



MEMORANDUM

Department of Financial Services

To: Honorable Mayor and City Council
Through: Tom Williams, City Manager
From: Emma C. Karlen, Director of Financial Services
Subject: **Out of State Travel**
Date: May 3, 2012

In accordance with the City’s Travel and Expense Policy, SOP No. 6-1, travel on official business outside of California must be recommended by the Department Heads and City Manager and considered by the City council during the budget review process. Below is a summary of the out of state travel requests for FY 12-13 that are incorporated in the operating budget.

Department/Division	Employee	Location	Purpose	Cost
Building and Safety	Keyvan Irannejad	Portland, Oregon	International Code Council, 2012 Conference. Continue to gain knowledge, develop effective relationships and obtain a global perspective that is vital to the department.	\$2,200
Finance/Accounting	Jane C. Takahashi	To be determined	The City is one of the Executive Steering Committee members of the Cayenta financial/utility system. Annual committee meeting to discuss future needs of the system and any software changes, address issue and look for solutions from all (other agencies or Cayenta).	\$2,400



2012-2013 Budget & Financial Plan

PROPOSED BUDGET

Successful Housing Projects Assisted by Redevelopment Agency



Devries Place Senior Apartments



Centria



Paragon



Aspen Village

City of Milpitas
CALIFORNIA



2012-2013 Proposed Budget

Jose S. Esteves, Mayor

Pete McHugh, Vice Mayor

Armando Gomez, Councilmember

Althea Polanski, Councilmember

Debbie Giordano, Councilmember

Submitted By:

Thomas C. Williams, City Manager

Prepared By:

Finance Department

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CITY OF MILPITAS

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May 4, 2012

Honorable Mayor and City Council
City of Milpitas
Milpitas, California 95035

Members of the City Council:

It is my pleasure to present to you the Proposed Budget for Fiscal Year 2012-2013 ("FY 12-13"). This budget includes the City's operating and capital improvement budget and the City's water and sewer utility operations.

The development of the FY 12-13 budget began in early January 2012 after ABx1 26 was ruled constitutional by the California Supreme Court which resulted in the dissolution of all the redevelopment agencies throughout the State. The consequences of the State Supreme Court's decision are particularly difficult for the City of Milpitas. In addition to the loss of funding for many major infrastructure and economic development projects, the City also lost approximately \$7 million annually allocated to the General Fund. Since February 2012, a series of budget solutions were presented to the City Council in every regularly scheduled Council meeting, in addition to the Budget Planning meeting on March 8, 2012. The development of the FY 12-13 budget was one of the most fiscally challenged and difficult tasks that the City Council has undertaken. Nevertheless, staff is confident that the Proposed Budget was developed in the most professional and responsive manner to ensure the delivery of quality, timely, and cost effective services to the community.

BUDGET HIGHLIGHT

Aside from the loss of funding from the RDA, there were signs that the local economy has begun to emerge from the most unprecedented and prolonged economic recession in recent history. Sales tax revenue and transient occupancy tax revenue began to pick up. There is also a renewed interest in residential developments from developers and commercial expansions from high-tech companies. Previous year's General Fund structural budget deficit has been reduced from \$12 million to less than \$3 million in FY 11-12. This is due to a combination of revenue improvement when elimination of RDA is not in the equation and significant compensation concessions from employees. In FY 12-13, excluding operating transfers between funds, staff projected that the General Fund revenues will increase about \$5.5 million or 10.7%, compared to the FY 11-12 original revenue projection but will be approximately \$2.8 million or 5.2% above the FY 11-12 revised revenue projection. Despite significant increases in revenue, the General Fund budget shortfall was \$9.2 million, primarily due to the loss of RDA funding. The strategies to close the budget gap will be discussed in the Budget Overview section.

In FY 11-12, staff reorganized the City departments to provide more effective operation. Parks maintenance services was combined with the rest of the Public Works maintenance services and Recreation Services was combined with Human Resources Department. In FY 12-13, staff

recommends deletion of 42.5 authorized positions. These positions have been vacant for several years and funding has been removed in the last few years. The recommendation to delete these positions was reviewed carefully by each department head who determined that funding of these positions will not be a priority in the near future. Consequently, the number of authorized positions has been reduced to 455. There is no fiscal impact as all 42.5 positions have not been funded. To achieve actual cost savings, 73.5 positions or approximately 16% of the remaining 455 authorized permanent positions, will not be funded in FY 12-13. The fiscal impact will be discussed in the Budget Overview section.

The FY 12-13 Operating and Capital Budgets were prioritized to maintain core services ensuring these services are delivered in the most cost effective and beneficial manner to the community and capital improvement projects are prioritized to those that are most necessary. Some significant highlights from the budget are described below:

- Balance the General Fund budget with a combination of attrition, layoff, outsourcing of Public Works maintenance services, restructuring of several non-core programs and borrowing from the General Fund reserve.
- Careful evaluation of infrastructure and programming needs in the Five-year Capital Improvement Program to fund and deliver the Council's highest priority projects. Several important projects are proposed to be funded next year. The Street Pavement project will improve the attractiveness of the residential areas in addition to maintaining traffic and conditions of major roadways. The Ayer Pump Station improvement, sewer system replacement project, and storm drain project to address the storm drain system deficiency are extremely important due to the aging infrastructure of the City. Staff also proposes to use Park fund to renovate the Pinewood Park as well as to provide ADA improvements in various parks in accordance with the Park Master Plan. The proposed funding for these projects amount to \$12.5 million next year.
- Continue to monitor fee adjustments and fee structure to ensure that customer service revenues keep up with costs. The City recently increased facility and park rental fees to offset some of the cost subsidies and continue to provide excellent facilities for rent.
- Continue to work closely with VTA on the BART extension project to extend the BART system from the Warm Springs Station in Fremont, through the Milpitas station to the Berryessa Station in San Jose.
- Work with developers to focus on developing high-density residential and mixed-use housing in the Transit Area, in accordance with the Transit Area Plan.

BUDGET OVERVIEW

The total Proposed Budget for FY 2012-13 is \$105,142,850. This is a 25% decrease from the FY 2011-12 Adopted Budget. Excluding the City's FY 12-13 Capital Improvement Budget, the total operating budget is \$92,657,850, a 26% decrease from last year, primarily due to dissolution of the RDA. The total annual budget includes the City's Water and Sewer Utility enterprise budgets of \$18,373,380 and \$17,880,148 respectively. It also includes the Housing Authority's budget of \$516,000. The total annual budget for capital improvements for FY 12-13 is \$12,485,000. A separate CIP budget document is produced annually that provides a detailed description of each project. The CIP document includes all projects for the budget year as well as profiling anticipated community needs over the subsequent four years. A summary of each project description and funding requirement can be found on pages 103 through 113 of this document.

The General Fund budget is \$61,612,265, a decrease of 6.4% compared to FY 2011-12. Salaries and Benefits show a decrease of 11% or \$6 million from last year due to attrition, layoff, and outsourcing of City services. The anticipated increase of medical insurance premium is 8% in

January 2013. The employer's contribution percentages to the California Public Employee Retirement System ("CalPERS") pension plans for FY 12-13 are 19.769% and 30.175% of payroll for the Miscellaneous Employees group and Public Safety Employees group respectively. It should be noted that as a result of negotiation and employees' concession, various employee groups contributed toward CalPERS for the employer's portion that ranges from 7% to 15.4% of payroll.

The non personnel budget for the General Fund in FY 12-13 increased 18% or \$1.9 million compared to the FY 11-12 Adopted Budget. The increase is due to outsourcing of a portion of the Public Works maintenance services that require increased contractual services budget. In addition, a portion of the City's overhead costs that was previously allocated to the RDA is required to be absorbed by the General Fund.

The City has been challenged with structural budget deficits for at least a decade. The significant projected increase in revenues would have been a welcome change next year. However, due to the dissolution of the RDA, the General Fund is faced with an initial budget gap of approximately of \$9.2 million. The gap was closed using the following cost saving measures and strategies:

- Reduce staff costs by \$1.8 million from attrition and reorganization of services among the departments. Savings came from 13 positions in various departments such as Building, Finance, City Clerk, City Attorney, and Information Services.
- Implement layoff of 54.5 positions in various non Public Safety departments. 37 funded positions will be laid off in the Public Works Department due to previous action by the City Council to outsource Parks Maintenance Services, Trees and Landscape Maintenance Services and Street Maintenance Services. The savings from outsourcing is about \$2.1 million annually. 17.5 positions will be laid off in other non Public Safety departments. The savings from these 17.5 positions amounts to approximately \$1.8 million.
- Reduce cost by \$1.4 million from Public Safety departments. Five vacant positions in the Police Department will not be filled. The savings is approximately \$0.8 million. Fire department's savings of \$0.6 million came from attrition of 1 position, reduction of overtime, and extending the lives of several equipment replacement.
- Restructure several non-core programs that save the General Fund \$700,000. City Council has already taken action to restructure various programs such as Rainbow Theatre, Teen Center and elimination of extended Library hours. In addition, fund raising for the July 4th firework event and a slight increase of the admission charge for the firework show increase revenue by \$65,000.
- City Council took action to reduce the Council's compensation by 10% in FY 12-13 and eliminate medical coverage effective with the election for the next City Council. Total savings from the City Council's salaries and benefits is approximately \$80,000
- Borrow \$1.3 million from the General Fund reserve. In December 2012, all six of the employee groups' contracts will expire. Staff anticipates that further employee concessions from negotiation of these contracts can achieve sufficient savings to repay the General Fund reserve. The City's fiscal policy requires the General Fund to maintain 15% of the budgeted expenditures as reserve. Staff estimates that \$11.1 million will remain after the borrowing. The amount represents about 18% of the FY 12-13 General Fund budgeted expenditures.

ACKNOWLEDGEMENTS

We want to thank the Mayor and City Council for their guidance and integrity in directing the financial affairs of the City in a most responsible and progressive manner. We also extend our appreciation to the Finance Department staff who worked on the budget, along with all the Division/Department Heads and the Budget Liaisons for their hard work, assistance, and cooperation in preparing this Budget.

The overall budget envisions an operating program that carefully considers the general economic climate in conjunction with the many important capital improvement projects and excellent programs the City will be providing to the citizens of Milpitas. The Budget establishes the projected resources to pay for all requested appropriations. The City Council have guided the City of Milpitas to a stable financial position while maintaining its high level of services for all Milpitas citizens, even during difficult economic situations. The City Council's approval of the FY 12-13 Budget continues its commitment to excellence in citizen services and prudent financial management.

Respectfully submitted,



Thomas C. Williams

City Manager

The Five-year General Fund Forecast is included to allow the Council and the community to assess the sustainability of City services in the long term. The projection also identifies the type of commitments and resource demands in the next five years.

Five Year General Fund Forecast (in thousands)

	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
Estimated Revenue					
Property Tax	19,086	20,023	20,828	21,566	22,256
Sales & Use Tax	19,807	20,402	21,014	21,645	22,186
Other Taxes	3,814	3,907	4,002	4,084	4,166
Hotel/Motel Tax	5,742	5,856	5,973	6,092	6,213
License & Permits	4,124	4,269	4,417	4,504	4,594
Charges for Services	4,905	5,050	5,200	5,328	5,441
Other Revenues	1,218	1,236	1,248	1,260	1,273
Operating Transfers	3,774	3,853	3,941	4,020	4,110
Total Estimated Revenues and Other Financing Sources	62,470	64,596	66,623	68,499	70,239
Estimated Expenditures					
Salaries	31,700	32,335	32,981	33,642	34,314
Benefits	17,627	18,112	18,576	19,022	19,484
Supplies & Contractual Services	12,915	13,110	13,462	13,669	14,030
Total Estimated Expenditures	62,242	63,557	65,019	66,333	67,828
Net Operating Deficit	228	1,039	1,604	2,166	2,411

Property tax revenues are expected to increase 8% in FY 13-14, 4.9% in FY 14-15, 4% in FY 15-16, 3.5% in FY 16-17 and 3.2% in FY 17-18. The primary reason for such significant growth in property tax revenue is due to the dissolution of the Redevelopment Agency. The purpose of the dissolution of the RDA is to distribute any remaining tax increment revenues, after satisfying all the RDA obligations, to the taxing entities within the RDA area. The City's share of the distribution is about 19%. Staff estimated that the distribution amount ranges from \$2 million in FY 13-14 to \$3.1 million in FY 17-18. In addition, Proposition 13 allows the annual assessed value to increase by the lesser of 2% or the California consumer price index. Staff estimated that the California consumer price index in the San Francisco/San Jose metropolitan area will increase at 2% in each of the next five years. Staff also projected a modest housing market recovery as well as enrollment of new construction on the tax roll.

Sales tax revenues are projected to increase 3% in FY 13-14 through FY 16-17, and 2.5% in FY 17-18. Staff estimated that the California consumer price index in the San Francisco/San Jose metropolitan area will increase at 2% in each of the next five years. The increase of 3% in FY 13-14 through FY 16-17 reflects a moderate economic recovery. There is renewed interest in residential developments in Milpitas. Staff projected that the number of residents will increase with the addition of new housing units. It is assumed that Milpitas businesses will capture a

portion of the consumers' spending, especially in the retail, auto and restaurant economic segments.

Other Taxes include real estate transfer tax, franchise tax and business license tax. As residential units are being developed and occupied, it is anticipated that the City will collect more real estate transfer tax and franchise tax from utility and cable companies. It is also assumed that utility and cable companies will increase their rates to offset cost increases. The projection is a modest increase of 2.4% in FY 13-14 through FY15-16, and 2% increase in FY 16-17 and FY 17-18.

Hotel tax revenues are projected to increase 3% in FY 13-14, and then 2% in FY 14-15 through FY17-18. Hotel occupancy stabilized in FY 10-11 and showed significant increase in FY 11-12. It is assumed that the hotel operators will increase room price by the average consumer price index which is approximately 2.0% to recover costs.

License and permits consist of building permits and fire permits which are primarily construction related. It is projected that these revenues will continue to increase in the next few years due to renewed interest in residential developments. It is projected that the Transit area will add about 3,000 housing units. Consequently, staff projected a higher growth level at 4.7% in FY 13-14, 3.5% in FY 14-15 and FY 15-16, and 2% in FY 16-17 through FY 17-18.

Charges for Services include charges for private development related services, engineering fees and recreation service charges. It is anticipated that the increases in charges to developers will be similar to the increases for license and permits. The projection for non-development related charges is a 3% increase annually. The combined projection is 0.8% increase in FY 13-14, 3% increase in FY 14-15 and FY 15-16, 2.5% in FY 16-17, and tapering off to 2.1% increase in FY FY 17-18. The reason for the relatively small increase of 0.8% in FY 13-14 is due to reduction in rent payment from the Santa Clara County Library Joint Powers Authority ("JPA") pursuant to a settlement agreement with the JPA.

Operating transfers are mainly reimbursements from other funds for the staff support and administrative overhead provided by the General Fund. These transfers will increase in conjunction with operating expenditure increases. The projected increases range from 1% to 2.3% in the next five years.

Salaries and benefits other than medical insurance and employer's contribution to CalPERS are anticipated to be flat in the FY 13-14 and then a 2% increase in the subsequent 4 years. One of the long term strategies to deal with structural deficit of the General Fund is to consider compensation as a package to balance various components of the cost increase. Given that health insurance premium is projected to increase from 5% to 8% annually and contribution to CalPERS is anticipated to increase 9.3% in FY 13-14 and then 1.5% in each of the subsequent 4 years, compensation to employees in terms of salaries and other benefits will have to remain manageable in the future. It is anticipated that the City will negotiate for concessions in benefits with the employee groups when the contracts expire in December 2012. The projection reflects successful negotiation to manage the benefits costs. Consequently, the benefits costs are projected to increase by 0.1% in FY 13-14, 2.8% in FY 14-15, and 2.4% to 2.6% in the subsequent 3 years.

Services and Supplies costs are anticipated to increase by 2% annually reflecting consumer price increase but also assuming City departments continue to hold the line on this expenditure category.

Debt Service The General Fund does not have any outstanding debt and does not contemplate issuing any General Fund debt in the next five years.

Budget Guidelines

The annual operating budget is the primary short-term financial plan for the City. The operating budget shall serve as the policy document of the City Council for implementing Council goals and objectives. It is used to set forth the City's estimates of resources available to fund services that are consistent with the Council's goals. Since no plan will prove to be an absolutely accurate reflection of future events, management must have sufficient flexibility to make adjustments during the year, provided these adjustments do not materially alter the general intent of the City Council when adopting the budget. These guidelines are intended to provide that flexibility and to establish adequate controls, through budget monitoring and periodic reporting, to ensure that the overall distribution of resources achieves the results contemplated by the City Council.

Annually, the City Council establishes priorities regarding service levels to provide guidance to management in preparing the recommended budget. Through its legislative authority, the Council approves and adopts the budget by resolution.

The City Manager is responsible for proposing to the City Council a balanced budget which is consistent with the Council's service level priorities and sound business practices. Balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures. The City Manager is also responsible for establishing a system for the preparation, execution, and control of the budget which provides reasonable assurances that the intent of Council policies is met.

The Director of Financial Services is responsible for providing periodic budget status reports to the City Manager and the City Council and monthly budget reports to the Department Heads to facilitate control and compliance with the budget.

The Department Heads are responsible for monitoring their respective budgets for compliance with the intent of Council priorities and for insuring that appropriations of the aggregate total of the department are not exceeded.

SUMMARY OF BUDGET GUIDELINES

1. Basis of Budgeting

City budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase, and capital project expenditures are budgeted on a project length basis rather than a fiscal year. For all governmental funds, revenues and expenditures are budgeted on a modified accrual basis. For all proprietary funds, revenues and expenditures are budgeted on an accrual basis.

2. Budget Calendar

A budget preparation calendar will be provided to the Department Heads and to the City Council at the beginning of the budget process each year. The calendar will set forth, at a minimum, dates for the following:

- a. Review of service level priorities by the Finance Subcommittee and the City Council at an annual Planning Session.
- b. Presentation of the City Manager's proposed budget to the City Council, which shall be no later than the second week in June.

3. Form and Content of the City Manager's Proposed Budget

- a. The City Manager's proposed budget, the Preliminary Budget and Financial Plan, shall be presented in a form which is sufficient to allow the City Council to determine and review:

- Provision of City Council priorities as established at the annual Planning Session;
 - Projected revenues by major category;
 - Operating expenditures by department or program, and by fund;
 - Historical Staffing by Division;
 - Service levels;
 - Statements of objectives and accomplishments;
 - Recommendations for policy changes and impact;
 - Capital improvement appropriations by project.
- b. Comparison with the preceding year's actual results and current year's projected results will be provided for each category of revenue and expenditure shown in the budget.
- c. A description of the service levels to be provided under the proposed budget will be included.
- d. A statement of the services reduced or eliminated and the services improved or added, as compared to the current year, will be included.
- e. A schedule showing General Fund Revenue and Expenditure projection for the next five years.

4. Adoption of the Budget

The City Council will adopt the budget by resolution no later than June 30th of the previous fiscal year, setting forth the amount of appropriations and authority of the City Manager to administer the adopted budget. Unless otherwise directed, all the funds that are presented in the operating budget document are subject to appropriation.

5. Budget Authority of the City Manager

The City Manager shall have the authority to amend appropriations within the various departments and projects within a fund, provided that the amount of the amended appropriation is \$20,000 or less. Interfund transfers or transfers of an appropriation amount within a fund which in any single instance exceed \$20,000 require prior approval of the City Council. No expenditures may be made from any undesignated fund balances without an appropriation by the City Council.

The City Manager shall have the authority to reasonably deviate from the budgeted personnel allocation schedule provided that at no time will the number of permanent, full-time employees authorized by the City Council be exceeded.

6. Budget Amendments by the City Council

The City Council may from time to time approve expenditures and identify funding sources not provided for in the adopted budget including those expenditures funded through undesignated fund balances. The Finance Subcommittee shall review any requests for budget amendments prior to submitting to the City Council.

7. Budget Transfers and Modification Procedures

Procedures to implement budget transfers or budget modifications are detailed in Standard Procedure No. 21-1, subject to any changes by the Budget Resolution.

8. Automatic Adjustments and Reappropriations

- a. Outstanding encumbrances at prior fiscal year-end will automatically be carried over to current year's budgets.
- b. Unspent appropriations that are authorized and funded by grant revenues from prior fiscal year will automatically be carried over to current year's budgets.
- c. Incomplete multiple year project balances will automatically be reappropriated.

9. Budget Monitoring and Reporting

- a. General Monthly Reports - The Director of Financial Services will prepare a monthly budget report including actual expenditures and encumbrances for distribution to the City Manager and Department Heads, to facilitate monitoring of the budget.
- b. Periodic Budget Reports - The Director of Financial Services will periodically prepare a budget status report for presentation to the City Council. At the minimum, the report shall include the status of the General Fund revenues and expenditures, Water and Sewer utility fund revenues, and Redevelopment Project fund revenues.

10. Reserves

Various unallocated reserves are desired in each of the City's funds to protect the City in emergencies, economic uncertainties, and to finance unforeseen opportunities and/or requirements. Reserve policies for various funds are described in detail in the document entitled "City of Milpitas Fiscal Policies".

Fiscal Policies

GENERAL FINANCIAL GOALS

1. To maintain a financially viable city that can maintain an adequate level of municipal services.
2. To maintain financial flexibility in order to be able to continually adapt to local and regional economic change.
3. To maintain and enhance the sound fiscal condition of the City.

OPERATING BUDGET POLICIES

4. The City will adopt a balanced budget by June 30th of each year.
5. An annual base operating budget will be developed by accurately and realistically projecting revenues and expenditures for the current and forthcoming fiscal year.
6. During the annual budget development process, the existing base budget will be thoroughly examined to assure cost effectiveness of the services or programs provided.
7. Annual operating budgets will include the cost of operations of new capital projects.
8. The City will avoid balancing the current budget at the expense of future budgets, unless the use of reserves is expressly authorized by the City Council.
9. The City's operating budget will be prepared on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase and capital project expenditures are budgeted on a project length basis.

REVENUE POLICIES

10. The City will try to maintain a diversified and stable revenue system to avoid over-reliance on any one revenue source.
11. Revenue estimates are to be accurate and realistic, sensitive to both local and regional economic conditions.
12. The City will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate.
13. User fees will be reviewed annually for potential adjustments to recover the full cost of services provided, except when the City Council determines that a subsidy is in the public interest.
14. The City will actively pursue federal, state, and other grant opportunities when deemed appropriate. Before accepting any grant, the City will thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
15. One-time revenues will be used for one-time expenditures only, including capital outlay and reserves.

EXPENDITURE POLICIES

16. The City will maintain levels of service, as determined by the City Council, to provide for the public well-being and safety of the residents of the community.
17. Employee benefits and salaries will be maintained at competitive levels.
18. Fixed assets will be maintained and replaced as necessary, minimizing deferred maintenance.
19. The City will develop and use technology and productivity enhancements that are cost effective in reducing or avoiding increased personnel costs.

UTILITY RATES AND FEES

20. Water and sewer utility customer rates and fees will be reviewed and adjusted annually, if necessary.
21. All utility enterprise funds will be operated in a manner similar to private enterprise. As such, the City will set fees and user charges for each utility fund at a level that fully supports the total direct and

indirect cost of the activity, including depreciation of assets, overhead charges, and reserves for unanticipated expenses and capital projects.

CAPITAL BUDGET POLICIES

22. The City will develop an annual Five-year Capital Improvement Program (CIP) which is designed to develop and maintain infrastructure to support existing residences and businesses and future anticipated development.
23. The CIP will identify the estimated full cost of each project which includes administration, design, development and implementation, and operating costs once the projects are completed.
24. The CIP will identify potential funding sources for each proposed capital project, prior to submitting proposed projects to the City Council for approval. When appropriate, the CIP will seek other funding sources such as State and Federal funds, private funds and leverage these funding sources with public money to help meet the highest priority community needs.
25. The funding for the first year of the Five-year CIP will be legally appropriated as a component of the annual operating budget. Funding for future projects identified in the five year CIP has not been secured or legally authorized and is therefore subject to change.
26. Each CIP project will be assigned to a Project Manager whose responsibilities are to monitor all phases of the project to ensure timely completion of the project and compliance with the project budget and all regulations and laws.

DEBT POLICIES

27. The City will limit long-term debt to only those capital improvements or long-term liabilities that cannot be financed from current revenue sources.
28. The City will utilize debt financing for projects which have a useful life that can reasonably be expected to exceed the period of debt service for the project.
29. The City will protect and enhance the City's general credit rating of "AA+".
30. The City may utilize interfund loans rather than outside debt to meet short-term cash flow needs.
31. The City will minimize costs and liabilities to the City when sponsoring debt financing for private sectors.

RESERVE POLICIES

32. The City will periodically review and update reserve guidelines, to ensure that the City has sufficient reserve balances to adequately provide for emergencies, economic uncertainties, unforeseen operating or capital needs, economic development opportunities, and cash flow requirements.
33. The City will maintain unreserved, undesignated fund balance of at least 15% of the annual operating expenditures in the General Fund for emergencies and unforeseen operating or capital needs.
34. The City will maintain in the General Fund a \$5 million Public Employees Retirement Rate Stabilization Reserve. This reserve may be drawn on if the required employer contribution rates exceed previous year's contribution rates by more than 3% of payroll. The City Council must approve utilization of this reserve at the time of the budget hearing. This reserve will be replenished from the unreserved, undesignated fund balance after the 15% requirement of the operating expenditures has been met.
35. The City will maintain a Storm Drain replacement reserve to replace and repair storm drain pump stations. Beginning in FY 2009-2010, the City will endeavor to set-aside \$500,000 annually from the General Fund reserve for this purpose.
36. The City will maintain a retiree medical benefits account established by an irrevocable trust and fund the required contribution annually.
37. Other reserves designated in the General Fund for investment portfolio market gain, and sick leave payable will be calculated and adjusted annually at appropriate levels.
38. The City will maintain working capital in the Water and Sewer utility enterprise funds to provide for future capital projects and unanticipated emergencies, such as water main break repairs, pump station

repairs. The City will attempt to maintain a working capital reserve of approximately 30% of the annual operating and maintenance expenses for Water utility fund and 25% of the annual operating and maintenance expenses for Sewer utility fund.

39. In addition, the City will maintain Infrastructure Replacement funds for both Water and Sewer utilities. The goal is to accumulate at least \$2 million a year from each utility fund to set-aside for replacement of infrastructure as the infrastructure reaches the end of its useful life.
40. The City will maintain at least \$300,000 in the Recycled Water utility fund for the purpose of infrastructure replacement and enhancement.
41. Reserve levels for Debt Service Funds will be established and maintained as prescribed by the bond covenants authorized at the time of debt issuance.
42. A minimum 30% of the estimated annual Gas Tax revenues will be set aside as a reserve in the Street Fund to provide for street repair emergencies and other unanticipated traffic safety projects.
43. The City will maintain a capital reserve in an Equipment Replacement fund, set up as an internal service fund, to enable the timely replacement of vehicles and depreciable equipment as cost. The City will maintain a minimum fund balance of at least 30% of the replacement costs for equipment accounted for in this fund.
44. The City will maintain a capital reserve for technological equipment replacement and will endeavor to set-aside an annual amount of \$250,000 in this fund.
45. The City will maintain unreserved, undesignated fund balance of at least 15% of the annual operating revenues in the Redevelopment Project Fund for unforeseen capital needs and economic development opportunities such as land assemblage and developer assistance.

INVESTMENT POLICIES

46. The Finance Director/City Treasurer will annually render an investment policy for City Council's review and modification as appropriate. The review will take place at a public meeting and the policy shall be adopted by resolution of the City Council.
47. City funds and investment portfolio will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.
48. Reports on the City's investment portfolio and cash position shall be developed by the Finance Director/City Treasurer and reviewed by the City Council quarterly.
49. Generally Accepted Accounting Principles required that differences between the costs of the investment portfolio and the fair value of the securities be recognized as income or losses in a government's annual financial report. These variances shall not be considered as budgetary resources or uses of resources unless the securities are sold before maturity or the values of the investments are permanently impaired.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

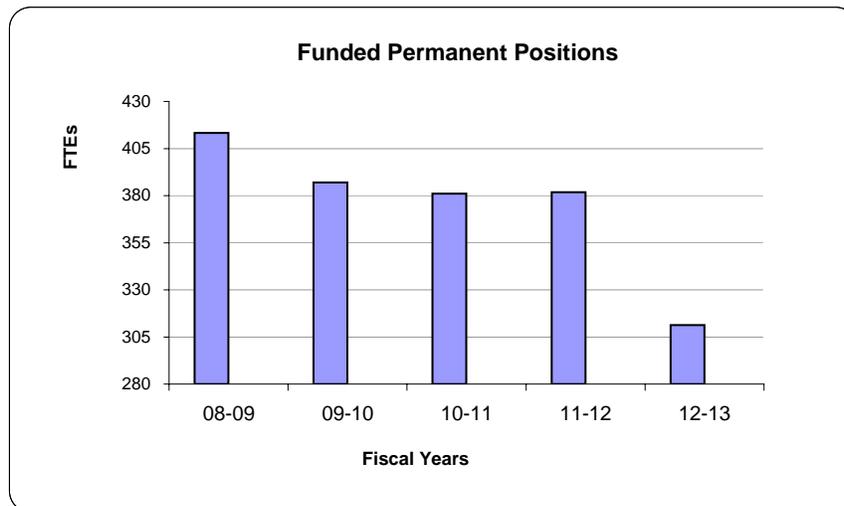
50. The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles as they apply to governmental accounting.
51. An annual audit will be performed by an independent public accounting firm with the subsequent issuance of a Comprehensive Annual Financial Report, within six months of the close of the previous fiscal year.
52. Periodic financial reports and status reports will be submitted to the City Council at the end of each quarter and be made available to the public. The report will provide an analysis of budgeted versus actual revenues and expenditures, on a year-to-date basis.

