

OPERATING BUDGET

FISCAL YEAR 2012-2013
RE-ADOPTED JUNE 26, 2012

EXTRAORDINARY SERVICE TO THE CITIZENS WE SERVE IS OUR PURPOSE AND PRODUCT



City of Thousand Oaks

Re-Adopted Operating Budget Fiscal Year 2012-2013

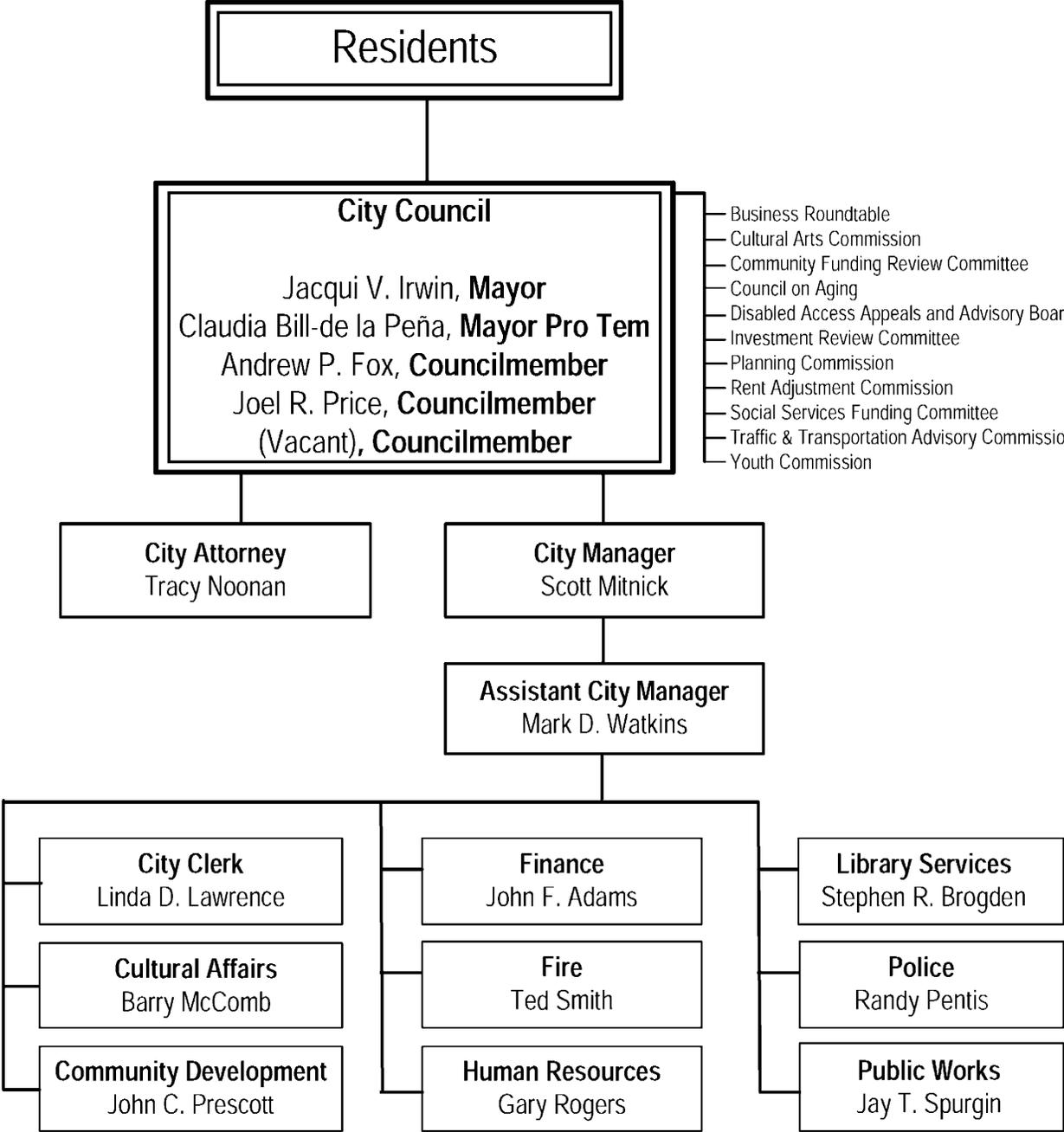
City Council

Jacqui V. Irwin
Claudia Bill-de la Peña
Andrew P. Fox
Joel R. Price
(Vacant)

Executive Team

Scott Mitnick, City Manager
Tracy M. Noonan, City Attorney
Mark D. Watkins, Assistant City Manager
John F. Adams, Finance Director
Stephen R. Brogden, Library Services Director
Linda D. Lawrence, City Clerk
Barry McComb, Cultural Affairs Director
Randy Pentis, Police Chief
John C. Prescott, Community Development Director
Gary Rogers, Human Resources Director
Ted E. Smith, Fire Division Chief
Jay T. Spurgin, Public Works Director

City of Thousand Oaks



Re-Adopted Operating Budget for FY 2012-2013

The City of Thousand Oaks prepares a biennial budget which includes two separate one-year budgets that were adopted by City Council in June. The most current adopted budget is for FY 2011-2012 and FY 2012-2013, which was adopted by City Council on June 14, 2011.

Due primarily to the elimination of California Redevelopment Agencies (RDA) by the State of California, the City revised and re-adopted the FY 2012-2013 budget in June 2012.

The Re-Adopted Operating Budget evolved over an extensive preparation process, including several City Council Finance/Audit Committee meetings and a public hearing. On June 26, 2012, staff presented City Council with this structurally balanced budget for re-adoption. The Re-Adopted Operating Budget for FY 2012-2013 has total appropriations of \$166.2 million; this is in comparison to \$185.3 million from the June 14, 2011 adopted budget. All Governmental funds are structurally balanced and in compliance with City Council's financial policies. All Enterprise (business type) funds, except the Theatres Fund, are self-supporting.

This re-adopted FY 2012-2013 budget book only includes revised financial pages, Position Summary, Budget Re-Adoption Resolution, FY 2012-2013 Budget Brief, and is a supplement to the original FY 2011-2012 and FY 2012-2013 Operating Budget book. For goals, objectives, and performance measures, refer to the original FY 2011-2012 & FY 2012-2013 Operating Budget book.

For more insight into the update and review of the FY 2011-2012 and FY 2012-2013 budgets, please refer to the following staff reports included at the end of this budget book:

- April 10, 2012 Mid-Year Budget Update for FY 2011-2012
- May 22, 2012 Elimination of Nine Positions for FY 2012-2013
- June 26, 2012 Re-Adoption of FY 2012-2013 City Operating & Capital Budget

Should you have any questions, please contact Brent Sakaida, Budget Officer at bsakaida@toaks.org or 805-449-2259.

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CITYWIDE SUMMARY

BUDGET SUMMARY

ALL FUNDS COMBINED BUDGET

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Current Revenues	\$ 140,701,884	139,059,733	139,250,814	139,328,509
Transfers From Other Funds	4,459,613	6,280,997	5,675,785	5,817,647
Reserve Account	3,084,425	32,553,220	21,135,742	21,305,032
Total Available for Allocation	<u>\$ 148,245,922</u>	<u>177,893,950</u>	<u>166,062,341</u>	<u>166,451,188</u>
<u>Estimated Requirements</u>				
Operating Requirements:				
Salaries	\$ 32,576,635	32,825,528	32,821,284	32,009,743
Fringe Benefits	13,971,823	14,733,777	15,031,031	14,476,133
Maintenance and Operations:				
Supplies and Equipment	3,982,860	4,949,013	4,796,095	4,781,285
Repairs and Maintenance	4,964,948	6,106,422	5,820,757	6,049,757
Professional/Contractual Services	48,145,059	53,296,048	54,132,233	54,361,466
Utilities	16,934,785	18,666,165	19,528,715	19,545,047
Insurance and Claims	2,380,134	1,319,300	1,363,500	1,332,654
Equipment/Building Rental	622,950	635,200	637,200	637,200
Training and Memberships	402,447	732,485	728,345	728,345
Asset Replacement Funding	1,189,285	1,322,285	1,327,468	1,327,468
Total Maintenance and Operations	<u>78,622,468</u>	<u>87,026,918</u>	<u>88,334,313</u>	<u>88,763,222</u>
Charge Backs	(5,431,833)	(5,721,273)	(5,747,476)	(4,503,036)
Capital Outlay:				
Capital Outlay	2,033,014	3,582,336	1,741,181	1,741,181
Use of Asset Replacement	(595,605)	(1,824,336)	(1,102,723)	(1,102,723)
Total Capital Outlay	<u>1,437,409</u>	<u>1,758,000</u>	<u>638,458</u>	<u>638,458</u>
Total Operating Requirements	<u>121,176,502</u>	<u>130,622,950</u>	<u>131,077,610</u>	<u>131,384,520</u>
Capital Improvements*	13,758,445	35,367,755	24,089,697	24,089,697
Debt Svc. - Principal and Interest	3,325,037	4,899,364	4,897,014	4,897,014
Transfers To Other Funds	4,347,414	6,280,997	5,675,785	5,817,694
Reserve Accounts	5,062,979	722,884	322,235	262,263
Total Estimated Requirements	<u>\$ 147,670,377</u>	<u>177,893,950</u>	<u>166,062,341</u>	<u>166,451,188</u>

Combined Budget above excludes Internal Service Funds

*Refer to Capital Budget document for detail of Fiscal Years' 2011-2012/2012-2013 Capital Improvements line item.

BUDGET SUMMARY

ALL FUNDS

FUND BALANCE ANALYSIS - RE-ADOPTED 2012-2013

(Page 1 of 2)

	<u>Beg. Avail. Fund Balance*</u>	<u>Revenue</u>	<u>Transfers In</u>	<u>Total Available</u>
General Fund	\$ 1,008,000	63,482,685	1,996,800	66,487,485
Enterprise Funds:				
Water Fund	17,055,549	22,368,780	-	39,424,329
Wastewater Fund	38,320,868	19,347,800	-	57,668,668
Solid Waste Fund	5,185,386	1,414,411	-	6,599,797
Transportation Fund	1,036,824	3,901,050	200,000	5,137,874
Theatres Fund	512,194	4,061,444	-	4,573,638
Los Robles Greens Golf Course Fund	338,568	5,426,180	-	5,764,748
Total Enterprise Funds	<u>62,449,389</u>	<u>56,519,665</u>	<u>200,000</u>	<u>119,169,054</u>
Special Revenue Funds:				
Library Fund	-	5,917,015	1,719,573	7,636,588
Lighting and Landscaping District Funds	4,500,896	5,138,514	219,900	9,859,310
Stormwater Fund	-	657,011	321,774	978,785
Street Improvement Funds	4,216,547	5,086,950	-	9,303,497
CDBG Fund	-	607,085	-	607,085
Child Care Center Fund	-	615,884	102,286	718,170
City Housing Fund	-	421,600	-	421,600
Total Special Revenue Funds	<u>8,717,443</u>	<u>18,444,059</u>	<u>2,363,533</u>	<u>29,525,035</u>
Capital / Debt Service Funds:				
Capital Projects Funds	22,255,089	882,100	100,000	23,237,189
Debt Service Fund - PFA**	-	-	1,157,314	1,157,314
Total Capital / Debt Service Funds	<u>22,255,089</u>	<u>882,100</u>	<u>1,257,314</u>	<u>24,394,503</u>
Total	<u>\$ 94,429,921</u>	<u>139,328,509</u>	<u>5,817,647</u>	<u>239,576,077</u>
Internal Service Funds	<u>\$ 9,780,000</u>	<u>718,000</u>	<u>-</u>	<u>10,498,000</u>

** PFA - Public Financing Authority

Operating Requirements	Capital Requirements	Debt Service Requirements	Transfers Out	Total Requirements	Remaining Available
62,348,491	838,000	-	3,300,994	66,487,485	-
20,644,485	6,360,000	-	-	27,004,485	12,419,844
14,682,770	7,430,000	3,582,800	-	25,695,570	31,973,098
1,795,935	-	-	-	1,795,935	4,803,862
4,473,320	160,000	-	-	4,633,320	504,554
4,239,163	-	-	-	4,239,163	334,475
4,702,838	1,000,000	156,900	100,000	5,959,738	(194,990)
<u>50,538,511</u>	<u>14,950,000</u>	<u>3,739,700</u>	<u>100,000</u>	<u>69,328,211</u>	<u>49,840,843</u>
7,636,588	-	-	-	7,636,588	-
6,400,923	-	-	-	6,400,923	3,458,387
978,785	-	-	-	978,785	-
1,490,000	6,046,697	-	1,766,800	9,303,497	-
607,085	-	-	-	607,085	-
718,170	-	-	-	718,170	-
450,967	-	-	-	450,967	(29,367)
<u>18,282,518</u>	<u>6,046,697</u>	<u>-</u>	<u>1,766,800</u>	<u>26,096,015</u>	<u>3,429,020</u>
215,000	2,255,000	-	649,900	3,119,900	20,117,289
-	-	1,157,314	-	1,157,314	-
<u>215,000</u>	<u>2,255,000</u>	<u>1,157,314</u>	<u>649,900</u>	<u>4,277,214</u>	<u>20,117,289</u>
<u>131,384,520</u>	<u>24,089,697</u>	<u>4,897,014</u>	<u>5,817,694</u>	<u>166,188,925</u>	<u>73,387,152</u>
<u>1,312,711</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,312,711</u>	<u>9,185,289</u>

BUDGET SUMMARY

ALL FUNDS INTERFUND TRANSFERS

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Transfers From Other Funds</u>				
General Fund From:				
Gas Tax Fund	\$ 961,025	999,721	982,800	952,800
Traffic Safety Fund	582,438	814,000	814,000	814,000
Public Facilities/Capital Funds	271,831	260,000	260,000	230,000
Total General Fund	<u>1,815,294</u>	<u>2,073,721</u>	<u>2,056,800</u>	<u>1,996,800</u>
Library Fund from General Fund	818,927	2,140,355	1,517,664	1,719,573
Childcare Grant Fund from General Fund	99,962	100,920	102,286	102,286
Lighting & Landscaping Fund from Capital Projects Fund	212,850	219,900	219,900	219,900
Transportation Fund from Capital Projects Fund	182,301	200,000	200,000	200,000
Stormwater / Flood Control from General Fund	-	288,637	321,821	321,774
CROSEF from LRGGC Fund	61,008	100,000	100,000	100,000
PFA Fund from General Fund	1,157,074	1,157,464	1,157,314	1,157,314
Total Transfers From Other Funds	<u>\$ 4,347,416</u>	<u>6,280,997</u>	<u>5,675,785</u>	<u>5,817,647</u>
<u>Transfer To Other Funds</u>				
General Fund To:				
Library Fund	\$ 818,927	2,140,355	1,517,664	1,719,573
Childcare Grant Fund	99,962	100,920	102,286	102,286
Stormwater / Flood Control	-	288,637	321,821	321,821
PFA Fund	1,157,074	1,157,464	1,157,314	1,157,314
Total General Fund	<u>2,075,963</u>	<u>3,687,376</u>	<u>3,099,085</u>	<u>3,300,994</u>
Gas Tax Fund to General Fund	961,025	999,721	982,800	952,800
Traffic Safety Fund to General Fund	582,438	814,000	814,000	814,000
Public Facilities/Capital Funds to General Fund	271,831	260,000	260,000	230,000
Capital Projects Funds to Lighting & Landscaping Fund	212,850	219,900	219,900	219,900
Capital Projects Funds to Transportation Fund	182,301	200,000	200,000	200,000
LRGGC Fund to CROSEF	61,008	100,000	100,000	100,000
Total Transfers To Other Funds	<u>\$ 4,347,416</u>	<u>6,280,997</u>	<u>5,675,785</u>	<u>5,817,694</u>

CROSEF - Community Recreation and Open Space Endowment Fund
 LRGGC - Los Robles Greens Golf Course
 PFA - Public Financing Authority

BUDGET SUMMARY

ALL FUNDS REVENUE BY FUND

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
General Fund	\$ 64,099,031	62,498,345	63,871,505	63,482,685
Enterprise Funds:				
Water Fund	21,283,332	22,561,280	22,368,780	22,368,780
Wastewater Fund	20,036,661	19,479,400	19,353,800	19,347,800
Solid Waste Fund	1,388,589	1,409,411	1,414,411	1,414,411
Transportation Fund	3,689,811	4,316,351	3,581,050	3,901,050
Theatres Fund	3,442,177	3,738,347	4,061,444	4,061,444
Los Robles Greens Golf Course Fund	4,874,577	5,334,000	5,426,180	5,426,180
Total Enterprise Funds	<u>54,715,147</u>	<u>56,838,789</u>	<u>56,205,665</u>	<u>56,519,665</u>
Special Revenue Funds:				
Library Fund	6,205,662	6,041,050	6,156,100	5,917,015
Lighting and Landscaping District Funds	4,910,432	5,138,514	5,138,514	5,138,514
Stormwater Fund	548,748	657,011	657,011	657,011
Street Improvement Funds	6,693,056	5,152,355	5,116,950	5,086,950
CDBG Fund	650,935	607,085	607,085	607,085
Child Care Center Fund	646,633	615,884	615,884	615,884
City Housing Fund	575,545	-	-	421,600
Total Special Revenue Funds	<u>20,231,011</u>	<u>18,211,899</u>	<u>18,291,544</u>	<u>18,444,059</u>
Capital / Debt Service Funds:				
Capital Projects Funds	1,652,090	1,510,700	882,100	882,100
Debt Service Fund - PFA**	4,605	-	-	-
Total Capital / Debt Service Funds	<u>1,656,695</u>	<u>1,510,700</u>	<u>882,100</u>	<u>882,100</u>
Sub-Total	<u>140,701,884</u>	<u>139,059,733</u>	<u>139,250,814</u>	<u>139,328,509</u>
Total	<u>\$ 140,701,884</u>	<u>139,059,733</u>	<u>139,250,814</u>	<u>139,328,509</u>
Internal Service Funds	<u>\$ 719,010</u>	<u>706,000</u>	<u>718,000</u>	<u>718,000</u>

** PFA - Public Financing Authority

BUDGET SUMMARY

ALL FUNDS REVENUE BY CATEGORY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
General Fund:				
Taxes and Fees	\$ 40,407,221	39,919,815	40,808,760	40,732,125
Licenses and Permits	4,829,204	4,355,500	4,400,280	4,420,480
Fines and Penalties	332,962	307,520	310,525	283,220
Revenue From Use of Money	2,060,019	1,989,550	2,168,150	1,764,700
Charges for Current Services	4,907,062	5,337,060	5,389,465	5,874,965
Revenue From Other Agencies	10,689,451	10,227,400	10,426,630	10,048,000
Reimbursements	549,846	163,200	169,395	162,595
Other Revenue	323,266	198,300	198,300	196,600
Total General Fund	<u>64,099,031</u>	<u>62,498,345</u>	<u>63,871,505</u>	<u>63,482,685</u>
Enterprise Funds:				
Charges for Services	48,291,257	49,698,745	49,919,622	49,994,622
Revenue From Use of Money	864,397	1,171,480	1,157,680	1,151,680
Revenue From Other Agencies	640,098	1,341,764	581,163	826,163
Other Revenue	4,919,395	4,626,800	4,547,200	4,547,200
Total Enterprise Funds	<u>54,715,147</u>	<u>56,838,789</u>	<u>56,205,665</u>	<u>56,519,665</u>
Special Revenue Funds:				
Taxes	13,933,931	14,446,319	14,525,244	14,333,579
Charges for Services	782,395	873,511	873,511	852,511
Revenue From Use of Money	143,145	101,900	102,620	491,200
Revenue From Other Agencies	4,721,060	2,732,269	2,732,269	2,687,269
Other Revenue	650,480	57,900	57,900	79,500
Total Special Revenue Funds	<u>20,231,011</u>	<u>18,211,899</u>	<u>18,291,544</u>	<u>18,444,059</u>
Capital / Debt Service Funds:				
Developer Fees	1,139,191	1,095,800	452,800	452,800
Revenue From Use of Money	408,277	405,900	420,300	420,300
Other Revenue	109,227	9,000	9,000	9,000
Total Capital / Debt Service Fund	<u>1,656,695</u>	<u>1,510,700</u>	<u>882,100</u>	<u>882,100</u>
Sub-Total	<u>140,701,884</u>	<u>139,059,733</u>	<u>139,250,814</u>	<u>139,328,509</u>
Total	<u>\$ 140,701,884</u>	<u>139,059,733</u>	<u>139,250,814</u>	<u>139,328,509</u>
Internal Service Funds	<u>\$ 719,010</u>	<u>706,000</u>	<u>718,000</u>	<u>718,000</u>

BUDGET SUMMARY

ALL FUNDS ALLOCATION BY FUND

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
General Fund	\$ 62,658,590	63,817,490	63,837,220	63,186,491
Enterprise Funds:				
Water Fund	18,814,858	22,477,731	26,943,880	27,004,485
Wastewater Fund	19,425,989	22,068,532	25,756,443	25,695,570
Solid Waste Fund	1,476,861	1,948,025	1,716,396	1,795,935
Transportation Fund	3,871,544	4,979,527	4,263,823	4,633,320
Theatres Fund	3,764,830	4,276,153	4,181,044	4,239,163
Los Robles Greens Golf Course Fund	4,428,524	5,543,432	5,859,738	5,859,738
Total Enterprise Funds	<u>51,782,606</u>	<u>61,293,400</u>	<u>68,721,324</u>	<u>69,228,211</u>
Special Revenue Funds:				
Library Fund	8,002,047	8,181,405	7,673,764	7,636,588
Lighting and Landscaping District Funds	5,822,294	7,352,518	6,363,915	6,400,923
Stormwater Fund	504,507	945,648	978,832	978,785
Street Improvement Funds	5,994,855	21,074,544	7,536,697	7,536,697
CDBG Fund	650,936	607,085	607,085	607,085
Child Care Center Fund	718,124	716,804	718,170	718,170
City Housing Fund	-	-	-	450,967
Total Special Revenue Funds	<u>21,692,763</u>	<u>38,878,004</u>	<u>23,878,463</u>	<u>24,329,215</u>
Capital / Debt Service Funds:				
Capital Projects Funds	954,823	5,743,711	2,470,000	2,470,000
Debt Service Fund - PFA**	1,171,202	1,157,464	1,157,314	1,157,314
Total Capital / Debt Service Funds	<u>2,126,025</u>	<u>6,901,175</u>	<u>3,627,314</u>	<u>3,627,314</u>
Sub-Total	<u>138,259,984</u>	<u>170,890,069</u>	<u>160,064,321</u>	<u>160,371,231</u>
Total	\$ <u>138,259,984</u>	<u>170,890,069</u>	<u>160,064,321</u>	<u>160,371,231</u>
Internal Service Funds	\$ <u>1,485,716</u>	<u>1,324,000</u>	<u>1,336,000</u>	<u>1,312,711</u>

** PFA - Public Financing Authority

BUDGET SUMMARY

ALL FUNDS ALLOCATION BY DEPARTMENT / PROGRAM

	Prior Year Actual <u>2010-2011</u>	Adopted Budget 2011-2012 <u>(6/14/2011)</u>	Adopted Budget 2012-2013 <u>(6/14/2011)</u>	Re-Adopted Budget 2012-2013 <u>(6/26/2012)</u>
General Fund:				
City Council	\$ 239,606	292,193	283,914	293,304
City Manager	2,186,441	2,956,968	2,979,936	2,922,254
Human Resources	1,506,820	1,997,246	2,037,390	1,851,941
City Attorney	1,584,651	1,564,032	1,571,427	1,541,594
City Clerk	973,022	1,021,134	1,100,269	1,050,787
Finance	10,028,705	9,619,806	8,497,469	8,833,106
Police	25,219,044	26,159,526	27,456,477	26,992,991
Community Development	7,832,982	7,505,134	7,262,651	7,405,943
Cultural Affairs	1,217,835	1,331,765	1,320,081	1,110,202
Public Works	11,869,484	11,369,686	11,327,606	11,184,369
Total General Fund	<u>62,658,590</u>	<u>63,817,490</u>	<u>63,837,220</u>	<u>63,186,491</u>
Enterprise Funds:				
Water Fund:				
Administration	234,480	263,377	258,713	276,673
Business Management	13,478,622	15,002,557	15,339,010	15,338,497
Engineering Services	969,461	1,049,516	1,047,443	1,080,326
Municipal Service Center	561,545	493,002	502,269	500,031
Conservation	151,037	158,781	159,672	159,219
Storage and Distribution	2,020,193	2,740,276	2,793,108	2,806,380
Groundwater	14,528	43,755	44,311	44,013
Quality Assurance	167,444	191,532	198,919	198,911
Capital Programs	1,217,548	2,534,935	6,600,435	6,600,435
Total Water Fund	<u>18,814,858</u>	<u>22,477,731</u>	<u>26,943,880</u>	<u>27,004,485</u>
Wastewater Fund:				
Administration	226,580	232,224	226,117	240,071
Business Management	2,106,180	2,413,089	2,445,554	2,444,809
Engineering Services	1,179,546	1,259,322	1,259,237	1,295,092
Municipal Service Center	401,113	358,535	361,291	359,411
Wastewater Lines	1,402,303	1,564,867	1,698,914	1,700,518
Industrial Waste Inspection	337,335	395,635	394,760	398,159
Hill Canyon Treatment Plant	6,290,516	7,441,760	7,455,470	7,342,410
Capital Projects	7,482,416	8,403,100	11,915,100	11,915,100
Total Wastewater Fund	<u>19,425,989</u>	<u>22,068,532</u>	<u>25,756,443</u>	<u>25,695,570</u>

* - Community Development Block Grant

BUDGET SUMMARY

ALL FUNDS ALLOCATION BY DEPARTMENT / PROGRAM

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
Solid Waste Fund:				
Administration	112,627	180,300	41,970	45,978
Business Management	155,192	148,333	149,849	149,698
Recycling	567,757	823,857	719,146	756,594
Household Hazardous Waste	571,870	715,535	724,431	762,665
Community Enhancement	69,415	80,000	81,000	81,000
Total Solid Waste Fund	1,476,861	1,948,025	1,716,396	1,795,935
Transportation Fund:				
Bus, Ventura Intercity Services Transit Authority	307,650	281,948	292,317	292,269
Bus, Local	1,275,580	2,453,562	1,639,477	1,834,186
Dial-A-Ride	2,288,314	2,244,017	2,332,029	2,506,865
Total Transportation Fund	3,871,544	4,979,527	4,263,823	4,633,320
Theatres Fund:				
Kavli Center	2,745,602	3,016,855	2,947,155	2,979,753
Scherr Forum Theatre	1,019,228	1,259,298	1,233,889	1,259,410
Total Theatres Fund	3,764,830	4,276,153	4,181,044	4,239,163
Los Robles Greens Golf Course Fund	4,428,524	5,543,432	5,859,738	5,859,738
Total Enterprise Funds	51,782,606	61,293,400	68,721,324	69,228,211
Special Revenue Funds:				
Library Fund:				
Administration	1,448,674	1,466,054	1,516,866	1,487,099
Reference Services	837,947	410,888	412,756	412,596
Children's and Young Adult Services	589,997	338,415	340,165	340,681
Special Collections	202,373	238,561	240,030	234,360
Circulation	1,064,714	1,072,983	1,076,909	1,086,859
Collection Development	448,465	1,225,853	1,228,528	1,215,151
Technical Services	884,939	731,516	730,733	731,090
Maintenance	990,338	1,134,632	810,769	810,212
Information Systems	632,280	535,225	543,296	538,368
Newbury Park Branch	902,320	1,027,278	773,712	780,172
Total Library Fund	8,002,047	8,181,405	7,673,764	7,636,588
Total Lighting & Landscaping Funds	5,822,294	7,352,518	6,363,915	6,400,923
Total Stormwater Funds	504,507	945,648	978,832	978,785
Total Street Improvement Funds	5,994,855	21,074,544	7,536,697	7,536,697

* - Community Development Block Grant

BUDGET SUMMARY

ALL FUNDS ALLOCATION BY DEPARTMENT / PROGRAM

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
Total CDBG Fund *	650,936	607,085	607,085	607,085
Total Child Care Center Fund	718,124	716,804	718,170	718,170
Total City Housing Funds	-	-	-	450,967
Total Special Revenue Funds	<u>21,692,763</u>	<u>38,878,004</u>	<u>23,878,463</u>	<u>24,329,215</u>
Total Capital Project Funds	954,823	5,743,711	2,470,000	2,470,000
Total Debt Service Fund (PFA)	<u>1,171,202</u>	<u>1,157,464</u>	<u>1,157,314</u>	<u>1,157,314</u>
Sub-Total	\$ <u>138,259,984</u>	<u>170,890,069</u>	<u>160,064,321</u>	<u>160,371,231</u>
Total	\$ <u><u>138,259,984</u></u>	<u><u>170,890,069</u></u>	<u><u>160,064,321</u></u>	<u><u>160,371,231</u></u>
<u>Internal Service Funds</u>				
Liability Insurance	\$ 884,136	625,000	637,000	613,711
Workers' Compensation	548,881	630,000	630,000	630,000
Vision	<u>52,699</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>
Total Internal Service Funds	\$ <u><u>1,485,716</u></u>	<u><u>1,324,000</u></u>	<u><u>1,336,000</u></u>	<u><u>1,312,711</u></u>

* - Community Development Block Grant

GENERAL FUND

- City Council
- City Manager
- Human Resources
- City Attorney
- City Clerk
- Finance
- Police
- Community Development
- Cultural Affairs
- Public Works

BUDGET SUMMARY

GENERAL FUND OPERATIONAL SUMMARY

	Prior Year Actual <u>2010-2011</u>	Adopted Budget 2011-2012 <u>(6/14/2011)</u>	Adopted Budget 2012-2013 <u>(6/14/2011)</u>	Re-Adopted Budget 2012-2013 <u>(6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Current Revenues	\$ 64,099,031	62,498,345	63,871,505	63,482,685
Transfers From Other Funds	1,815,294	2,073,721	2,056,800	1,996,800
Reserve Account*	-	2,932,800	1,008,000	1,008,000
Total Available for Allocation	<u>\$ 65,914,325</u>	<u>67,504,866</u>	<u>66,936,305</u>	<u>66,487,485</u>
<u>Estimated Requirements</u>				
Operating Requirements:				
Salaries	\$ 19,351,798	19,332,332	19,330,463	18,478,545
Fringe Benefits	8,707,881	9,082,082	9,265,426	8,669,794
Maintenance and Operations:				
Supplies and Equipment	1,495,159	1,680,840	1,690,285	1,684,285
Repairs and Maintenance	3,325,724	3,981,200	3,662,455	3,766,455
Professional/Contractual Services	29,947,451	30,282,677	31,431,063	31,073,840
Utilities	1,411,364	1,383,650	1,418,450	1,418,450
Insurance and Claims	1,158,466	1,033,300	1,065,500	1,034,654
Equipment/Building Rental	556,578	549,500	551,500	551,500
Training and Memberships	256,027	438,235	433,295	433,295
Asset Replacement Funding	722,046	816,599	836,311	836,311
Total Maintenance and Operations	<u>38,872,815</u>	<u>40,166,001</u>	<u>41,088,859</u>	<u>40,798,790</u>
Charge Backs	(6,344,431)	(6,655,725)	(6,685,528)	(5,598,638)
Capital Outlay:				
Capital Outlay	1,334,710	1,657,118	701,041	701,041
Use of Asset Replacement	(280,014)	(1,557,118)	(701,041)	(701,041)
Total Capital Outlay	<u>1,054,696</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
Total Operating Requirements	<u>61,642,759</u>	<u>62,024,690</u>	<u>62,999,220</u>	<u>62,348,491</u>
Capital Improvements*	1,015,831	1,792,800	838,000	838,000
Transfers to Other Funds	2,075,962	3,687,376	3,099,085	3,300,994
Reserve Account	1,179,773	-	-	-
Total Estimated Requirements	<u>\$ 65,914,325</u>	<u>67,504,866</u>	<u>66,936,305</u>	<u>66,487,485</u>

* Use of General Fund reserves for capital improvements.

BUDGET SUMMARY

GENERAL FUND SCHEDULE OF REVENUE

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
General Fund Revenue and Transfers				
Taxes and Fees:				
Property Tax Apportionment	\$ 6,326,650	6,667,200	6,791,800	6,603,263
Sales and Use Tax	24,999,315	24,554,000	25,193,800	25,193,800
Transient Occupancy Tax	2,702,879	2,505,000	2,555,000	2,605,000
Franchise Fee	5,790,082	5,613,615	5,688,160	5,750,062
Property Transfer Tax	588,295	580,000	580,000	580,000
Total Taxes and Fees	40,407,221	39,919,815	40,808,760	40,732,125
Licenses and Permits:				
Business Licenses	1,926,805	1,945,000	1,985,890	1,985,890
Building Permits/Inspections	2,182,869	2,027,755	2,028,660	2,069,860
Public Works Permits/Inspections	706,622	371,780	374,630	353,630
Other Departments	12,908	10,965	11,100	11,100
Total Licenses and Permits	4,829,204	4,355,500	4,400,280	4,420,480
Fines and Penalties:				
Parking Citations	193,448	227,970	230,305	203,000
Other Court Fees	139,514	79,550	80,220	80,220
Total Fines and Penalties	332,962	307,520	310,525	283,220
Revenue From Use of Money:				
Interest Income	1,326,543	1,272,000	1,443,300	1,036,000
Rental of City Facilities	733,476	717,550	724,850	728,700
Total From Use of Money	2,060,019	1,989,550	2,168,150	1,764,700
Charges for Current Services:				
Public Works Department	83,905	160,000	160,000	110,000
Planning Department	728,799	671,300	677,700	677,700
Building Record Fee	99,485	90,000	90,000	90,000
Law Enforcement	97,918	112,200	114,500	425,000
Services to Enterprise Funds	3,879,784	4,303,200	4,346,900	4,346,900
Other Charges	17,171	360	365	225,365
Total Charges for Current Svcs.	4,907,062	5,337,060	5,389,465	5,874,965
Revenue From Other Agencies:				
Vehicle License Fee	10,302,283	10,165,400	10,364,630	9,786,000
State Mandates/Other State Rev.	82,617	20,000	20,000	20,000
Supplemental Police Grants	131,755	-	-	200,000
FEMA	50,659	-	-	-
Other Grants	122,137	42,000	42,000	42,000
Total From Other Agencies	10,689,451	10,227,400	10,426,630	10,048,000
Reimbursements	549,846	163,200	169,395	162,595
Other Revenue	323,266	198,300	198,300	196,600
Total Revenue	64,099,031	62,498,345	63,871,505	63,482,685
Transfers From Other Funds	1,815,294	2,073,721	2,056,800	1,996,800
Total Revenue and Transfers	\$ 65,914,325	64,572,066	65,928,305	65,479,485

BUDGET SUMMARY

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual <u>2010-2011</u>	Adopted Budget 2011-2012 <u>(6/14/2011)</u>	Adopted Budget 2012-2013 <u>(6/14/2011)</u>	Re-Adopted Budget 2012-2013 <u>(6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 19,351,798	19,332,332	19,330,463	18,478,545
Fringe Benefits	8,707,881	9,082,082	9,265,426	8,669,794
Maintenance and Operations:				
Supplies and Equipment	1,495,159	1,680,840	1,690,285	1,684,285
Repairs and Maintenance	3,325,724	3,981,200	3,662,455	3,766,455
Professional/Contractual Services	29,947,451	30,282,677	31,431,063	31,073,840
Utilities	1,411,364	1,383,650	1,418,450	1,418,450
Insurance and Claims	1,158,466	1,033,300	1,065,500	1,034,654
Equipment/Building Rental	556,578	549,500	551,500	551,500
Training and Memberships	256,027	438,235	433,295	433,295
Asset Replacement Funding	722,046	816,599	836,311	836,311
Total Maintenance and Operations	<u>38,872,815</u>	<u>40,166,001</u>	<u>41,088,859</u>	<u>40,798,790</u>
Charge Backs	(6,344,431)	(6,655,725)	(6,685,528)	(5,598,638)
Capital Outlay:				
Capital Outlay	1,334,710	1,657,118	701,041	701,041
Use of Asset Replacement	(280,014)	(1,557,118)	(701,041)	(701,041)
Total Capital Outlay	<u>1,054,696</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
Capital Improvements	1,015,831	1,792,800	838,000	838,000
Transfers to Other Funds	2,075,962	3,687,376	3,099,085	3,300,994
Total Program Allocations	<u>\$ 64,734,552</u>	<u>67,504,866</u>	<u>66,936,305</u>	<u>66,487,485</u>

BUDGET SUMMARY

GENERAL FUND OPERATING ALLOCATION BUDGET - RE-ADOPTED 2012-2013

	Salaries\ Fringe Benefits	Maint.\ Operations	Charge Backs	Capital Outlay	Total
City Council	\$ 242,187	78,035	(26,918)	-	293,304
City Manager:					
Administration	1,154,265	63,141	(114,532)	-	1,102,874
Economic Development	27,941	108,500	-	-	136,441
Public Information / Special Services	238,706	126,400	-	-	365,106
Intergovernmental Relations	259,250	530,900	-	-	790,150
TOTV / Cable	330,759	196,924	-	-	527,683
Total City Manager	<u>2,010,921</u>	<u>1,025,865</u>	<u>(114,532)</u>	<u>-</u>	<u>2,922,254</u>
Human Resources:					
Administration	605,720	181,700	(19,220)	-	768,200
Risk Management	422,571	681,054	(19,884)	-	1,083,741
Total Human Resources	<u>1,028,291</u>	<u>862,754</u>	<u>(39,104)</u>	<u>-</u>	<u>1,851,941</u>
City Attorney:					
Administration	720,714	496,400	(60,129)	-	1,156,985
Code Compliance	133,095	-	-	-	133,095
Land Use/Housing	251,514	-	-	-	251,514
Total City Attorney	<u>1,105,323</u>	<u>496,400</u>	<u>(60,129)</u>	<u>-</u>	<u>1,541,594</u>
City Clerk:					
Administration	503,563	152,250	(27,289)	-	628,524
Records Management	299,088	123,175	-	-	422,263
Total City Clerk	<u>802,651</u>	<u>275,425</u>	<u>(27,289)</u>	<u>-</u>	<u>1,050,787</u>
Finance:					
Administration	1,285,708	200,800	(58,150)	-	1,428,358
Accounting	909,654	131,800	(45,631)	-	995,823
Treasury & Debt Service Administration	97,380	133,500	(31,519)	-	199,361
Public Services / Revenue Collection Svcs.	1,005,633	441,850	(201,755)	-	1,245,728
Information Technology	1,395,548	805,854	(19,917)	-	2,181,485
General Services	159,538	403,215	(368,410)	-	194,343
Facility Maintenance	897,022	2,662,659	(981,673)	-	2,578,008
Total Finance	<u>5,750,483</u>	<u>4,779,678</u>	<u>(1,707,055)</u>	<u>-</u>	<u>8,823,106</u>

(Continued ...)

BUDGET SUMMARY

GENERAL FUND OPERATING ALLOCATION BUDGET - RE-ADOPTED 2012-2013

	Salaries\ Fringe Benefits	Maint.\ Operations	Charge Backs	Capital Outlay	Total
					(Continued ...)
Police:					
Administration	31,748	1,197,832	-	-	1,229,580
Patrol Svcs., Special Enforcement Unit and Bicycle Patrol	-	13,778,259	-	-	13,778,259
Traffic Services	-	3,434,562	-	-	3,434,562
Investigation Services	-	4,807,283	-	-	4,807,283
Crime Prevention	-	1,876,681	-	-	1,876,681
Vehicle Services	-	1,305,391	-	-	1,305,391
Court Services	-	92,631	-	-	92,631
Special Events and Overtime Svcs.	-	457,144	-	-	457,144
DART	-	11,460	-	-	11,460
Total Police	31,748	26,961,243	-	-	26,992,991
Community Development:					
Administration	303,133	43,870	-	-	347,003
Animal Control Services	17,342	215,300	-	-	232,642
Planning Commission	158,441	14,310	-	-	172,751
Development Services	987,124	119,600	-	-	1,106,724
Public Services	1,182,745	18,410	-	-	1,201,155
COSCA	345,392	292,000	-	-	637,392
Environmental Services	135,856	3,150	-	-	139,006
General Planning	301,453	59,510	-	-	360,963
Building Services	2,207,016	97,200	-	-	2,304,216
Code Compliance	649,998	28,800	-	-	678,798
Community Development Block Grant	97,399	36,850	(106,305)	-	27,944
General Fund Redevelopment Agency	306,528	-	(169,179)	-	137,349
Total Community Development	6,692,427	929,000	(275,484)	-	7,345,943
Cultural Affairs:					
Art Services / Special Projects	213,979	30,200	-	-	244,179
Senior Services	62,984	227,490	-	-	290,474
Teen Services	62,984	512,565	-	-	575,549
Total Community & Cultural Services	339,947	770,255	-	-	1,110,202
					(Continued ...)

