



City of Villa Park

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MEMORANDUM

DATE: April 8, 2015

TO: Jarad Hildenbrand, City Manager
Honorable City Council

FROM: Michelle Danaher, Finance Director *MD*

SUBJECT: 2015/2016 BUDGET ASSUMPTIONS

In order to assist the Committee in following the logic of this year's budget document, staff has outlined below the significant assumptions that were used to prepare the **DRAFT** 2015-16 Budget:

- Management has **assumed the following items** in this budget document:
 1. Salaries and benefits are usually allocated across every department; therefore, because the budget is a cumbersome document, salaries **have not been** included in the **department budgets**.
 2. Salaries are instead included in **aggregate** on page 1 of this Draft Budget document.
 3. Salaries are also awaiting a recommendation from the Human Resources Committee & Budget Finance Committee; therefore, an across the board 5% increase to salary and benefit totals is **assumed**.

GENERAL FUND:

Revenues:

Overall, staff is assuming approximately \$56,700 less in General Fund revenues for Fiscal Year (FY) 2015-16. A few reasons for the downturn is attributed to the unpredictable fluctuation in the property tax in-lieu of sales tax (aka Triple Flip) true-up payment, and decrease in building activity. In FY 2014-15 the Triple Flip true-up payment was approximately \$30,000 more than its five year average. In FY 2015-16, the true-up is conservatively budgeted at its five year average, excluding the anomaly in FY 2014-15. Per the Building Inspector, the building trend for FY 2015-16 is anticipated to slow down as homeowners are being conservative with their improvements, as they await the next political environment.

Page 2 – It is the City of Villa Parks' philosophy to conservative budget the property tax revenue, as it makes up over 70% of the City's revenue. For the FY 2015-16 a flat projection in property taxes is conservatively assumed.

Page 2 – Per the State of California, Sales Tax is anticipated to increase 5.9%. However, in FY 2014-15 the City received an unusually large Triple Flip true-up payment, which skewed the trending in revenue. Staff assumed a reduction for the anomaly in the true-up payment and assumed a minor increase in sales tax as a percentage of the anticipated increase at the State level.

Page 10 – In FY 2014-15 the City completed the rewiring of City Hall for cable TV access. The savings recognized in FY 2015-16 is \$5,500.

Page 11 – The OCSD contract increased by 6.2% for FY 2014-15 as a result of an increase in salaries and impact of new Field Training Bureau, for an approximate increase of \$77,000.

Page 12 – In FY 2014-15 the City contracted with Engineering Solution Systems to create a Local Hazardous Mitigation Plan and update our Emergency Operations Plan for \$18,000. The cost savings of \$18,000 will be realized in FY 2015-16.

Page 14 – In FY 2014-15 the City purchased trail trash cans, approximately \$2,400. This cost savings of \$2,400 will be realized in FY 2015-16.

Page 14 – The City Council approved the sale of Safe and Sane Fireworks, which results in additional expenditures for street sweeping, a cost of approximately \$1,600.

Page 14 – In FY 2014-15 the City alleviated several community complaints and safety issues by increasing the tree trimming. In FY 2015-16 a cost savings of \$9,600 will be realized.

Page 14 – Per Council direction, in FY 2014-15 an additional traffic stripping project was performed around the Serrano Elementary to alleviate some of the City's traffic issues. A cost savings of \$12,200 will be realized in FY 2015-16.

Page 15 – In FY 2014-15 the City updated many of the City street signs to be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) retro reflectivity requirements. This process of updating the street signs will continue in FY 2015-16.

Page 15 – The City's MOE is \$297,227, so that is the minimum General Fund goal for each year. In FY 2015-16 the City is utilizing more of the special project funding for the City's annual pavement rehabilitation project as its MOE is met through other General Fund sources this year.

Page 16 – In FY 2014-15 the City installed Phase II of the catch basins within the City storm drains. Both Phases of the catch basins require cleaning. The City will contract out for cleaning approximately \$30,000.

Page 20 – Nuisance abatement is a last resort expense that is rarely used, however, in FY 2015-16 staff conservatively budgeted \$5,000.

Page 21 – In FY 2015-16, staff budgeted \$3,000 for grant writing.

OTHER FUNDS:

Revenues:

Page 3 – Per the California Local Government Finance Almanac, the City's HUTA 2103 apportionment is projected to decrease by 24% or \$44,000 as a direct result of the true-up adjustment for actual transportation fuels sold.

Page 3 – As of this draft budget date, the City is only slated to receive the OCTA Environmental Clean-up Program Tier II reimbursement in FY 2015-16 for \$200,000.

RESERVE FUNDS:

Management has made the following assumptions for Reserves:

	Amount of Reserve
<i>General Fund Reserves:</i>	
General Fund Undesignated Reserve	\$1,400,000
<i>General Fund Designated Reserves:</i>	
Vehicle Replacement Reserve	\$30,000
Infrastructure Replacement Reserve	\$110,000
VPTV Capital Improvements Reserve	\$12,000
Accrued Leave Reserve	\$30,000
CJPIA Retro. Deposit Repayment Reserve	\$45,000
Capital Improvement Reserve	\$155,000
Total General Fund Reserves	\$1,782,000
<i>Assessment District Fund Reserves:</i>	
Sewer Pump Reserve	\$15,000
<i>City Sewer Improvements Fund Reserves:</i>	
Sewer Conditioning TV Monitoring Reserve	\$120,000
Sewer Master Plan Update Reserve	\$21,000
Total City Sewer Improvements Fund Reserves	\$141,000
<i>CLEEP Fund Reserves:</i>	
800Mhz CCCS Migration Reserve	\$20,000

The amount of General Fund undesignated reserve will increase by \$100,000, which is well above the requirements stated in the Reserve Policy contained in Resolution 2010-3123, adopted in June 2010 by the City Council. This policy required that reserves be increased annually by the amount of interest earnings realized on the City's long-term investment portfolio in the prior fiscal year.

In addition to the 9% increase in reserves (approximately \$155,500), staff anticipates that we will have \$664,325 in unappropriated General Fund balance on June 30, 2015. This is \$266,000 below the unappropriated fund balance that existed in the prior year plus the 9% in reserves. Staff diligently researched areas to streamline work within the City and increase City reserves; however, some City policy changes have reduced the revenue stream for the City.

The City's General Fund reserves equal approximately 66% of operational expenditures and are very healthy; most local government finance professionals would recommend reserves of at least 15-20%. However, the Council should be aware that any new, significant General Fund projects would need to be deferred until the economy recovers and revenues grow, or grants or other funds can be identified.

**Fund Balance Summary
FY 2014-2015**

General Fund - 01	Street Improvements Fund - 01a	Gas Tax Fund - 02	Aid to Cities Fund - 03	Traffic Safety Fund - 04	Local Sales Tax Fund - 05	Assessment District Fund - 06	Capital Improvements Fund - 07	AQMD Fund - 08	COPS Fund - 09	City Sewer Improvements Fund - 11	CLEEP Fund - 12	SUMMARY
2,754,625	114,276	56,468	5,714	4,444	11,285	51,282	(196,206)	25,095	112,575	468,576	44,183	3,452,317
(2,892,200)	-	(183,100)	5,100	(13,700)	70,100	14,100	329,800	7,100	100,100	415,000	100	4,030,400
(2,865,700)	-	(50,000)	(5,000)	(12,000)	-	(8,500)	(200,000)	-	(104,000)	(545,700)	(13,100)	(3,804,000)
2,781,125	114,276	189,568	5,814	6,144	81,385	56,882	(66,406)	32,195	108,675	337,876	31,183	3,678,717
2,835,500	-	(139,100)	5,100	12,800	73,500	14,106	200,100	7,100	100,100	415,000	100	3,902,506
(2,084,800)	-	(226,700)	-	(12,700)	(154,400)	(23,100)	-	-	(121,200)	(378,000)	(8,300)	(3,009,200)
(632,000)	-	(80,500)	-	-	-	-	(378,500)	(15,000)	-	-	-	(632,000)
(453,500)	-	-	-	-	-	-	-	-	-	-	-	(927,500)
2,445,325	114,276	21,468	10,914	6,244	485	47,888	(244,806)	24,295	87,575	374,876	22,983	2,912,523

Ending Fund Balance from audited financial statements for the FYE 6/30/14
 Estimated revenues for FY 14/15
 Estimated expenditures for FY 14/15
 Est. FB at 6/30/15 available inclusive of reserves

Budget 15-16 revenues
 Budget 15-16 operating expenditures
 Estimated salary
 Budget 15-16 capital expenditures
 Est. Fund Balance at 6/30/16 inclusive of reserves

FUND BALANCE BREAKDOWN

Undesignated Reserves:	Reserve fund established by Council for FY 2015-2016
1,400,000	1,400,000
Designated Reserves:	
30,000	30,000
110,000	110,000
12,000	12,000
30,000	30,000
45,000	45,000
155,000	155,000
382,000	382,000
1,782,000	1,782,000
Available Fund Balance:	
664,325	664,325
114,276	114,276
21,468	21,468
10,914	10,914
6,244	6,244
485	485
32,888	32,888
(244,806)	(244,806)
24,295	24,295
87,575	87,575
233,876	233,876
2,983	2,983
954,523	954,523
Total Fund Balance:	
2,445,325	2,445,325
114,276	114,276
21,468	21,468
10,914	10,914
6,244	6,244
485	485
47,888	47,888
(244,806)	(244,806)
24,295	24,295
87,575	87,575
374,876	374,876
22,983	22,983
2,912,523	2,912,523

Vehicle replacement reserve
 Infrastructure replacement reserve
 VPTV capital reserve
 Accrued leave reserve
 C.J.P.I.A. retro deposit repayment reserve
 Capital improvement
 Sewer pump reserve
 Sewer conditioning TV monitoring reserve
 Sewer master plan update reserve
 800 Mhz CCCS Migration reserve
 Estimated designated reserves at 6/30/16

Total reserves at 6/30/16
 Est. available Fund Balance at 6/30/16
 Est. Fund Balance at 6/30/16 inclusive of reserves

