



SUPPORTING DOCUMENTATION

**BIENNIAL
BUDGET
FY 2013-14 & FY 2014-15**

CITY OF ARROYO GRANDE
SUPPORTING DOCUMENTATION
Biennial Budget FY 2013-14 & FY 2014-15

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Introduction

This document contains the supporting documentation to the Biennial Budget for the Fiscal Year 2013-14 and Fiscal Year 2014-15.

This section contains information relating to each Department's budget requests contained in the Biennial Budget. The supporting documentation describes the various services and supplies, debt service, and capital expenditures requested in the base budget.

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4001 - City Council

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
	This account includes items such as certificates, plaques, name signs for Council, and related miscellaneous office supplies.			
		Certificates/Plaques	\$ 900	\$ 900
		Council/Meeting supplies	1,000	1,000
		Name signs	250	250
		Misc. supplies	500	500
		Total	2,650	2,650
5255	Special Dept Supplies			
	This account includes special supplies not covered under office expense, such as microphone cover, table skirts for special meetings, tape recorders, etc.			
		Meeting supplies	200	200
		Total	200	200
5501	Travel/Conference/Training			
	This account fund Council participation and attendance at various League conferences, seminars, workshops, retreats, and policy committee meetings. Also included in this account are training materials, supplies, registration fees, and any mileage reimbursements.			
		League Conference	10,000	10,000
		League meetings	2,500	2,500
		Total	12,500	12,500
5504	Public Relations			
	This account includes expenses for the employee recognition awards program, and other miscellaneous expenses (floral arrangements/plants sent to employees relating to loss of a family member, etc).			
		Employee Recognition Awards Program	500	500
		Miscellaneous Expenses	2,500	2,500
		Total	3,000	3,000
		Total Services & Supplies	\$ 18,350	\$ 18,350

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4001 - City Council

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6001	Office furniture and equipment			
Funding is budgeted for miscellaneous furniture and equipment to address needs in the layout of the Council Chambers.				
		Misc. furniture & equipment	\$ 5,000	\$ 5,000
		Total	5,000	5,000
		Total Operating Equipment	\$ 5,000	\$ 5,000

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4101 - City Manager

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
	This account includes items such as meeting supplies, advertising, and miscellaneous office supplies.			
		Meeting supplies	\$ 800	\$ 800
		Advertising	400	400
		Misc. supplies	2,050	2,050
		Total	3,250	3,250
5303	Contractual Services			
	This account includes funding for consultant services for studies and assistance related to miscellaneous projects.			
		Consultant Services	5,500	5,500
		ICMA National Citizen Survey	-	10,000
		Total	5,500	15,500
5319	Services - Miscellaneous			
	This account includes expenses for employee recognition awards program and other miscellaneous awards/expenses for special recognition/services.			
		Recognition Awards program	1,000	1,000
		Miscellaneous awards/expenses	2,800	2,800
		Total	3,800	3,800
5501	Travel/Conference/Training			
	This account includes attendance at the League of California Cities, City Manager's Department Annual Conference, and one-day training workshops.			
		City Manager's Conference	2,000	2,000
		Training	500	500
		Total	2,500	2,500
5503	Memberships and Subscriptions			
	This account covers subscriptions to <i>The Tribune</i> , the <i>Times Press Recorder</i> , ICMA membership, and California City Management Foundation (CCMF).			
		Newspaper	100	100
		ICMA	1,200	1,200
		CCMF	300	300
		Total	1,600	1,600
		Total Services & Supplies	\$ 16,650	\$ 26,650

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4101 - City Manager

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6001	Office furniture and equipment			
	Funding is budgeted for miscellaneous furniture and equipment to address needs in the layout of the new City Hall building.			
		Misc. furniture & equipment	\$ 1,000	\$ 1,000
		Total	<u>1,000</u>	<u>1,000</u>
		Total Operating Equipment	<u>\$ 1,000</u>	<u>\$ 1,000</u>

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4003 - City Attorney

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5304	Professional Services			
	This account covers standard legal services for the City Attorney.			
		Legal services	\$ 160,000	\$ 160,000
		Total	160,000	160,000
5319	Services - Misc.			
	This account covers specialized attorney services.			
		Attorney services	1,000	1,000
		Total	1,000	1,000
5327	Services - Litigation			
	This account funds litigation costs not covered by the City's Workers' Compensation and Liability Fund JPA.			
		Litigation	20,000	20,000
		Total	20,000	20,000
5503	Memberships and Subscriptions			
	This account includes California Government Code updates maintained by the City Clerk.			
		CA Government Code updates	2,250	2,250
		Total	2,250	2,250
		Total Services & Supplies	\$ 183,250	\$ 183,250

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4002 - City Clerk

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office	Office supplies	\$ 500	\$ 500
		Minute, resolution, ordinance books	700	700
		County Clerk-Recorder fees	400	400
		Total	1,600	1,600

5301 Advertising

This account covers the publishing of legal notices for public hearings, ordinances, and other legal or display ad notices.

Public hearing notices	3,000	3,000
Ordinances	2,000	2,000
Other legal or display ad notices	800	800
Total	5,800	5,800

5303 Contractual Services

This account includes funds for off-site storage of past minutes, ordinances, resolutions, contracts, deeds, maps, improvement plans, and other City documents on microfilm, and storage of current City documents on CD-Rom at an off-site secure location; verbatim transcripts if required; document management services; and for Municipal Code Supplements.

Off-site storage rent	1,000	1,000
Transcripts	200	200
Document management services	1,000	1,000
Municipal Code Supplement (books & internet)	4,000	4,000
Webstream/Archive Council Mtg		
Data & Video	10,000	10,000
Total	16,200	16,200

5330 Cablecasting

This account includes the cost for televising Council and Planning Commission meetings.

AGP Video, Inc	35,000	35,000
Total	35,000	35,000

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4002 - City Clerk

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5501	Travel/Conference/Training			
	To keep current with laws related to Elections, the Brown Act, and the Public Records Act, this account generally funds attendance at the Annual City Clerks Association of California (CCAC) conference in April; League of California Cities New Law and Election Seminar in December; registration fees for quarterly region Gold Coast City Clerks meetings; and registration fees for records management training, meetings, and/or conferences. This account also includes training for the Deputy City Clerk to achieve certification.			
		LOCC New Law and Election Seminar	1,100	1,100
		Technical Track for Clerks (Deputy)	1,300	1,300
		Records management meetings/training	500	500
		Quarterly City Clerk meetings	100	100
		Total	3,000	3,000
5503	Memberships and Subscriptions			
	This account includes membership dues in related professional associations and Notary Commissions for the City Clerk and the Deputy City Clerk, and a subscription to the newspapers that publish the City's legal notices.			
		International Institute of Municipal Clerks dues	210	210
		City Clerk Association of California dues	170	170
		Notary Public Commission Renewal	-	400
		National Notary Assoc. dues, bond, E&O ins.	120	120
		Association of Records Managers & Admin	200	200
		Newspaper subscriptions	200	200
		Total	900	1,300
5504	Public Relations			
		City-wide newsletter	2,500	2,500
		Total	2,500	2,500
5506	Elections			
	The City conducts a consolidated General Municipal Election every two years. Funds have been budgeted in FY 2013-14 for the election handbook and miscellaneous election forms. Funds have been budgeted in FY 2014-15 for the November 2014 General Election including VBM ballots.			
		Election costs	300	17,000
		Total	300	17,000

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4002 - City Clerk

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5602	Maintenance - Office Equipment			
	This account reflects expenses related to repairing and maintaining the office printer and scanners.			
		Repairs and maintenance of office printers and scanners	300	300
		Total	300	300
		Total Services & Supplies	\$ 65,600	\$ 82,700

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4140 - Information Technology

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5303	Contractual Services			
	This account pays for contractual services to provide technical support and maintenance of the City Information Technology infrastructure, to include specific software and hardware support services.			
		Information Services - County of San Luis Obispo	\$ 1,500	\$ 1,500
		IT Managed Services	10,000	10,000
		Eden Software Support	34,800	35,400
		Municipal Code Online Maint. & Support	500	500
		Citizenserve Maintenance & Support	15,000	15,000
		LaserFiche	9,000	9,000
		Recreation Software	3,000	3,000
		ArcView GIS Contract	700	700
		AutoCAD Contract	900	900
		Charter Communications	2,700	2,700
		Watchguard LiveSecurity Service	2,500	-
		AppRiver anti-spam solution	1,500	1,500
		Identicard Badge System Maintenance	850	850
		Total	82,950	81,050
5501	Travel/Training			
	Items in this account will cover training expenses related to City standard and specialized software programs, including, but not limited to, training for City employees and the Information Technology Manager.			
		IT training, workshops and meetings	500	500
		Total	500	500
5602	Maintenance - Office			
	This account reflects expected repairs and maintenance of the City's network file servers, various printers, and computer workstations.			
		Repairs and maintenance of office printers and scanners	3,500	3,500
		Total	3,500	3,500
		Total Services & Supplies	\$ 86,950	\$ 85,050

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4140 - Information Technology

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			

This account reflects expenses specifically related to the lease-purchase agreement for network server replacement and virtualization. Total cost of project is estimated \$137,000 and is to be paid over a 5-year period.

