

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.

<u>EXPENDITURES</u>	<u>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	186,899	186,271	186,271	189,179	189,179
SERVICES & SUPPLIES	17,034	15,750	52,550	30,750	30,750
GRAND TOTAL	<u>203,933</u>	<u>202,021</u>	<u>238,821</u>	<u>219,929</u>	<u>219,929</u>

<u>PERSONNEL DETAIL</u>	<u>2010 / 2011</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>	<u>2013 / 2014</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>
COUNCIL MEMBERS	5.00	5.00	5.00	5.00	5.00
CITY CLERK	0.50	0.50	0.50	0.50	0.50
TOTAL	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>

2014-2015 Notes:

The City has a Planning Commission and a Parks & Recreation Commission, each with five members. They are paid a nominal stipend.

DEPARTMENT 41 - LEGISLATIVE

	<u>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>	
SALARIES & BENEFITS:						
101	REGULAR WAGES	83,215	82,231	82,231	84,130	84,130
202	PARS	500	557	557	557	557
203	FICA	4,040	3,635	3,635	3,780	3,780
204	RETIREMENT	8,708	8,800	8,800	9,659	9,659
205	GROUP INSURANCE	90,261	90,873	90,873	90,878	90,878
206	WORKERS' COMPENSATION	175	175	175	175	175
	TOTAL SALARIES & BENEFITS	186,899	186,271	186,271	189,179	189,179
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	760	1,000	1,000	1,000	1,000
303	SMALL TOOLS & SUPPLIES	171	0			
312	PROFESSIONAL/SPEC SERVICES	4,218	5,000		5,000	5,000
	Arts Commission				5,000	
313	OTHER CONTRACTUAL SERVICES	3,334	4,500	4,000	4,250	4,250
	Muni Code Updates				1,200	
	Other Services				2,550	
	Muni Code on Internet				500	
315	MEMBERSHIPS & DUES	395	250	550	500	500
316	TRAVEL/CONFERENCES/MEETINGS	6,459	5,000	5,000	5,000	5,000
	League of California Cities				2,500	
	Other				2,500	
319	ELECTIONS	171	0	42,000	15,000	15,000
402	MAINT & OPERATION OF EQMT	1,526	0		0	0
	TOTAL SERVICES & SUPPLIES	17,034	15,750	52,550	30,750	30,750
	GRAND TOTAL	203,933	202,021	238,821	219,929	219,929

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>	2012 / 2013 ACTUAL	2013/ 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	153,073	134,000	154,000	134,000	134,000
GRAND TOTAL	153,073	134,000	154,000	134,000	134,000

DEPARTMENT 42 - LEGAL

		<u>2012 / 2013</u>	<u>2013 / 2014</u>	<u>2013 / 2014</u>	<u>2014 / 2015</u>	<u>2014 / 2015</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	148,757	130,000	150,000	130,000	130,000
	Retainer					120,000
	Special Litigation					10,000
313	OTHER CONTRACTUAL SERVICES	4,316	4,000	4,000	4,000	4,000
	Government Code Updates					4,000
TOTAL SERVICES & SUPPLIES		153,073	134,000	154,000	134,000	134,000
GRAND TOTAL		153,073	134,000	154,000	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>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>
SALARIES & BENEFITS	510,427	443,842	452,700	435,203	435,203
SERVICES & SUPPLIES	219,590	216,545	241,805	260,263	260,263
OTHER	448,527	551,106	551,106	559,206	559,206
GRAND TOTAL	<u>1,178,544</u>	<u>1,211,493</u>	<u>1,245,611</u>	<u>1,254,672</u>	<u>1,254,672</u>

DEPARTMENT 43 - GENERAL GOVERNMENT

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
205	GROUP INSURANCE	263,360	260,000	250,000	231,000	231,000
206	WORKERS' COMPENSATION	221,503	173,842	182,700	194,203	194,203
207	UNEMPLOYMENT INSURANCE	25,564	10,000	20,000	10,000	10,000
TOTAL SALARIES & BENEFITS		510,427	443,842	452,700	435,203	435,203
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	5,312	5,000	5,000	5,000	5,000
303	SMALL TOOLS & SUPPLIES	575	500	500	500	500
306	COMMUNICATIONS	15,318	12,000	13,000	12,000	12,000
313	OTHER CONTRACTUAL SERVICES	99,442	80,870	95,000	90,000	90,000
	Information Technology Services					60,000
	Conference and Visitors Council					9,270
	Bond Trustees					7,500
	Other					13,230
314	INSURANCE & SURETY BONDS	56,617	79,080	96,210	117,918	117,918
	Liability Insurance					102,680
	Property Insurance					9,338
	Deductibles and Self-Insurance					5,900
315	MEMBERSHIPS & DUES	16,973	12,095	12,095	12,095	12,095
	League of California Cities					5,670
	AMBAG					3,725
	MBUAPCD					2,700
349	MISCELLANEOUS	6,013	8,000	8,000	8,000	8,000
402	MAINT & OPERATION OF EQMT	19,340	19,000	12,000	14,750	14,750
	Copy Machine Maintenance					6,000
	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		219,590	216,545	241,805	260,263	260,263

