

**CITY OF PIEDMONT
FY 2012-13 BUDGET**

CITY COUNCIL

John Chiang, Mayor

Margaret J. Fujioka, Vice Mayor

Garrett Keating, Councilmember

Jeffrey Wieler, Councilmember

Robert McBain, Councilmember

Geoffrey L. Grote, City Administrator

Mark Bichsel

Finance Director

Mark Delventhal

Recreation Director

John M. Hunt III

Police Chief

Chester Gene Nakahara

Public Works Director

Edward Tubbs

Fire Chief

John Tulloch

City Clerk

This Page Left Intentionally Blank

**OVERVIEW
TABLE OF CONTENTS
FISCAL YEAR 2012-13**

	<u>Page</u>
Budget Message	i...ix
Overview Section	
Operating and Capital Summary.....	1
General Fund Summary.....	2-4
Appropriation Increases FY 2011-12.....	5
Fund Balance Summary.....	6-8
General Fund Revenue Summary.....	9-10
General Fund Revenues and Transfers.....	11
Property Tax Summary.....	12
Real Property Transfer Tax Summary.....	13-14
Other Funds Revenue Summary.....	15-16
Total Operating Budget Detail.....	17-31
Non-Departmental Budget Detail.....	32
Capital Budget Summary.....	33
Roster of Full-Time Positions.....	34
Full-Time Positions: Salary Schedule.....	35-37

This Page Left Intentionally Blank

City Administrator's Budget Message

OVERVIEW

The City of Piedmont is in reasonably good shape given the circumstances facing local governments in California in 2012. We are anticipating a positive operational net income of \$669,075. This is the result of the ongoing relatively good performance of the Real Property Transfer Tax, with estimated revenues of \$2,600,000 for FY 12-13, though the estimated revenue for FY 11-12 will be slightly lower, at \$2,500,000.

The structure and content of this budget has benefitted from the work of the 2011 Municipal Tax Review Committee and is subject to the ongoing analysis of the Budget Advisory and Financial Planning Committee. The proposed budget includes \$900,000 in General Fund monies for the maintenance of existing facilities and equipment replacement. When one adds these funds to the \$350,000 anticipated from Measure B for streets, sidewalks, curbs, & gutters, we have taken a significant step toward fulfilling the MTRC recommendation that maintaining existing infrastructure and equipment be funded in the aggregate at \$1,300,000. In addition, this budget inaugurates the MTRC conclusion that costs for replacing existing equipment and facilities should be budgeted for on an annual basis.

The City's operating expenditures are anticipated to grow at a rate of 1.26% to 2.45% for the next five years. While it is worth noting that our revenues will continue to fully cover expenditures, assuming the continued presence of the Municipal Services Tax, care must be taken over the next five years to control increases in expenditures. There are certainly clouds on the horizon that may cause expenditures to outstrip the predicted increases in revenue. Initiatives are being undertaken to control PERS and retiree medical costs, which was a central tenant of the MTRC report. It is noted that on the same day this budget is presented, agreements with miscellaneous employment groups, requiring them to pay the projected PERS increase scheduled for July 2012 and make a \$100/month contribution toward the cost of retiree medical are being considered by the Council. It is essential that the costs of all benefits be addressed in all future contracts because of advancing PERS costs and medical premiums. To this effect, the City will institute a second tier retirement structure to lower retirement benefits for future employees.

In addition, the MTRC recommended the formation of a budget committee and this has been done. The Budget Advisory and Financial Planning Committee, along with staff, has been working on five year projections, which can and will be the subject of public comment as the budget process continues. They can be found in the tab labeled Five Year Projections in this budget binder.

FIVE YEAR PROJECTIONS

Items of Note

- Funds set aside for capital expenditures are forecast at annual contributions of \$900,000 per year, beginning in FY 12/13 and continuing through FY 16-17. This is a significant increase in capital funding compared to the previous three years.
- The City of Piedmont currently has 94 full time employees of which 40 may retire in the next five to ten years. This is a significant turnover factor that must be addressed in the coming years.
- The sewer fund's defeated ballot measure in February of 2012 means that anticipated rehabilitation projects have been put on hold and will be re-considered by the Council in the light that the sewer fund balance is expected to dip below \$1 million in reserves next year and will in deficit by FY 14-15 unless additional funding is acquired.
- The real possibility of the sewer fund going broke in the near future presents an additional danger to the welfare of the general fund. Between 1997 and 2000, the general fund transferred \$1.475 million to the sewer fund because the sewer fund was broke at the time. The sewer fund became financially stable with the passage of Measure H in March of 2000. Currently, the sewer fund is not able to sustain the costs of sewer re-habilitation, maintenance, debt service and EPA requirements, as well as adequate reserves for emergency work, which has varied in amounts from year to year, under its existing revenue structure.
- There is a possibility of realizing some savings in pension payments to CALPERS. We are looking into the possibility of re-financing a portion of our CALPERS obligations through the issuance of pension bonds. The City of Piedmont has an \$8.5 million pension obligation, as of June 30, 2012, for prior service cost. We are currently paying this obligation to CALPERS at an interest rate of 7.5%. We can possibly re-finance at a rate of approximately 3.5% by selling pension obligation bonds. If we did re-finance, initial estimates received by Mr. Bichsel indicate that we could save almost \$1.9 million over the ten year amortization period. The annual savings would approximate \$40,000 to \$130,000 depending upon market interest rates. In order to re-finance the prior service cost portion of our pension obligation, the citizens of Piedmont must approve the issuance of pension bonds through a majority vote. If the voters did approve, then a judicial validation process for pension obligation bonds for constitutional debt limit entities must take place. Given the requirement for voter approval and the judicial validation process, it is unlikely the bonds could be issued before June 2013. However, we are looking into the possibility of pursuing a more expedited timetable.

- Most importantly, the major issue facing us in the near future is the municipal services parcel tax election that will take place in November of 2012. Our five year revenue and expenditure forecasts indicate that, without the passage of this important ballot measure, the City of Piedmont will have a deficit general fund balance by FY 14-15. In order to avoid this potential deficit, service levels must be cut and cut significantly.

REVENUES

Property related tax revenues account for nearly 2/3 of all general fund revenues:

- Secured property taxes, based upon assessed valuation, are expected to grow 2.73% in FY 12-13
- Real property transfer tax, budgeted to generate \$2,500,000 in revenues for FY 11-12, is projected to bring in \$2,600,000 in revenues for FY 12-13 with the expectation that a modest improvement in the housing market will continue to take place next year.
- Parcel tax revenues of \$1.6 million are included in the FY 12-13 budget.

The good news here is that the real property transfer tax's recovery in FY 10-11, where we realized \$2.6 million, is expected to stabilize and remain approximately at this amount for the next five years. Certainly there is the possibility of an upside here; but caution dictates that our forecasts remain conservative. This is especially good news considering that the past three fiscal years, prior to FY 10-11, real property transfer tax revenues averaged about \$1.84 million per year.

Transfer Tax: July thru April

	# Sold	Average Sales Price
2007/08	71	1,421,178
2008/09	75	1,398,296
2009/10	75	1,410,392
2010/11	121	1,290,117
2011/12	110	1,271,669

As you can see from the chart above, FY 11-12 is behind the pace of FY 10-11 where we ultimately realized \$2.6 million in revenues. Through April of 2012, we have realized \$1.855 million in real property transfer tax revenues. There is still a good chance of realizing \$2.5 million for the current fiscal year.

All other general fund revenue sources are projected to grow at approximately 2% from FY 11-12 to FY 12-13.

PERSONNEL COSTS

Personnel related costs are more than 70% of the city's FY 12-13 budget. Additions to personnel took place in FY 11-12 when the newly formed aquatics division hired a full time pool manager position and part time life guard and clerical positions.

The key aspects of the personnel budget for FY 12-13 are the following:

- Salaries will remain frozen
- Employees will share, at a more significant level, in retirement and health care costs
- Three new paramedics were hired in the Fire department in FY 11-12 and their costs are included in the FY 12-13 budget.

GENERAL FUND BALANCE

The proposed budget for FY 12-13 projects positive operating net income of \$669,075. However, the FY 12-13 is projected to transfer \$900,000 for capital needs which results in a deficit net income of \$230,925. At the end of FY 11-12, we expect a general fund balance of approximately \$3 million, and at the end of FY 12-13, we expect a balance of \$2.8 million.

A five year snapshot of the projected general fund is as follows:

With the Parcel Tax

	Estimated FY 12/13	Estimated FY 13/14	Estimated FY 14/15	Estimated FY 15/16	Estimated FY 16/17
General Fund Beginning Balance	\$ 3,009,916	\$2,778,991	\$2,796,531	\$3,088,096	\$3,670,287
General Fund Revenues	21,060,108	21,791,879	22,555,650	23,351,740	24,181,564
<i>Growth rate of revenues</i>		3.47%	3.50%	3.53%	3.55%
General Fund Expenditures	19,773,099	20,148,191	20,637,938	21,143,400	21,660,764
<i>Growth rate of expenditures</i>		1.90%	2.43%	2.45%	2.45%
Net operating transfers	(617,934)	(726,148)	(726,148)	(726,148)	(726,148)
Operating net income	669,075	917,540	1,191,565	1,482,191	1,794,652
<i>Growth rate of operating income</i>		37.14%	29.87%	24.39%	21.08%
Capital Transfers	900,000	900,000	900,000	900,000	900,000
Net income	(230,925)	17,540	291,565	582,191	894,652
Ending General Fund Balance	\$2,778,991	\$2,796,531	\$3,088,096	\$3,670,287	\$4,564,939
Fund balance as a % of expenditures	14.05%	13.88%	14.96%	17.36%	21.07%

The above five year projections assume that salaries are frozen for the first two fiscal years; then a 2% increase for each of the next three years. Operating expenses, other than personnel costs, are expected to grow at 2% per year.

Without the Parcel Tax

	Estimated FY 12/13	Estimated FY 13/14	Estimated FY 14/15	Estimated FY 15/16	Estimated FY 16/17
General Fund Beginning Balance	\$3,009,916	\$2,778,991	\$1,148,531	(\$257,344)	(\$1,423,515)
General Fund Revenues	\$21,060,108	\$20,143,879	\$20,858,211	\$21,603,377	\$22,380,750
<i>Growth rate of revenues</i>		-4.35%	3.55%	3.57%	3.60%
General Fund Expenditures	\$19,773,099	\$20,148,191	\$20,637,938	\$21,143,400	\$21,660,764
<i>Growth rate of expenditures</i>		1.90%	2.43%	2.45%	2.45%
Net operating transfers	(\$617,934)	(\$726,148)	(\$726,148)	(\$726,148)	(\$726,148)
Operating net income	669,075	-730,460	-505,875	-266,172	-6,162
<i>Growth rate of operating income</i>		-209.17%	-30.75%	-47.38%	-97.68%
Capital Transfers	900,000	900,000	900,000	900,000	900,000
Net income	(230,925)	(1,630,460)	(1,405,875)	(1,166,172)	(906,162)
Ending General Fund Balance	\$2,778,991	\$1,148,531	-\$257,344	-\$1,423,515	-\$2,329,677
Fund balance as a % of expenditures	14.05%	5.70%	-1.25%	-6.73%	-10.76%

The above five year projection chart has the same assumptions as the earlier chart, with the exception that there is no parcel tax beginning in FY 13-14.

CAPITAL PROJECTS

In addition to operations, the City maintains of a number of funds to provide for its long-term capital needs.

Equipment Replacement Fund

The equipment replacement fund, currently with reserves anticipated at June 30, 2012 of \$1.9 million is projected to fund the following expenditures for FY 12-13:

<u>Estimated Expenditures 2012-13</u>	<u>Budget FY 2012-13</u>
Copy Machine (Administration)	15,000
PC Computer Upgrade (Administration)	15,000
Server 4 (Vulcan) Fire Dept	25,000
Copy Machine (Public Works)	20,000
2001 Dodge Pickup (Public Works)	38,000
Copy Machine (Recreation)	10,000
Ford Truck - Animal Control (Police)	55,000
Ford Car - Captain's Unit (Police)	37,000
Ford Cars-6 Patrol Unit (Police)	235,000
Communication Equipment (Police)	150,000
P25 Compatable Radios(Fire)	31,000
Truck (Fire-Grant)	55,000
 Total Estimated Expenditures	 <u>686,000</u>

With an anticipated FY 12-13 inflow of \$465,000, the equipment replacement fund will have reserves of approximately \$1.7 million at the end of FY 12-13.

Capital Improvement Fund

Not including Blair	
<u>CIP Funding Overview: FY 11-12</u>	
Fund Balance at 7/1/11	\$1,743,257
Total Funding	1,743,257
 Projects earmarked for expenditures	
Fire hydrant replacement	\$34,393
Ronada Ramon intersection	80,911
Courtyard Stucco Wall	15,000
Community Hall Painting	4,401
Crocker Park Garage	25,779
Beach Access / Landscape Plan	5,000
Havens athletic field (completed)	489,990
Total	\$655,474
 Remaining funds available for spending	 1,087,783

There are no newly funded projects in the FY 12-13 budget; only projects with prior council approval that have been classified to be spent (per above) will incur expenditures for FY 12-13.

SEWER FUND

With completion of the Phase IV Project in February, 2011, approximately 60% of the city's sanitary sewer system has been rehabilitated. However, with the defeat of ballot Measure A to fund EPA costs in February of 2012, the sewer fund must now fund maintenance, debt service and EPA costs without the assistance of new funding.

CITY OF PIEDMONT SEWER FUND 124					
	2011-12	2012-13	ESTIMATED 2013-14	2014-15	2015-16
Beginning Fund Balance	\$1,174,710	\$1,098,937	\$792,723	\$171,260	\$3,813
Revenues					
Interest	4,080	4,162	4,245	4,330	4,417
Sewer Service Charges	2,111,200	2,153,424	2,196,492	2,240,422	2,285,231
Transfer-in	275,682				
Subtotal - Revenues	2,390,962	2,157,586	2,200,737	2,244,752	2,289,647
Expenditures					
Sewer Fee Study					
General Sewer Projects	300,000	300,000	300,000	300,000	300,000
Sewer Equipment Maintenance	66,000	66,000	66,000	66,000	66,000
County of Alameda Clean Water Program	18,000	20,000	20,000	20,000	20,000
Transfer Out to General Fund	900,000	900,000	900,000	900,000	900,000
EPA COMPLIANCE:					
PROFESSIONAL SVC	110,000	175,000	130,000	120,000	120,000
FLOW MONITORING	26,000	0	0	0	0
CCTV INSPECTION	0	0	0	0	0
INFLOW ID	21,000	22,000	25,000	25,000	25,000
ROOT CLEANINGS	44,000	55,000	55,000	55,000	55,000
REPAIR	20,000	30,000	30,000	30,000	30,000
ENFORCEMENT	49,100	0	0	0	0
FOG Control		2,100	2,500	2,500	2,500
LEGAL				0	0
EQUIPMENT			400,000	0	0
ADDITIONAL COSTS				0	0
MAINS REPLACEMENT	420,000	340,000	340,000	340,000	340,000
HYDRAULIC MODELING OF SS SYS	45,000	0			
Total EPA COMPLIANCE	735,100	624,100	982,500	572,500	572,500
Phase I Sewer Loan Payment	144,342	144,342	144,342	144,342	144,342
Phase II Sewer Loan Payment	141,780	141,780	141,780	141,780	141,780
Phase III Sewer Loan Payment	161,513	161,513	161,513	161,513	161,513
Phase IV Sewer Loan Payment		106,065	106,065	106,065	106,065
Sub-total Sewer Debt	447,635	553,700	553,700	553,700	553,700
Sub-total Expenditures	2,466,735	2,463,800	2,822,200	2,412,200	2,412,200
Excess of Revenues over Expenditures	(75,773)	(306,214)	(621,463)	(167,448)	(122,553)
Ending Fund Balance	\$1,098,937	\$792,723	\$171,260	\$3,813	(\$118,740)

As noted in the above chart, the sewer fund is headed for deficit without additional funding.

CONCLUSION

All things considered, Piedmont is currently in modestly good shape and certainly in a more privileged position than other California municipalities.

I look forward to working with the City Council and the community during the next two months to create a final budget for FY 2012-13.

As always, I would like to thank all of the department heads who serve this city for their dedicated work on this budget and on the day-to-day operations of their departments especially the City Finance Director Mark Bichsel and his staff.

A handwritten signature in blue ink that reads "Geoffrey L. Grote". The signature is written in a cursive style with a large initial 'G'.

Geoffrey L. Grote
City Administrator

This Page Left Intentionally Blank

CITY OF PIEDMONT
Budget Summary
Fiscal Year 2012-13

OPERATING BUDGET

Expenditures:	Current Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
Administration	2,441,144	2,231,872	2,385,992	-2.26%
Public Works	4,055,075	4,016,843	4,104,902	1.23%
Recreation	2,486,830	2,467,518	2,492,027	0.21%
Police	5,174,316	5,321,210	5,423,019	4.81%
Fire	5,396,711	5,328,524	5,312,560	-1.56%
Non-Departmental	366,148	367,471	366,148	0.00%
TOTAL General Fund	19,920,224	19,733,438	20,084,648	0.83%
Schoolmates Fund	773,950	756,830	764,629	-1.20%
Aquatics Fund	706,640	635,321	681,785	-3.52%
Workers Compensation Fund	365,000	551,000	510,000	39.73%
Liability Insurance Fund	490,000	470,000	440,000	-10.20%
TOTAL Operating Expenditures	22,255,814	22,146,589	22,481,063	1.01%

CAPITAL IMPROVEMENT BUDGET

Expenditures:	Current Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
Equipment Replacement Fund	668,687	623,000	684,000	2.29%
Sewer Fund	1,774,735	1,566,735	1,563,800	-11.89%
Capital Improvement Fund	3,046,731	655,474	0	-100.00%
TDA Fund	0	0	22,600	0.00%
Urban County CDBG Fund	0	0	89,000	0.00%
EECBG	58,000	58,000	0	-100.00%
Measure B - Alameda Co. Sales Tax Fund	500,000	590,000	500,000	0.00%
Measure D Fund	27,500	30,000	74,300	170.18%
COPS	0	30,000	45,000	N/A
Sidewalk Repair Fund	0	3,000	3,000	N/A
Facility Maintenance Fund	332,515	278,570	200,000	-39.85%
TOTAL Capital Projects	6,408,168	3,834,779	3,181,700	-50.35%
Grand Total	28,663,982	25,981,368	25,662,763	-10.47%

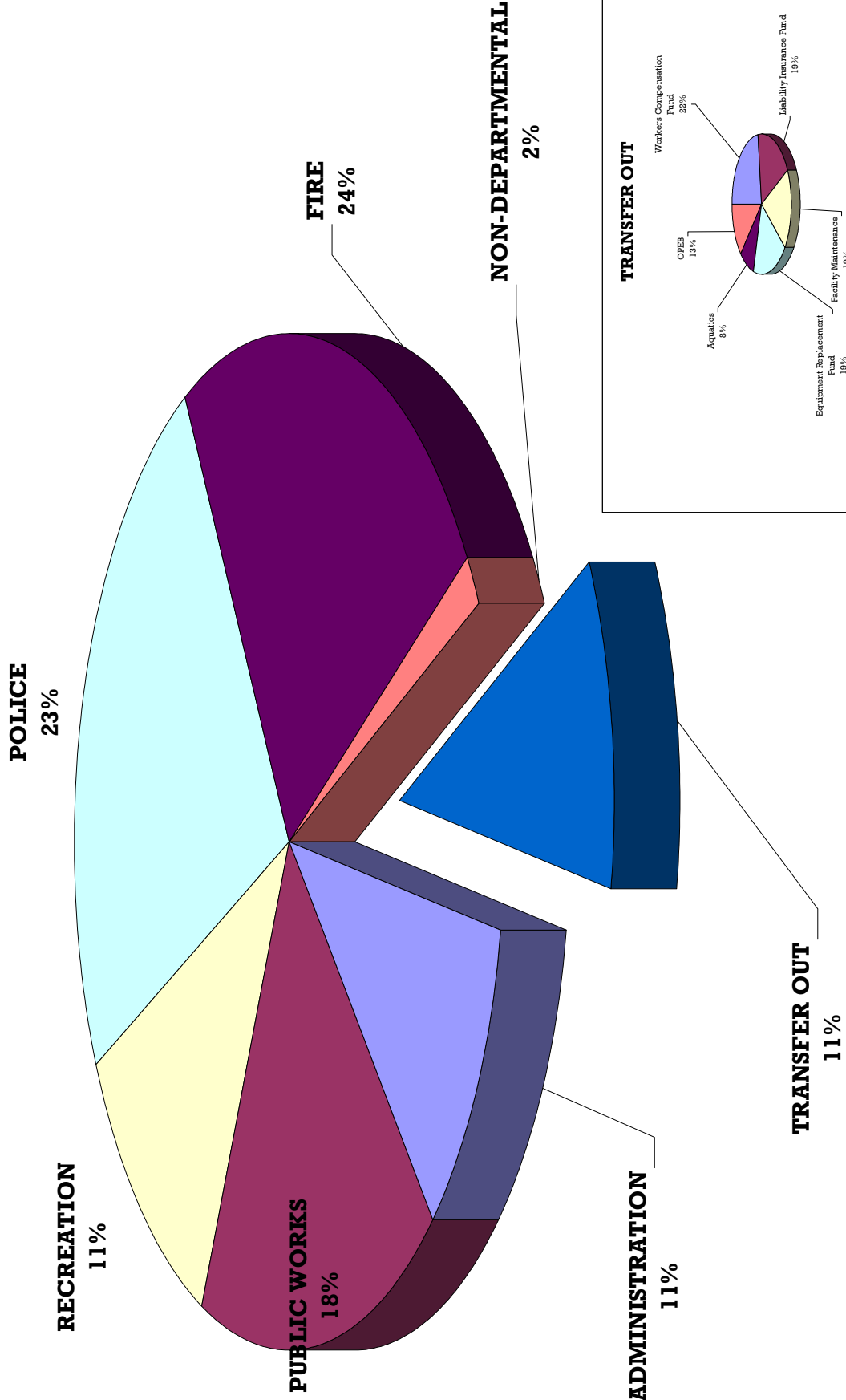
CITY OF PIEDMONT				
General Fund Budget Summary				
Expenditures & Sources				
Fiscal Year 2012-13				
FUND USES			Difference	
	Proposed	Estimated	%	\$
	12/13	11/12		
EXPENDITURES				
Administration	2,385,992	2,231,872	6.91%	154,119
Public Works	4,104,902	4,016,843	2.19%	88,059
Recreation	2,492,027	2,467,518	0.99%	24,509
Police	5,423,019	5,321,210	1.91%	101,810
Fire	5,312,560	5,328,524	-0.30%	(15,964)
Non-Departmental	366,148	367,471	-0.36%	(1,323)
TOTAL Expenditures	20,084,648	19,733,438	1.78%	351,210
TRANSFER OUT:				
Workers Compensation Fund	550,000	550,000	0.00%	0
Liability Insurance Fund	450,000	450,000	0.00%	0
COPS	0	168,250	-100.00%	(168,250)
Equipment Replacement Fund	450,000	300,000	50.00%	150,000
Aquatics	138,156	0	#DIV/0!	138,156
Sewer Fund	0	275,682	N/A	(275,682)
Facility Maintenance	450,000	135,961	230.98%	314,039
OPEB Medical Fund	300,000	200,000	50.00%	100,000
TOTAL Transfer Out	2,338,156	2,079,893	12.42%	258,263
TOTAL Expenditures/Transfer Out	22,422,804	21,813,331	2.79%	609,473
FUND SOURCES			Difference	
	Proposed	Estimated	%	\$
	12/13	11/12		
REVENUE				
Property Tax	9,605,000	9,350,000	2.73%	255,000
Other Taxes and Franchises	6,523,300	6,366,250	2.47%	157,050
Licenses and Permits	402,000	390,300	3.00%	11,700
Use of Money and Property	370,000	350,000	5.71%	20,000
Revenue from Other Agencies	1,221,808	1,201,808	1.66%	20,000
Charges for Current Services	2,833,000	2,745,500	3.19%	87,500
Other	105,000	105,000	0.00%	0
TOTAL Revenue	21,060,108	20,508,858	2.69%	551,250
TRANSFER IN:				
Private Contribution Fund	30,000	30,000	0.00%	0
Traffic Safety Fund	60,000	60,000	0.00%	0
State Gas Tax Fund	200,000	200,000	0.00%	0
Sewer Fund	900,000	900,000	0.00%	0
Signal@Grand,Arroyo	0	24,692	N/A	(24,692)
COPS	30,000	30,000	N/A	0
Measure D Fund	20,000	20,000	0.00%	0
TOTAL Transfer In	1,240,000	1,264,692	-1.95%	(24,692)
TOTAL Revenue/Transfer In	22,300,108	21,773,550	2.42%	526,558
Excess: Revenues over Expenditures	(122,696)	(39,781)		
Beginning Fund Balance:	3,061,285	3,101,066		
Estimated Ending Fund Balance:	2,938,589	3,061,285		

	FY 08/09	FY 09/10	FY 10/11	Estimated FY 11/12	Estimated FY 12/13
General Fund Beginning Balance	\$ 2,776,470	\$ 2,715,526	\$ 2,194,122	\$ 3,101,067	\$ 3,061,286
Revenues					
Property Taxes	\$8,987,591	\$9,002,358	\$9,026,526	\$9,350,000	\$9,605,000
Real Property Transfer Tax	1,711,739	1,843,650	2,628,921	2,500,000	2,600,000
Parcel Tax	1,529,172	1,496,780	1,537,381	1,552,950	1,600,000
Other Taxes and Franchises	2,263,591	2,334,834	2,321,714	2,313,300	2,323,300
License and Permits	356,267	353,050	426,092	390,300	402,000
Revenue from Use of Money or Property	533,138	367,970	362,363	350,000	370,000
Revenue from Other Agencies	1,238,098	1,279,616	1,302,958	1,201,808	1,221,808
Charges for Current Services	2,289,265	2,458,743	2,632,880	2,745,500	2,833,000
Other Revenue	66,132	88,930	99,629	105,000	105,000
	\$18,974,993	\$19,225,931	\$20,338,464	\$20,508,858	\$21,060,108
Operating Transfers in					
Reimbursement from sewer fund	\$1,000,000	\$950,000	\$900,000	\$900,000	\$900,000
Traffic safety ticket revenue	80,000	66,497	70,000	60,000	60,000
Reimbursement from schoolmates fund	50,000	52,500	55,125	0	0
Revenues from private contribution fund	25,000	42,950	25,000	30,000	30,000
State gas tax supplement for public works	100,000	300,000	159,114	200,000	200,000
Signal@Grand,Arroyo	0	0	0	24,692	0
COPS	-	-	-	30,000	30,000
Traffic Congestion Relief Fund	0	0	40,886	0	0
Measure D reimbursement	40,000	30,000	15,000	20,000	20,000
	\$1,295,000	\$1,441,947	\$1,265,125	\$1,264,692	\$1,240,000
Total income	\$20,269,993	\$20,667,878	\$21,603,589	\$21,773,550	\$22,300,108
Expenditures					
Administration	\$2,136,954	\$2,772,455	2,193,609	\$2,168,372	\$2,371,992
Public Works	3,869,955	3,832,685	3,867,794	4,016,843	4,064,902
Recreation	2,391,517	2,423,349	2,343,152	2,463,518	2,488,027
Police	4,944,161	4,840,322	4,925,994	5,321,210	5,423,019
Fire	4,887,770	5,113,091	4,751,105	5,211,024	5,297,560
	\$18,230,357	\$18,981,902	\$18,081,654	\$19,180,967	\$19,645,500
Operating Capital Outlay	\$49,040	\$0	\$469	\$185,000	\$73,000
Operating transfers-out					
Library	\$375,000	\$350,471	\$350,471	\$350,471	\$350,471
Unemployment insurance	5,401	21,715	21,436	17,000	15,677
Workers compensation	375,000	458,202	796,425	550,000	550,000
Liability insurance	330,000	361,571	436,189	450,000	450,000
COPS	0	0	0	168,250	0
Internal Service Fund	0	110,589	200,000	0	0
Aquatics	-	-	110,000	0	138,156
PERS medical/OPEB	75,000	200,000	0	200,000	300,000
	\$1,160,401	\$1,502,548	\$1,914,521	\$1,735,721	\$1,804,304
Total expenditures and transfers-out	\$19,439,798	\$20,484,450	\$19,996,644	\$21,101,688	\$21,522,804
Operating net income	\$830,195	\$183,428	\$1,606,945	\$671,862	\$777,304
Capital transfer-out					
Capital improvement fund	741,293	200,000	400,000	0	0
Facility maintenance	100,000	0	0	135,961	450,000
Piedmont Hills Undergrounding	0	504,832	0	0	0
Sewer fund	0	0	0	275,682	0
Equipment replacement fund	50,000	0	300,000	300,000	450,000
Total capital transfers	891,293	704,832	700,000	711,643	900,000
Net income after capital transfers	(\$61,098)	(\$521,404)	\$906,945	(\$39,781)	(\$122,696)
General Fund Ending Fund Balance	\$ 2,715,372	\$2,194,122	\$3,101,067	\$3,061,286	\$2,938,590
Fund balance as % of expenditures	14.89%	11.56%	17.15%	15.96%	14.96%

CITY OF PIEDMONT
General Fund Budget Summary
Fiscal Year 2012-13

	Proposed Budget FY 12/13	% of Budget
<u>Administration (Total)</u>	<u>2,385,992</u>	<u>10.64%</u>
Personal Services	1,404,992	6.27%
Maintenance & Operations	967,000	4.31%
Capital Outlay	14,000	0.06%
<u>Public Works (Total)</u>	<u>4,104,902</u>	<u>18.31%</u>
Personal Services	2,511,400	11.20%
Maintenance & Operations	1,553,502	6.93%
Capital Outlay	40,000	0.18%
<u>Recreation (Total)</u>	<u>2,492,028</u>	<u>11.11%</u>
Personal Services	1,594,428	7.11%
Maintenance & Operations	893,600	3.99%
Capital Outlay	4,000	0.02%
<u>Police (Total)</u>	<u>5,423,019</u>	<u>24.19%</u>
Personal Services	4,904,269	21.87%
Maintenance & Operations	518,750	2.31%
Capital Outlay	0	0.00%
<u>Fire (Total)</u>	<u>5,312,560</u>	<u>23.69%</u>
Personal Services	4,953,760	22.09%
Maintenance & Operations	343,800	1.53%
Capital Outlay	15,000	0.07%
Non-Departmental (Total)	366,148	1.63%
Transfer Out (Total)	<u>2,338,156</u>	<u>10.43%</u>
General Fund: Expenditures/Transfers Out	<u><u>22,422,806</u></u>	<u><u>100.00%</u></u>

**CITY OF PIEDMONT
GENERAL FUND
APPROVED EXPENDITURES AND TRANSFERS 2012-13**



This Page Left Intentionally Blank

City of Piedmont				
FY 2011-12 Appropriation Increases				
Through June 30, 2012				
		2011-12	2011-12	Appropriation
		Adopted Budget	Revised Budget	Increase
	101			
Administration	400	2,203,900	2,255,804	51,904
KCOM	401	185,340	185,340	-
		2,389,240	2,441,144	51,904
Public Works	402	4,055,075	4,055,075	-
Recreation	404	2,305,985	2,305,985	-
Community Hall	405	103,805	117,805	14,000
Veterans' Hall	406	63,040	63,040	-
Recreation Total		2,472,830	2,486,830	14,000
Police	408	5,141,900	5,174,316	32,416
Firefighters	411	4,923,139	4,923,139	-
Paramedics	412	473,572	473,572	-
Fire Total		5,396,711	5,396,711	-
Non-Departmental	419	366,148	366,148	-
General Fund Total		19,821,904	19,920,224	98,320
Workers' Compensation	105	425,000	425,000	-
Liability Insurance	108	490,000	490,000	-
Equipment Replacement	110	623,000	668,687	45,687
Equipment Replacement Total	110	623,000	668,687	45,687
Schoolmates	114	747,950	773,950	26,000
Aquatics	117	757,140	706,640	(50,500)
Sewer	124	1,774,735	1,774,735	-
Capital Improvement	127	-	45,911	45,911
CIP Prior Yrs. Carryover	127	3,000,819	3,000,819	-
CIP Total	127	3,000,819	3,046,730	45,911
Measure B Sales Tax	131	500,000	500,000	-
Measure D	134	27,500	27,500	-
Facilities Maintenance	137	332,515	332,515	-
Facilities Maintenance	137	332,515	332,515	-
EECBG	139	58,000	58,000	-
EECBG	139	58,000	58,000	-
Total Other Funds		8,736,659	8,803,757	67,098
Grand Total		28,558,563	28,723,981	165,418
Appropriation Increases by City Council Resolution				
FY 2011-12				
Department	Resolution #	Account #	Appropriation Increase	
Admin: 400				
Other Expense	65-11	101-0400-056-006		5,750
ACAP of Alameda County	20-12	101-0400-056-010		46,154
Total Admin				\$51,904
Recreation: 405				
Contract Service	04-12	101-0405-054-001		14,000
Total Recreation				\$14,000
Police: 408				
Overtime-COPS	08-12	101-0408-010-003		32416.09
Total Police				\$32,416.09
Fund 110				
COPS-Equipment	95-11	110-0437-012-000		42,084.76
COPS-Equipment	08-12	110-0437-012-000		3,601.79
Total Fund 110				\$45,687
Fund 114				
Contract Service	04-12	114-0415-054-001		26,000.00
Total Fund 114				\$26,000
Fund 117				
Part time Salary	04-12	117-0417-010-002		(50,500.00)
Total Fund 117				(\$50,500)
Fund 127				
Ronada/Ramona Landscape Traffic	66-11	127-0432-042-000		\$30,911
Courtyard Stucco Wall	66-11	127-0433-007-000		\$15,000
Total Fund 127				\$45,911
FY 2011-12 Appropriation Increases				\$165,418

This Page Left Intentionally Blank

CITY OF PIEDMONT
Fund Balance Summary
Fiscal Years 2005-2013

Fund	6/30/2004 Actual Fund Balance	6/30/2005 Actual Fund Balance	6/30/2006 Actual Fund Balance	6/30/2007 Actual Fund Balance	6/30/2008 Actual Fund Balance	6/30/2009 Actual Fund Balance	6/30/2010 Actual Fund Balance	6/30/2011 Actual Fund Balance	6/30/2012 Estimated Fund Balance	6/30/2013 Estimated Fund Balance
General	3,353,544	3,385,691	5,053,075	3,169,794	2,776,471	2,715,526	2,194,122	3,101,066	3,061,286	2,938,590
Private Contribution	166,834	46,654	57,014	68,751	88,098	205,774	56,961	100,098	332,098	327,098
Workers Compensation	96,966	198,810	222,584	554,855	734,856	735,829	335,829	335,829	334,829	374,829
Traffic Safety	0	0	176	6,755	554	4,676	4,676	4,576	4,576	14,576
Liability Insurance	259,811	316,423	316,422	337,162	310,938	314,573	214,573	214,573	194,573	204,573
COPS	-	-	-	-	-	-	-	-	203,250	213,250
Equipment Replacement	1,571,261	1,868,517	1,974,604	2,711,464	2,866,770	2,213,505	2,188,165	2,282,991	1,970,991	1,765,991
Schoolmates Fund Program	450,415	479,540	513,291	523,373	477,155	441,796	393,362	195,298	139,068	147,239
Aquatics	-	-	-	-	-	-	-	48,951	53,630	0
Abandoned Vehicle	42,483	47,037	51,514	55,999	61,638	64,842	47,210	51,645	54,645	57,645
Signal @ Grand, Arroyo	0	0	0	0	0	9,057	24,692	24,692	0	0
Gas Tax	261,389	475,775	49,892	258,442	163,137	250,738	137,396	207,622	185,683	163,384
Sewer	1,767,760	2,435,898	2,192,836	2,506,507	2,221,890	1,062,651	1,185,722	1,174,710	1,098,937	792,723
Capital Improvement	239,573	1,191,908	1,678,199	3,902,469	3,084,229	2,962,708	2,063,671	1,743,257	1,205,783	1,205,783
TDA Grant	0	0	1,950	0	0	0	0	0	0	0
Urban County CDBG	0	0	0	0	0	90,000	0	0	0	0
Measure B Sales Tax	95,928	111,187	22,235	160,572	186,701	410,886	316,887	680,945	450,945	290,945
Traffic Congestion Relief	0	0	49,657	0	0	71,551	195,260	0	0	0
Measure D	152,926	208,729	195,550	218,571	120,250	145,504	107,329	136,385	119,885	57,585
Measure F	0	0	0	0	0	0	0	0	0	40,258
Sidewalk Repair	75,261	73,081	66,785	72,374	78,977	67,227	40,520	42,363	55,863	55,863
Facilities Maintenance	0	0	0	0	264,183	306,312	286,760	282,516	139,907	389,907
EECBG	0	0	0	0	0	0	0	3,405	3,405	3,405
Proposition 1B	0	0	0	0	400,000	0	0	0	0	0
Alameda County CMA	0	0	0	0	0	0	0	0	0	0
PERS Medical	628,591	819,597	1,029,749	1,262,818	1,498,309	1,606,308	16,866	16,866	0	0
OPEB Fund	0	0	0	0	0	0	1,761,610	2,446,826	2,863,691	3,363,691
TOTAL	9,162,742	11,658,847	13,475,534	15,809,906	15,334,156	13,679,463	11,571,611	13,094,614	12,473,044	12,407,335

CITY OF PIEDMONT
Estimated Fund Balance Detail
Based on Estimated Revenues and Expenditures
Period Ending June 30, 2012

Fund	7/1/2011 Actual Fund Balance	2011-12 Estimated Revenue	2011-12 Estimated Expenditures	Transfer In	Transfer Out	6/30/2012 Estimated Fund Balance
General	3,101,066	20,508,858	19,733,438	1,264,692	2,079,892	3,061,286
Private Contribution	100,098	380,000	0		148,000	332,098
Workers Compensation	335,829	0	551,000	550,000		334,829
Traffic Safety	4,576	60,000	0		60,000	4,576
Liability Insurance	214,573	0	470,000	450,000		194,573
COPS	0	100,000	30,000	168,250	35,000	203,250
Equipment Replacement	2,282,991	6,000	623,000	305,000		1,970,991
Schoolmates Program	195,298	700,600	756,830			139,068
Aquatics	48,951	640,000	635,321	0		53,630
Abandoned Vehicle	51,645	3,000	0			54,645
Signal @ Grand, Arroyo	24,692	0	0		24,692	0
Gas Tax	207,622	178,061	0		200,000	185,683
Sewer	1,174,710	2,115,280	1,566,735	275,682	900,000	1,098,937
Capital Improvement	1,743,257	0	655,474	118,000		1,205,783
Measure B Sales Tax	680,945	360,000	590,000			450,945
Measure D	136,385	33,500	30,000		20,000	119,885
Measure F	0	0				0
Sidewalk Repair	42,363	16,500	3,000			55,863
Facilities Maintenance	282,516	0	278,570	135,961		139,907
EECBG	3,405	58,000	58,000			3,405
PERS Medical	16,866	0	0		16,866	0
OPEB Fund	2,446,826	200,000	0	216,865		2,863,691
TOTAL	13,094,614	25,359,799	25,981,368	3,484,450	3,484,450	12,473,044

CITY OF PIEDMONT
Estimated Fund Balance Detail
Based on Estimated Revenues and Expenditures
Period Ending June 30, 2013

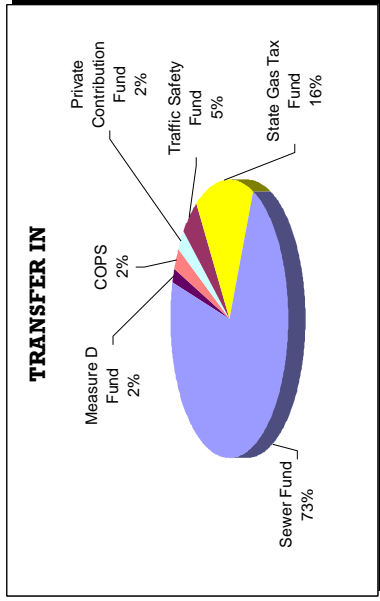
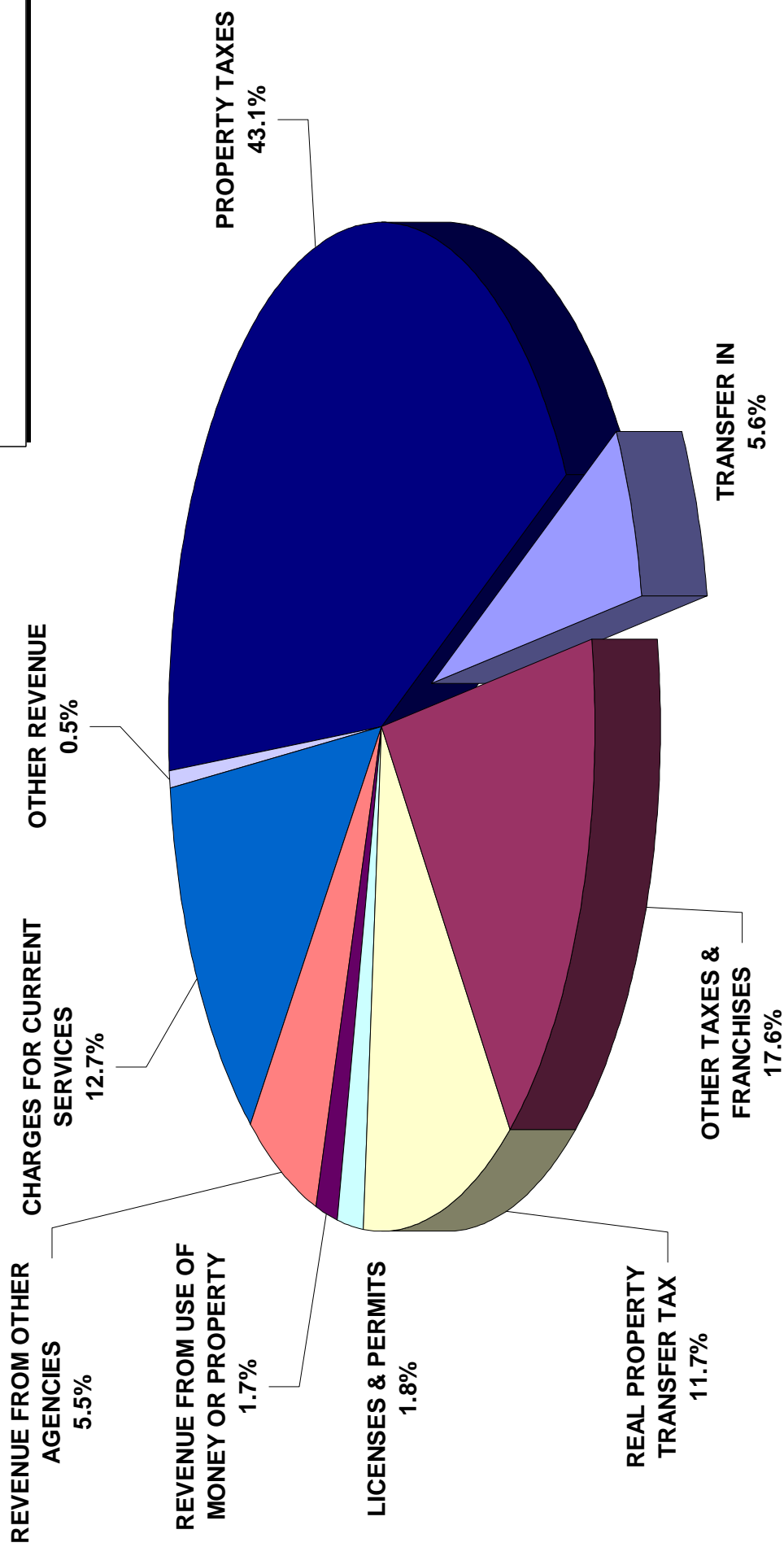
Fund	06/30/12 Estimated Fund Balance	2012-13 Estimated Revenue	2012-13 Estimated Expenditures	Transfer In	Transfer Out	6/30/2013 Estimated Fund Balance
General	3,061,286	21,060,108	20,084,648	1,240,000	2,338,156	2,938,590
Private Contribution	332,098	25,000	0		30,000	327,098
Workers Compensation	334,829	0	510,000	550,000		374,829
Traffic Safety	4,576	70,000	0		60,000	14,576
Liability Insurance	194,573	0	440,000	450,000		204,573
COPS	203,250	100,000	45,000		45,000	213,250
Equipment Replacement	1,970,991	14,000	684,000	465,000		1,765,991
Schoolmates Program	139,068	772,800	764,629			147,239
Aquatics	53,630	490,000	681,785	138,156		0
Abandoned Vehicle	54,645	3,000	0			57,645
Signal @ Grand, Arroyo	0	0	0			0
Gas Tax	185,683	177,701	0		200,000	163,384
Sewer	1,098,937	2,157,586	1,563,800		900,000	792,723
Capital Improvement	1,205,783	0	0			1,205,783
TDA Grant	0	22,600	22,600			0
Urban County CDBG	0	89,000	89,000			0
Measure B Sales Tax	450,945	340,000	500,000			290,945
Measure D	119,885	32,000	74,300		20,000	57,585
Measure F	0	40,258				40,258
Sidewalk Repair	55,863	3,000	3,000			55,863
Facilities Maintenance	139,907	0	200,000	450,000		389,907
EECBG	3,405	0	0			3,405
Alameda County CMA	0	0	0			0
PERS Medical	0	0	0			0
OPEB Fund	2,863,691	200,000	0	300,000		3,363,691
TOTAL	<u>12,473,044</u>	<u>25,597,053</u>	<u>25,662,763</u>	<u>3,593,156</u>	<u>3,593,156</u>	<u>12,407,335</u>

