

**CITY OF IMPERIAL**  
**PROPOSED REVENUE AND EXPENDITURES - ALL FUNDS**  
**FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013**

<u>FUND</u>	<u>06/30/12 ENDING BALANCE</u>	<u>REVENUES</u>	<u>EXPENSES</u>		<u>FISCAL YEAR SURPLUS / NEED</u>	<u>06/30/13 ENDING BALANCE</u>
			<u>OPERATION</u>	<u>CAPITAL</u>		
GENERAL FUND	2,763,466	7,726,345	7,640,454	58,500	27,391	2,790,857
SPECIAL / RESTRICTED REVENUE	6,020,580	0	0	0	0	6,020,580
WATER FUND						
OPERATIONS	1,892,504	4,213,310	2,370,410	640,000	1,202,900	3,095,404
CAPACITY	1,164,727	177,102	0	0	177,102	1,341,829
BONDS	0	3,500,000	0	1,525,882	1,974,118	1,974,118
WASTEWATER FUND						
OPERATIONS	968,021	3,663,579	1,721,094	127,000	1,815,485	2,783,506
CAPACITY	2,349,595	147,586	0	500,000	-352,414	1,997,181
BONDS	0	3,600,000	0	1,069,680	2,530,320	2,530,320
<b>TOTAL ALL FUNDS:</b>	<b>\$15,158,893</b>	<b>\$23,027,922</b>	<b>\$11,731,958</b>	<b>\$3,921,062</b>	<b>\$7,374,902</b>	<b>\$22,533,795</b>

**CITY OF IMPERIAL  
REVENUE ESTIMATES**

**FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**GENERAL FUND**

			<b>2010 - 2011 ACTUAL</b>	<b>2011 - 2012 BUDGET</b>	<b>2011 - 2012 ESTIMATED</b>	<b>2012 - 2013 PROPOSED</b>	<b>2013 - 2014 PROPOSED</b>	
			<u><b>TAXES</b></u>					
01	000	4110	PROPERTY TAXES - SECURED	852,619	740,000	875,000	<b>910,000</b>	<b>910,000</b>
01	000	4111	PROPERTY TAXES - UNSECURED	65,627	60,000	58,000	<b>60,000</b>	<b>60,000</b>
01	000	4112	PROPERTY TRANSFER TAX	34,598	35,000	39,170	<b>35,000</b>	<b>35,000</b>
01	000	4113	AIRCRAFT TAX	21,450	21,400	27,000	<b>25,000</b>	<b>25,000</b>
01	000	4120	SALES TAX	1,073,073	1,507,000	1,650,000	<b>2,006,000</b>	<b>2,006,000</b>
01	000	4130	FRANCHISES	240,332	215,000	259,974	<b>250,000</b>	<b>250,000</b>
01	000	4135	CFD ADMINISTRATIVE FEE	100,000	100,000	100,000	<b>100,000</b>	<b>100,000</b>
01	000	4140	TRANSIENT OCCUPANCY TAX	14,593	13,500	18,825	<b>15,000</b>	<b>15,000</b>
			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
			2,402,292	2,691,900	3,027,969	<b>3,401,000</b>	<b>3,401,000</b>	
			<u><b>LICENSE &amp; PERMITS</b></u>					
01	000	4210	BUSINESS LICENSE	30,246	30,000	41,447	<b>35,000</b>	<b>35,000</b>
01	000	4220	TAXI CAB LICENSE	2,885	2,800	2,800	<b>2,800</b>	<b>2,800</b>
01	000	4230	ANIMAL LICENSE	2,405	2,500	6,235	<b>4,500</b>	<b>4,500</b>
01	000	4240	BUILDING PERMITS	320,316	152,178	301,115	<b>250,000</b>	<b>250,000</b>
			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
			355,852	187,478	351,597	<b>292,300</b>	<b>292,300</b>	
			<u><b>FINES &amp; PENALTIES</b></u>					
01	000	4311	LOCAL COURT FINES	22,910	25,000	24,151	<b>20,000</b>	<b>20,000</b>
01	000	4330	UTILITY PENALTIES	113,150	98,000	98,000	<b>95,000</b>	<b>95,000</b>
01	000	4335	LICENSE PENALTIES	1,286	1,200	2,491	<b>2,000</b>	<b>2,000</b>
			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
			137,346	124,200	124,642	<b>117,000</b>	<b>117,000</b>	
			<u><b>INTERGOVERNMENTAL</b></u>					
01	000	4410	MOTOR VEHICLE IN LIEU	1,107,292	950,000	1,062,612	<b>950,000</b>	<b>950,000</b>
01	000	4430	HOMEOWNERS EXEMPTION	0	15,100	10,093	<b>15,100</b>	<b>15,100</b>
01	000	4431	HOUSING AUTHORITY IN LIEU	2,530	2,500	2,229	<b>2,500</b>	<b>2,500</b>
01	000	4467	STATE GRANT - LIBRARY PLF	4,575	4,500	0	<b>0</b>	<b>0</b>
01	000	4473	HIDTA SALARY	80,537	78,500	59,049	<b>87,312</b>	<b>87,312</b>
01	000	4477	DEA SALARY	10,322	14,000	30,179	<b>14,000</b>	<b>14,000</b>
			DHE OVERTIME	0	0	0	<b>10,000</b>	<b>0</b>
01	000	4479	NTF SALARY	98,236	120,000	0	<b>0</b>	<b>0</b>
01	000	4480	STONEGARDEN OT	206,256	130,000	200,000	<b>100,000</b>	<b>100,000</b>
01	000	4482	CALEMA / FEMA	16,278	36,000	0	<b>0</b>	<b>0</b>
			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
			1,526,026	1,350,600	1,364,162	<b>1,178,912</b>	<b>1,168,912</b>	

**CITY OF IMPERIAL  
REVENUE ESTIMATES**

			2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014	
			ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED	
<u>CHARGES FOR SERVICE</u>								
01	000	4508	CFD SERVICES FEE	100,000	100,000	100,000	100,000	100,000
01	000	4509	FIRE FEES	17,075	15,000	14,250	13,000	13,000
01	000	4510	ZONING/SUBDIVISION FEES	24,978	14,000	41,153	23,000	23,000
01	000	4521	PLAN CHECK / ENCROACHMENT FEES	185,629	67,000	173,229	145,000	145,000
01	000	4522	SEISMIC FEES	3,198	1,500	4,989	4,200	4,200
01	000	4523	CBSC	4,492	750	3,260	2,500	2,500
01	000	4524	RUBBISH COLLECTION FEES	832,028	817,000	850,000	867,000	884,340
01	000	4525	RUBBISH COLLECTION FEES AB 939	97,921	111,000	113,000	100,000	100,000
01	000	4526	RECYCLING	3,042	2,500	3,000	3,000	3,000
01	000	4533	POOL REVENUE	40,764	18,000	40,663	28,000	28,000
01	000	4534	RECREATION FEES	28,579	28,000	6,228	18,000	18,000
01	000	4535	ADMINISTRATIVE SERVICES	60,976	29,500	112,831	18,600	0
01	000	4536	FACILITY RENTALS	0	10,000	0	10,000	10,000
01	000	4540	LIBRARY FEES	10,484	9,500	13,180	12,000	12,000
			<u>1,409,166</u>	<u>1,223,750</u>	<u>1,475,783</u>	<u>1,344,300</u>	<u>1,343,040</u>	
<u>USE OF MONEY &amp; PROPERTY</u>								
01	000	4610	INTEREST EARNED	8,891	10,000	2,500	2,500	2,500
			<u>8,891</u>	<u>10,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	
<u>OTHER REVENUE</u>								
01	000	4710	SALE OF MAPS, PUBS & COPIES	2,068	2,000	1,000	1,000	1,000
01	000	4711	SALES OF SURPLUS PROPERTY	3,000	500	0	500	500
01	000	4720	POLICE - DUI	0	500	180	280	500
01	000	4721	POLICE - OTHER	35,884	35,000	38,550	36,000	36,000
01	000	4723	POLICE DETAIL -AIRPORT	12,268	28,404	8,957	5,000	0
01	000	4727	POLICE DETAILS	4,106	0	15,682	0	0
01	000	4740	INSURANCE DIVIDENDS	66,940	25,000	3,780	5,000	5,000
01	000	4790	NOT OTHERWISE CLASSIFIED	21,766	25,000	119,179	25,000	25,000
			<u>146,032</u>	<u>116,404</u>	<u>187,328</u>	<u>72,780</u>	<u>68,000</u>	
<u>OTHER RECEIPTS</u>								
01	000	4910	OPERATING TRANSFERS IN	720,134	881,846	1,156,846	1,317,553	912,000
			<u>720,134</u>	<u>881,846</u>	<u>1,156,846</u>	<u>1,317,553</u>	<u>912,000</u>	
<b>GENERAL FUND TOTAL:</b>			<u><u>6,705,739</u></u>	<u><u>6,586,178</u></u>	<u><u>7,690,827</u></u>	<u><u>7,726,345</u></u>	<u><u>7,304,752</u></u>	
				-92,442	-178,593	27,391	-248,346	

# CITY OF IMPERIAL

## TRANSFERS FROM SPECIAL REVENUES TO GENERAL FUND

FISCAL YEAR ENDED 2011 - 2012 & 2012 - 2013

<u>SPECIAL REVENUE TRANSFERS:</u>	<u>12/13</u>	<u>13/14</u>
TRAFFIC CONG RELIEF 03	10,000	10,000
TRAFFIC SAFETY 04	10,000	10,000
GAS TAX 05	500,000	400,000
LOCAL TRANSPORTATION - STREETS 06	5,000	5,000
MEASURE D BONDS 08	100,000	120,000
PROP 172 09	50,000	50,000
ASSET FORFEITURE 12	164,553	75,000
HOUSING REHAB 16	5,000	5,000
WILDFLOWER LANDSCAPE 21	50,000	50,000
WILDFLOWER LIGHTING 21	6,000	6,000
PASEO LANDSCAPE 23	50,000	50,000
PASEO LIGHTING 23	6,000	6,000
SKY RANCH LANDSCAPE 35	65,000	65,000
COPS 2012 31	40,500	0
COPS 2013 30	70,500	0
CDBG 16	60,000	60,000
SUCCESSOR AGENCY 94	125,000	
	<b>1,317,553</b>	<b>912,000</b>
 <u>TRANSFERS IN</u>		
GENERAL FUND	<b>\$1,317,553</b>	<b>\$912,000</b>

1 - \$20,000 Records Clerk  
 \$20,000 Custodial

**CITY OF IMPERIAL  
EXPENDITURE SUMMARY - ALL FUNDS  
PROPOSED FISCAL YEAR 2012 - 2013**

<b>FUND</b>	<b>PERSONAL SERVICES</b>	<b>SERVICES</b>	<b>MATERIALS SUPPLIES</b>	<b>ECONOMIC DEVELOP</b>	<b>CAPITAL</b>	<b>INFRASTR. IMPROVE</b>	<b>FIXED/ TRANS OUT</b>	<b>TOTAL</b>
<b>GENERAL GOVERNMENT</b>								
CITY COUNCIL	28,062	12,500	500	0	0	0	0	41,062
CITY CLERK	91,619	4,000	30,350	0	0	0	0	125,969
CITY ATTORNEY	0	150,350	0	0	0	0	0	150,350
CITY MANAGER	186,737	7,500	800	0	0	0	0	195,037
GENERAL SERVICES	0	537,781	41,000	5,000	4,500	0	352,000	940,281
FIRE SUPPRESSION/INSPECTION	0	840,500	0	0	0	0	0	840,500
SANITATION	0	882,500	1,500	0	0	0	0	884,000
<b>TOTAL GENERAL GOVERNMENT:</b>	<b>\$306,418</b>	<b>\$2,435,131</b>	<b>\$74,150</b>	<b>\$5,000</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$352,000</b>	<b>\$3,177,199</b>
<b>FINANCE</b>								
FINANCE - ADMINISTRATION	111,329	2,300	1,500	0	0	0	0	115,129
FINANCE - ACCOUNTING AND REPORTING	0	45,000	0	0	0	0	0	45,000
FINANCE - INFORMATION SERVICES	0	80,000	68,696	0	0	0	0	148,696
<b>TOTAL FINANCE:</b>	<b>\$111,329</b>	<b>\$127,300</b>	<b>\$70,196</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$308,825</b>
<b>HUMAN RESOURCES</b>								
HUMAN RESOURCE	275,052	172,180	800	0	0	0	0	448,032
<b>TOTAL HUMAN RESOURCES:</b>	<b>\$275,052</b>	<b>\$172,180</b>	<b>\$800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$448,032</b>
<b>PUBLIC SAFETY</b>								
POLICE SERVICE - ADMINISTRATIVE	600,341	7,500	0	0	0	0	0	607,841
POLICE FIELD SERVICES	1,043,141	98,700	9,000	0	0	0	0	1,150,841
COMMUNICATIONS	0	189,682	0	0	0	0	0	189,682
PUBLIC RELATIONS	0	0	1,000	0	0	0	0	1,000
POLICE RECORDS	127,868	33,500	600	0	0	0	0	161,968
K-9 SERVICES	0	2,500	0	0	0	0	0	2,500
<b>TOTAL PUBLIC SAFETY:</b>	<b>\$1,771,350</b>	<b>\$331,882</b>	<b>\$10,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,113,832</b>
<b>PUBLIC SERVICES</b>								
ANIMAL CONTROL	3,232	12,500	3,500	0	0	0	0	19,232
PUBLIC SERVICES - ADMIN	6,645	1,500	0	0	0	0	0	8,145
STREETS & SIDEWALK MAINTENANCE	119,167	65,100	46,100	0	30,000	0	0	260,367
BUILDINGS & GROUNDS	24,875	74,500	0	0	15,000	0	0	114,375
<b>TOTAL PUBLIC SERVICES:</b>	<b>\$153,919</b>	<b>\$153,600</b>	<b>\$49,600</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$402,119</b>

<b>PLANNING</b>								
ENGINEERING	0	5,000	0	0	0	0	0	5,000
PLANNING	325,299	115,000	11,000	0	0	0	0	451,299
BUILDING & SAFETY	72,653	60,700	1,000	0	0	0	0	134,353
<b>TOTAL PLANNING:</b>	<b>\$397,952</b>	<b>\$180,700</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$590,652</b>
<b>LIBRARY</b>								
LIBRARY OPERATIONS	167,980	16,800	5,500	0	9,000	0	0	199,280
<b>TOTAL LIBRARY:</b>	<b>\$167,980</b>	<b>\$16,800</b>	<b>\$5,500</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$199,280</b>
<b>PARKS &amp; RECREATION</b>								
PARKS & RECREATION MANAGEMENT	191,051	7,200	1,000	0	0	0	0	199,251
PARK MAINTENANCE	121,269	25,000	32,700	0	0	0	0	178,969
RECREATION PROGRAM	0	35,000	0	0	0	0	0	35,000
POOL	35,795	0	10,000	0	0	0	0	45,795
<b>TOTAL PARKS &amp; RECREATION:</b>	<b>\$348,115</b>	<b>\$67,200</b>	<b>\$43,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$459,015</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$3,532,115</b>	<b>\$3,484,793</b>	<b>\$266,546</b>	<b>\$5,000</b>	<b>\$58,500</b>	<b>\$0</b>	<b>\$352,000</b>	<b>\$7,698,954</b>
	46%	45%	3%	0%	1%		5%	100%

