

CITY OF NORWALK *Adopted* **BUDGET**

Fiscal Year 2013-2014



CITY OF NORWALK
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MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Michael J. Egan, City Manager

SUBJECT: 2013-2014 Fiscal Year Budget

DATE: June 18, 2013

I am pleased to submit the Fiscal Year 2013-2014 Norwalk Municipal Budget. After thorough review of management's proposed budget and Council amendments, the general fund budget is balanced with operational expenses held within projected revenues. Over the past few years the City has had the opportunity to accrue funds into capital accounts for various purposes including facility renovation, computer and equipment replacement, vehicle replacement and Sports Complex equipment replacement. Those funds have increased in the current fiscal year due to one-time revenues from redevelopment dissolution and settlement of the Property Tax Administrative Fee lawsuit against the County. This budget uses a portion of those reserve funds to address pressing facility and equipment needs.

In the current year and projected year ahead, we see the economy is continuing to recover, albeit slowly. Consumer confidence is at its highest point since July, 2007 according to the Thomson Reuters/University of Michigan preliminary index of consumer sentiment. However a new report by the Federal Reserve indicates that Americans have replaced less than half the wealth lost during the great recession, leaving them without the spending power to fuel a truly robust recovery. Most of the improvement in the economy has been from increases in the stock market, mainly benefitting the wealthy. The recovery for average income households is considerably weaker. It is fueled mostly by Federal Reserve Policy of stimulating historically low interest rates. Essentially the recovery is "propped up" by policy activities rather than a natural rebound.

All of this contributes to our outlook of very cautious optimism. While revenues have recovered over the past two years they are not quite to their peak in 2007-2008 in raw dollars alone. When factoring in inflation, the recovery is even less positive.

For the coming fiscal year we have recommended a restructuring of our executive management team. We have eliminated the Assistant City Manager position and reassigned duties throughout the rest of the team. This essentially flattens the organization structure and requires Directors to be more independent and accountable. I am confident they are more than up to the task. To assist me with managing the organization we have elevated two Deputy City Managers. These individuals will continue to manage their own Departments while taking on the additional duties of supporting other departments. A new Organization Chart has been presented. We also have elevated the Community Development Director who will be assuming all of the economic development duties of the City. With these changes we will realize a significant savings which can be appropriated into other priorities.

This budget includes additional hours in the Recreation Department to increase staffing at the City's parks. In response to the recession we cut back park staffing dramatically. We believe that while saving the City money it has led to us not having as effective control of our parks as we would like. The new plan will place at least two staff members at each park during operational hours. That will ensure the staff can operate safely, provide positive recreation for community members and control park activities. We look at this as an investment not only in recreation but community safety.

The budget contains new expenses in environmental programs, notably compliance with the new LA Region Storm water Permit. The new expenditures are modest as they only address development of required plans to control polluted runoff. Significant costs are expected in out years to actually implement the required plan. There remains no funding for this state mandate, but is entirely the burden of the City to comply. Failure to comply will result in significant fines from the Regional Board or lawsuits from third parties.

Another state mandate also heavily impacts this budget. In 2006 the State required cities to develop a Sewer System Management Plan and further to certify that funding is in place to adequately repair and replace our aging sewer system. Planning and system assessments have been undertaken for the past few years culminating with the implementation of a sewer fee to connected parcels to ensure the long term viability of the system. The City has operated without a sewer fee for many decades, essentially wholly subsidizing the service provided to property owners to transport waste to sanitation services. The effect of the new fee will be to ensure a higher level, though necessary level of routine maintenance and to raise funds for replacement of this critical aging infrastructure.

These two items, storm water pollution control and sewer maintenance highlight two themes that will be major drivers for the budget for the foreseeable future. The first theme is environmental regulation. The State of California is aggressively at the forefront of environmental regulation. These regulations will have significant price tags but more pertinent is that we will soon require internal environmental technical capacity within our staff. Much of the environmental regulatory scheme has been directed at compliance from cities. Few cities have the technical expertise on staff to address the regulatory workload. We will need to move in this direction very soon. The second theme is aging infrastructure. Our sewer system is just one example of an overall unfunded liability. With a sewer fee in place we will be able to address the long term maintenance and capital replacement needs of the system. Other infrastructure needs remain underfunded. Probably the most pressing is local road repair. Mainly that pertains to roads in residential neighborhoods. State Gas Tax funds and County transportation measures fund much of the major arterial work that is required. We will need a plan and to begin to set aside funds for local street repair.

We continue to manage a significant capital improvement program, including not only general City programs, but projects related to the I-5 freeway construction. With that project fully underway, the demand on our staff resources to be responsive to community concerns is greater than we even anticipated. We knew it would be challenging but we find ourselves dealing with issues that should be handled by Caltrans or their contractor. We have experienced a number of situations in which the contractors are not securing construction zones, have poor dust and debris control, have poorly signed detour information, have understated construction impacts to neighboring residents and other issues. We will continue to be responsive to our residents and businesses but we need to recognize the demand on our resources will continue through the life of this project.

A major bright spot in budget performance has been that of the Transit Department. Hit very hard by the economic downturn they were operating a significant deficit. With the latest plan including reductions in program and transition to CNG fuel the Department is on track to eliminate the deficit much faster than anticipated. There is no doubt this has been a major challenge for the department but it needs to be acknowledged as a job very well done.

A considerable challenge as everyone knows is the loss of Redevelopment. Redevelopment gave communities express authority and tools to address local economic development. With its elimination comes the challenge of how to support the development of the local economy. Norwalk is formally a "no tax" city. This means we incorporated without a property tax. In 1989, due to state legislation, we and other no-low tax cities began receiving a small share of property tax. We receive roughly 6.5% of the general 1% property tax levy. This means we are highly dependent on sales tax and we need to focus on maintaining a healthy environment for such tax producing businesses. Without defined tools such as Redevelopment,

the path forward is largely unknown. As part of our reorganization however, we have structured the organization to begin to develop a new plan forward. We are confident we can develop a program that will work for us.

The state, while balancing its operating budget for the first time in years, has issues with debt and unfunded liabilities. We all know the challenges PERS faces in meeting its long term obligations. STRS (State Teachers Retirement System), which funds retirement for public education employees, has a much bigger and growing problem. PERS is able to adjust the annual contribution requirement from employers to make up for underperformance in investments. The employer rate for STRS is set by the legislature and the legislature has declined to make any change which is resulting in a growing deficit in long term capacity to pay promised retirement benefits. That likely indicates the state will continue to disregard local financial challenges for the immediate future. Actually it is more likely to ensure the state will continue to burden local governments with paying for state priorities going forward.

Once again, this budget represents a very prudent spending plan. Your executive team and staff continue to focus on efficiencies while seeking to improve service to the community. Tonight we are also presenting you the first public draft of the new Strategic Plan. After input from the Council and community, the document will be finalized and adopted by the Council. This will represent the culmination of a year's worth of organizational effort to set the organization's collective direction over the next five years. We have faced major economic challenges in the past five years. If the economy continues to improve we will get some relief going forward. But undoubtedly challenges are ahead of us. Thinking and acting strategically, with a collective vision defining our future, is the best way for us to meet those challenges. We look forward to working with you to make Norwalk better today and better in the future.

Summary of Changes to Fund Balances

Fund	ESTIMATED FUND BALANCE 6/30/2013	REVENUES FOR FY 2014	TRANSFERS IN/(OUT) FOR FY 2014	OPERATING EXPENSES FOR FY 2014	CIP EXPENSE FOR FY 2014	ESTIMATED	ESTIMATED
						FUND BALANCE CHANGE IN FY 2014	FUND BALANCE AS OF JUNE 30, 2014
General Fund (unassigned) *	12,592,215	40,085,418	(2,083,787)	(38,989,113)	(73,500)	(1,060,982)	11,531,233
General Fund - CIPs (assigned)	862,872				(862,872)	(862,872)	-
Total General Fund	13,455,087	40,085,418	(2,083,787)	(38,989,113)	(936,372)	(1,923,854)	11,531,233
Special Revenue Funds							
Child Care	-	3,269,450		(3,269,450)	-	-	-
Gas Tax	26,637	1,637,910		(1,662,910)	-	(25,000)	1,637
County Aid To Cities	3,758	100		-	-	100	3,858
Community Development Block Grant	735,924	1,017,734		(1,032,641)	-	(14,907)	721,017
Home Grant	1,947	258,663		(233,671)	-	24,992	26,939
Proposition A - Local Return	-	1,799,344	(1,718,302)	(81,042)	-	-	-
OTS- Misc Grants	-	33,104		(33,104)	-	-	-
Air Quality Management	255,294	124,000		(311,491)	-	(187,491)	67,803
Senior Services Grant	(0)	61,330	26,429	(87,759)	-	-	-
FEMA Grant	-	22,730		(22,730)	-	-	-
COPS State	265,990	200,200		(316,888)	-	(116,688)	149,302
Juvenile Assistance Grant	-	46,601		(46,601)	-	-	-
COPS Hiring Program	-	367,675		(367,675)	-	-	-
Proposition C - Local Return	3,916,152	1,790,410	(115,420)	(670,119)	(1,267,839)	(262,968)	3,653,184
Measure R - Local Return	1,108,040	1,005,700		(366,850)	(109,750)	529,100	1,637,140
Parking Structure Operations	78,916	650,000	(355,998)	(423,358)	-	(129,356)	(50,440)
Asset Forfeitures	72,758	75		(63,230)	-	(63,155)	9,603
Dispute Resolution	0	61,167	50,097	(111,264)	-	-	-
Neighborhood Stabilization Program	236,601	9,689		-	-	9,689	246,290
ARRA -STIMULUS Grant - Transit	-	82,718		-	(82,718)	-	-
TEA - Transportation Enhancement Activities	-	1,747,948		-	(1,747,948)	-	-
Housing Assistance Program	1,120,758	7,395,056		(8,094,983)	-	(699,927)	420,831
Total Special Revenue Funds	7,822,776	21,581,604	(2,113,194)	(17,195,768)	(3,208,255)	(935,611)	6,887,164

* Includes release of restricted balances

Summary of Changes to Fund Balances

Fund	ESTIMATED FUND BALANCE 6/30/2013	REVENUES FOR FY 2014	TRANSFERS IN/(OUT) FOR FY 2014	OPERATING EXPENSES FOR FY 2014	CIP EXPENSE FOR FY 2014	ESTIMATED	ESTIMATED
						FUND BALANCE CHANGE IN FY 2014	FUND BALANCE AS OF JUNE 30, 2014
Capital Projects Funds							
Prop 1B - Capital Projects	1,582,872	3,000		-	(1,574,396)	(1,571,396)	11,476
I-5 Mitigation	-	3,706,783		-	(3,706,783)	-	-
Arts in Public Places	510,916	10,000		-	(158,490)	(148,490)	362,426
S.B. 821- Bicycle/Pedestrian	-	256,257		-	(256,257)	-	-
Highway User Tax - Section 2103	2,458,612	1,563,465		(662,000)	(1,690,842)	(789,377)	1,669,235
MTA & LA County Transportation Grants	(0)	358,207		-	(358,207)	-	-
Safe Routes to School (AB 1475)	-	-		-	-	-	-
Highway Bridge Replacement (HBRR)	-	1,557,016		-	(1,557,016)	-	-
Surface Transportation Program (STPL)	-	1,346,435		-	(1,346,435)	-	-
Bond Proceeds - 1999 RLRB (Transit)	0	-		-	-	-	-
Bond Proceeds - 2001 RLRB (Parking)	10,039	-		-	(10,039)	(10,039)	-
Hazard Elimination System (HES)	-	-		-	-	-	-
Cooperative Agreement	226,492	-		-	-	-	226,492
Roberti Z'berg State Grant	-	-		-	-	-	-
Park Dedication Fees	19,188	-		-	-	-	19,188
Total Capital Projects Funds	4,808,119	8,801,163		(662,000)	(10,658,464)	(2,519,302)	2,288,817
Replacement Reserve Funds							
Building/Facility Renovation	1,094,552	300	350,000	-	(574,016)	(223,716)	870,836
Computer & Equipment Replacement	328,304	100	75,000	(162,650)	-	(87,550)	240,754
Vehicle Replacement	1,227,150	3,000	200,000	(336,154)	-	(133,154)	1,093,996
NASC Equipment Replacement	117,154	50	35,000	-	-	35,050	152,204
Parks Playground Equipment Replacement	-	20	20,000	-	-	20,020	20,020
Total Replacement Reserve Funds	2,767,161	3,470	680,000	(498,804)	(574,016)	(389,350)	2,377,810
Enterprise Funds							
Transportation - Operations	(1,896,310)	10,178,085	1,833,722	(11,578,243)	-	433,564	(1,462,746)
Transportation - Capital	1,017,449	4,264,213		(1,879,167)	(3,371,910)	(986,864)	30,585
Subtotal Transit	(878,861)	14,442,298	1,833,722	(13,457,410)	(3,371,910)	(553,300)	(1,432,161)

Summary of Changes to Fund Balances

Fund	ESTIMATED FUND BALANCE 6/30/2013	REVENUES FOR FY 2014	TRANSFERS IN/(OUT) FOR FY 2014	OPERATING EXPENSES FOR FY 2014	CIP EXPENSE FOR FY 2014	<i>ESTIMATED</i>	
						FUND BALANCE CHANGE IN FY 2014	FUND BALANCE AS OF JUNE 30, 2014
Water	2,443,729	4,895,800		(4,473,660)	(1,883,369)	(1,461,229)	982,500
Golf Course	(0)	140,000	229,611	(369,611)	-	-	-
Sewer	-	2,276,034		(1,191,695)	(804,339)	280,000	280,000
Total Enterprise Funds	1,564,868	21,754,132	2,063,333	(19,492,376)	(6,059,618)	(1,734,529)	(169,661)
Debt Service Fund							
2013 A & 2013 B Lease Revenue Refund.	-		1,453,648	(1,453,648)		-	-
Total Debt Service Fund	-	-	1,453,648	(1,453,648)	-	-	-
Internal Service Funds							
Equipment Maintenance	-	2,809,536		(2,809,536)		-	-
Employee Benefits	-	10,688,839		(10,688,839)		-	-
Total Internal Service Funds	-	13,498,375	-	(13,498,375)	-	-	-
Subtotal All Funds	30,418,011	105,724,162	-	(91,790,083)	(21,436,725)	(7,502,646)	22,915,363
Less: Internal Service Funds	-	(13,498,375)	-	13,498,375	-	-	-
Net Total City Funds	30,418,011	92,225,787	-	(78,291,708)	(21,436,725)	(7,502,646)	22,915,363

**Summary of Inter-Fund Transfers
Proposed Budget FY 2013**

From:	To:	Amount
General Fund	Debt Service Fund	(1,097,650)
	Senior Grant Fund	(26,429)
	Dispute Resolution Grant Fund	(50,097)
	Building/Facility Renovation	(350,000)
	Computer & Equipment Replacement	(75,000)
	Vehicle Replacement	(200,000)
	NASC Equipment Replacement	(35,000)
	Parks Playground Equipment Replacement	(20,000)
	Golf Fund	(229,611)
Total General Fund Transfers Out		\$ (2,083,787)
Proposition A	Transportation - Operations	\$ (1,718,302)
Proposition C	Transportation - Operations	\$ (115,420)
Parking Structure Operations	Debt Service Fund	\$ (355,998)

To:	From:	Amount
General Fund	Proposition C	_____
Debt Service Fund	General Fund	1,097,650
	Parking Structure Operations	355,998
Total Debt Service Transfers In		\$ 1,453,648
Senior Grant Fund	General Fund	\$ 26,429
Dispute Resolution Grant Fund	General Fund	\$ 50,097
Building/Facility Renovation	General Fund	\$ 350,000
Computer & Equipment Replacement	General Fund	\$ 75,000
Vehicle Replacement	General Fund	\$ 200,000
NASC Equipment Replacement	General Fund	\$ 35,000
Parks' Playground Equipment Replacement	General Fund	\$ 20,000
Golf Fund	General Fund	\$ 229,611
Transportation - Operations	Proposition A	\$ 1,718,302
Transportation - Operations	Proposition C	\$ 115,420
Total Transportation - Operations		\$ 1,833,722

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 10 - GENERAL GOVERNMENT						
101-10-0000	4011	SECURED TAX-CURRENT YR (S.E. Recr. Area)	2,353,325	2,492,880	2,424,000	2,688,240
101-10-0000	4012	PROPERTY TAX IN-LIEU/VLF	8,535,764	8,727,028	8,727,028	8,901,570
101-10-0000	4412	NO/LOW PROPERTY TAX-COUNTY	3,114,902	3,183,000	3,183,000	3,239,000
101-10-0000	4015	SA RDA - AB 1484 ALLOCATIONS	58,741	650,000	927,560	150,000
REAL-PROPERTY VALUE RELATED REVENUES			14,062,732	15,052,908	15,261,588	14,978,810
101-10-0000	4021	SALES & USE TAXES (STATE)	8,760,445	9,100,000	9,300,000	9,500,000
101-10-0000	4022	UTILITY USER TAX	5,421,616	5,540,000	5,420,000	5,400,000
101-10-0000	4023	TRANSIENT OCCUPANCY TAX	1,128,493	1,010,000	1,100,000	1,150,000
101-10-0000	4024	FRANCHISE TAX	1,079,780	1,090,000	1,057,000	1,111,800
101-10-0000	4025	FRANCHISE - CABLE TV	667,762	627,000	724,000	738,480
101-10-0000	4026	BUSINESS LICENSE	858,584	800,000	790,000	800,000
101-10-0000	4027	REAL PROPERTY TRANSF. TAX	181,153	180,000	175,000	180,000
TAXES & FRANCHISES:			18,097,833	18,347,000	18,566,000	18,880,280
101-10-0000	4116	FIREWORKS PERMITS	10,787	8,320	8,320	8,320
101-10-0000	4119	PERMITS - MISC. OTHER	33,510	30,160	30,160	30,160
101-10-0000	4131	ANIMAL LICENSE	326,948	309,000	309,000	320,000
LICENSES & PERMITS:			371,245	347,480	347,480	358,480
101-10-0000	4222	WASTE MANAGEMENT FORFEITS	1,913	1,500	1,500	1,500
101-10-0000	4235	RETURNED CHECK FEES	630	500	500	500
101-10-0000	4237	ANIMAL LIC/DELINQUENT CHARGE	37,451	31,200	31,200	40,000
PENALTIES:			39,994	33,200	33,200	42,000

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-0000	4311	INTEREST EARNINGS	92,133	170,000	50,000	70,000
101-10-0000	4312	INTEREST - LOANS TO OTHER FUNDS	366,539	366,480	305,734	151,730
101-10-0000	4315	INTEREST INCOME-GASB #31	14,088	-	-	-
101-10-0000	4316	PURCHASING DISCOUNTS	6,990	5,000	5,000	5,000
101-10-0000	4318	CASH OVERAGE/SHORTAGE	-	-	(20)	-
101-10-0000	4321	RENTAL-NWK AUTO AUCTION	559,715	570,400	570,400	582,600
101-10-0000	4323	RENTAL-FACILITIES RESERV	46	200	220	200
101-10-0000	4326	RENTAL & USE PROPERTY/OTHER	29,073	30,000	30,000	30,000
USE OF MONEY & PROPERTY:			1,068,584	1,142,080	961,334	839,530
101-10-0000	4413	MOTOR VEHICLE LICENSE FEE	56,479	-	-	-
STATE TAX:			56,479	-	-	-
101-10-0000	4441	USE OIL RECYCLING PROGRAM	58,652	30,990	44,751	28,000
101-10-0000	4444	E-WASTE COLLECTION REIMB	4,961	4,400	2,300	2,300
101-10-0000	4446	BEVERAGE CONTAINER RECYCLING	-	27,830	27,673	27,673
101-10-0000	4447	STATE MANDATED COST REIMB	56,089	50,000	50,000	50,000
101-10-0000	4491	PEG CONTRIBUTIONS	133,730	122,000	130,000	132,600
STATE & OTHER AGENCIES:			253,432	235,220	254,724	240,573
101-10-0000	4507	ADA SB 1186 FEE	-	2,500	2,500	2,500
101-10-0000	4516	BUS LICENSE PROCESSING FEES	54,633	51,500	70,000	60,600
101-10-0000	4521	SALES- MAPS,PUBL &COPIES	21	100	100	100
101-10-0000	4525	DUPLICATION SERVICE CHARGES	14,223	15,000	15,000	15,000
FEES FOR SERVICES:			68,877	69,100	87,600	78,200

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-0000	4610	SALE OF PROPERTY	-	420,000	420,000	-
101-10-0000	4611	SALE OF EQUIPMENT & SCRAP	13,032	8,000	8,000	8,000
101-10-0000	4621	REIMB/SHARED EXPENSES	277,059	251,000	205,520	218,004
101-10-0000	4622	LABOR RECOVERY	1	-	(520)	-
101-10-0000	4623	ADMIN REIMB / OTHER FUNDS	661,000	660,330	660,330	713,900
101-10-0000	4624	SETTLEMENT	-	-	923,275	-
101-10-0000	4625	DAMAGE RECOVERIES	28,649	25,000	30,000	25,000
101-10-0000	4626	INSURANCE REFUND	12,367	5,000	5,000	5,000
OTHER REVENUES:			992,108	1,369,330	2,251,605	969,904
101-10-0000	4690	MISC OTHER REVENUE	5,500	2,000	1,100	2,000
101-10-0000	4691	DELINQUENT TRASH COLLECT	23,437	15,000	25,000	15,000
101-10-0000	4693	VENDING MACHINES/PHONES	5,074	-	-	-
101-10-0000	4694	UNION DUES PROCESSING	350	400	400	400
101-10-0000	4696	COLLECTION AGENCY REVENUE	5,246	5,000	5,600	5,000
MISC. REVENUES:			39,607	22,400	32,100	22,400
TOTAL GENERAL GOVERNMENT:			35,050,891	36,618,718	37,795,631	36,410,177

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 20 - PUBLIC SAFETY						
101-20-0000	4115	SPECIAL PARKING PERMITS	4,159	3,640	4,900	4,100
101-20-0000	4211	VEHICLE CODE-TRAFFIC	396,689	400,000	390,000	400,000
101-20-0000	4212	FINES - OTHER	63,621	40,000	45,750	45,000
101-20-0000	4213	LOCAL CODE ENFORCEMENT	957,078	1,033,600	1,000,000	1,025,000
101-20-0000	4214	DRIVING UNDER INFLUENCE	17,759	14,000	35,000	25,000
101-20-0000	4216	FALSE ALARMS	-	2,000	(250)	1,000
101-20-0000	4217	ILLEGAL FIREWORKS CITATIONS	20,783	40,000	36,500	40,000
PENALTIES, FORFEIT & FINES:			1,460,089	1,533,240	1,511,900	1,540,100
101-20-0000	4522	14602.6 CVC IMPOUND ADMIN	-	-	11	-
101-20-0000	4524	ADMIN FEES - IMPOUNDED VEHICLES	131,600	162,880	163,000	165,000
101-20-0000	4590	OTHER FEES FOR SERVICES	30,894	26,000	29,300	30,000
101-20-0000	4622	LABOR RECOVERY	527	-	1,900	-
101-20-0000	4625	DAMAGE RECOVERIES	(38,131)	9,000	200	2,500
101-20-0000	4690	MISC OTHER REVENUE	-	-	350	-
101-20-0000	4692	PARENT/MINOR RESPONSIBILITY	(18,079)	2,500	11,500	6,000
101-20-0000	4696	COLLECTION AGENCY REVENUES	174	-	-	-
FEES FOR SERVICES:			106,985	200,380	206,261	203,500
TOTAL PUBLIC SAFETY:			1,567,074	1,733,620	1,718,161	1,743,600

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
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**FUND - 101 - GENERAL FUND
FUNCTION - 30 - PUBLIC SERVICES**

101-30-0000	4431	INDUSTRIAL WASTE FEES	40,054	45,000	45,000	-
101-30-0000	4438	OTHER LOCAL AGENCIES	-	-	-	185,250
101-30-0000	4469	FEDERAL GRANTS-OTHER	-	-	-	55,291
101-30-0000	4621	REIMB/SHARED EXPENSES	7,013	3,000	36,000	3,000
101-30-0000	4622	LABOR RECOVERY	490	200	800	200
101-30-0000	4625	DAMAGE RECOVERIES	69,858	10,000	1,000	10,000
101-30-0000	4690	MISC OTHER REVENUE	2,730	-	-	-
TOTAL PUBLIC SERVICES:			120,145	58,200	82,800	253,741

**FUND - 101 - GENERAL FUND
FUNCTION - 40 - SOCIAL SERVICES**

101-40-0000	4318	CASH OVERAGE/SHORTAGE	4	-	10	-
101-40-0000	4531	SENIOR TOURS	7,505	8,320	8,000	8,000
101-40-0000	4532	SENIOR CONTRACT CLASSES	6,519	5,200	5,500	5,200
101-40-0000	4533	SENIOR CENTER PROGRAMS	10,596	12,480	12,000	11,000
FEES FOR SERVICES:			24,624	26,000	25,500	24,200
TOTAL SOCIAL SERVICES:			24,624	26,000	25,510	24,200

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 50 - CULTURE AND RECREATION						
101-50-0000	4318	CASH OVRAGE/SHORTAGE	212	-	-	-
101-50-0000	4324	FIELD RESERVATION-RECR	25,304	20,800	17,000	17,000
USE OF PROPERTY:			25,516	20,800	17,000	17,000
101-50-0000	4438	OTHER LOCAL AGENCIES	-	8,800	8,800	-
LOCAL GRANTS:			-	8,800	8,800	-
101-50-0000	4552	CONTRACT CLASSES	78,762	74,880	74,880	74,000
101-50-0000	4553	ADULT SPORTS	9,807	12,480	11,500	13,400
101-50-0000	4554	THERAPEUTIC RECREATION	12,056	10,400	10,000	10,700
101-50-0000	4555	DAY CAMPS	29,618	20,800	15,289	16,500
101-50-0000	4556	AQUATIC PROGRAM	110,137	138,800	130,000	113,100
101-50-0000	4557	TOT PROGRAMS	26,337	22,480	26,000	24,700
101-50-0000	4559	RECREATION SERVICES-OTHER	5,843	27,280	26,000	7,200
101-50-0000	4565	YOUTH SPORTS	32,562	31,200	50,000	41,100
101-50-0000	4569	HALLOWEEN PARADE	10,163	11,019	12,153	12,500
FEES FOR SERVICES:			315,285	349,339	355,822	313,200

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-0000	4621	REIMB/SHARED EXPENSES	114,167	-	-	-
101-50-0000	4690	MISC OTHER REVENUE	1,300	-	-	-
MISC REVENUE:			115,467	-	-	-
101-50-5203	4318	CASH OVERAGE/SHORTAGE	(29)	-	(285)	-
101-50-5203	4323	RENTAL-AQUATICS	7,331	7,800	7,800	8,200
101-50-5208	4323	RENTAL- PARK FACILITIES	18,911	14,600	13,285	10,300
101-50-5508	4552	CONTRACT CLASSES- MARIACHI	3,856	3,600	6,000	6,200
101-50-5508	4559	RECREATION SERVICES-OTHER	30	-	-	-
101-50-5702	4323	RENTAL-NASC FACILITIES	137,695	127,100	133,000	133,700
101-50-5702	4561	NASC - ENTRY & MEMBERSHIP FEES	89,604	85,280	80,000	82,300
101-50-5702	4562	BOXING	19,151	15,600	15,000	15,400
101-50-5702	4690	MISC OTHER REVENUE	1,643	1,000	1,700	1,500
FEES FOR SERVICES:			278,192	254,980	256,500	257,600
TOTAL CULTURE & RECREATION:			734,460	633,919	638,122	587,800

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 61 - DEVELOPMENT SERVICES						
101-61-0000	4261	ADMINISTRATIVE CITATIONS	4,724	4,000	2,000	4,000
FINES & FORFEITURES:			4,724	4,000	2,000	4,000
101-61-0000	4111	BUILDING PERMITS	610,723	540,200	550,000	575,800
101-61-0000	4113	STREET OPENING PERMITS	69,826	52,000	90,000	53,500
101-61-0000	4114	SIGN PERMITS	5,993	6,800	4,600	5,100
LICENSES & PERMITS:			686,542	599,000	644,600	634,400
101-61-0000	4508	GREEN BUILDING ORDINANCE	101	300	400	350
101-61-0000	4509	SMIP FEES	(87)	400	400	450
101-61-0000	4511	PLANNING & ZONING FEES	153,817	135,200	140,000	133,700
101-61-0000	4512	ENG/PLAN CHECKING FEES	6,557	2,300	2,000	2,100
101-61-0000	4513	BLD & SFTY/PLAN CHECKING	172,396	159,600	175,000	180,000
101-61-0000	4514	ENG/INSPECTION FEES	4,523	2,100	6,000	3,100
101-61-0000	4519	PLAN/RECORDS RECOVERY FEE	29,498	30,800	40,000	37,000
101-61-0000	4526	ADMIN PORCESSING FEES	-	-	5,200	-
101-61-0000	4543	VACANT PROPERTY REG & FEES	-	-	1,000	23,700
101-61-0000	4544	BOARD-UP ABATEMENT FEES	50,788	46,800	44,600	25,700
101-61-0000	4545	WEED & LITTER ABATMT FEE	22,686	28,100	17,500	15,400
FEES FOR SERVICES:			440,279	405,600	432,100	421,500

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-0000	4622	LABOR RECOVERY	36,723	10,000	5,500	6,000
MISC REVENUE:			36,723	10,000	5,500	6,000
TOTAL DEVELOPMENT SERVICES:			1,168,268	1,018,600	1,084,200	1,065,900
TOTAL GENERAL FUND OPERATIONAL REVENUE:			38,665,462	40,089,057	41,344,424	40,085,418

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 203 - CHILD CARE

203-40-0000	4438	OTHER LOCAL AGENCIES	24,173	-	42,661	48,250
203-40-0000	4439	COUNTY GRANTS-OTHER	1,210,226	1,362,570	760,989	1,139,451
203-40-0000	4449	STATE GRANTS - OTHER	2,003,245	1,926,832	2,376,507	2,041,749
203-40-0000	4628	PARENT FEES	67,062	40,000	51,690	40,000

TOTAL CHILD CARE FUND						
REVENUE:			3,304,706	3,329,401	3,231,847	3,269,450

FUND - 204 - GAS TAX

204-30-0000	4311	INTEREST EARNINGS	1,317	900	1,500	900
204-30-0000	4421	STATE GAS TAX - 2107	719,552	764,270	739,418	766,306
204-30-0000	4422	STATE GAS TAX - 2107.5	10,000	10,000	10,000	10,000
204-30-0000	4423	STATE GAS TAX - 2105	501,312	532,540	469,211	514,699
204-30-0000	4424	STATE GAX TAX -2106	329,431	360,990	339,655	346,005

TOTAL GAS TAX FUND REVENUE:			1,561,612	1,668,700	1,559,784	1,637,910
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FUND - 205 - COUNTY AID TO CITIES

205-10-0000	4311	INTEREST EARNINGS	201	100	279	100
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TOTAL AID TO CITIES						
FUND REVENUE:			201	100	279	100

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 207 - COMMUNITY DEVELOPMENT BLOCK GRANT

207-62-0000	4311	INTEREST EARNINGS	1,762	1,000	3,000	1,000
207-62-0000	4464	CDBG/REPROGRAMMED - PY	616,441	-	-	-
207-62-0000	4469	FEDERAL GRANTS-OTHER	1,341,079	1,070,927	1,035,228	936,734
207-62-0000	4651	LOW INT LOANS REPAYMENT	69,603	24,780	60,720	30,000
207-62-0000	4652	DEFERRED LOANS REPAYMENT	139,421	64,463	344,284	50,000

TOTAL CDBG FUND REVENUE:	2,168,306	1,161,170	1,443,232	1,017,734
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208-62-0000	4311	INTEREST EARNINGS	-	-	-	-
208-62-0000	4469	FEDERAL GRANTS-OTHER	561,337	254,516	481,961	233,663
208-62-0000	4654	HOME LOANS REPAYMENT	41,287	30,000	44,444	25,000

TOTAL HOME FUND REVENUE:	602,624	284,516	526,405	258,663
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FUND - 209 - ARRA -HOMELESS PREVENTION

209-62-0000	4469	FEDERAL GRANTS - MISC OTHER	215,111	4,159	11,004	-
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TOTAL HOME FUND REVENUE:	215,111	4,159	11,004	-
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 210 TRANSIT - PROPOSITION A LOCAL RETURN

210-45-0000	4084	PROP A LOCAL RETURN OPERATING TRANSFER	1,604,751	1,571,984	1,668,500	1,799,344
210-45-4500	3995	TO TRANSIT	(1,604,751)	(1,571,984)	(1,634,700)	(1,718,302)

TOTAL PROP A - TRANSIT REVENUE:	-	-	33,800	81,042
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FUND - 212 - OTS/ MISC GRANTS

212-20-0000	4469	FEDERAL GRANTS/DUI GRANT	19,594	123,658	105,954	33,104
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TOTAL OTS FUND - MISC GRANTS REVENUE:	19,594	123,658	105,954	33,104
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FUND - 213 - AIR QUALITY MANAGEMENT FUND

213-61-0000	4311	INTEREST EARNINGS	1,652	1,000	1,600	1,000
213-61-0000	4439	COUNTY GRANTS-OTHER	132,720	123,000	126,936	123,000

TOTAL AQMD FUND REVENUE:	134,372	124,000	128,536	124,000
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 217 - SENIOR SERVICES FUND

217-40-0000	4469	FEDERAL GRANTS-OTHER	61,130	61,180	60,930	61,130
217-40-0000	4630	CONTRIBUTIONS & DONATIONS	155	200	200	200
217-90-9101	4790	OPERATING TRANSFERS IN	40,204	23,877	73,200	26,429
TOTAL SENIOR SERVICES FUND REVENUE:			101,489	85,257	134,330	87,759

FUND - 221 - FEMA GRANT

221-20-0000	4469	FEDERAL GRANTS-OTHER	13,162	30,750	6,338	22,730
TOTAL FEMA GRANT REVENUE:			13,162	30,750	6,338	22,730

FUND - 222 - COPS STATE FUND

222-20-0000	4311	INTEREST EARNINGS	777	200	1,100	200
222-20-0000	4448	ST GRANTS/LEGISLATIVE	234,839	220,000	222,000	200,000
TOTAL COPS STATE FUND REVENUE:			235,616	220,200	223,100	200,200

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 223 - COPS TECHNOLOGY PROGRAM

223-20-0000	4469	FEDERAL GRANTS-OTHER	169,712	-	-	-
TOTAL GANG FREE COMMUNITY FUND REVENUE:			169,712	-	-	-

FUND - 224 - JUSTICE ASSISTANCE GRANT FUND

224-20-0000	4311	INTEREST EARNINGS	179	100	-	1,315
224-20-0000	4469	FEDERAL GRANTS-OTHER	29,741	79,200	47,100	45,286
TOTAL JUVENILE ASSISTANCE GRANT FUND REVENUE:			29,920	79,300	47,100	46,601

FUND - 225 - COPS HIRING PROGRAM

225-20-0000	4469	FEDERAL GRANTS-OTHER	175,481	635,469	267,794	367,675
TOTAL GANG FREE COMMUNITY FUND REVENUE:			175,481	635,469	267,794	367,675

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 227 - PROPOSITION C FUND

227-30-0000	4085	PROP C LOCAL RETURN	1,334,400	1,348,900	1,388,465	1,486,810
227-30-0000	4213	LOCAL CODE ENFORCEMENT	52	30,600	30,400	30,600
227-30-0000	4311	INTEREST EARNINGS	13,824	10,000	26,048	20,000
227-30-0000	4523	PARKING STRUCTURE REV	104,043	96,000	203,598	200,000
227-30-0000	4621	REIMB/SHARED EXPENSES	87,391	174,900	47,905	53,000

TOTAL PROPOSITION C FUND REVENUE:			1,539,710	1,660,400	1,696,417	1,790,410
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FUND - 228 - MEASURE R LOCAL RETURN FUND

228-30-0000	4311	INTEREST EARNINGS	3,826	1,500	5,695	1,500
228-30-0000	4451	MEASURE R LOCAL RETURN	991,866	975,000	1,035,867	1,004,200

TOTAL MEASURE R FUND REVENUE:			995,692	976,500	1,041,562	1,005,700
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 243 - PARKING STRUCTURE OPERATIONS FUND

243-30-0000	4523	PARKING STRUCTURE REV	670,335	630,000	630,000	650,000
243-90-9459	4790	OPERATING TRANSFERS IN	100,000	-	-	-
TOTAL PARKING STRUCTURE OPERATIONS FUND REVENUE:			770,335	630,000	630,000	650,000

FUND - 248 - ASSET FORFEITURE FUND

248-20-0000	4221	NARCOTIC FORFEITURES	9,069	-	60,000	-
248-20-0000	4311	INTEREST EARNINGS	24	50	112	75
TOTAL ASSET FORFEITURE FUND REVENUE:			9,093	50	60,112	75

FUND - 249 - DISPUTE RESOLUTION FUND

249-40-0000	4439	COUNTY GRANTS-OTHER	56,622	61,167	61,167	61,167
249-90-9101	4790	TRANSFER IN-GRANT MATCH	56,638	54,586	51,078	50,097
TOTAL DISPUTE RESOLUTION FUND REVENUE:			113,260	115,753	112,245	111,264

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 262 - HOUSING ASSISTANCE PROGRAM/ VOUCHER

262-63-0000	4311	INTEREST EARNINGS	4,866	2,000	3,150	2,000
262-63-0000	4315	INTEREST INCOME - GA	(310)	-	-	-
262-63-0000	4461	HUD-VOUCHER ADMIN	736,634	662,580	680,000	565,387
262-63-0000	4469	FEDERAL GRANTS-HAP	6,218,051	6,223,561	6,300,000	5,943,032
262-63-0000	4476	FEDERAL GRANTS-FSS	68,325	64,637	64,637	64,637
262-63-0000	4592	PORT-IN ADMIN	42,957	40,000	42,000	35,000
262-63-0000	4593	PORT IN HAP	723,908	620,000	720,000	750,000
262-63-0000	4620	REFUNDS & RECOVERY	21,087	20,000	15,500	25,000
262-63-0000	4625	DAMAGE RECOVERIES	400	-	-	-
262-63-0000	4690	MISC OTHER REVENUE	16,100	16,100	3,303	10,000
262-63-0000	4611	SALE OF EQUIPMENT	-	-	284	-
262-63-0000	4636	AUXILLARY REVENUE	-	-	25	-

TOTAL HOUSING ASSISTANCE PROGRAM/VOUCHER FUND:	7,832,018	7,648,878	7,828,899	7,395,056
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FUND - 320 - DEBT SERVICE FUND

320-90-9101	4790	OPERATING TRANSFERS IN	1,213,836	1,213,399	1,213,399	1,097,650
320-90-9243	4790	OPERATING TRANSFERS IN	374,132	374,132	374,132	355,998

TOTAL GENERAL FUND TRANSFER IN FUND REVENUE:	1,587,968	1,587,531	1,587,531	1,453,648
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 401 - PROP 1B CAPITAL PROJECTS

401-70-0000	4311	INTEREST EARNINGS	3,067	3,000	10,409	3,000
401-70-0000	4449	STATE FUNDING	1,635,892	-	-	-
TOTAL PROP 1B CAPITAL PROJECTS REVENUE:			1,638,959	3,000	10,409	3,000

FUND - 405 - I 5 PROJECTS

405-70-0000	4438	OTHER LOCAL AGENCIES	97,800	6,060,831	3,870,503	3,706,783
TOTAL I5 PROJECTS REVENUE:			97,800	6,060,831	3,870,503	3,706,783

FUND - 407 - NEIGHBORHOOD STABILIZATION PROGRAM & CDBG -R STIMULUS FUND

407-62-0000	4311	INTEREST EARNINGS	1,564	-	1,600	-
407-62-0000	4469	FEDERAL GRANT - NEIGHB. S	36,999	9,689	-	9,689
407-62-0000	4655	PROGRAM INCOME-OTHER	134,632	-	166,726	-
407-70-0000	4469	FEDERAL GRANT - HUD ARRA	-	40,050	46,579	-
TOTAL CDBG "R" STIMULUS CAPITAL PROJECTS REVENUE:			173,195	49,739	214,905	9,689

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 4XX - ARRA STIMULUS GRANTS

409-70-0000	4469	FEDERAL GRANT - STREETS	99,031	-	-	-
410-70-0000	4469	FEDERAL GRANT - FTA & LACMTA	282,138	726,943	306,805	82,718
TOTAL ARRA STIMULUS CAPITAL PROJECTS REVENUE:			381,169	726,943	306,805	82,718

FUND - 411 - TEA -TRANSPORTATION ENHANCEMENT ACTIVITIES

411-70-0000	4469	FEDERAL GRANT	-	1,748,023	75	1,747,948
TOTAL FEDERAL EARMARKS FOR CAPITAL PROJECTS REVENUE:			-	1,748,023	75	1,747,948

FUND - 418 - ART IN PUBLIC PLACES

418-70-0000	4311	INTEREST EARNINGS	4,128	2,000	4,300	2,000
418-70-0000	4518	DEVELOPER ART IN-LIEU CON	23,470	8,000	36,427	8,000
418-70-0000	4690	MISC OTHER REVENUE	70	-	-	-
TOTAL ART IN PUBLIC FUND REVENUE:			27,668	10,000	40,727	10,000

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 425 - SB 821 BICYCLE / PEDESTRIAN

425-70-0000	4311	INTEREST EARNINGS	6	-	-	-
425-70-0000	4448	ST GRANTS/LEGISLATIVE	67,160	95,589	29,578	256,257

TOTAL BICYCLE/PEDESTRIAN FUND REVENUE:			67,166	95,589	29,578	256,257
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FUND - 426 - GAS TAX HUT 2103

426-70-0000	4311	INTEREST EARNINGS	8,487	4,000	13,000	4,000
426-70-0000	4458	STATE GRANT/LEGISL RELIEF	1,481,584	1,195,940	962,126	1,559,465

TOTAL TRAFFIC CONGESTION FUND REVENUE:			1,490,071	1,199,940	975,126	1,563,465
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FUND - 427 - MTA & LA COUNTY TRANSPORTATION GRANT

427-70-0000	4311	INTEREST EARNINGS	1,497	800	800	800
427-70-0000	4439	COUNTY GRANTS-OTHER	371,403	481,780	475,839	357,407
427-70-0000	4490	OTHER LOCAL AGENCIES				

TOTAL TRANSPORTATION GRANT FUND:			372,900	482,580	476,639	358,207
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 429 - HIGHWAY BRIDGE REPLACEMENT & RENOVATION

429-70-0000	4469	FEDERAL GRANTS-OTHER	451,084	2,219,751	496,214	1,557,016
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TOTAL HIGHWAY BRIDGE REPLACEMENT & RESTORATION FUND:			451,084	2,219,751	496,214	1,557,016
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FUND - 430 - SURFACE TRANSPORTATION PROGRAM (STPL) FUND

430-70-0000	4469	FEDERAL GRANTS-OTHER	-	1,346,093	85	1,346,435
430-90-9101	4790	OPERATING TRANSFERS IN	-	-	-	-

TOTAL SURFACE TRNSPRTN PRGM (STPL) FUND:			-	1,346,093	85	1,346,435
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FUND - 432 - PARKING FACILITIES IMPROVEMENT FUND:

432-70-0000	4311	INTEREST EARNINGS	107	80	90	-
432-90-9459	4790	OPERATING TRANSFERS IN	317,600	-	-	-

TOTAL PARKING & FACILITIES IMPROVEMENT FUND:			317,707	80	90	-
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 438 - PARK BOND FUND:

438-70-0000	4449	STATE GRANTS - OTHER	187,973	316,097	147,849	-
TOTAL PARK BOND FUND:			187,973	316,097	147,849	-

FUND - 442-PARK DEDICATION FUND:

442-70-0000	4438	OTHER LOCAL AGENCIES	-	-	19,188	-
TOTAL PARK BOND FUND:			-	-	19,188	-

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 702 - WATER UTILITY FUND:

702-30-0000	4231	DELINQUENT SERVICE CHRGE	79,572	70,000	70,000	70,000
702-30-0000	4232	MISC CHARGES - WATER	14,676	8,000	13,000	8,000
702-30-0000	4233	RESTART AFTER DELINQUENCY	465	500	700	500
702-30-0000	4235	RETURNED CHECK FEES	1,120	1,200	1,200	1,200
702-30-0000	4311	INTEREST EARNINGS	25,921	6,000	28,000	6,000
702-30-0000	4571	WATER CONSUMPTION CHARGE	4,637,284	4,646,000	4,646,000	4,700,000
702-30-0000	4573	NEW UTILITY ACCNT SET-UP	11,846	10,000	16,000	10,000
702-30-0000	4574	HYDRANT RENTALS	150	100	100	100
702-30-0000	4575	LEASE OF WATER RIGHTS	126,000	50,000	-	100,000
702-30-0000	4696	COLLECTION AGENCY REVENUE	867	-	800	-
702-90-9459	4790	OPERATING TRSFR IN/FR RDA	-	-	13	-

TOTAL WATER UTILITY FUND:	4,897,901	4,791,800	4,775,813	4,895,800
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FUND - 703 - GOLF COURSE FUND:

703-50-5703	4318	CASH OVER/SHORT	(15)	-	-	-
703-50-5703	4561	ENTRY & MEMBERSHIP FEES	163,186	180,000	140,000	140,000
703-90-9101	4790	TRANSFER IN	830,187	270,433	180,049	229,611

TOTAL GOLF COURSE FUND:	993,358	450,433	320,049	369,611
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 704 - SEWER FUND:

704-30-0000	4431	INDUSTRIAL WASTE FEES	-	-	-	80,000
704-30-0000	4571	SEWER CONSUMPTION CHARGE	-	-	-	2,196,034
TOTAL SEWER FUND:			-	-	-	2,276,034

FUND - 710 - TRANSIT SYSTEM FUND:

710-45-0000	4081	TRANS PROP C-5% SECURITY	96,603	116,477	116,477	121,326
710-45-0000	4082	PROP A DISCRET/OPERAT.ASS	1,875,404	1,876,137	1,876,137	1,881,528
710-45-0000	4086	PR C40% DISC-FOOTHILL MIT	81,041	76,081	76,081	89,762
710-45-0000	4087	PROP C 40% DISC-MOSIP	545,449	556,469	556,469	555,887
710-45-0000	4088	TRANSIT PROP C 40% - BSIP	50,016	51,087	51,087	52,057
710-45-0000	4318	CASH OVRAGE/SHORTAGE	(221)	-	(69)	-
710-45-0000	4451	MEASURE "R"	1,104,583	1,020,068	1,020,068	1,173,047
710-45-0000	4453	LFT/TDA ARTICLE 4	2,437,335	2,512,013	2,512,013	2,905,927
710-45-0000	4454	STAF/STATE TRANSPORT.ASST	460,756	700,810	700,810	546,051
710-45-0000	4469	JARC 5316 - MOBILITY SERVICES GRT	(3,741)	-	-	-
710-45-0000	4474	FED CAP OF MAINT. EXP 80%	1,656,148	1,541,638	1,541,638	1,200,000

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
710-45-0000	4581	NTS DIAL A RIDE FARES	13,819	11,000	11,000	11,000
710-45-0000	4582	PASSENGER REV-NTS FIXED R	1,421,443	1,450,000	1,450,000	1,500,000
710-45-0000	4583	TAXI VOUCHERS	4,844	3,000	3,000	2,500
710-45-0000	4584	CONTRACT SVC REV-SFS	14,323	10,000	15,000	10,000
710-45-0000	4585	CONTRACT SVC REV-WHITTIER	93,202	70,000	70,000	28,000
710-45-0000	4586	TAP - CASH SWEEP	17,667	30,202	30,202	30,000
710-45-0000	4611	SALE OF EQUIPMENT & SCRAP	3,220	6,000	10,000	3,000
710-45-0000	4625	DAMAGE RECOVERIES	20,779	15,000	15,000	10,000
710-45-0000	4636	AUXILIARY REVENUE	21,262	22,000	26,000	28,000
710-45-0000	4690	MISC OTHER REV-SFS PASS THROUGH	1,953	-	1,278	-
710-45-0000	4793	AB 2766 ASSISTANCE-TRANSFER IN	30,000	34,000	34,000	30,000
710-45-0000	4794	LOCAL PROP A - TRANSFER IN (OPS)	1,575,445	1,516,984	1,516,984	1,718,302
710-45-0000	4795	LOCAL PROP C - TRANSFER IN	85,200	66,400	66,400	115,420
TOTAL OPERATIONS TRANSIT SYSTEM FUND:			11,606,530	11,685,366	11,699,575	12,011,807
712-45-0000	4471	FTA/CAPITAL ASSISTANCE	183,456	8,560,418	6,853,072	1,585,918
712-70-0000	4471	FTA/CAPITAL ASSISTANCE-CIP	-	3,612,695	-	2,677,295
712-45-0000	4494 C	PROP A LOCAL MATCH - CAPITAL	29,307	75,000	-	-
712-45-0000	4456	OTHER CAPITAL ASSISTANCE	-	107,705	71,177	-
TOTAL CAPITAL REVENUES - TRANSIT SYSTEM FUND:			212,763	12,355,818	6,924,249	4,263,213

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 711 - TRANSIT - 1B PTMISEA

711-45-0000	4311	INTEREST EARNINGS	3,351	1,000	5,500	1,000
711-45-0000	4454	STA / STATE ASSISTANCE	-	392,238	-	-

TOTAL TRANSIT - 1B PTMISEA FUND:	3,351	393,238	5,500	1,000
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TOTAL TRANSIT - ALL CAPITAL FUNDING:	216,114	12,749,056	6,929,749	4,264,213
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TOTAL TRANSIT REVENUES (FUNDS 710, 711 & 712)	11,822,644	24,434,422	18,629,324	16,276,020
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 735 - EMPLOYEE BENEFIT FUND:

735-10-0000	4703	GOLF COURSE	31,325	35,980	31,403	33,865
735-10-0000	4901	GENERAL FUND	5,972,794	6,198,341	5,868,362	6,227,974
735-10-0000	4902	UTILITY FUND	231,081	246,861	232,248	274,387
735-10-0000	4903	CHILD CARE	128,956	148,236	148,726	153,381
735-10-0000	4904	SEWER FUND	-	-	-	37,431
735-10-0000	4907	CDBG	161,087	120,185	123,874	126,671
735-10-0000	4908	HOME PROGRAM	14,769	6,541	7,965	6,233
735-10-0000	4909	HOMELESS PREVENTION PRGM	254	45	55	-
735-10-0000	4910	TRANSIT FUND	2,219,185	2,455,222	2,249,269	2,713,331
735-10-0000	4917	SENIOR SERVICES GRANT	16,456	7,606	15,810	8,349
735-10-0000	4922	COPS/SLESF PROGRAM	363	299	780	290
735-10-0000	4927	PROP C	42,336	56,814	56,753	62,313
735-10-0000	4936	VEHICLE MAINTENANCE FUND	814,538	696,912	666,095	737,705
735-10-0000	4943	PARKING STRUCTURE	14,124	12,365	15,106	13,531
735-10-0000	4944	NORWALK HOUSING AUTHORITY	174,056	201,420	209,217	220,086
735-10-0000	4945	NRA	81,108	68,856	68,296	54,471
735-10-0000	4949	DISPUTE RESOLUTION	21,311	22,657	20,389	18,821
735-10-0000	4970	OTHER CIP FUNDS	5,649	-	-	-

TOTAL EMPLOYEE BENEFIT FUND:	9,929,392	10,278,340	9,714,348	10,688,839
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 736 - EQUIPMENT MAINTENANCE FUND:

736-45-0000	4901	GENERAL FUND	643,029	557,586	620,655	715,244
736-45-0000	4902	UTILITY FUND	32,191	27,658	36,431	39,900
736-45-0000	4903	CHILD CARE	1,183	1,015	968	1,600
736-45-0000	4907	CDBG	1,054	1,071	1,140	2,100
736-45-0000	4910	TRANSIT FUND	2,820,258	2,927,229	2,545,358	2,809,536
736-45-0000	4944	NORWALK HOUSING AUTHORITY	4,227	3,957	3,536	6,400

TOTAL EQUIPMENT MAINTENANCE FUND:	3,501,942	3,518,516	3,208,088	3,574,780
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FUND - 743 - PARKS PLAYGROUND EQUIPMENT REPLACEMENT AND REPAIR FUND:

743-10-0000	4311	INTEREST EARNINGS	-	-	-	20
743-90-9101	4790	OPERATING TRANSFERS IN	-	-	-	20,000

TOTAL PARKS PLAYGROUND REPLACEMENT FUND:	-	-	-	20,020
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FUND - 744 - NASC EQUIPMENT REPLACEMENT AND REPAIR FUND:

744-10-0000	4311	INTEREST EARNINGS	111	50	140	50
744-90-9101	4790	OPERATING TRANSFERS IN	35,000	100,000	100,000	35,000

TOTAL COMPUTER REPLACEMENT FUND:	35,111	100,050	100,140	35,050
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 745 - COMPUTER & OFFICE REPLACEMENT FUND:

745-10-0000	4311	INTEREST EARNINGS	348	100	650	100
745-90-9101	4790	OPERATING TRANSFERS IN	50,000	255,000	255,000	75,000

TOTAL COMPUTER REPLACEMENT FUND:			50,348	255,100	255,650	75,100
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FUND - 746 - VEHICLE & EQUIPMENT REPLACEMENT FUND:

746-30-0000	4311	INTEREST EARNINGS	6,694	3,000	6,600	3,000
746-90-9101	4790	OPERATING TRANSFERS IN	75,000	250,000	250,000	200,000

TOTAL VEHICLE & EQUIPMENT REPLACEMENT FUND:			81,694	253,000	256,600	203,000
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUALS	FY 13-14 ADOPTED BUDGET
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FUND - 747 - BUILDING RENOVATION FUND:

747-70-0000	4311	INTEREST EARNINGS	1,808	300	4,500	300
747-90-9101	4790	TRANSFER FROM GENERAL FUND	300,000	900,000	900,000	350,000

TOTAL BUILDING RENOVATION FUND:			301,808	900,300	904,500	350,300
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**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Mayor & Council	436,796	424,716	-3%				436,796	424,716	-3%
<i>Personnel</i>	363,496	354,016	-3%				363,496	354,016	-3%
<i>Operations</i>	73,300	70,700	-4%				73,300	70,700	-4%
<i>Capital Outlay</i>	-	-	-				-	-	-
Commissions, Committees & Boards	23,920	24,770	4%				23,920	24,770	4%
<i>Operations</i>	23,920	24,770	4%				23,920	24,770	4%
City Manager / Administration	932,123	737,359	-21%	-	10,000		932,123	747,359	-20%
<i>Personnel</i>	910,573	714,809	-21%				910,573	714,809	-21%
<i>Operations</i>	21,550	22,550	5%				21,550	22,550	5%
<i>Capital Outlay</i>	-	-	-	-	10,000	-	-	10,000	-
City Attorney	370,769	358,769	-3%				370,769	358,769	-3%
<i>Personnel</i>	38,769	38,769	0%				38,769	38,769	0%
<i>Operations</i>	332,000	320,000	-4%				332,000	320,000	-4%
Management Services	584,411	480,159	-18%	38,436	38,436	0%	622,847	518,595	-17%
<i>Personnel</i>	270,486	168,970	-38%				270,486	168,970	-38%
<i>Operations</i>	313,925	311,189	-1%	38,436	38,436	0%	352,361	349,625	-1%
<i>Capital Outlay</i>	-	-	-	-	-	-	-	-	-
Communications & Public Affairs	513,489	639,334	25%				513,489	639,334	25%
<i>Personnel</i>	287,489	345,774	20%				287,489	345,774	20%
<i>Operations</i>	220,000	284,260	29%				220,000	284,260	29%
<i>Capital Outlay</i>	6,000	9,300	55%				6,000	9,300	55%
MIS-Contractor/Network	360,865	384,709	7%	25,000	51,500	106%	385,865	436,209	13%
<i>Personnel</i>	71,015	72,009	1%				71,015	72,009	1%
<i>Operations</i>	289,850	312,700	8%	-	2,500	-	289,850	315,200	9%
<i>Capital Outlay</i>	-	-	-	25,000	49,000	96%	25,000	49,000	96%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
City Clerk	662,999	702,090	6%	-	12,000	-	662,999	714,090	8%
<i>Personnel</i>	659,992	686,340	4%				659,992	686,340	4%
<i>Operations</i>	67,840	75,900	12%				67,840	75,900	12%
<i>Capital Outlay</i>	-	-	-	-	12,000	-	-	12,000	-
<i>Inter-department Transfer - Duplication</i>	(64,833)	(60,150)	-7%				(64,833)	(60,150)	-7%
Election	118,700	-	100%				118,700	-	100%
<i>Personnel</i>	2,000	-	-100%				2,000	-	100%
<i>Operations</i>	116,700	-	-100%				116,700	-	100%
Human Resources	1,473,852	2,126,706	44%	-	5,000	-	1,473,852	2,131,706	45%
<i>Personnel</i>	607,909	678,388	12%				607,909	678,388	12%
<i>Operations</i>	865,943	1,448,318	67%				865,943	1,448,318	67%
<i>Capital Outlay</i>	-	-	-	-	5,000	-	-	5,000	-
Finance	1,857,426	1,659,785	-11%	96,500	112,650	17%	1,953,926	1,772,435	-9%
<i>Personnel</i>	1,437,401	1,208,035	-16%				1,437,401	1,208,035	-16%
<i>Operations</i>	417,735	451,750	8%	96,500	96,500	0%	514,235	548,250	7%
<i>Capital Outlay</i>	2,290	-	-100%	-	16,150	-	2,290	16,150	100%
Debt Service	1,213,399	1,097,650	-10%	374,132	355,998	-5%	1,587,531	1,453,648	-8%
<i>Principal</i>	780,000	890,000	14%				780,000	890,000	14%
<i>Interest & Administrative Cost</i>	433,399	207,650	-52%	374,132	355,998	-5%	807,531	563,648	-30%
Management Info Systems-City Wide	173,953	174,200	0%	-	-	-	173,953	174,200	0%
<i>Operations</i>	173,953	174,200	0%	-	-	-	173,953	174,200	0%
Cable TV	197,994	207,147	5%				197,994	207,147	5%
<i>Personnel</i>	182,094	184,447	1%				182,094	184,447	1%
<i>Operations</i>	15,900	10,500	-34%				15,900	10,500	-34%
<i>Capital Outlay</i>	-	12,200	-				-	12,200	-
GENERAL GOVERNMENT TOTAL	8,920,697	9,017,394	1%	534,068	585,584	10%	9,454,765	9,602,978	2%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Public Safety Operations	12,603,040	12,860,887	2%	1,131,356	954,652	-16%	13,734,396	13,815,540	1%
<i>Personnel</i>	2,400,828	2,381,017	-1%	8,295	8,576	3%	2,409,123	2,389,594	-1%
<i>Operations</i>	10,202,212	10,479,870	3%	1,013,991	616,192	-39%	11,216,203	11,096,062	-1%
<i>Capital Outlay</i>	-	-	-	109,070	329,884	202%	109,070	329,884	100%
Emergency Preparedness/EOC	53,600	89,327	67%	30,750	22,730	-26%	84,350	112,057	33%
<i>Operations</i>	53,600	62,227	16%	30,750	22,730	-26%	84,350	84,957	1%
<i>Capital Outlay</i>	-	27,100	-	-	-	-	-	27,100	-
Family Resource & Gang Prevention	219,431	248,679	13%				219,431	248,679	13%
<i>Personnel</i>	216,931	224,179	3%				216,931	224,179	3%
<i>Operations</i>	2,500	24,500	880%				2,500	24,500	880%
PUBLIC SAFETY TOTAL	12,876,071	13,198,893	3%	1,162,106	977,382	-16%	14,038,177	14,176,275	1%
Public Services Administration	671,323	1,111,107	66%	-	40,000	-	671,323	1,151,107	71%
<i>Personnel</i>	552,793	744,332	35%				552,793	744,332	35%
<i>Operations</i>	118,530	361,775	205%				118,530	361,775	205%
<i>Capital Outlay</i>	-	5,000	-	-	40,000	-	-	45,000	100%
Security & Emergency Services	31,909	27,889	-13%				31,909	27,889	-13%
<i>Personnel</i>	26,789	20,189	-25%				26,789	20,189	-25%
<i>Operations</i>	5,120	7,700	50%				5,120	7,700	50%
<i>Capital Outlay</i>	-	-	-				-	-	100%
Mr. Sun Program	-	25,500	-				-	25,500	-
<i>Personnel</i>	-	23,334	-				-	23,334	-
<i>Operations</i>	-	2,167	-				-	2,167	-
<i>Capital Outlay</i>	-	-	-				-	-	-
Facilities Maintenance	1,452,026	1,508,180	4%				1,452,026	1,508,180	4%
<i>Personnel</i>	973,340	1,023,480	5%				973,340	1,023,480	5%
<i>Operations</i>	478,686	461,100	-4%				478,686	461,100	-4%
<i>Capital Outlay</i>	-	23,600	-				-	23,600	100%
Transportation Center Operations				414,363	416,560	1%	414,363	416,560	1%
<i>Personnel</i>				255,742	269,898	6%	255,742	269,898	6%
<i>Operations</i>				158,621	146,662	-8%	158,621	146,662	-8%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Parking Structure Operations (Net of Debt Service)				422,260	423,358	0%	422,260	423,358	0%
<i>Personnel</i>				121,182	127,369	5%	121,182	127,369	5%
<i>Operations</i>				301,078	295,989	-2%	301,078	295,989	-2%
Street Maintenance	137,893	61,725	-55%	749,572	975,720	30%	887,465	1,037,445	17%
<i>Personnel</i>	499,183	504,300	1%				499,183	504,300	1%
<i>Operations</i>	128,710	121,625	-6%	259,572	295,220	14%	388,282	416,845	7%
<i>Capital Outlay</i>	-	6,300	-	-	110,000	-	-	116,300	-
<i>Transfers - Special Revenue Funds</i>	(490,000)	(570,500)	16%	490,000	570,500	16%	-	-	-
Traffic Maintenance	91,587	48,199	-47%	382,250	443,050	16%	473,837	491,249	4%
<i>Personnel</i>	299,662	312,924	4%				299,662	312,924	4%
<i>Operations</i>	16,925	19,075	13%	157,250	157,250	0%	174,175	176,325	1%
<i>Capital Outlay</i>	-	2,000	-	-	-	-	-	2,000	-
<i>Transfers - Special Revenue Funds</i>	(225,000)	(285,800)	27%	225,000	285,800	27%	-	-	-
Signals & Street Lighting	671,874	567,874	-15%	753,000	743,000	-1%	1,424,874	1,310,874	-8%
<i>Personnel</i>	220,954	219,174	-1%				220,954	219,174	-1%
<i>Operations</i>	1,100,920	970,300	-12%	103,000	103,000	0%	1,203,920	1,073,300	-11%
<i>Capital Outlay</i>	-	18,400	-	-	-	-	-	18,400	-
<i>Transfers - Special Revenue Funds</i>	(650,000)	(640,000)	-2%	650,000	640,000	-2%	-	-	-
Street Sweeping	174,507	199,074	14%	472,674	448,964	-5%	647,181	648,038	0%
<i>Personnel</i>	11,681	12,538	7%				11,681	12,538	7%
<i>Operations</i>	635,500	635,500	0%				635,500	635,500	0%
<i>Transfers - Special Revenue Funds</i>	(472,674)	(448,964)	-5%	472,674	448,964	-5%	-	-	-
Graffiti Removal	458,916	541,480	18%	45,000	155,000	244%	503,916	696,480	38%
<i>Personnel</i>	410,606	498,780	21%				410,606	498,780	21%
<i>Operations</i>	93,310	87,700	-6%				93,310	87,700	-6%
<i>Capital Outlay</i>	-	-	-	-	110,000	-	-	110,000	-
<i>Transfers - Special Revenue Funds</i>	(45,000)	(45,000)	0%	45,000	45,000	0%	-	-	-

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Tree Maintenance	389,137	425,120	9%	405,000	440,210	9%	794,137	865,330	9%
<i>Personnel</i>	468,847	423,609	-10%				468,847	423,609	-10%
<i>Operations</i>	325,290	379,821	17%				325,290	379,821	17%
<i>Capital Outlay</i>	-	1,900	-	-	60,000	-	-	61,900	-
<i>Transfers - Special Revenue Funds</i>	(405,000)	(380,210)	-6%	405,000	380,210	-6%	-	-	-
Greenscape Maintenance	756,587	748,433	-1%	-	-	-	756,587	748,433	-1%
<i>Personnel</i>	236,277	246,233	4%				236,277	246,233	4%
<i>Operations</i>	520,310	502,200	-3%				520,310	502,200	-3%
<i>Capital Outlay</i>	-	-	-	-	-	-	-	-	0%
Park Services*	2,732,285	2,952,911	8%	-	119,000	-	2,732,285	3,071,911	12%
<i>Personnel</i>	1,738,751	1,785,888	3%				1,738,751	1,785,888	3%
<i>Operations</i>	993,534	1,127,823	14%				993,534	1,127,823	14%
<i>Capital Outlay</i>	-	39,200	-	-	119,000	-	-	158,200	-
<i>* Moved from Culture & Recreation</i>									
Sewer System	537,226	-	-100%	-	1,191,695	-	537,226	1,191,695	122%
<i>Personnel</i>	107,684		-100%		127,399	-	107,684	127,399	18%
<i>Operations</i>	429,542		-100%		1,057,596	-	429,542	1,057,596	146%
<i>Capital Outlay</i>	-		-		6,700	-	-	6,700	-
Water System				3,836,661	4,473,660	17%	3,836,661	4,473,660	17%
<i>Personnel</i>				767,320	838,882	9%	767,320	838,882	9%
<i>Operations</i>				3,060,181	3,633,778	19%	3,060,181	3,633,778	19%
<i>Capital Outlay</i>				9,160	1,000	-89%	9,160	1,000	-89%
PUBLIC SERVICES TOTAL	8,105,269	8,217,491	1%	7,480,780	9,870,217	32%	15,586,050	18,087,708	16%
Social Services Administration	910,654	916,244	1%	5,000	17,000	240%	915,654	933,244	2%
<i>Personnel</i>	754,729	721,904	-4%				754,729	721,904	-4%
<i>Operations</i>	143,925	145,740	1%	5,000	5,000	0%	148,925	150,740	1%
<i>Capital Outlay</i>	12,000	48,600	305%	-	12,000	-	12,000	60,600	405%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Senior Programs	829,052	895,687	8%	73,380	61,330	-16%	902,432	957,017	6%
<i>Personnel</i>	463,265	521,968	13%	23,877	26,379	10%	487,142	548,347	13%
<i>Operations</i>	351,447	353,819	1%	37,503	34,951	-7%	388,950	388,770	0%
<i>Capital Outlay</i>	14,340	19,900	39%	12,000	-	-100%	26,340	19,900	-24%
Child Care				3,289,401	3,229,450	-2%	3,289,401	3,229,450	-2%
<i>Personnel</i>				488,300	524,420	7%	488,300	524,420	7%
<i>Operations</i>				2,801,101	2,705,030	-3%	2,801,101	2,705,030	-3%
Homeless Prevention (ARRA) Program				4,159	-	-100%	4,159	-	-100%
<i>Personnel</i>				3,159	-	-100%	3,159	-	-100%
<i>Operations</i>				1,000	-	-100%	1,000	-	-100%
Emergency Food & Shelter Program	58,150	58,150	0%	50,000	50,000	0%	108,150	108,150	0%
<i>Operations</i>	58,150	58,150	0%	50,000	50,000	0%	108,150	108,150	0%
Dispute Resolution Program	54,586	50,097	-8%	61,167	61,167	0%	115,753	111,264	-4%
<i>Personnel</i>	54,586	50,097	-8%	48,642	48,667	0%	103,228	98,764	-4%
<i>Operations</i>				12,525	12,500	0%	12,525	12,500	0%
SOCIAL SERVICES SUB-TOTAL	1,852,442	1,920,179	4%	3,483,107	3,418,947	-2%	5,335,550	5,339,126	0%
Transit - Administration				2,519,283	2,272,958	-10%	2,519,283	2,272,958	-10%
<i>Personnel</i>				977,739	981,978	0%	977,739	981,978	0%
<i>Operations</i>				1,541,544	1,290,980	-16%	1,541,544	1,290,980	-16%
<i>Capital Outlay</i>				-	-	-	-	-	0%
Transit - Operations				6,297,922	6,646,179	6%	6,297,922	6,646,179	6%
<i>Personnel</i>				5,605,744	5,896,858	5%	5,605,744	5,896,858	5%
<i>Operations</i>				692,178	749,321	8%	692,178	749,321	8%
<i>Capital Outlay</i>				-	-	-	-	-	0%
Transit - Equipment Maintenance Administration				299,889	186,399	-38%	299,889	186,399	-38%
<i>Personnel</i>				295,075	181,788	-38%	295,075	181,788	-38%
<i>Operations</i>				4,814	4,611	-4%	4,814	4,611	-4%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Transit - Equipment Vehicle Maintenance				2,604,308	2,505,615	-4%	2,604,308	2,505,615	-4%
<i>Personnel</i>				1,294,246	1,443,454	12%	1,294,246	1,443,454	12%
<i>Operations</i>				1,310,062	1,062,161	-19%	1,310,062	1,062,161	-19%
Transit - Equipment Non-Vehicle Maintenance				88,213	112,512	28%	88,213	112,512	28%
<i>Personnel</i>				54,463	61,662	13%	54,463	61,662	13%
<i>Operations</i>				33,750	50,850	51%	33,750	50,850	51%
Subtotal Transit - Operating Total				11,809,616	11,723,663	-1%	11,809,616	11,723,663	-1%
<i>Personnel</i>				8,227,267	8,565,740	4%	8,227,266	7,609,393	-8%
<i>Operations</i>				3,582,348	3,157,923	-12%	3,481,951	3,332,194	-4%
<i>Capital Outlay</i>				-	-	-	-	-	-
Transit - Capital Outlay				9,036,313	1,985,209	-78%	9,036,313	1,985,209	-78%
<i>Capital Outlay</i>				9,036,313	1,985,209	-78%	9,036,313	1,985,209	-78%
PUBLIC TRANSPORTATION TOTAL				20,845,929	13,708,872	-34%	20,845,929	13,708,872	-34%
Recreation	1,693,693	1,913,103	13%	-	-	-	1,693,693	1,913,103	13%
<i>Personnel</i>	1,397,351	1,565,288	12%				1,397,351	1,565,288	12%
<i>Operations</i>	296,342	347,815	17%				296,342	347,815	17%
<i>Capital Outlay</i>				-	-	-	-	-	-
Recreation Special Programs	234,159	225,902	-4%				234,159	225,902	-4%
<i>Personnel</i>	140,657	149,750	6%				140,657	149,750	6%
<i>Operations</i>	93,502	76,152	-19%				93,502	76,152	-19%
Recreation Events	143,042	148,120	4%				143,042	148,120	4%
<i>Personnel</i>	32,635	28,950	-11%				32,635	28,950	-11%
<i>Operations</i>	110,407	119,170	8%				110,407	119,170	8%
Norwalk Arts and Sports Complex	1,012,478	1,024,749	1%	-	10,000	-	1,012,478	1,034,749	2%
<i>Personnel</i>	701,495	720,949	3%	-	-	-	701,495	720,949	3%
<i>Operations</i>	310,983	303,800	-2%	-	-	-	310,983	303,800	-2%
<i>Capital Outlay</i>				-	10,000	-	-	10,000	100%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Aquatics	444,748	439,647	-1%				444,748	439,647	-1%
<i>Personnel</i>	258,716	258,247	0%				258,716	258,247	0%
<i>Operations</i>	186,032	181,400	-2%				186,032	181,400	-2%
All City Band	53,537	53,537	0%				53,537	53,537	0%
<i>Personnel</i>	37,537	37,537	0%				37,537	37,537	0%
<i>Operations</i>	16,000	16,000	0%				16,000	16,000	0%
Golf Course	174,770	229,611	31%	180,000	140,000	-22%	354,770	369,611	4%
<i>Personnel</i>				221,206	217,911	-1%	221,206	217,911	-1%
<i>Operations</i>				133,564	151,700	14%	133,564	151,700	14%
<i>Deficit</i>	174,770	229,611	31%	(174,770)	(229,611)	31%	-	-	-
CULTURE AND RECREATION TOTAL	3,756,426	4,034,668	7%	180,000	150,000	-17%	3,936,426	4,184,668	6%
Community Development Operations	478,042	713,305	49%	-	14,200	-	478,042	727,505	52%
<i>Personnel</i>	392,912	590,310	50%				392,912	590,310	50%
<i>Operations</i>	85,130	122,995	44%				85,130	122,995	44%
<i>Capital Outlay</i>	-	-	-	-	14,200	-	-	14,200	100%
Planning	507,641	525,550	4%				507,641	525,550	4%
<i>Personnel</i>	468,396	466,750	0%				468,396	466,750	0%
<i>Operations</i>	39,245	58,800	50%				39,245	58,800	50%
CDBG				1,093,020	937,641	-14%	1,093,020	937,641	-14%
<i>Personnel</i>				387,177	392,911	1%	387,177	392,911	1%
<i>Operations</i>				705,843	544,730	-23%	705,843	544,730	-23%
Home Program				254,516	233,671	-8%	254,516	233,671	-8%
<i>Personnel</i>				23,894	20,671	-13%	23,894	20,671	-13%
<i>Operations</i>				230,622	213,000	-8%	230,622	213,000	-8%
Neighborhood Stabilization Program				202,688	-	-100%	202,688	-	-100%
<i>Personnel</i>				-	-	-	-	-	-
<i>Operations</i>				202,688	-	-100%	202,688	-	-100%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Building & Safety	775,721	859,422	11%	-	2,300	-	775,721	861,722	11%
<i>Personnel</i>	596,451	632,772	6%				596,451	632,772	6%
<i>Operations</i>	179,270	225,350	26%				179,270	225,350	26%
<i>Capital Outlay</i>	-	1,300	-	-	2,300	-	-	3,600	100%
Engineering	778,228	642,841	-17%	2,000	2,500	25%	780,228	645,341	-17%
<i>Personnel</i>	528,648	517,041	-2%				528,648	517,041	-2%
<i>Operations</i>	249,580	125,000	-50%	2,000	2,500	25%	251,580	127,500	-49%
<i>Capital Outlay</i>	-	800	-	-	-	-	-	800	100%
Code Compliance	947,776	980,396	3%	-	-	-	947,776	980,396	3%
<i>Personnel</i>	785,476	807,146	3%	-	-	-	785,476	807,146	3%
<i>Operations</i>	162,300	168,450	4%	-	-	-	162,300	168,450	4%
<i>Capital Outlay</i>	-	4,800	-	-	-	-	-	4,800	100%
Storm Water Compliance	-	282,760	-	-	17,930	-	-	300,690	-
<i>Personnel</i>	-	98,760	-				-	98,760	-
<i>Operations</i>	-	184,000	-	-	17,930		-	201,930	-
<i>Capital Outlay</i>	-	-	-	-	-	-	-	-	-
Housing Authority				7,801,559	8,094,983	4%	7,801,559	8,094,983	4%
<i>Personnel</i>				574,832	581,853	1%	574,832	581,853	1%
<i>Operations</i>				7,226,727	7,498,430	4%	7,226,727	7,498,430	4%
<i>Capital Outlay</i>				-	14,700	-	-	14,700	-
DEVELOPMENT SERVICES TOTAL	3,487,408	4,004,273	15%	9,353,782	9,303,226	-1%	12,841,191	13,307,499	4%
TOTAL CITY OPERATING BUDGET	38,998,314	40,392,899	4%	43,039,772	38,014,229	-13%	82,038,086	78,407,127	-4%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2013-2014**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%	FY 12-13 Adopted Budget	FY 13-14 Adopted Budget	%
Reserve for Building/Facility Replacement	900,000	350,000	-61%				900,000	350,000	-61%
Reserve for Computer & Office Equipment Replacement	255,000	75,000	-71%				255,000	75,000	-71%
Reserve for Equipment Replacement	250,000	200,000	-20%				250,000	200,000	-20%
Reserve for NASC Equipment Replacement	100,000	35,000	-65%				100,000	35,000	-65%
Reserve for Parks Playground Equipt Replce	-	20,000	-				-	20,000	-
Capital Improvement Projects	1,390,030	936,372	-33%	27,364,115	20,500,353	-25%	28,754,145	21,436,725	-25%
CAPITAL PROJECTS/ RESERVES TOTAL	2,895,030	1,616,372	-44%	27,364,115	20,500,353	-25%	30,259,145	22,116,725	-27%
TOTAL CITY BUDGET	41,893,344	42,009,271	0%	70,403,887	58,514,582	-17%	112,297,231	100,523,853	-10%

