



BUDGET

Proposed Fiscal Year 2014-15

Where Historic El Camino, Meets Monterey Wine Country





Left to Right: Mayor John Huerta Jr., Lance Walker, Vice Mayor Randy Hurley, Raul Rodriguez and Annie Moreno

City of Greenfield

Mayor and Council

John Huerta, Jr., Mayor
G. Randy Hurley, Mayor Pro Tem
Annie G. Moreno
Raul Rodriguez
Lance Walker



CITY MANAGER

Susan A. Stanton, ICMA-CM

Executive Administrative Staff

Nina Aguayo, Executive Assistant to City Manager
Jeri L. Corgill, Accounting Operations Manager
Adele H. Fresé, Chief of Police
Ann F. Rathbun, City Clerk
Mic Steinmann, Interim Public Works Director
Brad Sullivan, City Attorney
Robin Warbey, IT Administrator



City Manager Transmittal Letter

May 23, 2014

Honorable Mayor, Members of the City Council,

In accordance with City Ordinance No. 22 adopted September 22, 1948, expenditures in the proposed FY 2014-15 Annual Operating and Capital Budget for all funds are \$15,636,900. Excluding capital and utilities funds, the City's total operating budget, for all services and programs, is \$5,233,400. Compared to the proposed amended FY 2013-14 Annual Operating and Capital Budget of \$5,441,000, the proposed budget reduced operating expenditures by \$207,600. This reduction in proposed spending is necessitated to ensure that the City's proposed operating expenditures do not exceed annual operating revenues. In order to achieve these substantial reductions in spending, the City will be deleting three high compensation management positions and proposing slight reductions in its health care program and recreation spending. A key focus in preparing this budget was to reduce the budgetary allocation dedicated to executive management, expand resources for production orientated employees and empower existing employees with the necessary authority and tools in order to enhance city staff performance. This organizational realignment has not been without pain as all employees have been asked to work smarter, fast and better in order to meet the service needs of the community.

The City of Greenfield is truly the "Heart of Salinas Valley" and has positioned itself for new growth and development. After many years of discussion and anticipation, the City is excited about the next phase of development planned for the Yanks Airfield and Museum, has begun active discussions with commercial developers for the Walnut Avenue Specific Plan and the annexation and redevelopment of the City's southern boundary to meet the service needs of the traveling public on US 101. These exciting opportunities have been created as a result of the City's visionary investment in the Yanks Development, Walnut Specific Plan and expanded Sphere of Influence to create new economic opportunity. In order to obtain this return on past investment, City staff has been reengineered to become more responsive in using the City's limited financial resources and newly purchased management tools. During the last three months, the City is beginning to experience the benefits from this effort and is excited about a new McDonalds finally investing in our down town, the construction of new O'Reilly Auto Store and the opening of a new Dollar Tree in the Greenfield Village. City staff is also working with multiple developers who are now ready to resume residential constructions of both market based and affordable housing after five years of no new construction in the City.

In spite of economic struggles that every community has confronted since the great economic meltdown in 2007, Greenfield is poised for growth in 2015 and well positioned to capitalize on its investment quietly made and nurtured during the past years. However, in order to seize opportunity, the City must have its own house in order to effectively use its limited resources, apply for and properly manage grants and respond to the needs of developers willing and able to invest in our community. The proposed FY 2014-15 Annual Operating and Capital Budget achieves these critical community needs.

Proposed 2014 Staffing:

As indicated during the year, the City needs production employees who are able to provide direct services to the public and actively direct the limited resources of the community. The proposed spending plan has been reduced by \$484,136 with the deletion of an Assistant City Manager, Public Works Director and Public Works Superintendent. In order to meet the administrative needs in these areas, the Sustainability Director will oversee community development, public works and economic development. Existing management positions in the Public Works Department have been redesigned to ensure they have maximum authority over their personnel resources to direct operations without excessive and inefficient executive oversight. In spite of its residential population base, Greenfield has a very small staff to provide critical city services to a very diverse population. Unfortunately, with increased cost of personnel due to pension obligation, health care and other employment related benefits, the City had to reduce the funds allocated for employee services. In FY 2014, the City is projected to spend \$2,815,757 on personnel salaries and \$1,916,240 for other required benefits and obligations for a total of \$4,731,997. Spending limited resources for highly compensation staff was simply not sustainable given the City's limited revenue base. With the adoption of this budget, the General Fund will be able to generate a positive fund balance that can be used to stabilize future budget shortfalls or can be allocated by the City Council in future years.

The proposed FY 2014-15 Annual Operating and Capital Budget has redirected some of the saving created by the deletion of these highly paid positions to fund a Management Analyst devoted to grant and fiscal management. The total cost of this new position is \$71,900. The Management Analyst will report directly to the City Manager and also be given responsibility for project management and special projects that arise throughout the year. Additionally, the City has repurposed administrative support staffs from the Police Department to the Finance Department to more effectively manage its financial and organizational resources. This newly reassigned staff has been assigned responsibility to oversee the City's Business License program, coordinate auditing of the Transit Occupancy Tax, review and management cost recovery programs associated with development in the City and assist with grant management for the upcoming year. With the deletion of the Public Works Director, two operational management positions have been reclassified to Utility Manager and Public Works Manager and given direct authority of their respective staff and will report to the Sustainability Manager. The City is also in the process of negotiating a proposed agreement with MNS Engineering to serve as City Engineer at substantial savings compared to employing a full time engineer. Finally, staff has begun discussions with other governmental jurisdictions for obtaining contract building inspection services that will allow for total cost recovery. The FY 2014 employee cost for this

function, if provided internally, is \$118,952 which the City is unable to recover based on the projected building permits and past efforts at cost recovery.

During the past year, the City contracted with the Wallace Group to review operations of at the Wastewater Treatment Plant and related operations, assist with positioning the City to obtain compliance with its operating permit and identify necessary staffing to ensure proper management of the treatment and collection process. The management of the Wastewater function is of critical importance to the City's economic redevelopment effort and simply has not been effectively managed in past years. The engineer has recommended, and this proposed spending plan provides, two additional Utility Workers to perform these critical functions as required by law. The cost of these two positions are \$115,285 and are intricately related to the continued operation of the plant in compliance with its operating permit and other associated collection and treatment requirements that have not been achieved by the City. The budget also includes \$1.3 million dollars of critical capital projects at the Treatment Plant that, hopefully, will be funded by the award of a Community Development Block Grant. If this grant is not obtained, the City will need to consider obtaining these funds of other sources.

The proposed FY 2014-15 Annual Operating and Capital Budget also includes \$252,945 for improvements in the City's four Maintenance and Management District and \$95,620 funding the employment of three Grounds Workers to perform the work currently done by a private contractor. As will be shown during the review of this proposed spending plan, the City must take a much greater role in providing for the landscaping and infrastructure needs of these new subdivision. Unfortunately, the City has not been able to devote the necessary expertise and staffing to ensure that each district is properly administered and managed. The total cost of this program will allocate directly to these management districts with no additional increase in the anticipated levy assessment.

The proposed FY 2014-15 Annual Operating and Capital Budget also provides \$76,450 funding for an additional Police Officer and \$6,650 for the creation of a Police Officer Reserve program and \$76,450 for a School Resource that will be paid by a COPS MOR grant and Greenfield Union School District. To expand patrol coverage in the community and reduce overtime, the Police Department budget also includes \$65,000 for contracting two School Security Officers, (with offsetting revenue from the respective school districts), to provide for SRO duties at the high school and at the elementary school until the City is able to hire a qualified SRO as required by the federal grant. Reassigning the two SRO police officers back to patrol at the end of the school year has enabled the City to reduce FY 2015 overtime spending of \$275,000 to \$140,000. However, depending on the level and nature of criminal activity in the City in FY 2015, the Police Department could still exceed its allocated overtime budget. While Chief Fresé is still evaluating the staff and operations of the Police Department, she and I both agree that the City is seriously understaffed in Police Officers. In order to meet the law enforcement needs of the community, Officers are often required to work extended hours, sacrifice vacations and holidays and regularly deal with criminal matters that typically require a response by multiple Police Officers but are formed by one person due to limited patrol staff. In the next year, Chief Fresé and I will be identifying potential funding options available to the City to address this public safety concern.

FY 2014-14 City Manager Budget Transmission Letter

With the proposed FY 2015 staffing plan, and offsetting budgetary reductions, the City will be able to reduce total projected employee costs by \$280,622 and \$322,068 in associated benefits.

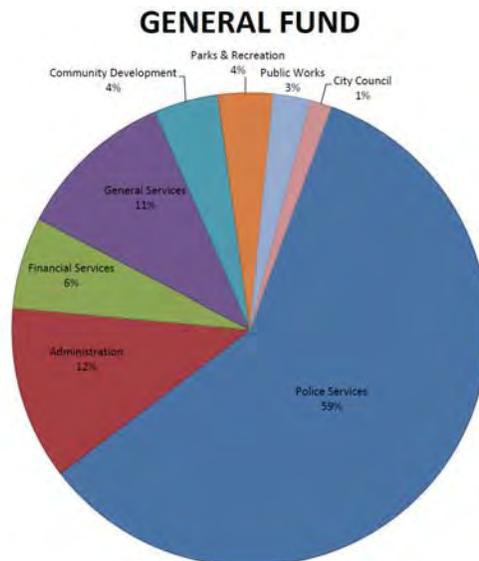
Finally, in order to control cost, the spending plan will require a \$25,000 reduction in park maintenance for Patriot Park and \$20,000 reduction in recreational programming. Depending on discussion with both the Council and the CCYSO, the FY 2014 funding levels could be restored if the City is willing to reduce projected General Fund undesignated resources.

Meeting Community Expectations

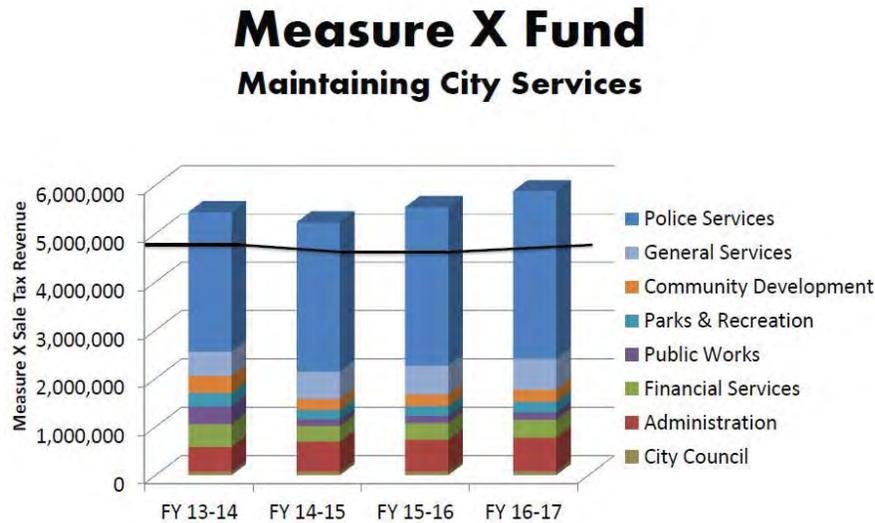
As stated last year, in preparing the proposed FY 2014-15 Annual Operating and Capital Budget, I am very aware of the community expectation that the City would have additional funds for the new spending and programs as a result of the passage of the general sales tax measure that was passed in November 2012 by 65.2% of City voters. The passage of this sale tax, known locally as “Measure X”, was intended to do the following:

- Prevent Potential Reduction of Services to the Police Department
- Restore Police Staffing and Services
- Maintain Financial Viability of the City
- Ensure Adequate Park Maintenance
- Restore City Hall Service Hours
- Return Recreation Programs for Youth

As discussed with the City Council in February 2013, prior to the passage of this general sale tax measure in FY 2013, the City funded a number of reoccurring annual expenses with non-reoccurring revenues for the operation of the Civic Center (\$95,000), the maintenance of Patriot Park (\$75,000) and supplemental health insurance for City employees (\$130,000). These expenses continued to be incorporated in the proposed FY 2014-15 Annual Operating and Capital Budget and are being used to pay for continued operations in the City. As shown in the chart below, \$3,091,000 of the General Fund, or 59% is allocated for paying for law enforcement and related services.



As the bar chart below shows, without Measure X supplemental funding, the City would not be able to provide basic city services or be able to properly fund law enforcement:



Specifically, this chart shows the impact on City service given existing expenditures and a 6% projected growth in expenditures during the next three years. Clearly, without new growth in Sales Tax revenue in the community in future years, the City will need to adopt a more permanent revenue enhancement to provide for basic needs in the community. Existing, *and projected*, revenues from property tax, user fees and other sources are simply not adequate to pay for the critical law enforcement, public works, and recreational needs of this community. This policy issues will be of absolute importance to the entire community as the City nears the sunset of this special supplemental Sales Tax. Revenue from the Measure X Sales Tax in FY 2015 is estimated at \$ 846,800. To date, these funds have allowed the City to maintain and supplement additional police officers in the Police Department, provide recreational programming at the Community Center and Downtown Art Center and the employment of a Code Enforcement Officer.

Addressing Critical Needs in the Community:

As I stated last year, when I first visited the City of Greenfield, I was very impressed with the cleanliness of the community and extensive network of parks and public places that are maintained by a small but mighty and resilient Public Works crew. And, I am still impressed and proud how so few people can perform so many critical tasks in so many areas with so little resources and equipment. Each member of the department wears many hats and regularly multi-tasks in ways not permitted in most other communities. In the coming year, the City will need to continue working with all employees and their respective Unions to address issues of compensation, training and job satisfaction.

FY 2014-14 City Manager Budget Transmission Letter

Our city staff has continued to serve this City will honor and commitment since the great economic recession of 2007. They have reluctantly agreed to reduction in pay and benefits to maintain their employment with the City and kept a positive attitude at times where other employees would have long left the City. And, unfortunately, 2014 will not provide much economic relief to this situation. The proposed planning plan reduces allocation of medical insurance that needs to be offset with greater employee participation or, preferably, with a different health plan provider. The entire area of health care is in a state of flux as the private market adjusts to the new requirements of the Affordable Health Care Act, often referred to as "Obama-Care". The City's current health care program, and associated rates, will expire in December and may not be renewable regarding of available funding. With the publication of this proposed spending plan, I will be organizing a Labor Management Committee to begin addressing this matter to ensure maximum employee discussion and decision making regarding this important issue.

Meanwhile, the City needs to continue to make the necessary investment in its working environment to ensure employee health and productivity. The proposed FY 2014-15 Annual Operating and Capital Budget contains \$75,000 for the addressing the customer service area of City Hall. Since its construction, employees have experienced numerous work related injuries as a result of the poorly planned counter configuration and improperly designed work stations. These worker compensation injuries are extremely expensive to the City and harmful to our customer service representatives that need to be professionally addressed...and resolved in the next four months. The Wastewater Division also includes \$75,000 for funding critical facility upgrade needs at the treatment plant that address the working environment at this facility and support the needs of the employees required to conduct extremely important work in very challenging conditions. Our employees are worthy of this investment.

Reinvesting in our Community

The proposed FY 2014-15 Annual Operating and Capital Budget provides for \$2,705,000 for the development of the Community Park on Apple Ave, and anticipates community development block grant funding of \$232,558 for residential housing rehabilitation, \$232,558 for Home ownership Direct Assistance and \$93,300 for planning and technical assistance to conduct mastering planning of the City's water and wastewater systems. Additionally, the City also has budgeted \$252,945 for capital repair of infrastructure in neighborhoods located in three maintenance districts in the City. As proposed in this spending plan, the City will be assuming direct responsibility for maintaining its neighborhood parks, drainage systems, landscaping and streets to improve the quality of life or our residents.

Moving Forward

Last year, the City Council met during a Saturday afternoon and set forth its Strategic Goals for the FY 2013-16. Critical work product that came out of this session was the creation of a mission an effective City Mission Statement and key goals that were achieved by City staff.

“The City of Greenfield is committed to enhance the quality of life and inspire community pride among all residents, businesses, and visitors through service excellence and stewardship of our valuable resources”.

These five Strategic Goals established by the Council centered around five core functions that need to be reevaluated prior to the adoption of this budget:



In summary, after years of quiet preparation by past and current elected and appointed officials, Greenfield is uniquely positioned to expand its economic base and improve the quality of life of its residents. I believe this spending plan is consistent with these efforts and the direction the City Council set forth almost two years ago since my appointment as City Manager. It is a very exciting time to be a part of the Greenfield community.

Acknowledgment

I wish to acknowledge the tremendous amount of hard work City staff put into preparing the FY 2014-15 Annual Operating and Capital Budget. Special recognition is given to Accounting and Finance Manager Jerri Corgill for her tenacious spirit this past year coordinating the implementing of our new Financial Reporting systems used in the preparation of this budget. This was a huge task that was often done on the weekend and during the late evening hours. With these new systems now on line the City will be able to closely monitor its spending and

FY 2014-14 City Manager Budget Transmission Letter

improve accounting of its resources and cost recovery of service. Executive Assistant Nina Aguayo is also recognized for her long hours of dedication and doing extra duty in our office as I focused so much of my energy on budget preparation. The professional composition of the actual budget document is the work product of Nina and reflective of the pride she devotes to all of her work. Special recognition is also provided to acting Management Analyst Michel Mungia who has worked late into the night developing complex spreadsheets that have been used to prepare this budget and coordinate every phase of the budget. The employee service computer model Michael developed to project personnel and benefit cost and allocates those costs to twenty-five different cost centers in the City was impressive and worked remarkably well. Special recognition also is provided to Mic Steinmann who has assumed strong leadership with the retirement of the Public Works Director and assistance he provided in completing grant applications and promoting economic development while preparing his own budget.

Special recognition is also extended to Carmen Lorenzana for her absolute knowledge of every process and service component in the Public Works Department that was used to prepare this budget; to Isabel Landeros who accepted her reassignment to Finance with a positive professional attitude that was also used to assist with reclassifying expenditures and produce year end estimates for all city staff; to City Clerk Ann Rathbun for her assistance in estimating personnel cost and willingness to coordinate the City's new payroll system and allocation plan; for Utility Manager Arturo Felix and Public Works Manager Humberto Aceves for their willingness to assume greater responsibility for the management of their staffs; to City Fleet Mechanic Jose Garcia for his assistance in calculating the cost of maintaining our fleet of cars and trucks and Police Chief Adele Frese and Records Supervisor Ysela Serrano for preparing the Police Department budget and being so creative in establishing new management systems for the new year.

And finally, I wish to formally express by appreciation for the tremendous support, encouragement and patience extended by the Mayor and City Council members as I focused all of my energy these last few months on reviewing city operations and preparing this budget. Each member of the City Council brings their own unique background to each Council meeting and has always been willing to work as a team in making important decisions to promote and improve Greenfield.

It is an honor and a privilege to call Greenfield my home ...and to be your City Manager.

Sincerely,



Susan A. Stanton, ICMA-CM
City Manager

BUDGET PRESENTATION NOTES

WHAT IS A BUDGET?

A budget is a financial and operating plan for a City for a period called a "fiscal year." The City of Greenfield's fiscal year begins on July 1 and ends on June 30. The fiscal year that begins on July 1, 2014, is referred to as "Fiscal Year 2015." Prior Fiscal Year (FY 2014) budget data is also included. All data contained herein for FY 2014 are originally budgeted amounts and will be revised to reflect budget amendments adopted by the City Council. Estimated FY 2014 numbers represent actual expenditure totals for a portion of the fiscal year, supplemented with expenditure assumptions for the remainder of the fiscal year. All appropriations unspent at year-end lapse unless funds are encumbered by issuance of a purchase order. Such purchase orders remain valid until either canceled or final payment is made.

The City cannot spend money unless it is appropriated within the budget. An appropriation is the legal approval given by the City Council to the City staff to spend money for a specific purpose. The budget also contains an estimate of revenues to be received by the City during the same time period. The legal authorization to collect revenues, such as the property tax, utility tax, and user fees, is established by the City Council by resolution. Also included in the budget is the estimated unexpended expenditures left over from the prior fiscal year that can be spent and appropriated in the new year. This money is called available or unassigned fund balance. State law requires that expenditures do not exceed the combination of available fund balance and revenues. The City cannot borrow money to operate. The City can only borrow money for major capital projects, such as the purchase of major equipment or the construction of buildings.

Budgeting Basis

This budget is prepared in accordance with Generally Accepted Accounting Principles (GAAP). Both revenues and expenditures are budgeted on the modified accrual basis of accounting. In Enterprise Fund budgets (Wastewater and Water Production), depreciation is budgeted as an operating expense. However, proposed capital acquisitions and principal payments are listed in the program portion of the budget for planning purposes.

Budget Adjustments / Amendments

In accordance with the California Law, the City Manager has the authority to approve budget adjustments, or the transfer of funds within a department and within a fund. Budgetary control during the year is maintained on a department basis and within a fund and not on a line item or program basis. To increase or decrease a department's appropriation, or to transfer funds from one department to another or from one fund to another, requires the approval of the City Council. The City Council grants such approval by Resolution.

Personnel Position Classifications

The City Manager may change a personnel position to a lower classification than approved in the budget.

Any positions reclassified since the previous year's budget was adopted are reported in this budget in accordance with their new classifications.

BUDGET QUESTION & ANSWER

WHAT IS REVENUE?

Revenue is money that the City receives from a variety of sources such as property taxes, permits and fees, utility and sales taxes, charges for services, grants, franchise fees and licensing fees which are used to pay for the delivery of services and other items to the public.

WHAT IS EXPENDITURE?

An expenditure is the process of spending money. Expenditures include activities such as paying employee salaries, purchasing office supplies, repairing City facilities and making long-term debt service payments.

WHAT IS A FUND?

Public sector entities, such as municipalities and counties, operate on a fund based accounting system. A fund is an accounting entity that receives revenues from a specific source and expends them for specific activities. The City operates several different types of fund, including the general fund, capital improvement fund, and internal service funds.

The **General Fund** is used to account for the general operations of the city and all transactions that are not accounted for in other funds or account groups. Departmental budgets that fall under the General Fund are presented on a modified accrual basis; meaning that expenditures, other than interest on long-term debt are recorded at the time liabilities are incurred and revenues are recognized only when they are received.

The **Capital Improvement Fund** is used to account for all resources used for the acquisition of various major capital improvements excluding some which are funded through enterprise funds.

Enterprise Funds are used to account for operations that are financed and operated similarly to a private business, where the intent of the governing body is that the costs of providing goods or services (such as water and wastewater) to the general public on a continual basis is financed or recovered through user fees, or where the governing body has determined that revenues earned, expenses incurred or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

City of Greenfield

Shared City Values

Shared Vision, Mission and Goals

We share a common purpose and work effectively together to achieve our vision, mission and goals to the benefit of all.

Accountable and Transparency

We are accountable for our actions, honor our commitments and ensure all our decisions are transparent.

Stewardship

We use City resources wisely and carry out our responsibilities in a manner that inspires public confidence.

Effective Communication

We foster open and clear communication with all segments of the community within a framework of respect and understanding.

Volunteerism

We encourage, value and support volunteerism among our citizens.

Strategic Partnerships

We seek strategic partnerships to leverage our collective knowledge, expertise and shared goals.

Pride and Passion

As ambassadors, we represent the City and its citizens with pride and enthusiasm.

Professionalism and Integrity

We are competent and fulfill our responsibilities with excellence and integrity.

Staff Development

We support the growth and development of our staff through effective staff development efforts.

Continuous Improvement

We support suggestions, ideas and creative approaches, leading to continuous improvement in everything we do.

City of Greenfield

Strategic Goals 2014-2015

Prior to the preparation of the FY 2014 Budget the City engaged in strategic goal settings which culminated in the articulation of a vision and mission statement and the establishment of five strategic City goals and objectives.

- **Goal 1: To provide excellent services and outstanding stewardship of financial resources to ensure fiscal solvency and sustainability.**
- **Goal 2: To be a safe place where families, individuals, and businesses thrive.**
- **Goal 3: Attract, create, and retain businesses that contribute to the economic development and prosperity of all its residents.**
- **Goal 4: Create abundant positive development opportunities for youth.**
- **Goal 5: Attract, create, and retain businesses that contribute to the economic development and prosperity of all its residents.**

The articulation of these strategic goals assisted the City to develop long term policies and programs for improving services in Greenfield. The creation of these strategic goals was also used to create detailed departmental objectives for all City Departments.

The following is an update on the achievement of these goals:

Goal: To provide excellent services and outstanding stewardship of financial resources to ensure fiscal solvency and sustainability.

- **Hire a finance manager and integrate all financial management responsibilities into City operations:** *Complete: In June 2013 Jeri Corgill was hired as the City Accounting Operations Manager. A professional profile statement was developed for recruiting this position. By hiring Ms. Corgill, the City is no longer paying a private accounting firm to maintain the City books or contracting with an independent Financial Consultant. Since her appointment, Ms. Corgill has dedicated a lot of her time getting ready to bring the new accounting software on line to improve managing City finances. This project has involved reviewing historical financial data for transfer into the new system, developing new report formats and automating all the financial processes into a more sophisticated accounting system. This system is now fully on line and the City is now able to process its own payroll, accounts receivable, accounts payable and fixed asset systems. These new systems will assist staff to prepare their budget, control and monitor their expenses and provide reports to improve performance.*
- **Develop and implement budget policies to guide effective decision-making:** *Completed: These budget policies were incorporated into the expanded FY 2014 and FT 2015 Annual Budget Document. Adopting these policies will ensure that all ongoing operating costs are fully known prior to approving capital improvement projects and that the City never again projects un-collectable receivable accounts as part of fund balance.*
- **Review all financial reporting systems and identify necessary software and hardware upgrades.** *Completed: The City purchased new Financial Software from Tyler Corporation which is now on line and in service. The upgrade will enhance financial reporting, budget preparation, purchasing, including encumbering, personnel management and provide for project accounting. The software upgrade has provided the City with state of the art municipal software applications at a very reasonable cost and we will not need to re-upgrade the system in future years. This software replaced the current Financial Reporting and Accounting systems and completely replaced the outdated Utility billing System. Converting all financial systems to this new software will improve internal control and improve fiscal management. During this next year, the City will be taking steps to further automate online payments and changing the way billings are mailed to allow utility billing inserts regarding community events and other government purpose notices. Completing this goal has been a total City staff effort that required an extraordinary commitment of time and resources.*
- **Develop a financial budget plan and a 5-year capital and operating budget:** *Completed: The FY 2013-2018 5-year CIP was approved with the adoption of the FY 2014 budget. This \$19 million CIP was very basic and will be improved and refined with the establishment of a Master Plan for City utilities and streets. The current CIP took a city wide look of capital needs in the City and specifically evaluated projected revenue, cash balances and estimated expenditures by program and fund. The FY 2014-2018 CIP needs to be enhanced with more detail and site information that will more accurately assess projected cash and debt management in enterprise funds and assist the City in obtaining grant funding in future years.*

- **Clarify Measure X intent and develop and communicate a spending strategy.** *Completed: The City addressed this matter with the creation of a citizen based Finance and Budget Committee. Because these Measure X funds were used to sustain current operations, it was difficult to develop a specific spending strategy for this revenue source. However, in general, two programs that were funded with this revenue was the hiring of a Code Enforcement Officer and the expansion of recreation programming. Since these funds are currently allocated to pay for current operations, in future years, the City will need to reconsider extending this special revenue measure if future revenue growth in fees and services does not happen.*

Goal: To be a safe place where families, individuals, and businesses thrive.

- **Negotiate and finalize the shared service agreement with the City of Soledad:** *Completed: While the approved Shared Service Agreement was ultimately canceled by the City as a result of the Collective Bargaining Agreement with the Union, the City made a good faith effort to approve the agreement and work with the City of Soledad.*
- **Expand safety through innovative strategies i.e., safety officers, citizen groups:** *Incomplete: These goals in the Police Department were not achieved during the year and were placed on hold pending the hiring of a new Police Chief. This goal was incorporated into the profile statement for the new Police Chief and funded in the current FY 2015 Police Department proposed budget.*
- **Increase effective two-way communication between law enforcement and the community:** *Ongoing: Newly hired Police Chief Adele Fresé has extensive communication and interaction with the community since her employment in March. With the reestablishment of a Police Explorer Program and Community Police Academy in FY 2015, this goal will begin to generate new ideas for partnerships with the Police Department.*
- **Incorporate CALGRIP funding into safety budget deliberations.** *Completed: These funds were incorporated into the FY 2015 budget.*

Goal: Attract, create, and retain businesses that contribute to the economic development and prosperity of all its residents.

- **Finalize the Walnut Specific Plan:** *Completed: The City finalized the administrative draft of the plan in September, 2013 and recently completed the Environmental Impact Report which has been reviewed by the various county and state agencies. The City did not receive any objections to the proposed plan and, with a little luck; the entire plan should be ready for final adoption by July 2014. The City has demonstrated its commitment for new development by investing \$500,000 in developing a very detailed development plan for this very important strategic property. Staff is in the process of actively marketing this plan and working with property owners to discuss future development.*

In the next six weeks, the EIR and Specific Plan will be submitted to the Planning Commission for public hearing and review, comment, and recommendation by the Planning Commission. That recommendation will then be submitted to the City Council

for public hearing and to: (1) certify the EIR, (2) adopt the Specific Plan, and (3) first reading of required Zoning Code amendment. The Specific Plan is adopted by the City Council as an ordinance to identify the affected area as a new Specific Plan designation within the Highway-Commercial zone. After the second reading of the Zoning Code amendment, development in accordance with the Walnut Avenue Specific Plan and EIR can commence.