CITY OF PIEDMONT
General Fund Revenue Analysis
Fiscal Year 2012-13

	Actual Revenue 2009-10	Actual Revenue 2010-11	Estimated Revenue 2011-12	Estimated Revenue 2012-13
PROPERTY TAXES				
Property Tax - Secured	8,452,082	8,406,275	8,745,000	9,000,000
Property Tax - Unsecured	465,328	504,230	500,000	500,000
Delinquent Taxes & Penalties	2,699	3,428	5,000	5,000
Supplemental Assessment	82,248	112,593	100,000	100,000
TOTAL Property Taxes	<u>9,002,357</u>	<u>9,026,526</u>	<u>9,350,000</u>	<u>9,605,000</u>
OTHER TAXES & FRANCHISES				
Other Taxes				
Sales & Use Tax	130,553	131,467	140,000	140,000
Real Property Transfer Tax	1,843,650	2,628,921	2,500,000	2,600,000
Business License Tax	413,902	434,897	435,000	435,000
Parcel Tax: Measure W	1,496,780	1,537,381	1,552,950	1,600,000
TOTAL Other Taxes	<u>3,884,885</u>	<u>4,732,666</u>	<u>4,627,950</u>	<u>4,775,000</u>
Franchises				
Pacific Gas & Electric	70,313	76,590	78,000	78,000
Waste Management/Republic	134,111	138,605	140,000	140,000
Cable Television /Comcast	172,374	178,761	185,000	195,000
TOTAL Franchises	<u>376,798</u>	<u>393,956</u>	<u>403,000</u>	<u>413,000</u>
Utility Users Tax				
Gas & Electric	805,820	832,281	840,000	840,000
Telephone	562,650	483,980	450,000	450,000
Water	45,111	45,133	45,300	45,300
TOTAL Utility Users Tax	<u>1,413,581</u>	<u>1,361,394</u>	<u>1,335,300</u>	<u>1,335,300</u>
TOTAL Other Taxes & Franchises	5,675,264	6,488,016	6,366,250	6,523,300
LICENSES & PERMITS				
Dog License	18,705	18,569	20,000	20,000
Building Permits	299,239	383,643	340,000	350,000
Other Permits	25,974	20,048	24,000	24,000
TOTAL Licenses & Permits	<u>343,918</u>	<u>422,260</u>	<u>384,000</u>	<u>394,000</u>
FINES & FORFEITURES				
Licenses & Permits/Fines & Penalties	9,132	3,832	6,300	8,000
TOTAL Fines & Forfeitures	<u>9,132</u>	<u>3,832</u>	<u>6,300</u>	<u>8,000</u>
REVENUE FROM USE OF MONEY OR PROPERTY				
Interest Earnings	41,535	28,768	25,000	25,000
Community Hall Rental	222,566	223,313	210,000	220,000
Veterans' Building	54,832	57,970	65,000	75,000
Other Rentals	49,036	52,312	50,000	50,000
TOTAL Revenue from Use of Money or Property	<u>367,969</u>	<u>362,363</u>	<u>350,000</u>	<u>370,000</u>

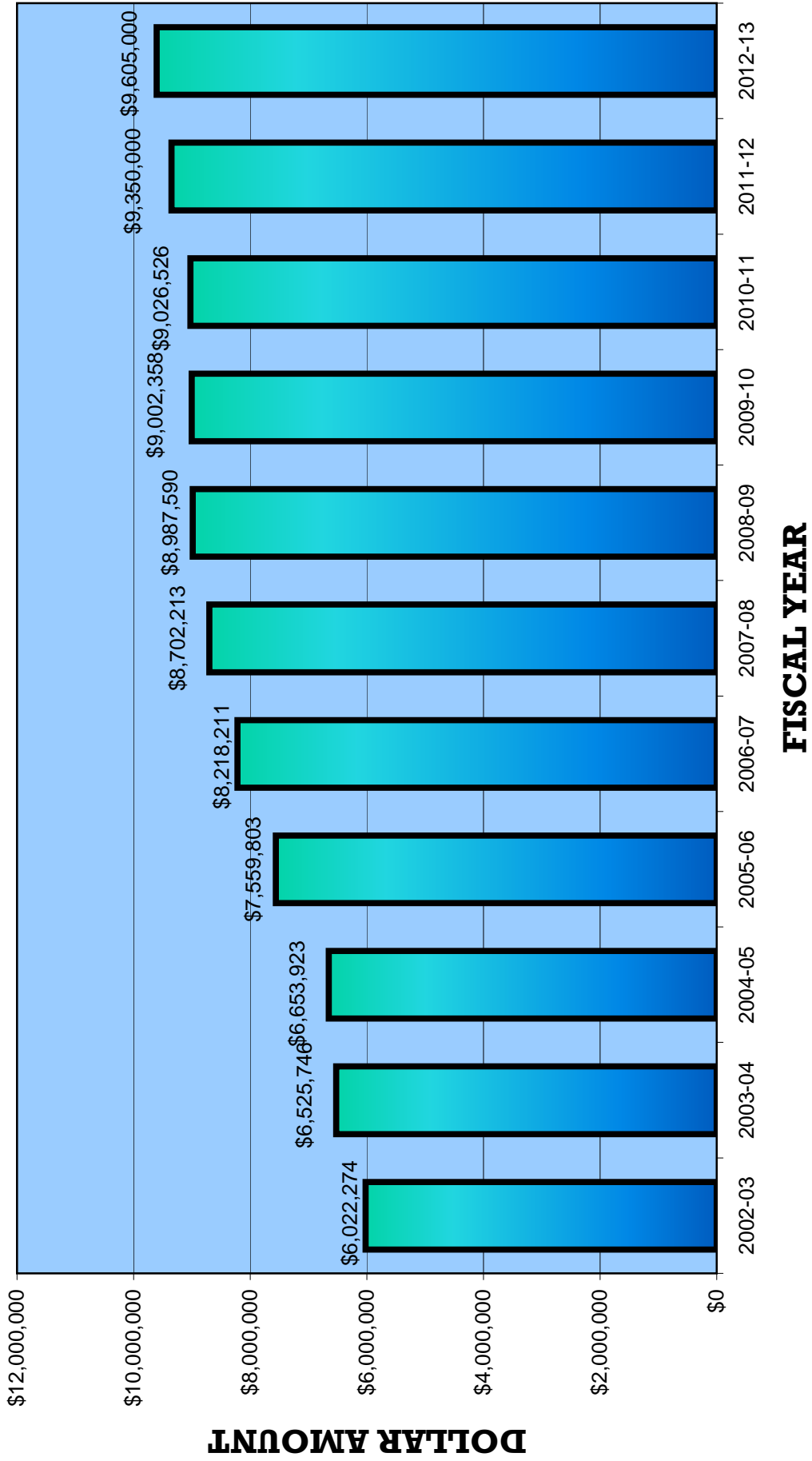
	Actual Revenue 2009-10	Actual Revenue 2010-11	Estimated Revenue 2011-12	Estimated Revenue 2012-13
REVENUE FROM OTHER AGENCIES				
State of California				
Motor Vehicle License Fees	901,972	912,195	925,000	940,000
Homeowner's Property Tax Relief	83,758	84,084	85,000	85,000
Avoid 21 Grant	10,066	11,320	12,000	12,000
Trailer coach in Lieu	17	9	8	8
POST Fund	3,381	3,756	3,800	3,800
1/2 Cent Sales Tax (Public Safety)	62,403	64,929	70,000	75,000
COPS Grant	147,953	100,000	0	0
Mandated Costs/ State and County Grants	672	-3,530	1,000	1,000
TOTAL State of California	1,210,222	1,172,763	1,096,808	1,116,808
County of Alameda				
County of Alameda-FRALS		60,765	35,000	35,000
County Paramedic Tax	69,396	69,429	70,000	70,000
TOTAL County of Alameda	69,396	130,194	105,000	105,000
TOTAL Revenue from Other Agencies	1,279,618	1,302,957	1,201,808	1,221,808
CHARGES FOR CURRENT SERVICES				
Planning Fees	193,377	223,205	200,000	215,000
Plan Check Fees	185,589	228,887	200,000	210,000
Albany Fire Chief	0	29,639	133,500	136,000
Emeryville Animal Control	65,833	80,000	90,000	100,000
Ambulance Service Charges	212,185	283,205	250,000	250,000
Recreation	1,784,196	1,770,294	1,850,000	1,900,000
Other	17,564	17,650	22,000	22,000
TOTAL Charges for Current Services	2,458,744	2,632,880	2,745,500	2,833,000
OTHER REVENUE				
Sale of Property	16,079	4,322	15,000	15,000
Other Revenue	72,851	95,306	90,000	90,000
TOTAL Other Revenue	88,930	99,628	105,000	105,000
TOTAL GENERAL FUND REVENUE	19,225,932	20,338,462	20,508,858	21,060,108

**CITY OF PIEDMONT
GENERAL FUND
ESTIMATED REVENUES AND TRANSFERS 2012-13**



This Page Left Intentionally Blank

CITY OF PIEDMONT PROPERTY TAXES

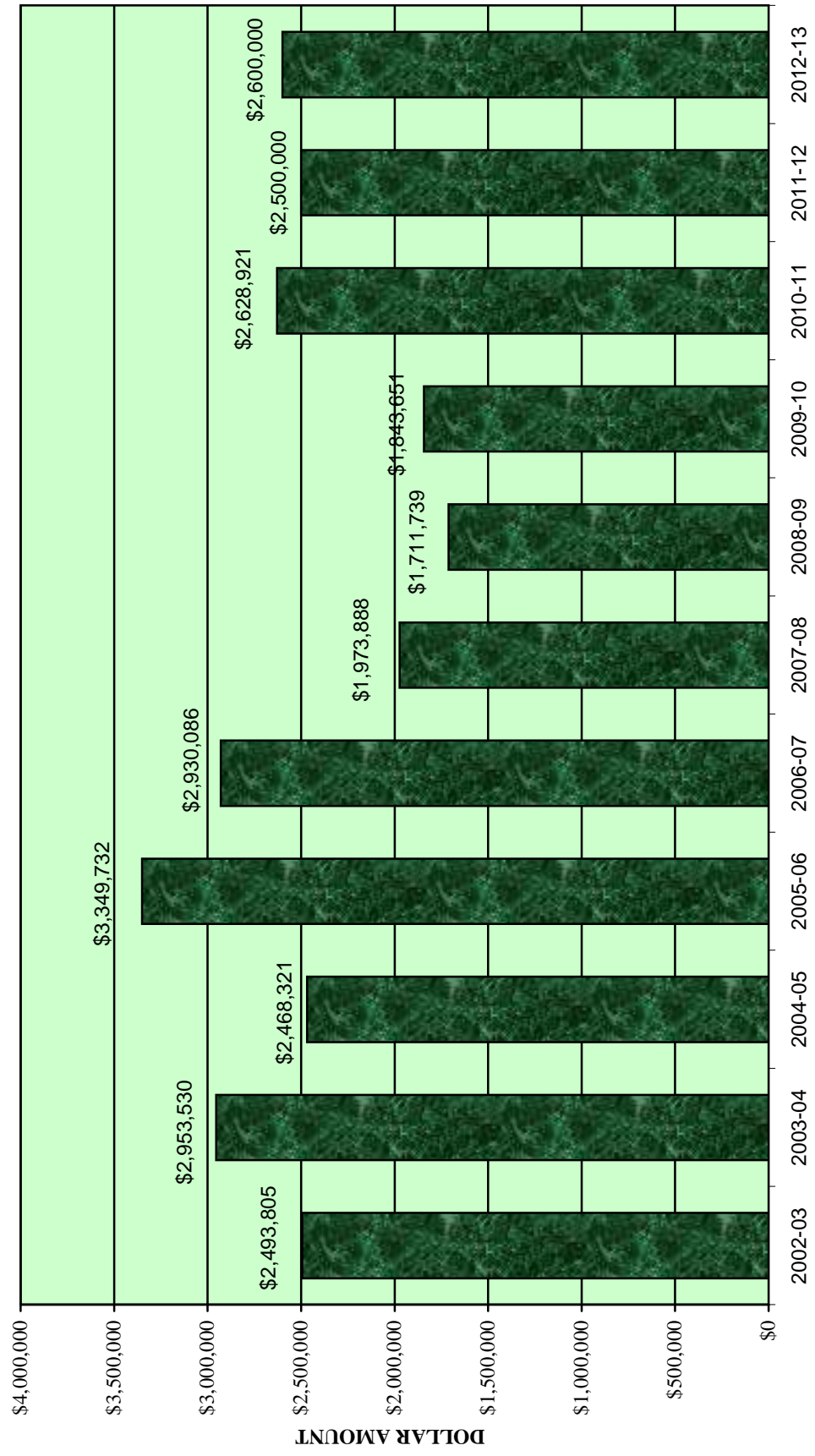


**City of Piedmont
Real Property Transfer Tax**

	2002-03	2003-04	2004-05	2005-06	2006-07
July	363,361	219,774	380,943	350,754	246,436
August	237,435	206,288	250,088	332,243	219,965
September	98,262	123,120	107,121	337,117	305,677
October	236,221	305,313	250,867	178,518	204,390
November	201,317	159,652	129,614	339,619	123,055
December	181,677	288,446	233,673	254,845	256,447
Sub-total	1,318,273	1,302,592	1,352,305	1,793,096	1,355,970
January	187,407	365,132	87,387	108,068	93,428
February	131,770	91,475	98,496	144,701	142,414
March	177,646	152,032	232,786	250,486	269,060
April	266,970	277,547	174,234	135,403	226,403
May	172,693	428,650	211,240	223,138	455,832
June	239,046	336,103	311,875	694,840	386,983
Sub-total	1,175,532	1,650,937	1,116,016	1,556,636	1,574,119
Total	2,493,805	2,953,530	2,468,321	3,349,732	2,930,089

	2007-08	2008-09	2009-10	2010-11	2011-12
July	184,145	214,942	99,888	292,883	346,451
August	214,569	130,553	152,118	283,252	262,314
September	33,554	267,657	228,103	168,918	195,983
October	373,655	127,836	193,907	140,902	128,329
November	203,380	53,825	217,641	296,296	160,968
December	32,204	87,146	71,255	154,638	169,509
Sub-total	1,041,506	881,958	962,911	1,336,889	1,263,553
January	15,014	68,776	79,730	52,712	48,948
February	120,430	131,690	35,609	103,050	98,522
March	154,606	101,260	139,353	194,488	176,668
April	74,049	142,345	148,690	384,022	272,410
May	330,241	120,247	240,016	244,519	
June	238,043	265,462	237,342	313,241	
Sub-total	932,382	829,780	880,740	1,292,032	596,548
Total	1,973,888	1,711,738	1,843,651	2,628,921	1,860,101

**CITY OF PIEDMONT
REAL PROPERTY TRANSFER TAX**



This Page Left Intentionally Blank

CITY OF PIEDMONT
Other Funds Revenue Analysis
Fiscal Year 2012-13

	Actual Revenue 2009-10	Actual Revenue 2010-11	Estimated Revenue 2011-12	Estimated Revenue 2012-13
<u>103 - PRIVATE CONTRIBUTION FUND</u>				
Miscellaneous	44,449	93,137	380,000	25,000
TOTAL	44,449	93,137	380,000	25,000
<u>106 - TRAFFIC SAFETY FUND</u>				
TOTAL	66,497	69,900	60,000	70,000
<u>109 - COPS</u>				
Interest/Grant from Alameda County	0	0	100,000	100,000
TOTAL	0	0	100,000	100,000
<u>110 - EQUIPMENT REPLACEMENT FUND</u>				
Interest	14,398	10,237	6,000	14,000
TOTAL	14,398	10,237	6,000	14,000
<u>114 - SCHOOLMATES PROGRAM FUND</u>				
Interest Income	2,918	1,926	600	600
Schoolmates Fees	720,349	698,154	700,000	772,200
TOTAL	723,265	700,080	700,600	772,800
<u>117 - AQUATICS</u>				
SERVICE REVENUE	0	37,364	640,000	490,000
TOTAL	0	37,364	640,000	490,000
<u>119- ABANDONED VEHICLE ABATEMENT FUND</u>				
TOTAL	4,368	4,435	3,000	3,000
<u>120- SIGNAL @ GRAND, ARROYO, ROSE FUND</u>				
Congestion Management Agency Grant	19,351	0	0	0
TOTAL	19,351	0	0	0
<u>121 - 2106 GAS TAX FUND</u>				
Allocation	43,524	43,963	42,000	41,500
TOTAL	43,524	43,963	42,000	41,500
<u>122 - 2107 GAS TAX FUND</u>				
Allocation	80,011	79,742	78,060	78,200
Interest	0	0	1	1
2107.5 Allocation	3,000	1,453	3,000	3,000
State Grant	0	0	0	0
TOTAL	83,011	81,195	81,061	81,201
<u>124 - SEWER FUND</u>				
Sewer Service Charges	2,021,332	2,072,726	2,111,200	2,153,424
Interest	9,061	1,929	4,080	4,162
Other: Sewer Loan	623,473	1,276,715	0	0
TOTAL	2,653,866	3,351,370	2,115,280	2,157,586

	Actual Revenue 2009-10	Actual Revenue 2010-11	Estimated Revenue 2011-12	Estimated Revenue 2012-13
128 - TDA GRANT FUND				
Allocation	0	0	0	22,600
TOTAL	0	0	0	22,600
129 - URBAN COUNTY CDBG FUND				
TOTAL	0	0	0	89,000
131 - MEASURE B SALES TAX FUND				
Allocation	326,261	364,058	360,000	340,000
TOTAL	326,261	364,058	360,000	340,000
132 - TRAFFIC CONGESTION RELIEF FUND				
Allocation	123,709	0	0	0
TOTAL	123,709	0	0	0
133 - 2105 GAS TAX FUND				
Allocation	60,123	145,067	55,000	55,000
TOTAL	60,123	145,067	55,000	55,000
134 - MEASURE D FUND				
Measure D Allocation/Mitigation Fees/Interest	63,529	52,234	33,500	32,000
Recycling Funds	2,900	0	0	0
TOTAL	66,429	52,234	33,500	32,000
135 - SIDEWALK REPAIR FUND				
TOTAL	3,304	2,169	16,500	3,000
139 - EECBG				
TOTAL	0	3,405	58,000	0
143 - MEASURE F FUND				
TOTAL	0	0	0	40,258
156 - OPEB FUND				
TOTAL	10,558	485,216	200,000	200,000
TOTAL REVENUE - OTHER FUNDS	4,243,115	5,443,832	4,850,943	4,536,947
TOTAL REVENUE - ALL FUNDS	23,469,047	25,782,294	25,359,801	25,597,055

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

ALL OPERATING DEPARTMENTS

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	10,617,533	10,593,710	10,697,980	0.76%
FRINGE BENEFITS	5,445,602	5,412,374	5,749,282	5.58%
PERSONNEL EXPENSES	182,450	177,845	181,000	-0.79%
SUPPLIES & SERVICES	4,563,581	4,351,690	4,409,652	-3.37%
CAPITAL EXPENDITURES	225,500	222,500	127,000	-43.68%
NON-DEPARTMENTAL	1,221,148	1,388,471	1,316,148	7.78%
TOTAL - ALL DEPARTMENTS	<u>22,255,814</u>	<u>22,146,589</u>	<u>22,481,063</u>	<u>1.01%</u>

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	8,662,717	8,603,309	8,820,481	1.82%
Part Time Salaries	1,466,000	1,435,000	1,441,000	-1.71%
Overtime Salaries	487,816	555,400	435,500	-10.72%
Subtotal	<u>10,617,533</u>	<u>10,593,710</u>	<u>10,697,980</u>	<u>0.76%</u>

FRINGE BENEFITS

Health Insurance	1,784,965	1,699,043	1,893,985	6.11%
Retirement	3,379,765	3,441,301	3,574,496	5.76%
Other Benefits	280,872	272,029	280,801	-0.03%
Subtotal	<u>5,445,602</u>	<u>5,412,374</u>	<u>5,749,282</u>	<u>5.58%</u>

PERSONNEL EXPENSES

Memberships/Conferences/Training	182,450	177,845	181,000	-0.79%
----------------------------------	---------	---------	---------	--------

SUPPLIES & SERVICES

Department Supplies	407,750	419,700	420,250	3.07%
Utilities/Telephone/Radio	484,237	479,070	476,012	-1.70%
Equipment/Maintenance/Gas/Oil	267,200	253,432	257,800	-3.52%
Contract Services	1,944,590	1,802,846	1,880,090	-3.32%
Buildings/Grounds Maintenance	114,000	118,528	114,000	0.00%
Other Expenses	1,173,054	1,108,704	1,029,050	-12.28%
Information Services	172,750	169,410	232,450	34.56%
Subtotal	<u>4,563,581</u>	<u>4,351,690</u>	<u>4,409,652</u>	<u>-3.37%</u>

CAPITAL EXPENDITURES

Capital Outlay	225,500	222,500	127,000	-43.68%
----------------	---------	---------	---------	---------

NON-DEPARTMENTAL

General Fund	366,148	367,471	366,148	0.00%
Workers Comp Fund	365,000	551,000	510,000	39.73%
Liability Insurance Fund	490,000	470,000	440,000	-10.20%
Subtotal	<u>1,221,148</u>	<u>1,388,471</u>	<u>1,316,148</u>	<u>7.78%</u>

TOTAL - ALL DEPARTMENTS	<u>22,255,814</u>	<u>22,146,589</u>	<u>22,481,063</u>	<u>1.01%</u>
--------------------------------	--------------------------	--------------------------	--------------------------	---------------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

ADMINISTRATION SUMMARY
(includes KCOM)

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	923,980	857,700	921,081	-0.31%
FRINGE BENEFITS	467,060	445,512	483,911	3.61%
PERSONNEL EXPENSES	37,050	35,550	38,600	4.18%
SUPPLIES & SERVICES	949,554	829,610	928,400	-2.23%
CAPITAL EXPENDITURES	63,500	63,500	14,000	0.00%
TOTAL - ADMINISTRATION	2,441,144	2,231,872	2,385,992	-2.26%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	884,580	844,300	886,581	0.23%
Part Time Salaries	35,000	10,000	30,000	0.00%
Overtime Salaries	3,400	3,400	3,500	2.94%
Subtotal	923,980	857,700	921,081	-0.31%

FRINGE BENEFITS

Health Insurance	143,640	143,361	157,480	9.64%
Retirement	303,710	284,000	307,070	1.11%
Other Benefits	19,710	18,151	19,361	-1.77%
Subtotal	467,060	445,512	483,911	3.61%

PERSONNEL EXPENSES

Memberships/Conferences/Training	37,050	35,550	38,600	4.18%
----------------------------------	--------	--------	--------	-------

SUPPLIES & SERVICES

Department Supplies	62,500	62,500	62,500	0.00%
Equipment/Maintenance/Gas/Oil	14,800	14,800	15,300	3.38%
Contract Services	528,150	432,606	534,150	1.14%
Other Expenses	257,004	234,654	180,000	-29.96%
Information Services	87,100	85,050	136,450	56.66%
Subtotal	949,554	829,610	928,400	-2.23%

CAPITAL EXPENDITURES

Capital Outlay	63,500	63,500	14,000	-77.95%
----------------	--------	--------	--------	---------

TOTAL - ADMINISTRATION	2,441,144	2,231,872	2,385,992	-2.26%
-------------------------------	------------------	------------------	------------------	---------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 400 - ADMINISTRATION

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	838,400	815,400	835,500	-0.35%
FRINGE BENEFITS	426,200	423,101	442,461	3.82%
PERSONNEL EXPENSES	37,050	35,550	38,600	4.18%
SUPPLIES & SERVICES	893,154	769,210	866,000	-3.04%
CAPITAL EXPENDITURES	61,000	61,000	14,000	-77.05%
TOTAL - DEPARTMENT 400	<u>2,255,804</u>	<u>2,104,261</u>	<u>2,196,561</u>	<u>-2.63%</u>
EXPENDITURE DETAIL:				
SALARIES				
Regular Salaries	800,000	802,000	802,000	0.25%
Part Time Salaries	35,000	10,000	30,000	-14.29%
Overtime Salaries	3,400	3,400	3,500	2.94%
Subtotal	<u>838,400</u>	<u>815,400</u>	<u>835,500</u>	<u>-0.35%</u>
FRINGE BENEFITS				
Health Insurance	135,500	137,450	148,900	9.89%
Retirement	272,900	268,700	276,060	1.16%
Other Benefits	17,800	16,950	17,500	-1.68%
Subtotal	<u>426,200</u>	<u>423,101</u>	<u>442,461</u>	<u>3.82%</u>
PERSONNEL EXPENSES				
Memberships/Conferences/Training	37,050	35,550	38,600	4.18%
SUPPLIES & SERVICES				
Department Supplies	60,000	60,000	60,000	0.00%
Equipment/Maintenance/Gas/Oil	13,300	13,300	13,300	0.00%
Contract Services	497,750	398,206	499,750	0.40%
Other Expenses	257,004	234,654	180,000	-29.96%
Information Services	65,100	63,050	112,950	73.50%
Subtotal	<u>893,154</u>	<u>769,210</u>	<u>866,000</u>	<u>-3.04%</u>
CAPITAL EXPENDITURES				
Capital Outlay	61,000	61,000	14,000	-77.05%
TOTAL - DEPARTMENT 400	<u>2,255,804</u>	<u>2,104,261</u>	<u>2,196,561</u>	<u>-2.63%</u>

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 401 - ADMINISTRATION CATV

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	85,580	42,300	85,580	0.00%
FRINGE BENEFITS	40,860	22,411	41,450	1.44%
PERSONNEL EXPENSES	0	0	0	N/A
SUPPLIES & SERVICES	56,400	60,400	62,400	10.64%
CAPITAL EXPENDITURES	2,500	2,500	0	-100.00%
TOTAL - DEPARTMENT 401	185,340	127,611	189,431	2.21%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	84,580	42,300	84,580	0.00%
Part Time Salaries	0	0	0	N/A
Overtime Salaries	1,000	0	1,000	0.00%
Subtotal	85,580	42,300	85,580	0.00%

FRINGE BENEFITS

Health Insurance	8,140	5,911	8,580	5.41%
Retirement	30,810	15,300	31,010	0.65%
Other Benefits	1,910	1,200	1,860	-2.61%
Subtotal	40,860	22,411	41,450	1.44%

PERSONNEL EXPENSES

Memberships/Conferences/Training	0	0	0	N/A
----------------------------------	---	---	---	-----

SUPPLIES & SERVICES

Department Supplies	2,500	2,500	2,500	0.00%
Equipment/Maintenance/Gas/Oil	1,500	1,500	2,000	33.33%
Contract Services	30,400	34,400	34,400	13.16%
Information Services	22,000	22,000	23,500	6.82%
Subtotal	56,400	60,400	62,400	10.64%

CAPITAL EXPENDITURES

Capital Outlay	2,500	2,500	0	N/A
----------------	-------	-------	---	-----

TOTAL - DEPARTMENT 401	185,340	127,611	189,431	2.21%
-------------------------------	----------------	----------------	----------------	--------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 402 - PUBLIC WORKS

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	1,595,297	1,598,001	1,575,000	-1.27%
FRINGE BENEFITS	872,276	852,401	936,400	7.35%
PERSONNEL EXPENSES	34,400	34,400	34,400	0.00%
SUPPLIES & SERVICES	1,553,102	1,532,042	1,519,102	-2.19%
CAPITAL EXPENDITURES	0	0	40,000	N/A
TOTAL - DEPARTMENT 402	<u>4,055,075</u>	<u>4,016,843</u>	<u>4,104,902</u>	<u>1.23%</u>

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	1,408,297	1,400,000	1,410,000	0.12%
Part Time Salaries	129,000	140,000	107,000	-17.05%
Overtime Salaries	58,000	58,000	58,000	0.00%
Subtotal	<u>1,595,297</u>	<u>1,598,001</u>	<u>1,575,000</u>	<u>-1.27%</u>

FRINGE BENEFITS

Health Insurance	337,800	329,200	380,700	12.70%
Retirement	501,297	490,500	522,500	4.23%
Other Benefits	33,179	32,700	33,200	0.06%
Subtotal	<u>872,276</u>	<u>852,401</u>	<u>936,400</u>	<u>7.35%</u>

PERSONNEL EXPENSES

Memberships/Conferences/Training	34,400	34,400	34,400	0.00%
----------------------------------	--------	--------	--------	-------

SUPPLIES & SERVICES

Department Supplies	79,000	79,000	79,000	0.00%
Utilities/Telephone/Radio	191,662	202,170	191,662	0.00%
Equipment/Maintenance/Gas/Oil	102,500	105,232	110,500	7.80%
Buildings/Grounds Maintenance	69,000	69,700	69,000	0.00%
Other Expenses	248,000	208,000	191,000	-22.98%
Contract Services	854,440	857,440	869,440	1.76%
Information Services	8,500	10,500	8,500	0.00%
Subtotal	<u>1,553,102</u>	<u>1,532,042</u>	<u>1,519,102</u>	<u>-2.19%</u>

CAPITAL EXPENDITURES

Capital Outlay	0	0	40,000	N/A
----------------	---	---	--------	-----

TOTAL - DEPARTMENT 402	<u>4,055,075</u>	<u>4,016,843</u>	<u>4,104,902</u>	<u>1.23%</u>
-------------------------------	-------------------------	-------------------------	-------------------------	---------------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

RECREATION SUMMARY

(Includes Schoolmates & Aquatics)

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	2,030,840	1,993,410	2,047,901	0.84%
FRINGE BENEFITS	611,255	577,137	624,940	2.24%
PERSONNEL EXPENSES	16,000	16,195	20,500	28.13%
SUPPLIES & SERVICES	1,274,825	1,227,600	1,184,600	-7.08%
CAPITAL EXPENDITURES	34,500	41,500	58,000	68.12%
TOTAL - RECREATION	<u>3,967,420</u>	<u>3,855,841</u>	<u>3,935,941</u>	<u>-0.79%</u>

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	779,840	759,410	794,901	1.93%
Part Time Salaries	1,242,000	1,225,000	1,244,000	0.16%
Overtime Salaries	9,000	9,000	9,000	0.00%
Subtotal	<u>2,030,840</u>	<u>1,993,410</u>	<u>2,047,901</u>	<u>0.84%</u>

FRINGE BENEFITS

Health Insurance	186,515	173,258	198,294	6.32%
Retirement	388,000	371,101	390,405	0.62%
Other Benefits	36,740	32,778	36,241	-1.36%
Subtotal	<u>611,255</u>	<u>577,137</u>	<u>624,940</u>	<u>2.24%</u>

PERSONNEL EXPENSES

Memberships/Conferences/Training	16,000	16,195	20,500	28.13%
----------------------------------	--------	--------	--------	--------

SUPPLIES & SERVICES

Department Supplies	130,250	144,500	141,750	8.83%
Utilities/Telephone/Radio	150,075	134,400	141,850	-5.48%
Contract Services	362,500	318,700	279,000	-23.03%
Buildings/Grounds Maintenance	30,000	30,000	30,000	0.00%
Other Expenses	599,000	599,000	589,000	-1.67%
Information Services	3,000	1,000	3,000	0.00%
Subtotal	<u>1,274,825</u>	<u>1,227,600</u>	<u>1,184,600</u>	<u>-7.08%</u>

CAPITAL EXPENDITURES

Capital Outlay	34,500	41,500	58,000	68.12%
----------------	--------	--------	--------	--------

TOTAL - RECREATION	<u>3,967,420</u>	<u>3,855,841</u>	<u>3,935,941</u>	<u>-0.79%</u>
---------------------------	-------------------------	-------------------------	-------------------------	----------------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 404 - RECREATION

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	1,155,000	1,145,000	1,145,000	-0.87%
FRINGE BENEFITS	335,360	338,481	352,517	5.12%
PERSONNEL EXPENSES	16,000	16,000	18,000	12.50%
SUPPLIES & SERVICES	799,625	797,300	806,200	0.82%
CAPITAL EXPENDITURES	0	0	0	N/A
TOTAL - DEPARTMENT 404	<u>2,305,985</u>	<u>2,296,782</u>	<u>2,321,718</u>	<u>0.68%</u>
EXPENDITURE DETAIL:				
SALARIES				
Regular Salaries	442,000	442,000	442,000	0.00%
Part Time Salaries	710,000	700,000	700,000	-1.41%
Overtime Salaries	3,000	3,000	3,000	0.00%
Subtotal	<u>1,155,000</u>	<u>1,145,000</u>	<u>1,145,000</u>	<u>-0.87%</u>
FRINGE BENEFITS				
Health Insurance	90,860	92,882	105,010	15.57%
Retirement	224,000	225,100	227,006	1.34%
Other Benefits	20,500	20,500	20,500	0.00%
Subtotal	<u>335,360</u>	<u>338,481</u>	<u>352,517</u>	<u>5.12%</u>
PERSONNEL EXPENSES				
Memberships/Conferences/Training	16,000	16,000	18,000	12.50%
SUPPLIES & SERVICES				
Department Supplies	10,750	8,500	10,750	0.00%
Utilities/Telephone/Radio	55,875	57,800	58,950	5.50%
Contract Services	111,000	111,000	114,500	3.15%
Buildings/Grounds Maintenance	30,000	30,000	30,000	0.00%
Other Expenses	589,000	589,000	589,000	0.00%
Information Services	3,000	1,000	3,000	0.00%
Subtotal	<u>799,625</u>	<u>797,300</u>	<u>806,200</u>	<u>0.82%</u>
CAPITAL EXPENDITURES				
Capital Outlay	0	0	0	N/A
TOTAL - DEPARTMENT 404	<u>2,305,985</u>	<u>2,296,782</u>	<u>2,321,718</u>	<u>0.68%</u>

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 405 - RECREATION COMMUNITY HALL

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	51,000	50,800	51,000	0.00%
FRINGE BENEFITS	8,605	8,486	8,715	1.27%
PERSONNEL EXPENSES	0	0	0	N/A
SUPPLIES & SERVICES	56,200	49,000	43,200	-23.13%
CAPITAL EXPENDITURES	2,000	2,000	2,000	0.00%
TOTAL - DEPARTMENT 405	117,805	110,286	104,914	-10.94%
EXPENDITURE DETAIL:				
SALARIES				
Regular Salaries	11,000	10,800	11,000	0.00%
Part Time Salaries	40,000	40,000	40,000	0.00%
Overtime Salaries	0	0	0	N/A
Subtotal	51,000	50,800	51,000	0.00%
FRINGE BENEFITS				
Health Insurance	1,240	1,241	1,300	4.85%
Retirement	6,500	6,420	6,550	0.76%
Other Benefits	865	826	865	-0.02%
Subtotal	8,605	8,486	8,715	1.27%
PERSONNEL EXPENSES				
Memberships/Conferences/Training	0	0	0	N/A
SUPPLIES & SERVICES				
Department Supplies	7,500	7,500	7,500	0.00%
Utilities/Telephone/Radio	8,700	9,500	9,700	11.49%
Contract Services	40,000	32,000	26,000	-35.00%
Subtotal	56,200	49,000	43,200	-23.13%
CAPITAL EXPENDITURES				
Capital Outlay	2,000	2,000	2,000	0.00%
TOTAL - DEPARTMENT 405	117,805	110,286	104,914	-10.94%

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 406 - RECREATION VETERANS' HALL

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	29,400	27,200	31,400	6.80%
FRINGE BENEFITS	5,540	5,150	5,795	4.61%
PERSONNEL EXPENSES	0	0	0	N/A
SUPPLIES & SERVICES	26,100	26,100	26,200	0.38%
CAPITAL EXPENDITURES	2,000	2,000	2,000	0.00%
TOTAL - DEPARTMENT 406	63,040	60,450	65,396	3.74%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	7,400	7,200	7,400	0.00%
Part Time Salaries	22,000	20,000	24,000	9.09%
Overtime Salaries	0	0	0	N/A
Subtotal	29,400	27,200	31,400	6.80%

FRINGE BENEFITS

Health Insurance	815	815	900	10.48%
Retirement	4,200	3,880	4,349	3.55%
Other Benefits	525	454	545	3.85%
Subtotal	5,540	5,150	5,795	4.60%

PERSONNEL EXPENSES

Memberships/Conferences/Training	0	0	0	N/A
----------------------------------	---	---	---	-----

SUPPLIES & SERVICES

Department Supplies	4,000	4,000	4,000	0.00%
Utilities/Telephone/Radio	4,100	4,100	4,200	2.44%
Contract Services	18,000	18,000	18,000	0.00%
Subtotal	26,100	26,100	26,200	0.38%

CAPITAL EXPENDITURES

Capital Outlay	2,000	2,000	2,000	0.00%
----------------	-------	-------	-------	-------

TOTAL - DEPARTMENT 406	63,040	60,450	65,395	3.74%
-------------------------------	---------------	---------------	---------------	--------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 415 - SCHOOLMATES PROGRAM FUND

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	467,000	452,730	467,000	0.00%
FRINGE BENEFITS	203,050	198,101	208,629	2.75%
PERSONNEL EXPENSES	0	0	0	N/A
SUPPLIES & SERVICES	96,400	96,000	79,000	-18.05%
CAPITAL EXPENDITURES	7,500	10,000	10,000	33.33%
TOTAL - DEPARTMENT 415	773,950	756,830	764,630	-1.20%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	291,000	281,730	291,000	0.00%
Part Time Salaries	170,000	165,000	170,000	0.00%
Overtime Salaries	6,000	6,000	6,000	0.00%
Subtotal	467,000	452,730	467,000	0.00%

FRINGE BENEFITS

Health Insurance	77,800	74,700	82,530	6.08%
Retirement	116,200	114,600	117,200	0.86%
Other Benefits	9,050	8,800	8,900	-1.66%
Subtotal	203,050	198,101	208,629	2.75%

PERSONNEL EXPENSES

Memberships/Conferences/Training	0	0	0	N/A
----------------------------------	---	---	---	-----

SUPPLIES & SERVICES

Department Supplies	45,000	45,000	50,000	11.11%
Utilities/Telephone/Radio	3,400	3,000	4,000	17.65%
Contract Services	48,000	48,000	25,000	-47.92%
Subtotal	96,400	96,000	79,000	-18.05%

CAPITAL EXPENDITURES

Capital Outlay	7,500	10,000	10,000	33.33%
----------------	-------	--------	--------	--------

TOTAL - DEPARTMENT 415	773,950	756,830	764,630	-1.20%
-------------------------------	----------------	----------------	----------------	---------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 417 - AQUATICS

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	328,440	317,680	353,500	7.63%
FRINGE BENEFITS	58,700	26,918	49,285	-16.04%
PERSONNEL EXPENSES	0	195	2,500	N/A
SUPPLIES & SERVICES	296,500	263,028	232,500	-21.59%
CAPITAL EXPENDITURES	23,000	27,500	44,000	91.30%
TOTAL - DEPARTMENT 417	706,640	635,321	681,785	-3.52%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	28,440	17,680	43,500	52.95%
Part Time Salaries	300,000	300,000	310,000	3.33%
Overtime Salaries	0	0	0	N/A
Subtotal	328,440	317,680	353,500	7.63%

FRINGE BENEFITS

Health Insurance	15,800	3,620	8,554	-45.86%
Retirement	37,100	21,100	35,300	-4.85%
Other Benefits	5,800	2,198	5,431	-6.36%
Subtotal	58,700	26,918	49,285	-16.04%

PERSONNEL EXPENSES

Memberships/Conferences/Training	0	195	2,500	N/A
----------------------------------	---	-----	-------	-----

SUPPLIES & SERVICES

Department Supplies	63,000	79,500	69,500	10.32%
Utilities/Telephone/Radio	78,000	60,000	65,000	-16.67%
Contract Services	145,500	109,700	95,500	-34.36%
Buildings/Grounds Maintenance	0	3,828	0	N/A
Other Expenses	10,000	10,000	0	-100.00%
Information Services	0	0	2,500	N/A
Subtotal	296,500	263,028	232,500	-21.59%

CAPITAL EXPENDITURES

Capital Outlay	23,000	27,500	44,000	91.30%
----------------	--------	--------	--------	--------

TOTAL - DEPARTMENT 417	706,640	635,321	681,785	-3.52%
-------------------------------	----------------	----------------	----------------	---------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 408 - POLICE

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	2,912,416	3,000,000	3,011,999	3.42%
FRINGE BENEFITS	1,714,501	1,806,100	1,892,270	10.37%
PERSONNEL EXPENSES	45,000	41,700	37,500	-16.67%
SUPPLIES & SERVICES	502,400	473,410	481,250	-4.21%
CAPITAL EXPENDITURES	0	0	0	N/A
TOTAL - DEPARTMENT 408	<u>5,174,317</u>	<u>5,321,210</u>	<u>5,423,019</u>	<u>4.81%</u>

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	2,700,000	2,700,000	2,832,000	4.89%
Part Time Salaries	60,000	60,000	60,000	0.00%
Overtime Salaries	152,416	240,000	120,000	-21.27%
Subtotal	<u>2,912,416</u>	<u>3,000,000</u>	<u>3,011,999</u>	<u>3.42%</u>

FRINGE BENEFITS

Health Insurance	569,600	564,200	608,900	6.90%
Retirement	1,045,500	1,141,900	1,183,120	13.16%
Other Benefits	99,400	100,000	100,250	0.86%
Subtotal	<u>1,714,501</u>	<u>1,806,100</u>	<u>1,892,270</u>	<u>10.37%</u>

PERSONNEL EXPENSES

Memberships/Conferences/Training	45,000	41,700	37,500	-16.67%
----------------------------------	--------	--------	--------	---------

SUPPLIES & SERVICES

Department Supplies	20,000	17,700	16,000	-20.00%
Utilities/Telephone/Radio	136,000	136,000	136,000	0.00%
Equipment/Maintenance/Gas/Oil	83,000	65,000	66,000	-20.48%
Contract Services	158,250	152,850	156,250	-1.26%
Buildings/Grounds Maintenance	0	0	0	N/A
Other Expenses	49,000	47,000	49,000	0.00%
Information Services	56,150	54,860	58,000	3.29%
Subtotal	<u>502,400</u>	<u>473,410</u>	<u>481,250</u>	<u>-4.21%</u>

CAPITAL EXPENDITURES

Capital Outlay	0	0	0	N/A
----------------	---	---	---	-----

TOTAL - DEPARTMENT 408	<u>5,174,316</u>	<u>5,321,210</u>	<u>5,423,019</u>	<u>4.81%</u>
-------------------------------	-------------------------	-------------------------	-------------------------	---------------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

FIRE SUMMARY

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	3,155,000	3,144,600	3,142,000	-0.41%
FRINGE BENEFITS	1,780,511	1,731,225	1,811,760	1.76%
PERSONNEL EXPENSES	50,000	50,000	50,000	0.00%
SUPPLIES & SERVICES	283,700	285,200	293,800	3.56%
CAPITAL EXPENDITURES	127,500	117,500	15,000	-88.24%
TOTAL - FIRE DEPARTMENT	5,396,711	5,328,524	5,312,560	-1.56%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	2,890,000	2,899,600	2,897,000	0.24%
Part Time Salaries	0	0	0	N/A
Overtime Salaries	265,000	245,000	245,000	-7.55%
Compensated Absences	0	0	0	N/A
Subtotal	3,155,000	3,144,600	3,142,000	-0.41%