BUDGET SUMMARY

GENERAL FUND

OPERATING ALLOCATION BUDGET - RE-ADOPTED 2012-2013

	Salaries\ Fringe Benefits	Maint.\ Operations	Charge Backs	Capital Outlay	Total
					(Continued ...)
Public Works:					
Administration	482,987	42,400	-	-	525,387
Business Management	199,872	3,350	-	-	203,222
Emergency Preparedness	61,872	70,318	-	-	132,190
Engineering Services	1,454,729	207,202	-	-	1,661,931
Traffic Engineering Services	1,155,436	112,788	-	-	1,268,224
Traffic and Transportation Advisory Commission	87,103	1,300	-	-	88,403
Fleet Services	1,080,274	1,701,594	(2,488,475)	-	293,393
Roads	2,576,027	948,442	(40,000)	-	3,484,469
Street Trees / Landscape	1,512,589	1,157,007	(775,000)	-	1,894,596
Municipal Service Center	474,525	266,565	(44,652)	-	696,438
Storm Drain Maintenance	58,947	109,169	-	-	168,116
Total Public Works	<u>9,144,361</u>	<u>4,620,135</u>	<u>(3,348,127)</u>	<u>-</u>	<u>10,416,369</u>
Total General Fund	<u>\$ 27,148,339</u>	<u>40,798,790</u>	<u>(5,598,638)</u>	<u>-</u>	<u>62,348,491</u>

CITY COUNCIL

CITY COUNCIL

GENERAL FUND CITY COUNCIL

Program Description

This program is responsible for providing support to City Council in its efforts to formulate policy and provide leadership consistent with common community values and the goal of achieving and sustaining the highest possible quality of the City's long-term cultural, economic, environmental and social health, and vitality.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 105,290	105,001	105,001	105,001
Fringe Benefits	143,987	153,257	154,478	137,186
Maintenance and Operations:				
Supplies and Equipment	23,023	17,100	17,100	17,100
Professional/Contractual Services	8,961	10,000	10,000	10,000
Utilities	6,001	6,700	6,700	6,700
Equipment/Building Rental	-	6,100	6,100	6,100
Training and Memberships	30,825	47,035	38,135	38,135
Total Maintenance and Operations	68,810	86,935	78,035	78,035
Charge Backs	(78,481)	(53,000)	(53,600)	(26,918)
Total Program Allocations	\$ 239,606	292,193	283,914	293,304

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 5.00; FY 2012-13 - 5.00

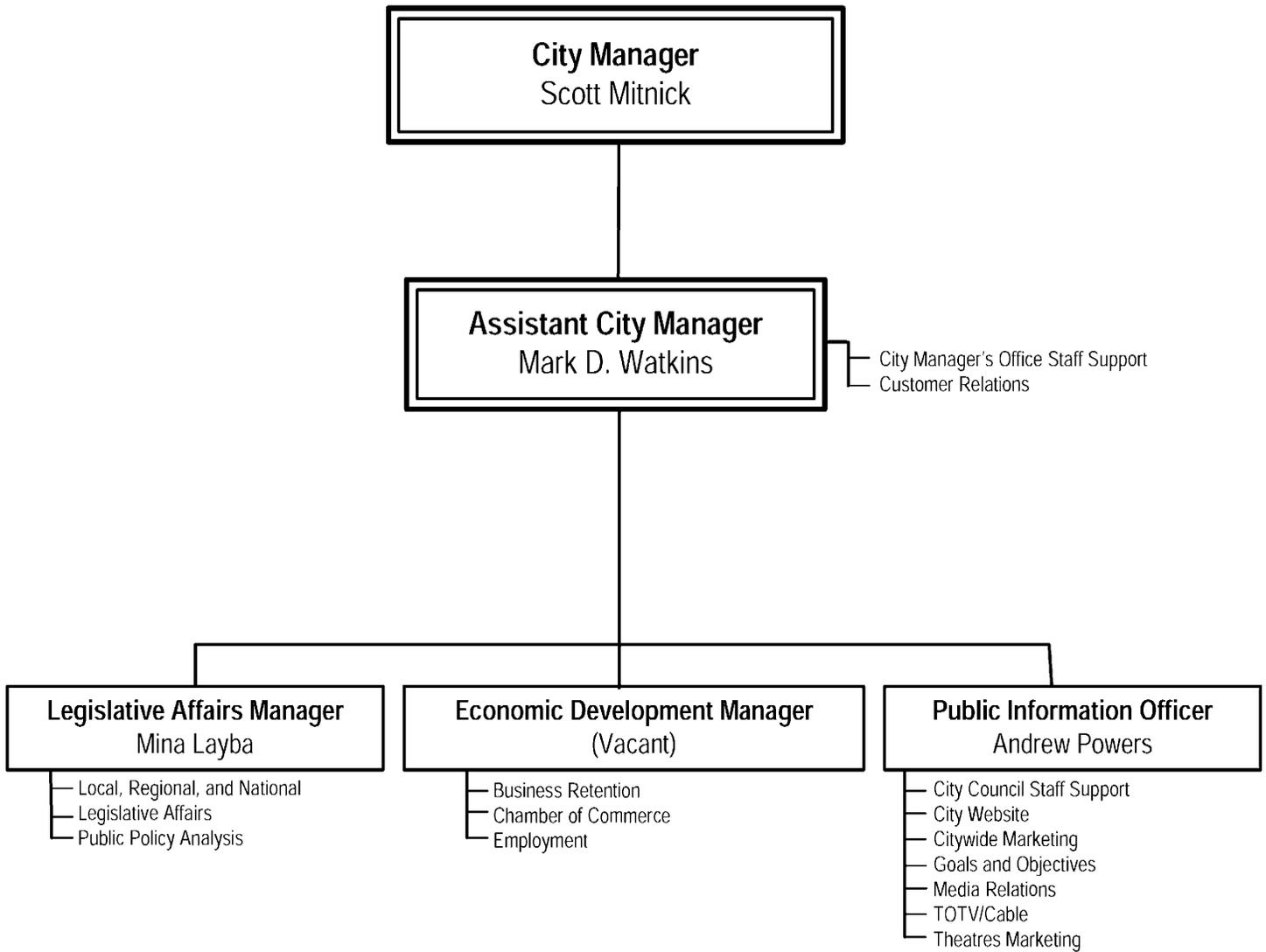
FUNDING SOURCE: This program is funded 100% by General Fund



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CITY MANAGER

City Manager



CITY MANAGER

GENERAL FUND PROGRAMS SUMMARY

City Manager's Office Mission Statement

To provide leadership in the administration of City Council policies, programs, services, and Citywide goals and objectives, and to maintain the quality of life for our residents and businesses, while sustaining the prosperity of the City.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 901,514	1,044,368	1,049,643	1,102,874
Economic Development	383,145	240,837	251,762	136,441
Public Information / Special Services	289,182	364,108	365,646	365,106
Intergovernmental Relations	612,600	785,565	787,003	790,150
TOTV/Media Services	691,696	522,090	525,882	527,683
Total	\$ <u>2,878,137</u>	<u>2,956,968</u>	<u>2,979,936</u>	<u>2,922,254</u>

CITY MANAGER

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 1,203,003	1,417,255	1,419,308	1,352,971
Fringe Benefits	549,466	683,147	695,463	657,950
Maintenance and Operations:				
Supplies and Equipment	73,182	139,000	139,000	139,000
Repairs and Maintenance	11,994	14,200	14,400	14,400
Professional/Contractual Services	465,996	598,000	608,000	608,000
Utilities	8,364	10,400	10,400	10,400
Equipment/Building Rental	4,316	6,300	6,300	6,300
Training and Memberships	84,650	111,250	111,250	111,250
Asset Replacement Funding	5,791	136,516	136,515	136,515
Total Maintenance and Operations	654,293	1,015,666	1,025,865	1,025,865
Charge Backs	(220,321)	(159,100)	(160,700)	(114,532)
Capital Outlay:				
Capital Outlay	-	152,000	-	-
Use of Asset Replacement	-	(152,000)	-	-
Total Capital Outlay	-	-	-	-
Total Program Allocations	\$ 2,186,441	2,956,968	2,979,936	2,922,254

CITY MANAGER

GENERAL FUND ADMINISTRATION

Program Description

To provide administrative direction and oversight to all City departments in accordance with City Council policies.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 763,735	748,326	748,326	759,210
Fringe Benefits	310,933	392,201	398,876	395,055
Maintenance and Operations:				
Supplies and Equipment	12,512	10,900	10,900	10,900
Repairs and Maintenance	11,994	10,100	10,300	10,300
Professional/Contractual Services	2,500	13,000	13,000	13,000
Utilities	5,132	5,000	5,000	5,000
Equipment/Building Rental	-	1,700	1,700	1,700
Training and Memberships	9,238	16,450	16,450	16,450
Asset Replacement Funding	5,791	5,791	5,791	5,791
Total Maintenance and Operations	47,167	62,941	63,141	63,141
Charge Backs	(220,321)	(159,100)	(160,700)	(114,532)
Total Program Allocations	\$ 901,514	1,044,368	1,049,643	1,102,874

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 6.90; FY 2012-13 - 6.90

FUNDING SOURCE: This program is funded 100% by General Fund

CITY MANAGER

GENERAL FUND ECONOMIC DEVELOPMENT

Program Description

Program is responsible for providing City outreach services to business community and provides liaison/support to City's Business Roundtable, Chamber of Commerce, Thousand Oaks Boulevard Association, Business Improvement District, and other business-oriented groups.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 121,402	99,198	99,198	18,933
Fringe Benefits	113,190	43,139	44,064	9,008
Maintenance and Operations:				
Supplies and Equipment	1,615	1,900	1,900	1,900
Professional/Contractual Services	135,857	81,000	91,000	91,000
Utilities	488	700	700	700
Equipment/Building Rental	200	300	300	300
Training and Memberships	10,393	14,600	14,600	14,600
Total Maintenance and Operations	148,553	98,500	108,500	108,500
Total Program Allocations	\$ 383,145	240,837	251,762	136,441

Budget Variance: No material variances noted.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.00; FY 2012-13 - 0.25

FUNDING SOURCE: This program is funded 100% by General Fund

CITY MANAGER

GENERAL FUND

PUBLIC INFORMATION/SPECIAL SERVICES

Program Description

To provide the public and press with information about City services, programs and events.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 150,057	166,102	166,102	166,265
Fringe Benefits	57,407	71,606	73,144	72,441
Maintenance and Operations:				
Supplies and Equipment	57,270	97,600	97,600	97,600
Professional/Contractual Services	16,454	13,000	13,000	13,000
Utilities	1,859	3,300	3,300	3,300
Equipment/Building Rental	4,116	2,500	2,500	2,500
Training and Memberships	2,019	10,000	10,000	10,000
Total Maintenance and Operations	81,718	126,400	126,400	126,400
Total Program Allocations	\$ 289,182	364,108	365,646	365,106

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.75; FY 2012-13 - 1.75

FUNDING SOURCE: This program is funded 100% by General Fund

CITY MANAGER

GENERAL FUND

INTERGOVERNMENTAL RELATIONS

Program Description

This program analyzes and monitors Federal and State legislation, lobbies Federal and State officials on City needs and coordinates City participation in intergovernmental relations with regional, State and Federal organizations.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 167,809	166,622	166,622	169,503
Fringe Benefits	67,936	88,043	89,481	89,747
Maintenance and Operations:				
Supplies and Equipment	1,785	4,500	4,500	4,500
Professional/Contractual Services	311,185	459,000	459,000	459,000
Utilities	885	900	900	900
Training and Memberships	63,000	66,500	66,500	66,500
Total Maintenance and Operations	<u>376,855</u>	<u>530,900</u>	<u>530,900</u>	<u>530,900</u>
Total Program Allocations	<u>\$ 612,600</u>	<u>785,565</u>	<u>787,003</u>	<u>790,150</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.10; FY 2012-13 - 1.10

FUNDING SOURCE: This program is funded 100% by General Fund

CITY MANAGER

GENERAL FUND TOTV/CABLE

Program Description

Provide information concerning the operations and deliberations of City government and programming of regional interest. Administration of cable franchise agreements including compliance issues such as citizen concerns and public access support, franchise renewals and transfers.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 340,716	237,007	239,060	239,060
Fringe Benefits	124,547	88,158	89,898	91,699
Maintenance and Operations:				
Supplies and Equipment	29,523	24,100	24,100	24,100
Repairs and Maintenance	3,580	4,100	4,100	4,100
Professional/Contractual Services	26,483	32,000	32,000	32,000
Utilities	-	500	500	500
Equipment/Building Rental	-	1,800	1,800	1,800
Training and Memberships	1,259	3,700	3,700	3,700
Asset Replacement Funding	99,524	130,725	130,724	130,724
Total Maintenance and Operations	<u>160,369</u>	<u>196,925</u>	<u>196,924</u>	<u>196,924</u>
Capital Outlay:				
Capital Outlay	431,168	152,000	-	-
Use of Asset Replacement	(365,104)	(152,000)	-	-
Total Capital Outlay	<u>66,064</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 691,696</u>	<u>522,090</u>	<u>525,882</u>	<u>527,683</u>

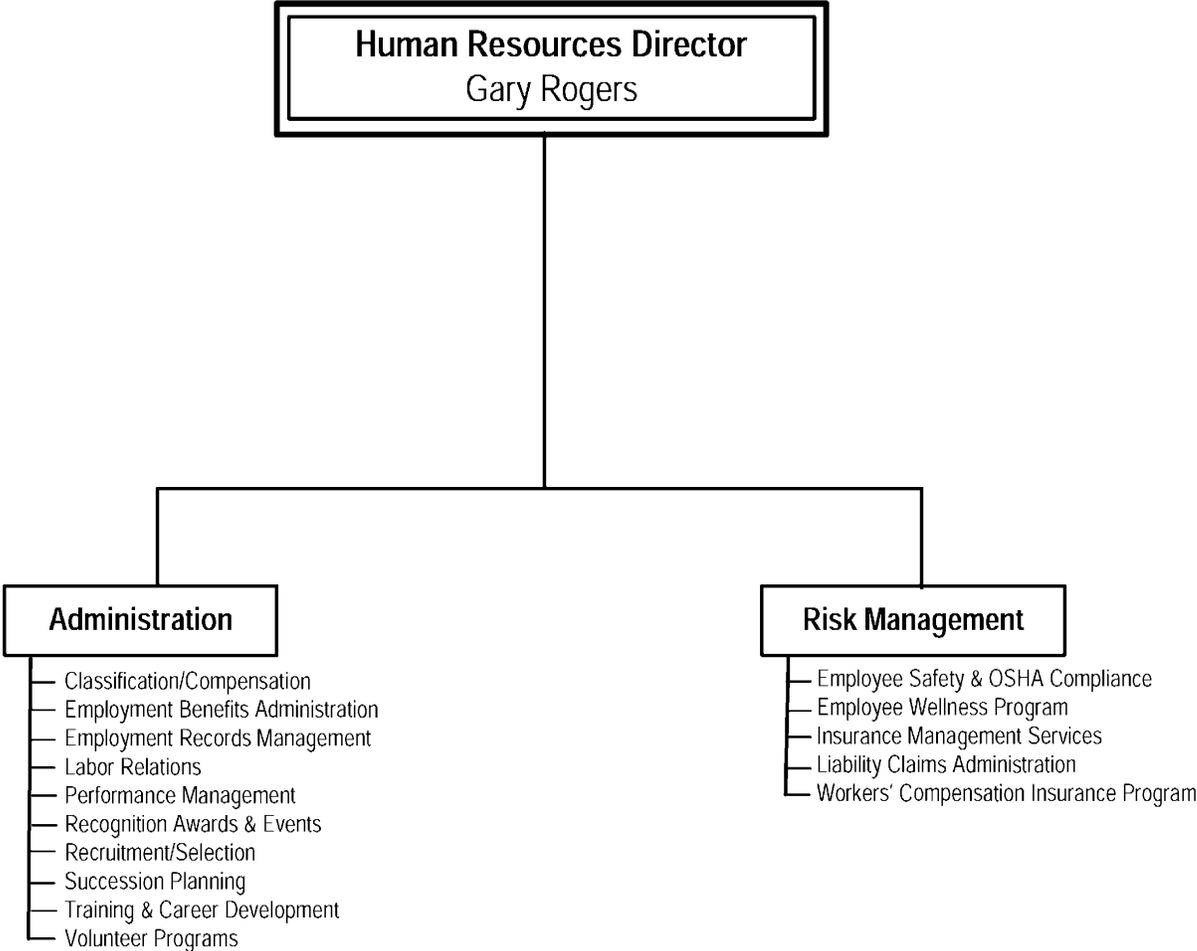
Budget Variance: No material budget variances. TOTV was transferred from CAD to CMO in FY 2011.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.00; FY 2012-13 - 3.00

FUNDING SOURCE: This program is funded 100% by General Fund

HUMAN RESOURCES

Human Resources



HUMAN RESOURCES

GENERAL FUND PROGRAMS SUMMARY

Human Resources Department Mission Statement

To attract, develop, and retain a diverse, well-qualified, and professional workforce that reflects the high standards of the community we serve, and to provide professional, proactive, quality services to our internal and external customers. We are committed to developing and maintaining a high quality of work life, adhering to equitable and ethical personnel standards and effectively managing risks to the City.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocation Summary</u>				
Administration	\$ 756,847	915,402	919,089	768,200
Risk Management	<u>749,973</u>	<u>1,081,844</u>	<u>1,118,301</u>	<u>1,083,741</u>
Total	<u>\$ 1,506,820</u>	<u>1,997,246</u>	<u>2,037,390</u>	<u>1,851,941</u>

HUMAN RESOURCES

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 740,495	712,180	712,180	644,972
Fringe Benefits	350,092	459,166	465,710	383,319
Maintenance and Operations:				
Supplies and Equipment	31,648	38,900	38,900	38,900
Repairs and Maintenance	6,594	7,900	9,700	9,700
Professional/Contractual Services	105,372	157,400	157,400	157,400
Utilities	1,754	1,500	1,500	1,500
Insurance and Claims	604,175	632,800	665,000	634,154
Equipment/Building Rental	-	3,900	3,900	3,900
Training and Memberships	10,329	17,200	17,200	17,200
Total Maintenance and Operations	759,872	859,600	893,600	862,754
Charge Backs	(343,639)	(33,700)	(34,100)	(39,104)
Total Program Allocations	\$ 1,506,820	1,997,246	2,037,390	1,851,941

HUMAN RESOURCES

GENERAL FUND ADMINISTRATION

Program Description

This program provides personnel services including recruitment/selection, labor relations, employee development, retention of personnel files, performance management, classification/compensation and reporting requirements pertaining to employment.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 445,657	424,571	424,571	358,958
Fringe Benefits	221,702	324,131	328,018	246,762
Maintenance and Operations:				
Supplies and Equipment	27,493	33,400	33,400	33,400
Repairs and Maintenance	238	1,000	1,000	1,000
Professional/Contractual Services	86,645	127,400	127,400	127,400
Utilities	1,754	1,500	1,500	1,500
Equipment/Building Rental	-	3,900	3,900	3,900
Training and Memberships	8,795	14,500	14,500	14,500
Total Maintenance and Operations	124,925	181,700	181,700	181,700
Charge Backs	(35,437)	(15,000)	(15,200)	(19,220)
Total Program Allocations	\$ 756,847	915,402	919,089	768,200

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 4.65; FY 2012-13 - 3.65

FUNDING SOURCE: This program is funded 100% by General Fund

HUMAN RESOURCES

GENERAL FUND RISK MANAGEMENT

Program Description

This program oversees the City's Workers' Compensation, Employee Safety, and Risk Management functions.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 294,838	287,609	287,609	286,014
Fringe Benefits	128,390	135,035	137,692	136,557
Maintenance and Operations:				
Supplies and Equipment	4,155	5,500	5,500	5,500
Repairs and Maintenance	6,356	6,900	8,700	8,700
Professional/Contractual Services	18,727	30,000	30,000	30,000
Insurance and Claims	604,175	632,800	665,000	634,154
Training and Memberships	1,534	2,700	2,700	2,700
Total Maintenance and Operations	634,947	677,900	711,900	681,054
Charge Backs	(308,202)	(18,700)	(18,900)	(19,884)
Total Program Allocations	\$ 749,973	1,081,844	1,118,301	1,083,741

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.85; FY 2012-13 - 2.85

FUNDING SOURCE: This program is funded 100% by General Fund

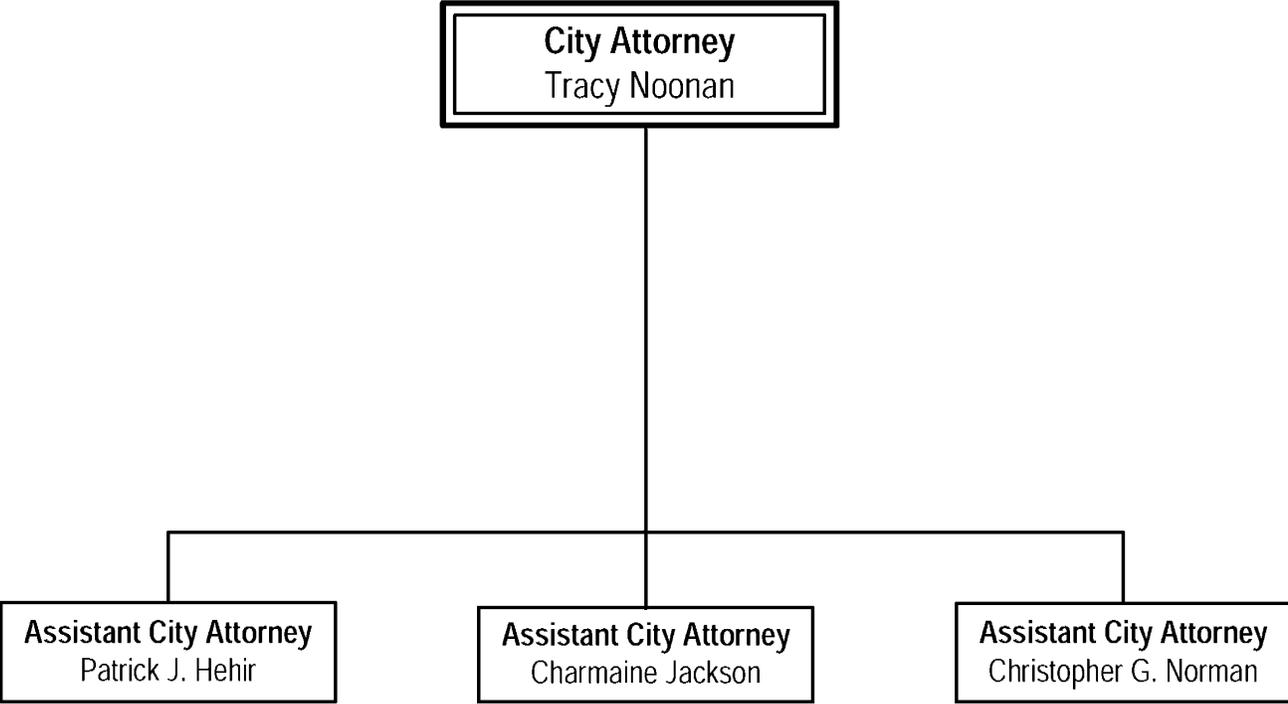


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CITY ATTORNEY

CITY ATTORNEY

City Attorney



CITY ATTORNEY

GENERAL FUND PROGRAMS SUMMARY

City Attorney's Office Mission Statement

To provide sound, timely, and cost-effective legal analysis, advice, and representation to the City Council, Commissions, Boards, and City staff. The City Attorney's Office is committed to working with staff in carrying out City Council policies, not only by giving advice, but by assisting in formulating solutions.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocation Summary</u>				
Administration (General Legal Services)	\$ 1,109,487	1,182,479	1,187,368	1,156,985
Code Compliance	190,153	139,312	140,222	133,095
Land Use/Housing	<u>285,011</u>	<u>242,241</u>	<u>243,837</u>	<u>251,514</u>
Total	<u>\$ 1,584,651</u>	<u>1,564,032</u>	<u>1,571,427</u>	<u>1,541,594</u>

CITY ATTORNEY

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 794,306	783,732	783,732	791,352
Fringe Benefits	311,578	331,700	338,995	313,971
Maintenance and Operations:				
Supplies and Equipment	33,417	35,950	35,950	35,950
Repairs and Maintenance	11,352	16,900	17,500	17,500
Professional/Contractual Services	220	10,100	10,100	10,100
Utilities	2,669	4,100	4,100	4,100
Insurance and Claims	554,291	400,000	400,000	400,000
Equipment/Building Rental	-	3,500	3,500	3,500
Training and Memberships	8,093	25,250	25,250	25,250
Total Maintenance and Operations	610,042	495,800	496,400	496,400
Charge Backs	(131,275)	(47,200)	(47,700)	(60,129)
Total Program Allocations	\$ 1,584,651	1,564,032	1,571,427	1,541,594

CITY ATTORNEY

GENERAL FUND

ADMINISTRATION (GENERAL LEGAL SERVICES)

Program Description

City Attorney serves as general counsel to City and City Council. The Office provides a full range of municipal legal services to City, its officers, and employees. The Office reviews and/or drafts contracts, ordinances, resolutions, and other legal documents, as well as issue legal opinions. The Office processes governmental tort claims, and represents the City in legal actions brought by or against the City.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
Program Allocations				
Salaries	\$ 454,536	512,515	512,515	516,143
Fringe Benefits	176,184	221,364	226,153	204,571
Maintenance and Operations:				
Supplies and Equipment	33,417	35,950	35,950	35,950
Repairs and Maintenance	11,352	16,900	17,500	17,500
Professional/Contractual Services	220	10,100	10,100	10,100
Utilities	2,669	4,100	4,100	4,100
Insurance and Claims	554,291	400,000	400,000	400,000
Equipment/Building Rental	-	3,500	3,500	3,500
Training and Memberships	8,093	25,250	25,250	25,250
Total Maintenance and Operations	610,042	495,800	496,400	496,400
Charge Backs	(131,275)	(47,200)	(47,700)	(60,129)
Total Program Allocations	\$ 1,109,487	1,182,479	1,187,368	1,156,985

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 4.20; FY 2012-13 - 3.35

FUNDING SOURCE: This program is funded 100% by General Fund

CITY ATTORNEY

GENERAL FUND CODE COMPLIANCE

Program Description

Provide legal support including prosecution in gaining compliance with a myriad of City codes to Code Compliance, Animal Control, Public Works, Police, and other departments.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 134,489	98,843	98,843	94,949
Fringe Benefits	55,664	40,469	41,379	38,146
Total Program Allocations	\$ <u>190,153</u>	<u>139,312</u>	<u>140,222</u>	<u>133,095</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.75; FY 2012-13 - 0.65

FUNDING SOURCE: This program is funded 100% by General Fund

CITY ATTORNEY

GENERAL FUND LAND USE/HOUSING

Program Description

City Attorney's Office is general counsel to COSCA and advises the Planning Commission, Community Development Department staff, and Disabled Access Advisory Appeals Board on municipal code provisions and policies, and State and Federal laws pertaining to CEQA, land use, housing, and property rights.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 205,281	172,374	172,374	180,260
Fringe Benefits	79,730	69,867	71,463	71,254
Total Program Allocations	\$ <u>285,011</u>	<u>242,241</u>	<u>243,837</u>	<u>251,514</u>

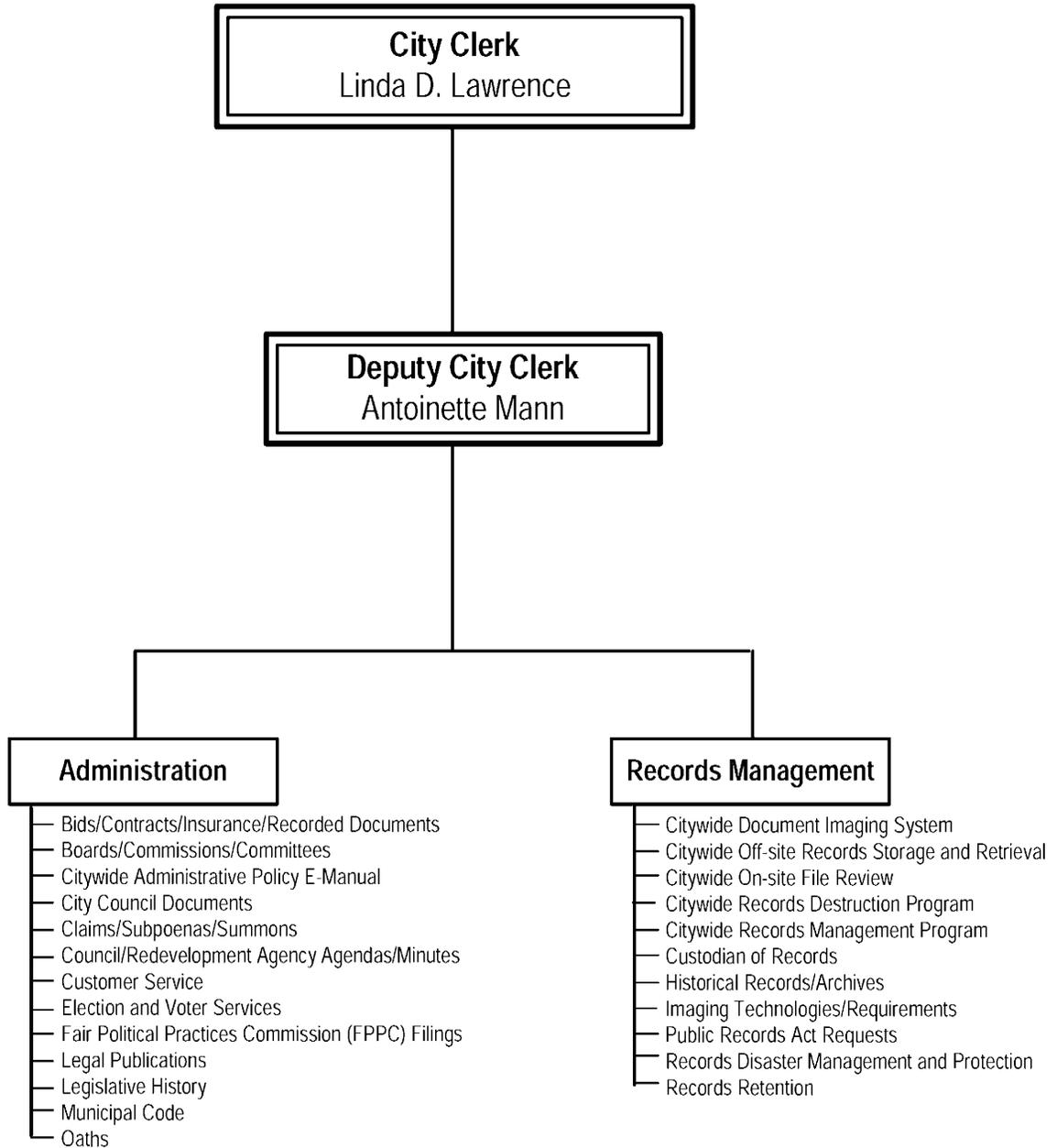
Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.05; FY 2012-13 - 1.00

FUNDING SOURCE: This program is funded 100% by General Fund

CITY CLERK

City Clerk



CITY CLERK

GENERAL FUND PROGRAMS SUMMARY

City Clerk Department Mission Statement

To provide exceptional service by maintaining and preserving the City's official records and legislative history, administering fair and impartial municipal election services in accordance with Federal, State, and local laws, performing statutory and administrative duties in support of City Council goals and objectives, and providing open access to information and the legislative process for all stakeholders, including elected and appointed officials, City employees, and the public-at-large.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 524,213	563,114	637,601	628,524
Records Management	<u>448,809</u>	<u>458,020</u>	<u>462,668</u>	<u>422,263</u>
Total	\$ <u><u>973,022</u></u>	<u><u>1,021,134</u></u>	<u><u>1,100,269</u></u>	<u><u>1,050,787</u></u>

CITY CLERK

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 581,207	589,238	589,238	549,316
Fringe Benefits	258,494	278,621	284,106	253,335
Maintenance and Operations:				
Supplies and Equipment	26,893	32,800	32,800	32,800
Repairs and Maintenance	24,630	28,650	29,150	29,150
Professional/Contractual Services	82,251	60,300	132,750	132,750
Utilities	653	2,000	2,000	2,000
Equipment/Building Rental	46,075	58,800	60,800	60,800
Training and Memberships	14,272	16,900	16,100	16,100
Asset Replacement Funding	1,825	1,825	1,825	1,825
Total Maintenance and Operations	196,599	201,275	275,425	275,425
Charge Backs	(63,278)	(48,000)	(48,500)	(27,289)
Total Program Allocations	\$ 973,022	1,021,134	1,100,269	1,050,787

CITY CLERK

GENERAL FUND ADMINISTRATION

Program Description

This program is responsible for overall management and general support for the following statutory duties pursuant to California State Law as well as other administrative functions including City Council/Redevelopment Agency (RDA) Meetings/Agendas/Minutes, Legislative History, Elections Administration, Assessment District Balloting Compliance, Fair Political Practice Commissions Filings (Statement of Economic Interest/Campaign Disclosures/Lobbyist Disclosures), Brown Act, Legal Publications, Municipal Code, Claims/Summons/Subpoena, Document Management (Resolutions/Ordinances/Contracts/Insurance/Bids/Recorded Documents), Administrative E-Manual, and Citywide Committee/Commission/Boards.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 353,343	359,623	359,623	344,466
Fringe Benefits	155,247	170,891	174,228	159,097
Maintenance and Operations:				
Supplies and Equipment	21,743	26,800	26,800	26,800
Repairs and Maintenance	346	1,100	1,100	1,100
Professional/Contractual Services	46,990	37,800	110,250	110,250
Utilities	653	2,000	2,000	2,000
Equipment/Building Rental	-	2,400	2,400	2,400
Training and Memberships	9,169	10,500	9,700	9,700
Total Maintenance and Operations	78,901	80,600	152,250	152,250
Charge Backs	(63,278)	(48,000)	(48,500)	(27,289)
Total Program Allocations	\$ 524,213	563,114	637,601	628,524

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 4.65; FY 2012-13 - 4.15

FUNDING SOURCE: This program is funded 100% by General Fund

CITY CLERK

GENERAL FUND

RECORDS MANAGEMENT

Program Description

Records Management is responsible for providing uniform and consistent guidance for management of all City records including existing paper and electronic records through the Administration of the Citywide Records Management Program. This is accomplished through the development and maintenance of the retention schedule that identifies classifications of records and retention time periods based on legal, fiscal, administrative, operational and research requirements. This program ensures compliance with State and Federal Records Retention regulations, storage, retrieval/destruction, protection and disaster recovery of official City records, and historical/archival record development.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 227,864	229,615	229,615	204,850
Fringe Benefits	103,247	107,730	109,878	94,238
Maintenance and Operations:				
Supplies and Equipment	5,150	6,000	6,000	6,000
Repairs and Maintenance	24,284	27,550	28,050	28,050
Professional/Contractual Services	35,261	22,500	22,500	22,500
Equipment/Building Rental	46,075	56,400	58,400	58,400
Training and Memberships	5,103	6,400	6,400	6,400
Asset Replacement Funding	1,825	1,825	1,825	1,825
Total Maintenance and Operations	117,698	120,675	123,175	123,175
Total Program Allocations	\$ 448,809	458,020	462,668	422,263

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.35; FY 2012-13 - 2.85

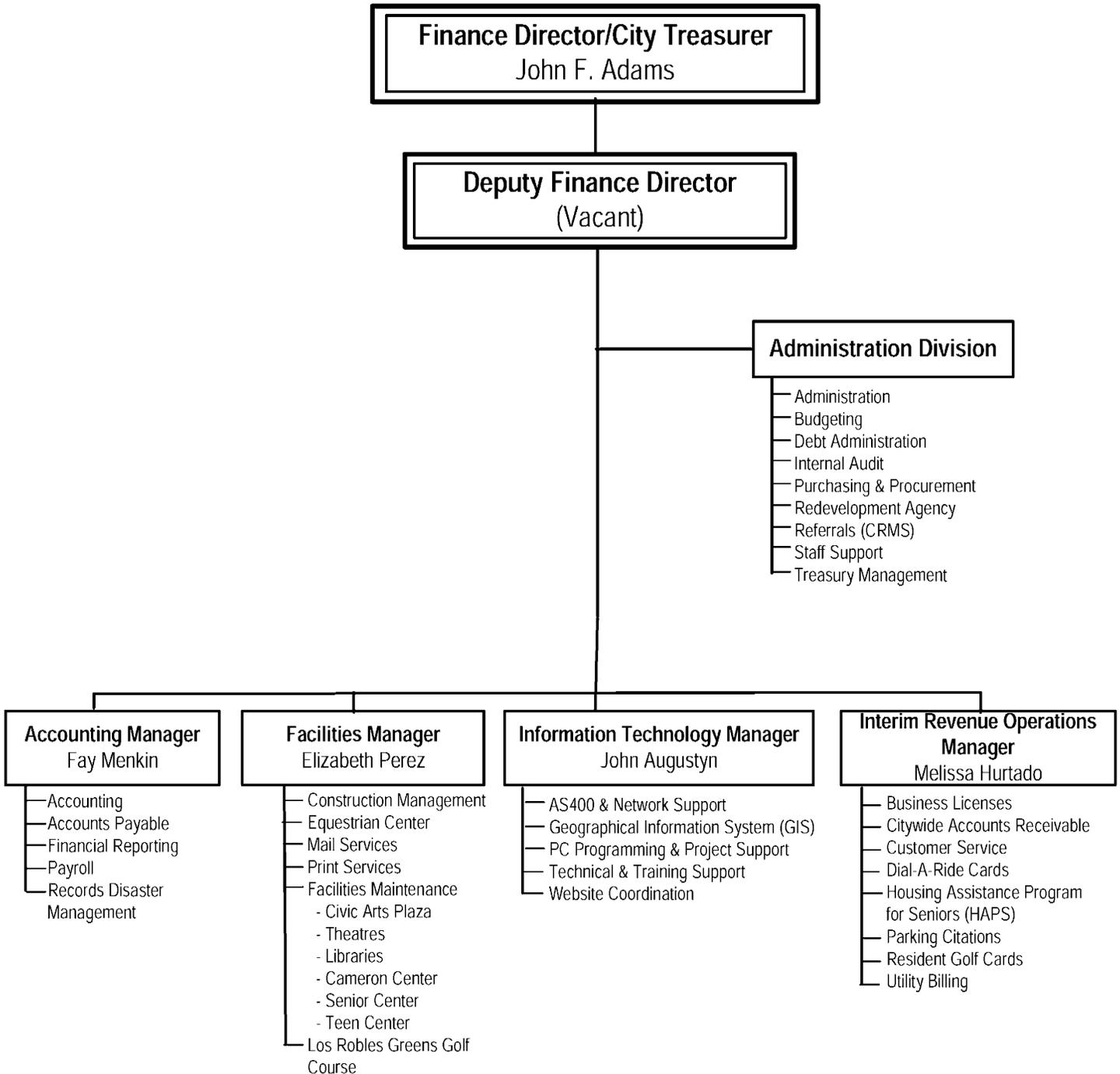
FUNDING SOURCE: This program is funded 100% by General Fund



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FINANCE

Finance



FINANCE

GENERAL FUND

PROGRAMS SUMMARY

Finance Department Mission Statement

To provide all City stakeholders with accurate and timely financial information, well-maintained City-owned facilities, extraordinary customer service, and dependable information technology resources in the most efficient and effective manner.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 1,124,316	1,224,442	1,119,606	1,428,358
Accounting	973,321	1,017,795	1,035,971	995,823
Treasury and Debt Service Administration	112,148	118,977	127,916	199,361
Public Services / Revenue Collection Services	1,185,606	1,246,755	1,260,427	1,245,728
Information Technology	3,029,265	2,185,908	2,130,649	2,181,485
General Services	189,403	225,037	234,919	194,343
Facility Maintenance	3,414,646	3,600,892	2,587,981	2,588,008
Total	\$ <u>10,028,705</u>	<u>9,619,806</u>	<u>8,497,469</u>	<u>8,833,106</u>

FINANCE

GENERAL FUND

ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 3,902,223	3,967,934	3,972,862	3,969,588
Fringe Benefits	1,637,827	1,809,344	1,847,873	1,780,895
Maintenance and Operations:				
Supplies and Equipment	532,391	623,600	598,450	598,450
Repairs and Maintenance	599,520	1,067,700	771,600	771,600
Professional/Contractual Services	1,446,262	1,875,650	1,713,650	1,813,650
Utilities	969,585	917,600	951,200	951,200
Equipment/Building Rental	496,075	428,150	428,150	428,150
Training and Memberships	46,997	73,750	77,450	77,450
Asset Replacement Funding	224,102	206,999	139,178	139,178
Total Maintenance and Operations	4,314,932	5,193,449	4,679,678	4,779,678
Charge Backs	(1,767,289)	(2,025,921)	(2,012,944)	(1,707,055)
Capital Outlay:				
Capital Outlay	1,078,374	203,000	128,000	128,000
Use of Asset Replacement	(36,702)	(178,000)	(128,000)	(128,000)
Total Capital Outlay	1,041,672	25,000	-	-
Capital Improvements	899,340	650,000	10,000	10,000
Total Program Allocations	\$ 10,028,705	9,619,806	8,497,469	8,833,106

FINANCE

GENERAL FUND ADMINISTRATION

Program Description

This program is responsible for management oversight and general support for department, including administrative support, office supplies, records management, internal auditing, budget coordination, purchasing, special projects, miscellaneous management reporting, and coordination of all issues having a financial impact with City departments, the Redevelopment Agency, and outside agencies.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 840,004	858,474	858,474	890,599
Fringe Benefits	350,271	376,618	384,732	395,109
Maintenance and Operations:				
Supplies and Equipment	29,639	43,050	28,900	28,900
Repairs and Maintenance	4,833	6,400	6,400	6,400
Professional/Contractual Services	26,020	134,100	34,100	134,100
Equipment/Building Rental	-	7,300	7,300	7,300
Training and Memberships	18,306	20,600	24,100	24,100
Total Maintenance and Operations	78,798	211,450	100,800	200,800
Charge Backs	(144,757)	(222,100)	(224,400)	(58,150)
Total Program Allocations	\$ 1,124,316	1,224,442	1,119,606	1,428,358

Budget Variance: Purchasing is now a part of Administration and no longer a part of General Services.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 6.45; FY 2012-13 - 6.75

FUNDING SOURCE: This program is funded 100% by General Fund

FINANCE

GENERAL FUND ACCOUNTING

Program Description

This program provides financial management and reporting, budgeting, payroll, accounts payable, cash receipts, and accounting services for the City, consistent with legal requirements and generally accepted accounting principles.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 664,399	666,367	666,463	634,948
Fringe Benefits	284,794	310,928	317,308	274,706
Maintenance and Operations:				
Supplies and Equipment	6,263	6,000	7,400	7,400
Professional/Contractual Services	100,283	101,600	112,600	112,600
Training and Memberships	9,969	11,700	11,800	11,800
Total Maintenance and Operations	116,515	119,300	131,800	131,800
Charge Backs	(92,387)	(78,800)	(79,600)	(45,631)
Total Program Allocations	\$ 973,321	1,017,795	1,035,971	995,823

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 8.50; FY 2012-13 - 7.50

FUNDING SOURCE: This program is funded 100% by General Fund

FINANCE

GENERAL FUND

TREASURY & DEBT SERVICE ADMINISTRATION

Program Description

This program is responsible for the investment of City funds, administration of banking transactions, and administration of the City's legal and fiduciary responsibilities for timely payment of principal and interest on the City's outstanding bond obligations and for ongoing bond disclosure.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 66,482	69,010	69,010	69,010
Fringe Benefits	24,886	28,067	28,706	28,370
Maintenance and Operations:				
Supplies and Equipment	-	100	100	100
Professional/Contractual Services	116,476	119,100	128,500	128,500
Training and Memberships	1,929	4,900	4,900	4,900
Total Maintenance and Operations	118,405	124,100	133,500	133,500
Charge Backs	(97,625)	(102,200)	(103,300)	(31,519)
Total Program Allocations	\$ 112,148	118,977	127,916	199,361

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.75; FY 2012-13 - 0.75

FUNDING SOURCE: This program is funded 100% by General Fund

FINANCE

GENERAL FUND

PUBLIC SERVICES AND REVENUE COLLECTION SERVICES

Program Description

This program provides customer support, administration and revenue collection for Utility Bills, Business Taxes, Parking Citations, False Alarms, Transient Occupancy Tax, Subsidized Taxi Cards, Driving Under the Influence Fees, Golf Cards, Animal Licenses, and Facilities Rental. In addition, administration of the Housing Assistance Program for Seniors, as well as cashiering and City Hall telephone switchboard services, are provided.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 653,304	679,795	684,627	683,950
Fringe Benefits	297,464	327,307	334,976	321,683
Maintenance and Operations:				
Supplies and Equipment	172,863	154,450	154,450	154,450
Repairs and Maintenance	-	200	200	200
Professional/Contractual Services	238,793	275,500	276,700	276,700
Equipment/Building Rental	-	3,500	3,500	3,500
Training and Memberships	698	6,900	7,000	7,000
Total Maintenance and Operations	412,354	440,550	441,850	441,850
Charge Backs	(177,516)	(200,897)	(201,026)	(201,755)
Total Program Allocations	\$ 1,185,606	1,246,755	1,260,427	1,245,728

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 11.50; FY 2012-13 - 10.50

FUNDING SOURCE: This program is funded 100% by General Fund

FINANCE

GENERAL FUND

INFORMATION TECHNOLOGY

Program Description

This program provides for the budgeting, purchasing, installation, maintenance, training, new technology project review, and development of the City's computer systems. Information Technology provides for operation and maintenance of the City's AS/400 computer system that runs the City's financial, building permits, water and wastewater billing, and other major staff support systems. Also, the program provides for operation and maintenance of the City's 400+ PCs, wide-area computer network and associated hardware and software, ShoreTel phone system, a PC training program available to City staff, and project review and funding for new Citywide software and technology.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 955,301	951,109	951,109	969,809
Fringe Benefits	370,553	420,352	429,286	425,739
Maintenance and Operations:				
Supplies and Equipment	121,491	153,900	141,900	141,900
Repairs and Maintenance	314,192	365,500	365,500	365,500
Professional/Contractual Services	73,809	140,400	158,400	158,400
Training and Memberships	12,993	26,200	26,200	26,200
Asset Replacement Funding	168,207	183,447	113,854	113,854
Total Maintenance and Operations	690,692	869,447	805,854	805,854
Charge Backs	(35,036)	(55,000)	(55,600)	(19,917)
Capital Outlay:				
Capital Outlay	1,068,198	178,000	128,000	128,000
Use of Asset Replacement	(29,849)	(178,000)	(128,000)	(128,000)
Total Capital Outlay	1,038,349	-	-	-
Capital Improvements	9,406	-	-	-
Total Program Allocations	\$ 3,029,265	2,185,908	2,130,649	2,181,485

Budget Variance: Capital Improvements in FY 2010-2011 is related to the new Citywide phone system.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 10.00; FY 2012-13 - 10.00

FUNDING SOURCE: This program is funded 100% by General Fund

FINANCE

GENERAL FUND GENERAL SERVICES

Program Description

This program provides services of Reprographics and Mail Services ensuring production of high quality products at competitive pricing, and timely, cost-efficient mail processing.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 90,099	134,249	134,249	109,117
Fringe Benefits	36,785	63,675	64,800	50,421
Maintenance and Operations:				
Supplies and Equipment	132,149	185,750	185,750	185,750
Repairs and Maintenance	18,094	99,600	99,800	99,800
Equipment/Building Rental	203,019	114,400	114,400	114,400
Training and Memberships	1,890	200	200	200
Asset Replacement Funding	39,327	3,063	3,065	3,065
Total Maintenance and Operations	<u>394,479</u>	<u>403,013</u>	<u>403,215</u>	<u>403,215</u>
Charge Backs	(335,283)	(375,900)	(367,345)	(368,410)
Capital Outlay:				
Capital Outlay	10,176	-	-	-
Use of Asset Replacement	(6,853)	-	-	-
Total Capital Outlay	<u>3,323</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 189,403</u>	<u>225,037</u>	<u>234,919</u>	<u>194,343</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 4.30; FY 2012-13 - 4.00

FUNDING SOURCE: This program is funded 100% by General Fund

FINANCE

GENERAL FUND

FACILITY MAINTENANCE

Program Description

This program maintains the following facilities: Kavli and Scherr Forum Theatres, City Hall and Civic Arts Plaza Park, Parking Structure, Child Care Center, Cameron Center, Teen Center, Senior Adult Center, 401 W. Hillcrest, 403 W. Hillcrest, Day Labor Site, and Transportation Center. This program also manages the lease and management agreements for the Los Robles Golf Course and Community Banquet and Rancho Potrero Equestrian Center and coordinates the development of future facilities, renovations, and expansions.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 632,634	608,930	608,930	612,155
Fringe Benefits	273,074	282,397	288,065	284,867
Maintenance and Operations:				
Supplies and Equipment	69,986	80,350	79,950	79,950
Repairs and Maintenance	262,401	596,000	299,700	299,700
Professional/Contractual Services	890,881	1,104,950	1,003,350	1,003,350
Utilities	969,585	917,600	951,200	951,200
Equipment/Building Rental	293,056	302,950	302,950	302,950
Training and Memberships	1,212	3,250	3,250	3,250
Asset Replacement Funding	16,568	20,489	22,259	22,259
Total Maintenance and Operations	<u>2,503,689</u>	<u>3,025,589</u>	<u>2,662,659</u>	<u>2,662,659</u>
Charge Backs	(884,685)	(991,024)	(981,673)	(981,673)
Capital Outlay:				
Capital Outlay	-	25,000	-	-
Capital Improvements	<u>889,934</u>	<u>650,000</u>	<u>10,000</u>	<u>10,000</u>
Total Program Allocations	<u>\$ 3,414,646</u>	<u>3,600,892</u>	<u>2,587,981</u>	<u>2,588,008</u>