- **Continue to bring the Yanks Project to fruition:** *Completed:* After years of discussion and debate, the City was able to submit a completed Annexation Agreement for LAFCO approval this past October. During the adoption process, LAFCO approved the annexation subject to the Developer's ability to obtain Fire protection from the Greenfield Fire District. These negotiations are ongoing and should be finalized in the near future. The City is excited about this project and has met all of its commitments and has encouraged the developer to consolidate its development into a single annexation.
- **Implement the Streetscape Plan:** *Complete:* This project has been extensively discussed by the City Council during the year. In 2009 the Council made a policy decision to construct the project based on an optimal design which exceeded available funding. In order to realize this project, the City has finalized the design and is attempting to secure additional funding by submitting a Community Development grant in 2014. This process is underway.
- **Adjust the City Sphere of Influence:** *Completed:* In March 2013, Mayor John Huerta and City staff met with Supervisor Lou Calcagno and Supervisor Simon Salinas, County Planning Director Mike Novo and Executive Director for LAFCO Kate McKenna to finalize a MOA that outlined the terms of the Sphere of Influence. The agreement that was approved by the City, LAFCO and the County, agreed to by all the property owners successfully balanced the various interests and considerations of all interested parties.

The approved SOI addressed the City's Long Term Direction of Growth, established Agricultural Land Mitigation and Agricultural Buffers, set forth a defined Urban Development area, addressed Regional Traffic Needs, provided for Truck Routes and addressed City/County Relations, and Intergovernmental Cooperation.

As a result of my efforts, the County agreed that development requiring discretionary permits on unincorporated lands within the City's Sphere of Influence will occur only after the annexation of such lands to the City and that the City shall consult with the County in the planning process. The City and County also agreed that development requiring discretionary permits within the area designated as the "Referral Area," shall only occur after consultation with the City in the planning process. The County also agreed that prior to approving any development beyond typical agricultural uses in the Referral Area; it will consider the concerns expressed by the City. The establishment of a viable Sphere of Influence in Greenfield was critical for promoting logical and cost effective annexation and economic redevelopment. The approved MOA will serve as a baseline by which the City, County, and LAFCO can evaluate future annexation proposals for properties included in the March 2007 Sphere of Influence amendment or in future amendments to the Greenfield Sphere of Influence. Several property owners are currently in the process of annexing their property into the City. These potential developments will create new jobs and critical economic opportunity for all residents in Greenfield.

Goal: Ensure effective communication with key stakeholders to promote shared understanding, accountability and transparency.

- **Consult with the target audiences in defining the strategies, objectives, format and frequency of communication needs.** *Ongoing: During the past year, I have not been able to get out of my office due to internal demands and administrative issues documented in this performance report. My primary personal outreach effort was "Say it to Susan" in which I scheduled open sessions in community restaurants but the effort was unsuccessful. After four meetings only a few people showed up. I have attempted to improve communication by formulating numerous Council Advisory Boards and involving community leaders in the recruitment of key staff positions such as Code Enforcement Officer and Police Chief. In the future, the City Clerk will be heading efforts to promote increased community feedback by scheduling City Council work sessions in the community and not in City Hall. Again, all of these efforts will take time...and will need to be balanced with other needs and available staffing.*
- **Develop and implement a communication plan that includes key strategies, objectives, target audiences, type and frequency of communication, policies and procedures, cost estimates, and success measures.** *On Going: During the past year, the City Manager's Office has expended a lot of energy on developing a bi-weekly City Manager's Report that is targeted to the general community. We have been very pleasantly surprised by the number of people who receive, open and read the report and have received a lot of positive comments about the report. In November, I accepted the assistance of a volunteer Community Relations Manager to begin an outreach effort to the schools in an effort to obtain expressions of interest from people who are interested in receiving the digital version of the newsletter or an abridged paper version in the mail. Of particular interest is partnering with the various community groups in Greenfield who do not use email and determining how best to communicate with them and get them involved in city issues and events. This is an ongoing effort that will be further expanded by the efforts of Police Chief Fresé who has the ability to bond with the community and generate public interest in ways I as a City Manager cannot.*

Goal: Create abundant positive development opportunities for youth.

Priority Objectives for 2013-2014

Market available facilities to organizations that can provide positive, meaningful youth development and recreational opportunities. *Completed and On Going: During the past year, the City has successfully begun partnering with First Night of Monterey to establish a Community Center in Downtown that will provide programing space to community groups that have not had a facility to offer services to their members. The program components, for the first year, included:*

- *First Night Monterey coordinating and managing the Center development.*
- *First Night Monterey obtaining a funding commitment from the Hewlett Packard Foundation to finance an Art Center strategic development consultant. This consultant will help create a strategic plan and refine the communications strategy to ensure the*

creation of an award-winning center. I am personally partnering with First Night to attract and obtain funding from numerous Foundations to finance this exciting project.

- The California Arts Council awarded First Night Monterey with a grant for the initial programming that now includes weekly classes in visual arts, and traditional dance. Additional future partners will include the Alisal Center for the Fine Arts, Hijos Sol, Sol Treasures and the Monterey Bay Aquarium who have all expressed interest in providing free programming for the center.
- The Arts Council has also been providing ongoing consulting in resource development, partner development and governance.

It is envisioned that this Center will expand in its second year to include art-integrated science programs including a Market space. By the end of the third year of operations, the center will be managed by a separately incorporated nonprofit. It is the City's hope that in FY 2016 we will also be in a better position to manage our own Recreation and Parks program and reduce our reliance on third party administrators. This direct involvement by interested and vested staff members is critical to providing meaning to our development opportunities in future years.

During the past year, staff also was able to finalize a new and expanded agreement with the Central Coast Youth Sports Organization that will provide meaningful youth development and recreational opportunities to Greenfield. The agreement between Central Coast Youth Sports Organization and the City is of great benefit to the Greenfield community. The approved agreement provided for both park maintenance services and expanded recreational services that included:

- a. Youth sports: Includes soccer clinics, recreation league, baseball, girls' softball and little league. CCYSO will host its first recreational soccer league during spring, 2014.
- b. First Tee program: The program will be offered 1-2 times per week. This would be a partnership with the new program that was started in King City by First Tee, and would afford youth in Greenfield to be part of the King City program and the golf program that will be offered through this community.
- c. Zumba class: Offered three times per week and open to any participants at the community center.
- d. Women & Children Self-defense Karate: Offered three times per week beginning in February.
- e. Spring, summer and winter camps: Week-long half-day camps filled with a variety of activities and sporting events for kids ages 5-12
- f. Literacy program: CCYSO will be starting a literacy program after school in the spring and summer to help develop English readers that in turn will help train siblings and family at home on reading skills.
- g. Family movie nights: Offered twice a month on Friday nights.
- h. Cooking classes for youth to learn culinary skills and prepare a special dinner for parents on occasion.

As provided for in the proposed agreement, CCYSO also committed to expanding the role of the current Operations Director to a full time position and designate it as the Parks and Recreation Director. The Parks and Recreation Director will now primarily be committed to recreational programing and implementation on behalf of CCYSO and the City of Greenfield.

As I stated prior to the agreement being approved, based on today's staffing, the City does not possess the professional capability of maintaining the park complex or providing recreational programing that will meet the diverse needs of the community. While the need for this agreement will change in the future, the approved agreement provided a cost effective way of ensuring the park is properly maintained and staffed. In time, the City will slowly begin to develop an active recreational program that might create new organizational opportunities in the future.



CITY OF GREENFIELD



FUND SUMMARIES

FUND SUMMARIES
2013-14 BUDGETED

| | <u>BEGINNING BALANCE</u> | <u>REVENUES</u> | <u>EXPENDITURES</u> | <u>ENDING BALANCE</u> | |
|--|------------------------------|-------------------|---------------------|-----------------------|------------------|
| | | | | <u>DESIGNATED</u> | <u>AVAILABLE</u> |
| General Fund | 1,067,207 | 5,127,900 | 5,194,600 | - | 1,000,507 |
| SLESF Fund | - | 100,000 | 100,000 | - | - |
| Police Other Grants Fund | - | - | - | - | - |
| Proposition 84 Park Fund | 13,517 | 2,918,783 | 2,932,300 | - | - |
| CDBG Fund | - | - | - | - | - |
| Traffic Impact Fund | 2,100,353 | 20,000 | 1,429,700 | - | 690,653 |
| Park Impact Fund | 832,465 | 20,000 | 34,300 | - | 818,165 |
| Police Impact Fund | - | - | - | - | - |
| Water Impact Fund | 2,232,520 | 45,000 | 1,020,000 | - | 1,257,520 |
| Community Center Impact Fund | 108,400 | - | - | - | 108,400 |
| General Facilities Impact Fund | - | - | - | - | - |
| Gas Tax (Streets) Fund | 450,335 | 485,800 | 879,500 | - | 56,635 |
| Local Transportation Fund | 68,203 | 1,727,164 | 1,094,500 | - | 700,867 |
| Landscape & Lighting District #1 Fund | 207,026 | 82,674 | 91,600 | - | 198,100 |
| Landscape & Lighting District #2 Fund | 520,580 | 267,000 | 263,800 | - | 523,780 |
| Street & Drainage District #1 Fund | 282,232 | 25,150 | 15,600 | - | 291,782 |
| Street & Drainage District #2 Fund | - | 79,700 | 94,300 | (14,600) | - |
| HOME Grant Fund | - | - | - | - | - |
| Science Workshop Fund | 79,716 | 30,000 | 107,400 | - | 2,316 |
| City Hall Debt Service Fund | - | - | - | - | - |
| Public Works Equipment Debt Service Fund | - | - | - | - | - |
| Sewer Utility Fund | 5,516,708 | 2,504,200 | 2,651,700 | 5,049,192 | 320,016 |
| Water Utility Fund | 5,628,989 | 1,396,200 | 1,587,300 | 3,637,816 | 1,800,073 |
| TOTALS | 19,108,251 | 14,829,571 | 17,496,600 | 8,672,408 | 7,768,814 |

FUND SUMMARIES

2013-14 AMENDED

| | BEGINNING BALANCE | REVENUES | EXPENDITURES | ENDING BALANCE | |
|--|----------------------|-------------------|-------------------|------------------|-------------------|
| | | | | DESIGNATED | AVAILABLE |
| General Fund | 3,393,279 | 5,128,400 | 5,441,000 | 2,188,500 | 892,200 |
| SLESF Fund | 97,200 | 100,000 | 139,700 | - | 57,500 |
| Police Other Grants Fund | - | - | - | - | - |
| Proposition 84 Park Fund | - | 373,300 | 373,300 | - | - |
| CDBG Fund | - | 2,000,000 | 2,000,000 | - | - |
| Traffic Impact Fund | 2,111,912 | - | - | - | 2,111,912 |
| Park Impact Fund | 862,742 | - | - | - | 862,742 |
| Police Impact Fund | 20,100 | - | - | - | 20,100 |
| Water Impact Fund | 2,298,308 | - | - | - | 2,298,308 |
| Community Center Impact Fund | 108,900 | - | - | - | 108,900 |
| General Facilities Impact Fund | (1,985,100) | - | - | (1,985,100) | - |
| Gas Tax (Streets) Fund | 353,400 | 505,000 | 665,700 | - | 192,700 |
| Local Transportation Fund | 109,700 | 52,554 | 15,100 | - | 147,154 |
| Landscape & Lighting District #1 Fund | 339,700 | 82,000 | 94,200 | - | 327,500 |
| Landscape & Lighting District #2 Fund | 605,300 | 267,000 | 215,500 | - | 656,800 |
| Street & Drainage District #1 Fund | 453,300 | 25,200 | 17,100 | - | 461,400 |
| Street & Drainage District #2 Fund | 76,100 | 77,600 | 74,100 | - | 79,600 |
| HOME Grant Fund | 21,100 | - | - | - | 21,100 |
| Science Workshop Fund | 32,200 | 61,600 | 107,000 | (13,200) | - |
| City Hall Debt Service Fund | - | - | - | - | - |
| Public Works Equipment Debt Service Fund | - | - | - | - | - |
| Sewer Utility Fund | 5,610,100 | 911,000 | 422,700 | 4,887,600 | 1,210,800 |
| Water Utility Fund | 5,383,700 | 1,342,700 | 1,136,000 | 3,822,500 | 1,767,900 |
| TOTALS | 19,891,941 | 10,926,354 | 10,701,400 | 8,900,300 | 11,216,617 |

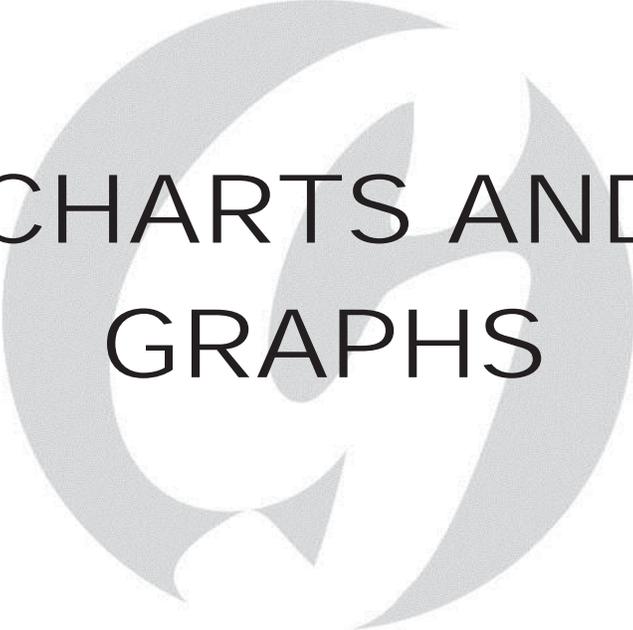
FUND SUMMARIES
2014-15 REQUESTED

Table with 6 columns: Fund Name, BEGINNING BALANCE, REVENUES, EXPENDITURES, ENDING BALANCE DESIGNATED, ENDING BALANCE AVAILABLE. Rows include General Fund, SLESF Fund, Police Other Grants Fund, Proposition 84 Park Fund, CDBG Fund, Traffic Impact Fund, Park Impact Fund, Police Impact Fund, Water Impact Fund, Community Center Impact Fund, General Facilities Impact Fund, Gas Tax (Streets) Fund, Local Transportation Fund, Landscape & Lighting District #1 Fund, Landscape & Lighting District #2 Fund, Street & Drainage District #1 Fund, Street & Drainage District #2 Fund, HOME Grant Fund, Science Workshop Fund, City Hall Debt Service Fund, Public Works Equipment Debt Service Fund, Sewer Utility Fund, Water Utility Fund, and a TOTALS row.

EXPENSE SUMMARY

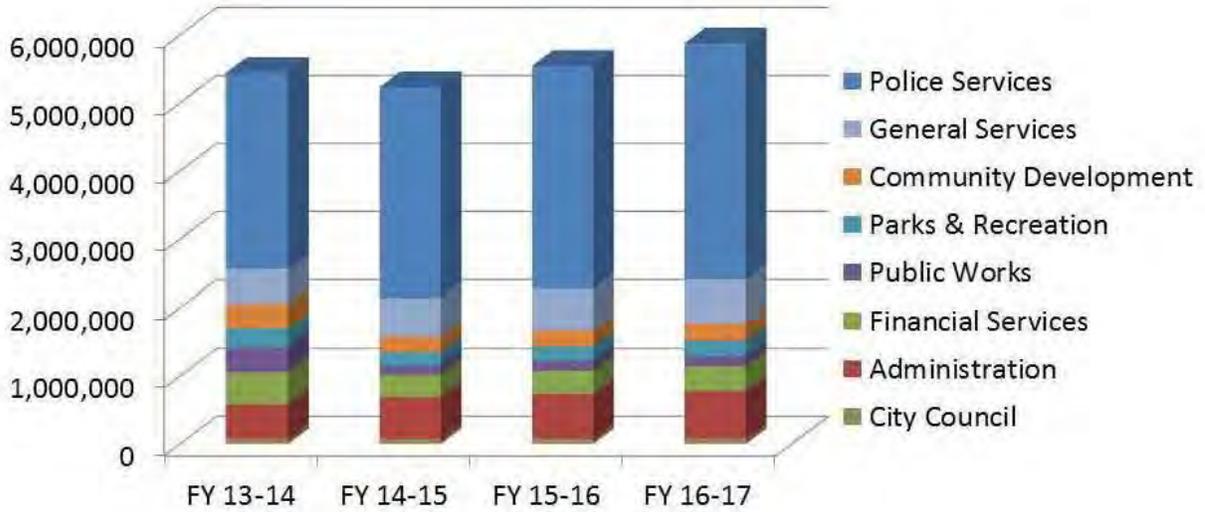
FUND: 100

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|-----------------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| EXPENDITURES | | | | | |
| City Council | 91,233 | 57,081 | 65,200 | 78,100 | 75,000 |
| City Manager | 438,463 | 360,530 | 352,500 | 335,800 | 412,000 |
| City Attorney | 159,730 | 103,273 | 100,000 | 45,000 | 75,000 |
| City Clerk | 85,803 | 116,164 | 107,300 | 127,600 | 132,000 |
| Finance | | | | | |
| Administrative Services | 269,946 | 254,403 | 353,900 | 470,900 | 326,100 |
| Support Services | - | - | - | - | - |
| Public Works | | | | | |
| Administration | 608,614 | 554,968 | 262,100 | 275,200 | 44,500 |
| Fleet Maintenance | - | - | - | 89,100 | 89,100 |
| Parks & Recreation | | | | | |
| Parks | 113,918 | 164,316 | 62,000 | 128,800 | 87,000 |
| Recreation & Community Center | 19,272 | 16,636 | 135,300 | 144,000 | 108,300 |
| Community Services Facility | 8,266 | 4,833 | 6,700 | 4,500 | - |
| Community Development | | | | | |
| Building & Planning | 104,654 | 109,735 | 302,000 | 325,400 | 156,100 |
| Code Enforcement | - | - | 64,400 | 35,600 | 72,700 |
| Police | | | | | |
| Administration | - | - | 503,900 | 776,200 | 813,300 |
| Patrol Services | 2,661,757 | 2,724,137 | 2,296,700 | 2,036,100 | 2,201,900 |
| Animal Control | - | - | 30,000 | 66,200 | 75,800 |
| Health Insurance - COLA | - | - | 61,600 | - | - |
| Non-Departmental | | | | | |
| Civic Center | 195,057 | 181,453 | 388,300 | 392,000 | 366,600 |
| Information Technology | - | - | 25,000 | 35,000 | 95,500 |
| Property & Liability | 236,845 | 338,693 | 77,700 | 75,500 | 102,500 |
| TOTAL EXPENDITURES | 4,993,558 | 4,986,221 | 5,194,600 | 5,441,000 | 5,233,400 |
| Auditor adjustments | (88,061) | 435,585 | - | - | - |
| ENDING BALANCE | | | | | |
| Designated | 54,638 | 2,031,110 | - | 2,031,100 | 2,031,100 |
| Reserved for Budget Stabilization | | | | 157,400 | 183,700 |
| Available | 3,813,608 | 1,362,169 | - | 892,200 | 1,041,000 |
| | 3,868,246 | 3,393,279 | 1,000,507 | 3,080,678 | 3,255,779 |

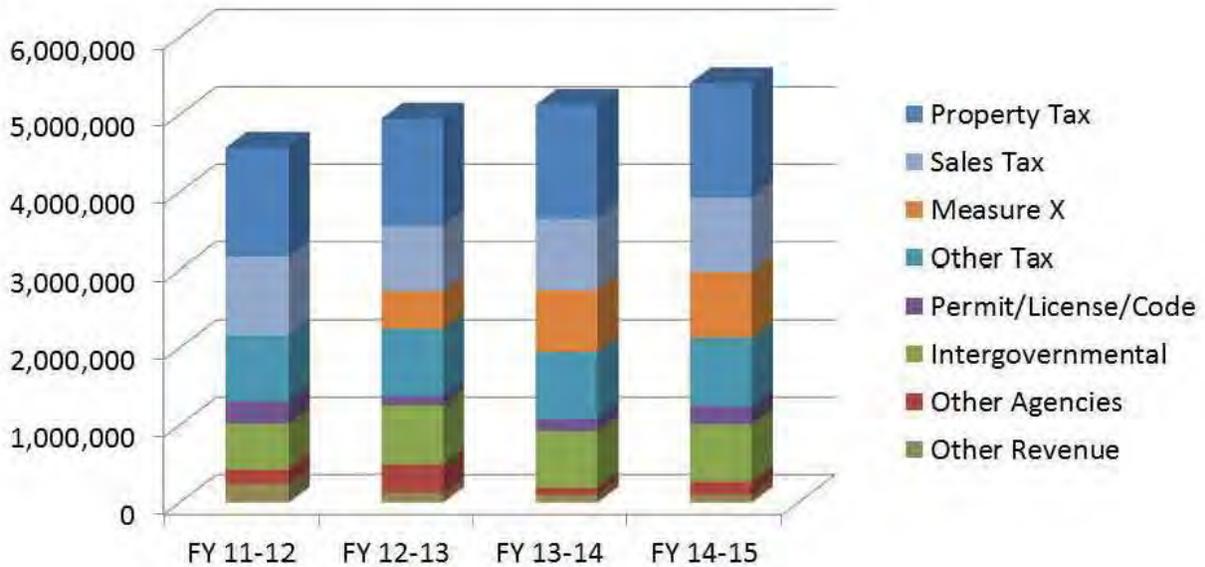


CHARTS AND GRAPHS

General Fund Expense Summary

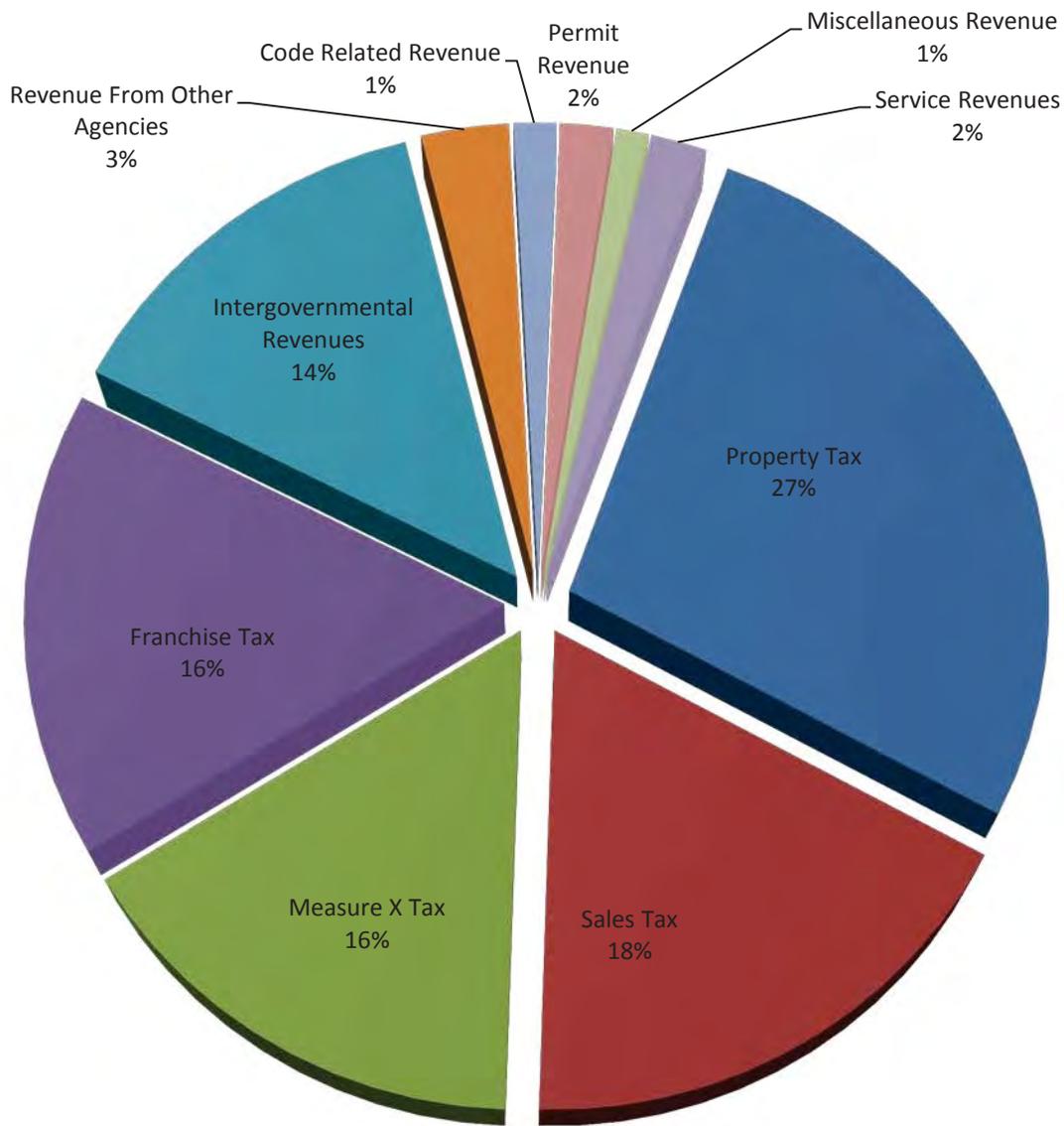


General Fund Revenue Summary



WHERE THE MONEY COMES FROM¹⁸

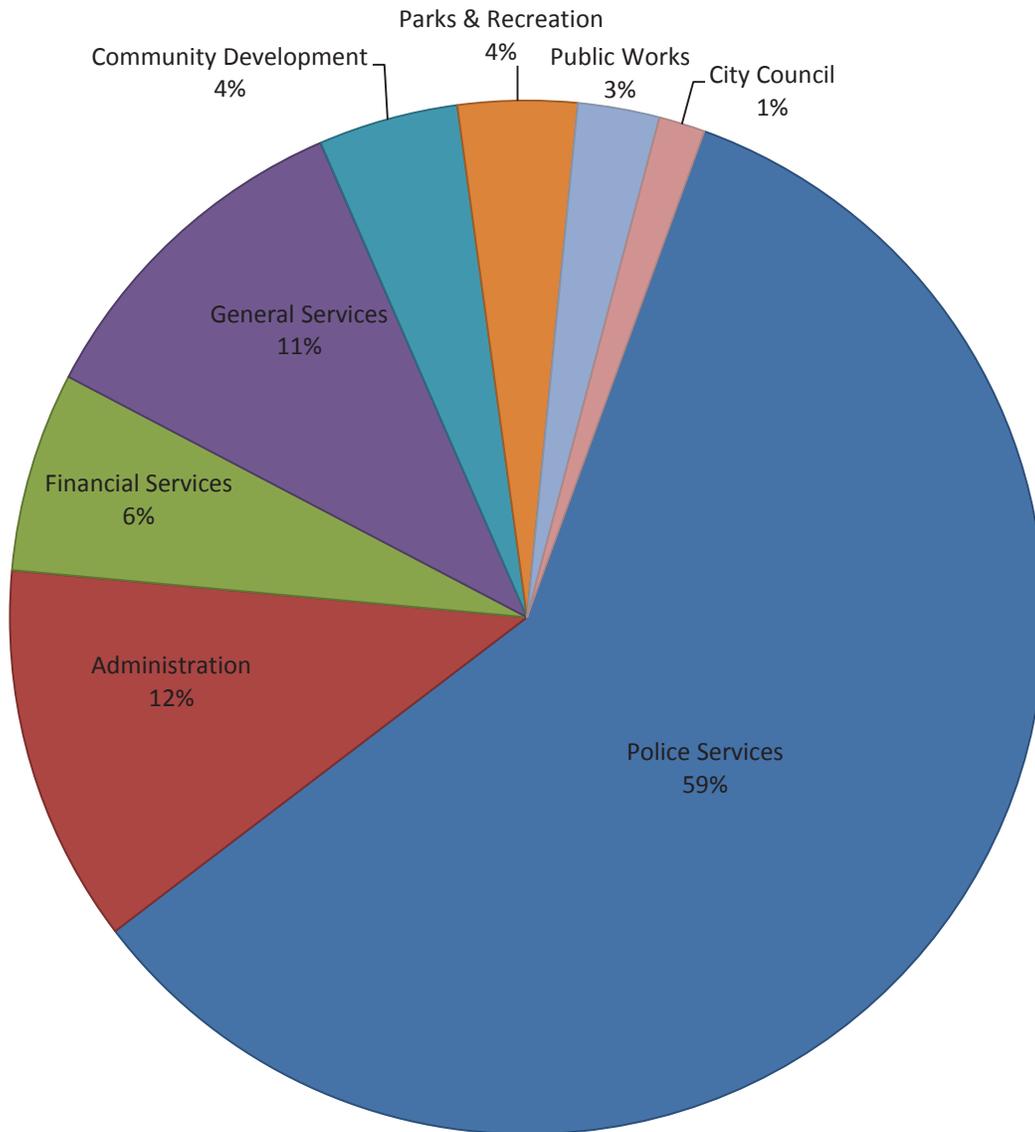
GENERAL FUND



FY15 Projected - General Fund By Revenue Source

| | | | |
|----------------------|-------------|----------------|-----------|
| Property Tax | \$1,477,800 | Sales Tax | \$953,900 |
| Measure X Tax | \$846,800 | Franchise Tax | \$880,000 |
| Intergovernmental | \$739,700 | Other Agencies | \$268,000 |
| Code Related Revenue | \$80,000 | Permit Revenue | \$100,000 |
| Miscellaneous | \$46,800 | Other Revenue | \$104,900 |

GENERAL FUND



General Fund By Expenditure Source

| | | | |
|-----------------------|-------------|--------------------|-----------|
| Police Services | \$3,091,000 | Administration | \$619,000 |
| Financial Services | \$326,100 | General Services | \$564,000 |
| Community Development | \$228,800 | Parks & Recreation | \$195,300 |
| Public Works | \$133,600 | City Council | \$75,000 |

**DEPARTMENT OF
CITY COUNCIL**

100 GENERAL FUND



CITY COUNCIL

DEPARTMENTAL BUDGET SUMMARY

FUND
100

CODE
101

DIVISION SUMMARY

Under the leadership of Mayor John Huerta and Mayor Pro-Tem Randy Hurley, the City Council began a process of Strategic Goal setting for the community which will assist the City Council in developing effective long term policy for the improvement of Greenfield and in assessing the successes of these policies. The creation of Strategic goals in FY 2013 was used by City staff to create detail Departmental Objectives to accomplish City Council goals and establish time lines that will be incorporated into FY 2014 Budget and used to evaluate their job performance. In both the Cities of Largo and Lake worth, I used the SMART goal method when evaluating staff performance based on goals that were specific, measurable, attainable, realistic, and have a time period attached to them

BUDGET SUMMARY

Personnel

Authorized Positions (FTEs)

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|-----------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Mayor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Council Members | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |

SUMMARY OF EXPENSES

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|-------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Employee Services | 26,450 | 24,479 | 24,700 | 24,700 | 24,700 |
| Operations | 22,817 | 31,009 | 25,500 | 28,400 | 28,750 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 49,267 | 55,487 | 50,200 | 53,100 | 53,450 |



CITY COUNCIL
DEPARTMENTAL BUDGET
DETAIL

FUND

100

CODE

110

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|---------------------------------|-------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 51100 | Salaries | 24,570 | 22,739 | 23,100 | 23,100 | 23,100 |
| 52100 | Social Security | 1,880 | 1,740 | 1,600 | 1,600 | 1,600 |
| | Total Employee Services | <u>26,450</u> | <u>24,479</u> | <u>24,700</u> | <u>24,700</u> | <u>24,700</u> |
| <u>OPERATIONS</u> | | | | | | |
| 61300 | Advertising | 25,079 | 590 | 15,000 | 15,000 | 15,000 |
| 61400 | Office Supplies | 2,244 | 2,784 | 200 | 500 | 500 |
| 63100 | Contract Services | - | 3,716 | 1,700 | 7,800 | 8,000 |
| 64600 | Communications | - | - | - | 400 | 450 |
| 66100 | Vehicle Operating Costs | - | - | - | 200 | 300 |
| 67000 | Professional Development | 20,573 | 24,509 | 23,600 | 19,500 | 19,500 |
| | Total Operations | <u>22,817</u> | <u>31,009</u> | <u>25,500</u> | <u>28,400</u> | <u>28,750</u> |
| ACTIVITY TOTAL | | <u>49,267</u> | <u>55,487</u> | <u>50,200</u> | <u>53,100</u> | <u>53,450</u> |

**DEPARTMENT OF
ADMINISTRATIVE
SERVICES**

100 GENERAL FUND

CITY MANAGER

CITY CLERK

CITY ATTORNEY

DEPARTMENT OF ADMINISTRATION

FUND

DEPARTMENTAL BUDGET

CODE

100

SUMMARY

110, 150, 170

DEPARTMENT SUMMARY

Prior to FY 2014, the City budgeted the operations of City Manager, City Clerk and City Attorney as individual Department. Because of the central focus of each function, they have been combined into a single department with individual coast centers for each programmatic area. During FY 2013-14 a major initiative of the Department of Administration will be implementing the Strategic Goals set forth by the City Council and enhancing the information that is provided to the Community. Initiatives will include the publication of a by-weekly electronic newsletter from the Office of the City Manager, the creation of a new Facebook page and enhancing the City's web page. Additionally, the Administrative Department will also be devoted resources to improving the quality of televising of City Council meetings developing partnerships with interested parties in the community who could assist in the production and operation of broadcasting.