Authorized Positions by Division

	09 - 10 Approved		10 - 11 Approved		11 - 12 Approved		Change		12 - 13 Proposed	
	Perm	Temp	Perm	Temp	Perm	Temp	Perm	Temp	Perm	Temp
100 City Council	5.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	5.00	0.00
111 City Manager	4.00	0.00	4.00	0.00	4.00	0.00	1.00	0.00	5.00	0.00
114 City Clerk	10.00	0.00	10.00	0.00	10.00	0.00	(4.00)	0.00	6.00	0.00
116 RDA & Economic Dvp	1.00	0.00	1.00	0.00	1.00	0.00	(1.00)	0.00	0.00	0.00
City Manager	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>0.00</u>	<u>(4.00)</u>	<u>0.00</u>	<u>16.00</u>	<u>0.00</u>
530 Building and Safety	28.00	0.00	28.00	0.00	28.00	0.00	0.00	0.00	28.00	0.00
Building and Safety	<u>28.00</u>	<u>0.00</u>	<u>28.00</u>	<u>0.00</u>	<u>28.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28.00</u>	<u>0.00</u>
112 Information Services	20.00	0.00	20.00	0.00	20.00	0.00	(5.00)	0.00	15.00	0.00
Information Systems	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>0.00</u>	<u>(5.00)</u>	<u>0.00</u>	<u>15.00</u>	<u>0.00</u>
115 Human Resources	7.00	0.00	6.00	0.50	6.00	0.50	0.00	0.00	6.00	0.50
450 Recreation Services	28.50	44.00	28.50	39.00	28.50	34.00	(3.00)	(3.50)	25.50	30.50
HR & Recreation	<u>35.50</u>	<u>44.00</u>	<u>34.50</u>	<u>39.50</u>	<u>34.50</u>	<u>34.50</u>	<u>(3.00)</u>	<u>(3.50)</u>	<u>31.50</u>	<u>31.00</u>
120 City Attorney	4.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00	4.00	0.00
City Attorney	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>
300 Finance Administration	12.00	0.00	12.00	0.00	12.00	0.00	(5.00)	0.00	7.00	0.00
310 Finance Operations	21.50	1.00	21.50	0.75	21.50	0.75	(1.00)	0.25	20.50	1.00
Finance	<u>33.50</u>	<u>1.00</u>	<u>33.50</u>	<u>0.75</u>	<u>33.50</u>	<u>0.75</u>	<u>(6.00)</u>	<u>0.25</u>	<u>27.50</u>	<u>1.00</u>
420 Public Works	96.00	4.25	96.00	5.00	96.00	5.00	(9.00)	0.00	87.00	5.00
410 Engineering	41.00	1.00	40.00	0.50	40.00	0.50	(12.0)	0.00	28.00	0.50
Public Works & Engring	<u>137.00</u>	<u>5.25</u>	<u>136.00</u>	<u>5.50</u>	<u>136.00</u>	<u>5.50</u>	<u>(21.0)</u>	<u>0.00</u>	<u>115.00</u>	<u>5.50</u>
510 Planning & Nghbrhd	17.00	0.00	18.00	0.00	18.00	0.00	(1.50)	0.00	16.50	0.00
Planning & Nghbrhd Srves	<u>17.00</u>	<u>0.00</u>	<u>18.00</u>	<u>0.00</u>	<u>18.00</u>	<u>0.00</u>	<u>(1.50)</u>	<u>0.00</u>	<u>16.50</u>	<u>0.00</u>
700 Police Administration	3.00	0.00	3.00	0.00	3.00	0.00	0.00	0.00	3.00	0.00
710 Police Technical Services	30.50	1.75	30.50	1.00	30.50	1.00	(1.00)	0.00	29.50	1.00
720 Police Field Services	73.00	13.00	74.00	13.00	74.00	13.00	0.00	0.00	74.00	13.00
730 Special Operations	17.00	0.00	16.00	0.00	16.00	0.00	(1.00)	0.00	15.00	0.00
Police	<u>123.50</u>	<u>14.75</u>	<u>123.50</u>	<u>14.00</u>	<u>123.50</u>	<u>14.00</u>	<u>(2.00)</u>	<u>0.00</u>	<u>121.50</u>	<u>14.00</u>
800 Fire Administration	3.00	0.00	3.00	0.00	4.00	0.00	0.00	0.50	4.00	0.50
810 Emerg Resp & Prep Div	67.00	0.00	67.00	0.00	66.00	0.00	0.00	0.00	66.00	0.00
820 Prevention Division	10.00	0.00	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00
Fire	<u>80.00</u>	<u>0.00</u>	<u>80.00</u>	<u>0.00</u>	<u>80.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>80.00</u>	<u>0.50</u>
TOTAL	<u>498.50</u>	<u>65.00</u>	<u>497.50</u>	<u>59.75</u>	<u>497.50</u>	<u>54.75</u>	<u>(42.5)</u>	<u>(2.75)</u>	<u>455.00</u>	<u>52.00</u>

Funded Permanent Positions by Department

	08-09		09-10		10-11		11-12		12-13
	Funded	Change	Funded	Change	Funded	Change	Funded	Change	Funded
City Council	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00
City Manager	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00
City Clerk	8.00	(2.00)	6.00	0.00	6.00	0.00	6.00	(3.00)	3.00
RDA & Economic Dvp	1.00	0.00	1.00	0.00	1.00	0.00	1.00	(1.00)	0.00
City Manager	16.00	(2.00)	14.00	0.00	14.00	0.00	14.00	(4.00)	10.00
Building and Safety	18.00	(1.00)	17.00	(0.50)	16.50	0.50	17.00	(3.00)	14.00
Information Services	16.00	(2.00)	14.00	0.00	14.00	0.00	14.00	(3.00)	11.00
HR and Recreation Svcs	44.00	(4.00)	40.00	(1.00)	39.00	(2.75)	36.25	(20.50)	15.75
City Attorney	4.00	0.00	4.00	0.00	4.00	0.00	4.00	(1.00)	3.00
Finance	28.00	(2.50)	25.50	0.00	25.50	0.00	25.50	(4.00)	21.50
Public Works & Engring	94.00	(9.00)	85.00	(1.50)	83.50	0.50	84.00	(26.00)	58.00
Planning & Nghbrhd Srves	12.50	(1.00)	11.50	1.00	12.50	(1.50)	11.00	(1.00)	10.00
Police	112.75	(2.75)	110.00	1.00	111.00	(1.00)	110.00	(6.00)	104.00
Fire	68.00	(2.00)	66.00	(5.00)	61.00	5.00	66.00	(2.00)	64.00
TOTAL	413.25	(26.25)	387.00	(6.00)	381.00	0.75	381.75	(70.50)	311.25





Financial Information Budget Summary

	<u>Grand Total</u>	<u>General Fund (1)</u>	<u>Measure I TOT</u>
ESTIMATED REVENUES			
PROPERTY TAXES	17,659,000	17,659,000	0
TAXES OTHER THAN PROPERTY	30,462,000	28,530,000	1,395,000
LICENSES AND PERMITS	3,938,000	3,938,000	0
FINES AND FORFEITS	635,000	635,000	0
USE OF MONEY AND PROPERTY	991,000	127,000	36,000
INTERGOVERNMENTAL	2,604,000	655,000	0
CHARGES FOR CURRENT SERVICES	37,816,981	4,866,000	0
OTHER REVENUE	12,582,800	159,000	0
sub-total	<u>106,688,781</u>	<u>56,569,000</u>	<u>1,431,000</u>
OTHER FINANCING SOURCES			
(INCREASE) DECREASE IN FUND BALANCE	4,219,669	1,306,332	(913,100)
(INCREASE) DECREASE IN CIP RSRV	(5,765,600)	0	0
OPERATING TRANSFERS IN	7,689,933	3,736,933	0
OPERATING TRANSFERS OUT	(7,689,933)	0	(427,900)
sub-total	<u>(1,545,931)</u>	<u>5,043,265</u>	<u>(1,341,000)</u>
TOTAL	<u>105,142,850</u>	<u>61,612,265</u>	<u>90,000</u>
BUDGETED APPROPRIATIONS			
PERSONNEL SERVICES	54,042,790	49,303,984	45,000
SUPPLIES & CONTRACTUAL SERVICES	37,538,195	12,308,281	45,000
CAPITAL OUTLAY	388,865	0	0
sub-total	<u>91,969,850</u>	<u>61,612,265</u>	<u>90,000</u>
CAPITAL IMPROVEMENTS	12,485,000	0	0
DEBT SERVICE	688,000	0	0
sub-total	<u>13,173,000</u>	<u>0</u>	<u>0</u>
TOTAL	<u>105,142,850</u>	<u>61,612,265</u>	<u>90,000</u>
FUND BALANCE			
FUND BALANCE 7/1/2012	115,573,362	24,580,762	4,500,000
NET CHANGES IN FUND BALANCE	1,545,931	(1,306,332)	913,100
FUND BALANCE 6/30/2013	<u>117,119,293</u>	<u>23,274,430</u>	<u>5,413,100</u>
RESTRICTED	11,011,447	1,000,000	0
ASSIGNED	15,144,100	6,700,000	5,413,100
RESTRICTED FOR CIP	59,145,600	0	0
RESTRICTED FOR PERS	4,432,703	4,432,703	0
RESTRICTED FOR HOUSING	8,900,000	0	0
UNASSIGNED, UNRESTRICTED	18,485,443	11,141,727	0
TOTAL	<u>117,119,293</u>	<u>23,274,430</u>	<u>5,413,100</u>

(1) General Fund includes Abandon Vehicle Abatement Fund.

(2) Other Funds include Public Art Fund, Community Facility District Fund, Gas Tax Fund, Light & Landscape Maintenance District Funds, Housing and Community Development Fund, Law Enforcement Grant Funds, Solid Waste Services Fund, Equipment Replacement Fund, Information Technology Replacement Fund and Permit Automation Fund.

Financial Information Budget Summary

<u>Housing Authority</u>	<u>Other Funds (2)</u>	<u>Capital Projects (3)</u>	<u>Water Fund (4)</u>	<u>Sewer Fund (5)</u>
0	0	0	0	0
0	537,000	0	0	0
0	0	0	0	0
0	0	0	0	0
364,000	122,000	139,000	99,000	104,000
0	1,572,000	347,000	30,000	0
67,000	1,994,981	0	18,739,000	12,150,000
85,000	691,800	10,150,000	657,000	840,000
<u>516,000</u>	<u>4,917,781</u>	<u>10,636,000</u>	<u>19,525,000</u>	<u>13,094,000</u>
0	282,273	(2,015,000)	1,070,457	4,488,707
0	0	(4,405,600)	(516,000)	(844,000)
0	0	1,453,000	0	2,500,000
0	(1,697,397)	(2,500,000)	(1,706,077)	(1,358,559)
<u>0</u>	<u>(1,415,124)</u>	<u>(7,467,600)</u>	<u>(1,151,620)</u>	<u>4,786,148</u>
<u>516,000</u>	<u>3,502,657</u>	<u>3,168,400</u>	<u>18,373,380</u>	<u>17,880,148</u>
147,162	842,367	0	2,193,643	1,510,634
368,838	2,478,278	8,400	13,231,310	9,098,088
0	182,012	0	173,427	33,426
<u>516,000</u>	<u>3,502,657</u>	<u>8,400</u>	<u>15,598,380</u>	<u>10,642,148</u>
0	0	3,160,000	2,775,000	6,550,000
0	0	0	0	688,000
<u>0</u>	<u>0</u>	<u>3,160,000</u>	<u>2,775,000</u>	<u>7,238,000</u>
<u>516,000</u>	<u>3,502,657</u>	<u>3,168,400</u>	<u>18,373,380</u>	<u>17,880,148</u>
8,900,000	19,622,600	15,270,000	15,900,000	26,800,000
0	(282,273)	6,420,600	(554,457)	(3,644,707)
<u>8,900,000</u>	<u>19,340,327</u>	<u>21,690,600</u>	<u>15,345,543</u>	<u>23,155,293</u>
0	10,011,447	0	0	0
0	291,000	2,740,000	0	0
0	0	31,085,600	11,416,000	16,644,000
0	0	0	0	0
8,900,000	0	0	0	0
0	9,037,880	(12,135,000)	3,929,543	6,511,293
<u>8,900,000</u>	<u>19,340,327</u>	<u>21,690,600</u>	<u>15,345,543</u>	<u>23,155,293</u>

(3) Capital Projects include Street Improvement Fund, Park Improvement Funds, General Government Capital Improvement Fund, Storm Drain Capital Improvement Fund and Transit Area Impact Fee Fund.

(4) Water Fund includes Water Fund, Water Fund CIP, Water Line Extension Fund and Water Infrastructure Replacement Fund.

(5) Sewer Fund includes Sewer Fund, Sewer Fund CIP, Treatment Plant Construction Fund, Sewer 2006 COPs fund and Sewer Infrastructure Replacement Fund.

Financial Information Revenues by Fund (Summary)

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
100 General Fund	62,878,531	88,380,478	63,749,925	60,265,933
102 Measure I TOT	808,123	634,038	(713,000)	1,003,100
105 Abandon Veh Abatement	56,580	41,084	45,000	40,000
211 H-Hetch Ground Lease	34,360	64,279	37,289	38,075
212 Public Art Fund-Restricted	518,703	114,642	(961,000)	6,000
213 Public Art Fund-Nonrestricted	3,730	2,251	2,000	1,000
221 Gas Tax Fund	(30,322)	1,582,240	415,000	(278,000)
235 95-1 Lighting/Lscape Dist	279,951	277,244	80,600	278,000
236 98-1 Lighting/Lscape Dist	36,411	36,071	35,800	35,800
237 05 Community Fclty Dist	253,066	265,157	301,000	381,000
250 HCD Fund	497,706	432,148	658,938	391,000
251 HCD Loan	3,149	2,979	0	0
261 Supplemental Law Enforcement	119,069	76,043	1,000	1,000
262 State Asset Seizure	14,714	8,258	1,000	1,000
263 Federal Asset Seizure	3,245	1,982	2,000	1,000
267 Justice Assistance Grant	15,787	22,889	0	0
268 Justice Assistance Grant 2009	67,791	6,421	0	0
280 Solid Waste Services	581,930	673,816	524,953	621,528
290 Housing Reserve Fund	8,580,595	(3,815,267)	9,474,849	0
295 Housing Authority	0	0	0	516,000
310 Street Fund	(2,202,432)	(1,249,573)	(536,800)	(18,000)
311 Street CIP	4,582,825	5,515,334	4,131,651	1,860,000
312 Traffic Impact Fee	3,208,483	(1,171,768)	79,000	220,000
313 Traffic Congestion Relief	656,642	(1,081,673)	(736,000)	0
320 Park Improvement Fund	(1,574,514)	(2,589,873)	(608,000)	3,274,000
321 Park Improvement CIP	2,198,299	2,689,930	750,000	750,000
322 Midtown Park Fund	49,434	2,753,383	35,000	1,028,000
330 General Government	4,016	11,409	11,000	5,000
331 General Government CIP	50,000	0	260,000	0
332 Technology COP	(118)	0	0	0
340 Storm Drain Development	142,750	(37,507)	(176,000)	(95,000)
341 Storm Drain CIP	175,000	85,000	500,000	550,000
350 Transit Area Impact Fee Fund	(5,636,455)	(2,549,174)	8,000	2,015,000
351 Transit Area Impact Fee CIP Fund	1,641,000	2,550,000	0	0
390 RDA Project Fund	25,840,140	(28,003,788)	17,169,202	0
391 Redevelopment CIP	9,663,157	(589,001)	6,259,000	0
392 97 RDA TABs	(1,087,963)	(446,521)	(204,000)	0
395 2003 RDA TABs	(6,640,180)	(11,098,149)	(3,196,000)	0
400 Water M & O Fund	11,931,002	13,602,951	14,308,058	14,527,923
401 Water CIP	5,300,000	1,215,000	2,075,000	2,775,000
402 Water Line Extension Fund	(1,606,668)	(2,593)	168,000	516,000
405 Water Infrastructure Replmnt	(1,094,115)	(2,356)	0	0
450 Sewer M & O Fund	19,387,698	10,037,447	9,316,791	6,841,441
451 Sewer CIP	1,155,026	400,580	1,550,000	6,550,000
452 Treatment Plant Construction	1,443,089	218,669	453,000	822,000
453 Sewer 2006 COPS	38	(1,667)	0	0

Financial Information Revenues by Fund (Summary)

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Proposed 2012-13</u>
455 Sewer Infrastructure Replmnt	(900,190)	(246,153)	53,000	22,000
500 Equipment Mgmt Fund	2,855,716	2,542,345	2,222,820	1,641,981
505 Information Tec Replmt	355,452	23,099	105,000	1,000
506 Permit Automation Fund	1,525	64,928	0	100,000
TOTAL	<u>144,621,778</u>	<u>81,447,032</u>	<u>127,653,076</u>	<u>106,688,781</u>

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
GENERAL FUND (100)				
PROPERTY TAXES				
3010 Property Taxes, Current	16,845,694	16,540,772	16,463,000	17,452,000
3030 Property Taxes, Supplement	300,387	110,864	142,000	207,000
sub-total	17,146,081	16,651,636	16,605,000	17,659,000
TAXES OTHER THAN PROPERTY				
3110 Sales and Use Tax	15,267,613	16,994,002	16,860,000	19,230,000
3120 Real Estate Transfer Tax	277,384	250,691	286,000	281,000
3131 Electric Franchise	1,067,374	1,149,409	1,108,000	1,173,000
3132 Gas Franchise	148,112	152,127	198,000	155,000
3133 Garbage Franchise-Commercial	944,959	906,412	950,000	900,000
3134 Garbage Franchise-NonCommercial	423,919	445,791	434,000	434,000
3137 Nitrogen Gas Franchise	41,720	46,485	43,000	43,000
3138 CATV Franchise	367,428	382,309	374,000	416,000
3140 Business License Tax	389,025	311,451	290,000	323,000
3150 Hotel/Motel Tax	4,234,489	4,896,058	4,812,000	5,575,000
sub-total	23,162,022	25,534,735	25,355,000	28,530,000
LICENSES AND PERMITS				
3210 Building Permits	1,903,070	2,557,237	2,537,000	3,029,000
3220 Fire Permits	642,278	629,992	620,000	614,000
3240 Life Safety Annual Permits	252,302	254,241	259,000	260,000
3250 Fire Inspections	3,003	44,187	27,000	35,000
sub-total	2,800,653	3,485,657	3,443,000	3,938,000
FINES AND FORFEITS				
3301 Vehicle Code Fines	311,815	292,500	308,000	268,000
3302 Other Court Fines	209,255	355,973	262,000	242,000
3305 Booking Fees	12,558	4,022	5,000	2,000
3306 NBO Violation Fees	2,426	3,700	4,000	3,000
3307 Impound Fees	91,636	118,607	84,000	92,000
3308 Animal Violations	15,950	9,660	10,000	9,000
3309 False Alarm Fee	36,700	38,900	39,000	19,000
sub-total	680,340	823,362	712,000	635,000
USE OF MONEY AND PROPERTY				
3431 Pooled Investment-Interest	(48,993)	79,883	0	0
3433 Other Interest Income	(83,116)	(192,483)	20,000	13,000
3434 Pooled Interest Allocation	533,466	354,199	269,000	114,000
3435 Gain on Sale of Investments	60,254	0	0	0
sub-total	461,611	241,599	289,000	127,000
INTERGOVERNMENTAL				
3511 Motor Vehicle In Lieu Tax	208,686	323,360	172,000	0
3521 Homeowners Property Tax Relief	128,092	129,318	128,000	128,000
3532 Off-Highway Tax	1,048	0	0	0
3556 Federal Contributions-Recreation	16,717	19,319	15,000	5,000
3557 Federal Contributions-Police	31,842	30,882	0	0
3558 Federal Contributions-Fire	80,672	153,039	0	0
3562 POST Grant	11,191	6,333	12,000	6,000
3567 State Contributions-Police	0	21,258	0	0

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
3568 State Contributions-Fire	37,776	7,468	0	0
3569 TDA Grant	0	12,653	0	0
3575 County Cont-Public Works	0	353,964	370,000	370,000
3576 County Contributions-Recreation	71,921	83,969	81,000	86,000
3581 Other Restricted Grants-General Gov't	0	9,552	8,000	0
3582 SB90 Grant	39,174	48,285	15,000	20,000
3585 Other Res Grant-Public Works	0	37,500	0	0
3591 Misc Unrestricted Intergovernmental	1,000	0	0	0
sub-total	628,120	1,236,900	801,000	615,000
CHARGES FOR CURRENT SERVICES				
3601 General Government Service Charges	176,731	134,525	111,000	155,000
3602 Sales of Maps and Documents-Gen Gov't	283	297	0	0
3603 Rents, Leases and Concessions-Gen Gov't	287,507	369,988	253,000	291,000
3604 B L Processing Fee	28,452	146,936	145,000	85,000
3608 PJ Legal Overhead Charge	20,984	17,201	16,000	8,000
3609 PJ Legal Reimbursement	16,041	7,475	7,000	4,000
3611 PJ Overhead Charges-PW/E	331,969	301,289	370,000	480,000
3612 PJ Labor Reimbursement-PW/E	147,435	124,576	160,000	180,000
3613 PJ Vendor Reimbursement-PW/E	534	1,342	2,000	20,000
3615 Public Works and Engr Fees	0	659	0	0
3616 Engineering Plan Check Fee	13,205	7,866	10,000	10,000
3617 Planning Fees	4,709	760	1,000	1,000
3618 Sales of Maps and Doc-PW/Engr	1,406	1,547	1,000	1,000
3619 Rent,Lease & Concession-PW/Eng	28,000	28,000	25,000	25,000
3631 Paramedic Service	1,781	6,167	2,000	5,000
3632 Firewatch Services	787	2,980	1,000	3,000
3633 Fire Cost Recovery	15,773	5,054	0	0
3634 Unwanted Alarms-Fire	12,900	60,600	13,000	10,000
3637 Fire Service Charges	203,999	207,068	200,000	216,000
3638 Sale of Maps & Documents-Fire	0	15	0	0
3639 Fire Electroinc Archieve Charge	9,189	7,236	8,000	8,000
3641 Police Service Charges	404,205	404,195	430,000	627,000
3643 Fingerprints	852	1,409	2,000	2,000
3644 Sales of Maps & Documents-Police	13,214	11,575	12,000	12,000
3645 Police Cost Recovery	1,602	1,202	2,000	0
3646 Rents, Leases & Concessions-Police	4,200	18,000	4,000	7,000
3647 DUI-Police Cost Recovery	5,290	16,556	6,000	9,000
3651 Rents, Leases & Concessions-Recreation	130,475	146,582	135,000	145,000
3652 Recreation Fees	1,494,745	1,487,638	1,425,953	1,809,000
3653 Senior Nutrition Fees	14,486	24,158	20,000	24,000
3654 Sales of Maps & Documents-Recreation	0	0	0	0
3655 Sales of Merchandise Recreation	2,053	3,260	2,000	0
3661 Sales of Maps & Documents-Building	124	0	0	0
3662 Records Retention Fee	28,383	36,950	30,000	30,000
3663 Building Service Charges	1,082	2,313	1,000	0
3665 PJ Overhead Charges-Building	55,425	137,126	103,000	120,000
3666 PJ Labor Reimbursement-Building	25,148	62,117	47,000	45,000
3667 Building State Mandated Standard Fee	4,224	5,639	4,000	5,000
3672 Public Works Cost Recovery	50,086	98,793	10,000	10,000
3681 PJ Overhead Charge-Planning	91,938	94,811	90,000	320,000

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
3682 PJ Labor Reimbursement-Planning	42,545	42,154	40,000	120,000
3683 PJ Vendor Reimbursement-Planning	15,301	(26,352)	13,000	22,000
3685 Housing & Neighborhood Services	9,004	14,310	18,000	14,000
3687 Animal Control Services Fee	0	0	0	28,000
3691 Fire GIS Mapping	7	286	0	0
3692 Fire Automation Fee	8,166	13,291	17,000	15,000
sub-total	<u>3,704,240</u>	<u>4,027,594</u>	<u>3,736,953</u>	<u>4,866,000</u>
OTHER REVENUE				
3710 Development	22,700	29,350	20,000	30,000
3730 Recycling	3,642	1,443	1,000	0
3740 Reimbursements	4,400,000	2,000,024	0	0
3750 Donations	2,500	5,651	6,114	50,000
3770 Sale of Property, Plant and Equipment	4,679	5,423	3,000	3,000
3790 Miscellaneous Other Revenue	83,834	82,649	65,000	76,000
sub-total	<u>4,517,355</u>	<u>2,124,541</u>	<u>95,114</u>	<u>159,000</u>
OPERATING TRANSFERS IN				
3806 Op Trfs in from Solid Waste Service	171,542	134,180	127,512	242,472
3807 Op Trfs in from Solid Waste Reduction	96,476	126,017	112,535	0
3808 Op Trfs in from Housing Reserves	1,083,675	1,065,811	1,032,754	0
3811 Op Trfs in from RDA	4,679,032	4,630,655	8,148,195	0
3812 Op Trfs in from Water M&O	1,848,085	1,788,178	1,703,840	1,706,077
3814 Op Trfs in from Recycled	119,701	131,010	151,102	0
3815 Op Trfs in from Sewer M&O	1,509,340	1,470,992	1,434,209	1,358,559
3819 Op Trfs in from Other	2,800	2,715	2,711	1,925
3822 Op Trfs in from General Gov't Fund	11,871	0	0	0
3823 Op Trfs in Storm Drain Fund	8,368	0	0	0
3826 Op Trfs in from Measure I TOT Fund	0	0	0	427,900
3838 Appn Transfers in from Housing	0	15,773,898	0	0
3841 Appn Transfers in from Redevel	5,000	1,792,200	0	0
3899 Op Trfs in from Subsidiary CIP Fund	350,000	350,000	0	0
sub-total	<u>9,885,890</u>	<u>27,265,656</u>	<u>12,712,858</u>	<u>3,736,933</u>
OPERATING TRANSFERS OUT				
3917 Op Trfs Out To the Equipment Fund	(100,000)	0	0	0
3981 Contributions-Proprietary Fund	0	6,988,800	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(7,782)	0	0	0
sub-total	<u>(107,782)</u>	<u>6,988,800</u>	<u>0</u>	<u>0</u>
TOTAL (100)	<u><u>62,878,531</u></u>	<u><u>88,380,478</u></u>	<u><u>63,749,925</u></u>	<u><u>60,265,933</u></u>
MEASURE I TOT (102)				
3150 Hotel/Motel Tax	1,062,844	1,228,124	1,203,000	1,395,000
3431 Pooled Investment-Interest	(19,599)	451	0	0
3434 Pooled Interest Allocation	114,878	105,463	84,000	36,000
3819 Op Trfs in from Other	0	150,000	0	0
3901 Op Trfs Out To the General Fund	(350,000)	0	0	(427,900)
3909 Op Trfs Out To the Street Improvement Fund	0	0	(500,000)	0
3911 Op Trfs Out To the RDA Project Fund	0	0	(1,500,000)	0
3956 Appn Trfs Out to Library Fund	0	(500,000)	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	0	(350,000)	0	0
TOTAL (102)	<u><u>808,123</u></u>	<u><u>634,038</u></u>	<u><u>(713,000)</u></u>	<u><u>1,003,100</u></u>

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
ABANDON VEH ABATEMENT (105)				
3577 County Contributions-Police	48,798	41,084	45,000	40,000
3899 Op Trfs in from Subsidiary CIP Fund	7,782	0	0	0
TOTAL (105)	56,580	41,084	45,000	40,000
H-HETCH GROUND LEASE (211)				
3431 Pooled Investment-Interest	10,674	39,941	40,000	40,000
3433 Other Interest Income	26,119	26,981	0	0
3434 Pooled Interest Allocation	367	71	0	0
3901 Op Trfs Out To the General Fund	(2,800)	(2,715)	(2,711)	(1,925)
TOTAL (211)	34,360	64,279	37,289	38,075
PUBLIC ART FUND-RESTRICTED (212)				
3431 Pooled Investment-Interest	1,987	(893)	0	0
3433 Other Interest Income	0	(9,460)	0	0
3434 Pooled Interest Allocation	24,254	17,883	14,000	6,000
3602 Sales of Maps and Documents-Gen Gov't	183	0	0	0
3811 Op Trfs in from RDA	492,280	107,112	25,000	0
3911 Op Trfs Out To the RDA Project Fund	0	0	(1,000,000)	0
TOTAL (212)	518,703	114,642	(961,000)	6,000
PUBLIC ART FUND-NONRESTRICTED (213)				
3431 Pooled Investment-Interest	(531)	(292)	0	0
3434 Pooled Interest Allocation	4,261	2,543	2,000	1,000
TOTAL (213)	3,730	2,251	2,000	1,000
GAS TAX FUND (221)				
3431 Pooled Investment-Interest	(601)	848	0	0
3434 Pooled Interest Allocation	6,914	9,988	3,000	13,000
3543 Sec 2103-Gas Tax	0	572,138	0	0
3545 Sec 2105-Gas Tax	386,490	334,027	386,000	386,000
3546 Sec 2106-Gas Tax	254,263	219,825	254,000	254,000
3547 Sec 2107-Gas Tax	515,112	445,414	515,000	515,000
3548 Sec 2107.5-Gas Tax	7,500	0	7,000	7,000
3909 Op Trfs Out To the Street Improvement Fund	(1,200,000)	0	(750,000)	(1,453,000)
TOTAL (221)	(30,322)	1,582,240	415,000	(278,000)
95-1 LIGHTING/LSCAPE DIST (235)				
3431 Pooled Investment-Interest	(228)	(331)	0	0
3433 Other Interest Income	748	351	0	0
3434 Pooled Interest Allocation	7,419	5,213	4,000	2,000
3720 Special Assessments	272,012	272,012	276,600	276,000
3922 Op Trfs Out To the General Government Fund	0	0	(200,000)	0
TOTAL (235)	279,951	277,244	80,600	278,000
98-1 LIGHTING/LSCAPE DIST (236)				
3431 Pooled Investment-Interest	(11)	(40)	0	0
3433 Other Interest Income	98	46	0	0
3434 Pooled Interest Allocation	837	577	0	0
3720 Special Assessments	35,488	35,488	35,800	35,800
TOTAL (236)	36,411	36,071	35,800	35,800

