



Adopted Budget for Fiscal Year 2009/10

City Council

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May 20, 2009

Honorable Mayor and Members of the City Council:

The Budget for the fiscal year (FY) that begins on July 1, 2009 is presented herewith for the City Council's consideration. It represents a plan for navigating the tremendous economic uncertainty the City faces. The budget is balanced, as projected resources support planned expenditures for services, but only through strategies that result in higher costs to customers, reductions in service, and wage concessions from employees. These compromises notwithstanding, the budget also represents a plan for continuing the most important services and advancing important City Council goals for an even brighter future of Pacific Grove.

Like most cities, the City of Pacific Grove is suffering the effects of the severe economic recession. The budget for FY 2008/09 anticipated a moderate recession and braced the City for declining revenues in important categories such as sales taxes and transient occupancy taxes. With more than two-thirds of the year behind us, we now see that the recession's toll is more severe than previously anticipated. Nearly all revenue sources are falling short of the modest expectations set for the year. Staff currently estimates a \$1.5 million revenue shortfall in the current year, or nine percent of the General Fund. The recession is expected to extend into next fiscal year, causing further revenue losses, before stabilizing at a new, lower level in FY 2010/11 and FY 2011/12, before recovering slowly. The effects of the estimated revenue losses in FY 2008/09 and FY 2009/10 are dramatic. When compared with the revenue projections adopted with the FY 2008/09 budget, the losses could effectively remove approximately \$3 million from the City's revenue base on a long-term basis.

Fortunately, Pacific Grove voters approved a new local sales tax (Measure U) in June 2008, which is expected to generate approximately \$850,000 in FY 2008/09 and at least \$1.1 million annually. These new revenues are already saving services and jobs. Thanks to Measure U sales tax revenues and difficult budget reductions last year, the FY 2008/09 budget remains balanced, with revenues expected to cover expenditures. Without Measure U, the City would have been forced to take urgent, potentially drastic measures earlier in the current year to keep from spending the City's remaining reserves.

Assumptions for continued revenue losses next year combined with increasing costs reveal an anticipated budget deficit of \$1.2 million for FY 2009/10, before corrective strategies are applied. On April 15th, the City Council provided direction on strategies for closing the gap. **This budget incorporates those strategies to help ensure that projected revenues will support estimated service costs, yielding a balanced budget.**

Given the projected effects of the recession, the five-year planning horizon appears grim. Though the potential longer-term budget gap looms large, staff feels that the unprecedented level of uncertainty we face gives reason to proceed cautiously, developing options for further restructuring as we monitor the economy in coming months. Unless the economy recovers during FY 2009/10, mid-year cost reductions, additional new revenue sources, and alternative ways of delivering services may be required to ensure the budget remains balanced through the year.

The remainder of this section of the budget further outlines financial goals and assumptions associated with the budget and describes significant service changes in services for FY 2008/09.

Financial goals:

In 2008, the City established the following goals for improving the City's financial health:

- Live within our means: revenues exceed services costs in every year of the five-year financial forecast.
- Begin to restore reserves to levels set by City Council policy (approximately 13% of the General Fund budget).
- Plan for a preventive capital maintenance program.
- Provide resources to restore services and/or make other strategic investments in the community.

Last year's budget, these goals drove a budget and five-year plan that required cost reductions of \$2.2 million and new revenues estimated to raise \$300,000 per year. These goals continue to guide long-range budget planning. However, the magnitude of the recession has not only delayed progress toward the goals, but will require \$1.3 million of cost reductions and/or new revenues to balance the budget for FY 2009/10.

Budget assumptions:

The FY 2009/10 budget is premised upon the following key assumptions:

1. The economic recession will continue through FY 2009/10. Economic indicators at this time suggest the country is experiencing the worst recession since the Great Depression of the 1930s. These conditions are reflected in the revenue forecast, which projects aggregate, year-to-year General Fund revenues at a level 1.9% lower than the amount estimated for FY 2008/09.

The City's Budget and Finance Committee, which is comprised of City Council members, economists, a Certified Public Accountant, and other members of the public wrestled with the question of appropriate economic assumptions at its February 19, 2009 meeting. The Committee consensus was that the economy will likely continue to worsen through the remainder of the current fiscal year and into the next. Consequently, the City should assume that total revenues are likely to continue declining through FY 2009/10, though not as much, by percentage, as the current year's drop from last year's levels. Most of the City's most important revenues will decline further next year, in proportion to their reliance on the consumer economy. For example, staff is braced for community development fee revenue (driven by residential remodel construction activity) to fall almost 20% next year, in addition to the 30% losses estimated for the current year. Sales tax and transient occupancy tax revenues, which are largely dependent on discretionary spending, are projected to fall another 10% next year.

Property taxes are anticipated to withstand the recession better than other major revenues. The reason is that assessed valuation for most properties in Pacific Grove remains lower than the market value. Because of Proposition 13 (adopted by California voters in 1978), the property taxes for these homes continue to increase by 2% each year. In fact, the aggregate assessed value for property in Pacific Grove increased in the current year. Staff is allowing for an almost 5% decrease next year out of concern for reassessments and potential tax delinquencies that could threaten the property tax base as the recession continues.

2. General Fund reserves will remain at current levels and will not be needed for balancing the budget in FY 2009/10. The City's General Fund reserves are estimated to total approximately \$1.0 million as of July 1, 2009, which is equal to approximately 7% of budgeted General Fund expenditures. This amount is insufficient to financially safeguard the City against the continued economic recession, potential state takeaways, sudden or unexpected cost increases, or natural disasters. For this reason, the City must plan to close its budget gap with cost reductions and new revenues, without relying upon reserves to soften the transition.
3. The budget assumes no salary increases for employees except for routine step increases and those included in a four-year plan to adjust police salaries to the market average.
4. The City's existing agreement with CalPERS will remain in place as the City's employee retirement plan for FY 2009/10. Employer contribution rates for CalPERS are decreasing slightly for FY 2009/10. Due to CalPERS's rate-setting methodology, the effects of current period portfolio losses will not affect employer rates until July 1, 2011.
5. The budget includes all existing labor agreements. The only employee group with an existing contract is the Police Officers Association. This agreement is multi-year in nature and includes annual pay increases in FY 2007/08 – FY 2009/10 intended to achieve parity with the "average" compensation levels of jurisdictions in the City's market. Staff estimates compliance with this contract could cost \$300,000 in FY 2009/10.

The "package" of strategies intended to balance the budget includes concessions from the City's employee associations totaling approximately \$400,000. Concessions are subject to negotiation; they cannot be unilaterally imposed. At the time the budget was readied for City Council consideration, city management had not reached agreement with employees regarding concessions. *If negotiations fail, staff will have to develop alternative cost reduction strategies for City Council consideration early in the fiscal year.*

6. The budget assumes the amount for fire services provided by contract with the City of Monterey will increase by approximately 1.0% in FY 2009/10.

7. The budget includes \$22,847 for participation in the Monterey County NGEN (Next Generation) Public Safety Communication Infrastructure Initiative. As currently envisioned, participation would require \$22,847 for two years, followed by an annual allocation of debt service for the regional system of approximately \$51,000 per year for 16 years.
8. The budget for the Pacific Grove Museum of Natural History assumes that the museum will partner with a foundation for continued operations, per City Council direction on April 29, 2009. The level of City funding for operations is not adequate to ensure continued hours of operation to the public. Without a financial partnership, the museum will likely have to terminate regular hours of operation and focus on preserving the collection, with occasional temporary exhibits and scientific meetings.
9. The budget assumes that the City will execute and implement a contract with the City of Monterey for building services (building permits and inspections), per City Council direction April 29, 2009. If the contract is not completed, budget will have to be adjusted for additional costs and revenues that would not be budgeted under the contract model.
10. The State of California faces a multi-billion dollar structural budget deficit. The City's budget does not include plans to absorb potential State revenue takeaways. *If the state takes cities' revenues to balance its budget problems, the City would have to make mid-year budget adjustments. Adjustments could include service and staffing reductions or spending fund balance to preserve budgeted service levels.*
11. Commitments for all current and anticipated debt service are included.

Budget-balancing strategies

This year's budget reduction and revenue strategies come on the heels of a similar process last year that resulted in strategies totaling \$2.5 million. Of this amount, \$2.2 million came in the form of cost reductions and position eliminations, which included nine layoffs. In the years preceding this overhaul, staff had been shaving costs in more modest amounts to restrain costs without eliminating staff. Given this history, the remaining options for closing budget gaps represent difficult decisions about the ability to retain services, whether those considered "essential" for public safety and health, or "non-essential," in which case they are nonetheless woven into the fabric of the community's history and quality of life. On the revenue side, remaining options challenge assumptions about balancing tourism with residential character. Or they could result in cost increases for services during a time when people can least afford them. Regardless, the role of city government and its relationship to its customers will be different.

We enlisted all stakeholders in developing options for the City Council's consideration, from department managers and employee associations to the public in community meetings and the Budget and Finance Committee. Staff hosted a community budget workshop on March 25, 2009 at the Community Center. Members of the public in attendance generated a list of options for consideration. While certainly not unanimous, the prevalent theme from the public meeting and all other stakeholders was that services have already been reduced beyond sustainable levels

and that the City should focus on building the economy and new revenue sources before reducing services further.

Toward this end, staff developed potential revenue options totaling \$2.2 million. Unfortunately, analysis revealed that among the options, only approximately \$483,000 in revenue can be prudently relied upon for collection in FY 2009/10. At the April 15, 2009 City Council meeting, the City Council directed staff to include these revenues, listed below, in the proposed budget.

Recommendations for New / Additional Revenue in FY 2009/10

Ref. #	Option	Estimate for FY 2009/10
1	Modify golf fee structure and rules: maximize revenue during peak demand times (May – October) and retain discounted golf for residents	\$200,000
2	Modify zoning ordinance to allow short-term vacation rentals; collect transient occupancy taxes (TOT) and permit fee	\$200,000
3	Increase recreation program / rental fees to cover costs for recreation service	\$40,000
4	Provide fire apparatus service to the City of Monterey	\$10,000
5	Raise fees for library services (inter-library loan and late fees)	\$15,000
6	Establish / increase planning fees to recover planning service costs	\$10,000
7	More enforcement of parking regulations, especially handicapped	\$5,000
8	Modify golf clubhouse use permit to allow dinner service	\$3,000
	TOTAL	\$525,000

On April 15, 2009, the City Council also directed staff to continue developing other revenue options for future consideration. Since they would require significant policy analysis, multiple actions by public boards and commissions, and/or voter approval, they are not recommends for inclusion in the FY 2009/10 budget. These include:

- Parking meters along Oceanview Blvd from Fountain Avenue through the Lovers Point Area.
- Modify the zoning ordinance to allow franchise restaurants in select areas.
- Repeal or modify Measure C to allow lodging establishments to improve properties.
- Market the community to attract more film events.
- Establish storm water utility fee.
- Increase Transient Occupancy Tax from 10% to 12%.
- Modify business license tax to increase the minimum and maximum tax amount due by CPI factor since the tax was adopted in 1970.
- Charging event sponsors for City services at community events.

The new revenue sources recommended for FY 2009/10 are described in more detail below:

1. *Modify golf fee structure and rules (\$400,000 total, \$200,000 for General Fund):* In recent years the City has pursued two goals for the golf course: provide opportunities for discounted golf for Pacific Grove residents and maximize revenue from the golf course. One way to advance these goals is to ensure that the daily (standard) fee for golf is set appropriately for the golf “market” in the region. The resident rate is currently set at \$20 on weekdays and \$25 on weekends. As the table below suggests, the current rates are very competitive with other courses in the area.

**Golf Rates for Area Courses in the City’s Market for Golf
(Weekend Rates, 18 holes)**

Pajaro Valley	\$80
De Laveaga	\$68
Laguna Seca	\$65
Monterey Pines (course closed for construction)	To be determined
Pacific Grove (non-resident “daily” fee)	\$45
Salinas Fairways	\$32
Pacific Grove (resident fee)	\$25

Staff recommends that the daily fee for 18-holes be increased from \$40 on weekdays and \$45 on weekends to \$42 on weekdays and \$48 on weekends. This increase is expected to generate approximately \$70,000 per year.

The City also currently offers an annual pass option that enables golfers to play unlimited rounds of golf for a flat rate. For frequent players, this arrangement results in rates per rounds that are far less than the standard rate or the resident rate. For example, residents can purchase an annual pass for \$710. If the holder plays an average of twice each week, the effective rate per round is \$6.83 per round. Some card holders play more than twice per week. The financial problem with rounds played an annual card rates occurs when rounds are played during times of high demand when the rounds could otherwise be sold to daily (standard) fee players. Foregone revenue at the golf course is revenue not available to help preserve other City services.

Staff recommends a rate structure that retains a significant discount for residents and those who play many rounds, but that scales the price for golf based on demand. Under this structure, players could purchase “discount cards,” which would entitle the holder to lower rates per round. With a card, for example, a resident could play for \$28 on summer weekends, which is the time of highest demand for golf, instead of the standard rate of \$48. The \$28 rate may be more than the current “annual pass” players pay, but offers a steeply discounted rate for frequent players. Staff estimates that a demand-sensitive pricing structure will generate approximately \$400,000 in additional revenue. Of this amount, \$200,000 would be transferred to the General Fund to support City services.

2. *Short-term vacation rentals:* The City's Transient Occupancy Tax (TOT) ordinance applies to all transient occupancy activity in the City of up to 30 days, including the rental of residential homes for vacation purposes. However, in 1997, the City adopted a provision of the zoning ordinance to disallow rentals on residential properties for less than 30-day periods. Anecdotal evidence suggests that short-term rentals are occurring, despite the prohibition. Staff is recommending that the City establish a process for requiring registration of properties and the collection of TOT on short-term rental activity. Discussions with property management firms in town have suggested there could be more than 100 properties that would take advantage of such an opportunity, especially during the U.S. Open golf tournament, which Pebble Beach will host in June of 2010. Based on a conservative estimate that 100 properties could rent for 10 weeks per year at \$1,800 per week, additional TOT revenue would amount to \$180,000. Based on the same assumptions, an annual licensing fee of \$200 would generate \$20,000 to help cover the costs of enforcing such an ordinance, for a total of \$200,000 revenue estimated for FY 2009/10. This item will require future action by the Planning Commission and the City Council.
3. *Increase recreation program / rental fees to cover costs for recreation service:* In the current year's budget, approximately 25% of funding for recreation services comes from general taxes and fees and 75% of the funding is recovered through fees for services. In economic times when essential services such as police, fire, and maintenance services are threatened, staff suggests that recreation services should be nearly, if not completely self-sufficient. Therefore, staff recommends increasing fees to the extent the costs for services and rentals can remain competitive with the market for the services provided by others in the area. Specifically, this opportunity exists for the pre-school program, swimming lessons at the Lovers Point Pool, rentals to professional class providers, and rentals of Chautauqua Hall on a regular basis. These increases could reasonably generate an additional \$40,000 to support recreation services. Recommended fee increases will be detailed in the master fee schedule update process to occur during May 2009.
4. *Provide fire apparatus maintenance service to the City of Monterey:* Recently, the City of Monterey contacted the City to determine whether we have interest and enough capacity in fleet maintenance to provide maintenance service on Monterey fire apparatus. While discussions are very preliminary, staff feels that \$10,000 is a reasonable budget estimate for this service.
5. *Raise fees for library service:* Increasing the cost of inter-library loan services from \$1.00 to 3.00 could generate approximately \$10,000 in additional revenue. Increasing late-fee fines could generate another \$5,000, for a total budget estimate of \$15,000 for library services.
6. *Establish / increase planning fees:* In the current year's budget, approximately 60% of funding for land use planning services comes from general taxes and fees and 40% of the funding is recovered through fees for services. It may be appropriate for a portion of planning services to be shared by the general public, since the public benefits from an

orderly and planned land use development. However, staff believes that 40% could be too low, and that charging a higher percentage of costs to project applicants could be appropriate as we look for ways to preserve general tax resources for general services such as police, fire, and public works maintenance. Staff is recommending a budget target of \$10,000 in additional fee revenue for FY 2009/10. Fee increases will be detailed in the master fee schedule update process to occur during May 2009.

7. *More enforcement of handicapped parking regulations:* An attendee of the March 25th community meeting suggested the City should focus concerted effort on enforcing handicapped parking regulations. Staff believes that the first purpose for enforcing handicapped parking regulations should be for accommodating disabled individuals. However, a byproduct of this effort could be to generate approximately \$5,000 in revenue.
8. *Modify golf clubhouse use permit to allow dinner service:* Currently the use permit at the golf clubhouse does not allow service after nautical twilight, which, for much of the year, precludes dinner service. Without dinner service, the current restaurant, and likely any tenant, may have a difficult time making the business successful. Staff estimates that dinner service could generate approximately \$12,000 per year in additional rental income to the City. Assuming the golf fund generates net revenue (profit) in a given year, half of the additional revenue would remain in the golf fund, leaving \$6,000 for transfer to the General Fund to support basic services. Modifying the use permit would require Planning Commission action. Implementing this change would also require installation of lighting in the golf course parking lot, the cost of which would be the subject of negotiation with the restaurant tenant. Given these significant steps, staff is estimating only \$3,000 for the General Fund next year, which assumes dinner service could begin in December, 2009.

Recommended expenditure reductions:

Given the staffing and service reductions implemented in the last two years, the current year budget supports only basic day-to-day services, without sufficient resources to advance emerging City Council goals for service improvements, or manage special projects. Because of the limits on revenue that can be realistically implemented for FY 2009/10, however, the lion's share of the gap-closing strategies must come in the form of expenditure reductions. Cost reduction options are presented in three categories below: de-funding vacant positions, pay reductions and furloughs, and service reductions.

Since staffing costs represent a majority of total General Fund cost, vacancy management remains the most powerful cost management tool available. De-funding a position in the budget process means that the position remains listed as an authorized position, but without funding. De-funded positions will not be filled without a plan for funding and City Council approval. Leaving vacancies funded in the budget offers additional cost control, as the City Manager retains approval for filling funded positions, and will be able to balance the current economic circumstances with the need to fill positions.

Pay reductions and furloughs could generate significant cost savings. However, their effects are temporary and do not provide ongoing cost savings. Also, they must be negotiated with employee associations. Staff is recommending furloughs and a pay cut for next year's budget, as shown in the table below, but the employee associations have not yet agreed to support them. *If City management cannot reach agreement with the associations on these strategies, the alternative recommendation will be for additional position eliminations and layoffs.*

Recommended Cost Reduction Strategies

Option	Estimated Annual Savings	Service impact
<u>De-fund vacant positions</u>		
Deputy City Manager (defunded through December 31, 2009)	\$82,000	Significantly limits City Manager's ability to develop new initiatives and community partnerships due to demands of directly managing all departments.
Maintenance Worker II	\$68,000	Reduced maintenance of parks and Rec. Trail, resulting in more weeds, park equipment deterioration, potentially less frequent cleaning of public restrooms.

Pay reductions / furloughs

Sworn police employees 9.8% pay reduction - deferred raise <i>(Must be negotiated with employees)</i>	\$275,000	Police Officers Assoc. due a 9.8% raise, effective 1/1/09. Deferring the raise for one year would not reduce services.
All non-sworn City employees 5% furlough <i>(Must be negotiated with employees)</i>	\$125,000	A 5% furlough for City Hall employees could mean closing City hall for one day per month (or equivalent).

Service reductions

Reduce funding for preventive and routine tree maintenance	\$60,000	Current year staff has made significant progress in establishing a maintenance plan and performing preventive maintenance on public trees. This option would leave only enough contract funding for emergency response.
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Reduce contract services in Community Development	\$20,000	Reduced flexibility to meet short project timelines and ability to respond to emerging City Council initiatives.
Reduce funding for website redesign project	\$20,000	This would leave enough funding for a professional quality redesign. The city has also had multiple offers for volunteer and/or student help in this project.
Reduce finance contract services budget	\$20,000	Reduced ability to complete special analysis and complete special projects such as business license and TOT audits.
Reduce part-time staff at the Library	\$30,000	Reduce ability to serve customers, resulting in longer waits for check-out, delays in shelving materials. When combined with furlough, could cause the Library to reduce hours of operation to 20 hours per week.
Reduce Recreation office and program costs	\$20,000	Would cause staff currently officed at the Community Center to relocate to City Hall to consolidate admin. support and save money on copiers, phones, utilities, etc.
Cost reduction total	\$720,000	

Moving forward: Goals for FY 2008/09

The budget reduction strategies required to navigate the recession limit the City’s resources and abilities to provide the range of services desired by Pacific Grove residents and businesses. Nevertheless, the organization is prepared to move forward on important community goals. In March 2009, the City Council developed strategic goals, based on statements of the City’s mission and vision. Those considered “primary,” or most important, include: a) achieving financial stability; b) protecting the natural and built environment, c) protecting health and safety of citizens, d) recruiting, training, and retaining talented paid staff and volunteers, and e) operating in an open and ethical way. Each department’s service objectives for FY 2008/09 support one or more of these goals. This section provides an overview of the goals and related objectives; a complete list of goals may be found in the strategic overview section. A complete list of service objectives may be found in the department section of the budget document.

Achieving financial stability is critical for delivering services and building the public’s trust in city government. In the previous two years, we have begun presenting more information about City services and performance indicators in the budget. In FY 2009/10, staff will continue to research and present new revenue sources and ways to earn income on the City’s assets. The transition to a performance-based budget will continue, with plans to begin tracking financial information and budgeting by major service activity. A new Capital Improvement Program (CIP) and equipment replacement plan will dovetail with the existing five-year General Fund

forecast to form an integrated financial plan. We will continue the process begun in FY 2007/08 to transition the City's employee retirement plan from the existing defined-benefit plan to a more affordable plan with less long-term financial risk for the City. In anticipation of another looming threat, scarcity of potable water, staff will continue to seek grant funding for a storm water recycling facility. The recently adopted internship program provides resources for grant research and application to fund such projects.

Our stewardship for the natural and built environment is fundamental to citizenship on the Monterey Peninsula. This goal also speaks to our aspirations for retaining the community's character. Key initiatives serving these goals in FY 2009/10 include: preparation of Local Coastal Program implementing guidelines, starting a code enforcement program in earnest, revising building codes to incorporate "green building" considerations, improving the clarity and usability of the Zoning Ordinance. We will also continue making progress on the dunes restoration project near the golf course. Importantly, the City will also endeavor to ensure preservation of and access to our natural history by partnering with a foundation to operate the Museum of Natural History.

The goal to protect the health and safety of our residents is critical for maintaining the quality of life Pacific Grove residents enjoy. In FY 2009/10, Police Department efforts will focus on maintaining core patrol and investigation duties in place with fewer resources. Although the School Resources Officer assignment has been eliminated, the Police will attempt to keep a presence in schools by continuing the Drug Awareness Resistance Education (DARE) program with the help of public donations. Staff must also complete the State-mandated update of the Housing Element of the General Plan, which will help ensure housing opportunities for residents of all income levels. Staff will also work diligently to disburse the additional housing rehabilitation grant monies recently received from the State and Federal governments. Important capital improvement projects in development for FY 2009/10 include improvements to Central Avenue, upgrades to the intersection of Lighthouse Ave. and Eardley Ave., rebuilding two sewer pump stations and installing a sewer line in an area with only septic tanks.

Even during difficult economic times, the City must find ways to recruit, train, and retain talented employees and volunteers. In fact, cultivating volunteer labor and support is even more important for continuing services that may no longer be affordable. FY 2009/10 will mark the implementation of the volunteer program approved by the City Council in April 2009.

Finally, the goal of operating the City in an open and ethical system of government should be of paramount value in all City endeavors. Specifically toward this goal, staff will develop a marketing plan for City goals and achievements. Redesigning the City's internet presence will help with communication and provide additional options for residents to conduct business and communicate with the City. Staff also plans to update the City's purchasing ordinance to ensure that processes are consistent with current best practices to ensure equal public access to the City's business.

Conclusion:

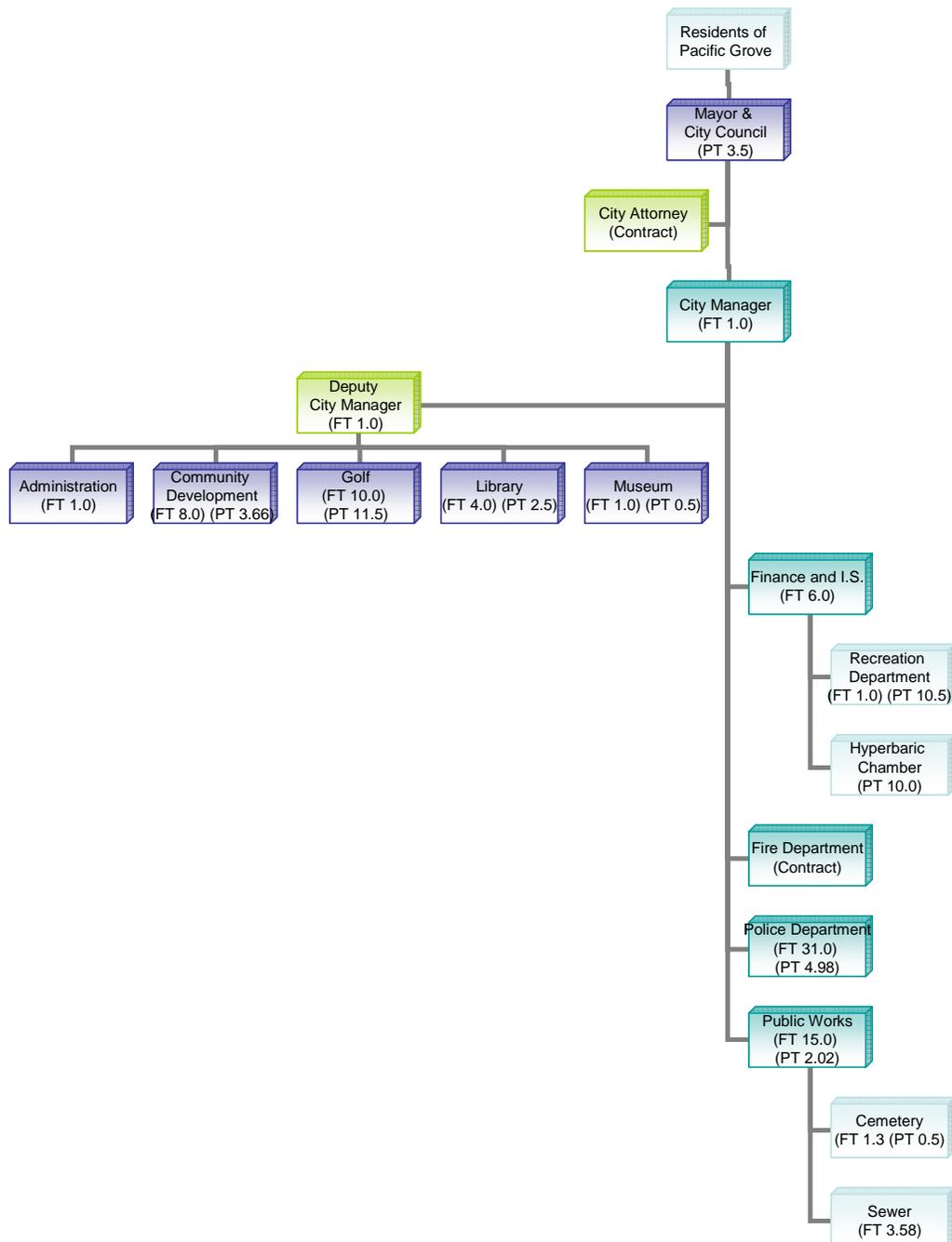
FY 2009/10 will be characterized by unprecedented economic uncertainty. The budget represents the City's plan to match services to declining revenues, based on the best information available. Staff believes that the economic recession will continue through FY 2009/10. If this assumption is accurate, the budget gap will continue to widen. Staff will vigilantly monitor revenues and provide a budget update to the City Council in the fall, at which time additional budget-balancing strategies may be considered, as necessary.

Charlene Wiseman
Interim City Manager

Description of Pacific Grove, California

The City of Pacific Grove, California is a primarily residential community located at the tip of the Monterey Peninsula on the Central California coast. The community was founded as a Methodist Church summer retreat, and was incorporated as a city on July 16, 1889. It was granted a charter on April 22, 1927. The city government operates with a Council-Manager form of government. The seven-member City Council appoints a City Manager, who is the administrative head of the municipal government. City amenities include a library, a natural history museum, a community center, a youth center, a senior center, an 18-hole golf course, a cemetery, a butterfly habitat preserve, five miles of shoreline, and numerous parks.

City of Pacific Grove Organization



Strategic Goal Overview

(Developed by the City Council March 9, 2009; Adopted April 15, 2009)

Mission Statement for the City of Pacific Grove

The City of Pacific Grove's mission is to foster and preserve a sense of community, deliver city services and support economic and environmental quality

Vision Statement

The City of Pacific Grove is a model of sustainability, adaptability and resilience with a vibrant local business community... a genuine refuge from the hustle and bustle... original, yet constantly renewing

Strategic Goals

Highest Priority Goals:

1. Achieve financial stability, including:
 - An annual balanced budget,
 - A program for economic development, and
 - Examination of creative options for funding priorities.
2. To protect and enhance the city's natural, physical, and environmental elements, including:
 - Historic home, coastline, and infrastructure as important elements, and
 - A review of the city charter and municipal code to strategically help achieve this goal.
3. To protect the health and safety of our citizens.
4. To recruit, train, and retain talented paid staff and volunteers in order to fulfill the City's mission and achieve its goals, including:
 - Review and development of a strategy and timely decision regarding CalPERS.
 - Hire and train a permanent city manager.
5. Operate the City in, and foster, an open and ethical system of government

Second-Level Goals: to be pursued based upon resources availability:

6. To engage and communicate with our citizens, including development of a communications plan that will proactively seek broad, balanced dialogue
7. To provide recreational and cultural services, including development of a strategic plan with priorities regarding service levels, programs, etc.
8. To pursue options and alternatives for addressing the water and energy needs of the community.

Third-Level Goals: important for long-term effectiveness, but not urgent given extremely limited resources and the pending city manager transition:

9. Establish an ongoing measurement system for evaluating the City's performance

Department service objectives, which comprise the work plan to achieve the City Council's highest goals, are summarized on the following pages. Comprehensive service objective statements may be found in the department sections of the budget document.

Summary of Core Responsibilities and Objectives*

City Council Primary Goal				
Achieve financial stability				
Protect environment				
Protect health and safety				
Recruit, train, and retain talented personnel				
Open and ethical government				

CITY MANAGER'S OFFICE

Core Responsibilities:

- Supervise and coordinate all City operations
- Perform all City Clerk functions in facilitating City Council activities
- Directly manage human resources and risk management activities

Service objectives:

- 1 Develop additional strategies for earning income on City assets
- 2 Develop a marketing plan for City goals and achievements
- 3 Update the City's emergency operations plan
- 4 Improve service convenience and access to information through the City's internet service
- 5 Improve public information by building relationships with the media

X		X		X
				X
X			X	
X				
		X		X
		X		
X				X
				X

COMMUNITY DEVELOPMENT

Core Responsibilities:

- Maintain and administer land use regulations
- Administer construction permit and inspection services
- Assist residents in obtaining affordable housing

Service objectives:

- 1 Begin preparing Local Coastal Program Implementating Regulations
- 2 Design coastal Recreation Trail link near Asilomar State Park
- 3 Implement code enforcement program
- 4 Process all permits in a timely manner
- 5 Maintain and improve customer service in all public interactions
- 6 Provide training for staff and boards and commissions
- 7 Complete the State mandated housing element of the General Plan and increase affordable housing opportunities
- 8 Issue more housing rehabilitation loans
- 9 Revise Building Codes to incorporate "green building" considerations
- 10 Evaluate and update historic preservation program to ensure compliance with CEQA (California Environmental Quality Act)
- 11 Improve clarity and usability of the City's Zoning Ordinance
- 12 Facilitate a public/private partnership to improve the Old Bath House building and Lovers Point Park
- 13 Continue developing the project status reporting system and an online permit assistance program for better customer service.
- 14 Help attract retain businesses with focused permit assistance

X	X			
	X			
		X		
	X			
	X	X		
		X		
	X			X
	X		X	
		X		
X	X			
	X			
X				X
X	X			
				X
X				

Summary of Core Responsibilities and Objectives*

City Council Primary Goal				
Achieve financial stability				
Protect environment				
Protect health and safety				
Recruit, train, and retain talented personnel				
Open and ethical government				

FIRE

Core Responsibilities:

Respond and assist victims of all types of emergencies
 Educate the community about fire prevention and emergency preparedness

Service objectives:

- 1 Continue work with regional consortium to meet future communications system requirements
- 2 Continue developing a regional approach to community emergency response training
- 3 Ensure readiness by flow-testing 20% of fire hydrants per year
- 4 Conduct fire and life safety inspections in all state-mandated facilities
- 5 Ensure three-day turnaround on (fire) building plan review
- 6 Maintain a highly-trained workforce by providing all required training

		X		
		X		
		X		
		X		
		X		
		X		
	X	X		
		X		

GOLF

Core Responsibilities:

Operate and maintain the Pacific Grove Municipal Golf Course

Service objectives:

- 1 Complete a plan for golf course improvements
- 2 Increase the number of tournaments and special events
- 3 Continue implementing the dunes restoration

X				
X				
X				
	X			

FINANCE AND INFORMATION SYSTEMS

Core Responsibilities:

Account for the City's resources
 Prepare and monitor the budget
 Provide accounts payable, receivable, and payroll functions
 Collect locally-administered revenues
 Administer licensing and permit programs

Service objectives:

- 1 Continue transitioning budget to a performance-based model
- 2 Continue the transition to a more affordable retirement system
- 3 Revise purchasing procedures
- 4 Develop a capital improvement plan
- 5 Complete an audit of business license holders

X				X
X				X
X				
X				X
X				X
X				X
				X
X		X		
X				X

LIBRARY

Core Responsibilities:

Operate and maintain the Pacific Grove Public Library

Service objectives:

- 1 Continue existing childrens' programs
- 2 Provide reference service for all ages during open hours
- 3 Provide free Internet access for all patrons during open hours
- 4 Promote the availability of library resources online

		X		
		X		

MUSEUM

Core Responsibilities:

Operate the Pacific Grove Museum of Natural History

Service objectives:

- 1 Complete the transition to a partnership with a non-profit foundation
- 2 Develop a long-term plan for facilities improvements

	X			
	X			
X				

Summary of Core Responsibilities and Objectives*

City Council Primary Goal				
Achieve financial stability				
Protect environment				
Protect health and safety				
Recruit, train, and retain talented personnel				
Open and ethical government				

POLICE

Core Responsibilities:

- Respond to emergency calls for service and be available to the public 24-hours per day
- Investigate suspected criminal activity
- Enforce animal control laws and respond to calls for service regarding animals
- Enforce parking regulations and the abandoned vehicle laws

Service objectives:

- 1 Recruit and retain qualified officers to achieve full service capacity.
- 2 Continue the DARE crime prevention program in schools.
- 3 Build volunteer efforts with philosophy of community policing.

		X		
		X		
		X		
		X		
		X		
		X		
		X	X	

PUBLIC WORKS

Core Responsibilities:

- Maintain and repair streets, sidewalks, traffic signs, streetlights, etc.
- Maintain parks, forested areas, the Recreation Trail, and City buildings
- Implement federal and state storm water management requirements
- Maintain sewer pipes and pumps
- Maintain City vehicles and equipment
- Operate the El Carmelo Cemetery
- Assist with special event facilities set-up and clean-up

Service objectives:

- 1 Increase tree planting and ensure care for new trees
- 2 Develop plan to replace public restrooms at Crespi Pond and GW Park.
- 3 Develop a plan to replace signs in accord with federal and state laws
- 4 Implement requirements of federal storm water permit
- 5 Identify funding for a storm water recycling project
- 6 Begin Phase III of Urban Runoff Diversion Program
- 7 Complete improvements at the intersection of Lighthouse Ave. and Eardley Ave.
- 8 Complete improvements on Central Ave. between Eardley Ave. and Dewey Ave.
- 9 Develop a five-year Capital Improvement Program
- 10 Develop a preservation program for Pt. Pinos Lighthouse
- 12 Complete street light study for Candy Cane Lane area
- 13 Secure US federal stimulus funding for City projects

X		X		
	X	X		
	X			
	X	X		
X		X		
X				
X		X		
	X			
		X		
		X		
X		X		
	X			
X		X		
X				

Summary of Core Responsibilities and Objectives*

City Council Primary Goal				
Achieve financial stability				
Protect environment				
Protect health and safety				
Recruit, train, and retain talented personnel				
Open and ethical government				

RECREATION

Core Responsibilities:

- Coordinate sports leagues for adults
- Coordinate educational and recreational classes for all ages
- Coordinate rental uses of City facilities, such as: the Community Center, Chautauqua Hall, and Lovers' Point

Service objectives:

- 1 Expand program partnerships with the Sally Griffin Active Living
- 2 Develop partnerships with service agencies (such as the YMCA) and local non-profit organizations to help ensure financial stability for Recreation programs.

		X		
		X		
X				
X		X		
X				

CEMETERY

Core Responsibilities:

- Manage the El Carmelo Cemetery

Service objectives:

- 1 Identify new burial sites that could provide revenue for a more sustainable business model

		X		
X				

SEWER

Core Responsibilities:

- Maintain all sewer infrastructure in Pacific Grove

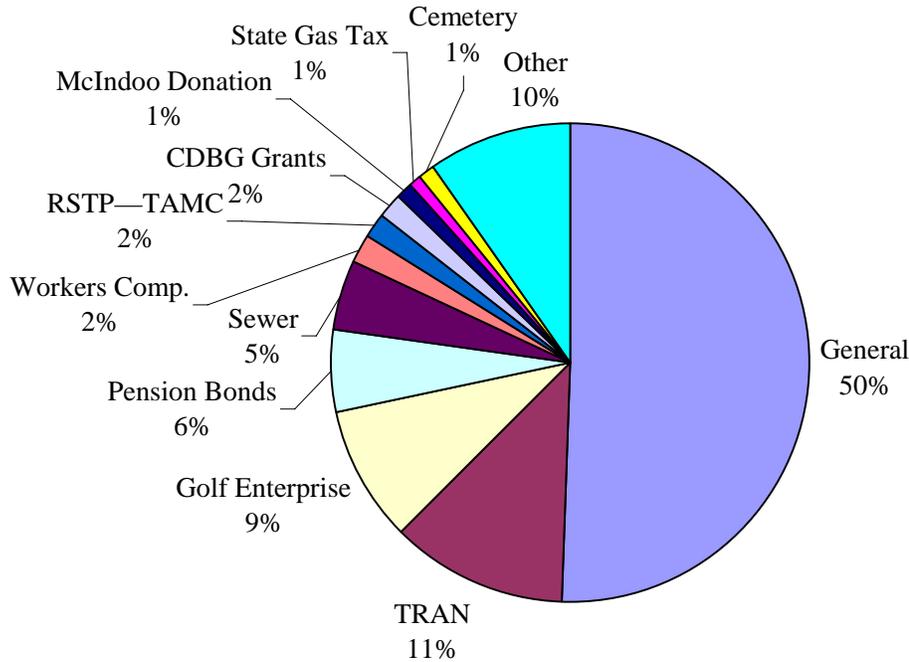
Service objectives:

- 1 Complete the rebuilding of Pump Station #12
- 2 Install a new sewer line in the dunes area.

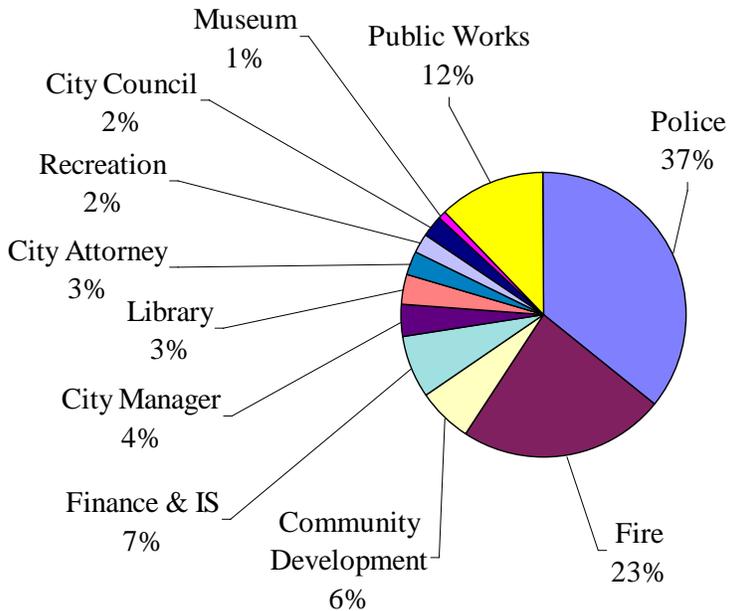
	X			
	X			

Budget Summary Charts (All Funds and General Fund)

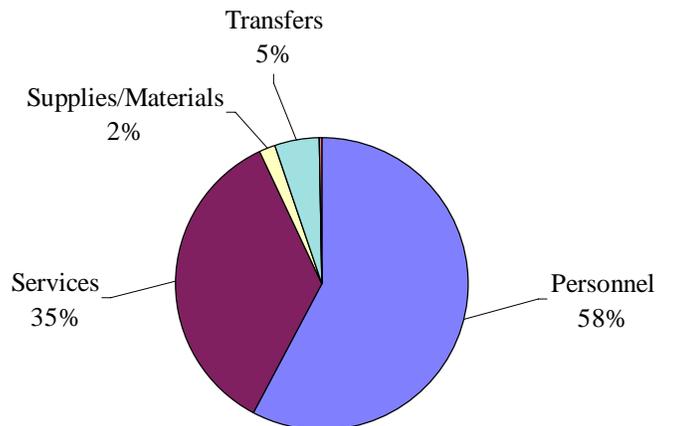
FY 2009/10 Budget for All Funds
\$27,821,674



FY 2009/10 General Fund Expenditures Budget
by Function = \$14,780,497



FY 2009/10 General Fund Expenditures Budget
by Category = \$14,780,497



All-Funds Summary: Sources and Uses by Fund Type

All Funds Budget Summary	FY 2007-08 Actuals				FY 2008-09 Budget				FY 2009-10 Budget				Total
	General Fund	Non-Major Funds	Enterprise Funds	Internal Service Funds	General Fund	Non-Major Funds	Enterprise Funds	Internal Service Funds	General Fund	Non-Major Funds	Enterprise Funds	Internal Service Funds	
Beginning Fund Balance	\$ 863,477	\$ 5,420,106	\$ 7,959,731	\$ (1,610,388)	\$ 863,523	\$ 6,659,753	\$ 9,277,212	\$ (1,551,229)	\$ 1,299,084	\$ 5,819,198	\$ 9,797,240	\$ (1,544,693)	\$ 15,370,829
<i>Sources</i>													
Major Funds													
General Fund	16,757,790	-	-	-	15,673,058	-	-	-	14,847,151	-	-	-	14,847,151
Non Major Funds													
Special Revenue	-	5,726,322	-	-	-	7,999,232	-	-	-	7,989,176	-	-	7,989,176
Capital Projects	-	13,146	-	-	-	10,500	-	-	-	12,500	-	-	12,500
Debt Service	-	122,557	-	-	-	115,000	-	-	-	117,472	-	-	117,472
Permanent	-	201,079	-	-	-	53,000	-	-	-	29,000	-	-	29,000
Enterprise Funds													
Cemetery	-	-	223,383	-	-	-	186,250	-	-	-	133,500	-	133,500
Golf	-	-	2,906,023	-	-	-	3,090,000	-	-	-	3,166,464	-	3,166,464
Sewer	-	-	2,471,579	-	-	-	2,175,300	-	-	-	2,045,000	-	2,045,000
Internal Service Funds	-	-	-	1,308,333	-	-	-	1,309,500	-	-	-	941,711	941,711
Total Sources	\$ 16,757,790	\$ 6,063,104	\$ 5,600,985	\$ 1,308,333	\$ 15,673,058	\$ 8,177,732	\$ 5,451,550	\$ 1,309,500	\$ 14,847,151	\$ 8,148,148	\$ 5,344,964	\$ 941,711	29,281,974
<i>Uses</i>													
City Council	287,472	107,037	-	-	339,371	288,000	-	-	343,690	288,000	-	-	631,690
City Attorney	340,325	-	-	-	412,542	-	-	-	418,188	-	-	-	418,188
City Manager	950,959	1,174	-	-	729,848	-	-	-	562,472	-	-	-	562,472
Finance/Info Systems	1,824,979	-	-	-	1,081,279	-	-	-	1,063,905	-	-	-	1,063,905
Community Development	1,087,447	134,889	-	-	1,252,986	465,253	-	-	936,045	833,404	-	-	1,769,449
Police	4,751,079	258,498	-	-	5,097,128	271,039	-	-	5,299,952	272,385	-	-	5,572,337
Fire	2,811,203	121,978	-	-	3,239,336	119,073	-	-	3,449,117	96,200	-	-	3,545,317
Library	829,259	36,357	-	-	601,560	95,250	-	-	466,025	140,364	-	-	606,389
Museum	251,652	422	-	-	151,542	60,000	-	-	151,641	150,613	-	-	302,254
Recreation	802,661	-	-	-	392,925	9,000	-	-	347,732	26,000	-	-	373,732
Public Works	1,863,719	703,353	-	-	1,938,980	2,714,101	-	-	1,798,101	1,627,921	-	-	3,426,022
Capital Outlay	30,762	291,779	-	-	-	-	-	-	-	-	-	-	-
Debt Service	926,227	3,167,970	-	-	-	4,996,571	-	-	-	5,253,815	-	-	5,253,815
Cemetery	-	-	284,697	-	-	-	265,240	-	-	-	272,988	-	272,988
Golf	-	-	2,923,229	-	-	-	3,228,454	-	-	-	2,900,854	-	2,900,854
Sewer	-	-	1,075,578	-	-	-	1,437,828	-	-	-	1,305,478	-	1,305,478
Internal Service	-	-	-	1,249,174	-	-	-	1,302,964	-	-	-	930,200	930,200
Total Uses	\$ 16,757,744	\$ 4,823,457	\$ 4,283,504	\$ 1,249,174	\$ 15,237,497	\$ 9,018,287	\$ 4,931,522	\$ 1,302,964	\$ 14,836,868	\$ 8,688,702	\$ 4,479,320	\$ 930,200	28,935,090
Ending Fund Balance	\$ 863,523	\$ 6,659,753	\$ 9,277,212	\$ (1,551,229)	\$ 1,299,084	\$ 5,819,198	\$ 9,797,240	\$ (1,544,693)	\$ 1,309,367	\$ 5,278,644	\$ 10,662,884	\$ (1,533,182)	15,717,713

Funds Organizational Chart

Major Governmental

General

Non-Major Governmental

Special Revenue

- | | |
|---|---|
| <ul style="list-style-type: none">• Carrillon• Ocean Rescue• Environmental Enhancement• Library Building & Equipment• Museum Improvement• Library Book• Fire Emergency Equipment• Civic Center• Housing• Traffic Congestion Relief• Local Streets and Roads• Gas Tax• Regional Surfacing Transportation Program• DARE Program• Youth Center | <ul style="list-style-type: none">• Chautauqua Hall• Lighthouse Maintenance & Improvement• Senior Housing• Operating Grants• Operating Donations• Vehicle Replacement• Community Development Block Grant• CalHOME Grant• Poetry Promotion• Yount Expendable Income• Public Safety Augmentation• Supplemental Law Enforcement Support• Storm Water Oceanfront Restoration• McIndoo Donation |
|---|---|

Debt Service

- Butterfly Bond Debt Service

Agency

- Downtown Business Improvement District
- Hospitality Improvement District

Permanent

- Library Trust
- Cemetery Endowment
- Yount Non-Expendable Endowment
- Strong Non-Expendable Endowment

Proprietary

Enterprise

- Cemetery
- Sewer
- Golf

Internal Service

- Employee Benefits
- Workers Compensation
- Liability Insurance

All Budgeted Funds Summary: Flow of Funds

Important note: FY 2008/09 beginning fund balance figures reflect actual results of FY 2007/08. FY 2008/09 ending fund balance based on FY 2008/09 original budget, not estimated actual results for FY 2008/09.