SUMMARY OF REVENUES

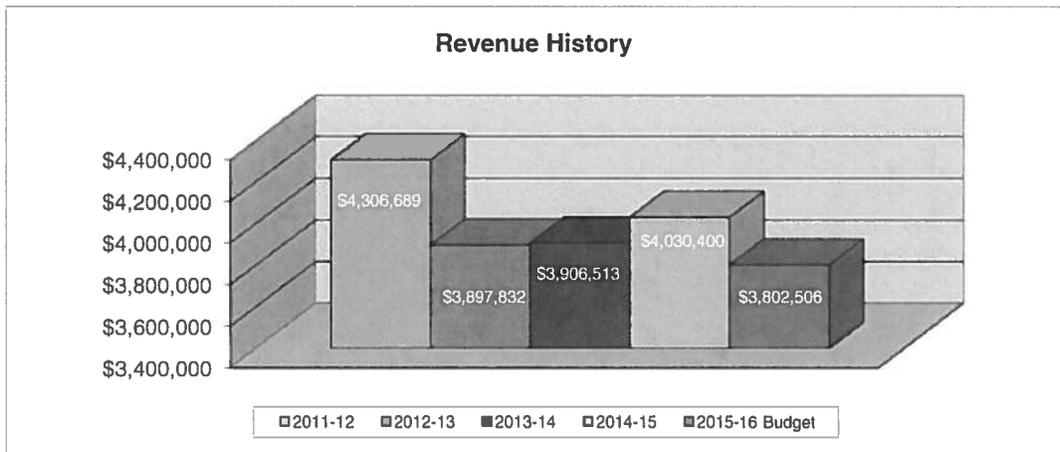
Account	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Est. Actual	2015-16 Budget	
<u>GENERAL FUND - 01</u>							
<u>Taxes</u>							
3010 Secured - Property Tax(Suppl/Pub Util)	\$ 1,361,504	1,411,731	1,502,916	1,429,700	1,429,700	1,429,700	1
3020 Unsecured - Property Tax	55,043	51,202	53,671	49,700	50,000	50,000	1
3030 Prior Years Property Tax (Sec/Unsec)	22,508	20,665	16,039	15,200	15,200	15,200	1
3035 Prop Tax in lieu of VLF	456,720	468,604	496,391	480,500	480,500	480,500	1
3040 Interest/Penalties(Sec PY Pen)	7,517	5,727	4,682	3,900	4,000	4,000	1
3120 Sales & Use Tax	188,721	163,309	249,065	176,900	230,000	180,000	2
3121 Sales & Use Tax - Public S.(1/2 Cent)	54,120	58,620	61,066	56,700	57,000	57,700	2
3151 Business License Tax	29,824	30,009	32,983	32,000	31,000	31,000	
3160 Property Transfer Tax	26,680	57,492	40,101	42,200	45,000	45,000	
SUBTOTAL	2,202,637	2,267,359	2,456,914	2,286,800	2,342,400	2,293,100	
<u>Intergovernmental</u>							
3520 Other Local Agency	11,021	73,069	17,573	9,500	9,500	9,500	
3531 State Motor Vehicle Fees (VLF)	3,120	3,233	2,676	-	2,600	-	3
3536 State Homeowners Property Relief	10,133	11,695	11,499	11,000	11,000	11,000	
3539 Other State Revenues	2,769	644	-	-	-	-	
SUBTOTAL	27,043	88,641	31,748	20,500	23,100	20,500	
<u>Licenses & Permits</u>							
3140 Franchise Fees	228,368	239,342	243,188	227,000	246,000	249,000	
3210 Building Permits	82,646	116,574	141,734	148,600	130,000	123,000	4
3220 Miscellaneous Permits (sign, film, etc.)	2,049	2,042	2,817	2,200	1,500	2,000	
3280 Encroachment Permits	5,898	8,441	12,048	10,100	3,800	4,000	
3325 Fireworks Permits	-	-	5,000	3,000	3,000	3,000	
SUBTOTAL	318,961	366,399	404,787	390,900	384,300	381,000	
<u>Fines & Forfeitures</u>							
3302 Parking Citation Fees	16,519	13,176	16,798	14,600	14,300	14,000	
SUBTOTAL	16,519	13,176	16,798	14,600	14,300	14,000	
<u>Rental & Investment Income</u>							
3410 Investment Earnings	14,389	16,158	30,272	20,500	21,500	22,000	
SUBTOTAL	14,389	16,158	30,272	20,500	21,500	22,000	
<u>Charges for Services</u>							
3152 Business License Administration Fee	15,740	16,130	27,981	22,000	24,000	21,000	
3610 Zoning Fees	10,800	12,775	20,419	13,500	22,000	21,000	
3615 NPDES Fee	3,500	8,150	6,186	5,800	6,500	6,500	
3620 Grading Inspection/Issue Fees	-	820	2,508	1,700	2,000	2,000	
3625 Plan/Map Check Fees	-	700	-	500	500	500	
3626 Building Plan Check Fees	9,816	38,344	33,148	36,000	29,000	29,000	
3630 Sewer Acreage Fees	-	990	-	500	500	500	
3640 Administrative Service Fees	2,828	5,982	5,751	6,000	2,900	3,200	
3642 Plans/Specs	1,230	423	350	800	700	700	
SUBTOTAL	43,914	84,314	96,343	86,800	88,100	84,400	
<u>Miscellaneous</u>							
3900 Miscellaneous	34,848	31,996	28,231	15,000	8,000	10,000	
3902 City Council Chambers Support	7,195	7,068	8,350	8,200	10,000	10,000	
3908 Administrative Citations	217	1,007	300	1,000	500	500	
SUBTOTAL	42,260	40,071	36,881	24,200	18,500	20,500	
TOTAL GENERAL FUND REVENUES	2,665,723	2,876,118	3,073,743	2,844,300	2,892,200	2,835,500	

SUMMARY OF REVENUES

<i>Account</i>	<i>2011-12 Actual</i>	<i>2012-13 Actual</i>	<i>2013-14 Actual</i>	<i>2014-15 Budget</i>	<i>2014-15 Est. Actual</i>	<i>2015-16 Budget</i>
<u>GAS TAX FUND - 02</u>						
3410 Interest	228	373	230	100	100	100
3529 Section 2103	84,027	48,083	83,491	63,400	65,000	28,500
3534 Section 2105	28,996	34,995	41,458	29,200	38,000	36,000
3535 Section 2106	24,546	25,458	25,336	27,500	26,000	23,300
3536 Section 2107	42,818	43,452	44,112	35,800	52,000	49,200
3537 Section 2107.5	2,000	2,000	2,000	2,000	2,000	2,000
3950 Operating Transfer In	47,692	-	-	-	-	-
TOTAL GAS TAX REVENUES	230,307	154,361	196,627	158,000	183,100	139,100
<u>AID TO CITIES FUND - 03</u>						
3410 Interest	167	14	7	100	100	100
3535 Other State Grants	10,000	5,000	5,000	5,000	5,000	5,000
TOTAL AID TO CITIES REVENUES	10,167	5,014	5,007	5,100	5,100	5,100
<u>TRAFFIC SAFETY FUND - 04</u>						
3310 Motor Vehicle Code Fines	14,099	20,628	11,806	11,700	13,600	12,700
3410 Interest	14	29	9	100	100	100
TOTAL TRAFFIC SAFETY REVENUES	14,113	20,657	11,815	11,800	13,700	12,800
<u>MEASURE M - LOCAL SALES TAX FUND - 05</u>						
3132 Measure M Transportation	73,509	73,566	76,340	70,000	70,000	73,400
3410 Interest	113	114	85	100	100	100
TOTAL MEASURE M - LOCAL SALES TAX REVENUES	73,622	73,680	76,425	70,100	70,100	73,500
<u>ASSESSMENT DISTRICTS FUND - 06 (SEWER PUMP MAINTENANCE DISTRICT 1)</u>						
3110 Sewer Maintenance Assessments	14,006	14,006	14,006	14,000	14,000	14,006
3410 Interest	85	109	61	100	100	100
TOTAL ASSESSMENT REVENUES	14,091	14,115	14,067	14,100	14,100	14,106
<u>CAPITAL IMPROVEMENT FUND - 07</u>						
3410 Interest	282	157	-	100	100	100
3520 Other Agencies	112,628	17,830	-	297,000	97,000	200,000
3535 Other State Grants	706,121	209,617	-	232,700	232,700	-
TOTAL CAPITAL IMPROVEMENT REVENUES	819,031	227,604	-	529,800	329,800	200,100
<u>AIR QUALITY MANAGEMENT FUND - 08</u>						
3410 Interest	45	30	30	100	100	100
3532 AB 2766 AQMD	11,993	7,027	6,564	7,000	7,000	7,000
3950 Operating Transfers In	-	3,829	-	-	-	-
TOTAL AQMD REVENUES	12,038	10,886	6,594	7,100	7,100	7,100
<u>COPS FUND - 09</u>						
3410 Interest	284	293	174	100	100	100
3532 AB 3229 COPS/SLESF	100,000	100,000	103,157	100,000	100,000	100,000
TOTAL COPS REVENUES	100,284	100,293	103,331	100,100	100,100	100,100
<u>SEWER IMPROVEMENT FUND - 11 (CITY SEWER IMPROVEMENT & MAINTENANCE)</u>						
3410 Interest	727	1,381	346	300	300	300
3530 Sewer Improvement Fee	414,141	417,416	418,497	414,700	414,700	414,700
TOTAL SEWER IMPROVEMENT FUND REVENUES	414,868	418,797	418,843	415,000	415,000	415,000

SUMMARY OF REVENUES

Account	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Est. Actual	2015-16 Budget
<u>CLEEP FUND - 12</u>						
3410 Interest	137	136	61	100	100	100
TOTAL SEWER IMPROVEMENT FUND REVENUES	137	136	61	100	100	100
TOTAL ALL FUNDS (WITH TRANSFERS)	4,354,381	3,901,661	3,906,513	4,155,500	4,030,400	3,802,506
Less Operating Transfers	(47,692)	(3,829)	-	-	-	-
TOTAL FISCAL YEAR REVENUES	\$ 4,306,689	3,897,832	3,906,513	4,155,500	4,030,400	3,802,506

