## CITY COUNCIL AGENDA REPORT

DATE:

June 26, 2013

TO:

Honorable Mayor and City Council Members

FROM:

D. James Hart, Ph. D., City Manager

BY:

Onyx Jones, Interim Finance Director

SUBJECT:

PUBLIC HEARING: APPROVAL OF VARIOUS RESOLUTIONS ADOPTING ALL

AGENCY BUDGETS FOR FISCAL YEAR 2013-2014

#### STAFF RECOMMENDATION:

Acting as the City Council: Adopt City Resolution No. 13-24 as presented.

Acting as the APUA Board: Adopt APUA Resolution No. 13-09 as presented.

Acting as the Board of the Adelanto Community Benefit Corporation: Adopt City Resolution No.13-25 as presented.

Acting as the City Council: Adopt City Resolution No. 13-28 as presented.

Approval of job description for Landscape Maintenance District Groundskeeper as presented.

#### **BACKGROUND:**

Annually, staff is required by the Adelanto Municipal Code to present the budgets for the City of Adelanto, the Adelanto Public Utilities Authority, and the Adelanto Community Benefit Corporation by June 30<sup>th</sup>, prior to the start of the fiscal year effected.

#### **GENERAL FUND**

The budget for the City's General Fund accounts for administration, public safety, building and development, maintenance, community centers, and other needs within the City. The budget this year is balanced with the use of \$2.6M in proceeds from the sale of the Adelanto Community Correctional Facility. The General Funds budget deficit has been decreased by \$2.9M from the Mid-Year adjusted budget for FY 2012/13, which had a deficit of \$5.5M.

The proceeds from the correctional facility have been funding the General Fund and the Stadium Fund's cash shortfalls for the past several years. The projected cash balances for both funds at the end of FY 2013 is \$4.1M. The budget for FY 2014 will use \$2.6M of the \$4.1M, which would leave a projected cash balance of \$1.5M in June of FY 2014. This projected ending cash balance will not be enough funds to start the next fiscal year in July 2014. The City would potentially run out of General Fund cash by November/December 2014.

Since the inception of the City of Adelanto, the General Fund has had to use various funding sources to balance the budget due to the fact that the City's tax base have never been sufficient to fund all of the

basic city services that are needed to operate a City. In FY 2014 the City of Adelanto's projected tax revenues will come to \$4.5M which includes, franchise fees, property taxes, sales tax, motor vehicle in lieu tax, etc. This amount is only 35% of the total General Fund budget and only covers the cost of the Police Budget which is also \$4.5M. In the past, Adelanto has had to utilize reserves, grant funds, transfers for loan payments and/or administrative cost, revenue from license and permits, investment income, charge for services, sale of City properties, one time revenue sources, and more recently proceeds from the sale of the Adelanto Correctional Facility to balance the budget within the General Fund.

City staff has responsibly and proactively strived to manage its finances with a limited amount of taxpayer dollars. In the General Fund's Fiscal Year 2013-14 budget the estimated tax revenues are \$4.5 million, while the budget for the Police and Fire department alone comes to \$7 million. The tax revenue shortfall coupled with the State's takeaways, a drastic decline in development activity within the City, and cash reserves of only \$4.1M has placed the city in a state of fiscal emergency.

Unfortunately, many California cities such as San Bernardino, Inglewood, La Mirada, Cathedral City, Sonoma, Banning, and others have also had to approve resolutions declaring fiscal emergencies over the past few years. This process is not uncommon and in fact is required in situations where the financial condition of the City could cause service disruptions that would have a negative impact upon the public peace, health, safety and welfare of the community.

Significant changes in the proposed FY 2014 budget include:

## Budget Cuts

- The county contracts for Police and Fire have proposed budget cuts of \$1.1M and the service levels would be at a bare minimum. However, even with the drastic budget cuts, the Police and Fire budget combined is still \$7M, which is 55% of the total City Budget.
- The City's Park budget was cut by 74%
- o The proposed budget for FY 2014 also contains cuts of \$1.5M out of the operational and capital budget of almost every department in the General Fund.
- In March 2013 there was a reduction of 19 positions which is about 23% of the General Funds workforce. The impact of these cuts affected departments that directly serve the community (I.e. Parks, Community Development/Planning, Code Enforcement, and Streets)

#### General Fund Revenues had a net increase of \$380K

- o There was an increase of \$215K in intergovernmental revenue for the administrative fee and bed tax received from the GEO prison.
- The City is currently working on a land sale agreement which could generate an additional \$105K in revenue.
- The transfer revenue has increase by \$205K due mostly to an increase in Gas Tax revenue and an increase in CFD funds to pay for increased cost for Police and Fire Support in certain areas within the City.

#### General Fund Expenditures had a net decrease of \$2.5M

 The Fire Department made the most significant cut of \$850K by cutting staff levels on all shifts and utilizing shared services from neighboring county areas. The Police budget

- also cut some of their administrative staff which resulted in budget cuts of \$270K.
- Other departments that experienced budget cuts of at least \$100K were the Community Development/Planning Department, Human Resources, Parks and Grounds, Facility Maintenance, Code Enforcement, and Engineering. The cuts in these departments were due mostly to the reduction of staff positions.

#### Personnel Changes

- There were no salary increases budgeted for staff in FY 2014. Due to the fiscal emergency all merit increases are on hold.
- There was a reclassification of title for the previous Stadium Groundskeeper position, which has now been reclassified as Landscape Maintenance Groundskeeper. The job description for this position is attached to this staff report for approval. This is just a reclassification of title there were no increases to salary.

#### ADELANTO PUBLIC UTILTY AUTHORITY (APUA)

The proposed FY 2013/2014 budget for APUA is balanced. The Water Fund is projected to have a net income of \$180K and the Sewer Fund is projected to have a net income of \$702K. It is important to note that these projections do NOT include the potential \$7M payout for the loss of the AMBAC case. This \$7M payout could be detrimental to the viability of APUA and its' ability to secure outside funding in the future if a resolution is not generated. Currently, staff is working on the possibility of refinancing some APUA's current debt to lower the monthly payments and to finance the potential lawsuit payout.

#### APUA Revenues

- The Water Fund's revenues for FY 2013 are estimated to be below budget by \$400K. Although the final year of the rate increases were implemented in FY 2013 there were some inefficiencies in operations that resulted in not meeting the budget projections of \$6.7M. However, with the implementation of the Council approved Global Water solution the Water Fund is expected to not only recover the \$400k in lost revenues but increase budgeted revenues by another \$250K for FY 2014.
- o There is a projected budget increase of \$150K in the Sewer Fund's revenues.
- The Global Water solution includes an audit of the City's current meters, an account of all vacant properties that are currently not paying the monthly base charge for Water and Sewer, missing accounts not currently in our utility billing system, business accounts not currently being billed properly, a replacement of bad meters, and a reduction of bad debt write off because of increased cash collections.

#### APUA Expenditures

- The Water Fund expenditure budget increased by \$120K over the approved mid-year budget due mostly to the increased cost of the Global Water solution, which is more than offset by the increase in projected revenues.
- The Sewer Fund's projected budget decrease of \$530K in expenditures is due mostly to the completion of the Wastewater Treatment Plant which eliminates the need to pay additional diversion cost.

The City of Adelanto's population has grown 345% since 1990 and 76% since 2000. The population in 2010 was 31,857 and it's expected to continue to grow in 2014. (source:www.clrsearch.com/Adelanto-demographics). Increases in population can generate additional tax revenues (sales tax, gas tax, property tax, etc.) which is much needed to the General Fund.

City Council recently approved a developer to build a new gas station/convenience store, and 18K sq. ft. medical facility, a \$7.4K sq. ft. retail building, a 3.5K sq. ft. sit down restaurant, and a new up and coming Steak and Shake Restaurant. Construction has already begun on the gas station and convenience store.

City Council also recently approved several solar projects that will lower the City's utility cost and possibly generate additional future revenues for the General Fund.

#### FISCAL IMPACT:

The General Fund has an unbalanced budget with \$12.9M in allocations and \$10.3M in revenues. The budget deficit of (\$2.6 M) will be funded with the remaining proceeds from the sale of the Adelanto Community Correctional Facility. The APUA has a balanced budget with \$14.8M in appropriations.

#### **ATTACHMENTS:**

- 1. All Agency Budgets for FY 2013-2014
- 2. City of Adelanto Budget Resolution No.13-24
- 3. Adelanto Public Utility Authority Budget Resolution No.13-09
- 4. Adelanto Community Benefit Corporation Budget Resolution No. 13-25
- 5. City of Adelanto Compensation Rates Resolution No. 13-28
- 6. Exhibit "A" Compensation Rates for Municipal Employees for FY 13-14
- 7. Job Description for Landscape Maintenance District Groundskeeper

# City of Adelanto Annual Budget







Prepared by: The City of Adelanto's Finance Department

# City of Adelanto FY2013-14 Annual Budget

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## **Elected Officials and Executive Staff**

## **Elected Officials**

Cari Thomas, Mayor Steve Baisden, Mayor Pro Tem Edgar "Ed" Camargo, Councilor Charles Valvo, Councilor Jermaine Wright, Councilor

# **Executive Staff**

D. James Hart, PhD., City Manager

Tom Thornton, City Engineer

Onyx Jones, Interim Finance Director

Cindy Herrera, City Clerk

John Sponsler, Public Utilities Superintendent

Nan Moore, Public Works Superintendent OPATEL

## City Manager's Budget Message

June 26, 2013

Honorable Mayor and City Councilors Citizens of the City of Adelanto



Enclosed please find the Fiscal Year 2013-14 operating budgets for the City of Adelanto, the Adelanto Public Utility Authority, and the Adelanto Community Benefits Corporation for your approval.

The budget for the City's General Fund, accounts for the public service needs of the City, which includes administration, public safety, building and development, maintenance and community centers. Historically, the general fund expenditures required to fund these City services has exceeded the General Fund revenues available. The City, over the years, has had to balance the General Fund budget with one time revenue sources, grant funds, transfers for loan payments and/or administrative cost, revenues from license and permits, investment income, charges for services, the sale of City properties, or more recently the City has balanced the budget with the use of proceeds from the sale of the Adelanto Correctional Facility in 2010.

City staff has responsibly and proactively strived to manage its finances with a limited amount of taxpayer dollars. The estimated tax revenues for FY 2013-14 are \$4.5 million, while the budget for the Police and Fire department alone is \$7 million. The tax revenue shortfall coupled with the State's takeaways, a drastic decline in development activity within the City, and cash reserves of only \$4.1M, has placed the city in a state of fiscal emergency.

The City has taken necessary and prudent steps to address the General Fund's operating deficit by cutting the budgeted expenditures by \$2.5 million. The Fire Department made the most significant cuts of \$850 thousand by cutting staff levels on all shifts and utilizing shared services from neighboring county areas. The Police budget also cut some of their administrative staff and their gang officer, which resulted in budget cuts of \$270 thousand. Other departments that experienced budget cuts of at least \$100 thousand were the Community Development/Planning Department, Human Resources, Parks and Grounds, Facility Maintenance, Code Enforcement, and Engineering. The City cut a total of nineteen staff positions, which was 23% of the General Funds' workforce.

Despite the steps taken to significantly reduce the General Fund's previous budget deficit of \$5.5 million to \$2.6 million, the current operating reserves/available cash are projected to be depleted by mid to late 2014. The projected depletion of the City's reserves could cause the City to file bankruptcy and there will be significant service disruptions that will have a negative impact upon the public peace, health, safety and welfare of the community.

Management Staff and City Council Members are strategically working with financial analysts and specialized outside firms to assist the City of Adelanto in pursuing financial solutions which will make the General Fund solvent in the upcoming years without relying on reserves. As information is gathered in regards to this issue, it will be shared publicly with the Residents in various forms such as newsletters, phone calls, and town hall meetings.

The Adelanto Public Utility Authority (APUA) has a balanced budget for FY 2013-14, which includes the fully operational sewer plant expansion, with new sewer lines, and new biolac basins which were funded with 2005 and 2009 bond proceeds. The Water Fund is projected to have a net income of \$180 thousand and the Sewer Fund is projected to have a net income of \$702 thousand. This does not include a potential payout for a legal case (AMBAC) that APUA lost in FY 2013 and it does not include the potential win APUA could receive in a legal suit APUA filed that will be heard by the courts in November 2013.

In either case, APUA is working to refinance some of its debt to lower its monthly payments and to finance the payout for the (AMBAC) lawsuit. APUA is also contracting with Global Water (Fathom) or a comparable company to expand its customer service capabilities/availability, upgrade the current software system, and to eliminate inefficiencies in the current system which will generate additional revenues without raising rates.

The Adelanto Community Benefits Corporation is also included in this budget to accommodate the programming of the various Community Events, namely the Annual Christmas Parade, Community Job and Resource Fair, and the Beautification Clean Up Day(s). To help fund these activities the Benefits Corporation will be hosting an Annual Golf Tournament in May and soliciting donations from vendors and the public.

In closing, I will continuously strive to make decisions that will allow for financial progress for the City of Adelanto and improved services for its residents. With the assistance of current management our focus for this fiscal year is to find additional revenue sources for the General Fund and to reduce expenditures in efforts to create long term stability of the General Fund. The goal is to maintain the City's Charter and to have a positive impact on services that the public can visually appreciate.

Respectfully submitted,

D. James Hart, PhD.

City Manager

## **CITY OF ADELANTO** TOTAL REVENUE AND EXPENDITURE SUMMARY 2013-2014 FINANCIAL PLAN

| Fund<br>Number | Fund Name                         | Estimated<br>Beginning<br>Available<br>Resources | Budget<br>FY 13/14<br>Revenues | Budget<br>FY 13/14<br>Expenditures | Estimated<br>Ending<br>Available<br>Resources |
|----------------|-----------------------------------|--|--------------------------------|------------------------------------|---|
|                | AL FUND                           | 0.770.000  |                                |                                    |   |
| 100            | General Fund                      | 6,776,080  | 10,299,502                     | 12,852,411                         | 4,222,722                                     |
| 211            | Stater Bros. Stadium              | (2,681,749)                                      | 1,500                          | 87,425                             | (2,767,674)                                   |
| TOTAL          | GENERAL FUND                      | 4,094,331  | 10,301,002                     | 12,939,836                         | 1,467,922                                     |
| SPECIA         | L REVENUE FUNDS                   |  |                                |                                    |   |
| 212            | Park Fee                          | 1,227,427  | 75,000                         | 35,000                             | 1,267,427                                     |
| 213            | Community Development Block Grant | (74,677)   | 235,000                        | 235,000                            | (74,677)                                      |
| 215            | Gas Tax                           | 1,534,688  | 900,000                        | 900,000                            | 1,534,688                                     |
| 216            | Article 8                         | .,,  | 135,000                        | 135,000                            | -   |
| 220            | Federal Grants                    | 213,440  | 35,100                         | 30,000                             | 218,540                                       |
| 221            | AB 2766                           | 153,060  | 15,000                         | 6,000                              | 162,060                                       |
| 236            | Measure I 5%                      | 92,089   | 35                             | 0,000                              | 92,124  |
| 238            | Measure I 65%                     | 3,351,087  | 33                             | 3,300,000                          | 51,087  |
|                |                                   | 251  | -                              |                                    | 51,067  |
| 241            | CLEEP                             |  | -                              | 251                                | 20.252  |
| 248            | Educational Seizure               | 32,353   | 100 000                        | 105.000                            | 32,353  |
| 249            | Public Safety Augmentation Fund   | 36,040   | 100,000                        | 125,000                            | 11,040  |
| 255            | Sanitation Fund                   | (164,537)  | 1,900,000                      | 1,900,000                          | (164,537)                                     |
| 256            | Traffic Offender                  | 18,425   | 35,500                         | 53,000                             | 925   |
| 257            | State COPS Grant Program          | 112,905  | 100,000                        | 200,000                            | 12,905  |
| 260            | Drainage Fee                      | 3,457,383  | 75,050                         | 25,000                             | 3,507,433                                     |
| 262            | Community Facilities District     | 223,700  | 45,000                         | 72,000                             | 196,700                                       |
| 265            | Lighting/Landscaping Maint Dist.  | 125,283  | 140,000                        | 161,000                            | 104,283                                       |
| 270            | Traffic Impact Fees               | 2,188,479  | 100,000                        | <del>17</del> 4                    | 2,288,479                                     |
| 275            | Fire Mitigation Fees              | 122,868  | 20,000                         | 140,000                            | 2,868   |
| 277            | Measure I 70%                     | 951,768  | 400,000                        | 200,000                            | 1,151,768                                     |
| 319            | Transit                           | 1,624  | 1,400                          | -                                  | 3,024   |
| TOTAL          | SPECIAL REVENUE FUNDS             | 13,603,655                                       | 4,312,085                      | 7,417,251                          | 10,458,489                                    |
| ENTERP         | RISE FUNDS                        |  |                                |                                    |   |
|                | Water Fund                        | 5,878,605  | 9,473,700                      | 9,288,872                          | 6,063,433                                     |
|                | Sewer Fund                        | 2,696,284  | 6,260,000                      | 5,557,369                          | 3,398,915                                     |
|                | ENTERPRISE FUNDS                  | 8,574,889  | 15,733,700                     | 14,846,241                         | 9,462,348                                     |
| TOTAL          | ENTERPRISE FUNDS                  | 0,074,000  | 10,700,700                     | 14,040,241                         | 3,402,340                                     |
| NON PR         | OFIT FUNDS                        |  |                                |                                    |   |
| 471            | Adelanto Community Benefit Corp   | 28,488   | 30,000                         | 30,500                             | 27,988  |
| TOTAL          | NON PROFIT FUNDS                  | 28,488   | 30,000                         | 30,500                             | 27,988  |
| AGENCY         | AND TRUST FUNDS                   |  |                                |                                    |   |
|                | Assessment District 1A            | (370,693)  | 1,082,000                      | 990,000                            | 2,530,480                                     |
|                | Luetke Foundation                 | 21,573   | 5,600                          | 1,000                              | 26,173  |
| 400            |                                   | (349,120)  | 1,087,600                      | 991,000                            | (252,520)                                     |
|                | =                                 | (040,120)  | 1,007,000                      | 331,000                            | (202,020)                                     |
| TOTAL C        | ITY BUDGET                        | 25,952,243                                       | 31,464,387                     | 36,224,828                         | 21,191,802                                    |
|                |                                   |  |                                |                                    | ,       |

## **General Fund**

## **CITY OF ADELANTO**

## GENERAL FUND REVENUE AND EXPENDITURE SUMMARY

#### 2013-14 PROGRAM AND FINANCIAL PLAN

|                                 | Actual      | Actual      | Mid-Year    | Estimated   | Budget      |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                 | 6/30/2011   | 06/0/2012   | 6/30/2013   | 6/30/2013   | 6/30/2014   |
| Taxes and Assessments           | 2,484,655   | 2,548,446   | 2,504,459   | 2,723,000   | 2,510,000   |
| Licenses and Permits            | 523,591     | 349,562     | 268,500     | 341,250     | 312,250     |
| Fines and Forfeitures           | 185,367     | 183,006     | 155,550     | 149,000     | 149,000     |
| Use of Money and Property       | 1,082,599   | 1,023,967   | 902,617     | 950,000     |             |
| Intergovernmental Revenue       | 2,362,276   | 2,622,434   | 2,763,300   | 2,806,000   | 2,921,000   |
| Charges for Services            | 258,604     | 256,622     | 203,400     | 163,500     | 165,500     |
| Sales and Exchange of Property  | 128,603     | 16,458      | 41          |             | 105,000     |
| Transfers and Other Revenues    | 2,337,970   | 2,890,170   | 3,041,090   | 3,050,383   | 3,246,752   |
| TOTAL REVENUES                  | 9,363,666   | 9,890,665   | 9,838,916   | 10,183,133  | 10,299,502  |
|                                 |             |             |             |             |             |
| City Council                    | 97,969      | 103,789     | 104,373     | 102,462     | 98,343      |
| City Manager                    | 414,465     | 408,680     | 443,996     | 403,147     | 417,654     |
| City Clerk                      | 229,875     | 233,950     | 296,251     | 282,330     | 255,435     |
| Finance                         | 523,736     | 542,021     | 525,523     | 508,251     | 434,220     |
| City Attorney                   | 315,140     | 327,371     | 350,000     | 320,000     | 320,000     |
| Streets                         | 932,923     | 977,821     | 1,044,728   | 1,002,560   | 1,029,045   |
| Facility Maintenance            | 202,431     | 261,345     | 244,271     | 269,594     | 69,496      |
| Engineering                     | 266,270     | 288,263     | 294,046     | 252,360     | 186,727     |
| Police                          | 4,384,362   | 4,644,868   | 4,859,459   | 4,777,726   | 4,585,572   |
| Animal Control                  | 265,399     | 253,432     | 239,454     | 242,980     | 247,604     |
| Fire                            | 3,249,700   | 3,118,853   | 3,290,853   | 3,345,853   | 2,432,260   |
| Building and Safety             | 246,555     | 259,861     | 233,450     | 230,500     | 200,925     |
| Code Enforcement                | 472,443     | 495,305     | 456,203     | 443,274     | 334,071     |
| Human Resources/Info Technology | 564,816     | 677,723     | 717,323     | 656,996     | 553,263     |
| Senior Center                   | 16,307      | 17,007      | 30,500      | 19,750      | 30,500      |
| Community Center                | 20,415      | 23,801      | 29,000      | 23,700      | 2,000       |
| Community Center #2             | 0           | 0           | 2,000       | 3,650       | 23,750      |
| Parks and Grounds               | 214,798     | 236,477     | 229,272     | 205,610     | 54,450      |
| LLMD                            | 0           | 0           | 56,503      | 56,593      | 122,512     |
| Vehicle Maintenance             | 197,435     | 176,278     | 183,361     | 147,079     | 175,203     |
| Non-departmental                | 915,731     | 946,612     | 846,538     | 777,487     | 845,600     |
| Recreation                      | 9,577       | 56,136      | 14,537      | 13,849      | =           |
| Community Development/Planning  | 545,733     | 842,277     | 849,253     | 680,347     | 433,781     |
| TOTAL EXPENDITURES              | 14,086,080  | 14,891,870  | 15,340,896  | 14,766,099  | 12,852,411  |
| NET                             | (4,722,414) | (5,001,205) | (5,501,980) | (4,582,966) | (2,552,909) |

## **General Fund Revenue Details**

|                                       |          | Actual    | Actual    | Mid-Year  | Estimated | Budget    |
|---------------------------------------|----------|-----------|-----------|-----------|-----------|-----------|
|                                       | Account  | 6/30/2011 | 6/30/2012 | 6/30/2013 | 6/30/2013 | 6/30/2014 |
| Taxes and Assessments                 |          |           |           |           |           |           |
| Franchise Taxes                       | 40130    | 1,092,766 | 1,144,085 | 1,090,000 | 1,090,000 | 1,090,000 |
| Property Taxes                        | 42230    | 163,602   | 197,590   | 190,000   | 425,000   | 190,000   |
| Property Transfer Tax                 | 42240    | 54,541    | 46,020    | 45,000    | 45,000    | 45,000    |
| Sales and Use Tax                     | 42250    | 1,108,034 | 1,113,480 | 1,144,459 | 1,128,000 | 1,145,000 |
| Transient Lodging Tax (Bed Tax)       | 42270    | 65,711    | 47,271    | 35,000    | 35,000    | 40,000    |
| Total Taxes and Assessments           |          | 2,484,655 | 2,548,446 | 2,504,459 | 2,723,000 | 2,510,000 |
| Licenses and Permits                  |          |           |           |           |           |           |
| Animal Licenses                       | 43020    | 45,149    | 37,260    | 40,000    | 25,000    | 25,000    |
| Bike Licenses                         | 43021    | -         | 92        | -         |           |           |
| <b>Building Permits</b>               | 43030    | 319,501   | 166,537   | 100,000   | 125,000   | 125,000   |
| Building Plan Check Fees              | 43031    | 25,932    | 6,612     | 15,000    | 25,000    | 25,000    |
| Business Licenses                     | 43035    | 65,273    | 78,031    | 70,000    | 70,000    | 85,000    |
| Conditional Use Permits               | 43040    | 10,910    | 20,760    | 15,000    | 7,500     | 7,500     |
| Electric Permits                      | 43041    | 9,800     | 20,196    | 10,000    | 70,000    | 25,000    |
| Environmental Review/Impact           | 43042    | 1,380     | 2,760     | 3,000     | 1,500     | 2,000     |
| <b>Excavation and Grading Permits</b> | 43043    | 25,285    | 4,091     | 2,000     | 2,000     | 2,500     |
| Home Occupation Licenses              | 43050    | 2,515     | 2,850     | 2,500     | 3,000     | 3,000     |
| Mobile Home Permits                   | 43056    | 1,270     | -         | 1,000     | 500       | 500       |
| Other Licenses and Permits            | 43057    |           | 4         | 940       | 250       | 250       |
| Mechanical Permit                     | 43058    | -         | -         |           | 3,000     | 3,000     |
| Plumbing Permits                      | 43080    | 12,048    | 5,300     | 5,000     | 5,000     | 5,000     |
| Sewer Permits                         | 43081    | -         | 90        | (2)       |           |           |
| Wide Load Permits                     | 43090    | 4,528     | 4,983     | 5,000     | 3,500     | 3,500     |
| Total Licenses and Permits            |          | 523,591   | 349,562   | 268,500   | 341,250   | 312,250   |
| Fines and Forfeitures                 |          |           |           |           |           |           |
| Animal Apprehension Fees              | 44010    | 2,837     | 1,405     | 2,000     | 2,000     | 2,000     |
| Animal Pick Up and Disposal           | 44011    | 3,392     | 1,420     | 1,500     | 1,500     | 1,500     |
| Misc Animal Control                   | 44020-57 | -         | 5,015     | 2,050     | 2,000     | 2,000     |
| Fines, Forfeitures and Penalties      | 44100    | 19,920    | 48,278    | 50,000    | 35,000    | 35,000    |
| Parking Citations                     | 44300    | 51,321    | 36,721    | 40,000    | 20,000    | 20,000    |
| Vehicle Code Fines (CVC)              | 44500    | 9,625     | 9,272     | 10,000    | 12,500    | 12,500    |
| Vehicle Storage Fees                  | 44510    | 98,273    | 80,895    | 50,000    | 76,000    | 76,000    |
| Total Fines and Forfeitures           |          | 185,367   | 183,006   | 155,550   | 149,000   | 149,000   |

| <b>Use of Money and Property</b>   |   |                |              |  |   |                |
|------------------------------------|---|----------------|--------------|--|---|----------------|
| Interest                           | 45010                                     | 1,082,599      | 1,023,967    | 902,617                                  | 950,000                                     | 890,000        |
| Total Use of Money and Property    |   | 1,082,599      | 1,023,967    | 902,617                                  | 950,000                                     | 890,000        |
|                                    |   |                |              |  |   |                |
| Intergovernmental Revenue          |   |                |              |  |   |                |
| Motor Vehicle in Lieu Tax          | 46070                                     | 2,142,866      | 1,968,369    | 2,006,300                                | 2,006,000                                   | 2,006,000      |
| Off-highway Motor Vehicle          | 46071                                     | 2 <b>5</b> .   | <b>3</b>     | 270                                      | π.  |                |
| Recycling Fee                      | 46075                                     | -              | 8,798        | -  | -   | -              |
| Participation Rate                 | 46081                                     | 127            | 21           | XES                                      | 100,000                                     | 165,000        |
| State Grants                       | 46200                                     | 49,410         | 182,767      | 257,000                                  | 100,000                                     | 200,000        |
| Administration Fees:               |   |                |              |  |   |                |
| GEO                                | 46523                                     | 35             | -            | ( <del>-</del>                           | 100,000                                     | 50,000         |
| ARDA                               | 46530                                     | 150,000        | 212,500      | 250,000                                  | 250,000                                     | 250,000        |
| Sanitation                         | 46555                                     | 20,000         | -            | ( <del>-</del>                           | -   | <b>*</b>       |
| APUA                               | 46560                                     | 177            | 250,000      | 250,000                                  | 250,000                                     | 250,000        |
|                                    |   | 2.262.276      | 2 (22 121    | 2.7(2.200                                | 2.007.000                                   | 2 021 000      |
| Total Intergovernmental Revenue    |   | 2,362,276      | 2,622,434    | 2,763,300                                | 2,806,000                                   | 2,921,000      |
|                                    |   |                |              |  |   |                |
| Charges for Services               |   |                |              |  |   |                |
| Apartment Inspection Fees          | 47010                                     | 13,020         | 10,310       | 10,000                                   | 7,500                                       | 10,000         |
| Code Enforcement Cost              | 47020                                     | 134,810        | 117,239      | 100,000                                  | 60,000                                      | 60,000         |
| -                                  | 47030                                     | 754            | 1,417        | 4,000                                    | 5,000                                       | 5,000          |
| Copies and Police Reports EMS Fees | 47031                                     | 405            | 225          | 300                                      | -,  | -              |
|                                    | 47036                                     | 300            | -            | -  | -   | -:             |
| Digital Data Fees                  | 47037                                     | 6,456          | 8,164        | 10,000                                   | 25,000                                      | 25,000         |
| Encroachment Permits               | 47038-41                                  | 9,377          | 980          | 25,100                                   | 25,000                                      | 25,000         |
| Engineering Fees                   | 47051                                     | 13,773         | 34,810       | 3,000                                    | 2,000                                       | 2,000          |
| Location and Development Plan      | 47081                                     | 2,630          | 2,630        | 5,000                                    | 2,500                                       | 2,500          |
| Parcel Map Fees                    | 47082                                     | 26,603         | 36,225       | 25,000                                   | 15,000                                      | 15,000         |
| Plan Check Fees                    | 47090-91                                  | 6,920          | 8,843        | 4,000                                    | 5,000                                       | 5,000          |
| Rent and Concessions               | 47200                                     | 570            | 368          | 500                                      | 2,000                                       | DOMESTIC STATE |
| Notary Fees                        |   |                |              |  |   | 2,000          |
|                                    |   |                |              | 10,000                                   | n/A. m                                      |                |
|                                    |   |                |              | 2 000                                    |   |                |
|                                    |   | 10.000         |              |  |   | 1              |
| Misc. Planning Fees                | 47640                                     | 1,435          | 2,465        | 3,500                                    | 1,000                                       | 500            |
| Total Charges for Services         |   | 258,604        | 256,622      | 203,400                                  | 163,500                                     | 165,500        |
|                                    |   |                |              |  |   |                |
| Sales and Exchange of Property     |   |                |              |  |   |                |
| Proceeds of sale of property       | 48010                                     | 128,603        | 16,458       | 18 <b>2</b> 3                            | 2   | 105,000        |
| Total Property Sales               |   | 128,603        | 16,458       | -  | = =   | 105,000        |
| Proceeds of sale of property       | 47210<br>47600<br>47630<br>47640<br>48010 | 337.333 395.27 | 45 FE - 1784 | 10,000<br>-<br>3,000<br>3,500<br>203,400 | 8,000<br>3,500<br>2,000<br>1,000<br>163,500 |                |

| Transfers and Other Revenues      |       |                |           | 15. 15/3/27 | 1745-411-1712     | 5.U.S.O.2765241 |
|-----------------------------------|-------|----------------|-----------|-------------|-------------------|-----------------|
| Donations-General                 | 49010 | 13,370         | 5,550     | 6,500       | 10,000            | 10,000          |
| Post Reimbursements               | 49030 | -              | 4         | -           | 20                | -               |
| State Cost Reimbursements         | 49050 | ( e            | 247       | -           | ( <del>#</del> 0) |                 |
| Other Cost Reimbursements         | 49060 | 2,522          | 66,418    | 68,000      | 75,000            | 75,000          |
| Miscellaneous Income              | 49090 | 13,103         | 37,863    | 36,150      | 25,000            | 25,000          |
| Cash Over (Short)                 | 49095 | n=             | (86)      | 100         |                   |                 |
| Interfund Loan Repayments         | 70040 | 1,203,975      | 1,264,174 | 1,327,383   | 1,327,383         | 1,393,752       |
| Transfers In:                     | 60010 |                |           |             |                   |                 |
| Gas Tax                           |       | 460,000        | 726,000   | 726,000     | 726,000           | 900,000         |
| Public Safety                     |       | 120,000        | 75,000    | 99,957      | 100,000           | 125,000         |
| Traffic Offender Program          |       | 30,000         | 30,000    | 80,000      | 80,000            | 53,000          |
| CDBG                              |       | 120,000        | 120,000   | 120,000     | 120,000           | 120,000         |
| Article 8                         |       | 70,000         | 225,000   | 225,000     | 225,000           | 135,000         |
| APUA                              |       | 125,000        | 125,000   | 125,000     | 125,000           | 125,000         |
| LLMD                              |       | 80,000         | 80,000    | 110,000     | 120,000           | 120,000         |
| CFD Police/Fire Support           |       | 5 <del>-</del> | 11,000    | 17,000      | 17,000            | 65,000          |
| ACCF                              |       |                | 24,000    | -           | -                 | Œ               |
| SLEOC (Sheriff's Overtime)        |       | 100,000        | 100,000   | 100,000     | 100,000           | 100,000         |
| Total Transfers and Other Revenue | es    | 2,337,970      | 2,890,170 | 3,041,090   | 3,050,383         | 3,246,752       |
| TOTAL REVENUES                    |       | 9,363,666      | 9,890,665 | 9,838,916   | 10,183,133        | 10,299,502      |

## Top Ten General Fund Revenues

APUA Transfer - The APUA Transfer payment is the Purchase Payment made by the Water and Sewer Enterprise to the General Fund for the purchase of the Water and Sewer operations. The total budget each year is \$2,200,000. The APUA Transfer is divided into four (4) payments and is transferred to the General Fund quarterly. Transfers are due at the beginning of each quarter starting in July. This transfer represents the largest single revenue source for the General Fund. The APUA's ability to continue to make transfers to the General Fund will remain but at fixed amount starting FY 10/11. The transfer has reduced dramatically from FY 09/10 by \$3,200,000. The difference to the General Fund will be made up by budget cuts and fund balance reserves that exist due to the Adelanto Community Correctional Facility being sold.

Motor Vehicle License Fees and In Lieu VLF (Property Tax) - The vehicle license fee (VLF), also called the motor vehicle in-lieu tax, is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. The VLF is paid annually upon vehicle registration in addition to other fees, such as the vehicle registration fee, air quality fees, and commercial vehicle weight fees all of which fund specific state programs. The VLF funds city and county services. The allocation is based on population. The majority of this revenue (\$2.0M.) is received through an In Lieu Property Tax payment that is distributed in February and June of each year.

Administrative Transfers – The City General Fund receives an allocation of administrative charges levied upon some of the Special Revenue Funds for Administrative time spent by the General Fund Staff, (i.e. the City Council, City Manager, City Clerk, and Finance Department). This particular line item refers to transfers from, Fund 216 (Article 8), Fund 249 (Public Safety Augmentation Fund), Fund 256 (Traffic Offender), Fund 257 (State COPS Grant Program), Fund 265 (Lighting and Landscaping Maintenance District), and Fund 360 (Sewer Enterprise). This category also includes the transfer from CDBG (Fund 213) in the amount of \$120K to pay for one Code Enforcement Officer and the transfer from Gas Tax (Fund 215) in the amount of \$900K to pay for Street Maintenance expenditures.

Sales and Use Tax - Under the California Sales and Use Tax Law, the sale of tangible personal property is subject to sales or use tax unless exempt or otherwise excluded. When the sales tax applies, the use tax does not apply and the opposite is true. The sales tax is imposed on all retailers for the privilege of selling tangible personal property in the state of California and is measured by the retailer's gross receipts. Use tax is imposed on the purchaser of tangible personal property from any retailer for storage, use, or other. Consumption in this state and is measured by the sales price of the property purchased. However, if an out-of-state retailer is engaged in business in this state, it is required to register with us and collect the use tax from the purchaser at the time of making the sale. The annual projected revenue this FY is \$1,145,000, the payments are received monthly.

Franchise Fees - The City receives Franchise fees from Southern California Edison, Southwest Gas, Charter Communications, Kinder Morgan Fuel Pipeline, Burrtec Waste, and Desert Valley Towing. Franchise fees are

received between February and June of each year. The majority of these revenues are received in April, May and June.

Administration Fees - The City General Fund receives an allocation of administrative charges levied upon the APUA and ARDA funds for Administrative time spent by the General Fund Staff, (i.e. the City Council, City Manager, City Clerk, and Finance Department).

Licenses and Permits - Licenses and Permits collectively in this category include Animal Licenses, Building Permits, Building Plan Check Fees, Business Licenses, Conditional Use Permits, Electric Permits, Environmental Review Fees, Excavation and Grading Permits, Home Occupation Business Licenses, Plumbing Permits and Transportation Wide-Load Permits. These revenues are collected daily.

Charges for Services – This category collectively produces \$165,500 for the fiscal year. Majority of the revenue stems from Code Enforcement Cost Recovery, cost recovery as it relates to code enforcement (because this division is "inherently" not revenue producing) is necessary to complete the accountability process by requiring those who decide not to comply to reimburse the City for all of the efforts it took to obtain compliance.

Fines & Forfeitures - The bulk of these revenues relate to vehicle fines, towing franchise revenue, and any miscellaneous penalties.

Property Tax and Property Transfer Tax - The City receives very little in Property Tax and Property Transfer Tax Revenue. However, this revenue is in the Top 10 Revenue category. Property tax revenue is received in January and May as property owners in the City pay their property taxes to the County. Property Transfer Tax is received monthly from the County as properties are being bought and sold.

