/MEETINGS	107	0	0	0	0
349	MISCELLANEOUS	19,202	8,000	8,000	8,000	8,000
	Awards					3,000
	Volunteer Recognition					1,200
	Property Taxes					800
	Sister City					500
	Other					2,500
402	MAINT & OPERATION OF EQMT	19,762	19,000	19,000	19,000	19,000
	Copy Machine Maintenance					10,250
	Computer Software Maintenance					3,400
	Computer Hardware Maintenance					3,000
	Telephone System Maintenance					1,000
	Postage Machine Maintenance					1,150
	Audio System Maintenance					200
TOTAL SERVICES & SUPPLIES		138,744	150,465	200,196	190,299	190,299

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DEPARTMENT 43 - GENERAL GOVERNMENT (Concluded)

	<u>2010 / 2011 ACTUAL</u>	<u>2011/ 2012 BUDGET</u>	<u>2011 / 2012 PROJECTED</u>	<u>2012 / 2013 DEPT REQUEST</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
OTHER:					
701 CONTRIBUTIONS	12,114	12,200	10,240	10,710	10,710
LAFCO					5,100
Scotts Valley Fire District - Haz Mat					5,100
Mosquito					510
801 RETIREMENT OF PRINCIPAL	159,527	137,871	137,871	140,353	140,353
802 INTEREST EXPENSE	315,038	313,036	313,036	312,753	312,753
TOTAL OTHER	<u>486,679</u>	<u>463,107</u>	<u>461,147</u>	<u>463,816</u>	<u>463,816</u>
GRAND TOTAL	<u>1,065,228</u>	<u>1,117,272</u>	<u>1,186,603</u>	<u>1,090,323</u>	<u>1,090,323</u>

DEPARTMENT 44 - ADMINISTRATION

The City Manager is the Chief Administrative Officer of the City. He is appointed by, is responsible to, and serves at the pleasure of the City Council and is charged with the duty of carrying out City policy as determined by the City Council. He is also charged with the responsibility of all personnel and risk management activities of the City.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	199,876	199,270	289,534	291,231	291,231
SERVICES & SUPPLIES	2,033	2,300	2,200	2,300	2,300
GRAND TOTAL	<u>201,909</u>	<u>201,570</u>	<u>291,734</u>	<u>293,531</u>	<u>293,531</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
CITY MANAGER	0.60	0.60	0.60	0.60	1.00
DEPUTY CITY MANAGER / ADMINISTRATIVE SERVICES DIR.	0.10	0.10	0.10	0.10	0.10
CITY CLERK	0.50	0.50	0.50	0.50	0.50
TOTAL	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.60</u>

2012-2013 Notes:

* Included in personnel detail above is a partial Deputy City Manager/Administrative Services Director position. This position is vacant and currently frozen. No amounts were budgeted for this position.

* Prior to 2012-2013, a portion of the City Manager position was allocated to the Redevelopment Agency as the Executive Director. With the elimination of the Redevelopment Agency, the full position of the City Manager is now budgeted in Administration.

DEPARTMENT 44 - ADMINISTRATION

		<u>2010 / 2011</u>	<u>2011/ 2012</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2012 / 2013</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
					<u>REQUEST</u>	<u>MANAGER</u>
						<u>PROPOSED</u>
SALARIES & BENEFITS:						
101	REGULAR WAGES	133,253	132,789	195,055	195,055	195,055
203	FICA	8,389	8,341	11,892	10,602	10,602
204	RETIREMENT	37,386	37,912	55,851	57,802	57,802
205	GROUP INSURANCE	20,573	19,953	26,461	27,497	27,497
206	WORKERS' COMPENSATION	275	275	275	275	275
TOTAL SALARIES & BENEFITS		199,876	199,270	289,534	291,231	291,231
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	787	1,200	1,200	1,200	1,200
314	INSURANCE & SURETY BONDS	85	0	0	0	0
315	MEMBERSHIPS & DUES	57	0	50	0	0
316	TRAVEL/CONFERENCES/MEETINGS	285	100	0	100	100
	League of California Cities					100
322	TRAINING & EDUCATION	0	100	50	100	100
402	MAINT & OPERATION OF EQMT	0	100	0	0	0
403	MAINT & OPERATION OF VEHICLE	819	800	900	900	900
TOTAL SERVICES & SUPPLIES		2,033	2,300	2,200	2,300	2,300
GRAND TOTAL		201,909	201,570	291,734	293,531	293,531

DEPARTMENT 45 - FINANCE

The Finance Department provides a support service to all other City departments. The Department receives all income, prepares checks for payment of all expenses, and is responsible for determining City investments. It maintains records of all income and expenditures for all funds, preparing reports on these matters for both the City Council and the State. The Department processes grant records and claims, sewer service fees, alarm fees and other miscellaneous billings. Working with the City Manager, the Department participates in preparing the budget for recommendation to the City Council. The Department is also responsible for payroll, purchasing and all City insurance programs.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	347,884	317,083	317,083	320,401	320,401
SERVICES & SUPPLIES	22,323	20,730	20,725	22,825	22,825
GRAND TOTAL	370,207	337,813	337,808	343,226	343,226

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
DEPUTY CITY MANAGER / ADMINISTRATIVE SERVICES DIR.	0.90	0.90	0.90	0.90	0.90
FINANCE DIRECTOR					
ACCOUNTANT I	1.00				
ACCOUNTANT II		1.00	1.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	1.00
ACCOUNTING ASSISTANT	0.85	0.85	0.85	0.85	0.85
ADMINISTRATIVE SECRETARY I	1.00	1.00			
ADMINISTRATIVE SECRETARY II			0.50	0.50	0.50
NETWORK SPECIALIST	0.50	0.50	0.50	0.50	0.50
TOTAL:	5.25	5.25	4.75	4.75	4.75

2012-2013 Notes:

* Included in Personnel Detail above is a partial Deputy City Manager/Administrative Services Director and the Network Specialist position. These positions are vacant and currently frozen. No amounts were budgeted for these position.