The existing core server infrastructure is nearing seven (7) years old. Considering a typical server replacement cycle of five (5) years, it is imperative that the core servers be replaced to ensure a stable computing environment.

A virtualized server environment will ensure the City is utilizing current technology and will reduce the number of physical server installations. This will result in cost savings, and increased efficiency in multiple areas including reduced power consumption, hardware replacement costs, system administration, and disaster recovery. Server virtualization will also create a path to desktop virtualization and potential cloud computing initiatives.

The second phase of the server upgrade project will include an update of the Microsoft Active Directory (network) environment, Microsoft Exchange (email) environment, and an enterprise data backup solution.

Lease payment - principal	\$ 25,805	\$ 26,579
Lease payment - interest	4,110	3,336
Total	<u>29,915</u>	<u>29,915</u>
Total Debt Service	<u>\$ 29,915</u>	<u>\$ 29,915</u>

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4140 - Information Technology

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
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6101 Computer Equipment

This account covers expenses related to all computer hardware, software, and related network equipment for the entire City (Police Department not included). All standard computer workstations will include hardware and software that comply with the City's approved minimum standards.

Funds have been budgeted in the FY 2014-15 for a Voice over IP (VoIP) phone system that will provide a Voice over Internet Protocol solution that can be integrated with the City's IT infrastructure; provide leverage for the City's current and future applications; enhance the telephony feature set available to City staff, and provide centralized management of the City's communications environment. In addition to functionality enhancements, cost savings are typically realized in reduced phone company charges.

Computer Replacements:

Administrative Services	\$ 4,500	\$ 900
Planning	900	-
Building	-	900
Legislative & Inf Svcs	-	900
Public Works	1,800	-
IT	-	900

Telephone System:

Voice Over IP Phone System	-	130,000
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Printer Replacements:

Community Development	5,000	-
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Mobile Device Replacements:

iPads	2,000	2,000
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Total	14,200	135,600
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6103 Computer Licensing/Software

This account covers expenses related to licensing of City software to include, but not limited to, Microsoft Office Professional, Microsoft Windows network operating system, Microsoft Exchange e-mail system, and all Microsoft client access licenses to allow staff access to those systems.

Microsoft Enterprise Agreement	11,000	11,000
Microsoft Select Agreement	8,000	-
Vipre anti-virus software	-	1,900
Total	19,000	12,900

Total Operating Equipment	\$ 33,200	\$ 148,500
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4102 - Printing and Duplication

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
This account includes miscellaneous office and meeting supplies for all departments located at City Hall.				
		Office and meeting supplies	\$ 4,000	\$ 4,000
		Total	4,000	4,000
5255	Special Dept Supplies			
This account covers the purchase of paper stock for copiers, printers, fax machines and in-house printing of various materials and documents. Also included are envelopes, perforated paper and other paper products.				
		Misc. supplies	20,000	20,000
		Total	20,000	20,000
5306	Printing Services			
		Misc. outsourced printing services	600	600
		Total	600	600
5602	Maintenance-Office			
This account includes the maintenance contracts for Ricoh copy machine that services City Hall located in the central copy/printer/mailroom, and the Panasonic copy machine located in Community Development. The contracts cover labor, parts, and toner products. This account also includes the service agreement for postage equipment and postage scale, meter rental agreement, maintenance contract for the fax machine, and maintenance on miscellaneous office equipment.				
		Misc. maintenance contracts	9,500	9,500
		Total	9,500	9,500
		Total Services & Supplies	\$ 34,100	\$ 34,100

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4120 - Administrative Services

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
	This account includes miscellaneous office and meeting supplies.			
		Printer toner	\$ 2,000	\$ 2,000
		Computer supplies	1,000	1,000
		Forms	275	275
		Check stock paper	500	500
		CAFR Bluebook	225	225
		Misc. supplies	500	500
		Total	4,500	4,500
5208	Postage/Mailings			
	This account includes business license and other miscellaneous mailing expense.			
		Misc. mailings	500	500
		Total	500	500
5303	Contractual Services			
	This account includes audit services (1/3 charged to water fund, 1/3 charged to sewer fund), sales tax consultant services, OPEB study, and other contractual obligations.			
		Audit services	5,400	5,600
		HDL sales tax services	3,200	3,400
		Software support - Quadrant	650	650
		OPEB study	10,000	-
		CAFR information - Statistical	600	650
		CAFR information - Debt Statement	400	450
		Employee Negotiations	25,000	25,000
		Total	45,250	35,750
5306	Printing Services			
	This account includes printing services that are not performed in-house.			
		Misc. printing	300	300
		Budget printing	500	-
		Total	800	300
5316	Job Recruitment Expense			
	This account includes costs associated with the hiring of vacant positions including; physicals, advertisement, and other miscellaneous costs.			
		Recruitment	2,500	2,500
		Total	2,500	2,500

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4120 - Administrative Services

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5501	Travel/Conference/Training			
This account is responsible for keeping the Department abreast of current financial and computer issues affecting the City. Attendance at the CJPIA conference; attendance at the California Society of Municipal Finance Officers (CSMFO) annual conference and attendance at the Government Tax seminar.				
		Admin Director Conference	1,500	1,500
		HR Manager Conference	1,000	1,000
		Staff training	1,000	1,000
		Total	3,500	3,500
5503	Memberships and Subscriptions			
		CSMFO	150	150
		Newspaper	100	100
		American Payroll (CalPelra)	200	200
		Total	450	450
		Total Services & Supplies	\$ 57,500	\$ 47,500

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4145 - Non-departmental

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5208	Postage/Mailings			
	This account includes the citywide postage and mailing expenses.			
		Misc. mailings	\$ 17,000	\$ 17,000
			17,000	17,000
5303	Contractual Services			
	The contract for mandated cost reimbursement processing is included in this account along with the mandated drug testing for transportation employees and the yearly appraisal update of the City's assets. The fire services for the Five Cities Fire Authority is included here and in the Sales Tax Fund.			
		Mandated cost recovery	6,000	6,000
		Single Audit	1,400	1,400
		Shredding	1,000	1,000
		DOT Drug Testing	1,000	1,000
		Actuarial Studies	300	300
		FCFA	1,464,000	1,494,000
		FCFA - Admin Charge	(22,500)	(22,500)
		Amendment Valuation	300	300
		Total	1,451,500	1,481,500
5401	Utilities			
	This accounts for the city-wide use of utilities.			
		Electricity	103,000	103,000
		Natural Gas	6,000	6,000
		Miscellaneous	1,000	1,000
		Total	110,000	110,000
5403	Telephone			
	This accounts for the city-wider telephone costs.			
		City-wide phone service	25,000	25,000
		Police lines	10,900	10,900
		Radio lines	2,500	2,500
		Data Package for iPads	1,000	1,000
		Fax line - City Hall	200	200
		Alarm - City Hall	200	200
		Credit card line	200	200
		Total	40,000	40,000

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4145 - Non-departmental

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5501	Travel/Conference/Training			
The City offers training for its employees in a wide variety of subjects, as well as, sexual harassment avoidance for City managers and supervisors. This training that incorporates all departments is paid from this division and account.				
		Executive retreat	3,100	3,100
		Miscellaneous Leadership		
		Training	3,500	3,500
		Liebert and Cassidy Training	3,500	3,500
		Total	10,100	10,100
5503	Memberships and Subscriptions			
		LAFCO	15,000	15,000
		League of California Cities	6,500	6,500
		National League of Cities	1,500	1,500
		Chamber of Commerce	1,000	1,000
		EVC	5,000	5,000
		Five Cities Diversity Coalition	1,500	1,500
		Channel Counties Division	500	500
		Total	31,000	31,000
5508	Miscellaneous Expense			
		City Shirts	4,000	4,000
		Miscellaneous expenses	2,500	2,500
		Total	6,500	6,500
5551	Property Taxes			
The City is required to pay property taxes on land owned outside the incorporated City limits.				
		Property taxes	900	900
		Total	900	900
5555	Bank Charges			
The bank service fees and analysis fees for the General Bank account are divided between the General Fund and the Water Fund. Bank charges for utility auto-payments are charged to the Water Fund.				
		General Bank & Investment fees	15,000	15,000
		Total	15,000	15,000
Total Services & Supplies			\$ 1,682,000	\$ 1,712,000

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4145 - Non-departmental

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
These accounts cover all City expenditures for liability, property, and surety insurance premiums. A portion of these costs are reimbursed by other City funds through operating transfers.				
5576	Liability Insurance	CJPIA	\$ 456,045	\$ 467,400
5578	Liability Insurance	Underground tanks	300	300
5579	Property Insurance	CJPIA	25,000	25,000
5580	Surety Bonds	Crime Bond renewal	1,600	1,600
Total			<u>482,945</u>	<u>494,300</u>

These accounts cover the lease agreement for HVAC retrofits from the California Energy Conservation loan.