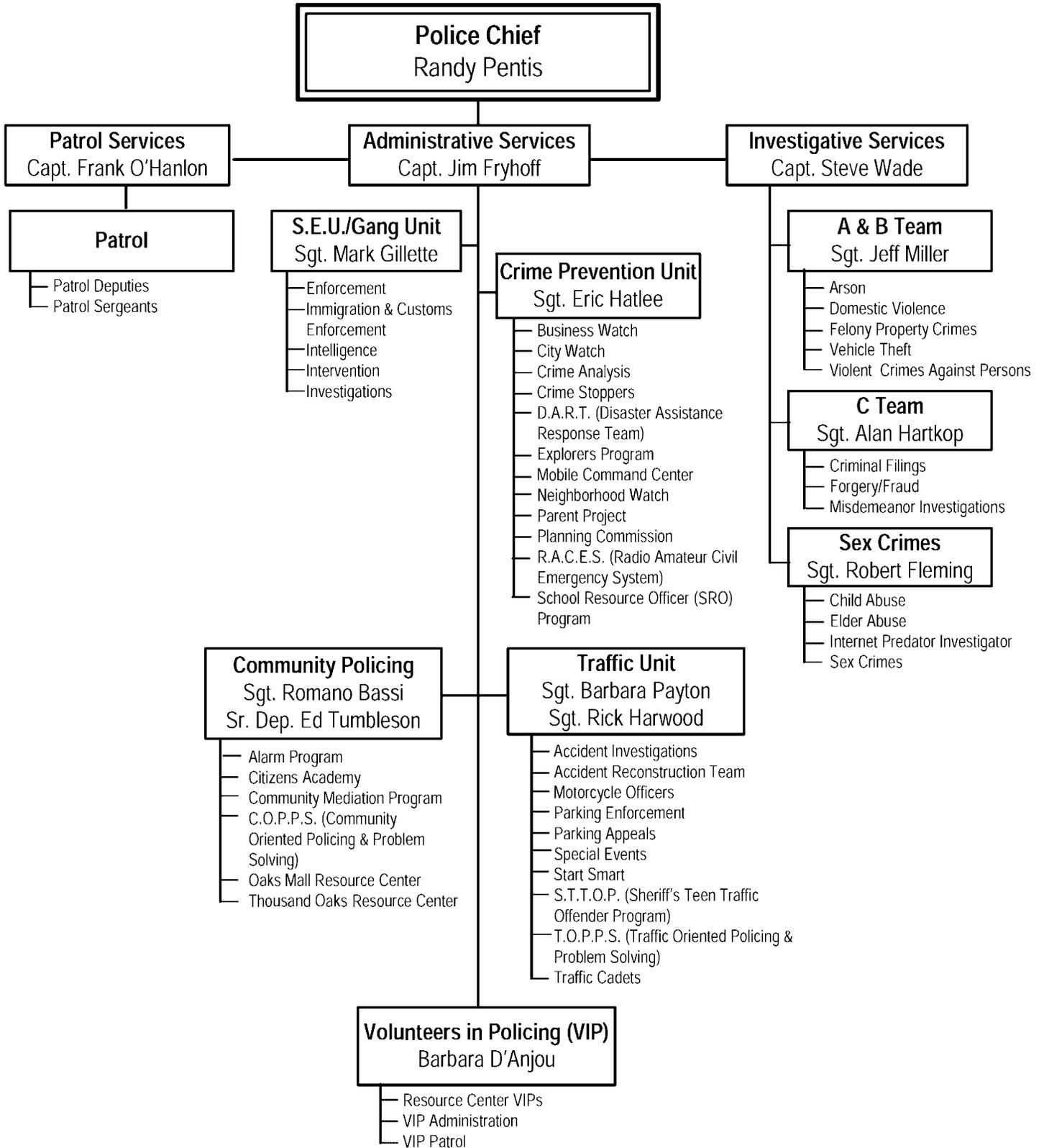
Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 8.95; FY 2012-13 - 8.95

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

Police



POLICE

GENERAL FUND

PROGRAMS SUMMARY

Police Department Mission Statement

To safeguard the lives and property of residents of Thousand Oaks and respond to public concerns in a manner that promotes neighborhoods free from the fear of crime.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocation Summary</u>				
Administration	\$ 1,437,867	1,413,148	1,450,601	1,229,580
Patrol Services, Special Enforcement Unit and Bicycle Patrol	12,782,935	13,136,136	13,812,007	13,778,259
Traffic Services	3,050,534	3,300,133	3,465,140	3,434,562
Investigation Services	4,383,887	4,603,081	4,833,235	4,807,283
Crime Prevention	1,874,565	1,800,312	1,901,602	1,876,681
Vehicle Services	1,177,878	1,366,091	1,426,646	1,305,391
Court Services	88,076	92,925	97,571	92,631
Special Events and Overtime Services	406,768	434,490	456,215	457,144
DART	16,534	13,210	13,460	11,460
Total	<u>\$ 25,219,044</u>	<u>26,159,526</u>	<u>27,456,477</u>	<u>26,992,991</u>

POLICE

GENERAL FUND

ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 159,812	111,260	111,260	18,578
Fringe Benefits	78,599	48,737	49,751	13,170
Maintenance and Operations:				
Supplies and Equipment	122,598	81,840	87,085	81,085
Repairs and Maintenance	190,832	226,200	228,750	207,750
Professional/Contractual Services	24,518,844	25,521,452	26,821,888	26,514,665
Utilities	59,628	74,200	64,400	64,400
Training and Memberships	12,582	25,085	26,135	26,135
Asset Replacement Funding	63,125	70,752	67,208	67,208
Total Maintenance and Operations	<u>24,967,609</u>	<u>25,999,529</u>	<u>27,295,466</u>	<u>26,961,243</u>
Capital Outlay:				
Capital Outlay	85,014	62,907	132,560	132,560
Use of Asset Replacement	(71,990)	(62,907)	(132,560)	(132,560)
Total Capital Outlay	<u>13,024</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 25,219,044</u>	<u>26,159,526</u>	<u>27,456,477</u>	<u>26,992,991</u>

POLICE

GENERAL FUND ADMINISTRATION

Program Description

The City contracts with the Ventura County Sheriff's Department for law enforcement services. This program is responsible for the oversight and support of the day-to-day operations of the Police Department. This program provides funding for the Police administrative staff, district attorney community prosecution program, Crisis Intervention Team (CIT), High Tech Task Force, as well as supplies, materials, and equipment for the various Police Department programs including Patrol, Traffic, Investigations, and Crime Prevention/Community Oriented Policing and Problem Solving.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 159,812	111,260	111,260	18,578
Fringe Benefits	78,599	48,737	49,751	13,170
Maintenance and Operations:				
Supplies and Equipment	108,970	72,590	77,835	73,835
Repairs and Maintenance	17,205	17,500	17,500	16,500
Professional/Contractual Services	925,822	993,984	1,037,472	950,714
Utilities	59,628	74,200	64,400	64,400
Training and Memberships	11,682	24,125	25,175	25,175
Asset Replacement Funding	63,125	70,752	67,208	67,208
Total Maintenance and Operations	1,186,432	1,253,151	1,289,590	1,197,832
Capital Outlay:				
Capital Outlay	85,014	62,907	132,560	132,560
Use of Asset Replacement	(71,990)	(62,907)	(132,560)	(132,560)
Total Capital Outlay	13,024	-	-	-
Total Program Allocations	\$ 1,437,867	1,413,148	1,450,601	1,229,580

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 4.00; FY 2012-13 - 4.00 (1 City position 3 Ventura County police contract services positions).

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

PATROL SERVICES, SPECIAL ENFORCEMENT UNIT, AND BICYCLE PATROL

Program Description

This program is responsible for providing Citywide uniformed police patrol and directed enforcements services to the City. The Special Enforcement Unit is responsible for conducting police operations dealing with local gangs, developing intelligence regarding gangs, providing investigative support to patrol and investigations, handling "hot" issues, providing gang awareness to the community and providing school liaison officers to coordinate police and school response to juvenile issues. The bicycle patrol unit focuses on business and residential areas best served by officers using this method of patrol.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Repairs and Maintenance	\$ 3,858	5,700	6,000	6,000
Professional/Contractual Services	<u>12,779,077</u>	<u>13,130,436</u>	<u>13,806,007</u>	<u>13,772,259</u>
Total Maintenance and Operations	<u>12,782,935</u>	<u>13,136,136</u>	<u>13,812,007</u>	<u>13,778,259</u>
Total Program Allocations	<u>\$ 12,782,935</u>	<u>13,136,136</u>	<u>13,812,007</u>	<u>13,778,259</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 60.00; FY 2012-13 - 60.00 (included in contracted services)

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

TRAFFIC SERVICES

Program Description

This program is responsible for the enforcement of Vehicle Code violations, investigation of traffic collisions, and review of special events, including continued implementation of Traffic Oriented Policing and Problem Solving (TOPPS) Program, continued expansion of civilian Sheriff Service Technicians (SSTs), cadets and volunteers to free up Police Officers for community policing and lowering the response times for higher priority calls for service.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Professional/Contractual Services	\$ <u>3,050,534</u>	<u>3,300,133</u>	<u>3,465,140</u>	<u>3,434,562</u>
Total Program Allocations	\$ <u><u>3,050,534</u></u>	<u><u>3,300,133</u></u>	<u><u>3,465,140</u></u>	<u><u>3,434,562</u></u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 17.00; FY 2012-13 - 17.00 (included in contracted services)

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

INVESTIGATION SERVICES

Program Description

This program is responsible for investigation of all misdemeanor and felony crimes occurring within the City in addition to acting as a liaison to the courts to provide follow-up on all criminal filings and is responsible for the online predator program.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Maintenance and Operations:				
Professional/Contractual Services	\$ <u>4,383,887</u>	<u>4,603,081</u>	<u>4,833,235</u>	<u>4,807,283</u>
Total Program Allocations	\$ <u><u>4,383,887</u></u>	<u><u>4,603,081</u></u>	<u><u>4,833,235</u></u>	<u><u>4,807,283</u></u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 18.00; FY 2012-13 - 18.00 (included in contracted services)

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

CRIME PREVENTION

Program Description

This program is responsible for services pertaining to Crime Analysis, Community Oriented Policing and Problem Solving (COPPS), Crime Prevention, and Information Technology. Crime Analysis is responsible for identifying crime patterns, criminal offenders, and providing administrative support for effective resource deployment based upon statistical analysis of patterns. COPPS is responsible for the implementation of the Community Oriented Policing philosophy throughout the City. Crime Prevention is responsible for development of crime prevention services directed toward both residents and businesses. The program also manages the Volunteers in Policing (VIP) program, conducts environmental design of planning projects, deploys the Mobile Resource Center and conducts Citizen and VIP academies. Information Services is responsible for maintaining and supporting the Police Department's computers and local area network (LAN).

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Maintenance and Operations:				
Professional/Contractual Services	\$ 1,874,565	1,800,312	1,901,602	1,876,681
Total Program Allocations	\$ 1,874,565	1,800,312	1,901,602	1,876,681

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 9.00; FY 2012-13 - 9.00 (included in contracted services)

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

VEHICLE SERVICES

Program Description

This program is responsible for providing the Police Department with an adequate number of police vehicles.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Repairs and Maintenance	\$ 167,763	200,000	202,000	182,000
Professional/Contractual Services	<u>1,010,115</u>	<u>1,166,091</u>	<u>1,224,646</u>	<u>1,123,391</u>
Total Maintenance and Operations	<u>1,177,878</u>	<u>1,366,091</u>	<u>1,426,646</u>	<u>1,305,391</u>
Total Program Allocations	<u>\$ 1,177,878</u>	<u>1,366,091</u>	<u>1,426,646</u>	<u>1,305,391</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND COURT SERVICES

Program Description

This program is responsible for funding the off-duty appearance of Police Officers in court.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Professional/Contractual Services	\$ <u>88,076</u>	<u>92,925</u>	<u>97,571</u>	<u>92,631</u>
Total Program Allocations	\$ <u><u>88,076</u></u>	<u><u>92,925</u></u>	<u><u>97,571</u></u>	<u><u>92,631</u></u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

SPECIAL EVENTS AND OVERTIME SERVICES

Program Description

This program is responsible for funding overtime duties of sworn and civilian personnel associated with extended investigations, special events, and unanticipated events.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Professional/Contractual Services	\$ <u>406,768</u>	<u>434,490</u>	<u>456,215</u>	<u>457,144</u>
Total Program Allocations	\$ <u><u>406,768</u></u>	<u><u>434,490</u></u>	<u><u>456,215</u></u>	<u><u>457,144</u></u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by General Fund

POLICE

GENERAL FUND

DISASTER ASSISTANCE RESPONSE TEAM (DART)

Program Description

This program is responsible for assisting and educating local government departments in non-emergency and emergency situations using Urban Search and Rescue techniques and Emergency Medical Technician (EMT) services.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Supplies and Equipment	\$ 13,628	9,250	9,250	7,250
Repairs and Maintenance	2,006	3,000	3,250	3,250
Training and Memberships	900	960	960	960
Total Maintenance and Operations	<u>16,534</u>	<u>13,210</u>	<u>13,460</u>	<u>11,460</u>
Total Program Allocations	<u>\$ 16,534</u>	<u>13,210</u>	<u>13,460</u>	<u>11,460</u>

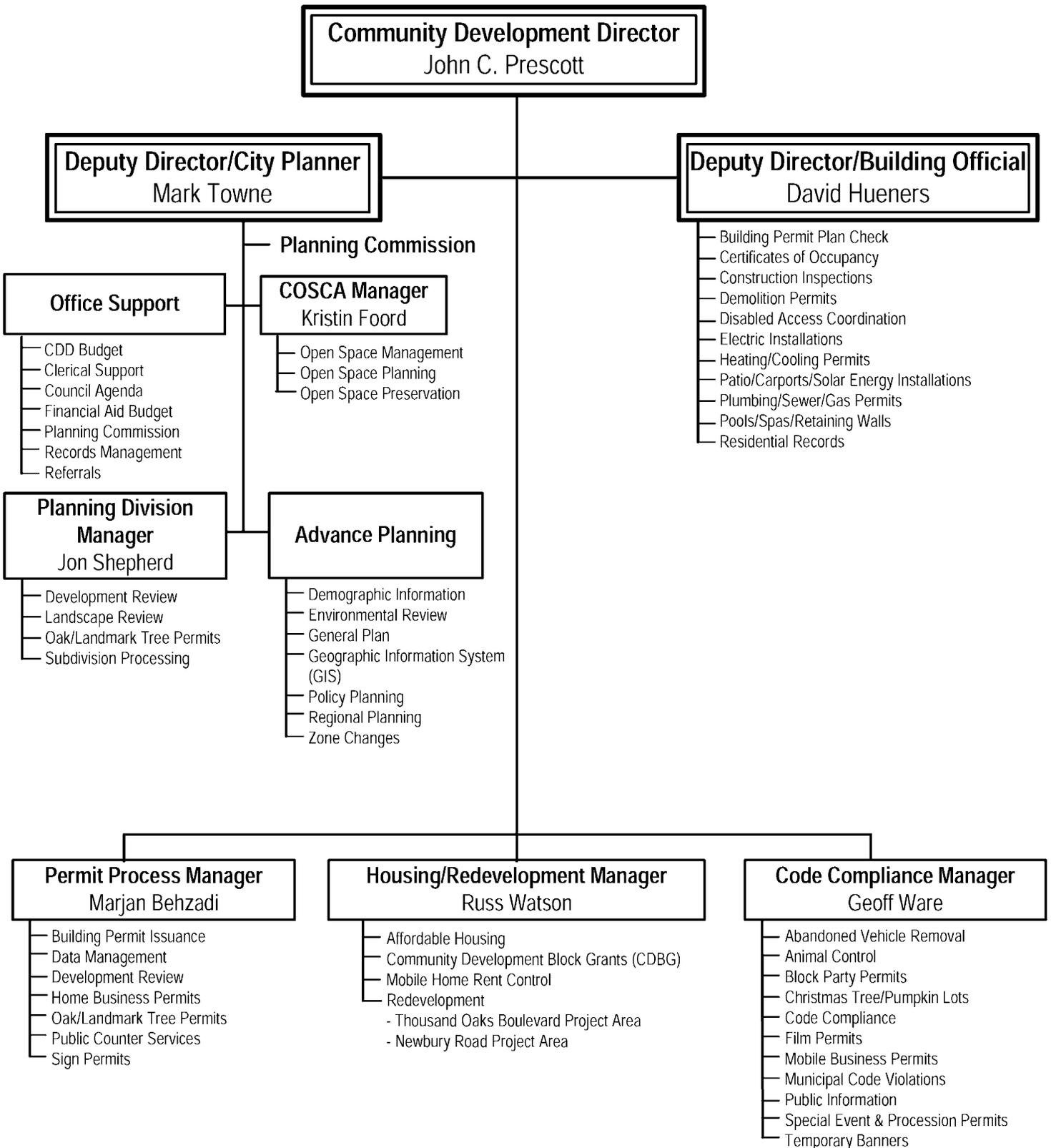
Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

Community Development



COMMUNITY DEVELOPMENT

GENERAL FUND PROGRAMS SUMMARY

Community Development Department Mission Statement

To be stewards of the City's General Plan and implementation agents in assisting the community with land development, housing, construction, code compliance, open space, and regional issues, all of which must be kept in balance with the City's environment and resources.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocation Summary</u>				
Administration	\$ 454,498	374,471	348,053	347,003
Animal Control	247,838	277,506	232,598	232,642
Planning Commission	161,247	173,292	174,116	172,751
Development Services	1,183,274	988,399	1,001,099	1,106,724
Public Services	1,308,966	1,287,659	1,296,004	1,201,155
COSCA	655,275	928,822	687,908	697,392
Environmental Services	222,333	139,470	139,444	139,006
General Planning	232,143	248,575	284,040	360,963
Building Services	2,654,349	2,378,960	2,390,087	2,304,216
Code Compliance	655,669	667,951	667,172	678,798
CDBG	57,390	40,029	42,130	27,944
GF Housing Services	-	-	-	137,349
Total	<u>\$ 7,832,982</u>	<u>7,505,134</u>	<u>7,262,651</u>	<u>7,405,943</u>

COMMUNITY DEVELOPMENT

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 5,529,886	5,066,659	5,066,659	4,605,499
Fringe Benefits	2,519,194	2,264,772	2,311,849	2,086,928
Maintenance and Operations:				
Supplies and Equipment	68,547	50,200	57,300	57,300
Repairs and Maintenance	70,481	90,800	86,400	86,400
Professional/Contractual Services	590,738	715,350	712,900	712,900
Utilities	10,858	12,300	12,300	12,300
Equipment/Building Rental	-	14,100	14,100	14,100
Training and Memberships	12,920	46,090	46,000	46,000
Asset Replacement Funding	66,385	40,665	-	-
Total Maintenance and Operations	819,929	969,505	929,000	929,000
Charge Backs	(1,110,024)	(1,098,802)	(1,104,857)	(275,484)
Capital Improvements	73,997	303,000	60,000	60,000
Total Program Allocations	\$ 7,832,982	7,505,134	7,262,651	7,405,943

COMMUNITY DEVELOPMENT

GENERAL FUND ADMINISTRATION

Program Description

This program is responsible for management oversight and general support for department, including administrative support to other divisions, office supplies and equipment, records management, and special projects.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 235,335	207,981	207,981	209,776
Fringe Benefits	141,450	94,293	96,202	93,357
Maintenance and Operations:				
Supplies and Equipment	40,484	25,200	23,200	23,200
Repairs and Maintenance	1,166	1,300	1,300	1,300
Utilities	5,576	5,300	5,300	5,300
Equipment/Building Rental	-	7,100	7,100	7,100
Training and Memberships	4,250	7,060	6,970	6,970
Asset Replacement Funding	26,237	26,237	-	-
Total Maintenance and Operations	<u>77,713</u>	<u>72,197</u>	<u>43,870</u>	<u>43,870</u>
Total Program Allocations	<u>\$ 454,498</u>	<u>374,471</u>	<u>348,053</u>	<u>347,003</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.35; FY 2012-13 - 2.05

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND ANIMAL CARE AND CONTROL SERVICES

Program Description

Animal Care and Control Services provides animal-related services to citizens and animal welfare services to domestic pets and City wildlife.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 13,380	11,762	11,762	11,762
Fringe Benefits	18,563	5,444	5,536	5,580
Maintenance and Operations:				
Supplies and Equipment	-	300	300	300
Professional/Contractual Services	215,895	260,000	215,000	215,000
Total Maintenance and Operations	215,895	260,300	215,300	215,300
Total Program Allocations	\$ 247,838	277,506	232,598	232,642

Budget Variance: Contract amount is estimated by County of Los Angeles Animal Care and Control.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.20; FY 2012-13 - 0.20

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND PLANNING COMMISSION

Program Description

Provides administrative and professional support to the City's Planning Commission.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 113,014	112,714	112,714	112,714
Fringe Benefits	41,512	46,268	47,092	45,727
Maintenance and Operations:				
Supplies and Equipment	3,549	3,500	3,500	3,500
Training and Memberships	3,172	10,810	10,810	10,810
Total Maintenance and Operations	6,721	14,310	14,310	14,310
Total Program Allocations	\$ 161,247	173,292	174,116	172,751

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 5.90; FY 2012-13 - 5.90

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND DEVELOPMENT SERVICES

Program Description

This program is responsible for comprehensive review of development projects.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 707,320	607,401	607,401	683,804
Fringe Benefits	364,455	268,398	274,098	303,320
Maintenance and Operations:				
Supplies and Equipment	1,964	1,600	1,600	1,600
Professional/Contractual Services	109,508	105,500	112,500	112,500
Equipment/Building Rental	-	1,700	1,700	1,700
Training and Memberships	27	3,800	3,800	3,800
Total Maintenance and Operations	111,499	112,600	119,600	119,600
Total Program Allocations	\$ 1,183,274	988,399	1,001,099	1,106,724

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 6.20; FY 2012-13 - 7.05

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND PUBLIC SERVICES

Program Description

To provide a combination of planning and building services including disseminating information to the public and comprehensive review of various types of residential, commercial, and industrial projects while providing exceptional customer service.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 912,708	874,818	874,818	814,366
Fringe Benefits	385,133	394,431	402,776	368,379
Maintenance and Operations:				
Supplies and Equipment	10,537	8,900	8,900	8,900
Professional/Contractual Services	286	3,000	3,000	3,000
Equipment/Building Rental	-	3,300	3,300	3,300
Training and Memberships	302	3,210	3,210	3,210
Total Maintenance and Operations	<u>11,125</u>	<u>18,410</u>	<u>18,410</u>	<u>18,410</u>
Total Program Allocations	<u>\$ 1,308,966</u>	<u>1,287,659</u>	<u>1,296,004</u>	<u>1,201,155</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 10.55; FY 2012-13 - 9.45

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND

CONEJO OPEN SPACE CONSERVATION AGENCY (COSCA)

Program Description

This program administers an open space conservation program through acquisition and management of natural open space, which protects scenic hillside areas, conserves habitat for plants and animals, and provides an important recreational resource in terms of hiking, horseback riding, and bicycling on the open space trail system.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 249,676	238,396	238,396	245,989
Fringe Benefits	96,492	95,326	97,512	99,403
Maintenance and Operations:				
Supplies and Equipment	3,107	3,700	3,900	3,900
Repairs and Maintenance	552	2,000	1,600	1,600
Professional/Contractual Services	230,136	283,850	283,950	283,950
Training and Memberships	1,315	2,550	2,550	2,550
Total Maintenance and Operations	<u>235,110</u>	<u>292,100</u>	<u>292,000</u>	<u>292,000</u>
Capital Improvements	<u>73,997</u>	<u>303,000</u>	<u>60,000</u>	<u>60,000</u>
Total Program Allocations	<u>\$ 655,275</u>	<u>928,822</u>	<u>687,908</u>	<u>697,392</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.20; FY 2012-13 - 2.25

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND ENVIRONMENTAL SERVICES

Program Description

This program is responsible for requirements imposed on local agencies with respect to environmental reviews that are constantly changing as a result of court interpretations and new administrative regulations. Responsibilities include keeping abreast of environmental laws at all levels of government and fulfilling the goals and objectives of the City's General Plan relating to the preservation and protection of the environment through the review of proposed projects.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 135,131	93,461	93,461	93,461
Fringe Benefits	80,550	41,959	42,833	42,395
Maintenance and Operations:				
Supplies and Equipment	5,679	900	-	-
Professional/Contractual Services	873	1,000	1,000	1,000
Equipment/Building Rental	-	900	900	900
Training and Memberships	100	1,250	1,250	1,250
Total Maintenance and Operations	<u>6,652</u>	<u>4,050</u>	<u>3,150</u>	<u>3,150</u>
Total Program Allocations	<u>\$ 222,333</u>	<u>139,470</u>	<u>139,444</u>	<u>139,006</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.85; FY 2012-13 - 0.85

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND GENERAL PLANNING

Program Description

Develop plans, policies, and regulations for managing land use and development.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 165,398	159,434	159,434	214,722
Fringe Benefits	65,457	63,631	65,096	86,731
Maintenance and Operations:				
Supplies and Equipment	1,112	-	-	-
Professional/Contractual Services	176	22,500	56,500	56,500
Equipment/Building Rental	-	1,100	1,100	1,100
Training and Memberships	-	1,910	1,910	1,910
Total Maintenance and Operations	1,288	25,510	59,510	59,510
Total Program Allocations	\$ 232,143	248,575	284,040	360,963

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.35; FY 2012-13 - 1.85

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND BUILDING SERVICES

Program Description

This program is responsible for building plan review and approval and inspection services for new buildings and additions and alterations to existing buildings within the City.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 1,751,197	1,557,308	1,557,308	1,502,741
Fringe Benefits	799,608	721,024	735,579	704,275
Maintenance and Operations:				
Supplies and Equipment	422	2,000	13,000	13,000
Repairs and Maintenance	55,401	67,000	67,000	67,000
Professional/Contractual Services	-	1,000	1,000	1,000
Utilities	3,819	5,000	5,000	5,000
Training and Memberships	3,754	11,200	11,200	11,200
Asset Replacement Funding	40,148	14,428	-	-
Total Maintenance and Operations	<u>103,544</u>	<u>100,628</u>	<u>97,200</u>	<u>97,200</u>
Total Program Allocations	<u>\$ 2,654,349</u>	<u>2,378,960</u>	<u>2,390,087</u>	<u>2,304,216</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 19.15; FY 2012-13 - 18.35

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND CODE COMPLIANCE

Program Description

Code Compliance enforces the Municipal Code primarily in the areas of property maintenance, unsafe structures/lack of proper building permits, land use/zoning, and oak/landmark trees. Processes permits for special events, filming, block parties, home occupations, mobile business, and temporary uses.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 446,013	431,897	431,897	441,274
Fringe Benefits	190,711	202,554	206,475	208,724
Maintenance and Operations:				
Supplies and Equipment	112	1,700	1,000	1,000
Repairs and Maintenance	13,362	20,500	16,500	16,500
Professional/Contractual Services	4,008	6,000	6,000	6,000
Utilities	1,463	2,000	2,000	2,000
Training and Memberships	-	3,300	3,300	3,300
Total Maintenance and Operations	<u>18,945</u>	<u>33,500</u>	<u>28,800</u>	<u>28,800</u>
Total Program Allocations	<u>\$ 655,669</u>	<u>667,951</u>	<u>667,172</u>	<u>678,798</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 5.95; FY 2012-13 - 6.00

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Program Description

Capital improvements and grants to social services providers primarily to benefit lower-income households.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 78,329	59,293	59,293	65,868
Fringe Benefits	31,579	27,653	28,204	31,531
Maintenance and Operations:				
Supplies and Equipment	1,581	2,400	1,900	1,900
Professional/Contractual Services	29,856	32,500	33,950	33,950
Training and Memberships	-	1,000	1,000	1,000
Total Maintenance and Operations	31,437	35,900	36,850	36,850
Charge Backs	(83,955)	(82,817)	(82,217)	(106,305)
Total Program Allocations	\$ 57,390	40,029	42,130	27,944

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.65; FY 2012-13 - 0.75

FUNDING SOURCE: This program is funded 100% by General Fund

COMMUNITY DEVELOPMENT

GENERAL FUND HOUSING SERVICES

Program Description

This cost center accumulates salary and benefit costs for Community Development staff to implement Housing activities. Costs are charged back to the City's Housing Fund and the Successor Agency to the Thousand Oaks Redevelopment Agency.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 722,385	712,194	712,194	209,022
Fringe Benefits	303,684	303,791	310,446	97,506
Charge Backs	(1,026,069)	(1,015,985)	(1,022,640)	(169,179)
Total Program Allocations	\$ -	-	-	137,349

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 6.90; FY 2012-13 - 2.30

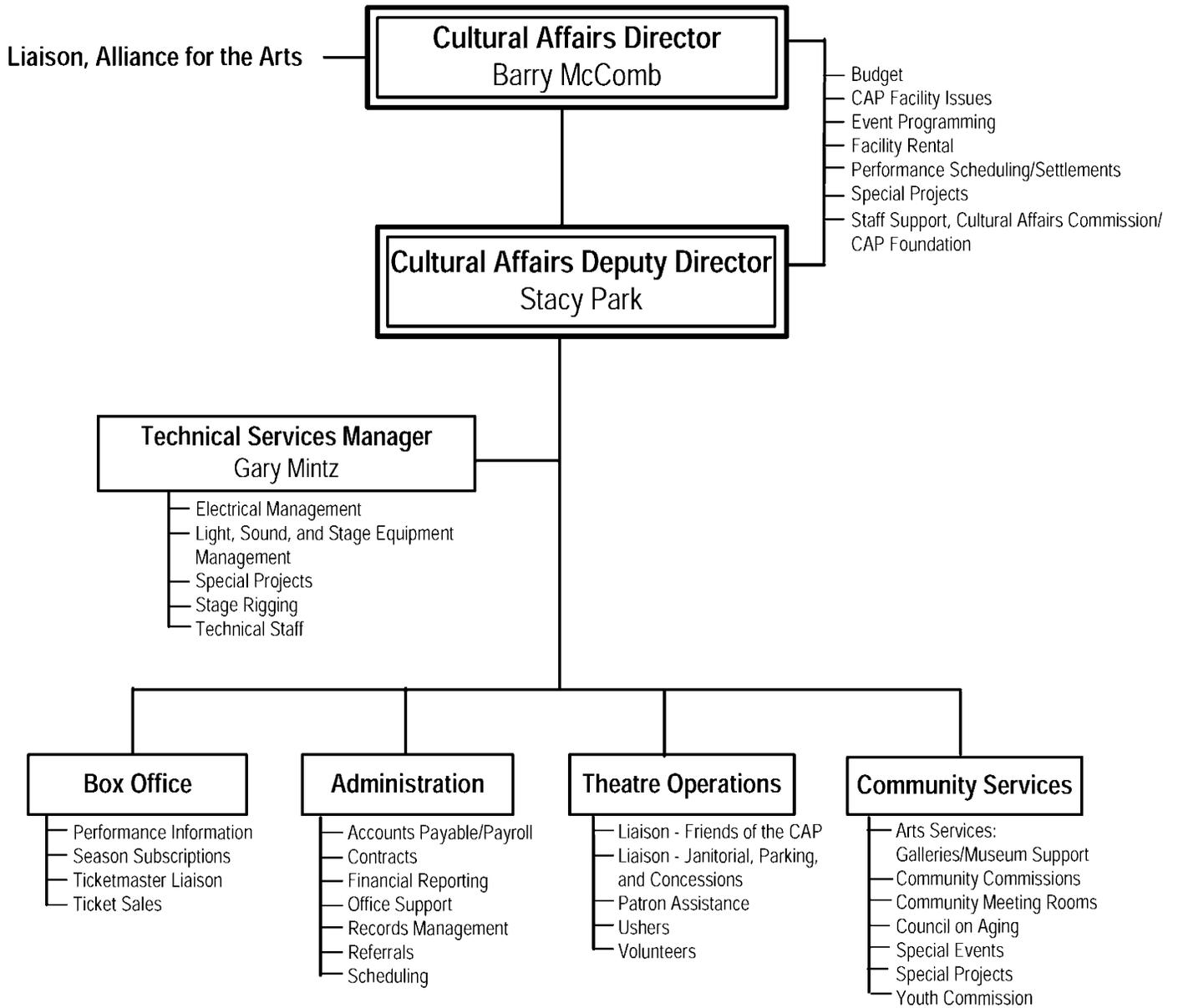
FUNDING SOURCE: This program is funded 100% by City of Thousand Oaks RDA



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CULTURAL AFFAIRS

Cultural Affairs



CULTURAL AFFAIRS

GENERAL FUND PROGRAMS SUMMARY

Community and Cultural Services Department Mission Statement

To provide extraordinary service, educate, entertain, and enlighten the citizens of Thousand Oaks through exposure to art, music, drama, community, and government meetings and events, and to provide facilities and programs of interest, while serving the needs of seniors and teens in the community.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Art Services / Special Projects	\$ 311,292	272,871	274,356	244,179
Senior Services	319,207	360,772	330,325	290,474
Teen Services	587,336	698,122	715,400	575,549
Total	\$ <u>1,217,835</u>	<u>1,331,765</u>	<u>1,320,081</u>	<u>1,110,202</u>

CULTURAL AFFAIRS

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 292,333	312,964	312,964	235,744
Fringe Benefits	124,058	134,051	136,862	104,203
Maintenance and Operations:				
Supplies and Equipment	32,311	38,150	38,150	38,150
Repairs and Maintenance	440,978	479,350	464,855	464,855
Professional/Contractual Services	321,477	355,025	355,025	255,025
Utilities	4,356	4,150	4,150	4,150
Insurance and Claims	-	500	500	500
Equipment/Building Rental	348	3,450	3,450	3,450
Training and Memberships	1,974	4,125	4,125	4,125
Total Maintenance and Operations	801,444	884,750	870,255	770,255
Total Program Allocations	\$ 1,217,835	1,331,765	1,320,081	1,110,202

CULTURAL AFFAIRS

GENERAL FUND ART SERVICES/SPECIAL PROJECTS

Program Description

Responsible for promoting cultural development for the City. Additional responsibilities include meeting room coordination, provide liaison support to the Alliance for the Arts, Discovery Center, and Regional Art Museum projects.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 201,941	170,438	170,438	149,542
Fringe Benefits	86,273	72,233	73,718	64,437
Maintenance and Operations:				
Supplies and Equipment	10,383	13,850	13,850	13,850
Repairs and Maintenance	-	1,200	1,200	1,200
Professional/Contractual Services	6,690	8,200	8,200	8,200
Utilities	4,356	4,150	4,150	4,150
Insurance and Claims	-	500	500	500
Training and Memberships	1,649	2,300	2,300	2,300
Total Maintenance and Operations	<u>23,078</u>	<u>30,200</u>	<u>30,200</u>	<u>30,200</u>
Total Program Allocations	<u>\$ 311,292</u>	<u>272,871</u>	<u>274,356</u>	<u>244,179</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.65; FY 2012-13 - 1.45

FUNDING SOURCE: This program is funded 100% by General Fund

CULTURAL AFFAIRS

GENERAL FUND SENIOR SERVICES

Program Description

This program is responsible for the Council on Aging program.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 45,196	71,263	71,263	43,101
Fringe Benefits	18,893	30,909	31,572	19,883
Maintenance and Operations:				
Supplies and Equipment	4,761	8,900	8,900	8,900
Repairs and Maintenance	245,554	244,275	213,165	213,165
Professional/Contractual Services	4,131	3,700	3,700	3,700
Equipment/Building Rental	347	800	800	800
Training and Memberships	325	925	925	925
Total Maintenance and Operations	255,118	258,600	227,490	227,490
Total Program Allocations	\$ 319,207	360,772	330,325	290,474

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.70; FY 2012-13 - 0.50

FUNDING SOURCE: This program is funded 100% by General Fund

CULTURAL AFFAIRS

GENERAL FUND TEEN SERVICES

Program Description

This program is responsible for Youth Commission activities and for providing oversight to the Teen Center.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 45,196	71,263	71,263	43,101
Fringe Benefits	18,892	30,909	31,572	19,883
Maintenance and Operations:				
Supplies and Equipment	17,167	15,400	15,400	15,400
Repairs and Maintenance	195,424	233,875	250,490	250,490
Professional/Contractual Services	310,656	343,125	343,125	243,125
Equipment/Building Rental	1	2,650	2,650	2,650
Training and Memberships	-	900	900	900
Total Maintenance and Operations	523,248	595,950	612,565	512,565
Total Program Allocations	\$ 587,336	698,122	715,400	575,549

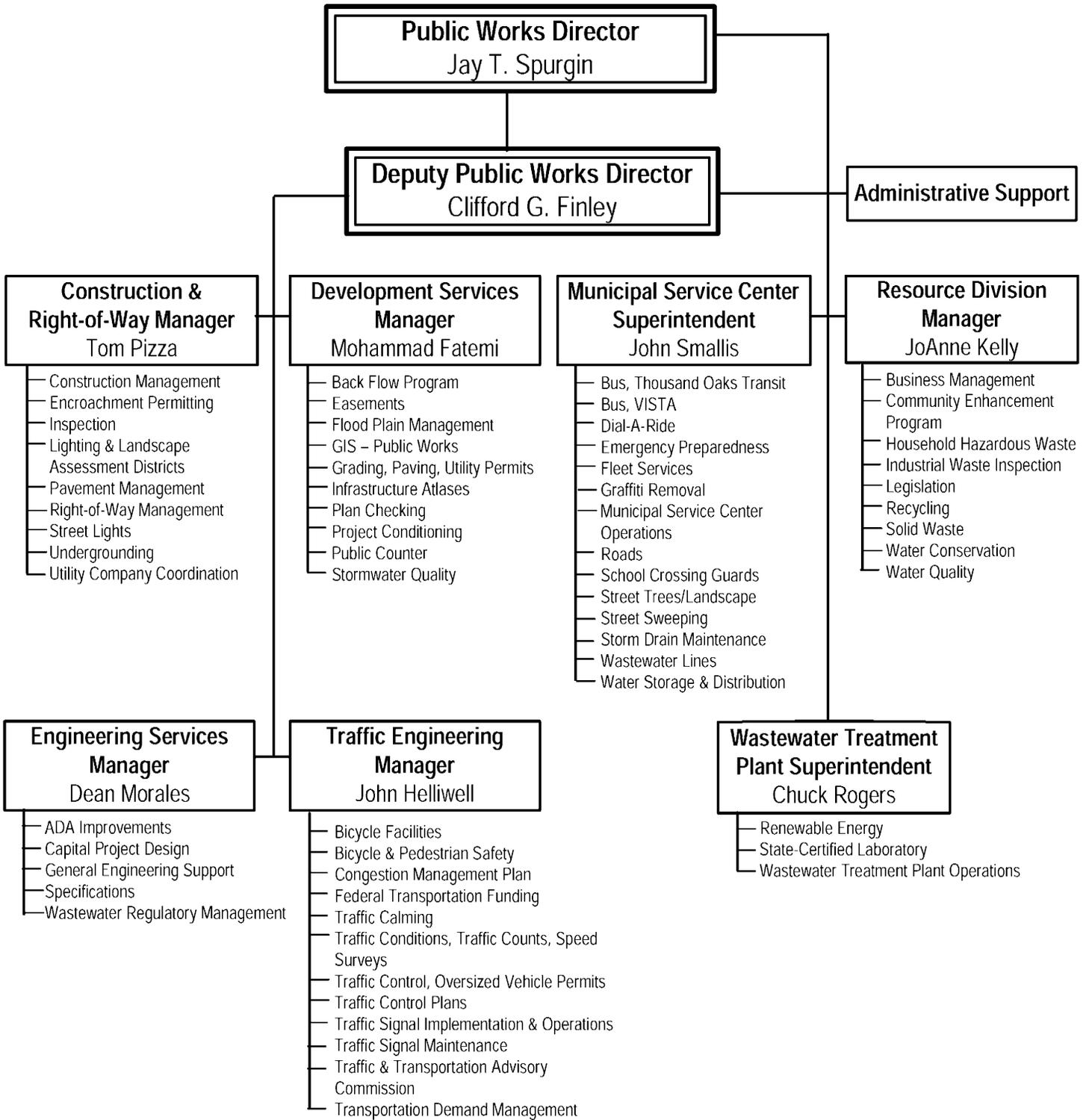
Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.70; FY 2012-13 - 0.50

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

Public Works



PUBLIC WORKS

GENERAL FUND PROGRAMS SUMMARY

Public Works Department Mission Statement

To provide quality and responsive services to the citizens of Thousand Oaks through superior engineering, maintenance, operations, and administrative services that incorporate outstanding customer service and integrity in a safe, cost-effective, and environmentally-responsible manner.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocation Summary</u>				
Administration	\$ 495,208	502,585	490,630	525,387
Business Management	191,945	202,818	204,121	203,222
Emergency Preparedness	103,190	144,483	134,060	132,190
Engineering Services	3,190,134	2,615,819	2,546,555	2,429,931
Traffic Engineering Services	1,136,152	1,325,488	1,333,027	1,268,224
Traffic and Transportation Advisory Commission	99,358	88,739	89,303	88,403
Fleet Services	284,219	347,579	282,367	293,393
Roads	3,527,945	3,448,638	3,495,961	3,484,469
Street Trees / Landscape	1,883,897	1,739,295	1,783,707	1,894,596
Municipal Service Center	761,477	702,634	698,784	696,438
Storm Drain Maintenance	130,200	137,783	167,571	168,116
Graffiti Removal	65,759	113,825	101,520	-
Total	<u>\$ 11,869,484</u>	<u>11,369,686</u>	<u>11,327,606</u>	<u>11,184,369</u>

PUBLIC WORKS

GENERAL FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 6,043,243	6,266,109	6,257,259	6,205,524
Fringe Benefits	2,734,586	2,919,287	2,980,339	2,938,837
Maintenance and Operations:				
Supplies and Equipment	551,149	623,300	645,550	645,550
Repairs and Maintenance	1,969,343	2,049,500	2,040,100	2,165,100
Professional/Contractual Services	2,407,330	979,400	909,350	859,350
Utilities	347,496	350,700	361,700	361,700
Equipment/Building Rental	9,764	25,200	25,200	25,200
Training and Memberships	33,385	71,550	71,650	71,650
Asset Replacement Funding	360,818	359,842	491,585	491,585
Total Maintenance and Operations	<u>5,679,285</u>	<u>4,459,492</u>	<u>4,545,135</u>	<u>4,620,135</u>
Charge Backs	(2,630,124)	(3,190,002)	(3,223,127)	(3,348,127)
Capital Outlay:				
Capital Outlay	171,322	1,239,211	440,481	440,481
Use of Asset Replacement	(171,322)	(1,164,211)	(440,481)	(440,481)
Total Capital Outlay	<u>-</u>	<u>75,000</u>	<u>-</u>	<u>-</u>
Capital Improvements	<u>42,494</u>	<u>839,800</u>	<u>768,000</u>	<u>768,000</u>
Total Program Allocations	<u>\$ 11,869,484</u>	<u>11,369,686</u>	<u>11,327,606</u>	<u>11,184,369</u>

PUBLIC WORKS

GENERAL FUND ADMINISTRATION

Program Description

Administration provides overall management of Public Works Department, customer service/counter assistance, and administrative assistance to the Director and Department staff.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 322,364	311,480	311,480	334,284
Fringe Benefits	137,945	133,855	136,750	148,703
Maintenance and Operations:				
Supplies and Equipment	20,182	19,400	19,400	19,400
Repairs and Maintenance	6,191	6,900	7,200	7,200
Professional/Contractual Services	1,910	16,250	1,100	1,100
Utilities	832	1,200	1,200	1,200
Equipment/Building Rental	-	5,200	5,200	5,200
Training and Memberships	5,784	8,300	8,300	8,300
Total Maintenance and Operations	<u>34,899</u>	<u>57,250</u>	<u>42,400</u>	<u>42,400</u>
Total Program Allocations	\$ <u>495,208</u>	<u>502,585</u>	<u>490,630</u>	<u>525,387</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.60; FY 2012-13 - 4.10

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND BUSINESS MANAGEMENT

Program Description

This program manages the Department's business functions, including accounting, purchasing, budget preparation and monitoring, user fees, and related fiscal functions.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 118,930	134,206	134,206	134,206
Fringe Benefits	58,586	65,262	66,565	65,666
Maintenance and Operations:				
Supplies and Equipment	121	550	550	550
Professional/Contractual Services	13,594	-	-	-
Utilities	216	300	300	300
Training and Memberships	498	2,500	2,500	2,500
Total Maintenance and Operations	<u>14,429</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>
Total Program Allocations	<u>\$ 191,945</u>	<u>202,818</u>	<u>204,121</u>	<u>203,222</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.00; FY 2012-13 - 2.00

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND EMERGENCY PREPAREDNESS

Program Description

This program is responsible for coordinating with County Office of Emergency Services, Police Department, Fire Protection District, and all City departments in preparing and training for City's overall response to emergencies.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 44,510	46,547	46,762	46,219
Fringe Benefits	15,522	16,618	16,980	15,653
Maintenance and Operations:				
Supplies and Equipment	13,659	13,200	8,200	8,200
Repairs and Maintenance	2,362	4,500	4,500	4,500
Professional/Contractual Services	12,539	47,000	44,500	44,500
Utilities	7,815	6,800	6,500	6,500
Training and Memberships	817	3,850	3,850	3,850
Asset Replacement Funding	5,966	5,968	2,768	2,768
Total Maintenance and Operations	<u>43,158</u>	<u>81,318</u>	<u>70,318</u>	<u>70,318</u>
Total Program Allocations	\$ <u>103,190</u>	<u>144,483</u>	<u>134,060</u>	<u>132,190</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.35; FY 2012-13 - 0.35

