

EXPENDITURES

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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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	184,286	174,348	180,916	186,271	186,271
SERVICES & SUPPLIES	16,204	29,000	16,970	15,750	15,750
GRAND TOTAL	<u>200,490</u>	<u>203,348</u>	<u>197,886</u>	<u>202,021</u>	<u>202,021</u>

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 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	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>

DEPARTMENT 41 - LEGISLATIVE

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	82,273	82,231	82,231	82,231	82,231
202	PARS	511	557	510	557	557
203	FICA	4,034	3,241	4,000	3,635	3,635
204	RETIREMENT	11,788	11,398	9,000	8,800	8,800
205	GROUP INSURANCE	85,505	76,746	85,000	90,873	90,873
206	WORKERS' COMPENSATION	175	175	175	175	175
TOTAL SALARIES & BENEFITS		184,286	174,348	180,916	186,271	186,271
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	1,571	1,000	750	1,000	1,000
303	SMALL TOOLS & SUPPLIES	74	0	0	0	0
312	PROFESSIONAL/SPEC SERVICES	2,398	5,000	5,000	5,000	5,000
	Arts Commission					5,000
313	OTHER CONTRACTUAL SERVICES	5,536	4,500	4,500	4,500	4,500
	Muni Code Updates					1,200
	Other Services					2,800
	Muni Code on Internet					500
315	MEMBERSHIPS & DUES	170	250	295	250	250
316	TRAVEL/CONFERENCES/MEETINGS	6,455	3,250	5,000	5,000	5,000
	League of California Cities					2,500
	Other					2,500
319	ELECTIONS	0	15,000	0	0	0
402	MAINT & OPERATION OF EQMT	0	0	1,425	0	0
TOTAL SERVICES & SUPPLIES		16,204	29,000	16,970	15,750	15,750
GRAND TOTAL		200,490	203,348	197,886	202,021	202,021

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>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
SERVICES & SUPPLIES	181,758	82,800	134,000	134,000	134,000
GRAND TOTAL	181,758	82,800	134,000	134,000	134,000

DEPARTMENT 42 - LEGAL

		<u>2011 / 2012</u>	<u>2012/ 2013</u>	<u>2012 / 2013</u>	<u>2013 / 2014</u>	<u>2013 / 2014</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	177,729	80,000	130,000	130,000	130,000
	Retainer					120,000
	Special Litigation					10,000
313	OTHER CONTRACTUAL SERVICES	4,029	2,800	4,000	4,000	4,000
	Government Code Updates					4,000
TOTAL SERVICES & SUPPLIES		181,758	82,800	134,000	134,000	134,000
GRAND TOTAL		181,758	82,800	134,000	134,000	134,000

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>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	549,339	436,208	475,000	443,842	443,842
SERVICES & SUPPLIES	225,992	190,299	201,200	216,545	216,545
OTHER	502,989	463,816	465,506	551,106	551,106
<i>GRAND TOTAL</i>	<u>1,281,118</u>	<u>1,090,323</u>	<u>1,141,706</u>	<u>1,211,493</u>	<u>1,211,493</u>

DEPARTMENT 43 - GENERAL GOVERNMENT

		<u>2011 / 2012</u>	<u>2012/ 2013</u>	<u>2012 / 2013</u>	<u>2013 / 2014</u>	<u>2013 / 2014</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	239,552	250,000	250,000	260,000	260,000
206	WORKERS' COMPENSATION	305,592	176,208	203,000	173,842	173,842
207	UNEMPLOYMENT INSURANCE	4,195	10,000	22,000	10,000	10,000
TOTAL SALARIES & BENEFITS		549,339	436,208	475,000	443,842	443,842
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	5,646	5,000	5,000	5,000	5,000
303	SMALL TOOLS & SUPPLIES	455	500	500	500	500
306	COMMUNICATIONS	11,906	12,000	12,000	12,000	12,000
313	OTHER CONTRACTUAL SERVICES	122,918	80,870	90,000	80,870	80,870
	Information Technology Services					55,000
	Conference and Visitors Council					9,270
	Bond Trustees					7,500
	Sales Tax Analysis					5,000
	Collection Service Costs					2,500
	Other					1,600
314	INSURANCE & SURETY BONDS	45,432	52,479	56,600	79,080	79,080
	Liability Insurance					67,422
	Property Insurance					9,658
	Deductibles and Self-Insurance					2,000
315	MEMBERSHIPS & DUES	9,569	12,450	12,100	12,095	12,095
	League of California Cities					5,670
	AMBAG					3,725
	MBUAPCD					2,700
349	MISCELLANEOUS	9,525	8,000	6,000	8,000	8,000
402	MAINT & OPERATION OF EQMT	20,541	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		225,992	190,299	201,200	216,545	216,545

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DEPARTMENT 43 - GENERAL GOVERNMENT (Concluded)