5801	Debt	Principal Payments	7,936	8,176
5802	Debt	Interest Payments	3,664	3,424
Total			<u>11,600</u>	<u>11,600</u>

This account represents the General Funds portion of the City Hall USDA loan expense. This amount is directly associated with the rent revenue received from the old City Hall building.

5906	Transfers out	USDA Loan	40,000	40,000
Total			<u>40,000</u>	<u>40,000</u>

**Total Insurance, Debt Service,
and Transfers**

<u>\$ 534,545</u>	<u>\$ 545,900</u>
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4130 - Planning

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
	This account includes miscellaneous office and meeting supplies.			
		Color copies	\$ 600	\$ 600
		Record books, tapes PC, ARC, HRC	600	600
		Misc. supplies	1,200	1,200
		Total	2,400	2,400
5301	Advertising			
	The budget in this account reflects the costs associated with the required published public hearing notices.			
		Public hearing and legal notices	5,700	5,700
		Filing fees	200	200
		Total	5,900	5,900
5303	Contractual Services			
	This line item includes contractual services for miscellaneous studies and appraisals.			
		General Plan studies/appraisals	47,000	45,000
		Land Use Element	-	75,000
		Total	47,000	120,000
5315	Pre-employment Physicals	Seasonal interns	200	200
		Total	200	200
5316	Job recruitment expense	Seasonal interns	200	200
		Total	200	200
5501	Travel/Conference/Training			
	This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.			
		Director conference & training	1,600	1,600
		Misc. training, workshops, and meetings - CEQA, Climate Action	500	500
		Total	2,100	2,100

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4130 - Planning

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5503	Memberships & Subscriptions			
	This line item includes the same membership and regular subscriptions as currently received. No change in budget level is requested.			
		APA memberships	1,770	1,770
		Notary class, exam, and insurance	100	100
		Newspapers	220	220
		Land Conservancy membership	50	50
		So. County Historical Society	20	20
		SLO County Bike Coalition	150	150
		Commissioners- Planners Web	90	90
		Total	2,400	2,400
		Total Services & Supplies	\$ 60,200	\$ 133,200

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4301 - Engineering

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
	This account covers general office materials and meeting supplies.			
		Plotter supplies, blueprint, vellum, mylar, toner, and cartridges	\$ 600	\$ 600
		Recorder, batteries, manuals, and handbooks	400	400
		Other misc office	800	800
		Total	1,800	1,800
5255	Special Department Supplies			
	This account includes special supplies not covered under office supplies, such as hanging files, survey and safety equipment, and other miscellaneous supplies.			
		Hanging files	2,200	-
		Traffic counter	-	1,800
		Survey and safety equipment	300	700
		Total	2,500	2,500
5273	Small Tools			
	This account covers items for typical routine inspection items such as spray paint, surveying equipment, safety vests, and testing equipment for soils and concrete.			
		Measuring apparatus (wheel)	100	-
		Inspection and testing equipment	200	300
		Total	300	300
5301	Advertising			
	This account includes costs associated with public announcements for capital improvement projects and special projects, ongoing construction updates and road closures for maintenance work. Costs may also include employment recruitment for open positions within the division.			
		Misc. - job announcements, public announcements, construction updates	500	500
		Total	500	500
5303	Contractual Services			
	This account provides for contract engineering services for State and Federal grant coordination, DPDES permit fees, development review, special assignments, checking of plans, finalization of FEMA disaster services coordination, and Traffic Commission meetings (as needed). This account will also provide for capital improvement planning studies.			
		On-call Engineering Services	40,000	40,000
		Total	40,000	40,000

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4301 - Engineering

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5315	Employment Physicals	Seasonal interns	200	200
		Total	200	200
5316	Job Recruitment Expense	Seasonal interns	200	200
		Total	200	200
5501	Travel/Conference/Training			
This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.				
		Employee/supervisor development seminars	800	800
		Total	800	800
5503	Memberships and Subscriptions			
This line item includes the same membership and regular subscriptions as currently received.				
		Regional monthly ASCE/APWA meetings	600	600
		American Public Works Association	600	600
		ASCE	600	600
		Total	1,800	1,800
5601	Maintenance - Vehicles	Public works truck and City Hall pool car	2,300	2,300
		Total	2,300	2,300
5602	Maintenance - Office Equipment	Copier, plotter, and miscellaneous office equipment	2,000	2,000
		Total	2,000	2,000
5608	Gas and Oil	Public works truck and City Hall pool car	3,000	3,000
		Total	3,000	3,000
		Total Services & Supplies	\$ 55,400	\$ 55,400

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4301 - Engineering

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6001	Office furniture and equipment			
	Funds have been budgeted in the FY 2014-15 for a full-scale scanner. Planning and engineering plans and documents are typically large and a specialized scanner is needed. This cost will help staff be more efficient in their filing from paper documents to a paperless system.			
		Scanner	\$ 10,000	\$ -
		Total	10,000	-
		Total Operating Equipment	\$ 10,000	\$ -

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4212 - Building and Life Safety

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
Items in this account cover general office expenditures, general use publications, as well as record keeping supplies to support plan check permit system.				
		General office supplies	\$ 400	\$ 400
		Misc. supplies	200	200
		Total	600	600

5255	Special Department			
Costs related to miscellaneous personnel equipment and meeting supplies are funded through this account. This also includes division emergency preparedness supplies.				
		Equipment, supplies and emergency preparedness	400	400
		Fire prevention supplies	400	400
		Total	800	800

5303	Contractual Services			
This account is intended to cover contract plan check costs and contract inspection services (due to the unfilled Building Inspector position) related to various projects slated for development in the City. Developer contributions will offset these costs.				
		Plan check costs	10,000	10,000
		Inspection costs	41,000	41,000
		Total	51,000	51,000

5501	Travel/Conference/Training			
This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.				
		State required ICC Certification and renewal	200	200
		ICC/NFPA/NFSA	300	300
		Misc travel and training	200	200
		Total	700	700

5503	Memberships and Subscriptions			
Due to the need to maintain current code information and updates, this account funds memberships and subscriptions related to building code and professional association dues.				
		ICC Membership Class A dues	300	300
		Professional Membership dues	500	500
		Code cycle updates	1,000	1,000
		Total	1,800	1,800

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4212 - Building and Life Safety

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5601	Maintenance - Vehicles	Building division vehicle	500	500
		Total	500	500
5602	Maintenance - Office	Copier maintenance contract	300	300
		Miscellaneous office equipment repairs	200	200
		Total	500	500
5608	Gas and Oil	Building division vehicle	800	800
		Total	800	800
		Total Services & Supplies	\$ 56,700	\$ 56,700

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226-4306 - Water Neutralization

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
Items in this account cover general office materials such as copy paper, pens, pencils, markers and special water conservation merchandise.				
		General office supplies	\$ 200	\$ 200
		Total	200	200
5208	Postage and Mailing			
This account covers mailing of water conservation education flyers and water conservation incentive programs.				
		Education flyers/misc. notices	2,000	2,000
		Total	2,000	2,000
5255	Special Department			
		Miscellaneous supplies	200	200
		Total	200	200
5303	Contractual Services			
This account provides for existing contract for landscape irrigation surveys, plumbing retrofit program and public education workshops.				
		Irrigation contract	6,500	-
		Plumbing contract	60,000	60,000
		Water Conservation workshops	2,500	2,500
		School Education program	5,000	5,000
		GardenSoft Website License	500	500
		Total	74,500	68,000
5306	Printing Services			
This account covers cost for printing water conservation educational flyers and promotional incentive programs.				
		Misc. printing of flyers and notices	2,000	2,000
		Total	2,000	2,000
5501	Travel/Conference/Training			
This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.				
		Misc. training, workshops, and meetings	1,500	1,500
		Total	1,500	1,500

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226-4306 - Water Neutralization

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5554	Rebates			
	This account funds the water conservation incentive programs.			
		Cash for Grass	15,000	15,000
		Water Efficient Washing Machines	3,000	3,000
		Smart Irrigation Controllers	2,500	2,500
		Large Landscape Area Retrofits	5,000	5,000
		Total	25,500	25,500
		Total Services & Supplies	\$ 105,900	\$ 99,400