BUDGET SUMMARYPERSONNEL

Authorized Positions (FTEs)

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|---|-------------------|-------------------|-----------------------|----------------------|----------------------|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to the City Manager | - | - | 1.00 | 1.00 | 1.00 |
| Management Analyst | - | - | - | - | 1.00 |
| City Attorney | - | - | - | - | - |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 2.00 | 2.00 | 3.00 | 3.00 | 4.00 |

SUMMARY OF EXPENSES BY DIVISION

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|-------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| 100 City Manager | 438,463 | 407,945 | 352,500 | 335,800 | 412,000 |
| 100 City Clerk | 85,803 | 116,164 | 107,300 | 127,600 | 132,000 |
| 100 City Attorney | 159,730 | 150,688 | 100,000 | 45,000 | 75,000 |
| | 683,996 | 674,796 | 559,800 | 508,400 | 619,000 |

SUMMARY OF EXPENSES BY CATEGORY

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|-------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Employee Services | 627,433 | 471,797 | 466,700 | 455,200 | 541,500 |
| Operations | 56,563 | 60,755 | 63,100 | 53,200 | 77,500 |
| Special Projects | - | 47,415 | - | - | - |
| Capital Outlay | - | - | 30,000 | - | - |
| TOTAL | 683,996 | 579,967 | 559,800 | 508,400 | 619,000 |

DIVISION OF CITY MANAGER

FUND

DEPARTMENTAL BUDGET

CODE

100

SUMMARY

110

DIVISION SUMMARY

The City Manager is appointed by the City Council and is the Chief Administrative Officer of the City. The City Manager coordinates the implementation of the City Council policy decisions and the initiation of all departments and providing guidance in the implementation of the mandates of the City Council.

The City Manager also represents the City with outside governmental agencies, presents an annual budget to the City Council, coordinates a variety of public information resources for both internal and public distribution. The City Manager is also the appointed City Treasurer, Redevelopment Agency Executive Director, and Personnel Officer. In addition, the City Manager is responsible for the long-range planning for the organizations and the development of recommendations to the City Council on a

BUDGET SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|---|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| <u>Personnel</u> | | | | | |
| Authorized Positions (FTEs) | | | | | |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to the City Manager | - | - | 1.00 | 1.00 | 1.00 |
| Management Analyst | - | - | - | - | 1.00 |
| | <u>1.00</u> | <u>1.00</u> | <u>2.00</u> | <u>2.00</u> | <u>3.00</u> |

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|----------------|----------------|----------------|----------------|----------------|
| Employee Services | 395,056 | 304,853 | 277,300 | 285,900 | 364,900 |
| Operations | 43,407 | 55,677 | 45,200 | 49,900 | 47,100 |
| Special Projects | - | 47,415 | - | - | - |
| Capital Outlay | - | - | 30,000 | - | - |
| TOTAL | <u>438,463</u> | <u>407,945</u> | <u>352,500</u> | <u>335,800</u> | <u>412,000</u> |

DIVISION OF CITY MANAGER

DEPARTMENTAL BUDGET
DETAIL

FUND

100

CODE

110

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--------------------------|-----------------------------|-------------------|-------------------|-----------------------|--------------------|---------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | 304,955 | 233,579 | 193,300 | 197,200 | 254,300 |
| 5141000 | Bilingual Pay | - | - | - | 1,600 | 1,600 |
| 5212000 | Pension | 31,779 | 40,145 | 34,600 | 29,800 | 33,200 |
| 5289000 | Deferred Comp | 1,843 | 1,006 | 1,300 | 5,200 | 5,200 |
| 5211000 | Social Security | 17,129 | 16,461 | 14,800 | 14,800 | 20,400 |
| 5212000 | Medicare | - | - | - | 2,800 | 4,400 |
| 5251000 | Health Insurance | 38,178 | 13,662 | 31,000 | 17,500 | 23,200 |
| 5253000 | Long term Disability | - | - | - | 700 | 1,100 |
| 5251500 | Dental & Vision | - | - | - | 600 | 1,000 |
| 5231000 | Workers Comp | 1,172 | - | 2,300 | 15,700 | 20,500 |
| | Total Employee Services | 395,056 | 304,853 | 277,300 | 285,900 | 364,900 |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | 782 | 1,534 | 6,100 | 5,100 | 6,400 |
| 6070000 | Advertising | - | 294 | - | 1,100 | 500 |
| 6250000 | Occupancy | 635 | 1,788 | - | 800 | 800 |
| 6300000 | Utilities | 682 | 307 | 1,500 | - | - |
| 6350000 | Communications | 2,133 | 1,169 | - | 1,700 | 1,500 |
| 6400000 | Operating Supplies | 16,885 | 13,494 | - | 4,000 | 5,500 |
| 6450000 | Equipment Operating Costs | 641 | 2,764 | 600 | 1,600 | 8,500 |
| 6500000 | Contract Services | 12,862 | 4,825 | 30,000 | 23,100 | 11,000 |
| 6600000 | Professional Development | 8,786 | 29,502 | 7,000 | 12,500 | 7,900 |
| | Total Operations | 43,407 | 55,677 | 45,200 | 49,900 | 47,100 |
| CAPITAL OUTLAY | | | | | | |
| | Replacement of Welcome Sign | - | - | 30,000 | - | - |
| | Total Capital Outlay | - | - | 30,000 | - | - |
| | ACTIVITY TOTAL | 438,463 | 360,530 | 352,500 | 335,800 | 412,000 |

DIVISION OF CITY ATTORNEY
 DEPARTMENTAL BUDGET
SUMMARY

FUND
100

CODE
150

DIVISION SUMMARY

The City Attorney is appointed by the City Council and is currently employed with the firm L + G LLP Attorneys at Law. The City Attorney is responsible for providing general legal advice to the City Council, City Manager, and all other City Departments. The City Attorney is contracted for \$5,000 monthly retainer to provide routine legal advice and guidance to the City Council, the City Manager and staff on general governance laws, government codes, and ethics (e.g. Public Records Act, Political Reform Act, the Brown Act, the Government Claims Act, code compliance or other laws unique to public entities) and performing other routine legal work pertaining to property acquisition, property disposal, public improvements, public rights of way and easements, and matters relating to public entities; advice on labor and employment matters, monitoring new legislative developments and provide updates on relevant new legislation and case law, performing research on and interpret laws, court decisions, and other legal authorities for legal opinions requested by the City Council and city department heads on relevant legal matters and attending City Council meetings, unless excused by the Mayor. Special Services not Included in monthly retainer include all litigation, employment-related hearings, including PERB hearings, arbitrations, grievance hearings, fact-finding hearings, and disciplinary hearings, successor agency matters, eminent domain issues, energy matters, atypical election issues (such as responding to citizen-initiated referenda or initiatives, significant land use projects not subject to cost recovery, complex CEQA and environmental issues not subject to cost recovery, regulatory and administrative hearings before other public agencies and

BUDGET SUMMARY

Personnel

Authorized Positions (FTEs)

City Attorney

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|--|----------------|----------------|------------------|------------------|------------------|
| | - | - | - | - | - |
| | - | - | - | - | - |
| | 2011-12 | 2012-13 | 2013-2014 | 2013-2014 | 2014-15 |
| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |

SUMMARY OF EXPENSES

Employee Services
 Operations
 Special Projects
 Capital Outlay
TOTAL

| | | | | | |
|--|----------------|----------------|----------------|---------------|---------------|
| | - | - | - | - | - |
| | 159,730 | 103,273 | 100,000 | 45,000 | 75,000 |
| | - | 47,415 | - | - | - |
| | - | - | - | - | - |
| | 159,730 | 150,688 | 100,000 | 45,000 | 75,000 |

DIVISION OF CITY ATTORNEY

DEPARTMENTAL BUDGET

FUND

CODE

100

DETAIL

150

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | - | - | - |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | - | - | - | - | - |
| 5212000 | Medicare | - | - | - | - | - |
| 5251000 | Health Insurance | - | - | - | - | - |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | - |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | - | - | - | - | - |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | - |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | 159,730 | 103,273 | 100,000 | 45,000 | 75,000 |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 159,730 | 103,273 | 100,000 | 45,000 | 75,000 |
| <u>SPECIAL PROJECTS</u> | | | | | | |
| 700000 | | - | 47,415 | - | - | - |
| | Total Special Projects | - | 47,415 | - | - | - |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | | | | | |
| | | 159,730 | 150,688 | 100,000 | 45,000 | 75,000 |

DIVISION OF CITY CLERK

DEPARTMENTAL BUDGET SUMMARY

FUND
100

CODE
170

DIVISION SUMMARY

The City Clerk is the custodian of the City of Greenfield's official records including minutes, resolutions and ordinances of the City Council and Redevelopment Agency meetings. The City Clerk is responsible for managing the legislative history of the City; maintaining, disposing and preserving these documents and records in accordance with State law and for the codification and updating of the City's Municipal Code.

The City Clerk coordinates the preparation and distribution of the City Council and Redevelopment Agency agendas, attends all meetings and certifies actions taken by the City Council and Redevelopment Agency. Legal notices are published, posted and mailed; bids are received and opened; all liability claims filed against the City and all contracts and agreements are

BUDGET SUMMARY

| | <u>2011-12</u> <u>ACTUAL</u> | <u>2012-13</u> <u>ACTUAL</u> | <u>2013-2014</u> <u>BUDGETED</u> | <u>2013-2014</u> <u>AMENDED</u> | <u>2014-15</u> <u>REQUESTED</u> |
|------------------------------------|---------------------------------|---------------------------------|-------------------------------------|------------------------------------|------------------------------------|
| Authorized Positions (FTEs) | | | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

| | <u>2011-12</u> <u>ACTUAL</u> | <u>2012-13</u> <u>ACTUAL</u> | <u>2013-2014</u> <u>BUDGETED</u> | <u>2013-2014</u> <u>AMENDED</u> | <u>2014-15</u> <u>REQUESTED</u> |
|----------------------------|---------------------------------|---------------------------------|-------------------------------------|------------------------------------|------------------------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | 72,647 | 63,671 | 89,400 | 124,300 | 101,600 |
| Operations | 13,156 | 5,078 | 17,900 | 3,300 | 30,400 |
| Special Projects | - | 47,415 | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 85,803 | 116,164 | 107,300 | 127,600 | 132,000 |

DIVISION OF CITY CLERK

DEPARTMENTAL BUDGET

FUND

100

DETAIL

CODE

170

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--------------------------|---------------------------|----------------|----------------|--------------------|-----------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 51100 | Salaries | 47,913 | 42,376 | 66,600 | 75,100 | 51,900 |
| 51300 | Overtime Pay | - | - | - | - | 500 |
| 51400 | Bilingual Pay | - | - | - | 1,600 | 1,600 |
| 52400 | PERS | 7,578 | 6,373 | 11,000 | 13,900 | 13,900 |
| 52800 | Deferred Comp | - | 304 | 300 | 2,600 | 2,600 |
| 52100 | Social Security | 3,395 | 2,824 | 4,700 | 6,700 | 6,700 |
| 52100 | Medicare | - | 11,795 | - | 1,100 | 1,100 |
| 52500 | Health Insurance | 13,479 | - | 6,100 | 16,600 | 16,600 |
| 52500 | Long term Disability | - | - | - | 400 | 400 |
| 52500 | Dental & Vision | - | - | - | 300 | 300 |
| 52300 | Workers Comp | 282 | - | 700 | 6,000 | 6,000 |
| | Total Employee Services | 72,647 | 63,671 | 89,400 | 124,300 | 101,600 |
| OPERATIONS | | | | | | |
| 61000 | Office Expense | 1,090 | 60 | 500 | 200 | 1,800 |
| 61300 | Advertising | - | - | - | 1,500 | 1,500 |
| 63000 | Contract Services | 425 | 425 | 8,000 | 800 | - |
| 65000 | Operating Supplies | - | 45 | - | 100 | - |
| 66000 | Equipment Operating Costs | 5,291 | 229 | 7,500 | - | - |
| 67000 | Professional Development | 6,350 | 4,319 | 1,900 | 700 | 3,100 |
| 68400 | Municipal Election Costs | - | - | - | - | 24,000 |
| | Total Operations | 13,156 | 5,078 | 17,900 | 3,300 | 30,400 |
| SPECIAL PROJECTS | | | | | | |
| | | - | 47,415 | - | - | - |
| | Total Special Projects | - | 47,415 | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | | - | - | - | - | - |
| | Total Capital Outlay | - | - | - | - | - |
| | ACTIVITY TOTAL | 85,803 | 116,164 | 107,300 | 127,600 | 132,000 |

**DEPARTMENT OF
FINANCIAL SERVICES**



100 GENERAL FUND

UTILITY & BILLING
FINANCE & ACCOUNTING

DEPARTMENT OF FINANCIAL SERVICES

FUND

DEPARTMENTAL BUDGET

CODE

100

SUMMARY

190

PERSONNEL**Authorized Positions (FTEs)**

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|-------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Finance Manager | 1.00 | - | - | - | - |
| Accounting Operations Manager | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Planning Tech | - | - | 0.25 | 0.25 | - |
| Account Specialist | - | - | - | 0.50 | 1.00 |
| Finance Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Customer Service Assistant | - | - | 1.00 | 1.00 | 1.00 |
| Customer Service Assistant | - | - | 1.00 | 1.00 | 1.00 |
| | - | - | - | - | - |
| | 2.00 | 2.00 | 4.25 | 4.75 | 5.00 |

SUMMARY OF SERVICES BY DIVISION

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|-------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Finance & Accounting (General Fund) | 269,946 | 254,403 | 353,900 | 470,900 | 326,100 |
| Utility Billing (Sewer Fund) | - | - | 58,700 | 82,700 | 126,500 |
| Utility Billing (Water Fund) | 176,745 | 173,107 | 90,300 | 119,200 | 126,500 |
| | 446,691 | 427,510 | 502,900 | 672,800 | 579,100 |

SUMMARY OF EXPENSES

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|-------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Employee Services | 253,978 | 240,939 | 368,900 | 440,900 | 380,300 |
| Operations | 192,713 | 183,876 | 119,000 | 168,700 | 123,700 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | 15,000 | 63,200 | 75,000 |
| TOTAL | 446,691 | 424,815 | 502,900 | 672,800 | 579,000 |

FINANCE & ACCOUNTING DIVISION

DEPARTMENT INITIATIVES

The Finance & Accounting division is responsible for internal and external financial reporting, development and implementation of financial management polices, maintaining internal accounting controls, and creating the City Budget. Specific accounting functions include accounts payable, cash management, purchasing, and project accounting. Payroll processing will also be an additional function added during this fiscal year. The City recently implemented the use of new financial reporting and customer service software from Tyler Technologies that will improve financial reporting

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|-------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| <u>Personnel</u> | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Finance Manager | 1.00 | - | - | - | - |
| Accounting Operations Manager | - | 1.00 | 1.00 | 1.00 | - |
| Director of Administrative Services | - | - | - | - | 1.00 |
| Office Planning Tech | - | - | 0.25 | 0.25 | - |
| Account Specialist | - | - | - | 0.50 | 1.00 |
| Finance Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 2.00 | 2.00 | 2.25 | 2.75 | 3.00 |
| | | | | | |
| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
| <u>SUMMARY OF EXPENSES</u> | | | | | |
| Employee Services | 113,762 | 93,511 | 241,900 | 275,600 | 237,900 |
| Operations | 156,184 | 158,197 | 97,000 | 132,100 | 88,200 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | 2,695 | 15,000 | 63,200 | - |
| TOTAL | 269,946 | 254,403 | 353,900 | 470,900 | 326,100 |

DEPARTMENT OF FINANCIAL SERVICES

GENERAL FUND - FINANCE & ACCOUNTING

Financial Services - Finance & Accounting

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 51100 | Salaries | 74,368 | 63,097 | 164,000 | 204,300 | 159,600 |
| 51400 | Bilingual Pay | - | - | - | 2,800 | 3,100 |
| 52100 | Social Security | 5,342 | 4,561 | 12,500 | 11,400 | 12,700 |
| 52100 | Medicare | - | - | - | 2,000 | 1,700 |
| 52300 | Workers Comp | - | - | 2,000 | 7,700 | 10,100 |
| 52400 | Pension | 11,697 | 10,304 | 29,400 | 20,500 | 24,500 |
| 52500 | Health Insurance | 21,451 | 14,787 | 31,900 | 22,800 | 21,800 |
| 52500 | Long term Disability | - | - | - | 700 | 800 |
| 52500 | Dental & Vision | - | - | - | 800 | 1,000 |
| 52800 | Deferred Comp | 904 | 762 | 2,100 | 2,600 | 2,600 |
| | Total Employee Services | <u>113,762</u> | <u>93,511</u> | <u>241,900</u> | <u>275,600</u> | <u>237,900</u> |
| <u>OPERATIONS</u> | | | | | | |
| 61000 | Office Expense | 16,420 | 9,469 | 8,100 | 6,200 | 3,300 |
| 6250000 | Occupancy | 15,996 | - | - | - | - |
| 63000 | Contract Services | 107,927 | 126,355 | 72,800 | 122,500 | 70,600 |
| 64000 | Communications | - | - | 600 | - | - |
| 65000 | Operating Supplies | 14,361 | 22,109 | 13,200 | 100 | 100 |
| 66000 | Vehicle & Equipment Operating Costs | - | - | 300 | - | - |
| 67000 | Professional Development | 1,480 | 265 | 2,000 | 2,600 | 2,700 |
| 68100 | Recruitment | - | - | - | 700 | - |
| | Total Operations | <u>156,184</u> | <u>158,197</u> | <u>97,000</u> | <u>132,100</u> | <u>88,200</u> |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 81000 | Accounting Software Upgrade | - | 2,695 | 15,000 | 63,200 | - |
| | Total Capital Outlay | <u>-</u> | <u>2,695</u> | <u>15,000</u> | <u>63,200</u> | <u>-</u> |
| ACTIVITY TOTAL | | <u>269,946</u> | <u>254,403</u> | <u>353,900</u> | <u>470,900</u> | <u>326,100</u> |

UTILITY & BILLING DIVISION

DEPARTMENT INITIATIVES

The Utility Billing Division bills for water, sewer, garbage and surcharge. There are approximately 3,600 utility bills and 800 penalty bills that are sent out on a monthly basis. Customers have the option to pay on-line; via telephone and in person. The City accepts cash, checks as well as credit cards for payment. Residents are able to connect or disconnect water service; change their garbage services, etc. at City Hall, Monday through Friday, 8 a.m. to 5 p.m.

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Customer Service Assistant | - | - | 1.00 | 1.00 | 1.00 |
| Customer Service Assistant | - | - | 1.00 | 1.00 | 1.00 |
| | - | - | 2.00 | 2.00 | 2.00 |
| SUMMARY OF SERVICES BY FUND | | | | | |
| 530 Utility Billing (Sewer Fund) | - | - | 58,700 | 82,700 | 126,500 |
| 540 Utility Billing (Water Fund) | 176,745 | 173,107 | 90,300 | 119,200 | 126,500 |
| | 176,745 | 173,107 | 149,000 | 201,900 | 253,000 |
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | 140,216 | 147,428 | 127,000 | 165,300 | 142,400 |
| Operations | 36,529 | 25,679 | 22,000 | 36,600 | 35,500 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | 30,600 | 75,000 |
| TOTAL | 176,745 | 173,107 | 149,000 | 232,500 | 252,900 |

GENERAL FUND - UTILITY & BILLING DIVISION

Financial Services - Utility & Billing

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|---------------------------------|-------------------------------------|---------------------------|---------------------------|-------------------------------|----------------------------|-----------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | 92,288 | 94,362 | 76,100 | 100,600 | 77,700 |
| 5141000 | Bilingual Pay | - | - | - | 3,100 | 3,100 |
| 5212000 | Pension | 15,105 | 15,561 | 13,600 | 14,200 | 14,200 |
| 5289000 | Deferred Comp | 14 | 134 | 1,000 | 2,600 | 2,600 |
| 5211000 | Social Security | 6,581 | 6,752 | 5,900 | 7,700 | 7,700 |
| 5212000 | Medicare | - | - | - | 1,100 | 1,100 |
| 5251000 | Health Insurance | 26,228 | 30,618 | 30,400 | 30,000 | 30,000 |
| 5253000 | Long term Disability | - | - | - | 400 | 400 |
| 5251500 | Dental & Vision | - | - | - | 600 | 600 |
| 5231000 | Workers Comp | - | - | - | 5,000 | 5,000 |
| | Total Employee Services | <u>140,216</u> | <u>147,428</u> | <u>127,000</u> | <u>165,300</u> | <u>142,400</u> |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | 24,463 | 21,580 | 17,000 | 15,000 | 17,000 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | 4,500 |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | - |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | 873 | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | 11,193 | 4,099 | 5,000 | 21,600 | 14,000 |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | <u>36,529</u> | <u>25,679</u> | <u>22,000</u> | <u>36,600</u> | <u>35,500</u> |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 81000 | Customer Service Station Remodel | - | - | - | 30,600 | 75,000 |
| | Total Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> | <u>30,600</u> | <u>75,000</u> |
| ACTIVITY TOTAL | | <u>176,745</u> | <u>173,107</u> | <u>149,000</u> | <u>201,900</u> | <u>252,900</u> |

**DEPARTMENT OF
PUBLIC
WORKS**

100 GENERAL FUND

ADMINISTRATION
FLEET MAINTENANCE

PW ADMINISTRATION DIVISION

GENERAL FUND - ADMINISTRATION DIVISION

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Director of Public Works | 0.30 | 0.30 | 0.30 | 0.15 | - |
| Sustainability Resource Director | - | - | - | 0.15 | 0.03 |
| Office Specialist | 0.30 | 0.30 | 0.30 | 0.30 | 0.17 |
| Building Inspector | 0.10 | 0.10 | 0.10 | 0.10 | - |
| | - | - | - | - | - |
| | <u>0.70</u> | <u>0.70</u> | <u>0.70</u> | <u>0.70</u> | <u>0.20</u> |
| | | | | | |
| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | 342,668 | 301,515 | 242,600 | 248,100 | 17,400 |
| Operations | 26,161 | 35,790 | 19,500 | 27,100 | 27,100 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | 22,221 | - | - | - | - |
| Debt Service | 217,564 | 217,664 | - | - | - |
| TOTAL | <u>608,614</u> | <u>554,968</u> | <u>262,100</u> | <u>275,200</u> | <u>44,500</u> |

PUBLIC WORKS DEPARTMENT

GENERAL FUND - PW ADMINISTRATION DIVISION

Public Works Administration

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 ESTIMATED</u> | <u>2014-15 PROPOSED</u> |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|--------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | 225,478 | 191,487 | 158,700 | 160,000 | 10,600 |
| 5141000 | Bilingual Pay | - | - | - | - | 300 |
| 5111000 | Special Pay | 2,061 | 1,787 | - | 100 | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | 24,706 | 26,028 | 28,400 | 15,000 | 1,600 |
| 5289000 | Deferred Comp | - | - | - | 300 | - |
| 5211000 | Social Security | 13,416 | 13,774 | 12,100 | 12,100 | 1,000 |
| 5212000 | Medicare | - | - | - | - | 200 |
| 5251000 | Health Insurance | 77,007 | 67,027 | 37,800 | 55,000 | 2,900 |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | 100 |
| 5231000 | Workers Comp | - | 1,411 | 5,600 | 5,600 | 700 |
| | Total Employee Services | <u>342,668</u> | <u>301,515</u> | <u>242,600</u> | <u>248,100</u> | <u>17,400</u> |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | 628 | 353 | 4,800 | 6,100 | 6,100 |
| 6070000 | Advertising | - | 297 | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 1,797 | 765 | 3,700 | 3,800 | 3,800 |
| 6300000 | Utilities | 2,242 | 2,825 | 1,600 | 4,500 | 4,500 |
| 6350000 | Communications | 4,164 | 3,156 | 2,000 | 2,000 | 2,000 |
| 6400000 | Operating Supplies | 2,232 | 6,880 | 500 | 500 | 500 |
| 6450000 | Vehicle & Equipment Operating Costs | 7,578 | 14,767 | 4,500 | 6,500 | 6,500 |
| 6500000 | Contract Services | 6,801 | 5,965 | 1,100 | 2,000 | 2,000 |
| 6600000 | Professional Development | 720 | 781 | 1,300 | 1,700 | 1,700 |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | <u>26,161</u> | <u>35,790</u> | <u>19,500</u> | <u>27,100</u> | <u>27,100</u> |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | Total Capital Outlay | 22,221 | - | - | - | - |
| <u>DEBT SERVICE</u> | | | | | | |
| | Principal | 112,489 | 117,785 | - | - | - |
| | Interest | 105,075 | 99,879 | - | - | - |
| | Total Debt Service | <u>217,564</u> | <u>217,664</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>ACTIVITY TOTAL</u> | | | | | | |
| | | <u>608,614</u> | <u>554,968</u> | <u>262,100</u> | <u>275,200</u> | <u>44,500</u> |

FLEET MAINTENANCE DIVISION

GENERAL FUND - PARKS DIVISION

Public Works Administration

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Mechanic Assistant | - | - | 1.00 | 1.00 | 1.00 |
| | - | - | 1.00 | 1.00 | 1.00 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|

SUMMARY OF SERVICE PROGRAMS

| | | | | | |
|--------------------------------------|---|---|--------|--------|--------|
| 100 Fleet Maintenance (General Fund) | - | - | 85,000 | 89,100 | 89,100 |
| | - | - | 85,000 | 89,100 | 89,100 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|---|---|---------|--------|--------|
| Employee Services | - | - | 85,000 | 89,100 | 89,100 |
| Operations | - | - | 117,800 | - | - |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | 30,000 | - | - |
| TOTAL | - | - | 232,800 | 89,100 | 89,100 |

GENERAL FUND - FLEET MAINTENANCE DIVISION

Public Works - Fleet Maintenance

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | 50,900 | 51,000 | 51,000 |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | 1,900 | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | 9,100 | 9,300 | 9,300 |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | - | - | 3,900 | 4,600 | 4,600 |
| 5212000 | Medicare | - | - | - | 700 | 700 |
| 5251000 | Health Insurance | - | - | 12,700 | 15,200 | 15,200 |
| 5253000 | Long term Disability | - | - | - | 200 | 200 |
| 5251500 | Dental & Vision | - | - | - | 300 | 300 |
| 5231000 | Workers Comp | - | - | 6,500 | 7,800 | 7,800 |
| | Total Employee Services | - | - | 85,000 | 89,100 | 89,100 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | 10,000 | - | - |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | 102,000 | - | - |
| 6500000 | Contract Services | - | - | 5,800 | - | - |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | - | - | 117,800 | - | - |
| <u>SPECIAL PROJECTS</u> | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | | - | - | 30,000 | - | - |
| | Total Capital Outlay | - | - | 30,000 | - | - |
| ACTIVITY TOTAL | | - | - | 232,800 | 89,100 | 89,100 |