## **General Fund Expenditure by Category**

Department Dept.

**General Fund** 

All

Number

**Departments** 

| TOTAL BUDGET               | 14,086,080       | 14,891,870       | 15,340,896            | 14,766,099          | 12,852,411          |
|----------------------------|------------------|------------------|-----------------------|---------------------|---------------------|
| Capital Expenditures       | 146,860          | 174,263          | 79,000                | 50,000              | 37,000              |
| Operations and Maintenance | 10,059,156       | 10,529,245       | 10,951,401            | 10,483,744          | 9,610,740           |
| Payroll and Benefits       | 3,880,064        | 4,188,362        | 4,310,495             | 4,232,355           | 3,204,671           |
|                            | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |

General Fund Expenditure Summary by Department

| Dept.     |  | Actual     | Actual     | Mid-Year   | Estimated  | Budget     |
|-----------|--|------------|------------|------------|------------|------------|
| Number    | Department Name                        | 6/30/2011  | 6/30/2012  | 6/30/2013  | 6/30/2013  | 6/30/2014  |
| 4110      | City Council                           | 97,969     | 103,789    | 104,373    | 102,462    | 98,343     |
| 4130      | City Manager                           | 414,465    | 408,680    | 443,996    | 403,147    | 417,654    |
| 4140      | City Clerk                             | 229,875    | 233,950    | 296,251    | 282,330    | 255,435    |
| 4150      | Finance                                | 523,736    | 542,021    | 525,523    | 508,251    | 434,220    |
| 4160      | City Attorney                          | 315,140    | 327,371    | 350,000    | 320,000    | 320,000    |
| 4230      | Streets                                | 932,923    | 977,821    | 1,044,728  | 1,002,560  | 1,029,045  |
| 4235      | Facility Maintenance                   | 202,431    | 261,345    | 244,271    | 269,594    | 116,173    |
| 4240      | Engineering                            | 266,270    | 288,263    | 294,046    | 252,360    | 186,727    |
| 4300      | Police                                 | 4,384,362  | 4,644,868  | 4,859,459  | 4,777,726  | 4,585,572  |
| 4310      | Animal Control                         | 265,399    | 253,432    | 239,454    | 242,980    | 247,604    |
| 4320      | Fire                                   | 3,249,700  | 3,118,853  | 3,290,853  | 3,345,853  | 2,432,260  |
| 4351      | Building and Safety                    | 246,555    | 259,861    | 233,450    | 230,500    | 200,925    |
| 4352      | Code Enforcement                       | 472,443    | 495,305    | 456,203    | 443,274    | 334,071    |
| 4353      | Human Resources/Information Technology | 564,816    | 677,723    | 717,323    | 656,996    | 553,263    |
| 4410      | Senior Center                          | 16,307     | 17,007     | 30,500     | 19,750     | 30,500     |
| 4435      | Community Center                       | 20,415     | 23,801     | 29,000     | 23,700     | 23,750     |
| 4460      | Community Center #2                    | <u>.</u>   | F          | 2,000      | 3,650      | 2,000      |
| 4470      | Parks and Grounds                      | 214,798    | 236,477    | 229,272    | 205,610    | 54,450     |
| 4480      | LLMD                                   | -          | *          | 56,503     | 56,593     | 77,785     |
| 4620      | Vehicle Maintenance                    | 197,435    | 176,278    | 183,361    | 147,079    | 175,203    |
| 4630      | Non-departmental                       | 915,731    | 946,612    | 846,538    | 777,487    | 845,600    |
| 4,782     | Recreation Department                  | 9,577      | 56,136     | 14,537     | 13,849     | 27         |
| 4900      | Community Development/Planning         | 545,733    | 842,277    | 849,253    | 680,347    | 433,781    |
| Grand Tot | al                                     | 14,086,080 | 14,891,870 | 15,340,896 | 14,766,099 | 12,854,360 |

## City Council

# CITY COUNCIL

## SUMMARY

| Dept. City Council         | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget     |
|----------------------------|-----------|-----------|--------------------|-----------|------------|
| Dept. # 4110               | 6/30/2011 | 6/30/2012 | 06/30/2013         | 6/30/2013 | 06/30/2014 |
| Payroll and Benefits       | 53,127    | 60,620    | 63,679             | 62,818    | 62,535     |
| Operations and Maintenance | 44,842    | 43,169    | 40,694             | 39,644    | 35,808     |
| Capital Expenditures       | - V       |           |                    |           |            |
| TOTAL BUDGET               | 97,969    | 103,789   | 104,373            | 102,462   | 98,343     |

## MISSION STATEMENT

The City Council is made up of five members elected by the voters of Adelanto, who also sit as the legislative body for the City, and the Public Utility Authority. As such, the City Council is responsible for establishing overall City policies, adoption of resolutions and ordinances, holding public hearings, adoption of the budget and General Plan, authorization of expenditures and appointment of the City Manager, City Attorney, and members of the Planning and Parks & Recreation Commissions.

## CITY COUNCIL FUNCTIONS

- Continue to investigate new methods of service delivery and operations, in order to assure the best possible services to the residents of Adelanto.
- Advocate federal and state legislation to improve the financial stability of the City and to provide more flexibility to the City in addressing local problems and concerns.
- Promote a positive image of the community both within and outside its boundaries. Seek ways to stabilize and improve the City's economic base.
- Improve communications and relationships between the City, the Chamber of Commerce, Adelanto School District, the County of San Bernardino, the State of California and the City's residents.

- Mayor
- Mayor Pro Tem
- City Councilors (3)

Department City Council Dept. Number 4110

|         |   |                          |  | 7  |   |
|---------|---|--------------------------|--|--|---|
| Account | Actual 6/30/2011  | Actual 6/30/2012         | Mid-Year<br>6/30/2013  | Estimated 6/30/2013  | Budget<br>6/30/2014   |
|         |   |                          |  |  |   |
| 50101   | -   | 316                      | 3(4)   | -  | -   |
| 50120   | (3,984)   | ( <del>=</del> )         | ( <del>=</del> )   | -  | ( <del>=</del> )  |
| 50130   | 1,140   | (232)                    | 1,290  | 1,095  | 1,250   |
| 50140   | 4,432   | 1,133                    | 5,518  | 4,679  | 5,345   |
| 50150   | 2,439   | 3,069                    | 1,971  | 2,144  | 1,940   |
| 50160   |   | 2,334                    | ( <del>**</del> )  | -  | ( <del>10</del> )   |
| 50170   | 49,100  | 54,000                   | 54,900   | 54,900   | 54,000  |
|         | 53,197  | 60,620                   | 63,679   | 62,818   | 62,535  |
|         |   |                          |  |  |   |
| 50229   | 36,290  | 33,588                   | 34,094   | 33,794   | 32,208  |
|         | 36,290  | 33,588                   | 34,094   | 33,794   | 32,208  |
|         |   |                          |  |  |   |
|         |   |                          |  |  | 300   |
| 50465   | 1,605   | 59                       | 300  | 400  | 300   |
|         | 2,481   | 188                      | 600  | 1,000  | 600   |
|         |   |                          |  |  |   |
| 50641   | =   | 5,689                    |  | ä  | -   |
| 50642   |   | 594                      | 250  | 350  | 250   |
|         |   | 6,283                    | 250  | 350  | 250   |
| 50651   | 6.071   | 3 110                    | 5.750  | 4.500  | 2,750   |
| 30031   |   | 5,110                    | 3,730  | 1,500  | 2,750   |
|         | 6,071   | 3,110                    | 5,750  | 4,500  | 2,750   |
|         | 16,772  | 43,169                   | 40,694   | 39,644   | 35,808  |
|         | 97,969  | 103,789                  | 104,373  | 102,462  | 98,343  |
|         | 50120<br>50130<br>50140<br>50150<br>50160<br>50170<br>50229<br>50461<br>50465 | Account 6/30/2011  50101 | Account         6/30/2011         6/30/2012           50101         -         316           50120         (3,984)         -           50130         1,140         (232)           50140         4,432         1,133           50150         2,439         3,069           50160         -         2,334           50170         49,100         54,000           53,197         60,620           50229         36,290         33,588           50461         876         129           50465         1,605         59           2,481         188           50641         -         5,689           50642         -         594           -         6,283           50651         6,071         3,110           6,071         3,110           16,772         43,169 | Account         6/30/2011         6/30/2012         6/30/2013           50101         -         316         -           50120         (3,984)         -         -           50130         1,140         (232)         1,290           50140         4,432         1,133         5,518           50150         2,439         3,069         1,971           50160         -         2,334         -           50170         49,100         54,000         54,900           53,197         60,620         63,679           50229         36,290         33,588         34,094           50461         876         129         300           50465         1,605         59         300           50641         -         5,689         -           50642         -         594         250           50651         6,071         3,110         5,750           50651         6,071         3,110         5,750           16,772         43,169         40,694 | Account         6/30/2011         6/30/2012         6/30/2013         6/30/2013           50101         -         316         -         -           50130         1,140         (232)         1,290         1,095           50140         4,432         1,133         5,518         4,679           50150         2,439         3,069         1,971         2,144           50160         -         2,334         -         -           50170         49,100         54,000         54,900         54,900           53,197         60,620         63,679         62,818           50229         36,290         33,588         34,094         33,794           50461         876         129         300         600           50465         1,605         59         300         400           50641         -         5,689         -         -           50642         -         594         250         350           50651         6,071         3,110         5,750         4,500           50651         6,071         3,110         5,750         4,500           16,772         43,169         40,694         < |

## City Manager

## CITY MANAGER DEPARTMENT SUMMARY

| Dept.     | City Manager        | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|-----------|---------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept.#    | 4130                | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll a | and Benefits        | 403,640   | 402,350   | 428,996            | 397,497   | 410,184   |
| Operatio  | ons and Maintenance | 10,825    | 6,330     | 15,000             | 5,650     | 7,470     |
| Capital E | Expenditures        | A COLOR   |           |                    |           |           |
| TOTA      | AL BUDGET           | 414,465   | 408,680   | 443,996            | 403,147   | 417,654   |

## MISSION STATEMENT

Under policy direction of the City Council, to implement Council approved policies in the most efficient and effective manner; and, to ensure that the services to the residents of Adelanto are of the highest quality within the resources available.

#### CITY MANAGER DEPARTMENTAL FUNCTIONS

The City Manager serves as the Chief Executive Officer for the City of Adelanto and as Executive Director of the Adelanto Redevelopment Agency and Public Financing Authority. Appointed by the City Council, the City Manager is responsible for the overall administration of all City Government departments. The City Manager establishes the goals and objectives for the City's vision and ensures departmental accomplishment to provide facilities and services to enhance the quality of life for residents, businesses and community organizations.

Program Description: The City Manager is the Chief Executive Officer of the City, and additionally serves as Executive Director of the Redevelopment Agency, and Public Financing Authority. The City Manager is appointed by, answerable to, and takes direction from the City Council. He is responsible for the day-to-day efficient performance of all city operations, implementing Council policy, formulating staff recommendations to Council on policy matters, and for preparing and submitting the annual budget. Major functions included in this program are Council administrative support and policy analysis, organizational development, administrative analysis, community relations, intergovernmental relations, and general leadership/oversight of City operations, human resources and risk management and Economic Development.

- City Manager
- Secretary to the City Manager

| Department   | City Manager |
|--------------|--------------|
| Dept. Number | 4130         |

| Dept. Number 4130            |                          |           |           |           |           |           |
|------------------------------|--------------------------|-----------|-----------|-----------|-----------|-----------|
|                              | 1380 2722 2722 2722 2722 | Actual    | Actual    | Mid-Year  | Estimated | Budget    |
|                              | Account                  | 6/30/2011 | 6/30/2012 | 6/30/2013 | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits         | 50101                    | 270 501   | 266.020   | 204 200   | 266.466   | 277.042   |
| Regular Wages                | 50101                    | 270,501   | 266,938   | 294,399   | 266,466   | 277,842   |
| Overtime Wages               | 50102                    | 195       | -         | -         | -         | -         |
| Leave Pay Outs               | 50115                    | 54,076    | 49,110    | 38,429    | 46,955    | 44,912    |
| Retirement Contributions     | 50120                    | 46,231    | 38,411    | 40,921    | 36,038    | 38,620    |
| Medicare Contributions       | 50130                    | 4,226     | 4,813     | 4,826     | 4,639     | 4,680     |
| Social Security Tax          | 50140                    | *         | -         | -         | 6         | •         |
| Unemployment/ETT             | 50150                    | 868       | 868       | 1,302     | 868       | 868       |
| Workers Compensation         | 50160                    |           | ~         | -         | ·         | (#))      |
| Benefit Allowance            | 50170                    | 27,543    | 42,210    | 49,119    | 42,531    | 43,262    |
| Total Payroll and Benefits   |                          | 403,640   | 402,350   | 428,996   | 397,497   | 410,184   |
| Vehicle Maintenance          |                          |           |           |           |           |           |
| Parts and service            | 50441                    | (*)       | 56        | :+:       | (=        | ·         |
| Unleaded fuel                | 50455                    | 2,353     | 2,371     | 3,000     | 2,600     | 3,000     |
| Total Equipment Maintenance  |                          | 2,353     | 2,427     | 3,000     | 2,600     | 3,000     |
| General Maintenance          |                          |           |           |           |           |           |
| Uniforms/Safety supplies     | 50461                    | 150       | 55        | 250       | 250       | 250       |
| Printing and office          | 50465                    | 870       | 403       | 200       | 200       | 200       |
| Total General Maintenance    |                          | 870       | 458       | 450       | 450       | 450       |
| General Administrative       |                          |           |           |           |           |           |
|                              | 50611                    |           |           |           |           |           |
| Membership and Dues          |                          | 1,560     | 1,520     | 1,800     | 1,700     | 1,800     |
| Total General Administrative |                          | 1,560     | 1,520     | 1,800     | 1,700     | 1,800     |
| Travel and Meetings          |                          |           |           |           |           |           |
| Accommodations/Airfare       | 50641                    | 910       | -         | -         |           | -         |
| Meetings                     | 50642                    | (5)       | •         | 220       | 120       | 220       |
| Total Travel and Meetings    |                          | 905       |           | 220       |           | 220       |
| Turining and Education       |                          |           |           |           |           |           |
| Training and Education       | 50651                    | 5,136     | 1,924     | 9,530     | 900       | 2,000     |
| Conferences and seminars     | 50051                    | 5,150     | 1,724     | 7,550     | 700       | 2,000     |
| Total Training and Education |                          | 5,136     | 1,924     | 9,530     | 900       | 2,000     |
| Total Operations/Maintenance |                          | 10,825    | 6,330     | 15,000    | 5,650     | 7,470     |
|                              |                          |           |           |           |           |           |
| TOTAL BUDGET                 | á                        | 414,465   | 408,680   | 443,996   | 403,147   | 417,654   |

## City Clerk

## CITY CLERK DEPARTMENT SUMMARY

| Dept. City Clerk           | Actual    | Budget    | Mid-Year<br>Review | Estimated  | Budget      |
|----------------------------|-----------|-----------|--------------------|------------|-------------|
| Dept. # 4140               | 6/30/2011 | 6/30/2012 | 6/30/2013          | 06/30/2013 | 6/30/2014   |
| Payroll and Benefits       | 191,243   | 227,551   | 263,376            | 257,742    | 228,050     |
| Operations and Maintenance | 28,224    | 6,399     | 32,875             | 24,588     | 27,385      |
| Capital Expenditures       | 10,408    |           |                    |            | Service Co. |
| TOTAL BUDGET               | 229,875   | 233,950   | 296,251            | 282,330    | 255,435     |

## MISSION STATEMENT

### CITY CLERK DEPARTMENTAL FUNCTIONS

The City Clerk assists and supports the public and City departments by making available the records necessary for the City to advance its administrative, legal, and legislative functions. The City Clerk prepares agenda packets, publishes and posts legal notices, prepares and certifies the minutes for the City Council, Successor Agency, Public Financing Authority, Utility Authority, and ensures completion of actions directed. The central and legal files of the City are maintained by the City Clerk's office. The office provides public information and responds to requests for public record information, certifies and distributes ordinances and resolutions as appropriate and/or legally required, processes claims against the City. Pursuant to the Political Reform Act, the City Clerk serves as the filing officer for Fair Political Practices Commission regulations. The City Clerk serves as Records Manager for the Citywide Records-Information Program and serves as a depository for all official documents and records. As the custodian of the official records, the City Clerk ensures that the ordinances, resolutions, and minutes are processed and maintained in accordance with State law. The City Clerk maintains the City seal, prepares formal Proclamations, and administers oaths. The City Clerk is the Elections Administrator, conducting municipal and special elections.

In conjunction with all of the above functions, the City Clerk's Department responds to information requests from City Council, Staff, Attorneys, other governmental agencies, and the general public.

- City Clerk
- Assistant to the City Clerk
- Admin Asst II

<sup>&</sup>quot;A courteous service oriented team of professionals joining hands in partnership with Community and Council. We are committed to an innovative process, information management, and continual preservation of the cities history."

Department Dept. Number City Clerk 4140

| Dept. Number 4140            |         |                  |                  |                       |                     |                     |
|------------------------------|---------|------------------|------------------|-----------------------|---------------------|---------------------|
|                              | Account | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Payroll and Benefits         |         |                  |                  |                       |                     |                     |
| Regular Wages                | 50101   | 129,009          | 166,386          | 188,609               | 184,702             | 158,954             |
| Overtime Wages               | 50102   | 292              | 170              | ā                     | (7)                 | -                   |
| Temporary Wages              | 50110   | 19,478           | 12               | 8                     |                     | 5                   |
| Leave Pay Outs               | 50115   | 19,714           | 11,631           | 11,648                | 16,000              | 9,889               |
| Retirement Contributions     | 50120   | 2,171            | 19,493           | 24,217                | 20,527              | 22,095              |
| Medicare Contributions       | 50130   | 2,176            | 2,664            | 2,911                 | 2,921               | 2,448               |
| Social Security Tax          | 50140   | 14               | 3,157            | 892                   | 1,585               | -                   |
| Unemployment/ETT             | 50150   | 1,997            | 2,041            | 1,736                 | 2,100               | 1,302               |
| Workers Compensation         | 50160   |                  | 199              |                       |                     |                     |
| Benefit Allowance            | 50170   | 16,406           | 22,179           | 33,363                | 29,907              | 33,363              |
| Total Payroll and Benefits   | 9       | 191,243          | 227,551          | 263,376               | 257,742             | 228,050             |
| Contractual Services         |         |                  |                  |                       |                     |                     |
| Elections                    | 50220   | 13,345           | 7.5.             | 22,210                | 15,000              | 22,210              |
| Medical and psychiatric      | 50225   | 255              | V2               | 45                    | 45                  | 45                  |
| Total Contractual Services   | -       | 13,600           |                  | 22,255                | 15,045              | 22,255              |
| Equipment Maintenance        |         |                  |                  |                       |                     |                     |
| Computers                    | 50431   | 940              | 178              | 1,140                 | 303                 | 1,140               |
| Total Equipment Maintenance  | ,       | 940              | ¥                | 1,140                 | 303                 | 1,140               |
| General Maintenance          |         |                  |                  |                       |                     |                     |
| Uniforms/Safety supplies     | 50461   | 949              | 17               | 65                    | 65                  | 65                  |
| Printing and office          | 50465   | 5,735            | 713              | 550                   | 600                 | 550                 |
| Total General Maintenance    |         | 6,684            | 713              | 615                   | 665                 | 615                 |
| General Administrative       |         |                  |                  |                       |                     |                     |
| Membership and Dues          | 50611   | 594              | 404              | 875                   | 855                 | 875                 |
| Total General Administrative |         | 594              | 404              | 875                   | 855                 | 875                 |
| Travel and Meetings          |         |                  |                  |                       |                     |                     |
| Accommodations/Airfare       | 50641   | 261              | -                | =                     | -                   | 5                   |
| Meetings                     | 50642   | 606              |                  | 500                   | 350                 | 500                 |
| Total Travel and Meetings    | 3       | 867              | -                | 500                   | 350                 | 500                 |
| (4)                          |         |                  |                  |                       |                     |                     |

| Training and Education Conferences and seminars | 50651 | 5,539   | 5,282   | 7,490   | 7,370     | 2,000   |
|---|-------|---------|---------|---------|-----------|---------|
| Total Training and Education                    | =     | 5,539   | 5,282   | 7,490   | 7,370     | 2,000   |
| Total Operations/Maintenance                    | -     | 28,224  | 6,399   | 32,875  | 24,588    | 27,385  |
| Capital Expenditures Facility and grounds       | 80810 | 10,408  | V40     | 2       | i i i     | 92      |
| Total Capital Expenditures                      | _     | 10,408  |         | -       | <b>35</b> |         |
| TOTAL BUDGET                                    | _     | 229,875 | 233,950 | 296,251 | 282,330   | 255,435 |

## **Finance Department**

## FINANCE DEPARTMENT SUMMARY

| Dept. Finance              | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # 4150               | 6/30/2011 | 6/30/2012 | 06/30/2013         | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 485,056   | 431,762   | 466,723            | 448,331   | 375,420   |
| Operations and Maintenance | 38,680    | 110,259   | 58,800             | 59,920    | 58,800    |
| Capital Expenditures       |           |           |                    |           |           |
| TOTAL BUDGET               | 523,736   | 542,021   | 525,523            | 508,251   | 434,220   |

#### MISSION STATEMENT

To safeguard City assets while providing efficient, quality services within the guidelines established by Council Policy.

## FINANCE DEPARTMENT FUNCTIONS

The Finance Department is responsible for the control of all financial activities of the City, including the disbursement of financial resources and ensuring that adequate resources are available. The department currently operates two programs, each with its own set of goals and performance objectives as detailed on below. These programs are: Administration/Treasury and Accounting. The general accomplishments and goals of the department are listed below.

Program Description: Accounting is responsible for four (4) subprograms within the Finance Department: (1) Accounts Payable, (2) Accounts Receivable, (3) Payroll, (4) General Ledger, the processing of journal entries, verification and creation of account structures, and monthly revenue and expenditure reports.

Program Description: The Finance Administration/Treasury Division gives administrative support and direction to the departmental programs of Accounting and Purchasing, and includes coordination of departmental activities with other City departments and the City Manager. In addition, this program includes coordination of the planning process for the annual budget, which includes providing assistance to all departments and producing the budget documents, City program and financial plan. This program also monitors and evaluates expenditure and revenue collection during the year, provides policy and fiscal analysis for the City Manager, and includes treasury functions.

- Finance Director (Contract)
- Assistant Finance Director
- Accountant
- Accounting Technician
- Sr. Management Analyst

| Department | Finance |
|------------|---------|
| Dept.      |         |
| Number     | 4150    |

|                              |         | Actual    | Actual    | Mid-Year  | Estimated         | Budget    |
|------------------------------|---------|-----------|-----------|-----------|-------------------|-----------|
|                              | Account | 6/30/2011 | 6/30/2012 | 6/30/2013 | 6/30/2013         | 6/30/2014 |
| Payroll and Benefits         |         |           |           |           |                   |           |
| Regular Wages                | 50101   | 346,285   | 311,805   | 337,126   | 339,443           | 269,807   |
| Overtime Wages               | 50102   | 264       | 742       | 2:        | 205               | 2         |
| Leave Pay Outs               | 50115   | 45,269    | 16,099    | 19,884    | 11,346            | 17,930    |
| Retirement Contributions     | 50120   | 34,819    | 40,182    | 46,861    | 39,000            | 37,503    |
| Medicare Contributions       | 50130   | 4,542     | 5,065     | 5,177     | 5,302             | 4,172     |
| Social Security Tax          | 50140   | 1,358     | 2,199     | 140       | 2,900             | =         |
| Unemployment/ETT             | 50150   | 2,753     | 4,043     | 2,604     | 3,612             | 1,736     |
| Benefit Allowance            | 50170   | 49,766    | 51,627    | 55,072    | 46,523            | 44,272    |
| Total Payroll and Benefits   |         | 485,056   | 431,762   | 466,723   | 448,331           | 375,420   |
| Control Comban               |         |           |           |           |                   |           |
| Contractual Services         | 50255   | 175       | _         | -         | 1, <del>-</del> 1 | _         |
| Medical & Psychiatric        | 50219   | 35,565    | 108,041   | 55,000    | 57,000            | 55,000    |
| Consulting/Outside services  | 20212   |           |           |           |                   |           |
| Total Contractual Services   |         | 35,740    | 108,041   | 55,000    | 57,000            | 55,000    |
| General Maintenance          |         |           |           |           |                   |           |
| Printing and office          | 50465   | 1,046     | 741       | 1,500     | 1,200             | 1,500     |
| Trinking and office          |         |           | 181       |           |                   |           |
| Total General Maintenance    |         | 1,046     | 741       | 1,500     | 1,200             | 1,500     |
| General Administrative       |         |           |           |           |                   |           |
| Membership and Dues          | 50611   | -         | 110       | 300       | 220               | 300       |
| Total General Administrative |         |           | 110       | 300       | 220               | 300       |
| Total General Administrative |         |           | 110       | 300       | 220               | 300       |
| Training and Education       |         |           |           |           |                   |           |
| Conferences and seminars     | 50651   | 1,894     | 1,367     | 2,000     | 1,500             | 2,000     |
| Total Training and Education |         | 1,894     | 1,367     | 2,000     | 1,500             | 2,000     |
| 3                            |         |           |           |           |                   |           |
| Total Operations/Maintenance |         | 38,680    | 110,259   | 58,800    | 59,920            | 58,800    |
| Total Operations/Maintenance |         | 20,000    | ,207      | 20,000    | 27,720            | 23,000    |
|                              |         |           |           |           |                   |           |
| TOTAL BUDGET                 |         | 523,736   | 542,021   | 525,523   | 508,251           | 434,220   |
|                              |         |           |           |           |                   |           |

## **City Attorney**

# CITY ATTORNEY SUMMARY

| Dept.     | City Attorney       | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget     |  |
|-----------|---------------------|-----------|-----------|--------------------|-----------|------------|--|
| Dept.#    | 4160                | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 06/30/2014 |  |
| Payroll a | and Benefits        |           |           |                    |           |            |  |
| Operation | ons and Maintenance | 315,140   | 327,371   | 350,000            | 320,000   | 320,000    |  |
| Capital E | expenditures        |           |           |                    |           |            |  |
| TOTA      | L BUDGET            | 315,140   | 327,371   | 350,000            | 320,000   | 320,000    |  |

## **MISSION STATEMENT**

The City Attorney acts as the legal advisor to all officers and employees of the City.

## CITY ATTORNEY FUNCTIONS

- To render legal opinions and deliver legal services as requested by authorized City officials.
- To review and prepare agreements or contracts to be executed by the City.
- To attend all City Council meetings or other meetings required by law.
- Review and advise the City about all claims filed against the City.

## **EMPLOYEE POSITIONS**

City Attorney (contract position)

| Department<br>Dept. Number | City Attorney 4160     |         |                  |                  |                       |                     |                     |
|----------------------------|------------------------|---------|------------------|------------------|-----------------------|---------------------|---------------------|
|                            |                        | Account | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Contractual Servi          | ces                    |         |                  |                  |                       |                     |                     |
| City Attorney              |                        | 50216   | 315,140          | 327,371          | 350,000               | 320,000             | 320,000             |
| Total (                    | Contractual Services   |         | 315,140          | 327,371          | 350,000               | 320,000             | 320,000             |
| Total (                    | Operations/Maintenance |         | 315,140          | 327,371          | 350,000               | 320,000             | 320,000             |
| TOTAL BUDGE                | ET                     |         | 315,140          | 327,371          | 350,000               | 320,000             | 320,000             |

## **Street Department**

## STREET DEPARTMENT SUMMARY

| Dept. PW                   | Actual    | Actual    | Mid-Year Review | Budget    | . Budget  |
|----------------------------|-----------|-----------|-----------------|-----------|-----------|
| <b>Dept.</b> # 4230        | 6/30/2011 | 6/30/2012 | 6/30/2013       | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 617,727   | 610,836   | 652,328         | 575,860   | 626,145   |
| Operations and Maintenance | 315,196   | 366,985   | 392,400         | 426,700   | 402,900   |
| Capital Expenditures       |           |           |                 |           |           |
| TOTAL BUDGET               | 932,923   | 977,821   | 1,044,728       | 1,002,560 | 1,029,045 |

## MISSION STATEMENT

The purpose of the Street Department is to maintain City streets and sidewalks.

## STREET DEPARTMENT FUNCTIONS

- General asphalt repairs on City streets, dedicated alleys, public parking areas and at City facilities.
- Make temporary repairs to potholes throughout the City on an as-needed basis.
- Clear debris from street storm drains and maintain and install City traffic signs when required.
- Graffiti removal from public areas.

- Assistant Public Works Superintendent
- Lead Maintenance Worker
- Maintenance Workers (9)
- Administrative Assistant II
- (3/4) Public Works Superintendent
- (3/4) Lead Maintenance Worker

Department Dept. Number

Streets

4230

|                                 |  | Actual               | Actual          | Mid-Year                   | Estimated    | Budget                                       |
|---------------------------------|--|----------------------|-----------------|----------------------------|--------------|--|
|                                 | Account  | 6/30/2011            | 6/30/2012       | 6/30/2013                  | 6/30/2013    | 6/30/2014                                    |
| Payroll and Benefits            | 2 Toobuint   | 0/50/2011            | 0/50/2012       | 0/30/2013                  | 0/30/2013    | 0/30/2014                                    |
| Regular Wages                   | 50101  | 406,996              | 393,126         | 410,795                    | 376,410      | 398,641                                      |
| Overtime Wages                  | 50102  | 11,848               | 2,748           | 22,000                     | 4,500        | 15,000                                       |
| Leave Pay Outs                  | 50115  | 11,937               | 14,931          | 15,679                     | 11,500       | 16,269                                       |
| Retirement Contributions        | 50120  | 51,751               | 55,071          | 54,934                     | 45,000       | 54,362                                       |
| Medicare Contributions          | 50130  | 6,167                | 6,834           | 6,503                      | 6,389        | 6,234  |
| Social Security Tax             | 50140  | 1,418                | 626             | 526                        | 1,162        | -  |
| Unemployment/ETT                | 50150  | 7,045                | 7,667           | 6,076                      | 6,700        | 5,208  |
| Workers Compensation            | 50160  | 2,857                | -               | -                          | -            | -  |
| Benefit Allowance               | 50170  | 117,708              | 129,833         | 135,816                    | 124,199      | 130,432                                      |
| Total Payroll and Benefits      |  | 617,727              | 610,836         | 652,328                    | 575,860      | 626,145                                      |
|                                 |  |                      |                 |                            |              |  |
| Contractual Services            |  |                      |                 |                            |              |  |
| Medical and psychiatric         | 50225  | 1,861                | 1,328           | 1,300                      | 800          | 1,300  |
| Medical and poyonians           |  | 0-02 A27 F 44 (A-15) | 19 Mar 19 at 15 | Post Arrange Co.           | Total Anni G | T 158 40 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| Total Contractual Services      |  | 1,861                | 1,328           | 1,300                      | 800          | 1,300  |
|                                 |  |                      |                 |                            |              |  |
| Utilities & Communications      |  |                      |                 |                            |              |  |
| Electricity                     | 50310  | 239,491              | 274,954         | 285,000                    | 310,000      | 300,000                                      |
| Natural Gas                     | 50320  | 70                   | 537             | 500                        | 600          | 500  |
| Trash and dump                  | 50350  | 12,927               | 22,577          | 35,000                     | 60,000       | 50,000                                       |
|                                 |  |                      | SHEEDOM HORAGE  |                            |              | a Raw (Hara                                  |
| Total Utilities & Communication | tion   | 252,488              | 298,068         | 320,500                    | 370,600      | 350,500                                      |
|                                 |  |                      |                 |                            |              |  |
| Facilities/Grounds Maintenance  | 120 E 11 E 100 E | 79.                  |                 | 25/47/2010(20)20(20)20(47) |              |  |
| Buildings/Warehouses            | 50402  | 4                    | <u>~</u>        | 1,000                      |              | 1,000  |
| Total Facilities/Ground Main    | tenance  | 4                    | 7               | 1,000                      |              | 1,000  |
|                                 |  |                      |                 |                            |              |  |
| Equipment Maintenance           |  |                      |                 |                            |              |  |
| Department equipment            | 50435  | 3,347                | 7,028           | 10,000                     | 5,000        | 5,000  |
| Total Equipment Maintenance     | е  | 3,347                | 7,028           | 10,000                     | 5,000        | 5,000  |
|                                 |  |                      |                 |                            |              |  |

| Vehicle Maintenance Unleaded fuel               | 50455          | 46,656        | 48,299            | 45,000          | 40,000         | 33,000         |
|---|----------------|---------------|-------------------|-----------------|----------------|----------------|
| Total Equipment Maintenance                     | =              | 46,656        | 48,299            | 45,000          | 40,000         | 33,000         |
| General Maintenance Uniforms/Safety supplies    | 50461<br>50465 | 10,389<br>127 | 9,946             | 10,000<br>1,000 | 8,000<br>1,000 | 7,500<br>1,000 |
| Printing and office<br>Shop and janitorial      | 50467          | -             | 1,228<br>41       | 1,500           | 800            | 1,500          |
| Total General Maintenance                       | =              | 10,516        | 11,215            | 12,500          | 9,800          | 10,000         |
| General Administrative  Membership and Dues     | 50611          | 9 <b>≡</b> 1  | ( <del>=</del> )) | 100             | *              | 100            |
| Total General Administrative                    | =              | F             | -                 | 100             |                | 100            |
| Permits/Licenses/Fees Permits                   | 50637          | 254           | 39                | 1,000           | =              | 1,000          |
| Total Permits/Licenses/Fees                     | =              | 254           | 39                | 1,000           | ĝ.             | 1,000          |
| Training and Education Conferences and seminars | 50651          | 70            | 1,008             | 1,000           | 500            | 1,000          |
| Total Training and Education                    | -              | 70            | 1,008             | 1,000           | 500            | 1,000          |
| Total Operations/Maintenance                    | -              | 315,196       | 366,985           | 392,400         | 426,700        | 402,900        |
| TOTAL BUDGET                                    | =              | 932,923       | 977,821           | 1,044,728       | 1,002,560      | 1,029,045      |

## **Facility Maintenance**

## **Facility Maintenance Summary**

| Dept.     | PW                 | Actual    | Actual    | Mid –Year<br>Review | Estimated | Budget    |
|-----------|--------------------|-----------|-----------|---------------------|-----------|-----------|
| Dept.#    | 4235               | 6/30/2011 | 6/30/2012 | 6/30/2013           | 6/30/2013 | 6/30/2014 |
| Payroll a | nd Benefits        | 189,356   | 241,297   | 229,571             | 246,644   | 51,296    |
| Operatio  | ns and Maintenance | 13,075    | 20,048    | 14,700              | 22,950    | 18,200    |
| Capital E | xpenditures        |           |           |                     |           |           |
| TOTA      | L BUDGET           | 202,431   | 261,345   | 244,271             | 269,594   | 69,496    |

## **MISSION STATEMENT**

The purpose of the Facility Maintenance Department is to maintain all City facilities, including buildings, playground equipment, restrooms and Stater Bros. Stadium.

## FACILITY MAINTENANCE DEPARTMENT FUNCTIONS

- Maintain and repair all public buildings, including City Hall, Police Department, Fire Department and Community Centers.
- Maintain and repair Stater Bros. Stadium as required by the City's lease agreement with the High Desert Mavericks.
- Maintain and repair park restroom facilities.
- Maintain common areas of housing tracts as required under the City's Lighting and Landscape Maintenance District.

