

## **GENERAL FUND**

The General Fund is used to account for all financial resources traditionally associated with government, except those required to be accounted for in another fund. It is the primary operating fund which includes the operating budgets for all the departments and the majority of the City's tax revenues.

The following summary schedules include actual totals for fiscal years 2012-13; adopted budget for fiscal year 2013-14 and projected totals for fiscal years 2013-14 and requested budget for 2014-2014:

**Revenue Summary** - schedules of revenue sources and written narrative.

**Expenditure Summary** - written narrative of the major changes in expenditures.

**Expenditure Comparison Graph** - graph showing the major expenditure categories.

**Expenditures by Department -Two Year Comparison** - graph showing major division categories.

**Departmental Summary by Expenditure Category** - List of expenditures by department for each major expenditure categories.

**Expenditures by Category Graph** - graph showing the major expenditure categories for the actual of 2012-13, adopted budget 2013-14 and projected and the budget for 2014-15.

**Revenue and Expenditure Comparison** - Major categories for revenue and expenditures.

**Operating Expenditure Summaries** - schedules of various departments which include program narratives, recap and line item totals of operating expenditures for salaries and benefits, supplies, other services and capital outlay and significant changes to the budget compared to prior fiscal year's budget.

## GENERAL FUND REVENUE SUMMARY

All other Rev. \$5,201,500 (10%)

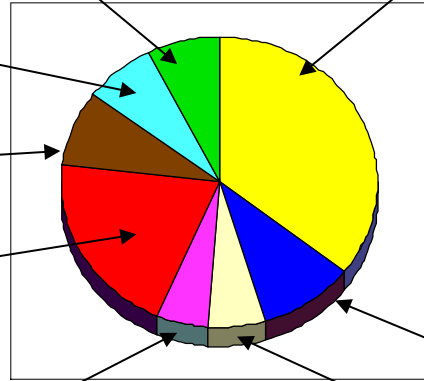
Sales Tax \$17,850,000 (37%)

Interest Earnings \$346,000(1%)

License, Permits & Charges \$4,730,000(9%)

Transient Occupancy Tax \$9,200,000(19%)

Franchise Tax \$2,950,000 (6%)



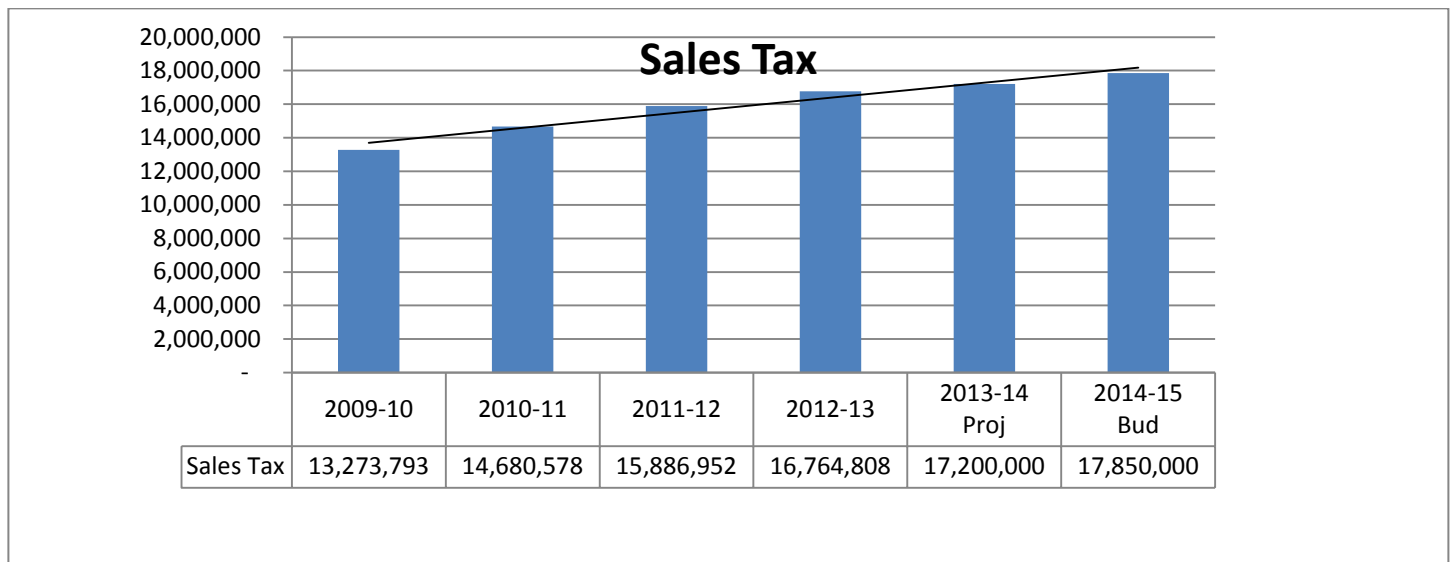
Property Tax \$4,800,000(10%)

Subvention \$3,595,000(8%)

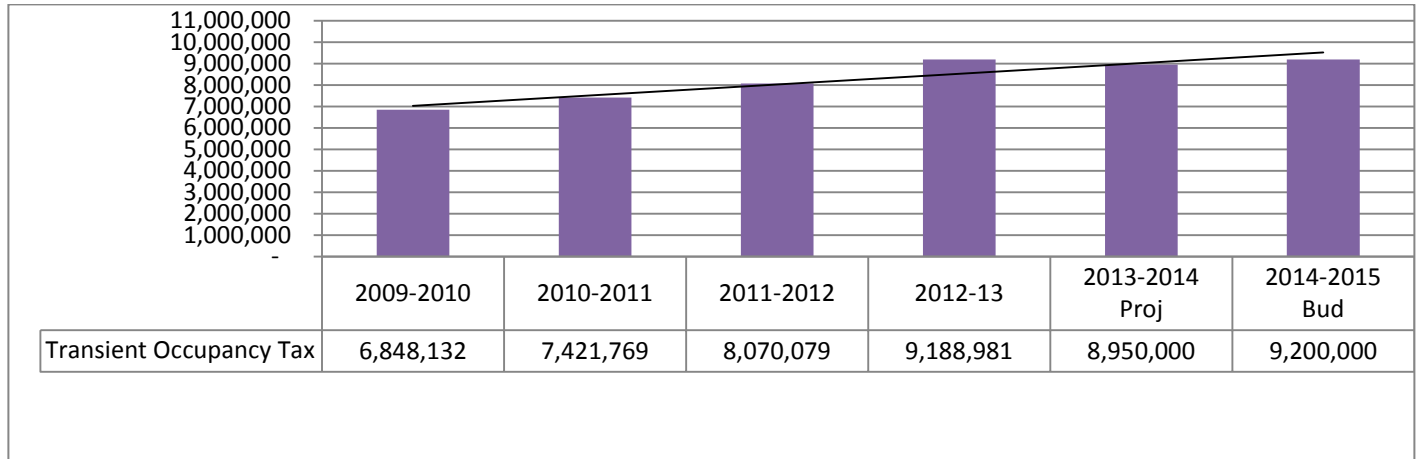
### Revenue Assumptions for the General Fund (Fiscal Year 2014-2015)

Fiscal Year 14-15 revenue projections are based on current state and local economic conditions and historical trends. The State continues to have a budget deficit. The following is a summary of the major changes to General Fund revenues.

Enacted in 1933 by the State Legislature, the sales tax is applied when retailers sell tangible personal property. This tax is measured by gross receipts from retail sales at a rate of 8.75%. The total tax rate is made up of the basic statewide sales tax of 8.50 percent plus a 0.50% special district tax for the Riverside County Transportation Commission. The statewide tax of 9.0% includes the following components: 7.5% state tax; 0.50% for the Local Public Safety Fund (enacted 1/1/94); and 1.0% city and county allocation (.25% Triple Flip). **Next year's estimate is up due to general retail store growth.**



### Transient Occupancy Tax



This tax is imposed on individuals for the privilege of occupancy in any hotel or motel within the City. Each occupant is subject to a 9 percent (June 1992-revised rate and approved by voters in November 2004) transient occupancy tax which is added to the occupant’s room bill. All hotel and motel operators are required to remit this tax to the City on a monthly basis.

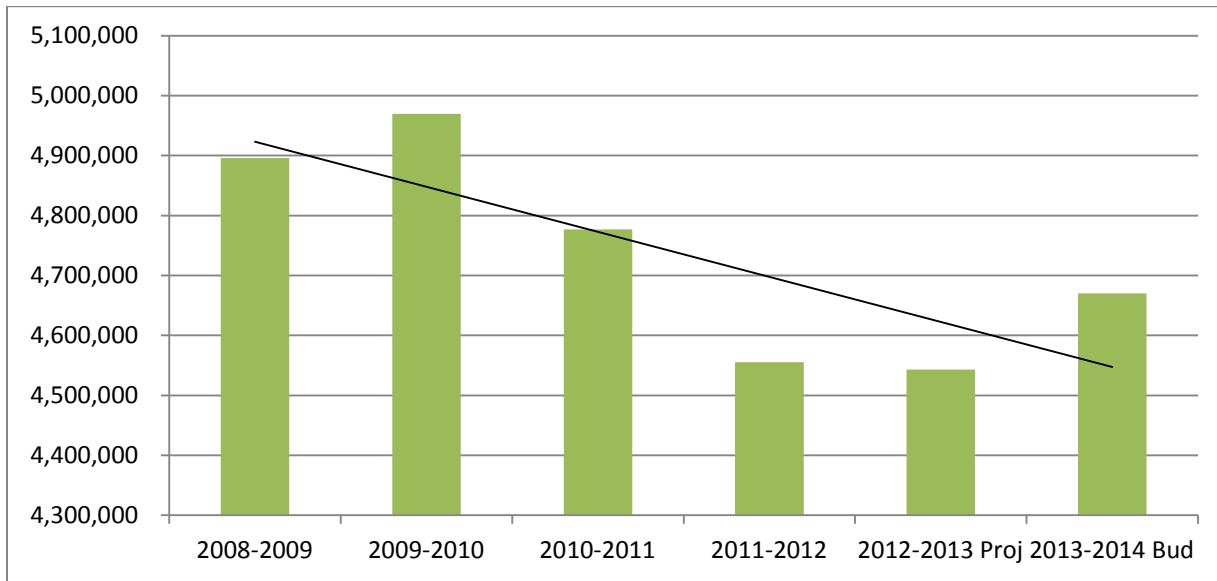
The main collectors of the tax are the Desert Springs Marriott, Embassy Suites Hotel, Travelers Inn, Holiday Inn Express, Shadow Mountain Resort, Sunrise Development Condos, Marriott and Intrawest timeshare units, Courtyard and Residence Inn, Best Western, Palm Desert Lodge, International Lodge and the newest hotel Hampton Inn. **The projection for 2014-15 is based on a 2% increase for Desert Springs Convention business and non-convention business.**

### Property Taxes

In November 1978, the voters approved Proposition 13, which allocated property tax revenues based on each agency’s historical share, cities which never levied a property tax rate before Proposition 13 did not share in the resulting revenues (property tax rates were rolled back to 1973 rates). The City of Palm Desert is a No-Low Property Tax city and receives property taxes only on areas annexed to the City after 1978. The County of Riverside and the City of Palm Desert have agreed to exchange property taxes upon annexations into the City at a rate of 7 percent of the County’s share of the annexed property tax revenue.

Three county agencies are involved in the administration of the property tax: the County Assessor, the Auditor-Controller, and the Tax Collector. Property is valued by the County Assessor and taxed at 1 percent of assessed value. Increases in property taxes are based on property changing ownership, new construction and a 2 percent maximum increase in assessments. After taxes are received by the County, the Auditor-Controller apportions to participating agencies its share of the tax less 1/4 of 1 percent for tax collection costs.