	<u>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
FIXED ASSETS:					
910 OFFICE EQUIPMENT & FURNITURE	2,798	0	0	0	0
TOTAL FIXED ASSETS	2,798	0	0	0	0
OTHER:					
701 CONTRIBUTIONS	12,916	10,710	12,400	13,600	13,600
Scotts Valley Fire District - Haz Mat					5,900
LAFCO					5,100
Criminal Justice Council					2,000
Mosquito					600
801 RETIREMENT OF PRINCIPAL	177,039	140,353	140,353	335,000	335,000
802 INTEREST EXPENSE	313,034	312,753	312,753	202,506	202,506
TOTAL OTHER	502,989	463,816	465,506	551,106	551,106
GRAND TOTAL	1,281,118	1,090,323	1,141,706	1,211,493	1,211,493

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	299,322	291,231	282,830	285,202	285,202
SERVICES & SUPPLIES	1,920	2,300	3,050	2,000	2,000
GRAND TOTAL	301,242	293,531	285,880	287,202	287,202

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 CITY MANAGER PROPOSED
CITY MANAGER	0.60	0.60	0.60	1.00	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	1.20	1.20	1.20	1.60	1.60

2013-2014 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>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS:					
101	REGULAR WAGES	196,529	195,055	195,055	195,055
203	FICA	12,368	10,602	12,000	12,320
204	RETIREMENT	57,143	57,802	48,000	44,932
205	GROUP INSURANCE	33,007	27,497	27,500	32,620
206	WORKERS' COMPENSATION	275	275	275	275
TOTAL SALARIES & BENEFITS		299,322	291,231	282,830	285,202
SERVICES & SUPPLIES:					
301	OFFICE EXPENSE	856	1,200	750	900
315	MEMBERSHIPS & DUES	65	0	0	0
316	TRAVEL/CONFERENCES/MEETINGS	49	100	100	100
	League of California Cities				100
322	TRAINING & EDUCATION	0	100	0	100
402	MAINT & OPERATION OF EQMT	0	0	1,300	0
403	MAINT & OPERATION OF VEHICLE	950	900	900	900
TOTAL SERVICES & SUPPLIES		1,920	2,300	3,050	2,000
GRAND TOTAL		301,242	293,531	285,880	287,202

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	339,659	320,401	319,106	326,751	326,751
SERVICES & SUPPLIES	26,228	22,825	23,840	24,825	24,825
GRAND TOTAL	365,887	343,226	342,946	351,576	351,576

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 CITY MANAGER PROPOSED
DEPUTY CITY MANAGER / ADMINISTRATIVE SERVICES DIR. FINANCE DIRECTOR ACCOUNTANT I	0.90	0.90	0.90	0.90	0.90
ACCOUNTANT II	1.00	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				
ADMINISTRATIVE SECRETARY II		0.50	0.50	0.50	0.50
NETWORK SPECIALIST	0.50	0.50	0.50	0.50	0.50
TOTAL:	5.25	4.75	4.75	4.75	4.75

2013-2014 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

	<u>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>	
SALARIES & BENEFITS:						
101	REGULAR WAGES	197,702	192,368	192,368	193,020	193,020
203	FICA	15,055	12,792	15,000	14,766	14,766
204	RETIREMENT	57,290	55,858	45,400	43,313	43,313
205	GROUP INSURANCE	68,649	58,045	65,000	74,314	74,314
206	WORKERS' COMPENSATION	963	1,338	1,338	1,338	1,338
TOTAL SALARIES & BENEFITS		<u>339,659</u>	<u>320,401</u>	<u>319,106</u>	<u>326,751</u>	<u>326,751</u>
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	6,576	6,000	6,000	6,000	6,000
302	SPECIAL DEPARTMENT EXPENSE	435	435	0	435	435
312	PROFESSIONAL/SPECIALIZED SVCS Independent Audit	17,095	15,000	17,000	17,000	17,000
315	MEMBERSHIPS & DUES	190	190	190	190	190
316	TRAVEL/CONFERENCES/MEETINGS	6	100	50	100	100
322	TRAINING & EDUCATION	41	100	100	100	100
402	MAINT & OPERATION OF EQMT	1,885	1,000	500	1,000	1,000
TOTAL SERVICES & SUPPLIES		<u>26,228</u>	<u>22,825</u>	<u>23,840</u>	<u>24,825</u>	<u>24,825</u>
GRAND TOTAL		<u>365,887</u>	<u>343,226</u>	<u>342,946</u>	<u>351,576</u>	<u>351,576</u>

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.