**CITY OF IMPERIAL  
EXPENDITURE SUMMARY - ALL FUNDS  
PROPOSED FISCAL YEAR 2013 - 2014**

<b>FUND</b>	<b>PERSONAL SERVICES</b>	<b>SERVICES</b>	<b>MATERIALS SUPPLIES</b>	<b>ECONOMIC DEVLOP</b>	<b>CAPITAL</b>	<b>INFRASTR. IMPROVE</b>	<b>FIXED/ TRANS OUT</b>	<b>TOTAL</b>
<b>GENERAL GOVERNMENT</b>								
CITY COUNCIL	28,062	12,500	500	0	0	0	0	41,062
CITY CLERK	91,619	4,000	850	0	0	0	0	96,469
CITY ATTORNEY	0	150,350	0	0	0	0	0	150,350
CITY MANAGER	186,737	7,000	800	0	0	0	0	194,537
GENERAL SERVICES	0	537,781	41,000	5,000	4,500	0	352,000	940,281
FIRE SUPPRESSION/INSPECTION	0	882,500	0	0	0	0	0	882,500
SANITATION	0	899,840	1,500	0	0	0	0	901,340
<b>TOTAL GENERAL GOVERNMENT:</b>	<b>\$306,418</b>	<b>\$2,493,971</b>	<b>\$44,650</b>	<b>\$5,000</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$352,000</b>	<b>\$3,206,539</b>
<b>FINANCE</b>								
FINANCE - ADMINISTRATION	111,329	2,300	1,500	0	0	0	0	115,129
FINANCE - ACCOUNTING AND REPORTING	0	45,000	0	0	0	0	0	45,000
FINANCE - INFORMATION SERVICES	0	80,000	20,000	0	0	0	0	100,000
<b>TOTAL FINANCE:</b>	<b>\$111,329</b>	<b>\$127,300</b>	<b>\$21,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$260,129</b>
<b>HUMAN RESOURCES</b>								
HUMAN RESOURCE	275,052	172,180	800	0	0	0	0	448,032
<b>TOTAL HUMAN RESOURCES:</b>	<b>\$275,052</b>	<b>\$172,180</b>	<b>\$800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$448,032</b>
<b>PUBLIC SAFETY</b>								
POLICE SERVICE - ADMINISTRATIVE	600,341	7,500	0	0	0	0	0	607,841
POLICE FIELD SERVICES	1,043,141	96,700	9,000	0	0	0	0	1,148,841
COMMUNICATIONS	0	189,682	0	0	0	0	0	189,682
PUBLIC RELATIONS	0	0	1,000	0	0	0	0	1,000
POLICE RECORDS	127,868	33,500	600	0	0	0	0	161,968
K-9 SERVICES	0	2,500	0	0	0	0	0	2,500
<b>TOTAL PUBLIC SAFETY:</b>	<b>\$1,771,350</b>	<b>\$329,882</b>	<b>\$10,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,111,832</b>
<b>PUBLIC SERVICES</b>								
ANIMAL CONTROL	3,232	12,500	3,500	0	0	0	0	19,232
PUBLIC SERVICES - ADMIN	6,645	1,500	0	0	0	0	0	8,145
STREETS & SIDEWALK MAINTENANCE	119,167	65,100	46,100	0	30,000	0	0	260,367
BUILDINGS & GROUNDS	24,875	62,500	0	0	15,000	0	0	102,375
<b>TOTAL PUBLIC SERVICES:</b>	<b>\$153,919</b>	<b>\$141,600</b>	<b>\$49,600</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$390,119</b>

**PLANNING**

ENGINEERING	0	5,000	0	0	0	0	0	5,000
PLANNING	325,299	15,000	11,000	0	0	0	0	351,299
BUILDING & SAFETY	72,653	60,700	1,000	0	0	0	0	134,353
<b>TOTAL PLANNING:</b>	<b>\$397,952</b>	<b>\$80,700</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$490,652</b>

**LIBRARY**

LIBRARY OPERATIONS	167,980	9,300	5,500	0	9,000	0	0	191,780
<b>TOTAL LIBRARY:</b>	<b>\$167,980</b>	<b>\$9,300</b>	<b>\$5,500</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$191,780</b>

**PARKS & RECREATION**

PARKS & RECREATION MANAGEMENT	191,051	7,200	1,000	0	0	0	0	199,251
PARK MAINTENANCE	121,269	25,000	27,700	0	0	0	0	173,969
RECREATION PROGRAM	0	35,000	0	0	0	0	0	35,000
POOL	35,795	0	10,000	0	0	0	0	45,795
<b>TOTAL PARKS &amp; RECREATION:</b>	<b>\$348,115</b>	<b>\$67,200</b>	<b>\$38,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$454,015</b>

<b>TOTAL GENERAL FUND:</b>	<b>\$3,532,115</b>	<b>\$3,422,133</b>	<b>\$183,350</b>	<b>\$5,000</b>	<b>\$58,500</b>	<b>\$0</b>	<b>\$352,000</b>	<b>\$7,553,098</b>
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	47%	45%	2%	0%	1%		5%	100%
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**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**NAME OF DEPARTMENT:** City Council  
**SUPPORTED BY (FUNDS):** General Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

City Council (01-100)

***TOTAL DEPARTMENT BUDGET: \$41,062***

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-100**

**DIVISION NAME: CITY COUNCIL**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$41,062**

**DEPARTMENT: City Council**

**DIV NO: 100**

**THIS DIVISION: City Council**

**DIVISION DESCRIPTION:**

This division provides budgetary support for the Mayor and City Council and various intergovernmental, legislative and ceremonial activities.

**DIVISION GOAL:**

To facilitate the efficient and effective functioning of the Mayor and City Council.

**CURRENT YEAR DIVISION OBJECTIVES:**

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
CITY COUNCIL DEPARTMENT  
CITY COUNCIL DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
			<u>PERSONNEL SERVICES</u>				
01	100	5102	24,900	24,900	25,050	<b>24,900</b>	<b>24,900</b>
01	100	5112	1,905	1,917	1,916	<b>1,917</b>	<b>1,917</b>
01	100	5114	822	822	1,113	<b>1,245</b>	<b>1,245</b>
			<u>27,627</u>	<u>27,639</u>	<u>28,079</u>	<b>28,062</b>	<b>28,062</b>
			<u>SERVICES</u>				
01	100	5270	14,016	12,500	15,000	<b>12,500</b>	<b>12,500</b>
			<u>14,016</u>	<u>12,500</u>	<u>15,000</u>	<b>12,500</b>	<b>12,500</b>
			<u>MATERIALS &amp; SUPPLIES</u>				
01	100	5330	200	300	500	<b>500</b>	<b>500</b>
			<u>200</u>	<u>300</u>	<u>500</u>	<b>500</b>	<b>500</b>
<b>CITY COUNCIL</b>			<u>41,843</u>	<u>40,439</u>	<u>43,579</u>	<b>41,062</b>	<b>41,062</b>

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**NAME OF DEPARTMENT:** City Clerk

**SUPPORTED BY (FUNDS):** General Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

City Clerk

(01-110)

***TOTAL DEPARTMENT BUDGET:*** \$96,469

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-110**

**DIVISION NAME: CITY CLERK**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$96,469**

**DEPARTMENT: City Clerk DIV NO: 110**

**THIS DIVISION: City Clerk**

**DIVISION DESCRIPTION:**

This division supports the operation of the City Clerk, maintenance of official City records, elections, recording and developing City Council meeting minutes.

**DIVISION GOAL:**

To provide efficient and effective records management for the City; and to also provide fast retrieval of archival records.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. To implement assessment of records management practices including departmental reviews of records to evaluate and establish a records retention schedule.
2. To organize the plans and maps in storage in a manner in which they will be easily identified and retrievable.
3. To create a Public Records Request Form and database.
4. To continue the importing of City Council minutes into the Clerk's Index System.
5. To locate and import all Planning Commission minutes into the Clerk's Index System.
6. To establish a file for original Planning Commission Resolutions.
7. Obtain Earthquake Insurance for City facilities.
8. Identify Storage Facilities.
9. Records Storage Improvements.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
CITY CLERK DEPARTMENT  
CITY CLERK DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	110	5101	SALARIES-FULL TIME	48,683	46,308	50,464	64,832	64,832
01	110	5111	RETIREMENT	10,062	11,255	10,094	13,677	13,677
01	110	5112	FICA	3,515	3,545	3,668	4,960	4,960
01	110	5114	UNEMPLOYMENT INS	173	173	294	350	350
01	110	5115	HEALTH INSURANCE	4,500	4,500	4,125	6,000	6,000
01	110	5120	VEHICLE ALLOWANCE	1,350	1,350	1,350	1,800	1,800
				<u>68,283</u>	<u>67,131</u>	<u>69,995</u>	<u>91,619</u>	<u>91,619</u>
<u>SERVICES</u>								
01	110	5250	PUBLICATION / DUES	2,194	1,500	2,250	1,500	1,500
01	110	5265	TRAINING	5,997	500	1,200	500	500
01	110	5270	TRAVEL & MEETINGS	844	2,000	2,300	2,000	2,000
				<u>9,035</u>	<u>4,000</u>	<u>5,750</u>	<u>4,000</u>	<u>4,000</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	110	5301	OFFICE SUPPLIES	177	350	200	350	350
01	110	5330	SPECIAL DEPT SUPPLIES	491	5,000	1,100 *	30,000	500
				<u>668</u>	<u>5,350</u>	<u>1,300</u>	<u>30,350</u>	<u>850</u>
<b>CITY CLERK</b>				<u><u>77,986</u></u>	<u><u>76,481</u></u>	<u><u>77,045</u></u>	<u><u>125,969</u></u>	<u><u>96,469</u></u>

5250 CITY CLERKS ASSOCIATION \$120, THOMSON WEST, IIMC

5330 \* ELECTION 12-13

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**NAME OF DEPARTMENT:** City Attorney

**SUPPORTED BY (FUNDS):** General Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

City Attorney

(01-120)

***TOTAL DEPARTMENT BUDGET: \$150,350***

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-120**

**DIVISION NAME:** CITY ATTORNEY

**FUND:** General

**FUND NO:** 01

**DIVISION BUDGET:** \$150,350

**DEPARTMENT:** City Attorney

**DIV NO:** 120

**THIS DIVISION:** City Attorney

**DIVISION DESCRIPTION:**

This division provides professional legal services to the City.

**DIVISION GOAL:**

To provide efficient and effective legal services to the City Council, Planning Commission, City Manager and all City Departments.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Continue to meet the City's legal needs.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 CITY ATTORNEY DEPARTMENT  
 CITY ATTORNEY DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>SERVICES</u>								
01	120	5210	CONTRACT SERVICE	149,014	150,000	120,000	<b>150,000</b>	<b>150,000</b>
01	120	5270	TRAVEL & MEETINGS	0	350	582	<b>350</b>	<b>350</b>
				<u>149,014</u>	<u>150,350</u>	<u>120,582</u>	<u><b>150,350</b></u>	<u><b>150,350</b></u>
<b>CITY ATTORNEY</b>				<u>149,014</u>	<u>150,350</u>	<u>120,582</u>	<u><b>150,350</b></u>	<u><b>150,350</b></u>

5210 DENNIS MORITA, LCW

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:**           General Management

**SUPPORTED BY (FUNDS):**       General Fund  
  Water Fund  
  Wastewater Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

City Manager	(01-130)
Water	(50-510) **see Water budget
Wastewater	(55-520) **see Wastewater budget

***TOTAL DEPARTMENT BUDGET:***    **\$195,037**

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-130**

**DIVISION NAME: GENERAL MANAGEMENT**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$195,037**

**DEPARTMENT: City Manager**

**DIV NO: 130**

**THIS DIVISION: General Management**

**DIVISION DESCRIPTION:**

This division provides general management of the City, including supervision of all departments and operations and implementation of the policies and objectives of the City Council.

**DIVISION GOAL:**

To provide professional general management to the City and implement effectively the policies and objectives of the City Council.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. To provide effective fiscal management over city operations while seeking out creative strategies to stabilize and enhance the city's fiscal condition.
2. To invest in the value of employees through negotiations of current MOU's and support for modifying compensation packages where warranted and supported by the budget.
3. To encourage economic development opportunities that will provide job generation and new revenue while enhancing the quality of life in Imperial.
4. To ensure that city staff, facilities, technology and infrastructure are optimized and expanded to meet the desires of the City Council, the needs of citizens and can be supported in the city budget.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
GENERAL MANAGEMENT DEPARTMENT  
CITY MANAGER DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED	
<u>PERSONNEL SERVICES</u>								
01	130	5101	SALARIES-FULL TIME	72,746	86,080	93,796	134,848	134,848
01	130	5103	OVERTIME	219	500	28	0	0
01	130	5111	RETIREMENT	15,298	18,842	16,803	28,448	28,448
01	130	5112	FICA	4,593	6,626	6,068	10,316	10,316
01	130	5114	UNEMPLOYMENT INS	277	300	470	525	525
01	130	5115	HEALTH INSURANCE	7,200	7,800	6,777	9,000	9,000
01	130	5120	VEHICLE ALLOWANCE	1,200	1,800	1,200	3,600	3,600
			<u>101,533</u>	<u>121,948</u>	<u>125,142</u>	<u>186,737</u>	<u>186,737</u>	
<u>SERVICES</u>								
01	130	5250	PUBLICATION / DUES	2,285	2,500	1,200	2,500	2,500
01	130	5265	TRAINING	770	1,000	475	1,000	1,000
01	130	5270	TRAVEL & MEETINGS	3,408	3,500	5,905	4,000	3,500
			<u>6,463</u>	<u>7,000</u>	<u>7,580</u>	<u>7,500</u>	<u>7,000</u>	
<u>MATERIALS &amp; SUPPLIES</u>								
01	130	5301	OFFICE SUPPLIES	209	500	695	500	500
01	130	5330	SPECIAL DEPT SUPPLIES	151	300	300	300	300
			<u>360</u>	<u>800</u>	<u>995</u>	<u>800</u>	<u>800</u>	
<b>CITY MANAGER</b>			<u>108,356</u>	<u>129,748</u>	<u>133,717</u>	<u>195,037</u>	<u>194,537</u>	

5250 CPRS, CCMF, ICMA, ROTARY, NRPA, CALED, ICSC



**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-190**

**PROGRAM NAME: GENERAL SERVICES**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$940,281**

**DEPARTMENT: General Services DIV NO: 190**

**THIS DIVISION: General Services**

**DIVISION DESCRIPTION:**

This division supports the operation of the City Hall, the property maintenance of the City Hall and Library Buildings, General Fund, all Department Utilize cost, as well as administrative vehicles and it's maintenance.