# PROPERTY TAX

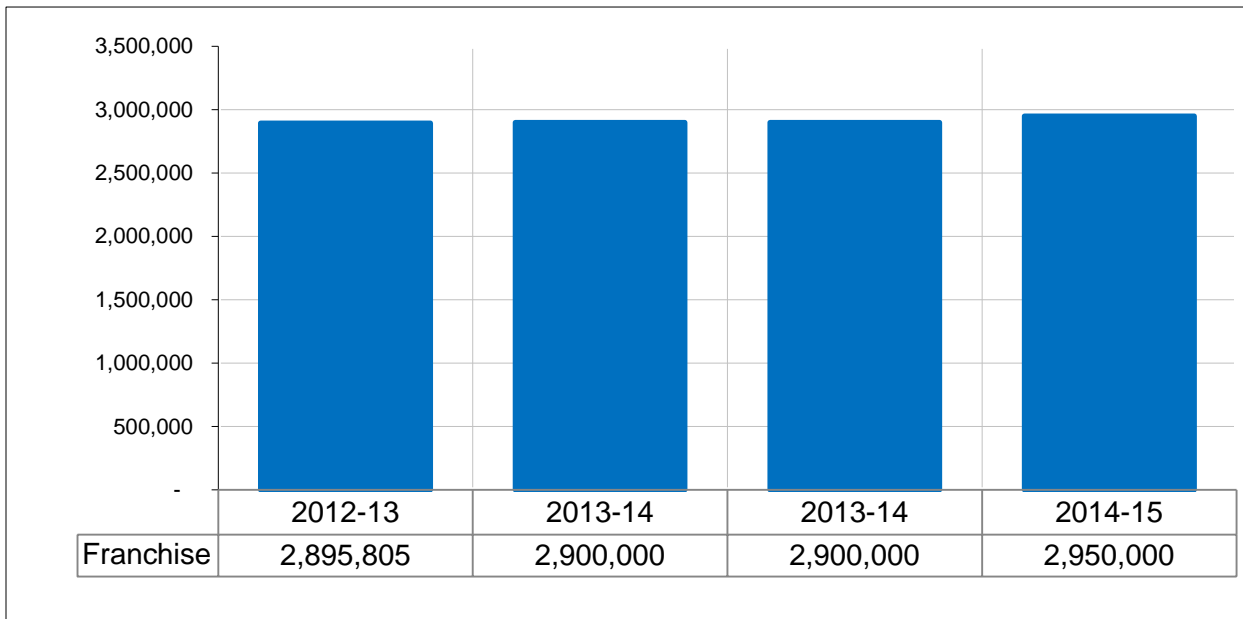


The property taxes for 2014-15 is flat due to housing slowdown and potential property tax appeals.

## Timeshare Mitigation Fee

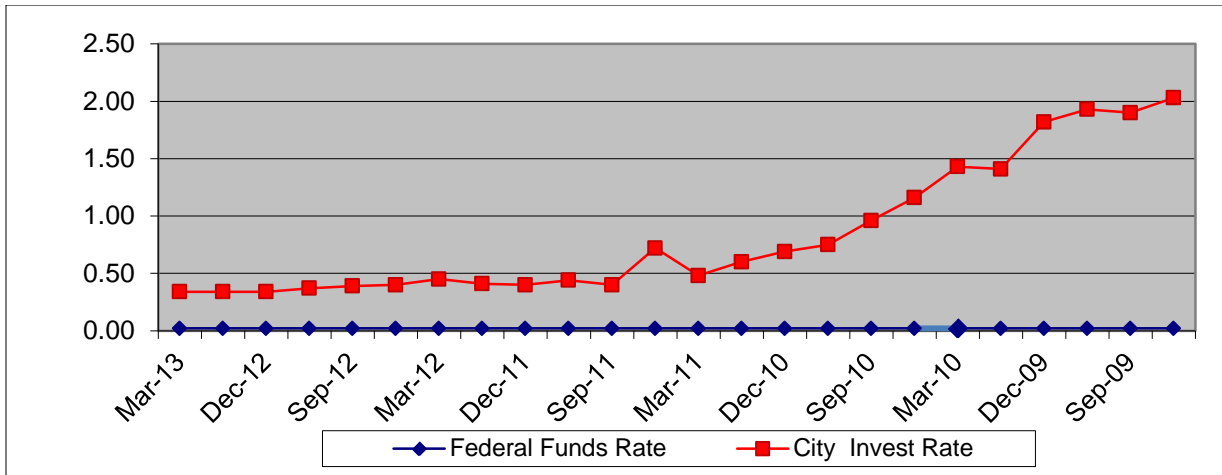
Approved in January 1989, the City Council passed a zoning ordinance establishing standards for developing timeshare developments within the City of Palm Desert. Shadow Ridge is projected to be \$1,050,000. Starwood has completed construction of the first units of which we are transferring in around \$776,000 and \$450,000 Intrawest.

## Franchise Tax



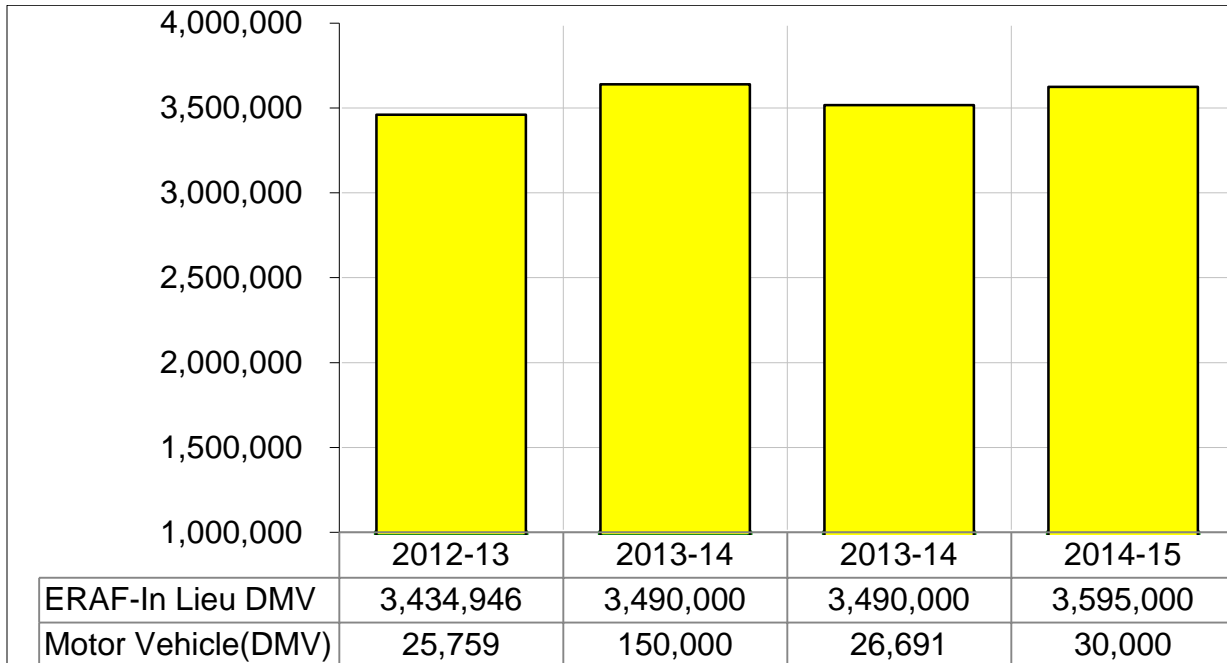
The State currently is considering the impacts in Federal Law deregulating the electric, cable and telephone companies as well as cities’ abilities to charge a franchise tax for use of the City’s right of way. **Currently we are collecting \$550,000 for waste franchise, \$200,000 for gas franchise, \$1,000,000 for cable franchise and \$1,050,000 for electric franchise.** Staff continues to monitor the legislation being introduced at the State level on the cable and electric issues.

### Interest Earnings



The current fiscal year 2013-14 has had a steady Federal Funds Rate. **The interest rate projection for 2014-15 is calculated at a conservative average yearly yield of 0.25 percent and that no major usage of the existing surplus funds will be used in the 2014-15.**

### Motor Vehicle License Fee



The Motor Vehicle License Fee (VLF or DMV Fees) is a tax on ownership of a registered vehicle. The tax rate was 2% of the value of a vehicle paid by owners to the Department of Motor Vehicle; however, the State has lowered the rate to 0.65%. In addition to revenues from the 0.65% rate, cities and counties will receive additional property tax equal to the difference between revenues from the VLF at the 2% rate and the 0.65% rate charged by the State. **Starting in 2006-07, the increase for VLF will be based on each city and county growth in gross assessed valuation in the prior year, instead of the increase in vehicle value. Values were flat for 2014-2015 due to the slowdown of property values.** State started charging administration to DMV fees.

### Building Permits & Charges for Services

Fees for new building construction are based on local ordinances and include building, electrical, plumbing, heating, and other related permits and plan check fees. **The estimated FY 13-14 building permits of \$110 Million Valuation will generate fees and plan check of \$1,800,000.**

This projected figure represents the fees for various miscellaneous commercial buildings and various housing construction (Desert Gateway, Valley Center Business Park, Shadow Ridge, Dolce /Rillington, Ponderosa, Sares Regis Condos , Starwood, Westfield mall).

### Interfund Transfers In

This represents the Gas Tax funds, Timeshare Mitigation (41), Parkview being transferred to the General Fund for reimbursement of street improvement, park and other costs paid by the General Fund (\$2,237,500).

### Fire Tax:

	Actual 2011-12	Budget 2012-13	Estimated 2012-13	Budget 2013-14
<b>Prop A Fire Tax</b>	2,134,284	2,329,908	2,329,908	2,200,000
<b>Structural Fire Tax</b>	5,237,952	5,171,872	5,171,872	5,134,000
<b>Transfer In from GF</b>	2,653,000	1,553,000	1,553,000	2,000,000
<b>Reimb. from Other Cities</b>	829,705	866,277	820,000	820,000

In November 1982, the residents of the City of Palm Desert voted on Proposition A Fire Tax to upgrade the City’s fire protection and prevention. The annual Fire Tax charge for a residential property is \$60 and commercial property is based on their square footage.

The Structural Fire Tax is collected as part of the Property Tax Bill. **Budget for 2014-2015 will require a transfer from the General Fund of estimated \$2.000,000.**

# PALM DESERT ESTIMATED REVENUES, Exhibit 1

CATEGORY / FUND	Actual FY 12-13	Budget FY 13-14	Projected FY 13-14	Budget FY 14-15
<b><u>General Fund (110):</u></b>				
1. Sales tax (forecaster - Pessimistic .8% and Optimistic 3%)	16,764,808	17,500,000	17,200,000	17,850,000
2. Transient occupancy tax (Includes Short Term Rentals 1100 units)	9,188,981	8,425,000	8,950,000	9,200,000
3. Property tax (County not increasing Residential Values)	4,779,094	4,670,000	4,700,000	4,800,000
4. Property Tax Increment(Former RDA)* - <b><u>One Time amount other than Staff Reimb</u></b>	<b>1,363,404</b>	903,000	903,000	903,000
5. Interest & Rental (Lower Int Rate, Energy, Co. Lease)	311,083	335,000	346,000	346,000
6. Transfers in (Gas Tax, Starwood, Office Complex, Int.)	2,152,860	2,237,500	2,237,500	2,237,500
7. Franchises (Cable/Gas/Electric/Waste) Energy Savings reducing fees	2,892,805	2,900,000	2,900,000	2,950,000
8. State subventions(VLF) -Increase(Decrease) based on Property Tax)	3,434,946	3,490,000	3,490,000	3,595,000
9. Building/Subdivision/Zoning	1,498,376	1,350,000	1,500,000	1,650,000
10. Fees for Services/Reimb (Parkview,Assessment,LLD, Fines, Other) RDA Staff Reimb.	<b>2,380,359</b>	1,142,000	1,172,000	1,330,000
11. Business license tax (Includes Short Term License)	1,173,293	1,250,000	1,200,000	1,250,000
12. Timeshare mitigation fee (Marriott, Starwood, Intrawest)	1,292,859	1,265,000	1,300,000	1,300,000
13. Plan check fees	500,698	300,000	500,000	500,000
14. Property transfer tax	<b>520,393</b>	500,000	550,000	550,000
15. Other revenues (Delinquency/Litigation/Fines/Job Val./ROW/Bail)	482,173	250,000	883,000	211,000
<b><u>Totals General Fund</u></b>	<b>48,736,132</b>	<b>46,517,500</b>	<b>47,831,500</b>	<b>48,672,500</b>
-				
<b><u>Fire Tax Fund (230):</u></b>				
1. Structural Fire Tax	4,479,853	4,800,000	4,800,000	5,134,000
Prior Year Adjustment for Successor Agency/County Pass Thru	2,041,708			
2. Prop. A. Fire Tax	2,118,083	2,200,000	2,120,000	2,200,000
3. Reimbursements	840,914	830,000	841,500	844,500
4. Interest Income	(350)	2,000	2,000	2,000
5. Fire Tax Reserves/Transfers In	2,653,000	1,553,000	1,553,000	2,000,000
6. Fire Reserves				580,000
<b><u>Totals Fire Tax Fund</u></b>	<b>12,133,208</b>	<b>9,385,000</b>	<b>9,316,500</b>	<b>10,760,500</b>
<b><u>TOTAL FIRE AND GENERAL FD</u></b>	<b>60,869,340</b>	<b>55,902,500</b>	<b>57,148,000</b>	<b>59,433,000</b>