- (1/4) Public Work Superintendent
- (1/4) Lead Maintenance Worker

Department Facility Maintenance Dept. Number 4235

| Dept. Number 4235                          | 3       |                  |                  |                       |           |           |
|--|---------|------------------|------------------|-----------------------|-----------|-----------|
|  | Account | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated | Budget    |
| Payroll and Benefits                       | Account | 0/30/2011        | 0/30/2012        | 0/30/2013             | 6/30/2013 | 6/30/2014 |
| Regular Wages                              | 50101   | 125,484          | 154,680          | 151,272               | 156,194   | 35,314    |
| Overtime Wages                             | 50102   | 2,810            | 6,583            | 4,000                 | 12,000    | 2,000     |
|  | 50115   | 15,106           | 22,388           | 16,227                | 22,000    | 3,234     |
| Leave Pay Outs Retirement Contributions    | 50120   | 19,185           | 21,683           | 20,929                | 19,438    | 4,434     |
| Medicare Contributions                     | 50130   | 2,018            | 2,959            | 2,487                 | 3,310     | 588       |
|  | 50150   | 868              | 1,736            | 1,302                 | 1,302     | 217       |
| Unemployment/ETT Benefit Allowance         | 50170   | 23,884           | 31,268           | 33,355                | 32,400    | 5,509     |
|  | 301,70  | 189,356          | 241,297          | 229,571               | 246,644   | 51,296    |
| Total Payroll and Benefits                 | 9       |                  |                  |                       |           |           |
| Contractual Services                       |         |                  |                  |                       |           |           |
| Medical and psychiatric                    | 50225   | 50               | 115              | 200                   | 100       | 200       |
| Total Contractual Services                 |         | 50               | 115              | 200                   | 100       | 200       |
|  | 9       |                  |                  |                       |           |           |
| Utilities & Communications                 |         |                  |                  |                       |           |           |
| Electricity                                | 50310   | -                | 3,590            | -                     | 7,000     | 7,500     |
| Total Utilities & Communication            |         |                  | 3,590            | , (*)                 | 7,000     | 7,500     |
|  | a       |                  |                  |                       |           |           |
| Facilities/Grounds Maintenance             |         |                  |                  |                       |           |           |
| Buildings/Warehouses                       | 50402   | 852              | 3,913            | 1,000                 | 500       | 1,000     |
| Total Facilities/Ground Maintenan          | ice     | 852              | 3,913            | 1,000                 | 500       | 1,000     |
|  |         |                  |                  |                       |           |           |
| Equipment Maintenance Department equipment | 50435   | 3,077            | 1,544            | 3,000                 | 1000      | 1,500     |
| Total Equipment Maintenance                |         | 3,077            | 1,544            | 3,000                 | 1,000     | 1,500     |
| Total Equipment Wantenance                 |         |                  |                  |                       |           |           |
| Vehicle Maintenance                        |         |                  |                  |                       |           |           |
| Unleaded fuel                              | 50455   | 6,864            | 8,333            | 6,500                 | 12,000    | 5,000     |
| Total Equipment Maintenance                |         | 6,864            | 8,333            | 6,500                 | 12,000    | 5,000     |
| General Maintenance                        |         |                  |                  |                       |           |           |
| Uniforms/Safety supplies                   | 50461   | 2,083            | 1,515            | 2,000                 | 1,500     | 1,500     |
| Printing and office                        | 50465   | 65               | 453              | 2                     | 50        |           |
| Shop and janitorial                        | 50467   | -                | (=);             | 1,000                 | 800       | 1,000     |
| Total General Maintenance                  |         | 2,148            | 1,968            | 3,000                 | 2,350     | 2,500     |
|  | ,       |                  | 11               |                       |           |           |

| Training | and | Education |
|----------|-----|-----------|
|----------|-----|-----------|

| TOTAL | BUDGET                       |       | 202,431 | 261,345 | 244,271 | 269,594 | 69,496 |
|-------|------------------------------|-------|---------|---------|---------|---------|--------|
|       | Total Operations/Maintenance | =     | 13,075  | 20,048  | 14,700  | 22,950  | 18,200 |
|       | Total Training and Education | =     | 84      | 585     | 1,000   | 250     | 500    |
| Conf  | ferences and seminars        | 50651 | 84      | 585     | 1,000   | -       | 500    |

### **Engineering Department**

# **ENGINEERING DEPARTMENT**

# SUMMARY

| Dept.   | Engineering         | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|---------|---------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # | 4240                | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll | and Benefits        | 139,338   | 221,659   | 236,546            | 236,260   | 158,227   |
| Operati | ons and Maintenance | 126,932   | 66,604    | 57,500             | 16,100    | 28,500    |
| Capital | Expenditures        |           |           |                    |           |           |
| тот     | AL BUDGET           | 266,270   | 288,263   | 294,046            | 252,360   | 186,727   |

### **MISSION STATEMENT**

Anticipate the infrastructure needs of our City and recognize the importance of their adequate maintenance.

### **ENGINEERING DIVISION FUNCTIONS**

The Engineering Department is responsible for the overall planning, implementation and management of the City's infrastructure. The infrastructure includes streets and roads, curb and gutter, drainage facilities, and water/sewer lines. The Engineering Department is responsible for public works inspections and public works plan checking (through a contract with So & Associates).

- (1/2) City Engineer
- **Engineering Project Coordinator**

Department Engineering Dept. Number 4240

| Dept. Number 4240            |         |              |   |           |                             |                    |
|------------------------------|---------|--------------|---|-----------|-----------------------------|--------------------|
|                              |         |              |   |           | Salar or Marco Lordon Salar |                    |
|                              | 7 8     | Actual       | Actual                                  | Mid-Year  | Estimated                   | Budget             |
|                              | Account | 6/30/2011    | 6/30/2012                               | 6/30/2013 | 6/30/2013                   | 6/30/2014          |
| Payroll and Benefits         |         |              |   |           |                             |                    |
| Regular Wages                | 50101   | 103,886      | 164,484                                 | 175,876   | 174,000                     | 119,111            |
| Overtime Wages               | 50102   |              | *                                       | (# i      | -                           | ) <del>=</del> ) ( |
| Leave Pay Outs               | 50115   | -            | 2                                       | 8,839     | 11,500                      | 7,249              |
| Retirement Contributions     | 50120   | 14,138       | 24,192                                  | 20,502    | 21,652                      | 12,619             |
| Medicare Contributions       | 50130   | 1,431        | 2,521                                   | 2,678     | 2,600                       | 1,832              |
| Unemployment/ETT             | 50150   | 868          | 1,085                                   | 1,302     | 1,170                       | 868                |
| Benefit Allowance            | 50170   | 19,015       | 29,377                                  | 27,347    | 25,338                      | 16,547             |
|                              |         |              |   | <u>N6</u> |                             |                    |
| Total Payroll and Benefits   |         | 139,338      | 221,659                                 | 236,546   | 236,260                     | 158,227            |
| Contractual Services         |         |              |   |           |                             |                    |
| Consulting/Outside services  | 50219   | 125,893      | 62,940                                  | 50,000    | 10,000                      | 25,000             |
| Total Contractual Services   |         | 125,893      | 62,940                                  | 50,000    | 10,000                      | 25,000             |
| General Maintenance          |         |              |   |           |                             |                    |
| Uniforms/Safety supplies     | 50461   | 98           | 388                                     | 500       |                             | 500                |
| Printing and office          | 50465   | 541          | 1,127                                   | 500       | 600                         | 500                |
| Total General Maintenance    |         | 639          | 1,515                                   | 1,000     | 600                         | 1,000              |
| General Administrative       |         |              |   |           |                             |                    |
| Membership and Dues          | 50611   | -            | -                                       | 500       | 500                         | 500                |
| Advertising and Publications | 50621   | *            | 1,327                                   |           | 1/8                         | <del></del>        |
| Total General Administrative |         | -            | 1,327                                   | 500       | 500                         | 500                |
| Travel and Meetings          |         |              | 100000000000000000000000000000000000000 |           |                             |                    |
| Meetings                     | 50642   | 400          | -                                       | -         | 12                          | -                  |
| Total Travel and Meetings    |         | 400          | _                                       |           |                             |                    |
| 5                            |         | 100          |   |           |                             |                    |
| Training and Education       | 50651   | 8 <u>=</u> 1 | 822                                     | 6,000     | 5,000                       | 2,000              |
| Conferences and seminars     | 30031   |              | 022                                     | 0,000     | 3,000                       | 2,000              |
| Total Training and Education |         |              | 822                                     | 6,000     | 5,000                       | 2,000              |
|                              |         |              |   |           |                             |                    |
| Total Operations/Maintenance |         | 126,932      | 66,604                                  | 57,500    | 16,100                      | 28,500             |
| TOTAL DUDGET                 |         |              | 400 475                                 | 201015    | A#6 476                     | 107                |
| TOTAL BUDGET                 |         | 266,270      | 288,263                                 | 294,046   | 252,360                     | 186,727            |

### Police Department (Sheriff)

# POLICE DEPARTMENT/SHERIFF CONTRACT SUMMARY

| Dept.   | Police               | Actual    | Actual    | Mid-Year Review | Estimated | Budget    |
|---------|----------------------|-----------|-----------|-----------------|-----------|-----------|
| Dept.#  | 4300                 | 6/30/2011 | 6/30/2012 | 6/30/2013       | 6/30/2013 | 6/30/2014 |
| Payroll | and Benefits         |           |           |                 |           |           |
| Operat  | ions and Maintenance | 4,375,362 | 4,614,874 | 4,859,459       | 4,777,726 | 4,585,572 |
| Capital | Expenditures         | 9,000     | 29,994    |                 |           |           |
| тот     | TAL BUDGET           | 4,384,362 | 4,644,868 | 4,859,459       | 4,777,726 | 4,585,572 |

### MISSION STATEMENT

The mission of the Adelanto Police Department is to continually strive to deliver the highest quality of professional law enforcement service to the citizens of Adelanto, keeping in mind that Constitutional rights, which provide personal sanction regardless of race, sex, color or creed, protect all citizens.

### ADELANTO POLICE/SHERIFF DEPARTMENTAL FUNCTIONS

The primary duties of the Police Department are to support and defend the Constitution and the Laws of the United States, the Constitution and the Laws of the State of California, the Laws of San Bernardino County and the City of Adelanto. Our mission to accomplish these tasks is to maintain peace and order through the provision of police services that are of the highest quality and responsive to the needs of the community. We will contribute to the safety and security of the community by apprehending those who commit criminal acts, by developing partnerships to prevent, reduce or eliminate neighborhood problems, and by providing police services that are fair, unbiased, judicious and respectful of the dignity of all individuals.

The Police Department receives and responds to calls for services in the City of Adelanto, including 911 calls; investigate crimes committed within our jurisdiction; detain and arrest violators of the law; work in conjunction with other agencies, including local law enforcement, District Attorney's Office, and various state and federal agencies.

The Police Department's functions are carried out by a contract with the San Bernardino County Sheriffs Department.

### **EMPLOYEE POSITIONS (SHERIFF'S CONTRACT)**

- Lieutenant (.5)
- Sergeants (3)
- Corporal/Detectives (2)
- Officers (15.38)
- Sheriff's Service Specialist (2)
- Office Specialist (4)
- Motor Pool Assistant (.4)

Department Police
Dept. Number 4300

| Dept. Number 4500                |                                |           |           |                                   |  |                   |
|----------------------------------|--------------------------------|-----------|-----------|-----------------------------------|--|-------------------|
|                                  |                                |           |           |                                   |  |                   |
|                                  |                                | Actual    | Actual    | Mid-Year                          | Estimated                              | Budget            |
|                                  | Account                        | 6/30/2011 | 6/30/2012 | 6/30/2013                         | 6/30/2013                              | 6/30/2014         |
| Contractual Services             | 12023272727                    |           |           |                                   |  |                   |
| Cal-ID                           | 50215                          | 29,678    | 30,209    | 75,000                            | 40,000                                 | 75,000            |
| Live Scan/DOJ                    | 50224                          | 9,010     | 27,653    | -                                 | -                                      | -                 |
| Sheriff's Contract               | 50235                          | 4,084,030 | 4,285,923 | 4,511,459                         | 4,468,426                              | 4,237,572         |
| Sheriff's Overtime/On-Call/Other | 50236                          | 75,191    | 83,793    | 85,000                            | 85,000                                 | 85,000            |
| Sheriff's Vehicle Maintenance    | 50238                          | 38,436    | 30,620    | 32,000                            | 35,000                                 | 32,000            |
| Total Contractual Services       |                                | 4,236,345 | 4,458,198 | 4,703,459                         | 4,628,426                              | 4,429,572         |
| Utilities & Communications       |                                |           |           |                                   |  |                   |
| Telephone                        | 50301                          | 5,991     | 6,607     | 6,500                             | 6,000                                  | 6,500             |
| Electricity                      | 50310                          | 28,464    | 26,780    | 35,000                            | 30,000                                 | 35,000            |
| Natural gas                      | 50320                          | 756       | 999       | 1,000                             | 1,000                                  | 1,000             |
| Trash and dump                   | 50350                          | -         | 91        |                                   | 10 <b>%</b> 1100 1100                  | 0.8003.000        |
| Total Utilities & Communicatio   | n _                            | 35,211    | 34,477    | 42,500                            | 37,000                                 | 42,500            |
|                                  |                                |           |           |                                   |  |                   |
| Facilities/Grounds Maintenance   | 50400                          | 15.052    | 11.201    |                                   |  |                   |
| Buildings/Warehouses             | 50402                          | 17,053    | 11,381    | 10,500                            | 10,500                                 | 10,500            |
| Total Facilities/Ground Mainten  | ance =                         | 17,053    | 11,381    | 10,500                            | 10,500                                 | 10,500            |
| Equipment Maintenance            |                                |           |           |                                   |  |                   |
| Telephone                        | 50430                          | 964       | -         |                                   |  |                   |
| Department equipment             | 50435                          | 826       | -         | THE                               | 12                                     | -                 |
| Total Equipment Maintenance      |                                | 1,790     | -         |                                   |  |                   |
|                                  |                                |           |           |                                   |  |                   |
| Vehicle Maintenance              |                                |           |           |                                   |  |                   |
| Unleaded fuel                    | 50455                          | 81,110    | 98,145    | 100,000                           | 100,000                                | 100,000           |
|                                  | 1 200                          |           |           | 3500 BEST OF PRINCIPLE (1947-194) | ************************************** | 0,000,000,000,000 |
| Total Equipment Maintenance      | -                              | 81,110    | 98,145    | 100,000                           | 100,000                                | 100,000           |
|                                  |                                |           |           |                                   |  |                   |
| General Maintenance              | 0.000 pg 0.000 / 0.000 / 0.000 |           |           |                                   |  |                   |
| Uniforms/Safety supplies         | 50461                          | 98        | 116       | 500                               | 500                                    | 500               |
| Total General Maintenance        |                                | 98        | 116       | 500                               | 500                                    | 500               |
|                                  | -                              |           |           |                                   |  |                   |

| General Administrative Advertising and Publications  | 50621                                     | 197                        | -                                     | 140                                      |                                      |  |
|--|---|----------------------------|---------------------------------------|--|--------------------------------------|--|
| Total General Administrative   |   | 197                        |                                       | 341                                      |                                      |  |
| Permits/Licenses/Fees Other fees Permits Presentations Non-Departmental Homeland Security  Total Permits/Licenses/Fees | 50632<br>50637<br>50645<br>50647<br>50648 | 696<br>714<br>120<br>1,954 | 319<br>541<br>2,494<br>1,834<br>7,369 | 1,000<br>1,000<br>500<br>-<br>-<br>2,500 | 200<br>600<br>500<br>-<br>-<br>1,300 | 1,000<br>1,000<br>500<br>-<br>-<br>2,500 |
| Travel and Meetings Accommodations/Airfare Total Travel and Meetings   | 50641                                     | 74                         |                                       | 18<br>2                                  |                                      | #8.<br>                                  |
| Total Operations/Maintenance   |   | 4,375,362                  | 4,614,874                             | 4,859,459                                | 4,777,726                            | 4,585,572                                |
| Capital Expenditures Facility and grounds  | 80810                                     | 9,000                      | 29,994                                | æ  | -                                    |  |
| Total Capital Expenditures  TOTAL BUDGET   |   | 9,000                      | 29,994<br>4,644,868                   | 4,859,459                                | 4,777,726                            | 4,585,572                                |

### Animal Care & Compliance

# ANIMAL CONTROL DEPARTMENT

### SUMMARY

| Dept. Animal Control       | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # 4310               | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 122,285   | 142,329   | 137,854            | 143,830   | 146,854   |
| Operations and Maintenance | 93,029    | 111,103   | 101,600            | 99,150    | 100,750   |
| Capital Expenditures       | 50,085    |           |                    |           |           |
| TOTAL BUDGET               | 265,399   | 253,432   | 239,454            | 242,980   | 247,604   |

### MISSION STATEMENT

The Animal Control Department is responsible for animal control within the City of Adelanto. Animals are licensed, vaccinated, spayed or neutered and sheltered as needed. Animal control officers are available for dead animal pickup and the catching of live animals running free.

### ANIMAL CONTROL FUNCTIONS

The Animal Control Department is responsible for the administration and enforcement of State and City adopted codes and ordinances related to animals. This responsibility includes meeting all State mandates for the control of rabies and humane care of animals. This operation, assures these standards by providing an organized. coordinated procedure for licensing dogs, monitoring rabies vaccinations, and providing public education.

### **EMPLOYEE POSITIONS**

Animal Control Officer (2)

Department Dept. Number **Animal Control** 4310

|                              | Account    | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
|------------------------------|------------|------------------|------------------|-----------------------|---------------------|---------------------|
| Payroll and Benefits         | 1 1000 unt | 0/30/2011        | 0/30/2012        | 0.30.2013             | 0/30/2013           | 0/30/2014           |
| Regular Wages                | 50101      | 84,254           | 91,322           | 92,570                | 92,586              | 92,570              |
| Overtime Wages               | 50102      | 3,838            | 14,033           | 6,000                 | 14,500              | 15,000              |
| Leave Pay Outs               | 50115      | 1,160            | (E)              | 2,483                 | 1,300               | 2,483               |
| Retirement Contributions     | 50120      | 12,297           | 12,556           | 12,867                | 11,263              | 12,867              |
| Medicare Contributions       | 50130      | 1,319            | 1,502            | 1,465                 | 1,713               | 1,465               |
| Social Security Tax          | 50140      | 95               | -                |                       | -                   | -                   |
| Unemployment/ETT             | 50150      | 1,306            | 1,224            | 868                   | 868                 | 868                 |
| Workers Compensation         | 50160      | 175              | ***              |                       | 3-0                 | (2)                 |
| Benefit Allowance            | 50170      | 17,841           | 21,692           | 21,600                | 21,600              | 21,600              |
| Total Payroll and Benefits   |            | 122,285          | 142,329          | 137,854               | 143,830             | 146,854             |
| Contractual Services         |            |                  |                  |                       |                     |                     |
| Consulting/Outside services  | 50219      | 71,118           | 80,387           | 74,000                | 74,000              | 74,000              |
| Medical and psychiatric      | 50225      | 215              |                  | . <del></del>         |                     | (#)                 |
| Total Contractual Services   | ,          | 71,333           | 80,387           | 74,000                | 74,000              | 74,000              |
| Equipment Maintenance        |            |                  |                  |                       |                     |                     |
| Department equipment         | 50435      | 4,002            | 2,475            | 2,500                 | 1,000               | 2,000               |
| Total Equipment Maintenance  | ,          | 4,002            | 2,475            | 2,500                 | 1,000               | 2,000               |
| Vehicle Maintenance          |            |                  |                  |                       |                     |                     |
| Parts and service            | 50441      | -                | 4,417            |                       | =:                  | 120                 |
| Unleaded fuel                | 50455      | 13,202           | 19,819           | 21,000                | 20,500              | 21,000              |
| Total Equipment Maintenance  | ,          | 13,202           | 24,236           | 21,000                | 20,500              | 21,000              |
| General Maintenance          |            |                  |                  |                       |                     |                     |
| Uniforms/Safety supplies     | 50461      | 1,196            | 537              | 750                   | 500                 | 750                 |
| Printing and office          | 50465      | 1,623            | 1,477            | 1,500                 | 1,500               | 1,500               |
| Shop and janitorial          | 50467      |                  | 87               | 250                   | 250                 | 250                 |
| Total General Maintenance    |            | 2,819            | 2,101            | 2,500                 | 2,250               | 2,500               |
| General Administrative       |            |                  |                  |                       |                     |                     |
| Membership and Dues          | 50611      | 245              | 225              | 400                   | 400                 | 250                 |
| Advertising and Publications | 50621      | 425              | 695              | 200                   | 250                 | 500                 |
| Total General Administrative |            | 670              | 920              | 600                   | 650                 | 750                 |
|                              |            |                  |                  |                       |                     |                     |

| TOTAL BUDGET                                    | =     | 265,399 | 253,432 | 239,454        | 242,980 | 247,604 |
|---|-------|---------|---------|----------------|---------|---------|
| Total Capital Expenditures                      | -     | 50,085  | -       | s <del>=</del> | -       |         |
| Vehicles  | 80840 | 50,085  | *       | ·              | :=      |         |
| Capital Expenditures                            | 80840 |         |         |                |         |         |
| Total Operations/Maintenance                    | =     | 93,029  | 111,103 | 101,600        | 99,150  | 100,750 |
| Total Training and Education                    | =     | 1,003   | 984     | 1,000          | 750     | 500     |
| Training and Education Conferences and Seminars | 50651 | 1,003   | 984     | 1,000          | 750     | 500     |

### Fire Department

# FIRE DEPARTMENT/COUNTY FIRE CONTRACT SUMMARY

| Actual    | Actual    | Mid-Year<br>Review                                   | Estimated                            | Budget   |
|-----------|-----------|--|--------------------------------------|--|
| 6/30/2011 | 6/30/2012 | 6/30/2013  | 6/30/2013                            | 6/30/2014                                      |
|           |           |  |                                      |  |
| 3,249,700 | 3,118,853 | 3,286,853  | 3,345,853                            | 2,430,260                                      |
|           |           | 4,000  |                                      | 2,000  |
| 3,249,700 | 3,118,853 | 3,290,853  | 3,345,853                            | 2,432,260                                      |
|           | 6/30/2011 | 6/30/2011 6/30/2012<br>-<br>-<br>3,249,700 3,118,853 | Review 6/30/2011 6/30/2012 6/30/2013 | Review 6/30/2011 6/30/2012 6/30/2013 6/30/2013 |

### MISSION STATEMENT

Value the faith and trust of the Community and continually work to serve that confidence through our attitude, conduct and accomplishments in providing the highest of quality of Fire suppression, prevention, inspection and paramedic services to Adelanto's residents and businesses.

### FIRE DEPARTMENTAL FUNCTIONS

Provide fire suppression, fire prevention, inspection and paramedic services to Adelanto's residents and businesses. Administers and enforces all fire related building codes within the City.

City Building, Engineering and Community Development Department staff will work as liaison between its residents and County Fire personnel to oversee timely inspections.

The Fire Department functions are carried out by a contract with the San Bernardino County Fire Department.

### EMPLOYEE POSITIONS (COUNTY FIRE DEPARTMENT)

- Division Chief (.0724)
- Battalion Chief (.22)
- Captain (3)
- Engineers (3)
- Firefighter/Paramedics (3)
- Paid Call Firefighter (.25)

| Department   | Fire |
|--------------|------|
| Dept. Number | 4320 |
|              |      |

| 10.00                                 |         |                   |           |                      |                  |                   |
|---------------------------------------|---------|-------------------|-----------|----------------------|------------------|-------------------|
|                                       |         | Actual            | Actual    | Mid Year             | Estimated        | Dudget            |
|                                       | Account | 6/30/2011         | 6/30/2012 | 6/30/2013            | 6/30/2013        | Budget 6/30/2014  |
| Contractual Services                  | 50219   | 2 245 292         | 2 109 461 | 2 272 852            | 2 206 752        | is evening-states |
| Consulting/Outside services           | 30219   | 3,245,383         | 3,108,461 | 3,273,853            | 3,296,753        | 2,379,760         |
| Total Contractual Services            |         | 3,245,383         | 3,108,461 | 3,273,853            | 3,296,753        | 2,379,760         |
| Facilities/Grounds Maintenance        |         |                   |           |                      |                  |                   |
| Board up                              | 50401   | 283               | -         | -                    |                  | 148               |
| Buildings/Warehouses                  | 50402   | 4,034             | 9,053     | 10,000               | 8,000            | 7,500             |
| Total Facilities/Ground Maintenan     | ce      | 4,317             | 9,053     | 10,000               | 8,000            | 7,500             |
| V-1:-1- M.:                           |         |                   |           |                      |                  |                   |
| Vehicle Maintenance Parts and service | 50441   | _                 | 577       | 2,500                | 500              | 2,500             |
|                                       |         | -                 | 200,000   | 100 to 100 to 100 to |                  |                   |
| Total Equipment Maintenance           |         |                   | 577       | 2,500                | 500              | 2,500             |
| General Maintenance                   |         |                   |           |                      |                  |                   |
| Uniforms/Safety supplies              | 50461   | ( <del>=</del> ): | 252       | -                    |                  | 2                 |
| Total General Maintenance             |         | 177               | 252       | -                    | / <del>=</del> 2 |                   |
| Permits/Licenses/Fees                 |         |                   |           |                      |                  |                   |
| Permits                               | 50637   | -                 | 510       | 500                  | 600              | 500               |
| HHW & Used Oil                        | 50662   | 27                | 7         | ÷                    | 40,000           | 40,000            |
| Total Permits/Licenses/Fees           |         | 25                | 510       | 500                  | 40,600           | 40,500            |
|                                       |         |                   | 란         |                      |                  |                   |
| Total Operations/Maintenance          |         | 3,249,700         | 3,118,853 | 3,286,853            | 3,345,853        | 2,430,260         |
| Capital Expenditures                  |         |                   |           |                      |                  |                   |
|                                       | 80810   |                   |           |                      |                  |                   |
| Facility and grounds                  | 19      |                   | ·*        | 4,000                | #                | 2,000             |
| Total Capital Expenditures            | 9       |                   | -         | 4,000                |                  | 2,000             |
| TOTAL BUDGET                          |         | 2 240 700         | 2 110 072 | 2 200 052            | 2 2 4 7 2 7 2    | 2 422 2 42        |
| TOTAL BUDGET                          |         | 3,249,700         | 3,118,853 | 3,290,853            | 3,345,853        | 2,432,260         |

### **Building & Safety**

# BUILDING AND SAFETY DEPARTMENT SUMMARY

| Dept. Building and Safety  | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # 4351               | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 151,113   | 1,006     |                    |           |           |
| Operations and Maintenance | 95,442    | 258,855   | 233,450            | 230,500   | 200,925   |
| Capital Expenditures       |           |           |                    |           |           |
| TOTAL BUDGET               | 246,555   | 259,861   | 233,450            | 230,500   | 200,925   |

#### MISSION STATEMENT

The mission of the department is to provide service to the entire community on an equal and fair basis. This is accomplished by the interpretation, administration and enforcement of the California State Building Code, the California Health and Safety Code and all model-building codes as adopted by the City of Adelanto. The purpose of these codes and ordinances is to safeguard the public welfare by lessening the probability of the occurrence of the loss of life, health and property by regulating the design, construction and maintenance of all buildings, structures, and properties within the City of Adelanto.

### **BUILDING AND SAFETY DEPARTMENTAL FUNCTIONS**

The primary duties of the Building and Safety Department are to administer construction and occupancy standards to safeguard life, health, and property in the interest of the general public's welfare. This is accomplished by established City ordinances; State and Federal laws; and inspection of construction, alteration, moving, demolition, repair, occupancy, and use of buildings and structures.

The Building and Safety Department issues required permits; consults with and advised architects, engineers, building designers and others; reviews all building plans for compliance with code requirements; makes periodic inspections during the course of construction; coordinates construction activity of other City, County, and State agencies; and maintains records for all functions of the Department. Department personnel may be called as witnesses in civil and criminal cases. In addition, it inspects substandard and dangerous buildings and issues notices for the rehabilitation or demolition. It also researches and analyzes model codes and State and Federal regulations in the construction and housing field and purposes legislation as necessary in this area. It performs inspections of buildings being constructed for the City to ensure compliance with plans and specifications.

- Building Official (contract)
- Building Permit Coordinator (contract)
- Building Inspector (contract)

Department **Building and Safety** Dept. Number 4351

| Dept. Number 4331            |         |           |                  |           |              |              |
|------------------------------|---------|-----------|------------------|-----------|--------------|--------------|
|                              |         |           |                  |           |              |              |
|                              | Assaunt | Actual    | Actual 6/30/2012 | Mid-Year  | Estimated    | Budget       |
| D                            | Account | 6/30/2011 | 6/30/2012        | 6/30/2013 | 6/30/2013    | 6/30/2014    |
| Payroll and Benefits         | 50101   | 97,366    |                  |           |              |              |
| Regular Wages                | 50101   | 810       | 5                | 100       | 157<br>5m    | : <b>*</b> 0 |
| Overtime Wages               | 50102   | 8,035     | -                | -         | -            |              |
| Leave Pay Outs               | 50113   | 18,223    | 1,006            | -         | -            |              |
| Retirement Contributions     | 50120   | 1,485     | 1,000            |           |              | -            |
| Medicare Contributions       | 50140   | 310       |                  |           | (5)          | (E)          |
| Social Security Tax          | 50150   | 868       | -                | -         | -            | =            |
| Unemployment/ETT             | 50160   | 808       | _                | -         | -            | •            |
| Workers Compensation         | 50170   | 24,016    | -                | -         | -            | 1=/1         |
| Benefit Allowance            | 30170   |           | N.72             |           | ( <b>5</b> ) |              |
| Total Payroll and Benefits   |         | 151,113   | 1,006            |           | ¥            | _            |
| Contractual Services         |         |           |                  |           |              |              |
| Consulting/Outside services  | 50219   | 89,671    | 258,833          | 232,650   | 230,000      | 200,000      |
| Total Contractual Services   |         | 89,671    | 258,833          | 232,650   | 230,000      | 200,000      |
| Vehicle Maintenance          |         |           |                  |           |              |              |
| Unleaded fuel                | 50455   | 2,257     | 150              |           | (5)          | -            |
| Total Equipment Maintenance  |         | 2,257     | 747              | 2         | 124          | -            |
| General Maintenance          |         |           |                  |           |              |              |
| Printing and office          | 50465   | 1,350     | 22               | 250       | 250          | 250          |
| Total General Maintenance    |         | 1,350     | 22               | 250       | 250          | 250          |
| General Administrative       |         |           |                  |           |              |              |
| Membership and Dues          | 50611   | 315       |                  | -         | 125          | 125          |
| Advertising and Publications | 50621   | 307       | 1,-1             | 300       |              | 300          |
| Total General Administrative | 38      | 622       | a <b>#</b> /     | 300       | 125          | 425          |
| Permits/Licenses/Fees        |         |           |                  |           |              |              |
| Permits                      | 50637   | E         |                  | 250       | 125          | 250          |
| Total Permits/Licenses/Fees  | 9       |           |                  | 250       | 125          | 250          |
|                              |         |           |                  |           |              |              |

| Training and Education Schools and certifications | 50655 | 1,542   |         | (e      |         |         |
|---|-------|---------|---------|---------|---------|---------|
| Total Training and Education                      | =     | 1,542   |         | =       |         |         |
| Total Operations/Maintenance                      | =     | 95,442  | 258,855 | 233,450 | 230,500 | 200,925 |
| TOTAL BUDGET                                      | _     | 246,555 | 259,861 | 233,450 | 230,500 | 200,925 |

### **Code Enforcement Department**

# CODE ENFORCEMENT DEPARTMENT

### SUMMARY

| Dept.   | Code Enforcement     | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|---------|----------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept.#  | 4352                 | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll | and Benefits         | 389,532   | 403,034   | 390,953            | 388,999   | 284,671   |
| Operati | ions and Maintenance | 82,911    | 92,271    | 65,250             | 54,275    | 49,400    |
| Capital | Expenditures         |           |           |                    |           |           |
| тот     | TAL BUDGET           | 472,443   | 495,305   | 456,203            | 443,274   | 334,071   |

### MISSION STATEMENT

To enforce City codes in a timely objective manner and issue required business licenses to businesses within the City through the information system division.

### CODE ENFORCEMENT DEPARTMENTAL FUNCTIONS

This program responds to citizen complaints for enforcement activity, City Council requests for service, city departmental referrals for investigation/compliance, inter-governmental enforcement agency referrals and proactive enforcement. Staff conducts field inspections, prepares written notices/orders for code compliance, verifies compliance measures, prepares reports and requests for action by nuisance abatement or District Attorney judicial hearings, investigates, prepares and files misdemeanor criminal compliant filings with the Municipal Court for violations of the Municipal Code. Issues pre-citation Municipal Warning Notices to correct violations, issues infraction citation Notices to Appear. The enforcement program highlights voluntary non-judicial compliance with an emphasis upon public awareness of governmental regulatory provisions. The Abatement of Public Nuisances constitutes a significant commitment of staff resources and program costs.

Program Description: The Information Systems Division maintains the City's integrated computer hardware and software programs, and the City's "website". This division also administers the City's business license program.

- Code Enforcement Supervisor (1)
- Code Enforcement Officers (3)

Department Dept. Number **Code Enforcement** 4352

| Dept. Number 4332                  |         |                  |                  |                       |                     |                  |
|------------------------------------|---------|------------------|------------------|-----------------------|---------------------|------------------|
|                                    | Account | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Payroll and Benefits               |         |                  |                  |                       |                     |                  |
| Regular Wages                      | 50101   | 252,884          | 296,244          | 280,322               | 285,419             | 200,574          |
| Overtime Wages                     | 50102   | 5,481            | 1,114            | 3,000                 | 2,000               | 2,000            |
| Leave Pay Outs                     | 50115   | 4,421            | 5,485            | 7,841                 | 6,500               | 6,253            |
| Retirement Contributions           | 50120   | 22,454           | 36,330           | 38,965                | 34,538              | 27,880           |
| Medicare Contributions             | 50130   | 3,314            | 4,599            | 4,222                 | 4,372               | 3,028            |
| Social Security Tax                | 50140   | 1,355            | 2,412            | =                     | =                   | -                |
| Unemployment/ETT                   | 50150   | 1,412            | 2,470            | 2,604                 | 2,170               | 1,736            |
| Workers Compensation               | 50160   | 47,156           |                  | 2                     | -                   |                  |
| Benefit Allowance                  | 50170   | 51,055           | 54,380           | 54,000                | 54,000              | 43,200           |
| Total Payroll and Benefits         |         | 389,532          | 403,034          | 390,953               | 388,999             | 284,671          |
| Contractual Services               |         |                  |                  |                       |                     |                  |
| Consulting/Outside services        | 50219   | 9,425            | 14,293           | 11,200                | 12,000              | 11,200           |
| Medical and psychiatric            | 50225   | 170              | 1,037            | 50                    | 50                  | 50               |
| Total Contractual Services         |         | 9,595            | 15,330           | 11,250                | 12,050              | 11,250           |
| Facilities/Grounds Maintenance     |         |                  |                  |                       |                     |                  |
| Board up                           | 50401   | 25,277           | 29,490           | 33,000                | 20,000              | 20,000           |
| Demolitions                        | 50405   | 20,820           | 24,500           | ÷                     | ÷                   | -                |
| Total Facilities/Ground Maintenand | ce      | 46,097           | 53,990           | 33,000                | 20,000              | 20,000           |
| Equipment Maintenance              |         |                  |                  |                       |                     |                  |
| Telephone                          | 50430   | 110              | : <del>-</del> : | -                     | -                   |                  |
| Computers                          | 50431   | 7,059            | (7.0             | 77                    | -                   | 1.00             |
| Department equipment               | 50435   | 496              | 1,099            | 2,150                 | 1,000               | 2,150            |
| Total Equipment Maintenance        |         | 7,665            | 1,099            | 2,150                 | 1,000               | 2,150            |
| Vehicle Maintenance                |         |                  |                  |                       |                     |                  |
| Unleaded fuel                      | 50455   | 9,705            | 13,528           | 9,750                 | 11,500              | 8,000            |
| Total Equipment Maintenance        |         | 9,705            | 13,528           | 9,750                 | 11,500              | 8,000            |
| General Maintenance                |         |                  |                  |                       |                     |                  |
| Uniforms/Safety supplies           | 50461   | 2,462            | 2,106            | 2,800                 | 2,800               | 2,000            |
| Printing and office                | 50465   | 2,181            | 4,341            | 4,000                 | 4,500               | 4,000            |
| Total General Maintenance          |         | 4,643            | 6,447            | 6,800                 | 7,300               | 6,000            |

| General Administrative  Membership and Dues         | 50611          | 438        | 375     | 500     | 425     | 500        |
|---|----------------|------------|---------|---------|---------|------------|
| Total General Administrative                        |                | 438        | 375     | 500     | 425     | 500        |
| Travel and Meetings Accommodations/Airfare Meetings | 50641<br>50642 | 250<br>795 | -       | e<br>E  | : 2     | 100<br>100 |
| Total Travel and Meetings                           | =              | 1,045      | -       | -       | -       | -          |
| Training and Education Schools and certifications   | 50655          | 3,723      | 1,502   | 1,800   | 2,000   | 1,500      |
| Total Training and Education                        | =              | 3,723      | 1,502   | 1,800   | 2,000   | 1,500      |
| Total Operations/Maintenance                        | -              | 82,911     | 92,271  | 65,250  | 54,275  | 49,400     |
| TOTAL BUDGET  | =              | 472,443    | 495,305 | 456,203 | 443,274 | 334,071    |

### Human Resources/Information Technology

# HUMAN RESOURCES/INFORMATION TECHNOLOGY

### SUMMARY

| Dept.     | Human<br>Resources/Information<br>Technology | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|-----------|--|-----------|-----------|--------------------|-----------|-----------|
| Dept.#    | 4353   | 6/30/2011 | 6/30/2012 | 06/30/2013         | 6/30/2013 | 6/30/2014 |
| Payroll a | nd Benefits                                  | 307,594   | 393,537   | 384,323            | 352,996   | 233,263   |
| Operatio  | ons and Maintenance                          | 202,825   | 282,922   | 333,000            | 304,000   | 320,000   |
| Capital E | xpenditures                                  | 54,397    | 1,264     |                    |           |           |
| TOTA      | AL BUDGET                                    | 564,816   | 677,723   | 717,323            | 656,996   | 553,263   |

### MISSION STATEMENT

To ensure that the City complies with federal, state and local labor laws and that all current and prospective employees are treated equally. Ensure that the City is adequately insured and the workplace is safe. Provide City staff and users of the City website have up-to-date technology, including both hardware and software.