CITY OF ARROYO GRANDE
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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office			
This account contains office supplies for the Department. No increases are proposed in the FY 2013-14 and FY 2014-15 budgets.				
		Citations	\$ 2,600	\$ 2,600
		Postage	3,600	3,600
		Toner - printers/printer cartridges	4,000	4,000
		Computer supplies	1,000	1,000
		General office supplies	3,800	3,800
		Total	15,000	15,000
5208	Postage	Miscellaneous mailings	4,300	4,300
		Total	4,300	4,300
5255	Special Department Supplies	Audio/Video Media	1,100	1,100
		Flashlights & batteries	1,200	1,200
		Duty & practice ammunition	8,000	8,000
		Targets & weapon cleaning supplies	1,000	1,000
		Crime Scene processing supplies	2,500	2,500
		Reference manuals and directories	2,800	2,800
		Equipment for replacement hires	2,800	2,800
		Consumable patrol supplies	2,000	2,000
		Medals & plaques for department awards	800	800
		Parking permits	800	800
		Miscellaneous operational supplies	2,100	2,100
		Total	25,100	25,100
5272	Safety Equipment/Clothing			
This account contains operational supplies related to the safety and welfare of Police personnel.				
		OSHA supplies	1,100	1,100
		CPR/First aid supplies	1,100	1,100
		Special enforcement response equipment	4,800	4,800
		Safety equipment for replacement	3,900	3,900
		Uniform repair and replacement	20,000	20,000
		Total	30,900	30,900

CITY OF ARROYO GRANDE
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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5303	Contractual Services			
		The contractual services account tracks expenditures for specified services contracted for by the Police Department.		
		Entry & promotional written exams	1,100	1,100
		Police legal advisor	2,500	2,500
		Written skills evaluation/credit evaluations	1,250	1,250
		Employee assistance	750	750
		Parking citations (processing)	1,000	1,000
		Contingency funding for investigations	1,700	1,700
		Investigative data base access	800	800
		Portable Toilet Service (Range)	1,200	1,200
		Lexipol (Annual Policy Services)	1,200	1,200
		Dry Cleaning Services	4,100	4,100
		Miscellaneous contracts	10,000	10,000
		Total	25,600	25,600
5315	Pre-employment Physicals			
		Physical examinations (POST standards)	2,350	2,350
		Psychological evaluations (POST standards)	1,750	1,750
		Total	4,100	4,100
5316	Job Recruitment Expense			
		This account covers advertising for recruitment purposes. This expenditure is due to costs associated with the specialized requirements of POST (Peace Officer Standards and Training) for advertising for replacements resulting from vacancies.		
		Advertising	2,500	2,500
		Total	2,500	2,500
5321	Animal Control Services			
		The amount budgeted is for a full-service contract with San Luis Obispo County. The fees are set by the County based upon their calculations to recover actual costs in providing animal control services to the City (and all other cities in the County).		
		SLO County - Animal Services	97,000	97,000
		Total	97,000	97,000

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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5322	Canine Program	Dog food	1,200	1,200
		Veterinary care	1,000	1,000
		Equipment & supplies	800	800
		Maintenance training	9,600	9,600
		Total	12,600	12,600
5324	Services-Mandated Forensic			
This account is a contingency account for investigative services and contains budgeted funds for blood and urine tests, drug screens, legal medical examinations, DOJ crime lab services, and DOJ fingerprint process.				
		Blood & urine tests, drug screens	700	700
		County lab offset fees for DUI's	1,900	1,900
		DOJ fingerprinting processing	1,000	1,000
		Legal medical examinations	600	600
		Total	4,200	4,200
5328	Task Force Services			
		SLO County Bomb Task force	4,000	4,000
		SLO County Narcotics Task force	20,000	20,000
		Total	24,000	24,000
5329	Live Scan Fingerprinting			
This is a pass-through account which tracks State mandated fees for processing applicant live scan fingerprints. These fees are paid by the applicant at the time the fingerprints are processed and are reported as cost recovery revenues.				
		CA Department of Justice	22,000	22,000
		Total	22,000	22,000
5403	Telecommunications			
		Telephones	9,800	9,800
		Radio repeater line	800	800
		Emergency service lines	1,500	1,500
		Total	12,100	12,100
5501	Travel/Conference/Training			
This account covers costs for travel, conferences, training, and training support. This includes in-service and out-service training programs and professional training conferences. This also includes tuition and travel expenses for schools, seminars, and training conferences as dictated by the Department's training policy and legislated mandates. Examples of these training programs include perishable skills training, active shooter training, advanced officer training, special/technical training, special weapons and response team training, motorcycle officer update, driver safety training, etc. This also includes maintenance training for emergency medical dispatch certifications and updates to cultural awareness/diversity training.				
		Miscellaneous training	40,000	40,000
		Total	40,000	40,000

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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5502	Tuition reimbursement			
This account is intended to track expenses related to employee negotiated education tuition reimbursement as contained in the current AGPOA MOU.				
		Employee reimbursements	5,300	5,300
		Total	5,300	5,300

5503 Memberships and Subscriptions
 Regional memberships are with organizations that interface with the various employees' daily activities. These associations provide a network amount the employees' peers regarding current issues and related matters within the region.

The statewide organizations keep the employees abreast of legal issues and related matters of concern within California. In several cases, these associations involve specific areas of expertise such as sexual assault, auto theft, robbery, training, tactical, crime prevention, planning and research, criminal records, etc. In other areas, the associations are geared to supervision and management issues (i.e., California Police Chiefs' Association and California Peace Officers' Association) or broad-based employee groups (i.e., Women Peace Officers Association and the California Reserve Officers Association).

The national organizations are focused on keeping the Department informed of current issues facing law enforcement on a local, national, and international level (i.e., International Association of Chiefs of Police, Police Executive Research Forum, National Criminal Justice Association, American Society of Public Administration, International Association of Identification).

Additional costs include subscriptions to various publications including legal updates, professional journals, etc.

	Regional memberships	200	200
	Statewide memberships	1,800	1,800
	National memberships	800	800
	Misc. membership subscriptions	700	700
	Total	3,500	3,500

5504 Public Relations
 This account funds the Department Substance Abuse Education, Neighborhood Watch, Crime Prevention, and Citizens Assisting Police Volunteer Program.

	Public programs	5,300	5,300
	Total	5,300	5,300

5553	Rent-Buildings and Land	Firearms range	3,200	3,200
		Butane tank rental, repeater site	100	100
		Total	3,300	3,300

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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5601	Maintenance of Vehicles			
This line item funds the repair and maintenance (non-warranty covered parts) costs for vehicles as documented in the fleet maintenance program.				
		Vehicle maintenance	30,000	30,000
		Total	30,000	30,000
5602	Maintenance of Office Equipment			
		Typewriter/printer/FAX repair & maintenance	700	700
		Copy machine & equipment	2,000	2,000
		Audio-visual equipment repair	350	350
		Rental of postage meter	700	700
		Total	3,750	3,750
5603	Maintenance/Repair of Machinery & Equipment			
		Emergency generator maintenance	1,800	1,800
		Alarm system maintenance	400	400
		Weapons repair	1,600	1,600
		Maintenance contract, digital photo system	500	500
		Maintenance of specialized equipment	1,500	1,500
		Total	5,800	5,800
5604	Maintenance of Buildings			
This account includes maintenance of the aging building and systems specific to the facility.				
		Building maintenance	5,400	5,400
		Total	5,400	5,400
5605	Maintenance of Grounds			
		Range setup & maintenance	4,100	4,100
		Electric gate maintenance	600	600
		Total	4,700	4,700
5606	Maintenance of Communications			
This account tracks expenses related to the maintenance and operation of the Police communications program.				
		Communications maintenance	15,100	15,100
		Teletype lease and maintenance	2,900	2,900
		Enterprise usage fees to SLO County	4,500	4,500
		Total	22,500	22,500

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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5607	Maintenance of Automated Services			
	This account reflects expenses specifically related to the maintenance and operation of the Department's in-house computer system.			
		Website maintenance	1,200	1,200
		Hardware maintenance	2,100	2,100
		<i>Support maintenance contracts:</i>	11,000	11,000
		Records management/CAD	2,900	2,900
		Laserfiche document imaging	500	500
		Training program management	300	300
		Field training program	800	800
		Firewall system	3,800	3,800
		Computerized photo system	100	100
		JavaSoft scheduling software	300	300
		Critical reach tracking software	1,000	1,000
		Crime prevention outreach software	6,000	6,000
		Total	30,000	30,000
5608	Gas and Oil			
	This account reflects expenses specifically related to the gas and oil of all Police Department vehicles including; patrol, investigations, traffic, parking, volunteers and pool vehicles.			
		Vehicles	58,900	58,900
		Propane (emergency generator)	1,000	1,000
		Total	59,900	59,900
		Total Services & Supplies	\$ 498,850	\$ 498,850

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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			
This account reflects expenses specifically related to the fleet leasing of Departments vehicles.				
		<i>Patrol lease</i>		
		Lease payment - principal	\$ 66,012	\$ 67,900
		Lease payment - interest	5,828	3,940
		Lease Purchase Payments	62,040	62,040
		Total	133,880	133,880
		Total Debt Service	\$ 133,880	\$ 133,880