	Beginning fund balance (available)	Estimated Revenues	Appropriations	Transfers in (-out)	Ending Fund Balance (available)
1 General					
FY 2007/08 actuals	\$863,477	\$16,357,790	-\$15,712,937	-\$644,807	863,523
*FY 2008/09 budget	863,523	14,953,058	-14,415,511	-101,987	1,299,083
FY 2009/10 budget	\$1,299,083	\$14,487,151	-\$14,083,452	-\$393,416	\$1,309,366
14 Civic Center					
FY 2007/08 actuals	-\$17,957	\$55,000	-\$223,967	\$212,292	\$25,368
*FY 2008/09 budget	25,368	42,000	-223,993	212,000	55,375
FY 2009/10 budget	\$55,375	\$52,000	-\$223,993	\$212,000	\$95,382
42 Public Safety Augment.					
FY 2007/08 actuals	-\$246,547	\$100,094	-\$263,275	\$115,000	-\$294,728
*FY 2008/09 budget	-294,728	100,000	-250,000	380,000	-64,728
FY 2009/10 budget	-\$64,728	\$100,000	-\$250,800	\$230,000	\$14,472
44 Storm Water Management					
FY 2007/08 actuals	-\$90,949	\$45,000	-\$295,712	\$250,000	-\$91,661
*FY 2008/09 budget	-91,661	0	-191,986	200,000	-83,647
FY 2009/10 budget	-\$83,647	\$0	-\$250,342	\$250,000	-\$83,989
32 Vehicle Replacement					
FY 2007/08 actuals	-\$21,043	\$0	-\$88,272	\$109,315	\$0
*FY 2008/09 budget	0	50,290	-80,277	29,987	0
FY 2009/10 budget	\$0	\$0	-\$61,416	\$61,416	\$0
97 Tax and Rev. Antic. Notes (TRAN)					
FY 2007/08 actuals	\$0	\$1,840,800	-\$1,840,603	\$0	197
*FY 2008/09 budget	197	3,106,500	-3,106,500	0	197
FY 2009/10 budget	\$197	\$3,276,000	-\$3,276,000	\$0	\$197
98 Pension Obligation Bond Fund					
FY 2007/08 actuals	\$0	\$926,228	-\$926,228	\$0	\$0
*FY 2008/09 budget	0	1,495,000	-1,495,000	0	0
FY 2009/10 budget	\$0	\$1,600,000	-\$1,600,000	\$0	\$0
TOTAL GENERAL FUND RESPONSIBILITY					
FY 2007/08 actuals	\$486,981	\$19,324,912	-\$19,350,994	\$41,800	\$502,699
*FY 2008/09 budget	\$502,699	\$19,746,848	-\$19,763,267	\$720,000	\$1,206,280
FY 2009/10 budget	\$1,206,280	\$19,515,151	-\$19,746,003	\$360,000	\$1,335,428

	Beginning fund balance (available)	Estimated Revenues	Appropriations	Transfers in (-out)	Ending Fund Balance (available)
71 Workers Compensation					
FY 2007/08 actuals	-\$1,807,253	\$818,717	-\$811,183	\$0	-\$1,799,719
*FY 2008/09 budget	-1,799,719	786,000	-785,631	0	-1,799,350
FY 2009/10 budget	-\$1,799,350	\$537,211	-\$537,000	\$0	-\$1,799,139
72 Liability Insurance					
FY 2007/08 actuals	\$203,419	\$0	-\$277,572	\$300,000	\$225,847
*FY 2008/09 budget	225,847	365,000	-364,632	0	226,215
FY 2009/10 budget	\$226,215	\$240,000	-\$230,000	\$0	\$236,215
70 Employee Health Benefits					
FY 2007/08 actuals	-\$6,554	\$151,416	-\$160,418	\$38,200	\$22,644
*FY 2008/09 budget	22,644	158,500	-152,700	0	28,444
FY 2009/10 budget	\$28,444	\$164,500	-\$163,200	\$0	\$29,744
TOTAL INTERNAL SERVICE FUND RESPONSIBILITY					
FY 2007/08 actuals	-\$1,610,388	\$970,133	-\$1,249,173	\$338,200	-\$1,551,228
*FY 2008/09 budget	-1,551,228	1,309,500	-1,302,963	0	-1,544,691
FY 2009/10 budget	-\$1,544,691	\$941,711	-\$930,200	\$0	-\$1,533,180
ENTERPRISE FUNDS					
75 Cemetery Enterprise					
FY 2007/08 actuals	\$694,170	\$223,382	-\$284,697	\$0	\$632,855
*FY 2008/09 budget	632,855	186,250	-265,240	0	553,865
FY 2009/10 budget	\$553,865	\$133,500	-\$272,988	\$0	\$414,377
76 Sewer Enterprise					
FY 2007/08 actuals	\$3,767,571	\$2,471,579	-\$1,075,578	\$0	\$5,163,572
*FY 2008/09 budget	5,163,572	2,175,300	-1,437,827	0	5,901,045
FY 2009/10 budget	\$5,901,045	\$2,045,000	-\$1,305,478	\$0	\$6,640,567
77 Golf Enterprise					
FY 2007/08 actuals	\$3,497,990	\$2,906,025	-\$2,523,231	-\$400,000	\$3,480,784
*FY 2008/09 budget	3,480,784	3,090,000	-2,508,454	-720,000	3,342,330
FY 2009/10 budget	\$3,342,330	\$3,166,464	-\$2,540,854	-\$360,000	\$3,607,940
TOTAL ENTERPRISE FUND RESPONSIBILITY					
FY 2007/08 actuals	\$7,959,731	\$5,600,986	-\$3,883,506	-\$400,000	\$9,277,211
*FY 2008/09 budget	9,277,211	5,451,550	-4,211,521	-720,000	9,797,240
FY 2009/10 budget	\$9,797,240	\$5,344,964	-\$4,119,320	-\$360,000	\$10,662,884

	Beginning fund balance (available)	Estimated Revenues	Appropriations	Transfers in (-out)	Ending Fund Balance (available)
<u>SPECIAL REVENUE FUNDS</u>					
3 Carillon Maintenance					
FY 2007/08 actuals	\$22,829	\$679	\$0	\$0	\$23,508
*FY 2008/09 budget	23,508	600	0	0	24,108
FY 2009/10 budget	\$24,108	\$600	\$0	\$0	\$24,708
4 Ocean Rescue					
FY 2007/08 actuals	\$30,674	\$15,558	-\$10,825	\$0	\$35,407
*FY 2008/09 budget	35,407	10,700	-19,073	0	27,034
FY 2009/10 budget	\$27,034	\$10,500	-\$8,300	\$0	\$29,234
5 Environmental Enhancement					
FY 2007/08 actuals	\$20,469	\$547	\$0	\$0	\$21,016
*FY 2008/09 budget	21,016	500	0	0	21,516
FY 2009/10 budget	\$21,516	\$500	\$0	\$0	\$22,016
7 Library Building and Equip.					
FY 2007/08 actuals	\$415,243	\$13,118	\$0	\$0	\$428,361
*FY 2008/09 budget	428,361	13,000	-20,000	0	421,361
FY 2009/10 budget	\$421,361	\$12,000	-\$20,000	\$0	\$413,361
8 Museum Improvement					
FY 2007/08 actuals	\$422,906	\$24,985	-\$1,922	\$0	\$445,969
*FY 2008/09 budget	445,969	68,500	-60,000	15,037	469,506
FY 2009/10 budget	\$469,506	\$11,000	-\$60,000	\$15,037	\$435,543
9 Business Improvement District					
FY 2007/08 actuals	\$0	\$5	\$0	\$0	\$5
*FY 2008/09 budget	5	29,000	-28,000	0	1,005
FY 2009/10 budget	\$1,005	\$28,100	-\$28,000	\$0	\$1,105
10 Hospitality Improvement District					
FY 2007/08 actuals	\$0	\$107,189	-\$107,037	\$0	\$152
*FY 2008/09 budget	152	260,500	-260,000	0	652
FY 2009/10 budget	\$652	\$260,250	-\$260,000	\$0	\$902
11 Library Book Fund					
FY 2007/08 actuals	\$36,351	\$36,474	-\$32,850	\$0	\$39,975
*FY 2008/09 budget	39,975	31,000	-50,000	0	20,975
FY 2009/10 budget	\$20,975	\$26,200	-\$40,000	\$0	\$7,175
12 Fire Dept. Emergency Equip.					
FY 2007/08 actuals	\$28,060	\$14,870	-\$5,843	\$0	\$37,087
*FY 2008/09 budget	37,087	16,201	-17,500	0	35,788
FY 2009/10 budget	\$35,788	\$700	-\$12,000	\$0	\$24,488
15 Housing Programs					
FY 2007/08 actuals	\$1,180,091	\$196,017	-\$269,363	\$0	\$1,106,745
*FY 2008/09 budget	1,106,745	63,850	-151,876	0	1,018,719
FY 2009/10 budget	\$1,018,719	\$172,550	-\$165,873	\$0	\$1,025,396

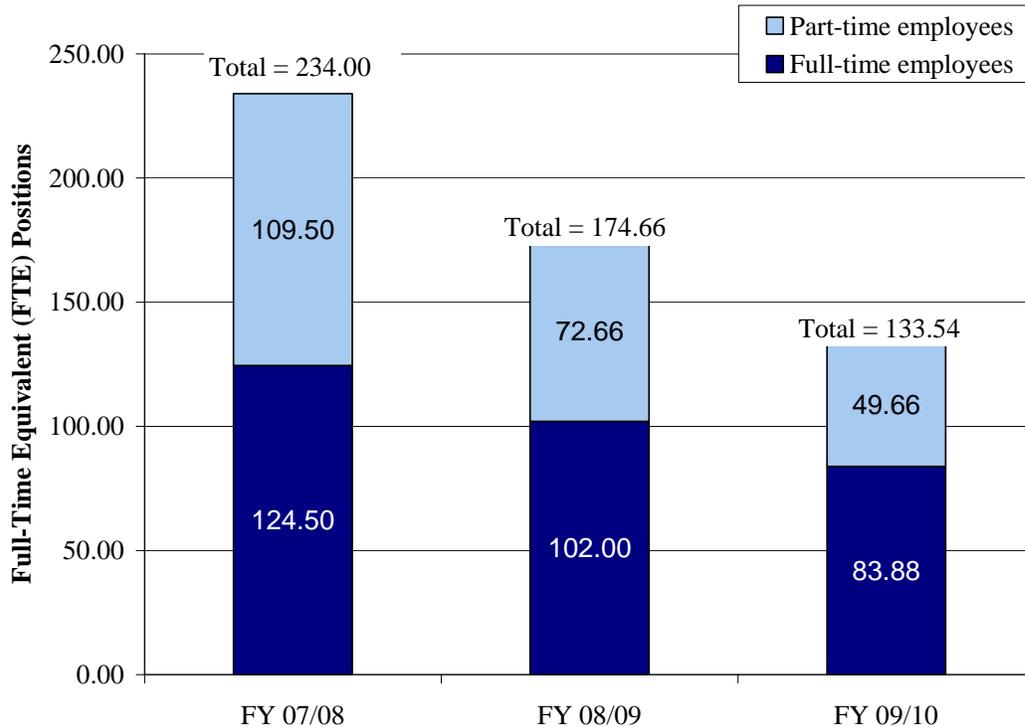
	Beginning fund balance (available)	Estimated Revenues	Appropriations	Transfers in (-out)	Ending Fund Balance (available)
16 Traffic Congestion Relief					
FY 2007/08 actuals	\$28,207	\$3,377	-\$21,943	\$0	\$9,641
*FY 2008/09 budget	9,641	85,000	-70,000	0	24,641
FY 2009/10 budget	\$24,641	\$30,000	-\$50,000	\$0	\$4,641
17 Local Streets & Roads					
FY 2007/08 actuals	\$0	\$400,000	\$0	\$0	\$400,000
*FY 2008/09 budget	400,000	81,642	0	0	481,642
FY 2009/10 budget	\$481,642	\$3,000	-\$231,642	\$0	\$253,000
18 State Gas Tax					
FY 2007/08 actuals	\$85,526	\$266,534	-\$291,200	\$0	\$60,860
*FY 2008/09 budget	60,860	276,500	-271,315	0	66,045
FY 2009/10 budget	\$66,045	\$271,000	-\$278,498	\$0	\$58,547
20 RSTP—TAMC					
FY 2007/08 actuals	-\$28,177	\$124,120	-\$63,064	\$0	\$32,879
*FY 2008/09 budget	32,879	512,000	-552,890	0	-8,011
FY 2009/10 budget	-\$8,011	\$482,000	-\$473,390	\$0	\$599
21 Drug Awareness					
FY 2007/08 actuals	\$15,420	\$425	-\$1,680	\$0	\$14,165
*FY 2008/09 budget	14,165	1,850	-3,000	0	13,015
FY 2009/10 budget	\$13,015	\$300	\$0	\$0	\$13,315
25 Youth Center Donations					
FY 2007/08 actuals	\$5,250	\$156	\$0	\$0	\$5,406
*FY 2008/09 budget	5,406	5,130	-4,000	0	6,536
FY 2009/10 budget	\$6,536	\$100	-\$5,000	\$0	\$1,636
26 Chautauqua Hall					
FY 2007/08 actuals	\$7,901	\$22,609	\$0	\$0	\$30,510
*FY 2008/09 budget	30,510	270	-5,000	0	25,780
FY 2009/10 budget	\$25,780	\$600	-\$15,000	\$0	\$11,380
27 Lighthouse Maint. & Improv.					
FY 2007/08 actuals	\$24,338	\$34,764	\$0	\$0	\$59,102
*FY 2008/09 budget	59,102	21,000	-30,000	-15,037	35,065
FY 2009/10 budget	\$35,065	\$21,200	\$0	-\$15,037	\$41,228
28 Senior Housing					
FY 2007/08 actuals	\$9,032	\$269	\$0	\$0	\$9,301
*FY 2008/09 budget	9,301	200	0	0	9,501
FY 2009/10 budget	\$9,501	\$250	\$0	\$0	\$9,751
30 Operating Grants					
FY 2007/08 actuals	\$0	\$52,387	-\$42,000	\$0	\$10,387
*FY 2008/09 budget	10,387	251,703	-171,477	0	90,613
FY 2009/10 budget	\$90,613	\$1,000	-\$90,613	\$0	\$1,000
31 Operating Donations					
FY 2007/08 actuals	\$0	\$25,345	-\$6,550	\$0	\$18,795
*FY 2008/09 budget	18,795	16,000	-18,795	0	16,000
FY 2009/10 budget	\$16,000	\$68,150	-\$62,614	\$0	\$21,536

	Beginning fund balance (available)	Estimated Revenues	Appropriations	Transfers in (-out)	Ending Fund Balance (available)
34 CDBG Grants					
FY 2007/08 actuals	\$449,661	\$207,703	-\$45,752	\$0	\$611,612
*FY 2008/09 budget	611,612	304,921	-338,376	0	578,157
FY 2009/10 budget	\$578,157	\$427,260	-\$427,531	\$0	\$577,886
35 CalHOME Grant					
FY 2007/08 actuals	\$0	\$0	\$0	\$0	\$0
*FY 2008/09 budget	0	0	0	0	0
FY 2009/10 budget	\$0	\$240,000	-\$240,000	\$0	\$0
40 Poetry Promotion Fund					
FY 2007/08 actuals	\$161,695	\$10,348	-\$1,267	\$0	\$170,776
*FY 2008/09 budget	170,776	11,780	-149,170	0	33,386
FY 2009/10 budget	\$33,386	\$500	-\$1,250	\$0	\$32,636
41 Yount Trust (Expendable portion)					
FY 2007/08 actuals	\$28,718	\$38,241	-\$32,941	\$20,000	\$54,018
*FY 2008/09 budget	54,018	30,750	-29,219	0	55,549
FY 2009/10 budget	\$55,549	\$34,000	-\$31,549	\$0	\$58,000
43 Supp. Law Enf Supp.					
FY 2007/08 actuals	\$54,621	\$102,201	-\$147,081	\$0	\$9,741
*FY 2008/09 budget	9,741	101,100	-100,539	0	10,302
FY 2009/10 budget	\$10,302	\$101,000	-\$97,485	\$0	\$13,817
53 Ocean Front Restoration					
FY 2007/08 actuals	\$999,027	\$32,825	-\$11,610	\$0	\$1,020,242
*FY 2008/09 budget	1,020,242	189,758	-1,210,000	0	0
FY 2009/10 budget	\$0	\$0	\$0	\$0	\$0
92 McIndoo Donation					
FY 2007/08 actuals	\$0	\$321,847	\$0	\$0	\$321,847
*FY 2008/09 budget	321,847	0	0	0	321,847
FY 2009/10 budget	\$321,848	\$5,000	-\$305,000	\$0	\$21,848
TOTAL SPECIAL REVENUE					
FUND RESPONSIBILITY					
FY 2007/08 actuals	\$3,621,346	\$5,019,715	-\$4,730,985	\$706,607	\$4,616,683
*FY 2008/09 budget	\$4,616,683	\$7,177,245	-\$8,907,986	\$821,987	\$3,707,929
FY 2009/10 budget	\$3,707,930	\$7,235,760	-\$8,566,296	\$753,416	\$3,130,810
Capital Projects Fund					
61 Building & Facility					
FY 2007/08 actuals	\$520,358	\$13,146	\$0	\$0	\$533,504
*FY 2008/09 budget	533,504	10,500	0	0	544,004
FY 2009/10 budget	\$544,004	\$12,500	\$0	\$0	\$556,504
TOTAL CAPITAL PROJECTS					
FUND RESPONSIBILITY					
FY 2007/08 actuals	\$520,358	\$13,146	\$0	\$0	\$533,504
*FY 2008/09 budget	\$533,504	\$10,500	\$0	\$0	\$544,004
FY 2009/10 budget	\$544,004	\$12,500	\$0	\$0	\$556,504

	Beginning fund balance (available)	Estimated Revenues	Appropriations	Transfers in (-out)	Ending Fund Balance (available)
Permanent Funds					
85 Library Trust					
FY 2007/08 actuals	\$377,541	\$181,625	-\$3,507	\$0	\$555,659
*FY 2008/09 budget	555,659	9,000	-20,000	0	544,659
FY 2009/10 budget	\$544,659	\$13,000	-\$30,000	\$0	\$527,659
86 Cemetery Endowment					
FY 2007/08 actuals	\$855,434	\$19,454	\$0	\$0	\$874,888
*FY 2008/09 budget	874,888	44,000	0	0	918,888
FY 2009/10 budget	\$918,888	\$16,000	\$0	\$0	\$934,888
TOTAL PERMANENT FUNDS RESPONSIBILITY					
FY 2007/08 actuals	\$1,232,975	\$201,079	-\$3,507	\$0	\$1,430,547
*FY 2008/09 budget	\$1,430,547	\$53,000	-\$20,000	\$0	\$1,463,547
FY 2009/10 budget	\$1,463,547	\$29,000	-\$30,000	\$0	\$1,462,547
Debt Service Funds					
54 Butterly Hab. Debt Serv.					
FY 2007/08 actuals	\$45,362	\$122,557	-\$88,900	\$0	\$79,019
*FY 2008/09 budget	79,019	115,500	-90,801	0	103,718
FY 2009/10 budget	\$103,718	\$117,472	-\$92,406	\$0	\$128,784
TOTAL DEBT SERVICE FUNDS RESPONSIBILITY					
FY 2007/08 actuals	\$45,362	\$122,557	-\$88,900	\$0	\$79,019
*FY 2008/09 budget	\$79,019	\$115,500	-\$90,801	\$0	\$103,718
FY 2009/10 budget	\$103,718	\$117,472	-\$92,406	\$0	\$128,784
TOTAL NON-MAJOR FUNDS RESPONSIBILITY					
FY 2007/08 actuals	\$5,420,041	\$5,356,497	-\$4,823,392	\$706,607	\$6,659,753
*FY 2008/09 budget	\$6,659,753	\$7,356,245	-\$9,018,787	\$821,987	\$5,819,198
FY 2009/10 budget	\$5,819,199	\$7,394,732	-\$8,688,702	\$753,416	\$5,278,645
TOTAL: ALL FUNDS					
FY 2007/08 actuals	\$12,632,861	\$28,285,406	-\$25,669,008	\$0	\$15,249,259
*FY 2008/09 budget	\$15,249,259	\$29,070,353	-\$28,948,782	\$0	\$15,370,830
FY 2009/10 budget	\$15,370,831	\$28,168,558	-\$27,821,674	\$0	\$15,717,715

Authorized Staffing Summary

The FY 2009/10 Budget includes 130.14 full-time equivalent (FTE) positions, which marks a decrease of 40.77 FTE (24%) from the prior year. Of the eliminated positions, 17 are full-time position, and were attributable to fire services before the consolidation and contract. A detailed comparison may be found on page 153 of the document.



Authorized Full-Time Equivalent Positions, FY 2007/08 – FY 2009/10

	FY 07/08	FY 08/09*	FY 09/10
City Council	3.50	3.50	3.50
City Manager's Office	5.00	3.50	3.00
Finance and Budget	6.00	6.00	6.00
Community Development	12.37	11.03	11.66
Police	39.98	35.98	35.98
Fire	36.50	35.50	0.00
Library	15.25	7.50	6.50
Museum	3.00	1.50	1.50
Recreation	50.35	11.50	11.50
Public Works	19.52	16.47	17.02
Cemetery	2.75	1.75	1.80
Sewer	3.63	3.43	3.58
Golf	20.65	21.50	21.50
Hyperbaric Chamber Unit	15.00	15.00	10.00
Non-departmental	0.50	0.50	0.00
	<u>234.00</u>	<u>174.66</u>	<u>133.54</u>

* FY 2008/09 figures reflect amendments authorized by the City Council on July 2, 2008.

Summary of Long-Term Debt

<u>Debt Outstanding Fiscal Year (As of June 30, 2009)</u>					
	<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal at</u> <u>FY Ending</u>	<u>Fiscal Year of</u>
<u>General Obligation Bonds, Principal & Interest</u>	<u>Issued</u>			<u>2009</u>	<u>Final Payment</u>
<i>Governmental Funds</i>					
Pension Obligation Bonds A-1 & A-2	2006	19,365,355	19,131,744	17,226,418	2029
Butterfly Habitat Bonds	2004	963,793	336,220	680,294	2018
<i>Enterprise Funds</i>					
Wastewater Series 2001-B	2002	1,475,000	1,383,295	1,290,000	2032
Total General Obligation Bonds		21,804,148	20,851,259	19,196,712	
<u>Certificates of Participation, Principal & Interest</u>					
<i>Enterprise Funds</i>					
Golf Course Construction Bonds	2005	3,960,000	4,186,930	3,695,000	2035
Total Certificates of Participation		3,960,000	4,186,930	3,695,000	
<u>Capital Lease/Purchase Obligations</u>					
<i>Governmental Funds</i>					
Civic Center Construction Refinancing	2004	1,909,388	429,941	1,004,567	2014
Fire Apparatus	2006	410,134	92,633	303,050	2016
Police Vehicle	2009	31,570	1,841	20,433	2010
<i>Enterprise Funds</i>					
TORO Groommaster Mower	2006	42,725	9,549	11,572	2011
John Deere Back Hoe	2006	85,650	6,761	17,780	2010
John Deere Fairway Mower	2009	46,196	5,451	37,445	2013
Total Capital Lease/Purchase Obligations		2,525,663	546,176	12,074	
Total Long-Term Debt Outstanding		28,289,811	25,584,365	22,903,786	
Next 5 Fiscal Year Debt Service Requirements					
	General Obligation Bonds		Certificates of Participation	Capital Lease/Purchase Obligations	
	Governmental	Enterprise	Enterprise	Governmental	Enterprise
FY 2010	1,637,404	92,383	268,973	284,207	41,900
FY 2011	1,688,710	96,113	270,779	284,207	11,421
FY 2012	1,739,830	94,695	267,516	273,071	10,330
FY 2013	1,790,839	93,225	268,988	273,071	10,330
FY 2014	1,851,551	96,573	270,109	273,071	-
Total Payments	8,708,334	472,989	1,346,365	1,387,627	73,981
Less Interest	2,473,999	297,989	961,365	154,557	7,181
Total Principal	6,234,335	175,000	385,000	1,233,070	66,800

Summary of Inter-fund Transfers

Division Operating Transfers Out	Civic Center Fund	Vehicle Replacement Fund	Liability Insurance Fund	Storm Water Fund	Public Safety Augmentation Fund	Employee Benefits Fund	Workers' Compensation Fund	Total
<i>City Council</i>	\$22,083	\$0	\$6,835	\$0	\$0	\$3,723	\$0	\$32,641
<i>City Attorney</i>	\$27,003	\$0	\$6,835	\$0	\$0	\$0	\$0	\$33,838
<i>City Manager</i>	\$31,760	\$0	\$6,835	\$0	\$0	\$1,596	\$0	\$40,191
<i>Finance</i>	\$71,363	\$0	\$6,835	\$0	\$0	\$3,723	\$0	\$81,921
<i>Police</i>	\$0	\$11,138	\$19,910	\$0	\$151,800	\$16,489	\$162,750	\$362,087
<i>Fire</i>	\$0	\$50,277	\$22,479	\$0	\$78,200	\$0	\$116,250	\$267,206
<i>Public Works</i>	\$0	\$0	\$6,375	\$250,000	\$0	\$10,639	\$15,500	\$282,514
<i>Community Development</i>	\$59,791	\$0	\$6,835	\$0	\$0	\$4,255	\$0	\$70,881
<i>Recreation</i>	\$0	\$0	\$22,738	\$0	\$0	\$532	\$0	\$23,270
<i>Library</i>	\$0	\$0	\$11,263	\$0	\$0	\$2,660	\$7,750	\$21,673
<i>Museum</i>	\$0	\$0	\$6,781	\$0	\$0	\$1,064	\$0	\$7,845
<i>Cemetery</i>	\$0	\$0	\$7,349	\$0	\$0	\$0	\$0	\$7,349
<i>Sewer</i>	\$0	\$0	\$45,382	\$0	\$0	\$0	\$0	\$45,382
<i>Golf</i>	\$0	\$0	\$53,548	\$0	\$0	\$5,319	\$7,750	\$66,617
Total	\$212,000	\$61,415	\$230,000	\$250,000	\$230,000	\$50,000	\$310,000	\$1,343,415

Summary of Indirect Cost Allocation

Indirect Cost Allocation Schedule:						
Divisions	Total Budget	Capital	Other Adj	Direct Service	Indirect Service	Indirect Cost Allocation
<i>City Council</i>	\$343,690	\$0	\$174,500	\$0	\$169,190	\$0
<i>City Atty</i>	\$418,188	\$0	\$244,350	\$0	\$173,838	\$0
<i>City Manager</i>	\$562,472	\$2,000	\$0	\$0	\$560,472	\$0
<i>Finance and IS</i>	\$1,063,905	\$25,000	\$0	\$0	\$1,038,905	\$0
<i>Comm Dev</i>	\$1,266,649	\$2,000	\$139,000	\$1,125,649		\$148,379
<i>Police</i>	\$5,735,275	\$0	\$0	\$5,735,275		\$756,005
<i>Fire</i>	\$3,545,317	\$10,000	\$0	\$3,535,317		\$466,014
<i>Library</i>	\$606,389	\$23,000	\$0	\$583,389		\$76,900
<i>Museum</i>	\$302,253	\$60,000	\$0	\$242,253		\$31,933
<i>Recreation</i>	\$367,732	\$0	\$0	\$367,732		\$48,473
<i>Public Works</i>	\$2,881,880	\$512,000	\$0	\$2,369,880		\$312,390
<i>Golf Course</i>	\$2,537,272	\$160,000	\$538,845	\$1,838,427		\$242,335
<i>Cemetery</i>	\$246,446	\$0	\$45,087	\$201,359		\$26,542
<i>Sewer</i>	\$3,009,684	\$1,775,000	\$333,101	\$901,583		\$118,844
<i>Non- Dept</i>	\$6,792,052	\$0	\$6,506,643	\$0	\$285,409	\$0
TOTAL	\$29,679,203	\$2,569,000	\$7,981,526	\$16,900,862	\$2,227,814	\$2,227,814
	Column A	Column B	Column C	Column D	Column E	Column F
Indirect Cost Rate Calculation:						
Rate = Total Overhead Costs / Total Direct Service Costs						
= Column E / Column D						
= 0.13181661 = 13%						
Indirect Cost Charges to Enterprise Funds Programs						
Program	Direct Cost Base	Indirect charge calculation				
<i>Cemetery</i>	\$201,359	\$26,542				
<i>Sewer</i>	\$901,583	\$118,844				
<i>Golf</i>	\$1,838,427	\$242,335				
Total	\$2,941,368	\$387,721				

City Ordinance Adopting the FY 2009/10 Budget

ORDINANCE NO. 09-015

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE APPROVING AND ADOPTING A RECOMMENDED BUDGET OF THE CITY OF PACIFIC GROVE FOR THE FISCAL YEAR 2009/10

WHEREAS, the City Manager has duly submitted to the City Council estimates of revenues and proposed expenditures of the City departments for the Fiscal Year 2009/10, which have been compiled from detailed information obtained from the departments and assembled into the document titled "Recommended Budget for Fiscal Year 2009/10;" and

WHEREAS, the Recommended Budget Fiscal Year 2009/10 has been reviewed by the public and duly considered by the City Council, who have made some changes to the draft budget as reported in a public City Council meeting,

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES ORDAIN AS FOLLOWS:

SECTION 1. The document submitted to the City Council by the City Manager entitled "Recommended Budget Fiscal Year 2009/10" (copies on file in City Hall and available at the Pacific Grove Library for public review), as modified by the City Council at duly noticed public meetings, is hereby approved and adopted as the Budget of the City of Pacific Grove for the fiscal year beginning July 1, 2009.

SECTION 2. The revenues of the City for the Fiscal Year 2009/10 are hereby apportioned as set forth and segregated in the budget, and all annual salaries, compensations, and allowances are hereby fixed and established as therein specified, and shall be payable in the manner prescribed by the Charter and ordinances of the City of Pacific Grove.

SECTION 3. All funds mentioned in the budget for Fiscal Year 2009/10 are hereby established and designated as set forth in the budget.

SECTION 4. Fifty percent of the annual growth in unrestricted fund balance, as of June 30th of each fiscal year, in the Golf Enterprise Fund shall be transferred to the General Fund for general purposes.

SECTION 5. All ordinances and parts of ordinances insofar as they conflict with this ordinance are hereby repealed.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 3rd day of June, 2009, by the following vote:

AYES: Council Members Bennett, Cohen, Cort, Garcia, Kampe, Lindsay, and Stilwell

NOES: None

ABSENT: None

APPROVED:


DANIEL E. CORT, Mayor

ATTEST:


JAMES L. BECKLENBERG, City Clerk

APPROVED AS TO FORM:


DAVID C. LAREDO, City Attorney

Award for Outstanding Budget Presentation FY 2008/09



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Pacific Grove
California**

For the Fiscal Year Beginning

July 1, 2008

President

Executive Director

General Fund Five-Year Forecast

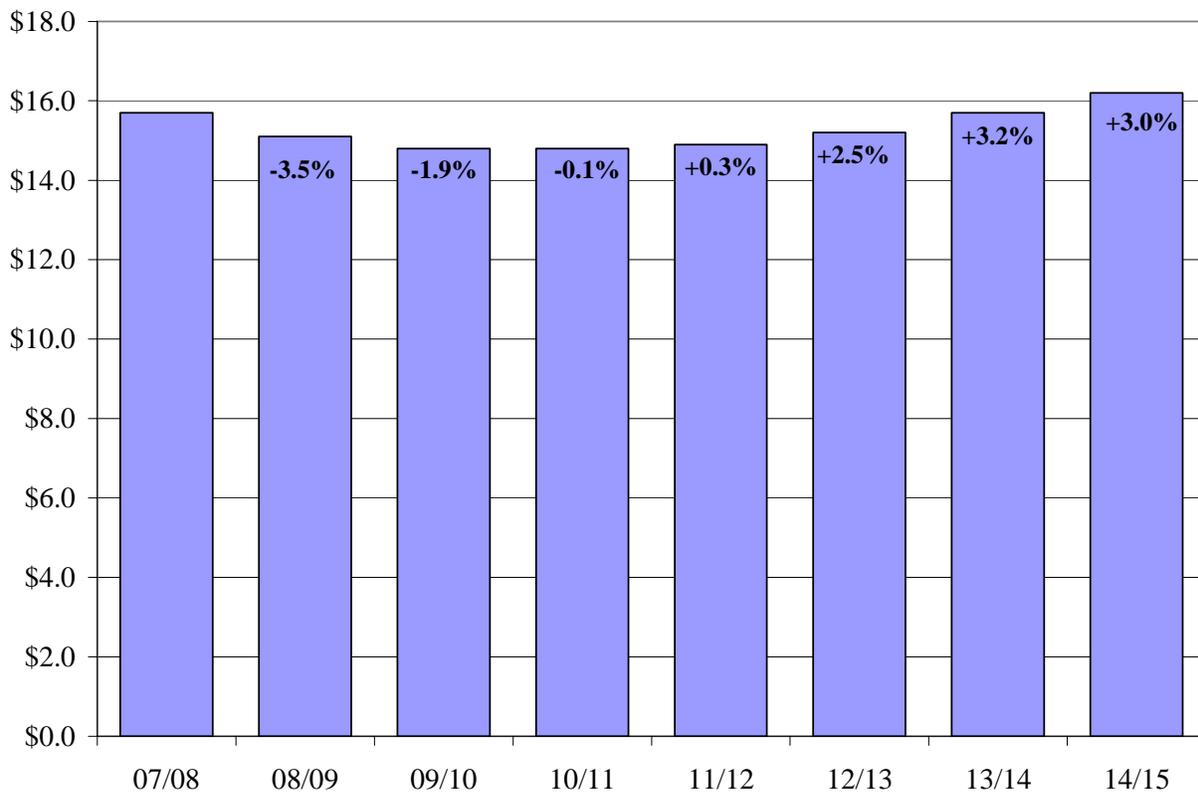
	2007/08 Actual	FY 2008/09 Estimated Actual	2009/10 Budget	2010/11 Projection	2011/12 Projection	2012/13 Projection	2013/14 Projection	2014/15 Projection
REVENUES								
Property tax	3,736,989	3,999,539	3,843,544	3,843,544	3,916,452	4,031,964	4,152,923	4,277,511
Transient Occupancy Tax	3,282,468	2,790,098	2,691,088	2,631,088	2,631,088	2,683,710	2,764,221	2,874,790
Sales and Use Tax	1,612,980	1,414,367	1,272,930	1,272,930	1,272,930	1,299,957	1,338,956	1,379,125
Sales and Use Tax - Measure U	0	855,000	1,140,000	1,140,000	1,140,000	1,174,200	1,209,426	1,245,709
Utility User Taxes	1,473,105	1,513,800	1,588,678	1,604,565	1,604,565	1,636,656	1,669,389	1,702,777
Motor Vehicle-in Lieu fee (VLF)	1,210,024	1,149,523	1,092,047	1,092,047	1,092,047	1,102,967	1,125,027	1,147,527
Franchise Taxes	747,678	843,691	873,878	930,392	945,017	963,917	983,195	1,002,859
Development revenues	774,820	617,216	289,442	289,442	289,442	298,125	327,938	344,335
Transfer from Golf Enterprise Fund	400,000	160,000	360,000	360,000	360,000	378,000	396,900	416,745
Indirect cost charges to enterprise funds	541,366	403,109	389,721	436,002	397,475	405,385	449,753	461,612
Parking revenue	341,202	290,542	320,788	331,788	331,788	339,942	348,312	356,904
Business License Tax	300,012	270,000	243,000	230,850	230,850	237,776	244,909	252,256
Recreation programs	311,530	196,700	211,700	211,700	211,700	221,351	231,457	238,400
Fire programs	328,816	210,000	50,000	36,000	36,000	36,180	36,798	37,138
Police programs	108,889	94,286	90,700	93,430	93,430	100,139	106,215	107,324
Miscellaneous revenues	141,821	81,240	144,490	144,120	144,120	145,276	146,664	148,301
Public works programs	58,197	37,000	37,000	37,000	37,000	37,000	37,000	37,000
Library programs	68,447	130,000	65,000	65,000	61,800	62,109	62,427	62,755
Real Estate Transfer Tax	66,868	53,494	48,145	48,145	48,145	52,959	55,607	58,387
Museum and Lighthouse programs	66,705	0	0	0	0	0	0	0
Interest earnings	82,575	20,000	95,000	30,000	30,000	33,000	36,300	39,930
Prior period adjustment	30,421	0	0	0	0	0	0	0
Revenues total	15,684,913	15,129,605	14,847,151	14,828,043	14,873,849	15,240,613	15,723,416	16,191,385
EXPENDITURES								
City Council	287,473	339,371	343,690	350,564	357,575	364,727	372,021	379,462
City Attorney's Office	340,324	412,542	418,188	426,552	435,083	439,434	448,222	457,187
City Manager's Office	785,357	699,848	562,472	668,185	681,549	695,180	709,084	723,265
Finance (with Information Systems)	834,469	1,006,279	1,063,905	1,117,707	1,140,061	1,162,862	1,186,120	1,209,842
Community Development	1,087,447	1,152,986	936,045	986,419	1,006,147	1,026,270	1,046,796	1,067,732
Police	4,754,895	4,997,128	5,299,952	5,755,951	5,871,070	5,988,491	6,108,261	6,230,427
Fire	2,812,759	3,376,579	3,449,117	3,518,099	4,004,375	4,204,593	4,414,823	4,635,564
Library	829,529	626,560	466,025	493,595	503,466	513,536	523,806	534,283
Museum	251,652	151,542	151,641	154,674	157,767	160,923	164,141	167,424
Recreation	802,661	392,925	347,732	360,187	367,390	374,738	382,233	389,878
Public Works	1,866,165	1,808,981	1,798,101	1,948,442	1,987,411	2,027,159	2,067,702	2,109,056
Expenditures Subtotal	14,652,731	14,964,741	14,836,868	15,780,374	16,511,896	16,957,913	17,423,210	17,904,118
Percentage of pay (add'l increase)				0%	4%	2%	1%	0%
Estimated CalPERS cost increases				0	429,309	661,359	801,468	823,589
Expenditures Total	14,652,731	14,964,741	14,836,868	15,780,374	16,941,205	17,619,272	18,224,677	18,727,708
Total transfers to other funds	1,044,807	82,000	0	0	0	0	0	0
TOTAL EXPEND. AND TRANS. OUT	15,697,538	15,046,741	14,836,868	15,780,374	16,941,205	17,619,272	18,224,677	18,727,708
NET RESULTS OF OPERATIONS	-12,625	82,864	10,283	-952,332	-2,067,356	-2,378,659	-2,501,261	-2,536,323
Beginning Fund Balance	833,057	892,705	975,569	985,852	33,521	-2,033,835	-4,412,494	-6,913,755
Ending Fund Balance	820,432	975,569	985,852	33,521	-2,033,835	-4,412,494	-6,913,755	-9,450,078

The annual budget represents the first year of a five-year planning forecast. The forecast is a tool that helps decision-makers identify important trends and understand long-term consequences of budget decisions. Importantly, the forecast is not a budget and does not represent a plan. It is a model based on cost and revenue assumptions that is updated continuously. Since the degree of revenue uncertainty increases with each successive year of the forecast (i.e., staff has much more confidence in projections for FY 2009/10 than for FY 2014/15), the forecast is a more viable framework for decision-making in the near-term, but only suggests relative financial health based on stated economic assumptions in the later years of the forecast.

Despite significant uncertainty, staff believes it is important to continue the practice of modeling potential consequences of current decisions, with clear disclosure of economic assumptions. The Budget and Finance Committee reviewed all General Fund revenues in the context of current economic information and unanimously arrived at a planning scenario characterized as “appropriately conservative” for budget planning. It is by no means a “worst-case” scenario.

The overarching economic scenario assumed at this time suggests that the economy, and therefore revenues, will continue to worsen in FY 2009/10, stabilize at a new lower base in FY 2010/11 and FY 2011/12, and then begin a return to more historically average growth rates in FY 12/13 through the remainder of the five-year period. This economic outlook has the following impact on revenues:

Five-Year Forecast Revenues: Annual Percentage Change



The following table shows the assumptions for annual growth or decline for the City’s largest revenues, in specific:

Table #7: Revenue Growth/Decline Factors (%) Assumed in Updated 5-Year Planning Scenario

	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
Property tax	-4%	0%	+2%	+3%	+3%	+3%
Transient occupancy tax (assumes inclusion of short-term rentals)	-4%	2%	0%	+2%	+3%	+4%
Sales tax	-10%	0%	0%	+2%	+3%	+3%

The five-year forecast for services costs is affected by several major factors:

1. *Re-funding of FY 2009/10 non-recurring strategies:* The FY 2009/10 budget relies on strategies totaling approximately \$550,000 that are non-recurring, or “one-time.” These include the de-funded Maintenance Worker II and the partially de-funded Deputy City Manager position, as well as all employee concessions included in the budget, in the form of deferred raises and/or furloughs. The forecast assumes that these temporary reductions will lapse, and therefore be funded, in FY 2010/11.
2. *Police Officers Association agreement:* Beyond FY 2009/10, the existing agreement with the Police Officers Association includes a salary increase in FY 2010/11 to bring compensation to the average level of other agencies in Pacific Grove’s market. Per the agreement, the increase will be calculated based on actual salaries in specific police agencies as of January 1, 2010, so the precise amount is unknown. Based on current knowledge of salaries in the benchmark agencies, staff estimates that the FY 2010/11 raise will cost approximately \$350,000.
3. *Fire contract costs:* The forecast assumes that the costs for fire services provided by the City of Monterey will grow faster than the costs for in-house City services. While in-house services are projected to grow by approximately 2% annually, the forecast allows for 5% annual cost increases in the latter four years of the forecast. This is a planning assumption, as actual costs will be based on Monterey’s actual cost of delivering services.
4. *CalPERS contribution increases:* The full effects of the current recessions will not be fully known for some time. Of particular concern will be the effect of the losses in the financial markets on the City’s costs for the CalPERS retirement system. Since the rates employers pay are disconnected from the funded status of the retirement plan (i.e., the difference between assets and liabilities at any given time), it is very difficult to model the budget impact of losses in the markets. The City’s contribution rates, which are the amount for which we must budget, are the product of a long-term actuarial model that

factors CalPERS investment portfolio gains and losses over a 15-year period and City workforce and payroll demographics.

On October 23, 2008, CalPERS Chief Actuary said that if the CalPERS portfolio sustained a 20% loss for FY 2008/09, cities could face a rate increase equal to 2-4% of employee pay, beginning in FY 2011/12. The City has also been informed by CalPERS that rates will remain virtually unchanged for FY 2009/10 and FY 2010/11. To begin showing the potential effects of the current economy on CalPERS costs, the forecast assumes a CalPERS cost increase equal to 4% of pay in FY 2011/12, 2% in FY 2012/13, and 1% FY 2013/14.

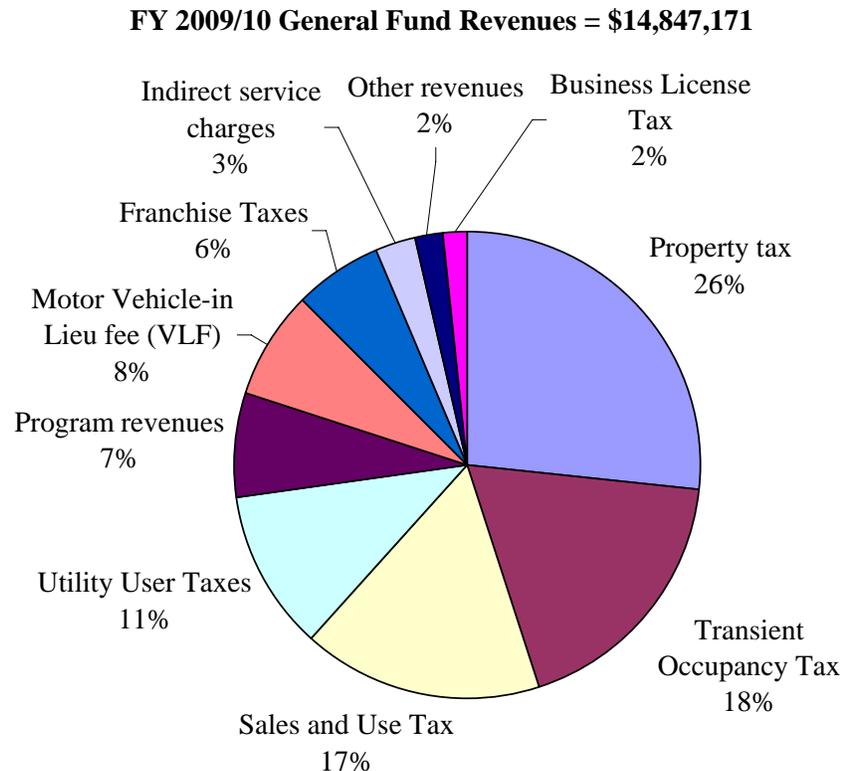
Annual estimated cost (\$ thousands):

09/10	10/11	11/12	12/13	13/14	14/15
0	0	-442	-681	-825	-847

What the planning scenario tells us: The extent of uncertainty the City faces limits the usefulness of long-term planning models. However, the growing imbalance between revenues and expenditures suggests that we will need to take additional action during FY 2009/10 to begin closing the potential long-term structural gap that could emerge if the recession unfolds according to assumptions previously outlined in this document.

General Fund Revenue Background and Forecast

Total FY 2009/10 General Fund estimated revenues total \$14,847,151, which is \$282,454, or 1.9%, less than total estimated revenues for FY 2008/09. This projection is consistent with the economic assumption that the recession that began in 2008 will continue through FY 2009/10. The most significant new revenue is Transient Occupancy Taxes assessed on residential vacation rentals.



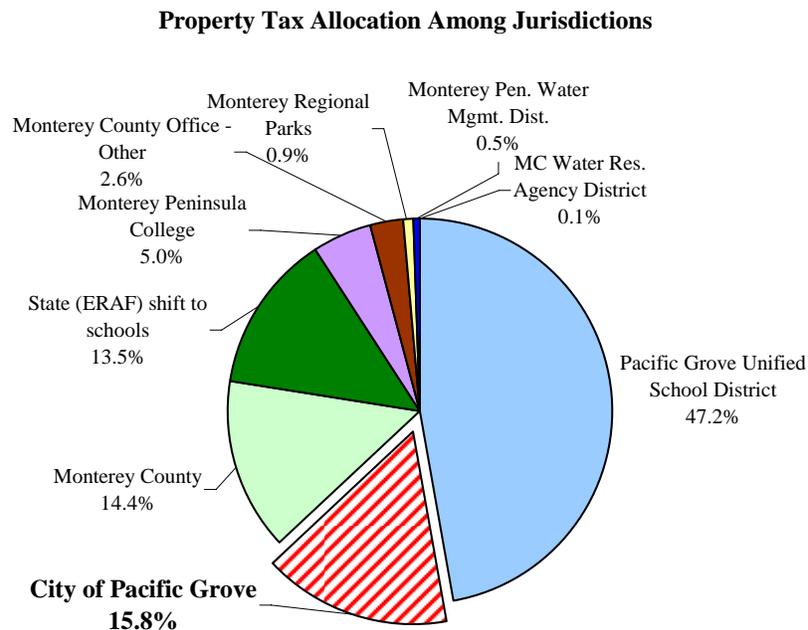
Nearly two-thirds of general Fund revenues (61%) comes from three sources: property taxes, transient occupancy tax, and sales taxes. This section provides additional background and forecast information for these revenues.

Property Tax

Description: Property tax is an ad valorem tax (based on value) imposed on real property (land and permanently attached improvements such as buildings) and personal (movable) property. Proposition 13, adopted by California voters on June 6, 1978, created a comprehensive system for the assessment and limitation of real property taxes. Property owners pay the tax based on their real property's adjusted assessed full value. Proposition 13 set the FY 1975-76 assessed values as the base year from which future annual inflationary assessed value increases would grow (not to exceed 2% for any given year). The County Assessor also re-appraises each real

property parcel when there are purchases, construction, or other statutorily defined, “changes in ownership.” Proposition 13 limits the property tax rate to 1% of each property’s full value plus overriding rates to pay voters’ specifically approved indebtedness. Property taxes are the City’s single largest revenue source, comprising approximately 22% of total FY 2008/09 projected revenues, or \$3.7 million.