### **HUMAN RESOURCES/INFO TECHNOLOGY FUNCTIONS**

The Human Resources/Information Technology department is responsible for the screening and hiring of new City employees, handle labor negotiations with represented employee groups, ensure labor laws are followed and necessary training is given employees. This department also oversees risk management. The Director represents the City on the board of the City's joint power insurance authority, PERMA and is responsible for safety in the workplace and monitoring insurance coverage of the City. The Director also monitors vendors' required insurance coverage and assesses the validity of claims against the City and makes recommendations to the City Manager and City Council concerning the disposition of such claims. The Director also oversees the information technology department. The IT departments is responsible for the purchase and maintenance of all City equipment, including cell phones, the phone system of the City, copies, printers, computers and other equipment. The IT Department also monitors computer software programs and the annual maintenance cost of such software.

- Administrative Assistant Information Technology II
- Management Analyst
- Information Systems Analyst

Department Dept. Number

# **Human Resources/Information Technology**

4353

| Dept. Number 4353   | 1       |                    |           |                  |           |             |
|---|---------|--------------------|-----------|------------------|-----------|-------------|
|   |         |                    |           |                  |           |             |
|   |         |                    |           |                  |           |             |
|   | ag o    | Actual             | Actual    | Mid-Year         | Estimated | Budget      |
|   | Account | 6/30/2011          | 6/30/2012 | 6/30/2013        | 6/30/2013 | 6/30/2014   |
| Payroll and Benefits  | 50101   | 221 024            | 270 444   | 275 702          | 227 412   | 164.056     |
| Regular Wages   | 50101   | 221,824            | 270,444   | 275,702          | 237,413   | 164,856     |
| Overtime Wages  | 50102   | 151<br>1221 - 1221 | 157       | 3,000            | 721222    | 3,000       |
| Leave Pay Outs  | 50115   | 20,555             | 30,566    | 16,952           | 40,000    | 6,266       |
| Retirement Contributions  | 50120   | 28,439             | 40,921    | 38,323           | 28,981    | 22,915      |
| Medicare Contributions  | 50130   | 3,140              | 4,362     | 4,287            | 3,951     | 2,525       |
| Unemployment/ETT  | 50150   | 644                | 1,736     | 1,736            | 1,736     | 1,302       |
| Workers Compensation  | 50160   | 1,518              |           | -                | -         | -           |
| Benefit Allowance   | 50170   | 31,474             | 45,351    | 44,324           | 40,915    | 32,400      |
|   |         | 207.504            | 202 525   | 204.202          | 252.006   | 222.262     |
| Total Payroll and Benefits  |         | 307,594            | 393,537   | 384,323          | 352,996   | 233,263     |
| Leases and Rentals  |         |                    |           |                  |           |             |
|   | 50201   | 40,860             | 35,059    | 40,000           | 35,000    | 40,000      |
| Copiers   | 50203   |                    | 42,806    | 42,000           | 50,000    | 42,000      |
| Equipment   | 30203   | 750                | 12,000    | 12,000           | 20,000    | ,           |
| Total Leases and Rentals  |         | 40,860             | 77,865    | 82,000           | 85,000    | 82,000      |
| START NO COLUMN TO THE COLUMN |         |                    |           |                  |           |             |
| Contractual Services  | 50010   | 1 000              | 6.200     | 15,000           | 12 000    | 6.500       |
| Consulting/Outside services   | 50219   | 1,998              | 6,388     | 15,000           | 12,000    | 6,500       |
|   |         |                    |           |                  |           |             |
| Total Contractual Services  |         | 1,998              | 6,388     | 15,000           | 12,000    | 6,500       |
|   |         |                    |           |                  |           |             |
|   |         |                    |           |                  |           |             |
| Utilities & Communications  |         |                    | 00 (01    |                  | <b></b>   |             |
| Telephone   | 50301   | 75,701             | 89,694    | 105,000          | 75,000    | 105,000     |
|   |         |                    |           | 8#3              |           |             |
| Total Utilities & Communi   | cation  | 75,701             | 89,694    | 105,000          | 75,000    | 105,000     |
| Total Offices & Communi   | cation  | 73,701             | 07,071    | 100,000          | 75,000    | 105,000     |
| General Maintenance   |         |                    |           |                  |           |             |
| Maintenance Agreements  | 50437   | 79,009             | 95,565    | 120,000          | 125,000   | 120,000     |
| Uniforms/Safety supplies  | 50461   | 161                | -         | - 1              | 20        | 4: 14<br>12 |
|   | 50465   | 1,830              | 597       | 2,000            | 1,500     | 2,000       |
| Printing and office   | 30403   | 0. <b>6</b> 5000   |           | 1 <del>-</del> 5 | .60@01863 |             |
|   |         |                    |           |                  |           |             |
| Total General Maintenance   |         | 81,000             | 96,162    | 122,000          | 126,500   | 122,000     |
|   |         |                    |           |                  |           |             |

| General Administrative<br>Membership and Dues                              | 50611          | 690     | 1,557        | 2,000   | 1,500   | 1,000   |
|--|----------------|---------|--------------|---------|---------|---------|
| Total General Administrative   |                | 690     | 1,557        | 2,000   | 1,500   | 1,000   |
| Travel and Meetings Accommodations/Airfare                                 | 50641          | 313     | (4)          | 2,000   | 1,500   | 1,000   |
| Total Travel and Meetings  |                | 313     | ( <b>5</b> ) | 2,000   | 1,500   | 1,000   |
| Training and Education Conferences and seminars Schools and certifications | 50651<br>50655 | 2,263   | 11,256       | 5,000   | 2,500   | 2,500   |
| Total Training and Education   |                | 2,263   | 11,256       | 5,000   | 2,500   | 2,500   |
| Total Operations/Maintenance   |                | 202,825 | 282,922      | 333,000 | 304,000 | 320,000 |
| Capital Expenditures Equipment   | 80820          | 54,397  | 1,264        | -       | æ       |         |
| Total Capital Expenditures   |                | 54,397  | 1,264        | \.      | +       |         |
| TOTAL BUDGET   |                | 564,816 | 677,723      | 717,323 | 656,996 | 553,263 |

# SENIOR CENTER PROGRAM

# SUMMARY

| Dept. Senior Center        | Actual    | Actual                    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|---------------------------|--------------------|-----------|-----------|
| Dept. # 4410               | 6/30/2011 | 6/30/2012                 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       |           |                           | CHENGO             | No to the |           |
| Operations and Maintenance | 16,307    | 17,007                    | 20,500             | 19,750    | 20,500    |
| Capital Expenditures       |           | garde <del>la</del> compa | 10,000             |           | 10,000    |
| TOTAL BUDGET               | 16,307    | 17,007                    | 30,500             | 19,750    | 30,500    |

### **MISSION STATEMENT**

To provide a clean environment where senior citizens of our community can meet for social functions.

### **SENIOR CENTER FUNCTIONS**

Provide for the maintenance of the Senior Center Building through the Public Works Department

| Department  | Senior Center |
|-------------|---------------|
| Dent Number | 4410          |

| Dept. Number 4410               | ı                                       |                  |                  |                       |                     |                     |
|---------------------------------|---|------------------|------------------|-----------------------|---------------------|---------------------|
|                                 | Account                                 | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
|                                 | Account                                 | 0/30/2011        | 0/30/2012        | 0/30/2013             | 0/30/2013           | 0/30/2014           |
| Utilities & Communications      | 200000000000000000000000000000000000000 | 12,779           | 10,762           | 13,500                | 15,000              | 13,500              |
| Electricity                     | 50310                                   |                  | DESCRIPTION AND  | HANDSURFED DOORS      |                     |                     |
| Natural gas                     | 50320                                   | 1,778            | 3,498            | 3,500                 | 3,000               | 3,500               |
| Total Utilities & Communicatio  | n                                       | 14,557           | 14,260           | 17,000                | 18,000              | 17,000              |
| Facilities/Grounds Maintenance  |   |                  |                  |                       |                     |                     |
| Buildings/Warehouses            | 50402                                   | 1,451            | 2,285            | 3,000                 | 1,250               | 3,000               |
| Total Facilities/Ground Mainter | nance                                   | 1,451            | 2,285            | 3,000                 | 1,250               | 3,000               |
| General Maintenance             |   |                  |                  |                       |                     |                     |
| Uniforms/Safety supplies        | 50461                                   | 0=               | 1#1              | ~                     |                     | -                   |
| Shop and janitorial             | 50467                                   | 299              | 462              | 500                   | 500                 | 500                 |
| Total General Maintenance       |   | 299              | 462              | 500                   | 500                 | 500                 |
|                                 |   |                  |                  |                       |                     |                     |
| Total Operations/Maintenance    |   | 16,307           | 17,007           | 20,500                | 19,750              | 20,500              |
|                                 |   |                  |                  |                       |                     |                     |
| Capital Expenditures            |   |                  |                  | 10.000                |                     | 10.000              |
| Facility and grounds            | 80810                                   |                  |                  | 10,000                |                     | 10,000              |
| Total Capital Expenditures      |   | F.               | -                | 10,000                | =                   | 10,000              |
|                                 |   |                  |                  |                       |                     |                     |
| TOTAL BUDGET                    |   | 16,307           | 17,007           | 30,500                | 19,750              | 30,500              |

### **Community Center I**

# **COMMUNITY CENTER PROGRAM**

# SUMMARY

| Dept.   | Community Center    | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|---------|---------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # | 4435                | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll | and Benefits        |           |           |                    |           |           |
| Operati | ons and Maintenance | 20,415    | 23,801    | 29,000             | 23,700    | 2,000     |
| Capital | Expenditures        |           |           |                    |           |           |
| TOT     | AL BUDGET           | 20,415    | 23,801    | 29,000             | 23,700    | 2,000     |

### MISSION STATEMENT

To provide a center where our citizens can meet for functions.

# **COMMUNITY CENTER FUNCTIONS**

- Provide for the operation and maintenance of the Community Center through the Public Works Department.
- Collect Rents for use of the center.

| Department        | Community Center             |         |           |           |           |           |           |
|-------------------|------------------------------|---------|-----------|-----------|-----------|-----------|-----------|
| Dept. Number      | 4435                         |         |           |           |           |           |           |
|                   |                              |         |           |           |           | ļ         |           |
|                   |                              |         | Actual    | Actual    | Mid-Year  | Estimated | Budget    |
|                   |                              | Account | 6/30/2011 | 6/30/2012 | 6/30/2013 | 6/30/2013 | 6/30/2014 |
| Utilities & Comm  | nunications                  |         |           |           |           |           |           |
| Telephone         |                              | 50301   |           |           |           |           | 1,000     |
| Electricity       |                              | 50310   | 18,102    | 18,252    | 23,000    | 22,000    |           |
| Natural gas       |                              | 50320   | 1,680     | 1,437     | 1,500     | 1,500     |           |
| Water             |                              | 50330   |           |           |           |           | 500       |
|                   |                              |         | N         | 2011      |           |           |           |
| Total U           | Itilities & Communication    |         | 19,782    | 19,689    | 24,500    | 23,500    | 1,500     |
|                   |                              |         |           |           |           |           |           |
| Facilities/Ground |                              | 50402   | (22       | 4 110     | 4.500     | 200       | 500       |
| Buildings/Was     | rehouses                     | 50402   | 633       | 4,112     | 4,500     | 200       | 500       |
|                   |                              |         | 1         |           |           |           |           |
| Total F           | acilities/Ground Maintenance |         | 633       | 4,112     | 4,500     | 200       | 500       |
|                   |                              |         |           |           |           |           |           |
| Total C           | perations/Maintenance        |         | 20,415    | 23,801    | 29,000    | 23,700    | 2,000     |
| 1 otal C          | peranons/iviannenance        |         | 20,413    | 23,001    | 29,000    | 25,700    | 2,000     |
|                   |                              |         |           |           |           |           |           |
|                   |                              |         |           |           |           |           |           |
| TOTAL BUDGE       | ET                           |         | 20,415    | 23,801    | 29,000    | 23,700    | 2,000     |

# **Community Center #2**

# **COMMUNITY CENTER #2 PROGRAM**

# SUMMARY

| Dept. Comr          | munity Center #2 | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|---------------------|------------------|-----------|-----------|--------------------|-----------|-----------|
| <b>Dept.</b> # 4460 |                  | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Be      | enefits          |           | **        |                    |           |           |
| Operations an       | nd Maintenance   |           |           | 2,000              | 3,650     | 23,750    |
| Capital Expen       | ditures          |           |           |                    |           | -         |
| TOTAL BUD           | OGET             |           |           | 2,000              | 3,650     | 23,750    |

### **MISSION STATEMENT**

To provide an alternative center where our citizens can meet for functions.

### **COMMUNITY CENTER FUNCTIONS**

- Provide for the operation and maintenance of the Community Center through the Public Works Department.
- Collect Rents for use of the center.

Department

Community Center #2

Dept. Number

4460

| Dept. Number 4400              |  |                  |                  |                       |                     |                  |
|--------------------------------|--|------------------|------------------|-----------------------|---------------------|------------------|
|                                | Account  | Actual 6/30/2011 | Actual 6/30/2012 | Mid-Year<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Utilities & Communications     | The state of the s | •                |                  |                       |                     |                  |
| Telephone                      | 50301  | -                | *                | 1,000                 | 3,000               |                  |
| Electricity                    | 50310  |                  |                  |                       |                     | 22,000           |
| Natural gas                    | 50320  |                  |                  |                       |                     | 1,500            |
| Water                          | 50330  | ~                | (#)              | 500                   | 400                 |                  |
| Total Utilities & Communicat   | ion  | -                | -                | 1,500                 | 3,400               | 23,500           |
| Facilities/Grounds Maintenance |  |                  |                  |                       |                     |                  |
| Buildings/Warehouses           | 50402  | -                | i#.              | 500                   | 250                 | 250              |
| Total Facilities/Ground Maint  | enance   | -                | -                | 500                   | 250                 | 250              |
|                                |  |                  |                  |                       |                     |                  |
| Total Operations/Maintenance   |  |                  |                  | 2,000                 | 3,650               | 23,750           |
| TOTAL BUDGET                   |  |                  | _                | 2,000                 | 3,650               | 23,750           |

### **Parks Department**

# PARKS DEPARTMENT SUMMARY

| Dept. Parks                | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # 4470               | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 163,909   | 177,896   | 165,822            | 156,630   |           |
| Operations and Maintenance | 50,889    | 58,581    | 63,450             | 48,980    | 54,450    |
| Capital Expenditures       |           |           |                    |           |           |
| TOTAL BUDGET               | 214,798   | 236,477   | 229,272            | 205,610   | 54,450    |

### MISSION STATEMENT

The Parks Department is responsible for providing and maintaining a safe and aesthetically pleasing horticultural environment for the public. This relates to the maintenance of the all City parks and public facilities.

### PARKS DEPARTMENT FUNCTIONS

- Ensure that all park land areas are maintained in the highest quality for the community.
- The Parks and Recreation Commission makes recommendations to the City Council

- (1/4) Public Works Superintendent
- (1/4) Lead Maintenance Workerl

Department Parks and Grounds
Dept. Number 4470

| Dept. Number 4470                  |         |           |                              |           |                |                  |
|------------------------------------|---------|-----------|------------------------------|-----------|----------------|------------------|
|                                    |         | Actual    | Actual                       | Mid-Year  | Estimated      | Budget           |
|                                    | Account | 6/30/2011 | 6/30/2012                    | 6/30/2013 | 6/30/2013      | 6/30/2014        |
| Payroll and Benefits               |         | 100 (10   | 115.414                      | 102.020   | 00.240         |                  |
| Regular Wages                      | 50101   | 109,610   | 115,414                      | 102,838   | 99,349         | 75               |
| Overtime Wages                     | 50102   | 5,400     | 6,885                        | 7,500     | 8,500          |                  |
| Leave Pay Outs                     | 50115   | 2,939     | 3,630                        | 3,338     | 800            | -                |
| Retirement Contributions           | 50120   | 14,005    | 15,926                       | 13,662    | 12,000         |                  |
| Medicare Contributions             | 50130   | 1,582     | 1,953                        | 1,648     | 1,900          | 3                |
| Social Security Tax                | 50140   | 140       | 124                          | -         | -              | -                |
| Unemployment/ETT                   | 50150   | 1,410     | 1,426                        | 1,736     | 1,736          |                  |
| Workers Compensation               | 50160   | 300       | 1 <del>7</del> 1<br>2222 233 | 10.101    |                | 3 <b>.7</b> %    |
| Benefit Allowance                  | 50170   | 28,523    | 32,538                       | 35,100    | 32,345         | 5 <del>5</del> 5 |
| Total Payroll and Benefits         |         | 163,909   | 177,896                      | 165,822   | 156,630        | -                |
| Contractual Services               |         |           |                              |           |                |                  |
| Medical and psychiatric            | 50225   | 380       | 301                          | 350       | 180            | 350              |
| Stipends                           | 50229   | 700       | 72                           | -         |                | 121              |
| Total Contractual Services         |         | 1,080     | 301                          | 350       | 180            | 350              |
| Facilities/Grounds Maintenance     |         |           |                              |           |                |                  |
| Electricity                        | 50310   | 10,738    | 13,182                       | 15,000    | 15,500         | 15,000           |
| Water                              | 50330   | 1,132     | 1,708                        | 2,500     | ( <del>-</del> | 2,500            |
| Trash & dump                       | 50350   | 232       | :-                           | 600       | 0=0            | 600              |
| Field/Yards                        | 50406   | 22,485    | 27,785                       | 27,000    | 18,000         | 27,000           |
| Total Facilities/Ground Maintenand | ce      | 34,587    | 42,675                       | 45,100    | 33,500         | 45,100           |
| Equipment Maintenance              |         |           |                              |           |                |                  |
| Department equipment               | 50435   | 2,359     | 764                          | 3,000     | 3,000          | 3,000            |
| Total Equipment Maintenance        |         | 2,359     | 764                          | 3,000     | 3,000          | 3,000            |
| Vehicle Maintenance                |         |           |                              |           |                |                  |
| Unleaded fuel                      | 50455   | 8,579     | 9,410                        | 9,000     | 6,500          | 4,500            |
| Total Equipment Maintenance        |         | 8,579     | 9,410                        | 9,000     | 6,500          | 4,500            |
| General Maintenance                |         |           |                              |           |                |                  |
| Uniforms/Safety supplies           | 50461   | 3,672     | 2,783                        | 3,500     | 2,400          | 3=3              |
| Printing and office                | 50465   | -         | 352                          | 500       | 500            | 500              |
| Shop and janitorial                | 50467   | 612       | 906                          | 1,000     | 2,400          | 1,000            |
| Total General Maintenance          |         | 4,284     | 4,041                        | 5,000     | 5,300          | 1,500            |
|                                    |         |           |                              |           |                |                  |

| TOTAL BUDGET   | _              | 214,798    | 236,477 | 229,272 | 205,610 | 54,450   |
|--|----------------|------------|---------|---------|---------|----------|
| Total Operations/Maintenance   | -              | 50,889     | 58,581  | 63,450  | 48,980  | 54,450   |
| Total Training and Education   | =              | -          | 1,390   | 1,000   | 500     | -        |
| Training and Education Conferences and seminars Schools and certifications | 50651<br>50655 | :=:<br>:#) | 1,390   | 1,000   | 500     | #3<br>#9 |

### **LLMD Department**

# LLMD DEPT SUMMARY

| Dept. LLMD                 | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # 4480               | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       |           |           | 54,503             | 54,593    | 120,512   |
| Operations and Maintenance |           |           | 2,000              | 2,000     | 2,000     |
| Capital Expenditures       |           |           | *                  |           |           |
| TOTAL BUDGET               |           |           | 56,503             | 56,593    | 122,512   |

### MISSION STATEMENT

The LLMD Department is responsible for providing and maintaining a clean and aesthetically pleasing landscaped district for the public. This relates to the maintenance of all City established landscaping districts.

#### LLMD DEPARTMENT FUNCTIONS

The LLMD Department is responsible for furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including: repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating; the removal of trimmings, rubbish, debris, and other solid waste; the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

### **EMPLOYEE POSITIONS**

LLMD Worker

Department

LLMD

| Dept. Number                            | 4480      |         |                   |           |           |           |           |
|---|-----------|---------|-------------------|-----------|-----------|-----------|-----------|
|   |           |         | Actual            | Actual    | Mid-Year  | Estimated | Budget    |
| Payroll and Benefits                    |           | Account | 6/30/2011         | 6/30/2012 | 6/30/2013 | 6/30/2013 | 6/30/2014 |
| Regular Wages                           |           | 50101   | _                 |           | 38,799    | 38,890    | 80,194    |
| Overtime Wages                          |           | 50102   | _                 |           | 2,000     | 2,000     | 4,000     |
|   |           | 50102   | _                 |           | 1,899     | 1,899     | 1,995     |
| Leave Pay Outs Retirement Contributions |           | 50120   | 2                 | -         | 2,651     | 2,651     | 10,605    |
| Medicare Contributions                  |           | 50120   | 2                 |           | 619       | 619       | 1,250     |
|   |           | 50150   | _                 | -         | 434       | 434       | 868       |
| Unemployment/ETT                        |           | 50160   | 2                 | -         |           | 434       | 000       |
| Workers Compensation                    |           | 50170   | -                 |           | 8,100     | 8,100     | 21,600    |
| Benefit Allowance                       |           | 30170   |                   |           | 0,100     | 8,100     |           |
| Total Payroll and Be                    | nefits    |         | -                 | •         | 54,503    | 54,593    | 120,512   |
| Vehicle Maintenance                     |           |         |                   |           |           |           |           |
| Unleaded fuel                           |           | 50455   | 97 <del>-</del> 9 | (*)       | 1,500     | 1,500     | 1,500     |
| Total Equipment Ma                      | intenance |         | 보존                |           | 1,500     | 1,500     | 1,500     |
| General Maintenance                     |           |         |                   |           |           |           |           |
| Uniforms/Safety supplies                |           | 50461   | (%)               | :#0       | 500       | 500       | 500       |
| Total General Mainte                    | enance    |         | i.e.              |           | 500       | 500       | 500       |
| Total Operations/Ma                     | intenance |         |                   |           | 2,000     | 2,000     | 2.000     |
| Total Operations/Man                    | menance   |         |                   |           | 2,000     | 2,000     | 2,000     |
| TOTAL BUDGET                            |           |         |                   |           | E ( 502   | # C # C * |           |
| TOTAL BUDGET                            |           | 2       | 141               |           | 56,503    | 56,593    | 122,512   |

# Vehicle Maintenance Department

# VEHICLE MAINTENANCE DEPARTMENT SUMMARY

| Dept.   | Vehicle Maintenance  | Actual    | Actual    | Mid-Year Review | Estimated | Budget    |
|---------|----------------------|-----------|-----------|-----------------|-----------|-----------|
| Dept.#  | 4620                 | 6/30/2011 | 6/30/2012 | 6/30/2013       | 6/30/2013 | 6/30/2014 |
| Payroll | and Benefits         | 95,105    | 94,910    | 86,741          | 86,279    | 90,233    |
| Operati | ions and Maintenance | 102,330   | 81,368    | 96,620          | 60,800    | 84,970    |
| Capital | Expenditures         |           |           |                 |           |           |
| тот     | TAL BUDGET           | 197,435   | 176,278   | 183,361         | 147,079   | 175,203   |

# MISSION STATEMENT

To provide for the timely repair and maintenance of City vehicles and equipment.

### **VEHICLE MAINTENANCE FUNCTIONS**

- Be on call for 24-hour repair service.
- Repair and maintain all City vehicles and equipment.

### **EMPLOYEE POSITIONS**

Mechanic

Department Vehicle Maintenance

Dept. Number 4620

| Dept. Number 1020               |         |           |                |           |              |           |
|---------------------------------|---------|-----------|----------------|-----------|--------------|-----------|
|                                 |         | Actual    | Actual         | Mid-Year  | Estimated    | Budget    |
|                                 | Account | 6/30/2011 | 6/30/2012      | 6/30/2013 | 6/30/2013    | 6/30/2014 |
| Payroll and Benefits            |         |           |                |           |              |           |
| Regular Wages                   | 50101   | 54,244    | 56,300         | 57,161    | 56,867       | 57,182    |
| Overtime Wages                  | 50102   | 16,488    | 14,878         | 7,500     | 6,500        | 7,500     |
| Leave Pay Outs                  | 50115   | 6,079     | 3,145          | 2,141     | 3,500        | 5,354     |
| Retirement Contributions        | 50120   | 7,279     | 8,264          | 7,737     | 7,274        | 7,948     |
| Medicare Contributions          | 50130   | 938       | 1,043          | 969       | 904          | 1,016     |
| Unemployment/ETT                | 50150   | 434       | 434            | 434       | 434          | 434       |
| Workers Compensation            | 50160   | 135       | ( <del>*</del> | -         | -            | -         |
| Benefit Allowance               | 50170   | 9,508     | 10,846         | 10,800    | 10,800       | 10,800    |
| Total Payroll and Benefits      |         | 95,105    | 94,910         | 86,741    | 86,279       | 90,233    |
| Contractual Services            |         |           |                |           |              |           |
| Medical and psychiatric         | 50225   | 115       | 110            | 120       |              | 120       |
| Total Contractual Services      |         | 115       | 110            | 120       | ( <u>C</u> S | 120       |
| Utilities & Communications      |         |           |                |           |              |           |
| Natural gas                     | 50320   | 737       | 316            | 300       | 300          | 300       |
| Total Utilities & Communication |         | 737       | 316            | 300       | 300          | 300       |
| Equipment Maintenance           |         |           |                |           |              |           |
| Department equipment            | 50435   | 4,274     | 1,654          | 2,700     | 1,000        | 2,700     |
| Total Equipment Maintenance     |         | 4,274     | 1,654          | 2,700     | 1,000        | 2,700     |
| Maliala Maintanana              |         |           |                |           |              |           |
| Vehicle Maintenance             | 50441   | 70,082    | 44,388         | 55,900    | 35,000       | 50,000    |
| Parts and service               | 50445   | 16,159    | 15,853         | 20,000    | 8,000        | 16,500    |
| Tires                           | 50451   | 10,139    | 10,000         | 20,000    | 0,000        | 10,500    |
| Diesel                          | 50453   | 2,103     | 4,570          | 6,000     | 4,000        | 5,000     |
| Oils and Fluids                 | 50455   | 7,573     | 11,419         | 6,500     | 6,500        | 7,500     |
| Unleaded fuel                   | 50455   |           | 11,717         | 0,500     | 0,500        | 7,300     |
| Total Equipment Maintenance     |         | 95,917    | 76,230         | 88,400    | 53,500       | 79,000    |
|                                 |         |           |                |           |              |           |

| 50461          | 1,287  | 1,137                                 | 500  | 1,000   | 500   |
|----------------|--------|---------------------------------------|--|---|---|
| _              | 1,287  | 1,137                                 | 500  | 1,000   | 500   |
| 50637          | à      | 1,921                                 | 3,500  | 5,000   | 2,000   |
| _              | ×      | 1,921                                 | 3,500  | 5,000   | 2,000   |
| 50641<br>50642 | *<br>8 | H)                                    | 1,000<br>100                                     |   | 350   |
| _              | Į.     |                                       | 1,100  |   | 350   |
|                | 50637  | 1,287<br>50637 -<br>-<br>-<br>50641 - | 1,287 1,137  50637 - 1,921  - 1,921  50641 50642 | 1,287     1,137     500       50637     -     1,921     3,500       -     1,921     3,500       50641     -     -     1,000       50642     -     -     100 | 1,287     1,137     500     1,000       50637     -     1,921     3,500     5,000       -     1,921     3,500     5,000       50641     -     -     1,000     -       50642     -     -     100     - |

102,330

197,435

81,368

176,278

96,620

183,361

60,800

147,079

84,970

175,203

Total Operations/Maintenance

TOTAL BUDGET

### Non Department

# **NON-DEPARTMENT** SUMMARY

| Dept. Non-Departmental     | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| <b>Dept. #</b> 4630        | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 141,204   | 255,653   | 179,288            | 235,417   | 196,000   |
| Operations and Maintenance | 751,557   | 547,954   | 602,250            | 492,070   | 639,600   |
| Capital Expenditures       | 22,970    | 143,005   | 65,000             | 50,000    | 25,000    |
| TOTAL BUDGET               | 915,731   | 946,612   | 846,538            | 777,487   | 860,600   |

### **MISSION STATEMENT**

The purpose of the Non-Department is to provide a cost center for a number of City expenses not directly attributable to the operations of other City departments. These include maintenance of City Hall, expenses for community events, and memberships and dues for a variety of governmental associations.

### NON-DEPARTMENT FUNCTIONS

- Provide for janitorial and maintenance services of City Hall and Police Department.
- Provide for the general liability insurance of the City as a whole.
- Provide for administrative support to City Departments.
- Provides for payments of retirements insurance and PERS benefits

Non-departmental Department 4630

Dept. Number Mid-Year Estimated Budget Actual Actual 6/30/2013 6/30/2013 6/30/2011 6/30/2012 6/30/2014 Account Payroll and Benefits 51,206 56,337 29,416 50101 57,823 Regular Wages 50102 2,693 1,326 Overtime Wages 947 1,106 2,842 50115 Leave Pay Outs 56,532 47,089 52,000 50120 7,023 43,000 Retirement Contributions 50130 816 955 443 1,094 Medicare Contributions 50140 Social Security Tax 50150 842 868 434 868 Unemployment/ETT 58,596 50,000 52,790 50,000 50160 22,885 Workers Compensation 50,800 68,000 103,000 50170 54,792 81,039 Benefit Allowance 141,204 255,653 179,288 235,417 196,000 Total Payroll and Benefits Contractual Services 79,726 53,161 75,000 25,000 75,000 50212 Auditing 135,000 75,000 50219 155,125 51,228 202,350 Consulting/Outside services 50225 825 250 250 Medical and psychiatric 100,000 Total Contractual Services 234,851 105,214 210,250 277,600 **Utilities & Communications** 519 1,101 1,000 50301 Telephone 39,103 50,000 50,000 50,000 50310 40,739 Electricity 50320 47 959 1,000 2,000 1,000 Natural gas Total Utilities & Communication 41,305 41,163 51,000 53,000 51,000 Facilities/Grounds Maintenance 50402 33,804 25,000 25,000 25,000 18,198 Buildings/Warehouses 50410 350 Property tax 25,000 18,198 34,154 25,000 25,000 Total Facilities/Ground Maintenance Equipment Maintenance 7,497 50435 2,066 2,500 2,500 2,500 Department equipment 7,497 2,066 2,500 2,500 2,500 Total Equipment Maintenance

| Vehicle Maintenance                       |       |              |         |         |         |                     |
|---|-------|--------------|---------|---------|---------|---------------------|
| Parts and service                         | 50441 | 331          | -       | -       | 50      | 2                   |
| Unleaded fuel                             | 50455 | 8,001        | 8,378   | 6,000   | 5,500   | 6,000               |
| Total Equipment Maintenance               |       | 8,332        | 8,378   | 6,000   | 5,550   | 6,000               |
| Tom Equipment Humonimoe                   | ,     |              |         |         |         |                     |
| General Maintenance                       |       |              |         |         |         |                     |
| Uniforms/Safety supplies                  | 50461 | 4,589        | 5,711   | 4,500   | 4,500   | 4,500               |
| Printing and office                       | 50465 | 18,215       | 28,687  | 10,000  | 10,000  | 10,000              |
| Shop and janitorial                       | 50467 | 12,400       | 10,883  | 10,000  | 10,000  | 10,000              |
| Total General Maintenance                 | ,     | 35,204       | 45,281  | 24,500  | 24,500  | 24,500              |
| Total General Wallicenance                |       | 33,204       | 43,201  | 21,500  | 21,500  | 21,000              |
| Insurance and Claims                      |       |              |         |         |         |                     |
| Liability insurance                       | 50501 | 282,235      | 141,458 | 148,000 | 140,000 | 133,000             |
| Employee bonds                            | 50503 | 2,731        | 1,922   | 1,000   | 1,520   | 1,000               |
| 180 - 20                                  | 50505 | 59,740       | 38,368  | 43,000  | 40,000  | 43,000              |
| Property insurance Claims and settlements | 50509 | 1,899        | =       |         | 15,000  | i <del>n</del> i:   |
| Claims and settlements                    | 3     | FOUNDALL DAY |         |         |         | 14 7 Dec 4 Nove 404 |
| Total Insurance and Claims                | 3     | 346,605      | 181,748 | 192,000 | 196,520 | 177,000             |
|   |       |              |         |         |         |                     |
| General Administrative                    |       |              |         |         |         |                     |
| Administrative Fees                       | 50605 | -            | 471     | -       | =       |                     |
| Membership and Dues                       | 50611 | 16,353       | 31,091  | 22,500  | 25,000  | 22,500              |
| Advertising and Publications              | 50621 | 2,490        | 7,080   | 4,000   | 5,000   | 4,000               |
| Total General Administrative              |       | 18,843       | 38,642  | 26,500  | 30,000  | 26,500              |
|   |       |              |         |         |         |                     |
| Permits/Licenses/Fees                     |       |              |         |         |         |                     |
| Other fees                                | 50632 | 2,129        | 1,645   | 2,000   | 2,000   | 2,000               |
| Total Permits/Licenses/Fees               |       | 2,129        | 1,645   | 2,000   | 2,000   | 2,000               |
|   |       |              |         |         |         |                     |
| Travel and Meetings                       |       |              |         |         |         |                     |
| Accommodations/Airfare                    | 50641 | 903          | 8,117   | 1,000   | ್ಷ      | 1,000               |
| Meetings                                  | 50642 | 1,258        | 2,846   | 1,500   | 3,000   | 1,500               |
| Per diem                                  | 50643 | 37           | -       | -       |         | ( <del>-</del>      |
| Presentations                             | 50645 | 23,956       | 42,945  | 25,000  | 25,000  | 5,000               |
| Total Travel and Meetings                 |       | 26,154       | 53,908  | 27,500  | 28,000  | 7,500               |
| 30.THC599 U.ST                            |       |              |         |         |         |                     |

| Training and Education Conferences and seminars Schools and certifications | 50651<br>50655 | 12,439  | 29,572<br>6,183 | 20,000<br>15,000 | 20,000<br>5,000 | 10,000<br>15,000 |
|--|----------------|---------|-----------------|------------------|-----------------|------------------|
| Total Training and Education   | =              | 12,439  | 35,755          | 35,000           | 25,000          | 25,000           |
|  |                |         |                 |                  |                 |                  |
| Total Operations/Maintenance   |                | 751,557 | 547,954         | 602,250          | 492,070         | 624,600          |
| Capital Expenditures   |                |         |                 |                  |                 |                  |
| Facility and grounds   | 80810          | 22,970  | 107,600         | 65,000           | 50,000          | 25,000           |
| Vehicles   | 80840          |         | 35,405          | -                |                 |                  |
| Total Capital Expenditures   |                | 22,970  | 143,005         | 65,000           | 50,000          | 25,000           |

915,731

946,612

846,538

777,487

845,600

TOTAL BUDGET

#### **Recreation Department**

# RECREATION DEPARTMENT

## SUMMARY

| Dept. Recreation Dept      | Actual    | Actual    | Mid-Year<br>Review | Estimated | Budget    |
|----------------------------|-----------|-----------|--------------------|-----------|-----------|
| Dept. # 4782               | 6/30/2011 | 6/30/2012 | 6/30/2013          | 6/30/2013 | 6/30/2014 |
| Payroll and Benefits       | 8,222     | 51,676    | 13,537             | 13,536    |           |
| Operations and Maintenance | 1,355     | 4,460     | 1,000              | 313       |           |
| Capital Expenditures       |           |           |                    |           |           |
| TOTAL BUDGET               | 9,577     | 56,136    | 14,537             | 13,849    |           |

#### MISSION STATEMENT

Our mission is to provide a wide variety of programs that are designed to improve the quality of life for Adelanto residents, through play, education and community-wide special events; we grow individually and as a community.

#### RECREATION DIVISION FUNCTIONS

A newly developed department, the functions are to create a recreational program marketing materials, including on the City's webpage. Act as a liaison with the various sports leagues and programs currently running in the City. Act as a point of contact department for the Community as well as other organizations. Be the lead project manager for Community events such as the Annual Christmas Parade, Job and Resource Fair, and any others.