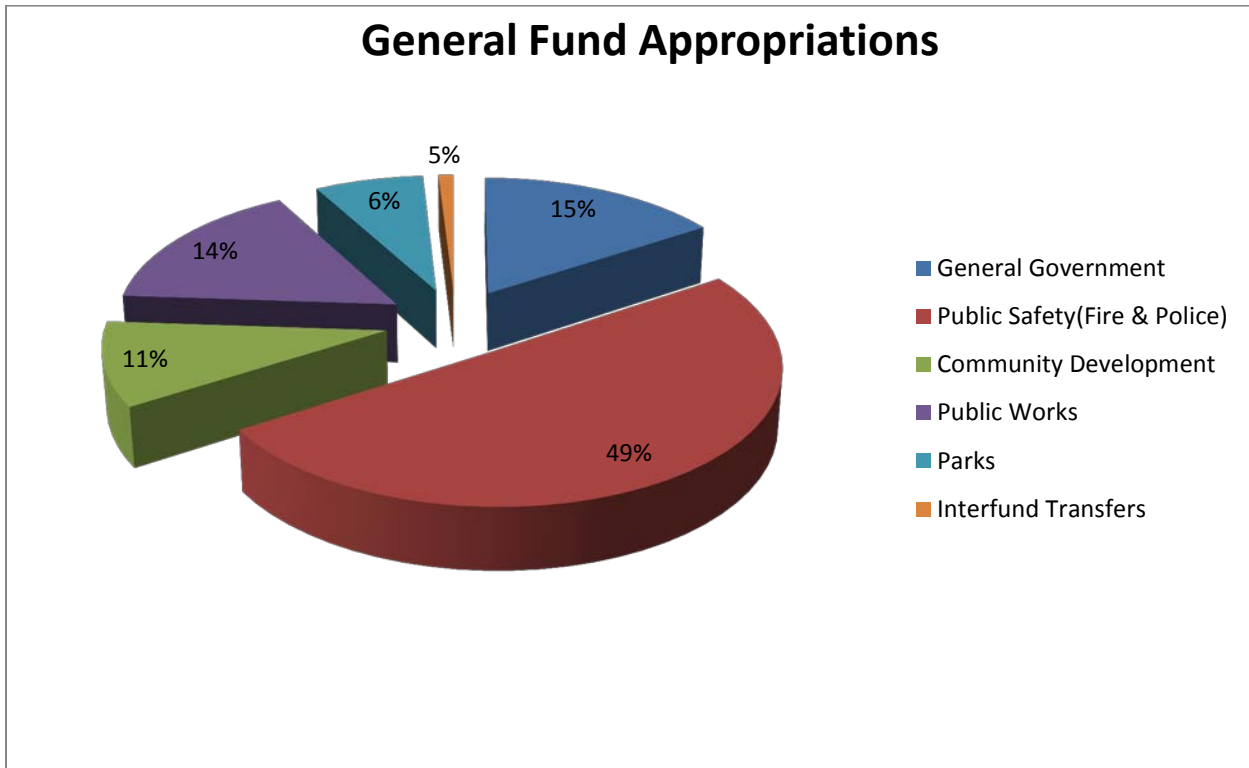
**GENERAL FUND SUMMARY REVIEW  
HIGHLIGHT CHANGES BY DEPARTMENT  
COMPARISON OF LAST YEAR TO BUDGET 2014-2015**

<b>DEPARTMENT</b>	<b>Budget 2013-2014</b>	<b>Budget 2014-2015</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE:</b>
* City Council	238,653	243,300	4,647	o Benefit increase
* City Clerk	940,496	893,400	(47,096)	o Employee Retirement/Lower salary
* Legislative Advocacy	36,500	36,500	-	o
* Elections	-0-	61,900	61,900	o No Election
* City Attorney	244,000	240,000	(4,000)	o
* Legal Special Services	335,000	300,000	(35,000)	o Estimate of Legal Litigation
* City Manager	1,058,555	1,001,420	(57,135)	o New employee at lower range
* Special Programs	417,517	420,588	3,071	o Salary and benefits increase
* Finance	1,952,219	2,019,670	67,451	o Salary and benefits increase
* Independent Audit	63,000	63,000	-	o
* Human Resources	502,011	517,192	15,181	o Salary and benefits increase
* General Services	587,000	543,000	(44,000)	o Lower County Property Tax admin.
* Information Systems	818,917	870,435	51,518	o Salary and benefits increase
* Unemployment Insurance	50,000	0	(50,000)	o Lower claims for unemployment
* Insurance (Property & Liab.)	539,000	492,700	(46,300)	o Lower premiums
* InterFund Transfers	2,746,234	3,105,000	358,766	o Increase transfer to Fire Fund
* Animal Regulation	250,606	243,006	(7,600)	o
* PW-Street Lighting/Traffic Safety	263,380	244,000	(19,380)	o Decrease various accounts
* Police Services	17,392,606	18,654,959	1,262,353	o 5% Increase
* Public Works Admin.	2,665,593	2,725,000	59,407	o Salary and benefits increase
* PW- Street Maintenance	2,624,295	2,644,477	20,182	o Salary and benefits increase
* PW-Street Resurfacing	1,275,000	825,000	(450,000)	o Transfer maintenance to other Funds
* PW- Public Building Operations	593,184	498,000	(95,184)	o Eliminated position
* PW- Corp Yard	65,500	65,500	-	o
* PW- Equipment	410,000	435,000	25,000	o
* PW- Portola Community Center	67,755	65,755	(2,000)	o
* NPDES-Storm Water Permit	60,000	76,000	16,000	o Increase in NPDES Permit fee
* Community Promotions	655,125	659,500	4,375	o Cost of special events
* Marketing	956,877	984,230	27,353	o Increase marketing
* Visitors Information Center	367,159	361,297	(5,862)	o
* Building & Safety	1,625,826	1,822,575	196,749	o Salary and benefits plus new position
* Economic Development	755,417	995,600	240,183	o Salary and benefits plus new position
* Planning & Comm. Dev./Code	1,979,935	1,971,110	(8,825)	o
* Civic Center Park	926,710	1,017,850	91,140	o Increase various accounts
* Park Maintenance	743,000	747,150	4,150	o Increase various accounts
* Landscape Services	1,671,624	1,746,432	74,808	o Increase due to bids on Medians
* Outside Agency Funding	630,000	660,000	30,000	o Added C.O.D. funding request
<b>Total General Fund</b>	<b>46,508,694</b>	<b>48,250,546</b>		



**Expenditure Review for the General Fund (Fiscal Year 2014-2015)**

The General Fund Expenditures are decreasing from \$46,508,694 to \$48,250,546 an increase of 3.7% for fiscal year 2014-15.



**Changes made to the expenditure categories:**

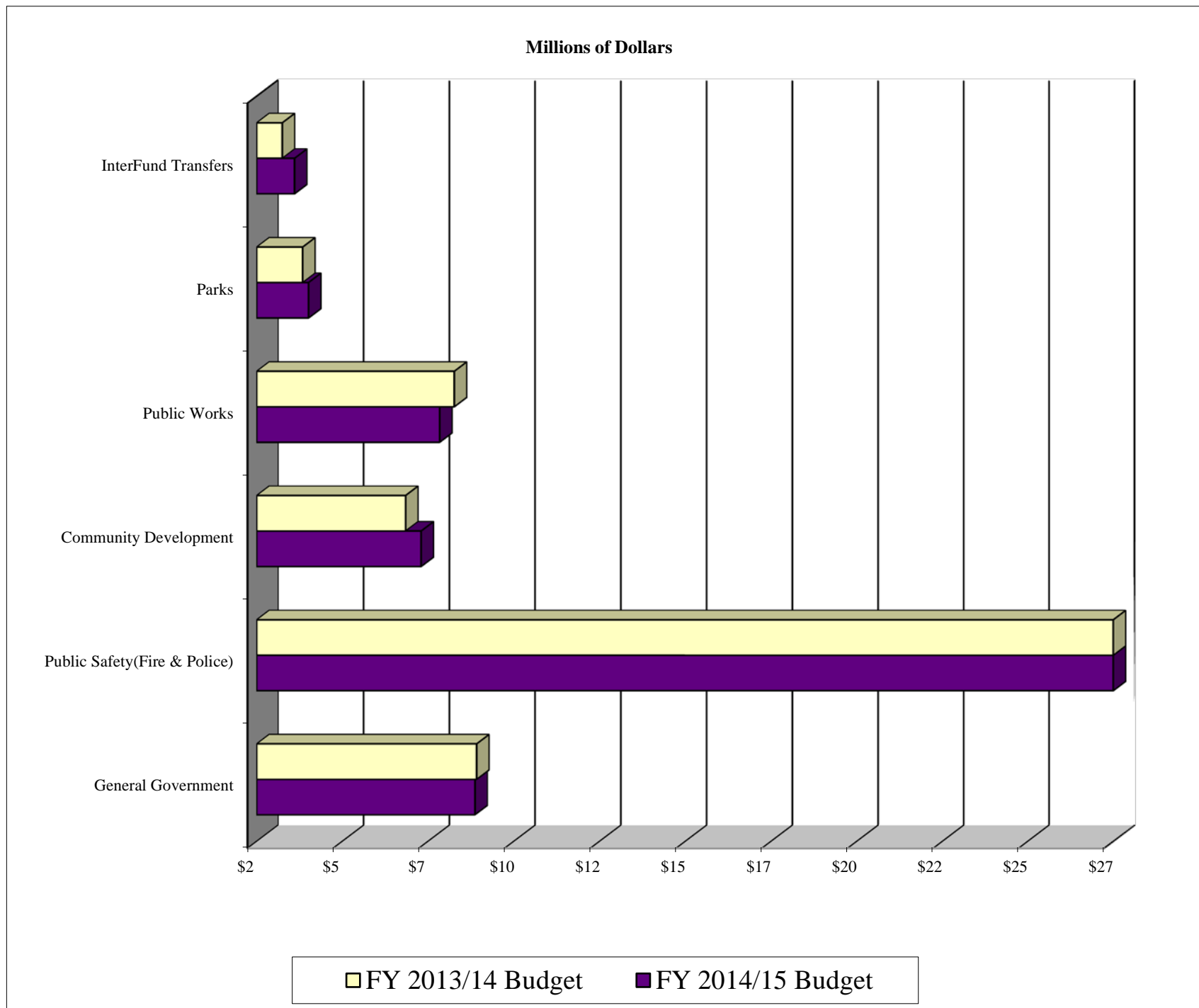
**Salaries & Benefits:** Salaries and Benefits are up due to benefits increase in the areas of PERS retirement contribution (16.8%) and salaries increase of 0.5%.

**Professional & Technical Services:** Professional & Technical Services include the cost of contracting for Police Services \$1,205,594. Fire budget increased due State salary and benefit costs.

