City of

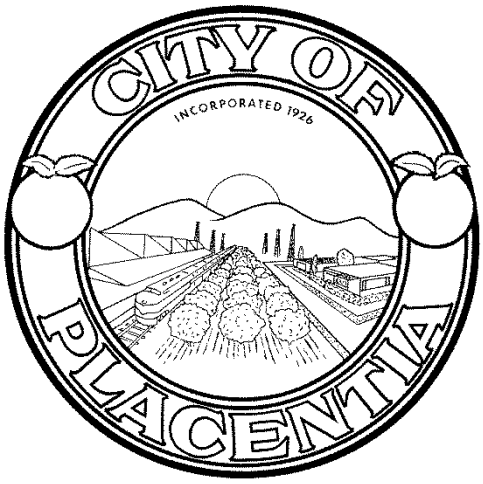
# Placentia

Progress... Prosperity... Pride...

FISCAL YEAR 2013-14

PLACENTIA
FINANCE
DEPARTMENT

# ANNUAL BUDGET




# FISCAL YEAR 2013-14

PLACENTIA FINANCE DEPARTMENT

# ELECTED OFFICIALS

**Scott W. Nelson**
**Mayor**

**Joseph V. Aguirre**
**Mayor Pro Tem**

**Constance Underhill**
**Councilmember**

**Chad P. Wanke**
**Councilmember**

**Jeremy B. Yamaguchi**
**Councilmember**

**Craig S. Green**
**City Treasurer**

**Patrick Melia**
**City Clerk**

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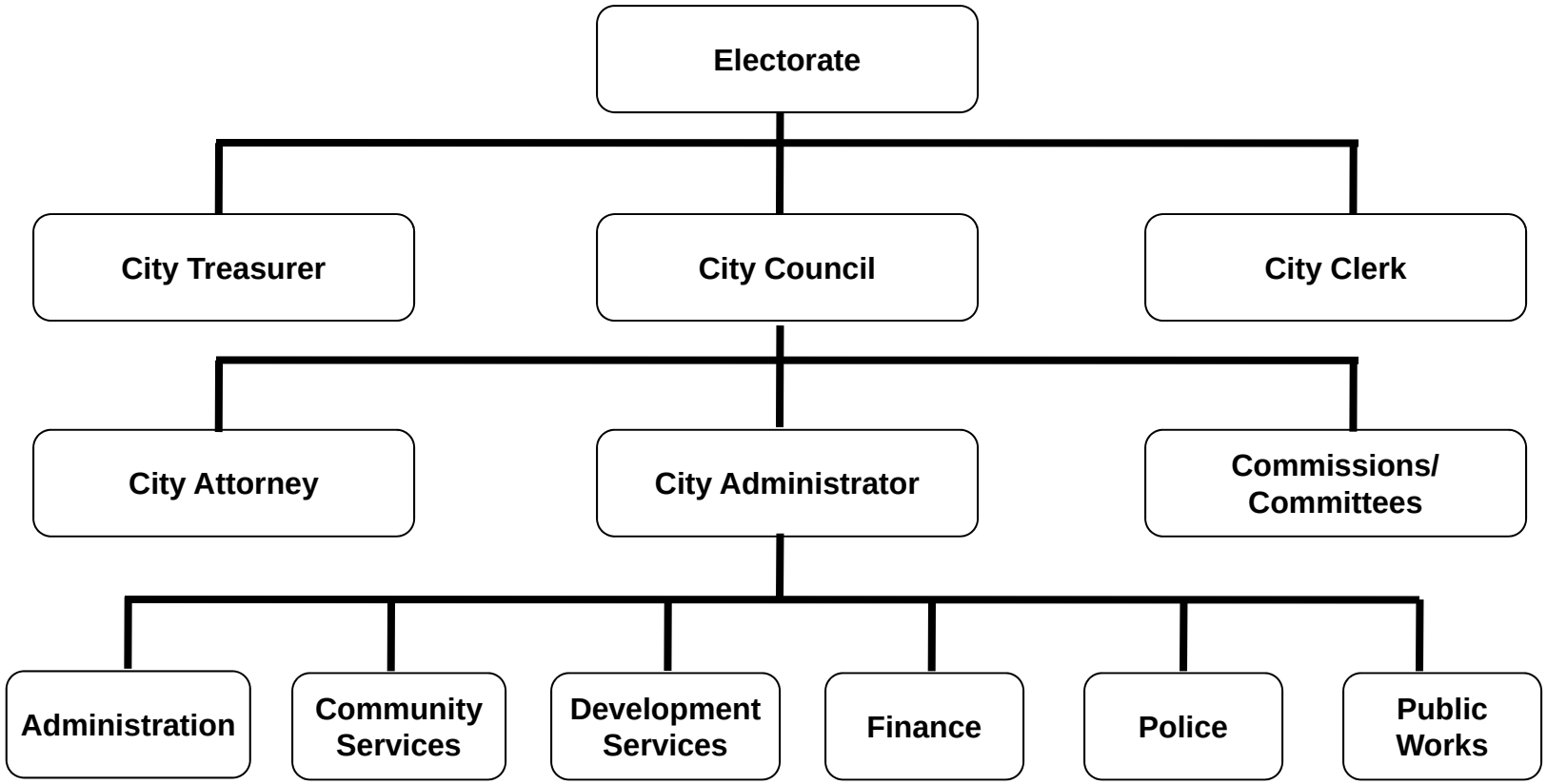
PLACENTIA FINANCE DEPARTMENT

# PLACENTIA MUNICIPAL ORGANIZATION



# CITY OF PLACENTIA
# PROJECTED CHANGE IN FINANCIAL POSITION
# FISCAL YEAR 2012-13

## City of Placentia

# PROJECTED CHANGE IN FINANCIAL POSITION

## Fiscal Year 2012-13

| Fund | | Fund Balance 06/30/12 | Estimated Revenues | Estimated Expenditures | Operating Transfer - In/(Out) | Net Increase/ (Decrease) | Estimated Fund Balance 06/30/13 |
|---|---|---|---|---|---|---|---|
| | | [A] | [B] | [C] | [D] | [B - C + D] | [A + Net] |
| **GENERAL FUND** | | | | | | | |
| 101 | General Fund | 6,270,780 | 25,836,320 | 25,413,332 | See Below | (895,872) | 5,374,908 |
| 101 | General Fund - Transfer In | - | - | - | 3,863,000 | - | - |
| 101 | General Fund - Transfer Out | - | - | - | (5,181,860) | - | - |
| 115 | Economic Uncertainity | 500,000 | - | - | - | - | 500,000 |
| **SPECIAL REVENUE FUNDS** | | | | | | | |
| 201 | Utility User Tax | 223,713 | 2,853,800 | - | (2,793,800) | 60,000 | 283,713 |
| 205 | State Gas Tax | 158,500 | 1,457,500 | - | (1,118,925) | 338,575 | 497,075 |
| 206 | Gas Tax Bond | 5,137,666 | 481,494 | 481,494 | (5,164,820) | (5,164,820) | (27,154) |
| 210 | Measure M | 373,934 | 470,000 | - | (342,522) | 127,478 | 501,412 |
| 215 | Air Quality Management | 176,488 | 60,000 | 11,000 | (12,860) | 36,140 | 212,628 |
| 225 | Asset Seizure Fund | 182,700 | 349,500 | 57,800 | (31,300) | 260,400 | 443,100 |
| 226 | Traffic Offender Fund | 17,617 | 13,500 | - | - | 13,500 | 31,117 |
| 230 | Supplemental Law Enforcement | 126 | 100,000 | 100,000 | - | - | 126 |
| 235 | Park Development | 66,354 | - | - | (65,936) | (65,936) | 418 |
| 240 | Sewer Construction | (20,715) | - | - | - | - | (20,715) |
| 245 | Storm Drain Construction | 42,701 | - | - | - | - | 42,701 |
| 250 | Thoroughfare Construction | 37,760 | - | - | - | - | 37,760 |
| 255 | Underground Utilities | 39 | - | - | - | - | 39 |
| 260 | Street Lighting District | (393,082) | 138,000 | 369,300 | - | (231,300) | (624,382) |
| 265 | Landscape Maintenance | 554,800 | 396,000 | 600,564 | - | (204,564) | 350,236 |
| 270 | Housing and Community Dev | (228,939) | 135,000 | 135,000 | - | - | (228,939) |
| 280 | Miscellaneous Grants | 779,966 | 237,920 | - | (237,920) | - | 779,966 |
| 710 | Alta Vista District 85-1 | - | - | - | - | - | - |
| 715 | Community Facilities District | 4,793,878 | 3,103,100 | 3,191,900 | (445,727) | (534,527) | 4,259,351 |
| | Total Special Revenue Funds | 11,903,506 | 9,795,814 | 4,947,058 | (10,213,810) | (5,365,054) | 6,538,452 |

## City of Placentia

# PROJECTED CHANGE IN FINANCIAL POSITION

## Fiscal Year 2012-13

| Fund | | Fund Balance 06/30/12 | Estimated Revenues | Estimated Expenditures | Operating Transfer - In/(Out) | Net Increase/ (Decrease) | Estimated Fund Balance 06/30/13 |
|---|---|---|---|---|---|---|---|
| | | [A] | [B] | [C] | [D] | [B - C + D] | [A + Net] |
| **CAPITAL PROJECTS** | | | | | | | |
| 401 | City Capital Projects | (1,584,160) | - | 6,866,108 | 6,866,108 | - | (1,584,160) |
| 425 | Orangethorpe Corridor | 365,803 | - | 365,803 | - | (365,803) | - |
| | Total Capital Projects Funds | (1,218,357) | - | 7,231,911 | 6,866,108 | (365,803) | (1,584,160) |
| **ENTERPRISE FUNDS** | | | | | | | |
| 501 | Refuse Administration | (3,041,677) | 2,723,500 | 2,946,511 | (500,000) | (723,011) | (3,764,688) |
| 505 | CNG Fueling Station | 16,439 | 269,000 | - | (109,000) | 160,000 | 176,439 |
| 275 | Sewer Maintenance | 14,837,369 | 73,010 | 708,289 | (387,792) | (1,023,071) | 13,814,298 |
| | Total Enterprise Funds | 11,812,131 | 3,065,510 | 3,654,800 | (996,792) | (1,586,082) | 10,226,049 |
| **INTERNAL SERVICE FUNDS (ISF)** | | | | | | | |
| 601 | Employee Health & Welfare | 37,666 | - | 1,331,833 | 1,331,833 | - | 37,666 |
| 605 | Risk Management | (200,000) | 200,000 | 1,350,840 | 1,350,840 | 200,000 | - |
| 610 | Equipment Replacement | 334,255 | 36,358 | - | - | 36,358 | 370,613 |
| 615 | Information Technology | 114,954 | - | 334,120 | 334,120 | - | 114,954 |
| 620 | Citywide Services | (241) | - | 2,165,067 | 2,165,067 | - | (241) |
| | Total Internal Service Funds | 286,634 | 236,358 | 5,181,860 | 5,181,860 | 236,358 | 522,992 |
| | **Total** | **29,554,694** | **38,934,002** | **46,428,961** | **(481,494)** | **(7,976,453)** | **21,578,241** |

# CITY OF PLACENTIA
# PROJECTED CHANGE IN FINANCIAL POSITION
# FISCAL YEAR 2013-14

## City of Placentia

# PROJECTED CHANGE IN FINANCIAL POSITION

## Fiscal Year 2013-14

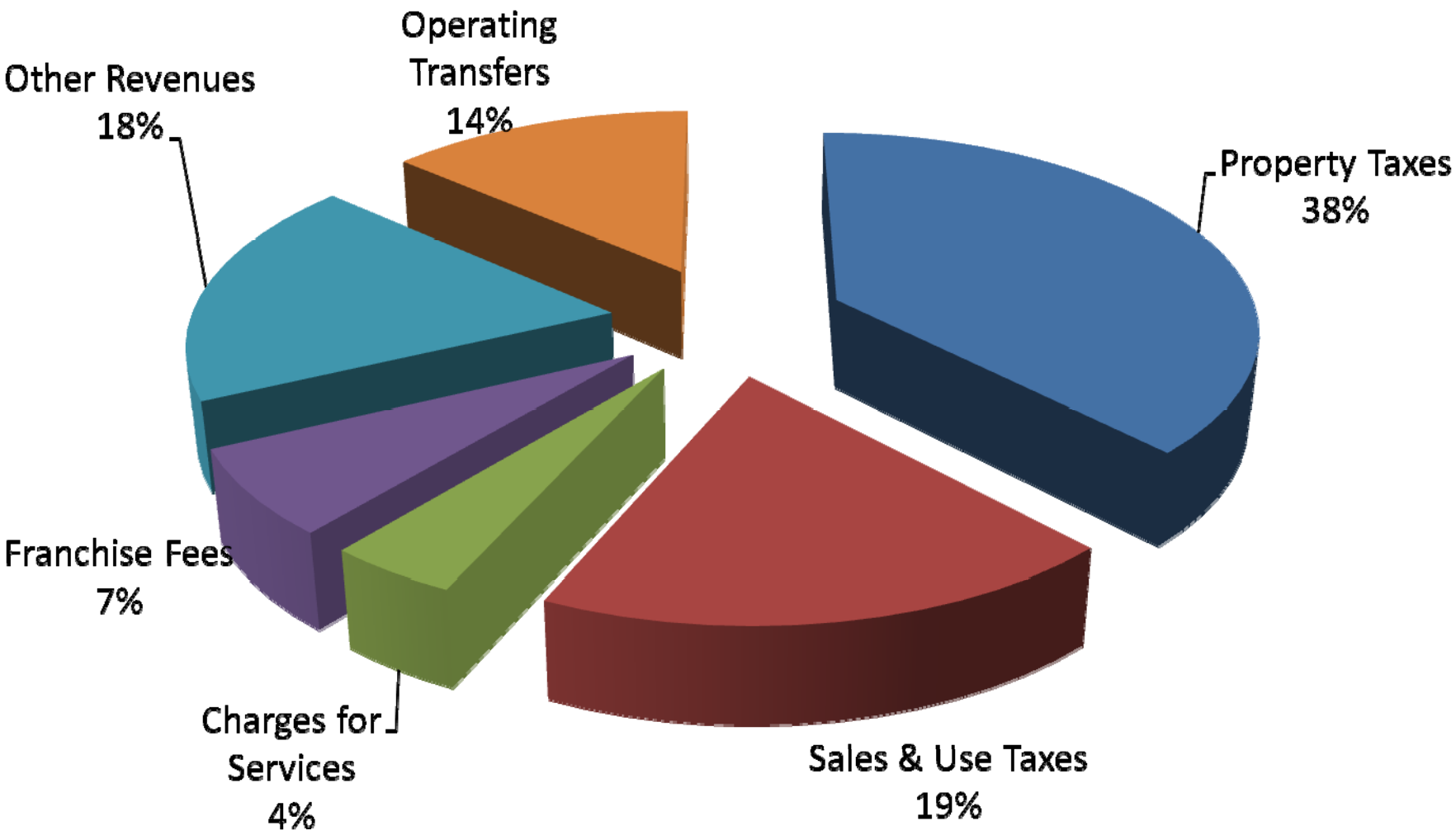
| Fund | | Estimated Fund Balance 06/30/13 | Budget Revenues | Budget Expenditures | Operating Transfer - In/(Out) | Net Increase/ (Decrease) | Estimated Fund Balance 06/30/14 |
|---|---|---|---|---|---|---|---|
| | | [A] | [B] | [C] | [D] | [B - C + D] | [A + Net] |
| 101 | General Fund | 5,374,908 | 26,294,869 | 25,205,010 | See Below | - | 5,374,908 |
| 101 | General Fund - Transfer In | - | - | - | 4,134,876 | - | - |
| 101 | General Fund - Transfer Out | - | - | - | (5,224,735) | - | - |
| 115 | Economic Uncertainity | 500,000 | - | - | - | - | 500,000 |
| **SPECIAL REVENUE FUNDS** | | | | | | | |
| 201 | Utility User Tax | 283,713 | 2,909,676 | - | (2,849,676) | 60,000 | 343,713 |
| 205 | State Gas Tax | 497,075 | 1,457,500 | - | (974,500) | 483,000 | 980,075 |
| 206 | Gas Tax Bond | (27,154) | 481,844 | 480,344 | - | 1,500 | (25,654) |
| 210 | Measure M | 501,412 | 470,000 | - | (530,085) | (60,085) | 441,327 |
| 215 | Air Quality Management | 212,628 | 60,000 | 15,000 | (96,180) | (51,180) | 161,448 |
| 225 | Asset Seizure Fund | 443,100 | 500 | 47,000 | (273,000) | (319,500) | 123,600 |
| 226 | Traffic Offender Fund | 31,117 | 13,500 | - | - | 13,500 | 44,617 |
| 230 | Supplemental Law Enforcement | 126 | 92,000 | - | - | 92,000 | 92,126 |
| 235 | Park Development | 418 | - | - | (48,500) | (48,500) | (48,082) |
| 240 | Sewer Construction | (20,715) | - | - | - | - | (20,715) |
| 245 | Storm Drain Construction | 42,701 | - | - | - | - | 42,701 |
| 250 | Thoroughfare Construction | 37,760 | - | - | - | - | 37,760 |
| 255 | Underground Utilities | 39 | - | - | - | - | 39 |
| 260 | Street Lighting District | (624,382) | 138,000 | 379,700 | - | (241,700) | (866,082) |
| 265 | Landscape Maintenance | 350,236 | 396,000 | 565,089 | - | (169,089) | 181,147 |
| 270 | Housing and Community Dev | (228,939) | 135,290 | 135,200 | - | 90 | (228,849) |
| 280 | Miscellaneous Grants | 779,966 | 2,568,085 | - | (2,568,085) | - | 779,966 |
| 710 | Alta Vista District 85-1 | - | - | - | - | - | - |
| 715 | Community Facilities District | 4,259,351 | 3,383,000 | 2,536,850 | (1,129,135) | (282,985) | 3,976,366 |
| | Total Special Revenue Funds | 6,538,452 | 12,105,395 | 4,159,183 | (8,469,161) | (522,949) | 6,015,503 |

## City of Placentia
# PROJECTED CHANGE IN FINANCIAL POSITION
## Fiscal Year 2013-14

| Fund | Estimated Fund Balance 06/30/13 | Budget Revenues | Budget Expenditures | Operating Transfer - In/(Out) | Net Increase/ (Decrease) | Estimated Fund Balance 06/30/14 |
|---|---|---|---|---|---|---|
| | [A] | [B] | [C] | [D] | [B - C + D] | [A + Net] |
| **CAPITAL PROJECTS** | | | | | | |
| 401 City Capital Projects | (1,584,160) | - | 5,104,485 | 5,104,485 | - | (1,584,160) |
| 425 Orangethorpe Corridor | - | - | - | - | - | - |
| Total Capital Projects Funds | (1,584,160) | - | 5,104,485 | 5,104,485 | - | (1,584,160) |
| **ENTERPRISE FUNDS** | | | | | | |
| 501 Refuse Administration | (3,764,688) | 2,723,500 | 3,000,549 | (200,000) | (477,049) | (4,241,737) |
| 505 CNG Fueling Station | 176,439 | 92,800 | 5,000 | (90,000) | (2,200) | 174,239 |
| 275 Sewer Maintenance | 13,814,298 | 73,010 | 953,635 | (470,200) | (1,350,825) | 12,463,473 |
| Total Enterprise Funds | 10,226,049 | 2,889,310 | 3,959,184 | (760,200) | (1,830,074) | 8,395,975 |
| **INTERNAL SERVICE FUNDS** | | | | | | |
| 601 Employee Health & Welfare | 37,666 | - | 1,381,500 | 1,357,769 | (23,731) | 13,935 |
| 605 Risk Management | - | - | 1,333,010 | 1,333,010 | - | - |
| 610 Equipment Replacement | 370,613 | - | - | (10,000) | (10,000) | 360,613 |
| 615 Information Technology | 114,954 | - | 325,120 | 325,120 | - | 114,954 |
| 620 Citywide Services | (241) | - | 2,208,595 | 2,208,836 | 241 | - |
| Total Internal Service Funds | 522,992 | - | 5,248,225 | 5,214,735 | (33,490) | 489,502 |
| **Total** | **21,578,241** | **41,289,574** | **43,676,087** | **-** | **(2,386,513)** | **19,191,728** |

# CITY OF PLACENTIA
# REVENUE SUMMARY
# FISCAL YEAR 2013-14

# GENERAL FUND REVENUE SUMMARY
# FISCAL YEAR 2013-14
# $30,429,745



# City of Placentia
# REVENUE SUMMARY

| Activity | Actual 2011-12 | Budget 2012-13 | Estimate 2012-13 | Projected 2013-14 | % Change * |
|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | |
| Property Taxes | 11,160,051 | 11,591,300 | 11,400,000 | 11,514,000 | 1.00% |
| Sales & Use Taxes | 5,611,105 | 5,980,000 | 5,700,000 | 5,757,000 | 1.00% |
| Real Property Taxes | 137,564 | 150,000 | 150,000 | 150,000 | 0.00% |
| Transient Occupancy Taxes | 620,460 | 650,000 | 650,000 | 682,500 | 5.00% |
| Franchise Fees | 2,056,035 | 1,980,000 | 2,100,000 | 2,100,000 | 0.00% |
| Business License | 751,271 | 780,100 | 780,000 | 780,100 | 0.01% |
| Lease Revenues | 912,921 | 935,360 | 935,360 | 869,937 | -6.99% |
| Per Barrel Tax | 46,644 | 48,500 | 47,000 | 49,350 | 5.00% |
| Permits | 974,688 | 666,500 | 700,000 | 717,000 | 2.43% |
| Fines, Forfeitures & Penalties | 595,239 | 570,000 | 600,000 | 618,000 | 3.00% |
| Investment Income | 391,869 | 350,000 | 350,000 | 350,000 | 0.00% |
| Intergovernmental | 54,624 | 195,600 | 50,000 | 50,000 | 0.00% |
| Charges for Services | 1,363,635 | 1,915,500 | 1,501,000 | 1,303,000 | -13.19% |
| Sale of Real Property | 302,119 | 1,000 | 1,000 | 1,000 | 0.00% |
| Refunds, Reimbursements & Other | 1,529,508 | 291,000 | 336,960 | 107,000 | -68.25% |
| Sub-total | 26,507,734 | 26,104,860 | 25,301,320 | 25,048,887 | -1.00% |
| Operating Transfers-In | 5,959,674 | 4,415,200 | 4,398,000 | 4,134,876 | -5.98% |
| Contingency (Holding Account) | - | - | - | 1,245,982 | 0.00% |
| **Total General Fund** | **32,467,408** | **30,520,060** | **29,699,320** | **30,429,745** | 2.46% |
| **SPECIAL REVENUES** | | | | | |
| Economic Uncertainty | - | - | - | - | 0.00% |
| Utility Users Tax Fund | 2,851,290 | 2,710,000 | 2,853,800 | 2,909,676 | 1.96% |
| Gas Tax Fund | 1,462,702 | 1,408,100 | 1,457,500 | 1,457,500 | 0.00% |
| Gas Tax Bond Fund | 492,037 | 90,000 | 481,494 | 481,844 | 0.07% |
| Measure M Fund | 458,321 | 470,000 | 470,000 | 470,000 | 0.00% |
| Air Quality Management Fund | 64,255 | 60,000 | 60,000 | 60,000 | 0.00% |
| Asset Seizure Fund | 158,033 | - | 349,500 | 500 | -99.86% |
| Traffic Offender Fund | 9,338 | 4,500 | 13,500 | 13,500 | 0.00% |
| Supplemental Law Enforcement Svc. | 100,793 | 78,103 | 100,000 | 92,000 | -8.00% |
| Park Development Fund | 478,695 | 50,000 | - | - | 0.00% |
| Sewer Construction Fund | 25 | - | - | - | 0.00% |
| Storm Drain Fund | 119 | - | - | - | 0.00% |
| Thoroughfare Construction | 105 | - | - | - | 0.00% |
| Placentia Lighting District | 135,187 | 138,000 | 138,000 | 138,000 | 0.00% |
| Placentia Landscape District | 399,016 | 232,629 | 396,000 | 396,000 | 0.00% |
| HCD Grant Fund | 185,705 | - | 135,000 | 135,000 | 0.00% |
| Miscellaneous Grant Fund | 1,490,046 | 272,900 | 937,920 | 2,568,085 | 0.00% |
| HCD Rehabilitation Loans | 318 | 290 | 290 | 290 | 0.00% |
| Alta Vista District 85-1 | - | - | - | - | 0.00% |
| Community Facilities District | 3,383,498 | 3,103,100 | 3,103,100 | 3,383,000 | 9.02% |
| **Total Special Revenue** | **11,669,483** | **8,617,622** | **10,496,104** | **12,105,395** | 15.33% |

*% Change = Change between Budget 2013-14 and Estimated 2012-13

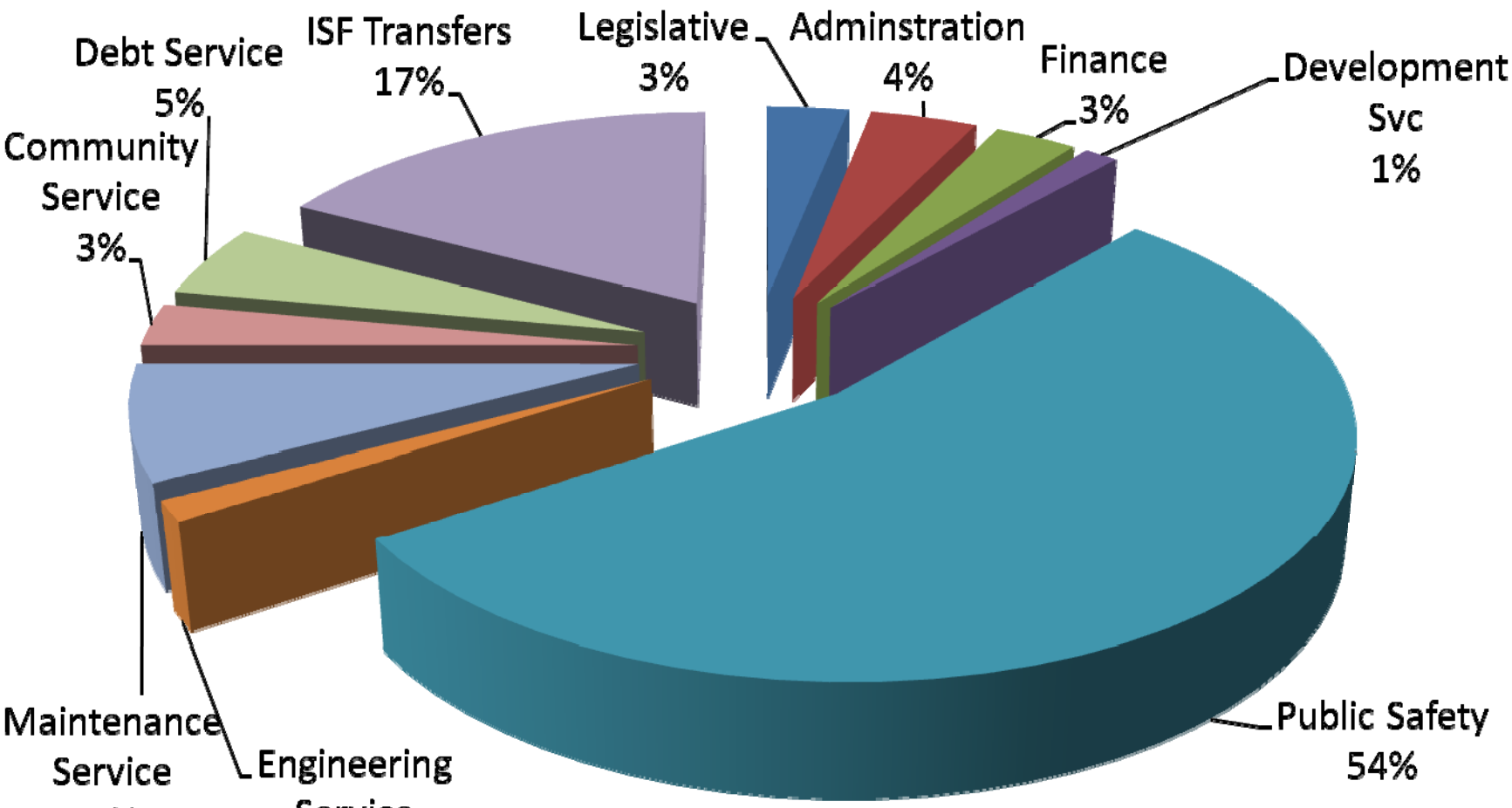
# City of Placentia
# REVENUE SUMMARY

| Activity | Actual 2011-12 | Budget 2012-13 | Estimate 2012-13 | Projected 2013-14 | % Change * |
|---|---|---|---|---|---|
| **CAPITAL PROJECTS FUND** | | | | | |
| Capital Project Fund | 2,710,736 | 8,532,489 | 6,866,108 | 5,104,485 | 0.00% |
| Orangethrope Corridor | 365,814 | - | - | - | 0.00% |
| **Total Capital Projects Fund** | **3,076,550** | **8,532,489** | **6,866,108** | **5,104,485** | 0.00% |
| **ENTERPRISE FUND** | | | | | |
| Refuse Fund | 2,731,733 | 2,653,500 | 2,723,500 | 2,723,500 | 0.00% |
| Compressed Natural Gas | 151,011 | 92,800 | 269,000 | 92,800 | -65.50% |
| Sewer Maintenance | 1,360,356 | 703,010 | 73,010 | 73,010 | 0.00% |
| **Total Enterprise Fund** | **4,243,100** | **3,449,310** | **3,065,510** | **2,889,310** | -5.75% |
| **INTERNAL SERVICE FUNDS** | | | | | |
| Employee Health & Welfare | 629,326 | 1,380,800 | 1,331,833 | 1,357,769 | 1.95% |
| Risk Management | 1,592,719 | 1,315,550 | 1,350,840 | 1,333,010 | -1.32% |
| Equipment Replacement | 90 | - | 36,358 | - | -100.00% |
| Information Technology | 304,576 | 333,065 | 334,120 | 325,120 | -2.69% |
| Citywide Services | 1,916,384 | 2,271,427 | 2,165,067 | 2,208,595 | 2.01% |
| **Total ISF Fund** | **4,443,095** | **5,300,842** | **5,218,218** | **5,224,494** | 0.12% |
| **Total** | **55,899,636** | **56,420,323** | **55,345,260** | **55,753,429** | 0.74% |

*% Change = Change between Budget 2013-14 and Estimated 2012-13

# CITY OF PLACENTIA
# EXPENDITURE SUMMARY
# (DEPARTMENT/DIVISION)
# FISCAL YEAR 2013-14

# GENERAL FUND EXPENDITURE SUMMARY
# FISCAL YEAR 2013-14




**EXPENDITURES BY DIVISION**
**$30,429,745**

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| **General Fund (101)/(10)** | | | | | | | | | |
| | City Council | 10 | 01 | 154,219 | 166,773 | 162,385 | **(4,388)** | 193,795 | **31,410** |
| | City Clerk | 10 | 02 | 75,750 | 169,886 | 138,059 | **(31,827)** | 90,790 | **(47,269)** |
| Legislative | City Treasurer | 10 | 03 | 58,523 | 63,378 | 63,045 | **(333)** | 63,975 | **930** |
| | Commission | 10 | 04 | 2,810 | 2,798 | - | **(2,798)** | 3,000 | **3,000** |
| | Legal Services | 10 | 05 | 1,031,261 | 602,800 | 653,000 | **50,200** | 591,570 | **(61,430)** |
| | | | | 1,322,564 | 1,005,635 | 1,016,489 | **10,854** | 943,130 | **(73,359)** |
| | City Administrator | 15 | 11 | 498,358 | 632,652 | 632,203 | **(449)** | 604,270 | **(27,933)** |
| | Personnel | 15 | 12 | 308,336 | 335,094 | 360,860 | **25,766** | 318,220 | **(42,640)** |
| Administration | Records | 15 | 13 | 69,347 | 119,915 | 79,089 | **(40,826)** | 88,915 | **9,826** |
| | Disaster Preparedness | 15 | 14 | 55,493 | 62,353 | 47,840 | **(14,513)** | 58,880 | **11,040** |
| | Neighborhood Services | 15 | 72 | 224,636 | 154,896 | 158,130 | **3,234** | 149,500 | **(8,630)** |
| | Cable & Web Services | 15 | 73 | 12,353 | 14,095 | 14,095 | **-** | 14,040 | **(55)** |
| | | | | 1,168,524 | 1,319,005 | 1,292,217 | **(26,788)** | 1,233,825 | **(58,392)** |
| | Finance Administration | 20 | 20 | 153,716 | 271,470 | 285,051 | **13,581** | 286,145 | **1,094** |
| Finance | Accounting/Budgeting | 20 | 21 | 792,737 | 716,753 | 661,335 | **(55,418)** | 664,430 | **3,095** |
| | Business Licensing | 20 | 22 | N/A | N/A | N/A | **N/A** | N/A | **-** |
| | | | | 946,453 | 988,223 | 946,386 | **(41,837)** | 950,575 | **4,189** |
| | Planning | 25 | 31 | 180,122 | 194,332 | 195,581 | **1,249** | 116,030 | **(79,551)** |
| Development | Building & Safety | 25 | 32 | 229,551 | 275,646 | 274,716 | **(930)** | 273,110 | **(1,606)** |
| Services | Code Enforcement | 25 | 33 | 105,728 | 109,421 | - | **(109,421)** | - | **-** |
| | Economic Development | 25 | 34 | 1,143 | 12,000 | 5,000 | **(7,000)** | 8,000 | **3,000** |
| | | | | 516,546 | 591,399 | 475,298 | **(116,101)** | 397,140 | **(78,158)** |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| Public Safety | Police Administration | 30 | 40 | 1,060,392 | 1,352,429 | 1,340,993 | **(11,436)** | 1,290,070 | **(50,923)** |
| | Field Services | 30 | 41 | 6,313,638 | 6,441,240 | 6,541,535 | **100,295** | 6,964,460 | **422,925** |
| | Investigations | 30 | 42 | 1,972,512 | 1,862,439 | 1,962,156 | **99,717** | 1,630,490 | **(331,666)** |
| | Support Services | 30 | 43 | 1,473,441 | 1,461,899 | 1,502,430 | **40,531** | 1,379,110 | **(123,320)** |
| | Fire & Paramedic | 30 | 44 | 4,839,231 | 4,977,713 | 4,977,713 | **-** | 5,160,000 | **182,287** |
| | Animal Control | 30 | 45 | 73,290 | 100,000 | 97,000 | **(3,000)** | 100,000 | **3,000** |
| | | | | 15,732,504 | 16,195,720 | 16,421,827 | **226,107** | 16,524,130 | **102,303** |
| Engineering Services (formerly Public Works) | Public Works Admin | 35 | 50 | 321,351 | 441,190 | 428,631 | **(12,559)** | 429,220 | **589** |
| | Engineering | 35 | 51 | - | - | - | **-** | - | **-** |
| | Street/Curb/Gutter | 35 | 52 | 633 | - | - | **-** | - | **-** |
| | Parks | 35 | 55 | - | - | - | **-** | - | **-** |
| | | | | 321,984 | 441,190 | 428,631 | **(12,559)** | 429,220 | **589** |
| Maintenance Services | Maint Services Admin | 36 | 50 | 988,368 | 956,765 | 1,021,871 | **65,106** | 1,025,714 | **3,843** |
| | Street Maintenance | 36 | 52 | 557,437 | 603,924 | 561,500 | **(42,424)** | 518,000 | **(43,500)** |
| | Parks Maintenance | 36 | 55 | 799,782 | 942,553 | 883,000 | **(59,553)** | 804,000 | **(79,000)** |
| | Environmental Planning | 43 | 15 | - | 724 | 150 | **(574)** | 1,100 | **950** |
| | | | | 2,345,587 | 2,503,966 | 2,466,521 | **(37,445)** | 2,348,814 | **(117,707)** |
| Community Services | Community Svcs Admin | 40 | 70 | 116,307 | 183,149 | 167,927 | **(15,222)** | 174,330 | **6,403** |
| | Recreation Services | 40 | 71 | 636,034 | 639,049 | 641,199 | **2,150** | 685,930 | **44,731** |
| | Social Services | 40 | 72 | 1,855 | - | - | **-** | - | **-** |
| | Cultural Arts | 40 | 74 | 6,918 | 7,126 | 6,876 | **(250)** | 9,205 | **2,329** |
| | Tri-City Park | 40 | 75 | 122,018 | 75,000 | 75,000 | **-** | - | **(75,000)** |
| | | | | 883,132 | 904,324 | 891,002 | **(13,322)** | 869,465 | **(21,537)** |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| Debt Service | Debt Service | 55 | 25 | 1,376,311 | 1,474,961 | 1,474,961 | - | 1,508,711 | **33,750** |
| Operating Transfers: (ISF/Measure M) | | | | | | | | | |
| | Health & Welfare | (601/39) | | 1,021,346 | 1,239,470 | 1,331,833 | **92,363** | 1,381,500 | **49,667** |
| | Risk Management | (605/40) | | 1,580,782 | 1,338,270 | 1,350,840 | **12,570** | 1,333,010 | **(17,830)** |
| | Equipment Replace | (610/41) | | (19,298) | - | - | - | - | - |
| | Info Technology | (615/42) | | 304,465 | 339,065 | 334,120 | **(4,945)** | 325,120 | **(9,000)** |
| | Citywide Services | (620/43) | | 1,915,976 | 2,204,916 | 2,165,067 | **(39,849)** | 2,185,105 | **20,038** |
| | Other | | | 2,308,251 | - | - | - | - | - |
| | Sub-total | | | 7,111,522 | 5,121,721 | 5,181,860 | 60,139 | 5,224,735 | 42,875 |
| | **TOTAL GENERAL FUND** | | | **31,725,126** | **30,546,144** | **30,595,192** | **49,048** | **30,429,745** | **(165,447)** |
| **State Gas Tax (205)/(17)** | | | | | | | | | |
| | **TOTAL STATE GAS TAX** | | | - | - | - | - | - | - |
| **Gas Tax Bond (206)/(52)** | | | | | | | | | |
| Debt Service | Debt Service | 55 | 25 | - | 481,494 | 481,494 | - | 480,344 | **(1,150)** |
| | **TOTAL GAS TAX BOND** | | | - | - | - | - | - | - |
| **Measure M (210)/(18)** | | | | | | | | | |
| City Treasurer | City Treas -Measure M | 35 | 67 | - | - | - | - | - | - |
| | **TOTAL MEASURE M** | | | - | - | - | - | - | - |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| **Air Quality Management (215)/(19)** | | | | | | | | | |
| Maint Services | Environmental Planning | 43 | 15 | 10,911 | 11,000 | 11,000 | - | 15,000 | **4,000** |
| | **TOTAL AIR QUALITY MANAGEMENT** | | | **10,911** | **11,000** | **11,000** | **-** | **15,000** | **4,000** |
| **Asset Seizure (225)/(21)** | | | | | | | | | |
| Public Safety | Field Services | 30 | 41 | 35,461 | 190,784 | 57,800 | **(132,984)** | 47,000 | **(10,800)** |
| | **TOTAL ASSET SEIZURE** | | | **35,461** | **190,784** | **57,800** | **(132,984)** | **47,000** | **(10,800)** |
| **Supplemental Law Enforcement (230)/(22)** | | | | | | | | | |
| Public Safety | Field Services | 30 | 41 | 111,696 | - | - | - | - | - |
| | **TOTAL SUPPLEMENTAL LAW ENFORCEMENT** | | | **111,696** | **-** | **-** | **-** | **-** | **-** |
| **Park Development (235)/(23)** | | | | | | | | | |
| Community | Tri-City Park | 40 | 75 | 25,000 | - | - | - | - | - |
| | **TOTAL PARK DEVELOPMENT** | | | **25,000** | **-** | **-** | **-** | **-** | **-** |
| **Street Lighting District (260)/(28)** | | | | | | | | | |
| Special Districts | Placentia Light Dist | 65 | 60 | 352,285 | 380,700 | 369,300 | **(11,400)** | 379,700 | **10,400** |
| | **TOTAL STREET LIGHTING DISTRICT** | | | **352,285** | **380,700** | **369,300** | **(11,400)** | **379,700** | **10,400** |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| **Landscape Maintenance (265)/(29)** | | | | | | | | | |
| Special Districts | Landscape Maint Dist | 65 | 61 | 355,584 | 623,410 | 600,564 | **(22,846)** | 565,089 | **(35,475)** |
| | **TOTAL LANDSCAPE MAINTENACE** | | | **355,584** | **623,410** | **600,564** | **(22,846)** | **565,089** | **(35,475)** |
| **Housing and Community Development (270)/(30)** | | | | | | | | | |
| Development Svc | HCD Grant Admin | 25 | 35 | N/A | 135,000 | 135,000 | **-** | 135,000 | **-** |
| | **TOTAL HOUSING AND COMM DEVELOPMENT** | | | **-** | **135,000** | **135,000** | **-** | **135,000** | **-** |
| **Sewer Maintenance (275)/(48)** | | | | | | | | | |
| Engineering Svc | Sewers | 35 | 56 | 75 | - | - | **-** | - | **-** |
| Environ Svc | Sewer Admin | 43 | 56 | 205,845 | 309,210 | 224,316 | **(84,894)** | 281,230 | **56,914** |
| Environ Svc | Sewer Maint | 43 | 76 | 385,412 | 664,180 | 483,973 | **(180,207)** | 672,405 | **188,432** |
| | **TOTAL SEWER MAINTENANCE** | | | **591,332** | **973,390** | **708,289** | **(265,101)** | **953,635** | **245,346** |
| **Misc State Grants (280/50)** | | | | | | | | | |
| Administration | Disaster Preparedness | 15 | 14 | 11,124 | 22,000 | 10,000 | **(12,000)** | 22,000 | **12,000** |
| Administration | Environmental Planning | 15 | 15 | 18,254 | - | - | **-** | - | **-** |
| Field Services | Investigations | 30 | 42 | - | 146,900 | 152,731 | **5,831** | 147,240 | **(5,491)** |
| Comm Svc | Recreation | 40 | 71 | - | 44,000 | 44,000 | **-** | 47,000 | **3,000** |
| Administration | Environmental Planning | 43 | 15 | 11,038 | 60,000 | 5,123 | **(54,877)** | 60,000 | **54,877** |
| | **TOTAL MISCELLANEOUS GRANTS** | | | **40,416** | **272,900** | **211,854** | **(61,046)** | **276,240** | **64,386** |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| **City Capital Projects (401)/(33)** | | | | | | | | | |
| Finance | Information Technology | 35 | 23 | 251,477 | 126,125 | 52,300 | **(73,825)** | 1,062,000 | **1,009,700** |
| Public Works | Street/Curb/Gutter | 35 | 52 | 1,122,195 | 6,973,680 | 6,042,053 | **(931,627)** | 3,417,180 | **(2,624,873)** |
| | Facilities | 35 | 54 | 840,776 | 492,500 | 67,000 | **(425,500)** | 945,500 | **878,500** |
| | Parks | 35 | 55 | 574,823 | 393,000 | 152,864 | **(240,136)** | 46,000 | **(106,864)** |
| | Sewers | 35 | 56 | 32,571 | 460,000 | 312,592 | **(147,408)** | 400,000 | **87,408** |
| Maint Svc | Vehicle/Equip Maint | 35 | 58 | 254,857 | 457,514 | 281,227 | **(176,287)** | 375,635 | **94,408** |
| | **TOTAL CITY CAPITAL PROJECTS** | | | **3,076,699** | **8,902,819** | **6,908,036** | **(1,994,783)** | **6,246,315** | **(661,721)** |
| **Refuse Administration (501)/(37)** | | | | | | | | | |
| Environ Svc | Refuse Administration | 43 | 86 | 2,620,083 | 2,715,265 | 2,676,840 | **(38,425)** | 2,728,840 | **52,000** |
| Environ Svc | Refuse Maintenance | 43 | 87 | 260,054 | 267,020 | 269,671 | **2,651** | 271,709 | **2,038** |
| | **TOTAL REFUSE ADMINISTRATION** | | | **2,880,137** | **2,982,285** | **2,946,511** | **(35,774)** | **3,000,549** | **54,038** |
| **CNG Fueling Station (505)/(38)** | | | | | | | | | |
| Public Works | CNG Station | 35 | 59 | 20,749 | - | - | **-** | - | **-** |
| CNG Fueling | CNG Station | 43 | 59 | 579 | 15,000 | - | **(15,000)** | 5,000 | **5,000** |
| | **TOTAL CNG FUELING STATION** | | | **21,328** | **15,000** | **-** | **(15,000)** | **5,000** | **5,000** |
| **Employee Health & Welfare (601)/(39)** | | | | | | | | | |
| Employee Benefit: | Health and Welfare | 50 | 83 | 1,067,397 | 1,239,470 | 1,331,833 | **92,363** | 1,381,500 | **49,667** |
| | **TOTAL EMPLOYEE HEALTH & WELFARE** | | | **1,067,397** | **1,239,470** | **1,331,833** | **92,363** | **1,381,500** | **49,667** |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