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
101-10-1204 3860	Administration - Communications & Public Affairs	Canon Camera with 135mm lens (replacement of asset #9022)	\$ 1,600	
101-10-1204 3860	Administration - Communications & Public Affairs	iMac - Computer	\$ 2,200	
101-10-1204 3860	Administration - Communications & Public Affairs	Adobe Creative Suite - Software and Equipment	\$ 5,500	
101-10-1207 3860	Administration - Cable TV	Handheld Camcorder (2) (replacement of asset #10354,12878)	\$ 10,000	
101-10-1207 3860	Administration - Cable TV	iMac - Computer	\$ 2,200	
Total Administration				\$ 21,500
101-29-2199 3880	Public Safety - Emergency Preparedness	Emergency Response Team Equipment	\$ 27,100	
Total Public Safety				\$ 27,100

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
101-30-3101	3880 Public Services - Administration	40' x 60' White Canopy (replacement no asset tag)	\$ 5,000	
101-30-3202	3850 Public Services - Facilities	Auto Scrubber with charger	\$ 9,900	
101-30-3202	3850 Public Services - Facilities	Floor/Carpet Cleaning Equipment (4) (One each at City Hall, Transportation Center, Social Services and Sr. Center)	\$ 2,000	
101-30-3202	3850 Public Services - Facilities	Floor Burnisher (4) (One each at City Hall, Transportation Center, Social Services and Sr. Center) (replacement no asset tags)	\$ 3,500	
101-30-3202	3880 Public Services - Facilities	Convertible Tables (10) and Table Cart (1)	\$ 5,700	
101-30-3202	3880 Public Services - Facilities	Folding Tables (12) and Storage Cart (1)	\$ 2,500	
101-30-3302	3850 Public Services - Streets	Airless Sprayer, Electrostatic	\$ 6,300	
101-30-3303	3850 Public Services - Traffic	Generator, 2000 watt	\$ 1,200	
101-30-3303	3850 Public Services - Traffic	Rotary Hammer	\$ 800	
101-30-3304	3880 Public Services - Signals	Signal Control Cabinet With Controller	\$ 18,400	
101-30-3502	3850 Public Services - Trees	Chain Saw (replacement no asset tag)	\$ 1,900	
101-30-3504	3820 Public Services - Parks	Aerator Attachment - 84"	\$ 3,700	
101-30-3504	3820 Public Services - Parks	Tractor Attachment - 3 Point Sprayer, Wand and Boom	\$ 2,400	
101-30-3504	3820 Public Services - Parks	Tractor Attachment - Mower Deck	\$ 2,500	
101-30-3504	3850 Public Services - Parks	Back Pack Blower (replacement no asset tag)	\$ 500	

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
101-30-3504 3850	Public Services - Parks	Hedge Trimmer (replacement no asset tag)	\$ 500	
101-30-3504 3850	Public Services - Parks	Hedger Trimmer - Articulating (replacement no asset tag)	\$ 1,000	
101-30-3504 3850	Public Services - Parks	String Trimmer (2) (replacement no asset tag)	\$ 800	
101-30-3504 3880	Public Services - Parks	Picnic Tables - Concrete (10)	\$ 9,300	
101-30-3504 3880	Public Services - Parks	Hand Held Radios (9)	\$ 6,500	
101-30-3504 3880	Public Services - Parks	Autoscrubber for floor cleaning at Sports Complex	\$ 7,500	
101-30-3504 3880	Public Services - Parks	Food Booths, Ez-up Portable (5) (replacement no asset tag)	\$ 4,500	
Total Public Services				\$ 96,400

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
101-40-4101 3870	Social Services	Chairs (110) for Multi Purpose Room (replacement no asset tags)	\$ 12,500	
101-40-4101 3870	Social Services	Tables (15) for Multi Purpose Room (replacement no asset tags)	\$ 8,200	
101-40-4101 3870	Social Services	Lock Box for DVR	\$ 600	
101-40-4101 3870	Social Services	Office Furniture - 5 Staff Members (replacement no asset tag)	\$ 27,300	
101-40-4104 3880	Social Services - Senior Center	Outdoor Cameras for Senior Center Parking Lot	\$ 5,900	
101-40-4104 3880	Social Services - Senior Center	Chest Press Machine (replacement of asset #8938)	\$ 4,500	
101-40-4104 3880	Social Services - Senior Center	Rowing Machine (replacement of asset #8936)	\$ 4,500	
101-40-4104 3880	Social Services - Senior Center	Treadmill (replacement of asset #8933)	\$ 5,000	
Total Social Services				\$ 68,500
101-61-6102 3870	Community Development - Building & Safety	Storage Cabinet - Building Manager's office (replacement)	\$ 1,300	
101-61-6103 3820	Community Development - Engineering	Light Bar for Engineering Truck (replacement of Light Bar attached to asset #4013)	\$ 800	
101-61-6104 3870	Community Development - Code Compliance	Light Bars for Inspector Trucks (6)	\$ 4,800	
Total Community Development				\$ 6,900
Total General Fund				\$ 220,400

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
144-63-6302	3860 Housing Authority	Black & White Copier (replacement of asset #11143)	\$ 10,000	
144-63-6302	3860 Housing Authority	I Pads & Cases (3) for Software integration	\$ 2,400	
144-63-6302	3860 Housing Authority	Computers (3) (replacement of asset #10939, #10961 and # 10963)	\$ 2,300	
Total Housing Fund				\$ 14,700
213-20-2101	3820 Public Safety	Ford Taurus (2) (replacement of Vehicle #4550,#4551)	\$ 60,000	
213-30-3302	3820 Public Services - Streets	Loader Backhoe (replacement of asset #3135)	\$ 110,000	
Total AQMD Fund				\$ 170,000
222-20-2101	3880 Public Safety	Mobile Digital Computers (5) - SLESF/COPS	\$ 125,000	
Total SLESF/COPS Fund				\$ 125,000
227-30-3101	3880 Public Services - Administration	Automated Work Order System	\$ 28,000	
Total Prop C Fund				\$ 28,000
224-20-2106	3880 Public Safety - Grant JAG 2012-DJ-BX-0826	Handheld Citation Devices (7)	\$ 14,500	
Total Juvenile Assistance Grant Fund				\$ 14,500

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division		Description	Amount	Total
248-20-2101	3880	Public Safety	Security Surveillance equipment	\$ 63,230	
Total Asset Forfeiture Fund					\$ 63,230
702-30-3602	3850	Water	Jack Hammer and Attachments	\$ 1,000	
Total Water Fund					\$ 1,000
704-30-3403	3850	Public Services - Sewer	Pump and Motor, Submersible	\$ 6,700	
Total Sewer Fund					\$ 6,700
745-10-1201	3860	Administration	Black & White Copier (replacement of asset #10880)	\$ 10,000	
745-10-1205	3860	MIS	City Wide - Replace Computer/Servers/Routers	\$ 49,000	
745-10-1301	3860	City Clerk	Black & White Copier (replacement of asset #11165)	\$ 12,000	
745-10-1401	3860	Human Resources	Black & White Copier (replacement of asset #11145)	\$ 5,000	
745-10-1501	3860	Finance	Black & White Copier (replacement of asset #11108 and #11989)	\$ 13,650	
745-10-1501	3860	Finance	Scanner - with Document Feeder	\$ 1,900	
745-10-1501	3860	Finance	Color Printer	\$ 600	

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
745-20-2101	3860 Public Safety	Black & White Copiers (replacement of asset #11158, #11159)	\$ 20,000	
745-30-3101	3860 Public Services	Black & White Copier (replacement of asset #10156)	\$ 12,000	
745-40-4101	3860 Social Services	Black & White Copier (replacement of asset #11157)	\$ 12,000	
745-50-5702	3860 Recreation-NASC	Black & White Copier (replacement of asset #11160)	\$ 10,000	
745-60-6101	3860 Community Development - Administration	Black & White Copier (replacement of asset #11163)	\$ 12,000	
745-61-6101	3860 Community Development - Administration	Printer/Scanner/Copier all in one (replacement of asset #11136)	\$ 2,200	
745-61-6102	3860 Community Development - Building & Safety	Building Permit Printer (replacement of asset #11125)	\$ 2,300	
Total Computer & Office Equipment Replacement Fund				\$ 162,650

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
712-45-4503 3860	Transit - Administration FTA Grant 21.114220	Black & White Copier (replacement of asset #11154)	\$ 9,600	
712-45-4503 3860	Transit - Administration FTA Grant 21.114220 = \$247 FTA Grant 7.114220 = \$3,753	Black & White Copier (replacement of asset #11155)	\$ 4,000	
712-45-4503 3860	Transit - Dispatch (Equipt Maint.) FTA Grant 7.114220	Black & White Copier (replacement of asset #11153)	\$ 4,000	
210-45-4503 3860	Transit Admin - Capital Match	Black & White Copier (replacement of asset #11154)	\$ 2,400	
210-45-4503 3860	Transit Admin - Capital Match	Black & White Copier (replacement of asset #11155)	\$ 1,000	
210-45-4503 3860	Transit - Dispatch - Capital Match	Black & White Copier (replacement of asset #11153)	\$ 4,000	
712-45-4503 3831	Transit - Capital - FTA Grant 21.111201	40 FT ADA CNG Buses- (3) (replacement of asset #9086, #9087 and #9089)	\$ 1,164,000	
711-45-4503 3831	Transit - Capital Match	40 FT ADA CNG Buses- (3) (replacement of asset #9086, #9087 and #9089)	\$ 291,000	
712-45-4503 3831	Transit - Capital - FTA Grant 6.114211	Support Vehicles - (2) (replacement of asset #7761 and #7762)	\$ 48,040	
210-45-4503 3831	Transit - Capital Match	Support Vehicles - (2) (replacement of asset #7761 and #7762)	\$ 12,010	
Total Transit Funds				\$ 1,540,050

CAPITAL OUTLAYS
Fiscal Year 2013-14 Budget

Account Number	Department / Division	Description	Amount	Total
746-20-2101	3820 Public Safety	Ford Taurus (2) (replacement of Vehicle #4554, & #4555)	\$ 47,150	
746-30-3402	3820 Public Services - Graffiti	Ford F450, 4 pump Electrical "Green" System and 250 gallon Hot Water Blasting System (replacement of asset #6340)	\$ 110,000	
746-30-3504	3820 Public Services - Parks	Electric Burden Carrier with Hitch (3) (replacement of Vehicle #6147, #6148 and #6157)	\$ 29,000	
746-30-3504	3820 Public Services - Parks	Ford Ranger Trucks (2) (replacement of Vehicle #6149 & #6165)	\$ 46,000	
746-30-3504	3820 Public Services - Parks	Ford Dump Truck (replacement of Vehicle #6164)	\$ 44,000	
746-30-3502	3820 Public Services - Trees	Chippers, Control Feed (2) (replacement of asset #8622 and #9115)	\$ 60,000	
Total Vehicle Replacement Fund				\$ 336,150
TOTAL - ALL FUNDS				\$ 2,682,380

City of Norwalk Functional Organization Chart FY 2013-2014

City Council

- City Manager**
- Administration
 - City Attorney
 - Public Affairs
 - Cable Television

- Commissions**
- Art in Public Places
 - Community Promotion
 - Community Services
 - Historical Heritage
 - International Friendship
 - Parks & Recreation
 - Planning
 - Public Safety
 - Senior
 - Social Services

Deputy City Manager

Community Development

Deputy City Manager

- City Clerk**
- Election Administration
 - Management Information Systems
 - Record Management

- Human Resources**
- Personnel
 - Risk Management
 - Benefits Administration

- Finance**
- Budgeting
 - Revenue Collection
 - Accounting
 - Purchasing

- Public Safety**
- Public Safety Operations
 - Emergency Preparedness
 - Family Resource & Gang Prevention

- Economic Development
- Redevelopment Successor Agency
- Building & Safety
- Engineering
- Property Maintenance
- Planning
- CDBG
- Residential Rehab
- Housing Authority

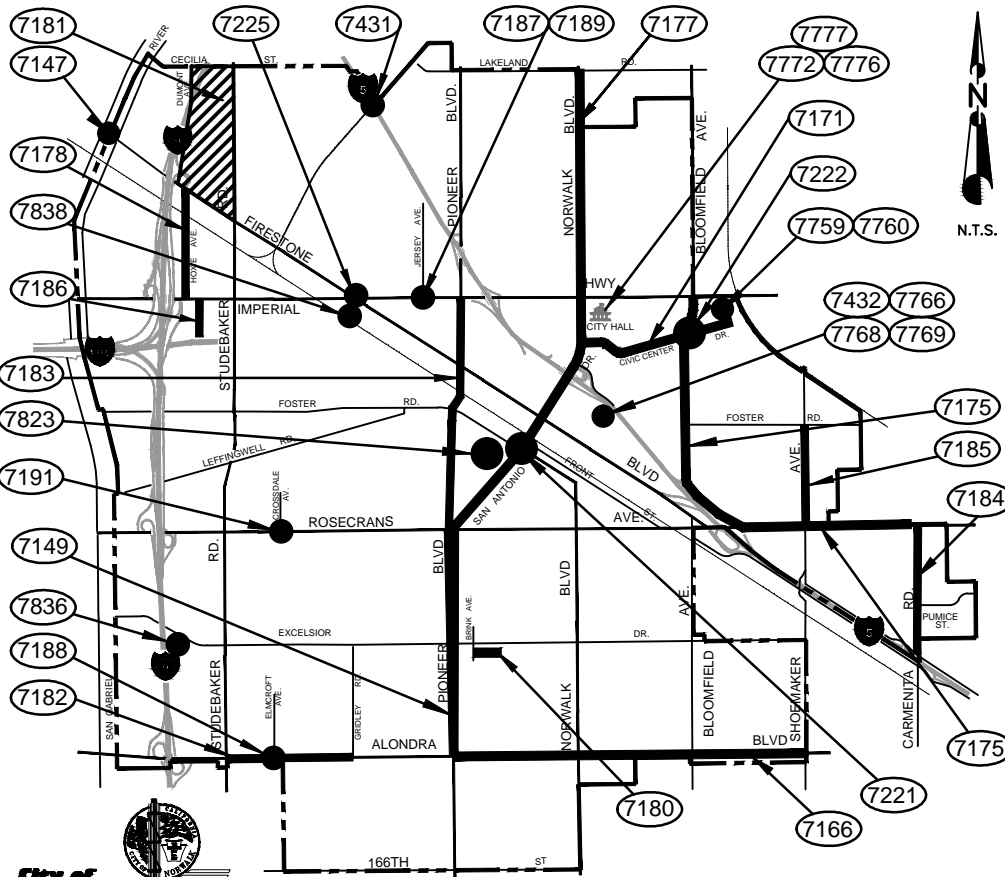
- Public Services**
- Facilities Maintenance
 - Street Maintenance
 - Traffic Maintenance
 - Signals & Safety Lighting
 - Street Sweeping
 - Sewer Maintenance
 - Graffiti Removal
 - Tree Maintenance
 - Greenscape Maintenance
 - Water Services
 - Park Services

- Social Services**
- Emergency Food & Shelter Program
 - Child Care Program
 - Senior Center
 - Dispute Resolution Program

- Recreation & Park Services**
- All City Band
 - Aquatic Pavilion
 - Norwalk Arts & Sports Complex
 - Golf Course
 - Special Events

- Transportation**
- Transit Operations
 - Equipment Maintenance

CARRYOVER PROJECTS FY 2013-2014



- | | | |
|--|---|---|
| <u>STREET AND TRAFFIC IMPROVEMENTS</u> | | <u>WATER SYSTEM</u> |
| 7147 | FIRESTONE BRIDGE OVER SAN GABRIEL RIVER | 7431 WATER SYSTEM INTERCONNECTION ACROSS I-5 AT RR R.O.W. |
| 7149 | MEDIAN IMPROVEMENTS - PIONEER BLV FROM ROSECRANS AV TO ALONDRA BLV | 7432 SODIUM HYDRXIDE PH ADJUSTMENT AT WATER WELL #10 |
| 7166 | ALONDRA BLVD REHABILITATION FROM PIONEER BLV TO SHOEMAKER AV | |
| 7171 | CIVIC CENTER REHABILITATION FROM NORWALK BLV TO CITY YARD | <u>PUBLIC FACILITIES IMPROVEMENTS</u> |
| 7175 | ROSECRANS AV & BLOOMFIELD AV REHABILITATION- FROM CARMENITA RD TO IMPERIAL HWY | * 7220 CENTRAC |
| 7177 | NORWALK BLV / SAN ANTONIO DR REHABILITATION FROM FLORENCE AV TO ROSECRANS AV | 7759 METROLINK PEDESTRIAN AND BICYCLE IMPROVEMENTS |
| 7178 | HOXIE AV REHABILITATION FROM FIRESTONE BLV TO IMPERIAL HWY | 7760 TRANSPORTATION CENTER IMPROVEMENTS |
| * 7179 | SAFETY LIGHTING - STUDY / REPLACEMENT | 7766 NASC SKYLIGHTS |
| 7180 | ALLEY REHABILITATION SOUTH OF EXCELSIOR DR, EAST OF BRINK AV | 7768 SPROUL ROOM AC |
| 7181 | LOCAL STREETS REHABILITATION | 7769 RE-ROOF MULTI-PURPOSE ROOM |
| 7182 | ALONDRA BLV REHABILITATION FROM GRIDLEY RD TO STUDEBAKER RD | 7772 CITY HALL BASEMENT PIPE REPLACEMENT |
| 7183 | PIONEER BLV REHABILITATION FROM ROSECRANS AV TO IMPERIAL HWY | 7776 CITY HALL RAMP IMPROVEMENTS |
| 7184 | CARMENITA RD REHABILITATION FROM ROSECRANS AV TO I-5 FREEWAY | 7777 CITY HALL-PASSANGER ELEVATOR |
| 7185 | SHOEMAKER RD REHABILITATION FROM ROSECRANS AV TO FOSTER RD | |
| 7186 | METRO GREENLINE ENTRY IMPROVEMENT FROM HOXIE AV TO IMPERIAL HWY | <u>MISCELLANEOUS IMPROVEMENTS</u> |
| 7187 | BUSPAD FOR BUS STOP AT IMPERIAL HWY AND JERSEY AV-ON SOUTHSIDE | 7823 REHABILITATION OF PREVIOUS SENIOR CENTER |
| 7188 | BUSPAD FOR BUS STOP AT ALONDRA BLV AND ELMCROFT AV-ON NORTHSIDE | 7836 GLAZIER PARK ART WORK |
| 7189 | BUS STOP AT IMPERIAL HWY AND JERSEY AV ADA IMPROVEMENTS TO SIDE PANEL-NORTHSIDE | 7838 STORM DRAIN REPAIR |
| 7191 | ROSECRANS / CROSSDALE CROSSWALK IMPROVEMENTS | |
| 7221 | TRAFFIC SIGNAL MODIFICATION AT SAN ANTONIO & FOSTER | |
| 7222 | TRAFFIC SIGNAL MODIFICATION AT BLOOMFIELD & CIVIC CENTER | |
| 7225 | IMPROVEMENTS AT FIRESTONE BLV AND IMPERIAL HWY | |

* Project is not location specific and therefore is not shown on the map.

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CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
		Street Improvements					
	7147	Firestone Blvd Bridge Over San Gabriel River					
427-70-7147	7147-427	MTA & LA County Grant	383,701	44,149	339,552		
429-70-7147	7147-429	HBRR Program	1,897,773	340,757	1,557,016		
		Total of Carryover and New Appropriations				1,896,568	Right of way phase underway. Construction to begin 2014.
		Median Improvements at Pioneer Blvd from Rosecrans Ave to Alondra Blvd (Phase 2 & 3)					
	7149						
401-70-7149	7149-401	Prop 1B Transportation Enhancement	1,575,554	1,158	1,574,396		
411-70-7149	7149-411	Activities (TEA)	1,748,023	75	1,747,948		
		Total of Carryover and New Appropriations				3,322,344	Installation of medians to be completed by December 2013. Street rehabilitation following utilities undergrounding.
		Alondra Blvd Rehabilitation (Pioneer Blvd to Shoemaker Ave)					
	7166						
227-70-7166	7166-227	Proposition "C"	122,600	2,061	120,539		
425-70-7166	7166-425	TDA Article 3 Surface Transportation Program	-	-	-	66,768	
430-70-7166	7166-430	(STPL)	1,346,435	-	1,346,435		
		Total of Carryover and New Appropriations				1,533,742	Rehabilitate Alondra Blvd from Pioneer Blvd to Shoemaker Ave STPL funds are being requested to be obligated in FY 2013/14. Construction to begin in October.

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
	7171	Repave Civic Center Drive - Norwalk Blvd to Yard					
227-70-7171	7171-227	Prop C	369,071	1,770	367,300	(35,000)	Design will be completed in-house and is currently underway.
425-70-7171	7171-425	TDA Article 3	-	-	-	35,000	
		Total of Carryover and New Appropriations				367,300	
	7175	Rehabilitation on Rosecrans Ave and Bloomfield Ave from Carmenita Rd to Imperial Hwy					
405-70-7175	7175-405	MTA Prop C I-5 Mitigation	1,047,747	28,309	1,019,438		Construction contract awarded. Completion scheduled for July 2013.
		Total of Carryover and New Appropriations				1,019,438	
	7177	Norwalk Blvd/San Antonio Dr Rehabilitation - Florence Ave to Rosecrans Ave					
405-70-7177	7177-405	MTA Prop C I-5 Mitigation	2,425,263	112,243	2,313,020		Construction contract awarded. Completion scheduled for July 2013.
		Total of Carryover and New Appropriations				2,313,020	
	7178	Hoxie Ave Rehab from Firestone Blvd to Imperial Hwy					
426-70-7178	7178-426	Highway User Tax (HUT) Section 2103	502,645	-	502,645		Completed rehabilitation on Hoxie Ave from Firestone Blvd to Imperial Hwy. Final close out paperwork in process.
		Total of Carryover and New Appropriations				502,645	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
	7179	Safety Lighting- study / replacement					
101-70-7179	7179-101	General Fund	155,000	6,300	148,700		Engineering study complete; recommended LED fixtures; Purchase of safety lights at signalized intersections in progress; expect items to be received summer 2013; installation fall 2013
			Total of Carryover and New Appropriations			148,700	
	7180	Alley - South of Excelsior Dr, East of Brink Ave					
101-70-7180	7180-101	General Fund	100,000	344	99,656		Completed rehabilitation of alley south of Excelsior Dr. and east of Brink Ave. Final close out paperwork in process.
			Total of Carryover and New Appropriations			99,656	
	7181	Local Streets Rehabilitation					
425-70-7181	7181-425	TDA Article 3	46,000	1,511	44,489		
426-70-7181	7181-426	Highway User Tax (HUT) Section 2103	550,000	11,803	538,197		Construction contract awarded. Completion scheduled for June 2013.
			Total of Carryover and New Appropriations			582,686	
	7182	Alondra Blvd Rehab from Gridley Rd to Studebaker Ave (Design)					
227-70-7182	7182-227	Proposition "C"	85,000	-	85,000		Awarded design contract. Design completion scheduled for November 2013.
			Total of Carryover and New Appropriations			85,000	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
	7183	Pioneer Blvd from Rosecrans Ave to Imperial Hwy (Design)					
227-70-7183	7183-227	Proposition "C"	100,000	-	100,000		Awarded design contract. Design completion scheduled for December 2013.
		Total of Carryover and New Appropriations				100,000	
	7184	Carmenita Rd from Rosecrans Ave to the I-5 (Design)					
227-70-7184	7184-227	Proposition "C"	70,000	-	70,000		Awarded design contract. Design completion scheduled for November 2013.
		Total of Carryover and New Appropriations				70,000	
	7185	Shoemaker Ave from Rosecrans Ave to Foster Rd (Design)					
227-70-7185	7185-227	Proposition "C"	50,000	-	50,000		Awarded design contract. Design completion scheduled for November 2013.
		Total of Carryover and New Appropriations				50,000	
	7186	Metro Greenline Entry Improvement (Hoxie Ave & Imperial Hwy)					
426-70-7186	7186-426	Highway User Tax (HUT) Section 2103	100,000	-	100,000		Improve pedestrian walkway on Hoxie Ave in conjunction with planned traffic mitigation improvements by Caltrans and Metro.
		Total of Carryover and New Appropriations				100,000	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
	7187	Buspad for Bus Stop @ Imperial Hwy & Jersey Ave (Southside)					
227-70-7187	7187-227	Proposition "C"	200,000	-	200,000		Awarded design contract. Completion of concrete bus pad installation scheduled for Spring 2014 but this may change due to work on I-5 freeway.
		Total of Carryover and New Appropriations				200,000	
	7188	Buspad for Bus Stop @ Alondra Blvd & Elmcroft Ave (Northside)					
227-70-7188	7188-227	Proposition "C"	200,000	-	200,000		Awarded design contract. Completion of concrete bus pad installation scheduled for Spring 2014.
		Total of Carryover and New Appropriations				200,000	
	7189	Bus Stop @ Imperial Hwy & Jersey Ave (Northside) ADA improvements to side panels					
227-70-7189	7189-227	Proposition "C"	40,000	-	40,000		Awarded design contract. Completion of improvements to bus bench and bus stop area for ADA compliance level scheduled for Spring 2014 but this may change due to work on I-5 freeway.
		Total of Carryover and New Appropriations				40,000	
	7191	Rosecrans/Crossdale Crosswalk improvements					
228-70-7191	7191-228	Measure "R" Local Return	102,750	-	102,750	(60,000)	Authorization to bid granted May 1. Construct crosswalk on Rosecrans Ave. at Crossdale Ave. Construction scheduled to begin in July 2013.
425-70-7191	7191-425	TDA Article 3	-	-	-	60,000	
		Total of Carryover and New Appropriations				102,750	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
		Traffic Improvements					
	7220	Upgrade Traffic Management Center to CENTRACS					
427-70-7220	7220-427	MTA & LA County Grant	125,533	106,878	18,655		Upgrade traffic signal controllers & cabinets and install wireless communications at 23 intersections. Upgrade traffic signal control system software to CENTRACS.
		Total of Carryover and New Appropriations				18,655	
	7221	Traffic Signal Modifications @ San Antonio Dr & Foster Rd					
405-70-7221	7221-405	MTA Prop C I-5 Mitigation	174,663	-	174,663		Construction contract awarded. Completion scheduled for July 2013.
		Total of Carryover and New Appropriations				174,663	
	7222	Traffic Signal Modifications @ Bloomfield Ave & Civic Center Dr					
405-70-7221	7221-405	MTA Prop C I-5 Mitigation	199,663	-	199,663		Construction contract awarded. Completion scheduled for July 2013.
		Total of Carryover and New Appropriations				199,663	
	7225	Firestone Blvd / Imperial Hwy Improvements					
426-70-7225	7225-426	Highway User Tax (HUT) Section 2103	100,000	-	100,000		Work includes undergrounding electrical cabling to one street light and median and sidewalk improvements in conjunction with County's installation of traffic controller.
		Total of Carryover and New Appropriations				100,000	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
		Water System					
	7431	Water system interconnection across I-5 at railroad right of way					As I-5 Widening Segment 5 is being implemented, plans are to install a water pipe to connect City's two water sectors separated by I-5 Freeway and railroad.
702-70-7431	7431-702	Water Enterprise Fund	200,000	1,631	198,369	350,000	
		Total of Carryover and New Appropriations				548,369	
	7432	Sodium Hydroxide PH Adjustment					Installation of a sodium hydroxide system for Well no. 10 to neutralize pH levels in the groundwater in order to improve the aesthetics of the water.
702-70-7432	7432-702	Water Enterprise Fund	125,000	-	125,000		
		Total of Carryover and New Appropriations				125,000	
		Public Facilities Improvements					
	7759	Metrolink Pedestrian & Bicycle Improvements					
410-70-7759	7759-410	ARRA - FTA	-	-	-	12,282	A firm has been secured for the architectural design, engineering and final construction drawings for the Pedestrian Plaza. The IFB release date for construction has yet to be determined following the priority of On-site CNG Fueling Station.
711-70-7759	7759-711	PTMISEA- Prop 1B	43,466	-	43,466		
712-70-7759	7759-712	FTA Grants	186,147	-	186,147		
		Total of Carryover and New Appropriations				241,895	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
	7760	Transportation Center Improvements (Remodel 1st & 3rd Floors)					
410-70-7760	7760-410	ARRA - FTA	70,247	-	70,247	189	A firm has been secured for the architectural design, engineering and final construction drawings for the Transportation & Public Services Facility Improvements which will cover tenant, fuel island & pedestrian plaza improvements. The IFB release date for construction has yet to be determined following the priority of On-site CNG Fueling Station.
431-70-7760	7760-431	Transit Center 1999 RLRB	25,291	-	25,291	(25,291)	
711-70-7760	7760-711	PTMISEA- Prop 1B	770,261	-	770,261	(144,403)	
712-70-7760	7760-712	FTA Grants	3,183,314	194	3,183,120	(691,972)	
Total of Carryover and New Appropriations						3,187,442	
	7766	New Caulking for NASC Skylights					
747-70-7766	7766-747	Building Renovation Fund	150,000	-	150,000		Project will inspect and install new caulking for 168 windows
Total of Carryover and New Appropriations						150,000	
	7768	Sproul Room Air Conditioning					
747-70-7768	7768-747	Building Renovation Fund	60,000	-	60,000		Replace the two existing 12-ton air conditioning units. Contract with City Attorney
Total of Carryover and New Appropriations						60,000	
	7769	Reroof Mult-Purpose Room @ NASC					
432-70-7769	7769-432	Bond Proceeds - 2001 RLRB	8,100	8,100	-		Replace the original Cultural Arts Center roof above the Multi-Purpose Room. Contract with City Attorney
747-70-7769	7769-747	Building Renovation Fund	71,900	(116)	72,016		
Total of Carryover and New Appropriations						72,016	

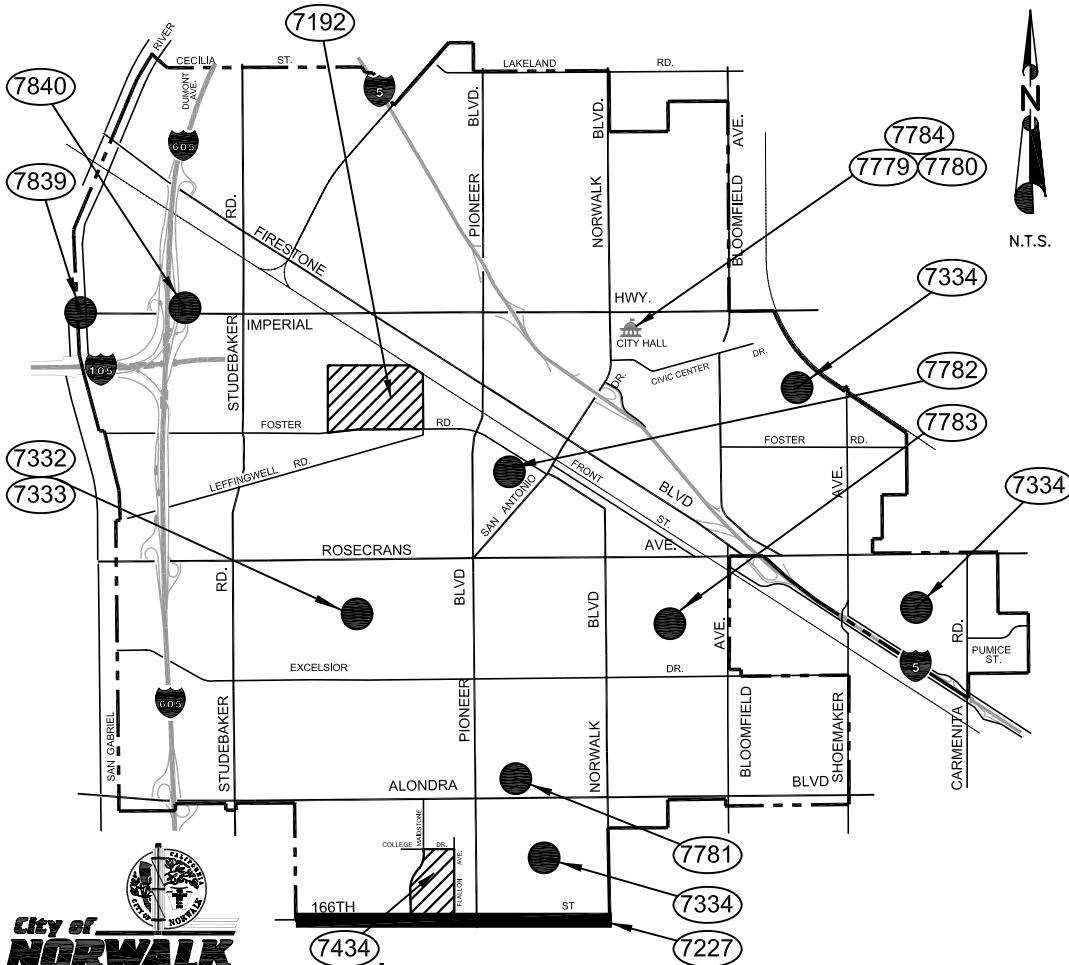
CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
	7772	City Hall basement pipe replacement					
101-70-7772	7772-101	General Fund	12,000	-	12,000	<u>12,000</u>	Replacement of deteriorated main water pipe in basement of City Hall; phase 1 complete; phase 2 involving exterior main replacement to be completed summer 2013
			Total of Carryover and New Appropriations			12,000	
	7776	City Hall Ramp Improvement					
747-70-7776	7776-747	Building Renovation Fund	35,500	-	35,500	<u>35,500</u>	Replacement of City Hall east entrance ramp surface; includes new ADA handrails and sidewalk improvement; bids to be issued end of May; work completed June/July 2013
			Total of Carryover and New Appropriations			35,500	
	7777	City Hall - replacement of passenger elevator					
431-70-7777	7777-431	Bond Proceeds - 1999 RLRB	36,535	36,535	-		
432-70-7777	7777-432	Bond Proceeds - 2001 RLRB	40,464	30,425	10,039		
101-70-7777	7777-101	General Fund	123,001	-	123,001	<u>123,001</u>	Replacement of outdated elevator equipment for passenger elevator located at City Hall (west side). In progress; completed end of June 2013
			Total of Carryover and New Appropriations			133,040	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 ADOPTED FUNDING	FY 2013 ESTIMATED EXPENDITURES	FY 2013 ESTIMATED CARRYOVER	FY 2014 NEW APPROPRIATION	STATUS / COMMENTS
		Miscellaneous Improvements					
	7823	Rehabilitation of Old Senior Center (Loan from NRA)					
101-70-7823	7823-101	General Fund	451,349	-	451,349		Design and construction of new office building at the northwest corner of San Antonio Dr. and Foster Rd.
		Total of Carryover and New Appropriations				451,349	
	7836	Glazier Park - Art work					
418-70-7836	7836-418	Art in Public Places	150,000	11,670	138,330		Construction of statue at Glazier Park.
		Total of Carryover and New Appropriations				138,330	
	7838	Storm Drain Repair					
101-70-7838	7838-101	General Fund	107,300	79,134	28,166		Completed repair work. Final close out paperwork in process.
		Total of Carryover and New Appropriations				28,166	
			\$ 19,667,294	\$ 824,931	\$ 18,842,363		
Number of carryover projects	39	CARRYOVER CAPITAL PROJECTS - TOTAL				\$ 18,409,936	

NEW CAPITAL PROJECTS FY 2013-2014



STREET AND TRAFFIC IMPROVEMENTS

- 7192 LOCAL STREETS REHABILITATION -CENTRAL AREA OF THE CITY
- 7227 166TH SIGNALIZATION IMPROVEMENTS

PARKS SYSTEM

- * 7331 BALLFIELD LASER LEVELING
- 7332 GERDES PARK MAIN BUILDING - REROOF
- 7333 GERDES PARK - ALTERNATE MEETING ROOM
- 7334 SAFETY LIGHTING - HERMOSILLO PARK
RAMONA PARK & ZIMMERMAN PARK

WATER SYSTEM

- * 7433 DESIGN OF CAPITAL PROJECTS
- 7434 WATER MAIN REPLACEMENTS-PHASE III

SEWER SYSTEM

- * 7510 SEWER HOT SPOT REPLACEMENT

PUBLIC FACILITIES IMPROVEMENTS

- 7779 CITY HALL FLOORING REPLACEMENT
- 7780 CITY HALL HVAC REPLACEMENT
- 7781 SOCIAL SERVICES - HVAC SCREENING
- 7782 TEMPORARY TRANSIT / PUBLIC SERVICES CITY YARD
- 7783 SPROUL MUSEUM / HARGITT HOUSE PAINTING
- 7784 CITY HALL WATER MAIN REPLACEMENT

MISCELLANEOUS IMPROVEMENTS

- 7839 PAINTING - IMPERIAL HWY HALF WALL OVER
SAN GABRIEL RIVER
- 7840 PAINTING - IMPERIAL HWY HALF WALL OVER
SAN GABRIEL RIVER
- * 7841 CITY WIDE CURB AND GUTTER SURVEY

* Project is not location specific and therefore is not shown on the map.

NEW CAPITAL PROJECTS

<u>BUDGET UNIT</u>	<u>PROJECT NUMBER</u>	<u>DESCRIPTION / FUNDING SOURCES</u>	<u>FY 2013 APPROVED APPROPRIATIONS</u>	<u>FY 2013 FUNDING DETAIL</u>	<u>STATUS / COMMENTS</u>
Street Improvements					
	7192	Local Streets Rehabilitation- Central Area of the City	500,000		
425-70-7192	7192-425	TDA Article 3		50,000	Rehabilitate local streets in the neighborhood generally bounded by Ratliffe St. to the north, Jersey Ave. to the east, Foster Rd. to the south, and Fairford Ave. to the west.
426-70-7192	7192-426	Highway User Tax (HUT) Section 2103		450,000	
Traffic Improvements					
	7227	166th Signalization Improvement	37,000		
228-70-7227	7227-228	Measure "R" Local Return		37,000	City's local match portion for LA County's street improvement work on 166th St.
Water System					
	7433	Design of Capital Projects - Engineering Plan & Specifications	250,000		
702-70-7433	7433-702	Water Enterprise Fund		250,000	Engineering design, plans, and specs for capital improvement projects upon completion of water master plan

NEW CAPITAL PROJECTS

<u>BUDGET UNIT</u>	<u>PROJECT NUMBER</u>	<u>DESCRIPTION / FUNDING SOURCES</u>	<u>FY 2013 APPROVED APPROPRIATIONS</u>	<u>FY 2013 FUNDING DETAIL</u>	<u>STATUS / COMMENTS</u>
	7434	Water Main Replacements - Phase III	960,000		
702-70-7434	7434-702	Water Enterprise Fund		960,000	Replacement of undersized and deteriorated water mains on Harvard, Cedarvale, Faculty- from Maidstone to Flallon; Jersey, from Dartmouth to Chesteron; Elmhurst, east of Jersey; Dartmouth, east of Jersey; Flallon, from College to Harvard
		Parks Systems			
	7331	Ball field Laser Leveling	23,500		
101-70-7331	7331-101	General Fund		23,500	Laser leveling of ball fields at City Parks.
	7332	Gerdes Park Main Building - Reroof	120,000		
747-70-7332	7332-747	Building Renovation Fund		120,000	Replacement of roof at main building at Gerdes Park.
	7333	Gerdes Park - Alternate Meeting Room	20,000		
747-70-7333	7333-747	Building Renovation Fund		20,000	Renovation of existing meeting room.
	7334	Safety Lighting - Hermosillo, Ramona & Zimmerman Park	50,000		
101-70-7334	7334-101	General Fund		50,000	New safety/security lighting in specific park areas at Hermosillo, Ramona, and Zimmerman Parks.

NEW CAPITAL PROJECTS

<u>BUDGET UNIT</u>	<u>PROJECT NUMBER</u>	<u>DESCRIPTION / FUNDING SOURCES</u>	<u>FY 2013 APPROVED APPROPRIATIONS</u>	<u>FY 2013 FUNDING DETAIL</u>	<u>STATUS / COMMENTS</u>
		Sewer System			
	7510	Sewer System Replacement	804,339		Engineering design, and replacement/lining of deteriorated sewer main lines - year 1 of 50.
704-70-7510	7431-704	Sewer Enterprise Fund		804,339	Six locations have been identified as hot spots for sewer replacement: Alondra at Horst, Firestone west of Woods, Firestone at Imperial, Front west of Paddison, Imperial near Hoxie, Pioneer and north of Alondra. (Design only.)
		Public Facilities Improvements			
	7779	City Hall Flooring Replacement	8,500		Replacement of all staff kitchen & break room floors throughout City Hall.
747-70-7779	7779-747	Building Renovation Fund		8,500	
	7780	City Hall HAVC Replacement	15,000		Replacement of worn HVAC unit at City Hall.
747-70-7780	7780-747	Building Renovation Fund		15,000	
	7781	Social Services - HVAC Screening	8,000		New rooftop screening around HVAC units at Social Services.
747-70-7781	7781-747	Building Renovation Fund		8,000	
	7782	Temporary Transit/Public Services City Yard	70,000		New fencing, lighting, security and relocation of items from Bloomfield yard to new temporary yard at Foster and San Antonio.
227-70-7782	7782-227	Proposition "C"		70,000	

NEW CAPITAL PROJECTS

<u>BUDGET UNIT</u>	<u>PROJECT NUMBER</u>	<u>DESCRIPTION / FUNDING SOURCES</u>	<u>FY 2013 APPROVED APPROPRIATIONS</u>	<u>FY 2013 FUNDING DETAIL</u>	<u>STATUS / COMMENTS</u>
	7783	Sproul Museum / Hargitt House Painting	55,000		
747-70-7783	7783-747	Building Renovation Fund		55,000	Repainting exterior of Sproul Museum, Barn, and Hargitt House.
	7784	City Hall Water Main Replacement	30,000		
747-70-7784	7784-747	Building Renovation Fund		30,000	Replace approx 150' of deteriorated water main (galvanized steel) with new ductile iron pipe, from outside building to the meter
Miscellaneous Improvements					
	7839	Painting - Imperial Hwy Half Wall over San Gabriel River	10,500		
418-70-7839	7839-418	Art in Public Places		10,500	Brick artwork to be painted on existing half wall over bridge within Norwalk jurisdiction, over San Gabriel River.
	7840	Painting - Imperial Hwy Underpass	9,660		
418-70-7840	7840-418	Art in Public Places		9,660	Brick artwork to be painted on existing underpass wall areas on Imperial, east of Fairford Ave.
	7841	City Wide Curb & Gutter Survey	30,000		
228-70-7841	7841-228	Measure "R" Local Return		30,000	Citywide survey to assess damaged curb and gutter conditions and repair value.
No. of New Projects:	18	NEW CAPITAL PROJECTS - TOTAL	\$ 3,001,499	\$ 3,001,499	

MAYOR & COUNCIL

ACTIVITIES AND OBJECTIVES

Description of Activities

The City Council is a five-member board elected to represent the residents of Norwalk. The City Council meets on the first and third Tuesday of each month and conducts special meetings as needed. At these public meetings, the City Council makes policy determinations; approves agreements and contracts; adopts ordinances (local laws) and regulations; and authorizes all expenditures of City funds. In addition, the City Council reviews and adopts an annual City Budget. The City Council also develops and maintains significant intergovernmental relations with other local, state, and federal agencies in order to ensure the economic vitality of Norwalk.

The City Council also serves as the Board of Directors of the Norwalk Successor Agency.

MAYOR & COUNCIL

ACTIVITY DETAIL

Account Number	Description	Cost
2110	<u>Conferences & Meetings:</u> City Council expenses related to conferences, seminars and meetings held within California.	\$ 10,000

Budget Program: Mayor & Council, 1101

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Executive Secretary	1.00	1.00	65,766	67,080						
Council Members	5.00	5.00	57,055	57,055						
TOTAL	6.00	6.00	122,821	124,135	TOTAL	-	-	-	-	-

MAYOR & COUNCIL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1101	1020	REG SALARIES & WAGES	121,714	122,821	122,331	124,135
101-10-1101	1049	BI-LINGUAL/CERTIFICATE PAY	-	-	563	-
101-10-1101	1052	AUTO ALLOWANCE	16,250	30,000	30,000	30,000
101-10-1101	1054	CELLPHONE ALLOWANCE	488	900	900	900
101-10-1101	1076	DEFERRED COMP-COUNCIL	34,702	-	41,720	-
101-10-1101	1078	MANAGEMENT BENEFIT 401A	1,211	1,142	1,137	1,142
101-10-1101	1080	MEDICARE	2,405	3,127	2,635	3,189
101-10-1101	1081	MGMT BENEFIT/MEDICAL	28,048	61,905	27,291	64,841
101-10-1101	1082	PERS - EMPLOYEES' PORTION	8,511	9,826	8,011	9,931
101-10-1101	1083	PERS - EMPLOYER PORTION	17,793	21,919	17,871	23,349
101-10-1101	1085	LIFE INSURANCE	857	900	895	906
101-10-1101	1088	LONG-TERM DISABILITY INSURANCE	621	664	660	678
101-10-1101	1090	MEDICAL INS - FT EMPLOYEES	29,896	32,845	32,604	34,680
101-10-1101	1091	DENTAL INS - FT EMPLOYEES	6,690	8,378	6,941	8,434
101-10-1101	1092	VISION INS - FT EMPLOYEES	1,409	1,786	1,474	1,892
101-10-1101	1095	MEDICAL INS - RETIREES	60,242	65,805	54,052	48,496
101-10-1101	1096	UNEMPLOYMENT INSURANCE	-	171	-	97
101-10-1101	1097	WORKER'S COMPENSATION	1,642	1,307	1,561	1,346
PERSONNEL EXPENDITURES:			332,479	363,496	350,647	354,016

MAYOR & COUNCIL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1101	2108	CONFERENCE/OUT OF STATE	-	2,500	2,500	-
101-10-1101	2110	CONFERENCES & MEETINGS	10,288	7,000	10,000	10,000
101-10-1101	2115	AUTO EXPENSES	15,000	-	-	-
101-10-1101	2140	OFFICE SUPPLIES	2,224	2,400	1,800	1,800
101-10-1101	2190	TELEPHONE & FAX	4,417	4,900	2,800	2,400
101-10-1101	2660	COUNCIL REORGANIZATION EVENT	4,646	6,500	8,289	6,500
101-10-1101	2663	KELLEY- DISCR EXP	5,950	10,000	10,000	10,000
101-10-1101	2664	MENDEZ - DISCR EXP	9,944	10,000	10,000	10,000
101-10-1101	2666	RODARTE - DISCR EXP	9,938	10,000	10,000	10,000
101-10-1101	2667	SHRYOCK - DISCR EXP	6,516	10,000	10,000	10,000
101-10-1101	2668	VERNOLA - DISCR EXP	10,000	10,000	10,000	10,000
OPERATING EXPENDITURES:			78,923	73,300	75,389	70,700
101-10-1101	3870	C/O-FURINTURE & FIXTURE	-	-	5,770	-
GENERAL FUND - MAYOR & COUNCIL TOTAL:			411,402	436,796	431,806	424,716

COMMUNITY PROMOTION COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Community Promotion Commission's activities include the promotion of Community and City activities, events, programs and services. Annual events include the Home & Business Beautification contest.

COMMUNITY PROMOTION COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2260	<u>Development & Promotion:</u> Commission programs include the Home & Business Beautification Contest.	\$ 1,350

INTERNATIONAL FRIENDSHIP COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The International Friendship Commission is a five member advisory board appointed by City Council to provide input on the US Mexico Sister Cities program with Morelia, Michoacan, Mexico. This youth and adult cultural programs endeavors are diverse as they include programming in the areas of business, education, and cultural activities.

Fiscal Year 2013-2014 Objectives

To promote a cultural program.

To participate in Sister Cities Conference activities.

INTERNATIONAL FRIENDSHIP COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2111	<u>Memberships:</u> United States/Mexico Sister Cities Association.	\$ 200

PARKS AND RECREATION COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Parks and Recreation Commission serves as an advisory body to the City Council. The commission provides input from the community regarding the programs, activities and issues relating to recreation, cultural arts, and overall community events.

Fiscal Year 2013-2014 Objectives

To assist the Recreation and Park Services Department with Citywide events and other activities and programs.

The Commission currently conducts the Phone Home program during the night of the Halloween Festival. Our resident youth have an opportunity to receive prizes including a grand prize of a brand new bike. Local youth need to be home by 9:30 p.m. for an opportunity to win prizes. The goal is to get youth off the street at a decent hour and to reduce the amount of graffiti, and vandalism which happens on Halloween night.

The Commission would also like to add three more events to their list. They would like to offer four activities/programs a year to the community. They are looking to add a pool party, an overnight campout and a Norwalk talent show.

PARKS AND RECREATION COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2230	<u>Programs & Activities:</u> Programs organized and conducted by the Park and Recreation Commission: Phone Home Program 700 Pool Party 500 Overnight Camping 650 Talent Show 1,120	\$ 2,970

PLANNING COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Planning Commission is composed of five citizens appointed by the City Council to carry out functions mandated by State Law.

The Planning commission considers a wide variety of matters to fulfill its functions including the conduct of public hearing for all General Plan Amendments, Zone Changes, Conditional Use Permits, Zone Variances, and Text Amendments. The Commission also reviews and acts on a number of other applications for development, conducts hearings related to planning and zoning matters, reviews design criteria and standards on development proposals and considers appeals of administrative decisions. The Planning Commission also sits as the Norwalk Rehabilitation and Code Compliance Appeals Board.

Community Development personnel provide staff support for all activities of the Planning Commission and the Rehabilitation and Property Maintenance Appeals Board.

PLANNING COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2110	<u>Conferences & Meetings:</u> Annual planning conference registration and expenses for Commissioners.	\$ 6,000
2112	<u>Expense Allowance:</u>	12,000
2170	<u>Special Materials & Supplies:</u>	250

PUBLIC SAFETY COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Public Safety Commission is a five member, Council appointed, advisory body which systematically addresses public safety issues in the City of Norwalk, including traffic safety, parking control, emergency preparedness, and the enforcement and enhancement of the Norwalk Municipal Code. The Commission reviews concerns brought before it and makes specific recommendations for improvement to the City Council. The Public Safety Commission serves as a resource through which citizens can voice their public safety issues and have these concerns addressed.

Fiscal Year 2013-2014 Objectives

To conduct monthly Public Safety Commission meetings to address citizen safety concerns.

Provide support and make recommendations to staff regarding various public safety issues that address quality of life issues affecting Norwalk and its citizens.

PUBLIC SAFETY COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2140	<u>Office Supplies:</u> General office supplies.	\$ 500
2250	<u>Training:</u>	300

SENIOR COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Senior Commission serves as an advisory board to members of the Norwalk City Council. The Commission's purpose is to provide input and recommendations as to the implementation of programs and activities offered through the City of Norwalk as well as issues and needs pertaining to older adults in the community.

Fiscal Year 2013-2014 Objectives

To continue to serve as an Advisory Board to City Council on senior issues.

To serve as a liaison between staff, City Council, and the senior community of Norwalk in matters of concern to the senior community.

To provide input to Senior Services staff in the development of new programs and services that will address the social and recreational needs of older adults.

To assist as requested on the Cell Phone Recycling Program (PREP)

To assist in the recruitment of senior volunteers to support programs and services at the Norwalk Senior Center.

To recommend to City Council nominee(s) for the Annual Norwalk Older American Volunteer Award (age 65 or older).

SENIOR COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2110	<u>Conferences & Meetings:</u> Aging network meetings.	\$ 100
2111	<u>Memberships:</u> California Parks and Recreation Society.	200
2230	<u>Programs & Activities:</u> Area Agency on Aging Older American Awards Luncheon, related presentations, badges, etc.	500

SOCIAL SERVICES COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Social Services Commission is a ten member advisory board appointed by City Council to provide input on social service related issues and to assist with promotion of departmental activities and special events.

Fiscal Year 2013-2014 Objectives

To offer support to the Social Services Department.

To promote and sponsor the annual Angel tree Project.

To consider and make recommendations to City Council regarding applications for receipt of Community Development Block Grant funding for social service agencies.

SOCIAL SERVICES COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2230	<u>Programs & Activities:</u> Awards & Recognition Activities	\$ 200

CITY COMMISSIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1123	2260	DEVELOPMENT AND PROMOTION	-	1,350	-	1,350
COMMUNITY PROMOTION COMMISSION:			-	1,350	-	1,350
101-10-1125	2110	CONFERENCES & MEETINGS	-	20	-	-
101-10-1125	2111	MEMBERSHIPS	-	350	-	-
HISTORICAL HERITAGE COMMISSION:			-	370	-	-
101-10-1126	2111	MEMBERSHIPS	-	200	-	200
101-10-1126	2140	OFFICE SUPPLIES	-	200	-	200
INT'L FRIENDSHIP COMMISSION:			-	400	-	400
101-10-1127	2110	CONFERENCES & MEETINGS	-	-	-	-
101-10-1127	2111	MEMBERSHIPS	-	-	-	-
101-10-1127	2230	PROGRAMS & ACTIVITIES	-	1,750	500	2,970
PARK & RECREATION COMMISSION:			-	1,750	500	2,970

CITY COMMISSIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1128	2110	CONFERENCES & MEETINGS	3,214	6,000	600	6,000
101-10-1128	2112	EXPENSE ALLOWANCE	12,066	12,000	12,000	12,000
101-10-1128	2170	SPECIAL MAT'LS-SUPPLIES	217	250	250	250
PLANNING COMMISSION:			15,497	18,250	12,850	18,250
101-10-1129	2140	OFFICE SUPPLIES	-	500	30	500
101-10-1129	2250	TRAINING EXPENSE	-	300	-	300
PUBLIC SAFETY COMMISSION:			-	800	30	800
101-10-1130	2110	CONFERENCES & MEETINGS	-	100	100	100
101-10-1130	2111	MEMBERSHIPS	-	200	-	200
101-10-1130	2230	PROGRAMS & ACTIVITIES	-	500	200	500
SENIOR COMMISSION:			-	800	300	800

CITY COMMISSIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1131	2230	PROGRAMS & ACTIVITIES	-	200	200	200
<hr/>						
		SOCIAL SERVICES COMMISSION:	-	200	200	200
<hr/>						
		GENERAL FUND - CITY COMMISSIONS TOTAL:	15,497	23,920	13,880	24,770
<hr/>						

ADMINISTRATION

ACTIVITIES AND OBJECTIVES

Description of Activities

Administration provides direct staff support to the City Manager who is responsible for making policy recommendations to the City Council and implementing City Council policy directives. Under the direction of the City Manager, the Administration Department oversees the general operation of all City Departments.

Administration directs the preparation of all City Council and Norwalk Successor Agency agendas; provides staff support for all City Council and Norwalk Successor Agency meetings; directs the preparation and submittal of an annual budget to the City Council and the Norwalk Successor Agency; and provides reports, analysis, and other information to the City Council and the Norwalk Successor Agency on an ongoing basis.

ADMINISTRATION

ACTIVITY DETAIL

Account Number	Description	Cost
2110	<u>Conferences & Meetings:</u> International City Management Association National Conference, City Manager/Sheriff's Department Conference, as well as legislative meetings and activities.	\$ 9,000
2111	<u>Memberships:</u> California City Management Foundation. 300 ICMA. 1,950	2,250

Budget Program: Administration, 1201

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
City Manager (a)	0.74	0.74	161,690	161,690						
Assistant City Manager	0.44	0.00	87,749	-						
Senior Executive Secretary	0.00	1.00	-	68,719						
Executive Secretary (b)	1.75	0.85	115,090	57,014						
Special Asst to the City Manager (c)	1.00	1.00	133,967	136,647						
Management Analyst I	0.95	0.00	56,780	-						
(a) 20% SA-RDA, 1% CDBG, 5% Water										
(b) 15% SA-RDA										
(c) 100% funded through MTA and Gateway Cities										
TOTAL	4.88	3.59	555,276	424,070	TOTAL	-	-	-	-	-

CITY MANAGER'S OFFICE / ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1201	1020	REG SALARIES & WAGES	423,024	555,276	488,005	424,070
101-10-1201	1040	OVERTIME SALARY & WAGES	-	-	-	-
101-10-1201	1075	SEVERANCE PAY	-	-	69,033	-
101-10-1201	1049	BILINGUAL/CERTIFICATE PAY	329	488	510	650
101-10-1201	1052	AUTO ALLOWANCE	5,888	6,984	7,659	5,328
101-10-1201	1054	CELLPHONE ALLOWANCE	34	60	81	-
101-10-1201	1060	PAID SICK LEAVE	2,848	2,761	1,304	-
101-10-1201	1065	ACCRUED PAID VACATION	4,027	4,874	38,186	4,308
101-10-1201	1070	PAID SICK LEAVE AT TERMINATION	-	-	54,277	-
101-10-1201	1078	MANAGEMENT BENEFIT 401A	7,116	18,119	12,635	14,716
101-10-1201	1079	COMMISSIONERS' BENEFIT	900	1,800	750	1,800
101-10-1201	1080	MEDICARE	5,531	8,490	6,458	6,470
101-10-1201	1081	MGMT BENEFIT/MEDICAL	9,059	14,579	12,278	11,233
101-10-1201	1082	PERS - EMPLOYEES' PORTION	36,492	41,586	39,081	33,928
101-10-1201	1083	PERS - EMPLOYER PORTION	76,307	99,097	87,181	79,765
101-10-1201	1085	LIFE INSURANCE	1,291	1,944	1,527	1,642
101-10-1201	1088	LONG-TERM DISABILITY INSURANCE	5,323	5,607	6,552	4,283
101-10-1201	1090	MEDICAL INS - FT EMPLOYEES	42,336	59,647	50,633	48,117
101-10-1201	1091	DENTAL INS - FT EMPLOYEES	4,566	6,818	4,985	5,216
101-10-1201	1092	VISION INS - FT EMPLOYEES	808	1,111	970	879
101-10-1201	1095	MEDICAL INS -RETIREEES	63,429	68,853	65,354	62,346
101-10-1201	1096	UNEMPLOYMENT INSURANCE	-	1,445	-	677
101-10-1201	1097	WORKER'S COMPENSATION	12,560	11,034	13,201	9,381
PERSONNEL EXPENDITURES:			701,868	910,573	960,661	714,809

CITY MANAGER'S OFFICE / ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1201	2050	PUBLICATIONS	-	100	100	100
101-10-1201	2080	CONTRACT SVC/NON-CLASS	-	-	850	-
101-10-1201	2110	CONFERENCES & MEETINGS	8,588	9,000	9,000	9,000
101-10-1201	2111	MEMBERSHIPS	-	2,250	-	2,250
101-10-1201	2115	AUTO EXPENSES	3,017	-	-	-
101-10-1201	2130	OFFICE EQPT MTCE	359	700	700	700
101-10-1201	2140	OFFICE SUPPLIES	2,429	2,500	2,200	2,200
101-10-1201	2141	POSTAGE	1,306	1,500	1,300	1,300
101-10-1201	2150	RENTAL EXPENSE	411	400	400	400
101-10-1201	2190	TELEPHONE & FAX	4,906	5,000	5,506	6,400
101-10-1201	2220	VEHICLE MTCE & SUPPLIES	-	-	-	-
101-10-1201	2240	DUPLICATING SERVICE CHG	246	100	100	200
OPERATING EXPENDITURES:			21,262	21,550	20,156	22,550
GENERAL FUND - CITY MANAGER TOTAL:			723,130	932,123	980,817	737,359
745-10-1201	3860	C/O-OFFICE EQUIPMENT	-	-	-	10,000
EQUIPMENT REPLACEMENT FUND - CITY MANAGER TOTAL:			-	-	-	10,000
ALL FUNDS - CITY MANAGER TOTAL:			723,130	932,123	980,817	747,359

CITY ATTORNEY

ACTIVITIES AND OBJECTIVES

Description of Activities

The City Attorney reviews all ordinances, resolutions, and contracts for legal correctness and validity; acts as legal counsel for the City for any litigation in which the City may become involved; and provides legal advice to the City Council and the Norwalk Successor Agency in regards to current and future policies and actions. The City Attorney also provides legal assistance to the City Council; the Norwalk Successor Agency; the City's Commissions, Committees and Boards, as well as City staff.

CITY ATTORNEY
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> City Attorney Retainer.	\$ 160,000
2081	<u>Contract Services - Special Services:</u> Special study issues.	160,000

CITY ATTORNEY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1202	1082	PERS-EMPLOYEES' PORTION	12,686	12,000	12,000	12,000
101-10-1202	1083	PERS-EMPLOYER'S PORTION	26,565	26,769	26,769	26,769
101-10-1202	2080	CONTRACT SVC/NON-CLASS	154,746	160,000	160,000	160,000
101-10-1202	2081	CONTRA SVC/SPECIAL STUDY	169,301	172,000	160,000	160,000
GENERAL FUND - CITY ATTORNEY TOTAL:			363,298	370,769	358,769	358,769

MANAGEMENT SERVICES

ACTIVITIES AND OBJECTIVES

Description of Activities

Management Services is a division of the Administration Department responsible for a variety of support functions, including special projects as directed by the City Manager. The Division's ongoing responsibilities include: strategic planning related to the citywide water delivery system; integrated waste management, including compliance with the California Integrated Waste Management Act of 1989 (AB 939) - recycling requirements; development of strategies to address contaminated properties located within and adjacent to the City of Norwalk; monitoring of state and national legislative issues; and coordination of communications with Federal, State, and County agencies with facilities in Norwalk. Management Services also assists other City departments in the completion of special projects and provides staff support to the Arts in Public Places Committee and community boards, such as the Norwalk Restoration Advisory Board.

Fiscal Year 2013-2014 Objectives

Continue to develop working relationships with offices of the City's state and federal representatives.

Work with the Department of Defense and other related agencies who provide for the conveyance of the Defense Fuel Support Point (DFSP), Norwalk (Tank Farm) to the City of Norwalk.

Remain involved in monitoring the ongoing remediation activities at DFSP, Norwalk, to ensure that restoration of the site proceeds in a responsible manner.

Continue efforts to secure federal and state funding for water infrastructure improvement projects.

Continue efforts to comply with AB 939, including monitoring progress of recycling collection programs and working with haulers to increase diversion.

Provide special project assistance to the City Manager and Council as needed.

Provide strategic planning and administrative responsibilities for the Norwalk Municipal Water System (NMWS)

Continue regional involvement in water related organizations to monitor activities impacting municipal water systems.