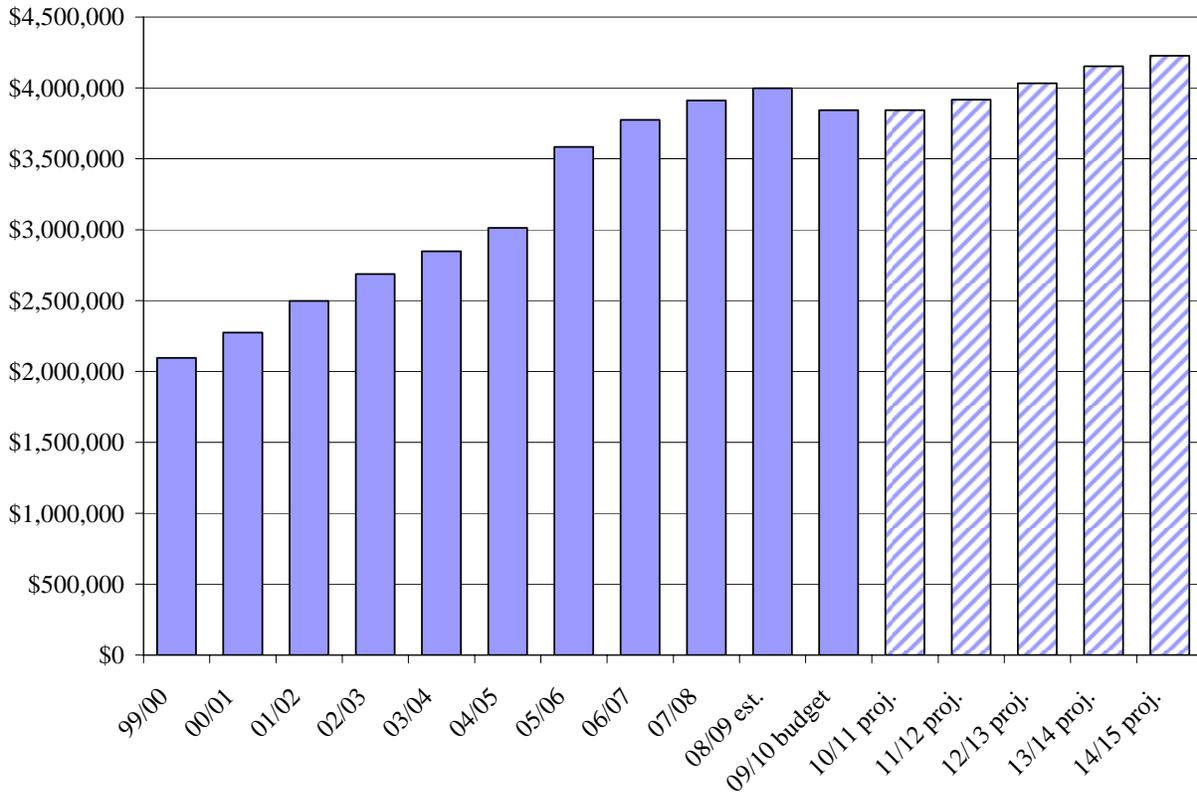
The City of Pacific Grove receives approximately 16 cents of every dollar of property tax paid (see graph below). Monterey County and the Pacific Grove Unified School District receive most of the revenue from property taxes assessed on real property located in the City.



Proposition 13 (Section 1. Article XIII A, to the State Constitution) transferred control and accountability for property tax rates from city and county government to the State Government. It allows the State legislature to apportion the property tax collections among the various cities, counties, and special districts “according to law.” In the late 1970s the State Legislature settled on an allocation method under which each local government’s percentage share of property taxes was the same as that government’s prorated share of the entire county’s property taxes in the mid-1970s. Beginning in 1992, the legislature reduced city allocations through the ERAF I and ERAF II legislation so that millions of dollars in City property taxes were transferred to the schools. In FY 2003/04, to deal with the State’s fiscal crisis the legislature adopted ERAF III, which resulted in another allocation change that caused the City of Pacific Grove to lose \$418,000 between FY 2004/05 and FY 2005/06.

California voters passed Proposition 1A on November 4, 2004 giving California cities some relief from future State tinkering with traditionally local revenues. The State Legislature can only change city property tax allocations in emergencies and by a two-thirds vote in both legislative bodies, and then for only two years before the revenue has to be repaid. While not perfect, these provisions help reduce the City’s revenue uncertainty.

**Property Tax History and Forecast
FY 1999/00 – FY 2014/15 (projected)**



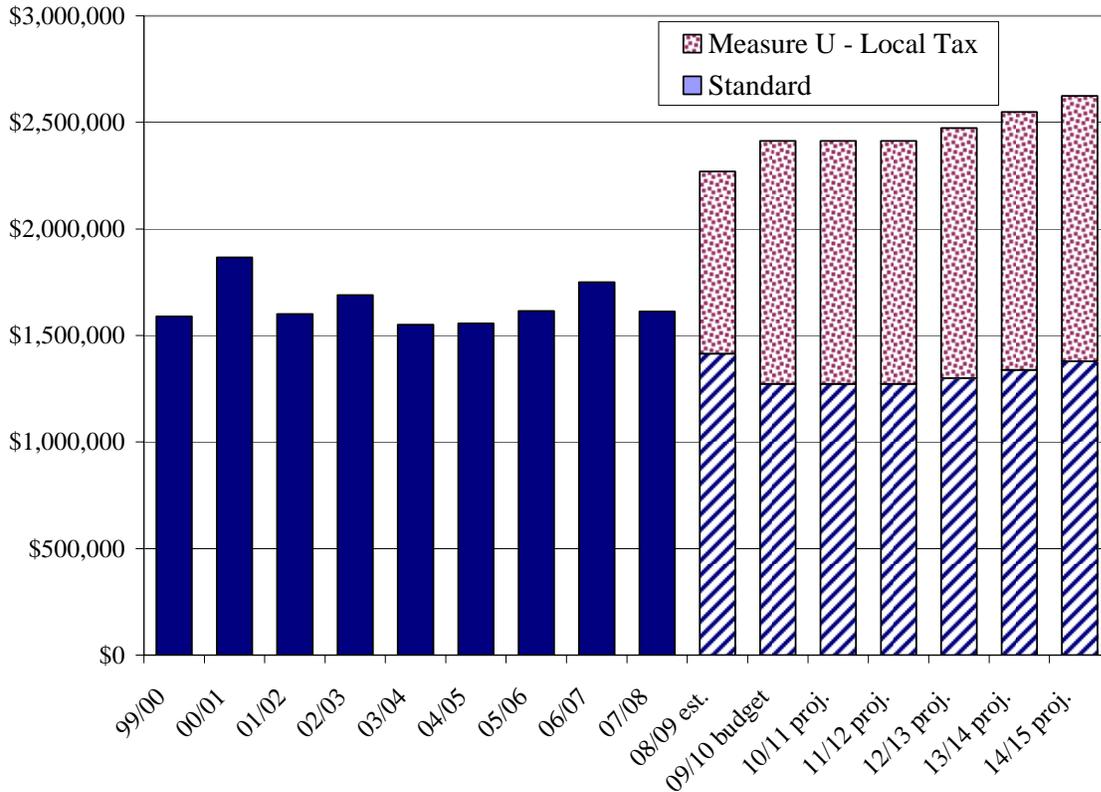
Forecast: Property tax revenues are projected to total \$3,843,544 in FY 2009/10, which equates to 26% of the City’s General Fund. This amount is two percent lower than the amount estimated to be received in FY 2008/09. The projected decrease is based on the components of property tax that most closely reflect the current real estate market. These components are projected to fall by approximately one-third for FY 2008/09. Fortunately, these components comprise a small share of total property tax revenues; the overall projection remains driven by “secured” property tax, which is the portion commonly understood by taxpayers as “property tax.” After two years of projected recessionary effects of the housing market, property taxes are expected to gradually return to average historic growth rates of 3% per year.

Sales and Use Tax

Description: The City receives two types of sales tax. The first is the statewide “Bradley-Burns” statutory sales tax. Locally, this tax rate is 8.25%. The second type is a local transactions and use tax adopted by Pacific Grove voters in June 2008, assessed at 1.00% of transaction value. Both types of taxes are collected on the sale of taxable goods within Pacific Grove. Additionally, use tax is the corresponding tax on transactions involving taxable goods purchased out of state for use in Pacific Grove. Sales and Use taxes are collected by the State which then pays local government their respective share. Combined, sales and use taxes (collectively, “Sales Taxes” in the budget) are the City’s third-largest revenue source and comprise about 16% of FY 2009/10 projected General Fund revenues.

With regard to the statutory sales tax, the City receives one cent of the 8.25 cents paid on every dollar of purchase price. Of the one cent, 75% comes directly from sales and use tax, and 25% comes from property tax “replacement” from the state. In March 2004, California voters passed Proposition 57 approving the sale of State Economic Recovery Bonds. The bond proceeds were used to fund the State’s cash-flow deficit and avert an operational financial crisis. To issue the bonds the State needed a steady revenue source it could pledge to secure its payments – like sales taxes. To solve its problem, the State enticed cities and other local governments into an agreement known as the “triple flip.” Under the “triple flip” the State’s bonds are secured by a quarter cent increase in the State’s share of sales tax with a corresponding decrease in local governments’ share of sales tax (there was no sales tax rate change). To compensate for the loss, local governments receive additional real property taxes, that would otherwise go to the schools (who will receive State General Fund payments), until the State’s Economic Recovery Bonds are repaid. The additional property taxes replace the lost sales taxes on a dollar for dollar basis.

Sales Tax History and Forecast
FY 1999/00 – FY 2014/15 (projected)



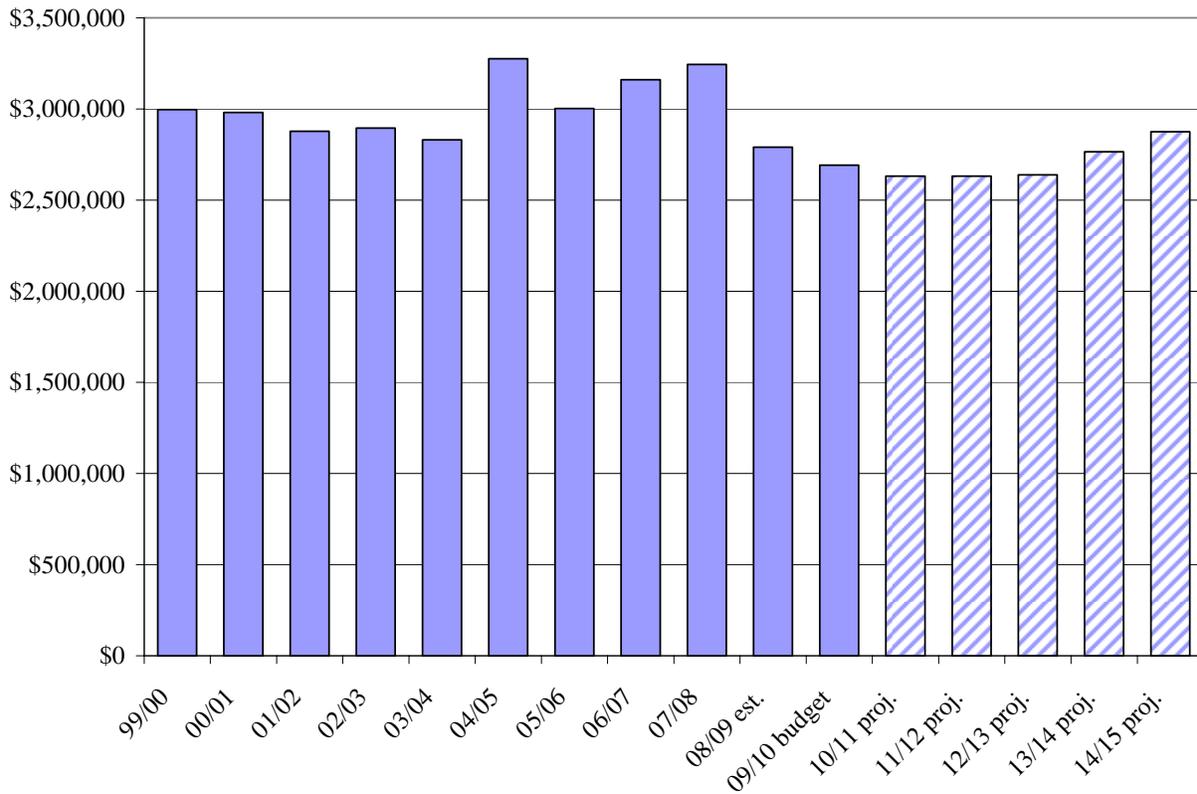
Forecast: FY 2009/10 revenues from the statutory sales tax, including the triple flip replacement, is projected to total \$1,272,930, which amounts to a decrease of 10.0% from the estimated revenue from FY 2008/09. For General Fund revenue projection purposes, sales tax has two components: the local retail economic base and the property tax replacement related to the triple flip. The local transactions and use portion of the sales tax is projected to total \$1,140,000. This will be the first full year for this revenue, and the projection for this source mirrors the statutory sales tax projection.

The City also receives sales tax revenue related to State Proposition 172, which is restricted to public safety purposes. These funds are received in a special revenue fund used to pay for 9-1-1 dispatch services rendered by Monterey County.

Transient Occupancy Tax

Description: The Transient Occupancy Tax (TOT) is charged on hotel and motel room occupancies of fewer than 30 days. It is paid by hotel and motel customers in addition to the room rate so that visitors to Pacific Grove may contribute to the cost of the public services they enjoy during their stay. Pacific Grove's 10% room tax rate is on par with most communities on the Monterey Peninsula. Seaside's rate is 12% and unincorporated Monterey County's is 10.5%.

Transient Occupancy Tax History and Forecast
FY 1999/2000 – FY 2014/15



Forecast: TOT revenues are estimated to fall 15% in FY 2008/09. Since the economic recession is expected to persist through FY 2009/10, the budget for assumes a further 10% reduction in TOT revenues, then a flattening trend for three years before resuming very modest growth in FY 2013/14.

General Fund Revenue Detail

Acct.	Name	FY 07/08 actual	08/09 Estimate	09/10 Projection
4001	Prop. Tax - secured	3,293,652	3,567,576	3,496,224
4002	Prop. Tax - unsecured	143,157	153,781	149,168
4003	Prop. Tax - supplemental	158,137	67,462	65,438
4004	Prop. Tax - prior period secured	120,102	194,183	110,000
4005	Prop. Tax - prior period unsecured	1,063	321	1,000
4378	Homeowners' Prop. Tax Relief (HOPT)	20,878	16,216	21,714
	Property tax - total	3,736,989	3,999,539	3,843,544
4312	Prop. Tax - State takeaway (ERAF I	0	0	0
4141	Real Estate Transfer Tax	66,868	53,494	48,145
4101	Sales and Use Tax	1,177,639	1,000,993	900,894
4102	Property Tax - ST Triple Flip replacem	435,341	413,374	372,037
	Sales and Use Tax - Total	1,612,980	1,414,367	1,272,930
	Sales Tax - Measure U	0	855,000	1,140,000
4121	Business License Tax	300,012	270,000	243,000
4131	Franchise Tax - Gas and Electric	116,144	124,694	125,941
4132	Franchise Tax - Refuse Collection	449,502	453,997	458,537
4133	Franchise Tax - Cable TV	182,032	190,000	191,900
4134	Franchise Tax - Sewer	0	0	0
4135	Franchise Tax - Water	0	75,000	97,500
	Franchise Taxes	747,678	843,691	873,878
4151	Utility User Tax - Gas and Electric	742,210	755,000	762,550
4152	Utility User Tax - Telephone	343,214	346,646	350,112
4153	Utility User Tax - Water	185,569	206,000	267,800
4154	Utility User Tax - Cable TV	202,112	206,154	208,216
	Utility User Taxes	1,473,105	1,513,800	1,588,678
	Residential vacation rental TOT			180,000
	Standard TOT	3,282,468	2,790,098	2,511,088
4161	Transient Occupancy Tax	3,282,468	2,790,098	2,691,088
4330	Motor Vehicle-in Lieu fee (VLF)	1,210,024	1,149,523	1,092,047
4426	Parking enforcement Muni Code fines	61,245	60,000	90,000
4427	DMV parking collections	19,167	20,000	40,000
4428	Parking meter fees	246,928	197,542	177,788
4205	Parking lot permit fees	13,862	13,000	13,000
	Parking revenue	341,202	290,542	320,788

Acct.	Name	FY 07/08 actual	08/09 Estimate	09/10 Budget
4203	Construction Permit Fees (net)	422,348	295,644	99,129
4401	Use Permits and Zoning Fees	47,042	32,929	26,343
4402	Zoning Enforcement / ARB	61,200	42,840	34,272
4403	Sign Permit Fees	8,828	5,000	4,000
4404	Plan Check Fees (net)	227,008	158,906	51,781
4405	Sales, Maps, and Publication Fees	29	28	22
4406	Photo Copy Fees	5,125	4,869	3,895
4407	Enviro. Review Initial Fees	3,240	10,000	8,000
	Long-range planning fee	0	65,000	52,000
	Code enforcement fines	0	2,000	10,000
	Development revenues	774,820	617,216	289,442
4310	POST reimbursement	31,647	20,000	20,000
4313	State booking fee reimbursement	0	0	0
4421	Police Special Services	15,394	15,000	10,000
4422	DUI Cost Recovery	2,059	0	0
4423	Registration Search Services	0	0	0
4501	Vehicle code fines	31,064	31,000	32,550
4502	Other fines and forfeitures	21,181	21,000	22,050
4424	Booking Fee Reimbursement	30	0	0
4204	Dog licenses	4,354	4,000	4,000
4425	Animal shelter fee and charge	3,160	3,286	2,100
	Police-related revenues	108,889	94,286	90,700
4351	Fire aid reimbursement	172,040	140,000	30,000
4435	Fire response fees	0	0	0
4436	Fire inspection/permit/alarm fees	16,964	15,000	15,000
4437	Fire plan check fees	10,257	5,000	5,000
4440	Fire service to Carmel fees	129,555	50,000	0
	Fire-related revenues	328,816	210,000	50,000
4445	Public works fees and charges	49,245	35,000	35,000
4337	Highway Maintenance Reimbursement	2,377	2,000	2,000
4605	Trees for PG donations	6,575	0	0
	Public works-related revenues	58,197	37,000	37,000
4450	Museum fees and charges	8,628	0	0
4451	Lighthouse admission fees	0	0	0
4614	Museum donations	58,077	0	0
	Museum and Lighthouse-related revenues	66,705	0	0
4317	California Library Services Act	29,045	10,000	20,000
4455	Library fines and fees	26,347	20,000	35,000
4335	State library grant	0	0	10,000
4456	Sale of used books	13,055	0	0
	Library donations	0	100,000	0
	Library-related revenues	68,447	130,000	65,000

Acct.	Name	FY 07/08 actual	08/09 Estimate	09/10 Budget
4462	Recreation program fees and charges	133,496	60,000	75,000
4464	Tennis fees	2,700	2,700	2,700
4465	Special event fees	44,529	44,000	44,000
4670	Recreation facility rents	129,805	90,000	90,000
4635	Recreation program donations	1,000	0	0
	Recreation-related revenues	311,530	196,700	211,700
	Transfer from Golf Fund (greens fees)	364,000	144,000	324,000
	Transfer from Golf Fund (pro shop)	36,000	16,000	36,000
	Total transfers from Golf Fund	400,000	160,000	360,000
4311	SB 90 reimbursement	47,471	20,000	20,000
NEW	Vacation rental permit	0	0	20,000
4201	Misc. licenses and permits	14,457	10,000	10,000
4513	Misc. revenues	9,076	12,000	12,000
4516	Fuel sales to district	4,922	3,000	3,000
4521	Tree damage assessment	0	0	0
4631	Monarch habitat donations	1,035	0	0
4634	Tennis rentals	0	0	0
4636	ADA donations	-500	0	0
4637	Donations	0	0	0
4639	Sustainability donations	10,000	0	0
4663	Misc. reimbursements / rents	3,172	0	0
4665	Bath House restaurant concessions	0	0	55,000
4667	Beach snack bar concession	10,420	10,000	10,000
4666	Golf snack bar concession	0		0
4668	Golf pro concession	0		0
4669	Adventures by the sea concessions	12,167	12,000	0
4672	Comm site lease	8,232	6,240	6,490
4674	City hall facilities	0	0	0
4751	Refunds and rebates	6,130	0	0
4921	Sales of used equipment	10,239	3,000	3,000
4314	Dept. of conserv. beverage	5,000	5,000	5,000
	Miscellaneous revenues	141,821	81,240	144,490
4651	Interest earnings	82,575	20,000	95,000
4702	Mechanical dept. fees and charges	0	2,080	2,000
4706	Indirect cost reimbursement	541,366	401,029	387,721
4931	Interfund operating transfers		0	0
	Transfers in from other funds	541,366	403,109	389,721
4999	Prior period adjustments	30,421		
	GRAND TOTAL	15,684,913	15,129,605	14,847,151

Guide to the Department Budgets

Department budgets are presented with an emphasis on each department’s purpose and objectives for FY 2009/10. To the extent applicable, departments’ budgets include the following information:

Mission: The fundamental purpose for the department; answers the question, “why does the City have this department?”

Services and responsibilities: Describes the functions performed by the department to fulfill the mission; answers the question, “what does the department do?”

Resources: Graphic display of the distribution of funds providing resources for the department.

Appropriations summary: Displays the budgeted expenditure level for the department in FY 2009/10 compared with the FY 2008/09 original budget and FY 2007/08 actual expenditure levels, summarized by expenditure categories: personnel, services/contracts, materials/supplies, non-operating transfers, debt service (including lease payments), and capital.

Staffing summary: Illustrates the change in full-time equivalent (FTE) positions from previous years.

Major budget changes: Describes significant changes in the budget, department’s organization, or staffing level, compared with the prior year’s budget.

Service objectives: Specific goals and initiatives that will be completed in the budget year.

Performance indicators: Performance indicators are objective, quantitative measures that can help clarify the relationship between resources and services. Over time, with a series of high-quality performance measures and explanatory management information, budget decisions can be made with a clearer understanding of budget consequences. Budgets for departments that provide direct services to the public include a sampling of performance information currently available; mostly of the “output” type of indicator. During FY 2009/10, staff will continue to develop this information, with the goal of providing more robust performance information in coming years.

Department budgets may be found on the following pages (in alphabetical order following the City Council):

City Council	p. 56	Library	p. 98
City Attorney’s Office	p. 57	Museum	p. 106
City Manager’s Office	p. 62	Police	p. 111
Community Development	p. 65	Public Works	p. 120
Finance and I.S.	p. 80	Recreation	p. 136
Fire	p. 85	Cemetery Enterprise Fund	p. 142
Golf	p. 92	Sewer Enterprise Fund	p. 146

City Council

Mission:

Serve the public as ambassadors and the governing body that plans and oversees the City's fiscal management and long-term goals, engenders respect for the community, its citizens, and each other as Council members and fulfills our commitment to protecting the environment and quality of life for Pacific Grove

Strategic Goals:

Highest Priority Goals:

10. Achieve financial stability, including:
 - An annual balanced budget,
 - A program for economic development, and
 - Examination of creative options for funding priorities.
11. To protect and enhance the city's natural, physical, and environmental elements, including:
 - Historic home, coastline, and infrastructure as important elements, and
 - A review of the city charter and municipal code to strategically help achieve this goal.
12. To protect the health and safety of our citizens.
13. To recruit, train, and retain talented paid staff and volunteers in order to fulfill the City's mission and achieve its goals, including:
 - Review and development of a strategy and timely decision regarding CalPERS.
 - Hire and train a permanent city manager.
14. Operate the City in, and foster, an open and ethical system of government.

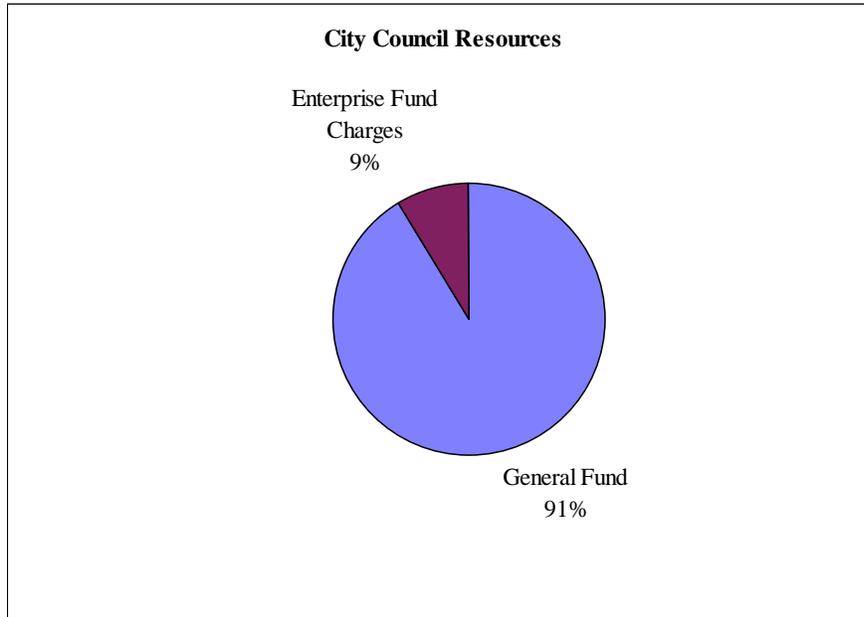
Second-Level Goals: to be pursued based upon resources availability:

15. To engage and communicate with our citizens, including development of a communications plan that will proactively seek broad, balanced dialogue.
16. To provide recreational and cultural services, including development of a strategic plan with priorities regarding service levels, programs, etc.
17. To pursue options and alternatives for addressing the water and energy needs of the community.

Third-Level Goals: important for long-term effectiveness, but not urgent given extremely limited resources and the pending city manager transition:

18. Establish an ongoing measurement system for evaluating the City's performance.

Budget-at-a-Glance:



City Council Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	40,368	42,309	41,385	41,649
Services/Contracts	216,151	245,164	277,599	279,458
Materials Supplies	296	-	2,500	500
Non-Operating Transfers	-	-	17,886	22,083
Debt Service	-	-	-	-
Capital	-	-	-	-
Total Expenditures	256,815	287,473	339,370	343,690

Major Budget Changes:

Each department is allocated a share of the City’s overhead costs, which are displayed in the line labeled “non-operating transfers.” While the amount budgeted citywide is not increasing, staff refined the method by which these costs are allocated, resulting in an increase of \$4,187 allocated to the City Council’s budget.

Budget Detail:

Div: City Council

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
EXPENDITURES					
5101	BASE SALARY	36,682	38,747	38,640	38,640
5121	FICA-MEDICARE BENEFITS	576	562	560	603
5122	RETIREMENT (PERS)	2,810	2,003	1,849	924
5124	UNEMPLOYMENT COST	14	14	14	14
5126	WORKERS' COMPENSATION	286	983	322	322
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
5130	POB DEBT SERVICE	-	-	-	1,146
	Staffing subtotal	40,368	42,309	41,385	41,649
5201	CONTRACT SERVICES	45,567	43,940	73,400	73,400
5215	MEETING/TRAINING/TRAVEL	3,283	475	8,000	6,000
5217	TRAVEL, MEAL COSTS	-	-	-	-
5230	INTERNAL SERVICE CHARGES	-	-	10,699	10,558
5261	SUBSCRIPTIONS, MEMB	49,893	58,850	174,500	174,500
5291	SPECIAL DEPT EXPENSE	1,621	26,836	10,000	14,000
	Services subtotal	100,363	130,101	276,599	278,458
5301	OFFICE SUPPLIES	296	-	2,500	500
	Materials/supplies subtotal	296	-	2,500	500
5401	FUND TRANSFERS	-	-	17,886	22,083
	Transfers Subtotal	-	-	17,886	22,083
5471	CONTRIBUTIONS	1,000	115,063	1,000	1,000
	Other Subtotal	1,000	115,063	1,000	1,000
6001	EQUIPMENT	-	-	-	-
	Capital Subtotal	-	-	-	-
	Staffing Subtotal	40,368	42,309	41,385	41,649
	Non-Staffing Subtotal	101,659	245,164	297,985	302,041
	Section Subtotal	142,027	287,473	339,370	343,690
Economic Advisory Commission					
5261	SUBSCRIPTIONS, MEMB	-	-	-	-
5471	CONTRIBUTIONS	114,788	-	-	-
	Section subtotal	114,788	-	-	-
	Department total	256,815	287,473	339,370	343,690

City Attorney

Mission:

Provide timely legal advice and support to the City through its officials, commissions and committees, to represent the City's interests and positions before judicial and administrative agencies in civil proceedings, and to enforce misdemeanor and civil violations of the Municipal Code.

Services and Responsibilities:

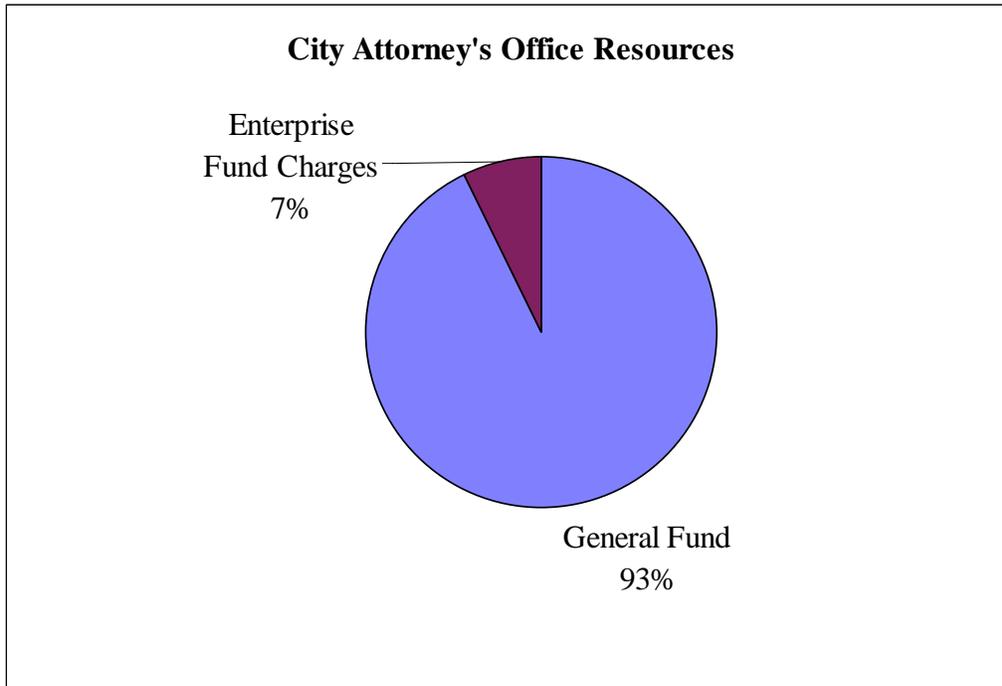
The City Charter requires appointment of a City Attorney by the City Council, and sets qualifications and duties for the incumbent. The City Attorney is required to attend all meetings of the City Council, provide advice and legal services for the benefit of the City, and draft all ordinances, resolutions, contracts, and other legal documents for the City, including the preparation of a title and summary for initiatives and an impartial analysis of ballot measures.

The City Attorney exercises independent discretion to charge and prosecute any Charter or ordinance violation as either a misdemeanor or an infraction under California law. The City Attorney supervises his assistants and any special counsel retained on behalf of the City, and is lead counsel for all civil actions filed by or against the City. The City Attorney holds a fiduciary responsibility to represent the City as a client within the mandates of the State Bar Rules of Professional Conduct, not individual officers or employees. The City Attorney provides general advice to commissions, committees, individual officers, and employees, but may not represent their interests if in opposition to the interests of the City.

The City Attorney's duties include:

- Furnish legal advice and opinions.
- Draft and review contracts and other legal documents.
- Prepare ordinances, resolutions, orders, and other council documents.
- Represent and defend the City before courts and agencies.
- Initiate legal actions for the City.
- Interpret law and documents.
- Manage and coordinate risk management.
- Review, analyze and minimize the City's exposure to loss.

Budget-at-a-Glance:



City Attorney Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	-	-	-	-
Services/Contracts	348,151	340,325	395,049	391,185
Materials Supplies	171	-	-	-
Non-Operating Transfers	-	-	17,493	27,003
Debt Service	-	-	-	-
Capital	109	-	-	-
Total Expenditures	348,431	340,325	412,542	418,188

Major Budget Changes:

Each department is allocated a share of the City’s insurance and debt service overhead costs, which are displayed in the line labeled “non-operating transfers.” While the amount budgeted citywide is not increasing, staff refined the method by which these costs are allocated, resulting in an increase of \$9,510 allocated to the City Attorney’s budget.

Budget Detail:

Div:

City Attorney

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
EXPENDITURES					
5123	HEALTH INSURANCE COST	-	-	-	-
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
	Staffing subtotal	-	-	-	-
5201	CONTRACT SERVICES	217,041	192,085	251,350	244,350
5203	ADMIN/RETAINER SERVICES	130,000	147,333	130,000	137,000
5215	MEETING/TRAINING/TRAVEL	-	-	2,000	2,000
5224	EQUIP REPAIR, MAINT	1,110	907	1,000	1,000
5230	INTERNAL SERVICE CHARGES	-	-	10,699	6,835
	Services subtotal	348,151	340,325	395,049	391,185
5303	BOOKS, PRINTED MATL	171	-	-	-
	Material/supplies subtotal	171	-	-	-
5401	FUND TRANSFERS	-	-	17,493	27,003
	Transfers Subtotal	-	-	17,493	27,003
6001	Equipment	109	-	-	-
	Capital subtotal	109	-	-	-
	Department total	348,431	340,325	412,542	418,188

City Manager's Office

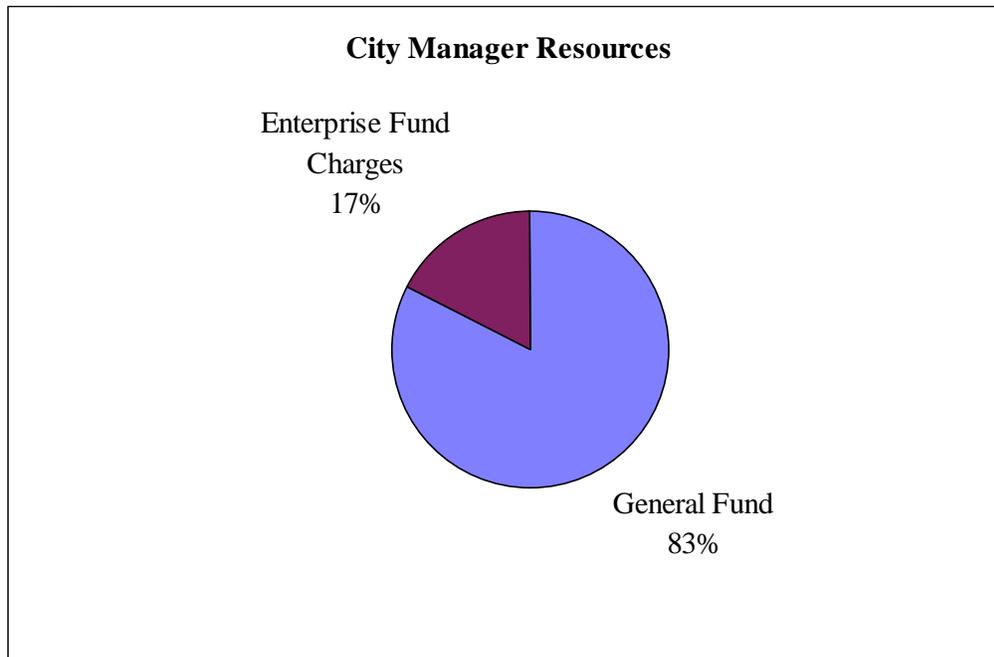
Mission:

Assist the City Council in achieving its goals for the community by providing policy recommendations and organizational leadership for implementing City Council decisions.

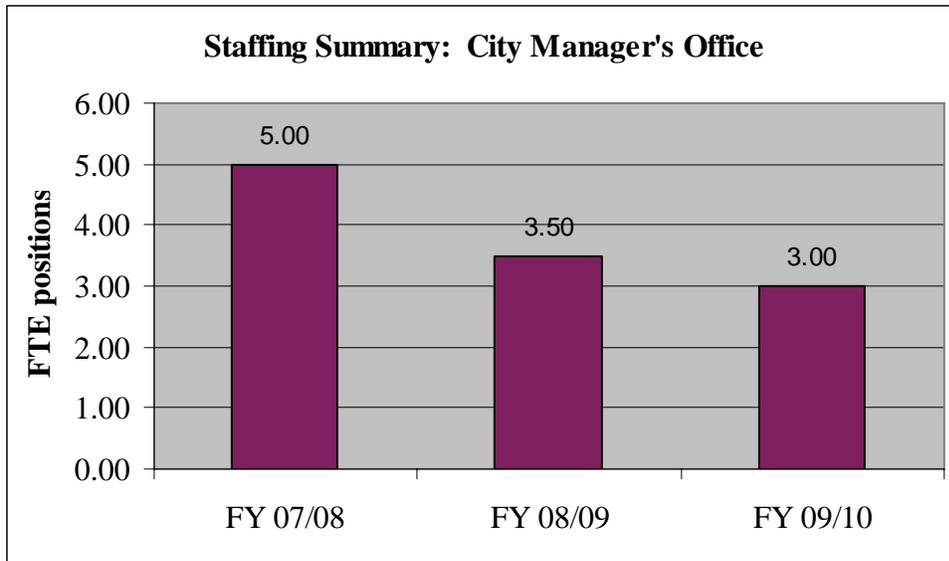
Services and Responsibilities:

The City Manager's Office provides leadership and management for all city operations. The Department is directly responsible for providing information to the City Council and managing requests for service and information from the City Council. The Department performs all City Clerk functions, including noticing of public meetings, response to Public Records Act Requests, and city elections management. The Department also houses the City's human resources, risk management, and cemetery administrative operations.

Budget-at-a-Glance:



City Manager Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	475,512	683,814	542,342	389,281
Services/Contracts	106,084	81,754	134,740	130,431
Materials Supplies	6,459	11,441	9,000	9,000
Non-Operating Transfers	-	-	41,765	31,760
Debt Service	-	-	-	-
Capital	856	8,349	2,000	2,000
Total Expenditures	588,911	785,358	729,847	562,472



Major Budget Changes:

Personnel costs are decreasing by \$153,061 due to the to the transfer of the management Analyst position to the Public Works Department, the defunding of the Deputy City Manager position through December 31, 2009, and the 5% salary reduction associated with the furlough planned as part of the citywide budget reduction strategy.

Each department is allocated a share of the City’s insurance and debt service overhead costs, which are displayed in the line labeled “non-operating transfers.” While the amount budgeted citywide is not increasing, staff refined the method by which these costs are allocated, resulting in a decrease of \$10,005 allocated to the City Manager’s budget.

Service Objectives:

1. Develop additional strategies for earning income on City assets.
2. Develop a marketing plan for City goals and achievements
3. Update the City’s emergency operations plan.
4. Improve service convenience and access to city information through the City’s Internet website.
5. Improve public information by building relationships with the media.

Budget Detail:

Div: City Manager

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
EXPENDITURES					
5101	BASE SALARY	400,547	541,494	425,179	296,468
5104	SALARIES RETROACTIVE PAY	-	-	-	-
5105	PART-TIME SALARIES	-	-	-	-
5121	FICA-MEDICARE BENEFITS	4,784	6,477	6,044	4,299
5122	RETIREMENT (PERS)	47,547	62,014	38,338	27,249
5123	HEALTH INSURANCE COST	6,057	8,901	2,532	7,617
5124	UNEMPLOYMENT COST	144	195	150	107
5125	DEFERRED COMPENSATION	-	-	-	-
5126	WORKERS' COMPENSATION	3,243	10,036	3,476	2,473
5128	OTHER EMPLOYEE BENEFITS	11,459	9,944	6,767	4,759
5129	FLEXIBLE HEALTH BENEFIT	1,731	5,077	4,200	3,000
5130	POB DEBT SERVICE	-	39,676	55,656	43,310
	Staffing subtotal	475,512	683,814	542,342	389,281
5201	CONTRACT SERVICES	-	28,144	30,000	30,000
5202	PROF/CONSULTANT SERVICES	60,331	17,045	50,000	50,000
5211	POSTAGE	28	1,412	2,000	2,000
5212	TELEPHONE	2,250	1,971	2,500	2,500
5215	MEETING/TRAINING/TRAVEL	4,403	1,938	2,000	2,000
5216	ATTENDANCE COSTS	-	-	8,000	8,000
5217	TRAVEL, MEAL COSTS	27	(178)	7,000	7,000
5219	POST TRAINING	291	-	500	500
5221	ADVERTISING	4,796	4,802	5,000	5,000
5224	EQUIP REPAIR, MAINT	3,538	3,083	4,000	4,000
5230	INTERNAL SERVICE CHARGES	-	-	12,740	8,431
5261	SUBSCRIPTIONS, MEMB	2,263	5,562	6,000	6,000
5291	SPECIAL DEPT EXPENSE	28,157	17,975	5,000	5,000
	Services subtotal	106,084	81,754	134,740	130,431
5301	OFFICE SUPPLIES	6,235	7,828	5,000	5,000
5303	BOOKS, PRINTED MATL	224	3,448	3,000	3,000
5309	OTHER SUPPLIES	-	165	1,000	1,000
5322	SMALL TOOLS	-	-	-	-
	Materials/supplies subtotal	6,459	11,441	9,000	9,000
5401	FUND TRANSFERS	-	-	41,765	31,760
	Transfers Subtotal	-	-	41,765	31,760
6001	EQUIPMENT	856	8,349	2,000	2,000
	Capital subtotal	856	8,349	2,000	2,000
	Staffing Budget	475,512	683,814	542,342	389,281
	Non-Staffing Budget	113,399	101,544	187,505	173,191
	Section total	588,911	785,358	729,847	562,472
	General Fund Total	588,911	785,358	729,847	562,472

Community Development

Mission:

Work in partnership with the community to protect the beauty, sustainability, economic vitality and environmental integrity of Pacific Grove. Preserve the existing housing stock and support new affordable housing in order to help meet the housing needs of Pacific Grove residents. Consistently pursue high quality, structurally sound development that is in keeping with the community's land use and design goals.

Services and Responsibilities:

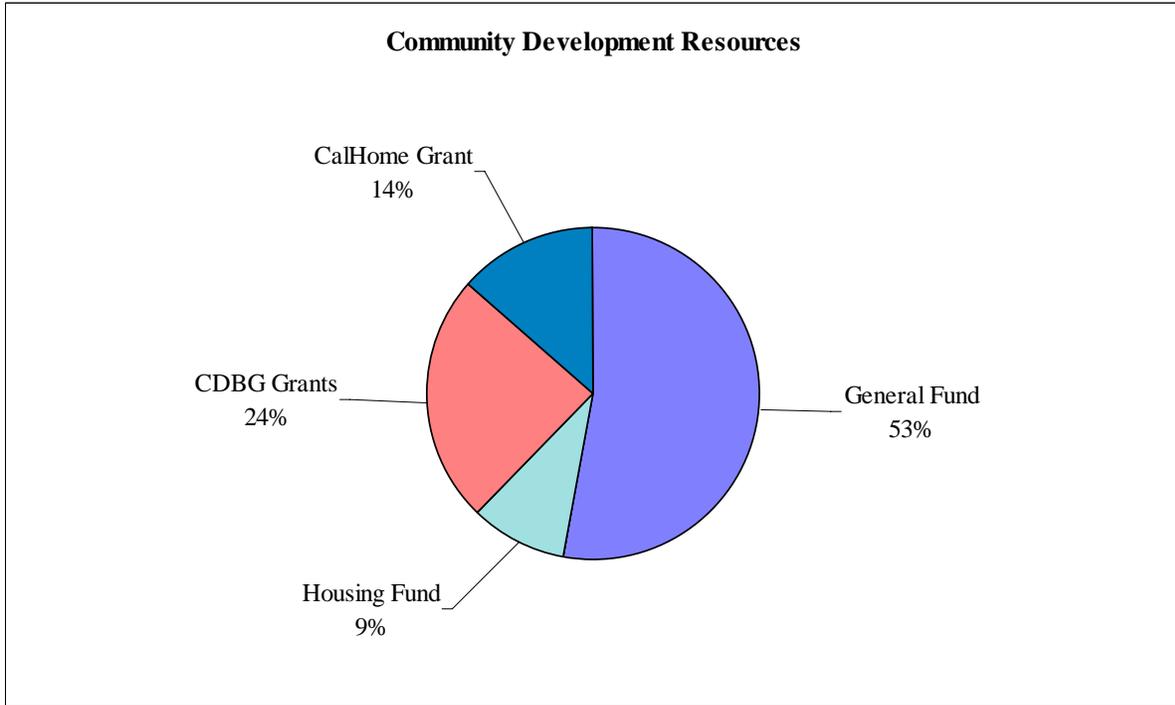
The Community Development Department is organized into three work units: building, planning, and housing that collaborate to achieve the department's mission. The Building Division administers permit and inspection services for all residential and commercial construction activity in the community to ensure compliance with municipal ordinances and state building codes. With the reorganization of the department in the fall of 2007, a new position was formed to focus on code enforcement and, in early 2008, the City Council adopted a new administrative enforcement ordinance to streamline the code compliance procedures.

The Planning Division is responsible for long-range and current planning. Long-range planning involves proactive maintenance of the City's General Plan, Local Coastal Program and other documents that guide the City's growth and development and that provide a framework for all other regulations. With the reorganization of the department in the Fall of 2007, more emphasis is being placed on long-range planning in FY 2008/09. Current planning involves processing a variety of planning permits to ensure compliance with the City's zoning ordinance, historic preservation ordinance, and architectural design guidelines.

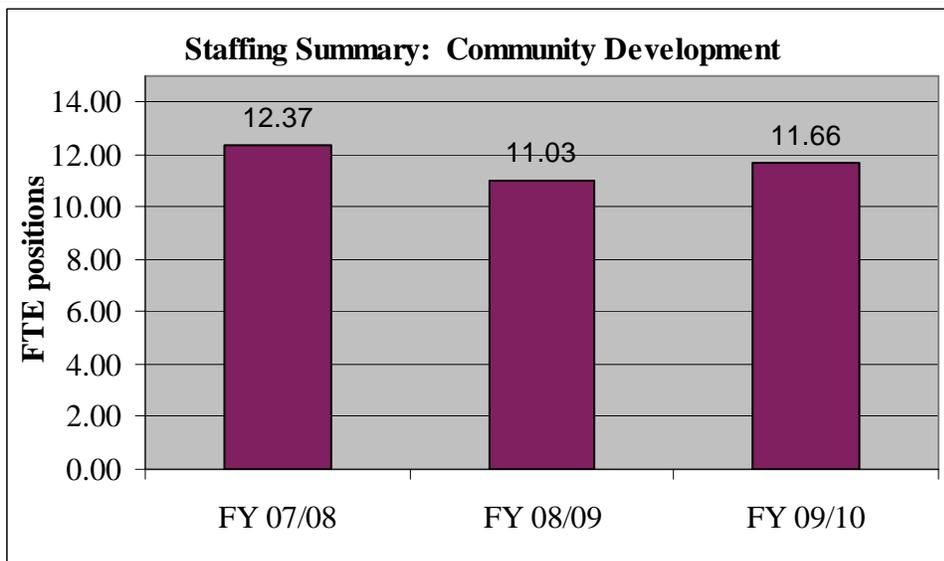
The Housing Division administers programs that provide affordable housing for low-income households and help to rehabilitate aging or deteriorating housing stock in the community. The programs include the Housing Rehabilitation Loan Program, the Rental Assistance Program, the Private Sewer Lateral Loan Program, and the certification and monitoring of affordable housing units in the community. The division also applies for and administers housing assistance grants, serves on the Local Homeless Assistance Coalition and staffs the City's Housing Committee.

Achieving the community's goals for development requires effective public participation. The department staffs the following City Boards and Commissions on a regular basis: Planning Commission, Architectural Review Board, Historic Resources Committee, Housing Committee, ADA Compliance Advisory Committee, Housing Advisory Appeals Board, Uniform Building Code Board of Appeals, and Uniform Fire Code Board.

Budget-at-a-Glance:



Community Development Appropriations Summary (ALL FUNDS)	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Actual	Actual	Budget	Budget
Expenditures				
Personnel	909,835	975,037	861,283	808,869
Services/Contracts	162,560	368,464	458,880	246,489
Materials Supplies	128,481	169,314	351,300	631,300
Non-Operating Transfers	-	-	69,775	59,791
Capital	-	-	2,000	23,000
Total Expenditures	1,200,876	1,512,815	1,743,238	1,769,449



Major Budget Changes:

The budget reflects a plan to consolidate building services with the City of Monterey. The direct costs for the contract will be reflected in reduced building fee revenues. The consolidation allows the City to reduce its contract services budget by \$212,391 and its personnel costs by \$30,000. The decreasing personnel services budget also reflects a 5% salary reduction associated with a planned employee furlough.

Service Objectives:

1. Begin the process of bringing the City of Pacific Grove into compliance with the State Coastal Act through community discussion and preparation of the Local Coastal Program Implementing Regulations in order to assure protection of coastal resources.
2. Continue to coordinate with the Public Works Department and State Parks and Recreation to design the coastal recreation trail link near Asilomar State Park.
3. Develop implementing procedures for the new Administrative Enforcement Ordinance and improve the City's turnaround response to code violation complaints.
4. Process all development permits in a timely and efficient manner, consistent with the City's policies, regulations and design guidelines.
5. Maintain a strong customer service ethic in all interactions with the public, and seek early and continuous public participation in the planning and permit processes.
6. Provide ongoing training opportunities for staff and the City Boards and Commissions served by the Community Development Department.
7. Work with the community to increase affordable housing opportunities while taking into account current water constraints, and complete the update to the State-mandated Housing Element. Once the Element is certified, pursue future grant funds to promote affordable housing opportunities.
8. Provide more affordable housing assistance to low income households by making additional loan funds available to the community and increasing advertising and outreach efforts for the Rehabilitation Loan Program. Continue to decrease the amount of rent subsidies paid directly by the City by working with landlords to encourage their involvement with the Section 8 program. Manage the use of CDBG and CalHome grant funds to implement these programs.
9. Review and revise City Building Codes to include provisions that would encourage "green building" considerations and improve water and energy conservation for homeowners and businesses.