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DEPARTMENT 43 - GENERAL GOVERNMENT (Concluded)

	<u>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>
OTHER:					
701 CONTRIBUTIONS	12,363	13,600	13,600	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	123,411	335,000	335,000	350,000	350,000
802 INTEREST EXPENSE	312,753	202,506	202,506	195,606	195,606
TOTAL OTHER	<u>448,527</u>	<u>551,106</u>	<u>551,106</u>	<u>559,206</u>	<u>559,206</u>
GRAND TOTAL	<u>1,178,544</u>	<u>1,211,493</u>	<u>1,245,611</u>	<u>1,254,672</u>	<u>1,254,672</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	2012 / 2013 ACTUAL	2013/ 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	287,791	285,202	285,202	299,192	299,192
SERVICES & SUPPLIES	3,170	2,000	4,000	2,100	2,100
GRAND TOTAL	290,961	287,202	289,202	301,292	301,292

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 CITY MANAGER PROPOSED
CITY MANAGER	0.60	0.60	1.00	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	1.60	1.60	1.60

2014-2015 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>2012 / 2013</u>	<u>2013 / 2014</u>	<u>2013 / 2014</u>	<u>2014 / 2015</u>	<u>2014 / 2015</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	196,208	195,055	195,055	204,460	204,460
203	FICA	12,118	12,320	12,320	12,574	12,574
204	RETIREMENT	46,424	44,932	44,932	49,240	49,240
205	GROUP INSURANCE	32,766	32,620	32,620	32,643	32,643
206	WORKERS' COMPENSATION	275	275	275	275	275
TOTAL SALARIES & BENEFITS		287,791	285,202	285,202	299,192	299,192
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	543	900	900	900	900
303	SMALL TOOLS & SUPPLIES	171	0	0	0	0
315	MEMBERSHIPS & DUES	55	0	0	0	0
316	TRAVEL/CONFERENCES/MEETINGS	86	100	500	100	100
	League of California Cities					100
322	TRAINING & EDUCATION	0	100	0	100	100
402	MAINT & OPERATION OF EQMT	1,297	0	0	0	0
403	MAINT & OPERATION OF VEHICLE	1,018	900	2,600	1,000	1,000
TOTAL SERVICES & SUPPLIES		3,170	2,000	4,000	2,100	2,100
GRAND TOTAL		290,961	287,202	289,202	301,292	301,292

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	334,140	326,751	326,751	344,392	344,392
SERVICES & SUPPLIES	27,046	24,825	24,290	25,825	25,825
GRAND TOTAL	361,186	351,576	351,041	370,217	370,217

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 CITY MANAGER PROPOSED
DEPUTY CITY MANAGER / ADMINISTRATIVE SERVICES DIR.	0.90	0.90	0.90	0.90	0.90
FINANCE DIRECTOR					
ACCOUNTANT I					
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					
ADMINISTRATIVE SECRETARY II	0.50	0.50	0.50	0.50	0.50
NETWORK SPECIALIST	0.50	0.50	0.50	0.50	0.50
TOTAL:	4.75	4.75	4.75	4.75	4.75

2014-2015 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>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>	
SALARIES & BENEFITS:						
101	REGULAR WAGES	201,231	193,020	193,020	204,897	204,897
203	FICA	15,302	14,766	14,766	15,675	15,675
204	RETIREMENT	43,855	43,313	43,313	48,138	48,138
205	GROUP INSURANCE	72,414	74,314	74,314	74,344	74,344
206	WORKERS' COMPENSATION	1,338	1,338	1,338	1,338	1,338
TOTAL SALARIES & BENEFITS		334,140	326,751	326,751	344,392	344,392
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	8,383	6,000	6,000	6,000	6,000
302	SPECIAL DEPARTMENT EXPENSE		435		435	435
303	SMALL TOOLS & SUPPLIES	190				
312	PROFESSIONAL/SPECIALIZED SVCS Independent Audit	17,495	17,000	17,000	18,000	18,000
315	MEMBERSHIPS & DUES	190	190	190	190	190
316	TRAVEL/CONFERENCES/MEETINGS	45	100	50	100	100
322	TRAINING & EDUCATION	85	100	50	100	100
402	MAINT & OPERATION OF EQMT	658	1,000	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES		27,046	24,825	24,290	25,825	25,825
GRAND TOTAL		361,186	351,576	351,041	370,217	370,217

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	3,839,693	3,996,442	3,709,394	3,955,842	3,955,842
SERVICES & SUPPLIES	259,021	289,939	278,139	289,259	280,080
OTHER	27,702	28,376	28,376	33,000	28,376
GRAND TOTAL	4,131,291	4,319,757	4,020,909	4,283,101	4,264,298