MANAGEMENT SERVICES
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Implementation of used oil management and beverage container recycling programs funded by grants from the Cal Recycle (formerly CIWMB). Used Oil Block Grant/Payment Program. 45,000 Beverage Container Grant. 30,000 Solid waste consulting services (carried over from FY12/13). 10,000 Organizational Study. 10,000 Dissolution of Redevelopment Agency Consulting Services. 36,000	\$ 131,000
2111	<u>Memberships:</u> City membership in the following organizations: League of California Cities – State Division. 26,840 League of California Cities – Los Angeles County Division. 1,320 California Contract Cities Association. 4,020 Southern California Association of Governments. 9,870 Staff memberships in the International City/County Management Association, and Municipal Management Assistants of Southern California. 225 SELACO WIB (Workforce Investment Board). 500 I-5 Membership (\$12,427 is funded under AQMD). 33,175	75,950
2230	<u>Program & Activities - AB 939:</u> Public education for recycling and waste management.	1,000

MANAGEMENT SERVICES
ACTIVITY DETAIL

Account Number	Description	Cost
*2238	<u>Programs & Activities:</u> COG (Gateway Cities Council of Governments)	6,009
2250	<u>Training:</u> Staff training, grant workshops and attendance to Municipal Management Association of Southern California sessions. <u>* Shared with GF and Prop C</u>	500

Budget Program: Management Services, 1203

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Assistant City Manager	0.30	0.00	59,829	-	Public Safety Officer (c)	50	50	6	1,200	1,200
Administrative Services Manager (a)	0.60	0.50	62,616	55,320						
Management Analyst II (b)	0.00	0.75	-	52,601						
Management Analyst I (b)	0.75	0.00	49,416	-						
(a) 40% Water, 10% Storm Water Compliance										
(b) 25% Water										
(c) charged under E-Waste Program										
TOTAL	1.65	1.25	171,861	107,921	TOTAL	50	50	6	1,200	1,200

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1203	1020	REG SALARIES & WAGES	162,399	171,861	171,190	107,921
101-10-1203	1030	PART TIME WAGES	55	-	-	-
101-10-1203	1052	AUTO ALLOWANCE	225	1,800	1,790	-
101-10-1203	1054	CELLPHONE ALLOWANCE	33	60	60	-
101-10-1203	1060	PAID SICK LEAVE	2,848	2,761	978	-
101-10-1203	1065	ACCRUED PAID VACATION	8,143	9,335	9,335	5,690
101-10-1203	1078	MANAGEMENT BENEFIT 401A	3,629	3,647	3,631	1,107
101-10-1203	1080	MEDICARE	2,615	2,789	2,631	1,696
101-10-1203	1081	MGMT BENEFIT/MEDICAL	5,490	6,441	6,464	3,367
101-10-1203	1082	PERS - EMPLOYEES' PORTION	13,989	13,751	13,695	8,635
101-10-1203	1083	PERS - EMPLOYER PORTION	29,246	30,672	30,550	20,300
101-10-1203	1085	LIFE INSURANCE	379	485	405	225
101-10-1203	1088	LONG-TERM DISABILITY INSURANCE	2,093	1,735	2,273	1,090
101-10-1203	1090	MEDICAL INS - FT EMPLOYEES	15,404	17,356	17,333	13,059
101-10-1203	1091	DENTAL INS - FT EMPLOYEES	2,080	2,305	2,291	1,817
101-10-1203	1092	VISION INS - FT EMPLOYEES	374	408	405	285
101-10-1203	1096	UNEMPLOYMENT INSURANCE	-	448	-	172
101-10-1203	1097	WORKER'S COMPENSATION	4,136	3,415	4,092	2,388
101-10-1203	1999	ALLOCATED PAYROLL	334	-	-	-
PERSONNEL EXPENDITURES:			253,472	269,269	267,122	167,752

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1203	2071	CONTRACT SVC/WFB BUILDING	5,543	5,600	5,600	5,600
101-10-1203	2080	CONTRACT SVC/NON-CLASS	82,328	128,824	100,000	131,000
101-10-1203	2086	LEGAL SERVICES	-	2,500	2,500	2,500
101-10-1203	2110	CONFERENCES & MEETINGS	488	500	550	500
101-10-1203	2111	MEMBERSHIPS	87,555	85,612	85,176	75,950
101-10-1203	2140	OFFICE SUPPLIES	1,593	1,500	1,500	1,500
101-10-1203	2141	POSTAGE	462	600	750	700
101-10-1203	2162	SPEC FEE-LOBBY SACRAMENTO	29,175	29,500	29,500	29,500
101-10-1203	2168	SPEC FEES-LOBBYIST MISC.	-	48,000	48,000	50,500
101-10-1203	2170	SPECIAL MAT'LS-SUPPLIES	548	500	1,436	1,000
101-10-1203	2190	TELEPHONE & FAX	-	-	300	850
101-10-1203	2230	PROGRAMS & ACTIVITIES	-	500	1,000	1,000
101-10-1203	2238	PROG & ACT/COG	6,009	6,009	6,009	6,009
101-10-1203	2240	DUPLICATING SERVICE CHG	640	600	900	900
101-10-1203	2250	TRAINING EXPENSE	40	500	500	500
101-10-1203	2310	PROPERTY ACQUISITION	-	-	-	-
OPERATING EXPENDITURES:			214,381	310,745	283,721	308,009
MANAGEMENT SERVICES TOTAL:			467,853	580,014	550,843	475,761

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1206	1030	PART TIME WAGES	827	1,200	1,049	1,200
101-10-1206	1080	MEDICARE	12	17	15	17
101-10-1206	1093	MEDICAL INS - PT EMPL	54	-	65	-
101-10-1206	2170	SPECIAL MAT'LS-SUPPLIES	1,527	3,000	2,500	3,000
101-10-1206	2230	PROGRAMS & ACTIVITIES	147	180	180	180
E-WASTE TOTAL			2,567	4,397	3,809	4,397
GENERAL FUND - MANAGEMENT SERVICES TOTAL:			470,420	584,411	554,652	480,159
105-10-1203	2239	PROG & ACT/I-5 CONSORTIUM	3,215	-	1,500	-
I-5 FUND MANAGEMENT SERVICES TOTAL:			3,215	-	1,500	-
213-10-1203	2239	PROG & ACT/I-5 CONSORTIUM	13,284	12,427	12,577	12,427
AQMD FUND MANAGEMENT SERVICES TOTAL:			13,284	12,427	12,577	12,427

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
227-10-1203	2237	PROG & ACT/COG SPECIAL STUDY	20,000	20,000	20,000	20,000
227-10-1203	2238	PROG & ACT/COG MEMBERSHIP	6,008	6,009	6,009	6,009
PROP C FUND MANAGEMENT SERVICES TOTAL:			26,008	26,009	26,009	26,009
MANAGEMENT SERVICES TOTAL (ALL FUNDS):			512,927	622,847	594,738	518,595

COMMUNICATIONS AND PUBLIC AFFAIRS

ACTIVITIES AND OBJECTIVES

Description of Activities

Communications and Public Affairs is the mechanism utilized by the City of Norwalk to distribute important information and materials to the public. The Communications and Public Affairs staff is responsible for operating the Community Information Center and ensuring that it remains the City's central information source. It oversees website development and Cable TV operations. Staff publicizes City events, programs, activities and services, develops press releases and a variety of written materials, as well as management of the electronic marquee located at the City Hall lawn. The Communications and Public Affairs prepares proclamations and special awards for individuals and community groups, as well as coordinates a variety of special information materials for the City including the *Norwalk Now* and *Business Report*. The staff works closely with the Community Promotion Commission to put together programs such as the Home and Business Beautification Program. The Communications and Public Affairs Division cultivates positive relationships with residents, businesses, organizations, and visitors to increase community engagement and participation. In addition, staff assists in preparing position statements, white papers, annual reports, and other official communications; establishes and executes City's overall marketing and branding strategy.

Fiscal Year 2013-2014 Objectives

Consistently distribute timely and relevant information to the public promoting health, welfare, safety, and meaningful opportunities that enrich the quality of life for Norwalk residents.

Refresh, redesign, and realign the City's website to include online payment options, resident surveys, and interactive forms,

Enact aggressive media relations program to include weekly media alerts, story pitches, Op-eds, newswire submissions, and calendar listings.

Bolster the City's social media presence by enhancing Norwalk's Facebook page, and adding Twitter, Instagram, and Yelp for integrated cross-platforming.

Assess and refresh City's overall visual identity and branding materials including logo, motto, graphics, signage, and collateral.

Promote the positive image of Norwalk utilizing a variety of tactics including citizen engagement, print and electronic materials, website, social media, special events and media relations.

Refresh the City's Newsletter, *Norwalk Now*, increase annual issues from 8 to 12, and include special *Norwalk Now* inserts as needed.

Merge the Norwalk Business Report into Norwalk Now to connect businesses and residents, widen audience reach, and realize cost savings.

Plan and promote special events that excite, engage, and involve greater participation among residents.

Revamp cable TV operations to better serve the public and establish a City of Norwalk YouTube channel.

Provide helpful resources to residents of Norwalk relating to information on civic and community affairs.

Develop plan for comprehensive internal communications.

COMMUNICATIONS & PUBLIC AFFAIRS

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Public Affairs consulting services. Maintenance of electronic reader board.	30,000 3,360 \$ 33,360
2081	<u>Special Studies:</u> Website Development Services.	65,000
2110	<u>Conferences & Meetings:</u> Conferences & Meetings attended by Public Information Officers.	2,000
2170	<u>Special Materials & Supplies:</u> Photography, commendations, framing, film processing, trophies, plaques, and materials for special events.	5,000
2230	<u>Programs & Activities:</u> Sheriff's and Firefighters Appreciation Luncheon, annual Veteran's events, miscellaneous special events; annual reframing of Council collages city-wide; promotional materials; various informational materials; and miscellaneous public relations activities.	20,000
2262	<u>Community Newsletter:</u> Printing cost for the Norwalk Now newsletter - monthly edition to include a Business Report Section.	110,500
2265	<u>Community Relations:</u> Media advertising for City events and programs.	4,000
2267	<u>Development & Promotion:</u> Chamber of Commerce support.	37,800

Budget Program: Communications & Public Affairs, 1204

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Communications & Public Affairs Manager (a)	1.00	0.95	-	110,362	Community Information Assistant	500	0	1	8,640	-
Community Information Officer	1.00	0.00	100,503	-	Recreation Leader II	0	1000	1	-	12,771
Graphic Design Specialist (b)	0.60	0.60	36,067	36,786						
Office Assistant II	1.00	1.00	47,381	48,324						
(a) 5% Water										
(b) 40% Recreation										
TOTAL	3.60	2.55	183,951	195,472	TOTAL	500	1,000	2	8,640	12,771

COMMUNICATIONS AND PUBLIC AFFAIRS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1204	1020	REG SALARIES & WAGES	169,349	183,951	92,578	195,472
101-10-1204	1030	PART TIME WAGES	-	8,640	14,480	12,771
101-10-1204	1049	BILINGUAL/CERTIFICATE PAY	653	650	317	650
101-10-1204	1065	ACCRUED PAID VACATION	-	-	-	14,000
101-10-1204	1078	MANAGEMENT BENEFIT 401A	1,752	2,011	625	2,488
101-10-1204	1080	MEDICARE	2,578	2,975	1,611	3,315
101-10-1204	1081	MGMT BENEFIT/MEDICAL	9,876	11,297	4,982	5,100
101-10-1204	1082	PERS - EMPLOYEES' PORTION	14,644	14,718	6,446	11,320
101-10-1204	1083	PERS - EMPLOYER PORTION	30,603	32,829	16,578	39,468
101-10-1204	1085	LIFE INSURANCE	665	713	421	929
101-10-1204	1088	LONG-TERM DISABILITY INSURANCE	1,738	1,858	1,141	2,425
101-10-1204	1090	MEDICAL INS - FT EMPLOYEES	20,380	21,612	14,910	49,711
101-10-1204	1091	DENTAL INS - FT EMPLOYEES	1,475	1,540	1,306	2,777
101-10-1204	1092	VISION INS - FT EMPLOYEES	532	560	328	712
101-10-1204	1093	MEDICAL INS - PT EMPLOYEES	-	-	39	-
101-10-1204	1096	UNEMPLOYMENT INSURANCE	-	479	-	312
101-10-1204	1097	WORKER'S COMPENSATION	4,577	3,656	4,380	4,324
PERSONNEL EXPENDITURES:			258,822	287,489	160,142	345,774

COMMUNICATIONS AND PUBLIC AFFAIRS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1204	2050	PUBLICATIONS	482	500	525	500
101-10-1204	2080	CONTRACT SVC/NON-CLASS	7,379	11,800	2,000	33,360
101-10-1204	2081	CONTRACT SVC/SPECIAL STUDIES	-	65,000	10,000	65,000
101-10-1204	2100	UTILITIES	409	400	430	400
101-10-1204	2110	CONFERENCES & MEETINGS	-	-	-	2,000
101-10-1204	2111	MEMBERSHIPS	-	-	-	1,100
101-10-1204	2130	OFFICE EQPT MTCE	159	400	400	400
101-10-1204	2140	OFFICE SUPPLIES	1,700	1,500	1,500	1,500
101-10-1204	2141	POSTAGE	2,001	2,500	2,500	400
101-10-1204	2170	SPECIAL MAT'LS-SUPPLIES	7,012	5,000	5,000	5,000
101-10-1204	2190	TELEPHONE & FAX	820	900	873	1,600
101-10-1204	2230	PROGRAMS & ACTIVITIES	15,263	18,000	19,000	20,000
101-10-1204	2240	DUPLICATING SERVICE CHG	37	200	200	200
101-10-1204	2250	TRAINING	-	-	-	500
101-10-1204	2262	COMMUNITY NEWSLETTER	83,524	75,000	78,000	110,500
101-10-1204	2265	PUBLIC RELATIONS EXPENSE	-	1,000	1,000	4,000
101-10-1204	2267	DEV'T & PROM / BUS. PROMOTION	37,800	37,800	37,800	37,800
OPERATING EXPENDITURES:			156,586	220,000	159,228	284,260
101-10-1204	3860	C/O-OFFICE EQUIPMENT	-	6,000	3,000	9,300
GENERAL FUND - COMMUNITY INFORMATION TOTAL:			415,408	513,489	322,370	639,334

CABLE TELEVISION PRODUCTION

ACTIVITIES AND OBJECTIVES

Description of Activities

Cable Television Production, which is overseen by the Administration Department - Communications and Public Affairs Division, provides digital cable coverage of City Council and Planning Commission meetings. The meetings and other government programming air on Channel 03, the local government access channel. Cable television staff also coordinates and schedules programming for the public access channel, Channel 32. The Department produces informational and promotional programming throughout the year in conjunction with City events and services.

CABLE TELEVISION PRODUCTION
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Attorney Fees. Technical Maintenance/Repair Services.	\$ 4,500
2170	<u>Special Materials & Supplies:</u> Cables, Bulbs, etc. Studio Maintenance Supplies.	3,000
2175	<u>Reproduction Supplies:</u> For production and duplication.	2,000
3860	<u>Capital Outlay - Office Equipment:</u> Replacement of two field cameras.	12,200

Budget Program: Cable TV, 1207

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of P Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Production Supervisor	1.00	1.00	55,900	57,014	Production Specialist	1,950	1,950	1	47,657	48,612
					Production Assistant	2,640	2,640	4	41,281	42,116
TOTAL	1.00	1.00	55,900	57,014	TOTAL	4,590	4,590	5	88,938	90,728

CABLE TV

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1207	1020	SALARIES & WAGES	54,774	55,900	55,676	57,014
101-10-1207	1030	PART TIME WAGES	61,480	88,938	60,588	90,728
101-10-1207	1060	PAID SICK LEAVE	2,529	2,688	2,660	2,631
101-10-1207	1065	ACCRUED PAID VACATION	-	3,360	3,360	1,837
101-10-1207	1080	MEDICARE	1,687	2,188	1,652	2,207
101-10-1207	1082	PERS - EMPLOYEE'S PORTION	4,718	4,472	4,454	4,562
101-10-1207	1083	PERS - EMPLOYER PORTION	9,864	9,976	9,936	10,724
101-10-1207	1085	LIFE INSURANCE	204	217	215	221
101-10-1207	1088	LONG-TERM DISABILITY INSURANCE	528	565	561	576
101-10-1207	1090	MEDICAL INS - FT EMPLOYEES	9,110	9,600	9,545	9,600
101-10-1207	1091	DENTAL INS - FT EMPLOYEES	1,338	1,397	1,388	1,453
101-10-1207	1092	VISION INS - FT EMPLOYEES	133	140	139	146
101-10-1207	1094	DENTAL INS - PT EMPLOYEES	1,338	1,396	1,388	1,396
101-10-1207	1096	UNEMPLOYMENT INSURANCE	-	146	-	91
101-10-1207	1097	WORKER'S COMPENSATION	1,399	1,111	1,332	1,261
101-10-1207	1999	ALLOCATED PAYROLL	(334)	-	-	-
PERSONNEL EXPENDITURES:			148,768	182,094	152,896	184,447

CABLE TV

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1207	2080	CONTRACT SVC/NON-CLASS	3,828	4,500	4,500	4,500
101-10-1207	2100	UTILITIES	443	400	430	400
101-10-1207	2170	SPECIAL MAT'LS-SUPPLIES	7,698	9,000	3,000	3,000
101-10-1207	2175	CATV VIDEO TAPES	976	2,000	2,000	2,000
101-10-1207	2190	TELEPHONE & FAX	-	-	-	600
101-10-1207	2230	PROGRAMS & ACTIVITIES	-	-	100	-
OPERATING EXPENDITURES:			12,945	15,900	10,030	10,500
101-10-1207	3860	C/O-OFFICE EQUIPMENT	20,000	-	-	12,200
CAPITAL OUTLAY EXPENDITURES:			20,000	-	-	12,200
GENERAL FUND - CABLE TV TOTAL:			181,713	197,994	162,926	207,147

CITY CLERK

ACTIVITIES AND OBJECTIVES

Our Mission: To ethically and impartially preserve and maintain the legislative record, provide public information, and administer municipal elections

Description of Activities

The City Clerk is the local official who administers democratic processes, such as elections, access to city records and all legislative actions, ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk's Department functions as a liaison to all other City Departments to facilitate City Council direction.

The Department is responsible for preparation of agendas and minutes for meetings of the City Council, Successor Agency to the Norwalk Redevelopment Agency, Oversight Board for the Successor Agency to the Norwalk Redevelopment Agency, Housing Authority, and Norwalk Community Facilities Financing Authority; and ensures completion of actions directed. The Department manages requests for public record information, certifies and distributes ordinances, resolutions, and other documents as appropriate and/or legally required, and manages contract execution and compliance with insurance requirements. The City's records management program is the responsibility of the City Clerk's Department including maintenance of central and legal files on- and off-site, and operation of the optical imaging/document management system. The Department publishes, mails, and posts legal notices, manages claims and lawsuits, and is responsible for the maintenance and distribution of the Norwalk Municipal Code. Pursuant to the Political Reform Act, the City Clerk serves as filing officer/official for Campaign Expenditure Statements filed by candidates in municipal elections and Statements of Economic Interests filed by public officials and designated employees. The City Clerk is responsible for the conduct of all municipal elections, and provides assistance to the Los Angeles County Registrar-Recorder with voter registration. The Department maintains rosters, agendas, minutes, attendance records, applications and oaths for the City's Advisory Bodies. Other City Clerk Department functions include management of the City's MIS division, management of the City's Arts in Public Places Program, execution of other vital documents, coordination of citywide duplication and mail services, and overseeing the main City Hall switchboard.

Fiscal Year 2013-2014 Objectives

- Continue monitoring legislation beneficial to the City and working with the California City Clerk's Association when necessary on such legislation.
- Records Management: Continued conversion project for optical imaging/document management system. Review and update of records management schedule by department. Continue implementation of citywide records management program including procedures and forms for off-site storage and scheduled destruction. Plan and implement citywide "document destruction day(s)".
- Norwalk Municipal Code: Maintain the NMC with regular updates to the codifier and supplements.
- General: Provide information to City Council, City departments and the public efficiently and courteously.

CITY CLERK
ACTIVITY DETAIL

Account Number	Description	Cost
2055	<u>Legal Advertising:</u> Public Notices as required by law.	\$ 2,000
2080	<u>Contract Services - Non-Classified:</u> Legislative history software support. 1,900 Off-site storage of City-Wide records. 5,000 Document destruction. 700 Support for OnBase Document imaging system. 15,000 Maintenance of retention schedule. 500	23,100
2110	<u>Conferences & Meetings:</u> California City Clerk Association annual conference or International Institute of Municipal Clerk annual conference, JPIA annual conference, and SCCCA bi-monthly meetings.	2,000
2235	<u>Municipal Code Developments & Update:</u> Maintain the Norwalk Municipal Code on-line and print annual update	2,000
2241	<u>Duplication & Mail Room Supplies:</u> Supplies for: City - wide copy service, binding, folding, laminating, and postage.	4,000

Budget Program: City Clerk, 1301

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
City Clerk(a)	0.80	0.80	102,220	111,235	Office Assistant I	1850	1850	1	35,080	35,778
Assistant City Clerk	1.00	1.00	83,305	84,970						
Office Assistant III	0.00	1.00	-	51,126						
Office Assistant II	2.00	1.00	94,762	48,324						
Office Assistant I	2.00	2.00	85,918	88,692						
(a) 20% SA-RDA										
TOTAL	5.80	5.80	366,205	384,347	TOTAL	1,850	1,850	1	35,080	35,778

CITY CLERK

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1301	1020	SALARIES & WAGES	362,721	366,205	364,251	384,347
101-10-1301	1030	PART TIME WAGES	28,796	35,080	31,368	35,778
101-10-1301	1049	BILINGUAL/CERTIFICAT PAY	1,305	1,300	1,295	1,300
101-10-1301	1060	PAID SICK LEAVE	6,001	6,708	5,756	7,364
101-10-1301	1065	ACCRUED PAID VACATION	8,889	11,652	11,652	10,456
101-10-1301	1078	MANAGEMENT BENEFIT 401A	4,239	4,089	4,059	4,450
101-10-1301	1080	MEDICARE	5,956	6,256	5,794	6,528
101-10-1301	1081	MGMT BENEFIT/MEDICAL	9,141	9,259	9,227	9,684
101-10-1301	1082	PERS - EMPLOYEES' PORTION	31,356	29,300	29,243	30,750
101-10-1301	1083	PERS - EMPLOYER PORTION	65,552	65,356	65,235	72,297
101-10-1301	1085	LIFE INSURANCE	1,208	1,269	1,263	1,331
101-10-1301	1088	LONG-TERM DISABILITY INSURANCE	3,684	3,699	3,898	3,881
101-10-1301	1090	MEDICAL INS - FT EMPLOYEES	46,898	49,212	49,001	49,817
101-10-1301	1091	DENTAL INS - FT EMPLOYEES	7,889	8,102	8,052	8,427
101-10-1301	1092	VISION INS - FT EMPLOYEES	950	969	962	1,010
101-10-1301	1093	MEDICAL INS - PT EMPLOYEES	2,645	2,760	2,744	2,760
101-10-1301	1094	DENTAL INS - PT EMPLOYEES	380	351	1,388	1,396
101-10-1301	1095	MEDICAL INS - RETIREES	46,986	50,196	47,521	45,647
101-10-1301	1096	UNEMPLOYMENT INSURANCE	-	952	-	615
101-10-1301	1097	WORKER'S COMPENSATION	9,063	7,277	8,712	8,502
PERSONNEL EXPENDITURES:			643,659	659,992	651,424	686,340

CITY CLERK

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1301	2050	PUBLICATIONS	240	300	300	300
101-10-1301	2055	LEGAL ADVERTISING	5,826	4,500	1,000	2,000
101-10-1301	2080	CONTRACT SVC/NON-CLASS	13,808	16,700	16,700	23,100
101-10-1301	2100	UTILITIES	-	-	-	200
101-10-1301	2110	CONFERENCES & MEETINGS	1,099	1,000	1,870	2,000
101-10-1301	2111	MEMBERSHIPS	950	700	600	700
101-10-1301	2130	OFFICE EQPT MTCE	6,393	6,800	7,000	7,500
101-10-1301	2140	OFFICE SUPPLIES	2,316	1,800	2,100	2,000
101-10-1301	2141	POSTAGE	1,144	800	2,000	1,800
101-10-1301	2142	POSTAGE FEE - CITY WIDE	2,128	2,500	1,500	2,000
101-10-1301	2151	EQUIPMENT LEASE	13,734	15,100	16,500	16,500
101-10-1301	2190	TELEPHONE & FAX	3,235	3,800	3,810	3,800
101-10-1301	2220	VEHICLE MTCE & SUPPLIES	2,428	1,340	1,899	2,000
101-10-1301	2235	MUNICIPAL CODE MAINTENANCE	1,292	2,000	2,000	2,000
101-10-1301	2240	DUPLICATING SERVICE CHG	4,802	5,000	4,000	5,000
101-10-1301	2241	DUPLICATION & MAIL ROOM SUPPLIES	5,225	4,500	3,500	4,000
101-10-1301	2250	TRAINING EXPENSE	19	1,000	900	1,000
OPERATING EXPENDITURES:			64,639	67,840	65,679	75,900

CITY CLERK

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1301	3999	INTER-DEPT TXFR/DUPLICAT	(56,131)	(64,833)	(50,000)	(60,150)
		CAPITAL OUTLAY EXPENDITURES:	(56,131)	(64,833)	(50,000)	(60,150)
		GENERAL FUND - CITY CLERK TOTAL:	652,167	662,999	667,102	702,090
213-10-1301	3820	C/O-AUTOMOTIVE EQUIPMENT/AQMD FUND	28,648	-	-	-
		AQMD FUND - CITY CLERK TOTAL:	28,648	-	-	-
745-10-1301	3860	C/O-OFFICE EQUIPMENT	-	-	-	12,000
		EQUIPMENT REPLACEMENT FUND - CITY CLERK TOTAL:	-	-	-	12,000
		CITY CLERK TOTAL (ALL FUNDS):	680,815	662,999	667,102	714,090

ELECTIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1302	1040	OVERTIME SALARY & WAGES	-	2,000	428	-
101-10-1302	1073	ELECTION EXPENSE PAY	-	-	400	-
101-10-1302	1080	MEDICARE	-	-	3	-
PERSONNEL EXPENDITURES:			-	2,000	831	-
101-10-1302	2055	LEGAL ADVERTISING	-	6,000	9,781	-
101-10-1302	2079	CONTRACT SVC / NON-TRANSLATION	-	3,500	1,128	-
101-10-1302	2080	CONTRACT SVC/NON-CLASS	(710)	81,000	81,000	-
101-10-1302	2140	OFFICE SUPPLIES	-	700	460	-
101-10-1302	2141	POSTAGE	-	18,000	18,500	-
101-10-1302	2240	DUPLICATING SERVICE CHG	-	500	500	-
101-10-1302	2410	ELECTION EXPENSE	-	7,000	7,000	-
OPERATING EXPENDITURES:			(710)	116,700	118,369	-
GENERAL FUND - CITY CLERK / ELECTION TOTAL:			(710)	118,700	119,200	-

MANAGEMENT INFORMATION SYSTEMS

ACTIVITIES AND OBJECTIVES

Description of Activities

The City's computer network consists of approximately 275 individual workstations connected through a complex network of servers and telecommunications systems.

Fiscal Year 2013-2014 Objectives

Implement web based business applications, such as, Recreation sign-ups, Building Permit and Business License applications, and others as the need arises.

Complete conversion of Liberty Document Management System to OnBase and expand access as appropriate.

Work with Transportation Department regarding expanded needs.

Oversee wifi expansion.

MANAGEMENT INFORMATION SYSTEMS - NETWORK CONTRACT SERVICES
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services:</u> Computer System Contract Support. Data storage. GIS base & user interface system .	186,000 5,000 13,000 \$ 204,000
2089	<u>Computer System Maintenance & Support:</u> Webfilter. Server maintenance. Backup storage tape unit. Computer hardware/software.	1,000 4,500 1,500 3,000 10,000
2132	<u>Computer Supplies:</u> Cables, parts, etc.	2,000
2192	<u>Internet, ISDN, DSL Service:</u> IDE Bandwidth (Child Care, Social Services, Norwalk Arts & Sports Complex, Senior Center, Norwalk Transportation Center). Fios & DSL. Router Maintenance (off-site routers). Wi-Fi ipad expense (Public Safety, Public Services, Community Development). Wi-Fi Installation.	70,000 3,000 15,000 5,000 5,500 98,500
3860	<u>Capital Outlay - Office Equipment:</u> PC replacements citywide (Computer Replacement Fund). Server replacement. Routers citywide.	30,000 9,000 10,000 49,000

Budget Program: MIS, 1205

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
					Information Systems Specialist	2000	2000	1	70,000	70,980
TOTAL	0.00	0.00	-	-	TOTAL	2,000	2,000	1	70,000	70,980

M.I.S. - NETWORK CONTRACT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1205	1030	PART TIME WAGES	63,700	70,000	68,664	70,980
101-10-1205	1080	MEDICARE	924	1,015	996	1,029
PERSONNEL EXPENDITURES:			64,624	71,015	69,660	72,009
101-10-1205	2080	CONTRACT SVC/NON-CLASS	203,741	217,500	225,000	201,500
101-10-1205	2089	COMP SYST MAINT & SUPPORT	39,106	26,000	26,000	10,000
101-10-1205	2132	COMPUTER SUPPLIES	1,412	2,000	2,000	2,000
101-10-1205	2140	OFFICE SUPPLIES	312	400	131	400
101-10-1205	2190	TELEPHONE & FAX	253	300	290	300
101-10-1205	2192	INTERNET, ISDN DSL SERVICE	34,703	43,650	43,650	98,500
OPERATING EXPENDITURES:			279,535	289,850	297,071	312,700
GENERAL FUND - MIS TOTAL:			344,159	360,865	366,731	384,709

M.I.S. - NETWORK CONTRACT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
213-10-1205	2080	CONTRACT SVC/NON-CLASS	-	-	-	2,500
AQMD FUND SUBTOTAL:			-	-	-	2,500
745-10-1205	3860	OFFICE EQUIP/ REPLACE COMPUTERS	7,031	25,000	25,000	49,000
COMPUTER REPLACEMNT FUND SUBTOTAL:			7,031	25,000	25,000	49,000
MIS NETWORK CONTRACT SERVICES TOTAL (ALL FUNDS):			351,190	385,865	391,731	436,209

HUMAN RESOURCES

ACTIVITIES AND OBJECTIVES

Description of Activities

To administer the City's Human Resources program by developing and maintaining sound practices and procedures; providing advice and assistance to other line departments relative to personnel matters; maintaining the City's classification and compensation plan; conducting recruitment and selection activities; providing new employee orientation and job-related training; conducting labor relations activities including employee discipline matters, employer/employee negotiations, and administering the provisions of the collective bargaining agreement; administering employee benefits programs; administering the employee performance evaluation system; maintaining employee records; administering the City's risk management program by providing general liability and workers' compensation claims management and risk identification; administering the employee's awards program; coordinating disability legislation compliance; and coordinating the city-wide safety program.

Fiscal Year 2013-2014 Objectives

To assess and implement necessary changes to the City's risk management program and related functions.

To effectively administer the provisions of the agreed upon labor agreements between the City and its bargaining units.

To continue improvements to operations and increase efficiency through the implementation of better business practices.

To coordinate the efforts of City staff to manage disability accommodations for employees with permanent work restrictions, up to and including applying for disability retirement when appropriate.

To provide high-quality citywide training programs and administer internal first-line supervisory training.

To maintain and enhance communications with and between employee bargaining units, management and employees.

To continue to reduce frequency and severity of on-the-job injuries, work-hours lost, and exposure to financial loss by identifying risks, closely monitoring workers' compensation claims, and expanding the city-wide safety program.

HUMAN RESOURCES

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Employment and Labor Attorney Services. 30,000 Employee Assistance Program. 19,000 Recruitment Testing Services. 3,000 Reasonable Accommodation Assessments. 2,500 Cal OSHA Compliance. 5,000 Ergonomic Evaluations. 2,000	\$ 61,500
2230	<u>Programs & Activities:</u> Employee Service Awards. 8,950 Employee Recognition Activities. 13,700 Benefits Fair. 1,000 Retirement Presentations. 3,850 Safety Committee Events. 1,000	28,500
2450	<u>Liability, Fire & Other Insurance:</u> General Liability Insurance. All Risk Property Insurance. Fidelity Bond.	1,253,818
2452	<u>Employment Screenings:</u> Pre-employment Physical Examinations. 4,000 Department of Justice Background Screenings. 3,500	7,500

Budget Program: Human Resources, 1401

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Deputy City Manager	0.00	1.00	-	145,992	Office Assistant I	1,056	-	0	20,024	-
Director of Human Resources/ Risk Manager	1.00	0.00	129,830	-	Office Assistant II	-	1,352	1	-	31,415
Human Resources Analyst II	1.00	2.00	75,802	150,956						
Human Resources Analyst I	1.00	0.00	-	-						
Human Resources Technician	1.00	0.00	62,571	-						
Office Assistant III	1.00	1.00	58,030	59,193						
Office Assistant II	1.00	0.00	47,381	-						
Office Assistant I	0.00	1.00	-	40,221						
TOTAL	6.00	5.00	373,614	396,362	TOTAL	1,056	1,352	1	20,024	31,415

HUMAN RESOURCES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1401	1020	SALARIES & WAGES	366,081	373,614	327,301	396,362
101-10-1401	1030	PART TIME WAGES	20,083	20,024	47,627	31,415
101-10-1401	1045	COMP TIME PAY	-	-	974	-
101-10-1401	1048	MEDICAL OPT-OUT-GEN. UNIT	2,600	4,800	4,773	4,800
101-10-1401	1049	BILINGUAL/CERTIFICAT PAY	2,750	2,600	2,981	3,250
101-10-1401	1052	AUTO ALLOWANCE	2,600	4,800	4,773	4,800
101-10-1401	1060	PAID SICK LEAVE	2,809	4,396	1,997	3,569
101-10-1401	1065	ACCRUED PAID VACATION	7,358	7,637	17,192	12,622
101-10-1401	1070	PAID SICK LEAVE ON TERMIN	-	-	11,795	-
101-10-1401	1078	MANAGEMENT BENEFIT 401A	5,088	5,194	5,173	5,840
101-10-1401	1080	MEDICARE	4,793	6,198	4,916	6,766
101-10-1401	1081	MGMT BENEFIT/MEDICAL	6,015	7,014	6,925	7,185
101-10-1401	1082	PERS - EMPLOYEES' PORTION	31,758	29,892	26,384	29,700
101-10-1401	1083	PERS - EMPLOYER PORTION	66,395	66,678	58,856	74,555
101-10-1401	1085	LIFE INSURANCE	1,207	1,449	1,264	1,393
101-10-1401	1088	LONG-TERM DISABILITY INSURANCE	3,734	3,774	3,497	4,004
101-10-1401	1090	MEDICAL INS - FT EMPLOYEES	36,400	36,923	33,471	44,789
101-10-1401	1091	DENTAL INS - FT EMPLOYEES	5,934	6,985	3,934	5,812
101-10-1401	1092	VISION INS - FT EMPLOYEES	775	896	643	854
101-10-1401	1093	MEDICAL INS - PT EMPL	1,725	-	1,297	2,760
101-10-1401	1094	DENTAL INS - PT EMPL	873	-	661	1,396
101-10-1401	1095	MEDICAL INS - RETIREES	15,352	16,639	21,822	27,115
101-10-1401	1096	UNEMPLOYMENT INSURANCE	-	972	-	634
101-10-1401	1097	WORKER'S COMPENSATION	9,291	7,424	8,880	8,767
PERSONNEL EXPENDITURES:			593,621	607,909	597,136	678,388

HUMAN RESOURCES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1401	2050	PUBLICATIONS	1,717	1,800	1,800	1,800
101-10-1401	2056	CLASSIFIED ADVERTISING	3,503	7,500	6,950	7,500
101-10-1401	2080	CONTRACT SVC/NON-CLASS	31,922	82,000	37,500	61,500
101-10-1401	2081	CONTRACT SVC/SPECIAL STUDY	-	-	-	30,000
101-10-1401	2110	CONFERENCES & MEETINGS	3,459	3,500	3,500	3,500
101-10-1401	2111	MEMBERSHIPS	1,200	950	1,200	1,200
101-10-1401	2115	AUTO EXPENSES	2,400	4,800	4,800	4,800
101-10-1401	2130	OFFICE EQPT MTCE	682	800	950	800
101-10-1401	2140	OFFICE SUPPLIES	6,160	5,000	6,300	6,000
101-10-1401	2141	POSTAGE	2,432	2,700	3,000	2,700
101-10-1401	2151	EQUIPMENT LEASE	2,246	3,700	3,700	3,700
101-10-1401	2190	TELEPHONE & FAX	3,761	3,800	3,725	3,700
101-10-1401	2220	VEHICLE MTCE & SUPPLIES	1,996	1,516	1,480	2,500
101-10-1401	2230	PROGRAMS & ACTIVITIES	26,576	32,500	35,000	28,500
101-10-1401	2240	DUPLICATING SERVICE CHG	2,697	2,300	1,850	2,300
101-10-1401	2250	TRAINING EXPENSE	7,878	8,000	10,000	8,000
101-10-1401	2251	TRAINING EXPENSE-TUITION	1,920	6,500	160	6,000
101-10-1401	2252	INTERVIEW EXPENSE	3,765	2,500	2,500	2,500
101-10-1401	2450	LIAB, FIRE & OTHERS INS.	877,795	671,077	667,475	1,253,818
101-10-1401	2452	EMPLOYMENT SCREENING	9,010	7,500	7,500	7,500
101-10-1401	2455	PHYSICAL EXAMS	1,264	2,500	650	2,500
101-10-1401	2456	INCENTIVE PROGRAMS	-	15,000	1,500	7,500
OPERATING EXPENDITURES:			992,383	865,943	801,540	1,448,318

HUMAN RESOURCES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
GENERAL FUND - HUMAN RESOURCES TOTAL:			1,586,004	1,473,852	1,398,676	2,126,706
745-10-1401	3860	C/O-OFFICE EQUIPMENT	-	-	-	5,000
EQUIPMENT REPLACEMENT FUND - HUMAN RESOURCES TOTAL:			-	-	-	5,000
HUMAN RESOURCES TOTAL (ALL FUNDS):			1,586,004	1,473,852	1,398,676	2,131,706

EMPLOYEE BENEFITS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
735-10-1402	2421	LIFE INSURANCE	46,372	49,346	49,086	52,667
735-10-1402	2422	DISABILITY INSURANCE	150,022	155,182	151,854	158,572
735-10-1402	2424	UNEMPLOYMENT INSURANCE	139,386	200,000	128,552	124,997
735-10-1402	2425	VISION INSURANCE- PT	567	1,188	1,551	1,848
735-10-1402	2426	VISION INSURANCE	36,965	40,500	35,449	42,251
735-10-1402	2427	MEDICARE COVERAGE	260,708	303,894	255,226	314,739
735-10-1402	2428	COUNCIL'S CONTRIBUTIONS	34,272	-	41,693	-
735-10-1402	2430	WORKER'S COMPENSATION	1,988,711	1,526,562	1,826,558	1,730,179
735-10-1402	2431	MEDICAL INSURANCE - FT	2,008,115	2,128,457	1,908,969	2,144,790
735-10-1402	2432	MEDICAL INSURANCE - PT	189,688	171,120	175,990	173,880
735-10-1402	2433	MEDICAL INSURANCE - RETIREES	1,139,390	1,247,294	1,241,202	1,287,432
735-10-1402	2434	DENTAL INSURANCE - FT	280,822	307,073	266,251	307,635
735-10-1402	2435	DENTAL INSURANCE - PT	73,122	68,819	75,276	83,117
735-10-1402	2440	RETIREMENT CONTRIBUTION	3,492,602	3,976,741	3,471,046	4,169,814
735-10-1402	2444	401A CONTRIBUTIONS	88,648	102,164	85,645	96,918
EMPLOYEE BENEFIT FUND TOTAL:			9,929,390	10,278,340	9,714,348	10,688,839

FINANCE

ACTIVITIES AND OBJECTIVES

Description of Activities

To maintain the financial system and records of the City consistent with highest professional standards in accordance with legal requirements and generally accepted accounting principles. To provide projection of City revenues and assist in the preparation, review, and approval of the City annual budget. To manage collection of City revenues in a most effective and efficient manner. To administer the Investment Portfolio of the City in a manner consistent with sound, prudent, intelligent, and conservative financial practices and investment policies. To maintain the accounting records of all grants funded through various Federal, State and local agencies. To provide for the issuance of dog licenses and collection of license fees to defray the cost of animal shelter care. To provide computer support to the various City departments. To provide citywide purchasing, warehousing, telecommunication services, and computer network systems. The Purchasing Division procures all equipment, supplies, and services, using integrity and prudence in obtaining the lowest cost commensurate with quality needed.

Fiscal Year 2013-2014 Objectives

Assure completion and adoption of balanced annual City budget by June 30

Prepare Comprehensive Annual Financial Report (CAFR) in compliance with audit standards

Continue quarterly financial reporting

Full canvass of the Animal licenses

Implement on-line requisition processing and time entry modules for Pentamation

Implement Strategic Plan Objectives planned for the year one implementation

FINANCE

ACTIVITY DETAIL

Account Number	Description	Cost
2050	<u>Publications:</u> Subscriptions to the California Municipal Statistics, CAFR filing fee, State Controller's Audit Confirmation fee, The Kiplinger Letter, and financial guideline updates.	\$ 1,100
2080	<u>Contract Services - Non-Classified:</u> Cash carrier. 15,000 Property tax and sales tax related estimates & reports. 18,000 Cost Recovery of State Mandates. 9,300 Actuarial Study Update. 6,200 Security system. 1,500	50,000
2084	<u>Contract Services - Animal Control:</u> Animal Control (Annual Services); Full License Canvass; and other expenses relating to animal licensing.	358,100
2110	<u>Conferences & Meetings:</u> California Society of Municipal Finance Officers (CSMFO), California Revenue Business Tax Association (CMRTA), California Association of Public Purchasing Officers (CAPPO), Pentamation annual conference, and local meetings.	4,600

FINANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2111	<u>Memberships:</u> Government Finance Officers Association. 500 California Society of Municipal Finance Officers. 450 California Municipal Treasurer's Association. 100 California Municipal Revenue Tax Association. 100 California Association of Public Purchasing Officials. 100 National Institute of Governmental Purchasing. 100	1,350
2400	<u>Audit Fees:</u> Audit Contract with independent accountants for City audit requirements.	47,800
2609	<u>Los Angeles County Administrative Cost:</u> Property Tax Administrative Cost.	4,500

Budget Program:

Finance, 1501

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted	Adopted	Budgeted	Budgeted		Adopted	Adopted	Number of PT	Budgeted	Budgeted
	Allocation	Allocation	Salary	Salary		Hours	Hours	Positions	Wages	Wages
Director of Finance/City Treasurer (a)	0.65	0.65	77,507	87,149	Account Clerk II	3,406	-	0	71,283	-
Controller/Deputy Treasurer (b)	0.90	0.70	85,199	61,304	Office Assistant I	-	1,300	1	-	25,141
Administrative Services Manager	1.00	0.00	104,358	-						
Senior Accountant (c)	1.50	0.75	108,186	57,990						
Accountant I (d)*	0.00	0.70	-	38,702						
Payroll Specialist	1.00	1.00	62,571	63,819						
Buyer	1.00	1.00	61,004	62,228						
Purchasing Assistant	1.00	0.00	47,381	-						
Account Clerk III (e) (f)	2.00	1.40	101,420	76,033						
Account Clerk II (g)	3.45	5.35	170,051	258,862						
(a) 20% SA-RDA; 10% CDBG; 5% Water										
(b) 10% Sewer; 10% Water; 10% SA-RDA										
(c) 10% CDBG; 15% SA-RDA										
(d) 10% Water; 10% Sewer; 10% Dispute Resolution *Vacant										
(e) 50% Water, 10% Sewer										
(f) +1 Account Clerk III - 100% Water Fund										
(g) 60% Water, 5% Sewer										
TOTAL	12.50	11.55	817,677	706,087	TOTAL	3,406	1,300	1	71,283	25,141

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1501	1020	SALARIES & WAGES	623,144	817,677	635,080	706,087
101-10-1501	1030	PART TIME WAGES	62,691	71,283	34,944	25,141
101-10-1501	1045	COMP TIME PAY	-	-	205	-
101-10-1501	1048	MEDICAL OPT-OUT-GEN. UNIT	7,240	10,560	13,151	10,560
101-10-1501	1049	BILINGUAL/CERTIFICAT PAY	653	650	647	878
101-10-1501	1052	AUTO ALLOWANCE	1,550	3,360	3,011	3,120
101-10-1501	1060	PAID SICK LEAVE	3,267	3,332	1,370	6,460
101-10-1501	1065	ACCRUED PAID VACATION	20,084	23,120	23,120	22,529
101-10-1501	1070	PAID SICK LEAVE ON TERMIN	-	-	6,825	-
101-10-1501	1078	MANAGEMENT BENEFIT 401A	4,726	6,893	5,063	4,713
101-10-1501	1080	MEDICARE	10,516	13,694	10,422	11,412
101-10-1501	1081	MGMT BENEFIT/MEDICAL	12,184	14,395	14,153	11,445
101-10-1501	1082	PERS - EMPLOYEES' PORTION	53,676	56,091	48,996	46,443
101-10-1501	1083	PERS - EMPLOYER PORTION	112,212	145,929	113,385	132,815
101-10-1501	1085	LIFE INSURANCE	1,973	2,116	2,071	2,013
101-10-1501	1088	LONG-TERM DISABILITY INSURANCE	6,167	8,260	6,556	7,133
101-10-1501	1090	MEDICAL INS - FT EMPLOYEES	71,164	115,270	64,985	85,372
101-10-1501	1091	DENTAL INS - FT EMPLOYEES	11,157	17,463	9,905	13,658
101-10-1501	1092	VISION INS - FT EMPLOYEES	1,403	2,251	1,310	1,647
101-10-1501	1094	DENTAL INS - PT EMPLOYEES	-	-	233	-
101-10-1501	1095	MEDICAL INS - RETIREES	98,195	106,126	100,980	99,276
101-10-1501	1096	UNEMPLOYMENT INSURANCE	-	2,129	-	1,128
101-10-1501	1097	WORKER'S COMPENSATION	21,045	16,802	20,100	16,205
PERSONNEL EXPENDITURES:			1,123,047	1,437,401	1,116,512	1,208,035

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1501	2050	PUBLICATIONS	669	1,100	1,000	1,100
101-10-1501	2080	CONTRACT SVC/NON-CLASS	21,071	48,000	48,000	50,000
101-10-1501	2084	CONTRA SVC/ANIMAL CONTROL	346,651	333,100	330,000	358,100
101-10-1501	2110	CONFERENCES & MEETINGS	1,243	3,000	3,000	4,600
101-10-1501	2111	MEMBERSHIPS	2,395	1,700	1,000	1,350
101-10-1501	2113	MILEAGE REIMBURSEMNT	77	300	300	300
101-10-1501	2115	AUTO EXPENSES / ALLOWANCE	2,400	-	-	-
101-10-1501	2130	OFFICE EQPT MTCE	2,453	2,600	2,500	2,500
101-10-1501	2140	OFFICE SUPPLIES	15,610	16,000	16,000	17,000
101-10-1501	2141	POSTAGE	10,657	12,000	14,094	12,700
101-10-1501	2190	TELEPHONE & FAX	6,948	7,900	7,610	7,600
101-10-1501	2220	VEHICLE MTCE & SUPPLIES	11,902	8,815	8,800	11,100
101-10-1501	2240	DUPLICATING SERVICE CHG	1,617	1,000	778	1,000
101-10-1501	2250	TRAINING EXPENSE	595	700	300	600
101-10-1501	2400	AUDIT FEES	54,296	50,020	51,320	47,800
101-10-1501	2490	BANK SERVICE CHARGES	22,861	26,000	27,500	28,000
101-10-1501	2609	LA CO ADMIN COST/PROP TAX	4,429	2,000	2,000	4,500
101-10-1501	2988	WAREHOUSE INVENTORY ADJ	911	-	-	-
OPERATING EXPENDITURES:			506,785	514,235	514,202	548,250

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1501	3860	C/O-OFFICE EQUIPMENT	-	2,290	2,285	-
CAPITAL OUTLAY EXPENDITURES:			-	2,290	2,285	-
101-10-1501	3993	INTER-DPT TXFR/CHILD CARE	(33,558)	(40,000)	(40,000)	(40,000)
101-10-1501	3995	INTER-FUND TFR/PROP C	(50,000)	(50,000)	(50,000)	(50,000)
101-10-1501	3998	INTER-DEPT TXFR/ AQMD	(6,500)	(6,500)	(6,500)	(6,500)
GENERAL FUND - FINANCE TOTAL:			1,539,774	1,857,426	1,536,499	1,659,785
203-40-4103	2161	INTER-DEPT TXFR/CHILD CARE ADMIN	33,558	40,000	40,000	40,000
CHILD CARE FUND TRANSFER SUBTOTAL:			33,558	40,000	40,000	40,000
213-10-1501	3998	INTER-DEPT TXFR/AQMD & WATER	6,500	6,500	6,500	6,500
AQMD FUND TRANSFER SUBTOTAL:			6,500	6,500	6,500	6,500

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
227-10-1501	3995	INTER-FUND TFR/PROP C	50,000	50,000	50,000	50,000
PROP C FUND TRANSFER SUBTOTAL:			50,000	50,000	50,000	50,000
745-10-1501	3860	C/O-OFFICE EQUIPMENT	-	3,500	3,244	16,150
EQUIPMENT REPLACEMENT FUND - FINANCE TOTAL:			-	3,500	3,244	16,150
FINANCE TOTAL (ALL FUNDS):			1,629,832	1,957,426	1,636,243	1,772,435

CITY - DEBT SERVICE FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
320-95-1513	2161	ADMINISTRATIVE COST	2,740	4,000	4,000	-
320-95-1513	2491	INTEREST EXPENSE	417,440	403,690	403,690	-
320-95-1513	2492	PRINCIPAL EXPENSE	275,000	290,000	290,000	-
99 LEASE REVENUE BONDS			695,180	697,690	697,690	-
320-95-1514	2161	ADMINISTRATIVE COST	4,422	5,000	5,000	-
320-95-1514	2491	INTEREST EXPENSE	413,366	394,841	394,841	-
320-95-1514	2492	PRINCIPAL EXPENSE	475,000	490,000	490,000	-
01 LEASE REVENUE BONDS			892,788	889,841	889,841	-
320-95-1515	2161	ADMINISTRATIVE COST	-	-	-	5,000
320-95-1515	2491	INTEREST EXPENSE	-	-	-	256,034
320-95-1515	2492	PRINCIPAL EXPENSE	-	-	-	345,000
13A LEASE REVENUE BONDS			-	-	-	606,034
320-95-1516	2161	ADMINISTRATIVE COST	-	-	-	5,000
320-95-1516	2491	INTEREST EXPENSE	-	-	-	297,614
320-95-1516	2492	PRINCIPAL EXPENSE	-	-	-	545,000
13B LEASE REVENUE BONDS			-	-	-	847,614
CITY - DEBT SERVICE FUND TOTAL:			1,587,968	1,587,531	1,587,531	1,453,648

MANAGEMENT INFORMATION SYSTEMS – CITY-WIDE

ACTIVITIES AND OBJECTIVES

Description of Activities

The Management Information Systems program is responsible for the City's voice communications and Financial Systems software.

MANAGEMENT INFORMATION SYSTEMS - CITYWIDE
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Website Support, Cabling, miscellaneous Vendor Contracts.	\$ 15,000
2089	<u>Computer System Maintenance & Support</u> Teleworks - remote notification & payment system maintenance. Pentamation Financial, Billing and reporting system maintenance. Miscellaneous Maintenance and Support.	145,000
2151	<u>Equipment Lease</u> Antenna License-Courthouse.	5,000
2190	<u>Telephone & Fax</u> Monthly phone/fax charges.	5,200
2250	<u>Pentamation Training</u> Fiscal Year End and Miscellaneous Training Sessions.	2,000
2254	<u>City - Wide Computer Training</u> Software Training Center - Computer System & Software Training.	2,000

M.I.S. - CITY-WIDE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-10-1502	2080	CONTRACT SVC/NON-CLASS	13,289	15,000	12,000	15,000
101-10-1502	2089	COMP SYST MAINT & SUPPORT	145,884	145,000	149,000	145,000
101-10-1502	2151	EQUIPMENT LEASE	4,527	4,753	4,753	5,000
101-10-1502	2190	TELEPHONE & FAX	5,391	5,200	5,191	5,200
101-10-1502	2250	TRAINING EXPENSE	1,500	2,000	1,000	2,000
101-10-1502	2254	CITY WIDE COMPUTER TRAIN	2,470	2,000	1,500	2,000
OPERATING EXPENDITURES:			173,061	173,953	173,444	174,200
GENERAL FUND - MIS TOTAL:			173,061	173,953	173,444	174,200
213-10-1502	2080	TELEWORKS SYSTEM (ONLINE & PHONE CITIZEN NOTIFICATION SYSTEM)	12,590	-	-	-
AQMD FUND - MIS TOTAL:			12,590	-	-	-
MIS CITY-WIDE TOTAL (ALL FUNDS):			185,651	173,953	173,444	174,200

PUBLIC SAFETY

ACTIVITIES AND OBJECTIVES

Description of Activities

The Department of Public Safety administers law enforcement services provided by the Los Angeles County Sheriff's Department in addition to serving as the City's liaison. The Department provides a variety of supplemental services to enhance the safety and welfare of the community through routine and special preventive patrol services, parking enforcement, emergency preparedness, Community Safety Partnership programs, school safety programs, and other services as needed in order to address various quality of life issues. In addition, the Department coordinates the City's various youth crime, gang, and drug prevention and intervention programs. The Department will maintain collaborative partnerships and networking links between the City, law enforcement, probation, parole, courts, the District Attorney's office and local school districts. The Public Safety Department focuses its efforts on enhancing, educating, and responding to the community.

Fiscal Year 2013-2014 Objectives

The Department of Public Safety is committed to administering the vision and strategies outlined in the Norwalk Strategic Plan and will demonstrate its commitment by developing and implementing a highly visible community oriented policing program for the current budget year.

In order to reach the aforementioned goal, the following objectives will be achieved:

- The application of innovative law enforcement and public safety services
- The provision of emergency preparedness information to residents in order to promote self sufficiency in the event of disaster
- The utilization of technology and social media to ensure community is up to date with current events and public safety alerts
- The development of stronger interdepartmental collaboration in order to bring city services together
- The continuance of communications and coordination with law enforcement agencies resulting in enhanced delivery of public safety services to the citizens of Norwalk
- The continuance of providing a safe community environment in order to maintain a high quality of life
- The continuance of maintaining cooperation and support from the community to collectively address public safety concerns
- The continuance of effective networking efforts with school districts and other social service agencies in working with youth and their families to prevent substance abuse, street gang involvement, and increase school attendance
- The continuance in developing successful partnerships and networking in the areas of crime prevention and reduction
- The continuance of involvement in all design review processes to ensure a safe physical environment in all real developments in the City of Norwalk

PUBLIC SAFETY
ACTIVITY DETAIL

Account Number	Description	Cost
2065	<u>Contract Services - Sheriff's Department:</u> Traffic and general law enforcement services provided by the Los Angeles County Sheriff's Department. COPS Hiring program Grant - Grant funds salary and benefits of (2) Deputy units for a (36) month period between November 2011 and October 2014. City required to pay remaining costs of units during same period, and full cost of units for an additional (12) months, November 2014 to October 2015.	\$ 9,694,656
2066	<u>Contract Services - Los Angeles County Probation Department:</u> One probation officer from the Los Angeles County Probation Department.	136,000
2080	<u>Contract Services - Miscellaneous:</u> Parking citation processing. 85,556 Fingerprinting services contract. 26,400 Crossing guard services at Rosecrans Ave and Fidel Avenue, provided by All City Management Services 12,015 District Attorney's Office - Filing fees. 1,000 Little Lake City School District - Crossing Guard reimbursed to LLCSD 5,049	130,020
2090	<u>Equipment Maintenance & Supplies:</u> Radio equipment maintenance and repair services.	1,500

PUBLIC SAFETY
ACTIVITY DETAIL

Account Number	Description	Cost
2160	<u>Special Fees & Services:</u> Prisoner's maintenance costs. Commercial enforcement weight scale services.	1,550 250 1,800
2170	<u>Special Materials & Supplies:</u> Miscellaneous supplies for vehicles, parking citations, notices of violation and CER's, rental equipment, radio equipment, and other enforcement related supplies.	9,500
2230	<u>Programs & Activities:</u> Departmental program expenses-Neighborhood and Business Watch, Community Service, School programs, S.H.A.P.E. program, youth events – summer camping trips, and parenting scholarships.	11,400
2401	<u>Special Fees - Parking Citations Surcharges:</u> Downey Court - Parking Citation Surcharge fees	220,000

Budget Program: Public Safety, 2101

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Director of Public Safety	1.00	1.00	129,830	139,044	Public Safety Officer (b) (c) (d) (f)	32,070	34,000	26	777,056	840,297
Emergency Services Manager	1.00	1.00	75,802	77,320	Office Assistant I	8,112	7,812	6	169,541	166,537
Management Analyst II	1.00	1.00	72,192	77,318	Office Assistant II	-	1,560	1	-	36,248
Management Analyst I	1.00	1.00	65,888	67,210						
Public Safety Officer II	3.00	3.00	175,521	179,046						
Public Safety Officer I	1.00	1.00	50,392	51,396						
Office Assistant III	1.00	1.00	58,030	59,193						
Office Assistant II	2.00	2.00	94,762	96,648						
Office Assistant I	1.00	1.00	43,476	44,346						
					(b) Public Safety Officer- COPS (SLESF), DUI Checkpoints	(330)	(330)		(7,996)	(8,156)
					(c) Public Safety Officer- Transp. Center -PROP C FUNDS	(3,016)	(3,016)		(73,078)	(74,540)
					(d) Public Safety Officer - PARKING STRUCTURE FUND	(3,432)	(3,432)		(83,157)	(84,821)
					(e) Station Attendant- Transp. Center -PROP C FUNDS	-	-		-	-
					(f) Public Safety Officer - Facility Reservations, 800 hours offset by Revenue Accts. 101-50-5208-4323 & 101-50-5702-4323	-	-		-	-
TOTAL	12.00	12.00	765,893	791,521	TOTAL GENERAL FUND	33,404	36,594	33	782,366	875,565

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-20-2101	1020	REG SALARIES & WAGES	747,999	765,893	758,330	791,521
101-20-2101	1030	PART TIME WAGES	852,784	818,721	853,849	875,565
101-20-2101	1040	OVERTIME SALARY &; WAGES	4,628	5,000	3,726	5,000
101-20-2101	1049	BILINGUAL/CERTIFICAT PAY	16,313	16,250	15,537	15,600
101-20-2101	1052	AUTO ALLOWANCE	2,600	4,800	4,773	4,800
101-20-2101	1065	ACCRUED PAID VACATION	10,864	15,410	15,410	14,441
101-20-2101	1078	MANAGEMENT BENEFIT 401A	5,088	5,194	5,173	5,562
101-20-2101	1080	MEDICARE	23,445	23,301	23,059	25,003
101-20-2101	1081	MGMT BENEFIT/MEDICAL	9,894	11,328	11,177	11,584
101-20-2101	1082	PERS - EMPLOYEES' PORTION	64,936	61,279	61,129	63,326
101-20-2101	1083	PERS - EMPLOYER PORTION	135,759	136,688	136,363	148,884
101-20-2101	1084	UNIFORM ALLOWANCE	9,119	8,700	6,946	8,700
101-20-2101	1085	LIFE INSURANCE	2,626	2,971	2,960	3,070
101-20-2101	1088	LONG-TERM DISABILITY INSURANCE	7,537	7,736	8,548	7,995
101-20-2101	1090	MEDICAL INS - FT EMPLOYEES	95,525	100,641	100,599	102,788
101-20-2101	1091	DENTAL INS - FT EMPLOYEES	13,051	13,626	14,135	15,260
101-20-2101	1092	VISION INS - FT EMPLOYEES	2,066	2,404	2,388	2,484
101-20-2101	1093	MEDICAL INS - PT EMPLOYEES	44,387	52,440	39,474	44,160
101-20-2101	1094	DENTAL INS - PT EMPLOYEES	19,414	21,651	21,211	20,950
101-20-2101	1095	MEDICAL INS - RETIREES	47,636	51,651	49,391	53,262
101-20-2101	1096	UNEMPLOYMENT INSURANCE	41,976	1,992	7,708	11,351
101-20-2101	1097	WORKER'S COMPENSATION	345,876	273,152	326,832	149,711
PERSONNEL EXPENDITURES:			2,503,523	2,400,828	2,468,716	2,381,017

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-20-2101	2065	CONTRA SERV-SHERIFF DEPT	8,891,947	9,434,256	9,349,918	9,694,656
101-20-2101	2066	CONTRA SERV-LA COUNTY PROB	136,000	136,000	204,000	136,000
101-20-2101	2080	CONTRACT SVC/NON-CLASS	106,750	120,745	133,107	130,020
101-20-2101	2081	CONTRACT SVC/SPECIAL STUDY	-	-	-	-
101-20-2101	2090	EQUIP MTCE SUPPLIES	1,427	1,500	1,000	1,500
101-20-2101	2100	UTILITIES	2,606	3,100	2,990	3,300
101-20-2101	2110	CONFERENCES MEETINGS	1,210	250	200	250
101-20-2101	2115	AUTO EXPENSES	2,400	2,400	-	-
101-20-2101	2130	OFFICE EQPT MTCE	1,289	500	1,600	1,500
101-20-2101	2140	OFFICE SUPPLIES	8,349	7,600	8,133	8,000
101-20-2101	2141	POSTAGE	4,083	3,500	6,000	4,000
101-20-2101	2150	RENTAL EXPENSE	24,000	24,000	34,286	24,000
101-20-2101	2160	SPECIAL FEES SERVICES	1,233	1,800	1,603	1,800
101-20-2101	2170	SPECIAL MAT'LS-SUPPLIES	12,972	9,500	12,000	9,500
101-20-2101	2190	TELEPHONE & FAX	19,067	21,300	21,737	21,700
101-20-2101	2220	VEHICLE MTCE & SUPPLIES	203,510	191,861	270,917	199,744
101-20-2101	2230	PROGRAMS & ACTIVITIES	15,071	11,400	12,000	11,400
101-20-2101	2233	CITIZEN REWARD PROGRAM	-	2,500	-	2,500
101-20-2101	2240	DUPLICATING SERVICE CHG	7,603	8,000	8,000	8,000
101-20-2101	2250	TRAINING EXPENSE	771	1,000	274	1,000
101-20-2101	2401	SPECIAL FEES - PARKING CITATIONS SURCHARGES	583,989	220,000	215,000	220,000
OPERATING EXPENDITURES:			10,024,277	10,201,212	10,282,765	10,478,870
PUBLIC SAFETY ADMINISTRATION TOTAL:			12,527,800	12,602,040	12,751,482	12,859,887

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>VOLUNTEER SERVICES:</u>						
101-20-2106	1084	EMPLOYEES BENEFITS - UNIFORMS	-	-	-	-
101-20-2106	2170	SPECIAL MAT'LS-SUPPLIES	1,068	1,000	1,000	1,000
VOLUNTEER SERVICES TOTAL:			1,068	1,000	1,000	1,000
GENERAL FUND - PUBLIC SAFETY TOTAL:			12,528,868	12,603,040	12,752,482	12,860,887
213-20-2101	3820	C/O-AUTOMOTIVE	-	-	-	60,000
AQMD FUND - PUBLIC SAFETY TOTAL:			-	-	-	60,000
248-20-2101	3853	C/O-DATA & COMM	-	12,635	12,635	-
248-20-2101	3880	C/O-EQUIPMENT	-	-	-	63,230
ASSET FORFEITURE FUND - PUBLIC SAFETY TOTAL:			-	12,635	12,635	63,230

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
745-20-2101	3860	C/O-OFFICE EQUIPMENT	-	-	-	20,000
		EQUIPMENT REPLACEMENT FUND - PUBLIC SAFTEY TOTAL:	-	-	-	20,000
746-20-2101	3820	C/O-AUTOMOTIVE	-	-	-	47,154
		VEHICLE REPLACEMENT FUND - PUBLIC SAFETY TOTAL:	-	-	-	47,154
PUBLIC SAFTEY TOTAL (ALL FUNDS):			12,528,868	12,615,675	12,765,117	13,051,271

EMERGENCY PREPAREDNESS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-20-2102	2080	CITY MATCH TO FEMA GRANT	6,500	3,750	2,673	6,077
101-20-2102	2111	MEMBERSHIPS	4,991	6,100	2,100	6,100
101-20-2102	2140	OFFICE SUPPLIES	131	-	-	-
101-20-2102	2170	SPECIAL MAT'LS-SUPPLIES	14,599	11,500	11,500	11,500
101-20-2102	2190	TELEPHONE & FAX	6,982	5,800	7,059	7,100
101-20-2102	2192	ROUTERS, INTERNET, DSL	2,115	2,200	2,000	2,200
101-20-2102	2230	PROGRAMS & ACTIVITIES	5,988	6,500	6,500	6,500
101-20-2102	2250	TRAINING EXPENSE	1,541	-	-	-
PUBLIC SAFETY / EOC						
101-29-2199	2170	SPECIAL MAT'LS-SUPPLIES	10,876	13,000	13,000	18,000
101-29-2199	2250	TRAINING EXPENSE	3,601	4,750	4,750	4,750
OPERATING EXPENDITURES:			57,324	53,600	49,582	62,227
101-29-2199	3880	C/O- MISC OTHER	-	-	-	27,100
CAPITAL OUTLAY EXPENDITURES:			-	-	-	27,100
GENERAL FUND - EMERGENCY PREPAREDNESS & EOC TOTAL:			57,324	53,600	49,582	89,327

EMERGENCY PREPAREDNESS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
FEDERAL EMERGENCY MANAGEMENT AGENCY PRE-DISASTER MITIGATION GRANT (Fund 221)						
221-20-2102	2080	CAPITAL OUTLAY / CONTRACT SERV	19,500	30,750	8,020	22,730
		FEMA PRE-DISASTER MITIGATION GRANT FUND TOTAL:	19,500	30,750	8,020	22,730
		EMERGENCY PREPAREDNESS & EOC TOTAL (ALL FUNDS)	76,824	84,350	57,602	112,057

PUBLIC SAFETY
FAMILY RESOURCE & GANG PREVENTION PROGRAM
 ACTIVITY DETAIL

Account Number	Description	Cost
2230	<u>Programs & Activities:</u> Departmental program expenses - Youth intervention program field trips and team building projects, case management and WINGS Program graduation supplies	\$ 24,500

Budget Program: Family Resource Service & Gang Prevention Program, 2502

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Community Worker	2.00	2.00	113,710	115,986		-	-	-	-	-
TOTAL	2.00	2.00	113,710	115,986	TOTAL	-	-	-	-	-

PUBLIC SAFETY - FAMILY RESOURCE & GANG PREVENTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-20-2502	1020	SALARIES & WAGES	111,417	113,710	113,265	115,986
101-20-2502	1035	CONTRACT EMPLOYEES	50,040	43,200	51,892	47,500
101-20-2502	1049	BILINGUAL/CERTIFICAT PAY	1,305	1,300	1,295	1,300
101-20-2502	1060	PAID SICK LEAVE	2,573	2,624	2,405	2,677
101-20-2502	1065	ACCRUED PAID VACATION	5,574	6,457	6,457	4,576
101-20-2502	1080	MEDICARE	2,482	2,445	2,460	2,513
101-20-2502	1082	PERS - EMPLOYEE PORTION	9,710	9,098	9,165	9,280
101-20-2502	1083	PERS - EMPLOYER PORTION	20,299	20,294	20,444	21,816
101-20-2502	1085	LIFE INSURANCE	413	442	441	450
101-20-2502	1088	LONG-TERM DISABILITY INSURANCE	1,074	1,148	1,141	1,172
101-20-2502	1090	MEDICAL INS - FT EMPLOYEES	10,797	11,629	11,529	12,047
101-20-2502	1091	DENTAL INS - FT EMPLOYEES	1,674	1,748	1,737	1,818
101-20-2502	1092	VISION INS - FT EMPLOYEES	266	280	278	292
101-20-2502	1096	UNEMPLOYMENT INSURANCE	-	296	-	186
101-20-2502	1097	WORKER'S COMPENSATION	2,828	2,260	2,700	2,566
PERSONNEL EXPENDITURES:			220,452	216,931	225,207	224,179
101-20-2502	2230	PROGRAMS & ACTIVITIES	-	2,500	2,969	24,500
OPERATING EXPENDITURES:			-	2,500	2,969	24,500
GENERAL FUND - GANG PROGRAM TOTAL:			220,452	219,431	228,176	248,679

OFFICE OF TRAFFIC SAFETY MISC. GRANTS FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
212-20-2103	2065	CONTRA SERV-SHERIFF DEPT	19,594	-	-	-
		SOBRIETY CHECK SC11286 GRANT TOTAL:	19,594	-	-	-
212-20-2103	2065	CONTRA SERV-SHERIFF DEPT	-	40,000	30,000	10,000
		SOBRIETY CHECK SC13286 GRANT TOTAL:	-	40,000	30,000	10,000
212-20-2109	2065	CONTRA SERV-SHERIFF DEPT	15,400	15,400	15,400	-
		SOBRIETY CHECK SC12286 GRANT TOTAL:	15,400	15,400	15,400	-
212-20-2110	2065	CONTRA SERV-SHERIFF DEPT	-	68,258	45,154	23,104
		STEP #PT1316 GRANT TOTAL:	-	68,258	45,154	23,104
		OTS MINI GRANTS TOTAL:	34,994	123,658	90,554	33,104

PUBLIC SAFETY - COPS GRANT FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
222-20-2101	1030	PART TIME WAGES	5,204	7,996	7,319	8,156
222-20-2101	1049	BI-LINGUAL/CERTIFICAT PAY	-	-	-	130
222-20-2101	1080	MEDICARE	75	299	106	290
222-20-2101	1093	MEDICAL INS - PT EMPLOYEES	268	-	652	-
222-20-2101	1094	DENTAL INS - PT EMPLOYEES	20	-	16	-
PERSONNEL EXPENDITURES:			5,567	8,295	8,093	8,576
222-20-2101	2058	CONTRACT SERV-SHERIFF(BOOKING)	16,587	18,120	16,100	16,000
222-20-2101	2065	CONTRA SERV-SHERIFF DEPT	160,862	181,478	89,200	147,312
222-20-2101	2080	CONTRACT SVC/NON-CLASS	-	-	-	10,000
222-20-2101	2161	ADMINISTRATIVE COSTS	1,149	-	-	-
222-20-2101	2170	SPECIAL MAT'LS-SUPPLIES	9,984	12,500	7,140	10,000
OPERATING EXPENDITURES:			188,582	212,098	112,440	183,312
222-20-2101	3880	C/O - OTHER EQUIPMENT	-	-	-	125,000
CAPITAL OUTLAY EXPENDITURES:			-	-	-	125,000
COPS GRANT FUND TOTAL:			194,149	220,393	120,533	316,888

PUBLIC SAFETY - COPS TECHNOLOGY FEDERAL GRANT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
223-20-2101	3880	CAPITAL OUTLAY / EQUIPMENT	169,712	-	-	-
CAPITAL OUTLAY EXPENDITURES:			169,712	-	-	-
GANG FREE COMMUNITY GRANT FUND TOTAL:			169,712	-	-	-

PUBLIC SAFETY - COPS HIRING PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
225-20-2105	2065	CONTRA SERV-SHERIFF DEPT	175,481	635,469	267,794	367,675
CAPITAL OUTLAY EXPENDITURES:			175,481	635,469	267,794	367,675
COPS HIRING GRANT FUND TOTAL:			175,481	635,469	267,794	367,675

JUSTICE ASSISTANCE GRANT (DEPT. 2104,2105,2106)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
224-20-2101	2065	CONTRA SERV-SHERIFF DEPT - TRAFFIC SAFTEY OPERATIONS JAG 2011-DX-BX-3174	5,114	42,766	10,665	32,101
224-20-2104	2065	CONTRA SERV-SHERIFF DEPT - GANG NARCOTIC ABATEMENT DETECTIVE	1,617	-	-	-
OPERATING EXPENDITURES:			6,731	42,766	10,665	32,101
224-20-2105	3880	C/O-MISCELLANEOUS OTHER - HANDHELD CITATIONS DEVICES	60,293	-	-	-
224-20-2106	3830	C/O-SPECIAL AUTOMOTIVE - RADIO COMMUICATION EQUIPTMENT	18,644	-	-	-
224-20-2106	3880	C/O-MISCELLANEOUS OTHER - LAW ENFORCEMENT TECHNOLOGY ENHANCEMENTS JAG 2012-DJ-BX-0826	-	36,435	23,250	14,500
CAPITAL OUTLAY EXP			78,937	36,435	23,250	14,500
JUVENILE ASSISTANCE GRANT FUND TOTAL:			85,668	79,201	33,915	46,601

PUBLIC SERVICES

Administration

ACTIVITIES AND OBJECTIVES

Description of Activities

Public Services Administration oversees and directs a variety of maintenance services on publicly owned properties and right-of-ways, maintains the cleanliness and positive image of the City, and provides a safe physical environment for the public. Additional services provided under the guidance of the Administrative staff includes maintenance of facilities, streets and sidewalks, signals and safety lights, traffic signs and legends, street sweeping, water, trees, greenscape, sewers, graffiti, and emergency maintenance services.