**DIVISION GOAL:**

To provide utility, phone, postage, copier, office supplies, etc. for all General Fund Departments; maintain Buildings & Grounds and Administrative Vehicle Maintenance.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. All General Fund office supplies have been allocated accordingly.
2. Evaluate a new postage system that allows for bulk mailings to include inserts.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
GENERAL SERVICES DEPARTMENT  
GENERAL SERVICES DIVISION**

			2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014	
			ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED	
<u>SERVICES</u>								
01	190	5201	ADVERTISING (INCL LEGAL)	6,994	8,000	12,952	10,000	10,000
01	190	5210	CONTRACT SERVICE	66,307	35,000	57,000	50,000	50,000
01	190	5211	SUCCESSOR AGENCY EXPENSE	0	0	80,000	97,481	97,481
01	190	5240	M & O IMPROVEMENTS	8,166	5,000	8,700	5,000	5,000
01	190	5241	MAINTENANCE OF EQUIPMENT	11,142	8,000	3,600	8,000	8,000
01	190	5242	VEHICLE FUEL	578	1,000	2,200	2,000	2,000
01	190	5250	PUBLICATION / DUES	2,040	15,000	19,500	19,500	19,500
01	190	5260	TELEPHONE	12,668	20,000	34,000	30,000	30,000
01	190	5270	TRAVEL & MEETINGS	617	500	750	500	500
01	190	5280	UTILITIES - ELECTRIC	248,661	250,000	294,000	300,000	300,000
01	190	5281	UTILITIES - GAS	245	300	300	300	300
01	190	5282	FIBER OPTIC	0	14,400	15,000	15,000	15,000
			<u>357,418</u>	<u>357,200</u>	<u>528,002</u>	<u>537,781</u>	<u>537,781</u>	
<u>MATERIALS &amp; SUPPLIES</u>								
01	190	5301	OFFICE SUPPLIES	7,470	10,000	24,000	5,000	5,000
01	190	5302	CUSTODIAL SUPPLIES	13,721	8,000	13,500	10,000	10,000
01	190	5303	BANK FEES	11,437	10,000	9,000	9,000	9,000
01	190	5305	POSTGE / FREIGHT	5,551	9,000	9,000	15,000	15,000
01	190	5330	SPECIAL DEPT SUPPLIES	17,566	2,000	1,500	2,000	2,000
			<u>55,745</u>	<u>39,000</u>	<u>57,000</u>	<u>41,000</u>	<u>41,000</u>	
<u>CAPITAL</u>								
01	190	5442	OTHER	3,751	4,500	5,500 2	4,500	4,500
			<u>3,751</u>	<u>4,500</u>	<u>5,500</u>	<u>4,500</u>	<u>4,500</u>	
<u>FIXED CHARGES</u>								
01	190	5522	PASS THROUGH	289,374	350,000 *	326,459 1	350,000 *	350,000
01	190	5540	PROPERTY TAXES	1,854	2,000	1,554	2,000	2,000
			<u>291,228</u>	<u>352,000</u>	<u>328,013</u>	<u>352,000</u>	<u>352,000</u>	
<u>ECONOMIC DEVELOPMENT</u>								
01	190	7000	COMMUNITY SUPPORT	2,825	2,000	3,100	2,000	2,000
01	190	7010	COMMUNITY DEVELOPMENT	938	1,000	1,000	1,000	1,000
01	190	7020	BEAUTIFICATION CAMPAIGN	2,450	2,000	1,000	2,000	2,000
			<u>6,213</u>	<u>5,000</u>	<u>5,100</u>	<u>5,000</u>	<u>5,000</u>	
<b>GENERAL SERVICES</b>			<u>714,355</u>	<u>757,700</u>	<u>923,615</u>	<u>940,281</u>	<u>940,281</u>	

5210 CHAMBER \$20,000, DYNAMIC COMMUNICATION, TOWNSEND, TURCH, IC AUDITOR-CONT.  
5250 SCAG, IVEDC, LEAGUE OF CA CITIES, COSTCO

1 ROGER'S & ROGER'S SHARE OF SALES TAX AGREEMENT  
2 COPIER & POSTAGE MACHINE LEASES

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**PROGRAM NO: 01-330**

**DIVISION NAME: SANITATION**

**FUND: General FUND NO 01 DIVISION BUDGET: \$884,000**

**DEPARTMENT: General Services DIV NO: 330**

**THIS DIVISION: Sanitation**

**DIVISION DESCRIPTION:**

This division is under contract with Allied Waste Management Services.

**DIVISION GOAL:**

To provide waste and disposal services to City residents and businesses.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Continue to work with Allied Waste to reduce the City's diversion rate.
2. Continue to educate the public on the importance of recycling.
3. Verify that all contract goals are met (Recycler of the Year / Quarter and Scholarships).
4. Continue monthly meeting with Allied prior to printing of bills for billing accuracy.
5. Monitor "TRUE-UP" on a monthly basis.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 GENERAL SERVICES DEPARTMENT  
 SANITATION DIVISION**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<u>SERVICES</u>								
01	330	5210	CONTRACT SERVICE	787,156	810,000	846,815	<b>867,000</b>	<b>884,340</b>
01	330	5216	RECYCLING/LITTER REDUCTION	0	500	0	<b>500</b>	<b>500</b>
01	330	5217	RECYCLING TASK FORCE	19,722	20,000	11,739	<b>15,000</b>	<b>15,000</b>
				<u>806,878</u>	<u>830,500</u>	<u>858,554</u>	<u><b>882,500</b></u>	<u><b>899,840</b></u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	330	5301	OFFICE SUPPLIES	948	1,000	600	<b>1,000</b>	<b>1,000</b>
01	330	5330	SPECIAL DEPT SUPPLIES	0	500	300	<b>500</b>	<b>500</b>
				<u>948</u>	<u>1,500</u>	<u>900</u>	<u><b>1,500</b></u>	<u><b>1,500</b></u>
<b>SANITATION</b>				<u><u>807,826</u></u>	<u><u>832,000</u></u>	<u><u>859,454</u></u>	<u><u><b>884,000</b></u></u>	<u><u><b>901,340</b></u></u>
5210 ALLIED WASTE								

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**NAME OF DEPARTMENT:** Fire

**SUPPORTED BY (FUNDS):** General Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

Fire Suppression/Inspection and Emergency Medical Service (01-220)

***TOTAL DEPARTMENT BUDGET: \$840,500***



CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 FIRE DEPARTMENT  
 FIRE SUPPRESSION/INSPECTION AND EMS DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>SERVICES</u>								
01	220	5210	CONTRACT SERVICE	779,925	840,000	820,000	<b>840,000</b>	<b>882,000</b>
01	220	5240	M & O IMPROVEMENTS	0	500	4,379	500	500
				779,925	840,500	824,379	<b>840,500</b>	<b>882,500</b>
<b>FIRE SUPPRESSION/INSPECTION AND EMS</b>				779,925	840,500	824,379	<b>840,500</b>	<b>882,500</b>

5210 IMPERIAL COUNTY FIRE

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2011 - 2012 & 2012 - 2013*

**NAME OF DEPARTMENT:** Finance

**SUPPORTED BY (FUNDS):** General Fund  
Special Revenues and Grants Administration  
Water Fund  
Wastewater Fund

***COMPONENTS OF DEPARTMENT:***

**DIVISIONS (ACCT. NO.)**

Financial Services Management	(01-140)
Accounting and Reporting	(01-141)
Information Technology Services	(01-143)
Water	(50-510) **see Water budget
Wastewater	(55-520) **see Wastewater budget

***TOTAL DEPARTMENT BUDGET:*** \$ 308,825

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-140**

**DIVISION NAME: FINANCIAL SERVICES MANAGEMENT**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$115,129**

**DEPARTMENT: Finance DIV NO: 140**

**THIS DIVISION: Financial Services Management**

**DIVISION DESCRIPTION:**

This division supports the Management of the Financial Services area and is responsible for directing the accounting and reporting, informational services, investment program, and the budget for all City operations.

**DIVISION GOAL:**

To efficiently and effectively manage the financial operations, reporting and information services of the City.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Review all funds on a monthly basis for completion of Treasurer's Report and updates for City Manager and Department Heads.
2. Complete Employee Negotiations with City Manager and Human Resources Manager.
3. Complete update to CIP List.
4. Respond to State and Federal Budget Impacts.
5. Complete all required audits and reports on time.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
FINANCE DEPARTMENT  
FINANCIAL SERVICES MANAGEMENT DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	140	5101	SALARIES-FULL TIME	89,545	61,419	86,123	<b>76,489</b>	<b>76,489</b>
01	140	5103	OVERTIME	931	5,000	100	<b>2,500</b>	<b>2,500</b>
01	140	5111	RETIREMENT	17,374	13,447	15,722	<b>16,136</b>	<b>16,136</b>
01	140	5112	FICA	6,596	5,083	6,236	<b>6,045</b>	<b>6,045</b>
01	140	5114	UNEMPLOYMENT INSURANCE	403	296	651	<b>559</b>	<b>559</b>
01	140	5115	HEALTH INSURANCE	10,626	7,680	7,876	<b>9,600</b>	<b>9,600</b>
				<u>125,475</u>	<u>92,925</u>	<u>116,708</u>	<u><b>111,329</b></u>	<u><b>111,329</b></u>
<u>SERVICES</u>								
01	140	5250	PUBLICATION / DUES	379	500	502	<b>500</b>	<b>500</b>
01	140	5265	TRAINING	425	1,000	524	<b>1,000</b>	<b>1,000</b>
01	140	5270	TRAVEL & MEETINGS	79	800	700	<b>800</b>	<b>800</b>
				<u>883</u>	<u>2,300</u>	<u>1,726</u>	<u><b>2,300</b></u>	<u><b>2,300</b></u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	140	5301	OFFICE SUPPLIES	65	1,000	700	<b>1,000</b>	<b>1,000</b>
01	140	5330	SPECIAL DEPT SUPPLIES	375	500	500	<b>500</b>	<b>500</b>
				<u>440</u>	<u>1,500</u>	<u>1,200</u>	<u><b>1,500</b></u>	<u><b>1,500</b></u>
<b>FINANCIAL SERVICES MANAGEMENT</b>				<u><u>126,798</u></u>	<u><u>96,725</u></u>	<u><u>119,634</u></u>	<u><u><b>115,129</b></u></u>	<u><u><b>115,129</b></u></u>

5250 NOTARY ASSOCIATION, CSMFO

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-141**

**DIVISION NAME: ACCOUNTING AND REPORTING**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$45,000**

**DEPARTMENT: Finance DIV NO: 141**

**THIS DIVISION: Accounting and Reporting**

**DIVISION DESCRIPTION:**

This division is responsible for all revenue collections, expenditures, payroll processing, billing, accounting for all City operations, as well as internal and external financial reporting.

**DIVISION GOAL:**

To accurately collect, record, classify and report to the Public, the City Council, the City Treasurer and the City Manager on the financial condition of the City.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Fiscal year audits are completed and submitted to State in a timely manner.
2. Monitor and modify as needed the process for Business License and other permits /payments due to the City, including waste hauling contract payments.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 FINANCE DEPARTMENT  
 ACCOUNTING AND REPORTING DIVISION**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<u>SERVICES</u>								
01	141	5210	CONTRACT SERVICE	<u>32,344</u>	<u>25,000</u>	<u>107,695</u>	<u>45,000</u>	<u>45,000</u>
				32,344	25,000	107,695	45,000	45,000
<b>ACCOUNTING AND REPORTING</b>				<u><u>32,344</u></u>	<u><u>25,000</u></u>	<u><u>107,695</u></u>	<u><u>45,000</u></u>	<u><u>45,000</u></u>
Audits, Property and Sales Tax Consultant								

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-143**

**DIVISION NAME: INFORMATION TECHNOLOGY SERVICES**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$148,696**

**DEPARTMENT: Finance DIV NO: 143**

**THIS DIVISION: Information Technology Services**

**DIVISION DESCRIPTION:**

This division provides information support and services for the City's computer activities. Such activities include selection, installation and maintenance of hardware and software, coordination of user training, design and maintenance of the City's Website, system administration and generation of operational and managerial reports.

**DIVISION GOAL:**

To provide information, support and services to the City's departments which meets the needs of the users.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Continue to promote Autopay and paperless feature to all residents.
2. Work with IT consultant on regular upgrades and replacement of City equipment and licenses as the budget will allow.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 FINANCE DEPARTMENT  
 INFORMATION SERVICES DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>SERVICES</u>								
01	143	5210	CONTRACT SERVICE	70,792	50,000	105,000	80,000	80,000
				<u>70,792</u>	<u>50,000</u>	<u>105,000</u>	<u>80,000</u>	<u>80,000</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	143	5330	SPECIAL DEPT SUPPLIES	20,168	50,267	25,000	68,696	20,000
				<u>20,168</u>	<u>50,267</u>	<u>25,000</u>	<u>68,696</u>	<u>20,000</u>
<b>INFORMATION SERVICES</b>				<u>90,960</u>	<u>100,267</u>	<u>130,000</u>	<u>148,696</u>	<u>100,000</u>

5210 ESTRADA SYSTEMS GROUP

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:** Human Resources

**SUPPORTED BY (FUNDS):** General Fund  
Water Fund  
Wastewater Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

Human Resources / Employee Benefits	(01-150)
Water	(50-510) **see Water budget
Wastewater	(55-520) **see Wastewater budget

***TOTAL DEPARTMENT BUDGET:*** \$ 448,032

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-150**

**DIVISION NAME:** HUMAN RESOURCES / EMPLOYEE BENEFITS

**FUND:** General **FUND NO:** 01 **DIVISION BUDGET:** \$448,032

**DEPARTMENT:** Human Resources **DIV NO:** 150

**THIS DIVISION:** Human Resources / Employee Benefits

**DIVISION DESCRIPTION:**

This division coordinates the City's Human Resources / Employee Benefits Programs by assisting department heads with the recruitment process, the orientation for new employees, issuance of personnel manuals, administration of compensation plans, and coordination of employee benefits plans.