EXPENDITURES	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	4,015,720	4,112,082	3,897,394	3,996,442	3,996,442
SERVICES & SUPPLIES	282,714	283,889	284,395	289,939	289,939
OTHER	29,569	27,077	27,703	28,376	28,376
GRAND TOTAL	<u>4,337,533</u>	<u>4,428,048</u>	<u>4,209,492</u>	<u>4,319,757</u>	<u>4,319,757</u>

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 CITY MANAGER PROPOSED
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	4.00	4.00	4.00	4.00	4.00
DETECTIVE	3.00	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				
TOTAL	<u>30.50</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>

2013-2014 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

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	2,208,968	2,344,655	2,300,000	2,340,714	2,340,714
107	TEMPORARY WAGES	9,936	12,144	12,144	12,144	12,144
	Reserves					8,400
	Youth Work Program					3,744
109	OVERTIME WAGES	141,848	126,000	126,000	126,000	126,000
	Sworn Personnel					103,000
	Non-Sworn Personnel					23,000
203	FICA	175,387	160,424	180,000	184,502	184,502
204	RETIREMENT	904,727	956,003	742,000	713,112	713,112
205	GROUP INSURANCE	552,729	490,606	515,000	597,720	597,720
206	WORKERS' COMPENSATION	22,125	22,250	22,250	22,250	22,250
TOTAL SALARIES & BENEFITS		4,015,720	4,112,082	3,897,394	3,996,442	3,996,442

DEPARTMENT 51 - POLICE (Continued)

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	19,583	18,000	18,000	18,000	18,000
301	OFFICE EXPENSE	14,047	14,125	12,500	14,125	14,125
302	SPECIAL DEPARTMENT EXPENSE	27,773	26,000	25,000	26,000	26,000
	Armory Expenses					17,300
	Investigation Expenses					3,950
	Evidence Expenses					2,650
	Other Expenses					2,100
303	SMALL TOOLS & SUPPLIES	5,824	5,575	5,000	5,575	5,575
306	COMMUNICATIONS	29,439	32,920	32,920	30,820	30,820
	Telephones					15,020
	Electronic Access to Dept of Justice					7,600
	Cell Phones & Pagers					4,800
	Radio Equipment Repairs & Installation					2,700
	Vehicle Radios/Walkie-Talkie Batteries					500
	Internet Fees					200
308	RENTS & LEASES	3,391	4,794	4,500	5,179	5,179
310	RECRUITMENT	7,097	13,000	17,000	16,900	16,900
313	OTHER CONTRACTUAL SERVICES	2,013	2,815	2,815	6,280	6,280
315	MEMBERSHIPS & DUES	1,126	2,000	2,000	2,000	2,000
316	TRAVEL/CONFERENCES/MEETINGS	818	1,160	1,160	1,160	1,160
322	TRAINING & EDUCATION	36,889	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
402	MAINT & OPERATION OF EQMT	61,180	48,500	48,500	48,900	48,900
	Santa Cruz Metro Records System					31,200
	Contracts					12,694
	Equipment Supplies					5,006
403	MAINT & OPERATION OF VEHICLES	73,534	75,000	75,000	75,000	75,000
	Gasoline					39,000
	Vehicle Parts and Tires					20,980
	Misc Other Costs					15,020
TOTAL SERVICES & SUPPLIES		282,714	283,889	284,395	289,939	289,939

DEPARTMENT 51 - POLICE (Concluded)

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
FIXED ASSETS:						
905	MACHINERY & EQUIPMENT	4,552	0	0	0	0
910	OFFICE EQMT & FURNITURE	4,978	5,000	0	5,000	5,000
	Computers					5,000
TOTAL FIXED ASSETS		9,530	5,000	0	5,000	5,000
OTHER:						
701	CONTRIBUTIONS	29,569	27,077	27,703	28,376	28,376
	SCCNET					20,580
	SART (Sexual Assault Response Team)					6,796
	Santa Cruz County Criminal Justice Council					1,000
TOTAL OTHER		29,569	27,077	27,703	28,376	28,376
GRAND TOTAL		4,337,533	4,428,048	4,209,492	4,319,757	4,319,757

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.

EXPENDITURES	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	100,862	107,029	104,202	104,202	104,202
GRAND TOTAL	100,862	107,029	104,202	104,202	104,202
SERVICES & SUPPLIES:					
313 OTHER CONTRACTUAL SERVICES	100,862	107,029	104,202	104,202	104,202
TOTAL SERVICES & SUPPLIES	100,862	107,029	104,202	104,202	104,202
GRAND TOTAL	100,862	107,029	104,202	104,202	104,202

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	999	1,100	1,000	1,000	1,000
OTHER	56,577	68,558	68,558	65,962	65,962
GRAND TOTAL	57,576	69,658	69,558	66,962	66,962
SERVICES & SUPPLIES:					
306 COMMUNICATIONS	999	1,100	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	999	1,100	1,000	1,000	1,000
OTHER:					
701 CONTRIBUTIONS	11,457	21,280	21,280	19,704	19,704
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	45,120	47,278	47,278	46,258	46,258
Community Service Organizations					45,258
Cultural Council					1,000
TOTAL OTHER	56,577	68,558	68,558	65,962	65,962
GRAND TOTAL	57,576	69,658	69,558	66,962	66,962

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	455,515	475,531	458,962	473,728	473,728
SERVICES & SUPPLIES	6,033	13,335	10,225	10,975	10,975
GRAND TOTAL	463,907	488,866	469,187	484,703	484,703