DEPARTMENT 45 - FINANCE

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	212,475	191,512	191,512	192,368	192,368
203	FICA	16,081	14,651	14,651	12,792	12,792
204	RETIREMENT	52,442	53,692	53,692	55,858	55,858
205	GROUP INSURANCE	65,548	55,890	55,890	58,045	58,045
206	WORKERS' COMPENSATION	1,338	1,338	1,338	1,338	1,338
	TOTAL SALARIES & BENEFITS	347,884	317,083	317,083	320,401	320,401
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	6,361	6,000	6,000	6,000	6,000
302	SPECIAL DEPARTMENT EXPENSE	435	435	435	435	435
312	PROFESSIONAL/SPECIALIZED SVCS Independent Audit	14,115	13,000	13,000	15,000	15,000
313	OTHER CONTRACTUAL SERVICES	92	0	0	0	0
315	MEMBERSHIPS & DUES	190	345	190	190	190
316	TRAVEL/CONFERENCES/MEETINGS	25	100	50	100	100
322	TRAINING & EDUCATION	0	100	50	100	100
402	MAINT & OPERATION OF EQMT	1,105	750	1,000	1,000	1,000
	TOTAL SERVICES & SUPPLIES	22,323	20,730	20,725	22,825	22,825
	GRAND TOTAL	370,207	337,813	337,808	343,226	343,226

DEPARTMENT 51 - POLICE

The Police Department serves the Citizens of Scotts Valley in the preservation of life and property. The Department's primary task is to reduce crime through prevention, detection, and apprehension of violators; and to provide for the orderly and safe movement of vehicular traffic through traffic enforcement, accident investigation, and pre-development review. The Department also ensures public safety through the regulation and control of hazardous conditions. The Police Department seeks to recover lost and stolen property and to provide a variety of traditional and non-traditional enforcement programs reflecting community needs and desires. The Department is divided into two divisions: Operations and Support/Special Services.

<u>EXPENDITURES</u>	<u>2010 / 2011 ACTUAL</u>	<u>2011/ 2012 BUDGET</u>	<u>2011 / 2012 PROJECTED</u>	<u>2012 / 2013 DEPT REQUEST</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	3,727,916	4,031,548	3,943,994	4,112,082	4,112,082
SERVICES & SUPPLIES	281,217	289,779	290,424	283,889	283,889
OTHER	26,702	27,077	29,570	27,077	27,077
<u>GRAND TOTAL</u>	<u>4,035,835</u>	<u>4,348,404</u>	<u>4,263,988</u>	<u>4,428,048</u>	<u>4,428,048</u>

<u>PERSONNEL DETAIL</u>	<u>2008 / 2009</u>	<u>2009 / 2010</u>	<u>2010 / 2011</u>	<u>2011 / 2012</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
CHIEF OF POLICE	1.00	1.00	1.00	1.00	1.00
CAPTAIN					
LIEUTENANT	2.00	2.00	2.00	2.00	2.00
SERGEANT	5.00	4.00	4.00	4.00	4.00
DETECTIVE	2.00	3.00	3.00	3.00	3.00
JUVENILE OFFICER	1.00	1.00	1.00	1.00	1.00
SCHOOL RESOURCE OFFICER	1.00	1.00	1.00	1.00	1.00
PATROL OFFICER	8.00	8.00	8.00	8.00	8.00
TRAFFIC OFFICER	2.00	2.00	2.00	2.00	2.00
COMMUNITY SERVICES OFFICER					
ADMINISTRATIVE SECRETARY III/ ANALYST	1.00	1.00	1.00	1.00	1.00
SERVICES SUPERVISOR	1.00	1.00	1.00	1.00	1.00
EMERGENCY DISPATCH CLERK III					
EMERGENCY DISPATCH CLERK II	2.00	2.00	2.00	2.00	2.00
EMERGENCY DISPATCH CLERK I	4.00	4.00	4.00	4.00	4.00
OFFICE ASSISTANT	0.50	0.50			
<u>TOTAL</u>	<u>30.50</u>	<u>30.50</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>

2012-2013 Notes:

* Included in Personnel Detail above are two positions (School Resource Officer and one Patrol Officer) which are vacant and currently frozen. No amounts were budgeted for these positions.

DEPARTMENT 51 - POLICE

		<u>2010 / 2011</u>	<u>2011 / 2012</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2012 / 2013</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
					<u>REQUEST</u>	<u>MANAGER</u>
						<u>PROPOSED</u>
SALARIES & BENEFITS:						
101	REGULAR WAGES	2,166,850	2,308,733	2,240,000	2,344,655	2,344,655
107	TEMPORARY WAGES	8,929	12,144	9,744	12,144	12,144
	Reserves					8,400
	Youth Work Program					3,744
109	OVERTIME WAGES	132,541	126,000	126,000	126,000	126,000
	Sworn Personnel					103,000
	Non-Sworn Personnel					23,000
203	FICA	172,324	181,063	176,000	160,424	160,424
204	RETIREMENT	794,232	927,693	900,000	956,003	956,003
205	GROUP INSURANCE	430,790	453,665	470,000	490,606	490,606
206	WORKERS' COMPENSATION	22,250	22,250	22,250	22,250	22,250
TOTAL SALARIES & BENEFITS		3,727,916	4,031,548	3,943,994	4,112,082	4,112,082

DEPARTMENT 51 - POLICE (Continued)