**Repair & Maintenance:** Transferred \$600,000 to Gas Tax fund using Proposition 42 funding.

**Transfer Out:** Reflects transferring an additional \$358,766 to Fire fund.

# General & Fire Fund Expenditures by Department Two-Year Comparison



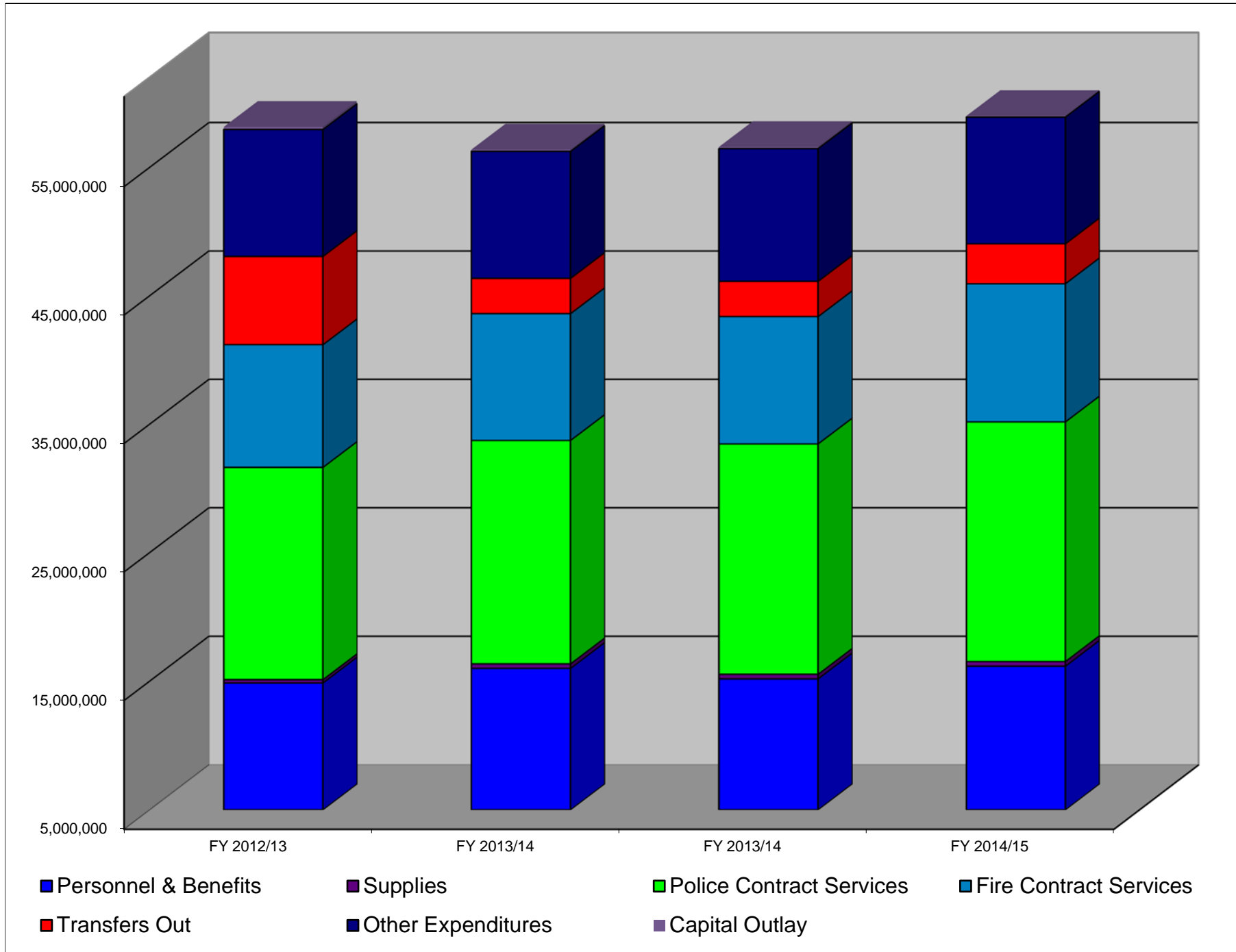
Expenditure Categories	FY 2013/14 Budget	FY 2014/15 Budget	Dollar Change	Percent of Total Budget
General Government	8,412,868	8,363,105	(49,763)	14%
Public Safety (Fire & Police)	27,779,401	29,902,325	2,122,924	51%
Community Development	6,340,339	6,794,312	453,973	12%
Public Works	7,761,327	7,334,732	(426,595)	12%
Parks	3,341,334	3,511,432	170,098	6%
InterFund Transfers	2,746,234	3,105,000	358,766	5%
<b>Total General</b>	<b>46,508,694</b>	<b>48,250,546</b>	<b>1,741,852</b>	<b>100%</b>
<b>Total Fire Fund</b>	<b>9,872,809</b>	<b>10,760,360</b>	<b>887,551</b>	<b>18%</b>

(1)Community Development is any combination of Building & Safety and Communtiy Development.

(2)General Government is any combination of Administrative Services, Auditing, City Attorney, City Clerk, City Council, City Manager, Data Processing, Environmental Conservation, Finance, General Services, Human Resources, Insurance, Legal Special Services, Legislative Advocacy, Outside Agency Contribution and Unemployment Insurance Expenses.

(3)Public Safety is any combination of Animal Control, Nuisance Abatement, Police Services, Risk Management, Fire Department, Traffic Safety, and Water Safety expenses.

# General & Fire Fund Expenditures Comparison Graph

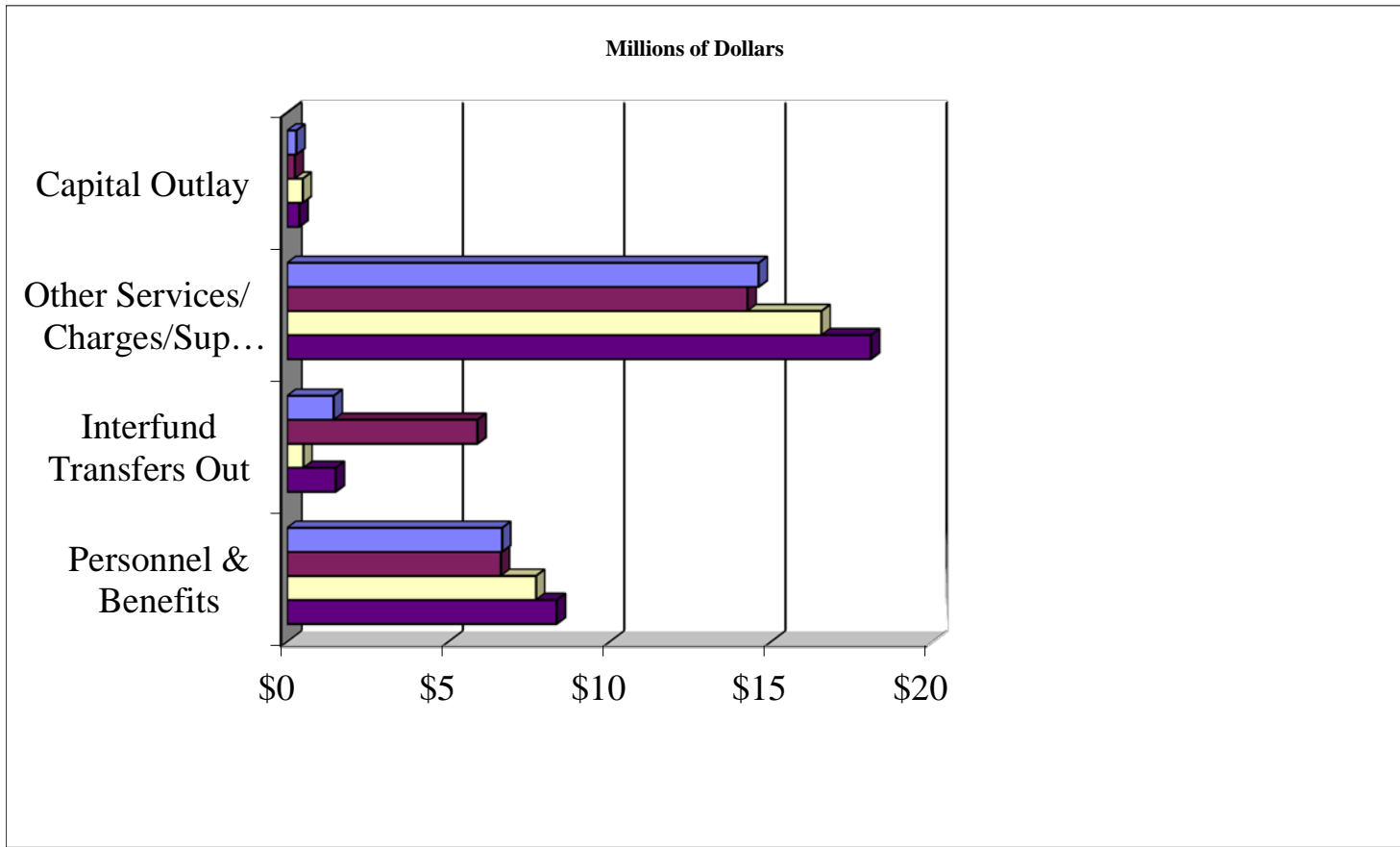


Expenditure Category	FY 2012/13 Actual	FY 2013/14 Budget	FY 2013/14 Projections	FY 2014/15 Budget
Personnel & Benefits	14,857,792	15,991,808	15,179,312	16,161,454
Supplies	261,561	349,400	351,767	362,883
Police Contract Services	16,518,834	17,392,606	17,932,852	18,654,959
Fire Contract Services	9,550,995	9,872,809	9,912,850	10,760,360
Other Expenditures	9,891,104	9,894,966	10,338,659	9,870,750
Capital Outlay	200,740	133,680	129,580	95,500
Transfers Out	6,873,022	2,746,234	2,746,234	3,105,000
<b>Total General Fund</b>	<b>\$ 48,603,053</b>	<b>\$ 46,508,694</b>	<b>\$ 46,678,404</b>	<b>\$ 48,250,546</b>
<b>Total Fire Fund</b>	<b>\$ 9,550,995</b>	<b>\$ 9,872,809</b>	<b>\$ 9,912,850</b>	<b>\$ 10,760,360</b>

**GENERAL & FIRE FUNDS  
REVENUE AND EXPENDITURE COMPARISON**

Description	Last Years	Budget 2013-2014	Projected	Budget 2014-2015	%Bud14
	Actuals 2012-2013		Revenue/Expense 2013-2014		to Bud 2013-2014
<b>REVENUES</b>					
1. Sales tax	16,764,808	17,500,000	17,200,000	17,850,000	2.00%
2. Transient occupancy tax	9,188,981	8,425,000	8,950,000	9,200,000	9.20%
3. Property tax	4,779,094	4,670,000	4,700,000	4,800,000	2.78%
4. Property Tax Increment(Former RDA)	1,363,404	903,000	903,000	903,000	-
5. Interest & Rental (Energy, Co. Lease)	311,083	335,000	346,000	346,000	3.28%
6. Transfers in (Gas, Starwood, Office, Int	2,152,860	2,237,500	2,237,500	2,237,500	0.00%
7. Franchises	2,892,805	2,900,000	2,900,000	2,950,000	1.72%
8. State subventions(VLF)	3,434,946	3,540,000	3,490,000	3,595,000	1.55%
9. Building/Subdivision/Zoning	1,498,376	1,505,000	1,500,000	1,650,000	9.63%
10. Fees for Services/Reimbursements	2,380,359	1,032,000	1,172,000	1,330,000	28.88%
11. Business license tax	1,173,293	1,250,000	1,200,000	1,250,000	0.00%
12. Timeshare mitigation fee	1,292,859	1,265,000	1,300,000	1,300,000	2.77%
13. Plan check fees	500,698	300,000	500,000	500,000	66.67%
14. Property transfer tax	520,393	500,000	550,000	550,000	0.00%
15. Other revenues	482,173	155,000	883,000	211,000	36.13%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>48,736,132</b>	<b>46,517,500</b>	<b>47,831,500</b>	<b>48,672,500</b>	
1. Structural Fire Tax	4,479,853	4,800,000	4,800,000	5,184,000	8.00%
Prior Yr Adj-Pass Thru RDA	2,041,708			560,500	
2. Prop. A. Fire Tax	2,118,083	2,200,000	2,200,000	2,200,000	0.00%
3. Reimbursements	840,914	830,000	830,000	830,000	0.00%
4. Interest Income	(350)	2,000	2,000	2,000	0.00%
5. Fire Tax Reserves/Transfers In	2,653,000	1,553,000	1,553,000	2,000,000	28.78%
<b>TOTAL FIRE REVENUES</b>	<b>12,133,208</b>	<b>9,385,000</b>	<b>9,385,000</b>	<b>10,776,500</b>	14.83%
<b>GENERAL FUND EXPENDITURES</b>					
Salaries and Benefits	14,857,792	15,991,808	15,179,312	16,161,454	1.06%
Maintenance & Operations	26,671,499	27,636,972	28,623,278	28,888,592	4.53%
Capital Outlay	200,740	133,680	129,580	95,500	-28.56%
Transfer to Library/Fire	6,873,022	2,746,234	2,746,234	3,105,000	13.06%
Transfer to Cap Reserve		-	-	-	
<b>TOTAL GENERAL FUND</b>	<b>48,603,053</b>	<b>46,508,694</b>	<b>46,678,404</b>	<b>48,250,546</b>	3.75%
<b>FIRE FUND</b>	<b>9,550,995</b>	<b>9,872,809</b>	<b>9,912,850</b>	<b>10,760,360</b>	8.99%
<b>TOTAL GENERAL &amp; FIRE EXPENSE</b>	<b>58,154,048</b>	<b>56,381,503</b>	<b>56,591,254</b>	<b>59,010,906</b>	4.66%