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 CITY MANAGER PROPOSED
COMMUNITY DEVELOPMENT DIR / DEPUTY CITY MANAGER	0.25	0.25	0.25	1.00	1.00
PRINCIPAL PLANNER	0.90	0.90	0.90	1.00	1.00
SENIOR PLANNER	1.75	1.75	1.75	2.00	2.00
ASSISTANT PLANNER					
ADMIN SEC III / PLANNING AIDE	1.00				
ADMINISTRATIVE SECRETARY II PLANNING / ECONOMIC DEVELOPMENT SPECIALIST		0.50	0.50	0.50	0.50
TOTAL	4.30	3.40	3.40	4.50	4.50

2013-2014 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 elimination of the Redevelopment Agency, these positions are now fully budgeted in Planning.

DEPARTMENT 61 - PLANNING

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	291,764	307,304	307,304	310,893	310,893
203	FICA	21,745	20,158	20,158	23,489	23,489
204	RETIREMENT	75,858	90,208	70,650	70,764	70,764
205	GROUP INSURANCE	64,125	57,011	60,000	67,732	67,732
206	WORKERS' COMPENSATION	2,023	850	850	850	850
TOTAL SALARIES & BENEFITS		455,515	475,531	458,962	473,728	473,728
SERVICES & SUPPLIES:						
208	UNIFORM ALLOWANCE	228	425	425	425	425
301	OFFICE EXPENSE	1,123	2,000	2,000	2,000	2,000
302	SPECIAL DEPARTMENT EXPENSE	744	750	500	500	500
	Computer Software					300
	Books & Publications					200
303	SMALL TOOLS & SUPPLIES	86	100	100	100	100
	General Plan Reproduction					100
310	RECRUITMENT	30	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SERV	870	1,000	1,000	1,000	1,000
	Triaxal Data- Data Base Update					500
	Zoning/General Plan Update					500
313	OTHER CONTRACTUAL SERVICES	0	4,000	0	0	0
315	MEMBERSHIPS & DUES	1,399	2,550	2,550	2,050	2,050
	3 APA					1,000
	ICMA					900
	AEP					150
316	TRAVEL/CONFERENCES/MEETINGS	138	1,060	2,700	2,700	2,700
	State APA					2,700
322	TRAINING & EDUCATION	335	0	500	1,500	1,500
349	MISCELLANEOUS		250	0	0	0
402	MAINT & OPERATION OF EQMT	928	750	0	250	250
403	MAINT & OPERATION OF VEHICLES	152	450	450	450	450
TOTAL SERVICES & SUPPLIES		6,033	13,335	10,225	10,975	10,975
FIXED ASSETS:						
910	OFFICE EQMT & FURNITURE	2,359	0	0	0	0
TOTAL FIXED ASSETS		2,359	0	0	0	0
GRAND TOTAL		463,907	488,866	469,187	484,703	484,703

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	31,118	106,307	102,885	90,053	90,053
SERVICES & SUPPLIES	14,950	13,100	24,050	30,850	30,850
GRAND TOTAL	<u>46,068</u>	<u>119,407</u>	<u>126,935</u>	<u>120,903</u>	<u>120,903</u>

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 CITY MANAGER PROPOSED
BUILDING OFFICIAL	1.00			1.00	
BUILDING INSPECTOR					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>1.41</u>	<u>1.41</u>	<u>2.41</u>	<u>2.41</u>

2013-2014 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

	<u>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS:					
101 REGULAR WAGES	0	65,856	65,856	53,851	53,851
107 TEMPORARY WAGES	28,741	0	0	0	0
203 FICA	2,199	4,379	4,379	4,120	4,120
204 RETIREMENT	0	19,141	14,400	12,076	12,076
205 GROUP INSURANCE	178	16,681	18,000	19,756	19,756
206 WORKERS' COMPENSATION	0	250	250	250	250
TOTAL SALARIES & BENEFITS	31,118	106,307	102,885	90,053	90,053
SERVICES & SUPPLIES:					
208 UNIFORM ALLOWANCE	0	0	0	250	250
301 OFFICE EXPENSE	686	600	600	600	600
303 SMALL TOOLS & SUPPLIES	55	500	250	500	500
UBC Updates					250
Misc Supplies					250
312 PROFESSIONAL/SPECIALIZED SERV	10,268	10,000	20,000	25,000	25,000
313 OTHER CONTRACTUAL SERVICES	900	0	0	0	0
315 MEMBERSHIPS & DUES	590	300	500	500	500
316 TRAVEL/CONFERENCE/MEETINGS	972	0	500	1,500	1,500
322 TRAINING & EDUCATION	0	1,300	1,000	1,300	1,300
402 MAINT & OPERATION OF EQMT	238	0	0	0	0
403 MAINT & OPERATION OF VEHICLES	1,241	400	1,200	1,200	1,200
TOTAL SERVICES & SUPPLIES	14,950	13,100	24,050	30,850	30,850
GRAND TOTAL	46,068	119,407	126,935	120,903	120,903