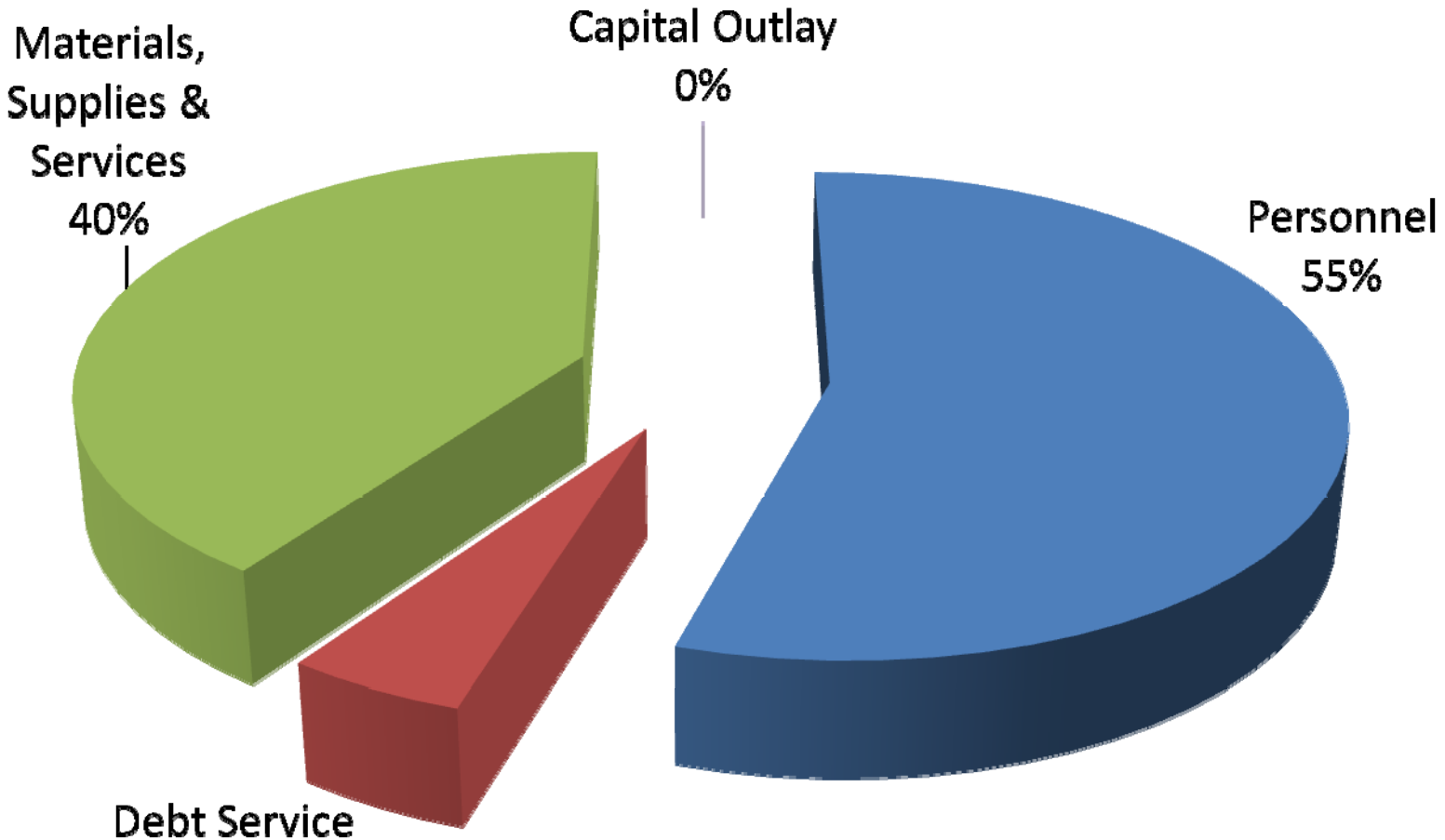
| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| **Risk Management (605)/(40)** | | | | | | | | | |
| Risk Management | Workers' Comp | 45 | 80 | 605,188 | 542,720 | 579,940 | **37,220** | 590,000 | **10,060** |
| | Unemployment | 45 | 81 | 2,622 | 51,000 | 76,200 | **25,200** | 51,200 | **(25,000)** |
| | Liability | 45 | 82 | 871,697 | 744,550 | 694,700 | **(49,850)** | 691,810 | **(2,890)** |
| | **TOTAL RISK MANAGEMENT** | | | **1,479,507** | **1,338,270** | **1,350,840** | **12,570** | **1,333,010** | **(17,830)** |
| **Equipment Replacement (610)/(41)** | | | | | | | | | |
| Equipment Replacement | Vehicle/Equip Maint | 70 | 58 | - | - | - | **-** | - | **-** |
| | Vehicle/Equip Maint | 70 | 68 | - | - | - | **-** | - | **-** |
| | **TOTAL EQUIPMENT REPLACEMENT** | | | **-** | **-** | **-** | **-** | **-** | **-** |
| **Information Technology (615)/(42)** | | | | | | | | | |
| Finance | Finance Admin | 20 | 20 | N/A | N/A | N/A | **N/A** | N/A | **N/A** |
| | IT Service | 20 | 23 | 375,865 | 339,065 | 334,120 | **(4,945)** | 325,120 | **(9,000)** |
| | | | **TOTAL IT** | **375,865** | **339,065** | **334,120** | **(4,945)** | **325,120** | **(9,000)** |
| **Citywide Services (620)/(43)** | | | | | | | | | |
| Administration | Non-Departmental | 10 | 10 | 1,073,439 | 1,234,186 | 1,187,830 | **(46,356)** | 1,211,705 | **23,875** |
| Finance | Reprographics | 20 | 24 | - | - | - | **-** | - | **-** |
| Engineering Services (formerly Public Works) | Facilities | 35 | 54 | - | - | - | **-** | - | **-** |
| | Facilities | 36 | 54 | 447,875 | 485,643 | 492,607 | **6,964** | 473,470 | **(19,137)** |
| | Vehicle/Equip Maint | 35 | 58 | 162 | - | - | **-** | - | **-** |
| | Vehicle/Equip Maint | 36 | 58 | 491,510 | 485,087 | 484,630 | **(457)** | 499,930 | **15,300** |
| | **TOTAL CITYWIDE SERVICES** | | | **2,012,986** | **2,204,916** | **2,165,067** | **(39,849)** | **2,185,105** | **20,038** |

# City of Placentia
## EXPENDITURE SUMMARY
## (Department/Division)

| Fund/Dept | Division | Dept | Div | Actual 2011-12 | Amended Budget 2012-13 | Estimate 2012-13 | Over/(Under) Budget 2012-13 | Budget 2013-14 | Incr/(Decr) Budget to Estimate |
|---|---|---|---|---|---|---|---|---|---|
| **Special Deposits (701)/(44)** | | | | | | | | | |
| Administration | | 15 | 73 | - | 58,310 | 58,640 | **330** | 76,010 | **N/A** |
| | **TOTAL SPECIAL DEPOSITS** | | | **-** | **58,310** | **58,640** | **330** | **76,010** | **-** |

# CITY OF PLACENTIA
# EXPENDITURE SUMMARY
# (CATEGORY)

# GENERAL FUND EXPENDITURE SUMMARY
# FISCAL YEAR 2013-14




**EXPENDITURES BY CATEGORY**
**$30,429,745**

# City of Placentia
## BUDGET SUMMARY - BY CATEGORY

| Fund/Dept | Division | Dept | Div | -------- PERSONNEL -------- | | | ----- M S & S ---- | | | ----- CAPTIAL OUTLAY ---- | | | ----- DEBT SERVICE ---- | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | BUDGET 2013-14 |
| **General Fund (101)/(10)** | | | | | | | | | | | | | | | | |
| | City Council | 10 | 01 | 52,388 | 56,080 | 58,440 | 101,831 | 106,305 | 135,355 | - | - | - | - | - | - | 193,795 |
| | City Clerk | 10 | 02 | 68,577 | 74,674 | 79,620 | 7,173 | 63,385 | 11,170 | - | - | - | - | - | - | 90,790 |
| Legislative | City Treasurer | 10 | 03 | 10,487 | 18,950 | 19,820 | 48,036 | 44,095 | 44,155 | - | - | - | - | - | - | 63,975 |
| | Commission | 10 | 04 | - | - | - | 2,810 | - | 3,000 | - | - | - | - | - | - | 3,000 |
| | Legal Services | 10 | 05 | - | - | - | 1,031,261 | 653,000 | 591,570 | - | - | - | - | - | - | 591,570 |
| | City Administrator | 15 | 11 | 455,761 | 568,978 | 557,060 | 42,597 | 63,225 | 47,210 | - | - | - | - | - | - | 604,270 |
| | Personnel | 15 | 12 | 279,820 | 335,284 | 290,150 | 28,516 | 25,576 | 28,070 | - | - | - | - | - | - | 318,220 |
| Administration | Records | 15 | 13 | 65,073 | 75,149 | 77,820 | 4,273 | 3,940 | 11,095 | - | - | - | - | - | - | 88,915 |
| | Disaster Preparedness | 15 | 14 | 52,183 | 44,640 | 54,980 | 3,310 | 3,200 | 3,900 | - | - | - | - | - | - | 58,880 |
| | Neighborhood Services | 15 | 72 | 182,352 | 155,554 | 146,580 | 42,284 | 2,576 | 2,920 | - | - | - | - | - | - | 149,500 |
| | Cable & Web Services | 15 | 73 | 12,353 | 14,095 | 14,040 | - | - | - | - | - | - | - | - | - | 14,040 |
| | Finance Administration | 20 | 20 | 145,015 | 275,436 | 277,020 | 8,701 | 9,615 | 9,125 | - | - | - | - | - | - | 286,145 |
| Finance | Accounting/Budgeting | 20 | 21 | 544,578 | 430,735 | 448,830 | 248,159 | 230,600 | 215,600 | - | - | - | - | - | - | 664,430 |
| | Business Licensing | 20 | 22 | N/A | | | | | | | | | | | | - |
| | Planning | 25 | 31 | 173,355 | 102,641 | 107,010 | 6,767 | 92,940 | 9,020 | - | - | - | - | - | - | 116,030 |
| Development | Building & Safety | 25 | 32 | 205,833 | 151,291 | 108,610 | 23,719 | 123,425 | 164,500 | - | - | - | - | - | - | 273,110 |
| Services | Code Enforcement | 25 | 33 | 95,714 | - | - | 10,014 | - | - | - | - | - | - | - | - | - |
| | Economic Development | 25 | 34 | - | - | - | 1,143 | 5,000 | 8,000 | - | - | - | - | - | - | 8,000 |
| | Police Administration | 30 | 40 | 975,620 | 1,209,500 | 1,149,900 | 84,772 | 131,493 | 140,170 | - | - | - | - | - | - | 1,290,070 |
| | Field Services | 30 | 41 | 5,818,760 | 6,004,470 | 6,413,990 | 494,878 | 537,065 | 550,470 | - | - | - | - | - | - | 6,964,460 |
| Public Safety | Investigations | 30 | 42 | 1,933,545 | 1,919,330 | 1,581,140 | 38,967 | 42,826 | 49,350 | - | - | - | - | - | - | 1,630,490 |
| | Support Services | 30 | 43 | 1,255,794 | 1,248,750 | 1,107,760 | 217,647 | 249,180 | 271,350 | - | 4,500 | - | - | - | - | 1,379,110 |
| | Fire & Paramedic | 30 | 44 | - | - | - | 4,839,231 | 4,977,713 | 5,160,000 | - | - | - | - | - | - | 5,160,000 |
| | Animal Control | 30 | 45 | - | - | - | 73,290 | 97,000 | 100,000 | - | - | - | - | - | - | 100,000 |
| Engineering | Public Works Admin | 35 | 50 | 157,211 | 230,016 | 212,010 | 164,140 | 198,265 | 217,210 | - | 350 | - | - | - | - | 429,220 |
| Services | Engineering | 35 | 51 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| (formerly Public | Street/Curb/Gutter | 35 | 52 | - | - | - | 633 | - | - | - | - | - | - | - | - | - |
| Works) | Parks | 35 | 55 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Maint Services Admin | 36 | 50 | 966,843 | 1,001,171 | 1,004,714 | 21,525 | 20,700 | 21,000 | - | - | - | - | - | - | 1,025,714 |
| Maintenance | Street Maintenance | 36 | 52 | - | - | - | 549,112 | 561,500 | 518,000 | 8,325 | - | - | - | - | - | 518,000 |
| Services | Parks Maintenance | 36 | 55 | - | - | - | 799,782 | 883,000 | 804,000 | - | - | - | - | - | - | 804,000 |
| | Environmental Planning | 43 | 15 | - | - | - | - | 150 | 1,100 | - | - | - | - | - | - | 1,100 |
| | Community Svcs Admin | 40 | 70 | 78,863 | 132,248 | 137,530 | 37,444 | 35,679 | 36,800 | - | - | - | - | - | - | 174,330 |
| Community | Recreation Services | 40 | 71 | 537,318 | 521,528 | 562,350 | 98,716 | 119,671 | 123,580 | - | - | - | - | - | - | 685,930 |
| Services | Social Services | 40 | 72 | 1,855 | - | - | - | - | - | - | - | - | - | - | - | - |
| | Cultural Arts | 40 | 74 | - | - | - | 6,918 | 6,876 | 9,205 | - | - | - | - | - | - | 9,205 |
| | Tri-City Park | 40 | 75 | - | - | - | 122,018 | 75,000 | - | - | - | - | - | - | - | - |
| Debt Service | Debt Service | 55 | 25 | - | - | - | 2,500 | 7,500 | 6,100 | - | - | - | 1,373,811 | 1,467,461 | 1,502,611 | 1,508,711 |
| Interfund Transfers: | | | | | | | | | | | | | | | | - |
| | Health & Welfare | (601/39) | | 1,061,073 | 1,325,633 | 1,375,300 | 6,324 | 6,200 | 6,200 | - | - | - | - | - | - | 1,381,500 |
| | Risk Management | (605/40) | | 568,020 | 614,940 | 595,000 | 911,487 | 735,900 | 738,010 | - | - | - | - | - | - | 1,333,010 |
| | Equipment Replace | (610/41) | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Info Technology | (615/42) | | 9,864 | - | - | 374,398 | 331,120 | 320,620 | (8,397) | 3,000 | 4,500 | - | - | - | 325,120 |
| | Citywide Services | (620/43) | | 362,530 | 329,888 | 286,860 | 1,650,208 | 1,835,179 | 1,898,245 | 248 | - | - | - | - | - | 2,185,105 |
| | Measure M | | | - | - | - | - | - | - | - | - | - | - | 150,836 | - | - |
| | | | | | | | | | | | | | | | | - |
| | **TOAL GENERAL FUND** | | | 16,070,786 | 16,840,982 | 16,666,534 | 12,104,586 | 12,278,899 | 12,256,100 | 176 | 7,850 | 4,500 | 1,373,811 | 1,618,297 | 1,502,611 | 30,429,745 |
| **State Gas Tax (205)/(17)** | | | | | | | | | | | | | | | | |
| | Street/Curbs/Gutter | 35 | 52 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| **Gas Tax Bond (206)/(52)** | | | | | | | | | | | | | | | | |
| Debt Service | Debt Service | 55 | 25 | - | - | - | - | 1,500 | 1,500 | - | - | - | - | 479,994 | 478,844 | 480,344 |
| **Measure M (210)/(18)** | | | | | | | | | | | | | | | | |
| City Treasurer | City Treas -Measure M | 35 | 67 | - | - | - | - | - | - | - | - | - | - | - | - | - |

# City of Placentia
## BUDGET SUMMARY - BY CATEGORY

| Fund/Dept | Division | Dept | Div | -------- PERSONNEL -------- | | | ----- M S & S ---- | | | ----- CAPTIAL OUTLAY ---- | | | ----- DEBT SERVICE ---- | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | BUDGET 2013-14 |
| **Air Quality Management (215)/(19)** | | | | | | | | | | | | | | | | |
| Maint Services | Environmental Planning | 43 | 15 | - | - | - | 10,911 | 11,000 | 15,000 | - | - | - | - | - | - | 15,000 |
| **Asset Seizure (225)/(21)** | | | | | | | | | | | | | | | | |
| | Field Services | 30 | 41 | - | - | - | 20,637 | 24,800 | 47,000 | 14,824 | 33,000 | - | - | - | - | 47,000 |
| **Supplemental Law Enforcement (230)/(22)** | | | | | | | | | | | | | | | | |
| Public Safety | Field Services | 30 | 41 | 111,696 | - | - | - | - | - | - | - | - | - | - | - | - |
| **Park Development (235)/(23)** | | | | | | | | | | | | | | | | |
| | Tri-City Park | 40 | 75 | - | - | - | 25,000 | - | - | - | - | - | - | - | - | - |
| **Sewer Construction (240)/(24)** | | | | | | | | | | | | | | | | |
| Public Works | Sewers | 35 | 56 | N/A | | | | | | | | | | | | - |
| | | | | | | | | | | | | | | | | - |
| **Storm Drain Construction (245)/(25)** | | | | | | | | | | | | | | | | |
| Public Works | Storm Drains | 35 | 57 | N/A | | | | | | | | | | | | - |
| **Thoroughfare Construction (250)/(26)** | | | | | | | | | | | | | | | | |
| Public Works | Thoroughfare Const | 35 | 69 | N/A | | | | | | | | | | | | - |
| **Street Lighting District (260)/(28)** | | | | | | | | | | | | | | | | |
| Special Districts | Placentia Light Dist | 65 | 60 | - | - | - | 352,285 | 369,300 | 379,700 | - | - | - | - | - | - | 379,700 |
| **Landscape Maintenance (265)/(29)** | | | | | | | | | | | | | | | | |
| Special Districts | Landscape Maint Dist | 65 | 61 | 125,983 | 128,314 | 171,589 | 229,601 | 472,250 | 393,500 | - | - | - | - | - | - | 565,089 |
| **Housing and Community Development (270)/(30)** | | | | | | | | | | | | | | | | |
| Development Ser | HCD Grant Admin | 25 | 35 | - | - | - | 125,300 | 135,000 | 135,000 | - | - | - | - | - | - | 135,000 |
| **Sewer Maintenance (275)/(48)** | | | | | | | | | | | | | | | | |
| Public Works | Sewers | 35 | 56 | 75 | - | - | - | - | - | - | - | - | - | - | - | - |
| Sewer | Sewer Admin | 43 | 56 | 103,707 | 84,516 | 60,980 | 102,138 | 139,800 | 220,250 | - | - | - | - | - | - | 281,230 |
| Sewer | Sewer Maint | 43 | 76 | 269,740 | 276,473 | 267,405 | 115,672 | 207,500 | 405,000 | - | - | - | - | - | - | 672,405 |
| | | | | | | | | | | | | | | | | - |
| **Misc State Grants (280/50)** | | | | | | | | | | | | | | | | |
| **Administration** | Diaster Preparedness | 15 | 14 | - | - | - | 11,124 | 10,000 | 22,000 | - | - | - | - | - | - | 22,000 |
| **Administration** | Environmental Planning | 15 | 15 | - | - | - | 18,254 | - | - | - | - | - | - | - | - | - |
| **Field Services** | Investigations | 30 | 42 | - | 152,731 | 147,240 | - | - | - | - | - | - | - | - | - | 147,240 |
| **Comm Svc** | Recreation | 40 | 71 | - | - | - | - | 44,000 | 47,000 | - | - | - | - | - | - | 47,000 |
| **Administration** | Environmental Planning | 43 | 15 | - | - | - | 11,038 | 5,123 | 60,000 | - | - | - | - | - | - | 60,000 |
| **City Debt Service (301)/(31)** | | | | | | | | | | | | | | | | |
| **Debt Service** | Debt Service | 55 | 25 | N/A | | | | | | | | | | | | - |
| **City Capital Projects (401)/(33)** | | | | | | | | | | | | | | | | |
| Finance | Information Technology | 35 | 23 | - | - | - | - | - | - | 251,477 | 52,300 | 1,062,000 | - | - | - | 1,062,000 |
| Public Works | Street/Curb/Gutter | 35 | 52 | - | - | - | - | - | - | 1,122,195 | ####### | 3,417,180 | - | - | - | 3,417,180 |
| | Facilities | 35 | 54 | - | - | - | - | - | - | 840,776 | 67,000 | 945,500 | - | - | - | 945,500 |
| | Parks | 35 | 55 | - | - | - | - | - | - | 574,823 | 152,864 | 46,000 | - | - | - | 46,000 |
| | Sewers | 35 | 56 | - | - | - | - | - | - | 32,571 | 312,592 | 400,000 | - | - | - | 400,000 |
| Maint Svc | Vehicle/Equip Maint | 35 | 58 | - | - | - | - | - | - | 254,857 | 281,227 | 375,635 | - | - | - | 375,635 |
| **Refuse Administration (501)/(37)** | | | | | | | | | | | | | | | | |
| Environ Svc | Refuse Admin | 43 | 86 | 144,610 | 126,585 | 141,140 | 2,475,473 | 2,550,255 | 2,587,700 | - | - | - | - | - | - | 2,728,840 |
| Environ Svc | Refuse Maint | 43 | 87 | 90,749 | 94,171 | 94,209 | 169,305 | 175,500 | 177,500 | - | - | - | - | - | - | 271,709 |
| **CNG Fueling Station (505)/(38)** | | | | | | | | | | | | | | | | |
| Public Works | CNG Station | 35 | 59 | - | - | - | 10,416 | - | - | 10,333 | - | - | - | - | - | - |
| CNG Fueling | CNG Station | 43 | 59 | 530 | - | - | 49 | - | 5,000 | - | - | - | - | - | - | 5,000 |
| **Employee Health & Welfare (601)/(39)** | | | | | | | | | | | | | | | | |
| Employee Benefi | Health and Welfare | 50 | 83 | 1,061,073 | 1,325,633 | 1,375,300 | 6,324 | 6,200 | 6,200 | - | - | - | - | - | - | 1,381,500 |
| **Risk Management (605)/(40)** | | | | | | | | | | | | | | | | |
| Risk Management | Workers' Comp | 45 | 80 | 566,198 | 539,940 | 545,000 | 38,990 | 40,000 | 45,000 | - | - | - | - | - | - | 590,000 |
| | Unemployment | 45 | 81 | 1,822 | 75,000 | 50,000 | 800 | 1,200 | 1,200 | - | - | - | - | - | - | 51,200 |
| | Liability | 45 | 82 | - | - | - | 871,697 | 694,700 | 691,810 | - | - | - | - | - | - | 691,810 |
| **Equipment Replacement (610)/(41)** | | | | | | | | | | | | | | | | |
| | Vehicle/Equip Maint | 70 | 58 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Vehicle/Equip Maint | 70 | 68 | - | - | - | - | - | - | - | - | - | - | - | - | - |

# City of Placentia
## BUDGET SUMMARY - BY CATEGORY

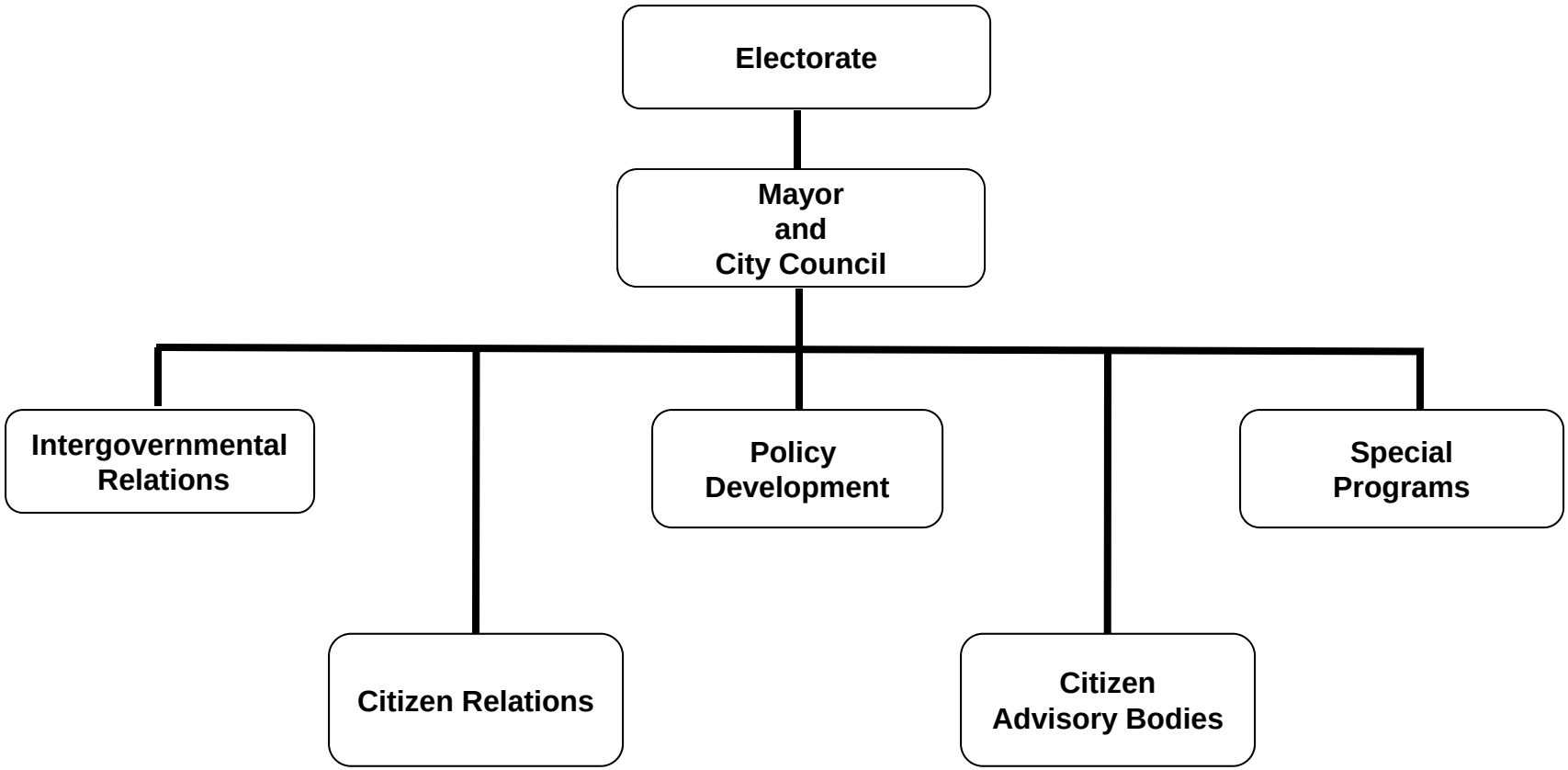
| Fund/Dept | Division | Dept | Div | -------- PERSONNEL -------- | | | ----- M S & S ---- | | | ----- CAPTIAL OUTLAY ---- | | | ----- DEBT SERVICE ---- | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | Actual 2011-12 | Estimate 2012-13 | Budget 2013-14 | BUDGET 2013-14 |
| **Information Technology (615)/(42)** | | | | | | | | | | | | | | | | |
| | IT Service | 20 | 23 | 9,864 | - | - | 374,398 | 331,120 | 320,620 | (8,397) | 3,000 | 4,500 | - | - | - | 325,120 |
| **Citywide Services (620)/(43)** | | | | | | | | | | | | | | | | |
| Administration | Non-departmental | 10 | 10 | 27,937 | - | - | 1,045,502 | 1,187,830 | 1,211,705 | - | - | - | - | - | - | 1,211,705 |
| Finance | Reprographics | 20 | 24 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Public Works | Facilities | 35 | 54 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Facilities | 36 | 54 | 272,405 | 282,508 | 286,860 | 175,470 | 210,099 | 186,610 | - | - | - | - | - | - | 473,470 |
| | Vehicle/Equip Maint | 35 | 58 | - | - | - | 162 | - | - | - | - | - | - | - | - | - |
| | Vehicle/Equip Maint | 36 | 58 | 62,188 | 47,380 | - | 429,074 | 437,250 | 499,930 | 248 | - | - | - | - | - | 499,930 |
| **Special Deposits (701)/(44)** | | | | | | | | | | | | | | | | |
| Administration | | 15 | 73 | - | - | - | - | 58,640 | 76,010 | - | - | - | - | - | - | 76,010 |

# BUDGET TRANSFERS
# FISCAL YEAR 2013-14

| FUND | TRANSFER FROM | TRANSFER TO | PURPOSE |
|---|---|---|---|
| General Fund | $ 5,224,735 | | City operations |
| Employee Health & Welfare | | $ 1,357,769 | |
| Risk Management | | $ 1,333,010 | |
| Information Technology | | $ 325,120 | |
| Citywide Services | | $ 2,208,836 | |
| Utility User Tax | $ 2,849,676 | | City operations |
| State Gas Tax | $ 920,000 | | |
| Refuse Administration | $ 200,000 | | |
| Sewer Maintenance | $ 75,200 | | |
| CNG | $ 90,000 | | |
| General Fund | | $ 4,134,876 | |
| Air Quality Management | $ 96,180 | | Various Capital Improvement Projects (See City Capital Projects Department Budget for detail projects by Funding Sources) |
| Asset Seizure Fund | $ 273,000 | | |
| Community Facilities District | $ 1,129,135 | | |
| Park Development | $ 48,500 | | |
| Prop 1B/Gas Tax | $ 54,500 | | |
| Equipment Replacement | $ 10,000 | | |
| Measure M/M2 | $ 530,085 | | |
| Miscellaneous Grants | $ 2,568,085 | | |
| Sewer Maintenance | $ 395,000 | | |
| City Capital Projects | | $ 5,104,485 | |

# CITY OF PLACENTIA
# BUDGET DETAIL
# FISCAL YEAR 2013-14

# OFFICE OF THE MAYOR AND CITY COUNCIL



## MAYOR AND CITY COUNCIL

The Mayor is the chief elected officer of the City and is appointed by the City Council from its members. The Mayor presides over City Council meetings and exercises those powers established in the City Charter. The Mayor Pro Tempore acts in the Mayor's absence. The City Council is the governing body of the City and exercises legal powers designated in the City Charter. The Mayor and City Council are active in the areas listed below.

## INTERGOVERNMENTAL RELATIONS

The Mayor and City Council hold a number of special assignments and appointments to various boards and commissions dealing with other government agencies including Criminal Justice Council, Orange County Sanitation District, Vector Control District, Orange County Transit Authority, Santa Ana River Flood Protection Agency, Southern California Association of Governments (SCAG), League of California Cities, Orange County Human Relations Agency, and other county, state and federal agencies.

## POLICY DEVELOPMENT

The Mayor and City Council set overall policy and direction for the City. They exercise planning in the areas of operational and financial management, analyze public issues, conduct public hearings and study sessions for the citizens and set policy through ordinances, resolutions, and motions. The City's programs and services are established by the adoption of the annual budget. New programs and services can only be approved by the City Council.

## SPECIAL PROGRAMS

The City's elected officials are involved in a variety of special programs and events to enhance the image of the City and involve citizens in their government. These programs include the Heritage Festival and Parade, and Employee Recognition Program. New events are implemented by the City Council, upon recommendation from advisory bodies, community members and City staff serving the City Council. City Council offers ongoing support to the Chamber of Commerce and the Placita Santa Fe Merchants Association. Priority projects include completion of the Specific Plan, Santa Fe Revitalization, Orangethorpe Corridor and Metrolink projects, and continued fiscal recovery planning and implementation.

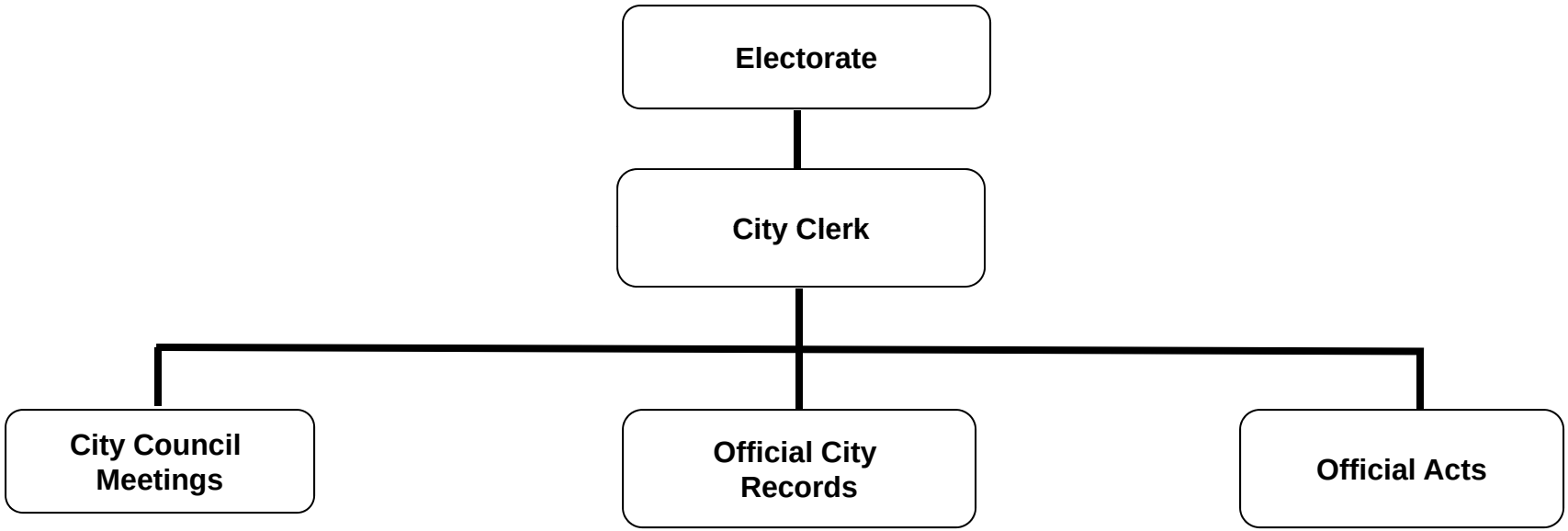
## CITIZEN RELATIONS

In an effort to create an open government, and be responsive to the concerns of citizens, the Mayor and City Council are actively involved in ongoing programs promoting citizen relations. These programs include the annual Mayor's State of the City address, Cable Television, Placentia Quarterly newsletter and City Website, conducting Town Hall and Neighborhood Conversation meetings, issuance of commendations and proclamations, and public speaking engagements and presentations. News releases and public notices are issued to make citizens aware of programs, events and activities. In addition, a monthly on-line newsletter entitled the "P-Town Informer" provides City updates and information for the citizens and businesses.

## CITIZEN ADVISORY BODIES

The Mayor and City Council actively seek the advice of citizens individually and via appointed advisory bodies. These groups include the Planning Commission, Recreation and Parks Commission, Traffic Safety Commission, Cultural Arts Commission, Historical Committee, Veterans Committee, Senior Advisory Committee, Recycling Committee, and Financial Audit Oversight Committee. Fiscal Year 2012-13 will also feature an Economic Committee to help support and strengthen the City's fiscal condition. Issues are referred to these advisory bodies for analysis and recommendation on a course of action to the City Council. Recommendations are advisory only, final decisions are made by City Council unless otherwise set by the Charter, Municipal Code and/or State or Federal regulations.

# OFFICE OF THE CITY CLERK



## CITY CLERK

The City Clerk is an elected position and, by Charter, carries out those programs outlined below. The City Clerk's primary responsibilities encompass attending City Council meetings, maintaining official City records, attesting to City Council actions and other official acts.

## CITY COUNCIL MEETINGS

The City Clerk attends all City Council meetings, unless excused, and directs the taking of official minutes. The City Clerk certifies completed minutes and acts as Clerk to the City Council.

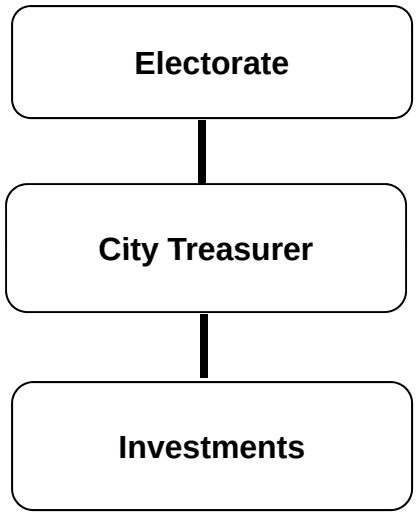
## OFFICIAL CITY RECORDS

The City Clerk ensures that books of all certified minutes, resolutions, ordinances, and other official City documents are maintained. The office also maintains copies of all agreements and contracts entered into by the City.

## OFFICAL ACTS

The City Clerk administers oaths, certifies documents, acts as custodian of City Seal, and conducts election activities, for both general and special elections.

# OFFICE OF THE CITY TREASURER



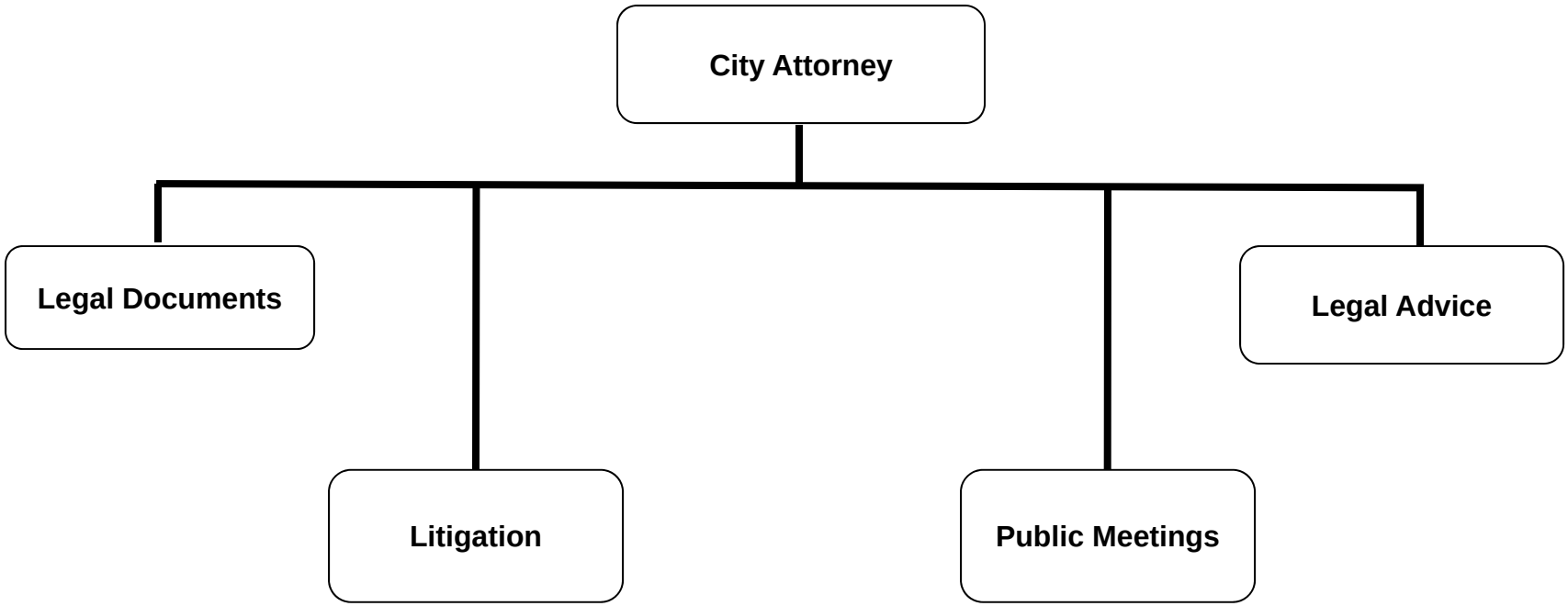
## CITY TREASURER

The City Treasurer is an elected position and, by charter, is custodian of all public funds belonging to, or under the control of, the City or any office, department, or agency thereof.

## INVESTMENTS

In order to maintain a good investment program, the City Treasurer must have a good cash flow analysis of funds coming into the City, as well as funds being paid out. The City Treasurer can then place the funds in various legal investments that will yield the highest return to the City over the terms of the investments.

# OFFICE OF THE CITY ATTORNEY



## CITY ATTORNEY

The City Attorney is the legal counsel to the City of Placentia, its elected officials, the Industrial Commercial Development Authority, Successor Agency, and the Planning Commission. The City Attorney is primarily responsible for legal documents, legal advice, litigation, and attending public meetings.

## LEGAL DOCUMENTS

The City Attorney prepares some and reviews all legal documents presented to the City Council, Industrial Commercial Development Authority, Successor Agency, and the Planning Commission. Typical legal documents pertaining to City business include agreements, ordinances, resolutions, contracts, and franchises. Agreements, contracts and franchises bind the City to a future course of action with other parties. Ordinances are used to adopt laws. Resolutions are used to set forth Council policies.

## LEGAL ADVICE

The City Attorney provides legal counsel to the Mayor and City Council, Industrial Commercial Development Authority, Successor Agency, and the various department personnel in the process of conducting City business. Legal opinions are most frequently rendered on planning matters, personnel issues, real estate negotiations, new legislation affecting the City, and the operation of municipal elections. The City Attorney is available on a regular basis at City Hall to meet with staff and Council.

## LITIGATION

The City Attorney represents the City in court actions and lawsuits, is responsible for the prosecution of violations of the Municipal Code, represents the City's management staff in grievance arbitrations, and frequently holds legal conferences to avoid litigation actions. The City Attorney attempts to resolve all legal matters in an amicable manner to avoid lengthy and costly litigation proceedings.

## PUBLIC MEETINGS

The City Attorney attends all regular and special meetings of the City Council, Industrial Commercial Development Authority, and Successor Agency. The City Attorney may attend other meetings as required. The City Attorney reviews all legal documents prior to public consideration and is available to advise the City's elected and appointed officials as requested.

## SPECIAL COUNSEL

City utilizes outside Counsel for Workers' Compensation, personnel matters and significant risk management litigation.

# Annual Budget
# Fiscal Year 2013-14

## LEGISLATIVE
## CITY COUNCIL
## 101001

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5005 | City Council | 9,804 | 9,000 | 9,000 | 9,000 | 9,000 |
| 5105 | Health Allocation | 33,318 | 33,590 | 33,590 | 31,140 | 32,700 |
| 5110 | Life Allocation | 63 | 70 | 70 | 70 | 70 |
| 5115 | Dental Allocation | 1,297 | 3,720 | 3,720 | 3,720 | 3,900 |
| 5120 | Optical Allocation | 577 | 620 | 620 | 620 | 640 |
| 5135 | Medicare | 131 | 130 | 130 | 130 | 130 |
| 5159 | Medical Opt Out Plan | 7,200 | 9,600 | 9,600 | 11,400 | 12,000 |
| | **TOTAL SALARIES AND BENEFITS** | **52,388** | **56,730** | **56,730** | **56,080** | **58,440** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6001 | Management Consulting Services | - | - | - | - | 24,000 |
| 6099 | Other Purchased Services | 48,000 | 48,000 | 48,000 | 48,000 | 48,000 |
| 6240 | Mileage Reimbursement | - | 500 | 500 | 100 | 250 |
| 6245 | Meeting and Conferences | 11,597 | 11,191 | 10,666 | 8,000 | 12,000 |
| 6255 | Dues and Memberships | 40,968 | 47,700 | 47,700 | 47,700 | 48,100 |
| 6301 | Special Department Supplies | 835 | 2,332 | 2,632 | 2,000 | 2,500 |
| 6320 | Books and Periodicals | 431 | 320 | 545 | 505 | 505 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **101,831** | **110,043** | **110,043** | **106,305** | **135,355** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **154,219** | **166,773** | **166,773** | **162,385** | **193,795** |

**FISCAL YEAR 2013-14**
**LEGISLATIVE**
**CITY COUNCIL**

## CITY COUNCIL
## DIVISION 101001

### SALARY AND BENEFITS:

5005 City Council Salaries
Provides for city officials positions

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5159 Medical Opt Out Plan
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

### MATERIAL, SUPPLIES & SERVICES:

6001 Management Consulting Services
Provides for fiscal sustainability planning workshop and a community satisfaction survey

6099 Other Purchased Services
Provides for a legislative advocacy services and other public relations services

6240 Mileage Reimbursement
Provides for mileage reimbursement at the IRS Standard Mileage Rate

**FISCAL YEAR 2013-14**
**LEGISLATIVE**
**CITY COUNCIL**

## CITY COUNCIL
## DIVISION 101001

6245 Meetings and Conferences
Provides for meetings and conferences for City Council Members. This account includes funds for the League of California Cities Annual Conference, New Mayor and Council Member Academy, local meetings, including the State of the City, and Legislative Action Days.

6255 Dues and Memberships
Provides for dues and memberships with the League of California Cities, Santa Ana River Flood, LAFCO, SCAG, OCCOG, and Chamber of Commerce

6301 Special Department Supplies
Provides for Mayor's Reception supplies, photographs, City Council uniforms, and other supplies

6320 Books and Periodicals
Provides for subscription to the Orange County Register

# Annual Budget
# Fiscal Year 2013-14

## LEGISLATIVE
## CITY CLERK
## 101002

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 47,231 | 60,500 | 60,500 | 55,755 | 58,830 |
| 5005 | Part-time Salaries | 1,971 | 12,200 | 12,200 | 1,725 | 1,800 |
| 5015 | Overtime | 83 | - | - | 550 | 1,250 |
| 5020 | Leave Accrual Payout | 1,999 | - | - | 160 | - |
| 5105 | Health Allocation | 11,021 | 8,470 | 8,470 | 9,415 | 9,600 |
| 5110 | Life Allocation | 140 | 200 | 200 | 123 | 130 |
| 5115 | Dental Allocation | 510 | 970 | 970 | 415 | 430 |
| 5120 | Optical Allocation | 151 | 230 | 230 | 130 | 140 |
| 5125 | Long-term Disability Insurance | 274 | 270 | 270 | 221 | 230 |
| 5135 | Medicare | 743 | 1,290 | 1,290 | 810 | 860 |
| 5141 | Employers PARS/ARS | - | 390 | 390 | - | - |
| 5145 | Retirement Annuity | 4,452 | 5,640 | 5,640 | 5,370 | 6,350 |
| | **TOTAL SALARIES AND BENEFITS** | **68,577** | **90,160** | **90,160** | **74,674** | **79,620** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | - | 6,000 | 6,000 | - | - |
| 6225 | Advertising | 4,253 | 5,000 | 5,000 | 5,300 | 5,000 |
| 6240 | Mileage Reimbursement | 32 | 100 | 100 | 100 | 100 |
| 6245 | Meetings and Conferences | 2,393 | 2,891 | 2,891 | 2,500 | 5,000 |
| 6255 | Dues and Memberships | 495 | 485 | 485 | 485 | 1,070 |
| 6290 | Department Contract Services | - | 25,000 | 25,000 | 25,000 | - |
| 6299 | Other Purchased Services | - | 40,250 | 40,250 | 30,000 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **7,173** | **79,726** | **79,726** | **63,385** | **11,170** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **75,750** | **169,886** | **169,886** | **138,059** | **90,790** |

## CITY CLERK
## DIVISION 101002

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

CITY CLERK
DIVISION 101002

## MATERIAL, SUPPLIES & SERVICES:

6225 Advertising
Provides for the publishing of public hearing materials for ordinance summaries and other legally required notices. Amount required varies based on number of public hearings and projects.

6240 Mileage Reimbursement
Provides for mileage reimbursement at the IRS Standard Mileage Rate

6245 Meetings and Conferences
Provides for meetings and conferences for elected City Clerk, Deputy City Clerk and office staff. This account includes funds for the meetings and conferences to City Clerk's Association of California (CCAC), Orange County City Clerk's Quarterly meetings, Technical Track Series, New Laws and Election Seminar and IIMC Online Course.