# General Fund Expenditures by Category Graph



Expenditure Categories	2012-2013	2013-2014	2013-2014	2014-2015	% Bud 13 To Bud 14
	Actual	Budget	Projected	Budget	
Personnel & Benefits	14,857,792	15,991,808	15,179,312	16,161,454	1.1%
Supplies	261,561	349,400	351,767	362,883	3.9%
Other Services & Charges	26,409,938	27,287,572	28,271,511	28,525,709	4.5%
Capital Outlay	200,740	133,680	129,580	95,500	-28.6%
Interfund Transfers Out	6,873,022	2,746,234	2,746,234	3,105,000	13.1%
<b>Total General Fund</b>	<b>48,603,053</b>	<b>46,508,694</b>	<b>46,678,404</b>	<b>48,250,546</b>	<b>3.7%</b>
Fire Department Fund	9,550,995	9,872,809	9,912,850	10,760,360	9.0%
<b>Total General &amp; Fire Fund</b>	<b>58,154,048</b>	<b>56,381,503</b>	<b>56,591,254</b>	<b>59,010,906</b>	<b>4.7%</b>

**CITY OF PALM DESERT  
SUMMARY OF EXPENDITURES BY CATEGORY  
FISCAL YEAR 2014-2015**

<b>Department</b>	<b>Personal Services</b>	<b>Supplies</b>	<b>Other Services and Charges</b>	<b>Capital Outlay</b>	<b>TOTAL</b>
<b>General Fund:</b>					
City Council	200,200	7,500	34,600	1,000	243,300
City Clerk	807,900	2,000	83,000	500	893,400
Elections		1,000	60,900		61,900
Legislative Advocacy			36,500		36,500
City Attorney			240,000		240,000
Legal Special Services			300,000		300,000
City Manager	975,830	3,200	22,390	-	1,001,420
Special Programs	331,788	500	87,800	500	420,588
Finance	1,972,000	3,000	44,670	-	2,019,670
Independent Audit			63,000		63,000
Human Resources	462,112	3,500	51,580	-	517,192
General Services		32,000	511,000	-	543,000
Information Technology	623,450	15,000	223,985	8,000	870,435
Unemployment Insurance	-				-
Insurance			492,700		492,700
Interfund Transfers			3,105,000		3,105,000
Police Services	-	22,733	18,632,226	-	18,654,959
Animal Regulation			243,006		243,006
St Light/Traffic Sfty	-	10,000	234,000	-	244,000
Public Works- Admin	2,619,750	4,500	95,750	5,000	2,725,000
Public Works-Street Maintenance	2,257,977	17,000	369,500	-	2,644,477
Street Repairs & Maintenance			825,000		825,000
Corp. Yard		-	65,500	-	65,500
Auto Fleet/Equipment		175,000	260,000		435,000
Public Bldg-Opr/Maint.	234,800	20,500	242,700	-	498,000
Portola Community Center			65,755		65,755
NPDES-Storm Water Permit				76,000	76,000
Community Promotions		16,500	643,000		659,500
Marketing	202,250	200	781,780		984,230
Visitors Information Center	255,947	3,500	99,350	2,500	361,297
Building & Safety	1,679,500	2,000	141,075	-	1,822,575
Planning & Community Dev	1,896,550	4,300	70,260	-	1,971,110
Economic Development	899,000	1,000	94,600	1,000	995,600
Civic Center Park	-	6,350	1,011,500	-	1,017,850
Park Maintenance		9,000	738,150	-	747,150
Landscape Services	742,400	2,600	1,000,432	1,000	1,746,432
Outside Agency Funding			660,000		660,000
<b>GENERAL FUND TOTAL</b>	<b>16,161,454</b>	<b>362,883</b>	<b>31,630,709</b>	<b>95,500</b>	<b>48,250,546</b>
FIRE DEPARTMENT FUND			10,760,360		10,760,360
<b>TOTAL GENERAL &amp; FIRE</b>	<b>16,161,454</b>	<b>362,883</b>	<b>42,391,069</b>	<b>95,500</b>	<b>59,010,906</b>

**GENERAL FUND**  
**DEPARTMENTAL SUMMARY BY EXPENDITURE CATEGORY**

<b>Department/Description</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	<b>% Inc.</b>
<b><u>City Council</u></b>					
Personnel & Benefits	240,720	194,553	195,139	200,200	
Supplies	7,899	7,500	7,500	7,500	
Other Services & Charges	53,321	35,600	45,600	34,600	
Capital Outlay	951	1,000	1,000	1,000	
Total	302,891	238,653	249,239	243,300	1.9%
<b><u>City Clerk</u></b>					
Personnel	809,305	845,996	777,375	807,900	
Supplies	1,178	2,000	2,000	2,000	
Other Services & Charges	59,975	92,000	104,000	83,000	
Capital Outlay	-	500	500	500	
Total	870,458	940,496	883,875	893,400	-5.0%
<b><u>Elections</u></b>					
Personnel	-	-	-	-	
Supplies	842	-	-	1,000	
Other Services & Charges	41,833	-	-	60,900	
Capital Outlay	-	-	-	-	
Total	42,675	-	-	61,900	0.0%
<b><u>Legislative Advocacy</u></b>					
Other Services & Charges	36,180	36,500	36,180	36,500	
Capital Outlay	-	-	-	-	
Total	36,180	36,500	36,180	36,500	0.0%
<b><u>City Attorney</u></b>					
Other Services & Charges	233,004	244,000	235,500	240,000	
Capital Outlay	-	-	-	-	
Total	233,004	244,000	235,500	240,000	-1.6%
<b><u>Legal Special Services</u></b>					
Other Services & Charges	347,326	335,000	310,000	300,000	
Capital Outlay	-	-	-	-	
Total	347,326	335,000	310,000	300,000	-10.4%
<b><u>City Manager</u></b>					
Personnel	793,070	1,033,270	913,300	975,830	
Supplies	1,184	2,100	2,100	3,200	
Other Services & Charges	23,885	23,185	32,379	22,390	
Capital Outlay	-	-	-	-	
Total	818,139	1,058,555	947,779	1,001,420	-5.4%

**GENERAL FUND**  
**DEPARTMENTAL SUMMARY BY EXPENDITURE CATEGORY**

<b>Department/Description</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	<b>% Inc.</b>
<b><u>Special Programs</u></b>					
Personnel	328,453	315,717	315,441	331,788	
Supplies	618	500	500	500	
Other Services & Charges	97,563	100,800	102,800	87,800	
Capital Outlay	-	500	500	500	
Total	426,634	417,517	419,241	420,588	0.7%
<b><u>Finance</u></b>					
Personnel	1,862,221	1,911,369	1,901,686	1,972,000	
Supplies	2,995	2,000	3,000	3,000	
Other Services & Charges	40,374	38,850	42,965	44,670	
Capital Outlay					
Total	1,905,590	1,952,219	1,947,651	2,019,670	3.5%
<b><u>Independent Audit</u></b>					
Personnel					
Supplies					
Other Services & Charges	47,856	63,000	55,000	63,000	
Capital Outlay					
Total	47,856	63,000	55,000	63,000	0.0%
<b><u>Human Resources</u></b>					
Personnel	431,035	449,181	413,687	462,112	
Supplies	4,424	3,500	4,400	3,500	
Other Services & Charges	46,821	49,030	46,500	51,580	
Capital Outlay	-	300	-	-	
Total	482,280	502,011	464,587	517,192	3.0%
<b><u>General Services</u></b>					
Personnel					
Supplies	26,459	35,000	31,000	32,000	
Other Services & Charges	470,120	552,000	572,000	511,000	
Capital Outlay	1,599	-	-	-	
Total	498,178	587,000	603,000	543,000	-7.5%
<b><u>Information Technology</u></b>					
Personnel	566,266	607,478	569,550	623,450	
Supplies	14,166	15,000	15,000	15,000	
Other Services & Charges	179,226	194,439	200,739	223,985	
Capital Outlay	12,859	2,000	2,000	8,000	
Total	772,517	818,917	787,289	870,435	6.3%



**GENERAL FUND**  
**DEPARTMENTAL SUMMARY BY EXPENDITURE CATEGORY**

<b>Department/Description</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	<b>% Inc.</b>
<b><u>Unemployment Insurance</u></b>					
Personnel	51,364	50,000	30,000	-	
Capital Outlay					
Total	51,364	50,000	30,000	-	-100%
<b><u>Insurance</u></b>					
Other Services & Charges	352,736	539,000	539,000	492,700	
Capital Outlay					
Total	352,736	539,000	539,000	492,700	-8.6%
<b><u>Interfund Transfers</u></b>					
Transfers Out	6,873,022	2,746,234	2,746,234	3,105,000	
Total	6,873,022	2,746,234	2,746,234	3,105,000	13.1%
<b><u>Police Services</u></b>					
Personnel	-	-	-	-	
Supplies	10,473	10,700	10,700	22,733	
Other Services & Charges	16,508,361	17,381,906	17,922,152	18,632,226	
Capital Outlay	-	-	-	-	
Total	16,518,834	17,392,606	17,932,852	18,654,959	7.3%
<b><u>Animal Regulation</u></b>					
Other Services & Charges	239,864	250,606	250,606	243,006	
Capital Outlay					
Total	239,864	250,606	250,606	243,006	-3.0%
<b><u>Traffic Safety</u></b>					
Personnel					
Supplies	7,287	5,000	10,000	10,000	
Other Services & Charges	236,306	234,000	270,000	234,000	
Capital Outlay	1,465	24,380	24,380	-	
Total	245,058	263,380	304,380	244,000	-7.4%
<b><u>Public Works Administration</u></b>					
Personnel	2,478,395	2,530,343	2,422,416	2,619,750	
Supplies	2,378	4,500	4,500	4,500	
Other Services & Charges	47,168	90,750	90,750	95,750	
Capital Outlay	24,491	40,000	40,000	5,000	
Total	2,552,432	2,665,593	2,557,666	2,725,000	2.2%
<b><u>Public Works-Street Maintenance</u></b>					
Personnel	2,043,812	2,269,231	2,115,442	2,257,977	
Supplies	9,824	17,000	17,000	17,000	
Other Services & Charges	299,259	338,064	441,647	369,500	
Capital Outlay	3,305	-	-	-	
Total	2,356,200	2,624,295	2,574,089	2,644,477	0.8%

