

City of Norwalk Adopted Budget



Fiscal Year 2012-2013

CITY OF NORWALK
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MEMORANDUM

To: Honorable Mayor and Members of the Norwalk City Council
From: Michael J. Egan, City Manager
Date: 6/25/2012
Re: 2012-2013 Fiscal Year Budget

I am pleased to submit the Fiscal Year 2012-1013 Norwalk Municipal Budget. After thorough review of management's proposed budget and Council amendments, the general fund budget is presented with an operating surplus of \$93,000. The budget is of course a spending plan and actual results at the end of the fiscal year will vary based on actual revenues, cost of operation and changes in program authorized by the City Council during the fiscal year. Historically management has outperformed the budget and it is our intention to do so again in the coming year.

As in the past four years, the City continues to be challenged by a sluggish economic recovery. Modest consumer spending, historically high unemployment, weakness in construction startups, housing prices and foreclosures are a few of the main economic factors contributing to the continuing economic malaise. California and southeast Los Angeles County in particular are among some of the hardest hit areas of the country and will take significant time to recover. The impact of the State's continual budget deficits is also weighing heavily on all other public agencies.

Following the Governor's most recent May revision to the state's budget, the Legislative Analyst provided his overview. In it he poses the question ***How Did We Get Here?*** His answer bears repeating:

“The state now has had a recurring operating, or structural, deficit (a regular shortfall of annual General Fund revenues compared to expenses) for over a decade. This deficit is the result of many actions taken by the Legislature, Governors, the state’s voters, the federal government, and the courts. These include past decisions making ongoing commitments (both spending increases and tax reductions) with uncertain revenue increases, constraining legislative decision making as a result of prescriptive ballot initiatives, and relying too heavily on temporary budget solutions (such as accounting shifts and borrowing).”

The state in other words has committed to spending more than its resources allow for many years, has been getting by with accounting gimmicks and then was hit by the second worst recession in the nation's history. The result has been nothing short of disastrous and we are all feeling the effects.

Fortunately, this City has long budgeted and managed prudently, routinely operating within its means. Following the dramatic downturn of 2007- 2008 the City reacted by reducing expenses at every conceivable opportunity. The City has and will continue to weather the storm. Using the stormy weather metaphor, we do anticipate multiple storm fronts ahead.

As everyone is keenly aware, Redevelopment was eliminated in the past year. Successor Agencies are now required to dissolve all of the assets of the former redevelopment agencies. That process has thus far proven to be time consuming and contentious between city, county and state offices. As of the adoption of the budget, the state legislature is still debating clean up legislation to the 2011 dissolution bill AB 1x 26. The final sum of the impact of redevelopment dissolution will not be known for some time.

The larger question created by state mandated dissolution is what are the next steps for local economic development. As a general law City, Norwalk's options are very limited. Cities are not authorized by state law to invest in private business, or in private property for the benefit of private interest. Over the coming year we will need to focus attention on finding a new path toward economic development. The state legislature needs to seriously look at providing tools for cities to move forward. One potential bright spot is a newly created effort by the Gateway Cities Council of Governments (COG) to create a regional collaborative to address our region's economic challenges.

The state legislature adopted its main budget bill on June 15. As of the current date, they have not passed trailer bills required to address a variety of budget implementation programs. The state's budget was again adopted with expenditures exceeding revenues. The legislature and Governor are relying on the passage of a sales tax measure in November to help balance the budget. That measure has not yet been placed on the ballot. Failure to place the measure on the ballot, or failure to pass the measure will create even more financial havoc on public agencies throughout the state.

Health care and retirement costs continue to rise and will continue to do so for the foreseeable future. The City Council took decisive action in addressing retirement cost increases by adopting a second tier benefit program for new employees. Credit should also be given to the City's employee groups who worked with the management team to reach agreement on a new multi-year Memorandum of Understanding that allows the City to implement the two tiered system. The city's cost for new full time employees will be effectively reduced by 5%. The immediate impact of this new benefit tier will be modest at first, but over time as our employment base changes it will be significant.

The City's Capital Improvement Plan includes nearly \$30.1 million in projects, including \$24.9 million in continuing or "carry-over" projects and \$5.2 million in new projects. While this is a substantial capital plan, significant needs remain for the short and long term. Most notably is the need for capital resources to address our aging sewer infrastructure. Norwalk is one of very few cities that do not have a sewer maintenance or capital replacement fee in place. The vast majority of the sewer system predates the city's incorporation. Recent state law mandating strict adherence to sewer system management necessitates the city take action very soon to address the system's needs. The budget includes funds for community outreach to educate our citizens and businesses on this critical need. Another unmet need is funds for rebuilding local streets. Like sewers, most of our local streets were

constructed prior to incorporation. We will need to devise a plan for local streets as well. However, it will be best to address the sewer infrastructure first as this will certainly require the opening of streets to replace sewer lines. Once we've identified a sewer update plan we can coordinate street needs, though funding is currently not identified.

The budget includes costs for relocation of various management functions within the City. We hope to gain both efficiencies and effectiveness through these moves. The City will save on lease payments in restricted fund accounts for housing and child care. Operational functions in Recreation, Housing, Child Care and Public Safety will be more centrally located within their respective Department Head offices.

The budget includes a relatively assertive plan to reduce the Transportation Department's debt to the general fund. The various funds for transportation services are mostly sales tax based. These revenue sources were hit very hard by the economic downturn. In order to balance the operating budget, significant service reductions are necessitated. The plan is intended to eliminate the debt to the general fund in five years.

Overall the budget is a very prudent spending plan, consistent with this organization's fiscal management philosophy. While the immediate future remains fraught with external challenges, I am confident the City Council, management team and staff are prepared to handle what comes our way. Nearing the end of my first year of service with the City, I can tell you with confidence I am very pleased to be part of this team. The overall team is strong, committed to service and poised to get even better. Thank you for the opportunity to serve this fine community.

Summary of Changes to Fund Balances

Fund	ESTIMATED FUND BALANCE 6/30/2012	REVENUES FOR FY 2013	TRANSFERS IN/(OUT) FOR FY 2013	OPERATING EXPENSES FOR FY 2013	CIP EXPENSE FOR FY 2013	ESTIMATED	ESTIMATED
						FUND BALANCE CHANGE IN FY 2013	FUND BALANCE AS OF JUNE 30, 2013
General Fund (unassigned)	9,263,074	38,684,729	(1,848,169)	(37,302,446)	559,000	93,113	9,356,187
General Fund - CIPs (assigned)	1,966,141				(1,966,141)	(1,966,141)	-
Total General Fund	11,229,214	38,684,729	(1,848,169)	(37,302,446)	(1,407,141)	(1,873,028)	9,356,187
Special Revenue Funds							
Child Care	-	3,329,401		(3,329,401)	-	-	-
Gas Tax	111,775	1,668,700		(1,745,110)	-	(76,410)	35,365
County Aid To Cities	3,428	100		-	-	100	3,528
Community Development Block Grant	564,077	1,161,170		(1,188,020)	(20,000)	(46,850)	517,227
Home Grant	-	284,516		(254,516)	-	30,000	30,000
ARRA-Homeless Prevention	-	4,159		(4,159)	-	-	-
Proposition A - Local Return	-	1,571,984	(1,571,984)	-	-	-	-
OTS-Safer Streets School Zone	-	-		-	-	-	-
OTS- Misc Grants	-	15,400		(15,400)	-	-	-
Air Quality Management	254,002	124,000		(142,491)	-	(18,491)	235,511
Senior Services Grant	-	61,380	-	(61,380)	-	-	-
FEMA Grant	-	30,750		(30,750)	-	-	-
COPS State	87,171	170,200		(220,393)	-	(50,193)	36,978
COPS Technology Program	-	-		-	-	-	-
Juvenile Assistance Grant	157	42,480		(42,380)	-	100	257
COPS Hiring Program	-	635,469		(635,469)	-	-	-
Proposition C - Local Return	2,450,432	1,660,400		(583,621)	(1,256,973)	(180,194)	2,270,238
Measure R - Local Return	1,044,935	976,500		(293,822)	(965,346)	(282,668)	762,267
Parking Structure Operations	203,803	675,000	(374,132)	(422,260)	(77,000)	(198,392)	5,411
Asset Forfeitures	3,573	50		-	-	50	3,623
Dispute Resolution	-	61,167	-	(61,167)	-	-	-
Neighborhood Stabilization Program	289,335	9,689		(46,688)	-	(36,999)	252,336
CDBG - R - Stimulus	-	40,050		-	(40,050)	-	-
ARRA -STIMULUS Grant - Streets	-	-		-	-	-	-
ARRA -STIMULUS Grant - Transit	-	726,943		-	(726,943)	-	-
TEA - Transportation Enhancement Activities	-	1,748,023		-	(1,748,023)	-	-
ARRA -STIMULUS Energy	-	-		-	-	-	-
Housing Assistance Program	1,174,266	7,648,878		(7,801,559)	(21,500)	(174,181)	1,000,085
Total Special Revenue Funds	6,186,953	22,646,409	(1,946,116)	(16,878,586)	(4,855,835)	(1,034,128)	5,152,826

Summary of Changes to Fund Balances

Fund	ESTIMATED FUND BALANCE 6/30/2012	REVENUES FOR FY 2013	TRANSFERS IN/(OUT) FOR FY 2013	OPERATING EXPENSES FOR FY 2013	CIP EXPENSE FOR FY 2013	ESTIMATED	ESTIMATED
						FUND BALANCE CHANGE IN FY 2013	FUND BALANCE AS OF JUNE 30, 2013
Capital Projects Funds							
Prop 1B - Capital Projects	1,576,304	3,000		-	(1,579,304)	(1,576,304)	-
I-5 Mitigation	(1)	4,744,873		-	(4,744,872)	1	-
Arts in Public Places	674,441	10,000		-	(150,000)	(140,000)	534,441
S.B. 821- Bicycle/Pedestrian	-	95,589		-	(95,589)	-	-
Traffic Congestion Relief -Prop 42	1,697,695	1,199,940		(445,000)	(761,563)	(6,623)	1,691,072
MTA & LA County Transportation Grants	304,683	482,580		-	(787,263)	(304,683)	-
Safe Routes to School (AB 1475)	-	-		-	-	-	-
Highway Bridge Replacement (HBRR)	-	2,219,751		-	(2,219,751)	-	-
Surface Transportation Program (STPL)	-	1,346,093		-	(1,346,093)	-	-
Bond Proceeds - 1999 RLRB (Transit)	36,535	-		-	(25,291)	(25,291)	11,244
Bond Proceeds - 2001 RLRB (Parking)	343,195	80		-	(300,000)	(299,920)	43,275
Hazard Elimination System (HES)	-	-		-	-	-	-
Cooperative Agreement	-	-		-	-	-	-
Urban Park Act	-	-		-	-	-	-
Prop 40 - Per Capita Orr Park	-	-		-	-	-	-
Roberti Z'berg State Grant	-	316,097		-	(316,097)	-	-
Park Dedication Fees	-	-		-	-	-	-
Total Capital Projects Funds	4,632,852	10,418,003		(445,000)	(12,325,822)	(2,352,820)	2,280,032
Replacement Reserve Funds							
Building/Facility Renovation	476,828	300	300,000	-	(375,500)	(75,200)	401,628
Computer & Equipment Replacement	73,938	100	75,000	(15,000)	-	60,100	134,038
Vehicle Replacement	968,357	3,000	50,000	-	-	53,000	1,021,357
NASC Equipment Replacement	20,430	50	35,000	-	-	35,050	55,480
Total Replacement Reserve Funds	1,539,553	3,450	460,000	(15,000)	-	148,150	1,155,395
Enterprise Funds							
Transportation - Operations	(2,058,391)	9,994,279	1,496,984	(11,615,345)	-	(124,082)	(2,182,473)
Transportation - Capital	1,028,934	12,754,056	75,000	(9,136,313)	(4,487,235)	(794,492)	234,442
Subtotal Transit	(1,029,457)	22,748,335	1,571,984	(20,751,658)	(4,487,235)	(918,574)	(1,948,031)
Water	1,945,665	4,791,800		(3,659,361)	(6,628,095)	(5,495,656)	(3,549,991)
Golf Course	(0)	180,000	174,770	(354,770)	-	-	-
Total Enterprise Funds	916,208	27,720,135	1,746,754	(24,765,789)	(11,115,330)	(6,414,230)	(5,498,022)

Summary of Changes to Fund Balances

Fund	ESTIMATED FUND BALANCE 6/30/2012	REVENUES FOR FY 2013	TRANSFERS IN/(OUT) FOR FY 2013	OPERATING EXPENSES FOR FY 2013	CIP EXPENSE FOR FY 2013	<i>ESTIMATED</i> FUND BALANCE CHANGE IN FY 2013	<i>ESTIMATED</i> FUND BALANCE AS OF JUNE 30, 2013
Debt Service Fund							
1999 & 2001 Lease Revenue Bonds	-		1,587,531	(1,587,531)		-	-
Total Debt Service Fund	-	-	1,587,531	(1,587,531)	-	-	-
Internal Service Funds							
Equipment Maintenance	-	3,518,516		(3,518,516)		-	-
Employee Benefits	-	10,278,340		(10,278,340)		-	-
Total Internal Service Funds	-	13,796,856	-	(13,796,856)	-	-	-
Subtotal All Funds	24,504,781	113,269,582	-	(94,791,208)	(30,079,628)	(11,601,256)	12,903,526
Less: Internal Service Funds	-	(13,796,856)	-	13,796,856	-	-	-
Net Total City Funds	24,504,781	99,472,725	-	(80,994,352)	(30,079,628)	(11,601,256)	12,903,526

Summary of Inter-Fund Transfers Proposed Budget FY 2013

From:	To:	Amount
General Fund	Debt Service Fund	(1,213,399)
	Building/Facility Renovation	(300,000)
	Computer & Equipment Replacement	(75,000)
	Vehicle Replacement	(50,000)
	NASC Equipment Replacement	(35,000)
	Golf Fund	(174,770)
Total General Fund Transfers Out		\$ (1,848,169)
Proposition A	Transportation - Operations	(1,496,984)
	Transportation - Capital	(75,000)
Total Proposition A Transfers Out		\$ (1,571,984)
Parking Structure Operations	Debt Service Fund	\$ (374,132)

To:	From:	Amount
Debt Service Fund	General Fund	1,213,399
	Parking Structure Operations	374,132
Total Debt Service Transfers In		\$ 1,587,531
Building/Facility Renovation	General Fund	\$ 300,000
Computer & Equipment Replacement	General Fund	\$ 75,000
Vehicle Replacement	General Fund	\$ 50,000
NASC Equipment Replacement	General Fund	\$ 35,000
Golf Fund	General Fund	\$ 174,770
Transportation - Operations	Proposition A	\$ 1,496,984
Transportation - Capital	Proposition A	\$ 75,000

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 10 - GENERAL GOVERNMENT						
101-10-0000	4011	SECURED TAX-CURRENT YR (S.E. Recr. Area)	2,344,584	2,444,000	2,444,000	2,492,880
101-10-0000	4012	PROPERTY TAX IN-LIEU/VLF	8,394,222	8,535,760	8,535,760	8,512,700
101-10-0000	4412	NO/LOW PROPERTY TAX-COUNTY	3,079,665	3,019,400	3,019,400	3,183,000
101-10-0000	4015	AB1290 TAX INCREMENT	59,929	23,400	23,400	25,000
REAL-PROPERTY VALUE RELATED REVENUE			13,878,400	14,022,560	14,022,560	14,213,580
101-10-0000	4021	SALES & USE TAXES (STATE)	8,222,180	8,510,000	8,600,000	8,990,000
101-10-0000	4022	UTILITY USER TAX	5,743,933	5,675,000	5,595,000	5,595,000
101-10-0000	4023	TRANSIENT OCCUPANCY TAX	876,639	1,050,000	1,010,000	1,010,000
101-10-0000	4024	FRANCHISE TAX	1,071,396	1,093,000	1,083,000	1,090,000
101-10-0000	4025	FRANCHISE - CABLE TV	604,779	620,000	620,000	627,000
101-10-0000	4026	BUSINESS LICENSE	669,931	705,000	842,000	800,000
101-10-0000	4027	REAL PROPERTY TRANSF. TAX	173,902	223,000	223,000	250,000
TAXES & FRANCHISES:			17,362,760	17,876,000	17,973,000	18,362,000
101-10-0000	4116	FIREWORKS PERMITS	10,907	7,000	7,000	8,320
101-10-0000	4119	PERMITS - MISC. OTHER	29,028	29,000	29,000	30,160
101-10-0000	4131	ANIMAL LICENSE	302,033	320,000	320,000	309,000
LICENSES & PERMITS:			341,967	356,000	356,000	347,480
101-10-0000	4222	WASTE MANAGEMENT FORFEITS	(324)	1,000	1,700	1,500
101-10-0000	4235	RETURNED CHECK FEES	575	1,000	800	500
101-10-0000	4237	ANIMAL LIC/DELINQUENT CHARGE	30,145	35,000	36,000	31,200
PENALTIES:			30,397	37,000	38,500	33,200

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-0000	4311	INTEREST EARNINGS	125,723	180,000	160,000	170,000
101-10-0000	4312	INTEREST - LOANS TO OTHER FUNDS	6,272,579	355,510	366,479	366,480
101-10-0000	4315	INTEREST INCOME-GASB #31	35,623	-	-	-
101-10-0000	4316	PURCHASING DISCOUNTS	6,655	4,500	4,500	5,000
101-10-0000	4318	CASH OVERAGE/SHORTAGE	56	-	-	-
101-10-0000	4321	RENTAL-NWK AUTO AUCTION	540,495	556,900	556,900	570,400
101-10-0000	4323	RENTAL-FACILITIES RESERV	500	500	500	200
101-10-0000	4326	RENTAL & USE PROPERTY/OTHER	35,726	30,000	30,000	30,000
USE OF MONEY & PROPERTY:			7,017,357	1,127,410	1,118,379	1,142,080
101-10-0000	4413	MOTOR VEHICLE LICENSE FEE	558,902	-	-	-
STATE TAX:			558,902	-	-	-
101-10-0000	4441	USE OIL RECYCLING PROGRAM	61,274	49,700	49,700	30,990
101-10-0000	4444	E-WASTE COLLECTION REIMB	7,698	4,000	4,000	4,400
101-10-0000	4446	BEVERAGE CONTAINER RECYCLING	-	13,600	28,933	27,830
101-10-0000	4447	STATE MANDATED COST REIMB	79,561	50,000	50,000	50,000
101-10-0000	4491	PEG CONTRIBUTIONS	121,172	119,900	121,000	122,000
STATE & OTHER AGENCIES:			269,705	237,200	253,633	235,220
101-10-0000	4516	BUS LICENSE PROCESSING FEES	52,945	48,000	49,000	51,500
101-10-0000	4521	SALES- MAPS,PUBL &COPIES	89	100	100	100
101-10-0000	4525	DUPLICATION SERVICE CHARGES	7,766	18,000	18,000	15,000
101-10-0000	4541	TRASH CONTAINER IMPOUND	-	3,200	3,200	-
FEES FOR SERVICES:			60,799	69,300	70,300	66,600

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-0000	4611	SALE OF EQUIPMENT & SCRAP	2,815	8,000	14,000	8,000
101-10-0000	4621	REIMB/SHARED EXPENSES	182,227	245,000	245,000	251,000
101-10-0000	4622	LABOR RECOVERY	(1,700)	-	-	-
101-10-0000	4623	ADMIN REIMB / OTHER FUNDS	660,900	715,000	661,000	660,330
101-10-0000	4624	LITIGATION SETTLEMENT	27,618	-	-	-
101-10-0000	4625	DAMAGE RECOVERIES	32,883	25,000	26,000	25,000
101-10-0000	4626	INSURANCE REFUND	2,000	7,000	7,000	5,000
OTHER REVENUES:			906,743	1,000,000	953,000	949,330
101-10-0000	4690	MISC OTHER REVENUE	1,668	500	6,000	2,000
101-10-0000	4691	DELINQUENT TRASH COLLECT	3,253	15,000	25,000	15,000
101-10-0000	4693	VENDING MACHINES/PHONES	3,457	3,000	3,990	3,200
101-10-0000	4694	UNION DUES PROCESSING	399	400	400	400
101-10-0000	4696	COLLECTION AGENCY REVENUE	2,102	1,500	5,500	3,500
MISC. REVENUES:			10,880	20,400	40,890	24,100
TOTAL GENERAL GOVERNMENT:			40,437,909	34,745,870	34,826,262	35,373,590

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 20 - PUBLIC SAFETY						
101-20-0000	4115	SPECIAL PARKING PERMITS	4,223	3,500	4,000	3,640
101-20-0000	4211	VEHICLE CODE-TRAFFIC	425,506	400,000	350,000	400,000
101-20-0000	4212	FINES - OTHER	85,995	50,000	51,000	40,000
101-20-0000	4213	LOCAL CODE ENFORCEMENT	890,262	927,154	800,000	963,600
101-20-0000	4214	DRIVING UNDER INFLUENCE	(1,554)	10,000	14,000	14,000
101-20-0000	4215	CURFEW FINE	-	-	-	-
101-20-0000	4216	FALSE ALARMS	1,460	2,000	-	2,000
101-20-0000	4217	ILLEGAL FIREWORKS CITATIONS	-	25,000	25,000	40,000
101-20-0000	4218	SAFE & SANE FIREWORKS	-	1,000	-	-
PENALTIES, FORFEIT & FINES:			1,405,892	1,418,654	1,244,000	1,463,240
101-20-0000	4522	14602.6 CVC IMPOUND ADMIN	-	-	-	-
101-20-0000	4524	ADMIN FEES - IMPOUNDED VEHICLES	163,478	218,680	200,000	162,880
101-20-0000	4590	OTHER FEES FOR SERVICES	24,410	25,000	26,000	26,000
101-20-0000	4622	LABOR RECOVERY	505	-	-	-
101-20-0000	4625	DAMAGE RECOVERIES	7,079	9,000	(28,987)	9,000
101-20-0000	4696	COLLECTION AGENCY REVENUES	256	-	-	-
101-20-0000	4692	PARENT/MINOR RESPONSIBILITY	3,736	10,000	1,800	2,500
101-20-0000	4695	COMMUNITY SERVICE SIGN-UP	-	-	-	-
101-20-0000	4696	COLLECTION AGENCY REVENUES	-	-	174	-
FEES FOR SERVICES:			199,465	262,680	198,987	200,380
TOTAL PUBLIC SAFETY:			1,605,357	1,681,334	1,442,987	1,663,620

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
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**FUND - 101 - GENERAL FUND
FUNCTION - 30 - PUBLIC SERVICES**

101-30-0000	4431	INDUSTRIAL WASTE FEES	42,279	45,000	45,000	45,000
101-30-0000	4621	REIMB/SHARED EXPENSES	4,505	3,000	5,200	3,000
101-30-0000	4622	LABOR RECOVERY	858	-	200	200
101-30-0000	4625	DAMAGE RECOVERIES	-	70,000	70,000	20,000
101-30-0000	4690	MISC OTHER REVENUE	124	-	-	-
TOTAL PUBLIC SERVICES:			47,765	118,000	120,400	68,200

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

101-40-0000	4318	CASH OVERAGE/SHORTAGE	(12)	-	4	-
101-40-0000	4531	SENIOR TOURS	5,851	10,000	7,000	8,320
101-40-0000	4532	SENIOR CONTRACT CLASSES	9,308	5,000	6,000	5,200
101-40-0000	4533	SENIOR CENTER PROGRAMS	13,019	11,000	11,000	12,480
FEES FOR SERVICES:			28,166	26,000	24,004	26,000
TOTAL SOCIAL SERVICES:			28,166	26,000	24,004	26,000

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
FUND - 101 - GENERAL FUND						
FUNCTION - 50 - CULTURE AND RECREATION						
101-50-0000	4318	CASH OVERAGE/SHORTAGE	(817)	-	-	-
101-50-0000	4324	FIELD RESERVATION-RECR	30,543	20,000	24,000	20,800
USE OF PROPERTY:			29,726	20,000	24,000	20,800
101-50-0000	4551	ADULT & FAMILY EXCURSIONS	740	-	-	
101-50-0000	4552	CONTRACT CLASSES	83,189	70,000	72,000	74,880
101-50-0000	4553	ADULT SPORTS	9,712	12,000	11,000	12,480
101-50-0000	4554	THERAPEUTIC RECREATION	8,670	9,000	12,500	10,400
101-50-0000	4555	DAY CAMPS	7,005	18,000	18,000	20,800
101-50-0000	4556	AQUATIC PROGRAM	96,425	85,000	90,000	88,400
101-50-0000	4557	TOT PROGRAMS	16,568	9,000	21,500	12,480
101-50-0000	4559	RECREATION SERVICES-OTHER	5,011	7,000	6,200	7,280
101-50-0000	4561	ENTRY & MEMBERSHIP FEES	-	-	-	-
101-50-0000	4565	YOUTH SPORTS	36,500	30,000	30,000	31,200
101-50-0000	4567	TOT PROGRAMS	50	-	-	-
101-50-0000	4569	HALLOWEEN PARADE	4,850	-	10,163	11,019
FEES FOR SERVICES:			268,720	240,000	271,363	268,939
101-50-0000	4621	REIMB/SHARED EXPENSES	230,216	114,170	114,167	-
101-50-0000	4690	MISC OTHER REVENUE	10	-	1,300	-
MISC REVENUE:			230,226	114,170	115,467	-

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5203	4318	CASH OVERAGE/SHORTAGE	1,734	-	57	-
101-50-5203	4323	RENTAL-AQUATICS	3,153	-	6,529	7,800
101-50-5208	4323	RENTAL- PARK FACILITIES	16,302	14,000	13,000	14,600
101-50-5508	4552	CONTRACT CLASSES- MARIACHI	3,718	3,000	4,000	3,600
101-50-5508	4559	RECREATION SERVICES-OTHER	(25)	-	30	-
101-50-5702	4318	CASH OVERAGE/SHORTAGE	110	-	-	-
101-50-5702	4323	RENTAL-NASC FACILITIES	129,801	132,000	122,500	127,100
101-50-5702	4561	NASC - ENTRY & MEMBERSHIP FEES	89,928	88,000	82,000	85,280
101-50-5702	4562	BOXING	8,294	14,000	16,700	15,600
101-50-5702	4690	MISC OTHER REVENUE	1,997	1,000	1,500	1,000
FEES FOR SERVICES:			255,009	252,000	246,316	254,980

TOTAL CULTURE & RECREATION:	783,681	626,170	657,146	544,719
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**FUND - 101 - GENERAL FUND
FUNCTION - 61 - DEVELOPMENT SERVICES**

101-61-0000	4261	ADMINISTRATIVE CITATIONS	3,939	4,000	5,000	4,000
FINES & FORFEITURES:			3,939	4,000	5,000	4,000
101-61-0000	4111	BUILDING PERMITS	533,215	530,000	530,000	540,200
101-61-0000	4113	STREET OPENING PERMITS	63,158	50,000	70,000	52,000
101-61-0000	4114	SIGN PERMITS	9,307	8,500	6,500	6,800
LICENSES & PERMITS:			605,680	588,500	606,500	599,000
101-61-0000	4318	CASH OVERAGE/SHORTAGE	72	-	-	-
USE OF MONEY & PROPERTY:			72	-	-	-

REVENUES - GENERAL FUND

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-0000	4508	GREEN BUILDING ORDINANCE	99	300	800	300
101-61-0000	4509	SMIP FEES	27	400	800	400
101-61-0000	4511	PLANNING & ZONING FEES	152,300	130,000	149,000	135,200
101-61-0000	4512	ENG/PLAN CHECKING FEES	1,558	2,300	7,000	2,300
101-61-0000	4513	BLD & SFTY/PLAN CHECKING	161,684	150,000	160,000	159,600
101-61-0000	4514	ENG/INSPECTION FEES	1,233	1,500	4,100	2,100
101-61-0000	4519	PLAN/RECORDS RECOVERY FEE	23,804	20,000	23,000	20,800
101-61-0000	4544	BOARD-UP ABATEMENT FEES	52,752	45,000	45,000	46,800
101-61-0000	4545	WEED & LITTER ABATM'T FEE	19,246	27,000	24,000	28,100
FEES FOR SERVICES:			412,702	376,500	413,700	395,600
101-61-0000	4622	LABOR RECOVERY	11,788	15,000	8,000	10,000
MISC REVENUE:			11,788	15,000	8,000	10,000
TOTAL DEVELOPMENT SERVICES:			1,034,181	984,000	1,033,200	1,008,600
TOTAL GENERAL FUND OPERATIONAL REVENUE:			43,937,059	38,181,374	38,103,999	38,684,729

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 203 - CHILD CARE

203-40-0000	4438	OTHER LOCAL AGENCIES	-	23,544	23,544	-
203-40-0000	4439	COUNTY GRANTS-OTHER	-	2,634,820	1,217,791	1,362,570
203-40-0000	4449	STATE GRANTS - OTHER	3,474,925	1,533,772	1,988,397	1,926,832
203-40-0000	4628	PARENT FEES	68,156	30,167	40,000	40,000
TOTAL CHILD CARE FUND REVENUE:			3,543,081	4,222,303	3,269,732	3,329,401

FUND - 204 - GAS TAX

204-30-0000	4311	INTEREST EARNINGS	275	-	900	900
204-30-0000	4421	STATE GAS TAX - 2107	791,339	788,760	775,000	764,270
204-30-0000	4422	STATE GAS TAX - 2107.5	15,156	10,000	10,000	10,000
204-30-0000	4423	STATE GAS TAX - 2105	592,262	592,700	590,000	532,540
204-30-0000	4424	STATE GAX TAX -2106	351,303	353,650	350,000	360,990
TOTAL GAS TAX FUND REVENUE:			1,750,335	1,745,110	1,725,900	1,668,700

FUND - 205 - COUNTY AID TO CITIES

205-10-0000	4311	INTEREST EARNINGS	358	100	150	100
TOTAL AID TO CITIES FUND REVENU			358	100	150	100

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 207 - COMMUNITY DEVELOPMENT BLOCK GRANT

207-62-0000	4311	INTEREST EARNINGS	3,896	-	1,100	1,000
207-62-0000	4464	CDBG/REPROGRAMMED - PY	-	616,441	616,441	-
207-62-0000	4469	FEDERAL GRANTS-OTHER	2,203,322	1,396,595	1,207,627	1,070,927
207-62-0000	4651	LOW INT LOANS REPAYMENT	73,724	25,582	60,000	24,780
207-62-0000	4652	DEFERRED LOANS REPAYMENT	138,845	90,800	158,000	64,463
TOTAL CDBG FUND REVENUE:			2,419,787	2,129,418	2,043,168	1,161,170

208-62-0000	4311	INTEREST EARNINGS	89	-	-	-
208-62-0000	4469	FEDERAL GRANTS-OTHER	304,791	505,366	431,427	254,516
208-62-0000	4654	HOME LOANS REPAYMENT	116,510	30,000	41,000	30,000
TOTAL HOME FUND REVENUE:			421,390	535,366	472,427	284,516

FUND - 209 - ARRA -HOMELESS PREVENTION

209-62-0000	4469	FEDERAL GRANTS - MISC OTHER	220,182	214,529	210,373	4,159
TOTAL HOME FUND REVENUE:			220,182	214,529	210,373	4,159

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
FUND - 210 TRANSIT - PROPOSITION A LOCAL RETURN						
210-45-0000	4084	PROP A LOCAL RETURN	1,481,865	1,511,524	1,511,524	1,571,984
210-45-4500	3995	TRANSFER OUT TO TRANSIT FUND	(1,481,865)	(1,511,524)	(1,511,524)	(1,571,984)
TOTAL PROP A - TRANSIT REVENUE:			-	-	-	-
FUND - 212 - OTS/ MISC GRANTS						
212-20-0000	4469	FEDERAL GRANTS/DUI GRANT	34,113	50,800	34,994	15,400
TOTAL OTS FUND - MISC GRANTS REVENUE:			34,113	50,800	34,994	15,400
FUND - 213 - AIR QUALITY MANAGEMENT FUND						
213-61-0000	4311	INTEREST EARNINGS	3,679	1,000	1,300	1,000
213-61-0000	4439	COUNTY GRANTS-OTHER	120,566	125,900	123,000	123,000
TOTAL AQMD FUND REVENUE:			124,245	126,900	124,300	124,000

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 217 - SENIOR SERVICES FUND

217-40-0000	4469	FEDERAL GRANTS-OTHER	64,621	61,130	61,130	61,180
217-40-0000	4630	CONTRIBUTIONS & DONATIONS	220	250	200	200
217-90-9101	4790	OPERATING TRANSFERS IN	40,070	23,814	58,355	23,877
TOTAL SENIOR SERVICES FUND REVENUE:			104,911	85,194	119,685	85,257

FUND - 221 - FEMA GRANT

221-20-0000	4469	FEDERAL GRANTS-OTHER	-	30,750	-	30,750
TOTAL FEMA GRANT REVENUE:			-	30,750	-	30,750

FUND - 222 - COPS STATE FUND

222-20-0000	4311	INTEREST EARNINGS	730	-	550	200
222-20-0000	4448	ST GRANTS/LEGISLATIVE	136,060	170,932	173,000	170,000
TOTAL COPS STATE FUND REVENUE:			136,791	170,932	173,550	170,200

FUND - 223 - COPS TECHNOLOGY PROGRAM

223-20-0000	4469	FEDERAL GRANTS-OTHER	288	170,000	169,712	-
TOTAL GANG FREE COMMUNITY FUND REVENUE:			288	170,000	169,712	-

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 224 - JUSTICE ASSISTANCE GRANT FUND

224-20-0000	4311	INTEREST EARNINGS	2,073	-	250	100
224-20-0000	4469	FEDERAL GRANTS-OTHER	172,878	126,350	31,126	42,380
TOTAL JUVENILE ASSISTANCE GRANT FUND REVENUE:			174,951	126,350	31,376	42,480

FUND - 225 - COPS HIRING PROGRAM

225-20-0000	4469	FEDERAL GRANTS-OTHER	-	810,950	175,481	635,469
TOTAL GANG FREE COMMUNITY FUND REVENUE:			-	810,950	175,481	635,469

FUND - 227 - PROPOSITION C FUND

227-30-0000	4085	PROP C LOCAL RETURN	1,232,041	1,253,769	1,316,000	1,348,900
227-30-0000	4213	LOCAL CODE ENFORCEMENT	-	4,500	2,000	30,600
227-30-0000	4311	INTEREST EARNINGS	27,017	10,000	10,000	10,000
227-30-0000	4523	PARKING STRUCTURE REVENUE	69,600	72,000	72,000	96,000
227-30-0000	4621	REIMB/SHARED EXPENSES	225,950	194,008	140,268	174,900
227-70-0000	4621	REIMB/SHARED EXPENSES	-	-	-	-
TOTAL PROPOSITION C FUND REVENUE:			1,554,609	1,534,277	1,540,268	1,660,400

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 228 - MEASURE R LOCAL RETURN FUND

228-30-0000	4311	INTEREST EARNINGS	6,590	500	2,500	1,500
228-30-0000	4451	MEASURE R LOCAL RETURN	918,769	940,335	975,000	975,000

TOTAL MEASURE R FUND REVENUE:			925,359	940,835	977,500	976,500
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FUND - 243 - PARKING STRUCTURE OPERATIONS FUND

243-30-0000	4523	PARKING STRUCTURE REVENUE	628,316	625,000	625,000	675,000
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TOTAL PARKING STRUCTURE OPERATIONS FUND REVENUE:			628,316	625,000	625,000	675,000
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FUND - 248 - ASSET FORFEITURE FUND

248-20-0000	4311	INTEREST EARNINGS	39	-	20	50
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TOTAL ASSET FORFEITURE FUND REVENUE:			39	-	20	50
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPOPTED BUDGET
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FUND - 249 - DISPUTE RESOLUTION FUND

249-40-0000	4439	COUNTY GRANTS-OTHER	51,803	61,167	61,167	61,167
249-90-9101	4790	TRANSFER IN-GRANT MATCH - GF	45,027	49,518	50,888	54,586
TOTAL DISPUTE RESOLUTION FUND REVENUE:			96,830	110,685	112,055	115,753

FUND - 262 - HOUSING ASSISTANCE PROGRAM/ VOUCHER

262-63-0000	4223	FORFEITURE OF FSS				
262-63-0000	4311	INTEREST EARNINGS	5,973	10,000	4,170	2,000
262-63-0000	4315	INTEREST INCOME - GA	(72)	-	-	-
262-63-0000	4461	HUD-VOUCHER ADMIN	769,731	780,000	707,725	662,580
262-63-0000	4469	FEDERAL GRANTS-HAP	6,159,647	6,218,051	6,105,207	6,223,561
262-63-0000	4476	FEDERAL GRANTS-FSS COORDINA	64,383	64,637	64,637	64,637
262-63-0000	4592	PORT-IN ADMIN	38,875	32,000	40,700	40,000
262-63-0000	4593	PORT IN HAP	566,373	640,000	620,000	620,000
262-63-0000	4620	REFUNDS & RECOVERY	21,552	24,000	20,000	20,000
262-63-0000	4625	DAMAGE RECOVERIES	-	-	1,080	-
262-63-0000	4690	MISC OTHER REVENUE	-	-	16,100	16,100
262-63-0000	4696	COLLECTION AGENCY REVENUE	613	-	-	-
TOTAL HOUSING ASSISTANCE PROGRAM/VOUCHER FUND:			7,627,073	7,768,688	7,579,619	7,648,878

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 320 - DEBT SERVICE FUND

320-90-9101	4790	OPERATING TRANSFERS IN	1,580,729	1,218,675	1,218,675	1,213,399
320-90-9243	4790	OPERATING TRANSFERS IN	-	374,132	374,132	374,132
320-95-0000	4311	INTEREST EARNINGS	-			

TOTAL GENERAL FUND TRANSFER IN FUND REVENUE:			1,580,729	1,592,807	1,592,807	1,587,531
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FUND - 401 - PROP 1B CAPITAL PROJECTS

401-70-0000	4311	INTEREST EARNINGS	15,727	6,500	2,000	3,000
401-70-0000	4449	STATE FUNDING	-	1,635,892	1,635,892	-

TOTAL PROP 1B CAPITAL PROJECTS REVENUE:			15,727	1,642,392	1,637,892	3,000
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FUND - 405 - I 5 PROJECTS

405-70-0000	4311	INTEREST EARNINGS				
405-70-0000	4438	OTHER LOCAL AGENCIES	1,480,021	-	48,585	4,744,873

TOTAL I5 PROJECTS REVENUE:			1,480,021	-	48,585	4,744,873
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 407 - NEIGHBORHOOD STABILISATION PROGRAM & CDBG -R STIMULUS FUND

407-62-0000	4311	INTEREST EARNINGS	225	-	521	-
407-62-0000	4469	FEDERAL GRANT - NEIGHB. STAB. I	313,908	46,688	36,999	9,689
407-62-0000	4655	PROGRAM INCOME-OTHER	305,612	-	134,632	-
407-70-0000	4469	FEDERAL GRANT - HUD ARRA (CIP)	-	-	-	40,050

TOTAL CDBG "R" STIMULUS

CAPITAL PROJECTS REVENUE:	619,744	46,688	172,152	49,739
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FUND - 4XX - ARRA STIMULUS GRANTS

409-70-0000	4469	FEDERAL GRANT - STREETS	1,727,748	-	95,551	-
410-70-0000	4469	FEDERAL GRANT - FTA & LACMTA	8,527	759,199	32,256	726,943
412-70-0000	4469	FEDERAL GRANT - DPT OF ENERGY	932,184	50,650	-	-

TOTAL ARRA STIMULUS CAPITAL

PROJECTS REVENUE:	2,668,459	809,849	127,807	726,943
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPOPTED BUDGET
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FUND - 411 - TEA -TRANSPORTATION ENHANCEMENT ACTIVITIES

411-70-0000	4469	FEDERAL GRANT	190	539,213	-	1,748,023
TOTAL FEDERAL EARMARKS FOR CAPITAL PROJECTS REVENUE:			190	539,213	-	1,748,023

FUND - 418 - ART IN PUBLIC PLACES

418-70-0000	4311	INTEREST EARNINGS	8,228	2,000	2,700	2,000
418-70-0000	4518	DEVELOPER ART IN-LIEU CON	-	-	9,000	8,000
418-70-0000	4690	MISC OTHER REVENUE	(349)	-	-	-
TOTAL ART IN PUBLIC FUND REVENUE:			7,878	2,000	11,700	10,000

FUND - 425 - SB 821 BICYCLE / PEDESTRIAN

425-70-0000	4448	ST GRANTS/LEGISLATIVE	4,000	-	22,568	95,589
TOTAL BICYCLE/PEDESTRIAN FUND REVENUE:			4,000	-	22,568	95,589

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
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FUND - 426 - TRAFFIC CONGESTION RELIEF (PROP 42)

426-70-0000	4311	INTEREST EARNINGS	16,764	4,000	5,500	4,000
426-70-0000	4458	STATE GRANT/LEGISL RELIEF	1,043,149	1,102,709	1,179,899	1,195,940
TOTAL TRAFFIC CONGESTION FUND REVENUE:			1,059,913	1,106,709	1,185,399	1,199,940

FUND - 427 - MTA & LA COUNTY TRANSPORTATION GRANT

427-70-0000	4311	INTEREST EARNINGS	51	-	1,000	800
427-70-0000	4439	COUNTY GRANTS-OTHER	49,915	12,000	366,160	481,780
427-70-0000	4490	OTHER LOCAL AGENCIES	-	-	-	-
TOTAL TRANSPORTATION GRANT FUND:			49,967	12,000	367,160	482,580

FUND - 428 - SAFE ROUTE TO SCHOOL (AB1475)

428-70-0000	4448	FEDERAL GRANTS-OTHER	-	100,000	-	-
TOTAL SAFE ROUTE TO SCHOOL FUND:			-	100,000	-	-

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 429 - HIGHWAY BRIDGE REPLACEMENT & RENOVATION

429-70-0000	4469	FEDERAL GRANTS-OTHER	4,797	-	284,563	2,219,751
TOTAL HIGHWAY BRIDGE REPLACEMENT & RESTORATION FUND:			4,797	-	284,563	2,219,751

FUND - 430 - SURFACE TRANSPORTATION PROGRAM (STPL) FUND

430-70-0000	4469	FEDERAL GRANTS-OTHER	1,170,555	-	-	1,346,093
430-90-9101	4790	OPERATING TRANSFERS IN	6,044	-	-	-
TOTAL SURFACE TRNSPRTN PRGM (STPL) FUND:			1,176,599	-	-	1,346,093

FUND - 432 - PARKING FACILITIES IMPROVEMENT FUND:

432-70-0000	4311	INTEREST EARNINGS	-	-	80	80
TOTAL PARKING & FACILITIES IMPROVEMENT FUND:			-	-	80	80

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 433 - HAZARD ELIMINATION SYSTEM FUND:

433-70-0000	4469	FEDERAL GRANTS-OTHER		320,000	-	-
TOTAL HAZARD ELIMINATION SYSTEM FUND:			-	320,000	-	-

FUND - 438 - PARK BOND FUND:

438-70-0000	4449	STATE GRANTS - OTHER	-	150,000	84,904	316,097
TOTAL PARK BOND FUND:			-	150,000	84,904	316,097

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPOPTED BUDGET
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FUND - 702 - WATER UTILITY FUND:

702-30-0000	4231	DELINQUENT SERVICE CHARGE	81,091	70,000	70,000	70,000
702-30-0000	4232	MISC CHARGES - WATER	10,499	8,000	14,000	8,000
702-30-0000	4233	RESTART AFTER DELINQUENCY	147	500	500	500
702-30-0000	4235	RETURNED CHECK FEES	770	1,200	1,200	1,200
702-30-0000	4311	INTEREST EARNINGS	19,203	-	18,000	6,000
702-30-0000	4571	WATER CONSUMPTION CHARGE	4,501,685	4,801,200	4,555,000	4,646,000
702-30-0000	4573	NEW UTILITY ACCNT SET-UP	12,280	10,000	10,000	10,000
702-30-0000	4574	HYDRANT RENTALS	165	100	100	100
702-30-0000	4575	LEASE OF WATER RIGHTS	-	-	126,000	50,000
702-30-0000	4690	MISC OTHER REVENUE	1	-	-	-
702-30-0000	4696	COLLECTION AGENCY REVENUE	(622)	-	30	-
702-70-0000	4469	FEDERAL GRANTS-OTHER	252,437	158,553	-	-
702-70-0000	4469	REIMB/SHARED EXPENSES	41,706	-	-	-
702-90-9459	4790	OPERATING TRANSFERS IN/FR RD/	3,956,551	-	-	-

TOTAL WATER UTILIY FUND:	8,875,912	5,049,553	4,794,830	4,791,800
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FUND - 703 - GOLF COURSE FUND:

703-50-5703	4561	ENTRY & MEMBERSHIP FEES	152,878	160,000	180,000	180,000
703-90-9101	4790	TRANSFER IN	-	859,596	122,335	174,770

TOTAL GOLF COURSE FUND:	152,878	1,019,596	302,335	354,770
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPOPTED BUDGET
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FUND - 710 - TRANSIT SYSTEM FUND:

710-45-0000	4081	TRANS PROP C-5% SECURITY	107,282	96,603	96,603	116,477
710-45-0000	4082	PROP A DISCRET/OPERAT.ASS	1,750,343	1,875,404	1,875,404	1,876,137
710-45-0000	4083	PROP C 40% DISC-OTHER INT				
710-45-0000	4086	PR C40% DISC-FOOTHILL MIT	63,485	85,007	85,007	76,081
710-45-0000	4087	PROP C 40% DISC-MOSIP	523,081	545,449	545,449	556,469
710-45-0000	4088	TRANSIT PROP C 40% - BSIP	49,041	50,016	50,016	51,087
710-45-0000	4313	TRANSIT PROP A 40% INT.	-	-	-	-
710-45-0000	4314	TRANSIT PROP C 40% INT.	-	-	-	-
710-45-0000	4318	CASH OVERAGE/SHORTAGE	(213)	-	(237)	-
710-45-0000	4451	MEASURE "R"	915,382	1,104,583	1,104,583	1,020,068
710-45-0000	4453	LFT/TDA ARTICLE 4	1,958,228	2,437,335	2,437,335	2,512,013
710-45-0000	4454	STAF/STATE TRANSPORT.ASST	630,533	602,584	602,584	584,759
710-45-0000	4455	PROP A SUBREGION INCENTIVE	-	-	-	-
710-45-0000	4469	JARC 5316 - MOBILITY SERVICES GRANT	14,043	-	-	-
710-45-0000	4473	FTA CAPITA - DAR (10%) OPER ASSIST	-	-	-	-
710-45-0000	4474	FED CAP OF MAINT. EXP 80%	1,913,877	1,573,748	1,573,748	1,474,788
710-45-0000	4475	PALR CAP OF MAINT EXP 20%	-	-	-	-
710-45-0000	4581	NTS DIAL A RIDE FARES	11,001	13,442	13,442	11,000
710-45-0000	4582	PASSENGER REV-NTS FIXED R	1,459,330	1,483,885	1,483,885	1,450,000
710-45-0000	4583	TAXI VOUCHERS	2,889	2,800	2,800	4,000
710-45-0000	4584	CONTRACT SVC REV-SFS	14,125	10,000	10,000	10,000
710-45-0000	4585	CONTRACT SVC REV-WHITTIER	37,668	90,000	90,000	80,000
710-45-0000	4586	TAP - CASH SWEEP	(1)	-	15,000	15,000
710-45-0000	4587	PASSENGER REV-SFS FIXED RTE	-	-	-	-
710-45-0000	4588	PASS REV-LMT DIAL A RIDE	-	-	-	-
710-45-0000	4589	PASSENGER REV-WHITTIER FR	-	-	-	-
710-45-0000	4610	SALE OF PROPERTY	-	-	-	-
710-45-0000	4611	SALE OF EQUIPMENT & SCRAP	20,480	8,000	8,000	6,000
710-45-0000	4612	SALE OF REAL PROPERTY	-	-	-	-
710-45-0000	4625	DAMAGE RECOVERIES	20,884	15,000	23,000	23,000
710-45-0000	4636	AUXILIARY REVENUE	22,000	22,000	22,000	22,000

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
710-45-0000	4690	MISC OTHER REVENUE-SFS PASS	-	310	309	-
710-45-0000	4793	AB 2766 ASSISTANCE - TRANSFER IN	55,200	30,000	30,000	34,000
710-45-0000	4794	LOCAL PROP A - TRANSFER IN (OP)	1,404,729	1,455,524	1,455,524	1,496,984
710-45-0000	4795	LOCAL PROP C - TRANSFER IN	1,144,004	90,200	90,200	71,400
TOTAL OPERATIONS						
TRANSIT SYSTEM FUND:			12,117,391	11,591,890	11,614,652	11,491,263
712-45-0000	4471	FTA/CAPITAL ASSISTANCE	-	6,864,281	125,912	8,640,418
712-70-0000	4471	FTA/CAPITAL ASSISTANCE-CIP	-	2,396,012	48,409	3,612,695
712-45-0000	4494 C	PROP A LOCAL MATCH - CAPITAL	96,277	56,000	41,359	75,000
712-70-0000	4494 C	PROP A LOCAL MATCH - CAPITAL	-	-	-	-
710-45-0000	4495 C	MEASURE R-CAPITAL	55,414	-	-	-
712-45-0000	4456	OTHER CAPITAL ASSISTANCE				107,705
TOTAL CAPITAL REVENUES -						
TRANSIT SYSTEM FUND:			719,381	9,316,293	215,680	12,435,818

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 711 - TRANSIT - 1B PTMISEA

711-45-0000	4311	INTEREST EARNINGS	2,279	-	1,900	1,000
711-45-0000	4454	STA / STATE ASSISTANCE	-	349,718	405,185	392,238
711-45-0000	4456	OTHER CAPITAL ASSISTANCE	-	-	403,395	-

TOTAL TRANSIT - 1B PTMISEA

FUND:	2,279	349,718	810,480	393,238
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TOTAL TRANSIT - ALL CAPITAL

FUNDING:	721,660	9,666,011	1,026,160	12,829,056
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TOTAL TRANSIT REVENUES

(FUNDS 710, 711 & 712)	12,839,051	21,257,901	12,640,812	24,320,319
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
FUND - 735 - EMPLOYEE BENEFIT FUND:						
735-10-0000	4703	GOLF COURSE	26,569	26,389	26,389	35,980
735-10-0000	4901	GENERAL FUND	5,111,069	6,238,759	6,264,445	6,198,343
735-10-0000	4902	UTILITY FUND	170,257	255,264	255,264	246,861
735-10-0000	4903	CHILD CARE	132,495	141,217	141,217	148,236
735-10-0000	4907	CDBG	153,858	153,698	153,698	120,185
735-10-0000	4908	HOME PROGRAM	13,904	13,711	13,711	6,541
735-10-0000	4909	HOMELESS PREVENTION PROGRAI	293	291	291	45
735-10-0000	4910	TRANSIT FUND	2,151,188	2,327,106	2,327,106	2,455,222
735-10-0000	4917	SENIOR SERVICES GRANT	17,867	7,948	7,948	7,606
735-10-0000	4922	COPS/SLESF PROGRAM	762	102	102	299
735-10-0000	4927	PROP C	34,373	42,859	42,859	56,814
735-10-0000	4936	VEHICLE MAINTENANCE FUND	780,211	855,195	855,195	696,912
735-10-0000	4942	PARK DEDICATION FUND	-	-	-	-
735-10-0000	4943	PARKING STRUCTURE	30,354	15,879	15,879	12,365
735-10-0000	4944	NORWALK HOUSING AUTHORITY	174,225	191,571	191,571	201,420
735-10-0000	4945	NRA	76,444	99,524	99,524	68,856
735-10-0000	4949	DISPUTE RESOLUTION	15,149	21,267	21,267	22,657
735-10-0000	4970	OTHER CIP FUNDS	27,933	-	-	-
TOTAL EMPLOYEE BENEFIT FUND:			8,916,950	10,390,781	10,416,466	10,278,340

REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 736 - EQUIPMENT MAINTENANCE FUND:

736-45-0000	4901	GENERAL FUND	600,233	686,290	607,946	557,586
736-45-0000	4902	UTILITY FUND	41,389	47,910	30,237	27,658
736-45-0000	4903	CHILD CARE	1,385	1,450	1,092	1,015
736-45-0000	4907	CDBG	1,231	1,390	1,141	1,071
736-45-0000	4910	TRANSIT FUND	2,892,242	3,156,681	3,194,324	2,927,229
736-45-0000	4944	NORWALK HOUSING AUTHORITY	4,247	4,800	4,254	3,957