6255 Dues and Memberships
Provides for dues and memberships with the following organizations:

| | |
|---|---|
| International Institute of Municipal Clerks | $360 |
| City Clerks Association of California | $310 |
| Total | $670 |

# Annual Budget
# Fiscal Year 2013-14

## LEGISLATIVE
## CITY TREASURER
## 101003

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5005 | City Treasurer | 1,176 | 1,800 | 1,800 | 600 | 600 |
| 5105 | Health Allocation | 7,794 | 15,600 | 15,600 | 16,500 | 17,290 |
| 5110 | Life Allocation | 7 | 20 | 20 | 20 | 20 |
| 5115 | Dental Allocation | 257 | 1,550 | 1,550 | 1,550 | 1,620 |
| 5120 | Optical Allocation | 44 | 270 | 270 | 270 | 280 |
| 5135 | Medicare | 9 | 10 | 10 | 10 | 10 |
| 5159 | Medical Opt Out | 1,200 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **10,487** | **19,250** | **19,250** | **18,950** | **19,820** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6040 | Miscellaneous Bank Charges | 45,696 | 43,000 | 43,000 | 43,000 | 43,000 |
| 6245 | Meetings and Conferences | 2,145 | 933 | 933 | 900 | 1,000 |
| 6255 | Dues and Memberships | 195 | 195 | 195 | 195 | 155 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **48,036** | **44,128** | **44,128** | **44,095** | **44,155** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | OTHER EXPENDITURES | | | | | |
| | **TOTAL OTHER EXPENDITURES** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **58,523** | **63,378** | **63,378** | **63,045** | **63,975** |

## CITY TREASURER
## DIVISION 101003

### SALARIES AND BENEFITS:

5005 Part-time Salaries
Provides for part-time position in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city official and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

### MATERIAL, SUPPLIES & SERVICES:

6040 Miscellaneous Bank Charges
Provides for bank analysis and service charges

6245 Meeting and Conferences
Provides for meetings & conferences

6255 Dues and Memberships
Provides for dues and memberships with California Municipal Treasurer's Association

# Annual Budget
# Fiscal Year 2013-14

## LEGISLATIVE
## CITY TREASURER - MEASURE M
## 183567

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | OTHER EXPENDITURES | | | | | |
| 6905 | Principal Expense | - | - | - | | |
| 6915 | Interest Expense | - | - | - | | |
| | **TOTAL OTHER EXPENDITURES** | - | - | - | - | - |
| | **GRAND TOTAL** | - | - | - | - | - |

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6301 | Special Department Supplies | 2,810 | 2,798 | 2,798 | - | 3,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **2,810** | **2,798** | **2,798** | **-** | **3,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **2,810** | **2,798** | **2,798** | **-** | **3,000** |

# FISCAL YEAR 2013-14
# LEGISLATIVE
# COMMISSIONS

## COMMISSIONS
## DIVISION 101004

### MATERIAL, SUPPLIES & SEVICES

6301 Special Department Supplies
Provides funds for the annual Commission and Committee Mixer

# Annual Budget
# Fiscal Year 2013-14

## LEGISLATIVE
## LEGAL SERVICES
## 101005

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6005 | General Legal Services | 551,171 | 450,000 | 397,800 | 450,000 | 500,000 |
| 6006 | Litigation | 477,620 | 100,000 | 200,000 | 200,000 | 86,570 |
| 6299 | Other Purchased Services | 2,470 | 5,000 | 5,000 | 3,000 | 5,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **1,031,261** | **555,000** | **602,800** | **653,000** | **591,570** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **1,031,261** | **555,000** | **602,800** | **653,000** | **591,570** |

## LEGAL SERVICES
## DIVISION 101005

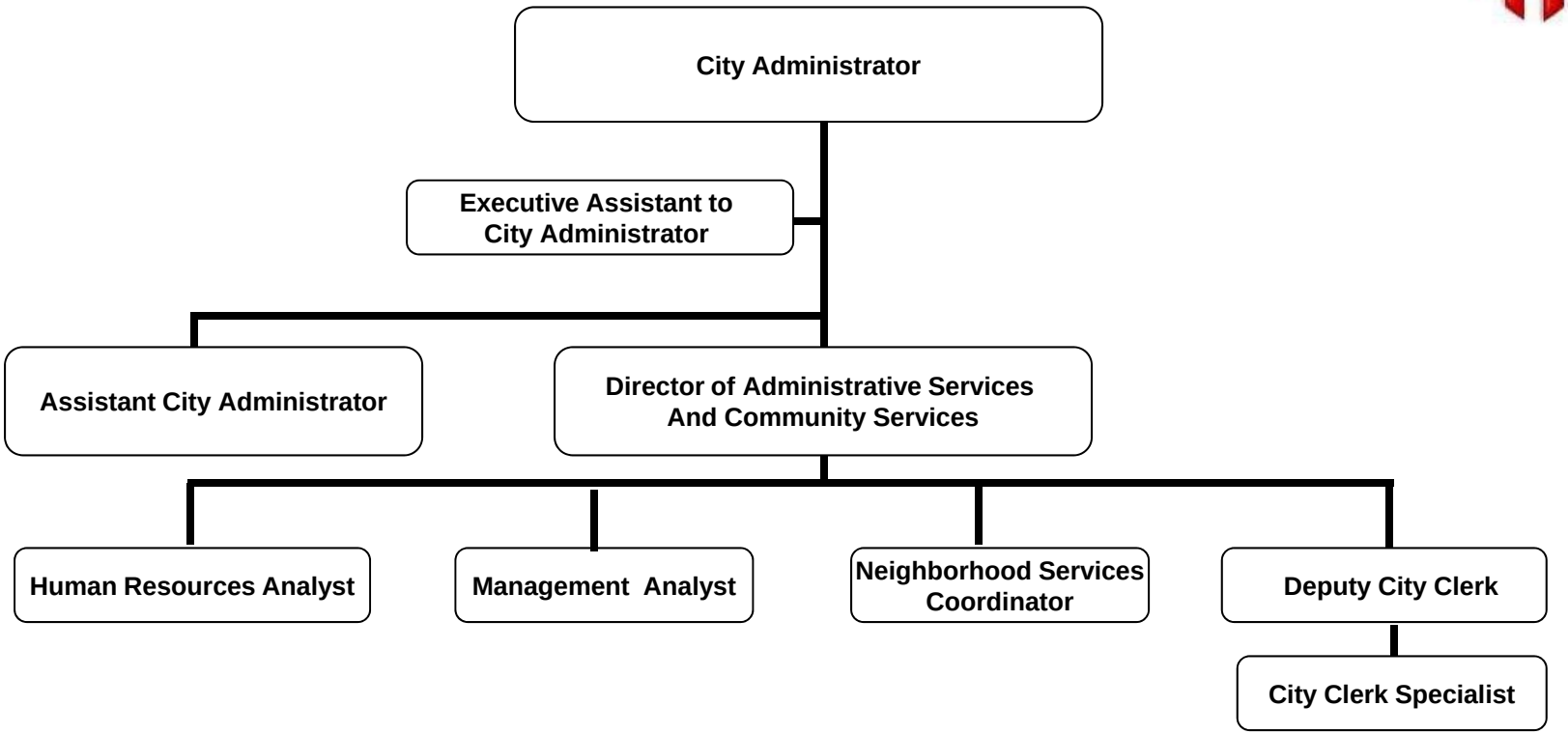
### MATERIAL, SUPPLIES & SERVICES:

6005 General Legal Services
Provides for general legal services provided by the City Attorney under contract as well as use of special counsel when authorized or required by law

6006 Litigation
Provides funds for general litigation expenses initiated by the city

6299 Other Purchased Services
Provides funds for fees paid to City of Anaheim for prosecution of criminal matters and code enforcement

# ADMINISTRATION




Part-time positions not included

## ADMINSTRATION DEPARTMENT

The Administration Department's primary role is management of the City. City Administration is responsible for support to the City Council, coordination of all City departments, implementation/monitoring of the budget, keeping City Council informed of the condition of the City, intergovernmental relations, and public information. The various divisions of Administration include Personnel, Administration, City Clerk, Records, Emergency Preparedness, Environmental Planning, Neighborhood Services and Special Projects. The City Administrator is Executive Director of the Industrial Commercial Development Authority and Successor Agency and Director of Emergency Services. The Director of Administrative Services/Community Services serves as Director of Personnel, Emergency Services Coordinator and provides supervision over the City Clerk and Records Division, and Environmental Planning, Emergency Management, and Neighborhood Services operations. The purpose of each division is detailed below:

**Personnel Division** provides centralized human resources services for the City in the areas of employee relations, recruitment/testing, hiring and training, classification, salary and benefits, disciplinary actions, retirements and related issues. Personnel administers the Equal Employment Opportunity Plan, Employee Safety Program, Employee Development Program, Employee Health and Welfare programs, and Worker's Compensation Claims.

**City Clerk/Records Division** provides support to the City Clerk and City Council. The Deputy City Clerk prepares and distributes City Council agendas, packets with supporting documentation, legal notices, and minutes, maintains official City records, coordinates records management and retention program, coordinates electronic records imaging program, coordinates Municipal Code codification and City Policy Manual implementation/updates, assists the public, coordinates municipal elections, and conducts special studies as needed.

**Emergency Preparedness** (Emergency Management) maintains plans for mitigation, preparedness, response and recovery to natural and man-made disasters and emergencies, provides and/or coordinates training, drills/exercises for all Departments; provides public assistance and information programs; coordinates intergovernmental cooperation, prepares and coordinates pertinent grant and funding requests and implementation; and coordinates CERT and RACES activities.

**Environmental Planning** designs, implements and coordinates various programs dealing with waste management (AB 939 compliance through Source Reduction, Recycling, Composting, Special Waste, Household Hazardous Waste, E-waste/U-waste Disposal programs). Provides public education and information programs, coordinates public and private sector issues, monitors and evaluates programs; coordinates Recycle Placentia Teen Team and Recycle Committee activities including rate review and bi-monthly staff meetings with contractor, Placentia Disposal, Inc. The Division also facilitates grant

## ADMINSTRATION DEPARTMENT

opportunities including Used Oil Block Grant funds and community events including confidential document destruction/E-waste/U-waste and compost give-away programs.

**Neighborhood Services** is a unit of the City Administrator's Office and is dedicated to working on the problems/challenges in the community that require teamwork and coordination across all City departments. The goal of the Neighborhood Services Team is to provide a direct communication link between the Community, the City Council, and City Departments. In addition, Neighborhood Services serves to support neighborhood empowerment activities, coordinates the implementation of solutions to neighborhood and community issues, and works to strengthen neighborhoods.

The Neighborhood Services Division is also responsible for overseeing the coordination of the City's Human and Social Service activities including community assistance programs and services. The Division serves to facilitate the provision of human and social services through a combination of direct service and information and referrals to other social service agencies and local non-profit organizations. The Division also coordinates and implements the Community Development Block Grant programs for housing rehabilitation, public improvements, and public service projects.

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## CITY ADMINISTRATION
## 101511

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 366,644 | 406,160 | 442,160 | 413,138 | 413,300 |
| 5105 | Health Allocation | 23,836 | 46,670 | 46,670 | 63,808 | 53,330 |
| 5110 | Life Allocation | 517 | 620 | 620 | 4,097 | 4,100 |
| 5115 | Dental Allocation | 1,326 | 3,710 | 3,710 | 4,678 | 3,710 |
| 5120 | Optical Allocation | 393 | 790 | 790 | 862 | 700 |
| 5125 | Long-term Disability Insurance | 1,598 | 1,150 | 1,150 | 1,230 | 1,050 |
| 5135 | Medicare | 5,289 | 5,900 | 5,900 | 7,710 | 6,770 |
| 5145 | Retirement Annuity | 32,380 | 38,510 | 38,510 | 45,028 | 44,560 |
| 5163 | Life Insurance Premiums | 7,490 | 4,800 | 4,800 | 6,800 | 7,140 |
| 5170 | Sick Leave Buy Back | 2,469 | 2,600 | 2,600 | 2,254 | 2,600 |
| 5175 | Vacation Leave Buy Back | 8,849 | 9,000 | 9,000 | 15,573 | 16,000 |
| 5199 | Other Employee Benefits | 4,970 | 3,800 | 3,800 | 3,800 | 3,800 |
| | **TOTAL SALARIES AND BENEFITS** | **455,761** | **523,710** | **559,710** | **568,978** | **557,060** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6001 | Management Consulting Services | 29,272 | 25,000 | 57,000 | 49,000 | 25,000 |
| 6099 | Other Professional Services | - | - | - | - | 5,000 |
| 6245 | Meeting and Conferences | 8,457 | 6,808 | 9,983 | 9,000 | 9,000 |
| 6255 | Dues and Memberships | 2,678 | 2,575 | 2,575 | 2,575 | 2,410 |
| 6290 | Department Contract Services | - | - | - | - | 3,000 |
| 6301 | Special Department Supplies | 1,264 | 1,399 | 1,399 | 1,000 | 1,000 |
| 6315 | Office Supplies | 891 | 1,585 | 1,585 | 1,500 | 1,500 |
| 6320 | Books and Periodicals | - | 150 | 150 | 50 | 100 |
| 6325 | Postage | 35 | 250 | 250 | 100 | 200 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **42,597** | **37,767** | **72,942** | **63,225** | **47,210** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **498,358** | **561,477** | **632,652** | **632,203** | **604,270** |

## CITY ADMINISTRATION
DIVISION 101511

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

5163 Life Insurance Premiums
Provides life insurance for eligible city employees

## CITY ADMINISTRATION
DIVISION 101511

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 80-120 hours for all full-time employees

5199 Other Employee Benefits
Provides for fuel allowance and telecommunications allowance for City Administrator

**MATERIAL, SUPPLIES & SERVICES:**

6001 Management Consulting Services
Provides for management consulting services for various special projects

6245 Meetings and Conferences
Provides for meetings and conferences. This account includes funds for the meetings and conferences to ICMA, League of California Cities, local meetings and travel expenses

6255 Dues and Memberships
Provides for dues and memberships with International City Manager's Association, Orange County City Manager's Association, and California City Management Foundation

## CITY ADMINISTRATION
## DIVISION 101511

**MATERIAL, SUPPLIES & SERVICES continued:**

6301 Special Department Supplies
Provides for various expenditures for Administration Department

6315 Office Supplies
Provides for office supplies for both City Council and Administration

6320 Books and Periodicals
Provides for books and publications for City Administrator

6325 Postage
Provides for overnight or express mailing expenses

6099 Other Professional Services
Provides funds for grant writing services

6290 Department Contract Services
Provides funds for grant management services

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## PERSONNEL
## 101512

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 213,428 | 60,500 | 199,510 | 199,417 | 200,850 |
| 5005 | Part-time Salaries | 12,542 | 15,600 | 15,600 | 15,600 | 15,600 |
| 5020 | Leave Accrual Payout | - | - | - | 8,935 | - |
| 5021 | Extraordinary Leave Buydown | 4,867 | - | 40,000 | 41,960 | - |
| 5105 | Health Allocation | 17,231 | 8,470 | 8,470 | 30,426 | 31,340 |
| 5110 | Life Allocation | 368 | 160 | 160 | 309 | 320 |
| 5115 | Dental Allocation | 1,076 | 430 | 430 | 2,529 | 2,610 |
| 5120 | Optical Allocation | 292 | 140 | 140 | 416 | 430 |
| 5125 | Long-term Disability Insurance | 1,093 | 720 | 720 | 646 | 670 |
| 5135 | Medicare | 3,360 | 1,300 | 1,300 | 3,120 | 3,140 |
| 5141 | Employers' PARS | 460 | 590 | 590 | 470 | 470 |
| 5145 | Retirement Annuity | 19,221 | 18,860 | 18,860 | 19,206 | 21,660 |
| 5163 | Life Insurance Premiums | 1,515 | 2,740 | 2,740 | 1,960 | 2,060 |
| 5170 | Sick Leave Buy Back | 4,370 | 5,500 | 5,500 | 4,880 | 5,500 |
| 5175 | Leave Buyback | - | 5,000 | 5,000 | 5,410 | 5,500 |
| | **TOTAL SALARIES AND BENEFITS** | **279,820** | **120,010** | **299,020** | **335,284** | **290,150** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6001 | Management Consulting Services | 195 | 5,000 | 5,000 | - | - |
| 6099 | Other Professional Services | 8,911 | 8,000 | 8,000 | 7,000 | 7,000 |
| 6225 | Advertising | 300 | 300 | 300 | - | 300 |
| 6245 | Meeting and Conferences | 1,966 | 1,492 | 2,017 | 1,400 | 1,500 |
| 6250 | Staff Training | 10,796 | 12,660 | 13,575 | 11,000 | 12,000 |
| 6255 | Dues and Memberships | 1,564 | 1,435 | 1,435 | 1,435 | 2,070 |
| 6301 | Special Department Supplies | 2,901 | 3,264 | 3,264 | 2,358 | 2,800 |
| 6315 | Office Supplies | 910 | 933 | 1,333 | 1,333 | 1,300 |
| 6320 | Books and Periodicals | 901 | 1,450 | 1,050 | 1,000 | 1,000 |
| 6325 | Postage | 72 | 100 | 100 | 50 | 100 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **28,516** | **34,634** | **36,074** | **25,576** | **28,070** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **308,336** | **154,644** | **335,094** | **360,860** | **318,220** |

## PERSONNEL
### DIVISION 101512

**SALARIES AND BENEFITS:**

5001 Full-time Salaries
Provides for full-time positions in the division

5005 Part-time Salaries
Provides for part-time position in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

PERSONNEL
DIVISION 101512

**SALARIES AND BENEFITS continued:**

5163 Life Insurance Premiums
Provides Life Insurance for eligible city officials and employees

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 80-120 hours for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6001 Management Consulting Services
Provides for consulting services to assist with Human Resources

6099 Other Professional Services
Provides for employment costs including fingerprinting, employee physicals, psychological exams and applicant testing

PERSONNEL
DIVISION 101512

**MATERIAL, SUPPLIES & SERVICES continued:**

6225 Advertising
Provides for recruitment processes in various professional publications and web-sites

6245 Meetings and Conferences
Provides for meetings and conferences relating to human resources and workers' compensation

6250 Staff Training
Provides for staff training and related training materials for all City employees does not include POST reimbursable training

6255 Dues and Memberships
Provides for dues and memberships with International Personnel Management Association, Orange County Human Resources Consortium, Public Agency Risk Managers Association, National Public Employer Labor Relations Association and Municipal Management Association of Southern California

6301 Special Department Supplies
Provides for New Employee recognition, Employee Recognition awards, Employee Service Pins, Employee Recognition programs, and employee identification card supplies

6315 Office Supplies
Provides for office supplies for the division

6320 Books and Periodicals
Provides for the following publications:

| | |
|---|---|
| ADA Compliance Guide | 500.00 |
| California Chamber of Commerce Cal-OSHA | 450.00 |
| Labor Guides/Posters | |
| Jobs Available | 50.00 |

PERSONNEL
DIVISION 101512

**MATERIAL, SUPPLIES & SERVICES continued:**

6325 Postage
Provides for overnight and express mailing expenses

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## RECORDS
## 101513

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 47,231 | 60,500 | 60,500 | 55,755 | 58,830 |
| 5005 | Part-time Salaries | 4,324 | 10,400 | 10,400 | 1,900 | - |
| 5015 | Overtime | 83 | - | - | 750 | 1,250 |
| 5020 | Leave Accrual Payout | 1,999 | - | - | 160 | - |
| 5105 | Health Allocation | 5,290 | 8,470 | 8,470 | 9,415 | 9,600 |
| 5110 | Life Allocation | 129 | 160 | 160 | 123 | 130 |
| 5115 | Dental Allocation | 143 | 430 | 430 | 415 | 430 |
| 5120 | Optical Allocation | 88 | 140 | 140 | 130 | 140 |
| 5125 | Long-term Disability Insurance | 291 | 270 | 270 | 221 | 230 |
| 5135 | Medicare | 795 | 1,030 | 1,030 | 840 | 860 |
| 5141 | Employers' PARS/ARS | 161 | 390 | 390 | 70 | - |
| 5145 | Retirement Annuity | 4,540 | 5,640 | 5,640 | 5,370 | 6,350 |
| | **TOTAL SALARIES AND BENEFITS** | **65,073** | **87,430** | **87,430** | **75,149** | **77,820** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | - | - | - | - | 2,800 |
| 6135 | Repair/Maint Off Furniture & Equipment | - | - | - | - | - |
| 6230 | Printing and Binding | 781 | 1,000 | 1,000 | 850 | 1,000 |
| 6255 | Dues and Membership | - | 215 | 215 | 215 | 220 |
| 6290 | Department Contract Services | - | 25,000 | 25,000 | - | - |
| 6299 | Other Purchased Services | 2,212 | 4,255 | 4,255 | 1,000 | 5,000 |
| 6315 | Office Supplies | 1,254 | 1,865 | 1,865 | 1,800 | 2,000 |
| 6325 | Postage | 26 | 150 | 150 | 75 | 75 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **4,273** | **32,485** | **32,485** | **3,940** | **11,095** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **69,347** | **119,915** | **119,915** | **79,089** | **88,915** |

**FISCAL YEAR 2013-14**
**ADMINISTRATION**
**RECORDS**

## RECORDS
## DIVISION 101513

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time position in the division

5005 Part-time Salaries
Provides for part-time position in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

RECORDS
DIVISION 101513

**MATERIAL, SUPPLIES & SERVICES continued:**

6230 Printing and Binding
Provides for outsource printing and binding expenditures

6255 Dues and Memberships
Provides for dues and memberships with the following organizations:

| | |
|---|---|
| Association for Records Managers and Administrators | $220 |
| Total | $220 |

6290 Department Contract Services
Provides for contract services to assist with Records Division operations

6299 Other Purchased Services
Provides for annual revisions to the Placentia Municipal Code and online services

6315 Office Supplies
Provides for office supplies for division

6325 Postage
Provides for overnight and express mailing expenses

6099 Other Professional Services
Provides for professional services including Gladwell Gov't Services, Inc., and City Clerk Management Services, Inc.

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## DISASTER PREPAREDNESS
## 101514

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 40,594 | 38,450 | 38,450 | 37,800 | 38,430 |
| 5005 | Part-time Salaries | 39 | 4,000 | 4,000 | - | - |
| 5015 | Overtime | 1 | - | - | - | - |
| 5105 | Health Allocation | 5,156 | 8,050 | 8,050 | 3,438 | 8,860 |
| 5110 | Life Allocation | 99 | 100 | 100 | 31 | 90 |
| 5115 | Dental Allocation | 293 | 690 | 690 | 199 | 690 |
| 5120 | Optical Allocation | 90 | 140 | 140 | 52 | 140 |
| 5125 | Long-term Disability Insurance | 210 | 170 | 170 | 55 | 160 |
| 5135 | Medicare | 586 | 600 | 600 | 210 | 560 |
| 5141 | Employers' PARS/ARS | 1 | 150 | 150 | - | - |
| 5145 | Retirement Annuity | 3,684 | 3,500 | 3,500 | 1,395 | 4,150 |
| 5170 | Sick Leave Buy Back | - | 400 | 400 | - | 400 |
| 5175 | Vacation Leave Buy Back | 1,431 | 1,500 | 1,500 | 1,460 | 1,500 |
| | **TOTAL SALARIES AND BENEFITS** | **52,183** | **57,750** | **57,750** | **44,640** | **54,980** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6240 | Mileage Reimbursement | - | 839 | - | - | - |
| 6245 | Meeting and Conferences | 242 | - | 839 | 200 | 900 |
| 6255 | Dues and Memberships | 170 | 500 | 500 | 500 | 500 |
| 6301 | Special Department Supplies | 2,867 | 3,264 | 3,264 | 2,500 | 2,500 |
| 6315 | Office Supplies | 30 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **3,310** | **4,603** | **4,603** | **3,200** | **3,900** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **55,493** | **62,353** | **62,353** | **47,840** | **58,880** |

## DIASTER PREPAREDNESS
## DIVISION 101514

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5005 Part-time Salaries
Provides for a part-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

DIASTER PREPAREDNESS
DIVISION 101514

**SALARIES AND BENEFITS continued:**

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 80-120 hours for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6245 Meetings and Conferences
Provides for local meetings and conferences. This account includes funds for the California Emergency Services Association annual conference.

6255 Dues and Memberships
Provides for dues and memberships with the following organizations:

| | |
|---|---|
| California Emergency Service Association | $200 |
| National Emergency Management Association | $300 |
| Total | $500 |

6301 Special Department Supplies
Provides for the emergency management supplies for the division programs

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## DISASTER PREPAREDNESS
## 501514

| | MISCELLANEOUS GRANTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6301 | Special Department Supplies | 11,124 | 22,000 | 22,000 | 10,000 | 22,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **11,124** | **22,000** | **22,000** | **10,000** | **22,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **11,124** | **22,000** | **22,000** | **10,000** | **22,000** |

## DIASTER PREPAREDNESS
## DIVISION 501514

### MATERIAL, SUPPLIES & SERVICES:

6301 Special Department Supplies
Provides for various disaster preparedness grant expenditures

| | |
|---|---|
| Emergency Management Performance Grants | $ 8,000 |
| POD Planning Grant | $14,000 |
| Total | $22,000 |

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## ENVIRONMENTAL PLANNING
## 501515

| | MISCELLANEOUS GRANTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6301 | Special Department Supplies | 18,254 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **18,254** | - | - | - | - |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **18,254** | - | - | - | - |

# ENVIRONMENTAL PLANNING
## DIVISION 501515

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## NEIGHBORHOOD SERVICES
## 101572

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 71,788 | 69,900 | 69,900 | 70,583 | 72,000 |
| 5005 | Part-time Salaries | 91,490 | 61,510 | 61,510 | 61,510 | 52,510 |
| 5020 | Leave Accrual Payout | - | - | - | 339 | - |
| 5105 | Health Allocation | 3,551 | 9,920 | 9,920 | 4,832 | 4,980 |
| 5110 | Life Allocation | 87 | 190 | 190 | 165 | 170 |
| 5115 | Dental Allocation | 29 | 180 | 180 | 173 | 180 |
| 5120 | Optical Allocation | 76 | 100 | 100 | 89 | 100 |
| 5125 | Long-term Disability Insurance | 368 | 320 | 320 | 289 | 300 |
| 5135 | Medicare | 2,392 | 1,080 | 1,080 | 1,915 | 1,770 |
| 5141 | Employers' PARS/ARS | 3,592 | 2,310 | 2,310 | 2,360 | 2,000 |
| 5145 | Retirement Annuity | 6,578 | 6,730 | 6,730 | 6,798 | 7,770 |
| 5159 | Medical Opt Out | 2,400 | - | - | 6,500 | 4,800 |
| | **TOTAL SALARIES AND BENEFITS** | **182,352** | **152,240** | **152,240** | **155,554** | **146,580** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6135 | Repair/Maint Off Furniture & Equipment | - | - | - | - | 300 |
| 6255 | Dues and Memberships | 75 | - | - | - | - |
| 6301 | Special Department Supplies | 5,045 | 877 | 877 | 877 | 870 |
| 6315 | Office Supplies | 1,289 | 1,679 | 1,679 | 1,679 | 1,700 |
| 6325 | Postage | 59 | 100 | 100 | 20 | 50 |
| 6401 | Community Programs | 35,817 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **42,284** | **2,656** | **2,656** | **2,576** | **2,920** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **224,636** | **154,896** | **154,896** | **158,130** | **149,500** |

## NEIGHBORHOOD SERVICES
## DIVISION 101572

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5005 Part-time Salaries
Provides for a part-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

## NEIGHBORHOOD SERVICES
### DIVISION 101572

**MATERIAL, SUPPLIES & SERVICES:**

6301 Special Department Supplies
Provides for materials, supplies and equipment used for Veteran's Day Event, Neighborhood Conversations and other special events

6315 Office Supplies
Provides for office supplies

6325 Postage
Provides for overnight and express mailing expenses

6240 Mileage
Provides for reimbursement of mileage on personal vehicles

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## CABLE & WEB SERVICES
## 101573

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5005 | Part-time Salaries | 11,645 | 13,385 | 13,385 | 13,385 | 13,300 |
| 5135 | Medicare | 199 | 200 | 200 | 200 | 200 |
| 5141 | Employer's PARS/ARS | 510 | 510 | 510 | 510 | 540 |
| | **TOTAL SALARIES AND BENEFITS** | **12,353** | **14,095** | **14,095** | **14,095** | **14,040** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **12,353** | **14,095** | **14,095** | **14,095** | **14,040** |

**FISCAL YEAR 2013-14**
**ADMINISTRATION**
**CABLE & WEB SERVICES**

GENERAL FUND
DIVISION 101573

## SALARIES AND BENEFITS:

5005 Part-time Salaries
Provides for part-time positions in the division, to support cable & web services

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

# Annual Budget
# Fiscal Year 2013-14

## ADMINISTRATION
## CABLE & WEB SERVICES
## 441573

| | PEG FUNDS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | - | 39,780 | 36,050 | 39,780 | 53,060 |
| 6136 | Software Maintenance | - | 13,350 | 17,750 | 13,350 | 19,060 |
| 6290 | Department Contract Services | - | - | - | - | 2,350 |
| 6301 | Special Department Supplies | - | 2,510 | 2,510 | 2,510 | 1,540 |
| 6315 | Office Supplies | - | 1,000 | - | 1,000 | - |
| 6365 | Computer Software | - | 2,000 | 2,000 | 2,000 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | **58,640** | **58,310** | **58,640** | **76,010** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | - | **58,640** | **58,310** | **58,640** | **76,010** |

**FISCAL YEAR 2013-14**
**ADMINISTRATION**
**CABLE & WEB SERVICES**

## PEG FUNDS
## DIVISION 441573

### MATERIAL, SUPPLIES & SERVICES:

6099 Other Professional Services
Provides for consulting services on an as needed basis to maintain, repair or upgrade cable broadcast equipment

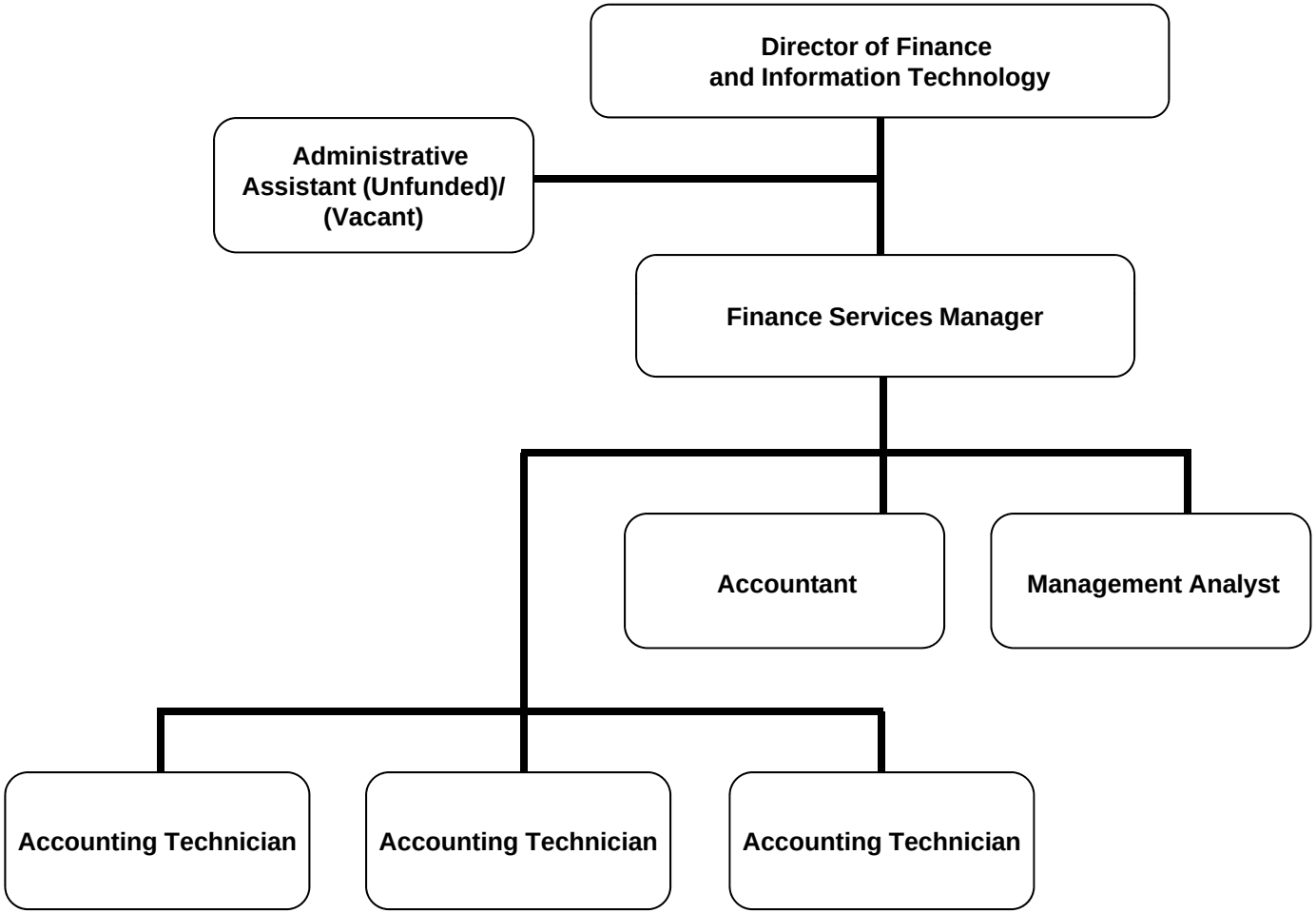
6136 Software Maintenance
Provides for Granicus software maintenance

6301 Special Department Supplies
Provides for cable broadcast and recording supplies

6315 Office Supplies
Provides for office supplies for the division

6365 Computer Software
Provides for the purchase of computer software

# FINANCE




Part-time positions not included

## FINANCE DEPARTMENT

The Finance Department's role in City government is to safeguard the City's assets, assure timely payment of all financial obligations, process payroll for our employees and provide financial guidance to other City departments and the City Council. The Finance Department is the primary contact for the many vendors that various City departments use to purchase goods and services needed for the day-to-day operations of the City. The Finance Department maintains a fixed asset listing of all equipment and properties owned by the City. Current values and depreciation schedules are maintained and used by various underwriters that provide insurance for the City for amounts that would be above the City's self-insured limits. The Finance Department monitors compliance with established purchasing policies and guidelines.

The Finance Department prepares and monitors internal control policies insuring that all departments comply with current Government financial reporting standards.

The Finance Department works with the City Council's Financial Audit Oversight Committee as well as independent auditors to comply with State and local ordinances regarding financial reporting. Monthly financial reports are completed and submitted to City Council for review to keep Council Members constantly aware of the City's financial condition. The Finance Department is responsible for mandated reporting to other government agencies such as the State Controller's Office. Various State and Federal Grants are monitored for compliance with grant conditions and reporting requirements.

The Finance Department is the lead department for preparing the City Administrator's annual budget. Constant monitoring of the budget to insure that each department is "living within our means" rests with the Finance Department. Comprehensive Annual Financial Reports and the City's budget are placed on the City's website and updated on a continual basis in order to be transparent in reporting to the citizens of Placentia.

The Finance Department also has primary responsibility for the City's information technology systems including the City's telephone system.

# Annual Budget
# Fiscal Year 2013-14

## FINANCE
## ADMINISTRATION
## 102020

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 120,089 | 211,850 | 211,850 | 212,817 | 214,740 |
| 5020 | Leave Accrual Payout | - | - | - | 3,824 | - |
| 5105 | Health Allocation | 7,139 | 18,850 | 18,850 | 22,057 | 22,720 |
| 5110 | Life Allocation | 156 | 550 | 550 | 1,185 | 1,220 |
| 5115 | Dental Allocation | 487 | 1,830 | 1,830 | 1,770 | 1,830 |
| 5120 | Optical Allocation | 123 | 310 | 310 | 299 | 310 |
| 5125 | Long-term Disability Insurance | 525 | 800 | 800 | 708 | 730 |
| 5135 | Medicare | 1,750 | 3,120 | 3,120 | 3,090 | 3,120 |
| 5145 | Retirement Annuity | 10,652 | 20,360 | 20,360 | 20,496 | 23,150 |
| 5163 | Life Insurance Premiums | 1,041 | 1,050 | 1,050 | 1,130 | 1,200 |
| 5175 | Vacation Leave Buy Back | 3,054 | 3,100 | 3,100 | 8,060 | 8,000 |
| | **TOTAL SALARIES AND BENEFITS** | **145,015** | **261,820** | **261,820** | **275,436** | **277,020** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6245 | Meeting and Conferences | 1,281 | 1,007 | 1,007 | 1,000 | 1,600 |
| 6255 | Dues and Memberships | 1,595 | 1,520 | 2,120 | 2,045 | 955 |
| 6315 | Office Supplies | 5,662 | 6,528 | 6,353 | 6,400 | 6,400 |
| 6325 | Postage | 163 | 170 | 170 | 170 | 170 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **8,701** | **9,225** | **9,650** | **9,615** | **9,125** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **153,716** | **271,045** | **271,470** | **285,051** | **286,145** |

## FINANCE ADMINISTRATION
## DIVISION 102020

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Funding for full-time employees in the Finance Administration Division is budgeted to this account.

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Funding for Long-Term Disability Insurance for eligible employees in the Finance Administration Division is budgeted to this account.

5135 Medicare
Funding for the employer's share of Medicare for employees in the Finance Administration Division is budgeted to this account.

5145 Retirement Annuity
Funding for retirement costs for eligible employees in the Finance Administration Division is budgeted to this account.

5163 Life Insurance Premiums
Funding for Life Insurance for eligible employees not covered by Whole Life Insurance in the Finance Administration Division is budgeted to this account.

5175 Vacation Leave Buy Back
Funding for a buy down in employees vacation time in the Finance Administration Division is budgeted to this account.

FINANCE ADMINISTRATION
DIVISION 102020

## MATERIAL, SUPPLIES & SERVICES:

6245 Meetings and Conferences
Funding for meeting costs, parking, lunch etc. or conference costs are budgeted to this account. We currently are budgeting for meetings and conferences to California Society of Municipal Finance Officers (CSMFO) and California Municipal Treasurer's Association are budgeted to this account.

6255 Dues and Memberships
Funding for dues and memberships in California Society of Municipal Finance Officers (CSMFO), Government Finance Officers Association (GFOA) and California Municipal Treasurer's Association are budgeted to this account.

6315 Office Supplies
Funding for various office supplies such as paper, pens, pencils, staples etc. are budgeted to this account.

6325 Postage
Funding for Fed-Ex and special mailing expenses is budgeted to this account.

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 385,341 | 291,910 | 291,910 | 280,802 | 290,860 |
| 5005 | Part-time Salaries | 66,763 | 32,700 | 32,700 | 65,000 | 67,390 |
| 5015 | Overtime | - | 5,000 | 5,000 | - | 5,000 |
| 5020 | Leave Accrual Payout | - | - | 9,580 | 10,695 | - |
| 5105 | Health Allocation | 36,749 | 42,720 | 42,720 | 27,865 | 28,270 |
| 5110 | Life Allocation | 1,057 | 750 | 750 | 642 | 670 |
| 5115 | Dental Allocation | 2,028 | 3,430 | 3,430 | 3,152 | 3,250 |
| 5120 | Optical Allocation | 597 | 550 | 550 | 527 | 550 |
| 5125 | Long-term Disability Insurance | 2,235 | 1,270 | 1,270 | 1,138 | 1,180 |
| 5135 | Medicare | 6,533 | 4,880 | 4,880 | 5,020 | 5,200 |
| 5140 | Employers' Social Security | (313) | - | - | - | - |
| 5141 | Employers' PARS/ARS | 2,537 | 2,640 | 2,640 | 2,200 | 2,700 |
| 5145 | Retirement Annuity | 35,933 | 27,580 | 27,580 | 27,044 | 31,360 |
| 5159 | Medical Opt Out | 1,500 | 1,500 | 3,000 | 6,650 | 7,200 |
| 5170 | Sick Leave Buy Back | - | 1,500 | 1,500 | - | 1,500 |
| 5175 | Vacation Leave Buy Back | 3,615 | 3,700 | 3,700 | - | 3,700 |
| | **TOTAL SALARIES AND BENEFITS** | **544,578** | **420,130** | **431,210** | **430,735** | **448,830** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6010 | Accounting & Auditing | 74,060 | 99,000 | 99,000 | 94,000 | 86,200 |
| 6025 | Third Party Administrator | 1,447 | 8,000 | 8,000 | 6,500 | 6,500 |
| 6099 | Other Professional Services | 44,765 | 43,000 | 43,000 | 40,300 | 31,100 |
| 6230 | Printing & Binding | 3,543 | 3,500 | 3,500 | 3,500 | 3,500 |
| 6250 | Staff Training | 32 | 2,798 | 2,043 | 3,000 | 5,000 |
| 6296 | Administrative Service Fees | 124,312 | 130,000 | 130,000 | 83,300 | 83,300 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **248,159** | **286,298** | **285,543** | **230,600** | **215,600** |
| | CAPITAL OUTLAY | | | | | |
| 6855 | Furniture & Fixtures | - | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **792,737** | **706,428** | **716,753** | **661,335** | **664,430** |

## ACCOUNTING AND BUDGETING
### DIVISION 102021

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Funding for full-time employees in the Finance Accounting and Budgeting Division is budgeted to this account.

5005 Part-time Salaries
Funding for part-time employees in the Finance Accounting and Budgeting Division is budgeted to this account.

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Funding for Long-Term Disability Insurance for eligible employees in the Finance Accounting and Budgeting Division is budgeted to this account.

5135 Medicare
Funding for the employer's share of Medicare for employees in the Finance Accounting and Budgeting Division is budgeted to this account.

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Funding for retirement costs for eligible employees in the Finance Accounting and Budgeting Division are budgeted to this account.

## ACCOUNTING AND BUDGETING
### DIVISION 102021

**SALARIES AND BENEFITS continued:**

5159 Medical Opt Out
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

5170 Sick Leave Buy Back
Funding for annual buy down of sick leave hours in access of 432 hours for eligible employees of the Finance Accounting and Budgeting Division is budgeted to this account. Buy down is based on years of service as follows:

- Three (3) to six (6) years of service receive a buy back value of 45% of hours in access of 432
- Six (6) to nine (9) years of service receive a buy back value of 55% of hours in access of 432
- Nine (9) to twenty (20) years of service receive a buy back value of 70% of hours in access of 432
- Employees with over twenty (20) years of service receive a buy back value of 75% of hours in access of 432

5175 Vacation Leave Buy Back
Funding for a buy down in employees vacation time in the Finance Accounting and Budgeting Division are budgeted to this account.

**MATERIAL, SUPPLIES & SERVICES:**

6010 Accounting & Auditing
Funding for contract accounting and auditing services are budgeted to this Account.

6025 Third Party Administrator
Funding for consulting services for the collection of outstanding billings are budgeted to this account.

## ACCOUNTING AND BUDGETING
### DIVISION 102021

**MATERIAL, SUPPLIES & SERVICES continued:**

6099 Other Professional Services
Funding for contract professional services such as sales and property tax consulting as well as administrative fees that we are mandated to pay to the State of California and County of Orange are budgeted to this account.

6230 Printing and Binding
Provides for printing and binding of financial forms and documents

6250 Staff Training
Provides for the staff training

6296 Administrative Service Fees
Provides for sales tax and property tax administrative fees

# Annual Budget
# Fiscal Year 2013-14

## FINANCE
## CITY DEBT SERVICE
## 105525

| | CITY DEBT SERVICE | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6030 | Trustee Fees | 2,500 | 7,500 | 7,500 | 7,500 | 6,100 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICE** | **2,500** | **7,500** | **7,500** | **7,500** | **6,100** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | OTHER EXPENDITURES | | | | | |
| 6905 | Principal/Bonds/COP's/Leases | 50,000 | 150,000 | 150,000 | 150,000 | 200,000 |
| 6915 | Interest | 323,625 | 319,875 | 319,875 | 319,875 | 308,625 |
| 6935 | Lease Expenditure | 1,000,186 | 997,586 | 997,586 | 997,586 | 993,986 |
| | **TOTAL OTHER EXPENDITURES** | **1,373,811** | **1,467,461** | **1,467,461** | **1,467,461** | **1,502,611** |
| | **GRAND TOTAL** | **1,376,311** | **1,474,961** | **1,474,961** | **1,474,961** | **1,508,711** |

**FISCAL YEAR 2013-14**
**FINANCE**
**CITY DEBT SERVICE**

**CITY DEBT SERVICE**
**DIVISION 105525**

## MATERIAL, SUPPLIES & SERVICES:

6030 Trustee Fees
Provides for Trustee fees for the 2009 Lease Revenue Bond

6905 Principal Expense
Provides for 2009 Lease Revenue Bond (Working Capital) debt service payment

6915 Interest Expense
Provides for 2009 Lease Revenue Bond (Working Capital) debt service payments

6935 Lease Expenditures
Provides for 2003 Refunding COP debt service payments (Principal and Interest) as a lease payment to the Successor Agency, formerly the Redevelopment Agency (per Lease Agreement). The Successor Agency is to reimburse the City for additional capital improvements and facilities funded in May and November 2003 projects in the annual amount equal to 87.52% of the 2003 Refunding COP debt service payments paid by the City. (See revenue account 100000-4711 Lease Revenue)

| | GAS TAX BOND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6030 | Trustee Fees | - | 1,500 | 1,500 | 1,500 | 1,500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICE** | - | **1,500** | **1,500** | **1,500** | **1,500** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | OTHER EXPENDITURES | | | | | |
| 6905 | Principal/Bonds/COP's/Leases | - | 205,000 | 205,000 | 205,000 | 210,000 |
| 6915 | Interest | - | 274,994 | 274,994 | 274,994 | 268,844 |
| | **TOTAL OTHER EXPENDITURES** | - | **479,994** | **479,994** | **479,994** | **478,844** |
| | **GRAND TOTAL** | - | **481,494** | **481,494** | **481,494** | **480,344** |

**FISCAL YEAR 2013-14**
**FINANCE**
**CITY DEBT SERVICE**

## GAS TAX BOND
## DIVISION 525525

### MATERIAL, SUPPLIES & SERVICES:

6030 Trustee Fees
Provides for Trustee fees for the Gas Tax Bond

6905 Principal Expense
Provides for Gas Tax Bond debt service payment

6915 Interest Expense
Provides for Gas Tax Bond debt service payments

# DEVELOPMENT SERVICES

**Assistant City Administrator**

**Associate Planner**

**Development Services Coordinator**

Part-time positions not included

## DEVELOPMENT SERVICES

The Development Services Department provides support, guidance and coordination to the community by implementing the General Plan, Zoning Ordinances and Building Codes, as adopted by City Council for all land planning and development activities throughout the City. The department is composed of three Divisions: Planning, Building and Economic Development.

The Planning Division provides current and advanced planning needs. Current planning coordinates project review with other departments and public agencies as well as processes and makes recommendations to the Planning Commission and City Council on various discretionary applications including, but not limited to General Plan Amendments, Zone Changes, Tentative Maps, Development Plan Reviews for residential, commercial and industrial projects, Use Permits and Variances. In addition, current planning evaluates all development proposals for compliance with the California Environmental Quality Act (CEQA) and City Environmental Guidelines. Advanced Planning provides long range land planning and zoning services including the maintenance and updating of the City's General Plan.

The Building Division administers and enforces all building codes and ordinances adopted by the City Council. There are three primary functions within in this division: Permit Services, Plan Checking Services and Inspection Services. The Permit Services staff assists with building and planning related phone and counter inquiries, calculates and collects permit and development fees and issues permits. The plan check staff is responsible for reviewing plans for new residential, commercial and industrial construction, commercial/industrial tenant improvements and home improvements. This is accomplished through the implementation of the Building, Plumbing, Mechanical, Electrical and Energy Codes as well as local and State laws for all buildings in the City of Placentia. Inspection Services staff conducts field inspections of projects under construction to verify compliance with Building, Plumbing and Electrical codes and also ensures that projects are constructed according to approved plans. Building Inspectors also issue Stop Work Notices for active construction projects that do not have appropriate City permits.