**GENERAL FUND**  
**DEPARTMENTAL SUMMARY BY EXPENDITURE CATEGORY**

<b>Department/Description</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	<b>% Inc.</b>
<b><u>Public Works-Street Repairs &amp; Maint.</u></b>					
Other Services & Charges	1,657,187	1,275,000	1,377,319	825,000	
Capital Outlay					
Total	1,657,187	1,275,000	1,377,319	825,000	-35.3%
<b><u>Corp. Yard</u></b>					
Personnel					
Supplies	-	-	-	-	
Other Services & Charges	67,234	65,500	65,500	65,500	
Capital Outlay	867	-	-	-	
Total	68,101	65,500	65,500	65,500	0.0%
<b><u>Equipment/Auto Fleet</u></b>					
Personnel					
Supplies	123,940	175,000	175,000	175,000	
Other Services & Charges	219,755	235,000	235,000	260,000	
Capital Outlay	-	-	-	-	
Total	343,695	410,000	410,000	435,000	6.1%
<b><u>Public Building Operations &amp; Maintenance</u></b>					
Personnel	301,403	329,984	277,557	234,800	
Supplies	16,032	20,500	20,500	20,500	
Other Services & Charges	164,929	242,700	242,700	242,700	
Capital Outlay	-	-	-	-	
Total	482,364	593,184	540,757	498,000	-16.0%
<b><u>Portola Community Center</u></b>					
Personnel					
Supplies					
Other Services & Charges	72,370	67,755	67,755	65,755	
Capital Outlay	-	-	-	-	
Total	72,370	67,755	67,755	65,755	-3.0%
<b><u>NPDES-Storm Water Permit</u></b>					
Capital Outlay	61,913	60,000	60,000	76,000	
Total	61,913	60,000	60,000	76,000	26.7%
<b><u>Community Promotions</u></b>					
Personnel					
Supplies	10,650	16,500	16,500	16,500	
Other Services & Charges	564,468	638,625	643,625	643,000	
Capital Outlay	-	-	-	-	
Total	575,118	655,125	660,125	659,500	0.7%
<b><u>Marketing</u></b>					
Personnel	183,839	196,647	191,583	202,250	
Supplies	88	200	120	200	
Other Services & Charges	777,349	760,030	793,002	781,780	
Capital Outlay					
Total	961,276	956,877	984,705	984,230	2.9%

**GENERAL FUND**  
**DEPARTMENTAL SUMMARY BY EXPENDITURE CATEGORY**

<b>Department/Description</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	<b>% Inc.</b>
<b><u>Economic Development</u></b>					
Personnel	569,408	663,907	614,000	899,000	
Supplies	-	1,500	500	1,000	
Other Services & Charges	71,836	90,010	120,866	94,600	
Capital Outlay	-	-	-	1,000	
Total	641,244	755,417	735,366	995,600	
<b><u>Building &amp; Safety</u></b>					
Personnel	1,409,844	1,535,601	1,514,754	1,679,500	
Supplies	505	1,000	1,000	2,000	
Other Services & Charges	107,591	89,225	115,375	141,075	
Capital Outlay	-	-	-	-	
Total	1,517,940	1,625,826	1,631,129	1,822,575	12.1%
<b><u>Planning &amp; Community Development</u></b>					
Personnel	1,703,669	1,900,785	1,805,300	1,896,550	
Supplies	1,471	3,050	3,784	4,300	
Other Services & Charges	72,534	76,100	72,755	70,260	
Capital Outlay	8,862	-	-	-	
Total	1,786,536	1,979,935	1,881,839	1,971,110	-0.4%
<b><u>Civic Center Park Maintenance</u></b>					
Personnel	-	-	-	-	
Supplies	7,058	6,350	6,350	6,350	
Other Services & Charges	869,672	920,360	927,101	1,011,500	
Capital Outlay	-	-	-	-	
Total	876,730	926,710	933,451	1,017,850	9.8%
<b><u>Park Maintenance</u></b>					
Personnel					
Supplies	7,068	12,000	12,000	9,000	
Other Services & Charges	714,347	731,000	710,815	738,150	
Capital Outlay	-	-	-	-	
Total	721,415	743,000	722,815	747,150	0.6%
<b><u>Landscaping Service Division</u></b>					
Personnel	887,012	916,987	893,990	742,400	
Supplies	1,444	5,000	5,000	2,600	
Other Services & Charges	772,916	749,637	842,157	1,000,432	
Capital Outlay	-	-	-	1,000	
Total	1,661,372	1,671,624	1,741,147	1,746,432	4.5%
<b><u>Visitor Information Center</u></b>					
Personnel	197,976	240,759	228,092	255,947	
Supplies	3,578	3,500	3,313	3,500	
Other Services & Charges	89,366	117,900	94,723	99,350	
Capital Outlay	9,826	5,000	1,200	2,500	
Total	300,746	367,159	327,328	361,297	-1.6%

**GENERAL FUND**  
**DEPARTMENTAL SUMMARY BY EXPENDITURE CATEGORY**

<b>Department/Description</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	<b>% Inc.</b>
<b><u>Outside Agency Funding</u></b>					
Other Services & Charges	827,206	630,000	665,000	660,000	
Professional other	74,602				
Total	901,808	630,000	665,000	660,000	4.8%
<b><u>TOTAL GENERAL FUND</u></b>					
Personnel	14,857,792	15,991,808	15,179,312	16,161,454	1.1%
Supplies	261,561	349,400	351,767	362,883	3.9%
Other Services & Charges	26,409,938	27,287,572	28,271,511	28,525,709	4.5%
Capital Outlay	200,740	133,680	129,580	95,500	-28.6%
Transfers Out	6,873,022	2,746,234	2,746,234	3,105,000	13.1%
Total	48,603,053	46,508,694	46,678,404	48,250,546	3.7%
<b><u>Fire Fund</u></b>					
Personnel					
Supplies					
Other Services & Charges	9,550,995	9,872,809	9,912,850	10,760,360	9.0%
Capital Outlay					
Total	9,550,995	9,872,809	9,912,850	10,760,360	9.0%
<b><u>TOTAL GENERAL &amp; FIRE FUNDS</u></b>					
Personnel	14,857,792	15,991,808	15,179,312	16,161,454	1.1%
Supplies	261,561	349,400	351,767	362,883	3.9%
Other Services & Charges	35,960,933	37,160,381	38,184,361	39,286,069	5.7%
Capital Outlay	200,740	133,680	129,580	95,500	-28.6%
Transfers Out	6,873,022	2,746,234	2,746,234	3,105,000	13.1%
Total	58,154,048	56,381,503	56,591,254	59,010,906	4.7%

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## CITY COUNCIL

<b>CITY COUNCIL</b>	<b>DEPARTMENT</b>	<b>4110</b>
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**Program Narrative:**

The City Council, consisting of five City Council members, serves as the City's governing body. The Mayor is appointed from within the City Council for a one-year term. City Council Members are elected at-large for four-year terms, with elections held every two years. The City Council enacts City ordinances, establishes policies, represents the public, maintains intergovernmental relations, and exercises general oversight over the affairs of City government, the Successor Agency to the Redevelopment Agency, Finance Authority, Parking Authority, and Housing Authority.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	240,720	194,553	195,139	200,200	2.90%
SUPPLIES	7,899	7,500	7,500	7,500	0.00%
OTHER SERVICES	53,321	35,600	45,600	34,600	-2.81%
CAPITAL OUTLAY	951	1,000	1,000	1,000	0.00%
<b>TOTALS:</b>	<b>302,891</b>	<b>238,653</b>	<b>249,239</b>	<b>243,300</b>	<b>1.95%</b>

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>CITY COUNCIL</b>		<b>DEPARTMENT</b>			<b>4110</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4110-410.10-10	MEETING COMPENSATION	155,586	114,750	114,750	114,750
110-4110-410.11-15	RETIREMENT CONTRIBUTION	30,641	30,464	30,464	35,300
110-4110-410.11-16	MEDICARE CONTRB-EMP	3,120	1,664	3,200	3,000
110-4110-410.11-17	RETIREE HEALTH	-	-	-	-
110-4110-410.11-20	INS PREM - LTD	401	400	400	400
110-4110-410.11-21	INS PREM - HEALTH	49,332	44,775	44,775	45,250
110-4110-410.11-24	INS PREM - LIFE	447	900	350	400
110-4110-410.11-25	WORKER'S COMPENSATION	1,193	1,600	1,200	1,100
110-4110-410.21-10	OFFICE SUPPLIES	1,014	1,500	1,500	1,500
110-4110-410.21-90	SUPPLIES OTHER	6,885	6,000	6,000	6,000
110-4110-410.30-90	PROF - OTHER	420	1,000	1,000	1,000
110-4110-410.31-15	MILEAGE REIMBURSEMENT	2,355	1,000	1,000	1,000
110-4110-410.31-20	CONF, SEMINARS, WORKSHOPS	9,851	15,000	15,000	15,000
110-4110-410.31-21	COMMITTEE CONFERENCES	-	1,000	1,000	-
110-4110-410.31-25	LOCAL MEETINGS	12,442	13,000	13,000	13,000
110-4110-410.33-30	R/M-OFFICE EQUIPMENT	-	200	200	200
110-4110-410.36-20	SUBSCRIPTIONS/PUBLICATION	297	500	500	500
110-4110-410.36-30	DUES	325	1,000	1,000	1,000
110-4110-410.36-50	TELEPHONES	2,403	2,400	2,400	2,400
110-4110-410.36-60	POSTAGE & FREIGHT	228	500	500	500
110-4110-410.38-80	CONTRIBUTION TO AGENCIES	25,000	-	10,000	-
110-4110-410.40-40	CAP-OFFICE EQUIPMENT	951	1,000	1,000	1,000
<b>TOTAL CITY COUNCIL</b>		<b>302,891</b>	<b>238,653</b>	<b>249,239</b>	<b>243,300</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
999	CITY COUNCIL MEMBER	5	5	5	0

## CITY MANAGER

<b>CITY MANAGER</b>	<b>DEPARTMENT</b>	<b>4130</b>
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**Program Narrative:**

A City Council/City Manager form of government governs the City of Palm Desert. This effective system combines the strong political leadership of elected officials with the executive expertise of an appointed professional municipal manager. The City Manager, under the direction and control of the City Council, serves as the City's chief executive officer and oversees the coordination/implementation of City Council-established policies and programs, including providing information to assist the Council with the decision-making process.

The City Manager is responsible for enforcing all City laws/ordinances and verifying that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed. The City Manager has the authority to control, order, and give direction to all department heads and subordinate City employees, including appointment, removal, promotion, and demotion. The City Manager conducts studies and effects such administrative reorganization of offices/positions under his/her direction necessary for the efficient, effective, and economical conduct of City business.