TOTAL EQUIPMENT MAINTENANCE FUND:			3,540,728	3,898,521	3,838,994	3,518,516
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FUND - 744 - NASC EQUIPMENT REPLACEMENT AND REPAIR FUND:

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

TOTAL COMPUTER REPLACEMENT FUND:			-	35,000	35,050	35,050
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FUND - 745 - COMPUTER & OFFICE REPLACEMENT FUND:

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

TOTAL COMPUTER REPLACEMENT FUND:			10,000	50,000	50,100	75,100
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REVENUES - RESTRICTED FUNDS

BUDGET UNIT	ACCT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADPODTE BUDGET
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FUND - 746 - VEHICLE & EQUIPMENT REPLACEMENT FUND:

746-30-0000	4311	INTEREST EARNINGS	13,575	4,000	4,500	3,000
746-90-9101	4790	OPERATING TRANSFERS IN	-	75,000	75,000	50,000
746-90-9747	3990	OPERATING TRANSFERS (OUT)*				

TOTAL VEHICLE & EQUIPMENT REPLACEMENT FUND:			13,575	79,000	79,500	53,000
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FUND - 747 - BUILDING RENOVATION FUND:

747-70-0000	4311	INTEREST EARNINGS	1,051	100	1,000	300
747-90-9101	4790	TRANSFER FROM GENERAL FUND	100,000	300,000	300,000	300,000
747-90-9746	4790	TRANSFER IN FROM VEHICLE /EQL	246,700	-	-	-

TOTAL BUILDING RENOVATION FUND:			347,751	300,100	301,000	300,300
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**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Mayor & Council	446,190	434,296	-3%				446,190	434,296	-3%
<i>Personnel</i>	355,990	363,496	2%				355,990	363,496	2%
<i>Operations</i>	90,200	70,800	-22%				90,200	70,800	-22%
Commissions, Committees & Boards	24,923	23,920	-4%				24,923	23,920	-4%
<i>Operations</i>	24,923	23,920	-4%				24,923	23,920	-4%
City Manager / Administration	846,397	932,123	10%				846,397	932,123	10%
<i>Personnel</i>	820,130	910,573	11%				820,130	910,573	11%
<i>Operations</i>	26,267	21,550	-18%				26,267	21,550	-18%
City Attorney	365,000	370,769	2%				365,000	370,769	2%
<i>Personnel</i>	33,000	38,769	17%				33,000	38,769	17%
<i>Operations</i>	332,000	332,000	0%				332,000	332,000	0%
Management Services	559,193	584,411	5%	38,599	38,436	0%	597,792	622,847	4%
<i>Personnel</i>	247,643	270,486	9%				247,643	270,486	9%
<i>Operations</i>	311,550	313,925	1%	38,599	38,436	0%	350,149	352,361	1%
Community Information	458,479	513,489	12%				458,479	513,489	12%
<i>Personnel</i>	294,779	287,489	-2%				294,779	287,489	-2%
<i>Operations</i>	163,700	226,000	38%				163,700	226,000	38%
MIS-Contractor/Network	356,610	360,865	1%	6,000	15,000	150%	362,610	375,865	4%
<i>Personnel</i>	71,015	71,015	0%				71,015	71,015	0%
<i>Operations</i>	285,595	289,850	1%				285,595	289,850	1%
<i>Capital Outlay</i>		-	100%	6,000	15,000	150%	6,000	15,000	150%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
City Clerk	663,492	662,999	0%	31,610	-	-100%	695,102	662,999	-5%
<i>Personnel</i>	646,134	659,992	2%				646,134	659,992	2%
<i>Operations</i>	73,890	67,840	-8%				73,890	67,840	-8%
<i>Capital Outlay</i>	-	-	0%	31,610	-	-100%	31,610	-	-100%
<i>Inter-department Transfer - Duplication</i>	(56,532)	(64,833)	15%				(56,532)	(64,833)	15%
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	1,647,499	1,473,852	-11%				1,647,499	1,473,852	-11%
<i>Personnel</i>	590,845	607,909	3%				590,845	607,909	3%
<i>Operations</i>	1,056,654	865,943	-18%				1,056,654	865,943	-18%
Finance	1,841,452	1,857,426	1%	56,500	56,500	0%	1,897,952	1,913,926	1%
<i>Personnel</i>	1,400,702	1,437,401	3%				1,400,702	1,437,401	3%
<i>Operations</i>	440,750	417,735	-5%	56,500	56,500	0%	497,250	474,235	-5%
<i>Capital Outlay</i>	-	2,290	0%	-	-	100%	-	2,290	100%
Debt Service	1,218,675	1,213,399	0%	374,132	374,132	0%	1,592,807	1,587,531	0%
<i>Principal</i>	750,000	780,000	4%				750,000	780,000	4%
<i>Interest & Administrative Cost</i>	468,675	433,399	-8%	374,132	374,132	100%	842,807	807,531	-4%
Management Info Systems-City Wide	183,100	173,953	-5%	12,590	-	-100%	195,690	173,953	-11%
<i>Operations</i>	183,100	173,953	-5%	12,590	-	100%	195,690	173,953	-11%
Cable TV	192,235	197,994	3%				192,235	197,994	3%
<i>Personnel</i>	156,335	182,094	16%				156,335	182,094	16%
<i>Operations</i>	15,900	15,900	0%				15,900	15,900	0%
<i>Capital Outlay</i>	20,000	-	-100%				20,000	-	-100%
GENERAL GOVERNMENT TOTAL	8,803,245	8,918,197	1%	519,431	484,068	-7%	9,322,676	9,402,265	1%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Public Safety Operations	12,285,299	12,505,040	2%	1,376,463	913,642	-34%	13,661,762	13,418,682	-2%
<i>Personnel</i>	2,315,398	2,364,473	2%	7,141	8,295	16%	2,322,539	2,372,768	2%
<i>Operations</i>	9,969,901	10,140,567	2%	1,120,852	905,347	-19%	11,090,753	11,045,914	0%
<i>Capital Outlay</i>	-	-		248,470	-	-100%	248,470	-	-100%
Emergency Preparedness/EOC	66,150	53,600	-19%	30,750	30,750	0%	96,900	84,350	-13%
<i>Operations</i>	55,900	49,850	-11%				55,900	49,850	-11%
<i>Capital Outlay</i>	10,250	3,750	-63%	30,750	30,750	0%	41,000	34,500	-16%
Family Resource & Gang Prevention	213,369	219,431	3%				213,369	219,431	3%
<i>Personnel</i>	213,369	219,431	3%				213,369	219,431	3%
PUBLIC SAFETY TOTAL	12,564,818	12,778,071	2%	1,407,213	944,392	-33%	13,972,031	13,722,463	-2%
Public Services Administration	706,989	671,323	-5%				706,989	671,323	-5%
<i>Personnel</i>	579,569	552,793	-5%				579,569	552,793	-5%
<i>Operations</i>	127,420	118,530	-7%				127,420	118,530	-7%
Security & Emergency Services	25,879	25,309	-2%				25,879	25,309	-2%
<i>Personnel</i>	20,189	20,189	0%				20,189	20,189	0%
<i>Operations</i>	5,690	5,120	-10%				5,690	5,120	-10%
Facilities Maintenance	1,423,798	1,435,026	1%				1,423,798	1,435,026	1%
<i>Personnel</i>	934,368	973,340	4%				934,368	973,340	4%
<i>Operations</i>	489,430	461,686	-6%				489,430	461,686	-6%
Transportation Center Operations				357,046	391,612	10%	357,046	391,612	10%
<i>Personnel</i>				207,366	255,742	23%	207,366	255,742	23%
<i>Operations</i>				149,680	135,870	-9%	149,680	135,870	-9%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Parking Structure Operations (Net of Debt Service)				467,847	422,260	-10%	467,847	422,260	-10%
Personnel				119,277	121,182	2%	119,277	121,182	2%
Operations				348,570	301,078	-14%	348,570	301,078	-14%
Street Maintenance	68,995	125,893	82%	853,001	749,572	-12%	921,996	875,465	-5%
Personnel	60,995	9,183	-85%	427,250	490,000	15%	488,245	499,183	2%
Operations	8,000	116,710	1359%	398,750	259,572	-35%	406,750	376,282	-7%
Capital Outlay				27,001	-	-100%	27,001	-	-100%
Traffic Maintenance	111,925	91,587	-18%	350,000	302,250	-14%	461,925	393,837	-15%
Personnel	71,965	74,662	4%	225,000	225,000	0%	296,965	299,662	1%
Operations	39,960	16,925	-58%	68,000	77,250	14%	107,960	94,175	-13%
Capital Outlay				57,000	-	-100%	57,000	-	-100%
Signals & Street Lighting	613,733	667,874	9%	753,000	753,000	0%	1,366,733	1,420,874	4%
Personnel	210,673	216,954	3%				210,673	216,954	3%
Operations	403,060	450,920	12%	753,000	753,000	0%	1,156,060	1,203,920	4%
Street Sweeping	192,705	174,507	-9%	472,674	472,674	0%	665,379	647,181	-3%
Personnel	10,379	11,681	13%	-	-	0%	10,379	11,681	13%
Operations	182,326	162,826	-11%	472,674	472,674	0%	655,000	635,500	-3%
Sewer Maintenance	276,251	482,226	75%				276,251	482,226	75%
Personnel	6,271	105,684	1585%				6,271	105,684	1585%
Operations	269,980	376,542	39%				269,980	376,542	39%
Graffiti Removal	449,254	453,916	1%	45,000	45,000	0%	494,254	498,916	1%
Personnel	401,354	410,606	2%	-	-		401,354	410,606	2%
Operations	47,900	43,310	-10%	45,000	45,000	0%	92,900	88,310	-5%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Tree Maintenance	521,587	384,137	-26%	405,000	405,000	0%	926,587	789,137	-15%
<i>Personnel</i>	196,167	63,847	-67%	405,000	405,000	0%	601,167	468,847	-22%
<i>Operations</i>	325,420	320,290	-2%	-	-	0%	325,420	320,290	-2%
<i>Capital Outlay</i>									
Greenscape Maintenance	739,012	754,587	2%	19,601	-	-100%	758,613	754,587	-1%
<i>Personnel</i>	236,092	236,277	0%	-	-	0%	236,092	236,277	0%
<i>Operations</i>	502,920	518,310	3%	-	-	0%	502,920	518,310	3%
<i>Capital Outlay</i>	-	-	0%	19,601	-	-100%	19,601	-	0%
Water System				4,237,427	3,659,361	-14%	4,237,427	3,659,361	-14%
<i>Personnel</i>				776,132	759,820	-2%	776,132	759,820	-2%
<i>Operations</i>				3,405,295	2,890,381	-15%	3,405,295	2,890,381	-15%
<i>Capital Outlay</i>				56,000	9,160	-84%	56,000	9,160	-84%
PUBLIC SERVICES TOTAL	5,130,127	5,266,384	3%	7,960,596	7,200,729	-10%	13,090,723	12,467,114	-5%
Social Services Administration	932,611	906,655	-3%	5,000	5,000	0%	937,611	911,655	-3%
<i>Personnel</i>	771,270	757,835	-2%	-	-	0%	771,270	757,835	-2%
<i>Operations</i>	157,500	136,820	-13%	5,000	5,000	0%	162,500	141,820	-13%
<i>Capital Outlay</i>	3,841	12,000	212%	-	-	0%	3,841	12,000	212%
Senior Programs	869,890	829,052	-5%	61,380	61,380	0%	931,270	890,432	-4%
<i>Personnel</i>	512,322	487,142	-5%	23,814	23,877	0%	536,136	511,019	-5%
<i>Operations</i>	342,615	327,570	-4%	37,566	37,503	0%	380,181	365,073	-4%
<i>Capital Outlay</i>	14,953	14,340	-4%	-	-	0%	14,953	14,340	-4%
Child Care				4,222,304	3,329,401	-21%	4,222,304	3,329,401	-21%
<i>Personnel</i>				453,103	488,300	8%	453,103	488,300	8%
<i>Operations</i>				3,769,201	2,841,101	-25%	3,769,201	2,841,101	-25%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Homeless Prevention (ARRA) Program				214,529	4,159	-98%	214,529	4,159	-98%
<i>Personnel</i>				20,370	3,159	-84%	20,370	3,159	-84%
<i>Operations</i>				194,159	1,000	-99%	194,159	1,000	-99%
Emergency Food & Shelter Program	61,150	58,150	-5%	50,000	50,000	0%	111,150	108,150	-3%
<i>Operations</i>	61,150	58,150	-5%	50,000	50,000	0%	111,150	108,150	-3%
Dispute Resolution Program	49,541	54,586	10%	61,167	61,167	0%	110,708	115,753	5%
<i>Personnel</i>	49,541	54,586	10%	48,642	48,642	0%	98,183	103,228	5%
<i>Operations</i>				12,525	12,525	0%	12,525	12,525	0%
SOCIAL SERVICES SUB-TOTAL	1,913,192	1,848,443	-3%	4,614,380	3,511,107	-24%	6,527,572	5,359,551	-18%
Transit - Administration				2,439,754	2,488,103	2%	2,439,754	2,488,103	2%
<i>Personnel</i>				991,467	977,739	-1%	991,467	977,739	-1%
<i>Operations</i>				1,448,287	1,510,364	4%	1,448,287	1,510,364	4%
Transit - Operations				5,798,583	6,234,012	8%	5,798,583	6,234,012	8%
<i>Personnel</i>				5,220,116	5,605,744	7%	5,220,116	5,605,744	7%
<i>Operations</i>				578,467	628,268	9%	578,467	628,268	9%
Transit - Capital Outlay				7,343,999	9,136,313	24%	7,343,999	9,136,313	24%
<i>Capital Outlay</i>				7,343,999	9,136,313	24%	7,343,999	9,136,313	24%
Transit - Equipment Maintenance Administration				207,748	299,889	44%	207,748	299,889	44%
<i>Personnel</i>				202,975	295,075	45%	202,975	295,075	45%
<i>Operations</i>				4,773	4,814	1%	4,773	4,814	1%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Transit - Equipment Vehicle Maintenance				2,888,182	2,539,127	-12%	2,888,182	2,539,127	-12%
Personnel				1,383,998	1,294,246	-6%	1,383,998	1,294,246	-6%
Operations				1,504,184	1,244,881	-17%	1,504,184	1,244,881	-17%
Transit - Equipment Non-Vehicle Maintenance				107,507	88,213	-18%	107,507	88,213	-18%
Personnel				67,567	54,463	-19%	67,567	54,463	-19%
Operations				39,940	33,750	-15%	39,940	33,750	-15%
PUBLIC TRANSPORTATION TOTAL				18,785,773	20,785,658	11%	18,785,773	20,785,658	11%
Recreation	1,689,345	1,693,693	0%				1,689,345	1,693,693	0%
Personnel	1,351,923	1,397,351	3%				1,351,923	1,397,351	3%
Operations	337,422	296,342	-12%				337,422	296,342	-12%
Recreation Special Programs	212,544	216,558	2%				212,544	216,558	2%
Personnel	134,550	140,656	5%				134,550	140,656	5%
Operations	77,994	75,902	-3%				77,994	75,902	-3%
Recreation Events	132,500	143,042	8%				132,500	143,042	8%
Personnel	27,093	32,635	20%				27,093	32,635	20%
Operations	105,407	110,407	5%				105,407	110,407	5%
Norwalk Arts and Sports Complex	989,505	1,012,478	2%	12,000	-	-100%	1,001,505	1,012,478	1%
Personnel	618,539	701,495	13%	-	-	-	618,539	701,495	13%
Operations	370,966	310,983	-16%	12,000	-	-100%	382,966	310,983	-19%
Aquatics	446,626	444,748	0%				446,626	444,748	0%
Personnel	255,028	258,716	1%				255,028	258,716	1%
Operations	191,598	186,032	-3%				191,598	186,032	-3%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
All City Band	54,537	53,537	-2%				54,537	53,537	-2%
Personnel	37,537	37,537	0%				37,537	37,537	0%
Operations	17,000	16,000	-6%				17,000	16,000	-6%
Park Services	2,718,527	2,708,285	0%				2,718,527	2,708,285	0%
Personnel	1,763,246	1,738,751	-1%				1,763,246	1,738,751	-1%
Operations	955,281	969,534	1%				955,281	969,534	1%
Golf Course	176,000	174,770	-1%	177,548	180,000	1%	353,548	354,770	0%
Personnel				177,548	180,000	1%	177,548	180,000	1%
Operations	176,000	174,770	-1%	-	-	0%	176,000	174,770	-1%
CULTURE AND RECREATION TOTAL	6,419,584	6,447,111	0%	189,548	180,000	-5%	6,609,132	6,627,111	0%
Community Development Operations	391,670	468,042	19%				391,670	468,042	19%
Personnel	320,040	392,912	23%				320,040	392,912	23%
Operations	69,630	75,130	8%				69,630	75,130	8%
Capital Outlay	2,000	-	-100%				2,000	-	-100%
Planning	368,575	482,641	31%				368,575	482,641	31%
Personnel	354,180	468,396	32%				354,180	468,396	32%
Operations	14,395	14,245	-1%				14,395	14,245	-1%
CDBG				1,297,977	1,093,020	-16%	1,297,977	1,093,020	-16%
Personnel				445,951	387,177	-13%	445,951	387,177	-13%
Operations				852,026	705,843	-17%	852,026	705,843	-17%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Home Program				535,367	254,516	-52%	535,367	254,516	-52%
Personnel				43,738	23,894	-45%	43,738	23,894	-45%
Operations				491,629	230,622	-53%	491,629	230,622	-53%
Neighborhood Stabilization Program				46,688	46,688	0%	46,688	46,688	0%
Personnel				-	-	0%	-	-	0%
Operations				46,688	46,688	0%	46,688	46,688	0%
Building & Safety	796,619	775,721	-3%				796,619	775,721	-3%
Personnel	659,749	596,451	-10%				659,749	596,451	-10%
Operations	136,870	179,270	31%				136,870	179,270	31%
Engineering	801,916	778,228	-3%	-	2,000		801,916	780,228	-3%
Personnel	501,836	528,648	5%				501,836	528,648	5%
Operations	300,080	249,580	-17%	-	2,000		300,080	251,580	-16%
Code Compliance	895,802	927,776	4%	100,034	-	-100%	995,836	927,776	-7%
Personnel	763,023	785,476	3%	81,663	-	-100%	844,686	785,476	-7%
Operations	132,779	142,300	7%	18,371	-	-100%	151,150	142,300	-6%
Capital Outlay									
Housing Authority				8,024,919	7,801,559	-3%	8,024,919	7,801,559	-3%
Personnel				610,964	574,832	-6%	610,964	574,832	-6%
Operations				7,393,995	7,226,727	-2%	7,393,995	7,226,727	-2%
Capital Outlay				19,960	-	-100%	19,960	-	-100%
DEVELOPMENT SERVICES TOTAL	3,254,582	3,432,408	5%	10,004,985	9,197,782	-8%	13,259,567	12,630,191	-5%
TOTAL CITY OPERATING BUDGET	38,085,547	38,690,615	2%	43,481,926	42,303,737	-3%	81,567,473	80,994,351	-1%

**CITY OF NORWALK
EXPENDITURE SUMMARY
FISCAL YEAR 2012-2013**

DEPARTMENT BY FUNCTION	GENERAL FUND			OTHER FUNDS			TOTAL ALL FUNDS		
	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%	FY 11-12 Adopted Budget	FY 12-13 Proposed Budget	%
Reserve for Building/Facility Replacement	300,000	300,000	0%				300,000	300,000	0%
Reserve for Computer & Office Equipment Replacement	50,000	75,000	50%				50,000	75,000	50%
Reserve for Equipment Replacement	75,000	50,000	-33%				75,000	50,000	-33%
Reserve for NASC Equipment Replacement	35,000	35,000	0%				35,000	35,000	0%
<i>Transfer to Golf Course - Prior Year Cumulative Deficit</i>	683,596	-	-100%	(683,596)	-	-100%	-	-	0%
Capital Improvement Projects	2,903,761	1,407,141	-52%	27,836,469	28,672,487	3%	30,740,230	30,079,628	-2%
CAPITAL PROJECTS/ RESERVES TOTAL	4,047,357	1,867,141	-54%	27,152,873	28,672,487	6%	31,200,230	30,539,628	-2%
TOTAL CITY BUDGET	42,132,904	40,557,755	-4%	70,634,799	70,976,224	0%	112,767,703	111,533,979	-1%

CAPITAL OUTLAYS
Fiscal Year 2012-13 Budget

Account Number	Department / Division	Description	Amount	Total	Notes
101-10-1501 3860	Finance/Water	Replace Hasler Folding/Inserting Machine (20%)	\$ 2,290		
101-10-2102 3880	Public Safety/EOC	EOC equipment (match to FEMA grant)	\$ 3,750		
101-40-4104 3870	Social Services - Senior Center	Banquet Chairs (75) - Replacement	\$ 5,560		
101-40-4104 3860	Social Services - Senior Center	Surveillance System	\$ 8,780		
101-40-4101 3880	Social Services	Replace flooring in MPR Room at Social Services	\$ 12,000		
Total General Fund				\$ 32,380	
221-20-2102 3880	Public Safety/EOC	EOC equipment - FEMA grant	\$ 30,750		
Federal Emergency Management Agency Fund				\$ 30,750	
702-30-3602 3860	Water/Finance	Replace Hasler Folding/Inserting Machine (80%)	\$ 9,160		
Total Water Fund				\$ 9,160	
TOTAL - ALL FUNDS				\$ 72,290	

CITY OF NORWALK STRATEGIC PLAN MISSION AND VISIONS

OUR MISSION

**Our mission is to strengthen and enhance
the quality of life in Norwalk.**

Vision 1: People in Norwalk have a real and perceived sense of security in their homes, neighborhoods, and in the community.

Vision 2: Norwalk is a community with a high level of civic pride, with well-maintained properties and quality neighborhoods.

Vision 3: Public facilities and infrastructure (streets, roads, curbs, sidewalks, gutters, water system, etc.) in Norwalk are functional, aesthetically pleasing, in good condition, and appropriately maintained.

Vision 4: Norwalk participates in a strong regional economy, providing residents with access to jobs and job training and enhanced opportunities for quality shopping and entertainment.

Vision 5: Norwalk residents have access to a wide variety of quality cultural, social, and recreational opportunities and services.

Vision 6: Norwalk City Government is proactive, regionally influential, and fiscally strong.

CITY OF NORWALK STRATEGIC PLAN

OUR VALUES

In Dealing With Our Community, Citizens, and Customers, We:

- Recognize that we are here to serve the needs of the Community and its citizens.
- Strive to provide the best service possible, in a professional and positive manner.
- Operate with ethics, honesty, and integrity.
- Treat our customers with respect, dignity, and fairness.
- Are responsive to the changing needs of our Community and individuals we serve.

In Dealing With Each Other, We:

- Treat each other with respect based on mutual trust and common purpose.
- Do the right things, ethically and honestly.
- Communicate openly and positively about plans and decisions.
- Set priorities to ensure services are delivered to the Community by personnel who are properly trained, equipped, and supported.
- Accept accountability for the quality of our work and the quality of the service the City provides.
- Are innovative and creative, acknowledging mistakes will be made from which we can learn.
- Go beyond basic duties to help others and improve our Community.
- Take responsibility for developing and training each other and ourselves.

Vision 1

People in Norwalk have a real and perceived sense of security in their homes, neighborhoods and in the community.

Strategy 1: Develop and implement a highly visible Community and Problem Oriented Policing approach by broadening the scope of traditional law enforcement services.

Strategy 2: Expand the aggressive public information campaign to keep residents informed on current public safety issues and concerns, and progress toward addressing them.

Strategy 3: Revise and expand the Neighborhood and Business Watch Programs to increase public enthusiasm and participation.

Strategy 4: Identify current and potential efforts to deter graffiti at local and regional levels and support those efforts as aggressively as possible.

Strategy 5: Support an aggressive approach to identify, track, and prosecute habitual offenders.

Strategy 6: Expand existing efforts to reduce gang activity and delinquent behavior at early ages.

Strategy 7: Ensure that the Public Safety Department is actively involved in all design review processes to ensure a safe physical environment.

Vision 2

Norwalk is a community with a high level of civic pride, with well-maintained properties and quality neighborhoods.

Strategy 1: Facilitate and encourage the development of neighborhood and landlord associations.

Strategy 2: Expand homebuyer assistance programs, education, and collaboration with lenders, provide assistance to current homeowners during periods of crisis, and hold absentee landlords accountable to increase the level of home ownership.

Strategy 3: Identify vacant lots, commercial, and underutilized properties that detract from the community and develop a program to work with owners to enhance aesthetics and safety.

Strategy 4: Develop programs focused on the renewal of existing properties and acquisition and development of lots as they become available to improve the quality and diversity of the City's housing stock.

Strategy 5: Conduct a positive property maintenance education and acknowledgement project focusing on pride, community standards, improvement, and available assistance programs.

Vision 3

Public facilities and infrastructure (streets, roads, curbs, sidewalks, gutters, water system, etc.) in Norwalk are functional, aesthetically pleasing, in good condition, and appropriately maintained.

Strategy 1: Maintain and invest in the City's infrastructure through an ongoing commitment to maintenance and upgrades to all City facilities, parks, and open space.

Strategy 2: Develop master plans outlining short- and long-term infrastructure improvements.

Strategy 3: Secure and implement technological improvements to create more energy-efficient systems throughout the City's facilities and infrastructure.

Strategy 4: Continue to invest in the maintenance and improvement of the Norwalk Municipal Water System.

Strategy 5: Define and support high aesthetic design standards for the community

Vision 4

Norwalk participates in a strong regional economy providing residents with access to jobs and job training and enhanced opportunities for quality shopping and entertainment.

Strategy 1: Analyze economic and demographic trends on an ongoing basis to support planning for economic stability.

Strategy 2: Encourage and facilitate redevelopment of key commercial, regional, and neighborhood shopping centers and development of new sit-down restaurants and improved retail shopping.

Strategy 3: Develop regional partnerships to expand job opportunities and job training to assist residents become more competitive in the technical job market.

Strategy 4: Evaluate the feasibility of alternative tax productive uses of large parcels of land that may become available.

Strategy 5: Develop and implement design standards for new or rehabilitated development to promote economic objectives.

Vision 5

Norwalk residents have access to a wide variety of quality cultural, social, and recreational opportunities and services.

Strategy 1: Complete a comprehensive Recreation and Parks facilities Master Plan to identify and meet the needs of our diverse community.

Strategy 2: Integrate and coordinate all City Human Services (Social Services, Recreation and Park Services, and Public Safety) to improve service delivery effectiveness and to provide a more comprehensive collaboration between City resources and outside agencies in order to assist residents with positive life choices.

Strategy 3: Expand recreational programming and City services in neighborhoods and schools.

Strategy 4: Provide access to a comprehensive multi-modal transportation system that integrates rail, fixed route bus routes, and paratransit services.

Strategy 5: Proactively review demographic trends and provide programming and services to address specific needs.

Vision 6

Norwalk City Government is proactive, regionally influential, and fiscally strong.

Strategy 1: Develop and implement a comprehensive and ongoing public outreach program with an emphasis on utilizing technologies to provide information and to track and monitor issues of importance to residents and local businesses.

Strategy 2: Encourage and actively support City Council and Executive Management participation in regional and state policymaking and professional agencies and organizations.

Strategy 3: Develop and offer E-business alternatives for businesses and residents to obtain information, services, or do business with the City.

Strategy 4: Develop and implement fiscal policies that address efficient use of funds, replacement and maintenance of municipal assets and sound reserves.

Strategy 5: Develop and implement a technology master plan to improve the effectiveness of government.

CITY OF NORWALK STRATEGIC PLAN

IMPLEMENTATION STRATEGIES

Strategy 1: Provide a copy of the Strategic Plan to every City employee and provide a forum to answer employee questions and to underscore the Plan's importance.

Strategy 2: Keep City employees apprised of status toward achievement of Plan goals by regular provision of information.

Strategy 3: Keep City residents apprised of status toward achievement of Plan goals through the regular provision of information.

Strategy 4: Keep the Mayor and City Council members apprised of status toward achievement of Plan goals through the regular provision of information.

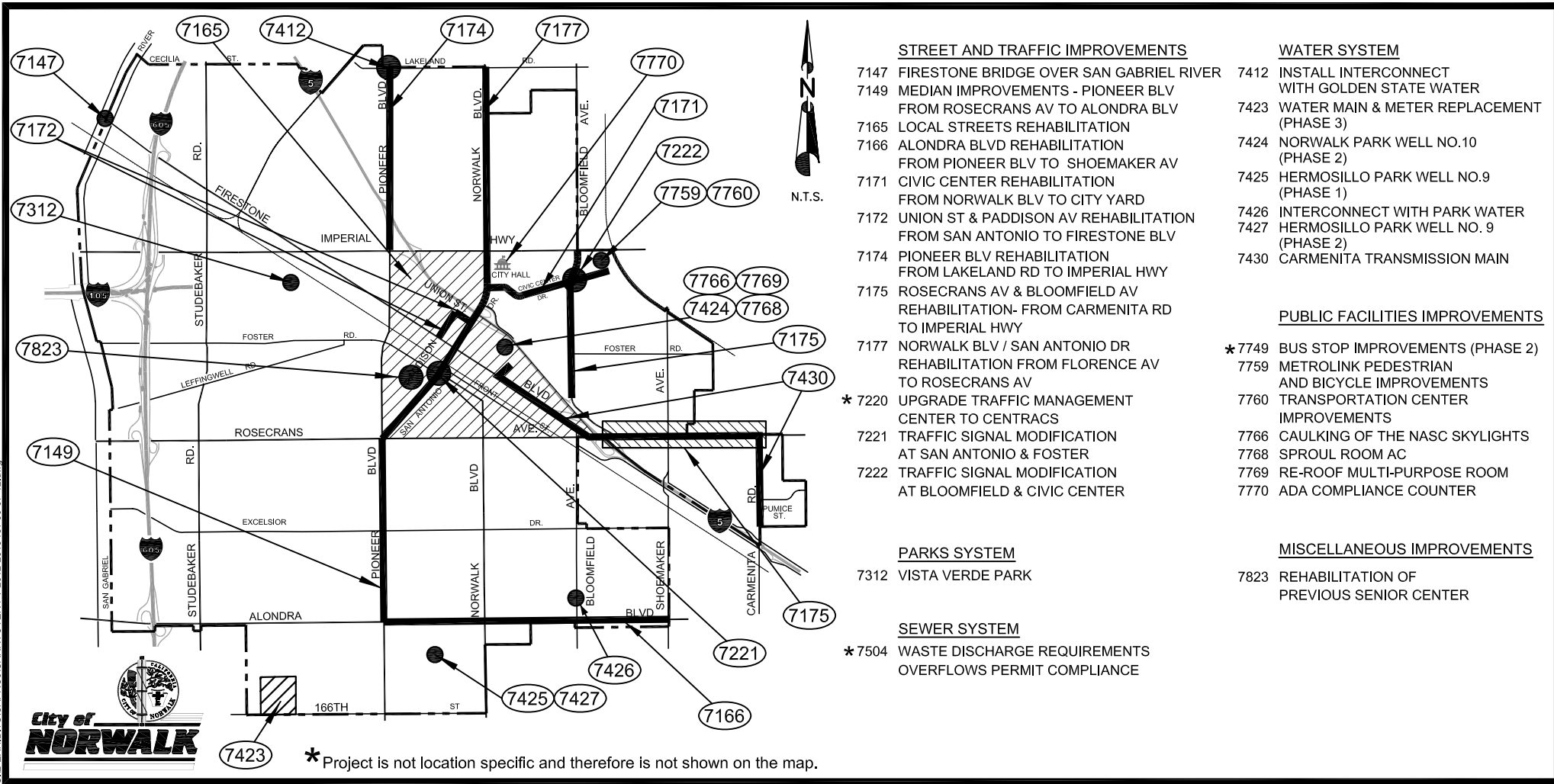
Strategy 5: Add a category linking agenda items to the Strategic Plan to the Council Staff Report format.

Strategy 6: Conduct annual City Council and City management meetings to review the Strategic Plan document, review progress made toward strategic goals, and make any necessary revisions or amendments.

Strategy 7: Annually or biennially, conduct a scientific survey of City residents to gauge satisfaction and progress made toward strategic goals.

Strategy 8: Make the City's Mission Statement highly visible.

CARRYOVER PROJECTS FY 2012 - 2013



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CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
		Street Improvements					
	7147	Firestone Blvd Bridge Over San Gabriel River					
427-70-7147	7147-427	MTA & LA County Grant	311,678	46,885	264,792	160,580	Preliminary engineering and environmental studies complete. Final design scheduled to be completed by end of 2012. Construction to be implemented in FY 2013/14.
429-70-7147	7147-429	HBRR Program	1,264,895	284,564	980,331	1,239,420	
Total of Carryover and New Appropriations						2,645,123	
		Median Improvements at Pioneer Blvd from Rosecrans Ave to Alondra Blvd (Phase 2 & 3)					
401-70-7149	7149-401	Prop 1B Transportation Enhancement	2,060,025	279,760	1,780,265	(200,961)	Install landscaped medians and street lighting along Pioneer Blvd from Rosecrans Ave to Alondra Blvd following utilities undergrounding scheduled to be completed by end of 2012.
411-70-7149	7149-411	Activities (TEA)	1,748,023	-	1,748,023		
Total of Carryover and New Appropriations						3,327,327	
		Local Streets Rehabilitation FY2010-2011					
207-70-7165	7165-207	CDBG	616,441	616,441	-		Rehabilitate local streets in the neighborhood generally bounded by Imperial Hwy to the north, Norwalk Blvd and I-5 to the east, Rosecrans Ave to the south and Pioneer Blvd to the west CDBG-R funds used for ADA handicapped ramp improvements in neighborhood bounded by Lindale Ave to the north, Pioneer Blvd to the east, Excelsior Dr to the south and Longworth Ave to the east (Census Tract 5528).
228-70-7165	7165-228	Measure "R" Local Return	357,628	307,282	50,346		
407-70-7165	7165-407	CDBG-R	40,050	-	40,050		
425-70-7165	7165-425	TDA Article 3	51,409	1,820	49,589		
426-70-7165	7165-426	Traffic Congestion Relief	11,563	-	11,563		
Total of Carryover and New Appropriations						151,547	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
	7166	Alondra Blvd Rehabilitation (Pioneer Blvd to Shoemaker Ave)					
227-70-7166	7166-227	Proposition "C" Surface Transportation Program	150,000	22,318	127,682		Rehabilitate Alondra Blvd from Pioneer Blvd to Shoemaker Ave STPL funds are being requested to be obligated in FY 2013/14. Design only in FY 2012/13.
430-70-7166	7166-430	(STPL)	1,346,520	427	1,346,093		
		Total of Carryover and New Appropriations				1,473,775	
	7171	Repave Civic Center Drive - Norwalk Blvd to Yard					
227-70-7171	7171-227	Prop C	382,000	11,709	370,291		Rehabilitate Civic Center Dr from Norwalk Blvd to the Transportation Yard.
		Total of Carryover and New Appropriations				370,291	
	7172	Rehabilitation on Union St and Paddison Ave from Firestone to San Antonio					
405-70-7172	7172-405	MTA Prop C I-5 Mitigation	168,336	7,142	161,194		Rehabilitate Union St from Paddison Ave to San Antonio Dr. and Paddison St from Union St to Firestone Blvd to handle increased traffic as part of I-5 Pre-Construction Mitigation Project.
		Total of Carryover and New Appropriations				161,194	
	7174	Pioneer Blvd Rehabilitation - Lakeland Rd to Imperial Hwy					
405-70-7174	7174-405	MTA Prop C I-5 Mitigation	609,617	43	609,574		Rehabilitate Pioneer Blvd from Lakeland Rd. to Imperial Hwy to handle increased traffic as part of I-5 Pre-Construction Mitigation Project.
		Total of Carryover and New Appropriations				609,574	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
	7175	Rehabilitation on Rosecrans Ave and Bloomfield Ave from Carmenita Rd to Imperial Hwy					Rehabilitate Rosecrans Ave from I-5 Freeway to Carmenita Rd. and Bloomfield Ave from Rosecrans Ave to Imperial Hwy to handle increased traffic as part of I-5 Pre-Construction Mitigation Project.
405-70-7175	7175-405	MTA Prop C I-5 Mitigation	1,108,294	6,023	1,102,271		
			Total of Carryover and New Appropriations			1,102,271	
	7177	Norwalk Blvd/San Antonio Dr Rehabilitation -Florence Ave to Rosecrans Ave					Rehabilitate Norwalk Blvd/San Antonio Dr. from Florence Ave to Rosecrans Ave to handle increased traffic as part of I-5 Pre-Construction Mitigation Project.
405-70-7177	7177-405	MTA Prop C I-5 Mitigation	2,502,032	5,200	2,496,832		
			Total of Carryover and New Appropriations			2,496,832	
		Traffic Improvements					
	7220	Upgrade Traffic Management Center to CENTRACS					Upgrade traffic signal controllers & cabinets and install wireless communications at 23 intersections. Upgrade traffic signal control system software to CENTRACS.
427-70-7220	7220-427	MTA & LA County Grant	366,160	4,270	361,890		
			Total of Carryover and New Appropriations			361,890	
	7221	Traffic Signal Modifications @ San Antonio Dr & Foster Rd					Install traffic signal modifications at intersection of San Antonio Drive and Foster Road as part of the I-5 pre-construction mitigation project.
405-70-7221	7221-405	MTA Prop C I-5 Mitigation	175,000	-	175,000		
			Total of Carryover and New Appropriations			175,000	
	7222	Traffic Signal Modifications @ Bloomfield Ave & Civic Center Dr					Install traffic signal modifications at intersection of Bloomfield Ave and Civic Center Dr. as part of the I-5 Pre-Construction Mitigation project.
405-70-7221	7221-405	MTA Prop C I-5 Mitigation	200,000	-	200,000		
			Total of Carryover and New Appropriations			200,000	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
		Parks Systems					
	7312	Vista Verde Park					
101-70-7312	7312-101	General Fund	215,342	24,692	190,649		Design and construct new 1,000 sq. ft. building to replace existing building.
438-70-7312	7312-438	Park Bond Fund	401,000	84,903	316,097		
		Total of Carryover and New Appropriations				506,746	
		Water System					
	7412	Install Interconnection with Golden State Water at Pioneer Blvd & Lakeland Rd					
702-70-7412	7412-702	Water Enterprise Fund	248,274	-	248,274		Install interconnection with Golden State Water at Lakeland & Pioneer. Project on hold pending resolution of water bond issue.
		Total of Carryover and New Appropriations				248,274	
	7423	Water Main & Meter Replacement Program (Phase 3)					
702-70-7423	7423-702	Water Enterprise Fund	1,000,000	-	1,000,000		Replace undersized water mains in neighborhood bounded by Alora Ave, Elmhurst Drive, Harvest Ave and Harvard Drive (Phase 3 of 5). Project on hold pending resolution of water bond issue.
		Total of Carryover and New Appropriations				1,000,000	
	7424	Norwalk Park Well No. 10 (Phase 2- Equip Well)					
702-70-7424	7424-702	Water Enterprise Fund	1,040,168	457,128	583,040	35,000	Install well equipment and transmission mains at Norwalk Park Well No. 10.
		Total of Carryover and New Appropriations				618,040	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
	7425	Hermosillo Park Well No. 9 (Phase 1 - Drill Well)					
702-70-7425	7425-702	Water Enterprise Fund	1,060,000	-	1,060,000		Drill new well at Hermosillo Park to replace Well No. 8.
		Total of Carryover and New Appropriations				1,060,000	
	7426	Interconnection with Park Water at Bloomfield Ave & Hayford St					
702-70-7426	7426-702	Water Enterprise Fund	150,000	-	150,000		Install interconnection with Park Water at Bloomfield Ave and Hayford St to complete loop system. Project on hold pending resolution of water bond issue.
		Total of Carryover and New Appropriations				150,000	
	7427	Hermosillo Park Well No. 9 (Phase 2 - Design & Equip Well)					
702-70-7427	7427-702	Water Enterprise Fund	1,651,781	-	1,651,781		Design and install equipment and transmission mains at Hermosillo Park Well No. 9.
		Total of Carryover and New Appropriations				1,651,781	
	7430	Carmenita Transmission Main					
702-70-7430	7430-702	Water Enterprise Fund	1,700,000	-	1,700,000		Allow the Water System to bring groundwater from the Norwalk Park Well into the Carmenita section of our water system that is currently being serviced by the City of Santa Fe Springs.
		Total of Carryover and New Appropriations				1,700,000	
		Sewer System					
	7504	Statewide Waste Discharge Requirements for Sanitary Sewer Overflows Permit Compliance					
101-70-7504	7504-101	General Fund	80,185	7,371	72,814	-	Council adopted Sewer System Management Plan in April 2009 in compliance with State Water Resources Control Board requirements. Funds will be used to prepare atlas maps and hire consultant to work on proposed sewer rate structure.
		Total of Carryover and New Appropriations				72,814	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
Public Facilities Improvements							
	7749	Bus Stops Improvement - Phase 2					
410-70-7749	7749-410	ARRA - FTA	659,087	2,845	656,242		The BSRP will replace existing shelters at 17 bus stop locations that are in tarnished condition or missing. A firm has been secured to evaluate, manage the preparation of plans and specs, and oversee the construction. On January 17, 2012 City Council approved an agreement with a firm for the construction of bus stop improvements. The BSIP includes upgrading existing Tier 2 bus stops and adding additional Tier 3 Landmark bus stops. The BSIP will move forward upon the completion of the BSRP.
711-70-7749	7749-711	PTMISEA- Prop 1B	60,000	-	60,000		
712-70-7749	7749-712	FTA Grants	240,000	-	240,000	-	
Total of Carryover and New Appropriations						956,242	
	7759	Metrolink Pedestrian & Bicycle Improvements					
711-70-7759	7759-711	PTMISEA- Prop 1B	43,466	-	43,466		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.
712-70-7759	7759-712	FTA Grants	173,865	-	173,865	12,282	
Total of Carryover and New Appropriations						229,613	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
	7760	Transportation Center Improvements (Remodel 1st & 3rd Floors)					
410-70-7760	7760-410	ARRA - FTA	99,000	28,299	70,701		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	
711-70-7760	7760-711	PTMISEA- Prop 1B	493,427	12,102	481,325	289,749	
712-70-7760	7760-712	FTA Grants	1,974,797	48,409	1,926,388	<u>1,260,160</u>	
		Total of Carryover and New Appropriations				4,053,614	
	7766	New Caulking for NASC Skylights					
747-70-7766	7766-747	Building Renovation Fund	51,935	-	51,935	<u>98,065</u>	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	<u>60,000</u>	Replace the two existing 12-ton air conditioning units.
		Total of Carryover and New Appropriations				60,000	
	7769	Reroof Mult-Purpose Room @ NASC					
747-70-7769	7769-747	Building Renovation Fund	80,000	-	80,000	<u>80,000</u>	Replace the original Cultural Arts Center roof above the Multi-Purpose Room.
		Total of Carryover and New Appropriations				80,000	
	7770	ADA Compliance - Community Development					
207-70-7770	7770-207	CDBG	20,000	-	20,000	<u>20,000</u>	Construct ADA compliant counter for use by Building staff and customers
		Total of Carryover and New Appropriations				20,000	

CARRYOVER CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2012 ADOPTED FUNDING	FY 2012 ESTIMATED EXPENDITURES	FY 2012 ESTIMATED CARRYOVER	FY 2013 NEW APPROPRIATION	STATUS / COMMENTS
		Miscellaneous Improvements					
	7823	Rehabilitation of Old Senior Center (Loan from NRA)					
101-70-7823	7823-101	General Fund	1,736,711	34,034	1,702,677	(1,250,000)	Design and construction of new office building at the northwest corner of San Antonio Dr. and Foster Rd.
		Total of Carryover and New Appropriations				452,677	
			<u>\$ 27,107,623</u>	<u>\$ 2,692,581</u>	<u>\$ 24,415,042</u>	<u>1,669,586</u>	
Number of carryover projects	31	CARRYOVER CAPITAL PROJECTS - TOTAL				<u><u>\$ 26,084,628</u></u>	

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			
	7178	Hoxie Ave Rehab from Firestone Blvd to Imperial Hwy	520,000		
228-70-7178	7178-228	Measure R		520,000	Rehabilitate Hoxie Ave from Firestone Blvd to Imperial Hwy
	7179	Safety Lighting- study / replacement	155,000		
101-70-7179	7179-101	General Fund		155,000	Engineering study to evaluate replacement of safety lights with induction lamps; includes replacement of 275 high pressure sodium fixtures with induction
	7180	Alley - South of Excelsior Dr, East of Brink Ave	100,000		
101-70-7180	7180-101	General Fund		100,000	Complete rehabilitation of alley south of Excelsior Dr and east of Brink Ave
	7181	Local Streets Rehabilitation	596,000		
425-70-7181	7181-425	TDA Article 3		46,000	Rehabilitate local streets in the neighborhood bounded by Firestone Blvd on the south, Studebaker Rd on the east, Cecilia St on the north, and Dumont Ave on the west.
426-70-7181	7181-426	Traffic Congestion Relief		550,000	
	7182	Alondra Blvd Rehab from Gridley Rd to Studebaker Ave (Design)	85,000		
227-70-7182	7182-227	Proposition "C"		85,000	Rehabilitate Alondra Blvd from Gridley Rd to Studebaker Ave Design only.

NEW CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 APPROVED APPROPRIATIONS	FY 2013 FUNDING DETAIL	STATUS / COMMENTS
	7183	Pioneer Blvd from Rosecrans Ave to Imperial Hwy (Design)	100,000		
227-70-7183	7183-227	Proposition "C"		100,000	Rehabilitate Pioneer Blvd. from Rosecrans Ave to Imperial Hwy. Design only.
	7184	Carmenita Rd from Rosecrans Ave to the I-5 (Design)	70,000		
227-70-7184	7184-227	Proposition "C"		70,000	Rehabilitate Carmenita Rd from Rosecrans Ave to I-5 Freeway. Design only.
	7185	Shoemaker Ave from Rosecrans Ave to Foster Rd (Design)	50,000		
227-70-7185	7185-227	Proposition "C"		50,000	Rehabilitate Shoemaker Ave from Rosecrans Ave to Foster Rd. Design only.
	7186	Metro Greenline Entry Improvement (Hoxie Ave & Imperial Hwy)	100,000		
426-70-7186	7186-426	Traffic Congestion Relief		100,000	Improve pedestrian walkway on Hoxie Ave in conjunction with planned traffic mitigation improvements by Caltrans and Metro.
	7187	Buspad for Bus Stop @ Imperial Hwy & Jersey Ave (Southside)	200,000		
227-70-7187	7187-227	Proposition "C"		200,000	Install a concrete bus pad.
	7188	Buspad for Bus Stop @ Alondra Blvd & Elmcroft Ave (Northside)	200,000		
227-70-7188	7188-227	Proposition "C"		200,000	Install a concrete bus pad.

NEW CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 APPROVED APPROPRIATIONS	FY 2013 FUNDING DETAIL	STATUS / COMMENTS
	7189	Bus Stop @ Imperial Hwy & Jersey Ave (Northside) ADA improvements to side panels	40,000		
227-70-7189	7189-227	Proposition "C"		40,000	Improve bus bench and bus stop area to ADA compliance level.
	7190	Excelsior Frontage Road adjacent to Glazier Elementary	80,000		
228-70-7190	7190-228	Measure "R" Local Return		80,000	Remove existing 2" asphalt and replace with 4" asphalt pavement. Remove and replaced associated damaged curb and gutter.
Traffic Improvements					
	7225	Firestone Blvd / Imperial Hwy Improvements	100,000		
426-70-7225	7225-426	Traffic Congestion Relief		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.
	7226	Sidewalk Repair Program (Yr 2 of 2)	315,000		
228-70-7226	7226-228	Measure "R" Local Return		315,000	Replacement of damaged sidewalks citywide year 2 of 2
Parks Systems					
	7330	Aquatics - Pool Decking	50,000		
747-70-7330	7330-747	Building Renovation Fund		50,000	Removal of the peeling "cool deck" surrounding the pool at the Aquatic Pavilion.

NEW CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 APPROVED APPROPRIATIONS	FY 2013 FUNDING DETAIL	STATUS / COMMENTS
		Water System			
	7431	Water system interconnection across I-5 at railroad right of way	200,000		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	
		Sewer System			
	7509	Annual CCTV Inspection Program (Year 4)	61,000		Year 4 of 10 - CCTV inspection of approximately 70,000 feet of sewer mains as required by Waste Discharge Requirements (WDR) Order No. 2006-0003.
101-70-7509	7509-101	General Fund		61,000	
		Public Facilities Improvements			
	7772	City Hall basement pipe replacement	12,000		Replacement of deteriorated main water pipe in basement of City Hall; cost includes underground/outside building excavation.
101-70-7772	7772-101	General Fund		12,000	
	7773	Senior Center parking lot lighting replacement	5,000		Retrofit of existing parking lot lighting fixtures with induction lamps.
101-70-7773	7773-101	General Fund		5,000	
	7774	City Hall/ Parking Structure lighting replacement	77,000		Retrofit of existing parking lot and structure lighting fixtures with induction lamps.
243-70-7774	7774-243	Parking Structure Operations		77,000	

NEW CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 APPROVED APPROPRIATIONS	FY 2013 FUNDING DETAIL	STATUS / COMMENTS
	7775	Transit Center mechanics bay lighting replacement	14,000		
227-70-7775	7775-227	Proposition "C"		14,000	Retrofit of existing Mechanics bay lighting fixtures with induction lamps.
	7776	City Hall Ramp Improvement	35,500		
747-70-7776	7776-747	Building Renovation Fund		35,500	Replacement of City Hall east entrance ramp surface; includes new ADA handrails and sidewalk improvement.
	7777	City Hall - replacement of passenger elevator	200,000		
101-70-7777	7777-101	General Fund		200,000	Replacement of outdated elevator equipment for passenger elevator located at City Hall (west side).
	7778	City Hall parking lot/structure - automated payment system	300,000		
432-70-7778	7778-432	Parking Structure Projects 2001 RLRB		300,000	New automated payment equipment for City Hall / Parking structure; includes pay stations on foot and at drive exits.