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND ENGINEERING SERVICES

Program Description

Engineering Services ensures compliance with City development regulations, proper construction of development projects, and permitted projects within City as well as planning, engineering, and construction of public improvement projects.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 1,049,485	1,095,095	1,095,168	1,014,244
Fringe Benefits	467,831	466,222	476,185	440,485
Maintenance and Operations:				
Supplies and Equipment	5,940	11,400	11,400	11,400
Repairs and Maintenance	35,197	35,400	32,900	32,900
Professional/Contractual Services	1,599,499	178,200	133,200	133,200
Utilities	3,438	3,900	3,900	3,900
Equipment/Building Rental	-	1,000	1,000	1,000
Training and Memberships	6,673	21,550	21,550	21,550
Asset Replacement Funding	13,365	3,252	3,252	3,252
Total Maintenance and Operations	<u>1,664,112</u>	<u>254,702</u>	<u>207,202</u>	<u>207,202</u>
Capital Improvements	<u>8,706</u>	<u>799,800</u>	<u>768,000</u>	<u>768,000</u>
Total Program Allocations	<u>\$ 3,190,134</u>	<u>2,615,819</u>	<u>2,546,555</u>	<u>2,429,931</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 11.55; FY 2012-13 - 10.95

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND

TRAFFIC ENGINEERING SERVICES

Program Description

This program responds to citizen traffic and transportation concerns. This program is also responsible for providing safe and convenient movement of traffic at the City's 133 signalized intersections, and providing cost effective, safe, and efficient roadway and traffic control systems.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 821,749	885,441	881,441	861,441
Fringe Benefits	259,163	282,847	288,798	293,995
Maintenance and Operations:				
Supplies and Equipment	4,908	20,800	21,000	21,000
Repairs and Maintenance	4,184	4,700	4,900	4,900
Professional/Contractual Services	26,235	105,200	105,200	55,200
Utilities	11,419	16,400	16,400	16,400
Training and Memberships	8,494	10,100	10,100	10,100
Asset Replacement Funding	-	-	5,188	5,188
Total Maintenance and Operations	<u>55,240</u>	<u>157,200</u>	<u>162,788</u>	<u>112,788</u>
Capital Outlay:				
Capital Outlay	-	29,052	-	-
Use of Asset Replacement	-	(29,052)	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 1,136,152</u>	<u>1,325,488</u>	<u>1,333,027</u>	<u>1,268,224</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 6.90; FY 2012-13 - 6.90

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND

TRAFFIC AND TRANSPORTATION ADVISORY COMMISSION

Program Description

This program provides support for the Traffic and Transportation Advisory Commission which reviews engineering reports, receives public input, and makes recommendations to City Council regarding local and regional traffic and transportation needs of the community.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 68,873	60,332	60,332	59,818
Fringe Benefits	27,082	27,107	27,671	27,285
Maintenance and Operations:				
Supplies and Equipment	3,403	1,200	1,200	1,200
Training and Memberships	-	100	100	100
Total Maintenance and Operations	3,403	1,300	1,300	1,300
Total Program Allocations	\$ 99,358	88,739	89,303	88,403

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.70; FY 2012-13 - 0.70

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND FLEET SERVICES

Program Description

This program is responsible for providing preventative maintenance and repair for the City's vehicles and equipment, as well as providing procurement. This program helps determine the best vehicle for the user's needs and administers the car/van pool vehicles.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 597,075	697,414	704,863	723,292
Fringe Benefits	286,891	355,240	364,385	356,982
Maintenance and Operations:				
Supplies and Equipment	14,385	17,850	17,350	17,350
Repairs and Maintenance	1,233,960	1,387,200	1,385,200	1,510,200
Professional/Contractual Services	12,880	18,200	18,800	18,800
Utilities	2,017	2,600	2,600	2,600
Equipment/Building Rental	3,707	3,500	3,500	3,500
Training and Memberships	3,951	7,700	7,700	7,700
Asset Replacement Funding	99,279	113,225	141,444	141,444
Total Maintenance and Operations	<u>1,370,179</u>	<u>1,550,275</u>	<u>1,576,594</u>	<u>1,701,594</u>
Charge Backs	(1,969,926)	(2,330,350)	(2,363,475)	(2,488,475)
Capital Outlay:				
Capital Outlay	-	229,871	146,008	146,008
Use of Asset Replacement	-	(154,871)	(146,008)	(146,008)
Total Capital Outlay	<u>-</u>	<u>75,000</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 284,219</u>	<u>347,579</u>	<u>282,367</u>	<u>293,393</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 11.50; FY 2012-13 - 11.50

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND ROADS

Program Description

This program is responsible for maintaining City's streets and sidewalks.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 1,663,451	1,686,308	1,686,308	1,683,896
Fringe Benefits	828,668	884,792	901,211	892,131
Maintenance and Operations:				
Supplies and Equipment	355,261	372,000	381,500	381,500
Repairs and Maintenance	282,326	320,000	330,000	330,000
Professional/Contractual Services	260,241	41,500	41,500	41,500
Utilities	36,887	41,200	41,700	41,700
Equipment/Building Rental	2,056	5,000	5,000	5,000
Training and Memberships	530	5,000	5,000	5,000
Asset Replacement Funding	112,440	132,838	143,742	143,742
Total Maintenance and Operations	<u>1,049,741</u>	<u>917,538</u>	<u>948,442</u>	<u>948,442</u>
Charge Backs	(13,915)	(40,000)	(40,000)	(40,000)
Capital Outlay:				
Capital Outlay	171,322	151,938	65,462	65,462
Use of Asset Replacement	<u>(171,322)</u>	<u>(151,938)</u>	<u>(65,462)</u>	<u>(65,462)</u>
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 3,527,945</u>	<u>3,448,638</u>	<u>3,495,961</u>	<u>3,484,469</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 30.65; FY 2012-13 - 30.65

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND STREET TREES/LANDSCAPE

Program Description

This program provides landscape and tree maintenance to City facilities, center medians, parkways, and landscaped slopes throughout the City.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 919,859	937,903	924,255	983,638
Fringe Benefits	448,579	495,245	505,774	528,951
Maintenance and Operations:				
Supplies and Equipment	88,237	116,600	126,100	131,900
Repairs and Maintenance	290,037	169,300	175,200	193,400
Professional/Contractual Services	399,610	487,000	487,000	488,000
Utilities	230,830	217,900	228,700	228,700
Equipment/Building Rental	-	1,000	1,000	1,000
Training and Memberships	3,309	5,350	5,400	5,600
Asset Replacement Funding	108,068	83,997	105,278	108,407
Total Maintenance and Operations	<u>1,120,091</u>	<u>1,081,147</u>	<u>1,128,678</u>	<u>1,157,007</u>
Charge Backs	(604,632)	(775,000)	(775,000)	(775,000)
Capital Outlay:				
Capital Outlay	-	242,891	194,501	194,501
Use of Asset Replacement	-	(242,891)	(194,501)	(194,501)
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 1,883,897</u>	<u>1,739,295</u>	<u>1,783,707</u>	<u>1,894,596</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 17.10; FY 2012-13 - 18.25

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND MUNICIPAL SERVICE CENTER

Program Description

This Program is responsible for customer service, office administration, dispatch, accounts payable, purchasing, inventory management, and facilities maintenance. This program is also responsible for the School Crossing Guard program to assist elementary and middle school students crossing streets at busy or uncontrolled intersections.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 366,459	322,522	323,583	323,070
Fringe Benefits	172,385	150,152	153,288	151,455
Maintenance and Operations:				
Supplies and Equipment	30,264	30,450	35,950	35,950
Repairs and Maintenance	50,817	70,000	69,200	69,200
Professional/Contractual Services	72,394	50,550	55,550	55,550
Utilities	54,042	58,000	58,000	58,000
Equipment/Building Rental	4,001	4,500	4,500	4,500
Training and Memberships	3,329	6,600	6,600	6,600
Asset Replacement Funding	15,649	14,512	36,765	36,765
Total Maintenance and Operations	<u>230,496</u>	<u>234,612</u>	<u>266,565</u>	<u>266,565</u>
Charge Backs	(41,651)	(44,652)	(44,652)	(44,652)
Capital Outlay:				
Capital Outlay	-	195,855	34,510	34,510
Use of Asset Replacement	-	(195,855)	(34,510)	(34,510)
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Improvements	33,788	40,000	-	-
Total Program Allocations	<u>\$ 761,477</u>	<u>702,634</u>	<u>698,784</u>	<u>696,438</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 4.53; FY 2012-13 - 4.53

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND STORM DRAIN MAINTENANCE

Program Description

This program supports maintenance activities required as part of the City's Stormwater Quality Management Program and National Pollutant Discharge Elimination System permit issued by the Regional Water Quality Control Board.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 36,258	40,864	40,864	41,416
Fringe Benefits	20,223	17,198	17,538	17,531
Maintenance and Operations:				
Supplies and Equipment	11,064	14,600	17,100	17,100
Repairs and Maintenance	51,305	33,000	12,800	12,800
Professional/Contractual Services	8,428	21,500	21,500	21,500
Utilities	-	2,400	2,400	2,400
Equipment/Building Rental	-	5,000	5,000	5,000
Training and Memberships	-	300	350	350
Asset Replacement Funding	2,922	2,921	50,019	50,019
Total Maintenance and Operations	<u>73,719</u>	<u>79,721</u>	<u>109,169</u>	<u>109,169</u>
Capital Outlay:				
Capital Outlay	-	389,604	-	-
Use of Asset Replacement	-	(389,604)	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 130,200</u>	<u>137,783</u>	<u>167,571</u>	<u>168,116</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.55; FY 2012-13 - 0.55

FUNDING SOURCE: This program is funded 100% by General Fund

PUBLIC WORKS

GENERAL FUND GRAFFITI REMOVAL

Program Description

This program provides a high level of customer service for timely graffiti removal from public and private property.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 34,230	47,997	47,997	-
Fringe Benefits	11,711	24,749	25,194	-
Maintenance and Operations:				
Supplies and Equipment	3,725	5,250	5,800	-
Repairs and Maintenance	12,964	18,500	18,200	-
Professional/Contractual Services	-	14,000	1,000	-
Training and Memberships	-	200	200	-
Asset Replacement Funding	3,129	3,129	3,129	-
Total Maintenance and Operations	19,818	41,079	28,329	-
Total Program Allocations	\$ 65,759	113,825	101,520	-

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.85; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by General Fund



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ENTERPRISE FUNDS

Water
Wastewater
Solid Waste
Transportation
Theatres
Los Robles Greens Golf Course

WATER FUND

PUBLIC WORKS

WATER FUND OPERATIONS SUMMARY

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Base Charges	\$ 4,045,827	3,733,900	3,733,900	3,733,900
Metered Water Sales	14,374,471	15,677,900	15,677,900	15,677,900
Lift Charges	655,211	847,000	847,000	847,000
Construction Water	744	700	700	700
Stand-By (Fire Detectors)	48,331	47,000	47,000	47,000
Backflow Prevention	42,600	43,900	43,900	43,900
Plan Checking/Filing Fee	6,707	4,600	4,600	4,600
Inspection Fees	1,855	-	-	-
Rental of City Facilities	26,980	23,680	23,680	23,680
Interest Income	77,578	65,800	65,800	65,800
Miscellaneous Revenue	326,973	221,200	221,200	221,200
Total Estimated Revenues	<u>19,607,277</u>	<u>20,665,680</u>	<u>20,665,680</u>	<u>20,665,680</u>
Total Available for Allocation	<u>\$ 19,607,277</u>	<u>20,665,680</u>	<u>20,665,680</u>	<u>20,665,680</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 2,112,063	2,251,275	2,262,123	2,310,270
Fringe Benefits	918,468	1,050,223	1,074,132	1,086,590
Maintenance and Operations	14,587,605	16,666,289	17,032,181	17,032,181
Charge Backs	<u>(20,826)</u>	<u>(24,991)</u>	<u>(24,991)</u>	<u>(24,991)</u>
Total Operating Expenses	<u>17,597,310</u>	<u>19,942,796</u>	<u>20,343,445</u>	<u>20,404,050</u>
Reserve Accounts	<u>2,009,967</u>	<u>722,884</u>	<u>322,235</u>	<u>261,630</u>
Total Estimated Requirements	<u>\$ 19,607,277</u>	<u>20,665,680</u>	<u>20,665,680</u>	<u>20,665,680</u>

PUBLIC WORKS

WATER CAPITAL PROGRAM FUNDS

CAPITAL SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Plant Investment Fees	\$ 197,306	200,000	25,000	25,000
Metered Water Sales	1,268,184	1,495,000	1,495,000	1,495,000
Fire Flow Surcharge	2,053	20,000	2,500	2,500
Special Facilities Surcharge	49,884	-	-	-
Installation - Meter	19,416	12,500	12,500	12,500
Interest Income	118,737	160,000	160,000	160,000
Miscellaneous Revenue	20,475	8,100	8,100	8,100
Total Estimated Revenues	<u>1,676,055</u>	<u>1,895,600</u>	<u>1,703,100</u>	<u>1,703,100</u>
Transfers From Other Funds	112,197	-	-	-
Reserve Accounts	-	639,335	4,897,335	4,897,335
Total Available for Allocation	<u>\$ 1,788,252</u>	<u>2,534,935</u>	<u>6,600,435</u>	<u>6,600,435</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Maintenance and Operations	\$ 113,974	537,435	240,435	240,435
Capital Improvements	1,103,574	1,997,500	6,360,000	6,360,000
Reserve Accounts	570,704	-	-	-
Total Estimated Requirements	<u>\$ 1,788,252</u>	<u>2,534,935</u>	<u>6,600,435</u>	<u>6,600,435</u>

PUBLIC WORKS

WATER FUND PROGRAMS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 234,480	263,377	258,713	276,673
Business Management	13,478,622	15,002,557	15,339,010	15,338,497
Engineering Services	969,461	1,049,516	1,047,443	1,080,326
Municipal Service Center	561,545	493,002	502,269	500,031
Conservation	151,037	158,781	159,672	159,219
Storage and Distribution	2,020,193	2,740,276	2,793,108	2,806,380
Groundwater	14,528	43,755	44,311	44,013
Quality Assurance	167,444	191,532	198,919	198,911
Total	\$ <u>17,597,310</u>	<u>19,942,796</u>	<u>20,343,445</u>	<u>20,404,050</u>

PUBLIC WORKS

WATER FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 2,112,063	2,251,275	2,262,123	2,310,270
Fringe Benefits	918,468	1,050,223	1,074,132	1,086,590
Maintenance and Operations:				
Supplies and Equipment	235,854	366,000	367,250	367,250
Repairs and Maintenance	166,446	207,250	206,325	206,325
Professional/Contractual Services	1,057,380	2,347,450	1,881,950	1,881,950
Utilities	11,935,062	13,493,400	14,314,900	14,314,900
Insurance and Claims	1,044,948	77,500	80,500	80,500
Equipment/Building Rental	1,635	6,200	6,200	6,200
Training and Memberships	29,646	58,800	59,350	59,350
Asset Replacement Funding	116,634	109,689	115,706	115,706
Total Maintenance and Operations	<u>14,587,605</u>	<u>16,666,289</u>	<u>17,032,181</u>	<u>17,032,181</u>
Charge Backs	(20,826)	(24,991)	(24,991)	(24,991)
Capital Outlay:				
Capital Outlay	-	33,670	15,000	15,000
Use of Asset Replacement	-	(33,670)	(15,000)	(15,000)
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 17,597,310</u>	<u>19,942,796</u>	<u>20,343,445</u>	<u>20,404,050</u>

PUBLIC WORKS

WATER FUND ADMINISTRATION

Program Description

Administration provides overall management of Public Works Department, customer service/counter assistance, and administrative assistance to the Director and Department staff.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 153,485	157,034	157,034	168,834
Fringe Benefits	65,806	72,793	74,254	80,414
Maintenance and Operations:				
Supplies and Equipment	7,903	11,650	11,650	11,650
Repairs and Maintenance	2,476	3,100	3,275	3,275
Professional/Contractual Services	902	6,500	200	200
Utilities	333	500	500	500
Equipment/Building Rental	-	2,200	2,200	2,200
Training and Memberships	3,575	9,600	9,600	9,600
Total Maintenance and Operations	<u>15,189</u>	<u>33,550</u>	<u>27,425</u>	<u>27,425</u>
Total Program Allocations	<u>\$ 234,480</u>	<u>263,377</u>	<u>258,713</u>	<u>276,673</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.85; FY 2012-13 - 2.10

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND BUSINESS MANAGEMENT

Program Description

This program manages the Department's business functions, including accounting, purchasing, budget preparation and monitoring, user fees, water rates and capital charge review and related fiscal functions.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 65,069	68,251	68,251	68,251
Fringe Benefits	28,866	31,906	32,559	32,046
Maintenance and Operations:				
Supplies and Equipment	309	5,000	5,000	5,000
Professional/Contractual Services	787,949	1,817,600	1,350,400	1,350,400
Utilities	11,550,815	13,000,200	13,800,200	13,800,200
Insurance and Claims	1,044,948	77,500	80,500	80,500
Training and Memberships	666	2,100	2,100	2,100
Total Maintenance and Operations	<u>13,384,687</u>	<u>14,902,400</u>	<u>15,238,200</u>	<u>15,238,200</u>
Total Program Allocations	<u>\$ 13,478,622</u>	<u>15,002,557</u>	<u>15,339,010</u>	<u>15,338,497</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.90; FY 2012-13 - 0.90

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND ENGINEERING SERVICES

Program Description

Engineering Services ensures compliance with City development regulations, proper construction of development projects, and permitted projects within City as well as planning, engineering, and construction of public improvement projects.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 630,742	660,689	660,763	685,159
Fringe Benefits	261,228	284,361	290,214	298,701
Maintenance and Operations:				
Supplies and Equipment	4,054	13,100	13,100	13,100
Repairs and Maintenance	4,109	5,000	4,500	4,500
Professional/Contractual Services	52,305	57,700	50,200	50,200
Utilities	1,893	3,200	3,200	3,200
Training and Memberships	6,993	20,700	20,700	20,700
Asset Replacement Funding	8,137	4,766	4,766	4,766
Total Maintenance and Operations	<u>77,491</u>	<u>104,466</u>	<u>96,466</u>	<u>96,466</u>
Total Program Allocations	<u>\$ 969,461</u>	<u>1,049,516</u>	<u>1,047,443</u>	<u>1,080,326</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 7.45; FY 2012-13 - 7.75

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND MUNICIPAL SERVICE CENTER

Program Description

This program is responsible for customer service, office administration, dispatch, accounts payable, purchasing, inventory management, and facilities maintenance.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 302,046	233,759	234,397	234,065
Fringe Benefits	141,405	119,573	121,937	120,031
Maintenance and Operations:				
Supplies and Equipment	10,796	11,750	12,000	12,000
Repairs and Maintenance	41,570	48,850	48,350	48,350
Professional/Contractual Services	13,791	24,550	25,050	25,050
Utilities	24,204	29,000	29,000	29,000
Equipment/Building Rental	1,635	1,500	1,500	1,500
Training and Memberships	1,213	3,300	3,300	3,300
Asset Replacement Funding	45,711	45,711	51,726	51,726
Total Maintenance and Operations	<u>138,920</u>	<u>164,661</u>	<u>170,926</u>	<u>170,926</u>
Charge Backs	(20,826)	(24,991)	(24,991)	(24,991)
Capital Outlay:				
Capital Outlay	-	33,670	-	-
Use of Asset Replacement	-	(33,670)	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 561,545</u>	<u>493,002</u>	<u>502,269</u>	<u>500,031</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.66; FY 2012-13 - 3.66

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND CONSERVATION

Program Description

This program is responsible for implementing water conservation measures and promoting water conservation programs to City residential, commercial, and industrial customers.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 97,958	95,969	95,969	95,969
Fringe Benefits	38,415	41,662	42,553	42,100
Maintenance and Operations:				
Supplies and Equipment	8,412	11,150	11,150	11,150
Professional/Contractual Services	490	5,000	5,000	5,000
Utilities	265	500	500	500
Training and Memberships	5,497	4,500	4,500	4,500
Total Maintenance and Operations	14,664	21,150	21,150	21,150
Total Program Allocations	\$ 151,037	158,781	159,672	159,219

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.25; FY 2012-13 - 1.25

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND STORAGE AND DISTRIBUTION

Program Description

This program is responsible for the operation and maintenance of City water storage, distribution, and pumping infrastructure.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 761,650	920,982	930,843	943,126
Fringe Benefits	341,112	447,832	459,351	460,340
Maintenance and Operations:				
Supplies and Equipment	187,001	287,850	287,850	287,850
Repairs and Maintenance	118,291	149,300	149,200	149,200
Professional/Contractual Services	192,192	411,600	421,100	421,100
Utilities	353,942	451,000	472,500	472,500
Equipment/Building Rental	-	2,500	2,500	2,500
Training and Memberships	3,219	10,000	10,550	10,550
Asset Replacement Funding	62,786	59,212	59,214	59,214
Total Maintenance and Operations	<u>917,431</u>	<u>1,371,462</u>	<u>1,402,914</u>	<u>1,402,914</u>
Capital Outlay:				
Capital Outlay	-	-	15,000	15,000
Use of Asset Replacement	-	-	(15,000)	(15,000)
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 2,020,193</u>	<u>2,740,276</u>	<u>2,793,108</u>	<u>2,806,380</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 15.45; FY 2012-13 - 15.45

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND GROUNDWATER

Program Description

This program is responsible for the operation and maintenance of two groundwater facilities.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 7,129	20,545	20,820	20,820
Fringe Benefits	2,990	10,210	10,491	10,193
Maintenance and Operations:				
Supplies and Equipment	1,573	2,500	2,500	2,500
Repairs and Maintenance	-	1,000	1,000	1,000
Professional/Contractual Services	-	2,500	2,500	2,500
Utilities	2,836	7,000	7,000	7,000
Total Maintenance and Operations	4,409	13,000	13,000	13,000
Total Program Allocations	\$ 14,528	43,755	44,311	44,013

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.30; FY 2012-13 - 0.30

FUNDING SOURCE: This program is funded 100% by Water Fund

PUBLIC WORKS

WATER FUND QUALITY ASSURANCE

Program Description

The purpose of this program is to protect the public health by ensuring the quality of the water supply, storage and distribution system through a monitoring, sampling, testing, reporting, and education program in accordance with State regulations.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 93,984	94,046	94,046	94,046
Fringe Benefits	38,646	41,886	42,773	42,765
Maintenance and Operations:				
Supplies and Equipment	15,806	23,000	24,000	24,000
Professional/Contractual Services	9,751	22,000	27,500	27,500
Utilities	774	2,000	2,000	2,000
Training and Memberships	8,483	8,600	8,600	8,600
Total Maintenance and Operations	34,814	55,600	62,100	62,100
Total Program Allocations	\$ 167,444	191,532	198,919	198,911

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.00; FY 2012-13 - 1.00

FUNDING SOURCE: This program is funded 100% by Water Fund

WASTEWATER FUND

PUBLIC WORKS

WASTEWATER FUND OPERATIONS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Residential Service Charge	\$ 7,784,502	8,700,000	8,700,000	8,700,000
Commercial Service Charge	2,265,418	2,200,000	2,200,000	2,200,000
Industrial Service Charge	678,881	678,800	678,800	678,800
Inspection Fees	78,772	13,100	13,100	13,100
Plan Checking/Filing Fee	1,059	3,000	1,000	1,000
Interest Income	233,551	356,000	356,000	350,000
Miscellaneous Revenue	1,654,306	1,433,600	1,323,600	1,323,600
Total Estimated Revenues	<u>12,696,489</u>	<u>13,384,500</u>	<u>13,272,500</u>	<u>13,266,500</u>
Reserve Accounts	<u>-</u>	<u>280,932</u>	<u>568,843</u>	<u>513,970</u>
Total Available for Allocation	<u>\$ 12,696,489</u>	<u>13,665,432</u>	<u>13,841,343</u>	<u>13,780,470</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 4,255,700	4,410,377	4,414,776	4,381,204
Fringe Benefits	1,737,125	1,931,269	1,971,287	1,943,986
Maintenance and Operations	5,971,574	7,340,447	7,353,483	7,353,483
Charge Backs	(20,826)	(16,661)	(16,661)	(16,661)
Capital Outlay	-	-	118,458	118,458
Total Operating Expenses	<u>11,943,573</u>	<u>13,665,432</u>	<u>13,841,343</u>	<u>13,780,470</u>
Reserve Accounts	<u>752,916</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Estimated Requirements	<u>\$ 12,696,489</u>	<u>13,665,432</u>	<u>13,841,343</u>	<u>13,780,470</u>

PUBLIC WORKS

WASTEWATER CAPITAL PROGRAM FUNDS

CAPITAL SUMMARY

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Residential Service Charge	\$ 3,772,220	3,926,000	3,926,000	3,926,000
Commercial Service Charge	1,010,424	805,000	805,000	805,000
Industrial Service Charge	302,797	300,000	300,000	300,000
Residential Connection Fees	691,979	100,000	100,000	100,000
Commercial Connection Fees	862,446	400,000	400,000	400,000
Capital Improvement Fee	3,972	-	-	-
Interest Income	254,645	380,000	380,000	380,000
Miscellaneous Revenue	441,689	183,900	170,300	170,300
Total Estimated Revenues	<u>7,340,172</u>	<u>6,094,900</u>	<u>6,081,300</u>	<u>6,081,300</u>
Reserve Accounts	<u>142,244</u>	<u>2,308,200</u>	<u>5,833,800</u>	<u>5,833,800</u>
Total Available for Allocation	<u>\$ 7,482,416</u>	<u>8,403,100</u>	<u>11,915,100</u>	<u>11,915,100</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Maintenance and Operations	\$ 274,202	651,700	652,300	652,300
Capital Outlay	78,440	325,000	250,000	250,000
Total Operating Expenses	<u>352,642</u>	<u>976,700</u>	<u>902,300</u>	<u>902,300</u>
Capital Improvements	5,131,251	3,847,500	7,430,000	7,430,000
Debt Service	1,998,523	3,578,900	3,582,800	3,582,800
Total Estimated Requirements	<u>\$ 7,482,416</u>	<u>8,403,100</u>	<u>11,915,100</u>	<u>11,915,100</u>

PUBLIC WORKS

WASTEWATER FUND PROGRAMS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 226,580	232,224	226,117	240,071
Business Management	2,106,180	2,413,089	2,445,554	2,444,809
Engineering Services	1,179,546	1,259,322	1,259,237	1,295,092
Municipal Service Center	401,113	358,535	361,291	359,411
Wastewater Lines	1,402,303	1,564,867	1,698,914	1,700,518
Industrial Waste Inspection	337,335	395,635	394,760	398,159
Hill Canyon Treatment Plant	<u>6,290,516</u>	<u>7,441,760</u>	<u>7,455,470</u>	<u>7,342,410</u>
Total	\$ <u>11,943,573</u>	<u>13,665,432</u>	<u>13,841,343</u>	<u>13,780,470</u>

PUBLIC WORKS

WASTEWATER FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 4,255,700	4,410,377	4,414,776	4,381,204
Fringe Benefits	1,737,125	1,931,269	1,971,287	1,943,986
Maintenance and Operations:				
Supplies and Equipment	1,131,391	1,407,000	1,409,450	1,409,450
Repairs and Maintenance	234,283	351,900	348,150	348,150
Professional/Contractual Services	3,272,496	4,065,950	4,075,350	4,075,350
Utilities	925,551	988,000	989,000	989,000
Insurance and Claims	174,948	194,500	203,500	203,500
Equipment/Building Rental	16,428	31,000	31,000	31,000
Training and Memberships	59,528	134,300	134,300	134,300
Asset Replacement Funding	156,949	167,797	162,733	162,733
Total Maintenance and Operations	<u>5,971,574</u>	<u>7,340,447</u>	<u>7,353,483</u>	<u>7,353,483</u>
Charge Backs	(20,826)	(16,661)	(16,661)	(16,661)
Capital Outlay:				
Capital Outlay	41,294	152,348	505,140	505,140
Use of Asset Replacement	(41,294)	(152,348)	(386,682)	(386,682)
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>118,458</u>	<u>118,458</u>
Total Program Allocations	<u>\$ 11,943,573</u>	<u>13,665,432</u>	<u>13,841,343</u>	<u>13,780,470</u>

PUBLIC WORKS

WASTEWATER FUND ADMINISTRATION

Program Description

Administration provides overall management of Public Works Department, customer service/counter assistance, and administrative assistance to the Director and Department staff.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 148,098	133,710	133,710	142,820
Fringe Benefits	62,010	62,064	63,307	68,151
Maintenance and Operations:				
Supplies and Equipment	9,285	11,700	11,700	11,700
Repairs and Maintenance	3,097	3,750	4,000	4,000
Professional/Contractual Services	1,163	8,200	600	600
Utilities	416	500	500	500
Equipment/Building Rental	-	2,700	2,700	2,700
Training and Memberships	2,511	9,600	9,600	9,600
Total Maintenance and Operations	<u>16,472</u>	<u>36,450</u>	<u>29,100</u>	<u>29,100</u>
Total Program Allocations	<u>\$ 226,580</u>	<u>232,224</u>	<u>226,117</u>	<u>240,071</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.55; FY 2012-13 - 1.75

FUNDING SOURCE: This program is funded 100% by Wastewater Fund

PUBLIC WORKS

WASTEWATER FUND BUSINESS MANAGEMENT

Program Description

This program manages the Department's business functions, including accounting, purchasing, budget preparation and monitoring, user fees, wastewater service charge and capital charge review and related fiscal functions.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 93,156	101,103	101,103	101,103
Fringe Benefits	42,493	47,186	48,151	47,406
Maintenance and Operations:				
Supplies and Equipment	136	700	700	700
Professional/Contractual Services	1,795,076	2,067,600	2,090,100	2,090,100
Utilities	108	200	200	200
Insurance and Claims	174,948	194,500	203,500	203,500
Training and Memberships	263	1,800	1,800	1,800
Total Maintenance and Operations	<u>1,970,531</u>	<u>2,264,800</u>	<u>2,296,300</u>	<u>2,296,300</u>
Total Program Allocations	\$ <u>2,106,180</u>	<u>2,413,089</u>	<u>2,445,554</u>	<u>2,444,809</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.35; FY 2012-13 - 1.35

FUNDING SOURCE: This program is funded 100% by Wastewater Fund

PUBLIC WORKS

WASTEWATER FUND ENGINEERING SERVICES

Program Description

Engineering Services ensures compliance with City development regulations, proper construction of development projects, and permitted projects within City as well as planning, engineering, and construction of public improvement projects.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 819,955	816,817	817,408	843,815
Fringe Benefits	340,459	350,589	357,913	367,361
Maintenance and Operations:				
Supplies and Equipment	3,600	11,750	11,750	11,750
Repairs and Maintenance	3,266	7,300	6,800	6,800
Professional/Contractual Services	1,434	45,000	37,500	37,500
Utilities	1,893	3,200	3,200	3,200
Training and Memberships	4,173	19,900	19,900	19,900
Asset Replacement Funding	4,766	4,766	4,766	4,766
Total Maintenance and Operations	<u>19,132</u>	<u>91,916</u>	<u>83,916</u>	<u>83,916</u>
Total Program Allocations	<u>\$ 1,179,546</u>	<u>1,259,322</u>	<u>1,259,237</u>	<u>1,295,092</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 9.50; FY 2012-13 - 9.80

FUNDING SOURCE: This program is funded 100% by Wastewater Fund

PUBLIC WORKS

WASTEWATER FUND MUNICIPAL SERVICE CENTER

Program Description

This program is responsible for customer service, office administration, dispatch, accounts payable, purchasing, inventory management, and facilities maintenance.

	Prior Year Actual <u>2010-2011</u>	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 225,036	183,233	183,872	183,539
Fringe Benefits	103,337	89,513	91,380	89,833
Maintenance and Operations:				
Supplies and Equipment	10,790	11,750	12,000	12,000
Repairs and Maintenance	23,779	32,350	31,850	31,850
Professional/Contractual Services	32,387	24,550	25,050	25,050
Utilities	23,759	29,000	29,000	29,000
Equipment/Building Rental	1,635	1,500	1,500	1,500
Training and Memberships	1,216	3,300	3,300	3,300
Total Maintenance and Operations	<u>93,566</u>	<u>102,450</u>	<u>102,700</u>	<u>102,700</u>
Charge Backs	<u>(20,826)</u>	<u>(16,661)</u>	<u>(16,661)</u>	<u>(16,661)</u>
Total Program Allocations	<u>\$ 401,113</u>	<u>358,535</u>	<u>361,291</u>	<u>359,411</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.66; FY 2012-13 - 2.66

FUNDING SOURCE: This program is funded 100% by Wastewater Fund

PUBLIC WORKS

WASTEWATER FUND WASTEWATER LINES

Program Description

This program is responsible for maintaining 550 miles of wastewater lines and sewer utility holes within the City's wastewater collection system.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 663,700	693,936	693,936	696,894
Fringe Benefits	297,287	335,773	342,151	340,797
Maintenance and Operations:				
Supplies and Equipment	63,132	77,850	79,850	79,850
Repairs and Maintenance	125,027	147,500	153,500	153,500
Professional/Contractual Services	150,636	193,000	193,500	193,500
Utilities	31,942	59,500	60,500	60,500
Equipment/Building Rental	-	4,000	4,000	4,000
Training and Memberships	6,804	7,400	7,400	7,400
Asset Replacement Funding	63,775	45,908	45,619	45,619
Total Maintenance and Operations	441,316	535,158	544,369	544,369
Capital Outlay:				
Capital Outlay	-	27,348	380,140	380,140
Use of Asset Replacement	-	(27,348)	(261,682)	(261,682)
Total Capital Outlay	-	-	118,458	118,458
Total Program Allocations	\$ 1,402,303	1,564,867	1,698,914	1,700,518

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 11.25; FY 2012-13 - 11.25

FUNDING SOURCE: This program is funded 100% by Wastewater Fund

PUBLIC WORKS

WASTEWATER FUND

INDUSTRIAL WASTE INSPECTION

Program Description

The purpose of this program is to implement the federally mandated pretreatment program, which protects the treatment plant, staff, and the receiving waters from pollutants generated at industrial facilities that are discharged to the wastewater system.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 201,388	202,015	202,015	202,015
Fringe Benefits	82,968	90,604	92,529	95,928
Maintenance and Operations:				
Supplies and Equipment	3,092	9,000	9,200	9,200
Repairs and Maintenance	14,657	23,000	19,000	19,000
Professional/Contractual Services	26,033	48,000	49,000	49,000
Utilities	1,142	3,600	3,600	3,600
Training and Memberships	1,950	10,300	10,300	10,300
Asset Replacement Funding	6,105	9,116	9,116	9,116
Total Maintenance and Operations	<u>52,979</u>	<u>103,016</u>	<u>100,216</u>	<u>100,216</u>
Capital Outlay:				
Capital Outlay	16,861	-	-	-
Use of Asset Replacement	<u>(16,861)</u>	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 337,335</u>	<u>395,635</u>	<u>394,760</u>	<u>398,159</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.50; FY 2012-13 - 2.50

FUNDING SOURCE: This program is funded 100% by Wastewater Fund

PUBLIC WORKS

WASTEWATER FUND

HILL CANYON TREATMENT PLANT

Program Description

The Hill Canyon Treatment Plant is an advanced tertiary wastewater treatment facility.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 2,104,367	2,279,563	2,282,732	2,211,018
Fringe Benefits	808,571	955,540	975,856	934,510
Maintenance and Operations:				
Supplies and Equipment	1,041,356	1,284,250	1,284,250	1,284,250
Repairs and Maintenance	64,457	138,000	133,000	133,000
Professional/Contractual Services	1,265,767	1,679,600	1,679,600	1,679,600
Utilities	866,291	892,000	892,000	892,000
Equipment/Building Rental	14,793	22,800	22,800	22,800
Training and Memberships	42,611	82,000	82,000	82,000
Asset Replacement Funding	82,303	108,007	103,232	103,232
Total Maintenance and Operations	3,377,578	4,206,657	4,196,882	4,196,882
Capital Outlay:				
Capital Outlay	24,433	125,000	125,000	125,000
Use of Asset Replacement	(24,433)	(125,000)	(125,000)	(125,000)
Total Capital Outlay	-	-	-	-
Total Program Allocations	\$ 6,290,516	7,441,760	7,455,470	7,342,410

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 26.25; FY 2012-13 - 25.25

FUNDING SOURCE: This program is funded 100% by Wastewater Fund



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SOLID WASTE FUND

PUBLIC WORKS

SOLID WASTE FUND OPERATIONS SUMMARY

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Landfill Facility Fee	\$ 270,130	280,748	280,748	280,748
Residential Recycling	258,514	244,500	244,500	244,500
Commercial Recycling	589,188	535,000	535,000	535,000
Temporary Drop Box & Bin	113,608	115,000	115,000	115,000
Interest Income	66,362	100,000	100,000	100,000
Grants - Recycling and Hazardous Waste	1,426	65,163	65,163	65,163
Miscellaneous	89,361	69,000	74,000	74,000
Total Estimated Revenues	<u>1,388,589</u>	<u>1,409,411</u>	<u>1,414,411</u>	<u>1,414,411</u>
Reserve Accounts	<u>88,272</u>	<u>538,614</u>	<u>301,985</u>	<u>381,524</u>
Total Available for Allocation	<u>\$ 1,476,861</u>	<u>1,948,025</u>	<u>1,716,396</u>	<u>1,795,935</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 454,494	466,567	450,567	505,593
Fringe Benefits	171,298	179,923	183,557	208,070
Maintenance and Operations	779,721	1,164,535	1,082,272	1,082,272
Total Operating Expenses	<u>1,405,513</u>	<u>1,811,025</u>	<u>1,716,396</u>	<u>1,795,935</u>
Capital Improvements	<u>71,348</u>	<u>137,000</u>	-	-
Total Estimated Requirements	<u>\$ 1,476,861</u>	<u>1,948,025</u>	<u>1,716,396</u>	<u>1,795,935</u>

PUBLIC WORKS

SOLID WASTE FUND PROGRAMS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 112,627	180,300	41,970	45,978
Business Management	155,192	148,333	149,849	149,698
Recycling	567,757	823,857	719,146	756,594
Household Hazardous Waste	571,870	715,535	724,431	762,665
Community Enhancement	69,415	80,000	81,000	81,000
Total	\$ <u>1,476,861</u>	<u>1,948,025</u>	<u>1,716,396</u>	<u>1,795,935</u>

PUBLIC WORKS

SOLID WASTE FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 454,494	466,567	450,567	505,593
Fringe Benefits	171,298	179,923	183,557	208,070
Maintenance and Operations:				
Supplies and Equipment	70,421	310,613	173,400	173,400
Repairs and Maintenance	2,560	3,350	3,450	3,450
Professional/Contractual Services	614,078	732,100	786,700	786,700
Utilities	61,406	73,150	73,200	73,200
Insurance and Claims	1,772	3,500	3,500	3,500
Equipment/Building Rental	14,256	6,200	6,200	6,200
Training and Memberships	13,156	33,550	33,750	33,750
Asset Replacement Funding	2,072	2,072	2,072	2,072
Total Maintenance and Operations	779,721	1,164,535	1,082,272	1,082,272
Capital Improvements	71,348	137,000	-	-
Total Program Allocations	\$ 1,476,861	1,948,025	1,716,396	1,795,935

PUBLIC WORKS

SOLID WASTE FUND ADMINISTRATION

Program Description

Administration provides overall management of Public Works Department, customer service/counter assistance, and administrative assistance to the Director and Department staff.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 26,491	23,323	23,323	26,015
Fringe Benefits	11,603	10,727	10,947	12,263
Maintenance and Operations:				
Supplies and Equipment	1,826	5,000	5,000	5,000
Repairs and Maintenance	619	950	1,000	1,000
Professional/Contractual Services	398	1,700	100	100
Utilities	83	-	-	-
Equipment/Building Rental	-	700	700	700
Training and Memberships	259	900	900	900
Total Maintenance and Operations	<u>3,185</u>	<u>9,250</u>	<u>7,700</u>	<u>7,700</u>
Capital Improvements	<u>71,348</u>	<u>137,000</u>	<u>-</u>	<u>-</u>
Total Program Allocations	<u>\$ 112,627</u>	<u>180,300</u>	<u>41,970</u>	<u>45,978</u>

Budget Variance: No material variances noted.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.30; FY 2012-13 - 0.35

FUNDING SOURCE: This program is funded 100% by Solid Waste Fund

PUBLIC WORKS

SOLID WASTE FUND BUSINESS MANAGEMENT

Program Description

This program manages the Department's business functions, including accounting, purchasing, budget preparation and monitoring, user fees, solid waste rate adjustments and related fiscal functions.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 15,037	21,923	21,923	21,923
Fringe Benefits	8,201	10,910	11,126	10,975
Maintenance and Operations:				
Supplies and Equipment	16	500	500	500
Professional/Contractual Services	131,869	113,400	114,600	114,600
Utilities	22	200	200	200
Training and Memberships	47	1,400	1,500	1,500
Total Maintenance and Operations	<u>131,954</u>	<u>115,500</u>	<u>116,800</u>	<u>116,800</u>
Total Program Allocations	<u>\$ 155,192</u>	<u>148,333</u>	<u>149,849</u>	<u>149,698</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.35; FY 2012-13 - 0.35

FUNDING SOURCE: This program is funded 100% by Solid Waste Fund

PUBLIC WORKS

SOLID WASTE FUND RECYCLING

Program Description

This program is responsible for promoting waste reduction activities throughout the City, managing contracts with private waste haulers and the Simi Valley Landfill, and developing medium and long-range plans to meet State mandates and local waste reduction and disposal needs.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 291,337	286,358	286,358	312,525
Fringe Benefits	112,306	116,836	119,188	130,469
Maintenance and Operations:				
Supplies and Equipment	46,325	239,413	102,200	102,200
Professional/Contractual Services	35,011	80,000	110,000	110,000
Utilities	59,598	71,150	71,200	71,200
Insurance and Claims	1,772	3,500	3,500	3,500
Equipment/Building Rental	14,256	5,500	5,500	5,500
Training and Memberships	7,152	21,100	21,200	21,200
Total Maintenance and Operations	<u>164,114</u>	<u>420,663</u>	<u>313,600</u>	<u>313,600</u>
Total Program Allocations	<u>\$ 567,757</u>	<u>823,857</u>	<u>719,146</u>	<u>756,594</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.00; FY 2012-13 - 3.50

FUNDING SOURCE: This program is funded 100% by Solid Waste Fund

PUBLIC WORKS

SOLID WASTE FUND

HOUSEHOLD HAZARDOUS WASTE

Program Description

This program is responsible for providing cost-effective and safe disposal of residential and small business hazardous waste at the Municipal Service Center.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 121,629	134,963	118,963	145,130
Fringe Benefits	39,188	41,450	42,296	54,363
Maintenance and Operations:				
Supplies and Equipment	22,254	65,700	65,700	65,700
Repairs and Maintenance	1,941	2,400	2,450	2,450
Professional/Contractual Services	377,385	457,000	481,000	481,000
Utilities	1,703	1,800	1,800	1,800
Training and Memberships	5,698	10,150	10,150	10,150
Asset Replacement Funding	2,072	2,072	2,072	2,072
Total Maintenance and Operations	<u>411,053</u>	<u>539,122</u>	<u>563,172</u>	<u>563,172</u>
Total Program Allocations	\$ <u>571,870</u>	<u>715,535</u>	<u>724,431</u>	<u>762,665</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.10; FY 2012-13 - 1.60

FUNDING SOURCE: This program is funded 100% by Solid Waste Fund

PUBLIC WORKS

SOLID WASTE FUND COMMUNITY ENHANCEMENT

Program Description

This program provides funding for three solid waste related community beautification programs: the Neighborhood Clean Up Program, the Adopt-a-Highway Program, and the Community Enhancement Grant Program.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
Program Allocations				
Maintenance and Operations:				
Professional/Contractual Services	\$ <u>69,415</u>	<u>80,000</u>	<u>81,000</u>	<u>81,000</u>
Total Program Allocations	\$ <u><u>69,415</u></u>	<u><u>80,000</u></u>	<u><u>81,000</u></u>	<u><u>81,000</u></u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by Solid Waste Fund

TRANSPORTATION FUND

PUBLIC WORKS

TRANSPORTATION FUND OPERATIONS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Sales Tax on Gasoline, SB325	\$ 2,752,801	2,770,400	2,780,400	2,780,400
Bus Fares	121,366	117,600	122,100	142,100
Dial-A-Ride	133,178	114,750	125,550	180,550
Interest Income	7,835	1,000	1,000	1,000
Federal and State Grants	638,672	1,276,601	516,000	761,000
Miscellaneous	35,959	36,000	36,000	36,000
Total Estimated Revenues	<u>3,689,811</u>	<u>4,316,351</u>	<u>3,581,050</u>	<u>3,901,050</u>
Transfers From Other Funds	182,301	200,000	200,000	200,000
Reserve Accounts	-	463,176	482,773	532,270
Total Available for Allocation	<u>\$ 3,872,112</u>	<u>4,979,527</u>	<u>4,263,823</u>	<u>4,633,320</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 83,092	81,194	81,194	81,194
Fringe Benefits	33,999	36,431	37,188	36,685
Maintenance and Operations	3,397,799	3,603,902	3,715,441	4,085,441
Capital Outlay	222,510	1,258,000	270,000	270,000
Total Operating Expenses	<u>3,737,400</u>	<u>4,979,527</u>	<u>4,103,823</u>	<u>4,473,320</u>
Capital Improvements	134,144	-	160,000	160,000
Reserve Accounts	568	-	-	-
Total Estimated Requirements	<u>\$ 3,872,112</u>	<u>4,979,527</u>	<u>4,263,823</u>	<u>4,633,320</u>

PUBLIC WORKS

TRANSPORTATION FUND PROGRAMS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Bus, Ventura Intercity Services Transit Authority (VISTA)	\$ 307,650	281,948	292,317	292,269
Bus, Local (Thousand Oaks Transit)	1,275,580	2,453,562	1,639,477	1,834,186
Dial-A-Ride	<u>2,288,314</u>	<u>2,244,017</u>	<u>2,332,029</u>	<u>2,506,865</u>
Total	<u>\$ 3,871,544</u>	<u>4,979,527</u>	<u>4,263,823</u>	<u>4,633,320</u>

PUBLIC WORKS

TRANSPORTATION FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 83,092	81,194	81,194	81,194
Fringe Benefits	33,999	36,431	37,188	36,685
Maintenance and Operations:				
Supplies and Equipment	46,268	89,200	66,200	66,200
Repairs and Maintenance	714,121	724,802	786,741	911,741
Professional/Contractual Services	2,632,164	2,768,900	2,841,500	3,086,500
Utilities	2,913	4,100	4,100	4,100
Insurance and Claims	-	10,500	10,500	10,500
Training and Memberships	2,333	6,400	6,400	6,400
Total Maintenance and Operations	<u>3,397,799</u>	<u>3,603,902</u>	<u>3,715,441</u>	<u>4,085,441</u>
Capital Outlay:				
Capital Outlay	222,510	1,258,000	270,000	270,000
Capital Improvements	134,144	-	160,000	160,000
Total Program Allocations	<u>\$ 3,871,544</u>	<u>4,979,527</u>	<u>4,263,823</u>	<u>4,633,320</u>

PUBLIC WORKS

TRANSPORTATION FUND

BUS, VENTURA INTERCITY SERVICES TRANSIT AUTHORITY (VISTA)

Program Description

This program provides express regional transportation services for City residents traveling to destinations within and outside Ventura County.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 7,451	7,431	7,431	7,431
Fringe Benefits	2,948	3,217	3,286	3,238
Maintenance and Operations:				
Repairs and Maintenance	38,272	-	-	-
Professional/Contractual Services	258,979	271,300	281,600	281,600
Total Maintenance and Operations	297,251	271,300	281,600	281,600
Total Program Allocations	\$ 307,650	281,948	292,317	292,269

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.10; FY 2012-13 - 0.10

FUNDING SOURCE: This program is funded 100% by Transportation Fund

PUBLIC WORKS

TRANSPORTATION FUND

BUS, LOCAL (THOUSAND OAKS TRANSIT)

Program Description

This program provides low cost community bus service to residents and commuters while reducing automobile trips on local streets.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 49,264	47,457	47,457	47,457
Fringe Benefits	20,681	21,954	22,399	22,108
Maintenance and Operations:				
Supplies and Equipment	39,369	69,850	50,850	50,850
Repairs and Maintenance	411,007	402,501	433,471	458,471
Professional/Contractual Services	616,783	656,000	657,500	827,500
Utilities	2,913	4,100	4,100	4,100
Insurance and Claims	-	10,500	10,500	10,500
Training and Memberships	1,419	3,200	3,200	3,200
Total Maintenance and Operations	1,071,491	1,146,151	1,159,621	1,354,621
Capital Outlay:				
Capital Outlay	-	1,238,000	250,000	250,000
Capital Improvements	134,144	-	160,000	160,000
Total Program Allocations	\$ 1,275,580	2,453,562	1,639,477	1,834,186

Budget Variance: No material variances noted.
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TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.60; FY 2012-13 - 0.60

FUNDING SOURCE: This program is funded 100% by Transportation Fund

PUBLIC WORKS

TRANSPORTATION FUND DIAL-A-RIDE

Program Description

This program provides door-to-door transportation for seniors and persons with disabilities.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 26,377	26,306	26,306	26,306
Fringe Benefits	10,370	11,260	11,503	11,339
Maintenance and Operations:				
Supplies and Equipment	6,899	19,350	15,350	15,350
Repairs and Maintenance	264,842	322,301	353,270	453,270
Professional/Contractual Services	1,756,402	1,841,600	1,902,400	1,977,400
Training and Memberships	914	3,200	3,200	3,200
Total Maintenance and Operations	2,029,057	2,186,451	2,274,220	2,449,220
Capital Outlay:				
Capital Outlay	222,510	20,000	20,000	20,000
Total Program Allocations	\$ 2,288,314	2,244,017	2,332,029	2,506,865

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.35; FY 2012-13 - 0.35

FUNDING SOURCE: This program is funded 100% by Transportation Fund

THEATRES FUND

CULTURAL AFFAIRS

THEATRES FUND OPERATIONS SUMMARY

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Box Office Charges	\$ 266,086	286,505	323,854	323,854
Charges for Services	529,583	586,937	670,316	670,316
Labor Sales	1,215,769	1,309,568	1,454,721	1,454,721
Performance Rehearsal Rents	419,907	499,811	549,793	549,793
Concession Rental	22,583	22,123	24,335	24,335
Parking	324,765	357,000	374,850	374,850
Alliance for the Arts	300,000	300,000	300,000	300,000
Advertising/Promotion/Lobby Sales	28,484	28,903	31,075	31,075
Cost Allocations	297,740	322,500	322,500	322,500
Interest Apportionment	37,260	25,000	10,000	10,000
Total Estimated Revenues	<u>3,442,177</u>	<u>3,738,347</u>	<u>4,061,444</u>	<u>4,061,444</u>
Reserve Accounts	<u>322,653</u>	<u>537,806</u>	<u>119,600</u>	<u>177,719</u>
Total Available for Allocation	<u>\$ 3,764,830</u>	<u>4,276,153</u>	<u>4,181,044</u>	<u>4,239,163</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 1,444,097	1,481,418	1,481,418	1,515,838
Fringe Benefits	431,287	468,627	477,123	500,822
Maintenance and Operations	1,798,618	2,326,108	2,222,503	2,222,503
Total Operating Expenses	<u>3,674,002</u>	<u>4,276,153</u>	<u>4,181,044</u>	<u>4,239,163</u>
Capital Improvements	<u>90,828</u>	-	-	-
Total Estimated Requirements	<u>\$ 3,764,830</u>	<u>4,276,153</u>	<u>4,181,044</u>	<u>4,239,163</u>

* Reserve account does not include approximately \$35,000 in depreciation, which is not budgeted during the two-year budget cycle. Additional reserves will be placed in fund balance for future capital projects.