10. Evaluate and update the City's historic preservation program to ensure protection of historical buildings and compliance with the California Environmental Quality Act (CEQA) while also providing flexibility for property owners to make needed improvements.
11. Review and revise the City's Zoning Ordinance to improve its clarity and usability.
12. Facilitate a public/private partnership to improve the city-owned Old Bath House building and Lover's Point Park, in coordination with the Public Works Department. Manage the use of State Parks Bond monies to improve ADA accessibility, public access to the coast, and historic interpretation within the park.
13. Maintain the project status reporting system and develop an online permit assistance program to enable potential applicants and others to easily obtain planning and building information. Continue to develop an online user-friendly Geographic Information System (GIS) to provide mapped information on Pacific Grove attributes.
14. Provide permit assistance to encourage local business development and retention.

Performance Indicators:

Number of Planning Permits Processed:

Permit Type	2008	2007
Use Permits	32	21
Use Permit Amendments	0	1
Administrative Use Permits	8	0
Variances	6	7
Variance Amendments	1	0
Architectural Approvals	96	99
Architectural Approval Amendments	13	15
Architectural Approval Call-Ups	1	5
Administrative Architectural Approvals	11	0
Historic Preservation Permits	11	16
Tree Permits	3	12
Sign Permits	10	6
TOTAL	192	182

- Number of Building Permits Issued:
 - 2008: 682 applications
 - 2007: 807 applications
 - 2006: 910 applications
 - 2005: 955 applications
- Value of Construction:
 - 2008: \$14,629,865
 - 2007: \$19,292,959

- 2006: \$19,980,659
- 2005: \$20,504,398

The Community Development Department will continue to measure its performance based on the following target service levels:

- Building permit plan checks: 10 working days for routine plans, 20 working days for non-routine plans/large projects; 5 working days for back checks
- Building inspections: Next day turnaround for inspection requests submitted by 3:00pm
- Code enforcement: 3 working days from receipt of complaint to site visit
- Use Permits, Variances, Subdivisions: 30 working days from date deemed complete to public hearing (if no EIR required)
- Other planning permits: 20 working days from date deemed complete to public hearing (if no EIR required)

- Housing Rehabilitation Loans in 2008:

Number of loans: 3
Value of loans: \$100,000

Goal for 2009:

Number of loans: 6
Value of loans: \$500,000

- Private Sewer Lateral Loans in 2008:

Number of loans: 4
Value of loans: \$30,000

Goal for 2009:

Number of loans: 6
Value of loans: \$40,000

- Rental Assistance Program in 2008:

Number of households receiving subsidies: 14
Value of rent subsidies: \$42,000

Goal for 2009:

Number of households receiving subsidies: 12
Value of rent subsidies: \$36,000

- Housing Grants in 2008:

Value of new housing grants: \$450,000
Number of State housing grant reports filed accurately and on time: 23

Goal for 2009:

Value of new housing grants: \$430,000

Number of State housing grant reports filed accurately and on time: 25

- Affordable Housing Units Monitored in 2008:

Number of units monitored: 78

Goal for 2009:

Number of units monitored: 78

Budget Detail:Div: **Community Development**

		FY 06/07 Actual	FY 07/08 Actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
PROGRAM REVENUES					
4203	CONSTRUCTION PERMITS	435,087	422,348	389,500	99,129
4401	USE PERMITS/ZONING FEES	40,768	47,042	42,750	26,343
4402	ZONING ENFORCEMENT/ARB	56,355	61,200	52,250	34,272
4403	SIGN PERMIT FEES-CDD	10,971	8,828	5,225	4,000
4404	PLAN CHECK FEES	227,790	227,008	194,750	51,781
4405	SALES, MAPS & PUBLICATION	101	29	95	22
4406	PHOTO COPY FEES	4,793	5,125	4,750	3,895
4407	ENVIRO REVIEW INITIAL	-	3,240	10,000	8,000
4413	LONG RANGE PLANNING FEE	-	-	105,000	52,000
4503	CODE ENFORCEMENT	-	-	10,000	10,000
4754	HISTORIC PRESERVATION DEPOSIT	-	-	50,000	-
	Program revenues total	775,865	774,820	864,320	289,442
EXPENDITURES					
<i>201 - Planning & Building</i>					
5101	BASE SALARY	644,180	668,337	494,956	481,928
5102	OVERTIME	667	2,612	3,000	3,000
5105	PART-TIME SALARIES	53,601	36,358	72,000	5,000
5121	FICA-MEDICARE BENEFITS	8,413	9,761	8,191	7,104
5122	RETIREMENT (PERS)	77,573	71,197	45,422	44,655
5123	HEALTH INSURANCE COST	4,913	5,699	6,927	11,582
5124	UNEMPLOYMENT COST	250	254	203	176
5126	WORKERS' COMPENSATION	10,854	13,798	4,709	4,086
5128	OTHER EMPLOYEE BENEFITS	8,012	12,795	8,377	8,238
5129	FLEXIBLE HEALTH BENEFIT	3,161	5,215	8,556	8,400
5130	POB DEBT SERVICE	-	46,907	64,790	58,894
	Staffing subtotal	811,624	872,933	717,131	633,065
5201	CONTRACT SERVICES	95,150	149,767	253,799	63,799
5202	PROF/CONSULTANT SERVICES	-	14,250	138,200	118,200
5211	POSTAGE	4,484	5,275	5,000	5,000
5212	TELEPHONE	1,400	1,733	2,000	1,000
5215	MEETING/TRAINING/TRAVEL	1,990	3,774	5,000	5,000
5216	ATTENDANCE COSTS	176	23	-	-
5218	EDUCATION INCENTIVE	-	-	1,000	1,000
5221	ADVERTISING	7,493	5,884	7,000	5,000
5222	UTILITIES	9,726	10,763	9,500	7,500
5224	EQUIP REPAIR, MAINT	8,183	7,330	10,000	10,000
5226	EQUIPMENT REPAIR	-	-	-	-
5227	VEHICLE REPAIR	308	197	500	500
5231	INTERNAL SERVICE CHARGES	-	-	14,781	11,090
5261	SUBSCRIPTIONS, MEMB	1,740	484	1,800	1,800
	Services subtotal	130,650	199,480	448,580	229,889

		FY 06/07 Actual	FY 07/08 Actual	FY 08/09 budget	FY 09/10 budget
5301	OFFICE SUPPLIES	7,783	8,956	8,500	8,500
5303	BOOKS, PRINTED MATL	1,159	2,634	2,500	1,500
5306	OFFICE EQUIPMENT	-	792	-	-
5309	OTHER SUPPLIES	4,045	1,666	3,000	300
5311	VEHICLE FUEL	1,478	986	1,500	1,000
	Materials/supplies subtotal	14,465	15,034	15,500	11,300
5401	FUND TRANSFERS	-	-	69,775	59,791
	Transfers Subtotal	-	-	69,775	59,791
6001	EQUIPMENT	-	-	2,000	2,000
	Capital subtotal	-	-	2,000	2,000
	Non-staffing budget total	145,115	214,514	535,855	302,980
	Department total	956,739	1,087,447	1,252,986	936,045
Net General Fund cost		180,874	312,627	388,666	646,603
% program revenues		81.1%	71.3%	69.0%	30.9%

05 - Environmental Enhancement

Beginning Fund Balance		20,469	20,469	21,016	21,516
PROGRAM REVENUES					
4651	INTEREST EARNED	-	547	500	500
	Program Revenues Total	-	547	500	500
EXPENDITURES					
<i>207 - Environmental Enhancement</i>					
6603	INTEREST EXPENSE	4,071	-	-	-
	Investment Subtotal	4,071	-	-	-
	Expenditure Total	4,071	-	-	-
	Net Results of Operations	(4,071)	547	500	500
Ending Fund Balance		16,398	21,016	21,516	22,016

15 - Housing Fund

Beginning Fund Balance		1,034,892	1,189,158	1,115,811	1,027,785
PROGRAM REVENUES					
4320	CDBG GRANT	13,372	157,034	-	100,000
4321	CDBG SR HOUSING GRANT	20,910	-	-	-
4409	LOAN REPAYMENTS AMORTIZED	125,895	25,870	57,000	60,000
4410	CDBG LOAN REPAY TO BANK	15,331	-	-	-
4411	MISC. HOUSING REVENUES	48	-	1,050	1,050
4601	DONATIONS	5,000	-	-	-
4651	INTEREST EARNED	1	6,296	5,800	6,500
4701	REIMBURSEMENTS	3,118	6,816	-	5,000
4931	INTERFUND OPERATING TRANS	-	-	-	-
	Program Revenues Total	183,675	196,016	63,850	172,550

		FY 06/07	FY 07/08	FY 08/09	FY 09/10
		Actual	Actual	budget	budget
EXPENDITURES					
202 - Housing Rehabilitation					
5101	BASE SALARY	16,565	26,375	28,240	16,897
5105	PART-TIME SALARIES	1,134	-	-	-
5121	FICA-MEDICARE BENEFITS	253	381	409	245
5122	RETIREMENT (PERS)	1,501	2,524	2,599	1,555
5123	HEALTH INSURANCE COST	-	-	290	286
5124	UNEMPLOYMENT COST	6	9	10	6
5126	WORKERS' COMPENSATION	127	189	236	141
5128	OTHER EMPLOYEE BENEFITS	233	709	465	280
5129	FLEXIBLE HEALTH BENEFIT	31	-	372	240
5132	PERS P.O.B. PAYMENT	-	1,885	3,697	1,017
	Staffing Subtotal	19,850	32,072	36,318	20,666
5201	CONTRACT SERVICES	234	-	-	-
5215	MEETING/TRAINING/TRAVEL	-	490	-	-
5221	ADVERTISING	113	-	-	-
5291	SPECIAL DEPT EXPENSE	1,892	7,400	-	-
	Services Subtotal	2,239	7,890	-	-
5309	OTHER SUPPLIES	358	184	-	-
	Supplies/Materials Subtotal	358	184	-	-
5421	LOANS	-	-	20,000	20,000
5424	PRELOAN EXPENSE	-	-	5,000	5,000
	Program Subtotal	-	-	25,000	25,000
5801	INTEREST PMTS	-	-	-	-
	Debt Service Subtotal	-	-	-	-
6603	INTEREST EXPENSE	39,535	-	-	-
	Investment Subtotal	39,535	-	-	-
	Staffing Costs	19,850	32,072	36,318	20,666
	Non-Staffing Costs	42,132	8,074	25,000	25,000
	Division Subtotal	61,982	40,146	61,318	45,666
203 - CDBG Planning					
5101	BASE SALARY	3,778	88	-	-
5105	PART-TIME SALARIES	4,817	-	-	-
5121	FICA-MEDICARE BENEFITS	124	1	-	-
5122	RETIREMENT (PERS)	329	9	-	-
5124	UNEMPLOYMENT COST	3	-	-	-
5126	WORKERS' COMPENSATION	62	1	-	-
5128	OTHER EMPLOYEE BENEFITS	83	6	-	-
5129	FLEXIBLE HEALTH BENEFIT	9	-	-	-
5132	PERS P.O.B. PAYMENT	-	-	-	-
	Staffing Subtotal	9,205	105	-	-

		FY 06/07	FY 07/08	FY 08/09	FY 09/10
		Actual	Actual	budget	budget
5211	POSTAGE	1,887	-	-	-
5215	MEETING/TRAINING/TRAVEL	74	-	-	-
5216	ATTENDANCE COSTS	613	-	-	-
5221	ADVERTISING	2,417	-	-	-
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	4,991	-	-	-
5309	OTHER SUPPLIES	-	-	-	-
	Materials/Supplies Subtotal	-	-	-	-
6603	INTEREST EXPENSE	5,709	-	-	-
	Investment Subtotal	5,709	-	-	-
	Staffing Cost	9,205	105	-	-
	Non-Staffing Costs	10,700	-	-	-
	Division Subtotal	19,905	105	-	-
204 - Housing Services					
5101	BASE SALARY	26,189	27,194	28,240	33,793
5102	OVERTIME	-	-	-	4,000
5105	PART-TIME SALARIES	6,495	445	7,760	8,500
5121	FICA-MEDICARE BENEFITS	470	399	522	671
5122	RETIREMENT (PERS)	2,340	2,600	2,599	3,469
5123	HEALTH INSURANCE COST	-	-	290	238
5124	UNEMPLOYMENT COST	12	10	13	17
5126	WORKERS' COMPENSATION	235	198	300	386
5128	OTHER EMPLOYEE BENEFITS	483	739	465	583
5129	FLEXIBLE HEALTH BENEFIT	57	-	372	200
5132	PERS P.O.B. PAYMENT	-	1,885	3,697	4,050
	Staffing Subtotal	36,281	33,470	44,258	55,907
5211	POSTAGE	-	-	-	300
5215	MEETING/TRAINING/TRAVEL	392	202	300	300
5216	ATTENDANCE COSTS	463	-	-	-
5221	ADVERTISING	-	-	200	200
5261	SUBSCRIPTIONS, MEMB	120	-	-	-
5291	SPECIAL DEPT EXPENSE	714	6	300	-
	Services Subtotal	1,689	208	800	800
5301	OFFICE SUPPLIES	675	289	500	500
5309	OTHER SUPPLIES	6	-	-	-
	Materials/Supplies Subtotal	681	289	500	500
5431	RENT SUBSIDIES	45,000	39,142	45,000	42,000
	Program Subtotal	45,000	39,142	45,000	42,000
6603	INTEREST EXPENSE	5,709	-	-	-
	Investment Subtotal	5,709	-	-	-
	Staffing Costs	36,281	33,470	44,258	55,907
	Non-Staffing Costs	53,079	39,639	46,300	43,300
	Division Subtotal	89,360	73,109	90,558	99,207

		FY 06/07	FY 07/08	FY 08/09	FY 09/10
		Actual	Actual	budget	budget
208 - CDBG Grant - 05-STBG-1573					
5101	BASE SALARY	-	-	-	-
5105	PART-TIME SALARIES	-	-	-	-
5111	PART-TIME SALARIES	-	-	-	-
5121	FICA-MEDICARE BENEFITS	-	-	-	-
5122	RETIREMENT (PERS)	-	-	-	-
5123	HEALTH INSURANCE COST	-	-	-	-
5124	UNEMPLOYMENT COST	-	-	-	-
5125	DEFERRED COMPENSATION	-	-	-	-
5126	WORKERS' COMPENSATION	-	-	-	-
5127	LIFE/DISABILITY INSURANCE	-	-	-	-
5128	OTHER EMPLOYEE BENEFITS	-	-	-	-
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
5132	PERS P.O.B. PAYMENT	-	-	-	-
	Staffing Subtotal	-	-	-	-
5201	CONTRACT SERVICES	15,445	156,003	-	-
5216	ATTENDANCE COSTS	-	-	-	-
5221	ADVERTISING	339	-	-	-
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	15,784	156,003	-	-
5301	OFFICE SUPPLIES	-	-	-	-
	Materials/Supplies Subtotal	-	-	-	-
6603	INTEREST EXPENSE	5,709	-	-	-
	Investment Subtotal	5,709	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	21,493	156,003	-	-
	Division Subtotal	21,493	156,003	-	-
211 - CDBG Grants - Curb Cuts Project					
6041	STREET/SIDEWALK IMPROVEMENTS	-	-	-	21,000
	Capital Subtotal	-	-	-	21,000
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	-	-	-	21,000
	Division Subtotal	-	-	-	21,000
	Expenditure Total	192,740	269,363	151,876	165,873
	Net Results of Operations	(9,065)	(73,347)	(88,026)	6,677
Ending Fund Balance		1,025,827	1,115,811	1,027,785	1,034,461

	FY 06/07 Actual	FY 07/08 Actual	FY 08/09 budget	FY 09/10 budget
28 - Senior Housing				
Beginning Fund Balance	9,032	9,032	9,301	9,501
PROGRAM REVENUES				
4620 SENIOR HOUSING DONATIONS				
4651 INTEREST EARNED		269	200	250
Program Revenue Total	-	269	200	250
EXPENDITURES				
<i>205 - Senior Housing</i>				
5129 FLEXIBLE HEALTH BENEFIT				
5132 PERS P.O.B. PAYMENT				
Staffing Subtotal	-	-	-	-
6021 GENERAL BLDG IMP				
Capital Subtotal	-	-	-	-
6603 INTEREST EXPENSE	1,796	-	-	-
Investment Subtotal	1,796	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	1,796	-	-	-
Division Subtotal	1,796	-	-	-
Expenditure Total	1,796	-	-	-
Net Result of Operations	(1,796)	269	200	250
Ending Fund Balance	7,236	9,301	9,501	9,751
34 - Community Development Block Grant				
Beginning Fund Balance	482,199	448,153	499,919	466,464
PROGRAM REVENUES				
4320 CDBG GRANT	144,971	200,232	181,818	330,760
4409 LOAN REPAYMENTS AMORTIZED	1,352	4,755	117,103	91,500
4601 DONATIONS	-	-	-	-
4651 INTEREST EARNED	7,652	2,716	-	5,000
4701 REIMBURSEMENTS	-	-	6,000	-
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenue Total	153,975	207,703	304,921	427,260
EXPENDITURES				
<i>206 - Housing Revolving Fund</i>				
5101 BASE SALARY	-	-	-	-
5104 SALARIES RETROACTIVE PAY	-	-	-	-
5105 PART-TIME SALARIES	-	-	20,822	6,000
5121 FICA-MEDICARE BENEFITS	-	-	302	87
5122 RETIREMENT (PERS)	-	-	-	-
5123 HEALTH INSURANCE COST	-	-	-	-
5124 UNEMPLOYMENT COST	-	-	7	2
5125 DEFERRED COMPENSATION	-	-	-	-
5126 WORKERS' COMPENSATION	-	-	173	50
5128 OTHER EMPLOYEE BENEFITS	-	-	-	-
5132 PERS P.O.B. PAYMENT	-	-	-	-
Staffing Subtotal	-	-	21,304	6,139

		FY 06/07 Actual	FY 07/08 Actual	FY 08/09 budget	FY 09/10 budget
5211	POSTAGE	-	68	500	500
5215	MEETING/TRAINING/TRAVEL	-	-	4,000	3,500
5221	ADVERTISING	-	-	3,000	3,500
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	-	68	7,500	7,500
5306	OFFICE EQUIPMENT	-	-	2,000	2,000
5309	OTHER SUPPLIES	-	-	5,000	4,000
	Materials/Supplies Subtotal	-	-	7,000	6,000
5401	FUND TRANSFERS	-	-	-	-
5421	LOANS	-	-	106,000	72,000
5422	WF LOAN SHARE	-	-	-	-
5423	RELOCATION EXPENSE	-	-	-	-
5424	PRELOAN EXPENSE	-	-	-	-
	Program Subtotal	-	-	106,000	72,000
6603	INTEREST EXPENSE	4,071	-	650	-
	Investment Subtotal	4,071	-	650	-
	Staffing Costs	-	-	21,304	6,139
	Non-Staffing Costs	4,071	68	121,150	85,500
	Division Subtotal	4,071	-	142,454	91,639
209 - CDBG Grant - 05-STBG-1573 RA					
5101	BASE SALARY	15,003	9,729	10,932	-
5105	PART-TIME SALARIES	15,377	24,148	27,575	11,000
5121	FICA-MEDICARE BENEFITS	439	490	558	160
5122	RETIREMENT (PERS)	1,403	952	1,006	-
5123	HEALTH INSURANCE COST	-	-	122	-
5124	UNEMPLOYMENT COST	11	12	4	4
5126	WORKERS' COMPENSATION	218	243	320	92
5128	OTHER EMPLOYEE BENEFITS	383	153	180	-
5129	FLEXIBLE HEALTH BENEFIT	41	-	144	-
5132	PERS P.O.B. PAYMENT	-	730	1,431	1,219
	Staffing Subtotal	32,875	36,457	42,272	12,474
5201	CONTRACT SERVICES	239	878	500	500
5215	MEETING/TRAINING/TRAVEL	234	-	1,000	-
5216	ATTENDANCE COSTS	1,195	(5)	-	-
5221	ADVERTISING	2,527	2,599	500	500
5291	SPECIAL DEPT EXPENSE	3,012	1,343	-	-
	Services Subtotal	7,207	4,815	2,000	1,000
5306	OFFICE EQUIPMENT	-	1,574	2,000	-
5309	OTHER SUPPLIES	1,377	2,383	1,000	-
	Materials/Supplies Subtotal	1,377	3,957	3,000	-
5421	LOANS	-	110,250	140,000	-
5423	RELOCATION EXPENSE	-	-	2,000	-
5424	PRELOAN EXPENSE	-	-	6,000	-
	Program Subtotal	-	110,250	148,000	-
6603	INTEREST EXPENSE	-	458	650	-
	Investment Subtotal	-	458	650	-
	Staffing Costs	32,875	36,457	42,272	12,474
	Non-Staffing Costs	8,584	119,480	153,650	1,000
	Division Subtotal	41,459	155,937	195,922	13,474

		FY 06/07	FY 07/08	FY 08/09	FY 09/10
		Actual	Actual	budget	budget
210 - CDBG Grant - 08-STBG-4734					
5101	BASE SALARY	-	-	-	24,011
5105	PART-TIME SALARIES	-	-	-	50,500
5121	FICA-MEDICARE BENEFITS	-	-	-	1,063
5122	RETIREMENT (PERS)	-	-	-	2,099
5123	HEALTH INSURANCE COST	-	-	-	385
5124	UNEMPLOYMENT COST	-	-	-	26
5125	DEFERRED COMPENSATION	-	-	-	-
5126	WORKERS' COMPENSATION	-	-	-	611
5127	LIFE/DISABILITY INSURANCE	-	-	-	-
5128	OTHER EMPLOYEE BENEFITS	-	-	-	378
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	324
5132	PERS P.O.B. PAYMENT	-	-	-	1,219
	Staffing Subtotal	-	-	-	80,617
5201	CONTRACT SERVICES	-	-	-	800
5211	POSTAGE	-	-	-	1,000
5215	MEETING/TRAINING/TRAVEL	-	-	-	2,500
5216	ATTENDANCE COSTS	-	-	-	-
5221	ADVERTISING	-	-	-	3,000
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	-	-	-	7,300
5301	OFFICE SUPPLIES	-	-	-	1,500
5306	OFFICE EQUIPMENT	-	-	-	500
5309	OTHER SUPPLIES	-	-	-	1,000
	Materials/Supplies Subtotal	-	-	-	3,000
5421	LOANS	-	-	-	227,500
5423	RELOCATION EXPENSE	-	-	-	3,000
5424	PRELOAN EXPENSE	-	-	-	1,000
	Program Subtotal	-	-	-	231,500
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	-	-	-	80,617
	Non-Staffing Costs	-	-	-	241,800
	Division Subtotal	-	-	-	322,417
	Expenditure Total	45,530	155,937	338,376	427,531
	Net Results of Operations	108,445	51,766	(33,455)	(271)
Ending Fund Balance		590,644	499,919	466,464	466,194

35 - CalHome Grant

Beginning Fund Balance		-	-	-	-
PROGRAM REVENUES					
4306	STATE GRANT	-	-	-	240,000
4409	LOAN REPAYMENTS AMORTIZED	-	-	-	-
4651	INTEREST EARNED	-	-	-	-
	Program Revenue Total	-	-	-	240,000

		FY 06/07	FY 07/08	FY 08/09	FY 09/10
		Actual	Actual	budget	budget
EXPENDITURES					
212- Calhome Grant 08-CLHM-4935					
5101	BASE SALARY	-	-	-	-
5105	PART-TIME SALARIES	-	-	-	-
5121	FICA-MEDICARE BENEFITS	-	-	-	-
5122	RETIREMENT (PERS)	-	-	-	-
5123	HEALTH INSURANCE COST	-	-	-	-
5124	UNEMPLOYMENT COST	-	-	-	-
5125	DEFERRED COMPENSATION	-	-	-	-
5126	WORKERS' COMPENSATION	-	-	-	-
5127	LIFE/DISABILITY INSURANCE	-	-	-	-
5128	OTHER EMPLOYEE BENEFITS	-	-	-	-
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
5132	PERS P.O.B. PAYMENT	-	-	-	-
	Staffing Subtotal	-	-	-	-
5201	CONTRACT SERVICES	-	-	-	-
5215	MEETING/TRAINING/TRAVEL	-	-	-	-
5216	ATTENDANCE COSTS	-	-	-	-
5221	ADVERTISING	-	-	-	-
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	-	-	-	-
5306	OFFICE EQUIPMENT	-	-	-	-
5309	OTHER SUPPLIES	-	-	-	-
	Materials/Supplies Subtotal	-	-	-	-
5421	LOANS	-	-	-	216,000
5423	RELOCATION EXPENSE	-	-	-	-
5424	PRELOAN EXPENSE	-	-	-	24,000
	Program Subtotal	-	-	-	240,000
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	-	-	-	240,000
	Division Subtotal	-	-	-	240,000
	Expenditure Total	-	-	-	240,000
	Net Results of Operations	-	-	-	-
<hr/>					
	Ending Fund Balance	-	-	-	-

Finance and Information Systems:

Mission:

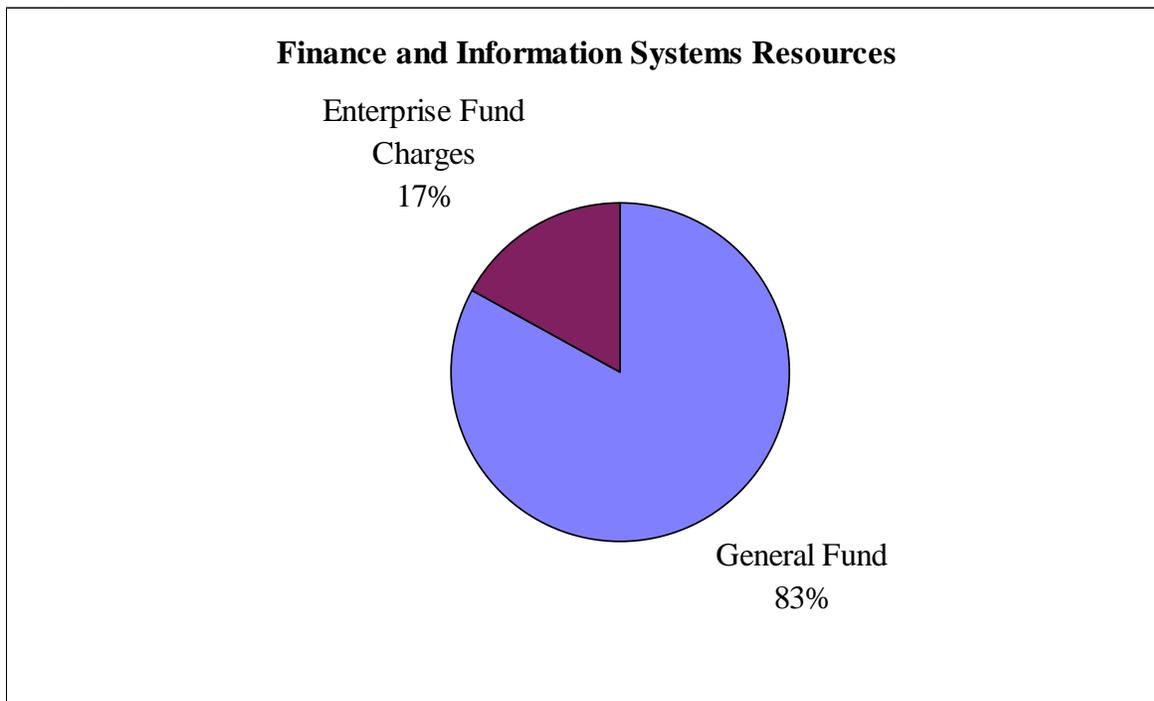
Assist the City Council, City Manager and operating departments in prudently managing financial resources and planning for the future by providing high-quality information and financial management services.

Services and Responsibilities:

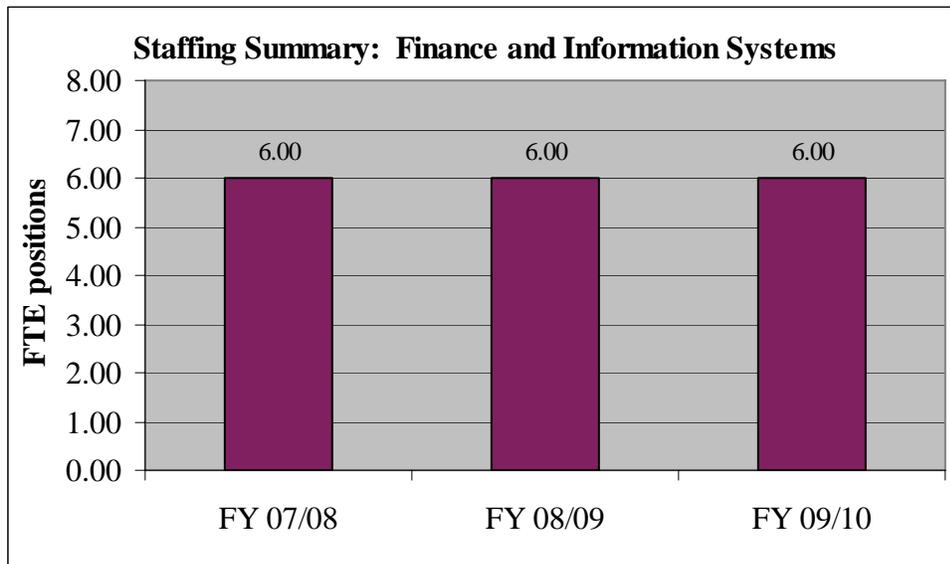
The department achieves its mission through its core functions, including:

- Accounting for the City’s resources and disclosing the financial condition of the City and results of its operations in the year-end Comprehensive Annual Financial Report (CAFR).
- Preparing and monitoring the annual operating budget.
- Providing accounts payable, receivable, and payroll functions.
- Collecting and auditing all locally controlled revenues, including taxes, fees, charges and fines.
- Administering various license and permit programs, including business license, parking, and pet permits.
- Managing the City’s debt, investment, and banking functions.

Budget-at-a-Glance:



Finance & Info. Systems Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	492,554	593,670	620,939	650,484
Services/Contracts	265,390	205,853	360,760	307,558
Materials Supplies	4,336	6,175	9,500	9,500
Non-Operating Transfers	-	-	65,081	71,363
Debt Service	42,099	4,062	-	-
Capital	112,586	32,833	25,000	25,000
Total Expenditures	916,965	842,593	1,081,280	1,063,905



Major Budget Changes:

The budget for contract services reflects reductions of \$20,000 for redesigning the City's website and \$30,000 in other contract services, which will reduce the department's ability to obtain special information technology consulting and accounting and actuarial assistance.

Service Objectives:

1. Continue transitioning the City's budget to a performance-based model, in which resources may be matched to specific service outcomes and presented for City Council consideration during the budget process.
2. Continue the transition from the existing defined-benefit employee retirement system to a more affordable one with less long-term risk for the City.
3. Revise purchasing procedures to ensure compliance with all relevant regulations and increase efficiency for operations.

4. Continue developing a capital improvement budget that addresses long-term needs for construction, replacement, and maintenance of City facilities and equipment.
5. Complete an audit of business license holders to ensure fairness in the obligation to pay for all businesses and additional revenue for the City.

Budget Detail:

Div:

Finance

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
131 - Finance					
EXPENDITURES					
5101	BASE SALARY	400,040	440,837	471,508	491,488
5102	OVERTIME	2,423	56	15,000	15,000
5104	SALARIES RETROACTIVE PAY	0	0	0	-
5105	PART-TIME SALARIES	0	4,205	0	-
5121	FICA-MEDICARE BENEFITS	5,262	5,990	6,689	7,127
5122	RETIREMENT (PERS)	66,070	78,132	42,517	45,242
5123	HEALTH INSURANCE COST	7,783	8,358	4,914	11,719
5124	UNEMPLOYMENT COST	145	184	166	177
5125	DEFERRED COMPENSATION	0	0	0	-
5126	WORKERS' COMPENSATION	2,907	6,090	3,814	4,099
5128	OTHER EMPLOYEE BENEFITS	4,786	8,734	7,411	8,257
5129	FLEXIBLE HEALTH BENEFIT	3,138	5,446	7,200	8,400
5130	POB DEBT SERVICE	0	30,029	61,720	58,974
	Staffing subtotal	492,554 F	588,061	620,939	650,484
5201	CONTRACT SERVICES	106,834	58,431	77,000	77,000
5202	PROF/CONSULTANT SERVICES	18,003	1,799	58,000	38,000
5206	DATA, COMMUNICATION SVCS	0	0	0	-
5207	MAINTENANCE SERVICES	0	0	0	-
5211	POSTAGE	8,483	6,590	9,000	8,000
5212	TELEPHONE	741	72	1,000	1,000
5215	MEETING/TRAINING/TRAVEL	5,946	2,360	2,000	3,000
5216	ATTENDANCE COSTS	0	25	3,000	3,000
5217	TRAVEL, MEAL COSTS	0	122	4,000	4,000
5221	ADVERTISING	917	0	1,000	1,000
5222	UTILITIES	12,705	13,999	14,000	15,000
5224	EQUIP REPAIR, MAINT	41,131	42,830	45,000	45,000
5226	EQUIPMENT REPAIR	111	0	0	-
5230	INTERNAL SERVICE CHARGES	0	0	13,760	10,558
5261	SUBSCRIPTIONS, MEMB	973	187	2,000	1,000
5291	SPECIAL DEPT EXPENSE	26	4	0	-
	Services subtotal	195,870 F	126,419	229,760	206,558
5301	OFFICE SUPPLIES	3,932	4,122	7,000	5,500
5303	BOOKS, PRINTED MATL	0	416	1,500	1,500
5306	OFFICE EQUIPMENT	0	1,308		2,000
5309	OTHER SUPPLIES	404	329	1,000	500
	Materials/supplies subtotal	4,336 F	6,175	9,500	9,500
5401	FUND TRANSFERS	0	0	65,081	71,363
	Transfers Subtotal	0	0	65,081	71,363
5801	INTEREST PMTS	0	859	0	-
5802	PRINCIPAL PMTS	0	3,203	0	-
5803	BOND - INTEREST PMTS	2,099	0	0	-
5805	P.O.B. PRINCIPAL PAYMENT	40,000	0	0	-
	Debt Service	42,099	4,062	0	-
6001	EQUIPMENT	273	0	0	-
	Capital subtotal	84,471 U	8,124	0	-
	Staffing Budget	492,554	588,061	620,939	650,484
	Non-Staffing Budget	326,776	144,780	304,341	287,421
	Section total	777,231 F	732,841	925,280	866,542

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
133 - Information Systems					
EXPENDITURES					
5101	BASE SALARY	0	0	0	-
5102	OVERTIME	0	0	0	-
5104	SALARIES RETROACTIVE PAY	0	0	0	-
5105	PART-TIME SALARIES	0	0	0	-
5121	FICA-MEDICARE BENEFITS	0	0	0	-
5122	RETIREMENT (PERS)	0	0	0	-
5123	HEALTH INSURANCE COST	0	0	0	-
5124	UNEMPLOYMENT COST	0	0	0	-
5125	DEFERRED COMPENSATION	0	0	0	-
5126	WORKERS' COMPENSATION	0	0	0	-
5128	OTHER EMPLOYEE BENEFITS	0	0	0	-
5129	FLEXIBLE HEALTH BENEFIT	0	0	0	-
5130	POB DEBT SERVICE	0	5,609	0	-
	Staffing subtotal	0 F	5,609	0	-
5201	CONTRACT SERVICES	5,082	34,884	70,000	40,000
5206	DATA, COMMUNICATION SVCS	4,483	0	10,000	9,000
5207	MAINTENANCE SERVICES	15,955	9,125	9,000	10,000
5212	TELEPHONE	21,769	23,408	22,000	25,000
5217	TRAVEL, MEAL COSTS	0	0	0	-
5224	EQUIP REPAIR, MAINT	22,231	12,017	20,000	17,000
	Services subtotal	69,520 U	79,434	131,000	101,000
5303	BOOKS, PRINTED MATL	0	0	0	-
	Materials/supplies subtotal	0	0	0	-
6001	EQUIPMENT	28,115	24,709	25,000	25,000
	Capital subtotal	28,115 U	24,709	25,000	25,000
	Staffing Budget	0	5,609	0	-
	Non-Staffing Budget	97,635	104,143	156,000	126,000
	Section total	97,635 F	109,752	156,000	126,000
	Staffing Budget	492,554	593,670	620,939	645,084
	Non-Staffing Budget	424,411	248,923	460,341	413,421
	Department total	916,965 F	842,593	1,081,280	1,058,505

Fire

Mission:

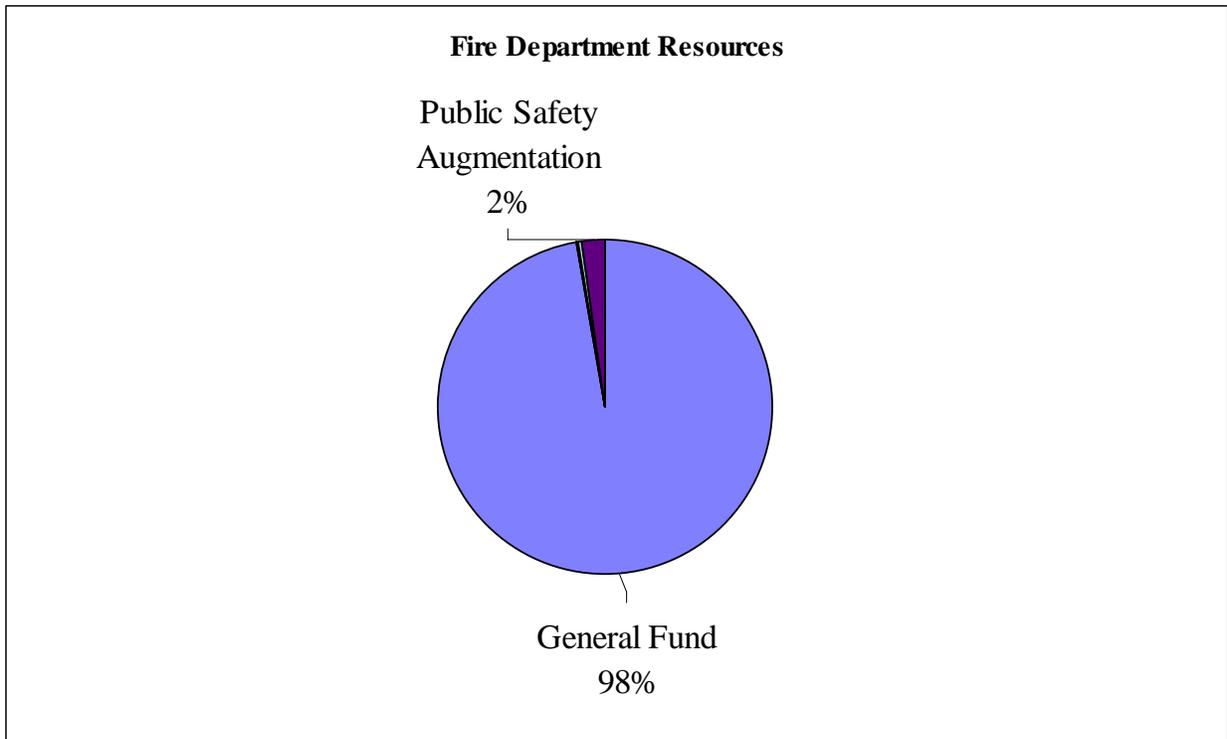
Protect life, property and the environment from the adverse effects of fire, medical emergencies, accidents, the release of hazardous materials, natural and man-made disasters and exposure to hazardous conditions.

Services and Responsibilities:

Through a contract for service with the City of Monterey, the City provides a broad range of emergency response, preparedness, and loss prevention services. In addition to fires, medical emergencies and hazardous material spills, the Fire Department provides ocean rescue response services for all cities in Monterey County. The City of Pacific Grove also provides hyperbaric chamber emergency treatment for central and northern California.

Fire Department prevention services include community education initiatives, business inspection, and construction plan review for fire code compliance. Community education initiatives include: Community Emergency Response Team (CERT) program coordination, the Fire Explorer Scout program, CPR and lifeguard first-aid training. The City also provides smoke detector/battery installation assistance.

Budget-at-a-Glance:



Fire Department Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	2,544,749	2,603,399	2,757,942	441,011
Services/Contracts	172,404	181,947	404,517	2,936,129
Materials Supplies	28,725	42,525	43,463	29,700
Transfers	-	-	17,987	128,477
Capital	31,695	1,555	52,000	10,000
Total Expenditures	2,777,573	2,829,426	3,275,909	3,545,317

Major Budget Changes:

The budget reflects a major change in the model for delivering fire and emergency medical services. In December 2008, the City consolidated fire services with the City of Monterey. The City of Pacific Grove no longer directly employs any fire personnel. The remaining personnel costs in the table above support pension obligation bond debt service for retirement costs prior to 2004. The budgeted costs for the contract with the City of Monterey is increasing by one percent.

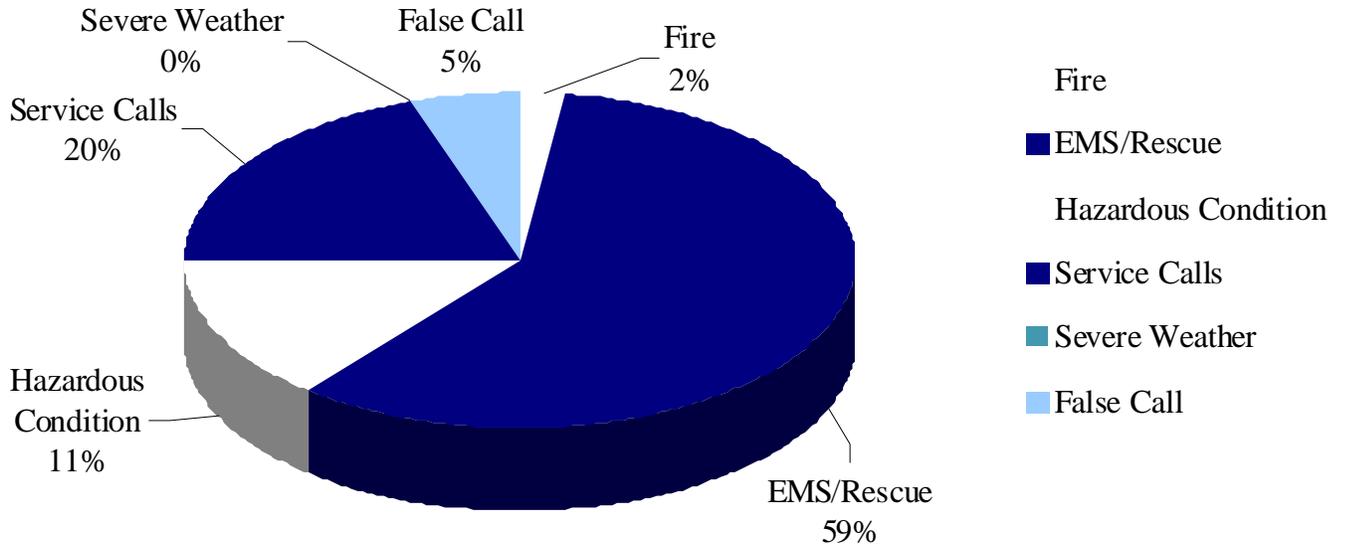
The other significant change in the Fire Department budget is the reclassification of 9-1-1 service costs (\$78,200) and vehicle replacement costs (\$50,277) within the budget. In the FY 2008/09 budget, these costs were included in the "Services/contracts" category. They are now included in the "Transfers" category.

Service Objectives:

1. Continue to work with the Monterey County Operational Area Communications System (NGEN) Task Force to find solutions for existing communications issues and plan for future needs with respect to the mandated narrow-banding and Project 25 compliance.
2. Continue working toward a regional approach to providing community emergency response training.
3. Conduct fire and life safety inspections in all state-mandated facilities.
4. Maintain a highly-trained work force by providing comprehensive training that meets local, state and federal training standards and mandates.
5. Ensure the Fire Prevention Division will start the plan review process within three working days from receipt from the Building Department.
6. Maintain operational readiness by flow testing 20% of fire hydrants (20% per year) to verify fire flow capabilities. Test all fire hose, self-contained breathing apparatus and fire pumps per NFPA specifications.