Economic Development assists with business retention and attraction activities by developing relationships with real estate brokers, property owners and business tenants. Staff actively engages property owners and potential business owners in order to bring new businesses to the City of Placentia.

In addition, the Development Services Department provides staff support to the Economic Development Committee, Chamber of Commerce, Placentia Santa Fe Merchants and Historical Committee. The Director of Development Services serves as the Executive Director of the Oversight Board to the Successor Agency to the Redevelopment Agency of the City of Placentia. Staff also serves as the primary support to the Successor Agency in its role to wind down the former Redevelopment Agency.

# Annual Budget
# Fiscal Year 2013-14

## DEVELOPMENT SERVICES
## PLANNING
## 102531

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 77,131 | 72,110 | 72,110 | 72,114 | 73,560 |
| 5005 | Part-time Salaries | 52,462 | - | - | 1,136 | - |
| 5015 | Overtime | - | 2,500 | 2,500 | - | 2,500 |
| 5020 | Leave Accrual Payout | 20,738 | - | - | - | - |
| 5105 | Health Allocation | 10,330 | 15,930 | 15,930 | 19,105 | 19,680 |
| 5110 | Life Allocation | 201 | 200 | 200 | 167 | 180 |
| 5115 | Dental Allocation | 553 | 1,590 | 1,590 | 1,541 | 1,590 |
| 5120 | Optical Allocation | 130 | 280 | 280 | 179 | 190 |
| 5125 | Long-term Disability Insurance | 424 | 330 | 330 | 296 | 310 |
| 5135 | Medicare | 2,163 | 1,050 | 1,050 | 1,073 | 1,070 |
| 5141 | Employers' PARS/ARS | 2,045 | - | - | 85 | - |
| 5145 | Retirement Annuity | 6,996 | 6,950 | 6,950 | 6,945 | 7,930 |
| 5163 | Life Insurance Premiums | 182 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **173,355** | **100,940** | **100,940** | **102,641** | **107,010** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6230 | Printing and Binding | - | 400 | 302 | - | - |
| 6245 | Meeting and Conferences | 45 | 933 | 933 | 1,000 | 2,000 |
| 6255 | Dues and Memberships | 1,066 | 750 | 848 | 900 | 920 |
| 6257 | Permits & Fees | - | 500 | 500 | 200 | - |
| 6290 | Department Contract Services | 5,049 | 90,000 | 90,000 | 90,000 | 5,000 |
| 6301 | Special Department Supplies | 54 | 93 | 93 | 90 | 50 |
| 6315 | Office Supplies | 416 | 466 | 466 | 500 | 800 |
| 6320 | Books and Periodicals | 138 | 250 | 250 | 250 | 250 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **6,767** | **93,392** | **93,392** | **92,940** | **9,020** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **180,122** | **194,332** | **194,332** | **195,581** | **116,030** |

## PLANNING
## DIVISION 102531

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

PLANNING
DIVISION 102531

## MATERIAL, SUPPLIES & SERVICES:

6245 Meetings and Conferences
Provide for cost of attendance and required continual training for the Associate Planner and Director of Development Services at American Planning Association and Planning Director's Association of Orange County monthly events.

6255 Dues and Memberships
Provides for dues and memberships with American Planning Association (State and regional groups) and Planning Director's Association of Orange County

6290 Department Contract Services
Provides for contract services for Bruce Ramm for Police Department Security Review of Development Applications

6301 Special Department Supplies
Provides for supplies not considered general office to include supplies or materials in support of City-initiated projects or studies (specialty paper, notebooks) and other small supply requirements not otherwise provided for and not common to daily work.

6315 Office Supplies
Provides for office supplies common to everyday office work

6320 Books and Periodicals
Provides for professional books and publications to include the Community Development & Planning Review and topic-specific books available through the American Planning Association to include new California law updates, AB 32 and SB 375 information and related environmental books.

# Annual Budget
# Fiscal Year 2013-14

## DEVELOPMENT SERVICES
## BUILDING
## 102532

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 62,747 | 58,370 | 58,370 | 58,361 | 58,370 |
| 5005 | Part-time Salaries | 101,330 | 21,220 | 41,220 | 41,500 | 22,500 |
| 5015 | Overtime | 4,756 | 3,000 | 3,000 | 5,000 | 4,600 |
| 5020 | Leave Accrual Payout | 15,779 | - | 2,250 | 24,066 | - |
| 5105 | Health Allocation | 7,956 | 12,400 | 12,400 | 12,770 | 13,160 |
| 5110 | Life Allocation | 173 | 160 | 160 | 135 | 140 |
| 5115 | Dental Allocation | 457 | 1,010 | 1,010 | 980 | 1,010 |
| 5120 | Optical Allocation | 130 | 190 | 190 | 179 | 190 |
| 5125 | Long-term Disability Insurance | 382 | 270 | 270 | 239 | 250 |
| 5135 | Medicare | 2,465 | 1,240 | 1,240 | 1,580 | 1,230 |
| 5141 | Employers' PARS/ARS | 3,927 | 800 | 800 | 860 | 860 |
| 5145 | Retirement Annuity | 5,730 | 5,620 | 5,620 | 5,621 | 6,300 |
| | **TOTAL SALARIES AND BENEFITS** | **205,833** | **104,280** | **126,530** | **151,291** | **108,610** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6045 | Building Inspection Services | 21,848 | 166,000 | 146,000 | 120,000 | 70,000 |
| 6245 | Meeting and Conferences | 798 | 933 | 933 | 1,235 | 2,000 |
| 6255 | Dues and Memberships | 590 | 310 | 310 | 230 | 500 |
| 6290 | Contract Services | - | - | - | - | 90,000 |
| 6315 | Office Supplies | 283 | 373 | 373 | 350 | 500 |
| 6320 | Books and Periodicals | 90 | 1,500 | 1,500 | 1,500 | 1,500 |
| 6360 | Uniforms | 110 | - | - | 110 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **23,719** | **169,116** | **149,116** | **123,425** | **164,500** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **229,551** | **273,396** | **275,646** | **274,716** | **273,110** |

## BUILDING
## DIVISION 102532

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

BUILDING
DIVISION 102532

## MATERIAL, SUPPLIES & SERVICES:

6045 Building & Inspection Services
Provide for contract services for the Building Inspector.

6245 Meetings and Conferences
Provide for cost of required continual training for the Development Services Coordinator to include participation in monthly International Code Council meeting dues. Required training is fee recovered through building permit fee for statutory positions.

6255 Dues and Memberships
Provides for dues and memberships with the Orange Empire Chapter, California Building Officials (CALBO), International Conference of Building Officials, American Society of Civil Engineers and local building organizations for Building Division staff.

6290 Contract Services
Provides for contract services for the Building Official.

6315 Office Supplies
Provides for office supplies common to everyday office work

6320 Books and Periodicals
Provide for Building Code Books used daily by Development Services staff for the purpose of plan check and inspection to include a complete set of the Building Codes (Electrical, Mechanical, Plumbing, Building and Residential). Additional books include California Green Building Codes and Energy Efficiency/Title 24 codes.

6350 Small Tools & Equipment
Provides for tools used in the Building Inspector's daily routine, including batteries, flashlights, tape measures, etc.

6360 Uniforms
Provides for cost to cover Building Inspector's work boots.

# Annual Budget
# Fiscal Year 2013-14

## DEVELOPMENT SERVICES
## CODE COMPLIANCE
## 102533

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 38,722 | 36,780 | 36,780 | - | - |
| 5005 | Part-time Salaries | 45,521 | 46,800 | 46,800 | - | - |
| 5015 | Overtime | - | - | - | - | - |
| 5020 | Leave Accrual Payout | - | - | - | - | - |
| 5105 | Health Allocation | 4,522 | 8,050 | 8,050 | - | - |
| 5110 | Life Allocation | 92 | 100 | 100 | - | - |
| 5115 | Dental Allocation | 200 | 240 | 240 | - | - |
| 5120 | Optical Allocation | 61 | 140 | 140 | - | - |
| 5125 | Long-term Disability Insurance | 193 | 170 | 170 | - | - |
| 5135 | Medicare | 1,210 | 1,260 | 1,260 | - | - |
| 5141 | Employer's PARS/ARS | 1,770 | 1,760 | 1,760 | - | - |
| 5145 | Retirement Annuity | 3,423 | 3,540 | 3,540 | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **95,714** | **98,840** | **98,840** | **-** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6230 | Printing and Binding | - | 500 | 500 | - | - |
| 6245 | Meeting and Conferences | 392 | 1,119 | 1,119 | - | - |
| 6255 | Dues and Memberships | 150 | 225 | 225 | - | - |
| 6290 | Department Contract Services | 9,195 | 11,000 | 6,000 | - | - |
| 6301 | Special Department Supplies | - | - | - | - | - |
| 6315 | Office Supplies | 183 | 187 | 187 | - | - |
| 6320 | Books and Periodicals | - | - | - | - | - |
| 6325 | Postage | 39 | - | - | - | - |
| 6360 | Uniforms | 55 | 1,800 | 1,800 | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **10,014** | **14,831** | **9,831** | **-** | **-** |
| | CAPITAL OUTLAY | | | | | |
| 6845 | Office Equipment | - | 750 | 750 | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **750** | **750** | **-** | **-** |
| | **GRAND TOTAL** | **105,728** | **114,421** | **109,421** | **-** | **-** |

## CODE COMPLIANCE
## DIVISION 102533

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

## CODE COMPLIANCE
## DIVISION 102533

### MATERIAL, SUPPLIES & SERVICES:

6230 Printing and Binding
Provides for cost of printing administrative citations/courtesy notices for issuance to property owners for violations of municipal codes

6245 Meetings and Conferences
Provides for attendance at the Code Enforcement Conference and the Storm Water Conference.

6255 Dues and Memberships
Provides for four (4) PSO's memberships in CASEA along with the Storm Water Association membership

6290 Department Contract Services
Provides for third party processing of administrative citations/courtesy notices through Data Ticket, Inc.

6360 Uniforms
Provides for boot allowance and purchase of standardized apparel to identify Code Compliance Officers in the field

# Annual Budget
# Fiscal Year 2013-14

## DEVELOPMENT SERVICES
## ECONOMIC DEVELOPMENT
## 102534

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 1,143 | 5,000 | 9,900 | 2,600 | 5,000 |
| 6245 | Meetings & Conferences | - | - | 2,000 | 2,000 | 2,500 |
| 6255 | Dues & Memberships | - | - | 100 | 400 | 500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **1,143** | **5,000** | **12,000** | **5,000** | **8,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **1,143** | **5,000** | **12,000** | **5,000** | **8,000** |

## ECONOMIC DEVELOPMENT
## DIVISION 102534

### MATERIAL, SUPPLIES & SERVICES:

6099 Other Professional Services
Provides for expenditures to support the Economic Development Committee goal to create an Economic Development Strategic Plan and for other related efforts to increase economic development potential for the city

6245 Meetings & Conferences
Provides for participation in CALED economic development conference, training, and regional ICSC conference

6255 Dues & Memberships
Provides for participation in CALED and Downtown Association

# Annual Budget
# Fiscal Year 2013-14

## DEVELOPMENT SERVICES
## HCD GRANT ADMIN
## 302535

| | HOUSING AND COMMUNITY DEVELOPMENT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 900 | 3,000 | 3,000 | 3,000 | 3,000 |
| 6401 | Community Programs | 124,400 | 132,000 | 132,000 | 132,000 | 132,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **125,300** | **135,000** | **135,000** | **135,000** | **135,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **125,300** | **135,000** | **135,000** | **135,000** | **135,000** |

**FISCAL YEAR 2013-14**
**DEVELOPMENT SERVICES**
**HCD GRANT ADMINISTRATION**

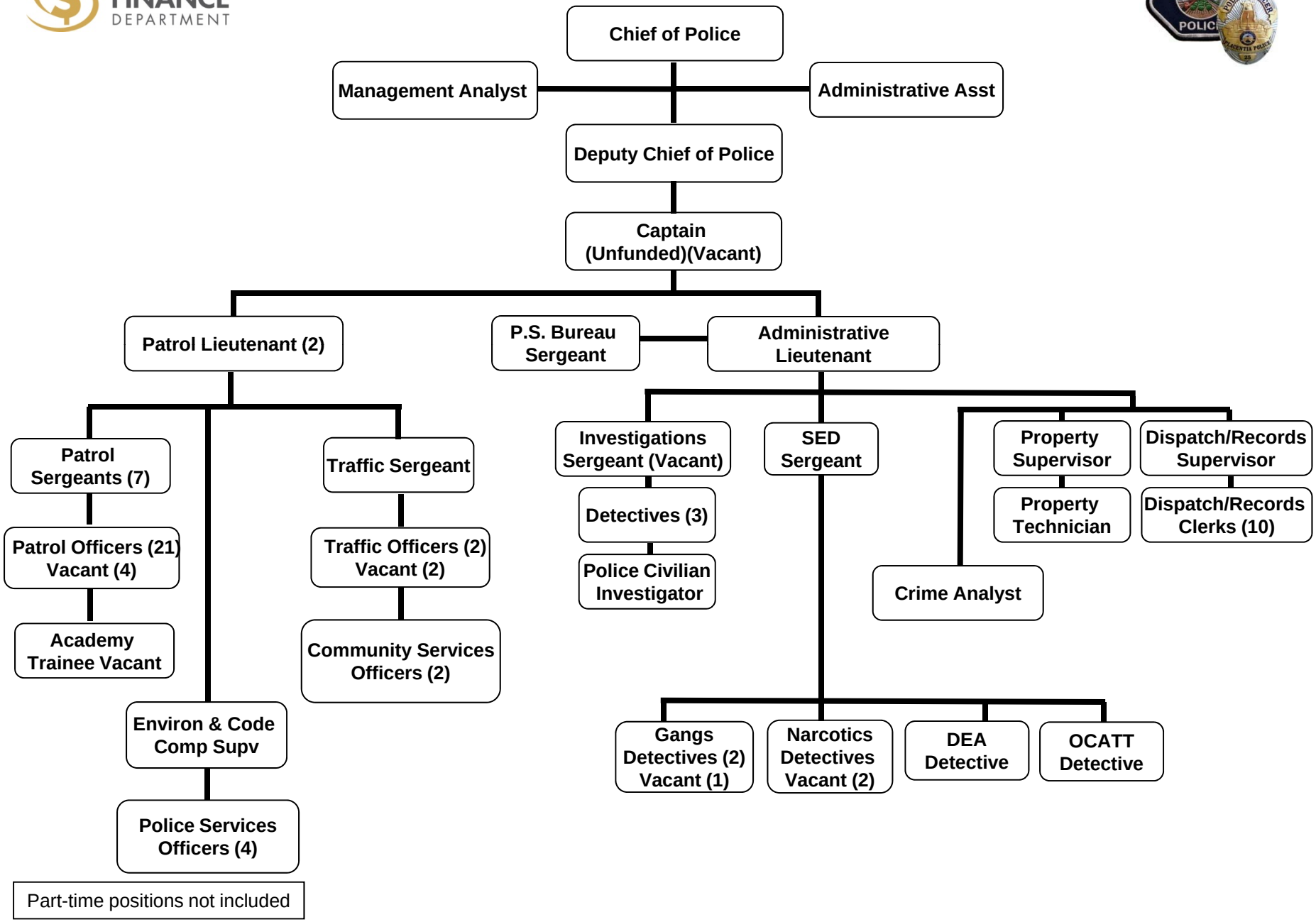
## HCD GRANT ADMINISTRATION
## DIVISION 302535

### MATERIAL, SUPPLIES & SERVICES:

6099 Other Professional Services
Provides for housing rehabilitation inspection for grant funded programs

6401 Community Programs
Provides for Community Development Block Grants for housing rehabilitation projects

# POLICE DEPARTMENT



## POLICE DEPARTMENT

The Placentia Police Department's primary mission is to protect and serve the community and provide a safe environment by:

- enforcing the law fairly and consistently;
- maintaining the highest professional standards through education and training; and
- encouraging problem solving through community involvement.

To accomplish these goals, the Police Department is comprised of four divisions: Administration, Field Services, Investigations, and Support Services. The purpose of each division is detailed below:

**Administration** oversees the day-to-day operations of the Police Department. The Police Chief delegates authority to his command staff made up of one Deputy Chief, three Lieutenants, and one Management Analyst. Administration oversees the financial operations of the department; maintains various grants; provides human resource management through professional standards; tracks and monitors training for all employees; and manages asset seizure funds.

**Field Services** is comprised of assignments that are responsible for a variety of functions and enforcement activities critical to the safety of the residents of Placentia. The Field Services division provides responsive, professional, and caring law enforcement services by responding to calls for service promptly, protecting lives and property, and apprehending criminal offenders. These assignments include:

- Patrol
- Traffic
- SWAT
- K9 Units
- School Resource Officers (SRO)
- Reserves
- Volunteers
- Police Explorers

**Investigations** is charged with the investigative and follow-up responsibilities of specific criminal action which has occurred in Placentia. All members of the Investigation Division maintain a high degree of professional knowledge and a comprehensive understanding of all investigative disciplines in order to pursue all investigations in full accordance with applicable laws, policies, and procedures. Investigations is comprised of the General Detective Bureau, Special Enforcement Detail, Crime Prevention, and School Resource Officers.

## POLICE DEPARTMENT

In the **General Detective Bureau**, the Patrol Division Commander oversees three detectives, one civilian investigator, and one office specialist. The General Detective Bureau is responsible for investigating crimes ranging from petty theft to homicide.

The **Special Enforcement Detail** is an investigative unit charged with the investigation of gang, vice, and narcotic-related crimes occurring in and around Placentia. The unit is supervised by a police sergeant, and when fully staffed is comprised of six detectives and one reserve officer.

**Crime Prevention** serves as a public outreach for citizens including Volunteer Police and Chaplains. The Crime Prevention Specialist coordinates crime prevention programs and community relations activities for the Police Department, as well as giving public presentations to community groups. Crime Prevention performs various public relations tasks in an effort to help reduce crime by educating the community.

**School Resource Officers** work in partnership with the Placentia Yorba Linda Unified School District to provide safe school campuses throughout the Placentia community. School Resource Officers are sworn police officers, and these officers act as a resource for students, parents, and school administration. Through enforcement of the law and education on many topics, the School Resource Officers are a direct link between Placentia youth, the community, and the Police Department.

**Support Services** provides a variety of support and technical functions for the Police Department. This Division consists of several service areas which include Records, Communications, and Property/Evidence.

The **Communications Division** is the primary answering point for all 9-1-1 emergency calls and is responsible for the dispatching of police field resources. Communications is the critical link between community members calling in for assistance and the police officers in the field. They are in constant contact with police field personnel, and are responsible for the deployment and coordination of resources for both emergency and non-emergency requests for assistance. The Communications Division operates with state-of-the-art equipment including a computer aided dispatch (CAD) system, intelligent phone workstations, and an 800 MHz trunked radio system.

**Records Division** responds to California Public Records Act requests, processes subpoenas, maintains centralized record keeping systems, maintains records management systems, conducts record searches for authorized agencies, releases

## POLICE DEPARTMENT

crime reports, and provides front counter assistance.

**Property and Evidence Division** is responsible for the custody, documentation, and preservation of all property seized or obtained by the Police Department. Property can include items of evidence, found property, and items stored for safekeeping. In addition

to processing all property submitted to the Property and Evidence Division, members of this unit also respond as crime scene investigators to process crime scenes such as:

- Assaults
- Burglaries
- Robberies
- Traffic Accidents

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## POLICE ADMINISTRATION
## 103040

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 453,632 | 702,190 | 702,190 | 764,854 | 721,060 |
| 5005 | Part-time Salaries | 227,977 | 165,080 | 52,250 | 52,250 | 21,650 |
| 5015 | Overtime | 4,708 | 5,000 | 5,000 | 1,000 | 2,000 |
| 5020 | Leave Accrual Payout | 1,383 | - | - | 6,899 | - |
| 5021 | Extraordinary Leave Buydown | 8,713 | - | - | - | - |
| 5105 | Health Allocation | 25,753 | 71,560 | 71,560 | 63,324 | 64,920 |
| 5110 | Life Allocation | 1,206 | 1,370 | 1,370 | 1,411 | 1,460 |
| 5115 | Dental Allocation | 1,334 | 4,460 | 4,460 | 4,329 | 4,460 |
| 5120 | Optical Allocation | 417 | 820 | 820 | 697 | 720 |
| 5125 | Long-term Disability Insurance | 2,410 | 1,870 | 1,870 | 2,060 | 2,130 |
| 5135 | Medicare | 7,903 | 12,880 | 12,880 | 11,080 | 11,170 |
| 5141 | Employers' PARS/ARS | 9,059 | 10,240 | 10,240 | 2,090 | 1,470 |
| 5145 | Retirement Annuity | 211,600 | 324,260 | 324,260 | 257,579 | 276,240 |
| 5159 | Medical Opt Out | 1,200 | 6,000 | 6,000 | 11,100 | 11,400 |
| 5163 | Life Insurance Premiums | 2,932 | 3,000 | 3,000 | 3,350 | 3,520 |
| 5170 | Sick Leave Buy Back | 8,210 | 8,400 | 8,400 | 8,620 | 8,700 |
| 5175 | Vacation Leave Buy Back | 7,182 | 7,200 | 7,200 | 16,857 | 17,000 |
| 5195 | Residence Assistance | - | 2,000 | 2,000 | 2,000 | 2,000 |
| | **TOTAL SALARIES AND BENEFITS** | **975,620** | **1,326,330** | **1,213,500** | **1,209,500** | **1,149,900** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6055 | Medical Services | 32,594 | 29,860 | 29,860 | 29,860 | 31,000 |
| 6099 | Other Professional Services | 14,334 | 7,200 | 7,200 | 7,200 | 7,900 |
| 6230 | Printing and Binding | 640 | 2,000 | 2,000 | 700 | 1,000 |
| 6245 | Meeting and Conferences | 1,750 | 2,798 | 2,798 | 2,798 | 3,500 |
| 6250 | Staff Training | 5,829 | 8,393 | 8,393 | 8,393 | 9,000 |
| 6255 | Dues and Memberships | 2,310 | 2,170 | 2,170 | 2,100 | 2,200 |
| 6290 | Department Contract Services | 4,119 | 64,200 | 64,200 | 60,000 | 64,200 |
| 6299 | Other Purchased Services | 3,750 | 3,780 | 3,780 | 3,450 | 3,780 |
| 6301 | Special Department Supplies | 2,430 | 2,332 | 2,332 | 2,332 | 2,000 |
| 6315 | Office Supplies | 14,022 | 13,056 | 11,056 | 10,500 | 11,000 |
| 6320 | Books and Periodicals | 2,839 | 3,000 | 3,000 | 2,070 | 2,500 |
| 6325 | Postage | 407 | 250 | 250 | 200 | 200 |
| 6360 | Uniforms | (253) | 1,890 | 1,890 | 1,890 | 1,890 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **84,772** | **140,929** | **138,929** | **131,493** | **140,170** |
| | CAPITAL OUTLAY | | | | | |
| 6845 | Office Equipment | - | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **1,060,392** | **1,467,259** | **1,352,429** | **1,340,993** | **1,290,070** |

## POLICE ADMINISTRATION
## DIVISION 103040

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5015 Overtime
Provides for overtime for personnel in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5140 Employer's Social Security
Provides for the employer share of Social Security

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

5159 Medical Opt Out
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

## POLICE ADMINISTRATION
## DIVISION 103040

### SALARIES AND BENEFITS continued:

5163 Life Insurance Premiums
Provides Life Insurance for eligible employees

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hours base for all full-time employees

5195 Residence Assistance
Provides for home loans for sworn officers to reside in Placentia

### MATERIAL, SUPPLIES & SERVICES:

6055 Medical Services
Provides for blood draw and laboratory services for DUI and narcotic influence arrests. Maintenance of department's AED subscription.

6099 Other Professional Services
Provides for pre-employment, sexual assault exams, and Child Abuse Support Team interviews

6230 Printing and Binding
Provides for printing and binding for the division

6245 Meetings and Conferences
Provides for meetings and conferences

## POLICE ADMINISTRATION
## DIVISION 103040

**MATERIAL, SUPPLIES & SERVICES continued:**

6250 Staff Training
Provides training for all staff assigned to Administration

6255 Dues and Memberships
Provides for dues and memberships with California Peace Officers Association, California Police Chief's Association, and Southern California Association of Internal Affairs Investigations

6290 Department Contract Services
Provides training management and background investigation services; transcription services for major crimes and internal affairs investigations; cell phone and text message retrieval for investigations; and helicopter assist fees

6299 Other Purchased Services
Provides for Police training manual/updates and subscription services for a training management system

6301 Special Department Supplies
Provides for plaques, awards, certificates, and special event supplies

6315 Office Supplies
Provides for office supplies, printer cartridges and paper

6320 Books and Periodicals
Provides for professional books and publications

6325 Postage
Provides for postage and related mailing expenses required for legal compliance on parcel and mail

6360 Uniforms
Provides for uniforms for command-level staff

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## FIELD SERVICES
## 103041

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 3,045,491 | 3,057,660 | 3,227,840 | 2,964,767 | 3,430,000 |
| 5005 | Part-time Salaries | 144,821 | - | 112,830 | 112,830 | 153,950 |
| 5015 | Overtime | 592,381 | 400,000 | 400,330 | 511,660 | 400,000 |
| 5020 | Leave Accrual Payout | 3,619 | - | - | 19,040 | - |
| 5021 | Extraordinary Leave Buydown | 20,080 | - | - | - | - |
| 5105 | Health Allocation | 249,052 | 460,020 | 460,020 | 505,519 | 542,320 |
| 5110 | Life Allocation | 8,398 | 6,390 | 6,390 | 6,157 | 6,360 |
| 5115 | Dental Allocation | 14,399 | 42,280 | 42,280 | 40,918 | 43,310 |
| 5120 | Optical Allocation | 4,532 | 7,690 | 7,690 | 7,497 | 8,120 |
| 5125 | Long-term Disability Insurance | 34,113 | 12,830 | 12,830 | 12,696 | 13,290 |
| 5135 | Medicare | 53,145 | 52,360 | 52,360 | 58,000 | 58,450 |
| 5140 | Employers' Social Security | 1,490 | - | - | - | - |
| 5141 | Employers' PARS/ARS | 4,095 | - | - | 4,520 | 6,580 |
| 5145 | Retirement Annuity | 1,538,402 | 1,461,570 | 1,461,570 | 1,644,846 | 1,705,010 |
| 5159 | Medical Opt Out | 2,800 | 6,000 | 6,000 | 10,100 | 9,600 |
| 5170 | Sick Leave Buy Back | 36,492 | 37,000 | 37,000 | 33,900 | 37,000 |
| 5175 | Vacation Leave Buy Back | 65,451 | 66,000 | 66,000 | 72,020 | - |
| | **TOTAL SALARIES AND BENEFITS** | **5,818,760** | **5,609,800** | **5,893,140** | **6,004,470** | **6,413,990** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 157,757 | 174,920 | 174,920 | 167,600 | 174,920 |
| 6137 | Repair/Maintenance Equipment | 645 | 800 | 800 | 400 | 800 |
| 6160 | Facility Rental | 123,787 | 125,000 | 125,000 | 124,350 | 125,000 |
| 6181 | Impound Towing | 113,620 | 155,000 | 119,000 | 123,500 | 125,000 |
| 6182 | Impound Lien Sales | 10,824 | 20,000 | 10,000 | 14,000 | 10,000 |
| 6183 | CSUF PD Reimburse | 17,653 | 30,000 | 30,000 | 21,000 | 30,000 |
| 6230 | Printing and Binding | - | 250 | 250 | 250 | 250 |
| 6250 | Staff Training | 23,850 | 23,315 | 31,815 | 31,815 | 26,000 |
| 6255 | Dues and Memberships | 30 | - | - | - | - |
| 6260 | Booking Fees | 347 | 1,000 | 1,000 | 150 | 500 |
| 6301 | Special Department Supplies | 19,768 | 23,315 | 23,315 | 22,000 | 28,000 |
| 6360 | Uniforms | 26,596 | 32,000 | 32,000 | 32,000 | 30,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **494,878** | **585,600** | **548,100** | **537,065** | **550,470** |
| | CAPITAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | - | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **6,313,638** | **6,195,400** | **6,441,240** | **6,541,535** | **6,964,460** |

## FIELD SERVICES
## DIVISION 103041

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5015 Overtime
Provides for overtime for personnel in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

5159 Medical Opt Out
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

FIELD SERVICES
DIVISION 103041

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hours base for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6099 Other Professional Services
Provides for crossing guard services, citation processing, parking citation hearing officer, and traffic bureau crossroad's database

6137 Repair/Maintenance Equipment
Provides for repair/maintenance of lidars and commercial enforcement scales

6160 Facility Rental
Provides for the shared NC SWAT firearm range costs between six (6) agencies; lease of offsite impound lot and property and evidence facility

6181 Impound Towing
Provides for towing fees associated with the Vehicle Impound program. This account is offset by the Vehicle Impound Fees collected.

FIELD SERVICES
DIVISION 103041

**MATERIAL, SUPPLIES & SERVICES continued:**

6182 Impound Lien Sales
Provides for lien sales services by an outside agency. This account is offset by Vehicle Impound Fees collected.

6183 CSUF PD Reimburse
Provides for towing fees for contract services to California State University Fullerton Police impounded vehicles

6230 Printing and Binding
Provides for Patrol and Traffic Division cards, signs, and reference cards

6250 Staff Training
Provides for mandated staff training, including POST requirements, certification mandates, and non-POST training

6260 Booking Fees
Provides for booking fees charged by County of Orange for municipal code violations

6301 Special Department Supplies
Provides for Police K9, Patrol, and SWAT, Police Explorer, Bike Team supplies, DirectTV for mobile command unit, and armory consumables

6360 Uniforms
Provides for supplies of all uniform needs for the Division including uniforms, patches for Patrol, SWAT, Traffic, Reserve Officers, Police Services Officers, and Traffic Cadets

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## FIELD SERVICES
## 213041

| | ASSET SEIZURE | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6245 | Meeting and Conferences | 5,757 | 6,500 | 6,500 | 6,300 | 15,000 |
| 6250 | Training | 1,003 | 3,000 | 31,000 | 3,000 | 6,000 |
| 6301 | Special Department Supplies | 13,877 | 17,000 | 17,000 | 15,500 | 26,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **20,637** | **26,500** | **54,500** | **24,800** | **47,000** |
| | CAPITAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | 14,824 | 32,500 | 136,284 | 33,000 | - |
| | **TOTAL CAPITAL OUTLAY** | **14,824** | **32,500** | **136,284** | **33,000** | **-** |
| | **GRAND TOTAL** | **35,461** | **59,000** | **190,784** | **57,800** | **47,000** |

## FIELD SERVICES
## DIVISION 213041

### MATERIAL, SUPPLIES & SERVICES:

6245 Meetings and Conferences
Provides for CNOA conference for SED detectives, Senior Management Institute for Police (SMIP) training for command staff, and various other conferences

6250 Staff Training
Provides for narcotics and gang enforcement staff training

6301 Special Department Supplies
Provides for undercover funds, crime prevention program supplies, and explorer supplies

### CAPITAL OUTLAY:

6840 Machinery and Equipment
Provides for refurbishment of men's and supervisor's locker room. Purchase of Digital Information Management System for investigations bureau.

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## FIELD SERVICES
## 223041

| | SUPPLEMENTAL LAW ENFORCEMENT FUNDS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 67,548 | - | - | - | - |
| 5015 | Overtime | - | - | - | - | - |
| 5105 | Health Allocation | 9,366 | - | - | - | - |
| 5110 | Life Allocation | 10 | - | - | - | - |
| 5115 | Dental Allocation | 37 | - | - | - | - |
| 5120 | Optical Allocation | 12 | - | - | - | - |
| 5125 | Long-term Disability Insurance | 36 | - | - | - | - |
| 5135 | Medicare | 36 | - | - | - | - |
| 5145 | Retirement Annuity | 34,651 | - | - | - | - |
| 5170 | | | | | | |
| 5175 | | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | **111,696** | **-** | **-** | **-** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **-** | **-** | **-** | **-** | **-** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **111,696** | **-** | **-** | **-** | **-** |

# FISCAL YEAR 2013-14
# PUBLIC SAFETY
# FIELD SERVICES

## FIELD SERVICES
## DIVISION 223041

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## INVESTIGATIONS
## 103042

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 959,684 | 1,013,440 | 1,013,440 | 1,015,630 | 829,000 |
| 5005 | Part-time Salaries | 61,998 | - | - | - | 15,830 |
| 5015 | Overtime | 171,941 | 100,000 | 100,000 | 201,890 | 100,000 |
| 5020 | Leave Accrual Payout | 115,018 | - | - | 61,015 | - |
| 5021 | Extraordinary Leave Buydown | 589 | - | - | - | - |
| 5105 | Health Allocation | 92,163 | 153,370 | 153,370 | 156,791 | 142,380 |
| 5110 | Life Allocation | 1,896 | 2,030 | 2,030 | 1,444 | 1,330 |
| 5115 | Dental Allocation | 4,845 | 12,880 | 12,880 | 12,045 | 10,780 |
| 5120 | Optical Allocation | 1,642 | 2,620 | 2,620 | 2,194 | 2,000 |
| 5125 | Long-term Disability Insurance | 8,334 | 4,210 | 4,210 | 3,433 | 3,190 |
| 5135 | Medicare | 19,196 | 16,710 | 16,710 | 16,820 | 14,270 |
| 5140 | Employers' Social Security | 1,464 | - | - | - | - |
| 5141 | Employers' PARS/ARS | 2,657 | - | - | - | 640 |
| 5145 | Retirement Annuity | 453,338 | 473,180 | 473,180 | 411,868 | 422,720 |
| 5170 | Sick Leave Buy Back | 10,940 | 11,000 | 11,000 | 9,550 | 11,000 |
| 5175 | Vacation Leave Buy Back | 27,840 | 28,000 | 28,000 | 26,650 | 28,000 |
| | **TOTAL SALARIES AND BENEFITS** | **1,933,545** | **1,817,440** | **1,817,440** | **1,919,330** | **1,581,140** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6165 | Vehicle Rental | 19,956 | 27,500 | 27,500 | 27,500 | 30,000 |
| 6235 | Travel and Meetings | 837 | 2,000 | 500 | 40 | 1,000 |
| 6245 | Meeting and Conferences | 2,000 | 1,958 | 1,958 | 1,958 | 2,000 |
| 6250 | Staff Training | 7,327 | 9,326 | 9,326 | 8,673 | 10,000 |
| 6255 | Dues and Memberships | 195 | 350 | 350 | 270 | 350 |
| 6299 | Other Purchased Services | 1,847 | 1,500 | 1,500 | 1,065 | 1,500 |
| 6301 | Special Department Supplies | 3,140 | 1,865 | 1,865 | 1,600 | 2,000 |
| 6360 | Uniforms | 3,664 | 2,000 | 2,000 | 1,720 | 2,500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICE** | **38,967** | **46,499** | **44,999** | **42,826** | **49,350** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **1,972,512** | **1,863,939** | **1,862,439** | **1,962,156** | **1,630,490** |

## INVESTIGATIONS
## DIVISION 103042

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5015 Overtime
Provides for overtime for personnel in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

INVESTIGATIONS
DIVISION 103042

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6165 Vehicle Rental
Provides for the leasing four (4) vehicles to be used as undercover vehicles

6235 Travel
Provides for investigations travel expenses for major cases out of town or out of state

6245 Meetings and Conferences
Provides for meetings and conferences

6250 Staff Training
Provides for training mandated by POST and legislative mandates, as well as ICI courses for investigations.

INVESTIGATIONS
DIVISION 103042

**MATERIAL, SUPPLIES & SERVICES continued:**

6255 Dues and Memberships
Provides for dues and memberships to various organizations, including: California Narcotics Officers Association, California Homicide Investigation Association, and Orange County Gang Investigation Association.

6299 Other Purchased Services
Provides for investigative databases such as TLD and Entersect

6301 Special Department Supplies
Provides for investigation undercover equipment, long distance support for moving surveillance for homicide and gang investigations, and other miscellaneous supplies

6360 Uniforms
Provides for uniform and related equipment needed by general investigations and SED for special operations, and for Class B uniforms to assist patrol.

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## INVESTIGATIONS
## 503042

| | MISCELLANEOUS GRANT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | - | 87,440 | 87,440 | 85,358 | 85,360 |
| 5015 | Overtime | - | - | - | 8,000 | - |
| 5105 | Health Allocation | - | 12,040 | 12,040 | 13,088 | 13,490 |
| 5110 | Life Allocation | - | 140 | 140 | 117 | 120 |
| 5115 | Dental Allocation | - | 1,140 | 1,140 | 1,098 | 1,140 |
| 5120 | Optical Allocation | - | 180 | 180 | 170 | 180 |
| 5125 | Long-term Disability Insurance | - | 350 | 350 | 318 | 330 |
| 5135 | Medicare | - | 1,270 | 1,270 | 1,240 | 1,240 |
| 5145 | Retirement Annuity | - | 44,340 | 44,340 | 43,342 | 45,380 |
| | **TOTAL SALARIES AND BENEFITS** | **-** | **146,900** | **146,900** | **152,731** | **147,240** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | **TOTAL MATERIALS, SUPPLIES & SERVICE** | **-** | **-** | **-** | **-** | **-** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **-** | **146,900** | **146,900** | **152,731** | **147,240** |

**FISCAL YEAR 2013-14**
**PUBLIC SAFETY**
**INVESTIGATIONS**

## MISCELLANEOUS GRANT
## DIVISION 503042

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## SUPPORT SERVICES
## 103043

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 866,916 | 836,020 | 814,120 | 725,611 | 698,990 |
| 5005 | Part-time Salaries | 137,339 | 77,730 | 77,730 | 133,990 | 65,830 |
| 5015 | Overtime | 49,564 | 45,000 | 45,000 | 101,980 | 50,000 |
| 5105 | Health Allocation | 79,238 | 131,560 | 131,560 | 153,822 | 152,040 |
| 5110 | Life Allocation | 2,785 | 2,110 | 2,110 | 1,943 | 1,830 |
| 5115 | Dental Allocation | 4,808 | 10,320 | 10,320 | 10,012 | 10,420 |
| 5120 | Optical Allocation | 1,450 | 2,100 | 2,100 | 2,026 | 2,100 |
| 5125 | Long-term Disability Insurance | 6,367 | 3,560 | 3,560 | 3,441 | 3,220 |
| 5135 | Medicare | 13,987 | 13,910 | 13,910 | 16,290 | 13,830 |
| 5140 | Employers' Social Security | - | 4,820 | 4,820 | - | - |
| 5141 | Employers' PARS/ARS | 5,234 | - | - | 5,360 | 4,440 |
| 5145 | Retirement Annuity | 80,857 | 74,840 | 74,840 | 85,485 | 87,360 |
| 5159 | Medical Opt Out | - | - | - | 3,000 | 6,000 |
| 5170 | Sick Leave Buy Back | 2,547 | 4,200 | 4,200 | 2,920 | 4,200 |
| 5175 | Vacation Leave Buy Back | 4,703 | 7,500 | 7,500 | 2,870 | 7,500 |
| | **TOTAL SALARIES AND BENEFITS** | **1,255,794** | **1,213,670** | **1,191,770** | **1,248,750** | **1,107,760** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 80,233 | 115,000 | 115,000 | 108,675 | 120,000 |
| 6127 | Alarm Monitoring | 216 | - | - | - | - |
| 6137 | Repair/Maint Equipment | 54,750 | 60,000 | 60,000 | 55,000 | 55,000 |
| 6160 | Facility Rental | 3,470 | 4,200 | 4,200 | 3,503 | 4,000 |
| 6162 | Range Training | 5,601 | 6,500 | 6,500 | 5,376 | 12,000 |
| 6245 | Meeting and Conferences | 414 | 373 | 373 | 316 | 500 |
| 6250 | Staff Training | 6,013 | 5,596 | 5,596 | 5,332 | 5,500 |
| 6255 | Dues and Memberships | 80 | 80 | 80 | 80 | 100 |
| 6290 | Department Contract Services | 17,700 | 25,700 | 25,700 | 25,700 | 28,750 |
| 6299 | Other Purchased Services | 15,661 | 15,000 | 15,000 | 15,000 | 15,000 |
| 6301 | Special Department Supplies | 25,355 | 25,180 | 25,180 | 23,000 | 25,000 |
| 6320 | Gasoline & Diesel Fuel | 700 | - | - | - | - |
| 6350 | Small Tools & Furnishings | 2,259 | 2,000 | 2,000 | 1,936 | - |
| 6360 | Uniforms | 5,195 | 6,000 | 6,000 | 5,262 | 5,500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **217,647** | **265,629** | **265,629** | **249,180** | **271,350** |
| | CAPITAL OUTLAY | | | | | |
| 6855 | Furniture & Fixture | - | 4,500 | 4,500 | 4,500 | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **4,500** | **4,500** | **4,500** | **-** |
| | **GRAND TOTAL** | **1,473,441** | **1,483,799** | **1,461,899** | **1,502,430** | **1,379,110** |

**FISCAL YEAR 2013-14**
**PUBLIC SAFETY**
**SUPPORT SERVICES**

## SUPPORT SERVICES
## DIVISION 103043

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5015 Overtime
Provides for overtime for personnel in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5140 Employer's Social Security
Provides for the employer share of Social Security

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

SUPPORT SERVICES
DIVISION 103043

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6099 Other Professional Services
Provides for the following professional services:

| | |
|---|---|
| Capture Technology Voice Logger | $4,750 |
| Scientia MDC Service Annual | $16,000 |
| ILJAOC JPA | $17,000 |
| LPR Service Agreement | $2,000 |
| Computer Aided Dispatch maintenance agreement | $36,580 |
| Records Management System maintenance agreement | $12,495 |
| ILJ Date Replication Interface | $1,985 |
| Trackers Barcode | $5,000 |
| Response Mobile CAD | $19,300 |
| Netmotion Wireless | $1,800 |
| Total | $116,910 |

**FISCAL YEAR 2013-14**
**PUBLIC SAFETY**
**SUPPORT SERVICES**

**SUPPORT SERVICES**
**DIVISION 103043**

## MATERIAL, SUPPLIES & SERVICES:

6137 Repair/Maintenance Equipment
Provides for maintenance of communication equipment and security door system

6160 Facility Rental
Provides for shooting range rental and range supplies

6162 Range Training
Provides for ammunition costs for regular qualification and training for most firearms and rifles

6245 Meetings and Conferences
Provides for meetings and conferences

6250 Staff Training
Provides for POST mandated, legislative, and Title 15 training

6255 Dues and Memberships
Provides for dues and memberships with the California Law Enforcement of Records Supervisors, California Association of Property and Evidence Officers

6290 Department Contract Services
Provides for court liaison services contract with La Habra Police Department

6299 Other Purchased Services
Provides for teletype agreement, OC Healthcare/OC Fire Hazard fee, and biohazard cleanups at crime/accident scenes

6301 Special Department Supplies
Provides for special department supplies for the division

SUPPORT SERVICES
DIVISION 103043

**MATERIAL, SUPPLIES & SERVICES continued:**

6350 Small Tools & Equipment
Provides for departmental small tools and equipment

6360 Uniforms
Provides for uniforms for staff

# PUBLIC SAFETY
## FIRE & PARAMEDIC SERVICES
## 103044

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6130 | Repair & Maintenance Facilities | 7,642 | 20,000 | 20,000 | 20,000 | 20,000 |
| 6190 | Fire Authority Services | 4,831,589 | 4,957,713 | 4,957,713 | 4,957,713 | 5,140,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **4,839,231** | **4,977,713** | **4,977,713** | **4,977,713** | **5,160,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **4,839,231** | **4,977,713** | **4,977,713** | **4,977,713** | **5,160,000** |

## FIRE & PARAMEDIC SERVICES
## DIVISION 103044

### MATERIAL, SUPPLIES & SERVICES:

6130 Repair & Maintenance Facilities
Provides for facilities maintenance cost. Currently there are two (2) stations, Station 34 and 35.

6190 Fire Authority Services
Provides for Orange County Fire Authority (OCFA) fire and paramedic services to the City

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC SAFETY
## ANIMAL CONTROL
## 103045

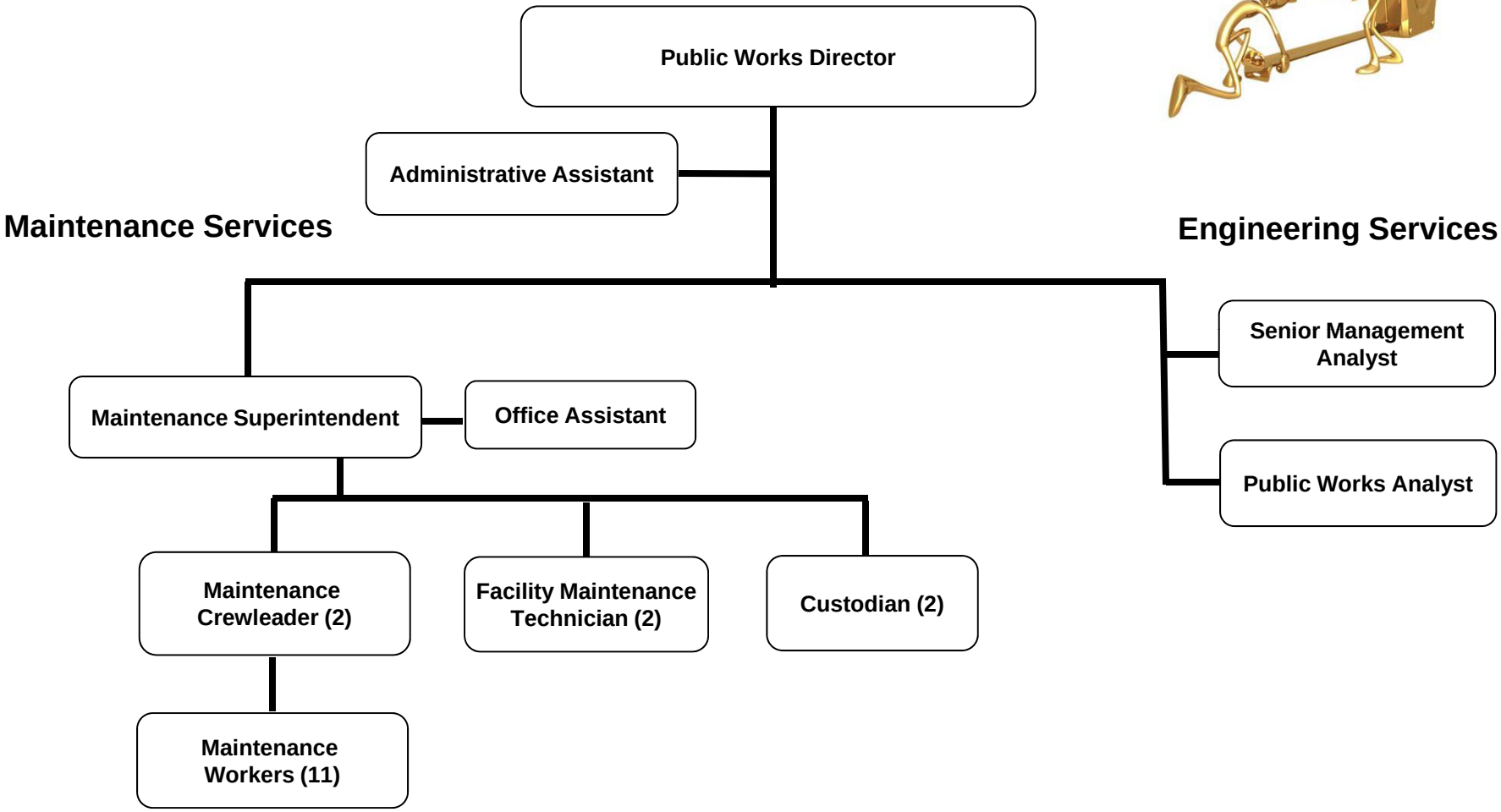
| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6280 | Animal Control Services | 73,290 | 100,000 | 100,000 | 97,000 | 100,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **73,290** | **100,000** | **100,000** | **97,000** | **100,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **73,290** | **100,000** | **100,000** | **97,000** | **100,000** |

## ANIMAL CONTROL
## DIVISION 103045

### MATERIAL, SUPPLIES & SERVICES:

6280 Animal Control Services
Provides for animal control services per agreement with County of Orange

# PUBLIC WORKS




Part-time positions not included

## ENGINEERING SERVICES

The Public Works Department manages and implements all phases of City capital improvement projects, maintains City owned parks, streets, facilities, vehicles, and equipment, and provides other engineering services as required. The Public Works Department accomplishes its purpose by effectively defining and implementing needed capital improvements and maintenance programs. Maintenance work and capital improvement projects are completed utilizing a combination of City staff and contract services. The department also responds daily to citizen inquiries and requests.

