

2023/24 BUDGET PROGRAMS LIST

Program and Description	Cost of Program	FTE Count
CITY COUNCIL DEPARTMENT - 1050		
City Council Operations	\$ 202,143	5.00
GRAND TOTAL CITY COUNCIL BUDGET		\$ 202,143 5.00
CITY CLERK DEPARTMENT - 1150		
AGENDA MANAGEMENT - Prepare agenda packet for each City legislative body	\$ 117,924	0.50
RECORDS MANAGEMENT - The maintenance and filing of City records	\$ 60,848	0.25
ADMINISTRATION - Administration and operations of the City Clerk's office	\$ 118,404	1.25
GRAND TOTAL CITY CLERK BUDGET		\$ 297,176 2.00
ADMINISTRATION DEPARTMENT - 1200		
FISCAL OVERSIGHT, STRATEGIC PLANNING AND ADMINISTRATION - Provides central oversight of the City finances, including debt financing, large transactions and budget development. Coordinates with the City Council to implement policy directives. Leads city management in the execution of services and functions.	\$ 614,824	1.58
CUSTOMER SERVICE UTILITY BILLING - Sewer billing and payments as well as updating accounts.	\$ 129,809	1.5
CUSTOMER SERVICE - This is often the face of the City. It includes greeting the public, answering phones and a myriad of support functions and general information.	\$ 127,909	1.5
CITY MANAGER'S OFFICE: INTERGOVERNMENTAL AFFAIRS - This includes relationships at the state, regional and local level to help the City move forward with activities that require collaboration and coordination (i.e., contractual fire services, county transportation projects, state housing requirements and other legislation, etc.)	\$ 163,335	0.43
CITY MANAGER'S OFFICE: LEGISLATIVE REVIEW - Review of state and federal legislation (proposed and new)	\$ 238,400	0.2
GRAND TOTAL ADMINISTRATION DEPARTMENT BUDGET		\$ 1,274,277 5.20
COMMUNICATIONS - 1210		
CITY COMMUNICATION - Internal and external communication of city events, programs and news. Internal communication consists of email and posted flyers/invitations. External communications consist of press releases, website, social media, flyers/posters, advertisements and monthly reports etc..	\$ 28,974	0
COMMUNICATIONS/SPECIAL PROJECTS - This includes events such as the Veterans Day celebration, a military banner program, video projects/UAV program, city renovation projects and representing the city at various local events.	\$ 70,495	0
CITY BRANDING - Provides for a consistent presentation of the City from city staff (logos, messaging, etc.) to provide a quality message regarding the City and what it offers as a community.	\$ 15,000	0
GRAND TOTAL COMMUNICATION DEPARTMENT BUDGET		\$ 114,469 0.00
FINANCE DEPARTMENT - 1225		