FRINGE BENEFITS

Health Insurance	547,410	489,024	548,610	0.22%
Retirement	1,141,258	1,153,800	1,171,400	2.64%
Other Benefits	91,843	88,400	91,749	-0.10%
Subtotal	1,780,511	1,731,225	1,811,760	1.76%

PERSONNEL EXPENSES

Memberships/Conferences/Training	50,000	50,000	50,000	0.00%
----------------------------------	--------	--------	--------	-------

SUPPLIES & SERVICES

Department Supplies	116,000	116,000	121,000	4.31%
Utilities/Telephone/Radio	6,500	6,500	6,500	0.00%
Equipment/Maintenance/Gas/Oil	66,900	68,400	66,000	-1.35%
Contract Services	41,250	41,250	41,250	0.00%
Buildings/Grounds Maintenance	15,000	15,000	15,000	0.00%
Other Expenses	20,050	20,050	20,050	0.00%
Information Services	18,000	18,000	24,000	33.33%
Subtotal	283,700	285,200	293,800	3.56%

CAPITAL EXPENDITURES

Capital Outlay	127,500	117,500	15,000	-88.24%
----------------	---------	---------	--------	---------

TOTAL - FIRE DEPARTMENT	5,396,711	5,328,524	5,312,560	-1.56%
--------------------------------	------------------	------------------	------------------	---------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 411 - FIRE

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	2,910,000	2,849,600	2,890,000	-0.69%
FRINGE BENEFITS	1,655,438	1,584,000	1,681,501	1.57%
PERSONNEL EXPENSES	35,000	35,000	35,000	0.00%
SUPPLIES & SERVICES	202,700	204,200	215,700	6.41%
CAPITAL EXPENDITURES	120,000	110,000	0	-100.00%
TOTAL - DEPARTMENT 411	<u>4,923,138</u>	<u>4,782,800</u>	<u>4,822,201</u>	<u>-2.05%</u>

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	2,680,000	2,639,600	2,680,000	0.00%
Part Time Salaries	0	0	0	N/A
Overtime Salaries	230,000	210,000	210,000	-8.70%
Subtotal	<u>2,910,000</u>	<u>2,849,600</u>	<u>2,890,000</u>	<u>-0.69%</u>

FRINGE BENEFITS

Health Insurance	510,300	452,900	511,300	0.20%
Retirement	1,059,958	1,049,800	1,085,500	2.41%
Other Benefits	85,181	81,300	84,700	-0.56%
Subtotal	<u>1,655,438</u>	<u>1,584,000</u>	<u>1,681,501</u>	<u>1.57%</u>

PERSONNEL EXPENSES

Memberships/Conferences/Training	35,000	35,000	35,000	0.00%
----------------------------------	--------	--------	--------	-------

SUPPLIES & SERVICES

Department Supplies	84,000	84,000	88,000	4.76%
Utilities/Telephone/Radio	6,500	6,500	6,500	0.00%
Equipment/Maintenance/Gas/Oil	44,000	45,500	47,000	6.82%
Contract Services	20,000	20,000	20,000	0.00%
Buildings/Grounds Maintenance	15,000	15,000	15,000	0.00%
Other Expenses	15,200	15,200	15,200	0.00%
Information Services	18,000	18,000	24,000	33.33%
Subtotal	<u>202,700</u>	<u>204,200</u>	<u>215,700</u>	<u>6.41%</u>

CAPITAL EXPENDITURES

Capital Outlay	120,000	110,000	0	N/A
----------------	---------	---------	---	-----

TOTAL - DEPARTMENT 411	<u>4,923,139</u>	<u>4,782,800</u>	<u>4,822,201</u>	<u>-2.05%</u>
-------------------------------	-------------------------	-------------------------	-------------------------	----------------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

DEPARTMENT 412 - FIRE PARAMEDIC

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
SALARIES	245,000	295,000	252,000	2.86%
FRINGE BENEFITS	125,072	147,224	130,260	4.15%
PERSONNEL EXPENSES	15,000	15,000	15,000	0.00%
SUPPLIES & SERVICES	81,000	81,000	78,100	-3.58%
CAPITAL EXPENDITURES	7,500	7,500	15,000	100.00%
TOTAL - DEPARTMENT 412	473,572	545,724	490,360	3.54%

EXPENDITURE DETAIL:

SALARIES

Regular Salaries	210,000	260,000	217,000	3.33%
Part Time Salaries	0	0	0	N/A
Overtime Salaries	35,000	35,000	35,000	0.00%
Subtotal	245,000	295,000	252,000	2.86%

FRINGE BENEFITS

Health Insurance	37,110	36,124	37,310	0.54%
Retirement	81,300	104,000	85,900	5.66%
Other Benefits	6,662	7,100	7,050	5.82%
Subtotal	125,072	147,224	130,260	4.15%

PERSONNEL EXPENSES

Memberships/Conferences/Training	15,000	15,000	15,000	0.00%
----------------------------------	--------	--------	--------	-------

SUPPLIES & SERVICES

Department Supplies	32,000	32,000	33,000	3.13%
Equipment/Maintenance/Gas/Oil	22,900	22,900	19,000	-17.03%
Contract Services	21,250	21,250	21,250	0.00%
Other Expenses	4,850	4,850	4,850	0.00%
Subtotal	81,000	81,000	78,100	-3.58%

CAPITAL EXPENDITURES

Capital Outlay	7,500	7,500	15,000	100.00%
----------------	-------	-------	--------	---------

TOTAL - DEPARTMENT 412	473,572	545,724	490,360	3.54%
-------------------------------	----------------	----------------	----------------	--------------

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

NON-DEPARTMENTAL

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
GENERAL FUND	366,148	367,471	366,148	0.00%
WORKERS' COMPENSATION FUND	365,000	551,000	510,000	39.73%
LIABILITY INSURANCE FUND	490,000	470,000	440,000	-10.20%
TOTAL	<u><u>1,221,148</u></u>	<u><u>1,388,471</u></u>	<u><u>1,316,148</u></u>	<u><u>7.78%</u></u>
EXPENDITURE DETAIL:				
GENERAL FUND				
Library	350,471	350,471	350,471	0.00%
Unemployment	15,677	17,000	15,677	0.00%
Subtotal	<u>366,148</u>	<u>367,471</u>	<u>366,148</u>	<u>0.00%</u>
WORKERS' COMPENSATION FUND				
W/C Injury	0	0	0	N/A
Workers Comp Admin Fee	25,000	100,000	100,000	300.00%
Workers Comp Ins Premium	270,000	251,000	210,000	-22.22%
Workers Comp Injury/Salary Pay	70,000	200,000	200,000	185.71%
Subtotal	<u>365,000</u>	<u>551,000</u>	<u>510,000</u>	<u>39.73%</u>
LIABILITY INSURANCE FUND				
Premium and Liability	490,000	470,000	440,000	-10.20%
Subtotal	<u>490,000</u>	<u>470,000</u>	<u>440,000</u>	<u>-10.20%</u>
TOTAL	<u><u>1,221,148</u></u>	<u><u>1,388,471</u></u>	<u><u>1,316,148</u></u>	<u><u>7.78%</u></u>

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

CAPITAL IMPROVEMENT PROJECTS

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
EQUIPMENT REPLACEMENT FUND	668,687	623,000	684,000	2.29%
GAS TAX FUND	0	0	0	0.00%
SEWER FUND	1,774,735	1,566,735	1,563,800	-11.89%
CAPITAL IMPROVEMENT FUND	3,046,731	655,474	0	-100.00%
TDA GRANT FUND	0	0	22,600	0.00%
URBAN COUNTY CDBG FUND	0	0	89,000	0.00%
MEASURE B SALES TAX FUND	500,000	590,000	500,000	0.00%
MEASURE D FUND	27,500	30,000	74,300	170.18%
SIDEWALK REPAIR FUND	0	3,000	3,000	N/A
Facility Maintenance Fund	332,515	278,570	200,000	-39.85%
COPS	0	30,000	45,000	N/A
EECBG	58,000	58,000	0	-100.00%
TOTAL - ALL FUNDS	6,408,168	3,834,779	3,181,700	-50.35%
EXPENDITURE DETAIL:				
EQUIPMENT REPLACEMENT FUND	668,687	623,000	684,000	2.29%
SEWER FUND				
State Sewer Loan Payments	447,635	447,635	553,700	23.69%
Sewer Projects: EPA Compliance	961,100	315,100	284,100	-70.44%
General Sewer Projects	300,000	720,000	640,000	113.33%
County Clean Water Program	0	18,000	20,000	N/A
Sewer Equipment Maintenance	66,000	66,000	66,000	0.00%
Subtotal	1,774,735	1,566,735	1,563,800	-11.89%
CAPITAL IMPROVEMENT FUND				
Streets/Traffic/Public Safety	710,156	115,304	0	-100.00%
Buildings and Grounds	689,574	45,180	0	-100.00%
Parks, Landscaped Areas, Beautification	1,647,001	494,990	0	-100.00%
Subtotal	3,046,731	655,474	0	-100.00%
TDA GRANT FUND	0	0	22,600	0.00%
URBAN COUNTY CDBG FUND	0	0	89,000	0.00%
MEASURE B SALES TAX FUND				
Street Resurfacing	275,000	400,000	275,000	0.00%
Design Street Resurfacing Project	25,000	30,000	25,000	0.00%
Sidewalk/Curbs/Gutters	200,000	160,000	200,000	0.00%
Subtotal	500,000	590,000	500,000	0.00%
MEASURE D FUND	27,500	30,000	74,300	170.18%
SIDEWALK REPAIR FUND	0	3,000	3,000	N/A
Facility Maintenance Fund	332,515	278,570	200,000	-39.85%
COPS	0	30,000	45,000	N/A
EECBG	58,000	58,000	0	-100.00%
TOTAL - ALL FUNDS	6,408,168	3,834,779	3,181,700	-50.35%

**CITY OF PIEDMONT
Roster of Authorized
Full-Time Positions**

	<u>2012 - 13</u>
<u>ADMINISTRATION</u>	
City Administrator	1
City Clerk/MIS Director	1
Administrative Assistant	1
Administrative Services Technician II	1
Television Station Manager	1
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 5
<u>FINANCE & HUMAN RESOURCES</u>	
Finance/Human Resources Director	1
Accountant	1
Administrative Services Technician II	2
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 4
<u>POLICE PROTECTION</u>	
Police Chief	1
Captain	2
Sergeant	4
Police Officer	14
Dispatcher	5
Administrative Assistant	1
Animal Control Officer	2
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 29
<u>FIRE PROTECTION</u>	
Fire Chief	1
Captain	1
Captain/Paramedic	2
Lieutenant	1
Lieutenant/Paramedic	2
Firefighter	5
Firefighter/Paramedic	10
Fire Engineer	3
Fiscal Services Technician (40% Fire - 60% Recreation)	0.4
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 25.4
<u>PUBLIC WORKS</u>	
Public Works Director	1
City Planner	1
Administrative Assistant	2
Building Official	1
Parks & Project Manager	1
Public Works Maintenance Supervisor	1
Maintenance Worker I	1
Maintenance Worker II	4
Senior Maintenance Worker	2
Assistant Planner	1
Planning Technician I	2
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 17
<u>RECREATION</u>	
Recreation Director	1
Supervisor	3
Administrative Assistant	1
Pool Manager	1
Fiscal Services Technician (40% Fire - 60% Recreation)	0.6
Childcare Site Coordinator	3
Assistant Childcare Site Coordinator	4
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 13.6
TOTAL	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 94 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

CITY OF PIEDMONT
MONTHLY SALARIES
as of April 1, 2012

PUBLIC WORKS - LOCAL 1021

Contract expires: 12/31/2012 This salary effective as of: 1/1/09 - 12/31/12	# of EEs	First Step	Last Step	Top Step Annual Salary	Subject to O/T
Maintenance Worker II	1	0	4,426	53,112	•
Maintenance Worker II/ w/ CWEA & Class B License	3	0	4,696	56,352	•
Maintenance Worker II w/ Certified Arborist, CWEA & Class B	1	0	4,931	59,167	•
Sr. Maintenance Worker w/CWEA	1	4,214	5,116	61,392	•
Sr. Maintenance Worker w/ CWEA & Class B License	1	4,214	5,269	63,228	•
	7				

GENERAL - LOCAL 790

Contract expired 12/31/10 This salary effective as of: 1/1/10 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Dispatcher	0	4,745	5,765	69,180	•
Dispatcher with 2% Post Certificate	3	4,840	5,880	70,560	•
Dispatcher with 2% Post & Shift Diff.	2	4,986	6,056	72,672	•
Animal Control Officer	0	3,724	4,525	54,300	•
Animal Control Officer w/ 1% EDU	1	3,761	4,570	54,840	•
Animal Control Officer w/ 2% EDU	1	3,798	4,616	55,392	•
	7				

FIRE

Contract expired 12/31/10 This salary effective as of: 1/1/09 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Lieutenant	0		8,334	100,008	•
Lieutenant with 4% FOC	2		8,667	104,004	•
Lieutenant with FO & Paramedic	1		9,707	116,484	•
Firefighter	2	6,345	7,287	87,444	•
Firefighter with 4% FOC	1	6,599	7,578	90,936	•
Firefighter with 12% Paramedic	10	7,106	8,161	97,932	•
Firefighter with FO & Paramedic	2	7,391	8,487	101,844	•
Engineer	1	6,663	7,654	91,848	•
Engineer with 4% FOC	2	6,930	7,960	95,520	•
	21				

POLICE

Contract expired 12/31/2010 This salary effective as of: 1/1/09 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Sergeant	0		8,852	106,224	•
Sergeant with 7% Post	1		9,473	113,664	•
Sergeant with 7% POST & Supervisors cert.	1		9,661	115,932	•
Sergeant with 7% POST, Supv Cert + SD	2		10,048	120,564	•
Police Officer	1	6,172	7,448	89,376	•
Police Officer with 5% POST	1	6,481	7,820	93,840	•
Police Officer with 5% POST + SD	2	6,740	8,133	97,596	•
Police Officer with 7% POST	4	6,604	7,969	95,628	•
Police Officer with 7% POST + SD	2	6,868	8,288	99,456	•
Detective with 7% POST	2	6,935	8,367	100,404	•
Traffic Officer with 7% POST	2	6,935	8,367	100,404	•
	18				

CONFIDENTIAL

Contract expired 12/31/10 This salary effective as of: 1/1/10 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Accountant w/ 2% EDU	1	5,797	7,048	84,576	•
Administrative Assistant	3	4,371	5,315	63,780	•
Administrative Assistant w/ 1% EDU	1	4,415	5,368	64,416	•
Administrative Assistant w/ 2% EDU	1	4,459	5,421	65,052	•
Administrative Services Technician II	2	5,683	6,910	82,920	•
Deputy City Clerk (vacant)	1	5,797	7,048	84,576	•
Fiscal Services Technician w/ 2% EDU	1	4,867	5,912	70,944	•
Television Station Mgr. w/ 2% EDU	1	5,797	7,048	84,576	•
	11				

CHILDCARE

Contract expires 3/31/2010 (extended until 12/31/10) This salary effective as of: 4/1/09 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Childcare Site/Recreation Program Coord	3	3,536	4,740	56,880	•
Pool Manager/Recreation Program Coord	1	3,536	4,740	56,880	•
Assistant Site/Recreation Program Coord	4	3,056	4,091	49,092	•
	8				

PROFESSIONAL/TECHNICAL/ SUP.

Contract expired 12/31/10 This salary effective as of: 1/1/09 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Public Works Maint. Supervisor	0	5,742	6,980	83,760	
Public Works Maint. Supv + Arborist & Pest.	1	6,210	7,549	90,588	
Recreation Supervisor	3	4,923	5,986	71,832	
Assistant Planner	1	5,032	6,116	73,392	
Planning Technician I	1	3,706	4,505	54,060	
Planning Technician II	1	4,077	4,955	59,460	
	7				

MID-MANAGEMENT

Contract expired 12/31/10 This salary effective as of: 1/1/09 - 12/31/10	# of EE's	First Step	Last Step	Annual Salary	Subject to O/T
Fire Captain	0	7,929	9,633	115,596	•
Fire Captain w/ 4% FOC	1	8,246	10,018	120,216	•
Fire Captain w/ FOC & Paramedic	1	9,236	11,220	134,640	•
Fire Captain w/COC & Paramedic	1	9,413	11,436	137,236	•

Contract expired 12/31/10

This salary effective as of: 1/1/09 - 12/31/10

Police Captain (not filled)	1	9,850	11,971	143,652
Police Captain with 6% POST	1	10,441	12,689	152,268

Contract expired 6/30/09

This salary effective as of: 7/1/08 - 6/30/09

City Planner	1	8,233	10,002	120,024
Building Official (salary effective 7/1/10)	1		8,541	102,492
Parks & Projects Manager	1	8,076	9,812	117,744
	8			

MANAGEMENT

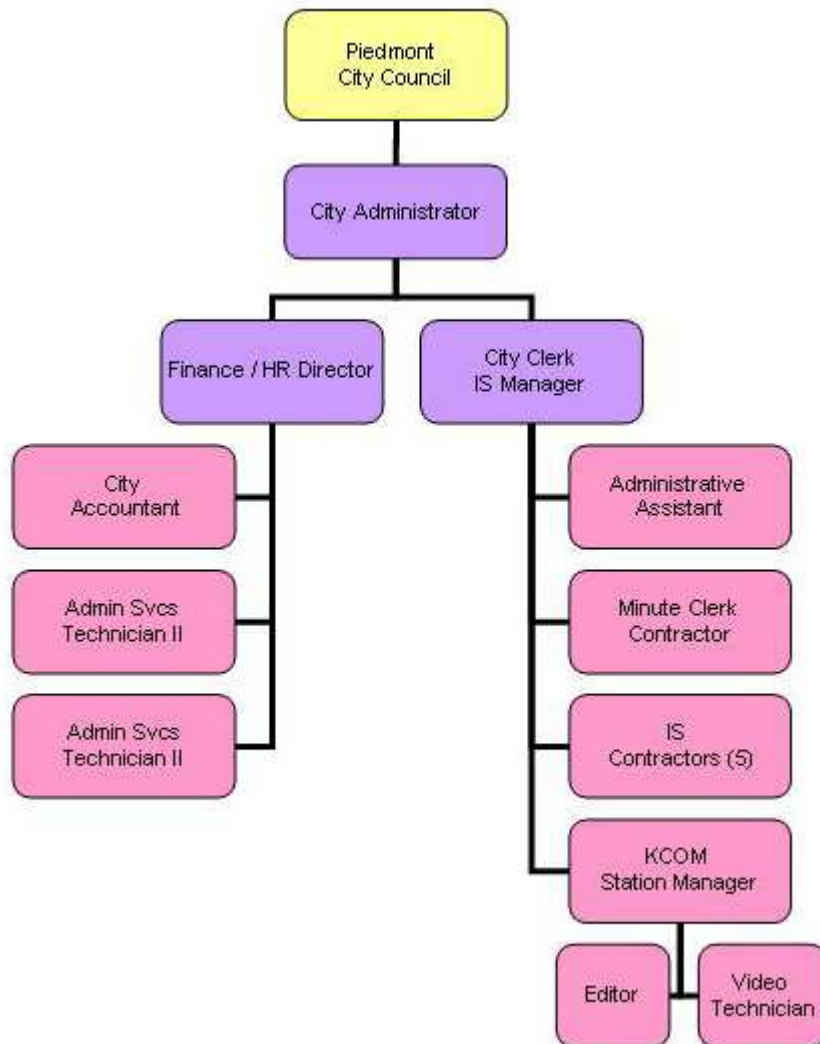
			Last Step	Top Step Annual Salary
Finance Director	Effective 7/1/2008	1	12,969	155,628
Fire Chief	Effective 4/11/2011	1	14,667	176,000
Police Chief	Effective 11/1/2010	1	14,391	172,692
Public Wrks Director	Effective 7/1/2011	1	12,187	146,245
Recreation Director	Effective 7/1/2008	1	11,280	135,360
City Clerk	Effective 10/1/2011	1	8,500	102,000
City Administrator	Effective 7/1/2008	1	15,732	188,787
		7		

Number of Employees & Open Positions **94**

**Administration Department
FY 12-13 Budget**

This Page Left Intentionally Blank

Functional Description & Work Objectives



City Administrator

The City of Piedmont operates under a council/manager form of government. Under the city charter, the City Administrator is responsible for supervising and coordinating all city departments to insure that public services are efficiently delivered. The City Administrator may also:

- Appoint, discipline and, when necessary, suspend or remove city employees
- Attend council meetings and have the right to take part in discussion, but not to vote
- Prepare and submit the annual budget to the City Council and supervise its administration after adoption
- Advise the City Council about the future needs of the city and make recommendations concerning its affairs

In addition, the City Administrator serves as a member of the Board of the Bay Cities' Joint Powers Insurance Authority and the California Associated Risk Management Agency of which Piedmont is a member.

Together with the City Attorney, the City Administrator coordinates the legal defense of the city with independent counsel from the city's insurance pools.

City Clerk/IS Manager

The City Clerk has the following areas of responsibility:

- Manages the City Clerk's office to provide all statutory duties of a city clerk, a citywide records management program and administrative support for the City Administrator and City Council
- Serves as the risk manager, and processing claims against the city
- Oversees the city's information systems including television, web site, Geographic Information System (GIS), e-mail and all shared data applications
- Collects business license taxes

The clerk is assisted in these duties by two (2) full-time employees and eight (8) part-time contractors.

Finance/HR Director

The Finance/HR Director has the following areas of responsibility:

- Management and analysis of all financial records of the City of Piedmont including investment funds
- Coordination of all personnel functions including payroll, benefit administration, recruitment and testing
- Oversight of the Workers' Compensation program
- Staff support to the Civil Service Commission, Police & Fire Pension Board and the Municipal Services Tax Review Committee

The Finance/HR Director is assisted by three (3) full-time employees.

City Attorney

The City Attorney is a contract position and is filled by Tom Curry of the Burke, Williams, and Sorensen Law Firm.



Management Goals & Objectives Reporting Form

Employee John Tulloch

Review Period FY 11-12

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Oversee the 2012 General Municipal Election	\$55,000	02/07/2012	Election Completed Successfully
	1a. Prepare timeline for ballot measures		07/30/2011	
	1b. Develop Candidate Materials		09/30/2011	
	1c. Coordinate FPPC filings		On-Going	
2	Oversee the changeover to CRW Business License Software	\$61,000	02/29/2012	Changeover to CRW Business license software is under
	2a. Develop appropriate reports for new software		08/30/2011	way. Conversion was delayed because of the needs
	2b. Migrate old records to new system		12/31/2011	of the software vendor. Estimated go live date is
	2c. Go live with new software		01/31/2012	May 16, 2012.
3	Increase use of TRIM records management software		06/30/2012	The use of TRIM records management software has
	3a. Develop work plan for increased use		12/31/2011	increased in FY 2011-2012. Staff is increasingly using
	3b. Create online training and roll out		04/30/2012	TRIM as the default for records searches, rather than
	3c.			contacting the Clerk's office by phone.
4				
	4a.			
	4b.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.



Management Goals & Objectives Reporting Form

Employee John Tulloch

Review Period FY 12-13

(Set at the beginning of the review period and updated 6 months thereafter)

	Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)	Budget	Target Date	Results
1	Oversee the November 2012 General Election	\$25,000	11/06/2012	
	1a. Prepare timeline for ballot measures		07/01/2012	
	1b. Coordinate FPPC filings		On-Going	
	1c.			
2	Implement software and hardware upgrades	\$44,000	06/30/2013	
	2a. Research, purchase, and install new network firewall		12/31/2012	
	2b. Purchase and implement iPads for City Council		09/30/2012	
	2c. Purchase and Implement new productivity software		06/30/2012	
3	Purchase new copier devices for Admin, Public Works and Rec		02/28/2013	
	3a. Coordinate joint needs of all three departments		08/31/2012	
	3b. Solicit bids from various vendors		09/30/2013	
	3c. Purchase & Coordinate installation of new devices		01/31/2013	
4				
	4a.			
	4b.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.



Management Goals & Objectives Reporting Form

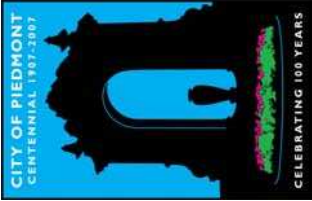
Employee _____

Review Period _____

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1				
	1a.			
	1b.			
	1c.			
2				
	2a.			
	2b.			
	2c.			
3				
	3a.			
	3b.			
	3c.			
4				
	4a.			
	4b.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.



Management Goals & Objectives Reporting Form

Employee Mark Bichsel
 Review Period FY 12-13

(Set at the beginning of the review period and updated 6 months thereafter)

	Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)	Budget	Target Date	Results
1	Budget Committee	0	June 30, 2013	
	1a. Implement recommendations from newly formed budget advisory committee.			
	1b.			
	1c.			
2	Provide legally required training for management/supervisory employees.	6,200	Oct. 5, 2012	
	2a. Contract for sexual harassment training, in order to comply with AB1825.			
	2b.			
	2c.			
3	Update Administrative policies.	0		
	3a. Update safety training matrix, in order to ensure compliance with existing laws.		Dec. 31, 2012	
	3b. Update the city's illness and Injury Prevention program.		Dec. 31, 2012	
	3c.			
4	Stale dated check policy for accounts payable items.	0	Dec. 31, 2012	
	4a. Present policy to the City Council for approval.			
	4b. Clear stale dated checks per policy.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.

Administration		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	400-010-001	800,000	802,000	802,000	0.25%
Part Time Salaries	400-010-002	35,000	10,000	30,000	-14.29%
Overtime Salaries	400-010-003	3,400	3,400	3,500	2.94%
Object Total	400-010	838,400	815,400	835,500	-0.35%
Health Insurance					
Medical Insurance	400-011-001	119,200	121,000	131,600	10.40%
Dental Insurance	400-011-002	13,400	13,550	14,300	6.71%
Vision Plan	400-011-003	2,900	2,900	3,000	3.46%
Object Total	400-011	135,500	137,450	148,900	9.89%
Retirement					
PERS	400-012-001	228,500	228,500	231,700	1.40%
FICA	400-012-002	44,400	40,200	44,360	-0.09%
Object Total	400-012	272,900	268,700	276,060	1.16%
Other Benefits					
Life Insurance	400-013-001	3,100	2,950	3,000	-3.22%
Disability Insurance	400-013-002	2,400	2,100	2,300	-4.18%
Medicare Insurance	400-013-005	12,300	11,900	12,200	-0.82%
Object Total	400-013	17,800	16,950	17,500	-1.68%
Membership/conf/training					
Membership/conf/training	400-031-001	21,450	19,950	23,000	7.23%
Auto Allowance	400-031-002	12,600	12,600	12,600	0.00%
Reimbursements	400-031-003	2,000	2,000	2,000	0.00%
M.L. King Celebration	400-031-004	1,000	1,000	1,000	0.00%
Object Total	400-031	37,050	35,550	38,600	4.18%
Department Supplies					
Office Supplies	400-051-001	30,000	30,000	30,000	0.00%
Postage	400-051-002	30,000	30,000	30,000	0.00%
Object Total	400-051	60,000	60,000	60,000	0.00%
Equipment Maintenance					
Hardware Maint. Contracts	400-053-001	13,300	13,300	13,300	0.00%
Object Total	400-053	13,300	13,300	13,300	0.00%
Contract Services					
Legal Services	400-054-001	225,000	200,000	225,000	0.00%
Audit Fees	400-054-002	38,500	38,500	38,500	0.00%
Legal Fees - Undergrounding	400-054-003	100,000	25,000	100,000	0.00%
Minute Clerk	400-054-007	25,000	25,000	25,000	0.00%
Congestion Management	400-054-013	5,100	5,100	5,100	0.00%
Flex 125 Admin Fee	400-054-015	1,950	1,950	1,950	0.00%
CALPERS Med Admin Fee	400-054-016	7,000	6,500	7,000	0.00%
Interdistrict PUSD Expense	400-054-019	90,000	91,056	92,000	2.22%
Records Storage	400-054-022	4,000	4,000	4,000	0.00%
Alameda County Local Agency commissio	400-054-027	1,200	1,100	1,200	0.00%
Object Total	400-054	497,750	398,206	499,750	0.40%

Administration		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Other Expenses					
Civil Service	400-056-001	145,000	120,000	145,000	0.00%
Election Expense	400-056-003	55,000	55,000	25,000	-54.55%
Other Expenses	400-056-006	6,750	7,000	3,000	-55.56%
Bank Charges	400-056-008	4,100	6,500	7,000	70.73%
ACAP of Alameda County	400-056-010	46,154	46,154	0	-100.00%
Object Total	400-056	257,004	234,654	180,000	-29.96%
Information Services					
Hardware	400-060-001	1,500	1,500	2,000	33.33%
Software	400-060-002	22,800	22,400	68,150	198.90%
Labor	400-060-003	40,800	39,150	42,800	4.90%
Object Total	400-060	65,100	63,050	112,950	73.50%
Capital Outlay					
Network Security Upgrade	400-081-038	61,000	61,000	7,500	-87.70%
Paperless Agenda	400-081-039	0	0	6,500	N/A
Capital Outlay	400-081	61,000	61,000	14,000	-77.05%
Total Administration		2,255,804	2,104,262	2,196,560	-2.63%

Budget Narrative FY 12-13

Membership and Meetings

400-031

FY 11-12	Budgeted Amount	\$ 37,050
FY 11-12	12 Mo. Estimate	35,550
FY 12-13	Proposed	38,600

Councilmember expenses for attendance at state or local meetings; events sponsored by the city council such as the annual Volunteer Reception, the Alameda County Mayor's Conference dinner, and Employee Appreciation Day; and all staff membership and meeting expenses for professional development are paid from this account. Reimbursements for auto expense (a contractual expense), and reimbursements for tuition (also a contractual expense) are paid from this account.

Membership & Meetings

<u>Membership Costs</u>	<u>Budget FY 11-12</u>	<u>Estimated FY 11-12</u>	<u>Proposed FY 12-13</u>
League of California Cities	\$6,000	\$6,500	\$7,000
ABAG	\$2,750	\$2,750	\$2,750
Alameda Co. Mayors Conference	\$3,200	\$3,200	\$3,500
Govt. Finance Officers Assn.	\$0	\$0	\$0
International Institute of Muni Clerks	\$0	\$0	\$0
California Society of Finance Directors	\$0	\$0	\$0
Northern Calif. City Clerks Assn.	\$0	\$0	\$0
Sub-Total	\$11,950	\$12,450	\$13,250
<u>Ceremonial Events</u>			
Volunteer Reception	\$2,000	\$2,000	\$2,000
Employee Appreciation Day	\$1,000	\$1,000	\$1,000
Mayor's Conference Dinner	\$1,000	\$1,500	\$1,750
Sub-Total	\$4,000	\$4,500	\$4,750
<u>Meetings & Conferences</u>			
League of California Cities Annual	\$0	\$0	\$0
City Manager's Annual	\$1,000	\$0	\$1,000
City Clerk's Annual & Bi-monthly	\$0	\$0	\$0
Finance Director's Annual & Monthly	\$0	\$0	\$0
City Council Special Events	\$2,000	\$2,000	\$2,000
National Conference of Mayors	\$1,500	\$0	\$0
Sub-Total	\$4,500	\$2,000	\$3,000
<u>Miscellaneous</u>	\$1,000	\$1,000	\$2,000
Sub-Object Total	\$21,450	\$19,950	\$23,000

Auto Expense 400-031-002

FY 11-12	Budgeted Amount	\$12,600
FY 11-12	12 Mo. Estimate	12,600
FY 12-13	Proposed	12,600

Contractual auto reimbursement for the City Administrator, City Clerk and Finance Director are budgeted from this account. No change is expected in FY 12-13.

Reimbursements 400-031-003

FY 11-12	Budgeted Amount	\$2,000
FY 11-12	12 Mo. Estimate	2,000
FY 12-13	Proposed	2,000

Contractual reimbursements for employee tuition, the City Administrator's expense account and department head reimbursements are handled under this account.

Martin Luther King Day Celebration 400-031-004

FY 11-12	Budgeted Amount	\$ 1,000
FY 11-12	12 Mo. Estimate	1,000
FY 12-13	Proposed	1,000

During the FY 09-10 budget process, the appropriation for this event was reduced to \$1,000. The event held in January was a rousing success, and as such, the proposed appropriation for FY 12-13 is \$1,000.

Departmental Supplies 400-051

FY 11-12	Budgeted Amount	\$60,000
FY 11-12	12 Mo. Estimate	60,000
FY 12-13	Proposed	60,000

All office supplies, copier paper and consumables, personal computer supplies, and miscellaneous printing costs are included. The city's one postage meter is also expensed from this account and the postage figure is for all departments.

Office Supplies 400-051-001

FY 11-12	Budgeted Amount	\$30,000
FY 11-12	12 Mo. Estimate	30,000
FY 12-13	Proposed	30,000

All consumable office supplies, including copier paper, are paid from this account.

Postage 400-051-002

FY 11-12	Budgeted Amount	\$30,000
FY 11-12	12 Mo. Estimate	30,000
FY 12-13	Proposed	30,000

All of the city's expenses for postage are paid from this account.

Equipment Maintenance 400-053

FY 11-12	Budgeted Amount	\$13,300
FY 11-12	Mo. Estimate	13,300
FY 12-13	Proposed	13,300

The copiers in Administration and Public Works each have produced over 1 million copies and have reached the end of their usable life. In addition, the manufacturer cannot guarantee the availability of parts to repair these machines. The maintenance contract for the City's only postage meter is also paid out of this account.

Contract Services 400-054

FY 11-12	Budgeted Amount	\$497,750
FY 11-12	12 Mo. Estimate	398,206
FY 12-13	Proposed	499,750

All council authorized contracts with other jurisdictions such as the Congestion Management Agency are expensed from this account, as are legal, negotiating, audit and other service agreements.

Legal Services 400-054-001

FY 11-12	Budgeted Amount	\$225,000
FY 11-12	12 Mo. Estimate	200,000
FY 12-13	Proposed	225,000

The City's legal services are provided by Thomas Curry of the law firm of Burke, Williams, and Sorensen. All of the City's general legal services are paid from this account. Some of the expenses incurred in this account are a direct result of planning applications and will be reimbursed through fees charged to the applicant. Occasional expenses for Judith Robbins, the Deputy City Attorney are also paid from this account.

Audit Fees 400-054-002

FY 11-12	Budgeted Amount	\$38,500
FY 11-12	12 Mo. Estimate	38,500
FY 12-13	Proposed	38,500

Each year, the city's finances are audited by an outside consultant. Our 2007 contract with our current auditor sets the current annual cost.

Legal – Undergrounding 400-054-003

FY 11-12	Budgeted Amount	\$ 100,000
FY 11-12	12 Mo. Estimate	25,000
FY 12-13	Proposed	100,000

At council direction, a new account has been established to pay for legal advice to the city directly related to private undergrounding projects. Costs related to the City's suits against the engineers for the Piedmont Hills Underground Assessment district to recap cost overruns are paid from this account.

Negotiator 400-054-004

FY 11-12	Budgeted Amount	\$ 0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

The City Administrator has been negotiating with each of the employee bargaining units to reach agreement on contracts running from 1/1/2011 to 12/31/2012. In an effort to be fiscally prudent, the City Administrator will continue to handle all negotiations during this fiscal year.

Economic Development Advisory Board 400-054-005

FY 11-12	Budgeted Amount	\$ 0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

While the Economic Development Advisory Board continues to provide excellent services to Piedmont and all other East Bay cities, it is proposed that the city make no appropriation for FY 11-12 in an effort to be fiscally prudent.

Minute Clerk 400-054-007

FY 11-12	Budgeted Amount	\$25,000
FY 11-12	12 Mo. Estimate	25,000
FY 12-13	Proposed	25,000

Chris Harbert has been under contract with the City of Piedmont since August 1979. She continues to provide excellent service to Piedmont.

Alameda County Transportation Commission 400-054-013

FY 11-12	Budgeted Amount	\$5,100
FY 11-12	12 Mo. Estimate	5,100

Oakland Airport Noise Advisory Forum 400-054-025

FY 11-12	Budgeted Amount	\$ 0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

While the Oakland Airport Noise Advisory Forum continues to provide excellent services to Piedmont, it is proposed that the city make no appropriation for FY 12-13 in an effort to be fiscally prudent.

211 Referral 400-054-026

FY 11-12	Budgeted Amount	\$ 0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

While the 211 Service provided by Eden I&R continues to provide excellent services to Piedmonters, it is proposed that the city make no for FY 12-13 in an effort to be fiscally prudent.

Alameda County Local Agency Formation Commission 400-054-027

FY 11-12	Budgeted Amount	\$ 1,200
FY 11-12	12 Mo. Estimate	1,100
FY 12-13	Proposed	1,200

Alameda County LAFCO is an agency whose broad goals are to ensure the orderly formation of local government agencies, to preserve agricultural and open space lands, and to discourage urban sprawl.

Other Expenses **400-056**

FY 11-12	Budgeted Amount	\$257,004
FY 11-12	12 Mo. Estimate	234,654
FY 12-13	Proposed	180,000

Expenses which do not clearly fall in other categories and are not capital expenditures are listed in this object including items such as civil service costs, election expense, and bank charges.

Civil Service 400-056-001

FY 11-12	Budgeted Amount	\$145,000
FY 11-12	12 Mo. Estimate	120,000
FY 12-13	Proposed	145,000

Recruitment, testing, training, medical evaluation of new employees and the cost of disciplinary actions as well as personnel related legal costs are handled through this account.

Election Expense 400-056-003

FY 11-12	Budgeted Amount	\$ 55,000
FY 11-12	12 Mo. Estimate	55,000
FY 12-13	Proposed	25,000

The City successfully completed its General Municipal Election on February 7, 2012. It is anticipated that the City Council will place the a measure for the Municipal Services Tax on the November 2012 ballot, so an amount is proposed in this category.

Other Expenses 400-056-006

FY 11-12	Budgeted Amount	\$ 6,750
FY 11-12	12 Mo. Estimate	7,000
FY 12-13	Proposed	3,000

Unusual and unexpected expenses not covered in any department budget, such as honorary plaques, newspaper subscriptions, city pins, nameplates, etc. are paid from this account. For example, the City's contribution to the Every 15 Minutes program at Piedmont and Millennium High Schools came from this account.

Bank Charges 400-056-008

FY 11-12	Budgeted Amount	\$4,100
FY 11-12	12 Mo. Estimate	6,500
FY 12-13	Proposed	7,000

The City uses the local Wells Fargo Bank for its accounts and pays a modest amount for bank charges each year.

Associated Community Action Program of Alameda County (ACAP) 400-056-010

FY 11-12	Budget Amount	\$46,154
FY 11-12	12 Mo. Estimate	46,154
FY 12-13	Proposed	0

The expenses in this account come from the City's obligations in closing out the Associated Community Action Program Joint Powers Authority which the City is a party to along with 12 other cities and Alameda County.

Information Services**400-060**

FY 11-12	Budgeted Amount	\$ 65,100
FY 11-12	12 Mo. Estimate	63,050
FY 12-13	Proposed	112,950

Hardware	Budget	Estimated	Proposed
101-400-060-001	FY 11-12	FY 11-12	FY 12-13
Hardware	\$1,500	\$1,500	\$2,000
Total	\$1,500	\$1,500	\$2,000
Software			
101-400-060-002			
Government Financial System	\$3,200	\$3,100	\$3,500
HRIS (Human Resources)	\$1,500	\$1,450	\$1,700
Paymate	\$3,000	\$2,900	\$3,200
Fixed Assets	\$1,400	\$1,300	\$1,500
New Vision Software Support	\$1,300	\$1,250	\$1,350
TRIM (Records Management)	\$5,700	\$6,000	\$6,600
CD-Data (Alameda Co. APN data)	\$1,500	\$1,200	\$1,500
Internet access for Finance	\$550	\$550	\$550
Treeworks (Street Tree Management)	\$650	\$650	\$650
Backup / Disaster Recovery	\$0	\$0	\$1,000
Kerio (Mailserver Maintenance)	\$2,000	\$2,000	\$2,300
Symantec (Anti-Virus Maintenance)	\$2,000	\$2,000	\$2,000
CRW License Fees	\$0	\$0	\$12,300
Microsoft Office Upgrade	\$0	\$0	\$30,000
Sub-Total	\$22,800	\$22,400	\$68,150
Labor Costs			
101-400-053-003			
Admin Maintenance	\$3,000	\$2,500	\$3,000
Network Maintenance	\$30,000	\$30,000	\$32,000
Web Site Maintenance	\$3,750	\$2,600	\$3,750
Web Server (ABAG)	\$800	\$800	\$800
ACS Software Training	\$3,250	\$3,250	\$3,250
Sub-Total	\$40,800	\$39,150	\$42,800
Object Total	\$65,100	\$63,050	\$112,950

The Administration budget shows two separate types of computer related expenses: costs for departmental software and maintenance as well as costs for the network. The city's shared infrastructure includes e-mail, internet, GIS, records management and data storage.

In FY 11-12, the City purchased and is in the process of implementing an upgrade to the permitting and project tracking software used by the Public Works department as well as new business license software from CRW Systems, a long time vendor to the City. The upgrade to the existing permit and project tracking software is complete and the development and installation of the business license software is well under way and will be completed by the end of the fiscal year.

As the CRW Software is now used across multiple departments, the annual maintenance fees for the entire program have been shifted to the citywide IS budget. The \$12,300 budgeted is the total annual maintenance for software as a whole, including building permits, project tracking (planning), code enforcement, and business licenses.

The largest proposal in this year's IS budget is an upgrade of the Microsoft Office software used by the City. Currently, we use Microsoft Office 2003, which is still usable, but is not the industry standard any more. Most companies and individuals use Microsoft Office 2010, which has new file formats and added features. An allocation of \$30,000 is proposed to upgrade this software.

The City continues to updates its GIS to ensure compliance with the EPA Stipulated Order regarding sewer maintenance and management. The IS Team continues to work with various departments to keep the GIS updated with current information.

Capital Outlay

400-081

FY 11-12	Budgeted Amount	\$ 61,000
FY 11-12	12 Mo. Estimate	61,000
FY 12-13	Proposed	14,000

This year, we propose the purchase of new firewall devices for the City's computer networks. Our current devices are nearing the end of their useful lives and will soon cease to be supported by their manufacturer. We are proposing a budget allotment of \$7,500 which will provide us with a sufficient amount to get the appropriate device or devices to protect the City's networks.

At Council direction, we are requesting \$6,500 to implement a paperless agenda system for distribution of agenda material to the City Council using Apple iPad devices. This request includes the devices themselves, an extended warranty, annotation software, distribution software, and an allowance for cases. An approximately 4.5% contingency is added to the estimates below to reach the total requested amount:

Item	Price	Tax	Total	Number	Total
iPad 3	\$ 629.00	\$ 55.04	\$ 684.04	6	\$ 4,104.23
Apple Care	\$ 99.00	\$ -	\$ 99.00	6	\$ 594.00
Annotation Software	\$ 10.00	\$ -	\$ 10.00	6	\$ 60.00
Distribution Software	\$ 1,000.00	\$ -	\$ 1,000.00	1	\$ 1,000.00
Cases	\$ 75.00	\$ -	\$ 75.00	6	\$ 450.00

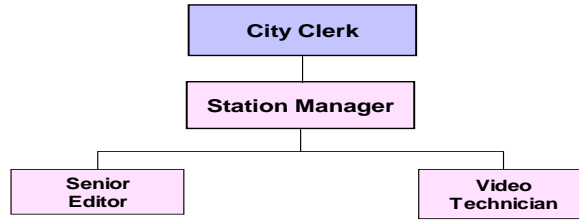
Total	\$ 6,208.23
--------------	--------------------

KCOM BUDGET
FY 2012 - 2013

This Page Left Intentionally Blank

**City of Piedmont
KCOM-TV**

Functional Description & Work Objectives



KCOM-TV, Comcast Channel 27, is an educational/government access television station operated by the City of Piedmont. The purpose of the station is to educate and inform the residents of Piedmont about their local government and its services and to enhance community life by providing programs which focus on local social, cultural and historic events. KCOM regularly telecasts live meetings of the City Council, School Board, Park Commission, Planning Commission, and Recreation Commission. The station is managed by Kenya Davis and employs two independent contractors and additional part-time video or audio contractors as required.