Performance Indicators:

Fire Department Calls for Service, by Incident Type
Total Responses for 2008 = 1,651



- Average emergency response time
 - Fire emergencies:
 - 2007: 4 minutes
 - 2008: 4 minutes 22 seconds
 - Medical emergencies:
 - 2007: 3 minutes, 40 seconds
 - 2008: 3 minutes, 35 seconds

(National Fire Protection Association response standard: 5 minutes)

- Estimated value of property loss from fire:
 - 2007: \$535,600
 - 2008: \$240,885

Budget Detail:

Div:

Fire

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
PROGRAM REVENUES					
4351	FIRE AID REIMB.	71,158	172,040	20,800	20,000
4435	FIRE RESPONSE FEES	4	-	-	-
4436	FIRE INSPECT/PERMIT/ALRM	11,383	16,964	15,000	15,000
4437	FIRE PLAN CHECK	7,925	10,257	7,200	5,000
4440	FIRE SERV.TO CARMEL	94,474	129,555	135,000	-
	Program revenues total	184,944	328,816	178,000	40,000
EXPENDITURES					
351 - Fire Operations					
5101	BASE SALARY	1,730,181	1,514,339	1,515,211	-
5102	OVERTIME	92,846	162,229	225,000	-
5103	STAND-BY PAY/FLSA PAY	33,305	31,313	32,332	-
5105	PART-TIME SALARIES	20,780	31,602	40,000	-
5106	UNIFORM ALLOWANCE PAY	13,955	11,797	12,340	-
5107	VOLUNTEER FIREFIGHTERS	41,122	14,088	20,000	-
5108	OES REIMBURSEMENTS	45,387	60,749	30,000	-
5121	FICA-MEDICARE BENEFITS	12,625	13,048	21,519	-
5122	RETIREMENT (PERS)	336,167	322,420	274,362	-
5123	HEALTH INSURANCE COST	14,952	18,895	9,658	9,000
5124	UNEMPLOYMENT COST	696	653	534	-
5126	WORKERS' COMPENSATION	189,117	181,902	173,940	-
5128	OTHER EMPLOYEE BENEFITS	6,941	9,688	5,916	-
5129	FLEXIBLE HEALTH BENEFIT	1,338	2,446	2,400	-
5130	POB DEBT SERVICE	-	219,462	383,357	429,011
	Staffing subtotal	2,539,412	2,594,631	2,746,569	438,011
5201	CONTRACT SERVICES	66,034	86,239	229,150	2,653,000
5211	POSTAGE	583	602	1,000	-
5212	TELEPHONE	3,986	2,523	3,000	2,600
5215	MEETING/TRAINING/TRAVEL	717	864	1,000	-
5216	ATTENDANCE COSTS	6	-	-	-
5218	EDUCATION INCENTIVE	625	-	2,500	-
5220	TRAINING	5,860	4,132	8,100	-
5222	UTILITIES	16,680	19,500	17,000	20,000
5223	BLDG REPAIR, MAINT	3,768	8,604	8,500	10,000
5224	EQUIP REPAIR, MAINT	4,155	4,554	5,000	5,000
5226	EQUIPMENT REPAIR	6,528	4,142	13,650	5,000
5227	VEHICLE REPAIR	13,792	10,895	13,000	13,000
5230	INTERNAL SERVICE CHARGES	-	-	44,367	138,729
5261	SUBSCRIPTIONS, MEMB	1,537	1,242	4,200	-
5275	SAFETY EQUIP	20,602	19,715	25,000	-
5276	FUEL SYSTEM REPAIR	-	-	-	-
5277	VOLUNTEER EXPENSE	8,928	6,288	8,250	-
5291	SPECIAL DEPT EXPENSE	6,674	8,186	8,400	8,400
5295	FIRE PREVENTION	1,945	1,840	3,300	-
	Services subtotal	162,420	179,326	395,417	2,855,729

		FY 06/07	FY 07/08	FY 08/09	FY 09/10
		actual	actual	budget	budget
5301	OFFICE SUPPLIES	1,598	3,087	5,800	1,500
5302	PRINTING SUPPLIES	412	212	1,500	200
5305	JANITORIAL SUPPLIES	1,430	753	2,400	1,200
5306	OFFICE EQUIPMENT	-	2,002	-	-
5309	OTHER SUPPLIES	1,795	3,810	3,700	2,000
5311	VEHICLE FUEL	14,978	21,067	13,613	15,000
5312	VEHICLE TIRES	2,793	2,252	3,000	3,000
5322	SMALL TOOLS	841	1,639	1,900	2,000
5352	CHEMICAL SUPPLIES	925	2,064	4,450	1,000
5371	DISASTER SUPPLIES	466	360	1,000	1,000
	Materials/supplies subtotal	25,238	37,246	37,363	26,900
5401	FUND TRANSFERS	-	-	17,987	128,477
	Transfers Subtotal	-	-	17,987	128,477
6001	EQUIPMENT	917	1,555	42,000	-
	Capital subtotal	917	1,555	42,000	-
	Non-staffing budget total	188,575	218,127	492,767	3,011,106
	Non-staffing budget target			222,806	
	Department total	2,727,987	2,812,758	3,239,336	3,440,117
	Net General Fund cost	2,543,043	2,483,942	3,061,336	3,400,117
	% program revenues	6.8%	11.7%	5.5%	1.2%

04 - Ocean Rescue

Beginning Fund Balance		17,191	30,676	35,409	27,036
PROGRAM REVENUES					
4601	DONATIONS	-	4,000	-	-
4609	HYPHER CHAMBER REVENUE	28,401	10,624	10,000	10,000
4651	INTEREST EARNED	-	934	700	500
	Program Revenue Total	28,401	15,558	10,700	10,500
EXPENDITURES					
352 - Ocean Rescue Patrol					
5102	OVERTIME	250	-	1,000	-
5105	PART-TIME SALARIES	4,532	7,200	8,000	3,000
5108	PART-TIME SALARIES	-	714	-	-
5121	FICA-MEDICARE BENEFITS	67	115	216	-
5122	RETIREMENT (PERS)	38	-	200	-
5123	HEALTH INSURANCE COST	1	-	-	-
5124	UNEMPLOYMENT COST	2	3	53	-
5126	WORKERS' COMPENSATION	447	736	1,904	-
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
5132	PERS P.O.B. PAYMENT	-	-	-	-
	Staffing Subtotal	5,337	8,768	11,373	3,000
5212	TELEPHONE	28	-	600	-
5215	MEETING/TRAINING/TRAVEL	835	-	1,000	1,000
5217	TRAVEL, MEAL COSTS	709	-	-	-
5220	TRAINING	-	-	1,000	1,000
5224	EQUIP REPAIR, MAINT	-	-	500	-
5226	EQUIPMENT REPAIR	37	-	500	-
5227	VEHICLE REPAIR	56	305	500	500
5275	SAFETY EQUIP	2,391	89	500	2,000
5291	SPECIAL DEPT EXPENSE	5,183	1,420	2,000	-
	Services Subtotal	9,239	1,814	6,600	4,500

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5301	OFFICE SUPPLIES	46	93	100	100
5309	OTHER SUPPLIES	48	-	500	200
5311	VEHICLE FUEL	246	150	500	500
	Materials/Supplies Subtotal	340	243	1,100	800
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	5,337	8,768	11,373	3,000
	Non-Staffing Costs	9,579	2,057	7,700	5,300
	Division Total	14,916	10,825	19,073	8,300
	Net Result of Operations	13,485	4,733	(8,373)	2,200
Ending Fund Balance		30,676	35,409	27,036	29,236
12 - Emergency Response Equipment					
Beginning Fund Balance		42,228	28,062	37,089	35,790
PROGRAM REVENUES					
4383	COUNTY-CERT PROGRAM	-	-	-	-
4491	MPC FIREFIGHT.UDPT/TRAIN	8,865	7,740	8,000	-
4524	SMOKE DETECTOR RECEIPTS	350	40	250	-
4525	CSA/COUNTY MEDICAL	5,251	4,204	5,251	-
4526	SAFETY TRAILER REVENUE	938	633	1,000	-
4608	FIRE EMERG MED DONATIONS	5,100	1,225	1,000	-
4651	INTEREST EARNED	-	1,028	700	700
	Program Revenue Total	20,504	14,870	16,201	700
EXPENDITURES					
353 - Emergency Response Equipment					
5102	OVERTIME	-	-	-	-
5121	FICA-MEDICARE BENEFITS	-	-	-	-
5122	RETIREMENT (PERS)	-	-	-	-
5123	HEALTH INSURANCE COST	-	-	-	-
5124	UNEMPLOYMENT COST	-	-	-	-
5126	WORKERS' COMPENSATION	-	-	-	-
5128	OTHER EMPLOYEE BENEFITS	-	-	-	-
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
	Staffing Subtotal	-	-	-	-
5291	SPECIAL DEPT EXPENSE	745	807	2,500	-
	Services Subtotal	745	807	2,500	-
5309	OTHER SUPPLIES	3,147	5,036	5,000	2,000
	Materials/Supplies Subtotal	3,147	5,036	5,000	2,000
6001	EQUIPMENT	30,778	-	10,000	10,000
	Capital Subtotal	30,778	-	10,000	10,000
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	34,670	5,843	17,500	12,000
	Division Total	34,670	5,843	17,500	12,000
	Net Result of Operations	(14,166)	9,027	(1,299)	(11,300)
Ending Fund Balance		28,062	37,089	35,790	24,490

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
42 - Public Safety Augmentation Fund					
Beginning Fund Balance		(78,363)	(81,361)	(97,261)	(7,049)
PROGRAM REVENUES					
4305	PUBLIC SFTY AUGMNT FUND	36,848	33,031	33,000	33,333
4439	EMERGENCY RESPONSE COST	-	-	125,400	78,200
4651	INTEREST EARNED	-	-	-	-
4931	INTERFUND OPERATING TRANS	36,300	37,950	-	-
	Program Revenue Total	73,148	70,981	158,400	111,533
EXPENDITURE					
303 - Public Safety Augmentation					
5101	BASE SALARY	-	-	-	-
	Staffing Subtotal	-	-	-	-
5201	CONTRACT SERVICES	76,146	86,881	82,500	75,900
	Services Subtotal	76,146	86,881	82,500	75,900
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	76,146	86,881	82,500	75,900
	Division Total	76,146	86,881	82,500	75,900

Golf

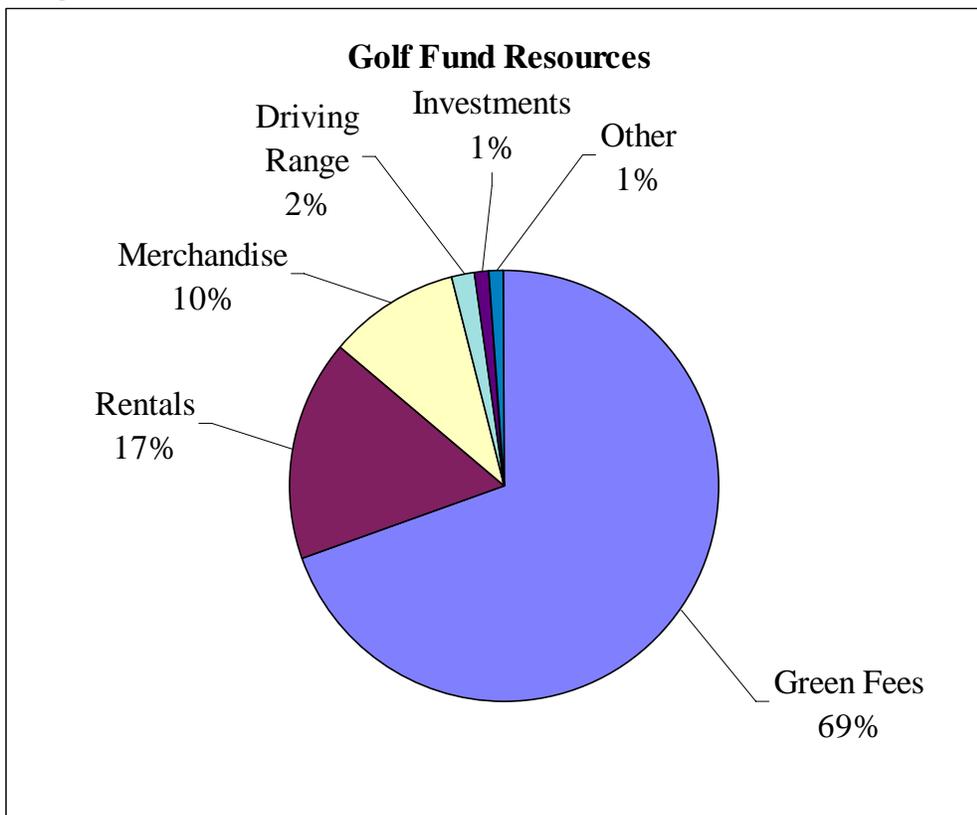
Mission:

Provide outstanding and memorable golf experiences for Pacific Grove residents and visitors with a business model that provides discounted golf for residents and a direct economic benefit to the community in the form of revenue for general City services.

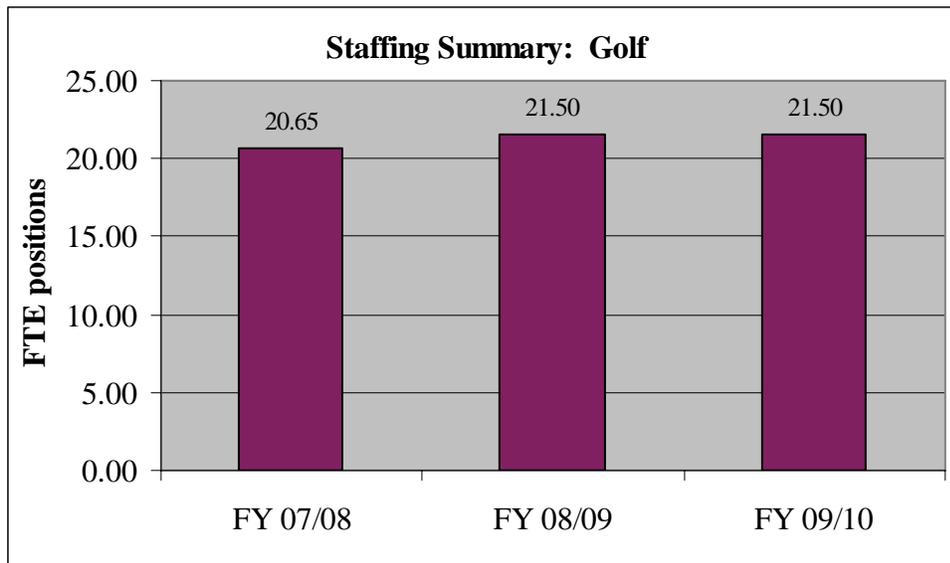
Services and Responsibilities:

The Department manages an 18-hole golf course, driving range, putting greens, golf shop, and clubhouse. In 2006, the City took ownership of the Point Pinos Lighthouse, which is located adjacent to the golf course, along with the land associated with holes 10-18 of the course. As part of the transfer, the City assumed responsibility for restoring the dunes adjacent to the golf course. The Golf Department is responsible for managing this multi-year project.

Budget-at-a-Glance:



Golf Fund Appropriations Summary (All Divisions)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	1,004,956	998,337	1,052,281	1,053,350
Services/Contracts	369,800	475,574	461,016	478,064
Materials Supplies	81,500	295,549	283,900	304,400
Transfers/Depreciation	323,200	950,784	1,227,322	864,489
Debt Service	271,756	202,987	268,935	279,304
Capital	245,000	-	150,000	160,000
Total Expenditures	2,296,212	2,923,231	3,443,454	3,139,607



Major Budget Changes:

The most significant change in the budget is in the amount planned for transfer to the General Fund to support other City services. The FY 2008/09 budget assumed a \$700,000 transfer. Due to a restructured policy regarding shared golf revenue -- which now provides for sharing half of the net revenue at the end of the fiscal year -- and the detrimental effects of the economy on golf business, the amount estimated for transfer is \$340,000 lower than the FY 2008/09 amount.

Service Objectives:

1. Begin planning for golf course capital improvements, which could include sand bunker renovation, additional new bunkers, and underground utilities.
2. Increase the number of tournaments and special events at the golf course and clubhouse.
3. Continue implementing the multi-year dunes restoration plan.

Performance Indicators:

	Total rounds played	Daily fee (full price) rounds as % of rounds	Daily fee (full price) revenue as % of total revenue	Greens fee revenue per round
FY 2008/09 (est.)	65,685	50%	79%	\$26.98
FY 2007/08	73,417	52%	77%	\$25.92
FY 2006/07	77,242	53%	75%	\$23.79
FY 2005/06	73,650	50%	74%	\$22.03
FY 2004/05	77,543	43%	73%	\$18.88

Budget Detail:

Div:

Golf Course

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
77 - Golf Fund				
Beginning Fund Balance	3,446,479	3,497,990	3,480,784	3,342,330
PROGRAM REVENUES				
4490 GOLF COURSE GREEN FEES	1,680,000	1,869,067	2,135,000	2,200,000
4493 GOLF CART RENTALS	-	491,790	400,000	450,000
4494 GOLF LESSONS	-	900	-	1,000
4495 GOLF MERCHANDISE	-	342,580	315,000	315,000
4496 MISC RENTALS	-	80,336	70,000	80,000
4497 GIFT CERTIFICATE SOLD	-	-	20,000	-
4498 CREDIT BOOK DEPOSIT	-	-	30,000	-
4499 DRIVING RANGE FEES	-	55,493	50,000	55,000
4513 MISCELLANEOUS REVENUES	-	5,169	-	5,000
4530 UTILITY REIMBURSEMENTS	9,000	-	-	-
4601 DONATIONS	1,000	-	-	-
4651 INTEREST EARNED	10,000	36,324	25,000	35,000
4666 GOLF SNACK BAR CONCESSION	24,000	24,366	45,000	25,464
4668 GOLF PRO CONCESSION	425,000	-	-	-
4751 REFUNDS & REBATES	-	-	-	-
4931 INTERFUND OPERATING TRANS	420	-	-	-
Program Revenues Total	2,149,420	2,906,025	3,090,000	3,166,464
EXPENDITURES				
<i>621 - Golf Course operations</i>				
5101 BASE SALARY	619,730	495,962	496,629	528,550
5102 OVERTIME	7,500	3,630	7,500	5,000
5105 PART-TIME SALARIES	28,000	367	28,000	-
5121 FICA-MEDICARE BENEFITS	8,960	7,120	7,521	7,736
5122 RETIREMENT (PERS)	52,621	46,388	45,242	49,171
5123 HEALTH INSURANCE COST	2,176	4,268	4,062	5,818
5124 UNEMPLOYMENT COST	254	213	187	192
5126 WORKERS' COMPENSATION	66,101	51,670	22,251	16,006
5128 OTHER EMPLOYEE BENEFITS	12,614	11,274	8,479	9,267
5129 FLEXIBLE HEALTH BENEFIT	-	7,846	9,600	10,800
5130 POB DEBT SERVICE	-	41,063	65,009	64,377
Staffing Subtotal	797,956	669,801	694,480	696,918
5201 CONTRACT SERVICES	40,000	76,699	50,000	50,000
5202 PROF/CONSULTANT SERVICES	3,000	-	3,000	1,500
5204 ENGINEERING/DESIGN SVCS	2,000	209	2,000	1,000
5206 DATA, COMMUNICATION SVCS	5,000	3,338	5,000	3,000
5211 POSTAGE	200	-	200	200
5212 TELEPHONE	5,000	4,726	5,000	5,000
5215 MEETING/TRAINING/TRAVEL	3,000	756	2,000	1,000
5221 ADVERTISING	6,000	6,218	6,000	6,000
5222 UTILITIES	170,000	210,721	180,000	180,000
5223 BLDG REPAIR, MAINT	5,000	4,676	5,000	4,000
5224 EQUIP REPAIR, MAINT	4,000	182	4,000	4,000
5226 EQUIPMENT REPAIR	14,000	8,820	13,000	13,000
5227 VEHICLE REPAIR	3,000	301	3,000	3,000
5231 INSURANCE	56,700	55,832	83,814	66,617
5233 GOLF DAMAGE CLAIMS	10,000	6,854	10,000	5,000
5234 DENTAL CLAIMS	-	-	5,102	-
5241 EQUIP RENTAL	1,000	-	1,000	1,000
5261 SUBSCRIPTIONS, MEMB	1,000	570	1,000	1,000
Services Subtotal	328,900	379,902	379,116	345,317

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5301 OFFICE SUPPLIES	2,000	1,289	2,000	1,000
5302 PRINTING SUPPLIES	500	-	500	500
5303 BOOKS, PRINTED MATL	300	-	300	300
5304 ELECTRONIC MATLS	300	-	300	300
5305 JANITORIAL SUPPLIES	4,000	4,565	4,000	5,000
5309 OTHER SUPPLIES	17,000	11,142	17,000	17,000
5311 VEHICLE FUEL	10,000	13,601	13,000	13,000
5312 VEHICLE TIRES	1,500	1,145	1,500	1,000
5322 SMALL TOOLS	1,500	332	1,500	1,500
5324 CONSTRUCTION SUPPLIES	10,000	2,723	1,000	1,000
5325 HAZ WASTE DISPOSAL	500	807	500	500
5351 AGRICULTURAL SUPPLIES	28,000	34,849	35,000	35,000
5352 CHEMICAL SUPPLIES	5,000	6,874	5,000	7,000
Materials/Supplies Subtotal	80,600	77,327	81,600	83,100
5401 FUND TRANSFERS	-	400,000	720,000	360,000
5491 INDIRECT COST ALLOCATION	275,400	216,914	182,378	181,751
Transfers Subtotal	275,400	616,914	902,378	541,751
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Staffing Costs	797,956	669,801	694,480	696,918
Non-Staffing Costs	684,900	1,074,143	1,363,094	970,168
Division Subtotal	1,482,856	1,743,944	2,057,574	1,667,086
622 - Golf Course Capital Improvement				
5201 CONTRACT SERVICES	-	-	-	-
Services Subtotal	-	-	-	-
5411 BLDG DEPRECIATION	-	74,622	74,461	74,387
5412 IMPROVEMENTS DEPR	-	163,760	162,231	166,057
5413 EQUIP DEPRECIATION	-	48,447	28,046	19,097
Depreciation Subtotal	-	286,829	264,738	259,541
5801 INTEREST PMTS	206,756	202,987	203,935	200,552
5802 PRINCIPAL PMTS	65,000	-	65,000	78,752
Debt Service Subtotal	271,756	202,987	268,935	279,304
6001 EQUIPMENT	75,000	-	-	20,000
6021 GENERAL BLDG IMP	-	-	-	-
6031 PARK, OPEN SPACE IMP	100,000	-	100,000	100,000
6061 GOLF COURSE IMP	70,000	-	50,000	40,000
6062 LAND ACQUISITION	-	-	-	-
Capital Subtotal	245,000	-	150,000	160,000
Staffing Costs	-	-	-	-
Non-Staffing Costs	516,756	489,816	683,673	698,845
Division Subtotal	516,756	489,816	683,673	698,845
623 - Golf Course Clubhouse Construction				
6061 GOLF COURSE IMP	-	-	-	-
Capital Subtotal	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	-
Division Subtotal	-	-	-	-

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
624 - Golf Course Pro Shop				
5101	173,600	77,440	78,591	82,329
5105	9,100	216,529	240,000	240,000
5121	2,600	4,108	4,597	4,674
5122	14,700	7,737	7,097	7,576
5123	600	1,197	1,021	1,428
5124	100	105	114	116
5126	2,100	13,569	13,601	7,887
5128	4,200	1,249	1,292	1,369
5129	-	1,200	1,200	1,200
5130	-	5,402	10,288	9,854
Staffing Subtotal	207,000	328,536	357,801	356,432
5201	27,400	23,905	50,000	50,000
5211	-	76	300	300
5212	-	1,485	-	-
5215	600	-	1,500	1,000
5221	600	506	1,500	1,500
5222	11,700	14,510	23,400	23,400
5223	600	411	1,200	1,200
5225	-	50,347	-	50,347
5226	-	4,432	4,000	5,000
Services Subtotal	40,900	95,672	81,900	132,747
5301	-	983	-	1,000
5305	900	273	500	500
5306	-	140	-	-
5309	-	887	1,800	1,800
5310	-	1,715	-	3,000
5501	-	214,224	200,000	215,000
Materials/Supplies Subtotal	900	218,222	202,300	221,300
5413	-	2,613	2,613	2,613
Depreciation Subtotal	-	2,613	2,613	2,613
5491	47,800	44,428	57,593	60,584
Transfer Subtotal	47,800	44,428	57,593	60,584
6001	-	-	-	-
Capital Subtotal	-	-	-	-
Staffing Costs	207,000	328,536	357,801	356,432
Non-Staffing Costs	48,700	360,935	344,406	417,244
Division Subtotal	255,700	689,471	702,207	773,676
Fund Total	2,255,312	2,923,231	3,443,454	3,139,607
Budgeted Change in Fund Balance			(353,454)	26,857
Reconciliation to Change in Unrestricted Fund Balance				
Capital/Debt Service Payments			215,000	238,752
Depreciation			-	-
Debt Service Interest Income			-	-
Net Change in Unrestricted FB	(105,892)	(17,206)	(138,454)	265,609
Capitalization/Prior Period Adj			215,000	238,752
Net Expenditures			3,228,454	2,900,855
Ending Fund Balance	3,340,587	3,480,784	3,342,330	3,607,939

Library

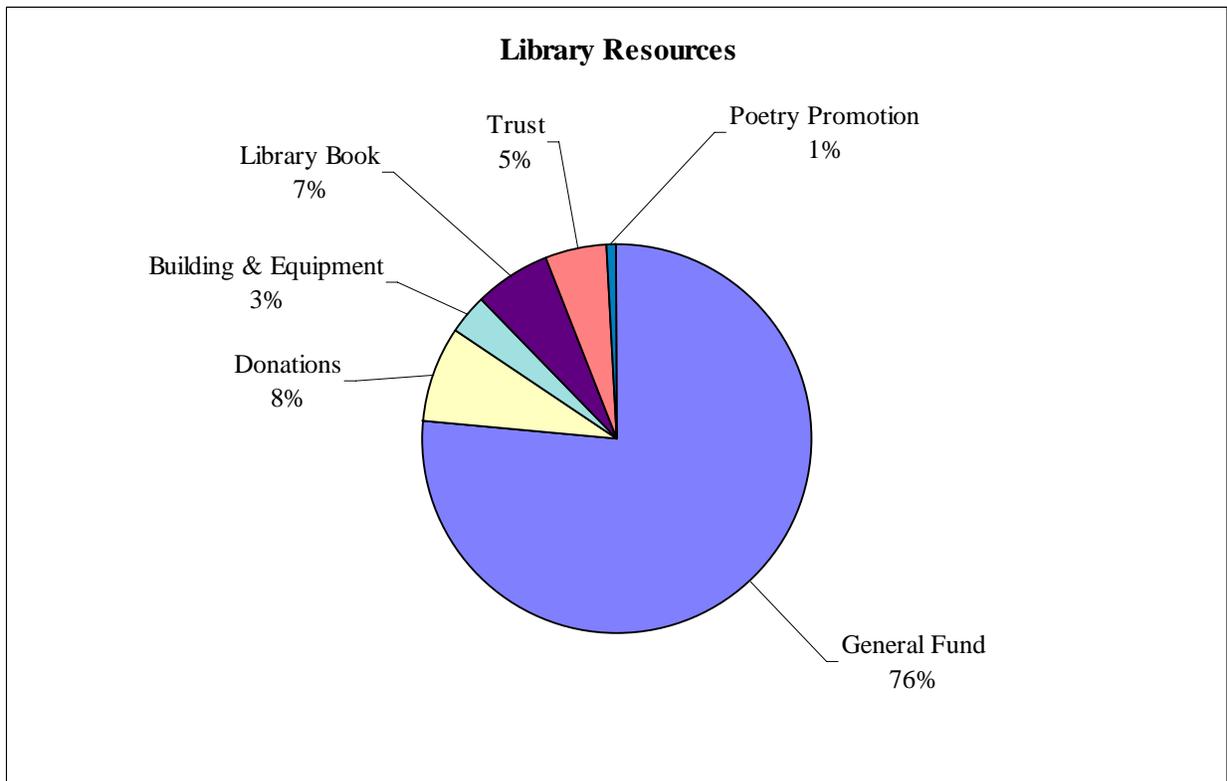
Mission:

The Library seeks to inform, educate and foster cultural enrichment and recreational pursuits by providing books and other library resources for all who use it.

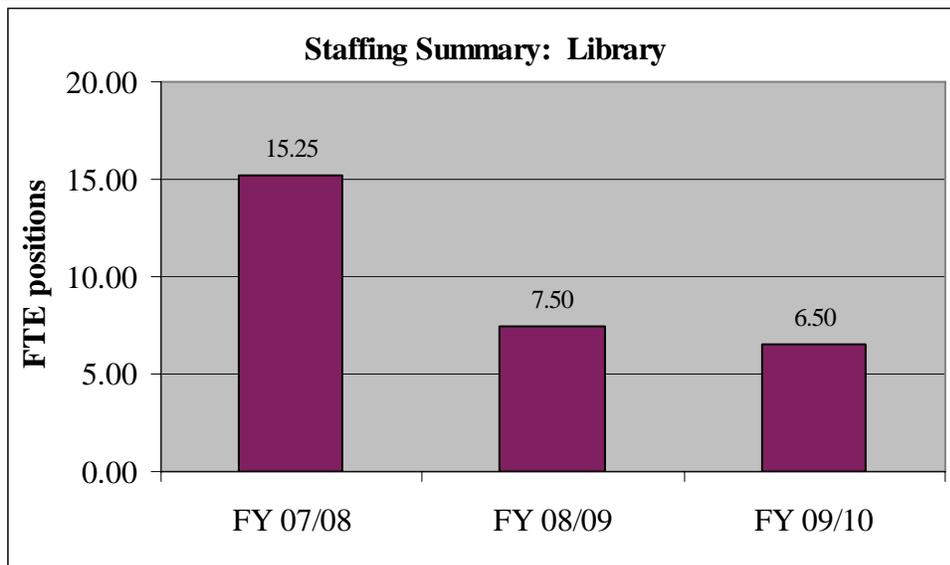
Services and Responsibilities:

The Library Department is responsible for all services available to library patrons. Collection development and circulation of materials are fundamental for making materials available. The Library also offers reference services, children's programs, and outreach to homebound patrons and area schools, and cooperates with other libraries' requests for materials and information. The Library offers ten internet access computers for residents and guests to use. Word processing, Excel and PowerPoint programs are available on some of the computers for residents, guests, and school students. The Library also offers space for many community members to meet and for tutors to meet with students.

Budget-at-a-Glance:



Library Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	682,251	628,924	486,515	414,090
Services/Contracts	124,752	227,052	106,045	97,049
Materials Supplies	270,329	139,000	81,250	76,250
Non-Operating Transfers	-	-	-	-
Debt Service	-	-	-	-
Capital	3,029	-	23,000	23,000
Total Expenditures	1,080,361	994,976	696,810	610,389



Major Budget Changes:

General Fund support for the library is \$135,535 less than the FY 2008/09 level. The majority of the reduction (\$100,000) is attributable to a one-time bequest donation that was spent during FY 2008/09 and is consequently unavailable in FY 2009/10. The remainder of the reduction is comprised of a 5% salary decrease associated with a planned employee furlough and reduced part-time budget. These reductions require the elimination of one Library Assistant II position. The budget includes a donation from the Friends of the Library, estimated to be \$55,000, and partial proceeds from a children's read-a-thon fund raiser that will support-part-time staff. The library will also rely on donations for books and materials purchases.

With reduced funding, the Library will reduce its hours of operation from 31 hours to 24 hours per week.

Service Objectives:

1. Ensure that Pacific Grove's young people have needed materials for their educational and recreational needs, and that preschool children and parents obtain materials and services that enrich and contribute to their future success in school and life by:
 - Conducting one to two storytimes per week for children aged 0-8 years old.
 - Hosting at least three special programs per year for different age groups.
 - Conducting a Summer Reading Program for children aged 2 to 15.
 - Conducting an average of 2 class visits per month, both in the library and at the schools.
2. Provide reference service for all ages during open hours, including interlibrary loan.
3. Provide free Internet access for all patrons during open hours.
4. Enhance Pacific Grove's presence/profile in the virtual world by promoting library services that are available online when the library is closed.
 - Create flyers and/or instructional sheets on the library's databases.
 - Actively communicate and educate library users about the availability of services from their home internet connection including the ability to search the new materials list, place holds online, do research using library research databases and internet link suggestions, read the library's blog to find out about upcoming programs, and email reference questions to the reference desk.
5. Implement the suggestions made by the consultant in the Strategic plan commissioned by the Library Board in the fall of 2008, and also in the Library's Board's vision of the "Village Library."
 - Conduct a survey or surveys to identify patrons' satisfaction with library service, the collection, interlibrary loan, and circulation of materials.
 - Discuss the results with library stakeholders and develop a strategy to make needed changes that will lead to better library service.
 - Develop a staff training program to reward performance and train staff.

Performance Indicators:

Average daily visitors to the Library:

2008: 470

2007: 488

2006: 484

2005: 483

Items checked out of the Library:

2008: 252,268

2007: 248,137

2006: 245,213

2005: 239,698

Internet Users at the Library:

2008: 11,438

2007: 8,784

2006: 7,525

2005: 8,296

Attendance at childrens' programs:

2008: 8,259

2007: 7,881

2006: 7,760

Reference questions answered:

2008: 15,475

2007: 20,509

2006: 20,941

Budget Detail:

Div:

Library

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
PROGRAM REVENUES					
4317	CALIFORNIA LIBRARY SERVICES ACT	57,283	29,045	20,000	20,000
4455	LIBRARY FINES & FEES	28,990	26,347	29,000	35,000
4335	STATE LIBRARY GRANT	-	-	-	10,000
4637	DONATIONS	-	-	100,000	-
	Program revenues total	86,273	55,392	149,000	65,000
EXPENDITURES					
5101	BASE SALARY	546,197	449,012	324,147	263,051
5105	PART-TIME SALARIES	52,829	66,218	69,002	16,000
5121	FICA-MEDICARE BENEFITS	6,121	4,996	5,677	4,046
5122	RETIREMENT (PERS)	52,747	44,371	29,728	24,230
5123	HEALTH INSURANCE COST	8,216	7,212	3,055	7,407
5124	UNEMPLOYMENT COST	216	187	141	100
5126	WORKERS' COMPENSATION	4,591	4,954	3,188	2,327
5128	OTHER EMPLOYEE BENEFITS	7,088	9,682	5,533	4,501
5129	FLEXIBLE HEALTH BENEFIT	4,246	6,507	3,600	4,800
5130	POB DEBT SERVICE	-	35,785	42,444	38,514
	Staffing subtotal	682,251	628,924	486,515	364,976
5201	CONTRACT SERVICES	34,383	24,489	41,376	31,376
5211	POSTAGE	3,377	5,000	5,000	5,000
5212	TELEPHONE	9,604	9,458	10,000	10,000
5215	MEETING/TRAINING/TRAVEL	248	75	1,000	-
5222	UTILITIES	21,101	24,513	20,000	20,000
5223	BLDG REPAIR, MAINT	13,897	10,271	5,000	5,000
5224	EQUIP REPAIR, MAINT	37,182	21,043	-	-
5226	EQUIPMENT REPAIR	-	-	-	-
5230	INTERNAL SERVICE CHARGES	-	-	19,669	21,673
5291	SPECIAL DEPT EXPENSE	1,182	2,843	-	-
	Services subtotal	120,974	97,692	102,045	93,049
5301	OFFICE SUPPLIES	13,261	14,102	10,000	5,000
5303	BOOKS, PRINTED MATL	60,629	80,015	-	-
5304	ELECTRONIC MATLS	12,374	8,064	-	-
5306	OFFICE EQUIPMENT	-	462	-	-
	Materials/supplies subtotal	86,264	102,643	10,000	5,000
6001	EQUIPMENT	3,029	-	3,000	3,000
	Capital subtotal	3,029	-	3,000	3,000
	Non-staffing budget total	210,267	200,335	115,045	101,049
	Non-staffing budget target				115,045
	Department total	892,518	829,259	601,560	466,025
Net General Fund cost		806,245	773,867	452,560	401,025
% program revenues		9.7%	6.7%	24.8%	13.9%

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
<i>07 - Library Building & Equipment Fund</i>					
Beginning Fund Balance		542,671	543,336	428,360	421,360
PROGRAM REVENUES					
4610	LIBRARY BLDG & EQUIP DONATIONS	665	-	-	-
4651	INTEREST EARNED	-	13,117	13,000	-
	Program Revenue Total	665	13,117	13,000	-
EXPENDITURES					
<i>402 - Building & Equipment</i>					
5204	ENGINEERING/DESIGN SVCS	-	-	-	-
5291	SPECIAL DEPT EXPENSE	-	128,093	-	-
	Services Subtotal	-	128,093	-	-
6001	EQUIPMENT	-	-	20,000	20,000
6021	GENERAL BLDG IMP	-	-	-	-
	Capital Subtotal	-	-	20,000	20,000
6603	INTEREST EXPENSE	107,995	-	-	-
	Investment Subtotal	107,995	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	107,995	128,093	20,000	20,000
	Division Total	107,995	128,093	20,000	20,000
	Net Result of Operations	(107,330)	(114,976)	(7,000)	(20,000)
Ending Fund Balance		435,341	428,360	421,360	401,360
<i>11 - Library Book Fund</i>					
Beginning Fund Balance		15,381	36,351	39,975	20,975
PROGRAM REVENUES					
4318	STATE LIBRARY GRANT	-	-	-	-
4611	LIBRARY BOOK FUND DONATIONS	52,061	34,881	30,000	25,000
4651	INTEREST EARNED	-	1,593	1,000	-
	Program Revenues Subtotal	52,061	36,474	31,000	25,000
EXPENDITURES					
<i>403 - Library Book</i>					
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	-	-	-	-
5303	BOOKS, PRINTED MATL	31,091	32,850	50,000	40,000
	Materials/Supplies Subtotal	31,091	32,850	50,000	40,000
6603	INTEREST EXPENSE	6,259	-	-	-
	Investment Subtotal	6,259	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	37,350	32,850	50,000	40,000
	Division Total	37,350	32,850	50,000	40,000
	Net Result of Operations	14,711	3,624	(19,000)	(15,000)
Ending Fund Balance		30,092	39,975	20,975	5,975

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
31 - Operating Donations					
Beginning Fund Balance		-	-	-	-
PROGRAM REVENUES					
4640	LIBRARY DONATIONS	-	-	-	50,000
	Program Revenues Subtotal	-	-	-	50,000
EXPENDITURES					
<i>406 - Library Operating Donations</i>					
5105	PART-TIME SALARIES				48,000
5121	FICA-MEDICARE BENEFITS				696
5124	UNEMPLOYMENT COST				17
5126	WORKERS' COMPENSATION				400
	Staffing Subtotal				49,114
5301	OFFICE SUPPLIES	-	-	-	-
5303	BOOKS, PRINTED MATL	-	-	-	-
5304	ELECTRONIC MATLS	-	-	-	-
5306	OFFICE EQUIPMENT	-	-	-	-
	Materials/Supplies Subtotal	-	-	-	-
	Staffing Costs	-	#	-	49,114
	Non-Staffing Costs	-	#	-	-
	Division Total	-	#	-	49,114
	Net Result of Operations	-	#	-	886
Ending Fund Balance		-	#	-	886
85 - Library Trust Fund					
Beginning Fund Balance		383,756	377,541	555,659	544,659
PROGRAM REVENUES					
4612	LIBRARY TRUST DONATIONS	-	167,596	-	-
4651	INTEREST EARNED	-	14,029	9,000	-
	Program Revenues Total	-	181,625	9,000	-
EXPENDITURES					
<i>404 - Library Trust</i>					
5303	BOOKS, PRINTED MATL	6,215	3,507	20,000	30,000
	Materials/Supplies Subtotal	6,215	3,507	20,000	30,000
5481	REFUND DONATIONS	-	-	-	-
	Miscellaneous Subtotal	-	-	-	-
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	6,215	3,507	20,000	30,000
	Division Total	6,215	3,507	20,000	30,000
	Net Result of Operations	(6,215)	178,118	(11,000)	(30,000)
Ending Fund Balance		377,541	555,659	544,659	514,659

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
40 - Poetry Promotion Fund				
Beginning Fund Balance	163,048	129,190	138,272	144,802
PROGRAM REVENUES				
4618 POETRY PROMO DONATIONS	-	-	-	-
4651 INTEREST EARNED	-	4,874	5,000	-
4663 MISC REIMBURSEMENT/RENTS	2,425	5,475	6,780	-
Program Revenue Total	2,425	10,349	11,780	-
EXPENDITURES				
405 - Poetry Promotion				
5221 ADVERTISING			2,000	2,000
5222 UTILITIES	369	396	800	800
5223 BLDG REPAIR, MAINT	1,053	871	1,200	1,200
5291 SPECIAL DEPT EXPENSE	2,356	-	-	-
Services Subtotal	3,778	1,267	4,000	4,000
5303 BOOKS, PRINTED MATL	-	-	250	250
5309 OTHER SUPPLIES	-	-	1,000	1,000
Materials/Supplies Subtotal	-	-	1,250	1,250
6603 INTEREST EXPENSE	32,505	-	-	-
Investment Subtotal	32,505	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	36,283	1,267	5,250	5,250
Division Total	36,283	1,267	5,250	5,250
Net Result of Operations	(33,858)	9,082	6,530	(5,250)
Ending Fund Balance	129,190	138,272	144,802	139,552

Museum

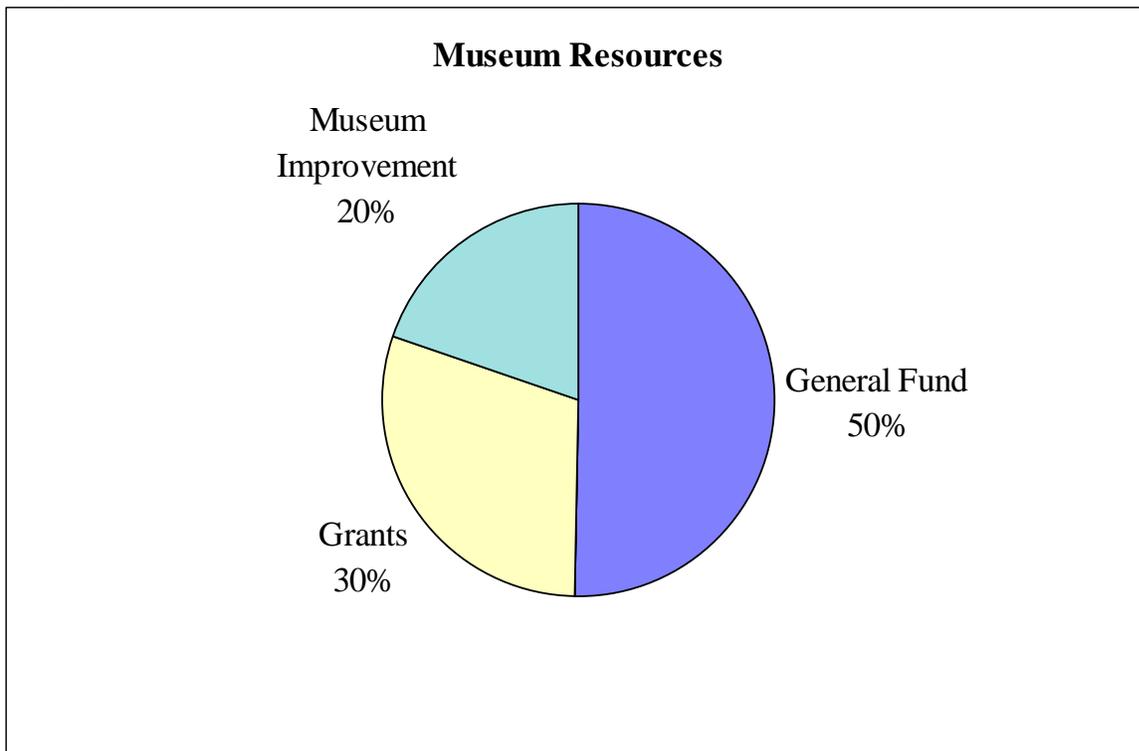
Mission:

Preserve, study, interpret, and exhibit the natural history and aboriginal human inhabitants of Monterey County, with special emphasis on the Monterey Peninsula region.

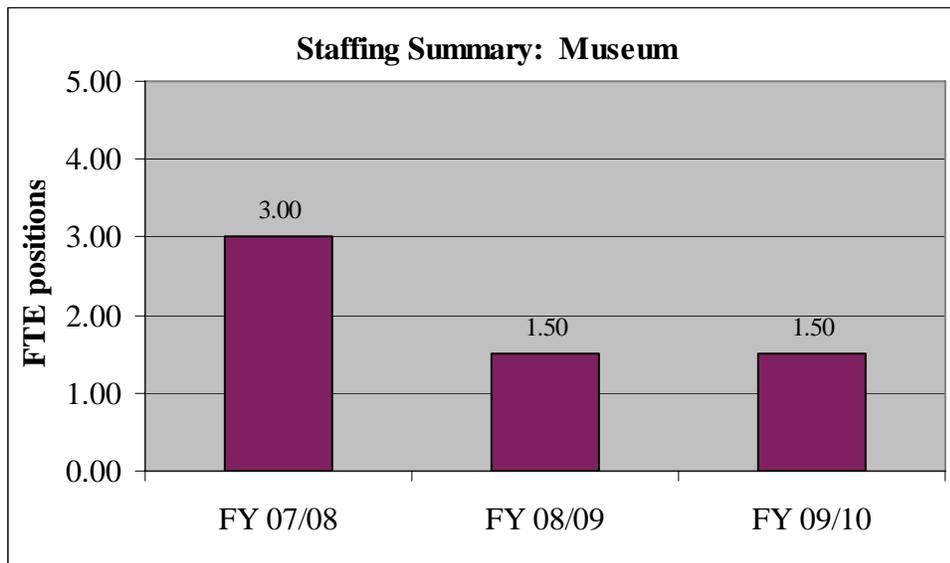
Services and Responsibilities:

The Museum Department operates the Pacific Grove Museum of Natural History. Additionally, the department works cooperatively with other City departments and community organizations to operate the Monarch Butterfly Sanctuary, the Point Pinos Lighthouse, and the Shoreline Stewardship Program.

Budget-at-a-Glance:



Museum Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	267,313	220,853	172,675	166,687
Services/Contracts	24,922	26,970	143,671	47,019
Materials Supplies	2,221	3,829	26,287	-
Non-Operating Transfers	-	-	-	-
Debt Service	-	-	-	-
Capital	81,485	1,922	120,000	70,000
Total Expenditures	375,941	253,574	462,633	283,706



Major Budget Changes:

FY 2008/09 operations relied up the General Fund and a grant from the David and Lucille Packard Foundation. While General Fund support remains virtually unchanged in FY 2009/10, Packard grant funds are expected to be exhausted by last fall 2009. This partial year grant funding is most clearly shown in the reduced amounts for personnel, services/contracts, and capital expenditures in the expenditures table above. The City will not be able to continue regular hours of operation open to the public with only the planned level of General Fund support.

The City is negotiating with a private Foundation that could assume financial and management responsibility for museum operations. The City Council will consider an updated budget for the museum based on the outcome of the contract negotiations.

Service Objectives:

1. Complete the transition to a partnership with a non-profit foundation for operation of the museum to ensure that the museum remains open to the public.
2. Develop a long-term plan for facilities improvements.

Budget Detail:

Div: **Museum**

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
PROGRAM REVENUES					
4450	MUSEUM FEES & CHARGES	-	8,628	20,000	-
4614	MUSEUM ASSOCIATION DONA	-	7,887	-	-
4631	MONARCH HABITAT DONATIONS	-	1,035	-	-
	GENERAL FUND SUPPORT	294,456	234,102	131,542	-
	Program revenues total	294,456	17,550	20,000	-
EXPENDITURES					
5101	BASE SALARY	200,362	157,015	60,230	60,164
5105	PART-TIME SALARIES	16,438	5,986	18,000	18,000
5121	FICA-MEDICARE BENEFITS	2,916	2,271	1,109	1,133
5122	RETIREMENT (PERS)	37,018	33,094	5,393	5,544
5123	HEALTH INSURANCE COST	3,747	3,644	1,021	5,028
5124	UNEMPLOYMENT COST	78	59	28	28
5126	WORKERS' COMPENSATION	3,198	3,071	637	652
5128	OTHER EMPLOYEE BENEFITS	2,264	3,036	1,018	1,043
5129	FLEXIBLE HEALTH BENEFIT	1,292	1,338	1,200	1,200
5130	POB DEBT SERVICE	-	11,339	7,884	11,830
	Staffing subtotal	267,313	220,853	96,520	104,622
5202	PROF/CONSULTANT SERVICES	-	-	15,000	-
5206	DATA, COMMUNICATION SVCS	-	-	-	-
5207	MAINTENANCE SERVICES	-	-	-	-
5211	POSTAGE	183	218	-	-
5212	TELEPHONE	2,919	2,462	3,000	4,000
5215	MEETING/TRAINING/TRAVEL	-	47	-	-
5217	TRAVEL, MEAL COSTS	-	-	-	-
5221	ADVERTISING	282	1,108	1,000	-
5222	UTILITIES	12,437	15,759	12,000	20,000
5223	BLDG REPAIR, MAINT	3,862	2,785	4,000	10,000
5224	EQUIP REPAIR, MAINT	3,888	3,412	4,000	5,000
5226	EQUIPMENT REPAIR	-	-	-	-
5230	INTERNAL SERVICE CHARGES	-	-	11,123	8,019
5261	SUBSCRIPTIONS, MEMB	1,351	1,179	1,500	-
	Services subtotal	24,922	26,970	51,623	47,019
5301	OFFICE SUPPLIES	332	1,879	1,000	-
5305	JANITORIAL SUPPLIES	1,336	750	1,400	-
5309	OTHER SUPPLIES	553	1,200	1,000	-
	Materials/supplies subtotal	2,221	3,829	3,400	-
	Capital subtotal	-	-	-	-
	Non-staffing budget total	27,143	30,799	55,023	47,019
	Department total	294,456	251,652	151,543	151,641
Net General Fund cost		-	234,102	131,543	151,641
% program revenues		100.0%	7.0%	13.2%	0.0%

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
08 - Museum Improvement Fund					
Beginning Fund Balance		476,428	422,906	445,969	454,469
PROGRAM REVENUES					
4615	MUSEUM IMPROVM'T FUND DON	27,963	12,104	60,000	-
4651	INTEREST EARNED	-	12,881	8,500	11,000
4931	INTERFUND OPERATING TRANS	-	-	-	15,037
	Program Revenue Total	27,963	24,985	68,500	26,037
EXPENDITURES					
<i>412 - Museum Improvement</i>					
5129	FLEXIBLE HEALTH BENEFIT	-	-	-	-
	Staffing Subtotal	-	-	-	-
5401	FUND TRANSFERS	-	-	-	-
	Transfers Subtotal	-	-	-	-
6001	EQUIPMENT	81,485	1,922	10,000	10,000
6021	GENERAL BLDG IMP			50,000	50,000
	Capital Subtotal	81,485	1,922	60,000	60,000
6603	INTEREST EXPENSE	-	-	-	-
	Investment Subtotal	-	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	81,485	1,922	60,000	60,000
	Division Total	81,485	1,922	60,000	60,000
	Net Result of Operations	(53,522)	23,063	8,500	(33,963)
Ending Fund Balance		422,906	445,969	454,469	420,506
30 - Operating Grants					
Beginning Fund Balance		-	-	-	90,613
PROGRAM REVENUES					
4309	MISCELLANEOUS GRANT	-	-	250,703	-
4651	INTEREST EARNED	-	-	1,000	1,000
	Program Revenue Total	-	-	251,703	1,000
EXPENDITURES					
<i>414 - Packard Grant</i>					
5101	BASE SALARY	-	-	30,159	38,208
5105	PART-TIME SALARIES	-	-	39,180	18,559
5121	FICA - MEDICARE BENEFITS	-	-	937	554
5122	RETIREMENT (PERS)	-	-	2,795	3,531
5123	HEALTH INSURANCE COST	-	-	1,021	-
5124	UNEMPLOYMENT COST	-	-	11	20
5126	WORKERS' COMPENSATION	-	-	552	473
5128	OTHER EMPLOYEE BENEFITS	-	-	600	719
5129	FLEXIBLE HEALTH BENEFIT	-	-	900	-
	Staffing Subtotal	-	-	76,155	62,066

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5201	CONTRACT SERVICES	-	-	87,048	18,547
5215	MEETING/TRAINING/TRAVEL	-	-	5,000	
	Services Subtotal	-	-	92,048	18,547
5309	OTHER SUPPLIES	-	-	12,887	-
	Materials/Supplies Subtotal	-	-	12,887	-
5401	FUND TRANSFERS	-	-	-	-
	Transfers Subtotal	-	-	-	-
6001	EQUIPMENT	-	-	20,000	10,000
6021	GENERAL BLDG IMP	-	-	40,000	
	Capital Subtotal	-	-	60,000	10,000
	Staffing Costs	-	-	76,155	62,066
	Non-Staffing Costs	-	-	164,935	28,547
	Division Total	-	-	241,090	90,613
<i>415 - Museum Operating Grants</i>					
5309	OTHER SUPPLIES	-	-	10,000	-
	Materials/Supplies Subtotal	-	-	10,000	-
	Non-Staffing Costs	-	-	10,000	-
	Division Total	-	-	10,000	-
	Net Result of Operations	-	-	613	(89,613)
Ending Fund Balance		-	-	613	1,000
31 - Operating Donations					
Beginning Fund Balance		-	-	-	10,000
PROGRAM REVENUES					
4645	MUSEUM DONATIONS	-	-	10,000	-
4651	INTEREST EARNED	-	-	-	1,000
4931	INTERFUND OPERATING TRANS	-	-	-	-
	Program Revenue Total	-	-	10,000	1,000
EXPENDITURES					
<i>416 - Museum Operating Donations</i>					
5309	OTHER SUPPLIES	-	-	-	-
	Materials/Supplies Subtotal	-	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	-	-	-	-
	Division Total	-	-	-	-
Ending Fund Balance		-	-	10,000	11,000

Police

Mission:

The Pacific Grove Police Department's Mission is to defend and protect the Constitutions of the United States and California, to maintain the public peace, safeguard lives and property, and to provide for a quality of life whereby people within the City of Pacific Grove have a sense of security and freedom in their daily activities.