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4201 - Police

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6001	Office furniture and equipment			
	This account reflects expenses specifically related to the replacement of office furniture and equipment.			
		Miscellaneous furniture	\$ 2,500	\$ 2,500
		Total	2,500	2,500
6101	Data Processing Equipment			
	The City's Information Technology Manager has recommended the scheduled replacement of the following information technology equipment.			
		Miscellaneous printer	-	2,000
		Computer workstation	8,100	-
		Computer monitor replacements	1,500	-
		Scanner replacements	2,550	-
		Total	12,150	2,000
6201	Machinery and Equipment		25,500	22,000
		Total	25,500	22,000
		Total Operating Equipment	\$ 40,150	\$ 26,500

CITY OF ARROYO GRANDE
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4421 - Recreation Administration

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office	Computer supplies	\$ 1,400	\$ 1,400
		General office supplies	1,600	1,600
		Toner for printers	600	600
		Total	3,600	3,600
5255	Special Department Supplies	Miscellaneous special event items	150	150
		Commissioner awards, trophies & certificates	100	100
		Employee name plates and shirts	200	200
		Total	450	450
5303	Contractual Services			
	This account provides for contract specialty services for grants, specialized inspections, and special division surveys and assessments.			
		Miscellaneous services	250	250
		Total	250	250
5354	Building Supervision			
	Direct costs associated with the building supervision at Elm St and at the Women's Center.			
		Miscellaneous supplies	100	100
		Total	100	100
5501	Travel/Conference/Training			
	Staff attendance at professional conferences, training seminars and workshops.			
		Miscellaneous training	600	600
		Total	600	600
5503	Memberships and Subscriptions	California Parks and Recreation Society membership	200	200
		National Recreation and Parks Association membership	400	400
		Total	600	600
5504	Public Relations			
	Cost of printing three (3) Parks and Recreation Activity Guides per year. This line item is approximately 80% revenue offsetting. A portion of each printing is paid for through advertisements and reimbursement from the cities of Grover Beach and Pismo Beach.			
		Advertising and printing	12,000	12,000
		Total	12,000	12,000

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4421 - Recreation Administration

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5602	Maintenance of Office Equipment			
	This account includes office equipment repairs and maintenance. Includes payment for office copier, maintenance contract, and cell phones.			
		Staff cell phones	800	800
		Copy machine lease maintenance contract	4,300	4,300
		Total	<u>5,100</u>	<u>5,100</u>
		Total Services & Supplies	<u><u>\$ 22,700</u></u>	<u><u>\$ 22,700</u></u>

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4421 - Recreation Administration

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6001	Office furniture and equipment			
	Funding is budgeted for miscellaneous furniture and equipment to address the needs of the department.			
		Misc. furniture & equipment	\$ 1,200	\$ 1,200
		Total	<u>1,200</u>	<u>1,200</u>
		Total Operating Equipment	<u>\$ 1,200</u>	<u>\$ 1,200</u>

CITY OF ARROYO GRANDE
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4423 -Preschool Program

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5253	Services and Supplies			
		Costs for pre-school Play-and-Learn supplies. This is a revenue offsetting account.		
		Arts and Crafts supplies	\$ 900	\$ 900
		Equipment, scissors, puzzles, etc	400	400
		Books	400	400
		Tricycles	300	300
		Miscellaneous	500	500
		Total	2,500	2,500
5254	Services and Supplies			
		Costs for pre-school Summer Play-and-Learn supplies. This is a revenue offsetting account.		
		Miscellaneous	700	700
		Total	700	700
		Total Services & Supplies	\$ 3,200	\$ 3,200

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4424 - Special Recreation Programs

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5251	Supplies - Classes			
	This account covers the cost of gym and room rentals for schools and class use.			
		Room rental	\$ 2,500	\$ 2,500
		Total	2,500	2,500
5252	Supplies - Recreation Events			
	This account covers costs for supplies for special events such as the Family Egg Hunt and Festival, carnivals, Harvest Festival activities, Winter Holiday, Decorating Contest, Halloween Carnival and Maze, Summer Concert Series.			
		Volunteer Banquet	800	800
		Harvest Festival Diaper Derby	100	100
		Family Egg Hunt and Festival	1,800	1,800
		Chili Cook-off	200	200
		Penny carnivals/summer	300	300
		Halloween Carnival	1,400	1,400
		Winter Holiday Decorating	200	200
		Arbor Day	100	100
		Fundraising supplies	200	200
		Fun run/Turkey trot	700	700
		Parent's night out	700	700
		Father/Daughter date night	3,700	3,700
		Summer Concert series	1,000	1,000
		Total	11,200	11,200
5257	Supplies - Leagues			
	This account covers costs for special supplies for sports leagues and programs. If Lucia Mar School District raises facility rental rates, it will have an undetermined impact on gym rental costs.			
		Gym rental - basketball leagues	12,400	12,400
		Registration - basketball, wrestling, softball	3,650	3,650
		Wrestling gym rental	550	550
		Basketballs	300	300
		Softball score books and flip sheets	200	200
		Basketball league trophies and awards	2,600	2,600
		Wrestling t-shirts and uniforms	600	600
		Softball league awards and supplies	7,700	7,700
		Softball League bats	1,200	1,200
		Total	29,200	29,200

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4424 - Special Recreation Programs

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5351	Services - classes			
	This account covers costs for special interest class instructors.			
		Art, tennis, baton, basketball, sports camps, etc.	29,050	29,050
		Total	29,050	29,050
5352	Services - leagues			
	This account covers costs for contract score keepers, referees, and umpires for adult sports leagues.			
		Scorekeepers	11,000	11,000
		Officials	24,900	24,900
		Total	35,900	35,900
5353	Services - events			
	This account covers costs for contractual services for special events such as Father Daughter Date Night Egg Hunt and Halloween Carnival.			
		Miscellaneous supplies	3,600	3,600
		Total	3,600	3,600
		Total Services & Supplies	\$ 111,450	\$ 111,450

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4425 - Children in Motion

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5255	Special Department Supplies			
This account covers the costs for materials and supplies for the Children In Motion program at Ocean View, Branch Elementary Schools and at Elm Street Community Center. This is a revenue offsetting account.				
		Playground supplies	\$ 1,000	\$ 1,000
		Table games	900	900
		Arts and craft supplies	2,600	2,600
		Sports equipment	1,000	1,000
		State licensing fee	1,800	1,800
		First Aid supplies	200	200
		Miscellaneous	1,000	1,000
		Teachers' certification class	150	150
		School site cell phones	1,750	1,750
		Total	10,400	10,400
5259	Children in Motion - Snacks	Snacks	3,800	3,800
		Total	3,800	3,800
5303	Contractual Services			
This account covers the costs for bus transportation for field trips, and for kindergarten age children from Oceano View and Margaret Harloe Elementary Schools to the Elm Street Community Center. Costs for facility rental from LMUSD.				
		Kindergarten & miscellaneous transportation	6,550	6,550
		LMUSD facility use fee	4,800	4,800
		Total	11,350	11,350
5315	Pre-employment Physicals			
This account covers the costs to hire vacant part-time staff.				
		Med-Plus	300	300
		Total	300	300
5316	Job Recruitment Expense			
Costs associated with advertising and processing for part-time positions.				
		Advertising	900	900
		Total	900	900
		Total Services & Supplies	\$ 26,750	\$ 26,750

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4426 - 5 Cities Youth Basketball

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5199	Salary Reimbursement			
	This account is for salary costs associated with program operations.			
		Salary & Benefits	\$ 25,250	\$ 25,250
		Total	25,250	25,250
5201	Supplies-Office			
	This account covers the costs for balls, referee supplies, first aid supplies, scorekeeping supplies, etc.			
		Supplies and equipment	1,000	1,000
		Total	1,000	1,000
5306	Printing Services			
	This account covers the cost to print schedules, flyers, rules, etc.			
		Miscellaneous printing	800	800
		Total	800	800
5553	Rent - Buildings and Land			
	This account covers the cost for gym rental.			
		Rental fees	25,700	25,700
		Total	25,700	25,700
		Total Services & Supplies	\$ 52,750	\$ 52,750

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4307 - Public Works Administration

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office	Computer supplies	\$ 700	\$ 700
		General office supplies	1,300	1,300
		Total	2,000	2,000
5303	Contractual Services			
	This account includes the current cost for street sweeping services. The amount shown is the portion of sweeping that occurs in the contracted parking lots. The remaining portion of street sweeping contract is shown in the Streets (Gas Tax) Fund. This account also includes the costs of service for upgrading signal controls, install new street name signs, and install new opticoms on traffic signals along Oak Park Boulevard, as well as the monthly routine maintenance costs for traffic signals and other miscellaneous consultant services.			
		Street sweeping services	18,000	18,000
		Traffic signal services	45,200	45,200
		Miscellaneous consultant services	15,000	15,000
		Total	78,200	78,200
5402	Power			
	This account includes the utility cost for traffic signals and street lighting throughout the City.			
		Pacific Gas & Electric	190,000	190,000
		Total	190,000	190,000
5403	Telephone			
		Cell Phone Reimbursement	600	600
		Total	600	600
5501	Travel/Conference/Training			
	This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.			
		League of Cities PW Institute	1,200	1,200
		Total	1,200	1,200
5503	Memberships and Subscriptions			
		APWA Membership	150	150
		MSA Membership	50	50
		Total	200	200
		Total Services & Supplies	\$ 272,200	\$ 272,200