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
05 COMMUNITY FCLTY DIST (237)				
3431 Pooled Investment-Interest	89	244	0	0
3433 Other Interest Income	0	350	0	0
3434 Pooled Interest Allocation	483	1,516	1,000	1,000
3720 Special Assessments	272,494	299,995	300,000	380,000
3911 Op Trfs Out To the RDA Project Fund	(20,000)	(36,947)	0	0
TOTAL (237)	253,066	265,157	301,000	381,000
HCD FUND (250)				
3555 Federal Contri-Public Works	480,989	412,829	638,938	391,000
3556 Federal Contributions-Recreation	16,717	19,319	20,000	0
TOTAL (250)	497,706	432,148	658,938	391,000
HCD LOAN (251)				
3433 Other Interest Income	3,149	2,979	0	0
TOTAL (251)	3,149	2,979	0	0
SUPPLEMENTAL LAW ENFORCEMENT (261)				
3431 Pooled Investment-Interest	4	(274)	0	0
3434 Pooled Interest Allocation	2,490	1,028	1,000	1,000
3567 State Contributions-Police	116,576	75,289	0	0
TOTAL (261)	119,069	76,043	1,000	1,000
STATE ASSET SEIZURE (262)				
3431 Pooled Investment-Interest	(200)	(93)	0	0
3434 Pooled Interest Allocation	2,190	1,561	1,000	1,000
3567 State Contributions-Police	12,725	6,790	0	0
TOTAL (262)	14,714	8,258	1,000	1,000
FEDERAL ASSET SEIZURE (263)				
3431 Pooled Investment-Interest	(452)	(248)	0	0
3434 Pooled Interest Allocation	3,697	2,230	2,000	1,000
TOTAL (263)	3,245	1,982	2,000	1,000
JUSTICE ASSISTANCE GRANT (267)				
3431 Pooled Investment-Interest	(3)	(24)	0	0
3434 Pooled Interest Allocation	179	53	0	0
3557 Federal Contributions-Police	15,611	22,861	0	0
TOTAL (267)	15,787	22,889	0	0
JUSTICE ASSISTANCE GRANT 2009 (268)				
3431 Pooled Investment-Interest	200	(183)	0	0
3434 Pooled Interest Allocation	984	74	0	0
3557 Federal Contributions-Police	66,607	6,530	0	0
TOTAL (268)	67,791	6,421	0	0
SOLID WASTE SERVICES (280)				
3135 Solid Waste-Community Relations	154,220	155,460	151,000	153,000
3136 Solid Waste-HHW-Contract & Public	255,005	255,706	248,000	257,000
3139 County-wide AB 939 Fee	107,549	140,816	100,000	127,000
3431 Pooled Investment-Interest	(3,070)	(1,772)	0	0
3434 Pooled Interest Allocation	30,369	19,493	16,000	8,000
3565 State Contri-Public Works	8,616	0	0	19,000

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
3615 Public Works and Engr Fees	109,720	110,784	110,000	110,000
3671 Public Works Service Charges	182,218	250,477	200,000	190,000
3790 Miscellaneous Other Revenue	5,323	3,050	0	0
3901 Op Trfs Out To the General Fund	(268,018)	(260,197)	(240,047)	(242,472)
3922 Op Trfs Out To the General Government Fund	0	0	(60,000)	0
TOTAL (280)	581,930	673,816	524,953	621,528
HOUSING RESERVE FUND (290)				
3431 Pooled Investment-Interest	(74,619)	(20,595)	0	0
3433 Other Interest Income	109,955	173,740	51,000	0
3434 Pooled Interest Allocation	298,569	177,580	165,000	0
3603 Rents, Leases and Concessions-Gen Gov't	29,910	46,848	0	0
3740 Reimbursements	236,892	940,606	0	0
3760 Developer Contribution	1,275,000	425,000	0	0
3790 Miscellaneous Other Revenue	45	270	0	0
3811 Op Trfs in from RDA	8,175,650	11,668,669	10,679,000	0
3901 Op Trfs Out To the General Fund	(1,083,675)	(1,065,811)	(1,032,754)	0
3911 Op Trfs Out To the RDA Project Fund	0	(387,677)	(387,397)	0
3931 Appn Transfers out to General	0	(15,773,898)	0	0
3941 Appn Transfers out to RDA	(387,131)	0	0	0
TOTAL (290)	8,580,595	(3,815,267)	9,474,849	0
HOUSING AUTHORITY (295)				
3433 Other Interest Income	0	0	0	364,000
3603 Rents, Leases and Concessions-Gen Gov't	0	0	0	67,000
3740 Reimbursements	0	0	0	85,000
TOTAL (295)	0	0	0	516,000
STREET FUND (310)				
3431 Pooled Investment-Interest	(22,941)	(11,078)	0	0
3433 Other Interest Income	(48,148)	(86,857)	0	0
3434 Pooled Interest Allocation	183,277	115,944	83,000	42,000
3555 Federal Contri-Public Works	0	8,323	0	0
3790 Miscellaneous Other Revenue	0	1,500	0	0
3802 Op Trfs in from Gas Tax Fund	1,200,000	0	0	0
3811 Op Trfs in from RDA	1,511	244,439	0	0
3822 Op Trfs in from General Gov't Fund	3,097	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	1,093,661	0	0
3911 Op Trfs Out To the RDA Project Fund	(133,852)	(318,886)	0	0
3914 Op Trfs Out To the Recycled Water Fund	0	(620)	0	0
3941 Appn Transfers out to RDA	(75,000)	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(3,310,377)	(2,296,000)	(619,800)	(60,000)
TOTAL (310)	(2,202,432)	(1,249,573)	(536,800)	(18,000)
STREET CIP (311)				
3511 Motor Vehicle In Lieu Tax	0	0	0	347,000
3555 Federal Contri-Public Works	952,654	754,359	501,000	0
3565 State Contri-Public Works	19,794	695,847	60,924	0
3575 County Cont-Public Works	0	0	712,000	0
3585 Other Res Grant-Public Works	0	0	45,727	0
3760 Developer Contribution	0	0	142,200	0
3802 Op Trfs in from Gas Tax Fund	0	0	750,000	1,453,000

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
3811 Op Trfs in from RDA	0	0	50,000	0
3826 Op Trfs in from Measure I TOT Fund	0	0	500,000	0
3841 Appn Transfers in from Redevel	300,000	0	0	0
3856 Appn Trfs in from Library Fund	0	500,000	0	0
3899 Op Trfs in from Subsidiary CIP Fund	3,310,377	4,082,877	1,369,800	60,000
3999 Op Trfs Out To the Subsidiary CIP Fund	0	(517,748)	0	0
TOTAL (311)	4,582,825	5,515,334	4,131,651	1,860,000
TRAFFIC IMPACT FEE (312)				
3431 Pooled Investment-Interest	127	4,268	0	0
3434 Pooled Interest Allocation	50,151	64,091	59,000	20,000
3710 Development	3,158,205	138,499	20,000	200,000
3941 Appn Transfers out to RDA	0	(104,397)	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	0	(1,274,229)	0	0
TOTAL (312)	3,208,483	(1,171,768)	79,000	220,000
TRAFFIC CONGESTION RELIEF (313)				
3431 Pooled Investment-Interest	1,687	(839)	0	0
3434 Pooled Interest Allocation	12,709	7,726	14,000	0
3565 State Contri-Public Works	642,246	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	0	(1,088,561)	(750,000)	0
TOTAL (313)	656,642	(1,081,673)	(736,000)	0
PARK IMPROVEMENT FUND (320)				
3431 Pooled Investment-Interest	(20,618)	(16,152)	0	0
3433 Other Interest Income	(41,671)	(58,028)	0	0
3434 Pooled Interest Allocation	155,422	68,356	57,000	24,000
3585 Other Res Grant-Public Works	0	33,951	0	0
3710 Development	0	0	0	4,000,000
3911 Op Trfs Out To the RDA Project Fund	(22,648)	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(1,645,000)	(2,618,000)	(665,000)	(750,000)
TOTAL (320)	(1,574,514)	(2,589,873)	(608,000)	3,274,000
PARK IMPROVEMENT CIP (321)				
3555 Federal Contri-Public Works	90,000	10,000	0	0
3575 County Cont-Public Works	0	2,430	0	0
3576 County Contributions-Recreation	463,299	59,500	85,000	0
3899 Op Trfs in from Subsidiary CIP Fund	1,645,000	2,618,000	665,000	750,000
TOTAL (321)	2,198,299	2,689,930	750,000	750,000
MIDTOWN PARK FUND (322)				
3431 Pooled Investment-Interest	(6,825)	1,414	0	0
3434 Pooled Interest Allocation	56,259	56,939	35,000	28,000
3710 Development	0	2,695,030	0	1,000,000
TOTAL (322)	49,434	2,753,383	35,000	1,028,000
GENERAL GOVERNMENT (330)				
3431 Pooled Investment-Interest	(1,533)	(1,905)	0	0
3434 Pooled Interest Allocation	24,160	13,314	11,000	5,000
3899 Op Trfs in from Subsidiary CIP Fund	118	0	0	0
3901 Op Trfs Out To the General Fund	(11,871)	0	0	0

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
3909 Op Trfs Out To the Street Improvement Fund	(3,097)	0	0	0
3911 Op Trfs Out To the RDA Project Fund	(2,237)	0	0	0
3919 Op Trfs Out To Other Miscellaneous Funds	(1,525)	0	0	0
TOTAL (330)	4,016	11,409	11,000	5,000
GENERAL GOVERNMENT CIP (331)				
3760 Developer Contribution	50,000	0	0	0
3806 Op Trfs in from Solid Waste Service	0	0	60,000	0
3827 Op Trfs in from LLMD Fund	0	0	200,000	0
TOTAL (331)	50,000	0	260,000	0
TECHNOLOGY COP (332)				
3999 Op Trfs Out To the Subsidiary CIP Fund	(118)	0	0	0
TOTAL (332)	(118)	0	0	0
STORM DRAIN DEVELOPMENT (340)				
3431 Pooled Investment-Interest	(2,069)	(1,347)	0	0
3434 Pooled Interest Allocation	21,998	13,840	12,000	5,000
3710 Development	256,189	0	100,000	300,000
3811 Op Trfs in from RDA	150,000	0	0	0
3901 Op Trfs Out To the General Fund	(8,368)	0	0	0
3911 Op Trfs Out To the RDA Project Fund	(100,000)	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(175,000)	(50,000)	(288,000)	(400,000)
TOTAL (340)	142,750	(37,507)	(176,000)	(95,000)
STORM DRAIN CIP (341)				
3760 Developer Contribution	0	0	0	150,000
3811 Op Trfs in from RDA	0	35,000	212,000	0
3899 Op Trfs in from Subsidiary CIP Fund	175,000	50,000	288,000	400,000
TOTAL (341)	175,000	85,000	500,000	550,000
TRANSIT AREA IMPACT FEE FUND (350)				
3431 Pooled Investment-Interest	8,364	(6,673)	0	0
3434 Pooled Interest Allocation	41,181	7,499	8,000	15,000
3710 Development	0	0	0	4,500,000
3915 Op Trfs Out To the Sewer Fund	0	0	0	(2,500,000)
3941 Appn Transfers out to RDA	(1,330,000)	0	0	0
3945 Appn Transfers out to Sewer M&	(4,356,000)	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	0	(2,550,000)	0	0
TOTAL (350)	(5,636,455)	(2,549,174)	8,000	2,015,000
TRANSIT AREA IMPACT FEE CIP FUND (351)				
3811 Op Trfs in from RDA	341,000	0	0	0
3814 Op Trfs in from Recycled	1,300,000	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	2,550,000	0	0
TOTAL (351)	1,641,000	2,550,000	0	0
RDA PROJECT FUND (390)				
3010 Property Taxes, Current	36,031,498	35,938,127	35,596,000	0
3030 Property Taxes, Supplement	1,130,783	415,610	200,000	0
3431 Pooled Investment-Interest	(115,947)	0	0	0
3432 Cash with Fiscal Agents	0	0	8,000	0
3433 Other Interest Income	(170,711)	31,729	26,000	0

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
3434 Pooled Interest Allocation	1,190,116	359,694	384,000	0
3555 Federal Contri-Public Works	0	10,636	0	0
3575 County Cont-Public Works	0	12,750	0	0
3710 Development	0	7,700	0	0
3760 Developer Contribution	0	0	0	0
3790 Miscellaneous Other Revenue	19,693	3,221	0	0
3808 Op Trfs in from Housing Reserves	0	387,677	387,397	0
3809 Op Trfs in from Street Fund	8,852	318,886	0	0
3810 Op Trfs in from Park Impr	22,648	0	0	0
3819 Op Trfs in from Other	20,000	36,947	0	0
3822 Op Trfs in from General Gov't Fund	2,237	0	0	0
3838 Appn Transfers in from Housing	387,131	0	0	0
3854 Appn Tfr in from Transit Area Fund	1,330,000	0	0	0
3855 Appn Tfr in from ECO Dev Corp	0	8,869,988	0	0
3899 Op Trfs in from Subsidiary CIP Fund	1,628,925	2,076,350	2,882,000	0
3901 Op Trfs Out To the General Fund	(4,679,032)	(4,630,655)	(8,148,195)	0
3903 Op Trfs Out To the Public Art Fund	(492,280)	(107,112)	(25,000)	0
3908 Op Trfs Out To the Housing Reserve Fund	(8,175,650)	(11,668,669)	(10,679,000)	0
3909 Op Trfs Out To the Street Improvement Fund	(1,511)	(244,439)	(50,000)	0
3912 Op Trfs Out To the Water Fund	(1,511)	0	0	0
3915 Op Trfs Out To the Sewer Fund	(1,511)	0	0	0
3923 Op Trfs Out To the Storm Drain Fund	(150,000)	(35,000)	(212,000)	0
3924 Op Trfs Out To the Transit Area Impact Fund	(341,000)	0	0	0
3931 Appn Transfers out to General	(5,000)	(1,792,200)	0	0
3939 Appn Transfers out to Street F	(300,000)	0	0	0
3981 Contributions-Proprietary Fund	0	(57,378,527)	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(1,497,590)	(616,500)	(3,200,000)	0
TOTAL (390)	25,840,140	(28,003,788)	17,169,202	0
REDEVELOPMENT CIP (391)				
3555 Federal Contri-Public Works	1,656,906	0	0	0
3575 County Cont-Public Works	0	73,525	0	0
3585 Other Res Grant-Public Works	0	15,820	0	0
3710 Development	0	93,467	0	0
3760 Developer Contribution	0	0	0	0
3803 Op Trfs in from Public Art Fund	0	0	1,000,000	0
3809 Op Trfs in from Street Fund	125,000	0	0	0
3823 Op Trfs in Storm Drain Fund	100,000	0	0	0
3826 Op Trfs in from Measure I TOT Fund	0	0	1,500,000	0
3839 Appn Transfers in from Street	75,000	104,397	0	0
3842 Appn Transfers in from Water M	10,000	0	0	0
3845 Appn Transfers in from Sewer M	10,000	0	0	0
3855 Appn Tfr in from ECO Dev Corp	0	448,941	0	0
3899 Op Trfs in from Subsidiary CIP Fund	9,313,651	2,660,985	3,759,000	0
3919 Op Trfs Out To Other Miscellaneous Funds	0	(150,000)	0	0
3981 Contributions-Proprietary Fund	0	(3,759,787)	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(1,627,400)	(76,350)	0	0
TOTAL (391)	9,663,157	(589,001)	6,259,000	0

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
97 RDA TABS (392)				
3431 Pooled Investment-Interest	(17,647)	(3,366)	0	0
3434 Pooled Interest Allocation	16,573	4,967	5,000	0
3710 Development	0	0	0	0
3855 Appn Tfr in from ECO Dev Corp	0	79,823	0	0
3981 Contributions-Proprietary Fund	0	(400,230)	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(1,086,889)	(127,714)	(209,000)	0
TOTAL (392)	(1,087,963)	(446,521)	(204,000)	0
2003 RDA TABS (395)				
3431 Pooled Investment-Interest	100,011	20,708	32,000	0
3433 Other Interest Income	(4,825)	0	0	0
3434 Pooled Interest Allocation	356	2,978	4,000	0
3710 Development	0	0	0	0
3855 Appn Tfr in from ECO Dev Corp	0	308,698	0	0
3899 Op Trfs in from Subsidiary CIP Fund	80,510	0	0	0
3915 Op Trfs Out To the Sewer Fund	(5,026)	(15,580)	0	0
3981 Contributions-Proprietary Fund	0	(7,498,182)	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(6,811,207)	(3,916,771)	(3,232,000)	0
TOTAL (395)	(6,640,180)	(11,098,149)	(3,196,000)	0
WATER M & O FUND (400)				
3431 Pooled Investment-Interest	(35,252)	(34,322)	0	0
3433 Other Interest Income	(99,446)	(128,084)	0	0
3434 Pooled Interest Allocation	465,193	266,780	223,000	95,000
3585 Other Res Grant-Public Works	78,685	70,072	50,000	30,000
3622 Water Service Agreements	27,226	2,071	5,000	15,000
3623 Metered Water Sales	15,105,843	16,323,144	17,800,000	18,714,000
3626 Construction Water	25,497	24,339	20,000	10,000
3627 Water & Sewer Reimbursements	188	405	0	0
3672 Public Works Cost Recovery	6,360	8,480	0	0
3790 Miscellaneous Other Revenue	131,416	133,634	140,000	145,000
3809 Op Trfs in from Street Fund	0	620	0	0
3811 Op Trfs in from RDA	1,511	0	0	0
3814 Op Trfs in from Recycled	0	879,000	1,137,000	0
3844 Appn Transfers in from Recycle	836,679	0	0	0
3901 Op Trfs Out To the General Fund	(1,967,786)	(1,919,188)	(1,854,942)	(1,706,077)
3912 Op Trfs Out To the Water Fund	0	(1,179,000)	(1,137,000)	0
3924 Op Trfs Out To the Transit Area Impact Fund	(1,300,000)	0	0	0
3941 Appn Transfers out to RDA	(10,000)	0	0	0
3942 Appn Transfers out to Water M&	(836,679)	0	0	0
3981 Contributions-Proprietary Fund	1,501,567	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(2,000,000)	(845,000)	(2,075,000)	(2,775,000)
TOTAL (400)	11,931,002	13,602,951	14,308,058	14,527,923
WATER CIP (401)				
3814 Op Trfs in from Recycled	0	300,000	0	0
3899 Op Trfs in from Subsidiary CIP Fund	5,300,000	915,000	2,075,000	2,775,000
TOTAL (401)	5,300,000	1,215,000	2,075,000	2,775,000

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
WATER LINE EXTENSION FUND (402)				
3431 Pooled Investment-Interest	(10,595)	(3,566)	0	0
3434 Pooled Interest Allocation	28,419	9,783	8,000	4,000
3710 Development	561,076	51,570	160,000	512,000
3790 Miscellaneous Other Revenue	14,432	9,620	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(2,200,000)	(70,000)	0	0
TOTAL (402)	(1,606,668)	(2,593)	168,000	516,000
WATER INFRASTRUCTURE REPLMNT (405)				
3431 Pooled Investment-Interest	(5,714)	(2,356)	0	0
3434 Pooled Interest Allocation	11,600	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(1,100,000)	0	0	0
TOTAL (405)	(1,094,115)	(2,356)	0	0
SEWER M & O FUND (450)				
3431 Pooled Investment-Interest	(39,284)	(8,467)	0	0
3433 Other Interest Income	131,854	85,516	0	0
3434 Pooled Interest Allocation	162,990	109,245	91,000	40,000
3628 Sewer Service Charges	10,372,361	11,338,337	12,150,000	12,150,000
3760 Developer Contribution	(43,025)	0	0	0
3790 Miscellaneous Other Revenue	63,903	67,143	60,000	60,000
3811 Op Trfs in from RDA	1,511	0	0	0
3854 Appn Tfr in from Transit Area Fund	4,356,000	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	1,666	0	0
3901 Op Trfs Out To the General Fund	(1,509,340)	(1,470,992)	(1,434,209)	(1,358,559)
3941 Appn Transfers out to RDA	(10,000)	0	0	0
3981 Contributions-Proprietary Fund	6,050,727	0	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	(150,000)	(85,000)	(1,550,000)	(4,050,000)
TOTAL (450)	19,387,698	10,037,447	9,316,791	6,841,441
SEWER CIP (451)				
3818 Op Trfs in from Tax Alloc	5,026	15,580	0	0
3824 Op Trfs in Transit Area Fund	0	0	0	2,500,000
3899 Op Trfs in from Subsidiary CIP Fund	1,150,000	385,000	1,550,000	4,050,000
TOTAL (451)	1,155,026	400,580	1,550,000	6,550,000
TREATMENT PLANT CONSTRUCTION (452)				
3431 Pooled Investment-Interest	(9,821)	(6,451)	0	0
3434 Pooled Interest Allocation	157,441	113,194	93,000	42,000
3710 Development	1,295,469	111,926	360,000	780,000
TOTAL (452)	1,443,089	218,669	453,000	822,000
SEWER 2006 COPS (453)				
3431 Pooled Investment-Interest	(4)	(8)	0	0
3434 Pooled Interest Allocation	42	8	0	0
3999 Op Trfs Out To the Subsidiary CIP Fund	0	(1,666)	0	0
TOTAL (453)	38	(1,667)	0	0

Financial Information Revenues by Fund (Detail)

Description	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
SEWER INFRASTRTURE REPLMNT (455)				
3431 Pooled Investment-Interest	(16,335)	(9,341)	0	0
3434 Pooled Interest Allocation	116,145	63,187	53,000	22,000
3999 Op Trfs Out To the Subsidiary CIP Fund	(1,000,000)	(300,000)	0	0
TOTAL (455)	(900,190)	(246,153)	53,000	22,000
EQUIPMENT MGNT FUND (500)				
3431 Pooled Investment-Interest	(16,511)	(10,628)	0	0
3433 Other Interest Income	(39,511)	(61,545)	0	0
3434 Pooled Interest Allocation	193,743	127,365	104,000	47,000
3671 Public Works Service Charges	2,456,495	2,225,380	2,118,820	1,594,981
3770 Sale of Property, Plant and Equipment	166,748	9,662	0	0
3981 Contributions-Proprietary Fund	94,752	252,111	0	0
TOTAL (500)	2,855,716	2,542,345	2,222,820	1,641,981
INFORMATION TEC REPLMT (505)				
3431 Pooled Investment-Interest	(1,382)	(190)	0	0
3434 Pooled Interest Allocation	7,073	5,526	5,000	1,000
3581 Other Restricted Grants-General Gov't	3,677	0	0	0
3601 General Government Service Charges	246,084	17,763	100,000	0
3801 Op Trfs in from General Fund	100,000	0	0	0
TOTAL (505)	355,452	23,099	105,000	1,000
PERMIT AUTOMATION FUND (506)				
3601 General Government Service Charges	0	64,928	0	100,000
3822 Op Trfs in from General Gov't Fund	1,525	0	0	0
TOTAL (506)	1,525	64,928	0	100,000
TOTAL	144,621,778	81,447,032	127,653,076	106,688,781

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Financial Information Expenditures by Fund (Summary)

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
100 General Fund	63,350,249	63,258,881	65,757,098	60,608,103
102 Measure I TOT	376,938	450,769	427,901	90,000
105 Abandon Veh Abatement	55,619	38,196	45,500	45,500
140 Housing Administration	0	0	0	251,956
150 Redevelopment Administration	0	0	0	706,706
211 H-Hetch Ground Lease	26,749	27,376	29,000	29,000
212 Public Art Fund-Restricted	80,230	56,251	232,500	0
213 Public Art Fund-Nonrestricted	10,000	0	0	0
235 95-1 Lighting/Lscape Dist	266,883	197,927	312,267	300,630
236 98-1 Lighting/Lscape Dist	29,373	38,902	16,551	14,530
237 05 Community Fclty Dist	150,936	170,185	185,040	402,350
250 HCD Fund	497,706	432,148	413,556	353,736
251 HCD Loan	38,995	25,766	226,370	36,980
261 Supplemental Law Enforcement	121,683	78,674	0	0
262 State Asset Seizure	0	7,973	30,000	30,000
263 Federal Asset Seizure	8,351	1,832	54,712	30,000
267 Justice Assistance Grant	16,203	22,975	0	0
268 Justice Assistance Grant 2009	66,607	7,588	0	0
280 Solid Waste Services	610,628	512,820	610,670	610,330
290 Housing Reserve Fund	3,621,551	3,346,490	8,323,022	0
295 Housing Authority	0	0	0	516,000
310 Street Fund	87,722	110,241	157,700	8,400
311 Street CIP	3,325,861	2,751,634	4,131,651	1,860,000
321 Park Improvement CIP	2,695,436	559,488	750,000	750,000
331 General Government CIP	87,312	163,744	260,000	0
340 Storm Drain Development	0	19,404	0	0
341 Storm Drain CIP	177,515	21,140	500,000	550,000
350 Transit Area Impact Fee Fund	5,070,919	637,381	0	0
351 Transit Area Impact Fee CIP Fund	946,334	602,414	0	0
390 RDA Project Fund	33,693,694	31,192,926	19,775,642	0
391 Redevelopment CIP	10,510,722	2,140,476	6,259,000	0
400 Water M & O Fund	11,183,684	11,842,649	14,697,147	15,598,380
401 Water CIP	4,319,303	3,729,381	2,075,000	2,775,000
450 Sewer M & O Fund	12,259,159	9,295,778	11,881,161	11,330,148
451 Sewer CIP	669,091	944,726	1,550,000	6,550,000
500 Equipment Mgmt Fund	1,426,959	1,525,871	1,890,427	1,499,901
505 Information Tec Replmt	18,706	83,897	167,200	167,200
506 Permit Automation Fund	40,000	46,000	28,000	28,000
TOTAL	<u>155,841,117</u>	<u>134,341,900</u>	<u>140,787,115</u>	<u>105,142,850</u>

Financial Information Expenditures by Fund (Detail)

Fund/Function	Personnel Services	Supplies & Contractual Svcs	Capital Outlay	Debt Service	Capital Improvements	Total
GENERAL FUND						
City Council	98,443	146,015	0	0	0	244,458
City Manager	277,886	15,212	0	0	0	293,098
City Clerk	315,000	121,000	0	0	0	436,000
Building Inspection Services	656,268	36,282	0	0	0	692,550
Plan Checking	445,382	12,675	0	0	0	458,057
Building Administration	216,980	10,330	0	0	0	227,310
Permit Center	452,954	45,250	0	0	0	498,204
Public Works Inspection Services	0	3,615	0	0	0	3,615
Information Services	1,459,907	623,493	0	0	0	2,083,400
Human Resources	414,102	453,589	0	0	0	867,691
City Attorney	407,610	80,470	0	0	0	488,080
Finance Administration	510,134	122,064	0	0	0	632,198
Finance Operations	1,029,480	20,960	0	0	0	1,050,440
Public Works Administration	197,408	8,820	0	0	0	206,228
Street Maintenance	299,906	845,249	0	0	0	1,145,155
Utility Maintenance	126,234	0	0	0	0	126,234
Park Maintenance	16,043	1,172,638	0	0	0	1,188,681
Trees & Landscape Mnt	72,775	550,155	0	0	0	622,930
Facilities Maintenance	1,315,527	714,896	0	0	0	2,030,423
Engineering Administration	(2,961)	11,938	0	0	0	8,977
Design & Construction	138,598	1,829	0	0	0	140,427
Land Development	489,028	101,799	0	0	0	590,827
Traffic Engineering	22,180	14,106	0	0	0	36,286
Utility Engineering	0	136,500	0	0	0	136,500
Planning	817,066	119,700	0	0	0	936,766
Neighborhood Services	365,913	385,949	0	0	0	751,862
Recreation Administration	812,518	63,108	0	0	0	875,626
Senior Citizen Services	294,282	195,605	0	0	0	489,887
Preschool	0	248,950	0	0	0	248,950
Youth Programs	403,376	31,476	0	0	0	434,852
Special Events	29,144	57,402	0	0	0	86,546
Cultural Arts	0	13,592	0	0	0	13,592
General Classes	66,464	266,759	0	0	0	333,223
Aquatics	328,299	14,273	0	0	0	342,572
Sports & Fitness Classes	263,288	176,937	0	0	0	440,225
Adult Sports	31,465	11,860	0	0	0	43,325
Volunteer Services	33,224	2,500	0	0	0	35,724
Police Administration	543,663	19,700	0	0	0	563,363
Records	935,956	194,178	0	0	0	1,130,134
Personnel & Training	242,258	84,203	0	0	0	326,461
Communications	2,151,502	307,534	0	0	0	2,459,036
Patrol Services	10,994,208	345,474	0	0	0	11,339,682
Traffic	2,952,357	106,215	0	0	0	3,058,572

Financial Information Expenditures by Fund (Detail)

Fund/Function	Personnel Services	Supplies & Contractual Svcs	Capital Outlay	Debt Service	Capital Improvements	Total
Crossing Guards	290,147	2,000	0	0	0	292,147
Community Relations	841,677	23,631	0	0	0	865,308
Investigations	1,555,741	328,981	0	0	0	1,884,722
Fire Administration	419,874	52,673	0	0	0	472,547
A/B/C Battalions Operations	11,459,196	833,758	0	0	0	12,292,954
Disaster Prep & Public Ed	158,722	32,139	0	0	0	190,861
Prevention Div Admin	233,254	35,471	0	0	0	268,725
Fire Inspection, Plan Check & Investigation	613,090	129,228	0	0	0	742,318
Non-Departmental	2,643,800	2,836,554	0	0	0	5,480,354
sub-total (100)	48,439,368	12,168,735	0	0	0	60,608,103
MEASURE I TOT						
Facilities Maintenance	45,000	5,000	0	0	0	50,000
Non-Departmental	0	40,000	0	0	0	40,000
sub-total (102)	45,000	45,000	0	0	0	90,000
ABANDON VEH ABATEMENT						
Neighborhood Services	0	23,000	0	0	0	23,000
Traffic	22,500	0	0	0	0	22,500
sub-total (105)	22,500	23,000	0	0	0	45,500
HOUSING ADMINISTRATION						
City Council	13,340	0	0	0	0	13,340
City Manager	77,426	0	0	0	0	77,426
City Clerk	40,998	0	0	0	0	40,998
Human Resources	4,460	0	0	0	0	4,460
City Attorney	58,252	0	0	0	0	58,252
Finance Administration	26,126	0	0	0	0	26,126
Finance Operations	17,254	0	0	0	0	17,254
Non-Departmental	0	14,100	0	0	0	14,100
sub-total (140)	237,856	14,100	0	0	0	251,956
REDEVELOPMENT ADMINSTN						
City Council	17,240	0	0	0	0	17,240
City Manager	93,700	0	0	0	0	93,700
City Clerk	58,602	0	0	0	0	58,602
Human Resources	44,634	0	0	0	0	44,634
City Attorney	116,450	26,800	0	0	0	143,250
Finance Administration	103,936	0	0	0	0	103,936
Finance Operations	128,514	0	0	0	0	128,514
Public Works Administration	24,154	0	0	0	0	24,154
Neighborhood Services	17,030	0	0	0	0	17,030
Non-Departmental	0	75,646	0	0	0	75,646
sub-total (150)	604,260	102,446	0	0	0	706,706
H-HETCH GROUND LEASE						
Non-Departmental	0	29,000	0	0	0	29,000
sub-total (211)	0	29,000	0	0	0	29,000