**DEPARTMENT OF
PARKS &
RECREATION**



100 GENERAL FUND

Parks

Recreation & Community Center

Community Services Facility

**DIVISION OF PARKS
DEPARTMENTAL BUDGET
SUMMARY**

FUND 100 **CODE** 550

DIVISION SUMMARY

The City has 19 parks and two indoor recreation facilities. Neighborhood Parks include the Parkside St. Park, Apricot St Park, Baywood Park, Mariposa Park, Vintage Park, Rotary Centennial Park, Barolo Circle Park, Tyler Park and Hicks Park. Neighborhood Parks total 8.9 acres. The City has four unimproved open space parks which include Lexington Park, St Charles Place Park, Tradition Park and Second St Park all totals 31.47 acres. The City's one large community park, Patriot Park, is 19.16 acreage. Currently, the City is in the process of master planning the Apple Community Park which will include a tennis court, basketball courts, a walking trail and other communit amenities. Based on the results of Parks and Recreation Facility Assessment in 2009, the City has a total deficient of 17.07 acres in neighborhood parks, 15.47 acres of community parks and 3.51 acres of open spaces. The City has adopted Park Impact fees to identify and implement the recreational goals stated in the

BUDGET SUMMARY

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|------------------------------------|----------------|----------------|------------------|------------------|------------------|
| <u>Personnel</u> | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Sustainability Director | - | - | - | - | 0.03 |
| Public Works Manager | - | - | 0.10 | 0.10 | 0.10 |
| Building Inspector | - | - | 0.10 | 0.10 | - |
| Office Specialist | - | - | - | 0.02 | 0.03 |
| Maintenance Workers | - | - | - | 1.10 | 0.55 |
| | - | - | 0.20 | 1.32 | 0.71 |
| | 2011-12 | 2012-13 | 2013-2014 | 2013-2014 | 2014-15 |
| | ACTUAL | ACTUAL | BUDGETED | AMENDED | REQUESTED |
| <u>SUMMARY OF EXPENSES</u> | | | | | |
| Employee Services | 45,095 | 34,124 | 41,300 | 107,500 | 65,200 |
| Operations | 68,823 | 130,192 | 20,700 | 21,300 | 21,800 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 113,918 | 164,316 | 62,000 | 128,800 | 87,000 |

DIVISION OF PARKS

DEPARTMENTAL BUDGET

FUND

CODE

100

DETAIL

550

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 ESTIMATED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-------------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | 32,506 | 23,267 | 24,000 | 60,700 | 37,400 |
| 5141000 | Bilingual Pay | - | - | - | 200 | 200 |
| 5111000 | Special Pay | - | - | - | 500 | 300 |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | 4,282 | 3,288 | 4,300 | 10,200 | 6,100 |
| 5289000 | Deferred Comp | - | - | - | 1,900 | 400 |
| 5211000 | Social Security | 2,397 | 1,723 | 1,900 | 5,500 | 3,400 |
| 5212000 | Medicare | - | - | - | 900 | 500 |
| 5251000 | Health Insurance | 5,910 | 5,846 | 8,200 | 17,600 | 11,000 |
| 5253000 | Long term Disability | - | - | - | 300 | 200 |
| 5251500 | Dental & Vision | - | - | - | 400 | 200 |
| 5231000 | Workers Comp | - | - | 2,900 | 9,300 | 5,500 |
| | Total Employee Services | 45,095 | 34,124 | 41,300 | 107,500 | 65,200 |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | 110 | - | 100 | 100 | 100 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 7,244 | 108,009 | 9,800 | 9,800 | 9,800 |
| 6300000 | Utilities | 4,904 | 9,668 | 5,500 | 5,500 | 5,500 |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | 2,078 | 726 | 3,600 | 4,200 | 4,700 |
| 6450000 | Vehicle & Equipment Operating Costs | 966 | 1,919 | 1,700 | 1,700 | 1,700 |
| 6500000 | Contract Services | 53,521 | 9,869 | - | - | - |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 68,823 | 130,192 | 20,700 | 21,300 | 21,800 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | | | | | |
| | | 113,918 | 164,316 | 62,000 | 128,800 | 87,000 |

DIVISION OF RECREATION & LEISURE SERVICESFUND
100DEPARTMENTAL BUDGET
SUMMARYCODE
550**DIVISION SUMMARY**

The FY 2014-15 Recreation and Leisure Service Budget includes funding to Central Coast Youth Sport and a full time Recreation Director and part-time employees for expanding recreation programming. The Director reports directly to the CCYSO Board works closely with the City to expand recreational programming including supervising the recreational staff, scheduling all facilities and coordinating all recreational and communal programs at the Patriot Park and the Community Center. The FY 2014-15 budget also includes funding for utilities and facility maintenance of the City's new Downtown Art Center. The Center is operated by First Night Monterey and the Arts Council for Monterey County and provide visual arts and dance classes with an emphasize on creative, community, collaboration and team work to benefit student achievement and promote positive social skills, including self-confidence, self-control, conflict resolution, collaboration,

BUDGET SUMMARY**Personnel****Authorized Positions (FTEs)**

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|----------------------|---------------|---------------|-----------------|----------------|------------------|
| Public Works Manager | - | - | 0.10 | 0.10 | 0.10 |
| Building Inspector | - | - | 0.10 | 0.10 | - |
| Office Specialist | - | - | - | 0.02 | 0.03 |
| Maintenance Workers | - | - | - | 1.10 | 0.55 |
| | - | - | 0.20 | 1.32 | 0.68 |

| <u>2011-12</u> | <u>2012-13</u> | <u>2013-2014</u> | <u>2013-2014</u> | <u>2014-15</u> |
|----------------|----------------|------------------|------------------|------------------|
| <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|---------------|---------------|----------------|----------------|----------------|
| Employee Services | 648 | 3,010 | - | - | - |
| Operations | 18,624 | 13,626 | 135,300 | 144,000 | 108,300 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 19,272 | 16,636 | 135,300 | 144,000 | 108,300 |

DIVISION OF RECREATION & LEISURE SERVICES

46

FUND

DEPARTMENTAL BUDGET

CODE

100

DETAIL

550

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 ESTIMATED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-------------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | 440 | 2,123 | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | 52 | 289 | - | - | - |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | 32 | 158 | - | - | - |
| 5212000 | Medicare | - | - | - | - | - |
| 5251000 | Health Insurance | 124 | 440 | - | - | - |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | - |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | 648 | 3,010 | - | - | - |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 1,689 | 1,810 | 2,800 | 6,900 | 6,900 |
| 6300000 | Utilities | 4,186 | 7,910 | 4,000 | 8,600 | 12,900 |
| 6350000 | Communications | 2,749 | 2,023 | 3,500 | 3,500 | 3,500 |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | 10,000 | 1,883 | 125,000 | 125,000 | 85,000 |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 18,624 | 13,626 | 135,300 | 144,000 | 108,300 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | 19,272 | 16,636 | 135,300 | 144,000 | 108,300 |

DIVISION OF COMMUNITY SERVICES FACILITY

FUND
100

DEPARTMENTAL BUDGET
SUMMARY

CODE
111

DIVISION SUMMARY

This cost center will not be used in FY 2014-15.

BUDGET SUMMARY

Personnel

Authorized Positions (FTEs)

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|--|---------------|---------------|-----------------|----------------|------------------|
| | - | - | - | - | - |
| | - | - | - | - | - |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|--------------|--------------|--------------|--------------|----------|
| Employee Services | 522 | 249 | - | - | - |
| Operations | 7,743 | 4,584 | 6,700 | 4,500 | - |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 8,265 | 4,833 | 6,700 | 4,500 | - |

DIVISION OF COMMUNITY SERVICE FACILITY

FUND

DEPARTMENTAL BUDGET

CODE

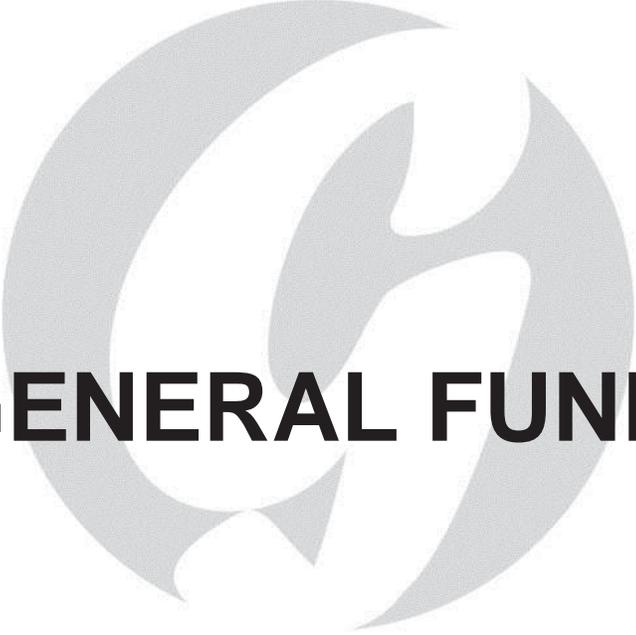
100

DETAIL

111

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 ESTIMATED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-------------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | 382 | 198 | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | 59 | 24 | - | - | - |
| 5289000 | Deferred Comp | 1 | - | - | - | - |
| 5211000 | Social Security | 28 | 15 | - | - | - |
| 5212000 | Medicare | - | - | - | - | - |
| 5251000 | Health Insurance | 52 | 12 | - | - | - |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | - |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | 522 | 249 | - | - | - |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 4,404 | 1,611 | 4,100 | 1,000 | - |
| 6300000 | Utilities | 3,229 | 2,956 | 2,600 | 3,500 | - |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | - | 17 | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | - | - | - | - | - |
| 6600000 | Professional Development | 110 | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 7,743 | 4,584 | 6,700 | 4,500 | - |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | | - | - | - | - | - |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | 8,265 | 4,833 | 6,700 | 4,500 | - |

**DEPARTMENT OF
COMMUNITY
DEVELOPMENT**



100 GENERAL FUND

Building and Planning

Code Enforcement

DEPARTMENT OF COMMUNITY DEVELOPMENT

DIVISION OF BUILDING & PLANNING

| | | |
|------|---------------------|------|
| FUND | DEPARTMENTAL BUDGET | CODE |
| 100 | SUMMARY | 601 |

Division Initiatives

Staff allocated to this Department are responsible for implementing General Plan policies, Title 17 Zoning regulations and providing assistance to the community in related matters. Primary staff support is provided to the Planning Commission. A critical initiative begun in FY 2014, and will continue in FY 2015 is to conduct a comprehensive study of the City's business license and permit fees and their administration to make recommendations for improving the effectiveness of this effort and improve cost recovery.

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|------------------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 0.70 | - |
| Sustainability Resource Director | - | - | - | 0.35 | 0.35 |
| Building Inspector | - | - | - | - | 1.00 |
| Planning Assisant | 0.70 | 0.70 | 0.70 | 0.70 | 1.00 |
| | 1.70 | 1.70 | 1.70 | 1.75 | 2.35 |

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|----------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | 45,403 | 91,327 | 203,500 | 308,900 | 141,000 |
| Operations | 59,251 | 18,408 | 98,500 | 16,500 | 15,100 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 104,654 | 109,735 | 302,000 | 325,400 | 156,100 |

DEPARTMENT OF COMMUNITY DEVELOPMENT

DIVISION OF BUILDING & PLANNING

DEPARTMENTAL BUDGET

| FUND | | DEPARTMENTAL BUDGET | | | | | CODE |
|--------------------------|-------------------------------------|---------------------|----------------|--------------------|-----------------|------------------|------|
| 100 | | DETAIL | | | | | 601 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED | |
| EMPLOYEE SERVICES | | | | | | | |
| 5100000 | Salaries | 29,910 | 63,464 | 146,000 | 202,500 | 92,500 | |
| | Overtime Pay | - | - | - | - | 1,200 | |
| 5141000 | Bilingual Pay | - | - | - | 1,600 | 1,600 | |
| 5111000 | Special Pay | - | - | - | 3,600 | - | |
| 5140000 | Police Incentive Pay | - | - | - | - | - | |
| 5212000 | Pension | 4,125 | 9,951 | 26,200 | 31,700 | 13,200 | |
| 5289000 | Deferred Comp | - | 247 | 400 | 2,600 | - | |
| 5211000 | Social Security | 2,162 | 4,973 | 11,200 | 16,400 | 7,600 | |
| 5212000 | Medicare | - | - | - | 2,900 | 1,300 | |
| 5251000 | Health Insurance | 9,207 | 12,691 | 17,400 | 30,400 | 14,800 | |
| 5253000 | Long term Disability | - | - | - | 800 | 400 | |
| 5251500 | Dental & Vision | - | - | - | 800 | 500 | |
| 5231000 | Workers Comp | - | - | 2,300 | 15,600 | 7,900 | |
| | Total Employee Services | 45,403 | 91,327 | 203,500 | 308,900 | 141,000 | |
| OPERATIONS | | | | | | | |
| 6050000 | Office Expense | 2,177 | 530 | 1,400 | 2,200 | 2,600 | |
| 6070000 | Advertising | - | - | - | - | - | |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - | |
| 6200000 | Insurance | - | - | - | - | - | |
| 6250000 | Occupancy | - | - | - | - | - | |
| 6300000 | Utilities | - | - | - | - | - | |
| 6350000 | Communications | 192 | 134 | 6,200 | 500 | 500 | |
| 6400000 | Operating Supplies | - | - | - | - | - | |
| 6450000 | Vehicle & Equipment Operating Costs | 423 | 628 | 1,500 | 1,500 | 1,500 | |
| 6500000 | Contract Services | 52,480 | 14,829 | 65,000 | 5,000 | 5,000 | |
| 6600000 | Professional Development | 3,979 | 2,288 | 24,400 | 7,300 | 5,500 | |
| 6650000 | Recruitment | - | - | - | - | - | |
| 6990000 | Contingency | - | - | - | - | - | |
| | Total Operations | 59,251 | 18,408 | 98,500 | 16,500 | 15,100 | |
| SPECIAL PROJECTS | | | | | | | |
| 700000 | | - | - | - | - | - | |
| | Total Special Projects | - | - | - | - | - | |
| CAPITAL OUTLAY | | | | | | | |
| | Total Capital Outlay | - | - | - | - | - | |
| ACTIVITY TOTAL | | 104,654 | 109,735 | 302,000 | 325,400 | 156,100 | |

DEPARTMENT OF COMMUNITY DEVELOPMENT

DIVISION OF CODE ENFORCEMENT

| | | |
|------|---------------------|------|
| FUND | DEPARTMENTAL BUDGET | CODE |
| 100 | SUMMARY | 605 |

Division Initiatives

The proposed FY 2014 contains funding for the employing a Code enforcement Office to begin abating property maintenance violations in the City. With the establishment of a new Code Enforcement Board the City is committed to improving the appearance of the community and addressing the secondary impacts that promote crime and other unlawful activities.

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Code Enforcement | - | - | 1.00 | 1.00 | 1.00 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | 1.00 | 1.00 | 1.00 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 ESTIMATED</u> | <u>2014-15 REQUESTED</u> |
|----------------------------|---------------------------|---------------------------|-------------------------------|--------------------------------|------------------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | - | - | 64,400 | 35,100 | 58,600 |
| Operations | - | - | - | 500 | 14,100 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | - | - | 64,400 | 35,600 | 72,700 |

DEPARTMENT OF COMMUNITY DEVELOPMENT

DIVISION OF CODE ENFORCEMENT

DEPARTMENTAL BUDGET

DETAIL

| FUND | | | | | | CODE |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-----------------|------------------|
| 100 | | | | | | 605 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | - | - | 40,500 | 28,100 | 46,800 |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | 400 | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | 7,200 | 900 | 1,500 |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | - | - | 3,100 | 1,000 | 1,700 |
| 5212000 | Medicare | - | - | - | 200 | 300 |
| 5251000 | Health Insurance | - | - | 11,400 | 3,600 | 6,100 |
| 5253000 | Long term Disability | - | - | - | 100 | 100 |
| 5251500 | Dental & Vision | - | - | - | 100 | 200 |
| 5231000 | Workers Comp | - | - | 1,800 | 1,100 | 1,900 |
| | Total Employee Services | - | - | 64,400 | 35,100 | 58,600 |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | - | - | - | - | 1,000 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | 1,000 |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | - |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | - | - | - | - | 500 |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | 3,500 |
| 6500000 | Contract Services | - | - | - | - | 2,000 |
| 6600000 | Professional Development | - | - | - | 500 | 6,100 |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | - | - | - | 500 | 14,100 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | | - | - | - | - | - |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | - | - | 64,400 | 35,600 | 72,700 |

**DEPARTMENT OF
POLICE SERVICES**

100 GENERAL FUND



DIVISION OF POLICE ADMINISTRATION

| | | |
|------|---------------------|------|
| FUND | DEPARTMENTAL BUDGET | CODE |
| 100 | SUMMARY | 400 |

DEPARTMENT SUMMARY

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|

Personnel

Authorized Positions (FTEs)

| | | | | | |
|---------------------------|---|------|------|------|------|
| Chief of Police | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Commander | - | - | - | - | 0.50 |
| Sergeants | - | 0.50 | 0.50 | 0.50 | - |
| Records Supervisor | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Service Worker I | - | 1.00 | 1.00 | 0.50 | - |
| Service Worker II | - | 1.00 | 1.00 | 1.00 | - |
| Police Service Technician | - | - | - | - | 1.00 |
| | - | - | - | - | - |
| | - | 4.50 | 4.50 | 4.00 | 3.50 |

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|---|---|---------|---------|---------|
| Employee Services | - | - | 343,900 | 432,970 | 491,532 |
| Operations | - | - | 160,000 | 343,217 | 321,722 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | - | - | 503,900 | 776,188 | 813,254 |

DIVISION OF POLICE ADMINISTRATION

| FUND | | DEPARTMENTAL BUDGET | | | | CODE |
|---------------------------------|-------------------------------------|---------------------|----------------|--------------------|-----------------|------------------|
| 100 | | DETAIL | | | | 400 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | 232,700 | 272,290 | 300,191 |
| 5141000 | Bilingual Pay | - | - | - | 4,830 | 4,050 |
| 5111000 | Special Pay | - | - | 1,500 | 3,163 | - |
| 5140000 | Police Incentive Pay | - | - | - | 6,360 | 6,360 |
| 5212000 | Pension | - | - | 41,900 | 53,486 | 79,708 |
| 5289000 | Deferred Comp | - | - | - | 3,250 | 3,250 |
| 5211000 | Social Security | - | - | 17,800 | 20,739 | 21,496 |
| 5212000 | Medicare | - | - | - | 3,764 | 3,976 |
| 5251000 | Health Insurance | - | - | 42,800 | 42,151 | 40,616 |
| 5253000 | Long term Disability | - | - | - | 629 | 539 |
| 5251500 | Dental & Vision | - | - | - | 1,069 | 1,134 |
| 5231000 | Workers Comp | - | - | 7,200 | 21,238 | 30,211 |
| | Total Employee Services | - | - | 343,900 | 432,970 | 491,532 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | - | 13,675 | 10,810 |
| 6070000 | Advertising | - | - | - | - | 1,000 |
| 6100000 | Computer Maintenance & Replacement | - | - | - | 19,000 | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | 6,230 | 12,480 |
| 6300000 | Utilities | - | - | - | 1,300 | 1,300 |
| 6350000 | Communications | - | - | - | 253,464 | 272,400 |
| 6400000 | Operating Supplies | - | - | - | - | 2,600 |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | 3,100 | 7,000 |
| 6500000 | Contract Services | - | - | 160,000 | 10,000 | 1,500 |
| 6600000 | Professional Development | - | - | - | 2,377 | 9,962 |
| 6650000 | Recruitment | - | - | - | 34,072 | 2,670 |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | - | - | 160,000 | 343,217 | 321,722 |
| <u>SPECIAL PROJECTS</u> | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | | - | - | - | - | - |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | - | - | 503,900 | 776,188 | 813,254 |

DIVISION OF PATROL SERVICES

| | | |
|-------------|----------------------------|-------------|
| FUND | DEPARTMENTAL BUDGET | CODE |
| 100 | SUMMARY | 410 |

DEPARTMENT SUMMARY

The Patrol Division is comprised of (1) a newly established Commander position (replacing an existing Sergeant) (2) Sergeants (9) beat patrol officers, (5) newly established Reserve Officers and (1) Detective. Due to community need, two existing School Resource Officers will be reassigned patrol duties in FY 2015. The City received a COPS MOR grant to hire a dedicated SRO in FY 2015 to be assigned at the Greenfield Elementary School. High School SRO functions will be provided by Security Officers contracted with the City and assigned to the school. Some of the specific patrol duties and responsibilities include responding to all emergency/non-emergency calls for service, respond to animal calls for service; assist the fire department and EMS with medical emergency calls, neighboring jurisdictions and other outside agencies; enforce all local city ordinances, state and federal laws; conduct traffic enforcement (Vehicle Code); conduct enforcement/education of bicycle and helmet safety laws; transport all adult arrestees to the Monterey County Jail and all juvenile in custodies to Juvenile Hall; address gang and narcotic issues at community meetings and at our local schools;

| <u>BUDGET SUMMARY</u> | 2011-12 | 2012-13 | 2013-2014 | 2013-2014 | 2014-15 |
|------------------------------------|----------------------|----------------------|------------------------|-----------------------|-------------------------|
| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
| Authorized Positions (FTEs) | | | | | |
| Commander | - | - | - | - | 0.50 |
| Sergeants | - | 2.50 | 2.50 | 2.50 | 2.00 |
| Police Officer | - | 7.00 | 7.50 | 7.50 | 9.00 |
| Reserve Officer | - | - | - | - | 5.00 |
| School Resource Officer | - | 2.00 | 2.00 | 2.00 | 1.00 |
| Detective | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Crossing Guards | - | - | 2.00 | 7.00 | 7.00 |
| | - | - | - | - | - |
| | - | 12.50 | 15.00 | 20.00 | 25.50 |

| <u>SUMMARY OF EXPENSES</u> | 2011-12 | 2012-13 | 2013-2014 | 2013-2014 | 2014-15 |
|-----------------------------------|----------------------|----------------------|------------------------|-----------------------|-------------------------|
| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
| Employee Services | 2,324,659 | 2,098,404 | 1,748,800 | 1,868,200 | 1,890,000 |
| Operations | 327,195 | 625,733 | 547,900 | 167,900 | 311,900 |
| Special Projects | 9,902 | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 2,661,757 | 2,724,137 | 2,296,700 | 2,036,100 | 2,201,900 |

DIVISION OF PATROL SERVICES

DEPARTMENTAL BUDGET

FUND

100

DETAIL

CODE

410

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-----------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 51100 | Salaries | 1,455,197 | 1,283,929 | 938,700 | 852,000 | 962,700 |
| 51300 | Overtime | 139,533 | 183,280 | 140,000 | 275,000 | 140,000 |
| 5141000 | Bilingual Pay | - | - | - | 13,700 | 13,700 |
| 5111000 | Special Pay | - | - | - | 10,600 | 12,100 |
| 5140000 | Police Incentive Pay | - | - | - | 64,700 | 64,700 |
| 52400 | Pension | 410,764 | 345,701 | 330,400 | 317,000 | 335,300 |
| 52890 | Deferred Comp | 3,200 | 600 | 2,400 | 13,000 | 13,000 |
| 52110 | Social Security | 114,590 | 101,556 | 81,700 | 63,400 | 72,200 |
| 52120 | Medicare | - | - | - | 11,900 | 13,000 |
| 52510 | Health Insurance | 191,298 | 164,449 | 122,900 | 128,200 | 136,000 |
| 52530 | Long term Disability | - | - | - | 3,000 | 3,400 |
| 52515 | Dental & Vision | - | - | - | 4,000 | 4,400 |
| 52300 | Workers Comp | 10,077 | 18,889 | 132,700 | 111,700 | 119,500 |
| | Total Employee Services | 2,324,659 | 2,098,404 | 1,748,800 | 1,868,200 | 1,890,000 |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | 26,882 | 25,406 | 10,500 | 6,900 | 8,200 |
| 6070000 | Advertising | - | - | - | 100 | 500 |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 11,506 | 5,588 | 23,500 | 2,500 | 3,000 |
| 6300000 | Utilities | 3,129 | 1,828 | - | 1,500 | 1,500 |
| 6350000 | Communications | 34,838 | 244,483 | 319,300 | 28,400 | 28,900 |
| 6400000 | Operating Supplies | 18,173 | 16,904 | - | 21,200 | 37,900 |
| 6450000 | Vehicle & Equipment Operating Costs | 66,527 | 60,233 | 68,000 | 64,500 | 86,700 |
| 6500000 | Contract Services | 151,641 | 264,279 | 113,000 | 35,500 | 100,700 |
| 6600000 | Professional Development | 4,890 | 1,706 | 13,600 | 6,500 | 20,500 |
| 6650000 | Recruitment | 9,610 | 5,307 | - | 800 | 24,000 |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 327,195 | 625,733 | 547,900 | 167,900 | 311,900 |
| SPECIAL PROJECTS | | | | | | |
| 70000 | Special Projects | 9,902 | - | - | - | - |
| | Total Special Projects | 9,902 | - | - | - | - |
| | | - | - | - | - | - |
| 8103013 | Vehicles- New | | | | | |

DIVISION OF ANIMAL CONTROL SERVICES

FUND

DEPARTMENTAL BUDGET

CODE

100

SUMMARY

420

DEPARTMENT SUMMARY

The Greenfield Police Department does not currently have an Animal Control Officer. Police Officers and a part-time volunteer provide animal control services for the City. Duties include but are not limited to responding to calls for service associated with barking dogs, wildlife calls, welfare checks of possible injured animals, animal bites or vicious animals, transporting stray animals to the kennel in Greenfield for temporary housing, stray and injured animals to the King City Veterinary Hospital and/or to the Monterey County Animal Shelter in Salinas. After an animal has been picked up, the animal is transported to the local City kennel for a maximum of 3 days. If the animal is not claimed within the maximum time allowed by law, the animal is transported to the Monterey County Animal Shelter in Salinas. The County shelter charges the City of Greenfield \$160 per stray domestic animal found within the incorporated boundaries of the City

BUDGET SUMMARY

Authorized Positions (FTEs)

Animal Service Worker

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|
| | - | - | 0.50 | 0.50 | 0.50 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | 0.50 | 0.50 | 0.50 |

SUMMARY OF EXPENSES

Employee Services

Operations

Special Projects

Capital Outlay

TOTAL

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|
| | - | - | - | - | 6,400 |
| | - | - | 30,000 | 66,200 | 69,400 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | 30,000 | 66,200 | 75,800 |

DIVISION OF ANIMAL CONTROL SERVICES

DEPARTMENTAL BUDGET

FUND

CODE

100

DETAIL

420

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-----------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 51100 | Salaries | - | - | - | - | 5,800 |
| 51300 | Overtime | - | - | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 52400 | Pension | - | - | - | - | - |
| 52890 | Deferred Comp | - | - | - | - | - |
| 52110 | Social Security | - | - | - | - | 300 |
| 52120 | Medicare | - | - | - | - | 300 |
| 52510 | Health Insurance | - | - | - | - | - |
| 52530 | Long term Disability | - | - | - | - | - |
| 52515 | Dental & Vision | - | - | - | - | - |
| 52300 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | - | - | - | - | 6,400 |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | - | - | - | - | 1,000 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | 3,900 |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | 600 |
| 6400000 | Operating Supplies | - | - | - | 1,900 | 2,600 |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | 2,800 | 6,000 |
| 6500000 | Contract Services | - | - | 30,000 | 61,500 | 52,200 |
| 6600000 | Professional Development | - | - | - | - | 1,100 |
| 6650000 | Recruitment | - | - | - | - | 2,000 |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | - | - | 30,000 | 66,200 | 69,400 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| | | - | - | - | - | - |
| 8103013 | Vehicles- New | | | | | |

**DEPARTMENT OF
GENERAL SERVICES**



100 GENERAL FUND

CIVIC CENER

PROPERTY & LIABILITY

IT SERVICES

DIVISION OF CIVIC CENTER
 DEPARTMENTAL BUDGET
SUMMARY

FUND
100

CODE
111

DIVISION SUMMARY

The City of Greenfield Civic Center is the seat of City government. Functioning as a City Hall, the Office of City Manager, Finance, Community Development and Police Department are located in the building. The City Council Chambers is also located in the Civic Center. The complex was constructed in 2011. Total debt service are for the Civic Center is \$268,000 annually with debt financing. There are no public performance spaces at this location.