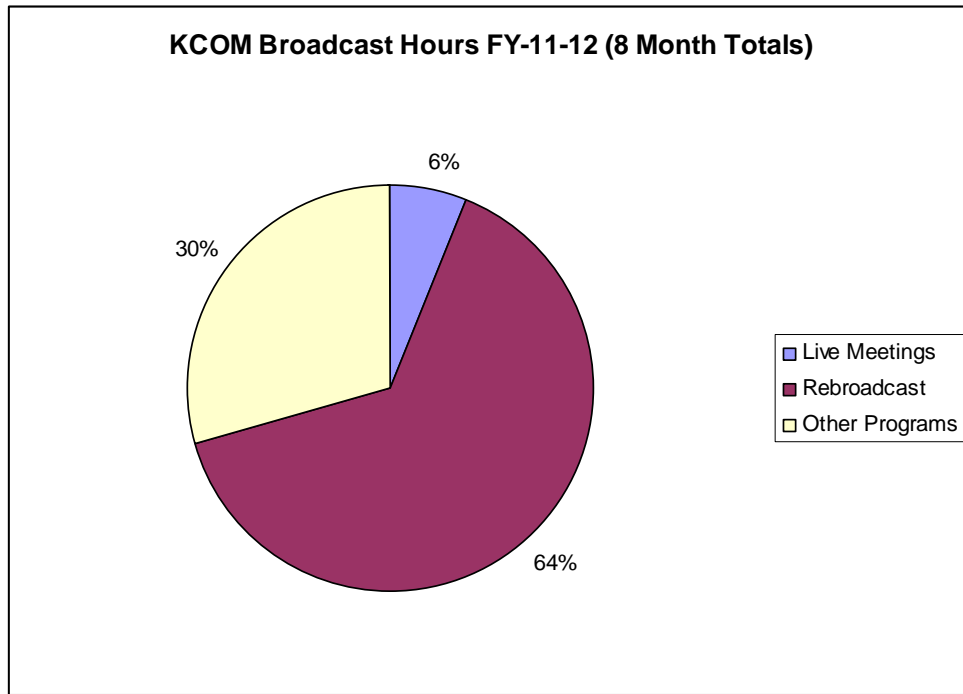
The station was created under a franchise agreement for cable TV in 1988. Under the city’s current franchise agreement with Comcast which expires on July 1, 2012, Piedmont receives approximately \$128,000 in franchise fee revenue per year. This is a General Fund contribution and does not directly offset KCOM operations. The rate increases proportionately to customer fee increases. After July 1, 2012, the City will operate under a state franchise, in accordance with the Digital Infrastructure and Video Competition Act of 2006, passed by the California Legislature, which removes franchise authority from local governments and places it with the state. This act, however, ensures that the franchise fee is still remitted to the City.

In 2008, KCOM began streaming its broadcasts of public meetings on the City’s Web site. Viewership has gone up and down depending on whether or not there are topics of community interest being discussed by the City Council, Planning Commission or School Board. The chart below shows viewership over the entire period of streaming video.

	2008-2009	2009-2010	2010-2011	2011-2012 (9 Month Totals)
Board of Education	835	572	726	535
City Council	772	1581	769	577
Planning Commission	405	674	540	261
Other	185	457	677	288
Total Viewers	2197	3284	2712	1661

The KCOM broadcast day is from 12 hours to 18 hours. Under the Council’s current policy, the majority of KCOM’s broadcast day or telecast schedule is spent on live or rebroadcast public government meetings. The FY 09-10 budget reduction limited station produced programs to short (5-15 minute) community and educational Public Service Announcements (PSA’s).

For the first 8 months of FY 11-12, the following chart breaks down KCOM's broadcast time by subject matter.



In addition to public meetings and self produced programs and public service announcements, KCOM broadcasts programs produced by local groups and agencies. This year viewers have enjoyed programs produced by the Piedmont Boy Scouts, and the East Bay Regional Park District.

CATV (KCOM-TV)					
Description	Account #	Budget 11/12	Estimated 11/12	Proposed 12/13	Budget % Change
Salaries					
Regular Salaries	401-010-001	84,580	42,300	84,580	0.00%
Overtime	401-010-003	1,000	0	1,000	0.00%
Object Total	401-010	85,580	42,300	85,580	0.00%
Health Insurance					
Medical Insurance	401-011-001	7,200	5,200	7,600	5.55%
Dental Insurance	401-011-002	740	560	780	5.46%
Vision Plan	401-011-003	200	150	200	0.10%
Object Total	401-011	8,140	5,911	8,580	5.41%
Retirement					
PERS	401-012-001	25,500	12,700	25,700	0.78%
FICA	401-012-002	5,310	2,600	5,310	-0.01%
Object Total	401-012	30,810	15,300	31,010	0.65%
Other Benefits					
Life Insurance	401-013-001	400	330	350	-12.58%
Disability Insurance	401-013-002	260	260	260	-0.11%
Medicare Insurance	401-013-005	1,250	610	1,250	-0.01%
Object Total	401-013	1,910	1,200	1,860	-2.61%
Membership/conf/training	401-031-001	0	0	0	N/A
Training	401-031-002	0	0	0	N/A
Object Total	401-031	0	0	0	N/A
Office Supplies	401-051-001	2,500	2,500	2,500	0.00%
Equipment Maintenance	401-053-001	1,500	1,500	2,000	33.33%
Contract Services	401-054-001	30,400	34,400	34,400	13.16%
Information Services					
Software	401-060-002	22,000	22,000	23,500	6.82%
Object Total	401-060	22,000	22,000	23,500	6.82%
Capital Outlay	401-081	2,500	2,500	0	N/A
Total KCOM		185,340	127,611	189,432	2.21%

This Page Left Intentionally Blank

Membership and Meetings

401-031

FY 11-12	Budgeted Amount	\$ 0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

There are no proposed expenditures for training or attendance at professional meetings. KCOM receives free industry magazines and newsletters to stay informed about technology changes.

Membership & Meetings	401-031-001
-----------------------	-------------

FY 11-12	Budgeted Amount	\$0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

Training	401-031-002
----------	-------------

FY 11-12	Budgeted Amount	\$0
FY 11-12	12 Mo. Estimate	0
FY 12-13	Proposed	0

Departmental Supplies

401-051

FY 11-12	Budgeted Amount	\$ 2,500
FY 11-12	12 Mo. Estimate	2,500
FY 12-13	Proposed	2,500

In FY 09-10, the supply budget was reduced due to the low cost operation of digital equipment. For FY 12-13, there are minimal proposed departmental supply expenses. All office and video supplies are funded from this account. In the past, a portion equal to the supply budget was recouped each year through a year-end appropriation equal to the total sales dollars attributable to DVDs. During this fiscal year there have been over 1661 online web views of City meetings. We still make DVD copies of every meeting for the press and DVD's are loaned out to residents for two weeks.

Equipment Maintenance

401-053

FY 11-12	Budgeted Amount	\$ 1,500
FY 11-12	12 Mo. Estimate	1,500
FY 12-13	Proposed	2,000

KCOM's digital equipment needs periodic maintenance and repair. This modest amount generally covers repairs to computer and specialized video equipment.

Contract Services

401-054

FY 11-12	Budgeted Amount	\$ 30,400
FY 11-12	12 Mo. Estimate	34,400
FY 12-13	Proposed	34,400

Due to personnel issues, the Contract Services total will be more than appropriated for this fiscal year. Additional contract staff has been brought on to continue KCOM's level of service in the absence of full time staff. We anticipate that the situation will return to normal in FY 12-13, but have requested a small increase in the contract services budget to maintain current services. No contractor rate increases are proposed for FY 11-12.

It is hard to estimate a meeting's total running time. Pre-production and post-production combined with the actual meeting time ranges from 2-10 hours. Although the agenda can give some clue as to the length of a meeting, it is not necessarily accurate.

In FY 09-10, there was almost a 50% reduction in contract services. This significant reduction eliminated the station's ability to produce feature length programs.

Information Services

401-060

FY 11-12	Budgeted Amount	\$ 22,000
FY 11-12	12 Mo. Estimate	22,000
FY 12-13	Proposed	23,500

For FY 12-13, \$18,786 is the quoted one-year maintenance fee for Granicus (streaming video equipment) and \$3,500 is the budgeted one-year maintenance fee from Playbox (broadcast servers and playback systems).

KCOM is the only department in the city which uses Apple computers. Specialized video software is required for editing, graphic design, and other station tasks. For FY 12-13, a minimal amount of \$1,200 has been proposed for software upgrades.

Capital Outlay

401-081

FY 11-12	Budgeted Amount	\$ 2,500
FY 11-12	12 Mo. Estimate	2,500
FY 12-13	Proposed	0

In FY 11-12, KCOM replaced an old video camera used in remote video shoots. No capital outlay is requested for FY 12-13

Public Works Department

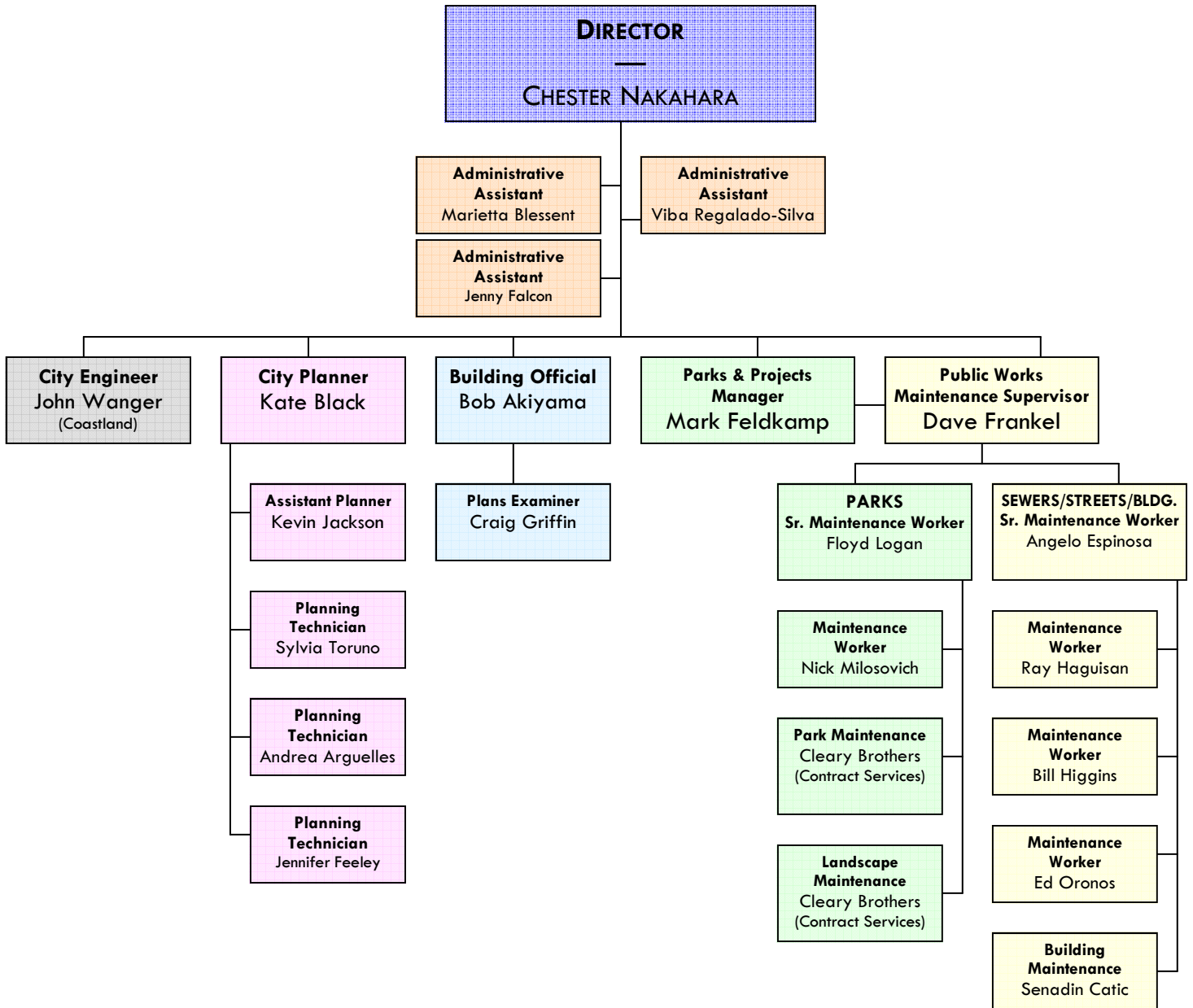


Budget
Fiscal Year 2012-2013

This Page Left Intentionally Blank

City of Piedmont

Department of Public Works



This Page Left Intentionally Blank



Management
Goals & Objectives Reporting Form

Employee Chester Nakahara

Review Period FY 2011-2012 RESULTS

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Implement & Coordinate the EBMUD PSL Ordinance		Fall 2011	Completed in August 2011
	1a. Complete public outreach with EBMUD			
	1b. Educate all user groups affected by PSL Ordinance			
	1c. Coordinate sewer lateral inspections with EBMUD			
2	Complete loan application to CSWRCB		Spring 2012	On hold indefinitely due to defeat of Sewer Tax Surcharge, Measure A - February 7, 2012
	2a. Secure funding for Phase 5 Sewer Rehab Project			
	2b.			
	2c.			
3	Coordinate with the Municipal Tax Committee		Fall 2011	Completed in August 2011
	3a. Provide information to establish a new sewer tax rate			
	3b.			
	3c.			
4	Manage 801 Magnolia Refurbishment with PCA		Summer 2011	Completed Fall of 2011
	4a. Work with PCA to obtain City Council approval			
	4b. Coordinate & inspect project construction for compliance			
	4c.			
5	Manage City Hall & Fire Station HVAC Remodel		Summer 2011	Completed
	5a. Manage bidding process & award of contract			
	5b. Manage construction through completion & acceptance			
	5c.			

List any additional major projects which were assigned during this review period.



Management
Goals & Objectives Reporting Form

Employee Chester Nakahara

Review Period FY 2012-2013

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Continue with EPA Stipulated Order Compliance		On-going	
	1a. Continue with required testing and monitoring			
	1b. Purchase Vactor Truck to replace existing Flusher Truck			
	1c. Complete required reporting and meet submittal deadlines			
2	Sewer Main Replacement (High Priority List)		Spring 2013	
	2a. Complete sewer main replacement as the budget allows			
	2b.			
	2c.			
3	Coordinate New PV Solar Feasibility		Winter 2012	
	3a. Investigate feasibility of Corp. Yard Installation			
	3b. Construct new Wash Rack roof cover per Clean Water			
	3c.			
4	2012 Street Resurfacing Project		Summer 2012	
	4a. Select streets and construct annual repaving project			
	4b.			
	4c.			
5	Coordinate New Pedestrian Facilities		Summer 2012	
	5a. Complete sidewalk on Dudley Ave to connect Blair Ave.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.



Management
Goals & Objectives Reporting Form

Employee **Kate Black**

Review Period **FY 2011-2012 RESULTS**

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Housing Element Update	\$7,000	Summer 2011	Complete
	1a. State HCD Certification		May 2011 ?	6/6/2011
	1b. City Council Adoption		Summer 2011	6/6/2011
	1c.			
2	General Plan & Housing Element Implementation	\$0.00	Winter 2011	Underway
	2a. PC Hearings		Summer/Fall	11/14/11; 12/12/11; 1/9/12; 2/13/12
	2b. CC Hearings		Winter 2011	3/19/2012
	2c.			
3	Update Residential Design Guidelines	\$0.00	Summer 2012	Underway
	3a. PC Hearings		Winter 2011	11/8/2011
	3b. CC Hearings		Summer 2012	Not yet scheduled
	3c.			
4				
	4a.			
	4b.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.

Sustainable Communities Strategy

408 Linda Avenue approval (PG&E substation)



Management
Goals & Objectives Reporting Form

Employee Kate Black

Review Period FY 2012-2013

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Housing Element Implementation	N/A		
	1a. Adopt Revisions to Second Unit Code		Summer 2012	
	1b.			
	1c.			
2	General Plan Implementation	N/A		
	2a. Begin Hearings - Revisions to Zoning Code		Spring 2012	
	2b. Adopt Revisions to Zoning Code		Winter 2012	
	2c.			
3	Revise Residential Design Guidelines	\$10,000		
	3a. Begin Hearings - Revisions to Guidelines		Fall 2012	
	3b. Adopt Revisions to Guidelines		Spring 2013	
	3c.			
4				
	4a.			
	4b.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.

Sustainable Communities Strategy



Management Goals & Objectives Reporting Form

Employee Mark Feldkamp

Review Period FY 2011-2012 RESULTS

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Renovation of Japanese Tea House Deck, Phase II	\$120,000	Fall 2011	Completed September 28, 2011
	1a. Work with PBF on Fundraising			Project paid for with private donations
	1b. Manage On-Site Construction			
	1c. Oversee Landscaping of the Area			
2	Complete Master Plan for Ronada/Ramona Avenues		Winter 2011	Completed Master Plan March 13, 2011
	2a. Manage Development of Construction Documents		Ongoing	
	2b. Explore Alternative Funding Opportunities		Ongoing	
	2c. Manage On-Site Construction			
3	Initiate Green Practices in Piedmont Parks & Medians		Ongoing	Program implemented
	3a. Conduct Water Audits; Upgrade Irrigation Systems			
	3b. Implement Integrated Pest Management Practices			
	3c. Select Drought Tolerant Plant Species			
	3d. Initiate Waste Recycling Stations Throughout Parks			
4	ADA Compliance		Ongoing	Program implemented
	4a. Designated Representative and Manage Compliance			
	4b. Keep Current with New Laws and Requirements			
	4c. Project Manage Construction Related ADA Compliance			
5	Congestion Management Program		Ongoing	Program shifted to Planning Department
	5a. Representative, Attend Meetings, Manage All Compliance			
	5b. Prepare and Submit Annual Clean Water Report			
	5c. Prepare and Submit Short Term Trash Load Reduction Report			

List any additional major projects which were assigned during this review period.

Clean Water Program- Designated Representative to the Alameda County Wide Clean Water Program and any other related organization. Manage all compliance requirements in a timely manner and coordinate all required deliverables. Coordinate implementation of all required programs within the City to assure proper compliance. Provide management of all required public outreach programs.

Sidewalk Re-Construction- Manage all sidewalk reconstruction for homeowner-paid sidewalk replacement. Manage all damaged city sidewalk, curb, and gutter reconstruction caused by city-owned trees. Coordinate insurance claims related to damage to private property caused by city-owned trees.



Management Goals & Objectives Reporting Form

Employee Mark Feldkamp

Review Period FY 2012-2013

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	ADA Compliance		Ongoing	
	1a. Designated Representative and Manage Compliance			
	1b. Keep Current with New Laws and Requirements			
	1c. Project Manage Construction Related ADA Compliance			
2	Congestion Management Program		Ongoing	
	2a. Representative, Attend Meetings, Manage All Compliance			
	2b. Prepare and Submit Annual Clean Water Report			
	2c. Track Funding and Manage Projects Related to CMA			
3	Initiate Green Practices in Piedmont Parks & Medians		Ongoing	
	3a. Conduct Water Audits; Upgrade Irrigation Systems			
	3b. Implement Integrated Pest Management Practices			
	3c. Select Drought Tolerant Plant Species			
	3d. Initiate Waste Recycling Stations Throughout Parks			
4	Clean Water Program		Ongoing	
	4a. Representative, Attend Meetings, Manage All Compliance			
	4b. Prepare and Submit Annual Clean Water Report			
	4c. Prepare and Submit Short Term Trash Load Reduction Report			
5	Ronada/Ramona Avenues Median Project		Ongoing	
	5a. Manage Development of Construction Documents			
	5b. Explore Alternative Funding Opportunities			
	5c. Manage On-Site Construction			

List any additional major projects which were assigned during this review period.

Clean Water Program- Designated Representative to the Alameda County Wide Clean Water Program and any other related organization. Manage all compliance requirements in a timely manner and coordinate all required deliverables. Coordinate implementation of all required programs within the City to assure proper compliance. Provide management of all required public outreach programs.

Sidewalk Re-Construction- Manage all sidewalk reconstruction for homeowner-paid sidewalk replacement. Manage all damaged city sidewalk, curb, and gutter reconstruction caused by city-owned trees. Coordinate insurance claims related to damage to private property caused by city-owned trees.



Management
Goals & Objectives Reporting Form

Employee Robert Akiyama

Review Period FY 2011-2012 RESULTS

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Adopt California Bldg. Code and Piedmont Amendments		Spring 2011	New codes were adopted by City Council
	1a. Comply With State of California Mandates			
	1b. Refine Code to Maintain High Quality Bldg. Standards			
2	Improve Coordination of Planning & Bldg. Codes		Ongoing	Code language modified to eliminate
	2a. Eliminate Conflicts Between Planning Approval and Plan Check Process			Building/Planning code conflicts
	2b. Enhance Communication Between Bldg. and Planning			
3	Provide Training Opportunities for New Plans Examiner		Ongoing	Attended CALBO Education Week Code Seminars
	3a. Keep Up To Date with Code Changes			
	3b. Obtain Certification as Cert. Engery Plans Examiner			
4	Implement EBMUD PSL Ordinance		Fall 2011	EBMUD PSL Ordinance became effective in
	4a. Coordinate Public Outreach with Director			Aug-11
	4b. Coordinate Inspection Procedures with Staff and EBMUD			
	4c.			
5	Provide Opportunities for Admin. Staff to Enhance Skills		Ongoing	Pertinent classes/seminars were not
	5a. Encourage Staff to Participate in Training Seminars			available during this period
	5b.			

List any additional major projects which were assigned during this review period.



Management Goals & Objectives Reporting Form

Employee Robert Akiyama

Review Period FY 2012-2013

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Update Building Department sections of City website		Sept. 2012	
	1a. Include information on PSL Ordinance			
	1b. Include additional forms i.e., permit change, encroachment			
	1c. Refine FAQ's and update code references			
2	Communicate code requirements to contractors/owners		On-going	
	2a. Develop permit attachment with project specific requirements			
	2b. Encourage pre-application inquiries			
	2c.			
3	Optimize use of new features in Permit Trak		On-going	
	3a. Schedule inspections using Permit Trak			
	3b. Produce reports using Permit Trak			
	3c.			
4	Stay abreast with new building technologies		On-going	
	4a. Attend PG&E seminar on inspecting solar installations			
	4b. Gain knowledge in areas of gray water/rain water reuse			
	4c. Stay current on emerging green technologies			
5	Develop illegal construction policy with Planning Department		Dec. 2012	
	5a. Set course for correction of illegal work			
	5b. Differentiate between older unpermitted work and more recent			
	5c.			

List any additional major projects which were assigned during this review period.

Public Works		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	402-010-001	1,408,297	1,400,000	1,410,000	0.12%
Part Time Salaries	402-010-002	129,000	140,000	107,000	-17.05%
Overtime Salaries	402-010-003	58,000	58,000	58,000	0.00%
Object Total	402-010	1,595,297	1,598,000	1,575,000	-1.27%
Health Insurance					
Medical Insurance	402-011-001	299,100	291,500	338,000	13.01%
Dental Insurance	402-011-002	31,800	30,800	35,400	11.32%
Vision Plan	402-011-003	6,900	6,900	7,300	5.80%
Object Total	402-011	337,800	329,200	380,700	12.70%
Retirement					
PERS	402-012-001	405,297	395,000	427,000	5.35%
FICA	402-012-002	96,000	95,500	95,500	-0.52%
Object Total	402-012	501,297	490,500	522,500	4.23%
Other Benefits					
Life Insurance	402-013-001	5,434	5,300	5,600	3.06%
Disability Insurance	402-013-002	4,225	4,100	4,300	1.78%
Medicare Insurance	402-013-005	23,520	23,300	23,300	-0.93%
Object Total	402-013	33,179	32,700	33,200	0.06%
Membership/conf/training					
Membership/conf/training	402-031-001	7,000	7,000	7,000	0.00%
Auto Allowance	402-031-002	26,400	26,400	26,400	0.00%
Underground Service Alert	402-031-003	1,000	1,000	1,000	0.00%
Object Total	402-031	34,400	34,400	34,400	0.00%
Department Supplies					
Office Supplies	402-051-001	19,000	19,000	19,000	0.00%
Street Paint & Signs	402-051-002	45,000	45,000	45,000	0.00%
Hand Tools	402-051-003	15,000	15,000	15,000	0.00%
Object Total	402-051	79,000	79,000	79,000	0.00%
Utilities/Telephone/Radio					
Utilities	402-052-001	89,492	100,000	89,492	0.00%
Street Lighting	402-052-002	79,550	79,550	79,550	0.00%
Traffic Lights	402-052-003	14,045	14,045	14,045	0.00%
Radio Expense	402-052-004	6,000	6,000	6,000	0.00%
Irrigation Contr/Elec Source	402-052-005	2,575	2,575	2,575	0.00%
Object Total	402-052	191,662	202,170	191,662	0.00%
Eqpmnt/Main/Gas/Oil					
Equipment Rental	402-053-001	2,500	5,232	2,500	0.00%
Equipment Maintenance/Gas	402-053-002	100,000	100,000	108,000	8.00%
Object Total	402-053	102,500	105,232	110,500	7.80%
Buildings/Ground Maint.					
Yard Maintenance	402-055-001	35,000	35,000	35,000	0.00%
Buildings Maintenance	402-055-002	20,000	20,000	20,000	0.00%
Miscellaneous	402-055-003	14,000	14,700	14,000	0.00%
Object Total	402-055	69,000	69,700	69,000	0.00%

Public Works		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Other Expenses					
Street Patching	402-056-002	5,000	5,000	5,000	0.00%
EPA Grant-Climate Showcase	402-056-003	42,000	17,000	0	-100.00%
Traffic Safety	402-056-004	5,000	5,000	5,000	0.00%
Trash Disposal	402-056-005	8,000	8,000	8,000	0.00%
Sanitary Sewer	402-056-006	150,000	150,000	150,000	0.00%
Survey Monuments	402-056-007	15,000	0	0	-100.00%
Planning Commission	402-056-008	3,000	3,000	3,000	0.00%
Concrete Construction	402-056-009	20,000	20,000	20,000	0.00%
Object Total	402-056	248,000	208,000	191,000	-22.98%
Contract Services(Land)					
Public Land Brush Clearance	402-057-001	35,000	35,000	35,000	0.00%
Supplemental Park Maint.	402-057-002	95,000	95,000	95,000	0.00%
Contract Park Maintenance	402-057-003	103,000	103,000	0	-100.00%
Contract Landscape Maint.	402-057-004	178,400	178,400	281,400	57.74%
Park Stabilization	402-057-005	75,000	75,000	75,000	0.00%
Weed Abatement	402-057-006	20,000	20,000	20,000	0.00%
Object Total	402-057	506,400	506,400	506,400	0.00%
Contract Serv. (Tree Serv)					
Street Tree Trimming	402-058-001	145,000	145,000	145,000	0.00%
Tree Service	402-058-002	70,000	70,000	70,000	0.00%
Street Tree Planting	402-058-003	19,000	22,000	19,000	0.00%
Object Total	402-058	234,000	237,000	234,000	0.00%
Contract Services (Admin)					
Active Data Processing	402-059-001	5,500	5,500	5,500	0.00%
City Engineer Service	402-059-002	75,000	75,000	75,000	0.00%
City Planner Backup	402-059-003	10,000	10,000	10,000	0.00%
Fuel Tank Maintenance	402-059-005	15,000	15,000	15,000	0.00%
Continuum of Care	402-059-006	1,540	1,540	1,540	0.00%
Housing Element	402-059-008	7,000	7,000	10,000	42.86%
CAL/OSHA Compliance	402-059-010	0	0	12,000	N/A
Object Total	402-059	114,040	114,040	129,040	13.15%
Information Services					
Hardware	402-060-001	3,000	3,000	3,000	0.00%
Software	402-060-002	4,000	6,000	4,000	0.00%
Labor	402-060-003	1,500	1,500	1,500	0.00%
Object Total	402-060	8,500	10,500	8,500	0.00%
Capital Outlay					
Corp. Yard Solar PV System	402-081-016	0	0	40,000	N/A
Capital Outlay	402-081	0	0	40,000	N/A
Total Public Works		4,055,075	4,016,842	4,104,902	1.23%

CITY OF PIEDMONT
Fiscal Year 2012-2013 Proposed Budget

PUBLIC WORKS DEPARTMENT
BUDGET NARRATIVE

MEMBERSHIPS/CONFERENCES/TRAINING

402-031

This object category includes memberships/conferences/training; auto allowance for City Planner, Parks & Project Manager, Assistant Planner, Planning Technician, and Building Official; and Underground Service Alert.

Memberships/Meetings

402-031-001

2011-2012 Budgeted Amount	\$ 7,000
2011-2012 12-Month Estimate	\$ 7,000
2012-2013 Proposed Amount	\$ 7,000

This sub-object represents the cost of certifications, licenses, training, memberships, and meetings attended by the Director of Public Works, City Planner, Assistant Planner, Planning Technician, Building Official, Parks & Project Manager, Supervisor of Public Works, Public Works Assistant, Administrative Assistant and Maintenance Staff.

Auto Allowance

402-031-002

2011-2012 Budgeted Amount	\$ 26,400
2011-2012 12-Month Estimate	\$ 26,400
2012-2013 Proposed Amount	\$ 26,400

Private automobile reimbursement for the Director of Public Works, City Planner, Parks & Project Manager, Assistant Planner, Planning Technician, and Building Official as per MOU.

Underground Service Alert

402-031-003

2011-2012 Budgeted Amount	\$ 1,000
2011-2012 12-Month Estimate	\$ 1,000
2012-2013 Proposed Amount	\$ 1,000

Underground Service Alert Company notifies the City whenever a contractor proposes to excavate underground utilities. In addition, this company is called upon to locate underground utilities when City staff is performing major excavation projects.

DEPARTMENT SUPPLIES

402-051

This object includes office supplies, street paint/signs/banner hanging and hand tools.

<i>Office Supplies</i>	402-051-001
2011-2012 Budgeted Amount	\$ 19,000
2011-2012 12-Month Estimate	\$ 19,000
2012-2013 Proposed Amount	\$ 19,000

Office supplies cover the cost of forms, maps, applications, permits, agreements, licenses, Planning and Park Commission materials, film, plans, office supplies, office equipment maintenance and repairs, code books, computer software and associated materials.

<i>Street Paint/Signs/Banner Hanging</i>	402-051-002
2011-2012 Budgeted Amount	\$ 45,000
2011-2012 12-Month Estimate	\$ 45,000
2012-2013 Proposed Amount	\$ 45,000

This sub-object provides for the continuing cost of traffic control pavement painting, curb painting, street poles and railing painting, raised pavement markers, signs, materials and special equipment for small traffic-related jobs and subsidizing a portion of costs for banner hanging. The City continues to have a comprehensive program of replacing street signs, restriping and repainting curbs and streets.

<i>Hand Tools</i>	402-051-003
2011-2012 Budgeted Amount	\$ 15,000
2011-2012 12-Month Estimate	\$ 15,000
2012-2013 Proposed Amount	\$ 15,000

Cost of new and replacement hand tools required for the maintenance of City facilities. Replacement of tools damaged due to normal wear and purchase of additional hand tools required in the day-to-day activities of the department.

UTILITIES/TELEPHONE/RADIO**402-052**

This object includes irrigation, water, street lights, traffic light maintenance and electricity costs, two-way radio maintenance and electricity for irrigation controls.

Utilities**402-052-001**

2011-2012 Budgeted Amount	\$ 89,492
2011-2012 12-Month Estimate	\$100,000
2012-2013 Proposed Amount	\$ 89,492

This sub-object category includes utility and irrigation costs for parks, medians, Corporation Yard and additional public areas. Staff continually renovates the City's irrigation systems in an attempt to be more efficient in our water usage and to save money. Additionally, the cost of providing power to the various wireless transmitters is included in this sub-object.

Street Lighting – (PG&E)**402-052-002**

2011-2012 Budgeted Amount	\$ 79,550
2011-2012 12-Month Estimate	\$ 79,550
2012-2013 Proposed Amount	\$ 79,550

This sub-object provides for costs associated with City street lights.

Traffic Lights**402-052-003**

2011-2012 Budgeted Amount	\$ 14,045
2011-2012 12-Month Estimate	\$ 14,045
2012-2013 Proposed Amount	\$ 14,045

The City contracts with Alameda County for routine maintenance and emergency repair of traffic lights. This sub-object also includes electricity costs from PG&E for traffic lights.

Radio/Cell Phone Expense**402-052-004**

2011-2012 Budgeted Amount	\$ 6,000
2011-2012 12-Month Estimated	\$ 6,000
2012-2013 Proposed Amount	\$ 6,000

This sub-object represents the cost of maintenance and upgrading of Public Works communication equipment.

<i>Irrigation Controllers/Electrical Source</i>	402-052-005
2011-2012 Budgeted Amount	\$ 2,575
2011-2012 12-Month Estimate	\$ 2,575
2012-2013 Proposed Amount	\$ 2,575

Controllers are located in City parks and medians and control automatic sprinkler systems. The controllers are low-voltage units requiring minimal electricity. Additionally, the City employs solar powered controllers where electricity is difficult to access.

EQUIPMENT MAINTENANCE/FUEL/OIL **402-053**

This object includes equipment rental and equipment and vehicle maintenance.

<i>Equipment Rental</i>	402-053-001
2011-2012 Budgeted Amount	\$ 2,500
2011-2012 12-Month Estimate	\$ 5,232
2012-2013 Proposed Amount	\$ 2,500

This sub-object covers the cost of special rental equipment including trenchers, rototillers, bucket trucks, paint sprayers, etc. Occasionally, the need arises to rent specialized equipment to accomplish specific tasks. This is more cost-effective than purchasing equipment required infrequently. As an example the lighting of Community Hall Christmas tree requires the rental of a man-lift.

<i>Equipment Maintenance</i>	402-053-002
2011-2012 Budgeted Amount	\$100,000
2011-2012 12-Month Estimate	\$100,000
2012-2013 Proposed Amount	\$108,000

Covers cost of fuel, lubricants, tires and the maintenance and repair of Public Works vehicles and equipment.

Fuel	\$ 60,000
Oil	2,000
Vehicle Maintenance	40,000
Small Equipment Maintenance	<u>6,000</u>
	\$108,000

BUILDING AND GROUNDS MAINTENANCE**402-055**

This object category includes yard maintenance and miscellaneous maintenance.

<i>Yard Maintenance</i>	<i>402-055-001</i>
2011-2012 Budgeted Amount	\$ 35,000
2011-2012 12-Month Estimate	\$ 35,000
2012-2013 Proposed Amount	\$ 37,000
Cost of uniforms, yard supplies and miscellaneous supplies.	
Uniform replacement	\$ 10,000
Corporation Yard supplies	<u>\$ 27,000</u>
<i>TOTAL:</i>	\$ 37,000

<i>Building Maintenance</i>	<i>402-055-002</i>
2011-2012 Budgeted Amount	\$ 20,000
2011-2012 12-Month Estimate	\$ 20,000
2012-2013 Proposed Amount	\$ 20,000

This sub-object covers the janitorial supplies and equipment required for all city facilities.

<i>Miscellaneous</i>	<i>402-055-003</i>
2011-2012 Budgeted Amount	\$ 14,000
2011-2012 12-Month Estimate	\$ 14,700
2012-2013 Proposed Amount	\$ 14,000

Unforeseen contingencies arise that call for immediate attention not covered under a specific category. In addition, this sub-object covers the costs for decorating the City's holiday tree in the Main Park (both installation and removal of the lights), as well as repair of city fencing throughout the city.

OTHER EXPENSES**402-056**

This object category includes street patching; traffic safety; trash disposal; sanitary sewer; Planning Commission, and concrete construction.

<i>Street Patching</i>	402-056-002
2011-2012 Budgeted Amount	\$ 5,000
2011-2012 12-Month Estimate	\$ 5,000
2012-2013 Proposed Amount	\$ 5,000

Offsets the cost of materials and labor incurred in pothole patching and repairing of City streets which are not a part of the major street repair projects. Also includes minor emergency repairs of pathways in City parks.

<i>EPA Climate Showcase Communities</i>	402-056-003
2011-2012 Budgeted Amount	\$ 42,000
2011-2012 12-Month Estimate	\$ 17,000
2012-2013 Proposed Amount	\$ -0-

The Small Cities Climate Action Partnership (SCCAP: El Cerrito, Albany, San Pablo, and Piedmont) received \$497,488 from the EPA's Climate Showcase Grant Program, of which Piedmont's share is \$75,202. The funds are to be used for the implementation of climate action projects or programs, such as: the replacement of the City Hall/Fire Department HVAC system; the City's residential rebate program in conjunction with Energy Upgrade California, energy efficiency and solar retrofit assessments on municipal buildings; and a municipal energy management program. The fund revenue for FY 10/11 should be \$75,202. Expenditures during FY 10/11 are estimated to be \$33,091.11 for a projected fund balance of \$42,111 on 6/30/11. Estimated expenditures in FY 11/12 are expected to be \$42,111 which would bring the 6/30/12 fund total to \$0.00.

<i>Traffic Safety</i>	402-056-004
2011-2012 Budgeted Amount	\$ 5,000
2011-2012 12-Month Estimate	\$ 5,000
2012-2013 Proposed Amount	\$ 5,000

Funds in this account are utilized for vehicular damage and vandalism to public property including traffic medians, destruction of park benches, concrete trash containers, poles and signs (stop signs, parking signs, informational signs and graffiti).

<i>Trash Disposal</i>	402-056-005
2011-2012 Budgeted Amount	\$ 8,000
2011-2012 12-Month Estimate	\$ 8,000
2012-2013 Proposed Amount	\$ 8,000

The sub-object includes the purchase of pooper scoopers for locations throughout the City as well as disposal of toxic materials at the Corporation Yard (lubricants and fuel).

<i>Sanitary Sewer</i>	402-056-006
2011-2012 Budgeted Amount	\$150,000
2011-2012 12-Month Estimate	\$150,000
2012-2013 Proposed Amount	\$150,000

This account defrays the cost of contract services for cleaning, maintaining and repairing the City's sanitary sewer system. Typically, these are major repairs beyond the scope of sewer and street personnel. Funding for this sub-object is from the City's sewer fund.

<i>Surveying Services & City Monumentation</i>	402-056-007
2011-2012 Budgeted Amount	\$ 15,000
2011-2012 12-Month Estimate	\$ 0
2012-2013 Proposed Amount	\$ 0

Funds for this account are not required in the immediate future due to the fact that the new monuments that could be set via satellite telemetry has been accomplished. The original intent of this task has been accomplished. Additional survey monument work, if so desired by the council, will require on-site field work and a different methodology to further tie-in known points and tracts.

<i>Planning Commission, Park Commission, CIP Committee</i>	402-056-008
2011-2012 Budgeted Amount	\$ 3,000
2011-2012 12-Month Estimate	\$ 3,000
2012-2013 Proposed Amount	\$ 3,000

Offsets the cost of furnishing the Planning and Park Commissioners with materials and books related to their duties and for registration fees for seminars and conferences, as well as expenses associated with Planning Commission Design Awards. Additionally, the Planning Commission meetings start at 5:00 p.m., which improves the meeting efficiency and ending time. The City offers a light meal to the Planning Commission.

Concrete Construction	402-056-009
2011-2012 Budgeted Amount	\$ 20,000
2011-2012 12-Month Estimate	\$ 20,000
2012-2013 Proposed Amount	\$ 20,000

This category is for the cost of minor repairs to curbs, gutters, catch basins and sidewalks not covered in the equipment replacement fund.

CONTRACT SERVICES (LAND) 402-057

This object category includes the majority of services contracted out by the City.

Public Land Brush/Fire Clearance	402-057-001
2011-2012 Budgeted Amount	\$ 35,000
2011-2012 12-Month Estimate	\$ 35,000
2012-2013 Proposed Amount	\$ 35,000

This account provides for brush clearance in Moraga Canyon including areas adjacent to the Corporation Yard, Maxwellton Road, Blair Park, and Mountain View Cemetery. Given the fire danger, the Fire Department has recommended expanding fire break areas. This account also provides for brush clearance in all City parks and selected easement areas.

Supplemental Park Maintenance	402-057-002
2011-2012 Budgeted Amount	\$ 95,000
2011-2012 12-Month Estimate	\$ 95,000
2012-2013 Proposed Amount	\$ 95,000

This category consists of four (4) separate functions:

	<u>FY11-12</u>	<u>12-Month</u>	<u>FY12-13</u>
	<u>Budgeted</u>	<u>Estimate</u>	<u>Proposed</u>
1. Plant Material and Fertilizer	\$45,000	\$45,000	\$ 45,000
2. Irrigation Repair	\$30,000	\$30,000	\$ 30,000
3. Supplemental Park Maintenance	\$15,000	\$15,000	\$ 15,000
4. Annual Park Landscaping	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
	\$ 95,000	\$ 95,000	\$ 95,000

This category provides for the following:

1. ***Plant Material and Fertilizer and mulch.*** The City on an annual basis plants replacement plant materials (trees & shrubs) throughout the City's median and park sites. This also includes the application of fertilizers to the various planting beds located throughout the City's open spaces. The city is aggressively applying mulch to all medians, parks and planted areas to reduce evapotranspiration, reducing our water usage.
2. ***Irrigation Repair.*** In many of the City's park sites and medians, the existing irrigation systems are antiquated and are in need of renovation.
3. ***Supplemental Park Maintenance.*** This function allows for the clearing and debris removal of invasive plants (acacias, eucalyptus & other noxious weeds) in the City's park sites and medians. This is especially important along the City's many stream banks by keeping the areas free of debris thereby preventing flooding and clearing areas where standing water collects acting as breeding grounds for mosquitoes.
4. ***Annual Park Landscaping.*** This provides for the annual and perennial color located throughout the City's parks and median. Last year the City planted over 10,000 spring blooming bulbs and hundreds of flats of annual color. Given the drought conditions over the last three years, the city has selected plant material requiring less water and maintenance.

<i>Contract Park Maintenance</i>	<i>402-057-003</i>
2011-2012 Budgeted Amount	\$103,000
2011-2012 12-Month Estimate	\$103,000
2012-2013 Proposed Amount	\$ 0

(See Contract Landscape Maintenance, 402-057-004, below for explanation of the reallocation of this account)

<i>Contract Landscape Maintenance – Cleary Brothers</i>	<i>402-057-004</i>
2011-2012 Budgeted Amount	\$178,400
2011-2012 12-Month Estimate	\$178,400
2012-2013 Proposed Amount	\$281,400

This category consists of five (5) separate functions:

	<u>FY11-12</u>	<u>FY12-13</u>
1. Civic Center Maintenance	\$ 13,070	\$ 13,070
2. Turf Maintenance	\$ 47,503	\$ 47,503
3. Contract Park Maintenance	\$ 86,563	\$189,563
4. Cemetery Wall	\$ 8,535	\$ 8,535
5. Field Maintenance	<u>\$ 22,728</u>	<u>\$ 22,728</u>
	\$178,400	\$281,400

Cleary Brothers Landscaping Company provides for the care and maintenance of Civic Center (City Hall, Veteran’s Building, Recreation Center and 801 Magnolia).

Additionally, Cleary provides *turf maintenance* at: Piedmont Park, Dracena Park and Quarry, Hampton Sports Field, Coaches Field, Crocker Park, Fairview Median, Upper Linda Park and Caperton Triangle. *Landscape maintenance* is provided at: Crocker Park, Linda Park and dog run, Hampton Sports Field, Coaches Field, Linda Beach Field, San Carlos Median, Grand Avenue Median, Lower Grand Avenue Median, Fairview Avenue Median, Inverleith Median, and Cemetery Wall (on Moraga Avenue). The contract also provides for adjacent shrubs and ground cover at the Linda tennis courts, tot-lot and playfield and the terreocal garden at the Bus Stop area adjacent to the Piedmont Community Church.

In particular, the City playfields experience intensive use which require restorative measures including sodding, seeding, re-grading and top dressing. A major effort is required during the normal closing of the fields (mid-November through February) as the fields are typically in poor condition at the end of the season due to overuse. Over seeding is not always feasible (seed germination is difficult during winter months) and large areas of the fields must be re-sodded.