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4420 - Park Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>		
5255	Special Department Supplies	Gloves, masks, respirators, and disposable clothing	\$ 600	\$ 600		
		First aid supplies	400	400		
		Welding equipment, keys, locks, etc.	400	400		
		Batteries	150	150		
		Tarps	100	100		
		Rain gear	500	500		
		Miscellaneous	150	150		
		Total	2,300	2,300		
		5273	Small tools	Rakes, shovels, pruning shears	800	800
				Total	800	800
5274	Chemicals	Round up	1,000	1,000		
		Rodeo aqua-shade algae control	350	350		
		Graffiti removing acids	100	100		
		Graffiti removing organics	100	100		
		Broadleaf and fungus lawn sprays	100	100		
		Turf fertilizers, pre and post- emergent's	450	450		
		Total	2,100	2,100		
		5303	Contractual Services	Tree trimming and removals	5,000	5,000
Landscape services	107,500			107,500		
Outside assistance & miscellaneous evaluations	1,000			1,000		
Total	113,500			113,500		
5307	Disposal fees					
This accounts for costs associated with disposal of waste collected at various sites that require special trips to the County landfill.						
		County landfill	100	100		
		Total	100	100		
5308	Street Trees Replacement	Storm damaged and well replacement	1,800	1,800		
		Stakes and ties	200	200		
		Linear root barriers	150	150		
		Total	2,150	2,150		

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4420 - Park Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5501	Travel/Conference/Training			
This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.				
		Pesticide application	400	400
		International Society of Arborist	200	200
		Safety publications, first aid, and Haz-Mat training	100	100
		Total	700	700
5552	Rent-Equipment	Trenchers, tractors, spray equipment, etc.	550	550
		Total	550	550
5601	Maintenance of Vehicles	Repair & Maintenance	4,600	4,600
		Total	4,600	4,600
5603	Maintenance/Repair of Machinery & Equipment	Mowers, weed eaters, hedge trimmers, blades, etc.	7,100	7,100
		Total	7,100	7,100
5605	Maintenance Grounds	Restroom supplies	2,500	2,500
		Waste can liners	2,600	2,600
		Irrigation system repairs	3,200	3,200
		Restroom facility repairs	4,600	4,600
		Retention basin maintenance,	4,000	4,000
		Landscape materials	8,000	8,000
		Miscellaneous repairs vandalism	1,800	1,800
		Tree service	7,000	7,000
		Mutt mitts	4,000	4,000
		Total	37,700	37,700
5608	Gas and Oil			
Annual fuel use for the department vehicles, mowers and trimmers.				
		Fuel	14,500	14,500
		Total	14,500	14,500
Total Services & Supplies			\$ 186,100	\$ 186,100

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4420 - Park Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			
<p>This account reflects expenses specifically related to the lease-purchase agreement for Water Service Truck (PW #7) and for Service Truck (P-57). The total cost of the vehicles is estimated to be \$78,000 and is to be paid over a 4-year period.</p>				
		Lease payment - principal	\$ 18,658	\$ 19,218
		Lease payment - interest	2,342	1,782
		Total	<u>21,000</u>	<u>21,000</u>
		Total Debt Service	<u><u>\$ 21,000</u></u>	<u><u>\$ 21,000</u></u>

CITY OF ARROYO GRANDE
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4430 - Soto Sports Complex Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
	Special Department			
5255	Supplies	Chalk	\$ 850	\$ 850
		Drag mats	200	200
		Tapes	50	50
		Safety equipment	200	200
		Rain gear	300	300
		Field paint	1,600	1,600
		Miscellaneous	300	300
		Total	3,500	3,500
5273	Small tools	Lute rakes	100	100
		Hedge trimmers	150	150
		Rakes, shovels, and brooms	100	100
		Miscellaneous	50	50
		Total	400	400
5274	Chemicals	Fertilizers	800	800
		Herbicides	200	200
		Insecticides	200	200
		Total	1,200	1,200
5303	Contractual Services			
	This account includes crane rentals and electricians for lighting repairs, etc.			
		Miscellaneous	1,300	1,300
		Total	1,300	1,300
5552	Rent-Equipment			
	This account is used to rent specialty equipment such as sod cutters, trenchers, scissor lifts, top dresser and tiller.			
		Miscellaneous	750	750
		Total	750	750
5601	Maintenance of Vehicles	Repair & Maintenance	2,250	2,250
		Total	2,250	2,250
5603	Maintenance/Repair of Machinery & Equipment	Blowers, weed eaters, chain saws, etc.	700	700
		Total	700	700

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4430 - Soto Sports Complex Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5605	Maintenance Grounds			
	This account includes the maintenance of the 30-acre Soto Sports Complex fields, Elm Street Park, tennis courts, restrooms, parking lots, and concession stand.			
		Restroom supplies	1,800	1,800
		Waste can liners	1,200	1,200
		Irrigation system repairs	3,600	3,600
		Field chalk for preps	1,500	1,500
		Repairs electrical, plumbing, and lighting	2,000	2,000
		Repairs pump motors	1,500	1,500
		Miscellaneous repairs	3,600	3,600
		Seed and topsoil	3,700	3,700
		Vandalism repairs	1,600	1,600
		Total	20,500	20,500
5608	Gas and Oil			
	Annual fuel use for the department vehicles, mowers and trimmers.			
		Fuel	2,200	2,200
		Total	2,200	2,200
		Total Services & Supplies	\$ 32,800	\$ 32,800

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4430 - Soto Sports Complex Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			
This account reflects expenses specifically related to the lease-purchase agreement for Service Truck (P-901). The total cost of the vehicles is estimated to be \$22,000 and is to be paid over a 4-year period.				
		Lease payment - principal	\$ 5,331	\$ 5,491
		Lease payment - interest	669	509
		Total	<u>6,000</u>	<u>6,000</u>
		Total Debt Service	<u>\$ 6,000</u>	<u>\$ 6,000</u>

CITY OF ARROYO GRANDE
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4213 - Governmental Building Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
	Special Department			
5255	Supplies	Miscellaneous first aid supplies	\$ 100	\$ 100
		Gloves for janitorial	100	100
		Miscellaneous personnel equipment	250	250
		Cleaning equipment	100	100
		Total	550	550
5273	Small tools	Miscellaneous small tools	300	300
		Total	300	300
5303	Contractual Services	Trash pick up of all dumpsters	16,000	16,000
		Pest Control	2,000	2,000
		Quarterly carpet cleaning of all high use areas	3,000	3,000
		Minor building repair	20,000	20,000
		Handyman type services (i.e., plumbing, electrical)	4,500	4,500
		Total	45,500	45,500
5601	Maintenance of Vehicles	Repair & Maintenance	1,500	1,500
		Total	1,500	1,500
5603	Maintenance/Repair of Machinery & Equipment	Repairs and replacement of power equipment	500	500
		Total	500	500
5604	Maintenance - Buildings	Paper good (paper towels, toilet tissue)	6,000	6,000
		Cleaning supplies	4,900	4,900
		Lock and door replacement	800	800
		Miscellaneous supplies for minor repairs	1,400	1,400
		Incidental fumigations	1,500	1,500
		Miscellaneous plumbing repairs and supplies	5,000	5,000
		Electrical repairs	2,000	2,000
		Supplies to maintain the Fire Department	2,000	2,000
		Light bulbs and fixtures	2,000	2,000
		Total	25,600	25,600

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4213 - Governmental Building Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5608	Gas and Oil			
This account is restricted to fuel cost related to the janitorial maintenance vehicles.				
		Fuel	1,400	1,400
		Total	1,400	1,400
		Total Services & Supplies	\$ 75,350	\$ 75,350

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4213 - Governmental Building Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			
This account reflects expenses specifically related to the lease-purchase agreement for Service Truck (PW #16). The total cost of the vehicles is estimated to be \$22,000 and is to be paid over a 4-year period.				
		Lease payment - principal	\$ 5,331	\$ 5,491
		Lease payment - interest	669	509
		Total	<u>6,000</u>	<u>6,000</u>
		Total Debt Service	<u><u>\$ 6,000</u></u>	<u><u>\$ 6,000</u></u>

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4305 - Automotive Shop

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5255	Special Department Supplies	Cleaning supplies, starting fluid, fuel detergent	\$ 200	\$ 200
		Grease/oil (hydraulic and motor)	400	400
		Rain gear	50	50
		Ear protection	25	25
		Eye protection	150	150
		Safety glasses	225	225
		Degreasers	400	400
		Welding supplies	350	350
		Batteries	100	100
		First Aid Supplies	100	100
		Total	2,000	2,000

5273 Small tools

This account provides for the replacement of worn out items and substandard tools such as combination wrenches, electrical diagnostic monitors, pressure gauges, coolant system gauges, screwdrivers, pliers sets, metal pliers, and drill bits.