In addition to the duties of providing leadership, direction, and guidance to City departments, the City Manager performs several essential functions. These responsibilities include promptly responding to all citizen inquiries/requests, personnel management, preparation of the City's annual operating budget, and serving as Executive Director of the Palm Desert Redevelopment Agency.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	793,070	1,033,270	913,300	975,830	-5.56%
SUPPLIES	1,184	2,100	2,100	3,200	52.38%
OTHER SERVICES	23,885	23,185	32,379	22,390	-3.43%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>818,139</b>	<b>1,058,555</b>	<b>947,779</b>	<b>1,001,420</b>	<b>-5.40%</b>

**SIGNIFICANT CHANGES:**

- A. Budget is decreased due to new hiring at lower step.
- B. Budget in line with prior year actuals and anticipated expenditures for the current year.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>CITY MANAGER</b>		<b>DEPARTMENT</b>			<b>4130</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4130-411.10-01	SALARIES-FULL TIME	572,793	701,536	650,000	663,130
110-4130-411.11-15	RETIREMENT CONTRIBUTION	137,054	183,414	175,000	204,000
110-4130-411.11-16	MEDICARE CONTRB-EMP	8,299	8,276	8,300	9,600
110-4130-411.11-17	RETIREE HEALTH	-	-	-	-
110-4130-411.11-20	INS PREM - LTD	3,840	5,527	3,900	5,300
110-4130-411.11-21	INS PREM - HEALTH	66,211	126,779	71,000	86,200
110-4130-411.11-24	INS PREM - LIFE	1,464	2,211	1,600	2,100
110-4130-411.11-25	WORKER'S COMPENSATION	3,409	5,527	3,500	5,500
110-4130-411.21-10	OFFICE SUPPLIES	129	100	100	200
110-4130-411.21-91	DISASTER/EMERG	1,055	2,000	2,000	3,000
110-4130-411.30-90	PROF - OTHER	10,390	-	11,244	-
110-4130-411.31-15	MILEAGE REIMBURSEMENT	806	500	500	-
110-4130-411.31-20	CONFERENCE/SEMINARS	6,104	14,300	12,300	13,000
110-4130-411.31-25	LOCAL MEETINGS	1,483	1,000	1,000	1,000
110-4130-411.36-30	DUES	1,640	3,545	3,545	3,550
110-4130-411.36-50	TELEPHONES	1,440	1,440	1,440	1,440
110-4130-411.36-60	POSTAGE & FREIGHT	275	400	350	400
110-4130-411.39-15	EMPLOYEE SAFETY	1,747	2,000	2,000	3,000
110-4130-411.40-40	CAP-OFFICE EQUIPMENT	-	-	-	-
<b>TOTAL CITY MANAGER</b>		<b>818,139</b>	<b>1,058,555</b>	<b>947,779</b>	<b>1,001,420</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
1	CITY MANAGER	1	1	1	
129	RISK MANAGER	1	1	1	
127	SR. MANAGEMENT ANALYST	1	1	1	
127	SR. MANAGEMENT ANALYST OR				
123	MANAGEMENT ANALYST II OR				
120	MANAGEMENT ANALYST I	1	1	1	
113	ADMINISTRATIVE SECRETARY	1	1	1	
	<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	

## CITY ATTORNEY

<b>CITY ATTORNEY</b>	<b>DEPARTMENT</b>	<b>4120</b>
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**Program Narrative:**

The City Attorney reviews all ordinances, resolutions, agreements, and other legal documents, advises the City Council and staff on legal matters and represents the City in litigation.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	233,004	244,000	235,500	240,000	-1.64%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	233,004	244,000	235,500	240,000	-1.64%

**SIGNIFICANT CHANGES:**

A. Increase reflects cost of living adjustment agreed to in contract.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>CITY ATTORNEY</b>		<b>DEPARTMENT</b>			<b>4120</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4120-411.30-15	PROF - LEGAL	233,004	244,000	235,500	240,000
<b>TOTAL CITY ATTORNEY</b>		233,004	244,000	235,500	240,000

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<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 12-13</b>		<b>BUDGETED FY 13-14</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
	CONTRACT POSITION				

## HUMAN RESOURCES

<b>HUMAN RESOURCES</b>	<b>DEPARTMENT</b>	<b>4154</b>
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**Program Narrative:**

The Human Resources Department provides and coordinates services and programs that assist the City in developing and maintaining a qualified, effective and diverse workforce. The Department provides all employment-related services to the City's management staff, employees and job applicants. The major functions performed by the Human Resources Department include: 1) Employee recruitment and selection testing, including examination development and administration; 2) Equal Employment Opportunity, including outreach recruitment and investigation of harassment and discrimination complaints; 3) Benefits coordination, including administration of the employee insurance and retirement benefit programs; 4) Employee relations, including labor negotiations; 5) Classification and compensation, including development and maintenance of job descriptions and compensation plans; and 6) Employee development, including coordination of City-wide employee and management training programs.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	431,035	449,181	413,687	462,112	2.88%
SUPPLIES	4,424	3,500	4,400	3,500	0.00%
OTHER SERVICES	46,821	49,030	46,500	51,580	5.20%
CAPITAL OUTLAY	-	300	-	-	-100.00%
<b>TOTALS:</b>	<b>482,280</b>	<b>502,011</b>	<b>464,587</b>	<b>517,192</b>	<b>3.02%</b>

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>HUMAN RESOURCES</b>		<b>DEPARTMENT</b>			<b>4154</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4154-415.10-01	SALARIES-FULL TIME	299,086	302,519	275,000	302,550
110-4154-415.11-15	RETIREMENT CONTRIBUTION	72,876	80,313	80,300	93,100
110-4154-415.11-16	MEDICARE CONTRB-EMP	4,325	4,387	4,387	4,500
110-4154-415.11-17	RETIREE HEALTH	-	-	-	-
110-4154-415.11-20	INS PREM - LTD	2,605	2,600	2,600	2,600
110-4154-415.11-21	INS PREM - HEALTH	49,939	56,040	49,000	56,040
110-4154-415.11-24	INS PREM - LIFE	840	949	900	949
110-4154-415.11-25	WORKER'S COMPENSATION	1,364	2,373	1,500	2,373
110-4154-415.21-10	OFFICE SUPPLIES	227	500	300	500
110-4154-415.21-90	SUPPLIES-OTHER	4,197	3,000	4,100	3,000
110-4154-415.30-15	PROF - LEGAL	4,688	-	-	-
110-4154-415.30-56	MEDICAL ANNUAL/NEW EMPLOY	2,274	2,000	2,000	2,000
110-4154-415.30-90	PROF - OTHER	5,173	5,500	5,200	5,500
110-4154-415.30-95	PROF-EMP RECOG PROGRAM	3,167	4,000	3,200	4,500
110-4154-415.31-15	MILEAGE REIMBURSEMENT	785	600	300	500
110-4154-415.31-20	CONFERENCE/SEMINARS	2,016	2,000	2,000	2,500
110-4154-415.31-21	CITY WIDE TRAINING	14,635	22,000	22,000	23,000
110-4154-415.31-25	LOCAL MEETINGS	8,455	9,000	9,000	9,500
110-4154-415.32-15	OTHER ADVERTISING	3,888	2,000	1,000	2,000
110-4154-415.33-30	R/M-OFFICE EQUIPMENT	-	-	-	1,000
110-4154-415.36-20	SUBSCRIPTIONS/PUBLICATION	1,043	1,050	1,000	200
110-4154-415.36-50	TELEPHONE	480	480	500	480
110-4154-415.36-60	POSTAGE & FREIGHT	217	400	300	400
110-4154-415.40-40	CAP-OFFICE EQUIPMENT	-	300	-	-
<b>TOTAL HUMAN RESOURCES</b>		<b>482,280</b>	<b>502,011</b>	<b>464,587</b>	<b>517,192</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
139	HUMAN RESOURCES DIRECTOR or				
131	HUMAN RESOURCES MANAGER	1	1	1	
113	HUMAN RESOURCES TECHNICIAN	2	2	2	
	<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	

## LEGAL SPECIAL SERVICES

<b>LEGAL SPECIAL SERVICES</b>	<b>DEPARTMENT</b>	<b>4121</b>
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**Program Narrative:**

This department represents the litigation costs on code violations, land issues, construction contracts and lawsuits filed against the City.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	347,326	335,000	310,000	300,000	-10.45%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>347,326</b>	<b>335,000</b>	<b>310,000</b>	<b>300,000</b>	<b>-10.45%</b>

**SIGNIFICANT CHANGES:**

A. Anticipated expenditure based on outstanding open cases.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>LEGAL SPECIAL SERVICES</b>		<b>DEPARTMENT</b>			<b>4121</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4121-411.30-15	PROF - LEGAL	347,326	290,000	290,000	275,000
110-4121-411.30-16	PROF-EMPLOYEE LAW SERVICE	-	45,000	20,000	25,000
<b>TOTAL LEGAL SPECIAL SERVICES</b>		347,326	335,000	310,000	300,000

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## LEGISLATIVE ADVOCACY

<b>LEGISLATIVE ADVOCACY</b>	<b>DEPARTMENT</b>	<b>4112</b>
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**Program Narrative:**

**This component of the Community Services Division is responsible for monitoring and providing analysis of legislation introduced at both the State and Federal level as it relates to the City of Palm Desert.**

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	36,180	36,500	36,180	36,500	0.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>36,180</b>	<b>36,500</b>	<b>36,180</b>	<b>36,500</b>	<b>0.00%</b>

**SIGNIFICANT CHANGES:**

No significant changes.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>LEGISLATIVE ADVOCACY</b>		<b>DEPARTMENT</b>			<b>4112</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4112-410.30-90	PROF - OTHER	36,180	36,500	36,180	36,500
110-4112-410.31-20	CONF, SEMINARS, WORKSHOPS	-	-	-	-
<b>TOTAL LEGISLATIVE ADVOCACY</b>		36,180	36,500	36,180	36,500

## COMMUNITY SERVICE

COMMUNITY SERVICE	DEPARTMENT				4132
<p><b>Program Narrative:</b></p> <p>The Community Services Division oversees administration of franchise agreements (i.e., cable and solid waste), special contracts such as the Portola Community Center leases, BLM and utilities; mobile home rent control; Community Development Block Grants; recycling administration and reporting; bus shelter program administration; special events; Community Gardens administration; City-wide cell phones and pagers; Youth Committee; Citizens on Patrol, and After School Programs.</p>					
EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	328,453	315,717	315,441	331,788	5.09%
SUPPLIES	618	500	500	500	0.00%
OTHER SERVICES	97,563	100,800	102,800	87,800	-12.90%
CAPITAL OUTLAY	-	500	500	500	0.00%
<b>TOTALS:</b>	426,634	417,517	419,241	420,588	0.74%
<p><b><u>SIGNIFICANT CHANGES:</u></b></p> <p>No significant changes.</p>					

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>COMMUNITY SERVICES</b>		<b>DEPARTMENT</b>			<b>4132</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4132-411.10-01	SALARIES-FULL TIME	216,674	217,227	217,227	221,600
110-4132-411.10-02	SALARIES-OVERTIME	2,948	3,000	3,000	3,000
110-4132-411.11-15	RETIREMENT CONTRIBUTION	53,374	57,669	57,669	68,150
110-4132-411.11-16	MEDICARE CONTRB-EMP	1,570	3,150	3,150	3,300
110-4132-411.11-17	RETIREE HEALTH	-	-	-	-
110-4132-411.11-20	INS PREM - LTD	1,768	1,738	1,800	1,800
110-4132-411.11-21	INS PREM - HEALTH	50,140	30,500	30,500	31,500
110-4132-411.11-24	INS PREM - LIFE	615	695	695	700
110-4132-411.11-25	WORKER'S COMPENSATION	1,364	1,738	1,400	1,738
110-4132-411.21-10	OFFICE SUPPLIES	618	500	500	500
110-4132-411.30-62	COMMUNITY RECOGNITION	1,558	2,000	2,000	2,000
110-4132-411.30-90	PROF - OTHER	75,712	80,500	80,500	67,500
110-4132-411.31-15	MILEAGE REIMBURSEMENT	135	300	300	300
110-4132-411.31-20	CONFERENCE/SEMINARS	2,452	3,500	3,500	3,500
110-4132-411.31-25	LOCAL MEETINGS	1,549	1,500	1,500	1,500
110-4132-411.36-10	PRINTING / DUPLICATING	566	1,000	1,000	1,000
110-4132-411.36-20	SUBSCRIPTIONS/PUBLICATION	529	500	500	500
110-4132-411.36-30	DUES	45	1,000	1,000	1,000
110-4132-411.36-50	TELEPHONES	6,280	1,000	1,000	1,000
110-4132-411.36-60	POSTAGE & FREIGHT	1,480	1,500	1,500	1,500
110-4132-411.39-10	COMMUNITY GARDEN	7,257	8,000	10,000	8,000
110-4132-411.40-40	CAP-OFFICE EQUIPMENT	-	500	500	500
<b>TOTAL COMMUNITY SERVICES-ADMIN</b>		<b>426,634</b>	<b>417,517</b>	<b>419,241</b>	<b>420,588</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
137	DIR. OF SPECIAL PROGRAMS	1	1	1	
113	ADMINISTRATIVE SECRETARY	1	1	1	
104	OFFICE ASSISTANT II or				
100	OFFICE ASSISTANT I	1	1	1	
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>3</b>	