Since the City contracts with Cleary Brothers to provide on-call personnel under their supervision to assist with a variety of general park maintenance tasks, the former separate category of Contract Park Maintenance 402-057-003 has been incorporated under this category, Contract Landscape Maintenance. Thus, line item #3 shows an increase of \$103,000 from \$86,563 to \$189,563.

<i>Park Stabilization and Storm Related Damage</i>	<i>402-057-005</i>
2011-2012 Budgeted Amount	\$ 75,000
2011-2012 12-Month Estimate	\$ 75,000
2012-2013 Proposed Amount	\$ 75,000

This includes the removal of hazardous and/or diseased trees, brush removal, pruning branches encroaching on right-of-ways, and provisions for erosion control by planting and removal of trees, shrubs and groundcover. Costs related to storm damage including downed trees and creek debris clearing are also included in this sub-object.

<i>Fire/Weed Abatement</i>	<i>402-057-006</i>
2011-2012 Budgeted Amount	\$ 20,000
2011-2012 12-Month Estimate	\$ 20,000
2012-2013 Proposed Amount	\$ 20,000

This budget sub-object is for the eradication of weeds and pests in City parks and medians, Corporation Yard, Spring Path, Blair Park and Dracena Park. Last year, the City adopted an Integrated Pest Management policy wherein it states that the City will

explore, whenever feasible, non-pesticide remedies, such as physical controls (hand weeding, traps and barriers). Despite a probable increase in cost, staff is also exploring the use of goats as a natural way of eradicating weeds and invasive plants. Staff has implemented other biological controls, such as the release of beneficial insects (green lacewigs, praying mantis) that are natural enemies to the pests.

CONTRACT SERVICES (TREE SERVICE) 402-058
This object category includes the majority of services contracted out by the City.

Street Tree Trimming	402-058-001
2011-2012 Budgeted Amount	\$145,000
2011-2012 12-Month Estimate	\$145,000
2012-2013 Proposed Amount	\$145,000

It is imperative that we maintain our three to five year pruning cycle to maintain the health of our urban forest. Therefore, we are requesting to keep the funding level the same as 2009-2010.

Emergency Tree & Debris Removal Services	402-058-002
2011-2012 Budgeted Amount	\$ 70,000
2011-2012 12-Month Estimate	\$ 70,000
2012-2013 Proposed Amount	\$ 70,000

These costs are incurred for the maintenance and emergency services associated with street, park and median trees.

1. **Emergency Services** \$ 66,000
*(Includes tree & debris removal and other services required in emergency situations).
 After each rainstorm the City must respond immediately to remove trees and debris from several of the creek areas located throughout the City.*

2. **Corrective Pruning, Plant Pathologist Consultations** \$ 4,000
- TOTAL:** \$ 70,000

Street Tree Planting	402-058-003
2011-2012 Budgeted Amount	\$ 19,000
2011-2012 12-Month Estimate	\$ 22,000
2012-2013 Proposed Amount	\$ 19,000

This sub-object ensures the continued health and vigor of the City's mature urban forest. These funds support the ongoing Public Works schedule of replanting trees and makes it possible to respond to citizen requests for additional street trees. Also included is the replacement of existing street trees that need removal due to aging problems.

CONTRACT SERVICES (ADMIN)

402-059

This object category includes the majority of services contracted out by the City.

Data Processing of City Taxes	402-059-001
2011-2012 Budgeted Amount	\$ 5,500
2011-2012 12-Month Estimate	\$ 5,500
2012-2013 Proposed Amount	\$ 5,500

A private firm places the parcel tax, sewer service and water service charges on Alameda County's tax assessment roll.

City Engineering Services	402-059-002
2011-2012 Budgeted Amount	\$ 75,000
2011-2012 12-Month Estimate	\$ 75,000
2012-2013 Proposed Amount	\$ 75,000

Coastland Engineering provides on-call professional engineering and inspection services, which may vary from year to year based on the number and type of projects. Projects requiring engineering services within the purview of the Department of Public Works include street resurfacing, sewer rehabilitation, civic improvements to parks and public spaces, and traffic management. Additionally, the planning and building departments require on-going engineering services and analysis for issues relating to subdivisions, easements, plan review and geotechnical report peer review. Other city departments also rely on City Engineer for various degrees of consultation depending on their project needs.

City Planner Backup	402-059-003
2011-2012 Budgeted Amount	\$ 10,000
2011-2012 12-Month Estimate	\$ 10,000
2012-2013 Proposed Amount	\$ 10,000

The Planning Department has an occasional need for engineering and survey services (Coastland Engineering, Moran Engineering) to provide technical assistance on difficult applications (e.g. 408 Linda Ave, etc.), and assistance with the annual housing allocation requirements of the Association of Bay Area Governments, and detailed analyses of the Alameda County Transportation Agency traffic generation models (Barry Miller). Consultant assistance with the review of the annual rate increase requested by Richmond Sanitary Service under the Franchise Agreement with the City is another consulting service under this category. Additionally, it is expected that technical assistance will be needed for compliance with requirements related to SB375 (the Sustainable Communities Strategy).

<i>Fuel Tank Maintenance</i>	<i>402-059-005</i>
2011-2012 Budgeted Amount	\$ 15,000
2011-2012 12-Month Estimate	\$ 15,000
2012-2013 Proposed Amount	\$ 15,000

This sub-object category is for cleaning and maintaining City fuel tanks and nozzles used by Police, Fire, Public Works and Recreation. Routine maintenance cleaning of these tanks is necessary to insure that the City’s fuel is not contaminated with water, dirt or other contaminants. Additionally, Alameda County Health Services and CAL-EPA requires additional modifications to the City’s fuel pumps to meet new CAL-EPA standards.

<i>Continuum of Care</i>	<i>402-059-006</i>
2011-2012 Budgeted Amount	\$ 1,540
2011-2012 12-Month Estimate	\$ 1,540
2012-2013 Proposed Amount	\$ 1,540

The Alameda County Housing and Community Development Department has asked the City of Piedmont again to continue to contribute the City’s “share” toward funding their Homeless Continuum of Care project. All of the cities in the County have been asked to contribute to this program, and the City of Piedmont’s share is \$1,540, which is the same amount approved by the Council to fund the program for the last three years. Should the Council wish to fund this program again, the amount would remain at \$1,540

<i>Housing Element Of General Plan</i>	<i>402-059-008</i>
2011-2012 Budgeted Amount	\$ 7,000
2011-2012 12-Month Estimate	\$ 7,000
2012-2013 Proposed Amount	\$ 10,000

The City’s Housing Element of the General Plan was recently certified by the State Department of Housing and Community Development (HCD). The General Plan and Housing Element require revisions to the Second Unit Code, the Zoning Code, and the Residential Design Guidelines, which have not been updated since 1988. Most changes to the Second Unit Code and Zoning Code will be made in-house, but professional assistance will be needed for certain aspects of the Zoning Code (e.g. the preparation of traffic studies) and graphics assistance will be needed for the graphics and illustrations in the Design Guidelines, along with printing costs.

<i>CAL/OSHA Compliance</i>	402-059-010
2011-2012 Budgeted Amount	\$ -0-
2011-2012 12-Month Estimate	\$ -0-
2012-2013 Proposed Amount	\$ 12,000

This sub-object represents the cost of specialized consultants to assist the Public Works Maintenance Department with compliance to CAL/OSHA safety requirements. It includes review and revision of Standard Operating Procedures, training, and annual reviews and up-dates as required.

<i>INFORMATION SERVICES</i>	402-060
------------------------------------	----------------

This object category includes support for the department's information services including computer hardware, software and consulting services. Included in this category is the annual updating of the departments permit tracking software, purchase of replacement hardware, and consulting services for the repair, installation and upgrading of hardware and software.

<i>Computer Hardware</i>	402-060-001
2011-2012 Budgeted Amount	\$ 3,000
2011-2012 12-Month Estimate	\$ 3,000
2012-2013 Proposed Amount	\$ 3,000

<i>Computer Software</i>	402-060-002
2011-2012 Budgeted Amount	\$ 4,000
2011-2012 12-Month Estimate	\$ 6,000
2012-2013 Proposed Amount	\$ 4,000

<i>Computer Services</i>	402-060-003
2011-2012 Budgeted Amount	\$ 1,500
2011-2012 12-Month Estimate	\$ 1,500
2012-2013 Proposed Amount	\$ 1,500

<i>CAPITAL OUTLAY</i>	402-081
------------------------------	----------------

Corp. Yard Solar PV System	\$40,000
----------------------------	----------

To construct a small – less than 10 kW – solar energy system atop a support structure at the corporation yard, that will reduce utility bills and greenhouse gas emissions. The structure and solar energy system will help meet compliance with Environmental Task Force Action #19 and Climate Action Plan Measure BE 1.1- B to install solar energy systems at municipal facilities, and with NPDES permit (Clean Water) requirements to prevent rain water entering the sanitary sewer.

CITY OF PIEDMONT
**DEPARTMENT
OF
RECREATION**



**PROPOSED
BUDGET
2012-2013**

K - 1 Basketball Program

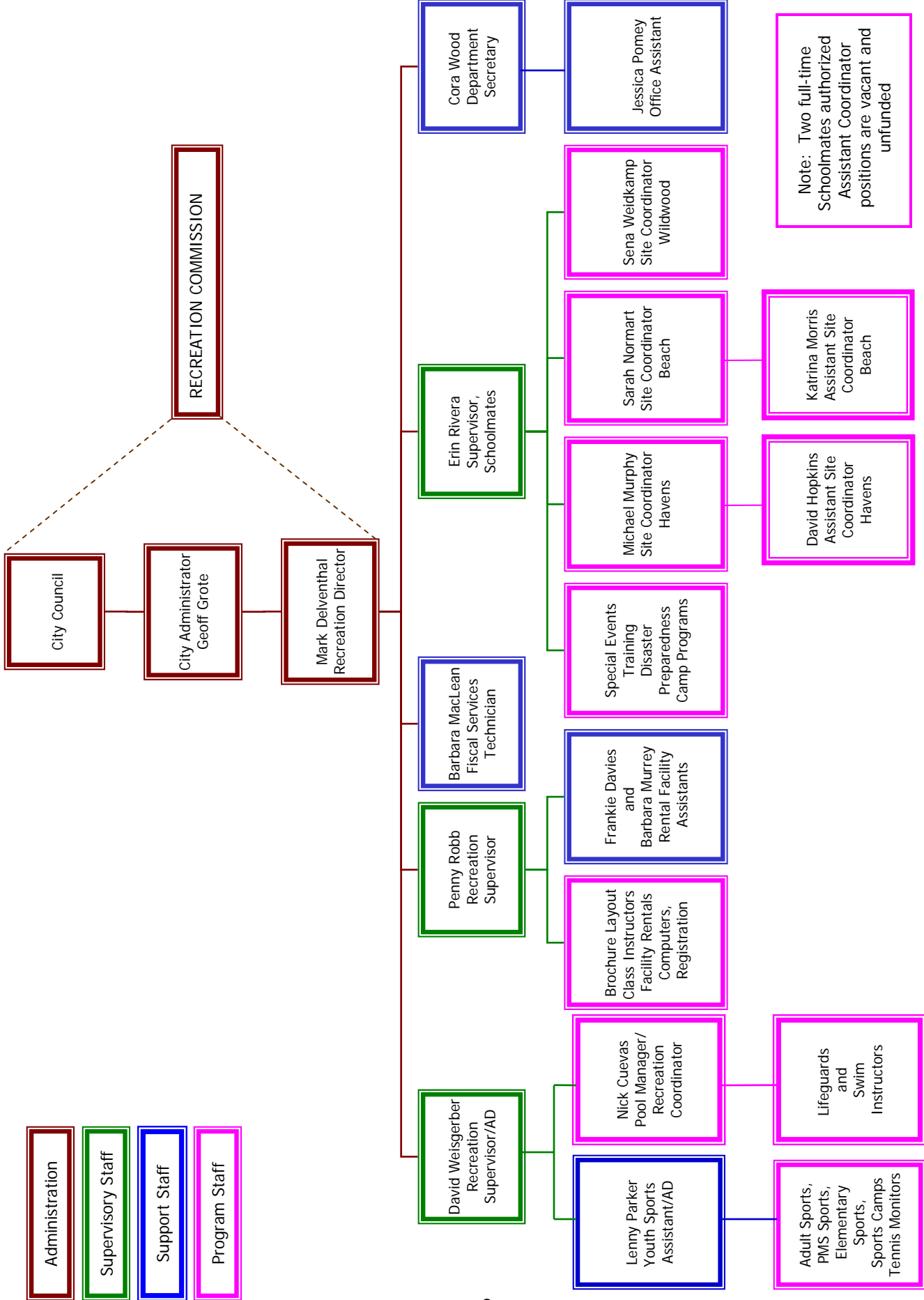
This Page Left Intentionally Blank

**CITY OF PIEDMONT
DEPARTMENT OF RECREATION
2012-2013 BUDGET
FUNCTIONAL DESCRIPTION**

The Recreation Department has the following functional responsibilities:

- Management of the Recreation Division including multiple recreation special interest classes, PMS sports and special events.
- Management of the Schoolmates Program.
- Management of the city's two rental facilities, the Veterans' Building and the Community Hall.
- Preparation and distribution of the comprehensive quarterly program brochure.
- Organization and support of approximately 20,000 transactions (rentals, registrations, reservations, phone registrations, credit cards) per year.
- Provide staff support to the Recreation Commission.
- Coordinate all field use, reservations, allocations.
- Management of the building maintenance function for all city buildings (excludes corp yard facilities).
- Personnel management (department level) including training, management, payroll, record keeping, evaluation.
- Management of the Piedmont Seniors Especially for Singles Program.
- Management of the city's tennis program including maintenance, decals, reservations, rules and signage.
- Review, audit, and preparation of all accounts payables and payroll.
- Management and operation of the Piedmont Community Pool.

This Page Left Intentionally Blank



City of Piedmont Recreation Department Organization Chart (03/12)

This Page Left Intentionally Blank



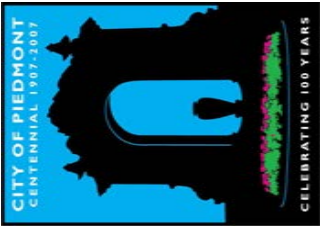
Management Goals & Objectives Review

Employee Mark Delventhal

Period July 2011 - June 2012

Goals and Objectives	Budget	Target Date	Results
1. Manage Recreation Division net expenses to limit general fund subsidy to 2% or less of the total city operating budget.			Goal achieved. Subsidy estimated to be in the range of \$150,000 (.007%).
2. Manage Schoolmates Program expenses to be less than program revenue.			Goal not achieved. Expenses estimated to exceed revenue by \$31,380.
3. Continue careful and thorough management of Coaches Field Synthetic turf/lighting and Blair Park Fields EIR process with full and proper notice.			Project ongoing.
4. Effectively manage transition of Piedmont pool from private to public institution through a full public process to achieve: <ul style="list-style-type: none"> • A Safe, well managed facility • A sound, effective and efficient management structure • A robust community swim program • A General Fund subsidy no greater than \$400,000 in year 1 • The establishment of a master pool use schedule and corresponding fee schedule that is logical, reasonable, fair to the clients and competitive with "our market" 			Project successful. Goals achieved. 11-12FY subsidy estimated to be in the \$100,000 range.

This Page Left Intentionally Blank



Management Goals & Objectives

Employee Mark Delventhal

Period July 2012 - June 2013

Goals and Objectives	Budget	Target Date
1. Manage Recreation Division expenses to limit general fund subsidy to 2% or less of the total city operating budget (not CIP).		06-30-13
2. Manage Schoolmates Program expenses to be less than program revenue.		06-30-13
3. Effectively manage transition of Piedmont pool from private to public institution through a full public process to achieve: <ul style="list-style-type: none"> • A Safe, well managed facility • A sound, effective and efficient management structure • A robust community swim program • A General Fund subsidy no greater than \$250,000 in year 2 • The establishment of a master pool use schedule and corresponding fee schedule that is logical, reasonable, fair to the clients and competitive with "our market" with a robust public process • Achieve sales goals for annual and seasonal passes and for Learn to Swim program 		06-30-13
4. Effectively manage Beach Schoolmates move back from Havens to Beach		8/22/2012

This Page Left Intentionally Blank

City of Piedmont
DEPARTMENT OF RECREATION

2012-2013 Proposed Fee Schedule

FEE DESCRIPTION	Current	Proposed FY 2012-2013	LAST ADJUSTMENT
Recreation Department			
Adult Tennis Decal	40.00	40.00	07-01-10
Youth Tennis Decal	20.00	20.00	07-01-10
Weekday Tennis Court	5.00 /hr	5.00 /hr	07-01-10
Weekend Tennis Court	7.00 /hr	7.00 /hr	07-01-10
Weekend Tennis Court - Youth	3.00 /hr	<u>5.00 /hr</u>	07-01-04
Weekday Tennis Court - Youth	0.00 /hr	0.00 /hr	07-01-94
Community Non-Profit	N/A	7.00 /hr	N/A
Annual Tennis Team Fee	150.00	150.00	07-01-09
City Recreation Facilities			
Piedmont Resident	125.00	<u>150.00</u>	07-01-07
Piedmont Non-Profit	100.00	<u>125.00</u>	07-01-07
Piedmont Resident - Business Use	250.00	250.00	07-01-02
Community Hall			
Weekday - Resident (2 hours)	250.00	<u>275.00</u>	07-01-08
Weekday - Non Resident (2 hours)	300.00	<u>350.00</u>	07-01-08
Mon.-Thurs. Piedmont Non Profit (6 hours)	350.00	<u>375.00</u>	07-01-08
Mon.-Thurs. Non Resident Non Profit (6 hours)	425.00	<u>475.00</u>	07-01-08
Weekday - Resident (4 hours)	450.00	<u>500.00</u>	07-01-08
Weekday - Non Resident (4 hours)	600.00	<u>650.00</u>	07-01-06
Friday and Sunday - Resident (8 hours)			
May - October	2,200.00	<u>2,450.00</u>	07-01-10
November - April	1,800.00	<u>2,050.00</u>	07-01-10
Friday and Sunday - Non Resident (8 hours)			
May - October	2,700.00	<u>2,950.00</u>	07-01-08
November -April	2,400.00	<u>2,650.00</u>	07-01-10
Saturday - Resident (8 hours)			
May - October	2,500.00	<u>2,550.00</u>	07-01-10
November -April	2,150.00	<u>2,200.00</u>	07-01-10
Saturday - Non Resident (8 hours)			
May - October	3,500.00	<u>3,600.00</u>	07-01-08
November -April	2,600.00	2,600.00	07-01-08
Deposit	1,000.00	1,000.00	07-01-08
Deposit (Seminars/Meetings/Scouts)	400.00	400.00	NA
Additional Hours	250.00	250.00	07-01-08
Tea House w/Community Hall Rental	350.00	<u>400.00</u>	07-01-11
Tea House (3 hours)	500.00	<u>600.00</u>	07-01-10

FEE DESCRIPTION	Current	Proposed FY 2012-2013	LAST ADJUSTMENT
Veterans' Hall			
Weekday - Resident (2 hours)	250.00	250.00	07-01-08
Weekday - Non Resident (2 hours)	300.00	300.00	07-01-08
Mon.-Thurs. Piedmont Non Profit (6 hours)	350.00	350.00	07-01-08
Mon.-Thurs. Non Resident Non Profit (6 hours)	425.00	425.00	07-01-08
Weekday - Resident (4 hours)	450.00	450.00	07-01-08
Weekday - Non Resident (4 hours)	600.00	600.00	07-01-06
Weekend - Resident (7 hours)	1,295.00	1,295.00	07-01-08
Weekend - Non Resident (7 hours)	1,650.00	1,650.00	07-01-08
Deposit	1,000.00	1,000.00	07-01-08
Additional Hours	250.00 /hr	250.00 /hr	07-01-08
Excedra Plaza			
With Hall Rental - Weekend Resident	375.00	375.00	07-01-08
With Hall Rental - Weekend Non-Resident	575.00	575.00	07-01-08
With Hall Rental - Weekday Resident	300.00	300.00	07-01-06
With Hall Rental - Weekday Non-Resident	400.00	400.00	05-05-03
Without Hall Rental - Weekend	N/A	750.00	N/A
Without Hall Rental - Weekday Resident	425.00	425.00	05-05-03
Without Hall Rental - Weekday Non-Resident	525.00	525.00	05-05-03
Schoolmates Program			
Scholarship	5.75 /hr	<u>6.00</u> /hr	09-01-10
Aggregate Discount for Monthly Users	6.00 /hr	<u>6.50</u> /hr	09-01-10
Pre-Registered Monthly	6.25 /hr	<u>6.75</u> /hr	09-01-10
Drop In Card	8.00 /hr	<u>8.50</u> /hr	09-01-10
Drop In	8.75 /hr	<u>9.00</u> /hr	09-01-10
Piedmont Community Pool Fees - May 1, 2012 - April 30, 2013 - City Council Approved 03-05-12			
Annual Passes (12 months from date of purchase)			
Family All Hours Resident	850.00	850.00	07-01-11
Family All Hours - Non-Resident	950.00	950.00	07-01-11
Adult Individual - Resident	750.00	750.00	07-01-11
Adult Individual - Non-Resident	850.00	850.00	07-01-11
Senior Individual - Resident	575.00	575.00	07-01-11
Senior Individual - Non-Resident	650.00	650.00	07-01-11
Seasonal Passes (May through October)			
Family All Hours Resident	495.00	495.00	07-01-11
Family All Hours - Non-Resident	570.00	570.00	07-01-11
Adult Individual - Resident	425.00	425.00	07-01-11
Adult Individual - Non-Resident	500.00	500.00	07-01-11
Senior Individual - Resident	225.00	225.00	07-01-11
Senior Individual - Non-Resident	300.00	300.00	07-01-11

FEE DESCRIPTION	Current	Proposed FY 2012-2013	LAST ADJUSTMENT
Gate (Walk-up) Fees			
Monday - Thursday 8:00am - 5:00pm			
Adult - Resident	10.00	10.00	07-01-11
Adult - Non-resident	20.00	20.00	07-01-11
Youth - Resident and Non-Resident	5.00	5.00	07-01-11
Friday - Saturday 2:00pm - 6:00pm			
Adult - Resident	15.00	15.00	07-01-11
Adult - Non-resident	30.00	30.00	07-01-11
Youth - Resident and Non-Resident	7.50	7.50	07-01-11
No gate/walk-ups on Sundays. Pass holders only.			

Basic Pool Hours of Operation for 2012-2013

Summer	Weekdays	5:30am - 9:00pm
	Weekends	7:00am - 7:00pm
Fall	Weekdays	5:30am - 9:00pm
	Weekends	7:00am - 7:00pm
Winter	Weekdays	5:30am - 8:00pm
	Weekends	7:00am - 4:00pm
Spring	Weekdays	5:30am - 9:00pm
	Weekends	7:00am - 6:00pm

This Page Left Intentionally Blank

Recreation		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	404-010-001	442,000	442,000	442,000	0.00%
Part Time Salaries	404-010-002	710,000	700,000	700,000	-1.41%
Overtime Salaries	404-010-003	3,000	3,000	3,000	0.00%
Object Total	404-010	1,155,000	1,145,000	1,145,000	-0.87%
Health Insurance					
Medical Insurance	404-011-001	79,900	81,600	92,500	15.77%
Dental Insurance	404-011-002	8,860	9,180	10,260	15.81%
Vision Plan	404-011-003	2,100	2,100	2,250	7.16%
Object Total	404-011	90,860	92,882	105,010	15.57%
Retirement					
PERS	404-012-001	155,400	155,800	157,006	1.03%
FICA	404-012-002	68,600	69,300	70,000	2.04%
Object Total	404-012	224,000	225,100	227,006	1.34%
Other Benefits					
Life Insurance	404-013-001	2,100	2,100	2,100	0.02%
Disability Insurance	404-013-002	1,600	1,600	1,600	0.02%
Medicare Insurance	404-013-005	16,800	16,800	16,800	0.00%
Object Total	404-013	20,500	20,500	20,500	0.00%
Membership/conf/training					
Membership/conf/training	404-031-001	4,000	4,000	4,000	0.00%
Auto Expense	404-031-002	12,000	12,000	14,000	16.67%
Object Total	404-031	16,000	16,000	18,000	12.50%
Department Supplies					
Office Supplies	404-051-001	10,000	7,700	10,000	0.00%
Commission/Concerts	404-051-002	750	800	750	0.00%
Object Total	404-051	10,750	8,500	10,750	0.00%
Utilities/Telephone/Radio					
Recreation Utilities	404-052-001	12,250	12,000	12,250	0.00%
City Hall/Fire Utilities	404-052-002	30,600	32,000	32,600	6.54%
Police Utilities	404-052-003	12,250	12,000	12,250	0.00%
801 Magnolia Utilities	404-052-004	775	1,800	1,850	138.71%
Object Total	404-052	55,875	57,800	58,950	5.50%
Contract Services					
Recreation Contract Services	404-054-001	23,000	23,000	23,500	2.17%
City Contract Services	404-054-002	85,000	85,000	88,000	3.53%
Skatepark Contract Services	404-054-011	3,000	3,000	3,000	0.00%
Object Total	404-054	111,000	111,000	114,500	3.15%
Building & Ground Maintenance					
Building & Ground Maintenance	404-055-003	30,000	30,000	30,000	0.00%
Other Expenses					
Self-Support	404-056-001	565,000	565,000	565,000	0.00%
Fourth of July	404-056-003	14,000	14,000	14,000	0.00%
Harvest Festival	404-056-008	10,000	10,000	10,000	0.00%
Object Total	404-056	589,000	589,000	589,000	0.00%

Recreation		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Information Services					
Hardware	404-060-001	500	250	500	0.00%
Labor	404-060-003	2,500	750	2,500	0.00%
Object Total	404-060	3,000	1,000	3,000	0.00%
Capital Outlay	404-081	0	0	0	N/A
Total Recreation		2,305,985	2,296,782	2,321,718	0.68%

CITY OF PIEDMONT
2012-2013 Proposed Budget

RECREATION DEPARTMENT

General Recreation Division
BUDGET NARRATIVE

<u>Memberships/Training/Auto Expense</u>	101-0404-031
2011-2012 Budgeted Amount	\$16,000
2011-2012 12 Month Estimate	\$16,000
2012-2013 Proposed	\$18,000

This account funds memberships, conferences and training (\$4000) as well as vehicle repair and maintenance (\$14,000) for the four department vehicles (Director's sedan, 3 vans).

Memberships and training includes professional memberships, affiliations and training sessions and conferences.

<u>Department Supplies</u>	101-0404-051
2011-2012 Budgeted Amount	\$10,750
2011-2012 12 Month Estimate	\$ 8,500
2012-2013 Proposed	\$10,750

Basic office supplies and material including copy and computer supplies. Also includes budget for Recreation Commission expenses. Office supplies includes stationary, envelopes, printed forms, cash register tapes and ribbons, labels, binders, graphic/signage supplies and filing supplies. No increase proposed.

2012-2013 Estimated Expense Breakdown:

Office Supplies	\$ 10,000
Recreation Commission	\$ 750
Total	\$ 10,750

<u>Utilities</u>	101-0404-052
2011-2012 Budgeted Amount	\$55,875
2011-2012 12 Month Estimate	\$57,800
2012-2013 Proposed	\$58,950

This account funds utilities for the Recreation Department, City Hall, Fire Department and Police Department. A 2% increase is proposed.

<u>Expense Breakdown:</u>	<u>11-12 Estimated</u>	<u>12-13 Proposed</u>
Recreation Department	\$12,000	\$12,250
City Hall/Fire Department	\$32,000	\$32,600
801 Magnolia Avenue	\$ 1,800	\$ 1,850
Police Department	\$12,000	\$12,250
Total	\$57,800	\$58,950

<u>Contract Services</u>	101-0404-054
2011-2012 Budgeted Amount	\$111,000
2011-2012 12 Month Estimate	\$111,000
2012-2013 Proposed	\$114,500

Account covers contract services including janitorial services, copier contract, HVAC maintenance, fire alarm monitoring/service, fire extinguishers, rodent control, carpet/window cleaning, contract security guards for the skate park as needed and weekend restroom services. A modest increase of 3% is proposed.

	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
	<u>Budgeted</u>	<u>Estimated</u>	<u>Proposed</u>
Recreation	\$ 23,000	\$ 23,000	\$ 23,500
Skate Park Security Services	\$ 3,000	\$ 3,000	\$ 3,000
City (Non-recreation)	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 88,000</u>
Total	\$111,000	\$111,000	\$114,500

<u>Buildings and Grounds Maintenance</u>	101-0404-055
2011-2012 Budgeted Amount	\$30,000
2011-2012 12 Month Estimate	\$30,000
2012-2013 Proposed	\$30,000

Funds building and ground maintenance (except city parks and corporation yard) including cleaning supplies and materials, paint, carpentry, plumbing, electrical, floor products and maintenance interior painting for the City Hall, Police Department and Recreation Building. No increase proposed.

<u>Other Expenses</u>	101-0404-056
2011-2012 Budgeted Amount	\$589,000
2011-2012 12 Month Estimate	\$589,000
2012-2013 Proposed	\$589,000

Account funds July 4th Parade and Celebration which includes live musical performance and sound system. This account also funds self-support expenses which include all supplies, equipment, uniforms, class materials and specialty items for all department classes, events and programs (over 100 programs). All self-support expenses are 100% recovered through fee revenue except Harvest Festival and July 4th. No increase is proposed.

	2011-2012 <u>Budgeted</u>	2011-2012 <u>Estimated</u>	2012-2013 <u>Proposed</u>
Self Support Equipment/Supplies	\$ 565,000	\$ 565,000	\$ 565,000
July 4 th	\$ 14,000	\$ 14,000	\$ 14,000
Harvest Festival	\$ 10,000	\$ 10,000	\$ 10,000
Total	\$ 589,000	\$ 589,000	\$ 589,000

Note: Harvest Festival proceeds cover all festival expenses in excess of \$3,000. The net cost to the city is and has been limited to \$3,000 per year.

<u>Information Services</u>	101-0404-060
2011-2012 Budgeted Amount	\$ 3,000
2011-2012 12 Month Estimate	\$ 1,000
2012-2013 Proposed	\$ 3,000

This account consolidates IT/Computer associated departmental expenses. No increase is proposed.

2012-2013 Estimated Expense Breakdown:

Hardware	\$ 500
Software	\$ 0
Contract Services (Labor)	\$ 2,500
Total	\$ 3,000

<u>Capital Outlay</u>	101-0404-081
2011-2012 Budgeted Amount	\$ 0
2011-2012 12 Month Estimate	\$ 0
2012-2013 Proposed	\$ 0

None proposed for 2012-2013.

Recreation Department Cost Recovery

	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimated 2011-12	Estimated 2012-13
Expenditures										
Recreation: 404	1,661,192	1,907,570	2,077,349	2,138,904	2,299,343	2,235,526	2,296,440	2,192,654	2,296,782	2,321,718
Less: City Hall/Police/Fire Utilities	(47,385)	(50,959)	(51,701)	(50,726)	(49,716)	(43,050)	(46,656)	(49,928)	(44,000)	(44,850)
Less: Ground Maintenance	(54,680)	(61,643)	(56,354)	(51,108)	(53,176)	(29,074)	(32,368)	(26,514)	(30,000)	(30,000)
Less: Contract Services*	(26,861)	(36,869)	(97,269)	(87,492)	(109,465)	(112,591)	(107,005)	(95,473)	(85,000)	(88,000)
Less: 4th of July	(8,681)	(12,899)	(11,279)	(18,816)	(11,000)	(11,875)	(13,246)	(14,783)	(14,000)	(14,000)
Less: Hampton Field Monitor	(12,284)	(10,838)	(10,613)	(11,701)	(11,800)	(6,231)	0	0	0	0
Less: Skateboard Monitor	(23,346)	(21,290)	(19,815)	(18,511)	(19,131)	(21,370)	(16,105)	(13,417)	(13,500)	(13,500)
Less: Harvest Festival	(6,727)	(6,590)	(8,026)	(9,240)	(9,299)	(11,035)	(12,650)	(10,335)	(10,000)	(10,000)
Sub-total	(179,964)	(201,088)	(255,057)	(247,594)	(263,588)	(235,226)	(228,031)	(210,449)	(196,500)	(200,350)
Net Recreation Budget	1,481,228	1,706,482	1,822,292	1,891,310	2,035,755	2,000,300	2,068,409	1,982,205	2,100,282	2,121,368
Community Hall: 405	83,108	88,274	95,441	111,975	95,674	104,332	83,814	96,112	110,286	104,914
Veterans' Hall: 406	55,597	52,234	52,270	61,905	52,813	51,661	43,094	54,855	60,450	65,395
Total Expenditures	1,619,933	1,846,990	1,970,003	2,065,190	2,184,243	2,156,293	2,195,317	2,133,172	2,271,018	2,291,677
Recreation Revenue	1,178,464	1,287,184	1,420,013	1,442,578	1,649,348	1,786,124	1,784,196	1,770,294	1,850,000	1,900,000
Community Hall Revenue	204,035	206,277	199,703	197,270	171,443	244,922	222,566	223,313	210,000	220,000
Veterans' Hall Revenue	65,189	71,102	74,331	72,398	75,795	76,856	54,832	57,970	65,000	75,000
Schoolmates Subsidy	37,976	39,875	41,869	43,869	46,160	50,000	52,500	55,125	0	0
Sub-total	1,485,664	1,604,438	1,735,916	1,756,115	1,942,745	2,157,902	2,114,095	2,106,702	2,125,000	2,195,000
Net General Fund Subsidy	134,269	242,552	234,087	309,075	241,497	(1,610)	81,223	26,470	146,018	96,677
* Contract Services for City Hall, Main Park Restroom Weekend Cleaning/ Opening and Closing (janitorial, fire alarm, rodent control, carpet cleaning, window cleaning)										

Community Hall		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	405-010-001	11,000	10,800	11,000	0.00%
Part Time Salaries	405-010-002	40,000	40,000	40,000	0.00%
Object Total	405-010	51,000	50,800	51,000	0.00%
Health Insurance					
Medical Insurance	405-011-001	1,100	1,100	1,150	4.57%
Dental Insurance	405-011-002	110	110	120	9.37%
Vision Plan	405-011-003	30	30	30	-1.40%
Object Total	405-011	1,240	1,241	1,300	4.85%
Retirement					
PERS	405-012-001	3,300	3,240	3,350	1.50%
FICA	405-012-002	3,200	3,180	3,200	0.00%
Object Total	405-012	6,500	6,420	6,550	0.76%
Other Benefits					
Life Insurance	405-013-001	50	50	50	0.59%
Disability Insurance	405-013-002	35	35	35	0.93%
Medicare Insurance	405-013-005	780	740	780	0.03%
Object Total	405-013	865	826	865	-0.02%
Supplies	405-051-001	7,500	7,500	7,500	0.00%
Utilities	405-052-001	8,700	9,500	9,700	11.49%
Contract Services	405-054-001	40,000	32,000	26,000	-35.00%
Capital Outlay	405-081	2,000	2,000	2,000	0.00%
Total Community Hall		117,805	110,286	104,914	-10.94%

This Page Left Intentionally Blank

CITY OF PIEDMONT
2012-2013 Proposed Budget

RECREATION DEPARTMENT
COMMUNITY HALL DIVISION

BUDGET NARRATIVE

<u>Department Supplies</u>	101-0405-051
2011-2012 Budgeted Amount	\$ 7,500
2011-2012 12 Month Estimate	\$ 7,500
2012-2013 Proposed	\$ 7,500

All cleaning and maintenance supplies for Community Hall (upstairs only) rental facility operation. Proper maintenance and cleanliness are essential for the beautiful facility. Expenses recovered 100% through revenue. No increase proposed.

<u>Utilities</u>	101-0405-052
2011-2012 Budgeted Amount	\$ 8,700
2011-2012 12 Month Estimate	\$ 9,500
2012-2013 Proposed	\$ 9,700

Utility expense for Community Hall upper level. A 2% increase over 2011-2012 12 month estimate is proposed. Expense recovered 100% through fee revenue.

<u>Contract Services</u>	101-0405-054
2011-2012 Budgeted Amount	\$40,000
2011-2012 12 Month Estimate	\$32,000
2012-2013 Proposed	\$26,000

This funds contract janitorial services for the Community Hall which is augmented by city staff. Funds heavy cleaning and floor buffing on a weekly basis. Expense 100% recovered through fee revenue. Extra expense 2011-2012 due to necessary emergency restroom plumbing and associated costs.

<u>Capital Outlay</u>	101-0405-081
2011-2012 Budgeted Amount	\$ 2,000
2011-2012 12 Month Estimate	\$ 2,000
2012-2013 Proposed	\$ 2,000

This will fund the purchase of new tables and new chairs. This furniture replaces dilapidated and worn out units. This expense is 100% recovered through fee revenue.

This Page Left Intentionally Blank

Veterans' Hall		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	406-010-001	7,400	7,200	7,400	0.00%
Part Time Salaries	406-010-002	22,000	20,000	24,000	9.09%
Object Total	406-010	29,400	27,200	31,400	6.80%
Health Insurance					
Medical Insurance	406-011-001	720	720	800	11.13%
Dental Insurance	406-011-002	75	75	80	6.05%
Vision Plan	406-011-003	20	20	20	-1.40%
Object Total	406-011	815	815	900	10.48%
Retirement					
PERS	406-012-001	2,200	2,180	2,250	2.26%
FICA	406-012-002	2,000	1,700	2,100	4.98%
Object Total	406-012	4,200	3,880	4,349	3.55%
Other Benefits					
Life Insurance	406-013-001	40	30	40	-1.23%
Disability Insurance	406-013-002	25	25	25	-1.80%
Medicare Insurance	406-013-005	460	400	480	4.37%
Object Total	406-013	525	454	545	3.85%
Supplies	406-051-001	4,000	4,000	4,000	0.00%
Utilities	406-052-001	4,100	4,100	4,200	2.44%
Contract Services	406-054-001	18,000	18,000	18,000	0.00%
Capital Outlay	406-081	2,000	2,000	2,000	0.00%
Total Veterans' Hall		63,040	60,450	65,395	3.74%
Grand Total: 404,405,406		2,486,830	2,467,518	2,492,027	0.21%

This Page Left Intentionally Blank

CITY OF PIEDMONT
2012-2013 Proposed Budget

RECREATION DEPARTMENT
VETERANS' HALL DIVISION

BUDGET NARRATIVE

<u>Department Supplies</u>	101-0406-051
2011-2012 Budgeted Amount	\$ 4,000
2011-2012 12 Month Estimate	\$ 4,000
2012-2013 Proposed	\$ 4,000

All cleaning and maintenance supplies for Veterans' Hall operation. Expenses recovered 100% through revenue. No increase proposed.

<u>Utilities</u>	101-0406-052
2011-2012 Budgeted Amount	\$ 4,100
2011-2012 12 Month Estimate	\$ 4,100
2012-2013 Proposed	\$ 4,200

Utility expense for second floor (rental facility) of Veterans' Hall. A 2% increase over 2011-2012 12 month estimate is proposed. Expense recovered 100% through fee revenue.

<u>Contract Services</u>	101-0406-054
2011-2012 Budgeted Amount	\$18,000
2011-2012 12 Month Estimate	\$18,000
2012-2013 Proposed	\$18,000

This funds non city staff maintenance and janitorial services and kitchen equipment service as required. Expense 100% recovered through fee revenue. A janitorial service contractor augments city building staff. No increase proposed.

<u>Capital Outlay</u>	101-0406-081
2011-2012 Budgeted Amount	\$ 2,000
2011-2012 12 Month Estimate	\$ 2,000
2012-2013 Proposed	\$ 2,000

This will fund the purchase of new tables and new chairs. This furniture replaces dilapidated and worn out units. This expense is 100% recovered through fee revenue.

This Page Left Intentionally Blank

Schoolmates		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	415-010-001	291,000	281,730	291,000	0.00%
Part Time Salaries	415-010-002	170,000	165,000	170,000	0.00%
Overtime Salaries	415-010-003	6,000	6,000	6,000	0.00%
Object Total	415-010	467,000	452,730	467,000	0.00%
Health Insurance					
Medical Insurance	415-011-001	68,000	65,900	72,200	6.18%
Dental Insurance	415-011-002	8,000	7,400	8,500	6.25%
Vision Plan	415-011-003	1,800	1,400	1,830	1.67%
Object Total	415-011	77,800	74,700	82,530	6.08%
Retirement					
PERS	415-012-001	87,250	86,200	88,200	1.09%
FICA	415-012-002	28,950	28,400	29,000	0.17%
Object Total	415-012	116,200	114,600	117,200	0.86%
Other Benefits					
Life Insurance	415-013-001	1,250	1,200	1,200	-4.02%
Disability Insurance	415-013-002	1,000	900	900	-10.03%
Medicare Insurance	415-013-005	6,800	6,700	6,800	0.01%
Object Total	415-013	9,050	8,800	8,900	-1.66%
Department Supplies					
Supplies	415-051-001	28,000	28,000	33,000	17.86%
Nutrition	415-051-002	13,000	13,000	13,000	0.00%
Breakfast/Lunch Program	415-051-003	4,000	4,000	4,000	0.00%
Object Total	415-051	45,000	45,000	50,000	11.11%
Utilities	415-052-001	3,400	3,000	4,000	17.65%
Contract Services	415-054-001	48,000	48,000	25,000	-47.92%
Capital Outlay	415-081	7,500	10,000	10,000	33.33%
Total Schoolmates		773,950	756,830	764,630	-1.20%

This Page Left Intentionally Blank

CITY OF PIEDMONT
2012-2013 Proposed Budget

RECREATION DEPARTMENT
SCHOOLMATES DIVISION

BUDGET NARRATIVE

<u>Department Supplies</u>	114-0415-051
2011-2012 Budgeted Amount	\$45,000
2011-2012 12 Month Estimate	\$45,000
2012-2013 Proposed	\$50,000

This account funds supplies and materials as well as nutrition which as a licensed program is required by state law. This account also funds the Kindergarten meal program. This once per week program has become extremely popular with the Kindergartners. Parents are especially appreciative of this program. These expenses are recovered 100% through fee revenue. The \$5,000 increase is in anticipation of costs associated with Beach Schoolmates upgrade upon reoccupying in August of 2012.

2012-2013 Proposed:

Supplies and Materials	\$33,000
Nutrition	\$13,000
Kindergarten Meal Program	<u>\$ 4,000</u>
Total	\$50,000

<u>Utilities</u>	114-0415-052
2011-2012 Budgeted Amount	\$ 3,400
2011-2012 12 Month Estimate	\$ 3,000
2012-2013 Proposed	\$ 4,000

Utility expense for Schoolmates sites. A modest increase over 2011-2012 12 month estimate is proposed. Expense recovered 100% through fee revenue.

<u>Contract Services</u>	114-0415-054
2011-2012 Budgeted Amount	\$48,000
2011-2012 12 Month Estimate	\$48,000
2012-2013 Proposed	\$25,000

This funds contract janitorial services for the Schoolmates sites including carpet cleaning and painting. Expense 100% recovered through fee revenue.

Capital Outlay

2011-2012 Budgeted Amount
2011-2012 12 Month Estimate
2012-2013 Proposed

114-0415-081
\$ 7,500
\$ 10,000
\$ 10,000

Proposed 2012-2013 Capital Outlay Budget for Schoolmates (3 sites) provides \$10,000 for equipment expenditures as the Schoolmates Program Supervisor and Site Coordinators deem appropriate with Department Head approval.
Detail needed.