#### **EMPLOYEE POSITIONS**

Department Recreation Department
Dept. Number 4782

| Dept. Number                                    | 4/62               |  |                 |                  |             |             |
|---|--------------------|--|-----------------|------------------|-------------|-------------|
|   |                    |  |                 |                  | *           |             |
|   |                    | Actual   | Actual          | Mid-Year         | Estimated   | Budget      |
|   | Account            | 6/30/2011  | 6/30/2012       | 6/30/2013        | 6/30/2013   | 6/30/2014   |
| Payroll and Benefits                            | Execution where it | .422.00.0000   | g gang mangen   |                  | (Enternance |             |
| Regular Wages                                   | 50101              | 7,127  | 34,542          | 9,480            | 9,240       | -           |
| Overtime Wages                                  | 50102              | 211  | 276             | 8 <b>5</b> 0     | 240         | (37)        |
| Leave Pay Outs                                  | 50115              | 9  | The street area | 1,475            | 1,475       | _           |
| Retirement Contributions                        | 50120              | 41   | 4,448           | 554              | 554         | -           |
| Medicare Contributions                          | 50130              | 106  | 483             | 159              | 158         | 177         |
| Social Security Tax                             | 50140              | 455  | 5               |                  | 57.1        | -           |
| Unemployment/ETT                                | 50150              | 323  | 712             |                  | 2/          |             |
| Benefit Allowance                               | 50170              |  | 11,215          | 1,869            | 1,869       | -           |
| Total Payroll and Benef                         | its                | 8,222  | 51,676          | 13,537           | 13,536      |             |
| Contractual Services                            |                    |  |                 |                  |             |             |
| Consulting/Outside services                     | 50219              |  | 3,323           | -                |             |             |
| Total Contractual Service                       | ces                |  | 3,323           | (F               |             |             |
| Equipment Maintenance                           |                    |  |                 |                  |             |             |
| Department equipment                            | 50435              | 1,237  | 839             | 1,000            | 313         |             |
| Department equipment                            |                    | ### TOTAL TO | STORES NO.      | .00 525524       | 100 .10     |             |
| Total Equipment Mainte                          | enance             | 1,237  | 839             | 1,000            | 313         |             |
| General Maintenance                             |                    |  |                 |                  |             |             |
| Uniforms/Safety supplies                        | 50461              | 98   | 22              | ne:              |             |             |
| Total General Maintena                          | nce                | 98   | 22              |                  | *           |             |
| Travel and Meetings                             |                    |  |                 |                  |             |             |
| Presentations                                   | 50645              |  | 276             | 4 <del>5</del> . |             | 5           |
| Total Travel and Meetin                         | ngs                | -  | 276             | TQ.              | 4           | 2           |
| Name of the Assessment Control                  |                    |  |                 |                  |             |             |
| Training and Education Conferences and seminars | 50651              | 20   |                 | 12               |             | _           |
|   |                    |  |                 |                  |             |             |
| Total Training and Educ                         | cation             | 20   | -               | -                |             | <del></del> |
| T-4-10 74 !                                     |                    | 1,355  | 4,460           | 1,000            | 313         |             |
| Total Operations/Maint                          | енапсе             | 1,333  | 4,400           | 1,000            | 313         |             |
| TOTAL BUDGET                                    |                    | 9,577  | 56,136          | 14,537           | 13,849      |             |
|   |                    |  |                 |                  |             |             |

#### **Community Development Department**

# COMMUNITY DEVELOPMENT DEPARTMENT

### SUMMARY

| Dept.     | Community/Economic Dvt | Actual    | Actual    | Mid-Year Review | Estimated  | Budget    |
|-----------|------------------------|-----------|-----------|-----------------|------------|-----------|
| Dept.#    | 4900                   | 6/30/2011 | 6/30/2012 | 06/30/2013      | 06/30/2013 | 6/30/2014 |
| Payroll a | nd Benefits            | 393,543   | 472,246   | 556,253         | 574,922    | 221,281   |
| Operation | ons and Maintenance    | 152,190   | 370,031   | 293,000         | 105,425    | 212,500   |
| Capital E | xpenditures            |           |           |                 |            |           |
| тот       | TAL BUDGET             | 545,733   | 842,277   | 849,253         | 680,347    | 433,781   |

#### MISSION STATEMENT

To anticipate the growing needs of the City to interpret, enforce and administer the General Plan and Zoning Codes accordingly within Residential, Commercial and Manufacturing/Industrial areas.

#### COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENTAL FUNCTIONS

The Community & Economic Development Department's responsibilities primarily stem from State Planning, Zoning and Development Laws mandating cities and counties regulate the use of land, including subdivisions. This includes the adoption and maintenance of a General Plan, which establishes land use policy for development in the city, as well as the Zoning Ordinance (Title 17), and the Subdivision Guidelines which are implementation tools for the General Plan. From these mandates, the Community & Economic Development Department is involved in the following:

Serving as Staff to City Council, Redevelopment Agency, Planning Commission, and Parks and Recreation Commission; Maintaining, amending, and administering the General Plan and Subdivision Ordinance; Administration of associated plans and programs for Parks and Recreation facilities; Interpreting, amending, administering and enforcing the Zoning Ordinance and associated Ordinances: process project applications (e.g. Site Plans, Conditional Use Permits, Tentative Tracts) to the Planning Commission and/or City Council; Plan Check residential, commercial, industrial developments, sign permits, fence/pool permits; Answer questions of the public on phones and at the public counter on the above activities, as well as dispensing zoning information. Preparing and processing environmental compliance documents for public and private projects pursuant to the California Environmental Quality Act (CEQA) i.e., negative declarations, environmental impact reports, etc. as well as similar documents pursuant to the National Environmental Policy Act (NEPA);

#### **EMPLOYEE POSITIONS**

- Senior Planner
- Senior Management Analyst
- Planning Commissioners (5)

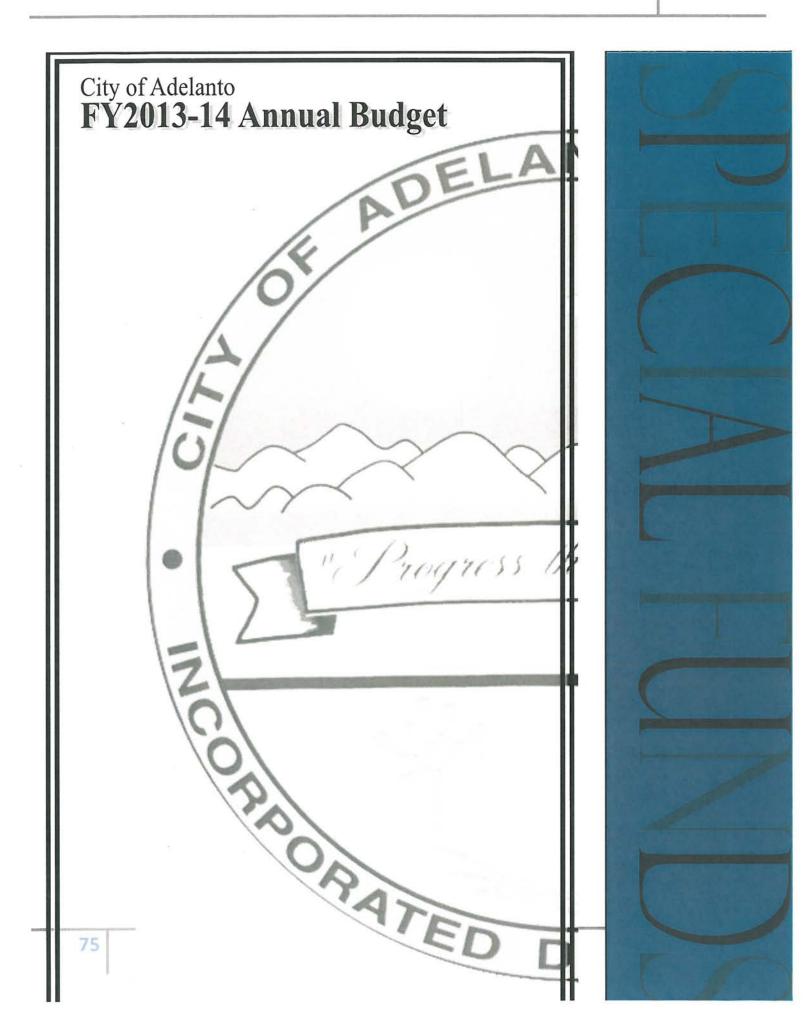
Department
Dept. #

4900

# Community Development/Planning

| Dept. #             | 4900            |                        |                         |                          |           | €         |           |
|---------------------|-----------------|------------------------|-------------------------|--------------------------|-----------|-----------|-----------|
|                     |                 |                        | Actual                  | Actual                   | Mid-Year  | Estimated | Budget    |
|                     |                 | Account                | 6/30/2011               | 6/30/2012                | 6/30/2013 | 6/30/2013 | 6/30/2014 |
| Payroll and Benef   | fits            | ananinana<br>ananinana | 1580 (\$27 (\$350) \$20 | 3600 C 1000 A 0000 A 000 |           |           |           |
| Regular Wages       |                 | 50101                  | 293,039                 | 336,000                  | 405,711   | 399,941   | 162,796   |
| Overtime Wages      |                 | 50102                  | 71                      | 70                       | 1,000     | 1,238     | 500       |
| Leave Pay Outs      |                 | 50115                  | 14,800                  | 40,929                   | 26,761    | 63,000    | 8,766     |
| Retirement Contril  | butions         | 50120                  | 38,993                  | 48,049                   | 56,394    | 45,000    | 21,795    |
| Medicare Contribu   | itions          | 50130                  | 4,416                   | 5,783                    | 6,372     | 7,327     | 2,495     |
| Social Security Ta  | X               | 50140                  | 291                     | 1,335                    | 372       | 774       | 372       |
| Unemployment/E7     | ΤT              | 50150                  | 2,038                   | 2,753                    | 2,542     | 2,812     | 1,240     |
| Benefit Allowance   |                 | 50170                  | 39,895                  | 37,327                   | 57,101    | 54,830    | 23,318    |
| Total Payroll       | and Benefits    |                        | 393,543                 | 472,246                  | 556,253   | 574,922   | 221,281   |
| Contractual Service | ces             |                        |                         |                          |           |           |           |
| Consulting/Outside  | e services      | 50219                  | 135,988                 | 336,867                  | 275,000   | 90,000    | 200,000   |
| Stipends            |                 | 50229                  | 1,500                   | -                        | 6,000     | 6,000     | 6,000     |
| Total Contrac       | etual Services  |                        | 137,488                 | 336,867                  | 281,000   | 96,000    | 206,000   |
| Vehicle Maintena    | nce             |                        |                         |                          |           |           |           |
| Unleaded fuel       |                 | 50455                  | 1,816                   | 539                      | 1,500     | 100       | -         |
| Total Equipm        | ent Maintenance |                        | 1,816                   | 539                      | 1,500     | 100       |           |
| General Maintena    | nce             |                        |                         |                          |           |           |           |
| Uniforms/Safety su  | ipplies         | 50461                  | 736                     | 377                      | 500       | 600       | 500       |
| Printing and office |                 | 50465                  | 2,438                   | 3,449                    | 2,500     | 1,000     | 2,500     |
| Total General       | Maintenance     |                        | 3,174                   | 3,826                    | 3,000     | 1,600     | 3,000     |
| General Administr   | rative          |                        |                         |                          |           |           |           |
| Membership and D    | dues            | 50611                  | 834                     | 1,516                    | 1,500     | 1,000     | 500       |
| Advertising and Pu  | blications      | 50621                  | 1,435                   | 21,829                   | 2,000     | 3,000     | 2,000     |
| Total General       | Administrative  |                        | 2,269                   | 23,345                   | 3,500     | 4,000     | 2,500     |
| Permits/Licenses/I  | Fees            |                        |                         |                          |           |           |           |
| Other fees          |                 | 50632                  | 50                      | -                        | <u></u>   |           |           |
| Total Permits/      | /Licenses/Fees  |                        | 50                      | (#)                      | -         | 2         | 121       |
|                     |                 |                        |                         |                          |           |           |           |

| Travel and Meetings         50641         1,318         -         -         525         -           Meetings         50642         348         -         -         -         -           Per diem         50643         186         -         -         -         -           Total Travel and Meetings         1,852         -         -         525         -           Training and Education         50651         5,541         5,454         4,000         3,200         1,000           Total Training and Education         5,541         5,454         4,000         3,200         1,000           Total Operations/Maintenance         152,190         370,031         293,000         105,425         212,500   | TOTAL BUDGET                    |       | 545,733 | 842,277 | 849,253 | 680,347 | 433,781 |
|--|---------------------------------|-------|---------|---------|---------|---------|---------|
| Accommodations/Airfare 50641 1,318 525 - 50642 348 50643 186 50653 186 | Total Operations/Maintenance    |       | 152,190 | 370,031 | 293,000 | 105,425 | 212,500 |
| Accommodations/Airfare       50641       1,318       -       -       525       -         Meetings       50642       348       -       -       -       -         Per diem       50643       186       -       -       -       -         Total Travel and Meetings       1,852       -       -       525       -   | Total Training and Education    | -     | 5,541   | 5,454   | 4,000   | 3,200   | 1,000   |
| Accommodations/Airfare       50641       1,318       -       -       525       -         Meetings       50642       348       -       -       -       -         Per diem       50643       186       -       -       -       -   |                                 | 50651 | 5,541   | 5,454   | 4,000   | 3,200   | 1,000   |
| Accommodations/Airfare 50641 1,318 525 - Meetings 50642 348 50643 1866   | Total Travel and Meetings       | :=    | 1,852   | -       | -       | 525     | 19      |
|  | Accommodations/Airfare Meetings | 50642 | 348     |         | -       | 525     |         |



#### SPECIAL REVENUE FUNDS

#### SPECIAL FUND DESCRIPTIONS

Stater Bros Stadium (Fund 211) - is used to account for the operations and maintenance of Stater Bros. Stadium. The stadium is under lease to the High Desert Mavericks through 2010. Employees charged to the stadium include:

Park Fee (Fund 212) - is used to account for the receipt and expenditures of park impact fees charged to new development.

CDBG (Fund 213) - is used to account for revenue allocated from the Federal Housing and Urban Development Department (through the County of San Bernardino) to be spent in low/moderate income areas of the City.

Gas Tax (Fund 215) - is used to account for the receipt and expenditure of State Highway Users Tax funds. The funds are to be used for street related purposes.

Article 8 (Fund 216) - is used to account for local transportation funds received from SANBAG. Funds are spent on street related purposes.

AB2766 (Fund 221) - is used to account for allocations from the Mojave Air Quality Management District. Funds are spent on air-pollution reduction programs.

Measure I 5% (Fund 236) - is used to account for the County's ½ cent sales tax revenues. This portion of the funds must be spent on handicapped/paratransit purposes.

Measure I 30% (Fund 237) - is used to account for the County's ½ cent sales tax revenues. This portion of the funds must be spent on local road projects.

Measure I 65% (Fund 238) – is used to account for the County's ½ cent sales tax revenues. This portion of the funds must be spent on arterial road projects.

CLEEP (Fund 241) - is used to account for moneys received under the State's High-Technology Law Enforcement Grant program.

Educational Seizure (Fund 248) - is used to account of 15% of the released asset seizure moneys. The moneys are used for anti-drug educational programs.

PSAF (Fund 249) - is used to account for the State sales tax Public Safety Augmentation Fund moneys. The money is transferred to the general fund for increased public safety expenditures.

Sanitation (Fund 255) – is used to account for the City's solid waste and recycling programs.

Traffic Offender (Fund 256) – is used to account for the revenue received from vehicle release fees and is used for traffic patrol purposes.

SLEOC (Fund 257) – is used to account for the State COPS Grant Program and is used for police overtime purposes.

Drainage (Fund 260) - is used to account for the Drainage Impact Fees charged to new development. Moneys are used for new drainage facilities.

Community Facilities District (Fund 262) - is used to account for the special tax levy placed on certain tracts to pay for public safety services and other improvements.

Landscaping and Lighting Maint District (Fund 265) - is used to account for the special tax levy placed on certain tracts to pay for landscaping improvements and lighting expense.

Transit (Fund 319) - is used to account for the City's cost of paratransit services.

Water (Fund 353) - is used to account for the operations and maintenance of the water division of the Adelanto Public Utility Authority. Employees charged to this fund:

Director of Public Utilities

City Engineer(.5)

Senior Water Operator

Water Operator (I/II/III) (9)

Administrative Assistant II

Water Conservation Specialist

Interim Finance Director (1/2) Contracted

Customer Service Supervisor

Senior Account Clerk

Account Clerk II (6)

Sewer (Fund 360) - is used to account for the sewer division of the Adelanto Public Utility Authority. The sewer plant is operated under a contract with PERC Services.

## **FUND 211 STATER BROS. STADIUM**

Stater Bros.

| Fund                            | Stadium                     |             |                  |                  |  |                    |                  |
|---------------------------------|-----------------------------|-------------|------------------|------------------|--|--------------------|------------------|
| Fund Number                     | 211                         |             |                  |                  |  |                    |                  |
|                                 |                             | Account     | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013                       | Estimate 6/30/2013 | Budget 6/30/2014 |
| Use of Money                    | y and Property              |             |                  |                  | »————————————————————————————————————— |                    |                  |
| Property Le                     | Property Leases/Maint 45030 |             | 80,819           | 100,000          | 110,000                                | s <del>,</del>     |                  |
| Total Use of Money and Property |                             | 80,819      | 100,000          | 110,000          |  |                    |                  |
| Charges for S                   | ervices                     |             |                  |                  |  |                    |                  |
| Rent and Co                     | oncessions                  | 47090       | 11,893           | 9,050            | 10,000                                 | 1,500              | 1,500            |
| Total C                         | Charges for Services        |             | 11,893           | 9,050            | 10,000                                 | 1,500              | 1,500            |
| TOTAL REVEN                     | NUES                        |             | 92,712           | 109,050          | 120,000                                | 1,500              | 1,500            |
| Beginning Fu                    | nd Balance                  |             | (2,099,504)      | (2,258,737)      | (2,556,417)                            | (2,427,298)        | (2,681,749)      |
| TOTAL AVAILABLE REVENUES        |                             | (2,006,792) | (2,149,687)      | (2,436,417)      | (2,425,798)                            | (2,680,249)        |                  |
| TOTAL EXPEN                     | IDITURES                    |             | 251,945          | 277,611          | 188,487                                | 255,951            | 87,425           |
| ENDING FU                       | ND BALANCE                  | ja          | (2,258,737)      | (2,427,298)      | (2,624,903)                            | (2,681,749)        | (2,767,674)      |

Fund Fund# Stater Bros. Stadium

211

| Fund #        | 211                             |         |                 |                            |                        |              |           |
|---------------|---------------------------------|---------|-----------------|----------------------------|------------------------|--------------|-----------|
|               |                                 |         | ec or           | 133 86                     | 2020 10                | 2014 W1 54V2 | 32354 375 |
|               |                                 |         | Actual          | Actual                     | Budget                 | Estimated    | Budget    |
| 981 913       |                                 | Account | 6/30/2011       | 6/30/2012                  | 6/30/2013              | 6/30/2013    | 6/30/2014 |
| Payroll and I |                                 | 50101   | (5.404          | 72 102                     | 20.722                 | 20.722       |           |
|               | r Wages                         | 50101   | 65,494          | 72,193                     | 20,733                 | 20,733       |           |
|               | ne Wages                        | 50102   | 12,031          | 13,108                     | 10,000                 | 5,585        |           |
| Tempor        | rary Wages                      | 50110   |                 | 2 021                      | 1.000                  | 2.007        |           |
| Leave I       | Pay-outs                        | 50115   | 9,204           | 2,821                      | 1,899                  | 3,087        |           |
| Retiren       | nent Contributions              | 50120   | 6,700           | 7,683                      | 6,864                  | 1,904        |           |
| Medica        | re Contributions                | 50130   | 1,127           | 1,460                      | 1,112                  | 277          |           |
| Social S      | Security Tax                    | 50140   | 1,060           | 978                        | 998                    | 388          |           |
| Unemp         | loyment/ETT                     | 50150   | 1,418           | 1,440                      | 1,432                  | 388          |           |
| Worker        | rs Compensation                 | 50160   | -Cost territor  | 154                        | -                      | 5            |           |
| Benefit       | Allowance                       | 50170   | 10,509          | 10,846                     | 10,800                 | 3,323        |           |
| Т             | otal Payroll and Benefits       |         | 107,543         | 110,529                    | 53,839                 | 35,685       |           |
| Contractual S | Services                        |         |                 |                            |                        |              |           |
|               | ting/Outside services           | 50219   | 24,035          | 30,720                     | 25,000                 | 11,427       | 10,000    |
|               | and psychiatric                 | 50225   | 450             | 355                        | 200                    | 100          | =         |
| Modica        | i una poyemanie                 |         |                 |                            |                        |              |           |
| T             | otal Contractual Services       |         | 24,485          | 31,075                     | 25,200                 | 11,527       | 10,000    |
| Utilities & C | Communications                  |         |                 |                            |                        |              |           |
| Electric      | eity                            | 50310   | 45,440          | 47,011                     | 60,000                 | 17,250       | 45,000    |
| Natural       |                                 | 50320   | 3,265           | 3,313                      | 4,250                  | 2,500        | 3,500     |
| Т             | otal Utilities & Communication  |         | 48,705          | 50,324                     | 64,250                 | 19,750       | 48,500    |
| F '11'' /C    | ounds Maintenance               |         |                 |                            |                        |              |           |
|               |                                 | 50402   | 23,799          | 49,464                     | 23,000                 | 6,500        | 10,000    |
|               | gs/Warehouses                   | 50406   | 18,274          | 22,084                     | 12,500                 | 6,500        | 6,500     |
| Field/Y       |                                 | 50410   | 10,274          | 22,001                     | 12,500                 | 0,500        | 1,925     |
| Propert       | y tax                           | 50415   |                 | (236)                      | 198                    | 500          | 1,525     |
| Streets       |                                 | 30413   |                 | (230)                      | 190                    | 300          |           |
| Т             | otal Facilities/Ground Maintena | nce     | 42,073          | 71,312                     | 35,698                 | 13,500       | 18,425    |
| Equipment N   | Maintenance                     |         |                 |                            |                        |              |           |
| * *           | ment equipment                  | 50435   | 1,210           | 3,047                      | 1,500                  | 500          | 500       |
| Departi       | ment equipment                  | 20423   | . 1546-151 (14) | 12 G 1 <b>6</b> 270 s. 2.6 | 933 <b>4</b> -0509-653 |              |           |
| Т             | otal Equipment Maintenance      |         | 1,210           | 3,047                      | 1,500                  | 500          | 500       |
|               |                                 |         |                 |                            |                        |              |           |

| Vehicle Maintenance Parts and service Unleaded fuel              | 50441<br>50455 | 2,559          | 1,842<br>2,966 | 3,000          | 1,750        | 9 <b>2</b><br>9 <del>8</del> |
|--|----------------|----------------|----------------|----------------|--------------|------------------------------|
| Total Equipment Maintenance                                      | _              | 2,559          | 4,808          | 3,000          | 1,750        | <u> </u>                     |
| General Maintenance Uniforms/Safety supplies Shop and janitorial | 50461<br>50467 | 2,480<br>4,551 | 2,316<br>4,200 | 2,500<br>2,500 | 750<br>1,450 | 7.E                          |
| Total General Maintenance  | _              | 7,031          | 6,516          | 5,000          | 2,200        | -                            |
| Total Operations/Maintenance                                     | _              | 126,063        | 167,082        | 134,648        | 49,227       | 77,425                       |
| Capital Expenditures Facility and grounds                        | 80810          | 18,339         | _              | 112            | 171,039      | 10,000                       |
| Total Capital Expenditures                                       | =              | 18,339         | -              |                | 171,039      | 10,000                       |
| TOTAL EXPENDITURES   |                | 251,945        | 277,611        | 188,487        | 255,951      | 87,425                       |

#### **FUND 212 PARK FEE**

| Fund<br>Fund Number         | Park Fee<br>212      |            |                  |                  |                     |                     |                  |
|-----------------------------|----------------------|------------|------------------|------------------|---------------------|---------------------|------------------|
|                             |                      | Account    | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Licenses and I<br>Park Fees | Permits              | 43060      | 89,650           | (8,670)          | 57,800              | 80,000              | 75,000           |
| Total L                     | icenses and Permits  | =          | 89,650           | (8,670)          | 57,800              | 80,000              | 75,000           |
| Use of Money<br>Interest    | and Property         | 45010      |                  | 48               |                     |                     |                  |
| То                          | tal Use of Money and | d Property | _                | 48               | 740                 | _                   | 12               |
| Intergovernme               | ental Revenue        |            |                  |                  |                     |                     |                  |
| State Grants                |                      | 46200      | 270,502          |                  | *                   | 3                   |                  |
| Total Ir                    | ntergovernmental Re- | venue      | 270,502          | ( <b>5</b> )     | -                   | (F)                 | \\\\\\           |
|                             |                      |            |                  |                  |                     |                     |                  |
| TOTAL REVEN                 | UES                  |            | 360,152          | (8,622)          | 57,800              | 80,000              | 75,000           |
| Beginning Fund Balance      |                      | ,          | 1,812,523        | 1,376,049        | 1,182,427           | 1,182,427           | 1,227,427        |
| TOTAL AVAILABLE REVENUES    |                      | 2,172,675  | 1,367,427        | 1,240,227        | 1,262,427           | 1,302,427           |                  |
| TOTAL EXP                   | ENDITURES            |            | 796,626          | 185,000          | 35,000              | 35,000              | 35,000           |
| NET                         |                      |            | 1,376,049        | 1,182,427        | 1,205,227           | 1,227,427           | 1,267,427        |

| Fund<br>Fund Number           | Park Fee<br>212       |         |                  |   |                  |                                  |                    |
|-------------------------------|-----------------------|---------|------------------|---|------------------|----------------------------------|--------------------|
| Tuna Tunioo                   |                       | Account | Actual 6/30/2011 | Actual 6/30/2012  | Budget 6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget 6/30/2014   |
| Contractual Se                | ervices               |         |                  |   |                  |                                  |                    |
| City Attorne                  | у                     | 50216   | 563              | 1000<br>1000 (100) (1000 (100) (1000 (1000 (1000 (1000 (1000 (1000 (1000 (1000 (1000 (1000 (100) (1000 (1000 (100) (1000 (1000 (1000 (100) (1000 (1000 (100) (1000 (100) (1000 (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (1000 (100) (1000 (1000 (100) (1000 (100) (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (100) (1000 (100) (100) (1000 (100) ( | rese conser      | TO THE PERSON NAMED IN           | H<br>Walka kakanay |
| Consulting/C                  | Outside services      | 50219   | 49,375           | 5,000   | 35,000           | 35,000                           | 35,000             |
| Total C                       | ontractual Services   | •       | 49,938           | 5,000   | 35,000           | 35,000                           | 35,000             |
| Insurance and                 | Claims                |         |                  |   |                  |                                  |                    |
| Property ins                  | urance                | 50505   | 450              | 951   | 1770             |                                  | -                  |
| Total In                      | surance and Claims    | ,       | 450              | 14  | ė.               | _                                | <u> </u>           |
| Total O                       | perations/Maintenance |         | 50,388           | 5,000   | 35,000           | 35,000                           | 35,000             |
| Capital Expen<br>Facility and |                       | 80810   | 746,238          | 180,000   |                  | -                                |                    |
| Total C                       | apital Expenditures   |         | 746,238          | 180,000   |                  | -                                |                    |
| TOTAL BUD                     | GET                   |         | 796,626          | 185,000   | 35,000           | 35,000                           | 35,000             |

## **FUND 213 CDBG**

**CDBG** Fund Fund Number 213

| 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                  | T                |                     | 1                   |                     |
|--|------------------|------------------|---------------------|---------------------|---------------------|
| Account                                | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Intergovernmental Revenue              |                  |                  |                     |                     |                     |
| CDBG Grants 4603                       | 185,285          | 178,561          | 725,366             | 226,506             | 235,000             |
| Total Intergovernmental Revenue        | 185,285          | 178,561          | 725,366             | 226,506             | 235,000             |
|  |                  |                  |                     |                     |                     |
| TOTAL REVENUES                         | 185,285          | 178,561          | 725,366             | 226,506             | 235,000             |
| Beginning Fund Balance                 | (6,454)          | 45,513           | (14,677)            | (14,677)            | (14,677)            |
| W.                                     |                  |                  |                     |                     |                     |
| TOTAL AVAILABLE REVENUES               | 178,831          | 224,074          | 710,689             | 211,829             | 220,323             |
|  |                  |                  |                     |                     |                     |
| TOTAL EXPENDITURES                     | 133,318          | 238,751          | 770,000             | 226,506             | 235,000             |
|  |                  |                  |                     |                     |                     |
| NET                                    | 45,513           | (14,677)         | (59,311)            | (14,677)            | (14,677)            |

| Fund Cl<br>Fund Number 21 | DBG<br>3            |         |                  | l la             |                  |                     |                  |
|---------------------------|---------------------|---------|------------------|------------------|------------------|---------------------|------------------|
|                           |                     | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Contractual Serv          | rices               |         |                  |                  |                  |                     |                  |
| Consulting/Out            | side services       | 50219   | 8,318            | 19,998           | U <del>=</del> 8 | <u>0€</u> 7         | -                |
| Total Cont                | tractual Services   |         | 8,318            | 19,998           |                  |                     | · ·              |
| General Administrative    |                     |         |                  |                  |                  |                     |                  |
| Service Fees              |                     | 50605   | 5,000            | -                | -                | 2                   |                  |
| Total Gene                | eral Administrative |         | 5,000            |                  | (#0              | (¥3)                | 140              |
| Other Expenditur          | res                 |         |                  |                  |                  |                     |                  |
| Miscellaneous e           | expenses            | 50701   |                  | -                | 3                | 1,506               | - a:             |
| Total Othe                | r Expenditures      |         |                  | -                | -                | 1,506               |                  |
| Non-Operating E           | expenditures        |         |                  |                  |                  |                     |                  |
| Transfers Out             |                     | 70020   | 120,000          | 120,000          | 120,000          | 120,000             | 120,000          |
| Total Non-                | Operating Expendi   | tures   | 120,000          | 120,000          | 120,000          | 120,000             | 120,000          |
|                           |                     |         |                  |                  |                  |                     |                  |
| Total Opera               | ations/Maintenance  |         | 133,318          | 139,998          | 120,000          | 121,506             | 120,000          |
| Capital Expendito         | ures                |         |                  |                  |                  |                     |                  |
| Facility and gro          | unds                | 80810   | _                | <u> </u>         | 650,000          | 115,000             | 115,000          |
| Total Capit               | al Expenditures     |         | -                | 2                | 650,000          | 115,000             | 115,000          |
| TOTAL BUDGE               | Т                   | =       | 133,318          | 139,998          | 770,000          | 226,506             | 235,000          |

# **FUND 215 GAS TAX**

| Fund        | Gas Tax |
|-------------|---------|
| Fund Number | 215     |

| Fund Number 215             | 8 8     |                  |                  |                  |                                  |                  |
|-----------------------------|---------|------------------|------------------|------------------|----------------------------------|------------------|
|                             | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget 6/30/2014 |
| Taxes and Assessments       | recount | 0/30/2011        | 0/30/2012        | 0/20/2013        | 0/30/2013                        | 0/30/2011        |
| Gas Tax 2103                | 42103   | 282,526          | 427,150          | 295,000          | 295,000                          | 365,702          |
| Gas Tax 2105                | 42105   | 151,906          | 144,531          | 135,000          | 135,000                          | 167,355          |
| Gas Tax 2106                | 42106   | 98,248           | 102,410          | 95,000           | 95,000                           | 117,769          |
| Gas Tax 2107                | 42107   | 203,014          | 207,451          | 195,000          | 195,000                          | 241,736          |
| Gas Tax 2107.5              | 42108   | 6,000            | 6,000            | 6,000            | 6,000                            | 7,438            |
| Total Taxes and Assessments |         | 741,694          | 887,542          | 726,000          | 726,000                          | 900,000          |
|                             |         |                  |                  |                  |                                  |                  |
| TOTAL REVENUES              |         | 741,694          | 887,542          | 726,000          | 726,000                          | 900,000          |
| Beginning Fund Balance      |         | 1,091,452        | 1,373,146        | 1,534,688        | 1,534,688                        | 1,534,688        |
| TOTAL AVAILABLE REVENUES    |         | 1,833,146        | 2,260,688        | 2,260,688        | 2,174,904                        | 2,348,904        |
| TOTAL EXPENDITURES          | ,       | 460,000          | 726,000          | 726,000          | 726,000                          | 900,000          |
| NET                         |         | 1,373,146        | 1,534,688        | 1,534,688        | 1,534,688                        | 1,534,688        |
|                             |         |                  |                  |                  |                                  |                  |

| Fund<br>Fund Number              | Gas Tax<br>215         |                  |                  |                  |                     |                     |
|----------------------------------|------------------------|------------------|------------------|------------------|---------------------|---------------------|
|                                  | Account                | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Non-Operatin                     | g Expenditures         |                  |                  |                  |                     |                     |
| Transfers C                      | out 70020              | 460,000          | 726,000          | 726,000          | 726,000             | 900,000             |
| Total Non-Operating Expenditures |                        | 460,000          | 726,000          | 726,000          | 726,000             | 900,000             |
| Total                            | Operations/Maintenance | 460,000          | 726,000          | 726,000          | 726,000             | 900,000             |
| TOTAL BUD                        | GET                    | 460,000          | 726,000          | 726,000          | 726,000             | 900,000             |

# **FUND 216 ARTICLE 8**

| Fund                            | Article 8                 |         |                  |                  |                  |                     |                     |  |  |
|---------------------------------|---------------------------|---------|------------------|------------------|------------------|---------------------|---------------------|--|--|
| Fund Number                     | 216                       | _       |                  |                  |                  |                     |                     |  |  |
|                                 |                           | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |  |  |
| Intergovernme                   | Intergovernmental Revenue |         |                  |                  |                  |                     |                     |  |  |
| SB 325, Arti                    | cle 8                     | 46098   | 65,978           | 18               | 200,000          | 137,512             | 135,000             |  |  |
| Total Intergovernmental Revenue |                           | 65,978  |                  | 200,000          | 137,512          | 135,000             |                     |  |  |
|                                 |                           |         |                  |                  |                  |                     |                     |  |  |
| TOTAL REVENU                    | JES                       |         | 65,978           | ¥                | 200,000          | 137,512             | 135,000             |  |  |
| Beginning Fund E                | Balance                   | . :-    | 295,378          | 291,356          | 66,356           | 66,356              |                     |  |  |
| TOTAL AVAI                      | LABLE REVENU              | ES =    | 361,356          | 291,356          | 266,356          | 203,868             | 135,000             |  |  |
| TOTAL EXPE                      | NDITURES                  |         | 70,000           | 225,000          | 225,000          | 203,868             | 135,000             |  |  |
|                                 |                           |         |                  |                  |                  |                     |                     |  |  |

291,356

66,356

41,356

NET

| Fund                             | Article 8       |         |                  |                  |                     |                     |                     |
|----------------------------------|-----------------|---------|------------------|------------------|---------------------|---------------------|---------------------|
| Fund Number                      | 216             |         |                  |                  |                     |                     |                     |
|                                  |                 | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Non-Operation                    | ng Expenditures |         |                  |                  |                     |                     |                     |
| Transfers (                      | Out             | 70020   | 70,000           | 225,000          | 225,000             | 203,868             | 135,000             |
| Total Non-Operating Expenditures |                 | 70,000  | 225,000          | 225,000          | 203,868             | 135,000             |                     |
| Total Operations/Maintenance     |                 | 70,000  | 225,000          | 225,000          | 203,868             | 135,000             |                     |
| TOTAL BUI                        | OGET            | 12      | 70,000           | 225,000          | 225,000             | 203,868             | 135,000             |

## **FUND 220 FEDERAL GRANTS**

| FUND 220 F                      | EDLIME GIMIN    | 10      |                  |                  |                  |                                  |                     |
|---------------------------------|-----------------|---------|------------------|------------------|------------------|----------------------------------|---------------------|
| Fund                            | Federal Grants  |         |                  |                  |                  |                                  |                     |
| Fund Number                     | 220             | _       |                  |                  |                  |                                  |                     |
|                                 |                 | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget<br>6/30/2014 |
| Use of Money                    | y and Property  |         |                  |                  |                  |                                  |                     |
| Interest                        |                 | 45010 _ | 5 <u>0</u>       | <u></u>          | 1.5              | (2)                              | 100                 |
| Total Use of Money and Property |                 |         | 78               | _                |                  | ( <b>-</b> )                     | 100                 |
| Intergovernm                    | ental Revenue   |         |                  |                  |                  |                                  |                     |
| Federal Gra                     | ants            | 46041 _ | 72               | -                | 2                |                                  | 35,000              |
| Total Intergovernmental Revenue |                 | venue = | 74               | -                |                  | ¥                                | 35,000              |
| TOTAL REVEN                     | NUES            |         | 122              | 2                | ш                | 1 <u>2</u>                       | 35,100              |
| FUND BALAN                      | CE FROM PRIOR Y | EAR _   | -                |                  |                  | ). <del>*</del>                  |                     |
| TOTAL AVAILABLE REVENUES        |                 | NUES    | =                | 2                | <u>u</u>         | 1925                             | 35,100              |
| TOTAL EXP                       | ENDITURES       | -       | *                |                  |                  |                                  | 30,000              |
| NET                             |                 | _       |                  | =                |                  | 351                              | 5,100               |

| Fund<br>Fund Number     | Federal Grants<br>220    |         |                  |                  |                  |                                  |                     |
|-------------------------|--------------------------|---------|------------------|------------------|------------------|----------------------------------|---------------------|
|                         |                          | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget<br>6/30/2014 |
| Equipment M             | aintenance               |         |                  |                  |                  |                                  |                     |
| Department              | equipment                | 50435   | ·                | -                | 2                | <b>○</b>                         | 30,000              |
| Total 1                 | Equipment Maintenance    |         | 0                | 0                | 0                | 0                                | 30,000              |
| Training and Conference | Education s and seminars | 50651   |                  |                  |                  |                                  |                     |
| Total                   | Γraining and Education   | ji      | 0.50             | <u></u>          | <u> </u>         | •                                |                     |
| TOTAL BUD               | GET                      |         |                  | -                | =                | 9 <del>5</del> ,                 | 30,000              |