BUDGET SUMMARY

Personnel

Authorized Positions (FTEs)

Maintenance Workers

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|--|---------------|---------------|-----------------|----------------|------------------|
| | - | - | - | - | 0.15 |
| | - | - | - | - | 0.15 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|----------------|----------------|----------------|----------------|----------------|
| Employee Services | 19,254 | 19,758 | 11,300 | 2,700 | 12,400 |
| Operations | 175,803 | 161,695 | 109,000 | 121,300 | 86,200 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Debt Service | - | - | 268,000 | 268,000 | 268,000 |
| TOTAL | 195,057 | 181,453 | 388,300 | 392,000 | 366,600 |

DIVISION OF CIVIC CENTER

DEPARTMENTAL BUDGET

FUND

CODE

100

DETAIL

111

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-----------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | 13,808 | 14,108 | 7,500 | 2,000 | 7,000 |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | 100 |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | 1,818 | 1,914 | 1,400 | 300 | 1,300 |
| 5289000 | Deferred Comp | - | - | - | - | 100 |
| 5211000 | Social Security | 1,015 | 1,048 | 600 | 100 | 600 |
| 5212000 | Medicare | - | - | - | - | 100 |
| 5251000 | Health Insurance | 2,613 | 2,687 | 800 | 300 | 2,100 |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | - |
| 5231000 | Workers Comp | - | - | 1,000 | - | 1,100 |
| | Total Employee Services | 19,254 | 19,758 | 11,300 | 2,700 | 12,400 |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | 16,047 | 23,527 | 9,500 | 14,000 | 14,800 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 20,455 | 18,190 | 20,500 | 8,800 | - |
| 6300000 | Utilities | 42,061 | 49,016 | 41,000 | 30,500 | 31,500 |
| 6350000 | Communications | 68,552 | 56,753 | 38,000 | 46,800 | 30,500 |
| 6400000 | Operating Supplies | - | 730 | - | 5,000 | 5,000 |
| 6450000 | Vehicle & Equipment Operating Costs | 179 | 19 | - | 800 | - |
| 6500000 | Contract Services | 28,509 | 13,460 | - | 15,400 | 4,400 |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 175,803 | 161,695 | 109,000 | 121,300 | 86,200 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| DEBT SERVICE | | | | | | |
| | Principle/Interest Expense | - | - | 268,000 | 268,000 | 268,000 |
| | | - | - | 268,000 | 268,000 | 268,000 |
| ACTIVITY TOTAL | | 195,057 | 181,453 | 388,300 | 392,000 | 366,600 |

DIVISION OF PROPERTY & LIABILITY

DEPARTMENTAL BUDGET
SUMMARY

FUND
100

CODE
115

DIVISION SUMMARY

The City is a member of the Monterey Bay Area Self Insurance Authority and obtains most of its property insurance from the pool. For FY 2015, the collective decision of participating cities concurred in changing its policy of discounting the Fund's Liability Insurance Budget with a 'credit from surplus' which begun in the FY 2010-11 program year. Because MBASIA no longer has a surplus in this liability program, MBASIA has had to increase member participant funding by \$200,000. Member cost of this insurance is based on the member exposure factors, and the budget needs. Program cost is weighted **70%** on exposure (payroll) and 30% on experience (5years of paid losses capped at \$1,000,000 per claim), with a cap of 50%. Greenfield's estimated payroll for FY 2015 is 6% of the total insurance pool which will require a \$95,534 payment.

BUDGET SUMMARY

Personnel

Authorized Positions (FTEs)

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|--|---------------|---------------|-----------------|----------------|------------------|
| | - | - | - | - | - |
| | - | - | - | - | - |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|----------------|----------------|---------------|---------------|----------------|
| Employee Services | - | - | - | - | - |
| Operations | 236,845 | 338,693 | 77,700 | 75,500 | 102,500 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 236,845 | 338,693 | 77,700 | 75,500 | 102,500 |

DIVISION OF PROPERTY & LIABILITY

66

FUND

DEPARTMENTAL BUDGET

CODE

100

DETAIL

111

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-----------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | - | - | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | - | - | - |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | - | - | - | - | - |
| 5212000 | Medicare | - | - | - | - | - |
| 5251000 | Health Insurance | - | - | - | - | - |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | - |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | - | - | - | - | - |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | 236,845 | 338,693 | 77,700 | 75,500 | 102,500 |
| 6250000 | Occupancy | - | - | - | - | - |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | - |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | - | - | - | - | - |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 236,845 | 338,693 | 77,700 | 75,500 | 102,500 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | 236,845 | 338,693 | 77,700 | 75,500 | 102,500 |

DIVISION OF INFORMATION TECHNOLOGY

FUND
100

DEPARTMENTAL BUDGET
SUMMARY

CODE
120

DIVISION SUMMARY

The IT Department is responsible for maintaining the availability, integrity and security of the City's data and technology infrastructure. At City Hall this includes the accounting systems, utility billing systems, permit tracking systems, email systems and all of the other miscellaneous documents and files that are relied upon every day. At the Police Department this includes the records management system, case and applicant information, email systems, evidence storage systems, and all of the other documents and files that are relied on every day. The tasks required to keep the systems operational include maintaining servers and workstations with security patches and functionality enhancements from the vendors the City uses, maintaining security software and hardware to keep the network secure, monitoring computer hardware for signs of failure and proactively resolving issues as they become evident, monitoring computer software for potential failure or performance issues and implementing solutions, working with outside entities such as the County Sheriff and water management vendors to insure secure and timely access to needed resources, implementing and verifying system redundancies and backups to ensure continuity of operation, and working with City staff to make sure technology is appropriately addressing their evolving needs. In addition to maintaining existing infrastructure and systems the IT Department is involved in planning and implementing new software and initiatives to improve functionality and offer increased productivity to the City's users and citizens.

BUDGET SUMMARY

Personnel

Authorized Positions (FTEs)

| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |
|--|----------------|----------------|------------------|------------------|------------------|
| | - | - | - | - | - |
| | - | - | - | - | - |
| | <u>2011-12</u> | <u>2012-13</u> | <u>2013-2014</u> | <u>2013-2014</u> | <u>2014-15</u> |
| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>AMENDED</u> | <u>REQUESTED</u> |

SUMMARY OF EXPENSES

| | | | | | |
|-------------------|---|---|--------|--------|--------|
| Employee Services | - | - | - | - | - |
| Operations | - | - | 25,000 | 35,000 | 95,500 |
| Special Projects | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | - | - | 25,000 | 35,000 | 95,500 |

DIVISION OF INFORMATION TECHNOLOGY

68

FUND

DEPARTMENTAL BUDGET

CODE

100

DETAIL

111

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 ESTIMATED | 2014-15 PROPOSED |
|--------------------------|-------------------------------------|----------------|----------------|--------------------|-------------------|------------------|
| EMPLOYEE SERVICES | | | | | | |
| 5100000 | Salaries | - | - | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | - | - | - |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | - | - | - | - | - |
| 5212000 | Medicare | - | - | - | - | - |
| 5251000 | Health Insurance | - | - | - | - | - |
| 5253000 | Long term Disability | - | - | - | - | - |
| 5251500 | Dental & Vision | - | - | - | - | - |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | - | - | - | - | - |
| OPERATIONS | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | 20,000 |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | - |
| 6300000 | Utilities | - | - | - | - | - |
| 6350000 | Communications | - | - | - | - | 16,500 |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | - | - | 25,000 | 35,000 | 59,000 |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | - | - | 25,000 | 35,000 | 95,500 |
| SPECIAL PROJECTS | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | | | | | |
| | | - | - | 25,000 | 35,000 | 95,500 |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 11,183 | 47,379 | - | 97,200 | 57,500 |
| REVENUES | | | | | |
| Other Grants - SLESF | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Interest Income | 30 | 8 | - | - | - |
| <u>TOTAL REVENUES</u> | 100,030 | 100,008 | 100,000 | 100,000 | 100,000 |
| <u>TOTAL RESOURCES</u> | 111,213 | 147,387 | 100,000 | 197,200 | 157,500 |
| EXPENDITURES | | | | | |
| Police | 63,834 | 20,504 | 100,000 | 59,000 | 20,000 |
| Police - Vehicles | - | 29,698 | - | 80,700 | 70,000 |
| Other Capital | - | - | - | - | 20,000 |
| <u>TOTAL EXPENDITURES</u> | 63,834 | 50,202 | 100,000 | 139,700 | 110,000 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 47,379 | 97,185 | - | 57,500 | 47,500 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 47,379 | 97,185 | - | 57,500 | 47,500 |

Supplement Law Enforcement Services Fund: In the February 2009 State Budget Agreement, the Legislature established a new, temporary 0.15% Vehicle License Fee (VLF), a tax in addition to the existing 0.65% base VLF that is allocated to county realignment programs and cities on a per capita basis. The new 0.15% rate is deposited in the Local Safety and public Protection Account in the State's Transportation Tax Fund. These revenues are used to fund a variety of law enforcement programs previously paid from the state general fund. The Citizens' Option for Public Safety (COPS) program provides grants to every city and county and five special districts that provide law enforcement. Government Code 30061 specifies that, of the funds deposited from the 0.15% VLF rate deposited to the Local Safety and Public Protection Account in the Transportation Tax Fund, 21.3% is to be allocated to county Supplemental Law Enforcement Services Funds (SLESF). COPS funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that a) county populations are the populations in unincorporated areas, and b) each agency is to be allocated a minimum of \$100,000.

CITY OF GREENFIELD



FUND SUMMARIES

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 11,183 | 47,379 | - | 97,200 | 57,500 |
| REVENUES | | | | | |
| Other Grants - SLESF | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Interest Income | 30 | 8 | - | - | - |
| <u>TOTAL REVENUES</u> | 100,030 | 100,008 | 100,000 | 100,000 | 100,000 |
| <u>TOTAL RESOURCES</u> | 111,213 | 147,387 | 100,000 | 197,200 | 157,500 |
| EXPENDITURES | | | | | |
| Police | 63,834 | 20,504 | 100,000 | 59,000 | 20,000 |
| Police - Vehicles | - | 29,698 | - | 80,700 | 70,000 |
| Other Capital | - | - | - | - | 20,000 |
| <u>TOTAL EXPENDITURES</u> | 63,834 | 50,202 | 100,000 | 139,700 | 110,000 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 47,379 | 97,185 | - | 57,500 | 47,500 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 47,379 | 97,185 | - | 57,500 | 47,500 |

Supplement Law Enforcement Services Fund: In the February 2009 State Budget Agreement, the Legislature established a new, temporary 0.15% Vehicle License Fee (VLF), a tax in addition to the existing 0.65% base VLF that is allocated to county realignment programs and cities on a per capita basis. The new 0.15% rate is deposited in the Local Safety and public Protection Account in the State's Transportation Tax Fund. These revenues are used to fund a variety of law enforcement programs previously paid from the state general fund. The Citizens' Option for Public Safety (COPS) program provides grants to every city and county and five special districts that provide law enforcement. Government Code 30061 specifies that, of the funds deposited from the 0.15% VLF rate deposited to the Local Safety and Public Protection Account in the Transportation Tax Fund, 21.3% is to be allocated to county Supplemental Law Enforcement Services Funds (SLESF). COPS funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that a) county populations are the populations in unincorporated areas, and b) each agency is to be allocated a minimum of \$100,000.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | (498,794) | (482,411) | - | 20,100 | 20,100 |
| <u>REVENUES</u> | | | | | |
| Impact Fees | 16,365 | 2,480 | - | - | - |
| Interest | 18 | 4 | - | - | - |
| Other Revenue | - | 500,000 | - | - | - |
| <u>TOTAL REVENUES</u> | 16,383 | 502,484 | - | - | - |
| <u>TOTAL RESOURCES</u> | (482,411) | 20,073 | - | 20,100 | 20,100 |
| <u>EXPENDITURES</u> | | | | | |
| Public Works - Capital Projects | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | - |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | (482,411) | 20,073 | - | 20,100 | 20,100 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | (482,411) | 20,073 | - | 20,100 | 20,100 |

Police Impact Fee Fund: The Police Facilities fee was adopted in June 1989 by Ordinance No. 342 as Chapter 19.08 of the municipal code. The fee was subsequently increased by City Council Ordinance No. 353 in August 1990. Revenue & Cost Specialists, LLC prepared a fee calculation report dated January 2001 which led to the adoption of Ordinance No. 426 amending the Police Facilities fee. The cash balance in the fund at June 30, 2008 is projected at \$17,589. Most of the assets of the Fund was obligated towards the construction of a new police facility in 2011.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | - | - | 13,517 | - | - |
| <u>REVENUES</u> | | | | | |
| Prop84 Grant | - | - | - | 373,300 | 2,705,000 |
| Other Revenue | - | - | 2,918,783 | - | - |
| <u>TOTAL REVENUES</u> | - | - | 2,918,783 | 373,300 | 2,705,000 |
| <u>TOTAL RESOURCES</u> | - | - | 2,932,300 | 373,300 | 2,705,000 |
| <u>EXPENDITURES</u> | | | | | |
| Parks & Recreation- Capital | - | - | 2,932,300 | 277,300 | 2,705,000 |
| Administrative Costs | - | - | - | 2,400 | - |
| Other | - | - | - | 93,600 | - |
| <u>TOTAL EXPENDITURES</u> | - | - | 2,932,300 | 373,300 | 2,705,000 |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | - | - | - | - | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | - | - | - | - | - |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | - | - | - | - | - |
| REVENUES | | | | | |
| CDBG | - | - | - | - | 2,000,000 |
| Other Revenue | - | - | - | - | - |
| <u>TOTAL REVENUES</u> | - | - | - | - | 2,000,000 |
| <u>TOTAL RESOURCES</u> | - | - | - | - | 2,000,000 |
| EXPENDITURES | | | | | |
| Waste Water Treatment Plant Improvements | - | - | - | - | 1,767,500 |
| Administrative Costs | - | - | - | - | 139,500 |
| Planning & Technical | - | - | - | - | 93,000 |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | 2,000,000 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | - | - | - | - | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | - | - | - | - | - |

Community Development Block Grant: The State of California, Department of Housing and Community Development, has issued a Notice of Funding Availability for the 2014; and the City of Greenfield has a need for a number of capital improvement projects and program activities that are eligible program activities for CDBG funding. Under Resolution No. 2014-12, the City Council of the City of Greenfield authorizes the application of said grant, be written for up to \$2,000,000. The general use of the grant was indicated:

| | |
|--|--------------|
| General Program Administration | \$ 139,535 |
| Waste Water Treatment Plant Improvements | \$ 1,302,326 |
| Housing Rehabilitation – Single Unit Residential | \$ 232,558 |
| Home Ownership Direct Assistance | \$ 232,558 |

FUND SUMMARY

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--------------------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| BEGINNING BALANCE | 1,713,097 | 2,103,770 | 2,100,353 | 2,111,912 | 2,111,912 |
| <u>REVENUES</u> | | | | | |
| Impact Fees | 331,287 | 9,000 | - | - | - |
| Interest | 6,549 | 4,093 | 20,000 | - | - |
| Other Revenue | - | | | | |
| TAMC Regional Fee | 67,076 | 28,151 | | | |
| <u>TOTAL REVENUES</u> | 404,911 | 41,244 | 20,000 | - | - |
| <u>TOTAL RESOURCES</u> | 2,118,008 | 2,145,014 | 2,120,353 | 2,111,912 | 2,111,912 |
| <u>EXPENDITURES</u> | | | | | |
| Public Works - Capital Projects | - | 32,991 | 1,429,700 | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | 14,238 | 111 | - | - | - |
| <u>TOTAL EXPENDITURES</u> | 14,238 | 33,102 | 1,429,700 | - | - |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | 2,103,770 | 2,111,912 | 690,653 | 2,111,912 | 2,111,912 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 2,103,770 | 2,111,912 | 690,653 | 2,111,912 | 2,111,912 |

Traffic Impact Fee Fund: The traffic mitigation fee was first established in July 1990 by City Council Ordinance No. 352 which established Municipal Code Chapter 19.08. The fee was subsequently increased by City Council Ordinance No. 418 in June 2000. In 2007, Higgins & Associates was engaged to prepare a "fee study" for the purposes of updated the City's traffic impact fees. The fees calculated in this study were adopted by Resolution No. 2007-03 in January 2007. This was followed in February 2007 by Ordinance No. 467 which amended and rescinded certain sections of Chapter 19.10 of the municipal code.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 649,304 | 830,106 | 832,465 | 862,742 | 862,742 |
| <u>REVENUES</u> | | | | | |
| Impact Fees | 222,036 | 54,130 | - | - | - |
| Interest | 4,702 | 3,480 | 20,000 | - | - |
| Other Revenue | - | | | | |
| <u>TOTAL REVENUES</u> | 226,738 | 57,610 | 20,000 | - | - |
| <u>TOTAL RESOURCES</u> | 876,042 | 887,716 | 852,465 | 862,742 | 862,742 |
| <u>EXPENDITURES</u> | | | | | |
| Public Works - Capital Projects | 32,599 | - | 34,300 | - | - |
| Other | 13,337 | 24,974 | - | - | - |
| Playground Enhancement | | | | | 153,619 |
| Patriot Park Ball Field Improvements | | | | | 250,000 |
| <u>TOTAL EXPENDITURES</u> | 45,936 | 24,974 | 34,300 | - | 403,619 |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | 830,106 | 862,742 | 818,165 | 862,742 | 459,124 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 830,106 | 862,742 | 818,165 | 862,742 | 459,124 |

Park Impact Fee Fund: Impact fee are collected to service the park needs of subdivision inhabitants for the purpose of developing new or rehabilitating existing neighborhood or community park or recreation facilities to serve the subdivision Law governing the use of park Impact fees require that the City must develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop park or recreational facilities to serve the residents of the subdivision. Any fees collected under the ordinance must be committed within five years after the payment of the fees or the issuance of building permits on one-half of the lots created by the subdivision, whichever occurs later. if the fees are not committed, they, without any deductions, shall be distributed and paid to the then record owners of the subdivision in the same proportion that the size of their lot bears to the total area of all lots within the subdivision.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | (498,794) | (482,411) | - | 20,100 | 20,100 |
| REVENUES | | | | | |
| Impact Fees | 16,365 | 2,480 | - | - | - |
| Interest | 18 | 4 | - | - | - |
| Other Revenue | - | 500,000 | - | - | - |
| <u>TOTAL REVENUES</u> | 16,383 | 502,484 | - | - | - |
| <u>TOTAL RESOURCES</u> | (482,411) | 20,073 | - | 20,100 | 20,100 |
| EXPENDITURES | | | | | |
| Public Works - Capital Projects | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | - |
| ENDING BALANCE | | | | | |
| Designated/Reserve | (482,411) | 20,073 | - | 20,100 | 20,100 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | (482,411) | 20,073 | - | 20,100 | 20,100 |

Police Impact Fee Fund: The Police Facilities fee was adopted in June 1989 by Ordinance No. 342 as Chapter 19.08 of the municipal code. The fee was subsequently increased by City Council Ordinance No. 353 in August 1990. Revenue & Cost Specialists, LLC prepared a fee calculation report dated January 2001 which led to the adoption of Ordinance No. 426 amending the Police Facilities fee. The cash balance in the fund at June 30, 2008 is projected at \$17,589. Most of the assets of the Fund was obligated towards the construction of a new police facility in 2011.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 2,079,147 | 2,231,025 | 2,232,520 | 2,298,308 | 2,298,308 |
| REVENUES | | | | | |
| Impact Fees | 144,460 | 62,931 | 25,000 | - | - |
| Interest | 7,418 | 4,352 | 20,000 | - | - |
| Other Revenue | - | - | - | - | - |
| <u>TOTAL REVENUES</u> | 151,878 | 67,283 | 45,000 | - | - |
| <u>TOTAL RESOURCES</u> | 2,231,025 | 2,298,308 | 2,277,520 | 2,298,308 | 2,298,308 |
| EXPENDITURES | | | | | |
| Public Works - Capital Projects | - | - | 1,020,000 | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | - | - | 1,020,000 | - | - |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 2,231,025 | 2,298,308 | 1,257,520 | 2,298,308 | 2,298,308 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 2,231,025 | 2,298,308 | 1,257,520 | 2,298,308 | 2,298,308 |

Water Impact Fee Fund: The water connection fee was first established in January 1988 by City Council Ordinance No. 329 which established Municipal Code Chapter 19.06. The Fee was subsequently increased by City Council Ordinance No. 419 in June 2000. The City's Engineering, prepared a "Water System Capital Improvement Plan Update which was dated December 2004. In June 2005, the Council repealed Municipal Code Chapter 19.06 NS ssws nwq Chapter 13.60 based upon the Update by adopting Ordinance No. 47. This was followed in July 2005 by the adoption of Resolution No. 2005-66 which established the current fee schedule.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 104,454 | 108,293 | 108,400 | 108,900 | 108,900 |
| <u>REVENUES</u> | | | | | |
| Impact Fees | 3,495 | 443 | - | - | - |
| Interest | 379 | 294 | - | - | - |
| Other Revenue | - | - | - | - | - |
| Market Rate Adjustment | (36) | (101) | - | - | - |
| <u>TOTAL REVENUES</u> | 3,839 | 636 | - | - | - |
| <u>TOTAL RESOURCES</u> | 108,293 | 108,929 | 108,400 | 108,900 | 108,900 |
| <u>EXPENDITURES</u> | | | | | |
| Public Works - Capital Projects | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | - |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | 108,293 | 108,929 | 108,400 | 108,900 | 108,900 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 108,293 | 108,929 | 108,400 | 108,900 | 108,900 |

Community Center Impact Fee Fund: This fee was adopted in August 2001 by Ordinance No. 428 based upon a fee calculation dated January 2001.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | (2,399,170) | (2,386,482) | - | (1,985,100) | (1,985,100) |
| <u>REVENUES</u> | | | | | |
| Impact Fees | 12,688 | 1,372 | - | - | - |
| Interest | - | - | - | - | - |
| Other Revenue | - | 400,000 | - | - | - |
| <u>TOTAL REVENUES</u> | 12,688 | 401,372 | - | - | - |
| <u>TOTAL RESOURCES</u> | (2,386,482) | (1,985,110) | - | (1,985,100) | (1,985,100) |
| <u>EXPENDITURES</u> | | | | | |
| Public Works - Capital Projects | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | - |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | (2,386,482) | (1,985,110) | - | (1,985,100) | (1,985,100) |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | (2,386,482) | (1,985,110) | - | (1,985,100) | (1,985,100) |

General Facilities Impact Fee Fund: This fee was adopted in August 2001 by Ordinance No. 427 based upon a fee calculation report dated January 2001 as prepared by Revenue & Cost Specialist, LLC. It was added to the municipal code as Chapter 19.30. Most of the fund balance is this Fund was obligated towards the construction of a new Civic Center in 2011.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|---|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 328,065 | 467,623 | 450,335 | 353,400 | 192,700 |
| REVENUES | | | | | |
| Gas Tax 2106 & 2106.5 | 41,536 | 38,525 | 60,000 | 59,200 | 69,400 |
| Gas Tax 2107 | 116,889 | 118,202 | 125,000 | 120,600 | 102,000 |
| Gas Tax 2107.5 | 4,000 | - | 4,000 | 4,000 | 4,000 |
| Gas Tax 2105 | 81,436 | 71,270 | 85,000 | 76,000 | 82,900 |
| Gas Tax 2103 | 240,678 | 127,087 | 199,800 | 233,200 | 180,500 |
| Interest | 1,222 | 712 | - | - | - |
| Loan Proceeds | 76,422 | - | - | - | - |
| Transfer from Local Transportation Fund | | | 12,000 | 12,000 | - |
| <u>TOTAL REVENUES</u> | 562,183 | 355,796 | 485,800 | 505,000 | 438,800 |
| <u>TOTAL RESOURCES</u> | 890,248 | 823,419 | 936,135 | 858,400 | 631,500 |
| EXPENDITURES | | | | | |
| Streets | 352,905 | 331,926 | 505,000 | 532,700 | 460,100 |
| Capital Projects | - | - | 241,500 | - | to be determined |
| Non-Departmental | 69,720 | 138,100 | 133,000 | - | - |
| Transfer to General Fund | - | - | - | 133,000 | 25,600 |
| <u>TOTAL EXPENDITURES</u> | 422,625 | 470,026 | 879,500 | 665,700 | 485,700 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 467,623 | 353,393 | 56,635 | 192,700 | 145,800 |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 467,623 | 353,393 | 56,635 | 192,700 | 145,800 |

Gas Tax Fund: The Fund is established to receive funds from the State of California related to the excise tax on gas. On July 1, 2010, the State excise tax on motor vehicle fuel increased by 17.3 cents (\$0.173) per gallon. Therefore, from July 1, 2010 through June 30, 2011, the State Motor Vehicle fuel excise tax rate is 35.3 cents (\$0.353) per gallon. Beginning July 1, 2011 the State excise tax on motor vehicle fuel increased by .4 cents (\$0.004) per gallon. Therefore from July 1, 2011, to June 30, 2012, the state motor vehicle fuel excise tax is 35.7 cents (\$0.357) per gallon. Revenue received from the State is subject to changed based on the Fuel Tax Swap law which provides for a combination of lowering the sales and use tax rate applicable to sales of motor vehicle fuel, excluding aviation gasoline, and simultaneously raising the state excise motor vehicle fuel tax, effective July 1, 2010. The State's Board of Equalization is required to adjust the excise tax rates for both motor vehicle fuel and diesel fuel annually so that the total amount of tax revenue generated is equal to what would have been generated had the sales and use tax excise and tax rates remained unchanged.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 116,564 | 97,741 | 68,203 | 109,700 | 147,154 |
| REVENUES | | | | | |
| Intergovernmental Revenues | 15,662 | 39,916 | 971,000 | - | - |
| Other Grants | 82,019 | - | - | - | - |
| Other Revenues | | 37,570 | - | - | - |
| Transfer from Gas Tax Fund | | | - | - | - |
| Transfer from SSMD# 1 Fund | - | - | - | - | - |
| Prop 1B | - | - | 110,026 | - | - |
| RSTP | | 139 | 206,074 | 52,554 | 428,267 |
| LTF | - | - | 440,064 | - | - |
| <u>TOTAL REVENUES</u> | 97,681 | 77,625 | 1,727,164 | 52,554 | 428,267 |
| <u>TOTAL RESOURCES</u> | 214,245 | 175,366 | 1,795,367 | 162,254 | 575,421 |
| EXPENDITURES | | | | | |
| Public Works - Capital Projects | 116,504 | 65,638 | - | - | - |
| CIP Projects | - | - | 1,082,500 | 15,100 | - |
| Street Improvement Project | - | - | - | - | 428,267 |
| ECR Medium Improvement | - | - | - | - | 50,000 |
| Non-Departmental | - | - | - | - | - |
| Transfer to Gas Tax | - | - | 12,000 | - | - |
| <u>TOTAL EXPENDITURES</u> | 116,504 | 65,638 | 1,094,500 | 15,100 | 478,267 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | - | - | - | - | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 97,741 | 109,728 | 700,867 | 147,154 | 97,154 |

Local Transportation Fund: The Local Transportation Fund receives its funds from the transportation Agency for Monterey County (TAMC) based on the proceeds raised from the Transportation Development Acts funds and the 1/4 cent general sales tax collected by the State and returned to Monterey County. Annual apportionments average around \$12,000,000. Local Transportation Funds can be used for planning, pedestrian and bicycle facilities, rail passenger service, public transit, special group transportation service, local streets and roads, and administration. State Transit Assistance funds are dedicated to the operation and capital expenditure of public transit. In Monterey County, these funds are allocated by the South County cities and the Transportation Agency to Monterey-Salinas Transit.

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 ACTUAL</u> | <u>2014-15 REQUESTED</u> |
|-------------------------------|---------------------------|---------------------------|-------------------------------|-----------------------------|------------------------------|
| BEGINNING BALANCE | 287,537 | 355,998 | 207,026 | 339,700 | 327,500 |
| REVENUES | | | | | |
| Property Assessment | 162,805 | 80,169 | 82,000 | 82,000 | - |
| Interest | 1,032 | 570 | 674 | - | - |
| Zone 1 Lexington Square | - | - | - | - | 43,900 |
| Zone 1A Mariposa | - | - | - | - | 16,700 |
| Zone 1B Vineyard Green | - | - | - | - | 7,300 |
| Zone 1 C Vista Verde | - | - | - | - | 3,500 |
| Zone 1D Cambria Park | - | - | - | - | 13,400 |
| TOTAL REVENUES | 163,837 | 80,739 | 82,674 | 82,000 | 84,800 |
| TOTAL RESOURCES | 451,374 | 436,737 | 289,700 | 421,700 | 412,300 |
| EXPENDITURES | | | | | |
| Public Works | 78,976 | 67,731 | 72,000 | 74,600 | 64,800 |
| Other Allocated Expenses | - | - | - | - | 18,600 |
| Streets | - | - | - | - | - |
| Capital Improvement Projects | - | - | - | - | 19,000 |
| Non-Departmental | 16,400 | 29,300 | 19,600 | 19,600 | - |
| TOTAL EXPENDITURES | 95,376 | 97,031 | 91,600 | 94,200 | 102,400 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 355,998 | 339,706 | 198,100 | 327,500 | 309,900 |
| Unexpended Expenditures | - | - | - | - | - |
| AVAILABLE FUND BALANCE | 355,998 | 339,706 | 198,100 | 327,500 | 309,900 |

Landscape & Lighting Maintenance Assessment District No. 1 Fund: Landscape & Lighting Maintenance Assessment District No. 1 was adopted by Resolution No. 1 was adopted by Resolution No. 2004-18 on March 25, 2004 Consisting of the Mariposa Subdivision, Vineyard Green Subdivision, Vista Verde Subdivision and the Cambria Park Subdivision. In accordance with the landscape and Light Act of 1972, the City must prepare bi-annually an Engineering Report on any changes to the District's improvements, and the proposed budget and assessment for that fiscal year and hold a public hearing prior to approving and ordering the proposed levy assessment. The Net annual cost to provide and maintain the improvements determined to be special benefits is allocated to each property in proportion to the special benefits received.

| BENEFIT AREAS | Total EBU | FY 13/14 Ass. Per EBU | FY 14/15 Ass. Per EBU | FY 14/15 Max Tax EBU | Zone Levt Amount |
|-------------------------|----------------------|----------------------------------|----------------------------------|---------------------------------|-----------------------------|
| Zone 1 Lexington Square | 49 | 870 | 896 | 940 | 43,900 |
| Zone 1A Mariposa | 40 | 405 | 417 | 438 | 16,700 |
| Zone 1B Vineyard Green | 88 | 80 | 83 | 87 | 7,300 |
| Zone 1 C Vista Verde | 16 | 210 | 216 | 227 | 3,500 |
| Zone 1D Cambria Park | 39 | 333 | 360 | 360 | 13,400 |

EXPENSE SUMMARY

LLMD 1 - DEPARTMENT INITIATIVES

The Greenfield Landscape and Lighting District No 1 improvements include maintenance and operations of all public landscaping and irrigation improvements and street lighting of a local nature or landscape strips of land between back and front of walk; the alley planting areas and central parkways including laws, shrubs and trees including necessary repairs and replacements water for irrigation; spraying; supervision; debris removal; maintenance and pave repairs for alleys; park strip repair and replacement and any other items of work necessary and incidental for the proper maintenance and operation and all additions and electrical current for the operation of streetlights.