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	462,807	436,922	434,775	433,979	433,979
SERVICES & SUPPLIES	31,017	28,550	27,050	27,050	27,050
GRAND TOTAL	494,846	465,472	461,825	461,029	461,029

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 CITY MANAGER PROPOSED
PUBLIC WORKS DIRECTOR/ CITY ENGINEER	0.50	0.50	0.50	0.80	0.80
CIVIL ENGINEER (TRAFFIC)	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY I		0.50	0.50	0.50	0.50
ADMINISTRATIVE SECRETARY III	1.00				
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	1.00
TOTAL	3.50	3.00	3.00	3.30	3.30

2013-2014 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

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	293,894	282,691	290,400	285,174	285,174
203	FICA	20,801	18,942	20,000	21,974	21,974
204	RETIREMENT	84,496	82,892	68,500	64,803	64,803
205	GROUP INSURANCE	62,866	51,522	55,000	61,153	61,153
206	WORKERS' COMPENSATION	750	875	875	875	875
TOTAL SALARIES & BENEFITS		462,807	436,922	434,775	433,979	433,979
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	249	250	250	250	250
210	SUPPLEMENTAL SERVICES	2,054	1,500	1,500	1,500	1,500
301	OFFICE EXPENSE	2,514	2,500	2,500	2,500	2,500
302	SPECIAL DEPARTMENT EXPENSE	3,640	3,700	3,700	3,700	3,700
303	SMALL TOOLS & SUPPLIES	1,651	1,000	1,000	1,000	1,000
306	COMMUNICATIONS	3,003	3,500	3,500	3,500	3,500
312	PROFESSIONAL/SPECIALIZED SERV Geotechnical & Traffic Consulting	3,345	1,250	1,250	1,250	1,250
315	MEMBERSHIPS & DUES	635	750	750	750	750
316	TRAVEL/CONFERENCES/MEETINGS	435	1,500	750	750	750
322	TRAINING & EDUCATION	615	1,500	750	750	750
402	MAINT & OPERATION OF EQMT	6,383	7,100	7,100	7,100	7,100
403	MAINT & OPERATION OF VEHICLES	6,493	4,000	4,000	4,000	4,000
TOTAL SERVICES & SUPPLIES		31,017	28,550	27,050	27,050	27,050
FIXED ASSETS:						
910	OFFICE EQUIPMENT & FURNITURE	1,022	0	0	0	0
TOTAL FIXED ASSETS		1,022	0	0	0	0
GRAND TOTAL		494,846	465,472	461,825	461,029	461,029

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.

EXPENDITURES	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	208,705	201,940	199,035	207,332	207,332
SERVICES & SUPPLIES	124,385	126,000	123,240	127,150	127,150
GRAND TOTAL	<u>397,720</u>	<u>327,940</u>	<u>322,275</u>	<u>334,482</u>	<u>334,482</u>

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 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	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>

2013-2014 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

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	109,902	110,485	110,485	112,211	112,211
107	TEMPORARY WAGES	3,305	0	0	0	0
109	OVERTIME WAGES	2,289	2,500	2,500	2,500	2,500
203	FICA	8,385	7,729	8,200	9,006	9,006
204	RETIREMENT	31,823	32,034	25,200	25,135	25,135
205	GROUP INSURANCE	52,351	48,542	52,000	57,830	57,830
206	WORKERS' COMPENSATION	650	650	650	650	650
TOTAL SALARIES & BENEFITS		208,705	201,940	199,035	207,332	207,332
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	3,107	3,000	3,000	3,000	3,000
301	OFFICE EXPENSE	123	200	100	200	200
302	SPECIAL DEPARTMENT EXPENSE	729	1,000	500	1,000	1,000
	DMV					750
	Hazmat Removal					250
303	SMALL TOOLS & SUPPLIES	825	1,500	750	1,000	1,000
306	COMMUNICATIONS	1,440	1,200	1,200	1,200	1,200
310	RECRUITMENT	540	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SERV	3,625	4,000	2,000	4,000	4,000
	Tree Removal					4,000
313	OTHER CONTRACTUAL SERVICES	34,244	33,000	33,000	33,000	33,000
	Traffic Signal maintenance					30,000
	Bike lane Maintenance					3,000
315	MEMBERSHIPS & DUES	135	150	140	150	150
316	TRAVEL/CONFERENCES/MEETINGS	62	150	50	100	100
322	TRAINING & EDUCATION	978	1,800	500	1,000	1,000
327	POWER UTILITIES	39,959	40,000	40,000	40,000	40,000
401	MAINT OF BLDGS/STRCT/GRNDS	6,856	3,500	6,000	6,000	6,000
402	MAINT & OPERATION OF EQMT	3,300	4,000	4,000	4,000	4,000
403	MAINT & OPERATION OF VEHICLES	12,453	7,500	12,000	7,500	7,500
404	ROAD MAINTENANCE MATERIALS	16,009	25,000	20,000	25,000	25,000
	Road & street sign maintenace					21,000
	Bike lane painting					2,000
	Bike lane asphalt repairs					2,000
TOTAL SERVICES & SUPPLIES		124,385	126,000	123,240	127,150	127,150
FIXED ASSETS:						
904	IMPROVEMENTS O/T BUILDINGS	64,630	0	0	0	0
TOTAL FIXED ASSETS		64,630	0	0	0	0
GRAND TOTAL		397,720	327,940	322,275	334,482	334,482