Public Services Administration is also responsible for training and managing skilled and semi-skilled personnel, maintaining a large fleet of specialized equipment required to be responsive to community needs, and assisting residents with public service resource referrals.

Fiscal Year 2013-2014 Objectives

To continue providing a well-respected, motivated, customer oriented, and highly responsive Public Services Department.

To maintain compliance with current regulations and requirements at local, State and Federal levels.

To continue researching and implementing/upgrading energy efficient technologies to reduce expenses while improving operational efficiencies.

To continue providing customer surveys to residents/business in an effort to evaluate and improve customer service.

To continue developing and improving Emergency Preparedness activities for Public Services Department.

To continue developing and overseeing infrastructure improvement programs.

To continue providing detailed employee evaluations including recommendations for worker growth and development.

To increase and improve technical education and safety training Department-wide.

To continue proactive community outreach by utilizing the City website, Norwalk NOW, Cable Channel, and email to keep Norwalk residents informed of Public Services projects and activities.

PUBLIC SERVICES
Public Services Administration
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> NPDES permits, NPDES sampling, NPDES site plan, contract for special license testing, cart removals, additional support services, and special projects. Employee Drug/Alcohol screening. 1,000 Shopping Cart retrieval. 7,000 Support Services - compliance activities. 2,700 Environmental sampling/NPDES consulting. 5,300 AQMD equipment permits. 1,000 NPDES permits. 1,000 LA County Fire permits - CUPA. 500 State Haz Mat fees. 500 Special activities (RR encroachment permits/flagging) 5,000 Southern California Edison Street Light Study. 10,000 Consultant Services- Street Light Buyback Evaluation. 40,000 Southern California Edison Strategic Plan Grant. 185,250	\$ 259,250
2110	<u>Conferences & Meetings:</u> Public Works Institute, Maintenance Superintendent's Association Meetings, vendor workshops and meetings.	1,200
2111	<u>Memberships:</u> Department memberships: American Public Works Association, Maintenance Superintendent's Association, Street Tree Seminar, International Society of Arboriculture, American Forestry Association, Traffic Control Superintendents Association and California Parks and Recreation Society.	1,175

PUBLIC SERVICES
Public Services Administration
ACTIVITY DETAIL

Account Number	Description	Cost
2140	<u>Office Supplies:</u> Service Requested forms, office supplies and paper, and all other department/section materials.	4,000
2170	<u>Special Materials & Supplies:</u> Items for special projects, first aid medical supplies, staff safety materials, department materials and software.	3,200
2250	<u>Training:</u> Department wide coverage: Class A Licensing, supervisor training, computer training, pest licensing and continuing education for pesticide applicator licensing, workshops for State and Federal regulations update, emergency preparedness, hazardous materials and emergency duty related training.	8,175
101-3380	<u>Miscellaneous Other:</u> New 40'x60' tarp - for canopy use for special events at City Hall.	5,000
227-3880	<u>Miscellaneous Other: AQMD Fund:</u> Work order software system plus purchase of 5 iPads.	28,000

Budget Program: Public Services - Administration, 3101

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Deputy City Manager (a)	0.00	0.80	-	116,794	Office Assistant I	-	1,300	1	-	25,141
Director of Public Services	0.85	0.00	110,356	-						
Public Services Supt. (b)	0.55	0.45	57,397	47,903						
Manager- Projects & Svcs.	0.00	1.00	-	106,451						
Management Analyst I (c)	0.00	0.65	-	35,938						
Payroll Personnel Tech.	0.00	1.00	-	63,819						
Administrative Secretary	1.00	0.00	58,030	-						
Office Assistant II (d)	0.95	0.95	45,013	45,908						
Office Assistant I	0.75	0.00	32,607	-						
(a) 5% Water, 5% Transportation Ctr., 5% Sewer, 5% Storm Water Compliance										
(b) 25% Water, 10% Transportation Ctr., 10% Sewer, 10% Storm Water Compliance										
(c) 10% Sewer, 25% Water										
(d) 5% Sewer										
TOTAL	4.10	4.85	303,403	416,813	TOTAL	-	1,300	1	-	25,141

PUBLIC SERVICES ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3101	1020	SALARIES & WAGES	325,849	303,403	299,185	416,813
101-30-3101	1030	PART TIME WAGES	-	-	-	25,141
101-30-3101	1049	BILINGUAL/CERTIFICATE PAY	1,142	1,138	1,118	1,073
101-30-3101	1060	PAID SICK LEAVE	9,614	9,654	9,695	10,578
101-30-3101	1065	ACCRUED PAID VACATION	18,669	20,289	20,289	21,393
101-30-3101	1078	MANAGEMENT BENEFIT 401A	6,101	5,563	5,540	7,761
101-30-3101	1080	MEDICARE	5,299	5,038	4,577	7,187
101-30-3101	1081	MGMT BENEFIT/MEDICAL	11,938	11,797	11,507	19,485
101-30-3101	1082	PERS - EMPLOYEES' PORTION	28,166	24,275	24,024	31,552
101-30-3101	1083	PERS - EMPLOYER PORTION	58,878	54,150	53,592	78,401
101-30-3101	1084	UNIFORM ALLOWANCE	20,725	23,500	23,500	23,500
101-30-3101	1085	LIFE INSURANCE	1,204	1,178	1,162	1,615
101-30-3101	1088	LONG-TERM DISABILITY INSURANCE	3,550	3,065	3,420	4,211
101-30-3101	1090	MEDICAL INS - FT EMPLOYEES	40,155	39,787	39,897	54,299
101-30-3101	1091	DENTAL INS - FT EMPLOYEES	4,376	4,368	4,316	6,557
101-30-3101	1092	VISION INS - FT EMPLOYEES	888	849	833	1,168
101-30-3101	1095	MEDICAL INS - RETIREES	32,163	36,734	27,617	23,712
101-30-3101	1096	UNEMPLOYMENT INSURANCE	-	789	-	666
101-30-3101	1097	WORKER'S COMPENSATION	9,959	7,217	8,640	9,220
PERSONNEL EXPENDITURES:			578,676	552,793	538,912	744,332

PUBLIC SERVICES ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3101	2050	PUBLICATIONS	-	100	100	100
101-30-3101	2080	CONTRACT SVC/NON-CLASS	20,616	24,000	24,000	259,250
101-30-3101	2100	UTILITIES	49,466	60,500	53,960	59,200
101-30-3101	2110	CONFERENCES & MEETINGS	17	1,200	1,200	1,200
101-30-3101	2111	MEMBERSHIPS	511	800	700	1,175
101-30-3101	2130	OFFICE EQPT MTCE	569	700	700	700
101-30-3101	2140	OFFICE SUPPLIES	4,599	4,000	3,500	4,000
101-30-3101	2141	POSTAGE	294	100	350	100
101-30-3101	2150	RENTAL EXPENSE	476	-	350	275
101-30-3101	2170	SPECIAL MAT'LS-SUPPLIES	2,128	3,600	3,200	3,200
101-30-3101	2190	TELEPHONE & FAX	8,558	8,100	9,360	9,400
101-30-3101	2220	VEHICLE MTCE & SUPPLIES	8,997	7,730	21,161	14,800
101-30-3101	2240	DUPLICATING SERVICE CHG	113	200	200	200
101-30-3101	2250	TRAINING EXPENSE	4,843	7,500	7,000	8,175
OPERATING EXPENDITURES:			101,187	118,530	125,781	361,775
101-30-3101	3880	C/O-MISCELLANEOUS OTHER	-	-	-	5,000
CAPITAL OUTLAY EXPENDITURES:			-	-	-	5,000
GENERAL FUND - PUBLIC SERVICES ADMINISTRATION TOTAL:			679,863	671,323	664,692	1,111,107

PUBLIC SERVICES ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
227-30-3101	3880	C/O-MISCELLANEOUS OTHER	-	-	-	28,000
PROP C FUND TOTAL:			-	-	-	28,000
228-30-3101	2080	CONTRACT SVC/NON-CLASS	-	36,000	36,000	-
MEASURE R FUND TOTAL:			-	36,000	36,000	-
745-30-3101	3860	C/O-OFFICE EQUIPMENT	-	-	-	12,000
EQUIPMENT REPLACEMENT FUND - PUBLIC SERVICES TOTAL:			-	-	-	12,000
PUBLIC SERVICES ADMINISTRATION TOTAL:			679,863	707,323	700,692	1,151,107

PUBLIC SERVICES
Security & Emergency Duty
ACTIVITIES AND OBJECTIVES

Description of Activities

The Security & Emergency Duty Section provides after hours emergency duty services City-wide.

Fiscal Year 2013-2014 Objectives

To continue providing an efficient, responsive, cost-effective, and professional emergency response system in the most cost effective manner.

To continue monthly and annual training for Public Services and Parks emergency staff responders in order to appropriately respond to any situation in the safest and most efficient manner.

To continue to update and revise the Emergency Duty manual provided to staff.

To provide ongoing procedural information to Public Safety, Norwalk Sheriff Station, and other City facility staff for contacts during emergencies.

PUBLIC SERVICES
Security & Emergency Duty
 ACTIVITY DETAIL

Account Number	Description	Cost
2090	<u>Equipment Maintenance & Supplies:</u> Maintain and repair power tools and supplies.	\$ 300
2170	<u>Special Materials & Supplies:</u> Vests, equipment, and materials for use by emergency response staff assigned to Emergency Duty.	1,900

SECURITY & EMERGENCY DUTY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3102	1040	OVERTIME SALARY & WAGES	9,772	20,000	13,350	13,400
101-30-3102	1050	STANDBY PAY	6,264	6,500	6,864	6,500
101-30-3102	1080	MEDICARE	171	289	293	289
101-30-3102	1082	PERS-EMPLOYEES' PORTION	26	-	-	-
101-30-3102	1083	PERS - EMPLOYER PORTION	36	-	-	-
101-30-3102	1085	LIFE INSURANCE	1	-	-	-
101-30-3102	1088	LONG-TERM DISABILITY INSURANCE	2	-	-	-
101-30-3102	1090	MEDICAL INS - FT EMPL	56	-	-	-
101-30-3102	1091	DENTAL INS - FT EMPL	8	-	-	-
101-30-3102	1092	VISION INS - FT EMPL	1	-	-	-
PERSONNEL EXPENDITURES:			16,337	26,789	20,507	20,189
101-30-3102	2090	EQUIP MTCE & SUPPLIES	-	300	300	300
101-30-3102	2150	RENTAL EXPENSE	-	-	-	-
101-30-3102	2170	SPECIAL MAT'LS-SUPPLIES	2,241	1,900	1,700	1,900
101-30-3102	2180	SMALL TOOLS	-	-	-	-
101-30-3102	2220	VEHICLE MTCE & SUPPLIES	4,447	2,920	4,903	5,500
OPERATING EXPENDITURES:			6,688	5,120	6,903	7,700
GENERAL FUND - SECURITY & EMERGENCY DUTY TOTAL:			23,025	31,909	27,410	27,889

MR. SUN PROGRAM

ACTIVITIES AND OBJECTIVES

Description of Activities

The Mini Mr. SUN Program is a neighborhood clean-up program, scheduled throughout the year at various specified areas of the community at no cost to the residents. The City will provide various services to assist residents with the opportunity to clean up their properties and neighborhoods. Services include self-serve dumpsters for disposal of trash, tree clippings, furniture, etc. Large item pick-up. Disposal of used motor oils. Dates and times of these events will be scheduled throughout the year and publicized in the specific designated neighborhoods.

Budget Program: Public Services - Mr. SUN Program, 3103

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
					Public Safety Officer I	-	132	2	-	3,250
					Recreation Leader II	-	125	2	-	1,750
TOTAL	0.00	0.00	-	-	TOTAL	0	257	4	-	5,000

MR. SUN PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3103	1030	PART TIME WAGES	-	-	-	5,000
101-30-3103	1040	OVERTIME SALARY & WAGES	-	-	-	18,000
101-30-3103	1080	MEDICARE	-	-	-	334
PERSONNEL EXPENDITURES:			-	-	-	23,334
101-30-3103	2171	SPECIAL MAT'LS-ST.LIGHTS	-	-	-	2,167
OPERATING EXPENDITURES:			-	-	-	2,167
GENERAL FUND - SECURITY & EMERGENCY DUTY TOTAL:			-	-	-	25,500

PUBLIC SERVICES

Facilities Maintenance

ACTIVITIES AND OBJECTIVES

Description of Activities

The Facilities Maintenance Section is responsible for the maintenance of buildings, hardscape and softscape on municipally-owned facilities and grounds City-wide. The Section responsibilities include installations, reconstructions, repairs, and maintenance at the following City facilities: City Hall, Public Services/Transportation Center, Metrolink Station, Social Services Center, Senior Center, Civic Center Parking Structure, and the Public Safety Substation. Areas of concentration include plumbing, heating, electrical, air conditioning, carpentry, custodial, and general maintenance and assistance.

Fiscal Year 2013-2014 Objectives

To provide superior customer service relations at all facilities.

To continue an employee cross training program for Facilities Maintenance employees.

To provide upgraded, proactive, cost-effective, and responsive facility maintenance at all City-owned facilities.

To continue providing improved energy efficient systems at all City facilities, via replacement of old parts/equipment with greener technologies, including implementation of new lighting technologies in facility parking lots to reduce energy consumption/costs.

To continue completing necessary building repairs as identified through daily inspections, such as electrical and painting.

To continue identifying projects for future Capital Improvement programming, such as slurry sealing parking lots and HVAC replacements.

To replace multi-purpose flooring in various locations throughout City Hall with new vinyl flooring.

To replace the deteriorated heating and air conditioning enclosure on the Social Services roof.

PUBLIC SERVICES
Facilities Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2061	<u>Custodial Supplies:</u> City Hall, Transportation and Public Services Facility, Social Service Center, and Parking Structure.	\$ 39,000
2063	<u>Facility Maintenance Services:</u> All City-wide facility maintenance annual contracts, including but not limited to air conditioning, elevator, pest control, alarm, generator, window cleaning and debris disposal.	123,100
	Security alarm services	14,976
	Landscape Maintenance	38,582
	Elevator Maintenance	6,174
	HVAC service maintenance	13,881
	City Hall chiller unit maintenance	16,855
	Fire system testing/ maintenance	3,700
	Maintenance and repair of rollup doors	600
	Plant maintenance inside facilities	1,907
	Diesel fuel tank service	5,000
	Pest control	2,250
	Eyewash stations	450
	Floor machine servicing	1,200
	Refrigeration / ice machines	1,250
	Carbon monoxide testing	300
	Consolidated - waste disposal	1,370
	Unifirst	6,000
	Window Cleaning	790
	Dishwasher Maintenance	800
	Other elevator, mechanical, and building repairs/services.	7,015

PUBLIC SERVICES
Facilities Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> All facility contract services including but not limited to plumbing, electrical, air conditioning, fire protection, glass, roofing, and emergency services. Alarm services 500 Tree trimming - City Hall 8,000 Floor machine repairs 1,000 Steel door repairs 2,000 HVAC repairs 13,000 Other elevator, mechanical, and building repairs/services. 33,500	58,000
2090	<u>Equipment Maintenance & Supplies:</u> Repairs as needed for mechanical equipment in City facilities and small equipment repairs. Generator at City Hall Inspection of air compressor	1,800
2150	<u>Rental Expense:</u> Equipment rental	300
2170	<u>Special Materials & Supplies:</u> Electrical, plumbing, roofing, lumber, etc., and facility repair materials and special equipment for all buildings and activities City-wide.	34,000

PUBLIC SERVICES
Facilities Maintenance
 ACTIVITY DETAIL

Account Number	Description	Cost
2231	<u>Vandalism Repairs:</u> Replacement and repair for vandalism on all facilities City-wide.	1,400
3850	<u>Tools & Equipment:</u> Floor burnishers (4), back pack vacuums (4), and auto scrubber.	15,400
3880	<u>Capital Outlay - Miscellaneous</u> <u>Other:</u> Convertible tables (10 with storage cats, lightweight folding tables (12) with storage cart.	8,200

Budget Program: Public Services - Facilities Maintenance, 3202

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Supervisor (a)	0.90	0.90	67,510	70,823	Maintenance Assistant	7,740	8,780	8	96,949	112,125
Maintenance Worker III	2.00	2.00	117,014	119,364						
Maintenance Worker II (b)	3.47	3.47	181,130	187,103						
Maintenance Worker I (c)	3.30	3.30	139,364	144,819						
(a) 10% Transportation Ctr. Oper.										
(b) 53% Transportation Ctr. Oper.										
(c) 70% Parking Structure Maintenance										
TOTAL	9.67	9.67	505,018	522,109	TOTAL	7,740	8,780	8	96,949	112,125

FACILITIES MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3202	1020	SALARIES & WAGES	493,263	505,018	490,008	522,109
101-30-3202	1030	PART TIME WAGES	92,759	96,949	93,526	112,125
101-30-3202	1040	OVERTIME SALARY & WAGES	-	-	96	-
101-30-3202	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	2,273	-
101-30-3202	1049	BILINGUAL/CERTIFICATE PAY	2,722	2,600	2,451	2,451
101-30-3202	1060	PAID SICK LEAVE	2,897	4,707	4,707	6,848
101-30-3202	1065	ACCRUED PAID VACATION	12,489	12,917	12,917	22,583
101-30-3202	1080	MEDICARE	7,607	9,059	7,297	9,695
101-30-3202	1082	PERS - EMPLOYEES' PORTION	42,582	39,968	39,034	41,303
101-30-3202	1083	PERS - EMPLOYER PORTION	89,522	90,131	88,116	98,211
101-30-3202	1085	LIFE INSURANCE	1,573	1,684	1,740	1,824
101-30-3202	1088	LONG-TERM DISABILITY INSURANCE	4,682	5,101	5,025	5,275
101-30-3202	1090	MEDICAL INS - FT EMPLOYEES	83,919	87,762	82,844	78,747
101-30-3202	1091	DENTAL INS - FT EMPLOYEES	10,745	11,104	10,373	10,095
101-30-3202	1092	VISION INS - FT EMPLOYEES	1,287	1,354	1,278	1,266
101-30-3202	1093	MEDICAL INS - PT EMPL	3,757	2,760	2,744	2,760
101-30-3202	1094	DENTAL INS - PT EMPL	1,484	1,396	1,388	1,396
101-30-3202	1095	MEDICAL INS - RETIREES	54,101	58,501	57,484	58,531
101-30-3202	1096	UNEMPLOYMENT INSURANCE	161	1,570	(739)	833
101-30-3202	1097	WORKER'S COMPENSATION	34,043	40,759	48,768	47,428
PERSONNEL EXPENDITURES:			939,593	973,340	951,329	1,023,480

FACILITIES MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3202	2061	CUSTODIAL SUPPLIES	43,076	39,000	39,000	39,000
101-30-3202	2063	FACILITY MTCE SERVICES	120,576	123,100	123,000	123,100
101-30-3202	2080	CONTRACT SVC/NON-CLASS	62,720	58,150	58,000	58,000
101-30-3202	2090	EQUIP MTCE & SUPPLIES	1,663	1,800	1,800	1,800
101-30-3202	2100	UTILITIES	154,367	188,600	155,420	170,300
101-30-3202	2105	ENERGY RETROFIT	-	-	-	-
101-30-3202	2150	RENTAL EXPENSE	109	300	200	300
101-30-3202	2170	SPECIAL MAT'LS-SUPPLIES	36,708	34,000	34,000	34,000
101-30-3202	2190	TELEPHONE & FAX	4,208	4,300	4,679	4,700
101-30-3202	2220	VEHICLE MTCE & SUPPLIES	27,792	28,036	43,279	28,500
101-30-3202	2231	VANDALISM REPAIR	1,860	1,400	1,400	1,400
OPERATING EXPENDITURES:			453,079	478,686	460,778	461,100
101-30-3202	3850	C/O-TOOLS & WORK EQUIPMENT	-	-	-	15,400
101-30-3202	3880	MISCELLANEOUS OTHER	-	-	-	8,200
CAPITAL OUTLAY EXPENDITURES:			-	-	-	23,600
GENERAL FUND - FACILITIES MAINTENANCE TOTAL:			1,392,672	1,452,026	1,412,107	1,508,180

PUBLIC SERVICES
Civic Center Parking Structure
ACTIVITIES AND OBJECTIVES

Description of Activities

The Norwalk Civic Center Parking Structure provides parking facilities for visitors and employees of the Los Angeles County Courthouse, and patrons of the Norwalk Civic Center and Norwalk Entertainment Center. The tri-level structure has 1,019 parking spaces providing easily accessible and safe parking for visitors to the Norwalk Civic Center area. Management services for the Parking Structure, including booth/facility staffing, power sweeping, and landscaping are provided by private management companies.

Fiscal Year 2013-2014 Objectives

To continue quality/proactive maintenance throughout the facility.

To continue providing efficient facility management.

To provide safe parking for Civic Center/Entertainment Center patrons.

To provide an efficient parking payment method operation and continue reviewing rates and cost efficiencies for adjustments as necessary.

Funded by Parking Structure Revenues (Fund 243)

PUBLIC SERVICES
Civic Center Parking Structure
ACTIVITY DETAIL

Account Number	Description	Cost
2063	<u>Facility Maintenance Services:</u> Maintenance of elevators. Structure street sweeping services. Landscaping Maintenance. Window cleaning.	8,800 29,040 9,250 1,810
2080	<u>Contract Services - Non-Classified:</u> Contract management of facility including security, booth/facility staffing, management operations, window cleaning, power sweeping, and general facility maintenance. Parking facility management/staffing. Elevator repair. Gate repair. Fire protection service. Miscellaneous repairs - painting, lighting, walls.	173,500 1,000 1,500 1,000 6,500
2170	<u>Special Materials/Supplies:</u> Materials needed for daily structure operation - paint, bulbs, and chemicals.	7,200
		\$ 48,900
		183,500

Budget Program: Public Services - Parking Structure Maintenance, 3203

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Worker I (a)	0.70	0.70	25,661	27,491	Public Safety Officer (b)	3,432	3,432	2	83,157	84,821
(a) 30% Facilities										
(b) Under Public Safety (2101) supervision										
TOTAL	0.70	0.70	25,661	27,491	TOTAL	3,432	3,432	2	83,157	84,821

PARKING STRUCTURE OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
243-30-3203	1020	SALARIES & WAGES	20,210	25,661	26,701	27,491
243-30-3203	1030	PART TIME WAGES	65,084	83,157	54,923	84,821
243-30-3203	1049	BILINGUAL/CERTIFICATE PAY	-	-	443	455
243-30-3203	1065	ACCRUED PAID VACATION	51	-	-	1,071
243-30-3203	1080	MEDICARE	1,228	1,578	1,169	1,657
243-30-3203	1082	PERS - EMPLOYEES' PORTION	1,190	1,027	1,089	1,100
243-30-3203	1083	PERS - EMPLOYER PORTION	3,651	4,580	4,861	5,171
243-30-3203	1085	LIFE INSURANCE	7	10	9	10
243-30-3203	1088	LONG-TERM DISABILITY INSURANCE	178	259	254	278
243-30-3203	1090	MEDICAL INS - FT EMPLOYEES	3,736	3,990	4,035	4,305
243-30-3203	1091	DENTAL INS - FT EMPLOYEES	194	246	244	256
243-30-3203	1092	VISION INS - FT EMPLOYEES	69	98	97	102
243-30-3203	1093	MEDICAL INS - PT EMPLOYEES	3,190	-	2,139	-
243-30-3203	1094	DENTAL INS - PT EMPLOYEES	325	-	230	-
243-30-3203	1096	UNEMPLOYMENT INSURANCE	-	67	-	44
243-30-3203	1097	WORKER'S COMPENSATION	684	510	612	608
PERSONNEL EXPENDITURES:			99,797	121,182	96,807	127,369

PARKING STRUCTURE OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
243-30-3203	2063	FACILITY MTCE SERVICES	53,089	48,890	68,087	48,900
243-30-3203	2080	CONTRACT SVC/NON-CLASS	203,878	183,500	183,500	183,500
243-30-3203	2100	UTILITIES	43,018	50,400	45,100	49,500
243-30-3203	2170	SPECIAL MAT'LS-SUPPLIES	7,466	7,200	5,000	7,200
243-30-3203	2190	TELEPHONE & FAX	2,828	2,500	2,187	2,200
243-30-3203	2231	VANDALISM REPAIR	1,698	4,000	2,200	4,000
243-30-3203	2450	LIAB, FIRE & OTHERS INS.	16,615	4,588	4,565	689
OPERATING EXPENDITURES:			328,592	301,078	310,639	295,989
243-90-9320	3990	TRANSFER TO DEBT SERVICE FUND	374,132	374,132	374,132	355,998
PARKING STRUCTURE OPERATION FUND TOTAL:			802,521	796,392	781,578	779,356

PUBLIC SERVICES

Norwalk/Santa Fe Springs Transportation Center ACTIVITIES AND OBJECTIVES

Description of Activities

The City of Norwalk, as the lead agency for the Norwalk/Santa Fe Springs Transportation Center, will operate the facility in conjunction with the City of Santa Fe Springs. Costs for maintenance and operation of the Transportation Center are shared equally between the two cities.

The Transportation Center serves the business community and public agencies in providing alternative means of transportation for residents of Norwalk and neighboring communities. The Norwalk/Santa Fe Springs Transportation Center continues to serve as a key link in the regional transportation system.

Fiscal Year 2013-2014 Objectives

To continue quality/proactive maintenance throughout the facility.

To provide a safe and clean parking location for Transportation Center users, and continue providing security services through the Norwalk Department of Public Safety.

To work with surrounding Cities to provide business and public agencies with a convenient transportation alternative for employees.

To continue monitoring and implementing maintenance upgrades in an effort to improve the overall appearance of the Center.

To continue coordinating with Norwalk Transit to identify upcoming/planned physical and infrastructure changes to the Center for improved accessibility.

Funded by Proposition C Entitlement (Fund 227)

PUBLIC SERVICES
Norwalk/Santa Fe Springs Transportation Center
ACTIVITY DETAIL

Account Number	Description	Cost
2063	<u>Facility Maintenance Services:</u> Landscape maintenance. 5,100 Structure sweeping. 17,000 Alarm service maintenance. 3,912 Window cleaning services. 840 Elevator maintenance services. 7,320 Pest control. 450 Miscellaneous. 810	\$ 35,432
2080	<u>Contract Services - Non-Classified:</u> Repair ADA textiles on train platform. 2,500 Elevator repair. 1,000 Citation processing/management - estimated 680 citations. 2,600 RR encroachment permits/ flagging services. 2,500 General maintenance services. 2,000	10,600
2150	<u>Rental Expense:</u> Lease of Bloomfield property for equipment/storage/debris bins. 47,600 Power pole rental at Bloomfield yard - temp. power. 2,730	50,330
2170	<u>Special Materials/Supplies:</u> Items needed for maintenance of Transportation structure /platform.	3,000
2231	<u>Vandalism Repairs:</u> Materials needed to repair damage to structure, windows, and platform.	2,500
2401	<u>Parking Citations Surcharge:</u> State mandated surcharges for parking citations - \$12.50 per citation.	8,500

Budget Program: Public Services - Transportation Center Operations, 3204

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Deputy City Manager (a)	0.00	0.05	-	7,300	Public Safety Officer (d)	3,016	3,016	3	73,078	74,540
Director of Public Services	0.05	0.00	6,492	-						
Public Services Supt. (b)	0.10	0.10	10,437	10,646						
Maintenance Supevisor(c)	0.10	0.10	7,497	7,869						
Public Safety Officer II (d)	1.00	1.00	58,507	59,682						
Maintenance Worker II (e)	0.53	0.53	28,018	28,576						
Office Assistant II (f)	0.25	0.30	11,845	14,497						
(a) 80% Administration, 5% Water, 5% Sewer, 5% Storm Water Compliance										
(b) 45% Administration, 25% Water, 10% Sewer, 10% Storm Water Compliance										
(c) 90% Facilities Maint.										
(d) Under Public Safety supervision										
(e) 47% Facility Maint.										
(f) 70% Transit Admin.										
TOTAL	2.03	2.08	122,796	128,570	TOTAL	3,016	3,016	3	73,078	74,540

TRANSPORTATION CENTER OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
227-30-3204	1020	REG SALARIES & WAGES / PSO II	86,111	122,796	122,961	128,570
227-30-3204	1030	PART TIME WAGES / PSO	66,190	73,078	78,400	74,540
227-30-3204	1049	BILINGUAL/CERTIFICATE PAY	1,118	650	991	995
227-30-3204	1060	PAID SICK LEAVE	-	-	300	337
227-30-3204	1065	ACCRUED PAID VACATION	700	1,119	1,119	1,841
227-30-3204	1078	MANAGEMENT BENEFIT 401A	9	469	467	505
227-30-3204	1080	MEDICARE	2,198	2,894	2,863	3,024
227-30-3204	1081	MGMT BENEFIT/MEDICAL	26	1,285	1,262	1,303
227-30-3204	1082	PERS - EMPLOYEES' PORTION	7,509	9,826	9,923	10,288
227-30-3204	1083	PERS - EMPLOYER PORTION	15,704	21,917	22,136	24,186
227-30-3204	1085	LIFE INSURANCE	23	121	203	283
227-30-3204	1088	LONG-TERM DISABILITY INSURANCE	808	1,241	1,261	1,299
227-30-3204	1090	MEDICAL INS - FT EMPLOYEES	9,965	15,584	15,638	16,428
227-30-3204	1091	DENTAL INS - FT EMPLOYEES	1,056	1,687	1,988	2,915
227-30-3204	1092	VISION INS - FT EMPLOYEES	206	315	313	336
227-30-3204	1093	MEDICAL INS - PT EMPL	2,157	-	2,921	-
227-30-3204	1094	DENTAL INS - PT EMPL	166	-	97	-
227-30-3204	1096	UNEMPLOYMENT INSURANCE	-	320	-	206
227-30-3204	1097	WORKER'S COMPENSATION	2,129	2,440	2,916	2,843
PERSONNEL EXPENDITURES:			196,075	255,742	265,760	269,898

TRANSPORTATION CENTER OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
227-30-3204	2063	FACILITY MTCE SERVICES	35,488	36,200	36,200	35,432
227-30-3204	2080	CONTRACT SVC/NON-CLASS	32,366	5,040	5,000	10,600
227-30-3204	2100	UTILITIES	27,297	31,600	31,230	34,300
227-30-3204	2150	RENTAL EXPENSES	47,730	48,905	48,905	50,330
227-30-3204	2170	SPECIAL MAT'LS-SUPPLIES	3,434	3,000	2,500	3,000
227-30-3204	2190	TELEPHONE & FAX	1,064	1,100	1,163	2,000
227-30-3204	2231	VANDALISM REPAIR	665	24,276	18,000	2,500
227-30-3204	2401	PARKING CITATIONS SURCHARGE	-	8,500	6,500	8,500
OPERATING EXPENDITURES:			148,044	158,621	149,498	146,662
TRANSIT CENTER OPERATION FUND TOTAL:			344,119	414,363	415,258	416,560

PUBLIC SERVICES

Street Maintenance

ACTIVITIES AND OBJECTIVES

Description of Activities

The Street Maintenance Section is responsible for maintaining 187 miles of asphalt pavement and 400 miles of sidewalks City-wide. The Section prepares designated streets for slurry and overlay utilizing several repair methods, and maintains 220,000 square feet of drainage, 11,250 square feet of culverts, 5,700 linear feet of dead-ends and cul-de-sacs, and 306,825 square feet of City owned lots, hillsides, parkways and commercial sidewalks. Additionally, this Section maintains trash receptacles at various locations City-wide.

Fiscal Year 2013-2014 Objectives

To correct damaged asphalt prior to street improvement projects City-wide.

To continue to repair damaged street and alley conditions causing hazardous road situations utilizing in-house resources and equipment.

To continue coordinating with the Engineering Department to report on deteriorating City-wide street and alley conditions for future Capital Improvement project planning.

To continue repair of damaged sidewalks City-wide in a timely and efficient manner, as soon as hazards are reported or identified/observed.

To continue to maintain cleanliness of sidewalks, bus benches, and trash receptacles at all bus stop locations City-wide, via oversight of contractor performance.

To remove illegally dumped items from the City's right-of-way/alleyways, where causing hazardous situations and/or obstructing traffic.

To complete replacement of damaged concrete center medians City-wide.

Partially funded from Gas Tax (Fund 204), Measure R (228) & Traffic Congestion Relief Fund (Fund 226)

PUBLIC SERVICES
Street Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Pest control - treatment. 2,925 Landscaping maintenance. 10,100 Hazardous materials removal. 7,000	\$ 20,025
2088	<u>Contract Services - Debris Disposal:</u> Disposal of asphalt, concrete and all debris generated by public services activities within the City right-of-way.	40,600
2090	<u>Equipment Maintenance & Supplies:</u> Pumps, sprayers, ventilators, grinding bits, and hydraulic hoses.	300
2180	<u>Small Tools:</u> Finishing tools and hand tools.	400
101-3850	<u>Capital Outlay - Tools & Work Equipment:</u> Electrostatic Airless Sprayer.	6,300
213-3820	<u>Capital Outlay - Automotive Equipment:</u> Loader/back hoe - 100% funded by AQMD 2766 fund.	110,000
Prop C	<u>Contract Services: 227-30-3302-2080</u> Bus Stop Maintenance.	101,620
Measure R	<u>Contract Services: 228-30-3302-2080</u> City-wide sidewalk repairs. 125,000 Bus stop repairs and street/right-of-way repairs. 7,600	132,600

PUBLIC SERVICES

Street Maintenance

ACTIVITY DETAIL

Account Number	Description	Cost
Measure R	<u>Special Materials/Supplies: 228-30-3302-2170</u> Asphalt / street repair products.	49,000
Highway User Tax (HUT) Section 2103	<u>Contract Services: 426-30-3302-2080</u> Bridge preventative maintenance - City share for County bridge inspection/maintenance program.	12,000

Budget Program: Public Services - Street Maintenance, 3302

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Maintenance Supervisor	0.45	0.45	33,754	35,411						
Maintenance Worker III	1.00	1.00	58,507	59,682						
Maintenance Worker II	3.00	3.00	158,595	156,357						
Facility Maintenance I	1.00	1.00	46,598	47,528						
(a) 10%Street Sweeping, 45% Graffiti										
TOTAL	5.45	5.45	297,454	298,978	TOTAL	-	-	-	-	-

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3302	1020	REG SALARIES & WAGES	289,007	297,454	280,054	298,978
101-30-3302	1030	PART TIME WAGES	-	-	1,683	-
101-30-3302	1040	OVERTIME SALARIES	-	-	39	-
101-30-3302	1049	BILINGUAL/CERTIFICATE PAY	658	1,300	1,061	-
101-30-3302	1060	PAID SICK LEAVE	8,003	8,222	8,222	9,071
101-30-3302	1065	ACCRUED PAID VACATION	8,800	9,373	9,373	9,820
101-30-3302	1080	MEDICARE	3,615	4,597	3,289	4,627
101-30-3302	1082	PERS - EMPLOYEES' PORTION	25,007	23,800	22,547	23,921
101-30-3302	1083	PERS - EMPLOYER PORTION	52,280	53,087	50,296	56,238
101-30-3302	1085	LIFE INSURANCE	1,072	940	1,089	1,159
101-30-3302	1088	LONG-TERM DISABILITY INSURANCE	2,784	3,005	2,824	3,021
101-30-3302	1090	MEDICAL INS - FT EMPLOYEES	47,769	48,972	48,397	52,320
101-30-3302	1091	DENTAL INS - FT EMPLOYEES	6,841	7,143	6,042	6,342
101-30-3302	1092	VISION INS - FT EMPLOYEES	724	763	731	796
101-30-3302	1095	MEDICAL INS - RETIREES	29,267	31,847	30,410	29,379
101-30-3302	1096	UNEMPLOYMENT INSURANCE	-	775	-	478
101-30-3302	1097	WORKER'S COMPENSATION	16,999	7,905	9,456	8,150
PERSONNEL EXPENDITURES:			492,826	499,183	475,512	504,300

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3302	2080	CONTRACT SVC/NON-CLASS	15,263	26,200	26,000	20,025
101-30-3302	2088	CONTRA SVC-DEBRIS DISPOS	34,940	40,600	40,000	40,600
101-30-3302	2090	EQUIP MTCE & SUPPLIES	-	300	150	300
101-30-3302	2170	SPECIAL MAT'LS-SUPPLIES	4,226	-	-	-
101-30-3302	2180	SMALL TOOLS	-	400	400	400
101-30-3302	2220	VEHICLE MTCE & SUPPLIES	64,080	61,210	82,978	60,300
OPERATING EXPENDITURES:			118,509	128,710	149,528	121,625
101-30-3302	3850	C/O-TOOLS & WORK EQUIP	-	-	-	6,300
CAPITAL OUTLAY EXPENDITURES:			-	-	-	6,300
101-30-3302	3991	INTER-FUND TXFR/HUT SECTION 2103	(415,000)	(335,000)	(335,000)	(425,000)
101-30-3302	3995	INTER-FUND TFR/PROP C	-	-	-	-
101-30-3302	3996	INTER-DEPT TXFR/GAS TAX	(138,702)	(155,000)	(125,000)	(145,500)
INTER-DEPARTMENTAL TRANSFERS:			(553,702)	(490,000)	(460,000)	(570,500)
GENERAL FUND - STREET MAINTENANCE TOTAL:			57,633	137,893	165,039	61,725

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	138,702	155,000	125,000	145,500
GAS TAX FUND - STREET MAINTENANCE TOTAL:			138,702	155,000	125,000	145,500
213-30-3302	3820	C/O-AUTOMOTIVE EQUIPMENT	-	-	-	110,000
AQMD FUND - STREET MAINTENANCE TOTAL:			-	-	-	110,000
227-30-3302	2080	INTER-FUND TFR/PROP C	110,986	111,000	111,000	101,620
PROP C FUND - STREET MAINTENANCE TOTAL:			110,986	111,000	111,000	101,620
228-30-3302	2080	CONTRACT SERVICES - MEASURE R	80,000	63,972	60,000	132,600
228-30-3302	2170	SPECIAL MATERIALS/SUPPLIES	34,101	49,600	49,000	49,000
MEASURE R FUND - STREET MAINTENANCE TOTAL:			114,101	113,572	109,000	181,600

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
426-30-3302	3991	INTER-FUND TXFR/ HUT SECTION 2103	415,000	335,000	335,000	425,000
426-30-3302	2080	CONTRACT SERVICES	21,122	35,000	35,000	12,000
HIGHWAY USER TAX (HUT) SECTION 2103 FUND - STREET MAINTENANCE TOTAL:			436,122	370,000	370,000	437,000
746-30-3302	3820	C/O-AUTOMOTIVE EQUIPMENT	27,001	-	-	-
VEHICLE REPLACEMENT FUND - STREET MAINTENANCE TOTAL:			27,001	-	-	-
STREET MAINTENANCE TOTAL (ALL FUNDS):			884,545	887,465	880,039	1,037,445

PUBLIC SERVICES

Traffic Maintenance

ACTIVITIES AND OBJECTIVES

Description of Activities

The Traffic Maintenance Section maintains 180 miles of street painting at over 5,600 locations. The Section maintains approximately 45,000 regulatory signs, 300 barricade/guard rails, and other traffic devices such as reflectors, bottle dots, and parking bumper stops. In addition, the Section paints parking lots at the Social Service Center, Senior Citizens Center, Alondra Library, City Hall, Transportation Center, Parking Structure, and City parks, while also painting center lines on all major arterial streets and many collector streets. The Traffic Maintenance Section also installs, cleans, and maintains all City seasonal and community banners on display in the medians and City facility parking lots.

Fiscal Year 2013-2014 Objectives

To respond within 24 hours to all signs knocked down by auto accidents or vandalism.

To repaint existing painted traffic legends that have been removed due to wear, and in conjunction with street improvement programs.

To continue replacement of painted crosswalks with thermoplastic material.

To maintain all existing sign and banner inventory on all major thoroughfares.

To continue upgrade of neighborhood sign inventory City-wide.

To restripe all City parking lot locations.

To restripe all major roadways on an annual basis, through use of contractors and in-house resources.

To maintain compliance with recent and upcoming MUTCD regulation changes related to street name signs and retroreflectivity standards.

To continue new tracking system for the replacement of signs, striping, and crosswalk/curb/legend painting City-wide.

To continue replacement of deteriorated/damaged regulatory, parking, and warning signs in and around neighborhoods City-wide.

Partially funded by State Gasoline Taxes (Fund 204)

PUBLIC SERVICES
Traffic Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2090	<u>Equipment Maintenance & Supplies:</u> Repair parts for specialized equipment such as paint guns and hose reels.	\$ 1,000
2180	<u>Small Tools:</u> Various hand tools and replacement costs.	275
3850	<u>Capital Outlay - Tools - Work Equipment:</u> Generator, and rotary hammer.	2,000
Measure R	<u>Contract Services - Non-Classified: 228-30-3303-2080</u> Traffic control devices caused by auto accidents and bridge repairs.	7,600
Measure R	<u>Non-Illuminated Signs: 228-30-3303-2120</u> City-wide warning and regulatory signs, street sweeping signage, no parking signs, miscellaneous signage City-wide.	38,300
Measure R	<u>Special Materials & Supplies: 228-30-3303-2170</u> Paint, thinners, poles, fencing, guard rails, cones, barricades, bolts dots, bolts, cement, epoxy, etc. for right of way areas.	19,250
Measure R	<u>Traffic Marking Materials: 228-30-3303-2210</u> Paint for striping and legend replacement.	17,100
Highway User Tax (HUT) Section 2103	<u>Contract Services - Non-Classified:</u> Re-striping of lanes/roadway markings and crosswalk thermoplastic installation	75,000

TRAFFIC MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3303	1020	SALARIES & WAGES	150,692	156,394	155,869	161,890
101-30-3303	1030	PART TIME WAGES	12,488	13,027	15,164	13,282
101-30-3303	1040	OVERTIME SALARY & WAGES	427	-	466	-
101-30-3303	1049	BI-LINGUAL/CERTIFICATE PAY	-	-	32	33
101-30-3303	1060	PAID SICK LEAVE	5,637	4,913	4,913	5,125
101-30-3303	1065	ACCRUED PAID VACATION	2,234	2,451	2,451	1,721
101-30-3303	1080	MEDICARE	2,374	2,563	2,388	2,640
101-30-3303	1082	PERS - EMPLOYEES' PORTION	13,009	12,514	12,504	12,953
101-30-3303	1083	PERS - EMPLOYER PORTION	27,197	27,912	27,894	30,453
101-30-3303	1085	LIFE INSURANCE	545	607	604	628
101-30-3303	1088	LONG-TERM DISABILITY INSURANCE	1,453	1,580	1,566	1,636
101-30-3303	1090	MEDICAL INS - FT EMPLOYEES	23,706	25,213	25,166	25,675
101-30-3303	1091	DENTAL INS - FT EMPLOYEES	4,081	3,215	4,234	4,432
101-30-3303	1092	VISION INS - FT EMPLOYEES	405	427	424	446
101-30-3303	1094	DENTAL INS-PT EMPLOYEES	-	-	661	1,396
101-30-3303	1095	MEDICAL INS - RETIREES	42,866	45,201	45,052	46,540
101-30-3303	1096	UNEMPLOYMENT INSURANCE	-	407	-	258
101-30-3303	1097	WORKER'S COMPENSATION	7,025	3,238	3,876	3,816
PERSONNEL EXPENDITURES:			294,139	299,662	303,265	312,924

TRAFFIC MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3303	2080	CONTRACT SVC/NON-CLASS	-	-	-	-
101-30-3303	2090	EQUIP MTCE & SUPPLIES	949	1,000	800	1,000
101-30-3303	2120	NON-ILLUMINATED SIGNS	7,698	-	-	-
101-30-3303	2170	SPECIAL MAT'LS-SUPPLIES	4,939	-	-	-
101-30-3303	2180	SMALL TOOLS	112	275	275	275
101-30-3303	2220	VEHICLE MTCE & SUPPLIES	26,073	15,650	15,650	17,800
OPERATING EXPENDITURES:			39,771	16,925	16,725	19,075
101-30-3303	3850	C/O-TOOLS & WORK EQUIP	-	-	-	2,000
CAPITAL OUTLAY EXPENDITURES:			-	-	-	2,000
101-30-3303	3991	INTER-FUND TXFR/HUT SECTION 2103	(75,000)	(75,000)	(75,000)	(150,000)
101-30-3303	3996	INTER-DEPT TXFR/GAS TAX	(150,000)	(150,000)	(110,000)	(135,800)
GENERAL FUND - TRAFFIC MAINTENANCE TOTAL:			108,910	91,587	134,990	48,199
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	150,000	150,000	110,000	135,800
GAS TAX FUND - TRAFFIC MAINTENANCE TOTAL:			150,000	150,000	110,000	135,800

TRAFFIC MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
228-30-3303	2080	CONTRACT SERVICES	7,889	7,600	7,600	7,600
228-30-3303	2120	NON-ILLUMINATED SIGNS	27,284	38,300	38,000	38,300
228-30-3303	2170	SPECIAL MAT'LS-SUPPLIES	13,189	19,250	19,200	19,250
228-30-3303	2210	TRAFFIC MARKING MATERIALS	14,896	17,100	17,000	17,100
MEASURE R FUND - TRAFFIC MAINTENANCE TOTAL:			63,258	82,250	81,800	82,250
426-30-3303	2080	CONTRACT SVC/NON-CLASS	72,519	75,000	75,000	75,000
426-30-3303	3991	INTER-FUND TXFR/HUT SECTION 2103	75,000	75,000	75,000	150,000
HIGHWAY USER TAX SECTION 2103 FUND - TRAFFIC MAINTENANCE TOTAL:			147,519	150,000	150,000	225,000
746-30-3303	3820	C/O-AUTOMOTIVE EQUIPMENT	46,423	-	-	-
VEHICLE REPLACEMENT FUND - TRAFFIC MAINTENANCE TOTAL:			46,423	-	-	-
TRAFFIC MAINTENANCE TOTAL (ALL FUNDS):			516,110	473,837	476,790	491,249

PUBLIC SERVICES

Signals & Street Lighting

ACTIVITIES AND OBJECTIVES

Description of Activities

The Signals & Street Lighting Section maintains 81 signalized intersections (includes three Pedestrian signals), 1 fire pre-emption signal (Norwalk x Adoree), 3 flashing beacons (Firestone, west of 5 freeway; Alondra, west of Excelsior; and Bloomfield, south of Markdale), and 276 safety lighting fixtures City-wide. This Section also has an in-house repair program in which signals and safety lighting equipment is rebuilt. Additional responsibilities include the maintenance of lights on park grounds, assistance with all electrical installations and retrofits, and maintenance of all illuminated street name signs. Also, this Section provides 24 hour emergency service response for signal outages.

Fiscal Year 2013-2014 Objectives

To inspect, monitor and adjust all signalized intersections & beacons and continue providing preventative maintenance monthly.

To maintain replacement of light emitting diodes (LED's) City-wide as needed.

To evaluate the first year of energy savings from the replacement of safety lights, from High Pressure Sodium to energy efficient LED fixtures.

To continue monthly nighttime signal, street light, and safety light inspections.

To continue proactive communications with Southern California Edison and Caltrans to address deficiencies to their agency owned lighting and/or signal infrastructure.

To continue providing weekly exterior cleaning and maintenance of all signal cabinets.

To continue cost recovery efforts for damaged signal poles/equipment caused by traffic accidents and/or electrical malfunctions caused by service providers.

To continue full utilization of the Centrac's traffic signal management center (installed fall 2012), that monitors and controls 53 of the City's signalized intersections.

To continue collaboration with Caltrans on I-5 Corridor Project regarding signal synchronization and timing of intersections.

PUBLIC SERVICES
Signals & Street Lighting
 ACTIVITY DETAIL

Account Number	Description	Cost
2090	<u>Equipment Maintenance & Supplies:</u> Miscellaneous equipment repairs.	\$ 500
2102	<u>Utilities - Traffic Signals:</u> Energy costs for signalized intersections.	52,500
2103	<u>Utilities - Street Lighting:</u> Energy costs for safety lights at intersections to illuminate pedestrian crossings.	50,000
2104	<u>Utilities - Edison Street Lights:</u> Energy and maintenance costs for Edison-owned street lights.	824,700
3880	<u>Capital Outlay - Miscellaneous Other:</u> Spare signal cabinet needed to replace units damaged due to accidents/equipment malfunction.	18,400
Measure R	<u>Contract Services - Non-Classified 228-30-3304-2080</u> Shared signal maintenance/utility costs; signal repairs, pole replacements. Artesia/Norwalk shared signal maintenance (Pioneer x 166th) and street light electricity costs (166th Street) 5,000 Cerritos/Norwalk shared maintenance (Norwalk x 166th) 2,000 Signal cabinet service and repair; contact electrical services. 23,000	30,000

PUBLIC SERVICES
Signals & Street Lighting
 ACTIVITY DETAIL

Account Number	Description	Cost
Measure R	<u>Special Materials & Supplies 228-30-3304-2170</u> Electronic equipment and supplies (signal cabinet, wiring, radios, etc.)	15,000
Measure R	<u>Special Materials - Street Safety Lights: 228-30-3304-2171</u> Lights and poles, street safety light materials, parking lot lighting.	5,000
Measure R	<u>Special Materials - Signals: 228-30-3304-2172</u> Lamps, hardware and specialized equipment. New controllers.	53,000

Budget Program: Public Services - Signals & Street Lighting, 3304

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Water Utilities Supervisor (a)	0.05	0.05	3,858	3,935						
Traffic Signal Technician II	1.00	1.00	67,687	69,046						
Traffic Signal Technician I	1.00	1.00	63,036	64,297						
(a) 80% Water, 5% Traffic, 10% Sewer										
TOTAL	2.05	2.05	134,581	137,278	TOTAL	-	-	-	-	-

SIGNALS & STREET LIGHTING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3304	1020	REG SALARIES & WAGES	108,317	134,581	134,056	137,278
101-30-3304	1030	PART TIME WAGES	2,665	-	-	-
101-30-3304	1040	OVERTIME SALARY & WAGES	7,187	9,000	7,658	5,000
101-30-3304	1049	BI-LINGUAL/CERTIFICATE PAY	-	-	32	33
101-30-3304	1050	STAND BY PAY	6,150	6,500	6,360	6,500
101-30-3304	1060	PAID SICK LEAVE	2,337	3,124	3,124	3,187
101-30-3304	1065	ACCRUED PAID VACATION	4,776	3,128	3,128	-
101-30-3304	1080	MEDICARE	1,704	2,208	1,152	2,204
101-30-3304	1082	PERS - EMPLOYEES' PORTION	9,345	10,767	10,749	10,983
101-30-3304	1083	PERS - EMPLOYER PORTION	19,543	24,019	23,978	25,822
101-30-3304	1085	LIFE INSURANCE	296	521	520	533
101-30-3304	1088	LONG-TERM DISABILITY INSURANCE	1,064	1,360	1,350	1,386
101-30-3304	1090	MEDICAL INS - FT EMPLOYEES	15,310	19,513	19,401	19,525
101-30-3304	1091	DENTAL INS - FT EMPLOYEES	1,755	2,864	2,846	2,979
101-30-3304	1092	VISION INS - FT EMPLOYEES	226	287	285	300
101-30-3304	1096	UNEMPLOYMENT INSURANCE	-	350	-	219
101-30-3304	1097	WORKER'S COMPENSATION	3,345	2,732	3,264	3,225
PERSONNEL EXPENDITURES:			184,020	220,954	217,902	219,174

SIGNALS & STREET LIGHTING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3304	2090	EQUIP MTCE & SUPPLIES	-	500	500	500
101-30-3304	2102	UTILITIES-TRAFFIC SIGNALS	51,747	59,500	52,480	52,500
101-30-3304	2103	UTILITIES-SAFETY LIGHTING	59,461	68,900	59,040	50,000
101-30-3304	2104	UTILITIES-EDISON ST LIGHT	824,076	932,700	824,730	824,700
101-30-3304	2170	SPECIAL MAT'LS-SUPPLIES	18,759	-	-	-
101-30-3304	2171	SPECIAL MAT'LS-ST.LIGHTS	1,338	-	-	-
101-30-3304	2180	SMALL TOOLS	79	300	200	300
101-30-3304	2190	TELEPHONE &FAX	1,386	1,500	1,523	1,500
101-30-3304	2192	ROUTERS, INTERNET & DSL	960	-	1,600	-
101-30-3304	2220	VEHICLE MTCE & SUPPLIES	40,411	37,520	67,818	40,800
OPERATING EXPENDITURES:			998,217	1,100,920	1,007,891	970,300
101-30-3304	3880	MISCELLANEOUS OTHER	-	-	-	18,400
CAPITAL OUTLAY EXPENDITURES:			-	-	-	18,400
101-30-3304	3996	INTER-DEPT TXFR/GAS TAX	(593,675)	(650,000)	(585,924)	(640,000)
GENERAL FUND SIGNALS & STREET LIGHTING TOTAL:			588,562	671,874	639,869	567,874

SIGNALS & STREET LIGHTING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	593,675	650,000	585,924	640,000
		GAS TAX FUND - SIGNALS & ST. LIGHTING TOTAL:	593,675	650,000	585,924	640,000
228-30-3304	2080	CONTRACT SERVICES	9,804	30,000	30,000	30,000
228-30-3304	2170	SPECIAL MAT'LS- SUPPLIES	-	15,000	15,000	15,000
228-30-3304	2171	SPECIAL MAT'LS-ST.LIGHTS	4,910	5,000	5,000	5,000
228-30-3304	2172	SPECIAL MAT'LS-SIGNALS	37,072	53,000	53,000	53,000
		MEASURE R FUND - SIGNALS & ST. LIGHTING TOTAL:	51,786	103,000	103,000	103,000
427-30-3304	2080	CONTRACT SERVICES/LA COUNTY	12,000	-	-	-
		LA COUNTY GRANT FUND - SIGNALS & ST. LIGHTING TOTAL:	12,000	-	-	-
		SIGNALS & STREET LIGHTING TOTAL (ALL FUNDS):	1,246,023	1,424,874	1,328,793	1,310,874

PUBLIC SERVICES
Street Sweeping
ACTIVITIES AND OBJECTIVES

Description of Activities

The Street Sweeping Section monitors street sweeping contract services which consists of weekly vacuum sweeping of 400 miles of City streets, plus public alleys and all City-owned parking facilities.

Fiscal Year 2013-2014 Objectives

To provide quality weekly street sweeping, by contractor, of 400 curb miles City-wide.

PUBLIC SERVICES

Street Sweeping

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Street sweeping contract and debris disposal. Offset by AB 2766 funds - \$87,564	\$ 635,500 (87,564)

Budget Program: Public Services - Street Sweeping, 3402

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Supervisor (a)	0.10	0.10	7,497	7,869						
(a) 45% Street Maintenance, 45% Graffiti										
TOTAL	0.10	0.10	7,497	7,869	TOTAL	-	-	-	-	-

STREET SWEEPING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3402	1020	REG SALARIES & WAGES	6,807	7,497	7,421	7,869
101-30-3402	1049	BILINGUAL/CERTIFICATE PAY	1	-	92	130
101-30-3402	1060	PAID SICK LEAVE	299	308	339	363
101-30-3402	1065	ACCRUED PAID VACATION	554	532	532	624
101-30-3402	1080	MEDICARE	110	121	122	132
101-30-3402	1082	PERS - EMPLOYEES' PORTION	588	600	603	630
101-30-3402	1083	PERS - EMPLOYER PORTION	1,229	1,338	1,345	1,481
101-30-3402	1085	LIFE INSURANCE	25	30	29	31
101-30-3402	1088	LONG-TERM DISABILITY INSURANCE	65	76	74	79
101-30-3402	1090	MEDICAL INS - FT EMPLOYEES	911	960	955	960
101-30-3402	1091	DENTAL INS - FT EMPLOYEES	34	36	35	37
101-30-3402	1092	VISION INS - FT EMPLOYEES	13	14	14	15
101-30-3402	1096	UNEMPLOYMENT INSURANCE	-	20	-	13
101-30-3402	1097	WORKER'S COMPENSATION	167	149	180	174
PERSONNEL EXPENDITURES:			10,803	11,681	11,739	12,538

STREET SWEEPING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3402	2080	CONTRACT SVC/NON-CLASS	635,301	635,500	635,500	635,500
		OPERATING EXPENDITURES:	635,301	635,500	635,500	635,500
101-30-3402	3996	INTER-DEPT TXFR/GAS TAX	(385,110)	(385,110)	(347,147)	(361,400)
101-30-3402	3998	INTER-FUND TFR/AB2766	(87,564)	(87,564)	(87,564)	(87,564)
		GENERAL FUND - STREET SWEEPING TOTAL:	173,430	174,507	212,528	199,074
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	385,110	385,110	347,147	361,400
		GAS TAX FUND - STREET SWEEPING TOTAL:	385,110	385,110	347,147	361,400
213-30-3402	3998	INTER-FUND TFR/AB2766	87,564	87,564	87,564	87,564
		AQMD FUND - STREET SWEEPING TOTAL:	87,564	87,564	87,564	87,564
		STREET SWEEPING TOTAL (ALL FUNDS:	646,104	647,181	647,239	648,038

PUBLIC SERVICES
Graffiti Removal
ACTIVITIES AND OBJECTIVES

Description of Activities

The Graffiti Removal Section is responsible for the removal of graffiti on all City facilities and buildings, medians, light poles, signal poles, traffic signs, etc., City-wide. Graffiti removal is accomplished using sandblasting, waterblasting, painting or by applying an anti-graffiti chemical cleaner.

Fiscal Year 2013-2014 Objectives

To initiate a new technological system for graffiti work orders and evaluate its effectiveness.

To maintain the City's goal of removing graffiti within 48 hours.

To provide graffiti removal assistance to businesses City-wide.

To maintain an effective working collaboration with the Public Safety Department to improve the results of graffiti abatement operations and enhance graffiti prevention efforts.

To continue providing an efficient seven day a week graffiti removal operation.

PUBLIC SERVICES
Graffiti Removal
ACTIVITY DETAIL

Account Number	Description	Cost
2090	<u>Equipment Maintenance & Supplies:</u> Repair airless sprayers, guns, tips, hoses, sandblasting equipment, pressure washer, etc.	\$ 1,000
2170	<u>Special Materials & Supplies:</u> Sand, paint, rollers, brushes, drop clothes, paint trays, etc.	43,500
2180	<u>Small Tools:</u> Various hand tools and replacement costs.	200
746-3820	<u>Capital Outlay - Automotive Equipment:</u> New Ford F450 graffiti truck.	110,000

Budget Program: Public Services - Graffiti Removal, 3404

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Supervisor (a)	0.45	0.45	33,754	35,411	Maintenance Assistant	2,600	2,600	2	32,567	33,204
Facility Maintenance II	2.00	2.00	113,416	115,692						
Facility Maintenance I	1.00	1.00	46,598	47,528						
Maintenance Worker II	1.00	1.00	52,865	53,917						
(a) 45% Street Maintenance, 10% Street Sweeping										
TOTAL	4.45	4.45	246,633	252,548	TOTAL	2,600	2,600	2	32,567	33,204

GRAFFITI REMOVAL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3404	1020	REG SALARIES & WAGES	239,211	246,633	238,644	252,548
101-30-3404	1030	PART TIME WAGES	31,674	32,567	33,997	33,204
101-30-3404	1040	OVERTIME SALARY & WAGES	-	-	-	-
101-30-3404	1048	MEDICAL OPT-OUT- GEN. UNIT	3,400	4,800	6,505	4,800
101-30-3404	1049	BILINGUAL/CERTIFICATE PAY	658	650	1,061	1,235
101-30-3404	1060	PAID SICK LEAVE	4,311	6,619	6,619	6,974
101-30-3404	1065	ACCRUED PAID VACATION	6,102	6,410	6,410	9,656
101-30-3404	1080	MEDICARE	2,389	4,326	4,252	4,490
101-30-3404	1082	PERS - EMPLOYEES' PORTION	20,706	19,733	19,226	20,206
101-30-3404	1083	PERS - EMPLOYER PORTION	43,290	44,017	42,889	47,505
101-30-3404	1085	LIFE INSURANCE	888	957	954	979
101-30-3404	1088	LONG-TERM DISABILITY INSURANCE	2,304	2,492	2,471	2,551
101-30-3404	1090	MEDICAL INS - FT EMPLOYEES	29,252	29,220	26,424	29,670
101-30-3404	1091	DENTAL INS - FT EMPLOYEES	4,631	5,746	3,925	4,524
101-30-3404	1092	VISION INS - FT EMPLOYEES	504	623	440	504
101-30-3404	1093	MEDICAL INS - PT EMPL	38	-	-	-
101-30-3404	1094	DENTAL INS - PT EMPLOYEES	13	-	-	-
101-30-3404	1096	UNEMPLOYMENT INSURANCE	2,617	643	419	403
101-30-3404	1097	WORKER'S COMPENSATION	7,969	5,170	6,192	79,531
PERSONNEL EXPENDITURES:			399,958	410,606	400,427	498,780

GRAFFITI REMOVAL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3404	2090	EQUIP MTCE & SUPPLIES	925	2,100	1,000	1,000
101-30-3404	2170	SPECIAL MAT'LS-SUPPLIES	40,753	42,500	42,500	43,500
101-30-3404	2180	SMALL TOOLS	69	200	100	200
101-30-3404	2220	VEHICLE MTCE & SUPPLIES	57,892	48,510	52,716	43,000
		OPERATING EXPENDITURES:	99,639	93,310	96,316	87,700
101-30-3404	3997	INTER-DEPT TXFR/CDBG	(45,000)	(45,000)	(78,000)	(45,000)
		GENERAL FUND - GRAFFITI REMOVAL TOTAL:	454,597	458,916	418,743	541,480
207-30-3404	3997	GRAFFITI REMOVAL / CDBG FUND	-	45,000	78,000	45,000
		CDBG FUND - GRAFFITI REMOVAL TOTAL:	-	45,000	78,000	45,000
746-30-3404	3820	C/O- AUTOMOTIVE EQUIPMENT	-	-	-	110,000
		VEHICLE REPLACEMENT FUND - GRAFFITI REMOVAL TOTAL:	-	-	-	110,000
		GRAFFITI REMOVAL TOTAL (ALL FUNDS)	454,597	503,916	496,743	696,480

PUBLIC SERVICES

Tree Maintenance

ACTIVITIES AND OBJECTIVES

Description of Activities

The Tree Maintenance Section maintains approximately 17,000 trees City-wide. The Section operates a variety of functions, which include: daily inspections; tree pruning; tree trimming; trimming for street sweeper clearance; removal of trees (due to disease, nuisance or infection); root pruning healthy trees to prolong their existence in parkways while limiting the concrete damage they may create; replenishing the urban forest to maintain a balanced ecological climate; conducting a pest management program to ensure overall tree health; and responding to emergency requests. In addition, this Section monitors tree trimming contract services which consists of grid tree trimming City-wide.

Fiscal Year 2013-2014 Objectives

To continue quality tree trimming in grids through contract services City-wide, by trimming one-third of all residential areas.

To plant a minimum of 250 trees City-wide in the Department's continued effort to re-supply the City's Urban Forest.

To remove reported and/or identified hazards within two hours of inspection.

To respond by telephone to all requests for tree service within 48 hours.

To continue tree planting in medians utilizing root barriers City-wide.

To continue City-wide beautification efforts through median enhancement and replacement activities.

To complete the first year of tree planting and educational outreach activities as funded by the 2013 Cal Fire Grant – Green Trees for the Golden State.

PUBLIC SERVICES
Tree Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Annual tree trimming, greenwaste recycling, and bee removal. Tree trimming. 235,500 Greenwaste recycling. 4,000 Bee removal. 4,000 Sod installation and repair. 500 Urban Forest Management Plan. 12,000	\$ 256,000
2090	<u>Equipment Maintenance & Supplies:</u> Dielectric testing for aerial tower, auxiliary equipment repairs, including saws, and brush chipper maintenance.	500
2170	<u>Special Materials & Supplies:</u> Trees, chemicals, stakes, fertilizer, soil, root barriers, polymers, tree ties, safety equipment, etc. 15,530 Purchase of tree stakes, wood chip, tree ties, irrigation materials used for planting 870 trees. CAL FIRE GRANT 19,491	35,021
2173	<u>Special Materials - Supplies - Landscape:</u> Purchase 870 trees - planting Citywide. CAL FIRE GRANT	27,000
2180	<u>Small Tools:</u> Pruners, handsaws, rakes, brooms, shovels, etc. 500 Shovels, brooms, rakes, gloves for tree planting activity. CAL FIRE GRANT 4,100	4,600

PUBLIC SERVICES
Tree Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2230	<u>Programs & Activities:</u> Printing of informational material/pamphlets for educational outreach (20,000) quantity; three Prop 84 worksite signs. CAL FIRE GRANT	4,700
101-3850	<u>Capital Outlay - Tools & Equipment:</u> Hydraulic chain saw.	1,900
746-3850	<u>Capital Outlay - Automotive Equipment/ Vehicle Replacement Fund:</u> Two (2) control feed chippers - costs to be offset by estimated trade in value of \$5000.	60,000

Budget Program: Public Services - Tree Maintenance, 3502

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Supervisor (a)	0.50	0.50	35,723	38,247						
Tree Trimmer II	2.00	1.00	111,200	59,474						
Tree Trimmer I	1.00	2.00	55,606	113,440						
Maintenance Worker I	1.00	1.00	43,476	44,346						
(a) 50% Greenscape										
TOTAL	4.50	4.50	246,005	255,507	TOTAL	-	-	-	-	-

TREE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3502	1020	SALARIES & WAGES	231,435	246,005	245,723	255,507
101-30-3502	1040	OVERTIME SALARY & WAGES	48	-	-	-
101-30-3502	1049	BILINGUAL/CERTIFICATE PAY	960	975	1,521	1,300
101-30-3502	1060	PAID SICK LEAVE	1,493	1,490	1,564	1,647
101-30-3502	1065	ACCRUED PAID VACATION	2,379	2,349	2,349	2,541
101-30-3502	1080	MEDICARE	2,652	3,642	3,642	3,803
101-30-3502	1082	PERS - EMPLOYEES' PORTION	20,054	19,683	19,830	20,442
101-30-3502	1083	PERS - EMPLOYER PORTION	41,915	43,905	44,236	48,061
101-30-3502	1085	LIFE INSURANCE	675	550	879	992
101-30-3502	1088	LONG-TERM DISABILITY INSURANCE	2,270	2,485	2,462	2,581
101-30-3502	1090	MEDICAL INS - FT EMPLOYEES	37,680	41,089	40,388	41,175
101-30-3502	1091	DENTAL INS - FT EMPLOYEES	5,838	6,287	6,181	6,539
101-30-3502	1092	VISION INS - FT EMPLOYEES	579	630	619	657
101-30-3502	1095	MEDICAL INS - RETIREES	24,797	26,974	26,286	26,457
101-30-3502	1096	UNEMPLOYMENT INSURANCE	-	641	-	409
101-30-3502	1097	WORKER'S COMPENSATION	271,054	72,142	86,316	11,498
PERSONNEL EXPENDITURES:			643,829	468,847	481,995	423,609

TREE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3502	2080	CONTRACT SVC/NON-CLASS	234,603	244,000	244,000	256,000
101-30-3502	2090	EQUIP MTCE & SUPPLIES	760	500	500	500
101-30-3502	2170	SPECIAL MAT'LS-SUPPLIES	17,506	14,000	14,000	35,021
101-30-3502	2173	SPECIAL MAT'LS-SUPPLIES - LANDSCAPE	-	-	-	27,000
101-30-3502	2180	SMALL TOOLS	803	500	500	4,600
101-30-3502	2220	VEHICLE MTCE & SUPPLIES	75,567	66,290	67,000	52,000
101-30-3502	2230	PROGRAMS/ACTIVITIES	-	-	-	4,700
OPERATING EXPENDITURES:			329,239	325,290	326,000	379,821
101-30-3502	3850	C/O-TOOLS & WORK EQUIP	-	-	-	1,900
CAPITAL OUTLAY EXPENDITURES:			-	-	-	1,900
101-30-3502	3996	INTER-DEPT TXFR/GAS TAX	(405,001)	(405,000)	(365,076)	(380,210)
GENERAL FUND - TREE MAINTENANCE TOTAL:			568,067	389,137	442,919	425,120

TREE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	405,001	405,000	365,076	380,210
GAS TAX FUND - TREE MAINTENANCE TOTAL:			405,001	405,000	365,076	380,210
746-30-3502	3820	C/O-AUTOMOTIVE EQUIPMENT	-	-	-	-
746-30-3502	3850	C/O-TOOLS & WORK EQUIP	-	-	-	60,000
VEHICLE REPLACEMENT FUND - TREE MAINTENANCE TOTAL:			-	-	-	60,000
TREE MAINTENANCE TOTAL (ALL FUNDS)			973,068	794,137	807,995	865,330

PUBLIC SERVICES

Greenscape Maintenance

ACTIVITIES AND OBJECTIVES

Description of Activities

The Greenscape Maintenance Section is responsible for the maintenance, refurbishment, and repair of 22 miles of center island and side panel medians. In addition, this Section monitors the landscape maintenance contract services which consists of maintenance of center medians, side panels, drains, and commercial sidewalks City-wide.