LLD1 - EXPENSE SUMMARY

Personnel

Authorized Positions (FTEs)

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|----------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Customer Service Assistant | - | - | - | - | 0.01 |
| Building Inspector | - | - | 0.10 | 0.05 | - |
| Public Works Manager | - | - | - | 0.01 | 0.03 |
| LLMD Grounds Worker | - | - | - | - | 0.25 |
| LLMD Grounds Worker | - | - | - | 0.01 | 0.25 |
| LLMD Grounds Worker | - | - | - | - | 0.25 |
| | - | - | - | - | - |
| | - | - | 0.10 | 0.07 | 0.79 |

SUMMARY OF EXPENSES

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Employee Services | 3,883 | 5,533 | 5,300 | 7,935 | 28,485 |
| Operations | 75,093 | 62,198 | 66,700 | 66,700 | 36,308 |
| Capital Improvements | - | - | - | - | 18,972 |
| Transfer to General Fund | - | - | - | - | 18,600 |
| TOTAL | 78,976 | 67,731 | 72,000 | 74,635 | 102,365 |



LLMD1 FUND**Public Works Administration**

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--|-------------------------------------|---------------------------|---------------------------|-------------------------------|----------------------------|-----------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 51100 | Salaries | 2,865 | 4,031 | 4,500 | 4,790 | 17,793 |
| 51410 | Bilingual Pay | - | - | - | 16 | 62 |
| 51425 | Special Pay | - | - | - | 5 | 43 |
| 51425-65 | Police Incentive Pay | - | - | - | - | - |
| 52400 | Pension | 374 | 554 | 500 | 878 | 501 |
| 52890 | Deferred Comp | - | - | - | 59 | - |
| 52110 | Social Security | 200 | 296 | 200 | 414 | 1,484 |
| 52120 | Medicare | - | - | - | 69 | 258 |
| 52510 | Health Insurance | 444 | 652 | - | 962 | 5,323 |
| 52530 | Long term Disability | - | - | - | 23 | 112 |
| 52515 | Dental & Vision | - | - | - | 23 | 186 |
| 52310 | Workers Comp | - | - | 100 | 698 | 2,722 |
| | Total Employee Services | <u>3,883</u> | <u>5,533</u> | <u>5,300</u> | <u>7,935</u> | <u>28,485</u> |
| <u>OPERATIONS</u> | | | | | | |
| 61400 | Office Expense | - | - | - | - | - |
| 61300 | Advertising | - | - | - | - | - |
| 61600 | Computer Maintenance & Replacement | - | - | - | - | - |
| 62100 | Insurance | - | - | - | - | - |
| 63700 | Maintenance & Operational Services | 3,765 | 2,260 | 3,200 | 3,200 | 206 |
| 64000 | Utilities & Communication | 6,919 | 6,688 | 5,500 | 5,500 | 5,500 |
| 65700 | Operating Supplies | - | - | - | - | 826 |
| 66000 | Vehicle & Equipment Operating Costs | - | - | - | - | 12,776 |
| 63000 | Contract Services | 64,409 | 53,250 | 58,000 | 58,000 | 17,000 |
| 67000 | Professional Development | - | - | - | - | - |
| 68100 | Recruitment | - | - | - | - | - |
| | Total Operations | <u>75,093</u> | <u>62,198</u> | <u>66,700</u> | <u>66,700</u> | <u>36,308</u> |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 72290 | Zone 1 Lexington Square | - | - | - | - | 10,037 |
| 72290 | Zone 1A Mariposa | - | - | - | - | 2,500 |
| 72290 | Zone 1B Vineyard Green | - | - | - | - | 3,000 |
| 72290 | Zone 1C Vista Verde | - | - | - | - | 3,300 |
| 72290 | Zone 1D Cambria Park | - | - | - | - | 135 |
| | Total Special Projects | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>18,972</u> |
| <u>OTHER ALLOCATED EXPENSES</u> | | | | | | |
| 95100 | Allocation from other departments | 16,400 | - | - | - | 34,800 |
| | Total Capital Outlay | <u>16,400</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>34,800</u> |
| ACTIVITY TOTAL | | <u><u>95,376</u></u> | <u><u>67,731</u></u> | <u><u>72,000</u></u> | <u><u>74,635</u></u> | <u><u>118,565</u></u> |

FUND SUMMARY

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--|-------------------|-------------------|-----------------------|----------------------|----------------------|
| BEGINNING BALANCE | 584,571 | 609,618 | 520,580 | 605,300 | 656,800 |
| REVENUES | | | | | |
| Property Assessment | 270,207 | 277,784 | 267,000 | 267,000 | - |
| Interest | 2,025 | 1,012 | - | - | - |
| Zone 1 Second Street | - | - | - | - | 38,800 |
| Zone 2 Terra Verde | - | - | - | - | 26,800 |
| Zone 3A La Vina Subdivision 1 | - | - | - | - | 63,100 |
| Zone 3B La Vina Subdivision 2 | - | - | - | - | 6,200 |
| Zone 4A St. Charles: Single Family | - | - | - | - | 86,400 |
| Zone 4B St. Charles: Multi-Family & Non-Res. | - | - | - | - | 40,500 |
| Zone 5 Las Manzanitas | - | - | - | - | 9,600 |
| TOTAL REVENUES | 272,232 | 278,796 | 267,000 | 267,000 | 271,400 |
| TOTAL RESOURCES | 856,803 | 888,414 | 787,580 | 872,300 | 928,200 |
| EXPENDITURES | | | | | |
| Public Works | 204,685 | 283,159 | 207,300 | 215,500 | 176,400 |
| Other Allocated Expenses | - | - | - | - | 20,400 |
| Streets | - | - | - | - | - |
| Capital Improvement Projects | - | - | - | - | 206,200 |
| Non-Departmental | 42,500 | - | 56,500 | - | 20,400 |
| TOTAL EXPENDITURES | 247,185 | 283,159 | 263,800 | 215,500 | 423,400 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 609,618 | 605,255 | 523,780 | 656,800 | 504,800 |
| Unexpended Expenditures | - | - | - | - | - |
| AVAILABLE FUND BALANCE | 609,618 | 605,255 | 523,780 | 656,800 | 504,800 |

Landscape and Lighting Assessment District No. 2 Fund: This District was created by the adoption of Resolution 2004-89 on December 7, 2004 pursuant to the requirements of the Landscape and Lighting Act of 1972. Upon the request of Creek Bridge Homes, the City initiated the annexation of St. Charles Subdivision into this district. The benefiting properties include single family homes (Zone 4a) and multi-family and non-residential properties (Zone 4b). Additionally, in 2005, upon the request of Standard Pacific Homes, also annexed the Las Manzanitas Subdivision (Zone 5) into the District. Improvements maintained and operated by the District include the maintenance and operations of streets, roads and highways and the maintenance and operation drainage and flood control facilities in the zone. The City is in the process of conducting a new assessment study on Landscaping District to ensure that assessments properly captures the cost of providing these public services. Services are provided by a City Contractor based on a contract awarded in 2008, the City will be evaluating the cost effectiveness of continuing to provide these service by private contract or re-bidding the work in FY 2014 accordance with State Law.

| BENEFIT AREAS | Total | FY 13/14 | FY 14/15 | FY 14/15 | Zone |
|--------------------------------------|--------------|-----------------|-----------------|-----------------|-------------|
| | EDU | Ass. Per EBU | Ass. Per EBU | Max Tax EBU | Levt Amount |
| Second Street (Zone 1) | 80 | 471 | 485 | 661 | 38,800 |
| Terra Verde Subdivision (Zone 2) | 96 | 279 | 288 | 392 | 26,800 |
| La Vina Subdivision 3A | 167 | 378 | 389 | 530 | 63,100 |
| La Vina Subdivision 3B | 38 | 159 | 164 | 223 | 6,200 |
| St. Charles: Single Family | 150 | 559 | 576 | 784 | 86,400 |
| St. Charles: Multi-Family & Non-Res. | 121 | 325 | 335 | 456 | 40,500 |
| Las Manzanitas 5 | 19 | 491 | 506 | 689 | 9,600 |

EXPENSE SUMMARY

LLMD2 - DEPARTMENT INITIATIVES

The Greenfield Landscape and Lighting District No 2 improvements include maintenance and operations of all public landscaping and irrigation improvements and street lighting of a local nature or landscape strips of land between back and front of walk; the alley planting areas and central parkways including laws, shrubs and trees including necessary repairs and replacements water for irrigation; spraying; supervision; debris removal; maintenance and pave repairs for alleys; park strip repair and replacement and any other items of work necessary and incidental for the proper maintenance and operation and all additions and electrical current for the operation of streetlights.

LLMD2 - FUND SUMMARY BY DIVISION

Personnel

Authorized Positions (FTEs)

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-14 BUDGETED | 2013-14 AMENDED | 2014-15 REQUESTED |
|----------------------------|-------------------|-------------------|---------------------|--------------------|----------------------|
| Customer Service Assistant | - | - | - | - | 0.01 |
| Building Inspector | - | - | 0.10 | 0.05 | - |
| Public Works Manager | - | - | - | - | 0.07 |
| LLMD Grounds Worker | - | - | - | 0.01 | 0.65 |
| LLMD Grounds Worker | - | - | - | - | 0.65 |
| LLMD Grounds Worker | - | - | - | - | 0.65 |
| | - | - | - | - | - |
| | - | - | 0.10 | 0.06 | 2.03 |

SUMMARY OF EXPENSES

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-14 BUDGETED | 2013-14 AMENDED | 2014-15 REQUESTED |
|--------------------------|-------------------|-------------------|---------------------|--------------------|----------------------|
| Employee Services | 6,533 | 6,622 | 5,700 | 13,882 | 68,825 |
| Operations | 198,153 | 276,537 | 201,600 | 201,600 | 107,531 |
| Capital Improvements | - | - | - | - | 206,173 |
| Transfer to General Fund | - | - | - | - | 20,400 |
| TOTAL | 204,686 | 283,159 | 207,300 | 215,482 | 402,929 |



LLMD2 FUND

Public Works Administration

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--|---|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 51100 | Salaries | 4,817 | 4,796 | 4,200 | 8,546 | 43,322 |
| 51410 | Bilingual Pay | - | - | - | 16 | 109 |
| 51425 | Special Pay | - | - | - | 5 | - |
| 51425-65 | Police Incentive Pay | - | - | - | - | - |
| 52400 | Pension | 606 | 658 | 500 | 1,563 | 755 |
| 52890 | Deferred Comp | - | - | - | 59 | - |
| 52110 | Social Security | 327 | 349 | 500 | 725 | 3,586 |
| 52120 | Medicare | - | - | - | 123 | 628 |
| 52510 | Health Insurance | 783 | 820 | 500 | 1,490 | 12,953 |
| 52530 | Long term Disability | - | - | - | 41 | 279 |
| 52515 | Dental & Vision | - | - | - | 40 | 465 |
| 52310 | Workers Comp | - | - | - | 1,276 | 6,728 |
| | Total Employee Services | <u>6,533</u> | <u>6,622</u> | <u>5,700</u> | <u>13,882</u> | <u>68,825</u> |
| <u>OPERATIONS</u> | | | | | | |
| 61400 | Office Expense | - | - | - | - | - |
| 61300 | Advertising | - | - | - | - | - |
| 61600 | Computer Maintenance & Replacement | - | - | - | - | - |
| 62100 | Insurance | - | - | - | - | - |
| 63700 | Maintenance & Operation Services | 11,419 | 96,169 | 6,600 | 6,600 | 6,165 |
| 64000 | Utilities & Communication | 29,635 | 31,689 | 37,000 | 37,000 | 36,000 |
| 65700 | Operating Supplies | - | - | - | - | - |
| 66000 | Vehicle & Equipment Operating Costs | - | - | - | - | 35,366 |
| 63000 | Contract Services | 157,099 | 148,679 | 158,000 | 158,000 | 30,000 |
| 67000 | Professional Development | - | - | - | - | - |
| 68100 | Recruitment | - | - | - | - | - |
| | Total Operations | <u>198,153</u> | <u>276,537</u> | <u>201,600</u> | <u>201,600</u> | <u>107,531</u> |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 72290 | Zone 1 Second Street | - | - | - | - | 54,445 |
| 72290 | Zone 2 Terra Verde | - | - | - | - | 7,425 |
| 72290 | Zone 3A La Vina Subdivision 1 | - | - | - | - | 5,100 |
| 72290 | Zone 3B La Vina Subdivision 2 | - | - | - | - | 51,325 |
| 72290 | Zone 4A St. Charles: Single Family | - | - | - | - | 59,696 |
| 72290 | Zone 4B St. Charles: Multi-Family & Non-R | - | - | - | - | 16,682 |
| 72290 | Zone 5 Las Manzanitas | - | - | - | - | 11,500 |
| | Total Special Projects | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>206,173</u> |
| <u>OTHER ALLOCATED EXPENSES</u> | | | | | | |
| 95100 | Allocation from other departments | - | - | - | - | 60,500 |
| | Total Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>60,500</u> |
| ACTIVITY TOTAL | | <u>204,686</u> | <u>283,159</u> | <u>207,300</u> | <u>215,482</u> | <u>443,029</u> |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 413,510 | 436,646 | 282,232 | 453,300 | 461,400 |
| REVENUES | | | | | |
| Property Assessment | 26,651 | 25,285 | 25,150 | 25,200 | - |
| Interest | 1,429 | 801 | - | - | - |
| Other Revenue | 210 | - | - | - | - |
| Zone 1a 2nd Street Maint. | - | - | - | - | 3,100 |
| Zone 1b 2nd Street Drainage | - | - | - | - | 2,800 |
| Zone 2a Terra Verde Storm Drainage | - | - | - | - | 1,400 |
| Zone 2b Terra Verde Storm Drainage | - | - | - | - | 1,700 |
| Zone 3a LaVina Storm Drainage | - | - | - | - | 4,800 |
| Zone 4a St. Charles PL Storm Drainage (SFR) | - | - | - | - | 8,700 |
| Zone 4b St. Charles PL Street Maint. (Apt/Retail) | - | - | - | - | 700 |
| Zone 4b St. Charles PL Storm Drainage (Apt/Retail) | - | - | - | - | 1,500 |
| Zone 5 Las Manzanitas Storm Drainage | - | - | - | - | 1,100 |
| | 28,290 | 26,085 | 25,150 | 25,200 | 25,800 |
| TOTAL RESOURCES | 441,800 | 462,731 | 307,382 | 478,500 | 487,200 |
| EXPENDITURES | | | | | |
| Public Works | 5,154 | 9,421 | 12,300 | 17,100 | 34,600 |
| Other Allocated Expenses | - | - | - | - | 18,000 |
| Capital Improvement Projects | - | - | - | - | 27,800 |
| Non-Departmental | - | - | 3,300 | - | - |
| TOTAL EXPENDITURES | 5,154 | 9,421 | 15,600 | 17,100 | 80,400 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 436,646 | 453,310 | 291,782 | 461,400 | 406,800 |
| Unexpended Expenditures | - | - | - | - | - |
| AVAILABLE FUND BALANCE | 436,646 | 453,310 | 291,782 | 461,400 | 406,800 |

Street and Drainage Maintenance Assessment District No. 1 Fund: This was created by the adoption of Resolution 2004-88 on December 7, 2004 pursuant to the requirements of the Benefit Assessment Act of 1982. Upon the request of Creek Bridge Homes, the City initiated the annexation of St. Charles Subdivision into this district. The benefiting properties include single family homes (Zone 4a) and multi-family and non-residential properties (Zone 4b). Additionally, in 2005, upon the request of Standard Pacific Homes, also annexed the Manzanitas Subdivision (Zone 5) into the District. Improvements maintained and operated by the District include the maintenance and operation of streets, roads and highways and the maintenance and operation drainage and floor control facilities. The City is in the process of conducting a new assessment study on Lighting and Landscaping District to ensure that assessments properly captures the cost of providing these public services. Services are provided by City Contractors based on a contract awarded in 2008. The City will be evaluating the cost effectiveness of continuing to provide these service by private contract or re-bidding the work in FY

| BENEFIT AREAS | Total EDU | FY 13/14 Ass. Per EDU | FY 14/15 Ass. Per EDU | Zone Levy Amount |
|---|----------------------|----------------------------------|----------------------------------|-----------------------------|
| Zone 1a 2nd Street Maint. | 80 | 38.22 | 39.35 | 3,148 |
| Zone 1b 2nd Street Drainage | 80 | 34.55 | 35.39 | 2,831 |
| Zone 2a Terra Verde Storm Drainage | 32 | 41.93 | 43.20 | 1,382 |
| Zone 2b Terra Verde Storm Drainage | 64 | 26.25 | 27.03 | 1,730 |
| Zone 3a LaVina Storm Drainage | 205 | 22.97 | 23.65 | 4,848 |
| Zone 4a St. Charles Place Storm Drainage (SFR) | 150 | 56.16 | 57.82 | 8,673 |
| Zone 4b St. Charles Place Street Maint. (Apt/Retail) | 176 | 3.89 | 4.00 | 705 |
| Zone 4b St. Charles Place Storm Drainage (Apt/Retail) | 176 | 8.05 | 8.28 | 1,457 |
| Zone 5 Las Manzanitas Storm Drainage | 19 | 57.62 | 59.35 | 1,128 |

EXPENSE SUMMARY

SMD 1 - DEPARTMENT INITIATIVES

The Street and Drainage Assessment District No.1 is responsible for the maintenance and operation of streets, roads, and highways; including, but not limited to pavement rehabilitation, re-stripping, slurry sealing, street sweeping and other repairs needed to keep the streets in a safe condition and to preserve the street network. Additionally, the District is also responsible for the maintenance and operation of drainage and floor control facilities, including, but not limited to floodways, channels, percolation pond, storm drain systems including pipes and catch basins and appurtenant facilities. District #1 includes the following areas: Zone 4a-St. Charles Place Storm Drain and Street Maintenance; Zone 4b-St. Charles Place Storm Drain and Street Maintenance; Zone 5-Las Manzanitas Maintenance; Zone 1a-Second Street-Street Maintenance and Zone1b-Second Street-Storm Drain Maintenance; Zone 2a-Terra Verde-Storm Drain Maintenance; Zone 2b-Terra Verde-Storm Drain Maintenance; Zone 3a-La Vina-Storm Drain Maintenance; Zone 4a-St. Charles Place Storm Drain and Street Maintenance; Zone 4b-St. Charles Storm Drain and Street Maintenance; and Zone 5-Las Manzanitas.

SMD1 - FUND SUMMARY BY DIVISION

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Public Works Manager | - | - | - | - | 0.03 |
| Maintenance Worker | - | - | - | 0.05 | 0.05 |
| Maintenance Worker | - | - | - | - | 0.08 |
| Park Grounds Worker | - | - | - | - | 0.05 |
| Park Grounds Worker | - | - | - | - | 0.05 |
| Park Grounds Worker | - | - | - | - | 0.05 |
| Building Inspector | - | - | 0.03 | 0.03 | - |
| Office Specialist | - | - | 0.01 | 0.01 | - |
| | - | - | 0.04 | 0.09 | 0.31 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|----------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | 2,373 | 5,330 | 2,700 | 7,461 | 14,974 |
| Operations | 2,781 | 4,091 | 9,600 | 9,600 | 19,673 |
| Capital Improvements | - | - | - | - | 27,800 |
| Transfer to General Fund | - | - | - | - | 18,000 |
| TOTAL | 5,154 | 9,421 | 12,300 | 17,061 | 80,447 |



SMD1 FUND

Public Works Administration

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|--|-------------------------------------|---------------------------|---------------------------|-------------------------------|----------------------------|-----------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 51100 | Salaries | 1,824 | 4,012 | 2,000 | 4,670 | 9,830 |
| 51410 | Bilingual Pay | - | - | - | 16 | 47 |
| 51425 | Special Pay | - | - | - | - | 66 |
| 51425-65 | Police Incentive Pay | - | - | - | - | - |
| 52400 | Pension | 230 | 538 | 300 | 858 | 928 |
| 52890 | Deferred Comp | - | - | - | 156 | - |
| 52110 | Social Security | 125 | 298 | 200 | 381 | 766 |
| 52120 | Medicare | - | - | - | 67 | 143 |
| 52510 | Health Insurance | 194 | 483 | 200 | 581 | 1,532 |
| 52530 | Long term Disability | - | - | - | 22 | 51 |
| 52515 | Dental & Vision | - | - | - | 28 | 84 |
| 52310 | Workers Comp | - | - | - | 682 | 1,527 |
| | Total Employee Services | <u>2,373</u> | <u>5,330</u> | <u>2,700</u> | <u>7,461</u> | <u>14,974</u> |
| <u>OPERATIONS</u> | | | | | | |
| 61400 | Office Expense | - | - | - | - | - |
| 61300 | Advertising | - | - | - | - | - |
| 61600 | Computer Maintenance & Replacement | - | - | - | - | - |
| 62100 | Insurance | - | - | - | - | - |
| 63700 | Maintenance & Operations Services | 524 | 662 | 6,600 | 6,600 | 563 |
| 64000 | Utilities & Communication | - | - | - | - | - |
| 65700 | Operating Supplies | - | - | - | - | - |
| 66000 | Vehicle & Equipment Operating Costs | - | - | - | - | 5,110 |
| 63000 | Contract Services | 2,257 | 3,428 | 3,000 | 3,000 | 14,000 |
| 67000 | Professional Development | - | - | - | - | - |
| 68100 | Recruitment | - | - | - | - | - |
| | Total Operations | <u>2,781</u> | <u>4,091</u> | <u>9,600</u> | <u>9,600</u> | <u>19,673</u> |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 72290 | Zone 1A Second Street | - | - | - | - | 600 |
| 72290 | Zone 1B Second Street SDM | - | - | - | - | 11,600 |
| 72290 | Zone 2A Terra Verde SDM | - | - | - | - | 200 |
| 72290 | Zone 2B Terra Verde SDM | - | - | - | - | 200 |
| 72290 | Zone 3A La Vina SDM | - | - | - | - | 7,550 |
| 72290 | Zone 4B St. Charles Place SMD | - | - | - | - | 2,650 |
| 72290 | Zone 5A La Manzanita SDM | - | - | - | - | 5,000 |
| | Total Special Projects | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>27,800</u> |
| <u>OTHER ALLOCATED EXPENSES</u> | | | | | | |
| 95100 | Allocation from other departments | - | - | - | - | 12,900 |
| | Total Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>12,900</u> |
| ACTIVITY TOTAL | | <u>5,154</u> | <u>9,421</u> | <u>12,300</u> | <u>17,061</u> | <u>75,347</u> |

FUND SUMMARY

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|-------------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| BEGINNING BALANCE | - | - | - | 76,100 | 79,600 |
| REVENUES | | | | | |
| Property Assessment | - | 76,919 | 79,700 | 77,600 | - |
| Interest | - | (32) | - | - | - |
| Zone 1 Mariposa | - | - | - | - | 18,100 |
| Zone 2 Vineyard Green | - | - | - | - | 33,900 |
| Zone 3 Vista Verde | - | - | - | - | 9,600 |
| Zone 4 Cambria | - | - | - | - | 19,100 |
| TOTAL REVENUES | - | 76,887 | 79,700 | 77,600 | 80,700 |
| TOTAL RESOURCES | - | 76,887 | 79,700 | 153,700 | 160,300 |
| EXPENDITURES | | | | | |
| Public Works | - | 740 | 74,100 | 74,100 | 34,700 |
| Other Cost Allocation | - | - | - | - | 18,000 |
| Streets | - | - | - | - | - |
| Capital Projects | - | - | - | - | 7,900 |
| Non-Departmental | - | - | 20,200 | - | - |
| TOTAL EXPENDITURES | - | 740 | 94,300 | 74,100 | 60,600 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | - | 76,147 | (14,600) | 79,600 | 99,700 |
| Unexpended Expenditures | - | - | - | - | - |
| AVAILABLE FUND BALANCE | - | 76,147 | (14,600) | 79,600 | 99,700 |

Street and Drainage Assessment District No. 2 Fund: The purpose of this District is to collect special assessments in order to help provide and maintain the improvements benefiting residents living in these subdivisions. The method of apportionment established for the district utilizes a weighted method of apportionment known as a Equivalent Benefit Unit and all other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of land use and size compared to a single-family home site. The City is in the process of conducting a new assessment study on each Street and Drainage District and Lighting and landscaping District to ensure that assessments properly capture the cost of providing these public services. Services are provided by City Contractor based on a contract awarded on 2008. The City will be evaluating the cost effectiveness of continuing to provide these services by private contract or re-bidding the work in FY 2014 in accordance with state law.

| BENEFIT AREAS | Total | FY 13/14 | FY 14/15 | Total |
|-----------------------|--------------|-----------------|-----------------|--------------|
| | EDU | Ass. Per EBU | Ass. Per EBU | Levy Amount |
| Zone 1 Mariposa | 40 | 438.32 | 451.47 | 18,059 |
| Zone 2 Vineyard Green | 88 | 374.18 | 385.41 | 33,916 |
| Zone 3 Vista Verde | 16 | 580.52 | 597.94 | 9,567 |
| Zone 4 Cambria | 39 | 475.46 | 489.72 | 19,099 |

EXPENSE SUMMARY

SMD 2 - DEPARTMENT INITIATIVES

The Street and Drainage District No. 2 provides services which include street maintenance (curbs, gutters, bridges, driveway approaches, barricades, delineation signage) and other facilities associated with the development of properties in the following subdivisions: Mariposa, Zone #1; Vineyard Green, Zone #2; Vista Verde, Zone # 3; and Cambria Park, Zone # 4. The District also provides storm drain and flood control maintenance that may include drainage basins, inlets, catch basins and manholes. Prior to FY 2014, the City was combining the cost of providing these services with Street and Drainage Assessment No. 1 since the work is being provided by the same contractor. However, to ensure that costs are appropriately accounted and recorded, each cost assessed for each District will be recorded in individual funds.

SMD2 - FUND SUMMARY BY DIVISION

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Public Works Manager | - | - | - | - | 0.03 |
| Maintenance Worker | - | - | - | - | 0.05 |
| Maintenance Worker | - | - | - | - | 0.08 |
| Park Grounds Worker | - | - | - | - | 0.05 |
| Park Grounds Worker | - | - | - | - | 0.05 |
| Park Grounds Worker | - | - | - | - | 0.05 |
| Building Inspector | - | 0.05 | 0.05 | 0.05 | - |
| Office Specialist | - | - | - | - | - |
| | - | 0.05 | 0.05 | 0.05 | 0.31 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|----------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | - | 7,000 | 7,000 | 7,000 | 15,014 |
| Operations | - | 67,100 | 67,100 | 67,100 | 19,673 |
| Capital Improvements | - | - | - | - | 7,900 |
| Transfer to General Fund | - | - | - | - | 18,000 |
| TOTAL | - | 74,100 | 74,100 | 74,100 | 60,587 |



SMD2 FUND

Public Works Administration

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 AMENDED | 2014-15 PROPOSED |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| EMPLOYEE SERVICES | | | | | | |
| 51100 | Salaries | - | 6,500 | 6,500 | 6,500 | 9,830 |
| 51410 | Bilingual Pay | - | - | - | - | 47 |
| 51425 | Special Pay | - | - | - | - | 66 |
| 51425-65 | Police Incentive Pay | - | - | - | - | - |
| 52400 | Pension | - | - | - | - | 928 |
| 52890 | Deferred Comp | - | - | - | - | - |
| 52110 | Social Security | - | - | - | - | 766 |
| 52120 | Medicare | - | - | - | - | 143 |
| 52510 | Health Insurance | - | 500 | 500 | 500 | 1,532 |
| 52530 | Long term Disability | - | - | - | - | 92 |
| 52515 | Dental & Vision | - | - | - | - | 84 |
| 52310 | Workers Comp | - | - | - | - | 1,527 |
| | Total Employee Services | - | 7,000 | 7,000 | 7,000 | 15,014 |
| OPERATIONS | | | | | | |
| 61400 | Office Expense | - | 300 | 300 | 300 | - |
| 61300 | Advertising | - | - | - | - | - |
| 61600 | Computer Maintenance & Replacement | - | - | - | - | - |
| 62100 | Insurance | - | - | - | - | - |
| 63700 | Maintenance & Operations Services | - | 62,600 | 62,600 | 62,600 | 563 |
| 64000 | Utilities & Communication | - | - | - | - | - |
| 65700 | Operating Supplies | - | - | - | - | - |
| 66000 | Vehicle & Equipment Operating Costs | - | - | - | - | 5,110 |
| 63000 | Contract Services | - | 4,200 | 4,200 | 4,200 | 14,000 |
| 67000 | Professional Development | - | - | - | - | - |
| 68100 | Recruitment | - | - | - | - | - |
| | Total Operations | - | 67,100 | 67,100 | 67,100 | 19,673 |
| CAPITAL IMPROVEMENT | | | | | | |
| 72290 | Zone 1 Mariposa | - | - | - | - | 1,000 |
| 72290 | Zone 2 Vineyard Green | - | - | - | - | 1,900 |
| 72290 | Zone 3 Vista Verde | - | - | - | - | 5,000 |
| 72290 | Zone 4 Cambria | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | 7,900 |
| OTHER ALLOCATED EXPENSES | | | | | | |
| 95100 | Allocation from other departments | - | - | - | - | 12,900 |
| | Total Capital Outlay | - | - | - | - | 12,900 |
| ACTIVITY TOTAL | | - | 74,100 | 74,100 | 74,100 | 55,487 |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 19,935 | 21,042 | - | 21,100 | 21,100 |
| <u>REVENUES</u> | | | | | |
| Home Grant | - | - | - | - | - |
| Interest Income | 48 | 42 | - | - | - |
| Other Revenue | 1,059 | - | - | - | - |
| <u>TOTAL REVENUES</u> | 1,107 | 42 | - | - | - |
| <u>TOTAL RESOURCES</u> | 21,042 | 21,084 | - | 21,100 | 21,100 |
| <u>EXPENDITURES</u> | | | | | |
| N/A | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| Other | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | - |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | 21,042 | - | - | - | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 21,042 | 21,084 | - | 21,100 | 21,100 |

Home Grant Fund: This fund accounts for the loans provided to eligible citizens for housing rehabilitation and down payment assistance.