## **FUND 221 AIR QUALITY**

Fund

Air Quality

Fund Number

221

| Ac Intergovernmental Revenue    | count | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
|---------------------------------|-------|------------------|------------------|---------------------|---------------------|---------------------|
|                                 | 46021 | 18,247           | 20,030           | 18,000              | 15,000              | 15,000              |
| Total Intergovernmental Revenue |       | 18,247           | 20,030           | 18,000              | 15,000              | 15,000              |
| TOTAL REVENUES                  |       | 18,247           | 20,030           | 18,000              | 15,000              | 15,000              |
| FUND BALANCE FROM PRIOR YEAR    |       | 115,383          | 128,830          | 144,060             | 144,060             | 153,060             |
| TOTAL AVAILABLE REVENUES        |       | 133,630          | 148,860          | 162,060             | 159,060             | 168,060             |
| TOTAL EXPENDITURES              |       | 4,800            | 4,800            | 6,000               | 6,000               | 6,000               |
| NET                             |       | 128,830          | 144,060          | 156,060             | 153,060             | 162,060             |

| Fund        | Air Quality       |         |                  |                  |                  |                     |                  |
|-------------|-------------------|---------|------------------|------------------|------------------|---------------------|------------------|
| Fund Number | 221               |         |                  |                  |                  |                     |                  |
|             |                   | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| General Adm | ninistrative      |         |                  |                  |                  |                     |                  |
| Membersh    | ip and dues       | 50611   | 4,800            | 4,800            | 6,000            | 6,000               | 6,000            |
| Total       | General Administr | ative   | 4,800            | 4,800            | 6,000            | 6,000               | 6,000            |
| Total       | Operations/Mainte | nance = | 4,800            | 4,800            | 6,000            | 6,000               | 6,000            |
| TOTAL BUI   | OGET              |         | 4,800            | 4,800            | 6,000            | 6,000               | 6,000            |

## FUND 236 MEASURE I 5%

| Fund                            | Measure I-5%     |         |                  |                  |                  |                     |                     |
|---------------------------------|------------------|---------|------------------|------------------|------------------|---------------------|---------------------|
| Fund Number                     | 236              | г       |                  |                  |                  |                     |                     |
|                                 |                  | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Use of Money                    | and Property     | _       |                  |                  |                  |                     |                     |
| Interest                        |                  | 45010   | 169              | 32               | 175              | 35                  | 35                  |
| Total Use of Money and Property |                  | 169     | 32               | 175              | 35               | 35                  |                     |
|                                 |                  | -       | / <b>•</b>       |                  |                  |                     |                     |
| TOTAL REVEN                     | iues             |         | 169              | 32               | 175              | 35                  | 35                  |
| FUND BALAN                      | CE FROM PRIOR YE | AR      | 91,853           | 92,022           | 92,054           | 92,054              | 92,089              |
| TOTAL AVA                       | ILABLE REVEN     | UES     | 92,022           | 92,054           | 92,229           | 92,089              | 92,124              |
| TOTAL EXP                       | ENDITURES        |         | 9                | ш                | 2                | 2                   | <u> </u>            |
| NET                             |                  |         | 92,022           | 92,054           | 92,229           | 92,089              | 92,124              |

| Fund             | Measure I 5%                 |            |                   |                  |                  |                     |                  |
|------------------|------------------------------|------------|-------------------|------------------|------------------|---------------------|------------------|
| Fund Number      | 236                          |            |                   |                  |                  |                     |                  |
|                  | Ac                           | ecount     | Actual 6/30/2011  | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Facilities/Groun | nds Maintenance              | L          |                   |                  |                  |                     |                  |
| Wells and lin    | es                           | 50419      | 意。                |                  |                  |                     |                  |
| Total Fa         | acilities/Ground Maintenance | -          |                   | -                |                  |                     | -                |
| Non-Operating    | Expenditures                 | =          |                   |                  |                  |                     |                  |
| Transfers Ou     | t.                           | 70020      | ( <del>=</del> )) | 3 <del>#</del> 3 | ( <del>*</del> 2 | -                   | 9 <del>5</del>   |
| Total N          | on-Operating Expenditures    | -          | imič              | (#)              | •                | >                   | ) el             |
| Total O          | perations/Maintenance        | -          | <b>.</b>          | 1=               |                  | •                   | -                |
| Capital Expend   | litures                      |            |                   |                  |                  |                     |                  |
| Facility and a   | grounds                      | 80810      | *                 |                  | •                | -                   |                  |
| Total C          | apital Expenditures          | 6 <b>-</b> |                   |                  |                  | -                   |                  |
| TOTAL BUDG       | GET                          |            | æ                 | ž¥t              |                  | -                   | -                |

## FUND 238 MEASURE I 65%

Fund

Measure I 65%

Fund Number

| Fund Number 238           | _          |                  |                  |                  |                     |                  |
|---------------------------|------------|------------------|------------------|------------------|---------------------|------------------|
|                           | Account    | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Use of Money and Property |            |                  |                  |                  |                     |                  |
| Interest                  | 45010      | 6,159            | 1,228            | 15,000           | 1,250               | :=3              |
| Total Use of Money and    | Property = | 6,159            | 1,228            | 15,000           | 1,250               |                  |
|                           |            |                  |                  | 25               |                     |                  |
| TOTAL REVENUES            |            | 6,159            | 1,228            | 15,000           | 1,250               |                  |
| Beginning Fund Balance    | ,-         | 3,368,817        | 3,352,108        | 3,349,837        | 3,349,837           | 3,351,087        |
| TOTAL AVAILABLE REVE      | ENUES      | 3,374,976        | 3,353,336        | 3,364,837        | 3,351,087           | 3,351,087        |
| TOTAL EXPENDITURES        | -          | 22,868           | 3,499            | 3,351,702        |                     | 3,300,000        |
| NET                       | _          | 3,352,108        | 3,349,837        | 13,135           | 3,351,087           | 51,087           |

| Fund            | Measure I 65%            |         |                  |                  |                                       |                     |                  |
|-----------------|--------------------------|---------|------------------|------------------|---------------------------------------|---------------------|------------------|
| Fund Number     | 238                      |         |                  |                  |                                       |                     |                  |
|                 |                          | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013                      | Estimated 6/30/2013 | Budget 6/30/2014 |
| Contractual Ser | rvices                   | L       |                  |                  | · · · · · · · · · · · · · · · · · · · |                     |                  |
| Consulting/C    | Outside services         | 50219   | 22,868           | 3,499            | -                                     | -                   | S 1985           |
| Total C         | ontractual Services      | -       | 22,868           | 3,499            |                                       |                     | 120              |
| Non-Operating   | Expenditures             |         |                  |                  |                                       |                     |                  |
| Transfers Ou    | t                        | 70020   | -                |                  | 5 5                                   |                     | : UE)            |
| Total N         | on-Operating Expenditure | s       | .5               |                  |                                       | 75                  | 2 1079           |
| Total O         | perations/Maintenance    | =       | 22,868           | 3,499            |                                       |                     |                  |
| Capital Expend  | litures                  |         |                  |                  |                                       |                     |                  |
| Facility and    | grounds                  | 80810   | -                | -                | 3,351,702                             | -                   | 3,300,000        |
| Total C         | apital Expenditures      | -       | -                |                  | 3,351,702                             | -                   | 3,300,000        |
| TOTAL BUDG      | BET                      | =       | 22,868           | 3,499            | 3,351,702                             |                     | 3,300,000        |

251

# **FUND 241 CLEEP**

| Fund<br>Fund Number           | CLEEP<br>241          |         |                  |                  |                     |                                  |                  |
|-------------------------------|-----------------------|---------|------------------|------------------|---------------------|----------------------------------|------------------|
|                               |                       | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget 6/30/2014 |
| Intergovernme<br>State Grants |                       | 46200   |                  |                  |                     |                                  |                  |
| Total I                       | ntergovernmental Reve | nue     | -                |                  | -                   | -                                | _                |
| TOTAL REVEN                   | UES                   |         | -                |                  | -                   | *:                               |                  |
| Beginning Fund                | Balance               |         | 2,951            | 2,051            | 1,151               | 325                              | 251              |
| TOTAL AVA                     | ILABLE REVENU         | ES      | 2,951            | 2,051            | 1,151               | 1,151                            | 251              |
| TOTAL EXPI                    | ENDITURES             |         | 900              | 900              | 826                 | 900                              | 251              |
|                               |                       |         |                  |                  |                     |                                  |                  |

2,051

1,151

325

NET

| Fund             | CLEEP                |                 |                  |                  |                  |                     |                |
|------------------|----------------------|-----------------|------------------|------------------|------------------|---------------------|----------------|
| Fund Number      | 241                  |                 |                  |                  |                  |                     |                |
|                  |                      | Account         | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/14 |
| Equipment Main   | ntenance             |                 | 0/30/2011        | 0/30/2012        | 0/30/2013        | 0/30/2013           | 0/30/14        |
| Department ec    | quipment             | 50435           | 900              | -                | 826              | _                   | _              |
| Total Eq         | uipment Maintenance  | 1-              | 900              | *                | 826              | ÷                   |                |
| General Mainter  | nance                | -               |                  |                  |                  |                     |                |
| Printing and o   | ffice                | 50465           |                  | -                |                  |                     |                |
| Total Ge         | neral Maintenance    | 3. <del>-</del> | -                | -                | -                |                     | 79             |
| Permits/Licenses | s/Fees               | =               |                  |                  |                  |                     |                |
| Other fees       |                      | 50632           | -                | 900              | ~                | 900                 | 251            |
| Total Per        | mits/Licenses/Fees   | -               | -                | 900              | -                | 900                 | 251            |
| Total Op         | erations/Maintenance | =               | 900              | 900              | 826              | 900                 | 251            |
| Capital Expendit | tures                |                 |                  |                  |                  |                     |                |
| Equipment        |                      | 80820           |                  |                  |                  |                     |                |
| Total Cap        | pital Expenditures   | ş <u>-</u>      |                  | Ę                | <b>2</b>         |                     |                |
| TOTAL BUDGE      | ET                   | _               | 900              | 900              | 826              | 900                 | 251            |

# FUND 248 ASSET-SEIZURE EDUCATIONAL

| Fund<br>Fund Number                     | Asset Seizure-Educational<br>248 |                  |                  |                     |                     |                  |
|---|----------------------------------|------------------|------------------|---------------------|---------------------|------------------|
|   | Account                          | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Use of Money an<br>Property<br>Interest |                                  | 0/20/2011        | 0/30/2012        |                     |                     |                  |
| Total Us                                | e of Money and Property          | 1=1              |                  | i e                 | -                   |                  |
| TOTAL REVENUE                           | S                                | 121              | = ( <b>3</b> )   | ~                   | -                   | EC.              |
| Beginning Fund Bala                     | ance                             | 32,763           | 32,638           | 32,353              | 32,353              | 32,353           |
| TOTAL AVAILA                            | ABLE REVENUES                    | 32,763           | 32,638           | 32,353              | 32,353              | 32,353           |
| TOTAL EXPEN                             | DITURES                          | 125              | 285              | 10,000              | <u> </u>            |                  |
| NET                                     |                                  | 32,638           | 32,353           | 22,353              | 32,353              | 32,353           |

| Fund<br>Fund Number | Asset Seizure-Educa | ational |                  |                  |                  |                                  |                  |
|---------------------|---------------------|---------|------------------|------------------|------------------|----------------------------------|------------------|
|                     |                     | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget 6/30/2014 |
| Contractual Service | es                  |         |                  |                  |                  |                                  |                  |
| Consulting/Outsid   | le services         | 50219   |                  |                  | 10,000           | //E                              | .5.              |
| Total Contr         | actual Services     | •       |                  |                  | 10,000           | -                                |                  |
| Permits/Licenses/F  | ees                 |         |                  |                  |                  |                                  |                  |
| Other fees          |                     | 50632   | -                | 285              | -                | -                                | .=               |
| Total Permi         | ts/Licenses/Fees    |         | -                | 285              |                  | -                                | J. B.            |
| Training and Educa  | ation               |         |                  |                  |                  |                                  |                  |
| Conferences and s   | seminars            | 50651   | 125              | -                | ¥1               | ш                                | -                |
| Total Train         | ing and Education   | e<br>a  | 125              | -                | 91               | -                                | -                |
|                     |                     |         |                  |                  |                  |                                  |                  |
| Total Opera         | ations/Maintenance  | ğ       | 125              | 285              | 10,000           | -                                | ্স               |
| TOTAL BUDGET        |                     |         | 125              | 285              | 10,000           | 5                                | <u> </u>         |

## **FUND 249 PSAF**

| Fund           | PSAF               |         |                  |                  |                  |                     |                  |
|----------------|--------------------|---------|------------------|------------------|------------------|---------------------|------------------|
| Fund Number    | 249                | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Taxes and Ass  | sessments          |         |                  |                  |                  |                     |                  |
| 1/2 Sales Ta   | ax                 | 42210   | 117,762          | 107,563          | 100,000          | 110,000             | 100,000          |
| Total 7        | Taxes and Assessme | ents _  | 117,762          | 107,563          | 100,000          | 110,000             | 100,000          |
|                |                    |         |                  |                  |                  |                     |                  |
| TOTAL REVEN    | UES                |         | 117,762          | 107,563          | 100,000          | 110,000             | 100,000          |
| Beginning Fund | Balance            | _       | (4,328)          | (6,566)          | 25,997           | 25,997              | 36,040           |
| TOTAL AVA      | ILABLE REVE        | NUES _  | 113,434          | 100,997          | 125,997          | 135,997             | 136,040          |
| TOTAL EXPI     | ENDITURES          | _       | 120,000          | 75,000           | 99,957           | 99,957              | 125,000          |
| NET            |                    | _       | (6,566)          | 25,997           | 26,040           | 36,040              | 11,040           |

Fund

**PSAF** 

Fund Number

249

|                               | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
|-------------------------------|---------|------------------|------------------|------------------|---------------------|------------------|
| Non-Operating Expenditures    | _       |                  |                  |                  |                     |                  |
| Transfers Out                 | 70020   | 120,000          | 75,000           | 99,957           | 99,957              | 125,000          |
| Total Non-Operating Expenditu | ires =  | 120,000          | 75,000           | 99,957           | 99,957              | 125,000          |
| Total Operations/Maintenance  | _       | 120,000          | 75,000           | 99,957           | 99,957              | 125,000          |
| TOTAL BUDGET                  | _       | 120,000          | 75,000           | 99,957           | 99,957              | 125,000          |

#### **FUND 255 SANITATION FUND**

| Fund<br>Fund Number | Sanitation Fund<br>255 | _       |                  |                  |                     |                     |                     |
|---------------------|------------------------|---------|------------------|------------------|---------------------|---------------------|---------------------|
|                     |                        | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Use of Money        | and Property           | _       |                  |                  |                     |                     |                     |
| Interest            | 8                      | 45010   | 29               |                  |                     |                     |                     |
| Total U             | Jse of Money and Pro   | perty = | 29               | <b></b>          |                     | -                   |                     |
| Charges for S       | ervices                |         |                  |                  |                     |                     |                     |
| Trash Servi         | ces                    | 47151   | 236,416          | 1,706,410        |                     | 1,900,000           | 1,900,000           |
| Total C             | Charges for Services   | =       | 236,416          | 1,706,410        | -                   | 1,900,000           | 1,900,000           |
| W                   |                        |         |                  |                  |                     |                     |                     |
| TOTAL REVEN         | IUES                   |         | 236,445          | 1,706,410        | *1                  | 1,900,000           | 1,900,000           |
| Beginning Fund      | Balance                | -       | (27,322)         | (164,537)        | (164,537)           | (164,537)           | (164,537)           |
| TOTAL AVA           | ILABLE REVEN           | UES _   | 209,123          | 1,541,873        | (164,537)           | 1,735,463           | 1,735,463           |
| TOTAL EXP           | ENDITURES              |         | 373,660          | 1,706,410        | -                   | 1,900,000           | 1,900,000           |
| 101111111111        |                        |         | 272,000          | 2,700,110        |                     | 2,500,000           | 1,500,000           |
| NET                 |                        | _       | (164,537)        | (164,537)        | (164,537)           | (164,537)           | (164,537)           |

| Fund<br>Fund# | Sanitation Fund<br>255   | ī       | 0                |                  |                  |                     |                  |
|---------------|--------------------------|---------|------------------|------------------|------------------|---------------------|------------------|
|               |                          | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| General A     | dministrative            |         |                  |                  |                  |                     |                  |
| Service       | Fees                     | 50601   | 373,660          | 1,706,410        |                  | 1,900,000           | 1,900,000        |
| То            | tal General Administrati | ve      | 373,660          | 1,706,410        | ä                | 1,900,000           | 1,900,000        |
| TOTAL B       | BUDGET                   | :       | 373,660          | 1,706,410        |                  | 1,900,000           | 1,900,000        |

# **FUND 256 TRAFFIC OFFENDER**

| Fund<br>Fund Number             | Traffic Offender<br>256 | -       |                  |                  |                     | -                   |                     |
|---------------------------------|-------------------------|---------|------------------|------------------|---------------------|---------------------|---------------------|
|                                 |                         | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Fines and Forf                  | eitures                 |         |                  |                  |                     |                     |                     |
| Vehicle Rele                    | ease Fees               | 44520   | 27,328           | 35,545           | 30,000              | 33,000              | 35,000              |
| Total F                         | Fines and Forfeitures   | =       | 27,328           | 35,545           | 30,000              | 33,000              | 35,000              |
| Use of Money                    | and Property            |         |                  |                  |                     |                     |                     |
| Interest                        |                         | 45010   | 658              | 662              | 500                 | 500                 | 500                 |
| Total Use of Money and Property |                         | 658     | 662              | 500              | 500                 | 500                 |                     |
| TOTAL REVEN                     | UES                     |         | 27,986           | 36,207           | 30,500              | 33,500              | 35,500              |
| Beginning Fund                  | Balance                 |         | 60,747           | 58,718           | 64,925              | 64,925              | 18,425              |
| TOTAL AVAILABLE REVENUES        |                         | 88,733  | 94,925           | 95,425           | 98,425              | 53,925              |                     |
| TOTAL EXP                       | ENDITURES               |         | 30,015           | 30,000           | 80,000              | 80,000              | 53,000              |
| NET                             |                         |         | 58,718           | 64,925           | 15,425              | 18,425              | 925                 |

| Fund          | Traffic Offender       |         |                  |                  |                  |                     |                  |
|---------------|------------------------|---------|------------------|------------------|------------------|---------------------|------------------|
| Fund Number   | 256                    |         |                  |                  |                  |                     |                  |
|               |                        | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Non-Operation | g Expenditures         |         |                  |                  |                  |                     |                  |
| Int Exp - La  | ate Fees/Bank Charges  | 70001   | 15               |                  | -                | -                   | ;=:              |
| Transfers C   | Out                    | 70020   | 30,000           | 30,000           | 80,000           | 80,000              | 53,000           |
| Total 1       | Non-Operating Expendit | ures    | 30,015           | 30,000           | 80,000           | 80,000              | 53,000           |
| Total (       | Operations/Maintenance |         | 30,015           | 30,000           | 80,000           | 80,000              | 53,000           |
| TOTAL BUD     | OGET                   |         | 30,015           | 30,000           | 80,000           | 80,000              | 53,000           |

## **FUND 257 SLEOC**

| Fund                            | SLEOC                   |         |                  |                  |                  |                     |                                       |
|---------------------------------|-------------------------|---------|------------------|------------------|------------------|---------------------|---------------------------------------|
| Fund Number                     | 257                     | ,       |                  |                  |                  |                     | · · · · · · · · · · · · · · · · · · · |
|                                 |                         | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014                      |
| Use of Money                    | and Property            |         |                  |                  |                  |                     |                                       |
| Interest                        | 5 5                     | 45010   | . <del></del>    | 15%              | J.T.F            | 1.5                 |                                       |
| Total Use of Money and Property |                         | 157     | -                | (47)             |                  |                     |                                       |
| Intergovernme                   | ntal Revenue            |         |                  |                  |                  |                     |                                       |
| State Grants                    |                         | 46200   | 100,095          | 100,067          | 100,000          | 100,000             | 100,000                               |
| Total Ir                        | ntergovernmental Revenu | e       | 100,095          | 100,067          | 100,000          | 100,000             | 100,000                               |
| TOTAL REVENU                    | JES                     |         | 100,095          | 100,067          | 100,000          | 100,000             | 100,000                               |
| Beginning Fund E                | Balance                 | 12      | 112,743          | 112,838          | 112,905          | 112,905             | 112,905                               |
| TOTAL AVAI                      | LABLE REVENUE           | S       | 212,838          | 212,905          | 212,905          | 212,905             | 212,905                               |
| TOTAL EXPE                      | NDITURES                | ei<br>a | 100,000          | 100,000          | 100,000          | 100,000             | 100,000                               |
| NET                             |                         |         | 112,838          | 112,905          | 112,905          | 112,905             | 112,905                               |

| Fund                             | SLEOC |         |                  |                  |                  |                     |                     |
|----------------------------------|-------|---------|------------------|------------------|------------------|---------------------|---------------------|
| Fund Number                      | 257   | -       |                  |                  |                  |                     |                     |
|                                  |       | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Non-Operating Expenditures       |       |         |                  |                  |                  |                     |                     |
| Transfers O                      | ut    | 70020   | 100,000          | 100,000          | 100,000          | 100,000             | 100,000             |
| Total Non-Operating Expenditures |       | litures | 100,000          | 100,000          | 100,000          | 100,000             | 100,000             |
| Total Operations/Maintenance     |       | 100,000 | 100,000          | 100,000          | 100,000          | 100,000             |                     |
| 10111                            | - F   | •       |                  |                  |                  |                     |                     |
| TOTAL BUD                        | GET   |         | 100,000          | 100,000          | 100,000          | 100,000             | 100,000             |

# **FUND 260 DRAINAGE FEE**

| Fund                            | Drainage Fee |  |                  |                  |                  |                     |                  |
|---------------------------------|--------------|--|------------------|------------------|------------------|---------------------|------------------|
| Fund Number                     | 260          | -  |                  |                  |                  |                     |                  |
|                                 |              | Account  | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Licenses and I                  | Permits      | The section of the se |                  | _                | _                |                     |                  |
| Drainage In                     | npact Fee    | 47710  | 71,156           | 613,568          | 62,640           | 285,000             | 75,000           |
| Total Licenses and Permits      |              | 71,156   | 613,568          | 62,640           | 285,000          | 75,000              |                  |
| Use of Money                    | and Property |  |                  |                  |                  |                     |                  |
| Interest                        |              | 45010  | 232              | 47               | 50               | 50                  | 50               |
| Total Use of Money and Property |              | 232  | 47               | 50               | 50               | 50                  |                  |
|                                 |              |  |                  |                  |                  |                     |                  |
| TOTAL REVEN                     | IUES         |  | 71,388           | 613,615          | 62,690           | 285,050             | 75,050           |
| Beginning Fund                  | Balance      | tie.   | 3,594,836        | 2,558,718        | 3,172,333        | 3,172,333           | 3,457,383        |
| TOTAL AVAILABLE REVENUES        |              | UES -  | 3,666,224        | 3,172,333        | 3,235,023        | 3,457,383           | 3,532,433        |
| TOTAL EXPENDITURES              |              | 1,107,506  | (+)              | 25,000           | -                | 25,000              |                  |
| NET                             |              |  | 2,558,718        | 3,172,333        | 3,210,023        | 3,457,383           | 3,507,433        |

| Fund<br>Fund Number              | Drainage Fee<br>260   | -        |                  |                  |                  |                     |                  |
|----------------------------------|-----------------------|----------|------------------|------------------|------------------|---------------------|------------------|
|                                  |                       | Account  | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Contractual So                   | ervices               | _        |                  |                  |                  |                     |                  |
| Consulting/                      | Outside services      | 50219    | 64,662           | ng               | 25,000           | -                   | 25,000           |
| Total (                          | Contractual Services  | _        | 64,662           | 15.              | 25,000           |                     | 25,000           |
| Non-Operatin<br>Transfers O      | g Expenditures<br>ut  | 70020    | -                | Dec.             | -                | -                   |                  |
| Total Non-Operating Expenditures |                       | itures = | -                |                  |                  |                     |                  |
| Total C                          | Operations/Maintenanc | e =      | 64,662           |                  | 25,000           |                     | 25,000           |
| Capital Expen                    | ditures               |          |                  |                  |                  |                     |                  |
| Facility and                     | grounds               | 80810    | 1,042,844        | -                | -                | -                   | -                |
| Total (                          | Capital Expenditures  |          | 1,042,844        | Ě                | <u> </u>         | E                   |                  |
| TOTAL BUD                        | GET                   | -        | 1,107,506        |                  | 25,000           | -                   | 25,000           |

## FUND 262 CFD

| Fund       | CFD |    |
|------------|-----|----|
| Fund Numbe | er  | 26 |
|            |     |    |

| Fund Number                 | 262     |                  |                  |                  | 1                   |                     |
|-----------------------------|---------|------------------|------------------|------------------|---------------------|---------------------|
|                             | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Taxes and Assessments       |         |                  |                  |                  |                     |                     |
| Property Taxes              | 42230   | 18,236           | 110,521          | 15,000           | 45,000              | 45,000              |
| Total Taxes and Assessments |         | 18,236           | 110,521          | 15,000           | 45,000              | 45,000              |
|                             |         |                  |                  |                  |                     |                     |
| TOTAL REVENUES              |         | 18,236           | 110,521          | 15,000           | 45,000              | 45,000              |
| Beginning Fund Balance      | :=      | 95,386           | 109,988          | 202,515          | 202,515             | 223,700             |
| TOTAL AVAILABLE REVENUES    |         | 113,622          | 220,509          | 217,515          | 247,515             | 268,700             |
| TOTAL EXPENDITURES          |         | 3,634            | 17,994           | 21,000           | 23,815              | 72,000              |
| NET                         |         | 109,988          | 202,515          | 196,515          | 223,700             | 196,700             |

| Fund           | CFD                | 262        |                  |                  |                     |                     |                  |
|----------------|--------------------|------------|------------------|------------------|---------------------|---------------------|------------------|
| Fund Number    |                    | 202        | 10 100           |                  | and to              | -370.7 AY 14 91     | News 60 50       |
|                |                    | Account    | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Contractual Se | rvices             | 710004111  | 0,00,000         |                  | 0,00,00             |                     |                  |
| Consulting/C   | Outside services   | 50219      | 3,634            | 6,994            | 4,000               | 6,815               | 7,000            |
| Total C        | ontractual Service | ces        | 3,634            | 6,994            | 4,000               | 6,815               | 7,000            |
| Non-Operating  | . Evnenditures     | ,          |                  |                  |                     |                     |                  |
| Non-Operating  | Expellentines      | ,          |                  |                  |                     |                     |                  |
| Transfers O    | ıt                 | 70020      | <u> </u>         | 11,000           | 17,000              | 17,000              | 65,000           |
| Total N        | Ion-Operating Ex   | penditures | 82               | 11,000           | 17,000              | 17,000              | 65,000           |
|                |                    | •          |                  |                  |                     |                     |                  |
| Total C        | perations/Mainte   | enance     | 3,634            | 17,994           | 21,000              | 23,815              | 72,000           |
|                |                    |            |                  |                  |                     |                     |                  |
| TOTAL BUD      | GET                |            | 3,634            | 17,994           | 21,000              | 23,815              | 72,000           |

### **FUND 265 LLMD**

| Fund LLMD                          |          |                  |                  |                     |                     |                  |
|------------------------------------|----------|------------------|------------------|---------------------|---------------------|------------------|
| Fund Number 2                      | ?65<br>Г |                  |                  |                     |                     |                  |
| 96                                 | Account  | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Taxes and Assessments              |          |                  |                  |                     |                     |                  |
| Property Taxes                     | 42230    | 164,808          | 142,069          | 140,000             | 140,000             | 140,000          |
| Total Taxes and Assessment         | ts =     | 164,808          | 142,069          | 140,000             | 140,000             | 140,000          |
| Transfers and Other Revenues       |          |                  |                  |                     |                     |                  |
| Other Cost Reimbursements          | 49060    | -                | 235,887          |                     | 3.5                 | -                |
| Total Transfers and Other Revenues |          | -                | 235,887          | 7                   |                     |                  |
|                                    |          |                  |                  |                     |                     |                  |
| TOTAL REVENUES                     |          | 164,808          | 377,956          | 140,000             | 140,000             | 140,000          |
| Beginning Fund Balance             | (-       | 26,328           | 77,180           | 141,460             | 141,460             | 125,283          |
| TOTAL AVAILABLE REVENUES           |          | 191,136          | 455,136          | 281,460             | 281,460             | 265,283          |
| TOTAL EXPENDITURES                 |          | 113,956          | 313,676          | 121,500             | 156,177             | 161,000          |
|                                    | •        |                  |                  |                     |                     |                  |
| NET                                | 9=       | 77,180           | 141,460          | 159,960             | 125,283             | 104,283          |

| Fund            | LLMD                      |         |                  |                  |                     |                     |                     |
|-----------------|---------------------------|---------|------------------|------------------|---------------------|---------------------|---------------------|
| Fund Number     | 265                       | 1       |                  |                  |                     |                     |                     |
|                 |                           | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Contractual Ser | vices                     |         |                  |                  |                     |                     |                     |
| Consulting/O    | utside services           | 50219   | 5,944            | 205,208          | 6,000               | 6,177               | 6,000               |
| Total Co        | ontractual Services       | 9       | 5,944            | 205,208          | 6,000               | 6,177               | 6,000               |
| Utilities & Com | munications               |         |                  |                  |                     |                     |                     |
| Communicati     | on Services               | 50301   | 2,144            | -                | -                   | -                   |                     |
| Electricity     |                           | 50310   | 25,441           | 28,396           | 35,000              | 30,000              | 35,000              |
| Water           |                           | 50330   | S=)              | -                | 500                 |                     | 720                 |
| Total Ut        | ilities & Communication   |         | 27,585           | 28,396           | 35,500              | 30,000              | 35,000              |
| General Admini  | istrative                 |         |                  |                  |                     |                     |                     |
| Advertising a   | nd Publications           | 50621   | 427              | 72               | 181                 |                     |                     |
| Total Ge        | eneral Administrative     |         | 427              | 72               | :T()                | -                   | -                   |
| Non-Operating   | Expenditures              |         |                  |                  |                     |                     |                     |
| Transfers Out   |                           | 70020   | 80,000           | 80,000           | 80,000              | 120,000             | 120,000             |
| Total No        | on-Operating Expenditures |         | 80,000           | 80,000           | 80,000              | 120,000             | 120,000             |
|                 |                           |         |                  |                  |                     |                     |                     |
| Total Op        | perations/Maintenance     |         | 113,956          | 313,676          | 121,500             | 156,177             | 161,000             |
| TOTAL BUDG      | ET                        |         | 113,956          | 313,676          | 121,500             | 156,177             | 161,000             |

### **FUND 270 TRAFFIC IMPACT FEE**

| Fund<br>Fund Number      | Traffic Impact Fees 270 | 1.                   |                  |                  |                  |                     |                     |
|--------------------------|-------------------------|----------------------|------------------|------------------|------------------|---------------------|---------------------|
|                          |                         | Account              | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Licenses and             | Permits                 | SELECTION CONTRACTOR | •                |                  |                  |                     |                     |
| Traffic Fee              | es                      | 43061                | 170,208          | 872,967          | 90,000           | 260,000             | 100,000             |
| Total                    | Licenses and Permits    |                      | 170,208          | 872,967          | 90,000           | 260,000             | 100,000             |
|                          |                         | ,                    |                  |                  |                  |                     |                     |
| TOTAL REVE               | NUES                    |                      | 170,208          | 872,967          | 90,000           | 260,000             | 100,000             |
| Beginning Fund           | d Balance               |                      | 963,488          | 1,064,482        | 1,928,479        | 1,928,479           | 2,188,479           |
| TOTAL AVAILABLE REVENUES |                         | 1,133,696            | 1,937,449        | 2,018,479        | 2,188,479        | 2,288,479           |                     |
| TOTAL EXI                | PENDITURES              |                      | 69,214           | 8,970            | 5,000            | -                   |                     |
| NET                      |                         |                      | 1,064,482        | 1,928,479        | 2,013,479        | 2,188,479           | 2,288,479           |

| Fund<br>Fund Number | Traffic Impact Fees 270 |         |                  |                  |                     |                     |                     |
|---------------------|-------------------------|---------|------------------|------------------|---------------------|---------------------|---------------------|
| Maintenance         | and Supplies            | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Streets             |                         | 50415   | 69,214           | 8,970            |                     |                     | (=1)_               |
| Total 0             | General Maintenance     | 3       | 69,214           | 8,970            | ж.                  | (#)                 |                     |
| Contractual S       | ervices                 |         |                  |                  |                     |                     |                     |
| Consulting          | Outside services        | 50219   | =                | =                | 5,000               | -                   | -                   |
| Total (             | Contractual Services    |         |                  | -                | 5,000               | -                   |                     |
| Total (             | Operations/Maintenance  |         | 69,214           | 8,970            | 5,000               | 17-                 |                     |
| TOTAL BUD           | OGET                    | 9       | 69,214           | 8,970            | 5,000               | (PE                 | *                   |

## **FUND 275 FIRE MITIGATION FEES**

| Fund                     | Fire Mitigation Fees     |            |         |         |           |           |           |
|--------------------------|--------------------------|------------|---------|---------|-----------|-----------|-----------|
| Fund Number              | 275                      | Γ          | Actual  | Actual  | Budget    | Estimated | Budget    |
|                          |                          | Account    | 6/30/11 | 6/30/12 | 6/30/2013 | 6/30/2013 | 6/30/2014 |
| Licenses and I           | Permits                  |            |         |         |           |           |           |
| Fire Facility            | y Fees                   | 43062      | 8,950   | 47,122  | 50,000    | 19,528    | 20,000    |
| Total 1                  | Licenses and Permits     | -          | 8,950   | 47,122  | 50,000    | 19,528    | 20,000    |
| Transfers and            | Other Revenues           |            |         |         |           |           |           |
| Miscellaneo              | ous Income               | 49090 _    | =       | -       |           | 3,000     | -         |
| Total '                  | Transfers and Other Reve | nues =     | 2       | 40      |           | 3,000     |           |
|                          |                          |            |         |         |           |           |           |
| TOTAL REVEN              | TUES                     |            | 8,950   | 47,122  | 50,000    | 19,528    | 20,000    |
| Beginning Fund           | Balance                  | j <u>-</u> | 57,268  | 66,218  | 113,340   | 113,340   | 122,868   |
| TOTAL AVAILABLE REVENUES |                          | 66,218     | 113,340 | 163,340 | 132,868   | 142,868   |           |
| TOTAL EXP                | ENDITURES                | =          |         | ı.Es    | 95,000    | 10,000    | 140,000   |
| NET                      |                          | -          | 66,218  | 113,340 | 68,340    | 122,868   | 2,868     |

| Fund<br>Fund Number        | Fire Facility Fees 275 | г       |                |     |                 |                     | T                   |                     |
|----------------------------|------------------------|---------|----------------|-----|-----------------|---------------------|---------------------|---------------------|
|                            |                        | Account | Actual 6/30/11 | 170 | Actual<br>30/12 | Budget<br>6/30/2013 | Estimated 6/30/2014 | Budget<br>6/30/2014 |
| Contractual Se             | ervices                |         |                |     |                 |                     |                     |                     |
| Consulting                 | Outside services       | 50219   |                |     | -               | 95,000              | 10,000              | 140,000             |
| Total Contractual Services |                        |         |                |     | (40)            | 95,000              | 10,000              | 140,000             |
|                            |                        |         |                |     |                 |                     |                     |                     |
| Total                      | Operations/Maintenance |         |                |     | 2               | 95,000              | 10,000              | 140,000             |
|                            |                        |         |                |     |                 |                     |                     |                     |
| TOTAL BUD                  | GET                    |         |                | 0   |                 | 95,000              | 10,000              | 140,000             |

### FUND 277 MEASURE I 2010-2040 70%

Fund

Measure I 70%

Fund Number

|                                 | Account | Actual 6/30/11 | Actual 6/30/12 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
|---------------------------------|---------|----------------|----------------|------------------|---------------------|---------------------|
| Use of Money and Property       | •       |                |                |                  |                     |                     |
| Interest                        | 45010   | 307            | 185            | 500              | -                   |                     |
| Total Use of Money and Property |         | 307            | 185            | 500              | <b>经</b> 图          | 12                  |
| Intergovernmental Revenue       |         |                |                |                  |                     |                     |
| Measure I                       | 46062   | 511,087        | 624,827        | 375,000          | 400,178             | 400,000             |
| Total Intergovernmental Rever   | nue     | 511,087        | 624,827        | 375,000          | 400,178             | 400,000             |
|                                 |         |                |                |                  |                     |                     |
| TOTAL REVENUES                  |         | 511,394        | 625,012        | 375,500          | 400,178             | 400,000             |
| Beginning Fund Balance          | :=      | (3,858)        | 234,104        | 665,069          | 665,069             | 951,768             |
| TOTAL AVAILABLE REVENUE         | ES      | 507,536        | 859,116        | 1,040,569        | 1,065,247           | 1,351,768           |
| TOTAL EXPENDITURES              |         | 273,432        | 194,047        | 350,000          | 113,479             | 200,000             |
| NET                             | -       | 234,104        | 665,069        | 690,569          | 951,768             | 1,151,768           |
|                                 |         |                |                |                  |                     |                     |