Services and Responsibilities:

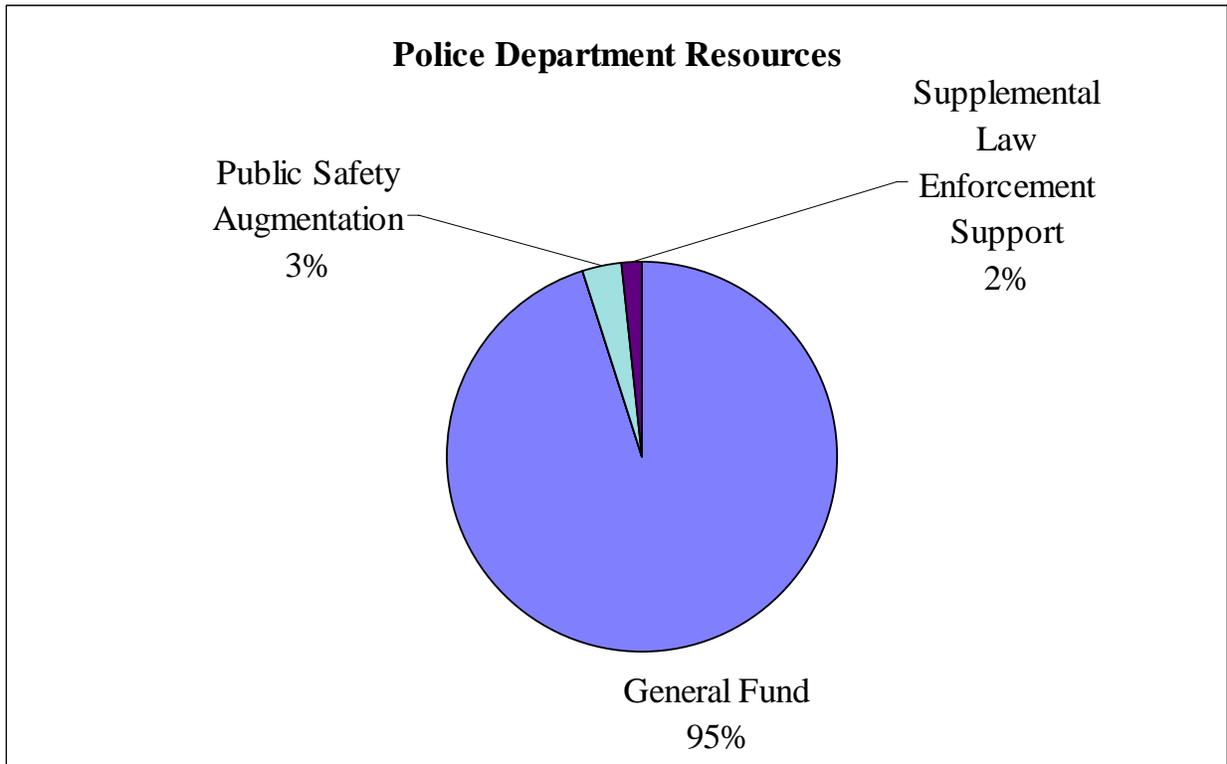
The Police Department embraces the philosophy of "community policing" which encourages an open-minded partnership with citizens to identify problems and develop strategies to prevent crime before it occurs. This approach is integrated with all facets of the department's services:

- *Patrol:* The Police Department responds to emergency and non-emergency calls for service 24 hours per day, 365 days per year. Officers also conduct criminal investigations on all but the most serious crimes, which are referred to the Detective Division. With current staffing levels, patrol officer activity is limited to these highest priority activities. When available, officers engage citizens proactively to better understand potential future crime risks and enforce traffic laws. The department currently does not have a dedicated traffic enforcement officer or a school resource officer.
- *Investigations:* The Detective Unit has the allocated positions of a Detective Sergeant and two detectives. During this past fiscal year however, some of these positions have been partially staffed due to retention and recruiting difficulties. The department anticipates greater success in recruiting and will hopefully bring the detective division to the allocated positions. The Detective Unit coordinates major investigations and special enforcement activities, including: general investigations, property crimes and crimes against persons, narcotic investigations, auto theft investigations, search warrant preparation and service, crime analysis and crime prevention.
- *Animal control:* The City employs one, non-sworn Animal Control Officer (ACO). The ACO is responsible for the enforcement of animal control provisions mandated by State Law and local ordinances for the City of Pacific Grove. ACO duties include the capture and care for animals that pose a risk to the public, with occasional quarantine and monitoring of animals involving bites. The ACO actively patrols city streets and will perform welfare checks on domestic and wild animals, pick up deceased animals on public and private property, conduct permit inspections, transport domestic and wildlife to SPCA or city holding facilities, investigate reports of abuse or cruelty to animals, return animals to owners, and disseminate information about public safety threats to the public.
- *Parking enforcement:* The FY 2008/09 Budget funds one full-time non-sworn Parking Enforcement Officer (PEO) and one part-time PEO who patrol the regulated parking

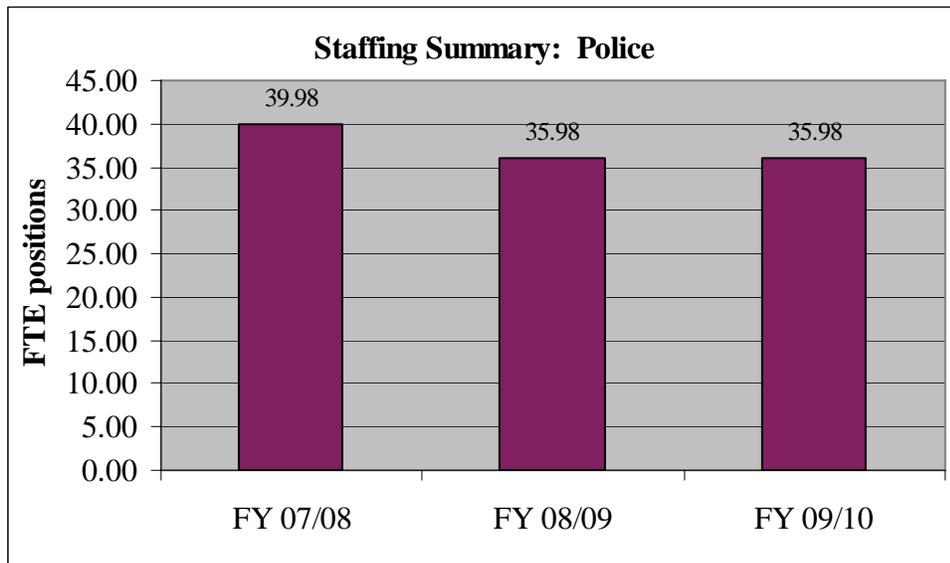
zones throughout the City, and cite violations. In addition, PEOs enforce the abandoned vehicle ordinances, which involve citations, notification letters, towing, collections administration, and annual reporting to Monterey County. PEOs also coordinate parking meter maintenance and revenue collection.

- Police services are supported by Records Personnel or Police Services Technicians (PST), who maintain records, manage evidence and property, take “counter reports” and provide information to the public via the public counter or telephone. They prepare information for local, county, and state systems as required. PSTs staff the front counter of the Police Department which is accessible to the public 24 hours a day. The PST’s responsibilities include the legal requirement of monitoring those persons who are held at the temporary holding facility pending custodial release. The PSTs also play a critical role in supplying information to officers in the field and assist the officers in the preparation of their documents for the District Attorney’s Office or court.

Budget-at-a-Glance:



Police Department Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	3,690,197	4,393,638	4,476,039	4,686,250
Services/Contracts	468,532	554,939	743,128	642,149
Materials Supplies	56,729	66,765	54,500	81,000
Non-Operating Transfers	-	-	12,000	162,938
Debt Service	-	-	-	-
Capital	90,049	61,946	80,000	-
Total Expenditures	4,305,507	5,077,288	5,365,667	5,572,337



Major Budget Changes:

Personnel costs are budgeted to increase approximately 5%, as a result of several factors: routine salary step increases due to some employees, potential employee wage concessions, and a contractual salary increase due in January 2009.

The other significant change in the Police Department budget is the reclassification of 9-1-1 service costs and vehicle replacement costs within the budget. In the FY 2008/09 budget, these costs were included in the “Services/contracts” category. They are now included in the “Transfers” category.

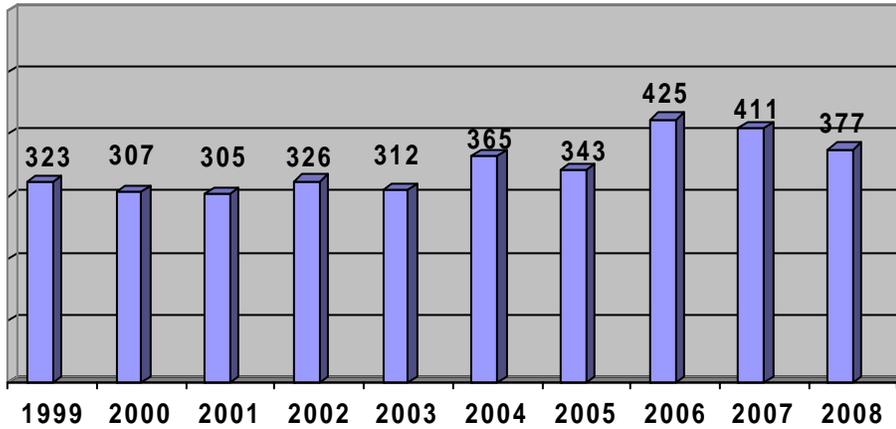
Service Objectives:

1. Recruit and hire qualified police officers to achieve the fully authorized staffing level of 23 officers.
2. Continue the D.A.R.E. program (drug prevention in schools) by assigning two officers to teach the program at the elementary schools and funding the program through public donations.
3. In partnership with the Citizens Police Academy Alumni, continue building volunteer efforts with the philosophy of community policing.

Performance Indicators:

- Number of police events (calls for service or “on-view” responses by police) in 2008: Approx 15,000 (i.e., average of 41 events per day)
- Approximately 5,000 documented events
- Approximately 43,000 persons contacted per year via police officers, police service technician (PST’s), walk-ins, phone calls, etc.
- Number of Part 1 crimes (serious crimes) in 2008: 379

**Part One Crimes Reported
1999-2008**



* Source: FBI /Uniform Crime Reporting data, U.S. Department of Justice

Year	Murder	Rape	Robberies	Aggravated Assaults	Burglaries	Thefts	Auto Thefts	Arsons	Total
1999	0	0	2	45	89	170	17	0	323
2000	0	6	3	38	74	173	12	1	307
2001	0	5	4	18	62	204	11	1	305
2002	1	7	2	18	91	198	8	1	326
2003	0	3	6	14	61	212	16	0	312
2004	0	3	3	12	89	237	15	6	365
2005	0	0	5	13	75	243	7	0	343
2006	0	2	6	10	83	311	9	4	425
2007	1	4	4	14	146	223	19	0	411
2008	0	2	7	10	94	250	14	0	377

Although part 1 crime is the most serious crime, it represents a small percentage of the volume of police service. The Pacific Grove Police Department responds to over 15,000 events each year including contact with approximately 43,000 people each year.

Budget Detail:

Div:

Police

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
PROGRAM REVENUES					
4204	DOG LICENSES & FEES	9,492	4,354	10,400	4,000
4205	PARKING LOT PERMITS	-	13,862	-	13,000
4310	P.O.S.T. REIMBURSEMENT	(3,349)	31,647	20,000	20,000
4313	STATE BOOKING FEE REIMBURSEMENT	-	-	-	-
4314	DEPT. OF CONSER. BEVERAGE	5,000	5,000	5,000	5,000
4421	POLICE SPECIAL SERVICES	17,146	15,394	20,000	10,000
4422	DUI COST RECOVERY	-	2,059	-	-
4423	REGISTRATION SEARCH SRVC	-	-	-	-
4424	BOOKING FEE REIMBURSEMENT	8,813	30	-	-
4501	VEHICLE CODE FINES	28,617	31,064	31,200	32,550
4502	OTHER FINES AND FORFEITURES	20,801	21,182	21,000	22,050
4425	ANIMAL SHELTER FEE & CHRG	2,021	3,160	2,080	2,100
4426	PARKING ENFORC MUNI CODE	75,320	61,245	94,000	90,000
4427	DMV PARKING COLLECTIONS	21,193	19,167	25,000	40,000
4428	PARKING METERS	263,172	246,928	218,500	177,788
	Program Revenues total	448,226	455,092	447,180	416,488
EXPENDITURES					
301 - Police Operations					
5101	BASE SALARY	2,528,459	2,736,443	2,603,430	2,830,009
5102	OVERTIME	208,387	227,119	160,000	160,000
5105	PART-TIME SALARIES	44,840	54,089	45,000	45,000
5106	UNIFORM ALLOWANCE PAY	28,572	25,368	25,230	31,913
5121	FICA-MEDICARE BENEFITS	31,541	35,756	37,900	44,470
5122	RETIREMENT (PERS)	441,622	470,621	446,381	534,414
5123	HEALTH INSURANCE COST	16,996	17,813	16,762	28,074
5124	UNEMPLOYMENT COST	1,004	363	941	1,104
5126	WORKERS' COMPENSATION	336,690	364,348	418,407	133,827
5128	OTHER EMPLOYEE BENEFITS	19,557	22,520	11,310	56,567
5129	FLEXIBLE HEALTH BENEFIT	3,415	14,445	3,600	19,500
5130	POB DEBT SERVICE	-	335,785	606,539	703,887
	Staffing subtotal	3,661,083	4,304,670	4,375,501	4,588,765
5201	CONTRACT SERVICES	155,269	175,934	350,600	106,000
5211	POSTAGE	2,299	2,305	2,300	2,100
5212	TELEPHONE	13,333	11,533	14,000	12,000
5215	MEETING/TRAINING/TRAVEL	4,534	2,521	6,000	6,000
5218	EDUCATION INCENTIVE	8,166	11,087	12,000	12,000
5219	POST TRAINING	26,817	22,939	30,000	30,000
5220	TRAINING	3,509	5,327	9,000	9,000
5222	UTILITIES	27,750	31,392	28,500	27,000
5223	BLDG REPAIR, MAINT	3,795	5,078	9,000	9,000
5224	EQUIP REPAIR, MAINT	20,080	18,149	20,000	21,000
5225	OPERATING LEASES	-	56,400	-	-
5226	EQUIPMENT REPAIR	9,709	10,579	13,000	10,000
5227	VEHICLE REPAIR	12,673	6,898	17,000	15,000
5230	INTERNAL SERVICE CHARGES	-	-	44,428	199,149
5251	PRISONER EXPENSES	6,467	10,794	11,000	7,000
5261	SUBSCRIPTIONS, MEMB	1,459	1,777	1,800	2,000
5291	SPECIAL DEPT EXPENSE	5,670	6,914	6,500	-
	Services subtotal	301,530	379,627	575,128	467,249

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5301 OFFICE SUPPLIES	6,137	5,874	6,000	6,000
5302 PRINTING SUPPLIES	7,457	7,953	8,000	8,000
5306 OFFICE EQUIPMENT	-	870	-	-
5309 OTHER SUPPLIES	-	4,285	-	-
5311 VEHICLE FUEL	38,537	44,131	35,000	32,000
5312 VEHICLE TIRES	1,161	1,913	2,500	35,000
5352 CHEMICAL SUPPLIES	3,437	1,739	3,000	-
Materials/supplies subtotal	56,729	66,765	54,500	81,000
5401 FUND TRANSFERS	-	-	12,000	162,938
Transfers Subtotal	-	-	12,000	162,938
5801 INTEREST PMTS	-	17	-	-
5802 PRINCIPAL PMTS	-	-	-	-
6001 EQUIPMENT	-	3,816	80,000	-
Capital subtotal	-	3,833	80,000	-
Non-staffing budget total	358,259	450,225	709,628	711,187
Non-staffing budget target				
Department total	4,019,342	4,754,895	5,097,129	5,299,952
<hr/>				
Net General Fund cost	3,571,116	4,299,803	4,649,949	4,883,464
% program revenues	125.1%	101.1%	63.0%	59%

21 - DARE *

Beginning Fund Balance	30,011	15,420	14,295	13,145
PROGRAM REVENUES				
4302 OTS TRAFFIC SFTY PROJ GNT	-	-	-	-
4604 D.A.R.E. DONATIONS	120	-	1,500	-
4623 COMMUNITY POLICE ACADEMY	-	-	-	-
4651 INTEREST EARNED	-	425	350	300
Program Revenues Total	120	425	1,850	300
EXPENDITURES				
302 - Dare				
5102 OVERTIME	-	-	-	-
5129 FLEXIBLE HEALTH BENEFIT	-	-	-	-
Staffing Subtotal	-	-	-	-
5220 TRAINING	-	-	-	-
5291 SPECIAL DEPT EXPENSE	14,711	1,550	3,000	-
Services Subtotal	14,711	1,550	3,000	-
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	14,711	1,550	3,000	-
Division Total	14,711	1,550	3,000	-
Net Result of Operations	(14,591)	(1,125)	(1,150)	300
<hr/>				
Ending Fund Balance	15,420	14,295	13,145	13,445

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
42 - Public Safety Augmentation Fund				
Beginning Fund Balance	(156,727)	(162,721)	(194,521)	(42,055)
PROGRAM REVENUES				
4305 PUBLIC SFTY AUGMNT FUND	73,697	66,062	66,666	66,666
4439 EMERGENCY RESPONSE COST	-	-	250,800	151,800
4651 INTEREST EARNED	-	-	-	-
4931 INTERFUND OPERATING TRANS	72,600	75,900	-	-
Program Revenue Total	146,297	141,962	317,466	218,466
EXPENDITURE				
303 - Public Safety Augmentation				
5101 BASE SALARY	-	-	-	-
Staffing Subtotal	-	-	-	-
5201 CONTRACT SERVICES	152,291	173,762	165,000	174,900
Services Subtotal	152,291	173,762	165,000	174,900
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	152,291	173,762	165,000	174,900
Division Total	152,291	173,762	165,000	174,900
Net Result of Operations	(5,994)	(31,800)	152,466	43,566
Prior Period Adjustment				
Ending Fund Balance	(162,721)	(194,521)	(42,055)	1,511
43 - Supplemental Law Enforcement Support Fund *				
Beginning Fund Balance	73,784	54,621	9,741	10,302
PROGRAM REVENUES				
4303 CA LAW ENFMT EQUIP-CLEEP	-	-	-	-
4351 FIRE AID REIMB.	-	-	-	-
4377 COUNTY OF MONTEREY-COPS	100,000	100,042	100,000	100,000
4651 INTEREST EARNED	-	2,159	1,100	1,000
4652 INTEREST-CLEEP	-	-	-	-
Program Revenue Total	100,000	102,201	101,100	101,000
EXPENDITURES				
304 - SLESF				
5101 BASE SALARY	21,316	57,015	60,610	74,296
5102 OVERTIME	-	-	-	-
5105 PART-TIME SALARIES	-	-	-	-
5106 UNIFORM ALLOWANCE PAY	271	685	653	788
5121 FICA-MEDICARE BENEFITS	309	827	879	1,089
5122 RETIREMENT (PERS)	3,826	11,472	11,610	14,412
5123 HEALTH INSURANCE COST	301	-	702	1,007
5124 UNEMPLOYMENT COST	8	737	22	27
5126 WORKERS' COMPENSATION	2,952	7,897	9,752	3,566
5128 OTHER EMPLOYEE BENEFITS	131	307	293	1,400
5129 FLEXIBLE HEALTH BENEFIT	-	-	-	900
5132 PERS P.O.B. PAYMENT	-	10,028	16,019	-
Staffing Subtotal	29,114	88,968	100,539	97,485

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5206 DATA, COMMUNICATION SVCS	-	-	-	-
5220 TRAINING	-	-	-	-
Services Subtotal	-	-	-	-
5401 FUND TRANSFERS	-	-	-	-
Operating Transfers Subtotal	-	-	-	-
6001 EQUIPMENT	90,049	24,452	-	-
6009 CLEEP EQUIP	-	10,084	-	-
6011 POLICE VEHICLES-PRINCIPAL	-	23,577	-	-
Capital Subtotal	90,049	58,113	-	-
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Staffing Costs	29,114	88,968	100,539	97,485
Non-Staffing Costs	90,049	58,113	-	-
Division Total	119,163	147,081	100,539	97,485
Net Result of Operations	(19,163)	(44,880)	561	3,515
Ending Fund Balance	54,621	9,741	10,302	13,817
31 - Operating Donations Fund				
Beginning Fund Balance	-	-	-	5,050
PROGRAM REVENUES				
4641 POLICE DONATIONS	-	-	-	-
4651 INTEREST EARNED	-	-	-	500
4931 INTERFUND OPERATING TRANS	-	-	5,050	-
Program Revenue Total	-	-	5,050	500
EXPENDITURES				
308 - Police Operating Donations				
5309 Other Supplies	-	-	-	-
Supplies/Materials Subtotal	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	-
Division Total	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	-
Division Total	-	-	-	-
Net Result of Operations	-	-	5,050	500
Ending Fund Balance	-	-	5,050	5,550

Public Works

Mission:

Ensure stewardship and maintenance for the City's natural and constructed environment, including streets, parks, open space, forested areas, storm water program and facilities, public buildings and vehicles, sanitary sewer system, and El Carmelo Cemetery.

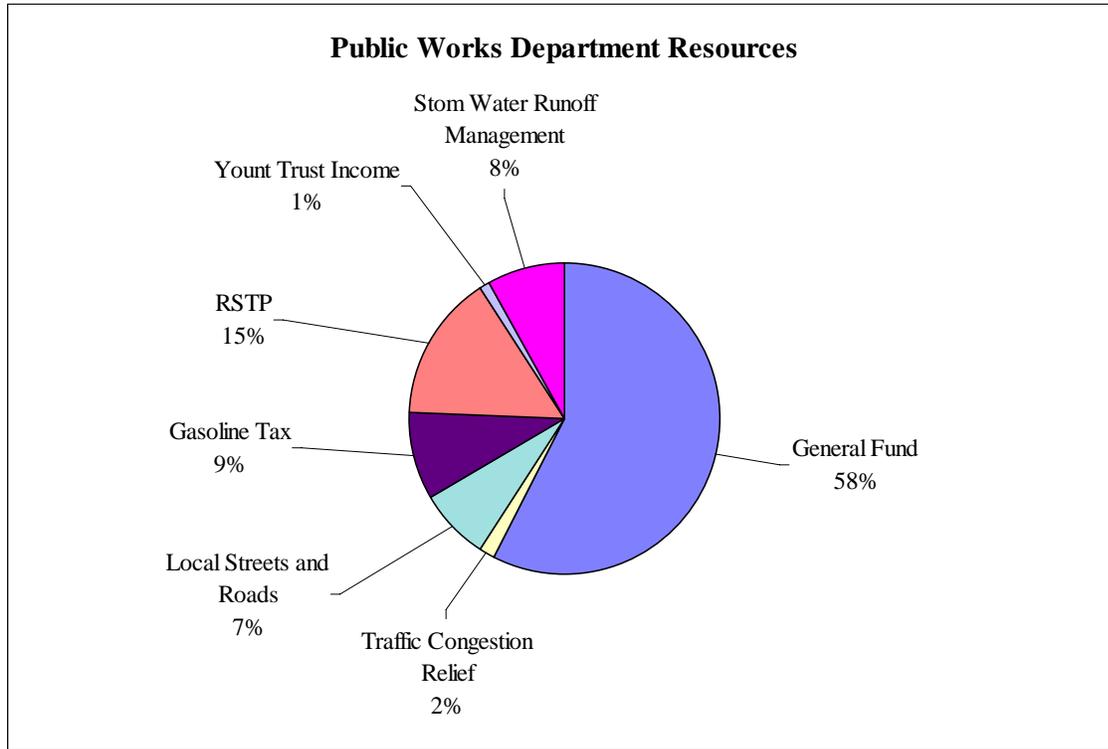
Services and Responsibilities:

The Public Works Department is responsible for all activity in public rights-of-way and administers all related permit processes required by the Municipal Code. To achieve its mission, the department provides the following services:

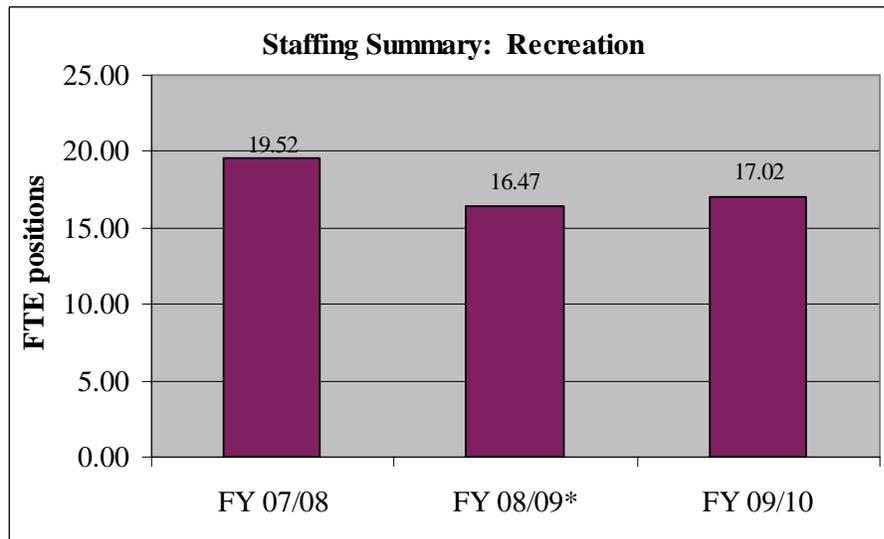
- Maintenance of streets, city-owned streetlights, traffic signs, pavement markings, trees on city property, and street and directional signs.
- Maintenance of parks, forested areas, open spaces areas including the coastal recreation trail, and City buildings.
- Storm water management related to City compliance with Federal and State laws and storm water discharge permits.
- Maintenance of sewer and wastewater infrastructure.
- Maintenance of City vehicles and equipment.
- Operation of the City-owned El Carmelo Cemetery.
- Special event coordination including event set-up.

For budget purposes, the sewer and cemetery operations are funded in enterprise funds, and are not included in the Public Works Department budget.

Budget-at-a-Glance:



Public Works Department Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	1,645,458	1,505,421	1,404,109	1,280,722
Services/Contracts	384,790	842,307	711,883	695,158
Materials Supplies	203,624	170,876	149,900	166,500
Non-Operating Transfers	5,720	-	200,000	250,000
Debt Service	-	-	-	-
Capital	1,471,284	64,032	2,280,500	728,642
Total Expenditures	3,710,876	2,582,636	4,746,392	3,121,022



Major Budget Changes:

As part of the citywide budget reduction strategy, personnel costs reflect the de-funding of one maintenance worker position and a potential 5% salary reduction associated with an employee furlough. Also the budget for contract services in the Forestry Division has been reduced by almost half, which will result in less routine tree maintenance.

The non-operating transfers line reflects an additional transfer of \$50,000 from the General Fund to the storm water management fund for state and federally mandated programs. Finally, the budget for capital projects by \$1,551,858 due to fewer projects planned and funded in FY 2009/10, following the completion of the Recreation Trail Improvements completed in the Spring of 2009/

Service Objectives:

1. As part of the City's reforestation plan, increase tree planting and ensure appropriate care and watering for new trees.
2. Develop a plan and cost information for potential City Council action to repair/replace dilapidated public restrooms at Crespi Pond and George Washington Park. Coordinate with the Community Development Department on restrooms at Lovers Point Park and the Old Bathhouse Building.
3. Develop a plan to replace regulatory signs and deteriorating street signs that conforms to a federal mandate and new state laws.
4. Continue to implement comprehensive measures required to comply with the City's National Pollution Discharge Elimination System (NPDES) Phase II permit. Measures include continued testing at various points along the coast, street sweeping and testing of sweepings, increased municipal housekeeping requirements, education regarding low-impact development, increased enforcement with regard to wastewater discharges including car washing and pressure washing activities.
5. Identify funding for design and construction of a storm water recycling project, which could potentially save the city considerable money by providing potable water for irrigation.
6. Begin Phase III of the Urban Diversion Runoff project, an underground collection system that will deliver dry-weather run-off for pollution control treatment via the sanitary sewer system. This is an important component of protection of the coastal waters of the city most of which are identified as an Area of Special Biological Significance.
7. Complete improvements at the intersection of Lighthouse Ave. and Eardley Ave., including resurfacing, upgrading access for the disabled, and resolving water drainage problems.

8. Complete improvements on Central Ave. between Eardley Ave. and Dewey Ave to improve travel surface, aesthetic, and drainage problems.
9. Develop a five year, citywide Capital Improvement Plan to serve as a roadmap for reinvesting in the City's infrastructure assets.
10. Develop a preservation program for the Pt. Pinos Lighthouse that complies with the conditions associated with the gift from the U.S. Coast Guard.
11. Complete a street light study for the Candy Cane Lane area to identify costs and potential funding sources for replacement of the system, including consideration of an assessment district. This system is failing and major work cannot be performed by city staff or local electricians. Parts are increasingly difficult to obtain and are expensive.
12. Proceed aggressively to identify and secure US federal stimulus monies for city projects.

Performance Indicators:

- Number of miles of streets maintained: 55 lane-miles
- Number of potholes patched:
 - 2007: 225
 - 2008: 275
- Number streetlights for which City is responsible to maintain: 699
- Number of bulb replacements/streetlight repairs:
 - 2007: 50/30
 - 2008: 45/30
- Number of vehicles (rolling stock) in City fleet: 119
- Linear feet/miles of sewer line in Pacific Grove: 58
- Number of city sewer overflow spills:
 - 2007: 6
 - 2008: 8
- Number of storm drains: 332 Approximately half of these are cleaned twice a year. All are checked annually.
- Number of storm drains lines replaced in 2008: 3, includes curb to curb, new pipe, new grates, and new curb cuts per ADA guidelines.
- New handicap sidewalk ramps: 12 New handicap parking spaces: 7
- Completed oversight of Recreation Trail improvements, which rehabilitated 18 sites along the Recreation trail.
- Completed an energy audit of City facilities. All city buildings have cost saving light fixtures installed.

Budget Detail:Div: **Public Works**

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
PROGRAM REVENUES					
4445	PUBLIC WORKS FEE & CHARGE	44,898	49,245	46,800	35,000
4465	SPECIAL EVENT FEES	-	-	-	44,000
4330	MOTOR VEHICLE IN LIEU FEE	97,392	69,040	1,186,687	1,092,047
4336	PROP TAX IN LIEU OF MVLF	1,066,090	1,140,984	-	-
4337	HIGHWAY MAINTENANCE REIMBURSEMENT	4,718	2,377	7,000	2,000
4516	FUEL SALES TO DISTRICT	3,743	4,922	5,200	3,000
4521	TREE DAMAGE ASSESSMENTS	100	-	-	-
4605	TREES FOR PG	4,820	6,575	5,000	-
4702	MECHANICAL DEPT.FEES	7,761	-	2,080	2,000
	Program revenues total	1,229,522	1,273,143	1,252,767	1,178,047
EXPENDITURES					
501 - Public Works Admin					
5101	BASE SALARY	219,798	192,254	71,651	111,424
5102	OVERTIME	318	-	1,000	-
5105	PART-TIME SALARIES	1,984	-	20,000	-
5106	UNIFORM ALLOWANCE PAY	-	-	-	-
5121	FICA-MEDICARE BENEFITS	3,122	2,575	1,309	1,616
5122	RETIREMENT (PERS)	19,421	15,641	6,462	10,249
5123	HEALTH INSURANCE COST	1,053	1,131	-	2,539
5124	UNEMPLOYMENT COST	76	78	32	40
5126	WORKERS' COMPENSATION	2,631	10,546	752	929
5128	OTHER EMPLOYEE BENEFITS	2,205	3,549	1,095	1,837
5129	FLEXIBLE HEALTH BENEFIT	831	808	780	1,440
5130	POB DEBT SERVICE	-	12,097	9,379	15,721
	Staffing subtotal	251,439	238,679	112,460	145,794
5201	CONTRACT SERVICES	54,724	24,208	22,500	18,000
5202	PROF/CONSULTANT SERVICES	3,060	-	4,000	4,000
5204	ENGINEERING/DESIGN SVCS	-	308	2,000	2,000
5206	DATA, COMMUNICATION SVCS	650	693	2,000	-
5207	MAINTENANCE SERVICES	1,662	1,500	2,500	4,000
5208	CONTRACT PERSONNEL	2,944	2,241	4,500	5,000
5212	TELEPHONE	4,677	5,570	5,000	5,000
5215	MEETING/TRAINING/TRAVEL	1,097	216	2,500	2,000
5217	TRAVEL, MEAL COSTS	1,289	67	1,000	500
5222	UTILITIES	30,485	38,049	35,000	35,000
5224	EQUIP REPAIR, MAINT	549	-	1,000	1,000
5225	OPERATING LEASES	-	1,700	-	-
5226	EQUIPMENT REPAIR	75	297	1,000	1,000
5227	VEHICLE REPAIR	814	770	1,000	1,500
5230	INTERNAL SERVICE CHARGES	-	784	20,183	32,514
5261	SUBSCRIPTIONS, MEMB	1,866	-	1,000	600
5263	COMMITTEE EXPENSES	-	-	500	500
5275	SAFETY EQUIP	292	256	500	1,000
5291	SPECIAL DEPT EXPENSE	5,435	9,082	10,000	10,000
	Services subtotal	109,619	85,741	116,183	123,614

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5301	OFFICE SUPPLIES	4,278	4,031	3,500	3,500
5306	OFFICE EQUIPMENT	-	110	-	-
5309	OTHER SUPPLIES	2,312	3,942	3,000	3,000
5311	VEHICLE FUEL	833	1,993	1,000	2,000
5312	VEHICLE TIRES	-	928	800	500
5331	STREET SUPPLIES	-	529	-	-
5352	CHEMICAL SUPPLIES	-	10	-	-
	Materials/supplies subtotal	7,423	11,543	8,300	9,000
5401	FUND TRANSFERS	-	-	200,000	250,000
	Transfers Subtotal	-	-	200,000	250,000
5801	INTEREST PMTS	-	-	-	-
6001	EQUIPMENT	1,155	-	4,000	3,000
	Capital subtotal	1,155	-	4,000	3,000
	Non-staffing budget total	118,197	97,284	328,483	385,614
	Section total	369,636	335,963	440,943	531,408
502 - Mechanical					
5101	BASE SALARY	222,141	186,904	132,911	130,799
5102	OVERTIME	60	1,923	-	-
5121	FICA-MEDICARE BENEFITS	3,134	2,698	1,927	1,897
5122	RETIREMENT (PERS)	19,704	17,411	12,250	12,048
5123	HEALTH INSURANCE COST	2,753	1,781	-	-
5124	UNEMPLOYMENT COST	80	68	48	47
5126	WORKERS' COMPENSATION	21,852	18,670	14,966	5,232
5128	OTHER EMPLOYEE BENEFITS	2,786	4,178	2,271	2,240
5129	FLEXIBLE HEALTH BENEFIT	969	1,846	2,400	2,400
5130	POB DEBT SERVICE	-	15,510	17,398	15,189
	Staffing subtotal	273,479	250,989	184,171	169,851
5201	CONTRACT SERVICES	1,092	2,106	2,200	2,000
5215	MEETING/TRAINING/TRAVEL	-	-	500	750
5217	TRAVEL, MEAL COSTS	-	-	200	150
5223	BLDG REPAIR, MAINT	62	-	1,000	2,500
5226	EQUIPMENT REPAIR	-	613	1,000	2,000
5227	VEHICLE REPAIR	1,376	1,521	2,000	2,000
5261	SUBSCRIPTIONS, MEMB	140	220	800	1,800
	Services subtotal	2,670	4,460	7,700	11,200
5303	BOOKS, PRINTED MATL	-	-	250	200
5309	OTHER SUPPLIES	2,392	2,411	2,500	2,000
5311	VEHICLE FUEL	6,641	6,722	6,300	5,000
5312	VEHICLE TIRES	-	202	250	250
5322	SMALL TOOLS	613	418	500	400
5337	INVENTORY	841	409	2,500	2,300
	Materials/supplies subtotal	10,487	10,162	12,300	10,150
6001	EQUIPMENT	-	2,445	-	-
	Capital subtotal	-	2,445	-	-
	Non-staffing budget total	13,157	17,067	20,000	21,350
	Non-staffing budget target			21,210	
	Section total	286,636	268,056	204,171	191,201

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
503 - Buildings & Grounds					
5101	BASE SALARY	475,755	364,352	417,485	334,670
5102	OVERTIME	16,820	14,679	-	15,000
5105	PART-TIME SALARIES	28,205	27,717	-	28,000
5121	FICA-MEDICARE BENEFITS	5,430	4,423	6,010	4,853
5122	RETIREMENT (PERS)	42,164	32,881	38,231	30,845
5123	HEALTH INSURANCE COST	5,051	4,695	2,254	4,848
5124	UNEMPLOYMENT COST	187	147	149	120
5126	WORKERS' COMPENSATION	46,650	38,402	41,110	13,387
5128	OTHER EMPLOYEE BENEFITS	6,387	8,559	6,884	5,831
5129	FLEXIBLE HEALTH BENEFIT	2,769	3,830	8,100	6,912
5130	POB DEBT SERVICE	-	29,653	54,649	47,912
	Staffing subtotal	629,418	529,338	574,872	492,378
5201	CONTRACT SERVICES	22,551	2,951	5,000	6,000
5207	MAINTENANCE SERVICES	4,270	8,383	3,000	2,500
5208	CONTRACT PERSONNEL	-	-	2,000	2,000
5215	MEETING/TRAINING/TRAVEL	443	221	1,500	2,000
5222	UTILITIES	37,300	46,465	35,000	35,000
5223	BLDG REPAIR, MAINT	12,570	11,973	10,000	15,000
5226	EQUIPMENT REPAIR	2,928	10,905	2,000	1,000
5227	VEHICLE REPAIR	3,471	5,051	5,000	6,000
5261	SUBSCRIPTIONS, MEMB	-	-	100	-
5291	SPECIAL DEPT EXPENSE	3,377	4,018	-	-
	Services subtotal	86,910	89,967	63,600	69,500
5305	JANITORIAL SUPPLIES	25,570	29,612	24,000	25,000
5309	OTHER SUPPLIES	20,145	24,519	12,000	11,000
5311	VEHICLE FUEL	5,101	12,861	10,000	10,000
5312	VEHICLE TIRES	-	439	550	500
5324	CONSTRUCTION SUPPLIES	1,892	1,838	2,500	2,800
5331	STREET SUPPLIES	-	361	-	-
5351	AGRICULTURAL SUPPLIES	1,376	3,224	2,500	2,000
	Materials/supplies subtotal	54,084	72,854	51,550	51,300
6001	EQUIPMENT	3,104	-	4,000	3,000
	Capital subtotal	3,104	-	4,000	3,000
	Non-staffing budget total	144,098	162,821	119,150	123,800
	Non-staffing budget target			156,449	
	Section total	773,516	692,159	694,022	616,178

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
505 - Street Maintenance					
5101	BASE SALARY	277,796	177,219	184,711	174,173
5102	OVERTIME	7,227	9,329	6,500	6,500
5121	FICA-MEDICARE BENEFITS	1,393	1,086	2,645	2,526
5122	RETIREMENT (PERS)	24,550	16,768	16,840	16,047
5123	HEALTH INSURANCE COST	3,089	2,095	1,942	2,148
5124	UNEMPLOYMENT COST	102	68	66	63
5126	WORKERS' COMPENSATION	28,165	18,695	20,540	6,967
5128	OTHER EMPLOYEE BENEFITS	3,753	4,087	3,228	3,004
5129	FLEXIBLE HEALTH BENEFIT	2,626	4,377	4,440	3,360
5130	POB DEBT SERVICE	-	14,313	24,179	20,926
	Staffing subtotal	348,701	248,037	265,091	235,713
5201	CONTRACT SERVICES	5,075	1,972	4,500	1,500
5204	ENGINEERING/DESIGN SVCS	4,500	6,589	5,000	5,000
5215	MEETING/TRAINING/TRAVEL	334	-	500	1,000
5217	TRAVEL, MEAL COSTS	-	-	150	500
5226	EQUIPMENT REPAIR	1,409	2,964	5,000	2,500
5227	VEHICLE REPAIR	1,987	6,925	6,000	6,000
5275	SAFETY EQUIP	3,883	3,449	3,000	1,000
5291	SPECIAL DEPT EXPENSE	75	922	-	-
	Services subtotal	17,263	22,821	24,150	17,500
5301	OFFICE SUPPLIES	-	462	-	-
5311	VEHICLE FUEL	4,075	5,058	4,500	4,200
5312	VEHICLE TIRES	563	1,963	750	600
5325	HAZ WASTE DISPOSAL	1,469	1,055	3,500	1,000
5331	STREET SUPPLIES	15,464	22,201	19,000	15,000
	Materials/supplies subtotal	21,571	30,739	27,750	20,800
6001	EQUIPMENT	475	-	3,500	6,000
6041	STREET, SIDEWALK IMP	-	-	-	-
	Capital subtotal	475	-	3,500	6,000
	Non-staffing budget total	39,309	53,560	55,400	44,300
	Non-staffing budget target			66,812	
	Section total	388,010	301,597	320,491	280,013
513 - Forestry					
5101	BASE SALARY	-	37,703	78,423	74,502
5102	OVERTIME	-	226	-	-
5121	FICA-MEDICARE BENEFITS	-	175	1,137	1,080
5122	RETIREMENT (PERS)	-	1,086	7,223	6,858
5123	HEALTH INSURANCE COST	-	-	936	-
5124	UNEMPLOYMENT COST	-	4	28	27
5126	WORKERS' COMPENSATION	-	1,181	8,830	2,980
5128	OTHER EMPLOYEE BENEFITS	-	806	1,312	1,254
5129	FLEXIBLE HEALTH BENEFIT	-	-	1,200	1,200
5130	POB DEBT SERVICE	-	5,236	10,266	8,950
	Staffing subtotal	-	46,417	109,355	96,851

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5201 CONTRACT SERVICES	-	220,430	160,000	70,000
5204 ENGINEERING/DESIGN SVCS	-	-	2,000	-
5215 MEETING/TRAINING/TRAVEL	-	-	250	250
5217 TRAVEL, MEAL COSTS	-	-	250	250
5226 EQUIPMENT REPAIR	-	-	500	500
5227 VEHICLE REPAIR	-	-	1,000	2,000
5275 SAFETY EQUIP	-	-	500	200
5291 SPECIAL DEPT EXPENSE	-	-	-	-
Services subtotal	-	220,430	164,500	73,200
5300 SUPPLIES	-	912	-	7,000
5311 VEHICLE FUEL	-	-	1,000	1,000
5312 VEHICLE TIRES	-	-	500	500
5322 SMALL TOOLS	-	630	-	500
5325 HAZ WASTE DISPOSAL	-	-	500	-
5331 STREET SUPPLIES	-	-	1,500	250
Materials/supplies subtotal	-	1,542	3,500	9,250
6001 EQUIPMENT	-	-	2,000	-
6041 STREET, SIDEWALK IMP	-	-	-	-
Capital subtotal	-	-	2,000	-
Non-Staffing Budget Total			290,000	82,450
Non-Staffing Budget Target			290,000	
Section total	-	268,389	279,355	179,301
Department total	1,817,798	1,866,164	1,938,982	1,798,101
Staffing Budget Total	1,503,037	1,313,460	1,245,949	1,140,587
Non-Staffing Budget Target	314,761	330,732	813,033	657,514
Net General Fund cost	588,276	593,021	686,215	620,054
% program revenues	67.6%	68.2%	64.6%	65.5%

16 - Traffic Congestion Relief Fund

Beginning Fund Balance	46,273	125,001	106,435	49,435
PROGRAM REVENUES				
4315 TRAFFIC CONGESTION RELIEF	134,728	-	492,000	-
4651 INTEREST EARNED	-	3,377	3,000	1,000
Program Revenue Total	134,728	3,377	495,000	1,000
EXPENDITURES				
<i>507 - Traffic Congestion Relief</i>				
5204 ENGINEERING/DESIGN SVCS	-	-	10,000	-
Services Total	-	-	10,000	-
6041 STREET, SIDEWALK IMP	56,000	21,943	542,000	50,000
Capital Total	56,000	21,943	542,000	50,000
6603 INTEREST EXPENSE	-	-	-	-
Investment Total	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	56,000	21,943	552,000	50,000
Division Total	56,000	21,943	552,000	50,000
Net Result of Operations	78,728	(18,566)	(57,000)	(49,000)
Ending Fund Balance	125,001	106,435	49,435	435

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
17 - Local Streets and Roads Bond Fund				
Beginning Fund Balance	-	-	-	481,642
PROGRAM REVENUES				
4306 STATE GRANT	-	-	-	-
4651 INTEREST EARNED	-	-	-	3,000
Program Revenue Total	-	-	-	3,000
EXPENDITURES				
<i>515 - State Transportation Grant (Prop 1B)</i>				
5204 ENGINEERING/DESIGN SVCS	-	-	-	15,000
Services Total	-	-	-	15,000
6041 STREET, SIDEWALK IMP	-	-	-	216,642
Capital Total	-	-	-	216,642
6603 INTEREST EXPENSE	-	-	-	-
Investment Total	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	231,642
Division Total	-	-	-	231,642
Net Result of Operations	-	-	-	(228,642)
Ending Fund Balance	-	-	-	253,000
18 - Gasoline Tax Fund				
Beginning Fund Balance	112,790	85,527	60,860	66,045
PROGRAM REVENUES				
4331 STATE GAS TAX 2105	36,458	92,801	95,000	95,000
4332 STATE GAS TAX 2106	40,222	43,372	45,000	45,000
4333 STATE GAS TAX 2107	115,005	124,406	130,000	125,000
4334 STATE GAS TAX 2107.5	-	4,000	4,000	4,000
4651 INTEREST EARNED	-	1,955	2,500	2,000
Program Revenue Total	191,685	266,534	276,500	271,000
EXPENDITURES				
<i>508 - Gas Tax</i>				
5101 BASE SALARY	68,533	121,284	78,522	74,646
5102 OVERTIME	1,632	3,617	-	-
5121 FICA-MEDICARE BENEFITS	(814)	807	1,124	1,082
5122 RETIREMENT (PERS)	6,109	11,019	7,180	6,877
5123 HEALTH INSURANCE COST	301	839	1,440	934
5124 UNEMPLOYMENT COST	25	45	28	27
5126 WORKERS' COMPENSATION	6,802	12,354	8,731	2,986
5128 OTHER EMPLOYEE BENEFITS	833	1,542	1,501	1,287
5129 FLEXIBLE HEALTH BENEFIT	508	1,264	2,760	1,440
5130 POB DEBT SERVICE	-	5,405	10,279	8,968
Staffing Subtotal	83,929	158,176	111,565	98,248