NEW CAPITAL PROJECTS

BUDGET UNIT	PROJECT NUMBER	DESCRIPTION / FUNDING SOURCES	FY 2013 APPROVED APPROPRIATIONS	FY 2013 FUNDING DETAIL	STATUS / COMMENTS
		Miscellaneous Improvements			
	7835	Office Relocation (Parks & Rec, City Clerk, Child Care, and Housing)	179,500		Office modification and equipment costs associated with relocation of Parks & Recreation from City Hall to Arts & Sports Complex, City Clerk from Room 16 to Room 10, Housing Authority from off-site to Community Development, and Child Care from off-site to Social Services Center, and repurposing Room 16 to a meeting room.
101-70-7835	7835-101	General Fund		158,000	
144-70-7835	7835-144	Housing - Section 8		21,500	
	7836	Glazier Park - Art in Public Places			
418-70-7836	7836-418	Art in Public Places Fund	150,000	150,000	Proposed project includes art piece at Glazier Park
No. of New Projects:	27	NEW CAPITAL PROJECTS - TOTAL	<u>\$ 3,995,000</u>	<u>\$ 3,995,000</u>	

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.	7,000

Budget Program: Mayor & Council, 1101

Full Time Positions

Part Time Positions

Position Title	FY 11-12	FY 12-13	FY 11-12	FY 12-13	Position Title	FY 11-12	FY 12-13	FY 12-13	FY 11-12	FY 12-13
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
Executive Secretary	1.00	1.00	63,840	65,766						
Council Members	5.00	5.00	57,055	57,055						
TOTAL	6.00	6.00	120,895	122,821	TOTAL	-	-	-	-	-

MAYOR & COUNCIL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1101	1020	REG SALARIES & WAGES	121,507	120,895	121,244	122,821
101-10-1101	1052	AUTO ALLOWANCE	-	15,000	15,000	30,000
101-10-1101	1054	CELLPHONE ALLOWANCE	-	-	450	900
101-10-1101	1076	DEFERRED COMP-COUNCIL	17,258	-	35,026	-
101-10-1101	1078	MANAGEMENT BENEFIT 401A	1,034	1,142	1,220	1,142
101-10-1101	1080	MEDICARE	2,121	2,601	2,908	3,127
101-10-1101	1081	MGMT BENEFIT/MEDICAL	24,636	58,445	28,865	61,905
101-10-1101	1082	PERS - EMPLOYEES' PORTION	7,716	9,672	9,700	9,826
101-10-1101	1083	PERS - EMPLOYER PORTION	13,122	20,186	20,244	21,919
101-10-1101	1085	LIFE INSURANCE	781	927	894	900
101-10-1101	1088	LONG-TERM DISABILITY INSURANCE	645	645	648	664
101-10-1101	1090	MEDICAL INS - FT EMPLOYEES	35,904	45,779	31,083	32,845
101-10-1101	1091	DENTAL INS - FT EMPLOYEES	7,011	8,378	6,981	8,378
101-10-1101	1092	VISION INS - FT EMPLOYEES	1,563	1,784	1,468	1,786
101-10-1101	1095	MEDICAL INS - RETIREES	67,577	68,938	65,630	65,805
101-10-1101	1096	UNEMPLOYMENT INSURANCE	-	308	-	171
101-10-1101	1097	WORKER'S COMPENSATION	1,068	1,290	1,620	1,307
PERSONNEL EXPENDITURES:			301,942	355,990	342,982	363,496

MAYOR & COUNCIL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1101	2108	CONFERENCE/OUT OF STATE	-	3,000	-	-
101-10-1101	2110	CONFERENCES & MEETINGS	6,935	7,500	7,000	7,000
101-10-1101	2115	AUTO EXPENSES	30,000	15,000	15,000	-
101-10-1101	2140	OFFICE SUPPLIES	2,223	2,400	2,400	2,400
101-10-1101	2190	TELEPHONE & FAX	6,089	5,800	4,900	4,900
101-10-1101	2660	COUNCIL REORGANIZATION EVENT	7,435	6,500	5,000	6,500
101-10-1101	2661	STEFENHAGEN - DISCR EXP	4,720	-	-	-
101-10-1101	2662	LUERA - DISCR EXP	4,798	-	-	-
101-10-1101	2663	KELLEY- DISCR EXP	-	10,000	10,000	10,000
101-10-1101	2664	MENDEZ - DISCR EXP	10,000	10,000	10,000	10,000
101-10-1101	2666	RODARTE - DISCR EXP	5,273	10,000	10,000	10,000
101-10-1101	2667	SHRYOCK - DISCR EXP	5,700	10,000	10,000	10,000
101-10-1101	2668	VERNOLA - DISCR EXP	7,184	10,000	10,000	10,000
OPERATING EXPENDITURES:			90,357	90,200	84,300	70,800
GENERAL FUND - MAYOR & COUNCIL TOTAL:			392,300	446,190	427,282	434,296

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

HISTORICAL HERITAGE COMMISSION

ACTIVITIES AND OBJECTIVES

Description of Activities

The Historical Heritage Commission serves as an advisory body to the City Council on matters of an historical nature. The Commission assists in the promotion of the Sproul Museum and Hargitt House Museum and through its membership, assists with public tours of both facilities.

Fiscal Year 2012-2013 Objectives

Promote awareness and appreciation of local history through preservation and education efforts.

Promote awareness of local museums through recreation programs.

Create oral and video history programs for continued research and education.

Expand the Museum Docent Program.

Establish a Young Historian's Program.

Expand Museum Tour Program to local schools.

Revise and publish "Historic Norwalk" booklet and museum brochure.

HISTORICAL HERITAGE COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2111	<u>Memberships:</u> Southern California Coalition of Historical Organizations. California Association of Museums. National Trust for Historic Preservation. Artesia Historical Society. Orange County Docent League.	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 2012-2013 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 2012-2013 Objectives

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

PARKS AND RECREATION COMMISSION
ACTIVITY DETAIL

Account Number	Description	Cost
2230	<u>Programs & Activities:</u> Commissioner Programs.	1,750

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 Property Maintenance 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 2012-2013 Objectives

To conduct 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 2012-2013 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> CPRS.	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 2012-2013 Objectives

To offer support to the Social Services Department. **(V5-S3)**

To promote and sponsor the annual Angel tree Project. **(V5-S2)**

To consider and make recommendations to City Council regarding applications for receipt of Community Development Block Grant funding for social service agencies. **(V6-S5)**

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 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1123	2230	PROGRAMS & ACTIVITIES	-	200	200	-
101-10-1123	2260	DEVELOPMENT AND PROMOTION	-	1,500	1,500	1,350
COMMUNITY PROMOTION COMMISSION:			-	1,700	1,700	1,350
101-10-1125	2110	CONFERENCES & MEETINGS	-	-	-	20
101-10-1125	2111	MEMBERSHIPS	-	350	-	350
HISTORICAL HERITAGE COMMISSION:			-	350	-	370
101-10-1126	2111	MEMBERSHIPS	-	200	-	200
101-10-1126	2140	OFFICE SUPPLIES	-	200	-	200
INT'L FRIENDSHIP COMMISSION:			-	400	-	400

CITY COMMISSIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1127	2110	CONFERENCES & MEETINGS	777	1,200	-	-
101-10-1127	2111	MEMBERSHIPS	150	250	-	-
101-10-1127	2230	PROGRAMS & ACTIVITIES	-	300	-	1,750
PARK & RECREATION COMMISSION:			927	1,750	-	1,750
101-10-1128	2110	CONFERENCES & MEETINGS	2,266	6,000	6,000	6,000
101-10-1128	2112	EXPENSE ALLOWANCE	11,400	12,000	12,000	12,000
101-10-1128	2170	SPECIAL MAT'LS-SUPPLIES	156	250	250	250
PLANNING COMMISSION:			13,821	18,250	18,250	18,250
101-10-1129	2140	OFFICE SUPPLIES	-	500	-	500
101-10-1129	2250	TRAINING EXPENSE	-	300	-	300
PUBLIC SAFETY COMMISSION:			-	800	-	800

CITY COMMISSIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1130	2110	CONFERENCES & MEETINGS	-	200	100	100
101-10-1130	2111	MEMBERSHIPS	-	523	523	200
101-10-1130	2230	PROGRAMS & ACTIVITIES	-	750	700	500
SENIOR COMMISSION:			-	1,473	1,323	800
101-10-1131	2230	PROGRAMS & ACTIVITIES	-	200	-	200
SOCIAL SERVICES COMMISSION:			-	200	-	200
GENERAL FUND - CITY COMMISSIONS TOTAL:			14,749	24,923	21,273	23,920

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> International City/County Management Association.	2,250

Budget Program: Administration, 1201

Full Time Positions

Part Time Positions

Position Title	FY 11-12	FY 12-13	FY 11-12	FY 12-13	Position Title	FY 11-12	FY 12-13	FY 12-13	FY 11-12	FY 12-13
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
City Manager (a)	0.72	0.74	163,920	161,690						
Assistant City Manager (b)	0.30	0.44	59,829	87,749						
Executive Secretary (c)	1.50	1.75	95,760	115,090						
Special Asst to the City Manager (d)	1.00	1.00	130,044	133,967						
Management Analyst I (e)*	0.70	0.95	40,614	56,780						
(a) 20% SA-RDA, 1% CDBG, 5% Water										
(b) 30% Mgmt Svcs., 20% SA-RDA, 1% CDBG, 5% Water										
(c) 25% SA-RDA										
(d) 100% funded through MTA and Gateway Cities										
(e) 5% Water										
*Vacant										
TOTAL	4.22	4.88	490,167	555,276	TOTAL	-	-	-	-	-

CITY MANAGER'S OFFICE / ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1201	1020	REG SALARIES & WAGES	416,899	490,167	415,502	555,276
101-10-1201	1049	BILINGUAL/CERTIFICATE PAY	326	325	325	488
101-10-1201	1052	AUTO ALLOWANCE	-	10,183	5,847	6,984
101-10-1201	1054	CELLPHONE ALLOWANCE	-	-	32	60
101-10-1201	1060	PAID SICK LEAVE	2,272	2,800	2,848	2,761
101-10-1201	1065	ACCRUED PAID VACATION	23,260	4,700	4,778	4,874
101-10-1201	1070	PAID SICK LEAVE AT TERMINATION	59,767	-	-	-
101-10-1201	1078	MANAGEMENT BENEFIT 401A	2,477	14,153	6,460	18,119
101-10-1201	1079	COMMISSIONERS' BENEFIT	825	1,800	900	1,800
101-10-1201	1080	MEDICARE	3,385	7,261	6,355	8,490
101-10-1201	1081	MGMT BENEFIT/MEDICAL	3,152	2,313	8,921	14,579
101-10-1201	1082	PERS - EMPLOYEES' PORTION	29,620	39,217	33,266	41,586
101-10-1201	1083	PERS - EMPLOYER PORTION	50,325	81,846	69,431	99,097
101-10-1201	1085	LIFE INSURANCE	1,398	1,995	1,331	1,944
101-10-1201	1088	LONG-TERM DISABILITY INSURANCE	6,158	4,950	5,454	5,607
101-10-1201	1090	MEDICAL INS - FT EMPLOYEES	45,327	66,312	43,716	59,647
101-10-1201	1091	DENTAL INS - FT EMPLOYEES	4,751	5,896	4,714	6,818
101-10-1201	1092	VISION INS - FT EMPLOYEES	832	969	832	1,111
101-10-1201	1095	MEDICAL INS -RETIREEES	58,878	72,975	67,303	68,853
101-10-1201	1096	UNEMPLOYMENT INSURANCE	-	2,366	-	1,445
101-10-1201	1097	WORKER'S COMPENSATION	8,136	9,902	9,913	11,034
PERSONNEL EXPENDITURES:			717,788	820,130	687,927	910,573

CITY MANAGER'S OFFICE / ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1201	2050	PUBLICATIONS	-	100	-	100
101-10-1201	2110	CONFERENCES & MEETINGS	9,381	9,000	9,000	9,000
101-10-1201	2111	MEMBERSHIPS	85	2,250	2,250	2,250
101-10-1201	2115	AUTO EXPENSES	12,600	3,017	3,017	-
101-10-1201	2130	OFFICE EQPT MTCE	546	800	700	700
101-10-1201	2140	OFFICE SUPPLIES	2,323	2,500	3,200	2,500
101-10-1201	2141	POSTAGE	2,159	2,000	1,500	1,500
101-10-1201	2150	RENTAL EXPENSE	358	400	403	400
101-10-1201	2190	TELEPHONE & FAX	4,903	5,400	4,900	5,000
101-10-1201	2240	DUPLICATING SERVICE CHG	-	800	240	100
OPERATING EXPENDITURES:			32,356	26,267	25,210	21,550
GENERAL FUND - CITY MANAGER TOTAL:			750,144	846,397	713,137	932,123

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.	172,000

CITY ATTORNEY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1202	1082	PERS-EMPLOYEES' PORTION	12,046	12,000	10,341	12,000
101-10-1202	1083	PERS-EMPLOYER'S PORTION	20,413	21,000	21,669	26,769
101-10-1202	2080	CONTRACT SVC/NON-CLASS	155,108	160,000	160,000	160,000
101-10-1202	2081	CONTRA SVC/SPECIAL STUDY	52,457	172,000	172,000	172,000
GENERAL FUND - CITY ATTORNEY TOTAL:			240,023	365,000	364,010	370,769

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 2012-2013 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 CalRecycle (formerly CIWMB). Used Oil Block Grant/Payment Program 30,994 Beverage Container Grant 32,830 Solid waste consulting services (carried over from FY11/12) 50,000 Organizational Study 15,000	\$ 128,824
2111	<u>Memberships:</u> City membership in the following organizations: League of California Cities – State Division. 26,828 League of California Cities – Los Angeles County Division. 1,313 California Contract Cities Association. 3,822 Southern California Association of Governments. 9,676 Staff memberships in the International City/County Management Association, and Municipal Management Assistants of Southern California. 300 SELACO WIB (Workforce Investment Board) 500 I-5 Membership (\$12,427 is funded under AQMD) 33,173 Coalition for Practical Regulations - Regional Stormwater Advocacy 10,000	85,612
2230	<u>Program & Activities - AB 939:</u> Public education for recycling and waste management.	500

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

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1203	1020	REG SALARIES & WAGES	159,806	161,025	161,391	171,861
101-10-1203	1030	PART TIME WAGES	-	-	55	-
101-10-1203	1052	AUTO ALLOWANCE	-	-	975	1,800
101-10-1203	1054	CELLPHONE ALLOWANCE	-	-	32	60
101-10-1203	1060	PAID SICK LEAVE	2,272	2,800	2,848	2,761
101-10-1203	1065	ACCRUED PAID VACATION	6,869	8,200	9,152	9,335
101-10-1203	1078	MANAGEMENT BENEFIT 401A	3,625	3,610	3,616	3,647
101-10-1203	1080	MEDICARE	2,531	2,568	2,609	2,789
101-10-1203	1081	MGMT BENEFIT/MEDICAL	5,224	5,085	5,483	6,441
101-10-1203	1082	PERS - EMPLOYEES' PORTION	12,784	12,884	12,911	13,751
101-10-1203	1083	PERS - EMPLOYER PORTION	21,739	26,887	26,947	30,672
101-10-1203	1085	LIFE INSURANCE	403	543	395	485
101-10-1203	1088	LONG-TERM DISABILITY INSURANCE	2,143	1,626	2,179	1,735
101-10-1203	1090	MEDICAL INS - FT EMPLOYEES	14,570	15,833	15,989	17,356
101-10-1203	1091	DENTAL INS - FT EMPLOYEES	2,164	2,165	2,165	2,305
101-10-1203	1092	VISION INS - FT EMPLOYEES	385	387	389	408
101-10-1203	1096	UNEMPLOYMENT INSURANCE	-	777	-	448
101-10-1203	1097	WORKER'S COMPENSATION	2,604	3,253	3,264	3,415
PERSONNEL EXPENDITURES:			237,120	247,643	250,401	269,269

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1203	2071	CONTRACT SVC/WFB BUILDING	5,543	6,000	5,600	5,600
101-10-1203	2080	CONTRACT SVC/NON-CLASS	(7,050)	183,302	128,302	128,824
101-10-1203	2086	LEGAL SERVICES	4,839	1,000	1,000	2,500
101-10-1203	2110	CONFERENCES & MEETINGS	457	500	500	500
101-10-1203	2111	MEMBERSHIPS	73,343	79,889	82,000	85,612
101-10-1203	2140	OFFICE SUPPLIES	1,181	1,600	1,500	1,500
101-10-1203	2141	POSTAGE	577	750	600	600
101-10-1203	2162	SPEC FEE-LOBBY SACRAMENTO	29,220	29,500	29,500	29,500
101-10-1203	2168	SPEC FEES-LOBBYIST MISC.	-	-	-	48,000
101-10-1203	2170	SPECIAL MAT'LS-SUPPLIES	430	600	500	500
101-10-1203	2230	PROGRAMS & ACTIVITIES	622	1,000	500	500
101-10-1203	2238	PROG & ACT/COG	6,009	6,009	6,009	6,009
101-10-1203	2240	DUPLICATING SERVICE CHG	518	600	600	600
101-10-1203	2250	TRAINING EXPENSE	-	800	500	500
101-10-1203	2310	PROPERTY ACQUISTION	7,900,931	-	-	-
OPERATING EXPENDITURES:			8,016,620	311,550	257,111	310,745
MANAGEMENT SERVICES TOTAL:			8,253,740	559,193	507,512	580,014

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1206	1030	PART TIME WAGES	-	-	827	1,200
101-10-1206	1080	MEDICARE	-	-	12	17
101-10-1206	1093	MEDICAL INS - PT EMPL	-	-	54	-
101-10-1206	2170	SPECIAL MAT'LS-SUPPLIES	-	-	1,224	3,000
101-10-1206	2230	PROGRAMS & ACTIVITIES	-	-	62	180
E-WASTE TOTAL			-	-	2,179	4,397
GENERAL FUND - MANAGEMENT SERVICES TOTAL:			8,253,740	559,193	509,691	584,411

MANAGEMENT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
105-10-1203	2239	PROG & ACT/I-5 CONSORTIUM	2,365	-	-	-
I-5 FUND TOTAL:			2,365	-	-	-
213-10-1203	2239	PROG & ACT/I-5 CONSORTIUM	12,057	12,590	12,590	12,427
AQMD FUND TOTAL:			12,057	12,590	12,590	12,427
227-10-1203	2237	PROG & ACT/COG SPECIAL STUDY	-	20,000	20,000	20,000
227-10-1203	2238	PROG & ACT/COG MEMBERSHIP	26,009	6,009	6,009	6,009
PROP C FUND TOTAL:			26,009	26,009	26,009	26,009
MANAGEMENT SERVICES TOTAL (ALL FUNDS):			8,294,171	597,792	548,290	622,847

COMMUNITY INFORMATION

ACTIVITIES AND OBJECTIVES

Description of Activities

Community Information is the mechanism utilized by the City of Norwalk to distribute important information and materials to the public. The Community Information staff is responsible for operating the Community Information Center and ensuring that it remains the City's central information source. The Community Information 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. Community Information 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 Community Information staff works closely with the Community Promotion Commission to put together programs such as the Home and Business Beautification Program.

Fiscal Year 2012-2013 Objectives

Distribute timely information to the public promoting the health, welfare and safety of Norwalk residents.

Coordinate with local agencies to ensure that Norwalk's residents are adequately informed about programs they offer.

Promote the positive image of Norwalk.

Coordinate with local press agencies to ensure they are informed about City of Norwalk programming.

Publish the City's Newsletter, *Norwalk Now*, *Norwalk Business Report*, and special *Norwalk Now* inserts as needed.

Plan and promote special events.

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

COMMUNITY INFORMATION ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Temporary assistance for Community Information programs and Maintenance of electronic reader board.	\$ 11,800
2081	<u>Special Studies:</u> Website Development Services	65,000
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> Printing of the Business Report; 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.	24,000
2262	<u>Community Newsletter:</u> Printing cost for the <i>Norwalk Now</i> newsletter.	75,000
2265	<u>Community Relations:</u> Media advertising for City events and programs.	1,000
2267	<u>Development & Promotion:</u> Chamber of Commerce support.	37,800

COMMUNITY INFORMATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1204	1020	REG SALARIES & WAGES	183,976	178,563	179,430	183,951
101-10-1204	1030	PART TIME WAGES	-	23,470	-	8,640
101-10-1204	1049	BILINGUAL/CERTIFICATE PAY	653	650	650	650
101-10-1204	1065	ACCRUED PAID VACATION	-	3,400	-	-
101-10-1204	1078	MANAGEMENT BENEFIT 401A	1,959	1,952	1,961	2,011
101-10-1204	1080	MEDICARE	2,818	3,136	2,755	2,975
101-10-1204	1081	MGMT BENEFIT/MEDICAL	9,426	9,486	9,913	11,297
101-10-1204	1082	PERS - EMPLOYEES' PORTION	14,770	14,286	14,406	14,718
101-10-1204	1083	PERS - EMPLOYER PORTION	25,113	29,816	30,068	32,829
101-10-1204	1085	LIFE INSURANCE	717	789	697	713
101-10-1204	1088	LONG-TERM DISABILITY INSURANCE	1,795	1,804	1,812	1,858
101-10-1204	1090	MEDICAL INS - FT EMPLOYEES	19,869	20,867	21,233	21,612
101-10-1204	1091	DENTAL INS - FT EMPLOYEES	1,539	1,540	1,540	1,540
101-10-1204	1092	VISION INS - FT EMPLOYEES	548	551	554	560
101-10-1204	1096	UNEMPLOYMENT INSURANCE	-	862	-	479
101-10-1204	1097	WORKER'S COMPENSATION	2,964	3,607	3,612	3,656
PERSONNEL EXPENDITURES:			266,148	294,779	268,632	287,489

COMMUNITY INFORMATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1204	2050	PUBLICATIONS	471	1,000	500	500
101-10-1204	2080	CONTRACT SVC/NON-CLASS	8,394	6,000	8,000	11,800
101-10-1204	2081	CONTRACT SVC/SPECIAL STUDIES	-	-	-	65,000
101-10-1204	2100	UTILITIES	317	400	400	400
101-10-1204	2130	OFFICE EQPT MTCE	154	400	400	400
101-10-1204	2140	OFFICE SUPPLIES	3,252	1,800	1,500	1,500
101-10-1204	2141	POSTAGE	5,905	6,000	2,500	2,500
101-10-1204	2170	SPECIAL MAT'LS-SUPPLIES	4,965	7,000	5,000	5,000
101-10-1204	2190	TELEPHONE & FAX	1,052	1,300	900	900
101-10-1204	2230	PROGRAMS & ACTIVITIES	39,800	35,000	25,000	24,000
101-10-1204	2240	DUPLICATING SERVICE CHG	1,248	500	200	200
101-10-1204	2262	COMMUNITY NEWSLETTER	94,829	65,000	75,000	75,000
101-10-1204	2265	PUBLIC RELATIONS EXPENSE	3,300	1,500	-	1,000
101-10-1204	2267	DEV'T & PROM / BUS. PROMOTION	38,150	37,800	37,800	37,800
OPERATING EXPENDITURES:			201,836	163,700	157,200	226,000
101-10-1204	3860	C/O-OFFICE EQUIPMENT	31,467	-	-	-
GENERAL FUND - COMMUNITY INFORMATION TOTAL:			499,450	458,479	425,832	513,489

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, 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, processes 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, execution of other vital documents, coordination of citywide duplication and mail services, and overseeing the main City Hall switchboard.

Fiscal Year 2012-2013 Objectives

- Conduct the March 5, 2013 election.
- 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.	4,500
2080	<u>Contract Services - Non-Classified:</u> Cycom (legislative history software support). <i>1,700</i> Iron Mountain (off-site storage of records including Central, Planning and Personnel records). <i>4,500</i> Document Disintegration (document destruction) <i>500</i> Cook Arthur (conversion of Liberty to OnBase). <i>10,000</i>	16,700
2110	<u>Conferences & Meetings:</u> California City Clerk Association annual conference or International Institute of Municipal Clerk annual conference and SCCCA bi-monthly meetings.	1,000
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.	4,500
2250	<u>Training:</u> New Law and Nuts & Bolts training.	1,000

CITY CLERK

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1301	1020	SALARIES & WAGES	353,326	353,805	360,540	366,205
101-10-1301	1030	PART TIME WAGES	32,244	34,040	28,567	35,080
101-10-1301	1049	BILINGUAL/CERTIFICAT PAY	1,305	1,300	1,301	1,300
101-10-1301	1060	PAID SICK LEAVE	3,079	6,700	6,001	6,708
101-10-1301	1065	ACCRUED PAID VACATION	3,986	11,200	11,424	11,652
101-10-1301	1078	MANAGEMENT BENEFIT 401A	3,995	3,981	4,206	4,089
101-10-1301	1080	MEDICARE	5,790	6,051	6,047	6,256
101-10-1301	1081	MGMT BENEFIT/MEDICAL	8,701	8,884	9,211	9,259
101-10-1301	1082	PERS - EMPLOYEES' PORTION	28,371	28,308	28,947	29,300
101-10-1301	1083	PERS - EMPLOYER PORTION	48,241	59,076	60,417	65,356
101-10-1301	1085	LIFE INSURANCE	1,282	1,404	1,260	1,269
101-10-1301	1088	LONG-TERM DISABILITY INSURANCE	3,755	3,574	3,841	3,699
101-10-1301	1090	MEDICAL INS - FT EMPLOYEES	45,488	47,824	48,872	49,212
101-10-1301	1091	DENTAL INS - FT EMPLOYEES	8,238	8,242	8,238	8,102
101-10-1301	1092	VISION INS - FT EMPLOYEES	981	987	991	969
101-10-1301	1093	MEDICAL INS - PT EMPLOYEES	365	2,760	2,760	2,760
101-10-1301	1094	DENTAL INS - PT EMPLOYEES	46	351	350	351
101-10-1301	1095	MEDICAL INS - RETIREES	55,495	58,794	50,128	50,196
101-10-1301	1096	UNEMPLOYMENT INSURANCE	-	1,707	-	952
101-10-1301	1097	WORKER'S COMPENSATION	5,904	7,146	7,153	7,277
PERSONNEL EXPENDITURES:			610,593	646,134	640,255	659,992

CITY CLERK

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1301	2050	PUBLICATIONS	42	300	300	300
101-10-1301	2055	LEGAL ADVERTISING	4,461	3,000	3,500	4,500
101-10-1301	2080	CONTRACT SVC/NON-CLASS	5,465	22,100	10,000	16,700
101-10-1301	2110	CONFERENCES & MEETINGS	560	2,000	1,300	1,000
101-10-1301	2111	MEMBERSHIPS	250	600	950	700
101-10-1301	2130	OFFICE EQPT MTCE	10,914	7,290	6,393	6,800
101-10-1301	2140	OFFICE SUPPLIES	2,371	2,000	1,500	1,800
101-10-1301	2141	POSTAGE	1,094	1,000	1,100	800
101-10-1301	2142	POSTAGE FEE - CITY WIDE	7,002	2,500	2,100	2,500
101-10-1301	2151	EQUIPMENT LEASE	16,789	12,500	15,100	15,100
101-10-1301	2190	TELEPHONE & FAX	3,523	3,900	3,806	3,800
101-10-1301	2220	VEHICLE MTCE & SUPPLIES	5,495	1,200	2,356	1,340
101-10-1301	2235	MUNICIPAL CODE MAINTENANCE	3,383	3,500	1,300	2,000
101-10-1301	2240	DUPLICATING SERVICE CHG	4,288	5,000	5,000	5,000
101-10-1301	2241	DUPLICATION & MAIL ROOM SUPPLIES	6,952	5,000	4,500	4,500
101-10-1301	2250	TRAINING EXPENSE	1,421	2,000	1,000	1,000
OPERATING EXPENDITURES:			74,010	73,890	60,205	67,840

CITY CLERK

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1301	3999	INTER-DEPT TXFR/DUPLICAT	(56,754)	(56,532)	(55,270)	(64,833)
		CAPITAL OUTLAY EXPENDITURES:	(56,754)	(56,532)	(55,270)	(64,833)
		GENERAL FUND - CITY CLERK TOTAL:	627,849	663,492	645,191	662,999
213-10-1301	3820	C/O-AUTOMOTIVE EQUIPMENT/AQMD FUND	-	31,610	-	-
		AQMD FUND - CITY CLERK TOTAL:	-	31,610	-	-
		CITY CLERK TOTAL (ALL FUNDS):	627,849	695,102	645,191	662,999

CITY CLERK - ELECTION
ACTIVITY DETAIL

Account Number	Description	Cost
2055	<u>Legal Advertising:</u> Public Notices ad required by law.	\$ 6,000
2079	<u>Translations:</u> Foreign language translations as required by the Department of Justice.	3,500
2080	<u>Contract Services:</u> Election supplier. County	76,000 5,000 81,000
2141	<u>Postage:</u>	18,000
2410	<u>Election Operation Expense:</u> Election workers expenses before, during, and after.	7,000

ELECTIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1302	1040	OVERTIME SALARY & WAGES	1,504	-	-	2,000
101-10-1302	1080	MEDICARE	19	-	-	-
PERSONNEL EXPENDITURES:			1,523	-	-	2,000
101-10-1302	2055	LEGAL ADVERTISING	6,049	-	-	6,000
101-10-1302	2079	CONTRACT SVC / NON-TRANSLATION	3,002	-	-	3,500
101-10-1302	2080	CONTRACT SVC/NON-CLASS	75,925	-	(710)	81,000
101-10-1302	2140	OFFICE SUPPLIES	550	-	-	700
101-10-1302	2141	POSTAGE	16,810	-	-	18,000
101-10-1302	2240	DUPLICATING SERVICE CHG	420	-	-	500
101-10-1302	2410	ELECTION EXPENSE	6,503	-	-	7,000
OPERATING EXPENDITURES:			109,259	-	(710)	116,700
GENERAL FUND - CITY CLERK / ELECTION TOTAL:			110,783	-	(710)	118,700

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 2012-2013 Objectives

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

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

Work with Transportation Department regarding expanded needs.

MANAGEMENT INFORMATION SYSTEMS - NETWORK CONTRACT SERVICES
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services:</u> Computer System Contract Support IRON Mountain - data storage Document Imaging annual maintenance Hosted Video on Demand system Wi-Fi installation and 3 year license	186,000 3,500 15,000 3,000 10,000
2089	<u>Computer System Maintenance & Support:</u> Wireless antenna maintenance. Computer system mtce & upgrades Webfilter Server Maintenance. Firewall Maintenance Verisign domain authentication Backup Storage Tape Unit Antivirus Software	1,000 2,500 3,500 4,000 3,500 3,200 800 7,500
2132	<u>Computer Supplies:</u> Cables, parts, etc.	2,000
2192	<u>Internet, ISDN, DSL Service:</u> T1 Line Off Site Circuits. DSL Frame Relay Verizon (4 offsite routers)	15,650 20,000 1,500 6,000 500
		\$ 217,500
		26,000
		43,650

Budget Program: MIS, 1205

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
					Information Systems Specialist	2000	2000	1	70,000	70,000
TOTAL	0.00	0.00	-	-	TOTAL	2,000	2,000	1	70,000	70,000

M.I.S. - NETWORK CONTRACT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1205	1030	PART TIME WAGES	64,475	70,000	63,407	70,000
101-10-1205	1080	MEDICARE	935	1,015	919	1,015
PERSONNEL EXPENDITURES:			65,410	71,015	64,327	71,015
101-10-1205	2080	CONTRACT SVC/NON-CLASS	5,284	203,000	203,000	217,500
101-10-1205	2089	COMP SYST MAINT & SUPPORT	17,957	45,330	31,000	26,000
101-10-1205	2132	COMPUTER SUPPLIES	1,535	2,000	2,000	2,000
101-10-1205	2140	OFFICE SUPPLIES	380	500	400	400
101-10-1205	2141	POSTAGE	25	25	-	-
101-10-1205	2190	TELEPHONE & FAX	3,172	300	300	300
101-10-1205	2192	INTERNET, ISDN DSL SERVICE	34,225	34,440	34,440	43,650
OPERATING EXPENDITURES:			253,078	285,595	271,140	289,850
GENERAL FUND - MIS TOTAL:			318,488	356,610	335,467	360,865

M.I.S. - NETWORK CONTRACT SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
745-10-1205	3860	OFFICE EQUIP/ REPLACE COMPUTERS	8,945	6,000	5,500	15,000
COMPUTER REPLACEMNT FUND SUBTOTAL:			8,945	6,000	5,500	15,000
MIS NETWORK CONTRACT SERVICES TOTAL (ALL FUNDS):			327,433	362,610	340,967	375,865

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 2012-2013 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> Labor Attorney Services Employee Assistance Program Recruitment Testing Services Reasonable Accommodation Assessments Cal OSHA Compliance Ergonomic Evaluations	\$ 82,000 53,000 19,000 2,000 1,000 5,000 2,000
2230	<u>Programs & Activities:</u> Employee Service Awards Employee Recognition Activities Benefits Fair Retirement Presentations Safety Committee Events	32,500 12,600 15,800 500 2,600 1,000
2450	<u>Liability, Fire & Other Insurance:</u> General Liability Insurance All Risk Property Insurance Fidelity Bond	671,077
2452	<u>Employment Screenings:</u> Pre-employment Physical Examinations Department of Justice Background Screenings	7,500 4,000 3,500

HUMAN RESOURCES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1401	1020	SALARIES & WAGES	364,169	362,664	364,429	373,614
101-10-1401	1030	PART TIME WAGES	17,385	19,434	20,379	20,024
101-10-1401	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	2,400	4,800
101-10-1401	1049	BILINGUAL/CERTIFICAT PAY	3,263	3,250	2,770	2,600
101-10-1401	1052	AUTO ALLOWANCE	-	2,400	2,400	4,800
101-10-1401	1060	PAID SICK LEAVE	2,406	3,400	2,087	4,396
101-10-1401	1065	ACCRUED PAID VACATION	2,424	7,300	9,938	7,637
101-10-1401	1078	MANAGEMENT BENEFIT 401A	5,060	5,041	5,065	5,194
101-10-1401	1080	MEDICARE	4,621	5,862	5,951	6,198
101-10-1401	1081	MGMT BENEFIT/MEDICAL	5,573	5,621	6,014	7,014
101-10-1401	1082	PERS - EMPLOYEES' PORTION	29,343	29,015	29,376	29,892
101-10-1401	1083	PERS - EMPLOYER PORTION	49,893	60,557	61,311	66,678
101-10-1401	1085	LIFE INSURANCE	1,295	1,413	1,252	1,449
101-10-1401	1088	LONG-TERM DISABILITY INSURANCE	3,876	3,663	3,894	3,774
101-10-1401	1090	MEDICAL INS - FT EMPLOYEES	41,574	44,458	38,222	36,923
101-10-1401	1091	DENTAL INS - FT EMPLOYEES	6,981	6,985	6,283	6,985
101-10-1401	1092	VISION INS - FT EMPLOYEES	877	882	816	896
101-10-1401	1093	MEDICAL INS - PT EMPL	1,150	1,950	-	-
101-10-1401	1094	DENTAL INS - PT EMPL	582	990	-	-
101-10-1401	1095	MEDICAL INS - RETIREES	15,907	16,885	16,320	16,639
101-10-1401	1096	UNEMPLOYMENT INSURANCE	-	1,750	-	972
101-10-1401	1097	WORKER'S COMPENSATION	5,988	7,325	7,333	7,424
PERSONNEL EXPENDITURES:			562,365	590,845	586,241	607,909

HUMAN RESOURCES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1401	2050	PUBLICATIONS	628	1,800	1,700	1,800
101-10-1401	2056	CLASSIFIED ADVERTISING	2,159	8,500	2,400	7,500
101-10-1401	2080	CONTRACT SVC/NON-CLASS	47,833	86,000	30,418	82,000
101-10-1401	2081	CONTRACT SVC/SPECIAL STUDY	-	50,000	-	-
101-10-1401	2110	CONFERENCES & MEETINGS	3,185	4,000	3,480	3,500
101-10-1401	2111	MEMBERSHIPS	1,435	950	950	950
101-10-1401	2115	AUTO EXPENSES	4,808	2,400	2,400	4,800
101-10-1401	2130	OFFICE EQPT MTCE	693	900	790	800
101-10-1401	2140	OFFICE SUPPLIES	4,586	5,500	4,544	5,000
101-10-1401	2141	POSTAGE	1,942	3,000	2,470	2,700
101-10-1401	2151	EQUIPMENT LEASE	3,682	3,800	2,246	3,700
101-10-1401	2190	TELEPHONE & FAX	3,533	3,900	3,803	3,800
101-10-1401	2220	VEHICLE MTCE & SUPPLIES	1,694	1,840	1,885	1,516
101-10-1401	2230	PROGRAMS & ACTIVITIES	23,023	30,300	29,360	32,500
101-10-1401	2240	DUPLICATING SERVICE CHG	1,932	2,300	2,227	2,300
101-10-1401	2250	TRAINING EXPENSE	6,908	8,000	8,027	8,000
101-10-1401	2251	TRAINING EXPENSE-TUITION	2,498	6,500	2,580	6,500
101-10-1401	2252	INTERVIEW EXPENSE	878	3,000	1,933	2,500

HUMAN RESOURCES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1401	2450	LIAB, FIRE & OTHERS INS.	950,702	808,264	877,795	671,077
101-10-1401	2452	EMPLOYMENT SCREENING	7,562	7,500	7,500	7,500
101-10-1401	2455	PHYSICAL EXAMS	1,625	3,200	1,265	2,500
101-10-1401	2456	INCENTIVE PROGRAMS	4,250	15,000	-	15,000
OPERATING EXPENDITURES:			1,075,556	1,056,654	987,773	865,943
GENERAL FUND - HUMAN RESOURCES TOTAL:			1,637,921	1,647,499	1,574,014	1,473,852

EMPLOYEE BENEFITS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
735-10-1402	2421	LIFE INSURANCE	51,579	51,908	51,908	49,346
735-10-1402	2422	DISABILITY INSURANCE	153,136	155,523	155,523	155,182
735-10-1402	2424	UNEMPLOYMENT INSURANCE	171,786	250,001	250,001	200,000
735-10-1402	2425	VISION INSURANCE- PT	-	-	600	1,188
735-10-1402	2426	VISION INSURANCE	38,995	41,612	41,612	40,500
735-10-1402	2427	MEDICARE COVERAGE	259,372	306,903	306,903	303,894
735-10-1402	2428	COUNCIL'S CONTRIBUTIONS	17,342	-	25,085	-
735-10-1402	2430	WORKER'S COMPENSATION	1,313,635	1,569,601	1,569,601	1,526,562
735-10-1402	2431	MEDICAL INSURANCE - FT	2,067,450	2,240,658	2,240,658	2,128,457
735-10-1402	2432	MEDICAL INSURANCE - PT	209,663	207,000	207,000	171,120
735-10-1402	2433	MEDICAL INSURANCE - RETIREES	1,084,294	1,254,929	1,254,929	1,247,294
735-10-1402	2434	DENTAL INSURANCE - FT	296,685	317,093	317,093	307,073
735-10-1402	2435	DENTAL INSURANCE - PT	73,452	82,788	82,788	68,819
735-10-1402	2440	RETIREMENT CONTRIBUTION	3,104,732	3,816,212	3,816,212	3,976,741
735-10-1402	2444	401A CONTRIBUTIONS	74,829	96,553	96,553	102,164
EMPLOYEE BENEFIT FUND TOTAL:			8,916,950	10,390,781	10,416,466	10,278,340

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 2012-2013 Objectives

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

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

Initiate auditing services request for the audit services.

Partial canvass of the Animal licenses

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

Update look and functionality of City's website

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 14,500 Property tax and sales tax related estimates & reports 18,000 Cost Recovery of State Mandates 9,500 Actuarial Study Update 4,500 Security system 1,500	48,000
2084	<u>Contract Services - Animal Control:</u> Animal Control (Annual Services); Partial License Canvass; and other expenses relating to animal licensing.	333,100
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.	3,000

FINANCE
ACTIVITY DETAIL

Account Number	Description	Cost
2111	<u>Memberships:</u> Government Finance Officers Association 500 California Society of Municipal Finance Officers 300 California Municipal Treasurer's Association 100 California Municipal Revenue Tax Association 200 California Association of Public Purchasing Officials 100 National Institute of Governmental Purchasing 400 Los Angeles Metro Public Agents Cooperative 100	1,700
2400	<u>Audit Fees:</u> Audit Contract with independent accountants for City audit requirements.	50,020
2609	<u>Los Angeles County Administrative Cost:</u> Property Tax Administrative Cost.	2,000

Budget Program:

Finance, 1501

Full Time Positions

Part Time Positions

Position Title	FY 11-12	FY 12-13	FY 11-12	FY 12-13	Position Title	FY 11-12	FY 12-13	FY 12-13	FY 11-12	FY 12-13
	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)	0.70	0.65	77,154	77,507	Account Clerk II	3,406	3,406	2	65,908	71,283
Controller/Deputy Treasurer (b)*	0.75	0.90	68,913	85,199						
Administrative Services Manager	1.00	1.00	101,304	104,358						
Senior Accountant (c)	1.65	1.50	111,568	108,186						
Payroll Specialist	1.00	1.00	60,732	62,571						
Buyer	1.00	1.00	59,220	61,004						
Purchasing Assistant	1.00	1.00	45,996	47,381						
Account Clerk III (d)*	2.00	2.00	98,448	101,420						
Account Clerk II (e)	3.50	3.45	167,454	170,051						
(a) 20% SA-RDA; 10% CDBG; 5% Water										
(b) 10% Water										
(c) 10% CDBG; 15% SA-RDA; 5% Sewer; 10% Water; 10% Dispute Res.										
(d) +1 Account Clerk III - 100% Water Fund										
(e) 50% Water, 5% Sewer										
* Vacant Positions										
TOTAL	12.60	12.50	790,789	817,677	TOTAL	1,560	3,406	2	29,516	71,283

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1501	1020	SALARIES & WAGES	656,870	790,789	619,995	817,677
101-10-1501	1030	PART TIME WAGES	36,149	65,908	61,735	71,283
101-10-1501	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	6,800	10,560
101-10-1501	1049	BILINGUAL/CERTIFICAT PAY	185	650	650	650
101-10-1501	1052	AUTO ALLOWANCE	-	2,400	1,480	3,360
101-10-1501	1060	PAID SICK LEAVE	7,288	5,500	3,267	3,332
101-10-1501	1065	ACCRUED PAID VACATION	16,748	30,500	22,849	23,120
101-10-1501	1078	MANAGEMENT BENEFIT 401A	3,643	6,493	4,692	6,893
101-10-1501	1080	MEDICARE	9,732	13,134	10,571	13,694
101-10-1501	1081	MGMT BENEFIT/MEDICAL	11,494	12,266	12,238	14,395
101-10-1501	1082	PERS - EMPLOYEES' PORTION	52,558	63,270	49,600	56,091
101-10-1501	1083	PERS - EMPLOYER PORTION	89,340	132,044	103,521	145,929
101-10-1501	1085	LIFE INSURANCE	2,194	2,426	2,059	2,116
101-10-1501	1088	LONG-TERM DISABILITY INSURANCE	6,565	7,986	6,433	8,260
101-10-1501	1090	MEDICAL INS - FT EMPLOYEES	82,573	118,858	75,070	115,270
101-10-1501	1091	DENTAL INS - FT EMPLOYEES	15,009	17,603	11,854	17,463
101-10-1501	1092	VISION INS - FT EMPLOYEES	1,778	2,209	1,483	2,251
101-10-1501	1095	MEDICAL INS - RETIREES	102,981	108,261	104,459	106,126
101-10-1501	1096	UNEMPLOYMENT INSURANCE	-	3,817	-	2,129
101-10-1501	1097	WORKER'S COMPENSATION	16,584	16,588	16,609	16,802
PERSONNEL EXPENDITURES:			1,111,691	1,400,702	1,115,364	1,437,401

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1501	2050	PUBLICATIONS	1,141	1,000	1,000	1,100
101-10-1501	2080	CONTRACT SVC/NON-CLASS	62,381	46,500	46,500	48,000
101-10-1501	2084	CONTRA SVC/ANIMAL CONTROL	321,835	353,400	353,400	333,100
101-10-1501	2110	CONFERENCES & MEETINGS	542	3,000	1,800	3,000
101-10-1501	2111	MEMBERSHIPS	640	2,400	1,700	1,700
101-10-1501	2113	MILEAGE REIMBURSEMNT	-	300	200	300
101-10-1501	2115	AUTO EXPENSES / ALLOWANCE	4,800	2,400	2,400	-
101-10-1501	2130	OFFICE EQPT MTCE	2,443	2,600	2,600	2,600
101-10-1501	2140	OFFICE SUPPLIES	17,144	17,000	15,000	16,000
101-10-1501	2141	POSTAGE	11,293	12,700	12,000	12,000
101-10-1501	2190	TELEPHONE & FAX	6,648	8,000	7,917	7,900
101-10-1501	2220	VEHICLE MTCE & SUPPLIES	10,906	10,950	11,496	8,815
101-10-1501	2240	DUPLICATING SERVICE CHG	761	700	1,000	1,000
101-10-1501	2250	TRAINING EXPENSE	108	900	700	700
101-10-1501	2400	AUDIT FEES	54,768	52,200	52,546	50,020
101-10-1501	2490	BANK SERVICE CHARGES	58,223	25,200	24,000	26,000
101-10-1501	2609	LA CO ADMIN COST/PROP TAX	1,203	8,000	2,000	2,000
101-10-1501	2988	WAREHOUSE INVENTORY ADJ	5,405	-	842	-
OPERATING EXPENDITURES:			560,243	547,250	537,101	514,235

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1501	3860	C/O-OFFICE EQUIPMENT	-	-	-	2,290
CAPITAL OUTLAY EXPENDITURES:			-	-	-	2,290
101-10-1501	3993	INTER-DPT TXFR/CHILD CARE	(36,990)	(50,000)	(50,000)	(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:			1,578,444	1,841,452	1,545,965	1,857,426
203-40-4103	2161	INTER-DEPT TXFR/CHILD CARE ADMIN	36,990	50,000	50,000	40,000
CHILD CARE FUND TRANSFER SUBTOTAL:			36,990	50,000	50,000	40,000

FINANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
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
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
FINANCE TOTAL (ALL FUNDS):			1,671,934	1,947,952	1,652,465	1,953,926

CITY - DEBT SERVICE FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
320-95-1513	2161	ADMINISTRATIVE COST	2,703	6,000	3,000	4,000
320-95-1513	2491	INTEREST EXPENSE	430,440	417,440	417,440	403,690
320-95-1513	2492	PRINCIPAL EXPENSE	260,000	275,000	275,000	290,000
99 LEASE REVENUE BONDS			693,143	698,440	695,440	697,690
320-95-1514	2161	ADMINISTRATIVE COST	2,385	6,000	5,000	5,000
320-95-1514	2491	INTEREST EXPENSE	430,201	413,367	413,367	394,841
320-95-1514	2492	PRINCIPAL EXPENSE	455,000	475,000	475,000	490,000
01 LEASE REVENUE BONDS			887,586	894,367	893,367	889,841
CITY - DEBT SERVICE FUND TOTAL:			1,580,729	1,592,807	1,588,807	1,587,531

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	4,753
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 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-1502	2080	CONTRACT SVC/NON-CLASS	18,720	16,000	15,000	15,000
101-10-1502	2089	COMP SYST MAINT & SUPPORT	159,822	148,000	140,000	145,000
101-10-1502	2141	POSTAGE	-	100	-	-
101-10-1502	2151	EQUIPMENT LEASE	4,311	5,000	4,527	4,753
101-10-1502	2190	TELEPHONE & FAX	8,975	6,000	5,200	5,200
101-10-1502	2250	TRAINING EXPENSE	5,000	5,000	2,000	2,000
101-10-1502	2254	CITY WIDE COMPUTER TRAIN	3,875	3,000	2,000	2,000
OPERATING EXPENDITURES:			200,704	183,100	168,727	173,953
GENERAL FUND - MIS TOTAL:			200,704	183,100	168,727	173,953
213-10-1502	2080	TELEWORKS SYSTEM (ONLINE & PHONE CITIZEN NOTIFICATION SYSTEM)	12,000	12,590	12,590	-
AQMD FUND - MIS TOTAL:			12,000	12,590	12,590	-
MIS CITY-WIDE TOTAL (ALL FUNDS):			212,704	195,690	181,317	173,953

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 including, but not limited to, routine and special preventive patrol services, parking enforcement, emergency preparedness, Neighborhood and Business Watch programs, school safety programs, and other various quality of life issues. The Department coordinates the City's various youth crime, gang, and drug prevention and interventions programs. The department will maintain the collaborative partnerships and networking links between City, law enforcement, probation, parole, courts, the District Attorney's office and local school districts.

Fiscal Year 2012-2013 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 and problem oriented policing program for the current budget year.