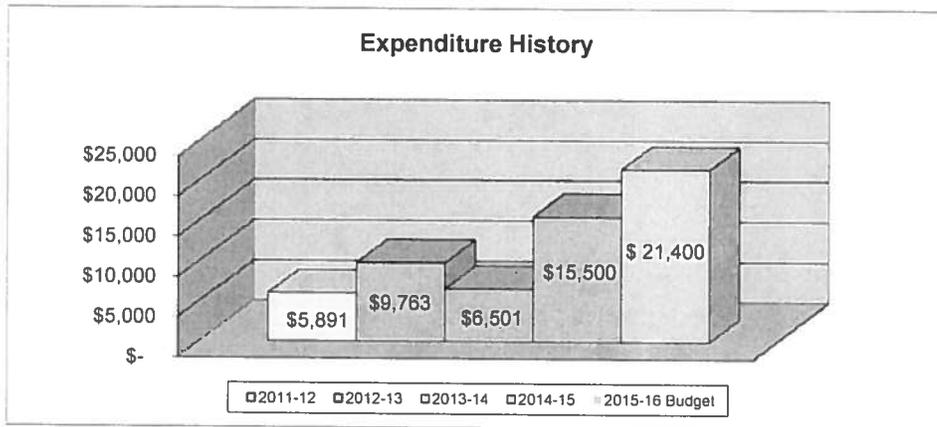


- It is the City of Villa Parks' philosophy to conservative budget the property tax revenue, as it makes up over 70% of the City's revenue. For the FY 2015-16 a flat projection in property taxes is conservatively assumed.
- Per the State of California, Sales Tax is anticipated to increase 5.9%. However, in FY 2014-15 the City received an unusually large Triple Flip true-up payment, which skewed the trending in revenue. Staff assumed a reduction for the anomaly in the true-up payment and assumed a minor increase in sales tax as a percentage of the anticipated increase at the State level.
- The City lost its State Motor Vehicle License Fees as the State has swapped this money to fund the COP program. In FY 2014-15, there was a close out payment that is not anticipated this year. This results in a reduction of revenue of \$2,600.
- Per the Building Inspector (and FY 2014-15 revenue recognized), building activity is slowing down, as homeowners are being conservative with their improvement projects as they await the next political environment. It is projected that building revenues will decrease approximately 5% from FY 2014-15, approximately \$7,000.
- Per the California Local Government Finance Almanac, the City's HUTA 2103 apportionment is projected to decrease by 24% or \$44,000 as a direct result of the true-up adjustment for actual transportation fuels sold.
- The City is only slated to receive the OCTA Environmental Clean-up Program Tier II reimbursement in FY 2015-16 for \$200,000.

Department
Administration
Division
4110 - City Council

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services (Council Support Staff)</u>							
4101	Salaries - Full Time	\$ -	-	-	-	-	-
4112	Salaries - Part Time	1,540	2,013	2,067	3,600	2,700	7
4132	Fringe Benefits - Part Time	534	659	1,197	900	900	7
	Total Personnel Services	2,074	2,672	3,264	4,500	3,600	-
<u>Maintenance and Operations</u>							
5105	Operating Supplies	832	2,140	774	2,000	3,900	900
5630	Development Seminars	613	1,100	120	3,500	3,500	3,500
5701	Travel & Meetings	2,372	3,851	2,343	4,500	4,500	17,000
	Total Maintenance and Operations	3,817	7,091	3,237	10,000	11,900	21,400
	Total Division Budget	\$ 5,891	9,763	6,501	14,500	15,500	21,400



7 Salaries reflected in page 1.

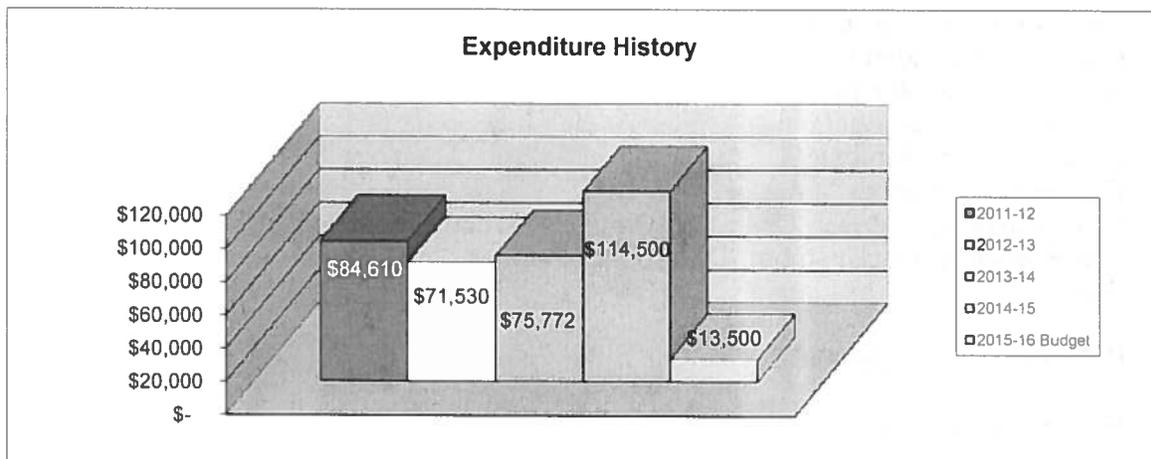
8 In FY 2014-15 three Council Members will be elected resulting in new business cards, name plates and photos for all of Council.

9 Total Development Seminars (5630) and Travel & Meetings (5701) are allocated in the amount of \$4,500 for the Mayor and \$3,500 for each of the other four Councilmembers.

Department
Administration
Division
4120 - City Manager

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget	
<u>Personnel Services</u>								
4101	Salaries - Full Time	\$ 42,082	40,129	48,325	50,500	50,500		7
4112	Salaries - Part Time	2,452	5,327	2,064	1,800	1,800		7
4131	Fringe Benefits - Full Time	19,646	13,073	20,865	51,200	51,200		7
4132	Fringe Benefits - Part Time	439	1,318	898	1,100	1,100		7
	Total Personnel Services	64,619	59,847	72,152	104,600	104,600	-	
<u>Maintenance and Operations</u>								
5105	Operating Supplies	369	314	8	400	300	300	
5390	Contractual Services	5,429	9,907	1,536	17,000	7,000	9,000	13
5394	Contractual Services-ICM	9,958	-	-	-	-	-	
5625	Dues & Publications	540	-	-	100	-	100	
5630	Development Seminars	1,542	-	625	600	-	1,500	
5701	Travel & Meetings	2,153	1,462	1,451	2,600	2,600	2,600	
	Total Maintenance and Operations	19,991	11,683	3,620	20,700	9,900	13,500	
	Total Division Budget	\$ 84,610	71,530	75,772	125,300	114,500	13,500	



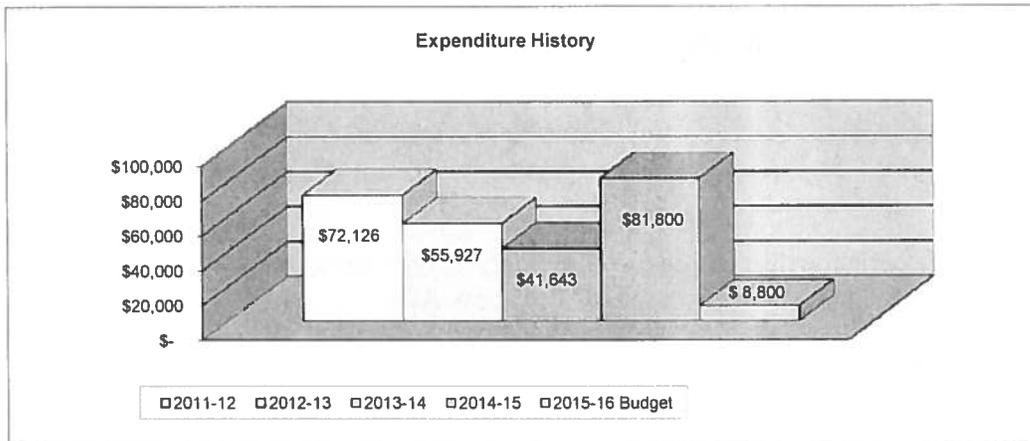
7 Salaries reflected in page 1.

13 In FY 2015-16, the City has budgeted for a GASB 68 valuation and a Sales & Use Tax audit consultant.

Department
Administration
Division
4130 - City Clerk

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4101	Salaries - Full Time	\$ 42,615	31,086	18,357	28,100	28,100	7
4112	Salaries - Part Time	4,187	8,465	5,080	7,100	7,100	7
4131	Fringe Benefits - Full Time	18,308	11,315	13,024	27,800	27,800	7
4132	Fringe Benefits - Part Time	1,013	2,197	1,796	4,200	4,200	7
Total Personnel Services		66,123	53,063	38,257	67,200	67,200	-
<u>Maintenance and Operations</u>							
5105	Operating Supplies	278	230	404	100	100	400
5108	Legal Notices/Recordings	560	789	1,684	1,000	500	900
5390	Contractual Svcs/Special	1,471	612	1,141	3,200	6,000	7,000 ¹⁴
5394	Contractual Services-ICM	3,319	-	-	-	-	-
5625	Dues & Publications	65	-	-	100	-	100
5630	Development Seminars	200	-	-	100	-	100
5701	Travel & Meetings	-	-	-	100	-	100
5810	Election Expenses	110	1,233	157	15,000	8,000	200 ¹⁵
Total Maintenance and Operations		6,003	2,864	3,386	19,600	14,600	8,800
<u>Capital Outlay</u>							
6502	Office Equipment & Furniture	-	-	-	1,000	-	-
Total Capital Outlay		-	-	-	1,000	-	-
Total Division Budget		\$ 72,126	55,927	41,643	87,800	81,800	8,800



⁷ Salaries reflected in page 1.