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 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
TOTAL	30.00	30.00	30.00	30.00	30.00

2014-2015 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

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	2,243,963	2,340,714	2,175,000	2,332,113	2,332,113
107	TEMPORARY WAGES	18,710	12,144	12,144	12,144	12,144
	Reserves					8,400
	Youth Work Program					3,744
109	OVERTIME WAGES	137,030	126,000	120,000	126,000	126,000
	Sworn Personnel					103,000
	Non-Sworn Personnel					23,000
203	FICA	179,305	184,502	170,000	183,404	183,404
204	RETIREMENT	687,939	713,112	650,000	688,827	688,827
205	GROUP INSURANCE	550,496	597,720	560,000	591,104	591,104
206	WORKERS' COMPENSATION	22,250	22,250	22,250	22,250	22,250
TOTAL SALARIES & BENEFITS		3,839,693	3,996,442	3,709,394	3,955,842	3,955,842

DEPARTMENT 51 - POLICE (Continued)

	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED	
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	17,216	18,000	18,000	20,000	20,000
301	OFFICE EXPENSE	14,201	14,125	14,125	16,125	16,125
302	SPECIAL DEPARTMENT EXPENSE	24,469	26,000	26,000	26,000	26,000
	Armory Expenses					17,300
	Investigation Expenses					3,950
	Evidence Expenses					2,650
	Other Expenses					2,100
303	SMALL TOOLS & SUPPLIES	4,765	5,575	5,575	5,575	5,575
306	COMMUNICATIONS	27,824	30,820	28,820	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	3,235	5,179	5,179	5,179	4,000
310	RECRUITMENT	20,488	16,900	19,000	20,000	20,000
313	OTHER CONTRACTUAL SERVICES	941	6,280	3,280	3,400	3,400
315	MEMBERSHIPS & DUES	1,902	2,000	2,000	2,000	2,000
316	TRAVEL/CONFERENCES/MEETINGS	735	1,160	1,160	1,160	1,160
322	TRAINING & EDUCATION	26,322	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	41,253	48,900	40,000	44,000	36,000
	Telecommunications					20,500
	Contracts					12,400
	Equipment Supplies					3,100
403	MAINT & OPERATION OF VEHICLES	75,670	75,000	75,000	75,000	75,000
	Gasoline					39,000
	Vehicle Parts and Tires					21,000
	Misc Other Costs					15,000
TOTAL SERVICES & SUPPLIES		259,021	289,939	278,139	289,259	280,080

DEPARTMENT 51 - POLICE (Concluded)

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
FIXED ASSETS:						
910	OFFICE EQMT & FURNITURE	4,875	5,000	5,000	5,000	0
TOTAL FIXED ASSETS		4,875	5,000	5,000	5,000	0
OTHER:						
701	CONTRIBUTIONS	27,702	28,376	28,376	33,000	28,376
	SCCNET					20,580
	SART (Sexual Assault Response Team)					6,796
	Santa Cruz County Criminal Justice Council					1,000
TOTAL OTHER		27,702	28,376	28,376	33,000	28,376
GRAND TOTAL		4,131,291	4,319,757	4,020,909	4,283,101	4,264,298

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>	<u>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>
SERVICES & SUPPLIES	104,202	104,202	104,202	104,202	104,202
GRAND TOTAL	104,202	104,202	104,202	104,202	104,202
SERVICES & SUPPLIES:					
313 OTHER CONTRACTUAL SERVICES	104,202	104,202	104,202	104,202	104,202
TOTAL SERVICES & SUPPLIES	104,202	104,202	104,202	104,202	104,202
GRAND TOTAL	104,202	104,202	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	2012 / 2013 ACTUAL	2013/ 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	1,186	1,000	1,000	1,000	1,000
OTHER	61,535	65,962	65,962	68,117	68,117
GRAND TOTAL	62,721	66,962	66,962	69,117	69,117
SERVICES & SUPPLIES:					
306 COMMUNICATIONS	1,186	1,000	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	1,186	1,000	1,000	1,000	1,000
OTHER:					
701 CONTRIBUTIONS	21,852	19,704	19,704	21,859	21,859
Winter Shelter Program					16,672
HAP Consultant					2,423
Homeless Bienial Census					2,020
Homeless Management Info System					542
Ten-Year Strategic Plan					202
705 CONTRIBUTIONS/SOCIAL SERV	39,683	46,258	46,258	46,258	46,258
Community Service Organizations					45,258
Cultural Council					1,000
TOTAL OTHER	61,535	65,962	65,962	68,117	68,117
GRAND TOTAL	62,721	66,962	66,962	69,117	69,117

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	474,162	473,728	473,728	501,150	501,150
SERVICES & SUPPLIES	11,315	10,975	11,500	12,000	12,000
GRAND TOTAL	485,477	484,703	485,228	513,150	513,150