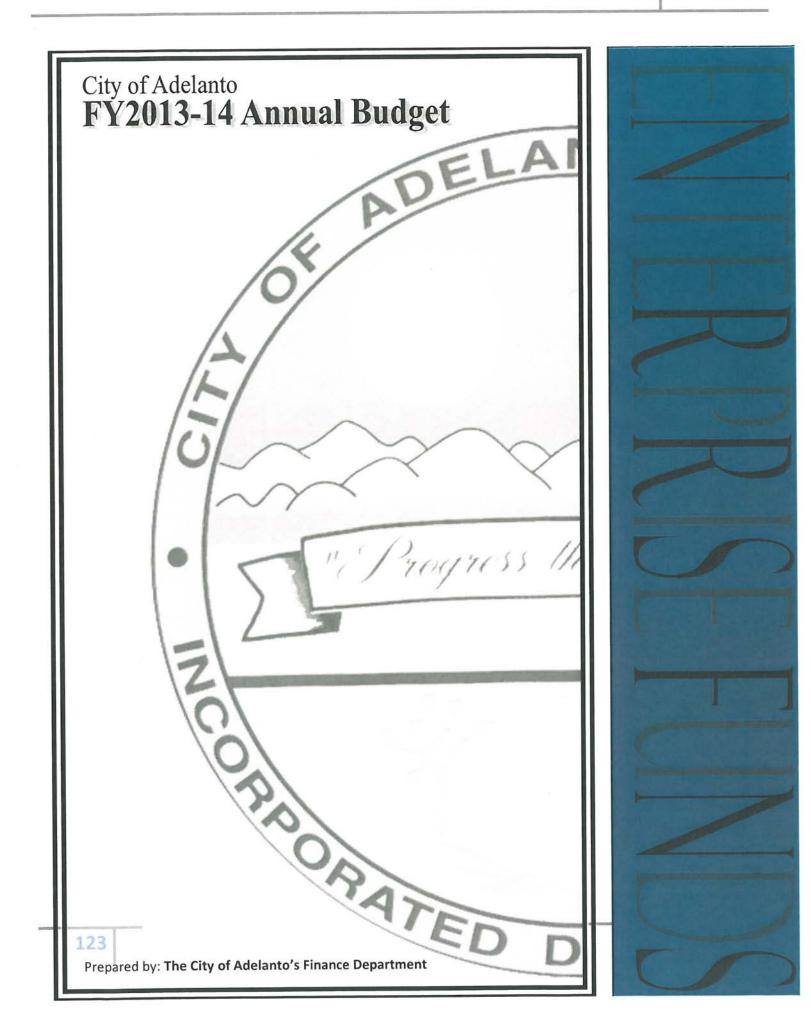
| FY 201 | 3-1 | 4 |
|--------|-----|---|
|--------|-----|---|

| Fund<br>Fund Number                 | Measure I 70%<br>277   | Г       |                |                |                     |                     |                  |
|-------------------------------------|------------------------|---------|----------------|----------------|---------------------|---------------------|------------------|
|                                     |                        | Account | Actual 6/30/11 | Actual 6/30/12 | Budget<br>6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Facilities/Grou                     | ands Maintenance       |         |                |                |                     |                     |                  |
| Streets                             |                        | 50415 _ | 173,349        | 194,047        | 175,000             | 85,000              | 200,000          |
| Total Facilities/Ground Maintenance |                        | nance = | 173,349        | 194,047        | 175,000             | 85,000              | 200,000          |
| Equipment Ma                        | aintenance             |         |                |                |                     |                     |                  |
| Department                          | equipment              | 50435   | 84             |                | 9                   | -                   |                  |
| Total F                             | Equipment Maintenance  | =       | 84             | -              | 149                 | ie.                 | -                |
| General Admi                        | nistrative             |         |                |                |                     |                     |                  |
| Membership                          | and Dues               | 50611   |                |                |                     | 1,250               |                  |
| Total C                             | General Administrative | =       | ē              | <u> </u>       | -                   | 1,250               | -                |
| Non-Operating                       | g Expenditures         |         |                |                |                     |                     |                  |
| Transfers O                         | ut                     | 70020 _ |                |                |                     | 27,229              |                  |
| Total N                             | Non-Operating Expendit | ures =  | •              | -              | <u>;</u>            | 27,229              | 58               |
| Total (                             | Operations/Maintenance | =       | 173,433        | 194,047        | 175,000             | 113,479             | 200,000          |
| Capital Expen                       | ditures                |         |                |                |                     |                     |                  |
| Facility and                        | grounds                | 80810   | 99,999         | -              | 175,000             |                     |                  |
| Total C                             | Capital Expenditures   | =       | 99,999         | 2              | 175,000             | ٠                   | 31 <u>—</u> 3    |
| TOTAL BUD                           | GET                    | =       | 273,432        | 194,047        | 350,000             | 113,479             | 200,000          |

# **FUND 319 TRANSIT FUND**

| Fund                            | 319                  |         |                  |                  |                  |                     |                     |
|---------------------------------|----------------------|---------|------------------|------------------|------------------|---------------------|---------------------|
| Fund Number                     | Transit              | -       |                  |                  |                  |                     |                     |
|                                 |                      | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Use of Money                    | and Property         |         |                  |                  |                  |                     |                     |
| Interest                        |                      | 45010   | 120              | 111              | -                | •                   | ( <del>-</del> )    |
| Total Use of Money and Property |                      | perty = | 120              | 111              | -                |                     | 1981                |
| Charges for S                   | ervices              |         |                  |                  |                  |                     |                     |
| Van Donati                      | ons                  | 47300   | 1,065            | 1,460            | -                | 1,385               | 1,400               |
| Total                           | Charges for Services | =       | 1,065            | 1,460            | -                | 1,385               | 1,400               |
|                                 |                      |         |                  |                  |                  |                     |                     |
| TOTAL REVEN                     | IUES                 |         | 1,185            | 1,571            | -                | 1,385               | 1,400               |
| FUND BALANG                     | CE FROM PRIOR YE     | AR _    | 708              | 1,893            | 239              | 239                 | 1,624               |
| TOTAL AVA                       | ILABLE REVEN         | UES     | 1,893            | 3,464            | 239              | 1,624               | 3,024               |
| TOTAL EXP                       | ENDITURES            |         |                  | 3,225            |                  |                     |                     |
| NET                             |                      | :=      | 1,893            | 239              | 239              | 1,624               | 3,024               |

| Fund<br>Fund Number        | Transit<br>319        | 4       |                  |                  |                  |                                  |                  |
|----------------------------|-----------------------|---------|------------------|------------------|------------------|----------------------------------|------------------|
|                            |                       | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated<br>Actual<br>6/30/2013 | Budget 6/30/2014 |
| Contractual So             | ervices               |         |                  |                  |                  |                                  |                  |
| Consulting                 | and Outside Services  | 50219   |                  | 3,225            |                  |                                  |                  |
| Total Contractual Services |                       | -       | 3,225            |                  | re               | 12                               |                  |
|                            |                       |         |                  |                  |                  |                                  |                  |
| Total (                    | Operations/Maintenanc | e .     | 147              | 3,225            |                  |                                  | -                |
| TOTAL BUD                  | GET                   |         | _                | 3,225            | _                | _                                | 5                |



#### **ENTERPRISE FUNDS**

#### **FUND 353 ADELANTO WATER AUTHORITY**

Fund

Water

Fund Number

| Fines and Forfeitures Fines, Forfeitures and Penalties  44100  350,720  338,727  400,000  355,000  Total Fines and Forfeitures  45010  155,290  129,654  130,000  130,000                                     | Budget<br>/30/2014<br>415,000<br>415,000<br>130,000<br>550,000<br>680,000 |
|---|---|
| Fines, Forfeitures and Penalties 44100 350,720 338,727 400,000 355,000  Total Fines and Forfeitures 350,720 338,727 400,000 355,000  Use of Money and Property Interest 45010 155,290 129,654 130,000 130,000 | 415,000<br>130,000<br>550,000   |
| Use of Money and Property Interest 45010 155,290 129,654 130,000 130,000  | 130,000<br>550,000  |
| Interest 45010 155,290 129,654 130,000 130,000  | 550,000   |
| Interest 45010 155,290 129,654 130,000 130,000  | 550,000   |
| FRAME SEE SEE STATE SECTIONS OF SECTIONS  | 550,000   |
|   | 680,000   |
| Total Use of Money and Property 717,060 588,737 680,000 680,000   |   |
| Charges for Services  |   |
| Meter Installations 47060 25,388 19,642 25,000 3,000  | 25,000  |
| Sale of Meter Equipment 47061 8,200   | Transfillation with   |
|   | 250,000   |
| Water Acquisition Fees 47401 2,700 150,000  | -   |
|   | ,925,000  |
| Connection/Service Fee 47504 131,055 151,929 150,000 150,000  | 150,000   |
| NSF 47505 3,800 8,000 6,500 7,500   | 8,000   |
| Total Charges for Services 6,066,331 6,869,956 7,131,500 6,703,700 7,   | 358,000   |
| Transfers and Other Revenues  |   |
| Donations-General 49010 10,000 500  | 3-6   |
| Other Cost Reimbursements 49060 2,625 - 20,006 7,100  |   |
| Miscellaneous Income 49090 (113) 30,086 - 18,500  | 15,000  |
| Cash Over/(Under) 49095 1,261 - (300) (600)   | (300)   |
| Transfers In: 60010   |   |
| Purchase security income 60020 1,027,331 1,070,867 1,006,000 1,111,900 1,000  | 006,000   |
| Total Transfers and Other Revenues 1,041,104 1,100,953 1,025,706 1,137,400 1,000  | 020,700   |
| TOTAL REVENUES 8,175,215 8,898,373 9,237,206 8,876,400 9,4  | 473,700   |
| TOTAL EXPENDITURES 9,351,609 9,072,030 9,171,630 7,873,299 9,2  | 288,872   |
| NET (1,176,394) (173,657) 65,576 1,002,801  | 184,828   |

| Fund Water Fund Number 353  |         |           |               |                    |              |           |
|-----------------------------|---------|-----------|---------------|--------------------|--------------|-----------|
| rund Nulliber 333           |         | Actual    | Actual        | Mid-Year<br>Budget | Estimated    | Budget    |
|                             | Account | 6/30/11   | 6/30/12       | 6/30/13            | 6/30/13      | 6/30/14   |
| Payroll and Benefits        |         |           |               |                    |              |           |
| Regular Wages               | 50101   | 515,381   | 590,932       | 610,458            | 600,000      | 623,789   |
| Overtime Wages              | 50102   | 27,404    | 60,709        | 50,000             | 50,000       | 50,000    |
| Leave Pay Outs              | 50115   | 15,359    | 25,774        | 30,920             | 30,000       | 32,360    |
| Retirement Contributions    | 50120   | 63,833    | 77,526        | 80,917             | 80,000       | 82,770    |
| Medicare Contributions      | 50130   | 6,961     | 10,388        | 10,025             | 10,025       | 10,239    |
| Social Security Tax         | 50140   | 404       | <u>~</u>      | -                  | ; <u>=</u> : | 1=5       |
| Unemployment/ETT            | 50150   | 5,677     | 6,656         | 6,076              | 6,075        | 6,076     |
| Workers Compensation        | 50160   | 5         | =             | 15,000             | (27)         | 15,000    |
| Benefit Allowance           | 50170   | 122,426   | 140,801       | 147,157            | 145,000      | 147,186   |
| Total Payroll and Benefits  |         | 757,445   | 912,786       | 950,553            | 921,100      | 967,420   |
| Leases and Rentals          |         |           |               |                    |              |           |
| Copiers                     | 50201   | 810       | 3,700         | 10,000             | 10,500       | 10,000    |
| Equipment                   | 50203   | 2,838     | ±             | -                  | 125          | 8#3       |
| Equipment                   | 30203   | 5         |               |                    |              |           |
| Total Leases and Rentals    |         | 3,648     | 3,700         | 10,000             | 10,500       | 10,000    |
|                             |         |           |               |                    |              |           |
| Contractual Services        |         | 991       | 0.510         |                    |              |           |
| City Attorney               | 50216   | 604       | 9,519         | -                  | -            | -         |
| Consulting/Outside services | 50219   | 65,157    | 131,942       | 67,000             | 60,000       | 373,112   |
| Laboratory services         | 50222   | 16,858    | 21,481        | 25,000             | 25,000       | 25,000    |
| Other legal services        | 50223   | 265       | -             | -                  | -            | 500       |
| Medical and psychiatric     | 50225   | 365       | 328           | 500                | 500          | 500       |
| Water purchases             | 50230   | 1,551,077 | 921,864       | 850,000            | 600,000      | 850,000   |
| Total Contractual Services  |         | 1,634,061 | 1,085,134     | 942,500            | 685,500      | 1,248,612 |
| % s                         |         |           |               |                    |              |           |
| Utilities & Communications  |         | 01.000    | 07.771        | 25.000             | 25.000       | 25.000    |
| Communication Services      | 50301   | 21,982    | 26,661        | 25,000             | 25,000       | 25,000    |
| Electricity                 | 50310   | 699,914   | 625,747       | 700,000            | 645,000      | 700,000   |
| Natural gas                 | 50320   | 3,050     | 1,481         | 3,000              | 1,000        | 3,000     |
| Water                       | 50330   | 295       | ( <u>\$</u> ) |                    | 1,000        |           |
| Total Utilities & Communic  | ation   | 725,241   | 653,889       | 728,000            | 672,000      | 728,000   |

|                                   |            |         |          |         | -                |         |
|-----------------------------------|------------|---------|----------|---------|------------------|---------|
| Facilities/Grounds Maintenance    | ce         |         |          |         |                  |         |
| Buildings/Warehouses              | 50402      | 5,776   | 4,505    | 1,000   | 1,000            | 1,000   |
| Chemicals                         | 50403      | 28,642  | 35,462   | 35,000  | 35,000           | 35,000  |
| Field/Yards                       | 50406      | 5,759   | 16,001   | 10,000  | 10,000           | 10,000  |
| Hauling (bio-solids)              | 50407      |         | 1,023    | -       | -                |         |
| Property tax                      | 50410      | 107     | 521      | 1,000   | i <del>n</del> a | 1,000   |
| Wells and lines                   | 50419      | 115,590 | 101,027  | 149,500 | 125,000          | 149,500 |
| Total Facilities/Ground Ma        | aintenance | 155,874 | 158,539  | 196,500 | 171,000          | 196,500 |
| Cumilies                          |            |         |          |         |                  |         |
| Supplies  Madical and Bayahistria | 50426      | 120     | -        | .a.     | -                | -       |
| Medical and Psychiatric           | 30420      | 120     |          | 20      |                  |         |
| Total Supplies                    |            | 120     |          | :=:     |                  |         |
| Equipment Maintenance             | 50420      | 2/2     | (25)     |         | 2.000            |         |
| Telephone                         | 50430      | 362     | (25)     | 12.000  | 2,000            | 12,000  |
| Computers                         | 50431      | 3,350   | 16,681   | 12,000  | 1,750            | 12,000  |
| Department equipment              | 50435      | 15,407  | 14,013   | 20,000  | 20,000           | 20,000  |
| Maintenance Agreements            | 50437      | -       | 1,129    | -       | -                | -       |
| Meters                            | 50439      | 58,410  | 40,828   | 60,000  | 60,000           | 60,000  |
| Total Equipment Maintena          | ance       | 77,529  | 72,626   | 92,000  | 83,750           | 92,000  |
| V. Link Maintenance               |            |         |          |         |                  |         |
| Vehicle Maintenance               | 50441      | 12,278  | 11,126   | 20,000  | 20,000           | 20,000  |
| Parts and service                 | 50445      | 278     | 4,082    | 4,000   | 5,000            | 4,000   |
| Tires                             | 50453      | 2,212   | 2,504    | 5,000   | 5,000            | 5,000   |
| Oils and Fluids                   | 50455      | 38,107  | 39,754   | 40,000  | 40,000           | 30,000  |
| Unleaded fuel                     | 30433      | 36,107  | 39,734   | 10,000  | 10,000           | 30,000  |
| Total Equipment Maintena          | ance       | 52,875  | 57,466   | 69,000  | 70,000           | 59,000  |
| General Maintenance               |            |         |          |         |                  |         |
| Uniforms/Safety supplies          | 50461      | 17,731  | 11,739   | 15,000  | 15,000           | 15,000  |
| Printing and office               | 50465      | 8,638   | 18,729   | 20,000  | 18,000           | 10,000  |
| Shop and janitorial               | 50467      | 1,016   | 2,171    | 2,000   | 2,000            | 2,000   |
| Total General Maintenance         | ce         | 27,385  | 32,639   | 37,000  | 35,000           | 27,000  |
| General Administrative            |            |         |          |         |                  |         |
| Service Fees                      | 50601      | 582     | 79,187   | 100,000 | 13,000           | 50,000  |
| Administrative Fees               | 50605      | 20,354  | 38       | :4:     | 100,000          | -       |
| Membership and Dues               | 50611      | 1,885   | 20,302   | 25,000  | 25,000           | 25,000  |
| Advertising and Publications      | 50621      | 1,030   | 5,181    | 2,500   | 3,000            | 2,500   |
| Total General Administra          | tive       | 23,851  | 104,708  | 127,500 | 141,000          | 77,500  |
|                                   |            |         | - AVELON |         |                  |         |

| Permits/Licenses/Fees           |       |           |                  |            |                |                                       |
|---------------------------------|-------|-----------|------------------|------------|----------------|---------------------------------------|
| DMV/DOT fees                    | 50631 | 142       | 235              | 500        | -              | 500                                   |
| Other fees                      | 50632 | 16,082    | 34,379           | 10,000     | 11,000         | 10,000                                |
| Permits                         | 50637 | 44,697    | 1,379            | 5,000      | 1,500          | 5,000                                 |
| Total Permits/Licenses/Fees     |       | 60,921    | 35,993           | 15,500     | 12,500         | 15,500                                |
| Travel and Meetings             |       |           |                  |            |                |                                       |
| Accommodations/Airfare          | 50641 | 3,362     | 5,587            | 3,500      | 1,500          | 3,500                                 |
| Meetings                        | 50642 | 456       | 1,262            | 1,000      | 1,000          | 1,000                                 |
| Per diem                        | 50643 | 1,443     | 1,500            | 2,500      | 2,500          | 2,500                                 |
| Presentations                   | 50645 | -         | 27               | (#)        | 5.50           | ##################################### |
| Total Travel and Meetings       |       | 5,261     | 8,376            | 7,000      | 5,000          | 7,000                                 |
| Turining and Education          |       |           |                  |            |                |                                       |
| Training and Education          | 50651 | 1,868     | 3,334            | 4,300      | 5,000          | 5,000                                 |
| Conferences and seminars        | 50655 | 10,111    | 5,496            | 8,000      | 8,000          | 8,000                                 |
| Schools and certifications      | 00000 |           | -,               |            | 3-3            |                                       |
| Total Training and Education    |       | 11,979    | 8,830            | 12,300     | 13,000         | 13,000                                |
| Other Expenditures              |       |           |                  |            |                |                                       |
| Debt service payments           | 50750 | [#](      | :=1              | 713,900    | 713,900        | 743,400                               |
| Total Other Expenditures        |       |           |                  | 713,900    | 713,900        | 743,400                               |
| Non-Operating Expenditures      |       |           |                  |            |                |                                       |
| Other depreciation/amortization | 50890 | 415,571   | 415,571          | -          | ( <del>-</del> | 2                                     |
| Int Exp - Late Fees/Bank Charge | 70001 | 18,943    | 8,046            | 10,000     | 724            | 10,000                                |
| Interest expense                | 70010 | 3,727,664 | 3,733,712        | 3,374,739  | 3,374,739      | 3,276,102                             |
| Transfers Out                   | 70020 | -         | ÷ <del>=</del> : | 175        | 3.75           | =                                     |
| Interfund loan paybacks         | 70040 | 1,203,975 | 1,264,174        | 1,327,383  | 1,327,383      | 1,393,752                             |
| Total Non-Operating Expendit    | ures  | 5,366,153 | 5,421,503        | 4,712,122  | 4,702,122      | 4,679,854                             |
| Total Operations/Maintenance    |       | 8,144,898 | 7,643,403        | 10,085,022 | 7,325,272      | 7,897,366                             |
| (4)                             |       |           |                  |            |                |                                       |
| TOTAL BUDGET                    |       | 8,902,343 | 8,556,189        | 11,035,575 | 8,246,372      | 8,864,785                             |

Fund

Water/Finance Division

Fund Number

| 1 0110 1 10111001            |         |         |                    |                    |           |         |
|------------------------------|---------|---------|--------------------|--------------------|-----------|---------|
|                              | Account | Actual  | Actual             | Mid-Year<br>Budget | Estimated | Budget  |
| Payroll and Benefits         | Account | 6/30/11 | 6/30/12            | 6/30/13            | 6/30/13   | 6/30/14 |
| Regular Wages                | 50101   | 251,710 | 282,088            | 289,994            | 230,000   | 239,762 |
| Overtime Wages               | 50102   | 316     | 303                | -                  | 370       | 237,702 |
| Leave Pay Outs               | 50115   | 19,054  | 31,931             | 12,917             | 5,500     | 7,278   |
| Retirement Contributions     | 50120   | 33,913  | 38,023             | 40,309             | 28,000    | 33,327  |
| Medicare Contributions       | 50130   | 3,924   | 5,020              | 4,392              | 4,000     | 3,582   |
| Social Security Tax          | 50140   | 1,296   | 927                |                    | 250       | -       |
| Unemployment/ETT             | 50150   | 3,191   | 4,232              | 3,472              | 3,600     | 3,038   |
| Benefit Allowance            | 50170   | 58,727  | 68,661             | 80,771             | 72,500    | 75,600  |
| Total Payroll and Benefits   |         | 372,131 | 431,185            | 431,855            | 344,220   | 362,587 |
| Contractual Services         |         |         |                    |                    |           |         |
| Consulting/Outside services  | 50219   | 5,392   | 7,531              | 15,000             | 37,350    | 55,000  |
| Medical and Psychiatric      | 50225   | 185     | 85                 | -                  | 85        | 117     |
| Total Contractual Services   |         | 5,577   | 7,616              | 15,000             | 37,435    | 55,000  |
| General Maintenance          |         |         |                    |                    |           |         |
| Field/Yards/Sewer Plant      | 50406   | 469     | ( <del>**</del> )( | -                  | -         | -       |
| Uniforms/Safety supplies     | 50461   | -       | .50                |                    | 859       | 2.4     |
| Printing and office          | 50465   | 69,742  | 76,748             | 65,000             | 37,099    | 5,000   |
| Total General Maintenance    |         | 70,211  | 76,748             | 65,000             | 37,958    | 5,000   |
| Training and Education       |         |         |                    |                    |           |         |
| Service Fees                 | 50601   | 1,095   |                    | 1,000              | 64,545    | 1,000   |
| Conferences and seminars     | 50651   | T=2:    | 292                | 500                | 348       | 500     |
| Schools and certifications   | 50655   | 252     | -                  | ( <del>-</del>     |           | 121     |
| Total Training and Education |         | 1,347   | 292                | 1,500              | 64,903    | 1,500   |
| TOTAL BUDGET                 | -       | 449,266 | 515,841            | 621,355            | 546,155   | 424,087 |
|                              | 1.7     |         |                    |                    |           |         |

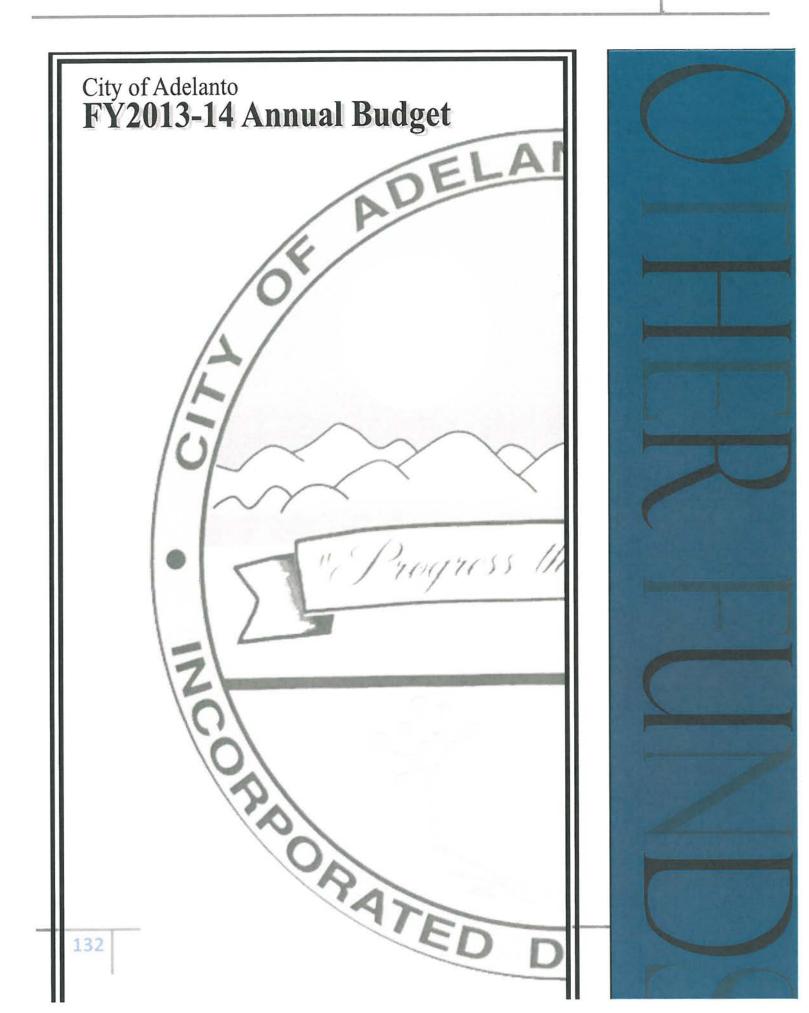
#### FUND 360 ADELANTO PUBLIC UTILITY AUTHORITY

| Fund        | Sewer |
|-------------|-------|
| Fund Number | 360   |

|                                 |         |           |               | Mid-Year  |           |           |
|---------------------------------|---------|-----------|---------------|-----------|-----------|-----------|
|                                 |         | Actual    | Actual        | Budget    | Estimated | Budget    |
|                                 | Account | 6/30/11   | 6/30/12       | 6/30/13   | 6/30/13   | 6/30/14   |
| Use of Money and Property       |         |           |               |           |           |           |
| Interest                        | 45010   | 80,528    | 80,359        | 80,000    | 39,239    | 80,000    |
| Sewer Availability              | 45050   | 342,450   | 278,156       | 340,000   | -         | 340,000   |
| Total Use of Money and Property |         | 422,978   | 358,515       | 420,000   | 39,239    | 420,000   |
| Charges for Services            |         |           |               |           |           | 580       |
| Sewer Hookup Fees               | 47120   | 1,615,858 | 581,057       | 250,000   | 75,000    | 250,000   |
| Sewer Revenue                   | 47130   | 4,902,761 | 5,244,480     | 5,440,000 | 3,402,362 | 5,590,000 |
| Connection/Service Fee          | 47504   | 95        | 1 <b>7</b> 14 | 7         | 5         | (##       |
| Total Charges for Service       | s       | 6,518,714 | 5,825,537     | 5,690,000 | 3,437,546 | 5,840,000 |
| TOTAL REVENUES                  |         | 6,941,692 | 6,184,052     | 6,110,000 | 3,476,785 | 6,260,000 |
| TOTAL EXPENDITURES              |         | 5,844,148 | 6,200,066     | 6,088,000 | 2,784,581 | 5,557,369 |
| NET                             |         | 1,097,544 | (16,014)      | 22,000    | 692,204   | 702,631   |

| Fund<br>Fund Number | Sewer<br>360          |            |           |           |                    |                  |           |
|---------------------|-----------------------|------------|-----------|-----------|--------------------|------------------|-----------|
| rund Number         | 300                   |            | Actual    | Actual    | Mid-Year<br>Budget | Estimated        | Budget    |
|                     |                       | Account    | 6/30/11   | 6/30/12   | 6/30/13            | 6/30/13          | 6/30/14   |
| Contractual Se      | ervices               |            |           |           |                    |                  |           |
| Auditing            |                       | 50212      | 3=        | 11,895    | 10,000             | 4,679            | 10,000    |
| City Attorne        | У                     | 50216      | 228,330   | 279,940   | 150,000            | 72,299           | 150,000   |
| Consulting/C        | Outside services      | 50219      | 1,128,969 | 1,265,789 | 1,400,000          | 556,080          | 865,000   |
| Laboratory s        | services              | 50222      | 44,746    | 44,376    | =                  | ×:               | -         |
| Other legal s       | services              | 50223      | (I)EI     | 10,771    | 50,000             | 15,686           | 50,000    |
| Total C             | Contractual Services  |            | 1,402,045 | 1,612,771 | 1,610,000          | 648,744          | 1,075,000 |
| Utilities & Co      | mmunications          |            |           |           |                    |                  |           |
| Telephone           |                       | 50301      | 4,034     | 6,042     | 10,000             | 5,661            | 10,000    |
| Electricity         |                       | 50310      | 181,051   | 161,667   | 200,000            | 113,989          | 200,000   |
| Water               |                       | 50330      | 9,635     | 20,282    | 12,000             | 11,887           | 12,000    |
| Trash and do        | ump                   | 50350      | 3,822     | 2,368     | 8,500              | 5,215            | 8,500     |
| Total U             | Itilities & Communi   | cation     | 198,542   | 190,359   | 230,500            | 136,752          | 230,500   |
| Facilities/Grou     | ands Maintenanc       | e          |           |           |                    |                  |           |
| Buildings/W         |                       | 50402      | 2         | 2,076     | 1,416              | / <del>=</del> 3 | 1,416     |
| Chemicals           |                       | 50403      | 62,304    | 93,186    | 40,000             | 24,239           | 75,000    |
|                     | Sewer plant           | 50406      | 1,090,781 | 999,428   | 950,000            | 586,647          | 950,000   |
| Hauling (bio        | MARKOCKIE A. INC. CO. | 50407      | 49,444    | 128,213   | 85,000             | 55,111           | 50,000    |
| Property tax        |                       | 50410      | 1,652     | 6,053     | 6,000              |                  | 6,000     |
| Wells and li        |                       | 50419      | 7,793     | -         | 8,000              |                  | 8,000     |
| Total F             | Facilities/Ground Ma  | nintenance | 1,211,974 | 1,228,956 | 1,090,416          | 665,997          | 1,090,416 |
| Equipment Ma        | aintenance            |            |           |           |                    |                  |           |
| Computers           |                       | 50431      | 148       | -         | 90                 | (*)              | 5.        |
| Department          | equipment             | 50435      | 3,713     | 854       | 3,800              | 2,300            | 3,800     |
| Total I             | Equipment Maintena    | ince       | 3,861     | 854       | 3,800              | 2,300            | 3,800     |
| Vehicle Main        | tenance               |            |           |           |                    |                  |           |
| Parts and se        |                       | 50441      | 132       | 4,898     | 1,000              | 802              | 1,000     |
| Diesel              | TVICE                 | 50451      | 33,681    | 27,269    | 40,000             | 15,455           | 40,000    |
| Total I             | Equipment Maintena    | ince       | 33,813    | 32,167    | 41,000             | 16,257           | 41,000    |
|                     |                       |            |           |           |                    |                  |           |
| General Main        |                       | 50465      | 1,027     | _         | -                  | 20               | <u>u</u>  |
| Printing and        |                       |            |           |           |                    |                  |           |
| Total (             | General Maintenanc    | e          | 1,027     |           | -                  | 20               |           |

| General Administrative Service Fees Advertising and Publications   | 50601<br>50621          | 17                         | 250,000                              | 150,000              | 75,000              | 150,000              |
|--|-------------------------|----------------------------|--------------------------------------|----------------------|---------------------|----------------------|
| Total General Administrative   |                         | 17                         | 250,000                              | 150,000              | 75,000              | 150,000              |
| Permits/Licenses/Fees Other fees   | 50632                   | 8,938                      | 21,746                               | 10,000               | 356                 | 10,000               |
| Permits  | 50637                   | 10,232                     | 1,644                                | 25,000               | 23,563              | 25,000               |
| Total Permits/Licenses/Fees  |                         | 19,170                     | 23,390                               | 35,000               | 23,919              | 35,000               |
| Training and Education Schools and certifications  | 50655                   | 55                         | Ā                                    | (B)                  | ज<br>               | <u>.</u>             |
| Total Training and Education   |                         | 55                         |                                      |                      |                     | -                    |
| Other Expenditures Miscellaneous expenses Debt service payments  | 50701<br>50750          | 2,796                      | H.                                   | 496,100              |                     | 516,600              |
| Total Other Expenditures   |                         | 2,796                      |                                      | 496,100              |                     | 516,600              |
| Non-Operating Expenditures Other depreciation/amortization Int Exp- Late Fees/Bank Charge Interest expense Transfers Out | 50890<br>70001<br>70020 | 40<br>2,319,812<br>125,000 | 251,432<br>-<br>2,485,137<br>125,000 | 2,306,184<br>125,000 | 1,153,092<br>62,500 | 2,290,053<br>125,000 |
| Total Non-Operating Expendit   | ures                    | 2,444,852                  | 2,861,569                            | 2,431,184            | 1,215,592           | 2,415,053            |
| Total Operations/Maintenance   |                         | 5,318,152                  | 6,200,066                            | 6,088,000            | 2,784,581           | 5,557,369            |
| Capital Expenditures Facility and grounds  | 80810                   | 525,996                    | ¥                                    | <u> </u>             |                     | <u> </u>             |
| Total Capital Expenditures   |                         | 525,996                    |                                      |                      |                     |                      |
| TOTAL BUDGET   |                         | 5,844,148                  | 6,200,066                            | 6,088,000            | 2,784,581           | 5,557,369            |



### OTHER FUNDS

# FUND 471 ADELANTO COMMUNITY BENEFIT CORP.

Adelanto Community Bene. Corp

Fund Number

|                              |               | Actual    | Actual    | Budget           | Estimated | Budget  |
|------------------------------|---------------|-----------|-----------|------------------|-----------|---|
|                              | Account       | 6/30/2011 | 6/30/2012 | 6/30/2013        | 6/30/2013 | 6/30/2014   |
| Use of Money and Property    |               |           |           |                  |           |   |
| Interest                     | 45010         | 42        | 94        | 500              | <u>=</u>  | -   |
| Total Use of Money as        | nd Property   | 42        | 94        | 500              |           | .50   |
|                              |               |           |           |                  |           |   |
| Charges for Services         |               |           | -         |                  |           |   |
| Concession Sales             | 47021         | 17,287    | 10,237    | 3 <del>7</del> 2 | 170       | ( <del></del> )                                   |
| Rents and Concessions        | 47090         | 70        | (175)     | 1.50             | ž         | # <b>2</b> 0                                      |
| Ticket Sales                 | 47140         | 395       |           | (#)              | -         |   |
| Total Charges for Serv       | vices         | 17,752    | 10,062    | -                | 170       | , <del>, , , , , , , , , , , , , , , , , , </del> |
| Transfers and Other Revenues | ,             |           |           |                  |           |   |
| Donations-General            | 49010         | 560       | 16,314    | 30,000           | 23,155    | 25,000  |
| Sponsorships                 | 49040         | 18,526    | 8,341     | -                | 7,050     | 5,000   |
| Total Transfers and O        | ther Revenues | 19,086    | 24,655    | 30,000           | 30,205    | 30,000  |
|                              |               |           |           |                  |           |   |
| TOTAL REVENUES               |               | 36,880    | 34,811    | 30,500           | 30,375    | 30,000  |
| FUND BALANCE FROM PRIOR      | YEAR          | 22,888    | 20,248    | 26,559           | 26,559    | 28,488  |
| TOTAL AVAILABLE REVE         | 59,768        | 55,059    | 57,059    | 56,934           | 58,488    |   |
| TOTAL EXPENDITURES           | 39,520        | 28,500    | 28,500    | 28,446           | 30,500    |   |
| NET                          | 20,248        | 26,559    | 28,559    | 28,488           | 27,988    |   |
|                              |               |           |           |                  |           |   |

| FY: | 20 | 13 | -1 | 4 |
|-----|----|----|----|---|
|-----|----|----|----|---|

| Adelanto Community Benefit Corp<br>Fund Number             | 471 | ١        |                  |                  |                  |                     |                     |
|--|-----|----------|------------------|------------------|------------------|---------------------|---------------------|
|  |     | Account  | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Contractual Services Consulting/Outside services           |     | 50219    | 1,543            | 25               | · La             | (25)                | -                   |
| Total Contractual Services                                 |     |          | 1,543            | 25               | U                | (25)                | 1-                  |
| Utilities & Communications                                 |     |          |                  |                  |                  |                     |                     |
| Trash and dump   |     | 50350    |                  | 124              | •                | 1.8:                | ) 5.<br>            |
| Total Utilities & Communication                            |     | 0.2      | -                | 124              |                  | -                   |                     |
| Equipment Maintenance                                      |     |          |                  |                  |                  |                     |                     |
| Department equipment                                       |     | 50435    | 3,872            | *                | -                | -                   |                     |
| Total Equipment Maintenance                                |     | <b>:</b> | 3,872            | ·                | (14)             | -                   |                     |
| General Maintenance  |     |          |                  |                  | *00              |                     |                     |
| Uniforms/Safety supplies                                   |     | 50461    | 1,388<br>1,585   | 18<br>1,385      | 500<br>1,000     | 1,271               | 1,500               |
| Printing and office  |     | 50465    | 2,973            | 1,403            | 1,500            | 1,271               | 1,500               |
| Total General Maintenance                                  |     |          |                  |                  |                  |                     |                     |
| General Administrative                                     |     | 50601    | 528              |                  | _                | 2                   | -                   |
| Service Fees   |     | 50621    | 526              | 473              | 3,000            | 914                 | 950                 |
| Advertising and Publications  Total General Administrative |     |          | 528              | 473              | 3,000            | 914                 | 950                 |
|  |     |          |                  |                  |                  |                     |                     |
| Permits/Licenses/Fees Other fees                           |     | 50632    | 249              | 9.75             | -                | 2,751               | 3,000               |
| Total Permits/Licenses/Fees                                |     |          | 249              | -                | -                | 2,751               | 3,000               |
|  |     |          |                  |                  |                  |                     |                     |
| Travel and Meetings Accommodations/Airfare                 |     | 50641    |                  | 28               | -                | -                   |                     |
| Accommodations/Airtare  Meetings                           |     | 50642    | 359              | ÷                | -                | 31                  | 50                  |
| Presentations  |     | 50645    | 29,706           | 28,872           | 24,000           | 23,504              | 25,000              |
| Total Travel and Meetings                                  |     |          | 30,065           | 28,900           | 24,000           | 23,535              | 25,050              |
|  |     |          |                  |                  |                  |                     |                     |

| Non-Operating Expenditures Interest expense | 70010 | 290    |        |        |        |        |
|---|-------|--------|--------|--------|--------|--------|
| Total Non-Operating Expenditures            | _     | 290    | *      | •      | FΨ     | -      |
| Total Operations/Maintenance                | _     | 39,520 | 30,925 | 28,500 | 28,446 | 30,500 |
| TOTAL BUDGET                                |       | 39,520 | 30,925 | 28,500 | 28,446 | 30,500 |