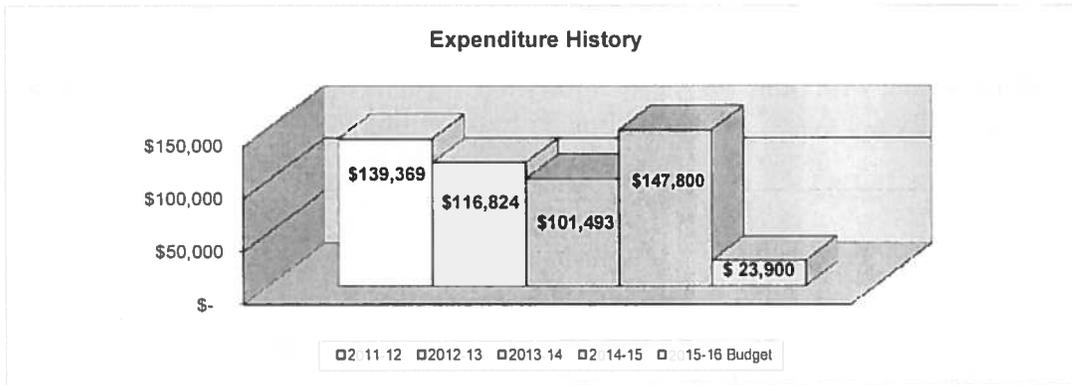
¹⁴ In FY 2015/16 the City will utilize a minutes' transcriptionist for the full fiscal year.

¹⁵ An election is held every two years, and FY 2015-16 is not an election year.

Department
Administration
Division
4140 - Finance

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4101	Salaries - Full Time	\$ 12,698	5,685	4,821	9,900	9,900	7
4112	Salaries - Part Time	73,329	71,823	55,499	64,600	64,600	7
4131	Fringe Benefits - Full Time	5,746	1,977	2,425	11,900	11,900	7
4132	Fringe Benefits - Part Time	19,265	17,797	15,560	39,200	39,200	7
Total Personnel Services		111,038	97,282	78,305	125,600	125,600	-
<u>Maintenance and Operations</u>							
5105	Operating Supplies	376	125	188	200	-	400
5110	Misc. Finance Charges	549	742	894	1,000	700	900
5301	Prof. Services - Audit	20,046	14,120	17,539	16,700	16,700	17,000
5390	Prof. Services - Payroll	2,445	1,890	1,728	1,800	1,800	1,800
5391	Contract Svcs - Software Spt.	1,756	1,764	1,885	2,200	2,200	2,500
5394	Contractual Services-ICM	1,659	-	-	-	-	-
5625	Dues & Publications	835	835	835	600	600	600
5630	Development Seminars	350	-	-	-	-	500
5701	Travel & Meetings	176	18	89	100	100	100
5820	Interest Expense	139	48	30	100	100	100
Total Maintenance and Operations		28,331	19,542	23,188	22,700	22,200	23,900
Total Division Budget		\$ 139,369	116,824	101,493	148,300	147,800	23,900



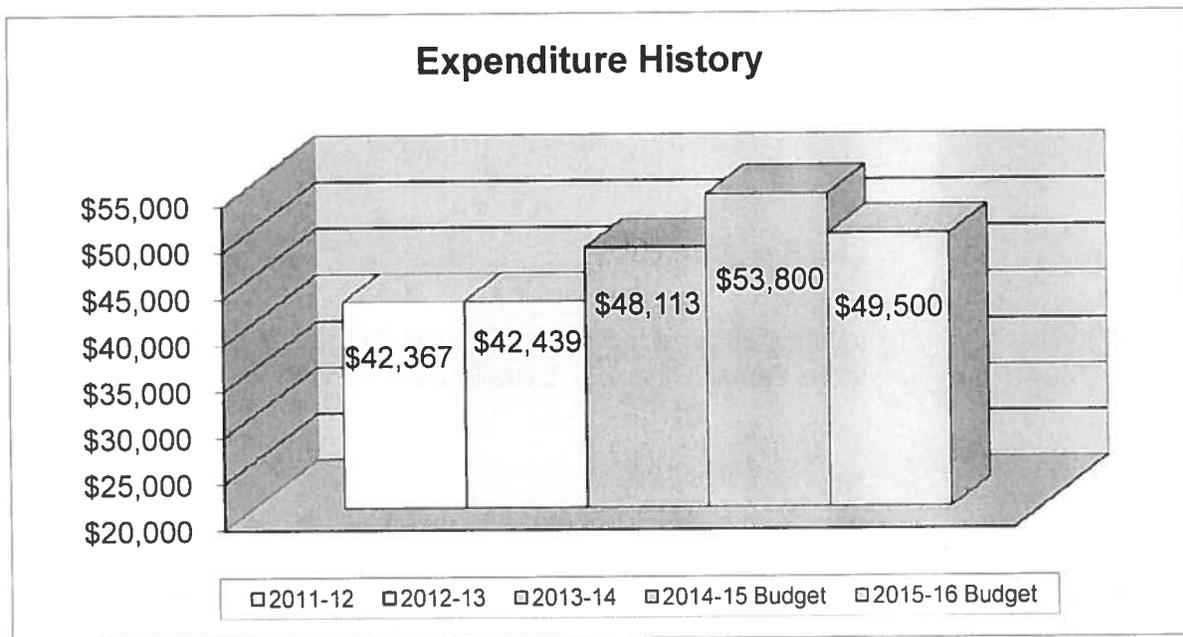
7 Salaries reflected in page 1.

16 Finance Director attends California Society of Municipal Finance Officers (CSMFO) conference when it is local. In FY 2015-16 it is located in Southern California.

Department
 Administration
Division
 4150 - City Attorney

Funding Sources
 General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<i>Maintenance and Operations</i>							
5303	Legal Services	\$ 41,767	41,791	44,623	44,700	44,800	45,000
5340	Other Legal Services	600	648	3,490	7,000	9,000	4,500
Total Maintenance and Operations		42,367	42,439	48,113	51,700	53,800	49,500
Total Division Budget		\$ 42,367	42,439	48,113	51,700	53,800	49,500

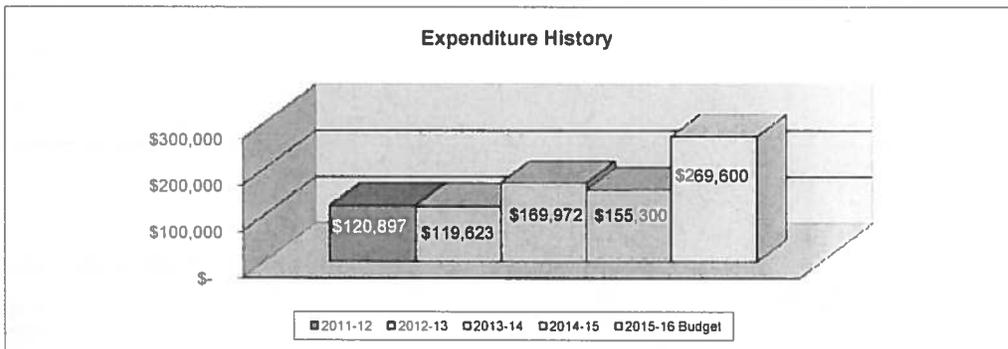


¹⁷ In FY 2014-15, the City had several unique inquiries to City Counsel regarding extraordinary situations (i.e. PERS, Foundation, easements, etc.).

Department
Administration
Division
4170 - Support Services

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Maintenance and Operations</u>							
General Fund - 01							
5105	Operating Supplies	\$ 5,090	4,530	4,707	5,300	5,300	4,800
5107	Postage	2,138	1,627	1,574	1,500	1,400	1,500
5210	Maintenance/Office Equip.	3,998	4,274	4,253	4,100	4,100	4,000
5322	Animal Control Services	-	544	12,803	14,000	13,000	13,000
5323	City Newsletter	658	439	-	1,000	1,000	1,000
5346	Cable TV - Contract Svcs	7,225	7,640	6,884	7,600	7,600	8,500
5347	Info/Tech Support	8,139	7,649	10,662	10,000	10,000	21,400 ¹⁸
5348	Cable TV-Miscellaneous Supp	40	46	340	500	200	200
5350	Website Maintenance/Dev.	2,100	1,890	897	2,900	2,900	2,000
5368	Community Programs	10,000	-	-	-	-	-
5403	Property Tax Admin. Fee	21,632	18,619	19,498	19,000	19,000	19,500
5405	Insurance - P.L./P.D.	50,243	54,425	79,937	55,800	56,600	88,500 ¹⁹
5410	Budgeted Contingency	-	-	-	4,900	-	84,000 ²⁰
5625	Dues & Publications	8,804	3,925	5,913	10,200	10,200	10,500
5801	Miscellaneous	830	557	10,015	1,000	500	700
Total Maintenance and Operations		120,897	106,165	157,483	137,800	131,800	259,600
<u>Capital Outlay</u>							
General Fund - 01							
6100	Computer Equipment	-	4,645	2,139	13,000	13,000	5,000 ²¹
6103	Cable TV Equipment	-	8,813	10,350	11,000	10,500	5,000 ²²
Total Capital Outlay		-	13,458	12,489	24,000	23,500	10,000
Total Division Budget		\$ 120,897	119,623	169,972	161,800	155,300	269,600

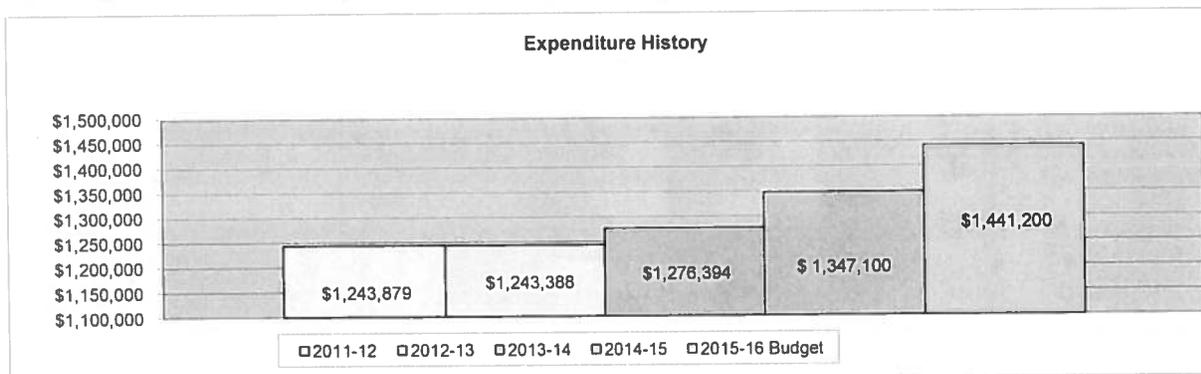


- ¹⁸ The City entered into a new contract with Synoptek for IT services, \$15,600 per year.
- ¹⁹ The California Joint Powers Insurance Authority's (CJPIA) actuary recalculated the City's retrospective deposit balance owed in FY 2014-15, and the City received a refund of \$32,006, eliminating the City payment due on 7/1/14. However, this retrospective payment of \$32,000 is anticipated for FY 2015-16. This will increase sewer overhead by approximately \$3,000.
- ²⁰ Per City Council direction, a significant budget contingency needs to be up for the City Manager to have flexibility to complete the tasks given by Council. A 3% (of FY 2014-15 estimated general fund expenditures) budget contingency has been set up for FY 2015-16. This is an increase of approximately \$80,000.
- ²¹ In FY 2014-15 the City upgraded its network.
- ²² In FY 2014-15 the City completed the rewiring of City Hall for cable TV access.