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

- The broadening in scope of traditional law enforcement services
- The improvement of communications and coordination with the Los Angeles County Sheriff's Department, District Attorney's Office, Probation, and the courts resulting in enhanced delivery of public safety services to the citizens of Norwalk
- The continuance of maintaining cooperation and support from all segments of the community to collectively address public safety issues and concerns by expanding Neighborhood/Business Watch and enhancing public safety patrol services to the residential and business community
- 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 focusing team efforts on addressing concerns associated with at-risk families and safe schools
- 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
1030	<u>Part Time Wages:</u> Public Safety Officer - approximately 416 hours of contract crossing guard services for St. Raphael's Catholic Church. Services reimbursed under 101-20-0000-4590.	9,140
2065	<u>Contract Services - Sheriff's Department:</u> Traffic and general law enforcement services provided by the Los Angeles County Sheriff's Department. 9,428,073 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. 43,538	9,471,611
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. 78,720 Fingerprinting services contract. 24,000 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. 5,010	120,745
2401	<u>Special Fees - Parking Citations Surcharges</u> Downey Court - Parking Citation Surcharge fees 180,000	180,000
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. 550 Commercial enforcement weight scale services. 250	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

Budget Program: Public Safety, 2101

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Director of Public Safety	1.00	1.00	126,024	129,830	Public Safety Officer (b) (c) (d) (f)	31,270	32,070	21	666,990	777,056
Public Safety Manager	1.00	0.00	83,340	-	Office Assistant I	8,112	8,112	6	149,261	169,541
Emergency Services Manager	1.00	1.00	73,584	75,802	Station Attendant (e)	1,040	-	0	13,936	-
Management Analyst II	0.00	1.00	-	72,192						
Management Analyst I	1.00	1.00	63,960	65,888						
Public Safety Officer III	1.00	0.00	66,600	-						
Public Safety Officer II	3.00	3.00	170,388	175,521						
Public Safety Officer I	1.00	1.00	48,912	50,392						
Office Assistant III	1.00	1.00	56,328	58,030						
Office Assistant II	2.00	2.00	91,992	94,762						
Office Assistant I	1.00	1.00	42,204	43,476						
					(b) Public Safety Officer- COPS (SLESF), DUI Checkpoints	(330)	(330)		(7,039)	(7,996)
					(c) Public Safety Officer- Transp. Center -PROP C FUNDS	(3,016)	(3,016)		(64,332)	(73,078)
					(d) Public Safety Officer - PARKING STRUCTURE FUND	(3,432)	(3,432)		(73,205)	(83,157)
					(e) Station Attendant- Transp. Center -PROP C FUNDS	(1,040)	-		(13,936)	-
					(f) Public Safety Officer - Facility Reservations, 800 hours offset by Revenue Accts. 101-50-5208-4323 & 101-50-5702-4323	-	-		-	
TOTAL	13.00	12.00	823,332	765,893	TOTAL GENERAL FUND	32,604	33,404	27	671,675	782,366

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-20-2101	1020	REG SALARIES & WAGES	717,899	823,332	744,536	765,893
101-20-2101	1030	PART TIME WAGES	746,647	632,855	789,355	782,366
101-20-2101	1040	OVERTIME SALARY &; WAGES	2,598	5,000	4,390	5,000
101-20-2101	1049	BILINGUAL/CERTIFICAT PAY	15,970	16,900	16,261	16,250
101-20-2101	1052	AUTO ALLOWANCE	-	2,400	2,400	4,800
101-20-2101	1065	ACCRUED PAID VACATION	9,588	14,000	15,108	15,410
101-20-2101	1078	MANAGEMENT BENEFIT 401A	5,060	6,708	5,065	5,194
101-20-2101	1080	MEDICARE	21,789	21,849	22,939	23,301
101-20-2101	1081	MGMT BENEFIT/MEDICAL	8,676	9,491	9,929	11,328
101-20-2101	1082	PERS - EMPLOYEES' PORTION	57,877	65,871	60,032	61,279
101-20-2101	1083	PERS - EMPLOYER PORTION	98,427	137,479	132,777	136,688
101-20-2101	1084	UNIFORM ALLOWANCE	8,249	8,700	9,251	8,700
101-20-2101	1085	LIFE INSURANCE	2,069	2,420	2,716	2,971
101-20-2101	1088	LONG-TERM DISABILITY INSURANCE	7,583	8,318	7,860	7,736
101-20-2101	1090	MEDICAL INS - FT EMPLOYEES	95,127	124,913	99,605	100,641
101-20-2101	1091	DENTAL INS - FT EMPLOYEES	12,920	15,023	13,618	13,626
101-20-2101	1092	VISION INS - FT EMPLOYEES	1,768	2,178	2,119	2,404
101-20-2101	1093	MEDICAL INS - PT EMPLOYEES	46,654	57,048	46,660	52,440
101-20-2101	1094	DENTAL INS - PT EMPLOYEES	18,223	20,134	20,084	21,651
101-20-2101	1095	MEDICAL INS - RETIREES	47,813	52,013	50,535	51,651
101-20-2101	1096	UNEMPLOYMENT INSURANCE	20,988	16,188	-	1,992
101-20-2101	1097	WORKER'S COMPENSATION	165,276	272,578	272,976	273,152
PERSONNEL EXPENDITURES:			2,111,202	2,315,398	2,328,215	2,364,473

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-20-2101	2065	CONTRA SERV-SHERIFF DEPT	8,752,939	8,900,098	8,899,598	9,471,611
101-20-2101	2066	CONTRA SERV-LA COUNTY PROB	134,000	136,000	136,000	136,000
101-20-2101	2080	CONTRACT SVC/NON-CLASS	80,956	123,910	117,421	120,745
101-20-2101	2081	CONTRACT SVC/SPECIAL STUDY	186,853	-	-	-
101-20-2101	2090	EQUIP MTCE SUPPLIES	1,296	1,500	1,500	1,500
101-20-2101	2100	UTILITIES	2,651	3,100	2,200	3,100
101-20-2101	2110	CONFERENCES MEETINGS	483	500	250	250
101-20-2101	2115	AUTO EXPENSES	-	2,400	2,400	2,400
101-20-2101	2130	OFFICE EQPT MTCE	1,322	500	1,500	500
101-20-2101	2140	OFFICE SUPPLIES	6,557	8,000	8,000	7,600
101-20-2101	2141	POSTAGE	3,706	7,000	3,540	3,500
101-20-2101	2150	RENTAL EXPENSE	24,000	24,000	24,000	24,000
101-20-2101	2160	SPECIAL FEES SERVICES	2,442	2,000	700	800
101-20-2101	2170	SPECIAL MAT'LS-SUPPLIES	11,191	10,000	11,000	9,500
101-20-2101	2190	TELEPHONE & FAX	20,000	21,100	21,324	21,300
101-20-2101	2220	VEHICLE MTCE & SUPPLIES	145,292	141,840	186,410	133,861
101-20-2101	2230	PROGRAMS & ACTIVITIES	14,650	12,000	15,000	11,400
101-20-2101	2233	CITIZEN REWARD PROGRAM	-	2,500	-	2,500
101-20-2101	2240	DUPLICATING SERVICE CHG	8,413	8,000	8,000	8,000
101-20-2101	2250	TRAINING EXPENSE	740	2,500	1,000	1,000
101-20-2101	2401	SPECIAL FEES - PARKING CITATIONS SURCHARGES	-	561,453	561,453	180,000
OPERATING EXPENDITURES:			9,397,491	9,968,401	10,001,296	10,139,567
PUBLIC SAFETY ADMINISTRATION TOTAL:			11,508,693	12,283,799	12,329,511	12,504,040

PUBLIC SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
		<u>VOLUNTEER SERVICES:</u>				
101-20-2106	1084	EMPLOYEES BENEFITS - UNIFORMS	355	-	-	-
101-20-2106	2170	SPECIAL MAT'LS-SUPPLIES	960	1,500	1,000	1,000
VOLUNTEER SERVICES TOTAL:			1,315	1,500	1,000	1,000
GENERAL FUND - PUBLIC SAFETY TOTAL:			11,510,008	12,285,299	12,330,511	12,505,040

EMERGENCY PREPAREDNESS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-20-2102	2111	MEMBERSHIPS	5,138	6,700	5,006	6,100
101-20-2102	2170	SPECIAL MAT'LS-SUPPLIES	10,461	15,000	11,000	11,500
101-20-2102	2190	TELEPHONE & FAX	8,535	6,040	5,800	5,800
101-20-2102	2192	ROUTERS, INTERNET, DSL	-	2,160	2,160	2,200
101-20-2102	2230	PROGRAMS & ACTIVITIES	6,774	7,000	4,000	6,500
101-20-2102	2250	TRAINING EXPENSE	925	-	1,600	-
PUBLIC SAFETY / EOC						
101-29-2199	2170	SPECIAL MAT'LS-SUPPLIES	7,894	14,250	14,250	13,000
101-29-2199	2250	TRAINING EXPENSE	4,663	4,750	4,750	4,750
OPERATING EXPENDITURES:			44,389	55,900	48,566	49,850
101-20-2102	3880	MISCELLANEOUS OTHER/CITY MATCH TO FEMA GRANT	-	10,250	13,000	3,750
CAPITAL OUTLAY EXPENDITURES:			-	10,250	13,000	3,750
GENERAL FUND - EMERGENCY PREPAREDNESS & EOC TOTAL:			44,389	66,150	61,566	53,600

EMERGENCY PREPAREDNESS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
FEDERAL EMERGENCY MANAGEMENT AGENCY PRE-DISASTER MITIGATION GRANT (Fund 221)						
221-20-2102	3880	CAPITAL OUTLAY / CONTRACT SERV	-	30,750	-	30,750
		CAPITAL OUTLAY EXPENDITURES:	-	30,750	-	30,750
		FEMA PRE-DISASTER MITIGATION GRANT FUND TOTAL:	-	30,750	-	30,750
		EMERGENCY PREPAREDNESS & EOC TOTAL (ALL FUNDS)	44,389	96,900	61,566	84,350

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	\$ 2,500

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

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Community Worker	2.00	2.00	110,376	113,710		-	-	-	-	-
TOTAL	2.00	2.00	110,376	113,710	TOTAL	-	-	-	-	-

PUBLIC SAFETY - FAMILY RESOURCE & GANG PREVENTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-20-2502	1020	SALARIES & WAGES	110,801	110,376	110,913	113,710
101-20-2502	1035	CONTRACT EMPLOYEES	48,984	43,200	47,700	43,200
101-20-2502	1049	BILINGUAL/CERTIFICAT PAY	1,305	1,300	1,301	1,300
101-20-2502	1060	PAID SICK LEAVE	2,070	2,600	2,573	2,624
101-20-2502	1065	ACCRUED PAID VACATION	6,368	8,500	6,331	6,457
101-20-2502	1080	MEDICARE	2,461	2,426	2,448	2,445
101-20-2502	1082	PERS - EMPLOYEE PORTION	8,968	8,832	8,977	9,098
101-20-2502	1083	PERS - EMPLOYER PORTION	15,250	18,430	18,736	20,294
101-20-2502	1085	LIFE INSURANCE	445	488	431	442
101-20-2502	1088	LONG-TERM DISABILITY INSURANCE	1,115	1,114	1,121	1,148
101-20-2502	1090	MEDICAL INS - FT EMPLOYEES	10,232	11,317	11,246	11,629
101-20-2502	1091	DENTAL INS - FT EMPLOYEES	1,747	1,748	1,747	1,748
101-20-2502	1092	VISION INS - FT EMPLOYEES	274	276	277	280
101-20-2502	1096	UNEMPLOYMENT INSURANCE	-	532	-	296
101-20-2502	1097	WORKER'S COMPENSATION	1,836	2,230	2,232	2,260
PERSONNEL EXPENDITURES:			211,856	213,369	216,034	216,931

PUBLIC SAFETY - FAMILY RESOURCE & GANG PREVENTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-20-2502	2230	PROGRAMS & ACTIVITIES	-	-	-	2,500
OPERATING EXPENDITURES:			-	-	-	2,500
GENERAL FUND - GANG PROGRAM TOTAL:			211,856	213,369	216,034	219,431

OFFICE OF TRAFFIC SAFETY MISC. GRANTS FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
212-20-2104	2065	CONTRA SERV-SHERIFF DEPT	19,934	20,000	19,594	-
		SOBRIETY CHECK SC11286 GRANT TOTAL:	19,934	20,000	19,594	-
212-20-2109	2065	CONTRA SERV-SHERIFF DEPT	-	30,800	15,400	15,400
		SOBRIETY CHECK SC12286 GRANT TOTAL:	-	30,800	15,400	15,400
		OTS MINI GRANTS TOTAL:	34,113	50,800	34,994	15,400

PUBLIC SAFETY - COPS GRANT FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
222-20-2101	1030	PART TIME WAGES	6,846	7,039	3,776	7,996
222-20-2101	1080	MEDICARE	99	102	55	299
222-20-2101	1093	MEDICAL INS - PT EMPLOYEES	611	-	402	-
222-20-2101	1094	DENTAL INS - PT EMPLOYEES	52	-	30	-
PERSONNEL EXPENDITURES:			7,608	7,141	4,263	8,295
222-20-2101	2058	CONTRACT SERV-SHERIFF(BOOKING)	24,371	17,500	17,500	18,120
222-20-2101	2065	CONTRA SERV-SHERIFF DEPT	53,274	178,722	178,722	181,478
222-20-2101	2161	ADMINISTRATIVE COSTS	680	-	-	-
222-20-2101	2170	SPECIAL MAT'LS-SUPPLIES	7,392	15,000	7,850	12,500
OPERATING EXPENDITURES:			85,717	211,222	204,072	212,098
COPS GRANT FUND TOTAL:			93,325	218,363	208,335	220,393

PUBLIC SAFETY - COPS TECHNOLOGY FEDERAL GRANT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
223-20-2101	3880	CAPITAL OUTLAY / EQUIPMENT	288	170,000	169,712	-
CAPITAL OUTLAY EXPENDITURES:			288	170,000	169,712	-
GANG FREE COMMUNITY GRANT FUND TOTAL:			288	170,000	169,712	-

PUBLIC SAFETY - COPS HIRING PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
225-20-2105	2065	CONTRA SERV-SHERIFF DEPT	-	810,950	175,481	635,469
CAPITAL OUTLAY EXPENDITURES:			-	810,950	175,481	635,469
COPS HIRING GRANT FUND TOTAL:			-	810,950	175,481	635,469

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

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
224-20-2101	2065	CONTRA SERV-SHERIFF DEPT - 2011 JAG TRAFFIC SAFETY OPERATIONS	61,505	47,880	5,500	42,380
224-20-2104	2065	CONTRA SERV-SHERIFF DEPT - GANG NARCOTIC ABATEMENT DETECTIVE	235,773	-	1,904	-
224-20-2106	2065	CONTRA SERV-SHERIFF DEPT-TRAFFIC SAFETY	57,529	-	-	-
OPERATING EXPENDITURES:			354,807	47,880	7,404	42,380
224-20-2105	3880	C/O-MISCELLANEOUS OTHER - HANDHELD CITATIONS DEVICES	-	59,826	59,826	-
224-20-2106	3830	C/O-SPECIAL AUTOMOTIVE - RADIO COMMUNICATION EQUIPMENT	-	18,644	20,024	-
CAPITAL OUTLAY EXP			-	78,470	79,850	-
JUVENILE ASSISTANCE GRANT FUND TOTAL:			354,807	126,350	87,254	42,380

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 2012-2013 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 technologies to reduce expenses while improving operational efficiencies.

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

To cross train part time and full time staff creating a more versatile work force.

To continue developing and overseeing infrastructure improvement programs. **(V3-S2)**

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	\$ 24,000
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 and Traffic Control Superintendents Association.	800

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.	3,600
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.	7,500

Budget Program: Public Services - Administration, 3101

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Director of Public Services (a)	0.90	0.85	113,422	110,356						
Public Services Supt. (b)	0.75	0.55	75,978	57,397						
Administrative Secretary	1.00	1.00	56,328	58,030						
Office Assistant II (c)	1.00	0.95	45,996	45,013						
Office Assistant I (d)	0.75	0.75	31,653	32,607						
(a) 5% Water, 5% Transportation Ctr., 5% Sewer										
(b) 25% Water, 10% Transportation Ctr., 10% Sewer										
(c) 5% Sewer										
(d) 25% Water										
TOTAL	4.40	4.10	323,377	303,403	TOTAL	-	-	-	-	-

PUBLIC SERVICES ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3101	1020	SALARIES & WAGES	324,587	323,377	324,948	303,403
101-30-3101	1049	BILINGUAL/CERTIFICATE PAY	1,142	1,138	1,138	1,138
101-30-3101	1060	PAID SICK LEAVE	10,087	9,800	9,602	9,654
101-30-3101	1065	ACCRUED PAID VACATION	17,873	21,000	21,156	20,289
101-30-3101	1078	MANAGEMENT BENEFIT 401A	6,079	6,057	6,085	5,563
101-30-3101	1080	MEDICARE	5,309	5,332	5,348	5,038
101-30-3101	1081	MGMT BENEFIT/MEDICAL	11,165	11,220	11,986	11,797
101-30-3101	1082	PERS - EMPLOYEES' PORTION	26,059	25,873	26,087	24,275
101-30-3101	1083	PERS - EMPLOYER PORTION	44,309	53,998	54,447	54,150
101-30-3101	1084	UNIFORM ALLOWANCE	21,898	23,500	16,905	23,500
101-30-3101	1085	LIFE INSURANCE	1,305	1,429	1,261	1,178
101-30-3101	1088	LONG-TERM DISABILITY INSURANCE	3,700	3,267	3,716	3,065
101-30-3101	1090	MEDICAL INS - FT EMPLOYEES	39,454	41,366	41,948	39,787
101-30-3101	1091	DENTAL INS - FT EMPLOYEES	4,575	4,579	4,576	4,368
101-30-3101	1092	VISION INS - FT EMPLOYEES	920	923	929	849
101-30-3101	1095	MEDICAL INS - RETIREES	34,716	37,301	36,111	36,734
101-30-3101	1096	UNEMPLOYMENT INSURANCE	-	1,561	-	789
101-30-3101	1097	WORKER'S COMPENSATION	6,228	7,848	7,860	7,217
PERSONNEL EXPENDITURES:			559,407	579,569	574,103	552,793

PUBLIC SERVICES ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3101	2050	PUBLICATIONS	-	100	100	100
101-30-3101	2080	CONTRACT SVC/NON-CLASS	22,913	31,000	31,000	24,000
101-30-3101	2100	UTILITIES	53,313	60,300	54,041	60,500
101-30-3101	2110	CONFERENCES & MEETINGS	77	1,500	1,500	1,200
101-30-3101	2111	MEMBERSHIPS	406	800	800	800
101-30-3101	2130	OFFICE EQPT MTCE	577	700	700	700
101-30-3101	2140	OFFICE SUPPLIES	3,951	4,300	4,300	4,000
101-30-3101	2141	POSTAGE	414	100	400	100
101-30-3101	2150	RENTAL EXPENSE	431	400	400	-
101-30-3101	2170	SPECIAL MAT'LS-SUPPLIES	3,637	4,400	4,400	3,600
101-30-3101	2190	TELEPHONE & FAX	9,149	8,160	8,124	8,100
101-30-3101	2220	VEHICLE MTCE & SUPPLIES	10,224	10,960	7,563	7,730
101-30-3101	2240	DUPLICATING SERVICE CHG	28	200	200	200
101-30-3101	2250	TRAINING EXPENSE	2,477	4,500	4,500	7,500
OPERATING EXPENDITURES:			107,597	127,420	118,028	118,530
GENERAL FUND - PUBLIC SERVICES ADMINISTRATION TOTAL:			667,004	706,989	692,131	671,323

PUBLIC SERVICES ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
213-30-3101	3820	C/O-AUTOMOTIVE EQUIPMENT	27,971	-	-	-
AQMD FUND TOTAL:			27,971	-	-	-
PUBLIC SERVICES ADMINISTRATION TOTAL:			694,975	706,989	692,131	671,323

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 2012-2013 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 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3102	1040	OVERTIME SALARY & WAGES	14,713	13,400	10,275	13,400
101-30-3102	1050	STANDBY PAY	6,264	6,500	6,244	6,500
101-30-3102	1080	MEDICARE	229	289	240	289
101-30-3102	1082	PERS-EMPLOYEES' PORTION	27	-	13	-
101-30-3102	1083	PERS - EMPLOYER PORTION	46	-	19	-
101-30-3102	1085	LIFE INSURANCE	0	-	1	-
101-30-3102	1088	LONG-TERM DISABILITY INSURANCE	2	-	2	-
101-30-3102	1090	MEDICAL INS - FT EMPL	43	-	56	-
101-30-3102	1091	DENTAL INS - FT EMPL	6	-	8	-
101-30-3102	1092	VISION INS - FT EMPL	1	-	1	-
PERSONNEL EXPENDITURES:			21,330	20,189	16,859	20,189
101-30-3102	2090	EQUIP MTCE & SUPPLIES	-	300	300	300
101-30-3102	2170	SPECIAL MAT'LS-SUPPLIES	1,692	2,100	2,100	1,900
101-30-3102	2220	VEHICLE MTCE & SUPPLIES	3,381	3,290	4,173	2,920
OPERATING EXPENDITURES:			5,073	5,690	6,573	5,120
GENERAL FUND - SECURITY & EMERGENCY DUTY TOTAL:			26,403	25,879	23,432	25,309

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, Housing, and the Public Safety Substation. Areas of concentration include plumbing, heating, electrical, air conditioning, carpentry, custodial, and general maintenance and assistance.

Fiscal Year 2012-2013 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. **(V3-S1)**

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. **(V3-S1)**

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 resurface the entry ramp at the City Hall east entrance.

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, Parking Structure, and Housing Authority.	\$ 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	19,300
	Landscape Maintenance	37,440
	Elevator repairs at City Hall	2,500
	HVAC service maintenance	13,500
	City Hall chiller unit maintenance	16,450
	Fire system testing	2,500
	Maintenance and repair of rollup doors	1,000
	Plant maintenance inside facilities	3,000
	Elevator repair services	2,900
	Diesel fuel tank service	5,000
	Pest control	2,928
	Eyewash stations	450
	Floor machine servicing	1,000
	Refrigeration / ice machines	1,250
	Annual alarm fire testing	600
	Carbon monoxide testing	600
	Consolidated - waste disposal	1,900
	Unifirst	6,000
	General preventative maintenance - electrical, equipment, etc.	4,782

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 11,600 Floor machine repairs 1,000 Steel door repairs 2,000 HVAC repairs 13,000 Other elevator, mechanical, and building repairs/services. 30,050	58,150
2090	<u>Equipment Maintenance & Supplies:</u> Repairs as needed for mechanical equipment in City facilities and small equipment repairs. Generator at City Hall 1,000 Inspection of air compressor 800	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
2231	<u>Vandalism Repairs:</u> Replacement and repair for vandalism on all facilities City-wide.	1,400

Budget Program: Public Services - Facilities Maintenance, 3202

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Maintenance Supervisor (a)	1.00	0.90	66,049	67,510	Maintenance Assistant	7,740	7,740	7	94,041	96,949
Maintenance Worker III	2.00	2.00	113,597	117,014						
Maintenance Worker II (b)	3.47	3.47	172,814	181,130						
Maintenance Worker I (c)	3.30	3.30	134,166	139,364						
(a) 10% Transportation Ctr. Oper.										
(b) 53% Transportation Ctr. Oper.										
(c) 70% Parking Structure Maintenance										
TOTAL	9.77	9.67	486,626	505,018	TOTAL	7,740	7,740	7	94,041	96,949

FACILITIES MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3202	1020	SALARIES & WAGES	458,972	486,626	489,714	505,018
101-30-3202	1030	PART TIME WAGES	79,545	94,041	92,395	96,949
101-30-3202	1040	OVERTIME SALARY & WAGES	458	-	-	-
101-30-3202	1049	BILINGUAL/CERTIFICATE PAY	2,148	2,256	2,673	2,600
101-30-3202	1060	PAID SICK LEAVE	2,621	2,700	2,886	4,707
101-30-3202	1065	ACCRUED PAID VACATION	15,607	16,900	12,664	12,917
101-30-3202	1080	MEDICARE	7,180	8,769	8,705	9,059
101-30-3202	1082	PERS - EMPLOYEES' PORTION	36,973	38,934	39,391	39,968
101-30-3202	1083	PERS - EMPLOYER PORTION	62,876	81,258	82,214	90,131
101-30-3202	1085	LIFE INSURANCE	1,576	1,856	1,638	1,684
101-30-3202	1088	LONG-TERM DISABILITY INSURANCE	4,560	4,915	4,873	5,101
101-30-3202	1090	MEDICAL INS - FT EMPLOYEES	78,098	86,348	87,464	87,762
101-30-3202	1091	DENTAL INS - FT EMPLOYEES	10,585	11,244	11,215	11,104
101-30-3202	1092	VISION INS - FT EMPLOYEES	1,275	1,349	1,340	1,354
101-30-3202	1093	MEDICAL INS - PT EMPL	4,990	5,520	4,094	2,760
101-30-3202	1094	DENTAL INS - PT EMPL	1,736	1,747	1,572	1,396
101-30-3202	1095	MEDICAL INS - RETIREES	56,858	59,054	57,393	58,501
101-30-3202	1096	UNEMPLOYMENT INSURANCE	2,531	4,025	215	1,570
101-30-3202	1097	WORKER'S COMPENSATION	19,944	26,826	26,868	40,759
PERSONNEL EXPENDITURES:			848,532	934,368	927,315	973,340

FACILITIES MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3202	2061	CUSTODIAL SUPPLIES	39,708	42,800	42,800	39,000
101-30-3202	2063	FACILITY MTCE SERVICES	87,818	132,700	132,700	123,100
101-30-3202	2080	CONTRACT SVC/NON-CLASS	110,402	66,650	66,650	58,150
101-30-3202	2090	EQUIP MTCE & SUPPLIES	1,384	1,800	1,800	1,800
101-30-3202	2100	UTILITIES	148,048	171,300	169,845	188,600
101-30-3202	2150	RENTAL EXPENSE	2,730	300	300	300
101-30-3202	2170	SPECIAL MAT'LS-SUPPLIES	29,409	36,500	36,500	34,000
101-30-3202	2190	TELEPHONE & FAX	4,518	4,700	4,300	4,300
101-30-3202	2220	VEHICLE MTCE & SUPPLIES	33,210	30,680	24,418	11,036
101-30-3202	2231	VANDALISM REPAIR	580	2,000	2,000	1,400
OPERATING EXPENDITURES:			457,808	489,430	481,313	461,686
GENERAL FUND - FACILITIES MAINTENANCE TOTAL:			1,306,340	1,423,798	1,408,628	1,435,026

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 2012-2013 Objectives

To continue quality/proactive maintenance throughout the facility. **(V3-S1)**

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.

To upgrade parking structure lighting to provide a more cost efficient/energy efficient system.

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 1,800
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 Painting of exterior walls- lower bottom adjacent to pedestrian walkways Miscellaneous repairs - painting, lighting, walls	173,500 1,000 1,500 1,000 2,500 4,000
2170	<u>Special Materials/Supplies:</u> Materials needed for daily structure operation - paint, bulbs, and chemicals	7,200
		\$ 48,890
		183,500

PARKING STRUCTURE OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
243-30-3203	1020	SALARIES & WAGES	47,296	26,793	19,216	25,661
243-30-3203	1030	PART TIME WAGES	73,527	73,205	63,601	83,157
243-30-3203	1049	BILINGUAL/CERTIFICATE PAY	327	-	-	-
243-30-3203	1065	ACCRUED PAID VACATION	459	3,400	-	-
243-30-3203	1080	MEDICARE	1,764	1,499	1,201	1,578
243-30-3203	1082	PERS - EMPLOYEES' PORTION	3,819	2,144	1,537	1,027
243-30-3203	1083	PERS - EMPLOYER PORTION	6,483	4,474	3,209	4,580
243-30-3203	1085	LIFE INSURANCE	95	11	7	10
243-30-3203	1088	LONG-TERM DISABILITY INSURANCE	454	271	176	259
243-30-3203	1090	MEDICAL INS - FT EMPLOYEES	10,706	6,468	3,896	3,990
243-30-3203	1091	DENTAL INS - FT EMPLOYEES	897	246	197	246
243-30-3203	1092	VISION INS - FT EMPLOYEES	160	96	68	98
243-30-3203	1093	MEDICAL INS - PT EMPLOYEES	5,001	-	3,386	-
243-30-3203	1094	DENTAL INS - PT EMPLOYEES	483	-	358	-
243-30-3203	1096	UNEMPLOYMENT INSURANCE	-	129	-	67
243-30-3203	1097	WORKER'S COMPENSATION	492	541	540	510
PERSONNEL EXPENDITURES:			151,964	119,277	97,393	121,182

PARKING STRUCTURE OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
243-30-3203	2063	FACILITY MTCE SERVICES	9,084	59,850	56,650	48,890
243-30-3203	2080	CONTRACT SVC/NON-CLASS	243,850	220,900	220,900	183,500
243-30-3203	2100	UTILITIES	43,203	46,800	45,185	50,400
243-30-3203	2170	SPECIAL MAT'LS-SUPPLIES	4,375	7,200	7,200	7,200
243-30-3203	2190	TELEPHONE & FAX	1,524	1,300	2,800	2,500
243-30-3203	2231	VANDALISM REPAIR	1,424	4,000	4,000	4,000
243-30-3203	2450	LIAB, FIRE & OTHERS INS.	7,617	8,520	16,615	4,588
OPERATING EXPENDITURES:			311,076	348,570	353,350	301,078
243-90-9320	3990	TRANSFER TO DEBT SERVICE FUND	200,000	374,132	374,132	374,132
PARKING STRUCTURE OPERATION FUND TOTAL:			663,040	841,979	824,875	796,392

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 2012-2013 Objectives

To continue quality/proactive maintenance throughout the facility. **(V3-S1)**

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. **(V6-S2)**

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 pedestrian 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 Structure sweeping Alarm service maintenance Window cleaning services Elevator maintenance services Pest control	5,100 17,000 4,680 1,200 7,320 900
2080	<u>Contract Services - Non-Classified:</u> Elevator repair Citation processing/management - estimated 680 citations General maintenance services	 1,000 2,040 2,000
2150	<u>Rental Expense:</u> Lease of Bloomfield property for equipment/storage/debris bins. Power pole rental at Bloomfield yard - temp. power	45,200 2,730
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

TRANSPORTATION CENTER OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
227-30-3204	1020	REG SALARIES & WAGES / PSO II	78,888	83,244	84,853	122,796
227-30-3204	1030	PART TIME WAGES / PSO	43,491	78,268	64,815	73,078
227-30-3204	1045	COMP TIME PAY	-	1,000	-	-
227-30-3204	1049	BILINGUAL/CERTIFICATE PAY	1,323	995	1,140	650
227-30-3204	1065	ACCRUED PAID VACATION	996	1,000	1,097	1,119
227-30-3204	1078	MANAGEMENT BENEFIT 401A	-	-	-	469
227-30-3204	1080	MEDICARE	1,808	7,838	2,203	2,894
227-30-3204	1081	MGMT BENEFIT/MEDICAL	-	-	-	1,285
227-30-3204	1082	PERS - EMPLOYEES' PORTION	6,368	6,660	6,879	9,826
227-30-3204	1083	PERS - EMPLOYER PORTION	10,822	13,901	14,358	21,917
227-30-3204	1085	LIFE INSURANCE	21	23	20	121
227-30-3204	1088	LONG-TERM DISABILITY INSURANCE	802	841	857	1,241
227-30-3204	1090	MEDICAL INS - FT EMPLOYEES	9,793	10,211	10,271	15,584
227-30-3204	1091	DENTAL INS - FT EMPLOYEES	1,526	1,091	1,091	1,687
227-30-3204	1092	VISION INS - FT EMPLOYEES	210	211	211	315
227-30-3204	1093	MEDICAL INS - PT EMPL	1,574	-	1,957	-
227-30-3204	1094	DENTAL INS - PT EMPL	71	-	146	-
227-30-3204	1096	UNEMPLOYMENT INSURANCE	-	402	-	320
227-30-3204	1097	WORKER'S COMPENSATION	1,416	1,681	1,680	2,440
PERSONNEL EXPENDITURES:			159,107	207,366	191,579	255,742

TRANSPORTATION CENTER OPERATIONS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
227-30-3204	2063	FACILITY MTCE SERVICES	13,733	36,200	36,200	36,200
227-30-3204	2080	CONTRACT SVC/NON-CLASS	21,472	29,900	30,350	5,040
227-30-3204	2100	UTILITIES	23,908	24,400	28,350	31,600
227-30-3204	2150	RENTAL EXPENSES	45,000	47,930	47,930	47,930
227-30-3204	2170	SPECIAL MAT'LS-SUPPLIES	2,033	3,000	3,000	3,000
227-30-3204	2190	TELEPHONE & FAX	1,625	1,700	1,100	1,100
227-30-3204	2080	CONTRACT SVC/NON-CLASS	-	300	-	-
227-30-3204	2231	VANDALISM REPAIR	2,471	5,000	5,000	2,500
227-30-3204	2401	PARKING CITATIONS SURCHARGE	-	1,250	1,875	8,500
OPERATING EXPENDITURES:			110,242	149,680	153,805	135,870
TRANSIT CENTER OPERATION FUND TOTAL:			269,349	357,046	345,384	391,612

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 2012-2013 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. **(V3-S1)**

To continue to maintain cleanliness of sidewalks, bus benches, and trash receptacles at all bus stop locations City-wide, via oversight of contractor performance. **(V3-S1)**

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

To implement the second year of comprehensive, multi-year Sidewalk Repair program, following the completed Spring 2011 survey.

To begin 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 15,300 Hazardous materials removal 4,975 County cleaning of storm drains 3,000	\$ 26,200
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
Prop C	<u>227-030-3302-2080</u> Bus Stop Maintenance	111,000
Measure R	<u>Contract Services: 228-30-3302-2080</u> City-wide sidewalk repairs 47,822 Bus stop repairs and street/right-of-way repairs 7,600 Bus stop maintenance 8,550	63,972
Measure R	<u>Special Materials/Supplies: 228-30-3302-2170</u> Asphalt / street repair products	49,600
Traffic Congestion	<u>Contract Services: 426-30-3302-2080</u> Bridge preventative maintenance.	35,000

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3302	1020	REG SALARIES & WAGES	283,220	285,682	287,332	297,454
101-30-3302	1049	BILINGUAL/CERTIFICATE PAY	653	650	650	1,300
101-30-3302	1060	PAID SICK LEAVE	8,228	8,300	8,003	8,222
101-30-3302	1065	ACCRUED PAID VACATION	6,063	9,800	9,189	9,373
101-30-3302	1080	MEDICARE	3,581	4,424	4,425	4,597
101-30-3302	1082	PERS - EMPLOYEES' PORTION	22,759	22,857	23,039	23,800
101-30-3302	1083	PERS - EMPLOYER PORTION	38,702	47,703	48,084	53,087
101-30-3302	1085	LIFE INSURANCE	1,136	1,028	1,116	940
101-30-3302	1088	LONG-TERM DISABILITY INSURANCE	2,845	2,885	2,899	3,005
101-30-3302	1090	MEDICAL INS - FT EMPLOYEES	49,135	50,358	49,996	48,972
101-30-3302	1091	DENTAL INS - FT EMPLOYEES	7,139	7,143	7,139	7,143
101-30-3302	1092	VISION INS - FT EMPLOYEES	747	752	755	763
101-30-3302	1095	MEDICAL INS - RETIREES	29,734	31,893	31,031	31,847
101-30-3302	1096	UNEMPLOYMENT INSURANCE	-	1,379	-	775
101-30-3302	1097	WORKER'S COMPENSATION	8,811	13,391	13,416	7,905
PERSONNEL EXPENDITURES:			462,752	488,245	487,074	499,183

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3302	2080	CONTRACT SVC/NON-CLASS	35,998	26,200	26,200	26,200
101-30-3302	2088	CONTRA SVC-DEBRIS DISPOS	40,747	40,600	40,600	40,600
101-30-3302	2090	EQUIP MTCE & SUPPLIES	300	300	300	300
101-30-3302	2170	SPECIAL MAT'LS-SUPPLIES	9,173	4,600	4,600	-
101-30-3302	2180	SMALL TOOLS	227	400	400	400
101-30-3302	2220	VEHICLE MTCE & SUPPLIES	74,131	78,650	57,623	49,210
OPERATING EXPENDITURES:			160,576	150,750	129,723	116,710
101-30-3302	3991	INTER-FUND TXFR/TCRF	(87,000)	(415,000)	(415,000)	(335,000)
101-30-3302	3995	INTER-FUND TFR/PROP C	-	-	-	-
101-30-3302	3996	INTER-DEPT TXFR/GAS TAX	(304,158)	(155,000)	(155,000)	(155,000)
INTER-DEPARTMENTAL TRANSFERS:			(391,158)	(570,000)	(570,000)	(490,000)
GENERAL FUND - STREET MAINTENANCE TOTAL:			232,171	68,995	46,797	125,893

STREET MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
228-30-3302	2080	CONTRACT SERVICES - MEASURE R	165,173	80,000	80,000	63,972
228-30-3302	2170	MEASURE R SPECIAL MATERIALS/SUPPLIE	45,078	45,000	45,000	49,600
MEASURE R FUND - STREET MAINTENANCE TOTAL:			210,250	125,000	125,000	113,572
227-30-3302	2080	INTER-FUND TFR/PROP C	110,986	111,000	111,000	111,000
PROP C FUND - STREET MAINTENANCE TOTAL:			110,986	111,000	111,000	111,000
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	304,158	155,000	155,000	155,000
426-30-3302	3991	INTER-FUND TXFR/TCRF	87,000	415,000	415,000	335,000
426-30-3302	2080	CONTRACT SERVICES	-	20,000	20,000	35,000
746-30-3302	3820	C/O-AUTOMOTIVE EQUIPMENT / VEHICLE REPLA	-	27,001	27,001	-
STREET MAINTENANCE TOTAL (ALL FUNDS):			944,564	921,996	899,798	875,465

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 2012-2013 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. **(V3-S1)**

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

To continue upgrade of neighborhood sign inventory City-wide. **(V3-S1)**

To restripe all City parking lot locations. **(V3-S1)**

To restripe all major roadways on an annual basis, through use of contractors and in-house resources. **(V3-S1)**

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

To implement the first year of the new tracking system for the replacement of signs, striping, and crosswalk/curb/legend painting City-wide. (V3-S1)

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
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.	33,300
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
Traffic Congestion	<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 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3303	1020	SALARIES & WAGES	144,950	149,492	150,013	156,394
101-30-3303	1030	PART TIME WAGES	10,634	12,636	12,035	13,027
101-30-3303	1040	OVERTIME SALARY & WAGES	82	-	217	-
101-30-3303	1060	PAID SICK LEAVE	3,389	4,600	2,855	4,913
101-30-3303	1065	ACCRUED PAID VACATION	6,257	6,800	2,402	2,451
101-30-3303	1080	MEDICARE	2,398	2,517	2,429	2,563
101-30-3303	1082	PERS - EMPLOYEES' PORTION	11,623	11,962	12,001	12,514
101-30-3303	1083	PERS - EMPLOYER PORTION	19,766	24,963	25,048	27,912
101-30-3303	1085	LIFE INSURANCE	429	490	565	607
101-30-3303	1088	LONG-TERM DISABILITY INSURANCE	1,462	1,510	1,516	1,580
101-30-3303	1090	MEDICAL INS - FT EMPLOYEES	23,366	24,053	24,683	25,213
101-30-3303	1091	DENTAL INS - FT EMPLOYEES	3,387	3,215	4,258	3,215
101-30-3303	1092	VISION INS - FT EMPLOYEES	418	421	422	427
101-30-3303	1095	MEDICAL INS - RETIREES	46,410	48,048	45,680	45,201
101-30-3303	1096	UNEMPLOYMENT INSURANCE	-	722	-	407
101-30-3303	1097	WORKER'S COMPENSATION	4,761	5,536	5,544	3,238
PERSONNEL EXPENDITURES:			279,333	296,965	289,666	299,662

TRAFFIC MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3303	2090	EQUIP MTCE & SUPPLIES	869	1,100	1,100	1,000
101-30-3303	2120	NON-ILLUMINATED SIGNS	7,375	8,000	8,000	-
101-30-3303	2170	SPECIAL MAT'LS-SUPPLIES	5,125	5,000	5,000	-
101-30-3303	2180	SMALL TOOLS	272	300	300	275
101-30-3303	2220	VEHICLE MTCE & SUPPLIES	25,700	25,560	19,898	15,650
OPERATING EXPENDITURES:			39,342	39,960	34,298	16,925
101-30-3303	3991	INTER-FUND TXFR/TCRF	-	(75,000)	(75,000)	(75,000)
101-30-3303	3996	INTER-DEPT TXFR/GAS TAX	(140,096)	(150,000)	(150,000)	(150,000)
GENERAL FUND - TRAFFIC MAINTENANCE TOTAL:			178,579	111,925	98,965	91,587

TRAFFIC MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
228-30-3303	2080	CONTRACT SERVICES - MEASURE R	7,728	8,000	8,000	7,600
228-30-3303	2120	NON-ILLUMINATED SIGNS - MEASURE R	27,795	27,000	27,000	33,300
228-30-3303	2170	SPECIAL MAT'LS-SUPPLIES - MEASURE R	14,969	15,000	15,000	19,250
228-30-3303	2210	TRAFFIC MARKING MATERIALS - MEASURE	17,978	18,000	18,000	17,100
MEASURE R FUND - TRAFFIC MAINTENANCE TOTAL:			68,471	68,000	68,000	77,250
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	140,096	150,000	150,000	150,000
426-30-3303	2080	CONTRACT SVC/NON-CLASS	54,000	75,000	75,000	75,000
746-30-3303	3820	C/O-AUTOMOTIVE EQUIPMENT / VEHICLE R	-	57,000	46,423	-
TRAFFIC MAINTENANCE TOTAL (ALL FUNDS):			441,145	461,925	438,388	393,837

PUBLIC SERVICES

Signals & Street Lighting

ACTIVITIES AND OBJECTIVES

Description of Activities

The Signals & Street Lighting Section maintains 81 signalized intersections, 3 flashing beacons, and 296 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 2012-2013 Objectives

To inspect, monitor and adjust all 84 total signalized intersections & beacons and provide preventive maintenance monthly.

To maintain replacement of light emitting diodes (LED's) City-wide as needed. **(V3-S5)**

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 implement the first year of the Centracs traffic signal management center, to include controller/wireless upgrades at 22 signalized intersections, a project funded by LA County MTA grant.

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.	59,500
2103	<u>Utilities - Street Lighting:</u> Energy costs for safety lights at intersections to illuminate pedestrian crossings.	68,900
2104	<u>Utilities - Edison Street Lights:</u> Energy and maintenance costs for Edison-owned street lights.	932,700

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
Measure R	<u>Contract Services - Non-Classified 228-30-3304-2080</u> Artesia/Norwalk Contracts, Icons Contract, pole replacement.	30,000
	Artesia/Norwalk shared maintenance.	<i>12,000</i>
	Contract electrical services and repairs.	<i>11,000</i>
	Cerritos/Norwalk shared maintenance.	<i>1,000</i>
	Signal cabinet service and repair	<i>6,000</i>

SIGNALS & STREET LIGHTING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3304	1020	REG SALARIES & WAGES	127,292	130,631	102,904	134,581
101-30-3304	1030	PART TIME WAGES	-	-	3,210	-
101-30-3304	1040	OVERTIME SALARY & WAGES	10,464	5,000	5,964	5,000
101-30-3304	1050	STANDBY PAY	6,384	6,500	6,107	6,500
101-30-3304	1060	PAID SICK LEAVE	2,748	3,200	2,337	3,124
101-30-3304	1065	ACCRUED PAID VACATION	1,942	5,100	6,184	3,128
101-30-3304	1080	MEDICARE	2,160	2,181	1,837	2,208
101-30-3304	1082	PERS - EMPLOYEES' PORTION	10,201	10,451	8,232	10,767
101-30-3304	1083	PERS - EMPLOYER PORTION	17,347	21,813	17,182	24,019
101-30-3304	1085	LIFE INSURANCE	294	322	278	521
101-30-3304	1088	LONG-TERM DISABILITY INSURANCE	1,288	1,320	1,076	1,360
101-30-3304	1090	MEDICAL INS - FT EMPLOYEES	18,368	18,785	15,446	19,513
101-30-3304	1091	DENTAL INS - FT EMPLOYEES	1,817	1,818	1,676	2,864
101-30-3304	1092	VISION INS - FT EMPLOYEES	281	283	228	287
101-30-3304	1096	UNEMPLOYMENT INSURANCE	-	630	-	350
101-30-3304	1097	WORKER'S COMPENSATION	2,124	2,639	2,640	2,732
PERSONNEL EXPENDITURES:			202,711	210,673	175,303	216,954

SIGNALS & STREET LIGHTING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3304	2090	EQUIP MTCE & SUPPLIES	-	800	500	500
101-30-3304	2102	UTILITIES-TRAFFIC SIGNALS	52,923	54,400	53,086	59,500
101-30-3304	2103	UTILITIES-SAFETY LIGHTING	63,680	65,200	61,548	68,900
101-30-3304	2104	UTILITIES-EDISON ST LIGHT	862,326	869,500	832,774	932,700
101-30-3304	2170	SPECIAL MAT'LS-SUPPLIES	25,857	15,500	19,000	-
101-30-3304	2171	SPECIAL MAT'LS-ST.LIGHTS	1,298	3,300	3,300	-
101-30-3304	2180	SMALL TOOLS	184	400	100	300
101-30-3304	2190	TELEPHONE &FAX	2,402	1,460	1,500	1,500
101-30-3304	2192	ROUTERS, INTERNET & DSL	-	840	800	-
101-30-3304	2220	VEHICLE MTCE & SUPPLIES	41,659	41,660	39,142	37,520
OPERATING EXPENDITURES:			1,050,328	1,053,060	1,011,750	1,100,920
101-30-3304	3996	INTER-DEPT TXFR/GAS TAX	(623,619)	(650,000)	(500,000)	(650,000)
GENERAL FUND SIGNALS & STREET LIGHTING TOTAL:			629,420	613,733	687,053	667,874

SIGNALS & STREET LIGHTING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
228-30-3304	2080	CONTRACT SERVICES - MEASURE R	21,152	30,000	30,000	30,000
228-30-3304	2170	SPECIAL MAT'LS- SUPPLIES - MEASURE R	-	-	-	15,000
228-30-3304	2171	SPECIAL MAT'LS-ST.LIGHTS - MEASURE R	954	5,000	5,000	5,000
228-30-3304	2172	SPECIAL MAT'LS-SIGNALS - MEASURE R	56,778	56,000	56,000	53,000
MEASURE R FUND - SIGNALS & ST. LIGHTING TOTAL:			78,884	91,000	91,000	103,000
427-30-3304	2080	CONTRACT SERVICES/LA COUNTY	12,000	12,000	12,000	-
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	623,619	650,000	500,000	650,000
SIGNALS & STREET LIGHTING TOTAL (ALL FUNDS):			1,343,923	1,366,733	1,290,053	1,420,874

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 2012-2013 Objectives

To provide quality weekly street sweeping, by contractor, of 400 curb miles City-wide. **(V3-S1)**

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)

STREET SWEEPING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3402	1020	REG SALARIES & WAGES	6,313	6,603	6,694	7,497
101-30-3402	1060	PAID SICK LEAVE	284	300	299	308
101-30-3402	1065	ACCRUED PAID VACATION	498	500	522	532
101-30-3402	1080	MEDICARE	103	108	109	121
101-30-3402	1082	PERS - EMPLOYEES' PORTION	507	529	535	600
101-30-3402	1083	PERS - EMPLOYER PORTION	861	1,103	1,118	1,338
101-30-3402	1085	LIFE INSURANCE	25	30	26	30
101-30-3402	1088	LONG-TERM DISABILITY INSURANCE	63	67	68	76
101-30-3402	1090	MEDICAL INS - FT EMPLOYEES	905	924	949	960
101-30-3402	1091	DENTAL INS - FT EMPLOYEES	35	36	35	36
101-30-3402	1092	VISION INS - FT EMPLOYEES	14	14	14	14
101-30-3402	1096	UNEMPLOYMENT INSURANCE	-	32	-	20
101-30-3402	1097	WORKER'S COMPENSATION	108	133	132	149
PERSONNEL EXPENDITURES:			9,716	10,379	10,501	11,681

STREET SWEEPING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3402	2080	CONTRACT SVC/NON-CLASS	635,301	655,000	655,000	635,500
		OPERATING EXPENDITURES:	635,301	655,000	655,000	635,500
101-30-3402	3996	INTER-DEPT TXFR/GAS TAX	(211,700)	(385,110)	(385,110)	(385,110)
101-30-3402	3998	INTER-FUND TFR/AB2766	(87,564)	(87,564)	(87,564)	(87,564)
		GENERAL FUND - STREET SWEEPING TOTAL:	345,752	192,705	192,827	174,507
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	211,700	385,110	385,110	385,110
213-30-3402	3998	INTER-FUND TFR/AB2766	87,564	87,564	87,564	87,564
		STREET SWEEPING TOTAL (ALL FUNDS:	645,016	665,379	665,501	647,181

PUBLIC SERVICES

Sewer Maintenance

ACTIVITIES AND OBJECTIVES

Description of Activities

The Sewer Maintenance Section maintains by contract 180 miles of sewer lines and 1,702 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 2012-2013 Objectives

To clean 33% of all sewer lines City-wide, and all identified trouble spots on a biannual basis. **(V3-S1)**

To provide responsive sewer maintenance services City-wide.

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, which includes operations and maintenance activities along with emergency response procedures.

To continue phase 4 of the City-wide sewer system CCTV inspections and continue replacement of damaged/deteriorated sewer main lines in accordance with the adopted Capital Improvement Plan.

To implement a course of action as a result of the 2011-12 completed sewer rate study.

PUBLIC SERVICES
Sewer Maintenance
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> City-wide sewer maintenance program and lift station maintenance, and emergency services by contract. Sewer System Overflow Response Plan (EPA/Water Quality Board). Industrial waste Inspection services - LA County (partially offset by County fees collected and remitted to City) 65,000 Alarm Security services 3,100 Weed abatement 1,000 City-wide sewer maintenance program (cleaning system 1/3 per year; troubled spots / siphons 2 x a year) 155,000 Emergency and repair services 7,800 Motor and pipeline replacement 4,700 Repair of pump controls and panel 7,000 Prop 218 process for sewer rate - consulting services 65,000 Sewer rate - Polling survey 25,000	\$ 333,600
2086	<u>Legal Services:</u> Legal review for Prop 218 process/ sewer rate study	15,000
2160	<u>Special Fees & Services:</u> Annual permit fee- State Water Board for sewer system	8,200
2170	<u>Special Materials & Supplies:</u> Deodorizers, safety equipment, chemicals, and specialized tools for inspections.	1,500

Budget Program: Public Services - Sewer Maintenance, 3403

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Water Utilities Supervisor (a)	0.05	0.10	3,745	7,715						
Director of Public Services (b)	0.00	0.05	-	6,492						
Public Services Supt.(c)	0.00	0.10	-	10,437						
City Engineer (d)	0.00	0.05	-	5,695						
Associate Engineer (e)	0.00	0.05	-	4,496						
Assistant Engineer (f)	0.00	0.05	-	3,790						
Engineering Technician (g)	0.00	0.05	-	2,902						
Office Assistant II (h)	0.00	0.05	-	2,369						
Water Service Worker II (i)	0.00	0.10	-	6,012						
Water Service Worker II (j)	0.00	0.10	-	6,012						
Water Service Worker I (k)	0.00	0.10	-	4,526						
Senior Accountant (l)	0.00	0.05	-	3,454						
Account Clerk II (m)	0.00	0.05	-	2,902						
(a) 80% Water, 5% Signals, 5% Traffic										
(b) 5% Water, 5% Transp. Center, 85% Public Svcs. Admin.										
(c) 25% Water, 10% Transp. Center, 55% Public Svcs. Admin.										
(d) 85% Engineering, 10% Water										
(e) 85% Engineering, 10% Water										
(f) 95% Engineering										
(g) 90% Engineering, 5% Water										
(h) 95% Public Svcs. Admin.										
(i) 90% Water										
(j) 90% Water										
(k) 90% Water										
(l) 75% Finance, 10% Disp. Res., 10% Water										
(m) 45% Finance, 50% Water										
TOTAL	0.05	0.90	3,745	66,802	TOTAL	-	-	-	-	-

SEWER MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3403	1020	SALARIES & WAGES	2,919	3,745	3,763	66,802
101-30-3403	1040	OVERTIME SALARY & WAGES	-	1,000	217	1,000
101-30-3403	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	-	480
101-30-3403	1049	CERTIFICATION PAY	-	-	-	2,400
101-30-3403	1060	PAID SICK LEAVE	-	-	-	1,950
101-30-3403	1065	ACCRUED PAID VACATION	-	-	-	894
101-30-3403	1078	MANAGEMENT BENEFIT 401A	-	-	-	583
101-30-3403	1080	MEDICARE	42	69	58	1,096
101-30-3403	1081	MGMT BENEFIT/MEDICAL	-	-	-	1,452
101-30-3403	1082	PERS - EMPLOYEES' PORTION	234	300	301	5,170
101-30-3403	1083	PERS - EMPLOYER PORTION	399	626	628	11,926
101-30-3403	1085	LIFE INSURANCE	15	17	14	238
101-30-3403	1088	LONG-TERM DISABILITY INSURANCE	38	38	38	675
101-30-3403	1090	MEDICAL INS - FT EMPLOYEES	275	305	301	8,246
101-30-3403	1091	DENTAL INS - FT EMPLOYEES	70	70	70	1,104
101-30-3403	1092	VISION INS - FT EMPLOYEES	7	7	7	166
101-30-3403	1096	UNEMPLOYMENT INSURANCE	-	18	-	176
101-30-3403	1097	WORKER'S COMPENSATION	60	76	73	1,326
PERSONNEL EXPENDITURES:			4,058	6,271	5,470	105,684

SEWER MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3403	2080	CONTRACT SVC/NON-CLASS	208,016	251,800	251,800	333,600
101-30-3403	2086	LEGAL SERVICES	-	-	-	15,000
101-30-3403	2090	EQUIP MTCE & SUPPLIES	-	300	300	300
101-30-3403	2100	UTILITIES	9,473	9,700	9,527	10,700
101-30-3403	2160	SPECIAL FEES & SERVICES	-	-	-	8,200
101-30-3403	2170	SPECIAL MAT'LS-SUPPLIES	1,500	1,500	1,500	1,500
101-30-3403	2180	SMALL TOOLS	257	400	400	400
101-30-3403	2190	TELEPHONE & FAX	1,697	1,700	1,900	1,900
101-30-3403	2220	VEHICLE MTCE & SUPPLIES	5,092	4,580	3,675	3,595
101-30-3403	2450	GENERAL LIABILITY INSURANCE	-	-	-	1,347
OPERATING EXPENDITURES:			226,035	269,980	269,102	376,542
GENERAL FUND - SEWER MAINTENANCE TOTAL:			230,093	276,251	274,573	482,226

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 2012-2013 Objectives

To maintain the City's goal of removing graffiti within 48 hours. **(V1-S4)**

To provide graffiti removal assistance to businesses City-wide. **(V1-S4)**

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.	\$ 2,100
2170	<u>Special Materials & Supplies:</u> Sand, paint, rollers, brushes, drop clothes, paint trays, etc.	42,500
2180	<u>Small Tools:</u> Various hand tools and replacement costs.	200

GRAFFITI REMOVAL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3404	1020	REG SALARIES & WAGES	235,830	236,345	237,760	246,633
101-30-3404	1030	PART TIME WAGES	24,636	31,590	31,235	32,567
101-30-3404	1040	OVERTIME SALARY & WAGES	291	-	-	-
101-30-3404	1048	MEDICAL OPT-OUT- GEN. UNIT	-	-	3,200	4,800
101-30-3404	1049	BILINGUAL/CERTIFICATE PAY	653	650	650	650
101-30-3404	1060	PAID SICK LEAVE	5,408	6,400	4,564	6,619
101-30-3404	1065	ACCRUED PAID VACATION	6,076	10,700	6,284	6,410
101-30-3404	1080	MEDICARE	2,231	4,152	4,114	4,326
101-30-3404	1082	PERS - EMPLOYEES' PORTION	18,951	18,910	19,073	19,733
101-30-3404	1083	PERS - EMPLOYER PORTION	32,224	39,464	39,807	44,017
101-30-3404	1085	LIFE INSURANCE	948	1,045	924	957
101-30-3404	1088	LONG-TERM DISABILITY INSURANCE	2,372	2,387	2,401	2,492
101-30-3404	1090	MEDICAL INS - FT EMPLOYEES	33,143	33,264	30,737	29,220
101-30-3404	1091	DENTAL INS - FT EMPLOYEES	5,743	5,746	4,906	5,746
101-30-3404	1092	VISION INS - FT EMPLOYEES	610	614	533	623
101-30-3404	1093	MEDICAL INS - PT EMPL	530	-	46	-
101-30-3404	1094	DENTAL INS - PT EMPLOYEES	11	3,803	-	-
101-30-3404	1096	UNEMPLOYMENT INSURANCE	1,963	6,284	-	643
101-30-3404	1097	WORKER'S COMPENSATION	4,884	-	6,289	5,170
PERSONNEL EXPENDITURES:			376,502	401,354	392,523	410,606

GRAFFITI REMOVAL

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3404	2090	EQUIP MTCE & SUPPLIES	801	2,100	2,100	2,100
101-30-3404	2170	SPECIAL MAT'LS-SUPPLIES	45,159	42,500	42,500	42,500
101-30-3404	2180	SMALL TOOLS	-	200	200	200
101-30-3404	2220	VEHICLE MTCE & SUPPLIES	52,163	48,100	48,119	43,510
OPERATING EXPENDITURES:			98,123	92,900	92,919	88,310
101-30-3404	3997	INTER-DEPT TXFR/CDBG	(35,340)	(45,000)	(45,000)	(45,000)
GENERAL FUND - GRAFFITI REMOVAL TOTAL:			439,285	449,254	440,442	453,916
207-30-3404	3997	GRAFFITI REMOVAL / CDBG FUND	35,340	45,000	45,000	45,000
GRAFFITI REMOVAL TOTAL (ALL FUNDS)			474,625	494,254	485,442	498,916

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 2012-2013 Objectives

To continue quality tree trimming in grids through contract services City-wide, by trimming one-third of all residential areas. **(V3-S5)**

To plant a minimum of 250 trees City-wide in the Department's continued effort to re-supply the City's Urban Forest. **(V3-S5)**

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. **(V3-S1)**

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

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	\$ 244,000
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.	14,000
2180	<u>Small Tools:</u> Pruners, handsaws, rakes, brooms, shovels, etc.	500

TREE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3502	1020	SALARIES & WAGES	236,070	241,534	239,365	246,005
101-30-3502	1040	OVERTIME SALARY & WAGES	694	-	58	-
101-30-3502	1049	BILINGUAL/CERTIFICATE PAY	936	975	976	975
101-30-3502	1060	PAID SICK LEAVE	1,407	1,500	1,493	1,490
101-30-3502	1065	ACCRUED PAID VACATION	2,123	2,400	2,303	2,349
101-30-3502	1080	MEDICARE	2,658	3,588	3,541	3,642
101-30-3502	1082	PERS - EMPLOYEES' PORTION	18,985	19,326	19,227	19,683
101-30-3502	1083	PERS - EMPLOYER PORTION	32,290	40,332	40,130	43,905
101-30-3502	1085	LIFE INSURANCE	709	833	733	550
101-30-3502	1088	LONG-TERM DISABILITY INSURANCE	2,381	2,440	2,418	2,485
101-30-3502	1090	MEDICAL INS - FT EMPLOYEES	38,514	39,577	40,501	41,089
101-30-3502	1091	DENTAL INS - FT EMPLOYEES	6,277	6,287	6,273	6,287
101-30-3502	1092	VISION INS - FT EMPLOYEES	616	621	622	630
101-30-3502	1095	MEDICAL INS - RETIREES	25,565	26,983	26,283	26,974
101-30-3502	1096	UNEMPLOYMENT INSURANCE	-	1,164	-	641
101-30-3502	1097	WORKER'S COMPENSATION	140,364	213,607	213,924	72,142
PERSONNEL EXPENDITURES:			509,588	601,167	597,846	468,847

TREE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3502	2080	CONTRACT SVC/NON-CLASS	247,484	244,000	244,000	244,000
101-30-3502	2090	EQUIP MTCE & SUPPLIES	1,051	1,000	1,000	500
101-30-3502	2170	SPECIAL MAT'LS-SUPPLIES	18,687	17,500	17,500	14,000
101-30-3502	2180	SMALL TOOLS	1,246	1,000	1,000	500
101-30-3502	2220	VEHICLE MTCE & SUPPLIES	66,737	61,920	65,669	61,290
OPERATING EXPENDITURES:			335,205	325,420	329,169	320,290
101-30-3502	3996	INTER-DEPT TXFR/GAS TAX	(359,887)	(405,000)	(300,000)	(405,000)
GENERAL FUND - TREE MAINTENANCE TOTAL:			484,906	521,587	627,016	384,137
746-30-3502	3820	C/O-AUTOMOTIVE EQUIPMENT / VEHICLE REPLACEMENT FUND	11,374	-	-	-
204-70-7199	3996	INTER-DEPT TXFR/GAS TAX	359,887	405,000	300,000	405,000
TREE MAINTENANCE TOTAL (ALL FUNDS)			856,166	926,587	927,016	789,137

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 2012-2013 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. **(V3-S5)**

To continue updating all irrigation to provide proper coverage City-wide. **(V3-S1)**

To continue maintaining a high quality appearance at all entryways into the City. **(V3-S5)**

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 seek 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.