ACCOUNTING - Accounting Policies, purchasing, payables, daily, monthly and annual transactions	\$	436,011	3.26
REVENUE/CASH MANAGEMENT - Cash Receipts, receivables, cash management and bank reconciliations	\$	543,291	1.72
BUDGET - Central coordination and management of annual budget/monitoring and updating	\$	227,305	1.08
PROJECT/DEBT MANAGEMENT - Tracking and classification of capital improvement projects, DIF funds, CFD fund management, debt service management and reconciliation	\$	137,735	0.48
PURCHASING AND CONTRACTS - RFP coordination, purchasing, contract management, and inventory control	\$	243,491	1.48
GRAND TOTAL FINANCE DEPARTMENT BUDGET	\$	1,587,833	8.00
INFORMATION TECHNOLOGY (IT) DEPARTMENT - 1230			
DATA COLLECTION & MGMT/DISASTER RECOVERY - Centralized processing, data integrity, backup solutions, disaster recovery and business continuity	\$	307,394	1.3
INFORMATION SECURITY MANAGEMENT - Both virtual and physical security of the network	\$	242,207	0.9
DATA CENTER MANAGEMENT - This includes management of the City's central data infrastructure (servers, switches, network communications, etc.)	\$	241,350	0.9
TELECOMMUNICATIONS - Provides connectivity for wired and wireless infrastructure between all sites/facilities	\$	452,368	0.6
CUSTOMER RELATIONS MANAGEMENT - Technical support for all departments and employees	\$	465,451	2.3
GRAND TOTAL IT DEPARTMENT BUDGET	\$	1,708,770	6.00
ECONOMIC DEVELOPMENT DEPARTMENT - 1235			
BUSINESS AND DEVELOPMENT ATTRACTION, RETENTION AND EXPANSION - Attraction of new business (local serving and employers) and residential development in order to meet resident demands and increase City revenue sources. This includes marketing the City as a place to locate and to live, targeting specified industries or groups.	\$	370,184	0.87
REAL ESTATE REVITALIZATION/ENTREPRENEURIAL DEVELOPMENT - Facilitate new development and redevelopment projects with brokers and developers. Provide insight on local market conditions and promote investment in the community, including new startup businesses and various housing sectors.	\$	340,735	0.72
MARKETING - Development of marketing materials that reflect the comprehensive nature of planning and economic programs in the City to jointly promote real estate development and attract target industries.	\$	340,715	0.62
GRAND TOTAL ECONOMIC DEVELOPMENT BUDGET	\$	1,051,634	2.20
HR/RISK MANAGEMENT DEPARTMENT - 1240			
PERSONNEL MGMT/RECRUITMENT - This includes central management of employee records, hiring, recruitment, background checks, temporary help, skills testing, etc., safety training/promotion and workplace violence prevention/training	\$	216,020	0.90
LOSS EXPOSURE MGMT/RISK CONTROL AND FINANCING - Management of loss exposure due to claims against the City - including workers compensation, TORT claims or other general claims against the City. This also includes monitoring self insurance elements/coverage levels and risk/reward analysis.	\$	2,761,100	0.98
COMPENSATION AND BENEFITS - Employee salaries, payroll costs, overtime, incentive compensation, health/dental/vision, life insurance, short and long-term disability, pension/457/401, cafeteria plan administration and employee assistance program	\$	185,333	1.10

EMPLOYEE LABOR RELATIONS - Labor negotiations, recognition program, service awards, performance appraisal software, employee attorney fees, and outplacement expenses.	\$	131,019	0.33
TRAINING AND DEVELOPMENT - Registration, certification, exam fees, travel expenses, internal programs, consulting fees/trainer's salary, program materials, training logistics.	\$	115,397	0.45
GRAND TOTAL HR/RISK MANAGEMENT BUDGET	\$	3,408,869	3.75
LEGAL DEPARTMENT - 1300			
Legal Services for the City	\$	1,500,000	0.00
GRAND TOTAL LEGAL BUDGET	\$	1,500,000	0.00
COMMUNITY DEVELOPMENT/PLANNING DEPARTMENT - 1350			
ADVANCED PLANNING - State mandated General Plan and RHNA, advanced planning project processing including General Plan Amendments, Specific Plan, Zoning Ordinance Amendments, implementation of General Plan policies.	\$	245,314	2.25
CURRENT PLANNING - Processing of current planning applications including administrative, quasi-judicial, and legislative applications that range from home occupations to conditional use permits and tentative maps.	\$	279,159	2.89
PLAN CHECK AND INSPECTION - Examination and approval of construction plans to ensure zoning code and conditions of approval compliance. Inspect development sites to ensure compliance of approval plan, conditions of approval and the zoning code.	\$	78,602	0.51
GRAND TOTAL COMMUNITY DEVELOPMENT BUDGET	\$	603,075	5.65
PARKS AND RECREATION DEPARTMENT - 1550			
RECREATION PROGRAMS - Planning, organizing, scheduling, staffing, budgeting, and reporting quality of life events and programs.	\$	382,593	3.52
FACILITY RENTAL - Central coordination and management of facility use rentals.	\$	262,919	1.87
SENIOR PROGRAMS - Programming and services for senior residents.	\$	236,883	1.35
SPECIAL EVENTS - Community wide special events	\$	358,337	1.8
GRAND TOTAL PARKS AND RECREATION BUDGET	\$	1,240,732	8.53
ANIMAL CONTROL DEPARTMENT - 2000			
ANIMAL CONTROL - Animal control, licensing, pet owner education, shot clinics, food and Ag code, BMC	\$	408,196	2.10
GRAND TOTAL ANIMAL CONTROL BUDGET	\$	408,196	2.10
COMMUNITY ENHANCEMENT DEPARTMENT - 2030			
WEED ABATEMENT - PRIVATE - Private property weed abatement	\$	226,117	1.13
NUISANCE ABATEMENT - Enforcement of zoning and building codes; property, health and safety as well as property maintenance	\$	198,118	1.13
GRAND TOTAL COMMUNITY ENHANCEMENT BUDGET	\$	424,235	2.25
OFFICE OF EMERGENCY SERVICES (OES) DEPARTMENT - 2040			
OES OPERATIONS	\$	162,200	0
GRAND TOTAL OES BUDGET	\$	162,200	0.00
POLICE DEPARTMENT - 2050			
PATROL - Emergency calls for service	\$	7,850,830	33.2