**DIVISION GOAL:**

To support the operations of each of the City's departments by providing effective human resource services, maintaining competitive and equitable compensation programs which includes competitive insurance benefits to employees and their dependents in a timely and cost-effective manner.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Review and establish an active Worker's Compensation Program.
2. Define and establish training recommendation for 12-13.
3. Continue to expand and enhance employee benefit fair and recognition programs.
4. Conduct an Annual PERS Retirement Review.
5. Complete Policy Manuals.
6. Evaluate Federal Impacts on Health Care.
7. Implement Loss CAPP Response.
8. Complete Employee Negotiations with City Manager and Finance Director.
9. Improve Health Benefit Program and other employee benefits where possible given budget restrictions.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
HUMAN RESOURCES DEPARTMENT  
HUMAN RESOURCE / EMPLOYEE BENEFITS DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
01	150	5101	SALARIES-FULL TIME	53,188	60,501	74,494	69,144	69,144
01	150	5111	RETIREMENT	11,557	13,243	15,524	14,587	14,587
01	150	5112	FICA	3,420	4,630	4,952	5,290	5,290
01	150	5113	WORKER'S COMP - SELF FUNDED	252,415	180,000	190,688	180,000	180,000
01	150	5114	UNEMPLOYMENT INSURANCE	208	208	353	331	331
01	150	5115	HEALTH INSURANCE	5,400	5,400	4,500	5,700	5,700
				<u>326,188</u>	<u>263,982</u>	<u>290,511</u>	<u>275,052</u>	<u>275,052</u>
				<u>SERVICES</u>				
01	150	5210	CONTRACT SERVICE	11,666	15,000	14,000	18,000	18,000
01	150	5230	LIABILITY INSURANCE	207,842	130,000	137,456	150,000	150,000
01	150	5250	PUBLICATION / DUES	230	180	210	180	180
01	150	5262	TESTING SERVICES	625	1,000	350	2,500	2,500
01	150	5265	TRAINING	610	800	1,200	800	800
01	150	5270	TRAVEL & MEETINGS	1,971	500	910	700	700
				<u>222,944</u>	<u>147,480</u>	<u>154,126</u>	<u>172,180</u>	<u>172,180</u>
				<u>MATERIALS &amp; SUPPLIES</u>				
01	150	5301	OFFICE SUPPLIES	153	300	350	300	300
01	150	5330	SPECIAL DEPT SUPPLIES	775	1,000	0	500	500
				<u>928</u>	<u>1,300</u>	<u>350</u>	<u>800</u>	<u>800</u>
<b>HUMAN RESOURCE / EMPLOYEE BENEFITS</b>				<u><u>550,060</u></u>	<u><u>412,762</u></u>	<u><u>444,987</u></u>	<u><u>448,032</u></u>	<u><u>448,032</u></u>

5210 LCW \$4,000, ACI \$3,200, CAL-TEST, CONEXIS, IVROP, NEOGOV  
5250 SHRM

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:** Police  
**SUPPORTED BY (FUNDS):** General Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

Police Services Management	(01-210)
Police Field Services	(01-211)
Police Communications	(01-213)
Police Public Relations	(01-214)
Police Records	(01-215)
K-9 Services	(01-216)

***TOTAL DEPARTMENT BUDGET:*** \$2,113,832

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-210**

**DIVISION NAME: POLICE SERVICES MANAGEMENT**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$607,841**

**DEPARTMENT: Police DIV NO: 210**

**THIS DIVISION: Police Services Management**

**DIVISION DESCRIPTION:**

This division is responsible to ensure, through proper planning, organizing, staffing, training, coordination and review, that the mission of the City of Imperial's Police Department is successfully carried out.

**DIVISION GOAL:**

To manage the resources of the Police Department to enhance the safety and security of the community and to meet the goals and objectives of the Department.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Complete Mobile Command Center and submit all required reports to COPS Office.
2. Work with County Fire to schedule and implement tabletop training exercise for City Staff / Police / Fire.
3. Complete Public Safety Master Plan coordinated with Fire Master Plan.
4. Review service and funding levels to leverage other sources of monies to maintain and improve service levels where possible.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
POLICE DEPARTMENT  
POLICE SERVICES MANAGEMENT DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	210	5101	SALARIES-FULL TIME	191,140	111,106	115,479	377,764	377,764
01	210	5103	OVERTIME	0	0	0	10,000	10,000
01	210	5105	P.O.S.T. CERTIFICATE PAY	0	0	0	7,712	7,712
01	210	5108	SPECIALTY PAY (5%)	0	0	0	3,646	3,646
01	210	5110	UNIFORM ALLOWANCE	0	0	0	3,850	3,850
01	210	5111	RETIREMENT	41,883	40,054	39,518	135,080	135,080
01	210	5112	FICA	10,098	8,500	8,154	30,539	30,539
01	210	5114	UNEMPLOYMENT INSURANCE	460	231	383	1,750	1,750
01	210	5115	HEALTH INSURANCE	7,862	6,000	4,886	30,000	30,000
				<u>251,443</u>	<u>165,891</u>	<u>168,420</u>	<u>600,341</u>	<u>600,341</u>
<u>SERVICES</u>								
01	210	5250	PUBLICATION / DUES	1,316	1,200	2,294	1,500	1,500
01	210	5265	TRAINING	227	500	0	3,000	3,000
01	210	5270	TRAVEL & MEETINGS	2,764	2,000	4,171	3,000	3,000
				<u>4,307</u>	<u>3,700</u>	<u>6,465</u>	<u>7,500</u>	<u>7,500</u>
<b>POLICE SERVICES MANAGEMENT</b>				<u>255,750</u>	<u>169,591</u>	<u>174,885</u>	<u>607,841</u>	<u>607,841</u>

5250 CPCA, ROTARY, MATTHEW BENDER & CO., INTERNATIONAL ASSOCIATION OF CHIEF'S, POLICE EXECUTIVE RESEARCH



**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
POLICE DEPARTMENT  
POLICE FIELD SERVICES DIVISION**

			2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014	
			ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED	
<u>PERSONNEL SERVICES</u>								
01	211	5101	SALARIES-FULL TIME	834,879	829,514	897,444	596,760	596,760
01	211	5102	SALARIES-PART TIME	4,255	2,500	0	1,500	1,500
01	211	5103	OVERTIME	282,754	70,000	355,963	60,000	60,000
01	211	5104	COURT TIME / STANDBY TIME	3,791	4,000	5,671	3,500	3,500
01	211	5105	P.O.S.T. CERTIFICATE PAY	14,918	16,375	14,540	6,604	6,604
01	211	5107	SHIFT DIFFERENTIAL	5,620	7,800	6,400	5,200	5,200
01	211	5108	SPECIALTY PAY (5%)	30,961	42,489	25,877	14,101	14,101
01	211	5110	UNIFORM ALLOWANCE	10,811	13,050	13,900	9,300	9,300
01	211	5111	RETIREMENT	224,312	326,628	296,210	217,232	217,232
01	211	5112	FICA	82,155	74,422	92,365	52,618	52,618
01	211	5114	UNEMPLOYMENT INSURANCE	4,016	3,696	5,712	4,326	4,326
01	211	5115	HEALTH INSURANCE	90,638	90,000	69,614	72,000	72,000
			<u>1,589,110</u>	<u>1,480,474</u>	<u>1,783,696</u>	<u>1,043,141</u>	<u>1,043,141</u>	
<u>SERVICES</u>								
01	211	5210	CONTRACT SERVICE	10,296	1,200	6,981	1,200	1,200
01	211	5221	FEE REFUNDS	0	0	450	0	0
01	211	5241	MAINTENANCE OF EQUIPMENT	29,944	35,000	35,000	35,000	35,000
01	211	5242	VEHICLE FUEL	53,848	45,000	62,500	55,000	55,000
01	211	5250	PUBLICATION / DUES	1,730	1,000	900	1,000	1,000
01	211	5262	TESTING SERVICES	4,907	2,000	4,119	2,000	2,000
01	211	5265	TRAINING	1,672	500	2,750	1,000	1,000
01	211	5270	TRAVEL & MEETINGS	1,500	1,000	12,837	3,500	1,500
			<u>103,897</u>	<u>85,700</u>	<u>125,537</u>	<u>98,700</u>	<u>96,700</u>	
<u>MATERIALS &amp; SUPPLIES</u>								
01	211	5301	OFFICE SUPPLIES	2,878	2,500	4,100	2,500	2,500
01	211	5310	SAFETY/ EQUIP / CLOTHING	2,574	1,000	1,000	1,000	1,000
01	211	5321	ARMORY/SUPPLIES	2,252	3,000	1,581	3,000	3,000
01	211	5330	SPECIAL DEPT SUPPLIES	5,473	2,500	5,800	2,500	2,500
			<u>13,177</u>	<u>9,000</u>	<u>12,481</u>	<u>9,000</u>	<u>9,000</u>	
<b>POLICE FIELD SERVICES</b>			<u><u>1,706,184</u></u>	<u><u>1,575,174</u></u>	<u><u>1,921,714</u></u>	<u><u>1,150,841</u></u>	<u><u>1,148,841</u></u>	

5210 ESTRADA SYSTEMS GROUP  
5250 CERTIFION CORP, CSAIA

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-213**

**DIVISION NAME: POLICE COMMUNICATIONS**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$189,682**

**DEPARTMENT: Police DIV NO: 213**

**THIS DIVISION: Police Communications**

**DIVISION DESCRIPTION:**

This division provides emergency and non-emergency communication services for the Police Department and assists in dispatching for the Fire Department and Emergency Medical Services.

**DIVISION GOAL:**

To provide effective and efficient dispatch communication services between the cities of El Centro and Imperial through the existing contract.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Continue work groups with El Centro Sergeants / Dispatchers to discuss on-going issues.
2. Execute / Renew Services Agreement with El Centro for Public Safety Dispatch Services.
3. Continue to participate in programs that encourage community interaction.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
POLICE DEPARTMENT  
POLICE COMMUNICATIONS DIVISION**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<u>SERVICES</u>								
01	213	5210	CONTRACT SERVICE	184,270	180,694	184,850	<b>184,182</b>	<b>184,182</b>
01	213	5260	TELEPHONE	<u>5,304</u>	<u>5,500</u>	<u>3,200</u>	<u><b>5,500</b></u>	<u><b>5,500</b></u>
				<u>189,574</u>	<u>186,194</u>	<u>188,050</u>	<u><b>189,682</b></u>	<u><b>189,682</b></u>
<b>POLICE COMMUNICATIONS</b>				<u>189,574</u>	<u>186,194</u>	<u>188,050</u>	<u><b>189,682</b></u>	<u><b>189,682</b></u>

5210 EL CENTRO DISPATCH \$140,000, IVECA \$30,508, COUNTY OF SAN DIEGO RCS \$13,674

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-214**

**DIVISION NAME: POLICE PUBLIC RELATIONS**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$1,000**

**DEPARTMENT: Police DIV NO: 214**

**THIS DIVISION: Police Public Relations**

**DIVISION DESCRIPTION:**

This division encourages citizen involvement through community action, crime prevention and police relation's efforts, stressing interaction with local schools in a cooperative effort of drug and gang intervention through "OFFICER BILL" and "PAL" programs.

**DIVISION GOAL:**

To enlist the support of the community in accomplishing Police Department goals and objectives.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Conduct (1) graffiti abatement / beautification day.
2. Detective to conduct (2) Sexual Assault Defensive Training.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 POLICE DEPARTMENT  
 POLICE PUBLIC RELATIONS DIVISION**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<u>MATERIALS &amp; SUPPLIS</u>								
01	214	5330	SPECIAL DEPT SUPPLIES	794	1,000	1,102 *	1,000	1,000
				<u>794</u>	<u>1,000</u>	<u>1,102</u>	<u>1,000</u>	<u>1,000</u>
			<b>POLICE PUBLIC RELATIONS</b>	<u>794</u>	<u>1,000</u>	<u>1,102</u>	<u>1,000</u>	<u>1,000</u>

NEIGHBORHOOD WATCH PROGRAMS, KINDERGARDEN TOURS

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-215**

**DIVISION NAME: POLICE RECORDS**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$161,968**

**DEPARTMENT: Police**

**DIV NO: 215**

**THIS DIVISION: Police Records**

**DIVISION DESCRIPTION:**

This division provides for the maintenance and retrieval of records required by law and as needed to support Police Department operations.

**DIVISION GOAL:**

To provide required information and data on a timely and accurate basis for use of Police Department and other City staff and citizens when appropriate.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Records Clerk to attend Dispatch Training for the Mobile Command Vehicle.
2. Create a policy for record retention and destruction.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
POLICE DEPARTMENT  
POLICE RECORDS DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	215	5101	SALARIES-FULL TIME	80,420	75,200	82,616	77,232	77,232
01	215	5102	SALARIES-PART TIME	0	0	0	13,790	13,790
01	215	5103	OVERTIME	1,293	500	2,036	500	500
01	215	5111	RETIREMENT	15,887	16,461	16,269	16,293	16,293
01	215	5112	FICA	6,232	5,793	6,507	7,003	7,003
01	215	5114	UNEMPLOYMENT INSURANCE	462	462	784	1,050	1,050
01	215	5115	HEALTH INSURANCE	11,998	12,000	10,978	12,000	12,000
				<u>116,292</u>	<u>110,416</u>	<u>119,190</u>	<u>127,868</u>	<u>127,868</u>
<u>SERVICES</u>								
01	215	5210	CONTRACT SERVICE	0	0	0	32,000	32,000
01	215	5265	TRAINING / EDUCATION	0	500	798	500	500
01	215	5270	TRAVEL & MEETINGS	10	500	887	1,000	1,000
				<u>10</u>	<u>1,000</u>	<u>1,685</u>	<u>33,500</u>	<u>33,500</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	215	5301	OFFICE SUPPLIES	901	600	0	600	600
				<u>901</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>600</u>
<b>POLICE RECORDS</b>				<u>117,203</u>	<u>112,016</u>	<u>120,875</u>	<u>161,968</u>	<u>161,968</u>
01	215	5210	SPILLMAN \$30,000					
			TICKETING SYETEM \$2,000					

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-216**

**DIVISION NAME: K-9 SERVICES**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$2,500**

**DEPARTMENT: Police**

**DIV NO: 216**

**THIS DIVISION: K-9 Services**

**DIVISION DESCRIPTION:**

This division provides an additional tool to field services in the areas of narcotic enforcement, search and apprehensions.

**DIVISION GOAL:**

To enhance the safety of officers, thoroughness of investigations and quality of neighborhoods through reduction of narcotic trafficking.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Perform K-9 Demonstration at ALL local Schools.
2. Conduct (2) school sweeps to include parking lots and gym lockers.
3. Attend Narcotic and Field Service re-qualifications and attend one K-9 trial.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 POLICE DEPARTMENT  
 K-9 SERVICES DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>SERVICES</u>								
01	216	5210	CONTRACT SERVICE	0	500	0	500	500
01	216	5270	TRAVEL & MEETINGS	0	500	1,364	500	500
01	216	5330	SPECIAL DEPT SUPPLIES	3,900	1,500	2,278	1,500	1,500
				<u>3,900</u>	<u>2,500</u>	<u>3,642</u>	<u>2,500</u>	<u>2,500</u>
<b>K-9 SERVICES</b>				<u>3,900</u>	<u>2,500</u>	<u>3,642</u>	<u>2,500</u>	<u>2,500</u>

5210 VETERINARY SERVICES

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:** Public Services

**SUPPORTED BY (FUNDS):** General Fund  
Water Fund  
Wastewater Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

Animal Control	(01-230)
Public Services Management	(01-300)
Street Maintenance	(01-320)
Building Maintenance	(01-345)
Water	(50-510) **see Water budget
Wastewater	(55-520) **see Wastewater budget

***TOTAL DEPARTMENT BUDGET:*** \$402,119

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-230**

**DIVISION NAME: ANIMAL CONTROL**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$19,232**

**DEPARTMENT: Public Services DIV NO: 230**

**THIS DIVISION: Animal Control**

**DIVISION DESCRIPTION:**

This division enforces State and City laws pertaining to Animal Control.