Fiscal Year 2013-2014 Objectives

To oversee the landscape maintenance contract to ensure timely maintenance, safe work sites, and quality workmanship.

To continue upgrade of side panels and medians City-wide with cost effective refurbishment of plant material as needed, including the use of drought tolerant species.

To continue updating all irrigation to provide proper coverage City-wide.

To continue maintaining a high quality appearance at all entryways into the City.

To continue water conservation efforts in the irrigation activities of City maintained landscaping areas.

To continue seeking partnership opportunities for future greening and beautification projects, with such agencies as Conservation Corps, EPA, and Strategic Growth Council.

To continue seeking competitive funding processes through Cal-Fire, Urban Forest Councils, and other agencies, for City-wide planting projects and development of an updated urban forest inventory and management plan.

To complete refurbishment of Studebaker Road center median from City limit to City limit.

PUBLIC SERVICES
Greenscape Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Landscape maintenance contract, flow testing and water line repairs and upgrades, and median refurbishment. Landscape contract. 233,000 Flow testing and water line repairs. 7,300 Median refurbishment. 9,700	\$ 250,000
2090	<u>Equipment Maintenance & Supplies:</u> Equipment maintenance and irrigation pump repairs.	500
2170	<u>Special Materials & Supplies:</u> Plant material, fertilizers, tree stakes, irrigation timers, and parts.	20,000
2180	<u>Small Tools:</u> Irrigation and landscaping tools.	500

Budget Program: Public Services - Greenscape Maintenance, 3503

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Supervisor (a)	0.50	0.50	35,723	38,247						
Maintenance Worker III	1.00	1.00	58,507	59,682						
Facilities Maintenance II	1.00	1.00	56,708	57,846						
(a) 50% Tree Maintenance										
TOTAL	2.50	2.50	150,938	155,775	TOTAL	-	-	-	-	-

GREENSCAPE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3503	1020	REG SALARIES & WAGES	119,435	150,938	148,873	155,775
101-30-3503	1040	OVERTIME SALARY & WAGES	1	-	-	-
101-30-3503	1049	BILINGUAL/CERTIFICATE PAY	333	325	873	650
101-30-3503	1060	PAID SICK LEAVE	1,493	1,490	1,564	1,647
101-30-3503	1065	ACCRUED PAID VACATION	2,379	2,349	2,349	2,541
101-30-3503	1080	MEDICARE	1,748	2,253	2,228	2,338
101-30-3503	1082	PERS - EMPLOYEES' PORTION	10,340	12,076	12,009	12,463
101-30-3503	1083	PERS - EMPLOYER PORTION	21,617	26,939	26,788	29,301
101-30-3503	1085	LIFE INSURANCE	450	586	581	604
101-30-3503	1088	LONG-TERM DISABILITY INSURANCE	1,164	1,525	1,507	1,573
101-30-3503	1090	MEDICAL INS - FT EMPLOYEES	16,716	21,889	21,751	21,975
101-30-3503	1091	DENTAL INS - FT EMPLOYEES	2,763	3,493	3,471	3,633
101-30-3503	1092	VISION INS - FT EMPLOYEES	274	350	347	365
101-30-3503	1095	MEDICAL INS - RETIREES	6,513	7,143	7,258	8,056
101-30-3503	1096	UNEMPLOYMENT INSURANCE	-	393	-	248
101-30-3503	1097	WORKER'S COMPENSATION	18,048	4,528	5,412	5,064
PERSONNEL EXPENDITURES:			203,274	236,277	235,012	246,233

GREENSCAPE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3503	2080	CONTRACT SVC/NON-CLASS	275,491	255,300	255,300	250,000
101-30-3503	2090	EQUIP MTCE & SUPPLIES	894	500	500	500
101-30-3503	2100	UTILITIES	203,162	228,500	182,740	202,200
101-30-3503	2170	SPECIAL MAT'LS-SUPPLIES	37,020	19,000	19,000	20,000
101-30-3503	2180	SMALL TOOLS	271	500	500	500
101-30-3503	2220	VEHICLE MTCE & SUPPLIES	18,879	16,510	33,115	29,000
OPERATING EXPENDITURES:			535,717	520,310	491,155	502,200
GENERAL FUND - GREENSCAPE MAINTENANCE TOTAL:			738,991	756,587	726,166	748,433
746-30-3503	3820	C/O-AUTOMOTIVE EQUIPMENT	19,601	-	-	-
VEHICLE REPLACEMENT FUND - GREENSCAPE MAINTENANCE TOTAL:			19,601	-	-	-
GREENSCAPE TOTAL (ALL FUNDS):			758,592	756,587	726,166	748,433

PARKS MAINTENANCE

ACTIVITIES AND OBJECTIVES

Description of Activities

Parks Services maintains and repairs 12,000 square feet of park facilities and buildings including: Norwalk Golf Center, Sproul and Hargitt Museums, Sproul Reception Center, Norwalk Arts & Sports Complex, Norwalk Skate Park, Foster Road Greenbelt, Aquatic Pavilion, 125 acres of park grounds and 16 ball diamonds.

Fiscal Year 2013-2014 Objectives

To begin development of a Park Master Plan.

To develop and implement a comprehensive park amenities plan including benches, picnic tables, and barbecues.

To develop and implement a comprehensive playground replacement plan.

To design and install an entryway into Zimmerman Park parking lot including monument and landscaping.

To address the aesthetic appeal in the parking lots and entryways of all park grounds.

PARK MAINTENANCE ACTIVITY DETAIL

Account Number	Description	Cost
2061	<u>Custodial Supplies:</u> Supplies for Park Facilities, and trash liners.	\$ 15,000
2062	<u>Maintenance & Repair Supplies:</u> AC Repairs, concrete, electrical, splash pads, snack bars, plumbing, vandalism, fencing, locks, and appliances. Glass repairs. 2,000 Refrigeration repairs. 3,000 Plumbing. 5,000 Lighting. 1,500 Electrical. 10,000 Fencing. 10,000 HVAC. 2,000 Other repairs-vandalism, facilities, and snack bars. 10,723	44,223
2063	<u>Custodial Supplies - Facilities:</u> Supplies for facility maintenance.	2,300
2064	<u>Building Trade Supplies:</u> Building repair supplies, locks, nuts and bolts, special event props and games, plumbing supplies, electrical supplies, lumber, and vandalism repairs.	36,250
2080	<u>Contract Services - Non-Classified:</u> 2 year Grid Trimming - all parks. 30,383 Landscape Maintenance - mowing, edging, and trimming. 133,767 Landscape Maintenance - Foster Greenbelt/Norwalk Park. 31,200 Backflow testing and repairs. 2,500 Pump repairs. 1,000	198,850

PARK MAINTENANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2082	<u>Contract Services - Non Classified - Facilities:</u> Alarm Service monitoring - park facilities. 4,000 Fire system inspections - kitchens/hoods/extinguishers. 5,000 Alarm service monitoring - museums. 3,500 HVAC. 1,200	13,700
2090	<u>Equipment Maintenance & Supplies:</u> Parts and Repairs for Mowers, Edger's, Buffers, Vacuums, Electric Carriers, and Other Related Equipment.	5,500
2170	<u>Special Materials - Supplies - Parks:</u> Sand replenishment and ballfield supplies.	7,200
2173	<u>Special Materials - Supplies - Landscape:</u> Seed, fertilizer, irrigation materials, plants and trees, landscape material, and pest control supplies.	25,600
101-3820	<u>Capital Outlay - Automotive Equipment:</u> Mower deck attachment for tractor. 2,500 50 gallon sprayer attachment. 2,400 Aerator attachment. 3,700	8,600
101-3850	<u>Capital Outlay - Tools & Equipment:</u> Articulating hedge trimmers (2). 1,000 String trimmer. 800 Commercial hedge trimmer. 500 Backpack blower. 500	2,800

PARK MAINTENANCE ACTIVITY DETAIL

Account Number	Description	Cost
101-3880	<u>Capital Outlay - Miscellaneous - Other:</u> Nine handheld radios. Ten concrete picnic tables. Five food booths. Auto Scrubber for Floor Cleaning.	6,500 9,300 4,500 7,500 27,800
746-3820	<u>Capital Outlay - Automotive Equipment:</u> Three new electric carts replacing units, 6147, 6148, and 6157. New Ford F350 dump truck - replacing unit 6164. Two New Ford Ranger Truck replacing unit 6149; new Ford Ranger truck with utility bed replacing unit 6155.	29,000 44,000 46,000 119,000

Budget Program: Public Services - Park Maintenance, 3504

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Supervisor	2.00	2.00	154,298	157,382	Maintenance Assistant	3,325	3,200	3	41,648	40,866
Maintenance Worker III	2.00	3.00	111,580	170,637						
Maintenance Worker II	8.00	8.00	392,486	409,753						
Maintenance Worker I	7.00	6.00	300,028	259,072						
TOTAL	19.00	19.00	958,392	996,844	TOTAL	3,325	3,200	3	41,648	40,866

PARK MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3504	1020	SALARIES & WAGES	893,742	958,392	877,078	996,844
101-30-3504	1030	PART TIME WAGES	40,777	41,648	34,500	40,866
101-30-3504	1040	OVERTIME SALARY & WAGES	955	11,000	370	11,000
101-30-3504	1045	COMP TIME PAY	-	-	-	-
101-30-3504	1049	BILINGUAL/CERTIFICAT PAY	653	650	647	650
101-30-3504	1060	PAID SICK LEAVE	8,810	13,811	13,811	10,804
101-30-3504	1065	ACCRUED PAID VACATION	25,222	22,590	22,590	21,593
101-30-3504	1070	PAID SICK LEAVE ON TERMIN	15,121	-	-	-
101-30-3504	1080	MEDICARE	13,229	15,205	13,760	15,695
101-30-3504	1082	PERS - EMPLOYEES' PORTION	77,217	74,029	69,702	77,886
101-30-3504	1083	PERS - EMPLOYER PORTION	161,425	171,045	157,073	187,509
101-30-3504	1084	EMPLOYEE' BENEFITS-UNIFORMS	20,187	18,000	18,000	18,000
101-30-3504	1085	LIFE INSURANCE	2,406	2,566	2,661	3,053
101-30-3504	1088	LONG-TERM DISABILITY INSURANCE	8,607	9,680	8,782	10,072
101-30-3504	1090	MEDICAL INS - FT EMPLOYEES	137,888	152,304	139,216	152,391
101-30-3504	1091	DENTAL INS - FT EMPLOYEES	21,516	23,405	21,771	24,343
101-30-3504	1092	VISION INS - FT EMPLOYEES	2,449	2,660	2,462	2,774
101-30-3504	1094	DENTAL INS - PT EMPLOYEES	(29)	-	-	-
101-30-3504	1095	MEDICAL INS - RETIREES	98,373	107,636	109,514	111,163
101-30-3504	1096	UNEMPLOYMENT INSURANCE	(516)	2,493	-	1,591
101-30-3504	1097	WORKER'S COMPENSATION	73,271	111,637	133,572	99,654
PERSONNEL EXPENDITURES			1,601,303	1,738,751	1,625,511	1,785,888

PARK MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3504	2061	CUSTODIAL SUPPLIES	22,252	17,300	27,690	15,000
101-30-3504	2062	MTCE & REPAIR SUPPLIES	41,064	29,223	39,916	44,223
101-30-3504	2063	CUSTODIAL SUPPLIES- FACILITIES	-	-	-	2,300
101-30-3504	2064	BUILDING TRADE SUPPLIES	44,912	56,501	115,085	36,250
101-30-3504	2068	STA FE SPRINGS/LTL LK PK.	174,529	168,000	168,000	168,000
101-30-3504	2080	CONTRACT SVC/NON-CLASS	163,504	159,102	237,149	198,850
101-30-3504	2081	CONTRACT SVC/SURVEY	-	-	-	6,000
101-30-3504	2082	CONTRACT SVC/PARKS	-	-	-	13,700
101-30-3504	2090	EQUIP MTCE & SUPPLIES	6,366	7,700	8,696	5,500
101-30-3504	2091	EQUIP MTCE & SUPPLIES- FACILITIES	-	-	-	3,700
101-30-3504	2100	UTILITIES	361,090	379,700	413,440	464,000
101-30-3504	2110	CONFERENCES & MEETINGS	430	-	-	-
101-30-3504	2111	MEMBERSHIPS	60	375	-	-
101-30-3504	2150	RENTAL EXPENSE	121	-	156	-
101-30-3504	2170	SPECIAL MAT'LS-SUPPLIES	2,161	2,000	2,976	7,200
101-30-3504	2173	SPECIAL MAT'LS-LANDSCAPE	26,571	15,053	28,000	25,600
101-30-3504	2174	SPEC MATERIALS-NATURE CTR	23,167	26,000	31,842	
101-30-3504	2180	SMALL TOOLS	244	375	165	200
101-30-3504	2181	SMALL TOOLS-FACILITIES	-	-	-	200
101-30-3504	2190	TELEPHONE & FAX	-	600	600	2,100
101-30-3504	2220	VEHICLE MTCE & SUPPLIES	126,138	124,930	190,986	135,000
101-30-3504	2230	PROGRAMS & ACTIVITIES	37	6,000	14	-
101-30-3504	2250	TRAINING EXPENSE	870	675	1,839	-
101-30-3504	2310	PROPERTY ACQUISITON	-	-	-	-
OPERATING EXPENDITURES			993,516	993,534	1,266,555	1,127,823

PARK MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-30-3504	3820	C/O-AUTOMOTIVE EQUIPMENT	-	-	-	8,600
101-30-3504	3850	C/O-TOOLS & WORK EQUIP	-	-	-	2,800
101-30-3504	3880	MISCELLANEOUS OTHER	-	-	-	27,800
CAPITAL OUTLAY EXPENDITURES			-	-	-	39,200
GENERAL FUND TOTAL - PARK MAINTENANCE TOTAL:			2,594,819	2,732,285	2,892,065	2,952,911
746-30-3504	3820	C/O-AUTOMOTIVE EQUIPMENT	-	-	-	119,000
VEHICLE REPLACEMENT FUND - PARK MAINTENANCE TOTAL:			-	-	-	119,000
PARK MAINTENANCE TOTAL (ALL FUNDS):			2,594,819	2,732,285	2,892,065	3,071,911

WATER SERVICES

ACTIVITIES AND OBJECTIVES

Description of Activities

The Water Services Section maintains the Norwalk Municipal Water System delivering safe, clean, domestic water to a total of 5,354 customers (4,493 in Norwalk, and 886 in the Artesia/unincorporated County area. The Section operates three water well sites (#4, 5, and 10), maintains 35 miles of pipeline including domestic and high pressure fire lines, maintains 450 fire hydrants and three landscaping areas, and meets all health standards, rules, and regulations of State and County Health Departments.

Fiscal Year 2013-2014 Objectives

To complete the second year of the new water well #10 operation at Norwalk Park.

To complete a water system study, and begin implementing opportunities identified, to improve the system for increased operational effectiveness and cost-benefit.

To continue regional involvement in water agencies to monitor activities impacting municipal water systems.

To begin implementation of State DWR requirements related to water conservation (BMPs).

To continue well maintenance at three wells (#4, 5, and 10) to comply with Department of Health Services standards.

To continue improvements in customer service and water quality.

To increase system production on demand.

To insure water system infrastructure is maintained with minimal downtime.

To improve water quality and quantity from water wells.

To continue insuring water system security measures are implemented.

WATER SERVICES

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> General contract services, consultant fees, and Engineering services. Emergency repairs and maintenance. 70,000 Electrical repairs at well sites. 4,000 Water main repairs. 10,000 Maintenance and repair of interconnection valves. 12,000 Consultant Fees- Water Engineering. 48,000 Landscaping. 11,100 Equipment calibration. 1,000 NPDES consultant fees. 4,600	\$ 160,700
2081	<u>Contract Services - Special Study:</u> Study/evaluation - Elevated Water Tank. 10,000 Water Master Plan - Continuation carry over. 100,000	110,000
2111	<u>Memberships:</u> Gateway IRWM JPA. 15,000 American Water Works Association. 500 Central Basin Membership. 700 USC Foundation of Cross Connection Control. 300 Southeast Water Coalition. 10,000	26,500

WATER SERVICES

ACTIVITY DETAIL

Account Number	Description	Cost
2160	<u>Special Fees & Services:</u> Water testing for State Department of Health Services and NPDES testing. Lab services - well and NPDES sampling. 38,000 Water Replenishment District - groundwater title 22 monitoring. 17,000 Department of Public Health well operating permit. 13,000 NPDES annual permit fees. 10,000	78,000
2170	<u>Special Materials & Supplies</u> Meter replacement materials. 20,000 Chlorination equipment and disinfectant. 12,000 Fitting, copper, clamps - items for repair. 28,000 Fire hydrant replacement parts. 7,000 Public information materials - CCR. 5,000 Conservation Outreach - BMP Compliance activities. 5,000 USA Dig Alert Notices. 1,000	78,000
2181	<u>Water Replenishment Fees:</u> Water Replenishment District - replenishment fees assessed at \$298 per acre foot, for groundwater pumped through wells #4, 5, and 10; estimate 1,053 annually (405 acre feet from well 4 and 5, and 603 acre feet from well 10).	233,200

WATER SERVICES

ACTIVITY DETAIL

Account Number	Description	Cost
2182	<u>Purchased Water - Domestic:</u> City of Cerritos (based on 861 acre feet imported annually, at \$1,016 per acre foot). City of Santa Fe Springs (based on 161 acre feet imported annually, at estimated \$1,725 per acre foot). Central Basin Water - imported water (night-time hours only for well 10; based on 360 estimated acre feet imported annually, at projected \$1,163 per acre foot plus estimated capacity/service charges totaling \$15,840). Central Basin Water- recycled water purchased at 30 acre feet annually (\$580 per acre foot).	915,000 282,000 435,000 17,400
2250	<u>Training:</u> LA County Dept of Public Health certifications. LA County Backflow Cross connection certifications. Water training through AWWA.	500 600 2,500
3850	<u>C/O Tools & work Equipment:</u> 90lb. Jack hammer and attachments.	1,000

Budget Program:

Public Services - Water Utility, 3602

Full Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Labor Distribution Footnote	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
City Manager (A)	0.05	0.05	10,925	10,925	(A) 1% CDBG, 74% Administration 20% SA-RDA					
Assistant City Manager	0.05	0.00	9,972	-						
Deputy City Manager (B)	0.00	0.05	-	7,300	(B) 80% Public Services, 5% Transp. Center, 5% Sewer, 5% Storm Water Compliance					
Director of Public Services	0.05	0.00	6,492	-						
Director of Finance/City Treasurer (C)	0.05	0.05	5,961	6,704	(C) 10% CDBG, 65% Finance, 20% SA-RDA					
City Engineer (D)	0.10	0.10	11,389	11,618	(D) 70% Engineering, 5% Sewer, 15% Storm Water Compliance					
Public Services Superintendent (E)	0.25	0.25	26,090	26,613	(E) 45% Public Services, 10% Sewer, 10% Transportation Center, 10% Storm Water Compliance					
Controller/ Deputy Treasurer	0.10	0.10	9,467	8,758						
Administrative Services Manager(F)	0.35	0.40	36,526	44,256	(F) 50% Management Svcs., 10% Storm Water Compliance					
Water Utilities Supervisor (G)	0.80	0.80	61,719	62,953	(G) 10% Sewer, 5% Signals & St. Lighting, 5% Traffic					
Accountant I (H)*	0.10	0.10	6,907	5,529	(H) 70% Finance, 10% Dispute Resolution, 10% Sewer, *Vacant					
Management Analyst II (I)	0.30	0.25	19,461	17,534	(I) 75% Management Svcs.					
Management Analyst I (J)	0.00	0.25	-	13,822	(J) 65% Public Svcs. Admin, 10% Sewer					
Water Service Worker II (K)	1.80	1.80	108,200	110,360	(K) 20% Sewer					
Engineering Technician (L)	0.05	0.05	2,902	2,960	(L) 95% Engineering					
Account Clerk III (M)	1.00	1.50	55,900	84,168	(M) 40% Finance, 10% Sewer					
Account Clerk II (N)	0.50	0.60	24,645	28,730	(N) 35% Finance, 5% Sewer					
Water Service Worker I (O)	0.90	0.90	40,735	43,636	(O) 10% Sewer					
Office Assistant I	0.25	0.00	10,869	-						
Associate Engineer (P)	0.10	0.10	8,992	9,172	(P) 90% Engineering					
Assistant Engineer (Q)	0.00	0.05	-	3,867	(Q) 95% Engineering					
Comm. & Public Affairs Manager (R)	0.00	0.05	-	5,809	(R) 95% Communications & Public Affairs					
TOTAL	6.80	7.45	457,152	504,714		-	-	-	-	-

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
702-30-3602	1020	SALARIES & WAGES	416,314	457,152	426,472	504,714
702-30-3602	1030	PART TIME WAGES	14,201	-	-	-
702-30-3602	1040	OVERTIME SALARY & WAGES	24,555	27,500	25,058	20,000
702-30-3602	1048	MEDICAL OPT-OUT-GEN. UNIT	1,300	2,400	2,913	2,400
702-30-3602	1049	BILINGUAL/CERTIFICAT PAY	814	748	1,235	1,658
702-30-3602	1050	STANDBY PAY	6,366	6,300	5,594	6,300
702-30-3602	1052	AUTO ALLOWANCE	548	900	895	600
702-30-3602	1054	CELLPHONE ALLOWANCE	5	10	10	-
702-30-3602	1060	PAID SICK LEAVE	6,207	6,500	6,500	8,776
702-30-3602	1065	ACCRUED PAID VACATION	8,385	11,717	11,717	11,837
702-30-3602	1066	COMPENSATED ABSENCES	37,763	-	-	-
702-30-3602	1070	PAID SICK LEAVE ON TERMIN	-	-	-	-
702-30-3602	1078	MANAGEMENT BENEFIT 401A	2,747	3,194	2,838	3,131
702-30-3602	1080	MEDICARE	5,990	7,440	6,966	8,202
702-30-3602	1081	MGMT BENEFIT/MEDICAL	5,725	6,733	6,344	7,711
702-30-3602	1082	PERS - EMPLOYEES' PORTION	35,573	34,329	32,651	35,947
702-30-3602	1083	PERS - EMPLOYER PORTION	75,185	81,592	76,423	94,940
702-30-3602	1084	UNIFORM ALLOWANCE	-	500	-	500
702-30-3602	1085	LIFE INSURANCE	1,397	1,503	1,394	1,617
702-30-3602	1088	LONG-TERM DISABILITY INSURANCE	4,123	4,617	4,476	5,098
702-30-3602	1090	MEDICAL INS - FT EMPLOYEES	47,178	54,335	47,600	62,692

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
702-30-3602	1091	DENTAL INS - FT EMPLOYEES	7,176	8,927	6,742	8,726
702-30-3602	1092	VISION INS - FT EMPLOYEES	937	1,150	978	1,226
702-30-3602	1095	MEDICAL INS - RETIREES	15,544	16,787	16,100	15,926
702-30-3602	1096	UNEMPLOYMENT INSURANCE	-	1,192	-	808
702-30-3602	1097	WORKER'S COMPENSATION	38,422	31,795	38,040	36,074
702-30-3602	1098	OPEB - FUTURE RETIREES BENEFIT	36,924	-	-	-
PERSONNEL EXPENDITURES:			793,379	767,320	720,946	838,882

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
702-30-3602	2080	CONTRACT SVC/NON-CLASS	162,556	162,500	185,000	160,700
702-30-3602	2081	CONTRACT SVC/SPECIAL STUDY	-	100,000	50,000	110,000
702-30-3602	2086	LEGAL SERVICES	7,983	60,000	10,000	40,000
702-30-3602	2090	EQUIP MTCE & SUPPLIES	-	500	200	500
702-30-3602	2100	UTILITIES	80,409	122,500	124,160	136,400
702-30-3602	2110	CONFERENCES & MEETINGS	164	1,200	1,200	1,200
702-30-3602	2111	MEMBERSHIPS	26,747	26,500	26,500	26,500
702-30-3602	2140	OFFICE SUPPLIES	5,764	7,500	7,500	7,500
702-30-3602	2141	POSTAGE	18,596	21,000	21,000	21,000
702-30-3602	2150	RENTAL EXPENSE	127	300	200	300
702-30-3602	2160	SPECIAL FEES & SERVICES	66,885	78,000	78,000	78,000
702-30-3602	2161	ADMINISTRATIVE COSTS	215,000	202,200	202,200	218,500
702-30-3602	2166	SPEC FEES - LOBBYIST WASH DC	43,342	46,000	46,000	26,500
702-30-3602	2170	SPECIAL MAT'LS-SUPPLIES	46,139	78,000	50,000	78,000
702-30-3602	2180	SMALL TOOLS	1,731	1,800	600	1,800
702-30-3602	2181	WATER REPLENISHMENT FEES	128,818	198,000	198,000	233,200
702-30-3602	2182	PURCHASED WATER-DOMESTIC	1,912,505	1,557,880	1,557,880	1,649,400
702-30-3602	2190	TELEPHONE & FAX	1,630	1,700	1,883	1,900
702-30-3602	2220	VEHICLE MTCE & SUPPLIES	37,830	36,658	36,658	39,900
702-30-3602	2230	PROGRAM & ACTIVITIES	33	-	-	-

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
702-30-3602	2250	TRAINING EXPENSE	-	3,600	2,200	3,600
702-30-3602	2304	FRANCHISE TAX EXP	12,034	14,000	-	-
702-30-3602	2450	GENERAL LIABILITY INSURANCE	9,200	20,823	40,000	53,677
702-30-3602	2490	BANK CHARGES - CREDIT CARD PROCESSIN	42,395	47,000	52,000	47,000
702-30-3602	2491	INTEREST EXPENSE	272,521	272,520	272,520	151,730
702-30-3602	2990	DEPRECIATION EXPENSES	303,573	-	-	-
OPERATING EXPENDITURES:			3,395,982	3,060,181	2,963,701	3,087,307
702-30-3602	3820	C/O-AUTOMOTIVE EQUIPMENT	52,078	-	-	-
702-30-3602	3850	C/O-TOOLS & WORK EQUIP	-	-	-	1,000
702-30-3602	3860	C/O-OFFICE EQUIPMENT	-	9,160	9,155	-
702-30-3602	3894	CAPITALIZE CAP OUTLAY EXPENSES	(658,833)	-	-	-
CAPITAL OUTLAY EXPENDITURES:			(606,755)	9,160	9,155	1,000
702-95-1517	2161	ADMINISTRATIVE COST	-	-	-	5,000
702-95-1517	2491	INTEREST EXPENSE	-	-	-	391,471
702-95-1517	2492	PRINCIPAL EXPENSE	-	-	-	150,000
2013 SERIES A WATER REVENUE BONDS			-	-	-	546,471
WATER FUND TOTAL:			3,582,606	3,836,661	3,693,802	4,473,660

PUBLIC SERVICES
Sewer Fund
ACTIVITIES AND OBJECTIVES

Description of Activities

The Sewer Fund maintains by contract 164 miles of sewer lines and 2,498 manholes, three sewer lift stations, and one storm water lift station. Also provided by contract is the periodic maintenance of 91 surface drains and three wash rack sump clarifiers located at the Transportation/Public Services facility. The Section also provides 24 hour emergency response to sewer issues.

Fiscal Year 2013-2014 Objectives

To increase the contract cleaning schedule and clean 50% of all sewer lines City-wide, and all trouble spots and siphons on a quarterly basis.

To provide the most responsive and appropriate level of sewer maintenance services City-wide to avoid spills and overflows from the system.

To respond within one hour to all emergency calls, including sewer system overflows (SSO) and report to agencies as required.

To comply with all California State Water Resources Control Board and NPDES mandated activities.

To continue to comply with the 2009 adopted Sewer System Management plan (SSMP), which includes operations and maintenance activities along with emergency response procedures.

To coordinate with consultant and LA County to collect the first year of sewer service charges (if approved) from property owners, to be included within the County Property tax roll; and provide annual 45 day notices as required by Prop 218 for Year 2 of fee.

To begin development and implementation of sewer capital improvement projects funded by revenues generated from the proposed sewer service charge.

To complete the 5 year audit of the SSMP as required by the Waste Discharge Requirement (WDR) Order No. 2006-0003.

To complete phase 5 of CCTV (closed circuit television) inspection of the sewer system (approximately 138,000 linear feet).

To coordinate with consultant to review CCTV results and prioritize sewer line conditions/develop projects for CIP implementation.

To purchase and install submersible emergency pump at Bloomfield sewer lift station.

PUBLIC SERVICES
Sewer Fund
ACTIVITY DETAIL

Account Number	Description	Cost	Cost
2080	<u>Contract Services - Non-Classified:</u> Cleaning of 1/2 system per year, troubled spots / siphons 4 x 4 year / root treatment.	375,000	\$ 851,900
	Sewer Fee Consultant - database preparation (cost included in FY 13-14 for 1 year of fee for cost recovery only).	48,000	
	Sewer Fee Consultant - outreach/public relations (cost included in FY 13-14 for year 1 of fee for cost recovery only).	38,500	
	Sewer Fee Consultant - Preparation and printing of required fee notices / envelopes for mailing; and updating property owner database.	18,000	
	Sewer Fee Consultant - Annual coordination with County and water districts to update meter size records, for placement of city fee on County tax roll; investigate and respond to inquiries.	45,000	
	Annual CCTV Inspections of System.	120,000	
	Industrial waste inspection services - LA County (partially offset by County payment remitted to City.	65,000	
	Alarm Security services.	3,100	
	Weed abatement.	1,000	
	Emergency repair services.	9,000	
	Motor and pipeline parts replacement.	6,300	
	Repair of pump controls and panels.	8,000	
	SSMO Audit (5 year and bi-annual requirement).	20,000	
	CCTV Engineering consultant review.	95,000	

PUBLIC SERVICES
Sewer Fund
ACTIVITY DETAIL

Account Number	Description	Cost
2086	<u>Legal Services:</u> Sewer Fee notice review/preparation of reports (cost included in FY 13-14 for 1 of new fee for cost recovery only).	15,000
2160	<u>Special Fees & Services:</u> Annual permit fee- State Water Board for sewer system. 8,200 Annual charges to mail required 45 day notice to property owners, 13,500 advising of annual fee changes (due to index inflation factor). Annual processing charges for LA County mailing of property tax 5,750 statements to include sewer fee. Sewer fee notice and public outreach mailing (cost included in FY 53,000 13-14 for 1 year of new fee for cost recovery only).	80,450
2170	<u>Special Materials & Supplies:</u> Deodorizers, safety equipment, chemicals, and specialized tools for inspections.	8,000
3850	<u>Capital Outlay - Tools/Work Equipment:</u> Submersible pump for Bloomfield Station.	6,700

Budget Program: Public Services - Sewer Fund, 3403

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Labor Distribution Footnote	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Water Utilities Supervisor (a)	0.10	0.10	7,715	7,869	(a) 80% Water, 5% Signals, 5% Traffic					
Deputy City Manager (b)	0.00	0.05	-	7,300	(b) 80% Public Svcs. Admin., 5% Water, 5% Transp. Center, 5% Storm Water Compliance					
Director of Public Services	0.05	0.00	6,492	-						
Public Services Supt.(c)	0.10	0.10	10,437	10,646	(c) 25% Water, 10% Transp. Center, 45% Public Svcs. Admin., 10% Storm Water Compliance					
City Engineer (d)	0.05	0.05	5,695	5,809	(d) 70% Engineering, 10% Water, 15% Storm Water					
Controller/Deputy Treasurer (e)	0.00	0.10	-	8,758	(e) 70% Finance, 10% Water, 10% SA-RDA					
Associate Engineer	0.05	0.00	4,496	-						
Assistant Engineer	0.05	0.00	3,790	-						
Engineering Technician	0.05	0.00	2,902	-						
Office Assistant II (f)	0.05	0.05	2,369	2,416	(f) 95% Public Services Admin.					
Water Service Worker II (g)	0.10	0.10	6,012	6,131	(g) 90% Water					
Water Service Worker II (h)	0.10	0.10	6,012	6,131	(h) 90% Water					
Water Service Worker I (i)	0.10	0.10	4,526	4,847	(i) 90% Water					
Accountant I (j)*	0.05	0.10	3,454	5,529	(j) 70% Finance, 10% Disp. Res., 10% Water, *-Vacant					
Account Clerk III (k)	0.05	0.10	2,902	5,432	(k) 40% Finance, 50% Water					
Account Clerk II (l)	0.00	0.05	-	2,395	(l) 35% Finance, 60% Water					
Management Analyst I (m)	0.00	0.10	-	5,529	(m) 65% Public Services Admin, 25% Water					
TOTAL	0.90	1.10	66,802	78,792	TOTAL	-	-	-	-	-

SEWER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
704-30-3403	1020	SALARIES & WAGES	4,656	66,802	58,706	78,792
704-30-3403	1040	OVERTIME SALARY & WAGES	485	3,000	2,341	1,000
704-30-3403	1048	MEDICAL OPT-OUT-GEN. UNIT	10	480	729	480
704-30-3403	1049	CERTIFICATION PAY	1	2,400	128	2,563
704-30-3403	1050	STAND BY PAY	12	-	622	1,950
704-30-3403	1060	PAID SICK LEAVE	-	1,950	1,950	1,014
704-30-3403	1065	ACCRUED PAID VACATION	-	894	894	1,894
704-30-3403	1078	MANAGEMENT BENEFIT 401A	9	583	570	798
704-30-3403	1080	MEDICARE	75	1,096	890	1,319
704-30-3403	1081	MGMT BENEFIT/MEDICAL	26	1,452	1,454	2,276
704-30-3403	1082	PERS - EMPLOYEES' PORTION	398	5,170	4,533	5,441
704-30-3403	1083	PERS - EMPLOYER PORTION	850	11,926	10,511	14,827
704-30-3403	1085	LIFE INSURANCE	20	238	204	266
704-30-3403	1088	LONG-TERM DISABILITY INSURANCE	54	675	635	796
704-30-3403	1090	MEDICAL INS - FT EMPLOYEES	519	8,246	6,250	10,661
704-30-3403	1091	DENTAL INS - FT EMPLOYEES	93	1,104	719	1,242
704-30-3403	1092	VISION INS - FT EMPLOYEES	11	166	129	212
704-30-3403	1096	UNEMPLOYMENT INSURANCE	-	176	-	128
704-30-3403	1097	WORKER'S COMPENSATION	93	1,326	1,584	1,741
PERSONNEL EXPENDITURES:			7,312	107,684	92,849	127,399

SEWER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
704-30-3403	2080	CONTRACT SVC/NON-CLASS	250,920	333,600	333,600	851,900
704-30-3403	2086	LEGAL SERVICES	-	15,000	15,000	15,000
704-30-3403	2090	EQUIP MTCE & SUPPLIES	-	300	-	1,000
704-30-3403	2100	UTILITIES	9,623	10,700	10,420	11,700
704-30-3403	2160	SPECIAL FEES & SERVICES	-	61,200	61,200	80,450
704-30-3403	2161	ADMINISTRATIVE COSTS	-	-	-	75,000
704-30-3403	2170	SPECIAL MAT'LS-SUPPLIES	1,056	1,500	700	8,000
704-30-3403	2180	SMALL TOOLS	-	400	250	2,000
704-30-3403	2190	TELEPHONE & FAX	1,842	1,900	1,926	1,900
704-30-3403	2220	VEHICLE MTCE & SUPPLIES	4,753	3,595	6,413	5,000
704-30-3403	2250	TRAINING	-	-	-	2,500
704-30-3403	2450	GENERAL LIABILITY INSURANCE	-	1,347	1,340	3,146
OPERATING EXPENDITURES:			268,194	429,542	430,849	1,057,596
704-30-3403	3850	C/O - TOOLS/WORK EQUIPMENT	-	-	-	6,700
CAPITAL OUTLAY EXPENDITURES:			-	-	-	6,700
GENERAL FUND - SEWER MAINTENANCE TOTAL:			275,506	537,226	523,698	1,191,695

SOCIAL SERVICES

ACTIVITIES AND OBJECTIVES

Description of Activities

The City of Norwalk Social Services Department provides a wide variety of services to Norwalk families. Services include information and referral, assistance with completion of forms (DPSS, EDD, Medical, Jury Summons, Housing, etc.), immediate emergency food and shelter assistance, emergency transportation, senior daily nutrition program, child care and dental care programs for children of low-income families, and special events. Office space is provided to local community-based organizations whose services enhance those of Social Services (counseling, legal aid, medical screenings, support groups).

Social Services Programs (Senior Programs, Child Care Program, Dispute Resolution Program and the Emergency Food and Shelter Program) are included in this department's programming but are detailed separately in regard to their own budgets.

Fiscal Year 2013-2014 Objectives

- To empower and educate clients in making good choices for themselves (support groups and life skills training).
- To provide information on Public Assistance Programs available to families.
- To increase efficiency for the department by cross training staff members.
- To provide written materials in both English and Spanish.
- To assist Seniors in expanding their recreational and social activities.
- To provide annual programs and services to low income residents such as the Income Tax preparation service.
- To provide additional social services information and referrals within City Departments and within the community.
- To provide networking of resources with other social service agencies serving the community.
- To research other sources of social services funding (public and private).
- To integrate social services with recreation services for seniors at the Senior Citizens Center.
- To continue to offer use of the facility to house a wide variety of Human Services programs.

SOCIAL SERVICES

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Provision of Homeless Supportive Services and Shelter Services. Service Track, Electronic Client File Management System. Senior Fitness Instructor.	\$ 20,490 <i>12,750</i> <i>4,620</i> <i>3,120</i>
2111	<u>Memberships:</u> National Social Workers Association.	150
2230	<u>Programs & Activities:</u> Community Programs, Workshops.	1,500
2351	<u>Senior Nutrition Program:</u> Special Activities and Events.	1,500
2354	<u>Nutrition Program:</u> Congregate meal program for Senior Nutrition Program, including Meals on Wheels.	52,700
2355	<u>Senior Citizens Program:</u> Recreational activities for seniors.	3,500
2357	<u>Senior Nutrition Transportation:</u> Dial A Ride Transportation for the frail and elderly.	5,000

Budget Program: Social Services, 4101

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Director of Social Services (a)	0.85	0.90	110,356	110,803	Children's Dental Program Clerk	1,600	1,600	1	25,150	28,283
Social Services Manager	0.95	0.00	97,569	-	Recreation Leader II	3,120	3,120	3	39,080	39,844
Social Services Worker II (b)	1.90	1.90	91,527	97,652	Social Service Worker I	1,600	1,600	1	26,112	29,360
Management Analyst II (c)	0.00	0.85	-	54,070						
Office Assistant III	1.00	1.00	58,030	59,193						
Office Assistant II (d)	0.90	0.90	42,643	43,492						
(a) 10% Dispute Resolution										
(b) 10% Dispute Resolution										
(c) 15% Dispute Resolution										
(d) 10% Dispute Resolution										
TOTAL	5.60	5.55	400,125	365,210	TOTAL	6,320	6,320	5	90,342	97,487

SOCIAL SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4101	1020	SALARIES & WAGES	337,917	400,125	340,346	365,210
101-40-4101	1030	PART TIME WAGES	74,378	90,342	59,805	97,487
101-40-4101	1045	COMP TIME PAY	16	-	-	-
101-40-4101	1049	BILINGUAL/CERTIFICAT PAY	4,074	3,835	4,194	5,070
101-40-4101	1052	AUTO ALLOWANCE	-	-	1,949	-
101-40-4101	1060	PAID SICK LEAVE	5,722	5,854	5,844	2,007
101-40-4101	1065	ACCRUED PAID VACATION	9,713	14,073	14,073	5,500
101-40-4101	1070	PAID SICK LEAVE ON TERMIN	109	-	36,580	-
101-40-4101	1078	MANAGEMENT BENEFIT 401A	5,544	6,367	5,016	4,433
101-40-4101	1080	MEDICARE	4,594	7,570	6,710	7,016
101-40-4101	1081	MGMT BENEFIT/MEDICAL	4,028	5,982	5,472	6,060
101-40-4101	1082	PERS - EMPLOYEES' PORTION	29,408	29,957	25,214	21,634
101-40-4101	1083	PERS - EMPLOYER PORTION	61,807	71,410	61,149	68,695
101-40-4101	1085	LIFE INSURANCE	1,251	1,405	1,172	1,032
101-40-4101	1088	LONG-TERM DISABILITY INSURANCE	3,656	4,041	3,688	3,688
101-40-4101	1090	MEDICAL INS - FT EMPLOYEES	61,402	76,440	60,153	56,739
101-40-4101	1091	DENTAL INS - FT EMPLOYEES	5,081	6,776	6,038	7,084
101-40-4101	1092	VISION INS - FT EMPLOYEES	956	1,203	1,026	1,059
101-40-4101	1093	MEDICAL INS - PT EMPLOYEES	2,507	2,760	2,744	2,760
101-40-4101	1094	DENTAL INS - PT EMPLOYEES	1,268	1,396	1,388	1,396
101-40-4101	1095	MEDICAL INS - RETIREES	18,789	16,187	27,908	52,682
101-40-4101	1096	UNEMPLOYMENT INSURANCE	(1,968)	1,041	3,160	584
101-40-4101	1097	WORKER'S COMPENSATION	11,052	7,965	9,528	8,078
PERSONNEL EXPENDITURES:			641,304	754,729	683,159	718,213

SOCIAL SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4101	2080	CONTRACT SVC/NON-CLASS	16,014	17,870	17,870	20,490
101-40-4101	2100	UTILITIES	26,401	32,800	29,020	32,100
101-40-4101	2110	CONFERENCES & MEETINGS	61	200	300	200
101-40-4101	2111	MEMBERSHIPS	72	150	100	150
101-40-4101	2113	MILEAGE REIMBURSEMNT	450	300	450	300
101-40-4101	2130	OFFICE EQPT MTCE	753	800	800	800
101-40-4101	2140	OFFICE SUPPLIES	961	1,200	1,500	1,400
101-40-4101	2141	POSTAGE	435	1,000	600	800
101-40-4101	2170	SPECIAL MAT'LS-SUPPLIES	1,001	1,600	1,400	1,600
101-40-4101	2190	TELEPHONE & FAX	7,585	8,000	7,394	7,400
101-40-4101	2220	VEHICLE MTCE & SUPPLIES	13,999	12,100	15,500	15,700
101-40-4101	2230	PROGRAMS & ACTIVITIES	1,370	1,500	2,400	1,500
101-40-4101	2240	DUPLICATING SERVICE CHG	357	1,000	1,000	1,000
101-40-4101	2250	TRAINING EXPENSE	80	100	100	100
101-40-4101	2351	SENIOR NUTRITION PROGRAM	2,092	1,500	1,500	1,500
101-40-4101	2353	CHILDREN'S DENTAL PROGRAM	459	-	-	-
101-40-4101	2354	NUTRITION PROGRAM	52,700	52,700	52,700	52,700
101-40-4101	2355	SENIOR CITIZEN PROGRAM	3,283	3,500	3,500	3,500
101-40-4101	2356	YOUTH & FAMILY WORKSHOPS	248	-	-	-
101-40-4101	2357	SENIOR NUTRITON TRANSP.	6,238	5,000	6,369	5,000
OPERATING EXPENDITURES:			134,559	141,320	142,503	146,240

SOCIAL SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4101	3840	C/O-BUILDINGS & IMPRVMT	1,379	-	-	-
101-40-4101	3870	C/O-FURNITURE & FIXTURE	506	-	-	48,600
101-40-4101	3880	MISCELLANEOUS OTHER	-	12,000	12,000	-
CAPITAL OUTLAY EXPENDITURES:			1,885	12,000	12,000	48,600
101-40-4101	3995	INTER-FUND TFR/PROP C	(6,238)	(5,000)	(5,000)	(5,000)
GENERAL FUND - SOCIAL SERVICES TOTAL:			771,510	903,049	832,662	908,053
227-40-4101	3995	INTER-FUND TFR/PROP C	6,238	5,000	5,000	5,000
PROP C FUND - SOCIAL SERVICES TOTAL:			6,238	5,000	5,000	5,000
745-40-4101	3860	C/O-OFFICE EQUIPMENT	-	-	-	12,000
EQUIPMENT REPLACEMENT FUND - SOCIAL SERVICES TOTAL:			-	-	-	12,000
ALL FUNDS - SOCIAL SERVICES TOTAL:			777,748	908,049	837,662	925,053

EMERGENCY FOOD & SHELTER PROGRAM

ACTIVITIES AND OBJECTIVES

Description of Activities

The Emergency Food program offers emergency food assistance to individuals and families in crisis situations. The Lodging Voucher program is available for persons who are temporarily displaced, and in need of emergency lodging. Rental and utility assistance is available for individuals and families in need of financial assistance.

Fiscal Year 2013-2014 Objectives

To offer emergency food assistance and referrals for food to families and individuals in crisis.

To assist homeless families and individuals in need of shelter.

To assist families experiencing a crisis and/or emergency with payment of utilities and rental assistance and other related support services.

EMERGENCY FOOD & SHELTER PROGRAM

ACTIVITY DETAIL

Account Number	Description	Cost
2883	<u>Rental & Utility Assistance:</u> Emergency rental assistance to keep clients from being evicted. Utility assistance to prevent the disconnection of services. (\$48,500 funded from CDBG Grant)	\$ 98,650
2884	<u>Lodging Vouchers:</u> Temporary emergency shelter for homeless clients and their family. (\$1,500 funded from CDBG Grant)	4,500
2885	<u>Groceries:</u> Purchase of groceries and supplies for the emergency food cupboard.	2,000
2886	<u>Emergency Support:</u> Assist families and individuals with burial cost, prescription costs, relocation assistance, emergency home repair, and transportation.	3,000

EMERGENCY FOOD & SHELTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4102	2883	RENTAL & UTILITY ASSIST.	32,369	37,818	50,150	45,000	50,150
101-40-4102	2884	LODGING VOUCHERS	1,298	1,876	3,000	1,500	3,000
101-40-4102	2885	GROCERIES	3,359	1,291	2,000	2,000	2,000
101-40-4102	2886	EMERGENCY SUPPORT	3,722	3,696	3,000	3,000	3,000
GENERAL FUND - EMERGENCY FOOD & SHELTER TOTAL:			40,748	44,681	58,150	51,500	58,150
207-40-4102	2883	RENTAL & UTILITY ASSIST.	50,000	49,185	48,500	48,500	48,500
207-40-4102	2884	LODGING VOUCHERS	-	303	1,500	1,500	1,500
207-40-4102	2886	EMERGENCY SUPPORT	-	512	-	-	-
CDBG - EMERGENCY FOOD & SHELTER TOTAL:			50,000	50,000	50,000	50,000	50,000
TOTAL - EMERGENCY FOOD & SHELTER TOTAL:			90,748	94,681	108,150	101,500	108,150

CHILD CARE PROGRAM

ACTIVITIES AND OBJECTIVES

Description of Activities

The California Alternative Payment Program (CAPP) and CalWORKS (Stages I, II & III) Child Development Program provides subsidized services for children of low income parents working or in job training who live or work in the City of Norwalk. The funding is also allocated to provide childcare services to families that receive assistance from the Department of Public Social Services.

The program provides quality childcare, while allowing parents to work toward self-sufficiency through education, job training or employment. Childcare is provided in local day care homes, centers and schools.

This program is funded entirely through State and Federal funds from the Department of Education and the California Department of Social Services.

Fiscal Year 2013-2014 Objectives

To maintain and improve contract service levels.

To continue to work with Childcare Alliance of Los Angeles in delivering accountable and quality service with DPSS.

To continue providing parenting education seminars to our clients, providers and community.

To actively pursue new State, Federal, and other funding sources for advancing the number of children served by the program.

To continue working cooperatively with local school districts and day care centers, which ensures quality care for low-income children.

To computerize record keeping and tracking of clients.

To develop, maintain and update the resource and referral booklet for parents seeking childcare services in the Norwalk area.

To implement childcare provider training.

To implement a fraud control system of checks & balances in the program.

CHILD CARE PROGRAM

ACTIVITY DETAIL

Account Number	Description	Cost
2030	<u>Contract Services (CAPP):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	\$ 105,700
2032	<u>Contract Services (C2AP):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	1,301,500
2034	<u>Contract Services (C3AP):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	234,700
2036	<u>Contract Services (Staget 1):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	896,500
2080	<u>Contract Services - Non-Classified:</u> Care Control, Program Management Software. <i>10,700</i> Gateways Grant: Case management and clerical assistance. <i>50,000</i>	60,700
2110	<u>Conferences & Meetings:</u> State and local grant-related workshops and computer training.	5,000
2111	<u>Memberships:</u> California Alternative Payment Association and Child Care Alliance of Los Angeles.	5,000
2161	<u>Administrative Costs:</u> Administrative charges of Child Care program.	40,000

Budget Program: Child Care Program, 4103

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Child Care Program Manager	1.00	1.00	75,802	77,320	Eligibility Worker	1,040	2,080	2	20,707	44,342
Child Care Program Supervisor	1.00	1.00	56,708	57,846	Quality Control Specialist	1,300	1,300	1	27,170	27,714
Eligibility Worker	2.00	2.00	86,952	88,692	Intake Specialist	1,300	1,300	1	22,463	22,901
Payment Specialist	1.00	1.00	45,692	48,324						
TOTAL	5.00	5.00	265,154	272,182	TOTAL	3,640	4,680	4	70,340	94,957

CHILD CARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
203-40-4103	1020	REG SALARIES & WAGES	245,437	265,154	263,589	272,182
203-40-4103	1030	PART TIME WAGES	48,627	70,340	57,858	94,957
203-40-4103	1045	COMP TIME PAY	8	-	-	-
203-40-4103	1049	BILINGUAL/CERTIFICAT PAY	3,633	3,250	3,764	3,900
203-40-4103	1065	ACCRUED PAID VACATION	1,249	1,320	1,320	-
203-40-4103	1070	PAID SICK LEAVE ON TERMINATION	35	-	-	-
203-40-4103	1080	MEDICARE	4,248	4,960	4,735	5,417
203-40-4103	1082	PERS - EMPLOYEES' PORTION	20,827	19,388	19,469	19,843
203-40-4103	1083	PERS - EMPLOYER PORTION	44,621	47,322	47,502	51,199
203-40-4103	1085	LIFE INSURANCE	774	865	864	881
203-40-4103	1088	LONG-TERM DISABILITY INSURANCE	2,360	2,678	2,659	2,749
203-40-4103	1090	MEDICAL INS - FT EMPLOYEES	42,350	48,000	47,727	48,000
203-40-4103	1091	DENTAL INS - FT EMPLOYEES	6,007	6,985	5,902	6,177
203-40-4103	1092	VISION INS - FT EMPLOYEES	618	700	695	730
203-40-4103	1093	MEDICAL INS - PT EMPL	276	-	-	-
203-40-4103	1094	DENTAL INS - PT EMPL	140	-	-	-
203-40-4103	1095	MEDICAL INS - RETIREES	3,439	9,600	9,622	10,012
203-40-4103	1096	UNEMPLOYMENT INSURANCE	8,587	690	-	435
203-40-4103	1097	WORKER'S COMPENSATION	6,447	7,048	8,436	7,938
PERSONNEL EXPENDITURES:			439,682	488,300	474,142	524,420

CHILD CARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
203-40-4103	2030	CAPP/DPP - CHILD CARE	112,759	131,493	105,600	105,700
203-40-4103	2032	C2AP/DPP - CHILD CARE	1,366,919	1,376,100	1,301,000	1,301,500
203-40-4103	2034	C3TO/DPP - CHILD CARE	232,078	244,072	234,600	234,700
203-40-4103	2036	STAGE 1/DPP-CHILD CARE	913,515	896,478	896,000	896,500
203-40-4103	2057	PROMOTIONAL ADVERTISING	1,080	2,000	2,000	2,000
203-40-4103	2080	CONTRACT SVC/NON-CLASS	56,380	10,000	27,000	60,700
203-40-4103	2084	CONTRA SVC/PARENT FEES	67,062	40,000	45,000	40,000
203-40-4103	2086	LEGAL SERVICES	-	2,000	2,000	2,000
203-40-4103	2100	UTILITIES	5,180	6,400	6,120	6,700
203-40-4103	2110	CONFERENCES & MEETINGS	1,846	3,000	3,000	5,000
203-40-4103	2111	MEMBERSHIPS	3,726	4,000	4,000	5,000
203-40-4103	2113	MILEAGE REIMBURSEMNT	-	100	100	200
203-40-4103	2130	OFFICE EQPT MTCE	1,807	1,500	1,500	1,500
203-40-4103	2140	OFFICE SUPPLIES	7,452	6,500	10,000	11,000
203-40-4103	2141	POSTAGE	6,094	5,000	6,000	6,000
203-40-4103	2150	RENTAL EXPENSE	52,847	57,000	54,903	-
203-40-4103	2161	ADMINISTRATIVE COSTS	33,558	40,000	40,000	40,000

CHILD CARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
203-40-4103	2170	SPECIAL MAT'LS-SUPPLIES	4,053	6,000	7,000	9,000
203-40-4103	2190	TELEPHONE & FAX	3,581	3,800	5,199	5,200
203-40-4103	2220	VEHICLE MTCE & SUPPLIES	1,310	1,015	1,000	1,600
203-40-4103	2240	DUPLICATING SERVICE CHG	-	150	150	-
203-40-4103	2250	TRAINING EXPENSE	-	1,493	1,493	4,000
203-40-4103	2400	AUDIT FEES	2,780	3,000	4,040	6,730
OPERATING EXPENDITURES:			2,874,027	2,841,101	2,757,705	2,745,030
CHILD CARE GRANT FUND TOTAL:			3,313,709	3,329,401	3,231,847	3,269,450

SENIOR CENTER

ACTIVITIES AND OBJECTIVES

Description of Activities

Offering to those 50 years and older a wide variety of educational, recreational, social and human service programs and services, the Norwalk Senior Center, which opened December 2000 continues to serve as a focal point for senior services and concerns in the community. Programs and services address both the interests and needs of “well” mature adults, as well as those who may be frail with special needs.

Fiscal Year 2013-2014 Objectives

Offer a variety of recreational and social programs for senior residents of Norwalk and surrounding communities that promote vital aging.

Respond to the needs of the community, as it relates to the needs and interests of mature adults 50 years and above.

Provide services such as case management, information and assistance, and other supportive services for older adults and their families and caregivers.

Provide the Supportive Services program as funded by the Los Angeles County Area Agency on Aging.

Provide programs that promote diversity, cultural awareness and intergenerational relationships.

Provide programs that promote emergency preparedness in the home.

Maintain collaborative relationships with a wide range of public and private partners and members of the aging network for the benefit of program participants.

Develop and disseminate age-appropriate publicity materials.

Continue to evaluate current programs and services and survey need for new programs and services.

Continue to recruit and utilize volunteers in meaningful and productive roles to support the senior program.

SENIOR CENTER
ACTIVITY DETAIL

Account Number	Description	Cost
2061	<u>Custodial Supplies:</u> Facility maintaining custodial supplies, paper towels, cleaning supplies.	\$ 17,000
2063	<u>Facility Maintenance Services:</u> All City-wide facility maintenance annual contracts, including but not limited to: landscape maintenance, security alarm services, plant maintenance, refrigerator and etc. maintenance, ac unit servicing/preventative scheduled maintenance, fire system maintenance & monitoring, pest control, debris disposal, and mat/mop rental/replacement service .	26,900
2080	<u>Contract Services - Non-Classified:</u> All facility contract repair services including but not limited to: plumbing, electrical, glass, roofing, emergency services, air conditioning unit repairs, ice machine/refrigerator/dishwasher repairs/ part replacements, fire protection repairs, tree trimming, and other building repair services.	20,300
2111	<u>Memberships:</u> California Park and Recreation Society, Aging Section; National Council on Aging, Motion Picture Licensing Corp.	450
2140	<u>Office Supplies:</u> General office supplies for operation and general support of the Senior Center.	4,500

SENIOR CENTER ACTIVITY DETAIL

Account Number	Description	Cost
2170	<u>Special Materials & Supplies:</u> Maintenance materials and special supplies (Public Services).	6,500
2179	<u>Special Materials & Supplies:</u> Special equipment, promotional needs, paper goods, equipment maintenance, coffee, cable TV and popcorn supplies.	20,000
2229	<u>Senior Tours:</u> Day Trips and extended tours for senior participants.	11,500
2230	<u>Programs & Activities:</u> Recreational programs (dances, volunteer recognition, workshops and special events).	24,000
2232	<u>Classes:</u> Educational classes for senior participants.	12,500
2351	<u>Nutrition Program:</u> Special activities and celebrations for the weekday nutrition program.	3,500
2354	<u>Nutrition Program:</u> Congregate weekday meal program for Senior Center.	90,000
3870	<u>Capital Outlay - Other Equipment:</u>	
	Surveillance Camera	5,900
	Chest Press	4,500
	Treadmill	5,000
	Row Machine	4,500
		19,900

Budget Program: Social Services - Senior Center, 4104

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Hours	Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Recreation Supervisor	0.00	1.00	-	66,104	Senior Program Aide (b)	1,500	1,500	1	29,682	33,385
Senior Services Coordinator (a)	1.00	1.00	53,435	60,104	Recreation Leader III	1,500	3,000	2	30,264	68,085
Recreation Coordinator	1.00	0.00	60,109	-	Recreation Leader II	5,952	5,952	5	74,553	79,956
Office Assistant II	1.00	1.00	49,751	48,324						
Office Assistant I	1.00	1.00	43,476	44,346						
(a) 30% Senior Grant Fund	(0.30)	(0.30)	(16,031)	(18,030)	(b) Senior Grant Fund	-	-		-	-
TOTAL	3.70	3.70	190,740	200,848	TOTAL	8,952	10,452	8	134,499	181,426

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4104	1020	SALARIES & WAGES	166,881	190,740	188,052	200,848
101-40-4104	1030	PART TIME WAGES	117,044	134,499	128,693	181,426
101-40-4104	1049	BILINGUAL/CERTIFICAT PAY	2,568	3,250	2,949	2,600
101-40-4104	1080	MEDICARE	4,119	4,772	4,636	5,590
101-40-4104	1082	PERS - EMPLOYEE'S PORTION	13,669	13,766	13,610	14,386
101-40-4104	1083	PERS - EMPLOYER PORTION	30,618	34,042	33,675	37,780
101-40-4104	1085	LIFE INSURANCE	322	385	375	626
101-40-4104	1088	LONG-TERM DISABILITY INSURANCE	1,594	1,926	1,872	2,029
101-40-4104	1090	MEDICAL INS - FT EMPLOYEES	23,580	27,397	27,068	28,020
101-40-4104	1091	DENTAL INS - FT EMPLOYEES	3,547	4,123	4,061	4,288
101-40-4104	1092	VISION INS - FT EMPLOYEES	452	518	534	606
101-40-4104	1093	MEDICAL INS - PT EMPLOYEES	690	-	578	2,760
101-40-4104	1094	DENTAL INS - PT EMPLOYEES	336	351	792	1,747
101-40-4104	1095	MEDICAL INSURANCE-RETIREEES	11,481	12,692	12,891	14,288
101-40-4104	1096	UNEMPLOYMENT INSURANCE	9,170	12,829	(171)	321
101-40-4104	1097	WORKER'S COMPENSATION	83,025	21,975	26,292	24,653
PERSONNEL EXPENDITURES:			469,096	463,265	445,905	521,968

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4104	2050	PUBLICATIONS	168	50	-	
101-40-4104	2061	CUSTODIAL SUPPLIES	18,448	17,000	22,811	17,000
101-40-4104	2063	FACILITY MTCE SERVICES	26,942	26,860	35,886	26,900
101-40-4104	2079	CONTRACT SRV-NON CLASS	924	925	1,584	1,600
101-40-4104	2080	CONTRACT SVC/NON-CLASS	19,139	20,300	12,249	20,300
101-40-4104	2100	UTILITIES	59,877	75,200	67,700	73,800
101-40-4104	2110	CONFERENCES & MEETINGS	-	-	85	100
101-40-4104	2111	MEMBERSHIPS	636	450	351	450
101-40-4104	2113	MILEAGE REIMBURSEMNT	46	140	159	140
101-40-4104	2130	OFFICE EQPT MTCE	727	900	1,057	900
101-40-4104	2140	OFFICE SUPPLIES	4,830	4,500	4,500	4,500
101-40-4104	2141	POSTAGE	989	900	992	900
101-40-4104	2170	SPECIAL MAT'LS-SUPPLIES	7,584	6,500	10,103	6,500
101-40-4104	2179	SPECIAL SUPLIES-SENIORS	24,700	20,000	20,000	20,000
101-40-4104	2190	TELEPHONE & FAX	8,336	8,900	9,074	9,100
101-40-4104	2229	TOURS	8,698	11,520	10,000	11,500
101-40-4104	2230	PROGRAMS & ACTIVITIES	29,387	24,000	24,000	24,000
101-40-4104	2232	CLASSES	6,599	12,920	12,000	12,500
101-40-4104	2240	DUPLICATING SERVICE CHG	4,058	3,325	3,700	3,500
101-40-4104	2250	TRAINING EXPENSE	90	180	120	200
101-40-4104	2351	SENIOR NUTRITION PROGRAM	3,438	3,000	4,429	3,500
101-40-4104	2354	NUTRITION PROGRAM	90,000	90,000	90,000	90,000
OPERATING EXPENDITURES:			315,616	327,570	330,801	327,390

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4104	3860	C/O-OFFICE EQUIPMENT	-	8,780	8,780	-
101-40-4104	3870	C/O-FURNITURE	11,112	5,560	5,560	-
101-40-4104	3880	C/O-OTHER EQUIPMENT	3,634	-	-	19,900
CAPITAL OUTLAY EXPENDITURES:			14,746	14,340	14,340	19,900
101-90-9217	3990	GENERAL FUND TRANSFER OUT / CITY'S CONTRIBUTION	40,204	23,877	73,200	26,429
GENERAL FUND - SENIOR CENTER SERVICE TOTAL:			839,662	829,052	864,246	895,687

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>SENIOR GRANT FUND (FUND 217):</u>						
217-40-4104	1020	SALARIES & WAGES	34,632	16,031	32,936	18,030
217-40-4104	1030	PART TIME WAGES	15,984	-	18,984	-
217-40-4104	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	123	-
217-40-4104	1052	AUTO ALLOWANCE	-	-	125	-
217-40-4104	1060	PAID SICK LEAVE	282	240	240	-
217-40-4104	1065	ACCRUED PAID VACATION	245	-	611	-
217-40-4104	1070	PAID SICK LEAVE ON TERMIN	-	-	2,286	-
217-40-4104	1078	MANAGEMENT BENEFIT 401A	591	-	356	-
217-40-4104	1080	MEDICARE	656	235	670	261
217-40-4104	1081	MGMT BENEFIT/MEDICAL	943	-	462	-
217-40-4104	1082	PERS - EMPLOYEES' PORTION	2,399	642	2,001	722
217-40-4104	1083	PERS - EMPLOYER PORTION	5,783	2,861	5,863	3,392
217-40-4104	1085	LIFE INSURANCE	89	4	57	4
217-40-4104	1088	LONG-TERM DISABILITY INSURANCE	347	162	367	182
217-40-4104	1090	MEDICAL INS - FT EMPLOYEES	5,945	2,880	5,773	2,880
217-40-4104	1091	DENTAL INS - FT EMPLOYEES	568	419	665	436
217-40-4104	1092	VISION INS - FT EMPLOYEES	99	42	101	44
217-40-4104	1093	MEDICAL INS - PT EMPLOYEES	-	-	729	-
217-40-4104	1094	DENTAL INS - PT EMPLOYEES	-	-	218	-
217-40-4104	1096	UN-EMPLOYMENT INSURANCE	-	42	-	29
217-40-4104	1097	WORKER'S COMPENSATION	346	319	384	399
PERSONNEL EXPENDITURES:			68,909	23,877	72,950	26,379

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
217-40-4104	2037	TITLE IIIB CONTRACT SVC	32,366	61,130	61,130	61,130
217-40-4104	2140	OFFICE SUPPLIES	173	150	100	125
217-40-4104	2141	POSTAGE	76	100	150	125
OPERATING EXPENDITURES:			32,615	61,380	61,380	61,380
217-90-9101	4790	TRANSFER IN / CITY'S FUNDING	(40,204)	(23,877)	(73,200)	(26,429)
SENIOR GRANT FUND TOTAL:			61,320	61,380	61,130	61,330
745-40-4104	3860	C/O-OFFICE EQUIPMENT	-	12,000	12,000	-
EQUIPMENT REPLACEMENT FUND - SENIOR CENTER FUND TOTAL:			-	12,000	12,000	-
SENIOR CENTER SERVICES TOTAL (ALL FUNDS):			900,982	902,432	937,376	957,017

NORWALK DISPUTE RESOLUTION PROGRAM

ACTIVITIES AND OBJECTIVES

Description of Activities

The Norwalk Dispute Resolution Program is designed to provide dispute resolution services free of charge to Norwalk residents who are seeking conciliation, mediation, information and referral services regardless of income, age, ethnicity, and language.

Fiscal Year 2013-2014 Objectives

To assist clients with intake and problem assessment on a walk-in and telephone basis.

To assist clients with landlord/tenant, consumer/merchant and alternative dispute resolution information.
To maintain educational programs and provide written informational material to clients.

To outreach into the community and court system to provide dispute resolution services.

To alleviate the problem of case overload from the courts.

NORWALK DISPUTE RESOLUTION PROGRAM
ACTIVITY DETAIL

Account Number	Description	Cost
2057	<u>Promotional Advertising:</u> Promotional Program items.	\$ 2,500
2110	<u>Conferences & Meetings:</u> Annual Association for Conflict Resolution Conference in Minnesota - flight, hotel, car rental, gas and food expenses. Training for department staff.	3,000
2111	<u>Memberships:</u> Association memberships - Association for Conflict Resolution (ACR), California Dispute Resolution Council (CDRC).	600
2170	<u>Special Materials-Supplies:</u> Purchase of program supplies	2,000

Budget Program: Social Services - Dispute Resolution, 4106

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Director of Social Services (a)	0.15	0.10	19,475	12,311	Dispute Resolution Coordinator	1,820	1,820	1	36,015	40,507
Social Services Manager	0.05	0.00	5,133	-						
Management Analyst II (b)	0.00	0.15	-	9,542						
Office Assistant II (c)	0.10	0.10	4,739	4,833						
Accountant I (d)*	0.10	0.10	6,907	5,529						
Social Services Worker II (e)	0.10	0.10	4,571	5,140						
(a) 90% Social Services										
(b) 85% Social Services										
(c) 90% Social Services										
(d) 10% Water; 70% Finance, 10% Sewer, *Vacant										
(e) 90% Social Services										
TOTAL	0.50	0.55	40,825	37,355	TOTAL	1,820	1,820	1	36,015	40,507

DISPUTE RESOLUTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
249-40-4106	1020	SALARIES & WAGES	41,481	40,825	39,031	37,355
249-40-4106	1030	PART TIME WAGES	35,547	36,015	32,526	40,507
249-40-4106	1045	COMP TIME PAY	2	-	-	-
249-40-4106	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	280	-
249-40-4106	1049	BILINGUAL/CERTIFICAT PAY	815	715	810	130
249-40-4106	1052	AUTO ALLOWANCE	-	-	199	-
249-40-4106	1060	PAID SICK LEAVE	980	944	942	223
249-40-4106	1065	ACCRUED PAID VACATION	1,650	1,757	1,832	1,054
249-40-4106	1070	PAID SICK LEAVE ON TERMIN	12	-	6,859	-
249-40-4106	1078	MANAGEMENT BENEFIT 401A	849	882	674	493
249-40-4106	1080	MEDICARE	861	1,168	883	1,161
249-40-4106	1081	MGMT BENEFIT/MEDICAL	244	315	405	674
249-40-4106	1082	PERS - EMPLOYEES' PORTION	3,331	3,040	2,934	1,980
249-40-4106	1083	PERS - EMPLOYER PORTION	6,962	7,288	6,995	7,028
249-40-4106	1085	LIFE INSURANCE	134	119	109	91
249-40-4106	1088	LONG-TERM DISABILITY INSURANCE	477	413	436	377
249-40-4106	1090	MEDICAL INS - FT EMPLOYEES	7,660	8,020	6,339	6,010
249-40-4106	1091	DENTAL INS - FT EMPLOYEES	579	700	536	693
249-40-4106	1092	VISION INS - FT EMPLOYEES	108	110	93	102
249-40-4106	1096	UNEMPLOYMENT INSURANCE	-	106	-	60
249-40-4106	1097	WORKER'S COMPENSATION	792	811	972	826
PERSONNEL EXPENDITURES:			102,484	103,228	102,854	98,764

DISPUTE RESOLUTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
249-40-4106	2057	PROMOTIONAL ADVERTISING	3,857	2,500	2,000	2,500
249-40-4106	2080	CONTRACT SVC/NON-CLASS	-	500	500	500
249-40-4106	2110	CONFERENCES & MEETINGS	1,525	3,000	1,500	3,000
249-40-4106	2111	MEMBERSHIPS	325	500	150	600
249-40-4106	2113	MILEAGE REIMBURSEMNT	-	100	-	100
249-40-4106	2130	OFFICE EQPT MTCE	-	150	-	150
249-40-4106	2140	OFFICE SUPPLIES	2,195	2,700	2,700	2,600
249-40-4106	2141	POSTAGE	18	150	50	150
249-40-4106	2161	ADMINISTRATIVE COSTS	-	400	-	400
249-40-4106	2170	SPECIAL MAT'LS-SUPPLIES	2,231	2,025	2,000	2,000
249-40-4106	2190	TELEPHONE & FAX	253	300	291	300
249-40-4106	2240	DUPLICATING SERVICE CHG	140	200	200	200
249-40-4106	2250	TRAINING EXPENSE	232	-	-	-
OPERATING EXPENDITURES:			10,776	12,525	9,391	12,500
249-90-9101	4790	TRANSFER IN / CITY'S GRANT MATCH	(56,638)	(54,586)	(51,078)	(50,097)
DISPUTE RESOLUTION GRANT FUND TOTAL:			56,622	61,167	61,167	61,167
101-90-9249	3990	GENERAL FUND TRANSFER OUT / CITY'S CONTRIBUTION	56,638	54,586	51,078	50,097
DISPUTE RESOLUTION TOTAL (ALL FUNDS):			113,260	115,753	112,245	111,264

Budget Program: Homeless Prevention Program, 6203

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
					Social Svc. Worker I	1,150	-	1	2,464	-
TOTAL	-	-	-	-	TOTAL	1,150	-	1	2,464	-

ARRA - HOMELESS PREVENTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
209-62-6203	1020	SALARIES & WAGES	-	-	239	-
209-62-6203	1030	PART TIME WAGES	17,119	2,464	2,482	-
209-62-6203	1049	BILINGUAL/CERTIFICAT PAY	693	650	113	-
209-62-6203	1078	MANAGEMENT BENEFIT 401A	-	-	-	-
209-62-6203	1080	MEDICARE	258	45	41	-
209-62-6203	1082	PERS - EMPLOYEES' PORTION	-	-	19	-
209-62-6203	1083	PERS - EMPLOYER'S PORTION	-	-	43	-
PERSONNEL EXPENDITURES:			18,070	3,159	2,937	-
209-62-6203	2080	CONTRACT SVC/NON-CLASS	196,957	1,000	8,067	-
209-62-6203	2161	ADMINISTRATIVE COST	-	-	-	-
209-62-6203	2250	TRAINING EXPENSE	84	-	-	-
OPERATING EXPENDITURES:			197,041	1,000	8,067	-
HOMELESS PREVENTION - ARRA FUND PROGRAM TOTAL:			215,111	4,159	11,004	-

**SOCIAL SERVICES BUDGET PROGRAM:
BUDGET UNIT:**

**ANGEL TREE
101-40-4108**

FULL TIME POSITIONS			FULL TIME POSITIONS				
Position Title	Hours	FY 13-14 Budget	Position Title	FY 12-13 Budgeted Wages	FY 13-14 Adopted Hours	FY 12-13 ESTIMATED ACTUAL	FY 13-14 Budgeted Wages
Recreation Coordinator	8	8	Recreation Leader III	202	10	-	227
Senior Services Coordinator	8	8	Recreation Leader II	701	56	-	788
SSW II	16	16	Senior Program Aide	158	8	-	178
OAI	16	16	Public Safety Officer	1,274	66	-	1,631
OAI	8	8	DRP	158	8	-	178
OAI	8	8	Dental Clerk	126	8	-	141
Child Care Manager	8	8	SSWI	-	-	-	-
Child Care Supervisor	8	8	Intake Specialist	138	8	-	155
Eligibility Worker	16	16	QC Specialist	303	16	-	341
Payment Specialist	8	8					
TOTAL	104	104	TOTAL	3,060	180	-	3,638

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-40-4108	1020	SALARIES & WAGES	1,658	-	1,351	-
101-40-4108	1030	PART TIME WAGES	2,327	3,061	1,933	3,638
101-40-4108	1049	BILINGUAL/CERTIFICAT PAY	14	-	10	-
101-40-4108	1080	MEDICARE	58	44	45	53
101-40-4108	1082	PERS - EMPLOYEES' PORTION	127	-	91	-
101-40-4108	1083	PERS - EMPLOYER PORTION	279	-	243	-
101-40-4108	1093	MEDICAL INS PT EMP	-	-	-	-
101-40-4108	1094	DENTAL INS PT EMP	-	-	-	-
PERSONNEL EXPENDITURES:			4,462	3,105	3,673	3,691
101-40-4108	2230	PROGRAMS & ACTIVITIES	2,974	4,500	1,443	4,500
101-40-4108	2240	DUPLICATING SERVICE CHG	210	-	-	-
OPERATING EXPENDITURES:			3,184	4,500	1,443	4,500
000-00-0000			7,646	7,605	5,116	8,191

RECREATION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Recreation and Park Services Department provides Norwalk residents with a variety of programs, activities, services, and events including community services, youth and adult services, center and park activities, cultural activities, Citywide special events, special interest classes and workshops, a recreation program for the physically and mentally challenged, aquatic programs, athletic leagues, day camps, holiday events, and special activities. Norwalk All-City Band programs are also coordinated through this Department.