COMMUNITY POLICING/MET/TASK FORCES/DETECTIVES - homeless outreach, business liaison, community policing, and mental health.	\$	4,730,314	19.07
TRAFFIC ENFORCEMENT - Collision prevention/reduction, driver awareness, driver education, and car seat install.	\$	805,501	2.29
ADMINISTRATION - Budget, strategic planning, internal affairs, police management, emergency planning.	\$	1,901,524	4.59
INVESTIGATIONS - Follow up on violent crimes. Follow up on felony cases, crimes against children, gang members contacted, guns seized, and recovered stolen vehicles.	\$	460,312	0.25
GRAND TOTAL POLICE DEPARTMENT BUDGET	\$	15,748,481	59.40
POLICE K-9 DEPARTMENT - 2080			
Police K-9 Operations	\$	14,214	0.00
GRAND TOTAL POLICE K-9 DEPARTMENT BUDGET	\$	14,214	0.00
POLICE SUPPORT DEPARTMENT - 2090			
EMERGENCY COMMUNICATIONS/DISPATCH - 911's, dispatch radio calls, and admin lines in/out.	\$	1,328,013	11.25
RECORDS/FRONT COUNTER -DA packets, in-custody reports, records retention, crime stats.	\$	717,950	6.75
GRAND TOTAL POLICE SUPPORT DEPARTMENT BUDGET	\$	2,045,963	18.00
FIRE DEPARTMENT - 2100			
FIRE PROTECTION - This includes operation of one fire station and split funding of personnel for a second fire engine to provide fire response service within the City.	\$	6,644,312	0.00
MEDICAL RESPONSE - This covers advance life paramedic support for emergency medical services within the city limits.	\$	14,120	0.00
WILDLAND FIRE PROTECTION AGREEMENT - This provides for coverage using state fire resources (air, helicopters, ground, etc) for fire suppression in wildland areas within the City near state responsibility areas.	\$	62,011	0.00
FIRE PREVENTION/OFFICE OF FIRE MARSHALL - This includes service of the Fire Marshall to ensure buildings meet current fire codes and have required prevention practices in place for new construction and existing businesses to stay in compliance. This also provides for business and community education regarding fire safety best practices from fire station personnel.	\$	14,620	0.00
FIRE EXPLORER PROGRAM - This program gives youth a first hand experience in what it mentally and physically takes to be a professional firefighter.	\$	11,558	0.00
GRAND TOTAL FIRE DEPARTMENT BUDGET	\$	6,746,621	0.00
BUILDING AND SAFETY DEPARTMENT - 2150			
PLANS EXAMINING - Examination and approval of construction plans to ensure code compliance to safeguard the public health, safety, welfare and accessibility and to provide safe access to emergency first responders.	\$	585,140	1.41
INSPECTIONS - Monitor construction sites to ensure compliance of approved plans and codes to safeguard the public health, welfare and accessibility and to verify the safe access to emergency first responders.	\$	724,518	3.40
PERMITS PROCESSING - Facilitate the processing of building permits and the collection of development, permit and plan review fees.	\$	294,380	2.40
GRAND TOTAL BUILDING AND SAFETY DEPARTMENT BUDGET	\$	1,604,038	7.20

PUBLIC WORKS DEPARTMENT - 3100

INSPECTIONS/DIG ALERT/MARK AND LOCATE (USA) - Provide city inspection services for all encroachment and construction permits. Identify City infrastructure for various projects prior to construction to ensure protection of City assets and/or potential disruption of service. \$ 283,649 1.73