**Capital Improvement Projects**

The Engineering Division creates and manages the City's 7-year Capital Improvement Program (CIP). The CIP can be characterized as a living document which is updated and prioritized each year during the annual budget process. The CIP identifies and describes both funded and unfunded projects.

**Street Maintenance**

The Street Maintenance Division provides for the maintenance and repair of streets, sidewalks, storm drains, sewers, and public right-of-way areas. Street Maintenance is also responsible for pavement markings, weed abatement, sign installation and maintenance, and administration of contract graffiti removal services.

**Fleet Operations**

The Fleet Operations Division provides support to all City departments through the preventive maintenance and repair of vehicles and equipment used citywide. The division manages the vehicle replacement program and maintains accurate repair records for all City vehicles and equipment. This division is responsible for City compliance with all State and County laws and regulations regarding vehicles, equipment, and fueling systems.

**Park Maintenance**

The Park Maintenance Division maintains all City parks and City-owned landscaping through a combination of city staff and contract services. Park Maintenance coordinates safety training programs, performs graffiti removal in parks, performs chemical spraying, installs and repairs irrigation systems, and responds to citizen complaints.

**Building Maintenance**

The Building Maintenance Division performs and coordinates maintenance repairs and preventative maintenance for all City-owned buildings and administers contracts for heating, ventilation, and air conditioning systems, and carpet cleaning. The division prepares specifications for repair projects as well as performing emergency repairs as needed. This division also coordinates energy management for all City-owned buildings.

## ENGINEERING SERVICES

### Engineering

In addition to managing the City's CIP, the Engineering Division is responsible for coordinating and performing plan reviews for all private development projects in the city. Engineering also performs traffic engineering and safety services, coordination of engineering consultant services, coordination of transportation items, technical engineering support to other departments and environmental compliance. This division is responsible for supporting OCTA to implement large scale capital projects that impact our City. The division is also responsible for all City right-of-way issues regarding private and public construction projects.

### Refuse Management

The Refuse Management Division will accomplish inspections and investigation of industrial, commercial and residential properties to ensure compliance with local, state, and federal environmental regulations. This division is also responsible for funding street sweeping services.

### Sewer

The Sewer Maintenance Division provides for the maintenance and repair of all City Sewer lines. Sewer Maintenance is responsible for annual line cleaning, implementation of the City Fats, Oils, and Grease Program, as well as emergency repairs. This division maintains close relationships with regional boards, local agencies, and the Orange County Sanitation District.

# Annual Budget
# Fiscal Year 2013-14

## ENGINEERING SERVICES ADMINISTRATION 103550

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 106,424 | 160,730 | 160,730 | 166,920 | 143,370 |
| 5005 | Part-time Salaries | 14,466 | - | - | - | - |
| 5015 | Overtime | - | 2,500 | 2,500 | 2,000 | 2,500 |
| 5020 | Leave Accrual Payout | 7,611 | - | - | 6,460 | - |
| 5021 | Extraordinary Leave Buydown | 2,119 | - | - | - | - |
| 5105 | Health Allocation | 8,980 | 39,340 | 39,340 | 29,163 | 32,640 |
| 5110 | Life Allocation | 284 | 410 | 410 | 387 | 510 |
| 5115 | Dental Allocation | 494 | 1,150 | 1,150 | 983 | 1,330 |
| 5120 | Optical Allocation | 222 | 600 | 600 | 551 | 690 |
| 5125 | Long-term Disability Insurance | 622 | 680 | 680 | 685 | 900 |
| 5135 | Medicare | 1,861 | 2,370 | 2,370 | 2,450 | 2,120 |
| 5141 | Employers' PARS/ARS | 578 | - | - | - | - |
| 5145 | Retirement Annuity | 9,896 | 15,480 | 15,480 | 16,077 | 23,150 |
| 5170 | Sick Leave Buy Back | 2,121 | 2,600 | 2,600 | 2,140 | 2,600 |
| 5175 | Vacation Leave Buy Back | 1,535 | 2,200 | 2,200 | 2,200 | 2,200 |
| | **TOTAL SALARIES AND BENEFITS** | **157,211** | **228,060** | **228,060** | **230,016** | **212,010** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6015 | Engineering Services | 125,790 | 170,000 | 169,656 | 170,000 | 175,660 |
| 6135 | Repair/Maint Off Furniture & Equipment | 1,522 | 500 | 500 | 500 | - |
| 6136 | Software Maintenance | 6,500 | - | - | - | - |
| 6230 | Printing and Binding | 3,360 | 500 | 650 | 350 | 500 |
| 6245 | Meeting and Conferences | 749 | 1,865 | 1,865 | 1,865 | 1,500 |
| 6255 | Dues and Memberships | 988 | 1,500 | 1,500 | 1,500 | 1,500 |
| 6290 | Department Contract Services | - | 36,000 | 36,000 | 22,000 | 36,000 |
| 6315 | Office Supplies | 976 | 1,865 | 1,715 | 1,500 | 1,500 |
| 6320 | Books and Periodicals | - | 500 | 500 | 250 | 250 |
| 6325 | Postage | 257 | 400 | 400 | 300 | 300 |
| 6365 | Computer Software | 24,000 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **164,140** | **213,130** | **212,786** | **198,265** | **217,210** |
| | CAPITAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | | - | 344 | 350 | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **344** | **350** | **-** |
| | **GRAND TOTAL** | **321,351** | **441,190** | **441,190** | **428,631** | **429,220** |

**FISCAL YEAR 2013-14**
**ENGINEERING SERVICES**
**ADMINISTRATION**

## ADMINISTRATION
## DIVISION 103550

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5015 Overtime
Provides for overtime for personnel in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

ADMINISTRATION
DIVISION 103550

## SALARIES AND BENEFITS continued:

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

## MATERIAL, SUPPLIES & SERVICES:

6015 Engineering Services
Provides for the Traffic Engineer, consultant Civil Engineer and professional services (On-Call Consultants) for miscellaneous engineering work to include plan checking, preparation of plans, environmental work, special studies, street maintenance activities, and additional engineering needs.

6135 Repair/Maintenance Office Furniture & Equipment
Provides for repair/maintenance of office equipment

6230 Printing and Binding
Provides for copying, printing and binding drawings, specifications, maps, reports and other documents

**ADMINISTRATION**
**DIVISION 103550**

## MATERIAL, SUPPLIES & SERVICES continued:

6245 Meetings and Conferences
Provides for meetings and conferences. This account includes funds for the attendance at the League of California Cities Officers Institute and Mini Expo, Maintenance Superintendents Association, various Caltrans and OCTA meetings.

6255 Dues and Memberships
Provides for dues and memberships with American Public Works Association, Orange County City Engineers Association, Maintenance Superintendents Association

6290 Department Contract Services
Provides for engineering contract services

6315 Office Supplies
Provides for office supplies to be used by Maintenance and Engineering

6320 Book and Periodicals
Provides for new Cal-OSHA Safety Rules and Regulations, as well as "Green Book" Standard Specifications for Public Works Construction

6325 Postage
Provides for postage and related mailing expenses

# Annual Budget
# Fiscal Year 2013-14

## ENGINEERING SERVICES
## ENGINEERING
## 103551

| GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC WORKS
## STREET/CURB/GUTTER
## 103552

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6330 | Electricity | 633 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **633** | - | - | - | - |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **633** | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC WORKS
## PARK MAINTENANCE
## 103555

| GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## ENGINEERING SERVICES
## SEWERS
## 483556

| | SEWER MAINTENANCE | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 75 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **75** | **-** | **-** | **-** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **-** | **-** | **-** | **-** | **-** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **75** | **-** | **-** | **-** | **-** |

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC WORKS
## COMPRESSED NATURAL GAS STATION
## 383559

| | CNG FUELING STATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6025 | Third Party Administrator | 4,028 | - | - | - | - |
| 6330 | Electricity | 6,388 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **10,416** | - | - | - | - |
| | CAPITAL OUTLAY | | | | | |
| 6940 | Payments to Other Agencies | 10,333 | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **10,333** | - | - | - | - |
| | **GRAND TOTAL** | **20,749** | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## ENGINEERING SERVICES
## PLACENTIA LIGHT DISTRICT
## 286560

| | STREET LIGHTING DISTRICT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6005 | Legal Services | - | 1,200 | 1,200 | 1,200 | 1,200 |
| 6015 | Engineering Services | 3,250 | 7,500 | 7,500 | 6,500 | 6,500 |
| 6099 | Other Professional Services | 3,263 | - | - | - | - |
| 6130 | Repair/Maintenance Facilities | - | 20,000 | 20,000 | 10,000 | 20,000 |
| 6295 | City Administration Services | - | 8,500 | 8,500 | 8,500 | 8,500 |
| 6325 | Postage | - | 500 | 500 | 100 | 500 |
| 6330 | Electricity | 345,632 | 343,000 | 343,000 | 343,000 | 343,000 |
| 6335 | Water | 140 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **352,285** | **380,700** | **380,700** | **369,300** | **379,700** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **352,285** | **380,700** | **380,700** | **369,300** | **379,700** |

**FISCAL YEAR 2013-14**
**ENGINEERING SERVICES**
**PLACENTIA LIGHTING DISTRICT**

## PLACENTIA LIGHTING DISTRICT
### DIVISION 286560

**MATERIAL, SUPPLIES & SERVICES:**

6005 Legal Services
Provides for legal services in support of the annual renewal of the Placentia Street Lighting District. Legal fees include preparation of resolution, review of documentation and conformance to existing laws

6015 Engineering Services
Provides for contract engineering services

6130 Repair/Maint Facilities
Provides for maintenance of 14 City owned Santa Fe Street Lights

6295 City Administration Services
Provides for annual administration services

6325 Postage
Provides for postage for mailings

6330 Electricity
Provides for the allocated cost associated with electricity services

# Annual Budget
# Fiscal Year 2013-14

## ENGINEERING SERVICES
## LANDSCAPE MAINTENANCE DISTRICT
## 296561

| | LANDSCAPE MAINTENANCE DISTRICT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 98,100 | 85,080 | 85,080 | 90,499 | 90,909 |
| 5015 | Overtime | 1,575 | 2,500 | 2,500 | 2,500 | 2,500 |
| 5020 | Leave Accrual Payout | 224 | - | - | 87 | - |
| 5021 | Extraordinary Leave Buydown | 360 | - | - | - | - |
| 5105 | Health Allocation | 13,090 | 20,790 | 20,790 | 22,896 | 50,540 |
| 5110 | Life Allocation | 229 | 210 | 210 | 477 | 710 |
| 5115 | Dental Allocation | 643 | 1,130 | 1,130 | 1,123 | 2,550 |
| 5120 | Optical Allocation | 244 | 330 | 330 | 330 | 740 |
| 5125 | Long-term Disability Insurance | 522 | 360 | 360 | 337 | 730 |
| 5135 | Medicare | 1,331 | 1,360 | 1,360 | 1,350 | 2,700 |
| 5145 | Retirement Annuity | 8,906 | 7,940 | 7,940 | 8,715 | 19,800 |
| 5170 | Sick Leave Buy Back | | 410 | 410 | - | 410 |
| 5175 | Vacation Leave Buy Back | 759 | 800 | 800 | 1,710 | 1,710 |
| | **TOTAL SALARIES AND BENEFITS** | **125,983** | **120,110** | **120,110** | **128,314** | **171,589** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6005 | Legal Services | | 1,500 | 1,500 | 1,500 | 1,500 |
| 6015 | Engineering Services | 5,500 | 6,500 | 6,500 | 5,500 | 5,500 |
| 6017 | Special Studies | | 10,000 | 10,000 | 10,000 | 10,000 |
| 6099 | Other Professional Services | 2,761 | - | - | - | - |
| 6115 | Landscaping | | 140,000 | 140,000 | 166,000 | 166,000 |
| 6130 | Repair/Maintenance Facilities | | 20,000 | 18,800 | 15,000 | 20,000 |
| 6185 | Construction Services | | 100,000 | 100,000 | 100,000 | - |
| 6215 | Telephone | 13,056 | 15,000 | 15,000 | 4,000 | 10,000 |
| 6225 | Advertising | | 500 | 500 | 250 | 500 |
| 6295 | City Administration Services | | 25,000 | 25,000 | - | - |
| 6330 | Electricity | 29,887 | 30,000 | 30,000 | 20,000 | 30,000 |
| 6335 | Water | 178,397 | 156,000 | 156,000 | 150,000 | 150,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **229,601** | **504,500** | **503,300** | **472,250** | **393,500** |
| | CAPITAL OUTLAY | | | | | |
| 6845 | Office Equipment | - | - | 1,200 | - | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **355,584** | **624,610** | **623,410** | **600,564** | **565,089** |

**FISCAL YEAR 2013-14**
**ENGINEERING SERVICES**
**LANDSCAPE MAINTENANCE DISTRICT**

## LANDSCAPE MAINTENANCE DISTRICT
### DIVISION 296561

**SALARIES AND BENEFITS:**

5001 Full-time Salaries
Provides for full-time positions in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

**FISCAL YEAR 2013-14**
**ENGINEERING SERVICES**
**LANDSCAPE MAINTENANCE DISTRICT**

## LANDSCAPE MAINTENANCE DISTRICT
### DIVISION 296561

## SALARIES AND BENEFITS continued:

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hours base for all full-time employees

## MATERIAL, SUPPLIES & SERVICES:

6005 Legal Services
Provides for legal services for the division

6015 Engineering Services
Provides for contract engineering services.

6017 Special Studies
Provides for Water Conservation Project/Design usage analysis.

6115 Landscaping
Provides for landscape maintenance services and irrigation/landscape repairs.

6130 Repair/Maintenance Facilities
Provides for repairs and maintenance of City owned facilities.

## LANDSCAPE MAINTENANCE DISTRICT
### DIVISION 296561

**MATERIAL, SUPPLIES & SERVICES continued:**

6185 Construction Services
Provides for construction of City's Water Conservation Program Project. Construction will include update water efficient irrigation systems, xeriscaped parkways, medians, artificial grass, and new plant materials.

6215 Telephone
Provides for the allocated cost associated with telephone and cellular services. This account has been transferred to the Non-Departmental Department.

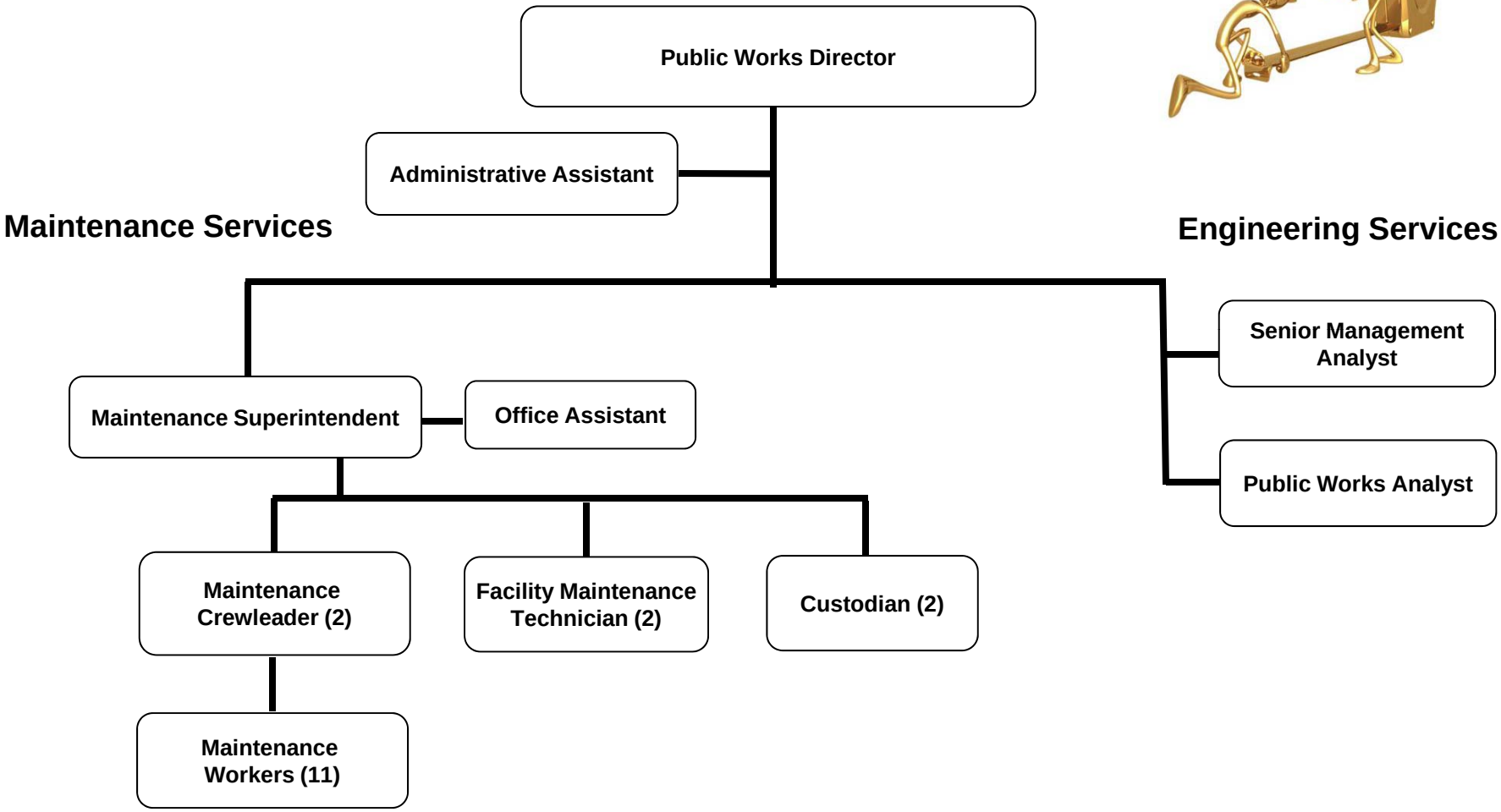
6225 Advertising
Provides for legal advertising expenses required by law for public hearing notices

6295 City Administration Services
Provides for annual administration services

6330 Electricity
Provides for the allocated cost associated with electricity services. This account has been transferred to the Non-Departmental Department.

6335 Water
Provides for the allocated cost associated with water services. This account has been transferred to the Non-Departmental Department.

# PUBLIC WORKS




Part-time positions not included

## MAINTENANCE SERVICES

The Public Works Department manages and implements all phases of City capital improvement projects, maintains City owned parks, streets, facilities, vehicles, and equipment, and provides other engineering services as required. The Public Works Department accomplishes its purpose by effectively defining and implementing needed capital improvements and maintenance programs. Maintenance work and capital improvement projects are completed utilizing a combination of City staff and contract services. The department also responds daily to citizen inquiries and requests.

**Capital Improvement Projects**

The Engineering Division creates and manages the City's 7-year Capital Improvement Program (CIP). The CIP can be characterized as a living document which is updated and prioritized each year during the annual budget process. The CIP identifies and describes both funded and unfunded projects.

**Street Maintenance**

The Street Maintenance Division provides for the maintenance and repair of streets, sidewalks, storm drains, sewers, and public right-of-way areas. Street Maintenance is also responsible for pavement markings, weed abatement, sign installation and maintenance, and administration of contract graffiti removal services.

**Fleet Operations**

The Fleet Operations Division provides support to all City departments through the preventive maintenance and repair of vehicles and equipment used citywide. The division manages the vehicle replacement program and maintains accurate repair records for all City vehicles and equipment. This division is responsible for City compliance with all State and County laws and regulations regarding vehicles, equipment, and fueling systems.

**Park Maintenance**

The Park Maintenance Division maintains all City parks and City-owned landscaping through a combination of city staff and contract services. Park Maintenance coordinates safety training programs, performs graffiti removal in parks, performs chemical spraying, installs and repairs irrigation systems, and responds to citizen complaints.

**Building Maintenance**

The Building Maintenance Division performs and coordinates maintenance repairs and preventative maintenance for all City-owned buildings and administers contracts for heating, ventilation, and air conditioning systems, and carpet cleaning. The division prepares specifications for repair projects as well as performing emergency repairs as needed. This division also coordinates energy management for all City-owned buildings.

## MAINTENANCE SERVICES

**Engineering**

In addition to managing the City's CIP, the Engineering Division is responsible for coordinating and performing plan reviews for all private development projects in the city. Engineering also performs traffic engineering and safety services, coordination of engineering consultant services, coordination of transportation items, technical engineering support to other departments and environmental compliance. This division is responsible for supporting OCTA to implement large scale capital projects that impact our City. The division is also responsible for all City right-of-way issues regarding private and public construction projects.

**Refuse Management**

The Refuse Management Division will accomplish inspections and investigation of industrial, commercial and residential properties to ensure compliance with local, state, and federal environmental regulations. This division is also responsible for funding street sweeping services.

**Sewer**

The Sewer Maintenance Division provides for the maintenance and repair of all City Sewer lines. Sewer Maintenance is responsible for annual line cleaning, implementation of the City Fats, Oils, and Grease Program, as well as emergency repairs. This division maintains close relationships with regional boards, local agencies, and the Orange County Sanitation District.

Maintenance Services Department's primary role is to manage and maintain City owned parks, infrastructure, facilities, vehicles and equipment. In addition, the department is responsible for providing inspection and enforcement for refuse management and storm water compliance issues.

# Annual Budget
# Fiscal Year 2013-14

## MAINTENANCE SERVICES
## ADMINISTRATION
## 103650

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 734,354 | 626,000 | 626,000 | 669,885 | 672,752 |
| 5005 | Part-time Salaries | - | 20,000 | 20,000 | - | - |
| 5015 | Overtime | 17,926 | 25,000 | 25,000 | 33,049 | 25,000 |
| 5020 | Leave Accrual Payout | 1,452 | - | - | 6,150 | - |
| 5021 | Extraordinary Leave Buydown | 2,699 | - | - | - | - |
| 5105 | Health Allocation | 100,889 | 156,280 | 156,280 | 171,547 | 176,693 |
| 5110 | Life Allocation | 1,763 | 1,580 | 1,580 | 2,590 | 2,668 |
| 5115 | Dental Allocation | 5,079 | 9,440 | 9,440 | 9,472 | 9,756 |
| 5120 | Optical Allocation | 1,875 | 2,500 | 2,500 | 2,481 | 2,556 |
| 5125 | Long-term Disability Insurance | 3,882 | 2,690 | 2,690 | 2,554 | 2,630 |
| 5135 | Medicare | 10,168 | 10,360 | 10,360 | 10,280 | 10,120 |
| 5145 | Retirement Annuity | 66,705 | 58,250 | 58,250 | 64,516 | 72,529 |
| 5163 | Life Insurance Premium | 2,818 | 2,600 | 2,600 | 3,110 | 3,110 |
| 5170 | Sick Leave Buy Back | 12,554 | 13,000 | 13,000 | 11,667 | 13,000 |
| 5175 | Vacation Leave Buy Back | 4,679 | 6,500 | 6,500 | 13,870 | 13,900 |
| | **TOTAL SALARIES AND BENEFITS** | **966,843** | **934,200** | **934,200** | **1,001,171** | **1,004,714** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6315 | Office Supplies | 2,298 | 1,865 | 1,865 | 1,000 | 1,000 |
| 6355 | Small Furniture & Fixture | 115 | 200 | 200 | 200 | - |
| 6360 | Uniforms | 19,112 | 16,500 | 20,500 | 19,500 | 20,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **21,525** | **18,565** | **22,565** | **20,700** | **21,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **988,368** | **952,765** | **956,765** | **1,021,871** | **1,025,714** |

**FISCAL YEAR 2013-14**
**MAINTENANCE SERVICES**
**ADMINISTRATION**

## ADMINISTRATION
### DIVISION 103650

**SALARIES AND BENEFITS:**

5001 Full-time Salaries
Provides for a full-time position in the division

5005 Part-time Salaries
Provides for part-time salaries in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

5163 Life Insurance Premiums
Provides for Life Insurance Premiums for eligible city officials and employees

## ADMINISTRATION
### DIVISION 103650

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hours base for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6315 Office Supplies
Provides for office supplies

6355 Small Furniture and Fixtures
Provides for departmental small furniture and fixtures

6360 Uniforms
Provides for uniforms

# Annual Budget
# Fiscal Year 2013-14

## MAINTENANCE SERVICES
## STREET MAINTENANCE
## 103652

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 90,589 | 164,620 | 164,620 | 130,000 | 130,000 |
| 6132 | Repair & Maintenance/Streets | 59,226 | 62,000 | 62,000 | 60,000 | 70,000 |
| 6170 | Equipment & Tool Rental | - | 1,000 | 1,000 | 1,000 | 1,000 |
| 6285 | Hazardous Materials Disposal | - | 1,500 | 1,500 | 1,500 | 1,500 |
| 6290 | Department Contract Services | 341,961 | 303,500 | 303,500 | 303,500 | 250,000 |
| 6301 | Special Department Supplies | 30,224 | 37,304 | 37,304 | 34,000 | 37,000 |
| 6305 | Traffic Control Devices | 270 | 7,500 | 7,500 | 5,000 | 3,500 |
| 6310 | Street Signs | 21,842 | 25,000 | 25,000 | 25,000 | 25,000 |
| 6350 | Small Tools & Furnishing | 5,000 | 1,500 | 1,500 | 1,500 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **549,112** | **603,924** | **603,924** | **561,500** | **518,000** |
| | CAPITAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | 8,325 | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **8,325** | - | - | - | - |
| | **GRAND TOTAL** | **557,437** | **603,924** | **603,924** | **561,500** | **518,000** |

## STREET MAINTENANCE
### DIVISION 103652

**MATERIAL, SUPPLIES & SERVICES:**

6099 Other Professional Services
Provides for street maintenance activities that include, but not limited to traffic synchronization, traffic signal maintenance and supplemental safety measure maintenance

6132 Repair & Maintenance/Streets
Provides for in-house repairs and maintenance of streets and appurtenances

6170 Equipment & Tool Rental
Provides for rentals of a concrete mixer, tools and trailers

6285 Hazardous Materials Disposal
Provides for disposal of hazardous materials such as paint, asphalt oils, solvents, herbicides and pesticides

6290 Department Contract Services
Provides for street maintenance and repair contract services, as well as graffiti abatement, dead animal removal and freezer services

6301 Special Department Supplies
Provides for traffic paint, asphalt, concrete, traffic safety devices, sand, gravel, chemicals and other supplies

6305 Traffic Control Devices
Provides for cones, traffic barricades, parade barricades, caution tape, and road flares, signs and safety warning devices for schools

## STREET MAINTENANCE
### DIVISION 103652

**MATERIAL, SUPPLIES & SERVICES continued:**

6310 Street Signs
Provides for sign posts, signs and sign materials for streets, street sweeping, and schools

6350 Small Tools and Furnishings
Provides for tarps, shovels, lutes, brooms, hoes, rakes, hammers and other small tools

# Annual Budget
# Fiscal Year 2013-14

## MAINTENANCE SERVICES
## PARK MAINTENANCE
## 103655

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6115 | Landscaping | 742,396 | 865,000 | 824,586 | 800,000 | 738,500 |
| 6120 | R&M/Sewer & Storm Drain | 85 | - | - | - | - |
| 6130 | Repair & Maintenance/Facilities | 2,112 | 15,000 | 15,000 | 14,000 | 15,000 |
| 6170 | Equipment & Tool Rental | 73 | 1,000 | 1,000 | 500 | 500 |
| 6290 | Department Contract Services | 15,921 | 25,000 | 25,000 | 25,000 | 15,000 |
| 6301 | Special Department Supplies | 36,449 | 41,967 | 71,967 | 41,000 | 35,000 |
| 6350 | Small Tools & Furnishing | 2,746 | 5,000 | 5,000 | 2,500 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **799,782** | **952,967** | **942,553** | **883,000** | **804,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **799,782** | **952,967** | **942,553** | **883,000** | **804,000** |

## PARK MAINTENANCE
## DIVISION 103655

### MATERIAL, SUPPLIES & SERVICES:

6115 Landscaping
Provides for landscaping services for the parks, parkways, medians, and trees

6130 Repair & Maintenance/Facilities
Provides for repairs and maintenance of shelters, tables, benches, playgrounds, appurtenances, electrical and lighting

6170 Equipment & Tool Rental
Provides for rentals of cement mixers, heavy equipment and other equipment

6290 Department Contract Services
Provides for contract services for pest control, irrigations systems and technical consultants

6301 Special Department Supplies
Provides for chemicals, paint, plant material, janitorial supplies, flags and other supplies

6350 Small Tools and Furnishings
Provides for chain saws, hedge trimmers, edger, mowers, weed eaters, shovels, hoes, sprayers, brooms, and miscellaneous hand tools

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## ENVIRONMENTAL PLANNING
## 104315

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6240 | Mileage Reimbursement | - | 100 | 100 | - | 100 |
| 6245 | Meetings and Conferences | - | 187 | 187 | - | 200 |
| 6255 | Dues and Memberships | - | 150 | 150 | - | 500 |
| 6315 | Office Supplies | - | 187 | 187 | 150 | 200 |
| 6320 | Books and Periodicals | - | 50 | 50 | - | 50 |
| 6325 | Postage | - | 50 | 50 | - | 50 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | **724** | **724** | **150** | **1,100** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | - | **724** | **724** | **150** | **1,100** |

## ENVIRONMENTAL PLANNING
DIVISION 104315

### MATERIAL, SUPPLIES & SERVICES:

6240 Mileage Reimbursement
Provides for mileage reimbursement

6245 Meetings and Conferences
Provides for staff to attend professional and regional meetings

6255 Dues and Memberships
Provides for membership to professional organizations (i.e. Fullerton Arboretum)

6315 Office Supplies
Provides for office supplies used to support activities related to waste disposal and recycling

6320 Books and Periodicals
Provides for professional publications and books

6325 Postage
Provides for postage for mailings

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## ENVIRONMENTAL PLANNING
## 194315

| AIR QUALITY MANAGEMENT DISTRICT | | | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | SALARIES AND BENEFITS | | | | | |
| | | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6136 | | Software Maintenance | - | - | - | - | 4,000 |
| 6401 | 79538 | Community Programs | 10,911 | 11,000 | 11,000 | 11,000 | 11,000 |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **10,911** | **11,000** | **11,000** | **11,000** | **15,000** |
| | | CAPITAL OUTLAY | | | | | |
| | | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | | **GRAND TOTAL** | **10,911** | **11,000** | **11,000** | **11,000** | **15,000** |

## ENVIRONMENTAL PLANNING
## DIVISION 194315

### MATERIAL, SUPPLIES & SERVICES:

6401 Community Programs
Provides for Senior Transportation program to the Senior Center. This program is funded by OCTA grant (80%) and AQMD funds (20%).

**Annual Budget**
**Fiscal Year 2013-14**

**ENVIRONMENTAL SERVICES**
**ENVIRONMENTAL PLANNING**
**504315**

| | MISCELLANEOUS GRANTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6301 | Special Department Supplies | 11,038 | 60,000 | 60,000 | 5,123 | 60,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **11,038** | **60,000** | **60,000** | **5,123** | **60,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **11,038** | **60,000** | **60,000** | **5,123** | **60,000** |

## ENVIRONMENTAL PLANNING
## DIVISION 504315

### MATERIAL, SUPPLIES & SERVICES:

6301 Special Department Supplies
Provides for various grant expenditures.

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## COMPRESSED NATURAL GAS STATION
## 384359

| | CNG FUELING STATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5105 | Health Allocation | 326 | - | - | - | - |
| 5110 | Life Allocation | 6 | - | - | - | - |
| 5115 | Dental Allocation | 19 | - | - | - | - |
| 5120 | Optical Allocation | 7 | - | - | - | - |
| 5125 | Long-term Disability Insurance | 25 | - | - | - | - |
| 5135 | Medicare | 21 | - | - | - | - |
| 5145 | Retirement Annuity | 126 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **530** | **-** | **-** | **-** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | - | 15,000 | 15,000 | - | 5,000 |
| 6137 | Repair Maintenance/Equipment | 49 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **49** | **15,000** | **15,000** | **-** | **5,000** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **579** | **15,000** | **15,000** | **-** | **5,000** |

**FISCAL YEAR 2013-14**
**ENVIRONMENTAL SERVICES**
**COMPRESSED NATURAL GAS STATION**

## CNG FUELING STATION
## DIVISION 384359

### MATERIAL, SUPPLIES & SERVICES:

6099 Other Professional Services
Provides for specialized services to repair, maintain, and upgrade CNG Station

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## SEWERS ADMINISTRATION
## 484356

| | SEWER MAINTENANCE | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 64,382 | 59,850 | 59,850 | 59,605 | 46,220 |
| 5005 | Part-time Salaries | 14,284 | - | - | - | - |
| 5020 | Leave Accrual Payout | 7,611 | - | - | 2,920 | - |
| 5021 | Extraordinary Leave Buydown | 815 | - | - | - | - |
| 5105 | Health Allocation | 7,019 | 11,240 | 11,240 | 12,629 | 6,500 |
| 5110 | Life Allocation | 160 | 150 | 150 | 226 | 200 |
| 5115 | Dental Allocation | 330 | 440 | 440 | 409 | 360 |
| 5120 | Optical Allocation | 119 | 180 | 180 | 184 | 150 |
| 5125 | Long-term Disability Insurance | 385 | 260 | 260 | 223 | 180 |
| 5135 | Medicare | 1,225 | 870 | 870 | 870 | 670 |
| 5141 | Employers' PARS/ARS | 571 | - | - | - | - |
| 5145 | Retirement Annuity | 6,059 | 5,760 | 5,760 | 5,740 | 4,990 |
| 5170 | Sick Leave Buy Back | - | 310 | 310 | 310 | 310 |
| 5175 | Vacation Leave Buy Back | 747 | 1,400 | 1,400 | 1,400 | 1,400 |
| | **TOTAL SALARIES AND BENEFITS** | **103,707** | **80,460** | **80,460** | **84,516** | **60,980** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6015 | Engineering Services | 70,952 | 100,000 | 100,000 | 85,000 | 100,000 |
| 6017 | Special Studies | 14,969 | 15,000 | 15,000 | 10,000 | 10,000 |
| 6099 | Other Professional Services | 11,408 | 61,000 | 61,000 | 20,000 | 51,000 |
| 6250 | Staff Training | - | 2,500 | 2,500 | - | 2,500 |
| 6255 | Dues & Memberships | 538 | 750 | 750 | 700 | 750 |
| 6257 | License and Permits | 1,521 | 11,500 | 11,500 | 11,500 | 18,000 |
| 6297 | Billing Services | 2,750 | 35,000 | 35,000 | 10,000 | 35,000 |
| 6301 | Special Department Supplies | - | 2,500 | 2,500 | 2,500 | 2,500 |
| 6325 | Postage | - | 500 | 500 | 100 | 500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **102,138** | **228,750** | **228,750** | **139,800** | **220,250** |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **205,845** | **309,210** | **309,210** | **224,316** | **281,230** |

**FISCAL YEAR 2013-14**
**ENVIRONMENTAL SERVICES**
**SEWERS ADMINISTRATION**

## SEWER MAINTENANCE
## DIVISION 484356

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

## SEWER MAINTENANCE
### DIVISION 484356

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6015 Engineering Services
Provides for Contract Civil Engineering services to provide engineering staff augmentation for the analysis, design and implementation of sewer project. This account also provides consulting services for Sewer and Storm Drain compliance and Orange County Sanitation Cooperative Maintenance Agreement.

6017 Special Studies
Provides for studies related to fees, maintenance, sewer flows and/or capacity

6099 Other Professional Services
Provides for implementation of State mandated Fats, Oils, and Grease Program (FOG)

## SEWER MAINTENANCE
### DIVISION 484356

**MATERIAL, SUPPLIES & SERVICES continued:**

6250 Staff Training
Provides for Sanitary Sewer Management Training

6255 Dues and Memberships
Provides for dues and memberships to professional organizations, Southern California Alliance of Publicly Owned Treatment Works (SCAP)

6257 License and Permits
Provides for City WDR permit Sewer System and Statewide WDR permit

6297 Billing Services
Provides for YLWD and Golden State Water Company to bill customers for sanitary sewer fees

6301 Special Department Supplies
Provides for overflow response which includes bags of absorbent, latex gloves, shop rags etc. This will also include public education and outreach.

6325 Postage
Provides for postage for division

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## SEWERS MAINTENANCE
## 484376

| | SEWER MAINTENANCE | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 207,197 | 181,150 | 181,150 | 190,640 | 191,420 |
| 5015 | Overtime | 3,176 | 10,000 | 10,000 | 10,000 | 10,000 |
| 5020 | Leave Accrual Payout | 558 | - | - | 169 | - |
| 5021 | Extraordinary Leave Buydown | 539 | - | - | - | - |
| 5099 | Other Salaries & Wages | 3,513 | - | - | - | - |
| 5105 | Health Allocation | 28,517 | 42,340 | 42,340 | 44,734 | 37,091 |
| 5110 | Life Allocation | 477 | 430 | 430 | 1,105 | 1,067 |
| 5115 | Dental Allocation | 1,259 | 2,230 | 2,230 | 2,219 | 1,825 |
| 5120 | Optical Allocation | 505 | 650 | 650 | 639 | 529 |
| 5125 | Long-term Disability Insurance | 1,102 | 750 | 750 | 695 | 590 |
| 5135 | Medicare | 2,865 | 2,940 | 2,940 | 2,910 | 2,480 |
| 5145 | Retirement Annuity | 18,864 | 16,890 | 16,890 | 18,360 | 17,303 |
| 5170 | Sick Leave Buy Back | 2 | 100 | 100 | 72 | 100 |
| 5175 | Vacation Leave Buy Back | 1,166 | 1,700 | 1,700 | 4,930 | 5,000 |
| | **TOTAL SALARIES AND BENEFITS** | **269,740** | **259,180** | **259,180** | **276,473** | **267,405** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6120 | R & M/Sewers/Storm Drains | 119,388 | 300,000 | 296,949 | 200,000 | 300,000 |
| 6175 | Office Equipment Rental | 2,783 | 5,000 | 5,000 | 5,000 | 5,000 |
| 6999 | Contingency | (6,499) | 100,000 | 100,000 | 2,500 | 100,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **115,672** | **405,000** | **401,949** | **207,500** | **405,000** |
| | CAPITAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | - | - | 3,051 | - | - |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **3,051** | **-** | **-** |
| | **GRAND TOTAL** | **385,412** | **664,180** | **664,180** | **483,973** | **672,405** |

**FISCAL YEAR 2013-14**
**ENVIRONMENTAL SERVICES**
**SEWERS MAINTANENCE**

## SEWER MAINTENANCE
## DIVISION 484376

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

## SEWER MAINTENANCE
## DIVISION 484376

**SALARIES AND BENEFITS continued:**

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

**MATERIAL, SUPPLIES & SERVICES:**

6120 R & M/Sewers/Storm Drains
Provides for annual line cleaning, CCTV, and unanticipated sewer projects

6175 Office Equipment Rental
Provides for annual maintenance agreements for division copier, plotter, and scanner machines

6999 Contingency
Provides for contingency related to sewer emergencies

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## REFUSE ADMINISTRATION
## 374386

| | REFUSE ADMINISTRATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 108,873 | 102,460 | 102,460 | 101,244 | 104,310 |
| 5005 | Part-time Salaries | 2,819 | 10,000 | 10,000 | 370 | - |
| 5015 | Overtime | 1 | - | - | - | - |
| 5099 | Other Salaries & Wages | 4,625 | - | - | - | - |
| 5021 | Extraordinary Leave Buydown | 867 | - | - | - | - |
| 5105 | Health Allocation | 11,954 | 18,100 | 18,100 | 13,239 | 18,890 |
| 5110 | Life Allocation | 237 | 230 | 230 | 230 | 320 |
| 5115 | Dental Allocation | 637 | 1,280 | 1,280 | 621 | 1,400 |
| 5120 | Optical Allocation | 196 | 310 | 310 | 187 | 300 |
| 5125 | Long-term Disability Insurance | 576 | 410 | 410 | 243 | 450 |
| 5135 | Medicare | 1,632 | 1,640 | 1,640 | 1,030 | 1,520 |
| 5141 | Employers' PARS/ARS | - | - | - | 15 | - |
| 5145 | Retirement Annuity | 9,914 | 9,580 | 9,580 | 6,756 | 11,250 |
| 5175 | Vacation Leave Buy Back | 2,279 | - | - | 2,650 | 2,700 |
| | **TOTAL SALARIES AND BENEFITS** | **144,610** | **144,010** | **144,010** | **126,585** | **141,140** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6001 | Management Consulting Services | - | 10,000 | 10,000 | - | - |
| 6101 | Disposal | 2,389,681 | 2,455,005 | 2,455,005 | 2,455,005 | 2,493,000 |
| 6175 | Office Equipment Rental | 2,140 | 9,000 | 9,000 | 4,500 | 4,500 |
| 6230 | Printing and Binding | - | 500 | 500 | - | 500 |
| 6245 | Meeting and conferences | 775 | 1,000 | 1,000 | - | 200 |
| 6255 | Dues and Membership | 125 | 250 | 250 | 250 | 1,000 |
| 6257 | License and Permit | 69,408 | 80,000 | 80,000 | 75,000 | 73,000 |
| 6299 | Other Purchased Services | 3,905 | 4,000 | 4,000 | 4,500 | 4,500 |
| 6301 | Special Department Supplies | 1,018 | 1,500 | 1,500 | 1,000 | 1,000 |
| 6315 | Office Supplies | 8,421 | 10,000 | 10,000 | 10,000 | 10,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **2,475,473** | **2,571,255** | **2,571,255** | **2,550,255** | **2,587,700** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **2,620,083** | **2,715,265** | **2,715,265** | **2,676,840** | **2,728,840** |

## REFUSE ADMINISTRATION
### DIVISION 374386

**SALARIES AND BENEFITS:**

5001 Full-time Salaries
Provides for a full-time position in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 PARS/ARS
Provides for the employer share of PARS/ARS

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

## REFUSE ADMINISTRATION
DIVISION 374386

### MATERIAL, SUPPLIES & SERVICES:

6101 Disposal
Provides for payment to contract for processing and disposal of refuse

6175 Office Equipment Rental
Provides for rental of office equipment

6230 Printing and Binding
Provides for printing and binding of refuse materials

6245 Meeting and Conferences
Provides for meetings and conferences to be attended by staff

6255 Dues and Memberships
Provides for dues and memberships related to environmental programs

6257 License and Permit
Provides for payment of licenses and permits

6299 Other Purchased Services
Provides funds for document destruction and recycling

6301 Special Department Supplies
Provides for special programs, Teen Team stipends and special event supplies

6315 Office Supplies
Provides for purchase of recycled content office supplies

# Annual Budget
# Fiscal Year 2013-14

## ENVIRONMENTAL SERVICES
## REFUSE MAINTENANCE
## 374387

| | REFUSE ADMINISTRATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 70,916 | 66,470 | 66,470 | 67,569 | 67,569 |
| 5015 | Overtime | 1,904 | - | - | 1,200 | - |
| 5105 | Health Allocation | 7,748 | 12,070 | 12,070 | 11,647 | 11,996 |
| 5110 | Life Allocation | 132 | 130 | 130 | 830 | 855 |
| 5115 | Dental Allocation | 319 | 550 | 550 | 532 | 548 |
| 5120 | Optical Allocation | 129 | 160 | 160 | 155 | 160 |
| 5125 | Long-term Disability Insurance | 368 | 240 | 240 | 211 | 217 |
| 5135 | Medicare | 1,059 | 970 | 970 | 1,000 | 980 |
| 5145 | Retirement Annuity | 6,393 | 6,290 | 6,290 | 6,507 | 7,284 |
| 5163 | Life Insurance Premiums | - | 740 | 740 | - | - |
| 5170 | Sick Leave Buy Back | 1,781 | 1,900 | 1,900 | 1,950 | 2,000 |
| 5175 | Vacation Leave Buy Back | - | - | - | 2,570 | 2,600 |
| | **TOTAL SALARIES AND BENEFITS** | **90,749** | **89,520** | **89,520** | **94,171** | **94,209** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 169,305 | 175,000 | 175,000 | 175,000 | 175,000 |
| 6285 | Hazardous Disposal | - | 2,500 | 2,500 | 500 | 2,500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **169,305** | **177,500** | **177,500** | **175,500** | **177,500** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **260,054** | **267,020** | **267,020** | **269,671** | **271,709** |

## REFUSE MAINTENANCE
### DIVISION 374387

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for a full-time position in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for employer contribution to CalPERS retirement plan for eligible city officials and employees