SCIENCE WORKSHOP FUND

FUND SUMMARY

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|--------------------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| BEGINNING BALANCE | - | 141,130 | 79,716 | 32,200 | (13,200) |
| REVENUES | | | | | |
| Other - Science Workshop Grant | 179,900 | 11,019 | 30,000 | 61,600 | 60,000 |
| Interest | 171 | 255 | - | - | - |
| <u>TOTAL REVENUES</u> | 180,071 | 11,274 | 30,000 | 61,600 | 60,000 |
| <u>TOTAL RESOURCES</u> | 180,071 | 152,404 | 109,716 | 93,800 | 46,800 |
| EXPENDITURES | | | | | |
| Science Workshop Program | 38,941 | 120,231 | 107,400 | 107,000 | 46,800 |
| Non-Departmental | - | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | 38,941 | 120,231 | 107,400 | 107,000 | 46,800 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 141,130 | 32,173 | 2,316 | (13,200) | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | 141,130 | 32,173 | 2,316 | (13,200) | - |

Science Workshop Fund: This Fund was established with the receipt of a grant to create a workshop program committed to enriching the educational experience of historically underserved youth by providing them with safe, fun and stimulating environment where they can explore their world through science. Students develop projects around their interests, and learn from observation and direct experience with real-world objects and materials. Greenfield Community Science Workshop (CSW) will provide hands on Science programming to local elementary schools and to provide staff with vital professional development training. The program is currently housed in the old City Hall building.

ACTIVITY SUMMARY
Department: Science Workshop

| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-14 ESTIMATED | 2014-15 PROPOSED |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|--------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | 22,842 | 66,500 | 73,200 | 74,495 | 74,495 |
| 5141000 | Bilingual Pay | - | - | - | - | - |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | 178 | 10,997 | 6,800 | 7,591 | 7,591 |
| 5289000 | Deferred Comp | - | - | - | - | - |
| 5211000 | Social Security | 1,686 | 4,970 | 5,500 | 3,206 | 3,206 |
| 5212000 | Medicare | - | - | - | 598 | 598 |
| 5251000 | Health Insurance | 506 | 3,019 | 4,900 | 3,656 | 3,656 |
| 5253000 | Long term Disability | - | - | - | 218 | 218 |
| 5251500 | Dental & Vision | - | - | - | 324 | 324 |
| 5231000 | Workers Comp | - | - | - | 6,402 | 6,402 |
| | Total Employee Services | 25,212 | 85,485 | 90,400 | 96,491 | 96,491 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | 3,225 | 138 | - | - | - |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | 5,855 | 12,775 | 13,500 | 22,000 | 22,000 |
| 6300000 | Utilities | 2,085 | 3,061 | 3,500 | 2,700 | 2,700 |
| 6350000 | Communications | - | - | - | 500 | 500 |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | 225 | 18,773 | - | - | - |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| 6990000 | Contingency | - | - | - | - | - |
| | Total Operations | 11,390 | 34,746 | 17,000 | 25,200 | 25,200 |
| <u>SPECIAL PROJECTS</u> | | | | | | |
| 700000 | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | | - | - | - | - | - |
| | Total Capital Outlay | - | - | - | - | - |
| ACTIVITY TOTAL | | 36,602 | 120,231 | 107,400 | 121,691 | 121,691 |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | - | - | - | - | - |
| <u>REVENUES</u> | | | | | |
| Transfer from General Fund | - | - | - | - | 200,800 |
| Other Revenue | - | - | - | - | - |
| <u>TOTAL REVENUES</u> | - | - | - | - | 200,800 |
| <u>TOTAL RESOURCES</u> | - | - | - | - | 200,800 |
| <u>EXPENDITURES</u> | | | | | |
| Principal | - | - | - | - | 107,100 |
| Interest | - | - | - | - | 93,700 |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | 200,800 |
| <u>ENDING BALANCE</u> | | | | | |
| Designated/Reserve | - | - | - | - | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | - | - | - | - | - |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | - | - | - | - | - |
| <u>REVENUES</u> | | | | | |
| Transfer from General Fund | - | - | - | - | 67,200 |
| Other Revenue | - | - | - | - | - |
| <u>TOTAL REVENUES</u> | - | - | - | - | 67,200 |
| <u>TOTAL RESOURCES</u> | - | - | - | - | 67,200 |
| <u>EXPENDITURES</u> | | | | | |
| Principal | - | - | - | - | 61,900 |
| Interest | - | - | - | - | 5,300 |
| <u>TOTAL EXPENDITURES</u> | - | - | - | - | 67,200 |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| <u>ENDING BALANCE</u> | - | - | - | - | - |
| Designated/Reserve | - | - | - | - | - |
| Unexpended Expenditures | - | - | - | - | - |
| <u>AVAILABLE FUND BALANCE</u> | - | - | - | - | - |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 5,771,150 | 5,653,456 | 5,516,708 | 5,610,100 | 6,098,400 |
| REVENUES | | | | | |
| Interest | 1,412 | 771 | 300 | - | 300 |
| Rental Income | 1,728 | - | 1,800 | - | 1,800 |
| Utility User Fees | 817,861 | 911,302 | 1,002,100 | 911,000 | 1,115,000 |
| Other Revenues | 5,718 | 836 | 1,500,000 | - | - |
| TOTAL REVENUES | 826,718 | 912,909 | 2,504,200 | 911,000 | 1,117,100 |
| TOTAL RESOURCES | 6,597,868 | 6,566,365 | 8,020,908 | 6,521,100 | 7,215,500 |
| EXPENDITURES | | | | | |
| Finance | | | | | |
| Utility Billing Division | - | - | 58,700 | 82,700 | 126,500 |
| Public Works | | | | | |
| Wastewater Collection & Treatment | 795,912 | 785,737 | 1,165,400 | - | - |
| Wastewater Administration Division | - | - | - | - | 347,600 |
| Wastewater Treatment Division | - | - | - | - | 800,759 |
| Wastewater Collection Division | - | - | - | - | 388,259 |
| Capital Improvement Projects | - | - | 1,087,600 | - | 115,000 |
| Transfer to General Fund | 148,500 | 170,500 | 340,000 | 340,000 | 83,100 |
| TOTAL EXPENDITURES | 944,412 | 956,237 | 2,651,700 | 422,700 | 1,861,218 |
| ENDING BALANCE | | | | | |
| Designated/Reserve | 5,049,192 | 4,887,629 | 5,049,192 | 4,887,600 | 4,887,600 |
| Unrestricted | 604,264 | 722,498 | 320,016 | 1,210,800 | 466,682 |
| AVAILABLE FUND BALANCE | 5,653,456 | 5,610,127 | 5,369,208 | 6,098,400 | 5,354,282 |

Sewer Operations Fund : The City's Wastewater System provides service to Greenfield and the surrounding unincorporated areas. Wastewater services provided include the transmission of wastewater from residential, commercial, and light industry areas to a treatment facility and the disposal of the wastewater and residual waste solids. The City's authority to discharge wastewater is granted under a Waste Discharge Permit issued by the Central Coast Regional Water Quality Control Board. The City's existing permit was issued in May of 2002 and it increased the City's allowable discharge to 1.5 million gallons per day (MGD) from the previous limit of 1.0 MGD. The sewer plant operates at a flow of approximately 930,000 gallons per day (gpd) and has approval to expand the plant to a capacity of 2.0 MGD. The treated water is not stored, but is dispersed using spray fields. The wastewater system includes over 110,000 feet of gravity sewer ranging in diameter from 6 to 24 inches. The City has over 3,200 sewer connections. The overwhelming majority of the City's sewer connections are for single family residential (SFR) accounts. SFR accounts make up 83% of the service connections; multi-family customers (apartments, duplexes and trailer parks) make up approximately 11 %; commercial (businesses, schools, churches and business parks) make up 4%; landscape (parks and medians) make up 1 %; and 1% are fire protection, government and hydrants uses. water and residual waste solids. The City's authority to discharge wastewater.

| Monthly Service Charges | Prevailing Rates | FY 13/14 | FY 14/15 | FY 14/15 | FY 16/17 |
|--------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|
| Zone 1A Mariposa | \$18.63 | \$20.50 | \$22.55 | \$24.80 | \$27.28 |

The City does not charge for sewer service based on sewer flow or distinguish between the differing wastewater characteristics of different customer types who discharge into the wastewater system. This rate schedule is based on the recommendation of a previous rate study that concluded that determining a customer's sewer flow per connection is difficult due to variations in the type of land use, irrigation needs and

WASTEWATER: ADMINISTRATION DIVISION

DEPARTMENT INITIATIVES

The City's Secondary Wastewater Treatment Plant (WWTP) is part of the Wastewater Division and is presently regulated by the California Regional Water Quality Control Board, Central Coast Region, and Waste Discharge Requirements (WDR) Order No. R3-2002-0062. The Order was adopted May 31, 2002, for operating at 1.0 Million Gallons Per Day (MGD). Presently, Staff is moving forward to expand the plant to 2.0 MGD capacity in order to handle present and anticipated future flows .Basically, there are two components for treating the City's raw wastewater at the Plant. The first is collecting, sterilizing and disposal of the bio-solids better known as sludge; the second is cleaning the liquid portion known as effluent, and dispersing the effluent through a gravity flow irrigation system onto a 24 acre field for ground percolation. The process to clean effluent is known as Secondary treatment. Additionally, operation and maintenance includes daily testing and monitoring of influent and effluent including sludge processing and disposal to comply with strict State regulations at the Plant.

SEWER FUND WASTEWATER: ADMINISTRATION DIVISION

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|------------------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Sustainability Resource Director | - | - | - | - | 0.26 |
| Office Specialist | - | - | - | - | 0.30 |
| Mechanic | - | - | - | - | - |
| | - | - | - | - | 0.56 |

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|----------------------------|-------------------|-------------------|-----------------------|----------------------|----------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | - | - | - | - | 127,500 |
| Operations | - | - | - | - | 220,100 |
| Capital Improvement | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | - | - | - | - | 347,600 |



PUBLIC WORKS DEPARTMENT

SEWER FUND WASTEWATER: ADMINISTRATION DIVISION

Public Works Wastewater

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|-----------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | - | - | 76,400 |
| | Overtime | - | - | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | 3,900 |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | - | - | 10,900 |
| 5289000 | Deferred Comp | - | - | - | - | 6,900 |
| 5211000 | Social Security | - | - | - | - | 1,100 |
| 5212000 | Medicare | - | - | - | - | 22,100 |
| 5251000 | Health Insurance | - | - | - | - | 300 |
| 5253000 | Long term Disability | - | - | - | - | 500 |
| 5251500 | Dental & Vision | - | - | - | - | 5,400 |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | - | - | - | - | 127,500 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | - | - | 700 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | - |
| 6300000 | Utilities & Communication | - | - | - | - | 139,400 |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | - |
| 6500000 | Contract Services | - | - | - | - | 80,000 |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| | Total Operations | - | - | - | - | 220,100 |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 700000 | Total Special Projects | - | - | - | - | - |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| <u>ACTIVITY TOTAL</u> | | | | | | |
| | | - | - | - | - | 347,600 |

WASTEWATER: TREATMENT DIVISION

DEPARTMENT INITIATIVES

The City's Secondary Wastewater Treatment Plant (WWTP) is part of the Wastewater Division and is presently regulated by the California Regional Water Quality Control Board, Central Coast Region, and Waste Discharge Requirements (WDR) Order No. R3-2002-0062. The Order was adopted May 31, 2002, for operating at 1.0 Million Gallons Per Day (MGD). Presently, Staff is moving forward to expand the plant to 2.0 MGD capacity in order to handle present and anticipated future flows .Basically, there are two components for treating the City's raw wastewater at the Plant. The first is collecting, sterilizing and disposal of the bio-solids better known as sludge; the second is cleaning the liquid portion known as effluent, and dispersing the effluent through a gravity flow irrigation system onto a 24 acre field for ground percolation. The process to clean effluent is known as Secondary treatment. Additionally, operation and maintenance includes daily testing and monitoring of influent and effluent including sludge processing and disposal to comply with strict State regulations at the Plant.

SEWER FUND WASTEWATER: TREATMENT DIVISION

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Director of Public Works | | | 0.05 | 0.05 | - |
| Building Inspector | | | - | 0.05 | - |
| Utility Manager | | | 0.40 | - | 0.33 |
| Crew Leader | | | 0.65 | 0.65 | - |
| Maintenance Worker | | | 2.10 | 2.10 | 0.40 |
| Utility Worker | | | - | - | 1.00 |
| | | | 3.20 | 2.85 | 1.73 |

| | 2011-12 ACTUAL | 2012-13 ACTUAL | 2013-2014 BUDGETED | 2013-2014 AMENDED | 2014-15 REQUESTED |
|----------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | | | 267,400 | 253,850 | 143,459 |
| Operations | | | 841,100 | 202,400 | 657,300 |
| Capital Improvement | | | 298,000 | - | 115,000 |
| Capital Outlay | | | 14,500 | - | - |
| TOTAL | | | 1,421,000 | 456,250 | 915,759 |



PUBLIC WORKS DEPARTMENT

SEWER FUND WASTEWATER: TREATMENT DIVISION

Public Works Wastewater

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|-----------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | 159,800 | 159,800 | 92,981 |
| | Overtime | - | - | 3,600 | | |
| 5141000 | Bilingual Pay | - | - | - | - | 520 |
| 5111000 | Special Pay | - | - | 1,000 | 1,000 | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | 28,600 | 28,600 | 9,495 |
| 5289000 | Deferred Comp | - | - | - | 250 | 1,733 |
| 5211000 | Social Security | - | - | 12,100 | 12,100 | 6,390 |
| 5212000 | Medicare | - | - | - | - | 813 |
| 5251000 | Health Insurance | - | - | 42,100 | 42,100 | 19,080 |
| 5253000 | Long term Disability | - | - | - | - | 328 |
| 5251500 | Dental & Vision | - | - | - | - | 562 |
| 5231000 | Workers Comp | - | - | 20,200 | 10,000 | 11,558 |
| | Total Employee Services | - | - | 267,400 | 253,850 | 143,459 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | 5,900 | 6,300 | 4,300 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | 62,400 | 59,100 | 59,200 |
| 6300000 | Utilities & Communication | - | - | 66,600 | 66,600 | 66,600 |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | 8,700 | 8,700 | 15,700 |
| 6500000 | Contract Services | - | - | 692,600 | 55,000 | 505,000 |
| 6600000 | Professional Development | - | - | 4,900 | 6,700 | 6,500 |
| 6650000 | Recruitment | - | - | - | - | - |
| | Total Operations | - | - | 841,100 | 202,400 | 657,300 |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 700000 | Total Special Projects | - | - | 298,000 | - | 115,000 |
| | | - | - | 298,000 | - | 115,000 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | Total Capital Outlay | - | - | 14,500 | - | - |
| <u>ACTIVITY TOTAL</u> | | | | | | |
| | | - | - | 1,421,000 | 456,250 | 915,759 |

WASTEWATER: COLLECTION DIVISION

DEPARTMENT INITIATIVES

The Sewer Collection System is part of the City's Wastewater Division and is responsible for performing the operation and maintenance of the City's 21 mile of gravity sewer collection pipelines, force mains, and 6 lift stations. The Division adheres to the City adopted Sewer System Management Plan (SSMP) for operation and maintenance and includes preparing and implementing an Overflow Emergency Response Plan; a Fats, Oils & Grease Control Program (FOG); a System Evaluation and Capacity Assurance Modifications Program; and a Monitoring and Measuring Program. The SSMP is required by the State Water Resources Control Board in compliance with adopted Water Quality Order No. 2006-0003 established by the Statewide General Waste Discharge Requirements. Additionally, the Division will be logging pertinent maintenance and operations information the City's new Geographical Information System (GIS) Program.

SEWER FUND WASTEWATER: COLLECTION DIVISION

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| Personnel | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Director of Public Works | - | - | 0.05 | 0.05 | - |
| Building Inspector | - | - | 0.10 | 0.10 | - |
| Utility Manager | - | - | 0.20 | 0.20 | 0.33 |
| Crew Leader | - | - | 0.20 | 0.20 | - |
| Maintenance Worker | - | - | 0.55 | 0.55 | 0.30 |
| Utility Worker | - | - | - | - | 0.80 |
| | - | - | 1.10 | 1.10 | 1.43 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|----------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| SUMMARY OF EXPENSES | | | | | |
| Employee Services | - | - | 160,800 | 160,800 | 183,259 |
| Operations | - | - | 400,800 | 72,300 | 80,600 |
| Debt Service | - | - | 124,400 | 124,400 | 124,400 |
| Capital Improvement | - | - | 207,000 | - | - |
| Capital Outlay | - | - | 14,500 | - | - |
| TOTAL | - | - | 907,500 | 357,500 | 388,259 |



SEWER FUND WASTEWATER COLLECTION DIVISION

Public Works Wastewater

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|-----------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | 94,700 | 94,700 | 114,788 |
| 5141000 | Overtime | - | - | 3,600 | 3,600 | 520 |
| 5111000 | Special Pay | - | - | 1,000 | 1,000 | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | 17,000 | 17,000 | 13,338 |
| 5289000 | Deferred Comp | - | - | - | - | 1,980 |
| 5211000 | Social Security | - | - | 7,200 | 7,200 | 8,771 |
| 5212000 | Medicare | - | - | - | - | 1,235 |
| 5251000 | Health Insurance | - | - | 25,700 | 25,700 | 25,956 |
| 5253000 | Long term Disability | - | - | - | - | 432 |
| 5251500 | Dental & Vision | - | - | - | - | 724 |
| 5231000 | Workers Comp | - | - | 11,600 | 11,600 | 15,515 |
| | Total Employee Services | - | - | 160,800 | 160,800 | 183,259 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | 3,100 | 3,100 | 3,100 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | 329,800 | 14,800 | 14,800 |
| 6300000 | Utilities & Communications | - | - | 16,700 | 3,200 | 1,500 |
| 6400000 | Operating Supplies | - | - | - | - | 5,000 |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | 8,800 | 8,800 | 13,800 |
| 6500000 | Contract Services | - | - | 40,000 | 40,000 | 40,000 |
| 6600000 | Professional Development | - | - | 2,400 | 2,400 | 2,400 |
| 6650000 | Recruitment | - | - | - | - | - |
| | Total Operations | - | - | 400,800 | 72,300 | 80,600 |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 700000 | Total Special Projects | - | - | 207,000 | - | - |
| | | - | - | 207,000 | - | - |
| <u>DEBT SERVICES</u> | | | | | | |
| | | - | - | 124,400 | 124,400 | 124,400 |
| | | - | - | 124,400 | 124,400 | 124,400 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | Total Capital Outlay | - | - | 14,500 | - | - |
| <u>ACTIVITY TOTAL</u> | | | | | | |
| | | - | - | 907,500 | 357,500 | 388,259 |

FUND SUMMARY

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|--------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| BEGINNING BALANCE | 6,220,588 | 5,764,941 | 5,628,989 | 5,383,700 | 5,590,400 |
| REVENUES | | | | | |
| Interest | 7,208 | 18,302 | 5,000 | 700 | 700 |
| Rental Income | 16,488 | | 1,500 | 1,800 | 1,800 |
| Utility User Fees | 879,996 | 1,069,482 | 1,300,400 | 1,315,200 | 1,570,200 |
| Connection Fees | 7,531 | 11,686 | 25,000 | 25,000 | 300 |
| Other Revenues | 371 | 240 | - | - | - |
| Transfer From Sewer | 86,600 | 85,500 | 64,300 | - | - |
| <u>TOTAL REVENUES</u> | 998,194 | 1,185,210 | 1,396,200 | 1,342,700 | 1,573,000 |
| <u>TOTAL RESOURCES</u> | 7,218,782 | 6,950,151 | 7,025,189 | 6,726,400 | 7,163,400 |
| EXPENDITURES | | | | | |
| Finance | | | | | |
| Utility Billing Division | 176,745 | 173,107 | 90,300 | 119,200 | 126,500 |
| Public Works | | | | | |
| Water: Administration Division | - | - | - | - | 256,200 |
| Water: Production Division | 1,214,797 | 1,025,027 | 989,900 | 779,700 | 494,584 |
| Capital Improvement Projects | - | 26,913 | 270,000 | - | 420,000 |
| Transfer to General Fund | 62,300 | 341,400 | 237,100 | 237,100 | 80,800 |
| <u>TOTAL EXPENDITURES</u> | 1,453,841 | 1,566,447 | 1,587,300 | 1,136,000 | 1,378,084 |
| ENDING BALANCE | | | | | |
| Designated/Reserved | 3,637,816 | 3,822,454 | 3,637,816 | 3,822,500 | 3,822,500 |
| Unrestricted | 2,127,124 | 1,561,973 | 1,800,073 | 1,767,900 | 1,962,816 |
| <u>AVAILABLE FUND BALANCE</u> | 5,764,941 | 5,383,704 | 5,437,889 | 5,590,400 | 5,785,316 |

Water Operations Fund: The City of Greenfield's water source has historically been from groundwater resources, specifically the Salinas Valley Groundwater Basin. The City does not use surface water as a supply source. The City pumps groundwater from its three existing wells. One of the wells has been converted into an irrigation well for Patriot Park, while the other two wells are used for domestic production. The City monitors the quality of the groundwater that comprises its municipal water supply, and the City's supply meets all regulatory standards. The water system has never violated a maximum contaminant level or any other water quality standard. The City's water system contains two primary water production wells (well #1 and #6), one well converted to irrigation use, one water storage tank, a water booster pump station, and over 17 miles of water distribution pipelines. The combined capacity of the two domestic production wells is 4,760 AFY. Estimated water demand at build out requires three additional wells similar in capacity to the two existing wells. The City is currently in the process of constructing well #7, and it is expected to be operational in the near future. The water system contains a 1.0 MG ground level water storage tank. This provides water for the booster pumping plant that provides the City its required water pressure. The City's 2005-2025 Water CIP forecasted a build out storage need of 3.75 MG. The City is in the process of designing a 1.5 MG storage tank. The City's transmission and distribution pipelines vary from 4 to 16 inches in diameter and total more than 17 miles in length

| <u>Monthly Service Charges</u> | <u>Prevailing Rates</u> | <u>FY 13/14</u> | <u>FY 14/15</u> | <u>FY 14/15</u> | <u>FY 16/17</u> |
|--------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|
| | \$18.63 | \$20.50 | \$22.55 | \$24.80 | \$27.28 |

The City does not charge for sewer service based on sewer flow or distinguish between the differing wastewater characteristics of different customer types who discharge into the wastewater system. This rate schedule is based on the recommendation of a previous rate study that concluded that determining a customer's sewer flow per connection is difficult due to variations in the type of land use, irrigation needs and

WATER ADMINISTRATION DIVISION

DEPARTMENT INITIATIVES

The Water Administration Division is a newly created cost center to tract the administrative expense associated with the production and distribution of water. The City of Greenfield’s water source has historically been from groundwater resources, specifically the Salinas Valley Groundwater Basin. The City does not use surface water as a supply source. The City pumps groundwater from its three existing wells. One of the wells was converted into an irrigation well for Patriot Park but recently was placed out of service while the other two wells are used for domestic production. The City monitors the quality of the groundwater that comprises its municipal water supply, and the City’s supply meets all regulatory standards. The water system has never violated a maximum contaminant level or any other water quality standard. The City’s water finances are comprised of two funds: the Water Enterprise Fund and the Water Impact Fund. This Enterprise Fund revenue covers the O&M expenses of the City’s water system as well as transfers out to the City’s General Fund, capital expenditures related to rehab/repair/replacement, and debt service on the City’s \$3.7 million California Infrastructure and Economic Development Bank (CIEDB) Water Loan.

WATER FUND: WATER ADMINISTRATION DIVISION

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| <u>Personnel</u> | | | | | |
| Authorized Positions (FTEs) | | | | | |
| Sustainability Resource Director | - | - | - | - | 0.26 |
| Office Specialist | - | - | - | - | 0.30 |
| Mechanic | - | - | - | - | - |
| | - | - | - | - | 0.56 |

| | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-2014 AMENDED</u> | <u>2014-15 REQUESTED</u> |
|-----------------------------------|---------------------------|---------------------------|-------------------------------|------------------------------|------------------------------|
| <u>SUMMARY OF EXPENSES</u> | | | | | |
| Employee Services | - | - | - | - | 111,600 |
| Operations | - | - | - | - | 271,100 |
| Capital Improvement | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL | - | - | - | - | 382,700 |



PUBLIC WORKS DEPARTMENT

WATER FUND: ADMINISTRATION DIVISION

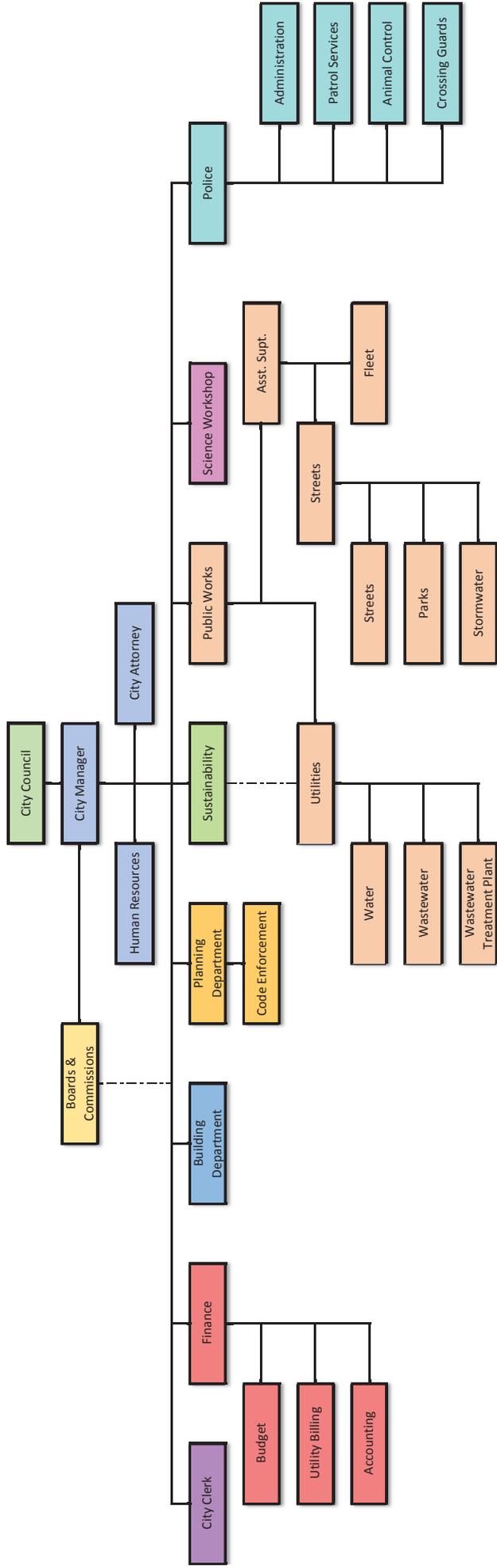
Public Works Wastewater

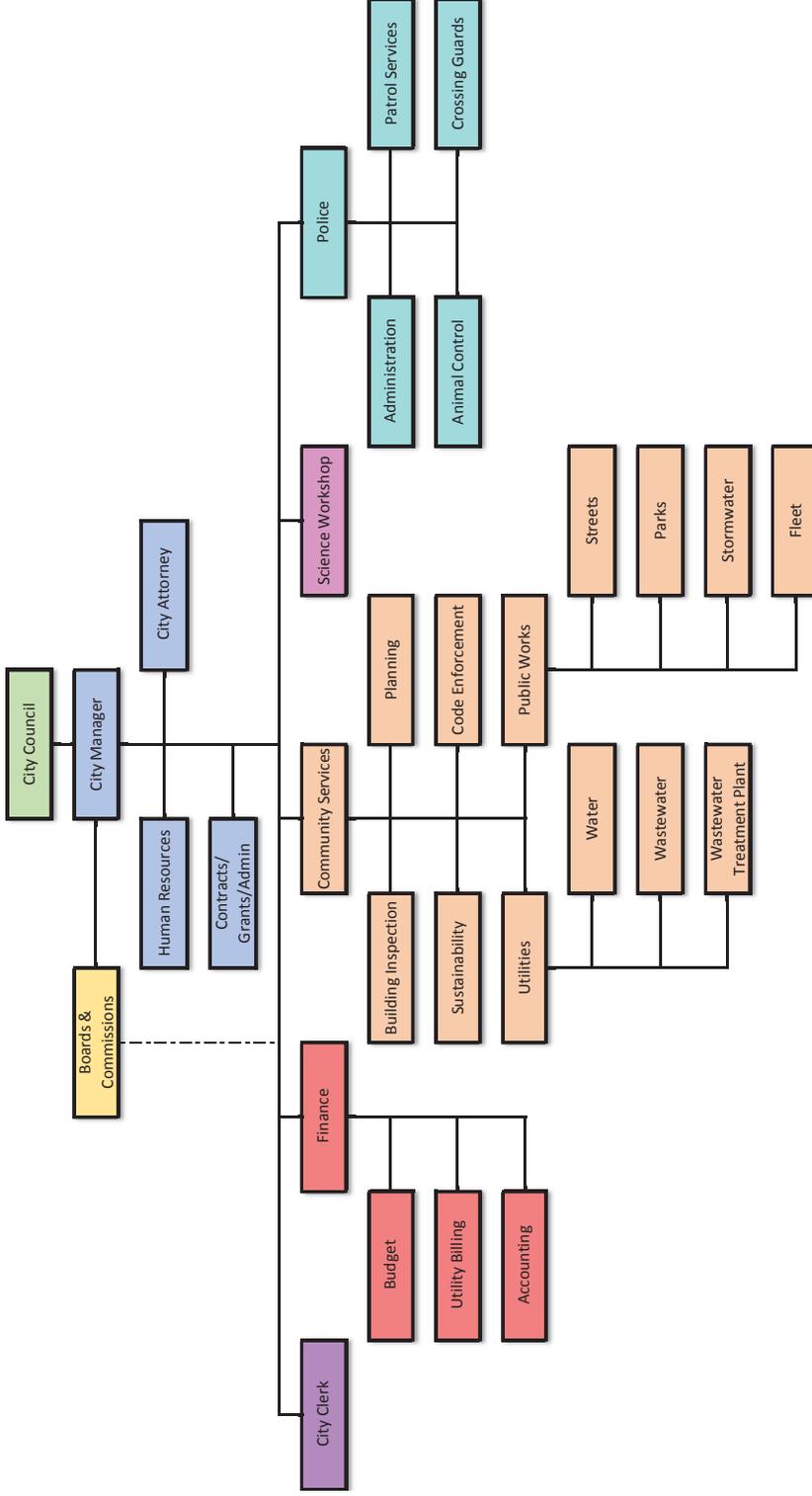
| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>2011-12 ACTUAL</u> | <u>2012-13 ACTUAL</u> | <u>2013-2014 BUDGETED</u> | <u>2013-14 AMENDED</u> | <u>2014-15 PROPOSED</u> |
|-----------------------------------|-------------------------------------|-----------------------|-----------------------|---------------------------|------------------------|-------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | |
| 5100000 | Salaries | - | - | - | - | 64,200 |
| | Overtime | - | - | - | - | - |
| 5141000 | Bilingual Pay | - | - | - | - | 3,500 |
| 5111000 | Special Pay | - | - | - | - | - |
| 5140000 | Police Incentive Pay | - | - | - | - | - |
| 5212000 | Pension | - | - | - | - | 10,900 |
| 5289000 | Deferred Comp | - | - | - | - | 6,000 |
| 5211000 | Social Security | - | - | - | - | 900 |
| 5212000 | Medicare | - | - | - | - | 20,900 |
| 5251000 | Health Insurance | - | - | - | - | 300 |
| 5253000 | Long term Disability | - | - | - | - | 500 |
| 5251500 | Dental & Vision | - | - | - | - | 4,400 |
| 5231000 | Workers Comp | - | - | - | - | - |
| | Total Employee Services | - | - | - | - | 111,600 |
| <u>OPERATIONS</u> | | | | | | |
| 6050000 | Office Expense | - | - | - | - | 23,600 |
| 6070000 | Advertising | - | - | - | - | - |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - |
| 6200000 | Insurance | - | - | - | - | - |
| 6250000 | Occupancy | - | - | - | - | 33,600 |
| 6300000 | Utilities & Communication | - | - | - | - | 197,900 |
| 6400000 | Operating Supplies | - | - | - | - | - |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | - | - | 16,000 |
| 6500000 | Contract Services | - | - | - | - | - |
| 6600000 | Professional Development | - | - | - | - | - |
| 6650000 | Recruitment | - | - | - | - | - |
| | Total Operations | - | - | - | - | 271,100 |
| <u>CAPITAL IMPROVEMENT</u> | | | | | | |
| 700000 | | - | - | - | - | - |
| | Total Special Projects | - | - | - | - | - |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| <u>ACTIVITY TOTAL</u> | | | | | | |
| | | - | - | - | - | 382,700 |