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 240,000 Flow testing and water line repairs 9,300 Median refurbishment 6,000	\$ 255,300
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.	19,000
2180	<u>Small Tools:</u> Irrigation and landscaping tools.	500

GREENSCAPE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3503	1020	REG SALARIES & WAGES	143,467	144,867	124,472	150,938
101-30-3503	1040	OVERTIME SALARY & WAGES	1	-	-	-
101-30-3503	1049	BILINGUAL/CERTIFICATE PAY	326	325	325	325
101-30-3503	1060	PAID SICK LEAVE	1,407	1,500	1,493	1,490
101-30-3503	1065	ACCRUED PAID VACATION	2,123	2,400	2,365	2,349
101-30-3503	1080	MEDICARE	2,140	2,167	1,866	2,253
101-30-3503	1082	PERS - EMPLOYEES' PORTION	11,528	11,591	9,984	12,076
101-30-3503	1083	PERS - EMPLOYER PORTION	19,610	24,190	20,837	26,939
101-30-3503	1085	LIFE INSURANCE	578	640	476	586
101-30-3503	1088	LONG-TERM DISABILITY INSURANCE	1,441	1,464	1,231	1,525
101-30-3503	1090	MEDICAL INS - FT EMPLOYEES	20,463	21,097	17,744	21,889
101-30-3503	1091	DENTAL INS - FT EMPLOYEES	3,490	3,493	2,932	3,493
101-30-3503	1092	VISION INS - FT EMPLOYEES	343	345	290	350
101-30-3503	1095	MEDICAL INS - RETIREES	6,342	7,087	6,903	7,143
101-30-3503	1096	UNEMPLOYMENT INSURANCE	-	699	-	393
101-30-3503	1097	WORKER'S COMPENSATION	9,768	14,227	14,244	4,528
PERSONNEL EXPENDITURES:			223,027	236,092	205,162	236,277

GREENSCAPE MAINTENANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-30-3503	2080	CONTRACT SVC/NON-CLASS	264,386	276,300	276,300	255,300
101-30-3503	2090	EQUIP MTCE & SUPPLIES	1,943	1,000	1,000	500
101-30-3503	2100	UTILITIES	155,671	163,300	206,945	228,500
101-30-3503	2170	SPECIAL MAT'LS-SUPPLIES	22,048	37,500	15,000	19,000
101-30-3503	2180	SMALL TOOLS	761	500	500	500
101-30-3503	2220	VEHICLE MTCE & SUPPLIES	25,000	24,320	18,168	14,510
OPERATING EXPENDITURES:			469,809	502,920	517,913	518,310
GENERAL FUND - GREENSCAPE MAINTENANCE TOTAL:			692,836	739,012	723,075	754,587
746-30-3503	3820	C/O-AUTOMOTIVE EQUIPMENT / VEHICLE REPLACEMENT FUND	-	19,601	19,601	-
GREENSCAPE TOTAL (ALL FUNDS):			692,836	758,613	742,676	754,587

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 861 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 2012-2013 Objectives

To complete the first year of the new water well #10 operation at Norwalk Park. **(V3-S4)**

To complete a water system study that will identify opportunities to improve the system for increased operational effectiveness and cost-benefit.

To continue final design activities for new water well project at Hermosillo Park **(V3-S4)**

To continue regional involvement in water agencies to monitor activities impacting municipal water systems. **(V3-S4)**

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. **(V3-S4)**

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. **(V3-S4)**

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 35,000 Landscaping 11,100 Equipment calibration 1,000 NPDES consultant fees 4,600 Seismic Study - Elevated Water Tank 10,000	\$ 157,700
2081	<u>Contract Services - Special Study:</u> Study/evaluation of Norwalk Municipal Water system	100,000
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 \$244 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).	257,000

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 \$915.00 per acre foot, plus anticipated 2013 increase) 843,300 City of Santa Fe Springs (based on 161 acre feet imported annually, \$1,624.90 per acre foot, plus 2013 anticipated increase) 268,600 Central Basin Water - imported water (night-time hours only for well 10; based on 183 acre feet imported annually, \$1,079 per acre foot plus capacity/service charge increases) 214,900 Central Basin Water- recycled water purchased at 30 acre feet annually (\$580 per acre foot) 16,080	1,342,880
2250	<u>Training:</u> LA County Dept of Public Health certifications 500 LA County Backflow Cross connection certifications 600 Water training through AWWA 2,500	3,600

Budget Program: Public Services - Water Utility, 3602

Full Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Labor Distribution Footnote	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
City Manager (A)	0.05	0.05	11,384	10,925	(A) 1% CDBG, 74% Administration 20% SA-RDA					
Assistant City Manager (B)	0.05	0.05	9,972	9,972	(B) 1% CDBG, 34% Administration, 30% Management Services, 30% SA-RDA					
Director of Public Services (C)	0.10	0.05	12,603	6,492	(C) 85% Public Services, 5% Transp. Center, 5% Sewer					
Director of Finance/City Treasurer (D)	0.05	0.05	5,514	5,961	(D) 10% CDBG, 70% Finance, 15% SA-RDA					
City Engineer (E)	0.10	0.10	10,028	11,389	(E) 85% Engineering, 5% Sewer					
Public Services Superintendent (F)	0.25	0.25	25,326	26,090	(F) 55% Public Services, 10% Sewer, 10% Transportation Center					
Controller/ Deputy Treasurer (G)	0.10	0.10	9,189	9,467	(G) 75% Finance, 10% CDBG, 5% SA-RDA					
Administrative Services Manager(H)	0.35	0.35	35,457	36,526	(H) 60% Management Svcs., 5% SA-RDA					
Water Utilities Supervisor (I)	0.85	0.80	63,659	61,719	(I) 10% Sewer, 5% Signals & St. Lighting, 5% Traffic					
Senior Accountant (J)*	0.10	0.10	6,386	6,907	(J) 80% Finance, 10% Dispute Resolution					
Management Analyst I (K)	0.30	0.30	18,449	19,461	(K) 75% Management Svcs.; 95% Administration					
Water Service Worker II (L)	2.00	1.80	116,688	108,200	(L) 20% Sewer					
Engineering Technician (M)	0.05	0.05	2,809	2,902	(M) 90% Engineering, 5% Sewer					
Account Clerk III	1.00	1.00	54,264	55,900						
Account Clerk II (N)	0.50	0.50	23,922	24,645	(N) 45% Finance, 5% Sewer					
Water Service Worker I (O)	1.00	0.90	46,716	40,735	(O) 10% Sewer					
Office Assistant I (P)	0.25	0.25	10,551	10,869	(P) 75% Public Services					
Associate Engineer (Q)	0.10	0.10	8,728	8,992	(Q) 85% Engineering, 5% Sewer					
TOTAL	7.20	6.80	471,645	457,152		-	-	-	-	-

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
702-30-3602	1020	SALARIES & WAGES	368,349	471,645	409,297	457,152
702-30-3602	1030	PART TIME WAGES	-	-	14,201	-
702-30-3602	1040	OVERTIME SALARY & WAGES	15,981	20,000	20,678	20,000
702-30-3602	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	1,200	2,400
702-30-3602	1049	BILINGUAL/CERTIFICAT PAY	816	813	813	748
702-30-3602	1050	STANDBY PAY	6,264	6,300	6,382	6,300
702-30-3602	1052	AUTO ALLOWANCE	-	-	510	900
702-30-3602	1054	CELLPHONE ALLOWANCE	-	-	5	10
702-30-3602	1060	PAID SICK LEAVE	3,577	4,200	6,362	6,500
702-30-3602	1065	ACCRUED PAID VACATION	11,692	12,600	11,782	11,717
702-30-3602	1066	COMPENSATED ABSENCES	354	-	-	-
702-30-3602	1070	PAID SICK LEAVE ON TERMIN	4,122	-	-	-
702-30-3602	1078	MANAGEMENT BENEFIT 401A	2,233	3,183	2,702	3,194
702-30-3602	1080	MEDICARE	5,697	7,557	6,916	7,440
702-30-3602	1081	MGMT BENEFIT/MEDICAL	4,969	4,814	5,720	6,733
702-30-3602	1082	PERS - EMPLOYEES' PORTION	29,311	37,743	32,809	34,329
702-30-3602	1083	PERS - EMPLOYER PORTION	49,875	78,763	68,476	81,592
702-30-3602	1084	UNIFORM ALLOWANCE	-	500	-	500
702-30-3602	1085	LIFE INSURANCE	1,180	1,713	1,459	1,503
702-30-3602	1088	LONG-TERM DISABILITY INSURANCE	4,085	4,763	4,134	4,617
702-30-3602	1090	MEDICAL INS - FT EMPLOYEES	45,955	61,196	48,996	54,335
702-30-3602	1091	DENTAL INS - FT EMPLOYEES	7,666	9,435	7,529	8,927

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
702-30-3602	1092	VISION INS - FT EMPLOYEES	962	1,199	967	1,150
702-30-3602	1095	MEDICAL INS - RETIREES	16,486	17,149	16,539	16,787
702-30-3602	1096	UNEMPLOYMENT INSURANCE	-	2,276	-	1,192
702-30-3602	1097	WORKER'S COMPENSATION	7,716	30,283	30,324	31,795
702-30-3602	1098	OPEB - FUTURE RETIREES BENEFIT	36,805	-	-	-
PERSONNEL EXPENDITURES:			624,095	776,132	697,801	759,820

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
702-30-3602	2080	CONTRACT SVC/NON-CLASS	179,760	213,000	213,000	157,700
702-30-3602	2081	CONTRACT SVC/SPECIAL STUDY	-	100,000	-	100,000
702-30-3602	2086	LEGAL SERVICES	7,213	45,200	10,000	60,000
702-30-3602	2090	EQUIP MTCE & SUPPLIES	312	500	500	500
702-30-3602	2100	UTILITIES	45,919	47,600	68,006	122,500
702-30-3602	2110	CONFERENCES & MEETINGS	117	1,400	500	1,200
702-30-3602	2111	MEMBERSHIPS	26,322	27,860	26,900	26,500
702-30-3602	2140	OFFICE SUPPLIES	6,725	5,500	7,500	7,500
702-30-3602	2141	POSTAGE	18,846	22,000	21,000	21,000
702-30-3602	2150	RENTAL EXPENSE	131	300	300	300
702-30-3602	2160	SPECIAL FEES & SERVICES	43,754	79,000	63,000	78,000
702-30-3602	2161	ADMINISTRATIVE COSTS	214,900	215,000	215,000	202,200
702-30-3602	2166	SPEC FEES - LOBBYIST WASH DC	43,320	46,000	46,000	46,000
702-30-3602	2170	SPECIAL MAT'LS-SUPPLIES	55,859	79,000	60,000	78,000
702-30-3602	2180	SMALL TOOLS	1,108	1,800	1,800	1,800
702-30-3602	2181	WATER REPLENISHMENT FEES	89,071	138,000	138,000	257,000
702-30-3602	2182	PURCHASED WATER-DOMESTIC	1,739,615	1,906,200	1,906,200	1,342,880
702-30-3602	2190	TELEPHONE & FAX	-	1,440	1,700	1,700
702-30-3602	2220	VEHICLE MTCE & SUPPLIES	47,886	47,910	30,237	27,658
702-30-3602	2250	TRAINING EXPENSE	57	2,500	2,500	3,600
702-30-3602	2304	FRANCHISE TAX EXP	10,773	14,000	12,050	14,000

WATER FUND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
702-30-3602	2450	GENERAL LIABILITY INSURANCE	11,054	9,075	9,200	20,823
702-30-3602	2490	BANK CHARGES - CREDIT CARD PROCESS	-	46,800	46,800	47,000
702-30-3602	2491	INTEREST EXPENSE	272,521	355,210	272,521	272,520
702-30-3602	2990	DEPRECIATION EXPENSES	263,851	-	-	-
OPERATING EXPENDITURES:			3,079,115	3,405,295	3,152,714	2,890,381
702-30-3602	3820	C/O-AUTOMOTIVE EQUIPMENT	-	56,000	56,000	-
702-30-3602	3860	C/O-OFFICE EQUIPMENT	312	-	-	9,160
702-30-3602	3894	CAPITALIZE CAP OUTLAY EXPENSES	(1,616,999)	-	-	-
CAPITAL OUTLAY EXPENDITURES:			(1,616,686)	56,000	56,000	9,160
WATER FUND TOTAL:			2,086,523	4,237,427	3,906,515	3,659,361

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, Social Security, 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 2012-2013 Objectives

To empower and educate clients in making good choices for themselves (support groups and life skills training). **(V5-S2)**

To provide information on Public Assistance Programs available to families. **(V5-S2)**

To increase efficiency for the department by cross training staff members.

To provide written materials in both English and Spanish.

To assist Senior's in expanding their recreational and social activities. **(V5-S3)**

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. **(V5-S2)**

To provide networking of resources with other social service agencies serving the community. **(V5-S2)**

To research other sources of social services funding (public and private). **(V5-S6)**

To integrate social services with recreation services for seniors at the Senior Citizens Center. **(V5-S2)**

To continue to offer use of the facility to house a wide variety of Human Services programs. **(V5-S2)**

SOCIAL SERVICES

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Agreement with The Whole Child. MCT Technology Class Instructors	\$ 17,870 12,750 2,000 3,120
2111	<u>Memberships:</u> National Social Workers Association, California Parks and Recreation Society	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
3880	<u>Capital Outlay:</u> Replace flooring	12,000

Budget Program: Social Services, 4101

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Director of Social Services (a)	0.85	0.85	107,121	110,356	Children's Dental Program Clerk	1,600	1,600	1	24,400	25,150
Social Services Manager (b)	0.95	0.95	84,064	97,569	Recreation Leader II	3,120	3,120	3	37,908	39,080
Social Services Worker II (c)	1.90	1.90	92,933	91,527	Social Service Worker I	-	1,600	1	-	26,112
Social Services Worker I	1.00	0.00	40,056	-						
Office Assistant III	1.00	1.00	56,328	58,030						
Office Assistant II (d)	0.90	0.90	41,397	42,643						
(a) 15% Dispute Resolution										
(b) 5% Dispute Resolution										
(c) 10% Dispute Resolution										
(d) 10% Dispute Resolution										
TOTAL	6.60	5.60	421,899	400,125	TOTAL	4,720	6,320	5	62,308	90,342

SOCIAL SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4101	1020	SALARIES & WAGES	392,443	421,899	335,857	400,125
101-40-4101	1030	PART TIME WAGES	67,865	62,308	74,695	90,342
101-40-4101	1045	COMP TIME PAY	-	-	16	-
101-40-4101	1049	BILINGUAL/CERTIFICAT PAY	4,353	5,720	4,121	3,835
101-40-4101	1060	PAID SICK LEAVE	6,218	6,900	5,721	5,854
101-40-4101	1065	ACCRUED PAID VACATION	8,959	16,400	14,278	14,073
101-40-4101	1070	PAID SICK LEAVE ON TERMIN	-	-	109	-
101-40-4101	1078	MANAGEMENT BENEFIT 401A	5,671	5,967	5,492	6,367
101-40-4101	1080	MEDICARE	5,265	7,551	6,362	7,570
101-40-4101	1081	MGMT BENEFIT/MEDICAL	3,640	4,389	3,991	5,982
101-40-4101	1082	PERS - EMPLOYEES' PORTION	31,692	33,755	26,990	29,957
101-40-4101	1083	PERS - EMPLOYER PORTION	53,839	70,449	56,332	71,410
101-40-4101	1085	LIFE INSURANCE	1,507	1,864	1,316	1,405
101-40-4101	1088	LONG-TERM DISABILITY INSURANCE	4,477	4,262	3,392	4,041
101-40-4101	1090	MEDICAL INS - FT EMPLOYEES	69,340	76,745	64,060	76,440
101-40-4101	1091	DENTAL INS - FT EMPLOYEES	6,362	7,232	5,322	6,776
101-40-4101	1092	VISION INS - FT EMPLOYEES	1,162	1,255	998	1,203
101-40-4101	1093	MEDICAL INS - PT EMPLOYEES	4,048	5,520	2,594	2,760
101-40-4101	1094	DENTAL INS - PT EMPLOYEES	2,164	2,792	1,313	1,396
101-40-4101	1095	MEDICAL INS - RETIREES	16,103	16,428	17,620	16,187
101-40-4101	1096	UNEMPLOYMENT INSURANCE	4,871	8,298	(1,350)	1,041
101-40-4101	1097	WORKER'S COMPENSATION	17,040	8,548	8,556	7,965
PERSONNEL EXPENDITURES:			707,018	768,282	637,786	754,729

SOCIAL SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4101	2080	CONTRACT SVC/NON-CLASS	16,374	17,870	17,870	17,870
101-40-4101	2100	UTILITIES	33,466	40,700	29,307	32,800
101-40-4101	2110	CONFERENCES & MEETINGS	223	200	150	200
101-40-4101	2111	MEMBERSHIPS	170	150	150	150
101-40-4101	2113	MILEAGE REIMBURSEMNT	106	150	300	300
101-40-4101	2130	OFFICE EQPT MTCE	800	800	800	800
101-40-4101	2140	OFFICE SUPPLIES	1,291	1,200	1,200	1,200
101-40-4101	2141	POSTAGE	464	1,000	700	1,000
101-40-4101	2170	SPECIAL MAT'LS-SUPPLIES	1,753	1,980	1,900	1,600
101-40-4101	2190	TELEPHONE & FAX	8,078	8,600	8,005	8,000
101-40-4101	2220	VEHICLE MTCE & SUPPLIES	16,788	17,650	12,576	8,100
101-40-4101	2230	PROGRAMS & ACTIVITIES	1,363	3,000	3,000	1,500
101-40-4101	2240	DUPLICATING SERVICE CHG	441	1,300	1,000	1,000
101-40-4101	2250	TRAINING EXPENSE	99	100	100	100
101-40-4101	2351	SENIOR NUTRITION PROGRAM	2,909	1,500	2,100	1,500
101-40-4101	2353	CHILDREN'S DENTAL PROGRAM	440	400	400	-
101-40-4101	2354	NUTRITION PROGRAM	57,092	52,700	52,700	52,700
101-40-4101	2355	SENIOR CITIZEN PROGRAM	3,476	3,500	3,500	3,500
101-40-4101	2356	YOUTH & FAMILY WORKSHOPS	56	200	250	-
101-40-4101	2357	SENIOR NUTRITON TRANSP.	3,613	5,000	5,000	5,000
OPERATING EXPENDITURES:			149,028	158,000	141,008	137,320

SOCIAL SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4101	3840	C/O-BUILDINGS & IMPRVMT	-	1,646	1,379	-
101-40-4101	3870	C/O-FURNITURE & FIXTURE	-	2,195	1,000	-
101-40-4101	3880	MISCELLANEOUS OTHER	-	-	-	12,000
CAPITAL OUTLAY EXPENDITURES:			-	3,841	2,379	12,000
101-40-4101	3995	INTER-FUND TFR/PROP C	(3,613)	(5,000)	(5,000)	(5,000)
GENERAL FUND - SOCIAL SERVICES TOTAL:			852,433	925,123	776,173	899,049
213-40-4101	3820	C/O-AUTOMOTIVE EQUIPMENT (AQMD)	27,971	-	-	-
227-40-4101	3995	INTER-FUND TFR/PROP C	3,613	5,000	5,000	5,000
ALL FUNDS - SOCIAL SERVICES TOTAL:			884,017	930,123	781,173	904,049

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 2012-2013 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 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4102	2883	RENTAL & UTILITY ASSIST.	32,369	50,150	50,150	50,150
101-40-4102	2884	LODGING VOUCHERS	1,298	4,000	4,000	3,000
101-40-4102	2885	GROCERIES	3,359	3,000	3,000	2,000
101-40-4102	2886	EMERGENCY SUPPORT	3,722	4,000	4,000	3,000
GENERAL FUND - EMERGENCY FOOD & SHELTER TOTAL:			40,748	61,150	61,150	58,150
207-40-4102	2883	RENTAL & UTILITY ASSIST.	50,000	48,500	48,500	48,500
207-40-4102	2884	LODGING VOUCHERS	-	500	500	1,500
207-40-4102	2886	EMERGENCY SUPPORT	-	1,000	1,000	-
CDBG - EMERGENCY FOOD & SHELTER TOTAL:			50,000	50,000	50,000	50,000
TOTAL - EMERGENCY FOOD & SHELTER TOTAL:			90,748	111,150	111,150	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 2012-2013 Objectives

To maintain and improve contract service levels. **(V5-S5)**

To continue to work with Childcare Alliance of Los Angeles in delivering accountable and quality service with DPSS. **(V5-S4)**

To continue providing parenting education seminars to our clients, providers and community. **(V5-S2)**

To actively pursue new State, Federal, and other funding sources for advancing the number of children served by the program. **(V6-S4)**

To continue working cooperatively with local school districts and day care centers, which ensures quality care for low-income children. **(V6-S4)**

To computerize record keeping and tracking of clients. **(V6-S5)**

To develop, maintain and update the resource and referral booklet for parents seeking childcare services in the Norwalk area. **(V5-S2)**

To implement childcare provider training. **(V5-S5)**

To implement a fraud control system of checks & balances in the program. **(V5-S5)**

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.	\$ 131,493
2032	<u>Contract Services (C2AP):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	1,376,100
2034	<u>Contract Services (C3AP):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	244,072
2036	<u>Contract Services (Staget 1):</u> Payment for Exempt, License and Family Day Care for Child Care Services.	896,478
2110	<u>Conferences & Meetings:</u> State and local grant-related workshops and computer training.	3,000
2111	<u>Memberships:</u> California Alternative Payment Association and Child Care Alliance of Los Angeles.	4,000
2150	<u>Rental Expense:</u> ½ of Rental agreement (with Housing) on : 12035 Firestone Blvd. Norwalk (and moving cost.)	57,000
2161	<u>Administrative Costs:</u> Administrative charges of Child Care program.	40,000

CHILD CARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
203-40-4103	1020	REG SALARIES & WAGES	260,028	259,032	241,619	265,154
203-40-4103	1030	PART TIME WAGES	60,764	37,607	47,806	70,340
203-40-4103	1045	COMP TIME PAY	-	-	8	-
203-40-4103	1049	BILINGUAL/CERTIFICAT PAY	4,008	3,900	3,593	3,250
203-40-4103	1065	ACCRUED PAID VACATION	2,445	11,500	1,662	1,320
203-40-4103	1070	PAID SICK LEAVE ON TERMINATION	-	-	35	-
203-40-4103	1080	MEDICARE	4,750	4,561	4,273	4,960
203-40-4103	1082	PERS - EMPLOYEES' PORTION	21,011	20,725	19,513	19,388
203-40-4103	1083	PERS - EMPLOYER PORTION	35,727	43,252	40,726	47,322
203-40-4103	1085	LIFE INSURANCE	890	973	802	865
203-40-4103	1088	LONG-TERM DISABILITY INSURANCE	2,616	2,616	2,440	2,678
203-40-4103	1090	MEDICAL INS - FT EMPLOYEES	44,904	46,200	43,620	48,000
203-40-4103	1091	DENTAL INS - FT EMPLOYEES	6,981	6,985	6,318	6,985
203-40-4103	1092	VISION INS - FT EMPLOYEES	685	690	636	700
203-40-4103	1093	MEDICAL INS - PT EMPL	230	-	-	-
203-40-4103	1094	DENTAL INS - PT EMPL	116	-	-	-
203-40-4103	1095	MEDICAL INS - RETIREES	-	-	4,000	9,600
203-40-4103	1096	UNEMPLOYMENT INSURANCE	6,440	9,984	-	690
203-40-4103	1097	WORKER'S COMPENSATION	9,144	5,078	5,088	7,048
PERSONNEL EXPENDITURES:			460,741	453,103	422,139	488,300

CHILD CARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
203-40-4103	2030	CAPP/DPP - CHILD CARE	161,962	131,493	135,477	131,493
203-40-4103	2032	C2AP/DPP - CHILD CARE	1,125,838	934,863	1,303,192	1,376,100
203-40-4103	2034	C3TO/DPP - CHILD CARE	348,142	216,401	251,468	244,072
203-40-4103	2036	STAGE 1/DPP-CHILD CARE	1,194,129	2,280,000	907,169	896,478
203-40-4103	2057	PROMOTIONAL ADVERTISING	2,116	1,000	1,080	2,000
203-40-4103	2080	CONTRACT SVC/NON-CLASS	41,646	23,544	53,219	10,000
203-40-4103	2084	CONTRA SVC/PARENT FEES	68,156	35,000	69,445	40,000
203-40-4103	2086	LEGAL SERVICES	-	2,000	2,000	2,000
203-40-4103	2100	UTILITIES	5,482	6,400	5,259	6,400
203-40-4103	2110	CONFERENCES & MEETINGS	5,546	3,000	976	3,000
203-40-4103	2111	MEMBERSHIPS	4,154	4,000	4,000	4,000
203-40-4103	2113	MILEAGE REIMBURSEMNT		100	-	100
203-40-4103	2130	OFFICE EQPT MTCE	3,973	1,000	2,409	1,500
203-40-4103	2140	OFFICE SUPPLIES	6,863	5,000	6,092	6,500
203-40-4103	2141	POSTAGE	6,884	5,000	6,376	5,000
203-40-4103	2150	RENTAL EXPENSE	51,901	57,000	57,000	57,000
203-40-4103	2161	ADMINISTRATIVE COSTS	204	50,000	28,991	40,000
203-40-4103	2170	SPECIAL MAT'LS-SUPPLIES	9,442	6,000	5,404	6,000
203-40-4103	2190	TELEPHONE & FAX	3,692	3,800	3,663	3,800

CHILD CARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
203-40-4103	2220	VEHICLE MTCE & SUPPLIES	1,550	1,450	1,092	1,015
203-40-4103	2240	DUPLICATING SERVICE CHG	-	150	-	150
203-40-4103	2250	TRAINING EXPENSE	622	500	500	1,493
203-40-4103	2400	AUDIT FEES	3,047	1,500	2,780	3,000
OPERATING EXPENDITURES:			3,045,350	3,769,201	2,847,593	2,841,101
CHILD CARE GRANT FUND TOTAL:			3,506,091	4,222,304	3,269,732	3,329,401

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 2012-2013 Objectives

Offer a variety of recreational and social programs for senior residents of Norwalk and surrounding communities that promote vital aging. **(V5-S2)**

Respond to the needs of the community, as it relates to the needs and interests of mature adults 50 years and above. **(V5-S5)**

Provide services such as case management, information and assistance, and other supportive services for older adults and their families and caregivers. **(V5-S3)**

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. **(V5-S2)**

Develop and disseminate age-appropriate publicity materials. **(V5-S5)**

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, fire system monitoring, pest control, debris disposal, and mat/mop rental/replacement service .	26,860
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.	11,520
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.	12,920
2351	<u>Nutrition Program:</u> Special activities and celebrations for the weekday nutrition program.	3,000
2354	<u>Nutrition Program:</u> Congregate weekday meal program for Senior Center.	90,000
3870	<u>Capital Outlay-Furniture:</u> Banquet Chairs-Replacement	5,560
3880	<u>Capital Outlay-Other Equipment:</u> Surveillance System	8,780

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4104	1020	SALARIES & WAGES	153,931	183,347	163,203	190,740
101-40-4104	1030	PART TIME WAGES	108,406	130,517	115,255	134,499
101-40-4104	1049	BILINGUAL/CERTIFICAT PAY	2,575	2,600	2,551	3,250
101-40-4104	1065	ACCRUED PAID VACATION	62	-	-	-
101-40-4104	1070	PAID SICK LEAVE ON TERMIN	12	-	-	-
101-40-4104	1080	MEDICARE	3,843	4,602	4,075	4,772
101-40-4104	1082	PERS - EMPLOYEE'S PORTION	12,367	14,670	13,104	13,766
101-40-4104	1083	PERS - EMPLOYER PORTION	21,023	30,615	27,350	34,042
101-40-4104	1085	LIFE INSURANCE	250	254	331	385
101-40-4104	1088	LONG-TERM DISABILITY INSURANCE	1,581	1,852	1,648	1,926
101-40-4104	1090	MEDICAL INS - FT EMPLOYEES	21,144	26,255	24,230	27,397
101-40-4104	1091	DENTAL INS - FT EMPLOYEES	3,533	4,123	3,641	4,123
101-40-4104	1092	VISION INS - FT EMPLOYEES	449	510	466	518
101-40-4104	1093	MEDICAL INS - PT EMPLOYEES	2,760	2,760	690	-
101-40-4104	1094	DENTAL INS - PT EMPLOYEES	351	351	350	351
101-40-4104	1095	MEDICAL INSURANCE-RETIREEES	10,247	12,403	10,928	12,692
101-40-4104	1096	UNEMPLOYMENT INSURANCE	11,566	8,291	12,227	12,829
101-40-4104	1097	WORKER'S COMPENSATION	31,380	65,358	65,460	21,975
PERSONNEL EXPENDITURES:			385,482	488,508	445,509	463,265

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4104	2050	PUBLICATIONS	48	50	48	50
101-40-4104	2061	CUSTODIAL SUPPLIES	17,036	18,000	17,100	17,000
101-40-4104	2063	FACILITY MTCE SERVICES	17,244	26,860	25,517	26,860
101-40-4104	2079	CONTRACT SRV-NON CLASS	924	925	925	925
101-40-4104	2080	CONTRACT SVC/NON-CLASS	17,861	22,100	22,100	20,300
101-40-4104	2100	UTILITIES	63,511	79,100	67,874	75,200
101-40-4104	2111	MEMBERSHIPS	194	450	450	450
101-40-4104	2113	MILEAGE REIMBURSEMNT	45	150	100	140
101-40-4104	2130	OFFICE EQPT MTCE	739	1,200	1,000	900
101-40-4104	2140	OFFICE SUPPLIES	4,848	4,500	4,500	4,500
101-40-4104	2141	POSTAGE	878	900	900	900
101-40-4104	2170	SPECIAL MAT'LS-SUPPLIES	6,664	7,500	7,500	6,500
101-40-4104	2179	SPECIAL SUPLIES-SENIORS	28,284	23,500	23,500	20,000
101-40-4104	2190	TELEPHONE & FAX	8,299	8,600	8,902	8,900
101-40-4104	2229	TOURS	5,948	11,520	11,520	11,520
101-40-4104	2230	PROGRAMS & ACTIVITIES	27,377	26,460	26,460	24,000
101-40-4104	2232	CLASSES	7,981	13,600	13,600	12,920
101-40-4104	2240	DUPLICATING SERVICE CHG	2,951	3,500	3,000	3,325
101-40-4104	2250	TRAINING EXPENSE	80	200	150	180
101-40-4104	2351	SENIOR NUTRITION PROGRAM	3,760	3,500	3,500	3,000
101-40-4104	2354	NUTRITION PROGRAM	97,511	90,000	90,000	90,000
OPERATING EXPENDITURES:			312,186	342,615	328,646	327,570

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4104	3840	C/O-BUILDINGS & IMPROVEMENTS	-	-	-	-
101-40-4104	3870	C/O-FURNITURE	-	11,112	11,112	5,560
101-40-4104	3880	C/O-OTHER EQUIPMENT	-	3,841	3,841	8,780
CAPITAL OUTLAY EXPENDITURES:			-	14,953	14,953	14,340
101-90-9217	3990	GENERAL FUND TRANSFER OUT / CITY'S CONTRIBUTION	40,070	23,814	58,355	23,877
GENERAL FUND - SENIOR CENTER SERVICE TOTAL:			737,738	869,890	847,463	829,052

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>SENIOR GRANT FUND (FUND 217):</u>						
217-40-4104	1020	SALARIES & WAGES	37,652	15,876	34,148	16,031
217-40-4104	1030	PART TIME WAGES	15,725	-	16,429	-
217-40-4104	1060	PAID SICK LEAVE	251	-	282	240
217-40-4104	1065	ACCRUED PAID VACATION	488	-	-	-
217-40-4104	1070	PAID SICK LEAVE ON TERMIN	13	-	-	-
217-40-4104	1078	MANAGEMENT BENEFIT 401A	548	-	606	-
217-40-4104	1080	MEDICARE	710	230	751	235
217-40-4104	1081	MGMT BENEFIT/MEDICAL	878	-	948	-
217-40-4104	1082	PERS - EMPLOYEES' PORTION	3,008	1,271	2,732	642
217-40-4104	1083	PERS - EMPLOYER PORTION	5,114	2,651	5,702	2,861
217-40-4104	1085	LIFE INSURANCE	167	5	92	4
217-40-4104	1088	LONG-TERM DISABILITY INSURANCE	482	160	345	162
217-40-4104	1090	MEDICAL INS - FT EMPLOYEES	7,543	2,772	6,068	2,880
217-40-4104	1091	DENTAL INS - FT EMPLOYEES	863	419	565	419
217-40-4104	1092	VISION INS - FT EMPLOYEES	132	42	101	42
217-40-4104	1096	UN-EMPLOYMENT INSURANCE	-	77	-	42
217-40-4104	1097	WORKER'S COMPENSATION	288	311	312	319
PERSONNEL EXPENDITURES:			73,864	23,814	69,081	23,877

SENIOR CENTER

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
217-40-4104	2037	TITLE IIIB CONTRACT SVC	30,423	61,130	61,130	61,130
217-40-4104	2140	OFFICE SUPPLIES	547	150	150	150
217-40-4104	2141	POSTAGE	78	100	100	100
OPERATING EXPENDITURES:			31,047	61,380	61,380	61,380
217-90-9101	4790	TRANSFER IN / CITY'S FUNDING	(40,070)	(23,814)	(58,355)	(23,877)
SENIOR GRANT FUND TOTAL:			64,841	61,380	72,106	61,380
SENIOR CENTER SERVICES TOTAL (ALL FUNDS):			802,579	931,270	919,569	890,432

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 2012-2013 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. **(V2-S1)**

To maintain educational programs and provide written informational material to clients.

To outreach into the community and court system to provide dispute resolution services. **(V6-S1)**

To alleviate the problem of case overload from the courts. **(V1-S1)**

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 ACR Conference in New Orleans - 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).	500
2170	<u>Special Materials-Supplies:</u> Purchase of program supplies	2,025

DISPUTE RESOLUTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
249-40-4106	1020	SALARIES & WAGES	37,113	39,207	41,575	40,825
249-40-4106	1030	PART TIME WAGES	27,777	34,963	36,297	36,015
249-40-4106	1045	COMP TIME PAY	-	-	2	-
249-40-4106	1049	BILINGUAL/CERTIFICAT PAY	807	715	819	715
249-40-4106	1060	PAID SICK LEAVE	439	500	980	944
249-40-4106	1065	ACCRUED PAID VACATION	574	1,300	1,776	1,757
249-40-4106	1070	PAID SICK LEAVE ON TERMIN	-	-	12	-
249-40-4106	1078	MANAGEMENT BENEFIT 401A	617	911	843	882
249-40-4106	1080	MEDICARE	788	1,863	1,185	1,168
249-40-4106	1081	MGMT BENEFIT/MEDICAL	427	231	239	315
249-40-4106	1082	PERS - EMPLOYEES' PORTION	2,933	2,818	3,326	3,040
249-40-4106	1083	PERS - EMPLOYER PORTION	5,017	6,124	6,942	7,288
249-40-4106	1085	LIFE INSURANCE	123	149	139	119
249-40-4106	1088	LONG-TERM DISABILITY INSURANCE	415	395	500	413
249-40-4106	1090	MEDICAL INS - FT EMPLOYEES	6,550	7,321	8,005	8,020
249-40-4106	1091	DENTAL INS - FT EMPLOYEES	577	596	606	700
249-40-4106	1092	VISION INS - FT EMPLOYEES	104	109	114	110
249-40-4106	1096	UNEMPLOYMENT INSURANCE	-	189	-	106
249-40-4106	1097	WORKER'S COMPENSATION	600	792	792	811
PERSONNEL EXPENDITURES:			84,863	98,183	104,152	103,228

DISPUTE RESOLUTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
249-40-4106	2057	PROMOTIONAL ADVERTISING	3,594	3,000	3,000	2,500
249-40-4106	2080	CONTRACT SVC/NON-CLASS	1,790	2,000	-	500
249-40-4106	2110	CONFERENCES & MEETINGS	-	1,500	1,600	3,000
249-40-4106	2111	MEMBERSHIPS	965	500	500	500
249-40-4106	2113	MILEAGE REIMBURSEMNT	250	100	-	100
249-40-4106	2130	OFFICE EQPT MTCE	-	150	-	150
249-40-4106	2140	OFFICE SUPPLIES	-	2,200	2,200	2,700
249-40-4106	2141	POSTAGE	2,704	150	150	150
249-40-4106	2161	ADMINISTRATIVE COSTS	104	400	-	400
249-40-4106	2170	SPECIAL MAT'LS-SUPPLIES	-	2,025	2,025	2,025
249-40-4106	2190	TELEPHONE & FAX	2,285	300	300	300
249-40-4106	2240	DUPLICATING SERVICE CHG	253	200	200	200
249-40-4106	2250	TRAINING EXPENSE	21	-	-	-
OPERATING EXPENDITURES:			11,967	12,525	9,975	12,525
249-90-9101	4790	TRANSFER IN / CITY'S GRANT MATCH	(35,662)	(49,541)	(52,960)	(54,586)
DISPUTE RESOLUTION GRANT FUND TOTAL:			61,168	61,167	61,167	61,167
101-90-9249	3990	GENERAL FUND TRANSFER OUT / CITY'S CONTRIBUTION	45,027	49,541	52,960	54,586
DISPUTE RESOLUTION TOTAL (ALL FUNDS):			106,195	110,708	114,127	115,753

Homeless Prevention and Rapid Re-Housing Program

ACTIVITIES AND OBJECTIVES

Description of Activities

The Homeless Prevention and Rapid Re-housing Program is funded through a Federal Grant. The HPRP Program assists low-income families that have been displaced due to the current state of the economy. This program provides temporary rental, utility and deposit assistance along with case management, financial counseling, referral services, and a variety of social service resources. The purpose of this program is to prevent families from becoming homeless or help those who are homeless to be quickly re-housed and stabilized.

Fiscal Year 2012-2013 Objectives

The Homeless Prevention portion of this grant provides security deposit, rental and utility assistance to families who are in risk of becoming homeless.

The Rapid Re-Housing portion of this grant provides security deposit, rental and utility assistance to families who are homeless.

The Homeless Prevention and Rapid Re-Housing Program is funded through August 27, 2012 as which time the program will cease to operate.

HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
ACTIVITY DETAIL

Account Number	Description	Cost
1030	<u>City Part Time Staff:</u> HPRP Specialist – Part Time Wages, Bilingual Pay, Medicare, Medical Insurance, and Dental Insurance.	\$ 2,464
2080	<u>Contract SVC/ NON-CLASS:</u> The Whole Child (Prevention, Rapid Re-Housing, Salaries, Administrative Overhead, Data Collection, Mileage & Parking, and Office Supplies & Equipment).	1,000

Budget Program: Homeless Prevention Program, 6203

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
					Social Svc. Worker I	1,150	137	1	20,079	2,464
TOTAL	-	-	-	-	TOTAL	1,150	137	1	20,079	2,464

ARRA - HOMELESS PREVENTION PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
209-62-6203	1020	SALARIES & WAGES	-	-	-	-
209-62-6203	1030	PART TIME WAGES	21,168	20,079	17,097	2,464
209-62-6203	1049	BILINGUAL/CERTIFICAT PAY	688	-	699	650
209-62-6203	1078	MANAGEMENT BENEFIT 401A	-	-	-	-
209-62-6203	1080	MEDICARE	317	291	258	45
209-62-6203	1082	PERS - EMPLOYEES' PORTION	-	-	-	-
209-62-6203	1083	PERS - EMPLOYER'S PORTION	-	-	-	-
209-62-6203	1085	LIFE INSURANCE	-	-	-	-
209-62-6203	1088	LONG-TERM DISABILITY INSURANCE	-	-	-	-
209-62-6203	1090	MEDICAL INS - FT EMPLOYEES	-	-	-	-
209-62-6203	1091	DENTAL INS - FT EMPLOYEES	-	-	-	-
209-62-6203	1092	VISION INS - FT EMPLOYEES	-	-	-	-
209-62-6203	1093	MEDICAL INS - PT EMPLOYEES	-	-	-	-
209-62-6203	1094	DENTAL INS - PT EMPLOYEES	-	-	-	-
209-62-6203	1096	UNEMPLOYMENT INSURANCE	-	-	-	-
209-62-6203	1097	WORKER'S COMPENSATION	-	-	-	-
PERSONNEL EXPENDITURES:			22,172	20,370	18,054	3,159
209-62-6203	2080	CONTRACT SVC/NON-CLASS	197,785	193,159	192,159	1,000
209-62-6203	2161	ADMINISTRATIVE COST	78	-	76	-
209-62-6203	2250	TRAINING EXPENSE	148	1,000	84	-
OPERATING EXPENDITURES:			198,010	194,159	192,319	1,000
HOMELESS PREVENTION - ARRA FUND PROGRAM TOTAL:			220,182	214,529	210,373	4,159

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

**ANGEL TREE
101-40-4108**

**FY 12-13
ADOPTED
BUDGET**

FULL TIME POSITIONS			FULL TIME POSITIONS				
Position Title	Hours	FY 12-13 Budget	Position Title	FY 11-12 Budgeted Wages	FY 12-13 Adopted Hours	FY 11-12 ESTIMATED ACTUAL	FY 12-13 Budgeted Wages
Recreation Coordinator	8	8	Recreation Leader III	196	10		202
Senior Services Coordinator	8	8	Recreation Leader II	680	56		701
SSW II	16	16	Senior Program Aide	154	8		158
OAI	16	16	Public Safety Officer	1237	58		-
OAI	8	8	DRP	154	8		1,274
OAI	8	8	Dental Clerk	122	8		158
Child Care Manager	8	8	SSWI	0	-		126
Child Care Supervisor	8	8	Intake Specialist	134	8		-
Eligibility Worker	16	16	QC Specialist	268	16		138
Payment Specialist	8	8					303
TOTAL	104	104	TOTAL	2,945	172		3,061

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-40-4108	1020	SALARIES & WAGES	-	-	1,658	-
101-40-4108	1030	PART TIME WAGES	2,032	2,945	2,327	3,061
101-40-4108	1049	BILINGUAL/CERTIFICAT PAY	-	-	14	-
101-40-4108	1080	MEDICARE	-	-	58	44
101-40-4108	1082	PERS - EMPLOYEES' PORTION	-	-	127	-
101-40-4108	1083	PERS - EMPLOYER PORTION	-	-	279	-
101-40-4108	1093	MEDICAL INS PT EMP	29	-	-	-
101-40-4108	1094	DENTAL INS PT EMP	-	43	-	-
		PERSONNEL EXPENDITURES:	2,061	2,988	4,462	3,106
101-40-4108	2230	PROGRAMS & ACTIVITIES	5,690	4,500	4,500	4,500
101-40-4108	2240	DUPLICATING SERVICE CHG	-	-	210	-
		OPERATING EXPENDITURES:	5,690	4,500	4,710	4,500
		ANGEL TREE	7,751	7,488	9,172	7,606

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, and 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 Nature Center, and the recently renovated Norwalk Golf Center, and oversees the Norwalk Skate Park.

Fiscal Year 2012-2013 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 start Hermosillo Park Rehabilitation Project

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.	\$ 99,450
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.	19,400
2230	<u>Programs & Activities:</u> 3 Centers, 5 Small Parks, Therapeutics, Sproul Museum, Hargitt House, Summer Youth Employment, and Summer Lunches: Carrom Boards, Craft Supplies, Paper Goods, Office Supplies, Program Equipment, Sporting Goods and Game Supplies.	60,544

Budget Program: Recreation, 5101

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Director of Recreation & Park Services	1.00	1.00	120,024	129,830	Recreation Leader III	6,500	6,500	4	127,335	144,601
Recreation & Parks Superintendent	1.00	1.00	90,059	97,427	Recreation Leader I & II	12,394	12,394	38	150,588	163,145
Recreation Supervisor	2.00	2.00	129,936	136,782	Office Assistant I	1,560	1,560	1	26,037	26,828
Recreation Coordinator	2.00	2.00	116,688	120,222						
Office Assistant III	1.00	1.00	53,648	58,027						
Graphic Design Specialist (a)	0.40	0.40	23,338	24,044						
Office Assistant I	1.00	1.00	38,280	37,254						
					Recreation Unit Subtotal	20,454	20,454	43	303,960	334,574
					Youth Worker	8,800	8,800	50	74,800	76,296
(a) 60% Community Information					Summer Youth Worker Unit Subtotal	8,800	8,800	50	74,800	76,296
TOTAL	8.40	8.40	571,973	603,586	TOTAL	29,254	29,254	93	378,760	410,870

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5101	1020	REG SALARIES & WAGES	391,516	571,973	533,757	603,586
101-50-5101	1030	PART TIME WAGES	340,132	303,960	330,165	334,574
101-50-5101	1040	OVERTIME SALARY & WAGES	-	3,500	3,500	3,500
101-50-5101	1045	COMP TIME PAY	-	1,500	1,500	1,500
101-50-5101	1049	BILINGUAL/CERTIFICAT PAY	-	650	681	650
101-50-5101	1052	AUTO ALLOWANCE	-	-	2,400	4,800
101-50-5101	1060	PAID SICK LEAVE	913	-	9,059	4,005
101-50-5101	1065	ACCRUED PAID VACATION	7,254	8,700	11,704	11,611
101-50-5101	1070	PAID SICK LEAVE ON TERMIN	10,751	15,300	-	-
101-50-5101	1078	MANAGEMENT BENEFIT 401A	6,263	6,603	6,689	7,143
101-50-5101	1080	MEDICARE	9,183	13,344	13,144	14,230
101-50-5101	1081	MGMT BENEFIT/MEDICAL	14,370	14,106	13,705	16,481
101-50-5101	1082	PERS - EMPLOYEES' PORTION	31,374	45,762	42,755	48,291
101-50-5101	1083	PERS - EMPLOYER PORTION	53,330	95,506	89,235	107,720
101-50-5101	1085	LIFE INSURANCE	1,332	1,586	1,582	1,705
101-50-5101	1088	LONG-TERM DISABILITY INSURANCE	4,222	5,777	5,391	6,095
101-50-5101	1090	MEDICAL INS - FT EMPLOYEES	49,889	81,034	74,492	82,849
101-50-5101	1091	DENTAL INS - FT EMPLOYEES	6,494	10,689	9,565	10,689
101-50-5101	1092	VISION INS - FT EMPLOYEES	1,124	1,543	1,507	1,700
101-50-5101	1093	MEDICAL INS - PT EMPLOYEES	15,145	19,320	13,542	11,040

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5101	1094	DENTAL INS - PT EMPLOYEES	9,850	9,079	4,292	2,098
101-50-5101	1095	MEDICAL INS - RETIREES	20,856	21,997	21,945	23,051
101-50-5101	1096	UNEMPLOYMENT INSURANCE	8,097	10,022	5,461	8,031
101-50-5101	1097	WORKER'S COMPENSATION	42,744	34,087	34,140	14,599
PERSONNEL EXPENDITURES:			1,024,838	1,276,038	1,230,211	1,319,948

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5101	2057	PROMOTIONAL ADVERTISING	2,099	17,000	8,000	17,000
101-50-5101	2080	CONTRACT SVC/NON-CLASS	9,873	2,200	8,600	11,000
101-50-5101	2100	UTILITIES	436	500	1,500	1,600
101-50-5101	2110	CONFERENCES & MEETINGS	3,891	4,000	4,000	4,000
101-50-5101	2111	MEMBERSHIPS	490	500	900	665
101-50-5101	2115	AUTO EXPENSES	4,800	4,800	2,400	-
101-50-5101	2130	OFFICE EQPT MTCE	1,935	2,000	2,000	2,000
101-50-5101	2140	OFFICE SUPPLIES	7,496	10,000	10,000	9,000
101-50-5101	2141	POSTAGE	5,535	-	6,000	6,000
101-50-5101	2170	SPECIAL MAT'LS-SUPPLIES	6,701	9,500	9,000	15,000
101-50-5101	2190	TELEPHONE & FAX	25,602	24,400	24,827	24,800
101-50-5101	2220	VEHICLE MTCE & SUPPLIES	20,364	20,420	20,950	17,383
101-50-5101	2230	PROGRAMS & ACTIVITIES	863	15,000	14,000	22,000
101-50-5101	2240	DUPLICATING SERVICE CHG	22,668	24,000	20,000	23,000
101-50-5101	2250	TRAINING EXPENSE	541	2,000	2,000	2,000
101-50-5101	2490	BANK SERVICE CHARGES	5,376	5,200	6,000	6,000
OPERATING EXPENDITURES:			118,670	141,520	140,177	161,448
GENERAL FUND - RECREATION ADMIN TOTAL:			1,143,508	1,417,558	1,370,388	1,481,396

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>COMMUNITY SERVICES MARKETING:</u>						
101-50-5102	2080	CONTRACT SVC/NON-CLASS	30,088	32,200	30,000	29,200
101-50-5102	2141	POSTAGE	16,000	2,700	-	-
GENERAL FUND - COMM. SVC/MARKETING TOTAL:			46,088	34,900	30,000	29,200
<u>SPROUL MUSEUM/HARGITT HOUSE:</u>						
101-50-5103	2100	UTILITIES	4,074	4,750	3,278	3,500
101-50-5103	2170	SPECIAL MAT'LS-SUPPLIES	1,177	2,000	1,500	1,500
101-50-5103	2230	PROGRAMS & ACTIVITIES	2,046	2,500	2,000	2,000
GENERAL FUND - SPROUL MUSEUM/HARGITT HOUSE TOTAL:			7,297	9,250	6,778	7,000

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>SUMMER YOUTH EMPLOYMENT:</u>						
101-50-5106	1030	PART TIME WAGES	77,780	74,800	80,179	76,296
101-50-5106	1080	MEDICARE	1,128	1,085	1,200	1,106
101-50-5106	2080	CONTRACT SVC/NON-CLASS	2,872	4,000	3,445	4,000
101-50-5106	2230	PROGRAMS & ACTIVITIES	3,157	2,400	2,553	2,400
GENERAL FUND - SUMMER YOUTH EMPLOYMENT TOTAL:			84,938	82,285	87,377	83,802
<u>GENERAL RECREATION PROGRAMS:</u>						
101-50-5204	2080	CONTRACT SVC/NON-CLASS	10,704	22,500	15,000	1,850
101-50-5204	2170	SPECIAL MAT'LS-SUPPLIES	1,522	12,132	10,000	2,000
101-50-5204	2230	PROGRAMS & ACTIVITIES	47,509	44,200	35,000	26,000
GENERAL FUND - GENERAL RECREATION PROGRAM TOTAL:			59,736	78,832	60,000	29,850

RECREATION - GENERAL PROGRAMS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>THERAPEUTIC RECREATION:</u>						
101-50-5206	2080	CONTRACT SVC/NON-CLASS	1,214	960	1,200	1,900
101-50-5206	2170	SPECIAL MAT'LS-SUPPLIES	279	1,920	1,900	900
101-50-5206	2230	PROGRAMS & ACTIVITIES	8,724	8,640	8,640	8,144
GENERAL FUND - THERAPEUTIC RECREATION TOTAL:			10,217	11,520	11,740	10,944
<u>CONTRACT CLASSES:</u>						
101-50-5210	2080	CONTRACT SVC/NON-CLASS	46,370	55,000	50,000	51,500
GENERAL FUND - CONTRACT CLASSES TOTAL:			46,370	55,000	50,000	51,500
GENERAL FUND - RECREATION SERVICES TOTAL:			1,398,154	1,689,345	1,616,283	1,693,693
RECREATION SERVICE TOTAL (ALL FUNDS):			1,398,154	1,689,345	1,616,283	1,693,693

CABLE TELEVISION PRODUCTION

ACTIVITIES AND OBJECTIVES

Description of Activities

Cable Television Production, which is overseen by the Recreation and Park Services Department, 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.