Financial Information Expenditures by Fund (Detail)

Fund/Function	Personnel Services	Supplies & Contractual Svcs	Capital Outlay	Debt Service	Capital Improvements	Total
95-1 LIGHTING/LSCAPE DIST						
Trees & Landscape Mnt	0	234,500	0	0	0	234,500
Land Development	5,000	61,130	0	0	0	66,130
sub-total (235)	5,000	295,630	0	0	0	300,630
98-1 LIGHTING/LSCAPE DIST						
Trees & Landscape Mnt	0	10,400	0	0	0	10,400
Land Development	3,000	1,130	0	0	0	4,130
sub-total (236)	3,000	11,530	0	0	0	14,530
05 COMMUNITY FCLTY DIST						
Park Maintenance	0	230,000	0	0	0	230,000
Trees & Landscape Mnt	31,850	133,500	0	0	0	165,350
Non-Departmental	0	7,000	0	0	0	7,000
sub-total (237)	31,850	370,500	0	0	0	402,350
HCD FUND						
Building Inspection Services	13,636	0	0	0	0	13,636
Finance Operations	14,800	0	0	0	0	14,800
Neighborhood Services	47,343	271,957	0	0	0	319,300
Non-Departmental	0	6,000	0	0	0	6,000
sub-total (250)	75,779	277,957	0	0	0	353,736
HCD LOAN						
Neighborhood Services	0	36,980	0	0	0	36,980
sub-total (251)	0	36,980	0	0	0	36,980
STATE ASSET SEIZURE						
Investigations	0	0	30,000	0	0	30,000
sub-total (262)	0	0	30,000	0	0	30,000
FEDERAL ASSET SEIZURE						
Investigations	0	0	30,000	0	0	30,000
sub-total (263)	0	0	30,000	0	0	30,000
SOLID WASTE SERVICES						
Utility Engineering	141,330	441,700	0	0	0	583,030
Non-Departmental	0	27,300	0	0	0	27,300
sub-total (280)	141,330	469,000	0	0	0	610,330
HOUSING AUTHORITY						
Finance Operations	62,044	0	0	0	0	62,044
Planning	0	3,500	0	0	0	3,500
Neighborhood Services	85,118	0	0	0	0	85,118
Non-Departmental	0	365,338	0	0	0	365,338
sub-total (295)	147,162	368,838	0	0	0	516,000
STREET FUND						
Non-Departmental	0	8,400	0	0	0	8,400
sub-total (310)	0	8,400	0	0	0	8,400
STREET CIP						
Capital Improvement Projects	0	0	0	0	1,860,000	1,860,000
sub-total (311)	0	0	0	0	1,860,000	1,860,000

Financial Information Expenditures by Fund (Detail)

Fund/Function	Personnel Services	Supplies & Contractual Svcs	Capital Outlay	Debt Service	Capital Improvements	Total
PARK IMPROVEMENT CIP						
Capital Improvement Projects	0	0	0	0	750,000	750,000
sub-total (321)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>750,000</u>	<u>750,000</u>
STORM DRAIN CIP						
Capital Improvement Projects	0	0	0	0	550,000	550,000
sub-total (341)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>550,000</u>	<u>550,000</u>
WATER M & O FUND						
Finance Operations	481,660	93,193	30,000	0	0	604,853
Public Works Administration	103,512	598	0	0	0	104,110
Utility Maintenance	867,105	371,130	143,427	0	0	1,381,662
Land Development	8,000	0	0	0	0	8,000
Utility Engineering	520,366	247,689	0	0	0	768,055
Non-Departmental	213,000	12,518,700	0	0	0	12,731,700
sub-total (400)	<u>2,193,643</u>	<u>13,231,310</u>	<u>173,427</u>	<u>0</u>	<u>0</u>	<u>15,598,380</u>
WATER CIP						
Capital Improvement Projects	0	0	0	0	2,775,000	2,775,000
sub-total (401)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,775,000</u>	<u>2,775,000</u>
SEWER M & O FUND						
Finance Operations	181,654	90,067	0	0	0	271,721
Public Works Administration	103,438	598	0	0	0	104,036
Utility Maintenance	700,918	229,154	33,426	0	0	963,498
Utility Engineering	390,724	69,969	0	0	0	460,693
Non-Departmental	133,900	8,708,300	0	0	0	8,842,200
Debt Service	0	0	0	688,000	0	688,000
sub-total (450)	<u>1,510,634</u>	<u>9,098,088</u>	<u>33,426</u>	<u>688,000</u>	<u>0</u>	<u>11,330,148</u>
SEWER CIP						
Capital Improvement Projects	0	0	0	0	6,550,000	6,550,000
sub-total (451)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,550,000</u>	<u>6,550,000</u>
EQUIPMENT MGNT FUND						
Fleet Maintenance	575,408	854,481	0	0	0	1,429,889
Non-Departmental	0	38,000	0	0	0	38,000
Equipment to be Depreciated	0	0	32,012	0	0	32,012
sub-total (500)	<u>575,408</u>	<u>892,481</u>	<u>32,012</u>	<u>0</u>	<u>0</u>	<u>1,499,901</u>
INFORMATION TEC REPLMT						
Information Services	0	77,200	90,000	0	0	167,200
sub-total (505)	<u>0</u>	<u>77,200</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>167,200</u>
PERMIT AUTOMATION FUND						
Information Services	10,000	18,000	0	0	0	28,000
sub-total (506)	<u>10,000</u>	<u>18,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,000</u>
TOTAL	<u><u>54,042,790</u></u>	<u><u>37,538,195</u></u>	<u><u>388,865</u></u>	<u><u>688,000</u></u>	<u><u>12,485,000</u></u>	<u><u>105,142,850</u></u>

Financial Information Expenditures by Function by Fund

Function	General Fund	Housing Authority	Water Fund	Sewer Fund	Other Funds	Total
City Council	275,038	0	0	0	0	275,038
City Manager	464,224	0	0	0	0	464,224
City Clerk	535,600	0	0	0	0	535,600
Building Inspection Services	692,550	0	0	0	13,636	706,186
Plan Checking	458,057	0	0	0	0	458,057
Building Administration	227,310	0	0	0	0	227,310
Permit Center	498,204	0	0	0	0	498,204
Public Works Inspection Srv	3,615	0	0	0	0	3,615
Information Services	2,083,400	0	0	0	195,200	2,278,600
Human Resources	916,785	0	0	0	0	916,785
Recreation Administration	875,626	0	0	0	0	875,626
Senior Citizen Services	489,887	0	0	0	0	489,887
Preschool	248,950	0	0	0	0	248,950
Youth Programs	434,852	0	0	0	0	434,852
Special Events	86,546	0	0	0	0	86,546
Cultural Arts	13,592	0	0	0	0	13,592
General Classes	333,223	0	0	0	0	333,223
Aquatics	342,572	0	0	0	0	342,572
Sports & Fitness Classes	440,225	0	0	0	0	440,225
Adult Sports	43,325	0	0	0	0	43,325
Volunteer Services	35,724	0	0	0	0	35,724
City Attorney	689,582	0	0	0	0	689,582
Finance Administration	762,260	0	0	0	0	762,260
Finance Operations	1,196,208	62,044	604,853	271,721	14,800	2,149,626
Public Works Administration	230,382	0	104,110	104,036	0	438,528
Street Maintenance	1,145,155	0	0	0	0	1,145,155
Utility Maintenance	126,234	0	1,381,662	963,498	0	2,471,394
Park Maintenance	1,188,681	0	0	0	230,000	1,418,681
Trees & Landscape Mnt	622,930	0	0	0	410,250	1,033,180
Fleet Maintenance	0	0	0	0	1,429,889	1,429,889
Facilities Maintenance	2,030,423	0	0	0	50,000	2,080,423
Engineering Administration	8,977	0	0	0	0	8,977

Financial Information Expenditures by Function by Fund

Function	General Fund	Housing Authority	Water Fund	Sewer Fund	Other Funds	Total
Design & Construction	140,427	0	0	0	0	140,427
Land Development	590,827	0	8,000	0	70,260	669,087
Traffic Engineering	36,286	0	0	0	0	36,286
Utility Engineering	136,500	0	768,055	460,693	583,030	1,948,278
Planning	936,766	3,500	0	0	0	940,266
Neighborhood Services	791,892	85,118	0	0	356,280	1,233,290
Police Administration	563,363	0	0	0	0	563,363
Records	1,130,134	0	0	0	0	1,130,134
Personnel & Training	326,461	0	0	0	0	326,461
Communications	2,459,036	0	0	0	0	2,459,036
Community Relations	865,308	0	0	0	0	865,308
Patrol Services	11,339,682	0	0	0	0	11,339,682
Traffic	3,081,072	0	0	0	0	3,081,072
Crossing Guards	292,147	0	0	0	0	292,147
Investigations	1,884,722	0	0	0	60,000	1,944,722
Fire Administration	472,547	0	0	0	0	472,547
A/B/C Battalions Operations	12,292,954	0	0	0	0	12,292,954
Prevention Div Admin	268,725	0	0	0	0	268,725
Fire Insp, Plan Check & Invg	742,318	0	0	0	0	742,318
Disaster Prep & Public Ed	190,861	0	0	0	0	190,861
Non-Departmental	5,570,100	365,338	12,731,700	8,842,200	155,700	27,665,038
Debt Service	0	0	0	688,000	0	688,000
Equipment to be dprciated	0	0	0	0	32,012	32,012
Capital Improvement Project	0	0	2,775,000	6,550,000	3,160,000	12,485,000
TOTAL	61,612,265	516,000	18,373,380	17,880,148	6,761,057	105,142,850

Financial Information Internal Cost Allocation by Fund Schedule

Function	FY12/13	Admin & O/H Cost	Reallocation	Program	100/105/140/150	102
	Budget	To be Allocated	Admin & O/H Cost	Cost	General	Mesur I TOT
100 City Council	275,038	(132,643)	46,885	189,280	156,461	0
111 City Manager	464,224	(147,311)	60,560	377,473	339,732	0
114 City Clerk	535,600	(378,361)	23,442	180,681	174,584	0
530 Building Inspection	1,893,372	0	775,557	2,668,929	2,654,497	0
112 Information Services	2,278,600	(1,603,176)	199,261	874,685	401,168	0
115 Human Resources	916,785	(815,109)	21,489	123,165	67,701	0
450 Recreation Services	3,344,522	(434,787)	1,201,428	4,111,163	4,111,163	0
120 City Attorney	689,582	(359,276)	52,746	383,052	334,850	0
300 Finance Admin	762,260	(312,243)	132,841	582,858	465,312	0
310 Finance Operations	2,149,626	(518,812)	580,202	2,211,016	701,383	0
420 Public Works	10,017,250	(3,493,204)	2,398,948	8,922,994	4,624,526	50,000
410 Engineering	2,803,055	(53,411)	1,105,706	3,855,350	1,181,613	0
510 Planning & Neigh Presv	2,173,556	0	697,414	2,870,970	2,371,193	0
700 Police Admin	563,363	(113,743)	185,586	635,206	627,774	0
710 Technical Services	3,915,631	(2,426,070)	615,365	2,104,926	2,080,297	0
720 Field Services	14,712,901	(2,965,992)	4,840,876	16,587,785	16,393,971	0
730 Special Operations	2,810,030	(555,231)	906,443	3,161,242	3,064,958	0
800 Fire Admin	472,547	(6,285)	193,401	659,663	659,465	0
810 Emerg Resp & Prep Division	12,483,815	(166,033)	5,085,069	17,402,851	17,397,631	0
820 Prevention Division	1,011,043	(13,447)	412,197	1,409,793	1,409,370	0
910 Non-Departmental	27,665,038	(5,040,282)	0	22,624,756	515,472	40,000
930 Equipment to be Depreciated	32,012	0	0	32,012	0	0
TOTAL OP BUDGET	91,969,850	(19,535,416)	19,535,416	91,969,850	59,733,121	90,000
920 Debt Service	688,000	0	0	688,000	0	0
950 C I P Projects	12,485,000	0	0	12,485,000	0	0
Total	105,142,850	(19,535,416)	19,535,416	105,142,850	59,733,121	90,000
Op Cost Reimb					3,309,033	-
Total By Fund					63,042,154	90,000

Financial Information Internal Cost Allocation by Fund Schedule

Program Costs Allocated to Operating Funds

211	280	295	400/401	450/451	Other	
HH Lease	Slid Wst	Housing Auty	Water	Sewer	Funds	TOTAL
0	0	0	17,711	15,108	0	189,280
0	0	0	20,944	16,797	0	377,473
0	0	0	2,862	3,235	0	180,681
0	0	0	0	796	13,636	2,668,929
0	0	0	124,346	153,971	195,200	874,685
0	0	0	33,673	21,791	0	123,165
0	0	0	0	0	0	4,111,163
0	0	0	22,494	25,708	0	383,052
724	0	0	36,314	80,508	0	582,858
1,201	0	62,044	915,090	516,498	14,800	2,211,016
0	0	0	2,099,184	1,509,034	640,250	8,922,994
0	825,502	0	1,108,101	669,874	70,260	3,855,350
0	0	88,618	48,914	5,965	356,280	2,870,970
0	0	0	3,748	3,684	0	635,206
0	0	0	12,419	12,210	0	2,104,926
0	0	0	97,735	96,079	0	16,587,785
0	0	0	18,297	17,987	60,000	3,161,242
0	0	0	66	132	0	659,663
0	0	0	1,741	3,479	0	17,402,851
0	0	0	141	282	0	1,409,793
29,000	27,300	365,338	12,740,677	8,847,569	59,400	22,624,756
0	0	0	0	0	32,012	32,012
30,925	852,802	516,000	17,304,457	12,000,707	1,441,838	91,969,850
0	0	0	0	688,000	0	688,000
0	0	0	2,775,000	6,550,000	3,160,000	12,485,000
30,925	852,802	516,000	20,079,457	19,238,707	4,601,838	105,142,850
(1,925)	(242,472)	-	(1,706,077)	(1,358,559)	0	0
29,000	610,330	516,000	18,373,380	17,880,148	4,601,838	105,142,850

Financial Information Operating Transfers Statement

<u>Origin and Purpose of Transfer</u>		<u>Transfer Distribution</u>
From the Measure I TOT	To the General Fund for: Decreasing of Library Hours	427,900
	sub-total	<u>427,900</u>
From the H-Hetch Ground Lease	To the General Fund for: Operating Cost Reimbursement	1,925
	sub-total	<u>1,925</u>
From the Gas Tax Fund	To the Street Improvement Fund for: Street Light Improvements (4266) Street Resurfacing Project 2013 (4268)	400,000 1,053,000
	sub-total	<u>1,453,000</u>
From the Solid Waste Services	To the General Fund for: Operating Cost Reimbursement	242,472
	sub-total	<u>242,472</u>
* From the Street Fund	To the Street CIP Fund for: Traffic Management Enhancements 2013 (4269)	60,000
	sub-total	<u>60,000</u>
* From the Park Improvement Fund	To the Park CIP Fund for: Park Renovation Project 2013 (5095) Pinewood Park Picnic Renovation (5096)	400,000 350,000
	sub-total	<u>750,000</u>
* From the Storm Drain Development	To the Storm Drain CIP Fund for: Storm Drain System Deficiency Program (3700)	400,000
	sub-total	<u>400,000</u>
From the Transit Area Impact Fee Fund	To the Sewer Fund for: TASP Sewer Line Replacement (6117)	2,500,000
	sub-total	<u>2,500,000</u>
From the Water M & O Fund	To the General Fund for: Operating Cost Reimbursement	1,706,077
	sub-total	<u>1,706,077</u>
* From the Water M & O Fund	To the Water CIP Fund for: Water System Seismic Improvements (7100) Ayer Reservoir & Pump Station (7102) Reservoir Cleaning (7112) Cathodic Protection Improvements (7115) Minor Water Projects 2013 (7116)	2,000,000 150,000 100,000 375,000 150,000
	sub-total	<u>2,775,000</u>
From the Sewer M & O Fund	To the General Fund for: Operating Cost Reimbursement	1,358,559
	sub-total	<u>1,358,559</u>
* From the Sewer M & O Fund	To the Sewer CIP Fund for: Sewer System Hydraulic Modeling (6110) Sewer System Replacement 12-13 (6116) TASP Sewer Line Replacement (6117)	50,000 1,500,000 2,500,000
	sub-total	<u>4,050,000</u>
TOTAL TRANSFERS:		<u><u>15,724,933</u></u>

Note: * Interfund Transfers, within the same fund group, are not included in the Budget Summary.

FUNCTION:	City Council	CITY MANAGER: Thomas Williams
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Description: This function serves as the governing body of the City, provides legislative direction, and promulgates policies pertaining to the provision of services and direction of City government.

Services

- Serves as governing body of the City.
- Provides legislative direction to the City.
- Promulgates policies for provision of services and direction for the City.
- Enacts ordinances and resolutions necessary for governing the affairs of the City.
- Adopts the Annual Operating Budget and Capital Improvement Plan.



Budgets Narrative and Summary City Council

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Developed long-term fiscal planning policies.	X	X	X	X	X
2. Provided comprehensive policy direction for the City's operation.		X		X	X
3. Established Citywide priorities for fiscal year 2011-12.	X	X		X	X
4. Provided sound fiscal policies and economic stability for the City.		X	X	X	
5. Reviewed and adopted policies to increase efficiency for service delivery.	X	X		X	
6. Reduced General Fund cost by \$3.2 million.				X	
2012-2013 Goals					
1. Complete Citywide Strategic Plan.	X	X	X	X	X
2. Provide comprehensive policy direction for the City's operation.		X		X	X
3. Establish citywide priorities for fiscal year 2012-13.	X	X		X	X
4. Provide sound fiscal policies and economic stability for the City.		X	X	X	
5. Review and adopt policies to increase efficiency for service delivery.	X	X		X	

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
City Council Meetings	25	25	26	23
Commission Meetings	128	131	128	133
Subcommittee Meetings	47	45	49	73
County/Regional Agency/Association Meetings	260	260	260	260

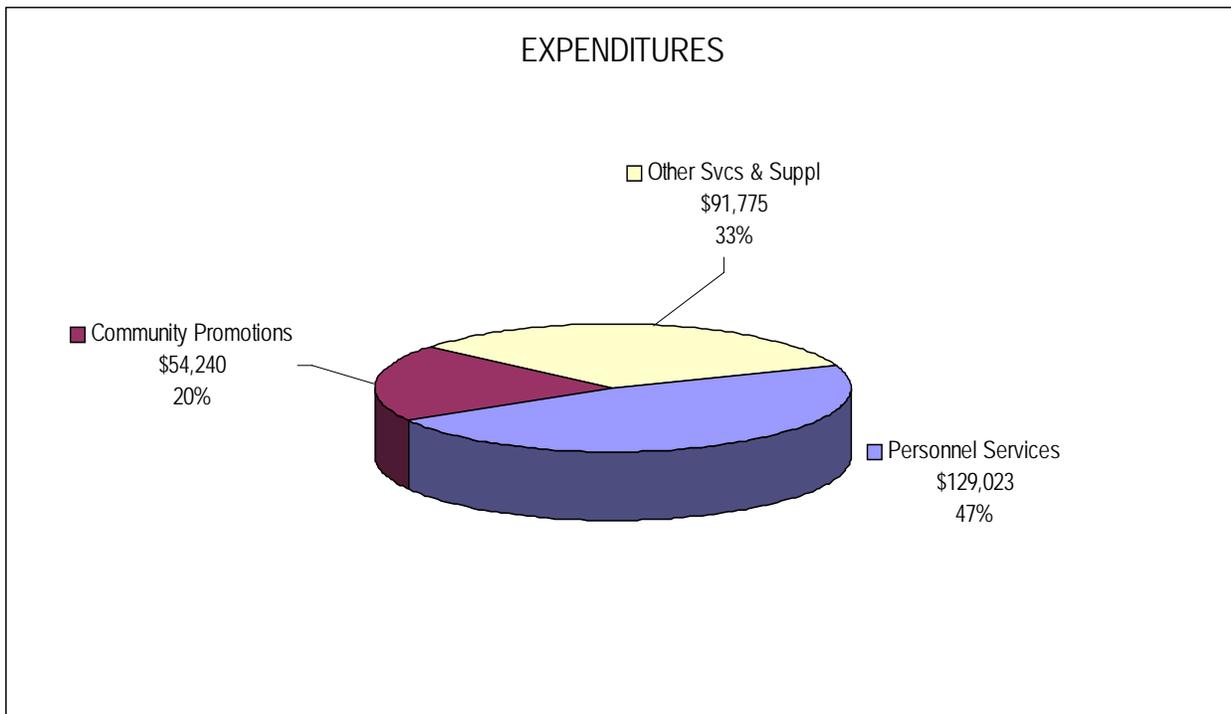
Personnel Allotment of 5 FTE

Position	Auth FTE	Funded	Unfunded		Auth FTE	Funded	Unfunded
Council Members	5	5					
				TOTAL	5	5	0

Staff Change(s): None

Expenditure Analysis

Personnel Services	Decrease attributed to a Council decision on 3/8/2012 to increase Council members' contribution of salary and car allowances from 7% to 10% and to forgo Council member's medical benefits effective 1/1/2013.
Services and Supplies / Community Promotions	No Change
Capital Outlay	None



Budgets Narrative and Summary City Council

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Proposed 2012-13</u>
PERSONNEL SERVICES				
4111 Permanent Salaries	57,265	51,760	59,676	54,274
4112 Temporary Salaries	3,625	3,125	4,400	4,400
4121 Allowances	40,355	38,589	38,700	38,700
4131 PERS	4,733	4,816	16,018	15,190
4132 Group Insurance	35,890	41,325	90,720	23,040
4133 Medicare	1,511	1,442	1,484	1,358
4135 Worker's Compensation	136	183	304	272
4139 PARS	669	616	66	0
4151 Compensation Reduction	0	(564)	(6,487)	(8,727)
4161 Retiree Medical Reserve	2,964	2,964	2,964	516
sub-total	<u>147,148</u>	<u>144,256</u>	<u>207,845</u>	<u>129,023</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	42,707	50,445	54,240	54,240
4220 Supplies	2,954	6,296	3,200	3,200
4230 Services	10,500	10,500	10,500	10,500
4501 Memberships and Dues	51,599	51,234	53,579	53,579
4503 Training	5,012	8,995	10,400	10,400
4520 Commissions and Boards	8,239	6,624	14,096	14,096
sub-total	<u>121,011</u>	<u>134,093</u>	<u>146,015</u>	<u>146,015</u>
TOTAL	<u><u>268,159</u></u>	<u><u>278,349</u></u>	<u><u>353,860</u></u>	<u><u>275,038</u></u>

FUNCTION:

City Manager

CITY MANAGER: Thomas Williams

Description: This function provides the administration of City government in an efficient and effective manner according to the general policy guidelines of the City Council and recommends strategies and solutions to issues for Council consideration.

Services

- Administers the operations of City government and the Successor Agency resulting from the dissolution of Redevelopment Agency.
- Implements the City's general policy guidelines.
- Submits for adoption a balanced budget that identifies all the anticipated revenues and expenditures.
- Recommends strategies and solutions to City Council.
- Follows legislative activities of federal, state, regional and local political bodies and keeps Council apprised of the potential impact to the City.



	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Implemented City Council priorities for fiscal year 2011-12.	X	X		X	X
2. Provided leadership to municipal organization.		X		X	X
3. Continued showing fiscal management that limited departments' budget expenditures.	X	X		X	X
4. Continued to reorganize City departments and divisions to improve staff utilization, increase efficiency, accountability and at savings to the City.	X	X		X	
5. Implemented the roadmap to service improvement project resulting in improved permit turn-around time and customer satisfaction.	X	X		X	
6. Implemented financial strategies that ensure cost effective City service delivery while limiting department budget expenses.				X	
7. Continued to improve the economic base of the City.		X		X	
8. Developed leadership training program and succession planning.	X		X	X	
2012-2013 Goals					
1. Implement City Council priorities for fiscal year 2012-13.	X	X		X	X
2. Provide leadership to municipal organization.	X	X	X	X	X
3. Continue to improve service delivery, permit streamlining and customer satisfaction.	X	X		X	
4. Implement financial strategies that ensure cost effective service delivery.		X	X	X	X
5. Continue to improve the economic base and fiscal health of the City.		X		X	X

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
City Council Meetings	24	25	26	23
Capital Improvement Program Projects Completed	12	12	15	10

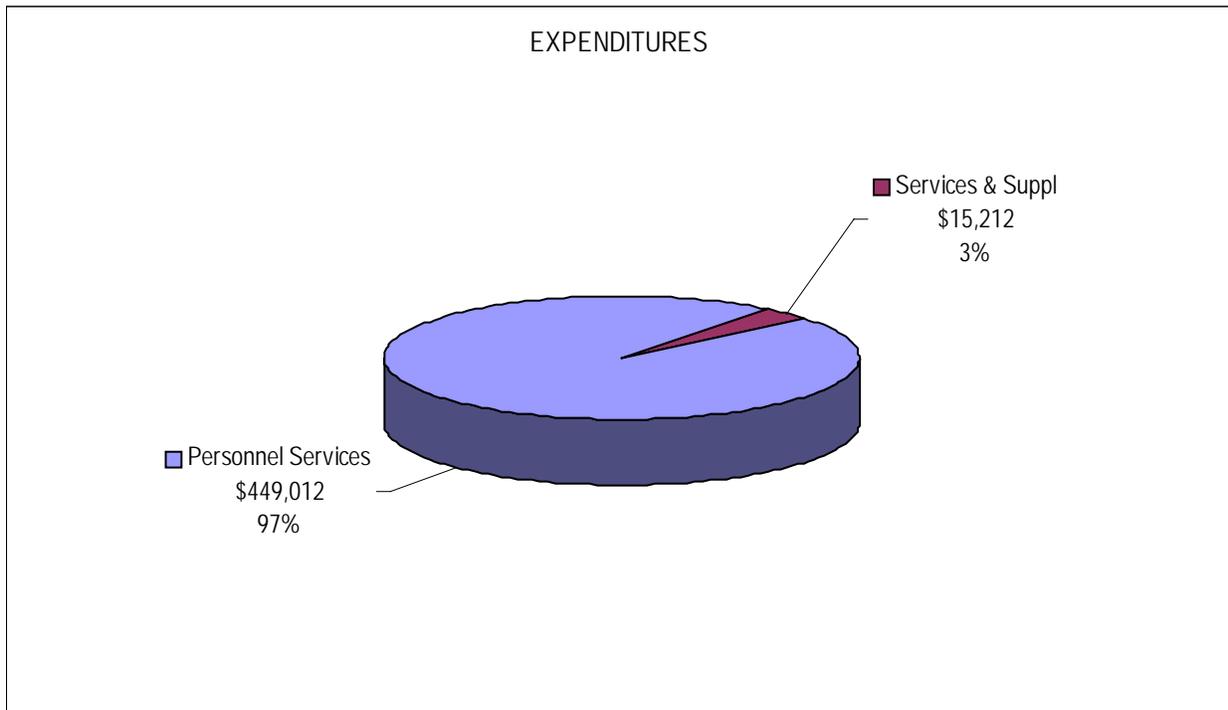
Personnel Allotment of 5 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
City Manager	1	1		Executive Secretary	2	1	1
Assistant City Manager	1		1	Economic Devp Manager	1	0	1
				TOTAL	5	2	3

Staff Change(s): Unfund Economic Development Manager position.

Expenditure Analysis

Personnel Services	Decrease attributed to defunding of Economic Development Manager position.
Services and Supplies	Decrease attributed to removing subsidy to the Santa Clara County Library Joint Power Authority. Milpitas Library hours is reduced by 12 hours per week.
Capital Outlay	None



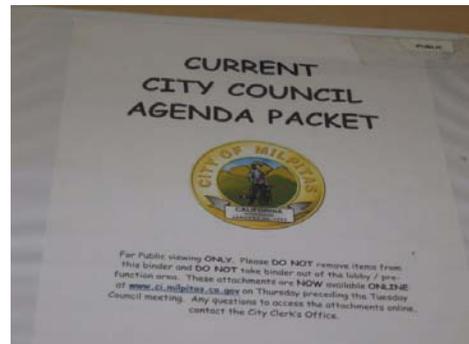
	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	451,882	409,132	446,470	320,332
4113 Overtime	3,591	(1,724)	0	0
4124 Leave Cashout	8,234	0	0	0
4131 PERS	85,509	77,321	75,562	67,704
4132 Group Insurance	32,298	40,193	54,432	36,984
4133 Medicare	6,677	5,957	6,514	4,670
4135 Worker's Compensation	1,046	1,338	2,222	1,586
4138 Deferred Comp-Employer	2,717	2,710	2,700	1,800
4161 Retiree Medical Reserve	21,696	22,350	22,248	15,936
sub-total	<u>613,650</u>	<u>557,277</u>	<u>610,148</u>	<u>449,012</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	11,505	341	16,000	0
4211 Equip Replacement Amortization	2,444	2,236	2,639	2,632
4220 Supplies	5,427	6,131	4,900	4,400
4230 Services	866,097	753,758	477,201	0
4501 Memberships and Dues	20,980	2,200	22,180	4,180
4503 Training	1,836	2,219	8,468	4,000
4520 Commissions and Boards	396	0	600	0
sub-total	<u>908,684</u>	<u>766,885</u>	<u>531,988</u>	<u>15,212</u>
TOTAL	<u><u>1,522,334</u></u>	<u><u>1,324,162</u></u>	<u><u>1,142,136</u></u>	<u><u>464,224</u></u>

FUNCTION:	City Clerk	CITY CLERK: Mary Lavelle
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Description: The City Clerk serves as the legislative administrator, elections official, and records manager for the City. Serves as Secretary to the Economic Development Corporation, Public Financing Authority and Housing Authority.

Services

- Ensures municipal records are readily available and accessible to all and serve as main source of information for residents, City officials and staff, and other governments.
- Conducts Administrative Hearings, upon request, for Parking Citation violations.
- Complies with the Ralph M. Brown Act, the Public Records Act and the City's Open Government ordinance.
- Provides centralized records management, including creating and retention of all meeting agendas and minutes of all City Council and other entity meetings.
- Coordinates outreach and tracking of appointments to 16 City Commissions.
- Administers codification of ordinances, i.e. maintenance of the Milpitas Municipal Code.
- Manages implementation of municipal elections, including candidate and campaign finance document filing.
- Receives and files annual Form 700/ Statements of Economic Interest for all designated employees, Commissioners and elected officials.
- Serves as a U.S. Passport Acceptance Agency for passport applications.