Miscellaneous tools	2,000	2,000
Total	2,000	2,000

5303 Contractual Services

This accounts for the cost to cover mandated testing required by the County Environmental Health Service Division, and State mandated monthly UST monitoring and inspections.

Hazardous Materials Disposal	1,500	1,500
County Environmental Health Testing	1,100	1,100
Air Pollution Control District Permit	1,400	1,400
Fuel management system	1,000	1,000
Secondary containment and line testing	400	400
Annual designated operator/ monitor certificates	2,000	2,000
Monthly UST designated operator inspection	1,200	1,200
Total	8,600	8,600

5403 Telephone

This account includes payment for the cellular telephone assigned to the Fleet Maintenance Coordinator.

Phone service	700	700
Total	700	700

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4305 - Automotive Shop

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5503	Memberships and Subscriptions			
	This account provides for membership into the California Trucking Association. The membership provides updates of rules and regulations applied to commercial drivers and vehicles.			
		CTA membership	300	300
		Total	300	300
5601	Maintenance of Vehicles	Repair & Maintenance	2,000	2,000
		Total	2,000	2,000
5603	Maintenance/Repair of Machinery & Equipment			
	This account provides repair and maintenance to the compressor, portable welder, fuel island, drill press and other miscellaneous equipment at the Corporation Yard.			
		Miscellaneous	1,500	1,500
		Total	1,500	1,500
5608	Gas and Oil			
	Annual fuel use for the division vehicles.			
		Fuel	2,800	2,800
		Total	2,800	2,800
		Total Services & Supplies	\$ 19,900	\$ 19,900

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220-4303 - Street & Bridge Maintenance (Gas Tax)

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office	General office supplies	\$ 500	\$ 500
		Copier replacement (1/2)	1,000	-
		Total	1,500	500
5255	Special Department supplies	Safety equipment	1,000	1,000
		Respiratory equipment	500	500
		Pesticide resistant	400	400
		Creek cleaning supplies	1,175	1,175
		Batteries	300	300
		Flashlights	100	100
		First Aid supplies	300	300
		Camera/film	200	200
		Miscellaneous	825	825
		Rain gear	500	500
		Blinker lights	500	500
		Total	5,800	5,800
5273	Small tools			
	This account includes replacement of air blowers, chainsaws, paint guns, weed trimmers, etc.			
		Miscellaneous tools	6,500	6,500
		Total	6,500	6,500
5303	Contractual Services			
	This account pays for California Men's Colony (CMC) labor, monitoring of Tally Ho Meadow, street sweeping and Arroyo Grande creeks before and during the annual Creek Vegetation Removal Program.			
		Monitoring of Creeks	17,400	17,400
		Street sweeping services	71,500	71,500
		CMC Service Crews	65,300	65,300
		Total	154,200	154,200
5307	Dump/Disposal Fees	Concrete replacement program	900	900
		Misc. asphalt, concrete, trash, brush, etc.	900	900
		Total	1,800	1,800
5315	Pre-employment Physicals	Physical examinations	200	200
		Physical for respiratory	400	400
		Total	600	600

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220-4303 - Street & Bridge Maintenance (Gas Tax)

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5501	Travel/Conference/Training			
	This line items funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.			
		Training videos and materials	500	500
		Continuing education classes	500	500
		Miscellaneous meetings	600	600
		Miscellaneous training	1,000	1,000
		Total	2,600	2,600
5503	Memberships and Subscriptions			
		Membership to TCS	50	50
		Mandated Pesticide	150	150
		Mandated Department of Health	300	300
		Commercial Class A unrestricted	400	400
		Safety newsletter and safety	500	500
		Total	1,400	1,400
5552	Rent-Equipment			
	This account includes rental of portable toilet, sandblaster, power washer, lot splitter, and emergency response equipment rental.			
		Miscellaneous rentals	1,900	1,900
		Total	1,900	1,900
5601	Maintenance of Vehicles			
		Repair and maintenance	17,800	17,800
		Total	17,800	17,800
5603	Maintenance/Repair of Machinery & Equipment			
	This account includes tune-ups, servicing and repair of equipment, State mandated bi-annual terminal inspections, chainsaw/brush cutter maintenance, tamper/jackhammer repair, concrete/asphalt saw repair, traffic painting equipment repair, crack sealer repair, compressor maintenance, and small engine repair.			
		Miscellaneous repairs	17,800	17,800
		Total	17,800	17,800
5608	Gas and Oil			
	Annual fuel use for the department vehicles and other street equipment.			
		Fuel	18,640	18,625
		Total	18,640	18,625

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220-4303 - Street & Bridge Maintenance (Gas Tax)

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5613	Maintenance-Streets & Bridges			
This account provides funds in addition to other in-house asphalt overlays and road reconstruction work included in the Capital Improvement Program.				
		Asphalt	13,800	13,800
		Tack Oil	100	100
		Concrete	9,000	9,000
		Traffic paint	15,200	15,200
		Lumber	2,000	2,000
		Sign poles	2,000	2,000
		Regulatory signs	3,000	3,000
		Crack filler	5,200	5,200
		Metal	1,000	1,000
		Road Base/Red Rock	1,500	1,500
		Waste disposal drums	700	700
		Thinner & solvents	100	100
		Hardware	1,400	1,400
		Traffic control devices	2,000	2,000
		Sandbags	1,000	1,000
		Miscellaneous work material	4,000	4,000
		Total	62,000	62,000
		Total Services & Supplies	\$ 292,540	\$ 291,525

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220-4303 - Street & Bridge Maintenance (Gas Tax)

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			
<p>This account reflects expenses specifically related to the lease-purchase agreement for Service Vehicles (PW-16 & PW-58), Mid-Duty Dump Truck (PW-19), and Paint Truck (PW-33). The total cost of the vehicles is estimated to be \$200,750 and is to be paid over a 4-year period.</p>				
		Lease payment - principal	\$ 47,980	\$ 49,420
		Lease payment - interest	6,020	4,580
		Total	54,000	54,000
		Total Debt Service	\$ 54,000	\$ 54,000

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612-4610 - Sewer Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office	Toner - printers/printer cartridges	\$ 800	\$ 800
		General office supplies	1,200	1,200
		Total	2,000	2,000
5255	Special Department Supplies	Gloves	600	600
		Safety/first aid supplies	200	200
		Safety glasses	100	100
		Cleaning supplies	300	300
		Miscellaneous operational supplies	800	800
		Total	2,000	2,000
5273	Small Tools	Miscellaneous	800	800
		Total	800	800
5303	Contractual Services			
	This account fund the Department's contractual agreements. Per State Water Resource Control Board and the general waste discharge requirements (WDR), the City is required to participate in the Fats, Oil and Grease Control (FOG) program. In addition this fund is charged for 1/3 of the financial audit services.			
		SWRQB Annual Permit	1,800	1,800
		Audit services	5,400	5,600
		FOG program	21,000	21,000
		Total	28,200	28,400
5402	Power			
	This account includes payment of PG & E bills for the sewer lift stations and a portion of the Corporation Yard.			
		Pacific Gas & Electric	19,000	19,000
		Total	19,000	19,000
5501	Travel/Conference/Training			
	This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.			
		Regional safety training seminars	500	500
		Total	500	500
5552	Rent-Equipment			
	This account funds the rental of equipment and tools not available in-house or to provide a replacement while repairs are being made to City tools.			
		Miscellaneous	500	500
		Total	500	500

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612-4610 - Sewer Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5555	Bank Charges			
This account reflects the costs incurred from receiving credit cards for utility payments.				
		CSG Services	500	500
		Merchant Services	10,500	10,500
		Total	11,000	11,000
5601	Maintenance - Vehicles			
		Repair & Maintenance	6,000	6,000
		Total	6,000	6,000
5602	Maintenance of Office Equipment			
		Copiers, fax machines, and other miscellaneous office machines	500	500
		Total	500	500
5603	Maintenance/Repair of Machinery & Equipment			
This account funds the repair and maintenance of pumps/engines, vactor equipment, and radio service agreements.				
		Repair & Maintenance	5,000	5,000
		Total	5,000	5,000
5608	Gas and Oil			
This account funds unleaded fuel, diesel fuel, and motor oil used in vehicles assigned to sewer maintenance.				
		Fuel	6,000	6,000
		Total	6,000	6,000
5610	Maintenance - Lines & Pumps			
This account includes purchases of pipe, valves, fittings, asphalt, sand, base concrete, manhole lids, large pump repair, motor repair, sewer main inspections, and telemetry control repairs costs.				
		Repair & Maintenance	15,000	15,000
		Total	15,000	15,000
Total Services & Supplies			\$ 96,500	\$ 96,700