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	14,003	20,605	18,000	18,000	18,000
301	OFFICE EXPENSE	11,691	15,125	14,125	14,125	14,125
302	SPECIAL DEPARTMENT EXPENSE	27,232	27,000	27,000	26,000	26,000
	Armory Expenses					17,300
	Investigation Expenses					3,950
	Evidence Expenses					2,650
	Other Expenses					2,100
303	SMALL TOOLS & SUPPLIES	5,794	5,575	5,575	5,575	5,575
306	COMMUNICATIONS	31,362	32,920	32,920	32,920	32,920
	Telephones					15,020
	Open Query					9,700
	Cell Phones & Pagers					4,800
	Radio Equipment Repairs & Installation					2,700
	Vehicle Radios/Walkie-Talkie Batteries					500
	Internet Fees					200
308	RENTS & LEASES	4,271	4,794	4,794	4,794	4,794
310	RECRUITMENT	22,773	13,000	13,000	13,000	13,000
313	OTHER CONTRACTUAL SERVICES	395	500	850	2,815	2,815
314	INSURANCE & SURETY BONDS	2,114	0	0	0	0
315	MEMBERSHIPS & DUES	1,853	2,000	2,000	2,000	2,000
316	TRAVEL/CONFERENCES/MEETINGS	1,015	1,160	1,160	1,160	1,160
322	TRAINING & EDUCATION	39,965	40,000	40,000	40,000	40,000
	Mandatory Training					22,000
	Essential Training					8,700
	Educational Reimbursements					4,000
	Training Conferences					2,500
	Other Training Costs					2,800
401	MAINT OF BLDGS/STRUCT/GROUNDS	192	0	0	0	0
402	MAINT & OPERATION OF EQMT	44,941	59,000	59,000	48,500	48,500
	Santa Cruz Metro Records System					31,200
	Contracts					10,050
	Equipment Supplies					7,250
403	MAINT & OPERATION OF VEHICLES	73,616	68,100	72,000	75,000	75,000
	Gasoline					39,000
	Vehicle Parts and Tires					20,980
	Misc Other Costs					15,020
TOTAL SERVICES & SUPPLIES		281,217	289,779	290,424	283,889	283,889

DEPARTMENT 51 - POLICE (Concluded)

		<u>2010 / 2011</u>	<u>2011/ 2012</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2012 / 2013</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
					<u>REQUEST</u>	<u>MANAGER</u>
						<u>PROPOSED</u>
FIXED ASSETS:						
910	OFFICE EQMT & FURNITURE	0	0	0	5,000	5,000
	Computers					5,000
TOTAL FIXED ASSETS		0	0	0	5,000	5,000
OTHER:						
701	CONTRIBUTIONS	26,702	27,077	29,570	27,077	27,077
	SCCNET					20,580
	SART (Sexual Assault Response Team)					5,005
	Santa Cruz County Criminal Justice Council					1,492
TOTAL OTHER		26,702	27,077	29,570	27,077	27,077
GRAND TOTAL		4,035,835	4,348,404	4,263,988	4,428,048	4,428,048

DEPARTMENT 52 - ANIMAL CONTROL

Animal Control services are provided to the City by contract with the Santa Cruz Animal Services Authority (SCASA). This contractual service is in the form of a Joint Powers Authority between the Cities of Capitola, Santa Cruz, Scotts Valley, and the County of Santa Cruz. Animal Control services include: administration; promotion of dog licensing; enforcement of animal control ordinances; humane care and housing of stray and unwanted animals; 24-hour emergency response; adoption of suitable animals; humane disposal of sick, injured, or unadoptable animals; pick up, care and appropriate disposal of stray and unwanted animals.

<u>EXPENDITURES</u>	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	98,580	100,862	100,862	107,029	107,029
GRAND TOTAL	98,580	100,862	100,862	107,029	107,029
SERVICES & SUPPLIES:					
313 OTHER CONTRACTUAL SERVICES	98,580	100,862	100,862	107,029	107,029
TOTAL SERVICES & SUPPLIES	98,580	100,862	100,862	107,029	107,029
GRAND TOTAL	98,580	100,862	100,862	107,029	107,029

DEPARTMENT 53 - EMERGENCY SERVICES

The Emergency Services account provides funding for the maintenance and operation of the City's emergency services program. The City's Police Department developed an emergency services program and manual for the City in 1987. The City Manager serves as the Director of Emergency Services and the Police Chief serves as the Coordinator of Emergency Services. The key to the OES program is training City staff in preparation for emergency situations, such as earthquakes, forest fires and flooding.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	896	1,100	1,100	1,100	1,100
OTHER	57,911	58,250	58,250	68,558	68,558
GRAND TOTAL	58,807	59,350	59,350	69,658	69,658
SERVICES & SUPPLIES:					
306 COMMUNICATIONS	896	1,100	1,100	1,100	1,100
TOTAL SERVICES & SUPPLIES	896	1,100	1,100	1,100	1,100
OTHER:					
701 CONTRIBUTIONS	10,202	10,972	10,972	21,280	21,280
Winter Shelter Program					16,563
HAP Consultant					2,308
Homeless Bienial Census					1,745
Homeless Management Info System					462
Ten-Year Strategic Plan					202
705 CONTRIBUTIONS/SOCIAL SERV	47,709	47,278	47,278	47,278	47,278
Community Service Organizations					46,278
Cultural Council					1,000
TOTAL OTHER	57,911	58,250	58,250	68,558	68,558
GRAND TOTAL	58,807	59,350	59,350	69,658	69,658

DEPARTMENT 61 - PLANNING

The Planning Department guides and coordinates the development of the City through the preparation, maintenance, and implementation of the General Plan and administration of the City's building codes and zoning regulations. The Department provides advanced and current planning services through General Plan preparation and policy implementation. Included among planning duties are: design review, issuance of variances, master plan development, subdivision review and approval, environmental impact reports, code enforcement, and various sign permits. The Planning Department provides policy recommendations to the City Manager, City Council and Planning Commission.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	272,323	306,708	395,490	475,531	475,531
SERVICES & SUPPLIES	8,746	15,635	10,525	13,335	13,335
GRAND TOTAL	281,069	322,343	406,015	488,866	488,866

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
COMMUNITY DEVELOPMENT DIR / DEPUTY CITY MANAGER	0.25	0.25	0.25	0.25	1.00
PRINCIPAL PLANNER	0.90	0.90	0.90	0.90	1.00
SENIOR PLANNER	0.75	1.75	1.75	1.75	2.00
ASSISTANT PLANNER	1.00				
ADMIN SEC III / PLANNING AIDE	1.00	1.00			
ADMINISTRATIVE SECRETARY II PLANNING / ECONOMIC DEVELOPMENT SPECIALIST	0.40	0.40	0.50	0.50	0.50
TOTAL	4.30	4.30	3.40	3.40	4.50

2012-2013 Notes:

* Included in Personnel Detail above is a partial Principal Planner position that is vacant and currently frozen. No amounts were budgeted for this position.