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5201 CONTRACT SERVICES	10,692	(3,817)	10,000	10,000
5202 PROF/CONSULTANT SERVICES	-	-	3,000	5,000
5204 ENGINEERING/DESIGN SVCS	-	-	2,000	5,000
5206 DATA, COMMUNICATION SVCS	-	567	2,000	-
5208 CONTRACT PERSONNEL	-	-	5,000	5,000
5212 TELEPHONE	-	-	-	-
5215 MEETING/TRAINING/TRAVEL	-	-	500	1,000
5216 ATTENDANCE COSTS	-	-	-	-
5217 TRAVEL, MEAL COSTS	160	-	250	250
5222 UTILITIES	90,356	105,660	90,000	80,000
5223 BLDG REPAIR, MAINT	1,696	1,739	1,000	-
5224 EQUIP REPAIR, MAINT	-	808	-	5,000
5226 EQUIPMENT REPAIR	609	3,165	1,500	-
5227 VEHICLE REPAIR	1,093	2,378	2,000	-
5275 SAFETY EQUIP	-	-	500	5,000
5276 FUEL SYSTEM REPAIR	5,613	6,811	5,000	7,500
5291 SPECIAL DEPT EXPENSE	-	-	-	10,000
Services Subtotal	110,219	117,311	122,750	133,750
5301 OFFICE SUPPLIES	-	-	-	-
5311 VEHICLE FUEL	10,075	4,473	4,500	4,500
5312 VEHICLE TIRES	-	181	-	500
5325 HAZ WASTE DISPOSAL	94	70	2,500	4,000
5331 STREET SUPPLIES	4,565	10,990	30,000	35,000
5337 INVENTORY	-	-	-	2,500
Material/Supplies Subtotal	14,734	15,714	37,000	46,500
5401 FUND TRANSFERS	4,000	-	-	-
Transfers Subtotal	4,000	-	-	-
6041 STREET, SIDEWALK IMP	2,049	-	-	-
Capital Subtotal	2,049	-	-	-
6603 INTEREST EXPENSE	4,017	-	-	-
Investment Subtotal	4,017	-	-	-
Staffing Costs	83,929	158,176	111,565	98,248
Non-Staffing Costs	135,019	133,025	159,750	180,250
Division Total	218,948	291,201	271,315	278,498
Net Result of Operations	(27,263)	(24,667)	5,185	(7,498)
Ending Fund Balance	85,527	60,860	66,045	58,547

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
20 - RSTP Projects Fund				
Beginning Fund Balance	(79,695)	38,669	99,725	58,835
PROGRAM REVENUES				
4371 RSTP ALLOCATIONS	182,579	124,120	-	-
4373 TEA GRANT	-	-	28,000	-
4381 STIP1 ALLOC	-	-	484,000	421,000
4382 STIP2 ALLOC	-	-	-	-
4651 INTEREST EARNED	13,114	-	-	1,000
Program Revenues Total	195,693	124,120	512,000	422,000
EXPENDITURES				
<i>509 - RSTP Projects</i>				
5101 BASE SALARY	5,810	-	18,000	18,000
5105 PART-TIME SALARIES	17,202	18,148	-	-
5121 FICA-MEDICARE BENEFITS	1,555	263	250	250
5122 RETIREMENT (PERS)	496	-	-	-
5123 HEALTH INSURANCE COST	49	-	-	-
5124 UNEMPLOYMENT COST	9	6	15	15
5126 WORKERS' COMPENSATION	820	448	125	125
5128 OTHER EMPLOYEE BENEFITS	190	-	-	-
5129 FLEXIBLE HEALTH BENEFIT	-	-	-	-
5130 POB DEBT SERVICE	-	-	-	-
Staffing Subtotal	26,131	18,865	18,390	18,390
5202 PROF/CONSULTANT SERVICES	12,024	-	5,000	5,000
5204 ENGINEERING/DESIGN SVCS	10,305	-	1,000	-
Services Subtotal	22,329	-	6,000	5,000
5331 STREET SUPPLIES	8,191	-	-	-
Materials/Supplies Subtotal	8,191	-	-	-
6041 STREET, SIDEWALK IMP	10,950	-	-	450,000
6046 STREET RECON (RSTP2)	4,045	11,670	500,000	-
6047 STREET RECON (RSTP2)	87,503	27,974	25,000	-
6048 CONG/FOREST OVERLAY STIP1	-	-	-	-
Capital Subtotal	102,498	39,644	525,000	450,000
6603 INTEREST EXPENSE	-	4,555	3,500	-
Investment Subtotal	-	4,555	3,500	-
Staffing Costs	26,131	18,865	18,390	18,390
Non-Staffing Costs	133,018	44,199	534,500	455,000
Division Total	159,149	63,064	552,890	473,390
Net Result of Operations	36,544	61,056	(40,890)	(51,390)
Ending Fund Balance	(43,151)	99,725	58,835	7,445

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
31 - Operating Donations Fund				
Beginning Fund Balance	-	4,820	7,745	7,745
PROGRAM REVENUES				
4605 TREES FOR PG	4,820	9,475	-	4,000
4650 INTEREST EARNED	-	-	-	-
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenue Total	4,820	9,475	-	4,000
EXPENDITURES				
<i>514 - Forestry Donations</i>				
5309 OTHER SUPPLIES	-	6,550	-	-
Supplies/Materials Subtotal	-	6,550	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	6,550	-	-
Division Total	-	6,550	-	-
<i>516 - Public Works Operating Donations</i>				
5309 OTHER SUPPLIES	-	-	-	7,500
Supplies/Materials Subtotal	-	-	-	7,500
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	7,500
Division Total	-	-	-	7,500
Fund Total	-	6,550	-	7,500
Net Result of Operations	4,820	2,925	-	(3,500)
Ending Fund Balance	4,820	7,745	7,745	4,245
41 - Yount Trust Income Fund				
Beginning Fund Balance	31,430	28,060	53,359	54,890
PROGRAM REVENUES				
4651 INTEREST EARNED	28,957	38,240	30,750	33,000
4351 INTERFUND TRANSFER	-	20,000	-	1,000
Program Revenue Total	28,957	58,240	30,750	34,000

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
EXPENDITURES				
<i>510 - Yount Trust</i>				
5101	20,980	(853)	15,293	13,947
5102	122	9,277	-	-
5105	-	-	-	-
5121	306	122	222	202
5122	-	-	1,410	1,285
5123	-	-	-	20
5124	8	3	6	5
5125	-	-	-	-
5126	777	358	1,722	558
5128	-	-	264	243
5129	-	-	300	288
5132	-	-	2,002	-
Staffing Subtotal	22,193	8,907	21,219	16,549
5201	-	-	-	-
5222	-	-	-	3,000
5291	4,828	3,269	2,000	-
Services Subtotal	4,828	3,269	2,000	3,000
5309	3,586	20,765	4,000	5,000
5331	-	-	2,000	7,000
Supplies/Materials Subtotal	3,586	20,765	6,000	12,000
5401	1,720	-	-	-
Transfers Subtotal	1,720	-	-	-
6603	-	-	-	-
Investments Subtotal	-	-	-	-
Staffing Costs	22,193	8,907	21,219	16,549
Non-Staffing Costs	10,134	24,034	8,000	15,000
Division Total	32,327	32,941	29,219	31,549
Net Result of Operations	(3,370)	25,299	1,531	2,451
Ending Fund Balance	28,060	53,359	54,890	57,341

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
53 - Oceanfront Restoration Fund				
Beginning Fund Balance	341,926	999,028	1,019,703	(161,797)
PROGRAM REVENUES				
4339 CLEAN BEACHES INIT. GRANT	-	-	-	-
4340 STATE-DPT.BOATING&WATERWY	800,000	-	-	-
4651 INTEREST EARNED	-	32,285	28,500	-
4638 PROJECT MATCH	-	-	-	-
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenue Total	800,000	32,285	28,500	-
EXPENDITURE				
511 - Oceanfront Resoration				
5101 BASE SALARY	8,378	8	-	-
5105 PART-TIME SALARIES	-	-	-	-
5121 FICA-MEDICARE BENEFITS	121	-	-	-
5122 RETIREMENT (PERS)	748	1	-	-
5123 HEALTH INSURANCE COST	-	-	-	-
5124 UNEMPLOYMENT COST	3	-	-	-
5126 WORKERS' COMPENSATION	820	1	-	-
5128 OTHER EMPLOYEE BENEFITS	98	-	-	-
5129 FLEXIBLE HEALTH BENEFIT	-	-	-	-
Staffing Subtotal	10,168	10	-	-
5201 CONTRACT SERVICES	4,875	11,600	10,000	-
5291 SPECIAL DEPT EXPENSE	-	-	-	-
Services Subtotal	4,875	11,600	10,000	-
6031 PARK, OPEN SPACE IMP	618	-	1,200,000	-
6051 SEWER SYSTEM IMP	-	-	-	-
Capital Subtotal	618	-	1,200,000	-
6603 INTEREST EXPENSE	79,531	-	-	-
Investment Subtotal	79,531	-	-	-
Staffing Costs	10,168	10	-	-
Non-Staffing Costs	85,024	11,600	1,210,000	-
Division Total	95,192	11,610	1,210,000	-
Net Result of Operations	704,808	20,675	(1,181,500)	-
Ending Fund Balance	1,046,734	1,019,703	(161,797)	(161,797)

44 - Storm Water Fund				
Beginning Fund Balance	(200,627)	21,188	20,475	28,489
PROGRAM REVENUES				
4309 MISC GRANT	-	45,000	-	-
4339 CLEAN BEACHES INIT. GRANT	1,453,279	-	-	-
4651 INTEREST EARNED	99,810	-	-	-
4750 REFUNDS & REBATES	188	-	-	-
4931 INTERFUND OPERATING TRANS	-	250,000	200,000	250,000
Program Revenue Total	1,553,277	295,000	200,000	250,000

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget	
EXPENDITURES					
<i>512 - Storm Water Diversion</i>					
5101	BASE SALARY	-	5,088	5,512	5,504
5102	OVERTIME	-	-	-	-
5104	SALARIES RETROACTIVE PAY	-	-	-	-
5121	FICA-MEDICARE BENEFITS	-	74	78	80
5122	RETIREMENT (PERS)	-	478	497	506
5123	HEALTH INSURANCE COST	-	-	-	-
5124	UNEMPLOYMENT COST	-	2	2	2
5125	DEFERRED COMPENSATION	-	-	-	-
5126	WORKERS' COMPENSATION	-	298	45	47
5128	OTHER EMPLOYEE BENEFITS	-	63	84	89
5129	FLEXIBLE HEALTH BENEFIT	-	-	60	60
5132	PERS P.O.B. PAYMENT	-	-	708	660
	Staffing Subtotal	-	6,003	6,986	6,948
5201	CONTRACT SERVICES	50,048	256,206	185,000	240,000
5222	UTILITIES	-	30,502	-	-
5291	SPECIAL DEPT EXPENSE	-	-	-	3,394
	Services Subtotal	26,077	286,708	185,000	243,394
5206	OFFICE EQUIPMENT	-	3,002	-	-
	Materials/Supplies Subtotal	-	3,002	-	-
5401	FUND TRANSFERS	-	-	-	-
	Transfers Subtotal	-	-	-	-
6026	URBAN RUNOFF DIVERSION II	1,305,385	-	-	-
6051	SEWER SYSTEM IMP	-	-	-	-
	Capital Subtotal	1,305,385	-	-	-
6603	INTEREST EXPENSE	-	-	-	-
	Investment subtotal	-	-	-	-
	Staffing Costs	-	6,003	6,986	6,948
	Non-Staffing Costs	1,331,462	289,710	185,000	243,394
	Division Total	1,331,462	295,713	191,986	250,342
	Net Result of Operations	221,815	(713)	8,014	(342)
Ending Fund Balance		21,188	20,475	28,489	28,147

Recreation

Mission:

Make Pacific Grove the best possible place to live, by providing high-quality recreational programs that keep people active and engaged in our community, while increasing their quality of life.

Services and Responsibilities:

The department provides a broad range of recreational services through programs, contract instructors and collaboration with outside agencies. Citizens are offered sports leagues for youth and adults, leisure and educational programs for all ages, programs and services for teens, management of the historic Chautauqua Hall and Community Center, rental of City parks and facilities, a range of summer camps and programs for children and teens, and involvement with large range of special events in the City.

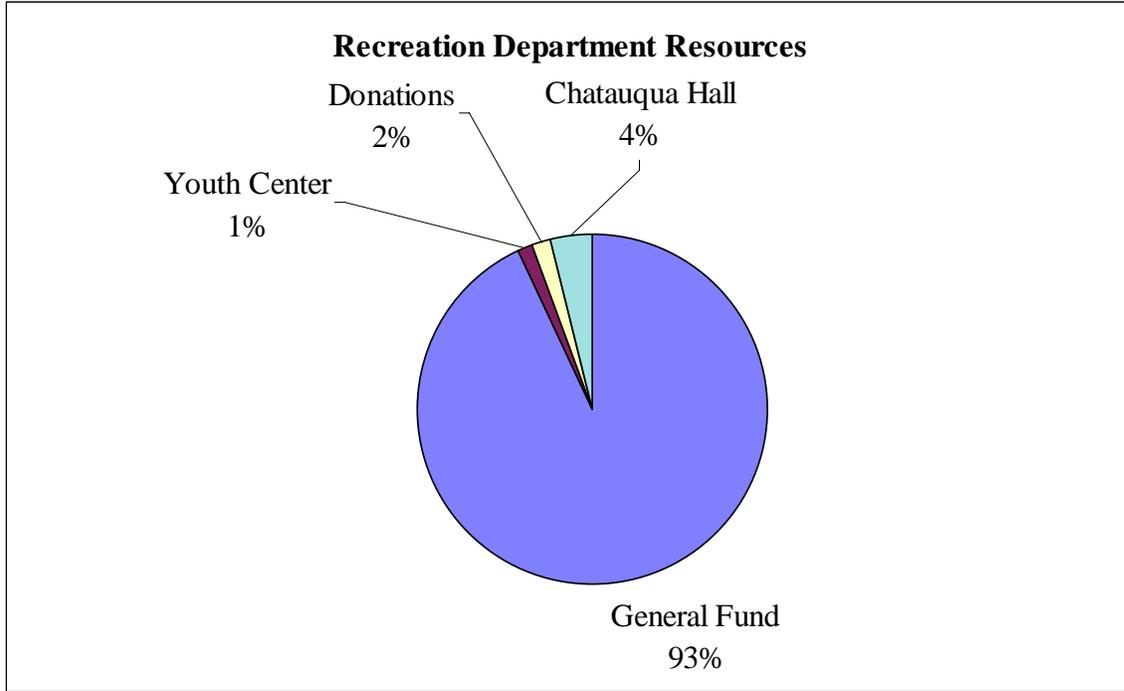
Sports leagues include soccer, basketball leagues (presently with the Y.M.C.A), and a track program for youth participants. Adult leagues in softball are offered in the Spring and Fall. Our adult basketball league is offered in the Winter. The department has a variety of professional providers who teach a wide assortment of leisure programs mainly for adults, ranging from Jazzercise and Yoga to Brazilian drumming and dancing. Youth providers offer Martial Arts, Soccer and Dance. The department also offers many summer programs, from the Dinosaur Days preschool program, and Lovers Point “tot” swim lessons to our drop-in Playground program at Caledonia Park. The department either runs or oversees a variety of camps and day programs, such as sports camps, a month-long Musical Theatre Camp and (with the Y.M.C.A.), and a weekly day camp.

The department operates the City’s Youth Center, historic Chautauqua Hall, and the Community Center. The Youth Center is open to middle school and high school students six afternoons a week for students to play, study, make friends and have fun. Youth Center staff coordinate many events for teens, including pizza parties, movie specials, and tournaments. Chautauqua Hall is home to most of the leisure classes offered by the Department, in addition to the meeting site for Boy Scout Troop 90 and the Saturday night Chautauqua Hall Dance Club. The Community Center facility is rented for private meetings, parties, and receptions. It is also home to the popular, City-run preschool, which has an enrollment of 35 students, aged three to five. Although not a City facility, the department manages rentals of private parties for the Sally Griffin Senior Center.

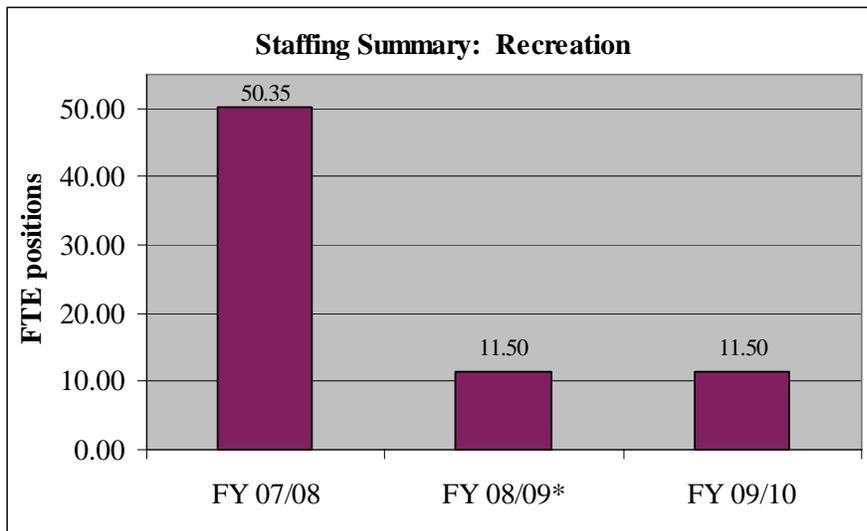
The department is responsible for rental of Lovers Point Park, Berwick Park, Jewell Park and Elmarie Dyke Open Space for weddings. During the course of a year, the Department schedules between 200-300 weddings at these parks. The department also handles the field preparation of baseball and softball fields for approximately 100 games played by the PG PONY Baseball League and Pacific Grove High School.

Finally, the Recreation Department is involved with many of the special events held yearly in the City, from the small and simple ones, such as the Peace Lantern ceremony, to the very large and complicated ones, such as the Good Old Days, Feast of Lanterns and Triathlon.

Budget-at-a-Glance:



Recreation Department Appropriations Summary (ALL FUNDS)	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	679,114	636,850	239,126	220,262
Services/Contracts	132,372	128,038	143,700	133,870
Materials Supplies	67,854	37,773	19,100	19,600
Total Expenditures	879,340	802,661	401,926	373,732



Major Budget Changes:

The budget for personnel costs is decreasing based on a potential 5% salary reduction associated with an employee furlough and a reduction in part-time wages for recreation programs based on planned program levels. The citywide plan to close the budget gap included reductions in recreation office equipment and supplies cost as well as reduced investment in recreation program materials and equipment. As a result of these changes, full-time recreation staff will establish primary office space at City Hall, thereby reducing costs for maintaining the Community Center.

Service Objectives:

1. Expand recreational offerings through partnerships with the Sally Griffin Active Living Center on programs, classes and services targeted at the area's growing older-adult population.
2. Identify and implement partnerships with local nonprofit organizations to ensure the financial future of the Youth Center through partnerships.
3. Develop and expand partnerships with service agencies (such as the Y.M.C.A.) in providing programming to Pacific Grove citizens.

Budget Detail:Div: **Recreation**

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
01 - General Fund					
PROGRAM REVENUES					
4462	RECREATION PRGM FEE/CHRG	221,885	133,496	105,000	75,000
4464	TENNIS PRO CONTRACT FEES	1,050	2,700	3,600	2,700
4465	SPECIAL EVENT FEES	44,982	44,529	45,760	-
4635	RECREATION DONATIONS	5,000	1,000	-	-
4667	BEACH SNACK BAR CONCESS	13,588	10,420	15,000	-
4669	ADVENTURES BY THE SEA CON	11,039	12,176	12,000	-
4670	RECREATION FACILITY RENTS	88,663	129,805	114,400	90,000
	Program revenues total	386,207	334,126	295,760	167,700
EXPENDITURES					
421 - Recreation Operations					
5101	BASE SALARY	469,192	421,020	111,508	106,364
5102	OVERTIME	526	4,058	-	-
5104	SALARIES RETROACTIVE PAY	-	-	-	-
5105	PART-TIME SALARIES	116,470	108,571	94,000	79,000
5111	PART-TIME SALARIES	-	-	-	-
5121	FICA-MEDICARE BENEFITS	8,048	7,431	1,273	2,427
5122	RETIREMENT (PERS)	45,344	29,895	10,096	9,794
5123	HEALTH INSURANCE COST	3,326	2,483	1,021	2,141
5124	UNEMPLOYMENT COST	210	192	32	60
5125	DEFERRED COMPENSATION	-	-	-	-
5126	WORKERS' COMPENSATION	27,577	21,245	3,950	3,504
5128	OTHER EMPLOYEE BENEFITS	5,606	7,044	1,450	1,802
5129	FLEXIBLE HEALTH BENEFIT	2,815	3,507	1,200	2,400
5130	POB DEBT SERVICE	-	31,404	14,596	12,770
	Staffing subtotal	679,114	636,850	239,126	220,262
5201	CONTRACT SERVICES	8,531	12,574	5,500	5,500
5208	CONTRACT PERSONNEL	1,001	-	-	-
5211	POSTAGE	1,851	240	500	500
5212	TELEPHONE	8,257	8,457	5,000	5,000
5215	MEETING/TRAINING/TRAVEL	-	657	-	-
5217	TRAVEL, MEAL COSTS	150	180	500	500
5221	ADVERTISING	18,307	15,381	23,000	16,000
5222	UTILITIES	65,155	61,742	55,000	55,000
5223	BLDG REPAIR, MAINT	5,382	7,575	7,000	4,000
5224	EQUIP REPAIR, MAINT	4,824	5,301	1,000	1,000
5226	EQUIPMENT REPAIR	4,851	1,672	500	500
5227	VEHICLE REPAIR	903	442	500	500
5230	INTERNAL SERVICE CHARGES	-	-	36,100	23,270
5231	INSURANCE	10,953	10,165	-	5,000
5261	SUBSCRIPTIONS, MEMB	1,302	1,881	1,600	1,600
5291	SPECIAL DEPT EXPENSE	905	1,771	500	500
	Services subtotal	132,372	128,038	136,700	118,870

		FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5301	OFFICE SUPPLIES	2,751	2,118	500	500
5305	JANITORIAL SUPPLIES	3,008	2,625	500	1,000
5311	VEHICLE FUEL	2,121	1,981	500	500
5352	CHEMICAL SUPPLIES	130	577	600	600
5361	RECREATION SUPPLIES	38,428	21,828	14,000	6,000
5362	SPECIAL EVENT SUPPLIES	18,610	8,644	1,000	-
	Materials/supplies subtotal	65,048	37,773	17,100	8,600
6001	EQUIPMENT	-	-	-	-
	Capital subtotal	-	-	-	-
	Non-staffing budget total	197,420	165,811	153,800 0	127,470
	Department total	876,534	802,661	392,926 0	347,732
	Net General Fund cost	490,327	468,535	97,166	180,032
	% program revenues	44.1%	41.6%	75.3%	48.2%

25 - Youth Center Donations

Beginning Fund Balance		5,250	5,250	5,406	6,536
PROGRAM REVENUES					
4464	TENNIS PRO CONTRACT FEES	-	-	-	-
4601	DONATIONS	-	-	5,000	-
4651	INTEREST EARNED	-	156	130	100
	Program Revenues Total	-	156	5,130	100
EXPENDITURES					
<i>422 - Youth Center Donations</i>					
5201	CONTRACT SERVICES	-	-	2,000	-
5291	SPECIAL DEPT EXPENSE	-	-	-	-
	Services Subtotal	-	-	2,000	-
5309	OTHER SUPPLIES	-	-	-	-
5361	RECREATION SUPPLIES	-	-	2,000	5,000
	Materials/Supplies Subtotal	-	-	2,000	5,000
6603	INTEREST EXPENSE	1,044	-	-	-
	Investment Subtotal	1,044	-	-	-
	Staffing Costs	-	-	-	-
	Non-Staffing Costs	1,044	-	4,000	5,000
	Division Subtotal	1,044	-	4,000	5,000
	Net Results of Operations	(1,044)	156	1,130	(4,900)
Ending Fund Balance		4,206	5,406	6,536	1,636

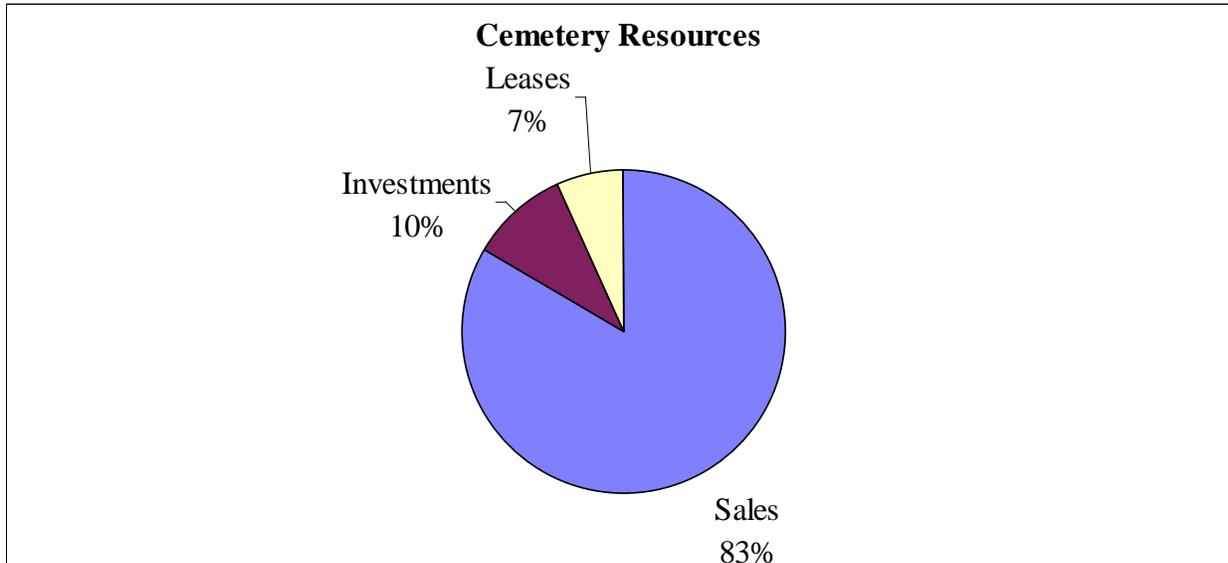
	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
26 - Chautauqua Hall				
Beginning Fund Balance	7,163	7,901	30,510	25,780
PROGRAM REVENUES				
4385 REC BOND ACT 2000	-	-	-	-
4603 CHAUTAUQUA HALL PRESERVE	2,500	22,000	-	-
4651 INTEREST EARNED	-	609	270	600
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenues Total	2,500	22,609	270	600
EXPENDITURES				
423 - Chautauqua Hall				
5223 BLDG REPAIR, MAINT	-	-	5,000	15,000
Services Subtotal	-	-	5,000	15,000
6603 INTEREST EXPENSE	1,762	-	-	-
Investment Subtotal	1,762	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	1,762	-	5,000	15,000
Division Subtotal	1,762	-	5,000	15,000
Net Results of Operations	738	22,609	(4,730)	(14,400)
Ending Fund Balance	7,901	30,510	25,780	11,380
31 - Operating Donations				
Beginning Fund Balance	-	5,000	6,000	6,000
PROGRAM REVENUES				
4635 REC PROGRAMS	5,000	1,000	-	-
4651 INTEREST EARNED	-	-	-	500
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenues Total	5,000	1,000	-	500
EXPENDITURES				
424 - Recreation Operations Donations				
5309 OTHER SUPPLIES	-	-	-	6,000
Supplies/Materials Subtotal	-	-	-	6,000
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	6,000
Division Subtotal	-	-	-	6,000
Net Results of Operations	5,000	1,000	-	(5,500)
Ending Fund Balance	5,000	6,000	6,000	500

Cemetery Function

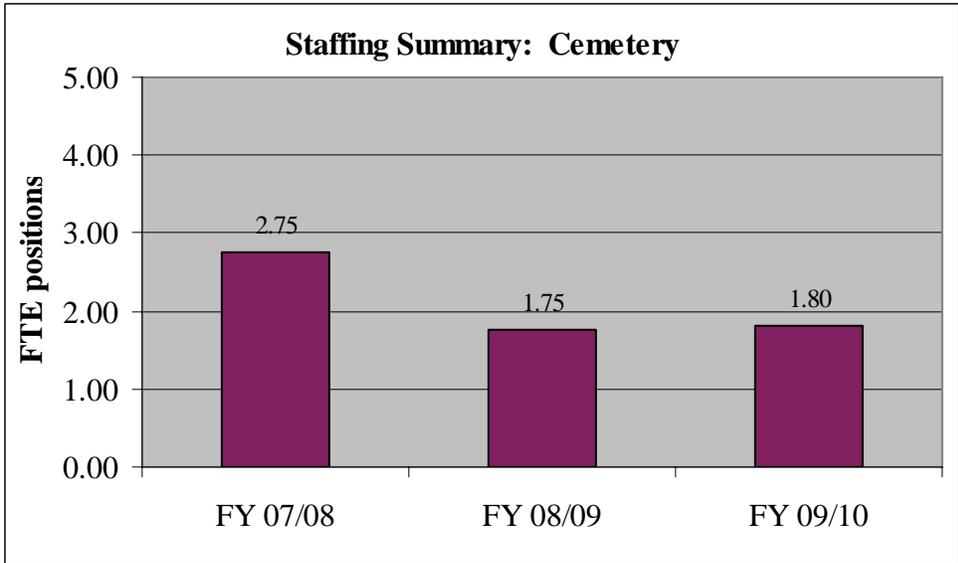
Services and Responsibilities:

The City operates and maintains El Carmelo Cemetery. The City coordinates with area mortuaries and individuals from around the country for services at the cemetery.

Budget-at-a-Glance:



Cemetery Fund Appropriations Summary	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009/10 Budget
Expenditures				
Personnel	133,524	144,295	131,198	149,628
Services/Contracts	38,341	24,244	27,002	27,243
Materials Supplies	16,046	13,150	10,550	11,400
Transfers/Depreciation	93,048	100,221	70,400	70,912
Debt Service	-	2,787	13,088	13,088
Capital	(293,219)	-	13,000	-
Total Expenditures	(12,260)	284,697	265,238	272,271



Major Budget Changes:

The budget for personnel costs reflects an allocation of the Management Analyst position. This position is at a higher cost than the position assigned to administer the cemetery in prior years.

Service Objective:

Identify new burial sites, such as a new memorial wall, that could provide revenue for a more sustainable cemetery business model.

Budget Detail:

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
75 - Cemetery Fund				
INVESTED IN CAPITAL ASSETS, NET OF DEBT			744,366	-
DEBT SERVICE			-	-
UNRESTRICTED			(111,510)	-
Beginning Fund Balance	(192,517)	(124,919)	632,856	-
PROGRAM REVENUES				
4481 SITE SALES & SERVICE	187,140	98,696	90,000	80,000
4482 CEMETERY MAUSOLEUM SALES	41,106	20,143	15,000	-
4483 CEMETERY TAXABLE SALES	-	-	350	3,500
4484 CEMETERY LABOR CHARGES	65,712	63,434	55,000	25,000
4513 MISCELLANEOUS REVENUES	-	9,790	-	-
4651 INTEREST EARNED	-	24,119	18,700	15,000
4662 CREMATORIUM LEASE	7,200	7,200	7,200	10,000
Program Revenue Total	301,158	223,382	186,250	133,500
EXPENDITURES				
601 - Cemetery Operations				
5101 BASE SALARY	100,011	107,092	98,781	113,073
5102 OVERTIME	1,194	3,535	-	-
5105 PART-TIME SALARIES	11,453	-	-	-
5121 FICA-MEDICARE BENEFITS	1,630	1,604	1,114	1,640
5122 RETIREMENT (PERS)	8,902	9,989	9,104	10,432
5123 HEALTH INSURANCE COST	1,805	1,805	-	2,203
5124 UNEMPLOYMENT COST	40	40	28	41
5126 WORKERS' COMPENSATION	7,082	8,823	7,042	3,844
5128 OTHER EMPLOYEE BENEFITS	1,384	2,326	999	2,025
5129 FLEXIBLE HEALTH BENEFIT	23	161	1,200	2,760
5132 PERS P.O.B. PAYMENT	-	8,920	12,930	13,611
Staffing Subtotal	133,524	144,295	131,198	149,628
5201 CONTRACT SERVICES	45	-	-	-
5202 PROF/CONSULTANT SERVICES	8,326	-	-	-
5204 ENGINEERING/DESIGN SVCS	(1,676)	-	-	5,000
5207 MAINTENANCE SERVICES	224	255	-	-
5211 POSTAGE	134	79	200	200
5212 TELEPHONE	711	1,103	600	600
5217 TRAVEL, MEAL COSTS	-	-	200	200
5222 UTILITIES	17,476	12,238	10,000	10,000
5226 EQUIPMENT REPAIR	764	145	1,500	1,000
5227 VEHICLE REPAIR	6,337	1,516	3,000	1,000
5231 INSURANCE	6,000	8,908	11,502	9,243
Services Subtotal	38,341	24,244	27,002	27,243
5301 OFFICE SUPPLIES	386	254	200	-
5309 OTHER SUPPLIES	5,479	4,984	3,500	3,500
5311 VEHICLE FUEL	2,097	2,427	1,500	1,500
5312 VEHICLE TIRES	-	-	250	-
5337 INVENTORY	3,693	4,556	4,500	5,000
5351 AGRICULTURAL SUPPLIES	645	929	600	1,400
Materials/Supplies Subtotal	12,300	13,150	10,550	11,400
5411 BLDG DEPRECIATION	51,458	8,811	8,812	8,812
5412 IMPROVEMENTS DEPR	15,662	19,034	19,034	19,034
5413 EQUIP DEPRECIATION	(3,378)	17,557	17,241	17,241
5491 INDIRECT COST ALLOCATION	29,306	54,819	25,313	25,825
Non-Operating Subtotal	93,048	100,221	70,400	70,912

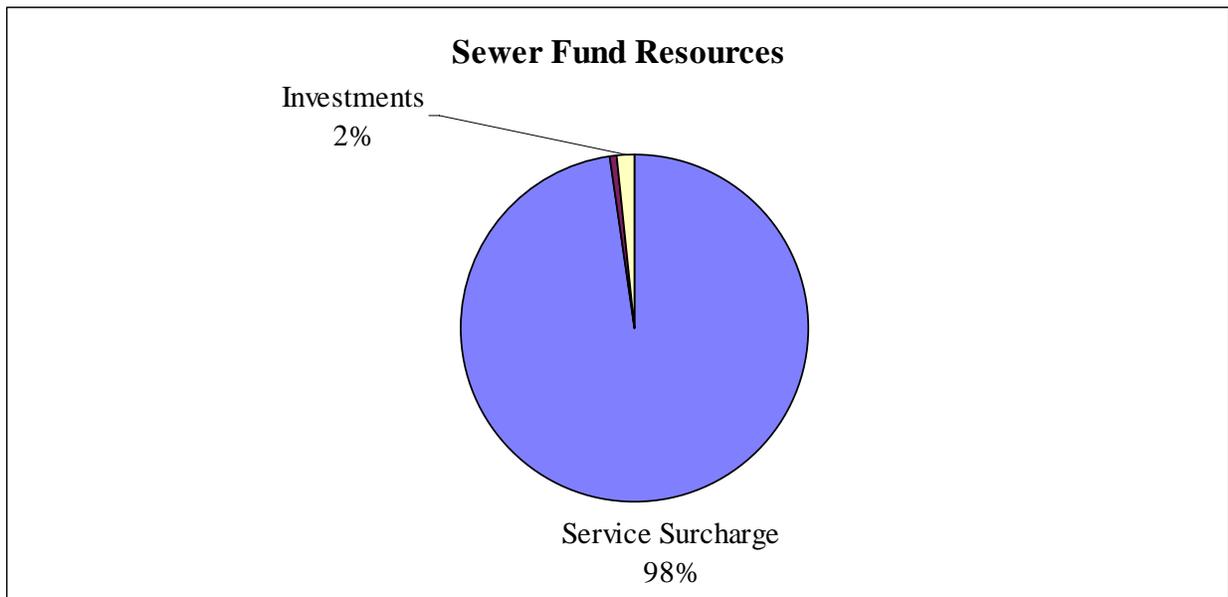
	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5801 INTEREST PMTS	-	2,787	2,406	2,406
5802 PRINCIPAL PMTS	-	-	10,682	10,682
Debt Service Total	-	2,787	13,088	13,088
6001 EQUIPMENT	12,718	-	13,000	-
6021 GENERAL BLDG IMP	(305,937)	-	-	-
6023 PUB WKS FAC IMP	-	-	-	-
Capital Subtotal	(293,219)	-	13,000	-
6603 INTEREST EXPENSE	3,746	-	-	-
Investment Subtotal	3,746	-	-	-
Staffing Costs	133,524	144,295	131,198	149,628
Non-Staffing Costs	(145,784)	137,615	134,040	122,643
Fund Total	(12,260)	281,910	265,238	272,271
Budgeted Change in Fund Balance			(78,988)	(138,771)
Reconciliation to Change in Unrestricted Fund Balance				
Capital/Debt Service Payments			25,682	10,682
Depreciation		45,402	45,087	45,087
Net Change in Unrestricted Fund Balance	313,418	(58,528)	(8,219)	(83,002)
Capitalization/Prior Period Adjustments	(245,820)	-	25,682	-
Net Expenditures			239,556	355,272
Ending Fund Balance	(124,919)	(183,447)	579,550	(138,771)
86 - Cemetery Endowment Fund				
Beginning Fund Balance	791,544	840,579	860,033	860,033
PROGRAM REVENUES				
4480 CEMETERY ENDOWMENT CARE	49,035	19,454	-	16,000
Program Revenue Total	49,035	19,454	-	16,000
EXPENDITURES				
603 - Cemetery Endowment				
5471 CONTRIBUTIONS	-	-	-	-
Transfers Subtotal	-	-	-	-
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	-	-
Division Total	-	-	-	-
Net Result of Operations	49,035	19,454	-	16,000
Ending Fund Balance	840,579	860,033	860,033	876,033

Sewer Function

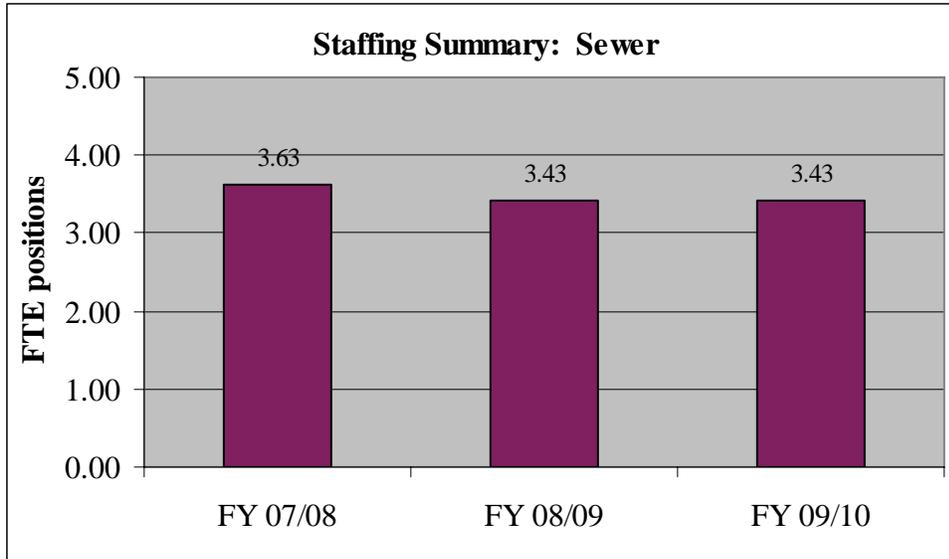
Services and Responsibilities:

The City owns and maintains the sanitary sewer system that collects and delivers sewage to the Monterey Regional Water Pollution Control Agency (MRWPCA) processing facility. In addition to performing maintenance activities, the City also manages the Sewer Lateral Loan Program that provides low-interest loans up to \$10,000 to repair or replace private sewer lateral facilities.

Budget-at-a-Glance:



Sewer Fund Appropriations Summary	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Budget	FY 2009//10 Budget
Expenditures				
Personnel	309,929	300,535	319,530	299,932
Services/Contracts	396,543	291,065	547,032	572,651
Materials Supplies	71,151	35,714	38,400	29,000
Transfers/Depreciation	229,799	395,213	467,096	338,188
Debt Service	94,036	100,126	113,039	113,757
Capital	392,194	179,580	1,271,500	1,775,000
Total Expenditures	1,493,652	1,302,233	2,756,597	3,128,528



Major Budget Changes:

The budget for personnel costs is decreasing based on a potential 5% salary reduction associated with an employee furlough and a reduction in part-time wages for recreation programs based on planned program levels.

The most significant change is in the budget for capital, which is \$503,500 higher than the FY 2008/09 amount to allow for the completion of Pump Station 12 reconstruction, located at Oceanview Blvd. and 9th St., and the reconstruction of Pump Station 11, located at Oceanview Blvd. and Eardley Ave.

Service Objectives:

1. Complete the reconstruction of Pump Station 12, located at Oceanview Blvd. and 9th St.,
2. Complete the reconstruction of Pump Station 11, located at Oceanview Blvd. and Eardley Ave.
3. Install a new sewer line in the dunes area to provide home owners an opportunity to abandon their septic tanks.
4. Replace 1,000 linear feet of sewer line, based on system priority data collected by video.

Budget Detail:

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
76 - Sewer Fund				
INVESTED IN CAPITAL ASSETS, NET OF DEBT			3,124,619	-
DEBT SERVICE			130	-
UNRESTRICTED			2,038,923	-
Beginning Fund Balance	(267,193)	3,767,571	5,163,672	5,901,144
PROGRAM REVENUES				
4470 SEWER CONNECTION FEES	2,408	2,778	7,000	10,000
4471 SEWER SERVICE SURCHARGE	2,196,055	2,380,689	2,150,000	2,000,000
4517 GREASE TRAP REIMBURSEMENT			-	-
4651 INTEREST EARNED		52,098	18,300	35,000
4704 SEWER DEBT EQUALIZATION			-	-
4753 SEWER LAT.LOAN REPAYMENTS		36,014	-	-
4931 INTERFUND OPERATING TRANS			-	-
Program Revenue Total	2,198,463	2,471,579	2,175,300	2,045,000
EXPENDITURES				
611 - Sewer Operations				
5101 BASE SALARY	252,330	230,893	230,148	231,007
5102 OVERTIME	3,564	848	5,000	-
5121 FICA-MEDICARE BENEFITS	3,513	2,989	3,283	3,350
5122 RETIREMENT (PERS)	22,463	21,571	20,870	21,280
5123 HEALTH INSURANCE COST	266	487	228	682
5124 UNEMPLOYMENT COST	92	84	82	83
5126 WORKERS' COMPENSATION	23,840	20,771	20,882	7,503
5128 OTHER EMPLOYEE BENEFITS	3,372	5,040	3,955	3,986
5129 FLEXIBLE HEALTH BENEFIT	489	1,950	4,956	4,296
5132 PERS P.O.B. PAYMENT	-	15,902	30,126	27,746
Staffing Subtotal	309,929	300,535	319,530	299,932
5201 CONTRACT SERVICES	272,118	239,522	275,000	185,000
5202 PROF/CONSULTANT SERVICES	33,900	2,491	15,000	4,000
5204 ENGINEERING/DESIGN SVCS	4,500	4,500	4,500	2,500
5207 MAINTENANCE SERVICES	1,201	362	2,500	25,000
5212 TELEPHONE	4,926	6,174	5,000	4,000
5215 MEETING/TRAINING/TRAVEL	608	1,135	5,000	5,000
5216 ATTENDANCE COSTS	357	(9)	-	-
5222 UTILITIES	11,964	13,515	12,000	12,000
5223 BLDG REPAIR, MAINT	45	74	3,000	3,000
5226 EQUIPMENT REPAIR	523	7,855	5,000	3,000
5227 VEHICLE REPAIR	6,965	10,668	11,000	10,000
5231 INSURANCE	56,000	4,373	71,032	49,051
5232 INSURANCE CLAIMS	-	-	2,000	7,500
5234 DENTAL CLAIMS	-	-	5,000	-
5261 SUBSCRIPTIONS, MEMB	1,363	383	1,000	600
5291 SPECIAL DEPT EXPENSE	-	-	-	2,000
Services Subtotal	394,470	291,043	417,032	312,651
5309 OTHER SUPPLIES	17,379	21,026	25,000	20,000
5311 VEHICLE FUEL	9,083	13,071	10,000	8,000
5312 VEHICLE TIRES	1,120	1,617	1,400	-
5352 CHEMICAL SUPPLIES	-	-	2,000	1,000
Materials/Supplies Subtotal	27,582	35,714	38,400	29,000

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
5411 BLDG DEPRECIATION	-	-	-	-
5412 IMPROVEMENTS DEPR	-	-	-	-
5413 EQUIP DEPRECIATION	-	46,674	-	-
5491 INDIRECT COST ALLOCATION	218,100	225,205	135,744	118,844
Non-Operating Subtotal	218,100	271,879	135,744	118,844
6001 EQUIPMENT	107,261	-	6,500	35,000
Capital Subtotal	107,261	-	6,500	35,000
6603 INTEREST EXPENSE	43,569	-	-	-
Investment Subtotal	43,569	-	-	-
Staffing Costs	309,929	300,535	319,530	299,932
Non - Staffing Costs	790,982	598,636	597,676	495,495
Division Total	1,100,911	899,171	917,206	795,427
612 - Sewer Capital Improvement				
5201 CONTRACT SERVICES	2,073	22	5,000	7,500
5202 PROF/CONSULTANT SERVICES	-	-	125,000	2,500
5204 ENGINEERING/DESIGN SVCS	-	-	-	250,000
5205 LEGAL SERVICES	-	-	-	-
Services Subtotal	2,073	22	130,000	260,000
5413 EQUIP DEPRECIATION	(1,764)	-	95,412	47,726
5415 SEWER DEPRECIATION	13,463	123,334	235,940	171,618
5441 FRANCHISE TAXES	-	-	-	-
Non-Operating Subtotal	11,699	123,334	331,352	219,344
5801 INTEREST PMTS	25,163	2,028	1,391	703
5802 PRINCIPAL PMTS	-	30,000	47,269	47,780
5803 BOND - INTEREST PMTS	65,982	65,207	63,515	62,383
5804 AMORTIZATION EXPENSES	2,891	2,891	864	2,891
Debt Service Subtotal	94,036	100,126	113,039	113,757
6012 PW VEHICLES-PRINCIPAL	-	-	-	-
6051 SEWER SYSTEM IMP	284,933	143,565	1,200,000	600,000
6052 PUMP STA IMPROVEMENTS	-	-	25,000	1,100,000
6053 SEWER LATERALS REPLCMT.	-	36,015	40,000	40,000
Capital Subtotal	284,933	179,580	1,265,000	1,740,000
Staffing Costs	-	-	-	-
Non-Staffing Costs	392,741	403,062	1,839,391	2,333,101
Division Total	392,741	403,062	1,839,391	2,333,101
Fund Total		1,302,233	2,756,597	3,128,528
Budgeted Change in Fund Balance		1,169,346	(581,297)	(1,083,528)
Reconciliation to Change in Unrestricted Fund Balance				
Capital/Debt Service Payments		226,655	1,318,769	1,822,780
Depreciation		-	-	-
Debt Service Income		-	-	-
Net Change in Fund Balance	704,811	1,396,001	737,472	739,252
Capitalization/Prior Period Adjustment	491,787	-	1,318,769	1,822,780
Net Expenditures		1,075,578	1,437,828	1,305,748
Ending Fund Balance	929,405	5,163,572	5,901,144	6,640,396

Non-Departmental Funds

Internal Service Funds:

The City maintains internal service funds to manage costs for workers compensation insurance, liability insurance, and employee benefits cost activities. Costs are allocated and charged to departments and received as revenue in the internal service funds. Obligations are then paid from the internal service funds.