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 CITY MANAGER PROPOSED
COMMUNITY DEVELOPMENT DIR / DEPUTY CITY MANAGER	0.25	0.25	1.00	1.00	1.00
PRINCIPAL PLANNER	0.90	0.90	1.00	1.00	1.00
SENIOR PLANNER	1.75	1.75	2.00	2.00	2.00
ASSISTANT PLANNER ADMIN SEC III / PLANNING AIDE ADMINISTRATIVE SECRETARY II	0.50	0.50	0.50	0.50	0.50
TOTAL	3.40	3.40	4.50	4.50	4.50

2014-2015 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

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	312,873	310,893	310,893	329,646	329,646
203	FICA	23,494	23,489	23,489	24,373	24,373
204	RETIREMENT	68,304	70,764	70,764	78,502	78,502
205	GROUP INSURANCE	68,641	67,732	67,732	67,779	67,779
206	WORKERS' COMPENSATION	850	850	850	850	850
TOTAL SALARIES & BENEFITS		474,162	473,728	473,728	501,150	501,150
SERVICES & SUPPLIES:						
208	UNIFORM ALLOWANCE	250	425	250	250	250
301	OFFICE EXPENSE	1,267	2,000	1,000	1,000	1,000
302	SPECIAL DEPARTMENT EXPENSE	762	500	500	500	500
	Computer Software					300
	Books & Publications					200
303	SMALL TOOLS & SUPPLIES	81	100	100	100	100
	General Plan Reproduction					100
310	RECRUITMENT		0			
312	PROFESSIONAL/SPECIALIZED SERV	1,795	1,000	1,000	1,000	1,000
	Triaxal Data- Data Base Update					500
	Zoning/General Plan Update					500
313	OTHER CONTRACTUAL SERVICES		0	1,000	1,000	1,000
315	MEMBERSHIPS & DUES	2,875	2,050	2,050	2,500	2,500
	3 APA					1,350
	ICMA					1,000
	AEP					150
316	TRAVEL/CONFERENCES/MEETINGS	3,399	2,700	4,000	4,000	4,000
	State APA					4,000
322	TRAINING & EDUCATION	400	1,500	1,000	1,000	1,000
402	MAINT & OPERATION OF EQMT		250	200	250	250
403	MAINT & OPERATION OF VEHICLES	486	450	400	400	400
TOTAL SERVICES & SUPPLIES		11,315	10,975	11,500	12,000	12,000
GRAND TOTAL		485,477	484,703	485,228	513,150	513,150

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	103,799	90,053	20,450	97,077	97,077
SERVICES & SUPPLIES	34,372	30,850	127,280	32,400	32,400
GRAND TOTAL	138,171	120,903	147,730	129,477	129,477

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 CITY MANAGER PROPOSED
BUILDING OFFICIAL			1.00		
BUILDING INSPECTOR				1.00	
SENIOR BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER					1.00
SENIOR BUILDING INSPECTOR	0.33	0.33	0.33	0.33	
CODE ENFORCEMENT OFFICER	0.33	0.33	0.33	0.33	
SECRETARY I	0.75	0.75	0.75	0.75	0.75
TOTAL	1.41	1.41	2.41	2.41	1.75

2014-2015 Notes:

* Included in Personnel Detail above is a Secretary I position. This position is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 62 - BUILDING

	<u>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>	
SALARIES & BENEFITS:						
101	REGULAR WAGES	63,133	53,851	14,000	62,904	62,904
107	TEMPORARY WAGES		0			
203	FICA	4,829	4,120	1,200	4,812	4,812
204	RETIREMENT	13,992	12,076	1,000	3,932	3,932
205	GROUP INSURANCE	21,595	19,756	4,000	25,179	25,179
206	WORKERS' COMPENSATION	250	250	250	250	250
	TOTAL SALARIES & BENEFITS	103,799	90,053	20,450	97,077	97,077
SERVICES & SUPPLIES:						
208	UNIFORM ALLOWANCE	195	250	250	250	250
301	OFFICE EXPENSE	3,077	600	600	600	600
303	SMALL TOOLS & SUPPLIES	76	500	1,500	1,500	1,500
	UBC Updates					1,250
	Misc Supplies					250
310	RECRUITMENT	635		630		
312	PROFESSIONAL/SPECIALIZED SERV	22,987	25,000	120,000	25,000	25,000
313	OTHER CONTRACTUAL SERVICES	3,847	0			
315	MEMBERSHIPS & DUES	525	500	500	750	750
316	TRAVEL/CONFERENCE/MEETINGS	413	1,500	1,500	2,000	2,000
322	TRAINING & EDUCATION	850	1,300	1,300	1,300	1,300
403	MAINT & OPERATION OF VEHICLES	1,767	1,200	1,000	1,000	1,000
	TOTAL SERVICES & SUPPLIES	34,372	30,850	127,280	32,400	32,400
	GRAND TOTAL	138,171	120,903	147,730	129,477	129,477