**DIVISION GOAL:**

To reduce the number of stray animals and other animal related violations within the City.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Participate in Animal Vaccination Clinic with local vendor to issue Animal Licenses.
2. Evaluate a Animal Control Officer / General Maintenance Worker position.
3. Continue efforts for Regional Animal Control.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
PUBLIC SERVICES DEPARTMENT  
ANIMAL CONTROL DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	230	5101	SALARIES-FULL TIME	0	0	0	0	0
01	230	5103	OVERTIME	2,159	2,500	380	3,000	3,000
01	230	5110	UNIFORM ALLOWANCE	0	0	0	0	0
01	230	5111	RETIREMENT	0	0	0	0	0
01	230	5112	FICA	157	193	26	232	232
01	230	5114	UNEMPLOYMENT INSURANCE	0	0	0	0	0
01	230	5115	HEALTH INSURANCE	35	0	0	0	0
				<u>2,351</u>	<u>2,693</u>	<u>406</u>	<u>3,232</u>	<u>3,232</u>
<u>SERVICES</u>								
01	230	5210	CONTRACT SERVICE	3,670	4,000	4,685	3,000	3,000
01	230	5241	MAINTENANCE OF EQUIPMENT	2,619	3,500	1,300	4,000	4,000
01	230	5242	VEHICLE FUEL	406	1,200	2,800	4,500	4,500
01	230	5265	TRAINING	0	400	0	400	400
01	230	5270	TRAVEL & MEETINGS	0	600	0	600	600
				<u>6,695</u>	<u>9,700</u>	<u>8,785</u>	<u>12,500</u>	<u>12,500</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	230	5301	OFFICE SUPPLIES	274	100	150	500	500
01	230	5310	SAFETY / EQUIPMENT / CLOTHING	0	500	0	2,500	2,500
01	230	5330	SPECIAL DEPT SUPPLIES	194	500	900	500	500
				<u>468</u>	<u>1,100</u>	<u>1,050</u>	<u>3,500</u>	<u>3,500</u>
<b>ANIMAL CONTROL</b>				<u>9,514</u>	<u>13,493</u>	<u>10,241</u>	<u>19,232</u>	<u>19,232</u>

5210 IV HUMANE SOCIETY, DESERT VETERINARY GROUP

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-300**

**DIVISION NAME: PUBLIC SERVICES MANAGEMENT**

**FUND: General FUND NO 01 DIVISION BUDGET: \$8,145**

**DEPARTMENT: Public Services DIV NO: 300**

**THIS DIVISION: Public Services Management**

**DIVISION DESCRIPTION:**

This division is responsible for planning, scheduling, coordinating and evaluating all activities for the Public Services Department and provides both in - house and consultant Water / Wastewater Systems Management, Code Enforcement and related services to the City and management of those activities. Services include design and inspection of capital improvement projects. and review of other related issues. This division provides support to the City Council and the Environmental Evaluation Committee, as well as responding to customer/citizen inquires and complaints.

**DIVISION GOAL:**

To manage the resource of the Public Services Department, Water / Wastewater Systems Management and Code Enforcement services in a timely, professional, and cost effective manner.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Prepare a quarterly maintenance schedule for all City facilities (A/C's, painting, etc.).
2. Create a master listing of all City code entrances and keys for all facilities.
3. Complete renovations to Old City Hall and assist with reopening of the building.
4. Implement any recommendations of te CJPIA Loss/Cap review.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
PUBLIC SERVICES DEPARTMENT  
PUBLIC SERVICES DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	300	5101	SALARIES-FULL TIME	4,981	4,451	4,915	4,915	4,915
01	300	5111	RETIREMENT	967	975	1,062	1,037	1,037
01	300	5112	FICA	355	341	339	376	376
01	300	5114	UNEMPLOYMENT INSURANCE	12	12	20	17	17
01	300	5115	HEALTH INSURANCE	300	300	275	300	300
				<u>6,615</u>	<u>6,079</u>	<u>6,611</u>	<u>6,645</u>	<u>6,645</u>
<u>SERVICES</u>								
01	300	5210	CONTRACT SERVICE	160	0	0	0	0
01	300	5241	MAINTENANCE OF EQUIPMENT	92	500	795	500	500
01	300	5242	VEHICLE FUEL	1,578	500	184	500	500
01	300	5265	TRAINING	0	200	0	200	200
01	300	5270	TRAVEL & MEETINGS	0	300	10	300	300
				<u>1,830</u>	<u>1,500</u>	<u>989</u>	<u>1,500</u>	<u>1,500</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	300	5301	OFFICE SUPPLIES	12	100	0	0	0
				<u>12</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>PUBLIC SERVICES</b>				<u><u>8,457</u></u>	<u><u>7,679</u></u>	<u><u>7,600</u></u>	<u><u>8,145</u></u>	<u><u>8,145</u></u>

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-320**

**DIVISION NAME: STREET MAINTENANCE**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: 260,367**

**DEPARTMENT: Public Works**

**DIV NO: 320**

**THIS DIVISION: Street Maintenance**

**DIVISION DESCRIPTION:**

This division provides budgetary support for maintenance and repair of the 31 miles of City streets. Street sweeping is done every other week. Maintenance of City Storm Drain System and assist Water / Sewer Departments with backhoe operation on Water and Sewer main repairs.

**DIVISION GOAL:**

To maintain the City streets and provide an efficient / safe movement of vehicular / pedestrian traffic and to provide an aesthetically pleasing appearance of public right-of-ways.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. In coordination with other departments, select and complete appropriate infrastructure projects.
2. Renew traffic pattern training for all staff.
3. Continue with street improvements.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
PUBLIC SERVICES DEPARTMENT  
STREET MAINTENANCE DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED	
<u>PERSONNEL SERVICES</u>								
01	320	5101	SALARIES-FULL TIME	82,982	99,603	113,074	69,108	69,108
01	320	5103	OVERTIME	7,580	5,000	17,145	10,000	10,000
01	320	5104	STAND-BY	2,547	2,500	3,477	4,000	4,000
01	320	5110	UNIFORM ALLOWANCE	279	1,500	848	1,500	1,500
01	320	5111	RETIREMENT	17,751	22,091	20,433	14,862	14,862
01	320	5112	FICA	6,861	8,207	9,933	6,362	6,362
01	320	5114	UNEMPLOYMENT INSURANCE	584	670	1,580	735	735
01	320	5115	HEALTH INSURANCE	13,171	17,400	14,909	12,600	12,600
			<u>131,755</u>	<u>156,971</u>	<u>181,399</u>	<u>119,167</u>	<u>119,167</u>	
<u>SERVICES</u>								
01	320	5210	CONTRACT SERVICES	14,655	15,000	15,700	15,000	15,000
01	320	5241	MAINTENANCE OF EQUIPMENT	61,515	30,000	23,000	30,000	30,000
01	320	5242	FUEL	13,690	15,000	11,774	18,000	18,000
01	320	5250	PUBLICATION / DUES	1,400	1,444	447	1,600	1,600
01	320	5265	TRAINING	0	200	30	200	200
01	320	5270	TRAVEL & MEETINGS	78	300	0	300	300
			<u>91,338</u>	<u>61,944</u>	<u>50,951</u>	<u>65,100</u>	<u>65,100</u>	
<u>MATERIALS &amp; SUPPLIES</u>								
01	320	5310	SAFETY / EQUIP / CLOTHING	546	600	2,809	600	600
01	320	5320	SMALL TOOLS	456	750	100	500	500
01	320	5330	SPECIAL DEPT SUPPLIES	39,699	40,000	44,000	45,000	45,000
			<u>40,701</u>	<u>41,350</u>	<u>46,909</u>	<u>46,100</u>	<u>46,100</u>	
<u>CAPITAL</u>								
01	320	5440	EQUIPMENT - AUTOMOTIVE	0	0	0	0	0
01	320	5442	OTHER	0	0	0	30,000	30,000
			<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	
<b>STREET MAINTENANCE</b>			<u>263,794</u>	<u>260,265</u>	<u>279,259</u>	<u>260,367</u>	<u>260,367</u>	

5210 CITY OF EL CENTRO, PRIMO  
5250 DEPT OF TOXIC SUBSTANCES  
5330 MOE FYE 2013: \$31,958  
MOE FYE 2012: \$31,455  
MOE FYE 2011: \$30,480  
5442 STREET SIGNS \$30,000

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-345**

**DIVISION NAME: BUILDINGS & GROUNDS**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$114,375**

**DEPARTMENT: Public Services**

**DIV NO: 345**

**THIS DIVISION: Buildings & Grounds**

**DIVISION DESCRIPTION:**

This division provides for the maintenance and operation of the City Hall, Police, Council Chambers, Library, Garage and other Non-Enterprise Fund Facilities.

**DIVISION GOAL:**

To maintain City buildings and associated property in an efficient and effective manner.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Review and facilitate with Library Staff, improvements to library building.
2. Establish facility maintenance schedules.
3. Complete restoration of City Hall.
4. Obtain Custodial Services.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
PUBLIC SERVICES DEPARTMENT  
BUILDINGS & GROUNDS DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	345	5101	SALARIES-FULL TIME	0	0	8,474	16,361	16,361
01	345	5103	OVERTIME	0	0	652	0	0
01	345	5110	UNIFORM ALLOWANCE	0	0	3	0	0
01	345	5111	RETIREMENT	0	0	299	3,451	3,451
01	345	5112	FICA	0	0	698	1,252	1,252
01	345	5114	UNEMPLOYMENT INSURANCE	0	0	275	211	211
01	345	5115	HEALTH INSURANCE	0	0	0	3,600	3,600
				<u>0</u>	<u>0</u>	<u>10,401</u>	<u>24,875</u>	<u>24,875</u>
<u>SERVICES</u>								
01	345	5210	CONTRACT SERVICES	0	0	0	12,000	0
01	345	5241	MAINTENANCE OF EQUIPMENT	52,838	10,000	54,000	20,000	20,000
01	345	5330	SPECIAL DEPT SUPPLIES	91,108	42,500	75,000	42,500	42,500
				<u>143,946</u>	<u>52,500</u>	<u>129,000</u>	<u>74,500</u>	<u>62,500</u>
<u>CAPITAL</u>								
01	345	5442	OTHER	3,200	0	0	15,000	15,000
				<u>3,200</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>
<b><u>BUILDINGS &amp; GROUNDS</u></b>				<u>143,946</u>	<u>52,500</u>	<u>139,401</u>	<u>114,375</u>	<u>102,375</u>
5210 PRISON CREW								
5330 PHASE II BUILDING IMPROVEMENTS								
5442 A/C'S								

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:**            **Planning Department**

**SUPPORTED BY (FUNDS):**        **General Fund**  
   **Special Revenues and Grants Administration**

***COMPONENTS OF DEPARTMENT:***

**DIVISIONS (ACCT. NO.)**

Engineering	(01-310)
Planning	(01-350)
Building & Safety	(01-360)

***TOTAL DEPARTMENT BUDGET:***    ***\$590,652***

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-310**

**DIVISION NAME: ENGINEERING**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$5,000**

**DEPARTMENT: Planning Department DIV NO: 310**

**THIS DIVISION: Engineering**

**DIVISION DESCRIPTION:**

This division provides both in - house and consultant engineering services to the City and management of those activities. Engineering services include design and inspection of capital improvement projects, review and inspection of subdivision development projects, review and issuance of permits, and review of other related engineering issues. This division also provides support to the City Council, Planning Commission / Department, and the Environmental Evaluation Committee.

**DIVISION GOAL:**

To provide quality engineering services in a timely, professional, and cost effective manner.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Review current City contract with BJ Engineering.

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
 PLANNING DEPARTMENT  
 ENGINEERING DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
			<u>SERVICES</u>					
01	310	5210	CONTRACT SERVICE	24,169	5,000	37,402	5,000	5,000
				<u>24,169</u>	<u>5,000</u>	<u>37,402</u>	<u>5,000</u>	<u>5,000</u>
			<b>ENGINEERING</b>	<u>24,169</u>	<u>5,000</u>	<u>37,402</u>	<u>5,000</u>	<u>5,000</u>

5210 BJ ENGINEERING, DYNAMIC CONSULTING, DDE

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-350**

**DIVISION NAME: PLANNING**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$451,299**

**DEPARTMENT: Planning Department**

**DIV NO: 350**

**THIS DIVISION: Planning**

**DIVISION DESCRIPTION:**

This division provides both in-house and consultant planning services to the City and management of those activities. Planning services include review and inspection of subdivision development projects, review and issuance of permits, and review of other planning issues. This division also provides support to the Environmental Evaluation Committee, Planning Commission, Community Development, and the City Council.