5163 Life Insurance Premiums
Provides for Life Insurance Premiums for eligible city official and employees

## REFUSE ADMINISTRATION
### DIVISION 374387

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

**MATERIAL, SUPPLIES & SERVICES:**

6099 Other Professional Services
Provides for street sweeping services

6285 Hazardous Disposal
Provides for disposal of orphaned waste

# CITY OF PLACENTIA
# CIP ESTIMATES
# FISCAL YEAR 2012-13

PLACENTIA
FINANCE
DEPARTMENT

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | AB2766 | ASSET SEIZURE | CDBG | CFD | GMA | IIP/SIP |
|---|---|---|---|---|---|---|
| **Source of Funds** | **190000-6950** | **213000-6950** | **500000-4201/6950** | **503901-6950** | **500000-4210/6950** | **500000-4210/6950** |
| **STREETS & STREETSCAPES** | | | | | | |
| Rose Drive Reconstruction | | | | | | |
| Orangethorpe Corridor Grade Separations | | | | | | |
| Metrolink Station Environmental Process/Cert | | | | 27,500 | | |
| Citywide Residential Street Rehab Project | | | | | | |
| Valencia Avenue Rehabilitation | | | | | | |
| Richfield Road Widening | | | | | | |
| Pedestrian Accessibility Project Phase II | | | 85,000 | | | |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | | | | |
| | | | | | | |
| **TRAFFIC OPERATIONS** | | | | | | |
| Rose Drive Signal Coordination | | | | | 4,142 | 37,278 |
| Traffic Model and Fee Program | 4,600 | | | | | |
| School Signs Compliance | | | | | | |
| Bastanchury Road Traffic Signalization Coordination Prj | - | | | | | |
| Placentia Avenue Traffic Signalization Coordination Prj | - | | | | | |
| Speed limits Update & Sign Compliance | | | | 9,000 | | |
| Richfield Rd Miraloma Van Buren Traffic Signal Design | | | | | | |
| | | | | | | |
| **TRANSIT** | | | | | | |
| Metrolink Station Pkg Structure & Enhance | | | | | | |
| | | | | | | |
| **SEWER** | | | | | | |
| Lyons Way/Central Avenue Sewer Rehabilitation | | | | | | |
| City Yard Clarifier and Sewer Improvement | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | AB2766 | ASSET SEIZURE | CDBG | CFD | GMA | IIP/SIP |
|---|---|---|---|---|---|---|
| Old Town Sewer Rehabilition | | | | | | |
| Kraemer Blvd Sewer to Yorba Linda Blvd to Sheffield St. | | | | | | |
| | | | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | | | |
| Police Admin & Conference Refurbish | | | | | | |
| ADA Improvements City Facilities | | | | | | |
| Koch Park Roof Replacement | | | | | | |
| EOC Upgrade | | | | 45,000 | | |
| Tynes Gym Window Renovation | | | | | | |
| City Facilities Improvements per Facilities Assessment | | | | | | |
| | | | | | | |
| **PARKS** | | | | | | |
| Park Lighting Upgrades Citywide | | | | 62,000 | | |
| Playground Resurfacing | | | | | | |
| Conceptual Landscape Architectural Designs | | | | | | |
| Neighborhood Park Facility Accessibility Imp Project | | | | | | |
| Tuffree Hill Park Drainage Sidewalk Improvements | | | | | | |
| | | | | | | |
| **TECHNOLOGY** | | | | | | |
| IT and Phone System Upgrades | | | | 16,000 | | |
| Redesign City Website | | | | | | |
| Request Partner Annual Subscription | | | | | | |
| Building Permit Software | | | | | | |
| Public Wifi Access Points City Hall & Powell Building | | | | | | |
| Police Department Detective Laptops | | 31,300 | | | | |
| | | | | | | |
| **VEHICLES AND EQUIPMENT** | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | AB2766 | ASSET SEIZURE | CDBG | CFD | GMA | IIP/SIP |
|---|---|---|---|---|---|---|
| Utility Truck Maintenance Services | | | | | | |
| Mobile Emergency Command Vehicle | | | | 83,035 | | |
| Annual Vehicle Replacement Fund | | | | 59,806 | | |
| Irrigation Software & Controllers | | | | | | |
| OCFA Vehicle Replacement | | | | 138,386 | | |
| | | | | | | |
| **MAJOR STUDIES** | | | | | | |
| Sewer System Master Plan | | | | | | |
| General Plan Update | 8,260 | | | | | |
| Technology Master Plan | | | | 5,000 | | |
| | | | | | | |
| **TOTAL** | **12,860** | **31,300** | **85,000** | **445,727** | **4,142** | **37,278** |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | OCTA SLPP | OCTA COOP | PARK DEVELOP-MENT | PROP 1B | GAS TAX BOND | PEG |
|---|---|---|---|---|---|---|
| **Source of Funds** | **500000-4210/6950** | **500000-4210/6950** | **230000-6950** | **170000-4091/6950** | **520000-6950** | **0044-2041** |
| **STREETS & STREETSCAPES** | | | | | | |
| Rose Drive Reconstruction | | | | | - | |
| Orangethorpe Corridor Grade Separations | | 51,000 | | | | |
| Metrolink Station Environmental Process/Cert | | 27,500 | | | | |
| Citywide Residential Street Rehab Project | | | | 152,431 | 5,119,820 | |
| Valencia Avenue Rehabilitation | 28,000 | | | | | |
| Richfield Road Widening | | | | | 30,000 | |
| Pedestrian Accessibility Project Phase II | | | | | 15,000 | |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | | 100,000 | | |
| | | | | | | |
| **TRAFFIC OPERATIONS** | | | | | | |
| Rose Drive Signal Coordination | | | | | | |
| Traffic Model and Fee Program | | | | | | |
| School Signs Compliance | | | | | | |
| Bastanchury Road Traffic Signalization Coordination Prj | | | | | | |
| Placentia Avenue Traffic Signalization Coordination Prj | | | | | | |
| Speed limits Update & Sign Compliance | | | | | | |
| Richfield Rd Miraloma Van Buren Traffic Signal Design | | | | - | | |
| | | | | | | |
| **TRANSIT** | | | | | | |
| Metrolink Station Pkg Structure & Enhance | | | | | - | |
| | | | | | | |
| **SEWER** | | | | | | |
| Lyons Way/Central Avenue Sewer Rehabilitation | | | | | | |
| City Yard Clarifier and Sewer Improvement | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | OCTA SLPP | OCTA COOP | PARK DEVELOP-MENT | PROP 1B | GAS TAX BOND | PEG |
|---|---|---|---|---|---|---|
| Old Town Sewer Rehabilition | | | | | | |
| Kraemer Blvd Sewer to Yorba Linda Blvd to Sheffield St. | | | | | | |
| | | | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | | | |
| Police Admin & Conference Refurbish | | | | | | |
| ADA Improvements City Facilities | | | | | | |
| Koch Park Roof Replacement | | | | | | |
| EOC Upgrade | | | | | | |
| Tynes Gym Window Renovation | | | | | | |
| City Facilities Improvements per Facilities Assessment | | | | | | |
| | | | | | | |
| **PARKS** | | | | | | |
| Park Lighting Upgrades Citywide | | | 65,936 | | | |
| Playground Resurfacing | | | | | | |
| Conceptual Landscape Architectural Designs | | | | | | |
| Neighborhood Park Facility Accessibility Imp Project | | | | | | |
| Tuffree Hill Park Drainage Sidewalk Improvements | | | | | | |
| | | | | | | |
| **TECHNOLOGY** | | | | | | |
| IT and Phone System Upgrades | | | | | | |
| Redesign City Website | | | | | | |
| Request Partner Annual Subscription | | | | | | |
| Building Permit Software | | | | | | |
| Public Wifi Access Points City Hall & Powell Building | | | | | | |
| Police Department Detective Laptops | | | | | | |
| | | | | | | |
| **VEHICLES AND EQUIPMENT** | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | OCTA SLPP | OCTA COOP | PARK DEVELOP-MENT | PROP 1B | GAS TAX BOND | PEG |
|---|---|---|---|---|---|---|
| Utility Truck Maintenance Services | | | | | | |
| Mobile Emergency Command Vehicle | | | | | | |
| Annual Vehicle Replacement Fund | | | | | | |
| Irrigation Software & Controllers | | | | | | |
| OCFA Vehicle Replacement | | | | | | |
| | | | | | | |
| **MAJOR STUDIES** | | | | | | |
| Sewer System Master Plan | | | | | | |
| General Plan Update | | | | | | |
| Technology Master Plan | | | | | | |
| | | | | | | |
| **TOTAL** | **28,000** | **78,500** | **65,936** | **252,431** | **5,164,820** | **-** |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | Measure M/M2 | EMPG | SR2S | EQUIPMENT REPLACEMENT | SEWER MAINTENANCE |
|---|---|---|---|---|---|
| **Source of Funds** | **180000-6950** | **501515-4205** | **500000-4205/6950** | **4100000 - 6950** | **480000-6950** |
| **STREETS & STREETSCAPES** | | | | | |
| Rose Drive Reconstruction | | | | | |
| Orangethorpe Corridor Grade Separations | | | | | |
| Metrolink Station Environmental Process/Cert | | | | | |
| Citywide Residential Street Rehab Project | 342,522 | | | | |
| Valencia Avenue Rehabilitation | | | | | |
| Richfield Road Widening | | | | | |
| Pedestrian Accessibility Project Phase II | | | | | |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | | | |
| | | | | | |
| **TRAFFIC OPERATIONS** | | | | | |
| Rose Drive Signal Coordination | | | | | |
| Traffic Model and Fee Program | | | | | |
| School Signs Compliance | | | - | | |
| Bastanchury Road Traffic Signalization Coordination Prj | | | | | |
| Placentia Avenue Traffic Signalization Coordination Prj | | | | | |
| Speed limits Update & Sign Compliance | | | | | |
| Richfield Rd Miraloma Van Buren Traffic Signal Design | | | | | |
| | | | | | |
| **TRANSIT** | | | | | |
| Metrolink Station Pkg Structure & Enhance | | | | | |
| | | | | | |
| **SEWER** | | | | | |
| Lyons Way/Central Avenue Sewer Rehabilitation | | | | | |
| City Yard Clarifier and Sewer Improvement | | | | | 132,592 |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | Measure M/M2 | EMPG | SR2S | EQUIPMENT REPLACEMENT | SEWER MAINTENANCE |
|---|---|---|---|---|---|
| Old Town Sewer Rehabilition | | | | | - |
| Kraemer Blvd Sewer to Yorba Linda Blvd to Sheffield St. | | | | | - |
| | | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | | |
| Police Admin & Conference Refurbish | | | | | |
| ADA Improvements City Facilities | | | | | |
| Koch Park Roof Replacement | | | | | |
| EOC Upgrade | | 5,000 | | | |
| Tynes Gym Window Renovation | | | | | |
| City Facilities Improvements per Facilities Assessment | | | | | |
| | | | | | |
| **PARKS** | | | | | |
| Park Lighting Upgrades Citywide | | | | | |
| Playground Resurfacing | | | | | |
| Conceptual Landscape Architectural Designs | | | | | |
| Neighborhood Park Facility Accessibility Imp Project | | | | | |
| Tuffree Hill Park Drainage Sidewalk Improvements | | | | | |
| | | | | | |
| **TECHNOLOGY** | | | | | |
| IT and Phone System Upgrades | | | | | |
| Redesign City Website | | | | | |
| Request Partner Annual Subscription | | | | | |
| Building Permit Software | | | | | |
| Public Wifi Access Points City Hall & Powell Building | | | | | |
| Police Department Detective Laptops | | | | | |
| | | | | | |
| **VEHICLES AND EQUIPMENT** | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | Measure M/M2 | EMPG | SR2S | EQUIPMENT REPLACEMENT | SEWER MAINTENANCE |
|---|---|---|---|---|---|
| Utility Truck Maintenance Services | | | | | |
| Mobile Emergency Command Vehicle | | | | | |
| Annual Vehicle Replacement Fund | | | | | |
| Irrigation Software & Controllers | | | | | |
| OCFA Vehicle Replacement | | | | | |
| | | | | | |
| **MAJOR STUDIES** | | | | | |
| Sewer System Master Plan | | | | | 180,000 |
| General Plan Update | | | | | |
| Technology Master Plan | | | | | |
| | | | | | |
| **TOTAL** | **342,522** | **5,000** | **-** | **-** | **312,592** |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | PRIVATE DEVELOPMENT | TOTAL PROJECT |
|---|---|---|
| **Source of Funds** | **500000-6950** | |
| **STREETS & STREETSCAPES** | | |
| Rose Drive Reconstruction | | - |
| Orangethorpe Corridor Grade Separations | | 51,000 |
| Metrolink Station Environmental Process/Cert | | 55,000 |
| Citywide Residential Street Rehab Project | | 5,614,773 |
| Valencia Avenue Rehabilitation | | 28,000 |
| Richfield Road Widening | | 30,000 |
| Pedestrian Accessibility Project Phase II | | 100,000 |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | 100,000 |
| | | |
| **TRAFFIC OPERATIONS** | | |
| Rose Drive Signal Coordination | | 41,420 |
| Traffic Model and Fee Program | | 4,600 |
| School Signs Compliance | | - |
| Bastanchury Road Traffic Signalization Coordination Prj | | - |
| Placentia Avenue Traffic Signalization Coordination Prj | | - |
| Speed limits Update & Sign Compliance | | 9,000 |
| Richfield Rd Miraloma Van Buren Traffic Signal Design | | - |
| | | |
| **TRANSIT** | | |
| Metrolink Station Pkg Structure & Enhance | | - |
| | | |
| **SEWER** | | |
| Lyons Way/Central Avenue Sewer Rehabilitation | | - |
| City Yard Clarifier and Sewer Improvement | | 132,592 |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | PRIVATE DEVELOPMENT | TOTAL PROJECT |
|---|---|---|
| Old Town Sewer Rehabilition | | - |
| Kraemer Blvd Sewer to Yorba Linda Blvd to Sheffield St. | | - |
| | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | |
| Police Admin & Conference Refurbish | | - |
| ADA Improvements City Facilities | | - |
| Koch Park Roof Replacement | 17,000 | 17,000 |
| EOC Upgrade | | 50,000 |
| Tynes Gym Window Renovation | - | - |
| City Facilities Improvements per Facilities Assessment | | - |
| | | |
| **PARKS** | | |
| Park Lighting Upgrades Citywide | | 127,936 |
| Playground Resurfacing | 9,000 | 9,000 |
| Conceptual Landscape Architectural Designs | 15,928 | 15,928 |
| Neighborhood Park Facility Accessibility Imp Project | - | - |
| Tuffree Hill Park Drainage Sidewalk Improvements | - | - |
| | | |
| **TECHNOLOGY** | | |
| IT and Phone System Upgrades | | 16,000 |
| Redesign City Website | | - |
| Request Partner Annual Subscription | | - |
| Building Permit Software | | - |
| Public Wifi Access Points City Hall & Powell Building | | - |
| Police Department Detective Laptops | | 31,300 |
| | | |
| **VEHICLES AND EQUIPMENT** | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2012-13 (ESTIMATE)

| PROJECT | PRIVATE DEVELOPMENT | TOTAL PROJECT |
|---|---|---|
| Utility Truck Maintenance Services | | - |
| Mobile Emergency Command Vehicle | | 83,035 |
| Annual Vehicle Replacement Fund | | 59,806 |
| Irrigation Software & Controllers | | - |
| OCFA Vehicle Replacement | | 138,386 |
| | | |
| **MAJOR STUDIES** | | |
| Sewer System Master Plan | | 180,000 |
| General Plan Update | | 8,260 |
| Technology Master Plan | | 5,000 |
| | | |
| **TOTAL** | **41,928** | **6,908,036** |

# CITY OF PLACENTIA
# CIP BUDGET
# FISCAL YEAR 2013-14

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | AB2766 | ASSET SEIZURE | CFD | OCTA SLPP | OCTA COOP | GAS TAX |
|---|---|---|---|---|---|---|
| **Source of Funds** | **190000-6950** | **213000-6950** | **503901-6950** | **500000-4210/6950** | **500000-4210/6950** | **170000-4205/6950** |
| **STREETS, CURB & GUTTER** | | | | | | |
| Orangethorpe Corridor Grade Separations | | | | | 277,000 | |
| Metrolink Station Environmental Process/Cert | | | | | 25,000 | |
| Valencia Avenue Rehabilitation | | | | 318,000 | | |
| Richfield Road Widening | | | | | 227,000 | |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | | 94,835 | | |
| Bastanchury Road Rehabilitation | | | | | | |
| Golden Avenue Bridge Design and Rehabilitation | | | 55,000 | | | |
| East Madison @ Kraemer Blvd Median Improvements | | | 25,000 | | | |
| Rose Drive Rehabilitation - North Imperial Hwy (YL) | | | | | | |
| Catch Basin Filters Citywide | | | | | | |
| Pedestrian Accessiblity Project Phase II | | | | | | 54,500 |
| | | | | | | |
| **TRAFFIC OPERATIONS** | | | | | | |
| Rose Drive Signal Coordination | 20,000 | | | | | |
| School Signs Compliance | | | 22,500 | | | |
| Bastanchury Road Traffic Signalization Coordination Prj | 32,980 | | | | | |
| Placentia Avenue Traffic Signalization Coordination Prj | 43,200 | | | | | |
| Speed limits Update & Sign Compliance | | | 9,000 | | | |
| Richfield Road at Orchard Drive Traffic Signal | | | | | 172,500 | |
| | | | | | | |
| **TRANSIT/PARKING FACILITES** | | | | | | |
| | | | | | | |
| | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | AB2766 | ASSET SEIZURE | CFD | OCTA SLPP | OCTA COOP | GAS TAX |
|---|---|---|---|---|---|---|
| **SEWER** | | | | | | |
| City Yard Clarifier and Sewer Improvement | | | | | | |
| Old Town Sewer Rehabilition | | | | | | |
| Kraemer Blvd Sewer - New Castle Drive | | | | | | |
| | | | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | | | |
| Police Admin & Conference Refurbish | | 50,000 | | | | |
| Koch Park Roof Replacement | | | | | | |
| EOC Upgrade | | | 195,000 | | | |
| Tynes Gym Window Renovation | | | | | | |
| City Facilities Improvements per Facilities Assessment | | | 250,000 | | | |
| Plan Room Renovation | | | | | | |
| Council Chambers Remodel | | | 100,000 | | | |
| Police Department Men's and Supervisor's Locker Room Renovation | | 150,000 | | | | |
| Kramer Middle School Athletic Field Lighting Repairs | | | | | | |
| | | | | | | |
| **PARKS** | | | | | | |
| Playground Resurfacing | | | | | | |
| | | | | | | |
| **TECHNOLOGY** | | | | | | |
| IT and Phone System Upgrades | | | 16,000 | | | |
| Building Permit Software | | | | | | |
| Public Wifi Access Points City Hall & Powell Building | | | 6,000 | | | |
| Metrolink Station & City Survelliance Cameras | | | | | 750,000 | |
| Mobile Data Computers (MDC) Upgrade | | 36,000 | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | AB2766 | ASSET SEIZURE | CFD | OCTA SLPP | OCTA COOP | GAS TAX |
|---|---|---|---|---|---|---|
| Digital Information Management System (DIMS) Police | | 37,000 | | | | |
| City Boundry Map Book | | | 20,000 | | | |
| Storm Drain GIS Layer | | | | | | |
| Citywide IT Operating System Upgrade and Expansion | | | 16,500 | | | |
| IT Server Virtualization | | | 16,500 | | | |
| Computer Replacement Plan | | | 17,000 | | | |
| Microfiche to Digital | | | | | | |
| Police iPads | | | 5,000 | | | |
| Facilities Management and Recreation Activity Software | | | 10,000 | | | |
| | | | | | | |
| **VEHICLES AND EQUIPMENT** | | | | | | |
| Mobile Emergency Command Vehicle | | | 83,035 | | | |
| Annual Vehicle Replacement Fund | | | 90,000 | | | |
| Irrigation Software & Controllers | | | 50,000 | | | |
| OCFA Vehicle Replacement | | | 142,600 | | | |
| | | | | | | |
| **MAJOR STUDIES** | | | | | | |
| Sewer System Master Plan | | | | | | |
| General Plan Update | | | | | | |
| | | | | | | |
| | | | | | | |
| **TOTAL** | **96,180** | **273,000** | **1,129,135** | **412,835** | **1,451,500** | **54,500** |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | PARK DEVELOP-MENT | CDBG | PEG | Measure M/M2 | EMPG | SR2S |
|---|---|---|---|---|---|---|
| **Source of Funds** | **230000-6950** | **500000-4201/6950** | **0044-2041** | **180000-6950** | **501515-4205** | **500000-4205/6950** |
| **STREETS, CURB & GUTTER** | | | | | | |
| Orangethorpe Corridor Grade Separations | | | | | | |
| Metrolink Station Environmental Process/Cert | | | | | | |
| Valencia Avenue Rehabilitation | | | | 382,000 | | |
| Richfield Road Widening | | | | | | |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | | 94,835 | | |
| Bastanchury Road Rehabilitation | | | | | | |
| Golden Avenue Bridge Design and Rehabilitation | | | | | | |
| East Madison @ Kraemer Blvd Median Improvements | | | | | | |
| Rose Drive Rehabilitation - North Imperial Hwy (YL) | | | | 12,000 | | |
| Catch Basin Filters Citywide | | | | 41,250 | | |
| Pedestrian Accessiblity Project Phase II | | 147,500 | | | | |
| | | | | | | |
| **TRAFFIC OPERATIONS** | | | | | | |
| Rose Drive Signal Coordination | | | | | | |
| School Signs Compliance | | | | | | 262,500 |
| Bastanchury Road Traffic Signalization Coordination Prj | | | | | | |
| Placentia Avenue Traffic Signalization Coordination Prj | | | | | | |
| Speed limits Update & Sign Compliance | | | | | | |
| Richfield Road at Orchard Drive Traffic Signal | | | | | | |
| | | | | | | |
| **TRANSIT/PARKING FACILITES** | | | | | | |
| | | | | | | |
| | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | PARK DEVELOP-MENT | CDBG | PEG | Measure M/M2 | EMPG | SR2S |
|---|---|---|---|---|---|---|
| **SEWER** | | | | | | |
| City Yard Clarifier and Sewer Improvement | | | | | | |
| Old Town Sewer Rehabilition | | | | | | |
| Kraemer Blvd Sewer - New Castle Drive | | | | | | |
| | | | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | | | |
| Police Admin & Conference Refurbish | | | | | | |
| Koch Park Roof Replacement | 30,000 | | | | | |
| EOC Upgrade | | | | | 5,000 | |
| Tynes Gym Window Renovation | 7,500 | | | | | |
| City Facilities Improvements per Facilities Assessment | | | | | | |
| Plan Room Renovation | | | | | | |
| Council Chambers Remodel | | | 150,000 | | | |
| Police Department Men's and Supervisor's Locker Room Renovation | | | | | | |
| Kramer Middle School Athletic Field Lighting Repairs | | | | | | |
| | | | | | | |
| **PARKS** | | | | | | |
| Playground Resurfacing | 11,000 | | | | | |
| | | | | | | |
| **TECHNOLOGY** | | | | | | |
| IT and Phone System Upgrades | | | | | | |
| Building Permit Software | | | | | | |
| Public Wifi Access Points City Hall & Powell Building | | | | | | |
| Metrolink Station & City Survelliance Cameras | | | | | | |
| Mobile Data Computers (MDC) Upgrade | | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | PARK DEVELOP-MENT | CDBG | PEG | Measure M/M2 | EMPG | SR2S |
|---|---|---|---|---|---|---|
| Digital Information Management System (DIMS) Police | | | | | | |
| City Boundry Map Book | | | | | | |
| Storm Drain GIS Layer | | | | | | |
| Citywide IT Operating System Upgrade and Expansion | | | | | | |
| IT Server Virtualization | | | | | | |
| Computer Replacement Plan | | | | | | |
| Microfiche to Digital | | | | | | |
| Police iPads | | | | | | |
| Facilities Management and Recreation Activity Software | | | | | | |
| | | | | | | |
| **VEHICLES AND EQUIPMENT** | | | | | | |
| Mobile Emergency Command Vehicle | | | | | | |
| Annual Vehicle Replacement Fund | | | | | | |
| Irrigation Software & Controllers | | | | | | |
| OCFA Vehicle Replacement | | | | | | |
| | | | | | | |
| **MAJOR STUDIES** | | | | | | |
| Sewer System Master Plan | | | | | | |
| General Plan Update | | | | | | |
| | | | | | | |
| | | | | | | |
| **TOTAL** | **48,500** | **147,500** | **150,000** | **530,085** | **5,000** | **262,500** |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | STATE - RAC | STATE - RELEAF | STATE - USED OIL RECYCLING | EQUIPMENT REPLACEMENT | SEWER MAINTENANCE |
|---|---|---|---|---|---|
| **Source of Funds** | **500000-4205** | **500000-4205** | **500000-4205** | **4100000 - 6950** | **480000-6950** |
| **STREETS, CURB & GUTTER** | | | | | |
| Orangethorpe Corridor Grade Separations | | | | | |
| Metrolink Station Environmental Process/Cert | | | | | |
| Valencia Avenue Rehabilitation | | | | | |
| Richfield Road Widening | | | | | |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | | | |
| Bastanchury Road Rehabilitation | 250,000 | | | | |
| Golden Avenue Bridge Design and Rehabilitation | | | | | |
| East Madison @ Kraemer Blvd Median Improvements | | 25,000 | | | |
| Rose Drive Rehabilitation - North Imperial Hwy (YL) | | | | | |
| Catch Basin Filters Citywide | | | 13,750 | | |
| Pedestrian Accessiblity Project Phase II | | | | | |
| | | | | | |
| **TRAFFIC OPERATIONS** | | | | | |
| Rose Drive Signal Coordination | | | | | |
| School Signs Compliance | | | | | |
| Bastanchury Road Traffic Signalization Coordination Prj | | | | | |
| Placentia Avenue Traffic Signalization Coordination Prj | | | | | |
| Speed limits Update & Sign Compliance | | | | | |
| Richfield Road at Orchard Drive Traffic Signal | | | | | |
| | | | | | |
| **TRANSIT/PARKING FACILITES** | | | | | |
| | | | | | |
| | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | STATE - RAC | STATE - RELEAF | STATE - USED OIL RECYCLING | EQUIPMENT REPLACEMENT | SEWER MAINTENANCE |
|---|---|---|---|---|---|
| **SEWER** | | | | | |
| City Yard Clarifier and Sewer Improvement | | | | | 50,000 |
| Old Town Sewer Rehabilition | | | | | 40,000 |
| Kraemer Blvd Sewer - New Castle Drive | | | | | 75,000 |
| | | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | | |
| Police Admin & Conference Refurbish | | | | | |
| Koch Park Roof Replacement | | | | | |
| EOC Upgrade | | | | | |
| Tynes Gym Window Renovation | | | | | |
| City Facilities Improvements per Facilities Assessment | | | | | |
| Plan Room Renovation | | | | | |
| Council Chambers Remodel | | | | | |
| Police Department Men's and Supervisor's Locker Room Renovation | | | | | |
| Kramer Middle School Athletic Field Lighting Repairs | | | | | |
| | | | | | |
| **PARKS** | | | | | |
| Playground Resurfacing | | | | | |
| | | | | | |
| **TECHNOLOGY** | | | | | |
| IT and Phone System Upgrades | | | | | |
| Building Permit Software | | | | | |
| Public Wifi Access Points City Hall & Powell Building | | | | | |
| Metrolink Station & City Survelliance Cameras | | | | | |
| Mobile Data Computers (MDC) Upgrade | | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | STATE - RAC | STATE - RELEAF | STATE - USED OIL RECYCLING | EQUIPMENT REPLACEMENT | SEWER MAINTENANCE |
|---|---|---|---|---|---|
| Digital Information Management System (DIMS) Police | | | | | |
| City Boundry Map Book | | | | | |
| Storm Drain GIS Layer | | | | | 50,000 |
| Citywide IT Operating System Upgrade and Expansion | | | | | |
| IT Server Virtualization | | | | | |
| Computer Replacement Plan | | | | | |
| Microfiche to Digital | | | | | |
| Police iPads | | | | | |
| Facilities Management and Recreation Activity Software | | | | | |
| | | | | | |
| **VEHICLES AND EQUIPMENT** | | | | | |
| Mobile Emergency Command Vehicle | | | | | |
| Annual Vehicle Replacement Fund | | | | 10,000 | |
| Irrigation Software & Controllers | | | | | |
| OCFA Vehicle Replacement | | | | | |
| | | | | | |
| **MAJOR STUDIES** | | | | | |
| Sewer System Master Plan | | | | | 180,000 |
| General Plan Update | | | | | |
| | | | | | |
| | | | | | |
| **TOTAL** | **250,000** | **25,000** | **13,750** | **10,000** | **395,000** |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | TECHNOLOGY FEE | GENERAL PLAN UPDATE FEE | PRIVATE DEVELOPMENT | TOTAL PROJECT |
|---|---|---|---|---|
| **Source of Funds** | **100000-6950** | **100000-6950** | **500000-6950** | |
| **STREETS, CURB & GUTTER** | | | | |
| Orangethorpe Corridor Grade Separations | | | | 277,000 |
| Metrolink Station Environmental Process/Cert | | | | 25,000 |
| Valencia Avenue Rehabilitation | | | | 700,000 |
| Richfield Road Widening | | | 42,000 | 269,000 |
| Rose Drive Yorba Linda Blvd Intersection Imp Project | | | 42,330 | 232,000 |
| Bastanchury Road Rehabilitation | | | 350,000 | 600,000 |
| Golden Avenue Bridge Design and Rehabilitation | | | 125,000 | 180,000 |
| East Madison @ Kraemer Blvd Median Improvements | | | | 50,000 |
| Rose Drive Rehabilitation - North Imperial Hwy (YL) | | | | 12,000 |
| Catch Basin Filters Citywide | | | | 55,000 |
| Pedestrian Accessiblity Project Phase II | | | | 202,000 |
| | | | | |
| **TRAFFIC OPERATIONS** | | | | |
| Rose Drive Signal Coordination | | | | 20,000 |
| School Signs Compliance | | | | 285,000 |
| Bastanchury Road Traffic Signalization Coordination Prj | | | | 32,980 |
| Placentia Avenue Traffic Signalization Coordination Prj | | | | 43,200 |
| Speed limits Update & Sign Compliance | | | | 9,000 |
| Richfield Road at Orchard Drive Traffic Signal | | | 57,500 | 230,000 |
| | | | | |
| **TRANSIT/PARKING FACILITES** | | | | |
| | | | | |
| | | | | |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | TECHNOLOGY FEE | GENERAL PLAN UPDATE FEE | PRIVATE DEVELOPMENT | TOTAL PROJECT |
|---|---|---|---|---|
| **SEWER** | | | | |
| City Yard Clarifier and Sewer Improvement | | | | 50,000 |
| Old Town Sewer Rehabilition | | | | 40,000 |
| Kraemer Blvd Sewer - New Castle Drive | | | | 75,000 |
| | | | | |
| **MUNICIPAL BUILDINGS & FACILITIES** | | | | |
| Police Admin & Conference Refurbish | | | | 50,000 |
| Koch Park Roof Replacement | | | | 30,000 |
| EOC Upgrade | | | | 200,000 |
| Tynes Gym Window Renovation | | | | 7,500 |
| City Facilities Improvements per Facilities Assessment | | | | 250,000 |
| Plan Room Renovation | 8,000 | | | 8,000 |
| Council Chambers Remodel | | | | 250,000 |
| Police Department Men's and Supervisor's Locker Room Renovation | | | | 150,000 |
| Kramer Middle School Athletic Field Lighting Repairs | | | 35,000 | 35,000 |
| | | | | |
| **PARKS** | | | | |
| Playground Resurfacing | | | | 11,000 |
| | | | | |
| **TECHNOLOGY** | | | | |
| IT and Phone System Upgrades | | | | 16,000 |
| Building Permit Software | 75,000 | | | 75,000 |
| Public Wifi Access Points City Hall & Powell Building | | | | 6,000 |
| Metrolink Station & City Survelliance Cameras | | | | 750,000 |
| Mobile Data Computers (MDC) Upgrade | | | | 36,000 |

# CITY OF PLACENTIA
# CAPITAL IMPROVEMENT PROGRAM
# FISCAL YEAR 2013-14 (BUDGET)

| PROJECT | TECHNOLOGY FEE | GENERAL PLAN UPDATE FEE | PRIVATE DEVELOPMENT | TOTAL PROJECT |
|---|---|---|---|---|
| Digital Information Management System (DIMS) Police | | | | 37,000 |
| City Boundry Map Book | | | | 20,000 |
| Storm Drain GIS Layer | | | | 50,000 |
| Citywide IT Operating System Upgrade and Expansion | | | | 16,500 |
| IT Server Virtualization | | | | 16,500 |
| Computer Replacement Plan | | | | 17,000 |
| Microfiche to Digital | 7,000 | | | 7,000 |
| Police iPads | | | | 5,000 |
| Facilities Management and Recreation Activity Software | | | | 10,000 |
| | | | | |
| **VEHICLES AND EQUIPMENT** | | | | |
| Mobile Emergency Command Vehicle | | | | 83,035 |
| Annual Vehicle Replacement Fund | | | | 100,000 |
| Irrigation Software & Controllers | | | | 50,000 |
| OCFA Vehicle Replacement | | | | 142,600 |
| | | | | |
| **MAJOR STUDIES** | | | | |
| Sewer System Master Plan | | | | 180,000 |
| General Plan Update | | 250,000 | | 250,000 |
| | | | | |
| | | | | |
| **TOTAL** | **90,000** | **250,000** | **651,830** | **6,246,315** |

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC WORKS
## INFORMATION TECHNOLOGY
## 333523

| | | CITY CAPITAL PROJECTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | SALARIES AND BENEFITS | | | | | |
| | | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **-** | **-** | **-** | **-** | **-** |
| | | CAPTIAL OUTALY | | | | | |
| 6017 | 61087 | Technology Master Plan | 80,314 | 15,000 | 15,000 | 5,000 | - |
| 6840 | 30016 | IT and Phone System Upgrades | 67,740 | 17,000 | 17,000 | 16,000 | 16,000 |
| 6840 | 30023 | Police Detective Computers | - | 20,000 | 20,000 | 31,300 | - |
| 6899 | 30014 | Redesign City Website | - | 16,525 | 16,525 | - | - |
| 6899 | 30017 | Building Permit Software | - | 45,000 | 45,000 | - | 75,000 |
| 6899 | 30019 | Public WiFi Access Pts - City Hall/Powell | - | 6,000 | 6,000 | - | 6,000 |
| 6899 | 30020 | Request Partner Annual Subscription | - | 6,600 | 6,600 | - | - |
| 6899 | | Other Capital Outlay | 103,423 | - | - | - | - |
| 6840 | 30033 | Metrolink & City Survelliance Cameras | - | - | | - | 750,000 |
| 6840 | 30034 | Mobile Data Computer Upgrade | - | - | | - | 36,000 |
| 6840 | 30024 | Digital Info Management System (DIMS) | - | - | | - | 37,000 |
| 6365 | 30025 | City Boundary Map Book | - | - | | - | 20,000 |
| 6365 | 30026 | Storm Drain GIS Layer | - | - | | - | 50,000 |
| 6840 | 30027 | Citywide IT Operating System Upgrade | - | - | | - | 16,500 |
| 6840 | 30028 | IT Server Virutalization | - | - | | - | 16,500 |
| 6840 | 30029 | Computer Replacement Plan | - | - | | - | 17,000 |
| 6099 | 30030 | Microfiche to Digital | - | - | | - | 7,000 |
| 6840 | 30031 | Police Department iPads | - | - | | - | 5,000 |
| 6365 | 30032 | Facility Mgmt & Rec Activity Software | - | - | - | - | 10,000 |
| | | **TOTAL CAPITAL OUTLAY** | **251,477** | **126,125** | **126,125** | **52,300** | **1,062,000** |
| | | **GRAND TOTAL** | **251,477** | **126,125** | **126,125** | **52,300** | **1,062,000** |

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**INFORMATION TECHNOLOGY**

**CITY CAPITAL PROJECTS**
**DIVISION 333523**

## CAPITAL OUTLAY:

6840 IT and Phone System Upgrade Phase II
Provides funds to update the phone and network systems for redundancy and for emergency failover.

6899 Building Permit Software
The software will provide Development Services the opportunity to centralize information, and the ability to issue and track permits and licenses.

6899 Public WiFi Access Points
Provides funds for the installation of hardware components, software, and annual service cost for WiFi at City Hall and the Edwin T. Powell Building.

6840 Metrolink & City Surveillance Cameras
Provides funds for surveillance cameras located at the Metrolink Station and throughout the City.

6840 Mobile Data Computer Upgrade
Provide funds for upgrading and replacing the mobile data computers (MDC's) in police vehicles.

6840 Digital Info Management System (DIMS)
Provide funds for a DIMS digital evidence collection and management system for the Investigations Division of the Police Depatment.

6365 City Boundary Map Book
Provide funds for a map that accurately displays the City boundaries.

6365 Storm Drain GIS Layer
Provide funds for a GIS layer that will allow immediate access to storm drain atlas maps. Identifying these locations is critical for response to sewer spills and illegal dumping.

6840 Citywide IT Operating System Upgrade
Provide funds for Windows 7 upgrades for 100 workstations. This project will also provide Server 2012 licenses to upgrade old server software.

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**INFORMATION TECHNOLOGY**

**CITY CAPITAL PROJECTS**
**DIVISION 333523**

**CAPITAL OUTLAY: (continued)**

6840 IT Server Virtualization
Provides funds to virtualize physical servers that are at the end of their useful life.

6840 Computer Replacement Plan
Provides funds to purchase new computers.

6099 Microfiche to Digital
Provides funds to convert microfiche, microfilm, and hard copies to a digital format.

6840 Police Department iPads
Provides funds to purchase new iPads.

6365 Facility Mgmt & Rec Activity Software
Provides funds to purchase software to manage recreation classes and facility rentals through the Community Services Department.

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC WORKS
## STREET/CURB/GUTTER
## 333552

| | | CITY CAPITAL PROJECTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | CAPTIAL OUTALY | | | | | |
| 6130 | 20018 | Repair & Maintenance Facilities | 12,510 | - | - | - | - |
| 6013 | 61004 | Madison Avenue at Bradford Avenue | 1,104 | - | - | - | - |
| 6015 | 61004 | Madison Avenue at Bradford Avenue | 576,396 | - | - | - | - |
| 6120 | 61004 | Madison Avenue at Bradford Avenue | | | | | - |
| 6185 | | Construction Services | 532,185 | | | - | - |
| 6185 | 61016 | Rose Drive Reconstruction | - | 100,000 | 100,000 | - | - |
| 6015 | 61018 | Metrolink Station Pkg Structure & Enhance | - | 250,000 | 250,000 | - | - |
| 6185 | 61020 | Richfield Road Widening | - | 299,000 | 299,000 | 30,000 | 269,000 |
| 6185 | 61032 | Bastachury Road Rehabilitation | - | - | - | - | 600,000 |
| 6185 | 61034 | Valencia Avenue Rehabilitation | - | 650,000 | 650,000 | 28,000 | 700,000 |
| 6015 | 61036 | Traffic Model and Fee Program | - | 50,000 | 50,000 | 4,600 | - |
| 6015 | 61056 | Orangethorpe Corridor Grade Separations | - | 290,000 | 290,000 | 51,000 | 277,000 |
| | | Miraloma Ave @ Van Buren Trf Signals | - | 50,000 | 50,000 | - | - |
| 6017 | 61086 | General Plan Update | - | 50,000 | 50,000 | 8,260 | 250,000 |
| 6015 | 61088 | Metrolink Station Environ Proc/Certification | - | 75,000 | 75,000 | 55,000 | 25,000 |
| 6185 | 61089 | Citywide Traffic Signal Sys Battery Backup | - | - | - | - | - |
| 6185 | 61095 | Rose Drive Yorba Linda Blvd Instersection Imp | - | 300,000 | 300,000 | 100,000 | 232,000 |
| 6185 | 61096 | Bastanchury Road Signal Coordination | - | 32,980 | 32,980 | - | 32,980 |
| 6185 | 61097 | Rose Drive Traffic Signalization Coord | - | - | - | - | 20,000 |
| 6185 | 61098 | Placentia Avenue Signal Coordination | - | 43,200 | 43,200 | - | 43,200 |
| 6185 | 61102 | Pedestrian Accessibility Project Phase II | - | 347,500 | 347,500 | 100,000 | 202,000 |
| 6185 | 61105 | Citywide Residential Street Rehab | - | 4,000,000 | 4,000,000 | 5,614,773 | - |
| 6185 | 61114 | School Signs Compliance | - | 325,000 | 325,000 | - | 285,000 |
| 6185 | 61115 | Speed Limits Update & Signal Comp | - | 18,000 | 18,000 | 9,000 | 9,000 |
| 6185 | 61116 | Golden Avenue Bridge Design and Rehab | - | - | - | - | 180,000 |
| 6185 | 61117 | Richfield Road @ Orchard Drive Trf Sig | - | - | - | - | 230,000 |
| 6185 | 61118 | East Madison Ave @ Kraemer Blvd Med | - | - | - | - | 50,000 |
| 6185 | 61119 | Rose Drive Rehab - N Imperial Hwy | - | - | - | - | 12,000 |
| 6185 | 68001 | Rose Drive Signal Coordination | - | 93,000 | 93,000 | 41,420 | - |
| | | **TOTAL CAPITAL OUTLAY** | **1,122,195** | **6,973,680** | **6,973,680** | **6,042,053** | **3,417,180** |
| | | **GRAND TOTAL** | **1,122,195** | **6,973,680** | **6,973,680** | **6,042,053** | **3,417,180** |

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**STREET/CURB/GUTTER**

## CITY CAPITAL PROJECTS
### DIVISION 333552

**CAPITAL OUTLAY:**

6185 Richfield Road Widening
Provides funds to widen the Richfield Road Bridge over the Atwood Channel to provide two through lanes in each direction, northbound and southbound.

6185 Bastanchury Road Rehab
Provides funds to rehabilitate Bastanchury Road from the west City boundary to the east City boundary.

6185 Valencia Avenue Rehabilitation
Provides funds to rehabilitate Valencia Avenue from Yorba Linda Boulevard to the north City limits. The project includes pavement reconstruction, grinding and rubberized asphalt overlay, sidewalk and ADA curb ramps.

6015 Orangethorpe Corridor Grade Separations
Provides funds to construct five grade separations at existing at-grade rail crossings within the Orangethorpe railroad corridor. The grade separations are located at Placentia, Kraemer, Orangethorpe, Rose and Lakeview.

6017 General Plan Update
Provides funds to update the General Plan every 5 to 7 years, which is required by California State law.

6015 Metrolink Station Environment Process/Certification
Provides funds for the CEQA update and NEPA certification to apply for state and federal grants.

6185 Rose Drive Yorba Linda Boulevard Intersection Improvements
Provides funds to provide an exclusive right turn pocket on the northbound Rose approach including street widening, curb, gutter, sidewalk and appurtenant improvements.

6185 Bastanchury Road Signal Coordination
Provides funds for approximately 27 traffic signals along Bastanchury Road.

6185 Placentia Avenue Signal Coordination
Provides funds for approximately 19 traffic signals along Placentia Ave.

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**STREET/CURB/GUTTER**

## CITY CAPITAL PROJECTS
### DIVISION 333552

6185 Pedestrian Accessibility Project Phase II
Provides funds for the second phase to achieve accessible and ADA compliant streets and sidewalks citywide.

6185 School Signs Compliance
Provides funds for upgrade (replacement of) existing school signs at 17 schools in Placentia, including a study to review the existing signs and prepare plans for the upgraded signs for each school.

6185 Speed Limits Update & Signal Compliance
Provides funds to conduct an Engineering and Traffic Survey (E&TS) to update the speed limits citywide.

6185 Rose Drive Signal Coordination
Provides funds for the re-timing and coordination of all traffic signals, installation of video detection and upgrade of traffic signal controllers on Rose Drive from Orangethorpe Avenue to Yorba Linda Boulevard.

6185 Golden Avenue Bridge Design and Rehab
Provides funds for preliminary engineering for the demolition and replacement of the Golden Avenue bridge structure over Carbon Canyon Channel.

6185 Richfield Road @ Orchard Drive Traffic Signal
Provides funds for installation of a traffic signal at the intersection to facilitate safe and efficient movement of motor vehicles.

6185 East Madison Ave @ Kraemer Blvd Median Improvements
Provides funds for installation and construction of a median at the intersection.

6185 Rose Drive Rehab – N. Imperial Hwy
Provides funds for reconstruction of Rose Drive north of Imperial Highway to the north City boundary.

# Annual Budget
# Fiscal Year 2013-14

## PUBLIC WORKS
## FACILITIES
## 333554

| | | CITY CAPITAL PROJECTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **-** | **-** | **-** | **-** | **-** |
| | | CAPTIAL OUTLAY | | | | | |
| 6185 | 61042 | ADA Improv City Facilities and Parks | - | 100,000 | 100,000 | - | - |
| 6185 | 61091 | Koch Park Roof Replacement | - | 30,000 | 30,000 | 17,000 | 30,000 |
| 6185 | 61092 | Police Facility Refurbishment Project | - | 50,000 | 50,000 | - | 50,000 |
| 6185 | 61093 | EOC Upgrade | - | 55,000 | 55,000 | 50,000 | 200,000 |
| 6185 | 61103 | Tynes Gym Window Renovation | - | 7,500 | 7,500 | - | 7,500 |
| 6185 | 61111 | City Facilities Improv per Facility Assmt | - | 250,000 | 250,000 | - | 250,000 |
| 6185 | 61123 | Plan Room Renovation | - | - | - | - | 8,000 |
| 6185 | 61124 | City Council Chambers Remodel | - | - | - | - | 250,000 |
| 6185 | 61125 | Poice Dept Men/Supv Locker Room Ref | - | - | - | - | 150,000 |
| 6015 | | Facilities Master Plan | - | - | - | - | - |
| 6015 | | Engineering Services | 10,571 | - | - | - | - |
| 6017 | | Special Studies | 4,900 | - | - | - | - |
| 6099 | | Other Professional Services | 20,031 | - | - | - | - |
| 6105 | | Custodial | (344) | - | - | - | - |
| 6185 | | Construction Services | 799,618 | - | - | - | |
| 6355 | | Small Furniture & Fixture | 6,000 | - | - | - | |
| | | **TOTAL CAPITAL OUTLAY** | **840,776** | **492,500** | **492,500** | **67,000** | **945,500** |
| | | **GRAND TOTAL** | **840,776** | **492,500** | **492,500** | **67,000** | **945,500** |

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**FACILITIES**

## CITY CAPITAL PROJECTS
### DIVISION 333554

### CAPITAL OUTLAY:

6185 Koch Park Roof Replacement
Provides funds to replace the roof at Koch Park Community Center and will repair damage caused by leaking.

6185 Police Facility Refurbishment Project
Provides funds to refurbish the Police Administration Office and Conference Area.

6185 EOC Upgrade
Provides funds to upgrade the Emergency Operations Center to include state of the art technology and reorganization to provide more efficient use of the limited space that currently exists.

6185 Tynes Gym Window Renovation
Provides funds to install a translucent covering on the windows to diffuse direct sunlight into the gymnasium.