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	2012 / 2013 ACTUAL	2013/ 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	451,729	433,979	446,875	396,156	396,156
SERVICES & SUPPLIES	26,948	27,050	31,750	39,250	38,500
GRAND TOTAL	480,052	461,029	478,625	435,406	434,656

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 CITY MANAGER PROPOSED
PUBLIC WORKS DIRECTOR/ CITY ENGINEER	0.50	0.50	0.80	0.80	0.60
CIVIL ENGINEER (TRAFFIC)	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY I	0.50	0.50			
ADMINISTRATIVE SECRETARY II			0.50	0.50	0.50
ADMINISTRATIVE SECRETARY III					
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.30	3.30	3.10

2014-2015 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

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	299,883	285,174	300,000	257,327	257,327
203	FICA	21,281	21,974	23,000	19,844	19,844
204	RETIREMENT	66,734	64,803	66,000	60,951	60,951
205	GROUP INSURANCE	62,956	61,153	57,000	57,159	57,159
206	WORKERS' COMPENSATION	875	875	875	875	875
TOTAL SALARIES & BENEFITS		451,729	433,979	446,875	396,156	396,156
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	463	250	250	250	250
210	SUPPLEMENTAL SERVICES	5,644	1,500	10,000	15,000	15,000
301	OFFICE EXPENSE	1,329	2,500	2,500	2,500	2,500
302	SPECIAL DEPARTMENT EXPENSE	34	3,700	3,500	3,500	3,500
303	SMALL TOOLS & SUPPLIES	1,481	1,000	1,000	1,000	1,000
306	COMMUNICATIONS	3,850	3,500	3,000	3,500	3,500
312	PROFESSIONAL/SPECIALIZED SERV	0	1,250	0	0	0
315	MEMBERSHIPS & DUES	1,494	750	750	750	750
316	TRAVEL/CONFERENCES/MEETINGS	827	750	750	1,000	750
322	TRAINING & EDUCATION	491	750	500	750	750
402	MAINT & OPERATION OF EQMT	5,490	7,100	5,000	7,000	6,500
403	MAINT & OPERATION OF VEHICLES	5,845	4,000	4,500	4,000	4,000
TOTAL SERVICES & SUPPLIES		26,948	27,050	31,750	39,250	38,500
FIXED ASSETS:						
910	OFFICE EQUIPMENT & FURNITURE	1,375	0	0	0	0
TOTAL FIXED ASSETS		1,375	0	0	0	0
GRAND TOTAL		480,052	461,029	478,625	435,406	434,656

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	207,924	207,332	208,832	219,653	219,653
SERVICES & SUPPLIES	157,764	127,150	135,250	130,250	130,250
GRAND TOTAL	397,710	334,482	344,082	349,903	349,903

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 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

2014-2015 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

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	112,901	112,211	112,211	120,686	120,686
109	OVERTIME WAGES	2,942	2,500	4,000	2,500	2,500
203	FICA	8,601	9,006	9,006	9,654	9,654
204	RETIREMENT	24,417	25,135	25,135	28,312	28,312
205	GROUP INSURANCE	58,413	57,830	57,830	57,851	57,851
206	WORKERS' COMPENSATION	650	650	650	650	650
TOTAL SALARIES & BENEFITS		207,924	207,332	208,832	219,653	219,653
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	3,251	3,000	3,000	3,000	3,000
301	OFFICE EXPENSE	105	200	0	0	0
302	SPECIAL DEPARTMENT EXPENSE	85	1,000	2,000	1,500	1,500
	DMV					750
	Hazmat Removal					750
303	SMALL TOOLS & SUPPLIES	1,270	1,000	1,300	1,300	1,300
306	COMMUNICATIONS	1,313	1,200	1,200	1,200	1,200
308	RENTS & LEASES	97	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SERV	0	4,000	6,000	4,000	4,000
	Tree Removal					4,000
313	OTHER CONTRACTUAL SERVICES	27,629	33,000	33,000	33,000	33,000
	Traffic Signal maintenance					30,000
	Bike lane Maintenance					3,000
315	MEMBERSHIPS & DUES	140	150	150	150	150
316	TRAVEL/CONFERENCES/MEETINGS	0	100	100	100	100
322	TRAINING & EDUCATION	0	1,000	1,000	1,000	1,000
327	POWER UTILITIES	43,486	40,000	40,000	40,000	40,000
401	MAINT OF BLDGS/STRCT/GRNDS	10,934	6,000	11,000	8,500	8,500
402	MAINT & OPERATION OF EQMT	3,137	4,000	4,000	4,000	4,000
403	MAINT & OPERATION OF VEHICLES	13,654	7,500	7,500	7,500	7,500
404	ROAD MAINTENANCE MATERIALS	52,663	25,000	25,000	25,000	25,000
	Road & street sign maintenance					21,000
	Bike lane painting					2,000
	Bike lane asphalt repairs					2,000
TOTAL SERVICES & SUPPLIES		157,764	127,150	135,250	130,250	130,250
FIXED ASSETS:						
904	IMPROVEMENTS O/T BUILDINGS	32,022	0	0	0	0
TOTAL FIXED ASSETS		32,022	0	0	0	0
GRAND TOTAL		397,710	334,482	344,082	349,903	349,903