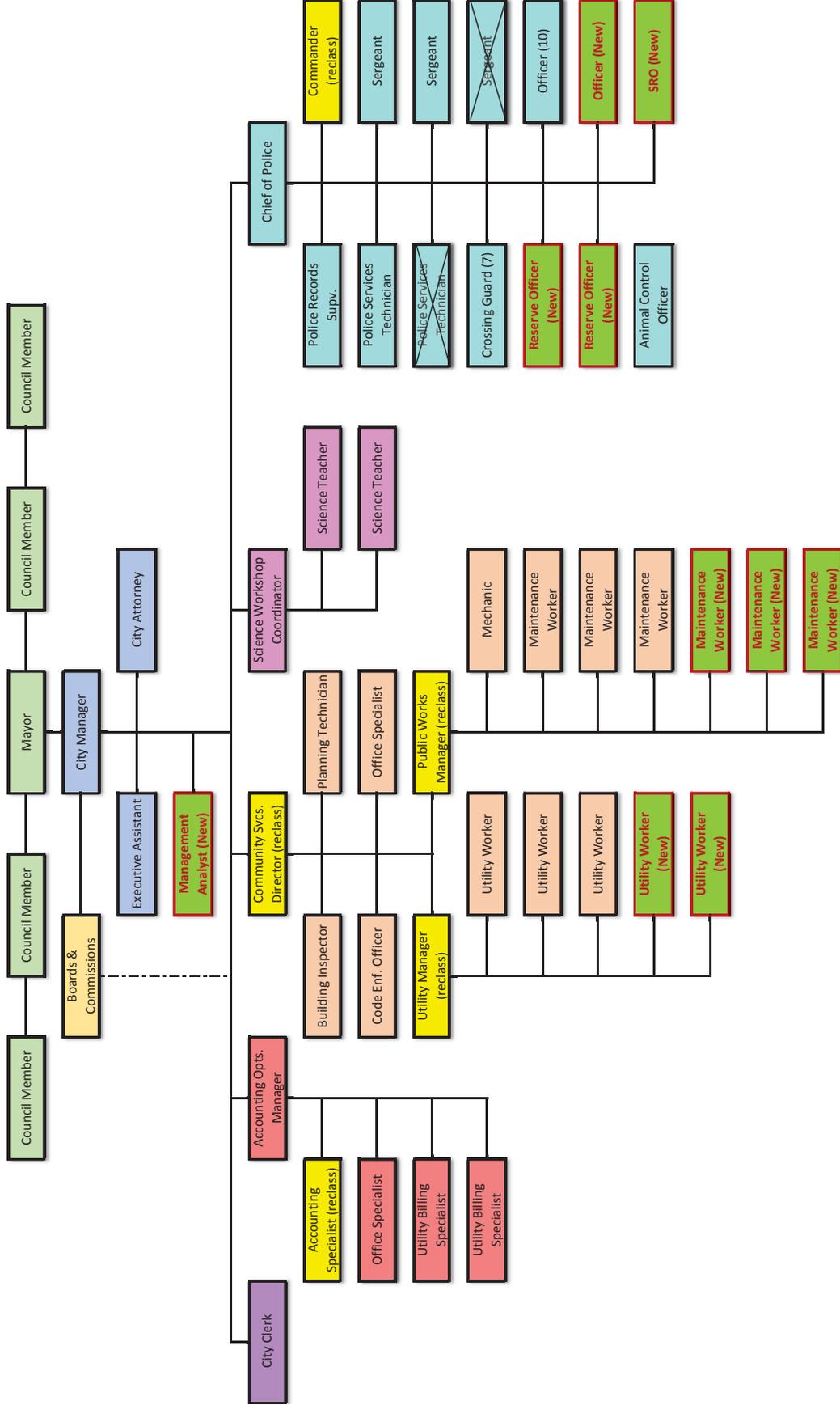


PERSONNEL STAFFING

EXISTING FY 2014 ORGANIZATIONAL CHART BY FUNCTION
PROPOSED FY 2015 ORGANIZATIONAL CHART BY FUNCTION
PROPOSED FY 2015 STAFFING ALLOCATION CHART
PERSONNEL ALLOCATION TABLE







FY 2014-15 Personnel Cost Allocation by Cost Center and Fund

| | FTE | GENERAL 100 | SEWER T 335 | SEWER C 330 | WATER 225 | LD1 263 | LD2 264 | SMD1 265 | SMD2 265 | COPS GRANT 201 | SCIENCE 297 | PARK 100 | PROP 84 213 | GAS/STREET 230 | Total |
|--|------------|----------------------|----------------|----------------------|----------------------|------------------|------------------|------------------|------------------|-------------------|----------------|--------------------|----------------|---------------------|----------------------|
| Department of City Council | | | | | | | | | | | | | | | |
| Huerta, John | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 101 - City Council - Salary Allocation | | \$ 5,772.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,772.00 |
| Hurley, Randy | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 101 - City Council - Salary Allocation | | \$ 4,332.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,332.00 |
| Moreno, Annie | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 101 - City Council - Salary Allocation | | \$ 4,332.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,332.00 |
| Rodriguez, Raul | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 101 - City Council - Salary Allocation | | \$ 4,332.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,332.00 |
| Walker, Lance | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 101 - City Council - Salary Allocation | | \$ 4,332.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,332.00 |
| CITY COUNCIL'S OFFICE SUBTOTAL | 5.0 | \$ 23,100.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 23,100.00 |
| Department of Administration | | | | | | | | | | | | | | | |
| Stanton, Susan | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 110 - City Manager - Salary Allocation | | \$ 210,889.32 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 210,889.32 |
| Aguiayo, Nina | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 110 - City Manager - Salary Allocation | | \$ 71,832.72 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 71,832.72 |
| Vacant | 0.5 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 110 - City Manager - Salary Allocation | | \$ 81,465.84 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 81,465.84 |
| CITY MANAGER'S OFFICE SUBTOTAL | 2.5 | \$ 364,187.88 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 364,187.88 |
| Rathbun, Ann | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 170 - City Clerk - Salary Allocation | | \$ 130,248.42 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 130,248.42 |
| CITY CLERK'S OFFICE SUBTOTAL | 1.0 | \$ 130,248.42 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 130,248.42 |
| Department of Finance Services | | | | | | | | | | | | | | | |
| Landeros, Isabel | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 190 - Finance & Accounting - Salary Allocation | | \$ 70,875.50 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 70,875.50 |
| Villanueva, Viridiana | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 190 - Finance & Accounting - Salary Allocation | | \$ 51,262.45 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 51,262.45 |
| Corgilli, Jeri | 1.0 | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 190 - Finance & Accounting - Salary Allocation | | \$ 115,699.36 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 115,699.36 |
| FINANCE & ACCOUNTING SUBTOTAL | 3.0 | \$ 237,837.32 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 237,837.32 |
| Rocha, Rosio | 1.0 | 0% | 0% | 50% | 50% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 191 - Utility Billing - Salary Allocation | | \$ - | \$ - | \$ 34,198.32 | \$ 34,198.32 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 68,396.64 |
| Navarro, Maria | 1.0 | 0% | 0% | 50% | 50% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 191 - Utility Billing - Salary Allocation | | \$ - | \$ - | \$ 36,960.32 | \$ 36,960.32 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 73,920.63 |
| UTILITY BILLING SUBTOTAL | 2.0 | \$ - | \$ - | \$ 71,158.64 | \$ 71,158.64 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 142,317.28 |
| Finance Service Dept. Subtotal | 5.0 | \$ 237,837.32 | \$ - | \$ 71,158.64 | \$ 71,158.64 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 380,154.59 |
| Department of Public Works | | | | | | | | | | | | | | | |
| Steinmann, Mic | 0.7 | 5% | 0% | 40% | 20% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 5% | 30% | 100% |
| 110 - Administration - Salary Allocation | | \$ 4,078.09 | \$ - | \$ 32,624.72 | \$ 16,312.36 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,078.09 | \$ - | \$ 24,468.54 | \$ 81,561.80 |
| Lorenzana, Carmen | 1.0 | 17% | 0% | 30% | 30% | 1% | 1% | 0% | 0% | 0% | 0% | 3% | 0% | 18% | 100% |
| 210 - Administration - Salary Allocation | | \$ 13,354.60 | \$ - | \$ 23,566.95 | \$ 23,566.95 | \$ 785.56 | \$ 785.56 | \$ - | \$ - | \$ - | \$ - | \$ 2,356.69 | \$ - | \$ 14,140.17 | \$ 78,556.49 |
| PW ADMINISTRATION SUBTOTAL | 1.7 | \$ 17,432.69 | \$ - | \$ 127,350.30 | \$ 111,037.94 | \$ 785.56 | \$ 785.56 | \$ - | \$ - | \$ - | \$ - | \$ 6,434.78 | \$ - | \$ 38,608.71 | \$ 160,118.29 |
| Garcia, Jose | 1.0 | 20% | 0% | 0% | 25% | 1% | 1% | 1% | 1% | 0% | 0% | 5% | 0% | 25% | 79% |
| 210 - Fleet Maintenance - Salary Allocation | | \$ 17,837.05 | \$ - | \$ - | \$ 22,296.31 | \$ 891.85 | \$ 891.85 | \$ 891.85 | \$ 891.85 | \$ - | \$ - | \$ 4,459.26 | \$ - | \$ 22,296.31 | \$ 89,185.23 |
| PW FLEET MAINTENANCESUBTOTAL | 1.0 | \$ 17,837.05 | \$ - | \$ - | \$ 22,296.31 | \$ 891.85 | \$ 891.85 | \$ 891.85 | \$ 891.85 | \$ - | \$ - | \$ 4,459.26 | \$ - | \$ 22,296.31 | \$ 89,185.23 |
| Felix, Art | 1.0 | 0% | 33% | 33% | 33% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 210 - Waste Water Division - Salary Allocation | | \$ - | \$ 36,646.48 | \$ 36,646.48 | \$ 36,646.48 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 109,940.53 |
| Leo Trujillo | 1.0 | 0% | 0% | 30% | 30% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 210 - Water Production - Salary Allocation | | \$ - | \$ - | \$ 25,407.83 | \$ 59,284.93 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 84,692.75 |
| Art Carrillo | 1.0 | 10% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 40% | 0% | 50% | 100% |
| 210 - Street and Drainage - Salary Allocation | | \$ 9,178.63 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,714.52 | \$ - | \$ 45,893.15 | \$ 91,786.31 |

FY 2014-15 Personnel Cost Allocation by Cost Center and Fund

| FTE | GENERAL | SEWER T | SEWER C | WATER | LD1 | LD2 | SMD1 | SMD2 | COPS GRANT | SCIENCE | PARK | PROP 84 | GAS/STREET | Total |
|---|------------------------|----------------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------|----------------------|------------------------|
| | 100 | 335 | 330 | 225 | 263 | 264 | 265 | 265 | 201 | 297 | 100 | 213 | 230 | |
| Perez, Fred | 0.5 | \$ 96,830.79 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 96,830.79 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Ceja, Frank | 1.0 | \$ 171,828.69 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 171,828.69 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Rice, Michael | 1.0 | \$ 172,634.84 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 172,634.84 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Alvarez, J | 1.0 | \$ 137,314.76 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 137,314.76 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Alvarez, Ruby | 1.0 | \$ 129,473.81 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 129,473.81 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Baillanti, E | 1.0 | \$ 133,169.75 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 133,169.75 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Charupoom, P | 1.0 | \$ 138,386.55 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 138,386.55 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Garcia, R | 1.0 | \$ 141,140.19 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 141,140.19 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Medeles, R | 1.0 | \$ 138,425.82 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 138,425.82 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Mendoza, A | 1.0 | \$ 134,559.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 134,559.00 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Smith, Cory | 1.0 | \$ 129,820.19 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 129,820.19 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Trevino | 1.0 | \$ 127,987.21 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 127,987.21 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Yasin, M | 1.0 | \$ 115,843.47 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 115,843.47 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| New Officer | 0.8 | \$ 76,453.34 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 76,453.34 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| New Officer | 0.8 | \$ 75,562.75 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 75,562.75 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Reserve Officer | 1.0 | \$ 3,320.05 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 3,320.05 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Reserve Officer | 1.0 | \$ 3,320.05 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 3,320.05 |
| 400 - Patrol Services - Salary Allocation | | | | | | | | | | | | | | 100% |
| Najar, Ray | 1.0 | \$ 5,824.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 5,824.00 |
| 400 - Animal Control - Salary Allocation | | | | | | | | | | | | | | 100% |
| Montoya, Irma | 1.0 | \$ 2,912.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 2,912.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| Gutierrez, E | 1.0 | \$ 2,912.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 2,912.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| Mendoza, M | 1.0 | \$ 2,912.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 2,912.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| Martinez, M | 1.0 | \$ 2,912.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 2,912.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| Lopez, R | 1.0 | \$ 2,912.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 2,912.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| Fonseca, Luis | 1.0 | \$ 2,912.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 2,912.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| Najar, Rhiannon | 1.0 | \$ 5,824.00 | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | \$ 5,824.00 |
| 400 - Crossing Guard - Salary Allocation | | | | | | | | | | | | | | 100% |
| 23.1 | \$ 1,949,367.25 | | | | | | | | | | | | | \$ 1,949,367.25 |
| 50.7 | \$ 2,776,877.10 | \$ 128,031.45 | \$ 246,577.65 | \$ 245,291.33 | \$ 26,807.53 | \$ 68,925.55 | \$ 14,973.51 | \$ 14,973.51 | \$ - | \$ 96,476.07 | \$ 54,930.05 | \$ - | \$ 211,627.99 | \$ 4,488,847.02 |
| Total | | | | | | | | | | | | | | |

Dept. 400 - Subtotal

GLOSSARY OF TERMS

AB 939. An assembly bill that mandates waste reduction. This Bill requires that by the year 2000, 50% of the waste generated be diverted; e.g., incinerated or recycled.

Abatement. A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments and service charges.

Accountability. The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry -- to justify the raising of public resources and the purposes for which they are used.

Account Number. A system of numbering used to categorize or "group" accounting transactions into common areas, such as salaries, rent, and utilities expense. Account numbers are the numerical equivalent of descriptive terms, eg., the number 50100 represents the account number for regular salaries.

Accounting Procedures. All processes which identify, record, classify and summarize financial information to produce financial records.

Accounting System. The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government

Activity. A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., patrol is an activity within the public safety function).

Ad Valorem Tax. A tax based on value (e.g., a property tax).

Allocation. Most often refers to the division of tax proceeds among local agencies.

Allotment. A part of an appropriation that may be encumbered or expended during a given period.

Appropriated Budget. The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

Appropriation. Amount of money budgeted for a given program. Does not mean it will be fully expended. Appropriations are the means by which legal authority is given to expend public monies.

Assessed Valuation. A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

Basis of Accounting. A term used to refer to *when* revenues, expenditures, expenses, and transfers -- and the related assets and liabilities -- are recognized in the accounts and reported in the financial statements.

Biennial Budget. A budget applicable to a two-year fiscal period.

Bill. A term used to denote a law or statute passed by certain legislative bodies. A bill has greater legal formality and standing than a resolution.

Bond. A City may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

Budget. A plan of financial and program operation which lists appropriations and the means of financing them for a given time period.

Budgetary Control. The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

Capital Improvements. Physical improvements which typically cost over \$5,000 and will have a useful life of a year or more and involve the construction or reconstruction of a physical asset. Examples are street resurfacing, storm drain construction, recreation, facility construction, etc.

Capital Outlay. A budget category which accounts for all furniture and equipment having a unit cost of \$1,000 or more and a useful life of more than one year.

City Charter. Legal authority approved by the voters of the City establishing the Council-Manager form of government.

Continuing Appropriation. An appropriation that, once established, is automatically renewed without further legislative action, period after period, until altered or revoked.

Debt. An obligation resulting from the borrowing of money or purchase of goods and services. Debts of governments include bonds, time warrants and notes.

Debt Service Requirements. The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

Department. An organizational unit comprised of programs and sub-programs. Each department is managed by a single director.

Division. A unit within a Department that contains the necessary administrative services to function as a self-contained program or service.

Eminent Domain. The power of a government to acquire private property for public purposes. It is used frequently to obtain real property that cannot be purchased from owners in a voluntary transaction. When the power of eminent domain is exercised, owners normally are compensated by the government in an amount determined by the courts.

Encumbrances. Financial commitments related to unperformed services or contracts for goods for which part of an appropriation has been reserved.

Endowment. Funds or property that are donated with either a temporary or permanent restriction as to the use of principal.

Enterprise Fund. A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to a private business.

Entitlement. The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

Executive Budget. The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive and the budget office.

Expenditures. Expenditures include current operating expenses which require the current or future use of net current assets, service and capital outlays.

Expenses. Decreases in net total assets. Expenses represent total cost of operations during a period regardless of the timing of related expenditures.

Fiscal Year. A twelve-month period of time used for budgeting, accounting or tax collection purposes which may differ from a calendar year. California municipal entities operate on a July 1 to June 30 fiscal basis.

Fixed Budget. A budget setting forth dollar amounts that are not subject to change based on the volume of goods or services to be provided.

Forfeiture. The automatic loss of cash or other property as a penalty for not complying with legal provisions and as compensation for the resulting damages or losses. This term should not be confused with confiscation. The latter term designates the actual taking over of the forfeited property by the government. Even after property has been forfeited, it cannot be said to be confiscated until the government claims it.

Formal Budgetary Integration. The management control technique through which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

Franchise. A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

Function. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund. An independent fiscal and accounting term used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance. The fund equity of governmental funds and trust funds.

Governmental Fund Types. Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities -- except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources.

Grant. Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

Impact Fees. Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks, sidewalks).

Infrastructure. Facilities on which the continuance and growth of a community depend on such as roads, water lines, sewers, public buildings, parks and so forth.

In-Lieu Tax. Tax levied in place of another tax or taxes. The State of California provides in-lieu motor vehicle fees to local governments to compensate for local personal property, not subject to property tax.

Interfund Transfers. Transfers are classified into residual equity transfers and operating transfers. Residual equity transfers are non-recurring or non-routine transfers of equity between funds. Operating transfers reflect ongoing operating subsidies between funds. An example of operating transfer is when the General Fund would report its annual subsidy to fund capital improvements in the Capital Projects Fund.

Internal Service Fund. A fund used to account for the financing of goods or services provided by one department or agency to the other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Lapse. As applied to appropriations, the automatic termination of an appropriation. Except for indeterminate appropriations, an appropriation is made for a certain period of time. At the end of this period, any unexpended or unencumbered balance thereof lapses, unless otherwise provided by law.

Levy. To impose taxes, special assessments or service charges for the support of governmental activities.

Maintenance and Operations. A budget category which accounts for all the supplies, goods, and services required to support a program or activity.

Measurement Focus. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Modified Accrual Basis. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Mortgage Bonds. Bonds secured by a mortgage against specified properties of a government, usually its public utilities or other enterprises. If primarily payable from enterprise revenues, they also are classed as revenue bonds.

Municipal. In its broadest sense, an adjective denoting the state and all subordinate units of government. In a more restricted sense, an adjective denoting a city or village as opposed to other local governments.

Municipal Corporation. A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents. It usually has a seal and may sue and be sued.

Objectives. Departmental statements describing significant activities to be accomplished during the fiscal year.

Objects of Expense. The individual expenditure accounts used to record each type of expenditure are categorized into groups of similar types of expenditure City operations may incur. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are:

- **Personnel Services.** Salaries and fringe benefits paid to City employees. Includes items such as health/dental insurance, retirement contributions, educational and other benefits.
- **Maintenance and Operations.** Supplies and other materials/services used in the normal operations of City departments. Includes items such as books, chemicals and construction materials, consultant contracts, vehicle use charges, advertising, travel and utilities.
- **Capital Outlay.** A budget category which budgets all equipment having a unit cost of more than \$1,000 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment and other types of fixed assets.

Obligations. Amounts a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Budget. A financial, programmatic, and organization plan, for furthering the goals of the City Council through the City departments, which does not include one-time capital improvement projects.

Ordinance. A formal legislative enactment by the City Council. An Ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State Statute or constitutional provision. An Ordinance has a higher legal standing than a Resolution.

Performance Budget. A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other bases of expenditure classification, such as character and object class, but these are secondary to activity performance.

Personnel. Budget category used to denote salaries and all personnel associated benefits.

Principal. In the context of bonds other than deep-discount debt, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

Program. A division of a department which specifies a particular group of activities.

Proposition 4. Initiative constitutional amendment approved in the November 1979 ballot which imposes limits on allowable appropriations of state and local governments. Article XIII B of the California Constitution. Also commonly known as the Gann Limit.

Proposition 13. Enacted as Article XIII A of the California Constitution. Initiative constitutional amendment approved in the June 1978 ballot which imposes a 1% limit on property taxes, various assessment restrictions and limitations on the levy of new taxes.

Proposition 111 Limit. On June 5, 1990, California voters approved Proposition 111, to amend Article XIII B, of the California Constitution, relating to the Gann Appropriations Limit Initiative.

Proprietary Fund Types. Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal revenue funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds.

Reappropriation. The amount of money budgeted for a project in a prior year, but not spent, or encumbered, and which needs to be appropriated again in the current year.

Reimbursements. Payments remitted on behalf of another party, department, or fund. These amounts are recorded as expenditures, or expenses, in the reimbursing fund, and as reductions of the expenditure, or expense, in the fund that is reimbursed.

Reserve. An account used to earmark a portion of the fund balance as legally segregated, for a specific use.

Resolution. A special order of the City Council, which requires less legal formality than an Ordinance, in terms of public notice, and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance.

Revenues. Amount received for taxes, fees, permits, licenses, interest, use of property, and intergovernmental sources during the fiscal year.

Special Assessment. A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Funds. This fund is separately administered because revenues are restricted by the City Council, the State of California, the Federal Government, or other governmental agencies as to how the City may spend them.

Statute. A written law enacted by a duly organized and constituted legislative body.

Sub-Program. A division of the program unit. Sub-programs are used to further define a program to assist management and citizenry in better assessing the costs of providing an identifiable service.

Subventions. Revenue collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City, from the State of California, include Motor Vehicle In-Lieu, gasoline taxes, and homeowner's property tax exemptions.

Taxes. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

Workplan. A schedule which identifies major action steps, time frames, and person(s) responsible for accomplishment of a department, or division objective.

Acronyms: Below are definitions for various acronyms commonly used in local government.

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| AB: | Assembly Bill |
| ADA: | American Disabilities Act |
| CAD: | Computer Aided Dispatch |
| CATIC: | California Anti Terrorism Information Center |
| CDBG: | Community Development Block Grant |
| CIP: | Capital Improvement Project |
| CAFR: | Comprehensive Annual Financial Report |
| CEQA: | California Environmental Quality Act |
| CERT: | Community Emergency Response Team |
| CMT: | Constant Maturity Treasury |
| CNG: | Compressed Natural Gas |
| CSI: | Crime Scene Investigator |
| CSMFO: | California Society of Municipal Finance Officers |
| CSO: | Community Services Officer |
| DARE: | Drug Awareness Resistance Education |
| DDA: | Disposition and Development Agreement |
| DOJ: | Department of Justice |
| DUI: | Driving under the Influence |
| EMS: | Emergency Medical Services |
| EPMC: | Employer-Paid Member Contribution |
| ERAF: | Educational Revenue Augmentation Fund |
| FCC: | Federal Communications Commission |
| FEMA: | Federal Emergency Management Agency |
| FTO: | Field Training Officer |
| FY: | Fiscal Year |
| GAAP: | General Accepted Accounting Principles |
| GASB: | Governmental Accounting Standards Board |
| GET: | Gang Enforcement |
| GFOA: | Government Finance Officers Association |
| GREAT: | Gang Resistance Education & Training |
| HHW: | Household Hazardous Waste |
| HS: | Health & Safety Code |
| HUD: | Housing & Urban Development |
| HVAC: | Heating/Ventilation & Air-Conditioning |
| ICMA: | International City/County Management Association |
| ICRMA: | Independent Cities Risk Management Authority |
| ISTEA: | Intermodal Surface Transportation Efficiency Act |
| IMS: | Information Management System |

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| IT: | Information Technology |
| JTTF: | Joint Terrorism Task Force |
| LA: | Los Angeles |
| LAIF: | Local Agency Investment Fund |
| LLD: | Landscaping & Lighting District |
| MOU: | Memorandum of Understanding |
| M&O: | Maintenance & Operations |
| MTA: | Metropolitan Transit Authority |
| US&C: | Municipal Treasurers' Association of the United States & Canada |
| MVIL: | Motor Vehicle in-Lieu |
| NPDES: | National Pollutant Discharge Elimination System |
| OCJP: | Office of Criminal Justice Planning |
| OES: | Office of Emergency Services |
| OPA: | Owner Participant Agreement |
| PC: | Penal Code |
| PERS: | Public Employees' Retirement System |
| PIC: | Public Improvement Commission |
| PIO: | Public Information Officer |
| PFA: | Public Financing Authority |
| POST: | Peace Officers Standard Training |
| PSAF: | Public Safety Augmentation Fund |
| PSS: | Police Services Specialist |
| PSU: | Professional Standards Unit |
| PVEA: | Petroleum Violation Escrow Account |
| RDA: | Redevelopment Agency |
| SAPP: | Spousal Abuser Prosecution Program |
| SB: | Senate Bill |
| SCADA: | Supervisory Control and Data Acquisition |
| SIU: | Special Investigations Unit |
| SRO: | School Resource Officers |
| SWAT: | Special Weapons and Tactics |
| TDA: | Transportation Development Act |
| TEW: | Terrorism Early Warning Group |
| TOT: | Transient Occupancy Tax |
| TRAN: | Tax & Revenue Anticipation Note |
| UCR: | Uniform Crime Report |
| UUT: | Utility Users' Tax |
| VC: | Vehicle Code |
| VIP: | Volunteer in Policing |
| VLf: | Vehicle License Fee |
| WIA: | Workforce Investment Act |
| WIC: | Welfare & Institutions Code |