City Clerk

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Prepared all City Council meeting agendas and minutes for 21 regular meetings and one budget session	x		x		
2. Received and managed process for 2 Ballot Measure Petitions from voters: one initiative and one referendum	x		x		
3. Collected required FPPC* filings (campaign documents and Conflict of Interest forms) and submitted appropriate forms to the State of California	x			x	
4. Sought and received Council adoption of new Records Retention Schedule for all city department records (update from 1995)	x	x	x	x	
5. Hosted meeting of Northern Calif. City Clerks Assoc. on January 20, 2012	x		x		
6. Hosted Annual Meeting with Commission staff liaisons on January 26, 2012	x		x		
7. Staffed City Council Rules Subcommittee - twice each month	x				
8. Supervised transition from former to new vendor (Corodata) for off site Records Storage				x	
2012-2013 Goals					
1. Prepare all City Council meeting agendas and minutes	x				
2. Administer Municipal Election on November 6, 2012	x	x	x	x	
3. Continue Passport Acceptance Agency program	x	x	x	x	
4. Ensure additional public access to documents online	x	x			
5. Staff City Council Rules Subcommittee	x		x		
6. Provide Notary Public Service	x		x		
7. Continue responding to increasing Public Records Act requests	x				

*FPPC: Fair Political Practices Commission

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
City Council agenda items	415	395	400	400
Passport applications accepted	2,872	2,083	2,500	2,500
Documents processed (transcribed Police reports)	3,544	2,966	3,500	N/A
% turnaround time achieved in DPC* (90% of all reports completed in stated time)	20% (96 hours)	50% (96 hours)	90% (in 6 days)	N/A
# of Candidates assisted in Municipal Election	N/A	12	N/A	10
# of Administrative Hearings conducted for Parking Violation Citation appeals	9	4	6	8

*DPC: Document Processing Center

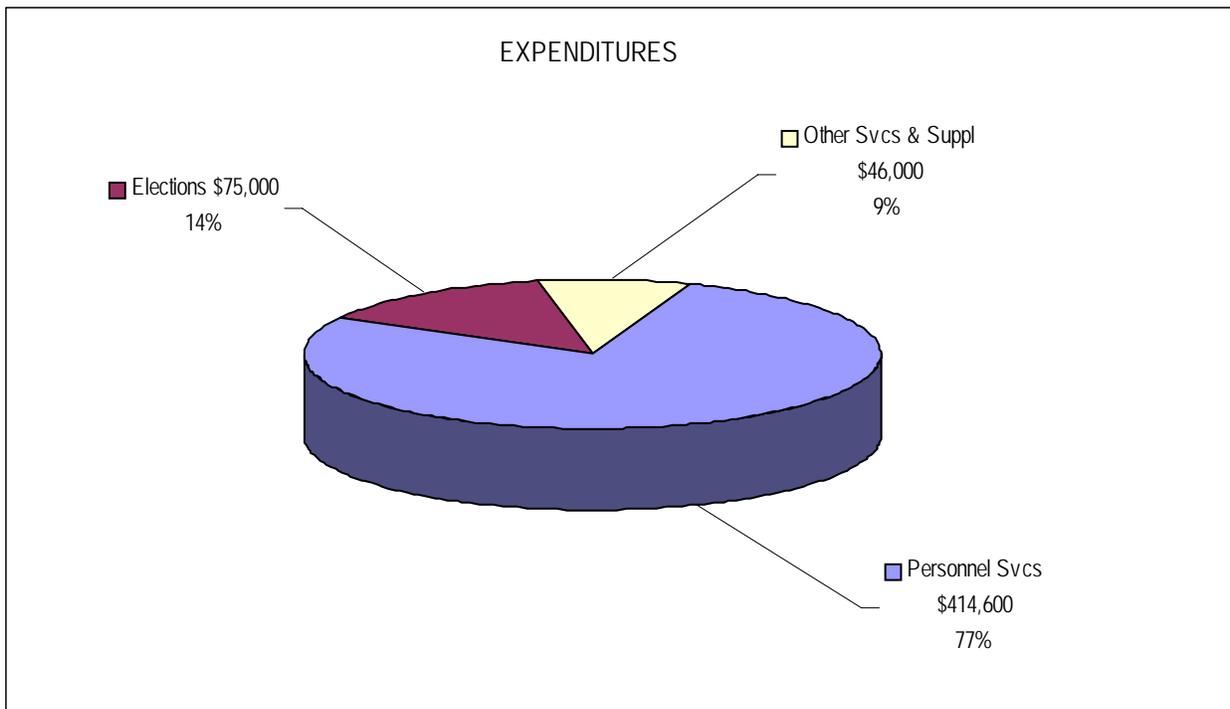
Personnel Allotment of 6 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
City Clerk	1	1		Document Proc Tech II	2		2
Deputy City Clerk	1	1		Confidential Office Specialist	1	1	
Lead Doc Processing Tech	1		1				
TOTAL					6	3	3

Staff Change(s): Delete two Office Assistant positions, one Document Processing Technician & one Printing Services Technician from the authorized positions. Two positions have been unfunded for several years. Unfund two Document Processing Technician positions due to staff reduction.

Expenditure Analysis

Personnel Services	Print Shop, Information Desk and police interview transcribing services will not be provided.
Services and Supplies	Increase due to Municipal Election scheduled November 6, 2012.
Capital Outlay	None



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	515,437	491,598	504,628	304,934
4113 Overtime	6,916	5,642	5,000	5,000
4124 Leave Cashout	4,660	12,941	0	0
4131 PERS	75,181	73,812	52,360	25,460
4132 Group Insurance	90,005	96,685	108,864	55,476
4133 Medicare	6,369	6,160	6,176	4,452
4135 Worker's Compensation	1,201	1,498	2,442	1,496
4138 Deferred Comp-Employer	2,710	2,710	2,700	2,700
4161 Retiree Medical Reserve	24,792	25,085	24,552	15,082
sub-total	<u>727,272</u>	<u>716,132</u>	<u>706,722</u>	<u>414,600</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4220 Supplies	1,945	1,517	3,000	3,000
4230 Services	36,215	39,189	40,000	40,000
4280 Elections	651	62,158	0	75,000
4501 Memberships and Dues	656	546	1,000	1,000
4503 Training	1,681	989	2,000	2,000
sub-total	<u>41,148</u>	<u>104,397</u>	<u>46,000</u>	<u>121,000</u>
TOTAL	<u><u>768,420</u></u>	<u><u>820,529</u></u>	<u><u>752,722</u></u>	<u><u>535,600</u></u>

DEPARTMENT: Building and Safety	CHIEF BUILDING OFFICIAL: Keyvan Irannejad
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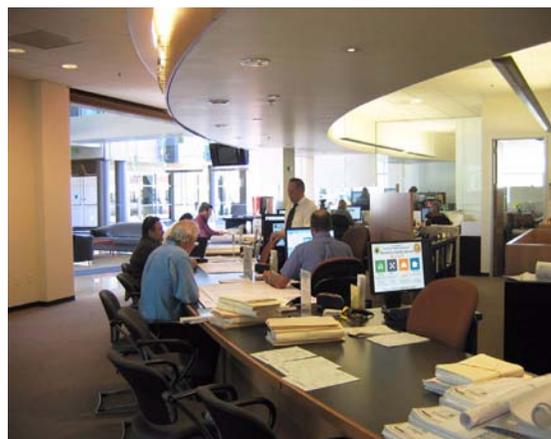
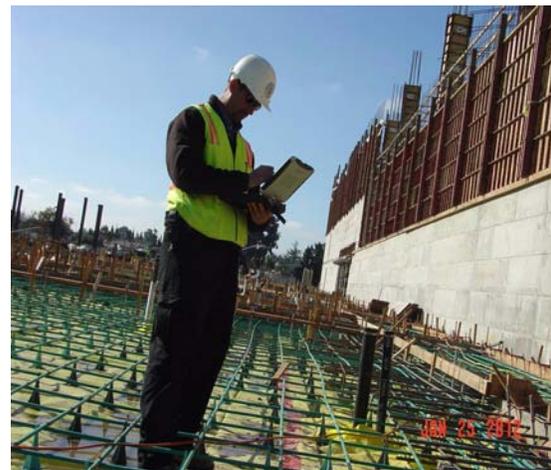
Description: This Department is responsible for implementation of life safety and quality standards in private and public construction achieved by enforcing California Building Codes, State and Federal regulations, and City standards that pertain to physical development of the City. The Department’s five functions include: Building Inspection Services, Plan Check Services, Building Administration, Permit Center, and Public Works Inspection Services.

Services

- Reviews construction plans and documents to ensure safety through compliance with technical codes, State and local regulations and acceptable engineering practices.
- Provides inspections, including occupancy inspections, to ensure safety of occupants and that buildings, streets, public utilities, parks and community projects are constructed in accordance with approved plans and applicable State and local regulations.
- Schedules inspections, provides access to inspection results and plan check status using Integrated Voice Recognition System (IVR), on-line or by phone.
- Assists customers in obtaining building permits and monitors plan submittal process from initial submittal to permit issuance using “One Point of Contact” approach.
- Issues permits, including permits submitted by fax, on-line and by mail.
- Processes permit applications, collects permit fees, performs records research and maintains the building plans and records.
- Provides permit submittal information to the public and responds to codes-related questions in person, by telephone, e-mails and through web site.
- Provides general information related to City services and operations. Directs customers to proper City staff members, departments and outside agencies.
- Provides and updates submittal requirements, checklists, design guidelines and pamphlets to explain how to obtain permits and comply with construction requirements.
- Develops and updates easy-to-follow web site allowing customers to receive up-to-date information on code requirements, submit permit applications, and ask questions and other related information.
- Provides after business hours and weekend inspections. Meets with design professionals, homeowners and contractors to assist them in the timely issuance of permits and completion

of projects, including after business hours. Provides same day plan check services.

- Provides assistance to the Community Development Block Grant (CDBG) Housing Rehabilitation Program to enhance the quality of life for low-income families.
- Provides assistance to the Fire Department in fire investigations and building owners for other emergencies.
- Provides assistance and inspections to mobile home parks.
- Provides Code Enforcement to correct Health and Safety Code violations.



Building and Safety

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Introduced on-line "Business Resource Center" to provide step-by-step guidelines for new business owners to establish their business.	X	X		X	
2. Added electrical vehicle and solar on-line permits.	X	X	X	X	X
3. Computerized Public Works daily inspection reporting, Storm Water Pollution Prevention Procedures (SWPPP) and Time Tracking systems.	X		X	X	
4. Continued web site enhancement to create an efficient public access tool by updating plan check and inspection checklists, submittal requirements and introducing construction guidelines.	X	X		X	
5. Participated in Building Safety Month to promote building safety awareness in community, published newsletter and introduced customer satisfaction survey.	X	X			X
6. Continued cross-training of staff to improve consistency and efficiency.	X		X	X	X
7. Continued to utilize same inspector from start to finish for private and public projects, provided same day and outside business hours services as requested	X	X		X	X
2012-2013 Goals					
1. Enhance permitting process by accepting on-line plan submittals.	X	X		X	
2. Continue cross-training of staff to improve consistency and efficiency.	X		X	X	X
3. Streamline and automate occupancy certification process.	X	X	X	X	X
4. Improve, enhance and automate Code Enforcement procedures.	X	X	X	X	X
5. Continue to assist Fire and Police Department, respond to emergency incidents.	X				X
6. Continue to improve our image to the public through community outreach, education, meetings with industry and to streamline permitting process.	X	X	X	X	X

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
New Construction Valuation (Millions)	\$85	\$109	\$125	\$150
Total Building Permits Issued/Avg. Permits Issued per day	2,717/11	2,665/11	2,800/11	3,100/12
Total Plan Checks / % Express Plan Checks *	712/59	741/63	800/60	900/65
Number of Customers Served/Avg. Waiting Time to assist customers (minutes)	5,802/1.5	5,949/1.5	6,000/1.5	6,100/1.5
Daily Inspections per Inspector/Avg. Min. **	8/45	5/45	8/45	8/45
Customer Survey overall rating Excellent / Good	100%	100%	100%	99%
Plan Checks completed on schedule	97%	100%	98%	98%
Inspections completed on requested time	99%	99%	100%	99%
Accuracy of building plan check	100%	100%	99%	99%
Respond to after-hour emergency inspections	100%	100%	100%	100%

NOTE: * Express projects performed over the counter/same day.

** Inspections (building and misc.). Include inspection time travel, paperwork, computer input and phone calls. Public Work Inspections are not included.

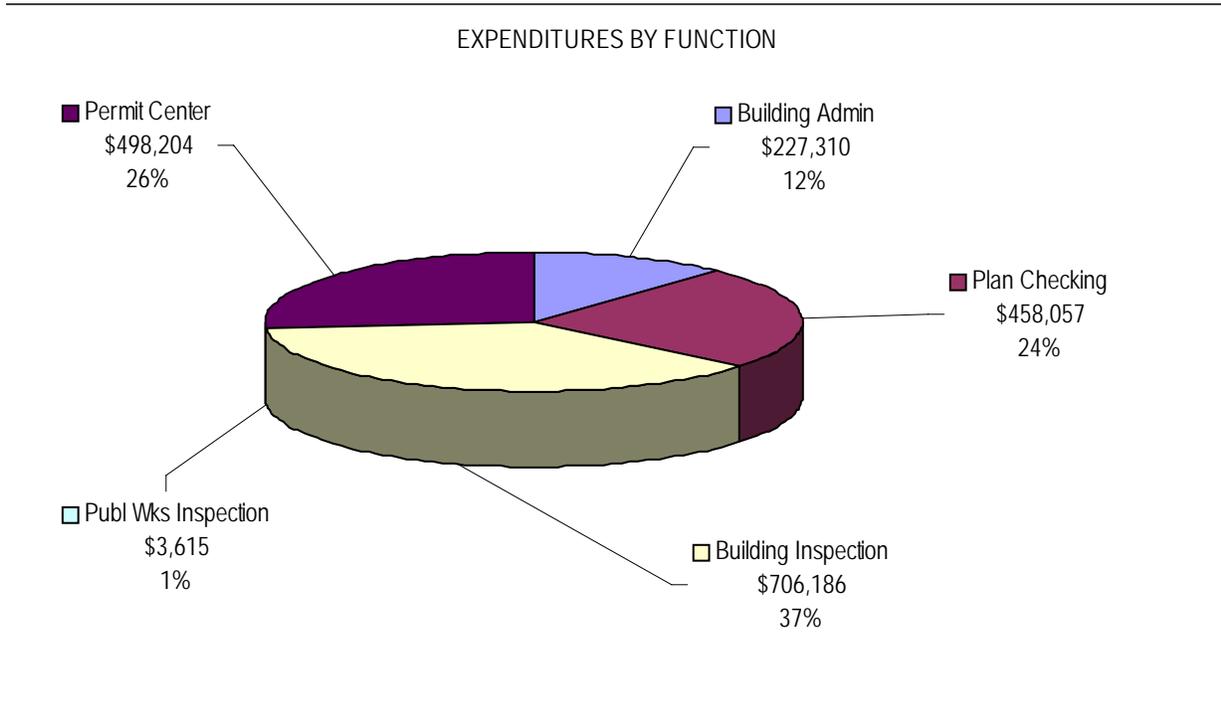
Personnel Allotment of 28 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Chief Building Official	1	1		Public Works Inspector	4		4
Building/NP Inspector	7	4	3	Sr Public Works Inspector	1		1
Electrical Inspector	2	1	1	Plan Check Engineer	4	2	2
Plan Checker	1	1		Building Permit Technician	3	1	2
Sr Building Inspector	1	1		Office Assistant II	1	1	
Permit Center Manager	1	1		Office Specialist	1	1	
Sr Plan Check Engineer	1		1				
				TOTAL	28	14	14

Staff Change (s): Unfund one Electrical Building Inspector, one Public Works Inspector and one Senior Public Works Inspector.

Expenditure Analysis

Personnel Services	Decrease attributed to unfunding of three positions.
Services and Supplies	Decrease attributed to less allocations of equipment replacement amortization.
Capital Outlay	None



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	1,383,547	1,362,772	1,802,126	1,482,630
4112 Temporary Salaries	(683)	0	0	0
4113 Overtime	16,217	(956)	18,000	18,000
4124 Leave Cashout	90,257	33,529	0	0
4131 PERS	202,026	204,632	91,456	79,762
4132 Group Insurance	207,434	234,727	308,448	258,888
4133 Medicare	19,781	18,453	24,458	19,820
4135 Worker's Compensation	20,241	24,363	42,790	29,686
4138 Deferred Comp-Employer	1,800	1,807	1,800	1,800
4143 Charged to CIPs	0	0	(179,322)	(179,322)
4161 Retiree Medical Reserve	88,046	87,284	89,940	73,956
sub-total	<u>2,028,666</u>	<u>1,966,611</u>	<u>2,199,696</u>	<u>1,785,220</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4211 Equip Replacement Amortization	30,830	29,507	25,182	22,197
4220 Supplies	7,597	12,380	23,975	23,975
4230 Services	14,629	53,940	44,550	44,550
4501 Memberships and Dues	1,095	1,317	1,530	1,530
4503 Training	4,334	4,218	15,900	15,900
sub-total	<u>58,485</u>	<u>101,363</u>	<u>111,137</u>	<u>108,152</u>
TOTAL	<u><u>2,087,151</u></u>	<u><u>2,067,974</u></u>	<u><u>2,310,833</u></u>	<u><u>1,893,372</u></u>

DEPARTMENT:	Information Services	IS DIRECTOR: Bill Marion
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Description: This department provides automation planning, coordination of system procurement and implementation, management of technology projects to fulfill customer-defined functional requirements, development and maintenance of the City's technical architecture and infrastructure, partnering with key product and service providers, ensuring customer satisfaction, providing automation support and training development, support of the City's web site, Cable TV channel, AM radio station and public-access TV studio, implementation and support of security access systems and all automated data systems. Additionally, Information Services is responsible for the City's public information function.

Services

- Strategic Planning – This service includes maintaining and updating the City's Telecommunications Master Plan in addition to providing the technology planning and support for each department to achieve their annual goals and objectives.
- Project Management – One of the key services provided by the Information Services Department includes project management for both large and small technology projects. These services range from small projects to large multi-year efforts.
- Development and support of the technical architecture and infrastructure. This service includes the maintenance and support of the City's telephone systems, mobile phone and data services, metropolitan-area fiber optic network, paging, radio, video, remote communications and the wired and wireless computer networks.
- Development and support of the City's website, cable TV channel and AM radio system. This service serves City staff, City residents and visitors, both locally and foreign. One of the fastest and easiest ways to evaluate a city as a potential site for starting a business is by visiting that City's website. Since first impressions are lasting impressions, this service provides an invaluable opportunity to advertise the benefits of doing business within the community.
- Implementation and operation of the City's security access and control systems. It is essential to protect City assets, especially given the times we operate and live in. This service is used to enhance the safety of not only City staff and residents but also the City's public buildings.
- Management and support of the complex information systems. The City supports a data network of more than 65 servers, 500 computers, 80 laptops and 120 printers. It is critical to continuously maintain and upgrade these systems to ensure highest possible availability for all business users.
- Development and support of the City's Geographic Information System. The GIS system supports the work of virtually all departments within the City. From the 911 emergency computer-aided dispatch system to the notification of residents regarding pending zoning actions, the GIS system is used widely to support all of the City's business functions.
- Support of the Public Information function. This service includes acting as the City's liaison for information dissemination through the City's website, cable TV channel and AM radio station. It also includes the duties and responsibilities associated with performing the role of Public Information Officer during times of emergencies.



	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. 911 Dispatch System Hardware Upgrade		X		X	X
2. Telecommunications Master Plan Update	X			X	X
3. City Fiber Optical Network Upgrade	X	X		X	X
4. Implemented EComm Regional Public Safety Telecommunications Network	X	X		X	X
2012-2013 Goals					
1. Council Chamber A/V upgrade	X	X		X	
2. Fire Mobile Computer upgrade	X	X		X	X
3. Phone System upgrade	X	X		X	

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Network Availability *	99.95%	99.95%	99.99%	99.9%
Percent of service requests completed within 1 hour **	NA	60.00%	60.00%	60.00%
Server Availability *	99.50%	99.97%	99.97%	99.50%
Website Availability *	99.50%	100%	100%	99.50%

NOTE: * Scheduled down time for maintenance is excluded.

** FY2010-11 is the first year we used this measurement. This will be used as a baseline for future years.

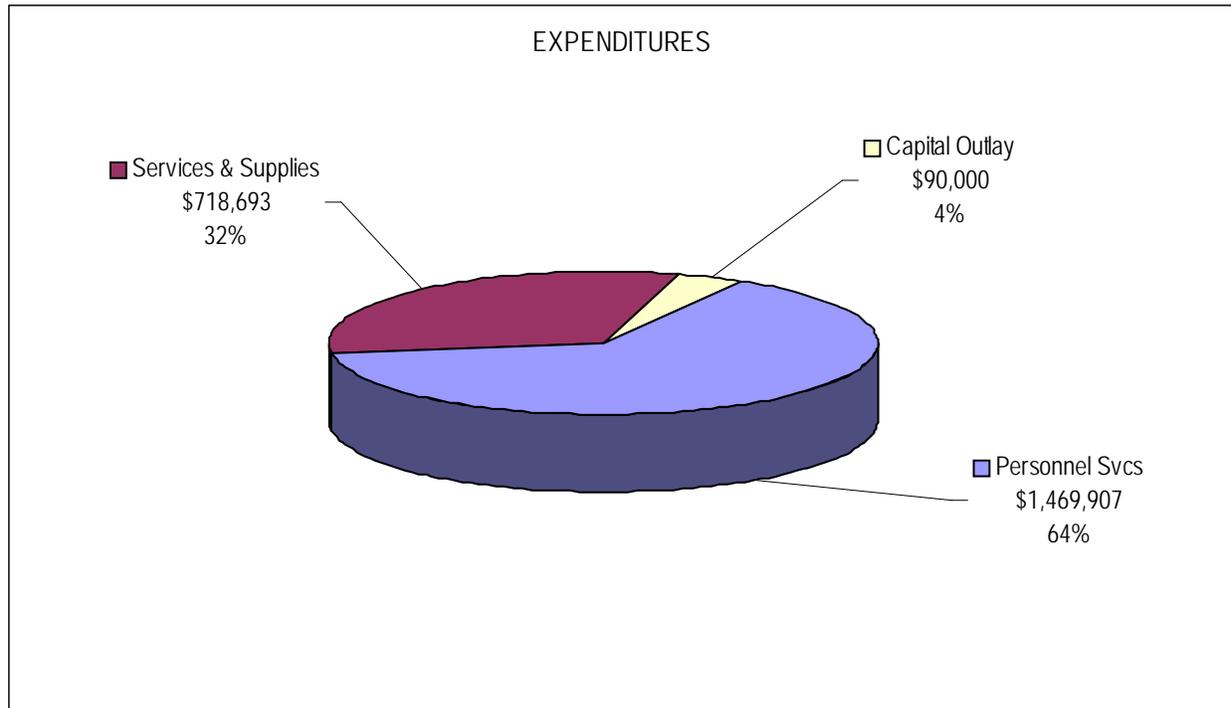
Personnel Allotment of 15 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Information Services Director	1	1		Systems Administrator	4	3	1
Video Media Specialist	1	1		G I S Manager	1	1	
Telecom Manager	1	1		Desktop Technician	4	2	2
Network Manager	1		1	Office Specialist	1	1	
Operations Manager	1	1					
TOTAL					15	11	4

Staff Change(s): Delete one Assistant Information Services Director, one Desktop Technician, one Customer Service Manager, one Systems Administrator and one Office Assistant from authorized positions. These positions have been unfilled for many years. Unfund one Network Manager and two Desktop Technician positions due to staff reduction.

Expenditure Analysis

Personnel Services	Includes defunding of three positions and 9 months' vacancy factor for the Information Services Director position.
Services and Supplies	Decrease due to transfer funding of radio maintenance contract to the Police Department.
Capital Outlay	No change.



Information Services

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	1,517,291	1,381,908	1,491,678	1,260,174
4112 Temporary Salaries	0	6,652	0	0
4113 Overtime	5,971	38	0	0
4124 Leave Cashout	40,604	7,029	0	0
4131 PERS	221,342	206,649	203,590	74,342
4132 Group Insurance	209,758	219,191	254,016	203,412
4133 Medicare	22,639	20,099	21,748	18,390
4135 Worker's Compensation	3,930	4,642	7,420	6,284
4138 Deferred Comp-Employer	8,124	8,131	8,100	7,200
4139 PARS	0	96	0	0
4142 Vacancy Factor	0	0	0	(162,735)
4161 Retiree Medical Reserve	76,446	77,460	74,412	62,840
sub-total	<u>2,106,106</u>	<u>1,931,896</u>	<u>2,060,964</u>	<u>1,469,907</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4211 Equip Replacement Amortization	5,379	7,683	7,067	7,048
4220 Supplies	12,562	27,771	10,000	10,000
4230 Services	371,027	496,739	564,274	557,645
4410 Communications	185,942	184,806	154,000	144,000
4501 Memberships and Dues	0	150	0	0
4503 Training	3,578	4,969	0	0
sub-total	<u>578,488</u>	<u>722,118</u>	<u>735,341</u>	<u>718,693</u>
CAPITAL OUTLAY				
4920 Machinery Tools & Equipment	95,695	123,342	90,000	90,000
sub-total	<u>95,695</u>	<u>123,342</u>	<u>90,000</u>	<u>90,000</u>
TOTAL	<u><u>2,780,290</u></u>	<u><u>2,777,356</u></u>	<u><u>2,886,305</u></u>	<u><u>2,278,600</u></u>

DEPARTMENT:	Human Resources	HR DIRECTOR: Carmen Valdez
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Description: This department is a centralized full-service department that provides Citywide services including: recruitment, benefits administration, a self-funded workers' compensation program, labor negotiations, administration of memorandum of understanding with the various employee groups, employee relations, the safety program, compliance with State and Federal employment laws, training and maintenance of personnel systems and files.

Services

- Recruitment - The Human Resources (HR) Department is committed to finding top-quality candidates in a timely manner. The department takes an aggressive approach in identifying and recruiting the most qualified candidates for all positions.
- Benefit Administration - The HR Department provides benefit administration services to approximately 350 active employees with an excellent benefit package that includes medical coverage through CalPERS. Additional benefits include Dental, Vision, Life Insurance, Long Term Disability, Short Term Disability, Deferred Compensation and the Employee Assistance Program (EAP).
- Workers' Compensation - The City is self-insured for workers' compensation contracted through a Third Party Administrator, York. Staff works closely with York to ensure that all injured employees are receiving the proper care for their work-related injuries.
- Labor Relations - The HR Department negotiates on behalf of the City and oversees six separate bargaining units by administering, implementing and interpreting labor contracts and assisting in the resolution of grievances.
- Employee Relations and Customer Service - The HR Department treats all employees and residents with dignity and respect. One of the department's goals is to maintain productive and positive employer-employee relationships while ensuring the highest level of service to those we serve.
- Training - The HR Department coordinates all state mandated trainings, such as: employee safety, benefits, Department of Transportation, and ergonomics trainings.