Administrative duties include overseeing the development of community programming, monitoring and enforcing the City's Cable Television Franchise Agreement and administering the low-income/senior/disability discount. Staff also evaluates the Cable Television Franchise performance as permitted by federal law and prepares for the request by Charter Communications to renew the agreement.

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.	9,000
2175	<u>Video Tapes:</u> Videotapes (for production and duplication).	2,000

Budget Program: Cable, 5104

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of P Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Production Supervisor	1.00	1.00	54,264	55,900	Production Specialist	1,950	1,950	1	33,560	47,657
					Production Assistant	2,640	2,640	4	36,353	41,281
TOTAL	1.00	1.00	54,264	55,900	TOTAL	4,590	4,590	5	69,913	88,938

RECREATION - CABLE TV

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-5104	1020	SALARIES & WAGES	54,473	54,264	54,527	55,900
101-10-5104	1030	PART TIME WAGES	62,409	69,913	62,247	88,938
101-10-5104	1060	PAID SICK LEAVE	2,609	2,600	2,529	2,688
101-10-5104	1065	ACCRUED PAID VACATION	-	-	3,295	3,360
101-10-5104	1080	MEDICARE	1,734	1,838	1,778	2,188
101-10-5104	1082	PERS - EMPLOYEE'S PORTION	4,358	4,342	4,362	4,472
101-10-5104	1083	PERS - EMPLOYER PORTION	7,410	9,061	9,104	9,976
101-10-5104	1085	LIFE INSURANCE	220	240	212	217
101-10-5104	1088	LONG-TERM DISABILITY INSURANCE	548	548	551	565
101-10-5104	1090	MEDICAL INS - FT EMPLOYEES	9,047	9,240	9,492	9,600
101-10-5104	1091	DENTAL INS - FT EMPLOYEES	1,396	1,397	1,397	1,397
101-10-5104	1092	VISION INS - FT EMPLOYEES	137	138	138	140
101-10-5104	1094	DENTAL INS - PT EMPLOYEES	1,396	1,396	1,397	1,396
101-10-5104	1096	UNEMPLOYMENT INSURANCE	-	262	-	146
101-10-5104	1097	WORKER'S COMPENSATION	900	1,096	1,104	1,111
PERSONNEL EXPENDITURES:			146,636	156,335	152,134	182,094

RECREATION - CABLE TV

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-10-5104	2080	CONTRACT SVC/NON-CLASS	2,523	4,500	4,500	4,500
101-10-5104	2100	UTILITIES	317	400	408	400
101-10-5104	2170	SPECIAL MAT'LS-SUPPLIES	5,724	9,000	9,000	9,000
101-10-5104	2175	CATV VIDEO TAPES	1,341	2,000	2,000	2,000
OPERATING EXPENDITURES:			9,904	15,900	15,908	15,900
101-10-5104	3880	C/O-MISCELLANEOUS OTHERS	-	20,000	-	-
CAPITAL OUTLAY EXPENDITURES:			-	20,000	-	-
GENERAL FUND - CABLE TV TOTAL:			156,540	192,235	168,042	197,994

ALL CITY BAND

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5202	1035	CONTRACT EMPLOYEES	29,942	37,000	30,307	37,000
101-50-5202	1080	MEDICARE	434	537	439	537
PERSONNEL EXPENDITURES:			30,376	37,537	30,747	37,537
101-50-5202	2230	PROGRAMS & ACTIVITIES	13,590	15,000	14,000	14,000
101-50-5202	3990	GENERAL FUND TXF (IN LIEU OF FIREWORKS)	-	2,000	2,000	2,000
OPERATING EXPENDITURES:			13,590	17,000	16,000	16,000
GENERAL FUND - ALL CITY BAND TOTAL:			43,965	54,537	46,747	53,537

AQUATICS
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Maintenance services to include landscape, Pool Equipment, Security, Pest Control, and HVAC Units.	\$ 44,611
2170	<u>Special Materials & Supplies:</u> Care and maintenance supplies for the pool.	14,510
2230	<u>Programs & Activities:</u> Swim Classes and Special Events.	10,795

AQUATICS

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5203	1030	PART TIME WAGES	286,645	234,996	256,686	244,065
101-50-5203	1080	MEDICARE	4,156	3,407	3,722	3,539
101-50-5203	1093	MEDICAL INS - PT EMPLOYEES	4,830	5,520	2,472	2,760
101-50-5203	1094	DENTAL INS - PT EMPLOYEES	1,572	1,747	1,397	1,396
101-50-5203	1096	UNEMPLOYMENT INSURANCE	11,351	9,358	5,881	6,956
PERSONNEL EXPENDITURES:			308,555	255,028	270,158	258,716
101-50-5203	2061	CUSTODIAL SUPPLIES	926	2,880	2,880	2,880
101-50-5203	2062	MTCE & REPAIR SUPPLIES	22,493	11,453	11,000	11,436
101-50-5203	2064	BUILDING TRADE SUPPLIES	2,589	4,800	4,800	3,800
101-50-5203	2080	CONTRACT SVC/NON-CLASS	36,208	45,860	45,000	44,611
101-50-5203	2100	UTILITIES	85,779	95,900	87,600	95,000
101-50-5203	2140	OFFICE SUPPLIES	-	-	50	-
101-50-5203	2170	SPECIAL MAT'LS-SUPPLIES	16,983	15,360	15,000	14,510
101-50-5203	2190	TELEPHONE & FAX	3,017	2,700	3,000	3,000
101-50-5203	2230	PROGRAMS & ACTIVITIES	8,161	11,645	10,000	10,795
101-50-5203	2490	BANK SERVICE CHARGES	848	1,000	-	-
OPERATING EXPENDITURES:			177,004	191,598	179,330	186,032
GENERAL FUND - AQUATICS TOTAL:			485,558	446,626	449,488	444,748

NORWALK ARTS & SPORTS COMPLEX

ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> NASC Membership Classes Maintenance services to include Waxie products, Elevator Services, Security, Pest Control, HVAC Units and Custodial Equipment Repairs.	14,000 32,670 \$ 46,670
2170	<u>Special Materials & Supplies:</u> Care and Maintenance supplies for reservation rooms, kitchen, and restrooms.	19,758
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.	17,000

Budget Program: Norwalk Arts & Sports Complex, 5702

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Recreation Supervisor	1.00	1.00	71,628	73,795	Recreation Leader III	1,820	1,820	1	35,654	40,489
Recreation Coordinator	2.00	2.00	115,527	120,220	Recreation Leader I & II	15,022	18,584	17	182,518	246,893
Office Assistant III	1.00	1.00	56,328	58,030	Boxing Instructor	2,080	2,080	2	34,944	35,643
TOTAL	4.00	4.00	243,483	252,045	TOTAL	18,922	22,484	20	253,116	323,025

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5702	1020	REG SALARIES & WAGES	237,376	243,483	244,907	252,045
101-50-5702	1030	PART TIME WAGES	236,140	253,116	252,535	323,025
101-50-5702	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	2,800	4,800
101-50-5702	1049	BILINGUAL/CERTIFICAT PAY	1,138	1,300	1,271	1,300
101-50-5702	1065	ACCRUED PAID VACATION	4,485	7,000	2,462	2,423
101-50-5702	1080	MEDICARE	6,949	7,335	7,308	8,472
101-50-5702	1082	PERS - EMPLOYEES' PORTION	19,042	19,482	19,642	20,165
101-50-5702	1083	PERS - EMPLOYER PORTION	32,379	40,656	40,996	44,983
101-50-5702	1085	LIFE INSURANCE	268	294	473	757
101-50-5702	1088	LONG-TERM DISABILITY INSURANCE	2,384	2,459	2,474	2,545
101-50-5702	1090	MEDICAL INS - FT EMPLOYEES	21,235	20,636	20,935	21,552
101-50-5702	1091	DENTAL INS - FT EMPLOYEES	3,494	3,496	2,657	3,496
101-50-5702	1092	VISION INS - FT EMPLOYEES	548	552	470	560
101-50-5702	1093	MEDICAL INS - PT EMPLOYEES	7,360	5,520	5,047	5,520
101-50-5702	1094	DENTAL INS - PT EMPLOYEES	3,825	5,585	4,128	4,189
101-50-5702	1096	UNEMPLOYMENT INSURANCE	1,129	2,707	-	655
101-50-5702	1097	WORKER'S COMPENSATION	3,960	4,918	4,921	5,008
PERSONNEL EXPENDITURES:			581,711	618,539	613,026	701,495

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5702	2061	CUSTODIAL SUPPLIES	20,793	23,500	23,500	20,500
101-50-5702	2062	MTCE & REPAIR SUPPLIES	38,989	26,855	26,855	26,855
101-50-5702	2064	BUILDING TRADE SUPPLIES	9,897	13,000	13,218	13,000
101-50-5702	2080	CONTRACT SVC/NON-CLASS	103,498	108,711	108,000	43,820
101-50-5702	2100	UTILITIES	116,590	142,900	137,000	150,500
101-50-5702	2140	OFFICE SUPPLIES	3,642	4,000	9,769	9,000
101-50-5702	2170	SPECIAL MAT'LS-SUPPLIES	16,967	15,000	15,000	13,558
101-50-5702	2190	TELEPHONE & FAX	2,220	2,500	2,400	2,400
101-50-5702	2230	PROGRAMS & ACTIVITIES	7,156	8,000	8,000	7,100
OPERATING EXPENDITURES:			319,753	344,466	343,742	286,733
<u>BOXING PROGRAM:</u>						
101-50-5207	2170	SPECIAL MAT'LS-SUPPLIES	1,510	2,000	2,000	1,500
GENERAL FUND - BOXING PROGRAM TOTAL:			1,510	2,000	2,000	1,500

NORWALK ARTS & SPORTS COMPLEX

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>CULTURAL ARTS:</u>						
101-50-5732	2080	CONTRACT SVC/NON-CLASS	2,113	3,000	3,068	2,850
101-50-5732	2100	UTILITIES	3,342	3,400	3,296	3,400
101-50-5732	2140	OFFICE SUPPLIES	1,463	1,500	1,500	1,300
101-50-5732	2170	SPECIAL MAT'LS-SUPPLIES	4,807	5,000	5,000	4,700
101-50-5732	2190	TELEPHONE & FAX	1,192	900	600	600
101-50-5732	2230	PROGRAMS & ACTIVITIES	10,711	10,700	10,700	9,900
101-50-5732	3880	MISCELLANEOUS OTHER	1,105	-		
GENERAL FUND - CULTURAL ARTS TOTAL:			24,735	24,500	24,164	22,750
GENERAL FUND - NORWALK ARTS & SPORTS COMPLEX TOTAL:			927,709	989,505	982,932	1,012,478
744-50-5702	3880	C/O-MISCELLANEOUS	-	12,000	-	-
NASC REPLACEMENT & REPAIR FUND TRANSFER SUBTOTAL:			-	12,000	-	-
NORWALK ARTS & SPORTS COMPLEX TOTAL (ALL FUNDS):			927,709	1,001,505	982,932	1,012,478

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**RECAP
ALL SPECIAL PROGRAMS**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 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 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	10,685	129,823	39	11,069	138,646
TOTAL	10,685	129,823	39	11,069	138,646

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
	1030	PART TIME WAGES	91,198	129,823	91,583	110,316	138,646
	1080	MEDICARE	1,322	1,882	1,320	1,600	2,010
	1093	MEDICAL-PT	2,976	2,747	1,717	2,060	-
	1094	DENTAL-PT	110	98	208	250	-
		PERSONNEL EXPENDITURES:	95,607	134,550	94,828	114,225	140,656
	2080	CONTRACT SVC/NON-CLASS	14,705	27,184	20,241	24,798	29,604
	2170	SPECIAL MAT'LS-SUPPLIES	5,616	6,700	3,589	6,743	5,150
	2230	PROGRAMS & ACTIVITIES	39,372	44,110	25,683	42,895	41,148
		OPERATING EXPENDITURES:	59,693	77,994	49,512	74,436	75,902
		RECAP	155,300	212,544	144,340	188,661	216,558
101-50-0000		REVENUES GENERATED BY THE PROGRAM	73,503	72,000	72,174	86,609	93,500
		NET PROGRAM (COST)/REVENUES	(81,797)	(140,544)	(72,166)	(102,053)	(123,058)

RECREATION BUDGET: SPECIAL PROGRAMS RECAP		5402	5502	5504	5505
ACCOUNT	DESCRIPTION	ADULT SPORTS	YOUTH SPORTS	DAY CAMP	TOT PROGRAMS
1030	PART TIME WAGES	17,135	39,481	20,442	29,573
1080	MEDICARE	248	572	296	429
1093	MEDICAL-PT	-	-	-	-
1094	DENTAL-PT	-	-	-	-
PERSONNEL EXPENDITURES:		17,383	40,053	20,738	30,002
2080	CONTRACT SVC/NON-CLASS	2,000	-	7,600	250
2170	SPECIAL MAT'LS-SUPPLIES	2,500	-	1,600	450
2230	PROGRAMS & ACTIVITIES	3,948	27,100	2,000	2,170
OPERATING EXPENDITURES:		8,448	27,100	11,200	2,870
TOTAL SPECIAL PROGRAMS EXPENSES:		25,831	67,153	31,938	32,872
PROGRAM REVENUES:		12,000	30,000	20,000	27,000
NET PROGRAM (COST) / REVENUE:		(13,831)	(37,153)	(11,938)	(5,872)

RECREATION BUDGET: SPECIAL PROGRAMS RECAP		5506	5508	5509	
ACCOUNT	DESCRIPTION	TEEN ALLIANCE	YOUTH MARIACHI	SUMMER LUNCHESES	TOTAL SPECIAL PROGRAMS
1030	PART TIME WAGES	29,210	1,378	1,428	\$ 138,646
1080	MEDICARE	424	20	21	2,010
1093	MEDICAL-PT	-	-	-	-
1094	DENTAL-PT	-	-	-	-
PERSONNEL EXPENDITURES:		29,633	1,398	1,449	140,656
2080	CONTRACT SVC/NON-CLASS	5,170	14,584	-	29,604
2170	SPECIAL MAT'LS-SUPPLIES	600	-	-	5,150
2230	PROGRAMS & ACTIVITIES	4,050	1,500	380	41,148
OPERATING EXPENDITURES:		9,820	16,084	380	75,902
TOTAL SPECIAL PROGRAMS EXPENSES:		39,453	17,482	1,829	\$ 216,558
PROGRAM REVENUES:		-	4,500	-	\$ 93,500
NET PROGRAM (COST) / REVENUE:		(39,453)	(12,982)	(1,829)	(123,058)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

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

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	1368	16,621	9	1,368	17,135
TOTAL	1,368	16,621	9	1,368	17,135

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5402	1030	PART TIME WAGES	12,069	16,621	4,448	5,358	17,135
101-50-5402	1080	MEDICARE	175	241	64	78	248
101-50-5402	1093	MEDICAL-PT	967	987	554	665	-
101-50-5402	1094	DENTAL-PT	25	31	56	67	-
PERSONNEL EXPENDITURES:			13,237	17,880	5,122	6,168	17,383
101-50-5402	2080	CONTRACT SVC/NON-CLASS	2,000	2,000	-	2,000	2,000
101-50-5402	2170	SPECIAL MAT'LS-SUPPLIES	3,073	2,500	80	2,500	2,500
101-50-5402	2230	PROGRAMS & ACTIVITIES	4,888	4,948	702	4,500	3,948
OPERATING EXPENDITURES:			9,962	9,448	782	9,000	8,448
ADULT SPORTS PROGRAMS			23,198	27,328	5,904	15,168	25,831
101-50-0000	4553	REVENUES GENERATED BY THE PROGRAM	9,712	12,000	9,192	11,030	12,000
NET PROGRAM (COST)/REVENUES			(13,486)	(15,328)	3,288	(4,137)	(13,831)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

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

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	3,152	38,297	10	3,152	39,481
TOTAL	3,152	38,297	10	3,152	39,481

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5502	1030	PART TIME WAGES	32,218	38,297	28,223	33,996	39,481
101-50-5502	1080	MEDICARE	467	555	403	493	572
101-50-5502	1093	MEDICAL PT	1,477	1,214	1,069	1,283	-
101-50-5502	1094	DENTAL PT	85	67	152	182	-
PERSONNEL EXPENDITURES:			34,247	40,133	29,847	35,954	40,053
101-50-5502	2230	PROGRAMS & ACTIVITIES	21,753	27,600	15,629	27,000	27,100
OPERATING EXPENDITURES:			21,753	27,600	15,629	27,000	27,100
YOUTH SPORTS PROGRAMS			56,000	67,733	45,476	62,954	67,153
101-50-0000	4565	REVENUES GENERATED BY THE PROGRAM	36,500	30,000	24,724	29,669	30,000
NET PROGRAM (COST)/REVENUES			(19,500)	(37,733)	(20,752)	(33,285)	(37,153)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**DAY CAMP
101-50-5504**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	1248	15,163	6	1,632	20,442
TOTAL	1,248	15,163	6	1,632	20,442

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5504	1030	PART TIME WAGES	119	15,163	13,823	16,650	20,442
101-50-5504	1080	MEDICARE	2	220	200	241	296
PERSONNEL EXPENDITURES:			120	15,383	14,023	16,892	20,738
101-50-5504	2080	CONTRACT SVC/NON-CLASS	-	7,600	5,798	5,798	7,600
101-50-5504	2170	SPECIAL MAT'LS-SUPPLIES	-	1,600	1,643	1,643	1,600
101-50-5504	2230	PROGRAMS & ACTIVITIES	307	2,000	1,833	1,833	2,000
OPERATING EXPENDITURES:			307	11,200	9,273	9,274	11,200
DAY CAMP			428	26,583	23,296	26,166	31,938
101-50-0000	4555	REVENUES GENERATED BY THE PROGRAM	7,005	18,000	14,308	17,170	20,000
NET PROGRAM (COST)/REVENUES			6,577	(8,583)	(8,988)	(8,996)	(11,938)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**TOT PROGRAMS
101-50-5505**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	2,361	28,686	5	2,361	29,573
TOTAL	2,361	28,686	5	2,361	29,573

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5505	1030	PART TIME WAGES	20,951	28,686	23,190	27,933	29,573
101-50-5505	1080	MEDICARE	304	416	336	405	429
101-50-5505	1093	MEDICAL PT	532	546	94	113	-
101-50-5505	1094	DENTAL PT	-	-	-	-	-
PERSONNEL EXPENDITURES:			21,787	29,648	23,620	28,451	30,002
101-50-5505	2080	CONTRACT SVC/NON-CLASS	-	-	-	-	250
101-50-5505	2170	SPECIAL MAT'LS-SUPPLIES	484	1,000	110	1,000	450
101-50-5505	2230	PROGRAMS & ACTIVITIES	1,957	2,150	1,855	2,150	2,170
OPERATING EXPENDITURES:			2,441	3,150	1,965	3,150	2,870
TOT PROGRAMS			24,229	32,798	25,585	31,601	32,872
101-50-0000	4557	REVENUES GENERATED BY THE PROGRAM	16,568	9,000	20,244	24,293	27,000
NET PROGRAM (COST)/REVENUES			(7,661)	(23,798)	(5,341)	(7,308)	(5,872)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

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

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	2,332	28,334	5	2,332	29,210
TOTAL	2,332	28,334	5	2,332	29,210

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5506	1030	PART TIME WAGES	24,313	28,334	20,299	24,451	29,210
101-50-5506	1080	MEDICARE	352	411	294	355	424
PERSONNEL EXPENDITURES:			24,666	28,745	20,593	24,806	29,633
101-50-5506	2080	CONTRACT SVC/NON-CLASS	621	3,000	1,443	3,000	5,170
101-50-5506	2170	SPECIAL MAT'LS-SUPPLIES	2,058	1,600	1,756	1,600	600
101-50-5506	2230	PROGRAMS & ACTIVITIES	8,067	5,012	4,805	5,012	4,050
OPERATING EXPENDITURES:			10,746	9,612	8,004	9,612	9,820
TEEN ALLIANCE PROGRAM			35,412	38,357	28,597	34,418	39,453
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(35,412)	(38,357)	(28,597)	(34,418)	(39,453)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

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

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	110	1,337	2	110	1,378
TOTAL	110	1,337	2	110	1,378

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5508	1030	PART TIME WAGES	1,528	1,337	1,600	1,927	1,378
101-50-5508	1080	MEDICARE	22	19	23	28	20
PERSONNEL EXPENDITURES:			1,550	1,356	1,623	1,955	1,398
101-50-5508	2080	CONTRACT SVC/NON-CLASS	12,084	14,584	13,000	14,000	14,584
101-50-5508	2230	PROGRAMS & ACTIVITIES	1,967	2,000	859	2,000	1,500
OPERATING EXPENDITURES:			14,051	16,584	13,859	16,000	16,084
YOUTH MARIACHI PROGRAM			15,601	17,940	15,482	17,955	17,482
101-50-5508	4552	REVENUES GENERATED BY THE PROGRAM	3,718	3,000	3,706	4,447	4,500
NET PROGRAM (COST)/REVENUES			(11,883)	(14,940)	(11,776)	(13,508)	(12,982)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SUMMER LUNCHES
101-50-5509**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
	0	-
TOTAL	0	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Leader II	114	1,385	2	114	1,428
TOTAL	114	1,385	2	114	1,428

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5509	1030	PART TIME WAGES	-	1,385	-	-	1,428
101-50-5509	1080	MEDICARE	-	20	-	-	21
		PERSONNEL EXPENDITURES:	-	1,405	-	-	1,449
101-50-5509	2230	PROGRAMS & ACTIVITIES	432	400	-	400	380
		OPERATING EXPENDITURES:	432	400	-	400	380
		SUMMER LUNCHES	432	1,805	-	400	1,829
101-50-0000		REVENUES GENERATED BY THE PROGRAM		-	-	-	-
		NET PROGRAM (COST)/REVENUES	(432)	(1,805)	-	(400)	(1,829)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**RECAP
ALL SPECIAL EVENTS**

FULL TIME POSITIONS			PART TIME POSITIONS					
Position Title	Hours	FY 12-13 Budget	Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Recreation Supervisor	190	-	Recreation Leader II	1,620	19,677	137	1,662	20,818
Recreation Coordinator	224	-	Public Safety Officer I	325	7,001	36	335	7,360
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	1,945	30,728	173	1,997	28,178

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
	1030	PART TIME WAGES	17,427	26,678	17,470	17,470	28,178
	1040	OVERTIME SALARY & WAGES	-	-	8,340	8,340	4,050
	1080	MEDICARE	253	415	350	349	409
	1093	MEDICAL PT	164	-	283	283	-
	1094	DENTAL PT	14	-	17	17	-
		PERSONNEL EXPENDITURES:	17,857	27,093	26,459	26,459	32,636
	2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-	-
	2080	CONTRACT SVC/NON-CLASS	19,625	24,974	12,198	12,198	24,974
	2230	PROGRAMS & ACTIVITIES	81,453	80,433	74,566	74,567	85,433
101-50-5613	xxxx	PROGRAMS & ACTIVITIES	17,239	-	1,498	-	-
		OPERATING EXPENDITURES:	118,317	105,407	88,262	86,765	110,407
		RECAP	136,174	132,500	114,721	113,224	143,043
101-50-0000		REVENUES GENERATED BY THE PROGRAM	-	-	10,163	10,163	11,019
		NET PROGRAM (COST)/REVENUES	(136,174)	(132,500)	(104,558)	(103,061)	(132,024)

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	1,322	1,279	896	11,949	4,798
1040	OVERTIME SALARY & WAGES				4,050	
1080	MEDICARE	19	19	13	173	70
1093	MEDICAL-PT	-	-	-	-	-
1094	DENTAL-PT	-	-	-	-	-
PERSONNEL EXPENDITURES:		1,341	1,297	909	16,173	4,868
2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-	-
2080	CONTRACT SVC/NON-CLASS	-	14,000	10,974	-	-
2170	SPECIAL MAT'LS-SUPPLIES	-	-	-	-	-
2230	PROGRAMS & ACTIVITIES	7,877	12,500	2,000	8,765	26,730
OPERATING EXPENDITURES:		7,877	26,500	12,974	8,765	26,730
TOTAL SPECIAL PROGRAMS EXPENSES:		9,218	27,797	13,883	24,938	31,598
PROGRAM REVENUES:		-	-	-	11,019	-
NET PROGRAM (COST) / REVENUE:		(9,218)	(27,797)	(13,883)	(13,919)	(31,598)

RECREATION BUDGET: SPECIAL EVENTS RECAP		5608	5612	5609	
ACCOUNT	DESCRIPTION	SANTA SLEIGH	SANTA SLEIGH-BREAKFAST	SNOWFEST TREE LIGHTING	TOTAL EVENTS
1030	PART TIME WAGES	5,339	150	2,444	\$ 28,178
1040	OVERTIME SALARY & WAGES				\$ 4,050
1080	MEDICARE	77	2	35	409
1093	MEDICAL-PT	-	-	-	-
1094	DENTAL-PT	-	-	-	-
PERSONNEL EXPENDITURES:		5,416	152	2,479	32,636
2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-
2080	CONTRACT SVC/NON-CLASS	-	-	-	24,974
2170	SPECIAL MAT'LS-SUPPLIES	-	-	-	-
2230	PROGRAMS & ACTIVITIES	10,140	300	17,121	85,433
OPERATING EXPENDITURES:		10,140	300	17,121	110,407
TOTAL SPECIAL PROGRAMS EXPENSES:		15,556	452	19,600	\$ 143,043
PROGRAM REVENUES:		-	-	-	\$ 11,019
NET PROGRAM (COST) / REVENUE:		(15,556)	(452)	(19,600)	\$ (132,024)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

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

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 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 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer I	10	213	2	10	220
Recreation Leader II	88	1,069	16	88	1,102
TOTAL	98	1,283	18	98	1,322

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5602	1030	PART TIME WAGES	1,373	1,282	1,623	1,623	1,322
101-50-5602	1080	MEDICARE	20	19	23	23	19
101-50-5602	1093	MEDICAL PT	56	-	-	-	-
101-50-5602	1094	DENTAL INS - PT EMPL	7	-	-	-	-
PERSONNEL EXPENDITURES:			1,456	1,301	1,646	1,646	1,341
101-50-5602	2230	PROGRAMS & ACTIVITIES	9,612	7,877	8,575	8,575	7,877
OPERATING EXPENDITURES:			9,612	7,877	8,575	8,575	7,877
EASTER EGG HUNT			11,068	9,178	10,221	10,221	9,218
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(11,068)	(9,178)	(10,221)	(10,221)	(9,218)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**INDEPENDENCE DAY
101-50-5604**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 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 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer I	24	512	7	24	527
Recreation Leader II	60	729	6	60	752
TOTAL	84	1,241	13	84	1,279

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5604	1030	PART TIME WAGES	1,083	1,241	732	732	1,279
101-50-5604	1080	MEDICARE	16	18	11	11	19
PERSONNEL EXPENDITURES:			1,098	1,259	742	742	1,297
101-50-5604	2080	CONTRACT SVC/NON-CLASS	13,000	14,000	2,037	2,037	14,000
101-50-5604	2230	PROGRAMS & ACTIVITIES	11,286	12,500	3,218	3,218	12,500
OPERATING EXPENDITURES:			24,286	26,500	5,255	5,255	26,500
INDEPENDENCE DAY			25,385	27,759	5,997	5,997	27,797
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(25,385)	(27,759)	(5,997)	(5,997)	(27,797)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SUMMER CONCERTS
101-50-5605**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
Recreation Supervisor	16	-
Maint Worker III	30	-
Maint Worker II	30	-
TOTAL	76	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer I	8	171	2	18	395
Recreation Leader II	40	486	8	40	501
TOTAL	48	657	10	58	896

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5605	1030	PART TIME WAGES	1,710	656	621	621	896
101-50-5605	1080	MEDICARE	25	10	9	9	13
101-50-5605	1093	MEDICAL PT	49	-	43	43	-
101-50-5605	1094	DENTAL PT	3	-	3	3	-
PERSONNEL EXPENDITURES:			1,787	666	675	675	909
101-50-5605	2080	CONTRACT SVC/NON-CLASS	6,625	10,974	10,161	10,161	10,974
101-50-5605	2230	PROGRAMS & ACTIVITIES	4,559	2,000	4,762	4,762	2,000
OPERATING EXPENDITURES:			11,184	12,974	14,923	14,923	12,974
SUMMER CONCERTS			12,971	13,640	15,598	15,598	13,883
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(12,971)	(13,640)	(15,598)	(15,598)	(13,883)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**HALLOWEEN PARADE
101-50-5606**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 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 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer I	0	-	11	-	-
Recreation Leader II	912	11,075	34	954	11,949
TOTAL	912	11,075	45	954	11,949

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5606	1030	PART TIME WAGES	-	11,075	2,405	2,405	11,949
101-50-5606	1040	OVERTIME SALARY & WAGES	-	-	8,340	8,340	4,050
101-50-5606	1080	MEDICARE	-	160	132	132	173
101-50-5606	1093	MEDICAL PT	-	-	203	203	-
101-50-5606	1094	DENTAL PT	-	-	14	14	-
PERSONNEL EXPENDITURES:			-	11,235	11,094	11,094	16,172
101-50-5606	2230	PROGRAMS & ACTIVITIES	-	8,765	6,333	6,333	8,765
OPERATING EXPENDITURES:			-	8,765	6,333	6,333	8,765
HALLOWEEN PARADE			-	20,000	17,427	17,427	24,937
101-50-0000	4569	REVENUES GENERATED BY THE PROGRAM	-	-	10,163	10,163	11,019
NET PROGRAM (COST)/REVENUES			-	(20,000)	(7,264)	(7,264)	(13,918)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**HALLOWEEN FESTIVAL
101-50-5607**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 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 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer I	20	427	4	20	439
Recreation Leader II	348	4,228	29	348	4,359
TOTAL	368	4,655	33	368	4,798

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5607	1030	PART TIME WAGES	3,909	4,655	3,783	3,783	4,798
101-50-5607	1080	MEDICARE	57	67	55	55	70
PERSONNEL EXPENDITURES:			3,965	4,722	3,838	3,838	4,868
101-50-5607	2230	PROGRAMS & ACTIVITIES	24,403	26,730	24,786	24,786	26,730
OPERATING EXPENDITURES:			24,403	26,730	24,786	24,786	26,730
HALLOWEEN FESTIVAL			28,368	31,452	28,624	28,624	31,598
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(28,368)	(31,452)	(28,624)	(28,624)	(31,598)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

**SANTA SLEIGH
101-50-5608**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
Recreation Supervisor	28	-
Recreation Coordinator	48	-
TOTAL	76	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer	243	5,252	6	243	5,339
TOTAL	243	5,252	6	243	5,339

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5608	1030	PART TIME WAGES	5,167	5,252	5,298	5,298	5,339
101-50-5608	1080	MEDICARE	75	105	77	77	77
101-50-5608	1093	MEDICAL PT	-	-	37	37	-
PERSONNEL EXPENDITURES:			5,242	5,357	5,412	5,412	5,416
101-50-5608	2065	CONTRA-SERV-SHERIFF DEPT	-	-	-	-	-
101-50-5608	2230	PROGRAMS & ACTIVITIES	4,872	5,140	7,489	7,489	10,140
OPERATING EXPENDITURES:			4,872	5,140	7,489	7,489	10,140
SANTA SLEIGH			10,113	10,497	12,901	12,901	15,556
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(10,113)	(10,497)	(12,901)	(12,901)	(15,556)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

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

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 Budget
Recreation Supervisor	3	-
Recreation Coordinator	6	-
TOTAL	9	-

PART TIME POSITIONS					
Position Title	FY 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer	-	-	-	-	-
Recreation Leader II	12	146	22	12	150
TOTAL	12	146	22	12	150

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5612	1030	PART TIME WAGES	161	146	161	161	150
101-50-5612	1080	MEDICARE	2	2	2	2	2
PERSONNEL EXPENDITURES:			163	148	163	163	152
101-50-5612	2230	PROGRAMS & ACTIVITIES	151	300	128	128	300
OPERATING EXPENDITURES:			151	300	128	128	300
SANTA SLEIGH - BREAKFAST PROGRAM			314	448	291	291	452
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(314)	(448)	(291)	(291)	(452)

**RECREATION BUDGET PROGRAM:
BUDGET UNIT:**

FULL TIME POSITIONS		
Position Title	Hours	FY 12-13 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 11-12 Adopted Hours	FY 11-12 Budgeted Wages	FY 12-13 Positions	FY 12-13 Adopted Hours	FY 12-13 Budgeted Wages
Public Safety Officer I	20	427	4	20	439
Recreation Leader II	160	1,944	22	160	2,004
TOTAL	180	2,371	26	180	2,444

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ACTUAL thru 4/30/12	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5609	1030	PART TIME WAGES	2,669	2,371	2,847	2,847	2,444
101-50-5609	1080	MEDICARE	39	34	41	41	35
PERSONNEL EXPENDITURES:			2,708	2,405	2,888	2,888	2,479
101-50-5609	2230	PROGRAMS & ACTIVITIES	15,795	17,121	19,276	19,276	17,121
OPERATING EXPENDITURES:			15,795	17,121	19,276	19,276	17,121
SNOWFEST / TREE LIGHTING			18,503	19,526	22,164	22,164	19,600
101-50-0000	REVENUES GENERATED BY THE PROGRAM		-	-	-	-	-
NET PROGRAM (COST)/REVENUES			(18,503)	(19,526)	(22,164)	(22,164)	(19,600)

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 2012-2013 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.

NORWALK GOLF COURSE
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Maintenance services to include landscape, Trees, Security, Pest Control, and refrigeration, pond maintenance, and utilities. Privacy Fencing. Professional Golf Course Services.	\$ 17,814
2170	<u>Special Materials & Supplies:</u> Care and maintenance supplies for the golf and clubhouse.	25,550

Budget Program: Golf Course, 5703

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of P Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Maintenance Worker III	1.00	1.00	56,796	58,507	Recreation Leader I & II	7,766	7,766	9	94,357	102,225
					Maintenance Assistant	1,560	1,560	1	18,954	19,540
TOTAL	1.00	1.00	56,796	58,507	TOTAL	9,326	9,326	10	113,311	121,765

GOLF COURSE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
703-50-5703	1020	SALARIES & WAGES	57,014	56,796	57,071	58,507
703-50-5703	1030	PART TIME WAGES	80,746	113,311	76,868	121,765
703-50-5703	1060	PAID SICK LEAVE	2,621	2,700	2,758	2,700
703-50-5703	1065	ACCRUED PAID VACATION	-	-	2,209	2,254
703-50-5703	1066	COMPENSATED ABSENCES	(328)	-	-	-
703-50-5703	1080	MEDICARE	1,171	2,507	2,014	2,686
703-50-5703	1082	PERS - EMPLOYEES' PORTION	4,570	4,544	4,566	4,681
703-50-5703	1083	PERS - EMPLOYER PORTION	7,770	9,484	9,529	10,442
703-50-5703	1085	LIFE INSURANCE	230	251	223	227
703-50-5703	1088	LONG-TERM DISABILITY INSURANCE	574	574	576	591
703-50-5703	1090	MEDICAL INS - FT EMPLOYEES	5,619	6,073	6,011	6,189
703-50-5703	1091	DENTAL INS - FT EMPLOYEES	1,396	1,397	1,397	1,397
703-50-5703	1092	VISION INS - FT EMPLOYEES	137	138	138	140
703-50-5703	1093	MEDICAL INS - PT EMPLOYEES	4,030	-	4,188	5,520
703-50-5703	1094	DENTAL INS - PT EMPLOYEES	204	-	2,718	2,792
703-50-5703	1096	UNEMPLOYMENT INSURANCE	948	274	-	152
703-50-5703	1097	WORKER'S COMPENSATION	5,104	1,147	1,152	1,163
PERSONNEL EXPENDITURES:			171,809	199,196	171,418	221,206

GOLF COURSE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
703-50-5703	2064	BUILDING TRADE SUPPLIES	4,688	16,000	8,000	5,700
703-50-5703	2080	CONTRACT SVC/NON-CLASS	18,640	18,752	18,752	17,814
703-50-5703	2090	EQUIP MTC & SUPPLIES	24	-	-	-
703-50-5703	2100	UTILITIES	67,223	78,200	62,165	70,000
703-50-5703	2170	SPECIAL MAT'LS-SUPPLIES	30,387	29,000	29,000	25,550
703-50-5703	2190	TELEPHONE & FAX	1,430	1,400	1,500	1,500
703-50-5703	2230	PROGRAMS & ACTIVITIES	8,206	10,000	9,000	10,000
703-50-5703	2490	BANK SERVICE CHARGES	1,552	1,000	2,500	3,000
OPERATING EXPENDITURES:			132,150	154,352	130,917	133,564
703-90-1703	4990	INTER-DEPT TXFR/GENERAL FUND	-	(859,596)	(805,931)	(174,770)
GOLF COURSE FUND TOTAL:			303,959	(506,048)	(503,596)	180,000
101-90-9703	3997	INTER-DEPT TXFR/GOLF	-	859,596	805,931	174,770
GENERAL FUND - GOLF COURSE TOTAL:			-	859,596	805,931	174,770
GOLF COURSE TOTAL (ALL FUNDS)			303,959	353,548	302,335	354,770

PARKS SERVICES

ACTIVITIES AND OBJECTIVES

Description of Activities

Parks Services maintains and repairs 12,000 square feet of park facilities and buildings including: The Nature Center, 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 2012-2013 Objectives

Implement a comprehensive park amenities plan including benches, picnic tables, and barbecues.

Implement a comprehensive playground replacement plan.

PARKS SERVICES

ACTIVITY DETAIL

Account Number	Description	Cost
2061	<u>Custodial Supplies:</u> Supplies for Park Facilities.	\$ 17,300
2064	<u>Building Trade Supplies:</u> Irrigation Supplies for Park Systems Repairs; Chemicals for Pool Maintenance.	56,501
2080	<u>Contract Services - Non-Classified:</u> Tree Maintenance Services, Landscape Maintenance Services, Alarm Service Monitoring, Green Waste Disposal, Parks Refuse, Pest Control, Concrete Repair, Complex Floor Resurfacing.	159,102
2090	<u>Equipment Maintenance & Supplies:</u> Parts and Repairs for Mowers, Edgers, Buffers, Vacuums, Electric Carriers, and Other Related Equipment.	7,700
2174	<u>Special Materials - Nature Center:</u> Nature Center Maintenance, Supplies, Feed, Veterinary Services, Furrier, Lumber, and Hardware.	26,000

Budget Program: Parks Services, 5802

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Maintenance Supervisor	2.00	2.00	149,786	154,298	Maintenance Assistant	3,325	3,325	3	40,399	41,648
Maintenance Worker III	2.00	2.00	113,597	111,580						
Maintenance Worker II	8.00	8.00	380,265	392,486						
Maintenance Worker I	9.00	7.00	368,824	300,028						
TOTAL	21.00	19.00	1,012,472	958,392	TOTAL	3,325	3,325	3	40,399	41,648

PARKS SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5802	1020	SALARIES & WAGES	874,778	1,012,472	894,716	958,392
101-50-5802	1030	PART TIME WAGES	40,026	40,399	42,525	41,648
101-50-5802	1040	OVERTIME SALARY & WAGES	201	11,000	1,001	11,000
101-50-5802	1045	COMP TIME PAY	1,082	-	-	-
101-50-5802	1049	BILINGUAL/CERTIFICAT PAY	653	650	650	650
101-50-5802	1060	PAID SICK LEAVE	11,686	13,100	8,813	13,811
101-50-5802	1065	ACCRUED PAID VACATION	15,865	30,200	29,452	22,590
101-50-5802	1070	PAID SICK LEAVE ON TERMIN	662	-	15,121	-
101-50-5802	1080	MEDICARE	12,904	15,489	14,388	15,205
101-50-5802	1082	PERS - EMPLOYEES' PORTION	70,203	81,007	71,629	74,029
101-50-5802	1083	PERS - EMPLOYER PORTION	119,363	169,063	149,499	171,045
101-50-5802	1084	EMPLOYEE' BENEFITS-UNIFORMS	30,104	18,000	18,406	18,000
101-50-5802	1085	LIFE INSURANCE	2,652	2,723	2,504	2,566
101-50-5802	1088	LONG-TERM DISABILITY INSURANCE	8,708	10,224	9,037	9,680
101-50-5802	1090	MEDICAL INS - FT EMPLOYEES	133,657	160,237	144,198	152,304
101-50-5802	1091	DENTAL INS - FT EMPLOYEES	22,461	26,199	22,519	23,405
101-50-5802	1092	VISION INS - FT EMPLOYEES	2,512	2,898	2,561	2,660
101-50-5802	1094	DENTAL INS - PT EMPLOYEES	-	-	(29)	-
101-50-5802	1095	MEDICAL INS - RETIREES	97,813	105,741	103,861	107,636
101-50-5802	1096	UNEMPLOYMENT INSURANCE	895	6,104	-	2,493
101-50-5802	1097	WORKER'S COMPENSATION	70,536	57,740	57,828	111,637
PERSONNEL EXPENDITURES			1,516,759	1,763,246	1,588,680	1,738,751

PARKS SERVICES

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-50-5802	2061	CUSTODIAL SUPPLIES	21,424	19,687	19,000	17,300
101-50-5802	2062	MTCE & REPAIR SUPPLIES	30,766	29,223	39,328	29,223
101-50-5802	2064	BUILDING TRADE SUPPLIES	41,173	47,059	40,000	56,501
101-50-5802	2068	STA FE SPRINGS/LTL LK PK.	147,045	148,000	148,000	168,000
101-50-5802	2080	CONTRACT SVC/NON-CLASS	168,369	159,102	159,000	159,102
101-50-5802	2090	EQUIP MTCE & SUPPLIES	4,855	7,700	7,700	7,700
101-50-5802	2100	UTILITIES	348,460	370,900	338,612	379,700
101-50-5802	2110	CONFERENCES & MEETINGS	818	1,000	1,000	-
101-50-5802	2111	MEMBERSHIPS	-	375	375	375
101-50-5802	2150	RENTAL EXPENSE	125	-	90	-
101-50-5802	2170	SPECIAL MAT'LS-SUPPLIES	4,841	3,300	3,300	2,000
101-50-5802	2173	SPECIAL MAT'LS-LANDSCAPE	23,717	21,545	21,997	15,053
101-50-5802	2174	SPEC MATERIALS-NATURE CTR	25,080	26,000	26,000	26,000
101-50-5802	2180	SMALL TOOLS	917	750	750	375
101-50-5802	2190	TELEPHONE & FAX	555	600	600	600
101-50-5802	2220	VEHICLE MTCE & SUPPLIES	114,537	119,040	123,922	106,930
101-50-5802	2230	PROGRAMS & ACTIVITIES	24	-	37	-
101-50-5802	2250	TRAINING EXPENSE	840	1,000	800	675
101-50-5802	2310	PROPERTY ACQUISITON	1,622,025	-	-	-
OPERATING EXPENDITURES			2,555,572	955,281	930,511	969,534
GENERAL FUND TOTAL - PARK SERVICES TOTAL:			4,072,331	2,718,527	2,519,191	2,708,285

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 supports the City's economic development efforts to promote community revitalization, regional competitiveness, and economic opportunity for all segments of the community.

Fiscal Year 2012-2013 Objectives

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 continue implementing programs funded by the American Recovery and Reinvestment Act.

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> Dataquick	1,800
2111	<u>Memberships:</u> American Planning Association.	360
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.	5,500
2170	<u>Special Materials & Supplies:</u> Supplies for Records Retention project, special projects/presentations, drafting/graphics supplies, plan reproduction, and other materials.	5,500
2190	<u>Telephone & Fax:</u> Radios and cell phones.	12,000
2250	<u>Training:</u> Training opportunities as appropriate for staff.	200
2490	<u>Bank Services Charges:</u> Charges incurred through credit card transactions.	18,000

COMMUNITY DEVELOPMENT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6101	1020	SALARIES & WAGES	191,011	195,903	207,284	240,765
101-61-6101	1060	PAID SICK LEAVE	2,600	2,600	2,407	2,678
101-61-6101	1065	ACCRUED PAID VACATION	-	2,500	2,308	2,355
101-61-6101	1078	MANAGEMENT BENEFIT 401A	3,045	3,025	3,526	4,674
101-61-6101	1080	MEDICARE	2,028	2,977	3,154	3,681
101-61-6101	1081	MGMT BENEFIT/MEDICAL	4,413	4,376	5,545	8,142
101-61-6101	1082	PERS - EMPLOYEES' PORTION	15,278	15,674	16,583	19,263
101-61-6101	1083	PERS - EMPLOYER PORTION	25,975	32,712	34,610	42,969
101-61-6101	1085	LIFE INSURANCE	587	866	815	933
101-61-6101	1088	LONG-TERM DISABILITY INSURANCE	2,322	1,979	2,094	2,431
101-61-6101	1090	MEDICAL INS - FT EMPLOYEES	15,913	17,677	21,637	25,530
101-61-6101	1091	DENTAL INS - FT EMPLOYEES	3,547	3,632	3,757	4,051
101-61-6101	1092	VISION INS - FT EMPLOYEES	465	474	511	583
101-61-6101	1095	MEDICAL INS - RETIREES	28,692	30,082	28,477	29,446
101-61-6101	1096	UNEMPLOYMENT INSURANCE	-	946	-	627
101-61-6101	1097	WORKER'S COMPENSATION	3,312	4,617	4,620	4,784
PERSONNEL EXPENDITURES:			299,189	320,040	337,329	392,912

COMMUNITY DEVELOPMENT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6101	2055	LEGAL ADVERTISING	-	1,500	200	1,500
101-61-6101	2080	CONTRACT SVC/NON-CLASS	200	-	2,182	1,800
101-61-6101	2081	CONTRACT SVC / SPECIAL STUDIES	10,389	-	-	-
101-61-6101	2110	CONFERENCES & MEETINGS	22	-	713	-
101-61-6101	2111	MEMBERSHIPS	350	350	360	360
101-61-6101	2130	OFFICE EQPT MTCE	1,918	2,000	2,300	2,000
101-61-6101	2140	OFFICE SUPPLIES	13,629	13,000	12,500	13,000
101-61-6101	2141	POSTAGE	3,877	5,500	3,400	5,500
101-61-6101	2170	SPECIAL MAT'LS-SUPPLIES	1,665	5,500	3,400	5,500
101-61-6101	2177	LA CO.CLERK-ENVIR.FILING	1,575	3,000	2,300	3,000
101-61-6101	2190	TELEPHONE & FAX	13,270	13,800	13,000	12,000
101-61-6101	2220	VEHICLE MTCE & SUPPLIES	6,227	4,780	5,723	5,770
101-61-6101	2240	DUPLICATING SERVICE CHG	6,992	5,000	9,500	6,500
101-61-6101	2250	TRAINING EXPENSE	160	200	-	200
101-61-6101	2490	BANK SERVICE CHARGES	20,022	15,000	21,000	18,000
OPERATING EXPENDITURES:			80,297	69,630	76,578	75,130

COMMUNITY DEVELOPMENT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6101	3860	C/O-OFFICE EQUIPMENT	2,858	2,000	1,906	-
		CAPITAL OUTLAY EXPENDITURES:	2,858	2,000	1,906	-
		GENERAL FUND - COMMUNITY DEVELOPMENT TOTAL:	382,343	391,670	415,813	468,042
213-61-6101	3820	C/O-AUTOMOTIVE EQUIPMENT	27,971	-	-	-
		CAPITAL OUTLAY EXPENDITURES:	27,971	-	-	-
		AQMD FUND - COMMUNITY DEVELOPMENT TOTAL:	27,971	-	-	-
		COMMUNITY DEVELOPMENT TOTAL (ALL FUNDS) :	410,314	391,670	415,813	468,042

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 Property Maintenance Appeals Board.

Fiscal Year 2012-2013 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 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.	\$ 500
2070	<u>Contract Services - Classified:</u> Contract Services Plan Check. (65% of plan check)	100,000
2080	<u>Contract Services - Non-Classified:</u> Substandard Rehabilitation – Board Ups. <i>15,000</i> Contract Building Inspector. <i>50,000</i>	65,000
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).	1,850
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

Budget Program: Community Development - Building and Safety, 6102

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Building & Safety Manager (a)	0.75	0.75	82,917	85,420	Office Assistant I	1,560	1,560	1	26,037	29,581
Senior Building Inspector (b)	1.00	0.25	80,868	20,826						
Building Inspector II	2.00	2.00	140,592	144,848						
Permit Technician	2.00	2.00	105,889	109,082						
(a) 25% Code Compliance										
(b) 75% Code Compliance										
TOTAL	5.75	5.00	410,266	360,176	TOTAL	1,560	1,560	1	26,037	29,581

BUILDING & SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6102	1020	SALARIES & WAGES	383,257	410,266	395,631	360,176
101-61-6102	1030	PART TIME WAGES	-	26,037	16,970	29,581
101-61-6102	1040	OVERTIME SALARY & WAGES	100	200	140	200
101-61-6102	1049	BILINGUAL/CERTIFICAT PAY	1,205	1,300	1,301	1,300
101-61-6102	1060	PAID SICK LEAVE	3,016	5,500	3,890	6,180
101-61-6102	1065	ACCRUED PAID VACATION	6,239	12,600	5,436	5,544
101-61-6102	1078	MANAGEMENT BENEFIT 401A	1,548	1,659	1,560	1,709
101-61-6102	1080	MEDICARE	5,764	6,660	6,169	5,898
101-61-6102	1081	MGMT BENEFIT/MEDICAL	1,981	2,169	2,082	2,497
101-61-6102	1082	PERS - EMPLOYEES' PORTION	30,757	32,824	31,755	28,817
101-61-6102	1083	PERS - EMPLOYER PORTION	52,305	68,506	66,276	64,280
101-61-6102	1085	LIFE INSURANCE	1,409	1,594	1,368	1,398
101-61-6102	1088	LONG-TERM DISABILITY INSURANCE	3,922	4,144	3,996	3,637
101-61-6102	1090	MEDICAL INS - FT EMPLOYEES	52,855	57,497	57,100	54,094
101-61-6102	1091	DENTAL INS - FT EMPLOYEES	6,782	8,033	7,774	6,986
101-61-6102	1092	VISION INS - FT EMPLOYEES	883	937	910	847
101-61-6102	1095	MEDICAL INS - RETIREES	6,994	7,046	6,764	6,801
101-61-6102	1096	UNEMPLOYMENT INSURANCE	-	1,980	-	938
101-61-6102	1097	WORKER'S COMPENSATION	6,984	10,797	10,812	15,568
PERSONNEL EXPENDITURES:			566,000	659,749	619,931	596,451

BUILDING & SAFETY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6102	2050	PUBLICATIONS	3,000	500	173	500
101-61-6102	2070	CONTRACT SVC-CLASSIFIED	101,283	97,500	95,000	100,000
101-61-6102	2080	CONTRACT SVC/NON-CLASS	32,301	15,000	18,000	65,000
101-61-6102	2111	MEMBERSHIPS	1,576	1,850	1,943	1,850
101-61-6102	2220	VEHICLE MTCE & SUPPLIES	16,798	19,020	11,753	8,920
101-61-6102	2250	TRAINING EXPENSE	360	3,000	2,000	3,000
OPERATING EXPENDITURES:			155,318	136,870	128,869	179,270
GENERAL FUND - BUILDING & SAFETY TOTAL:			721,318	796,619	748,800	775,721

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 2012-2013 Objectives

To manage the design and construction of the I-5 Mitigation Phase II Projects.