* Prior to 2012-2013, a portion of both the Community Development Director/Deputy City Manager and one Senior Planner positions were allocated to the Redevelopment Agency. With the eliminatin of the Redevelopment Agency, these positions are now fully budgeted in Planning.

DEPARTMENT 61 - PLANNING

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	174,772	197,824	262,316	307,304	307,304
203	FICA	13,284	13,565	16,824	20,158	20,158
204	RETIREMENT	44,434	55,769	71,900	90,208	90,208
205	GROUP INSURANCE	38,983	38,700	43,600	57,011	57,011
206	WORKERS' COMPENSATION	850	850	850	850	850
TOTAL SALARIES & BENEFITS		272,323	306,708	395,490	475,531	475,531
SERVICES & SUPPLIES:						
208	UNIFORM ALLOWANCE	487	425	425	425	425
301	OFFICE EXPENSE	3,288	4,000	3,000	2,000	2,000
302	SPECIAL DEPARTMENT EXPENSE	746	1,200	750	750	750
	Computer Software					500
	Books & Publications					250
303	SMALL TOOLS & SUPPLIES	55	200	200	100	100
	General Plan Reproduction					100
305	ADVERTISING	343	0	0	0	0
310	RECRUITMENT	436	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SERV	525	1,000	1,000	1,000	1,000
	Triaxal Data- Data Base Update					500
	Zoning/General Plan Update					500
313	OTHER CONTRACTUAL SERVICES	0	5,000	2,000	4,000	4,000
315	MEMBERSHIPS & DUES	1,460	810	1,000	2,550	2,550
	3 APA					1,500
	ICMA					900
	AEP					150
316	TRAVEL/CONFERENCES/MEETINGS	223	700	700	1,060	1,060
	State APA					1,060
322	TRAINING & EDUCATION	495	600	0	0	0
349	MISCELLANEOUS	0	250	250	250	250
402	MAINT & OPERATION OF EQMT	370	1,000	750	750	750
403	MAINT & OPERATION OF VEHICLES	318	450	450	450	450
TOTAL SERVICES & SUPPLIES		8,746	15,635	10,525	13,335	13,335
GRAND TOTAL		281,069	322,343	406,015	488,866	488,866

DEPARTMENT 62 - BUILDING

The Building Division is responsible for all construction inspection activities, including compliance with the Building Code, Electrical Code, Plumbing Code and other legal requirements. The Building Division reviews proposed construction plans for conformance to Code requirements and monitors construction activities on a continuing basis to ensure structural integrity and safety. The Division identifies violations and causes their correction. The Division also provides information and processing on Building Permits, the issuance and administration of these permits, and supplies information on building activities to data collection agencies and organizations.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	13,176	30,064	31,534	106,307	106,307
SERVICES & SUPPLIES	25,860	1,150	10,625	13,100	13,100
GRAND TOTAL	<u>39,036</u>	<u>31,214</u>	<u>42,159</u>	<u>119,407</u>	<u>119,407</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
BUILDING OFFICIAL	1.00	1.00			1.00
SENIOR BUILDING INSPECTOR	0.33	0.33	0.33	0.33	0.33
CODE ENFORCEMENT OFFICER	0.33	0.33	0.33	0.33	0.33
SECRETARY I	0.75	0.75	0.75	0.75	0.75
TOTAL	<u>2.41</u>	<u>2.41</u>	<u>1.41</u>	<u>1.41</u>	<u>2.41</u>

2012-2013 Notes:

* Included in Personnel Detail above is a Senior Building Inspector, Code Enforcement Officer, and a Secretary I position. These positions are vacant and currently frozen. No amounts were budgeted for these positions.

DEPARTMENT 62 - BUILDING

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	0	0	0	65,856	65,856
107	TEMPORARY WAGES	11,657	29,634	29,634	0	0
203	FICA	892	430	1,900	4,379	4,379
204	RETIREMENT	0	0	0	19,141	19,141
205	GROUP INSURANCE	627	0	0	16,681	16,681
206	WORKERS' COMPENSATION	0	0	0	250	250
TOTAL SALARIES & BENEFITS		13,176	30,064	31,534	106,307	106,307
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	239	250	600	600	600
303	SMALL TOOLS & SUPPLIES	906	500	500	500	500
	UBC Updates					250
	Misc Supplies					250
312	PROFESSIONAL/SPECIALIZED SERV	23,897	0	9,000	10,000	10,000
314	INSURANCE & SURETY BONDS	110	0	0	0	0
315	MEMBERSHIPS & DUES	100	0	125	300	300
322	TRAINING & EDUCATION	0	0	0	1,300	1,300
	ICBO Building Official Course					1,300
403	MAINT & OPERATION OF VEHICLES	608	400	400	400	400
TOTAL SERVICES & SUPPLIES		25,860	1,150	10,625	13,100	13,100
GRAND TOTAL		39,036	31,214	42,159	119,407	119,407

DEPARTMENT 71 - ENGINEERING

The Engineering Division provides technical support for all divisions of both the public works and planning departments, and provides operational services for the City Engineer's office. The Director of Public Works/City Engineer is responsible for the following divisions: Engineering, Street Maintenance, Vehicle and Equipment Maintenance, Wastewater, Park Maintenance, Building Maintenance and Recreation.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	381,938	374,531	434,022	436,922	436,922
SERVICES & SUPPLIES	24,569	24,600	29,925	28,550	28,550
GRAND TOTAL	<u>406,507</u>	<u>399,131</u>	<u>463,947</u>	<u>465,472</u>	<u>465,472</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
PUBLIC WORKS DIRECTOR/ CITY ENGINEER	0.50	0.50	0.50	0.50	0.80
CIVIL ENGINEER (TRAFFIC)	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY I			0.50	0.50	0.50
ADMINISTRATIVE SECRETARY III	1.00	1.00			
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>3.50</u>	<u>3.50</u>	<u>3.00</u>	<u>3.00</u>	<u>3.30</u>

2012-2013 Notes:

* Prior to 2012-2013, a portion of the Public Works Director / City Engineer position was allocated to the Redevelopment Agency. With the elimination of the Redevelopment Agency, this position is now budgeted at .80 in Engineering.