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612-4610 - Sewer Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5803	Lease Purchase Payments			
<p>This account reflects expenses specifically related to the lease-purchase agreement for Sewer Vactor Vehicle (MS-51) that was purchased in the FY 2011-12. This lease expires in FY 2016-17. This account also reflects the lease-purchase agreement for Service Vehicle (PW-44). The total cost of PW-44 is estimated to be \$22,300 and is to be paid over a 4-year period.</p>				
		Lease payment - principal	\$ 18,660	\$ 19,220
		Lease payment - interest	2,340	1,780
		Total	<u>21,000</u>	<u>21,000</u>
		Total Debt Service	<u>\$ 21,000</u>	<u>\$ 21,000</u>

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612-4610 - Sewer Maintenance

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6201	Machinery and Equipment	Sewer hose	\$ 2,500	\$ 2,500
		Total	2,500	2,500
		Total Operating Equipment	\$ 2,500	\$ 2,500

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640-4710 - Water Administration

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5201	Supplies-Office	Annual Water Quality Report	\$ 3,500	\$ 3,500
		Copier replacement (1/2)	1,000	-
		Total	4,500	3,500
5208	Postage	Utility billing	20,000	20,000
		Total	20,000	20,000
5301	Advertising	Regulatory advertisements	600	600
		Total	600	600
5303	Contractual Services			
	This account includes the costs to attain outside engineering services for specialized repairs, small projects that cannot be performed in-house, and other miscellaneous contractual services.			
		Annual Water System fees	10,000	6,000
		County of SLO Title 17	10,000	10,000
		NCMA annual report/sentry well testing	42,000	42,000
		NCMA consultant	36,000	25,000
		Audit services	5,400	5,600
		Online billing service	5,000	5,000
		Meter reading software support	1,500	1,500
		APCD Annual permit	1,200	1,200
		Engineering services	11,000	11,000
		Total	122,100	107,300
5310	Water treatment services			
	This account covers the cost of bacteria and chemical testing of water to meet all State and Federal Safe Water Drinking Act requirements.			
		Contract services	15,000	20,000
		Total	15,000	20,000
5315	Pre-employment Physicals			
	This account covers the costs to hire vacant positions in the division, as well as the annual Department of Motor Vehicle testing.			
		DMV/Med Plus	200	200
		Total	200	200
5403	Telecommunications			
	This account covers the cost for the telemetry phone lines and the cellular telephone assigned to the Public Works Supervisor.			
		AT & T	800	800
		Total	800	800

CITY OF ARROYO GRANDE
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640-4710 - Water Administration

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5501	Travel/Conference/Training			
This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.				
		Regional safety training seminars	2,000	2,000
		Total	2,000	2,000
5503	Memberships and Subscriptions	American Water Works Association	400	400
		Subscriptions & licensing fee	400	400
		Underground Service Alert	300	300
		Total	1,100	1,100
5555	Bank Charges			
This account reflects the costs incurred from receiving credit cards for utility payments.				
		CSG Services	2,000	2,000
		Merchant Services	35,850	37,750
		Total	37,850	39,750
5575	Insurance Claims/Settlements			
This account reflects the attorney costs associated with the Santa Maria Valley Water Rights Adjudication. The City is responsible for 36.40% of the overall costs with the remaining coming from Oceano CSD and the City of Grover Beach.				
		Legal services	25,000	25,000
		Total	25,000	25,000
5578	Liability Insurance-Underground tanks	Insurance services	400	400
		Total	400	400
5602	Maintenance of Office Equipment	Miscellaneous repairs and maintenance	1,000	1,000
		Total	1,000	1,000
		Total Services & Supplies	\$ 230,550	\$ 221,650

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640-4711 - Water Production

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5303	Contractual Services	OCSD water purchase agreement	\$ 152,400	\$ -
		SCADA system abandonment	-	2,000
		Water acquisition and supply enhancements	-	100,000
		Total	152,400	102,000
5402	Power			
	This account provides for payment of electricity bills for Wells 1, 3, 4, 5, 7, 8, 9, 10 and the Brisco Booster Pump.			
		Pacific Gas & Electric	100,000	100,000
		Total	100,000	100,000
5603	Maintenance/Repair of Machinery & Equipment			
	This account provides for maintenance of chlorination pump/equipment, well meters, well piping/valves, and well meters/telemetry.			
		Miscellaneous	20,000	20,000
		Total	20,000	20,000
		Total Services & Supplies	\$ 272,400	\$ 222,000

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640-4712 - Water Distribution

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5207	Water Meters			
This account includes purchasing new meters of various sizes and models for new connection/replacement, including touch read meters, compound meters, turbo meters, and touch read registers (conversions).				
		Meters	\$ 35,000	\$ 35,000
		Total	35,000	35,000
	Special Department			
5255	Supplies	First aid supplies	500	500
		Safety tape	100	100
		Gloves	500	500
		Respirator supplies	100	100
		Batteries	100	100
		Padlocks	300	300
		Wipes	500	500
		Cleaning agents	800	800
		Safety clothing	500	500
		Miscellaneous operational supplies	600	600
		Total	4,000	4,000
5273	Small Tools			
This account includes purchasing replacement wrenches, sockets, ratchets, screwdrivers, pliers, saw blades, drill bits, slings, chain, hooks, cable vise wrenches, probes, meter keys, shovel picks, hammers, pipes, etc.				
		Miscellaneous tools	2,500	2,500
		Total	2,500	2,500
5274	Chemicals			
This account includes ammonium sulfate, sodium hypochlorite, calcium hypochlorite, potassium permanganate, household bleach, water test kit, and reagent purchases. This account also covers the chemical costs for Well 9, along with customary well chemical costs on Wells 1-8.				
		Miscellaneous chemicals	24,000	24,000
		Total	24,000	24,000
5303	Contractual Services			
This account covers contractor services which may be needed for system repairs that cannot be performed in-house.				
		Miscellaneous services	20,000	20,000
		Total	20,000	20,000
5315	Pre-employment Physicals			
This account covers the costs to hire vacant positions in the division, as well as the annual Department of Motor Vehicle testing.				
		DMV/Med Plus	300	300
		Total	300	300

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640-4712 - Water Distribution

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5402	Power			
This account covers the costs for electricity for the pump stations.				
		Pacific Gas & Electric	60,000	60,000
		Total	60,000	60,000
5501	Travel/Conference/Training			
This line item funds tuition and/or registration and travel expenses for staff training and professional/technical conferences.				
		American Water Works Association	1,000	1,000
		Water treatment classes	2,000	2,000
		Total	3,000	3,000
5552	Rent - Equipment			
This account funds the rental of equipment and tools not available in-house or to provide a replacement while repairs are being made to City tools.				
		Miscellaneous	1,000	1,000
		Total	1,000	1,000
5601	Maintenance of Vehicles			
		Repair & Maintenance	7,000	7,000
		Total	7,000	7,000
5603	Maintenance/Repair of Machinery & Equipment			
This account includes costs associate with the repair and maintenance of backhoe and power equipment (i.e., rammers, jackhammers, saws, pumps, and generators).				
		Repair & Maintenance	6,000	6,000
		Total	6,000	6,000
5604	Maintenance of Buildings			
This account includes paint, roofing material, fence material/repair, and door/lock costs.				
		Repair & Maintenance	2,000	2,000
		Total	2,000	2,000
5608	Gas and Oil			
This account includes unleaded gasoline, diesel fuel and oil costs for Water Production vehicles.				
		Fuel	16,000	16,000
		Total	16,000	16,000

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640-4712 - Water Distribution

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
5609	Maintenance - Reservoirs			
	This account includes cathodic protection services, paint, fencing repairs/materials, telemetry repair/service, valves and piping.			
		Repair & Maintenance	5,000	5,000
		Total	5,000	5,000
5610	Maintenance - Wells/Lines/Pumps			
	This account includes purchasing pipe, fittings, valves, paint asphalt, sand, base, cold mix, meter boxes/valve boxes, concrete, steel, block, brick, lumber, gaskets, fire hydrants, glue, thread sealant cleaning agents, pumps repair and maintenance, electric motor repair and maintenance, bolts, and nuts.			
		Repair & Maintenance	50,000	50,000
		Total	50,000	50,000
5611	Maintenance - Meters			
	The account includes general maintenance of water meters.			
		Repair & Maintenance	4,000	4,000
		Total	4,000	4,000
		Total Services & Supplies	\$ 239,800	\$ 239,800

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640-4712 - Water Distribution

<u>Acct #</u>	<u>Line item</u>	<u>Detail of Expenditures</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
6201	Machinery and Equipment	Replacement backhoe	\$ 24,000	\$ 24,000
		Replacement breakers		6,000
		Replacement cut off saw		1,400
		PW 52 service body repair		6,000
		Total	<u>24,000</u>	<u>37,400</u>
		Total Operating Equipment	<u>\$ 24,000</u>	<u>\$ 37,400</u>