6185 City Facilities Improvement per Facility Assessment
Provides funds to update facility deficiencies identified in the Facility Condition Assessment report.

6185 Plan Room Renovation
Provides funds for renovation of the Building Division's plan room for easy access and storage of plans.

6185 City Council Chambers Remodel
Provides funds for remodeling and upgrading the City Council Chambers. This will provide a more efficient, technology current, and safe facility.

6185 Police Department Men's/Supervisor Locker Room Refurbishment
Provides funds for refurbishment and locker replacement of the police men's locker room and the supervisor's locker room.

# Annual Budget
# Fiscal Year 2013-14

**PUBLIC WORKS**
**PARKS**
**333555**

| | | CITY CAPITAL PROJECTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | SALARIES AND BENEFITS | | | | | |
| | | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| | | CAPTIAL OUTLAY | | | | | |
| 6015 | 61047 | Park Lighting Upgrades Citywide | 11,347 | - | - | - | - |
| 6185 | 61047 | Park Lighting Upgrades Citywide | - | 40,000 | 40,000 | 127,936 | - |
| 6185 | 61048 | Youth Sports Automated Lighting | | | | - | - |
| | | System Construction Services | 563,476 | | | - | - |
| 6015 | 61049 | Kraemer Memorial Park Restroom Renov | - | - | - | - | - |
| 6185 | 61049 | Kraemer Memorial Park Restroom Renov | - | | | - | - |
| 6185 | 61050 | Tuffree Park Perimeter Safety Fence | - | - | - | - | - |
| 6185 | 61076 | Playground Resurfacing City-Wide | - | 11,000 | 11,000 | 9,000 | 11,000 |
| 6185 | 61077 | Kraemer Park Renovation and Amenities | - | - | - | - | - |
| 6185 | 61079 | Renovate Tynes Gym Renovation | - | - | - | - | - |
| 6185 | 61094 | Parque De Los Ninos Improvements | - | - | - | - | - |
| 6185 | 61095 | McFadden Park Improvements | - | - | - | - | - |
| 6185 | 61096 | Santa Fe Park Improvements | - | - | - | - | - |
| 6185 | 61097 | La Placita Parkette | - | - | - | - | - |
| 6185 | 61098 | Jaycee Parkette | - | - | - | - | - |
| 6185 | 61099 | Conceptual Landscape Architectural Design | - | 21,500 | 21,500 | 15,928 | - |
| 6185 | 61101 | Tuffree Hill Park Drainage/Sidewalk Impr | - | 50,000 | 50,000 | - | - |
| 6185 | 61103 | Tynes Gym Window Renovation | - | - | - | - | - |
| 6185 | 61109 | Neighborhood Park Fac Access Improv | - | 270,500 | 270,500 | - | - |
| 6185 | | Kraemer Middle School Athletic Field Lts | - | - | - | - | 35,000 |
| | | **TOTAL CAPITAL OUTLAY** | **574,823** | **393,000** | **393,000** | **152,864** | **46,000** |
| | | **GRAND TOTAL** | **574,823** | **393,000** | **393,000** | **152,864** | **46,000** |

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**PARKS**

## CITY CAPITAL PROJECTS
## DIVISION 333555

### CAPITAL OUTLAY:

6185 Playground Resurfacing Citywide
Provides funds to repair sections of damaged surfacing at various sites and not replace the entire rubberized surface area.

6185 Kraemer Middle School Athletic Field Lights
Provides funds for new athletic lights at Kraemer Middle School. A collaborative effort between the City, the Placentia Yorba Linda Unified School District, and local sports teams will fund this project.

# Annual Budget
# Fiscal Year 2013-14

**PUBLIC WORKS**
**SEWERS**
**333556**

| | | CITY CAPITAL PROJECTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | SALARIES AND BENEFITS | | | | | |
| | | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **-** | **-** | **-** | **-** | **-** |
| | | CAPTIAL OUTLAY | | | | | |
| 6013 | 61026 | City Yard Clarifier and Sewer Improvement | 31,391 | - | - | - | - |
| 6015 | 61026 | City Yard Clarifier and Sewer Improvement | 1,180 | - | - | 3,956 | - |
| 6185 | 61026 | City Yard Clarifier and Sewer Improvement | - | 215,000 | 215,000 | 128,636 | - |
| 6185 | 61028 | Old Town Sewer Rehabilitation | - | 40,000 | 40,000 | - | 40,000 |
| 6185 | 61030 | Kraemer Sewer to Yorba Linda to Sheffield | - | 25,000 | 25,000 | - | 75,000 |
| 6017 | 61085 | Sewer System Master Plan | - | 180,000 | 180,000 | 180,000 | 180,000 |
| 6185 | 61121 | City Yard Bin & Clarifer Coverings | - | - | - | - | 50,000 |
| 6185 | 61122 | Catch Basin Filters Citywide | - | - | - | - | 55,000 |
| | | **TOTAL CAPITAL OUTLAY** | **32,571** | **460,000** | **460,000** | **312,592** | **400,000** |
| | | **GRAND TOTAL** | **32,571** | **460,000** | **460,000** | **312,592** | **400,000** |

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**SEWERS**

## CITY CAPITAL PROJECTS
### DIVISION 333556

**CAPITAL OUTLAY:**

6185 City Yard Bin & Clarifier Coverings
Provides funds to purchase coverings for the trash bin and corporate yard clarifier.

6185 Old Town Sewer Rehabilitation
Provides funds to update areas of the City that have the potential to fail based on the age of the line and closed circuit television studies.

6185 Kraemer Sewer to Yorba Linda to Sheffield
Provides funds for the replacement of an existing City sewer mainline that travels along Kraemer Boulevard and enters Sheffield Street before re-entering Kraemer Boulevard at New Castle Drive.

6017 Sewer System Master Plan
Provides funds to update the Sewer Master Plan, which guides the City to plan and prepare for future sewer capacity and rehabilitation efforts.

6185 Catch Basin Filters Citywide
Provides funds for filter systems to be installed catch basins, which will remove pollutants from urban runoff.

| | | CITY CAPITAL PROJECTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | SALARIES AND BENEFITS | | | | | |
| | | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| | | CAPTIAL OUTLAY | | | | | |
| 6840 | 61112 | Irrigation Software & Controllers | - | 50,000 | 50,000 | - | 50,000 |
| 6842 | 61104 | Annual Vehicle Replacement Fund | - | 190,000 | 190,000 | 59,806 | 100,000 |
| 6842 | | Vehicles | 254,857 | - | - | - | - |
| 6842 | 61081 | Utility Truck Maintenance Services | - | 17,500 | 17,500 | - | - |
| 6842 | 61106 | Mobile Emergency Command Vehicle | - | 83,035 | 83,035 | 83,035 | 83,035 |
| 6842 | 61113 | OCFA Vehicle Replacement | - | 116,979 | 116,979 | 138,386 | 142,600 |
| | | **TOTAL CAPITAL OUTLAY** | **254,857** | **457,514** | **457,514** | **281,227** | **375,635** |
| | | **GRAND TOTAL** | **254,857** | **457,514** | **457,514** | **281,227** | **375,635** |

**FISCAL YEAR 2013-14**
**PUBLIC WORKS**
**VEHICLE/EQUIPMENT MAINTENANCE**

## CITY CAPITAL PROJECTS
## DIVISION 333558

### CAPITAL OUTLAY:

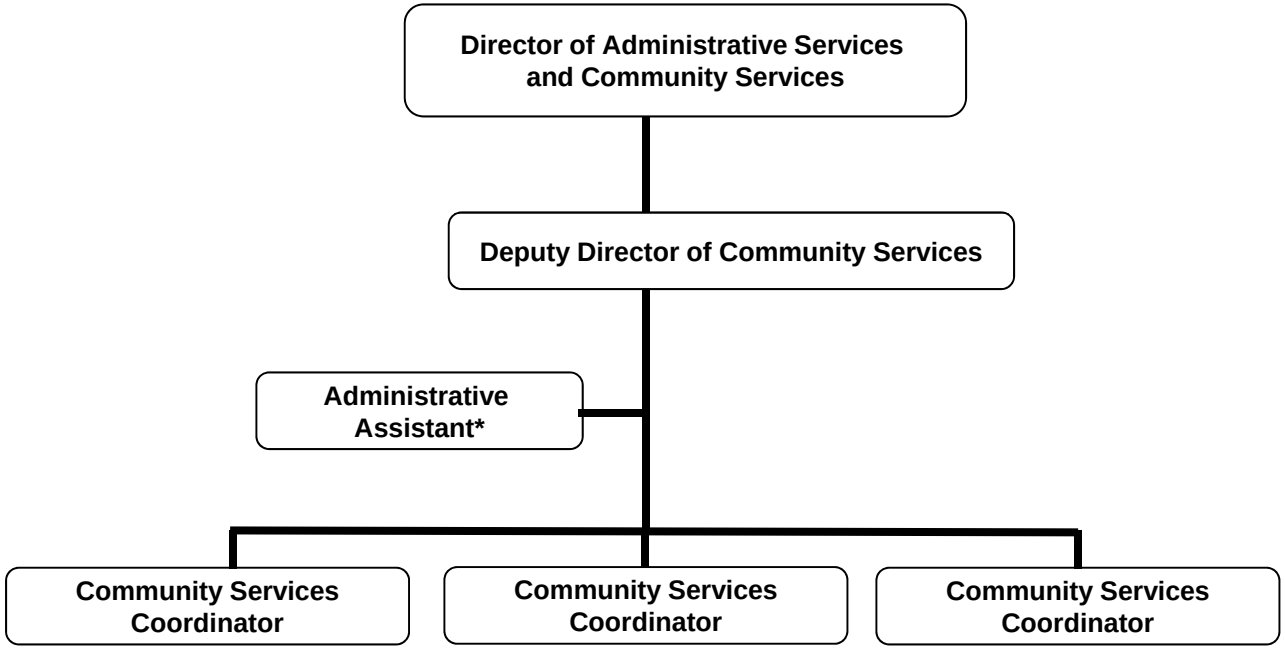
6840 Irrigation Software & Controllers
Provides funds for central irrigation control software, modems and hardware for the City's irrigation infrastructure for landscaping throughout the City.

6842 Annual Vehicle Replacement Fund
Provides funds for replacement of several Police and Public Works vehicles.

6842 Mobile Emergency Command Vehicle
Provides funds for the annual payment for the mobile command vehicle.

6842 OCFA Vehicle Replacement
Provides funds for the vehicle replacement of Orange County Fire Authority (OCFA) vehicles.

# COMMUNITY SERVICES




* 1 vacant unfunded Administrative Assistant position
Part-time positions not included

## COMMUNITY SERVICES

The Community Services Department's primary roles are to manage and coordinate the delivery of recreation services and cultural arts programs to the community. To achieve this end, the Department serves as liaison to the Recreation and Parks Commission, Cultural Arts Commission, Heritage Festival Committee, Chamber of Commerce/Santa Fe Merchants Association, Sports Advisory Committee, Veterans Advisory Committee, Tri-City Park Authority, Placentia Community Chorus, and the Senior Citizens Advisory Committee. The purpose of each division is detailed below:

**Recreation Services Division** provides educational, recreational and leisure opportunities for the residents of the community by coordinating, planning and implementing after-school activities for youth and teens, providing classes for all ages, sports programs for youths and adults, and community wide special events. The Division works closely with the School District and several community organizations to plan programs, events, and service's in a cost effective manner while at the same time avoiding duplication of services. Major community wide events include the Heritage Festival and Parade, and Movies in the Park. The Division manages reservations for City Buildings and picnic shelters as well as schedules, processes, and coordinates athletic field permits and operations for athletic fields in the City. The Division is also responsible for the preparation and publication of the City's newsletter, *The Placentia Quarterly.*

**Cultural Arts Division** coordinates the implementation of cultural and fine arts activities, events, and projects throughout the community. Special programs provided include the Photography Contest, Cultural Arts Projects for Every Student (CAPES) Scholarship Program, and the annual Winter Holidays Celebration. The Division's most high profile and successful activity is the Summer Concerts in the Parks series. The series is held at Tri-City Park on a weekly basis during the months of July and August. The Recreation Division serves as liaison to the Cultural Arts Commission who provides direction and programming assistance to insure the programs ultimate success.

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES ADMINISTRATION 104070

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 60,048 | 99,250 | 99,250 | 101,192 | 103,220 |
| 5015 | Overtime | 1,564 | 2,500 | 2,500 | 2,500 | - |
| 5105 | Health Allocation | 3,986 | 16,060 | 16,060 | 15,707 | 16,180 |
| 5110 | Life Allocation | 143 | 270 | 270 | 233 | 240 |
| 5115 | Dental Allocation | 314 | 470 | 470 | 453 | 470 |
| 5120 | Optical Allocation | 123 | 270 | 270 | 263 | 280 |
| 5125 | Long-term Disability Insurance | 299 | 450 | 450 | 394 | 410 |
| 5135 | Medicare | 947 | 1,540 | 1,540 | 1,510 | 1,500 |
| 5145 | Retirement Annuity | 5,673 | 9,560 | 9,560 | 9,746 | 11,130 |
| 5159 | Medical Opt Out Plan | 2,100 | 3,000 | 3,000 | 250 | - |
| 5170 | Sick Leave Buy Back | 1,555 | 1,600 | 1,600 | - | 1,600 |
| 5175 | Vacation Leave Buy Back | 2,111 | 2,500 | 2,500 | - | 2,500 |
| | **TOTAL SALARIES AND BENEFITS** | **78,863** | **137,470** | **137,470** | **132,248** | **137,530** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6230 | Printing and Binding | 26,622 | 28,000 | 28,000 | 18,000 | 19,000 |
| 6301 | Special Department Supplies | 147 | - | - | - | - |
| 6315 | Office Supplies | 1,161 | 1,679 | 1,679 | 1,679 | 1,800 |
| 6325 | Postage | 9,514 | 16,000 | 16,000 | 16,000 | 16,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **37,444** | **45,679** | **45,679** | **35,679** | **36,800** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **116,307** | **183,149** | **183,149** | **167,927** | **174,330** |

**FISCAL YEAR 2013-14**
**COMMUNITY SERVICES**
**ADMINISTRATION**

## ADMINISTRATION
## DIVISION 104070

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

5159 Medical Opt Out Plan
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

## ADMINISTRATION
## DIVISION 104070

### SALARIES AND BENEFITS continued:

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

### MATERIAL, SUPPLIES & SERVICES:

6230 Printing and Binding
Provides for preparation and publication of Placentia Quarterly Newsletter for direct mailing to all Placentia residents and businesses. Production includes layout, design, printing, binding, and mail handling 19,500 copies per issue four times a year

## ADMINISTRATION
## DIVISION 104070

**MATERIAL, SUPPLIES & SERVICES continued:**

6315 Office Supplies
Requested funds to purchase office supplies for Administration and Recreation Divisions

6325 Postage
Provides for mailing costs associated with the Placentia Quarterly 19,500 copies per issue, four times per year.

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES
## RECREATION
## 104071

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 223,419 | 172,340 | 172,340 | 176,193 | 192,860 |
| 5005 | Part-time Salaries | 247,417 | 268,800 | 268,800 | 268,800 | 287,910 |
| 5015 | Overtime | 6,889 | 7,220 | 7,220 | 7,220 | 6,520 |
| 5020 | Leave Accrual Payout | | - | - | 4,970 | - |
| 5105 | Health Allocation | 12,940 | 21,270 | 21,270 | 16,937 | 17,010 |
| 5110 | Life Allocation | 588 | 430 | 430 | 370 | 390 |
| 5115 | Dental Allocation | 832 | 1,030 | 1,030 | 998 | 1,030 |
| 5120 | Optical Allocation | 392 | 380 | 380 | 522 | 540 |
| 5125 | Long-term Disability Insurance | 1,265 | 730 | 730 | 659 | 680 |
| 5135 | Medicare | 7,187 | 6,650 | 6,650 | 6,630 | 7,190 |
| 5140 | Employer's Social Security | 3 | - | - | - | - |
| 5141 | Employer's PARS/ARS | 9,742 | 11,210 | 11,210 | 10,760 | 11,720 |
| 5145 | Retirement Annuity | 21,315 | 15,090 | 15,090 | 16,969 | 20,800 |
| 5159 | Medical Opt Out Plan | 4,200 | 6,000 | 6,000 | 10,500 | 11,400 |
| 5175 | Vacation Leave Buy Back | 1,129 | 4,300 | 4,300 | - | 4,300 |
| | **TOTAL SALARIES AND BENEFITS** | **537,318** | **515,450** | **515,450** | **521,528** | **562,350** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6060 | Instructional Services | 44,885 | 43,000 | 58,000 | 55,000 | 53,500 |
| 6099 | Other Professional Services | 9,871 | 10,000 | 10,000 | 10,000 | 10,000 |
| 6130 | Repair & Maintenance Facilities | 3,178 | - | - | - | - |
| 6136 | Software Maintenance | 1,037 | 3,825 | 3,825 | 3,825 | 3,825 |
| 6230 | Printing and Binding | 264 | 500 | 500 | 500 | 500 |
| 6240 | Mileage Reimbursement | 94 | 150 | 150 | 150 | 150 |
| 6245 | Meeting and Conferences | 1,186 | 746 | 746 | 500 | 1,800 |
| 6250 | Staff Training | 1,589 | 1,865 | 1,865 | 1,865 | 1,900 |
| 6255 | Dues and Memberships | 880 | 875 | 875 | 865 | 1,205 |
| 6270 | Excursions & Transportation | 5,598 | 7,000 | 7,000 | 7,000 | 7,000 |
| 6275 | Officiating | 2,581 | 3,700 | 3,700 | 2,500 | 2,500 |
| 6299 | Other Purchased Services | | 3,000 | 3,000 | 2,842 | 3,000 |
| 6301 | Special Department Supplies | 24,481 | 29,424 | 28,738 | 29,424 | 33,000 |
| 6315 | Office Supplies | 51 | - | - | - | - |
| 6360 | Uniforms | 3,021 | 5,200 | 5,200 | 5,200 | 5,200 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **98,716** | **109,285** | **123,599** | **119,671** | **123,580** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **636,034** | **624,735** | **639,049** | **641,199** | **685,930** |

## RECREATION
## DIVISION 104071

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5005 Part-time Salaries
Provides for part-time positions including staff for after school programs, aquatics, sports, special events, facility rentals, and recreation classes. Accounts for approximately 30 part-time staff year round and up to 70 part-time staff seasonally during summer programs.

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5141 Employer's PARS/ARS
Provides for the employer share of PARS/ARS

## RECREATION
## DIVISION 104071

### SALARIES AND BENEFITS continued:

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees.

5159 Medical Opt Out Plan
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hour base for all full-time employees

### MATERIAL, SUPPLIES & SERVICES:

6060 Instructional Services
Provides for recreation program contract instructors compensation. This account is funded by program participants. Contractor's receive 65% of the fees paid by program participants. Contract net revenue is approximately $85,000 annually.

6099 Other Professional Services
Provides for kitchen manager position and the daily lunch program at the Senior Center through an agreement with Community SeniorServ

6136 Software Maintenance
Provides for annual maintenance agreement for department's CLASS registration software. This account if funded by program participants. A $3.00 per participant fee is charged for every contract class registration.

## RECREATION
## DIVISION 104071

**MATERIAL, SUPPLIES & SERVICES continued:**

6230 Printing and Binding
Provides for correspondence, marketing material, related costs for department events and program promotions

6240 Mileage Reimbursement
Provides for mileage reimbursement

6245 Meetings and Conferences
Provides for training of full-time employees. Includes workshops, trainings and seminars offered by CPRS, SCMAF, NRPA and other professional organizations

6250 Staff Training
Provides for part-time staff training courses and training materials for in-service training. Includes instructors to teach CPR, first aid, title 22 and other courses. Training supplies and equipment rental are also included in this account.

6255 Dues and Memberships
Provides for dues and memberships of the following organizations:

California Park and Recreation Society (CPRS)
Southern California Municipal Athletic Federation (SCMAF)
Southern California Public Pool Operators Association (SCPPOA)

6270 Excursions & Transportation
Provides for admission and transportation to various destinations for adult excursions. This account is funded by program participants.

RECREATION
DIVISION 104071

**MATERIAL, SUPPLIES & SERVICES continued:**

6275 Officiating
Provides for contract officials for youth and teen basketball programs and assigning fees for adult sport programs. Request to be funded by participant fees.

6299 Other Purchased Services
Provides for licensing fees for the Movies in the Park program, which is funded by a sponsorship from Placentia Disposal. Also provides for American Red Cross authorized provider fees for the summer Learn-To-Swim program, which is funded by participant fees.

6301 Special Department Supplies
Provides for materials, supplies and equipment for sports programs, aquatics, community special events, after school programs, senior center, and other recreation activities. Majority of expenditures are recovered through participant fees.

6360 Uniforms
Provides for staff shirts, jackets and sweatshirts for Community Services Leaders. This account also provides for Life Guards and Instructor Guard uniforms. Uniform expenditures are funded by program fees.

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES
## RECREATION
## 504071

| | | MISCELLANEOUS GRANTS | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|---|
| | | SALARIES AND BENEFITS | | | | | |
| | | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6401 | 79538 | Community Programs | - | 44,000 | 44,000 | 44,000 | 47,000 |
| | | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | **44,000** | **44,000** | **44,000** | **47,000** |
| | | CAPITAL OUTLAY | | | | | |
| | | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | | **GRAND TOTAL** | - | **44,000** | **44,000** | **44,000** | **47,000** |

RECREATION
DIVISION 504071

**MATERIAL, SUPPLIES & SERVICES continued:**

6401 Community Programs
Provides for Senior Transportation program to the Senior Center. This is 80% of the funding for the program provided through a grant from OCTA. The additional 20% funding match is through AQMD.

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES
## HUMAN SERVICES
## 104072

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 600 | - | - | - | - |
| 5005 | Part-time Salaries | 1,037 | - | - | - | - |
| 5135 | Medicare | 29 | - | - | - | - |
| 5140 | Employer's Social Security | 15 | - | - | - | - |
| 5141 | Employer's PARS/ARS | 62 | - | - | - | - |
| 5163 | Life Insurance Premiums | 112 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **1,855** | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **1,855** | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES
## CULTURAL ARTS DIVISION
## 104074

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6265 | Entertainment Services | 6,450 | - | - | - | 3,130 |
| 6299 | Other Purchased Services | 311 | 6,800 | 6,800 | 6,550 | 5,750 |
| 6301 | Special Department Supplies | 157 | 326 | 326 | 326 | 325 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **6,918** | **7,126** | **7,126** | **6,876** | **9,205** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **6,918** | **7,126** | **7,126** | **6,876** | **9,205** |

**FISCAL YEAR 2013-14**
**COMMUNITY SERVICES**
**CULTURAL ARTS DIVISION**

## CULTURAL ARTS DIVISION
## DIVISION 104074

### MATERIAL, SUPPLIES & SERVICES:

6265 Entertainment Services
Provides for professional sound services for the concerts in the park series

6299 Other Purchased Services
Provides for contracted musical entertainment for the Concerts in the Park Series. Approximately $850 per performing group at 7 concerts.

6301 Special Department Supplies
Provides for supplies, paper and materials necessary to implement cultural and arts programs including Photo Contest, Concerts in Park series and other cultural special events

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES
## TRI-CITY PARK
## 104075

| | GENERAL FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6499 | Other Program Expenditures | 122,018 | 75,000 | 75,000 | 75,000 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **122,018** | **75,000** | **75,000** | **75,000** | **-** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **122,018** | **75,000** | **75,000** | **75,000** | **-** |

# Annual Budget
# Fiscal Year 2013-14

## COMMUNITY SERVICES
## TRI-CITY PARK
## 234075

| | PARK DEVELOPMENT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6499 | Other Program Expenditures | 25,000 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **25,000** | - | - | - | - |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **25,000** | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## EMPLOYEE BENEFITS
## HEALTH & WELFARE
## 395083

| | HEALTH & WELFARE | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5020 | Leave Accrual Payout | - | 200,000 | 93,637 | 209,000 | 200,000 |
| 5021 | Extraordinary Bank Buyback | - | 40,000 | - | - | 40,000 |
| 5130 | Dental Claim | 109,574 | 130,000 | 130,000 | 128,000 | 130,000 |
| 5159 | Medical Opt Out Plan | - | 20,000 | 18,500 | 18,500 | 20,000 |
| 5161 | Health Insurance Premiums | 912,306 | 940,000 | 940,000 | 925,000 | 940,000 |
| 5162 | Dental Insurance Premiums | 9,605 | 15,000 | 15,000 | 13,000 | 15,000 |
| 5163 | Life Insurance Premiums | 9,885 | 12,000 | 12,000 | 10,500 | 10,500 |
| 5164 | Optical Insurance Premiums | 13,710 | 16,000 | 16,000 | 13,500 | 14,000 |
| 5166 | Workers' Comp Premiums | 564 | - | 2,333 | 2,333 | - |
| 5168 | PERS Survivor Premiums | 5,429 | 5,800 | 5,800 | 5,800 | 5,800 |
| | **TOTAL SALARIES AND BENEFITS** | **1,061,073** | **1,378,800** | **1,233,270** | **1,325,633** | **1,375,300** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6025 | Third Party Administration | 6,324 | 1,000 | 5,200 | 5,200 | 5,200 |
| 6055 | Medical Services | - | 1,000 | 1,000 | 1,000 | 1,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **6,324** | **2,000** | **6,200** | **6,200** | **6,200** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **1,067,397** | **1,380,800** | **1,239,470** | **1,331,833** | **1,381,500** |

**FISCAL YEAR 2013-14**
**INTERNAL SERVICE FUND**
**HEALTH AND WELFARE**

## HEALTH AND WELFARE
### DIVISION 395083

### SALARIES AND BENEFITS:

5020 Leave Accrual Payout
Provides for eligible leave accruals for employees who separate from the City

5021 Extraordinary Bank Buyback
Provides for extraordinary bank buybacks for those employees who accumulated hours in access of new contractual limits are paid out from this account

5130 Dental Claim
Provides for dental claims for eligible retirees

5159 Medical Opt Out Plan
Provides for medical opt out for City Officials and employees opting out of the City paid medical insurance

5161 Health Insurance Premiums
Provides for health insurance for eligible retirees

5162 Dental Insurance Premiums
Provides for dental insurance for eligible retirees

5163 Life Insurance Premiums
Provides for life insurance for eligible retirees

5164 Optical Insurance Premiums
Provides for optical insurance for eligible retirees

5168 PERS Survivor Premiums
Provides survivor benefits for eligible retirees dependents

### MATERIAL, SUPPLIES & SERVICES:

6025 Third Party Administration
Provides funds for the Third Party Administrator who administers and maintains the Flexible Spending Account

## HEALTH AND WELFARE
## DIVISION 395083

### MATERIAL, SUPPLIES & SERVICES:

6055 Medical Services
Provides funds for yearly physical exams for Management employees who receive whole life insurance

# Annual Budget
# Fiscal Year 2013-14

## RISK ADMINISTRATION
## WORKERS' COMPENSATION
## 404580

| | RISK ADMINISTRATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5165 | Workers' Compensation Claims | 458,265 | 410,000 | 387,720 | 430,000 | 430,000 |
| 5166 | Workers' Compensation Premiums | 107,933 | 115,000 | 115,000 | 109,940 | 115,000 |
| | **TOTAL SALARIES AND BENEFITS** | **566,198** | **525,000** | **502,720** | **539,940** | **545,000** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6025 | Third Party Administration | 38,990 | 40,000 | 40,000 | 40,000 | 45,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **38,990** | **40,000** | **40,000** | **40,000** | **45,000** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **605,188** | **565,000** | **542,720** | **579,940** | **590,000** |

**FISCAL YEAR 2013-14**
**INTERNAL SERVICE FUND**
**WORKERS' COMPENSATION**

## RISK MANAGEMENT
### DIVISION 404580

### SALARIES AND BENEFITS:

5165 Workers' Compensation Claims
Provides funds for Workers' Compensation Claims

5166 Workers' Compensation Premiums
Provides funds for Workers' Compensation insurance annual premiums

### MATERIAL, SUPPLIES & SERVICES:

6025 Third Party Administration
Provides funds for the Third Party Administrator who administers and maintains the City's Worker's Compensation Claims

# Annual Budget
# Fiscal Year 2013-14

## RISK ADMINISTRATION
## UNEMPLOYMENT
## 404581

| | RISK ADMINISTRATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5155 | Employee Insurance Claims | 1,822 | 50,000 | 50,000 | 75,000 | 50,000 |
| | **TOTAL SALARIES AND BENEFITS** | **1,822** | **50,000** | **50,000** | **75,000** | **50,000** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6025 | Third Party Administration | 800 | 1,000 | 1,000 | 1,200 | 1,200 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **800** | **1,000** | **1,000** | **1,200** | **1,200** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **2,622** | **51,000** | **51,000** | **76,200** | **51,200** |

**FISCAL YEAR 2013-14**
**INTERNAL SERVICE FUND**
**UNEMPLOYMENT**

## RISK MANAGEMENT
### DIVISION 404581

### SALARIES AND BENEFITS:

5155 Employee Insurance Claims
Provides funds for unemployment insurance claims

### MATERIAL, SUPPLIES & SERVICES:

6025 Third Party Administration
Provides funds for Third Party Administrator who administers and maintains unemployment insurance claims

# Annual Budget
# Fiscal Year 2013-14

## RISK ADMINISTRATION
## LIABILITY
## 404582

| | RISK ADMINISTRATION | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | | | | | |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6001 | Management Consulting Svc | 10,234 | 7,000 | 6,850 | 5,000 | 5,000 |
| 6006 | Litigation | 156,283 | 100,000 | 150,000 | 130,000 | 100,000 |
| 6025 | Third Party Administration | 18,408 | 22,000 | 22,000 | 20,000 | 20,000 |
| 6201 | Liability Insurance Premiums | 389,610 | 420,550 | 465,550 | 464,600 | 466,660 |
| 6210 | Liability Claims | 297,162 | 150,000 | 100,000 | 75,000 | 100,000 |
| 6325 | Postage | - | - | 150 | 100 | 150 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **871,697** | **699,550** | **744,550** | **694,700** | **691,810** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **871,697** | **699,550** | **744,550** | **694,700** | **691,810** |

## RISK MANAGEMENT
### DIVISION 404582

**MATERIAL, SUPPLIES & SERVICES:**

6001 Management Consulting Services
Provides funds for special study related to Risk Management

6006 Litigation
Provides funds for legal costs and expenses for lawsuits filed against the City

6025 Third Party Administration
Provides funds for Third Party Administrator who administers and maintains the City's liability claims and lawsuits

6201 Liability Insurance Premiums
Provides funds for liability insurance premiums for up to $10,000,000 coverage above the City's self insured amount of $100,000

6210 Liability Claims
Provides funds for liability claim settlements under $100,000

6325 Postage
Provides funds for special mail packages

# EQUIPMENT REPLACEMENT
## EQUIPMENT REPLACEMENT/FIELD SERVICES
## 413041

| EQUIPMENT REPLACEMENT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | | | | | |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPTIAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# FISCAL YEAR 2013-14
# INTERNAL SERVICE FUND
# EQUIPMENT REPLACEMENT/FIELD SERVICES

## EQUIPMENT REPLACEMENT/FIELD SERVICES
## DIVISION 413041

# Annual Budget
# Fiscal Year 2013-14

## EQUIPMENT REPLACEMENT
## EQUIPMENT REPLACEMENT
## 417058

| EQUIPMENT REPLACEMENT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | | | | | |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPTIAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# FISCAL YEAR 2013-14
# INTERNAL SERVICE FUND
# EQUIPMENT REPLACEMENT

## EQUIPMENT REPLACEMENT
### DIVISION 417058

# EQUIPMENT REPLACEMENT
## EQUIPMENT REPLACEMENT
## 417068

| EQUIPMENT REPLACEMENT | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | | | | | |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPTIAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# FISCAL YEAR 2013-14
# INTERNAL SERVICE FUND
# EQUIPMENT REPLACEMENT

## EQUIPMENT REPLACEMENT
### DIVISION 417068

| | INFORMATION TECHNOLOGY FUND | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Salaries/Full-Time Regular | 143 | - | - | - | - |
| 5005 | Part-time Salaries | 9,257 | - | - | - | - |
| 5135 | Medicare | 135 | - | - | - | - |
| 5141 | Employers' PARS/ARS | 329 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **9,864** | **-** | **-** | **-** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6135 | Repair Maint/Office Furn & Equipment | 27,850 | 20,000 | 16,000 | 20,000 | 20,000 |
| 6136 | Software Maintenance | 187,330 | 186,000 | 192,000 | 186,920 | 176,420 |
| 6255 | Dues & Memberships | 640 | - | - | - | - |
| 6290 | Dept Contract Services | 155,697 | 122,200 | 126,200 | 122,200 | 122,200 |
| 6301 | Special Department Supplies | 2,520 | 1,865 | 1,865 | 2,000 | 2,000 |
| 6365 | Computer Software | 361 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **374,398** | **330,065** | **336,065** | **331,120** | **320,620** |
| | CAPTIAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | 5,555 | 3,000 | 3,000 | 3,000 | 4,500 |
| 6899 | Other Capital Outlay | (13,952) | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **(8,397)** | **3,000** | **3,000** | **3,000** | **4,500** |
| | **GRAND TOTAL** | **375,865** | **333,065** | **339,065** | **334,120** | **325,120** |

**FISCAL YEAR 2013-14**
**INTERNAL SERVICE FUND**
**INFORMATION TECHNOLOGY**

## INFORMATION TECHNOLOGY
### DIVISION 422023

**MATERIAL, SUPPLIES & SERVICES:**

6135 Repair Maint/Office Furn & Equipment
Provides funds for annual maintenance for the telephone system and other miscellaneous maintenance agreements

6136 Software Maintenance
Provides funds for updates/upgrades to various software systems used by the City, such as Bi-Tech, CLASS, and firewall/virus protection software

6290 Department Contract Services
Provides funds for IT support services.

6301 Special Department Supplies
Provides funds for backup tapes, flash drives, RAM and small printers

**CAPITAL OUTLAY:**

6840 Machinery & Equipment
Provides for replacement of computer equipment

# CITYWIDE SERVICES
# NON-DEPARTMENTAL
# 431010

| | CITYWIDE SERVICES | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5150 | Tuition Reimbursement | 27,937 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **27,937** | **-** | **-** | **-** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6137 | Repair Maint/Equipment | 400 | 1,500 | 1,500 | 1,000 | 1,500 |
| 6175 | Office Equipment Rental | 38,462 | 32,800 | 32,800 | 39,000 | 39,000 |
| 6215 | Telephone | 113,631 | 144,000 | 144,000 | 135,000 | 135,000 |
| 6230 | Printing & Binding | 8,583 | 10,000 | 10,000 | 2,000 | 6,000 |
| 6301 | Special Department Supplies | 4,763 | 4,211 | 4,211 | 5,000 | 6,000 |
| 6305 | Traffic Control Devices | 127 | - | - | - | - |
| 6325 | Postage | 23,465 | 32,000 | 26,085 | 23,000 | 23,000 |
| 6330 | Electricity | 487,737 | 590,000 | 529,990 | 492,000 | 500,000 |
| 6335 | Water | 339,487 | 380,000 | 380,000 | 380,000 | 390,000 |
| 6340 | Natural Gas | 7,310 | 8,600 | 8,600 | 7,500 | 7,875 |
| 6350 | Small Tools & Furnishings | 375 | 1,500 | 1,500 | 1,500 | 1,500 |
| 6410 | Property Taxes | 2,357 | 2,500 | 2,500 | 1,830 | 1,830 |
| 6999 | Contingency | 18,805 | 100,000 | 93,000 | 100,000 | 100,000 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **1,045,502** | **1,307,111** | **1,234,186** | **1,187,830** | **1,211,705** |
| | CAPTIAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | **-** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **1,073,439** | **1,307,111** | **1,234,186** | **1,187,830** | **1,211,705** |

## NON-DEPARTMENTAL
### DIVISION 431010

**SALARIES AND BENEFITS:**

5150 Tuition Reimbursement
Provides funds for tuition reimbursement for eligible employees

**MATERIALS, SUPPLIES AND SERVICES:**

6137 Repair Maint/Equipment
Provides funds for the repair of on-going maintenance of various pieces of Equipment necessary for day-to-day operations

6175 Office Equipment Rental
Provides funds for rental of equipment such as fax and copier machines

6215 Telephone
Provides funds for telephone costs for each department. This account covers land line phones as well as cell phones for each department.

6230 Printing and Binding
Provides funds for consolidated printing and binding costs for each department

6301 Special Department Supplies
Provides funds for Employee Appreciation luncheon, bottled water and coffee

6325 Postage
Provides funds for postage costs for all departments

6330 Electricity
Provides funds for electricity costs for all departments

## NON-DEPARTMENTAL
### DIVISION 431010

**MATERIALS, SUPPLIES AND SERVICES continued:**

6335 Water
Provides funds for water costs for all departments

6340 Natural Gas
Provides funds for natural gas costs for all departments

6350 Small Tools and Furnishings
Provides funds for small tools and furnishings

6410 Property Taxes
Provides funds for various non-exempt property taxes for all city owned properties. A portion of the property taxes are paid from the Sewer Fund.

6999 Contingency
Provides funds for various General Fund related projects that are not anticipated but require action per the direction of the City Council

# Annual Budget
# Fiscal Year 2013-14

## CITYWIDE SERVICES
## REPROGRAPHICS
## 432024

| CITYWIDE SERVICES | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPTIAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## CITYWIDE SERVICES
## FACILITIES MAINTENANCE
## 433554

| CITYWIDE SERVICES | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | | | | | |
| **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| MATERIAL, SUPPLIES & SERVICES | | | | | |
| **TOTAL MATERIALS, SUPPLIES & SERVICES** | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | |
| **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| **GRAND TOTAL** | - | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## CITYWIDE SERVICES
## FACILITIES MAINTENANCE
## 433654

| | CITYWIDE SERVICES | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 166,411 | 149,350 | 149,350 | 149,350 | 149,350 |
| 5005 | Part-time Salaries | 42,421 | 41,860 | 41,860 | 42,000 | 42,000 |
| 5015 | Overtime | 4,644 | 5,000 | 5,000 | 5,000 | 5,000 |
| 5021 | Extraordinary Leave Buydown | 870 | - | - | - | - |
| 5105 | Health Allocation | 30,470 | 48,270 | 48,270 | 54,047 | 55,670 |
| 5110 | Life Allocation | 390 | 380 | 380 | 318 | 330 |
| 5115 | Dental Allocation | 1,816 | 4,770 | 4,770 | 4,623 | 4,770 |
| 5120 | Optical Allocation | 543 | 820 | 820 | 788 | 820 |
| 5125 | Long-term Disability Insurance | 817 | 640 | 640 | 558 | 580 |
| 5135 | Medicare | 3,036 | 2,850 | 2,850 | 2,850 | 2,850 |
| 5141 | Employer's PARS/ARS | 1,654 | 1,570 | 1,570 | 1,680 | 1,680 |
| 5145 | Retirement Annuity | 14,720 | 13,120 | 13,120 | 14,384 | 16,110 |
| 5170 | Sick Leave Buy Back | 3,411 | 3,500 | 3,500 | 2,760 | 3,500 |
| 5175 | Vacation Leave Buy Back | 1,202 | 1,200 | 1,200 | 4,150 | 4,200 |
| | **TOTAL SALARIES AND BENEFITS** | **272,405** | **273,330** | **273,330** | **282,508** | **286,860** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6099 | Other Professional Services | 5,640 | 5,600 | 5,600 | 5,600 | - |
| 6127 | Alarm Monitoring | 7,402 | 25,000 | 31,414 | 25,000 | 25,000 |
| 6130 | Repair & Maintenance/Facilities | 88,506 | 100,000 | 71,490 | 80,000 | 56,510 |
| 6137 | Repair & Maintenance/Equipment | 24,668 | 37,500 | 37,500 | 35,000 | 37,500 |
| 6170 | Equipment and Tool Rental | - | 500 | 500 | 100 | 500 |
| 6257 | Licenses & Permits | - | 500 | 500 | 500 | 500 |
| 6290 | Department Contract Services | 39,498 | 23,900 | 52,410 | 55,000 | 60,000 |
| 6301 | Special Department Supplies | 808 | 1,399 | 1,399 | 1,399 | 5,000 |
| 6350 | Small Tools & Furnishing | 2,427 | 3,500 | 3,500 | 1,000 | 1,600 |
| 6399 | Other Supplies | 6,521 | 8,000 | 8,000 | 6,500 | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **175,470** | **205,899** | **212,313** | **210,099** | **186,610** |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **447,875** | **479,229** | **485,643** | **492,607** | **473,470** |

## FACILITIES MAINTENANCE
### DIVISION 433654

### SALARIES AND BENEFITS:

5001 Full-time Salaries
Provides for full-time positions in the division

5005 Part-time Salaries
Provides for part-time positions in the division

5015 Overtime
Provides for overtime in the division

5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees

5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees

5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees

5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees

5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees

5135 Medicare
Provides for the employer share of Medicare

5140 Employers' Social Security
Provides for the employer share of Social Security

5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees

## FACILITIES MAINTENANCE
### DIVISION 433654

**SALARIES AND BENEFITS continued:**

5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:

A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

5175 Vacation Leave Buy Back
Provides for annual buy back of leave hours in excess of 120 hours for all full-time employees

## FACILITIES MAINTENANCE
DIVISION 433654

### MATERIAL, SUPPLIES AND SERVICES continued:

6099 Other Professional Services
Provides funds for outsourced facility maintenance services

6127 Alarm Monitoring
Provides funds for alarm monitoring services at all City owned facilities

6130 Repair and Maintenance/Facilities
Provides funds for elevator maintenance and HVAC repairs or purchases

6137 Repair and Maintenance/Equipment
Provides funds for repair and maintenance of equipment at all City facilities

6170 Equipment and Tool Rental
Provides funds for rental equipment necessary to perform repairs and ongoing maintenance of City facilities. Rented equipment includes thing such as scissor lifts, scaffolding and other specialized equipment.

6257 Licenses and Permits
Provides for inspection permits from the County of Orange for City owned Generators. Also provides for State permits related to elevators.

6290 Department Contract Services
Provides funds for contract services to repair the City Hall fountains and HVAC and air handler equipment at all City facilities

6301 Special Department Supplies
Provides for janitorial supplies, toilet paper, trash liners, cleaners, soaps, mops, buckets, broom etc.