DEPARTMENT 71 - ENGINEERING

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	250,274	242,493	281,922	282,691	282,691
203	FICA	17,996	17,945	20,503	18,942	18,942
204	RETIREMENT	64,939	68,495	79,848	82,892	82,892
205	GROUP INSURANCE	47,854	44,723	50,874	51,522	51,522
206	WORKERS' COMPENSATION	875	875	875	875	875
	TOTAL SALARIES & BENEFITS	381,938	374,531	434,022	436,922	436,922
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	250	0	250	250	250
210	SUPPLEMENTAL SERVICES	1,915	1,500	1,500	1,500	1,500
301	OFFICE EXPENSE	2,549	2,500	2,500	2,500	2,500
302	SPECIAL DEPARTMENT EXPENSE	0	0	3,700	3,700	3,700
303	SMALL TOOLS & SUPPLIES	906	1,500	1,500	1,000	1,000
306	COMMUNICATIONS	2,658	3,500	3,500	3,500	3,500
312	PROFESSIONAL/SPECIALIZED SERV Geotechnical & Traffic Consulting	1,360	1,250	2,625	1,250	1,250
315	MEMBERSHIPS & DUES	567	750	750	750	750
316	TRAVEL/CONFERENCES/MEETINGS	1,754	1,500	1,500	1,500	1,500
322	TRAINING & EDUCATION	1,311	1,500	1,500	1,500	1,500
402	MAINT & OPERATION OF EQMT	7,717	7,100	7,100	7,100	7,100
403	MAINT & OPERATION OF VEHICLES	3,582	3,500	3,500	4,000	4,000
	TOTAL SERVICES & SUPPLIES	24,569	24,600	29,925	28,550	28,550
	GRAND TOTAL	406,507	399,131	463,947	465,472	465,472

DEPARTMENT 72 - STREET MAINTENANCE

The Maintenance Division provides maintenance and repair of all city-owned buildings, facilities and streets. The Division is responsible for maintaining roads and rights-of-way, which includes signing, street striping, safety delineations and devices, storm drains stream channels, etc.

<u>EXPENDITURES</u>	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	192,737	183,477	199,280	201,940	201,940
SERVICES & SUPPLIES	171,617	128,700	127,000	126,000	126,000
GRAND TOTAL	364,354	312,177	326,280	327,940	327,940

<u>PERSONNEL DETAIL</u>	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
MAINTENANCE DIVISION MANAGER	0.30	0.30	0.30	0.30	0.30
MAINTENANCE SUPERVISOR	0.30	0.30	0.30	0.30	0.30
MAINTENANCE WORKER III	1.00	1.00	1.00	1.00	1.00
MAINTENANCE WORKER II	1.00	1.00	1.00	1.00	1.00
MAINTENANCE WORKER I	1.00	1.00	1.00	1.00	1.00
TOTAL	3.60	3.60	3.60	3.60	3.60

2012-2013 Notes:

* Included in Personnel Detail above is one Maintenance Worker II and a partial Maintenance Division Manager position which are vacant and currently frozen. No amounts were budgeted for these positions.

DEPARTMENT 72 - STREET MAINTENANCE

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	114,945	111,486	111,736	110,485	110,485
109	OVERTIME WAGES	2,007	2,500	2,000	2,500	2,500
203	FICA	8,707	8,951	8,894	7,729	7,729
204	RETIREMENT	28,227	31,212	31,000	32,034	32,034
205	GROUP INSURANCE	38,201	28,678	45,000	48,542	48,542
206	WORKERS' COMPENSATION	650	650	650	650	650
TOTAL SALARIES & BENEFITS		192,737	183,477	199,280	201,940	201,940
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	4,193	3,000	3,000	3,000	3,000
301	OFFICE EXPENSE	29	400	200	200	200
302	SPECIAL DEPARTMENT EXPENSE	694	1,500	1,000	1,000	1,000
	DMV					750
	Hazmat Removal					250
303	SMALL TOOLS & SUPPLIES	1,394	2,500	1,500	1,500	1,500
306	COMMUNICATIONS	1,136	1,200	1,200	1,200	1,200
310	RECRUITMENT	565	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SERV	3,514	5,000	5,000	4,000	4,000
	Tree Removal					4,000
313	OTHER CONTRACTUAL SERVICES	21,023	38,000	33,000	33,000	33,000
	Traffic Signal maintenance					30,000
	Bike lane Maintenance					3,000
314	INSURANCE & SURETY BONDS	484	0	0	0	0
315	MEMBERSHIPS & DUES	382	150	150	150	150
316	TRAVEL/CONFERENCES/MEETINGS	5	150	150	150	150
322	TRAINING & EDUCATION	758	1,800	1,800	1,800	1,800
327	POWER UTILITIES	115,192	35,000	40,000	40,000	40,000
401	MAINT OF BLDGS/STRCT/GRNDS	2,397	3,500	3,500	3,500	3,500
402	MAINT & OPERATION OF EQMT	2,889	4,000	4,000	4,000	4,000
403	MAINT & OPERATION OF VEHICLES	6,479	7,500	7,500	7,500	7,500
404	ROAD MAINTENANCE MATERIALS	10,483	25,000	25,000	25,000	25,000
	Road & street sign maintenace					21,000
	Bike lane painting					2,000
	Bike lane asphalt repairs					2,000
TOTAL SERVICES & SUPPLIES		171,617	128,700	127,000	126,000	126,000
GRAND TOTAL		364,354	312,177	326,280	327,940	327,940