Department
Public Safety
Division
4210 - Law Enforcement

Funding Sources
General Fund - 01
Traffic Safety Fund - 04
COPS Fund - 09
CLEEP Fund - 12

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Maintenance and Operations</u>							
General Fund - 01							
5105	Office Supplies	\$ 139	158	385	200	300	400
5335	Cont. Services - General Law	1,095,109	1,111,479	1,131,664	1,198,200	1,198,200	1,278,700 ²³
5336	Cont. Services - Crossing Gd.	15,800	9,400	9,500	11,500	11,500	11,000 ²³
5339	Cont. Services - Parking	5,332	5,233	5,555	5,000	4,500	5,300
5340	Miscellaneous Equip. Costs	4,056	3,683	4,019	4,500	3,500	3,600
		<u>1,120,436</u>	<u>1,129,953</u>	<u>1,151,123</u>	<u>1,219,400</u>	<u>1,218,000</u>	<u>1,299,000</u>
Traffic Safety Fund - 04							
5335	Cont. Services - General Law	13,100	18,000	11,816	12,000	12,000	12,700 ²³
COPS (Supplemental Law Enforcement Services) Fund - 09							
5337	Cont. Services - Supplemental	97,245	89,503	105,013	103,000	104,000	116,200 ²⁴
5338	Directed/Special Assignment	5,990	-	-	5,000	-	5,000
5340	Misc. Equipment Costs	231	-	-	-	-	-
		<u>103,466</u>	<u>89,503</u>	<u>105,013</u>	<u>108,000</u>	<u>104,000</u>	<u>121,200</u>
CLEEP (California Law Enforcement Equipment Program) Fund - 12							
5340	Misc. Equipment Costs	6,877	5,203	4,218	6,200	6,200	8,300 ²⁵
	Total Maintenance and Operations	<u>1,243,879</u>	<u>1,242,659</u>	<u>1,272,170</u>	<u>1,345,600</u>	<u>1,340,200</u>	<u>1,441,200</u>
<u>Capital Outlay</u>							
CLEEP (California Law Enforcement Equipment Program) Fund - 12							
6100	Equipment	-	729	4,224	6,900	6,900	- ²⁶
	Total Capital Outlay	<u>-</u>	<u>729</u>	<u>4,224</u>	<u>6,900</u>	<u>6,900</u>	<u>-</u>
	Total Division Budget	<u>\$ 1,243,879</u>	<u>1,243,388</u>	<u>1,276,394</u>	<u>1,352,500</u>	<u>1,347,100</u>	<u>1,441,200</u>



²³ In FY 2015-16 the OCSD costs increased by 6.2%.

²⁴ OCSD just confirmed that summer school is at Villa Park High School again, the added 220 hours adds an additional \$15,400 to the School Resource Officer (SRO) costs for FY 2015-16.

²⁵ In FY 2015-16, the City will begin paying on the new 800 MHz CCCS Next Generation partnership costs approximately \$1,500.

²⁶ In FY 2014-15, the City purchased a Red Hot Radio for half price, the realized savings in FY 2015-16 is \$6,900.

Department
 Public Safety
Division
 4215 - Emergency Preparedness

Funding Sources
 General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Maintenance and Operations</u>							
5105	Operating Supplies	\$ 58	-	576	200	-	400
5390	Contractual Services	-	-	-	18,000	18,000	-
Total Maintenance and Operations		58	-	576	18,200	18,000	400
Total Division Budget		\$ 58	-	576	18,200	18,000	400

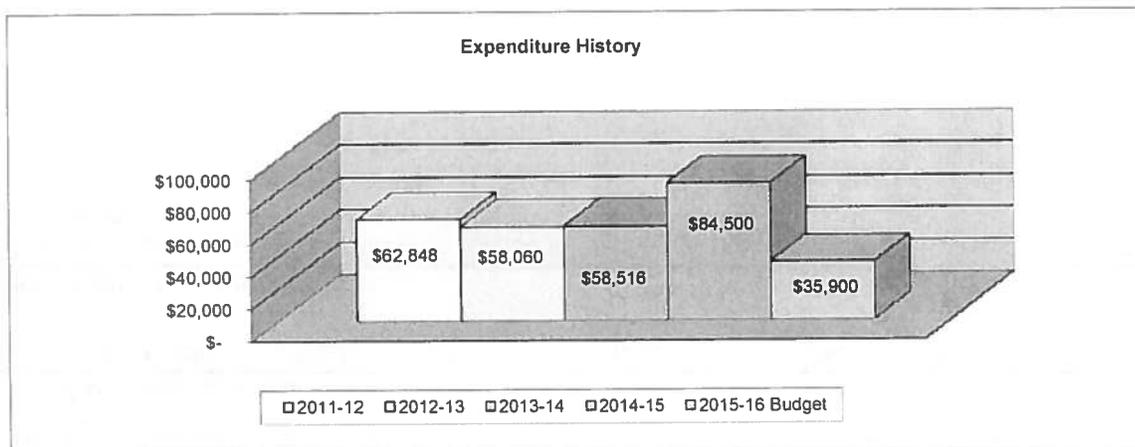
27

27 In FY 2014-15 the City contracted with Engineering Solution Systems to create a Local Hazardous Mitigation Plan and update our Emergency Operations Plan.

Department
Public Works
Division
4315 - Civic Center

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4101	Salaries - Full Time	\$ 17,888	17,827	17,177	20,400	20,400	7
4112	Salaries - Part Time	1,135	2,379	1,412	1,800	1,800	7
4131	Fringe Benefits - Full Time	8,632	9,228	9,423	22,000	22,000	7
4132	Fringe Benefits - Part Time	346	659	599	1,100	1,100	7
Total Personnel Services		28,001	30,093	28,611	45,300	45,300	-
<u>Maintenance and Operations</u>							
5105	Operating Supplies	2,363	1,298	2,755	2,300	2,300	2,000
5201	Building Maintenance	5,813	2,597	3,358	4,500	4,500	3,700
5320	Chamber Maintenance	1,079	1,266	334	500	100	400
5390	Custodial Services	5,539	4,776	4,311	6,300	6,300	5,900
5394	Contract Services-ICM	576	-	-	-	-	-
5501	Telephone Utilities	2,202	1,642	1,458	1,600	1,500	1,800
5505	Electric Utilities	16,336	15,338	16,616	19,400	17,600	17,800
5520	Gas Utilities	435	423	530	400	500	500
5530	Water Utilities	504	627	543	400	400	300
Total Maintenance and Operations		34,847	27,967	29,905	35,400	33,200	32,400
<u>Capital Outlay</u>							
6100	Office Equipment & Furniture	-	-	-	6,500	6,000	3,500 ²⁸
Total Capital Outlay		-	-	-	6,500	6,000	3,500
Total Division Budget		\$ 62,848	58,060	58,516	87,200	84,500	35,900



⁷ Salaries reflected in page 1.

²⁸ In FY 2014-15 the City replaced the carpeting throughout City Hall; and in FY 2015-16 the City will replace the Council Chambers.

Department
Public Works
Division
4320-Public Works General

Funding Sources
General Fund - 01
Aid to Cities Fund - 03
AQMD Fund - 08

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget	
<u>Personnel Services</u>								
General Fund - 01								
4101	Salaries - Full Time	\$ 64,254	68,873	62,006	64,200	64,200		7
4112	Salaries - Part Time	1,135	2,379	1,413	1,800	1,800		7
4131	Fringe Benefits - Full Time	32,029	32,737	33,455	72,000	72,000		7
4132	Fringe Benefits - Part Time	209	659	598	1,200	1,200		7
		<u>97,627</u>	<u>104,648</u>	<u>97,472</u>	<u>139,200</u>	<u>139,200</u>	<u>-</u>	
Aid to Cities Fund - 03								
4101	Salaries - Full Time	5,000	5,000	5,000	5,000	5,000		
		<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	
	Total Personnel Services	102,627	109,648	102,472	144,200	144,200	-	
<u>Maintenance and Operations</u>								
General Fund - 01								
5105	Operating Supplies	9,737	6,426	8,181	5,700	5,700	6,000	
5115	Uniform Expense	849	365	591	700	700	700	
5205	Vehicle Operation/Maint.	14,234	12,653	13,348	14,000	14,000	13,500	
5210	Equipment Maintenance	787	1,848	921	1,900	1,900	1,900	
5215	Traffic Signal Maint	9,507	9,177	7,986	10,000	10,000	10,000	
5220	Equipment Rental	-	-	327	100	-	100	
5225	Recreational Trail Maint.	1,402	591	2,762	3,400	3,400	2,000	29
5309	Street Sweeping	17,709	-	-	-	-	1,600	30
5370	Weed Abatement	350	-	300	500	-	500	
5371	Tree Trimming/Spraying	25,650	23,930	27,255	24,000	35,600	26,000	31
5372	Traffic Striping	11,486	566	2,750	21,200	27,200	15,000	32
5380	Landscape Maintenance	23,000	23,000	20,983	29,500	29,500	30,500	
5394	Contractual Services-ICM	664	-	-	-	-	-	
5505	Electric Utilities	6,068	6,421	6,470	6,000	6,100	6,300	
5530	Water Utilities	32,988	30,932	45,686	50,000	29,000	29,000	
		<u>154,431</u>	<u>115,909</u>	<u>137,560</u>	<u>167,000</u>	<u>163,100</u>	<u>143,100</u>	
AQMD Fund - 08								
5210	Equipment Maintenance	-	-	-	1,000	-	-	
	Total Maintenance and Operations	154,431	115,909	137,560	168,000	163,100	143,100	
<u>Capital Outlay</u>								
General Fund - 01								
6200	Equipment & Repairs	208	347	358	500	300	500	
6202	Equipment Replacement	1,130	355	399	500	-	500	
6300	Vehicle Replacement	24,615	-	22,565	-	-	-	
6301	Roadway, Fence, & Wall	4,193	2,949	12,236	2,000	1,000	2,000	
		<u>30,146</u>	<u>3,651</u>	<u>35,558</u>	<u>3,000</u>	<u>1,300</u>	<u>3,000</u>	
AQMD Fund - 08								
6202	Equipment Replacement	816	-	-	-	-	-	
6203	School Site Traffic Improvement	16,041	4,375	-	-	-	-	
		<u>16,857</u>	<u>4,375</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
	Total Capital Outlay	47,003	8,026	35,558	3,000	1,300	3,000	
	Total Division Budget	\$ 304,061	233,583	275,590	315,200	308,600	146,100	