CULTURAL AFFAIRS

THEATRES FUND PROGRAMS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Kavli Center	\$ 2,745,602	3,016,855	2,947,155	2,979,753
Scherr Forum Theatre	<u>1,019,228</u>	<u>1,259,298</u>	<u>1,233,889</u>	<u>1,259,410</u>
Total	<u>\$ 3,764,830</u>	<u>4,276,153</u>	<u>4,181,044</u>	<u>4,239,163</u>

CULTURAL AFFAIRS

THEATRES FUND ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 1,444,097	1,481,418	1,481,418	1,515,838
Fringe Benefits	431,287	468,627	477,123	500,822
Maintenance and Operations:				
Supplies and Equipment	78,148	95,350	95,350	95,350
Repairs and Maintenance	55,567	180,300	110,800	110,800
Professional/Contractual Services	1,191,944	1,594,202	1,580,681	1,580,681
Utilities	371,696	344,650	344,650	344,650
Equipment/Building Rental	12,808	24,800	24,800	24,800
Training and Memberships	15,449	14,000	14,000	14,000
Asset Replacement Funding	73,006	72,806	52,222	52,222
Total Maintenance and Operations	<u>1,798,618</u>	<u>2,326,108</u>	<u>2,222,503</u>	<u>2,222,503</u>
Capital Outlay:				
Capital Outlay	-	45,000	-	-
Use of Asset Replacement	-	(45,000)	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Improvements	90,828	-	-	-
Total Program Allocations	<u>\$ 3,764,830</u>	<u>4,276,153</u>	<u>4,181,044</u>	<u>4,239,163</u>

CULTURAL AFFAIRS

THEATRES FUND FRED KAVLI THEATRE

Program Description

Operates the Bank of America Performing Arts Center's Fred Kavli Theatre, an 1,800 seat performing arts venue.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 963,228	969,467	969,467	986,677
Fringe Benefits	257,526	270,694	275,279	290,667
Maintenance and Operations:				
Supplies and Equipment	46,519	55,050	55,050	55,050
Repairs and Maintenance	35,615	131,100	76,600	76,600
Professional/Contractual Services	970,984	1,231,787	1,228,566	1,228,566
Utilities	302,784	277,950	277,950	277,950
Equipment/Building Rental	10,290	14,100	14,100	14,100
Training and Memberships	9,221	8,300	8,300	8,300
Asset Replacement Funding	58,607	58,407	41,843	41,843
Total Maintenance and Operations	1,434,020	1,776,694	1,702,409	1,702,409
Capital Outlay:				
Capital Outlay	-	45,000	-	-
Use of Asset Replacement	-	(45,000)	-	-
Total Capital Outlay	-	-	-	-
Capital Improvements	90,828	-	-	-
Total Program Allocations	\$ 2,745,602	3,016,855	2,947,155	2,979,753

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 7.35; FY 2012-13 - 7.35

FUNDING SOURCE: This program is funded 100% by Theatre Fund

CULTURAL AFFAIRS

THEATRES FUND

JANET & RAY SCHERR FORUM THEATRE

Program Description

Operates the Bank of America Performing Arts Center's Janet and Ray Scherr Forum Theatre, a 400-seat community theatre and meeting site.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 480,869	511,951	511,951	529,161
Fringe Benefits	173,761	197,933	201,844	210,155
Maintenance and Operations:				
Supplies and Equipment	31,629	40,300	40,300	40,300
Repairs and Maintenance	19,952	49,200	34,200	34,200
Professional/Contractual Services	220,960	362,415	352,115	352,115
Utilities	68,912	66,700	66,700	66,700
Equipment/Building Rental	2,518	10,700	10,700	10,700
Training and Memberships	6,228	5,700	5,700	5,700
Asset Replacement Funding	14,399	14,399	10,379	10,379
Total Maintenance and Operations	364,598	549,414	520,094	520,094
Total Program Allocations	\$ 1,019,228	1,259,298	1,233,889	1,259,410

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 5.65; FY 2012-13 - 5.95

FUNDING SOURCE: This program is funded 100% by Theatre Fund



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LOS ROBLES GREENS GOLF COURSE FUND

FINANCE

LOS ROBLES GREENS GOLF COURSE FUND OPERATIONS SUMMARY

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Requirements:				
Golf Course Green Fees	\$ 1,796,732	1,850,000	1,887,000	1,887,000
Golf Course Cart Rentals	607,858	650,000	663,000	663,000
Golf Course Memberships	19,110	24,000	24,480	24,480
Driving Range Fees	58,796	75,000	76,500	76,500
Interest Income	41,449	60,000	61,200	61,200
Miscellaneous	<u>2,350,632</u>	<u>2,675,000</u>	<u>2,714,000</u>	<u>2,714,000</u>
Total Estimated Revenues	<u>4,874,577</u>	<u>5,334,000</u>	<u>5,426,180</u>	<u>5,426,180</u>
Reserve Accounts	<u>-</u>	<u>309,432</u>	<u>533,558</u>	<u>533,558</u>
Total Available for Allocation	<u>\$ 4,874,577</u>	<u>5,643,432</u>	<u>5,959,738</u>	<u>5,959,738</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Maintenance and Operations	\$ 4,278,044	4,630,432	4,702,838	4,702,838
Capital Outlay	<u>(4,832)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenses	<u>4,273,212</u>	<u>4,630,432</u>	<u>4,702,838</u>	<u>4,702,838</u>
Capital Improvements	-	750,000	1,000,000	1,000,000
Debt Service	155,312	163,000	156,900	156,900
Transfers to Other Funds	61,008	100,000	100,000	100,000
Reserve Accounts*	<u>385,045</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Estimated Requirements	<u>\$ 4,874,577</u>	<u>5,643,432</u>	<u>5,959,738</u>	<u>5,959,738</u>

Budget Variance: The City entered into a management agreement contract with Evergreen Alliance Golf Limited (EAGL) during FY 2007. Revenue and expenditure budgets have been grossed up to properly present the terms of the management agreement contract.

* Reserve account does not include approximately \$270,000 in depreciation, which is not budgeted during the two-year budget cycle. Additional reserves will be placed in fund balance for future capital projects.

FINANCE

LOS ROBLES GREENS GOLF COURSE FUND ALLOCATION SUMMARY

Program Description

Los Robles Greens Golf Course basks in the foothills of the Conejo Valley and was redesigned to a par 70 course (6,274 yards), known for the giant oak trees that line its fairways. The golf course is currently managed by Evergreen Alliance Golf Limited (EAGL).

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Maintenance and Operations:				
Supplies and Equipment	\$ 825	1,500	1,500	1,500
Professional/Contractual Services	4,270,590	4,624,100	4,696,520	4,696,520
Utilities	1,598	-	-	-
Training and Memberships	199	-	-	-
Asset Replacement Funding	4,832	4,832	4,818	4,818
Total Maintenance and Operations	<u>4,278,044</u>	<u>4,630,432</u>	<u>4,702,838</u>	<u>4,702,838</u>
Capital Outlay:				
Use of Asset Replacement	(4,832)	-	-	-
Capital Improvements	-	750,000	1,000,000	1,000,000
Debt Service	155,312	163,000	156,900	156,900
Transfers to Other Funds	61,008	100,000	100,000	100,000
Total Program Allocations	<u>\$ 4,489,532</u>	<u>5,643,432</u>	<u>5,959,738</u>	<u>5,959,738</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

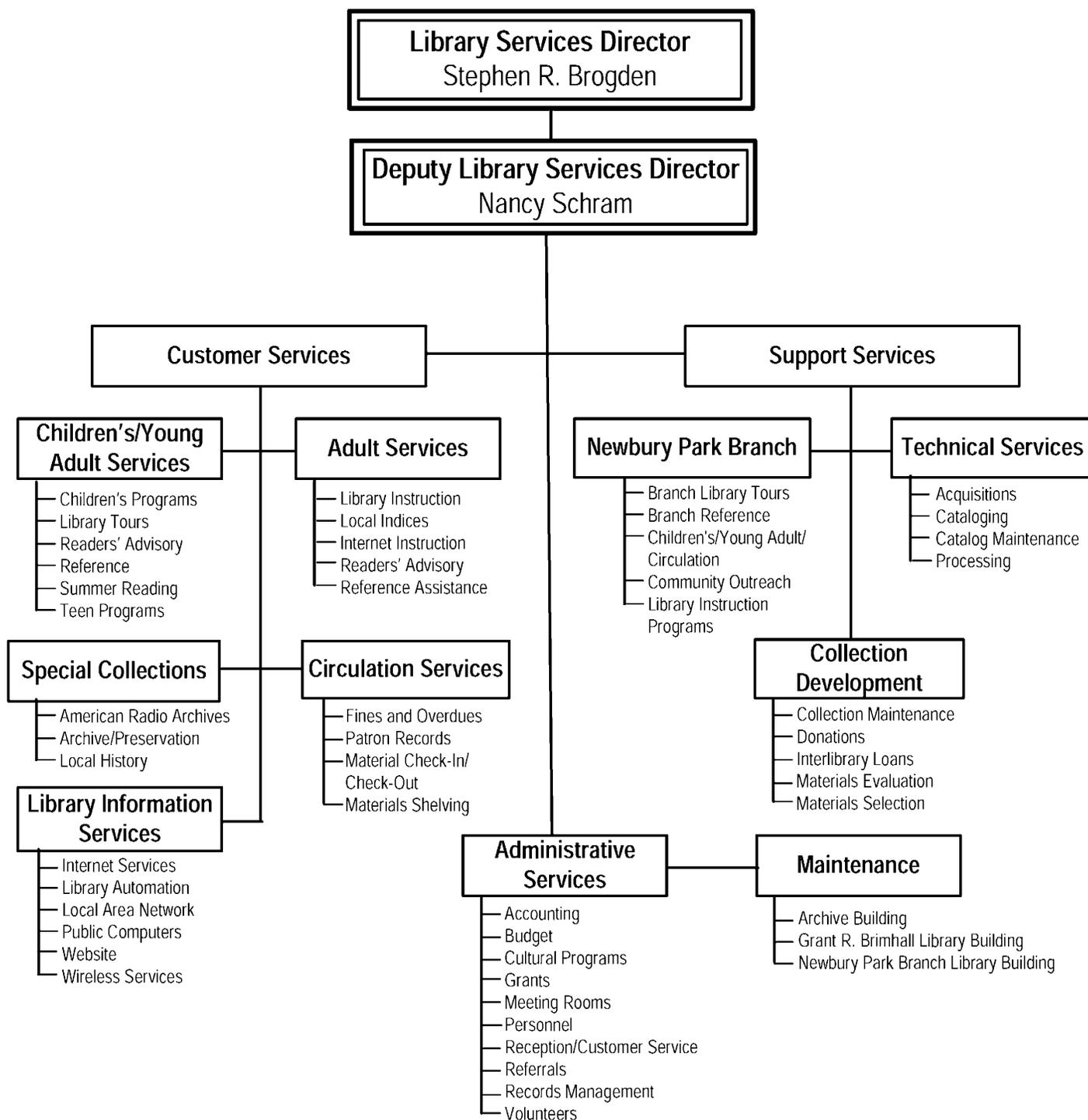
FUNDING SOURCE: This program is funded 100% by Los Robles Golf Course Fund

SPECIAL REVENUE FUNDS

Library Fund

LIBRARY FUND

Library Services



LIBRARY

LIBRARY FUND

OPERATIONS SUMMARY

Library Mission Statement

To serve the diverse informational and leisure pursuits of the community by providing knowledgeable, courteous, and effective assistance, materials, and resources for research and life-long learning in a variety of print and electronic formats, a variety of cultural and informative programs, and pleasant and safe library facilities for the enjoyment of users of all ages and interests.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Property Tax - Library District	\$ 5,220,253	5,368,650	5,475,910	5,381,385
Property Tax Pass Thru Agreement	326,613	353,500	360,570	293,430
Library Fines and Fees	173,189	195,000	195,000	174,000
Interest Income	23,957	35,700	36,420	25,000
State Participation	70,423	45,000	45,000	-
County Participation	331,552	-	-	-
Miscellaneous	59,675	43,200	43,200	43,200
Total Estimated Revenues	<u>6,205,662</u>	<u>6,041,050</u>	<u>6,156,100</u>	<u>5,917,015</u>
Transfers From Other Funds	818,927	2,140,355	1,517,664	1,719,573
Reserve Accounts	977,458	-	-	-
Total Available for Allocation	<u>\$ 8,002,047</u>	<u>8,181,405</u>	<u>7,673,764</u>	<u>7,636,588</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 3,905,981	3,709,525	3,709,525	3,659,001
Fringe Benefits	1,537,437	1,456,165	1,482,108	1,504,266
Maintenance and Operations	2,261,133	2,440,715	2,482,131	2,473,321
Total Operating Expenses	<u>7,704,551</u>	<u>7,606,405</u>	<u>7,673,764</u>	<u>7,636,588</u>
Capital Improvements	297,496	575,000	-	-
Total Estimated Requirements	<u>\$ 8,002,047</u>	<u>8,181,405</u>	<u>7,673,764</u>	<u>7,636,588</u>

LIBRARY

LIBRARY FUND PROGRAMS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocation Summary</u>				
Administration	\$ 1,448,674	1,466,054	1,516,866	1,487,099
Reference Services	837,947	410,888	412,756	412,596
Children's and Young Adult Services	589,997	338,415	340,165	340,681
Special Collections	202,373	238,561	240,030	234,360
Circulation	1,064,714	1,072,983	1,076,909	1,086,859
Collection Development	448,465	1,225,853	1,228,528	1,215,151
Technical Services	884,939	731,516	730,733	731,090
Maintenance	990,338	1,134,632	810,769	810,212
Information Systems	632,280	535,225	543,296	538,368
Newbury Park Branch	902,320	1,027,278	773,712	780,172
Total	\$ <u>8,002,047</u>	<u>8,181,405</u>	<u>7,673,764</u>	<u>7,636,588</u>

LIBRARY

LIBRARY FUND

ALLOCATION SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 3,905,981	3,709,525	3,709,525	3,659,001
Fringe Benefits	1,537,437	1,456,165	1,482,108	1,504,266
Maintenance and Operations:				
Supplies and Equipment*	840,526	905,810	899,410	890,600
Repairs and Maintenance	327,782	343,400	391,900	391,900
Professional/Contractual Services	650,147	673,700	667,900	667,900
Utilities	346,249	352,200	352,200	352,200
Equipment/Building Rental	21,245	17,500	17,500	17,500
Training and Memberships	22,798	35,050	35,050	35,050
Asset Replacement Funding	52,386	113,055	118,171	118,171
Total Maintenance and Operations	<u>2,261,133</u>	<u>2,440,715</u>	<u>2,482,131</u>	<u>2,473,321</u>
Capital Outlay:				
Capital Outlay	269,465	36,200	-	-
Use of Asset Replacement	(269,465)	(36,200)	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Improvements	297,496	575,000	-	-
Total Program Allocations	<u>\$ 8,002,047</u>	<u>8,181,405</u>	<u>7,673,764</u>	<u>7,636,588</u>

LIBRARY

LIBRARY FUND ADMINISTRATION

Program Description

This program provides for administration of City's library system by identifying community information needs and setting and maintaining standards for providing excellent customer service. Administrative staff coordinates the selection of new personnel, administers the budget, and ensures that the Library operates within goals of the City of Thousand Oaks.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 743,803	737,215	737,215	712,315
Fringe Benefits	279,334	297,467	303,463	298,596
Maintenance and Operations:				
Supplies and Equipment	35,299	25,500	25,500	25,500
Repairs and Maintenance	21,536	11,000	50,700	50,700
Professional/Contractual Services	289,008	264,500	264,500	264,500
Equipment/Building Rental	20,101	17,500	17,500	17,500
Training and Memberships	8,732	15,300	15,300	15,300
Asset Replacement Funding	50,861	97,572	102,688	102,688
Total Maintenance and Operations	<u>425,537</u>	<u>431,372</u>	<u>476,188</u>	<u>476,188</u>
Capital Outlay:				
Capital Outlay	208,038	36,200	-	-
Use of Asset Replacement	<u>(208,038)</u>	<u>(36,200)</u>	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	-	-
Total Program Allocations	<u>\$ 1,448,674</u>	<u>1,466,054</u>	<u>1,516,866</u>	<u>1,487,099</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 8.20; FY 2012-13 - 8.20

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

REFERENCE SERVICES

Program Description

This program provides professional public assistance in accessing and utilizing library and informational resources. This program assists in selection of library materials and provides services that support life-long learning and cultural pursuits.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 370,765	305,298	305,298	302,719
Fringe Benefits	193,048	99,190	101,058	103,477
Maintenance and Operations:				
Supplies and Equipment	273,203	4,400	4,400	4,400
Professional/Contractual Services	-	300	300	300
Training and Memberships	931	1,700	1,700	1,700
Total Maintenance and Operations	<u>274,134</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
Total Program Allocations	<u>\$ 837,947</u>	<u>410,888</u>	<u>412,756</u>	<u>412,596</u>

Budget Variance: Supplies & Equipment reduction in proposed fiscal years is due to purchases of materials (reference books, standing orders, & electronic materials) now purchased out of the Collection Development Division.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.68; FY 2012-13 - 2.68

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

CHILDREN'S AND YOUNG ADULT SERVICES

Program Description

This program provides reference and reader's advisory service to juvenile patrons, parents and teachers and plans and delivers programming designed to encourage and support reading.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 365,580	225,906	225,906	224,359
Fringe Benefits	146,797	96,709	98,459	100,522
Maintenance and Operations:				
Supplies and Equipment	76,924	13,200	13,200	13,200
Training and Memberships	696	2,600	2,600	2,600
Total Maintenance and Operations	<u>77,620</u>	<u>15,800</u>	<u>15,800</u>	<u>15,800</u>
Total Program Allocations	<u>\$ 589,997</u>	<u>338,415</u>	<u>340,165</u>	<u>340,681</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.43; FY 2012-13 - 3.43

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

SPECIAL COLLECTIONS

Program Description

This program acquires and preserves primary and secondary research materials detailing the history of the Conejo Valley and City of Thousand Oaks, as well as materials on the history of radio and early television. This program also provides public assistance in accessing and using the Library's special collections.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 135,086	159,495	159,495	154,504
Fringe Benefits	56,929	70,966	72,435	71,756
Maintenance and Operations:				
Supplies and Equipment	8,367	3,900	3,900	3,900
Professional/Contractual Services	-	2,000	2,000	2,000
Training and Memberships	1,991	2,200	2,200	2,200
Total Maintenance and Operations	10,358	8,100	8,100	8,100
Total Program Allocations	\$ 202,373	238,561	240,030	234,360

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.18; FY 2012-13 - 2.18

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND CIRCULATION

Program Description

This program is responsible for the registration of new users, maintenance of patron records, checking materials in and out and to and from users, notification of overdue materials, and receipt of fines and payments for lost or damaged items.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 791,920	790,103	790,103	787,644
Fringe Benefits	255,415	265,730	269,656	282,065
Maintenance and Operations:				
Supplies and Equipment	13,582	15,100	15,100	15,100
Repairs and Maintenance	1,112	-	-	-
Equipment/Building Rental	1,144	-	-	-
Training and Memberships	1,541	2,050	2,050	2,050
Total Maintenance and Operations	17,379	17,150	17,150	17,150
Total Program Allocations	\$ 1,064,714	1,072,983	1,076,909	1,086,859

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 10.18; FY 2012-13 - 10.18

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

COLLECTION DEVELOPMENT

Program Description

This program oversees and coordinates the selection, ordering, and maintenance of all library materials.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 155,880	358,146	358,146	348,286
Fringe Benefits	61,722	155,597	158,272	163,565
Maintenance and Operations:				
Supplies and Equipment	230,393	710,910	710,910	702,100
Training and Memberships	470	1,200	1,200	1,200
Total Maintenance and Operations	230,863	712,110	712,110	703,300
Total Program Allocations	\$ 448,465	1,225,853	1,228,528	1,215,151

Budget Variance: Supplies & Equipment variance in proposed budget fiscal years is due to consolidation of materials purchases to Collection Development Division.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 5.80; FY 2012-13 - 5.80

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

TECHNICAL SERVICES

Program Description

This program coordinates the purchasing, cataloging, and processing of all library materials.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 554,812	450,003	450,003	450,003
Fringe Benefits	245,999	199,263	202,880	203,237
Maintenance and Operations:				
Supplies and Equipment	39,973	44,000	39,600	39,600
Utilities	43,223	36,300	36,300	36,300
Training and Memberships	932	1,950	1,950	1,950
Total Maintenance and Operations	84,128	82,250	77,850	77,850
Total Program Allocations	\$ 884,939	731,516	730,733	731,090

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 7.30; FY 2012-13 - 7.30

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND MAINTENANCE

Program Description

This program oversees and supervises custodial service, utilities, and physical plan repair/development. This program is also responsible for daily courier service between the Libraries.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 135,732	131,167	131,167	131,167
Fringe Benefits	59,988	60,765	61,902	61,345
Maintenance and Operations:				
Supplies and Equipment	9,480	25,100	25,100	25,100
Repairs and Maintenance	76,171	71,500	71,500	71,500
Professional/Contractual Services	270,136	314,100	314,100	314,100
Utilities	210,580	207,000	207,000	207,000
Total Maintenance and Operations	566,367	617,700	617,700	617,700
Capital Improvements	228,251	325,000	-	-
Total Program Allocations	\$ 990,338	1,134,632	810,769	810,212

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 2.00; FY 2012-13 - 2.00

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

LIBRARY INFORMATION SYSTEMS

Program Description

This program purchases, maintains, and oversees computer hardware and software systems and maintains the Library website. This program is responsible for ensuring effective and efficient data communications for library patrons and staff.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Program Allocations</u>				
Salaries	\$ 235,634	140,485	140,485	136,297
Fringe Benefits	94,001	61,640	62,911	62,171
Maintenance and Operations:				
Supplies and Equipment	57,792	52,400	50,400	50,400
Repairs and Maintenance	206,425	233,400	242,200	242,200
Professional/Contractual Services	12,481	10,000	10,000	10,000
Utilities	19,595	32,000	32,000	32,000
Training and Memberships	6,352	5,300	5,300	5,300
Total Maintenance and Operations	<u>302,645</u>	<u>333,100</u>	<u>339,900</u>	<u>339,900</u>
Total Program Allocations	<u>\$ 632,280</u>	<u>535,225</u>	<u>543,296</u>	<u>538,368</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 1.93; FY 2012-13 - 1.93

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

LIBRARY

LIBRARY FUND

NEWBURY PARK BRANCH

Program Description

This program provides high quality community based Library services

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Program Allocations</u>				
Salaries	\$ 416,769	411,707	411,707	411,707
Fringe Benefits	144,204	148,838	151,072	157,532
Maintenance and Operations:				
Supplies and Equipment	95,513	11,300	11,300	11,300
Repairs and Maintenance	22,538	27,500	27,500	27,500
Professional/Contractual Services	78,522	82,800	77,000	77,000
Utilities	72,851	76,900	76,900	76,900
Training and Memberships	1,153	2,750	2,750	2,750
Asset Replacement Funding	1,525	15,483	15,483	15,483
Total Maintenance and Operations	272,102	216,733	210,933	210,933
Capital Outlay:				
Capital Outlay	61,427	-	-	-
Use of Asset Replacement	(61,427)	-	-	-
Total Capital Outlay	-	-	-	-
Capital Improvements	69,245	250,000	-	-
Total Program Allocations	\$ 902,320	1,027,278	773,712	780,172

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 5.30; FY 2012-13 - 5.30

FUNDING SOURCE: This program is funded 50% by General Fund and 50% by Library Fund

OTHER SPECIAL REVENUE FUNDS

Lighting & Landscaping
Stormwater
Street Improvement
Community Development Block Grant
Child Care Center

PUBLIC WORKS

LIGHTING AND LANDSCAPING ASSESSMENT DISTRICT FUNDS OPERATIONS SUMMARY

Program Description

This program provides landscape maintenance of public facilities, center medians, parkways, and street lights throughout the City within the Lighting and Landscape Assessment District established by voters.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Special Assessments - Lighting	\$ 313,632	329,000	329,000	329,000
Special Assessments - Landscaping	2,781,181	2,959,414	2,959,414	2,959,414
City - Lighting Property Tax	1,081,810	1,142,100	1,142,100	1,142,100
City - Landscaping Property Tax	599,361	627,100	627,100	627,100
Interest Income	103,643	66,200	66,200	66,200
Miscellaneous Income	30,805	14,700	14,700	14,700
Total Estimated Revenues	<u>4,910,432</u>	<u>5,138,514</u>	<u>5,138,514</u>	<u>5,138,514</u>
Transfers From Other Funds	212,850	219,900	219,900	219,900
Reserve Accounts	699,012	1,994,104	1,005,501	1,042,509
Total Amount Available for Allocation	<u>\$ 5,822,294</u>	<u>7,352,518</u>	<u>6,363,915</u>	<u>6,400,923</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 711,909	785,726	784,104	766,641
Fringe Benefits	332,045	401,023	409,492	394,584
Maintenance and Operations	3,781,779	4,239,765	4,240,915	4,240,915
Charge Backs	890,436	926,304	929,404	998,783
Capital Outlay	10,995	-	-	-
Total Operating Expenses	<u>5,727,164</u>	<u>6,352,818</u>	<u>6,363,915</u>	<u>6,400,923</u>
Capital Improvements	95,130	999,700	-	-
Total Estimated Requirements	<u>\$ 5,822,294</u>	<u>7,352,518</u>	<u>6,363,915</u>	<u>6,400,923</u>

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 12.60; FY 2012-13 - 12.30

FUNDING SOURCE: This program is funded 100% by Lighting and Landscaping Assessment District Fund.

PUBLIC WORKS

STREET IMPROVEMENT FUNDS

OPERATIONS SUMMARY

Program Description

The purpose of these funds is to provide for the maintenance of City streets.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Gasoline Tax 2107 and 2107.5	\$ 902,988	921,503	902,800	902,800
Traffic Safety	757,748	804,000	804,000	804,000
Gasoline Tax 2105	711,113	756,524	752,900	722,900
Gasoline Tax 2106	455,964	474,178	461,100	461,100
Gasoline Tax SB325	783,268	710,350	710,350	710,350
Bicycle Pedestrian Safety	60,458	21,500	21,500	21,500
Federal Highway Admin. Grant	1,756,759	-	-	-
Streets Maintenance	1,264,758	1,464,300	1,464,300	1,464,300
Total Estimated Revenues	<u>6,693,056</u>	<u>5,152,355</u>	<u>5,116,950</u>	<u>5,086,950</u>
Reserve Account	<u>845,262</u>	<u>17,735,910</u>	<u>4,216,547</u>	<u>4,216,547</u>
Total Available for Allocation	<u>\$ 7,538,318</u>	<u>22,888,265</u>	<u>9,333,497</u>	<u>9,303,497</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Maintenance and Operations	\$ 916,978	1,535,000	1,490,000	1,490,000
Capital Outlay	75,600	75,000	-	-
Total Operating Expenses	<u>992,578</u>	<u>1,610,000</u>	<u>1,490,000</u>	<u>1,490,000</u>
Capital Improvements	5,002,277	19,464,544	6,046,697	6,046,697
Transfers to Other Funds	1,543,463	1,813,721	1,796,800	1,766,800
Total Estimated Requirements	<u>\$ 7,538,318</u>	<u>22,888,265</u>	<u>9,333,497</u>	<u>9,303,497</u>

Budget Variance: Grant fund revenues and expenditures are appropriated by City Council when received from Federal agencies.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 0.00; FY 2012-13 - 0.00

FUNDING SOURCE: This program is funded 100% by Street Improvement Funds.

PUBLIC WORKS

STORMWATER/FLOOD CONTROL ASSESSMENT FUNDS OPERATIONS SUMMARY

Program Description

The purpose of this program is to comply with the federally mandated Stormwater Quality Management Program to reduce pollution in stormwater runoff.

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
County Flood Control Zone 3	\$ 160,824	230,000	230,000	230,000
Miscellaneous Revenue/Interest	387,924	427,011	427,011	427,011
Total Estimated Revenues	548,748	657,011	657,011	657,011
Transfers From Other Funds	-	288,637	321,821	321,774
Total Available for Allocation	\$ 548,748	945,648	978,832	978,785
<u>Estimated Requirements</u>				
Operating Expenses:				
Salaries	\$ 257,501	307,114	307,114	311,457
Fringe Benefits	102,283	128,034	130,718	131,336
Maintenance and Operations	80,909	460,700	490,700	490,700
Charge Backs	63,814	49,800	50,300	45,292
Total Operating Expenses	504,507	945,648	978,832	978,785
Reserve Accounts	44,241	-	-	-
Total Estimated Requirements	\$ 548,748	945,648	978,832	978,785

Budget Variance: No material budget variances.

TOTAL ALLOCATED POSITIONS: FY 2011-12 - 3.40; FY 2012-13 - 3.40

FUNDING SOURCE: This program is funded 100% by Stormwater/Flood Control Assessment Fund.

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OPERATIONS SUMMARY

Program Description

This program administers the City's annual Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing and Urban Development (HUD). Grant funds are used for community projects and social services that predominantly benefit lower-income residents.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Federal Contributions	\$ 650,935	607,085	607,085	607,085
Reserve Account	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Available for Allocation	<u>\$ 650,936</u>	<u>607,085</u>	<u>607,085</u>	<u>607,085</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Social Service Grants	\$ 502,965	210,668	485,668	485,668
Administrative Costs	<u>145,866</u>	<u>121,417</u>	<u>121,417</u>	<u>121,417</u>
Total Operating Expenses	<u>648,831</u>	<u>332,085</u>	<u>607,085</u>	<u>607,085</u>
Capital Improvements	<u>2,105</u>	<u>275,000</u>	<u>-</u>	<u>-</u>
Total Estimated Requirements	<u>\$ 650,936</u>	<u>607,085</u>	<u>607,085</u>	<u>607,085</u>

Budget Variance: No material budget variances.

COMMUNITY DEVELOPMENT

CHILD CARE CENTER FUND OPERATIONS SUMMARY

Program Description

The City partners with the Conejo Valley Unified School District (CVUSD) and the Conejo Valley Neighborhoods for Learning (CVNfl) to offer State-subsidized pre-school services to eligible low-income households at City Center (110 Conejo School Road), Conejo Elementary (280 Conejo School Road) and Park Oaks Elementary (1335 Calle Bouganvilla). Full-day and part-time services are offered for children ages 2 1/2 to Kindergarten, infant childcare (ages 6 weeks to 18 months) and toddler childcare (18 to 30 months old).

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
State Grants	\$ 646,633	615,884	615,884	615,884
Transfers From Other Funds	99,962	100,920	102,286	102,286
Total Available for Allocation	<u>\$ 746,595</u>	<u>716,804</u>	<u>718,170</u>	<u>718,170</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Administrative Costs	\$ 718,124	716,804	718,170	718,170
Reserve Accounts	28,471	-	-	-
Total Estimated Requirements	<u>\$ 746,595</u>	<u>716,804</u>	<u>718,170</u>	<u>718,170</u>

Budget Variance: No material budget variances.



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CAPITAL PROJECTS AND DEBT SERVICE FUNDS

Capital Projects
Debt Service

PUBLIC WORKS

CAPITAL PROJECTS FUNDS OPERATIONS SUMMARY

Program Description

This program accounts for capital projects funded via special funds. Examples include developer fees collected for road improvements, bridge improvements and undergrounding of utilities; capital facilities fees restricted for public facilities such as the East Valley Sheriff Station, fire stations, and the Library, as well as the Community Recreation and Open Space Endowment Fund.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Developer Fees	\$ 1,139,191	1,095,800	452,800	452,800
Bedroom Tax	11,400	9,000	9,000	9,000
Private Capital Contribution	1,300	-	-	-
Miscellaneous Revenues	91,922	-	-	-
Interest Apportionment	408,277	405,900	420,300	420,300
Total Estimated Revenues	<u>1,652,090</u>	<u>1,510,700</u>	<u>882,100</u>	<u>882,100</u>
Transfers From Other Funds	61,008	100,000	100,000	100,000
Reserve Account	-	4,812,911	2,167,800	2,137,800
Total Available for Allocation	<u>\$ 1,713,098</u>	<u>6,423,611</u>	<u>3,149,900</u>	<u>3,119,900</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Maintenance and Operations	\$ 140,362	215,000	215,000	215,000
Capital Improvements	814,461	5,528,711	2,255,000	2,255,000
Transfers to Other Funds	666,981	679,900	679,900	649,900
Reserve Account	91,294	-	-	-
Total Estimated Requirements	<u>\$ 1,713,098</u>	<u>6,423,611</u>	<u>3,149,900</u>	<u>3,119,900</u>

Budget Variance: Developer Fees reveue increase in FY 2011-2012 is due to increase in Road Improvement Fees.

TOTAL ALLOCATED POSITIONS: 0.00

FUNDING SOURCE: This program is funded 100% by Capital Projects Funds.

FINANCE

PUBLIC FINANCING AUTHORITY FUND OPERATIONS SUMMARY

Program Description

The Thousand Oaks Public Financing Authority (TOPFA) is a joint powers authority created pursuant to state law. TOPFA members are the City of Thousand Oaks and Thousand Oaks Redevelopment Agency. TOPFA issues debt to fund capital projects on behalf of the City of Thousand Oaks. The current debt instrument is financing improvements to the main Thousand Oaks Library.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Revenues	\$ 4,605	-	-	-
Transfers From Other Funds	1,157,074	1,157,464	1,157,314	1,157,314
Reserve Account	9,523	-	-	-
Total Available for Allocation	<u>\$ 1,171,202</u>	<u>1,157,464</u>	<u>1,157,314</u>	<u>1,157,314</u>
<u>Estimated Requirements</u>				
Debt Service	\$ 1,171,202	1,157,464	1,157,314	1,157,314
Total Estimated Requirements	<u>\$ 1,171,202</u>	<u>1,157,464</u>	<u>1,157,314</u>	<u>1,157,314</u>

Budget Variance: Budgeted Debt Services principal and interest payments.

HOUSING FUNDS

City Housing Trust
City Housing In-Lieu Fees

Successor Agency to the Thousand Oaks Redevelopment
Agency Trust

CITY HOUSING

CITY HOUSING FUND OPERATIONS SUMMARY

	Prior Year Actual 2010-2011	Adopted Budget 2011-2012 (6/14/2011)	Adopted Budget 2012-2013 (6/14/2011)	Re-Adopted Budget 2012-2013 (6/26/2012)
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Rental Revenues	\$ -	-	-	400,000
Interest Income	15,545	-	-	-
Residual Equity Transfer	560,000	-	-	-
Other Revenue	-	-	-	21,600
Total Estimated Revenues	<u>575,545</u>	<u>-</u>	<u>-</u>	<u>421,600</u>
Reserve Accounts	-	-	-	29,367
Total Available for Allocation	<u>\$ 575,545</u>	<u>-</u>	<u>-</u>	<u>450,967</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Professional/Contractual Services	\$ -	-	-	338,000
Utilities	-	-	-	16,332
Training and Memberships	-	-	-	3,456
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>357,788</u>
Charge Backs	-	-	-	93,179
Reserve Accounts	575,545	-	-	-
Total Estimated Requirements	<u>\$ 575,545</u>	<u>-</u>	<u>-</u>	<u>450,967</u>

HOUSING FUND

CITY HOUSING FUND CITY HOUSING TRUST FUND (F/165)

Program Description

The housing successor agency retains all rights, powers, duties, and obligations, excluding any amounts on deposit in the Low and Moderate Incoming Housing Fund, to carry on housing functions performed by the former Redevelopment Agency.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Rental Revenues	\$ -	-	-	400,000
Other Revenue	-	-	-	21,600
Total Estimated Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>421,600</u>
Total Available for Allocation	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>421,600</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Professional/Contractual Services	\$ -	-	-	308,000
Utilities	-	-	-	16,332
Training and Memberships	-	-	-	3,456
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>327,788</u>
Charge Backs	-	-	-	93,179
Reserve Accounts	-	-	-	633
Total Estimated Requirements	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>421,600</u>

HOUSING FUND

CITY HOUSING FUND

CITY HOUSING IN-LIEU FEES FUND (F/163)

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Interest Income	\$ 15,545	-	-	-
Residual Equity Transfer	<u>560,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Estimated Revenues	<u>575,545</u>	<u>-</u>	<u>-</u>	<u>-</u>
Reserve Accounts	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Total Available for Allocation	<u>\$ 575,545</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Professional/Contractual Services	\$ -	-	-	30,000
Reserve Accounts	<u>575,545</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Estimated Requirements	<u>\$ 575,545</u>	<u>-</u>	<u>-</u>	<u>30,000</u>

SUCCESSOR AGENCY

SUCCESSOR AGENCY TO THE THOUSAND OAKS REDEVELOPMENT AGENCY Trust Fund (F/891)

Program Description

The successor agency is responsible for winding down the affairs of the former Redevelopment Agency and ensuring fulfillment of obligations to and of the former Redevelopment Agency.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Rental Revenues	\$ -	-	-	9,267
RDA Tax Increment	-	-	-	7,984,542
Total Estimated Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,993,809</u>
Reserve Accounts	-	-	-	673,989
Total Available for Allocation	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>8,667,798</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Repairs and Maintenance	\$ -	-	-	21,600
Professional/Contractual Services	-	-	-	700,590
Training and Memberships	-	-	-	12,500
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>734,690</u>
Charge Backs	-	-	-	62,500
Capital Improvements	-	-	-	287,553
Debt Service	-	-	-	7,433,055
Transfers to Other Funds	-	-	-	150,000
Total Estimated Requirements	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>8,667,798</u>

INTERNAL SERVICE FUNDS

Liability Insurance
Workers' Compensation Insurance
Vision Plan Insurance

CITYWIDE

INTERNAL SERVICE FUNDS - LIABILITY INSURANCE OPERATIONS SUMMARY

Program Description

The purpose of the Liability Insurance Fund is to account for the cost of providing general liability coverage on a Citywide basis.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Interest Income	\$ 67,831	75,000	75,000	75,000
General Fund Support	472,032	370,000	382,000	382,000
Total Estimated Revenues	<u>539,863</u>	<u>445,000</u>	<u>457,000</u>	<u>457,000</u>
Reserve Account	<u>344,273</u>	<u>180,000</u>	<u>180,000</u>	<u>156,711</u>
Total Available for Allocation	<u>\$ 884,136</u>	<u>625,000</u>	<u>637,000</u>	<u>613,711</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Management Fees	\$ 3,835	5,000	5,000	5,000
General Liability Claims/Admin.	678,098	400,000	400,000	400,000
General Liability Insurance Premium	<u>202,203</u>	<u>220,000</u>	<u>232,000</u>	<u>208,711</u>
Total Operating Expenses	<u>884,136</u>	<u>625,000</u>	<u>637,000</u>	<u>613,711</u>
Total Estimated Requirements	<u>\$ 884,136</u>	<u>625,000</u>	<u>637,000</u>	<u>613,711</u>

Budget Variance: No material budget variances.