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	109,298	104,693	95,650	104,687	104,687
SERVICES & SUPPLIES	5,856	5,500	4,300	5,500	5,500
GRAND TOTAL	<u>115,154</u>	<u>110,193</u>	<u>99,950</u>	<u>110,187</u>	<u>110,187</u>

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 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>

2013-2014 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>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>	
SALARIES & BENEFITS:						
101	REGULAR WAGES	62,469	62,856	56,000	62,856	62,856
109	OVERTIME WAGES	412	300	450	300	300
203	FICA	4,674	4,214	3,200	4,846	4,846
204	RETIREMENT	18,640	18,251	15,700	14,104	14,104
205	GROUP INSURANCE	22,803	18,772	20,000	22,281	22,281
206	WORKERS' COMPENSATION	300	300	300	300	300
TOTAL SALARIES & BENEFITS		109,298	104,693	95,650	104,687	104,687
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,526	1,200	1,200	1,200	1,200
301	OFFICE EXPENSE	24	100	100	100	100
303	SMALL TOOLS & SUPPLIES	3,113	3,000	2,000	3,000	3,000
306	COMMUNICATIONS	405	500	500	500	500
322	TRAINING & EDUCATION	199	200	0	200	200
403	MAINT & OPERATION OF VEHICLES	589	500	500	500	500
TOTAL SERVICES & SUPPLIES		5,856	5,500	4,300	5,500	5,500
GRAND TOTAL		115,154	110,193	99,950	110,187	110,187

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	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	948,937	867,051	822,062	821,990	821,990
SERVICES & SUPPLIES	706,816	674,040	679,340	680,846	680,846
FIXED ASSETS	24,601	27,100	27,100	29,600	29,600
OTHER	241,549	220,000	225,000	225,000	225,000
GRAND TOTAL	<u>1,921,903</u>	<u>1,788,191</u>	<u>1,753,502</u>	<u>1,757,436</u>	<u>1,757,436</u>

PERSONNEL DETAIL	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 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

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	479,891	489,142	477,000	468,566	468,566
109	OVERTIME WAGES	28,852	32,000	32,000	34,500	34,500
	Emergencies & Holidays					34,500
203	FICA	38,714	33,924	33,924	37,452	37,452
204	RETIREMENT	135,059	142,347	109,500	105,538	105,538
205	GROUP INSURANCE	198,378	121,150	121,150	127,838	127,838
206	WORKERS' COMPENSATION	68,043	48,488	48,488	48,096	48,096
	TOTAL SALARIES & BENEFITS	948,937	867,051	822,062	821,990	821,990
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	7,467	7,000	7,000	7,000	7,000
301	OFFICE EXPENSE	5,455	5,000	5,500	5,500	5,500
302	SPECIAL DEPARTMENT EXPENSE	134,680	145,000	140,000	140,000	140,000
	Sludge Disposal					70,000
	Chemicals					45,000
	Permits & Licenses					25,000
303	SMALL TOOLS & SUPPLIES	10,465	12,000	12,000	12,000	12,000
306	COMMUNICATIONS	5,846	6,000	8,000	6,000	6,000
307	UTILITIES	272,344	265,000	275,000	265,000	265,000
308	RENTS & LEASES	5,889	7,000	7,000	7,000	7,000
	Ocean Outfall					7,000
313	OTHER CONTRACTUAL SERVICES	66,859	60,000	60,000	63,360	63,360
	Source Control Contract					25,000
	Generator Service Agreement					12,850
	Computer Programming					7,000
	Blower Annual Maintenance Agreement					6,500
	Storm Water Program					5,000
	Various Equipment Maintenance					4,500
	Corrosion Testing Service					2,000
	GIS Software License					510
314	INSURANCE & SURETY BONDS	26,556	30,040	30,040	33,386	33,386
	Liability Insurance					15,660
	Property Insurance					13,470
	Deductibles and Self-Insurance					4,256
315	MEMBERSHIPS & DUES	1,059	1,400	1,500	1,500	1,500
316	TRAVEL/CONFERENCES/MEETINGS	1,394	2,600	1,500	2,600	2,600
	State CWEA Water Reuse Conference					2,100
	Local CWEA Training/Meetings					500
320	LABORATORY	34,270	26,000	22,000	26,000	26,000
322	TRAINING & EDUCATION	2,217	3,000	1,500	3,000	3,000
	Safety/Maintenance/Process/Exams					3,000
349	MISCELLANEOUS	10,357	7,500	7,500	7,500	7,500
401	MAINT OF BLDGS/STRUCT/GRNDS	2,648	6,500	5,800	6,000	6,000
402	MAINT & OPERATION OF EQMT	95,972	70,000	80,000	75,000	75,000
403	MAINT & OPERATION OF VEHICLES	23,338	20,000	15,000	20,000	20,000
	TOTAL SERVICES & SUPPLIES	706,816	674,040	679,340	680,846	680,846