7 Salaries reflected in page 1.

29 In FY 2014-15 the City purchased trail trash cans, approximately \$2,400.

30 In FY 2014-15 the City Council approved Safe and Sane Fireworks. This will generate two days worth of street sweeping.

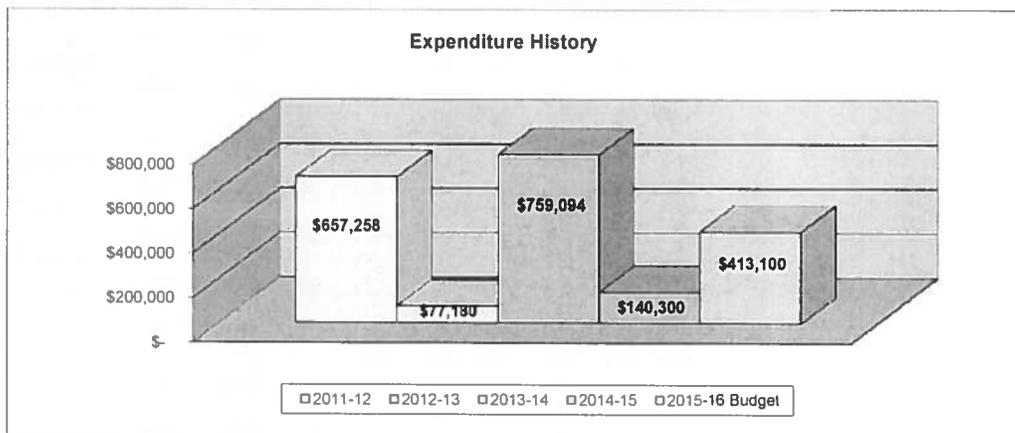
31 In FY 2014-15 the City alleviated several community complaints and safety issues by increasing the tree trimming.

32 Per Council direction, in FY 2014-15 an additional traffic stripping project was performed around the Serrano Elementary to alleviate some of the City's traffic issues.

Department
Public Works
Division
4340 - Street Maintenance

Funding Sources
General Fund - 01
Gas Tax Fund - 02
Aid to Cities Fund - 03
Measure M - Local Sales Tax Fund - 05

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget	
Personnel Services								
General Fund - 01								
4101	Salaries - Full Time	\$ 16,847	17,696	16,003	17,600	17,600		7
4131	Fringe Benefits - Full Time	7,589	9,008	9,034	19,900	19,900		7
Total Personnel Services		24,436	26,704	25,037	37,500	37,500	-	
Maintenance and Operations								
General Fund - 01								
5105	Operating Supplies	4,105	5,220	15,861	20,000	20,000	12,000	33
5374	Sidewalk Repair	-	20,000	20,000	20,000	20,000	20,000	
5376	Pavement Rehabilitation	133,731	18,637	182,496	125,000	12,800	-	34
5382	Rule 20A Underground Utilities	5,000	-	-	-	-	-	
		<u>142,836</u>	<u>43,857</u>	<u>218,357</u>	<u>165,000</u>	<u>52,800</u>	<u>32,000</u>	
Gas Tax Fund - 02								
5376	Pavement Rehabilitation	301,851	6,600	360,700	145,000	-	176,700	34
5381	Median Repairs	4,425	-	-	50,000	50,000	50,000	
		<u>306,276</u>	<u>6,600</u>	<u>360,700</u>	<u>195,000</u>	<u>50,000</u>	<u>226,700</u>	
Aid to Cities Fund - 03								
5376	Pavement Rehabilitation	79,684	-	-	-	-	-	
Measure M - Local Sales Tax Fund - 05								
5302	Administrative Costs	2,700	19	-	400	-	400	
5376	Pavement Rehabilitation	101,326	-	155,000	80,000	-	154,000	34
		<u>104,026</u>	<u>19</u>	<u>155,000</u>	<u>80,400</u>	<u>-</u>	<u>154,400</u>	
Total Maintenance and Operations		632,822	50,476	734,057	440,400	102,800	413,100	
Total Division Budget		\$ 657,258	77,180	759,094	477,900	140,300	413,100	



7 Salaries reflected in page 1.

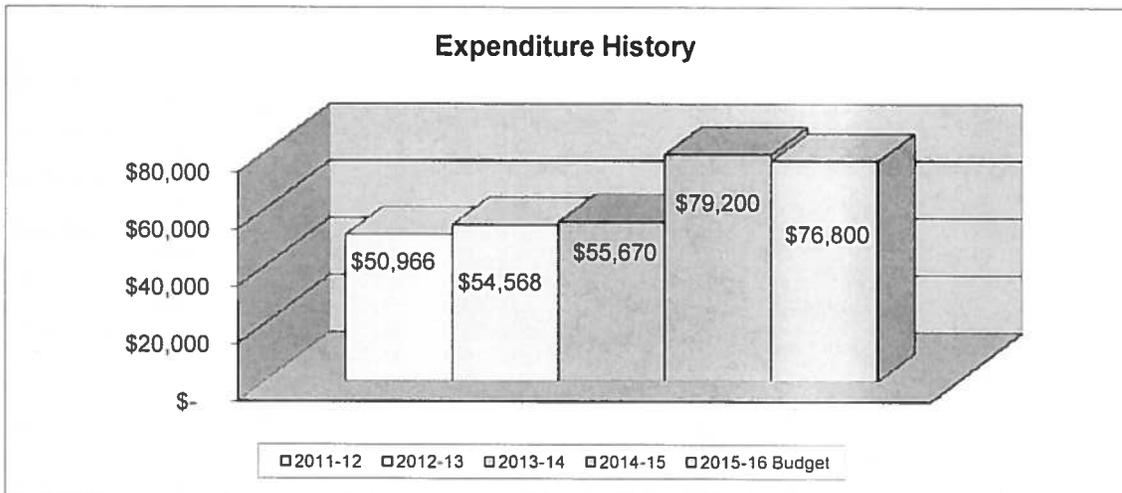
33 In FY 2014-15 the City updated many of the City street signs with the Manual on Uniform Traffic Control Devices (MUTCD) retro reflectivity requirements. This process of updating the signs is continuing into FY 2015-16.

34 Pavement rehabilitation varies from year to year depending on funding from the State and County. The City's MOE for Measure M is \$279,227, so that is the minimum General Fund goal for each year. In FY 2015-16 the City is utilizing more of the special project funding for the City's annual pavement rehabilitation project as its MOE is met through other General Fund sources this year.

Department
 Public Works
Division
 4350 - Storm Drain Maintenance

Funding Sources
 General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4101	Salaries - Full Time	\$ 8,957	9,629	10,326	11,300	11,300	7
4131	Fringe Benefits - Full Time	4,143	5,053	5,343	12,300	12,300	7
Total Personnel Services		13,100	14,682	15,669	23,600	23,600	-
<u>Maintenance and Operations</u>							
5378	Storm Drain Maintenance	10,500	10,500	10,662	11,000	10,600	11,000
5379	NPDES Activities	10,589	9,808	8,622	12,000	12,000	14,800
5391	Contractual Svcs-NPDES	15,912	19,578	20,717	43,000	33,000	51,000
5394	Contractual Svcs-ICM	865	-	-	-	-	-
Total Maintenance and Operations		37,866	39,886	40,001	66,000	55,600	76,800
Total Division Budget		\$ 50,966	54,568	55,670	89,600	79,200	76,800



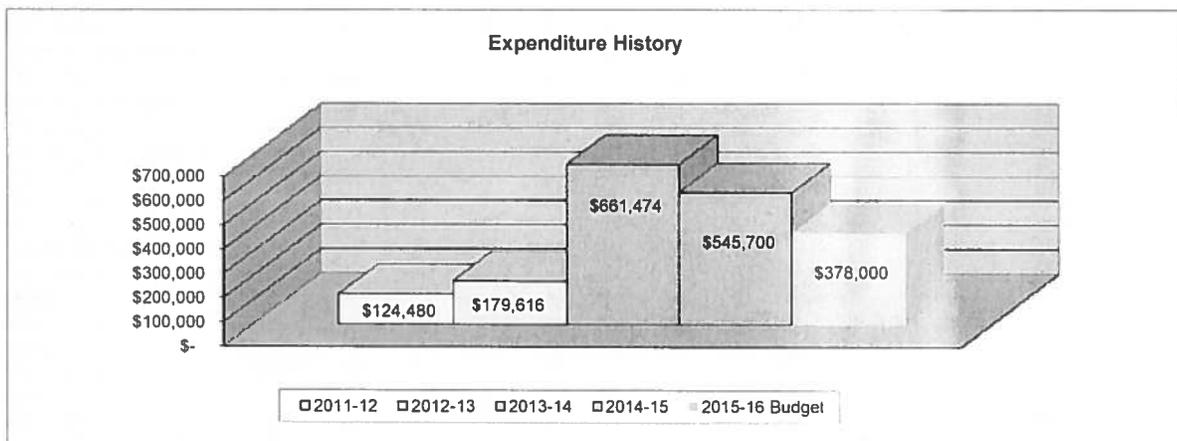
7 Salaries reflected in page 1.