CITYWIDE

INTERNAL SERVICE FUNDS - WORKERS' COMPENSATION OPERATIONS SUMMARY

Program Description

The purpose of the Workers' Compensation Insurance Fund is to account for the cost of providing workers' compensation coverage on a Citywide basis.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Fund Allocation	\$ 131,261	200,000	200,000	200,000
Reserve Account	<u>417,620</u>	<u>430,000</u>	<u>430,000</u>	<u>430,000</u>
Total Available for Allocation	<u>\$ 548,881</u>	<u>630,000</u>	<u>630,000</u>	<u>630,000</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Management Fees	\$ 52,530	60,000	60,000	60,000
Workers' Comp. Claims	388,945	450,000	450,000	450,000
Workers' Comp. Premium	107,407	120,000	120,000	120,000
Other Expenses	<u>(1)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenses	<u>548,881</u>	<u>630,000</u>	<u>630,000</u>	<u>630,000</u>
Total Estimated Requirements	<u>\$ 548,881</u>	<u>630,000</u>	<u>630,000</u>	<u>630,000</u>

Budget Variance: No material budget variances.

CITYWIDE

INTERNAL SERVICE FUNDS - VISION PLAN OPERATIONS SUMMARY

Program Description

The purpose of the Vision Insurance Fund is to account for the cost of providing vision coverage for City employees.

	<u>Prior Year Actual 2010-2011</u>	<u>Adopted Budget 2011-2012 (6/14/2011)</u>	<u>Adopted Budget 2012-2013 (6/14/2011)</u>	<u>Re-Adopted Budget 2012-2013 (6/26/2012)</u>
<u>Amount Available for Allocation</u>				
Estimated Revenues:				
Fund Allocation	\$ 47,886	61,000	61,000	61,000
Reserve Account	<u>4,813</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Available for Allocation	<u>\$ 52,699</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>
<u>Estimated Requirements</u>				
Operating Expenses:				
Management Fees	\$ 7,614	9,000	9,000	9,000
Vision Care	<u>45,085</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Total Operating Expenses	<u>52,699</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>
Total Estimated Requirements	<u>\$ 52,699</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>

Budget Variance: No material budget variances.



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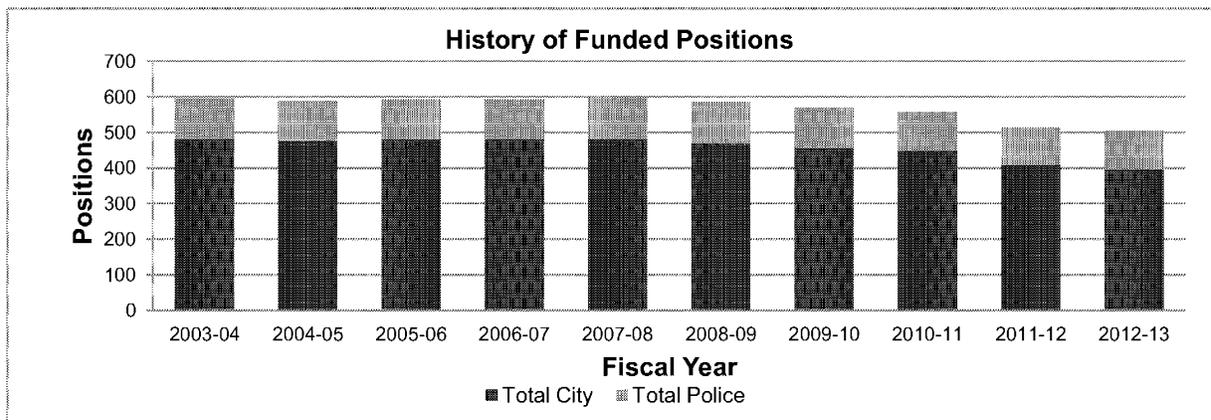
POSITION SUMMARY

HISTORY OF FUNDED POSITIONS

2003-04 TO 2012-13

Department	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	Revised 12-13
City Attorney	6	6	6	6	6	6	6	6	6	5
City Clerk	10	10	10	10	9	9	8	8	8	7
City Manager*	15	7	12	12	13	13	11	11	15	14
Human Resources	-	8	8	8	9	9	9	9	8	7
Community Service	8	6	-	-	-	-	-	-	-	-
Cultural Affairs**	-	-	22	22	25	24	23	23	15	16
Theatres	20	19	-	-	-	-	-	-	-	-
Community Dev.	78	79	80	80	76	75	71	71	57	51
Finance	60	59	59	59	59	56	55	53	51	49
Library	70	68	68	68	69	66	64	60	49	49
Public Works	<u>215</u>	<u>215</u>	<u>215</u>	<u>215</u>	<u>216</u>	<u>212</u>	<u>210</u>	<u>206</u>	<u>198</u>	<u>199</u>
Total City	482	477	480	480	482	470	457	447	407	397
Police										
Sworn***	94	94	94	94	96	96	94	94	93	93
Non-Sworn	17	17	17	17	17	17	16	16	14	14
City Support Position	<u>2</u>	<u>1</u>	<u>1</u>							
Total Police	113	113	113	113	115	115	112	112	108	108
Total Funded Positions	<u>595</u>	<u>590</u>	<u>593</u>	<u>593</u>	<u>597</u>	<u>585</u>	<u>569</u>	<u>559</u>	<u>515</u>	<u>505</u>
City Population (in 1,000's)	124	126	127	128	128	129	129	130	128	n/a

(Source: Dept. of Finance)



* Human Resources separated from City Manager 2004-2005.
 ** Original Community Services combined with Theatres, new department created 2005-2006.
 1 DPT position converted to Hourly
 *** Reflects change in staffing to full 12 Plan beginning in 2003-2004.

POSITION SUMMARY BY FUND

GENERAL FUND
CITY COUNCIL

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
CITY COUNCIL	5.00	5.00	CITY COUNCIL MEMBER
TOTAL CITY COUNCIL	5.00	5.00	

POSITION SUMMARY BY FUND

GENERAL FUND CITY MANAGER

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	1.00	1.00	ACCT/CUSTOMER SERVICE REP
ADMINISTRATION	1.25	1.25	ASSISTANT ANALYST
ADMINISTRATION	0.80	0.80	ASSISTANT CITY MANAGER
ADMINISTRATION	0.80	0.80	CITY MANAGER
ADMINISTRATION	1.00	1.00	EXECUTIVE ASSISTANT
ADMINISTRATION	1.00	1.00	EXECUTIVE SECRETARY
ADMINISTRATION	0.75	0.75	OFFICE SUPERVISOR
ADMINISTRATION	0.30	0.30	SPECIAL PROJECTS/PROGS COORD
TOTAL ADMINISTRATION	6.90	6.90	
BUSINESS SUPPORT	0.75	0.00	ECONOMIC DEVELOPMENT MANAGER
BUSINESS SUPPORT	0.25	0.25	OFFICE SUPERVISOR
TOTAL BUSINESS SUPPORT	1.00	0.25	
LEGISLATIVE	0.20	0.20	ASSISTANT CITY MANAGER
LEGISLATIVE	0.20	0.20	CITY MANAGER
LEGISLATIVE	0.70	0.70	SPECIAL PROJECTS/PROGS COORD
TOTAL LEGISLATIVE	1.10	1.10	
PUBLIC INFORMATION.GRAPHICS	0.75	0.75	ASSISTANT ANALYST
PUBLIC INFORMATION.GRAPHICS	1.00	1.00	ASSISTANT TO THE CITY MANAGER
TOTAL PUBLIC INFORMATION.GRAPHICS	1.75	1.75	
TOTV/CABLE SERVICES	1.00	1.00	CABLE OPERATIONS SUPERVISOR
TOTV/CABLE SERVICES	2.00	2.00	SR VIDEO PRODUCTION SPECIALIST
TOTAL TOTV/CABLE SERVICES	3.00	3.00	
TOTAL CITY MANAGER	13.75	13.00	

POSITION SUMMARY BY FUND

GENERAL FUND HUMAN RESOURCES

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	0.85	0.85	ACCOUNTING SPECIALIST
ADMINISTRATION	2.00	2.00	ASSOCIATE HR ANALYST
ADMINISTRATION	1.00	0.00	EXECUTIVE SECRETARY
ADMINISTRATION	0.80	0.80	HUMAN RESOURCES DIRECTOR
TOTAL HUMAN RESOURCES	4.65	3.65	
RISK MANAGEMENT	0.15	0.15	ACCOUNTING SPECIALIST
RISK MANAGEMENT	0.50	0.50	ASSOCIATE ANALYST
RISK MANAGEMENT	1.00	1.00	ASSOCIATE HR ANALYST
RISK MANAGEMENT	0.20	0.20	HUMAN RESOURCES DIRECTOR
RISK MANAGEMENT	1.00	1.00	SPECIAL PROJECTS/PROGS COORD
TOTAL RISK MANAGEMENT	2.85	2.85	
TOTAL HUMAN RESOURCES	7.50	6.50	

POSITION SUMMARY BY FUND

GENERAL FUND CITY ATTORNEY

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	1.90	1.90	ASSISTANT CITY ATTORNEY
ADMINISTRATION	0.60	0.60	CITY ATTORNEY
ADMINISTRATION	0.85	0.85	LEGAL SECRETARY
ADMINISTRATION	0.85	0.00	SR LEGAL SECRETARY
TOTAL ADMINISTRATION	4.20	3.35	
CODE COMPLIANCE	0.50	0.50	ASSISTANT CITY ATTORNEY
CODE COMPLIANCE	0.05	0.05	CITY ATTORNEY
CODE COMPLIANCE	0.10	0.00	LEGAL SECRETARY
CODE COMPLIANCE	0.10	0.10	SR LEGAL SECRETARY
TOTAL CODE COMPLIANCE	0.75	0.65	
PLANNING SUPPORT	0.60	0.60	ASSISTANT CITY ATTORNEY
PLANNING SUPPORT	0.35	0.35	CITY ATTORNEY
PLANNING SUPPORT	0.05	0.00	LEGAL SECRETARY
PLANNING SUPPORT	0.05	0.05	SR LEGAL SECRETARY
TOTAL PLANNING SUPPORT	1.05	1.00	
TOTAL CITY ATTORNEY	6.00	5.00	

POSITION SUMMARY BY FUND

GENERAL FUND CITY CLERK

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	0.50	0.00	ADMINISTRATIVE CLERK II
ADMINISTRATION	0.95	0.95	ASSISTANT ANALYST
ADMINISTRATION	0.75	0.75	CITY CLERK
ADMINISTRATION	0.50	0.50	DEPUTY CITY CLERK
ADMINISTRATION	0.95	0.95	EXECUTIVE SECRETARY
ADMINISTRATION	0.95	0.95	SR RECORDING SECRETARY
ADMINISTRATION	0.05	0.05	SR RECORDS MANAGEMENT SPEC
TOTAL ADMINISTRATION	4.65	4.15	
RECORDS MANAGEMENT	0.50	0.00	ADMINISTRATIVE CLERK II
RECORDS MANAGEMENT	1.05	1.05	ASSISTANT ANALYST
RECORDS MANAGEMENT	0.25	0.25	CITY CLERK
RECORDS MANAGEMENT	0.50	0.50	DEPUTY CITY CLERK
RECORDS MANAGEMENT	0.05	0.05	EXECUTIVE SECRETARY
RECORDS MANAGEMENT	0.05	0.05	SR RECORDING SECRETARY
RECORDS MANAGEMENT	0.95	0.95	SR RECORDS MANAGEMENT SPEC
TOTAL RECORDS MANAGEMENT	3.35	2.85	
TOTAL CITY CLERK	8.00	7.00	

POSITION SUMMARY BY FUND

GENERAL FUND FINANCE DEPARTMENT

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	1.00	1.00	ADMINISTRATIVE SECRETARY
ADMINISTRATION	1.00	1.00	BUDGET OFFICER
ADMINISTRATION	0.25	0.25	DEBT & INVESTMENT ANALYST
ADMINISTRATION	1.00	1.00	DEPUTY FINANCE DIRECTOR
ADMINISTRATION	0.00	1.00	EXECUTIVE SECRETARY
ADMINISTRATION	1.00	1.00	FINANCE DIRECTOR
ADMINISTRATION	1.00	1.00	INTERNAL AUDITOR
ADMINISTRATION	0.70	0.00	OFFICE SUPERVISOR
ADMINISTRATION	0.50	0.50	SR FINANCIAL ANALYST
TOTAL ADMINISTRATION	6.45	6.75	
ACCOUNTING	1.00	1.00	ACCOUNTANT
ACCOUNTING	1.00	1.00	ACCOUNTING MANAGER
ACCOUNTING	1.00	1.00	ACCOUNTING SPECIALIST
ACCOUNTING	2.00	2.00	ACCTG/CUSTOMER SERVICE REP
ACCOUNTING	3.00	2.00	SR ACCOUNTANT
ACCOUNTING	0.50	0.50	SR FINANCIAL ANALYST
TOTAL ACCOUNTING	8.50	7.50	
FIN TREASURY	0.40	0.40	DEBT & INVESTMENT ANALYST
DEBT SERVICE ADMIN.	0.35	0.35	TREASURY ASSISTANT
TOTAL TREASURY & DEBT SERVICE ADMIN.	0.75	0.75	
PUBLIC SERVICE/REVENUE COLLECTION	1.00	1.00	ACCOUNTING SPECIALIST
PUBLIC SERVICE/REVENUE COLLECTION	7.00	6.00	ACCTG/CUSTOMER SERVICE REP
PUBLIC SERVICE/REVENUE COLLECTION	0.50	0.50	FIELD INSPECTOR
PUBLIC SERVICE/REVENUE COLLECTION	1.00	1.00	REVENUE OPERATIONS MANAGER
PUBLIC SERVICE/REVENUE COLLECTION	1.00	1.00	REVENUE OPERATIONS SUPERVISOR
PUBLIC SERVICE/REVENUE COLLECTION	1.00	1.00	TREASURY ASSISTANT
TOTAL PUBLIC SERVICE/REV. COLLECTION	11.50	10.50	

POSITION SUMMARY BY FUND

GENERAL FUND FINANCE DEPARTMENT

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
INFORMATION TECHNOLOGY	3.00	3.00	INFO TECHNOLOGY ANALYST II
INFORMATION TECHNOLOGY	2.00	2.00	INFO TECHNOLOGY ANALYST III
INFORMATION TECHNOLOGY	1.00	1.00	INFO TECHNOLOGY MANAGER
INFORMATION TECHNOLOGY	1.00	1.00	INFO TECHNOLOGY SUPERVISOR
INFORMATION TECHNOLOGY	1.00	1.00	INFO TECHNOLOGY TECH II
INFORMATION TECHNOLOGY	2.00	2.00	SR INFO TECHNOLOGY TECH
TOTAL INFORMATION TECHNOLOGY	10.00	10.00	
GENERAL SERVICES	1.00	1.00	ASSOCIATE ANALYST
GENERAL SERVICES	0.30	0.00	OFFICE SUPERVISOR
GENERAL SERVICES	2.00	2.00	PRINTSHOP TECHNICIAN
GENERAL SERVICES	1.00	1.00	SR PURCHASING SPECIALIST
TOTAL GENERAL SERVICES	4.30	4.00	
FACILITY MAINTENANCE	1.00	1.00	ASSISTANT ANALYST
FACILITY MAINTENANCE	2.00	2.00	BUILDING MAINTENANCE TECH II
FACILITY MAINTENANCE	0.95	0.95	CUSTODIAL CREWLEADER
FACILITY MAINTENANCE	1.00	1.00	CUSTODIAN
FACILITY MAINTENANCE	1.00	1.00	FACILITIES MANAGER
FACILITY MAINTENANCE	1.00	1.00	FACILITIES MNT SUPERVISOR
FACILITY MAINTENANCE	2.00	2.00	SR BLDG MAINTENANCE TECHNICIAN
TOTAL FACILITY MAINTENANCE	8.95	8.95	
TOTAL FINANCE	50.45	48.45	

POSITION SUMMARY BY FUND

GENERAL FUND POLICE

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	1.00	1.00	SPECIAL PROJECTS/PROGS COORD
TOTAL ADMINISTRATION	1.00	1.00	
TOTAL POLICE	1.00	1.00	

POSITION SUMMARY BY FUND

GENERAL FUND COMMUNITY DEVELOPMENT

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	0.70	0.20	ADMINISTRATIVE CLERK II
ADMINISTRATION	0.25	0.25	BLDG OFFICIAL/DEP DIR COMM DEV
ADMINISTRATION	0.20	0.30	COMMUNITY DEVEL DIRECTOR
ADMINISTRATION	0.00	0.10	COMMUNITY DEVELOPMENT TECH II
ADMINISTRATION	0.10	0.10	DEPUTY COMM DEV DIR/CITY PLNR
ADMINISTRATION	0.55	0.50	OFFICE SUPERVISOR
ADMINISTRATION	0.25	0.25	SR ADMINISTRATIVE SECRETARY
ADMINISTRATION	0.20	0.25	SR ANALYST
ADMINISTRATION	0.10	0.10	SR RECORDING SECRETARY
TOTAL ADMINISTRATION	2.35	2.05	
ANIMAL CONTROL	0.05	0.05	CODE COMPLIANCE OFFICER II
ANIMAL CONTROL	0.05	0.05	CODE COMPLIANCE MANAGER
ANIMAL CONTROL	0.10	0.10	CUSTOMER SERVICE REP
TOTAL ANIMAL CONTROL	0.20	0.20	
PLANNING COMMISSION	0.05	0.05	COMMUNITY DEVEL DIRECTOR
PLANNING COMMISSION	0.30	0.30	DEPUTY COMM DEV DIR/CITY PLNR
PLANNING COMMISSION	5.00	5.00	PLANNING COMMISSIONER
PLANNING COMMISSION	0.05	0.05	SR ADMINISTRATIVE SECRETARY
PLANNING COMMISSION	0.50	0.50	SR RECORDING SECRETARY
TOTAL PLANNING COMMISSION	5.90	5.90	
DEVELOPMENT SERVICES	0.20	0.45	ADMINISTRATIVE CLERK II
DEVELOPMENT SERVICES	0.15	0.15	ASSISTANT PLANNER
DEVELOPMENT SERVICES	0.95	0.95	ASSOCIATE PLANNER
DEVELOPMENT SERVICES	0.10	0.20	COMMUNITY DEVEL DIRECTOR
DEVELOPMENT SERVICES	0.15	0.15	DEPUTY COMM DEV DIR/CITY PLNR
DEVELOPMENT SERVICES	0.20	0.20	OFFICE SUPERVISOR
DEVELOPMENT SERVICES	0.05	0.05	PERMIT PROCESS MANAGER
DEVELOPMENT SERVICES	0.95	0.95	PLANNING DIVISION MANAGER
DEVELOPMENT SERVICES	0.25	0.45	SR ADMINISTRATIVE SECRETARY
DEVELOPMENT SERVICES	3.00	3.30	SR PLANNER
DEVELOPMENT SERVICES	0.20	0.20	SR RECORDING SECRETARY
TOTAL DEVELOPMENT SERVICES	6.20	7.05	

POSITION SUMMARY BY FUND

GENERAL FUND COMMUNITY DEVELOPMENT

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
PUBLIC SERVICES	0.75	0.25	ADMINISTRATIVE CLERK II
PUBLIC SERVICES	1.85	1.85	ASSISTANT PLANNER
PUBLIC SERVICES	0.10	0.10	BLDG OFFICIAL/DEP DIR COM DEV
PUBLIC SERVICES	0.15	0.15	COMMUNITY DEVEL DIRECTOR
PUBLIC SERVICES	3.75	3.50	COMMUNITY DEVELOPMENT TECH II
PUBLIC SERVICES	0.50	0.50	CUSTOMER SERVICE REP
PUBLIC SERVICES	0.10	0.05	DEPUTY COMM DEV DIR/CITY PLNR
PUBLIC SERVICES	0.15	0.15	OFFICE SUPERVISOR
PUBLIC SERVICES	0.80	0.80	PERMIT PROCESS MANAGER
PUBLIC SERVICES	0.25	0.25	PLAN CHECK SUPERVISOR
PUBLIC SERVICES	0.05	0.05	PLANNING DIVISION MANAGER
PUBLIC SERVICES	0.85	0.45	SR ADMINISTRATIVE SECRETARY
PUBLIC SERVICES	1.15	1.25	SR PLANNER
PUBLIC SERVICES	0.10	0.10	SR RECORDING SECRETARY
TOTAL PUBLIC SERVICES	10.55	9.45	
COSCA	1.00	1.00	ASSOCIATE PLANNER
COSCA	1.00	1.00	COSCA MANAGER
COSCA	0.10	0.15	DEPUTY COMM DEV DIR/CITY PLNR
COSCA	0.05	0.05	SR ADMINISTRATIVE SECRETARY
COSCA	0.05	0.05	SR PLANNER
TOTAL COSCA	2.20	2.25	
ENVIRONMENTAL SERVICES	0.80	0.80	SR PLANNER
ENVIRONMENTAL SERVICES	0.05	0.05	SR RECORDING SECRETARY
TOTAL ENVIRONMENTAL SERVICES	0.85	0.85	
GENERAL PLANNING	0.05	0.05	COMMUNITY DEVEL DIRECTOR
GENERAL PLANNING	0.15	0.15	DEPUTY COMM DEV DIR/CITY PLNR
GENERAL PLANNING	0.00	0.20	ECONOMIC DEVELOPMENT MANAGER
GENERAL PLANNING	1.10	1.40	SR PLANNER
GENERAL PLANNING	0.05	0.05	SR RECORDING SECRETARY
TOTAL GENERAL PLANNING	1.35	1.85	

POSITION SUMMARY BY FUND

GENERAL FUND COMMUNITY DEVELOPMENT

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
BUILDING SERVICES	0.70	0.80	ADMINISTRATIVE CLERK II
BUILDING SERVICES	0.05	0.05	ASSOCIATE PLANNER
BUILDING SERVICES	0.55	0.55	BLDG OFFICIAL/DEP DIR COMM DEV
BUILDING SERVICES	1.00	1.00	BUILDING INSPECTION SUPV
BUILDING SERVICES	5.50	5.00	COMBINATION BLDG INSPECTOR II
BUILDING SERVICES	0.05	0.05	COMMUNITY DEVEL DIRECTOR
BUILDING SERVICES	3.25	2.50	COMMUNITY DEVELOPMENT TECH II
BUILDING SERVICES	0.50	0.50	CUSTOMER SERVICE REP
BUILDING SERVICES	0.00	0.10	OFFICE SUPERVISOR
BUILDING SERVICES	0.15	0.15	PERMIT PROCESS MANAGER
BUILDING SERVICES	1.00	1.00	PLAN CHECK ASSISTANT
BUILDING SERVICES	2.00	2.00	PLAN CHECK ASSOCIATE
BUILDING SERVICES	1.75	1.75	PLAN CHECK SUPERVISOR
BUILDING SERVICES	0.50	0.75	SR ADMINISTRATIVE SECRETARY
BUILDING SERVICES	2.00	2.00	SR COMBINATION BLDG INSPECTOR
BUILDING SERVICES	0.15	0.15	SR PLANNER
TOTAL BUILDING SERVICES	19.15	18.35	
CODE COMPLIANCE	0.10	0.10	BLDG OFFICIAL/DEP DIR COMM DEV
CODE COMPLIANCE	0.95	0.95	CODE COMPLIANCE MANAGER
CODE COMPLIANCE	3.95	3.95	CODE COMPLIANCE OFFICER II
CODE COMPLIANCE	0.05	0.10	COMMUNITY DEVEL DIRECTOR
CODE COMPLIANCE	0.90	0.90	CUSTOMER SERVICE REP
TOTAL CODE COMPLIANCE	5.95	6.00	
CDBG	0.05	0.10	ADMINISTRATIVE CLERK II
CDBG	0.05	0.00	ASSISTANT ANALYST
CDBG	0.00	0.05	COMMUNITY DEVELOPMENT TECH II
CDBG	0.50	0.55	SR ANALYST
CDBG	0.05	0.05	SR PLANNER
TOTAL CDBG	0.65	0.75	
TOTAL COMMUNITY DEVELOPMENT	55.35	54.70	

POSITION SUMMARY BY FUND

GENERAL FUND CULTURAL AFFAIRS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
THEATRES - ART SERVICES/SPECIAL PROJ.	0.20	0.20	ASSISTANT ANALYST
THEATRES - ART SERVICES/SPECIAL PROJ.	0.20	0.20	COMMUNITY & CULTURAL SERV DIR
THEATRES - ART SERVICES/SPECIAL PROJ.	0.05	0.05	CUSTODIAL CREW LEADER
THEATRES - ART SERVICES/SPECIAL PROJ.	0.40	0.40	DEPUTY COMM & CULT SERV DIR
THEATRES - ART SERVICES/SPECIAL PROJ.	0.40	0.20	EXECUTIVE SECRETARY
THEATRES - ART SERVICES/SPECIAL PROJ.	0.20	0.20	SR THEATRE WORKER
THEATRES - ART SERVICES/SPECIAL PROJ.	0.20	0.20	TECHNICAL SERVICES MANAGER
TOTAL THEATRES - ART SRVS/SPECIAL PROJ.	1.65	1.45	
SENIOR SERVICES	0.50	0.50	ASSOCIATE ANALYST
SENIOR SERVICES	0.10	0.00	COMMUNITY & CULTURAL SERV DIR
SENIOR SERVICES	0.05	0.00	DEPUTY COMM & CULTURAL SERV DIR
SENIOR SERVICES	0.05	0.00	EXECUTIVE SECRETARY
TOTAL SENIOR SERVICES	0.70	0.50	
TEEN SERVICES	0.50	0.50	ASSOCIATE ANALYST
TEEN SERVICES	0.10	0.00	COMMUNITY & CULTURAL SERV DIR
TEEN SERVICES	0.05	0.00	DEPUTY COMM & CULT SERV DIR
TEEN SERVICES	0.05	0.00	EXECUTIVE SECRETARY
TOTAL TEEN SERVICES	0.70	0.50	
TOTAL COMMUNITY & CULTURAL SERVICES	3.05	2.45	

POSITION SUMMARY BY FUND

GENERAL FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	1.00	1.00	ADMINISTRATIVE CLERK II
ADMINISTRATION	1.00	1.00	ADMINISTRATIVE SECRETARY
ADMINISTRATION	0.40	0.40	ASSISTANT ANALYST
ADMINISTRATION	0.40	0.40	DEPUTY PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.00	0.50	OFFICE SUPERVISOR
ADMINISTRATION	0.50	0.50	PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.30	0.30	SR ADMINISTRATIVE SECRETARY
TOTAL ADMINISTRATION	3.60	4.10	
BUSINESS MANAGEMENT	1.50	1.50	ACCOUNTING SPECIALIST
BUSINESS MANAGEMENT	0.10	0.10	ASSISTANT ANALYST
BUSINESS MANAGEMENT	0.30	0.30	ASSOCIATE ANALYST
BUSINESS MANAGEMENT	0.10	0.10	RESOURCE DIVISION MANAGER
TOTAL BUSINESS MANAGEMENT	2.00	2.00	
EMERGENCY PREPAREDNESS	0.10	0.10	ADMINISTRATIVE CLERK II
EMERGENCY PREPAREDNESS	0.25	0.25	DISASTER SERVICES CO-ORDINATOR
TOTAL EMERGENCY PREPAREDNESS	0.35	0.35	
ENGINEERING SERVICES	1.40	0.50	ASSOCIATE ENGINEER
ENGINEERING SERVICES	0.50	0.50	CONSTRUCTION INSPECTION SUPV
ENGINEERING SERVICES	2.00	2.00	CONSTRUCTION INSPECTOR
ENGINEERING SERVICES	1.85	1.85	ENGINEERING ASSOCIATE
ENGINEERING SERVICES	1.10	1.10	ENGINEERING DIVISION MANAGER
ENGINEERING SERVICES	1.80	2.10	ENGINEERING TECHNICIAN II
ENGINEERING SERVICES	0.35	0.35	PLAN CHECK ASSISTANT
ENGINEERING SERVICES	0.70	0.70	SR CONSTRUCTION INSPECTOR
ENGINEERING SERVICES	1.85	1.85	SR ENGINEER
TOTAL ENGINEERING SERVICES	11.55	10.95	

POSITION SUMMARY BY FUND

GENERAL FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
TRAFFIC ENGINEERING SERVICES	0.20	0.20	ASSOCIATE ANALYST
TRAFFIC ENGINEERING SERVICES	1.10	1.10	ASSOCIATE ENGINEER
TRAFFIC ENGINEERING SERVICES	1.00	1.00	ENGINEERING ASSISTANT
TRAFFIC ENGINEERING SERVICES	1.00	1.00	ENGINEERING ASSOCIATE
TRAFFIC ENGINEERING SERVICES	0.80	0.80	ENGINEERING DIVISION MANAGER
TRAFFIC ENGINEERING SERVICES	1.80	1.80	SR ENGINEER
TRAFFIC ENGINEERING SERVICES	1.00	1.00	CROSSING GUARD CREW LEADER
TOTAL TRAFFIC ENGINEERING SERVICES	6.90	6.90	
TRAFFIC & TRANSPORTATION ADV. COMM.	0.05	0.05	ASSISTANT ANALYST
TRAFFIC & TRANSPORTATION ADV. COMM.	0.05	0.05	DEPUTY PUBLIC WORKS DIRECTOR
TRAFFIC & TRANSPORTATION ADV. COMM.	0.10	0.10	ENGINEERING DIVISION MANAGER
TRAFFIC & TRANSPORTATION ADV. COMM.	0.40	0.40	SR ADMINISTRATIVE SECRETARY
TRAFFIC & TRANSPORTATION ADV. COMM.	0.10	0.10	SR ENGINEER
TOTAL TRAFFIC & TRANSPORTATION ADV. COMM.	0.70	0.70	
FLEET SERVICES	0.50	0.50	FLEET SERVICES SUPERVISOR
FLEET SERVICES	1.00	1.00	FLEET TECH ASSISTANT
FLEET SERVICES	1.00	1.00	FLEET TECH CREW LEADER
FLEET SERVICES	7.00	7.00	FLEET TECH II
FLEET SERVICES	1.00	1.00	FLEET TECH WELDER II
FLEET SERVICES	1.00	1.00	PURCHASING SPECIALIST II
TOTAL FLEET SERVICES	11.50	11.50	
LIGHT LANDSCAPE MAINT	2.85	3.25	LANDSCAPE MTN CREW LEADER
LIGHT LANDSCAPE MAINT	0.50	0.50	LANDSCAPE MTN SUPERVISOR
LIGHT LANDSCAPE MAINT	13.75	14.50	LANDSCAPE MTN WORKER II
TOTAL LIGHT LANDSCAPE MAINT	17.10	18.25	
ROADS	3.00	3.00	HEAVY EQUIPMENT OPERATOR
ROADS	4.05	4.05	STREET MAINTENANCE CREWLEADER
ROADS	0.80	0.80	STREET MAINTENANCE SUPERVISOR
ROADS	21.80	21.80	STREET MTN WORKER II
ROADS	1.00	1.00	STREET SWEEPER OPERATOR
TOTAL ROADS	30.65	30.65	

POSITION SUMMARY BY FUND

GENERAL FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
MUNICIPAL SERVICE CENTER	1.10	1.10	ADMINISTRATIVE CLERK II
MUNICIPAL SERVICE CENTER	0.50	0.50	ADMINISTRATIVE SECRETARY
MUNICIPAL SERVICE CENTER	0.13	0.13	ASSOCIATE ANALYST
MUNICIPAL SERVICE CENTER	0.20	0.20	DISASTER SERVICES CO-ORDINATOR
MUNICIPAL SERVICE CENTER	0.30	0.30	FLEET SERVICES SUPERVISOR
MUNICIPAL SERVICE CENTER	0.40	0.40	PUBLIC WORKS SUPERINTENDENT
MUNICIPAL SERVICE CENTER	0.50	0.50	PURCHASING SPECIALIST II
MUNICIPAL SERVICE CENTER	0.50	0.50	SR BLDG MAINTENANCE TECHNICIAN
MUNICIPAL SERVICE CENTER	0.40	0.40	SR INFO TECHNOLOGY TECH
MUNICIPAL SERVICE CENTER	0.50	0.50	SR PURCHASING SPECIALIST
TOTAL MUNICIPAL SERVICE CENTER	4.53	4.53	
STORM DRAIN MAINTENANCE	0.45	0.45	STREET MAINTENANCE CREWLEADER
STORM DRAIN MAINTENANCE	0.10	0.10	STREET MAINTENANCE SUPERVISOR
TOTAL STORM DRAIN MAINTENANCE	0.55	0.55	
GRAFFITI REMOVAL	0.35	0.00	LANDSCAPE MTN CREW LEADER
GRAFFITI REMOVAL	0.50	0.00	LANDSCAPE NTN WORKER II
TOTAL GRAFFITI REMOVAL	0.85	0.00	
TOTAL PUBLIC WORKS	90.28	90.48	

POSITION SUMMARY BY FUND

WATER FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	0.50	0.50	ADMINISTRATIVE CLERK II
ADMINISTRATION	0.50	0.50	ADMINISTRATIVE SECRETARY
ADMINISTRATION	0.25	0.25	ASSISTANT ANALYST
ADMINISTRATION	0.25	0.25	DEPUTY PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.00	0.25	OFFICE SUPERVISOR
ADMINISTRATION	0.20	0.20	PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.15	0.15	SR ADMINISTRATIVE SECRETARY
TOTAL ADMINISTRATION	1.85	2.10	
BUSINESS MANAGEMENT	0.45	0.45	ACCOUNTING SPECIALIST
BUSINESS MANAGEMENT	0.10	0.10	ASSISTANT ANALYST
BUSINESS MANAGEMENT	0.25	0.25	ASSOCIATE ANALYST
BUSINESS MANAGEMENT	0.10	0.10	RESOURCE DIVISION MANAGER
TOTAL BUSINESS MANAGEMENT	0.90	0.90	
ENGINEERING SERVICES	0.40	0.50	ASSOCIATE ENGINEER
ENGINEERING SERVICES	0.20	0.20	CONSTRUCTION INSPECTION SUPV
ENGINEERING SERVICES	0.80	0.80	CONSTRUCTION INSPECTOR
ENGINEERING SERVICES	0.85	0.85	ENGINEERING ASSOCIATE
ENGINEERING SERVICES	0.75	0.75	ENGINEERING DIVISION MANAGER
ENGINEERING SERVICES	2.75	2.95	ENGINEERING TECHNICIAN II
ENGINEERING SERVICES	0.30	0.30	PLAN CHECK ASSISTANT
ENGINEERING SERVICES	0.15	0.15	SR CONSTRUCTION INSPECTOR
ENGINEERING SERVICES	1.25	1.25	SR ENGINEER
TOTAL ENGINEERING SERVICES	7.45	7.75	

POSITION SUMMARY BY FUND

WATER FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
MUNICIPAL SERVICE CENTER	0.75	0.75	ADMINISTRATIVE CLERK II
MUNICIPAL SERVICE CENTER	0.25	0.25	ADMINISTRATIVE SECRETARY
MUNICIPAL SERVICE CENTER	0.06	0.06	ASSOCIATE ANALYST
MUNICIPAL SERVICE CENTER	0.20	0.20	DISASTER SERVICES CO-ORDINATOR
MUNICIPAL SERVICE CENTER	1.00	1.00	FIELD SERVICE REPRESENTATIVE
MUNICIPAL SERVICE CENTER	0.10	0.10	FLEET SERVICES SUPERVISOR
MUNICIPAL SERVICE CENTER	0.25	0.25	PUBLIC WORKS SUPERINTENDENT
MUNICIPAL SERVICE CENTER	0.25	0.25	PURCHASING SPECIALIST II
MUNICIPAL SERVICE CENTER	0.25	0.25	SR BLDG MAINTENANCE TECHNICIAN
MUNICIPAL SERVICE CENTER	0.30	0.30	SR INFO TECHNOLOGY TECH
MUNICIPAL SERVICE CENTER	0.25	0.25	SR PURCHASING SPECIALIST
TOTAL MUNICIPAL SERVICE CENTER	3.66	3.66	
CONSERVATION	0.70	0.70	ASSISTANT ANALYST
CONSERVATION	0.50	0.50	FIELD INSPECTOR
CONSERVATION	0.05	0.05	RESOURCE DIVISION MANAGER
TOTAL CONSERVATION	1.25	1.25	
STORAGE & DISTRIBUTION	2.00	2.00	FIELD SERVICE REPRESENTATIVE
STORAGE & DISTRIBUTION	1.00	1.00	UTILITIES EQUIPMENT OPERATOR
STORAGE & DISTRIBUTION	1.90	1.90	UTILITIES MTN CREW LEADER
STORAGE & DISTRIBUTION	1.00	1.00	UTILITIES MTN SUPERVISOR
STORAGE & DISTRIBUTION	8.00	8.00	UTILITIES MTN WORKER II
	0.65	0.65	INSTRUMENTATION & ELEC TECH
	0.90	0.90	WATER SYSTEMS OPERATOR
TOTAL STORAGE & DISTRIBUTION	15.45	15.45	
GROUNDWATER	0.10	0.10	INSTRUMENTATION & ELEC TECH
GROUNDWATER	0.10	0.10	UTILITIES MTN CREW LEADER
GROUNDWATER	0.10	0.10	WATER SYSTEMS OPERATOR
TOTAL GROUNDWATER	0.30	0.30	

POSITION SUMMARY BY FUND

WATER FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
QUALITY ASSURANCE	0.35	0.35	ENVIRONMENTAL PROG COORD
QUALITY ASSURANCE	0.20	0.20	ENRIRONMENTAL PROG INSP II
QUALITY ASSURANCE	0.25	0.25	RESOURCE DIVISION MANAGER
QUALITY ASSURANCE	0.20	0.20	SR ENVIRONMENTAL PROG INSP
TOTAL QUALITY ASSURANCE	1.00	1.00	
TOTAL WATER	31.86	32.41	

POSITION SUMMARY BY FUND

WASTEWATER FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	0.40	0.40	ADMINISTRATIVE CLERK II
ADMINISTRATION	0.40	0.40	ADMINISTRATIVE SECRETARY
ADMINISTRATION	0.25	0.25	ASSISTANT ANALYST
ADMINISTRATION	0.25	0.25	DEPUTY PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.00	0.20	OFFICE SUPERVISOR
ADMINISTRATION	0.15	0.15	PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.10	0.10	SR ADMINISTRATIVE SECRETARY
TOTAL ADMINISTRATION	1.55	1.75	
BUSINESS MANAGEMENT	0.75	0.75	ACCOUNTING SPECIALIST
BUSINESS MANAGEMENT	0.10	0.10	ASSISTANT ANALYST
BUSINESS MANAGEMENT	0.35	0.35	ASSOCIATE ANALYST
BUSINESS MANAGEMENT	0.15	0.15	RESOURCE DIVISION MANAGER
TOTAL BUSINESS MANAGEMENT	1.35	1.35	
ENGINEERING SERVICES	0.20	1.00	ASSOCIATE ENGINEER
ENGINEERING SERVICES	0.20	0.20	CONSTRUCTION INSPECTION SUPV
ENGINEERING SERVICES	1.20	1.20	CONSTRUCTION INSPECTOR
ENGINEERING SERVICES	1.25	1.25	ENGINEERING ASSOCIATE
ENGINEERING SERVICES	0.90	0.90	ENGINEERING DIVISION MANAGER
ENGINEERING SERVICES	3.85	3.35	ENGINEERING TECHNICIAN II
ENGINEERING SERVICES	0.30	0.30	PLAN CHECK ASSISTANT
ENGINEERING SERVICES	0.15	0.15	SR CONSTRUCTION INSPECTOR
ENGINEERING SERVICES	1.45	1.45	SR ENGINEER
TOTAL ENGINEERING SERVICES	9.50	9.80	

POSITION SUMMARY BY FUND

WASTEWATER FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
MUNICIPAL SERVICE CENTER	0.75	0.75	ADMINISTRATIVE CLERK II
MUNICIPAL SERVICE CENTER	0.25	0.25	ADMINISTRATIVE SECRETARY
MUNICIPAL SERVICE CENTER	0.06	0.06	ASSOCIATE ANALYST
MUNICIPAL SERVICE CENTER	0.20	0.20	DISASTER SERVICES CO-ORDINATOR
MUNICIPAL SERVICE CENTER	0.10	0.10	FLEET SERVICES SUPERVISOR
MUNICIPAL SERVICE CENTER	0.25	0.25	PUBLIC WORKS SUPERINTENDENT
MUNICIPAL SERVICE CENTER	0.25	0.25	PURCHASING SPECIALIST II
MUNICIPAL SERVICE CENTER	0.25	0.25	SR BLDG MAINTENANCE TECH
MUNICIPAL SERVICE CENTER	0.30	0.30	SR INFO TECHNOLOGY TECH
MUNICIPAL SERVICE CENTER	0.25	0.25	SR PURCHASING SPECIALIST
TOTAL MUNICIPAL SERVICE CENTER	2.66	2.66	
WASTEWATER LINES	0.25	0.25	INSTRUMENTATION & ELEC TECH
WASTEWATER LINES	1.00	1.00	UTILITIES EQUIPMENT OPERATOR
WASTEWATER LINES	2.00	2.00	UTILITIES MTN CREW LEADER
WASTEWATER LINES	1.00	1.00	UTILITIES MTN SUPERVISOR
WASTEWATER LINES	7.00	7.00	UTILITIES MTN WORKER II
TOTAL WASTEWATER LINES	11.25	11.25	
INDUSTRIAL WASTE INSPECTION	0.10	0.10	ASSOCIATE ANALYST
INDUSTRIAL WASTE INSPECTION	0.55	0.55	ENVIRONMENTAL PROG COORD
INDUSTRIAL WASTE INSPECTION	1.60	1.60	ENVIRONMENTAL PROG INSP II
INDUSTRIAL WASTE INSPECTION	0.15	0.15	RESOURCE DIVISION MANAGER
INDUSTRIAL WASTE INSPECTION	0.10	0.10	SR ENVIRONMENTAL PROG INSP
TOTAL INDUSTRIAL WASTE INSPECTION	2.50	2.50	

POSITION SUMMARY BY FUND

WASTEWATER FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
HILL CANYON TREATMENT PLANT	0.25	0.25	ASSOCIATE ANALYST
HILL CANYON TREATMENT PLANT	1.00	1.00	EXECUTIVE SECRETARY
HILL CANYON TREATMENT PLANT	2.00	2.00	INSTRUMENTATION & ELEC TECH
HILL CANYON TREATMENT PLANT	2.00	2.00	LABORATORY CHEMIST
HILL CANYON TREATMENT PLANT	1.00	1.00	LABORATORY SUPERVISOR
HILL CANYON TREATMENT PLANT	2.00	2.00	PLANT & EQUIPMENT MECHANIC
HILL CANYON TREATMENT PLANT	1.00	1.00	SR LABORATORY CHEMIST
HILL CANYON TREATMENT PLANT	1.00	1.00	SR PURCHASING SPECIALIST
HILL CANYON TREATMENT PLANT	4.00	4.00	SR WWTP OPERATOR
HILL CANYON TREATMENT PLANT	2.00	2.00	WWTP MAINTENANCE SUPERVISOR
HILL CANYON TREATMENT PLANT	1.00	1.00	WWTP OPER & MTN MGR
HILL CANYON TREATMENT PLANT	8.00	7.00	WWTP OPERATOR II
HILL CANYON TREATMENT PLANT	1.00	1.00	WWTP SUPERINTENDENT
TOTAL HILL CANYON TREATMENT PLANT	26.25	25.25	
TOTAL WASTEWATER	55.06	54.56	

POSITION SUMMARY BY FUND

SOLID WASTE FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	0.10	0.10	ADMINISTRATIVE CLERK II
ADMINISTRATION	0.10	0.10	ADMINISTRATIVE SECRETARY
ADMINISTRATION	0.00	0.05	OFFICE SUPERVISOR
ADMINISTRATION	0.05	0.05	PUBLIC WORKS DIRECTOR
ADMINISTRATION	0.05	0.05	SR ADMINISTRATIVE SECRETARY
TOTAL ADMINISTRATION	0.30	0.35	
BUSINESS MANAGEMENT	0.30	0.30	ACCOUNTING SPECIALIST
BUSINESS MANAGEMENT	0.05	0.05	ASSOCIATE ANALYST
TOTAL BUSINESS MANAGEMENT	0.35	0.35	
RECYCLING	1.15	1.15	ASSISTANT ANALYST
RECYCLING	1.00	1.00	ASSOCIATE ANALYST
RECYCLING	0.10	0.10	RESOURCE DIVISION MANAGER
RECYCLING	0.75	0.75	SR ANALYST
RECYCLING	0.00	0.50	WWT OPERATOR II
TOTAL RECYCLING	3.00	3.50	
HOUSEHOLD HAZARDOUS WASTE	0.85	0.85	ASSISTANT ANALYST
HOUSEHOLD HAZARDOUS WASTE	0.25	0.25	SR ANALYST
HOUSEHOLD HAZARDOUS WASTE	0.00	0.50	WWT OPERATOR II
TOTAL HOUSEHOLD HAZARDOUS WASTE	1.10	1.60	
TOTAL SOLID WASTE	4.75	5.80	