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DEPARTMENT 74/FUND 10 - WASTEWATER OPERATIONS (Concluded)

	<u>2011 / 2012 ACTUAL</u>	<u>2012 / 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
FIXED ASSETS:					
904 IMPROVEMENTS - OTHER	12,800	20,000	20,000	25,000	25,000
Miscellaneous Manhole Repairs					15,000
Facility Painting					5,000
Gutter and Other Repairs					5,000
905 MACHINERY & EQMT - OTHER					
910 OFFICE EQUIPMENT & FURNITURE	387	2,500	2,500	0	0
Computer					
915 OTHER EQUIPMENT	11,414	4,600	4,600	4,600	4,600
Belt Press Belts					2,500
Jet Truck Hose					2,100
TOTAL FIXED ASSETS	24,601	27,100	27,100	29,600	29,600
OTHER:					
708 COST ALLOCATION	241,549	220,000	225,000	225,000	225,000
TOTAL OTHER	241,549	220,000	225,000	225,000	225,000
GRAND TOTAL	1,921,903	1,788,191	1,753,502	1,757,436	1,757,436

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.

<u>EXPENDITURES</u>	<u>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	183,990	174,883	171,055	173,279	173,279
SERVICES & SUPPLIES	154,217	141,650	139,350	146,050	146,050
GRAND TOTAL	346,447	316,533	310,405	319,329	319,329

<u>PERSONNEL DETAIL</u>	<u>2009 / 2010</u>	<u>2010 / 2011</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
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	2.60	2.60	2.60	2.60	2.60

2013-2014 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

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	103,969	104,425	104,425	109,131	109,131
109	OVERTIME WAGES	2,042	0	2,000	2,000	2,000
203	FICA	8,250	7,567	8,000	9,021	9,021
204	RETIREMENT	29,957	30,261	24,000	24,437	24,437
205	GROUP INSURANCE	39,372	32,230	32,230	28,290	28,290
206	WORKERS' COMPENSATION	400	400	400	400	400
	TOTAL SALARIES & BENEFITS	183,990	174,883	171,055	173,279	173,279
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,660	1,500	1,500	1,500	1,500
210	SUPPLEMENTAL SERVICES	47,141	35,000	40,000	40,000	40,000
	Park Maintenance Contracts					40,000
301	OFFICE EXPENSE	18	0	0	0	0
302	SPECIAL DEPARTMENT EXPENSE	134	450	450	450	450
303	SMALL TOOLS & SUPPLIES	2,779	200	1,000	1,000	1,000
306	COMMUNICATIONS	1,081	1,500	1,100	1,100	1,100
308	RENTS & LEASES	2,792	2,500	2,500	2,500	2,500
	Porta Potties-Camp Evers					2,500
315	MEMBERSHIPS & DUES	0	100	100	100	100
316	TRAVEL/CONFERENCES/MEETINGS	62	100	100	100	100
322	TRAINING & EDUCATION	305	300	100	300	300
327	POWER UTILITIES	18,312	18,000	18,000	18,000	18,000
328	WATER UTILITIES	40,136	38,000	33,000	38,000	38,000
401	MAINT OF BLDGS/STRUCT/GRNDS	30,529	35,000	35,000	35,000	35,000
402	MAINT & OPERATION OF EQMT	1,556	4,000	1,000	2,000	2,000
403	MAINT & OPERATION OF VEHICLES	7,712	4,000	5,000	5,500	5,500
404	ROAD MAINTENANCE MATERIALS	0	1,000	500	500	500
	TOTAL SERVICES & SUPPLIES	154,217	141,650	139,350	146,050	146,050
FIXED ASSETS:						
904	IMPROVEMENTS - OTHER	8,240	0	0	0	0
	TOTAL FIXED ASSETS:	8,240	0	0	0	0
	GRAND TOTAL	346,447	316,533	310,405	319,329	319,329

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.