Workers Compensation Fund:

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
<i>71 - Workers' Compensation Fund</i>				
Beginning Fund Balance	(2,225,127)	(1,807,252)	(1,799,718)	(1,799,350)
PROGRAM REVENUES				
4515 WORKERS COMP. MISC. REVENUE	798,178	818,717	786,000	537,211
4651 INTEREST EARNED	9,187	-	-	-
4931 INTERFUND OPERATING TRANS	383,935	-	-	-
Program Revenues Total	1,191,300	818,717	786,000	537,211
EXPENDITURES				
<i>701 - Workers' Compensation</i>				
5101 BASE SALARY	24,573	-	19,080	-
5104 SALARIES RETROACTIVE PAY	-	-	-	-
5121 FICA-MEDICARE BENEFITS	-	-	277	-
5122 RETIREMENT (PERS)	2,156	1	1,757	-
5123 HEALTH INSURANCE COST	232	-	234	-
5124 UNEMPLOYMENT COST	9	-	7	-
5125 DEFERRED COMPENSATION	-	-	-	-
5126 WORKERS' COMPENSATION	177	-	159	-
5128 OTHER EMPLOYEE BENEFITS	293	-	320	-
5129 FLEXIBLE HEALTH BENEFIT	150	12	300	-
5130 POB DEBT SERVICE	-	1,253	2,498	-
Staffing Subtotal	27,590	1,266	24,632	-
5203 ADMIN/RETAINER SERVICES	56,750	56,750	60,000	60,000
5231 INSURANCE	246,408	287,280	275,000	227,000
5232 INSURANCE CLAIMS	442,677	465,887	425,000	250,000
5291 SPECIAL DEPT EXPENSE	-	-	-	-
Services Subtotal	745,835	809,917	760,000	537,000
5301 OFFICE SUPPLIES	-	-	-	-
Materials/Supplies Subtotal	-	-	-	-
6603 INTEREST EXPENSE (audit adjustment)	-	-	1,000	-
Investment Subtotal	-	-	1,000	-
Expenditure Total	773,425	811,183	785,632	537,000
Net Results of Operations	417,875	7,534	368	211
Ending Fund Balance	(1,807,252)	(1,799,718)	(1,799,350)	(1,799,139)

Liability Insurance Fund:

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
72 - Liability Insurance Fund				
Beginning Fund Balance	(371,013)	203,419	225,847	226,215
PROGRAM REVENUES				
4531 LIABILITY INS MISC REVENUE	-	-	360,000	230,000
4651 INTEREST EARNED	32,256	-	5,000	10,000
4751 REFUNDS & REBATES	89,104	-	-	-
4931 INTERFUND OPERATING	650,000	300,000	-	-
Program Revenues Total	771,360	300,000	365,000	240,000
EXPENDITURES				
<i>702 - Risk Management</i>				
5101 BASE SALARY	24,573	-	19,080	-
5104 SALARIES RETROACTIVE PAY	-	-	-	-
5121 FICA-MEDICARE BENEFITS	-	-	277	-
5122 RETIREMENT (PERS)	2,156	1	1,757	-
5123 HEALTH INSURANCE COST	232	-	234	-
5124 UNEMPLOYMENT COST	9	-	7	-
5125 DEFERRED COMPENSATION	-	-	-	-
5126 WORKERS' COMPENSATION	177	-	159	-
5128 OTHER EMPLOYEE BENEFITS	293	-	320	-
5129 FLEXIBLE HEALTH BENEFIT	150	12	300	-
5130 POB DEBT SERVICE	-	955	2,498	-
Staffing Subtotal	27,590	968	24,632	-
5231 INSURANCE	228,600	247,441	320,000	200,000
5232 INSURANCE CLAIMS	(59,262)	29,163	20,000	30,000
5291 SPECIAL DEPT EXPENSE	-	-	-	-
Services Subtotal	169,338	276,604	340,000	230,000
5303 BOOKS, PRINTED MATL	-	-	-	-
Materials/Supplies Subtotal	-	-	-	-
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Expenditure Total	196,928	277,572	364,632	230,000
Net Results of Operations	574,432	22,428	368	10,000
Ending Fund Balance	203,419	225,847	226,215	236,215

Employee Benefits Fund:

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
70 - Employee Benefit Fund				
Beginning Fund Balance	-	(6,554)	22,644	28,444
PROGRAM REVENUES				
4512 HEALTH BENEFITS MISC. REV	60,536	112,799	120,000	125,000
4519 UNEMPLOYMENT CHARGES	3,692	3,772	3,500	3,500
4651 INTEREST EARNED	3,123	-	-	-
4703 HEALTH CARE SPENDING ACCT	45,102	34,845	35,000	36,000
4705 DEPENDENT CARE SPENDING	-	-	-	-
4931 INTERFUND OPERATING TRANS	26,000	38,200	-	-
Program Revenues Total	138,453	189,616	158,500	164,500
EXPENDITURES				
703 - Employee Benefits				
5123 HEALTH INSURANCE COST	52,281	59,532	60,000	60,000
5141 PARS SOC.SEC. REPLACEMENT	3,645	3,634	3,700	3,700
5142 HEALTH BENF. REIMBRMST.	34,739	37,006	36,000	36,000
Staffing Subtotal	90,665	100,172	99,700	99,700
5234 DENTAL CLAIMS	50,819	50,086	50,000	50,000
5235 UNEMPLOYMENT CLAIMS	401	10,160	3,000	13,500
Services Subtotal	51,220	60,246	53,000	63,500
Expenditure Total	141,885	160,418	152,700	163,200
Net Results of Operations	(3,432)	29,198	5,800	1,300
Ending Fund Balance	(3,432)	22,644	28,444	29,744

Debt Service Funds:

The City maintains debt service funds to manage long and short-term debt obligations. Debt service costs are allocated and charged to applicable departments and received as revenue in the debt service funds. Obligations are then paid from the debt service funds.

Civic Center Debt Service Fund:

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
<i>14 Civic Center Fund</i>				
Beginning Fund Balance	(1,072)	(17,959)	25,366	55,373
PROGRAM REVENUES				
4601 DONATIONS	-	-	-	-
4651 INTEREST EARNED	-	37,000	25,000	35,000
4661 CIVIC CNTR SITE PROP.RENT	16,500	18,000	17,000	17,000
4921 SALE OF USED EQUIPMENT	-	-	-	-
4931 INTERFUND OPERATING TRANS	190,578	212,292	212,000	212,000
Program Revenues Total	207,078	267,292	254,000	264,000
EXPENDITURES				
<i>704 - Civic Center</i>				
5201 CONTRACT SERVICES	1,171	1,174	1,200	1,200
5204 ENGINEERING/DESIGN SVCS	-	-	-	-
5206 DATA, COMMUNICATION SVCS	-	-	-	-
5207 MAINTENANCE SERVICES	-	-	-	-
Services Subtotal	1,171	1,174	1,200	1,200
5801 INTEREST PMTS	56,999	50,554	43,859	43,859
5802 PRINCIPAL PMTS	165,795	172,239	178,934	178,934
Debt Service Subtotal	222,794	222,793	222,793	222,793
6021 GENERAL BLDG IMP	-	-	-	-
Capital Subtotal	-	-	-	-
Expenditure Total	223,965	223,967	223,993	223,993
Net Results of Operations	(16,887)	43,325	30,007	40,007
Ending Fund Balance	(17,959)	25,366	55,373	95,380

Vehicle Replacement Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
32 - Vehicle Replacement Fund				
Beginning Fund Balance	(21,460)	(21,043)	-	-
PROGRAM REVENUES				
4601 DONATIONS	-	-	-	-
4651 INTEREST EARNED	22,755	-	-	-
4801 PROCEEDS FROM FINANC. LEAS	410,134	-	30,000	-
4931 INTERFUND OPERATING	195,781	109,315	29,987	61,416
Program Revenues Total	628,670	109,315	59,987	61,416
EXPENDITURES				
705 - Vehicle Replacement				
5801 INTEREST PMTS	154,956	13,708	13,213	12,990
5802 PRINCIPAL PMTS	21,829	53,520	37,064	48,426
Debt Service Subtotal	176,785	67,228	50,277	61,416
6011 POLICE VEHICLES	-	-	30,000	-
6012 PUB WKS VEHICLES	-	21,044	-	-
6013 FIRE VEHICLES	410,134	-	-	-
Capital Subtotal	410,134	21,044	30,000	-
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Expenditure Total	586,919	88,272	80,277	61,416
Net Results of Operations	41,751	21,043	(20,290)	-
Ending Fund Balance	20,291	-	(20,290)	-

Butterfly Bond Debt Service Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
<i>54 - Butterfly Bond Debt Service Fund</i>				
Beginning Fund Balance	23,342	45,362	79,019	103,718
PROGRAM REVENUES				
4001 PROPERTY TAXES SECURED	106,248	113,154	110,000	109,800
4002 UNSECURED PROPERTY TAXES	1,200	1,837	1,000	1,012
4003 SUPPLEMENTAL ROLL TAX	4,229	3,925	2,300	3,485
4004 PRIOR PERIOD SECURED TAX	1,298	1,718	1,200	1,405
4005 PRIOR PERIOD UNSECURED TX	18	-	-	-
4378 HOMEOWNERS' PROP. TAX REL	915	893	500	770
4651 INTEREST EARNED	789	1,030	500	1,000
Program Revenues Total	114,697	122,557	115,500	117,472
EXPENDITURES				
<i>706 - Butterfly Bond Debt Service</i>				
5203 ADMIN/RETAINER SERVICES	-	-	-	-
Services Subtotal	-	-	-	-
5802 PRINCIPAL PMTS	55,312	54,773	59,210	63,546
5803 BOND - INTEREST PMTS	36,576	34,127	31,591	28,860
Debt Service Subtotal	91,888	88,900	90,801	92,406
Expenditure Total	91,888	88,900	90,801	92,406
Net Results of Operations	22,809	33,657	24,699	25,066
Ending Fund Balance	46,151	79,019	103,718	128,784

Tax and Revenue Anticipation Notes Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
97 - Tax Revenue Anticipation Note				
Beginning Fund Balance	-	-	197	197
PROGRAM REVENUES				
4001 PROPERTY TAXES SECURED	-	1,840,800	3,106,500	3,276,000
Program Revenues Total	-	1,840,800	3,106,500	3,276,000
EXPENDITURES				
<i>806 - TRAN Debt Service</i>				
5203 ADMIN/RETAINER SERVICES	-	-	-	-
Services Subtotal	-	-	-	-
5802 PRINCIPAL PMTS	-	1,770,000	3,000,000	3,180,000
5803 BOND - INTEREST PMTS	-	70,603	106,500	96,000
Debt Service Subtotal	-	1,840,603	3,106,500	3,276,000
Expenditure Total	-	1,840,603	3,106,500	3,276,000
Net Results of Operations	-	197	-	-
Ending Fund Balance	-	197	197	197

Pension Obligation Debt Service Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
98 - Pension Obligation Debt Service Fund				
Beginning Fund Balance	-	-	-	-
PROGRAM REVENUES				
45XX INTERDEPARTMENTAL	-	926,228	1,495,000	1,600,000
Program Revenues Total	-	926,228	1,495,000	1,600,000
EXPENDITURES				
<i>804 - Pension Obligation Bond</i>				
5203 ADMIN/RETAINER SERVICES	-	1,227	-	5,000
Services Subtotal	-	1,227	-	5,000
5801 INTEREST PMTS	-	94,258	226,806	387,218
5802 PRINCIPAL PMTS	-	830,743	1,268,194	1,207,782
Debt Service Subtotal	-	925,001	1,495,000	1,595,000
Expenditure Total	-	926,228	1,495,000	1,600,000
Net Results of Operations	-	-	-	-
Ending Fund Balance	-	-	-	-

Carillon Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
03 - Carrillon Fund				
Beginning Fund Balance	21,529	22,829	23,508	24,108
PROGRAM REVENUES				
4651 INTEREST EARNED	-	679	600	600
4931 INTERFUND OPERATING	1,300	-	-	-
Program Revenues Total	1,300	679	600	600
EXPENDITURES				
5224 EQUIP REPAIR, MAINT	-	-	-	-
Services Subtotal	-	-	-	-
Expenditure Total	-	-	-	-
Net Results of Operations	1,300	679	600	600
Ending Fund Balance	22,829	23,508	24,108	24,708

Business Improvement District Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
09 - Business Improvement District				
Beginning Fund Balance	-	-	5	1,005
PROGRAM REVENUES				
4122 DOWNTOWN BUSINESS DIST.	-	-	28,000	28,000
4651 INTEREST EARNED	-	5	1,000	100
Program Revenues Total	-	5	29,000	28,100
EXPENDITURES				
103 - Business Improvement District				
5201 CONTRACT SERVICES	-	-	28,000	28,000
Services Subtotal	-	-	28,000	28,000
Expenditure Total	-	-	28,000	28,000
Net Result of Operations	-	5	1,000	100
Ending Fund Balance	-	5	1,005	1,105

Hospitality Improvement District Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
10 - Hospitality Improvement District				
Beginning Fund Balance	-	-	152	652
PROGRAM REVENUES				
4123 HOSPITALITY DIST.	-	107,038	260,000	260,000
4651 INTEREST EARNED	-	152	500	250
Program Revenues Total	-	107,190	260,500	260,250
EXPENDITURES				
104 - Hospitality Improvement District				
5201 CONTRACT SERVICES	-	107,038	260,000	260,000
Services Subtotal	-	107,038	260,000	260,000
Expenditure Total	-	107,038	260,000	260,000
Net Results of Operations	-	152	500	250
Ending Fund Balance	-	152	652	902

Lighthouse Maintenance and Improvement Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
27 - Lighthouse Maintenance & Improvement Fund				
Beginning Fund Balance	-	25,653	60,417	36,380
PROGRAM REVENUES				
4451 LIGHTHOUSE ADMISSION	25,653	20,899	20,000	20,000
4601 DONATIONS	-	12,432	-	-
4651 INTEREST EARNED	-	1,433	1,000	1,200
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenue Total	25,653	34,764	21,000	21,200
EXPENDITURES				
413 - Lighthouse Maintenance & Improvement				
5201 CONTRACT SERVICES	-	-	-	-
5204 ENGINEERING/DESIGN SVCS	-	-	-	-
Services Subtotal	-	-	-	-
5401 FUND TRANSFERS	-	-	15,037	15,037
Transfers Subtotal	-	-	15,037	15,037
6001 EQUIPMENT	-	-	-	-
6021 GENERAL BLDG IMP	-	-	30,000	-
Capital Subtotal	-	-	30,000	-
6603 INTEREST EXPENSE	-	-	-	-
Investment Subtotal	-	-	-	-
Staffing Costs	-	-	-	-
Non-Staffing Costs	-	-	45,037	15,037
Division Total	-	-	45,037	15,037
Net Result of Operations	25,653	34,764	(24,037)	6,163
Ending Fund Balance	25,653	60,417	36,380	42,543

Building and Facilities Improvement Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
61 - Building & Facility Fund				
Beginning Fund Balance	404,169	520,358	533,504	544,004
PROGRAM REVENUES				
4385 REC BOND ACT 2000	21,972	-	-	-
4651 INTEREST EARNED	-	13,146	10,500	12,500
4751 REFUNDS & REBATES	94,217	-	-	-
4931 INTERFUND OPERATING TRANS	-	-	-	-
Program Revenues Total	116,189	13,146	10,500	12,500
EXPENDITURES				
707 - Building & Facility Improvements				
6021 GENERAL BLDG IMP	-	-	-	-
6022 FIRE BLDG IMP	-	-	-	-
6023 PUB WKS FAC IMP	-	-	-	-
6024 REC FACILITY IMP	-	-	-	-
6025 POLICE BLDG IMP	-	-	-	-
6031 PARK, OPEN SPACE IMP	-	-	-	-
6041 STREET, SIDEWALK IMP	-	-	-	-
Capital	-	-	-	-
Expenditure Total	-	-	-	-
Net Results of Operations	116,189	13,146	10,500	12,500
Ending Fund Balance	520,358	533,504	544,004	556,504

McIndoo Donation Fund

	FY 06/07 actual	FY 07/08 actual	FY 08/09 budget	FY 09/10 budget
92 - McIndoo Donation				
Beginning Fund Balance	-	-	321,848	334,848
PROGRAM REVENUES				
4644 PROP/FAC IMP DONATION	-	309,096	-	-
4651 INTEREST EARNED	-	12,752	13,000	5,000
Program Revenues Total	-	321,848	13,000	5,000
EXPENDITURES				
709 - McIndoo Donation				
5204 ENGINEERING/DESIGN SVCS	-	-	-	-
Services Subtotal	-	-	-	-
6021 BUILDING IMP	-	-	-	-
6031 PARK, OPEN SPACE IMP	-	-	-	105,000
6041 STREET, SIDEWALK IMP	-	-	-	200,000
Capital Subtotal	-	-	-	305,000
Expenditure Total	-	-	-	305,000
Net Results of Operations	-	321,848	13,000	(300,000)
Ending Fund Balance	-	321,848	334,848	34,848

Authorized Staffing Allocation

			FY 2007/08	FY 2008/09 *	FY 2009/10
Dpt	Division	Positions	FTE%	FTE%	FTE %
10	101	COUNCILMEMBER	3.00	3.00	3.00
		MAYOR	0.50	0.50	0.50
		Part-time	3.50	3.50	3.50
TOTAL: CITY COUNCIL			3.50	3.50	3.50
12	121	ADMINISTRATIVE ASSISTANT	0.00	0.00	0.00
		ADMINISTRATIVE SERVICES DIRECTOR	0.00	0.00	0.00
		CITY MANAGER	1.00	1.00	1.00
		DEPUTY CITY MANAGER	1.00	1.00	1.00
		EXECUTIVE ASSISTANT	1.00	0.00	0.00
		MANAGEMENT ANALYST	0.75	0.50	0.00
		PRINCIPAL ANALYST	0.75	0.00	0.00
		DEPUTY CITY CLERK	0.50	1.00	1.00
		SECRETARY TO THE CITY MANAGER	0.00	0.00	0.00
		Full-Time	5.00	3.50	3.00
TOTAL: CITY MANAGER'S OFFICE			5.00	3.50	3.00
13	131	ACCOUNTING ASSISTANT II	1.00	2.00	2.00
		ASSISTANT FINANCE OFFICER	1.00	1.00	1.00
		DIRECTOR OF MANAGEMENT AND BUDGET	1.00	1.00	1.00
		PAYROLL TECHICIAN	1.00	0.00	0.00
		SENIOR ACCOUNTANT	1.00	1.00	1.00
		OFFICE ASSISTANT II	0.00	1.00	1.00
		Full-Time	5.00	6.00	6.00
	133	INFORMATION SYSTEMS ANALYST	1.00	0.00	0.00
		Full-Time	1.00	0.00	0.00
TOTAL: FINANCE AND INFO SYSTEMS			6.00	6.00	6.00

			FY 2007/08	FY 2008/09 *	FY 2009/10	
Dpt	Division	Positions	FTE%	FTE%	FTE %	
20	201	ADMIN SECRETARY II - CDD	1.00	0.00	0.00	
		ASSOCIATE PLANNER	1.00	1.00	1.00	
		BLDG INSPECTOR OFFICE TECH	1.00	0.00	0.00	
		BUILDING INSPECTOR	1.00	0.00	0.00	
		CHIEF BUILDING INSPECTOR	1.00	0.00	0.00	
		COMMUNITY DEVELOPMENT DIRECTOR	1.00	0.00	0.00	
		PLANNING TECHNICIAN	1.00	0.00	0.00	
		CHIEF PLANNER	0.00	1.00	1.00	
		CODE COMPLIANCE OFFICER	0.00	1.00	1.00	
		OFFICE ASSISTANT II	0.00	1.50	2.00	
		SENIOR PLANNER	1.00	2.00	2.00	
		SENIOR PLANNER- HOUSING	0.13	0.13	0.00	
		202	SENIOR PLANNER- HOUSING	0.31	0.31	0.20
203	SENIOR PLANNER- HOUSING	0.00	0.00	0.00		
204	SENIOR PLANNER- HOUSING	0.31	0.31	0.40		
209	SENIOR PLANNER- HOUSING	0.12	0.12	0.00		
210	SENIOR PLANNER- HOUSING	0.00	0.00	0.27		
611	SENIOR PLANNER- HOUSING	0.00	0.00	0.13		
Full-Time			8.87	7.37	8.00	
201	201	BUILDING INSPECTOR	0.50	0.50	0.00	
		BUILDING INSPECTOR P/T	0.50	0.00	0.00	
		STUDENT INTERN	0.00	0.50	1.00	
		OFFICE ASSISTANT I- CDD	0.50	0.00	0.00	
		202	HOUSING REHABILITATION INSPECTOR	0.20	0.20	0.20
		203	PLANNING AID -HOUSING	0.34	0.34	0.34
		204	PLANNING AID -HOUSING	0.66	0.66	0.66
206	PLANNING AID -HOUSING	0.00	0.66	0.66		
209	HOUSING REHABILITATION INSPECTOR	0.80	0.80	0.80		
Part-Time			3.50	3.66	3.66	
TOTAL: COMMUNITY DEVELOPMENT DEPT.			12.37	11.03	11.66	

			FY 2007/08	FY 2008/09 *	FY 2009/10
Dpt	Division	Positions	FTE%	FTE%	FTE %
30	301	ANIMAL CONTROL OFFICER	1.00	1.00	1.00
		PARKING ENFORCER OFFICER	2.00	2.00	2.00
		POLICE CHIEF	1.00	1.00	1.00
		POLICE COMMANDER	2.00	2.00	2.00
		POLICE CORPORALS	4.00	4.00	4.00
		POLICE OFFICER	12.00	10.00	10.00
		POLICE SERGEANT	6.00	5.00	5.00
		POLICE SERVICES TECHICIAN II	2.00	1.00	1.00
		POLICE SERVICES TECHNICIAN I	3.00	3.00	3.00
		SECRETARY TO POLICE CHIEF	1.00	0.00	0.00
		RECORDS SUPERVISOR	0.00	1.00	1.00
	304	POLICE OFFICER- SLESF	1.00	1.00	1.00
Full-Time			35.00	31.00	31.00
301	CROSSING GUARD	0.50	0.50	0.50	
	PARKING ENFORCEMENT OFFICER P/T	0.50	0.50	0.50	
	POLICE RESERVE OFFICER	2.50	2.50	2.50	
	POLICE SERVICES TECHNICIAN I -PT	0.50	0.50	0.50	
	STUDENT INTERN	0.50	0.50	0.50	
	TRAFFIC ENGINEER	0.48	0.48	0.48	
Part-Time			4.98	4.98	4.98
TOTAL: POLICE DEPARTMENT			39.98	35.98	35.98
35	351	ADMINISTRATIVE SECRETARY II - FIRE	1.00	0.00	0.00
		OFFICE ASSISTANT II	0.00	0.50	0.00
		ASSISTANT FIRE CHIEF	1.00	1.00	0.00
		ENGINE CAPTAIN	3.00	3.00	0.00
		FIRE CHIEF	1.00	1.00	0.00
		FIRE ENGINEER	7.00	7.00	0.00
		FIRE MARSHAL/DIVISION CHIEF	0.00	0.00	0.00
		FIRE STATION CAPTAIN	3.00	3.00	0.00
		FIREFIGHTER	2.00	2.00	0.00
	Full-Time			18.00	17.50
351	FIRE CLERK I	0.50	0.00	0.00	
	FIRE PREVENTION OFFICER	0.50	0.50	0.00	
352	OCEAN RESCUE VOLUNTEER	15.00	15.00	10.00	
Part-Time			16.00	15.50	10.00
351	PAID ON-CALLFIREFIGHTER	17.50	17.50	0.00	
Part-Time			17.50	17.50	0.00
TOTAL: FIRE DEPARTMENT			51.50	50.50	10.00

			FY 2007/08	FY 2008/09 *	FY 2009/10
Dpt	Division	Positions	FTE%	FTE%	FTE %
40	401	ADMINISTRATIVE SECRETARY I -LIB	0.00	0.00	0.00
		LIBRARIAN I >30H.	0.75	0.00	0.00
		LIBRARIAN II	2.00	1.00	1.00
		LIBRARY ASSISTANT I	1.00	1.00	1.00
		LIBRARY ASSISTANT II	2.00	1.00	0.00
		LIBRARY DIRECTOR	0.00	0.00	0.00
		SENIOR LIBRARIAN	1.00	0.00	0.00
		SENIOR LIBRARY ASSISTANT	2.00	2.00	2.00
Full-Time			8.75	5.00	4.00
401	LIBRARIAN I	LIBRARIAN I	0.50	0.00	0.00
		ADMINISTRATIVE SECRETARY I	0.00	0.00	0.00
		LIBRARIAN II	0.50	0.50	0.50
		LIBRARY ASSISTANT I	2.50	1.00	1.00
		LIBRARY ASSISTANT II	1.00	0.50	0.50
		SENIOR LIBRARY ASSISTANT	0.50	0.00	0.00
		SHELVER	1.50	0.50	0.50
Part-Time			6.50	2.50	2.50
TOTAL: LIBRARY DEPARTMENT			15.25	7.50	6.50
41	411	ASSISTANT MUSEUM CURATOR	1.00	0.00	0.00
		MUSEUM DIRECTOR	1.00	0.00	0.00
		MUSEUM MANAGER/EXHIBITS COORDINATOR	0.00	1.00	1.00
Full-Time			2.00	1.00	1.00
		MAINT WORKER I - MUSEUM	0.50	0.00	0.00
		PROGRAM COORDINATOR - MUSUEM	0.50	0.50	0.50
Part-Time			1.00	0.50	0.50
TOTAL MUSEUM DEPARTMENT			3.00	1.50	1.50
42	421	ADMIN SECRETARY II	1.00	0.00	0.00
		MAINTENANCE WORKER II -REC	1.00	0.00	0.00
		OFFICE ASSISTANT II REC	0.85	0.00	0.00
		RECREATION COORDINATOR I	2.00	0.00	0.00
		RECREATION DIRECTOR	1.00	0.00	0.00
		SENIOR RECREATION COORDINATOR	1.00	1.00	1.00
Full-Time			6.85	1.00	1.00
421	ASSISTANT PROGRAM COORDINATOR	ASSISTANT PROGRAM COORDINATOR	3.50	0.50	0.50
		RECREATION COORDINATOR I	0.00	0.75	0.75
		COMMUNITY CENTER ATTENDANT	1.00	1.00	1.00
		DESK ATTENDANT	0.50	0.00	0.00
		PLAYGROUND LEADER	5.00	0.50	0.50
		POOL INSTRUCTOR/LIFEGUARD	5.00	3.00	3.00
		POOL MANAGER	1.50	0.50	0.50
		PRE-SCHOOL AID	0.50	0.50	0.50
		PRE-SCHOOL DIRECTOR	0.50	0.50	0.50
		PRE-SCHOOL TEACHER	0.50	1.00	1.00
		PROGRAM COORDINATOR- REC	4.50	0.00	0.00
		PROGRAM SPECIALIST -REC (30 HR.)	3.00	0.75	0.75
		SENIOR PLAYGROUND LEADER	3.50	1.00	1.00
		SENIOR RECREATION LEADER	1.50	0.00	0.00
		SLOW PITCH UMPIRES	0.50	0.00	0.00
		SOCKO UMPIRES/YOUTH SPORTS	2.50	0.50	0.50
		YOUTH SPORTS REFEREE	7.50	0.00	0.00
YOUTH SPORTS REFEREE -REC	2.50	0.00	0.00		
Part-Time			43.50	10.50	10.50
TOTAL: RECREATION			50.35	11.50	11.50

			FY 2007/08	FY 2008/09 *	FY 2009/10
Dpt	Division	Positions	FTE%	FTE%	FTE %
50	501	ADMIN SECRETARY I	1.00	0.00	0.00
		ASSISTANT TO THE PUBLIC WORKS DIRECTOR	0.50	0.00	0.00
		MANAGEMENT ANALYST	0.00	0.00	0.55
		PUBLIC WORKS BUSINESS MANAGER	0.65	0.65	0.65
		PUBLIC WORKS DIRECTOR	0.00	0.00	0.00
	502	EQUIPMENT MECHANIC I	1.00	1.00	1.00
		EQUIPMENT MECHANIC II	1.00	1.00	1.00
		MECHANICAL SUPERVISOR	1.00	0.00	0.00
	503	MAINT FIELD SUPERVISOR - BLDG & GROUNDS	1.00	1.00	1.00
		MAINT WORKER II - BLDG & GROUNDS	5.00	5.75	5.75
		MAINTENANCE WORKER I BLDG & GROUNDS	1.00	0.00	0.00
		PUBLIC WORKS SUPERVISOR	0.00	0.00	0.00
	505	ASSIST TO THE DIRECTOR OF PW	0.30	0.00	0.00
		MAINT FIELD SUPERVISOR - STREETS	0.70	0.70	0.70
		MAINT WORKER II - STREETS	1.40	1.40	1.40
		MAINTENANCE WORKER II - STREETS	0.00	0.00	0.00
		SENIOR MAINTENANCE WORKER - STREETS	0.70	0.70	0.70
	513	ARBORIST	1.00	1.00	1.00
	508	MAINT WORKER II - STREETS	0.60	0.60	0.60
		MAINT FIELD SUPERVISOR - STREETS	0.30	0.30	0.30
SENIOR MAINTENANCE WORKER - STREETS		0.30	0.30	0.30	
511	PUBLIC WORKS SUPERVISOR	0.00	0.00	0.00	
512	PUBLIC WORKS BUSINESS MANAGER	0.05	0.05	0.05	
Full-Time			17.50	14.45	15.00
503	MAINTENANCE WORKER I - PT BULD&GRNDS	0.00	1.50	1.50	
	MAINTENANCE WORKER I -B&G	1.50	0.00	0.00	
509	TRAFFIC ENGINEER	0.52	0.52	0.52	
Part-Time			2.02	2.02	2.02
TOTAL: PUBLIC WORKS DEPARTMENT			19.52	16.47	17.02
60		DEPUTY CITY CLERK	0.50	0.25	0.00
601	MANAGEMENT ANALYST	0.00	0.00	0.30	
	MAINT WORKER I - CEMETERY	0.75	0.00	0.00	
		MAINT. WORKER II - CEMETERY	1.00	1.00	1.00
Full-Time			2.25	1.25	1.30
601	CEMETERY OFFICE ASSISTANT	0.00	0.00	0.00	
	LABORER - CEMETERY		0.00	0.00	
		MAINTENANCE WORKER I - CEMETERY	0.50	0.50	0.50
Part-Time			0.50	0.50	0.50
TOTAL: CEMETERY			2.75	1.75	1.80

			FY 2007/08	FY 2008/09 *	FY 2009/10
Dpt	Division	Positions	FTE%	FTE%	FTE %
61	611	ASSIST TO THE DIRECTOR OF PW	0.20	0.00	0.00
		MAINT FIELD SUPERVISOR - SEWER	1.00	1.00	1.00
		MAINT WORKER I - SEWER	1.00	1.00	1.00
		MAINTENANCE WORKER II-SEWER	1.00	1.00	1.00
		PUBLIC WORKS SUPERVISOR	0.00	0.00	0.00
		PUBLIC WORKS BUSINESS MANAGER	0.30	0.30	0.30
		MANAGEMENT ANALYST	0.00	0.00	0.15
		SENIOR PLANNER- HOUSING	0.13	0.13	0.13
Full-Time			3.63	3.43	3.58
TOTAL: SEWER			3.63	3.43	3.58
62	621	ASST. TO DIRECTOR OF GOLF OPERATIONS	1.00	0.00	0.00
		EQUIPMENT MECHANIC II- GOLF/SEWER	0.00	0.00	0.00
		GOLF DIRECTOR	1.00	0.00	0.00
		GOLF COURSE SUPERINTENDENT	0.00	1.00	1.00
		LABORER-GOLF	0.00	0.00	0.00
		MAINT FIELD SUPERVISOR - GOLF	0.00	0.00	0.00
		MAINT WORKER I - GOLF	3.00	1.00	0.00
		MAINT WORKER II - GOLF	4.00	6.00	7.00
		OFFICE ASSISTANT II REC	0.15	0.00	0.00
	GOLF COURSE SUPERVISOR	0.00	1.00	1.00	
	624	GOLF ASSISTANT	0.00	0.00	0.00
		GOLF SERVICES ASSISTANT	0.00	0.00	0.00
		GOLF SHOP SUPERVISOR/PRO	1.00	1.00	1.00
GOLF STARTER @ 0.75		0.00	0.00	0.00	
Full-Time			10.15	10.00	10.00
621	GOLF STARTER @ 0.50	5.00	5.00	5.00	
	GOLF COURSE MARSHAL	3.00	3.00	3.00	
	LABORER - GOLF	0.00	0.00	0.00	
	MAINTENANCE WORKER I- PT GOLF	0.50	0.50	0.50	
624	RANGE/CART SERVICES ATTENDANTS	2.00	3.00	3.00	
Part-Time			10.50	11.50	11.50
TOTAL: GOLF DEPARTMENT			20.65	21.50	21.50
	701	PRINCIPAL ANALYST	0.25	0.25	0.00
70	702	MANAGEMENT ANALYST	0.25	0.25	0.00
Full-Time			0.50	0.50	0.00
TOTAL NON-DEPARTMENTAL			0.50	0.50	0.00
Total Full-Time Employees			124.50	102.00	83.88
Total Part-Time Employees			109.50	72.66	49.66
Grand Total All Departments			234.00	174.66	133.54

* FY 2008/09 Budget includes amendments adopted by the City Council on July 2, 2008.

Fund Descriptions

CARILLON ACQUISITION AND MAINTENANCE FUND

This fund accounts for donations designated for the maintenance of the tower clock and chimes system at City Hall.

OCEAN RESCUE FUND

This fund accounts for donations to the Ocean Rescue program and fees generated by the use of the hyperbaric chamber at the Fire Department.

LIBRARY BUILDING & EQUIPMENT FUND

This fund accounts for donations designated for improvements to the City Library.

MUSEUM IMPROVEMENT FUND

This fund accounts for donations designated for improvements to the Museum facility and Museum exhibits.

LIBRARY BOOK FUND

This fund accounts for donations designated for the purchase of books for the City Library.

FIRE DEPARTMENT EMERGENCY EQUIPMENT FUND

This fund accounts for grants, fees and donations in support of Fire Department safety programs.

TRANSPORTATION DEVELOPMENT ACT FUND

This fund accounts for revenues associated with the Transportation Development Act.

CIVIC CENTER SITE FUND

This fund accounts for funds dedicated to the maintenance and improvement of City Hall and surrounding property, and revenues derived from the use of City owned buildings in that area.

RSTP (TAMC) FUND

This fund accounts for allocations from the Regional Surface Transportation Program designated for street and sidewalk improvements.

DRUG AWARENESS (DARE) FUND

This fund accounts for revenues designated for the Drug Awareness and Resistance Program directed by the Police Department.

RECREATION DONATION FUND

This fund accounts for donations in support of youth programs through the Recreation Department.

CHAUTAUQUA HALL PRESERVATION FUND

This fund accounts for revenues designated for the maintenance and improvement of the historic Chautauqua Hall building.

VEHICLE REPLACEMENT FUND

This fund accounts for the purchase of City vehicles.

HOUSING REHABILITATION LOANS (DPRL) FUND

This fund accounts for the revolving loan funds used in the City's Housing Rehabilitation Loan Program managed by the Community Development Department.

YOUNT TRUST INCOME FUND

This fund accounts for income from the expendable portion of the Yount Trust.

PUBLIC SAFETY AUGMENTATION FUND

This fund accounts for revenue resulting from the passage of Proposition 172, designated for Public Safety related programs.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES (SLESF) FUND

This fund receives Prop. 172 special sales tax revenues which must be spent on law enforcement programs.

OCEAN FRONT RESTORATION FUND

This fund accounts for donations designated for maintenance and improvements to the City's coastline area.

POETRY PROMOTION FUND

This fund accounts for income from a bequest to the City designated for the promotion of poetry in the community.

BUTTERFLY HABITAT BOND DEBT FUND

This fund accounts for payment of City bonds issued for the purchase of the property known as the Butterfly Habitat.

BUILDINGS & FACILITIES IMPROVEMENT CAPITAL PROJECTS FUND

This fund accounts for funds used for the acquisition, construction and improvement of City facilities, with the exception of those assets financed with proprietary funds.

LIBRARY ENDOWMENT TRUST FUND

This fund accounts for the principal corpus of this endowment.

CEMETERY ENDOWMENT TRUST FUND

This fund accounts for the principal corpus of this endowment.

YOUNT TRUST FUND

This fund accounts for the principal corpus of this endowment

PENSION OBLIGATION BOND FUND

This fund receives the proceeds of charges to departments for debt service on pension obligation bonds. The debt service is paid from this fund.

BUSINESS IMPROVEMENT DISTRICT FUND

This fund accounts for the proceeds of the Downtown Business Improvement District assessments.

PACIFIC GROVE HOSPITALITY IMPROVEMENT DISTRICT FUND

This fund accounts for the proceeds of the Pacific Grove Hospitality Improvement District.

Budget and Financial Policies

The City of Pacific Grove recognizes that budgetary compliance is an important component of its government's accountability. Its citizens, regardless of their profession, participate in the process of establishing the City's original annual operating budget. The annual budget becomes the City's fiscal statement of goals and priorities for the upcoming fiscal year. In order for the budget to be used as a strategic document, mid-year changes should be limited to minor adjustments and responses to unforeseen emergencies. Major program changes should only be considered as part of the annual budget process.

Generally accepted accounting principles ("GAAP"), including those pronouncements issued by the Government Accounting Standards Board ("GASB") require the City to provide budgetary comparative information and written analysis in its annual reports including a comparison of its original budget and revised budget to actual spending. The City of Pacific Grove may revise its original budget over the course of the year for a variety of reasons. With its annual reporting, the City will publish its original budget in addition to a revised budget which will add an additional analytical dimension and increases the usefulness of the budgetary comparison.

On an annual basis, the City Manager and Administrative Services Director will prepare their insights in a Management's Discussion and Analysis ("MD&A") informing the citizens with an objective and readable analysis of the City's financial performance for the year based on current known facts, decisions and conditions. This analysis, when read in combination with the City's financial statements and required supplemental information, will provide the citizens information useful in assessing whether the City's financial position has improved or deteriorated as a result of the year's operations.

Annual Budget Process Overview

The annual budget process is initiated by the City Manager through meetings and discussions with the City Council, Mayor and Staff to develop an overall plan of identifying the needs and priorities of the city's residents and developing a strategy of fulfilling these needs with resources the City is expected to receive. Concurrently, the City Manager will incorporate the annual capital spending plan into the annual budget. This in part is developed through a the City's development of a five-year General Fund operating revenue, expenditure and available reserve schedule and a five-year capital improvement program.

Following this, a series of meetings of key budget team members (The Finance and Budget Committee, the City Manager, and the Director of Management and Budget) (collectively known as the "Budget Team") meet to discuss underlying fiscal policies, goals and objectives of the Council, personal service proposals, material changes in anticipated revenue/income and expenditures/expenses. The process continues with the distribution of a budget request package to all department heads. This package includes a brief message from the Director of Management and Budget or City Manager along with general instructions for completing the budget template documents which when completed include proposed expenditures, capital outlays, departmental descriptions, activity accomplishments and future objectives, and other budget data.

Departmental requests are analyzed by the City Manager and the Director of Management and Budget who then discuss each departmental request with the applicable department manager. Adjustments are made as appropriate and required to meet the City Council's goals and objectives.

The Director of Management and Budget prepares the final proposed revenue and expenditure for each department covering all funds and other supplemental material as well as combining all funds appropriately to present a comprehensive annual budget. The City Manager prepares a narrative budget overview. The proposed budget is submitted to the Council by the first meeting in May. Several Council study sessions are held before the required public meetings. The budget is scheduled for adoption in June.

With the adoption of the annual budget the City Council recognizes that appropriations for the many operating activities and capital budgets are based upon estimates of municipal needs for the fiscal year. In order to establish reasonable flexibility in the administration of the budget, the following policies have been adopted. These policies are intended to provide the authority necessary for the City Manager to administer the budget during the course of the fiscal year in light of varying conditions which may occur.

Operating Budget Policies

- The City Council will adopt and maintain a balanced annual operating budget and an integrated five-year capital improvement budget.
- Current annual revenues will be equal to or greater than current expenditures. The City will maintain a long-range fiscal perspective by annually preparing and maintaining a five-year General Fund operating revenue, expenditure and available reserve schedule and a five-year capital improvement plan.
- Any normal existing revenue inflation will be used to pay for normal existing expenditure inflation. The identification of funding sources will be required for any new or expanded programs.
- The City will provide for adequate maintenance and the orderly replacement of fixed assets and equipment.
- As resource allocation plans are developed, consideration for citywide public safety shall be given high priority.
- The City will comply with all the requirements of Generally Accepted Accounting Principles (GAAP).

The City will annually retain the services of an independent Certified Public Accounting firm to audit the City's financial statements and conduct any tests of the City's records deemed necessary to render an opinion on the City's compliance with Generally Accepted Accounting Principles (GAAP).

The City of Pacific Grove will apply its Financial Policies (below) in developing and preparing its budgets

Budget Timeline - Annual Budget Schedule for Fiscal Year Ending June 30

No specific dates are included below; however, the months in which these meetings would occur are as follows:

➤ January

Council meeting entirely devoted to setting goals and priorities and ensuring City decisions are made in an efficient and effective manner with optimum public input and understanding.

➤ February

Agenda item during regular Council meeting will present information on the City's revenues and expenditures through the first half of the fiscal year, and a projection of revenues and expenditures for the remainder of the fiscal year.

Budget Workshop; Council Meeting to consider mid-year adjustments to the Budget.

➤ March

Budget Town Hall Meeting; Convened by the Budget and Finance Committee, this meeting would be an opportunity for the public to provide input into the development of the Budget.

➤ May

Proposed Budget presented to City Council; Agenda item during regular Council meeting in which staff presents proposed Fiscal Year Budget

➤ May

Budget Workshop; Budget and Finance Committee meet with City Council to discuss proposed budget and give direction for changes to be incorporated into Final Budget

➤ June - Council adopts final budget

➤ September

Council approves revisions to prior year final budget based on information provided by staff on final year-end revenue and expenditure figures.

Periodic Budget Review and Guidance:

Budgetary control is maintained through monthly reports of all revenue and expenditure accounts. The City Manager, Administrative Services Director and each department head review

the monthly reports. The City Manager and/or the Administrative Director is to provide the Finance and Budget Committee with the monthly budget reports along with explanations for any material variances. The City Manager and/or a representative of the Finance and Budget Committee are to report to the City Council at the next Council meeting any material variances affecting the veracity of the budget. A mid-year budget review and adjustment process is completed each January and submitted to Council for review and approval at the first meeting in February.

Projections of revenues and expenditures through the end of the fiscal year will be prepared and reviewed by the Administrative Services Director with a report to the City Council. Budgetary adjustments are only considered within the framework of the adopted budget and work plan. New work programs and new appropriations are discouraged during the mid-year budget review.

Financial Policies

Revenue Policies

- The City will set fees and user charges for each enterprise fund at a level that fully supports the total direct and indirect program costs including any debt service associated with capital projects. Indirect costs will include the cost of annual depreciation of fixed assets.
- The City Council will establish fees for non-enterprise funds based upon an awareness of the total direct and indirect costs of offering a service. It is recognized that certain services may be subsidized by general taxes based upon a level of subsidy determined by the Council.
- The City will aggressively pursue collection of all revenues when due.
- The Budget will be developed following the same accounting policies utilized for Financial Reporting

The accounts of the City are reported and organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. These various funds are grouped as follows, in the general-purpose financial statements:

- *General Fund* - is the general operating fund of the City. It is used to account for all resources except those required to be accounted for in another fund.
- *Special Revenue Funds* - are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes. The City maintains twenty-seven Special Revenue Funds.

- *Debt Service Funds* - are used to account for financial resources to be used for the payment of principal and interest on long-term obligations. The City maintains two Debt Service Funds.
- *Capital Projects Funds* - are used to account for financial resources segregated for the acquisition or construction of major capital facilities (other than those financed by proprietary fund types). The City maintains one Capital Projects Fund.
- *Enterprise Funds* - are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where intent of the governing body is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis by financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City maintains three Enterprise Funds.
- *Internal Service Funds* - are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis. The City maintains three Internal Services Funds.
- *Nonexpendable Trust* - are used to account for assets held by the City as a trustee for individuals, private organizations, other governments and/or other funds. Nonexpendable trust funds are accounted for in the same manner as proprietary funds except that the principal of the trust may not be spent. The City maintains three Nonexpendable Trust Funds.

Basis of Accounting: All governmental fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt, which is recognized when due. Financial resources usually are appropriated in other funds for transfer to a debt service fund in the period in which maturing debt principal and interest must be paid. Such amounts are not current liabilities of the debt service fund as their settlement will not require expenditure of existing fund assets.

All proprietary fund types and nonexpendable trust funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Basis of Budgeting: For the City of Pacific Grove, the basis of budgeting is the same as the basis of accounting.

Capital Improvement Policies

- All estimated construction, maintenance and operating costs and potential funding sources for each proposed capital improvement and neighborhood improvement will be identified before it is submitted to the City Council for approval.
- The City will finance only those capital improvement are consistent with the adopted capital improvement plan and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.

Debt Policies

- Only capital improvements that cannot be financed from current revenues will be financed with debt borrowing except for enterprise funds. The City will determine and use the least costly financing method for all new capital improvement projects.
- The term for repayment of long-term financing for capital improvements will not exceed the expected useful life of the project.

Reserve Policies

- The City goal will be to maintain a reserve for emergencies and economic uncertainty equivalent to 10% of the General Fund annual operating budget.
- The City will maintain appropriate reserves in the Self-Insurance Funds based on statutory requirements and actuarially projected needs.

Property Management

- Acquisition of real property shall be tied to a specific objective, with the source of adequate funds identified and considerations given for the long-term fiscal and policy impacts.
- Disposition of real property shall be considered for those properties without specific deed restrictions and which are unused, under-utilized, economically not viable, or which were acquired for an outdated plan or purpose.

Glossary of Budget and Financial Terms

Appropriation

An authorization by the City Council to make expenditures and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation

A dollar value placed on real estate or other property by Monterey County as a basis for levying property taxes.

Audit

Scrutiny of the City's accounts by an independent auditing firm to determine whether the City's financial statements are fairly presented in accordance with generally accepted accounting principles.

Balanced Budget

The budget for a fund is balanced when total budgeted resources, including revenues, transfers in from other funds, and unrestricted fund balance from previous years meet or exceed total budgeted use of resources, including expenditures and transfers out to other funds.

Base Budget

Under traditional budgeting, the base budget is that amount carried over from one year to the next. Each year, approved amounts may be added to the base budget.

Beginning Fund Balance

Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Bond

Capital raised by issuing a written promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.

Budget

A fiscal plan of financial operation listing an estimate of proposed applications or expenditures and the proposed means of financing them. The budget must be approved by the City Council prior to the beginning of the fiscal year.

California Public Employees' Retirement System (CalPERS)

The retirement system, administered by the State of California, to which all permanent City employees belong.

Capital Asset/Capital Outlay

Land, infrastructure, and equipment used in operations that have initial useful lives greater than one year. The City, by provision of the Municipal Code (Section 2.14.020) has set the capitalization threshold for reporting capital assets at \$2,500. Expenditures made for Capital Assets are commonly referred to as “Capital Outlay,” and are shown in each fund (or at the department level, where applicable).

Capital Improvement Program (CIP)

Certificates of Participation (COPs)

A lending agreement secured by a lease on the acquired asset or other assets of the City.

Debt Service

Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation (COPs).

Deficit

An excess of expenditures over revenues (resources).

Department

An organizational unit comprised of divisions or functions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Designated Fund Balance

The portion of fund balance segregated to reflect the City Council’s intended use of resources.

Encumbrances

A legal obligation to pay funds for expenses yet to occur, such as when a purchase order has been issued but the related goods or services have not yet been received. They cease to be encumbrances when the obligations are paid or terminated.

Enterprise Fund

A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise.

These programs are entirely or predominantly self-supporting. The City has three enterprises, including the Golf Enterprise Fund, the Sewer Enterprise Fund, and the Cemetery Enterprise Fund. Also referred to as Proprietary Funds.

Expenditure

The actual spending of governmental funds.

Fiscal Year

A twelve-month period of time to which a budget applies. In Pacific Grove, the fiscal year is July 1 through June 30.

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance

The difference between fund assets and fund liabilities.

Gann Limit

State of California legislation that limits a City's appropriations growth rate to changes in population and either the change in California per capita income or the change in the local assessment roll due to non-residential new construction.

General Fund

The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to accumulate the cost of the City's general operations.

General Obligation Bond

Bonds backed by the full faith and credit of the City, used for various purposes and repaid by the regular revenue raising powers (generally property taxes) of the City.

Grant

Contributions or gifts of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the federal government.

Indirect Cost Allocation

Citywide administrative services are funded directly by General Fund revenues. These services include costs for administrative departments – City Council, the City Manager's Office, and Finance and Information Systems. To ensure that non-General Fund revenues support a proportionate share for these services provided to non-General Fund operations, the cost of these indirect services are allocated across all operational costs. The allocations for enterprise fund operations, which include golf, sewer, and cemetery, are charged to the respective funds and received as revenue in the General Fund.

Infrastructure

Facilities on which the continuance and growth of the community depend on, such as roads, sidewalks, parks, public buildings, sewer lines, etc.

Interfund Transfers

Moneys transferred from one fund to another, such as from a fund receiving revenue to the fund through which the resources are to be expended.

Internal Services Fund

An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. Internal Services Funds are self-supporting and only the expense by an Internal Services Fund is counted in budget totals. The City maintains internal services funds to manage costs for workers compensation, liability insurance, and vehicle replacement.

Materials, Supplies and Services

Expenditures for operating items which are ordinarily consumed within a fiscal year.

Memoranda of Understanding (MOUs)

The result of labor negotiations between the City of Fremont and its various bargaining units.

Multi-year Forecast

The Finance Department's five-year forecast of revenues and expenditures. The Finance Department updates the forecast three times a year.

Non-departmental

Appropriations of the General Fund not directly associated with a specific department. Expenditure items and certain types of anticipated general savings are included.

Object Code

The line item where a revenue or expenditure is recorded.

Ordinance

A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries.

Reserved Fund Balance

Accounts used to record a portion of the fund balance as legally segregated for a specific use or not available for appropriation.

Resolution

A special order of the City Council, which has a subordinate legal standing than an ordinance.

Special Revenue Fund

This fund type is used to account for City revenues from sources that, by law or administrative action, are designated to finance particular functions or activities of government.

Unrestricted Fund Balance

Accounts used to record a portion of the fund balance not legally segregated for a specific use and are available for appropriation.