DEPARTMENT 73 - VEHICLE/EQUIPMENT MAINTENANCE

The Vehicle and Equipment Maintenance Division provides for the maintenance and repair of all city equipment, including police vehicles, public works vehicles, heavy operating equipment, and small support equipment. The primary objective of this division is to maintain all city equipment so that it is safe and in peak-operating condition.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	104,741	104,000	104,000	104,693	104,693
SERVICES & SUPPLIES	3,781	5,050	5,500	5,500	5,500
GRAND TOTAL	<u>108,522</u>	<u>109,050</u>	<u>109,500</u>	<u>110,193</u>	<u>110,193</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
MAINTENANCE DIVISION MANAGER	0.10	0.10	0.10	0.10	0.10
MAINTENANCE SUPERVISOR	0.10	0.10	0.10	0.10	0.10
CHIEF MECHANIC	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>

2012-2013 Notes:

* Included in Personnel Detail above is a partial Maintenance Division Manager position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 73 - VEHICLE/EQUIPMENT MAINTENANCE

	<u>2010 / 2011 ACTUAL</u>	<u>2011 / 2012 BUDGET</u>	<u>2011 / 2012 PROJECTED</u>	<u>2012 / 2013 DEPT REQUEST</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS:					
101 REGULAR WAGES	63,545	62,856	62,856	62,856	62,856
109 OVERTIME WAGES	468	300	300	300	300
203 FICA	4,752	4,846	4,846	4,214	4,214
204 RETIREMENT	16,400	17,622	17,622	18,251	18,251
205 GROUP INSURANCE	19,276	18,076	18,076	18,772	18,772
206 WORKERS' COMPENSATION	300	300	300	300	300
TOTAL SALARIES & BENEFITS	104,741	104,000	104,000	104,693	104,693
SERVICES & SUPPLIES:					
208 UNIFORM EXPENSE	1,420	1,200	1,200	1,200	1,200
301 OFFICE EXPENSE	32	100	100	100	100
302 SPECIAL DEPARTMENT EXPENSE	311	0	0	0	0
303 SMALL TOOLS & SUPPLIES	1,405	3,000	3,000	3,000	3,000
306 COMMUNICATIONS	334	0	500	500	500
313 OTHER CONTRACTUAL SERVICES	0	500	0	0	0
322 TRAINING & EDUCATION	0	0	200	200	200
403 MAINT & OPERATION OF VEHICLES	279	250	500	500	500
TOTAL SERVICES & SUPPLIES	3,781	5,050	5,500	5,500	5,500
GRAND TOTAL	108,522	109,050	109,500	110,193	110,193

DEPARTMENT 74/FUND 10 - WASTEWATER OPERATIONS

The Wastewater Operations Division provides for the collection, treatment and disposal of wastewater. This includes maintaining the collection system, lift stations and industrial monitoring, as well as complete secondary treatment of all wastewater.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	898,764	891,224	891,224	867,051	867,051
SERVICES & SUPPLIES	702,195	639,840	666,145	674,040	674,040
FIXED ASSETS	18,457	27,600	31,800	27,100	27,100
OTHER	231,727	220,000	220,000	220,000	220,000
GRAND TOTAL	<u>1,851,143</u>	<u>1,778,664</u>	<u>1,809,169</u>	<u>1,788,191</u>	<u>1,788,191</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
PUBLIC WORKS DIRECTOR/ CITY ENGINEER	0.20	0.20	0.20	0.20	0.20
WASTEWATER & ENVIRONMENTAL PROGRAM MANAGER	1.00	1.00	1.00	1.00	1.00
CHIEF WASTEWATER / PLANT OPERATOR	1.00	1.00	1.00	1.00	1.00
WASTEWATER PLANT OPERATOR II	3.00	3.00	3.00	3.00	3.00
WASTEWATER PLANT OPERATOR I	1.00	1.00	1.00	1.00	1.00
SENIOR LAB TECHNICIAN/ INDUSTRIAL WASTE INSPECTOR	1.00	1.00	1.00	1.00	1.00
ACCOUNTING ASSISTANT	0.15	0.15	0.15	0.15	0.15
TOTAL	<u>7.35</u>	<u>7.35</u>	<u>7.35</u>	<u>7.35</u>	<u>7.35</u>

DEPARTMENT 74/FUND 10 - WASTEWATER OPERATIONS

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	483,951	484,649	484,649	489,142	489,142
109	OVERTIME WAGES	31,231	32,000	32,000	32,000	32,000
	Emergencies & Holidays					32,000
203	FICA	39,147	38,376	38,376	33,924	33,924
204	RETIREMENT	114,863	136,185	136,185	142,347	142,347
205	GROUP INSURANCE	183,095	131,971	131,971	121,150	121,150
206	WORKERS' COMPENSATION	46,477	68,043	68,043	48,488	48,488
TOTAL SALARIES & BENEFITS		898,764	891,224	891,224	867,051	867,051
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	5,154	7,000	6,800	7,000	7,000
301	OFFICE EXPENSE	8,330	5,000	5,000	5,000	5,000
302	SPECIAL DEPARTMENT EXPENSE	140,531	130,000	145,000	145,000	145,000
	Sludge Disposal					70,000
	Chemicals					65,000
	Permits & Licenses					10,000
303	SMALL TOOLS & SUPPLIES	14,522	12,000	11,000	12,000	12,000
306	COMMUNICATIONS	5,046	5,500	6,000	6,000	6,000
307	UTILITIES	263,876	265,000	265,000	265,000	265,000
308	RENTS & LEASES	6,707	7,000	5,889	7,000	7,000
	Ocean Outfall					7,000
313	OTHER CONTRACTUAL SERVICES	46,756	50,000	60,000	60,000	60,000
	Source Control Contract					25,000
	Generator Service Agreement					13,000
	Computer Programming					7,000
	Blower Annual Maintenance Agreement					6,000
	Storm Water Program					5,000
	Corrosion Testing Service					2,000
	Other					2,000
314	INSURANCE & SURETY BONDS	23,695	28,840	26,556	30,040	30,040
	Liability Insurance					13,846
	Property Insurance					12,276
	Deductibles and Self-Insurance					3,917
315	MEMBERSHIPS & DUES	2,196	1,400	1,400	1,400	1,400
316	TRAVEL/CONFERENCES/MEETINGS	296	2,600	2,000	2,600	2,600
	State CWEA Water Reuse Conference					2,100
	Local CWEA Training/Meetings					500
320	LABORATORY	33,188	26,000	26,000	26,000	26,000
322	TRAINING & EDUCATION	2,491	3,000	3,000	3,000	3,000
	Safety/Maintenance/Process/Exams					3,000
349	MISCELLANEOUS	18,507	5,000	7,500	7,500	7,500
401	MAINT OF BLDGS/STRUCT/GRNDS	5,251	6,500	5,000	6,500	6,500
402	MAINT & OPERATION OF EQMT	108,011	65,000	70,000	70,000	70,000
403	MAINT & OPERATION OF VEHICLES	17,638	20,000	20,000	20,000	20,000
TOTAL SERVICES & SUPPLIES		702,195	639,840	666,145	674,040	674,040