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. (V3-S1)

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 National Pollutant Discharge Elimination System MS4 Compliance Services. 50,000 National Pollutant Discharge Elimination System MS4 Permit. 25,000 Surveying/Tract Map Plan Checking. 5,000 Los Angeles County Water Quality Partnership. 27,500 Stormwater compliance - Coyote Creek/San Gabriel Total Maximum Daily Load (TMDL) 25,000 Public Works Inspection Contract. 30,000 Traffic Study at Rosecrans Ave and Crossdale Ave 5,000	\$ 242,500
2111	<u>Memberships:</u> Renew Professional Engineer's License, Institute of Transportation Engineers, American Society of Civil Engineers, American Public Works 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

Budget Program: Community Development - Engineering, 6103

Full Time Positions

Part Time Positions

Position Title	FY 11-12	FY 12-13	FY 11-12	FY 12-13	Position Title	FY 11-12	FY 12-13	FY 12-13	FY 11-12	FY 12-13
	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	0.85	85,232	96,809						
Associate Engineer (b)	0.90	0.85	78,549	76,429						
Assistant Engineer (c)	1.00	0.95	73,584	72,013						
Engineering Technician (d)	0.95	0.90	53,296	52,227						
Office Assistant II (e)	0.00	0.50	-	23,691						
(a) 10% Water, 5% Sewer										
(b) 10% Water, 5% Sewer										
(c) 5% Water										
(d) 5% Water, 5% Sewer										
(e) 50% Planning										
TOTAL	3.70	4.05	290,661	321,169	TOTAL	-	-	-	-	-

ENGINEERING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6103	1020	SALARIES & WAGES	143,591	296,189	293,907	321,169
101-61-6103	1040	OVERTIME SALARY & WAGES	-	-	209	-
101-61-6103	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	2,400	4,560
101-61-6103	1049	BILINGUAL/CERTIFICAT PAY	-	-	-	325
101-61-6103	1060	PAID SICK LEAVE	2,350	3,500	3,693	3,579
101-61-6103	1065	ACCRUED PAID VACATION	6,613	5,800	6,337	6,104
101-61-6103	1070	PAID SICK LEAVE ON TERMIN	-	-	-	-
101-61-6103	1078	MANAGEMENT BENEFIT 401A	308	1,761	2,014	1,937
101-61-6103	1080	MEDICARE	1,299	4,430	4,486	4,913
101-61-6103	1081	MGMT BENEFIT/MEDICAL	1,234	-	2,825	2,830
101-61-6103	1082	PERS - EMPLOYEES' PORTION	11,487	23,697	23,513	25,697
101-61-6103	1083	PERS - EMPLOYER PORTION	19,547	49,458	49,074	57,318
101-61-6103	1085	LIFE INSURANCE	374	942	1,128	1,245
101-61-6103	1088	LONG-TERM DISABILITY INSURANCE	1,494	2,991	2,968	3,243
101-61-6103	1090	MEDICAL INS - FT EMPLOYEES	13,067	41,309	36,251	35,472
101-61-6103	1091	DENTAL INS - FT EMPLOYEES	1,925	4,245	3,304	4,193
101-61-6103	1092	VISION INS - FT EMPLOYEES	296	690	584	734
101-61-6103	1095	MEDICAL INS - RETIREES	57,093	59,410	57,297	57,961
101-61-6103	1096	UNEMPLOYMENT INSURANCE	-	1,542	-	836
101-61-6103	1097	WORKER'S COMPENSATION	5,760	5,872	5,880	6,532
101-61-6103	1099	ALLOCATED PAYROLL	(79,504)	-	(60,876)	(10,000)
PERSONNEL EXPENDITURES:			186,936	501,836	434,993	528,648

ENGINEERING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6103	2055	LEGAL ADVERTISING	75	-	-	-
101-61-6103	2080	CONTRACT SVC/NON-CLASS	246,971	295,000	163,000	242,500
101-61-6103	2111	MEMBERSHIPS	198	800	800	800
101-61-6103	2170	SPECIAL MAT'LS-SUPPLIES	14	-	-	-
101-61-6103	2220	VEHICLE MTCE & SUPPLIES	3,046	3,280	7,454	5,280
101-61-6103	2250	TRAINING EXPENSE	1,202	1,000	80	1,000
OPERATING EXPENDITURES:			251,507	300,080	171,334	249,580
101-90-9430	3990	INTER-DEPT TXFR	6,044	-	-	-
GENERAL FUND - ENGINEERING TOTAL:			444,486	801,916	606,328	778,228
213-61-6103	2400	AUDIT FEES	1,654	-	2,000	2,000
OPERATING EXPENDITURES:			1,654	-	2,000	2,000
AQMD FUND TOTAL:			1,654	-	2,000	2,000

ENGINEERING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
745-61-6103	3860	C/O-OFFICE EQUIPMENT	231	-	-	-
CAPITAL OUTLAY EXPENDITURES:			231	-	-	-
COMPUTER REPLACEMENT FUND TOTAL:			231	-	-	-
ENGINEERING TOTAL (ALL FUNDS) :			446,370	801,916	608,328	780,228

CODE COMPLIANCE

ACTIVITIES AND OBJECTIVES

Description of Activities

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

The Code Compliance Section's 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 2012-2013 Objectives

To preserve the quality of the 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 Section on a seven-day per week schedule.

To coordinate property maintenance 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.	\$ 100,000
2080	<u>Contract Services - Non-Classified:</u> Contract Services to collect fines from Administrative Citations. (Offset by revenue account code 4261)	3,000
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.	600
2250	<u>Training:</u> Continued training in specialized code enforcement areas including customer service and conflict resolution.	1,000

Budget Program:

Community Development - Code Compliance, 6104

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Building and Safety Manager (a)	0.25	0.25	27,639	28,473	Code Compliance Inspector	2,500	-	3	71,032	-
Senior Building Inspector (b)	0.00	0.75	-	62,479						
Sr. Code Compliance Inspector (c)	0.95	0.00	71,148	-						
Code Compliance Inspector (d)	4.20	5.00	273,719	335,680						
Office Assistant II	1.00	2.00	45,996	96,345						
Office Assistant I	1.00	0.00	42,204	-						
GENERAL FUND SUBTOTAL	7.40	8.00	460,706	522,977						
Sr. Code Compliance Inspector (c)	0.05	0.00	3,745	-						
Code Compliance Inspector (d)	0.80	0.00	52,139	-						
CDBG FUND SUBTOTAL	0.85	0.00	55,884	-						
(a) 75% Building & Safety										
(b) 25% Building & Safety										
TOTAL	8.25	8.00	516,590	522,977	TOTAL	2,500	-	3	71,032	-

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6104	1020	SALARIES & WAGES	444,504	460,706	439,841	522,977
101-61-6104	1030	PART TIME WAGES	60,129	71,032	59,175	-
101-61-6104	1049	BILINGUAL/CERTIFICAT PAY	4,624	4,160	5,763	5,850
101-61-6104	1065	ACCRUED PAID VACATION	2,526	4,900	6,388	1,179
101-61-6104	1070	PAID SICK LEAVE ON TERMIN	-	-	2,149	-
101-61-6104	1078	MANAGEMENT BENEFIT 401A	622	553	613	570
101-61-6104	1080	MEDICARE	6,497	7,911	7,455	7,763
101-61-6104	1081	MGMT BENEFIT/MEDICAL	779	723	823	833
101-61-6104	1082	PERS - EMPLOYEE'S PORTION	35,878	36,862	35,492	41,841
101-61-6104	1083	PERS - EMPLOYER PORTION	61,007	76,927	74,077	93,338
101-61-6104	1085	LIFE INSURANCE	1,065	1,817	1,585	2,027
101-61-6104	1088	LONG-TERM DISABILITY INSURANCE	4,574	4,654	4,442	5,283
101-61-6104	1090	MEDICAL INS - FT EMPLOYEES	64,428	65,201	61,204	73,252
101-61-6104	1091	DENTAL INS - FT EMPLOYEES	6,565	5,370	7,273	8,039
101-61-6104	1092	VISION INS - FT EMPLOYEES	1,050	1,069	1,003	1,169
101-61-6104	1095	MEDICAL INS - RETIREES	9,072	9,610	9,399	9,600
101-61-6104	1096	UNEMPLOYMENT INSURANCE	-	2,224	-	1,362
101-61-6104	1097	WORKER'S COMPENSATION	7,560	9,304	9,324	10,393
PERSONNEL EXPENDITURES:			710,879	763,023	726,006	785,476

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6104	2059	CITY PROSECUTOR	124,782	100,000	89,000	100,000
101-61-6104	2080	CONTRACT SVC/NON-CLASS	2,303	3,000	3,000	3,000
101-61-6104	2085	WEED/LITTER ABATEMENT CHG	17,614	30,000	25,000	25,000
101-61-6104	2111	MEMBERSHIPS	594	600	601	600
101-61-6104	2220	VEHICLE MTCE & SUPPLIES	16,981	16,550	16,000	12,700
101-61-6104	2250	TRAINING EXPENSE	-	1,000	700	1,000
OPERATING EXPENDITURES:			162,273	151,150	134,301	142,300
101-61-6104	3997	INTER-DEPT TXFR/CDBG	-	(18,371)	-	-
GENERAL FUND - CODE COMPLIANCE TOTAL:			873,152	895,802	860,306	927,776

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
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CDBG FUND - CODE COMPLIANCE

207-61-6104	1020	SALARIES & WAGES	68,819	55,884	70,608	-
207-61-6104	1030	PART TIME WAGES	1,597	-	15,487	-
207-61-6104	1049	BILINGUAL/CERTIFICAT PAY	606	520	664	-
207-61-6104	1065	ACCRUED PAID VACATION	351	200	1,047	-
207-61-6104	1070	PAID SICK LEAVE ON TERMIN	-	-	430	-
207-61-6104	1078	MANAGEMENT BENEFIT 401A	49	-	48	-
207-61-6104	1080	MEDICARE	1,019	828	1,280	-
207-61-6104	1081	MGMT BENEFIT/MEDICAL	62	-	65	-
207-61-6104	1082	PERS - EMPLOYEES' PORTION	5,554	4,472	5,702	-
207-61-6104	1083	PERS - EMPLOYER PORTION	9,445	9,333	11,900	-
207-61-6104	1085	LIFE INSURANCE	150	193	268	-
207-61-6104	1088	LONG-TERM DISABILITY INSURANCE	675	565	751	-
207-61-6104	1090	MEDICAL INS - FT EMPLOYEES	9,589	7,223	10,940	-
207-61-6104	1091	DENTAL INS - FT EMPLOYEES	1,024	928	1,086	-
207-61-6104	1092	VISION INS - FT EMPLOYEES	147	118	170	-

CODE COMPLIANCE

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
207-61-6104	1096	UNEMPLOYMENT INSURANCE	-	270	-	-
207-61-6104	1097	WORKER'S COMPENSATION	912	1,129	1,128	-
207-61-6104	3997	INTER-DEPT TXFR/CDBG	-	18,371	-	-
CDBG FUND - CODE COMPLIANCE TOTAL:			100,000	100,034	121,575	-
CODE COMPLIANCE TOTAL (ALL FUNDS):			973,152	995,836	981,881	927,776

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 2012-2013 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. (V1-S7)

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. (V4-S6)

To develop strategies for specific areas of the City that will encourage development activity. (V4-S2)

To analyze economic and demographic trends on an ongoing basis that will support planning for economic stability. (V4-S1)

PLANNING
ACTIVITY DETAIL

Account Number	Description	Cost
2050	<u>Publications:</u> Planning Advisory Service.	\$ 895
2080	<u>Contract Services - Non-Classified:</u> Update General Plan Elements including Housing Elements Database for PDP, CUP, Zone Variance, Text Amendments, General Plan, Zone Change, Parcel Map, Wireless Telecommunication Permits.	7,850 4,000 11,850
2111	<u>Memberships:</u> American Planning Association.	500
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.	1,000

PLANNING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6105	1020	SALARIES & WAGES	234,778	243,555	247,753	323,858
101-61-6105	1049	BILINGUAL/CERTIFICAT PAY	1,305	1,300	1,301	975
101-61-6105	1060	PAID SICK LEAVE	1,753	2,100	1,889	-
101-61-6105	1065	ACCRUED PAID VACATION	2,907	3,600	2,216	2,261
101-61-6105	1078	MANAGEMENT BENEFIT 401A	789	912	977	1,566
101-61-6105	1080	MEDICARE	3,544	3,713	3,740	4,880
101-61-6105	1081	MGMT BENEFIT/MEDICAL	3,557	4,271	4,741	8,496
101-61-6105	1082	PERS - EMPLOYEES' PORTION	18,887	19,486	19,924	22,971
101-61-6105	1083	PERS - EMPLOYER PORTION	32,116	40,667	41,585	57,798
101-61-6105	1085	LIFE INSURANCE	596	797	718	1,015
101-61-6105	1088	LONG-TERM DISABILITY INSURANCE	2,312	2,460	2,507	3,271
101-61-6105	1090	MEDICAL INS - FT EMPLOYEES	17,569	19,442	19,748	28,768
101-61-6105	1091	DENTAL INS - FT EMPLOYEES	3,658	3,774	3,296	4,369
101-61-6105	1092	VISION INS - FT EMPLOYEES	533	563	576	742
101-61-6105	1096	UNEMPLOYMENT INSURANCE	-	1,175	-	844
101-61-6105	1097	WORKER'S COMPENSATION	3,876	6,365	6,372	6,582
PERSONNEL EXPENDITURES:			328,180	354,180	357,343	468,396

PLANNING

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
101-61-6105	2050	PUBLICATIONS	895	895	895	895
101-61-6105	2080	CONTRACT SVC/NON-CLASS	5,813	12,000	4,000	11,850
101-61-6105	2111	MEMBERSHIPS	-	500	500	500
101-61-6105	2250	TRAINING EXPENSE	-	1,000	-	1,000
OPERATING EXPENDITURES:			6,708	14,395	5,395	14,245
GENERAL FUND - PLANNING TOTAL:			334,887	368,575	362,738	482,641

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 2012-2013 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.	9,951
	Consolidated Annual Performance and Evaluation Report (CAPER)	9,951
	Fair Housing Services.	12,820
		\$ 32,722

Budget Program:

Community Development - CDBG Planning & Administration, 6201

Full Time Positions

Part Time Positions

Position Title	FY 11-12	FY 12-13	FY 11-12	FY 12-13	Position Title	FY 11-12	FY 12-13	FY 12-13	FY 11-12	FY 12-13
	Adopted Allocation	Adopted Allocation	Budgeted Salary	Budgeted Salary		Adopted Hours	Adopted Hours	Number of PT Positions	Budgeted Wages	Budgeted Wages
City Manager (a)	0.03	0.01	6,830	2,185						
Assistant City Manager (b)	0.05	0.01	9,972	1,995						
Director of Community Development (c)	0.20	0.10	25,205	12,984						
Director of Finance/Treasurer (d)	0.10	0.10	11,022	11,922						
Planning Manager (e)	0.50	0.25	50,652	26,090						
City Engineer	0.05	0.00	5,014	-						
Controller/Deputy Treasurer	0.10	0.00	9,189	-						
Senior Accountant (f)	0.15	0.10	9,579	7,517						
Rehabilitation Specialist (g)	0.00	0.10	-	7,619						
Office Assistant II (h)	0.00	0.20	-	9,477						
(a) 74% Admin, 20% SA-RDA, 5% Water										
(b) 34% Admin, 30% SA-RDA 30% Management Svcs., 5% Water										
(c) 90% Comm. Dev't.-Admin.										
(d) 15% SA-RDA, 70% Finance, 5% Water										
(e) 75% Planning										
(f) 75% Finance , 15% SA-RDA										
(g) 80% Res. Rehab, 10% HOME										
(h) 80% Res. Rehab.										
TOTAL	1.18	0.87	127,463	79,789	TOTAL	-	-	-	-	-

CDBG FUND - PLANNING & ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
207-62-6201	1020	SALARIES & WAGES	122,584	126,535	123,761	79,789
207-62-6201	1040	OVERTIME SALARY & WAGES	17	-	-	-
207-62-6201	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	-	480
207-62-6201	1049	BILINGUAL/CERTIFICAT PAY	-	65	117	260
207-62-6201	1052	AUTO ALLOWANCE	-	-	734	996
207-62-6201	1054	CELLPHONE ALLOWANCE	-	-	5	10
207-62-6201	1060	PAID SICK LEAVE	3,843	2,800	3,446	1,085
207-62-6201	1065	ACCRUED PAID VACATION	6,799	5,500	4,907	5,005
207-62-6201	1070	PAID SICK LEAVE ON TERMIN	2,061	-	-	-
207-62-6201	1078	MANAGEMENT BENEFIT 401A	2,805	3,366	3,237	1,724
207-62-6201	1080	MEDICARE	1,922	2,062	2,044	1,344
207-62-6201	1081	MGMT BENEFIT/MEDICAL	7,696	7,313	7,999	4,844
207-62-6201	1082	PERS - EMPLOYEE'S PORTION	9,671	10,127	9,910	6,387
207-62-6201	1083	PERS - EMPLOYER PORTION	16,464	21,133	20,684	14,244
207-62-6201	1085	LIFE INSURANCE	460	466	458	313
207-62-6201	1088	LONG-TERM DISABILITY INSURANCE	1,521	1,279	1,250	806
207-62-6201	1090	MEDICAL INS - FT EMPLOYEES	8,869	12,552	9,923	6,365
207-62-6201	1091	DENTAL INS - FT EMPLOYEES	1,600	1,721	1,656	1,114
207-62-6201	1092	VISION INS - FT EMPLOYEES	345	359	340	216
207-62-6201	1096	UNEMPLOYMENT INSURANCE	-	479	-	209
207-62-6201	1097	WORKER'S COMPENSATION	2,160	2,574	2,580	1,584
PERSONNEL EXPENDITURES:			188,816	198,331	193,050	126,775

CDBG FUND - PLANNING & ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
207-62-6201	2055	LEGAL ADVERTISING	1,137	1,600	1,600	1,600
207-62-6201	2057	PROMOTIONAL ADVERTISING	-	1,000	-	1,000
207-62-6201	2080	CONTRACT SVC/NON-CLASS	30,290	60,769	22,000	32,722
207-62-6201	2110	CONFERENCES & MEETINGS	2,243	500	-	-
207-62-6201	2140	OFFICE SUPPLIES	1,019	2,000	1,500	2,000
207-62-6201	2141	POSTAGE	725	1,000	800	1,000
207-62-6201	2161	ADMINISTRATIVE COSTS	-	9,279	-	68
207-62-6201	2190	TELEPHONE & FAX	833	900	900	900
207-62-6201	2220	VEHICLE MTCE & SUPPLIES	1,415	1,280	1,141	1,071
207-62-6201	2240	DUPLICATING SERVICE CHG	782	800	800	800
207-62-6201	2250	TRAINING EXPENSE	-	200	163	200
207-62-6201	2400	AUDIT FEES	1,310	1,660	1,660	1,660
OPERATING EXPENDITURES:			39,754	80,988	30,564	43,021
207-62-6201	3860	C/O-OFFICE EQUIPMENT	2,334	-	-	-
CAPITAL OUTLAY EXPENDITURES:			2,334	-	-	-
CDBG FUND - PLANNING & ADMIN TOTAL:			230,905	279,319	223,615	169,796

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)	\$ 10,500

CDBG FUND - PLANNING & ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
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CDBG FUND - RESIDENTIAL REHABILITATION

207-62-6202	1020	SALARIES & WAGES	158,869	159,727	155,442	167,435
207-62-6202	1049	BILINGUAL/CERTIFICAT PAY	2,649	2,665	3,147	2,730
207-62-6202	1060	PAID SICK LEAVE	-	-	-	2,559
207-62-6202	1065	ACCRUED PAID VACATION	-	3,500	1,764	1,799
207-62-6202	1080	MEDICARE	2,346	2,444	2,325	2,570
207-62-6202	1082	PERS - EMPLOYEES' PORTION	12,922	12,779	12,687	13,396
207-62-6202	1083	PERS - EMPLOYER PORTION	21,973	26,672	26,480	29,882
207-62-6202	1085	LIFE INSURANCE	636	706	608	649
207-62-6202	1088	LONG-TERM DISABILITY INSURANCE	1,597	1,613	1,570	1,692
207-62-6202	1090	MEDICAL INS - FT EMPLOYEES	18,959	20,697	20,180	21,321
207-62-6202	1091	DENTAL INS - FT EMPLOYEES	2,627	2,865	2,592	2,655
207-62-6202	1092	VISION INS - FT EMPLOYEES	340	345	338	350
207-62-6202	1095	MEDICAL INS - RETIREES	9,277	9,610	9,397	9,600
207-62-6202	1096	UNEMPLOYMENT INSURANCE	-	771	-	437
207-62-6202	1097	WORKER'S COMPENSATION	2,652	3,226	3,228	3,327
PERSONNEL EXPENDITURES:			234,846	247,620	239,760	260,402

CDBG FUND - PLANNING & ADMINISTRATION

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
207-62-6202	2080	CONTRACT SVC/NON-CLASS	6,683	12,000	4,800	10,500
207-62-6202	2116	RESIDENTIAL LOANS/REBATES	650,632	583,928	583,928	536,683
207-62-6202	2117	LEAD TESTING / ABATEMENT	92,942	60,000	94,000	50,000
207-62-6202	2170	SPECIAL MAT'LS-SUPPLIES	-	1,000	50	-
207-62-6202	2220	VEHICLE MTCE & SUPPLIES	80	110	-	-
OPERATING EXPENDITURES:			750,337	657,038	682,778	597,183
CDBG FUND - RESIDENTIAL REHABILITATION TOTAL:			985,183	904,658	922,538	857,585
CDBG FUND - SOCIAL SERVICES AGENCIES						
207-62-6204	2080	CONTRACT SVC/NON-CLASS	131,000	114,000	114,000	65,639
CDBG FUND - SOCIAL SERVICES AGENCIES TOTAL:			131,000	114,000	114,000	65,639
CDBG FUND TOTAL:			1,347,088	1,297,977	1,260,152	1,093,020

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
2119	<u>Home Repair:</u> Provision of grants, loans, and/or rebates to low income elderly, disabled and/or handicapped homeowners for general repairs and/or handicap accessibility improvements.	191,012
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.	38,110

Budget Program: Community Development - Home Program, 6203

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Rehabilitation Specialist (a)(b)	0.40	0.20	29,583	15,238						
Office Assistant II	0.10	0.00	4,600	-						
(a) 10% CDBG Admin, 80% Res. Rehab.										
(b) 90% Resid. Rehab.										
TOTAL	0.50	0.20	34,183	15,238	TOTAL	-	-	-	-	-

HOME PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
208-62-6203	1020	SALARIES & WAGES	35,785	29,583	35,571	15,238
208-62-6203	1060	PAID SICK LEAVE	-	-	-	655
208-62-6203	1049	BILINGUAL/CERTIFICAT PAY	613	520	620	260
208-62-6203	1065	ACCRUED PAID VACATION	-	2,300	1,176	1,200
208-62-6203	1080	MEDICARE	529	478	542	255
208-62-6203	1082	PERS - EMPLOYEES' PORTION	2,912	2,367	2,895	1,220
208-62-6203	1083	PERS - EMPLOYER PORTION	4,950	4,940	6,043	2,720
208-62-6203	1085	LIFE INSURANCE	144	131	133	60
208-62-6203	1088	LONG-TERM DISABILITY INSURANCE	362	299	359	154
208-62-6203	1090	MEDICAL INS - FT EMPLOYEES	3,873	2,094	3,582	1,586
208-62-6203	1091	DENTAL INS - FT EMPLOYEES	516	141	426	176
208-62-6203	1092	VISION INS - FT EMPLOYEES	72	55	65	28
208-62-6203	1096	UNEMPLOYMENT INSURANCE	-	160	-	40
208-62-6203	1097	WORKER'S COMPENSATION	564	670	672	302
PERSONNEL EXPENDITURES:			50,319	43,738	52,085	23,894

HOME PROGRAM

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
208-62-6203	2080	CONTRACT SVC/NON-CLASS	10,022	6,590	10,834	1,500
208-62-6203	2119	HOME REPAIR	360,464	409,234	409,234	191,012
208-62-6203	2141	POSTAGE	-	-	171	-
208-62-6203	2240	DUPLICATING SERVICE CHG	31	-	-	-
208-62-6203	2310	PROPERTY ACQISITION	-	-	192	-
208-62-6203	2400	AUDIT FEES	465	-	-	-
208-62-6203	2707	CHDO	-	75,805	-	38,110
OPERATING EXPENDITURES:			370,982	491,629	420,431	230,622
HOME FUND PROGRAM TOTAL:			421,301	535,367	472,516	254,516

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 2012-2013 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, 2013.

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 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. (V5-S3)

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 support for Section 8 and inspection software 7,850 Contract Fraud Investigator 25,000 Work Number Income Verification System 1,000 Lead-Based Paint Testing to comply with HUD requirements 1,000 Hearing Officer Expense 3,500 Tenant Credit Check Service 1,800 Knight Communication 1,000 DOJ Sex Offender Screening of minors 1,500 FBI Reports 4,990 Fingerprinting Services 3,000 Dataquick 900	\$ 51,540
2110	<u>Conferences & Meetings:</u> Annual and Spring meetings of the National Association of Housing & Redevelopment Officials; quarterly Housing Authority Finance Director's meeting and miscellaneous seminars.	2,500
2111	<u>Memberships:</u> California Association of Housing Authorities, Housing Authority Association of Southern California (HAASC), and National Association of Housing & Redevelopment Officials (national and southwest regional chapters).	1,525
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.	11,000

HOUSING AUTHORITY

ACTIVITY DETAIL

Account Number	Description	Cost
2150	<u>Rental Expense:</u> Rent for off-site location expiration of lease in February 2013. Social Services Childcare Program pays a share of the rental expenses.	39,744
2170	<u>Special Materials & Supplies:</u> Supplies for hosting FSS meetings and other events.	600
2190	<u>Telephone & Fax:</u> Telephones & FAX for off-site location and cell phones.	3,300
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.	4,000

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

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Housing Manager (a)	0.00	0.10	-	10,051	Family Self-Sufficiency Coordinator (b)	1,875	-	1	49,613	-
Housing Specialist II(b)	0.00	0.20	-	12,607						
Housing Specialist I (c)	0.00	0.36	-	19,467						
(a) 90% Housing Authority										
(b) 80% Housing Authority										
(c) 1.64% Housing Authority										
TOTAL	0.00	0.66	-	42,125	TOTAL	1,875	-	1	49,613	-

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>FSS GRANT PROGRAM:</u>						
262-63-6301	1020A	SALARIES & WAGES	-	58,832	5,155	42,125
262-63-6301	1030A	PART TIME WAGES	-	-	49,771	-
262-63-6301	1049A	BILINGUAL/CERTIFICAT PAY	-	300	663	117
262-63-6301	1078A	MANAGEMENT BENEFIT 401A	-	-	-	202
262-63-6301	1080A	MEDICARE	-	750	806	615
262-63-6301	1082A	PERS - EMPLOYEES' PORTION	-	400	412	2,909
262-63-6301	1083A	PERS - EMPLOYER PORTION	-	850	861	7,519
262-63-6301	1085A	LIFE INSURANCE	-	-	20	131
262-63-6301	1088A	LONG-TERM DISABILITY INSURANCE	-	-	52	426
262-63-6301	1090A	MEDICAL INS - FT EMPLOYEES	-	-	821	7,002
262-63-6301	1091A	DENTAL INS - FT EMPLOYEES	-	-	121	924
262-63-6301	1092A	VISION INS - FT EMPLOYEES	-	-	12	114
262-63-6301	1093A	MEDICAL INS - PT EMPLOYEES	-	2,300	2,760	-
262-63-6301	1094A	DENTAL INS - PT EMPLOYEES	-	1,200	1,397	-
262-63-6301	1096A	UNEMPLOYMENT INSURANCE	-	-	-	110
262-63-6301	1097A	WORKER'S COMPENSATION	-	-	-	838
FSS GRANT PROGRAM TOTAL:			-	64,632	62,851	63,032

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>NHA - VOUCHER ASSISTANCE PROGRAM:</u>						
262-63-6302	1020A	SALARIES & WAGES	-	298,228	309,412	324,320
262-63-6302	1030A	PART TIME WAGES	-	49,613	-	-
262-63-6302	1049A	BILINGUAL/CERTIFICAT PAY	-	2,300	1,608	1,183
262-63-6302	1065A	ACCRUED PAID VACATION	-	5,500	-	-
262-63-6302	1070A	PAID SICK LEAVE ON TERMIN	-	-	9,955	-
262-63-6302	1078A	MANAGEMENT BENEFIT 401A	-	1,876	1,931	1,810
262-63-6302	1080A	MEDICARE	-	5,360	4,729	4,819
262-63-6302	1081A	MGMT BENEFIT/MEDICAL	-	4,620	5,178	5,667
262-63-6302	1082A	PERS - EMPLOYEES' PORTION	-	28,168	24,830	23,841
262-63-6302	1083A	PERS - EMPLOYER PORTION	-	58,770	51,822	57,881
262-63-6302	1085A	LIFE INSURANCE	-	1,388	1,103	1,106
262-63-6302	1088A	LONG-TERM DISABILITY INSURANCE	-	3,607	3,258	3,277
262-63-6302	1090A	MEDICAL INS - FT EMPLOYEES	-	54,161	48,410	49,452
262-63-6302	1091A	DENTAL INS - FT EMPLOYEES	-	8,382	7,418	7,458
262-63-6302	1092A	VISION INS - FT EMPLOYEES	-	1,020	929	925
262-63-6302	1093A	MEDICAL INS - PT EMPLOYEES	-	460	-	-
262-63-6302	1094A	DENTAL INS - PT EMPLOYEES	-	196	-	-
262-63-6302	1095A	MEDICAL INS - RETIREES	-	13,011	12,660	13,077
262-63-6302	1096A	UNEMPLOYMENT INSURANCE	-	2,459	-	843
262-63-6302	1097A	WORKER'S COMPENSATION	-	7,213	7,224	16,141
PERSONNEL EXPENDITURES:			-	546,332	490,467	511,800

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
262-63-6302	2050	PUBLICATIONS	-	1,500	1,500	1,500
262-63-6302	2055	LEGAL ADVERTISING	-	800	800	800
262-63-6302	2080	CONTRACT SVC/NON-CLASS	-	42,300	17,266	51,540
262-63-6302	2081	CONTRACT SVC-SPECIAL STUDY	-	-	550	-
262-63-6302	2100	UTILITIES	-	6,400	5,671	6,400
262-63-6302	2110	CONFERENCES & MEETINGS	-	4,000	600	2,500
262-63-6302	2111	MEMBERSHIPS	-	1,560	1,454	1,525
262-63-6302	2130	OFFICE EQUIPMENT MAINTENANCE	-	1,000	1,000	1,000
262-63-6302	2140	OFFICE SUPPLIES	-	8,000	8,000	10,000
262-63-6302	2141	POSTAGE	-	11,000	8,000	11,000
262-63-6302	2150	RENTAL EXPENSE	-	54,000	54,000	39,744
262-63-6302	2161	ADMINISTRATIVE COSTS	691,255	-	-	-
262-63-6302	2170	SPECIAL MATERIALS & SUPPLIES	-	800	400	600
262-63-6302	2190	TELEPHON & FAX	-	4,500	3,600	3,300
262-63-6302	2220	VEHICLE MTCE & SUPPLIES	-	4,800	4,254	3,957
262-63-6302	2240	DUPLICATING SERVICE CHG	-	5,000	3,000	5,000
262-63-6302	2250	TRAINING EXPENSE	-	3,000	1,500	3,000
262-63-6302	2400	AUDIT FEES	-	4,000	2,920	4,000
262-63-6302	2490	BANK SERVICE CHARGE	-	-	148	-

HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
262-63-6302	2491	INTEREST EXPENSE	426	400	250	300
262-63-6302	2495	FSS ESCROW HAP	36,125	38,000	48,600	48,000
262-63-6302	2496	PORT-IN HAPP	566,373	640,000	620,000	620,000
262-63-6302	2497	HOUSING ASSISTANCE PAY	6,051,558	6,250,431	6,105,207	6,223,561
262-63-6302	2498	PORT-OUT ADMIN	15,777	23,452	12,000	12,000
262-63-6302	2499	PORT-OUT HAPP	180,755	269,052	165,000	170,000
262-63-6302	2998	BAD DEBT EXPENSE	5,019	20,000	7,000	7,000
OPERATING EXPENDITURES:			7,547,289	7,393,995	7,072,720	7,226,727
262-63-6302	3820	C/O-AUTOMOTIVE EQUIPMENT	-	17,000	17,119	-
262-63-6302	3860	C/O-OFFICE EQUIPMENT & MOVING EXP	-	2,960	2,836	21,500
CAPITAL OUTLAY EXPENDITURES:			-	19,960	19,955	21,500
NHA - VOUCHER ASSISTANCE PROGRAM TOTAL:			7,547,289	7,960,287	7,583,142	7,760,027
HOUSING PROGRAM TOTAL:			7,547,289	8,024,919	7,645,993	7,823,059

NEIGHBORHOOD PARTICIPATION STABILIZATION PROGRAM GRANT

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
407-62-6206	1020	SALARIES & WAGES	11,699	-	1,022	-
407-62-6206	1040	OVERTIME SALARY & WAGES	133	-	-	-
407-62-6206	1078	MANAGEMENT BENEFIT 401A	124	-	4	-
407-62-6206	1080	MEDICARE	178	-	15	-
407-62-6206	1081	MGMT BENEFIT/MEDICAL	433	-	19	-
407-62-6206	1082	PERS - EMPLOYEES' PORTION	936	-	82	-
407-62-6206	1083	PERS - EMPLOYER PORTION	1,586	-	171	-
407-62-6206	1085	LIFE INSURANCE	26	-	4	-
407-62-6206	1088	LONG-TERM DISABILITY INSURANCE	99	-	11	-
407-62-6206	1090	MEDICAL INS - FT EMPLOYEES	834	-	79	-
407-62-6206	1091	DENTAL INS - FT EMPLOYEES	171	-	20	-
407-62-6206	1092	VISION INS - FT EMPLOYEES	28	-	4	-
PERSONNEL EXPENDITURES:			16,245	-	1,431	-
407-62-6206	2080	CONTRACT SVC/NON-CLASS	447,690	-	8,100	-
407-62-6206	2161	ADMINISTRATIVE COSTS	22,571	46,688	-	46,688
OPERATING EXPENDITURES:			470,260	46,688	8,100	46,688
NEIGHBORHOOD PARTICIPATION STABILIZATION FUND PROGRAM TOTAL:			486,505	46,688	9,531	46,688

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-three (33) buses including: three (3) 35-foot Nova Buses, sixteen (16) 40-foot Gillig Low-Floor diesel buses, two (2) 35-foot Gillig Low-Floor diesel buses, three (3) 40-foot New Flyer Hybrid Gasoline/Electric buses and six (6) 41-foot New Flyer Hybrid Gasoline/Electric buses and three (3) 35-foot New Flyer Hybrid Gasoline/Electric 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 based on the recommendations of the Line-by-Line Analysis Report and as a result of the various economic conditions that have negatively affected the transportation funding for NTS operations. NTS 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.

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 2012-2013 Objectives

NTS will continue to implement various service enhancements to benefit the Norwalk community and surrounding cities. Installation of the new fare technology known as Universal Fare System (UFS) was successfully completed on all fixed-route buses and paratransit DAR vans in April 6, 2009. 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.). NTS is continuing its bus stop improvement program since the completion of 194 bus stops in July 2007. On September 21, 2010, the City Council approved an agreement with Onward Engineering to provide construction management services for the Bus Shelter Replacement Project (BSRP) who will evaluate various bus stops locations in the City Norwalk formerly occupied by Clear Channel advertising bus shelters, manage the preparation of plans and specs, and oversee the construction. On January 17, 2012, the City Council approved an agreement with Diversified Landscape Management, Inc. for the construction of replacing existing shelters at seventeen (17) bus stop locations that are in tarnished condition (or missing) with Tier 2 bus stops (shelter, shelter lighting, bench seating, and a trash receptacle). Two relief support vehicles are planned in FY 2012-13 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. Plans and projects designed to improve upon and expand the Norwalk/Santa Fe Springs Transportation Center Improvement Project are planned for: Tenant improvements which are needed for the lobby/customer service area, partitioning offices and modifications in administration, operations and fleet maintenance, and coach operator's locker area, upgrade gasoline and diesel fueling sites, relocation and replacement of bus wash rack, reconfiguration of Metrolink Station to reduce congestion and high pedestrian/bicycle traffic, a pedestrian plaza with pathways for bicycles and pedestrians to improve the functionality and safety of the area and closed-circuit television video surveillance system for the Metrolink Station; a joint project with the City of Santa Fe Springs to procure and install video surveillance equipment in the parking lots and train platforms. Lastly, the replacement of a functional kiosk at the Metrolink Station Platform along with an acquisition of a Metrolink Parking Ticket Vending Machine for single day parking are planned for FY 2012-13 through fully funded Federal Transit Administration (FTA) American Recovery and Reinvestment Act (ARRA) grants.

TRANSIT
ACTIVITY DETAIL

Account Number	Description	Cost
2080	<u>Contract Services - Non-Classified:</u> Graphic Design/Marketing Services/System Maps 12,000 DAR & Subregional Taxi Voucher Services 66,000 Special Service Orders & Charters 3,000 Performance Ride Checks 8,500 Drug & Alcohol Lab Testing 6,500 DAR Advanced Reservation Provider 389,868	485,868
2110	<u>Conferences & Meetings:</u> American Public Transit Association, Legislative Meetings, California Transit Association, CalAct, FTA, NTI Grants Management Seminars, Safety meetings, Century Bus Maintenance Forums, Municipal Equipment Maintenance Association and Miscellaneous Staff Travel Expenses.	6,500
2111	<u>Memberships:</u> American Public Transportation Association 19,000 California Association for Coordinated Transportation 250 California Transit Association 7,500 California Association for Public Purchasing Officers. 250	27,000
2140	<u>Office Supplies:</u> Paper, Toner, Forms, Files, Folders, Labels, Pens, etc.	13,500
2150	<u>Rental Expense:</u> Parking & Storage Space for Equipment	46,400
2160	<u>Special Fees and Services:</u> Money Collection/Counting Services	20,000

TRANSIT
ACTIVITY DETAIL

Account Number	Description	Cost
2161	<u>Administrative Costs:</u> City Hall Administrative Personnel	458,130
2170	<u>Special materials & Supplies:</u> Bus Schedules, Maps, Brochures	12,000
	Bus Wraps	7,000
	Meeting Supplies	2,000
	Promotional Materials	5,000
	TAP Card Supplies	1,000
	Taxi Vouchers (printing)	1,000
	Medical First Aid Supplies (Dispatch/Operations)	3,000
2250	<u>Training:</u> Staff Seminars and Development Works	2,000
	CDL Training	1,500
	State Certified Compliance Training Materials	1,500
	Various Training Aids/Materials	1,500

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-45xx	1020	REG SALARIES & WAGES	2,291,778	2,148,626	2,139,201	2,057,702
710-45-45xx	1021	REG SALARIES & WAGES-BUS OPERATORS	1,375,122	1,650,780	1,118,194	1,594,314
710-45-45xx	1030	PART TIME WAGES	82,489	93,962	96,332	223,958
710-45-45xx	1031	PART TIME WAGES-BUS OPERATORS	1,491,792	930,110	1,495,359	1,086,000
710-45-45xx	1040	OVERTIME SALARY & WAGES	34,536	19,661	27,462	17,675
710-45-45xx	1041	OVERTIME WAGES-BUS OPERATORS	70,485	39,581	33,640	35,000
710-45-45xx	1045	COMP TIME PAY	5	-	-	600
710-45-45xx	1046	BUS OPERATOR - TRAINEE	407	-	175	-
710-45-45xx	1048	MEDICAL OPT-OUT-GEN. UNIT	-	2,400	9,401	16,802
710-45-45xx	1049	BILINGUAL/CERTIFICAT PAY	23,000	21,652	21,931	19,500
710-45-45xx	1052	AUTO ALLOWANCE	-	2,400	2,196	4,392
710-45-45xx	1055	HOLIDAY PAY	26,543	30,000	25,218	30,000
710-45-45xx	1060	PAID SICK LEAVE	19,491	21,626	13,102	15,750
710-45-45xx	1065	ACCRUED PAID VACATION	37,259	40,863	34,199	30,154
710-45-45xx	1066	COMPENSATED ABSENCES	(19,002)	-	-	-
710-45-45xx	1070	PAID SICK LEAVE ON TERMIN	9,486	12,000	2,740	7,500
710-45-45xx	1074	EMPLOYEE'S AWARDS	623	50	50	1,000
710-45-45xx	1078	MANAGEMENT BENEFIT 401A	10,031	10,048	10,123	10,350
710-45-45xx	1080	MEDICARE	75,634	72,591	73,161	75,132
710-45-45xx	1081	MGMT BENEFIT/MEDICAL	24,717	25,447	26,384	30,251
710-45-45xx	1082	PERS - EMPLOYEES' PORTION	302,670	274,662	263,584	275,097
710-45-45xx	1083	PERS - EMPLOYER'S PORTION	540,543	570,204	550,132	651,769
710-45-45xx	1084	EMPLOYEE' BENEFITS-UNIFORMS	15,110	10,820	3,956	10,820
710-45-45xx	1085	LIFE INSURANCE	11,690	10,435	10,398	10,011
710-45-45xx	1086	EMPLOYEES' PHYSICALS	10,917	10,715	7,308	10,915

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-45xx	1088	LONG-TERM DISABILITY INSURANCE	38,622	35,885	33,884	36,886
710-45-45xx	1090	MEDICAL INS - FT EMPLOYEES	551,633	521,678	488,494	520,354
710-45-45xx	1091	DENTAL INS - FT EMPLOYEES	80,245	76,282	70,333	79,223
710-45-45xx	1092	VISION INS - FT EMPLOYEES	9,798	9,441	8,562	9,748
710-45-45xx	1093	MEDICAL INS - PT EMPLOYEES	96,821	102,949	95,579	85,091
710-45-45xx	1094	DENTAL INS - PT EMPLOYEES	34,619	38,211	36,174	31,566
710-45-45xx	1095	MEDICAL INS - RETIREES	316,916	330,210	333,132	349,422
710-45-45xx	1096	UNEMPLOYMENT INSURANCE	106,582	108,046	111,662	141,579
710-45-45xx	1097	WORKER'S COMPENSATION	639,850	644,789	655,450	758,705
710-45-45xx	1097	OPEB-FUTURE FTE RETIREES UNFUNDED LIABILITY*	402,515	-	-	-
PERSONNEL EXPENDITURES:			8,712,928	7,866,123	7,797,516	8,227,267

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-45xx	2050	PUBLICATIONS	2,856	2,909	1,830	2,245
710-45-45xx	2056	CLASSIFIED ADVERTISING	2,189	6,000	6,000	5,000
710-45-45xx	2057	PROMOTIONAL ADVERTISING	-	-	-	500
710-45-45xx	2063	FACILITY MTCE SERVICES	2,700	2,700	2,700	2,700
710-45-45xx	2080	CONTRACT SVC/NON-CLASS	454,879	561,767	523,616	485,868
710-45-45xx	2086	LEGAL SERVICES	-	500	500	500
710-45-45xx	2090	EQUIP MTCE & SUPPLIES	20,793	27,815	25,998	21,915
710-45-45xx	2100	UTILITIES	54,622	54,903	55,222	61,414
710-45-45xx	2110	CONFERENCES & MEETINGS	9,258	9,820	8,160	8,990
710-45-45xx	2111	MEMBERSHIPS	26,098	9,888	19,180	27,208
710-45-45xx	2114	GRANT EXPENSES	-	2,500	2,000	1,000
710-45-45xx	2115	AUTO EXPENSES	4,800	2,400	2,400	-
710-45-45xx	2130	OFFICE EQPT MTCE	2,532	3,164	3,164	2,706
710-45-45xx	2140	OFFICE SUPPLIES	19,173	15,326	16,241	15,368
710-45-45xx	2141	POSTAGE	1,922	1,991	2,432	1,991
710-45-45xx	2150	RENTAL EXPENSE	45,830	46,213	45,591	47,230
710-45-45xx	2158	OTHER GOVT AGENCIES FEES	11,745	11,745	12,190	10,245
710-45-45xx	2160	SPECIAL FEES & SERVICES	26,198	23,810	26,150	24,150
710-45-45xx	2161	ADMINISTRATIVE COSTS	446,000	446,000	446,000	458,130
710-45-45xx	2166	SPEC FEE-LOBBYIST WASH DC	5,447	-	-	-
710-45-45xx	2170	SPECIAL MAT'LS-SUPPLIES	61,913	66,840	66,829	55,900
710-45-45xx	2180	SMALL TOOLS	1,660	1,660	830	1,660
710-45-45xx	2190	TELEPHONE & FAX	20,380	17,877	19,102	17,294
710-45-45xx	2220	VEHICLE MTCE & SUPPLIES	1,315	1,315	1,315	1,315

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-45xx	2221	VEHICLE MTCE-PARTS & SERV	324,002	324,002	324,002	237,250
710-45-45xx	2222	VEHICLE MTCE-FUEL & LUB	1,070,636	1,070,636	1,070,597	904,264
710-45-45xx	2223	VEHICLE MTCE-TIRES & TUBE	1,660	1,660	1,660	1,660
710-45-45xx	2224	ACCIDENT DAMAGES REPAIRS	43,740	43,740	41,500	33,200
710-45-45xx	2240	DUPLICATING SERVICE CHG	2,751	1,832	1,500	1,708
710-45-45xx	2250	TRAINING EXPENSE	7,300	9,714	6,145	11,135
710-45-45xx	2400	AUDIT FEES	4,174	5,310	5,310	5,310
710-45-45xx	2450	LIAB, FIRE & OTHERS INS.	972,581	801,614	801,614	940,224
710-45-45xx	2990	DEPRECIATION EXPENSES	2,488,918	-	1,660	-
OPERATING EXPENDITURES:			6,138,074	3,575,651	3,541,438	3,388,078
TRANSIT FUND - OPERATIONS TOTAL:			14,851,002	11,441,774	11,338,954	11,615,345

TRANSPORTATION DEPARTMENT (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
<u>TRANSIT CAPITAL - OUTLAYS</u>						
712-45-45xx	3831	C/O-TRAN REV VEH PURCHASE	273,112	6,738,999	2,845	8,548,537
712-45-45xx	3833	C/O-TRAN MAJOR COMPON VEH	175,101	320,000	99,000	225,000
712-45-45xx	3841	C/O-TRAN MAINT & OPS BLDG	7,317	159,825	76,708	-
712-45-45xx	3851	C/O-TRAN MAINT & OPS SUP EQ	6,579	5,000	-	-
712-45-45xx	3852	C/O-TRAN ADMIN SUPPORT EQ	-	-	6,000	5,000
712-45-45xx	3853	C/O-TRAN DATA & COMM SYSTEM	35,538	-	31,127	-
712-45-45xx	3884	C/O-DATA / COMM / ITS	-	120,175	-	100,000
712-45-45xx	3892	C/O-UNIVERSAL FARE SYSTEM	720	-	-	-
712-45-45xx	3894	C/O-CAPITAL/MAINT TIRES	(477,598)	-	-	-
711-45-45xx	3831	C/O-TRAN REV VEH PURCHASE	-	-	-	257,776
CAPITAL OUTLAY EXPENDITURES:			20,770	7,343,999	215,679	9,136,313
TRANSIT FUND SUB TOTAL:			14,871,772	18,785,773	11,554,633	20,751,658
213-45-4501	3990	INTER-FUND TRANSFER	55,200	-	30,000	34,000
AQMD FUND TRANSFER SUBTOTAL:			55,200	-	30,000	34,000
TRANSIT TOTAL (ALL FUNDS):			14,926,972	18,785,773	11,584,633	20,785,658

Budget Program: Transit - Administration 710-45-4500

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Director of Transportation (a)	0.50	0.50	63,012	64,915	Office Assistant I	3345	3926	2	69,830	78,336
Manager of Strategic Planning & Administrative Services (a)	0.50	0.50	50,652	52,179						
Management Analyst II (b)	2.00	1.75	143,956	132,653						
Payroll Personnel Technician	1.00	1.00	60,732	62,571						
Office Assistant III	1.00	1.00	56,328	58,030						
Office Assistant II (c)	2.00	1.75	91,986	82,917						
Office Assistant I	1.00	1.00	42,204	43,476						
Transportation Resource Coordinator	1.00	1.00	45,996	47,381						
(a) 50% Equipment Maintenance										
(b) 25% Equipment Maintenance										
(c) 25% Transportation Center										
TOTAL	9.00	8.50	554,866	544,122	TOTAL	3345	3926	2	69,830	78,336

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4500	1020	REG SALARIES & WAGES	649,642	568,266	567,738	544,122
710-45-4500	1030	PART TIME WAGES	59,167	69,830	72,621	78,336
710-45-4500	1040	OVERTIME SALARY & WAGES	2,324	2,486	1,820	1,000
710-45-4500	1045	COMP TIME PAY	-	-	-	600
710-45-4500	1048	MEDICAL OPT-OUT-GEN. UNIT	-	2,400	2,400	4,800
710-45-4500	1049	BILINGUAL/CERTIFICAT PAY	2,995	2,600	2,650	2,600
710-45-4500	1052	AUTO ALLOWANCE	-	2,400	1,200	2,400
710-45-4500	1060	PAID SICK LEAVE	5,287	5,300	4,712	5,854
710-45-4500	1065	ACCRUED PAID VACATION	10,694	17,300	14,123	13,748
710-45-4500	1070	PAID SICK LEAVE ON TERMIN	-	2,000	265	-
710-45-4500	1078	MANAGEMENT BENEFIT 401A	3,512	3,535	3,568	3,641
710-45-4500	1080	MEDICARE	9,798	9,211	9,828	9,669
710-45-4500	1081	MGMT BENEFIT/MEDICAL	9,667	9,872	10,235	11,574
710-45-4500	1082	PERS-EMPLOYEES' PORTION	52,202	44,394	45,579	43,536
710-45-4500	1083	PERS-EMPLOYER'S PORTION	88,769	92,651	95,129	97,108
710-45-4500	1085	LIFE INSURANCE	1,719	1,253	1,445	1,492
710-45-4500	1086	EMPLOYEES' PHYSICALS	-	-	-	200
710-45-4500	1088	LONG-TERM DISABILITY	6,653	5,604	5,734	5,497
710-45-4500	1090	MEDICAL INS - FT EMPL	80,191	65,713	64,864	59,289
710-45-4500	1091	DENTAL INS - FT EMPL	13,180	12,574	11,868	11,876
710-45-4500	1092	VISION INS - FT EMPL	1,665	1,434	1,370	1,386
710-45-4500	1093	MEDICAL INS - PT EMPLOYEES	2,760	2,875	2,760	2,760
710-45-4500	1094	DENTAL INS- PT EMPL	351	366	350	351
710-45-4500	1095	MEDICAL INS - RETIREES	47,467	49,882	48,551	50,187

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4500	1096	UNEMPLOYMENT INSURANCE	-	6,750	11,400	14,900
710-45-4500	1097	WORKERS' COMPENSATION	12,180	12,771	12,792	10,813
PERSONNEL EXPENDITURES:			1,060,221	991,467	993,002	977,739