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	94,668	104,687	104,795	109,329	109,329
SERVICES & SUPPLIES	6,378	5,500	6,500	5,500	5,500
GRAND TOTAL	101,046	110,187	111,295	114,829	114,829

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 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	1.20	1.20	1.20	1.20	1.20

2014-2015 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

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	54,461	62,856	62,856	65,887	65,887
109	OVERTIME WAGES	683	300	408	300	300
203	FICA	4,062	4,846	4,846	5,078	5,078
204	RETIREMENT	12,225	14,104	14,104	15,476	15,476
205	GROUP INSURANCE	22,937	22,281	22,281	22,288	22,288
206	WORKERS' COMPENSATION	300	300	300	300	300
TOTAL SALARIES & BENEFITS		94,668	104,687	104,795	109,329	109,329
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,503	1,200	1,000	1,200	1,200
301	OFFICE EXPENSE	144	100	100	100	100
302	SPECIAL DEPARTMENT EXPENSE	105	0	900	0	0
303	SMALL TOOLS & SUPPLIES	3,432	3,000	3,000	3,000	3,000
306	COMMUNICATIONS	374	500	500	500	500
322	TRAINING & EDUCATION		200		200	200
403	MAINT & OPERATION OF VEHICLES	820	500	1,000	500	500
TOTAL SERVICES & SUPPLIES		6,378	5,500	6,500	5,500	5,500
GRAND TOTAL		101,046	110,187	111,295	114,829	114,829

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	2012 / 2013 ACTUAL	2013/ 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	876,297	821,990	777,096	759,510	759,510
SERVICES & SUPPLIES	706,526	680,846	677,486	655,404	655,404
FIXED ASSETS	7,463	29,600	20,100	35,600	35,600
OTHER	233,696	225,000	218,000	215,000	215,000
GRAND TOTAL	<u>1,823,982</u>	<u>1,757,436</u>	<u>1,692,682</u>	<u>1,665,514</u>	<u>1,665,514</u>

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 CITY MANAGER PROPOSED
PUBLIC WORKS DIRECTOR/ CITY ENGINEER	0.20	0.20	0.20	0.20	0.40
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
ADMINISTRATIVE SECRETARY II					0.50
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>8.05</u>

2014-2015 Notes:

* Included in Personnel Detail above is one Chief Wastewater Plant Operator position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 74/FUND 10 - WASTEWATER OPERATIONS

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	485,744	468,566	450,000	435,028	435,028
109	OVERTIME WAGES	25,353	34,500	25,000	25,000	25,000
	Emergencies & Holidays					25,000
203	FICA	39,005	37,452	36,000	34,886	34,886
204	RETIREMENT	102,610	105,538	100,000	102,275	102,275
205	GROUP INSURANCE	175,097	127,838	118,000	109,598	109,598
206	WORKERS' COMPENSATION	48,488	48,096	48,096	52,723	52,723
TOTAL SALARIES & BENEFITS		876,297	821,990	777,096	759,510	759,510
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	6,915	7,000	7,000	7,000	7,000
301	OFFICE EXPENSE	2,703	5,500	2,000	2,000	2,000
302	SPECIAL DEPARTMENT EXPENSE	130,971	140,000	130,000	90,000	90,000
	Chemicals					45,000
	Permits & Licenses					25,000
	Sludge Disposal					20,000
303	SMALL TOOLS & SUPPLIES	17,363	12,000	12,000	12,000	12,000
306	COMMUNICATIONS	9,043	6,000	6,000	6,000	6,000
307	UTILITIES	265,523	265,000	265,000	265,000	265,000
308	RENTS & LEASES	10,397	7,000	7,000	7,000	7,000
	Ocean Outfall					7,000
313	OTHER CONTRACTUAL SERVICES	72,370	63,360	70,000	67,560	67,560
	Source Control Contract					25,000
	Generator Service Agreement					12,850
	Storm Water Program					8,000
	Blower Annual Maintenance Agreement					7,700
	Computer Programming					7,000
	Various Equipment Maintenance					4,510
	Corrosion Testing Service					2,000
	GIS Software License					500
314	INSURANCE & SURETY BONDS	32,213	33,386	33,386	48,244	48,244
	Liability Insurance					23,720
	Property Insurance					19,924
	Deductibles and Self-Insurance					4,600
315	MEMBERSHIPS & DUES	1,597	1,500	1,600	1,600	1,600
316	TRAVEL/CONFERENCES/MEETINGS	890	2,600	1,500	2,000	2,000
	State CWEA Water Reuse Conference					1,500
	Local CWEA Training/Meetings					500
320	LABORATORY	25,510	26,000	26,000	26,000	26,000
322	TRAINING & EDUCATION	1,260	3,000	3,000	3,000	3,000
	Safety/Maintenance/Process/Exams					3,000
349	MISCELLANEOUS	12,547	7,500	12,000	12,000	12,000
401	MAINT OF BLDGS/STRUCT/GRNDS	5,916	6,000	5,000	6,000	6,000
402	MAINT & OPERATION OF EQMT	86,501	75,000	80,000	80,000	80,000
403	MAINT & OPERATION OF VEHICLES	24,807	20,000	16,000	20,000	20,000
TOTAL SERVICES & SUPPLIES		706,526	680,846	677,486	655,404	655,404