35 In FY 2014-15 the City installed Phase II of the catch basins within the City storm drains. Both Phases of the catch basins require cleaning. The City will contract out for cleaning approximately \$30,000.

Department
Public Works
Division
4360 - City Sewer

Funding Sources
Sewer Improvement Fund - 11

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget	
Personnel Services								
4101	Salaries - Full Time	\$ 16,963	18,843	17,676	19,500	19,500		7
4112	Salaries - Part Time	5,331	8,014	8,123	9,200	9,200		7
4131	Fringe Benefits - Full Time	6,922	6,921	7,670	18,600	18,600		7
4132	Fringe Benefits - Part Time	1,390	1,977	2,394	6,300	6,300		7
	Total Personnel Services	30,606	35,755	35,863	53,600	53,600	-	
Maintenance and Operations								
5302	Administrative Costs	-	9,155	12,205	10,800	11,500	14,500	19
5305	Engineering Retainer	13,617	14,683	19,228	19,500	19,500	19,500	
5377	Sewer Repair	352	-	500	1,000	500	1,000	
5378	Sewer Cleaning	1,650	2,184	25,267	34,500	34,500	33,000	
5380	Sewer Cond TV Monitoring	56,990	83,423	2,669	1,800	1,800	-	
5385	Sewer Mapping	-	-	-	500	-	500	
5387	Waste Discharge Reqmts	16,652	17,925	23,305	24,300	24,300	23,500	
5394	Contractual Services - ICM	996	-	-	-	-	-	
	Total Maintenance and Operations	90,257	127,370	83,174	92,400	92,100	92,000	
Capital Outlay								
6100	Sewer Improvement Projects	3,617	16,491	542,437	550,000	400,000	286,000	36
	Total Capital Outlay	3,617	16,491	542,437	550,000	400,000	286,000	
	Total Division Budget	\$ 124,480	179,616	661,474	696,000	545,700	378,000	



7 Salaries reflected in page 1.

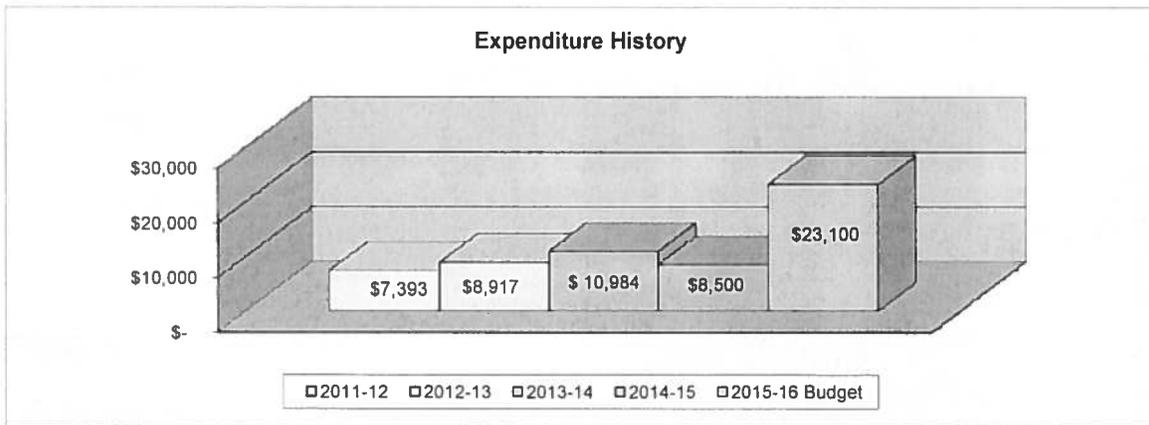
19 The California Joint Powers Insurance Authority's (CJPIA) actuary recalculated the City's retrospective deposit balance owed in FY 2014-15, and the City received a refund of \$32,006, eliminating the City payment due on 7/1/14. However, this retrospective payment of \$32,000 is anticipated for FY 2015-16. This will increase sewer overhead by approximately \$3,000.

36 In FY 2014-15 the City performed an equivalent of two years of sewer projects in one fiscal year, and FY 2015-16 the City will perform a single year sewer project.

Department
Public Works
Division
4500 - Sewer Pump Maintenance

Funding Sources
Assessment District - 06

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4112	Salaries - Part Time	\$ 761	1,603	1,625	1,900	1,900	7
4132	Fringe Benefits - Part Time	214	439	598	1,200	1,200	7
Total Personnel Services		975	2,042	2,223	3,100	3,100	-
<u>Maintenance and Operations</u>							
5304	Engineering Services	936	1,049	874	1,500	1,500	1,500
5390	Contractual Services	2,790	2,880	2,705	3,100	3,100	3,200
5391	Miscellaneous Contractual	1,925	2,104	4,303	2,500	-	2,500 ³⁷
5505	Electric Utilities	767	842	879	1,000	800	900
Total Maintenance and Operations		6,418	6,875	8,761	8,100	5,400	8,100
<u>Capital Outlay</u>							
6200	Machinery & Equipment	-	-	-	15,000	-	15,000 ³⁸
Total Capital Outlay		-	-	-	15,000	-	15,000
Total Division Budget		\$ 7,393	8,917	10,984	26,200	8,500	23,100



⁷ Salaries reflected in page 1.

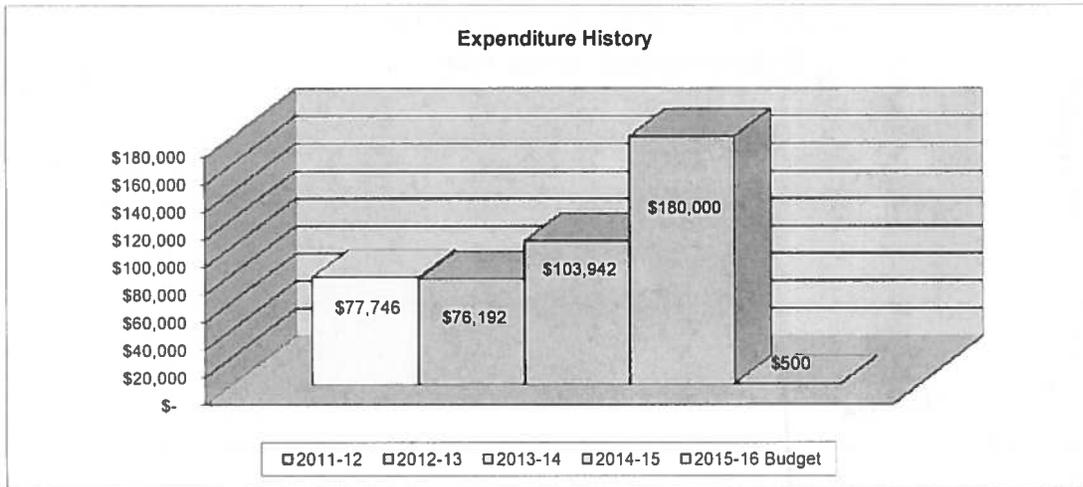
³⁷ No major repairs were incurred in FY 2014-15; therefore, repairs are anticipated for FY 2015-16.

³⁸ Per the City Engineer, a sewer pump will be replaced in FY 2015-16 for approximately \$13,000 along with additional engineering review time for the pump replacement.

Department
 Building
 Division
 4400 - Building

Funding Sources
 General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
Personnel Services							
4101	Salaries - Full Time	\$ 9,991	7,378	7,411	9,000	9,000	7
4112	Salaries - Part Time	6,556	46,101	60,770	90,400	90,400	7
4131	Fringe Benefits - Full Time	4,464	2,527	6,819	9,200	9,200	7
4132	Fringe Benefits - Part Time	183	19,774	26,832	71,100	71,100	7
Total Personnel Services		21,194	75,780	101,832	179,700	179,700	-
Maintenance and Operations							
5105	Operating Supplies	-	62	1,895	100	-	100
5308	Cont. Services - Building	54,697	-	-	-	-	-
5394	Contractual Services - ICM	1,660	-	-	-	-	-
5625	Dues & Publications	195	215	215	300	300	300
5701	Travel & Meetings	-	135	-	100	-	100
Total Maintenance and Operations		56,552	412	2,110	500	300	500
Total Division Budget		\$ 77,746	76,192	103,942	180,200	180,000	500

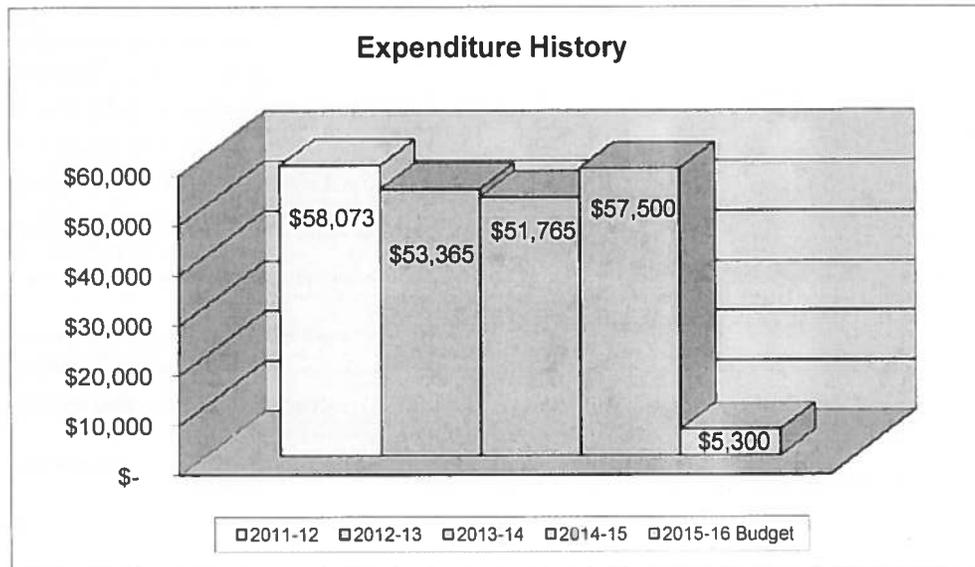


7 Salaries reflected in page 1.

Department
 Planning
 Division
 4610 - Community Preservation

Funding Sources
 General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4101	Salaries - Full Time	\$ 35,934	25,474	31,716	24,000	24,000	7
4112	Salaries - Part Time	607	13,001	2,217	3,600	3,600	7
4131	Fringe Benefits - Full Time	15,931	9,558	13,541	27,900	27,900	7
4132	Fringe Benefits - Part Time	265	5,273	997	2,000	2,000	7
Total Personnel Services		52,737	53,306	48,471	57,500	57,500	-
<u>Maintenance and Operations</u>							
5394	Contractual Services - ICM	4,979	-	-	-	-	-
5395	Nuisance Abatement	153	55	3,283	8,000	-	5,000 ³⁹
5625	Dues & Publications	85	-	-	100	-	100
5630	Development Seminars	119	-	-	100	-	100
5701	Travel & Meetings	-	4	11	100	-	100
Total Maintenance and Operations		5,336	59	3,294	8,300	-	5,300
Total Division Budget		\$ 58,073	53,365	51,765	65,800	57,500	5,300