<u>EXPENDITURES</u>	<u>2011 / 2012 ACTUAL</u>	<u>2012/ 2013 BUDGET</u>	<u>2012 / 2013 PROJECTED</u>	<u>2013 / 2014 DEPT REQUEST</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	66,623	125,953	64,650	124,930	124,930
SERVICES & SUPPLIES	104,253	66,000	98,810	81,110	81,110
GRAND TOTAL	<u>170,876</u>	<u>191,953</u>	<u>163,460</u>	<u>206,040</u>	<u>206,040</u>

<u>PERSONNEL DETAIL</u>	<u>2009 / 2010</u>	<u>2010 / 2011</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2013 / 2014 CITY MANAGER PROPOSED</u>
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>

2013-2014 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

	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED	
SALARIES & BENEFITS:						
101	REGULAR WAGES	27,873	75,039	30,000	75,039	75,039
109	OVERTIME WAGES	1,235	1,200	1,200	1,200	1,200
	Special events and winter on call hours					1,200
203	FICA	2,166	5,219	2,800	5,523	5,523
204	RETIREMENT	8,041	21,739	6,250	16,788	16,788
205	GROUP INSURANCE	26,908	22,356	24,000	25,980	25,980
206	WORKERS' COMPENSATION	400	400	400	400	400
	TOTAL SALARIES & BENEFITS	66,623	125,953	64,650	124,930	124,930
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,567	1,200	1,200	1,200	1,200
302	SPECIAL DEPARTMENT EXPENSE	0	0	570	350	350
303	SMALL TOOLS & SUPPLIES	912	500	500	500	500
306	COMMUNICATIONS	311	300	40	0	0
312	PROFESSIONAL/SPECIALIZED SERV.	372	0	0	0	0
313	OTHER CONTRACTUAL SERVICES	28,960	8,000	32,000	8,000	8,000
	Pest Control					3,000
	Air conditioning					3,000
	Alarm service					2,000
315	MEMBERSHIPS & DUES	0	0	0	60	60
327	POWER UTILITIES	35,526	33,000	33,000	33,000	33,000
328	WATER UTILITIES	2,809	1,500	2,500	1,500	1,500
401	MAINT OF BLDGS/STRUCT/GRNDS	29,333	15,000	25,000	30,000	30,000
402	MAINT & OPERATION OF EQMT	36	0	0	0	0
403	MAINT & OPERATION OF VEHICLES	4,427	6,500	4,000	6,500	6,500
	TOTAL SERVICES & SUPPLIES	104,253	66,000	98,810	81,110	81,110
	GRAND TOTAL	170,876	191,953	163,460	206,040	206,040

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.

<u>EXPENDITURES</u>	2011 / 2012 ACTUAL	2012/ 2013 BUDGET	2012 / 2013 PROJECTED	2013 / 2014 DEPT REQUEST	2013 / 2014 CITY MANAGER PROPOSED
SALARIES & BENEFITS	832,866	653,188	644,496	620,138	620,138
SERVICES & SUPPLIES	237,073	214,240	212,409	214,659	214,659
GRAND TOTAL	1,069,939	867,428	856,905	834,797	834,797

<u>PERSONNEL DETAIL</u>	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014 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	7.00	7.00	7.00	7.00	7.00

2013-2014 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.

DEPARTMENT 77/FUND 4 - RECREATION

		2011 / 2012	2012/ 2013	2012 / 2013	2013 / 2014	2013 / 2014
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	296,547	228,348	228,350	223,484	223,484
107	TEMPORARY WAGES	309,396	250,000	250,000	240,000	240,000
109	OVERTIME WAGES	56	250	150	150	150
203	FICA	26,597	19,306	21,900	20,730	20,730
204	RETIREMENT	80,535	66,188	55,000	50,039	50,039
205	GROUP INSURANCE	105,849	79,200	79,200	77,555	77,555
206	WORKERS' COMPENSATION	13,886	9,896	9,896	8,180	8,180
TOTAL SALARIES & BENEFITS		832,866	653,188	644,496	620,138	620,138
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	7,026	9,000	5,000	5,500	5,500
302	SPECIAL DEPARTMENT EXPENSE	87,830	79,000	85,000	85,000	85,000
303	SMALL TOOLS & SUPPLIES	349	700	400	400	400
305	ADVERTISING	18,203	16,000	8,000	8,000	8,000
306	COMMUNICATIONS	3,074	3,000	3,000	3,000	3,000
307	UTILITIES	9,095	8,000	8,500	8,500	8,500
310	RECRUITMENT	935	1,500	500	500	500
313	OTHER CONTRACTUAL SERVICES	85,457	80,000	75,000	75,000	75,000
314	INSURANCE & SURETY BONDS	4,989	6,290	6,634	9,059	9,059
	Liability Insurance					8,470
	Property Insurance					589
315	MEMBERSHIPS & DUES	110	500	175	200	200
316	TRAVEL/CONFERENCES/MEETINGS	62	250	0	250	250
322	TRAINING & EDUCATION	0	500	0	250	250
401	MAINT OF BLDGS/STRUCT/GRNDS	3,050	2,000	4,000	4,000	4,000
402	MAINT & OPERATION OF EQMT	14,538	6,000	13,000	12,000	12,000
403	MAINT & OPERATION OF VEHICLES	2,355	1,500	3,200	3,000	3,000
TOTAL SERVICES & SUPPLIES		237,073	214,240	212,409	214,659	214,659
GRAND TOTAL		1,069,939	867,428	856,905	834,797	834,797

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