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DEPARTMENT 74/FUND 10 - WASTEWATER OPERATIONS (Concluded)

	<u>2010 / 2011 ACTUAL</u>	<u>2011/ 2012 BUDGET</u>	<u>2011 / 2012 PROJECTED</u>	<u>2012 / 2013 DEPT REQUEST</u>	<u>2012 / 2013 CITY MANAGER PROPOSED</u>
FIXED ASSETS:					
904	IMPROVEMENTS - OTHER	15,645	20,000	20,000	20,000
	Miscellaneous Manhole Repairs				10,000
	Facility Painting				5,000
	Gutter and Other Repairs				5,000
905	MACHINERY & EQMT - OTHER	2,812			
910	OFFICE EQUIPMENT & FURNITURE	0	0	387	2,500
	Computer				2,500
915	OTHER EQUIPMENT	0	7,600	11,413	4,600
	Belt Press Belts				2,500
	Jet Truck Hose				2,100
TOTAL FIXED ASSETS		18,457	27,600	31,800	27,100
OTHER:					
708	COST ALLOCATION	231,727	220,000	220,000	220,000
TOTAL OTHER		231,727	220,000	220,000	220,000
GRAND TOTAL		1,851,143	1,778,664	1,809,169	1,788,191

DEPARTMENT 75 - PARK MAINTENANCE

The Park Maintenance Division is responsible for the maintenance of grounds at Siltanen Park, MacDorsa Park, Hocus Pocus Park, the Senior Center, and various other landscaped areas throughout the City.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	165,402	176,441	174,441	174,883	174,883
SERVICES & SUPPLIES	159,902	143,150	143,450	141,650	141,650
GRAND TOTAL	<u>325,304</u>	<u>319,591</u>	<u>317,891</u>	<u>316,533</u>	<u>316,533</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
MAINTENANCE DIVISION MANAGER	0.30	0.30	0.30	0.30	0.30
MAINTENANCE SUPERVISOR	0.30	0.30	0.30	0.30	0.30
MAINTENANCE WORKER II			1.00	1.00	1.00
MAINTENANCE WORKER I	2.00	2.00	1.00	1.00	1.00
TOTAL	<u>2.60</u>	<u>2.60</u>	<u>2.60</u>	<u>2.60</u>	<u>2.60</u>

2012-2013 Notes:

* Included in Personnel Detail above is a partial Maintenance Division Manager position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 75 - PARK MAINTENANCE

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	97,151	102,640	102,640	104,425	104,425
109	OVERTIME WAGES	1,980	2,000	0	0	0
203	FICA	7,652	8,524	8,524	7,567	7,567
204	RETIREMENT	25,076	28,712	28,712	30,261	30,261
205	GROUP INSURANCE	33,143	34,165	34,165	32,230	32,230
206	WORKERS' COMPENSATION	400	400	400	400	400
TOTAL SALARIES & BENEFITS		165,402	176,441	174,441	174,883	174,883
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,158	1,500	1,500	1,500	1,500
210	SUPPLEMENTAL SERVICES	32,649	35,000	35,000	35,000	35,000
	Park Maintenance Contracts					35,000
301	OFFICE EXPENSE	94	0	0	0	0
302	SPECIAL DEPARTMENT EXPENSE	420	450	450	450	450
303	SMALL TOOLS & SUPPLIES	1,594	2,000	2,000	200	200
306	COMMUNICATIONS	1,085	1,500	1,500	1,500	1,500
308	RENTS & LEASES	2,837	2,000	2,500	2,500	2,500
	Porta Potties-Camp Evers					2,500
310	RECRUITMENT	32	0	0	0	0
315	MEMBERSHIPS & DUES	100	100	100	100	100
316	TRAVEL/CONFERENCES/MEETINGS	0	300	100	100	100
322	TRAINING & EDUCATION	160	300	300	300	300
327	POWER UTILITIES	15,183	18,000	18,000	18,000	18,000
328	WATER UTILITIES	40,846	38,000	38,000	38,000	38,000
401	MAINT OF BLDGS/STRUCT/GRNDS	53,795	35,000	35,000	35,000	35,000
402	MAINT & OPERATION OF EQMT	5,767	4,000	4,000	4,000	4,000
403	MAINT & OPERATION OF VEHICLES	4,041	3,000	4,000	4,000	4,000
404	ROAD MAINTENANCE MATERIALS	141	2,000	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES		159,902	143,150	143,450	141,650	141,650
GRAND TOTAL		325,304	319,591	317,891	316,533	316,533

DEPARTMENT 76 - BUILDING MAINTENANCE

The Building Maintenance Division is responsible for the maintenance of buildings, at Siltanen Park, MacDorsa Park, Skypark, City Hall, and other City owned facilities.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	115,581	122,221	61,634	125,953	125,953
SERVICES & SUPPLIES	99,368	66,000	88,000	66,000	66,000
GRAND TOTAL	<u>214,949</u>	<u>188,221</u>	<u>149,634</u>	<u>191,953</u>	<u>191,953</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
MAINTENANCE DIVISION MANAGER	0.30	0.30	0.30	0.30	0.30
MAINTENANCE SUPERVISOR	0.30	0.30	0.30	0.30	0.30
MAINTENANCE WORKER II	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>1.60</u>	<u>1.60</u>	<u>1.60</u>	<u>1.60</u>	<u>1.60</u>

2012-2013 Notes:

* Included in Personnel Detail above is a partial Maintenance Division Manager position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 76 - BUILDING MAINTENANCE

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	67,931	73,027	28,300	75,039	75,039
109	OVERTIME WAGES	1,989	1,200	1,200	1,200	1,200
	Special events and winter on call hours					1,200
203	FICA	5,284	5,845	2,265	5,219	5,219
204	RETIREMENT	17,434	20,420	8,140	21,739	21,739
205	GROUP INSURANCE	22,543	21,329	21,329	22,356	22,356
206	WORKERS' COMPENSATION	400	400	400	400	400
TOTAL SALARIES & BENEFITS		115,581	122,221	61,634	125,953	125,953
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,669	1,200	1,200	1,200	1,200
301	OFFICE EXPENSE	28	0	0	0	0
302	SPECIAL DEPARTMENT EXPENSE	345	0	0	0	0
303	SMALL TOOLS & SUPPLIES	643	500	500	500	500
306	COMMUNICATIONS	0	300	300	300	300
312	PROFESSIONAL/SPECIALIZED SERV.	142	0	0	0	0
313	OTHER CONTRACTUAL SERVICES	6,247	8,000	30,000	8,000	8,000
	Pest Control					3,000
	Air conditioning					3,000
	Alarm service					2,000
314	INSURANCE & SURETY BONDS	85	0	0	0	0
315	MEMBERSHIPS & DUES	55	0	0	0	0
316	TRAVEL/CONFERENCE/MEETINGS	12	0	0	0	0
327	POWER UTILITIES	37,206	33,000	33,000	33,000	33,000
328	WATER UTILITIES	4,528	1,500	1,500	1,500	1,500
401	MAINT OF BLDGS/STRUCT/GRNDS	39,907	15,000	15,000	15,000	15,000
402	MAINT & OPERATION OF EQMT	388	0	0	0	0
403	MAINT & OPERATION OF VEHICLES	8,113	6,500	6,500	6,500	6,500
TOTAL SERVICES & SUPPLIES		99,368	66,000	88,000	66,000	66,000
GRAND TOTAL		214,949	188,221	149,634	191,953	191,953

DEPARTMENT 77/FUND 4 - RECREATION

The Recreation Division is responsible for creating and implementing recreation services for youth through adults, development of the parks and trails master plan, general supervision of the Scotts Valley Senior Center, and the ongoing coordination of community-wide recreational activities and the Parks and Recreation Commission. Services include school-age recreation, youth and adult sports, special-interest classes, facility coordination and rentals, teen programs and special events.

EXPENDITURES	2010 / 2011 ACTUAL	2011/ 2012 BUDGET	2011 / 2012 PROJECTED	2012 / 2013 DEPT REQUEST	2012 / 2013 CITY MANAGER PROPOSED
SALARIES & BENEFITS	819,530	751,608	740,608	653,188	653,188
SERVICES & SUPPLIES	258,875	214,687	210,389	214,240	214,240
GRAND TOTAL	<u>1,078,405</u>	<u>966,295</u>	<u>950,997</u>	<u>867,428</u>	<u>867,428</u>

PERSONNEL DETAIL	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013 CITY MANAGER PROPOSED
RECREATION DIVISION MANAGER	1.00	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY II	1.00	1.00	1.00	1.00	1.00
SENIOR CENTER COORDINATOR	1.00	1.00	1.00	1.00	1.00
RECREATION SPECIALIST					
SENIOR RECREATION SPECIALIST	1.00	1.00	1.00	1.00	1.00
SENIOR RECREATION LEADER/ SITE DIRECTOR	2.00	2.00	2.00	2.00	2.00
TOTAL	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

2012-2013 Notes:

* Included in personnel detail above is a Senior Recreation Specialist position and a Senior Center Coordinator position. These positions are currently frozen. No amounts were budgeted for these positions in 2012-13.

DEPARTMENT 77/FUND 4 - RECREATION

		2010 / 2011	2011/ 2012	2011 / 2012	2012 / 2013	2012 / 2013
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	311,721	302,223	302,223	228,348	228,348
107	TEMPORARY WAGES	252,931	235,000	230,000	250,000	250,000
109	OVERTIME WAGES	432	250	250	250	250
203	FICA	27,508	27,261	21,261	19,306	19,306
204	RETIREMENT	76,406	84,641	84,641	66,188	66,188
205	GROUP INSURANCE	141,047	88,347	88,347	79,200	79,200
206	WORKERS' COMPENSATION	9,485	13,886	13,886	9,896	9,896
TOTAL SALARIES & BENEFITS		819,530	751,608	740,608	653,188	653,188
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	7,363	12,000	7,000	9,000	9,000
302	SPECIAL DEPARTMENT EXPENSE	108,883	80,000	79,000	79,000	79,000
303	SMALL TOOLS & SUPPLIES	595	700	400	700	700
305	ADVERTISING	12,555	4,500	16,150	16,000	16,000
306	COMMUNICATIONS	2,892	5,000	3,000	3,000	3,000
307	UTILITIES	7,956	8,000	8,000	8,000	8,000
310	RECRUITMENT	1,336	1,500	0	1,500	1,500
313	OTHER CONTRACTUAL SERVICES	93,105	85,000	80,000	80,000	80,000
314	INSURANCE & SURETY BONDS	3,847	4,737	4,689	6,290	6,290
	Liability Insurance					5,754
	Property Insurance					536
315	MEMBERSHIPS & DUES	782	500	200	500	500
316	TRAVEL/CONFERENCES/MEETINGS	5	250	0	250	250
322	TRAINING & EDUCATION	0	500	250	500	500
401	MAINT OF BLDGS/STRUCT/GRNDS	2,682	0	1,000	2,000	2,000
402	MAINT & OPERATION OF EQMT	14,191	10,000	9,000	6,000	6,000
403	MAINT & OPERATION OF VEHICLES	2,683	2,000	1,700	1,500	1,500
TOTAL SERVICES & SUPPLIES		258,875	214,687	210,389	214,240	214,240
GRAND TOTAL		1,078,405	966,295	950,997	867,428	867,428