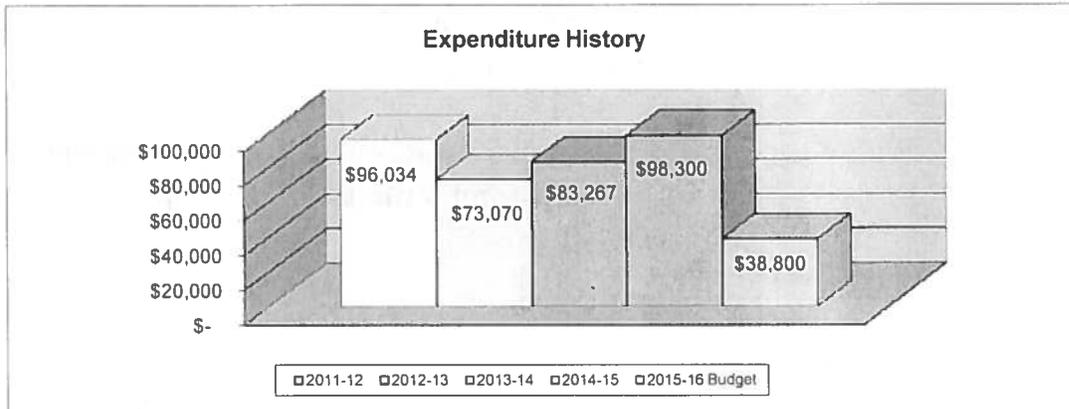
7 Salaries reflected in page 1.

39 Nuisance abatement is a last resort expense that is rarely used, however, a conservative budget of \$5,000 is made.

Department
 Planning
 Division
 4620 Planning

Funding Sources
 General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
Personnel Services							
4101	Salaries - Full Time	\$ 39,927	31,138	29,502	22,000	22,000	7
4112	Salaries - Part Time	3,327	2,380	10,720	13,100	13,100	7
4131	Fringe Benefits - Full Time	17,723	10,546	7,460	13,400	13,400	7
4132	Fringe Benefits - Part Time	346	659	5,486	13,100	13,100	7
Total Personnel Services		61,323	44,723	53,168	61,600	61,600	-
Maintenance and Operations							
5105	Operating Supplies	-	62	44	12,600	3,000	2,000
5368	Geographic Info Systems	3,000	4,200	3,000	-	-	-
5390	Contract Srvcs/Special Studies	625	-	3,000	3,000	-	3,000 ⁴⁰
5393	Contract Srvcs/Planning	24,000	24,000	24,000	33,600	33,600	33,600
5394	Contractual Services - ICM	6,638	-	-	-	-	-
5625	Dues & publications	125	-	-	100	-	100
5701	Travel & Meetings	323	85	55	100	100	100
Total Maintenance and Operations		34,711	28,347	30,099	49,400	36,700	38,800
Total Division Budget		\$ 96,034	73,070	83,267	111,000	98,300	38,800



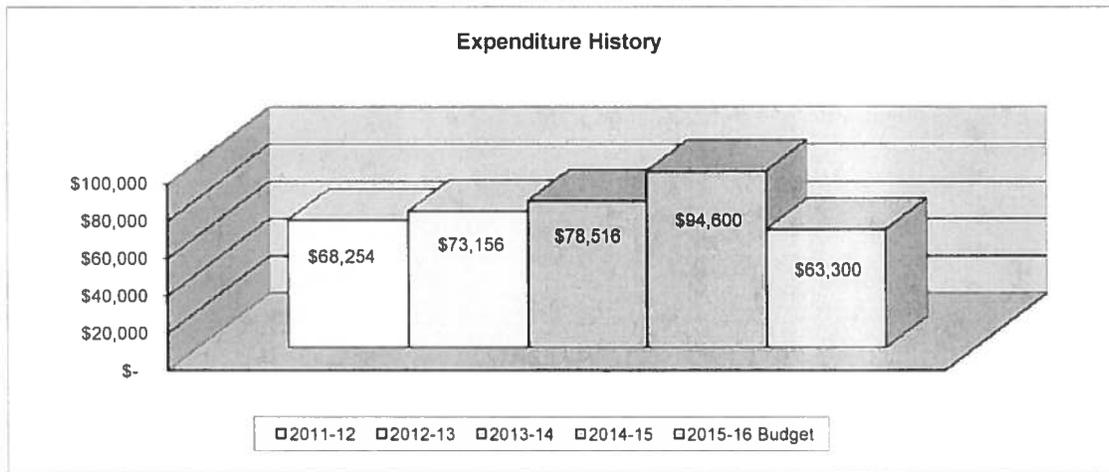
⁷ Salaries reflected in page 1.

⁴⁰ In FY 2015-16, \$3,000 is set aside for grant writing.

Department
Engineering
Division
4700 Engineering

Funding Sources
General Fund - 01

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<u>Personnel Services</u>							
4101	Salaries - Full Time	\$ 10,685	8,462	2,854	4,900	4,900	7
4112	Salaries - Part Time	2,711	6,934	9,811	12,500	12,500	7
4131	Fringe Benefits - Full Time	4,784	2,966	2,467	5,200	5,200	7
4132	Fringe Benefits - Part Time	774	1,868	3,391	8,500	8,500	7
Total Personnel Services		18,954	20,230	18,523	31,100	31,100	-
<u>Maintenance and Operations</u>							
5305	Engineering Retainer	31,061	35,747	46,322	47,500	47,500	47,500
5351	Encroachment Permits	3,974	6,505	-	500	-	500
5352	Traffic Engineering	6,628	300	700	500	500	500
5353	Plan/Map Check	1,793	1,650	6,853	10,000	9,000	7,000
5354	Grading Inspection	-	-	-	300	-	300
5355	Special Studies & Reports	4,184	6,504	6,118	6,500	6,500	6,500
5390	Contract Svcs/Spcl Studies	-	2,220	-	1,500	-	1,000
5394	Contractual Services - ICM	1,660	-	-	-	-	-
Total Maintenance and Operations		49,300	52,926	59,993	66,800	63,500	63,300
Total Division Budget		\$ 68,254	73,156	78,516	97,900	94,600	63,300



7 Salaries reflected in page 1.

Department
Transfers Out
Division
 4800 - Transfers Out

Funding Sources
General Fund - 01
Aid to Cities Fund - 03

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
<i>Transfers Out</i>							
General Fund - 01							
9100	Operating Transfers Out	\$ -	3,829	-	-	-	-
Aid to Cities Fund - 03							
9100	Operating Transfers Out	47,692	-	-	-	-	-
	Total Transfers Out	47,692	3,829	-	-	-	-
	Total Division Budget	\$ 47,692	3,829	-	-	-	-

Account Description

9100 - Operating Transfers Out

This account is used to transfer monies from one fund into another based on Council approval.

Department
 Capital Improvement
 Division
 7000 - Capital Projects

Funding Sources
 General Fund - 01
 Gas Tax Fund - 02
 Capital Improvement Fund - 07
 AQMD Fund - 08

No.	Account Title	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Est. Actual	2015-2016 Budget
Capital Projects							
General Fund - 01							
7026	Emergency Storm Repairs 2	\$ -	-	12,778	-	-	-
7033	Lemon St.-Rec trail Santiago-Valley	18,291	-	37,322	600	600	-
7038	City Hall Façade Improvements	304,909	50,270	4,736	-	-	-
7044	City Entrance Monuments	2,521	52,355	28,740	95,600	54,000	41,600
7045	Fitschen Ranch Fence Closures	-	-	4,780	-	-	-
7047	City Hall Bathroom Remodel	-	-	19,111	1,800	1,800	-
7049	Security Infrastructure	-	-	-	50,000	-	50,000
7050	Taft Rehabilitation	-	-	-	-	16,600	361,900
General Fund Total		325,721	102,625	107,467	148,000	73,000	453,500
Gas Tax Fund - 02							
7051	Katella/Wanda Improvement	-	-	-	-	-	80,500
Gas Tax Fund Total		-	-	-	-	-	80,500
Capital Improvement Fund - 07							
7033	Lemon St.-Rec trail Santiago-Valley	239,976	-	-	-	-	-
7037	Civic Center Energy Efficiency Impr.	17,860	-	-	-	-	-
7042	Catch Basin Improvements	-	97,000	-	200,000	200,000	-
7043	SLPP Transportation	-	-	125,007	-	-	-
7046	RAC Grant	-	-	100,000	-	-	-
7050	Taft Rehabilitation	-	-	-	-	-	378,500
8051	Civic Center Smoke Alarm	22,344	798	-	-	-	-
Capital Improvement Fund Total		280,180	97,798	225,007	200,000	200,000	378,500
AQMD Fund - 08							
7048	Electronic Charging Stations	-	-	-	15,000	-	15,000
AQMD Fund Total		-	-	-	15,000	-	15,000
Total Division Budget		\$ 605,901	200,423	332,474	363,000	273,000	927,500