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DEPARTMENT 74/FUND 10 - WASTEWATER OPERATIONS (Concluded)

	<u>2012 / 2013 ACTUAL</u>	<u>2013 / 2014 BUDGET</u>	<u>2013 / 2014 PROJECTED</u>	<u>2014 / 2015 DEPT REQUEST</u>	<u>2014 / 2015 CITY MANAGER PROPOSED</u>
FIXED ASSETS:					
904 IMPROVEMENTS - OTHER	6,574	25,000	18,000	20,000	20,000
Miscellaneous Manhole Repairs					10,000
Facility Painting					5,000
Gutter and Other Repairs					5,000
905 MACHINERY & EQMT - OTHER					
910 OFFICE EQUIPMENT & FURNITURE	889	0	0	0	0
Computer					
915 OTHER EQUIPMENT	0	4,600	2,100	15,600	15,600
Camel Truck Tank Coating					11,000
Belt Press Belts					2,500
Jet Truck Hose					2,100
TOTAL FIXED ASSETS	<u>7,463</u>	<u>29,600</u>	<u>20,100</u>	<u>35,600</u>	<u>35,600</u>
OTHER:					
708 COST ALLOCATION	233,696	225,000	218,000	215,000	215,000
TOTAL OTHER	<u>233,696</u>	<u>225,000</u>	<u>218,000</u>	<u>215,000</u>	<u>215,000</u>
GRAND TOTAL	<u>1,823,982</u>	<u>1,757,436</u>	<u>1,692,682</u>	<u>1,665,514</u>	<u>1,665,514</u>

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	173,795	173,279	120,790	181,341	181,341
SERVICES & SUPPLIES	151,552	146,050	127,250	130,950	130,950
GRAND TOTAL	325,347	319,329	248,040	312,291	312,291

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 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	2.60	2.60	2.60	2.60	2.60

2014-2015 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

		2012 / 2013	2013/ 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	105,650	109,131	70,000	114,393	114,393
109	OVERTIME WAGES	2,432	2,000	1,500	2,000	2,000
203	FICA	8,421	9,021	5,600	9,424	9,424
204	RETIREMENT	22,978	24,437	15,000	26,820	26,820
205	GROUP INSURANCE	33,914	28,290	28,290	28,304	28,304
206	WORKERS' COMPENSATION	400	400	400	400	400
TOTAL SALARIES & BENEFITS		173,795	173,279	120,790	181,341	181,341
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,374	1,500	1,400	1,500	1,500
210	SUPPLEMENTAL SERVICES	51,368	40,000	30,000	40,000	40,000
	Park Maintenance Contracts					40,000
302	SPECIAL DEPARTMENT EXPENSE	316	450	450	450	450
303	SMALL TOOLS & SUPPLIES	1,922	1,000	1,500	1,500	1,500
306	COMMUNICATIONS	924	1,100	1,000	1,000	1,000
308	RENTS & LEASES	2,864	2,500	2,000	0	0
315	MEMBERSHIPS & DUES	90	100	100	100	100
316	TRAVEL/CONFERENCES/MEETINGS		100	100	100	100
322	TRAINING & EDUCATION	320	300	200	300	300
327	POWER UTILITIES	17,932	18,000	18,000	18,000	18,000
328	WATER UTILITIES	22,912	38,000	30,000	25,000	25,000
401	MAINT OF BLDGS/STRUCT/GRNDS	39,624	35,000	35,000	35,000	35,000
402	MAINT & OPERATION OF EQMT	1,249	2,000	2,000	2,000	2,000
403	MAINT & OPERATION OF VEHICLES	5,891	5,500	5,000	5,500	5,500
404	ROAD MAINTENANCE MATERIALS	4,766	500	500	500	500
TOTAL SERVICES & SUPPLIES		151,552	146,050	127,250	130,950	130,950
GRAND TOTAL		325,347	319,329	248,040	312,291	312,291

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	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	81,362	124,930	86,700	114,513	114,513
SERVICES & SUPPLIES	129,301	81,110	94,000	94,650	94,650
GRAND TOTAL	210,663	206,040	180,700	209,163	209,163