DEPARTMENT OF RECREATION												
City of Piedmont												
SCHOOLMATES PROGRAM FINANCIAL PROJECTION REPORT												
	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimated	Estimated		
	5.00 per hr		5.25 per hr	5.25 per hr	5.50 per hr	5.50 per hr	5.50 per hr	6.00 per hr	6.00 per hr	6.50 per hr		
Revenue												
Schoolmates Fees	565,697	605,745	672,795	720,628	686,396	763,067	720,349	698,154	700,000	772,200		
Interest	6,491	10,278	18,835	25,553	22,639	10,553	2,918	1,926	600	2,000		
P.U.S.D. Portable Share	0	0	0	0	0	0	0	0	0	0		
Total Revenue	572,188	616,023	691,630	746,181	709,035	773,620	723,267	700,080	700,600	774,200		
Expenditures												
Regular Salaries	200,946	213,146	225,607	241,933	253,556	283,135	285,705	277,738	287,730	297,000		
Part-time Salaries	119,862	134,341	148,544	177,685	169,684	194,801	170,890	157,607	158,000	163,000		
Part-time Custodial	16,534	17,893	18,787	19,727	22,134	22,664	6,015	4,186	7,000	7,000		
Medical/Dental Benefits	34,417	37,235	39,327	45,118	51,010	55,307	58,606	62,178	74,700	82,530		
Retirement Benefits	53,463	72,387	84,027	94,154	102,119	110,366	113,143	107,884	114,600	117,200		
Other Benefits	7,102	7,597	8,002	8,856	9,559	10,471	10,190	9,458	8,800	8,900		
Supplies	26,904	31,521	34,417	36,866	29,725	45,103	35,522	27,490	28,000	33,000		
Nutrition & Breakfast/Lunch	12,329	14,228	13,924	14,462	14,839	14,399	18,741	19,137	17,000	17,000		
Utilities	4,993	5,310	5,297	5,689	5,549	5,152	4,149	2,997	3,000	4,000		
Contract Services	8,321	7,566	9,288	8,817	9,908	11,271	16,240	19,864	48,000	25,000		
Capital Outlay	2,248	5,799	28,790	38,921	41,010	6,313	0	4,478	10,000	10,000		
Total Expenditures	487,119	547,022	616,010	692,228	709,093	758,982	719,201	693,018	756,830	764,630		
Transfer Out												
General Fund*	37,976	39,875	41,869	43,869	46,160	50,000	52,500	55,125	0	0		
CIP	0	0	0	0	0	0	0	150,000	0	0		
Total Transfers	38,976	39,875	41,869	43,869	46,160	50,000	52,500	205,125	0	0		
Total Expenditures/Transfers	526,096	586,897	657,879	736,097	755,253	808,982	771,701	898,143	756,830	764,630		
Excess of Revenue over												
Expenditures/Transfers	46,092	29,125	33,751	10,084	(46,218)	(35,361)	(48,434)	(198,064)	(56,230)	9,570		
Fund Balance												
Beginning of year	404,323	450,415	479,540	513,291	523,375	477,157	441,796	393,361	195,298	139,067		
End of year	450,415	479,540	513,291	523,375	477,157	441,796	393,361	195,298	139,067	148,638		
Building Fund Reserve	310,000	340,000	370,000	400,000	377,157	341,796	293,361	93,586	27,635	27,636		
Unreserved Fund Balance	140,415	139,540	143,291	123,375	100,000	100,000	100,000	101,712	111,432	121,002		
Total Fund Balance	450,415	479,540	513,291	523,375	477,157	441,796	393,361	195,298	139,067	148,638		

This Page Left Intentionally Blank

Aquatics		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	417-010-001	28,440	17,680	43,500	52.95%
Part Time Salaries	417-010-002	300,000	300,000	310,000	3.33%
Object Total	417-010	328,440	317,680	353,500	7.63%
Health Insurance					
Medical Insurance	417-011-001	13,600	3,200	7,582	-44.25%
Dental Insurance	417-011-002	1,800	330	775	-56.92%
Vision Plan	417-011-003	400	90	197	-50.70%
Object Total	417-011	15,800	3,620	8,554	-45.86%
Retirement					
PERS	417-012-001	13,600	1,400	13,300	-2.21%
FICA	417-012-002	23,500	19,700	22,000	-6.38%
Object Total	417-012	37,100	21,100	35,300	-4.85%
Other Benefits					
Life Insurance	417-013-001	200	10	175	-12.52%
Disability Insurance	417-013-002	100	2	131	30.50%
Medicare Insurance	417-013-005	5,500	2,185	5,126	-6.80%
Object Total	417-013	5,800	2,198	5,431	-6.36%
Membership/conf/training	400-031-001	0	195	2,500	N/A
Object Total	404-031	0	195	2,500	N/A
Department Supplies					
Pool Chemicals	417-051-001	25,000	25,000	25,000	0.00%
Pool Equipment	417-051-002	15,000	15,000	5,000	-66.67%
Misc. Repair Supplies	417-051-003	5,000	5,000	5,000	0.00%
Office Supplies and Materials	417-051-004	5,000	5,000	5,000	0.00%
Printing/Graphics	417-051-005	5,000	7,500	7,500	50.00%
Postage	417-051-006	3,000	7,000	7,000	133.33%
Other	417-051-007	5,000	15,000	5,000	0.00%
Concessions	417-051-008	0	0	5,000	N/A
Janitorial	417-051-009	0	0	5,000	N/A
Object Total	417-051	63,000	79,500	69,500	10.32%
Building & Ground Maintenance	404-055-003	0	3,828	0	N/A
Utilities	417-052	78,000	60,000	65,000	N/A
Contract Services	417-054	145,500	109,700	95,500	-34.36%
Other Expenses	417-056	10,000	10,000	0	-100.00%

Aquatics		Budget	25,000	25,000	Budget
Description	Account #	11/12	11/12	12/13	% Change
Information Services					
Hardware	417-060-001	0	0	625	N/A
Software	417-060-002	0	0	625	N/A
Labor	417-060-003	0	0	1,250	N/A
Object Total	417-060	0	0	2,500	N/A
Capital Outlay					
ADA Ramp 24'-1:12 Slope	417-081-001	13,000	17,500	0	-100.00%
Replacement Shed-Baby Pool	417-081-002	10,000	10,000	0	-100.00%
Exterior Painting	417-081-003	0	0	7,500	N/A
Landscape Enhancement	417-081-004	0	0	7,500	N/A
Site Furnishings	417-081-005	0	0	4,500	N/A
Plumbing Repair/Women's Locker Room	417-081-006	0	0	6,500	N/A
Main Pool Filter System	417-081-007	0	0	10,000	N/A
Office Remodel/Furniture	417-081-008	0	0	5,000	N/A
Locker Room Floor Refurbish	417-081-009	0	0	3,000	N/A
Capital Outlay	417-081	23,000	27,500	44,000	91.30%
Total Aquatics		706,640	635,321	681,785	-3.52%

CITY OF PIEDMONT
2012-2013 Proposed Budget

RECREATION DEPARTMENT
AQUATICS DIVISION 117

BUDGET NARRATIVE

<u>Salaries</u>	117-0417-010		
2011-2012 Budgeted Amount	\$ 328,440		
2011-2012 12 Month Estimate	\$ 317,680		
2012-2013 Proposed	\$ 353,500		
		2011-2012	2012-2013
		<u>Estimated</u>	<u>Proposed</u>
001 Regular Salaries (Manager)	\$ 17,680	\$ 43,500	\$ 43,500
002 Part Time Salaries	\$ <u>300,000</u>	\$ <u>310,000</u>	\$ <u>310,000</u>
Total Salaries	\$ 317,680	\$ 353,500	\$ 353,500

<u>Memberships and Meetings</u>	117-0417-031		
2011-2012 Budgeted Amount	\$ 0		
2011-2012 12 Month Estimate	\$ 195		
2012-2013 Proposed	\$ 2,500		
		2011-2012	2012-2013
		<u>Estimated</u>	<u>Proposed</u>
001 Memberships and Meetings	\$ 195	\$ 2,500	\$ 2,500
002 Auto Expense	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
Total	\$ 195	\$ 2,500	\$ 2,500

This account funds trainings and memberships for Pool Manager and some part time staff. Includes California Park & Recreation Society, Bay Area Public Pool Operators Group, Red Cross and California Aquatics Management School.

<u>Department Supplies</u>	117-0417-051
2011-2012 Budgeted Amount	\$ 63,000
2011-2012 12 Month Estimate	\$ 79,500
2012-2013 Proposed	\$ 69,500

This account funds supplies and materials required to operate the swimming pool, associated buildings and grounds.

		2011-2012	2012-2013
		<u>Estimated</u>	<u>Proposed</u>
001 Pool Chemicals	\$ 25,000	\$ 25,000	\$ 25,000
002 Pool Equipment	\$ 15,000	\$ 5,000	\$ 5,000
003 Misc. Pool/Locker Room Repair Supplies	\$ 5,000	\$ 5,000	\$ 5,000
004 Office Supplies and Materials	\$ 5,000	\$ 5,000	\$ 5,000
005 Printing/Graphics	\$ 7,500	\$ 7,500	\$ 7,500

006 Postage	\$ 7,000	\$ 7,000
007 Other	\$ 15,000	\$ 5,000
008 Concessions	\$ 0	\$ 5,000
009 Janitorial	\$ 0	\$ 5,000
Total	\$ 79,500	\$ 69,500

This account funds necessary pool equipment and supplies.

Utilities	117-0417-052
2011-2012 Budgeted Amount	\$ 78,000
2011-2012 12 Month Estimate	\$ 60,000
2012-2013 Proposed	\$ 65,000

Utility expense for the swimming pool, associated buildings and grounds.

Contract Services	117-0417-054
2011-2012 Budgeted Amount	\$ 145,500
2011-2012 12 Month Estimate	\$ 109,700
2012-2013 Proposed	\$ 95,500

This funds all contract services for the operation of the swimming pool, associated buildings and grounds.

	2011-2012 <u>Estimated</u>	2012-2013 <u>Proposed</u>
001 Interim Pool Manager	\$ 15,700	\$ 0
002 Pool Asst. Manager	\$ 4,500	\$ 0
003 Pool Maintenance	\$ 30,000	\$ 40,000
004 Plumbing	\$ 4,000	\$ 4,000
005 Electrical	\$ 5,000	\$ 4,000
006 Gardening/Landscaping	\$ 2,000	\$ 5,000
007 Janitorial	\$ 15,000	\$ 15,000
008 Training/Certifications	\$ 0	\$ 4,000
009 Web Master	\$ 0	\$ 0
010 Online Registration/Equipment	\$ 0	\$ 0
011 Marketing/Promotions	\$ 10,000	\$ 10,000
012 Inspections	\$ 2,500	\$ 3,000
013 Management Consulting	\$ 20,000	\$ 10,000
014 Alarm Monitoring	\$ 500	\$ 500
Total	\$109,700	\$ 95,500

This account funds a variety of needed and critical services for the pool. Contract management will be \$0 due to the appointment of a full time Pool Manager (Nick Cuevas). Management consultant reduced by 50%.

Other Expenses	117-0417-056
2011-2012 Budgeted Amount	\$ 10,000
2011-2012 12 Month Estimate	\$ 10,000
2012-2013 Proposed	\$ 0

	2011-2012	2012-2013
	<u>Estimated</u>	<u>Proposed</u>
001 Piedmont Swim Club General	\$ 0	\$ 0
002 Piedmont Swim Club General Equipment Purchase	\$ 0	\$ 0
003 Other	\$ <u>10,000</u>	\$ <u>0</u>
Total	\$ 10,000	\$ 0

Note: 10-11 Budget paid \$40,000 to Piedmont Swim Club for shared staff (May-June 2011) and acquisition by city of pool equipment and supplies. City received \$22,000 refund from Piedmont Swim Club advance. Net payment to Piedmont Swim Club \$18,000.

Information Services

	117-0417-060
2011-2012 Budgeted Amount	\$ 0
2011-2012 12 Month Estimate	\$ 0
2012-2013 Proposed	\$ 2,500

	2011-2012	2012-2013
	<u>Estimated</u>	<u>Proposed</u>
001 Hardware	\$ 0	\$ 625
002 Software	\$ 0	\$ 625
003 Labor	\$ <u>0</u>	\$ <u>1,250</u>
Total	\$ 0	\$ 2,500

Funding for computer equipment etc., if needed.

Capital Outlay

	117-0417-081
2011-2012 Budgeted Amount	\$ 23,000
2011-2012 12 Month Estimate	\$ 27,500
2012-2013 Proposed	\$ 44,000

	2011-2012	2012-2013
	<u>Estimated</u>	<u>Proposed</u>
001 ADA Ramp 24' – 1:12 Slope	\$ 17,500	\$ 0
002 Replacement Shed – Baby Pool Mechanical	\$ 10,000	\$ 0
003 Exterior Painting	\$ 0	\$ 7,500
004 Landscape Enhancement	\$ 0	\$ 7,500
005 Site Furnishings	\$ 0	\$ 4,500
006 Plumbing Repair/Women's Locker Room	\$ 0	\$ 6,500
007 Main Pool Filter System	\$ 0	\$ 10,000
008 Office Remodel/Furniture	\$ 0	\$ 5,000
009 Locker Room Floor Refurbish	\$ <u>0</u>	\$ <u>3,000</u>
Total	\$ 27,500	\$ 44,000

DEPARTMENT OF RECREATION					
City of Piedmont					
AQUATICS FINANCIAL PROJECTION REPORT					
	FY 10/11 Through FY 12/13				
			FY 10/11	FY 11/12	FY 12/13
			Actual	Estimated	Estimated
Beginning Fund Balance			0	48,951	53,630
Revenue			\$37,364	\$640,000	\$490,000
Expenditures			98,413	635,321	681,785
Excess of Expenditure over Revenue			(61,049)	4,679	(191,785)
Net General Fund Subsidy			110,000	0	138,156
Ending Fund Balance			\$48,951	\$53,630	\$0



POLICE DEPARTMENT

**BUDGET
FY 2012/2013**

This Page Left Intentionally Blank

**City of Piedmont
POLICE DEPARTMENT
2012-13 Budget**

FUNCTIONAL DESCRIPTION/WORK OBJECTIVES

Under the city charter, the police department is charged to preserve the peace, protect life and property, and enforce the local, state and federal statutes. The Piedmont Police Department is a full-service, community law enforcement agency. To accomplish all tasks assigned to the police department, the organization is divided into three functional areas, Administration, Operations (Patrol), and Support Services, which includes full-time/part-time personnel and volunteers.

➤ ADMINISTRATION - Police Chief's Office

All management, supervisors and employees (sworn and non-sworn) within the department are under the authority and direction of the chief of police. Specifically, administration functions include personnel; appointment and retention of employees; employee grievances; citizen clearance letters; council reports; citizen complaints; employee discipline; traffic surveys; personnel files; development and enforcement of department policies; supervision of volunteers; monthly Department of Justice statistical reports; and staff reports. The chief also issues concealed weapons permits; attends council meetings; and consults with department heads, city engineers, and legal counsel to make recommendations to ensure that all city ordinances, and state and federal laws are observed and enforced. In addition, the chief serves as the department representative to citizen groups, press relations, and professional organizations; and interacts with department union representatives and legal counsel.

➤ OPERATIONS

Responsible for operations of officers, includes the management of patrol and traffic; parking enforcement; community outreach; neighborhood watch program; response to all calls for service; report writing; parking and traffic citations; dispatch; police reserves; canines; animal control; dog licenses; training; administrative reviews; internal affairs; range; scheduling; payroll; peddlers/solicitors; volunteer programs, and crossing guards; and review and preparation of POST audits.

➤ SUPPORT SERVICES

Coordinates records, recruitment, backgrounds, and investigations; contract services; balance and oversee the collection of report fees; parking citation hearings; budget; purchasing; accounts payable; city telephones; court liaison; crime analysis, statistics and mapping; press releases; property/evidence; computers; fleet maintenance; Live Scan fingerprinting; and Department Policies; and review and preparation of DOJ audits.

This Page Left Intentionally Blank



Admin. Assistant
Sheila March

- RSVP**
Allen Gardner
- RSVP**
Tom Lister
- RSVP**
Stan Silverman
- RSVP**
Larry Rosenberg
- RSVP**
Randy Deutsch

Captain Scott Wyatt

Detectives

- George Phifer
- John Florence

- Parking Enforcement**
Lehna Williams
- Parking Enforcement**
Richard Ma
- Parking Enforcement**
Tyler Cote

- Sergeant**
Brian Haley
- Sergeant**
Michael Munoz
- Sergeant**
Robert Wells
- Sergeant**
Catherine Carr

Records
Renee Mohoff

Dispatcher
Lisa Douglas

Dispatcher
Sabrina Bell

Dispatcher
Ricco Nicholas

Dispatcher
Rachel Perez

Per Diem Disp.
Vicki Guzman

Per Diem Disp.
Mercedes Bolts

Animal Control

George Cyr

London Rivera

Officer
Thomas Kincaid

Officer
Curtis Selseth

Officer
Ken Cassettari

Officer
Robert Jaime

Officer
Steve DeWarms

Officer
Paul Knoll

Officer
Tamara Cundy

Officer
Kristina Foster

Officer
Stanley Price

Officer
Todd Mather

Officer
Willie Wright

Officer
John Lagios

Reserve Officer
Richard Tso

Reserve Officer
Justin Morgan

Reserve Officer
Greg Keller

This Page Left Intentionally Blank



Management Goals & Objectives Reporting Form

Employee **John Hunt**
 Review Period **2011/2012**

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Review/Update Police Dept. policy based on Fair & Impartial Policing course presented in March 2011	\$0		
	1a. Review of Dr. Fridell's Action Plan		Jul-11	Completed Aug-11
	1b. Review of specific police policies		Jul-11	Completed Aug-11
	1c. Update and distribute specific policies		Aug-11	Completed Sept-11
2	Develop Recruitment Practices targeting the Asian Community	unknown, however minor \$ amount		
	2a. Review current targeted hiring practices		Sep-11	Completed Aug-11
	2b. Determine best recruitment practices targeting the Asian Community		Sep-11	Completed Dec-11
	2c. Implement new recruitment practices		Next hiring cycle	Next hiring cycle
3	POST Certified Team Building Workshop	\$2,000		
	3a. Obtain POST approval for Workshop		Jul-11	Completed June-11
	3b. Determine Workshop agenda to focus on policies, succession planning and management/supervision cooperation		Jul-11 - May-12	Completed Feb-12
	3c. Complete POST approved Workshop		Jun-12	Completed Mar-12

This Page Left Intentionally Blank



Management Goals & Objectives Reporting Form

Employee **John Hunt**
 Review Period **2012/2013**

(Set at the beginning of the review period and updated 6 months thereafter)

	Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)	Budget	Target Date	Results
1	Review/prioritize those Action Plans developed from the Team Building Workshop	\$0		
1a.	Review of Team Building Action Plans		Jul-11	
1b.	Prioritize of Team Building Action Plans		Jul-11	
1c.	Implement appropriate Action Plans		Oct-11	
1d.	Develop a timeline for remaining Action Plan items		Oct-11	
2				
3				

This Page Left Intentionally Blank

STATISTICS

The following is a summary of police activities for the past four years:

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Total calls for service	9,045	8,681	9,105	9,260
Case files opened	825	714	828	903
Serious Offenses				
Homicide	0	0	0	0
Rape	0	1	0	0
Robbery	14	7	4	7
Assault	1	1	0	1
Burglary	52	47	49	88
Theft	143	158	139	149
Auto Theft	44	43	26	46
Arson	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Total	244	258	219	291
Auto Accidents				
Fatal	0	1	0	0
Injury	13	7	4	3
Non-Injury	39	48	47	42
Hit & Run	<u>30</u>	<u>33</u>	<u>34</u>	<u>16</u>
Total	82	89	85	61
Citations Issued				
Moving Violation	1,284	1,347	1,477	1,103
Parking Citations	1,759	1,164	1,662	1,141

Progress Report

Serious Offenses – After a year (2010) of welcomed exceptionally low reported crimes, the City of Piedmont has returned to a near normal average (based on the average of the previous ten years) of reported crimes per category, with the exception of reported burglaries. The numbers of each major offense category which reported incidents increased as compared to 2010, with the exception of arson. Robberies increased by 3; assaults increased by 1; burglaries increased by 39; thefts increased by 10; and motor vehicle thefts increased by 20. Arson decreased by 1 to zero reported in 2011. Our total number of reported crimes was 291. Our prior 10-year average of reported cases is 268.

Traffic – Total number of accidents decreased by twenty-four (24) when compared to 2010 statistics, with non-injury accidents down by five (5), hit & runs decreasing by eighteen (18), injury accidents decreasing by one (1) and having no accidents with a fatality. This has been the lowest accident rate since 2001, which also reported a rate of sixty-one (61) total accidents.

State of California (Citizens Option for Public Safety Program – COPS) – Funds from this program provided \$100,000 to supplement existing police services; not used to supplant any existing funding for law enforcement services currently being provided by the City of Piedmont.

New Employees

2011 (Full-time employee)

Police Officer John Lagios

PIEDMONT POLICE DEPARTMENT

Fee Schedule

FY 2012/13

	<u>2011/12</u>	<u>2012/13</u>
<u>Animal Control Services</u>		
Animal Releases	\$45	\$45
<u>Dog License Fees</u>		
Spayed/Neutered		
1 year	\$17	\$17
2 year	\$27	\$27
3 year	\$37	\$37
Senior (55 years or older)/Disabled	\$ 5	\$ 5
<u>Non-spayed/Non-neutered</u>		
1 year	\$32	\$32
2 year	\$53	\$53
3 year	\$75	\$75
Senior (55 years or older)/Disabled	\$10	\$10
LOST Dog License Replacement	\$10	\$10
LOST Dog License Replacement (55 years or older)/Disabled	\$ 3	\$ 3
 <i>Late Fees as stated in section 4.26 of Piedmont City Ordinance</i>		
<u>Off Leash Area License Fees</u>		
Spayed/Neutered		
1 year	\$17	\$17
2 year	\$27	\$27
3 year	\$37	\$37
<u>Non-spayed/Non-neutered</u>		
1 year	\$42	\$42
2 year	\$63	\$63
3 year	\$85	\$85
Lost License Replacement	\$10	\$10
Out of Jurisdiction – Off Leash Area	\$68	\$68
	\$37	\$37
	<small>Annually Non Spayed</small>	<small>Annually Non Spayed</small>
	<small>Annually Spayed</small>	<small>Annually Spayed</small>
 <u>Civil Court Subpoenas</u>		
Police Employees	\$150	\$150
		<small>Deposit / actual cost after appearance</small>
 <u>False Alarm Responses</u>		
1-3 in any 12-month period	0	0
4 in any 12-month period	\$ 50	\$ 50
5 in any 12-month period	\$150	\$150

6 in any 12-month period	\$300	\$300
7 or more in any 12-month period (\$100 increase for each subsequent false alarm)		

LiveScan Fingerprinting

Resident	\$30	\$30
Non-Resident	\$55	\$55
Additional Non-Piedmont PD Fee:		
Department of Justice		\$32
Federal Bureau of Investigation		\$19
Firearms		\$28
Child Abuse		\$15
Non-listed Agency fees upon request		

Youth Court Program

Hearing	\$20	\$20
---------	------	------

Police Clearances

Alien/U.S. Immigration	\$25	\$25
Naturalization Service	\$25	\$25
U.S. Citizenship/Travel Abroad	\$25	\$25
Alcoholic Beverage Control	\$25	\$25

Police Reports

Traffic Accident Reports	10 cents/page	10 cents/page
Public Records	10 cents/page	10 cents/page

Police Photographs

Photographs	\$5.00 each	\$5.00 each
Digital Images	\$5.00 each	\$5.00 each
Video Tape/Disc Duplication	Actual cost of duplication	Actual cost of duplication

Safekeeping

Weapons (Family Codes 6218 & 6304 and Penal Code 12021.3)	\$25	\$25
--	------	------

Vehicle Release

Vehicle	\$100	\$100
---------	-------	-------

Repossession Release

Vehicle (Government Code 41612)	\$15	\$15
------------------------------------	------	------

Solicitors Permit

\$25 + City Business License

\$25 + City Business License

Party Responses

Multiple Responses

Hourly Rate
(\$1,000 limit)

Hourly Rate
(\$1,000 limit)

Driving Under the Influence Emergency Response Cost Recovery

Per Accident caused by DUI
Charged to arrestee

Officer(s) Rate + Expenses
(\$12,000 limit)

Officer(s) Rate + Expenses
(\$12,000 limit)

Citation Sign-off

Residents and Piedmont PD
citations exempt

All others:

\$20.00 per citation

\$20.00 per citation

Child Seat Installation

Residents exempt

All others:

\$50.00

\$50.00

This Page Left Intentionally Blank

PARKING PENALTY SCHEDULE

Piedmont City Ordinance Parking Violations:

<u>Section</u>	<u>Description</u>	<u>Fine</u>	<u>Fine+*</u> <u>1st P/A</u>	<u>Fine+**</u> <u>2nd P/A</u>
11.38	Obedience to Signs	\$45	\$60	\$75
11.47a	Within divisional island unless marked	\$45	\$60	\$75
11.47b	Within 15' of property line of another street	\$45	\$60	\$75
11.47d	Public steps, public walks when indicated by signs/red paint	\$55	\$70	\$85
11.47e	As indicated by sign or red curb	\$55	\$70	\$85
11.48	Parking within allotted space	\$45	\$60	\$75
11.50	Park wrong way on one-way street	\$45	\$60	\$75
11.51	Parked inside limit markers for funeral service	\$45	\$60	\$75
11.52	Park for consecutive 72 hour period	\$60	\$75	\$90
11.53	Parked on street to be cleaned or repaired	\$45	\$60	\$75
11.55	Parked on grades exceeding 3%	\$45	\$60	\$75
11.56	Parallel parking	\$45	\$60	\$75
11.57	Angle parking	\$45	\$60	\$75
11.58	Parking for more than 10 minutes 6:00 p.m. to 5:00 a.m.	\$45	\$60	\$75
11.59	Temporary, emergency "No Parking" signs	\$55	\$70	\$85
11.60	Repairing, greasing vehicle in street	\$45	\$60	\$75

<u>Section</u>	<u>Description</u>	<u>Fine</u>	<u>Fine+*</u> <u>1st P/A</u>	<u>Fine+**</u> <u>2nd P/A</u>
11.61	Parking on private property	\$115	\$125	\$145
11.62	Parking more than legal time	\$55	\$70	\$85
11.64	Green curb marking	\$55	\$70	\$85
11.65	Yellow curb marking	\$55	\$70	\$85
11.66	White curb marking	\$55	\$70	\$85
	Special passenger loading zone	\$55	\$70	\$85
11.68	Loading zone generally	\$55	\$70	\$85
11.75.1	Removal of key from unattended vehicle	\$45	\$60	\$75
11.82	Parking District Violation	\$45	\$60	\$75
21.5	Vehicles over 80" wide between 10:00 p.m. and 6:00 a.m.	\$45	\$60	\$75
21.7	Parked commercial vehicle in residential	\$45	\$60	\$75
11.84	Blocking Driveway in Civic Center Area	\$115	\$125	\$145

California Vehicle Code

21113(a)	Parking on School Grounds	\$45	\$60	\$75
22500 (A-H,J,K)	Illegal Parking	\$45	\$60	\$75
22500 (I)	Bus Zone	\$255	\$280	\$305
22500 (L)	Disabled Ramps	\$255	\$280	\$305
22502	Improper Curb Parking	\$45	\$60	\$75
22507.8 (A-C)	Disabled Zone	\$255	\$280	\$305
	Second offense of 22507.8	\$505	\$530	\$555
	Third offense of 22507.8	\$755	\$780	\$805
22511.56 (b)	Misuse of Disabled Permit	\$255	\$280	\$305
22514	Blocking Fire Hydrant	\$45	\$60	\$75
22515	Unattended Vehicles	\$45	\$60	\$75
22516	Locked Vehicle	\$45	\$60	\$75
22522	Access Ramps	\$255	\$280	\$305

* Fine and Penalty Assessment following issuance of written notice to pay fine.

** Fine and Second Penalty Assessment 30 days after notice and forward to Department of Motor Vehicles for collection on registration payment.

Police		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	408-010-001	2,700,000	2,700,000	2,832,000	4.89%
Part Time Salaries	408-010-002	60,000	60,000	60,000	0.00%
Overtime Salaries	408-010-003	152,416	240,000	120,000	-21.27%
Object Total	408-010	2,912,416	3,000,000	3,012,000	3.42%
Health Insurance					
Medical Insurance	408-011-001	508,500	503,500	544,300	7.04%
Dental Insurance	408-011-002	50,500	50,000	53,400	5.74%
Vision Plan	408-011-003	10,600	10,700	11,200	5.66%
Object Total	408-011	569,600	564,200	608,900	6.90%
Retirement					
PERS	408-012-001	1,005,500	1,099,000	1,136,120	12.99%
FICA	408-012-002	40,000	42,900	47,000	17.50%
Object Total	408-012	1,045,500	1,141,900	1,183,120	13.16%
Other Benefits					
Life Insurance	408-013-001	10,400	10,000	10,600	1.93%
Disability Insurance	408-013-002	2,700	2,500	2,700	0.00%
Uniform Allowance	408-013-003	44,200	43,000	43,200	-2.26%
Medicare Insurance	408-013-005	42,100	44,500	43,750	3.92%
Object Total	408-013	99,400	100,000	100,250	0.86%
Membership/conf/training					
Membership/conf/training	408-031-001	4,500	4,500	4,500	0.00%
P.O.S.T.	408-031-002	33,000	33,000	33,000	0.00%
Canine Training	408-031-003	7,500	4,200	0	-100.00%
Object Total	408-031	45,000	41,700	37,500	-16.67%
Department Supplies					
Office Supplies	408-051-001	14,500	14,500	14,500	0.00%
Photographic Expense	408-051-002	1,500	1,500	1,500	0.00%
Canine Food/Vet	408-051-003	4,000	1,700	0	-100.00%
Object Total	408-051	20,000	17,700	16,000	-20.00%
Utilities/Telephone/Radio					
Radio & Telephone	408-052-001	136,000	136,000	136,000	0.00%
Object Total	408-052	136,000	136,000	136,000	0.00%
Eqpmnt/Main/Gas/Oil					
Auto Expense	408-053-001	35,000	35,000	10,000	-71.43%
Oil & Gasoline	408-053-002	48,000	30,000	56,000	16.67%
Object Total	408-053	83,000	65,000	66,000	-20.48%
Contract Services					
Jail Services	408-054-001	10,000	10,000	10,000	0.00%
Animal Regulation	408-054-002	38,150	38,150	38,150	0.00%
CAL-ID Program	408-054-003	7,000	4,600	7,000	0.00%
Other Contract Services	408-054-005	93,100	93,100	93,100	0.00%
Janitorial Services	408-054-006	10,000	7,000	8,000	-20.00%
Object Total	408-054	158,250	152,850	156,250	-1.26%

Police		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Other Expenses					
Police Reserves	408-056-002	5,000	5,000	5,000	0.00%
Crime Prevention	408-056-003	2,500	2,500	2,500	0.00%
Other Expense	408-056-008	39,500	39,500	39,500	0.00%
Tuition Reimbursement	408-056-009	2,000	0	2,000	0.00%
Object Total	408-056	49,000	47,000	49,000	0.00%
Information Services					
Hardware	408-060-001	1,920	1,920	2,000	4.17%
Software	408-060-002	37,940	37,940	41,000	8.07%
Labor	408-060-003	16,290	15,000	15,000	-7.92%
Object Total	408-060	56,150	54,860	58,000	3.29%
Capital Outlay	408-081	0	0	0	N/A
Total Police		5,174,316	5,321,210	5,423,020	4.81%

**City of Piedmont
POLICE DEPARTMENT
2012-13 Budget**

BUDGET NARRATIVE

MEMBERSHIPS/CONFERENCES/TRAINING

2011-12 Budgeted Amount	\$ 45,000
2011-12 12-Month Estimate	\$ 41,700
2012-13 Proposed Amount	\$ 37,500

There are three (3) categories in this account.

Conferences, Memberships and Partnerships: (408-031-001) (\$4,500) (no change)

Conferences provide the opportunity to attend a variety of workshops on current police practices, new legislation and programs. As in prior years, the police chief and police captains request permission to attend one (1) conference each during the fiscal year.

Department members maintain memberships in a variety of police and law enforcement associations in the state and Bay Area. The associations frequently meet on a monthly basis to exchange ideas.

P.O.S.T.: (408-031-002) (\$33,000) (no change)

The Commission on Peace Officer Standards and Training (P.O.S.T.) reimburses the City for training courses. P.O.S.T. representatives annually inspect our training and recruitment records to ensure the police department is in compliance with P.O.S.T. regulations and legislative mandates.

Canine Training: (408-031-003) (\$0) (\$7,500 decrease)

The Canine program has been suspended for fiscal year 2012-13.

DEPARTMENTAL SUPPLIES

2011-12 Budgeted Amount	\$ 20,000
2011-12 12-Month Estimate	\$ 17,700
2012-13 Proposed Amount	\$ 16,000

There are three (3) categories in this account.

Office Supplies: (408-051-001) (\$14,500) (no change)

These funds cover the purchase of all office and departmental supplies. The police department routinely utilizes volume retail outlets when purchasing office supplies to minimize expenditures.

Photographic: (408-051-002) (\$1,500) (no change)

Officers use digital and/or video cameras to photograph crime and accident scenes, evidence, and individuals taken into custody. Some of the cost for developing, printing and photographic accessories is offset by the sale of photographs to insurance companies.

Canine Food and Veterinarian Supplies: (408-051-003) (0) (\$4,000 decrease)

The Canine program has been suspended for fiscal year 2012-13.

RADIO & TELEPHONE

2011-12 Budgeted Amount	\$ 136,000
2011-12 12-Month Estimate	\$ 136,000
2012-13 Proposed Amount	\$ 136,000

Radio & Telephone: (408-052-001) (\$136,000) (no change)

This account also includes charges for the telephone system for all City operations, telephone lines; long distance and toll charges; pay telephone rental fees; cellular telephones; e-mail and monthly Internet fees; and dedicated telephone lines for fax machines. Telephone equipment and services for City Administration, Finance/Human Resources, Public Works, Recreation, Fire and Police are covered under this account.

Police Department:

This account also funds costs that are related directly to the police department. The police department maintains dedicated frame relay lines for direct connections to Alameda County Sheriff’s Office and to provide wireless communications to our patrol vehicles. Additionally, Alameda County Sheriff’s Department invoices a switcher fee which permits access to DMV and DOJ (stolen vehicles, property, wanted persons, arrest records) information. T-1 line for radio system to Oakland.

EQUIPMENT/MAINTENANCE/GAS/OIL

2011-12 Budgeted Amount	\$ 83,000
2011-12 12-Month Estimate	\$ 65,000
2012-13 Proposed Budget	\$ 91,000

There are two (2) categories in this account.

Auto Expense: (408-053-001) (\$35,000) (no change)

This category includes replacement and repair of tires, brakes, lights, body damage and routine preventive servicing of police vehicles.

Oil & Gasoline: (408-053-002) (\$56,000) (\$8,000 change)

We calculated our FY 2012-13 costs by multiplying our average annual usage (10,680 gallons) and an estimated cost of \$5.25 per gallon (includes product cost, taxes and delivery fees). We believe it prudent to over-estimate our current fuel costs, due to the volatility of the gasoline market.

CONTRACT SERVICES

2011-12 Budgeted Amount	\$ 158,250
2011-12 12-Month Estimate	\$ 152,850
2012-13 Proposed Budget	\$ 156,250

There are five (5) categories in this account:

Jail Service: (408-054-001) (\$10,000) (no change)

Jail contracts with the City of Oakland and the Alameda County Sheriff’s Office includes booking fees and the housing of prisoners. This category also is used for the maintenance of the department’s booking area and related booking materials.

Animal Regulations: (408-054-002) (\$38,150) (no change)

Piedmont contracts the services of the City of Berkeley for animal shelter facilities. The cost of emergency veterinary care for sick or injured animals is included in this account (\$2,000). The City of Piedmont Animal Services contract with the City of Emeryville will offset a portion of the cost for shelter facilities.

CAL-ID Program: (408-054-003) (\$7,000) (no change)

CAL-ID is a statewide effort to increase the identification of criminal suspects through the comparison of latent fingerprints found at crime scenes with those on file with the State of California. Piedmont and other Alameda County law enforcement agencies jointly fund this program. Piedmont’s fee assessment is based on the City’s population.

Other Contract Services: (408-054-005) (\$93,100) (no change)

This account contains the following contracts:

- Capture - Contract is for the 24-hour recorder and playback units in the dispatch center. This unit records police phone, Emergency 911, and police and fire radio transmissions as required by state law.
(\$3,400) (no change)
- Data Ticket - Contract for processing and collecting parking ticket fines and the accompanying administrative reports.
(\$4,200) (no change)
- City of Oakland - Contract for the lease and maintenance of the 800 MHz radio. This includes base stations, portable and mobile radios, chargers, and console.
(\$16,500) (no change)
- The City of Piedmont - Contributes to the Piedmont Unified School District's crossing guard(s) at Beach and Wildwood schools. The school district is responsible for managing these crossing guard positions and securing a replacement when a crossing guard(s) is absent due to illness or other reasons.
(\$4,700) (no change)
- All City Management Services - Contracts trained school crossing guards for the City of Piedmont.
(\$51,440) (no change)
- All City Management Services - Contracts trained school crossing guards for the City of Piedmont. This account is dedicated for the crossing guard at Linda Beach School, which Piedmont Unified School District has agreed to reimburse the City of Piedmont for the entire cost.
(\$12,860) (no change)

Janitorial Services: (408-054-006) (\$8,000)

The current janitorial service does routine surface cleaning and restocks supplies for the police department. This account also includes funds for periodic specified in-depth cleaning of the police department on a quarterly basis by a selected professional firm.
(\$8,000)

OTHER EXPENSE

2011-12 Budgeted Amount	\$49,000
2011-12 12-Month Estimate	\$47,000
2012-13 Proposed Amount	\$49,000

There are four (4) categories in this account.

Police Reserves: (408-056-002) (\$5,000) (no change)

Uniforms and safety equipment for the reserve police officers, citizen volunteers, part-time parking enforcement officers and volunteer Explorer Scouts are purchased from this account. The account also funds the expense for recruiting, testing and P.O.S.T. mandatory reserve officer training requirements.

Crime Prevention: (408-056-003) (\$2,500) (no change)

Crime prevention pamphlets, community outreach materials, Bike Rodeo and other public information brochures are paid from this account.

Other Account: (408-056-008) (\$39,500) (no change)

Flares, batteries, safety equipment, bullet resistant vest replacement, uniforms, citations, forms, crime and DNA laboratory service, annual physicals, etc. are included in this account.

Tuition Reimbursement: (408-056-009) (\$2,000) (no change)

Provided as a benefit in Memorandum of Understanding between the City of Piedmont and Employee Groups.

<u>INFORMATION SERVICES</u>	
2011-12 Budgeted Amount	\$ 56,150
2011-12 12-Month Estimate	\$ 54,860
2012-13 Proposed Amount	\$ 58,000

2011-12 Budgeted Amount	\$ 56,150
2011-12 12-Month Estimate	\$ 54,860
2012-13 Proposed Amount	\$ 58,000

There are three (3) categories in this account.

Hardware: (408-060-001) (\$2,000) (\$80 increase)

Replacement of worn and/or outdated computer-related hardware.

Software: (408-060-002) (\$41,000) (\$3,060 increase)

New World Systems provides the servicing and maintenance of the computer software in the police department. The service covers both the Standard and 24/7 Emergency Software Maintenance contracts for the police computer aided dispatch (CAD) system and records management system (RMS). The increase is a contractual increase negotiated with New World Systems.

Labor: (408-060-003) (\$15,000) (\$1,290 decrease)

The department uses a personal computer repair technician for servicing and maintenance of computers not covered by the other service contacts. The department has upgraded and improved our radio, fingerprinting, photography, dispatch, and mobile computer systems which continue to require increased technician assistance. Technical assistance is also provided on inter-agency and County networking programs in which this department participates. The police department declined to continue service with a second vendor due to our hardware being newer.

CAPITAL OUTLAY

101-0408-081-017

2011-12 Budget Amount	\$0
2011-12 12-Month Estimate	\$0
2012-13 Proposed Amount	\$0

EQUIPMENT REPLACEMENT:

Fund 110

2011-12 Budgeted Amount	\$ 28,000
2011-12 12-Month Estimate	\$ 15,000
2012-13 Proposed Budget	\$477,000

Patrol Car Fleet (5) Police Cars: (\$235,000)

The police department’s fleet of six patrol cars are scheduled to be replaced at a cost of \$290,000. The department is asking to replace only five (5). The department’s sixth patrol car is reserved for our canine officers. Since the canine program has been suspended for fiscal year 2012-13, there is no need to replace this car at this time.

The five cars to be replaced will have a median mileage of approximately 70,000 miles and an average mileage of 68,400 miles in July 2012. The Police Department has delayed the purchase of the department’s fleet of six patrol cars for three years to help minimize expenditures to the City of Piedmont’s budget. However, mechanical issues and reliability are now becoming a serious issue with each car. In 2011, **\$9,443** was spent on non-routine mechanical issues and for the first three months of 2012 **\$8,709** has been spent. These cars have served the city well; however they are now becoming a liability to the department.

The proposed \$47,000 for each patrol car includes the price of the vehicle (approximately \$30,000) and replacement items (i.e. light bars, passenger screens, gun locks, radio equipment, installation, etc.) (approximately \$17,000). Items that can be reused will be reused; this will be known at the time of the patrol car’s setup.

Patrol cars that are replaced will be auctioned off at fair market value, with proceeds going back to the city’s General Fund.

Administrative Police Car: (\$37,000)

The administrative police car scheduled to be replaced at a cost of \$35,000 will have approximately 125,000 miles in July 2012, and to date the Police Department has delayed the purchase of a replacement car for three years to help minimize expenditures to the City of Piedmont’s budget.

The proposed \$35,000 for the administrative police car includes the price of the vehicle (approximately \$30,000) and replacement items (i.e. lights, siren, radio equipment, installation, etc.) (approximately \$5,000). Items that can be reused will be reused; this will be known at the time of the patrol car’s setup.

Animal Control Truck: (\$55,000)

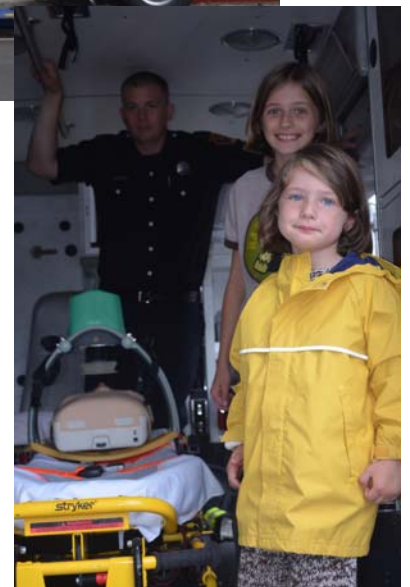
The Animal Control truck scheduled to be replaced at a cost of \$55,000 will have approximately 115,000 miles in July 2012. The Police Department delayed the purchase of a replacement truck last fiscal year to help minimize expenditures to the City of Piedmont's budget. In 2011, \$3,780 was spent on non-routine mechanical issues.

Communication Equipment (COPS Grant): (\$150,000)

The Piedmont Police and Fire Departments utilize the City of Oakland's two-way radio system to provide communication between emergency responders and the Dispatch Center. The City of Oakland has been involved in a large-scale upgrade of their radio system. This upgrade is projected to provide significant improvements to radio transmission and reception quality within the City of Piedmont.

As a result of these upgrades, the City of Piedmont will be required to upgrade the radio console equipment located in the Police and Fire Dispatch Center. The City of Oakland is upgrading their equipment in May of 2011. Based upon the phasing of the project, the City of Piedmont can delay upgrading our equipment, at the latest, until summer 2012. The cost of this upgrade is estimated to be approximately \$150,000 and will be requested in the FY 2012/2013 budget.

CITY OF PIEDMONT
FIRE
DEPARTMENT
2012-2013
PROPOSED
BUDGET



This Page Left Intentionally Blank

CITY OF PIEDMONT

2012-2013 Budget Fire Department Functional Description/Work Objectives

The Fire Department has five basic functional responsibilities which are described below.

Fire Suppression: includes residential, automobile, and urban/wildland interface fires. Piedmont Fire Department practices fast attack firefighting in order to minimize risk to life, property and the environment. Once a fire has been extinguished, thorough salvage operations are conducted to preserve property, the environment and return structures to a habitable condition as quickly as possible.

Emergency Medical Services: are provided twenty-four hours a day by advanced life support personnel. Requests for medical aid constitute the majority of calls answered by the Fire Department. Fire Department paramedics, operating state of the art medical equipment, respond to most medical emergencies within three minutes.