**DIVISION GOAL:**

To ensure that the City continues to grow in a logical manner utilizing innovative planning principles while complying with all applicable State and Federal laws.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. A well-trained staff available to assist the public in obtaining building permits.
2. Develop more web-based applications and informational documents to provide the public with more timely and accessible information.
3. Update and revise regulatory documents and codes as needed to incorporate architectural review guidelines and changes recommended by the Housing Element Update.
4. Ensure that Planning Commissioners are up-to-date on planning principles and State and Federal laws.
5. Complete annexation for the following areas: Westside (Ironwood), Eastside, Regional Park site, and IID Administrative Facility.
6. Begin site-planning and specific planning activities for the proposed Civic Center area.
7. Refine and update the City's environmental review process to meet the requirements of CEQA Guidelines.
8. Develop a detailed work program for the General Plan and Bike Plan, include staffing, consulting and costs.
9. Seek additional funding for the First-Time Homebuyer's Program.
10. Implement a city-wide Housing Rehabilitation Program.
11. Develop and implement business assistance programs and a committee.
12. Prepare a community profile information packet which includes key demographic information about the City of Imperial, a list of developable parcels, and programs available to businesses.
13. Continue efforts with various Grants.
14. Hire and activate Associate City Planner position.
15. Review of options regarding Hwy 86.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
PLANNING DEPARTMENT  
PLANNING MANAGEMENT DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	350	5101	SALARIES-FULL TIME	51,760	143,435	177,847	223,644	223,644
01	350	5102	SALARIES-PART TIME	52,825	3,000	1,450	10,886	10,886
01	350	5103	OVERTIME	1,683	500	275	300	300
01	350	5111	RETIREMENT	16,181	30,794	31,618	47,180	47,180
01	350	5112	FICA	8,037	11,214	13,159	17,976	17,976
01	350	5114	UNEMPLOYMENT INSURANCE	469	960	1,755	1,913	1,913
01	350	5115	HEALTH INSURANCE	6,015	19,800	12,405	23,400	23,400
				<u>136,970</u>	<u>209,703</u>	<u>238,509</u>	<u>325,299</u>	<u>325,299</u>
<u>SERVICES</u>								
01	350	5210	CONTRACT SERVICE	83,048	50,000	106,582 *	110,000	10,000
01	350	5221	FEE REFUNDS	38	0	100	0	0
01	350	5250	PUBLICATION / DUES	510	1,000	3,777	1,000	1,000
01	350	5265	TRAINING	869	1,500	1,500	1,500	1,500
01	350	5270	TRAVEL & MEETINGS	901	1,500	3,455	2,500	2,500
				<u>85,366</u>	<u>54,000</u>	<u>115,414</u>	<u>115,000</u>	<u>15,000</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	350	5301	OFFICE SUPPLIES	649	100	2,692	1,000	1,000
01	350	5330	SPECIAL DEPARTMENTAL SUPPLIES	215	500	2,675	10,000	10,000
				<u>864</u>	<u>600</u>	<u>5,367</u>	<u>11,000</u>	<u>11,000</u>
<u>CAPITAL</u>								
01	350	5442	OTHER	0	0	0	0	0
				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>PLANNING</b>				<u>223,200</u>	<u>264,303</u>	<u>359,290</u>	<u>451,299</u>	<u>351,299</u>

5210 THE HOLT GROUP, \*HOUSING ELEMENT \$100,000

5250 AMERICAN PLANNING ASSOCIATION

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-360**

**DIVISION NAME: BUILDING & SAFETY**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$134,353**

**DEPARTMENT: Planning Department**

**DIV NO: 360**

**THIS DIVISION: Building & Safety**

**DIVISION DESCRIPTION:**

This division provides issuance of building permits, plan checks, and inspection services for all projects subject to the City's building regulations.

**DIVISION GOAL:**

To provide timely and professional plan check and inspection services and to assist applicants in the permitting process.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Implement an Over-The-Counter plan check review process (24-hour turn-around time) for minor construction activities.
2. Implement a Fast Track Program (5-day turn-around time) with applicable fee structure.
3. Achieve greater cost recovery for programs within the Planning Department.
4. Hire and activate in-house Building Inspector.

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
PLANNING DEPARTMENT  
BUILDING & SAFETY DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED	
<u>PERSONNEL SERVICES</u>								
01	360	5101	SALARIES-FULL TIME	0	27,673	35,841	51,499	51,499
01	360	5111	RETIREMENT	0	6,058	7,485	10,864	10,864
01	360	5112	FICA	0	2,117	2,741	3,940	3,940
01	360	5114	UNEMPLOYMENT INSURANCE	0	127	623	350	350
01	360	5115	HEALTH INSURANCE	0	3,300	0	6,000	6,000
			0	39,275	46,690	72,653	72,653	
<u>SERVICES</u>								
01	360	5210	CONTRACT SERVICE	145,916	10,000	112,500	50,000	50,000
01	360	5213	SEISMIC FEE & CBSC	4,463	5,000	7,546	5,000	5,000
01	360	5241	MAINTENANCE OF EQUIPMENT	0	0	1,400	2,000	2,000
01	360	5242	VEHICLE FUEL	0	1,500	100	2,000	2,000
01	360	5250	PUBLICATION / DUES	0	200	2,900	200	200
01	360	5265	TRAINING	0	1,000	400	1,000	1,000
01	360	5270	TRAVEL & MEETINGS	0	500	0	500	500
			150,379	18,200	124,846	60,700	60,700	
<u>MATERIALS &amp; SUPPLIES</u>								
01	360	5301	OFFICE SUPPLIES	0	300	1,145	500	500
01	360	5330	SPECIAL DEPT SUPPLIES	0	500	650	500	500
			0	800	1,795	1,000	1,000	
<b>BUILDING &amp; SAFETY</b>			150,379	58,275	173,331	134,353	134,353	

5210 BJ ENGINEERING  
5250 INTERNATIONAL CODE COUNCIL

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:** Library

**SUPPORTED BY (FUNDS):** General Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

Library Operations

(01-410)

***TOTAL DEPARTMENT BUDGET:*** \$199,280

**CITY OF IMPERIAL - DIVISION SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 01-410**

**DIVISION NAME: LIBRARY OPERATIONS**

**FUND: General**

**FUND NO: 01**

**DIVISION BUDGET: \$199,280**

**DEPARTMENT: Library**

**DIV NO: 410**

**THIS DIVISION: Library Operations Program**

**DIVISION DESCRIPTION:**

This division provides for the general operation of the library including supervision, salary administration and scheduling for employees, supervision of the budget and implementation of all library policies and objectives.

**DIVISION GOAL:**

To provide professional library services and quality collections for the use of Imperial residents and students of the Imperial Unified School District.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. To continue to update and expand the collection of library resources in order to provide a well-stocked and balanced collection to the community.
2. To promote and provide instruction in the use of the Library's on-line catalog, as well as other resources.
3. To perform a section-by-section inventory of the library's collection, and then use the results to effectively weed and sort the collection.
4. To continue the work begun with our Literacy Coordinator and with LEARN IV to provide space, materials, recruitment, and outreach for literacy tutors and students.
5. To find instructors, either on staff or volunteers, to provide classes in areas where a need is seen, or requested by patrons.
6. To actively seek grants, sponsors, and other sources of funding for library programs, activities, and materials.
7. To use the Federal Grant money awarded to us through Rep. Filner's efforts to get the Imperial Public Library Literacy & Learning Center up and running.
8. Implement a Fundraiser with Parks and Recreation.
9. Modify programs as needed to balance funding impacts from State allocations.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
LIBRARY DEPARTMENT  
LIBRARY OPERATIONS DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED	
<u>PERSONNEL SERVICES</u>								
01	410	5101	SALARIES-FULL TIME	77,496	75,754	83,222	82,642	82,642
01	410	5102	SALARIES-PART TIME	17,570	28,528	26,828	42,120	42,120
01	410	5103	OVERTIME	0	0	100	0	0
01	410	5111	RETIREMENT	18,647	18,357	19,090	19,211	19,211
01	410	5112	FICA	7,273	7,992	8,426	9,557	9,557
01	410	5114	UNEMPLOYMENT INSURANCE	959	1,617	1,884	2,450	2,450
01	410	5115	HEALTH INSURANCE	12,000	12,000	11,000	12,000	12,000
			<u>133,945</u>	<u>144,248</u>	<u>150,550</u>	<u>167,980</u>	<u>167,980</u>	
<u>SERVICES</u>								
01	410	5210	CONTRACT SERVICE	6,378	6,800	7,342	7,300	7,300
01	410	5222	LITERACY SERVICES	6,593	7,500	2,500	7,500	0
01	410	5250	PUBLICATION / DUES	1,423	1,500	1,200	1,500	1,500
01	410	5265	TRAINING	0	300	0	300	300
01	410	5270	TRAVEL & MEETINGS	0	200	86	200	200
			<u>14,394</u>	<u>16,300</u>	<u>11,128</u>	<u>16,800</u>	<u>9,300</u>	
<u>MATERIALS &amp; SUPPLIES</u>								
01	410	5301	OFFICE SUPPLIES	1,887	1,000	2,100	2,000	2,000
01	410	5330	SPECIAL DEPT SUPPLIES	11,176	3,000	4,500	3,500	3,500
			<u>13,063</u>	<u>4,000</u>	<u>6,600</u>	<u>5,500</u>	<u>5,500</u>	
<u>CAPITAL</u>								
01	410	5442	OTHER	3,523	1,500	2,600	2,500	2,500
01	410	5444	LIBRARY BOOKS	6,588	6,500	8,300	6,500	6,500
			<u>10,111</u>	<u>8,000</u>	<u>10,900</u>	<u>9,000</u>	<u>9,000</u>	
<b>LIBRARY OPERATIONS</b>			<u><u>171,513</u></u>	<u><u>172,548</u></u>	<u><u>179,178</u></u>	<u><u>199,280</u></u>	<u><u>191,780</u></u>	

5210 A & S SERVICES, SERRA COOPERATIVE, 3M LIBRARY SYSTEM, MOVIE LICENSING, POLARIS, P.O. BOX, WAVECREST  
5250 IV PRESS, UNION TRIBUNE, AMERICAN LIBRARY ASSOCIATION, CALIFORNIA LIBRARY ASSOCIATION  
5442 COPIER LEASE





CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
PARKS & RECREATION DEPARTMENT  
PARKS & RECREATION MANAGEMENT DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
01	415	5101	SALARIES-FULL TIME	147,782	138,528	152,568	138,529	138,529
01	415	5111	RETIREMENT	31,888	30,321	30,148	29,224	29,224
01	415	5112	FICA	10,596	10,602	10,478	10,598	10,598
01	415	5114	UNEMPLOYMENT INSURANCE	497	462	784	700	700
01	415	5115	HEALTH INSURANCE	13,026	12,000	11,020	12,000	12,000
				<u>203,789</u>	<u>191,913</u>	<u>204,998</u>	<u>191,051</u>	<u>191,051</u>
<u>SERVICES</u>								
01	415	5210	CONTRACT SERVICE	565	0	0	0	0
01	415	5241	MAINTENANCE OF EQUIPMENT	133	500	1,450	1,000	1,000
01	415	5242	VEHICLE FUEL	1,166	1,000	1,950	1,500	1,500
01	415	5250	PUBLICATION / DUES	360	800	1,283	1,000	1,000
01	415	5265	TRAINING	220	1,000	1,750	1,200	1,200
01	415	5270	TRAVEL & MEETINGS	1,621	2,500	364	2,500	2,500
				<u>4,065</u>	<u>5,800</u>	<u>6,797</u>	<u>7,200</u>	<u>7,200</u>
<u>MATERIALS &amp; SUPPLIES</u>								
01	415	5301	OFFICE SUPPLIES	1,132	1,000	1,200	1,000	1,000
				<u>1,132</u>	<u>1,000</u>	<u>1,200</u>	<u>1,000</u>	<u>1,000</u>
<b>PARKS &amp; RECREATION MANAGEMENT</b>				<u>208,986</u>	<u>198,713</u>	<u>212,995</u>	<u>199,251</u>	<u>199,251</u>

5250 CPRS, NPRA



**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
PARKS & RECREATION DEPARTMENT  
PARK MAINTENANCE DIVISION**

			2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014	
			ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED	
<u>PERSONNEL SERVICES</u>								
01	420	5101	SALARIES-FULL TIME	79,654	39,984	76,369	75,406	75,406
01	420	5103	OVERTIME	2,022	5,000	6,262	3,500	3,500
01	420	5104	STANDBY TIME	3,292	2,500	3,796	4,000	4,000
01	420	5110	UNIFORM ALLOWANCE	1,021	1,800	613	1,000	1,000
01	420	5111	RETIREMENT	14,762	9,094	13,363	16,099	16,099
01	420	5112	FICA	6,322	3,638	6,152	6,342	6,342
01	420	5114	UNEMPLOYMENT INSURANCE	539	254	1,151	822	822
01	420	5115	HEALTH INSURANCE	10,864	6,600	10,339	14,100	14,100
			<u>118,476</u>	<u>68,870</u>	<u>118,045</u>	<u>121,269</u>	<u>121,269</u>	
<u>SERVICES</u>								
01	420	5210	CONTRACT SERVICE	3,424	2,500	3,900	3,000	3,000
01	420	5221	FEE REFUNDS	1,502	0	1,900	0	0
01	420	5241	MAINTENANCE OF EQUIPMENT	11,569	8,000	15,835	12,000	12,000
01	420	5242	VEHICLE FUEL	9,058	5,000	12,200	10,000	10,000
			<u>25,553</u>	<u>15,500</u>	<u>33,835</u>	<u>25,000</u>	<u>25,000</u>	
<u>MATERIALS &amp; SUPPLIES</u>								
01	420	5263	CHEMICALS	0	600	1,200	1,500	1,500
01	420	5302	CUSTODIAL SUPPLIES	2,989	2,500	2,500	2,500	2,500
01	420	5310	SAFETY / EQUIP / CLOTHING	791	600	500	2,500	2,500
01	420	5320	SMALL TOOLS	1,216	800	500	1,200	1,200
01	420	5330	SPECIAL DEPT SUPPLIES	9,769	10,000	32,500	25,000	20,000
			<u>14,765</u>	<u>14,500</u>	<u>37,200</u>	<u>32,700</u>	<u>27,700</u>	
<u>CAPITAL</u>								
01	420	5442	OTHER	0	0	0	0	0
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>PARK MAINTENANCE</b>			<u>158,794</u>	<u>98,870</u>	<u>189,080</u>	<u>178,969</u>	<u>173,969</u>	

5210 A+ SPEEDY PLUMBING

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 01-421**

**DIVISION NAME: RECREATION PROGRAM**

**FUND: General FUND NO: 01 DIVISION BUDGET: \$35,000**

**DEPARTMENT: Parks & Recreation DIV NO: 421**

**THIS DIVISION: Recreation Program**

**DIVISION DESCRIPTION:**

This division is responsible for planning, coordinating and evaluating all activities for the Parks and Recreation Department.