Human Resources

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Assisted in Cayenta System Upgrade.	X		X	X	
2. Assisted with CalPERS System upgrade.	X		X	X	
3. Enhanced 457 Deferred Compensation Plan to include a loan feature	X	X	X		
4. Amended CalPERS contract to include 2% at 60 formula including 3-year final compensation.	X		X	X	
5. Amended CalPERS contract to include 3% at 55 formula	X		X	X	
2012-2013 Goals					
1. Develop and finalize discipline manual for bargaining groups.	X	X	X		X
2. Develop and implement an expanded new employee orientation program that includes an inventory checklist for equipment, keys, supplies, etc. that are issued to new employees.	X		X	X	X
3. Prepare for Healthcare Reform Mandates effective in 2014	X	X	X	X	X
4. Update the Family Medical Leave Act policy to include new changes to the program including Military leave.	X	X	X	X	
5. Finalize a Fitness for Duty Program, a Short Term Disability Program and a Modified Duty Program.	X	X	X	X	X
6. Implement PAR Evaluation Form to effectively evaluate employee performance	X	X	X		X

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Percentage of workplace issues resolved without escalating to formal grievance*.	N/A	100	75	75
Percentage of Personnel Action Forms processed accurately.	98	99	100	100
Percentage of employees returned to modified or full duty within 90 days after a Workers Compensation injury*.	N/A	35	30	50
Percentage of benefit and address changes processed accurately within 10 days of receipt*.	N/A	98	100	100
Percentage of Customer Surveys rating Very Satisfied/ Satisfied.	N/A	32/31	29/28	40/40

* New performance measures effective FY2010-11

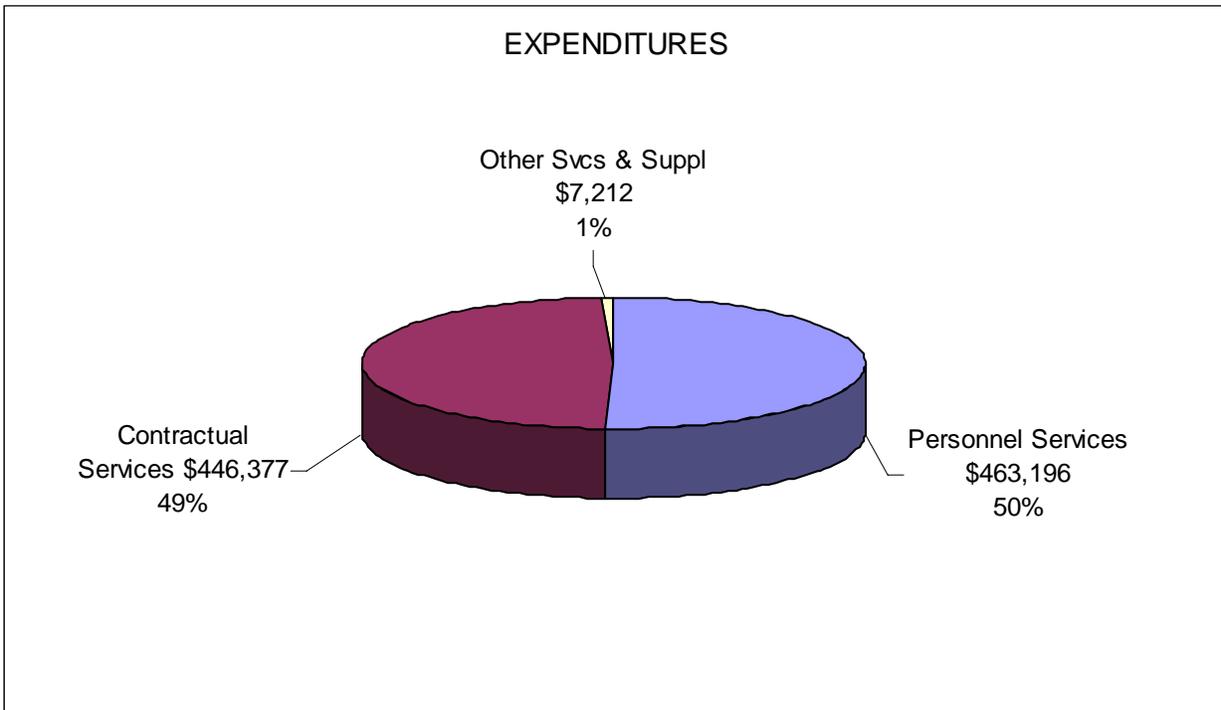
Personnel Allotment of 6.5 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Human Resources Director	1	1		Human Resources Tech	1	1	
Sr. Human Resrce Analyst	1		1	Confidential Office Assist II	1		1
Human Resrce Analyst I/II	2	1	1	Temporary Positions (FTE)	0.5	0.5	
				TOTAL	6.5	3.5	3

Staff Change(s): None

Expenditure Analysis

Personnel Services	Decrease attributed to changes in employee Memorandum Of Understanding.
Services and Supplies	No Change
Capital Outlay	None



Human Resources

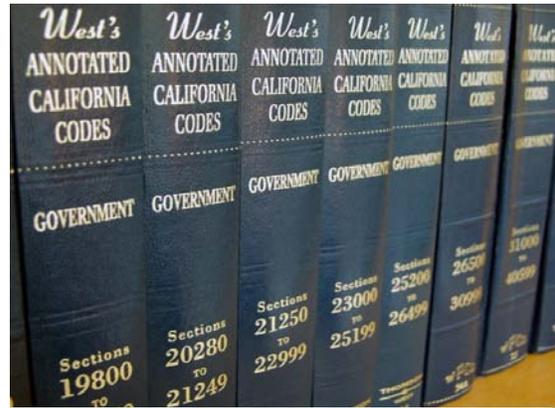
	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	330,384	307,022	323,126	335,030
4112 Temporary Salaries	120	7,384	15,600	15,600
4113 Overtime	2,055	0	1,000	1,000
4124 Leave Cashout	27,640	70	0	0
4131 PERS	48,143	46,051	48,724	29,606
4132 Group Insurance	40,192	46,433	54,432	55,476
4133 Medicare	5,206	4,588	4,948	5,118
4135 Worker's Compensation	800	1,045	1,688	1,752
4138 Deferred Comp-Employer	2,750	2,710	2,700	2,700
4139 PARS	6	106	234	234
4161 Retiree Medical Reserve	16,500	16,592	16,104	16,680
sub-total	<u>473,795</u>	<u>432,001</u>	<u>468,556</u>	<u>463,196</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	4,077	3,085	0	0
4220 Supplies	2,314	2,384	1,000	1,000
4230 Services	371,550	342,649	446,377	446,377
4410 Communications	0	32	0	0
4501 Memberships and Dues	680	895	2,212	2,212
4503 Training	3,207	4,183	4,000	4,000
sub-total	<u>381,828</u>	<u>353,227</u>	<u>453,589</u>	<u>453,589</u>
TOTAL	<u><u>855,624</u></u>	<u><u>785,227</u></u>	<u><u>922,145</u></u>	<u><u>916,785</u></u>

DEPARTMENT:	Office of the City Attorney	CITY ATTORNEY:	Michael J. Ogaz
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Description: This department provides general legal advice and services to the City Council, Housing Authority, City Commissions, City Manager, City departments and other entities as approved by City Council. The City Attorney’s department prepares or approves as to form all proposed ordinances, resolutions, agreements and amendments thereto. This department also, at times, negotiates and drafts Memorandums of Understanding with the various employee labor groups and provides guidance in all personnel matters. This department represents the City in litigation.

Services

- General legal advice
- Employee labor group negotiations
- Litigation
- Employee training
- Compliance advice related to current and forthcoming federal and state regulations
- Housing Authority and RDA successor agency legal services
- Personnel advice
- Land use advice
- Conflict of Interest and Open Government guidance



	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Provided superior, affordable, timely legal advice and service	X	X	X	X	X
2. Provided training on Brown Act, open government, ethics, etc.	X		X	X	
3. Completed second in series of annual Municipal Code updates	X			X	X
4. Represented City in numerous administrative/court cases	X			X	
5. Provided Proposition 218 water/sewer increase advice	X			X	X
6. Defeated Appellate/Supreme Court appeals in Luna/MEA action	X			X	
7. Provided hands-on legal guidance through RDA wind down	X			X	
8. Drafted all ordinances/resolutions to activate the Housing Authority	X	X		X	
9. Advised on Campaign Finance Ordinance and referendum	X				
10. Updated Flag Ordinance	X	X			
11. Drafted land use entitlements/environmental clearance for large scale developments	X	X		X	
12. Negotiated Power Purchase Agreements for solar power on City property	X	X		X	X
2012-2013 Goals					
1. Provide legal guidance through RDA wind down	X			X	
2. Oppose pending Appeals in two court cases	X			X	
3. Provide periodic legal training to staff	X		X	X	X
4. Provide legal advice toward accomplishing balanced budget	X	X		X	
5. Provide cost-effective litigation services	X			X	
6. Advise management through continuing labor negotiations	X		X		
7. Streamline and update Conditional Use Permit process	X	X		X	X

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Agenda contracts drafted/reviewed/edited	111	118	98	110
Ordinances/resolutions drafted/reviewed/edited	159	105	120	120
Court /administrative proceeding appearances	14	23	36	36
Contract complaints/agenda contracts	1/140	0/118	0/98	0/110
% of documents timely produced for agenda	100	100	100	100

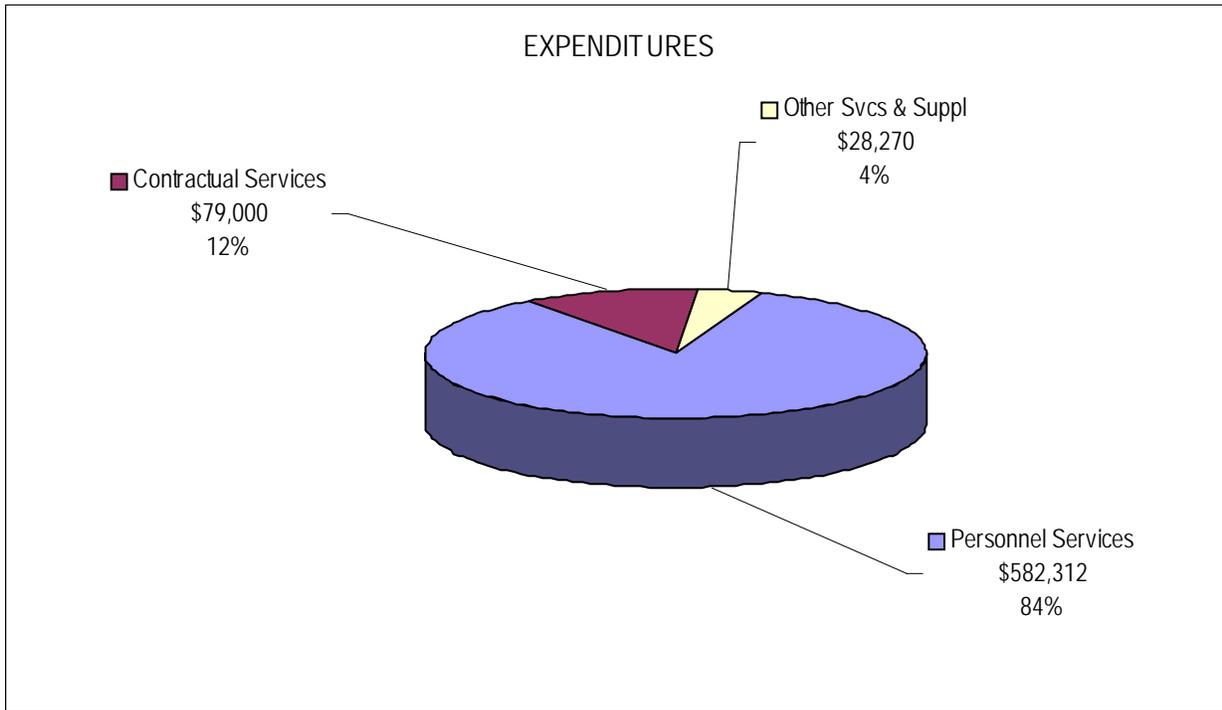
Personnel Allotment of 4 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
City Attorney	1	1		Deputy City Attorney	1		1
Assistant City Attorney	1	1		Executive Secretary	1	1	
				TOTAL	4	3	1

Staff Change(s): Reclass Legal Assistant position to Executive Secretary position. Unfund Deputy City Attorney position.

Expenditure Analysis

Personnel Services	Decrease attributed to loss of Deputy City Attorney position.
Services and Supplies	Increase due to expanded contractual services.
Capital Outlay	None



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	522,069	498,145	536,222	431,258
4113 Overtime	0	16	0	0
4121 Allowances	0	1,156	0	0
4131 PERS	90,114	88,134	82,646	62,952
4132 Group Insurance	51,435	55,936	72,576	55,476
4133 Medicare	7,537	7,260	7,836	6,304
4135 Worker's Compensation	1,242	1,625	2,676	2,154
4138 Deferred Comp-Employer	3,614	1,904	3,600	2,700
4161 Retiree Medical Reserve	25,656	26,987	26,736	21,468
sub-total	<u>701,667</u>	<u>681,163</u>	<u>732,292</u>	<u>582,312</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4220 Supplies	14,958	18,564	16,000	21,100
4230 Services	95,978	42,030	36,000	79,000
4501 Memberships and Dues	2,262	914	2,080	820
4503 Training	4,802	2,598	8,000	6,350
sub-total	<u>118,000</u>	<u>64,106</u>	<u>62,080</u>	<u>107,270</u>
TOTAL	<u><u>819,667</u></u>	<u><u>745,269</u></u>	<u><u>794,372</u></u>	<u><u>689,582</u></u>

DEPARTMENT:	Finance	FINANCE DIRECTOR:	Emma Karlen
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Description: This department provides management of the City's financial operations in accordance with established fiscal policies. The department is organized in two divisions, Administration and Operations; each provides essential customer services and internal support to other departments.

Services

- Acts as an advisor to the City Manager, City Council and Departments in the areas of financial planning and fiscal analysis. Provides leadership in the development and implementation of sound financial policies for the City.
- Coordinates the preparation of the Annual Operating Budget that includes projection of revenues and expenditures, organizing and publication of the adopted budget document.
- Invests the City's idle cash to ensure that there is sufficient cash flow to meet operating needs while maintaining safety, liquidity and competitive returns on the investment portfolio.
- Manages the City's and Agency's outstanding bonds by ensuring timely payments, performance of arbitrage calculations and filing of required continual disclosure reports.
- Manages all the tort claims against the City and represents the City in the Association of Bay Area Government Pooled Liability Assurance Network (ABAG PLAN).
- Prepares and maintains accurate financial records including grants, capital projects, enterprise funds, governmental funds, and fixed assets. Files required grant reports.
- Prepares the Annual Financial Report in accordance with Generally Accepted Accounting Principles and pronouncements of the Governmental Accounting Standards Board.
- Processes all the payments for goods and services timely and accurately.
- Issues payroll checks and benefits payments bi-weekly. Files all the required Federal and State payroll tax withholding reports.
- Monitors all the capital projects that have external funding sources to ensure collection.
- Collects and records all City revenues including utility payments, business licenses, franchise fees, transient occupancy taxes, private job accounts and miscellaneous invoicing.
- Provides customer service to the City's utility customers, including billing, new account set-ups, inquiries and meter readings.
- Provides a full range of procurement services to purchase goods and services at competitive prices and to ensure compliance with Federal and State laws and City ordinances.
- Provides internal mail service by processing outgoing mail and distributing incoming mail citywide.



Finance

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Resolved tort claims within 180 days from the date of claim.	x			x	x
2. Received awards for "Distinguished Budget Presentation", "Excellence in Financial Reporting" and "Procurement".				x	
3. Assumed the financial functions of Successor Agency due to RDA dissolution.				x	
4. Updated CAL-Card manual to reflect 2011 IRS rules.	x			x	
5. Bid frequently used commodities and services to create annualized contracts	x			x	
6. Processed invoices for payment within 5 working days from approval date.	x			x	
7. Provided accurate and timely reports within 15 days from month-end to assist departments in monitoring their budget.	x			x	
8. Provided 99.9% accuracy on initial meter reads.	x			x	
9. Implemented the new and improved My CALPERS Reporting System.	x			x	
2012-2013 Goals					
1. Resolve tort claims within 180 days from the date of claim.	x			x	x
2. Receive awards for "Distinguished Budget Presentation" and "Excellence in Financial Reporting".				x	
3. Update CAL-Card manual to reflect 2012 IRS rules and provide refresher training to ensure appropriate usage.	x			x	
4. Provide City-wide purchasing and contracts training to departments.	x			x	
5. Evaluate vendors for utility bill printing and on-line payments and bill review.	x	x		x	
6. Develop an updated Cost Allocation Plan.				x	
7. Process invoices for payment within 5 working days from approval date.	x			x	
8. Provide accurate and timely reports within 15 days from month-end to assist departments in monitoring their budget.	x			x	
9. Provide 99.9% accuracy on initial meter reads.	x			x	

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Consecutive years in receiving awards for:				
Distinguished Budget Presentation	10	11	12	13
Excellence in Financial Reporting	17	18	19	20
Excellence in Procurement	4	5	6	N/A
Percent of tort claims resolved within 180 days	95%	95%	96%	96%
Average turn around time of account payable invoices (number of days)	5	5	5	5
Average turn around time of purchase requisitions (number of days)	9	9	9	10
Percent of accurate meter reads	99.9%	99.9%	99.9%	99.9%

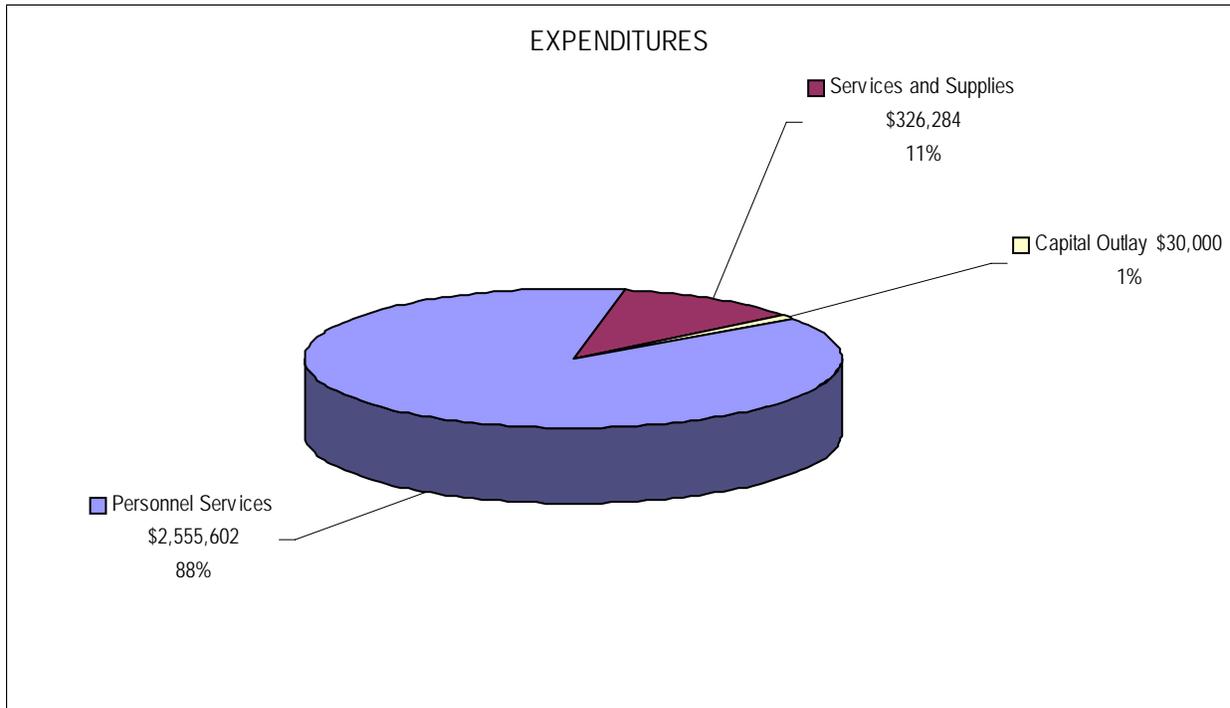
Personnel Allotment of 28.5 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Director of Financial Services	1	1		Accounting Technician	1	1	
Purchasing Agent	1	1		Fiscal Asst I/II	10	8	2
Finance Manager	1	1		Senior Fiscal Assistant	1	1	
Budget Manager	1	1		Office Specialist	1		1
Accountant	3	3		Confidential Fiscal Asst II	1	1	
Admin Analyst I/II	1		1	Water Meter Reader II	2.5	2.5	
Buyer	1		1	Temporary Positions (FTE)	1	1	
Senior Accountant	2	1	1				
TOTAL					28.5	22.5	6

Staff Change(s): Delete one Assistant Finance Director, one Administrative Analyst, two Fiscal Assistant positions, one Fiscal Services Manager, and one Maintenance Worker II from authorized positions. Unfund one Buyer, one Office Specialist and one Fiscal Assistant due to staff reduction. Reclass Accounting Services Manager to Finance Manager due to reorganization of the department.

Expenditure Analysis

Personnel Services	Decrease attributed to staff reduction.
Services and Supplies	Increase attributed to additional funding needed for utility bill's credit card processing fee.
Capital Outlay	No change



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	2,055,681	1,936,113	2,123,533	1,877,126
4112 Temporary Salaries	32,596	40,257	16,000	24,000
4113 Overtime	8,080	2,199	23,500	23,500
4121 Allowances	1,491	903	0	0
4124 Leave Cashout	46,090	37,234	0	0
4125 Accrued Leave	5,008	5,889	0	0
4131 PERS	300,958	291,975	209,601	123,176
4132 Group Insurance	336,108	354,151	462,672	397,572
4133 Medicare	30,820	29,094	31,124	27,646
4135 Worker's Compensation	9,157	11,446	17,386	14,146
4138 Deferred Comp-Employer	5,476	5,421	6,300	5,400
4139 PARS	441	481	240	360
4143 Charged to CIPs	0	0	(63,000)	(30,000)
4161 Retiree Medical Reserve	107,094	108,858	105,024	92,676
sub-total	<u>2,938,999</u>	<u>2,824,023</u>	<u>2,932,380</u>	<u>2,555,602</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4211 Equip Replacement Amortization	15,904	14,907	14,042	9,347
4220 Supplies	78,879	55,388	112,425	108,125
4230 Services	215,270	250,857	167,503	199,522
4501 Memberships and Dues	1,974	1,704	1,990	1,790
4503 Training	7,878	3,661	7,800	7,500
sub-total	<u>319,905</u>	<u>326,517</u>	<u>303,760</u>	<u>326,284</u>
CAPITAL OUTLAY				
4920 Machinery Tools & Equipment	2,073	0	0	0
4930 Hydrants & Meters	0	31,249	30,000	30,000
sub-total	<u>2,073</u>	<u>31,249</u>	<u>30,000</u>	<u>30,000</u>
TOTAL	<u><u>3,260,976</u></u>	<u><u>3,181,789</u></u>	<u><u>3,266,140</u></u>	<u><u>2,911,886</u></u>

DEPARTMENT: Public Works	PUBLIC WORKS DIRECTOR: Greg Armendariz.
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Description: This department provides operations and maintenance of City utility infrastructure, public streets, City & public safety, vehicles, City buildings and parks. The department's seven functions include: Public Works Administration, Street Maintenance, Utility Operations and Maintenance, Trees and Landscaping, Fleet Maintenance, Parks Maintenance and Facilities Maintenance.

Services

- Provides management, direction and coordination for operation and maintenance of City infrastructure and equipment.
- Provides routine and emergency operation, maintenance, and repair of utilities (water, sewer, and storm systems). Provides high level of maintenance to ensure public health and safety by providing uninterrupted water, sewer service for residents and storm facility operations ID.
- Respond to over 3,500 customer service requests annually. Investigates high priority customer service requests within 30 minutes of receipt.
- Provides street sweeping and sidewalk cleaning services and repairs, as well as immediate graffiti removal. Provides safe, effective and efficient traffic flow by maintaining the City's traffic signal coordination system, traffic signs and striping, paved roadways in accordance with the Clean and Safe Street Program and State Code requirements.
- Provides weed control and litter pick-up on public street landscaped areas. Manages a weed and insect control program that utilizes early detection and treatment, and the use of cultural and mechanical means to reduce pesticide applications.
- Provides maintenance and long-term sustainability for city streetscapes of 12,530 trees and 125 acres of public landscaping. Services include city tree installation and pruning, and the maintenance of the city's landscaped medians and trails.
- Maintains and repairs 628 city-owned vehicles and equipment including Police vehicles, Fire engine apparatus and 142 communication radios. Provides proactive and preventative maintenance and repair programs while maintaining regulatory compliance.
- Provides maintenance of city buildings and grounds, including all building systems (plumbing, pools, air ventilation, electrical and backup systems). Performs repairs, preventative maintenance, remodel project management and administration of janitorial contract. Also provides room set-ups for meetings and rental groups.
- Provides Park maintenance including playgrounds, picnic areas, athletic fields, pathways, landscaping, park restrooms, safety inspections of playground equipment, park trees, lagoons and parking lots.

Public Works

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Investigated 3,500 customer service requests and provided immediate response for urgent/safety related service requests.	X	X		X	X
2. Responded immediately to all roadway and park hazards, graffiti abatement, park and emergency utility service requests.	X	X		X	X
3. Cleaned 2,000 storm catch basins and maintained 13 storm pump stations.	X	X		X	X
4. Completed State mandated water distribution operator training for Utilities staff and appropriate standby personnel.		X	X		X
5. Provided cross-training and safety training to staff to improve efficiency and reduce injuries.	X	X	X	X	X
2012-2013 Goals					
1. Continue to investigate all customer service requests and provide immediate response for urgent/safety related service requests.	X	X		X	X
2. Continue to provide immediate response to all roadway hazards and graffiti abatement.	X	X		X	X
3. Respond to after hours emergency utility and roadway and park problems within 45 minutes.	X	X		X	X
4. Continue to provide high-level maintenance to protect the City's facilities and infrastructure.	X	X		X	X
5. Continue to provide safety and job related training to employees.	X	X	X	X	X

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Customer service requests processed	3,091	3,000	3,350	3,350
City street and sidewalk miles maintained	139	139	139	139
Number of set-ups for classes & meetings	3,188	2,900	2,900	2,900
City building square footage maintained	350,000	376,500	376,500	376,500
Traffic signals/street lights maintained	71/4,476	72/4,496	72/4,496	72/4,496
Street signs maintained	8,000	8,534	8,534	8,534
Clean sewer lines & water line repairs	568,308	500,000	500,000	500,000
Year end street tree inventory/annual cost per tree	12,380/\$34	12,480/\$33	12,480/\$33	12,480/\$33
Street landscaped acres/sites maintained	124/68	125/70	125/70	125/70
Completed Fleet section repair orders/per employee	2,000/500	2,010/670	2,010/670	2,010/670
Average vehicle downtime (hours)	3.25	3	3	3
Maintain City parks	32	32	32	32

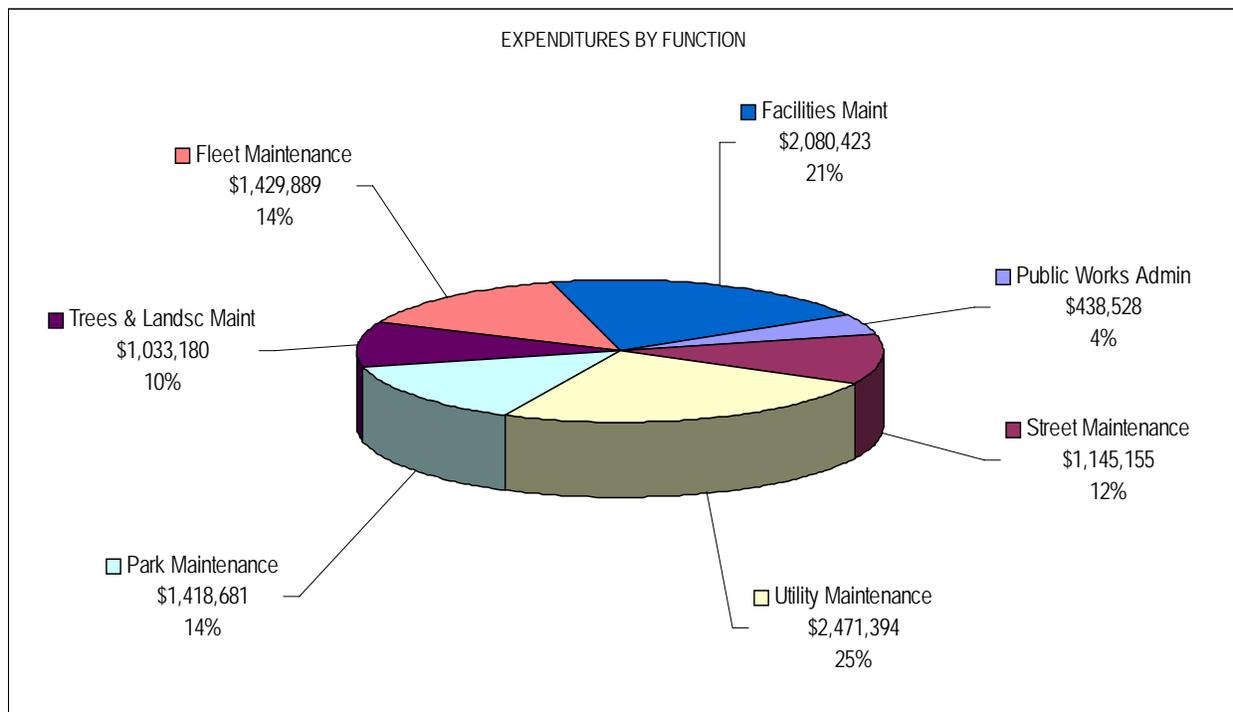
Personnel Allotment of 92 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Public Works Director	1	1		Asst Water System Operator	1	1	
Office Assistant II	1	1		Maintenance Custodian II	5	5	
Office Specialist	1	1		Maintenance Custodian III	1	1	
Equipment Maint Worker II	2	1	1	Maint Custodian I-40 Hr	1		1
Equipment Maint Worker III	5	5		Maint Custodian II-40 Hr	1	1	
Senior Maint Supervisor	4		4	Maintenance Worker I-37.5	1		1
Fleet Maint Supervisor	1		1	Maintenance Worker II-37.5	37	10	27
Fleet Maint Worker II	3	3		Maintenance Worker III	17	6	11
Fleet Maint Worker III	2	2		Maintenance Supervisor	2		2
Water System Operator	1	1		Temporary Positions (FTE)	5	5	
TOTAL					92	44	48

Staff Change(s): Transfer Park Maintenance function from the Park and Recreation Department. Delete one Associate Civil Engineer, one Community Services Project Manager, one Office Specialist, one secretary, two Maintenance Worker III positions, one Maintenance Worker II, one Maintenance Worker I and one Fleet Maintenance Assistant from authorized positions. These positions have not been funded for several years. Defund 35 FTEs due to outsourcing Street Maintenance, Park Maintenance and Trees & Landscape Maintenance functions.

Expenditure Analysis

Personnel Services	Decrease attributed to outsourcing of Street Maintenance, Park Maintenance and Trees & Landscape Maintenance.
Services and Supplies	Increase attributed to outsourcing contracts.
Capital Outlay	Ford F550 Heavy Duty Utility Truck



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	5,718,364	5,191,169	4,915,872	2,663,239
4112 Temporary Salaries	90,945	107,576	149,010	148,830
4113 Overtime	142,071	117,245	145,000	98,440
4121 Allowances	79,418	83,178	106,904	76,863
4124 Leave Cashout	187,070	159,101	0	0
4125 Accrued Leave	5,993	11,966	0	0
4131 PERS	840,806	787,444	921,063	506,777
4132 Group Insurance	1,213,175	1,252,647	1,342,656	721,188
4133 Medicare	81,640	76,903	69,347	39,293
4135 Worker's Compensation	106,570	128,360	183,787	95,619
4138 Deferred Comp-Employer	4,980	3,867	900	900
4139 PARS	1,201	1,240	2,012	2,231
4141 Adjustments-Payroll	635	627	0	0
4143 Charged to CIPs	0	0	(22,000)	0
4161 Retiree Medical Reserve	286,992	277,668	233,858	125,898
sub-total	<u>8,759,860</u>	<u>8,198,992</u>	<u>8,048,409</u>	<u>4,479,278</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4211 Equip Replacement Amortization	805,439	730,864	716,521	395,862
4220 Supplies	1,267,862	1,326,080	1,560,499	1,284,699
4230 Services	1,185,330	1,196,092	1,126,495	3,564,233
4410 Communications	1,701	1,798	1,250	1,250
4420 Utilities	54,861	51,778	80,700	80,700
4501 Memberships and Dues	4,119	4,712	6,090	4,590
4503 Training	9,610	10,416	31,985	29,785
sub-total	<u>3,328,922</u>	<u>3,321,740</u>	<u>3,523,540</u>	<u>5,361,119</u>
CAPITAL OUTLAY				
4850 Vehicles	0	60,438	17,341	66,853
4870 Machinery & Equipment	0	15,360	0	0
4920 Machinery Tools & Equipment	985	880	0	0
4930 Hydrants & Meters	65,264	13,146	110,000	110,000
sub-total	<u>66,249</u>	<u>89,824</u>	<u>127,341</u>	<u>176,853</u>
TOTAL	<u><u>12,155,031</u></u>	<u><u>11,610,556</u></u>	<u><u>11,699,290</u></u>	<u><u>10,017,250</u></u>

DIVISION: Engineering	PUBLIC WORKS DIRECTOR: Greg Armendariz
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Description: This division provides professional engineering services for management and review of new infrastructure, both private and public, which may impact the public right-of-way or the public's use and enjoyment of municipal facilities or services. The division manages the municipal utility services provided to the community including water, recycled water, sewer, storm water quality protection, flood control, garbage, and recycling. The division functions are Design & Construction, Land Development, Traffic and Utilities.