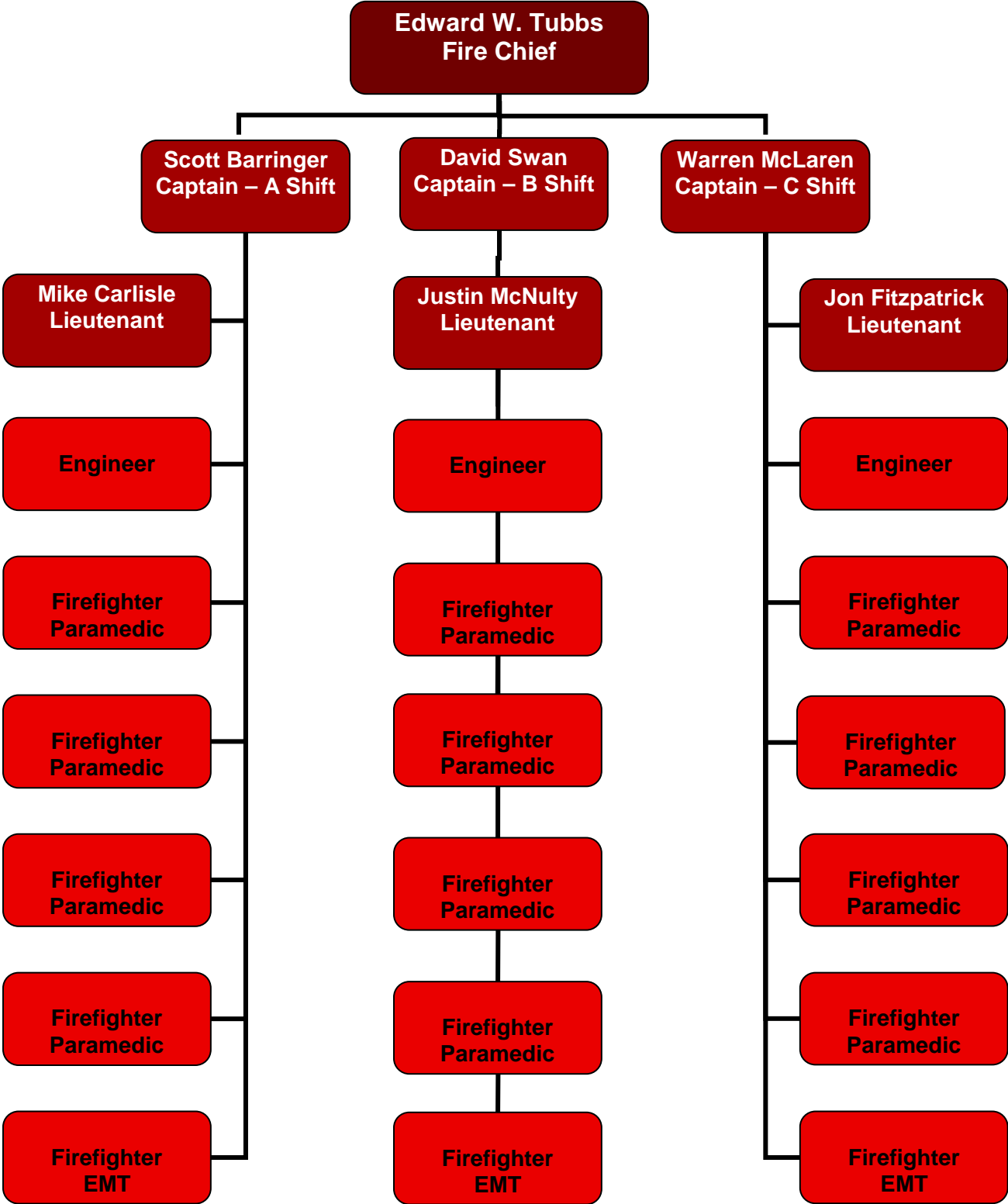
Fire Prevention: is responsible for hazard abatement enforcement, approval of building plans, public education, environmental protection and fire safety inspections. The small number of structure fires fought annually in Piedmont is an indication of the prevention bureau's efficacy.

Training: of Fire Department personnel is conducted in accordance with county, state and federal standards. Firefighters and paramedics receive updates on advances in techniques and technology, and participate in continuing education. To control costs, training is conducted in-house whenever possible.

Community Emergency Preparedness: includes Community Emergency Response Team training of citizens, helping neighborhoods prepare for disaster recovery, maintenance of disaster supply containers.

This Page Left Intentionally Blank

Piedmont Fire Department



FIRE DEPARTMENT GOALS 2012 - 2013

EMS

1. Investigate paramedic advanced practice skills and determine if appropriate for city and evaluate cost.
2. Implement EPCR.
3. Investigate implementing automated billing for ambulance transport.

COMMUNITY EMERGENCY PREPAREDNESS

1. Determine efficacy of well at Hampton Field and evaluate cost to upgrade.
2. In conjunction with the Public Safety Committee, determine how to best effect large scale participation in Disaster and First Aid classes.
3. Community outreach to increase participation in CPR classes.

FIRE PREVENTION

1. Initiate a local scald prevention campaign.
2. Initiate NFPA 704 placarding for commercial exposures.
3. Hold a community preparedness day during National Fire Prevention Week. Offer education and information stations including fire extinguisher operation, utility shut off and how to assemble a disaster kit.

TRAINING

1. Develop, update and implement training guidelines and policies for the use of master streams, large diameter hose lines, building ventilation and forcible entry techniques.
2. Develop and implement an SOG along with a training video for the new engine and ambulance. Driving techniques, pumping operations and maintenance issues will be covered.
3. Develop an examination process for the Lieutenant's position along with a Basic Task Book for Acting Lieutenants.

FIRE DEPARTMENT REVIEW OF GOALS

2011 – 2012

EMS

1. Comply with Alameda County EMS reporting requirements
Target Date 06/2012
2. Develop Airborne Pathogen Transmission requirements and plan
Completed 11/2011
3. In-house ITLS class for staff. Implement the new ALS equipment for the FRALS apparatus.
Completed 09/2011

COMMUNITY EMERGENCY PREPAREDNESS

1. Plan a disaster preparedness event for the Fall of 2011
Completed 09/2011
2. Continue to monitor and maintain the containers of disaster supplies for the City.
Ongoing
3. Complete on-line C.E.R.T. training for all Fire, Police, & Public Works Employees.
Target Date 06/2012

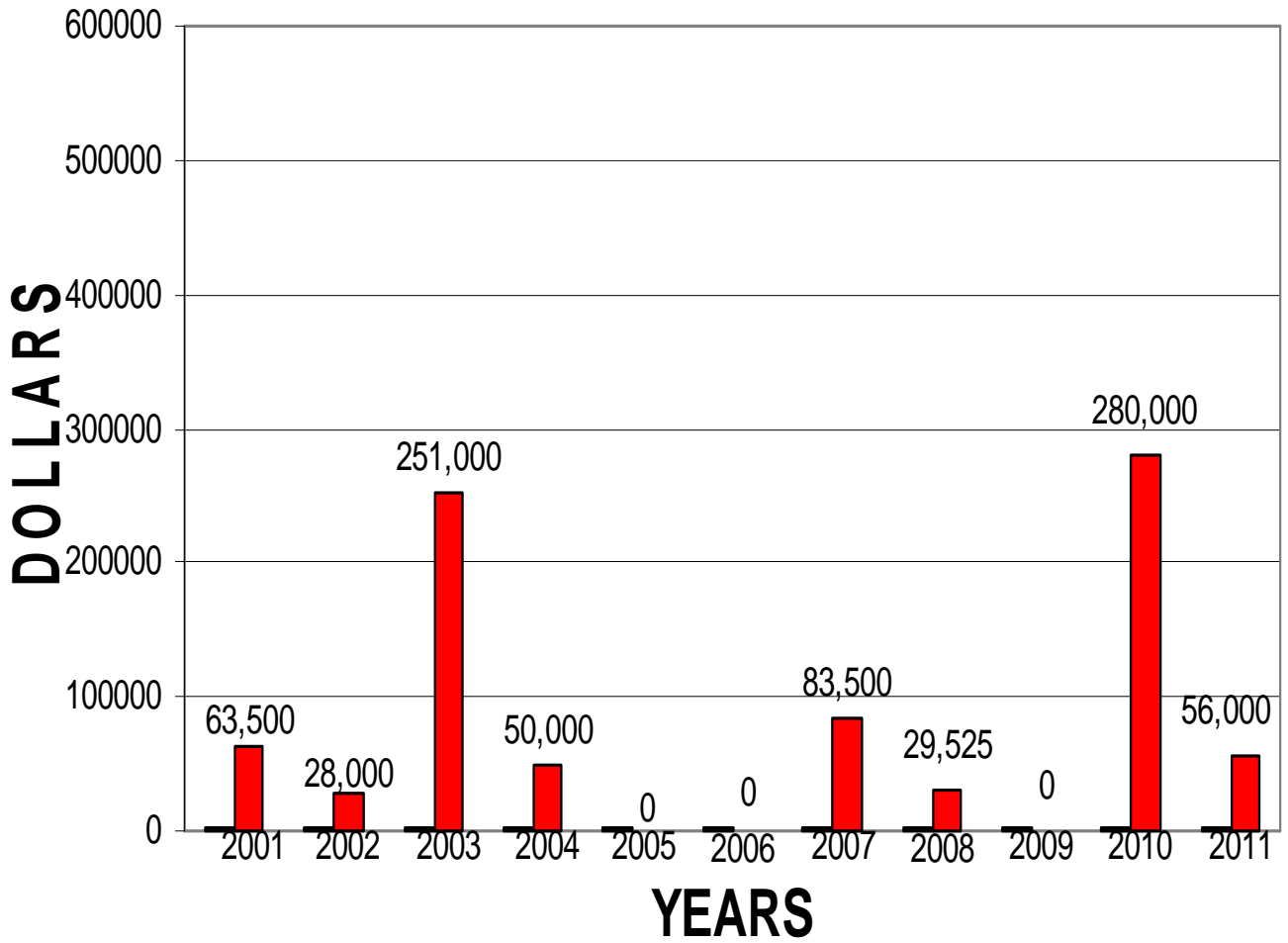
FIRE PREVENTION

1. Develop and offer a personal in home fire safety inspection program for residents.
Target Date 07/2012
2. Pursue as many federal, state, and regional grants as possible to offset purchasing needs
Ongoing
3. Inspect all businesses and schools.
Ongoing

TRAINING

1. Participate in the 2011 Urban Shield disaster training
Department did not participate - Exercise based on terrorist and hazmat situations
2. Participate in the Alameda County Mutual Aid training.
Completed 08/2011
3. Complete Incident Command System 100, 200, 700, & 800 training for all city employees.
Target Date 06/2012

PIEDMONT FIRE DEPARTMENT 2011 FIRE LOSS CHART



Fire		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	411-010-001	2,680,000	2,639,600	2,680,000	0.00%
Overtime Salaries	411-010-003	230,000	210,000	210,000	-8.70%
Object Total	411-010	2,910,000	2,849,600	2,890,000	-0.69%
Health Insurance					
Medical Insurance	411-011-001	454,000	401,500	455,000	0.22%
Dental Insurance	411-011-002	46,500	42,200	46,500	0.00%
Vision Plan	411-011-003	9,800	9,200	9,800	0.00%
Object Total	411-011	510,300	452,900	511,300	0.20%
Retirement					
PERS	411-012-001	1,058,138	1,048,000	1,083,700	2.42%
FICA	411-012-002	1,820	1,800	1,800	-1.08%
Object Total	411-012	1,059,958	1,049,800	1,085,500	2.41%
Other Benefits					
Life Insurance	411-013-001	10,065	9,700	10,000	-0.65%
Disability Insurance	411-013-002	1,749	1,750	1,750	0.03%
Uniform Allowance	411-013-003	30,650	30,650	30,650	0.00%
Medicare Insurance	411-013-005	42,717	39,200	42,300	-0.98%
Object Total	411-013	85,181	81,300	84,700	-0.56%
Membership/conf/training	411-031-001	35,000	35,000	35,000	0.00%
Department Supplies					
Office Supplies	411-051-001	5,000	5,000	5,000	0.00%
Other Supplies	411-051-002	37,500	37,500	41,500	10.67%
Clothing/Boots	411-051-003	41,500	41,500	41,500	0.00%
Object Total	411-051	84,000	84,000	88,000	4.76%
Radio & Telephone	411-052-003	6,500	6,500	6,500	0.00%
Equipment Main/Gas/Oil					
Vehicle Maintenance	411-053-001	35,500	35,500	35,500	0.00%
Oil & Gasoline	411-053-002	8,500	10,000	11,500	35.29%
Object Total	411-053	44,000	45,500	47,000	6.82%
Contract Services	411-054-001	20,000	20,000	20,000	0.00%
Building Maintenance	411-055-001	15,000	15,000	15,000	0.00%
Other Expense					
Emergency Preparedness	411-056-003	9,200	9,200	9,200	0.00%
Fire Prevention	411-056-004	6,000	6,000	6,000	0.00%
Object Total	411-056	15,200	15,200	15,200	0.00%
Information Services					
Hardware	411-060-001	2,500	2,500	2,500	0.00%
Software	411-060-002	6,000	6,000	12,000	100.00%
Labor	411-060-003	9,500	9,500	9,500	0.00%
Object Total	411-060	18,000	18,000	24,000	33.33%

Fire		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Capital Outlay					
New World RMS	411-081-009	120,000	110,000	0	0.00%
Capital Outlay	411-081	120,000	110,000	0	0.00%
Total: Fire		4,923,139	4,782,800	4,822,200	-2.05%

CITY OF PIEDMONT
Proposed Budget 2012-2013
FIRE DEPARTMENT

BUDGET NARRATIVE

<u>MEMBERSHIPS/CONFERENCES/TRAINING</u>	101-411-031-001
2011-2012 Budget Amount	\$35,000
2011-2012 12 Month Estimate	\$35,000
2012-2013 Proposed Amount	\$35,000

This account funds training and education of department personnel. Professional meetings, association memberships, training conferences, periodical subscriptions, training and certification fees are funded from this account.

Department personnel are required to undergo refresher training in confined space rescue, hazardous materials, fire attack, high angle rescue and disaster operations. Although some training can be accomplished in-house, it is also necessary to contract with outside agencies and/or facilities to meet training requirements.

Continuing education and training are mandated by the following authorities: Occupational Safety and Health Administration, Environmental Protection Association, Department of Transportation, Insurance Services Office, California State Fire Marshal, Department of Motor Vehicles.

Other costs covered by this account are: Mandated CA State Hazmat Annual Training (\$5,000), Confined Space Training (\$5,000), Blood borne and airborne pathogen training (\$5,000) Officer Training at campuses of the California Fire Academy (\$800), attendance at the Fire Department Instructor's Conference (\$500); membership in the International Association of Fire Chiefs (\$200), Alameda County Fire Chiefs Association (\$200), Alameda County Fire Prevention Officers (\$200); Class B driver license and physical (\$350); live fire training (\$1000) and tuition reimbursement as provided by the firefighter's MOU.

<u>OFFICE SUPPLIES</u>	101-411-051-001
2011-2012 Budgeted Amount	\$ 5,000
2011-2012 12 Month Estimate	\$ 5,000
2012-2013 Proposed Amount	\$ 5,000

This account funds all office supplies, including consumable computer related items.

<u>FIRE EQUIPMENT AND SUPPLIES</u>	101-411-051-002
2011-2012 Budgeted Amount	\$ 37,500
2011-2012 12 Month Estimate	\$ 37,500
2012-2013 Proposed Amount	\$ 41,500

This account funds purchase and maintenance of non-capital firefighting equipment and supplies. These purchases include, but are not limited to, personal protective equipment, hand and power tools, fire hose and hardware, as well as other emergency related response equipment. A modest increase is requested to replace equipment on the new engine.

CLOTHING/BOOTS

101-411-051-003

2011-2012 Budgeted Amount	\$ 41,500
2011-2012 12 Month Estimate	\$ 41,500
2012-2013 Proposed Amount	\$ 41,500

This funds the partial replacement of turnouts that will be replaced over a three year period.

RADIOS

101-411-052-003

2011-2012 Budgeted Amount	\$ 6,500
2011-2012 12 Month Estimate	\$ 6,500
2012-2013 Proposed Amount	\$ 6,500

This account funds maintenance, repair, and minor replacement costs of department owned radio equipment including the base station radio and fire department components of the dispatch console.

VEHICLE MAINTENANCE

101-411-053-001

2011-2012 Budgeted Amount	\$ 35,500
2011-2012 12 Month Estimate	\$ 35,500
2012-2013 Proposed Amount	\$ 35,500

This account funds routine maintenance, repairs, parts and service of all fire department vehicles. It also includes maintenance of the City Hall emergency generator. Tires, brakes, lights, batteries, and semi-annual maintenance for two fire engines, a fire truck, a utility truck and the Chief's vehicle comprise the bulk of yearly expenditures.

FUEL/GAS/OIL

101-411-053-002

2011-2012 Budgeted Amount	\$ 8,500
2011-2012 12 Month Estimate	\$10,000
2012-2013 Proposed Amount	\$11,500

This sub-object funds the department's share of costs of diesel fuel, gasoline, and lubrication products for all fire department vehicles and the City Hall emergency generator. An increase is requested due to the rising cost of fuel.

CONTRACT SERVICES

101-411-054-001

2011-2012 Budgeted Amount	\$ 20,000
2011-2012 12 Month Estimate	\$ 20,000
2012-2013 Proposed Amount	\$ 20,000

This object funds personnel services including annual physical examinations, fitness and injury prevention training, and hazardous exposure tracking. Other services funded by this object include laundry service and overhead door maintenance. Compliance with National Fire Protection Association standards for fire ladder maintenance is now an annual requirement.

BUILDING MAINTENANCE

101-411-055-001

2011-2012 Budgeted Amount	\$ 15,000
2011-2012 12 Month Estimate	\$ 15,000
2012-2013 Proposed Amount	\$ 15,000

The Fire Station is used as a residence, and unlike any other City Department, the Fire Department

conducts its own facility maintenance. This account funds maintenance and repair of the department living quarters, business offices, apparatus floor, storage areas and garages, as well as purchase of cleaning supplies. The cost and effort of maintaining a one hundred year old building is substantial.

EMERGENCY PREPAREDNESS

101-411-056-003

2011-2012 Budgeted Amount	\$ 9,200
2011-2012 12 Month Estimate	\$ 9,200
2012-2013 Proposed Amount	\$ 9,200

This account funds emergency preparedness supplies, equipment, storage materials, repairs and maintenance of the City's disaster containers, and maintenance and training related to the Emergency Operations Center. In 2011-2012 thirteen disaster prep classes were taught, twelve CPR/First Aid classes to the public. Four classes were also taught to all 7th graders at PMS. They were: first aid, CPR, earthquake prep and fire extinguisher use. Other purchases include public education and community organization materials, and printing and mailing costs for the Disaster Preparedness Trainers. Community Emergency Response Training (CERT) is wholly funded by this account.

FIRE PREVENTION

101-411-056-004

2011-2012 Budgeted Amount	\$ 6,000
2011-2012 12 Month Estimate	\$ 6,000
2012-2013 Proposed Amount	\$ 6,000

This account funds fire prevention and inspection materials and supplies, including subscription to fire code publications. Printing and postage are funded by this account. Public education supplies, including primary school Learn Not to Burn programs are included in this account.

INFORMATION SERVICES HARDWARE

101-411-060-001

2011-2012 Budgeted Amount	\$2,500
2011-2012 12 Month Estimate	\$2,500
2012-2013 Proposed Amount	\$2,500

This account funds purchases of computers and related hardware for the fire department. Many of the department's computers are outdated.

INFORMATION SERVICES SOFTWARE

101-411-060-002

2011-2012 Budgeted Amount	\$ 6,000
2011-2012 12 Month Estimate	\$ 6,000
2012-2013 Proposed Amount	\$12,000

This account funds the purchase and maintenance of software used to file reports, track staffing and payroll and maintain the medical records data base. With the New World software programs the department will now incur an additional \$6,000/year in license fees.

INFORMATION SERVICES LABOR

101-411-060-003

2011-2012 Budgeted Amount	\$ 9,500
2011-2012 12 Month Estimate	\$ 9,500
2012-2013 Proposed Amount	\$ 9,500

This account funds system administrator tasks such as implementing software updates, managing security and file sharing.

EQUIPMENT REPLACEMENT

P25 COMPATABLE RADIOS

2012-2013 Proposed Amount

\$ 31,000

This budget year the Fire Department has received notification from EBRCSA (The East Bay Regional Communications System Authority) that the 800 MHz radio system that the department has used for the past 19 years will become obsolete and will be decommissioned as of January 1, 2013. The Fire Department must transition to a new Project 25 (P25) system for mutual aid in Alameda County. This new system is mandated by Federal requirements of narrow banding (P25) and will provide an infrastructure that will give region-wide interoperability and infrastructure. This equipment replacement funds the purchase of three physical radios for use in mutual in Alameda County.

APPARATUS REPLACEMENT-GRANT

2012-2013 Proposed Amount

\$ 55,000

The fire department has written for a grant to provide a replacement Truck. If received, there is some expense that will still be incurred by the city. Piedmont's share of the grant would be approximately \$45,000. Some of the equipment currently on the truck would need to be replaced. Approximate cost of equipment replacement would be \$10,000.

Fire: Paramedics		Budget	Estimated	Proposed	Budget
Description	Account #	11/12	11/12	12/13	% Change
Salaries					
Regular Salaries	412-010-001	210,000	260,000	217,000	3.33%
Overtime Salaries	412-010-003	35,000	35,000	35,000	0.00%
Object Total	412-010	245,000	295,000	252,000	2.86%
Health Insurance					
Medical Insurance	412-011-001	32,400	31,900	32,600	0.62%
Dental Insurance	412-011-002	3,900	3,400	3,900	0.00%
Vision Plan	412-011-003	810	825	810	-0.03%
Object Total	412-011	37,110	36,124	37,310	0.54%
Retirement					
PERS	412-012-001	81,300	104,000	85,900	5.66%
Object Total	412-012	81,300	104,000	85,900	5.66%
Other Benefits					
Life Insurance	412-013-001	780	900	900	15.38%
Disability Insurance	412-013-002	100	100	100	-0.12%
Uniform Allowance	412-013-003	2,200	2,200	2,350	6.84%
Medicare Insurance	412-013-005	3,582	3,900	3,700	3.29%
Object Total	412-013	6,662	7,100	7,050	5.82%
Membership/conf/training	412-031-002	15,000	15,000	15,000	0.00%
Department Supplies					
Medical Supplies	412-051-001	32,000	32,000	33,000	3.13%
Equipment Main/Gas/Oil					
Ambulance Maintenance	412-053-001	15,900	15,900	11,000	-30.82%
Oil & Gasoline	412-053-002	7,000	7,000	8,000	14.29%
Object Total	412-053	22,900	22,900	19,000	-17.03%
Contract Services					
Contract Services	412-054-001	20,000	20,000	20,000	0.00%
Medical Radio Rental	412-054-002	1,250	1,250	1,250	0.00%
Object Total	412-054	21,250	21,250	21,250	0.00%
Other Expense					
Special Equipment	412-056-001	2,850	2,850	2,850	0.00%
Back-up Transportation	412-056-002	2,000	2,000	2,000	0.00%
Object Total	412-056	4,850	4,850	4,850	0.00%
Capital Outlay	412-081	7,500	7,500	15,000	100.00%
Total: Paramedics		473,572	545,724	490,360	3.54%
TOTAL: Fire/Paramedics		5,396,711	5,328,524	5,312,559	-1.56%

This Page Left Intentionally Blank

CITY OF PIEDMONT
Proposed Budget 2012-2013

FIRE: EMERGENCY MEDICAL SERVICES
BUDGET NARRATIVE

<u>TRAINING</u>	101-412-031-002
2011-2012 Budgeted Amount	\$ 15,000
2011-2012 12 Month Estimate	\$ 15,000
2012-2013 Proposed Amount	\$ 15,000

This account funds continuing education and re-certification of Emergency Medical Technicians and Paramedics as required by the Emergency Medical Authorities of the State and County. In addition to mandated annual training hours, specialized training in pediatric and cardiac emergencies, trauma, and communicable disease are funded by this account. Citizen CPR training materials, the cost of which are fully recovered, are now charged to this account.

All Paramedic personnel are required by Alameda County Emergency Medical Services District to maintain current certification in Basic Life Support, Advanced Life Support, Pre-Hospital Trauma Life Support, and Pediatric Advanced Life Support.

<u>MEDICAL SUPPLIES</u>	101-412-051-001
2011-2012 Budgeted Amount	\$ 32,000
2011-2012 12 Month Estimate	\$ 32,000
2012-2013 Proposed Amount	\$ 33,000

This account funds disposable items used in the provision of basic and advanced life support. In accordance with blood borne pathogen protocols, almost all items that come in contact with a patient must be discarded. Among the items funded by this account are: bandages, pharmaceuticals, oxygen administration supplies, personal protective equipment, and cardiac monitor parts and supplies. Certain cardiac medications now mandated by Alameda County Emergency Medical Services District continue to prove more expensive than their predecessors. A modest increase is requested do to increase in supply costs.

<u>EQUIPMENT MAINTENANCE/VEHICLES</u>	101-412-053-001
2011-2012 Budgeted Amount	\$ 15,900
2011-2012 12 Month Estimate	\$ 15,900
2012-2013 Proposed Amount	\$ 11,000

This account funds repair and maintenance of two ambulances. The new ambulance expected date of delivery is July/August 2012.

<u>FUEL/GAS OIL</u>	101-412-053-002
2011-2012 Budgeted Amount	\$ 7,000
2011-2012 12 Month Estimate	\$ 7,000
2012-2013 Proposed Amount	\$ 8,000

This account funds diesel fuel, gasoline and lubrication products for the department's two ambulances. An increase is requested due to rising fuel costs.

<u>CONTRACT SERVICES</u>	101-412-054-001
2011-2012 Budgeted Amount	\$ 20,000
2011-2012 12 Month Estimate	\$ 20,000
2012-2013 Proposed Amount	\$ 20,000

This account funds services provided by outside contractors serving the Emergency Medical Services Division of Piedmont Fire Department. Among these are the Quality Assurance Nurse, medical waste removal service, oxygen supply, cardiac monitor calibration and service.

<u>MEDICAL RADIOS</u>	101-412-054-002
2011-2012 Budgeted Amount	\$ 1,250
2011-2012 12 Month Estimate	\$ 1,250
2012-2013 Proposed Amount	\$ 1,250

This account funds the on-going lease of air time from Alameda County Communications enabling fire department paramedics to communicate with the fire department and area hospitals.

<u>SPECIAL MEDICAL EQUIPMENT</u>	101-412-056-001
2011-2012 Budgeted Amount	\$ 2,850
2011-2012 12 Month Estimate	\$ 2,850
2012-2013 Proposed Amount	\$ 2,850

This account funds the replacement of worn, outdated and inadequate medical tools and equipment.

<u>BACK-UP TRANSPORTS</u>	101-412-056-002
2011-2012 Budgeted Amount	\$ 2,000
2011-2012 12 Month Estimate	\$ 2,000
2012-2013 Proposed Amount	\$ 2,000

This account funds emergency ambulance transport of Piedmont citizens by the County Contract ambulance provider when the Fire Department ambulance has already been dispatched on a call.

<u>CAPITAL OUTLAY</u>	101-412-080
2011-2012 Budgeted Amount	\$ 7,500
2011-2012 12 Month Estimate	\$ 7,500
2012-2013 Proposed Amount	\$15,000

The EMS Department is requesting \$15,000 for the purchase of a new Lucas Device. The department currently has only 2 Lucas Devices one on each engine. It would be of great benefit to have an additional one available for the ambulance.

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

CAPITAL IMPROVEMENT PROJECTS

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
EQUIPMENT REPLACEMENT FUND	668,687	623,000	686,000	2.59%
GAS TAX FUND	0	0	0	0.00%
SEWER FUND	1,774,735	1,566,735	1,563,800	-11.89%
CAPITAL IMPROVEMENT FUND	3,046,731	655,474	0	-100.00%
TDA GRANT FUND	0	0	22,600	0.00%
URBAN COUNTY CDBG FUND	0	0	89,000	0.00%
MEASURE B SALES TAX FUND	500,000	590,000	500,000	0.00%
MEASURE D FUND	27,500	30,000	74,300	170.18%
SIDEWALK REPAIR FUND	0	3,000	3,000	N/A
Facility Maintenance Fund	332,515	278,570	200,000	-39.85%
COPS	0	30,000	45,000	N/A
EECBG	58,000	58,000	0	-100.00%
TOTAL - ALL FUNDS	6,408,168	3,834,779	3,183,700	-50.32%
EXPENDITURE DETAIL:				
EQUIPMENT REPLACEMENT FUND	668,687	623,000	686,000	2.59%
SEWER FUND				
State Sewer Loan Payments	447,635	447,635	553,700	23.69%
Sewer Projects: EPA Compliance	961,100	735,100	624,100	-35.06%
General Sewer Projects	300,000	300,000	300,000	0.00%
County Clean Water Program	0	18,000	20,000	N/A
Sewer Equipment Maintenance	66,000	66,000	66,000	0.00%
Subtotal	1,774,735	1,566,735	1,563,800	-11.89%
CAPITAL IMPROVEMENT FUND				
Streets/Traffic/Public Safety	710,156	115,304	0	-100.00%
Buildings and Grounds	689,574	45,180	0	-100.00%
Parks, Landscaped Areas, Beautification	1,647,001	494,990	0	-100.00%
Subtotal	3,046,731	655,474	0	-100.00%
TDA GRANT FUND	0	0	22,600	0.00%
URBAN COUNTY CDBG FUND	0	0	89,000	0.00%
MEASURE B SALES TAX FUND				
Street Resurfacing	275,000	400,000	275,000	0.00%
Design Street Resurfacing Project	25,000	30,000	25,000	0.00%
Sidewalk/Curbs/Gutters	200,000	160,000	200,000	0.00%
Subtotal	500,000	590,000	500,000	0.00%
MEASURE D FUND	27,500	30,000	74,300	170.18%
SIDEWALK REPAIR FUND	0	3,000	3,000	N/A
Facility Maintenance Fund	332,515	278,570	200,000	-39.85%
COPS	0	30,000	45,000	N/A
EECBG	58,000	58,000	0	-100.00%
TOTAL - ALL FUNDS	6,408,168	3,834,779	3,183,700	-50.32%

This Page Left Intentionally Blank

**FY 2012-13
Equipment Replacement Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Copy Machine (Administration)	15,000
PC Computer Upgrade (Administration)	15,000
Server 4 (Vulcan) Fire Dept	25,000
Copy Machine (Public Works)	20,000
2001 Dodge Pickup (Public Works)	38,000
Copy Machine (Recreation)	10,000
Ford Truck - Animal Control (Police)	55,000
Ford Car - Captain's Unit (Police)	37,000
Ford Cars-6 Patrol Unit (Police)	235,000
Communication Equipment (Police)	150,000
P25 Compatable Radios(Fire)	31,000
Truck (Fire-Grant)	55,000
 Total Estimated Expenditures	 <u><u>686,000</u></u>
 Estimated Fund Balance, July 1, 2012	 1,970,991
 Estimated Revenue 2012-13	
Interest	14,000
 Estimated Transfers 2012-13	
General Fund	<u>465,000</u>
 Estimated Expenditures 2012-13	 <u>(686,000)</u>
 Estimated Fund Balance, June 30, 2013	 <u><u>1,763,991</u></u>

This Page Left Intentionally Blank

**CITY OF PIEDMONT
EQUIPMENT REPLACEMENT FUND
SUMMARY OF ESTIMATED COSTS**

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Administration/KCOM	0	55,000	30,000	35,000	110,000
Public Works	0	58,000	130,000	255,000	185,000
Recreation	0	10,000	102,000	0	65,000
Police	28,000	477,000	35,000	72,000	0
Fire	595,000	86,000	975,000	0	35,000
Total	623,000	686,000	1,272,000	362,000	395,000

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Administration/KCOM	0	0	25,000	200,000	110,000
Public Works	205,000	50,000	0	180,000	0
Recreation	0	0	0	0	0
Police	25,000	30,000	30,000	0	0
Fire	0	0	450,000	0	0
Total	230,000	80,000	505,000	380,000	110,000

**CITY OF PIEDMONT
EQUIPMENT REPLACEMENT FUND**

	Acquired	Life	Replace	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Administration								
1	Copy Machine (Finance)	2005	10	2015			15,000	
2	Copy Machine (Administration)	2003	10	2013	15,000			
3	PC Computer Upgrade	2011	5	Vary	15,000			30,000
4	Video Equipment Upgrade	2006	10	2016				50,000
5	Finance Computer Upgrade	2011	5	2016				30,000
6	Records Mgmt Software Upgrade	2009	10	2019				
7	Server 1 (Athena) Records Mgmt	2004	10	2014		15,000		
8	Server 2 (Zeus) Shared Application	2004	10	2014		15,000		
9	Server 3 (Hermes) E-Mail	2003	10	2013	25,000			
10	Server 4 (Vulcan) Fire Dept	2003	10	2013	To be disposed			
11	Server 5 (Midas) Telestaff	2003	10	2013	To be disposed			
12	Server 6 (CDW-G)	2009	10	2019				
13	Event Programmer	2003	12	2015			20,000	
KCOM								
14	Station Renovation	2009	10	2019				
Public Works								
15	Copy Machine (Public Works)	2003	9	2012	20,000			
16	Dodge 2500 Truck (#21)	2006	10	2016				45,000
17	GMC Dump Truck 3500 H/D (#22)	1999	14	2013		50,000		
18	Dodge 2500 Truck (#23)	2006	10	2016				
19	GMC Flatbed Pickup (#24)	2003	11	2014		40,000		
20	GMC Utility Pickup (#25)	2003	10	2013		40,000		
21	GMC Flatbed Pickup(#27)	2003	13	2016				40,000
22	GMC Dump Truck (#29)	1992	23	2015			60,000	
23	Ford Street Sweeper (reblt.)(#31)	2005	11	2016				
24	Street Sweeper	2008	11	2019				
25	GMC Flusher Truck 95 (#30)	2005	9	2014			150,000	
26	Dodge Pickup Truck (#20)	2005	10	2015			45,000	
27	2001 Dodge Pickup	2001	11	2012	38,000			
28	Backhoe 580K Case (#54)	2000	N/A	-				
29	Utility Tractor with Trailer (#36)	1999	19	2018				
30	Sectional Sewer Rodder (#37)	2001	15	2016				100,000
31	Freightliner Street Sweeper	1999	N/A	-				

**CITY OF PIEDMONT
EQUIPMENT REPLACEMENT FUND**

	Acquired	Life	Replace	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	
Recreation									
32	Recreation Directors Vehicle	2006	7	2013		40,000			
33	2005 Ford Van E350	2004	12	2016				35,000	
34	Copy Machine	2005	10	2015		10,000			
35	Recreation Van	2006	10	2016				30,000	
36	Computer System/Software	1999	14	2013		30,000			
37	GMC Savana Van	1999	14	2013		32,000			
Police									
38	Ford Car - Detective Unit	2005	8	2013		35,000			
39	Ford Truck - Animal Control	2005	8	2013		55,000			
40	Ford Car-Parking Enforcement Unit	2004	11	2015			37,000		
41	Dodge Car-Chief's Unit	2007	7	2014			35,000		
42	Ford Car - Captain's Unit	2002	10	2012		37,000			
43	Ford Cars-6 Patrol Unit	2006	7	2013		235,000			
44	Harley-Davidson Motorcycle	2010	6	2016					
45	Copy Machine	2003	8	2011	28,000				
46	City Telephone System	2011	15	2026					
47	Computer Dispatch/Records	2002	n/a						
48	Communication Equipment	2008	4	2012		150,000			
49	Hand Guns	2009	10	2019					
	Misc: COPS Equipments	Vary							
Fire									
50	Fire Engine #1-Pumper (#2841)	1999	20	2019					
51	Fire Truck #2-Aerial (#2842)	1990	23	2013		935,000			
52	Fire Engine #3-Triple Pumper (#2843)	1989	22	2011	450,000				
53	Emergency Generator	2008	17	2025					
54	Chief's Vehicle	2009	6	2015				35,000	
55	Ambulance (#2891)	2007	10	2017					
56	Ambulance (#2890)	1999	12	2011	145,000				
57	Pick-up Truck (#2896)	1999	14	2013		40,000			
58	P25 Compatable Radios	2013	10	2023		31,000			
59	Truck (Grant)	2013	10	2023		55,000			
Total - All Departments					623,000	686,000	1,272,000	362,000	395,000

**CITY OF PIEDMONT
EQUIPMENT REPLACEMENT FUND**

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	Total
Administration							
1 Copy Machine (Finance)							15,000
2 Copy Machine (Administration)							15,000
3 PC Computer Upgrade					30,000		92,942
4 Video Equipment Upgrade					50,000		100,000
5 Finance Computer Upgrade					30,000		88,317
6 Records Mgmt Software Upgrade			10,000				10,000
7 Server 1 (Athena) Records Mgmt							15,000
8 Server 2 (Zeus) Shared Application							15,000
9 Server 3 (Hermes) E-Mail							25,000
10 Server 4 (Vulcan) Fire Dept							0
11 Server 5 (Midas) Telestaff							0
12 Server 6 (CDW-G)			15,000				15,000
13 Event Programmer							20,000
KCOM							0
14 Station Renovation				200,000			200,000
Public Works							
15 Copy Machine (Public Works)							20,000
16 Dodge 2500 Truck (#21)							45,000
17 GMC Dump Truck 3500 H/D (#22)							50,000
18 Dodge 2500 Truck (#23)	55,000						55,000
19 GMC Flatbed Pickup (#24)							40,000
20 GMC Utility Pickup (#25)							40,000
21 GMC Flatbed Pickup(#27)							40,000
22 GMC Dump Truck (#29)							60,000
23 Ford Street Sweeper (reblt.)(#31)	150,000						150,000
24 Street Sweeper				180,000			180,000
25 GMC Flusher Truck 95 (#30)							150,000
26 Dodge Pickup Truck (#20)							45,000
27 2001 Dodge Pickup							38,000
28 Backhoe 580K Case (#54)							0
29 Utility Tractor with Trailer (#36)		50,000					50,000
30 Sectional Sewer Rodder (#37)							100,000
31 Freightliner Street Sweeper							0

**CITY OF PIEDMONT
EQUIPMENT REPLACEMENT FUND**

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	Total
Recreation							
32 Recreation Directors Vehicle							40,000
33 2005 Ford Van E350							35,000
34 Copy Machine							10,000
35 Recreation Van							30,000
36 Computer System/Software							30,000
37 GMC Savana Van							32,000
Police							
38 Ford Car - Detective Unit							35,000
39 Ford Truck - Animal Control							55,000
40 Ford Car-Parking Enforcement Unit							37,000
41 Dodge Car-Chief's Unit							35,000
42 Ford Car - Captain's Unit							37,000
43 Ford Cars-6 Patrol Unit							235,000
44 Harley-Davidson Motorcycle	25,000						25,000
45 Copy Machine		30,000					58,000
46 City Telephone System							114,524
47 Computer Dispatch/Records							0
48 Communication Equipment							150,000
49 Hand Guns			30,000				30,000
Misc: COPS Equipments							54,629
Fire							
50 Fire Engine #1-Pumper (#2841)			450,000				450,000
51 Fire Truck #2-Aerial (#2842)							935,000
52 Fire Engine #3-Triple Pumper (#2843)							450,000
53 Emergency Generator							0
54 Chief's Vehicle							35,000
55 Ambulance (#2891)						200,000	200,000
56 Ambulance (#2890)							145,000
57 Pick-up Truck (#2896)							40,000
58 P25 Compatible Radios							
59 Truck (Grant)							
Total - All Departments	230,000	80,000	505,000	380,000	110,000	200,000	4,972,411

This Page Left Intentionally Blank

**FY 2012-13
Gas Tax Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Estimated Expenditures	0
Estimated Fund Balance, July 1, 2012	185,683
Estimated Revenue 2012-13	
Interest	1
State Gas Tax Funds	177,700
Estimated Transfers 2012-13	
General Fund - Public Works Operations	200,000
Estimated Expenditures 2012-13	0
Estimated Fund Balance, June 30, 2013	163,384

This Page Left Intentionally Blank

**FY 2012-13
Sewer Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Sewer Debt Service	553,700
General Sewer Projects	300,000
Sewer Projects: EPA Compliance	624,100
County of Alameda Clean Water Program	20,000
Sewer Equipment	66,000
Total Estimated Expenditures	1,563,800
Estimated Fund Balance, July 1, 2012	1,098,937
Estimated Revenue 2012-13	
Sewer Service Fees	2,153,424
Interest	4,162
	2,157,586
Estimated Transfers 2012-13	
General Fund	(900,000)
Estimated Expenditures 2012-13	(1,563,800)
Estimated Fund Balance, June 30, 2013	792,723

CITY OF PIEDMONT					
SEWER					
FUND 124					
	ESTIMATED: Option A				
	2011-12	2012-13	2013-14	2014-15	2015-16
Beginning Fund Balance	\$1,174,710	\$1,098,937	\$792,723	\$171,260	\$3,813
Revenues					
Interest	4,080	4,162	4,245	4,330	4,417
Sewer Service Charges	2,111,200	2,153,424	2,196,492	2,240,422	2,285,231
Transfer-in	275,682				
Subtotal - Revenues	2,390,962	2,157,586	2,200,737	2,244,752	2,289,647
Expenditures					
Sewer Fee Study					
General Sewer Projects	300,000	300,000	300,000	300,000	300,000
Sewer Equipment Maintenance	66,000	66,000	66,000	66,000	66,000
County of Alameda Clean Water Program	18,000	20,000	20,000	20,000	20,000
Transfer Out to General Fund	900,000	900,000	900,000	900,000	900,000
EPA COMPLIANCE:					
PROFESSIONAL SVC	110,000	175,000	130,000	120,000	120,000
FLOW MONITORING	26,000	0	0	0	0
CCTV INSPECTION	0	0	0	0	0
INFLOW ID	21,000	22,000	25,000	25,000	25,000
ROOT CLEANINGS	44,000	55,000	55,000	55,000	55,000
REPAIR	20,000	30,000	30,000	30,000	30,000
ENFORCEMENT	49,100	0	0	0	0
FOG Control		2,100	2,500	2,500	2,500
LEGAL				0	0
EQUIPMENT			400,000	0	0
ADDITIONAL COSTS				0	0
MAINS REPLACEMENT	420,000	340,000	340,000	340,000	340,000
HYDRAULIC MODELING OF SS SYS	45,000	0			
Total EPA COMPLIANCE	735,100	624,100	982,500	572,500	572,500
		0			
Phase I Sewer Loan Payment	144,342	144,342	144,342	144,342	144,342
Phase II Sewer Loan Payment	141,780	141,780	141,780	141,780	141,780
Phase III Sewer Loan Payment	161,513	161,513	161,513	161,513	161,513
Phase IV Sewer Loan Payment		106,065	106,065	106,065	106,065
Sub-total Sewer Debt	447,635	553,700	553,700	553,700	553,700
Sub-total Expenditures	2,466,735	2,463,800	2,822,200	2,412,200	2,412,200
Excess of Revenues over Expenditures	(75,773)	(306,214)	(621,463)	(167,448)	(122,553)
Ending Fund Balance	\$1,098,937	\$792,723	\$171,260	\$3,813	(\$118,740)