The Department also operates the Norwalk Arts & Sports Complex, which provides residents of all ages with a wide variety of year-round services and activities. The facility includes a full size basketball gymnasium, state-of-the-art weight room, racquetball courts, boxing gym, full service banquet and meeting center facilities, classrooms, and the Mary Paxon Gallery. In addition, the Department manages and programs the Aquatic Pavilion, which provides year-round swim activities, the Norwalk Golf Center, and oversees the Norwalk Skate Park.

Fiscal Year 2013-2014 Objectives

Conduct quality recreation programs and activities for youth and adult throughout the community.

Coordinate exciting special events for families.

Increase program participation through the creation of an extensive marketing program.

Secure grant funding to upgrade aging playground equipment.

RECREATION ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Quarterly Department Brochure, Summer Youth Employment, General Recreation Programs, Therapeutics, and Contract Classes.	\$ 3,500
2111	<u>Memberships:</u> California Parks and Recreation Society, Southern California Municipal Athletic Federation, and National Recreation and Park Association.	665
2170	<u>Special Materials & Supplies:</u> Special Craft Supplies, Dance Floor, Portable Stages, Sproul Museum, Hargitt House, General Recreation Programs, and Therapeutics.	15,000
2230	<u>Programs & Activities:</u> 3 Centers, 5 Small Parks, Therapeutics, Sproul Museum, Hargitt House, Summer Youth Employment, and Summer Lunches: Carom Boards, Craft Supplies, Paper Goods, Office Supplies, Program Equipment, Sporting Goods and Game Supplies.	22,000

Budget Program: Recreation, 5101

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Director of Recreation & Park Services	1.00	1.00	129,830	139,044	Recreation Leader III	6,500	6,500	4	144,601	147,518
Recreation & Parks Superintendent	1.00	1.00	97,427	104,335	Recreation Leader II	12,394	16,025	38	163,145	204,564
Recreation Supervisor	2.00	2.00	136,782	142,737	Recreation Leader I	-	4,861	10	-	54,838
Recreation Coordinator	2.00	2.00	120,222	122,620	Office Assistant I	1,560	1,560	1	26,828	26,828
Office Assistant III	1.00	1.00	58,027	59,189						
Graphic Design Specialist (a)	0.40	0.40	24,044	24,525						
Office Assistant I	1.00	1.00	37,254	39,913						
					Recreation Unit Subtotal	20,454	28,946	53	334,574	433,748
					Youth Worker	8,800	8,800	50	76,296	76,296
(a) 60% Communications & Public Affairs					Summer Youth Worker Unit Subtotal	8,800	8,800	50	76,296	76,296
TOTAL	8.40	8.40	603,586	632,363	TOTAL	29,254	37,746	103	410,870	510,044

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5101	1020	REG SALARIES & WAGES	538,213	603,586	585,931	632,363
101-50-5101	1030	PART TIME WAGES	342,900	334,574	314,709	433,748
101-50-5101	1040	OVERTIME SALARY & WAGES	-	3,500	-	3,500
101-50-5101	1045	COMP TIME PAY	-	1,500	-	1,500
101-50-5101	1049	BILINGUAL/CERTIFICAT PAY	790	650	1,295	1,300
101-50-5101	1052	AUTO ALLOWANCE	2,600	4,800	4,773	4,800
101-50-5101	1060	PAID SICK LEAVE	9,059	4,005	4,005	10,874
101-50-5101	1065	ACCRUED PAID VACATION	11,073	11,611	11,611	12,867
101-50-5101	1078	MANAGEMENT BENEFIT 401A	6,716	7,143	7,058	7,649
101-50-5101	1080	MEDICARE	11,042	14,230	13,374	16,229
101-50-5101	1081	MGMT BENEFIT/MEDICAL	13,777	16,481	16,578	17,595
101-50-5101	1082	PERS - EMPLOYEES' PORTION	46,416	48,291	46,926	50,593
101-50-5101	1083	PERS - EMPLOYER PORTION	97,048	107,720	104,681	118,944
101-50-5101	1085	LIFE INSURANCE	1,520	1,705	1,660	1,783
101-50-5101	1088	LONG-TERM DISABILITY INSURANCE	5,441	6,095	6,601	6,386
101-50-5101	1090	MEDICAL INS - FT EMPLOYEES	71,486	82,849	80,878	83,517
101-50-5101	1091	DENTAL INS - FT EMPLOYEES	9,190	10,689	10,490	11,117
101-50-5101	1092	VISION INS - FT EMPLOYEES	1,457	1,700	1,669	1,767
101-50-5101	1093	MEDICAL INS - PT EMPLOYEES	13,202	11,040	11,913	11,040
101-50-5101	1094	DENTAL INS - PT EMPLOYEES	4,135	2,098	6,809	6,981
101-50-5101	1095	MEDICAL INS - RETIREES	20,774	23,051	21,960	22,650
101-50-5101	1096	UNEMPLOYMENT INSURANCE	7,094	8,031	4,818	7,274
101-50-5101	1097	WORKER'S COMPENSATION	43,257	14,599	17,472	23,409
PERSONNEL EXPENDITURES:			1,257,190	1,319,948	1,275,210	1,487,886

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5101	2057	PROMOTIONAL ADVERTISING	3,677	17,000	10,000	17,000
101-50-5101	2080	CONTRACT SVC/NON-CLASS	8,591	11,000	21,300	3,500
101-50-5101	2100	UTILITIES	939	1,600	1,120	1,200
101-50-5101	2110	CONFERENCES & MEETINGS	2,846	4,000	6,000	4,000
101-50-5101	2111	MEMBERSHIPS	875	665	665	665
101-50-5101	2115	AUTO EXPENSES	2,400	-	-	-
101-50-5101	2130	OFFICE EQPT MTCE	1,510	2,000	2,000	2,000
101-50-5101	2140	OFFICE SUPPLIES	9,134	9,000	8,000	14,000
101-50-5101	2141	POSTAGE	5,573	6,000	4,000	6,000
101-50-5101	2170	SPECIAL MAT'LS-SUPPLIES	8,888	15,000	16,000	15,000
101-50-5101	2190	TELEPHONE & FAX	25,347	24,800	28,469	27,900
101-50-5101	2220	VEHICLE MTCE & SUPPLIES	23,192	17,383	15,500	18,900
101-50-5101	2230	PROGRAMS & ACTIVITIES	3,079	22,000	15,000	22,000
101-50-5101	2240	DUPLICATING SERVICE CHG	18,244	23,000	15,000	23,000
101-50-5101	2250	TRAINING EXPENSE	1,224	2,000	2,500	2,000
101-50-5101	2490	ACTIVE NET PROCESSING FEES	7,802	6,000	8,000	53,000
OPERATING EXPENDITURES:			123,321	161,448	153,554	210,165
GENERAL FUND - RECREATION ADMIN TOTAL:			1,380,511	1,481,396	1,428,764	1,698,051

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>COMMUNITY SERVICES MARKETING:</u>						
101-50-5102	2080	CONTRACT SVC/NON-CLASS	20,743	29,200	21,000	29,200
GENERAL FUND - COMM. SVC/MARKETING TOTAL:			20,743	29,200	21,000	29,200
<u>SPROUL MUSEUM/HARGITT HOUSE:</u>						
101-50-5103	2100	UTILITIES	3,042	3,500	4,260	4,700
101-50-5103	2170	SPECIAL MAT'LS-SUPPLIES	85	1,500	1,000	1,500
101-50-5103	2230	PROGRAMS & ACTIVITIES	536	2,000	1,000	2,000
GENERAL FUND - SPROUL MUSEUM/HARGITT HOUSE TOTAL:			3,663	7,000	6,260	8,200
<u>SUMMER YOUTH EMPLOYMENT:</u>						
101-50-5106	1030	PART TIME WAGES	80,179	76,296	72,000	76,296
101-50-5106	1080	MEDICARE	1,163	1,106	1,044	1,106
101-50-5106	2080	CONTRACT SVC/NON-CLASS	3,750	4,000	4,000	4,000
101-50-5106	2230	PROGRAMS & ACTIVITIES	2,791	2,400	3,954	4,000
GENERAL FUND - SUMMER YOUTH EMPLOYMENT TOTAL:			87,883	83,802	80,998	85,402

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>GENERAL RECREATION PROGRAMS:</u>						
101-50-5204	2080	CONTRACT SVC/NON-CLASS	3,388	1,850	1,850	1,850
101-50-5204	2170	SPECIAL MAT'LS-SUPPLIES	1,698	2,000	2,000	2,000
101-50-5204	2230	PROGRAMS & ACTIVITIES	31,754	26,000	26,000	26,000
GENERAL FUND - GENERAL RECREATION PROGRAM TOTAL:			36,840	29,850	29,850	29,850
<u>THERAPEUTIC RECREATION:</u>						
101-50-5206	2080	CONTRACT SVC/NON-CLASS	997	1,900	1,900	1,900
101-50-5206	2170	SPECIAL MAT'LS-SUPPLIES	242	900	150	-
101-50-5206	2230	PROGRAMS & ACTIVITIES	11,650	8,144	9,000	9,000
GENERAL FUND - THERAPEUTIC RECREATION TOTAL:			12,889	10,944	11,050	10,900

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
		<u>CONTRACT CLASSES:</u>				
101-50-5210	2080	CONTRACT SVC/NON-CLASS	40,040	51,500	31,500	51,500
		GENERAL FUND - CONTRACT CLASSES TOTAL:	40,040	51,500	31,500	51,500
		GENERAL FUND - RECREATION SERVICES TOTAL:	1,582,569	1,693,693	1,609,422	1,913,103
745-50-5101	3860	C/O-OFFICE EQUIPMENT	-	-	12,000	-
		EQUIPMENT REPLACEMENT FUND - RECREATION TOTAL:	-	-	12,000	-
		RECREATION SERVICE TOTAL (ALL FUNDS):	1,582,569	1,693,693	1,621,422	1,913,103

Budget Program: All City Band, 5202

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
					Director of Band	1,000	1,000	1	25,000	25,000
					Drill Team Advisor	1,000	1,000	1	6,000	6,000
					Tall Flag Advisor	1,000	1,000	1	6,000	6,000
TOTAL	-	-	-	-	TOTAL	3,000	3,000	3	37,000	37,000

ALL CITY BAND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5202	1035	CONTRACT EMPLOYEES	30,684	37,000	32,487	37,000
101-50-5202	1080	MEDICARE	445	537	471	537
PERSONNEL EXPENDITURES:			31,129	37,537	32,958	37,537
101-50-5202	2230	PROGRAMS & ACTIVITIES	8,182	14,000	14,000	14,000
101-50-5202	3990	GENERAL FUND TXF (IN LIEU OF FIREWORKS)	-	2,000	2,000	2,000
OPERATING EXPENDITURES:			8,182	16,000	16,000	16,000
GENERAL FUND - ALL CITY BAND TOTAL:			39,311	53,537	48,958	53,537

AQUATICS

ACTIVITY DETAIL

Account Number	Description	Cost
2061	<u>Custodial Supplies:</u> Toilet paper, paper towels, chemicals, mops, mats, and brooms.	\$ 2,900
2062	<u>Contract Services - Repairs:</u> AC repairs, pool equipment repairs, electrical, plumbing, vandalism, fencing, locks, and appliances.	23,000
2064	<u>Building Trade Supplies:</u> Building repair supplies, locks, nuts and bolts, tile, plumbing supplies, electrical supplies, vandalism repairs, and paint.	4,800
2080	<u>Contract Services - Non-Classified:</u> Aquatic Program Services.	5,000
2082	<u>Contract Services - Non - Classified - Facilities:</u> Alarm services monitoring, pool maintenance, pool chemicals, and AC service.	37,200
2170	<u>Special Materials & Supplies:</u> Care and maintenance supplies for the pool.	14,500
2230	<u>Programs & Activities:</u> Swim Classes and Special Events.	10,700

Budget Program: Aquatics, 5203

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
					Pool Manager	1,820	1,820	1	40,489	41,305
					Senior Lifeguard	2,026	2,026	3	31,288	31,928
					Instructor Guard	6,472	6,472	15	89,846	91,695
					Lifeguard	3,386	3,386	10	42,412	43,241
					Recreation Leader II	3,041	3,041	10	40,030	40,821
TOTAL	-	-	-	-	TOTAL	16,745	16,745	39	244,065	248,990

AQUATICS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5203	1030	PART TIME WAGES	251,673	244,065	249,285	248,990
101-50-5203	1080	MEDICARE	3,636	3,539	3,615	3,610
101-50-5203	1093	MEDICAL INS - PT EMPLOYEES	2,396	2,760	2,526	2,760
101-50-5203	1094	DENTAL INS - PT EMPLOYEES	1,338	1,396	1,388	1,396
101-50-5203	1096	UNEMPLOYMENT INSURANCE	6,930	6,956	1,267	1,491
101-50-5203	1999	ALLOCATED PAYROLL	-	-	(12,677)	-
PERSONNEL EXPENDITURES:			265,973	258,716	245,405	258,247
101-50-5203	2061	CUSTODIAL SUPPLIES	1,257	2,880	2,880	2,900
101-50-5203	2062	MTCE & REPAIR SUPPLIES	7,231	11,436	20,000	23,000
101-50-5203	2064	BUILDING TRADE SUPPLIES	3,861	3,800	3,800	4,800
101-50-5203	2080	CONTRACT SVC/NON-CLASS	45,146	44,611	44,611	5,000
101-50-5203	2082	CONTRACT SVC/PARKS	-	-	-	37,200
101-50-5203	2100	UTILITIES	79,743	95,000	74,340	80,100
101-50-5203	2140	OFFICE SUPPLIES	41	-	-	-
101-50-5203	2170	SPECIAL MAT'LS-SUPPLIES	8,110	14,510	14,510	14,500
101-50-5203	2190	TELEPHONE & FAX	2,837	3,000	3,174	3,200
101-50-5203	2230	PROGRAMS & ACTIVITIES	6,285	10,795	10,735	10,700
101-50-5203	2490	BANK SERVICE CHARGES	1,360	-	2,500	-
OPERATING EXPENDITURES:			155,871	186,032	176,550	181,400
GENERAL FUND - AQUATICS TOTAL:			421,844	444,748	421,955	439,647

NORWALK ARTS & SPORTS COMPLEX

ACTIVITY DETAIL

Account Number	Description	Cost
2061	<u>Custodial Supplies:</u> Supplies for NASC, toilet paper, chemicals, wax mops, brooms, uniforms, mats, and dust mops.	\$ 20,500
2062	<u>Contract Services - Repairs:</u> AC repairs, fire suppression repairs, scrubber repairs, exercise equipment repair, elevator repair, plumbing, electrical, lighting, wood flooring, vandalshield, appliance repair.	26,900
2064	<u>Building Trade Supplies:</u> Building repair supplies, locks, nuts, bolts, plumbing supplies, electrical supplies, vandalism repairs, basketball repair equipment.	13,000
2080	<u>Contract Services - Non-Classified:</u> NASC Membership Classes.	23,500
2082	<u>Contract Services - Non-Classified - facilities:</u> Alarm Services Monitoring, range hood inspections, AC services, elevator services, scrubber service.	23,100
2170	<u>Special Materials & Supplies:</u> Sign holders, easels, microphone, coffee pots and art supplies for advertising and marketing.	13,600
2230	<u>Programs & Activities:</u> Contract classes, room reservations, programs and activities in Sports Center, Meeting Center, and Art Center. Cultural Art Center supplies for their Art Classes, Art Gallery Shows, and Children activities.	7,100

Budget Program: Norwalk Arts & Sports Complex, 5702

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Recreation Supervisor	1.00	1.00	73,795	75,276	Recreation Leader III	1,820	1,820	1	40,489	41,305
Recreation Coordinator	2.00	2.00	120,220	122,620	Recreation Leader II	18,584	18,584	17	246,893	249,458
Office Assistant III	1.00	1.00	58,030	59,193	Boxing Trainer	2,080	2,080	2	35,643	35,643
TOTAL	4.00	4.00	252,045	257,089	TOTAL	22,484	22,484	20	323,025	326,406

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5702	1020	REG SALARIES & WAGES	245,695	252,045	246,344	257,089
101-50-5702	1030	PART TIME WAGES	249,770	323,025	288,789	326,406
101-50-5702	1048	MEDICAL OPT-OUT-GEN. UNIT	3,000	4,800	5,059	4,800
101-50-5702	1049	BILINGUAL/CERTIFICAT PAY	1,168	1,300	647	650
101-50-5702	1065	ACCRUED PAID VACATION	2,377	2,423	2,423	4,511
101-50-5702	1080	MEDICARE	7,225	8,472	7,877	8,615
101-50-5702	1082	PERS - EMPLOYEES' PORTION	21,220	20,165	19,759	20,569
101-50-5702	1083	PERS - EMPLOYER PORTION	44,362	44,983	44,078	48,357
101-50-5702	1085	LIFE INSURANCE	461	757	638	998
101-50-5702	1088	LONG-TERM DISABILITY INSURANCE	2,340	2,545	2,509	2,596
101-50-5702	1090	MEDICAL INS - FT EMPLOYEES	20,111	21,552	21,518	22,247
101-50-5702	1091	DENTAL INS - FT EMPLOYEES	2,476	3,496	2,086	2,183
101-50-5702	1092	VISION INS - FT EMPLOYEES	444	560	486	570
101-50-5702	1093	MEDICAL INS - PT EMPLOYEES	4,455	5,520	5,696	8,280
101-50-5702	1094	DENTAL INS - PT EMPLOYEES	3,847	4,189	5,884	6,981
101-50-5702	1096	UNEMPLOYMENT INSURANCE	1,505	655	-	411
101-50-5702	1097	WORKER'S COMPENSATION	6,235	5,008	5,988	5,686
PERSONNEL EXPENDITURES:			616,691	701,495	659,783	720,949

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5702	2061	CUSTODIAL SUPPLIES	23,637	20,500	27,653	20,500
101-50-5702	2062	MTCE & REPAIR SUPPLIES	29,941	26,855	26,744	26,900
101-50-5702	2064	BUILDING TRADE SUPPLIES	16,760	13,000	16,500	13,000
101-50-5702	2080	CONTRACT SVC/NON-CLASS	96,298	43,820	40,000	23,500
101-50-5702	2082	CONTRACT SVC/PARKS	-	-	-	23,100
101-50-5702	2100	UTILITIES	116,165	150,500	132,660	144,800
101-50-5702	2140	OFFICE SUPPLIES	11,198	9,000	9,000	4,000
101-50-5702	2170	SPECIAL MAT'LS-SUPPLIES	16,335	13,558	13,558	13,600
101-50-5702	2190	TELEPHONE & FAX	2,040	2,400	2,330	2,300
101-50-5702	2230	PROGRAMS & ACTIVITIES	7,329	7,100	7,100	7,100
OPERATING EXPENDITURES:			319,703	286,733	275,545	278,800
<u>BOXING PROGRAM:</u>						
101-50-5207	2170	SPECIAL MAT'LS-SUPPLIES	1,771	1,500	1,400	1,500
101-50-5207	2230	PROGRAMS & ACTIVITIES	-	-	125	-
GENERAL FUND - BOXING PROGRAM TOTAL:			1,771	1,500	1,525	1,500

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>CULTURAL ARTS:</u>						
101-50-5732	2080	CONTRACT SVC/NON-CLASS	3,068	2,850	2,900	1,000
101-50-5732	2082	CULTURAL ARTS MAINTENANCE	-	-	-	1,900
101-50-5732	2100	UTILITIES	3,354	3,400	3,490	3,600
101-50-5732	2140	OFFICE SUPPLIES	1,311	1,300	1,300	1,300
101-50-5732	2170	SPECIAL MAT'LS-SUPPLIES	4,732	4,700	4,700	4,700
101-50-5732	2190	TELEPHONE & FAX	582	600	582	600
101-50-5732	2230	PROGRAMS & ACTIVITIES	10,316	9,900	9,900	10,400
101-50-5732	3880	MISCELLANEOUS OTHER	-	-	-	-
GENERAL FUND - CULTURAL ARTS TOTAL:			23,363	22,750	22,872	23,500
GENERAL FUND - NORWALK ARTS & SPORTS COMPLEX TOTAL:			961,528	1,012,478	959,725	1,024,749
744-50-5732	3880	C/O-MISCELLANEOUS	18,097	-	18,727	-
NASC REPLACEMENT & REPAIR FUND TRANSFER SUBTOTAL:			18,097	-	18,727	-

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
745-50-5732	3860	C/O-OFFICE EQUIPMENT	-	-	-	10,000
		EQUIPMENT REPLACEMENT FUND - NORWALK ARTS & SPORTS COMPLEX	-	-	-	10,000
		TOTAL:				
		NORWALK ARTS & SPORTS COMPLEX TOTAL (ALL FUNDS):	979,625	1,012,478	978,452	1,034,749

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**RECAP
ALL SPECIAL PROGRAMS**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	-	-
Recreation Coordinator	-	-
Maint Supervisor-PR	-	-
Maint Supervisor-PS	-	-
Maint Worker III-PR	-	-
Maint Worker III-PS	-	-
Maint Worker II - Parks	-	-
Maint Worker II-Publ Svc	-	-
Traffic Signal Tech II	-	-
Traffic Signal Tech I	-	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	11,069	138,647	39	11,561	147,610
TOTAL	11,069	138,647	39	11,561	147,610

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
	1030	PART TIME WAGES	107,386	138,646	96,679	116,454	147,610
	1080	MEDICARE	1,547	2,011	1,385	1,689	2,140
	1093	MEDICAL-PT	1,905	-	1,566	1,698	-
	1094	DENTAL-PT	232	-	-	-	-
		PERSONNEL EXPENDITURES:	111,070	140,657	99,630	119,840	149,750
	2080	CONTRACT SVC/NON-CLASS	23,485	34,104	22,054	31,234	29,854
	2170	SPECIAL MAT'LS-SUPPLIES	5,187	18,250	1,746	17,696	4,700
	2230	PROGRAMS & ACTIVITIES	39,071	41,148	31,575	38,118	41,598
		OPERATING EXPENDITURES:	67,744	93,502	55,376	87,048	76,152
		RECAP	178,814	234,159	155,005	206,888	225,902
101-50-0000		REVENUES GENERATED BY THE PROGRAM	102,179	93,500	102,774	129,071	101,900
		NET PROGRAM (COST)/REVENUES	(76,635)	(140,659)	(52,231)	(77,817)	(124,002)

RECREATION BUDGET: SPECIAL PROGRAMS RECAP		5402	5502	5504	5505
ACCOUNT	DESCRIPTION	ADULT SPORTS	YOUTH SPORTS	DAY CAMP	TOT PROGRAMS
1030	PART TIME WAGES	17,466	40,244	20,837	33,541
1080	MEDICARE	253	584	302	486
1093	MEDICAL-PT	-	-	-	-
1094	DENTAL-PT	-	-	-	-
PERSONNEL EXPENDITURES:		17,720	40,828	21,139	34,028
2080	CONTRACT SVC/NON-CLASS	2,000	-	7,600	500
2170	SPECIAL MAT'LS-SUPPLIES	2,500	-	1,600	-
2230	PROGRAMS & ACTIVITIES	3,948	27,100	2,000	2,620
OPERATING EXPENDITURES:		8,448	27,100	11,200	3,120
TOTAL SPECIAL PROGRAMS EXPENSES:		26,168	67,928	32,339	37,148
PROGRAM REVENUES:		13,400	41,100	16,500	24,700
NET PROGRAM (COST) / REVENUE:		(12,768)	(26,828)	(15,839)	(12,448)

RECREATION BUDGET: SPECIAL PROGRAMS RECAP		5506	5508	5509	
ACCOUNT	DESCRIPTION	TEEN ALLIANCE	YOUTH MARIACHI	SUMMER LUNCHESES	TOTAL SPECIAL PROGRAMS
1030	PART TIME WAGES	31,256	2,809	1,456	\$ 147,610
1080	MEDICARE	453	41	21	2,140
1093	MEDICAL-PT	-	-	-	-
1094	DENTAL-PT	-	-	-	-
PERSONNEL EXPENDITURES:		31,709	2,850	1,477	149,750
2080	CONTRACT SVC/NON-CLASS	5,170	14,584	-	29,854
2170	SPECIAL MAT'LS-SUPPLIES	600	-	-	4,700
2230	PROGRAMS & ACTIVITIES	4,050	1,500	380	41,598
OPERATING EXPENDITURES:		9,820	16,084	380	76,152
TOTAL SPECIAL PROGRAMS EXPENSES:		41,529	18,934	1,857	\$ 225,902
PROGRAM REVENUES:		-	6,200	-	\$ 101,900
NET PROGRAM (COST) / REVENUE:		(41,529)	(12,734)	(1,857)	(124,002)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**ADULT SPORTS PROGRAMS
101-50-5402**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	1,368	17,135	9	1,368	17,466
TOTAL	1,368	17,135	9	1,368	17,466

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5402	1030	PART TIME WAGES	6,006	17,135	4,359	5,250	17,466
101-50-5402	1080	MEDICARE	85	248	59	76	253
101-50-5402	1093	MEDICAL-PT	606	-	354	341	-
101-50-5402	1094	DENTAL-PT	62	-	-	-	-
PERSONNEL EXPENDITURES:			6,759	17,383	4,772	5,667	17,719
101-50-5402	2080	CONTRACT SVC/NON-CLASS	-	2,000	-	2,000	2,000
101-50-5402	2170	SPECIAL MAT'LS-SUPPLIES	675	2,500	-	2,500	2,500
101-50-5402	2230	PROGRAMS & ACTIVITIES	754	3,948	2,404	4,000	3,948
OPERATING EXPENDITURES:			1,429	8,448	2,404	8,500	8,448
ADULT SPORTS PROGRAMS			8,188	25,831	7,176	14,167	26,168
101-50-0000	4553	REVENUES GENERATED BY THE PROGRAM	9,807	12,000	9,549	11,459	13,400
NET PROGRAM (COST)/REVENUES			1,619	(13,831)	2,373	(2,708)	(12,768)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**YOUTH SPORTS PROGRAMS
101-50-5502**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	3,152	39,481	10	3,152	40,244
TOTAL	3,152	39,481	10	3,152	40,244

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5502	1030	PART TIME WAGES	33,663	39,481	27,666	33,325	40,244
101-50-5502	1080	MEDICARE	480	572	389	483	584
101-50-5502	1093	MEDICAL PT	1,205	-	1,165	1,324	-
101-50-5502	1094	DENTAL PT	170	-	-	-	-
PERSONNEL EXPENDITURES:			35,517	40,053	29,220	35,132	40,829
101-50-5502	2230	PROGRAMS & ACTIVITIES	26,998	27,100	15,188	18,226	27,100
OPERATING EXPENDITURES:			26,998	27,100	15,188	18,226	27,100
YOUTH SPORTS PROGRAMS			62,515	67,153	44,408	53,358	67,928
101-50-0000	4565	REVENUES GENERATED BY THE PROGRAM	32,562	30,000	48,365	58,038	41,100
NET PROGRAM (COST)/REVENUES			(29,953)	(37,153)	3,957	4,680	(26,828)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**DAY CAMP
101-50-5504**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	1632	20,442	6	1,632	20,837
TOTAL	1,632	20,442	6	1,632	20,837

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5504	1030	PART TIME WAGES	14,421	20,442	17,310	20,850	20,837
101-50-5504	1080	MEDICARE	209	296	251	302	302
PERSONNEL EXPENDITURES:			14,630	20,738	17,561	21,152	21,139
101-50-5504	2080	CONTRACT SVC/NON-CLASS	7,332	7,600	6,013	7,216	7,600
101-50-5504	2170	SPECIAL MAT'LS-SUPPLIES	1,965	1,600	1,206	1,447	1,600
101-50-5504	2230	PROGRAMS & ACTIVITIES	1,863	2,000	1,938	2,326	2,000
OPERATING EXPENDITURES:			11,160	11,200	9,157	10,988	11,200
DAY CAMP			25,790	31,938	26,718	32,141	32,339
101-50-0000	4555	REVENUES GENERATED BY THE PROGRAM	29,618	20,000	15,289	15,289	16,500
NET PROGRAM (COST)/REVENUES			3,828	(11,938)	(11,429)	(16,852)	(15,839)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**TOT PROGRAMS
101-50-5505**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	2,361	29,573	5	2,627	33,541
TOTAL	2,361	29,573	5	2,627	33,541

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5505	1030	PART TIME WAGES	27,573	29,573	26,267	31,640	33,541
101-50-5505	1080	MEDICARE	400	429	381	459	486
101-50-5505	1093	MEDICAL PT	94	-	29	33	-
101-50-5505	1094	DENTAL PT	-	-	-	-	-
PERSONNEL EXPENDITURES:			28,067	30,002	26,676	32,131	34,028
101-50-5505	2080	CONTRACT SVC/NON-CLASS	-	250	176	211	500
101-50-5505	2170	SPECIAL MAT'LS-SUPPLIES	110	450	77	93	-
101-50-5505	2230	PROGRAMS & ACTIVITIES	2,140	2,170	2,280	2,736	2,620
OPERATING EXPENDITURES:			2,250	2,870	2,533	3,040	3,120
TOT PROGRAMS			30,317	32,872	29,210	35,171	37,148
101-50-0000	4557	REVENUES GENERATED BY THE PROGRAM	26,337	27,000	24,043	28,852	24,700
NET PROGRAM (COST)/REVENUES			(3,980)	(5,872)	(5,167)	(6,320)	(12,448)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**TEEN ALLIANCE PROGRAM
101-50-5506**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	2,332	29,210	5	2,448	31,256
TOTAL	2,332	29,210	5	2,448	31,256

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5506	1030	PART TIME WAGES	24,124	29,210	19,188	23,113	31,256
101-50-5506	1080	MEDICARE	350	424	278	335	453
PERSONNEL EXPENDITURES:			24,474	29,633	19,466	23,448	31,709
101-50-5506	2080	CONTRACT SVC/NON-CLASS	1,553	9,670	2,865	7,625	5,170
101-50-5506	2170	SPECIAL MAT'LS-SUPPLIES	2,437	13,700	463	13,656	600
101-50-5506	2230	PROGRAMS & ACTIVITIES	5,817	4,050	9,085	9,911	4,050
OPERATING EXPENDITURES:			9,807	27,420	12,413	31,192	9,820
TEEN ALLIANCE PROGRAM			34,281	57,053	31,879	54,640	41,529
101-50-0000	4438	REVENUES GENERATED BY THE PROGRAM	-	-	-	8,800	-
NET PROGRAM (COST)/REVENUES			(34,281)	(57,053)	(31,879)	(45,840)	(41,529)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**YOUTH MARIACHI PROGRAM
101-50-5508**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	110	1,378	2	220	2,809
TOTAL	110	1,378	2	220	2,809

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5508	1030	PART TIME WAGES	1,600	1,378	1,890	2,276	2,809
101-50-5508	1080	MEDICARE	23	20	27	33	41
101-50-5508	1093	MEDICAL PT	0	-	18		
		PERSONNEL EXPENDITURES:	1,623	1,398	1,935	2,309	2,850
101-50-5508	2080	CONTRACT SVC/NON-CLASS	14,600	14,584	13,000	14,182	14,584
101-50-5508	2230	PROGRAMS & ACTIVITIES	1,067	1,500	495	540	1,500
		OPERATING EXPENDITURES:	15,667	16,084	13,495	14,722	16,084
		YOUTH MARIACHI PROGRAM	17,290	17,482	15,430	17,031	18,934
101-50-5508	4552	REVENUES GENERATED BY THE PROGRAM	3,856	4,500	5,528	6,634	6,200
		NET PROGRAM (COST)/REVENUES	(13,434)	(12,982)	(9,902)	(10,398)	(12,734)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SUMMER LUNCHES
101-50-5509**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Leader II	114	1,428	2	114	1,456
TOTAL	114	1,428	2	114	1,456

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5509	1030	PART TIME WAGES	-	1,428	-	-	1,456
101-50-5509	1080	MEDICARE	-	21	-	-	21
		PERSONNEL EXPENDITURES:	-	1,449	-	-	1,477
101-50-5509	2230	PROGRAMS & ACTIVITIES	432	380	185	380	380
		OPERATING EXPENDITURES:	432	380	185	380	380
		SUMMER LUNCHES	432	1,829	185	380	1,857
101-50-0000		REVENUES GENERATED BY THE PROGRAM		-	-	-	-
		NET PROGRAM (COST)/REVENUES	(432)	(1,829)	(185)	(380)	(1,857)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**RECAP
ALL SPECIAL EVENTS**

FULL TIME POSITIONS			PART TIME POSITIONS					
Position Title	Hours	FY 13-14 Budget	Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Recreation Supervisor	190	-	Recreation Leader II	1,662	20,817	137	1,714	21,884
Recreation Coordinator	224	-	Public Safety Officer I	335	7,359	36	406	6,653
Maint Supervisor-PR	72	-	Parks Staff		1,125			
Maint Supervisor-PS	0	-	Public Services Staff		2,925			
Maint Worker III-PR	130	-						
Maint Worker III-PS	0	-						
Maint Worker II - Parks	293	-						
Maint Worker II-Publ Svc	16	-						
Traffic Signal Tech II	0	-						
Traffic Signal Tech I	0	-						
TOTAL	925	-	TOTAL	1,997	32,226	173	2,120	28,537

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
	1030	PART TIME WAGES	18,402	28,177	18,991	18,991	28,537
	1040	OVERTIME SALARY & WAGES	8,340	4,050	9,575	9,575	-
	1080	MEDICARE	364	408	377	377	414
	1093	MEDICAL PT	325	-	743	743	-
	1094	DENTAL PT	19	-	17	17	-
		PERSONNEL EXPENDITURES:	27,449	32,635	29,704	29,704	28,951
	2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-	-
	2080	CONTRACT SVC/NON-CLASS	26,236	24,974	25,022	25,022	26,500
	2230	PROGRAMS & ACTIVITIES	84,722	85,433	76,693	77,303	92,670
101-50-5613	xxxx	PROGRAMS & ACTIVITIES	1,498	-	18,962	18,962	-
		OPERATING EXPENDITURES:	112,456	110,407	120,677	121,287	119,170
		RECAP	139,905	143,042	150,380	150,991	148,121
101-50-0000		REVENUES GENERATED BY THE PROGRAM	10,163	11,019	12,453	12,453	12,500
		NET PROGRAM (COST)/REVENUES	(129,742)	(132,023)	(137,928)	(138,538)	(135,621)

RECREATION BUDGET: SPECIAL EVENTS RECAP		5602	5604	5605	5606	5607
ACCOUNT	DESCRIPTION	EASTER EGG HUNT	INDEPENDENCE DAY	SUMMER CONCERTS	HALLOWEEN PARADE	HALLOWEEN FESTIVAL
1030	PART TIME WAGES	2,035	2,026	955	12,181	4,937
1040	OVERTIME SALARY & WAGES				-	
1080	MEDICARE	30	29	14	177	72
1093	MEDICAL-PT	-	-	-	-	-
1094	DENTAL-PT	-	-	-	-	-
PERSONNEL EXPENDITURES:		2,064	2,056	969	12,357	5,009
2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-	-
2080	CONTRACT SVC/NON-CLASS	-	14,000	12,500	-	-
2170	SPECIAL MAT'LS-SUPPLIES	-	-	-	-	-
2230	PROGRAMS & ACTIVITIES	9,000	12,500	2,000	13,000	26,730
OPERATING EXPENDITURES:		9,000	26,500	14,500	13,000	26,730
TOTAL	SPECIAL PROGRAMS EXPENSES:	11,064	28,556	15,469	25,357	31,739
PROGRAM REVENUES:		-	-	-	12,500	-
NET PROGRAM (COST) / REVENUE:		(11,064)	(28,556)	(15,469)	(12,857)	(31,739)

RECREATION BUDGET: SPECIAL EVENTS RECAP					
		5608	5612	5609	
ACCOUNT	DESCRIPTION	SANTA SLEIGH	SANTA SLEIGH-BREAKFAST	SNOWFEST TREE LIGHTING	TOTAL EVENTS
1030	PART TIME WAGES	3,613	153	2,636	\$ 28,537
1040	OVERTIME SALARY & WAGES				\$ -
1080	MEDICARE	52	2	38	414
1093	MEDICAL-PT	-	-	-	-
1094	DENTAL-PT	-	-	-	-
PERSONNEL EXPENDITURES:		3,666	155	2,674	28,951
2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-
2080	CONTRACT SVC/NON-CLASS	-	-	-	26,500
2170	SPECIAL MAT'LS-SUPPLIES	-	-	-	-
2230	PROGRAMS & ACTIVITIES	10,140	300	19,000	92,670
OPERATING EXPENDITURES:		10,140	300	19,000	119,170
TOTAL SPECIAL PROGRAMS EXPENSES:		13,806	455	21,674	\$ 148,121
PROGRAM REVENUES:		-	-	-	\$ 12,500
NET PROGRAM (COST) / REVENUE:		(13,806)	(455)	(21,674)	\$ (135,621)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**EASTER EGG HUNT
101-50-5602**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	27	-
Recreation Coordinator	36	-
Maint Supervisor	10	-
Maint Worker III	10	-
Maint Worker II	30	-
TOTAL	113	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer I	10	220	2	10	247
Recreation Leader II	88	1,102	16	140	1,788
TOTAL	98	1,322	18	150	2,035

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5602	1030	PART TIME WAGES	1,674	1,322	1,621	1,621	2,035
101-50-5602	1080	MEDICARE	24	19	23	23	30
101-50-5602	1093	MEDICAL PT	-	-	66	66	-
101-50-5602	1094	DENTAL INS - PT EMPL	-	-	-	-	-
PERSONNEL EXPENDITURES:			1,698	1,341	1,711	1,711	2,064
101-50-5602	2230	PROGRAMS & ACTIVITIES	11,582	7,877	6,988	6,988	9,000
OPERATING EXPENDITURES:			11,582	7,877	6,988	6,988	9,000
EASTER EGG HUNT			13,280	9,218	8,699	8,699	11,064
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(13,280)	(9,218)	(8,699)	(8,699)	(11,064)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**INDEPENDENCE DAY
101-50-5604**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	18	-
Recreation Coordinator	18	-
Maint Supervisor	20	-
Maint Worker III	20	-
Maint Worker II	60	-
TOTAL	136	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer I	24	527	7	51	1,260
Recreation Leader II	60	752	6	60	766
TOTAL	84	1,279	13	111	2,026

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5604	1030	PART TIME WAGES	1,466	1,279	735	735	2,026
101-50-5604	1080	MEDICARE	21	19	10	10	29
101-50-5604	1093	MEDICAL PT	42	-	42	42	-
101-50-5604	1094	DENTAL INS - PT EMPL	2	-	2	2	-
PERSONNEL EXPENDITURES:			1,531	1,298	789	789	2,055
101-50-5604	2080	CONTRACT SVC/NON-CLASS	15,037	14,000	15,298	15,298	14,000
101-50-5604	2230	PROGRAMS & ACTIVITIES	(331)	12,500	10,786	10,786	12,500
OPERATING EXPENDITURES:			14,706	26,500	26,084	26,084	26,500
INDEPENDENCE DAY			16,238	27,798	26,873	26,873	28,556
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(16,238)	(27,798)	(26,873)	(26,873)	(28,556)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SUMMER CONCERTS
101-50-5605**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	16	-
Maint Worker III	30	-
Maint Worker II	30	-
TOTAL	76	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer I	18	395	2	18	445
Recreation Leader II	40	501	8	40	511
TOTAL	58	896	10	58	955

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5605	1030	PART TIME WAGES	621	896	982	982	955
101-50-5605	1080	MEDICARE	9	13	14	14	14
101-50-5605	1093	MEDICAL PT	43	-	42	42	-
101-50-5605	1094	DENTAL PT	3	-	-	-	-
PERSONNEL EXPENDITURES:			675	909	1,038	1,038	969
101-50-5605	2080	CONTRACT SVC/NON-CLASS	11,200	10,974	9,724	9,724	12,500
101-50-5605	2230	PROGRAMS & ACTIVITIES	4,762	2,000	367	367	2,000
OPERATING EXPENDITURES:			15,961	12,974	10,091	10,091	14,500
SUMMER CONCERTS			16,636	13,883	11,129	11,129	15,469
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(16,636)	(13,883)	(11,129)	(11,129)	(15,469)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**HALLOWEEN PARADE
101-50-5606**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	0	-
Recreation Coordinator	0	-
Maint Supervisor	0	-
Maint Worker III	0	-
Maint Worker II	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer I	0	-	11	-	-
Recreation Leader II	954	11,949	34	954	12,181
TOTAL	954	11,949	45	954	12,181

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5606	1030	PART TIME WAGES	2,405	11,949	4,147	4,147	12,181
101-50-5606	1040	OVERTIME SALARY & WAGES	8,340	4,050	9,575	9,575	
101-50-5606	1080	MEDICARE	132	173	167	167	177
101-50-5606	1093	MEDICAL PT	203	-	249	249	-
101-50-5606	1094	DENTAL PT	14	-	-	-	-
PERSONNEL EXPENDITURES:			350	16,172	14,138	14,138	12,358
101-50-5606	2230	PROGRAMS & ACTIVITIES	6,333	8,765	7,670	7,670	13,000
OPERATING EXPENDITURES:			6,333	8,765	7,670	7,670	13,000
HALLOWEEN PARADE			17,427	24,937	21,808	21,808	25,357
101-50-0000	4569	REVENUES GENERATED BY THE PROGRAM	10,163	11,019	12,453	12,453	12,500
NET PROGRAM (COST)/REVENUES			(7,264)	(13,918)	(9,355)	(9,355)	(12,857)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**HALLOWEEN FESTIVAL
101-50-5607**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	15	-
Recreation Coordinator	20	-
Maint Supervisor	9	-
Maint Worker III	18	-
Maint Worker II	36	-
TOTAL	98	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer I	20	439	4	20	494
Recreation Leader II	348	4,359	29	348	4,443
TOTAL	368	4,798	33	368	4,937

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5607	1030	PART TIME WAGES	3,783	4,798	3,995	3,995	4,937
101-50-5607	1080	MEDICARE	55	70	57	57	72
101-50-5607	1093	MEDICAL PT	-	-	110	110	
PERSONNEL EXPENDITURES:			3,838	4,868	4,162	4,162	5,009
101-50-5607	2230	PROGRAMS & ACTIVITIES	24,786	26,730	22,637	22,637	26,730
OPERATING EXPENDITURES:			24,786	26,730	22,637	22,637	26,730
HALLOWEEN FESTIVAL			28,624	31,598	26,799	26,799	31,739
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(28,624)	(31,598)	(26,799)	(26,799)	(31,739)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SANTA SLEIGH
101-50-5608**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	28	-
Recreation Coordinator	48	-
TOTAL	76	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer	243	5,339	6	283	3,613
TOTAL	243	5,339	6	283	3,613

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5608	1030	PART TIME WAGES	5,298	5,339	4,808	4,808	3,613
101-50-5608	1080	MEDICARE	77	77	68	68	52
101-50-5608	1093	MEDICAL PT	37	-	139	139	-
101-50-5608	1094	DENTAL PT	-	-	13	13	-
PERSONNEL EXPENDITURES:			5,412	5,416	5,028	5,028	3,665
101-50-5608	2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-	-
101-50-5608	2230	PROGRAMS & ACTIVITIES	7,489	10,140	9,321	9,321	10,140
OPERATING EXPENDITURES:			7,489	10,140	9,321	9,321	10,140
SANTA SLEIGH			12,901	15,556	14,349	14,349	13,806
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(12,901)	(15,556)	(14,349)	(14,349)	(13,806)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SANTA SLEIGH - BREAKFAST PROGRAM
101-50-5612**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	3	-
Recreation Coordinator	6	-
TOTAL	9	-

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer	-	-	-		-
Recreation Leader II	12	150	22	12	153
TOTAL	12	150	22	12	153

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5612	1030	PART TIME WAGES	161	150	255	255	153
101-50-5612	1080	MEDICARE	2	2	3	3	2
PERSONNEL EXPENDITURES:			163	152	258	258	155
101-50-5612	2230	PROGRAMS & ACTIVITIES	128	300	293	293	300
OPERATING EXPENDITURES:			128	300	293	293	300
SANTA SLEIGH - BREAKFAST PROGRAM			291	452	551	551	455
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(291)	(452)	(551)	(551)	(455)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

FULL TIME POSITIONS		
Position Title	Hours	FY 13-14 Budget
Recreation Supervisor	35	-
Recreation Coordinator	48	-
Maintenance Supv	13	-
Maint Worker III	26	-
Maint Worker II	57	-
TOTAL	179	-

**SNOWFEST / TREE LIGHTING
101-50-5609**

PART TIME POSITIONS					
Position Title	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages	FY 13-14 Positions	FY 13-14 Adopted Hours	FY 13-14 Budgeted Wages
Public Safety Officer I	20	439	4	24	593
Recreation Leader II	160	2,004	22	160	2,043
TOTAL	180	2,443	26	184	2,636

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ACTUAL thru 5/8/13	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-50-5609	1030	PART TIME WAGES	2,847	2,444	2,448	2,448	2,636
101-50-5609	1080	MEDICARE	41	35	35	35	38
101-50-5609	1030	PART TIME WAGES	-	-	95	95	-
101-50-5609	1080	MEDICARE	-	-	2	2	-
PERSONNEL EXPENDITURES:			2,888	2,479	2,580	2,580	2,674
101-50-5609	2230	PROGRAMS & ACTIVITIES	19,200	17,121	19,241	19,241	19,000
OPERATING EXPENDITURES:			19,200	17,121	19,241	19,241	19,000
SNOWFEST / TREE LIGHTING			22,088	19,600	21,821	21,821	21,674
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(22,088)	(19,600)	(21,821)	(21,821)	(21,674)

NORWALK GOLF COURSE

ACTIVITIES AND OBJECTIVES

Description of Activities

The Norwalk Golf Course provides 9-hole par 3 golf, warm-up driving range, and lessons to residents of Norwalk and the surrounding region. The facility is operational seven days weekly from 7:00 a.m. to 7:00 p.m. It is one of only several remaining par 3 golf courses in the area, and is a great facility for golfers of all skill levels.

Fiscal Year 2013-2014 Objectives

Promote awareness of golf through citywide promotional efforts.

Expand youth and teen access to golf through joint efforts with schools and youth groups.

Increase the number of year-round tournament offerings.

Maintain high level of course aesthetics.

Increase participation levels focusing on Junior programming.

NORWALK GOLF COURSE
ACTIVITY DETAIL

Account Number	Description	Cost
2064	<u>Building Trade Supplies:</u> Building repair supplies, locks, nuts and bolts, tile, plumbing supplies, electrical supplies, vandalism repairs, paint, and lighting.	\$ 6,000
2080	<u>Contract Services - Non-Classified:</u> Golf instructors, and satellite services.	5,000
2082	<u>Contract Services - Non - Classified - Facilities:</u> Alarm service monitoring, AC services, trash service, repairs, and portable restrooms.	5,500
2083	<u>Contract Services - Non - Classified - Parks</u> Tree trimming, pest control, and pond maintenance.	17,100
2170	<u>Special Materials & Supplies:</u> Care and maintenance supplies for the golf and clubhouse, and tee mats.	27,500
2230	<u>Programs and Activities:</u> Tournaments, Jr. Golf, rangeballs, and flags.	15,000

Budget Program: Golf Course, 5703

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of P Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Maintenance Worker III	1.00	1.00	58,507	59,682	Recreation Leader II	7,766	7,766	9	102,225	104,246
					Maintenance Assistant	1,560	1,120	1	19,540	14,303
TOTAL	1.00	1.00	58,507	59,682	TOTAL	9,326	8,886	10	121,765	118,549

GOLF COURSE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
703-50-5703	1020	SALARIES & WAGES	57,329	58,507	58,282	59,682
703-50-5703	1030	PART TIME WAGES	82,528	121,765	98,905	118,549
703-50-5703	1060	PAID SICK LEAVE	2,758	2,700	2,504	2,755
703-50-5703	1065	ACCRUED PAID VACATION	1,958	2,254	2,254	3,060
703-50-5703	1066	COMPENSATED ABSENCES	4,127	-	-	-
703-50-5703	1080	MEDICARE	1,175	2,686	2,348	2,669
703-50-5703	1082	PERS - EMPLOYEES' PORTION	4,948	4,681	4,673	4,775
703-50-5703	1083	PERS - EMPLOYER PORTION	10,344	10,442	10,424	11,226
703-50-5703	1085	LIFE INSURANCE	214	227	226	231
703-50-5703	1088	LONG-TERM DISABILITY INSURANCE	553	591	587	603
703-50-5703	1090	MEDICAL INS - FT EMPLOYEES	5,767	6,189	6,498	7,191
703-50-5703	1091	DENTAL INS - FT EMPLOYEES	1,338	1,397	1,388	1,453
703-50-5703	1092	VISION INS - FT EMPLOYEES	133	140	139	146
703-50-5703	1093	MEDICAL INS - PT EMPLOYEES	3,906	5,520	2,441	2,760
703-50-5703	1094	DENTAL INS - PT EMPLOYEES	2,614	2,792	1,587	1,396
703-50-5703	1096	UNEMPLOYMENT INSURANCE	1,264	152	-	95
703-50-5703	1097	WORKER'S COMPENSATION	1,460	1,163	1,392	1,320
PERSONNEL EXPENDITURES:			182,416	221,206	193,647	217,911

GOLF COURSE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
703-50-5703	2064	BUILDING TRADE SUPPLIES	6,893	5,700	5,700	6,000
703-50-5703	2080	CONTRACT SVC/NON-CLASS	21,980	17,814	14,814	5,000
703-50-5703	2082	CONTRACT SVC/PARKS	-	-	-	5,500
703-50-5703	2083	CONTRACT SVC/PARKS	-	-	-	17,100
703-50-5703	2100	UTILITIES	55,368	70,000	62,620	70,900
703-50-5703	2170	SPECIAL MAT'LS-SUPPLIES	29,840	25,550	28,550	27,500
703-50-5703	2190	TELEPHONE & FAX	1,752	1,500	1,718	1,700
703-50-5703	2230	PROGRAMS & ACTIVITIES	10,618	10,000	10,000	15,000
703-50-5703	2490	BANK SERVICE CHARGES	2,160	3,000	3,000	3,000
OPERATING EXPENDITURES:			128,611	133,564	126,402	151,700
703-90-9101	4790	INTER-DEPT TXFR/GENERAL FUND	(830,187)	(174,770)	(180,049)	(229,611)
GOLF COURSE FUND TOTAL:			(519,160)	180,000	140,000	140,000
101-90-9703	3990	INTER-DEPT TXFR/GOLF	830,187	174,770	180,049	229,611
GENERAL FUND - GOLF COURSE TOTAL:			830,187	174,770	180,049	229,611
GOLF COURSE TOTAL (ALL FUNDS)			311,027	354,770	320,049	369,611

COMMUNITY DEVELOPMENT

Administration

ACTIVITIES AND OBJECTIVES

Description of Activities

The Community Development Administration oversees and manages the department's six divisions: Building & Safety; Engineering; Code Compliance; Planning; CDBG/HOME and Housing Authority. The Community Development Department oversees all future and current land use planning within the City, verifies the compliance of all development projects to state and local building and zoning codes, enforces property maintenance issues, manages the City's capital improvement projects, and directs the rehabilitation of the City's infrastructure system. Community Development also assists lower income families in rehabilitating their homes and securing decent and safe housing through federally funded assistance programs. The department also manages the City's economic development efforts to promote community revitalization, regional competitiveness, and economic opportunity for all segments of the community.

Fiscal Year 2013-2014 Objectives

To adopt an Economic Development Strategy and implement programs to strengthen existing businesses and attract new business development.

To track storm water compliance activities under a new account code (6106).

To ensure that the Department, through its various Divisions, provides a high level of customer service while implementing the programs, standards and regulations adopted by City Council. To represent Norwalk in the community, region and State in matters pertaining to Community Development.

To continue implementing the Records Retention program for the Community Development Department.

To increase and improve technical education and training department-wide.

To analyze economic and demographic trends on an ongoing basis that will support planning for economic stability.

COMMUNITY DEVELOPMENT

Administration ACTIVITY DETAIL

Account Number	Description	Cost
2055	<u>Legal Advertising</u> Publishing of public notices as required by law.	\$ 1,500
2080	<u>Contract Services - Classified</u> Economic Development Consultant. Dataquick.	30,000 1,800 31,800
2110	<u>Conferences & meetings:</u> Registration and attendee for International Council of Shopping Centers (ICSC) conference. Cost split for participating in Gateway Cities booth.	3,600 10,000 13,600
2111	<u>Memberships:</u> American Planning Association and City membership to International Council of Shopping Centers (ICSC).	1,895
2130	<u>Office Equipment Maintenance:</u> Computers, copiers, printers, scanner, and miscellaneous equipment.	2,000
2140	<u>Office Supplies:</u> Special and general office supplies needed to maintain operation of department and divisions.	13,000
2141	<u>Postage:</u> Mailing postage expenses.	5,000
2170	<u>Special Materials & Supplies:</u> Supplies for Records Retention project, special projects/presentations, drafting/graphics supplies, plan reproduction, and other materials.	5,000
2190	<u>Telephone & Fax:</u> Radios and cell phones.	12,100

COMMUNITY DEVELOPMENT

Administration ACTIVITY DETAIL

Account Number	Description	Cost
2250	<u>Training:</u> Training opportunities as appropriate for staff.	1,000
2490	<u>Bank Services Charges:</u> Charges incurred through credit card transactions.	22,000
745-3860	<u>Capital Outlay - Equipment:</u> Replacement copier/printer/scanner for records retention.	14,200

Budget Program:

Community Development - Administration, 6101

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Director of Community Development (a)	0.90	0.88	116,847	128,473						
Economic Dev't Manager	0.00	1.00	-	110,640						
Management Analyst I	1.00	1.00	65,888	67,210						
Administrative Secretary	1.00	1.00	58,030	59,193						
(a) 7% CDBG, 5% Storm Water Compliance										
TOTAL	2.90	3.88	240,765	365,516	TOTAL	-	-	-	-	-

COMMUNITY DEVELOPMENT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6101	1020	SALARIES & WAGES	213,059	240,765	241,622	365,516
101-61-6101	1060	PAID SICK LEAVE	2,407	2,678	2,678	4,913
101-61-6101	1065	ACCRUED PAID VACATION	1,302	2,355	2,355	10,264
101-61-6101	1078	MANAGEMENT BENEFIT 401A	3,723	4,674	4,728	7,352
101-61-6101	1080	MEDICARE	2,380	3,681	3,697	5,812
101-61-6101	1081	MGMT BENEFIT/MEDICAL	5,792	8,142	8,304	20,058
101-61-6101	1082	PERS - EMPLOYEES' PORTION	19,326	19,263	19,330	29,243
101-61-6101	1083	PERS - EMPLOYER PORTION	40,426	42,969	43,120	68,752
101-61-6101	1085	LIFE INSURANCE	793	933	935	1,418
101-61-6101	1088	LONG-TERM DISABILITY INSURANCE	2,502	2,431	2,994	3,693
101-61-6101	1090	MEDICAL INS - FT EMPLOYEES	21,177	25,530	25,447	33,055
101-61-6101	1091	DENTAL INS - FT EMPLOYEES	3,636	4,051	4,042	5,637
101-61-6101	1092	VISION INS - FT EMPLOYEES	498	583	582	950
101-61-6101	1095	MEDICAL INS - RETIREES	26,773	29,446	26,962	25,077
101-61-6101	1096	UNEMPLOYMENT INSURANCE	-	627	-	577
101-61-6101	1097	WORKER'S COMPENSATION	5,854	4,784	5,724	7,993
PERSONNEL EXPENDITURES:			349,648	392,912	392,519	590,310

COMMUNITY DEVELOPMENT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6101	2055	LEGAL ADVERTISING	150	1,500	500	1,500
101-61-6101	2080	CONTRACT SVC/NON-CLASS	2,182	7,800	7,600	31,800
101-61-6101	2110	CONFERENCES & MEETINGS	713	-	27	13,600
101-61-6101	2111	MEMBERSHIPS	360	360	455	1,895
101-61-6101	2130	OFFICE EQPT MTCE	2,021	2,000	6,000	2,000
101-61-6101	2140	OFFICE SUPPLIES	13,259	13,000	11,000	13,000
101-61-6101	2141	POSTAGE	3,751	5,500	2,800	5,000
101-61-6101	2170	SPECIAL MAT'LS-SUPPLIES	2,548	5,500	2,600	5,000
101-61-6101	2177	LA CO.CLERK-ENVIR.FILING	2,502	3,000	1,700	3,000
101-61-6101	2190	TELEPHONE & FAX	14,781	12,000	12,085	12,100
101-61-6101	2220	VEHICLE MTCE & SUPPLIES	6,114	5,770	5,770	4,600
101-61-6101	2240	DUPLICATING SERVICE CHG	8,940	6,500	6,000	6,500
101-61-6101	2250	TRAINING EXPENSE	333	200	10	1,000
101-61-6101	2490	BANK SERVICE CHARGES	22,415	22,000	22,000	22,000
		OPERATING EXPENDITURES:	80,069	85,130	78,547	122,995

COMMUNITY DEVELOPMENT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6101	3860	C/O-OFFICE EQUIPMENT	1,906	-	-	-
		CAPITAL OUTLAY EXPENDITURES:	1,906	-	-	-
		GENERAL FUND - COMMUNITY DEVELOPMENT TOTAL:	431,623	478,042	471,066	713,305
745-61-6101	3860	C/O-OFFICE EQUIPMENT	-	-	-	14,200
		COMPUTER REPLACEMENT FUND - COMMUNITY DEVELOPMENT TOTAL:	-	-	-	14,200
		COMMUNITY DEVELOPMENT TOTAL (ALL FUNDS) :	431,623	478,042	471,066	727,505

BUILDING AND SAFETY

ACTIVITIES AND OBJECTIVES

Description of Activities

The Building and Safety Manager is responsible for administering the activities of both the Building & Safety and the Code Compliance Division.

The Building Division is responsible for the enforcement of the City's Building, Electrical, Plumbing and Mechanical Codes and other City, State and Federal Codes related to the construction, alteration or remodeling of buildings within the City of Norwalk.

Typical activities include plan check, permit issuance, and building inspection for all new construction and rehabilitation of commercial, residential and industrial projects. Additionally, the Building & Safety staff conducts inspections of substandard properties and provides support to the Rehabilitation and Code Compliance Appeals Board.

Fiscal Year 2013-2014 Objectives

To enhance the quality of life in Norwalk by providing for life-safety, safeguarding property and protecting public welfare through consistent enforcement of the adopted building codes.

To administer the construction waste recycling program in accordance with NMC 8.48 Article X.

To continue to coordinate Building & Safety activities within the City with other divisions and departments.

To continue to provide training for staff to maintain required certifications and continuing education with currently adopted codes required in accordance with the State Health & Safety Code Section 18968.

BUILDING AND SAFETY ACTIVITY DETAIL

Account Number	Description	Cost
2050	<u>Publications:</u> Code books and miscellaneous technical publications. (Building codebooks published every three years.)	\$ 4,000
2070	<u>Contract Services - Classified:</u> Contract Services Plan Check. (65% of plan check)	113,750
2080	<u>Contract Services - Non-Classified:</u> Substandard Rehabilitation – Board Ups. <i>15,000</i> Contract Building Inspector. <i>75,000</i>	90,000
2111	<u>Memberships:</u> International Code Council (ICC), Los Angeles County Chapter of ICC, California Building Officials (CALBO), International Association of Electrical Inspectors (IAEI), International Association of Plumbing and Mechanical Officials (IAMPO), Orange Empire Chapter ICC, and National Fire Prevention Association (NFPA).	2,000
2250	<u>Training:</u> Continuing education and certification in accordance with Health and Safety Code Section 18968 and for International Codes. Certified Access Specialist Training Program per SB 1608.	3,000
101-3870	<u>Capital Outlay - Furniture:</u> Replacement file cabinet.	1,300
745-3860	<u>Capital Outlay - Office Equipment:</u> Replacement printer for permit issuance.	2,300

Budget Program: Community Development - Building and Safety, 6102

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Building & Safety Manager (a)	0.75	0.70	85,420	81,320	Office Assistant I	1,560	-	0	29,581	-
Senior Building Inspector (b)	0.25	0.25	20,826	21,243						
Building Inspector II	2.00	2.00	144,848	147,736						
Permit Technician	2.00	2.00	109,082	111,262						
Office Assistant I	0.00	1.00	-	40,221						
(a) 25% Code Compliance, 5% Storm Water Compliance										
(b) 75% Code Compliance										
TOTAL	5.00	5.95	360,176	401,782	TOTAL	1,560	-	-	29,581	-

BUILDING & SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6102	1020	SALARIES & WAGES	396,478	360,176	348,954	401,782
101-61-6102	1030	PART TIME WAGES	18,744	29,581	23,498	-
101-61-6102	1040	OVERTIME SALARY & WAGES	293	200	188	200
101-61-6102	1049	BILINGUAL/CERTIFICAT PAY	1,305	1,300	1,295	1,300
101-61-6102	1060	PAID SICK LEAVE	3,943	6,180	6,180	4,390
101-61-6102	1065	ACCRUED PAID VACATION	1,585	5,544	5,544	6,272
101-61-6102	1078	MANAGEMENT BENEFIT 401A	1,578	1,709	1,545	1,627
101-61-6102	1080	MEDICARE	5,983	5,898	5,625	6,056
101-61-6102	1081	MGMT BENEFIT/MEDICAL	2,088	2,497	2,268	2,452
101-61-6102	1082	PERS - EMPLOYEES' PORTION	34,264	28,817	28,020	30,135
101-61-6102	1083	PERS - EMPLOYER PORTION	71,632	64,280	62,506	75,574
101-61-6102	1085	LIFE INSURANCE	1,327	1,398	1,387	1,415
101-61-6102	1088	LONG-TERM DISABILITY INSURANCE	3,816	3,637	3,611	4,058
101-61-6102	1090	MEDICAL INS - FT EMPLOYEES	54,643	54,094	53,302	63,644
101-61-6102	1091	DENTAL INS - FT EMPLOYEES	7,423	6,986	6,967	8,646
101-61-6102	1092	VISION INS - FT EMPLOYEES	869	847	832	1,012
101-61-6102	1095	MEDICAL INS - RETIREES	6,345	6,801	6,764	7,216
101-61-6102	1096	UNEMPLOYMENT INSURANCE	-	938	-	642
101-61-6102	1097	WORKER'S COMPENSATION	13,699	15,568	18,624	16,351
PERSONNEL EXPENDITURES:			626,015	596,451	577,108	632,772

BUILDING & SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6102	2050	PUBLICATIONS	(8)	500	500	4,000
101-61-6102	2070	CONTRACT SVC-CLASSIFIED	96,826	100,000	100,000	113,750
101-61-6102	2080	CONTRACT SVC/NON-CLASS	24,172	65,000	40,000	90,000
101-61-6102	2111	MEMBERSHIPS	1,943	1,850	2,600	2,000
101-61-6102	2140	OFFICE SUPPLIES	589	-	1,471	-
101-61-6102	2220	VEHICLE MTCE & SUPPLIES	14,301	8,920	8,920	12,600
101-61-6102	2250	TRAINING EXPENSE	1,202	3,000	3,000	3,000
OPERATING EXPENDITURES:			139,025	179,270	156,491	225,350
101-61-6102	3870	C/O-FURNITURE	-	-	-	1,300
CAPITAL OUTLAY EXPENDITURES:			-	-	-	1,300
GENERAL FUND -BULIDING & SAFTEY TOTAL:			765,040	775,721	733,599	859,422

BUILDING & SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
745-61-6102	3860	C/O-OFFICE EQUIPMENT	-	-	-	2,300
CAPITAL OUTLAY EXPENDITURES:			-	-	-	2,300
COMPUTER REPLACEMENT FUND - BUILDING & SAFETY TOTAL:			-	-	-	2,300
GENERAL FUND - BUILDING & SAFETY TOTAL:			765,040	775,721	733,599	861,722

ENGINEERING

ACTIVITIES AND OBJECTIVES

Description of Activities

The Engineering Division is responsible for the capital improvement and rehabilitation of the City's infrastructure including streets, water, sewer and drainage systems, and all traffic related activities.

Engineering is also responsible for, in conjunction with other City departments, City compliance with the State mandated National Pollutant Discharge Elimination System (NPDES), General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, and the Los Angeles County Congestion Management Program (CMP).

Specific activities include preparation of the City's capital projects program; programming of several Federal, State, and local funding sources; design, inspection and administration of capital improvement projects; review of private development plans; review and approval of parcel and tract maps related to private developments; technical support for the I-5 widening project; city-wide traffic signal synchronization; maintenance of public right-of-way and facilities maps; and assisting the general public with engineering related matters.

Fiscal Year 2013-2014 Objectives

To manage the completion of the final design of Firestone Bridge over the San Gabriel River.

To continue reducing the amount of carry-over Capital projects.

To support the design and construction of water improvements as funding becomes available.

To assist other departments with implementation of their capital projects including implementation of the water and sewer infrastructure improvements.