6350 Small Tools & Furnishings
Provides funds for various small tools necessary for building maintenance, upkeep and cleaning

6399 Other Supplies
Provides funds for undetermined emergency supplies

# Annual Budget
# Fiscal Year 2013-14

## CITYWIDE SERVICES
## VEHICLE MAINTENANCE
## 433558

| | CITYWIDE SERVICES | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| | **TOTAL SALARIES AND BENEFITS** | - | - | - | - | - |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6301 | Special Department Supplies | 162 | - | - | - | - |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **162** | - | - | - | - |
| | CAPITAL OUTLAY | | | | | |
| | **TOTAL CAPITAL OUTLAY** | - | - | - | - | - |
| | **GRAND TOTAL** | **162** | - | - | - | - |

# Annual Budget
# Fiscal Year 2013-14

## CITYWIDE SERVICES
## FLEET OPERATIONS
## 433658

| | CITYWIDE SERVICES | Actual 2011-12 | Budget 2012-13 | Amended Budget 2012-13 | Estimate 2012-13 | Approved 2013-14 |
|---|---|---|---|---|---|---|
| | SALARIES AND BENEFITS | | | | | |
| 5001 | Full-time Salaries | 580 | - | - | - | - |
| 5005 | Part-time Salaries | 43,835 | - | - | 44,930 | - |
| 5020 | Leave Accrual Payout | 15,422 | - | - | - | - |
| 5135 | Medicare | 574 | - | - | 650 | - |
| 5141 | Employers' PARS/ARS | 1,679 | - | - | 1,800 | - |
| 5145 | Retirement Annuity | 98 | - | - | - | - |
| | **TOTAL SALARIES AND BENEFITS** | **62,188** | **-** | **-** | **47,380** | **-** |
| | MATERIAL, SUPPLIES & SERVICES | | | | | |
| 6134 | Repair & Maintenance/Vehicles | 199,676 | 65,000 | 65,000 | 65,000 | 65,000 |
| 6137 | Repair & Maintenance/Equipment | 4,876 | 2,500 | 2,500 | 2,500 | 1,500 |
| 6255 | Dues and Memberships | 475 | 500 | 500 | 500 | 500 |
| 6285 | Hazardous Material Disposal | - | 4,000 | 4,000 | 4,000 | 2,000 |
| 6290 | Department Contract Services | - | 120,200 | 95,200 | 70,000 | 133,430 |
| 6301 | Special Department Supplies | 11,435 | 16,787 | 41,787 | 20,000 | 22,000 |
| 6320 | Books & Periodicals | 79 | 100 | 100 | - | - |
| 6340 | Natural Gas | 132 | - | - | - | - |
| 6345 | Gasoline & Diesel Fuel | 211,167 | 275,000 | 275,000 | 275,000 | 275,000 |
| 6350 | Small Tools & Furnishing | 1,234 | 1,000 | 1,000 | 250 | 500 |
| | **TOTAL MATERIALS, SUPPLIES & SERVICES** | **429,074** | **485,087** | **485,087** | **437,250** | **499,930** |
| | CAPITAL OUTLAY | | | | | |
| 6840 | Machinery & Equipment | 248 | - | - | - | - |
| | **TOTAL CAPITAL OUTLAY** | **248** | **-** | **-** | **-** | **-** |
| | **GRAND TOTAL** | **491,510** | **485,087** | **485,087** | **484,630** | **499,930** |

## FLEET OPERATIONS
DIVISION 433658

### MATERIAL, SUPPLIES & SERVICES:

6134 Repair & Maintenance/Vehicles
Provides for repair parts for vehicles and equipment

6137 Repair & Maintenance/Equipment
Provides for repairs and maintenance of shop equipment including tire machines, welders, grinders, compressors, vehicle lifts, overhead reels and other equipment

6255 Dues and Memberships
Provides for dues and membership to professional organizations

6285 Hazardous Material Disposal
Provides for costs associated with the proper disposal of hazardous materials (waste oil, anti-freeze, etc.) which are disposed by an outside vendor

6290 Department Contract Services
Provides for outsourced repair services

6301 Special Department Supplies
Provides for supplies needed such as brake cleaner, chemical agents, degreasers, oxygen/acetylene, and other supplies

6320 Books & Periodicals
Provides for periodicals and manuals as necessary

6345 Gasoline & Diesel Fuel
Provides for unleaded gasoline and diesel fuel for vehicles used for City business and operations

6350 Small Tools and Furnishings
Provides for various small tools

| | APPROVED 2012-13 | CURRENT 2012-13 | APPROVED 2013-14 | VACANT UNFUNDED |
|---|---|---|---|---|
| **LEGISLATIVE** | | | | |
| MAYOR | 1.0 | 1.0 | 1.0 | - |
| CITY COUNCIL | 4.0 | 4.0 | 4.0 | - |
| PLANNING COMMISSION | 7.0 | 7.0 | 7.0 | - |
| CULTURAL ARTS COMMISSION | 9.0 | 9.0 | 7.0 | - |
| RECREATION & PARKS COMMISSION | 7.0 | 7.0 | 7.0 | - |
| TRAFFIC SAFETY COMMISSION | 7.0 | 7.0 | 7.0 | - |
| ALTERNATE | - | - | - | - |
| SUB-TOTALS | 35.0 | 35.0 | 33.0 | - |
| CITY CLERK'S OFFICE | | | | |
| CITY CLERK | 1.0 | 1.0 | 1.0 | - |
| CITY TREASURER'S OFFICE | | | | |
| CITY TREASURER | 1.0 | 1.0 | 1.0 | - |
| TOTALS | 37.0 | 37.0 | 35.0 | - |
| **ADMINISTRATION** | | | | |
| CITY ADMINISTRATOR | 1.0 | 1.0 | 1.0 | - |
| ASSISTANT CITY ADMINISTRATOR | 1.0 | 1.0 | 1.0 | - |
| DIRECTOR ADMINSTRATIVE SERVICES/ COMMUNITY SERVICES | 1.0 | 1.0 | 1.0 | - |
| DEPUTY CITY CLERK | 1.0 | 1.0 | 1.0 | - |
| NEIGHBORHOOD SERVICES COORDINATOR | 1.0 | 1.0 | 1.0 | - |
| MANAGEMENT ANALYST | 1.0 | 1.0 | 1.0 | - |
| HUMAN RESOURCES ANALYST | 1.0 | 1.0 | 1.0 | - |
| EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR | 1.0 | 1.0 | 1.0 | - |
| CITY CLERK SPECIALIST | 1.0 | 1.0 | 1.0 | - |
| TOTALS | 9.0 | 9.0 | 9.0 | - |

| | APPROVED 2012-13 | CURRENT 2012-13 | APPROVED 2013-14 | VACANT UNFUNDED |
|---|---|---|---|---|
| **FINANCE** | | | | |
| DIRECTOR OF FINANCE & INFORMATION TECHNOLOGY | 1.0 | 1.0 | 1.0 | - |
| FINANCE SERVICES MANAGER | 1.0 | 1.0 | 1.0 | - |
| MANAGEMENT ANALYST | 1.0 | 1.0 | 1.0 | - |
| ACCOUNTANT | 1.0 | 1.0 | 1.0 | - |
| ADMINISTRATIVE ASSISTANT | - | - | - | 1.0 |
| ACCOUNTING TECHNICIAN | 3.0 | 3.0 | 3.0 | - |
| TOTALS | 7.0 | 7.0 | 7.0 | 1.0 |
| **DEVELOPMENT SERVICES** | | | | |
| ASSOCIATE PLANNER | 1.0 | 1.0 | 1.0 | - |
| DEVELOPMENT SERVICES COORDINATOR | 1.0 | 1.0 | 1.0 | - |
| TOTALS | 2.0 | 2.0 | 2.0 | - |
| **POLICE SERVICES** | | | | |
| CHIEF OF POLICE | 1.00 | 1.00 | 1.00 | - |
| DEPUTY POLICE CHIEF | 1.00 | 1.00 | 1.00 | - |
| CAPTAIN | - | - | - | 1.0 |
| LIEUTENANT | 2.75 | 2.75 | 3.00 | - |
| SERGEANT | 9.75 | 9.75 | 10.00 | 1.0 |
| MANAGEMENT ANALYST | 1.00 | 1.00 | 1.00 | - |
| CRIME ANALYST | 0.50 | 0.25 | 1.00 | - |
| ENVIRONMENTAL & CODE COMP SUPV | 1.00 | 1.00 | 1.00 | - |
| POLICE OFFICER | 34.00 | 33.00 | 34.00 | 5.0 |
| POLICE SERVICES SUPERVISOR | 2.00 | 2.00 | 1.00 | - |
| POLICE DISPATCHER / RECORDS CLERK | 10.00 | 10.00 | 10.00 | - |
| ADMINISTRATIVE ASSISTANT | 0.50 | 0.50 | 1.00 | - |
| OFFICE SPECIALIST | 1.50 | 1.50 | - | - |
| POLICE CIVILIAN INVESTIGATOR | 1.00 | 1.00 | 1.00 | - |
| PROPERTY TECHNICIAN | 1.00 | 1.00 | 1.00 | - |
| CRIME PREV. OFCR. / COMM. RELATIONS COORD. | - | - | - | 1.0 |
| POLICE ACADEMY TRAINEE | 1.25 | 0.25 | 1.00 | - |
| POLICE SERVICES OFFICER | 3.50 | 3.50 | 4.00 | - |
| COMMUNITY SERVICES OFFICER | 2.00 | 2.00 | 2.00 | - |
| TOTALS | 73.75 | 71.50 | 73.00 | 8.0 |

| | APPROVED 2012-13 | CURRENT 2012-13 | APPROVED 2013-14 | VACANT UNFUNDED |
|---|---|---|---|---|
| **PUBLIC WORKS** | | | | |
| **ADMINISTRATION** | | | | |
| DIRECTOR OF PUBLIC WORKS | 1.0 | 1.0 | 1.0 | - |
| ADMINISTRATIVE ASSISTANT | 1.0 | 1.0 | 1.0 | - |
| SUBTOTALS | 2.0 | 2.0 | 2.0 | - |
| **ENGINEERING** | | | | |
| ASSOCIATE CIVIL ENGINEER | - | - | - | - |
| SENIOR MANAGEMENT ANALYST | 1.0 | 1.0 | 1.0 | - |
| ENGINEERING TECHNICIAN | 1.0 | - | - | - |
| MANAGEMENT ANALYST | - | 0.75 | 1.0 | |
| SUBTOTALS | 2.0 | 1.75 | 2.0 | - |
| **MAINTENANCE SERVICES** | | | | |
| PUBLIC WORKS SUPERINTENDENT | 1.0 | 1.0 | 1.0 | - |
| MAINTENANCE CREWLEADER | 2.0 | 2.0 | 2.0 | - |
| FACILITY MAINTENANCE TECHNICIAN | 2.0 | 2.0 | 2.0 | - |
| MAINTENANCE WORKER | 11.0 | 11.0 | 11.0 | 1.0 |
| CUSTODIAN | 2.0 | 2.0 | 2.0 | - |
| OFFICE ASSISTANT | 1.0 | 1.0 | 1.0 | - |
| SUBTOTALS | 19.0 | 19.0 | 19.0 | 1.0 |
| TOTALS | 23.0 | 22.75 | 23.0 | 1.0 |
| **COMMUNITY SERVICES** | | | | |
| DEPUTY DIRECTOR OF COMMUNITY SERVICES | 1.0 | 1.0 | 1.0 | - |
| COMMUNITY SERVICES COORDINATOR | 3.0 | 3.0 | 3.0 | - |
| ADMINISTRATIVE ASSISTANT | - | - | - | - |
| TOTALS | 4.0 | 4.0 | 4.0 | - |
| **SUMMARY** | | | | |
| **FULL-TIME PERSONNEL** | **118.8** | **116.25** | **118.00** | **10.0** |
| **ELECTED & APPOINTED PERSONNEL** | **37.0** | **37.0** | **35.0** | **-** |

## APPROPRIATION LIMIT

| Fiscal Year | Prior Year's Appropriation Limit | City's Population Growth | County's Population Growth |
|---|---|---|---|
| 2004-05 | $46,812,585 | 1.68% | 1.42% |
| 2005-06 | $49,160,285 | 0.77% | 1.13% |
| 2006-07 | $52,330,847 | 2.18% | 0.83% |
| 2007-08 | $55,589,137 | 0.53% | 0.84% |
| 2008-09 | $58,533,765 | 0.72% | 1.02% |
| 2009-10 | $61,667,521 | 1.03% | 1.02% |
| 2010-11 | $62,688,973 | 0.84% | 1.01% |
| 2011-12 | $62,835,073 | 0.27% | 0.70% |
| 2012-13 | $65,895,395 | 0.84% | 0.89% |
| 2013-14 | $73,086,087 | 1.29% | 0.78% |

| Fiscal Year | California Per Capita Income | % Change Non-residential Construction | Adjusted Limit |
|---|---|---|---|
| 2004-05 | 3.28% | N/A | $49,160,285 |
| 2005-06 | 5.26% | N/A | $52,330,847 |
| 2006-07 | 3.96% | N/A | $55,589,137 |
| 2007-08 | 4.42% | N/A | $58,533,765 |
| 2008-09 | 4.29% | N/A | $61,667,521 |
| 2009-10 | 0.62% | N/A | $62,688,973 |
| 2010-11 | 0.98% | N/A | $63,835,073 |
| 2011-12 | 2.51% | N/A | $65,895,395 |
| 2012-13 | 3.77% | N/A | $68,988,230 |
| 2013-14 | 5.12% | N/A | $73,086,087 |

## APPROPRIATION MARGIN

| Fiscal Year | Appropriation Limit | Appropriation Subject to Limit | Margin |
|---|---|---|---|
| 2004-05 | $49,160,285 | $17,320,014 | $31,840,271 |
| 2005-06 | $52,330,847 | $18,516,316 | $33,814,531 |
| 2006-07 | $55,589,137 | $20,413,030 | $35,176,107 |
| 2007-08 | $58,533,765 | $21,843,089 | $36,690,676 |
| 2008-09 | $61,667,521 | $22,421,312 | $39,246,209 |
| 2009-10 | $62,688,973 | $19,586,051 | $43,102,922 |
| 2010-11 | $63,835,073 | $19,477,250 | $44,357,823 |
| 2011-12 | $65,895,395 | $20,709,740 | $45,185,655 |
| 2012-13 | $68,988,230 | $21,930,541 | $47,057,689 |
| 2013-14 | $73,086,087 | $21,811,162 | $51,274,925 |

# APPENDIX A
# FUND DESCRIPTIONS

**GENERAL OPERATING FUND**
Accounts for all operating costs of the City: salaries, benefits, materials, supplies and services, and capital outlays relating to departmental operating costs. Revenue source: Property Tax, Sales Tax, other taxes, State fees and miscellaneous.

**PARK DEVELOPMENT FUND**
By State law, this fund can be used only for park development and rehabilitation. Maintenance of developed parks must come from the General Operating Fund. Revenue source: In-lieu fees charged to developers on a per unit basis.

**UTILITY TAX FUND**
By Council direction, can be used to pay civic center/police station bond debt service payments, capital equipment replacement, special capital projects or general City operations support. Revenue source: Utility Users Tax on electricity, telephone, gas, and cable TV.

**STREET LIGHTING DISTRICT**
Special street lighting district established to provide street lighting in certain areas of the city not covered by the County lighting district. Revenue source: Special assessment on property owners.

**GAS TAX FUNDS**
Can be used for construction of new streets, traffic signals, and maintenance of streets. Revenue source: City's share of Gas Tax/Measure M charged at the pumps. A portion of the funds comes from the County; balance of the funds comes from the State.

**GAS TAX BOND FUND**
Can be used for design, acquisition, and construction of certain local roadway improvements and street resurfacing projects. Revenue source: proceeds from the sale of Gas Tax Revenue Certificates of Participations

**SUPPLEMENTAL LAW ENFORCEMENT FUND**
Funds must be utilized for front line municipal police services. Monies are received from the County of Orange pursuant to Assembly Bill 3229.

**AIR QUALITY FUND**
Funds are to be used to reduce air pollution from mobile sources pursuant to Assembly Bill 2766. Revenue source: Motor vehicle registration fees. Monies are received from the South Coast Air Quality Management District.

**LANDSCAPE MAINTENANCE DIST. 92-1**
Special landscape maintenance district established to provide for the maintenance, operation and administration of landscape improvements in certain areas of the city. Revenue source: Special assessment on property owners.

**HCD FUND**
To account for the Community Development Block Grant established by the Federal Housing and Community Development Act.

**CAPITAL PROJECTS FUND**
To account for construction of capital projects of the city.

**ORANGETHORPE CORRIDOR FUND**
To account for the grants relating to the capital projects associated with the railroad.

# APPENDIX A
# FUND DESCRIPTIONS

**REFUSE FUND**
To account for the provision of refuse services to the residents of the City. All activities necessary to provide such services are accounted for in this fund including but not limited to, administration, operation, acquisition of equipment, and related debt service.

**MEASURE M FUND**
Revenues for this fund are derived from the one-half cent sales tax approved by Orange County voters in November 1990. Monies must be expended for countywide transportation improvements.

**SEWER CONSTRUCTION FUND**
By State law, sewer funds can be used only for sewer construction within the city. Revenue source: Acreage fees placed on developers at time of development.

**STORM DRAIN CONSTRUCTION FUND**
By State law, funds can be used only for storm drain construction. The city is divided into eight storm drain areas – A through H. Each area is independent of the other, and funds can be expended only within the area collected. Revenue source: Same as above.

**THOROUGHFARE CONSTRUCTION FUND**
By ordinance, can be used only for traffic signal, bridge and culvert construction. Revenue source: Acreage fees placed on developers at time of development.

**ASSET SEIZURE FUND**
This fund can only be used for the City's K-9 program, the S.A.F.E. program (Skills and Assets For Excellence) and for salaries of narcotic enforcement investigators. Revenue source: The City's share of forfeited assets attributed to narcotics dealing.

**COMPRESSED NATURAL GAS**
To account for the activity of a compressed natural gas station located within the city.

**SEWER MAINTENANCE FUND**
To account for the operations and maintenance of the sewer system located within the City including administration and capital improvements.

**INTERNAL SERVICE FUNDS**
To account for the financing of goods and services provided by one City department to others, or to other governmental units, on a cost-reimbursement basis. This includes worker's compensation, health and welfare insurance, unemployment insurance, liability insurance, depreciation, information technology, reprographics, vehicle maintenance and building maintenance.

# APPENDIX B

## GLOSSARY OF BUDGET AND FINANCE TERMINOLOGY

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

**Accounting Period:** A period at the end of which, and for which, financial statements are prepared. See also Fiscal Period.

**Accounting System:** The total structure of records and procedures that discover, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups, and organizational components.

**Accounts Receivable:** Amounts owing on open account from private persons, firms, or corporations for goods and services furnished by a governmental unit (but not including amounts due from other funds of the same governmental unit). Note: Although taxes and assessments receivable are covered by this term, they should each be recorded and reported separately in *Taxes Receivable* and *Special Assessments Receivable* accounts. Similarly, amounts due from other funds or from other governmental units should be reported separately.

**Accrual Basis:** The basis of accounting under which revenues are recorded when earned and expenditures (or expenses) are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of cash or the payment of cash may take place, in whole or in part, in another accounting period. See also Accrue and Levy.

**Accrue:** To record revenues when earned and to record expenditures (or expenses) as soon as they result in liabilities for benefits received, notwithstanding that the receipt of cash or payment of cash may take place, in whole or in part, in another accounting period. See also Accrual Basis, Accrued Expenses, and Accrued Revenue.

**Accrued Expenses:** Expenses incurred during the current accounting period but not payable until a subsequent accounting period. See also Accrual Basis and Accrue.

**Accrued Revenue:** Revenue earned during the current accounting period but not to be collected until a subsequent accounting period. See also Accrual Basis and Accrue.

**Activity:** A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. For example, "Food Inspection" is an activity performed in the discharge of the "Health" function. See also Function.

**Allocate:** To divide a lump-sum appropriation into parts that are designated for expenditure by specific organization units and/or for specific purposes, activities, or objects. See also Allocation.

**Allocation:** A part of a lump-sum appropriation that is designated for expenditure by specific organization units and/or for special purposes, activities, or objects. In federal usage, a transfer of obligation authority from one agency to another. See also Allocate.

**Amortization:** (1) Gradual reduction, redemption, or liquidation of the balance of an account according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a Debt Service Fund.

**Annuity:** A series of equal money payments made at equal intervals during a designated period of time. In governmental accounting, the most frequent annuities are accumulations of debt service funds for term bonds and payments to retired employees or their beneficiaries under public employee retirement systems.

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**Appropriation:** An authorization granted by a legislative body to incur liabilities for purposes specified in the appropriation act.
Note: An appropriation is usually limited in amount and as to the time when it may be expended.

**Assess:** To value property officially for the purpose of taxation.
Note: The term is also sometimes used to denote the levy of taxes, but such usage is not correct because it fails to distinguish between the valuation process and the tax levy process

**Assessed Valuation:** A valuation set on real estate or other property by a government as a basis for levying taxes

**Assessment:** (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed on property as a result of this process.

**Assets:** Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.

**Audit:** The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

a. To determine whether the financial statements, or other financial reports and related items, are fairly presented in accordance with generally accepted accounting principles or other established or stated criteria.

b. To determine whether the entity has complied with laws and regulations and other specific financial compliance requirements that may have a material effect on the financial statements, or that may affect other financial reports or the economy, efficiency, or effectiveness of program activities.

c. To determine whether the entity is acquiring, protecting, and using its resources economically and efficiently.

d. To determine whether the desired program results or benefits established by the legislature or other authorizing body are being achieved.

**Auditor's Opinion, or Auditor's Report:** A statement signed by an auditor stating that he has examined the financial statements in accordance with generally accepted auditing standards (with exceptions, if any) and expressing his opinion on the financial condition and results of operations of some or all of the fund types and account groups of the reporting entity, as appropriate.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves, and equities of a fund, governmental unit, or nonprofit entity at a specified date, properly classified to exhibit financial position of the fund or unit at that date.

**Basis of Accounting:** The standard (or standards) used to determine the point in time when assets, liabilities, revenues, and expenses (expenditures) should be measured and recorded as such in the accounts of an entity. See Accrual Basis, Cash Basis, and Modified Accrual Basis.

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**Book Value:** Value as shown by books of account.
Note: In the case of assets subject to reduction by valuation allowances, "book value" refers to cost or stated value less the appropriate allowance. Sometimes a distinction is made between "gross book value" and "net book value," the former designating value before deduction of related allowances and the latter after their deduction. In the absence of any modifier, however, the term *book value* is understood to be synonymous with *net book value.*

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**Budget Document:** The instrument used by the budget making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.

**Budget Message:** A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

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

**Buildings:** A fixed asset account that reflects the acquisition value of permanent structures used to house persons and property owned by a governmental unit. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account reflects their appraised value at time of acquisition.

**CAFR:** See Comprehensive Annual Financial Report.

**Capital Assets:** See Fixed Assets.

**Capital Budget:** A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget. If a Capital Program is in operation, it will be the first year thereof. A Capital Program is sometimes referred to as a Capital Budget. See also Capital Program.

**Capital Expenditures:** See Capital Outlays.

**Capital Outlays:** Expenditures that result in the acquisition of or addition to fixed assets.

**Capital Program:** A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

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## GLOSSARY OF BUDGET AND FINANCE TERMINOLOGY

**Capital Projects Fund:** A fund created to account for all resources to be used for the construction or acquisition of designated fixed assets by a governmental unit except those financed by proprietary or fiduciary funds.

**Cash:** Currency, coin, checks, money orders, and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.
Note: All cash must be accounted for as a part of the fund to which it belongs. Any restrictions or limitations as to its availability must be indicated in the records and statements. It is not necessary, however, to have a separate bank account for each fund unless required by law.

**Cash Basis:** The basis of accounting under which revenues are recorded when received in cash and expenditures (or expenses) are recorded when cash is disbursed.

**Cash Equivalent:** Short-term, highly liquid investments that are both readily convertible into known amounts of cash and so near their maturity that they present insignificant risk of changes in value due to changes in interest rates.

**Certificate of Participation (COP):** A long-term debt instrument authorized for construction of municipal facilities, typically issued by a quasi-independent authority but secured by a long-term lease with a general purpose local government.

**Comprehensive Annual Financial Report (CAFR):** A governmental unit's official annual report prepared and published as a matter of public record. In addition to the general purpose financial statements, the CAFR should contain introductory material, schedules to demonstrate legal compliance, and statistical tables specified in the GASB Codification.

**Construction Work in Progress:** The cost of construction work that has been started but not yet completed.

**Contingent Fund:** Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amount.

**Contingent Liabilities:** Items that may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending lawsuits, judgments under appeal, unsettled disputed claims, unfilled purchase orders, and uncompleted contracts. Contingent liabilities of the latter two types are disclosed in balance sheets of governmental funds as Reserve for Encumbrances; other contingent liabilities are disclosed in notes to the financial statements.

**Contributions:** Amounts given to an individual or to an organization for which the donor receives no direct private benefits. Contributions may be in the form of pledges, cash, securities, materials, services, or fixed assets.

**Cost:** The amount of money or money's worth exchanged for property or services.
Note: Costs may be incurred even before money is paid; that is, as soon as a liability is incurred. Ultimately, however, money or money's worth must be given in exchange. Again, the cost of some property or service may, in turn, become a part of the cost of another property or service. For example, the cost of part or all of the materials purchased at a certain time will be reflected in the cost of articles made from such materials or in the cost of those services in the rendering of which the materials were used.

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**Cost Accounting:** That branch of accounting that provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

**Cost Determination:** The use of statistical procedures to determine or estimate the cost of goods or services, as opposed to accumulating such costs in a formal cost accounting system.

**CSMFO:** California Society of Municipal Finance Officers.

**Current:** A term that, applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

**Current Assets:** Those assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities. Some examples are cash, temporary investments, and taxes receivable that will be collected within 60 days from the balance sheet date.

**Current Liabilities:** Liabilities payable within a relatively short period of time, usually no longer than a year.

**Current Resources:** Resources to which recourse can be had to meet current obligations and expenditures. Examples are estimated revenues of a particular period not yet realized, transfers from other funds authorized but not received, and, in the case of certain funds, bonds authorized and unissued.

**Current Revenue:** Revenues of a governmental unit available to meet expenditures of the current fiscal year. See Revenue.

**Current Taxes:** (1) Taxes levied and becoming due during the current fiscal period, from the time the amount of tax levy is first established to the date on which a penalty for nonpayment is attached. (2) Taxes levied in the preceding fiscal period but becoming due in the current fiscal period, from the time they become due until a penalty for nonpayment is attached.

**Data Processing:** (1) The preparation and handling of information and data from source media through prescribed procedures to obtain such end results as classification, problem solution, summarization, and reports. (2) Preparation and handling of financial information wholly or partially by use of computers.

**Debt:** A liability resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt. See also Notes Payable, Long-Term Debt, and General Long-Term Debt.

**Debt Limit:** The maximum amount of gross or net debt that is legally permitted.

**Debt Margin**: The difference between the amount of the debt limit and the net amount of outstanding indebtedness subject to the limitation.

**Debt Service Fund:** A fund established to finance and account for the payment of interest and principal on all tax supported debt, serial and term, including that payable from special assessments.

**Default:** Failure of a debtor to pay interest or repay the principal of debt when legally due.

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**Deficit:** (1) The excess of liabilities and reserved equity of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or in the case of Enterprise and Internal Service Funds, the excess of expense over revenue during an accounting period.

**Depreciation:** (1) Expiration of the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, that is charged as an expense during a particular period. Note: In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process the cost of the asset less salvage value is ultimately charged off as an expense.

**Designated:** Assets, or equity, set aside by action of the governing board are *designated;* as distinguished from assets or equity set aside in conformity with requirements of donors, grantors, or creditors, which are properly referred to as *restricted.*

**Direct Cost:** A cost incurred because of some definite action by or for an organization unit, function, activity, project, cost center, or pool; a cost identified specifically with a cost objective.

**Direct Expenses:** Those expenses that can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs that must be prorated among several products or services, departments, or operating units.

**Disbursements:** Payments in cash.

**Donated Assets:** Noncash contributions. Donated assets may be in the form of securities, land, buildings, equipment, or materials.

**Effective Interest Rate:** The rate of earning on a bond investment based on the actual price paid for the bond, the maturity date, and the length of time between interest dates, in contrast with the nominal interest rate.

**Encumbrances:** An account used to record the estimated amount of purchase orders, contracts, or salary commitments chargeable to an appropriation. The account is credited when goods or services are received and the actual expenditure of the appropriation is known.

**Enterprise Fund:** A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges; or where the governing body of the governmental unit has decided periodic determination of revenues earned, expenses incurred, and/or net income is appropriate. Government-owned utilities and hospitals are ordinarily accounted for by enterprise funds.

**Equipment:** Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings) that is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

**Equity Transfer:** Nonrecurring or nonroutine transfers of equity between funds. Also referred to as Residual Equity Transfer.

**Estimated Expenditures:** The estimated amounts of expenditures included in budgeted appropriations. See also Appropriations.

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**Estimated Other Financing Sources:** Amounts of financial resources estimated to be received or accrued during a period by a governmental or similar type fund from interfund transfers or from the proceeds of noncurrent debt issuances.

**Estimated Other Financing Uses:** Amounts of financial resources estimated to be disbursed or accrued during a period by a governmental or similar type fund for transfer to other funds.

**Estimated Revenue:** For revenue accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis, estimated revenues include both cash and accrual basis revenues. See also Revenue, Cash Basis, Accrual Basis, and Modified Accrual Basis.

**Estimated Revenue Receipts:** A term used synonymously with estimated revenue by some governmental units reporting their revenues on a cash basis. See also Revenue.

**Estimated Uncollectible Accounts Receivable (Credit):** That portion of accounts receivable that it is estimated will never be collected. The account is deducted from the Accounts Receivable account on the balance sheet in order to arrive at the net amount of accounts receivable.

**Expenditures:** Expenditures are recorded when liabilities are incurred pursuant to authority given in an appropriation. If the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes.
Note: Encumbrances are not expenditures.

**Expenses:** Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges presumed to benefit the current fiscal period.

**Financial Audit:** One of the two major types of audits defined by the U.S. General Accounting Office (see Performance Audit for the other major type). A financial audit provides an auditor's opinion that financial statements present fairly an entity's financial position and results of operations in conformity with generally accepted accounting principles or that other financial reports comply with specified finance-related criteria.

**Financial Condition:** The probability that a government will meet its financial obligations as they become due *and* its service obligations to constituencies, both currently and in the future. See Financial Position.

**Financial Position:** The adequacy of cash and short-term claims to cash to meet current obligations and those expected in the near future. See Financial Condition.

**Fiscal Agent:** A bank or other corporate fiduciary that performs the function of paying, on behalf of the governmental unit, or other debtor, interest on debt or principal of debt when due.

**Fiscal Period:** Any period at the end of which a governmental unit determines its financial position and the results of its operations.

**Fiscal Year:** A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

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**Fixed Assets:** Assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
Note: The term does not indicate the immobility of an asset, which is the distinctive character of "fixture".

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

**Full Faith and Credit:** A pledge of the general taxing power for the payment of debt obligations.
Note: Bonds carrying such pledges are usually referred to as general obligation bonds.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory responsibility for which a governmental unit is responsible. For example, public health is a function. See also Activity and Object.

**Fund:** A fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. See General Fixed Assets Account Group and General Long-Term Debt Account group.

**Fund Accounting:** An accounting system organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Resources are allocated to and accounted for in individual funds based upon purposes for which they are to be spent and the means by which spending activities are controlled. Fund accounting is used by states and local governments and by not-for-profit organizations that need to account for resources the use of which is restricted by donors or grantors.

**Fund Balance:** The portion of Fund Equity available for appropriation.

**Fund Balance Sheet:** A balance sheet for a single fund. See Fund and Balance Sheet.

**Fund Equity:** The excess of fund assets and resources over fund liabilities. A portion of the equity of a governmental fund may be reserved or designated; the remainder is referred to as Fund Balance.

**Fund Type:** A classification of funds that are similar in purpose and character.

**GASB:** See Governmental Accounting Standards Board.

**General Fixed Assets:** Those fixed assets of a governmental unit that are not accounted for by a proprietary or fiduciary fund.

**General Fixed Assets Account Group (GFAAG):** A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit. See General Fixed Assets.

**General Fund:** A fund used to account for all transactions of a governmental unit that are not accounted for in another fund.
Note: The General Fund is used to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues.

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**General Long-Term Debt:** Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit. See Long-Term Debt.
**General Long-Term Debt Account Group (GLTDAG):** A self-balancing group of accounts set up to account for the general long-term debt of a governmental unit. See General Long-Term Debt.

**General Obligation Bonds:** Bonds for whose payment the full faith and credit of the issuing body is pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues. See also Full Faith and Credit.

**Generally Accepted Accounting Principles (GAAP):** The body of accounting and financial reporting standards. conventions, and practices that have authoritative support from standards-setting bodies such as the Governmental Accounting Standards Board and the Financial Accounting Standards Board, or for which a degree of consensus exists among accounting professionals at a given point in time. Generally accepted accounting principles are continually evolving as changes occur in the reporting environment

**GFOA:** See Government Finance Officers Association.

**Government Finance Officers Association:** Formerly Municipal Finance Officers Association of the United States and Canada. Sponsored the National Council on Governmental Accounting. Administers the Certificate of Achievement program and other programs to encourage excellence in financial reporting and budgeting by state and local governments.

**Governmental Accounting:** The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies. The term generally is used to refer to accounting for state and local governments, rather than the U.S. federal government.

**Governmental Accounting Standards Board:** The independent agency established under the Financial Accounting Foundation in 1984 as the official body designated to set accounting and financial reporting standards for state and local governments.

**Governmental Funds:** A generic classification used by the GASB to refer to all funds other than proprietary and fiduciary funds. The General Fund, special revenue funds, capital projects funds, and debt service funds are the types of funds referred to as "governmental funds."

**Historical Cost:** The amount paid, or liability incurred, by an accounting entity to acquire an asset and make it ready to render the services for which it was acquired.

**Improvements:** Buildings, other structures, and other attachments or annexations to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers.
Note: Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term *improvements other than buildings* is preferred. Infrastructure Assets is a term also used.

**Improvements Other than Buildings:** A fixed asset account that reflects the acquisition value of permanent improvements, other than buildings, that add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects fair value at time of acquisition.

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**Income:** A term used in accounting for governmental enterprises to represent the excess of revenues earned over the expenses incurred in carrying on the enterprise's operations. It should not be used without an appropriate modifier, such as Operating, Nonoperating, or Net. See also Operating Income, Nonoperating Income, and Net Income. Note: The term Income should not be used in lieu of Revenue in nonenterprise funds.

**Indirect Cost:** A cost incurred which cannot be identified specifically with a cost objective, but rather benefits multiple cost objectives (e.g., a hospital cafeteria, central data processing department, and general management costs).

**Infrastructure Assets:** Roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, and lighting systems installed for the common good.

**Interfund Accounts:** Accounts in which transactions between funds are reflected. See Interfund Transfers.

**Interfund Loans:** Loans made by one fund to another.

**Interfund Transfers:** Amounts transferred from one fund to another.

**Intergovernmental Revenue:** Revenue from other governments. Grants, shared revenues, and entitlements are types of intergovernmental revenue.

**Interim Borrowing:** (1) Short-term loans to be repaid from general revenues during the course of a fiscal year. (2) Short-term loans in anticipation of tax collections or bonds issuance. See Tax Anticipation Notes and Revenue Anticipation Notes.

**Interim Statement:** A financial statement prepared before the end of the current fiscal year and covering only financial transactions during the current year to date. See also Statements.

**Internal Control:** A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.

**Internal Service Fund** A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit, or to other governmental units. Amounts expended by the fund are restored thereto either from operating earnings or by transfers from other funds, so that the original fund capital is kept intact. Formerly called a Working Capital Fund or Intragovernmental Service Fund.

**Inventory:** A detailed list showing quantities, descriptions, and values of property and frequently also units of measure and unit prices.

**Investment in General Fixed Assets:** An account in the general fixed assets group of accounts that represents the governmental unit's equity in general fixed assets. The balance of this account is subdivided according to the source of funds that financed the asset acquisition, such as general fund revenues, special assessments, etc.

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**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**Judgment:** An amount to be paid or collected by a governmental unit as the result of a court decision, including a condemnation award in payment for private property taken for public use.

**Land:** A fixed asset account that reflects the carrying value of land owned by a governmental unit. If land is purchased, this account shows the purchase price and costs such as legal fees, filling and excavation costs, and the like, that are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at time of acquisition.

**Lapse:** (Verb) As applied to appropriations, this term denotes the automatic termination of an appropriation. Note: Except for indeterminate appropriations and continuing appropriations, an appropriation is made for a certain period of time. At the end of this period, any unexpended and unencumbered balance thereof lapses, unless otherwise provided by law.

**Leasehold:** The right to the use of real estate by virtue of a lease, usually for a specified term of years, for which a consideration is paid.

**Legal Opinion:** (1) The opinion of an official authorized to render it, such as an attorney general or city attorney, as to legality. (2) In the case of municipal bonds, the opinion of a specialized bond attorney as to the legality of a bond issue.

**Levy:** (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

**Liabilities:** Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. Note: The term does not include encumbrances.

**Line Item Budget:** A detailed expense or expenditure budget, generally classified by object within each organizational unit, and, often, classified within each object as to authorized number of employees at each salary level within each job classification, etc.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Machinery and Equipment:** See Equipment.

**Modified Accrual Basis:** Under the modified accrual basis of accounting, required for use by governmental funds, revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

**Net Assets:** The difference between total assets and total liabilities. Equivalent to the fund equity of a fund, the equity of a not-for-profit organization, or the owners' equity of a business.

**Net Income:** A term used in accounting for governmental enterprises to designate the excess of total revenues over total expenses for an accounting period. See also Income, Operating Revenues, Operating Expense, Nonoperating Income, and Nonoperating Expenses.

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**Net Profit:** See Net Income.

**Revenue:** See Net Income.

**Net Revenue Available for Debt Service:** Gross operating revenues of an enterprise less operating and maintenance expenses but exclusive of depreciation and bond interest. "Net Revenue" as thus defined is used to compute “coverage" of revenue bond issues.
Note: Under the laws of some states and the provisions of some revenue bond indentures, net revenues used for computation of coverage are required to be on a cash basis rather than an accrual basis.

**Nominal Interest Rate:** The contractual interest rate shown on the face and in the body of a bond and representing the amount of interest to be paid, in contrast to the effective interest rate.

**Nonoperating Expenses:** Expenses incurred for nonoperating properties or in the performance of activities not directly related to supplying the basic service by a governmental enterprise. An example of a nonoperating expense is interest paid on outstanding revenue bonds.

**Nonoperating Income:** Income of governmental enterprises that is not derived from the basic operations of such enterprises. An example is interest on investments or on bank time deposits.

**Notes Payable:** In general, an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

**Notes Receivable:** A note payable held by a governmental unit.

**Object:** As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies. See also Activity, Character, Function, and Object Classification.

**Object Classification:** A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies, and equipment.

**Obsolescence:** The decrease in the value of fixed assets resulting from economic, social, technological, or legal changes.

**Operating Budget:** A budget that applies to all outlays other than capital outlays. See Budget.

**Operating Expenses:** (1) As used in the accounts of governmental enterprises, the term means those costs that are necessary to the maintenance of the enterprise, the rendering of services, the sale of merchandise, the production and disposition of commodities produced, and the collection of enterprise revenues. (2) The term is also sometimes used to describe expenses for general governmental purposes.

**Operating Income:** Income of a governmental enterprise derived from the sale of its goods and/or services. For example, income from the sale of water by a municipal water utility is operating income. See also Operating Revenues.

**Operating Lease:** A rental-type lease in which the risks and benefits of ownership are substantively retained by the lessor, and which does not meet the criteria defined in applicable accounting and reporting standards as a capital lease.

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## GLOSSARY OF BUDGET AND FINANCE TERMINOLOGY

**Operating Revenues:** Revenues derived from the operation of governmental enterprises character.

**Operating Statement:** A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet that shows financial position at a given moment in time.

**Operating Transfers:** Legally authorized interfund transfers (from a fund receiving revenue to the fund that is to make the expenditures). See also Residual Equity Transfer

**Ordinance:** A formal legislative enactment by the council or governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.
Note: The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments, and service charges, universally require ordinances.

**Original Cost:** The total of assets given and/or liabilities assumed to acquire an asset. In utility accounting, the original cost is the cost to the first owner who dedicated the plant to service of the public.

**Other Financing Sources:** An operating statement classification in which financial inflows other than revenues are reported; for example, proceeds of long-term debt, operating transfers-in, etc.

**Other Financing Uses:** An operating statement classification in which financial outflows other than expenditures are reported; for example, operating transfers-out.

**Overhead:** Those elements of cost necessary in the production of an article or the performance of a service that are of such a nature that the amount applicable to the product or service cannot be determined accurately or readily. Usually they relate to those objects of expenditures that do not become an integral part of the finished product or service, such as rent, heat, light, supplies, management, or supervision.

**Pay-As-You-Go-Basis:** A term used to describe the financial policy of a governmental unit that finances all of its capital outlays from current revenues rather than by borrowing. A governmental unit that pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

**Performance Audit:** One of the two major types of audit defined by the U.S. General Accounting Office (see Financial Audit for the other type). A performance audit provides an auditor's independent determination (but not an opinion) of the extent to which government officials are efficiently, economically, and effectively carrying out their responsibilities.

**PERS:** See Public Employee Retirement Systems.

**Petty Cash:** A sum of money set aside for the purpose of making change or paying small obligations for which the issuance of a formal voucher and check would be too expensive and time consuming. Sometimes called a petty cash fund, with the term fund here being used in the commercial sense of earmarked liquid assets.

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**Pooled Investments:** In order to simplify portfolio management, obtain a greater degree of investment diversification for individual endowments or trusts, and reduce brokerage, taxes, and bookkeeping expenses, investments may be merged, or *pooled.*

**Prepaid Expenses:** Expenses entered in the accounts for benefits not yet received. Prepaid expenses differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations. Examples of prepaid expenses are prepaid rent, prepaid interest, and premiums on unexpired insurance.

**Prepayment of Taxes:** The deposit of money with a governmental unit on condition that the amount deposited is to be applied against the tax liability of a designated taxpayer after the taxes have been levied and such liability has been established. See also Deferred Revenues.

**Primary Government:** A state government or general purpose local government. Also, a special purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments.

**Prior-Years' Encumbrances:** See Reserve for Encumbrances-Prior Year.

**Prior-Years' Tax Levies:** Taxes levied for fiscal periods preceding the current one.

**Private Trust Fund:** A trust fund that will ordinarily revert to private individuals or will be used for private purposes; for example, a fund that consists of guarantee deposits.

**Pro Forma:** For form's sake; an indication of form; an example. The term is used in conjunction with a noun to denote merely a sample form, document, statement, certificate, or presentation, the contents of which may be either wholly or partially hypothetical, actual facts, estimates, or proposals.

**Program Budget:** A budget wherein inputs of resources and outputs of services are identified by programs without regard to the number of organizational units involved in performing various aspects of the program.

**Project:** A plan of work, job, assignment, or task. Also used to refer to a job or task.

**Property Taxes:** Taxes levied by a legislative body against agricultural, commercial, residential, or personal property pursuant to law and in proportion to the assessed valuation of said property, or other appropriate basis.

**Proprietary Accounts:** Those accounts that show actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

**Proprietary Fund:** Sometimes referred to as "income-determination" or "commercial-type" funds of a state or local governmental unit. Examples are enterprise funds and internal service funds.

**Public Employee Retirement Systems:** The organizations that collect retirement and other employee benefit contributions from government employers and employees, manage assets, and make payments to qualified retirants, beneficiaries, and disabled employees.

**Purchase Order:** A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

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**Quasi-external Transaction:** Transactions between funds that are similar to and accounted for the same as if the other party to the transaction had been an external entity. An example is the purchase of supplies by the General Fund from an internal service fund. This transaction results in an expenditure by the General Fund and a revenue to the internal service fund.

**Realize:** To convert goods or services into cash or receivables. Also to exchange for property that is a current asset or can be converted immediately into a current asset. Sometimes applied to conversion of noncash assets into cash.

**Rebates:** Abatements or refund.

**Receipts:** This term, unless otherwise qualified, means cash received.

**Refund:** (Noun) An amount paid back or credit allowed because of an overcollection or on account of the return of an object sold. (Verb) To pay back or allow credit for an amount because of an overcollection or because of the return of an object sold. (Verb) To provide for the payment of a loan through cash or credit secured by a new loan.

**Refunding Bonds:** Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**Reimbursement:** Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

**Replacement Cost:** The cost as of a certain date of a property that can render similar service (but need not be of the same structural form) as the property to be replaced. See also Reproduction Cost.

**Reporting Entity:** The primary government and all related component units, if any, combined in accordance with GASB Codification Section 2100 constitute the governmental reporting entity.

**Reproduction Cost:** The cost as of a certain date of reproducing an exactly similar property new in the same place.
Note: Sometimes this term is designated as "reproduction cost new" to distinguish it from "depreciated reproduction cost," which is the reproduction cost of a given property less the estimated amount of accumulated depreciation applicable to it. In the absence of any modifier, however, the term *reproduction cost* is understood to be synonymous with *reproduction cost new.* See also Replacement Cost.

**Repurchase Agreement:** An agreement wherein a governmental unit transfers cash to a financial institution in exchange for U.S. government securities, and the financial institution agrees to repurchase the same securities at an agreed-upon price.

**Requisition:** A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

**Reserve:** An account that records a portion of the fund equity that must be segregated for some future use and that is, therefore, not available for further appropriation or expenditure. See Reserve for Inventory.

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**Reserve for Encumbrances-Prior Year:** Encumbrances outstanding at the end of a fiscal year are designated as pertaining to appropriations of a year prior to the current year in order that related expenditures may be matched with the appropriations of the prior year rather than an appropriation of the current year.

**Reserve for Inventory:** A segregation of a portion of fund equity to indicate that assets equal to the amount of the reserve are invested in inventories and are, therefore, not available for appropriation.

**Residual Equity Transfer:** Nonrecurring or nonroutine transfers of equity between funds (e.g., transfers of residual balances of discontinued funds to the General Fund or a Debt Service Fund). See also Equity Transfer.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute. See also Ordinance.

**Resources:** Legally budgeted revenues of a state or local government that have not been recognized as revenues under the modified accrual basis of accounting as of the date of an interim balance sheet.

**Restricted Assets:** Assets (usually of an enterprise fund) that may not be used for normal operating purposes because of the requirements of regulatory authorities, provisions in bond indentures, or other legal agreements, but that need not be accounted for in a separate fund.

**Restricted Fund:** A fund established to account for assets the use of which is limited by the requirements of donors or grantors. Hospitals may have three types of restricted funds: specific purpose funds, endowment funds, and plant replacement and expansion funds. The governing body or administration cannot restrict the use of assets, they may *only designate* the use of assets.

**Retained Earnings:** The accumulated earnings of an Enterprise or Internal Service Fund that have been retained in the fund and are not reserved for any specific purpose.

**Revenue**: Additions to fund financial resources other than from interfund transfers and debt issue proceeds.

**Revenue Anticipation Notes, or RANS:** Notes issued in anticipation of the collection of revenues, usually from specified sources, and to be repaid upon the collection of the revenues.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.

**Revenues Budget:** A legally adopted budget authorizing the collection of revenues from specified sources and estimating the amounts to be collected during the period from each source.

**Schedules:** (1) The explanatory or supplementary statements that accompany the balance sheet or other principal statements periodically prepared from the accounts. (2) The accountant's or auditor's principal work papers covering his examination of the books and accounts. (3) A written enumeration or detailed list in orderly form.

**Securities:** Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments. See also Investments.

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**Service Efforts and Accomplishments:** A conceptualization of the resources consumed (inputs), tasks performed (outputs), and goals attained (outcomes), and the relationship among these items, in providing services in selected areas (e.g., police protection, solid waste garbage collection, and elementary and secondary education).

**Short-Term Debt:** Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.

**Single Audit:** An audit prescribed by federal law for state and local governmental units, colleges and universities, and not-for-profit organizations that receive federal financial assistance above a specified amount. Such an audit is to be conducted in conformity with Office of Management and Budget Circular A-128 for state and local governments and Circular A-133 for colleges and universities and other not-for-profit organizations. Such an audit is conducted on an organization-wide basis rather than on the former grant-by-grant basis. The Single Audit Act of 1984 and the two circulars cited above impose uniform, and rigorous, requirements for conducting and reporting on single audits.

**Special Assessment:** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service that is presumed to be a general benefit to the public and of special benefit to such properties.

**Special Assessment Bonds:** Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as "special-special assessment bonds." If, in addition to the assessments, the full faith and credit of the governmental unit is pledged, they are known as "general obligation special assessment bonds."

**Special Assessment Roll:** The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

**Special District** An independent unit of local government organized to perform a single governmental function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent on enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities, and electric power authorities.

**Statements:** (1) Used in a general sense, statements are all of those formal written presentations that set forth financial information. (2) In technical accounting usage, statements
are those presentations of financial data that show the financial position and the results of financial operations of a fund, a group of accounts, or an entire governmental reporting entity, or component unit thereof, for a particular accounting period.

**Stores:** Materials and supplies on hand in storerooms, subject to requisition and use.

**Subsidiary Ledger:** A group of subsidiary accounts the sum of the balances of which is equal to the balance of the related control account.

**Subvention:** A grant.

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**Surety Bond:** A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through nonperformance or through defalcation. An example is a surety bond given by a contractor or by an official handling cash or securities.

**Surplus:** Now generally obsolete in accounting usage. See Fund Balance, Retained Earnings, and Investment in General Fixed Assets.

**Tax Anticipation Notes, or TANS:** Notes (sometimes called warrants) issued in anticipation of collection of taxes, usually retirable only from tax collections, and frequently only from the proceeds of the tax levy whose collection they anticipate.

**Tax Increment Debt:** Debt secured by an incremental tax earmarked for servicing the debt, such as a half-cent sales tax.

**Tax Roll:** The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**Transfers:** See Operating Transfers and Residual Equity Transfers.

**Trial Balance:** A list of the balances of the accounts in a ledger kept by double entry, with the debit and credit balances shown in separate columns. If the totals of the debit and credit columns are equal or their net balance agrees with a control account, the ledger from which the figures are taken is said to be "in balance."

**Trust Fund:** A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of the trust. See also Private Trust Fund.

**Trust and Agency Funds:** See Trust Fund.

**Unearned Income:** See Deferred Revenues.

**Unencumbered Appropriation:** That portion of an appropriation not yet expended or encumbered.

**Unexpended Appropriation**: That portion of an appropriation that has not been expended.

**User Charge:** A charge levied against users of a service or purchasers of a product of an enterprise fund or an internal service fund.

**Warrant:** An order drawn by the legislative body or an officer of a governmental unit on its treasurer, directing the latter to pay a specified amount to the person named or to the bearer. It may be payable on demand, in which case it usually circulates the same as a bank check; or it may be payable only out of certain revenues when and if received, in which case it does not circulate as freely.

**Warrants Payable:** The amount of warrants outstanding and unpaid.

**Working Capital Fund:** See Internal Service Fund.

**Yield Rate:** See Effective Interest Rate.

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