POSITION SUMMARY BY FUND

TRANSPORTATION FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
BUS, VISTA	0.10	0.10	ASSOCIATE ANALYST
TOTAL BUS, VISTA	0.10	0.10	
BUS, LOCAL	0.10	0.10	ADMINISTRATIVE CLERK II
BUS, LOCAL	0.35	0.35	ASSOCIATE ANALYST
BUS, LOCAL	0.15	0.15	DISASTER SERVICES CO-ORDINATOR
TOTAL BUS, LOCAL	0.60	0.60	
SUBSIDIZED TAXI	0.35	0.35	ASSOCIATE ANALYST
TOTAL SUBSIDIZED TAXI	0.35	0.35	
TOTAL TRANSPORTATION	1.05	1.05	

POSITION SUMMARY BY FUND

CULTURAL AFFAIRS THEATRES

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
KAVLI CENTER	0.40	0.40	ASSISTANT ANALYST
KAVLI CENTER	0.50	0.50	BOX OFFICE ASSISTANT
KAVLI CENTER	0.50	0.50	BOX OFFICE SUPERVISOR
KAVLI CENTER	0.30	0.40	COMM & CULTURAL SERV DIRECTOR
KAVLI CENTER	0.25	0.30	DEPUTY COMM & CULTURAL SERV DIR
KAVLI CENTER	0.25	0.40	EXECUTIVE SECRETARY
KAVLI CENTER	0.50	0.50	HOUSE SUPERVISOR
KAVLI CENTER	0.80	0.80	SR STAGE TECHNICIAN
KAVLI CENTER	0.40	0.40	SR THEATRE WORKER
KAVLI CENTER	3.00	3.00	STAGE TECHNICIAN
KAVLI CENTER	0.45	0.45	TECHNICAL SERVICES MANAGER
TOTAL KAVLI CENTER	7.35	7.65	
SCHERR FORUM THEATRE	0.40	0.40	ASSISTANT ANALYST
SCHERR FORUM THEATRE	0.50	0.50	BOX OFFICE ASSISTANT
SCHERR FORUM THEATRE	0.50	0.50	BOX OFFICE SUPERVISOR
SCHERR FORUM THEATRE	0.30	0.40	COMMUNITY & CULTURAL SERV DIR
SCHERR FORUM THEATRE	0.25	0.30	DEPUTY COMM & CULTURAL SERV DIR
SCHERR FORUM THEATRE	0.25	0.40	EXECUTIVE SECRETARY
SCHERR FORUM THEATRE	0.50	0.50	HOUSE SUPERVISOR
SCHERR FORUM THEATRE	1.20	1.20	SR STAGE TECHNICIAN
SCHERR FORUM THEATRE	0.40	0.40	SR THEATRE WORKER
SCHERR FORUM THEATRE	1.00	1.00	STAGE TECHNICIAN
SCHERR FORUM THEATRE	0.35	0.35	TECHNICAL SERVICES MANAGER
TOTAL SCHERR FORUM THEATRE	5.65	5.95	
TOTAL THEATRES	13.00	13.60	

POSITION SUMMARY BY FUND

LIBRARY FUND

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
ADMINISTRATION	1.00	1.00	ASSOCIATE ANALYST
ADMINISTRATION	1.00	1.00	CUSTOMER SERVICE REP
ADMINISTRATION	1.00	1.00	DEPUTY LIBRARY SERV DIRECTOR
ADMINISTRATION	1.00	1.00	LIBRARY ASSISTANT
ADMINISTRATION	0.20	0.20	LIBRARY DIVISION MANAGER
ADMINISTRATION	1.00	1.00	LIBRARY SERVICES DIRECTOR
ADMINISTRATION	1.00	1.00	OFFICE SUPERVISOR
ADMINISTRATION	1.00	1.00	SR ADMINISTRATIVE SECRETARY
ADMINISTRATION	1.00	1.00	SR LIBRARY ASSISTANT
TOTAL ADMINISTRATION	8.20	8.20	
REFERENCE	2.25	2.25	LIBRARIAN
REFERENCE	0.18	0.18	LIBRARY DIVISION MANAGER
REFERENCE	0.25	0.25	LIBRARY SERVICES SUPV
TOTAL REFERENCE	2.68	2.68	
CHILDREN'S & YOUNG ADULT SERVICES	2.00	2.00	LIBRARIAN
CHILDREN'S & YOUNG ADULT SERVICES	1.00	1.00	LIBRARY ASSISTANT
CHILDREN'S & YOUNG ADULT SERVICES	0.18	0.18	LIBRARY DIVISION MANAGER
CHILDREN'S & YOUNG ADULT SERVICES	0.25	0.25	LIBRARY SERVICES SUPV
TOTAL CHILDREN'S & YOUNG ADULT SERVICES	3.43	3.43	
SPECIAL COLLECTIONS	0.75	0.75	LIBRARIAN
SPECIAL COLLECTIONS	0.18	0.18	LIBRARY DIVISION MANAGER
SPECIAL COLLECTIONS	0.25	0.25	LIBRARY SERVICES SUPV
SPECIAL COLLECTIONS	1.00	1.00	SR LIBRARY ASSISTANT
TOTAL SPECIAL COLLECTIONS	2.18	2.18	
CIRCULATION	1.00	1.00	CIRCULATION SERVICES SUPV
CIRCULATION	6.00	6.00	LIBRARY AIDE
CIRCULATION	2.00	2.00	LIBRARY ASSISTANT
CIRCULATION	0.18	0.18	LIBRARY DIVISION MANAGER
CIRCULATION	1.00	1.00	SR LIBRARY ASSISTANT
TOTAL CIRCULATION	10.18	10.18	

POSITION SUMMARY BY FUND

LIBRARY FUND

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
COLLECTION DEVELOPMENT	1.50	1.50	LIBRARIAN
COLLECTION DEVELOPMENT	1.00	1.00	LIBRARY AIDE
COLLECTION DEVELOPMENT	1.00	1.00	LIBRARY ASSISTANT
COLLECTION DEVELOPMENT	0.30	0.30	LIBRARY DIVISION MANAGER
COLLECTION DEVELOPMENT	1.00	1.00	LIBRARY SERVICES SUPV
COLLECTION DEVELOPMENT	1.00	1.00	SR LIBRARY ASSISTANT
TOTAL COLLECTION DEVELOPMENT	5.80	5.80	
TECHNICAL SERVICES	1.00	1.00	LIBRARIAN
TECHNICAL SERVICES	2.50	2.50	LIBRARY AIDE
TECHNICAL SERVICES	1.00	1.00	LIBRARY ASSISTANT
TECHNICAL SERVICES	0.30	0.30	LIBRARY DIVISION MANAGER
TECHNICAL SERVICES	0.50	0.50	LIBRARY SERVICES SUPV
TECHNICAL SERVICES	2.00	2.00	SR LIBRARY ASSISTANT
TOTAL TECHNICAL SERVICES	7.30	7.30	
MAINTENANCE	1.00	1.00	BUILDING MAINTENANCE TECH II
MAINTENANCE	1.00	1.00	SR BLDG MAINTENANCE TECHNICIAN
TOTAL MAINTENANCE	2.00	2.00	
INFORMATION SYSTEMS	0.50	0.50	LIBRARIAN
INFORMATION SYSTEMS	0.18	0.18	LIBRARY DIVISION MANAGER
INFORMATION SYSTEMS	0.25	0.25	LIBRARY SERVICES SUPV
INFORMATION SYSTEMS	1.00	1.00	SR LIBRARY ASSISTANT
TOTAL INFORMATION SYSTEMS	1.93	1.93	
NEWBURY PARK BRANCH	1.00	1.00	LIBRARIAN
NEWBURY PARK BRANCH	1.50	1.50	LIBRARY AIDE
NEWBURY PARK BRANCH	0.30	0.30	LIBRARY DIVISION MANAGER
NEWBURY PARK BRANCH	0.50	0.50	LIBRARY SERVICES SUPV
NEWBURY PARK BRANCH	2.00	2.00	SR LIBRARY ASSISTANT
TOTAL NEWBURY PARK BRANCH	5.30	5.30	
TOTAL LIBRARY	49.00	49.00	

POSITION SUMMARY BY FUND

LIGHTING & LANDSCAPING FUND PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.20	0.20	ADMINISTRATIVE CLERK II
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.05	0.05	ASSISTANT ANALYST
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.05	0.05	ASSOCIATE ANALYST
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.90	0.90	ASSOCIATE ENGINEER
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.05	0.05	DEPUTY PUBLIC WORKS DIRECTOR
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.20	0.20	ENGINEERING DIVISION MANAGER
LIGHTING & LANDSCAPING ASSESS. DISTRICT	1.80	1.75	LANDSCAPE MTN CREWLEADER
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.50	0.50	LANDSCAPE MTN SUPERVISOR
LIGHTING & LANDSCAPING ASSESS. DISTRICT	7.75	7.50	LANDSCAPE MTN WORKER II
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.05	0.05	PUBLIC WORKS DIRECTOR
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.05	0.05	PUBLIC WORKS SUPERINTENDENT
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.50	0.50	STREET MAINTENANCE CREW LEADER
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.10	0.10	STREET MAINTENANCE SUPERVISOR
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.20	0.20	STREET MTN WORKER II
LIGHTING & LANDSCAPING ASSESS. DISTRICT	0.20	0.20	SR ENGINEER
TOTAL LIGHTING & LANDSCAPING	12.60	12.30	

POSITION SUMMARY BY FUND

STORMWATER/FLOOD CONTROL ASSESSMENT FUNDS PUBLIC WORKS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
STORMWATER/FLOOD CONTROL	0.90	0.90	ASSOCIATE ANALYST
STORMWATER/FLOOD CONTROL	0.10	0.10	CONSTRUCTION INSPECTION SUPV
STORMWATER/FLOOD CONTROL	0.05	0.05	ENGINEERING ASSOCIATE
STORMWATER/FLOOD CONTROL	0.15	0.15	ENGINEERING DIVISION MANAGER
STORMWATER/FLOOD CONTROL	0.60	0.60	ENGINEERING TECHNICIAN II
STORMWATER/FLOOD CONTROL	0.10	0.10	ENVIRONMENTAL PROG COORD
STORMWATER/FLOOD CONTROL	0.20	0.20	ENVIRONMENTAL PROG INSP II
STORMWATER/FLOOD CONTROL	0.05	0.05	PLAN CHECK ASSISTANT
STORMWATER/FLOOD CONTROL	0.05	0.05	PUBLIC WORKS DIRECTOR
STORMWATER/FLOOD CONTROL	0.05	0.05	PUBLIC WORKS SUPERINTENDENT
STORMWATER/FLOOD CONTROL	0.10	0.10	RESOURCE DIVISION MANAGER
STORMWATER/FLOOD CONTROL	0.35	0.35	SR ENGINEER
STORMWATER/FLOOD CONTROL	0.70	0.70	SR ENVIRONMENTAL PROG INSP
TOTAL STORMWATER/FLOOD CONTROL	3.40	3.40	

POSITION SUMMARY BY FUND

REDEVELOPMENT AGENCY FUNDS

<u>PROGRAM</u>	<u>FY 2011-12</u> <u>POSITIONS</u>	<u>FY 2012-13</u> <u>POSITIONS</u>	<u>TITLE</u>
THOUSAND OAKS BLVD.	0.30	0.00	ADMINISTRATIVE CLERK II
THOUSAND OAKS BLVD.	0.25	0.00	ASSISTANT ANALYST
THOUSAND OAKS BLVD.	0.20	0.00	COMMUNITY DEVEL DIRECTOR
THOUSAND OAKS BLVD.	0.05	0.00	DEPUTY COMM DEV DIR/CITY PLNR
THOUSAND OAKS BLVD.	0.25	0.00	ECONOMIC DEVELOPMENT MANAGER
THOUSAND OAKS BLVD.	0.05	0.00	OFFICE SUPERVISOR
THOUSAND OAKS BLVD.	0.40	0.00	PLANNING DIVISION MANAGER
THOUSAND OAKS BLVD.	0.20	0.00	SR ANALYST
THOUSAND OAKS BLVD.	1.40	0.00	SR PLANNER
TOTAL THOUSAND OAKS BLVD.	3.10	0.00	
NEWBURY ROAD	0.05	0.00	ADMINISTRATIVE CLERK II
NEWBURY ROAD	0.05	0.00	COMMUNITY DEVEL DIRECTOR
NEWBURY ROAD	0.10	0.00	PLANNING DIVISION MANAGER
NEWBURY ROAD	0.10	0.00	SR PLANNER
TOTAL NEWBURY ROAD	0.30	0.00	
LOW/MODERATE INCOME HOUSING	0.25	0.20	ADMINISTRATIVE CLERK II
LOW/MODERATE INCOME HOUSING	0.70	0.00	ASSISTANT ANALYST
LOW/MODERATE INCOME HOUSING	0.50	0.00	COMBINATION BLDG INSPECTOR II
LOW/MODERATE INCOME HOUSING	0.10	0.10	COMMUNITY DEVEL DIRECTOR
LOW/MODERATE INCOME HOUSING	0.00	0.85	COMMUNITY DEVELOPMENT TECH II
LOW/MODERATE INCOME HOUSING	0.05	0.10	DEPUTY COMM DEV DIR/CITY PLNR
LOW/MODERATE INCOME HOUSING	0.00	0.80	ECONOMIC DEVELOPMENT MANAGER
LOW/MODERATE INCOME HOUSING	0.05	0.05	OFFICE SUPERVISOR
LOW/MODERATE INCOME HOUSING	0.50	0.00	PLANNING DIVISION MANAGER
LOW/MODERATE INCOME HOUSING	0.05	0.00	SR ADMINISTRATIVE SECRETARY
LOW/MODERATE INCOME HOUSING	0.10	0.20	SR ANALYST
LOW/MODERATE INCOME HOUSING	1.20	0.00	SR PLANNER
TOTAL LOW/MODERATE INCOME HOUSING	3.50	2.30	
TOTAL REDEVELOPMENT AGENCY SUPPORT	6.90	2.30	

STAFF REPORTS AND RESOLUTION

April 10, 2012 Mid-Year Budget Update for FY 2011-2012

May 22, 2012 Elimination of Nine Positions for FY 2012-2013

June 26, 2012 Re-Adoption of FY 2012-2013 City Operating &
Capital Budget



M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California
Finance Department

TO: Scott Mitnick, City Manager
FROM: John F. Adams, Finance Director
DATE: April 10, 2012
SUBJECT: Fiscal Year 2011-12 Mid-Year Budget Update

RECOMMENDATION:

1. Authorize reductions in budget expenditure appropriations in the amount of \$387,000, which includes \$140,000 from A/C #001-66XX-621-5730 (Police Contract costs) and \$247,000 from various General Fund salary/benefits accounts, to offset the reduction in revenue in the amount of \$387,000 from A/C #001-0000-432-1000 (General Fund - Vehicle License Fee Revenues).
2. Authorize the reduction in salary/benefit funding for three funded, vacant positions to offset the loss in central service reimbursements from the Redevelopment Agency: CAO – Legal Secretary; CCD – Administrative Clerk II; FIN – Sr. Accountant.
3. Direct staff to develop a strategy to offset approximately \$1.0 million per year in salary/benefits cost of Redevelopment Agency's personnel, which is no longer reimbursed by the Redevelopment Agency.
4. Direct staff to present an update of the FY 2012-13 Operating Budget to City Council on June 26, 2012, with revisions based on the elimination of the City's Redevelopment Agency and any known reductions of revenue by the State in its attempt to balance its budget.

FINANCIAL IMPACT:

No Additional Funding Requested. Prior to the elimination of Redevelopment Agencies (RDA), Motor Vehicle License Fee (MVLFF) take-aways, and State Library funding, the General Fund was reviewed and projected to remain structurally balanced for FY 2011-12. Due to the RDA's unexpected elimination, MVLFF reduction, and State Library funding cuts, staff will develop a strategy to offset the effects the \$1.5 million loss from the RDA and the \$0.4 million loss from MVLFF will have on the City's adopted FY 2011-12 General Fund budget, as well as the effects on other funds and the funding of capital infrastructure.

Fiscal Year 2011-12 Mid-Year Budget Update

April 10, 2012

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BACKGROUND:

The Operating Budget for FY 2011-12 was \$203.1 million and was adopted by City Council on June 14, 2011. The approved budget was structurally balanced and in full compliance with City Council's Top Ten Priority for FY 2011-12 to maintain a balanced budget. As a reminder, every other year, City Council adopts two one-year budgets. The City is currently in the middle of the first year (FY 2011-12) of the two-year budget cycle. On July 1, 2012, the City will begin the second year (FY 2012-13).

Past Challenges in Balancing FY 2011-12 Year Budget:

During staff's budget presentation to City Council at the Annual Goals Setting Workshop on February 8, 2011, staff explained that the local economy is turning around. If it weren't for the State's inability to live within its means and recent decisions to end local redevelopment agencies and further raid local coffers, the City's FY 2011-12 Budget would be in structurally balanced. Unfortunately, the State's actions are having negative financial impacts on the City. As noted on February 8, 2012, the projected General Fund budget gap for FY 2011-12 is now \$1.7 million and \$2.2 million for FY 2012-13.

As part of the budget process and in response to the economy, as well as state and county takeaways, the City had to implement a wide range of cost saving strategies since projected General Fund Revenues for FY 2011-12 had declined 10.5 percent since FY 2006-07. As part of the strategy to address the gap, staff noted three different areas for appropriation reductions would be considered:

- Salary and Benefits adjustments
- Law Enforcement contract savings/efficiencies
- Maintenance and Operations adjustments

Below are the highlights of the General Fund appropriations based on major categories:

Salaries and Benefits – The General Fund/Library Fund has seen reductions in staffing during the past few fiscal years by 74 positions (Police not included) due to retirements, vacant unfunded positions, lay-offs, and reassignments. Due to Ventura County's unilateral decision to terminate the long-standing County-City Library Funding Agreement in order to transfer \$332,000 of local unincorporated Thousand Oaks library property tax revenues from Thousand Oaks to County libraries located in other distant regions of the County, the Thousand Oaks Library had to eliminate another position, bringing the total City position reduction figure to 75 (82 with the inclusion of Police reductions).

Long-term strategies (e.g., retirement incentives) have helped to address the transition to the "new normal." Along with the reduction in positions, increases to salaries during the current two-year budget cycle were not anticipated in the budget. Staff also reviewed vacant/funded positions Citywide (currently 15 positions are vacant, with 12 in the General Fund).

Fiscal Year 2011-12 Mid-Year Budget Update

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Maintenance and Operations (M&O) – There are no new programs included in the Adopted Operating Budget. The M&O budget (excluding Police Contract costs) was partially restored by \$1.4 million to \$7.7 million. The restoration of some M&O budget was required because past short-term gap strategies were not sustainable long-term. Examples include reductions in General Liability insurance, Fixed Asset Replacement, and reductions in deferred maintenance.

Police Contract Costs –The Police Department’s budget was increased by \$763,000, or 3%, for FY 2011-12. This increase was primarily due to rising County public safety pension costs (which are much higher than the City’s non public safety pension costs). In order to cover the anticipated rate increase of 5% in police contract rates and to balance the budget, the following actions were required:

1. Implementation of a “Reverse Police Services Contract” for the western unincorporated areas of Thousand Oaks (anticipated savings in the first year is \$324,000);
2. Reduction of one Crime Prevention Senior Deputy (anticipated savings of \$230,500); and,
3. Reduction of two vacant Police Cadet positions (anticipated savings of \$57,000).

In compliance with City Council’s Top Priorities, these adjustments to the police budget will not have an impact on front-line police services. Staff will review these adjustments, along with other service level and/or other subsidy reductions at the end of the fiscal year and may provide City Council with an update and recommendation of whether or not to continue these actions.

DISCUSSION/ANALYSIS:

The primary focus of the report is to present an update on the City’s adopted FY 2011-12 budget for the General Fund, Library Fund, and Theatres Fund. At this point, the budget for other Funds remains mostly unchanged from original adoption on June 14, 2011. In addition to the update on the previous mentioned funds, staff will provide an update on the “elimination” of the RDA as of February 1, 2012. Enterprise funds, except for the Theatres Fund, are currently self-sustaining. City Council did approve for the General Fund to subsidize the Theatres Fund capital improvement program projects for FY 2011-12 and FY 2012-13, while the fund’s net assets will cover any operating loss the Theatres Fund might incur.

General Fund:

Staff has reviewed the General Fund’s revenues for FY 2011-12. Revenues were analyzed and projected using current and historical trend information, as well as information from departments and other outside sources.

Fiscal Year 2011-12 Mid-Year Budget Update

April 10, 2012

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As of March 21, 2012, staff is projecting a total decrease of \$146,495, or less than one percent, from Revised Budget and \$735,825 from actual revenues received in FY 2010-11. With this information, staff is confident that with reductions in expenditures (salary/benefit savings and reductions in M&O spending), the City's budget is on target to remain structurally balanced. The following table shows the breakdown of revenue streams flowing into the General Fund for FY 2011-12.

Table 1 – General Fund Projected Revenues (March 21, 2012)

Revenue Source	Actual 2010-11	Revised Budget 2011-12	Projected 2011-12 (3/21/2012)	% of Total Rev/Exp and Transfers	Variance (Revised Budget vs. Projection)
Sales and Use Tax	\$ 24,999,315	24,554,000	24,554,000	37.7%	-
Vehicle License Fee	10,302,283	10,165,400	9,707,500	14.9%	(457,900)
Property Tax	6,914,945	7,247,200	6,976,690	10.7%	(270,510)
Franchise Fee	5,790,082	5,613,615	5,864,615	9.0%	251,000
Charges for Current Svcs.	4,907,062	5,337,060	5,100,160	7.8%	(236,900)
License & Permits	2,902,399	2,410,500	2,657,140	4.1%	246,640
Transient Occupancy Tax	2,702,879	2,505,000	2,704,200	4.1%	199,200
From Use of Money	2,060,019	1,989,550	2,062,550	3.2%	73,000
Business Licenses	1,926,805	1,945,000	1,945,000	3.0%	-
Reimbursements	549,846	709,500	103,515	0.2%	(605,985)
Intergovernmental	387,168	272,629	471,260	0.7%	198,631
Fines and Penalties	332,962	307,520	342,315	0.5%	34,795
Other Revenue	323,266	198,300	878,430	1.3%	680,130
Total Revenues	64,099,031	63,255,274	63,367,375	97.2%	112,101
Transfers From Other Funds	1,819,294	2,073,721	1,815,125	2.8%	(258,596)
Total Revenues and Transfers	\$ 65,918,325	65,328,995	65,182,500	100.0%	(146,495)

At this point, General Fund revenues above **do not** account for the elimination of the RDA, specifically the reduction in cost allocation (charges for current services), but does include the current reduction (take-away) of \$387,000 by the State for MVLF, which is further explained on page 10.

For General Fund expenditures, staff is recommending reducing appropriations for salaries and benefits and police contract costs to off-set the loss of VLF fees. In addition to the proposed reduction in appropriations, staff is recommending unfunding three positions to off-set the initial impact to the General Fund because of the elimination of the Redevelopment Agency. The unfunding of vacant positions for internal service departments (Finance, City Clerk, & City Attorney), effective May 1, 2012, will assist in addressing the cost allocation reduction that impacts General Fund revenues. But even with these initial actions, management will need to develop a strategy to ensure the City's budget remains in balance for the upcoming FY 2012-13 Operating Budget.

Fiscal Year 2011-12 Mid-Year Budget Update

April 10, 2012

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Table 2 – General Fund Projected Fund Balance for FY 2011-12 (March 2012)

	Actual 2010-11	Revised Budget 2011-12	Projected 2011-12 (3/21/2012)	% of Total Rev/Exp and Transfers	Variance (Revised Budget vs. Projection)
Operating Revenues					
Taxes and Fees	\$ 40,407,221	39,919,815	40,099,505	61.5%	179,690
Licenses and Permits	4,829,204	4,355,500	4,602,140	7.1%	246,640
Fines and Penalties	332,962	307,520	342,315	0.5%	34,795
From Use of Money	2,060,019	1,989,550	2,062,550	3.2%	73,000
Charges for Current Svcs.	4,907,062	5,337,060	5,100,160	7.8%	(236,900)
From Other Agencies	10,689,451	10,438,029	10,178,760	15.6%	(259,269)
Reimbursements	549,846	709,500	103,515	0.2%	(605,985)
Other Revenue	323,266	198,300	878,430	1.3%	680,130
Total Revenues	<u>64,099,031</u>	<u>63,255,274</u>	<u>63,367,375</u>	<u>97.2%</u>	<u>112,101</u>
Transfers From Other Funds	1,819,294	2,073,721	1,815,125	2.8%	(258,596)
Total Revenues and Transfers	<u>\$ 65,918,325</u>	<u>65,328,995</u>	<u>65,182,500</u>	<u>100.0%</u>	<u>(146,495)</u>
Operating Expenditures					
Salaries & Benefits	\$ 28,524,942	28,414,414	27,603,866	42.5%	(810,548)
Police Contract	24,514,602	25,576,476	25,370,883	39.1%	(205,593)
Maintenance & Operations	14,518,580	15,913,624	14,653,749	22.6%	(1,259,875)
Chargebacks	(6,344,431)	(6,655,725)	(6,530,000)	-10.1%	125,725
Capital Outlay	1,120,760	396,465	396,465	0.6%	-
Total Operating Expenditures	<u>62,334,453</u>	<u>63,645,254</u>	<u>61,494,963</u>	<u>94.7%</u>	<u>(2,150,291)</u>
Transfers To Other Funds	2,075,962	3,722,376	3,433,739	5.3%	(288,637)
Total Expenditures and Transfers	<u>\$ 64,410,415</u>	<u>67,367,630</u>	<u>64,928,702</u>	<u>100.0%</u>	<u>(2,438,928)</u>
Total Projected Change in Fund Balance	<u>1,507,910</u>	<u>(2,038,635)</u>	<u>253,798</u>		<u>2,292,433</u>

Library Fund:

During FY 2010-11, the Library Fund received \$7.0 million in revenue. This is approximately \$0.9 million less than projected for FY 2011-12. This is due to the underpayment received from the County to correct their non-incorporated section reimbursement which was received in FY 2009-10, but helped subsidize FY 2010-11. The Library no longer receives the unincorporated property tax revenue from the County. The new revenue projection is close to \$0.35 million less than the revised budget. With salary/benefit savings and a reduction in M&O expenditures, the transfer/subsidy from the General Fund is on target to match budget, as shown on **Table 3**, on the next page.

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Table 3 – Library Fund FY 2011-12 Projections (March 2012)

	<u>Prior Year Actual 2010-11</u>	<u>Revised Budget 2011-12</u>	<u>Mid-Year Projection 2011-12</u>	<u>% of Total Rev/Exp and Transfers</u>	<u>Variance</u>
Operating Revenues:					
Property Tax - Library District	\$ 5,220,253	5,368,650	5,307,300	67.0%	(61,350)
Property Tax Pass Thru Agreement	326,613	353,500	180,000	2.3%	(173,500)
Library Fines and Fees	173,189	195,000	174,000	2.2%	(21,000)
Interest Income	23,957	35,700	24,000	0.3%	(11,700)
State Participation	70,423	45,000	14,400	0.2%	(30,600)
County Participation	331,552	-	-	0.0%	-
Miscellaneous	59,675	43,200	45,600	0.6%	2,400
Total Estimated Revenues	<u>6,205,662</u>	<u>6,041,050</u>	<u>5,745,300</u>	<u>72.5%</u>	<u>(295,750)</u>
Transfers From Other Funds	<u>818,927</u>	<u>2,175,355</u>	<u>2,174,700</u>	<u>27.5%</u>	<u>(655)</u>
Total Available for Allocation	<u>\$ 7,024,589</u>	<u>8,216,405</u>	<u>7,920,000</u>	<u>100.0%</u>	<u>(296,405)</u>
<u>Estimated Requirements</u>					
Operating Expenses:					
Salaries	\$ 3,905,982	3,709,525	3,663,900	46.3%	(45,625)
Fringe Benefits	1,537,437	1,456,165	1,495,400	18.9%	39,235
Maintenance and Operations	<u>2,261,133</u>	<u>2,495,058</u>	<u>2,200,700</u>	<u>27.8%</u>	<u>(294,358)</u>
Total Operating Expenses	<u>7,704,552</u>	<u>7,660,748</u>	<u>7,360,000</u>	<u>92.9%</u>	<u>(300,748)</u>
Capital Improvements	<u>297,496</u>	<u>1,725,119</u>	<u>560,000</u>	<u>7.1%</u>	<u>(1,165,119)</u>
Total Estimated Requirements	<u>\$ 8,002,048</u>	<u>9,385,867</u>	<u>7,920,000</u>	<u>100.0%</u>	<u>(1,465,867)</u>

The Library Fund lost approximately \$45,000 as part of the Governor's "Trigger Cuts" assessed when State revenues didn't come in as expected. To make up for this loss in State revenue, the Library will use salary/benefit savings available and a reduction in M&O expenditures to make up the difference for FY 2011-12. Amendments to the FY 2012-13 budget will be presented to City Council on June 26, 2012, which may require the reinstatement of the Non-Resident Fee to offset the County and State take-aways.

City management and Library staff made a presentation to the City of Simi Valley to operate their city's library on March 28, 2011. If the City is successful in its bid to operate the Simi Valley library, staff will come back to City Council for authorization to operate the Simi Valley library and make necessary amendments to their budget. The goal would be to partner with the City of Simi Valley and provide services that are revenue neutral for the City of Thousand Oaks.

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Theatres Fund:

Table 4, below shows that the operating revenues are projected to be less than budget. There are 2 primary factors impacting the revenue projections, 1) the decrease in projected labor sales (i.e., reimbursement for Theatre technical staff), and a projected decrease in Performance Rents.

Table 4 – Theatres Fund Projections for FY 2011-12 (March 2012)

	<u>Actual 2010/12</u>	<u>Revised Budget 2011/12</u>	<u>Projected 2011/12</u>	<u>% of Total Rev/Exp and Transfers</u>	<u>Variance (Revised Budget vs. Projection)</u>
<u>Amount Available for Allocation:</u>					
Estimated Revenues:					
Box Office Charges	\$ 266,086	286,505	295,546	8.1%	9,041
Charges for Services	529,583	586,937	701,755	19.2%	114,818
Labor Sales	1,215,769	1,309,568	1,109,151	30.3%	(200,417)
Performance Rehearsal Rents	419,907	499,811	440,125	12.0%	(59,686)
Concession Rental	22,582	22,123	27,560	0.8%	5,437
Parking	324,765	357,000	381,905	10.4%	24,905
Alliance for the Arts	300,000	300,000	300,000	8.2%	-
Advertising/Promotion/Lobby Sales	28,484	28,903	52,319	1.4%	23,416
Cost Allocations	297,740	322,500	335,605	9.2%	13,105
Interest Apportionment	37,260	25,000	14,443	0.4%	(10,557)
Total Estimated Revenues	3,442,176	3,738,347	3,658,409	100.0%	(79,938)
Total Available for Allocation	\$ 3,442,176	3,738,347	3,658,409	100.0%	(79,938)
<u>Estimated Requirements:</u>					
Operating Expenses:					
Salaries	\$ 1,444,097	1,481,418	1,461,215	34.4%	(20,203)
Fringe Benefits	422,305	468,627	468,627	11.0%	-
Maintenance and Operations	1,797,124	2,326,108	2,315,608	54.5%	(10,500)
Total Operating Expenses	3,663,526	4,276,153	4,245,450	100.0%	(30,703)
Total Estimated Requirements	\$ 3,663,526	4,276,153	4,245,450	100.0%	(30,703)
 Change in Net Assets	 (221,350)	 (537,806)	 (587,041)		 (49,235)

The Theatres Fund was reviewed by Finance staff and is currently projected to use approximately \$587,041 from its Net Assets (fund balance) to balance for FY 2011-12. City Council decided to assist the Theatres Fund by having the General Fund subsidize the Theatres Fund for the costs of its deferred maintenance projects for both FY 2011-12 & FY 2012-13. Based on the current projections, the Theatres Fund will deplete all its reserves by June 30, 2013.

Theatres staff is reviewing the Theatres user fees, future promotions, enhanced marketing program, and working with the other theatre groups to ensure the health of the fund. Theatres staff will present their revised strategy to attempt to make the fund self-sustaining in June 2012.

Governmental Funds:

As part of the Mid-Year Budget analysis, Finance staff reviewed each of the City's Governmental Funds to determine if there were any changes that would necessitate an adjustment to its' budget. Governmental Funds (e.g., Library Fund, Lighting & Landscaping Funds, Stormwater/Flood Control Fund, Capital Project Funds, and Debt Service Funds) were reviewed and each fund is forecasted to be within budget and no action is requested by City Council at this time.

Enterprise (Business-Type) Funds:

Enterprise (Business-Type) Funds were also reviewed. Each fund was analyzed by Finance staff and all funds, except for the Theatres Fund are projected to be self-sustaining and no action is requested by City Council at this time. Enterprise Funds include the Water, Wastewater, Solid Waste, Transportation, Golf Course, and Theatres Funds.

Challenges to Maintaining a Structurally Balanced FY 2011-12 Year Budget:

To balance the State's budget, three actions were taken that impacted Thousand Oaks:

1. Governor proposed, and legislators voted, to eliminate Redevelopment Agencies.
2. Governor placed various trigger cuts if revenues didn't come in as expected, these trigger cuts were implemented.
3. Governor and legislators passed SB 89 that transferred Vehicle License Fee funding to support and fund law enforcement grants as part of the State's "realignment" efforts.

Elimination of Redevelopment Agencies:

Throughout financial difficulties in the 1990's, the State began shifting city, county and special district property tax revenues to the State to help the Sate meet its Proposition 98 funding obligations to Statewide schools known as the Educational Revenue Augmentation Fund (ERAF). The ERAF shifts to date exceed \$20.0 million for Thousand Oaks. In the early 2000's, as the State cut its revenue sources, significantly grew the State bureaucracy, and faced more severe budget deficits, the State shifted other local government revenues away from local communities to Sacramento. California voters reacted to ongoing State threats to local revenues by voting to protect municipal revenues from the State in 2004 (Prop 1A). However, because Prop 1A did not fully protect redevelopment revenues, RDAs were even more vulnerable to State take-aways. California's "redevelopment raid," which totaled \$1.7 billion in FY 2009-10, cost Thousand Oaks' RDA \$6.1 million and \$1.3 million in FY 2009-10 and FY 2010-11, respectively, bringing the total of City RDA funds shifted to the State at \$13.0 million.

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In November 2010, Proposition 22 was passed to end the State's practice of balancing the State budget with local tax revenues. Since then, legislation redirected revenue from the Motor Vehicle License Fees (MVLFF) to pay for public safety realignment programs. Proposition 22 prohibited the Legislature from requiring RDAs to transfer local property tax revenues to the State. Therefore, the State decided to eliminate RDAs since they could not legally steal from them any more.

In June 2011, Governor Brown signed into law AB 1x 26 ("Redevelopment Dissolution Act") and AB x1 27 ("Alternative Redevelopment Program [Ransom Payments] Act") in an attempt to transfer local property tax revenues from local communities to pay for State programs and financial obligations. AB 1x 26 immediately suspended operations for all 400+ RDAs in California, effective as of October 1, 2011. AB 1x 27 allowed RDAs to be "re-established," if the local legislative body (City Council) adopted a continuation ordinance and agreed to participate in the "Voluntary Alternative Redevelopment Program" which involved making substantial one-time and recurring ransom payments to the State. For the Thousand Oaks RDA, the one-time, up-front ransom payment would have been \$5.9 million and the recurring payment would have been \$1.4 million per year.

In an effort to protect local revenues, the League of California Cities, California Redevelopment Association, and several individual cities filed a petition with the California Supreme Court to overturn AB 1x 26 and AB 1x 27. On December 30, 2011, the Supreme Court rendered its decision, finding AB 1x 26 (the Dissolution Act) to be constitutional. The Supreme Court also found that AB 1x 27 (the Alternative Redevelopment Program [ransom payments] Act) was unconstitutional (in violation of Proposition 22). The court further extended the effective dates in the Dissolution Act by four months. This resulted in the effective termination date of RDAs as of February 1, 2012.

In anticipation of the February 1, 2012 dissolution date, and in compliance with AB 1x 26, on January 10, 2012 City Council determined that the City of Thousand Oaks would be the "Successor Agency" to wind down the affairs of the former Thousand Oaks RDA. On January 24, 2012, City Council, in compliance with AB 1x 26, further determined to retain the housing assets and functions of the former RDA.

Central Service Cost Allocation Reimbursement: With the elimination of RDAs, the support provided by central service departments (e.g., City Council, City Manager's Office, City Attorney's Office, City Clerk's Department, Human Resources Department, and the Finance Department) have also been reduced. The loss in revenue to the General Fund is projected to be \$465,000 based on the prior year's study:

1. Finance Department	\$178,000
2. City Attorney Office	89,000
3. City Manager's Office	82,000
4. City Clerk Department	49,000
5. City Council Office	46,000
6. Human Resources Department	21,000
Total	\$465,000

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To offset a large percentage of this loss in future General Fund revenues, staff recommends funding be eliminated, effective May 1, 2012, for the following positions:

City Attorney's Office	-- Legal Secretary
City Clerk's Department	-- Administrative Clerk II
Finance Department	-- Sr. Accountant

These positions are funded in FY 2011-12 & 2012-13, but are currently vacant. This strategy will offset the loss of future central service cost allocation reimbursement to the General Fund.

Redevelopment Agency – Staffing/Administrative Fee:

There are 6.9 full-time equivalents (FTEs) that are allocated to the RDA in CDD. Management is developing a plan on how the City is going to address the loss of \$1.0 million for these positions due to the elimination of the RDA.

AB 1x 26 provides an administrative fee of five percent in the first year and three percent going forward or \$250,000 minimum per year. Based on the projected required obligated payment schedule for FY 2012-13, the City may only receive the minimum \$250,000 in FY 2012-13 and future years. The administrative fee is provided to the City as the Successor Agency and can be used for both staff time and other operating costs.

Redevelopment Agency – Sample Programs Eliminated or “At Risk”:

Housing Rehabilitation Grants & Loans – This program is offered using funding from the RDA. The property must be located within the City limits of Thousand Oaks, have a clear title, and be covered by property insurance. This program has benefited hundreds of low income seniors residing in mobile homes over the years.

Eligible property improvements include: Hazardous conditions related to the health, safety and welfare of home dweller; Weatherization including roofing and window replacement; Aids for mobility including grab bars, lever door handle, ramps and lower sinks; Repair or replacement of deficient plumbing, electrical, and heating systems; and Earthquake reinforcement of retrofitting. Depending on the qualifications of the applicant there are several loan programs available for single family dwellings and mobile home properties. Because this program is funded by RDA, it has been eliminated.

Housing Assistance Programs for Seniors (HAPS) – A person may qualify if they are a City resident and they are at least 62 years of age by January 1 of the applicable year or have met specified disability criteria and their total household income does not exceed \$32,800 for the applicable year. Payments are made quarterly and range from \$27 to \$87 per quarter. This program benefits several hundred low income seniors every year.

The funding for this program is approximately \$200,000 per year and was reimbursed by the RDA's Low/Mod Fund. With the elimination of the RDA, the City will need to wind down the program unless an alternative funding source is identified. The HAPS program

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is listed is the Enforceable Obligation Payment Schedule (EOPS)/Recognized Obligation Payment Schedule (ROPS) for the current year's budget and FY 2012-13.

Redevelopment Agency – Capital Improvement Program (CIP) Funding:

The RDA approved its' Enforceable Obligation Payment Schedule (EOPS) on January 24, 2012. It is currently being reviewed by the Department of Finance. Between the two project areas, there are 12 projects listed on the EOPS totaling \$42.3 million. Examples of projects included on the EOPS include: the Thousand Oaks Auto Mall Parking Modifications, Undergrounding of Utilities, Thousand Oaks Blvd. Improvements, Erbes Road Improvements, Discovery Center, and the Kelley Road Storm Drain Phase II and III. For future years including FY 2011-12 and 2012-13, the City will have to identify alternative funding sources to pay for capital projects once funded by the RDA.

Motor Vehicle License Fee (MVLF) Funding Transfer:

Effective July 1, 2011 new legislation redirected revenue from the MVLF to pay for public safety realignment programs increasing the City's FY 2011-12 SLESF allocation by \$72,673 but the loss of MVLF revenues was \$459,831, creating a net loss of \$387,158 for the City.

On September 28, 2011, the League of California Cities filed a lawsuit challenging the constitutionality of the State's diversion of MVLF revenues through SB 89 and AB 118. The case will be heard by the Sacramento County Superior Court on May 4, 2012. The League is arguing that SB 89 and AB 118 violate both Prop. 22 and Prop. 1A.

State Library Grant Funding (Trigger Cut Elimination):

Due to the State not receiving anticipated revenues during the first half of 2012, the budget called for various "Trigger Cuts" that would take place depending on the levels of revenues the State received. The one "Trigger Cut" that affected the City was the loss of approximately \$45,000 in Library grant funding.

The Library made up for this cut with salary savings and minor reductions in maintenance & operations expenditures. For FY 2012-13, the City may need to look at additional reductions or reinstatement of the Non-Resident Borrower's Fee.

Other Challenges of Maintaining a Balanced Budget:

CalPERS Pensions – City Funding Percentages/Amounts:

The California Public Employees Retirement System's (CalPERS) investment portfolio reported a 21.7 percent return for FY 2010-11. The return will help offset the impact of the 23.4 percent loss in FY 2008-09. Earnings for FY 2011-12 so far are in positive territory as the nation's overall economy continues to improve. However, the overall decline of the value of the investment portfolio will impact the City's future employer contribution rates for the foreseeable future. The City's employer contribution rate for FY 2011-12 increased to 13.849 percent of payroll from 12.031 percent. In FY 2012-13, the City's employer

contribution rate will increase to 14.749 percent. And because of the recent change in the discount rate from 7.75 percent to 7.5 percent, the City expects an increase to the employer rate to 15.6 - 16.2 percent in FY 2013-14. These increases would have been higher had the City enhanced pensions the way many other cities and counties did over the past decade. Management will be discussing future pension costs and labor negotiations with City Council beginning with a scheduled closed session at tonight's April 10, 2012 City Council meeting.

Stormwater Permit Implementation Costs:

In May 2009, the Regional Water Quality Control Board approved the Countywide National Pollutant Discharge Elimination System (NPDES) Permit which will go into effect on October 11, 2011. The new permit requirements involve more stringent standards and requirements than in the past. This permit will have a significant impact on both local private and public development projects. The City may realize significant costs in the future.

Declining Development Revenues:

As a built-out community, the City has seen a decline in development related revenues, specifically in Developer Impact Fees that support capital improvement projects and permit revenues that support services and operations. In FY 2001-02, the City received approximately \$2.8 million in developer related fees (excluding Water and Wastewater related fees) and during FY 2010-11, the City received \$0.7 million or a 75 percent reduction in developer fee revenue. As these revenues continue to decrease, the City will face challenges to maintain the infrastructure the community has come to expect.

Transportation Funding:

Transportation Development Act (TDA) funds (sales tax on gasoline) are allocated annually by the Ventura County Transportation Commission. TDA funds help provide money needed for transit services and road related improvements. Currently in Ventura County, if there are no official "unmet" transit needs, cities have the option of using TDA funds for streets and roads projects. Starting on July 1, 2014, SB 716 will require the City to spend all TDA funds on transit. As a result, the City will be compelled to seek alternate forms of funding for streets and roads projects.

Table 5 below shows the prior five years TDA funding received by the City that was used for both Street infrastructure projects and Transit operations. The Table shows funding the City received and used for street infrastructure improvements, which in FY 2011-12 include Erbes Road Improvements, Route 101 at Wendy Drive Interchange Improvements, and Citywide pavement overlays

With the Ventura County Transportation Commission on the verge of adopting a transit plan to submit to lawmakers, Assemblyman Das Williams, D-Santa Barbara, has introduced a bill (AB 1778) that would move forward the deadline by a year, to July 1, 2013.

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Whether it's 2013 or 2014, the City needs to identify alternative funding sources for streets and other infrastructure maintenance and improvements to replace the funding impact of approximately \$1.5 million per year.

Table 5 - Transportation Development Act Funds

Fiscal Year	Total City TDA Funding	Street Capital Projects Funding	% of TDA Funding	Transit Operations Funding	% of TDA Funding
2007/08	\$4,606,279	\$3,233,068	70.19%	\$1,373,211	29.81%
2008/09	\$4,186,885	\$3,020,685	72.15%	\$1,166,200	27.85%
2009/10	\$3,601,460	\$1,127,560	31.31%	\$2,473,900	68.69%
2010/11	\$3,219,280	\$698,880	21.71%	\$2,520,400	78.29%
2011/12*	\$3,992,688	\$1,478,124	37.02%	\$2,514,564	62.98%

*Budgeted

Community Development Block Grant (CDBG):

The CDBG program was established in 1974 by the U.S. Department of Housing and Urban Development to provide community development assistance to local communities, who in turn, develop projects and activities that best meet local needs. Federal CDBG funds continue to decline. Over the past ten years, the CDBG budget has declined from \$833,000 in FY 2002-03 to \$607,085 in FY 2011-12, or 27.1 percent. CDBG funding is used for various social services grants, as well as the Neighborhood Improvement Program to implement the Old Town West Master Plan.

Citywide Staffing:

With the recommended reductions of three positions funded by the General Fund due to the elimination of the RDA, the Funded City positions (Full-Time and Designated Part-Time) for all funds increased from 82 positions when the FY 2011-12 budget was adopted to 85 currently, from FY 2007-2008 levels. The Library Department experienced the largest reduction (29.0%), followed by Community Development (28.6%), and Public Works (18.2%), which are included as part of the General Fund reductions. With the decrease in positions, it will be challenging to maintain current service levels over the long-term. Since salaries and benefits represent the largest portion of General Fund appropriations, future revenue reductions will have a further impact on staffing levels or salary and benefits for employees.