ENGINEERING
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Engineering Services- Traffic Engineer. 75,000 Public Works Inspection Contract. 40,000 Surveying/Tract Map Plan Checking. 5,000	\$ 120,000
2111	<u>Memberships:</u> Renew Professional Engineer's License, Institute of Transportation Engineers, American Public Works Association, City and County Engineers Association, ROW Association, and American Water Works Association.	800
2250	<u>Training:</u> Specialized training relating to the design, construction and management of capital improvement projects.	1,000
101-3820	<u>Capital Outlay - Automotive</u> Light bar for one truck.	800

Budget Program: Community Development - Engineering, 6103

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
City Engineer (a)	0.85	0.70	96,809	81,320						
Associate Engineer (b)	0.85	0.85	76,429	77,958						
Assistant Engineer (c)	0.95	0.95	72,013	73,454						
Engineering Technician (d)	0.90	0.95	52,227	56,234						
Office Assistant II (e)	0.50	0.50	23,691	24,162						
(a) 10% Water, 5% Sewer, 15% Storm Water Compliance										
(b) 10% Water, 5% Storm Water Compliance										
(c) 5% Water										
(d) 5% Water										
(e) 50% Planning										
TOTAL	4.05	3.95	321,169	313,128	TOTAL	-	-	-	-	-

ENGINEERING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6103	1020	SALARIES & WAGES	300,411	321,169	342,489	313,128
101-61-6103	1040	OVERTIME SALARY & WAGES	209	-	-	-
101-61-6103	1048	MEDICAL OPT-OUT-GEN. UNIT	2,600	4,560	4,706	4,560
101-61-6103	1049	BILINGUAL/CERTIFICAT PAY	-	325	293	325
101-61-6103	1060	PAID SICK LEAVE	3,785	3,579	3,579	3,810
101-61-6103	1065	ACCRUED PAID VACATION	6,241	6,104	6,104	10,082
101-61-6103	1078	MANAGEMENT BENEFIT 401A	2,053	1,937	2,215	1,627
101-61-6103	1080	MEDICARE	3,335	4,913	3,874	4,852
101-61-6103	1081	MGMT BENEFIT/MEDICAL	2,817	2,830	3,519	2,452
101-61-6103	1082	PERS - EMPLOYEES' PORTION	25,958	25,697	27,422	25,052
101-61-6103	1083	PERS - EMPLOYER PORTION	54,282	57,318	61,173	58,899
101-61-6103	1085	LIFE INSURANCE	1,096	1,245	1,320	1,214
101-61-6103	1088	LONG-TERM DISABILITY INSURANCE	2,834	3,243	3,431	3,162
101-61-6103	1090	MEDICAL INS - FT EMPLOYEES	34,656	35,472	40,091	33,943
101-61-6103	1091	DENTAL INS - FT EMPLOYEES	3,128	4,193	3,129	2,782
101-61-6103	1092	VISION INS - FT EMPLOYEES	561	734	651	581
101-61-6103	1095	MEDICAL INS - RETIREES	53,852	57,961	50,667	52,987
101-61-6103	1096	UNEMPLOYMENT INSURANCE	-	836	-	501
101-61-6103	1097	WORKER'S COMPENSATION	7,450	6,532	7,812	7,084
101-61-6103	1999	ALLOCATED PAYROLL	(55,530)	(10,000)	(118,029)	(10,000)
PERSONNEL EXPENDITURES:			449,738	528,648	444,443	517,041

ENGINEERING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6103	2050	PUBLICATIONS	181	-	-	-
101-61-6103	2080	CONTRACT SVC/NON-CLASS	208,307	242,500	215,000	120,000
101-61-6103	2111	MEMBERSHIPS	216	800	800	800
101-61-6103	2220	VEHICLE MTCE & SUPPLIES	6,600	5,280	5,280	3,200
101-61-6103	2250	TRAINING EXPENSE	155	1,000	1,000	1,000
OPERATING EXPENDITURES:			215,459	249,580	222,080	125,000
101-61-6103	3820	C/O-AUTOMOTIVE EQUIPMENT	-	-	-	800
CAPITAL OUTLAY EXPENDITURES:			-	-	-	800
GENERAL FUND - ENGINEERING TOTAL:			665,197	778,228	666,523	642,841
213-61-6103	2400	AUDIT FEES	2,000	2,000	2,100	2,500
AQMD FUND - ENGINEERING TOTAL:			2,000	2,000	2,100	2,500
ENGINEERING TOTAL (ALL FUNDS) :			667,197	780,228	668,623	645,341

CODE COMPLIANCE

ACTIVITIES AND OBJECTIVES

Description of Activities

The Building & Safety Manager is responsible for administering the activities of both the Building & Safety Division and the Code Compliance Division.

The Code Compliance Division function is focused on enforcement of property maintenance and zoning issues related to the provisions of the Norwalk Municipal Code. Primary emphasis is placed on protecting public health and safety, preserving the quality of life within the City's neighborhoods and enhancing the community's aesthetic integrity.

Code Compliance staff are responsible for responding to complaints or inquiries regarding violations of zoning, sign, land use ordinances, and public nuisances as well as for being proactive in identifying and initiating cases. Staff investigates code violations and implements appropriate corrective action. In addition, the Code Compliance Section proactively identifies community maintenance deficiencies and develops or implements appropriate mitigation measures. Although achieving voluntary compliance is a primary objective, Code Compliance staff work closely with City Prosecutors, the District Attorney's Office and the courts to protect the public health and safety.

Fiscal Year 2013-2014 Objectives

To preserve the quality of life within neighborhoods, and enhance the community's aesthetic integrity by enforcement of the Norwalk Municipal Code.

To review and revise the policies and procedures to increase efficiency and effectiveness in resolving cases.

To continue operating the Code Compliance Division on a seven-day per week schedule.

To work with owners of vacant and foreclosed properties to ensure regular monitoring and abatement of property maintenance violations.

To coordinate code enforcement activities within the City with other divisions and departments.

To effectively work with the public and the business community to investigate and resolve property maintenance and zoning violations in a timely fashion.

CODE COMPLIANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2059	<u>City Prosecutor:</u> Legal counsel required to prosecute chronic property maintenance cases.	\$ 120,000
2080	<u>Contract Services - Non-Classified:</u> Contract Services to collect fines from Administrative Citations. (Offset by revenue account code 4261) Service for providing vacant property listing.	2,500 3,500 1,000
2085	<u>Weed/Litter Abatement:</u> Contract services necessary to abate weed and litter cases.	25,000
2111	<u>Memberships:</u> Staff membership in California Association of Code Enforcement Officers.	750
2250	<u>Training:</u> Continued training in specialized code enforcement areas including customer service and conflict resolution.	1,000
101-3820	<u>Capital Outlay - Automotive Equipment:</u> Light bars for six trucks.	4,800

Budget Program:

Community Development - Code Compliance, 6104

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Building and Safety Manager (a)	0.25	0.25	28,473	29,042						
Senior Building Inspector (b)	0.75	0.75	62,479	63,728						
Code Compliance Inspector	5.00	5.00	335,680	342,415						
Office Assistant II	2.00	2.00	96,345	96,648						
(a) 70% Building & Safety, 5% Storm Water Compliance										
(b) 25% Building & Safety										
TOTAL	8.00	8.00	522,977	531,833	TOTAL	-	-	-	-	-

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6104	1020	SALARIES & WAGES	436,603	522,977	519,680	531,833
101-61-6104	1030	PART TIME WAGES	58,879	-	-	-
101-61-6104	1040	OVERTIME SALARY & WAGES	-	-	500	-
101-61-6104	1049	BILINGUAL/CERTIFICAT PAY	5,801	5,850	4,532	4,550
101-61-6104	1060	PAID SICK LEAVE	-	-	1,592	2,941
101-61-6104	1065	ACCRUED PAID VACATION	6,032	1,179	1,179	4,504
101-61-6104	1070	PAID SICK LEAVE ON TERMIN	2,149	-	-	-
101-61-6104	1078	MANAGEMENT BENEFIT 401A	609	570	724	581
101-61-6104	1080	MEDICARE	6,511	7,763	7,649	7,962
101-61-6104	1081	MGMT BENEFIT/MEDICAL	804	833	1,059	876
101-61-6104	1082	PERS - EMPLOYEE'S PORTION	38,338	41,841	41,936	42,550
101-61-6104	1083	PERS - EMPLOYER PORTION	80,163	93,338	93,551	100,035
101-61-6104	1085	LIFE INSURANCE	1,522	2,027	2,001	2,066
101-61-6104	1088	LONG-TERM DISABILITY INSURANCE	4,170	5,283	5,203	5,373
101-61-6104	1090	MEDICAL INS - FT EMPLOYEES	58,174	73,252	69,522	70,582
101-61-6104	1091	DENTAL INS - FT EMPLOYEES	6,975	8,039	8,988	9,449
101-61-6104	1092	VISION INS - FT EMPLOYEES	960	1,169	1,168	1,220
101-61-6104	1095	MEDICAL INS - RETIREES	8,880	9,600	9,622	10,012
101-61-6104	1096	UNEMPLOYMENT INSURANCE	-	1,362	-	847
101-61-6104	1097	WORKER'S COMPENSATION	11,814	10,393	12,432	11,765
PERSONNEL EXPENDITURES:			728,384	785,476	781,338	807,146

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6104	2059	CITY PROSECUTOR	107,934	120,000	115,000	120,000
101-61-6104	2080	CONTRACT SVC/NON-CLASS	3,243	3,000	2,000	3,500
101-61-6104	2085	WEED/LITTER ABATEMENT CHG	21,246	25,000	25,000	25,000
101-61-6104	2111	MEMBERSHIPS	921	600	600	750
101-61-6104	2220	VEHICLE MTCE & SUPPLIES	18,468	12,700	12,700	18,200
101-61-6104	2250	TRAINING EXPENSE	353	1,000	1,000	1,000
OPERATING EXPENDITURES:			152,165	162,300	156,300	168,450
101-61-6104	3820	C/O-AUTOMOTIVE EQUIPMENT	-	-	-	4,800
CAPITAL OUTLAY EXPENDITURES:			-	-	-	4,800
GENERAL FUND - CODE COMPLIANCE TOTAL:			880,549	947,776	937,638	980,396

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>CDBG FUND - CODE COMPLIANCE</u>						
207-61-6104	1020	SALARIES & WAGES	65,191	-	-	-
207-61-6104	1030	PART TIME WAGES	14,002	-	-	-
207-61-6104	1049	BILINGUAL/CERTIFICAT PAY	621	-	-	-
207-61-6104	1065	ACCRUED PAID VACATION	1,077	-	-	-
207-61-6104	1070	PAID SICK LEAVE ON TERMIN	430	-	-	-
207-61-6104	1078	MANAGEMENT BENEFIT 401A	45	-	-	-
207-61-6104	1080	MEDICARE	981	-	-	-
207-61-6104	1081	MGMT BENEFIT/MEDICAL	59	-	-	-
207-61-6104	1082	PERS - EMPLOYEES' PORTION	5,279	-	-	-
207-61-6104	1083	PERS - EMPLOYER PORTION	11,012	-	-	-
207-61-6104	1085	LIFE INSURANCE	243	-	-	-
207-61-6104	1088	LONG-TERM DISABILITY INSURANCE	680	-	-	-
207-61-6104	1090	MEDICAL INS - FT EMPLOYEES	9,918	-	-	-
207-61-6104	1091	DENTAL INS - FT EMPLOYEES	1,012	-	-	-
207-61-6104	1092	VISION INS - FT EMPLOYEES	155	-	-	-
207-61-6104	1097	WORKER'S COMPENSATION	1,429	-	-	-
CDBG FUND - CODE COMPLIANCE TOTAL:			112,134	-	-	-
CODE COMPLIANCE TOTAL (ALL FUNDS):			992,683	947,776	937,638	980,396

PLANNING

ACTIVITIES AND OBJECTIVES

Description of Activities

The Planning Division is responsible for all future and current land use planning; the administration of zoning regulations; compliance with the California Environmental Quality Act, State Planning Law and the requirements of other regulating agencies and for being responsive to public requests for information and assistance. The Division maintains and updates the General Plan based on community goals and objectives in order to provide for the steady and orderly growth of the community consistent with sound economic and environmental principles. The Planning Division is responsible for undertaking a broad array of special studies on topics of interest or concern to the City. It also assists in the City's efforts to attract and maintain businesses that contribute positively to the economic development of the City by supporting current business expansions and improvements and creating spaces to attract new business opportunities.

Fiscal Year 2013-2014 Objectives

To continue to guide the orderly development and continued revitalization of the community by maintaining and implementing the comprehensive General Plan.

To involve the Public Safety Department in all design review processes to ensure a safe physical environment.

To monitor the adopted General Plan and provide for an annual review by the Planning Commission and City Council.

To continue to review and develop updates to the City's subdivision and zoning ordinances and to process zone changes, where necessary, to be consistent with the General Plan update. To achieve consistency with the General Plan and Strategic Plan by developing and implementing design standards for new or rehabilitated development to promote economic objectives.

To develop strategies for specific areas of the City that will encourage development activity.

To analyze economic and demographic trends on an ongoing basis that will support planning for economic stability.

PLANNING
ACTIVITY DETAIL

Account Number	Description	Cost
2050	<u>Publications:</u> Planning Advisory Service.	\$ 900
2080	<u>Contract Services - Non-Classified:</u> Complete Housing Element update and begin preparation for Comprehensive General Plan update. <i>40,000</i> Database for Planning Commission applications and approvals. <i>15,000</i>	55,000
2111	<u>Memberships:</u> American Planning Association and American Institute of Certified Planners.	900
2250	<u>Training:</u> Specialized training to maintain compliance with State law in such matters as the Subdivision Map Act, Planning and Zoning laws and the California Environmental Quality Act.	2,000

Budget Program:

Community Development - Planning, 6105

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Planning Manager	0.75	0.00	78,269	-						
Senior Planner	1.00	2.00	87,944	171,066						
Assistant Planner	2.00	2.00	133,954	138,312						
Office Assistant II (a)	0.50	0.50	23,691	24,162						
(a) 50% Engineering										
TOTAL	4.25	4.50	323,858	333,540	TOTAL	-	-	-	-	-

PLANNING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6105	1020	SALARIES & WAGES	249,140	323,858	278,285	333,540
101-61-6105	1049	BILINGUAL/CERTIFICAT PAY	1,305	975	1,002	975
101-61-6105	1060	PAID SICK LEAVE	1,889	-	909	-
101-61-6105	1065	ACCRUED PAID VACATION	1,295	2,261	2,261	-
101-61-6105	1078	MANAGEMENT BENEFIT 401A	986	1,566	1,445	-
101-61-6105	1080	MEDICARE	3,749	4,880	4,096	4,865
101-61-6105	1081	MGMT BENEFIT/MEDICAL	4,755	8,496	7,754	-
101-61-6105	1082	PERS - EMPLOYEES' PORTION	22,511	22,971	21,132	19,201
101-61-6105	1083	PERS - EMPLOYER PORTION	47,089	57,798	49,842	62,738
101-61-6105	1085	LIFE INSURANCE	720	1,015	984	739
101-61-6105	1088	LONG-TERM DISABILITY INSURANCE	2,406	3,271	2,799	3,369
101-61-6105	1090	MEDICAL INS - FT EMPLOYEES	18,999	28,768	21,728	27,849
101-61-6105	1091	DENTAL INS - FT EMPLOYEES	3,096	4,369	3,403	4,907
101-61-6105	1092	VISION INS - FT EMPLOYEES	553	742	636	657
101-61-6105	1096	UNEMPLOYMENT INSURANCE	-	844	-	533
101-61-6105	1097	WORKER'S COMPENSATION	8,074	6,582	7,872	7,377
PERSONNEL EXPENDITURES:			366,567	468,396	404,148	466,750

PLANNING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6105	2050	PUBLICATIONS	895	895	895	900
101-61-6105	2080	CONTRACT SVC/NON-CLASS	-	36,850	5,000	55,000
101-61-6105	2111	MEMBERSHIPS	-	500	-	900
101-61-6105	2250	TRAINING EXPENSE	-	1,000	1,000	2,000
OPERATING EXPENDITURES:			895	39,245	6,895	58,800
GENERAL FUND - PLANNING TOTAL:			367,462	507,641	411,043	525,550

STORM WATER COMPLIANCE

ACTIVITIES AND OBJECTIVES

Description of Activities

Storm water compliance is an activity supported by multiple city departments for the purpose of reducing storm water discharges flowing untreated into storm drains and oceans. City Streets are swept regularly and those are accounted in the Public Services Department 101-30-3402. The City complies with the State mandated National Pollutant Discharge Elimination System (NPDES).

Fiscal Year 2013-2014 Objectives

To manage storm water discharges through the use of best management practices.

To collaborate with other agencies to create a comprehensive Watershed Management Plan.

To assist other departments with implementation of their NPDES activities.

STORM WATER COMPLIANCE

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> National Pollutant Discharge Elimination System MS4 Permit.	31,000
	National Pollutant Discharge Elimination System MS4 Compliance Service.	50,000
	MOU with Gateway Water Authority for Watershed Management Program (cost shared with Gateway City Members)	100,000
	Catch basin cleaning performed by Los Angeles County	3,000
227-2080	Bus stop trash receptacle clean up and maintenance	17,930
		\$ 184,000

Budget Program:

Community Development - Storm Water Compliance, 6106

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Director of Community Development (a)	0.00	0.05	-	7,300						
Deputy City Manager (b)	0.00	0.05	-	7,300						
Building and Safety Manager (c)	0.00	0.05	-	5,809						
City Engineer (d)	0.00	0.15	-	17,426						
Administrative Services Manager (e)	0.00	0.10	-	11,064						
Public Services Superintendent (f)	0.00	0.10	-	10,646						
Associate Engineer (g)	0.00	0.05	-	4,586						
(a) 88% Community Dev't-Admin, 7% CDBG										
(b) 80% Public Svcs-Admin, 5% Water, 5% Sewer, 5% Transportation Center										
(c) 70% Building & Safety, 25% Code Compliance										
(d) 70% Engineering, 5% Sewer, 10% Water										
(e) 50% Management Services, 40% Water										
(f) 45% Public Services-Admin, 25% Water, 10% Sewer, 10% Transportation Center										
(g) 85% Engineering, 10% Water										
TOTAL	0.00	0.55	-	64,131	TOTAL	-	-	-	-	-

STORM WATER COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6106	1020	SALARIES & WAGES	-	-	-	64,131
101-61-6106	1078	MANAGEMENT BENEFIT 401A	-	-	-	1,485
101-61-6106	1080	MEDICARE	-	-	-	929
101-61-6106	1081	MGMT BENEFIT/MEDICAL	-	-	-	3,741
101-61-6106	1082	PERS - EMPLOYEES' PORTION	-	-	-	5,133
101-61-6106	1083	PERS - EMPLOYER PORTION	-	-	-	12,067
101-61-6106	1085	LIFE INSURANCE	-	-	-	252
101-61-6106	1088	LONG-TERM DISABILITY INSURANCE	-	-	-	649
101-61-6106	1090	MEDICAL INS - FT EMPLOYEES	-	-	-	7,976
101-61-6106	1091	DENTAL INS - FT EMPLOYEES	-	-	-	693
101-61-6106	1092	VISION INS - FT EMPLOYEES	-	-	-	185
101-61-6106	1096	UNEMPLOYMENT INSURANCE	-	-	-	103
101-61-6106	1097	WORKER'S COMPENSATION	-	-	-	1,416
PERSONNEL EXPENDITURES:			-	-	-	98,760

STORM WATER COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
101-61-6106	2080	CONTRACT SVC/NON-CLASS	-	-	-	184,000
		OPERATING EXPENDITURES:	-	-	-	184,000
		GENERAL FUND - STORM WATER COMPLIANCE TOTAL:	-	-	-	282,760
227-61-6106	2080	INTER-FUND TFR/PROP C	-	-	-	17,930
		PROP C FUND - STORM WATER COMPLIANCE TOTAL:	-	-	-	17,930
		STORM WATER COMPLIANCE TOTAL (ALL FUNDS) :	-	-	-	300,690

COMMUNITY DEVELOPMENT GRANTS

ACTIVITIES AND OBJECTIVES

Description of Activities

The federally funded Community Development Block Grant (CDBG) Program has the responsibility for administering a wide range of programs whose objective is to provide housing in a sound environment, principally for low and moderate income households. The focus of activities will be to provide financial assistance in the form of low cost home improvement programs, provide essential public services, stimulate the revitalization of older declining neighborhoods and monitor the modernization of essential infrastructure in neighborhoods with high concentration of low/moderate residents. The federally funded HOME program provides funding for residential rehabilitation and the provision of housing through funding designated for a Community Housing Development Organization (CHDO).

Fiscal Year 2013-2014 Objectives

To complete all required federal reports through IDIS system; prepare the City's Annual Action Plan, application, environmental review; and CAPER year end report.

To further Fair Housing activities.

To implement all programs approved by Council that are intended to upgrade the City's residential neighborhoods, such as residential loan grants and rebates, rental rehabilitation projects, residential down payment assistance, mobile home grants, and the HOME programs.

To monitor completion of CDBG funded public facilities and public works projects and ensure conformance with Davis-Bacon procedures and regulations.

To monitor the expenditures of Graffiti Abatement and Social Services programs funded by the CDBG grant.

To use additional CDBG funding from the American Recovery and Reinvestment Act (ARRA) for the redevelopment of abandoned and foreclosed homes and various housing-related programs.

COMMUNITY DEVELOPMENT BLOCK GRANT
Planning & Administration
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Annual Action Plan.	9,955
	Consolidated Annual Performance and Evaluation Report (CAPER)	9,955
	Fair Housing Services.	12,820
		\$ 32,730

Budget Program:

Community Development - CDBG Planning & Administration, 6201

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
City Manager (a)	0.01	0.01	2,185	2,185						
Assistant City Manager	0.01	0.00	1,995	-						
Director of Community Development (b)	0.10	0.07	12,984	10,219						
Director of Finance/Treasurer (c)	0.10	0.10	11,922	13,408						
Housing Manager (d)	0.00	0.25	-	25,628						
Planning Manager	0.25	0.00	26,090	-						
Senior Accountant (e)	0.10	0.10	7,517	7,733						
Rehabilitation Specialist (f)	0.10	0.10	7,619	7,772						
Office Assistant II (g)	0.20	0.50	9,477	24,162						
(a) 74% Admin, 20% SA-RDA, 5% Water										
(b) 88% Comm. Dev't.-Admin., 5% Storm Water Compliance										
(c) 20% SA-RDA, 65% Finance, 5% Water										
(d) 67% Section 8, 8% FSS										
(e) 75% Finance , 15% SA-RDA										
(f) 81% Res. Rehab, 9% HOME										
(g) 50% Res. Rehab.										
TOTAL	0.87	1.13	79,789	91,107	TOTAL	-	-	-	-	-

CDBG FUND - PLANNING & ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
207-62-6201	1020	SALARIES & WAGES	125,436	79,789	91,127	91,107
207-62-6201	1040	OVERTIME SALARY & WAGES	59	-	-	-
207-62-6201	1048	MEDICAL OPT-OUT-GEN. UNIT	20	480	560	480
207-62-6201	1049	BILINGUAL/CERTIFICAT PAY	122	260	382	780
207-62-6201	1052	AUTO ALLOWANCE	820	996	963	552
207-62-6201	1054	CELLPHONE ALLOWANCE	5	10	8	-
207-62-6201	1060	PAID SICK LEAVE	3,818	1,085	917	1,320
207-62-6201	1065	ACCRUED PAID VACATION	3,914	5,005	5,005	2,933
207-62-6201	1078	MANAGEMENT BENEFIT 401A	3,226	1,724	2,093	1,584
207-62-6201	1080	MEDICARE	2,056	1,344	1,441	1,470
207-62-6201	1081	MGMT BENEFIT/MEDICAL	7,955	4,844	5,596	3,414
207-62-6201	1082	PERS - EMPLOYEE'S PORTION	10,073	6,387	7,321	7,291
207-62-6201	1083	PERS - EMPLOYER PORTION	21,038	14,244	16,331	17,139
207-62-6201	1085	LIFE INSURANCE	442	313	349	356
207-62-6201	1088	LONG-TERM DISABILITY INSURANCE	1,483	806	1,133	919
207-62-6201	1090	MEDICAL INS - FT EMPLOYEES	9,580	6,365	7,173	11,680
207-62-6201	1091	DENTAL INS - FT EMPLOYEES	1,598	1,114	1,137	1,500
207-62-6201	1092	VISION INS - FT EMPLOYEES	326	216	232	240
207-62-6201	1096	UNEMPLOYMENT INSURANCE	-	209	-	144
207-62-6201	1097	WORKER'S COMPENSATION	3,269	1,584	1,896	2,015
PERSONNEL EXPENDITURES:			195,240	126,775	143,663	144,924

CDBG FUND - PLANNING & ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
207-62-6201	2055	LEGAL ADVERTISING	1,330	1,600	1,400	1,300
207-62-6201	2057	PROMOTIONAL ADVERTISING	-	1,000	800	1,000
207-62-6201	2080	CONTRACT SVC/NON-CLASS	33,643	32,722	50,042	32,730
207-62-6201	2140	OFFICE SUPPLIES	1,348	2,000	1,331	1,500
207-62-6201	2141	POSTAGE	838	1,000	1,604	1,000
207-62-6201	2161	ADMINISTRATIVE COSTS	-	68	-	-
207-62-6201	2190	TELEPHONE & FAX	758	900	873	900
207-62-6201	2220	VEHICLE MTCE & SUPPLIES	1,322	1,071	197	2,100
207-62-6201	2240	DUPLICATING SERVICE CHG	1,221	800	800	700
207-62-6201	2250	TRAINING EXPENSE	163	200	850	600
207-62-6201	2400	AUDIT FEES	1,290	1,660	2,000	700
OPERATING EXPENDITURES:			41,913	43,021	59,898	42,530
207-62-6201	3860	C/O-OFFICE EQUIPMENT	-	-	1,306	-
CAPITAL OUTLAY EXPENDITURES:			-	-	1,306	-
CDBG FUND - PLANNING & ADMIN TOTAL:			237,153	169,796	204,867	187,454

COMMUNITY DEVELOPMENT BLOCK GRANT
 Residential Rehabilitation
 ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Loan Management Services. (cost split with HOME)	\$ 10,000

Budget Program:

Community Development - CDBG Residential Rehabilitation, 6202

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Rehabilitation Specialist (a)(b)	1.70	1.72	129,530	133,685						
Office Assistant II (c)	0.80	0.50	37,905	24,162						
(a) 10% CDBG Admin, 9% HOME										
(b) 9% HOME										
(c) 50% CDBG Admin										
TOTAL	2.50	2.22	167,435	157,847	TOTAL	-	-	-	-	-

CDBG FUND - RESIDENTIAL REHABILITATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
207-62-6202	1020	SALARIES & WAGES	155,980	167,435	166,082	157,847
207-62-6202	1049	BILINGUAL/CERTIFICAT PAY	3,156	2,730	4,263	2,886
207-62-6202	1060	PAID SICK LEAVE	-	2,559	2,559	3,206
207-62-6202	1065	ACCRUED PAID VACATION	-	1,799	1,799	1,715
207-62-6202	1080	MEDICARE	2,260	2,570	3,139	2,444
207-62-6202	1082	PERS - EMPLOYEES' PORTION	12,773	13,396	17,837	12,629
207-62-6202	1083	PERS - EMPLOYER PORTION	26,679	29,882	39,789	29,691
207-62-6202	1085	LIFE INSURANCE	586	649	830	612
207-62-6202	1088	LONG-TERM DISABILITY INSURANCE	1,521	1,692	2,149	1,594
207-62-6202	1090	MEDICAL INS - FT EMPLOYEES	19,439	21,321	27,071	18,799
207-62-6202	1091	DENTAL INS - FT EMPLOYEES	2,484	2,655	3,688	3,226
207-62-6202	1092	VISION INS - FT EMPLOYEES	326	350	447	324
207-62-6202	1095	MEDICAL INS - RETIREES	8,880	9,600	14,075	9,269
207-62-6202	1096	UNEMPLOYMENT INSURANCE	-	437	-	253
207-62-6202	1097	WORKER'S COMPENSATION	4,270	3,327	5,691	3,492
PERSONNEL EXPENDITURES:			238,354	260,402	289,418	247,987

CDBG FUND - RESIDENTIAL REHABILITATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
207-62-6202	2080	CONTRACT SVC/NON-CLASS	5,828	10,500	3,500	10,000
207-62-6202	2116	RESIDENTIAL LOANS/REBATES	648,862	536,683	500,000	361,600
207-62-6202	2117	LEAD TESTING / ABATEMENT	100,522	50,000	71,350	65,000
207-62-6202	2170	SPECIAL MAT'LS-SUPPLIES	14	-	-	-
OPERATING EXPENDITURES:			755,226	597,183	574,850	436,600
CDBG FUND - RESIDENTIAL REHABILITATION TOTAL:			993,580	857,585	864,268	684,587
CDBG FUND - SOCIAL SERVICES AGENCIES						
207-62-6204	2080	CONTRACT SVC/NON-CLASS	114,000	65,639	65,639	65,600
CDBG FUND - SOCIAL SERVICES AGENCIES TOTAL:			114,000	65,639	65,639	65,600
CDBG FUND TOTAL:			1,344,733	1,093,020	1,134,774	937,641

HOME PROGRAM
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Loan Management Services (cost split with Residential Rehab)	\$ 1,500
2707	<u>Community Housing Development Organization (CHDO):</u> Required set-aside funds for non-profit community based organization to develop, sponsor and own affordable housing within the City of Norwalk.	35,000

Budget Program: Community Development - Home Program, 6203

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Rehabilitation Specialist (a)(b)	0.20	0.18	15,238	13,990						
(a) 10% CDBG Admin, 81% Res. Rehab.										
(b) 91% Resid. Rehab.										
TOTAL	0.20	0.18	15,238	13,990	TOTAL	-	-	-	-	-

HOME PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
208-62-6203	1020	SALARIES & WAGES	35,531	15,238	16,661	13,990
208-62-6203	1049	BILINGUAL/CERTIFICAT PAY	622	260	284	234
208-62-6203	1060	PAID SICK LEAVE	-	655	209	-
208-62-6203	1065	ACCRUED PAID VACATION	-	1,200	440	214
208-62-6203	1080	MEDICARE	516	255	242	212
208-62-6203	1082	PERS - EMPLOYEES' PORTION	2,888	1,220	1,356	1,120
208-62-6203	1083	PERS - EMPLOYER PORTION	6,028	2,720	3,024	2,632
208-62-6203	1085	LIFE INSURANCE	125	60	71	56
208-62-6203	1088	LONG-TERM DISABILITY INSURANCE	324	154	185	142
208-62-6203	1090	MEDICAL INS - FT EMPLOYEES	3,370	1,586	2,072	1,449
208-62-6203	1091	DENTAL INS - FT EMPLOYEES	401	176	263	262
208-62-6203	1092	VISION INS - FT EMPLOYEES	60	28	34	28
208-62-6203	1096	UNEMPLOYMENT INSURANCE	-	40	-	22
208-62-6203	1097	WORKER'S COMPENSATION	672	302	564	310
PERSONNEL EXPENDITURES:			50,537	23,894	25,405	20,671
208-62-6203	2080	CONTRACT SVC/NON-CLASS	-	1,500	1,000	1,500
208-62-6203	2119	HOME REPAIR	550,230	191,012	500,000	176,500
208-62-6203	2240	DUPLICATING SERVICE CHG	37	-	-	-
208-62-6203	2707	CHDO	-	38,110	-	35,000
OPERATING EXPENDITURES:			550,267	230,622	501,000	213,000
HOME FUND PROGRAM TOTAL:			600,804	254,516	526,405	233,671

HOUSING AUTHORITY

ACTIVITIES AND OBJECTIVES

Description of Activities

The Norwalk Housing Authority (NHA) is a separate legal entity that was established in 1976 to assist lower income families secure decent, safe, and sanitary housing at affordable prices. A seven-person commission of which at least two must be tenant program participants governs the NHA. Funding for staff, housing assistance payments and program operation is provided by the U.S. Department of Housing and Urban Development (HUD).

Fiscal Year 2013-2014 Objectives

To maximize lease-up within the budget provided by HUD.

To maintain a reporting rate of 95% or more to HUD's Public and Indian Housing Information Center's (PIC) internet system.

To review all contracted families and update eligibility by June 30, 2014.

To conduct annual inspections of contracted housing units and initial inspections for new units entering the program. Verify completion of repairs within 30 days of first inspection.

To upgrade software and licenses, including implementation of iPad technology for enhanced inspection capabilities.

To continue implementation of the Tenant Integrity Program to discourage tenant fraud and ensure that assistance is being properly utilized by those families who are the most needy.

To implement the Five-Year and Annual plans as required by HUD.

To continue the Family Self-Sufficiency Program as grant funding is provided.

To promote career development of staff through attendance at training workshops and professional meetings.

HOUSING AUTHORITY

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Software upgrade, licenses, and training. 25,000 Contract Fraud Investigator. 25,000 Work Number Income Verification System. 1,200 Lead-Based Paint Testing to comply with HUD requirements. 1,000 Hearing Officer Expense. 3,500 Tenant Credit Check Service. 1,100 DOJ Sex Offender Screening of minors. 900 FBI Reports. 3,000 Fingerprinting Services. 1,800 Dataquick. 900 Wi-Fi Service and licenses for inspection devices. 1,000 Off site records storage. 1,200	\$ 65,600
2110	<u>Conferences & Meetings:</u> Annual and Spring meetings of the National Association of Housing & Redevelopment Officials; quarterly Housing Authority Finance Director's meeting; State and National legislative conferences; and miscellaneous seminars.	5,000
2111	<u>Memberships:</u> California Association of Housing Authorities (CAHA), Housing Authority Association of Southern California (HAASC), and National Association of Housing & Redevelopment Officials (national and southwest regional chapters).	1,600

HOUSING AUTHORITY

ACTIVITY DETAIL

Account Number	Description	Cost
2141	<u>Postage:</u> Mailing of annual appointment letters; verifications, forms and contracts; appointment letters for mass intake and voucher briefing sessions; waiting list correspondence and other program promotional materials; waiting list update letters.	8,000
2170	<u>Special Materials & Supplies:</u> Supplies for hosting FSS meetings and other events.	500
2190	<u>Telephone & Fax:</u> Telephones & FAX, and cell phones.	3,400
2250	<u>Training:</u> Professional development training for staff.	3,000
2400	<u>Audit Fees:</u> Contract with independent accountants for accounting and auditing services.	3,650
3860	<u>Capital Outlay - Office Equipment:</u> Three replacement computers. 2,300 Three iPads and protective cases needed as inspection devices to interface with software upgrade. 2,400 Black and White Copier 10,000	14,700

Budget Program: Community Development - Family Self Sufficiency Grant, 6301

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Housing Manager (a)	0.10	0.08	10,051	8,201						
Housing Specialist II(b)	0.20	0.20	12,607	12,860						
Housing Specialist I (c)	0.36	0.40	19,467	22,953						
(a) 67% Housing Authority, 25% CDBG										
(b) 80% Housing Authority										
(c) 160% Housing Authority										
TOTAL	0.66	0.68	42,125	44,014	TOTAL	-	-	0	-	-

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>FSS GRANT PROGRAM:</u>						
262-63-6301	1020A	SALARIES & WAGES	5,869	42,125	21,980	44,014
262-63-6301	1030A	PART TIME WAGES	50,504	-	-	-
262-63-6301	1049A	BILINGUAL/CERTIFICAT PAY	652	117	45	130
262-63-6301	1065A	ACCRUED PAID VACATION	-	-	-	300
262-63-6301	1078A	MANAGEMENT BENEFIT 401A	14	202	127	165
262-63-6301	1080A	MEDICARE	824	615	320	646
262-63-6301	1081A	MGMT BENEFIT/MEDICAL	38	-	404	539
262-63-6301	1082A	PERS - EMPLOYEES' PORTION	506	2,909	1,573	2,954
262-63-6301	1083A	PERS - EMPLOYER PORTION	1,059	7,519	3,930	8,281
262-63-6301	1085A	LIFE INSURANCE	21	131	78	130
262-63-6301	1088A	LONG-TERM DISABILITY INSURANCE	55	426	245	445
262-63-6301	1090A	MEDICAL INS - FT EMPLOYEES	837	7,002	3,730	6,631
262-63-6301	1091A	DENTAL INS - FT EMPLOYEES	120	924	504	990
262-63-6301	1092A	VISION INS - FT EMPLOYEES	13	114	66	118
262-63-6301	1093A	MEDICAL INS - PT EMPLOYEES	2,528	-	-	-
262-63-6301	1094A	DENTAL INS - PT EMPLOYEES	1,280	-	-	-
262-63-6301	1096A	UNEMPLOYMENT INSURANCE	-	110	-	70
262-63-6301	1097A	WORKER'S COMPENSATION	-	838	1,008	973
FSS GRANT PROGRAM TOTAL:			64,320	63,032	34,010	66,386

Budget Program: Community Development - Housing Authority, 6302

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Housing Manager (a)	0.90	0.67	90,453	68,682						
Housing Specialist II(b)	0.80	0.80	50,429	51,438						
Housing Specialist I (c)	1.64	1.60	88,676	91,822						
Office Assistant II	2.00	2.00	94,762	96,648						
(a) 25% CDBG, 8% FSS Grant										
(b) 20% FSS Grant										
(c) 40% FSS Grant										
TOTAL	5.34	5.07	324,320	308,590	TOTAL	-	-	-	-	-

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>NHA - VOUCHER ASSISTANCE PROGRAM:</u>						
262-63-6302	1020A	SALARIES & WAGES	308,852	324,320	322,794	308,590
262-63-6302	1030A	PART TIME WAGES	59,967	-	-	-
262-63-6302	1049A	BILINGUAL/CERTIFICAT PAY	1,558	1,183	1,250	1,170
262-63-6302	1065A	ACCRUED PAID VACATION	-	-	-	2,512
262-63-6302	1070A	PAID SICK LEAVE ON TERMIN	9,955	-	-	-
262-63-6302	1078A	MANAGEMENT BENEFIT 401A	1,931	1,810	1,875	1,374
262-63-6302	1080A	MEDICARE	4,438	4,819	4,691	4,611
262-63-6302	1081A	MGMT BENEFIT/MEDICAL	5,177	5,667	5,935	4,512
262-63-6302	1082A	PERS - EMPLOYEES' PORTION	26,739	23,841	24,562	22,413
262-63-6302	1083A	PERS - EMPLOYER PORTION	55,898	57,881	57,829	58,046
262-63-6302	1085A	LIFE INSURANCE	1,065	1,106	1,148	1,033
262-63-6302	1088A	LONG-TERM DISABILITY INSURANCE	3,095	3,277	3,225	3,117
262-63-6302	1090A	MEDICAL INS - FT EMPLOYEES	45,977	49,452	48,633	48,180
262-63-6302	1091A	DENTAL INS - FT EMPLOYEES	7,035	7,458	7,231	7,365
262-63-6302	1092A	VISION INS - FT EMPLOYEES	883	925	917	877
262-63-6302	1095A	MEDICAL INS - RETIREES	13,362	13,077	18,868	20,494
262-63-6302	1096A	UNEMPLOYMENT INSURANCE	-	843	11,400	9,713
262-63-6302	1097A	WORKER'S COMPENSATION	9,153	16,141	19,308	21,460
PERSONNEL EXPENDITURES:			555,085	511,800	529,664	515,467

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
262-63-6302	2050	PUBLICATIONS	1,186	1,500	1,186	1,200
262-63-6302	2055	LEGAL ADVERTISING	378	800	305	500
262-63-6302	2080	CONTRACT SVC/NON-CLASS	12,720	51,540	24,000	65,600
262-63-6302	2081	CONTRACT SVC-SPECIAL STUDY	550	-	-	-
262-63-6302	2100	UTILITIES	5,180	6,400	6,120	6,700
262-63-6302	2110	CONFERENCES & MEETINGS	931	2,500	2,500	5,000
262-63-6302	2111	MEMBERSHIPS	1,454	1,525	1,525	1,600
262-63-6302	2130	OFFICE EQUIPMENT MAINTENANCE	963	1,000	1,000	1,000
262-63-6302	2140	OFFICE SUPPLIES	7,918	10,000	10,000	8,000
262-63-6302	2141	POSTAGE	8,722	11,000	8,500	8,000
262-63-6302	2150	RENTAL EXPENSE	52,847	39,744	39,744	-
262-63-6302	2170	SPECIAL MATERIALS & SUPPLIES	284	600	600	500
262-63-6302	2190	TELEPHON & FAX	3,851	3,300	4,200	3,400
262-63-6302	2220	VEHICLE MTCE & SUPPLIES	5,183	3,957	3,957	6,400
262-63-6302	2240	DUPLICATING SERVICE CHG	3,099	5,000	1,800	2,500
262-63-6302	2250	TRAINING EXPENSE	973	3,000	3,000	3,000
262-63-6302	2400	AUDIT FEES	2,920	4,000	4,100	3,650
262-63-6302	2490	BANK SERVICE CHARGE	148	-	176	180

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
262-63-6302	2491	INTEREST EXPENSE	386	300	200	200
262-63-6302	2495	FSS ESCROW HAP	47,826	48,000	42,000	54,000
262-63-6302	2496	PORT-IN HAPP	723,908	620,000	725,000	750,000
262-63-6302	2497	HOUSING ASSISTANCE PAY	6,092,732	6,223,561	6,300,000	6,250,000
262-63-6302	2498	PORT-OUT ADMIN	11,706	12,000	16,000	20,000
262-63-6302	2499	PORT-OUT HAPP	162,714	170,000	220,000	300,000
262-63-6302	2998	BAD DEBT EXPENSE	2,742	7,000	7,000	7,000
OPERATING EXPENDITURES:			7,151,321	7,226,727	7,422,913	7,498,430
262-63-6302	3820	C/O- AUTOMOTIVE EQUIPMENT	17,119	-	-	-
262-63-6302	3860	C/O- OFFICE EQUIPMENT	-	-	-	14,700
262-70-7835	2080	CONTRACT SVC/NON-CLASS	2,836	37,500	37,500	-
262-70-7835	3870	C/O-FURNITURE & FIXTURE	-	30,000	26,000	-
CAPITAL OUTLAY EXPENDITURES:			19,955	67,500	63,500	14,700
NHA - VOUCHER ASSISTANCE PROGRAM TOTAL:			7,726,361	7,806,027	8,016,077	8,028,597
HOUSING PROGRAM TOTAL:			7,790,681	7,869,059	8,050,088	8,094,983

NEIGHBORHOOD PARTICIPATION STABILIZATION PROGRAM GRANT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
407-62-6206	1020	SALARIES & WAGES	1,022	-	-	-
407-62-6206	1040	OVERTIME SALARY & WAGES	160	-	-	-
407-62-6206	1078	MANAGEMENT BENEFIT 401A	4	-	-	-
407-62-6206	1080	MEDICARE	15	-	-	-
407-62-6206	1081	MGMT BENEFIT/MEDICAL	19	-	-	-
407-62-6206	1082	PERS - EMPLOYEES' PORTION	82	-	-	-
407-62-6206	1083	PERS - EMPLOYER PORTION	171	-	-	-
407-62-6206	1085	LIFE INSURANCE	4	-	-	-
407-62-6206	1088	LONG-TERM DISABILITY INSURANCE	11	-	-	-
407-62-6206	1090	MEDICAL INS - FT EMPLOYEES	79	-	-	-
407-62-6206	1091	DENTAL INS - FT EMPLOYEES	20	-	-	-
407-62-6206	1092	VISION INS - FT EMPLOYEES	4	-	-	-
PERSONNEL EXPENDITURES:			1,591	-	-	-
407-62-6206	2080	CONTRACT SVC/NON-CLASS	8,100	156,000	182,049	-
407-62-6206	2161	ADMINISTRATIVE COSTS	-	46,688	-	-
OPERATING EXPENDITURES:			8,100	202,688	182,049	-
NEIGHBORHOOD PARTICIPATION STABILIZATION FUND PROGRAM TOTAL:			9,691	202,688	182,049	-

TRANSIT

ACTIVITIES AND OBJECTIVES

Description of Activities

Norwalk Transit System (NTS) was established in 1974 as one of 16 municipal bus operators within the County of Los Angeles operating fixed-route and paratransit service. NTS fixed-route utilizes thirty (30) buses including: four (4) 40-foot Gillig Low-Floor diesel buses, three (3) 40-foot New Flyer Hybrid Gasoline/Electric buses, six (6) 41-foot New Flyer Hybrid Gasoline/Electric buses, three (3) 35-foot New Flyer Hybrid Gasoline/Electric buses and fourteen (14) 40-foot Gillig Low-Floor CNG buses. NTS provides services to over 2.2 million passengers per year. NTS provides fixed-route public transit service to the cities of Norwalk, Santa Fe Springs, Artesia, Bellflower, Cerritos, La Mirada, Whittier and portions of unincorporated LA County. The fixed-route service provides local circulation and trunk service within Norwalk and adjoining communities, as well as, connecting bus service between the Metro Rail Green Line Station and the Norwalk/Santa Fe Springs Transportation Center (Metrolink Station).

In June of 2009, a Line-by-Line Analysis was completed to provide NTS management and staff with a comprehensive study of its existing fixed-route services, and make recommendations for service improvements that maximize ridership and service performance in a cost effective manner. NTS' first major service change occurred on September 27, 2009; fixed-route service was restructured and streamlined from nine (9) routes to seven (7) routes operating in Norwalk and in the adjacent communities of Artesia, Cerritos, Bellflower, Whittier, La Mirada, La Habra, Santa Fe Springs, and the unincorporated areas of Los Angeles County. Moreover, NTS Route 3 was restructured incorporating a portion of discontinued Route 9 in the City of Santa Fe Springs, and NTS Route 7 was restructured incorporating a portion of discontinued Route 6 in the City of Whittier which occurred on September 27, 2009. NTS' second major service change occurred on September 19, 2011 affecting fixed route(s) #2, 3, 5, 7 and 8. More recently, NTS implemented further route modifications to eliminate its operational deficit and improve overall efficiency which included elimination of various segments on Route 3, elimination of Route 3 Saturday service and elimination of Route 8 service.

NTS continues to provide a high quality and efficient Advance Reservation Dial-A-Ride (DAR) for Norwalk's senior and disabled residents within the jurisdictional boundaries of the City of Norwalk through MV Transportation. NTS also contracts with Fiesta Taxi for late evening weekday supplemental taxi voucher service and daytime weekday inter-jurisdictional taxi voucher service for medical trips to eligible Norwalk/Santa Fe Springs residents and Whittier residents; 7 days a week. In keeping with its commitment to provide economic public transportation in a safe and effective manner, NTS is continuing to evaluate its paratransit services to enhance productivity and customer satisfaction. This includes development of recommendations for future service expansion and/or restructuring of existing services that takes into account the following: Residential and socio-economic growth in the service area and existing travel patterns of riders and non-riders to explore the best possible approach to enhancing the use of public transportation, including consolidating portions of paratransit services into community fixed route service. Overall, the ongoing internal performance evaluation process will ensure that NTS continues to improve its service to meet both current and future needs of the community within the constraints of available funding from local, state and federal sources

Fiscal Year 2013-2014 Objectives

NTS will continue to implement various service enhancements to benefit the Norwalk community and surrounding cities. NTS staff continues its participation in the L.A. County inter-agency Committees to address ongoing issues such as IATs, transfer policies, clearing/settlement agreement that determines the business rules for future operation of inter-agency fare programs (i.e. TAP, etc.). Two relief support vehicles are planned in FY 2013-14 to replace existing ones that have exceeded their useful life with a piggyback procurement with Montebello Transit. These vehicles are a strategic labor cost reduction to change over drivers from one shift to the next whilst keeping the bus on the road without incurring dead running distance.

Capital projects for improvements include: 1) Vehicle Maintenance Facility Upgrades 2) Construction of a CNG Vehicle Refueling Station 3) Replacement of bus wash and 4) Reconfiguration of Metrolink Station to reduce congestion and high pedestrian/bicycle traffic and 5) Replacement of (3) 2002 Low Floor 40-ft Passenger Gillig Buses with (3) 40-foot ADA compliant low-floor CNG buses that have an expected useful life of 12 years/500,000 miles. Lastly, an acquisition of a Metrolink Parking Ticket Vending Machine for single day parking is planned for FY 2013-14.

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-45xx	1020	REG SALARIES & WAGES	2,118,894	2,057,702	1,835,961	2,046,660
710-45-45xx	1021	REG SALARIES & WAGES-BUS OPERATORS	1,117,955	1,594,314	1,135,721	1,609,316
710-45-45xx	1030	PART TIME WAGES	96,253	223,958	239,446	274,642
710-45-45xx	1031	PART TIME WAGES-BUS OPERATORS	1,492,879	1,086,000	1,277,056	1,082,938
710-45-45xx	1040	OVERTIME SALARY & WAGES	28,407	17,675	21,319	17,413
710-45-45xx	1041	OVERTIME WAGES-BUS OPERATORS	32,148	35,000	39,374	35,000
710-45-45xx	1045	COMP TIME PAY	1,438	600	1,045	600
710-45-45xx	1046	BUS OPERATOR - TRAINEE	175	-	400	-
710-45-45xx	1048	MEDICAL OPT-OUT-GEN. UNIT	9,992	16,802	15,514	16,324
710-45-45xx	1049	BILINGUAL/CERTIFICAT PAY	21,802	19,500	20,047	20,020
710-45-45xx	1052	AUTO ALLOWANCE	2,378	4,392	4,367	4,308
710-45-45xx	1055	HOLIDAY PAY	22,038	30,000	13,550	29,685
710-45-45xx	1060	PAID SICK LEAVE	13,082	15,750	16,964	27,005
710-45-45xx	1065	ACCRUED PAID VACATION	36,329	30,154	36,552	35,922
710-45-45xx	1066	COMPENSATED ABSENCES	(19,522)	-	-	-
710-45-45xx	1070	PAID SICK LEAVE ON TERMIN	22,424	7,500	7,427	7,500
710-45-45xx	1074	EMPLOYEE'S AWARDS	50	1,000	1,000	1,000
710-45-45xx	1078	MANAGEMENT BENEFIT 401A	10,149	10,350	9,526	10,339
710-45-45xx	1080	MEDICARE	67,029	75,132	63,018	76,172
710-45-45xx	1081	MGMT BENEFIT/MEDICAL	26,280	30,251	30,889	34,836
710-45-45xx	1082	PERS - EMPLOYEES' PORTION	285,026	275,097	237,639	262,167
710-45-45xx	1083	PERS - EMPLOYER'S PORTION	596,268	651,769	538,553	687,691
710-45-45xx	1084	EMPLOYEE' BENEFITS-UNIFORMS	3,956	10,820	7,429	10,680
710-45-45xx	1085	LIFE INSURANCE	9,891	10,011	9,658	10,931
710-45-45xx	1086	EMPLOYEES' PHYSICALS	7,424	10,915	6,325	10,810

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-45xx	1088	LONG-TERM DISABILITY INSURANCE	32,390	36,886	31,361	36,926
710-45-45xx	1090	MEDICAL INS - FT EMPLOYEES	462,960	520,354	410,532	517,012
710-45-45xx	1091	DENTAL INS - FT EMPLOYEES	66,530	79,223	59,364	76,728
710-45-45xx	1092	VISION INS - FT EMPLOYEES	8,148	9,748	7,923	9,965
710-45-45xx	1093	MEDICAL INS - PT EMPLOYEES	90,725	85,091	90,854	90,514
710-45-45xx	1094	DENTAL INS - PT EMPLOYEES	34,254	31,566	33,897	35,004
710-45-45xx	1095	MEDICAL INS - RETIREES	313,022	349,422	367,559	378,241
710-45-45xx	1096	UNEMPLOYMENT INSURANCE	116,781	141,579	86,212	73,549
710-45-45xx	1097	WORKER'S COMPENSATION	829,291	758,705	907,821	1,035,842
710-45-45xx	1097	OPEB-FUTURE FTE RETIREES UNFUNDED LIABILITY	403,807	-	-	-
PERSONNEL EXPENDITURES:			8,360,652	8,227,267	7,564,302	8,565,740

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-45xx	2050	PUBLICATIONS	493	2,245	2,200	4,816
710-45-45xx	2056	CLASSIFIED ADVERTISING	6,249	5,000	5,000	5,000
710-45-45xx	2057	PROMOTIONAL ADVERTISING	-	500	500	500
710-45-45xx	2063	FACILITY MTCE SERVICES	1,890	2,700	2,700	2,700
710-45-45xx	2080	CONTRACT SVC/NON-CLASS	540,708	520,032	500,453	539,946
710-45-45xx	2086	LEGAL SERVICES	-	500	-	500
710-45-45xx	2090	EQUIP MTCE & SUPPLIES	20,201	25,815	25,500	21,898
710-45-45xx	2100	UTILITIES	51,777	61,414	60,300	67,511
710-45-45xx	2110	CONFERENCES & MEETINGS	5,695	10,990	10,100	12,385
710-45-45xx	2111	MEMBERSHIPS	25,952	27,208	26,696	27,199
710-45-45xx	2114	GRANT EXPENSES	311	1,000	-	1,000
710-45-45xx	2115	AUTO EXPENSES	2,400	-	-	-
710-45-45xx	2130	OFFICE EQPT MTCE	2,261	3,403	3,140	2,676
710-45-45xx	2140	OFFICE SUPPLIES	16,047	15,368	15,140	15,289
710-45-45xx	2141	POSTAGE	2,890	1,991	2,020	1,978
710-45-45xx	2150	RENTAL EXPENSE	45,197	47,230	46,075	48,395
710-45-45xx	2158	OTHER GOVT AGENCIES FEES	11,660	10,245	10,200	9,143
710-45-45xx	2160	SPECIAL FEES & SERVICES	23,315	24,150	23,261	23,498
710-45-45xx	2161	ADMINISTRATIVE COSTS	446,000	458,130	458,130	495,400
710-45-45xx	2166	SPEC FEE-LOBBYIST WASH DC	-	-	-	500
710-45-45xx	2170	SPECIAL MAT'LS-SUPPLIES	49,453	63,400	51,683	69,825
710-45-45xx	2180	SMALL TOOLS	627	1,660	1,533	3,975
710-45-45xx	2190	TELEPHONE & FAX	17,426	17,294	16,176	16,031

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-45xx	2220	VEHICLE MTCE & SUPPLIES	-	1,315	1,220	6,281
710-45-45xx	2221	VEHICLE MTCE-PARTS & SERV	237,960	237,250	198,250	182,250
710-45-45xx	2222	VEHICLE MTCE-FUEL & LUB	1,031,982	950,366	856,000	730,832
710-45-45xx	2223	VEHICLE MTCE-TIRES & TUBE	1,316	1,660	800	1,590
710-45-45xx	2224	ACCIDENT DAMAGES REPAIRS	24,041	33,200	32,000	31,800
710-45-45xx	2240	DUPLICATING SERVICE CHG	1,243	1,708	1,200	1,699
710-45-45xx	2250	TRAINING EXPENSE	805	11,135	12,195	25,490
710-45-45xx	2400	AUDIT FEES	5,310	6,865	6,865	7,630
710-45-45xx	2450	LIAB, FIRE & OTHERS INS.	801,614	935,455	935,455	635,180
710-45-45xx	2490	BANK SERVICE CHARGES	-	2,722	2,600	2,600
OPERATING EXPENDITURES:			3,374,823	3,481,948	3,307,392	3,010,515
TRANSIT FUND - OPERATIONS TOTAL:			11,735,475	11,709,216	10,871,695	11,576,256

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
<u>TRANSIT CAPITAL - OUTLAYS</u>						
710-45-45xx	2990	DEPRECIATION EXPENSES	7,244	-	-	1,988
712-45-45xx	2990	DEPRECIATION EXPENSES	1,292,342	-	-	-
712-45-45xx	3831	C/O-TRAN REV VEH PURCHASE	719	8,499,537	6,800,000	1,212,040
712-45-45xx	3833	C/O-TRAN MAJOR COMPON VEH	121,566	180,000	85,000	180,000
712-45-45xx	3841	C/O-TRAN MAINT & OPS BLDG	-	-	-	38,127
712-45-45xx	3851	C/O-TRAN MAINT & OPS SUP EQ	478	-	7,000	-
712-45-45xx	3852	C/O-TRAN ADMIN SUPPORT EQ	5,860	4,000	2,000	4,000
712-45-45xx	3853	C/O-TRAN DATA & COMM SYSTEM	32,481	-	-	-
712-45-45xx	3860	C/O-OFFICE EQUIPMENT	-	-	-	17,600
712-45-45xx	3884	C/O-DATA / COMM / ITS	-	40,000	28,000	136,400
712-45-45xx	3894	C/O-CAPITALI/MAINT TIRES	(72,105)	-	-	-
711-45-45xx	3831	C/O-TRAN REV VEH PURCHASE	-	257,776	110,000	291,000
TRANSIT FUNDS CAPITAL TOTAL:			1,388,585	8,981,313	7,032,000	1,881,155

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
210-45-45xx	3831	C/O-TRAN REV VEH PURCHASE	-	9,000	-	12,010
210-45-45xx	3833	C/O-TRAN MAJOR COMPON VEH	-	35,000	25,000	45,000
210-45-45xx	3841	C/O-TRAN MAINT & OPS BLDG	-	-	-	9,532
210-45-45xx	3851	C/O-TRAN MAINT & OPS SUP EQ	-	1,000	1,400	1,000
210-45-45xx	3852	C/O-TRAN ADMIN SUPPORT EQ	-	-	400	-
210-45-45xx	3860	C/O-OFFICE EQUIPMENT	-	-	-	4,400
210-45-45xx	3884	C/O-DATA / COMM / ITS	-	10,000	7,000	9,100
TRANSIT PROP A CAPITAL TOTAL:			-	55,000	33,800	81,042
227-45-4501	3995	INTER-FUND TRANSFER	85,200	66,400	66,400	115,420
227-45-4503	3884	C/O-DATA / COMM / ITS	-	-	-	25,000
TRANSIT PROP C CAPITAL TOTAL:			85,200	66,400	66,400	140,420
213-45-4501	3990	INTER-FUND TRANSFER	30,000	34,000	29,143	30,000
AQMD FUND TRANSFER SUBTOTAL:			30,000	34,000	29,143	30,000
TRANSIT TOTAL (ALL FUNDS):			13,239,260	20,845,929	18,033,037	13,708,872

TRANSIT ADMINISTRATION
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Graphic Design. 5,000 Marketing Services. 7,500 Systems Maps. 7,500	\$ 20,000
2110	<u>Conferences & Meetings:</u> American Public Transit Association. 1,500 Legislative Meetings. 1,500 California Transit Association. 1,500 CalAct. 500 Federal Transit Administration. 500 NTI Grants Management Seminars. 1,000 Safety Meetings. 500 Miscellaneous Staff Travel Expenses. 1,000	8,000
2111	<u>Memberships:</u> American Public Transportation Association. 19,500 California Association for Coordinated Transportation. 250 California Transit Association. 7,000 California Association for Public Purchasing Officers. 250	27,000
2140	<u>Office Supplies:</u> Paper, Toner, Forms, Files, Folders, Labels, Pens, etc.	8,500
2159	<u>Regulatory Survey:</u> NTD Triennial Sampling Requirement (Passenger Miles Traveled).	15,000

TRANSIT ADMINISTRATION

ACTIVITY DETAIL

Account Number	Description	Cost
2161	<u>Administrative Costs:</u> City Hall Administrative Personnel.	495,400
2170	<u>Special Materials & Supplies:</u> Bus Schedules, Maps, Brochures. 12,000 Holiday Bus Wraps. 8,000 Meeting Supplies. 2,000 Promotional Materials. 15,000	37,000
2250	<u>Training:</u> Staff Seminars and Development Works.	12,000

Budget Program: Transit - Administration 710-45-4500

Full Time Positions

Part Time Positions

FY 12-13 Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Director of Transportation (a)	0.50	0.50	64,915	69,522	Office Assistant I	3926	3926	2	78,336	82,815
Manager of Strategic Planning & Administrative Services (a)	0.50	0.50	52,179	53,226						
Management Analyst II (b)	1.75	1.75	132,653	128,125						
Payroll Personnel Technician	1.00	1.00	62,571	63,819						
Office Assistant III	1.00	1.00	58,030	59,193						
Office Assistant II (c)	1.75	0.70	82,917	33,827						
Office Assistant I	1.00	2.00	43,476	84,567						
Transportation Resource Coordinator	1.00	0.00	47,381	-						
Customer Service Assistant	0.00	1.00	-	48,324						
(a) 50% Equipment Maintenance										
(b) 25% Equipment Maintenance										
(c) 30% Transportation Center										
TOTAL	8.50	8.45	544,122	540,603	TOTAL	3,926	3,926	2	78,336	82,815

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-4500	1020	REG SALARIES & WAGES	566,696	544,122	506,833	540,603
710-45-4500	1030	PART TIME WAGES	73,040	78,336	76,899	82,815
710-45-4500	1040	OVERTIME SALARY & WAGES	1,511	1,000	1,599	1,000
710-45-4500	1045	COMP TIME PAY	1,342	600	-	600
710-45-4500	1048	MEDICAL OPT-OUT-GEN. UNIT	2,550	4,800	3,580	4,800
710-45-4500	1049	BILINGUAL/CERTIFICAT PAY	2,650	2,600	2,198	1,950
710-45-4500	1052	AUTO ALLOWANCE	1,300	2,400	2,386	2,400
710-45-4500	1060	PAID SICK LEAVE	4,712	5,854	5,854	6,154
710-45-4500	1065	ACCRUED PAID VACATION	11,830	13,748	13,748	12,844
710-45-4500	1070	PAID SICK LEAVE ON TERMIN	265	-	1,575	-
710-45-4500	1078	MANAGEMENT BENEFIT 401A	3,581	3,641	3,626	3,846
710-45-4500	1080	MEDICARE	8,728	9,669	7,816	9,665
710-45-4500	1081	MGMT BENEFIT/MEDICAL	10,183	11,574	11,534	12,104
710-45-4500	1082	PERS-EMPLOYEES' PORTION	50,248	43,536	40,671	41,242
710-45-4500	1083	PERS-EMPLOYER'S PORTION	105,078	97,108	90,727	101,688
710-45-4500	1085	LIFE INSURANCE	1,388	1,492	1,522	1,695
710-45-4500	1086	EMPLOYEES' PHYSICALS	-	200	-	200
710-45-4500	1088	LONG-TERM DISABILITY	5,553	5,497	5,340	5,461
710-45-4500	1090	MEDICAL INS - FT EMPL	61,707	59,289	53,110	64,611
710-45-4500	1091	DENTAL INS - FT EMPL	11,286	11,876	9,817	11,189
710-45-4500	1092	VISION INS - FT EMPL	1,306	1,386	1,209	1,394
710-45-4500	1093	MEDICAL INS - PT EMPLOYEES	2,645	2,760	4,051	5,520
710-45-4500	1094	DENTAL INS- PT EMPL	336	351	1,010	1,747
710-45-4500	1095	MEDICAL INS - RETIREES	45,801	50,187	50,719	55,628
710-45-4500	1096	UNEMPLOYMENT INSURANCE	11,700	14,900	-	864
710-45-4500	1097	WORKERS' COMPENSATION	16,208	10,813	12,948	11,958
PERSONNEL EXPENDITURES:			1,001,644	977,739	908,773	981,978

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-4500	2050	PUBLICATIONS	-	500	500	500
710-45-4500	2056	CLASSIFIED ADVERTISING	6,249	5,000	5,000	5,000
710-45-4500	2057	PROMOTIONAL ADVERTISING	-	500	500	500
710-45-4500	2080	CONTRACT SVC/NON-CLASS	100,383	36,585	36,585	20,000
710-45-4500	2086	LEGAL SERVICES	-	500	-	500
710-45-4500	2090	EQUIP MTCE & SUPPLIES	569	500	-	500
710-45-4500	2100	UTILITIES	1,351	1,500	1,330	1,500
710-45-4500	2110	CONFERENCES & MEETINGS	3,889	7,000	7,000	8,000
710-45-4500	2111	MEMBERSHIPS	25,890	27,000	26,696	27,000
710-45-4500	2114	GRANT EXPENSES	311	1,000	-	1,000
710-45-4500	2115	AUTO EXPENSES	2,400	-	-	-
710-45-4500	2130	OFFICE EQPT MTCE	990	1,697	1,500	1,000
710-45-4500	2140	OFFICE SUPPLIES	10,544	8,500	8,500	8,500
710-45-4500	2141	POSTAGE	2,360	1,500	1,500	1,500
710-45-4500	2150	RENTAL EXPENSE	183	-	-	-
710-45-4500	2159	SECTION 15 SURVEY	-	-	-	15,000
710-45-4500	2160	SPECIAL FEES & SERVICES	-	-	61	-
710-45-4500	2161	ADMINISTRATIVE COSTS	446,000	458,130	458,130	495,400
710-45-4500	2166	SPEC FEE-LOBBYIST WASH DC	-	-	-	500
710-45-4500	2170	SPECIAL MAT'LS-SUPPLIES	29,347	33,500	33,500	37,000

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-4500	2190	TELEPHONE & FAX	14,249	13,700	12,637	12,600
710-45-4500	2240	DUPLICATING SERVICE CHG	542	500	-	500
710-45-4500	2250	TRAINING EXPENSE	-	2,000	2,000	12,000
710-45-4500	2400	AUDIT FEES	5,310	3,755	3,755	4,700
710-45-4500	2450	LIAB, FIRE & OTHER INS.	801,614	935,455	935,455	635,180
710-45-4500	2490	BANK SERVICE CHARGES		2,722	2,600	2,600
OPERATING EXPENDITURES:			1,452,181	1,541,544	1,537,249	1,290,980
TRANSIT: ADMINISTRATION TOTAL (4500):			2,453,825	2,519,283	2,446,022	2,272,958

TRANSIT OPERATIONS

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> DAR & Subregional Taxi Voucher Services. DAR Advance Reservations Provider. Special Service Orders & Charters. Performance Ride Checks.	55,000 406,571 3,000 8,500
2110	<u>Conferences & Meetings:</u> American Public Transit Association. California Transit Association. Miscellaneous Staff Travel Expenses.	1,000 500 500
2140	<u>Office Supplies:</u> Paper, Toner, Forms, Files, Folders, Labels, Pens, etc.	5,000
2150	<u>Rental Expenses:</u> Bloomfield Lot (Parking & Storage Space).	47,600
2160	<u>Special Fees & Services:</u> Moneycounting (Fare Revenue).	20,000
2170	<u>Special materials & Supplies:</u> TAP Card Supplies. Taxi Vouchers. Zee Medical (Operations & Dispatch).	1,000 1,000 3,000
2250	<u>Training:</u> CDL Training. Five Start Roadeo/National. State Certified Compliance Training Materials. Training Aids/Materials.	2,000 6,000 1,500 1,500

Budget Program: Transit - Operations 710-45-4501

Full Time Positions

Part Time Positions

FY 12-13 Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Manager of Transit Operations	1.00	1.00	100,503	102,510	Coach Operators - On Call	55,803	50,153	43	1,086,000	1,082,938
Transit Safety & Training Coordinator	1.00	1.00	75,252	76,757						
Senior Transit Operations Supervisor	1.00	1.00	75,252	76,757						
Transit Operations Supervisor	4.00	4.00	248,180	253,126						
Dispatcher	2.00	2.00	108,300	110,454						
Office Assistant II	1.00	1.00	47,381	48,324						
Subtotal Regular Salaries:	10.00	10.00	654,868	667,928						
Coach Operator	30.00	30.00	1,594,314	1,609,316						
TOTAL	40.00	40.00	2,249,182	2,277,244	TOTAL	55,803	50,153	43	1,086,000	1,082,938

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-4501	1020	REG SALARIES & WAGES	631,022	654,868	595,516	667,928
710-45-4501	1021	REG SALARIES & WAGES-BUS OPERATORS	1,117,955	1,594,314	1,135,721	1,609,316
710-45-4501	1030	PART TIME WAGES	-	-	99,343	-
710-45-4501	1031	PART TIME WAGES-BUS OPERATORS	1,492,879	1,086,000	1,277,056	1,082,938
710-45-4501	1040	OVERTIME SALARY & WAGES	15,695	10,000	13,210	10,000
710-45-4501	1041	OVERTIME WAGES-BUS OPERATORS	32,148	35,000	39,374	35,000
710-45-4501	1046	B.O.- TRAINEE TRAINING	175	-	400	-
710-45-4501	1049	BILINGUAL/CERTIFICAT PAY	18,603	16,900	17,391	17,550
710-45-4501	1055	HOLIDAY PAY	17,307	22,170	11,501	22,170
710-45-4501	1060	PAID SICK LEAVE	4,424	6,087	7,362	13,116
710-45-4501	1065	ACCRUED PAID VACATION	11,609	7,392	7,392	12,142
710-45-4501	1066	COMPENSATED ABSENCES	(28,842)	-	-	-
710-45-4501	1070	PAID SICK LEAVE ON TERMIN	16,355	7,500	48	7,500
710-45-4501	1074	EMPLOYEE'S AWARDS	50	1,000	1,000	1,000
710-45-4501	1078	MANAGEMENT BENEFIT 401A	1,970	2,011	2,002	2,051
710-45-4501	1080	MEDICARE	44,832	50,112	42,938	50,658
710-45-4501	1081	MGMT BENEFIT/MEDICAL	5,215	6,296	6,339	6,734
710-45-4501	1082	PERS - EMPLOYEES' PORTION	160,091	165,206	139,287	159,628
710-45-4501	1083	PERS - EMPLOYER'S PORTION	335,208	401,404	316,143	428,344
710-45-4501	1084	EMPLOYEE' BENEFITS-UNIFORMS	3,935	7,500	7,401	7,500
710-45-4501	1085	LIFE INSURANCE	6,054	6,789	6,229	7,145
710-45-4501	1086	EMPLOYEES' PHYSICALS	6,497	8,000	5,448	8,000
710-45-4501	1088	LONG-TERM DISABILITY INSURANCE	17,857	22,720	18,366	23,003
710-45-4501	1090	MEDICAL INS - FT EMPLOYEES	282,760	363,906	281,674	364,385
710-45-4501	1091	DENTAL INS - FT EMPLOYEES	37,911	49,604	37,989	51,592
710-45-4501	1092	VISION INS - FT EMPLOYEES	4,779	6,258	5,294	6,836

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-4501	1093	MEDICAL INS - PT EMPLOYEES	85,905	80,040	83,767	82,800
710-45-4501	1094	DENTAL INS - PT EMPLOYEES	32,818	30,056	31,735	32,147
710-45-4501	1095	MEDICAL INS - RETIREES	182,700	202,738	204,639	211,710
710-45-4501	1096	UNEMPLOYMENT INSURANCE	96,984	115,043	58,329	51,046
710-45-4501	1097	WORKER'S COMPENSATION	627,379	646,830	773,952	924,619
710-45-4501	1098	OPEB-FUTURE FTE RETIREES UNFUNDED LIABILITY	403,807	-	-	-
PERSONNEL EXPENDITURES:			5,666,082	5,605,744	5,226,846	5,896,858

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
710-45-4501	2050	PUBLICATIONS	-	500	500	500
710-45-4501	2080	CONTRACT SVC/NON-CLASS	440,325	464,368	455,868	473,071
710-45-4501	2090	EQUIP MTCE & SUPPLIES	7,662	6,900	6,900	3,000
710-45-4501	2100	UTILITIES	24,733	30,200	27,770	29,600
710-45-4501	2110	CONFERENCES & MEETINGS	674	1,500	1,500	2,000
710-45-4501	2130	OFFICE EQPT MTCE	805	1,000	1,000	1,000
710-45-4501	2140	OFFICE SUPPLIES	3,896	5,000	5,000	5,000
710-45-4501	2141	POSTAGE	110	200	-	200
710-45-4501	2150	RENTAL EXPENSE	45,000	46,400	45,675	47,600
710-45-4501	2160	SPECIAL FEES & SERVICES	21,127	20,000	20,000	20,000
710-45-4501	2170	SPECIAL MAT'LS-SUPPLIES	4,637	5,000	5,000	5,000
710-45-4501	2190	TELEPHONE & FAX	1,752	2,100	2,039	2,000
710-45-4501	2240	DUPLICATING SERVICE CHG	701	1,000	1,000	1,000
710-45-4501	2250	TRAINING EXPENSE	128	4,500	4,964	11,000
710-45-4501	2400	AUDIT FEES	-	3,110	3,110	2,930
OPERATING EXPENDITURES:			551,550	591,778	580,326	603,901
TRANSIT FUND: OPERATIONS TOTAL (4501):			6,217,632	6,197,522	5,807,172	6,500,759