CITY OF PIEDMONT					
SEWER					
FUND 124					
	ESTIMATED: Option B				
	2011-12	2012-13	2013-14	2014-15	2015-16
Beginning Fund Balance	\$1,174,710	\$1,098,937	\$742,723	\$421,260	\$153,813
Revenues					
Interest	4,080	4,162	4,245	4,330	4,417
Sewer Service Charges	2,111,200	2,153,424	2,196,492	2,240,422	2,285,231
Transfer-in	275,682				
Subtotal - Revenues	2,390,962	2,157,586	2,200,737	2,244,752	2,289,647
Expenditures					
Sewer Fee Study					
General Sewer Projects	300,000	300,000	300,000	300,000	300,000
Sewer Equipment Maintenance	66,000	66,000	66,000	66,000	66,000
County of Alameda Clean Water Program	18,000	20,000	20,000	20,000	20,000
Transfer Out to General Fund	900,000	900,000	900,000	900,000	900,000
EPA COMPLIANCE:					
PROFESSIONAL SVC	110,000	175,000	130,000	120,000	120,000
FLOW MONITORING	26,000	0	0	0	0
CCTV INSPECTION	0	0	0	0	0
INFLOW ID	21,000	22,000	25,000	25,000	25,000
ROOT CLEANINGS	44,000	55,000	55,000	55,000	55,000
REPAIR	20,000	30,000	30,000	30,000	30,000
ENFORCEMENT	49,100	0	0	0	0
FOG Control		2,100	2,500	2,500	2,500
LEGAL		0	0	0	0
EQUIPMENT RENTAL		50,000	100,000	100,000	100,000
ADDITIONAL COSTS				0	0
MAINS REPLACEMENT	420,000	340,000	340,000	340,000	340,000
HYDRAULIC MODELING OF SS SYS	45,000	0			
Total EPA COMPLIANCE	735,100	674,100	682,500	672,500	672,500
Phase I Sewer Loan Payment	144,342	144,342	144,342	144,342	144,342
Phase II Sewer Loan Payment	141,780	141,780	141,780	141,780	141,780
Phase III Sewer Loan Payment	161,513	161,513	161,513	161,513	161,513
Phase IV Sewer Loan Payment		106,065	106,065	106,065	106,065
Sub-total Sewer Debt	447,635	553,700	553,700	553,700	553,700
Sub-total Expenditures	2,466,735	2,513,800	2,522,200	2,512,200	2,512,200
Excess of Revenues over Expenditures	(75,773)	(356,214)	(321,463)	(267,448)	(222,553)
Ending Fund Balance	\$1,098,937	\$742,723	\$421,260	\$153,813	(\$68,740)

CITY OF PIEDMONT										
SEWER										
FUND 124										
	ACTUAL					ESTIMATED				
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Beginning Fund Balance	\$2,192,836	\$2,506,507	\$2,221,890	\$1,062,651	\$1,185,722	\$1,174,710	\$1,098,937	\$792,722	\$171,259	\$3,811
Revenues										
Interest	115,186	111,676	46,378	9,061	1,929	4,080	4,162	4,245	4,330	4,417
Sewer Service Charges	1,742,853	1,746,076	1,808,081	2,021,332	2,072,726	2,111,200	2,153,424	2,196,492	2,240,422	2,285,230
EBMUD										
Other Financing Sources										
Transfer In	100,000	0	0	0	0	275,682	0	0	0	0
State of California Loan - Phase IV				623,473	1,276,715					
Subtotal - Other Financing Sources	100,000	0	0	623,473	1,276,715	275,682	0	0	0	0
Subtotal - Revenues	1,958,038	1,857,752	1,854,459	2,653,866	3,351,370	2,390,962	2,157,586	2,200,737	2,244,752	2,289,647
Expenditures										
Sewer Fee Study										
General Sewer Projects	349,735	758,569	1,291,491	472,017	218,259	300,000	300,000	300,000	300,000	300,000
Sewer Equipment Maintenance	7,407	33,553	60,686	70,821	19,490	66,000	66,000	66,000	66,000	66,000
County of Alameda Clean Water Program						18,000	20,000	20,000	20,000	20,000
Transfer Out	795,000	805,000	1,000,000	950,000	900,000	900,000	900,000	900,000	900,000	900,000
Phase IV Sewer Rehabilitation	44,590	97,612	35,395	590,321	1,358,048					
Sewer Street Sweeper			178,491							
EPA COMPLIANCE:										
PROFESSIONAL SVC					49,928	110,000	175,000	130,000	120,000	120,000
FLOW MONITORING					50,617	26,000	0	0	0	0
INFLOW ID					0	21,000	22,000	25,000	25,000	25,000
ROOT CLEANINGS					16,358	44,000	55,000	55,000	55,000	55,000
REPAIR					80,113	20,000	30,000	30,000	30,000	30,000
ENFORCEMENT					4,134	49,100	0	0	0	0
FOG CONTROL							2,100	2,500	2,500	2,500
LEAGL					49,881					
EQUIPMENT					161,424			400,000		
ADDITIONAL COSTS					6,496					
MAINS REPLACEMENT					0	420,000	340,000	340,000	340,000	340,000
HYDRAULIC MODELING OF SS SYS					0	45,000				
Total EPA COMPLIANCE					418,950	735,100	624,100	982,500	572,500	572,500
Phase I Sewer Loan Payment	96,448	98,763	101,133	103,561	106,046	108,591	111,197	113,866	116,599	119,397
Phase I Sewer Loan Interest Expense	47,894	45,579	43,209	40,782	38,296	35,751	33,145	30,476	27,744	24,945
Phase II Sewer Loan Payment	90,904	93,177	95,506	97,894	100,341	102,850	105,421	108,057	110,758	113,527
Phase II Sewer Loan Interest Expense	50,875	48,603	46,273	43,886	41,438	38,930	36,359	33,723	31,022	28,253
Phase III Sewer Loan Payment	101,031	103,557	106,146	108,799	111,519	114,307	117,165	120,094	123,096	126,174
Phase III Sewer Loan Interest Expense	60,482	57,956	55,367	52,714	49,994	47,206	44,348	41,419	38,417	35,339
Phase IV Sewer Loan Payment							86,925	87,794	88,672	89,559
Phase IV Sewer Loan Interest Expense							19,140	18,271	17,393	16,506
Sub-total Sewer Debt	447,635	447,635	447,635	447,635	447,635	447,635	553,700	553,700	553,700	553,700
Sub-total Expenditures	1,644,367	2,142,369	3,013,698	2,530,794	3,362,382	2,466,735	2,463,800	2,822,200	2,412,200	2,412,200
Excess of Revenues over Expenditures	313,671	(284,617)	(1,159,239)	123,071	(11,012)	(75,773)	(306,214)	(621,463)	(167,448)	(122,553)
Ending Fund Balance	\$2,506,507	\$2,221,890	\$1,062,651	\$1,185,722	\$1,174,710	\$1,098,937	\$792,722	\$171,259	\$3,811	(\$118,742)

MEMORANDUM				
Date:		FY 2011-12: Estimated		
To:		Mark Bichsel, Finance Director		
From:		Chester Nakahara, Public Works Director		
Subject:		Analysis of Public Works Sewer Maintenance		
As requested, the following is an analysis of annual Public Works labor and material costs related to the maintenance of sewers:				
<u>LABOR</u>				
	1	Senior Maintenance Worker (full time/per year) x 90%	\$	102,900
	1	Maintenance Workers (full time/per year) x 90%	\$	90,000
	1	Maintenance Workers (full time/per year) x 90%	\$	88,200
	1	Maintenance Worker (full time) x 90%	\$	93,600
	1	Sr. Maintenance Worker (full time/per year) x 20%	\$	22,737
	1	Maintenance Worker (full time/per year) x 20%	\$	19,187
			Labor Total	\$ 416,624
<u>MATERIALS</u>				
Fuel for vehicles and equipment:				
	1	Utility Truck	30 gls/wk @ \$4.50	\$ 7,060
	1	Dump Truck	10 gls/wk @ \$4.50	2,420
	1	Hydro-flusher	30 gls/wk @ \$4.50	7,060
	1	Backhoe	10 gls/wk @ \$4.50	2,420
	1	Mainliner	10 gls/wk @ \$4.50	2,420
	3	Street Sweeper	125 gls/wk @ \$4.50	29,300
	1	Compressor	5 gls/wk @ \$4.50	1,260
		Miscellaneous	5 gls/wk @ \$4.50	1,260
			Fuel Total	\$ 53,200
Equipment Maintenance:				
		Street Sweeper (\$20,000 per year)	\$	20,000
		Utility Truck		3,000
		Dump Truck		2,000
		Backhoe		3,000
		Hydro-Flusher		2,500
		Mainliner		3,000
		Miscellaneous		2,500
			Equipment Maintenance Total	\$ 36,000

Contract Services				
		Sanitary Sewer	\$ 133,380	
		Trash Disposal (90% of 6,663)	6,000	
			\$ 139,380	
Miscellaneous:				
		Uniforms (\$550/year/worker)	\$ 1,100	
		Hand Tools (21.5% of annual expense)	3,330	
		Water	1,500	
		Miscellaneous Total	\$ 5,930	
ADMINISTRATION & SUPERVISION				
		Public Works Director (40%)	\$ 89,900	
		Supervisor (75%)	112,700	
		Administration (15% personnel in public works)	16,400	
		Administration & Supervision Total	\$ 202,600	
		DEPARTMENT SEWER COSTS TOTAL	853,734	
INDIRECT COSTS				
		Administration (2.5% personnel)	\$ 31,000	
		Legal (2.5%)	5,000	
		Audit (2.5%)	1,000	
		INDIRECT COSTS TOTAL	\$ 37,000	
TOTAL CITY RELATED COSTS FOR SEWERS			\$ 890,734	
		Direct personnel costs	619,224	69.52%
		Materials & maintenance	95,130	10.68%
		Indirect costs	37,000	4.15%
		Sanitary sewer/Trash disposal	139,380	15.65%
			890,734	100.00%
		Rounded	\$900,000	

Not including Blair

CIP Funding Overview: FY 11-12	
Fund Balance at 7/1/11	\$1,743,257
Total Funding	1,743,257
Projects earmarked for expenditures	
Fire hydrant replacement	\$34,393
Ronada Ramon intersection	80,911
Courtyard Stucco Wall	15,000
Community Hall Painting	4,401
Crocker Park Garage	25,779
Beach Access / Landscape Plan	5,000
Havens athletic field (completed)	489,990
Total	\$655,474
Remaining funds available for spending	1,087,783

PROJECTS	ACCOUNT NUMBERS	Appropriations FY 11/12	Keep	Defer	Remove
Street/Traffic/Public Safety					
1 Fire Hydrant Replacement	127 0432-002-000	\$34,393	\$34,393		
2 Tree Removals	127 0432-008-000	\$15,000		\$15,000	
3 Community Pool	127 0432-014-000	\$600,000		\$600,000	
4 Survey Monuments	127 0432-017-000	\$6,852			\$6,852
5 Pedestrian Path Signage	127 0432-022-000	\$10,000		\$10,000	
6 Ronada Ramon intersection	127 0432-042-000	\$80,911	\$80,911		
Sub-Total: Street/Traffic/Public Safety		\$747,156	\$115,304	\$625,000	\$6,852
Buildings & Grounds					
7 801 Magnolia Building Repairs	127 0433-003-000	\$331,491		\$331,491	
8 Courtyard Stucco Wall	127 0433-007-000	\$15,000	\$15,000		
9 City Hall Fuel Tank Rehabilitation	127 0433-011-000	\$15,163		\$15,163	
10 Community Hall Painting	127 0433-019-000	\$4,401	\$4,401		
11 City Hall Basement Renovations	127 0433-032-000	\$297,740		\$297,740	
12 Crocker Park Garage	127 0433-039-000	\$25,779	\$25,779		
Sub-Total: Buildings & Grounds		\$689,574	\$45,180	\$644,394	\$0
Parks/Landscaped Area/Median					
13 Hampton Renovation Plan	127 0434-001-000	\$353,405		\$353,405	
14 Grand / Rose Median Landscape	127 0434-003-000	\$14,411			\$14,411
15 Beach Access / Landscape Plan	127 0434-008-000	\$30,000	\$5,000	\$25,000	
16 Coaches Field Improvement	127 0434-013-000	\$653,340		\$653,340	
17 St. James Entry Pillar Renov	127 0434-031-000	\$7,500			\$7,500
18 Dracena Drainage and Turf Replacement	127 0434-033-000	\$70,000		\$70,000	
19 Havens Athletic field	127 0434-038-000	\$489,990	\$489,990		
20 Ricardo/York Stairway	127 0434-039-000	\$23,355			\$23,355
21 Rose/Kingston	127 0434-040-000	\$5,000			
Sub-Total: Parks/Landscaped Area/Median		\$1,647,001	\$494,990	\$1,101,745	\$45,266
Grand Total		\$3,083,731	\$655,474	\$2,371,139	\$52,118

To: Piedmont City Council
From: Chester Nakahara, Director of Public Works
Mark Feldkamp, Parks & Project Manager
Subject: CIP Proposed Project Removals for 2012-2013
Date: April 26, 2012

Staff Recommendations for CIP Removals

1. Survey Monuments **Remove**

Remaining Balance \$6,852

This is a carryover CIP. The project was first started in 2004-2005 CIP budget. The project has been completed and staff recommends removing this on-going CIP from the active list.

2. Grand/Rose Median

Remove

Remaining Balance \$14,411

system and the hazardous location where weekly maintenance would occur, staff is recommending removing this CIP from the current CIP active list.

3. Saint James Entry Pillar Renovations

Remove

Remaining Balance \$7,500

This CIP was first approved in 2007-2008 and has been carried over. Initially staff was promised by the Saint James Neighborhood Association that they would pay for half of the estimated construction & renovation costs of \$15,000. This promise did not come to fruition and staff now recommends that this carry over CIP be removed from the CIP active list.

4. Ricardo/York Stairway

Remove

Remaining Balance \$23,355

This CIP was first approved in 2006-2007 and has been a carry over CIP. The project was completed in 2008. This included a renovated concrete staircase and the installation of new steel safety railings. Staff recommends that this carry over CIP be removed from the CIP active lists.

**FY 2012-13
TDA Grant Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Total Estimated Transfers	0
Estimated Fund Balance, July 1, 2012	0
Estimated Revenue 2012-13	22,600
Estimated Transfers 2012-13	0
Estimated Expenditures 2012-13	(22,600)
Estimated Fund Balance, June 30, 2013	0

TDA funds are available to cities and counties for the exclusive use for pedestrian and bicycle projects. The lead agency for coordination of TDA Article III funds is the Metropolitan Transportation Commission (MTC). Projects to be funded using TDA funds must be submitted to MTC for approval. TDA funds are available on an annual basis and are disbursed to cities and counties after completion of the approved project. The City has traditionally used this funding for the installation of curb cuts to make the City sidewalks handicapped accessible. FY 12/13 TDA funds have been allocated towards Sidewalk, Curbs, and Gutter projects.

This Page Left Intentionally Blank

**FY 2012-13
Urban County CDBG Fund**

<u>Estimated Expenditures 2012-13</u>	<u>Budget FY 2012-13</u>
Total Estimated Expenditures	89,000
Estimated Fund Balance, July 1, 2012	0
Estimated Revenue 2012-13	89,000
Estimated Transfers 2012-13	0
Estimated Expenditures 2012-13	(89,000)
Estimated Fund Balance, June 30, 2013	0

The U. S. Department of Housing and Urban Development (HUD) awards Community Development Block Grant (CDBG) funds annually to cities and counties. The funds are used for projects that include housing rehabilitation, new construction and housing utilization, economic development, public improvements, and fair housing. HUD awards a target or "entitlement" amount each year determined by a national formula established by Congress. Funds are received by the Alameda County Board of Supervisors for the Urban County entitlement jurisdictions that include the cities of Piedmont, Albany, Dublin, Emeryville, and Newark. CDBG funds are made available effective July 1 each year and are disbursed to jurisdictions after approved projects are completed. The City has used these funds in the past for the removal of architectural barriers to make public facilities handicap accessible. Past projects include accessibility improvements at Dracena Park, the rehabilitation of the Veterans' Hall and Recreation Building restrooms (lower floor), installation of automated doors at City Hall and the Police Department, and rehabilitation of the Exedra Plaza to meet ADA accessibility standards. The FY 2010-11, FY 2011-12, FY 2012-13 fund will be utilized for the installation of ADA-Compliant Curb cut and ramp to improve access to the Linda Beach Tot Lot allowing people with disabilities to access the facility. The construction will include the installation of 225 feet of new ramping with rubberized surfacing materials.

This Page Left Intentionally Blank

FY 2012-13
Measure B - Alameda County Sales Tax Fund

Estimated Expenditures 2012-13	Budget FY 2012-13
Street Resurfacing	275,000
Design Street Resurfacing Project	25,000
Sidewalk/Curbs/Gutters	200,000
Total Estimated Expenditures	500,000
Estimated Fund Balance, July 1, 2012	450,945
Estimated Revenue 2012-13	
Measure B Sales Tax	340,000
Estimated Transfers 2012-13	0
Estimated Expenditures 2012-13	(500,000)
Estimated Fund Balance, June 30, 2013	290,945

Measure B, a tax approved by Alameda County voters in November 2000, provides programmatic pass-through funds for bicycle and pedestrian safety improvements, mass transit, paratransit, and local streets and roads projects. The Measure B half-cent sales tax collection began April 1, 2002 and will continue for 20 years through March 31, 2022. Funds are allocated to Alameda County and the cities within the county based on a formula using the population and road miles within each jurisdiction. The City of Piedmont uses Measure B funds for annual street resurfacing projects, bicycle & pedestrian safety improvements, Curb and Gutter cuts.

The Alameda County Congestion Management Agency (CMA) is the lead agency in the distribution of transportation funding from the Federal Economic Stimulus Package.

This Page Left Intentionally Blank

**FY 2012-13
Measure D Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Import Mitigation Programs	23,800
Measure D Program	35,500
Recycled Product Procurement	0
Beverage Container Recycling	15,000
Food Scrap Recycling	0
Total Estimated Expenditures	74,300
Estimated Fund Balance, July 1, 2012	119,885
Estimated Revenue 2012-13	
Surcharge and Recycling Funds	32,000
Estimated Transfers 2012-13	
General Fund	(20,000)
Estimated Expenditures 2012-13	(74,300)
Estimated Fund Balance, June 30, 2013	57,585

The Alameda County Waste Reduction and Recycling Initiative (Measure D) levies a surcharge on solid waste landfilled in unincorporated Alameda County. Specified percentages of surcharge funds are disbursed to cities and sanitary districts that meet certain criteria contained in the law. Measure D funds must be used for the continuation and expansion of municipal recycling programs.

The City's Measure D Fund also encompasses funding from State of California Beverage Container Recycling Grants, Alameda County & Stopwaste.org Import Mitigation Funds, and Alameda County Recycled Product Procurement Funds.

CITY OF PIEDMONT												
Measure D Fund: 2004 through 2013												
	ACTUAL										ESTIMATED	
	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13		
Beginning Fund Balance	88,471	152,926	208,729	195,549	218,572	120,251	145,503	107,329	136,385	119,885		
Revenues												
Beverage Container Recycling Grant	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0	0	0	0
Import Mitigation Fees	22,310	22,178	22,310	12,508	22,888				0	0		
Measure D	41,481	41,776	45,915	48,568	54,878	74,591	57,614	46,668	28,000	32,000		
Interest	1,833	3,997	7,692	9,629	9,248	3,092	915	566	500	0		
Recycling Funds	12,099	6,470	6,287	6,311	6,104	5,251	2,900		5,000	0		
Food Scrap Recycling Grant				18,300								
Sub-Total	82,723	79,421	87,204	82,016	116,418	87,934	66,429	52,234	33,500	32,000		
Expenditures												
Import Mitigation Programs					55,230	9,626	45,731	5,979	15,000	23,800		
Measure D Program					9,453	7,105	22,656	2,199	10,000	35,500		
Recycled Product Procurement					10,439	85	6,218		2,500	0		
Beverage Container Recycling					12,368				2,500	15,000		
Food Scrap Recycling					24,636	5,864			0	0		
Maintenance/Source Reduction	4,980	572	25,336	13,994								
Capital												
Copiers												
Sub-Total Capital	0	0	0	0	0	0	0	0	0	0		
Total Expenditures	4,980	572	25,336	13,994	112,125	22,680	74,605	8,178	30,000	74,300		
Transfer to General Fund												
Planning Department	13,288	23,046	26,846	45,000	102,614	40,000	30,000	15,000	20,000	20,000		
20% of Trash Disposal												
Total Transfer to General Fund	13,288	23,046	26,846	45,000	102,614	40,000	30,000	15,000	20,000	20,000		
Transfer to Capital Improvement Fund												
Dracena Park Play Area Project			48,202									
Total: Expenditures & Transfers	18,268	23,618	100,384	58,994	214,739	62,680	104,605	23,178	50,000	94,300		
Ending Fund Balance	152,926	208,729	195,549	218,572	120,251	145,503	107,329	136,385	119,885	57,585		

**FY 2012-13
Sidewalk Repair Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Sidewalk Repair	3,000
Estimated Fund Balance, July 1, 2012	55,863
Estimated Revenue 2012-13 Sidewalk Reimbursement Program	3,000
Estimated Transfers 2012-13	0
Estimated Expenditures 2012-13	(3,000)
Estimated Fund Balance, June 30, 2013	55,863

Under Article V Section 18.26 of the City Code, homeowners are required to repair/replace City sidewalks when the following conditions apply: when the real property is developed for any use; in conjunction with the issuance of any permit or aggregate of permits within the year preceding the date of application, in the amount of \$5,000 or more on the real property; in conjunction with the sale of the real property.

The owner has two options available:

- Option 1: Submit a building permit application for the sidewalk or driveway repair or have a C-8 licensed concrete contractor apply for a permit for the sidewalk work.
- Option 2: In lieu of a permit application, the City will retain a contractor and perform the required sidewalk or driveway repair at a competitive square foot rate varying between \$10 to \$14 per square foot.

This Page Left Intentionally Blank

**FY 2012-13
Facility Maintenance Fund**

Estimated Expenditures 2012-13	Budget FY 2012-13
Total Estimated Expenditures	200,000
Estimated Fund Balance, July 1, 2012	139,907
Estimated Revenue 2012-13	0
Estimated Transfers 2012-13	450,000
Estimated Expenditures 2012-13	(200,000)
Estimated Fund Balance, June 30, 2013	389,907

The facilities maintenance fund was established per City Council directive in FY 2007-08. The fund has identified maintenance needs, i.e. painting, roof, carpet replacement, HVAC, kitchen and restroom upgrades for all the buildings owned by the City of Piedmont as well as upgrades to the city owned parks, tennis courts and children’s play areas.

Projects	
City Hall - HVAC	200,000
Veterans' Hall - Kitchen Upgrade	75,000
Beach Turf	50,000
	325,000

This Page Left Intentionally Blank

**FY 2012-13
COPS**

<u>Estimated Expenditures 2012-13</u>	<u>Budget FY 2012-13</u>
Total Estimated Expenditures	<u><u>45,000</u></u>
Estimated Fund Balance, July 1, 2012	203,250
Estimated Revenue 2012-13	100,000
Estimated Transfers 2012-13	(45,000)
Estimated Expenditures 2012-13	<u>(45,000)</u>
Estimated Fund Balance, June 30, 2013	<u><u>213,250</u></u>

The California State Legislature allocates state funds to local governments for the purpose of ensuring public safety through a program entitled Citizen's Options for Public Safety (COPS). COPS funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population. Each agency is to be allocated a minimum of \$100,000.

This Page Left Intentionally Blank

**FY 2012-13
EECBG**

Estimated Expenditures 2012-13	Budget FY 2012-13
Total Estimated Expenditures	0
Estimated Fund Balance, July 1, 2012	3,405
Estimated Revenue 2012-13	0
Estimated Transfers 2012-13	0
Estimated Expenditures 2012-13	0
Estimated Fund Balance, June 30, 2013	3,405

Piedmont was officially awarded it's EECBG funds for the LED streetlight replacement project. The California Energy Commission approved small city and county Energy Efficiency Conservation Block Grants (EECBG) funded under the American Recovery and Reinvestment Act (ARRA). The EECBG helps local governments put into action energy efficiency programs and projects that save money, reduce greenhouse gas emission and build new jobs and industries for their communities.

In FY 10-11, the City of Piedmont received a grant of \$58,369 plus a rebate of \$10,000 from PG&E to replace 85 streelight where the existing high pressure sodium lights will be replaced with lower energy LED lights. Streelights to be replaced include streetlights on portions of Highland Ave., Oakland Ave., Grand Ave., Magnolia and Vista Avenues.

The streelights are expected to be replaced by Fall of 2011.

This Page Left Intentionally Blank

CITY OF PIEDMONT
TOTAL Operating Budget
Fiscal Year 2012-13

NON-DEPARTMENTAL

	Approved Budget 11/12	Estimated Expenditures 11/12	Proposed Budget 12/13	Budget % Change
GENERAL FUND	366,148	367,471	366,148	0.00%
WORKERS' COMPENSATION FUND	365,000	551,000	510,000	39.73%
LIABILITY INSURANCE FUND	490,000	470,000	440,000	-10.20%
TOTAL	<u><u>1,221,148</u></u>	<u><u>1,388,471</u></u>	<u><u>1,316,148</u></u>	<u><u>7.78%</u></u>
EXPENDITURE DETAIL:				
GENERAL FUND				
Library	350,471	350,471	350,471	0.00%
Unemployment	15,677	17,000	15,677	0.00%
Subtotal	<u>366,148</u>	<u>367,471</u>	<u>366,148</u>	<u>0.00%</u>
WORKERS' COMPENSATION FUND				
W/C Injury	0	0	0	N/A
Workers Comp Admin Fee	25,000	100,000	100,000	300.00%
Workers Comp Ins Premium	270,000	251,000	210,000	-22.22%
Workers Comp Injury/Salary Pay	70,000	200,000	200,000	185.71%
Subtotal	<u>365,000</u>	<u>551,000</u>	<u>510,000</u>	<u>39.73%</u>
LIABILITY INSURANCE FUND				
Premium and Liability	490,000	470,000	440,000	-10.20%
Subtotal	<u>490,000</u>	<u>470,000</u>	<u>440,000</u>	<u>-10.20%</u>
TOTAL	<u><u>1,221,148</u></u>	<u><u>1,388,471</u></u>	<u><u>1,316,148</u></u>	<u><u>7.78%</u></u>

This Page Left Intentionally Blank

Five year projections

Item	Page
Assumptions	1
Forecast with the parcel tax	2 and 3
Forecast without the parcel tax	4 and 5
Revenue growth	6
Structure of revenue	7
Expenditures forecast	8
Detail on benefits	9-11
Capital	12

This Page Left Intentionally Blank

With the Parcel Tax					
	Estimated	Estimated	Estimated	Estimated	Estimated
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
General Fund Beginning Balance	\$ 3,009,916	\$2,778,991	\$2,796,531	\$3,088,096	\$3,670,287
General Fund Revenues	21,060,108	21,791,879	22,555,650	23,351,740	24,181,564
<i>Growth rate of revenues</i>		3.47%	3.50%	3.53%	3.55%
General Fund Expenditures	19,773,099	20,148,191	20,637,938	21,143,400	21,660,764
<i>Growth rate of expenditures</i>		1.90%	2.43%	2.45%	2.45%
Net operating transfers	(617,934)	(726,148)	(726,148)	(726,148)	(726,148)
Operating net income	669,075	917,540	1,191,565	1,482,191	1,794,652
<i>Growth rate of operating income</i>		37.14%	29.87%	24.39%	21.08%
Capital Transfers	900,000	900,000	900,000	900,000	900,000
Net income	(230,925)	17,540	291,565	582,191	894,652
Ending General Fund Balance	\$2,778,991	\$2,796,531	\$3,088,096	\$3,670,287	\$4,564,939
Fund balance as a % of expenditures	14.05%	13.88%	14.96%	17.36%	21.07%

	With parcel tax				
	Estimated FY 12/13	Estimated FY 13/14	Estimated FY 14/15	Estimated FY 15/16	Estimated FY 16/17
General Fund Beginning Balance	\$ 3,009,916	\$ 2,778,991	\$ 2,796,531	\$ 3,088,096	\$ 3,670,287
Revenues					
Property Taxes	\$9,605,000	\$10,037,225	\$10,488,900	\$10,960,901	\$11,454,141
Real Property Transfer Tax	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000
Parcel Tax	1,600,000	1,648,000	1,697,440	1,748,363	1,800,814
Other Taxes and Franchises	2,323,300	2,393,000	2,464,790	2,538,733	2,614,895
License and Permits	402,000	414,060	426,482	439,276	452,454
Revenue from Use of Money or Property	370,000	373,700	377,437	381,211	385,023
Revenue from Other Agencies	1,221,808	1,246,245	1,271,169	1,296,593	1,322,525
Charges for Current Services	2,833,000	2,974,650	3,123,383	3,279,552	3,443,530
Other Revenue	105,000	105,000	106,050	107,110	108,182
Total Revenue	\$21,060,108	\$21,791,879	\$22,555,650	\$23,351,740	\$24,181,564
Growth of revenues		3.47%	3.50%	3.53%	3.55%
Operating Transfers in					
Reimbursement from sewer fund	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
Traffic safety ticket revenue	60,000	60,000	60,000	60,000	60,000
Revenues from private contribution fund	30,000	30,000	30,000	30,000	30,000
State gas tax supplement for public works	200,000	200,000	200,000	200,000	200,000
COPS	30,000	30,000	30,000	30,000	30,000
Measure D reimbursement	20,000	20,000	20,000	20,000	20,000
	\$1,240,000	\$1,240,000	\$1,240,000	\$1,240,000	\$1,240,000
Growth of transfers-in		0.00%	0.00%	0.00%	0.00%
Total income	\$22,300,108	\$23,031,879	\$23,795,650	\$24,591,740	\$25,421,564
Growth of income		3.28%	3.32%	3.35%	3.37%
Expenditures					
2 % Miscellaneous salaries and benefit increase			\$113,206	\$228,675	\$346,455
2 % safety salaries and benefit increase			156,865	316,867	480,070
Miscellaneous salaries	4,354,065	4,354,065	4,354,065	4,354,065	4,354,065
Safety salaries	5,523,415	5,523,415	5,523,415	5,523,415	5,523,415
Miscellaneous benefits	2,303,111	2,407,545	2,467,005	2,530,838	2,594,795
Safety benefits	3,217,856	3,401,021	3,471,994	3,547,124	3,626,701
Personnel services	178,500	182,070	185,711	189,426	193,214
Supplies and services	4,196,152	4,280,075	4,365,677	4,452,990	4,542,050
Total	\$19,773,099	\$20,148,191	\$20,637,938	\$21,143,400	\$21,660,764
Growth of expenditures		1.90%	2.43%	2.45%	2.45%
Operating transfers-out					
Library	\$350,471	\$350,471	\$350,471	\$350,471	\$350,471
Unemployment insurance	15,677	15,677	15,677	15,677	15,677
Workers compensation	550,000	600,000	600,000	600,000	600,000
Liability insurance	450,000	500,000	500,000	500,000	500,000
Aquatics	191,786	200,000	200,000	200,000	200,000
PERS medical/OPEB	300,000	300,000	300,000	300,000	300,000
	\$1,857,934	\$1,966,148	\$1,966,148	\$1,966,148	\$1,966,148
Growth of transfers-out		5.82%	0.00%	0.00%	0.00%
Total expenditures and transfers-out	\$21,631,033	\$22,114,339	\$22,604,086	\$23,109,548	\$23,626,912
Operating net income	\$669,075	\$917,540	\$1,191,565	\$1,482,191	\$1,794,652
Growth of operating income		37.14%	29.87%	24.39%	21.08%
Capital transfer-out					
Facility maintenance	450,000	450,000	450,000	450,000	450,000
Equipment replacement fund	450,000	450,000	450,000	450,000	450,000
Total capital transfers	900,000	900,000	900,000	900,000	900,000
Net income after capital transfers	(\$230,925)	\$17,540	\$291,565	\$582,191	\$894,652
General Fund Ending Fund Balance	\$2,778,991	\$2,796,531	\$3,088,096	\$3,670,287	\$4,564,939
Growth of general fund balance		0.63%	10.43%	18.85%	24.38%
Fund balance as % of expenditures	14.05%	13.88%	14.96%	17.36%	21.07%

Without the Parcel Tax					
	Estimated	Estimated	Estimated	Estimated	Estimated
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
General Fund Beginning Balance	\$3,009,916	\$2,778,991	\$1,148,531	(\$257,344)	(\$1,423,515)
General Fund Revenues	\$21,060,108	\$20,143,879	\$20,858,211	\$21,603,377	\$22,380,750
<i>Growth rate of revenues</i>		-4.35%	3.55%	3.57%	3.60%
General Fund Expenditures	\$19,773,099	\$20,148,191	\$20,637,938	\$21,143,400	\$21,660,764
<i>Growth rate of expenditures</i>		1.90%	2.43%	2.45%	2.45%
Net operating transfers	(\$617,934)	(\$726,148)	(\$726,148)	(\$726,148)	(\$726,148)
Operating net income	669,075	-730,460	-505,875	-266,172	-6,162
<i>Growth rate of operating income</i>		-209.17%	-30.75%	-47.38%	-97.68%
Capital Transfers	900,000	900,000	900,000	900,000	900,000
Net income	(230,925)	(1,630,460)	(1,405,875)	(1,166,172)	(906,162)
Ending General Fund Balance	\$2,778,991	\$1,148,531	-\$257,344	-\$1,423,515	-\$2,329,677
Fund balance as a % of expenditures	14.05%	5.70%	-1.25%	-6.73%	-10.76%

	Without the Parcel Tax				
	Estimated	Estimated	Estimated	Estimated	Estimated
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
General Fund Beginning Balance	\$3,009,916	\$2,778,991	\$1,148,531	(\$257,344)	(\$1,423,515)
Revenues					
Property Taxes	\$9,605,000	\$10,037,225	\$10,488,900	\$10,960,901	\$11,454,141
Real Property Transfer Tax	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000
Parcel Tax	1,600,000	0	0	0	0
Other Taxes and Franchises	2,323,300	2,393,000	2,464,790	2,538,733	2,614,895
License and Permits	402,000	414,060	426,482	439,276	452,454
Revenue from Use of Money or Property	370,000	373,700	377,437	381,211	385,023
Revenue from Other Agencies	1,221,808	1,246,245	1,271,169	1,296,593	1,322,525
Charges for Current Services	2,833,000	2,974,650	3,123,383	3,279,552	3,443,530
Other Revenue	105,000	105,000	106,050	107,110	108,182
Total Revenue	\$21,060,108	\$20,143,879	\$20,858,211	\$21,603,377	\$22,380,750
Operating Transfers in					
Reimbursement from sewer fund	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
Traffic safety ticket revenue	60,000	60,000	60,000	60,000	60,000
Revenues from private contribution fund	30,000	30,000	30,000	30,000	30,000
State gas tax supplement for public works	200,000	200,000	200,000	200,000	200,000
COPS	30,000	30,000	30,000	30,000	30,000
Measure D reimbursement	20,000	20,000	20,000	20,000	20,000
	\$1,240,000	\$1,240,000	\$1,240,000	\$1,240,000	\$1,240,000
Total income	\$22,300,108	\$21,383,879	\$22,098,211	\$22,843,377	\$23,620,750
Expenditures					
2 % Miscellaneous salaries and benefit increase			113,206	228,675	346,455
2 % safety salaries and benefit increase			156,865	316,867	480,070
Miscellaneous salaries	\$4,354,065	\$4,354,065	\$4,354,065	\$4,354,065	\$4,354,065
Safety salaries	5,523,415	5,523,415	5,523,415	5,523,415	5,523,415
Miscellaneous benefits	2,303,111	2,407,545	2,467,005	2,530,838	2,594,795
Safety benefits	3,217,856	3,401,021	3,471,994	3,547,124	3,626,701
Personnel services	178,500	182,070	185,711	189,426	193,214
Supplies and services	4,196,152	4,280,075	4,365,677	4,452,990	4,542,050
Total	\$19,773,099	\$20,148,191	\$20,637,938	\$21,143,400	\$21,660,764
Operating transfers-out					
Library	\$350,471	\$350,471	\$350,471	\$350,471	\$350,471
Unemployment insurance	15,677	15,677	15,677	15,677	15,677
Workers compensation	550,000	600,000	600,000	600,000	600,000
Liability insurance	450,000	500,000	500,000	500,000	500,000
Aquatics	191,786	200,000	200,000	200,000	200,000
PERS medical/OPEB	300,000	300,000	300,000	300,000	300,000
	\$1,857,934	\$1,966,148	\$1,966,148	\$1,966,148	\$1,966,148
Total expenditures and transfers-out	\$21,631,033	\$22,114,339	\$22,604,086	\$23,109,548	\$23,626,912
Operating net income	\$669,075	(\$730,460)	(\$505,875)	(\$266,172)	(\$6,162)
Capital transfer-out					
Facility maintenance	450,000	450,000	450,000	450,000	450,000
Equipment replacement fund	450,000	450,000	450,000	450,000	450,000
Total capital transfers	900,000	900,000	900,000	900,000	900,000
Net income after capital transfers	(230,925)	(1,630,460)	(1,405,875)	(1,166,172)	(906,162)
General Fund Ending Fund Balance	\$2,778,991	\$1,148,531	(\$257,344)	(\$1,423,515)	(\$2,329,677)
Fund balance as % of expenditures	14.05%	5.70%	-1.25%	-6.73%	-10.76%

Revenues		
	FY 10-11	
	Actual	% of total
Property Taxes	\$9,026,526	44.38%
Real Property Transfer Tax	2,628,921	12.93%
Parcel Tax	1,537,381	7.56%
Other Taxes and Franchises	2,321,714	11.42%
License and Permits	426,092	2.10%
Revenue from Use of Money or Property	362,363	1.78%
Revenue from Other Agencies	1,302,958	6.41%
Charges for Current Services	2,632,880	12.95%
Other Revenue	99,629	0.49%
Sub-Total: General Fund Revenues	\$20,338,464	100.00%

Benefit Estimates					
FY 12/13					
	Miscellaneous	% of Benefits	Safety	% of Benefits	Total
Medical	\$823,601	35.75%	\$779,950	24.24%	\$1,603,551
Dental	\$73,070	3.17%	\$91,672	2.85%	\$164,742
Vision	\$15,521	0.67%	\$19,089	0.59%	\$34,610
PERS	\$1,034,081	44.89%	\$2,118,644	65.85%	\$3,152,725
FICA	\$259,117	11.25%	\$34,352	1.07%	\$293,469
Life insurance	\$13,415	0.58%	\$19,225	0.60%	\$32,640
Disability	\$10,233	0.44%	\$8,236	0.26%	\$18,469
Medicare	\$63,980	2.78%	\$80,581	2.50%	\$144,561
Uniform	\$10,500	0.46%	\$65,700	2.04%	\$76,200
Total	\$2,303,518	100.00%	\$3,217,449	100.00%	\$5,520,967
	Miscellaneous	41.72%			
	Safety	58.28%			
Miscellaneous based upon above FY 12/13 estimates using \$100					
		FY 13/14	FY 14/15	FY 15/16	FY 16/17
Medical	\$35.75	\$38.25	\$40.93	\$43.80	\$46.86
Dental	3.17	3.25	3.34	3.42	3.51
Vision	0.67	0.68	0.68	0.69	0.70
PERS Misc.	44.89	46.82	46.62	46.42	46.03
FICA	11.25	11.25	11.25	11.25	11.25
Life insurance	0.58	0.59	0.59	0.60	0.60
Disability	0.44	0.44	0.45	0.45	0.46
Medicare	2.79	2.79	2.79	2.79	2.79
Uniform	0.46	0.46	0.46	0.46	0.46
	\$100.00	\$104.53	\$107.12	\$109.89	\$112.66
Over-all growth		4.53%	2.47%	2.59%	2.53%
Safety based upon above FY 12/13 estimates					
		FY 13/14	FY 14/15	FY 15/16	FY 16/17
Medical	\$24.24	\$25.94	\$27.75	\$29.70	\$31.78
Dental	\$2.85	\$2.92	\$3.00	\$3.08	\$3.16
Vision	\$0.59	\$0.60	\$0.61	\$0.61	\$0.62
PERS Safety	\$65.85	\$69.73	\$70.03	\$70.33	\$70.63
FICA	\$1.07	1.07	1.07	1.07	1.07
Life insurance	\$0.60	0.60	0.61	0.62	0.62
Disability	\$0.26	0.26	0.26	0.26	0.27
Medicare	\$2.50	2.50	2.50	2.50	2.50
Uniform	\$2.04	2.06	2.06	2.06	2.06
	\$100.00	\$105.69	\$107.90	\$110.23	\$112.71
Over-all growth		5.69%	2.09%	2.16%	2.24%
Combined growth	Safety	3.32%	1.22%	1.26%	1.31%
	Miscellaneous	1.89%	1.03%	1.08%	1.05%
	Total	5.21%	2.25%	2.34%	2.36%
	Check figure	5.21%	2.25%	2.34%	2.36%

Expense: Employer PERS Rates					
				Projected PERS Rates	
				from Bartel Associates (Actuarial Firm)	
				Based upon 7.50% return	
	Historical PERS Actual Rates				
	Miscellaneous	Safety		Miscellaneous	Safety
FY 07/08	20.229%	32.412%	FY 13/14	23.70%	46.60%
FY 08/09	20.522%	38.667%	FY 14/15	23.60%	46.80%
FY 09/10	20.471%	38.268%	FY 15/16	23.50%	47.00%
FY 10/11	20.338%	38.952%	FY 16/17	23.30%	47.20%
FY 11/12	22.089%	42.222%	FY 17/18	23.10%	47.30%
FY 12/13	22.724%	44.003%			
	% increase				
	Miscellaneous	Safety			
FY 13/14	4.2950%	5.9019%			
FY 14/15	-0.4219%	0.4292%			
FY 15/16	-0.4237%	0.4274%			
FY 16/17	-0.8511%	0.4255%			
FY 17/18	-0.8584%	0.2119%			
5 year average	0.3480%	1.4792%			

	Historical benefit rate increases (non-PERS)				
	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
Medical	9.95%	8.58%	6.38%	5.81%	7.60%
Dental	2.11%	1.46%	3.29%	2.95%	3.20%
Vision	0.00%	0.00%	0.00%	0.00%	3.98%
FICA	0.00%	0.00%	0.00%	0.00%	0.00%
Life insurance	0.00%	0.00%	0.00%	-6.90%	-40.74%
Disability	5.81%	0.00%	0.00%	-3.30%	-31.82%
Medicare	0.00%	0.00%	0.00%	0.00%	0.00%
Uniform	7.88%	6.36%	1.75%	0.85%	0.00%
	Projected benefit rate increases				
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Medical	7.00%	7.00%	7.00%	7.00%	7.00%
Dental	2.60%	2.60%	2.60%	2.60%	2.60%
Vision	1.00%	1.00%	1.00%	1.00%	1.00%
PERS Safety	4.22%	5.90%	0.43%	0.43%	0.43%
PERS Misc.	2.87%	4.30%	-0.42%	-0.42%	-0.85%
FICA	0.00%	0.00%	0.00%	0.00%	0.00%
Life insurance	1.00%	1.00%	1.00%	1.00%	1.00%
Disability	1.00%	1.00%	1.00%	1.00%	1.00%
Medicare	0.00%	0.00%	0.00%	0.00%	0.00%
Uniform	1.00%	1.00%	0.00%	0.00%	0.00%
	Budgeted	Projected costs based upon above projected rate increases			
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Medical	\$1,603,551	\$1,715,800	\$1,835,906	\$1,964,419	\$2,101,928
Dental	\$164,742	\$169,025	\$173,420	\$177,929	\$182,555
Vision	\$34,610	\$34,956	\$35,306	\$35,659	\$36,015
PERS Safety	\$2,118,644	\$2,243,684	\$2,253,313	\$2,262,943	\$2,272,572
PERS Misc.	\$1,034,081	\$1,078,495	\$1,073,944	\$1,069,394	\$1,060,293
FICA	\$293,469	\$293,469	\$293,469	\$293,469	\$293,469
Life insurance	\$32,640	\$32,966	\$33,296	\$33,629	\$33,965
Disability	\$18,469	\$18,654	\$18,840	\$19,029	\$19,219
Medicare	\$144,561	\$144,561	\$144,561	\$144,561	\$144,561
Uniform	\$76,200	\$76,962	\$76,962	\$76,962	\$76,962
Total	\$5,520,967	\$5,808,572	\$5,939,017	\$6,077,993	\$6,221,540
% increase	Base year	5.21%	2.25%	2.34%	2.36%

CITY OF PIEDMONT					
FUNDING FOR CAPITAL PROJECTS					
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
Equipment replacement	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
Sidewalk, Curbs, Gutters	200,000	200,000	200,000	200,000	200,000
Street re-surfacing	200,000	200,000	200,000	200,000	200,000
Existing facilities	450,000	450,000	450,000	450,000	450,000
Total	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Measure B funding for street resurfacing and sidewalk curbs, gutters	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
General Fund	\$950,000	\$950,000	\$950,000	\$950,000	\$950,000
Footnotes:					
Measure B funding will increase to \$680,000 per year if the new Transportation Expenditure Plan (TEP) passes in November of 2012.					
Park bond funds of \$504,000 are available as well for work at Hampton					