**DIVISION GOAL:**

To manage the resource of the Parks and Recreation Department. To meet the goals and objectives of the Department.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. To continue recreation programs as required and requested by the participants of the Imperial Community through the use of a contract instructors and rental of IUSD facilities.
2. To develop innovative recreation programs as required and requested by the participants of the Imperial Community through the use of contract instructors and rental of IUSD facilities.
3. To provide social opportunities for the community thru special event programming such as Movies in the Park..
4. To obtain a minimum score of 3.5 (out of 5) on all participant program evaluation forms.
5. To obtain required live scan for every staff member and contract

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**CORPORATE FUND  
PARKS & RECREATION DEPARTMENT  
RECREATION DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>SERVICES</u>								
01	421	5210	CONTRACT SERVICE	24,389	35,000	39,923	30,000	30,000
01	421	5330	SPECIAL DEPARTMENTAL SUPPLIES	0	0	0	5,000	5,000
				<u>24,389</u>	<u>35,000</u>	<u>39,923</u>	<u>35,000</u>	<u>35,000</u>
<b>RECREATION</b>				<u>24,389</u>	<u>35,000</u>	<u>39,923</u>	<u>35,000</u>	<u>35,000</u>

5210 *Programs include: Zumba Fitness, Martial Arts, Start Smart Sports, Babysitter Training, ARC CPR/First Aid, Missoula Children's Theatre, Movie in the Park, Summer Camp, Winter Break Programs, Spring Break Programs, Dinner Draw-Down FundRaiser, Bunko Night FundRaiser, Music Lessons*



**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**CORPORATE FUND  
PARKS & RECREATION DEPARTMENT  
POOL DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<u>PERSONNEL SERVICES</u>							
01	431	5102	24,361	30,000	35,099	30,000	30,000
01	431	5103	83	0	36	0	0
01	431	5112	1,870	2,297	2,688	2,295	2,295
01	431	5114	804	3,003	1,300	3,500	3,500
			<u>27,118</u>	<u>35,300</u>	<u>39,123</u>	<u>35,795</u>	<u>35,795</u>
<u>SERVICES</u>							
01	431	5221	45	0	342	0	0
			<u>45</u>	<u>0</u>	<u>342</u>	<u>0</u>	<u>0</u>
<u>MATERIALS &amp; SUPPLIES</u>							
01	431	5301	0	0	0	0	0
01	431	5330	7,214	10,000	7,300	10,000	10,000
			<u>7,214</u>	<u>10,000</u>	<u>7,300</u>	<u>10,000</u>	<u>10,000</u>
<b>POOL</b>			<u><u>34,377</u></u>	<u><u>45,300</u></u>	<u><u>46,765</u></u>	<u><u>45,795</u></u>	<u><u>45,795</u></u>

**CITY OF IMPERIAL  
REVENUE ESTIMATES  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**WATER FUND**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<i><u>CHARGES FOR SERVICE</u></i>							
50	000	4551	2,489,984	3,554,197	4,036,090	4,116,810	4,116,810
50	000	4552	28,793	20,000	61,037	20,000	20,000
50	000	4554	57,582	70,000	78,000	70,000	70,000
			<u>2,576,359</u>	<u>3,644,197</u>	<u>4,175,127</u>	<u>4,206,810</u>	<u>4,206,810</u>
<i><u>USE OF MONEY &amp; PROPERTY</u></i>							
50	000	4610	8,182	5,000	3,500	3,500	3,500
			<u>8,182</u>	<u>5,000</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
<i><u>OTHER REVENUE</u></i>							
50	000	4790	5,634	3,000	17,000	3,000	3,000
			<u>5,634</u>	<u>3,000</u>	<u>17,000</u>	<u>3,000</u>	<u>3,000</u>
<i><u>OTHER RECEIPTS</u></i>							
50	000	4910	30,895	0	0	0	0
			<u>30,895</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u><u>2,621,070</u></u>	<u><u>3,652,197</u></u>	<u><u>4,195,627</u></u>	<u><u>4,213,310</u></u>	<u><u>4,213,310</u></u>

CITY OF IMPERIAL  
 REVENUE ESTIMATES  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WATER CAPACITY FUND**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
			<u>CHARGES FOR SERVICE</u>					
51	000	4553	WATER CAPACITY FEES	344,015	158,174	168,798	<b>177,102</b>	<b>177,102</b>
				<u>344,015</u>	<u>158,174</u>	<u>168,798</u>	<u><b>177,102</b></u>	<u><b>177,102</b></u>
			<b>TOTAL</b>	<u><u>344,015</u></u>	<u><u>158,174</u></u>	<u><u>168,798</u></u>	<u><u><b>177,102</b></u></u>	<u><u><b>177,102</b></u></u>

CITY OF IMPERIAL  
REVENUE ESTIMATES  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WATER BOND FUND**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
			<u>CHARGES FOR SERVICE</u>					
52	000	4472	WATER BONDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,500,000</u>	<u>0</u>
				0	0	0	3,500,000	0
			<b>TOTAL</b>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>3,500,000</u></u>	<u><u>0</u></u>

WATER FUND REVENUE:	4,195,627	4,213,310	4,213,310
WATER CAPACITY FUND REVENUE:	168,798	177,102	177,102
WATER BOND FUND REVENUE:	<u>0</u>	<u>3,500,000</u>	<u>0</u>
<b>TOTAL WATER FUND REVENUE:</b>	<u><u>\$4,364,425</u></u>	<u><u>\$7,890,412</u></u>	<u><u>\$4,390,412</u></u>

**CITY OF IMPERIAL  
REVENUE ESTIMATES**

**FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**WASTEWATER FUND**

			<b>2010 - 2011 ACTUAL</b>	<b>2011 - 2012 BUDGET</b>	<b>2011 - 2012 ESTIMATED</b>	<b>2012 - 2013 PROPOSED</b>	<b>2013 - 2014 PROPOSED</b>	
<i>CHARGES FOR SERVICE</i>								
55	000	4561	SEWER SERVICE CHARGES	2,960,540	2,946,500	3,251,457	3,097,079	3,097,079
55	000	4482	FEMA				562,000	
			<u>2,960,540</u>	<u>2,946,500</u>	<u>3,251,457</u>	<u>3,659,079</u>	<u>3,097,079</u>	
<i>USE OF MONEY &amp; PROPERTY</i>								
55	000	4610	INTEREST EARNED	7,976	4,000	2,500	2,500	2,500
			<u>7,976</u>	<u>4,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	
<i>OTHER REVENUE</i>								
55	000	4790	NOT OTHERWISE CLASSIFIED	2,959	2,000	16,410	2,000	2,000
			<u>2,959</u>	<u>2,000</u>	<u>16,410</u>	<u>2,000</u>	<u>2,000</u>	
<i>OTHER RECEIPTS</i>								
55	000	4910	OPERATING TRANSFERS IN	0	0	0	0	0
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>TOTAL</b>			<u><u>2,971,475</u></u>	<u><u>2,952,500</u></u>	<u><u>3,270,367</u></u>	<u><u>3,663,579</u></u>	<u><u>3,101,579</u></u>	

CITY OF IMPERIAL  
 REVENUE ESTIMATES  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WASTEWATER CAPACITY FUND**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
56	000	4563	<u>CHARGES FOR SERVICE</u> SEWER CAPACITY FEES	<u>284,889</u>	<u>131,812</u>	<u>148,510</u>	<u>147,586</u>	<u>147,586</u>
				284,889	131,812	148,510	147,586	147,586
<b>TOTAL</b>				<u><u>284,889</u></u>	<u><u>131,812</u></u>	<u><u>148,510</u></u>	<u><u>147,586</u></u>	<u><u>147,586</u></u>

CITY OF IMPERIAL  
REVENUE ESTIMATES  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WASTEWATER BOND FUND**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
57	000	4472	<u>CHARGES FOR SERVICE</u> WASTEWATER BONDS	0	0	0	3,600,000	0
				<u>0</u>	<u>0</u>	<u>0</u>	<u>3,600,000</u>	<u>0</u>
<b>TOTAL</b>				<u>0</u>	<u>0</u>	<u>0</u>	<u>3,600,000</u>	<u>0</u>

WASTEWATER FUND REVENUE:	3,270,367	3,663,579	3,101,579
WASTEWATER CAPACITY FUND REVENUE:	148,510	147,586	147,586
WASTEWATER BOND FUND REVENUE	<u>0</u>	<u>3,600,000</u>	<u>0</u>
<b>TOTAL WASTEWATER FUND REVENUE:</b>	<u><b>\$3,270,367</b></u>	<u><b>\$7,263,579</b></u>	<u><b>\$3,101,579</b></u>

**CITY OF IMPERIAL  
EXPENDITURE SUMMARY - ENTERPRISE FUNDS  
PROPOSED FISCAL YEAR 2012 - 2013**

	<u>PERSONAL SERVICES</u>	<u>SERVICES</u>	<u>MATERIALS SUPPLIES</u>	<u>ECONOMIC DEVLOP</u>	<u>CAPITAL</u>	<u>INFRAS.T. IMPROVE</u>	<u>FIXED/ TRANS OUT</u>	<u>TOTAL</u>
<b><i>WATER ENTERPRISE</i></b>								
WATER OPERATIONS / DEBT SERVICE	703,895	921,500	394,000	0	640,000		351,015	3,010,410
WATER CAPACITY	0	0	0	0	0	0	0	0
<b><i>TOTAL WATER ENTERPRISE:</i></b>	<b><i>\$703,895</i></b>	<b><i>\$921,500</i></b>	<b><i>\$394,000</i></b>	<b><i>\$0</i></b>	<b><i>\$640,000</i></b>	<b><i>\$0</i></b>	<b><i>\$351,015</i></b>	<b><i>\$3,010,410</i></b>
<b><i>WASTEWATER ENTERPRISE</i></b>								
WWTR OPERATIONS / DEBT SERVICE	503,463	832,800	42,000	0	127,000	0	342,831	1,848,094
WASTEWATER CAPACITY	0	0	0	0	500,000	0	0	500,000
<b><i>TOTAL WASTEWATER ENTERPRISE:</i></b>	<b><i>\$503,463</i></b>	<b><i>\$832,800</i></b>	<b><i>\$42,000</i></b>	<b><i>\$0</i></b>	<b><i>\$627,000</i></b>	<b><i>\$0</i></b>	<b><i>\$342,831</i></b>	<b><i>\$2,348,094</i></b>
<b><i>TOTAL ENTERPRISE:</i></b>	<b><i>\$1,207,358</i></b>	<b><i>\$1,754,300</i></b>	<b><i>\$436,000</i></b>	<b><i>\$0</i></b>	<b><i>\$1,267,000</i></b>	<b><i>\$0</i></b>	<b><i>\$693,846</i></b>	<b><i>\$5,358,504</i></b>

**CITY OF IMPERIAL  
EXPENDITURE SUMMARY - ENTERPRISE FUNDS  
PROPOSED FISCAL YEAR 2013 - 2014**

	<u>PERSONAL SERVICES</u>	<u>SERVICES</u>	<u>MATERIALS SUPPLIES</u>	<u>ECONOMIC DEVLOP</u>	<u>CAPITAL</u>	<u>INFRAST. IMPROVE</u>	<u>FIXED/ TRANS OUT</u>	<u>TOTAL</u>
<b><i>WATER ENTERPRISE</i></b>								
WATER OPERATIONS / DEBT SERVICE	703,895	921,500	394,000	0	50,000		1,244,672	3,314,067
WATER CAPACITY	0	0	0	0	0	0	0	0
<b><i>TOTAL WATER ENTERPRISE:</i></b>	<b><i>\$703,895</i></b>	<b><i>\$921,500</i></b>	<b><i>\$394,000</i></b>	<b><i>\$0</i></b>	<b><i>\$50,000</i></b>	<b><i>\$0</i></b>	<b><i>\$1,244,672</i></b>	<b><i>\$3,314,067</i></b>
<b><i>WASTEWATER ENTERPRISE</i></b>								
WWTR OPERATIONS / DEBT SERVICE	503,463	832,800	42,000	0	40,000	0	992,804	2,411,067
WASTEWATER CAPACITY	0	0	0	0	0	0	0	0
<b><i>TOTAL WASTEWATER ENTERPRISE:</i></b>	<b><i>\$503,463</i></b>	<b><i>\$832,800</i></b>	<b><i>\$42,000</i></b>	<b><i>\$0</i></b>	<b><i>\$40,000</i></b>	<b><i>\$0</i></b>	<b><i>\$992,804</i></b>	<b><i>\$2,411,067</i></b>
<b><i>TOTAL ENTERPRISE:</i></b>	<b><i>\$1,207,358</i></b>	<b><i>\$1,754,300</i></b>	<b><i>\$436,000</i></b>	<b><i>\$0</i></b>	<b><i>\$90,000</i></b>	<b><i>\$0</i></b>	<b><i>\$2,237,476</i></b>	<b><i>\$5,725,134</i></b>

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:** Water

**SUPPORTED BY (FUNDS):** Water Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISIONS (ACCT. NO.)***

Water Operation (50-510)

***TOTAL DEPARTMENT BUDGET:*** \$3,010,410

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 50-510**

**DIVISION NAME: WATER OPERATIONS**

**FUND: Water**

**FUND NO: 50**

**DIVISION BUDGET: \$3,010,410**

**DEPARTMENT: Water**

**DIV NO: 510**

**THIS DIVISION: Water Operations**

**DIVISION DESCRIPTION:**

This division provides personnel support and all resources necessary to operate and maintain the City's water treatment plant and distribution system comprised of a 7MGD surface water treatment plant, 2 MG reservoirs and pump station, and 28 miles of water mains and appurtenances and a customer base of approximately 4,500 accounts.

**DIVISION GOAL:**

To maintain and operate the City's water system in accordance with CDHS regulations in order to provide a safe and reliable supply of potable water customers.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Complete update to Capacity Fees.
2. Complete new meter reading installation.
3. Review options for new billing documents to improve customer service.
4. Host at least two workshops to provide conservation and use information to residents / businesses to assist them in lowering utility costs.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**WATER FUND  
WATER DEPARTMENT  
WATER OPERATION DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED	
<u>PERSONNEL SERVICES</u>								
50	510	5101	SALARIES-FULL TIME	348,276	353,347	361,070	408,664	408,664
50	510	5103	OVERTIME	40,569	25,000	52,427	50,000	50,000
50	510	5104	STANDBY	14,448	21,500	14,475	16,500	16,500
50	510	5106	EDUCATIONAL INCENTIVE	550	0	0	0	0
50	510	5110	UNIFORM ALLOWANCE	1,287	3,500	1,399	3,500	3,500
50	510	5111	RETIREMENT	67,114	78,026	70,159	86,880	86,880
50	510	5112	FICA	29,155	30,604	30,960	36,350	36,350
50	510	5113	WORKER'S COMP - SELF FUNDED	94,904	35,000	40,000	40,000	40,000
50	510	5114	UNEMPLOYMENT INSURANCE	1,650	1,873	3,313	3,351	3,351
50	510	5115	HEALTH INSURANCE	42,412	48,660	40,924	57,450	57,450
50	510	5120	VEHICLE ALLOWANCE	900	1,200	900	1,200	1,200
			641,265	598,710	615,627	703,895	703,895	
<u>SERVICES</u>								
50	510	5201	ADVERTISING	334	1,500	456	1,500	1,500
50	510	5210	CONTRACT SERVICE	230,921	200,000	240,000	200,000	200,000
50	510	5211	BACKFLOW / CROSS CONNECTION	23,072	12,000	25,000	5,000	5,000
50	510	5230	INSURANCE LIABILITY	110,062	55,000	55,000	55,000	55,000
50	510	5240	M & O IMPROVEMENTS	4,603	5,000	2,590	5,000	5,000
50	510	5241	MAINTENANCE OF EQUIPMENT	303,283	350,000	250,000	315,000	315,000
50	510	5242	VEHICLE FUEL	10,638	12,000	20,800	20,000	20,000
50	510	5250	PUBLICATION / DUES / PERMITS	19,603	20,000	28,000	30,000	30,000
50	510	5252	RENT OF EQUIPMENT	0	250	0	0	0
50	510	5260	TELEPHONE / RADIO	6,739	6,500	6,802	6,500	6,500
50	510	5262	TESTING SERVICES	25,731	25,000	25,221	20,000	20,000
50	510	5263	CHEMICALS	107,709	95,000	143,000	170,000	170,000
50	510	5265	TRAINING	586	900	1,110	1,500	1,500
50	510	5270	TRAVEL & MEETINGS	798	500	1,520	2,000	2,000
50	510	5280	UTILITIES - ELECTRIC	81,816	90,000	70,000	90,000	90,000
			925,895	873,650	869,499	921,500	921,500	