Services

- The City Engineer, directs and coordinates the work of the division, including allocation of resources, assignments, and staff development, to ensure City infrastructure is designed and constructed in accordance with City codes, state and federal laws, and industry standards to protect public health and safety.
- Civil engineering services by professionals licensed to practice civil engineering in the State of California. These engineers prepare, oversee, review and approve design plans for the public and private construction of public infrastructure and also review and approve subdivision maps.
- Traffic engineering services consist of technical review and evaluation of traffic system design construction and operations to ensure safe and efficient operations of the City street system. Traffic engineering services also include review of private development projects.
- Planning and management of the Capital Improvement Program, including design and construction and project management of the City's street, water, sewer, storm drain, parks and community projects.
- Engineering coordination with regional programs such flood control, water supply, urban runoff, sewer treatment, and transportation and recycling programs.
- Review of subdivision maps and developer public improvement plans for conformance with the City's General Plan and zoning ordinance to ensure the City's vision for orderly growth and improvement is attained. Issue encroachment permits for work in public right-of-way.
- Management of the City's water and sewer utilities and solid waste operation and maintenance in a manner that ensures delivery of good quality and adequate supply of these essential municipal commodities at a fair and equitable price. Regulatory compliance with state and federal public health and environmental laws for monitoring, correcting and reporting as required.
- Maintenance of utility base maps for water, sewer, recycled water, and storm drain facilities and City drawings, deeds, maps, assessment district diagrams and aerial photographs.



	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Designed the Alviso Adobe Park and site improvement phase	X	X		X	X
2. Replaced 72 aging traffic signal controllers and completed signal retiming	X	X		X	X
3. Participated in the VTA/BART project design and construction team		X		X	X
4. Supported City's adoption of plastic bag and polystyrene controls	X	X		X	X
5. Constructed Milpitas Blvd seismic backbone waterline, Street Resurfacing and Sewer Projects	X	X		X	X
6. Completed various City Building Improvements	X	X		X	X
7. Coordinated major flood control improvements with SCVWD	X	X		X	X
8. Designed Wrigley Ford Creek Maintenance Project	X	X		X	X
2012-2013 Goals					
1. Complete construction of Wrigley Ford Creek Maintenance Project	X	X		X	X
2. Complete construction of the Alviso Adobe Park	X	X		X	X
3. Participate in the VTA/BART project design and construction team	X	X		X	X
4. Coordinate with TPAC agencies and SCVWD to develop a regional recycled water extension strategy and master plan	X	X		X	X
5. Coordinate with San Jose on Water Pollution Control Plant rehabilitation		X		X	X
6. Continue with the Water Seismic Program	X	X		X	X
7. Develop and implement a professional training plan for staff			X		
8. Design & Construction replacement of aging infrastructure	X	X		X	X

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Contracts Awarded/Value	18/\$8.4M	14/\$12M	13/\$8M	10/\$5M
Meet all water quality standards for potable water distribution	100%	100%	100%	100%
Achieve solid waste diversion rate goal of at least: 50%	70%	70%	65%	65%
Review first submittals of private development plans within 20 working days	95%	98%	95%	98%
Development projects reviewed	118	225	200	600
Respond to public counter inquiries	200	225	150	400
Engineering and traffic surveys	20	29	28	20
Grant applications submitted	8	9	10	20
Projects completed (initial acceptances)	13	12	15	10

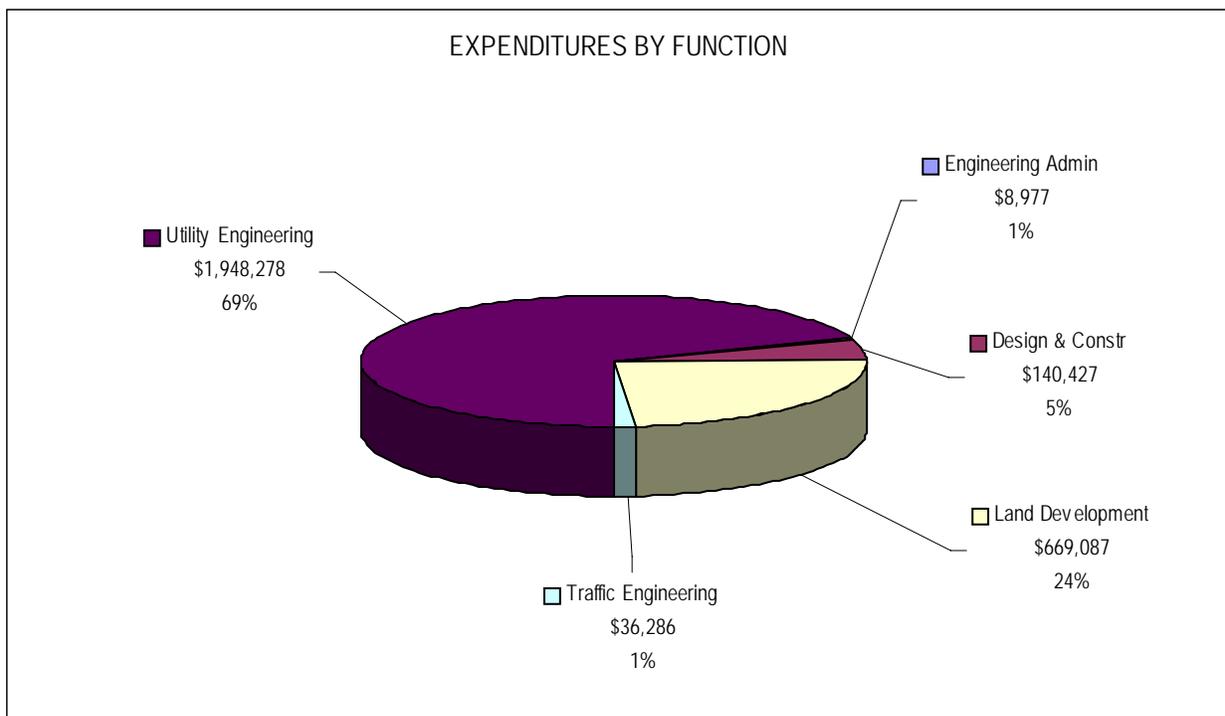
Personnel Allotment of 28.5 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
City Engineer	1		1	C A D Technician	1		1
Assistant City Engineer	1	1		CIP Manager	1	1	
Administrative Analyst I/II	2	2		Engineering Aide	2	2	
Public Information Specialist	1	1		Office Specialist	1		1
Assistant Civil Engineer	8	5	3	Secretary	1	1	
Associate Civil Engineer	6	4	2	Temporary Positions (FTE)	0.5	0.5	
Principal Civil Engineer	2	1	1				
Traffic Engineer	1	1					
				TOTAL	28.5	19.5	9

Staff Change(s): Delete one Office Assistant, one Office Specialist, one Principal Civil Engineer, three Engineer Aid positions, two Assistant Civil Engineer positions, one Associate Civil Engineer, one Engineer Permit Technician and two Principal Transportation Planner positions from authorized positions. These positions have been unfunded for several years. Defund three Assistant Civil Engineer positions, one CAD Technician, and one Office Specialist due to staff reduction.

Expenditure Analysis

Personnel Services	Decrease attributed to staff reduction.
Services and Supplies	Increase attributed to one-time service to digitize old microfiche plans to portable document format (PDF).
Capital Outlay	None



Engineering

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	1,697,829	1,644,305	2,598,884	2,105,317
4112 Temporary Salaries	4,534	17,894	9,600	9,600
4113 Overtime	10,654	(2,443)	21,900	21,900
4121 Allowances	4,104	4,627	0	0
4124 Leave Cashout	91,197	23,894	0	0
4125 Accrued Leave	8,366	24,396	0	0
4131 PERS	249,434	247,149	198,338	120,593
4132 Group Insurance	264,105	279,542	453,600	351,348
4133 Medicare	23,913	22,362	35,381	29,264
4135 Worker's Compensation	6,883	7,945	13,058	10,598
4138 Deferred Comp-Employer	3,257	2,735	7,200	7,200
4139 PARS	70	294	144	144
4143 Charged to CIPs	0	0	(949,640)	(1,045,832)
4161 Retiree Medical Reserve	135,566	131,208	129,694	105,133
sub-total	<u>2,499,912</u>	<u>2,403,907</u>	<u>2,518,159</u>	<u>1,715,265</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	121,770	121,044	152,100	152,100
4211 Equip Replacement Amortization	30,509	20,486	16,476	14,815
4220 Supplies	9,838	7,808	16,070	16,070
4230 Services	881,607	686,119	808,950	868,150
4501 Memberships and Dues	9,120	10,993	17,700	17,705
4503 Training	6,361	4,169	18,950	18,950
sub-total	<u>1,059,206</u>	<u>850,620</u>	<u>1,030,246</u>	<u>1,087,790</u>
TOTAL	<u><u>3,559,117</u></u>	<u><u>3,254,527</u></u>	<u><u>3,548,405</u></u>	<u><u>2,803,055</u></u>

DEPARTMENT:	Planning & N Svcs	ACTING PLAN & NEIGH SVCS DIR: Felix Reliford
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Description: This department reviews land and development applications and environmental assessments; ensures compliance and provides information on state and local ordinances and policies for the public and decision makers; maintains the City’s general plan, specific plans and zoning ordinance; provides staff support to successor agency, Economic Development Corporation and Housing Authority, staffs a number of City Commissions; ensures that residential, commercial and industrial properties are maintained in accordance with city regulations, operates programs for housing, neighborhood beautification, graffiti abatement, abandoned vehicles, and shopping carts; administers the Community Development Block Grant program, the City’s Housing Rehabilitation Loan program and oversees services provided by outside agencies such as fair housing and animal control.

Services

- Provides oversight and maintenance of the General Plan, and other specific plans and regulations. Prepares, and assists other departments in preparing special-purpose long-range plans and ensures consistency with existing plans. Coordinates with outside agencies and regional planning, environmental, transportation issues and maintains city information on demographics and municipal boundaries.
- Performs and coordinates review of land development applications, oversees implementation of Zoning Ordinance and planning policies and maintains them in compliance with state and federal regulations; conducts environmental review assessments, provides public information on land development regulations and processes.
- Responds to public service requests to ensure residential, commercial and industrial properties are maintained in accordance with city regulations, and administers programs for neighborhood beautification, graffiti abatement, abandoned vehicles, shopping carts and animal control.
- Administers the Community Development Block Grant program, the housing rehabilitation loan program and housing authority.
- Provides staff support to the Planning Commission, Community Advisory Commission, Transportation & Land Use Subcommittee, Bicycle Pedestrian Advisory Commission, Library Advisory Commission, Economic Development Commission and Economic Development Subcommittee.



	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Standardized planning inspections through different stages of construction.		X			X
2. Completed the staff cross training program with the Building and Engineering Departments.	X		X		
3. Implemented the Housing Element Goals & Policies within the timeframe stated in the 5-Year Implementation Plan.		X			
4. Surveyed customers to evaluate performance of planning services	X				
2012-2013 Goals					
1. Complete citywide Climate Action Plan.		X			X
2. Complete a standardized Neighborhood Services Procedure Manual to ensure consistency in service delivery.	X		X		X
3. Make recommendation to Planning Commission and City Council on General Plan update.		X		X	
4. Update Planning website to produce effective dissemination of information.	X			X	
5. Assist in McCarthy Ranch Marketplace renovation.		X		X	

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
% of Use Permit applications processed within 3 months of being deemed complete	85%	87%	87%	87%
% of Minor Site Development applications processed within 2 months	95%	98%	97%	97%
Planning Division customer contacts	3,344	3,112	3,500	3,500
% of rehabilitation loan recipients rating our service as at least "satisfactory"	90%	90%	93%	95%
Customer service requests/violations abated	1,037	758	725	700
# of cases in compliance within 30 days of receipt	688	500	400	375
Days to abate graffiti on private property	24	23	20	19
Abandoned vehicles abated on private property	267	117	132	132

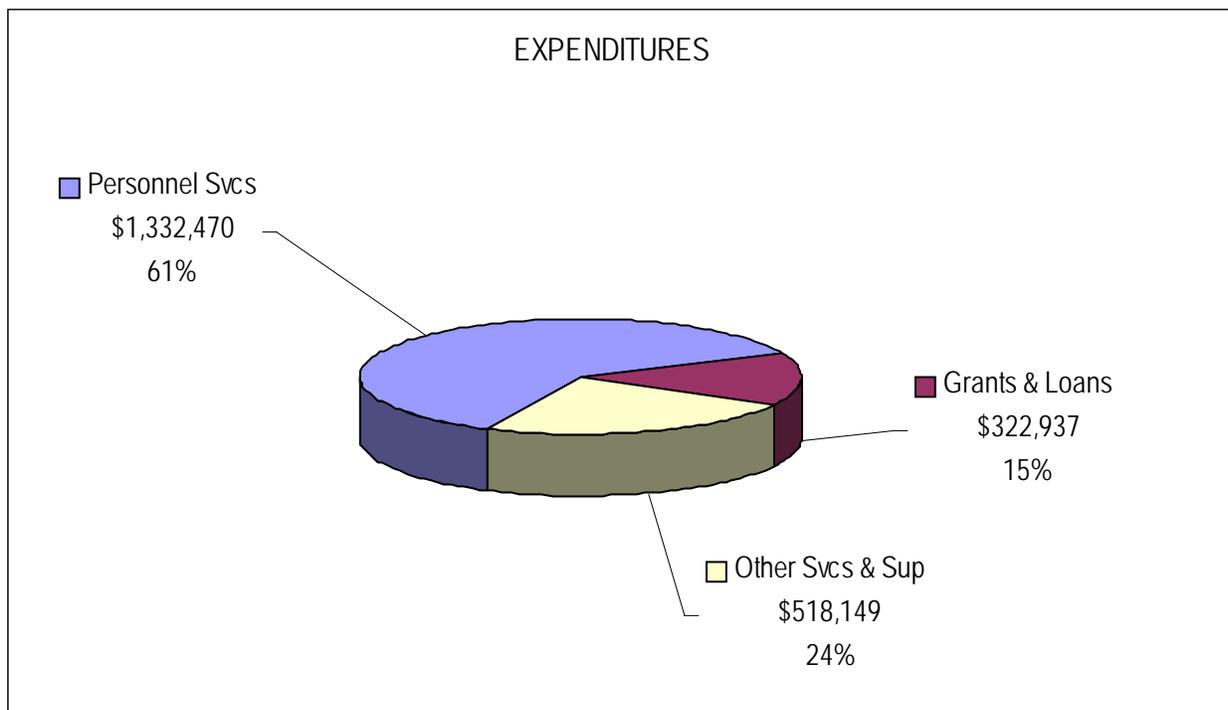
Personnel Allotment of 16.5 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Planning & Neigh Svcs Dir	1	1		Asst Transportation Planner	1		1
Assistant Planner	2.5	2	0.5	Principal Planner	1	1	
Associate Planner	2		2	Housing/Neigh Pres Spec	3	2	1
Planning Manager	1		1	Senior Housing Specialist	1	1	
Senior Planner	1	1		Office Specialist	3	2	1
				TOTAL	16.5	10	6.5

Staff Change(s): Delete one Administrative Analyst and 0.5 Recreation Services Assistant from authorized positions. These positions have been unfunded for several years. Defund one Assistant Transportation Planner due to staff reduction.

Expenditure Analysis

Personnel Services	Decrease attribute to staff reduction.
Services and Supplies	Decrease attributed to less funding allocated by the Community Development Block Grant program.
Capital Outlay	None



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	1,013,424	1,068,932	1,072,414	1,014,538
4113 Overtime	630	(3,179)	0	0
4121 Allowances	2,710	2,710	0	0
4124 Leave Cashout	13,667	7,418	0	0
4131 PERS	147,076	159,261	84,746	59,984
4132 Group Insurance	156,029	189,590	199,584	184,920
4133 Medicare	13,780	14,424	15,609	14,772
4135 Worker's Compensation	2,623	3,613	5,326	5,048
4138 Deferred Comp-Employer	(7)	0	2,700	2,700
4161 Retiree Medical Reserve	52,703	58,836	53,406	50,508
sub-total	<u>1,402,634</u>	<u>1,501,605</u>	<u>1,433,785</u>	<u>1,332,470</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	356,276	334,129	541,150	322,937
4211 Equip Replacement Amortization	7,234	6,415	5,900	4,649
4220 Supplies	15,108	9,089	11,300	11,300
4230 Services	400,572	414,710	385,000	497,000
4501 Memberships and Dues	188	872	0	0
4503 Training	681	629	5,200	5,200
sub-total	<u>780,058</u>	<u>765,843</u>	<u>948,550</u>	<u>841,086</u>
TOTAL	<u><u>2,182,692</u></u>	<u><u>2,267,448</u></u>	<u><u>2,382,335</u></u>	<u><u>2,173,556</u></u>

DIVISION:	Recreation Services	HR DIRECTOR: Carmen Valdez
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Description: This division provides recreational opportunities, parks and facilities for all residents of Milpitas. We are committed to enhancing the quality of life and providing recreational opportunities to our residents that strengthen community image and sense of place, support economic development, promote health and wellness, foster human development, increase cultural unity, facilitate solutions to community needs and provide recreational experiences while preserving and enhancing our city resources.

Services

- Oversees indoor/outdoor facility rentals, Recreation Assistance program, coordinates citywide special events, sponsor and donation functions, supervises departmental operations, coordinates promotions, public relations, publishes the Recreation Activity Guide, and staffs six City Commissions.
- Monitors daily operation of the Senior Center that provides a daily lunch program with transportation, a wide variety of drop-in programs, trips, classes, specials events, and social services.
- Provides a variety of youth programs for all ages. We offer a multitude of programs for children ages 2-5, which provide enriching experiences and emphasizes learning through active play and socialization. Recreation also offers a preschool age enrichment program offered through Elan Espirit. For older youth ages 6-12, Recreation offers a variety of year round youth sports leagues, classes, camps and weekly summer camps which provides recreational opportunities for children to promote healthy living and socialization. During the school year, grades 1-6 can attend After the Bell, which is offered at four school sites and provides a variety of enrichment activities.
- Oversees operation of a free drop-in Teen Center that provides programs, a computer lab, classes and special events that directly serve youth ages 12-17 years.
- Oversees the operation of a Sports Center with a full service Fitness Center, fitness classes, personal training, aquatic classes, lap swimming, adult and youth sports programs and more.
- Provides a volunteer program where over 1,060 individuals serve their community.
- Offers Cultural Arts programs, the Phantom Art Gallery and the Cultural Arts Support Program.
- Provides over 715 contract classes, for youth and adults to promote health and wellness and developmental opportunities for the community.



Recreation

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Senior Center Case Manager served over 1,680 needy senior clients with social services including housing, medicare, medical, social security, disability and supplemental security income assistance during the fiscal year.	x	x			
2. Increased fee and projected revenue for the After the Bell Program by 16% (daily fee from \$6/day to \$7/day; \$274,356 to \$324,953) and maintained full capacity at all four school sites.	x	x		x	
3. Successfully offered quality aquatic program serving 3,335 at the Milpitas Sports Center during the 2011 summer season.	x	x			
4. Held several successful fundraisers to help offset the costs of Rainbow Theatre (\$8,000) and Milpitas Tidal Waves (\$2,260)				x	
5. Received an Award of Excellence from C.P.R.S. for Community Partnerships for the new special event, "Howl at the Moon".		x			
2012-2013 Goals					
1. Senior Center Case Manager to serve 1,750 needy senior clients with social services.	x	x			
2. Recruit Corporate Sponsors to support the Senior Center Nutrition Program to increase the number of meals served and reduce waiting lists for daily lunch program.		x		x	
3. Partner with Milpitas High School Clubs to offer events/activities to help increase the Teen Center daily attendance and recruit new members.	x	x			
4. Increase fitness class daily average by 9% (125 to 135 participants).		x		x	
5. Increase weekend rentals by 10% at Senior Center Auditorium.				x	

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Senior Center Members	1,650	1,874	1,400	1,600
Sports Center Membership Yearly Attendance	69,795	76,335	77,000	78,000
After the Bell Participants Served Yearly	220	255	270	270

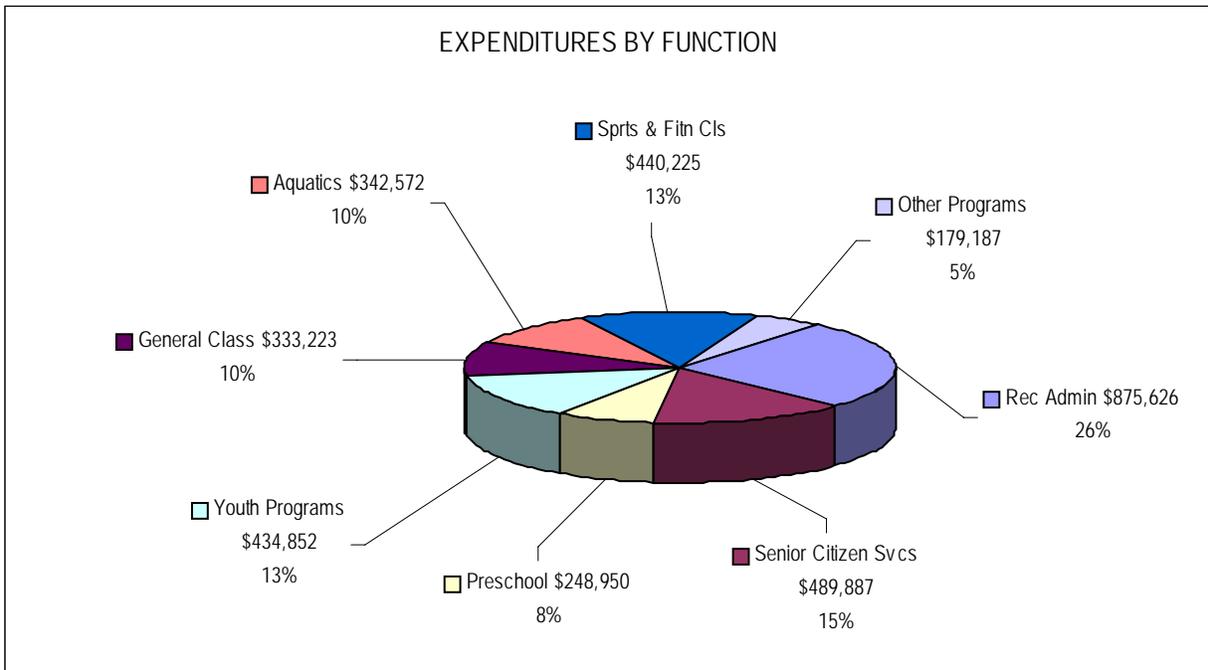
Personnel Allotment of 56 FTE

Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Parks and Rec Director	1		1	Recreation Services Asst I	0.75	0.75	
Recreation Services Supv	3	2	1	Recreation Services Asst II	1.75		1.75
Recreation Services Mgr	1		1	Recreation Services Asst III	0.75		0.75
Program Coordinator	6	5	1	Recreation Services Asst IV	4.25	2	2.25
Office Assistant II	2	1	1	Temporary Positions (FTE)	30.5	30.5	
Public Services Asst II	5	3	2				
TOTAL					56	44.25	11.75

Staff Change(s): Delete one Recreation Service Supervisor, one Program Coordinator, one Public Services Supervisor from authorized positions. Unfund 2.5 Recreation Services Assistant positions, and one Public Services Assistant due to staff reduction.

Expenditure Analysis

Personnel Services	Decrease attributed to reorganization of recreation programs.
Services and Supplies	Including preschool contract.
Capital Outlay	None.



Recreation

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	1,379,656	1,286,272	1,358,412	1,020,927
4112 Temporary Salaries	1,041,064	832,474	916,346	813,199
4113 Overtime	7,685	6,331	7,000	7,000
4124 Leave Cashout	28,837	11,413	0	0
4131 PERS	229,259	206,597	103,402	62,771
4132 Group Insurance	262,575	288,412	331,128	254,268
4133 Medicare	34,445	29,666	32,006	25,072
4135 Worker's Compensation	11,039	12,484	19,343	15,657
4138 Deferred Comp-Employer	2,699	2,710	2,700	1,800
4139 PARS	13,055	11,158	12,299	10,378
4161 Retiree Medical Reserve	69,186	68,932	67,867	50,988
sub-total	<u>3,079,501</u>	<u>2,756,451</u>	<u>2,850,503</u>	<u>2,262,060</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	31,876	18,755	18,100	10,265
4211 Equip Replacement Amortization	36,751	32,754	29,716	26,605
4220 Supplies	125,460	132,921	167,575	135,037
4230 Services	566,879	713,530	697,711	901,640
4501 Memberships and Dues	1,182	905	2,205	1,765
4503 Training	1,672	800	5,550	5,550
4600 Ins, Settlements & Contgcy	1,215	1,105	1,400	1,600
sub-total	<u>765,035</u>	<u>900,771</u>	<u>922,257</u>	<u>1,082,462</u>
TOTAL	<u><u>3,844,536</u></u>	<u><u>3,657,222</u></u>	<u><u>3,772,760</u></u>	<u><u>3,344,522</u></u>

DEPARTMENT: Police

POLICE CHIEF: Dennis Graham

Description: This department provides 24 hours-a-day, 365 days-a-year policing services to the City, keeps the peace and prevents and controls crime. The Department's nine functions include: Administration, Patrol, Traffic, Crossing Guards, Community Relations, Investigations, Communications, Records, and Personnel and Training.

Services

- Provides 24-hours a day, 365 days-a-year response to calls for police services. Safeguards the community from crime through deterrence, prevention and arrest of offenders. Preserves the public peace, protects life and property, and appropriately enforces laws and ordinances.
- Investigates auto thefts, hit-and-runs, and traffic accidents; conducts accident reconstruction for major-injury and fatal collisions; provides traffic control at major events and enforces traffic laws.
- Manages the Crossing Guard program, which staffs the 28 most critical intersections within the City to ensure the safety of children walking to and from school.
- Conducts PAL, Neighborhood Watch, Police Explorer, Citizen Volunteer and other crime prevention programs.
- Works closely with the school district and county agencies to divert first time offenders from the juvenile justice system through parent counseling and other innovative programs. A School Resource Officer serves Milpitas High and Calaveras Hills.
- Provides follow-up investigation of crimes against persons, fraud, high technology and crimes against property.
- Conducts gang prevention, intervention and investigation; tracks sex registrants; and conducts pro-active narcotic investigations.
- Provides 24 hours-a-day, 365 days-a-year 9-1-1 emergency telephone answering and emergency dispatching for Police, Fire and other City Departments.
- Provides public counter service, filing of criminal complaints and evidence management. Processes, maintains and distributes Police and Fire reports, prepares statistical data required by law, and responds to report requests and telephone inquiries from citizens and other authorized entities.



Police

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Reduced the average emergency response time to 2:42, and 11-year low.	X	X			X
2. Reduced crime rate by 8.26% in 2011, to a 42-year low.	X	X			X
3. Completed a Peace Officer and Standards Training management study of the Police Department's evidence and property functions and processes				X	
4. Implemented grant-funded web-based crime mapping service designed for public access.	X	X		X	X
5. Completed a state-funded upgrade of the 9-1-1 equipment within the Communications Center.	X		X	X	X
6. Completed a grant-funded "Every 15 Minutes" drunk-driving prevention program for high school students.	X	X		X	X
7. Implemented a Peer-Support program to support staff experiencing work-related and personal stress.		X	X		X
2012-2013 Goals					
1. Ensure average response times to emergency calls remain at 3:00 or under	X				X
2. Ensure 100% registration by known sex offenders.		X			X
3. At no cost to the City, implement a Direct Referral Program to provide community services to juveniles who commit minor offenses, so that they are diverted from the juvenile justice system.	X	X		X	
4. Reduce residential burglaries by at least 10%		X			X

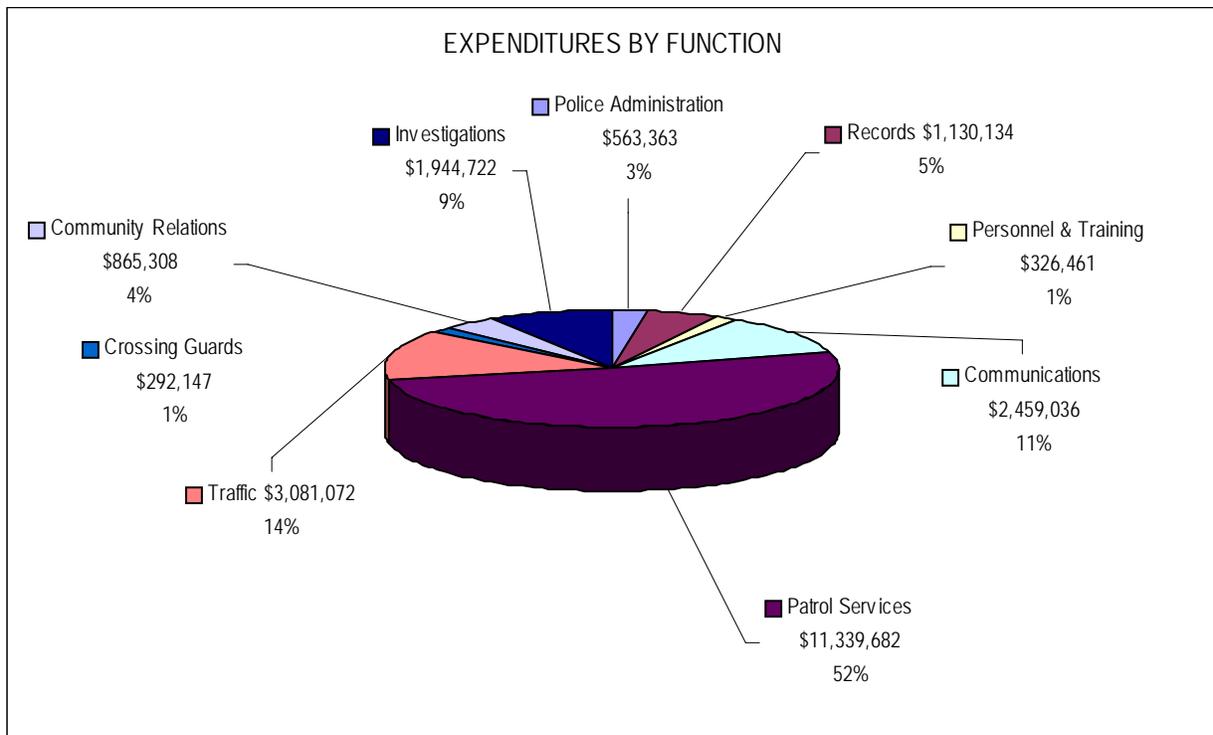
Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Avg. response time to emergency calls (minutes)	2:47	2:43	2:42	2:44
Percentage of 9-1-1 calls answered by a dispatcher within 10 seconds	99%	99%	99%	99%
Percentage of public requests for report information completed within two days	96%	92%	92%	92%
Number of anti-terrorist Patrol checks	3,558	1,769	1,693	1,600
Number of accidents involving school children at intersections staffed by Crossing Guards	0	0	0	0
Parent Drug Awareness presentations	12	9	9	9
Character Counts Presentations: schools/students (DARE from 2009 to June 2011)	12/793	11/843	12/770	11/774
Community presentations	268	232	235	225
Number of vehicle citations issued	11,891	7,537	6,901	7,100
Number of arrests reported to FBI (all crimes)	3,231	2,334	2,097	2,200

Police

Personnel Allotment of 135.5 FTE							
Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Police Chief	1	1		Secretary	1		1
Police Commander	3	3		Police Assistant	1		1
Police Lieutenant	4	4		Police Clerk II	6	5	1
Patrol Officer	5	3	2	Police Clerk Supervisor	2	1	1
Police Officer	67	59	8	Police Property Clerk	1.5	1	0.5
Police Sergeant	13	13		Communications Dispatcher	12	10	2
Office Assistant II	1	1		Communications Supervisor	4	3	1
				Temporary Positions (FTE)	14	14	
TOTAL					135.5	118	17.5

Staff Change(s): Delete two Police Captain positions from authorized positions. Unfund one Secretary, 2 Police Officer positions, 1 Police Clerk Supervisor, 1 Communications Dispatcher, and 1 Patrol Officer due to attrition.