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 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	1.60	1.60	1.60	1.60	1.60

2014-2015 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

	2012 / 2013 ACTUAL	2013 / 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED	
SALARIES & BENEFITS:						
101	REGULAR WAGES	29,046	75,039	36,000	63,477	63,477
107	TEMPORARY WAGES	14,903	0	15,000		
109	OVERTIME WAGES	1,734	1,200	1,600	1,200	1,200
	Special events and winter on call hours					1,200
203	FICA	2,489	5,523	3,000	4,767	4,767
204	RETIREMENT	6,023	16,788	6,700	8,898	8,898
205	GROUP INSURANCE	26,767	25,980	24,000	35,771	35,771
206	WORKERS' COMPENSATION	400	400	400	400	400
	TOTAL SALARIES & BENEFITS	81,362	124,930	86,700	114,513	114,513
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,413	1,200	1,400	1,300	1,300
302	SPECIAL DEPARTMENT EXPENSE	606	350	350	350	350
303	SMALL TOOLS & SUPPLIES	519	500	750	500	500
306	COMMUNICATIONS	416	0	0	0	0
308	RENTS & LEASES	254	0	0	0	0
313	OTHER CONTRACTUAL SERVICES	51,220	8,000	12,000	12,000	12,000
	Air conditioning					8,000
	Pest Control					2,000
	Alarm service					2,000
315	MEMBERSHIPS & DUES	60	60	0	0	0
327	POWER UTILITIES	37,754	33,000	37,000	37,000	37,000
328	WATER UTILITIES	7,251	1,500	7,500	7,500	7,500
349	MISCELLANEOUS	3,340	0	0	0	0
401	MAINT OF BLDGS/STRUCT/GRNDS	23,106	30,000	30,000	30,000	30,000
402	MAINT & OPERATION OF EQMT	36	0	0	0	0
403	MAINT & OPERATION OF VEHICLES	3,326	6,500	5,000	6,000	6,000
	TOTAL SERVICES & SUPPLIES	129,301	81,110	94,000	94,650	94,650
	GRAND TOTAL	210,663	206,040	180,700	209,163	209,163

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	2012 / 2013 ACTUAL	2013/ 2014 BUDGET	2013 / 2014 PROJECTED	2014 / 2015 DEPT REQUEST	2014 / 2015 CITY MANAGER PROPOSED
SALARIES & BENEFITS	672,564	620,138	649,458	663,832	663,832
SERVICES & SUPPLIES	224,471	214,659	222,457	239,192	238,192
GRAND TOTAL	897,035	834,797	871,915	903,024	902,024

PERSONNEL DETAIL	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015 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

2014-2015 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

		2012 / 2013	2013 / 2014	2013 / 2014	2014 / 2015	2014 / 2015
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	239,039	223,484	223,484	231,524	231,524
107	TEMPORARY WAGES	268,234	240,000	268,000	270,000	270,000
109	OVERTIME WAGES	168	150	200	150	150
203	FICA	22,378	20,730	22,000	21,345	21,345
204	RETIREMENT	50,833	50,039	50,039	54,271	54,271
205	GROUP INSURANCE	82,016	77,555	77,555	77,575	77,575
206	WORKERS' COMPENSATION	9,896	8,180	8,180	8,967	8,967
TOTAL SALARIES & BENEFITS		672,564	620,138	649,458	663,832	663,832
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	6,611	5,500	5,500	5,500	5,500
302	SPECIAL DEPARTMENT EXPENSE	85,654	85,000	75,000	85,000	85,000
303	SMALL TOOLS & SUPPLIES	443	400	400	400	400
305	ADVERTISING	7,772	8,000	7,000	8,000	8,000
306	COMMUNICATIONS	2,973	3,000	3,000	3,400	3,400
307	UTILITIES	8,456	8,500	10,000	9,500	9,500
310	RECRUITMENT	75	500	75	500	500
313	OTHER CONTRACTUAL SERVICES	82,219	75,000	90,000	91,000	91,000
314	INSURANCE & SURETY BONDS	6,634	9,059	9,312	11,942	11,942
	Liability Insurance					11,065
	Property Insurance					877
315	MEMBERSHIPS & DUES	175	200	170	200	200
316	TRAVEL/CONFERENCES/MEETINGS	0	250	0	0	0
322	TRAINING & EDUCATION	0	250	0	250	250
401	MAINT OF BLDGS/STRUCT/GRNDS	8,789	4,000	6,000	7,000	7,000
402	MAINT & OPERATION OF EQMT	11,332	12,000	12,000	13,000	12,000
403	MAINT & OPERATION OF VEHICLES	3,338	3,000	4,000	3,500	3,500
TOTAL SERVICES & SUPPLIES		224,471	214,659	222,457	239,192	238,192
GRAND TOTAL		897,035	834,797	871,915	903,024	902,024

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