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS**

**WATER FUND  
WATER DEPARTMENT  
WATER OPERATION DIVISION CONT'D**

			2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014	
			ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED	
<i><u>MATERIALS &amp; SUPPLIES</u></i>								
50	510	5301	OFFICE SUPPLIES	4,366	4,500	5,200	5,500	5,500
50	510	5302	CUSTODIAL SUPPLIES	158	300	803	500	500
50	510	5303	BANK CHARGES	10,898	8,000	8,950	8,000	8,000
50	510	5305	POSTAGE / FREIGHT	6,921	8,500	9,850	10,000	10,000
50	510	5310	SAFETY / EQUIP / CLOTHING	946	1,500	2,650	2,500	2,500
50	510	5320	SMALL TOOLS	1,588	2,000	1,950	2,500	2,500
50	510	5330	SPECIAL DEPT SUPPLIES	75,900	100,000	101,800	80,000	80,000
50	510	5331	CONTRACTOR METERS, DIALS, ETC	22,788	25,000	0	0	0
50	510	5350	WATER PURCHASES	267,241	280,000	264,353	285,000	285,000
			<u>390,806</u>	<u>429,800</u>	<u>395,556</u>	<u>394,000</u>	<u>394,000</u>	
<i><u>CAPITAL</u></i>								
50	510	5430	IMPROVEMENTS OTHER THAN BLDG	4,588	0	0	0	0
50	510	5440	EQUIPMENT - AUTOMOTIVE	45,500	85,000	102,927	50,000	0
50	510	5442	OTHER	406,715	675,000	459,994	590,000	50,000
			<u>452,215</u>	<u>760,000</u>	<u>562,921</u>	<u>640,000</u>	<u>50,000</u>	
<i><u>FIXED CHARGES</u></i>								
50	510	5520	DEBT SERVICE (PRINCIPAL / INTEREST)	1,043,818	1,042,388	1,213,325	347,515	1,241,172
50	510	5521	TRUSTEE FEES	3,500	3,500	132,600	3,500	3,500
50	510	5910	TRANSFER OUT (ADMINISTRATIVE)	0	0	0	0	0
			<u>1,047,318</u>	<u>1,045,888</u>	<u>1,345,925</u>	<u>351,015</u>	<u>1,244,672</u>	
<b>WATER OPERATION</b>			<u><u>3,457,499</u></u>	<u><u>3,708,048</u></u>	<u><u>3,789,528</u></u>	<u><u>3,010,410</u></u>	<u><u>3,314,067</u></u>	

5210 ESTRADA SYSTEMS GROUP, PRIMO CONSTRUCTION, HARRIS, CONTROL SYSTEMS ENGINEERING, TOWNSEND, WEBB, STILLS, RS INSTRUMENTS  
5250 AMERICAN WATER WORKS, DEPT OF TOXIC SUBSTANCE, CA DEPT OF PUBLIC HEALTH, IMPERIAL COUNTY AIR POLLUTION, FOUNDATION FOR CROSS, DEPT OF MTR VEH  
5440 (2) VEHICLE  
5442 METER READING DEVICES \$150,000, FILTER MEDIA REPLACEMENT \$140,000, SETTING PLATES \$200,000, MAIN LINE VALVE REPLACEMENT \$100,000

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WATER FUND  
WATER DEPARTMENT  
WATER BONDS DIVISION**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
<u>INFRASTRUCTURE IMPROVEMENTS</u>								
52	510	6010	INFRASTRUCTURE IMPROVEMENTS	0	0	0	<b>1,526,000</b>	<b>1,820,000</b>
				<u>0</u>	<u>0</u>	<u>0</u>	<b>1,526,000</b>	<b>1,820,000</b>
<b>WATER BONDS</b>				<u>0</u>	<u>0</u>	<u>0</u>	<b>1,526,000</b>	<b>1,820,000</b>

BEG. WATER FUND BALANCE:	4,184,777	4,759,674	8,113,676
WATER FUND REVENUE:	4,364,425	4,390,412	4,390,412
WATER BONDS FUND REVENUE:	0	3,500,000	0
WATER OPERATIONS EXPENDITURES:	-3,789,528	-3,010,410	-3,314,067
WATER BONDS INFRASTRUCTURE IMPROVEMENTS EXPENDITURES:	0	-1,526,000	-1,820,000
WATER CAPACITY EXPENDITURES:	0	0	0
<b>ENDING WATER FUND BALANCE:</b>	<b><u>\$4,759,674</u></b>	<b><u>\$8,113,676</u></b>	<b><u>\$7,370,021</u></b>
	574,897	3,354,002	-743,655

**CITY OF IMPERIAL - DEPARTMENT SUMMARY**  
*FISCAL YEAR 2012 - 2013*

**NAME OF DEPARTMENT:** Wastewater  
**SUPPORTED BY (FUNDS):** Wastewater Fund

***COMPONENTS OF DEPARTMENT:***

***DIVISION (ACCT. NO.)***

Wastewater Operations (55-520)

Wastewater Capacity (51-520)

***TOTAL DEPARTMENT BUDGET:*** \$2,418,094

**CITY OF IMPERIAL - DIVISION SUMMARY**  
**FISCAL YEAR 2012 - 2013**

**DIVISION NO: 55-520**

**DIVISION NAME: WASTEWATER OPERATIONS**

**FUND: Wastewater FUND NO: 55 DIVISION BUDGET: \$1,918,094**

**DEPARTMENT: Wastewater DIV NO: 520**

**THIS DIVISION: Wastewater Operations**

**DIVISION DESCRIPTION:**

This division provides personnel support and all resources necessary to maintain and operate the City's wastewater system comprised of approximately 25 miles of collection system mains, eight (8) pump stations, and a 1.7 MGD activated sludge (oxidation ditch) treatment facility and serves approximately 4,500 customers.

**DIVISION GOAL:**

To maintain and operate the City's wastewater treatment system in accordance with the CRWQCB's and NPDES regulations and requirements in an attempt to generate an effluent that is environmentally safe and that mitigates noxious odor.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Complete Feasibility Study for Keystone.
2. Continue efforts through IRWMP.
3. Manage issues with State agencies and new requirements for testing.
4. Manage reconstruction of plant clarifiers through FEMA project from April 2010.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS**

**WASTEWATER OPERATION DIVISION CONT'D**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED	
<u>MATERIALS &amp; SUPPLIES</u>								
55	520	5301	OFFICE SUPPLIES	2,567	3,500	6,100	5,500	5,500
55	520	5302	CUSTODIAL SUPPLIES	142	200	800	500	500
55	520	5303	BANK CHARGES	10,784	8,000	8,950	8,000	8,000
55	520	5305	POSTGE / FREIGHT	5,283	6,500	7,600	8,500	8,500
55	520	5310	SAFETY / EQUIP / CLOTHING	1,186	1,500	1,200	2,500	2,500
55	520	5320	SMALL TOOLS	430	2,000	2,000	2,000	2,000
55	520	5330	SPECIAL DEPT SUPPLIES	3,507	10,000	13,000	15,000	15,000
			23,899	31,700	39,650	42,000	42,000	
<u>CAPITAL</u>								
55	520	5430	IMPROVEMENTS OTHER THAN BLDG	0	0	485,022	70,000	0
55	520	5440	EQUIPMENT - AUTOMOTIVE	0 *	35,000	37,160	27,000	40,000
55	520	5442	EQUIPMENT - OTHER	40,198 *	715,000	40,198	100,000	0
			40,198	750,000	562,380	197,000	40,000	
<u>FIXED CHARGES</u>								
55	520	5520	DEBT SERVICE (PRINCIPAL / INTEREST)	786,834	793,384	688,682	339,331	989,304
55	520	5521	TRUSTEE FEES	3,500	3,500	98,100	3,500	3,500
55	520	5910	TRANSFER OUT (ADMINISTRATIVE)	0	0	0	0	0
			790,334	796,884	786,782	342,831	992,804	
<b>WASTEWATER OPERATION</b>			2,333,931	2,835,928	2,588,242	1,918,094	2,411,067	

5210 ESTRADA SYSTEMS GROUP, PRIMO CONSTRUCTION, HARRIS, IMPERIAL LANDFILL, TOWNSEND, WEBB, STILLS, RS INSTRUMENTS, JOHN KEMP  
5250 SWRCB ACCOUNTING OFFICE  
5430 CLAIRIFER  
5440 NEW VEHICLE  
5442 INFLUENT PUMP UPGRADE \$100,000

**CITY OF IMPERIAL - PROGRAM SUMMARY**  
***FISCAL YEAR 2012 - 2013***

**DIVISION NO: 55-530**

**DIVISION NAME: WASTEWATER SYSTEM INFRASTRUCTURE IMPROVEMENTS**

**FUND: Wastewater FUND NO: 55 DIVISION BUDGET: \$500,000**

**DEPARTMENT: Wastewater DIV NO: 530**

**THIS DIVISION: Wastewater System Infrastructure Improvements**

**DIVISION DESCRIPTION:**

This division provides both in - house and consultant engineering services for preparation of plans, administration of construction contracts, and coordination with Waste Water Treatment Plant Operators for the maintenance and safety of the facility and employees as well as collection system improvements.

**DIVISION GOAL:**

To provide quality engineering and construction services in a timely, professional, and cost - conscious manner.

**CURRENT YEAR DIVISION OBJECTIVES:**

1. Purchase of Keystone Property.

**CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014**

**WASTEWATER FUND  
WASTEWATER DEPARTMENT  
WASTEWATER OPERATION DIVISION**

				2010 - 2011	2011 - 2012	2011 - 2012	2012 - 2013	2013 - 2014
				ACTUAL	BUDGET	ESTIMATED	PROPOSED	PROPOSED
<u>PERSONNEL SERVICES</u>								
55	520	5101	SALARIES-FULL TIME	240,273	288,104	254,864	294,667	294,667
55	520	5103	OVERTIME	26,397	25,000	22,698	25,000	25,000
55	520	5104	STANDBY	14,686	15,500	13,739	16,500	16,500
55	520	5106	EDUCATIONAL INVENTIVE	170	0	0	0	0
55	520	5110	UNIFORM ALLOWANCE	1,228	2,900	733	2,900	2,900
55	520	5111	RETIREMENT	48,796	63,632	47,292	62,710	62,710
55	520	5112	FICA	20,172	25,148	20,548	25,719	25,719
55	520	5113	WORKER'S COMP - SELF FUNDED	94,904	25,000	30,000	40,000	40,000
55	520	5114	UNEMPLOYMENT INSURANCE	1,238	1,250	1,786	1,917	1,917
55	520	5115	HEALTH INSURANCE	25,230	32,460	20,752	32,850	32,850
55	520	5120	VEHICLE ALLOWANCE	900	1,200	900	1,200	1,200
				473,994	480,194	413,312	503,463	503,463
<u>SERVICES</u>								
55	520	5201	ADVERTISING	0	150	1,061	500	500
55	520	5210	CONTRACT SERVICE	114,864	100,000	169,000	180,000	180,000
55	520	5230	INSURANCE LIABILITY	110,000	55,000	55,000	55,000	55,000
55	520	5240	M & O IMPROVEMENTS	0	0	32	0	0
55	520	5241	MAINTENANCE OF EQUIPMENT	526,420	385,000	286,000	300,000	300,000
55	520	5242	VEHICLE FUEL	13,783	15,000	20,500	20,000	20,000
55	520	5250	PUBLICATION / DUES / PERMITS / FIN	19,967	18,500	45,307	50,000	50,000
55	520	5252	RENT OF EQUIPMENT	4,929	300	208	300	300
55	520	5260	TELEPHONE / RADIO	6,206	6,500	6,540	6,500	6,500
55	520	5262	TESTING SERVICES	21,707	15,000	26,900	23,000	23,000
55	520	5263	CHEMICAL	0	0	14,900	15,000	15,000
55	520	5265	TRAINING	412	900	720	1,500	1,500
55	520	5270	TRAVEL & MEETINGS	364	800	1,000	1,000	1,000
55	520	5280	UTILITIES - ELECTRIC	186,854	180,000	158,950	180,000	180,000
				1,005,506	777,150	786,118	832,800	832,800

CITY OF IMPERIAL  
 DEPARTMENTAL OPERATING BUDGETS  
 FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WASTEWATER CAPACITY FUND  
 WASTEWATER CAPACITY DEPARTMENT  
 WASTEWATER CAPACITY DIVISION**

				2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
56	520	5410	<u>CAPITAL</u> LAND	0	0	0	500,000	0
				<u>0</u>	<u>0</u>	<u>0</u>	<u>500,000</u>	<u>0</u>
			<b>WASTEWATER CAPACITY</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500,000</u>	<u>0</u>
		5410	KEYSTONE PROPERTY					

CITY OF IMPERIAL  
DEPARTMENTAL OPERATING BUDGETS  
FISCAL YEAR ENDED 2012 - 2013 & 2013 - 2014

**WASTEWATER FUND  
WASTEWATER DEPARTMENT  
WASTEWATER BONDS DIVISION**

			2010 - 2011 ACTUAL	2011 - 2012 BUDGET	2011 - 2012 ESTIMATED	2012 - 2013 PROPOSED	2013 - 2014 PROPOSED
		<u>INFRASTRUCTURE IMPROVEMENTS</u>					
57	530	6010	0	0	0	1,070,000	2,908,000
			<u>0</u>	<u>0</u>	<u>0</u>	<u>1,070,000</u>	<u>2,908,000</u>
		<b>WASTEWATER BONDS</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,070,000</u>	<u>2,908,000</u>

BEG. WASTEWATER FUND BALANCE:	1,347,311	2,177,946	6,101,017
WASTEWATER FUND REVENUE:	3,418,877	3,811,165	3,249,165
WASTEWATER BONDS FUND REVENUE:	0	3,600,000	0
WASTEWATER OPERATIONS EXPENDITURES:	-2,588,242	-2,418,094	-2,411,067
WASTEWATER BONDS INFRASTRUCTURE IMPROVEMENTS EXPENDITURES:		-1,070,000	-2,908,000
WASTEWATER CAPACITY EXPENDITURES:			
<b>ENDING WASTEWATER FUND BALANCE:</b>	<u><b>\$2,177,946</b></u>	<u><b>\$6,101,017</b></u>	<u><b>\$4,031,115</b></u>
	830,635	3,923,071	-2,069,902