Expenditure Analysis	
Personnel Services	Decrease attributed to staff reduction.
Services and Supplies	Increase attributed to assuming funding of radio maintenance contract from Information Services Department.
Capital Outlay	Decrease attributed to less safety equipment needed.



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	13,391,978	12,693,872	14,250,492	13,623,856
4112 Temporary Salaries	275,482	263,080	310,426	312,807
4113 Overtime	691,611	722,009	703,283	592,283
4121 Allowances	145,361	136,498	140,496	134,868
4124 Leave Cashout	731,623	752,716	0	0
4131 PERS	2,812,841	2,908,179	3,917,086	3,855,747
4132 Group Insurance	1,613,179	1,729,205	1,985,448	1,916,580
4133 Medicare	182,032	174,031	193,345	188,649
4135 Worker's Compensation	268,976	346,373	575,377	555,651
4138 Deferred Comp-Employer	4,299	4,517	4,500	3,600
4139 PARS	3,850	3,512	4,395	4,431
4151 Compensation Reduction	0	0	(1,245,900)	(1,245,900)
4161 Retiree Medical Reserve	597,761	618,906	617,303	587,437
sub-total	<u>20,718,995</u>	<u>20,352,898</u>	<u>21,456,251</u>	<u>20,530,009</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	3,000	0	500	500
4211 Equip Replacement Amortization	486,560	434,453	426,874	405,090
4220 Supplies	130,074	157,575	143,521	143,521
4230 Services	565,616	607,743	687,472	778,147
4410 Communications	20,086	17,446	24,820	24,820
4501 Memberships and Dues	3,195	3,070	3,339	3,339
4503 Training	35,502	65,856	56,499	56,499
sub-total	<u>1,244,034</u>	<u>1,286,142</u>	<u>1,343,025</u>	<u>1,411,916</u>
CAPITAL OUTLAY				
4850 Vehicles	0	20,051	0	0
4870 Machinery & Equipment	80,112	64,201	0	0
4920 Machinery Tools & Equipment	107,825	42,778	84,712	60,000
sub-total	<u>187,937</u>	<u>127,030</u>	<u>84,712</u>	<u>60,000</u>
TOTAL	<u><u>22,150,965</u></u>	<u><u>21,766,070</u></u>	<u><u>22,883,988</u></u>	<u><u>22,001,925</u></u>

DEPARTMENT: Fire

FIRE CHIEF: Brian Sturdivant

Description: This department provides all-hazard full response, preparedness, and prevention services. The response and preparedness division handles emergency incidents, safety, training and para-medicine compliance. The Fire Prevention division handles fire plans and permits, hazardous materials regulation, inspections and investigations. The Office of Emergency Services handles disaster preparedness planning, response, mitigation and recovery initiatives.

Services

- Administration: Manages and directs command, administrative, operational, planning, and logistical aspects of the department.
- Emergency Response: Responds to and manages emergency incidents involving fires, medical and traumatic injuries, vehicle accidents, rescues, hazardous-materials releases and other risks affecting the health and welfare of those in the community. Personnel staff five apparatus at four fire stations strategically located for quick response throughout the City.
- Safety, Training, & Para-medicine Compliance: Provides safety programs to reduce the firefighter injury rate and risks. Operates drill grounds and training curricula to ensure readiness for all-risk response. Oversees compliance with paramedic and emergency medical technician licenses and certifications, state and local reporting and quality assurance requirements, and cooperative contracts with the ambulance service provider.
- Disaster Preparedness: Ensures citywide disaster readiness by performing Emergency Operations Center training and maintenance, Strategic Actions For Emergencies (SAFE) training, care-and-shelter cache maintenance, amateur radio operator support, and large-scale disaster planning in accordance with state, regional, and federal guidelines. Provides prevention-education for schools, businesses, citizen groups and community events in Milpitas. Also ensure that prevention and preparedness information is available in handouts, the city website, and community media.
- Plan-check & Permits: Provides fire plan reviews and permits related to fire code compliance for new construction, change in occupancy, tenant improvement, and fire-systems.
- Hazardous Materials Regulation: Conducts plan reviews and inspections related to hazardous materials use and storage, and urban-runoff, in accordance with state and local laws.
- Inspections & Investigations: Conducts inspections related to fire code compliance for new construction and high-risk occupancies. Provides fire cause and origin investigations and follow-up case preparation in cooperation with the Police Department.



Fire

	Customer Service	Enhanced Quality of life	Invest in Employees	Fiscally Responsible	Public health and safety
2011-2012 Accomplishments					
1. Responded to 4075 emergency incidents with an average response time of 4.32 minutes.	X	X			X
2. Certified 229 S.A.F.E.** Team members.	X	X			X
3. Conducted 850 plan reviews, issued 900 approvals/permits and performed 1,200 inspections. *	X			X	X
4. Presented prevention information at over 120 events.	X	X		X	X
2012-2013 Goals					
1. Develop and maintain fractile response time of 5 minutes or less 90% of the time.	X	X			X
2. Reduce firefighter injuries and support with the MFD Safety, Health and Wellness Program.	X	X	X	X	X
3. Certify an additional 30 S.A.F.E. team members and provide refresher training to 90% of critical Emergency Operations Center staff.	X	X	X	X	X
4. Achieve target turn-around times of plan reviews/inspections at a rate of 98% or higher.	X			X	X
5. Respond to 100% of prevention education requests.	X	X		X	X

NOTE: *These are calendar year figures **Strategic Actions For Emergencies

Performance Measures	Actual 2009-10	Actual 2010-11	Projected 2011-12	Estimated 2012-13
Calls for service & average response times (minutes)	4,400/4.2	4,400/4.3	4,075/4.32	4,100/4.3
Number of trained Disaster Service Workers in the City (new category for 2011)	3.2/10	3.4/10	545	500
Number of platoon training hours & personnel certified to serve at higher rank	250/20	250/23	288/23	275/23
Number of plan reviews/inspections	1,047/4,400	900/4,000	850/1,2000	860/1,100
Plan reviews/inspections meeting target turn-around times (90%)	96%	97%	98%	98%
Prevention information events	90	80	120	100
Property loss due to fire *	N/A	N/A	\$1,000,000	\$1,000,000
Property saved in response to a fire *	N/A	N/A	\$500,000	\$500,000
Fire-caused injuries/deaths *	N/A	N/A	0	0
Work-related injuries *	N/A	N/A	5	5
Structure fire flame spread *	N/A	N/A	80%	80%
Fire unit reliability *	N/A	N/A	80%	80%
Volunteer hours *	N/A	N/A	500	500

* New performance measures effective FY 11-12

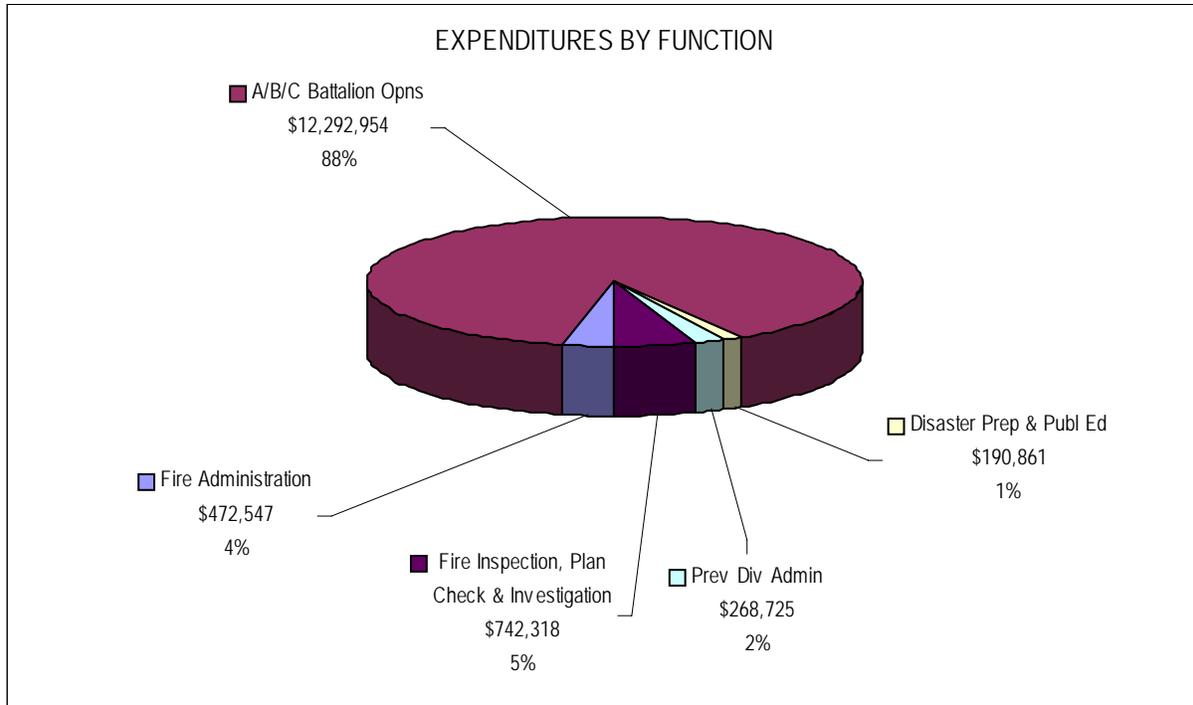
Fire

Personnel Allotment of 80.5 FTE							
Position	Auth FTE	Funded	Unfunded	Position	Auth FTE	Funded	Unfunded
Fire Chief	1	1		Fire Protection Engineer	2	1	1
Assistant Fire Chief	1		1	Fire Engineer	15	8	7
Fire Marshal	1	1		Firefighter	12	12	
Assistant Fire Marshal	1		1	Firefighter/Paramedic	12	12	
Emerg Svcs Coordinator	1	1		Fire Engineer/Paramedic	6	6	
Fire Battalion Chief	4	4		Office Assistant II	1		1
Fire Captain	16	15	1	Office Specialist	1		1
Fire Prevention Inspector	2	1	1	Secretary	1	1	
Hazardous Materials Inspector	3	1	2	Temporary Position (FTE)	0.5	0.5	
TOTAL					80.5	64.5	16

Staff Change(s): One Office Assistant and One Office Specialist were unfunded due to attrition.

Expenditure Analysis

Personnel Services	Decrease attributed to staff reduction.
Services and Supplies	Decrease attributed to extension vehicle amortization for fire engine replacements.
Capital Outlay	None



	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13
PERSONNEL SERVICES				
4111 Permanent Salaries	7,653,965	7,599,092	8,544,614	8,380,877
4112 Temporary Salaries	112,520	0	0	24,040
4113 Overtime	1,037,122	1,534,293	700,000	464,100
4121 Allowances	57,892	55,774	61,752	61,752
4124 Leave Cashout	317,382	580,186	0	0
4131 PERS	1,693,208	1,860,762	1,898,583	1,908,777
4132 Group Insurance	939,840	1,000,254	1,149,144	1,135,128
4133 Medicare	110,935	120,870	108,633	111,715
4135 Worker's Compensation	179,282	228,047	375,726	373,646
4138 Deferred Comp-Employer	37,340	37,149	40,200	41,161
4161 Retiree Medical Reserve	387,953	391,793	390,411	382,940
sub-total	<u>12,527,439</u>	<u>13,408,223</u>	<u>13,269,063</u>	<u>12,884,136</u>
SUPPLIES AND CONTRACTUAL SERVICES				
4200 Community Promotions, Grants & Loans	0	1,493	0	0
4211 Equip Replacement Amortization	1,035,701	946,075	874,403	605,307
4220 Supplies	293,515	290,204	180,310	173,980
4230 Services	354,755	258,049	192,750	228,180
4410 Communications	2,269	1,666	1,600	1,600
4501 Memberships and Dues	3,140	2,952	11,775	8,994
4503 Training	32,422	85,309	65,738	65,208
sub-total	<u>1,721,803</u>	<u>1,585,748</u>	<u>1,326,576</u>	<u>1,083,269</u>
CAPITAL OUTLAY				
4870 Machinery & Equipment	14,640	38,815	0	0
4920 Machinery Tools & Equipment	0	446	0	0
sub-total	<u>14,640</u>	<u>39,261</u>	<u>0</u>	<u>0</u>
TOTAL	<u><u>14,263,881</u></u>	<u><u>15,033,232</u></u>	<u><u>14,595,639</u></u>	<u><u>13,967,405</u></u>

DEPARTMENT:	Non-Departmental
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Description: This department funds a variety of activities that are not specific to any one department. Personnel Services include expenditures not budgeted in the individual departments such as vacation and leave cashouts, benefit administration fees, retiree medical benefits and self-funded unemployment insurance. Supplies and Contractual Services include centralized copier costs for City Hall, utility payments and citywide tuition reimbursement. Sewer treatment plant capital contribution, maintenance and operation are funded in this department, as are all water purchases for the water fund. This department also funds debt services, equipment and vehicle replacement.

Expenditure Analysis

Personnel Services: \$2,990,700 will fund vacation and leave cashouts, MOU contractual obligations, retiree medical benefits and unemployment benefits. Administration costs for the City's Public Agency Retirement System (PARS) program are included in this function.

Services and Supplies: \$8,272,000 is for Treatment Plant fees; \$2,770,000 is for gas, electric and water utilities; and \$11,865,000 is for water purchases. A total of \$45,000 is reflected in this function for citywide tuition reimbursement, computer training and personnel training. The City's insurance premium with ABAG is projected to be \$500,000 for the 2012-13 fiscal year.

Debt Service: \$688,000 is scheduled to pay the principal and interest due on the 2006 Certificates of Participation for the sewer system.

Equipment Replacement: \$32,012 is for equipment replacement from monies that are available in the Equipment and Information Technology Replacement Funds.

Non-Departmental

	100 General Fund	102 Measure I TOT	211/237 H-H Lease/ CFD	250 HCD Fund
PERSONNEL SERVICES				
4124 Leave Cashout	570,000	0	0	0
4132 Group Insurance	0	0	0	0
4136 Unemployment	103,200	0	0	0
4137 MOU Contractual Agreements	570,800	0	0	0
4139 PARS	6,200	0	0	0
4161 Retiree Medical Reserve	1,393,600	0	0	0
sub-total	<u>2,643,800</u>	<u>0</u>	<u>0</u>	<u>0</u>
SUPPLIES & CONTRACTUAL SERVICES				
4201 Community Promotions	0	0	0	0
4209 Miscellaneous Loans	0	0	0	0
4237 Contractual Services	39,800	0	7,000	0
4239 Audit Fees	63,000	0	0	6,000
4241 Repair & Maintenance	0	0	0	0
4242 Rents & Leases	0	0	29,000	0
4253 ABAG Attorney's Fees	22,000	0	0	0
4254 ABAG Settlements	50,000	0	0	0
4421 Utilities-Gas	230,000	0	0	0
4422 Utilities-Electric	1,196,000	30,000	0	0
4423 Utilities-Water	569,600	10,000	0	0
4424 SFWD, Wholesale Water Purchase	0	0	0	0
4425 SCVWD, Wholesale Water Purchase	0	0	0	0
4427 Recycled Water Purchase	0	0	0	0
4428 Treatment Plant, Capital	0	0	0	0
4429 Treatment Plant, M&O	0	0	0	0
4503 Training and Registration	13,000	0	0	0
4509 Tuition Reimbursement	25,900	0	0	0
4600 Insurance & Settlements	353,000	0	0	0
4610 Uncollectible Accounts	22,000	0	0	0
4640 Contingent Reserve	342,000	0	0	0
sub-total	<u>2,926,300</u>	<u>40,000</u>	<u>36,000</u>	<u>6,000</u>
DEBT SERVICE				
4701 Retirement of Principal	0	0	0	0
4711 Interest Expense	0	0	0	0
4720 Contractual Obligation	0	0	0	0
sub-total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CAPITAL OUTLAY				
4810 Land	0	0	0	0
4850 Vehicles	0	0	0	0
sub-total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>5,570,100</u>	<u>40,000</u>	<u>36,000</u>	<u>6,000</u>

Non-Departmental

280 Solid Waste Fund	295 Housing Authority	310 Street Fund	400 Water Fund	450 Sewer Fund	500 Equipment Replacement	Proposed 2012-13
0	0	0	18,000	12,000	0	600,000
0	0	0	1,900	1,300	0	3,200
0	0	0	9,600	7,200	0	120,000
0	0	0	53,000	35,700	0	659,500
0	0	0	900	900	0	8,000
0	0	0	129,600	76,800	0	1,600,000
<u>0</u>	<u>0</u>	<u>0</u>	<u>213,000</u>	<u>133,900</u>	<u>0</u>	<u>2,990,700</u>
0	0	0	0	0	0	0
0	49,838	0	0	0	0	49,838
0	308,500	400	4,400	9,400	0	369,500
0	2,000	8,000	10,000	10,000	0	99,000
0	5,000	0	0	0	0	5,000
0	0	0	0	0	0	29,000
0	0	0	8,000	30,000	0	60,000
0	0	0	20,000	70,000	0	140,000
2,500	0	0	10,000	7,500	0	250,000
18,400	0	0	460,000	165,600	0	1,870,000
6,400	0	0	57,600	6,400	0	650,000
0	0	0	9,000,000	0	0	9,000,000
0	0	0	2,453,000	0	0	2,453,000
0	0	0	412,000	0	0	412,000
0	0	0	0	3,600,000	0	3,600,000
0	0	0	0	4,672,000	0	4,672,000
0	0	0	1,000	1,000	0	15,000
0	0	0	2,700	1,400	0	30,000
0	0	0	27,000	82,000	38,000	500,000
0	0	0	53,000	53,000	0	128,000
0	0	0	0	0	0	342,000
<u>27,300</u>	<u>365,338</u>	<u>8,400</u>	<u>12,518,700</u>	<u>8,708,300</u>	<u>38,000</u>	<u>24,674,338</u>
0	0	0	0	395,000	0	395,000
0	0	0	0	293,000	0	293,000
0	0	0	0	0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>688,000</u>	<u>0</u>	<u>688,000</u>
0	0	0	0	0	0	0
0	0	0	0	0	32,012	32,012
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,012</u>	<u>32,012</u>
<u>27,300</u>	<u>365,338</u>	<u>8,400</u>	<u>12,731,700</u>	<u>9,530,200</u>	<u>70,012</u>	<u>28,385,050</u>

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**2012-17 CAPITAL IMPROVEMENT PROGRAM
GRAND SUMMARY**

Project Expenses	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Community Improvement	0	2,825,000	500,000	125,000	1,000,000	4,450,000
Park Improvement	750,000	2,250,000	4,600,000	3,400,000	7,400,000	18,400,000
Streets	1,860,000	3,134,000	2,384,000	2,000,000	2,200,000	11,578,000
Water	2,775,000	3,775,000	9,305,000	7,695,000	4,000,000	27,550,000
Sewer Improvement	6,550,000	1,000,000	1,100,000	1,250,000	2,600,000	12,500,000
Storm Drain Improvement	550,000	600,000	2,900,000	1,750,000	3,180,000	8,980,000
Total	12,485,000	13,584,000	20,789,000	16,220,000	20,380,000	83,458,000

Finance Sources	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Gas Tax Fund	1,453,000	1,256,800	1,116,800	1,000,000	1,150,000	5,976,600
Developer Contributions	150,000	0	0	0	0	150,000
General Fund	0	0	0	0	220,000	220,000
Grants/Reimbursement/Developer Fee	0	227,200	117,200	0	0	344,400
Park Fund	750,000	1,950,000	3,400,000	0	400,000	6,500,000
Sewer Fund	4,050,000	0	100,000	250,000	100,000	4,500,000
Sewer Infrastructure Fund	0	1,000,000	1,000,000	1,000,000	2,500,000	5,500,000
Street Fund	60,000	0	0	0	50,000	110,000
Water Fund	2,775,000	1,550,000	1,105,000	1,625,000	1,500,000	8,555,000
Water Line Extension Fund	0	1,225,000	1,000,000	1,070,000	0	3,295,000
Storm Drain Fund	400,000	600,000	0	250,000	100,000	1,350,000
Equipment Replacement Fund	0	125,000	0	125,000	0	250,000
Unidentified Funding	0	3,300,000	5,300,000	6,900,000	12,360,000	27,860,000
Traffic Impact Fees	0	350,000	150,000	0	0	500,000
TASP Impact Fees	2,500,000	1,000,000	6,500,000	3,000,000	1,000,000	14,000,000
Transient Occupancy Tax (TOT)	0	600,000	600,000	600,000	600,000	2,400,000
Vehicle Licensing Fee	347,000	400,000	400,000	400,000	400,000	1,947,000
Total	12,485,000	13,584,000	20,789,000	16,220,000	20,380,000	83,458,000

PARK IMPROVEMENT PROJECTS

The Park Improvement category includes funding of two new projects as shown on the opposite page:

Project Number-Name

Description

5095-Park Renovation Project 2013

Provides for safety and accessibility ADA improvements in accordance with the Park Master Plan. Renovations can include replacement of playground equipment, drinking fountains, and reconstructing walkways and other park improvements, for safety and accessibility.

5096-Pinewood Park Picnic Renovation

Provides for the design and construction of renovation improvements for various elements at Pinewood Park. Improvements will include large picnic area and perimeter landscaping, ADA compliance assessment and improvements, drainage, lighting, walkways, irrigation, and related improvements.

PARK IMPROVEMENT PROJECTS

NUMBER	PROJECT TITLE	APPROVED	INCREMENTAL ANNUAL MAINTENANCE COST
321-5095 *	Park Renovation Project 2013	\$ 400,000	\$
321-5096 *	Pinewood Park Picnic Renovation	<u>350,000</u>	<u> </u>
	TOTAL COST	<u>\$ 750,000</u>	\$

AVAILABLE FINANCING SOURCE:

Park Fund	<u>\$ 750,000</u>
TOTAL AVAILABLE	<u>\$ 750,000</u>

NOTE: Asterisk (*) indicates new projects.

STREET IMPROVEMENT PROJECTS

The Street Improvement category includes continued funding of two existing projects and funding of one new project as shown on the opposite page:

Project Number-Name

Description

4266-Street Light Improvements

Provides for various improvements to renovate and replace some of this aging infrastructure, including replacement of street ballasts/lamps, steel light poles, replacement of electrical wiring systems, modification of foundations, and other related improvements.

4268-Street Resurfacing Project 2013

Provides for a variety of pavement resurfacing treatments, from slurry seal to major rehabilitation and reconstruction. Streets are selected for improvements based on the City's Pavement Management System.

4269-Traffic Management Enhancement 2013

Provides for the upgrade and deployment of traffic management equipment used to monitor and control the City's roadway network. Typical improvements include the deployment of traffic signal control equipment and upgrades to the traffic operations center's video monitoring equipment.

STREET IMPROVEMENT PROJECTS

NUMBER	PROJECT TITLE	APPROVED	ESTIMATED ANNUAL MAINTENANCE COST
311-4266	Street Light Improvements	\$ 400,000	\$ 0
311-4268	Street Resurfacing Project 2013	1,400,000	0
311-4269 *	Traffic Management Enhancements 2013	60,000	0
	TOTAL COST	<u>\$ 1,860,000</u>	\$ 0

AVAILABLE FINANCING SOURCE

Street Fund	\$ 60,000
Gas Tax Fund	1,453,000
Vehicle Licensing Fee	347,000
TOTAL AVAILABLE	<u>\$ 1,860,000</u>

NOTE: Asterisk (*) indicates new projects.

WATER IMPROVEMENT PROJECTS

The Water Improvement category includes continued funding of three existing projects and two new projects as shown on the opposite page:

Project Number-Name

Description

7100-Water System Seismic Improvements

Provides for developing a comprehensive Water System Seismic Improvements Program which includes seismic upgrades to the City's "back-bone" water system as defined in the Water System Seismic Improvement Strategic Plan.

7102-Ayer Reservoir & Pump Station Improvements

Provides for several improvements to the Ayer Reservoir and Pump Station located behind the Milpitas Sports Center. The overflow structure has settled needs to be replumbed to the sanitary sewer system. Scope also includes replacement or upgrades to the electric pumps, control systems, and various seismic upgrades.

7112-Reservoir Cleaning

Provides for the periodic interior cleaning of the new City's water system reservoirs.

7115-Cathodic Protection Improvements

This project provides an evaluation study and installation of corrosion monitoring station and recommendations for retrofit or anode replacement. The project will also provide for upgrades of deficiencies defined in the evaluation study.

7116-Minor Water Projects 2013

This on-going project involves the analysis and implementation of various water projects which arise during the year. This project also provides for on-going modifications and improvements to existing water system including enhancing security at various water facilities.

WATER IMPROVEMENT PROJECTS

NUMBER	PROJECT TITLE	APPROVED	ESTIMATED ANNUAL MAINTENANCE COST
401-7100	Water System Seismic Improvements	\$ 2,000,000	\$ 0
401-7102	Ayer Reservoir & Pump Station Improvements	150,000	0
401-7112	Reservoir Cleaning	100,000	0
401-7115	* Cathodic Protection Improvements	375,000	0
401-7116	* Minor Water Projects 201	150,000	0
	TOTAL COST	<u>\$ 2,775,000</u>	<u>\$ 0</u>

AVAILABLE FINANCING SOURCE:

Water Fund	<u>\$ 2,775,000</u>
TOTAL AVAILABLE	<u>\$ 2,775,000</u>

NOTE: Asterisk (*) indicates new projects.

SEWER IMPROVEMENT PROJECTS

The Sewer Improvement category includes continued funding of one existing project and two new projects as shown on the opposite page:

Project Number-Name

Description

6110-Sewer System Hydraulic Modeling

Provides for ongoing hydraulic modeling of the sanitary sewer system as needed for Public Works operations and impacts from new developments.

6116-Sewer System Replacement 2013

Provides for the replacement of the highest priority facilities, including upgrades to the Sewer Pump Stations, and seismic retrofit work. The replacement prioritization is based on several factors including age, type of pipe material, soil conditions and physical evaluation based on video camera observations.

6117-TASP Sewer Line Replacement

This project constructs sewer pipeline upgrade projects 11A through 11D as described in the 2009 Sewer Master Plan. 11A through 11D covers the Transit Area Specific Plan area of South Main, Great Mall Parkway and Montague Expressway. Construction of these sewer pipeline upgrades provide sufficient capacity for planned development.

SEWER IMPROVEMENT PROJECTS

NUMBER	PROJECT TITLE	APPROVED	ESTIMATED ANNUAL MAINTENANCE COST
451-6110	Sewer System Hydraulic Modeling	\$ 50,000	\$ 0
451-6116 *	Sewer System Replacement 2013	1,500,000	0
451-6117 *	TASP Sewer Line Replacement	<u>5,000,000</u>	<u>0</u>
	TOTAL COST	<u>\$ 6,550,000</u>	\$ 0

AVAILABLE FINANCING SOURCE:

Sewer Fund	\$ 4,050,000
Transit Area Impact Fee Fund	<u>\$ 2,500,000</u>
TOTAL AVAILABLE	<u>\$ 6,550,000</u>

NOTE: Asterisk (*) indicates new projects.

STORM DRAIN IMPROVEMENT PROJECTS

The Storm Drain Improvement category includes continued funding of one existing project and one new project as shown on the opposite page:

Project Number-Name

Description

3700-Storm Drain System Deficiency Program

This project involves the design and construction of storm drain pipeline at various locations, primarily due to insufficient capacity and aging infrastructure. In some locations, the existing storm drain pipe will be removed and replaced with larger pipe. In other locations, a second parallel pipe will be installed depending conditions of the existing pipe and space constraints with other utilities. Work scope also includes pump station rehabilitation work to electrical and mechanical systems.

3708-Transit Area Storm Drainage Plan

This project includes preparation of a Master Grading and storm Drainage Plan for the Transit Area. A Master Grading and Storm Drainage Plan is required by the Transit Area EIR prior to the development in this drainage basin.

STORM DRAIN IMPROVEMENT PROJECTS

NUMBER	PROJECT TITLE	APPROVED	ESTIMATED ANNUAL MAINTENANCE COST
341-3700	Storm Drain System Deficiency Program	\$ 400,000	\$ 0
341-3708 *	Transit Area Storm Drainage Plan	<u>150,000</u>	<u>0</u>
	TOTAL COST	<u>\$ 550,000</u>	\$ 0

AVAILABLE FINANCING SOURCE:

Developer Contribution	\$ 150,000
Storm Drain Fund	<u>400,000</u>
TOTAL AVAILABLE	<u>\$ 550,000</u>

NOTE: Asterisk (*) indicates new projects.

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