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
213-45-4501	3990	INTER-FUND TRANSFER-COMMUTER BENEFITS	30,000	34,000	29,143	30,000
		AQMD FUND TRANSFER SUBTOTAL:	30,000	34,000	29,143	30,000
227-45-4501	3995	INTER-FUND TRANSFER	85,200	66,400	66,400	115,420
		PROP C TRANSFER SUBTOTAL:	85,200	66,400	66,400	115,420
		ALL FUNDS: OPERATIONS TOTAL (4501):	6,332,832	6,297,922	5,902,715	6,646,179

TRANSPORTATION - Capital Outlay (4503)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
712-45-4503	2990	DEPRECIATION EXPENSE	1,292,342	-	-	-
712-45-4503	3831	C/O-TRAN REV VEH PURCHASE	719	8,499,537	6,800,000	1,212,040
712-45-4503	3833	C/O-TRAN MAJOR COMPON VEH	121,566	180,000	85,000	180,000
712-45-4503	3841	C/O-TRAN MAINT & OPS BLDG	-	-	-	38,127
712-45-4503	3851	C/O-TRAN MAINT & OPS SUP EQ	478	-	7,000	-
712-45-4503	3852	C/O-TRAN ADMIN SUPPORT EQ	5,860	4,000	2,000	4,000
712-45-4503	3853	C/O-TRAN DATA & COMM SYSTEM	32,481	-	-	-
712-45-4503	3860	C/O-OFFICE EQUIPMENT	-	-	-	17,600
712-45-4503	3884	C/O-DATA / COMM / ITS	-	40,000	28,000	136,400
712-45-4503	3894	CAPITALIZED PURCHASES	(72,105)	-	-	-
TRANSIT CAPITAL TOTAL:			1,381,341	8,723,537	6,922,000	1,588,167
711-45-4503	3831	C/O-TRAN REV VEH PURCHASE	-	257,776	110,000	291,000
TRANSIT PROP 1B CAPITAL TOTAL:			-	257,776	110,000	291,000

TRANSPORTATION - Capital Outlay (4503)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
210-45-4503	3831	C/O-TRAN REV VEH PURCHASE	-	9,000	-	12,010
210-45-4503	3833	C/O-TRAN MAJOR COMPON VEH	-	35,000	25,000	45,000
210-45-4503	3841	C/O-TRAN MAINT & OPS BLDG	-	-	-	9,532
210-45-4503	3851	C/O-TRAN MAINT & OPS SUP EQ	-	1,000	1,400	1,000
210-45-4503	3852	C/O-TRAN ADMIN SUPPORT EQ	-	-	400	-
210-45-4503	3860	C/O-OFFICE EQUIPMENT	-	-	-	4,400
210-45-4503	3884	C/O-DATA / COMM / ITS	-	10,000	7,000	9,100
TRANSIT PROP A CAPITAL TOTAL:			-	55,000	33,800	81,042
227-45-4503	3884	C/O-DATA / COMM / ITS	-	-	-	25,000
TRANSIT PROP C CAPITAL TOTAL:			-	-	-	25,000
TOTAL CAPITAL OUTLAY EXPENDITURES:			1,381,341	9,036,313	7,065,800	1,985,209

TRANSPORTATION - EM:Admin (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 79.5% FROM EQUIPMENT MAINTENANCE - ADMIN 736-45-4502)						
710-45-4502	1020A	REG SALARIES & WAGES	136,916	190,828	190,356	112,952
710-45-4502	1040A	OVERTIME SALARY & WAGES	-	2,075	-	1,988
710-45-4502	1048A	MEDICAL OPT-OUT-GEN. UNIT	42	-	990	-
710-45-4502	1049A	BI-LINGUAL/CERTIFICAT PAY	42	-	-	-
710-45-4502	1052A	AUTO ALLOWANCE	1,078	1,992	1,981	1,908
710-45-4502	1060A	PAID SICK LEAVE	2,260	2,487	2,487	2,551
710-45-4502	1065A	ACCRUED PAID VACATION	6,624	6,899	6,899	6,874
710-45-4502	1078A	MANAGEMENT BENEFIT 401A	2,969	3,022	3,010	3,058
710-45-4502	1080A	MEDICARE	2,267	3,110	2,939	1,970
710-45-4502	1081A	MGMT BENEFIT/MEDICAL	8,443	9,606	9,573	9,623
710-45-4502	1082A	PERS-EMPLOYEES' PORTION	10,982	15,270	15,217	9,038
710-45-4502	1083A	PERS-EMPLOYER'S PORTION	22,939	34,056	33,944	21,246
710-45-4502	1085A	LIFE INSURANCE	503	554	687	438
710-45-4502	1088A	LONG-TERM DISABILITY	1,457	1,927	2,107	1,141
710-45-4502	1090A	MEDICAL INS - FT EMPL	10,059	14,651	14,833	4,889
710-45-4502	1091A	DENTAL INS - FT EMPL	2,218	3,770	3,482	1,156
710-45-4502	1092A	VISION INS - FT EMPL	375	540	510	278
710-45-4502	1096A	UNEMPLOYMENT INSURANCE	-	496	-	180
710-45-4502	1097A	WORKERS' COMPENSATION	3,493	3,792	4,542	2,499
PERSONNEL EXPENDITURES:			212,667	295,075	293,558	181,788

TRANSPORTATION - EM:Admin (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 79.5% FROM EQUIPMENT MAINTENANCE - ADMIN 736-45-4502)						
710-45-4502	2130	OFFICE EQPT MTCE	-	208	-	199
710-45-4502	2140	OFFICE SUPPLIES	478	1,038	1,000	994
710-45-4502	2141	POSTAGE	81	208	200	199
710-45-4502	2190	TELEPHONE & FAX	1,425	1,494	1,500	1,431
710-45-4502	2240	DUPLICATING SERVICE CHG	-	208	200	199
710-45-4502	2250	TRAINING EXPENSE	677	1,660	1,500	1,590
OPERATING EXPENDITURES:			2,661	4,814	4,400	4,611
TRANSIT: EM ADMIN TOTAL (4502) :			215,328	299,889	297,958	186,399

TRANSPORTATION - EM: Vehicle (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 79.5% FROM EQUIPMENT MAINTENANCE - VEHICLE MAINT 736-45-4520)						
710-45-4520	1020A	REG SALARIES & WAGES	741,616	631,821	513,926	684,396
710-45-4520	1030A	PART TIME WAGES	23,213	145,622	63,203	191,827
710-45-4520	1040A	OVERTIME SALARY & WAGES	10,593	4,150	6,174	3,975
710-45-4520	1045A	COMP TIME PAY	51	-	51	-
710-45-4520	1048A	MEDICAL OPT-OUT-GEN. UNIT	7,037	11,354	11,290	10,876
710-45-4520	1049A	BILINGUAL/CERTIFICAT PAY	479	-	(10)	491
710-45-4520	1055A	HOLIDAY PAY	4,474	7,470	1,939	7,155
710-45-4520	1060A	PAID SICK LEAVE	1,594	1,252	1,252	4,892
710-45-4520	1065A	ACCRUED PAID VACATION	5,927	2,001	8,053	3,834
710-45-4520	1066A	COMPENSATED ABSENCES	9,320	-	-	-
710-45-4520	1070A	PAID SICK LEAVE ON TERMIN	5,491	-	5,491	-
710-45-4520	1078A	MANAGEMENT BENEFIT 401A	1,540	1,585	841	1,306
710-45-4520	1080A	MEDICARE	10,611	11,692	8,865	13,253
710-45-4520	1081A	MGMT BENEFIT/MEDICAL	2,306	2,624	3,257	6,016
710-45-4520	1082A	PERS-EMPLOYEES' PORTION	60,242	48,321	40,138	49,314
710-45-4520	1083A	PERS-EMPLOYER'S PORTION	125,809	112,760	92,387	128,734
710-45-4520	1084A	UNIFORM ALLOWANCE	21	3,320	28	3,180
710-45-4520	1085A	LIFE INSURANCE	1,841	1,108	1,152	1,555
710-45-4520	1086A	EMPLOYEES' PHYSICALS	927	2,490	877	2,385
710-45-4520	1088A	LONG-TERM DISABILITY	7,114	6,380	5,244	6,910
710-45-4520	1090A	MEDICAL INS - FT EMPL	102,536	78,053	57,562	78,451

TRANSPORTATION - EM: Vehicle (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 79.5% FROM EQUIPMENT MAINTENANCE - VEHICLE MAINT 736-45-4520)						
710-45-4520	1091A	DENTAL INS - FT EMPL	14,292	13,217	7,625	12,068
710-45-4520	1092A	VISION INS - FT EMPL	1,596	1,479	859	1,369
710-45-4520	1093A	MEDICAL INS - PT EMPL	2,175	2,291	2,995	2,194
710-45-4520	1094A	DENTAL INS - PT EMPL	1,100	1,159	1,152	1,110
710-45-4520	1095A	MEDICAL INSURANCE - RETIREES	84,521	96,497	112,202	110,903
710-45-4520	1096A	UNEMPLOYMENT INSURANCE	8,097	11,047	27,882	21,393
710-45-4520	1097A	WORKERS' COMPENSATION	180,981	96,552	115,526	95,866
PERSONNEL EXPENDITURES:			1,415,504	1,294,246	1,089,960	1,443,454

TRANSPORTATION - EM: Vehicle (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 79.5% FROM EQUIPMENT MAINTENANCE - VEHICLE MAINT 736-45-4520)						
710-45-4520	2050	PUBLICATIONS	493	1,245	1,200	3,816
710-45-4520	2080	CONTRACT SVC/NON-CLASS	-	19,079	8,000	19,875
710-45-4520	2090	EQUIP MTCE & SUPPLIES	341	415	600	398
710-45-4520	2100	UTILITIES	25,693	29,714	31,200	36,411
710-45-4520	2110	CONFERENCES & MEETINGS	1,132	2,490	1,600	2,385
710-45-4520	2111	MEMBERSHIPS	62	208	-	199
710-45-4520	2130	OFFICE EQUIPMENT MTCE	466	498	640	477
710-45-4520	2140	OFFICE SUPPLIES	1,129	830	640	795
710-45-4520	2141	POSTAGE	339	83	320	80
710-45-4520	2150	RENTAL EXPENSE	14	830	400	795
710-45-4520	2158	OTHER GOV'T AGENCIES FEES	1,814	1,245	1,200	9,143
710-45-4520	2160	SPECIAL FEES AND SERVICES	2,188	4,150	3,200	3,498
710-45-4520	2170	SPECIAL MAT'LS-SUPPLIES	15,469	24,900	13,183	27,825
710-45-4520	2180	SMALL TOOLS	627	1,660	1,533	3,975
710-45-4520	2220	VEHICLE MTCE & SUPPLIES	-	415	320	6,281
710-45-4520	2221	VEHICLE MTCE-PARTS & SERV	237,960	235,000	196,000	180,000
710-45-4520	2222	VEHICLE MTCE-FUEL & LUB	1,031,982	950,366	856,000	730,832
710-45-4520	2223	VEHICLE MTCE-TIRES & TUBE	1,316	1,660	800	1,590
710-45-4520	2224	ACCIDENT DAMAGES REPAIRS	24,041	33,200	32,000	31,800
710-45-4520	2250	TRAINING EXPENSE	-	2,075	2,831	-
710-45-4520	2990	DEPRECIATION EXPENSES	7,244	-	-	1,988
OPERATING EXPENDITURES:			1,352,310	1,310,062	1,151,667	1,062,161
TRANSIT: VEHICLE MAINT TOTAL (4520):			2,767,814	2,604,308	2,241,628	2,505,615

TRANSPORTATION - EM: Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 90% FROM EQUIPMENT MAINTENANCE - NON- VEHICLE MAINT 736-45-4801)						
710-45-4801	1020A	REG SALARIES & WAGES	42,644	36,063	29,331	40,781
710-45-4801	1040A	OVERTIME SALARY & WAGES	608	450	335	450
710-45-4801	1045A	COMP TIME PAY	3	-	3	-
710-45-4801	1048A	MEDICAL OPT-OUT-GEN. UNIT	405	648	644	648
710-45-4801	1049A	BILINGUAL/CERTIFICAT PAY	28	-	468	29
710-45-4801	1055A	HOLIDAY PAY	257	360	111	360
710-45-4801	1060A	PAID SICK LEAVE	92	71	10	292
710-45-4801	1065A	ACCRUED PAID VACATION	339	114	460	229
710-45-4801	1070A	PAID SICK LEAVE ON TERMIN	313	-	313	-
710-45-4801	1078A	MANAGEMENT BENEFIT 401A	89	91	48	78
710-45-4801	1080A	MEDICARE	591	549	459	627
710-45-4801	1081A	MGMT BENEFIT/MEDICAL	133	150	186	359
710-45-4801	1082A	PERS-EMPLOYEES' PORTION	3,463	2,765	2,327	2,946
710-45-4801	1083A	PERS-EMPLOYER'S PORTION	7,234	6,441	5,352	7,679
710-45-4801	1085A	LIFE INSURANCE	105	68	67	98
710-45-4801	1086A	EMPLOYEES' PHYSICALS	-	225	-	225
710-45-4801	1088A	LONG-TERM DISABILITY	409	362	304	411
710-45-4801	1090A	MEDICAL INS - FT EMPL	5,898	4,455	3,352	4,676
710-45-4801	1091A	DENTAL INS - FT EMPL	823	756	450	723
710-45-4801	1092A	VISION INS - FT EMPL	92	85	50	88
710-45-4801	1093A	MEDICAL INS -PT EMP	-	-	41	-
710-45-4801	1096A	UNEMPLOYMENT INSURANCE	-	93	-	65
710-45-4801	1097A	WORKERS' COMPENSATION	1,230	717	853	900
PERSONNEL EXPENDITURES:			64,756	54,463	45,165	61,662

TRANSPORTATION - EM: Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(ALLOCATION OF 90% FROM EQUIPMENT MAINTENANCE - NON- VEHICLE MAINT 736-45-4801)						
710-45-4801	2063	FACILITY MTCE SERVICES	1,890	2,700	2,700	2,700
710-45-4801	2080	CONTRACT SVC/NON-CLASS	-	-	-	27,000
710-45-4801	2090	EQUIP MTCE & SUPPLIES	11,629	18,000	18,000	18,000
710-45-4801	2158	OTHER GOV'T AGENCIES FEES	9,846	9,000	9,000	-
710-45-4801	2220	VEHICLE MTCE & SUPPLIES	-	900	900	-
710-45-4801	2221	PARTS & SERVICES	-	2,250	2,250	2,250
710-45-4801	2250	TRAINING EXPENSE	-	900	900	900
OPERATING EXPENDITURES:			23,365	33,750	33,750	50,850
TRANSIT: NON-VEHICLE MAINT TOTAL (4801):			88,121	88,213	78,915	112,512

EQUIPMENT MAINTENANCE ACTIVITIES AND OBJECTIVES

Description of Activities

The Equipment Maintenance Division of the Norwalk Transportation Department provides maintenance support to the City's fleet of vehicles and equipment. The City has a variety of vehicles and equipment that require ongoing/preventative maintenance including: buses, heavy duty vehicles, light trucks, passenger sedans and other pieces of equipment ranging from generators to power mowers. The Transportation Department is now operating gasoline/electric-powered hybrid buses. However, in July 2010 the manufacturer of the gasoline hybrid propulsion systems, ISE Corporation, filed for bankruptcy and subsequently was liquidated in January 2011. Although the bus manufacturer, New Flyer Corporation, is supporting the existing buses for NTS apparently no new gasoline hybrid propulsion systems will be manufactured for future bus builds. The South Coast Air Quality Management District (SCAQMD) requires all NTS future bus acquisitions to be alternative fueled. The most practical fuel-path available to NTS at this time is compressed natural gas, (CNG). NTS fueling facilities and maintenance building infrastructure upgrades will be necessary to support future CNG bus purchases. The Equipment Maintenance Division is responsible to ensure that the fleet is properly maintained in accordance with generally accepted industry standards and in compliance with all Federal, State and Local regulatory and vehicle manufacturer's specifications. The Equipment Maintenance division operates year-round, seven days a week.

Fiscal Year 2013-2014 Objectives

The Equipment Maintenance Division continues to provide an ongoing in-service staff training and professional skills development program in an effort to improve overall service quality in the performance of the department's stated mission. Specialized equipment repair work is selectively contracted out as appropriate. A proactive Preventive Maintenance program assures that rolling stock and mechanical equipment is kept at peak performance. The Transportation Department is an active member of the Southern California Regional Transit Training Consortium (SCR TTC), whose mission is to develop effective partnerships with public transportation, private sector providers, and the community colleges to develop instructional curriculum and training in bus technology and equipment maintenance. The Transportation Department will continue to use Federal Transportation Administration (FTA) capital grant funds in the acquisition of associated maintenance items (such as major bus components and bus tire lease) and for a portion of preventive maintenance expenses.

The Transportation Department will make needed improvements to the equipment maintenance yard; including new fueling capabilities and infrastructure to compress and dispense CNG and bus wash systems to assure compliance with all applicable environmental regulations. Parking plans are being developed to maximize the most efficient use of existing yard space, while remaining sensitivity to safety concerns. An RFP was released on January 14, 2013 for the design-build and maintenance of a complete "turn-key" CNG vehicle refueling station located at the Transportation and Public Services Facility including upgrades to the Vehicle Maintenance Facility with a methane detection system to accommodate the repair and maintenance of CNG buses, trucks and autos. Each of NTS' two fuel lanes will have a fueling dispenser and nozzle for CNG transfer onto NTS fixed route CNG buses. The CNG station will be capable of fast fueling thirty (30) CNG buses on an average of fifty five (55) Diesel Equivalent Gallons (DEG) per bus to 3,600 psi, temperature adjusted to seventy (70) degrees Fahrenheit in a five (5) hour period. The methane detection system shall minimize the risk to City personnel and facilities in the event of a release of gaseous natural gas from within the Vehicle Maintenance Facility. Project also consists of designing and installing a Fall Arrest System in service bays number 1, 2 and 3.

The outdated bus wash will be replaced with an automatic, touchless heavy-duty vehicle wash and water reclamation system. There will be a reconfiguration of the Metrolink Station; entrance and its surrounding parking lot and bus loading and unloading zone which have become more congested with conflicting vehicles and high pedestrian/bicycle traffic linking the station platform to Imperial Highway.

As a Division of the Norwalk Transportation Department, Equipment Maintenance will continue to work closely with all City of Norwalk Departments, to ensure that the highest quality of equipment maintenance service and support is provided. This includes accomplishment of the City's safety goals by following Injury Prevention Program Guidelines and providing ongoing health/safety training programs to the staff. Management staff will continue an ongoing comprehensive review of overall equipment maintenance procurement activities as it relates to fleet management policies and practices; the scheduled acquisition and replacement of tools and equipment; continuous materials, parts, and major component supplier relations; heavy and light duty tire management; fare collection; fleet maintenance system and the service, fueling and washing of vehicles and equipment.

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
736-45-xxxx	1020	REG SALARIES & WAGES	1,113,972	1,031,213	881,121	1,048,266
736-45-xxxx	1030	PART TIME WAGES	28,218	175,448	76,149	241,292
736-45-xxxx	1040	OVERTIME SALARY & WAGES	13,531	8,000	7,811	8,000
736-45-xxxx	1045	COMP TIME PAY	65	-	65	-
736-45-xxxx	1048	MEDICAL OPT-OUT-GEN. UNIT	9,050	14,400	15,511	14,400
736-45-xxxx	1049	BILINGUAL/CERTIFICAT PAY	613	-	508	650
736-45-xxxx	1052	AUTO ALLOWANCE	1,300	2,400	2,386	2,400
736-45-xxxx	1055	HOLIDAY PAY	5,729	9,400	2,459	9,400
736-45-xxxx	1060	PAID SICK LEAVE	4,770	4,583	4,515	9,687
736-45-xxxx	1065	ACCRUED PAID VACATION	15,504	10,850	18,526	13,723
736-45-xxxx	1066	COMPENSATED ABSENCES	11,229	-	-	-
736-45-xxxx	1070	PAID SICK LEAVE ON TERMIN	6,964	-	6,964	-
736-45-xxxx	1078	MANAGEMENT BENEFIT 401A	5,569	5,652	4,692	5,576
736-45-xxxx	1080	MEDICARE	16,287	18,444	14,732	19,845
736-45-xxxx	1081	MGMT BENEFIT/MEDICAL	13,135	14,903	15,664	20,070
736-45-xxxx	1082	PERS - EMPLOYEES' PORTION	90,321	79,687	69,278	76,671
736-45-xxxx	1083	PERS - EMPLOYER'SPORTION	188,629	184,043	158,153	197,186
736-45-xxxx	1084	EMPLOYEE' BENEFITS-OTHER	25	4,000	33	4,000
736-45-xxxx	1085	LIFE INSURANCE	2,962	2,078	2,291	2,616
736-45-xxxx	1086	EMPLOYEES' PHYSICALS	1,127	3,250	1,057	3,250
736-45-xxxx	1088	LONG-TERM DISABILITY INSURANCE	10,864	10,411	9,194	10,584
736-45-xxxx	1090	MEDICAL INS - FT EMPLOYEES	143,386	116,642	90,948	110,026
736-45-xxxx	1091	DENTAL INS - FT EMPLOYEES	20,973	21,306	13,883	17,437
736-45-xxxx	1092	VISION INS - FT EMPLOYEES	2,496	2,527	1,706	2,170

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
736-45-xxxx	1093	MEDICAL INS - PT EMPL	2,645	2,760	3,653	2,760
736-45-xxxx	1094	DENTAL INS - PT EMPL	1,338	1,396	1,388	1,396
736-45-xxxx	1095	MEDICAL INS - RETIREES	102,696	116,261	135,183	139,501
736-45-xxxx	1096	UNEMPLOYMENT INSURANCE	9,831	14,011	33,593	27,209
736-45-xxxx	1097	WORKER'S COMPENSATION	225,151	121,694	145,608	124,729
PERSONNEL EXPENDITURES:			2,048,380	1,975,359	1,717,072	2,112,844

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
736-45-xxxx	2050	PUBLICATIONS	2,124	1,500	9,400	4,800
736-45-xxxx	2063	FACILITY MTCE SERVICES	2,100	3,000	3,000	3,000
736-45-xxxx	2080	CONTRACT SVC/NON-CLASS	-	-	10,000	55,000
736-45-xxxx	2090	EQUIP MTCE & SUPPLIES	14,278	20,500	20,750	20,500
736-45-xxxx	2100	UTILITIES	30,955	35,800	42,170	45,800
736-45-xxxx	2110	CONFERENCES & MEETINGS	1,619	3,000	2,000	3,000
736-45-xxxx	2111	MEMBERSHIPS	75	250	-	250
736-45-xxxx	2130	OFFICE EQPT MTCE	561	850	800	850
736-45-xxxx	2140	OFFICE SUPPLIES	3,717	2,250	2,950	2,250
736-45-xxxx	2141	POSTAGE	600	350	400	350
736-45-xxxx	2150	RENTAL EXPENSE	17	1,000	500	1,000
736-45-xxxx	2158	OTHER GOV'T AGENCIES FEES	12,829	11,500	11,500	11,500
736-45-xxxx	2160	SPECIAL FEES & SERVICES	2,636	5,000	4,000	4,400
736-45-xxxx	2170	SPECIAL MAT'LS-SUPPLIES	23,921	30,000	16,479	35,000
736-45-xxxx	2180	SMALL TOOLS	834	2,000	1,917	5,000
736-45-xxxx	2190	TELEPHONE & FAX	1,518	1,800	1,750	1,800
736-45-xxxx	2220	VEHICLE MTCE & SUPPLIES	-	1,500	1,400	7,900
736-45-xxxx	2221	VEHICLE MTCE-PARTS & SERV	34,629	285,632	247,500	292,500
736-45-xxxx	2222	VEHICLE MTCE-FUEL & LUB	1,286,411	1,089,475	1,070,000	919,286
736-45-xxxx	2223	VEHICLE MTCE-TIRES & TUBE	-	2,000	1,000	2,000
736-45-xxxx	2224	ACCIDENT DAMAGES REPAIR	38,577	40,000	40,000	40,000
736-45-xxxx	2240	DUPLICATING SERVICE CHG	-	250	-	250
736-45-xxxx	2250	TRAINING EXPENSE	816	5,500	3,500	5,500
736-45-xxxx	2990	DEPRECIATION EXPENSES	7,244	-	-	-
736-45-xxxx	3894	CAPITALIZED PURCHASES	(11,882)	-	-	-
OPERATING EXPENDITURES:			1,453,579	1,543,157	1,491,016	1,461,936
EQUIPMENT MAINTENANCE FUND TOTAL			3,501,959	3,518,516	3,208,088	3,574,780

EQUIPMENT MAINTENANCE - ADMINISTRATION
ACTIVITY DETAIL

Account Number	Description	Cost
2140	<u>Office Supplies:</u> Paper, Toner, Forms, Files, Folders, Labels, Pens, etc.	\$ 1,250
2190	<u>Rental Expenses:</u> Telephone, Fax, Cellphones, etc.	1,800
2250	<u>Training:</u> Staff Seminars & Development.	2,000

Budget Program: Equipment Maintenance - Administration 736-45-4502

Full Time Positions

Part Time Positions

FY 12-13	FY 12-13	FY 13-14	FY 12-13	FY 13-14		FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
Position Title	Adopted	Adopted	Budgeted	Budgeted	Position Title	Adopted	Adopted	Number of PT	Budgeted	Budgeted
	Allocation	Allocation	Salary	Salary		Hours	Hours	Positions	Wages	Wages
Director of Transportation (a)	0.50	0.50	64,915	69,522						
Manager of Strategic Planning & Admin Services (a)	0.50	0.50	52,179	53,226						
Management Analyst II (b)	0.25	0.25	18,951	19,330						
Storekeeper	1.00	0.00	50,392	-						
Office Assistant I	1.00	0.00	43,476	-						
(a) 50% Transit Administration										
(b) 75% Transit Administration										
TOTAL	3.25	1.25	229,913	142,078	TOTAL	-	-	-	-	-

EQUIPMENT MAINTENANCE - Administration (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(79.5 % CHARGED TO TRANSIT EM-ADMIN 710-45-4502 & 20.5 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4502	1020	REG SALARIES & WAGES	165,142	229,913	229,344	142,078
736-45-4502	1040	OVERTIME SALARY & WAGES	-	2,500	-	2,500
736-45-4502	1048	MEDICAL OPT-OUT-GEN. UNIT	50	-	1,193	-
736-45-4502	1049	BILINGUAL/CERTIFICAT PAY	-	-	-	-
736-45-4502	1052	AUTO ALLOWANCE	1,300	2,400	2,386	2,400
736-45-4502	1060	PAID SICK LEAVE	2,726	2,996	2,996	3,209
736-45-4502	1065	ACCRUED PAID VACATION	7,981	8,312	8,312	8,646
736-45-4502	1078	MANAGEMENT BENEFIT 401A	3,580	3,641	3,626	3,846
736-45-4502	1080	MEDICARE	2,734	3,747	3,541	2,478
736-45-4502	1081	MGMT BENEFIT/MEDICAL	10,183	11,574	11,534	12,104
736-45-4502	1082	PERS-EMPLOYEES' PORTION	13,247	18,397	18,333	11,368
736-45-4502	1083	PERS-EMPLOYER'S PORTION	27,670	41,031	40,897	26,725
736-45-4502	1085	LIFE INSURANCE	606	667	828	551
736-45-4502	1088	LONG-TERM DISABILITY	1,758	2,322	2,539	1,435
736-45-4502	1090	MEDICAL INS - FT EMPL	12,133	17,652	17,872	6,150
736-45-4502	1091	DENTAL INS - FT EMPL	2,676	4,542	4,196	1,454
736-45-4502	1092	VISION INS - FT EMPL	452	651	615	350
736-45-4502	1096	UNEMPLOYMENT INSURANCE	-	598	-	227
736-45-4502	1097	WORKERS' COMPENSATION	4,212	4,569	5,472	3,143
PERSONNEL EXPENDITURES:			256,450	355,512	353,684	228,664

EQUIPMENT MAINTENANCE - Administration (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(79.5 % CHARGED TO TRANSIT EM-ADMIN 710-45-4502 & 20.5 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4502	2130	OFFICE EQPT MTCE	-	250	-	250
736-45-4502	2140	OFFICE SUPPLIES	1,389	1,250	1,250	1,250
736-45-4502	2141	POSTAGE	282	250	-	250
736-45-4502	2190	TELEPHONE & FAX	1,518	1,800	1,750	1,800
736-45-4502	2240	DUPLICATING SERVICE CHG	-	250	-	250
736-45-4502	2250	TRAINING EXPENSE	816	2,000	-	2,000
OPERATING EXPENDITURES:			4,005	5,800	3,000	5,800
EQUIPMENT MAINTENANCE FUND:						
ADMINISTRATION TOTAL:			260,455	361,312	356,684	234,464

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2050	<u>Publications:</u> ALL DATA. 1000 Cummins Institute. 500 Cummins Cal Pacific Software. 2100 Allison Software. 1200	\$ 4,800
2080	<u>Contract Services - Non-Classified:</u> Fuel System & EMS Support.	25,000
2090	<u>Equipment Maintenance & Supplies:</u> Fire Extinguishers for Buses/Paratransits.	500
2110	<u>Conferences & Meetings:</u> Century Bus Maintenance Forum. 500 American Public Transit Association. 500 California Transit Association. 500 Maintenance & Safety Meetings. 500 Municipal Equipment Maintenance Association. 500 Miscellaneous Staff Travel Expenses. 500	3,000
2140	<u>Office Supplies:</u> Paper, Toner, Forms, Files Folders, Labels, Pens, etc.	1,000
2158	<u>Other Government Agency Fees:</u> AQMD Emission Fee. 600 LA County Fire CUPU Fee. 2,500 State Board of Equalization Tank Fees. 8,400	11,500

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE

ACTIVITY DETAIL

Account Number	Description	Cost
2160	<u>Special Fees and Services:</u> Hazardous Materials Collection Service.	4,400
2170	<u>Special Materials & Supplies:</u> Work Gloves, Rags, Protective Equipment, etc. 7,500 Automotive Parts & Supply. 7,500 Bus cleaning; Turkish Towels, Graffiti Removal/wipes. 5,000 Shop Cleaning/Custodial Supplies. 5,000 Bus Decals. 2,500 Anti-Seize. 2,500 Welding Supplies, Misc. Tools, Equipment Parts. 2,500 First Aid Medical Supplies. 2,500	35,000
2220	<u>Maintenance & Supplies:</u> Parts/Service/Repair Fuel Management System. 1,500 Diagnostic Tools. 6,400	7,900
2221	<u>Parts & Service:</u> Parts for Service-Vehicles. 147,500 Service Repair (Small to Medium). 75,000 Service Repair (Heavy Duty). 60,000 Fixed Route Radio Service Repair. 7,500	290,000
2222	<u>Fuel & Lube:</u> Diesel & Unleaded Fuel. 586,562 Cardlock System/Emergency Fuel Service. 12,500 Mutual Propane. 1,000 Compressed Natural Gas Fuel. 319,224	919,286

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2224	<u>Damage Repair:</u> Bus Body Damage Repair. Muncie Reclamaton & Supply. Small-Mid Size Auto Body Repair.	24,283 15,000 717
2250	<u>Training:</u> Staff Seminars & Development. CDL Training. State Certified Compliance Traning. Workshops & Training Aids/Materials. OCTA Maintenance Training Program.	500 500 500 500 500

Budget Program: Equipment Maintenance - Vehicle Maintenance 736-45-4520

Full Time Positions

Part Time Positions

FY 12-13	FY 12-13	FY 13-14	FY 12-13	FY 13-14		FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
Position Title	Adopted	Adopted	Budgeted	Budgeted	Position Title	Adopted	Adopted	Number of PT	Budgeted	Budgeted
	Allocation	Allocation	Salary	Salary		Hours	Hours	Positions	Wages	Wages
Fleet Maintenance Manager (a)	0.95	0.95	95,478	82,124	Equipment Service Helper	9,964	9,964	6	175,448	203,072
Lead Equipment Mechanic (a)	1.90	1.90	142,980	145,840	Mechanic Trainee	-	1,820	1	-	38,220
Mechanic (a)	8.55	8.55	522,772	536,003						
Storekeeper II (a)	0.00	0.95	-	51,001						
Office Assistant II (a)	0.00	0.95	-	45,908						
(a) 5% charged to Non-Vehicle Maintenance										
TOTAL	11.40	13.30	761,230	860,876	TOTAL	9,964	11,784	7	175,448	241,292

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(79.5 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 20.5 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	1020	REG SALARIES & WAGES	901,388	761,230	619,187	860,876
736-45-4520	1030	PART TIME WAGES	28,218	175,448	76,149	241,292
736-45-4520	1040	OVERTIME SALARY & WAGES	12,854	5,000	7,439	5,000
736-45-4520	1045	COMP TIME PAY	62	-	62	-
736-45-4520	1048	MEDICAL OPT-OUT-GEN. UNIT	8,550	13,680	13,602	13,680
736-45-4520	1049	BILINGUAL/CERTIFICAT PAY	582	-	(12)	618
736-45-4520	1055	HOLIDAY PAY	5,443	9,000	2,336	9,000
736-45-4520	1060	PAID SICK LEAVE	1,942	1,508	1,508	6,154
736-45-4520	1065	ACCRUED PAID VACATION	7,147	2,411	9,703	4,823
736-45-4520	1066	COMPENSATED ABSENCES	11,229	-	-	-
736-45-4520	1070	PAID SICK LEAVE ON TERMIN	6,616	-	6,616	-
736-45-4520	1078	MANAGEMENT BENEFIT 401A	1,871	1,910	1,013	1,643
736-45-4520	1080	MEDICARE	12,895	14,087	10,681	16,670
736-45-4520	1081	MGMT BENEFIT/MEDICAL	2,804	3,162	3,924	7,567
736-45-4520	1082	PERS - EMPLOYEES' PORTION	73,221	58,218	48,359	62,030
736-45-4520	1083	PERS - EMPLOYER'SPORTION	152,911	135,855	111,309	161,929
736-45-4520	1084	UNIFORM ALLOWANCE	25	4,000	33	4,000
736-45-4520	1085	LIFE INSURANCE	2,239	1,335	1,388	1,956
736-45-4520	1086	EMPLOYEES' PHYSICALS	1,127	3,000	1,057	3,000
736-45-4520	1088	LONG-TERM DISABILITY INSURANCE	8,651	7,687	6,317	8,692
736-45-4520	1090	MEDICAL INS - FT EMPLOYEES	124,690	94,040	69,352	98,681
736-45-4520	1091	DENTAL INS - FT EMPLOYEES	17,382	15,924	9,186	15,180

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(79.5 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 20.5 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	1092	VISION INS - FT EMPLOYEES	1,942	1,782	1,035	1,722
736-45-4520	1093	MEDICAL INS - PT EMPL	2,645	2,760	3,608	2,760
736-45-4520	1094	DENTAL INS - PT EMPL	1,338	1,396	1,388	1,396
736-45-4520	1095	MEDICAL INSURANCE - RETIREES	102,696	116,261	135,183	139,501
736-45-4520	1096	UNEMPLOYMENT INSURANCE	9,831	13,310	33,593	26,910
736-45-4520	1097	WORKER'S COMPENSATION	219,571	116,328	139,188	120,586
PERSONNEL EXPENDITURES:			1,719,870	1,559,332	1,313,205	1,815,665

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(79.5 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 20.5 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	2050	PUBLICATIONS	2,124	1,500	9,400	4,800
736-45-4520	2080	CONTRACT SVC/NON-CLASS	-	-	10,000	25,000
736-45-4520	2090	EQUIP MTCE & SUPPLIES	341	500	750	500
736-45-4520	2100	UTILITIES	30,955	35,800	42,170	45,800
736-45-4520	2110	CONFERENCES & MEETINGS	1,619	3,000	2,000	3,000
736-45-4520	2111	MEMBERSHIPS	75	250	-	250
736-45-4520	2130	OFFICE EQPT MTCE	561	600	800	600
736-45-4520	2140	OFFICE SUPPLIES	2,328	1,000	1,700	1,000
736-45-4520	2141	POSTAGE	318	100	400	100
736-45-4520	2150	RENTAL EXPENSE	17	1,000	500	1,000
736-45-4520	2158	OTHER GOV'T AGENCIES FEES	2,223	1,500	1,500	11,500
736-45-4520	2160	SPECIAL FEES & SERVICES	2,636	5,000	4,000	4,400
736-45-4520	2170	SPECIAL MAT'LS-SUPPLIES	23,921	30,000	16,479	35,000
736-45-4520	2180	SMALL TOOLS	834	2,000	1,917	5,000
736-45-4520	2220	VEHICLE MTCE & SUPPLIES	-	500	400	7,900
736-45-4520	2221	VEHICLE MTCE-PARTS & SERV	34,629	283,132	245,000	290,000
736-45-4520	2222	VEHICLE MTCE-FUEL & LUB	1,286,411	1,089,475	1,070,000	919,286
736-45-4520	2223	VEHICLE MTCE-TIRES & TUBE	-	2,000	1,000	2,000
736-45-4520	2224	ACCIDENT DAMAGES REPAIRS	38,577	40,000	40,000	40,000

EQUIPMENT MAINTENANCE - VEHICLE MAINTENANCE (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(79.5 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 20.5 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	2240	DUPLICATING SERVICE CHG	-	-	-	-
736-45-4520	2250	TRAINING EXPENSE	-	2,500	2,500	2,500
736-45-4520	2990	DEPRECIATION EXPENSES	7,244	-	-	-
736-45-4520	3894	CAPITALIZED PURCHASES	(11,882)	-	-	-
OPERATING EXPENDITURES:			1,422,931	1,499,857	1,450,516	1,399,636
EQUIPMENT MAINTENANCE FUND						
VEHICLE MAINTENANCE TOTAL:			3,142,801	3,059,189	2,763,721	3,215,301

EQUIPMENT MAINTENANCE NON-VEHICLE MAINTENANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2063	<u>Facility Maintenance Services:</u> Medical First Aid Kits. 1,000 Underground Storage City Yard Tank Inspections. 2,000	\$ 3,000
2080	<u>Contract Services - Non-Classified:</u> CNG Station Maintenance.	30,000
2090	<u>Equipment Maintenance & Supplies:</u> Air Compressor Service. 3,000 Bus Washer Maintenance. 3,000 Fuel Tank/Pumps Maintenance Service Repair. 5,000 Hydraulic Lift Maintenance. 5,500 Inspections/Repairs Emergency Generator. 1,000 Parts Washer Maintenance. 1,000 Routine Pressure Washer Repair. 1,000 Routine Maintenance Freight Elevator. 500	20,000
2221	<u>Parts & Service:</u> Parts & Service Equipment.	2,500
2250	<u>Training:</u> Staff Seminars & Development.	1,000

Budget Program: Equipment Maintenance - Non-Vehicle Maintenance 736-45-4801

Full Time Positions

Part Time Positions

FY 12-13	FY 12-13	FY 13-14	FY 12-13	FY 13-14		FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
Position Title	Adopted	Adopted	Budgeted	Budgeted	Position Title	Adopted	Adopted	Number of PT	Budgeted	Budgeted
	Allocation	Allocation	Salary	Salary		Hours	Hours	Positions	Wages	Wages
Fleet Maintenance Manager (a)	0.05	0.05	5,026	4,327						
Lead Equipment Mechanic (a)	0.10	0.10	7,526	7,676						
Mechanic (a)	0.45	0.45	27,518	28,208						
Storekeeper II (a)	0.00	0.05	-	2,685						
Office Assistant II (a)	0.00	0.05	-	2,416						
(a) 95% charged to Equipment Maintenance Operations										
TOTAL	0.60	0.70	40,070	45,312	TOTAL	-	-	-	-	-

EQUIPMENT MAINTENANCE - Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(90 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4801 & 10 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4801	1020	REG SALARIES & WAGES	47,442	40,070	32,590	45,312
736-45-4801	1040	OVERTIME SALARY & WAGES	677	500	372	500
736-45-4801	1045	COMP TIME PAY	3	-	3	-
736-45-4801	1048	MEDICAL OPT-OUT-GEN. UNIT	450	720	716	720
736-45-4801	1049	BILINGUAL/CERTIFICAT PAY	31	-	520	33
736-45-4801	1055	HOLIDAY PAY	286	400	123	400
736-45-4801	1060	PAID SICK LEAVE	102	79	11	324
736-45-4801	1065	ACCRUED PAID VACATION	376	127	511	254
736-45-4801	1070	PAID SICK LEAVE ON TERMIN	348	-	348	-
736-45-4801	1078	MANAGEMENT BENEFIT 401A	118	101	53	87
736-45-4801	1080	MEDICARE	658	610	510	696
736-45-4801	1081	MGMT BENEFIT/MEDICAL	148	167	207	399
736-45-4801	1082	PERS-EMPLOYEES' PORTION	3,853	3,072	2,585	3,273
736-45-4801	1083	PERS-EMPLOYER'S PORTION	8,048	7,157	5,947	8,532
736-45-4801	1085	LIFE INSURANCE	117	76	75	109
736-45-4801	1086	EMPLOYEES' PHYSICALS	-	250	-	250
736-45-4801	1088	LONG-TERM DISABILITY	455	402	338	457
736-45-4801	1090	MEDICAL INS - FT EMPL	6,563	4,950	3,724	5,195
736-45-4801	1091	DENTAL INS - FT EMPL	915	840	500	803
736-45-4801	1092	VISION INS - FT EMPL	102	94	56	98
736-45-4801	1093	MEDICAL INS - PT EMPL	-	-	45	-
736-45-4801	1096	UNEMPLOYMENT INSURANCE	-	103	-	72
736-45-4801	1097	WORKERS' COMPENSATION	1,368	797	948	1,000
PERSONNEL EXPENDITURES:			72,060	60,515	50,183	68,514

EQUIPMENT MAINTENANCE - Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
(90 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4801 & 10 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4801	2063	FACILITY MTCE SERVICES	2,100	3,000	3,000	3,000
736-45-4801	2080	CONTRACT SVC/NON-CLASS	-	-	-	30,000
736-45-4801	2090	EQUIP MTCE & SUPPLIES	13,937	20,000	20,000	20,000
736-45-4801	2158	OTHER GOV'T AGENCIES FEES	10,606	10,000	10,000	-
736-45-4801	2220	VEHICLE MTCE & SUPPLIES	-	1,000	1,000	-
736-45-4801	2221	PARTS & SERVICES	-	2,500	2,500	2,500
736-45-4801	2250	TRAINING EXPENSE	-	1,000	1,000	1,000
OPERATING EXPENDITURES:			26,643	37,500	37,500	56,500
EQUIPMENT MAINTENANCE FUND: NON-VEHICLE MAINTENANCE TOTAL:			98,703	98,015	87,683	125,014

Budget Program: Community Development - Family Self Sufficiency Grant, 6301

Full Time Positions

Part Time Positions

Position Title	FY 12-13	FY 13-14	FY 12-13	FY 13-14	Position Title	FY 12-13	FY 13-14	FY 13-14	FY 12-13	FY 13-14
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Housing Manager (a)	0.10	0.08	10,051	8,201						
Housing Specialist II(b)	0.20	0.20	12,607	12,860						
Housing Specialist I (c)	0.36	0.40	19,467	22,953						
(a) 67% Housing Authority, 25% CDBG										
(b) 80% Housing Authority										
(c) 160% Housing Authority										
TOTAL	0.66	0.68	42,125	44,014	TOTAL	-	-	-	-	-

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
144-63-6301	1020	SALARIES & WAGES	5,869	42,125	21,980	44,014
144-63-6301	1030	PART TIME WAGES	50,504	-	-	-
144-63-6301	1045	COMP TIME PAY	-	-	-	-
144-63-6301	1049	BILINGUAL/CERTIFICAT PAY	652	117	45	130
144-63-6301	1060	PAID SICK LEAVE	-	-	-	-
144-63-6301	1065	ACCRUED PAID VACATION	-	-	-	300
144-63-6301	1070	PAID SICK LEAVE ON TERMIN	-	-	-	-
144-63-6301	1078	MANAGEMENT BENEFIT 401A	14	202	127	165
144-63-6301	1080	MEDICARE	824	615	320	646
144-63-6301	1081	MGMT BENEFIT/MEDICAL	38	-	404	539
144-63-6301	1082	PERS - EMPLOYEES' PORTION	506	2,909	1,573	2,954
144-63-6301	1083	PERS - EMPLOYER PORTION	1,059	7,519	3,930	8,281
144-63-6301	1085	LIFE INSURANCE	21	131	78	130
144-63-6301	1088	LONG-TERM DISABILITY INSURANCE	55	426	245	445
144-63-6301	1090	MEDICAL INS - FT EMPLOYEES	837	7,002	3,730	6,631
144-63-6301	1091	DENTAL INS - FT EMPLOYEES	120	924	504	990
144-63-6301	1092	VISION INS - FT EMPLOYEES	13	114	66	118
144-63-6301	1093	MEDICAL INS - PT EMPLOYEES	2,528	-	-	-
144-63-6301	1094	DENTAL INS - PT EMPLOYEES	1,280	-	-	-
144-63-6301	1095	MEDICAL INS - RETIREES	-	-	-	-
144-63-6301	1096	UNEMPLOYMENT INSURANCE	-	110	-	70
144-63-6301	1097	WORKER'S COMPENSATION	-	838	1,008	973
FSS GRANT PROGRAM TOTAL:			64,320	63,032	34,010	66,386

Budget Program: Community Development - Housing Authority, 6302

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
Housing Manager (a)	0.90	0.67	90,453	68,682						
Housing Specialist II(b)	0.80	0.80	50,429	51,438						
Housing Specialist I (c)	1.64	1.60	88,676	91,822						
Office Assistant II	2.00	2.00	94,762	96,648						
(a) 25% CDBG, 8% FSS Grant										
(b) 20% FSS Grant										
(c) 40% FSS Grant										
TOTAL	5.34	5.07	324,320	308,590	TOTAL	-	-	-	-	-

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
144-63-6302	1020	SALARIES & WAGES	308,852	324,320	322,794	308,590
144-63-6302	1030	PART TIME WAGES	59,967	-	-	-
144-63-6302	1045	COMP TIME PAY	-	-	-	-
144-63-6302	1049	BILINGUAL/CERTIFICAT PAY	1,558	1,183	1,250	1,170
144-63-6302	1060	PAID SICK LEAVE	-	-	-	-
144-63-6302	1065	ACCRUED PAID VACATION	-	-	-	2,512
144-63-6302	1070	PAID SICK LEAVE ON TERMIN	9,955	-	-	-
144-63-6302	1078	MANAGEMENT BENEFIT 401A	1,931	1,810	1,875	1,374
144-63-6302	1080	MEDICARE	4,438	4,819	4,691	4,611
144-63-6302	1081	MGMT BENEFIT/MEDICAL	5,177	5,667	5,935	4,512
144-63-6302	1082	PERS - EMPLOYEES' PORTION	26,739	23,841	24,562	22,413
144-63-6302	1083	PERS - EMPLOYER PORTION	55,898	57,881	57,829	58,046
144-63-6302	1085	LIFE INSURANCE	1,065	1,106	1,148	1,033
144-63-6302	1088	LONG-TERM DISABILITY INSURANCE	3,095	3,277	3,225	3,117
144-63-6302	1090	MEDICAL INS - FT EMPLOYEES	45,977	49,452	48,633	48,180
144-63-6302	1091	DENTAL INS - FT EMPLOYEES	7,035	7,458	7,231	7,365
144-63-6302	1092	VISION INS - FT EMPLOYEES	883	925	917	877
144-63-6302	1093	MEDICAL INS - PT EMPLOYEES	-	-	-	-
144-63-6302	1094	DENTAL INS - PT EMPLOYEES	-	-	-	-
144-63-6302	1095	MEDICAL INS - RETIREES	13,362	13,077	18,868	20,494
144-63-6302	1096	UNEMPLOYMENT INSURANCE	-	843	11,400	9,713
144-63-6302	1097	WORKER'S COMPENSATION	9,153	16,141	19,308	21,460
PERSONNEL EXPENDITURES:			555,085	511,800	529,664	515,467

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
144-63-6302	2050	PUBLICATIONS	1,186	1,500	1,186	1,200
144-63-6302	2055	LEGAL ADVERTISING	378	800	305	500
144-63-6302	2080	CONTRACT SVC/NON-CLASS	12,720	51,540	24,000	65,600
144-63-6302	2081	CONTRACT SVC-SPECIAL STUDY	550	-	-	-
144-63-6302	2100	UTILITIES	5,180	6,400	6,120	6,700
144-63-6302	2110	CONFERENCES & MEETINGS	931	2,500	2,500	5,000
144-63-6302	2111	MEMBERSHIPS	1,454	1,525	1,525	1,600
144-63-6302	2130	OFFICE EQUIPMENT MAINTENANCE	963	1,000	1,000	1,000
144-63-6302	2140	OFFICE SUPPLIES	7,918	10,000	10,000	8,000
144-63-6302	2141	POSTAGE	8,722	11,000	8,500	8,000
144-63-6302	2150	RENTAL EXPENSE	52,847	39,744	39,744	-
144-63-6302	2161	ADMINISTRATIVE COSTS	-	-	-	-
144-63-6302	2170	SPECIAL MATERIALS & SUPPLIES	284	600	600	500
144-63-6302	2190	TELEPHON & FAX	3,851	3,300	4,200	3,400
144-63-6302	2220	VEHICLE MTCE & SUPPLIES	5,183	3,957	3,957	6,400
144-63-6302	2240	DUPLICATING SERVICE CHG	3,099	5,000	1,800	2,500
144-63-6302	2250	TRAINING EXPENSE	973	3,000	3,000	3,000
144-63-6302	2400	AUDIT FEES	2,920	4,000	4,100	3,650
144-63-6302	2490	BANK SERVICE CHARGE	148	-	176	180
144-63-6302	2999	HOUSING ASSISTANCE PAYMENTS	-	-	-	-
OPERATING EXPENDITURES:			109,307	145,866	112,713	117,230

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
144-63-6302	3820	AUTOMOTIVE EQUIPMENT	17,119	-	-	-
144-63-6302	3860	OFFICE EQUIPMENT	2,836	-	-	14,700
CAPITAL OUTLAY EXPENDITURES:			19,955	-	-	14,700
144-63-6302	3990	INTER-FUND CHARGES- TO FUND 262	(748,667)	(720,698)	(676,388)	(713,783)
HOUSING AUTHORITY FUND TOTAL:			(0)	0	(0)	0

Budget Program:

The Successor Agency to the Norwalk Redevelopment Agency

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Adopted Allocation	FY 13-14 Adopted Allocation	FY 12-13 Budgeted Salary	FY 13-14 Budgeted Salary	Position Title	FY 12-13 Adopted Hours	FY 13-14 Adopted Hours	FY 13-14 Number of PT Positions	FY 12-13 Budgeted Wages	FY 13-14 Budgeted Wages
City Manager/Executive Director (a)	0.20	0.20	43,700	43,700						
Assistant City Manager	0.20	0.00	39,886	-						
Director of Finance/City Treasurer (b)	0.20	0.20	23,847	26,815						
City Clerk (c)	0.20	0.20	25,557	27,809						
Controller/Deputy Treasurer (d)	0.00	0.10	-	8,758						
Administrative Services Manager	0.05	0.00	5,218	-						
Executive Secretary (e)	0.25	0.15	16,441	10,061						
Senior Accountant (f)	0.15	0.15	11,281	11,598						
(a) 72% Admin, 3% CDBG, 5% Water										
(b) 65% Finance; 10% CDBG; 5% Water										
(c) 80% City Clerk										
(d) 70% Finance, 10% Sewer, 10% Water										
(e) 85% Administration										
(f) 75% Finance, 10% CDBG										
TOTAL	1.25	1.00	165,930	128,741	TOTAL	-	-	-	-	-

ADVANCES TO THE SUCCESSOR AGENCY TO NORWALK REVELOPMENT AGENCY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
145-63-6303	1020	REG SALARIES & WAGES	187,440	165,930	162,577	128,741
145-63-6303	1048	MEDICAL OPT-OUT-GEN. UNIT	30	720	759	720
145-63-6303	1049	BILINGUAL/CERTIFICAT PAY	323	163	154	650
145-63-6303	1052	AUTO ALLOWANCE	2,370	3,960	3,580	2,400
145-63-6303	1053	EXPENSE ALLOWANCE	300	-	-	-
145-63-6303	1054	CELLPHONE ALLOWANCE	32	60	40	-
145-63-6303	1060	PAID SICK LEAVE	3,662	3,332	3,332	2,983
145-63-6303	1065	ACCRUED PAID VACATION	6,489	8,586	5,095	4,663
145-63-6303	1070	PAID SICK LEAVE ON TERMIN	-	-	-	-
145-63-6303	1078	MANAGEMENT BENEFIT 401A	5,556	6,178	6,218	4,862
145-63-6303	1080	MEDICARE	3,017	2,785	2,580	2,158
145-63-6303	1081	MGMT BENEFIT/MEDICAL	7,842	9,036	8,498	8,060
145-63-6303	1082	PERS - EMPLOYEES' PORTION	16,155	13,277	13,019	10,301
145-63-6303	1083	PERS - EMPLOYER'S PORTION	33,769	29,616	29,041	24,218
145-63-6303	1085	LIFE INSURANCE	540	646	511	500
145-63-6303	1088	LONG TERM DISABILITY	2,631	1,676	2,377	1,300
145-63-6303	1090	MEDICAL INS - FT EMPLOYEES	11,979	8,852	8,869	6,573
145-63-6303	1091	DENTAL INS - FT EMPLOYEES	2,007	1,750	1,379	1,237
145-63-6303	1092	VISION INS - FT EMPLOYEES	369	345	319	267
145-63-6303	1096	UNEMPLOYMENT INSURANCE	-	433	-	206
145-63-6303	1097	WORKER'S COMPENSATION	5,823	3,298	3,948	2,849
PERSONNEL EXPENDITURES:			290,334	260,642	252,295	202,689

ADVANCES TO THE SUCCESSOR AGENCY TO NORWALK REVELOPMENT AGENCY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 ADOPTED BUDGET	FY 12-13 ESTIMATED ACTUAL	FY 13-14 ADOPTED BUDGET
145-63-6303	2055	LEGAL ADVERTISING	-	-	-	-
145-63-6303	2080	CONTRACT SVC/NON-CLASS	500	6,000	6,000	30,000
145-63-6303	2087	CONSULTING SERVICES	-	-	-	-
145-63-6303	2110	CONFERENCES & MEETINGS	674	-	-	800
145-63-6303	2111	MEMBERSHIPS	-	-	-	1,750
145-63-6303	2112	EXPENSE ALLOWANCE	1,740	-	-	-
145-63-6303	2140	OFFICE SUPPLIES	71	2,000	-	1,000
145-63-6303	2141	POSTAGE	4	1,418	-	500
145-63-6303	2190	TELEPHONE & FAX	-	1,000	-	-
145-63-6303	2240	DUPLICATING SERVICE CHG	471	800	500	500
145-63-6303	2400	AUDIT FEES	7,500	7,875	9,833	7,000
145-63-6303	2450	GENERAL LIABILITY INS	28,093	32,000	-	-
OPERATING EXPENDITURES:			39,053	51,093	16,333	41,550
ADVANCES TO SA-NRA ADMINISTRATION SUBTOTAL:			329,387	311,735	268,628	244,239
145-63-6303	3990	INTER-FUND TXF/OUT-(IN)	(329,387)	(311,735)	(268,628)	(244,239)
SA-NRA ADMINISTRATIVE ADVANCES FUND TOTAL:			-	-	-	-

CITY OF NORWALK Outstanding Debt Descriptions

Debt Service funds accounts for the resources allocated toward debt service payments and are a recognized fund type in generally accepted governmental accounting principles (GAAP). The amortization schedule for principal and interest payments resembles mortgage payments, in that principal payments typically increase, while interest payments decrease over the life of the debt. All bonded indebtedness is administered by trustees as designated in the debt's Official Statement. Debt service payments and related administrative fees are budgeted in the Norwalk Community Facilities Financing Authority and transfers are made from the respective funds such as the General Fund, and the Parking Structure Special Revenue Fund. This is due to the fact that the NCCFA issued the debt.

Current Debt:

Norwalk Community Facilities Financing Authority Lease Revenue Refunding Bonds 2013 Series A

Issued: \$7,120,000 in May 2013	Outstanding Principal 6/30/13: \$ 7,120,000
	Interest \$ 2,101,565
Purpose: To refund the outstanding balance of 1999 Lease Revenue Refunding Bonds	
Debt Payments: Semi-annually in December and June for Interest, Principal paid in June	Maturity Date: June 2029

Norwalk Community Facilities Financing Authority Lease Revenue Refunding Bonds 2013 Series B

Issued: \$8,630,000 in July 2013	Outstanding Principal 7/03/13: \$ 8,630,000
	Interest \$ 2,411,464
Purpose: To refund the outstanding balance of 2001 Lease Revenue Refunding Bonds	
Debt payments: Semi-annually in December and June for Interest, Principal paid in June	Maturity Date: June 2025

CITY OF NORWALK

Outstanding Debt Descriptions

Water Revenue Bonds 2013 Series A

Issued: \$9,395,000 in May 2013

Outstanding Principal 6/30/13: \$ 9,395,000
Interest \$ 6,780,309

Purpose: To fund the acquisition of water rights and water system infrastructure improvements.

Debt Payments: Semi-annually in December and June, Principal due in June

Maturity Date: June 2043

Revenue Guide

AB 1290	Portion of tax increment revenues generated by properties within the redevelopment agency boundary.
Business License Tax	Tax on businesses for the privilege of conducting business within the city.
Citizens Option for Public Safety (COPS)	Revenue granted from the state General fund for supplemental public safety services. (Special Revenue Fund)
Fees, Charges and Rates	Fees comprise a broad category of locally imposed revenues generally intended to recover all or a portion of government's cost for providing a service or access to public property, or for mitigating the impacts of the fee payer's activities on the community. Revenues from all charges for specific services provided by the City such as engineering and plan check, recreation fees, facility use fees, regulatory fees, etc.
Fines, Forfeitures, and Penalties	Revenues received from the City's allocation of fines and penalties imposed by the courts for vehicle code and other statutory violations.
Franchise Taxes	Taxes levied by the City upon private companies for the use of City property or granting special franchises. City imposes franchise taxes on Cable TV, Solid Waste, Electric, Gas, Water and Oil Companies.
Interest Income	Interest generated from the City's investments.
License and Permits	Licenses or permits are issued to regulate activities within the City, such as animal licensing, special event permits, etc.
Measure R	Percentage of Sales Tax dedicated to transportation related improvements. (Special Revenue Fund)

Motor Vehicle License Fee	Based on the market value of a vehicle, the Motor Vehicle License Fee (VLF) is a state imposed tax for the privilege of operating the vehicle on public streets.
Motor Vehicle Fuel Tax (Highway User Tax, Gasoline Excise Tax)	An 18 cent per gallon tax on fuel used to propel motor vehicle or aircraft. The State Controller's Office collects and allocates the revenues, and audits the use of the revenues, which are restricted research, planning, construction, improvement, maintenance and operation of public streets and highways.
No/Low Property Tax	Designation as a result of city receiving no share of the property tax.
PEG	Revenue received from Cable TV companies for Public-Educational-Government Access (PEG) television
Property Taxes	Revenues received as a result of taxes levied on real estate and personal property.
Property Tax in Lieu of VLF	Revenues received as a result of local Vehicle License Fee revenues for additional shares of the property tax as a part of state-local budget agreement. Under this arrangement the VLF rate was reduced from 2% to 0.65%. The reduction in VLF revenue to cities and counties was replaced with a like amount of property taxes, dollar-for-dollar.
Proposition 42 Gasoline Sales Tax (Transportation Congestion Relief Fund)	State revenues allocated to Traffic Congestion Relief Fund (TCRF) for special regional projects, such as streets and roads improvements.

Sales and Use Tax	A tax imposed on the total retail price of any tangible personal property and the use or storage of such property when sales tax is not paid.
State Mandate Reimbursement	State reimbursement to cities for programs and services mandated by state.
Real Property Transfer Taxes	Tax imposed on the transfer of ownership in real estate. Real property transfer tax imposes a tax on the purchaser of real property based upon the value of the property.
Transient Occupancy Taxes	Tax imposed on individuals renting accommodations in hotels, motels, inn etc.
Use of Money and Property	Revenues received from the rental of land, buildings, equipment and interest from investment of City funds.
Utility User Tax	Tax imposed on the use of, telephone services and the consumption of electricity and gas.

Glossary

A

Actual - Amount paid for expenditures for the fiscal year.

Adopted Budget - The new allocation of expenditures and revenues for the fiscal year as approved by the City Council.

Air Quality Improvement (AQMD) Fund - A fund which accounts for monies received from AQMD, which are used to improve air quality. (A special revenue fund.)

Allocations – A part of a lump-sum appropriation which is designated for expenditure by specific organization units and/or for special purposes, activities or objects.

Appropriation - A legal authorization granted by the City Council to expend monies, and incur obligation for specific purposes.

Assessed Valuation - A dollar value placed on real estate or personal property by Los Angeles County as a basis for levying property taxes.

Assessments - Charges on real property or businesses levied to pay for facilities or services within a predetermined area according to the benefit to real property or businesses resulting from the improvements.

Audit - An examination of systems, procedures, programs and financial data to ensure compliance with specified rules and regulations. The end product of an audit is a report issued by an independent auditor that describes the City's financial condition and the results of its operations.

Norwalk Community Facilities Financing Authority Fund - A fund which accounts for payments of principal and interest for debt service such as bonds.

B

Balanced Budget - The amount of budgeted expenditures is equal to or less than the amount of budgeted revenues plus other available resources.

Bond – Capital raised by issuing an interest-bearing promise to pay a specified sum of money.

Bond Proceeds - Funds received from the sale or issuance of bonds.

Budget - A financial plan serving as a pattern for, and control over, future operations – any estimate of future costs or plan for the utilization of the workforce, material or other resources.

Business License Fee - A fee imposed on persons or entities doing business within the City.

C

Calendar Year - A continuous period beginning January 1 and ending December 31.

California Public Employees' Retirement System (CalPERS) – The retirement system that all permanent City employees are members of. CalPERS is administered by the State of California.

Capital Improvement Program - A plan for construction or major repair of City infrastructures, facilities or buildings.

Capital Outlay - The acquisition costs of equipment with a value of \$5,000 or greater used in providing direct services or inventoried equipment such as computers, laptops, cameras, printers, etc.

Capital Projects Fund - A fund which accounts for all capital projects not being accounted for in other capital projects funds. (A capital projects fund.)

Carryover or Carry Forward - The process of bringing a budgeted and encumbered item from the current fiscal year to the next fiscal year.

Community Development Block Grant (CDBG) Fund - A fund which accounts for the revenues and expenditures of approved Federal Housing and Community Development Act projects. (A special revenue fund.)

Comprehensive Annual Financial Report (CAFR) – The official financial statement of a government.

Contingency Fund - An amount reserved for possible emergencies.

Current Year - The fiscal year in process.

D

Debt Service - The cost of paying the principal and interest on money according to a predetermined schedule.

Debt Service Fund – A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit – Insufficiency in a fund as a result of excess spending over revenues.

Department - An organizational unit within a fund that can be subdivided into divisions.

Depreciation – (1) Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

Development Impact Fees - Fees imposed to pay for improvements and facilities required to serve new development or otherwise reduce the impacts of new development on a community.

Division - An organizational unit within a department that can be subdivided into subunits.

E

Employee Benefits Fund - A fund which accounts for payments made for retired employee health benefits. (A special revenue fund.)

Encumbrance - Money allocated for payment of goods/services contracted for but not yet received.

Enterprise Fund - A fund similar to those found in the private sectors that are structured to be revenue-generating and self-supporting.

Equipment Replacement Fund - A fund which accounts for the cost of replacing vehicles in various departments within the City. (An internal services fund.)

Expenditures - The cost for personnel, materials and equipment required to deliver services.

F

Financial Accounting Standards Board (FASB) – The authoritative accounting and financial reporting standards-setting body for business entities.

Fiscal Year - A 12-month time period designated to signify the beginning and ending period for recording financial transactions.

Fixed Assets – Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and other equipment.

Franchise In-Lieu – A tax paid by City Utilities that in part represents the property tax that would be paid by private utilities for the privilege of having lines and mains in Norwalk streets, etc.

Franchise Tax - Tax levied by the City upon companies for the use of City property.

Fringe Benefits - Compensation that the City contributes to its employees such as retirement, life and health insurance.

Full-Time Equivalent - The equivalent of a full-time position for one year.

Fund - An accounting entity established to record financial transactions and resources for specific activities or to attain certain objectives.

Fund Balance - The net effect of current assets less current liabilities at any given point in time.

G

Gann Appropriations Limit - Article XIII-B of the California State Constitution that provides limits to the total amount of appropriations in any fiscal year from tax proceeds.

Gas Tax Fund - A fund which accounts for the revenues and expenditures of the City's proportionate share of gas tax monies collected by the State of California, which are used for street construction and maintenance. (A special revenue fund.)

General Fund - A fund which accounts for tax and other general purpose revenues (e.g., sales taxes, property taxes, fines, interest, etc.) and records the transactions of general governmental services (e.g., police, fire, library, parks and public works).

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting.

Generally Accepted Auditing Standards (GAAS) – Standards established by the AICPA for the conduct and reporting of financial audits.

Governmental Accounting Standards Board (GASB) - The authoritative accounting and financial reporting standard-setting body for government entities.

Grant - A restricted funding source for a specific purpose, activity, or facility.

Grants and Seizures Fund - A fund which accounts for monies received from private grants and police seizures. (A special revenue fund.)

I

Infrastructure - Physical facilities that the residents of the City depend on such as sewers, storm drains, buildings, utility lines, parks and streets.

Interest Income - Revenues generated from interest earned from the City's investments.

Interfund Transactions - The transactions among funds of the same government reporting entity.

Internal Service - The costs of reimbursement for services provided by Internal Service Fund programs to other City programs and departments (e.g., vehicle maintenance, employees' benefits, etc.).

Internal Service Fund - A fund used to finance and account for goods and services provided by one City department to other City departments.

Intra-Governmental Loan Fund - A fund which accounts for costs related to various advances to the Redevelopment Agency. (An internal services fund.)

L

LAIF - The Local Agency Investment Fund is an investment pool managed by the State of California.

Liability - An obligation that legally binds an entity to settle or pay a debt.

Low and Moderate Income Housing Fund - A fund which accounts for monies received and expended to assist low and moderate income households. (A special revenue fund.)

M

Memorandum of Understanding - Agreement between mutual parties such as between City departments or between the City and employee organizations.

Mission - A broad statement of purpose.

Motor Vehicle License Fee (VLF) - The Motor Vehicle License Fee is a tax on ownership of a registered vehicle.

N

Note Payable – In general, an unconditional written promise signed by the maker to pay a certain sum of money on demand at a fixed or determinable time either to the bearer or to the order of a person designated therein.

Note Receivable - A note payable held by a governmental unit.

O

Objective - A specific statement describing a result to be achieved.

One-Time - Activities or transactions that are irregular or occasional.

Ongoing - Activities or transactions that are continuous or recurring.

Operating Budget - A budget that focuses on everyday operating activities and programs.

P

Pass Through Funds – Payments made by a third party (such as the Federal Government) to the City to be given directly (passed through) to another party.

Payroll - An amount the City pays its employees.

Pentamation – Financial system software

PERS - Public Employees Retirement System is a statewide retirement system for most City employees.

Personnel Services - The cost of labor, including salaries and fringe benefits.

Personnel Expenses - Compensation paid to, or on behalf of, City employees for salaries and wages, overtime and benefits.

Professional Services – Services provided by outside experts.

Project - A job or specific task that identifies an area of funding and improvement.

Property Tax - Tax levied on real estate and personal property.

Proposition A Funds - A fund which accounts for financial transactions in accordance with Proposition A Local Transit Assistance Act regulations. (A special revenue fund.)

Proposition C Funds - A fund which accounts financial transactions in accordance with Proposition C regulations. (A special revenue fund.)

R

Redevelopment Agency - The agency providing oversight for the redevelopment process in the City and is governed by the City Council.

Refunding Bond - The issuance of a new bond for the purpose of retiring an outstanding bond.

Reimbursements – (1) Repayments of amounts remitted on behalf of another party. (2) Interfund transactions that constitute reimbursements to a fund for expenditures or expenses originally made from it, but, that properly apply to another funds.

Reserves - A portion of the fund balance set aside for a specific purpose.

Resolution - In general, an expression of desire or intent. A special order of the City Council which has a lower legal standing than an ordinance.

Resources - Total dollars available to be appropriated including estimated revenues, fund transfers and beginning fund balances.

Revenue - Monies collected and received by the City such as tax payments, business license fees and charges for services.

Revenue Bond - A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

S

Salary Savings - Amount saved by departments during the fiscal year through salaries, wages and benefits due mostly through retirements, staff turnover and vacancies.

Sales Tax - Tax imposed on all applicable retail and commercial businesses selling goods in the City. This tax is based on the sales price of any taxable transaction relating to taxable personal property.

Service - A deliverable that the customer receives from a department's efforts.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources that are restricted by law to be used for specific purposes.

Supplemental Law Enforcement Fund - A fund which accounts for grant monies received for local law enforcement activities. (A special revenue fund.)

Surplus - The excess of revenue over expenses.

T

Tax Allocation Bond – A bond or financial obligation issued by the Redevelopment Agency (RDA) in order to generate funds to implement the redevelopment plan. The bond is repaid with tax increments flowing to the RDA as a result of the RDA's revitalization of the project area.

Tax Increment - The increase in property taxes within the redevelopment project area that result from increases in the project area assessed value that exceeds the base year assessed value.

Transient Occupation Tax (TOT) - Tax imposed on individuals renting accommodations in hotels, motels and boarding houses.

U

User Fees and Charges - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Utility User's Tax (UUT) – Tax imposed on the use of cable television, telephone services and the consumption of electricity, gas and telephone services.