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4500	2050	PUBLICATIONS	947	-	-	500
710-45-4500	2056	CLASSIFIED ADVERTISING	2,189	6,000	6,000	5,000
710-45-4500	2057	PROMOTIONAL ADVERTISING	-	-	-	500
710-45-4500	2080	CONTRACT SVC/NON-CLASS	11,378	99,700	99,700	12,000
710-45-4500	2086	LEGAL SERVICES		500	500	500
710-45-4500	2090	EQUIP MTCE & SUPPLIES		500	500	500
710-45-4500	2100	UTILITIES	1,313	1,300	1,392	1,500
710-45-4500	2110	CONFERENCES & MEETINGS	6,190	5,000	5,000	5,000
710-45-4500	2111	MEMBERSHIPS	25,890	9,680	19,180	27,000
710-45-4500	2114	GRANT EXPENSES		2,500	2,000	1,000
710-45-4500	2115	AUTO EXPENSES	4,800	2,400	2,400	-
710-45-4500	2130	OFFICE EQPT MTCE	1,052	1,500	1,500	1,000
710-45-4500	2140	OFFICE SUPPLIES	11,301	8,500	8,502	8,500
710-45-4500	2141	POSTAGE	1,608	1,500	1,900	1,500
710-45-4500	2150	RENTAL EXPENSE	-	183	183	-
710-45-4500	2161	ADMINISTRATIVE COSTS	446,000	446,000	446,000	458,130
710-45-4500	2166	SPEC FEE-LOBBYIST WASH DC	5,447	-	-	-
710-45-4500	2170	SPECIAL MAT'LS-SUPPLIES	36,534	40,000	40,000	26,000

TRANSPORTATION - Administration (4500)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4500	2190	TELEPHONE & FAX	14,131	13,600	15,506	13,700
710-45-4500	2240	DUPLICATING SERVICE CHG	-	500	500	500
710-45-4500	2250	TRAINING EXPENSE	1,486	2,000	2,000	2,000
710-45-4500	2400	AUDIT FEES	3,290	5,310	5,310	5,310
710-45-4500	2450	LIAB, FIRE & OTHER INS.	972,581	801,614	801,614	940,224
OPERATING EXPENDITURES:			1,546,137	1,448,287	1,459,687	1,510,364
TRANSIT: ADMINISTRATION TOTAL (4500):			2,606,358	2,439,754	2,452,689	2,488,103

Budget Program: Transit - Operations 710-45-4501

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Manager of Transit Operations	1.00	1.00	97,560	100,503	Coach Operators - On Call	49,195	55,803	47	929,300	1,086,000
Transit Safety & Training Coordinator	1.00	1.00	73,044	75,252						
Senior Transit Operations Supervisor	1.00	1.00	73,044	75,252						
Transit Operations Supervisor	4.00	4.00	239,956	248,180						
Dispatcher	2.00	2.00	97,824	108,300						
Office Assistant II	1.00	1.00	45,996	47,381						
Subtotal Regular Salaries:	10.00	10.00	627,424	654,868						
Coach Operator	32.00	30.00	1,650,780	1,594,314						
TOTAL	42.00	40.00	2,278,204	2,249,182	TOTAL	49,195	55,803	47	929,300	1,086,000

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4501	1020	REG SALARIES & WAGES	721,200	659,424	644,726	654,868
710-45-4501	1021	REG SALARIES & WAGES-BUS OPERATORS	1,375,122	1,650,780	1,118,194	1,594,314
710-45-4501	1030	PART TIME WAGES	-	810	-	-
710-45-4501	1031	PART TIME WAGES-BUS OPERATORS	1,491,792	930,110	1,495,359	1,086,000
710-45-4501	1040	OVERTIME SALARY & WAGES	25,538	10,500	16,540	10,000
710-45-4501	1041	OVERTIME WAGES-BUS OPERATORS	70,485	39,581	33,640	35,000
710-45-4501	1045	COMP TIME PAY	5	-	-	-
710-45-4501	1046	B.O.- TRAINEE TRAINING	407	-	175	-
710-45-4501	1049	BILINGUAL/CERTIFICAT PAY	20,005	19,052	18,779	16,900
710-45-4501	1055	HOLIDAY PAY	18,713	22,170	19,888	22,170
710-45-4501	1060	PAID SICK LEAVE	8,879	11,000	4,424	6,087
710-45-4501	1065	ACCRUED PAID VACATION	14,172	11,170	10,680	7,392
710-45-4501	1066	COMPENSATED ABSENCES	(19,002)	-	-	-
710-45-4501	1070	PAID SICK LEAVE ON TERMIN	9,486	10,000	2,475	7,500
710-45-4501	1074	EMPLOYEE'S AWARDS	623	50	50	1,000
710-45-4501	1078	MANAGEMENT BENEFIT 401A	1,959	1,952	1,961	2,011
710-45-4501	1080	MEDICARE	50,908	48,451	48,867	50,112
710-45-4501	1081	MGMT BENEFIT/MEDICAL	4,944	5,470	5,178	6,296
710-45-4501	1082	PERS - EMPLOYEES' PORTION	174,471	154,271	143,399	165,206
710-45-4501	1083	PERS - EMPLOYER'S PORTION	296,624	322,402	299,292	401,404
710-45-4501	1084	EMPLOYEE' BENEFITS-UNIFORMS	11,790	7,500	3,935	7,500
710-45-4501	1085	LIFE INSURANCE	7,478	6,688	6,377	6,789
710-45-4501	1086	EMPLOYEES' PHYSICALS	8,202	8,000	6,402	8,000

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4501	1088	LONG-TERM DISABILITY INSURANCE	21,704	20,016	18,790	22,720
710-45-4501	1090	MEDICAL INS - FT EMPLOYEES	335,498	320,020	297,547	363,906
710-45-4501	1091	DENTAL INS - FT EMPLOYEES	45,709	42,352	39,942	49,604
710-45-4501	1092	VISION INS - FT EMPLOYEES	5,514	5,388	4,992	6,258
710-45-4501	1093	MEDICAL INS - PT EMPLOYEES	91,770	97,783	90,528	80,040
710-45-4501	1094	DENTAL INS - PT EMPLOYEES	33,109	36,686	34,664	30,056
710-45-4501	1095	MEDICAL INS - RETIREES	183,672	194,551	193,795	202,738
710-45-4501	1096	UNEMPLOYMENT INSURANCE	94,542	89,256	92,312	115,043
710-45-4501	1097	WORKER'S COMPENSATION	490,335	494,683	495,095	646,830
710-45-4501	1098	OPEB-FUTURE FTE RETIREES UNFUNDED LIABILITY	402,515	-	-	-
PERSONNEL EXPENDITURES:			5,998,167	5,220,116	5,148,005	5,605,744

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
710-45-4501	2050	PUBLICATIONS		1,000	1,000	500
710-45-4501	2080	CONTRACT SVC/NON-CLASS	443,501	462,067	423,916	473,868
710-45-4501	2090	EQUIP MTCE & SUPPLIES	478	7,000	7,000	3,000
710-45-4501	2100	UTILITIES	26,506	26,800	27,021	30,200
710-45-4501	2110	CONFERENCES & MEETINGS	(252)	1,500	1,500	1,500
710-45-4501	2130	OFFICE EQPT MTCE	817	1,000	1,000	1,000
710-45-4501	2140	OFFICE SUPPLIES	6,046	5,000	5,000	5,000
710-45-4501	2141	POSTAGE	23	200	200	200
710-45-4501	2150	RENTAL EXPENSE	45,000	45,200	45,200	46,400
710-45-4501	2160	SPECIAL FEES & SERVICES	20,388	18,000	22,000	20,000
710-45-4501	2170	SPECIAL MAT'LS-SUPPLIES	3,539	5,000	5,000	5,000
710-45-4501	2190	TELEPHONE & FAX	4,672	2,700	2,100	2,100
710-45-4501	2240	DUPLICATING SERVICE CHG	2,419	1,000	1,000	1,000
710-45-4501	2250	TRAINING EXPENSE	100	2,000	2,000	4,500
710-45-4501	2400	AUDIT FEES	884	-	-	-
710-45-4501	2990	ANNUAL DEPRECIATION EXPENSE*	2,488,918	-	-	-
OPERATING EXPENDITURES:			3,043,040	578,467	543,937	594,268

TRANSPORTATION - Operations (4501)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
TRANSIT FUND: OPERATIONS TOTAL (4501):			9,041,207	5,798,583	5,691,942	6,200,012
213-45-4501	3990	INTER-FUND TRANSFER-COMMUTER BENEFITS	55,200	-	30,000	34,000
AQMD FUND TRANSFER SUBTOTAL:			55,200	-	30,000	34,000
ALL FUNDS: OPERATIONS TOTAL (4501):			9,096,407	5,798,583	5,721,942	6,234,012

TRANSPORTATION - EM:Admin (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(ALLOCATION OF 83% FROM EQUIPMENT MAINTENANCE - ADMIN 736-45-4502)						
710-45-4502	1020A	REG SALARIES & WAGES	134,113	127,938	136,281	190,828
710-45-4502	1040A	OVERTIME SALARY & WAGES	2,086	2,075	-	2,075
710-45-4502	1052A	AUTO ALLOWANCE	-	-	996	1,992
710-45-4502	1060A	PAID SICK LEAVE	2,252	2,407	2,263	2,487
710-45-4502	1065A	ACCRUED PAID VACATION	5,839	5,891	6,875	6,899
710-45-4502	1078A	MANAGEMENT BENEFIT 401A	2,918	2,934	2,960	3,022
710-45-4502	1080A	MEDICARE	2,210	2,233	2,246	3,110
710-45-4502	1081A	MGMT BENEFIT/MEDICAL	8,140	7,694	8,495	9,606
710-45-4502	1082A	PERS-EMPLOYEES' PORTION	10,729	10,796	10,902	15,270
710-45-4502	1083A	PERS-EMPLOYER'S PORTION	18,181	21,532	22,755	34,056
710-45-4502	1085A	LIFE INSURANCE	419	417	524	554
710-45-4502	1088A	LONG-TERM DISABILITY	1,354	1,363	1,376	1,927
710-45-4502	1090A	MEDICAL INS - FT EMPL	11,927	11,580	10,693	14,651
710-45-4502	1091A	DENTAL INS - FT EMPL	2,332	2,320	2,318	3,770
710-45-4502	1092A	VISION INS - FT EMPL	390	388	390	540
710-45-4502	1096A	UNEMPLOYMENT INSURANCE	609	657	-	496
710-45-4502	1097A	WORKERS' COMPENSATION	2,224	2,750	2,759	3,792
PERSONNEL EXPENDITURES:			205,723	202,975	211,834	295,075

TRANSPORTATION - EM:Admin (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(ALLOCATION OF 83% FROM EQUIPMENT MAINTENANCE - ADMIN 736-45-4502)						
710-45-4502	2130	OFFICE EQPT MTCE		166	166	208
710-45-4502	2140	OFFICE SUPPLIES	195	996	1,245	1,038
710-45-4502	2141	POSTAGE	28	208	166	208
710-45-4502	2190	TELEPHONE & FAX	1,264	1,577	1,496	1,494
710-45-4502	2240	DUPLICATING SERVICE CHG	-	332	-	208
710-45-4502	2250	TRAINING EXPENSE	-	1,494	1,245	1,660
			-			
OPERATING EXPENDITURES:			1,487	4,773	4,318	4,814
TRANSIT: EM ADMIN TOTAL (4502) :			207,210	207,748	216,152	299,889

TRANSPORTATION - Capital Outlay (4503)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
712-45-4503	3831	C/O-TRAN REV VEH PURCHASE	273,112	6,738,999	2,845	8,548,537
712-45-4503	3833	C/O-TRAN MAJOR COMPON VEH	175,101	320,000	99,000	225,000
712-45-4503	3841	C/O-TRAN MAINT & OPS BLDG	7,317	159,825	76,708	-
712-45-4503	3851	C/O-TRAN MAINT & OPS SUP EQ	6,579	5,000	-	-
712-45-4503	3852	C/O-TRAN ADMIN SUPPORT EQ	-	-	6,000	5,000
712-45-4503	3853	C/O-TRAN DATA & COMM SYSTEM	35,538	-	31,127	-
712-45-4503	3884	C/O-DATA / COMM / ITS	-	120,175	-	100,000
712-45-4503	3892	C/O-UNIVERSAL FARE SYSTEM	720	-	-	-
712-45-4503	3894	CAPITALIZED PURCHASES*	(477,598)	-	-	-
711-45-4503	3831	C/O-TRAN REV VEH PURCHASE	-	-	-	257,776
CAPITAL OUTLAY EXPENDITURES:			20,770	7,343,999	215,679	9,136,313

TRANSPORTATION - EM: Vehicle (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(ALLOCATION OF 83% FROM EQUIPMENT MAINTENANCE - VEHICLE MAINT 736-45-4520)						
710-45-4520	1020A	REG SALARIES & WAGES	809,178	748,420	747,780	631,821
710-45-4520	1030A	PART TIME WAGES	24,909	23,322	23,712	145,622
710-45-4520	1040A	OVERTIME SALARY & WAGES	4,082	4,150	8,611	4,150
710-45-4520	1048A	MEDICAL OPT-OUT-GEN. UNIT	-	-	6,623	11,354
710-45-4520	1049A	BILINGUAL/CERTIFICAT PAY	-	-	475	-
710-45-4520	1055A	HOLIDAY PAY	6,532	7,470	5,042	7,470
710-45-4520	1060A	PAID SICK LEAVE	4,572	2,739	1,612	1,252
710-45-4520	1065A	ACCRUED PAID VACATION	1,959	6,142	2,409	2,001
710-45-4520	1078A	MANAGEMENT BENEFIT 401A	1,373	1,539	1,546	1,585
710-45-4520	1080A	MEDICARE	12,343	11,983	11,580	11,692
710-45-4520	1081A	MGMT BENEFIT/MEDICAL	-	2,280	2,343	2,624
710-45-4520	1082A	PERS-EMPLOYEES' PORTION	64,745	61,684	60,264	48,321
710-45-4520	1083A	PERS-EMPLOYER'S PORTION	109,693	126,167	125,778	112,760
710-45-4520	1084A	UNIFORM ALLOWANCE	3,266	3,320	21	3,320
710-45-4520	1085A	LIFE INSURANCE	1,758	1,958	1,942	1,108
710-45-4520	1086A	EMPLOYEES' PHYSICALS	2,449	2,490	906	2,490
710-45-4520	1088A	LONG-TERM DISABILITY	8,173	8,419	7,553	6,380
710-45-4520	1090A	MEDICAL INS - FT EMPL	134,159	117,866	109,161	78,053
710-45-4520	1091A	DENTAL INS - FT EMPL	17,830	17,951	15,330	13,217
710-45-4520	1092A	VISION INS - FT EMPL	2,074	2,108	1,712	1,479
710-45-4520	1093A	MEDICAL INS - PT EMPL	-	2,291	2,291	2,291
710-45-4520	1094A	DENTAL INS - PT EMPL	-	1,159	1,159	1,159
710-45-4520	1095A	MEDICAL INSURANCE - RETIREES	88,719	85,777	90,787	96,497
710-45-4520	1096A	UNEMPLOYMENT INSURANCE	3,677	11,147	7,950	11,047
710-45-4520	1097A	WORKERS' COMPENSATION	137,089	133,616	143,832	96,552
PERSONNEL EXPENDITURES:			1,438,580	1,383,998	1,380,418	1,294,246

TRANSPORTATION - EM: Vehicle (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(ALLOCATION OF 83% FROM EQUIPMENT MAINTENANCE - VEHICLE MAINT 736-45-4520)						
710-45-4520	2050	PUBLICATIONS	576	1,909	830	1,245
710-45-4520	2080	CONTRACT SVC/NON-CLASS	11,782	-	-	-
710-45-4520	2090	EQUIP MTCE & SUPPLIES	7,026	415	498	415
710-45-4520	2100	UTILITIES	25,643	26,803	26,809	29,714
710-45-4520	2110	CONFERENCES & MEETINGS	4,288	3,320	1,660	2,490
710-45-4520	2111	MEMBERSHIPS	62	208	-	208
710-45-4520	2130	OFFICE EQUIPMENT MTCE	404	498	498	498
710-45-4520	2140	OFFICE SUPPLIES	275	830	1,494	830
710-45-4520	2141	POSTAGE	13	83	166	83
710-45-4520	2150	RENTAL EXPENSE	-	830	208	830
710-45-4520	2158	OTHER GOV'T AGENCIES FEES	2,316	1,245	1,660	1,245
710-45-4520	2160	SPECIAL FEES AND SERVICES	-	5,810	4,150	4,150
710-45-4520	2170	SPECIAL MAT'LS-SUPPLIES	27,886	21,840	21,829	24,900
710-45-4520	2180	SMALL TOOLS	836	1,660	830	1,660
710-45-4520	2220	VEHICLE MTCE & SUPPLIES	656	415	415	415
710-45-4520	2221	VEHICLE MTCE-PARTS & SERV	279,294	318,962	318,962	235,000
710-45-4520	2222	VEHICLE MTCE-FUEL & LUB	970,941	1,070,636	1,070,597	904,264
710-45-4520	2223	VEHICLE MTCE-TIRES & TUBE	87	1,660	1,660	1,660
710-45-4520	2224	ACCIDENT DAMAGES REPAIRS	26,304	43,740	41,500	33,200
710-45-4520	2250	TRAINING EXPENSE	305	3,320	-	2,075
710-45-4520	2990	DEPRECIATION EXPENSES	4,939	-	1,660	-
OPERATING EXPENDITURES:			1,363,634	1,504,184	1,495,426	1,244,881
TRANSIT: VEHICLE MAINT TOTAL (4520):			2,802,214	2,888,182	2,875,844	2,539,127

TRANSPORTATION - EM: Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(ALLOCATION OF 90% FROM EQUIPMENT MAINTENANCE - NON- VEHICLE MAINT 736-45-4801)						
710-45-4801	1020A	REG SALARIES & WAGES	45,347	44,578	42,676	36,063
710-45-4801	1040A	OVERTIME SALARY & WAGES	435	450	491	450
710-45-4801	1048A	MEDICAL OPT-OUT-GEN. UNIT	-	-	378	648
710-45-4801	1049A	BILINGUAL/CERTIFICAT PAY	-	-	27	-
710-45-4801	1055A	HOLIDAY PAY	348	360	287	360
710-45-4801	1060A	PAID SICK LEAVE	261	180	92	71
710-45-4801	1065A	ACCRUED PAID VACATION	174	360	112	114
710-45-4801	1078A	MANAGEMENT BENEFIT 401A	77	88	88	91
710-45-4801	1080A	MEDICARE	676	713	641	549
710-45-4801	1081A	MGMT BENEFIT/MEDICAL		131	134	150
710-45-4801	1082A	PERS-EMPLOYEES' PORTION	3,637	3,517	3,439	2,765
710-45-4801	1083A	PERS-EMPLOYER'S PORTION	6,156	7,452	7,178	6,441
710-45-4801	1085A	LIFE INSURANCE	104	119	110	68
710-45-4801	1086A	EMPLOYEES' PHYSICALS	217	225	-	225
710-45-4801	1088A	LONG-TERM DISABILITY	459	483	431	362
710-45-4801	1090A	MEDICAL INS - FT EMPL	7,518	6,499	6,229	4,455
710-45-4801	1091A	DENTAL INS - FT EMPL	1,002	1,085	875	756
710-45-4801	1092A	VISION INS - FT EMPL	118	122	97	85
710-45-4801	1096A	UNEMPLOYMENT INSURANCE	207	236	-	93
710-45-4801	1097A	WORKERS' COMPENSATION	754	969	972	717
PERSONNEL EXPENDITURES:			67,490	67,567	64,258	54,463

TRANSPORTATION - EM: Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(ALLOCATION OF 90% FROM EQUIPMENT MAINTENANCE - NON- VEHICLE MAINT 736-45-4801)						
710-45-4801	2063	FACILITY MTCE SERVICES	-	2,700	2,700	2,700
710-45-4801	2090	EQUIP MTCE & SUPPLIES	25,585	19,900	18,000	18,000
710-45-4801	2158	OTHER GOV'T AGENCIES FEES	9,838	10,500	10,530	9,000
710-45-4801	2220	VEHICLE MTCE & SUPPLIES	-	900	900	900
710-45-4801	2221	PARTS & SERVICES	-	5,040	5,040	2,250
710-45-4801	2250	TRAINING EXPENSE	-	900	900	900
OPERATING EXPENDITURES:			35,423	39,940	38,070	33,750
TRANSIT: NON-VEHICLE MAINT TOTAL (4801):			102,913	107,507	102,328	88,213

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 2012-2013 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 (SCRRTC), 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. On September 7, 2010, the City Council approved an agreement with La Cañada Design Group (LCDG) for architectural design, engineering and final construction drawings for facilities modifications that will accommodate the present and future maintenance and operations requirements for the Transportation Department. Plans for Equipment Maintenance include: Upgrade gasoline and diesel fueling sites – due to the shift from diesel and gasoline-electric powered vehicles; the fueling island will be converted to accommodate alternative CNG fuel. To provide CNG compression for dispensing onto NTS buses a new CNG compressor station is required. Each of NTS' two fuel lanes will have a fueling dispenser and nozzle for CNG transfer onto NTS fixed route CNG buses. The estimated project cost for a fully operational turnkey compressor station with dispensing is approximately \$1,800,000 which will be supported through FTA capital grant funds.

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. Also included are plans for a vibrant pedestrian plaza with pathways for bicycles and pedestrians, passenger car pick up/drop off, decorative paving, unique street lights, seating areas, and signage to include an informational marquee will improve the functionality and safety of the area. In addition, the approach into the Transportation Center needs to be widened to accommodate larger buses.

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 ACTIVITY DETAIL

Account Number	Description	Cost
2050	<u>Publications:</u> ALL DATA, Cummins Institute	1,500
2063	<u>Facility Maintenance Services:</u> Medical First Aid Kits 1,000 Underground Storage City Yard Tank Inspections 2,000	3,000
2090	<u>Equipment Maintenance & Supplies:</u> Fire Extinguishers for Buses/Paratransits 500 Air Compressor Service 2,500 Bus Washer Maintenance 2,500 Fuel Tank/Pumps Maintenance Service Repair 5,000 Hydraulic Lift Maintenance 5,000 Inspections/Repairs Emergency Generator 1,000 Parts Washer Maintenance 1,000 Routine Pressure Washer Repair 2,000 Routine Maintenance Freight Elevator 1,000	20,500
2158	<u>Other Government Agency Fees:</u> DTSC-EPA Verification, AQMD Emission Fee, LACO Fire CUPU Fee, CHP Inspection Fee, State Board of Equalization Tank Fees, etc.	11,500
2160	<u>Special Fees and Services:</u> Hazardous Materials Collection Service	5,000

EQUIPMENT MAINTENANCE

ACTIVITY DETAIL

Account Number	Description	Cost
2170	<u>Special Materials & Supplies:</u> Work Gloves, Rags, Protective Equipment, Shop Cleaning/Custodial Supplies 15,000 Automotive Parts & Supply 5,000 Turkish Towels for Bus Cleaning 4,000 Anti-Seize 2,000 Welding Supplies, Misc. Tools, Equipment Parts 2,000 First Aid Medical Supplies 2,000	30,000
2221	<u>Parts & Service:</u> Parts for Service-Vehicles, Fixed Route Radio Service Repair, UFS Cubic Fareboxes	285,632
2222	<u>Fuel & Lube:</u> Diesel & Unleaded Fuel, Cardlock System, Mutual Propane	1,089,475
2224	<u>Damage Repair:</u> Bus Body Damage Repair 20,000 Small-Mid Size Auto Body Repair 20,000	40,000
2250	<u>Training:</u> Staff seminars and development, CDL training, State Certified compliance training, workshops, and training aids/materials, and OCTA Maintenance Training Program.	5,500

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
736-45-xxxx	1020	REG SALARIES & WAGES	1,165,022	1,105,460	1,112,552	1,031,213
736-45-xxxx	1030	PART TIME WAGES	24,797	28,109	28,568	175,448
736-45-xxxx	1040	OVERTIME SALARY & WAGES	31,328	8,000	10,920	8,000
736-45-xxxx	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	8,400	14,400
736-45-xxxx	1049	BILINGUAL/CERTIFICAT PAY	275	-	602	-
736-45-xxxx	1052	AUTO ALLOWANCE	-	-	1,200	2,400
736-45-xxxx	1055	HOLIDAY PAY	8,544	9,400	6,394	9,400
736-45-xxxx	1060	PAID SICK LEAVE	5,086	6,400	4,770	4,583
736-45-xxxx	1065	ACCRUED PAID VACATION	11,102	14,900	11,310	10,850
736-45-xxxx	1066	COMPENSATED ABSENCES	13,574	-	-	-
736-45-xxxx	1070	PAID SICK LEAVE ON TERMIN	42	-	-	-
736-45-xxxx	1078	MANAGEMENT BENEFIT 401A	5,470	5,487	5,526	5,652
736-45-xxxx	1080	MEDICARE	17,168	17,883	17,370	18,444
736-45-xxxx	1081	MGMT BENEFIT/MEDICAL	12,489	12,164	13,206	14,903
736-45-xxxx	1082	PERS - EMPLOYEES' PORTION	96,228	91,290	89,564	79,687
736-45-xxxx	1083	PERS - EMPLOYER'SPORTION	163,667	186,153	186,931	184,043
736-45-xxxx	1084	EMPLOYEE' BENEFITS-OTHER	-	4,000	25	4,000
736-45-xxxx	1085	LIFE INSURANCE	3,241	2,993	3,094	2,078
736-45-xxxx	1086	EMPLOYEES' PHYSICALS	1,460	3,250	1,092	3,250
736-45-xxxx	1088	LONG-TERM DISABILITY INSURANCE	11,523	12,322	11,237	10,411
736-45-xxxx	1090	MEDICAL INS - FT EMPLOYEES	167,541	163,220	151,324	116,642

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
736-45-xxxx	1091	DENTAL INS - FT EMPLOYEES	26,325	25,632	22,235	21,306
736-45-xxxx	1092	VISION INS - FT EMPLOYEES	3,011	3,144	2,641	2,527
736-45-xxxx	1093	MEDICAL INS - PT EMPL	1,840	2,760	2,760	2,760
736-45-xxxx	1094	DENTAL INS - PT EMPL	1,164	1,396	1,397	1,396
736-45-xxxx	1095	MEDICAL INS - RETIREES	106,661	103,379	109,381	116,261
736-45-xxxx	1096	UNEMPLOYMENT INSURANCE	6,871	14,484	9,579	14,011
736-45-xxxx	1097	WORKER'S COMPENSATION	171,648	165,427	177,696	121,694
PERSONNEL EXPENDITURES:			2,056,077	1,987,253	1,989,774	1,975,359

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
736-45-xxxx	2050	PUBLICATIONS	2,332	2,300	1,000	1,500
736-45-xxxx	2063	FACILITY MTCE SERVICES	-	3,000	3,000	3,000
736-45-xxxx	2080	CONTRACT SVC/NON-CLASS	14,195	-	-	-
736-45-xxxx	2090	EQUIP MTCE & SUPPLIES	37,949	22,600	20,600	20,500
736-45-xxxx	2100	UTILITIES	30,897	32,300	32,300	35,800
736-45-xxxx	2110	CONFERENCES & MEETINGS	1,586	4,000	2,000	3,000
736-45-xxxx	2111	MEMBERSHIPS	1,075	250	-	250
736-45-xxxx	2130	OFFICE EQPT MTCE	562	800	800	850
736-45-xxxx	2140	OFFICE SUPPLIES	2,389	2,200	3,300	2,250
736-45-xxxx	2141	POSTAGE	49	350	400	350
736-45-xxxx	2150	RENTAL EXPENSE	-	1,000	250	1,000
736-45-xxxx	2158	OTHER GOV'T AGENCIES FEES	13,610	13,200	13,700	11,500
736-45-xxxx	2160	SPECIAL FEES & SERVICES	-	7,000	5,000	5,000
736-45-xxxx	2170	SPECIAL MAT'LS-SUPPLIES	37,093	26,300	26,300	30,000
736-45-xxxx	2180	SMALL TOOLS	1,007	2,000	1,000	2,000
736-45-xxxx	2190	TELEPHONE & FAX	1,668	1,900	1,802	1,800
736-45-xxxx	2220	VEHICLE MTCE & SUPPLIES	656	1,500	1,500	1,500
736-45-xxxx	2221	VEHICLE MTCE-PARTS & SERV	103,097	389,892	389,892	285,632
736-45-xxxx	2222	VEHICLE MTCE-FUEL & LUB	1,194,399	1,289,876	1,289,876	1,089,475
736-45-xxxx	2223	VEHICLE MTCE-TIRES & TUBE	50	2,000	2,000	2,000

EQUIPMENT MAINTENANCE (ALL DIVISIONS)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
736-45-xxxx	2224	ACCIDENT DEMAGES REPAIR	33,910	52,700	50,000	40,000
736-45-xxxx	2240	DUPLICATING SERVICE CHG	-	400	-	250
736-45-xxxx	2250	TRAINING EXPENSE	2,506	6,800	4,500	5,500
736-45-xxxx	2990	DEPRECIATION EXPENSES	5,622	-	-	-
OPERATING EXPENDITURES:			1,484,652	1,862,368	1,849,220	1,543,157
EQUIPMENT MAINTENANCE FUND TOTAL			3,540,728	3,849,621	3,838,994	3,518,516

EQUIPMENT MAINTENANCE - Administration (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(83 % CHARGED TO TRANSIT EM-ADMIN 710-45-4502 & 17 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4502	1020	REG SALARIES & WAGES	161,425	154,176	164,194	229,913
736-45-4502	1040	OVERTIME SALARY & WAGES	2,445	2,500	-	2,500
736-45-4502	1052	AUTO ALLOWANCE	-	-	1,200	2,400
736-45-4502	1060	PAID SICK LEAVE	2,908	2,900	2,726	2,996
736-45-4502	1065	ACCRUED PAID VACATION	7,930	7,100	8,284	8,312
736-45-4502	1078	MANAGEMENT BENEFIT 401A	3,512	3,535	3,567	3,641
736-45-4502	1080	MEDICARE	2,690	2,690	2,706	3,747
736-45-4502	1081	MGMT BENEFIT/MEDICAL	9,667	9,272	10,235	11,574
736-45-4502	1082	PERS-EMPLOYEES' PORTION	12,914	13,007	13,136	18,397
736-45-4502	1083	PERS-EMPLOYER'S PORTION	21,958	25,947	27,415	41,031
736-45-4502	1085	LIFE INSURANCE	639	502	631	667
736-45-4502	1088	LONG-TERM DISABILITY	1,791	1,642	1,658	2,322
736-45-4502	1090	MEDICAL INS - FT EMPL	14,045	13,954	12,883	17,652
736-45-4502	1091	DENTAL INS - FT EMPL	2,792	2,795	2,792	4,542
736-45-4502	1092	VISION INS - FT EMPL	466	468	470	651
736-45-4502	1096	UNEMPLOYMENT INSURANCE	-	792	-	598
736-45-4502	1097	WORKERS' COMPENSATION	2,676	3,315	3,324	4,569
PERSONNEL EXPENDITURES:			247,859	244,595	255,222	355,512

EQUIPMENT MAINTENANCE - Administration (4502)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(83 % CHARGED TO TRANSIT EM-ADMIN 710-45-4502 & 17 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4502	2130	OFFICE EQPT MTCE	-	200	200	250
736-45-4502	2140	OFFICE SUPPLIES	801	1,200	1,500	1,250
736-45-4502	2141	POSTAGE	33	250	200	250
736-45-4502	2190	TELEPHONE & FAX	1,668	1,900	1,802	1,800
736-45-4502	2240	DUPLICATING SERVICE CHG	-	400	-	250
736-45-4502	2250	TRAINING EXPENSE	1,460	1,800	1,500	2,000
OPERATING EXPENDITURES:			3,962	5,750	5,202	5,800
EQUIPMENT MAINTENANCE FUND:						
ADMINISTRATION TOTAL:			251,820	250,345	260,424	361,312

EQUIPMENT MAINTENANCE - Vehicles (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(83 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 17 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	1020	REG SALARIES & WAGES	953,417	901,720	900,940	761,230
736-45-4520	1030	PART TIME WAGES	24,797	28,109	28,568	175,448
736-45-4520	1040	OVERTIME SALARY & WAGES	27,440	5,000	10,375	5,000
736-45-4520	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	7,980	13,680
736-45-4520	1049	BILINGUAL/CERTIFICAT PAY	261	-	572	-
736-45-4520	1055	HOLIDAY PAY	8,117	9,000	6,075	9,000
736-45-4520	1060	PAID SICK LEAVE	2,068	3,300	1,942	1,508
736-45-4520	1065	ACCRUED PAID VACATION	3,013	7,400	2,902	2,411
736-45-4520	1066	COMPENSATED ABSENCES	13,574	-	-	-
736-45-4520	1070	PAID SICK LEAVE ON TERMIN	40	-	-	-
736-45-4520	1078	MANAGEMENT BENEFIT 401A	1,861	1,854	1,862	1,910
736-45-4520	1080	MEDICARE	13,772	14,401	13,952	14,087
736-45-4520	1081	MGMT BENEFIT/MEDICAL	2,680	2,747	2,822	3,162
736-45-4520	1082	PERS - EMPLOYEES' PORTION	79,149	74,342	72,607	58,218
736-45-4520	1083	PERS - EMPLOYER'SPORTION	134,624	151,971	151,540	135,855
736-45-4520	1084	UNIFORM ALLOWANCE	-	4,000	25	4,000
736-45-4520	1085	LIFE INSURANCE	2,472	2,359	2,340	1,335
736-45-4520	1086	EMPLOYEES' PHYSICALS	1,460	3,000	1,092	3,000
736-45-4520	1088	LONG-TERM DISABILITY INSURANCE	9,245	10,143	9,099	7,687
736-45-4520	1090	MEDICAL INS - FT EMPLOYEES	145,821	142,056	131,519	94,040
736-45-4520	1091	DENTAL INS - FT EMPLOYEES	22,355	21,632	18,470	15,924

EQUIPMENT MAINTENANCE - Vehicles (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(83 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 17 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	1092	VISION INS - FT EMPLOYEES	2,418	2,540	2,063	1,782
736-45-4520	1093	MEDICAL INS - PT EMPL	1,840	2,760	2,760	2,760
736-45-4520	1094	DENTAL INS - PT EMPL	1,164	1,396	1,397	1,396
736-45-4520	1095	MEDICAL INSURANCE - RETIREES	106,661	103,379	109,381	116,261
736-45-4520	1096	UNEMPLOYMENT INSURANCE	6,871	13,430	9,579	13,310
736-45-4520	1097	WORKER'S COMPENSATION	168,108	161,033	173,292	116,328
PERSONNEL EXPENDITURES:			1,733,230	1,667,572	1,663,154	1,559,332

EQUIPMENT MAINTENANCE - Vehicles (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(83 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 17 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	2050	PUBLICATIONS	2,332	2,300	1,000	1,500
736-45-4520	2080	CONTRACT SVC/NON-CLASS	14,195	-	-	-
736-45-4520	2090	EQUIP MTCE & SUPPLIES	8,861	500	600	500
736-45-4520	2100	UTILITIES	30,897	32,300	32,300	35,800
736-45-4520	2110	CONFERENCES & MEETINGS	1,586	4,000	2,000	3,000
736-45-4520	2111	MEMBERSHIPS	1,075	250	-	250
736-45-4520	2130	OFFICE EQPT MTCE	562	600	600	600
736-45-4520	2140	OFFICE SUPPLIES	1,588	1,000	1,800	1,000
736-45-4520	2141	POSTAGE	16	100	200	100
736-45-4520	2150	RENTAL EXPENSE	-	1,000	250	1,000
736-45-4520	2158	OTHER GOV'T AGENCIES FEES	2,791	1,500	2,000	1,500
736-45-4520	2160	SPECIAL FEES & SERVICES	-	7,000	5,000	5,000
736-45-4520	2170	SPECIAL MAT'LS-SUPPLIES	37,093	26,300	26,300	30,000
736-45-4520	2180	SMALL TOOLS	1,007	2,000	1,000	2,000
736-45-4520	2220	VEHICLE MTCE & SUPPLIES	656	500	500	500
736-45-4520	2221	VEHICLE MTCE-PARTS & SERV	103,097	384,292	384,292	283,132
736-45-4520	2222	VEHICLE MTCE-FUEL & LUB	1,194,399	1,289,876	1,289,876	1,089,475

EQUIPMENT MAINTENANCE - Vehicles (4520)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(83 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4520 & 17 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4520	2223	VEHICLE MTCE-TIRES & TUBE	50	2,000	2,000	2,000
736-45-4520	2224	ACCIDENT DAMAGES REPAIRS	33,910	52,700	50,000	40,000
736-45-4520	2250	TRAINING EXPENSE	1,047	4,000	2,000	2,500
736-45-4520	2990	DEPRECIATION EXPENSES	5,622	-	-	-
OPERATING EXPENDITURES:			1,440,783	1,812,218	1,801,718	1,499,857
EQUIPMENT MAINTENANCE FUND VEHICLE MAINTENANCE TOTAL:			3,174,013	3,479,790	3,464,872	3,059,189

EQUIPMENT MAINTENANCE - Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(90 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4801 & 10 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4801	1020	REG SALARIES & WAGES	50,180	49,564	47,418	40,070
736-45-4801	1040	OVERTIME SALARY & WAGES	1,443	500	546	500
736-45-4801	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	420	720
736-45-4801	1049	BILINGUAL/CERTIFICAT PAY	14	-	30	-
736-45-4801	1055	HOLIDAY PAY	427	400	319	400
736-45-4801	1060	PAID SICK LEAVE	109	200	102	79
736-45-4801	1065	ACCRUED PAID VACATION	159	400	124	127
736-45-4801	1070	PAID SICK LEAVE ON TERMIN	2	-	-	-
736-45-4801	1078	MANAGEMENT BENEFIT 401A	98	98	98	101
736-45-4801	1080	MEDICARE	706	792	712	610
736-45-4801	1081	MGMT BENEFIT/MEDICAL	141	145	149	167
736-45-4801	1082	PERS-EMPLOYEES' PORTION	4,165	3,941	3,821	3,072
736-45-4801	1083	PERS-EMPLOYER'S PORTION	7,085	8,235	7,976	7,157
736-45-4801	1085	LIFE INSURANCE	130	132	122	76
736-45-4801	1086	EMPLOYEES' PHYSICALS	-	250	-	250
736-45-4801	1088	LONG-TERM DISABILITY	487	537	479	402
736-45-4801	1090	MEDICAL INS - FT EMPL	7,675	7,210	6,922	4,950
736-45-4801	1091	DENTAL INS - FT EMPL	1,177	1,205	972	840
736-45-4801	1092	VISION INS - FT EMPL	127	136	108	94
736-45-4801	1096	UNEMPLOYMENT INSURANCE	-	262	-	103
736-45-4801	1097	WORKERS' COMPENSATION	864	1,079	1,080	797
PERSONNEL EXPENDITURES:			74,988	75,086	71,398	60,515

EQUIPMENT MAINTENANCE - Non-Vehicle (4801)

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
(90 % CHARGED TO TRANSIT VEHICLE MAINTENANCE 710-45-4801 & 10 % ALLOCATED TO OTHER CITY DEPARTMENTS)						
736-45-4801	2063	FACILITY MTCE SERVICES	-	3,000	3,000	3,000
736-45-4801	2090	EQUIP MTCE & SUPPLIES	29,088	22,100	20,000	20,000
736-45-4801	2158	OTHER GOV'T AGENCIES FEES	10,819	11,700	11,700	10,000
736-45-4801	2220	VEHICLE MTCE & SUPPLIES	-	1,000	1,000	1,000
736-45-4801	2221	PARTS & SERVICES	-	5,600	5,600	2,500
736-45-4801	2250	TRAINING EXPENSE	-	1,000	1,000	1,000
OPERATING EXPENDITURES:			39,907	44,400	42,300	37,500
EQUIPMENT MAINTENANCE FUND: NON-VEHICLE MAINTENANCE TOTAL:			114,895	119,486	113,698	98,015

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

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
Housing Manager (a)	0.00	0.10	-	10,051	Family Self-Sufficiency Coordinator (b)	1,875	-	1	49,613	-
Housing Specialist II(b)	0.00	0.20	-	12,607						
Housing Specialist I (c)	0.00	0.36	-	19,467						
(a) 90% Housing Authority										
(b) 80% Housing Authority										
(c) 1.64% Housing Authority										
TOTAL	0.00	0.66	-	42,125	TOTAL	1,875	-	1	49,613	-

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
144-63-6301	1020	SALARIES & WAGES	-	58,832	5,155	42,125
144-63-6301	1030	PART TIME WAGES	-	-	49,771	-
144-63-6301	1049	BILINGUAL/CERTIFICAT PAY	-	300	663	117
144-63-6301	1078	MANAGEMENT BENEFIT 401A	-	-	-	202
144-63-6301	1080	MEDICARE	-	750	806	615
144-63-6301	1082	PERS - EMPLOYEES' PORTION	-	400	412	2,909
144-63-6301	1083	PERS - EMPLOYER PORTION	-	850	861	7,519
144-63-6301	1085	LIFE INSURANCE	-	-	20	131
144-63-6301	1088	LONG-TERM DISABILITY INSURANCE	-	-	52	426
144-63-6301	1090	MEDICAL INS - FT EMPLOYEES	-	-	821	7,002
144-63-6301	1091	DENTAL INS - FT EMPLOYEES	-	-	121	924
144-63-6301	1092	VISION INS - FT EMPLOYEES	-	-	12	114
144-63-6301	1093	MEDICAL INS - PT EMPLOYEES	-	2,300	2,760	-
144-63-6301	1094	DENTAL INS - PT EMPLOYEES	-	1,200	1,397	-
144-63-6301	1096	UNEMPLOYMENT INSURANCE	-	-	-	110
144-63-6301	1097	WORKER'S COMPENSATION	-	-	-	838
FSS GRANT PROGRAM TOTAL:			-	64,632	62,851	63,032

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
144-63-6302	1020	SALARIES & WAGES	339,386	298,228	309,412	324,320
144-63-6302	1030	PART TIME WAGES	49,784	49,613	-	-
144-63-6302	1049	BILINGUAL/CERTIFICAT PAY	2,610	2,300	1,608	1,183
144-63-6302	1065	ACCRUED PAID VACATION	-	5,500	-	-
144-63-6302	1070	PAID SICK LEAVE ON TERMIN	-	-	9,955	-
144-63-6302	1078	MANAGEMENT BENEFIT 401A	1,822	1,876	1,931	1,810
144-63-6302	1080	MEDICARE	5,107	5,360	4,729	4,819
144-63-6302	1081	MGMT BENEFIT/MEDICAL	4,797	4,620	5,178	5,667
144-63-6302	1082	PERS - EMPLOYEES' PORTION	27,308	28,168	24,830	23,841
144-63-6302	1083	PERS - EMPLOYER PORTION	46,428	58,770	51,822	57,881
144-63-6302	1085	LIFE INSURANCE	1,044	1,388	1,103	1,106
144-63-6302	1088	LONG-TERM DISABILITY INSURANCE	3,583	3,607	3,258	3,277
144-63-6302	1090	MEDICAL INS - FT EMPLOYEES	53,953	54,161	48,410	49,452
144-63-6302	1091	DENTAL INS - FT EMPLOYEES	8,343	8,382	7,418	7,458
144-63-6302	1092	VISION INS - FT EMPLOYEES	1,006	1,020	929	925
144-63-6302	1093	MEDICAL INS - PT EMPLOYEES	2,760	460	-	-
144-63-6302	1094	DENTAL INS - PT EMPLOYEES	1,396	196	-	-
144-63-6302	1095	MEDICAL INS - RETIREES	14,687	13,011	12,660	13,077
144-63-6302	1096	UNEMPLOYMENT INSURANCE	542	2,459	-	843
144-63-6302	1097	WORKER'S COMPENSATION	6,684	7,213	7,224	16,141
PERSONNEL EXPENDITURES:			571,240	546,332	490,467	511,800

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
144-63-6302	2050	PUBLICATIONS	1,669	1,500	1,500	1,500
144-63-6302	2055	LEGAL ADVERTISING	761	800	800	800
144-63-6302	2080	CONTRACT SVC/NON-CLASS	24,642	42,300	17,266	51,540
144-63-6302	2081	CONTRACT SVC-SPECIAL STUDY	-	-	550	-
144-63-6302	2100	UTILITIES	5,483	6,400	5,671	6,400
144-63-6302	2110	CONFERENCES & MEETINGS	3,819	4,000	600	2,500
144-63-6302	2111	MEMBERSHIPS	1,560	1,560	1,454	1,525
144-63-6302	2130	OFFICE EQUIPMENT MAINTENANCE	544	1,000	1,000	1,000
144-63-6302	2140	OFFICE SUPPLIES	5,762	8,000	8,000	10,000
144-63-6302	2141	POSTAGE	6,060	11,000	8,000	11,000
144-63-6302	2150	RENTAL EXPENSE	51,901	54,000	54,000	39,744
144-63-6302	2170	SPECIAL MATERIALS & SUPPLIES	164	800	400	600
144-63-6302	2190	TELEPHON & FAX	4,124	4,500	3,600	3,300
144-63-6302	2220	VEHICLE MTCE & SUPPLIES	5,128	4,800	4,254	3,957
144-63-6302	2240	DUPLICATING SERVICE CHG	2,498	5,000	3,000	5,000
144-63-6302	2250	TRAINING EXPENSE	2,227	3,000	1,500	3,000
144-63-6302	2400	AUDIT FEES	3,674	4,000	2,920	4,000
144-63-6302	2490	BANK SERVICE CHARGE	-	-	148	-
OPERATING EXPENDITURES:			120,015	152,660	114,663	145,866

ADVANCES TO THE HOUSING AUTHORITY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
144-63-6302	3820	AUTOMOTIVE EQUIPMENT	-	17,000	17,119	-
144-63-6302	3860	OFFICE EQUIPMENT	-	2,960	2,836	-
CAPITAL OUTLAY EXPENDITURES:				19,960	19,955	-
144-70-7835	2080	OFFICE RELOCATION	-	-	-	21,500
CAPITAL IMPROVEMENT PROJECT:				-	-	21,500
144-63-6302	3990	INTER-FUND CHARGES- TO FUND 262	(691,255)	(783,584)	(687,936)	(742,198)
HOUSING AUTHORITY FUND TOTAL:			-	-	0	0

Budget Program:

The Successor Agency to the Norwalk Redevelopment Agency

Full Time Positions

Part Time Positions

Position Title	FY 11-12 Adopted Allocation	FY 12-13 Adopted Allocation	FY 11-12 Budgeted Salary	FY 12-13 Budgeted Salary	Position Title	FY 11-12 Adopted Hours	FY 12-13 Adopted Hours	FY 12-13 Number of PT Positions	FY 11-12 Budgeted Wages	FY 12-13 Budgeted Wages
City Manager/Executive Director (a)	0.20	0.20	45,534	43,700						
Assistant City Manager (b)	0.30	0.20	59,829	39,886						
Director of Community Development	0.20	0.00	25,205	-						
Director of Finance/City Treasurer (c)	0.15	0.20	16,536	23,847						
City Clerk (d)	0.10	0.20	11,056	25,557						
Administrative Services Manager (e)	0.05	0.05	5,066	5,218						
Planning Manager	0.05	0.00	5,066	-						
Controller/Deputy Treasurer	0.05	0.00	4,595	-						
Executive Secretary (f)	0.50	0.25	31,920	16,441						
Management Analyst I	0.10	0.00	5,957	-						
Management Analyst I	0.25	0.00	14,505	-						
Senior Accountant (g)	0.00	0.15	-	11,281						
(a) 72% Admin, 3% CDBG, 5% Water										
(b) 44% Admin, 30% Management, Services, 1% CDBG, 5% Water										
(c) 65% Finance; 10% CDBG; 5% Water										
(d) 80% City Clerk										
(e) 60% Management Services, 35% Water										
(f) 75% Administration										
(g) 75% Finance, 10% CDBG										
TOTAL	1.95	1.25	225,269	165,930	TOTAL	-	-	-	-	-

ADVANCES TO THE SUCCESSOR AGENCY TO NORWALK REVELOPMENT AGENCY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
145-63-6303	1020	REG SALARIES & WAGES	210,090	225,269	189,212	165,930
145-63-6303	1048	MEDICAL OPT-OUT-GEN. UNIT	-	-	-	720
145-63-6303	1049	BILINGUAL/CERTIFICAT PAY	326	325	325	163
145-63-6303	1052	AUTO ALLOWANCE	-	-	2,220	3,960
145-63-6303	1053	EXPENSE ALLOWANCE	-	-	300	-
145-63-6303	1054	CELLPHONE ALLOWANCE	-	-	30	60
145-63-6303	1060	PAID SICK LEAVE	3,426	3,800	3,662	3,332
145-63-6303	1065	ACCRUED PAID VACATION	11,832	7,200	8,417	8,586
145-63-6303	1070	PAID SICK LEAVE ON TERMIN	16,487	-	-	-
145-63-6303	1078	MANAGEMENT BENEFIT 401A	4,700	6,626	5,488	6,178
145-63-6303	1080	MEDICARE	2,788	3,296	3,077	2,785
145-63-6303	1081	MGMT BENEFIT/MEDICAL	7,662	6,549	8,054	9,036
145-63-6303	1082	PERS - EMPLOYEES' PORTION	15,794	18,027	15,163	13,277
145-63-6303	1083	PERS - EMPLOYER'S PORTION	26,846	37,618	31,647	29,616
145-63-6303	1085	LIFE INSURANCE	683	893	570	646
145-63-6303	1088	LONG TERM DISABILITY	3,193	2,275	2,772	1,676
145-63-6303	1090	MEDICAL INS - FT EMPLOYEES	15,699	21,932	12,773	8,852
145-63-6303	1091	DENTAL INS - FT EMPLOYEES	2,446	2,728	2,136	1,750
145-63-6303	1092	VISION INS - FT EMPLOYEES	461	483	392	345
145-63-6303	1096	UNEMPLOYMENT INSURANCE	-	1,098	-	433
145-63-6303	1097	WORKER'S COMPENSATION	4,176	4,592	4,596	3,298
PERSONNEL EXPENDITURES:			326,609	342,711	290,835	260,642

ADVANCES TO THE SUCCESSOR AGENCY TO NORWALK REVELOPMENT AGENCY

BUDGET UNIT	ACCOUNT	DESCRIPTION	FY 10-11 ACTUAL	FY 11-12 ADOPTED BUDGET	FY 11-12 ESTIMATED ACTUAL	FY 12-13 ADOPTED BUDGET
145-63-6303	2080	CONTRACT SVC/NON-CLASS	2,524	-	-	-
145-63-6303	2110	CONFERENCES & MEETINGS	525	-	-	-
145-63-6303	2112	EXPENSE ALLOWANCE	3,270	4,000	1,740	-
145-63-6303	2140	OFFICE SUPPLIES	272	300	-	2,000
145-63-6303	2141	POSTAGE	6	50	-	1,418
145-63-6303	2190	TELEPHONE & FAX	-	-	-	1,000
145-63-6303	2240	DUPLICATING SERVICE CHG	393	1,000	-	800
145-63-6303	2400	AUDIT FEES	7,828	9,000	7,500	7,875
145-63-6303	2450	GENERAL LIABILITY INS	14,884	22,000	28,092	32,000
OPERATING EXPENDITURES:			29,702	36,350	37,332	45,093
ADVANCES TO SA-NRA ADMINISTRATION SUBTOTAL:			356,311	379,061	328,167	305,735
145-63-6303	3990	INTER-FUND TXF/OUT-(IN)	(356,311)	(379,061)	(328,167)	(305,735)
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 principals (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, the Parking Structure Special Revenue Fund. This is due to the fact that the NCFFA issued the debt. The Norwalk Redevelopment Agency has also issued long term debt.

Current Debt:

Norwalk Community Facilities Financing Authority Lease Revenue Refunding Bonds-1999

Issued: \$10,210,000 in August 1999	Outstanding Principal 6/30/12: \$ 7,585,000
	Interest \$ 4,155,257
Purpose: To refund certain existing obligations of the City, pay for a portion of the costs of a transportation / public services facility and fund improvements to the City Hall complex.	
Debt Payments: Semi-annually in August and February for Interest, Principal paid in February	Maturity Date: February 2029

Norwalk Community Facilities Financing Authority Lease Revenue Refunding Bonds-2001

Issued: \$12,795,000 in October 2001	Outstanding Principal 6/30/12: \$ 8,435,000
	Interest \$ 3,066,225
Purpose: To refund the outstanding balance of 1995 Lease Revenue Refunding Bonds and to fund the construction of certain capital projects, such as Aquatic Center.	
Debt payments: Semi-annually in October and April for Interest, Principal paid in April	Maturity Date: April 2025

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.