Due to the reduction in staffing levels during the last several fiscal years, staff is being forced to do more with less. But a reduction of 85 positions from FY 2007-08 to FY 2011-12 will have a negative impact on customer service levels and the ability of staff to comply with City Council Goals, Priorities, and Objectives.

Table 6 – Five-Year Funded Position Summary by Fund (including DPT’s)

	FY 2007-08	FY 2011-12	5-Year Change	% Change
General	399	334	-65	-16.3%
Library	69	49	-20	-29.0%
Theatres	16	13	-3	-18.8%
Wastewater	56	55	-1	-1.8%
Water	32	32	0	0.0%
L&L Districts	11	13	2	18.2%
Other Funds	14	16	2	14.3%
Total	597	512	-85	-14.2%

Table 7 – Five-Year General Fund Position Summary by Department (including DPT’s)

	FY 2007-08	FY 2011-12	5-Year Change	% Change
Police	115	108	-7	-6.1%
Public Works	110	90	-20	-18.2%
Com Dev	70	50	-20	-28.6%
Finance	59	50	-10	-15.3%
City Manager	13	14	1	7.7%
City Clerk	9	7	-2	-22.2%
Cultural Affairs	9	3	-6	-66.7%
HR	8	7	-1	-12.5%
City Attorney	6	5	-1	-16.7%
Total	399	334	-65	-16.3%

Next Steps or Calendar of Events:

The following table is presented to show an overview of the meetings scheduled throughout the remaining fiscal year. Over the next few months, staff plans to continue to monitor the transfer of activity from the RDA to the Successor Agency, as well as projecting amendments to the FY 2012-13 adopted budget, which will be brought before City Council in June.

Scheduled Meetings	Date
RDA Oversight Board Meeting	April 25, 2012
Finance Audit Committee Meeting	April 30, 2012
RDA Closeout Audit	April 30, 2012
Labor Negotiations	April - June
FY 2012-13 Budget Report	June 26, 2012

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Summary:

The City's original budget projections in spring of 2011 were relatively conservative in anticipation of the slow recovery in the economy projected in the City's long-term Financial Strategic Plan. The forward-thinking and foresight of the City Council and the City's Financial Strategic Plan has served the City well over the past decade and played an important role in helping maintain a balanced FY 2011-12 budget. However, the City should remain concerned about impacts of future attempts by the State to close its budget deficit on the backs of cities, as it did this past and current year. The City must continue to react to changes in the local economy and potential effects on City revenues going forward.

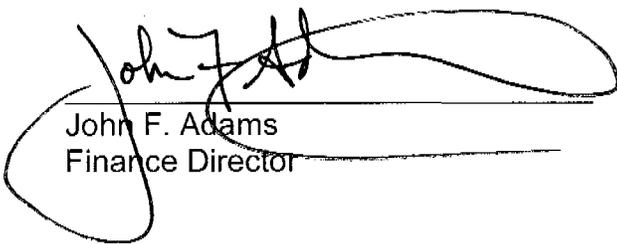
With the economic and financial market concerns that have confronted the local economy over the past few years, the City's learning to adjust to what some are calling "the New Normal." With the local economy improving, revenues are going to recover and eventually increase, but not at levels previously experienced. To close the gap, the City will have to live with appropriation levels which have been lower than in the past. Tough choices will need to be made to balance the FY 2012-13 Budget, including more service and subsidy reductions. Ultimately, the City will need to develop a plan to obtain long-term financial independence. Either that or continue to reduce service levels.

CITY COUNCIL GOAL COMPLIANCE:

Meets City Council **Goal B**: "Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family."

Submitted By:

Prepared By:



John F. Adams
Finance Director



Brent S. Sakaida
Budget Officer

TO: Scott Mitnick, City Manager
FROM: Mark Watkins, Assistant City Manager
DATE: May 22, 2012
SUBJECT: Elimination of Nine Positions in FY 2012-13 Budget

RECOMMENDATION:

Adopt Resolution eliminating nine positions in FY 2012-13 Budget and authorizing severance for laid off employees.

FINANCIAL IMPACT:

\$1.1 Million Reduction to FY 2012-13 Budget. Effective February 1, 2012, Redevelopment Agencies were eliminated by the State of California. The potential impact to the General Fund, starting in FY 2012-13, is approximately \$1.5 million in both direct and indirect personnel costs. Staff has developed a strategy to offset the impacts by eliminating positions with an annual re-occurring cost reduction of \$1.1 million in salary and benefits. On April 10, 2012, the City Council approved eliminating funding for three positions for FY 2012-13 and six additional positions are now presented for elimination. Together, a total of nine positions are recommended for elimination in FY 2012-13.

If the elimination of the positions is approved by City Council, staff will incorporate these reductions in the revised FY 2012-13 Budget. To ensure a balanced General Fund operating budget is adopted these staffing reductions, with other adjustments, will be presented to City Council on June 26, 2012.

BACKGROUND:

In June 2011, Governor Brown signed into law two pieces of legislation, AB x1 26 ("Dissolution Act") and AB x1 27 ("Alternative Redevelopment Program Act"). AB x1 26 immediately suspended Redevelopment Agencies' operations, and would have eliminated agencies as of October 1, 2011. AB x1 27, a companion piece of legislation, would have allowed Redevelopment Agencies to be "re-established" if the local legislative body (City Council) adopted a continuation ordinance and agreed to participate in the "Voluntary Alternative Redevelopment Program", a program which included payment of certain sums to the County

Elimination of Nine Positions in FY 2012-13 Budget
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Auditor Controller. This legislation was challenged in court, and on December 29, 2011, the Supreme Court rendered its decision, finding the Dissolution Act constitutional, and the Alternative Redevelopment Program Act unconstitutional. The effect of the Supreme Court's decision is that the Thousand Oaks Redevelopment Agency (RDA) and all other Redevelopment Agencies in the State ceased to exist as of February 1, 2012.

Duties of the RDA have been assumed by the City of Thousand Oaks acting as "Successor Agency". As of February 1, 2012, all assets, properties, contracts, leases, books and records, buildings, equipment and existing Housing Fund balances of the former RDA have been transferred to the Successor Agency.

The primary role of the Successor Agency is to (in summary) dispose of former redevelopment agency assets or properties expeditiously and in a manner aimed at maximizing values, pay all debts and fulfill all obligations of the former agency, and to wind down redevelopment affairs.

On April 10, 2012, the City Council authorized the reduction in salary/benefit funding for three funded vacant positions to offset the loss in central service reimbursements from the RDA: City Attorney's Office – one Legal Secretary; City Clerk – one Administrative Clerk II; Finance Department – one Senior Accountant. The City Council also directed staff to develop a strategy to offset salary/benefits cost of Thousand Oaks Redevelopment Agency personnel which is no longer reimbursed by the RDA.

DISCUSSION AND ANALYSIS:

In order to reduce the salary/benefits cost of personnel associated with the RDA, six additional positions in the Community Development Department are recommended for elimination as follows: one Planning Division Manager; two Senior Planners; one Combination Building Inspector II; one Assistant Analyst; and one Administrative Clerk II. These reductions will result in employee lay-offs. The positions must be eliminated now so that the layoff notification process can be initiated and completed by the July 2, 2012, effective date.

The activities of the RDA are winding down and will be administered by existing staff. Housing activities will continue despite the elimination of the RDA and a Senior Planner will be retained to assist in this effort. AB x1 26 provides an administrative fee of \$250,000 per year to the City as the Successor Agency and can be used to offset annual staff and operating costs.

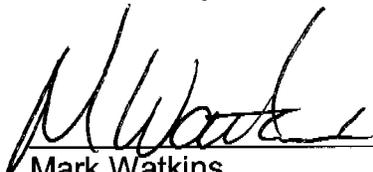
Elimination of Nine Positions in FY 2012-13 Budget
May 22, 2012
Page 3

Due to the unexpected elimination of the RDA and consistent with the City's goal to maintain positive relations with City employees, it is also proposed that a severance package be provided to staff laid off as a result of the position reductions. A Resolution is attached eliminating nine positions in FY 2012-2013 Budget and authorizing severance for the laid off employees (Attachment #1). The severance will be based on years of full-time equivalent regular service to the City as follows: ten weeks for employees with less than six years of service; fourteen weeks for six to seven years of service; eighteen weeks for eight to nine years of service, and twenty-two weeks for employees with ten or more years of service. Employees electing to participate in the severance program will be required to execute a release of all claims against the City.

COUNCIL GOAL COMPLIANCE:

Meets City Council Goal B: "Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family."

Submitted by:



Mark Watkins
Assistant City Manager

Prepared by:



Gary Rogers
Human Resources Director

Attachment #1 - Resolution Amending FY 2012-13 Budgeted Positions

HRO 700-10 GR/pr/ H:/COMMON/STAFFREPORTS/2012/StaffReportReRDAPositions.DOC

RESOLUTION NO. 2012-037

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF THOUSAND OAKS
ELIMINATING NINE POSITIONS IN FY 2012-
13 BUDGET AND AUTHORIZING
SEVERANCE FOR LAID OFF EMPLOYEES**

WHEREAS, the City Council adopted the FY 2011-12 and 2012-13 Two-Year Budget of the City of Thousand Oaks in accordance with provisions of the municipal code; and

WHEREAS, the City Manager has recommended to the City Council that it eliminate the budgeted positions listed below in the interest of maintaining the efficiency of governmental operations and as a result of the elimination of the Thousand Oaks Redevelopment Agency; and

WHEREAS, the City Manager has also recommended the provision of severance for those employees who are laid off as a result of the elimination of budgeted positions; and

WHEREAS, the City Council accepts the recommendation and orders the elimination of the budgeted positions and the provision of severance for laid off employees.

NOW THEREFORE, the City Council of the City of Thousand Oaks resolves as follows:

SECTION 1. The City Council of the City of Thousand Oaks amends the 2012-13 Budgeted positions, eliminating the following nine positions effective July 2, 2012: one Planning Division Manager; two Senior Planners; one Combination Building Inspector II; one Assistant Analyst; two Administrative Clerk II's; one Legal Secretary; and one Senior Accountant.

SECTION 2. The City Manager or his designee is hereby authorized to notify any affected employee to be laid off as a result of the City Council action to eliminate the positions designated above and take any other action to carry out the City Council's order eliminating the positions designated above. The City Manager or his designee is also hereby authorized to provide severance to employees laid off as a result of the elimination of their position as follows: employees with less than six years of full-time

equivalent regular service – ten weeks; employees with six to seven years of full-time equivalent regular service – fourteen weeks; employees with eight to nine years of full-time equivalent regular service – eighteen weeks; and for employees with ten or more years of full-time equivalent regular service - twenty-two weeks.

PASSED AND ADOPTED this 22nd day of May, 2012.

CITY OF THOUSAND OAKS

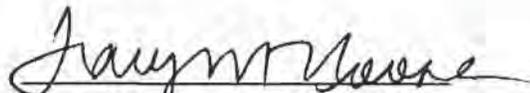


Jacquie V. Irwin, Mayor
Thousand Oaks, California

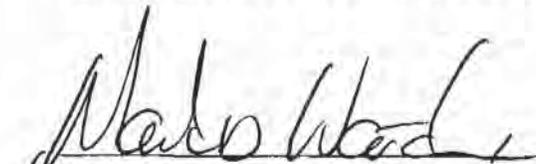
ATTEST:


Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Tracy M. Noonan, City Attorney

APPROVED AS TO ADMINISTRATION:


Scott Mitnick, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

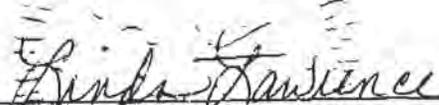
I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2012-037, which was duly and regularly passed and adopted by said City Council at a regular meeting held May 22, 2012, by the following vote:

AYES: Councilmembers Fox, Price, Bill-de la Peña, and Mayor Irwin

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.



Linda D. Lawrence, City Clerk
City of Thousand Oaks, California

5/24/12

Date Attested

TO: Scott Mitnick, City Manager
FROM: John F. Adams, Finance Director
DATE: June 26, 2012
SUBJECT: Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget

RECOMMENDATION:

1. City Council adopt resolution approving the Re-Adoption of the City Operating & Capital Budget for FY 2012-2013.
2. City Council adopt resolution eliminating designated positions in FY 2012-2013 Budget and authorizing severance for laid off employee.

FINANCIAL IMPACT:

No Additional Funding Requested. Total proposed appropriations (Operating and Capital funding for all City funds) for FY 2012-2013 will be \$166,188,925. The budget for the fiscal year is balanced for operations and only uses reserves for one-time expenditures and capital projects, with the exception of the Theatres Fund, per City Council Financial Policies.

BACKGROUND:

The City has a biennial budget process where every two years the City Council reviews and adopts an Operating Budget and Capital Improvement Program Budget for two separate fiscal years. The fiscal year begins July 1 and ends June 30. On June 14, 2011, the City Council adopted the FY 2011-2012 and FY 2012-2013 Operating Budget and CIP Budgets.

Due to the elimination of Redevelopment Agencies (RDA) and the State of California redirecting the City's Motor Vehicle License Fee (MVLFF) to other State programs, the City will have to make significant changes to the adopted budget for FY 2012-13. Because of those changes, staff is recommending "Re-Adoption" of the FY 2012-13 Operating and CIP Budgets.

On March 27, 2012, City Council held its annual Goal Setting Meeting and received an update on the FY 2011-12 Operating Budget and the projected financial impacts to the City because of unexpected actions by the State. On April 10, 2012, staff presented the FY 2011-2012 Mid-Year Budget projections and adjustments to City Council. Staff also provided a forecast for FY 2012-2013 and showed a projected budget gap of \$2.3 million in the General Fund and Library Fund.

**Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
June 26, 2012
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On May 22, 2012, City Council authorized the elimination of nine positions in the FY 2012-2013 budget to offset the impact of approximately \$1.4 million in both direct and indirect personnel costs on the General Fund from the elimination of the Redevelopment Agency. Staff also met with the City Council Finance/Audit Committee on June 6 & 18, 2012 to discuss the complete strategy taken to eliminate the budget shortfall of \$2.3 million for FY 2012-2013.

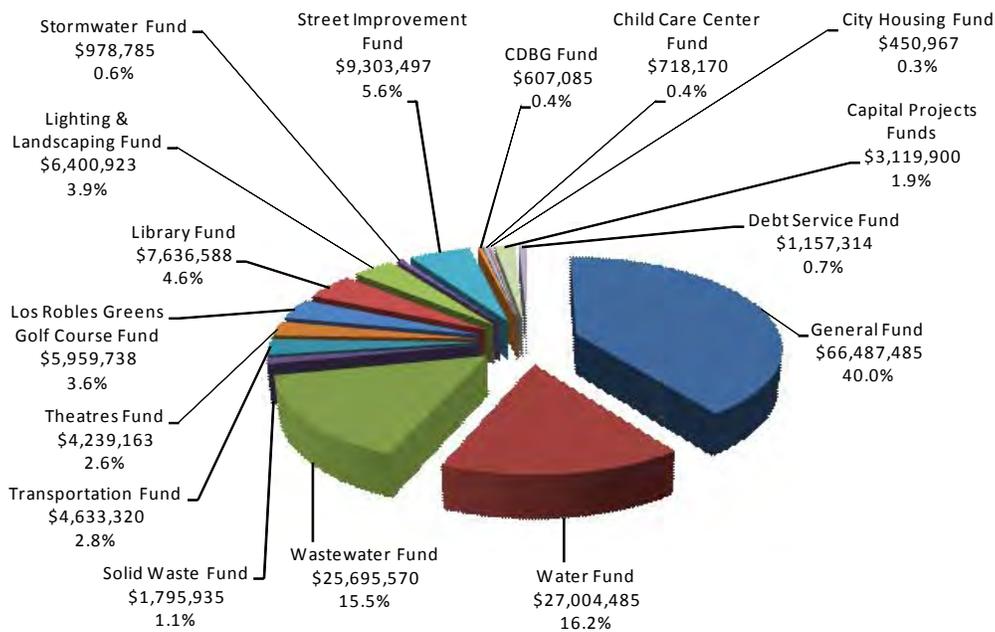
The next step in the budget process is to conduct a public hearing for the newly Proposed FY 2012-2013 City Operating and CIP Budgets on June 26, 2012. Once the public hearing has been completed and the necessary resolutions adopted, the FY 2012-2013 budget cycle will commence on July 1, 2012.

DISCUSSION/ANALYSIS:

Overview of the Proposed Fiscal Year 2012-13 Budget

The new proposed Operating and Capital Budget for FY 2012-2013 has total appropriations of \$166.2 million, this is in comparison to \$185.3 million from the June 14, 2011 adoption. In contrast, the All Governmental funds are structurally balanced and in compliance with City Council’s Financial Polices. All Enterprise (business type) funds, except the Theatres Fund, are self-supporting. Along with this report, City Council has been given copies of the Proposed City Operating and CIP Budget (provided under separate cover). The following graph and chart illustrate the total requirements (appropriations) by fund, including capital, for FY 2012-2013.

Proposed Citywide Appropriations by Fund FY 2012-2013: \$166,188,925



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**Proposed FY 2012-13 Citywide Appropriations (All Funds)
Adopted (June 14, 2011) vs. Re-Adopted (June 26, 2012)**

No.	Fund Category	FY 2012-2013 (June 14, 2011)	FY 2012-2013 (June 26, 2012)
1.	General Fund	\$ 66,936,305	\$ 66,487,485
2.	Water Fund	26,943,880	27,004,485
3.	Wastewater Fund	24,756,443	25,695,570
4.	Redevelopment Agency	20,491,185	-
5.	Street Improvement Fund	9,333,497	9,303,497
6.	Library Fund	7,673,764	7,636,588
7.	Lighting & Landscaping Fund	6,363,915	6,400,923
8.	Golf Course Fund	5,959,738	5,959,738
9.	Transportation Fund	4,263,823	4,633,320
10.	Theatres Fund	4,181,044	4,239,163
11.	Capital Projects Funds	3,149,900	3,119,900
12.	Solid Waste Fund	1,716,396	1,795,935
13.	Debt Service Fund	1,157,314	1,157,314
14.	Stormwater Fund	978,832	978,785
15.	Child Care Center Fund	718,170	718,170
16.	CDBG Fund	607,085	607,085
17.	City Housing Fund	-	450,967
Total		\$ 185,231,291	\$ 166,188,925

Because the \$2.3 million projected budget gap in the Operating and Capital Budget for FY 2012-2013 is mainly in the General Fund and Library Fund, the remainder of this report will provide an overview of the significant changes from the adopted budget from June 14, 2011 to the new proposed budget on June 26, 2012.

FY 2012-13 Budget Impacts

Mainly because of the elimination of the Redevelopment Agency and State take-away of City VLF revenues, staff projects a \$2.3 million gap starting July 1, 2012. **Table 1** summarizes the total impacts to the General Fund and Library Fund. Sixty-one percent of the impact was directly related to the elimination of the Redevelopment Agency.

Table 1 – General Fund & Library Fund Impacts for FY 2012-13

Impacts:	FY 2012-13
1. General Fund Reimbursements (<i>based on elimination of RDA</i>)	\$1,420,440
2. General Fund Revenue Reductions (<i>includes VLF take-away</i>)	673,820
3. Library Fund Revenue Reductions	239,085
Total General Fund & Library Fund Impacts:	\$2,333,345

**Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
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Elimination of Redevelopment Agencies: In June 2011, Governor Brown signed into law AB x1 26 (“Redevelopment Dissolution Act”) and AB x1 27 (“Alternative Redevelopment Program [Ransom Payments] Act”) to transfer local property tax revenues from local communities to Sacramento in order to pay for State programs and financial obligations. AB x1 26 immediately suspended operations for all 400+ RDAs in California, effective as of October 1, 2011.

In an effort to protect local revenues, the League of California Cities, California Redevelopment Association, and several individual cities filed a petition with the California Supreme Court to overturn AB x1 26 and AB x1 27. On December 30, 2011, the Supreme Court rendered its decision, finding AB x1 26 (the Dissolution Act) to be constitutional. The Supreme Court also found that AB x1 27 (the Alternative Redevelopment Program [ransom payments] Act) was unconstitutional because it violated of Proposition 22, which was passed by the statewide voters in November 2010 to stop future State raids of local government revenues. The court further extended the effective dates in the Dissolution Act by four months. This resulted in the effective termination date of redevelopment agencies as of February 1, 2012.

With the elimination of redevelopment, the immediate impact on the City’s operating costs was projected at \$1.4 million per year. This is based on \$1.0 million in direct staffing costs for 7 positions and \$0.4 million in central services support (indirect staffing) from City Council, City Manager’s Office, City Attorney’s Office, City Clerk’s Department, Human Resources Department, and the Finance Department.

The financial impact on the City with the elimination of redevelopment is projected to be an annual operating impact of \$1.4 million, and the net impact on the City’s Capital Budget over the next 10 years will be in excess of \$50 million, if not much greater. For future years starting with FY 2012-2013, the City will have to identify alternative funding sources to pay for capital projects once funded by the Redevelopment Agency. There will also be significant impacts on the Conejo Valley Unified School District, affordable housing projects, and low income seniors.

General Fund FY 2012-2013 Revenue Projections: Staff has analyzed the General Fund’s revenues for FY 2012-13 and, mainly due to the reduction in VLF, staff is projecting revenues to be \$0.7 million under original estimates from June 2011. As always, all revenues were analyzed and projected using historical trend information, as well as information from other departments and outside resources for projecting revenues into the future. In addition, staff used the new projections to update the City’s Financial Strategic Plan.

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Table 2 provides the updated revenue projections for FY 2012-13, with the following highlights:

- Sales Tax projections for FY 2012-2013 is projected to meet original projections of \$25.2 million (a 2.5% increase over current year's budget).
- Property tax revenue was reduced by \$0.2 million or 2.7% based on assessed valuation and revised from \$7.4 million to \$7.2 million.
- Sales & Use Tax and Property Tax Revenue make up close to 50 percent of General Fund revenues.
- Motor Vehicle License Fee (MVLFF) revenue was revised from \$10.4 million to \$9.8 million, primarily due to the State reduction. The \$578,630 variances is a 5.8% reduction.
- MVLFF revenue is partially offset by a \$0.2 million increase in Intergovernmental Revenue due to the funding of law enforcement grants.
- Interest Income was reduced from \$1.4 million to \$1.0 million due to the rate of return on City investments. The projected reduction to interest earnings is equal to a 28.6% reduction from past projections.

Table 2 – General Fund Revenue Projections for FY 2012-13

Amount Available for Allocation	Actual 2010-11	Projected 2011-12 (3/21/2012)	Original Budget 2012-13	Projected Budget 2012-13	Variance (Original Budget vs. Projected)
Sales and Use Tax	\$ 24,999,315	\$ 24,554,000	\$ 25,193,800	\$ 25,193,800	\$ -
Vehicle License Fee	10,302,283	9,707,500	10,364,630	9,786,000	(578,630)
Property Tax	6,914,945	6,976,690	7,371,800	7,183,263	(188,537)
Franchise Fee	5,790,082	5,864,615	5,688,160	5,750,062	61,902
Charges for Current Srvs.	4,907,062	5,100,160	5,389,465	5,874,965	485,500
Permits	2,902,399	2,657,140	2,414,390	2,434,590	20,200
Transient Occupancy Tax	2,702,879	2,704,200	2,555,000	2,605,000	50,000
From Use of Money	2,060,019	2,062,550	2,168,150	1,764,700	(403,450)
Business Licenses	1,926,805	1,945,000	1,985,890	1,985,890	-
Reimbursements	549,846	103,515	169,395	162,595	(6,800)
Intergovernmental	387,168	471,260	62,000	262,000	200,000
Fines and Penalties	332,962	342,315	310,525	283,220	(27,305)
Other Revenue	323,266	878,430	198,300	196,600	(1,700)
Total Revenues	\$ 64,099,031	\$ 63,367,375	\$ 63,871,505	\$ 63,482,685	\$ (388,820)
Transfers From Other Funds	1,819,294	1,815,125	2,056,800	1,996,800	(60,000)
Total Revenues and Transfers	\$ 65,918,325	\$ 65,182,500	\$ 65,928,305	\$ 65,479,485	\$ (448,820)

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Library Fund FY 2012-2013 Revenue Projections: Staff has analyzed the Library Fund's revenues for FY 2012-13. **Table 3** below shows the projected revenue reductions of \$0.2 million. Property Tax is projected to be \$161,665 less than originally projected. Fines & Fees and Interest Income are down as well. Staff also is anticipating the elimination of State funding. The elimination of both the State and County Funding has impacted the Library negatively by over \$300,000 since FY 2010-11. The projected revenue reduction is proposed to be off-set by increasing the General Fund support and minor expenditure reductions. This is consistent with the City Council Top Priorities for FY 2012-13, in which the City Council desire is to avoid more reductions to the Library operations.

Table 3 – Library Fund Revenue Projections for FY 2012-13

	Prior Year Actual 2010-2011	Revised Budget 2011-2012	Original Budget 2012-2013	Projected Budget 2012-2013	Variance (Original Budget vs. Projected)
Amount Available for Allocation					
Estimated Revenues:					
Property Tax - Library District	\$ 5,220,253	\$ 5,368,650	\$ 5,475,910	\$ 5,381,385	\$ (94,525)
Property Tax Pass Thru Agreement	326,613	353,500	360,570	293,430	(67,140)
Library Fines and Fees	173,189	195,000	195,000	174,000	(21,000)
Interest Income	23,957	35,700	36,420	25,000	(11,420)
State Participation	70,423	45,000	45,000	-	(45,000)
County Participation	331,552	-	-	-	-
Miscellaneous	59,675	43,200	43,200	43,200	-
Total Estimated Revenues	\$ 6,205,662	\$ 6,041,050	\$ 6,156,100	\$ 5,917,015	\$ (239,085)
Transfers From Other Funds	818,927	2,175,355	1,517,664	1,719,573	201,909
Total Available for Allocation	\$ 7,024,589	\$ 8,216,405	\$ 7,673,764	\$ 7,636,588	\$ (37,176)

FY 2012-13 Recommended Budget Solutions

With a projected budget gap of \$2.3 million starting July 1, 2012, staff developed a comprehensive approach to off-set 100% of the operating impacts to ensure the City Council could adopt a structural balance operating budget for FY 2012-13. **Table 4** summarizes the recommended strategy used to balance the City's budget. Each item is then discussed in detail.

Table 4 – General Fund & Library Fund Solutions for FY 2012-13

Identified Solutions:	FY 2012-13
Expenditure Reduction, Increased Revenues or Chargeback:	
1) Salary & Benefit Savings (General Fund & Library Fund)	\$1,415,286
2) Police Contract Rate Impact	251,223
3) Successor Agency - Administrative Allowance for Staffing	225,000
4) Miscellaneous M&O Reductions	217,657
5) Successor Agency - Housing Fund Monitoring Reimbursement	169,179
6) Community Prosecution Program Subsidy Capped at \$60,000	55,000
Total Proposed General Fund & Library Fund Solutions:	\$2,333,345

**Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
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1. Salary & Benefits Savings \$1,415,286

The salary & benefit savings include the reduction of 11 positions, with nine related to the elimination of the Redevelopment Agency. **Table 5** below provides the title of the position eliminated and the department impacted.

Table 5 – Positions to be Eliminated for FY 2012-13

	Position Title:	Department
1.	Senior Accountant	FIN
2.	Legal Secretary	CAO
3.	Administrative Clerk II	CCO
4.	Planning Division Manager	CDD
5.	Senior Planner	CDD
6.	Senior Planner	CDD
7.	Combination Building Inspector II	CDD
8.	Assistant Analyst	CDD
9.	Administrative Clerk II.	CDD
10.	Special Projects and Programs Coordinator	POL/CMO
11.	Customer Service Rep (DPT)	FIN

On April 10, 2012, staff presented the FY 2011-2012 Mid-Year Budget Update to City Council recommending the un-funding of three positions (1-3). On May 22, 2012, staff recommended and City Council adopted a resolution eliminating nine positions for FY 2012-2013 (1-9). Now to bring a final balanced budget to City Council, staff is now recommending the elimination of two additional positions (10-11).

In order to reduce the salary & benefits cost of personnel associated with the reduction in citywide revenues, two additional positions are recommended for elimination: one Special Projects/Programs Coordinator (Police) and a Customer Service Representative - DPT (Finance).

As part of the Police Department’s recommended budget reductions, they proposed the elimination of the Special Projects/Programs Coordinator. They plan to re-organize administrative responsibilities to ensure current responsibilities are re-assigned. In the Finance Department, the Customer Service Representative position (Designated Part-Time) elimination is the result of two positions being consolidated to one full-time position.

Consistent with the City’s goal to maintain positive labor relations and Council action of May 22, 2012, it is also proposed that a severance package be provided to staff laid off as a result of position reductions (refer to attachment #2). The severance will be based on years of full-time equivalent regular service to the City as follows: ten weeks for employees

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with less than six years of service; fourteen weeks for six to seven years of service; eighteen weeks for eight to nine years of service, and twenty-two weeks for employees with ten or more years of service. Employees electing to participate in the severance program will be required to execute a release of all claims against the City.

Since salaries & benefits represents the largest portion of the General Fund appropriations at approximately 44%, future State take-aways and/or revenue reductions will have a further impact on staffing levels. The reduction of 93 positions from FY 2007-2008 to FY 2012-2013 will have a negative impact on service levels and the ability of the organization to fully comply with City Council Goals, Priorities, and Objectives. Below is the summary of the citywide position changes since FY 2007-08.

Table 6 – Position Summary Citywide (by Variance)

		FY 2007-08	FY 2012-13	Variance	% Change
1.	General Fund	399	331	-68	-17.0%
2.	Library Fund	69	49	-20	-29.0%
3.	Other Funds	14	11	-3	-21.4%
4.	Theatres Fund	16	14	-2	-12.5%
5.	Wastewater Fund	56	55	-1	-1.8%
6.	Water Fund	32	32	0	0.0%
7.	L&L District Fund	11	12	1	9.1%
	Total	597	504	-93	-15.6%

Table 7 – Position Summary by Department (by % Change)

		FY 2007-08	FY 2012-13	Variance	% Change
1.	Comm. Dev.	76	51	-25	-32.9%
2.	Library	69	49	-20	-29.0%
3.	Cultural Affairs	20	15	-5	-25.0%
4.	City Clerk	9	7	-2	-22.2%
5.	Human Res.	9	7	-2	-22.2%
6.	Finance	59	49	-10	-16.9%
7.	City Manager	18	15	-3	-16.7%
8.	City Attorney	6	5	-1	-16.7%
9.	Public Works	216	199	-17	-7.9%
10.	Police	115	107	-8	-7.0%
	Total	597	504	-93	-15.6%

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2. Police Contract Rate Impact & Reductions \$251,223

During the FY 2011-2012 mid-year budget analysis, staff calculated a Police contract rate savings of \$140,000. When the FY 2012-2013 contract costs were calculated based on this revised amount, as well as recalculating the increase percentage from five percent to four and one-half percent, staff determined a \$251,223 reduction in projected contract costs.

3. Administrative Allowance for Successor Agency Staffing \$225,000

With the elimination of the Redevelopment Agency, the City as the Successor Agency will be entitled to an Administrative Allowance of up to \$250,000 for costs incurred in winding down the affairs of the prior redevelopment agency. The funding will come from the Redevelopment Property Tax Trust Fund (RPTTF).

4. Miscellaneous M&O Reductions \$217,657

Staff worked with various departments and partners to identify a variety of expenditure reductions for the City within the General & Library Funds.

- \$100,000 – Teen Center Budget & Support with CRPD. Certain revenues are expected to increase along with some cost reductions.
- \$50,000 – Training Budget in Human Resources.
- \$31,000 – City’s General Liability, Property Insurance, and Workers’ Compensation Programs.
- \$28,000 - Maintenance & operations (M&O) expenditures in Police.

5. Housing Fund Monitoring Reimbursement \$169,179

With the elimination of the Redevelopment Agency, the City as the Successor Agency will be responsible for managing and ensuring compliance with certain housing agreements. The funding will come from the City’s Housing Trust Fund and the Redevelopment Property Tax Trust Fund (RPTTF).

6. Community Prosecution Program \$55,000

At its meeting on June 18, 2012, the City Council Finance/Audit Committee decided to recommend to the City Council to cap the City’s subsidy of the Ventura County District Attorney’s Community Prosecution Program at \$60,000 for FY 2012-13. This will result in a \$55,000 budget savings in comparison to the previous budget appropriation of \$115,000.

**Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
June 26, 2012
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Other Revisions to the Updated FY 2012-2013 Operating Budget:

Graffiti Program: On May 8, 2012, Public Works received approval from City Council to transfer approximately \$101,520 in annual costs from the Graffiti Abatement Program to the Lighting/Landscape Maintenance Program. Staff is incorporating the budget revision within the newly proposed budget being presented tonight.

Transportation Fund: On January 25, 2011 and April 12, 2011, staff took service enhancements to City Council for both the Dial-A-Ride (DAR) and Thousand Oaks Transit programs. The service enhancements were primarily three additional hours per route/day for both programs. A summary of the Transportation Fund revisions made to the revised FY 2012-2013 Transportation Fund Budget are as follows:

1. Increased fare revenues by \$20,000 for buses and \$55,000 for DAR (\$75,000 due to extended hours and fare increase).
2. Increased fuel expense by \$25,000 for buses and \$100,000 for DAR (offset by portion of farebox increase and deferred revenue).
3. Increased Congestion Mitigation and Air Quality Improvement (CMAQ) Program Federal Grant by \$170,000 for buses and \$75,000 for DAR for extended hours.
4. Increased contracted services for extended hours by \$170,000 for buses and \$75,000 for DAR.

Governmental Funds:

As part of the Budget analysis, staff reviewed each of the City's Governmental Funds to determine if there were any changes that would necessitate an adjustment to Fiscal Year 2012-13. Governmental Funds (e.g. Lighting & Landscaping Funds, Stormwater/Flood Control Fund, Capital Project Funds, and Debt Service Funds) were reviewed and each fund is forecasted to be within original projections and no action is requested by City Council at this time.

Enterprise (Business-Type) Funds:

Enterprise (Business-Type) Funds were also reviewed. Each fund was analyzed by staff and all funds, except for the Theatres Fund are projected to be self-sustaining and no action is requested by City Council at this time. Enterprise Funds include the Water, Wastewater, Solid Waste, Transportation, Golf Course, and Theatres Funds.

**Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
June 26, 2012
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Theatres Fund: **Table 4**, below shows that the operating revenues are projected to be less than budget. There are two primary factors impacting the revenue projections, 1) the decrease in projected labor sales (i.e., reimbursement for Theatre technical staff), and a projected decrease in Performance Rents.

Table 4 – Theatres Fund Projections for FY 2011-12 (as of May 2012)

	FY 11/12 Adopted Budget	FY 11/12 Actuals As of 5/31/12	FY 12/13 Adopted Budget
Revenues			
Labor Charges	\$ 1,182,920	\$ 895,369	\$ 1,315,407
Box Office Charges	916,437	839,265	1,040,747
Rental of Facilities	991,490	748,629	1,072,790
Other Reimbursements	322,500	158,379	322,500
Alliance for the Arts Donation	300,000	300,000	300,000
Interest Income	25,000	20,357	10,000
Total Revenues	\$ 3,738,347	\$ 2,962,000	\$ 4,061,444
Expenditures			
Salaries & Benefits	\$ 1,950,045	\$ 1,842,143	\$ 1,958,541
Supplies & Equipment	95,350	84,788	95,350
Repairs & Maintenance	180,300	110,140	110,800
Contract Services/Chargebacks	971,302	770,765	949,081
Utilities	344,650	283,247	344,650
Other Expenses	4,100	8,849	4,100
Depreciation	60,000	60,378	60,000
Cost Allocation	657,600	602,800	657,600
Total Expenses	\$ 4,263,347	\$ 3,763,110	\$ 4,180,122
Operating Surplus/(Deficit)	(525,000)	(801,110)	(118,678)
Beginning Unrestricted Net Assets	\$ 1,078,001	\$ 1,078,001	\$ 276,891
Proposed Capital/Maint Expenses	-	-	-
Ending Unrestricted Net Assets	\$ 553,001	\$ 276,891	\$ 158,213
Number of Shows	368	257	399
Attendance	246,762	151,819	246,432
Number of Tickets Sold	154,045	114,391	161,047

The Theatres Fund was reviewed by staff as of May 2012 and is currently projected to use approximately \$801,110 from its Net Assets (fund balance) to balance for FY 2011-12. City Council decided to assist the Theatres Fund by having the General Fund subsidize the Theatres Fund for the costs of its deferred maintenance projects for both FY 2011-12 & FY 2012-13. Based on the current projections, the Theatres Fund is anticipated to deplete all its reserves by June 30, 2013.

**Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
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There are currently no revisions to the Theatres Fund budget at this time. Staff is reviewing the Theatres user fees, future promotions, enhanced marketing program, and working with the other theatre groups to ensure the health of the fund. Staff will present a revised strategy to City Council to make the fund self-sustaining.

Challenges to Maintaining a Structurally Balanced Budget:

Staff continues to monitor challenges the City has to deal with to maintain a structurally balanced budget. Some of the challenges are:

1. Continued State Raids
2. Law Enforcement Contract Costs rising at rates higher than inflation
3. Stormwater Permit Implementation Costs
4. Declining Development Revenue
5. Transportation Funding (attempts by State Legislature to take-away TDA Funds)
6. Community Development Block Grant Funding
7. Reduction in City Staffing
8. Declining Service Levels

The State is continuing to balance its budget. The City constantly monitors national, state, and local activities through communications with consultants, lobbyist, and other information gathering resources to monitor legislation that could have an impact on Thousand Oaks:

Summary

The City's original budget projections in spring of 2011 were conservative and anticipated the slow recovery in the economy projected in the City's long-term Financial Strategic Plan. The past forward-thinking actions of the City Council in preparing the City's Financial Strategic Plan has served the City well over the past decade and played an important role in maintaining a balanced for FY 2012-2013. However, the City should remain concerned about the future attempts by the State to close its budget deficit on the backs of cities, as it did this past year with the elimination of the Redevelopment Agency and re-direction of Vehicle License Fees. Future expenditure projections continue to outpace future revenue projections, which will continue to require service level adjustments.

Re-Adoption of Fiscal Year 2012-13 City Operating & Capital Budget
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The City must also continue to react to changes in the local economy and the impact on City revenues going forward. With the economic and financial market concerns that have confronted the local economy over the past few years, the City's is continuing to adjust to "*the New Normal*." With the local economy improving, revenues are going to recover and eventually increase, but not at levels previously experienced. To close the gap, the City will have to live with appropriation levels which have been lower than in the past. Tough choices were again made to balance the FY 2012-2013 Budget. Ultimately, the City will need to develop a plan to obtain long-term financial independence from the State or continue to reduce service levels.

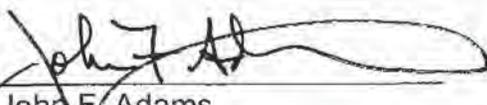
COUNCIL GOAL COMPLIANCE:

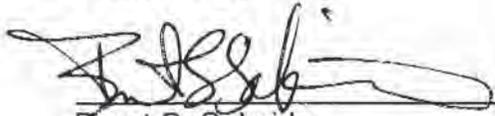
Meets Council Goal:

B. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

Submitted By:

Prepared By:


John F. Adams
Finance Director


Brent S. Sakaida
Budget Officer

Attachments:

- Attachment #1 – Resolution Adopting Annual City Operating and Capital Budget for FY 2012-2013
- Attachment #2 – Resolution Amending FY 2012-2013 Budgeted Positions

Document provided Under Separate Cover:

- Proposed FY 2012-2013 City Operating Budget

RESOLUTION NO. 2012-049

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF THOUSAND OAKS READOPTING THE
ANNUAL CITY OF THOUSAND OAKS OPERATING
AND CAPITAL IMPROVEMENT PROGRAM
BUDGETS FOR FISCAL YEAR 2012-2013**

WHEREAS, on May 10, 2011, the City Council held a Study Session to review the Operating Budget; and

WHEREAS, a Public Hearing was noticed and held by the City Council on June 14, 2011, where the City of Thousand Oaks Operating and Capital Improvement Program Budgets for FY 2011-2012 and 2012-2013 were adopted, which totaled \$203,081,168 and \$186,231,291, respectively; and

WHEREAS, Redevelopment Agencies were eliminated by the State of California, effective February 1, 2012 and the potential impact to the City's General Fund is approximately \$1.5 million in both direct and indirect personnel costs, starting in FY 2012-2013; and

WHEREAS, the State of California in an effort to balance their budget, reduced various revenues and grants forwarded to municipalities, along with changes to revenue and expenditure estimates due primarily to unstable local, county, and national economies; and

WHEREAS, a Public Hearing was noticed and held by the City Council on June 26, 2012 to consider City Budgets; and

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Thousand Oaks does hereby readopt the City of Thousand Oaks Fiscal Year 2012-2013 Operating Budget of \$166,188,925.

PASSED AND ADOPTED this



Jacquie V. Irwin, Mayor
City of Thousand Oaks, California

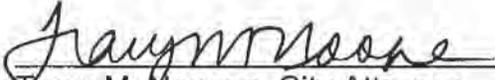
ATTEST:



Linda D. Lawrence, City Clerk

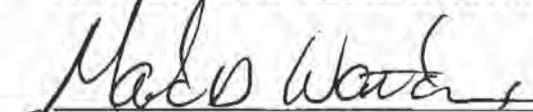
APPROVED AS TO FORM:

Office of the City Attorney



Tracy M. Noonan, City Attorney

APPROVED AS TO ADMINISTRATION:



Scott Mitnick, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

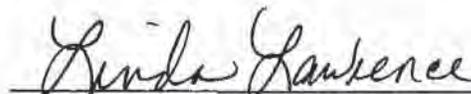
I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2012-049, which was duly and regularly passed and adopted by said City Council at a regular meeting held June 26, 2012, by the following vote:

AYES: Councilmembers Fox, Price, Bill-de la Peña, and Mayor Irwin

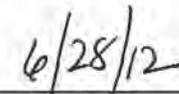
NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.



Linda D. Lawrence, City Clerk
City of Thousand Oaks, California



Date Attested

RESOLUTION NO. 2012-050

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF THOUSAND OAKS
ELIMINATING TWO POSITIONS IN FY 2012-
13 BUDGET AND AUTHORIZING
SEVERENCE FOR LAID OFF EMPLOYEE**

WHEREAS, the City Council adopted the FY 2011-12 and 2012-13 Two-Year Budget of the City of Thousand Oaks in accordance with provisions of the municipal code; and

WHEREAS, the City Manager has recommended to the City Council that it eliminate the budgeted position listed below in the interest of maintaining the efficiency of governmental operations and as a result of the reduction in revenues; and

WHEREAS, the City Manager has also recommended the provision of severance for the employee who is laid off as a result of the eliminated budgeted position; and

WHEREAS, the City Council accepts the recommendation and orders the elimination of the budgeted position and the provision of severance for the laid off employee.

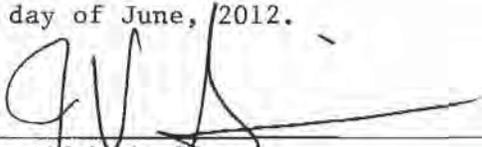
NOW, THEREFORE, the City Council of the City of Thousand Oaks resolves as follows:

SECTION 1. The City Council of the City of Thousand Oaks amends the 2012-13 Budgeted positions, eliminating the following two positions effective July 27, 2012: one Special Projects/Programs Coordinator allocated to the Police Department and one Accounting/ Customer Service Representative allocated to the Finance Department.

SECTION 2. The City Manager or his designee is hereby authorized to notify any affected employee to be laid off as a result of City Council action to eliminate the position designated above and take any other action to carry out the City Council's order eliminating the position designated above. The City Manager or his designee is also hereby authorized to provide severance to the employee laid

off as a result of the elimination of their position as follows: employee with less than six years of full-time equivalent regular service – ten weeks; employee with six to seven years of full-time equivalent regular service – fourteen weeks; employee with eight to nine years of full-time equivalent regular service – eighteen weeks; and for employee with ten or more years of full-time equivalent regular service – twenty-two weeks.

PASSED AND ADOPTED this 26th day of June, 2012.



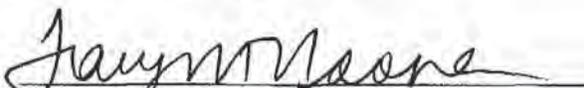
Jacquie V. Irwin, Mayor
City of Thousand Oaks, California

ATTEST:



Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney



Tracy M. Noonan, City Attorney

APPROVED AS TO ADMINISTRATION:



fa Scott Mitnick, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

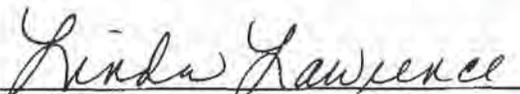
I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2012-050, which was duly and regularly passed and adopted by said City Council at a regular meeting held June 26, 2012, by the following vote:

AYES: Councilmembers Fox, Price, Bill-de la Peña, and Mayor Irwin

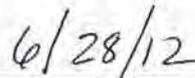
NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.



Linda D. Lawrence, City Clerk
City of Thousand Oaks, California



Date Attested



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FY 2012-2013 BUDGET BRIEF