## **FUND 475 ASSESSMENT DISTRICT 1A**

| Fund Assessment District 1A           |         |                  |                  |                  |                     |                     |
|---------------------------------------|---------|------------------|------------------|------------------|---------------------|---------------------|
| Fund Number 475                       |         |                  |                  |                  |                     |                     |
|                                       | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| Taxes and Assessments Franchise Taxes | 40130   | 1,162,038        | 1,036,312        |                  | 1,050,000           | 1,050,000           |
| Total Taxes and Assessments           | 11      | 1,162,038        | 1,036,312        | <b>3</b>         | 1,050,000           | 1,050,000           |
| Use of Money and Property<br>Interest | 45010   | 39,707           | 32,798           |                  | 32,000              | 32,000              |
| Total Use of Money and Prope          | rty     | 39,707           | 32,798           | 5 <b>=</b> 2     | 32,000              | 32,000              |
|                                       |         |                  |                  |                  |                     |                     |
| TOTAL REVENUES                        |         | 1,201,745        | 1,069,110        | -                | 1,082,000           | 1,082,000           |
| FUND BALANCE FROM PRIOR YEAR          |         | (3,093,530)      | (2,123,352)      | (1,262,693)      | (1,262,693)         | (370,693)           |
| TOTAL AVAILABLE REVENUES              |         | (1,891,785)      | (1,054,242)      | (1,262,693)      | (180,693)           | 711,307             |
| TOTAL EXPENDITURES                    |         | 231,567          | 208,451          | -                | 190,000             | 990,000             |
| NET                                   |         | (2,123,352)      | (1,262,693)      | (1,262,693)      | (370,693)           | (278,693)           |

| FY | 7 | 2 | 0 | 1 | 3 | -1 | 4 |  |
|----|---|---|---|---|---|----|---|--|
|    |   |   |   |   |   |    |   |  |

| Assessment District 1A Fund Number               | 475     |                  |                  |                  |                     |                  |
|--|---------|------------------|------------------|------------------|---------------------|------------------|
|  | Account | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Contractual Services Consulting/Outside services | 50219   | 12,248           | 18,712           |                  | 10,000              | 10,000           |
| Total Contractual Services                       |         | 12,248           | 18,712           | -                | 10,000              | 10,000           |
| Other Expenditures                               |         |                  |                  |                  |                     | *                |
| Debt service payments                            | 50750   |                  |                  |                  |                     | 800,000          |
| Total Other Expenditures                         | 1.      |                  |                  |                  |                     | 800,000          |
| Non-Operating Expenditures                       |         |                  |                  |                  |                     |                  |
| Interest expense                                 | 70010   | 219,319          | 189,739          |                  | 180,000             | 180,000          |
| Total Non-Operating Expenditures                 |         | 219,319          | 189,739          | _                | 180,000             | 180,000          |
| Total Operations/Maintenance                     |         | 231,567          | 208,451          | _                | 190,000             | 990,000          |
| TOTAL BUDGET                                     |         | 231,567          | 208,451          |                  | 190,000             | 990,000          |

# **FUND 490 LUETKE FOUNDATION**

| Fund Luetke Foundation<br>Fund Number | 490         |                  |                  |                  |                     |                  |
|---------------------------------------|-------------|------------------|------------------|------------------|---------------------|------------------|
|                                       | Account     | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget 6/30/2014 |
| Use of Money and Property             |             |                  |                  |                  |                     |                  |
| Interest                              | 45010       | ĭ                | 5,847            |                  | 600                 | 600              |
| Total Use of Money and                | Property    | _                | 5,847            |                  | 600                 | 600              |
| Transfers and Other Revenues          |             |                  |                  |                  |                     |                  |
| Investment Gains                      | 60050       |                  | 10,133           |                  | 5,000               | 5,000            |
| Total Transfers and Other             | er Revenues | 2                | 10,133           | 12               | 5,000               | 5,000            |
|                                       |             |                  |                  |                  |                     |                  |
| TOTAL REVENUES                        |             | æ                | 15,980           | , <del></del>    | 5,600               | 5,600            |
| FUND BALANCE FROM PRIOR YE            | EAR         | -                | 7,643            | 16,973           | 16,973              | 21,573           |
| TOTAL AVAILABLE REVENUES              |             | <b>.</b>         | 23,623           | 16,973           | 22,573              | 27,173           |
| TOTAL EXPENDITURES                    |             |                  | 6,650            | -                | 1,000               | 1,000            |
|                                       | ,           | 7.7.12           | 16.072           | 16.072           | 21 572              | 26 172           |
| NET                                   |             | 7,643            | 16,973           | 16,973           | 21,573              | 26,173           |

| Fund Luetke Foundation |             |                  |                  |                  |                     |                     |
|------------------------|-------------|------------------|------------------|------------------|---------------------|---------------------|
| Fund Number            | 490         |                  |                  |                  |                     |                     |
|                        | Account     | Actual 6/30/2011 | Actual 6/30/2012 | Budget 6/30/2013 | Estimated 6/30/2013 | Budget<br>6/30/2014 |
| General Administrative |             |                  |                  |                  |                     |                     |
| Administrative Fees    | 50605       |                  | 6,650            |                  | 1,000               | 1,000               |
| Total General Adm      | inistrative | -                | 6,650            | -                | 1,000               | 1,000               |
| TOTAL BUDGET           |             | k <del>a</del> . | 6,650            | -                | 1,000               | 1,000               |

### **AUTHORIZED POSITIONS**

| Funding Source               | Position Title                           | FTE   | Stipend | Contract | Representation |
|------------------------------|--|-------|---------|----------|----------------|
| General Fund                 |  |       |         |          |                |
| City Council                 | Mayor (Stipend)                          |       | 1.00    |          | Council/       |
|                              |  |       |         |          | Commission     |
|                              | Council Members (Stipend)                |       | 4.00    |          | Council/       |
|                              |  |       |         |          | Commission     |
| City Manager's Office        | City Manager                             |       |         |          | Management     |
|                              |  | 1.00  |         |          |                |
|                              | Secretary to City Manager                |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
| City Clerk's Office          | City Clerk                               |       |         |          | Management     |
|                              |  | 1.00  |         |          | 0.50           |
|                              | Assistant to the City Clerk              |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
|                              | Records Coordinator                      |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
| Human Resources/IT           | Information Systems Analyst              | 5 90  |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
|                              | Management Analyst                       |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
|                              | Admin Assistant/IT II                    | 0.220 |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
| Finance                      | Interim Finance Director                 |       |         | 1.00     | Contract       |
|                              | Assistant Finance Director               |       |         |          | Management     |
|                              |  | 1.00  |         |          |                |
|                              | Accounting Technician                    |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
|                              | Accountant                               |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
|                              | Senior Management Analyst                |       |         | 75       | Management     |
|                              |  | 1.00  |         |          |                |
| Animal Control               | Animal Control Supervisor                |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
|                              | Animal Control Officer                   |       |         |          | Non            |
|                              |  | 1.00  |         |          | Management     |
| Code Enforcement             | Code Enforcement                         |       |         |          | Non            |
|                              | Supervisor                               | 1.00  |         |          | Management     |
|                              | Code Enforcement Officer                 |       |         |          | Non            |
|                              |  | 3.00  |         |          | Management     |
| <b>Building &amp; Safety</b> | Building Official (Contract              |       |         | 0.50     | Contract       |
| 199                          | PT)                                      |       |         |          |                |
|                              | Building Inspector (Contract)            |       |         | 1.00     | Contract       |
|                              | Building Permit Technician (Contract)    |       | ø       | 0.75     | Contract       |
| Engineering Department       | City Engineer                            |       |         |          | Management     |
|                              |  | 0.50  | 1       |          |                |
|                              | Public Works Coordinator                 |       |         |          | Non            |
|                              | 1 (17 (17 (17 (17 (17 (17 (17 (17 (17 (1 | 1.00  |         |          | Managemen      |

| Community & Economic             | Senior Planner                        |          |          |                | Management               |
|----------------------------------|---------------------------------------|----------|----------|----------------|--------------------------|
| Development Department           |                                       | 1.00     |          |                |                          |
|                                  | Senior Management Analyst             | 1.00     |          |                | Management               |
|                                  | Planning Commissioners<br>(Stipend)   |          | 5.00     |                | Council/<br>Commission   |
| Street Department                | Assistant Public Works Superintendant | 1.00     |          |                | Management               |
|                                  | Lead Maintenance Worker               | 1.00     |          |                | Non<br>Management        |
|                                  | Maintenance Workers                   | 9.00     |          |                | Non<br>Management        |
|                                  | Admin Assistant I                     | 1.00     |          |                | Non<br>Management        |
|                                  | Lead Maintenance Worker               | .75      |          |                | Non-                     |
|                                  | Public Works Superintendant           | .75      |          |                | Management<br>Management |
| LLMD                             | Lead Landscape Worker                 | 1.00     |          |                | Non<br>Management        |
|                                  | Maintenance Worker                    | 1.00     |          |                | Non<br>Management        |
| Facility Maintenance             | Public Works Superintendant           | .25      |          |                | Management               |
| ,                                | Lead Maintenance Worker               | .25      |          |                | Non<br>Management        |
| Fleet Maintenance                | Mechanic                              | 1.00     |          |                | Non<br>Management        |
| Police (Contract) <sup>(2)</sup> | Lieutenant                            | 1.00     |          | 0.50           | Contract                 |
| ronce (contract)                 | Sergeant                              |          |          | 3.00           | Contract                 |
|                                  | Corporal Detectives                   |          |          | 2.00           | Contract                 |
|                                  | Officer                               |          |          | 15.38          | Contract                 |
|                                  | Sheriff's Service Specialists         |          |          | 2.00           | Contract                 |
|                                  | Office Specialist                     |          |          | 4.00           | Contract                 |
|                                  | Motor Pool Assistant                  |          |          | 0.40           | Contract                 |
| Fire (Contract)                  | Battalion Chief                       |          |          | .22            | Contract                 |
|                                  | Captain                               |          |          | 3.00           | Contract                 |
|                                  | Engineer                              |          |          | 3.00           | Contract                 |
|                                  | Firefighter/Paramedic                 |          |          | 3.00           | Contract                 |
|                                  | Paid Call Firefighter                 |          |          | .25            | Contract                 |
| Total Permanent/Stipend/Cor      | ntract                                | 38.50    | 10.00    | 40.00          |                          |
| Total General Fund               |                                       |          | 88.50    |                |                          |
|                                  |                                       | EL SYNEA | S EV THE | different from |                          |
| Adelanto Water Authority         |                                       |          |          |                |                          |
| Operations                       | Director of Public Utilities          | 1.00     |          |                | Management               |
|                                  | City Engineer                         | 0.50     |          |                | Management               |
|                                  | Senior Water Operator                 | 1.00     |          |                | Non<br>Management        |
|                                  | Water Operator I/II                   | 9.00     |          |                | Non<br>Management        |

| Total All City            |                             |       | 110.00 |       |                   |
|---------------------------|-----------------------------|-------|--------|-------|-------------------|
| Total Permanent/Stipend/C | ontract                     | 59.00 | 10.00  | 41.00 |                   |
|                           |                             |       |        |       |                   |
| Authority                 |                             |       |        |       |                   |
| Total Adelanto Water      |                             |       | 21.50  |       |                   |
| Total Permanent/Stipend/C | ontract                     | 20.50 | -      | 1.00  |                   |
|                           |                             | 5.00  |        |       | Management        |
|                           | Account Clerk II            |       |        |       | Non               |
|                           |                             | 1.00  |        |       | Management        |
|                           | Senior Account Clerk        |       |        |       | Non               |
|                           | Customer Service Supervisor | 1.00  |        |       | Non<br>Management |
| Utility Billing (Finance) | Interim Finance Director    |       |        | 1.00  | Contract          |
| Conservation              | Conservation Specialist     | 1.00  |        |       | Non<br>Management |
|                           | Administrative Assistant II | 1.00  |        |       | Non<br>Management |

#### **RESOLUTION NO. 13-24**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ADELANTO, SAN BERNARDINO COUNTY, CALIFORNIA, APPROPRIATING FUNDS FOR THE MUNICIPAL BUDGET YEAR 2013-2014

WHEREAS, a budget is vital to the success of the City.

**NOW, THEREFORE BE IT RESOLVED** that the City of Adelanto does hereby agree that the above recital is true and correct and de hereby adopt appropriate funds as follows:

- Section 1. That the City Council, approves the total appropriation of \$12,852,411 for the City General Fund for Fiscal Budget Year 2013-2014.
- Section 2. That the City Council, approves the total appropriation of \$ 7,417,251 for the Special and Grant Funds for the Fiscal Budget Year 2013-2014.
- Section 3. That the City Council, approves the total appropriation of \$87,425 for the Special Stadium Fund for the Fiscal Budget Year 2013-2014.

| RESOLUTION | NO. | 13-24 |
|------------|-----|-------|
| PAGE 2     |     |       |

| PASSED, APPROVED AND ADOPT City of Adelanto, held on the 26 <sup>th</sup> day of June, | TED at a regular meeting of the City Council of the , 2013. |
|--|---|
|  | Cari Thomas, Mayor  |
| Cindy M. Herrera, City Clerk, MMC  |   |

| <b>RESO</b> | NO. | 13-24 |
|-------------|-----|-------|
| PAGE        | 3   |       |

| the foregoing Resolution No. 13-24 was duly and regularly adopted at a regular meeting of the City Council of the City of Adelanto on the 26 <sup>th</sup> day of June, 2013, by the following vote, to wit: |
|--|
| AYES:  |
| NOES:  |
| ABSENT:  |
| ABSTAIN:   |
| <b>IN WITNESS WHEREOF,</b> I hereunto set my hand and affix the official seal of the City of Adelanto, on the 26 <sup>th</sup> day of June, 2013.  |
|  |
|  |
| Cindy M. Herrera, City Clerk, MMC  |

#### **RESOLUTION NO. APUA 13-09**

# A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ADELANTO PUBLIC UTILITY AUTHORITY APPROPRIATING FUNDS FOR THE PUBIC UTILITY AUTHORITY, FOR THE BUDGET YEAR 2013-2014

WHEREAS, the Public Utility Authority (the "Authority") is a Joint Powers Authority (a public body, corporate an politic) duly created, established to transact business and exercise its powers, all under and pursuant to the Joint Exercise of Powers Act (Article 1 through 4 of Chapter 5, Division 7, Title 1 of the California Government Code) (The "Act"), and

WHEREAS, a budget is vital to the success of the operating divisions of the Adelanto Public Utility Authority; and

**NOW, THEREFORE, BE IT RESOLVED** that the Authority does hereby agree that the above recitals are true and correct and do hereby adopt and appropriate funds as follow:

Section 1. That the Authority, approves the total appropriation of \$9,288,872 for the Water Operations Division of the Authority for the Fiscal Budget Year 2013-2014.

Section 2. That the Authority, approves the total appropriation of \$5,557,369 for the Wastewater Treatment Division of the Authority for the Fiscal Budget Year 2013-2014.

| RESOLUTION N | O. 13-09 |
|--------------|----------|
| PAGE 2       |          |

| PASSED, APPROVED AND ADO City of Adelanto, held on the 26 <sup>th</sup> day of Ju | OPTED at a regular meeting of the City Council of the une, 2013. |
|---|--|
|   |  |
|   |  |
|   | Cari Thomas, Mayor   |
|   |  |
| Cindy M. Herrera, City Clerk, MMC   |  |

| RESOLUTION NO. | 13-09 |
|----------------|-------|
| PAGE 3         |       |

| <b>I, CINDY M. HERRERA</b> , City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. APUA 13-09 was duly and regularly adopted at a regular meeting of the City Council of the City of Adelanto on the 26 <sup>th</sup> day of June 2013, by the following vote, to wit: |
|--|
| AYES:  |
| NOES:  |
| ABSENT:  |
| ABSTAIN  |
| <b>IN WITNESS WHEREOF,</b> I hereunto set my hand affix the official seal of the City of Adelanto, on the 26 <sup>th</sup> day of June 2013.   |
|  |
| Cindy M. Herrera, City Clerk, MMC  |

#### **RESOLUTION NO. 13-25**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ADELANTO, SAN BERNARDINO COUNTY, CALIFORNIA, APPROPRIATING FUNDS FOR THE MUNICIPAL BUDGET YEAR 2013-2014

WHEREAS, a budget is vital to the success of the City.

**NOW, THEREFORE BE IT RESOLVED** that the City of Adelanto does hereby agree that the above recital is true and correct and de hereby adopt appropriate funds as follows:

- Section 1. That the City Council acting as the board for the Adelanto Community Benefit Corporation approves the total appropriation of \$30,500 for Fiscal Budget Year 2013-2014.
- Section 2. That the City Council, approves the total appropriation of \$ 990,000 for the Assessment District 1A for the Fiscal Budget Year 2013-2014.
- Section 3. That the City Council, approves the total appropriation of \$1,000 for the Luetke Foundation Fund for the Fiscal Budget Year 2013-2014.

| RESOLUTION | NO. | 13-25 |
|------------|-----|-------|
| PAGE 2     |     |       |

| PASSED, APPROVED AND ADOPTE City of Adelanto, held on the 26 <sup>th</sup> day of June, | ED at a regular meeting of the City Council of the 2013. |
|---|--|
|   |  |
|   | Cari Thomas, Mayor                                       |
|   |  |
| Cindy M. Herrera, City Clerk, MMC   |  |

| <b>RESO</b> | NO. | 13 - 25 |
|-------------|-----|---------|
| PAGE        | 3   |         |

| <b>I, CINDY M. HERRERA,</b> City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 13-25 was duly and regularly adopted at a regular meeting of the City Council of the City of Adelanto on the 26 <sup>th</sup> day of June, 2013, by the following vote, to wit: |
|---|
| AYES:   |
| NOES:   |
| ABSENT:   |
| ABSTAIN:  |
| <b>IN WITNESS WHEREOF,</b> I hereunto set my hand and affix the official seal of the City of Adelanto, on the 26 <sup>th</sup> day of June, 2013.   |
|   |
|   |
| Cindy M. Herrera, City Clerk, CMC   |

#### **RESOLUTION NO. 13-28**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ADELANTO, COUNTY OF SAN BERNARDINO, CALIFORNIA, ESTABLISHING COMPENSATION RATES FOR MUNICIPAL EMPLOYEES FISCAL YEAR 2013/2014

WHEREAS, a budget is vital to the success of the City.

WHEREAS, it is necessary to have compensation rates that are reflective of the annual municipal budget; and

WHEREAS, the City Council has adopted a Annual Fiscal Budget for the 2013-2014 Fiscal year; and

WHEREAS, the City Council intends by this resolution to set forth an accurate appropriation for budgetary purposes and recordation of its action for personnel records.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Adelanto as follows:

- Section 1. Compensation rates for Municipal Employees are hereby established as attached hereto on Exhibit "A" and made a part hereof.
- Section 2. Adding reclass job classification to the Compensation Rates schedule for the Landscape Maintenance District Groundskeeper with a salary range of \$42,284 to \$47,591, and attaching job description.
- Section 2. The Mayor or Mayor Pro Tempore is hereby authorized to affix his/her signature to this resolution signifying its adoption and the City Clerk is directed to attest hereto.

| PAGE 2  |                                |                     |
|---|--------------------------------|---------------------|
| PASSED, APPROVED and ADOP Adelanto, held on the 26 <sup>th</sup> day of Jun | gular meeting of the City Cour | ncil of the City of |
|   |                                |                     |
|   |                                |                     |
|   |                                |                     |
|   | Mayor, Cari Thomas             |                     |
|   |                                |                     |
| ATTEST:   |                                |                     |
|   |                                |                     |
| City Clerk, Cindy M. Herrera MMC  |                                |                     |
|   |                                |                     |

RESO #13-28

| AYES:  |
|--|
| NOES:  |
| ABSENT:  |
| ABSTAIN:   |
|  |
| Cindy M. Herrera, City Clerk, MMC  |
| IN WITNESS WHEREOF, I hereunto set my hand and affix the official seal of the City of Adelanto, on the 26 <sup>th</sup> day of June, 2013. |
|  |
| Cindy M. Herrera, City Clerk, MMC  |

**I, CINDY M. HERRERA,** City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 13-28 was duly and regularly adopted at a regular meeting of the City Council of the City of Adelanto on the 26th day of June, 2013, by the following vote, to wit:

# CITY OF ADELANTO PERMANENT EMPLOYEES

#### Management Personnel

| City Manager   | By Contract  |  |  |   |  |
|--|--|--|--|---|--|
|  | Low Scale  |  |  |   | High Scale   |
| Director of Development Services   | 79,695   |  |  |   | 145,530  |
| Deputy City Manager  | 72,450   |  |  |   | 132,300  |
| Director of Public Works/City Engineer   | 72,450   |  |  |   | 132,300  |
| Director of Public Utilities   | 66,150   |  |  |   | 126,000  |
| Chief Building Official  | 66,150   |  |  |   | 126,000  |
| Director of City Planning  | 66,150   |  |  |   | 126,000  |
| City Engineer  | 66,150   |  |  |   | 126,000  |
| Director of Finance/City Treasurer   | 66,150   |  |  |   | 126,000  |
| Director of Human Resources/Risk Manager   | 66,150   |  |  |   | 126,000  |
| Public Works Superintendent  | 57,330   |  |  |   | 101,850  |
| City Clerk   | 57,330   |  |  |   | 101,850  |
| Water Superintendent   | 57,330   |  |  |   | 101,850  |
| Assistant Finance Director   | 57,330   |  |  |   | 101,850  |
| Assistant Building Official  | 57,330   |  |  |   | 101,850  |
| Senior Civil Engineer  | 57,330   |  |  |   | 101,850  |
| Senior Planner   | 57,330   |  |  |   | 101,850  |
| Senior Management Analyst  | 48,510   |  |  |   | 79,800   |
| Accounting Supervisor  | 48,510   |  |  |   | 79,800   |
| Revenue Supervisor   | 48,510   |  |  |   | 79,800   |
| Assistant Water Superintendent   | 48,510   |  |  |   | 79,800   |
| Assistant Public Works Superintendent  | 48,510   |  |  |   | 79,800   |
| Assistant Public Works Superintendent  | 40,510   |  |  |   | 73,000   |
| Non Managament   |  |  |  |   |  |
|  |  |  |  |   |  |
| Non Management   | Step A   | Step B   | Step C   | Step D  | Step E   |
| ACCOMPANIES AND TO ACCOMPANIES AND ACCOMPANIES | Step A<br>62.090   | Step B<br>63.953   | Step C<br>65.872   | Step D<br>67.848  | Step E<br>69.883   |
| Associate Planner  | 62,090   | 63,953   | 65,872   | 67,848  | 69,883   |
| Associate Planner<br>Management Analyst  | 62,090<br>57,639   | 63,953<br>59,368   | 65,872<br>61,149   | 67,848<br>62,983  | 69,883<br>64,873   |
| Associate Planner Management Analyst Public Works Coordinator  | 62,090<br>57,639<br>58,878   | 63,953<br>59,368<br>60,644   | 65,872<br>61,149<br>62,464   | 67,848<br>62,983<br>64,338  | 69,883<br>64,873<br>66,268   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner  | 62,090<br>57,639<br>58,878<br>56,900   | 63,953<br>59,368<br>60,644<br>58,607   | 65,872<br>61,149<br>62,464<br>60,365   | 67,848<br>62,983<br>64,338<br>62,176  | 69,883<br>64,873<br>66,268<br>64,041   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician  | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,644   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,789  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,075<br>48,670   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,789<br>54,718<br>53,183  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,360<br>54,779   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,075<br>48,670<br>48,670   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,644<br>51,577<br>50,130<br>50,130   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,718<br>53,183<br>53,183  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>56,433<br>56,437<br>94,779   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,075<br>48,670<br>48,670<br>48,670   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,677<br>50,130<br>50,130<br>50,130   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>54,789<br>54,788<br>54,718<br>53,183<br>53,183<br>53,183  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>56,433<br>56,437<br>94,779   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,075<br>48,670<br>48,670<br>48,670<br>48,670   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634<br>51,634   | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>54,789<br>54,789<br>54,718<br>53,183<br>53,183<br>53,183  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>56,437<br>54,779<br>54,779   |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator Senior Water Operator   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,075<br>48,670<br>48,670<br>48,670<br>48,670<br>44,237   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130<br>45,565   | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,193<br>51,634<br>51,634<br>51,634<br>51,634<br>46,931                               | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,718<br>53,183<br>53,183<br>53,183<br>53,183  | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>56,436<br>54,779<br>54,779<br>54,779<br>54,779                               |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator Senior Water Operator Code Enforcement Officer II   | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,075<br>48,670<br>48,670<br>48,670<br>44,237   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130<br>45,565<br>45,565                               | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634<br>46,931<br>46,931                               | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,789<br>54,718<br>53,183<br>53,183<br>53,183<br>48,339<br>48,339                              | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>54,779<br>54,779<br>54,779<br>54,779<br>49,790                               |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator Senior Water Operator Code Enforcement Officer II Mechanic  | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,075<br>48,670<br>48,670<br>48,670<br>44,237<br>44,237<br>44,171   | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130<br>45,565<br>45,565<br>45,496                     | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634<br>46,931<br>46,931                               | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,789<br>54,718<br>53,183<br>53,183<br>53,183<br>48,339<br>48,339                              | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>54,779<br>54,779<br>54,779<br>49,790<br>49,790                               |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator Senior Water Operator Code Enforcement Officer II Mechanic Public Works Counter Technician  | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,140<br>50,140<br>48,670<br>48,670<br>48,670<br>48,670<br>44,237<br>44,237<br>44,237<br>44,171<br>43,561 | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130<br>45,565<br>45,496<br>44,868                     | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634<br>46,931<br>46,931<br>46,861<br>46,214           | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,788<br>53,183<br>53,183<br>53,183<br>48,339<br>48,339<br>48,339<br>48,267<br>47,600          | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>56,437<br>54,779<br>54,779<br>54,779<br>49,790<br>49,790<br>49,715<br>49,028 |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator Senior Water Operator Code Enforcement Officer II Mechanic Public Works Counter Technician Secretary to the City Manager  | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,140<br>50,040<br>48,670<br>48,670<br>48,670<br>44,237<br>44,237<br>44,237<br>44,237<br>44,237<br>44,244 | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130<br>50,130<br>45,565<br>45,496<br>44,868<br>43,923 | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634<br>46,931<br>46,931<br>46,861<br>46,214<br>45,241 | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,718<br>53,183<br>53,183<br>53,183<br>48,339<br>48,339<br>48,339<br>48,67<br>47,600<br>46,598 | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>54,779<br>54,779<br>54,779<br>54,779<br>49,790<br>49,715<br>49,028<br>47,996 |
| Associate Planner Management Analyst Public Works Coordinator Assistant Planner Associate Civil Engineer Information Systems Analyst Engineering Technician Human Resources Technician Code Enforcement Supervisor Building Permit Coordinator Conservation Specialist Building Inspector II Junior Engineer Animal Control Supervisor Customer Service Supervisor GIS Coordinator Senior Water Operator Code Enforcement Officer II Mechanic Public Works Counter Technician  | 62,090<br>57,639<br>58,878<br>56,900<br>51,910<br>50,817<br>51,571<br>50,485<br>51,571<br>50,140<br>50,140<br>50,140<br>50,140<br>48,670<br>48,670<br>48,670<br>48,670<br>44,237<br>44,237<br>44,237<br>44,171<br>43,561 | 63,953<br>59,368<br>60,644<br>58,607<br>53,467<br>52,342<br>53,118<br>52,000<br>53,118<br>51,644<br>51,577<br>50,130<br>50,130<br>50,130<br>45,565<br>45,496<br>44,868                     | 65,872<br>61,149<br>62,464<br>60,365<br>55,071<br>53,912<br>54,712<br>53,560<br>54,712<br>53,193<br>53,193<br>53,124<br>51,634<br>51,634<br>51,634<br>46,931<br>46,931<br>46,861<br>46,214           | 67,848<br>62,983<br>64,338<br>62,176<br>56,723<br>55,529<br>56,353<br>55,167<br>56,353<br>54,789<br>54,788<br>53,183<br>53,183<br>53,183<br>48,339<br>48,339<br>48,339<br>48,267<br>47,600          | 69,883<br>64,873<br>66,268<br>64,041<br>58,425<br>57,195<br>58,043<br>56,822<br>58,043<br>56,433<br>56,433<br>56,433<br>56,437<br>54,779<br>54,779<br>54,779<br>49,790<br>49,790<br>49,715<br>49,028 |

|   | Step A | Step B | Step C | Step D | Step E |
|---|--------|--------|--------|--------|--------|
| tadium Head Groundskeeper                       | 42,284 | 43,552 | 44,859 | 46,204 | 47,591 |
| andscape Maintenance District Groundskeeper     | 42,284 | 43,552 | 44,859 | 46,204 | 47,591 |
| Building/Planning Counter Technician            | 41,306 | 42,545 | 43,822 | 45,136 | 46,490 |
| Aanagement Assistant                            | 40,437 | 41,650 | 42,899 | 44,186 | 45,512 |
| Administrative Aide-Information Systems Tech II | 40,574 | 41,791 | 43,045 | 44,336 | 45,666 |
| accounting Technician                           | 38,923 | 40,090 | 41,293 | 42,532 | 43,808 |
| ode Enforcement Officer I                       | 38,470 | 39,624 | 40,812 | 42,037 | 43,298 |
| Deputy City Clerk                               | 37,505 | 38,630 | 39,789 | 40,982 | 42,212 |
| Vater Conservation Specialist                   | 37,505 | 38,630 | 39,789 | 40,982 | 42,212 |
| nimal Control Officer II                        | 36,662 | 37,762 | 38,895 | 40,062 | 41,263 |
| usiness License Inspector                       | 36,662 | 37,762 | 38,895 | 40,062 | 41,263 |
| ecreation Coordinator                           | 36,662 | 37,762 | 38,895 | 40,062 | 41,263 |
| Vater Operator III                              | 35,031 | 36,082 | 37,165 | 38,280 | 39,428 |
| ode Enforcement/Animal Control Technician II    | 34,607 | 35,645 | 36,715 | 37,816 | 38,951 |
| enior Administrative Assistant                  | 34,607 | 35,645 | 36,715 | 37,816 | 38,951 |
| ssistant to the City Clerk                      | 34,607 | 35,645 | 36,715 | 37,816 | 38,951 |
| ead Maintenance Worker                          | 34,607 | 35,645 | 36,715 | 37,816 | 38,951 |
| enior Account Clerk                             | 34,607 | 35,645 | 36,715 | 37,816 | 38,951 |
| nimal Control Officer I                         | 31,935 | 32,893 | 33,880 | 34,896 | 35,943 |
| Vater Operator II                               | 30,528 | 31,444 | 32,387 | 33,359 | 34,360 |
| Maintenance Worker III                          | 30,162 | 31,067 | 31,999 | 32,959 | 33,947 |
| ode Enforcement/Animal Control Technician I     | 30,162 | 31,067 | 31,999 | 32,959 | 33,947 |
| Vater Operator I                                | 26,645 | 27,444 | 28,267 | 29,115 | 29,989 |
| Naintenance Worker II                           | 26,328 | 27,118 | 27,931 | 28,769 | 29,632 |
| Custodian II                                    | 26,328 | 27,118 | 27,931 | 28,769 | 29,632 |
| account Clerk II                                | 26,328 | 27,118 | 27,931 | 28,769 | 29,632 |
| Administrative Aide-Information Systems Tech I  | 26,328 | 27,118 | 27,931 | 28,769 | 29,632 |
| Administrative Assistant II                     | 26,328 | 27,118 | 27,931 | 28,769 | 29,632 |
| roundskeeper                                    | 23,020 | 23,710 | 24,422 | 25,154 | 25,909 |
| Naintenance Worker I                            | 23,020 | 23,710 | 24,422 | 25,154 | 25,909 |
| Custodian I                                     | 23,020 | 23,710 | 24,422 | 25,154 | 25,909 |
| Account Clerk I                                 | 23,020 | 23,710 | 24,422 | 25,154 | 25,909 |
| Administrative Assistant I                      | 23,020 | 23,710 | 24,422 | 25,154 | 25,909 |
| Recreation Aide                                 | 21,447 | 22,090 | 22,753 | 23,436 | 24,139 |

#### CITY OF ADELANTO

#### LANDSCAPE MAINTENANCE DISTRICT GROUNDSKEEPER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

#### DEFINITION:

Under direction, prepares and maintains landscape throughout the City which includes all housing track which pay LMD fees and unincorporated LMD areas. Oversees reviews and performs work activities and duties to maintain the landscape to a professional standard and performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

The LMD Groundskeeper is an advanced journey level class responsible for a wide variety of maintenance and construction tasks related to the City's LMD areas. Incumbents perform skilled work in the maintenance and repair of landscape and maintenance, of the LMD areas including irrigation systems. This classification is distinguished from the next lower classification of maintenance worker by the difficulty and complexity of assignments related to landscape and maintenance responsibilities.

#### SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Superintendent. Exercises technical and functional supervision over assigned maintenance staff and or work release program in the City.

## ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Leads, oversees, reviews, and performs the work of staff responsible for maintenance, repair, construction, and installation work in LMD areas, develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Oversees and maintains the LMD areas, mowing, maintaining plants, trees, shrubs, irrigation, sprinklers, drip systems, valves and timers.
- Assists the Public Works Superintendent with evaluating service and equipment needs and in
  developing work methods and procedures. Assists in prioritizing requests for service and scheduling
  work; assists in the development of plans to meet future service needs.
- Oversees and inspects, the maintenance activities including minor electrical use of hand tools, chain saws, trimmers, mowers and other tools as needed.
- Oversees the replacement, aerating, fertilizing, and top dressing of sod, and irrigation system repair and operation; sprays pesticides and herbicides as appropriate.

- Operates a variety of equipment, including cushman vehicles, generators, and a variety of power and hand tools; identifies and responds to LMD maintenance problems; operates trucks.
- Oversees the operation of equipment and/or machinery, including mowers, cushman vehicles, tractors, power tools, and equipment; ensures adherence to safe work methods, procedures, and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- Investigates service requests and complaints made by the public; works with appropriate City staff to
  resolve issues; explains priorities, programs, and policies to the public when required; responds to
  emergency calls from the public and other agencies and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated
  with assigned duties; evaluates assigned work projects; estimates time, materials, and equipment
  necessary for the successful completion of the project; acquires necessary resources as is appropriate;
  prepares and maintains records of labor, equipment, and material used; writes reports and
  correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local
  agencies, City management and staff, and the public.

# PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more are also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

#### Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an LMD Groundskeeper. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in maintenance of professional landscape areas, or related work, and a high school diploma or equivalent.

#### License/Certificate:

Possession of a valid class C California driver's license. Possession of, or ability to obtain, a Herbicide and Pesticide Applicator's Certificate issued by the State of California.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

### Knowledge of:

Modern practices, techniques, and materials used in maintenance, construction, mechanics, and repair of LMD operational characteristics of specialized maintenance tools and equipment; principles and practices of irrigation design, operation, maintenance, and repair; methods and techniques of supervision, training, and motivation; principles and practices of project design and cost estimating; basic principles of contract supervision; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and procedures for applying herbicides and pesticides; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

#### Ability to:

Oversee and perform maintenance, repair, and installation of LMD areas and operate a variety of tools and equipment used in professional landscape keeping; estimate time and materials for completion of projects; read and interpret blueprints, diagrams, and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks, hydraulic lifts, and maintenance equipment; plan, organize, and direct the work of subordinate, and other staff. Work independently and as part of a team to make sound decisions work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

#### Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, mowers, tools, and materials; operate an office computer and applicable software.