CAPITAL IMPROVEMENT PROJECTS - Oversee and implement City Council approved CIPs for various related infrastructure projects throughout the City, inclusive of master plan level studies. \$ 625,948 1.43

PERMITTING - Process permits for all work within City right of way for residents, business owners, contractors, utility companies, etc. \$ 274,292 1.96

PLAN CHECK SERVICES - Engineering plan review of all infrastructure related plans for entitlement and construction, inclusive of various technical study review (traffic, hydrology, sewer studies, etc.) \$ 306,444 0.76

SOLID WASTE - Oversee and manage recently approved 20-year solid waste contract with Waste Management. Oversee and implement Cal-Recycling requirements. \$ 152,868 0.88

CUSTOMER/RESIDENT SUPPORT - Front counter support for homeowners, developers, residents, business owners, etc.. Includes research, property information, utility information, building requirements, etc.. \$ 281,537 1.53

GRAND TOTAL PUBLIC WORKS DEPARTMENT BUDGET \$ **1,924,738** **8.275**

STREET MAINTENANCE DEPARTMENT - 3250

STREETS & PAVEMENT MANAGEMENT PROGRAMS - Implementation of a multi-year, citywide pavement management and maintenance program/maintenance of streets, storm drains, street lights and City infrastructure. \$ 2,542,623 7.225

GRAND TOTAL STREET MAINTENANCE DEPARTMENT BUDGET \$ **2,542,623** **7.225**

BUILDING MAINTENANCE DEPARTMENT - 6000

BUILDING MAINTENANCE - Central Coordination and management of maintaining all city-owned facilities. The includes removal of graffiti on city-owned properties. \$ 1,193,670 4.83

GRAND TOTAL BUILDING MAINTENANCE DEPARTMENT BUDGET \$ **1,193,670** **4.83**

PARKS AND GROUNDS MAINTENANCE DEPARTMENT - 6050

PARKS AND PARK FACILITY MAINTENANCE - Central Coordination and management of maintaining all city-owned facilities. The includes removal of graffiti on city-owned properties. \$ 2,696,781 9.95

CITY OWNED RIGHT-OF-WAY MAINTENANCE - Planning, organizing, scheduling, staffing, budgeting, and reporting of all City rights-of way \$ 2,113,534 8.95

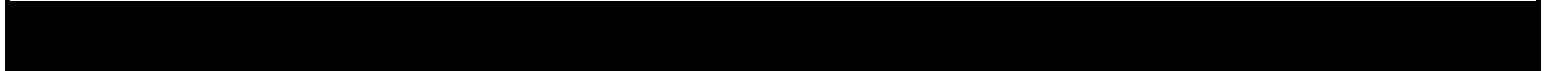
WEED ABATEMENT - Planning, organizing, scheduling, staffing, budgeting, and reporting weed abatement of all city owned open spaces/lots \$ 195,176 0.25

GRAND TOTAL PARKS AND GROUNDS MAINTENANCE BUDGET \$ **5,005,491** **19.14**

GRAND TOTAL FOR GENERAL FUND PROGRAMS \$ **50,809,448** **174.75**

WASTEWATER BUDGET

Program and Description	Cost of Program	FTE Count
COLLECTIONS/CONVEYANCE - Carries wastewater collected from homes and businesses through underground piping to the wastewater treatment facility.	\$ 1,771,066	5.65
TREATMENT PLANT - Treatment of wastewater to meet state/federal regulations	\$ 4,086,741	7.35
PRE-TREATMENT - Permitting and monitoring of dischargers to the sewer system to protect the treatment plant and ensure regulatory compliance.	\$ 1,382,358	1.525
BRINE LINE MAINTENANCE - Maintenance of 23 mile Brine Line lateral	\$ 822,107	0.725
RECYCLED WATER - Production of recycled water	\$ 216,603	0.25
TRANSFERS OUT - DEBT SERVICE PAYMENTS	\$ 5,075,713	
GRAND TOTAL WASTEWATER BUDGET PROGRAMS	\$ 13,354,588	15.50



TRANSIT BUDGET

Program and Description	Cost of Program	FTE Count
Transit Operations	\$ 2,993,663	23.25
GRAND TOTAL TRANSIT BUDGET PROGRAMS	\$ 2,993,663	23.25
	Grand Total FTEs Citywide	213.5