## COMMUNITY PROMOTIONS

COMMUNITY PROMOTIONS	DEPARTMENT				4416
<p><b>Program Narrative:</b></p> <p>Community Promotions, a component of the Marketing Division, administers City events and promotion of all community activities including 4th of July, the Golf Cart Parade, concerts and movies in the park, Veteran's Day, etc. Also included in this budget is the funding for the greater Palm Springs Convention and Visitors Bureau.</p>					
EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	10,650	16,500	16,500	16,500	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	564,468	638,625	643,625	643,000	0.69%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	575,118	655,125	660,125	659,500	0.67%
<p><b><u>SIGNIFICANT CHANGES:</u></b></p> <p>No significant changes.</p>					

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>COMMUNITY PROMOTIONS</b>		<b>DEPARTMENT</b>			<b>4416</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4416-414.10-02	SALARIES - OVERTIME	10,650	16,500	16,500	16,500
110-4416-414.30-61	COMMUNITY EVENTS	100,001	125,125	125,125	120,500
110-4416-414.30-62	COMMUNITY RECOGNITION	135,889	148,500	148,500	157,500
110-4416-414.32-20	PSDRCVB FUNDING	261,722	275,000	275,000	275,000
110-4416-414.36-81	COURTESY CARTS	66,856	90,000	95,000	90,000
<b>TOTAL COMMUNITY PROMOTIONS</b>		575,118	655,125	660,125	659,500

**COMMUNITY SERVICE / CITY CLERK**

<b>COMMUNITY SERVICE / CITY CLERK</b>	<b>DEPARTMENT</b>	<b>4111</b>
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**Program Narrative:**

**City Clerk Operations provides general support for the City Council, preparation of City Council Meeting Agendas and Minutes, maintenance of official City records, monitoring of contracts for completeness and accuracy, responses to requests for information, supervision of records management, registering voters, and conducting municipal elections.**

<b>EXPENDITURE SUMMARY</b>	<b>ACTUAL FY 12-13</b>	<b>ADOPTED FY 13-14</b>	<b>PROJECTED FY 13-14</b>	<b>BUDGETED FY 14-15</b>	<b>PERCENTAGE CHANGE</b>
SALARY AND BENEFITS	809,305	845,996	777,375	807,900	-4.50%
SUPPLIES	1,178	2,000	2,000	2,000	0.00%
OTHER SERVICES	59,975	92,000	104,000	83,000	-9.78%
CAPITAL OUTLAY	-	500	500	500	0.00%
<b>TOTALS:</b>	<b>870,458</b>	<b>940,496</b>	<b>883,875</b>	<b>893,400</b>	<b>-5.01%</b>

**SIGNIFICANT CHANGES:**

- A. Budget is decreased due to staff member retiring and position being reclassified to lower Grade from Office Assistant II to Clerical Assistant.
- B. Budget in line with prior year actuals and anticipated expenditures for the current year.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>COMMUNITY SERVICE/CITY CLERK</b>		<b>DEPARTMENT</b>			<b>4111</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4111-410.10-01	SALARIES-FULL TIME	555,909	563,773	530,000	529,000
110-4111-410.10-02	SALARIES-OVERTIME	136	500	200	500
110-4111-410.11-15	RETIREMENT CONTRIBUTION	135,018	149,670	135,000	162,000
110-4111-410.11-16	MEDICARE CONTRB-EMP	8,064	8,175	8,175	7,700
110-4111-410.11-17	RETIREE HEALTH	-	-	-	-
110-4111-410.11-20	INS PREM - LTD	4,597	4,476	4,400	4,300
110-4111-410.11-21	INS PREM - HEALTH	101,041	113,200	95,000	98,700
110-4111-410.11-24	INS PREM - LIFE	1,557	1,791	1,600	1,700
110-4111-410.11-25	WORKER'S COMPENSATION	2,983	4,411	3,000	4,000
110-4111-410.21-10	OFFICE SUPPLIES	1,178	2,000	2,000	2,000
110-4111-410.30-60	VOLNTR REC/SPECIAL EVENTS	582	1,000	1,000	1,000
110-4111-410.30-63	COMMITTEE/COMMISSION	8,625	22,000	22,000	13,000
110-4111-410.30-90	PROF - OTHER	12,073	14,000	26,000	14,000
110-4111-410.31-15	MILEAGE REIMBURSEMENT	145	500	500	500
110-4111-410.31-20	CONF, SEMINARS, WORKSHOPS	3,180	4,500	4,500	4,500
110-4111-410.31-25	LOCAL MEETINGS	227	600	600	600
110-4111-410.32-10	REQ. LEGAL ADVERTISING	28,474	40,000	40,000	40,000
110-4111-410.33-30	R/M-OFFICE EQUIPMENT	189	1,000	1,000	1,000
110-4111-410.36-10	PRINTING / DUPLICATING	554	1,000	1,000	1,000
110-4111-410.36-20	SUBSCRIPTIONS/PUBLICATION	809	1,000	1,000	1,000
110-4111-410.36-30	DUES	994	1,800	1,800	1,800
110-4111-410.36-40	FILING FEES	102	100	100	100
110-4111-410.36-50	TELEPHONES	480	500	500	500
110-4111-410.36-60	POSTAGE & FREIGHT	3,541	4,000	4,000	4,000
110-4111-410.40-40	CAP-OFFICE EQUIPMENT	-	500	500	500
<b>TOTAL COMMUNITY SERVICE/CITY CLERK</b>		<b>870,458</b>	<b>940,496</b>	<b>883,875</b>	<b>893,400</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
139	CITY CLERK	1	1	1	
118	DEPUTY CITY CLERK	1	1	1	
113	ADMINISTRATIVE SECRETARY (City Council)	1	1	1	
113	RECORDS TECHNICIAN	1	1	1	
104	OFFICE ASSISTANT II or				
100	OFFICE ASSISTANT I	2	2	1	
90	CLERICAL ASSISTANT	0	0	1	
<b>TOTAL</b>		<b>6</b>	<b>6</b>	<b>6</b>	

## ELECTIONS

ELECTIONS	DEPARTMENT				4114
<p><b>Program Narrative:</b></p> <p>The City of Palm Desert General Municipal Elections are conducted in November of even-numbered years. The next election will be held in November 2014.</p>					
EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	842	-	-	1,000	100.00%
OTHER SERVICES	41,833	-	-	60,900	100.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	42,675	-	-	61,900	100.00%
<p><b><u>SIGNIFICANT CHANGES:</u></b></p> <p>A. Election scheduled for November 2014.</p>					



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>ELECTIONS</b>		<b>DEPARTMENT</b>			<b>4114</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4114-410.21-10	OFFICE SUPPLIES	842	-	-	1,000
110-4114-410.30-90	PROF - OTHER	41,595	-	-	60,000
110-4114-410.31-25	LOCAL MEETINGS	21	-	-	400
110-4114-410.32-10	REQ. LEGAL ADVERTISING	217	-	-	500
<b>TOTAL ELECTIONS</b>		42,675	-	-	61,900

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## FINANCE

<b>FINANCE</b>	<b>DEPARTMENT</b>	<b>4150</b>
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**Program Narrative:**

The Finance Department provides the services of monitoring the various financial related areas which are essential to the City and Successor Agency to the Redevelopment Agency operations. Areas include revenue receipts (e.g. taxes, fees, assessments), disbursements and accounts payable transactions, operational budget, cash management and investments, payroll, general ledger and accounting records, financial reports, annual audits, debt-service obligations, special-assessment accounting, business licensing processing, and Successor Agency accounting.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	1,862,221	1,911,369	1,901,686	1,972,000	3.17%
SUPPLIES	4,207	2,000	3,000	3,000	50.00%
OTHER SERVICES	39,162	38,850	42,965	44,670	14.98%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	1,905,590	1,952,219	1,947,651	2,019,670	3.46%

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>FINANCE</b>		<b>DEPARTMENT</b>			<b>4150</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4150-415.10-01	SALARIES-FULL TIME	1,281,392	1,292,226	1,292,226	1,293,600
110-4150-415.10-02	SALARIES-OVERTIME	645	1,200	1,200	1,200
110-4150-415.11-15	RETIREMENT CONTRIBUTION	311,795	343,060	343,060	397,900
110-4150-415.11-16	MEDICARE CONTRB-EMP	15,861	18,441	15,000	19,000
110-4150-415.11-17	RETIREE HEALTH	-	-	-	-
110-4150-415.11-20	INS PREM - LTD	10,619	10,174	10,500	10,600
110-4150-415.11-21	INS PREM - HEALTH	232,351	235,198	230,000	238,500
110-4150-415.11-24	INS PREM - LIFE	3,592	4,070	3,700	4,200
110-4150-415.11-25	WORKER'S COMPENSATION	5,966	7,000	6,000	7,000
110-4150-415.21-10	OFFICE SUPPLIES	4,207	2,000	3,000	3,000
110-4150-415.31-15	MILEAGE REIMBURSEMENT	211	500	400	500
110-4150-415.31-20	CONFERENCE/SEMINARS	1,193	1,000	1,000	1,000
110-4150-415.31-25	LOCAL MEETINGS	350	250	400	250
110-4150-415.36-10	PRINTING / DUPLICATING	15,123	15,000	18,745	19,000
110-4150-415.36-20	SUBSCRIPTIONS/PUBLICATION	2,199	2,600	2,600	2,800
110-4150-415.36-30	DUES	845	1,000	1,000	800
110-4150-415.36-50	TELEPHONE	1,320	1,000	1,320	1,320
110-4150-415.36-60	POSTAGE & FREIGHT	17,921	17,500	17,500	19,000
<b>TOTAL FINANCE</b>		<b>1,905,590</b>	<b>1,952,219</b>	<b>1,947,651</b>	<b>2,019,670</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
145	FINANCE DIRECTOR/TREASURER	1	1	1	
135	ASSISTANT FINANCE DIRECTOR	1	1	1	
127	DEPUTY CITY TREASURER	1	1	1	
127	SENIOR FINANCIAL ANALYST	1	1	1	
123	MANAGEMENT ANALYST II or				
120	MANAGEMENT ANALYST I	1	1	1	
118	ACCOUNTING TECHNICIAN II	4	4	4	
113	ADMINISTRATIVE SECRETARY	1	1	1	
107	SR. OFFICE ASSIST-BUS. LICENSE	1	1	1	
104	OFFICE ASSISTANT II or				
100	OFFICE ASSISTANT I	1	1	1	
<b>TOTAL</b>		<b>12</b>	<b>12</b>	<b>12</b>	

## INDEPENDENT AUDIT

<b>INDEPENDENT AUDIT</b>	<b>DEPARTMENT</b>	<b>4151</b>
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**Program Narrative:**

An annual audit is conducted by the City's independent auditors on the City's financial statements. They review the internal controls, confirm the cash and investments of the City, and the City's Comprehensive Annual Financial Report. In addition, the auditors perform special audits on State and Federal required single audit compliance, franchise audits and any other audit directed by either City Council or staff.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	47,856	63,000	55,000	63,000	0.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	47,856	63,000	55,000	63,000	0.00%

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>INDEPENDENT AUDIT</b>		<b>DEPARTMENT</b>			<b>4151</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4151-415.30-20	PROF-ACCOUNTING/AUDITING	47,856	63,000	55,000	63,000
<b>TOTAL INDEPENDENT AUDIT</b>		47,856	63,000	55,000	63,000

## GENERAL SERVICES

<b>GENERAL SERVICES</b>	<b>DEPARTMENT</b>	<b>4159</b>
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**Program Narrative:**

**General Services provides support for citywide services consumed by all City departments. Services include copy machine costs, office supplies, telephone, citywide membership dues like CVAG and SCAG, processing of purchase orders and buying new furniture and fixed assets for the departments. The program also includes the citywide sales tax report and audit services.**

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	10,430	-	29,000	30,000	100.00%
SUPPLIES	26,459	35,000	31,000	32,000	-8.57%
OTHER SERVICES	461,289	552,000	543,000	481,000	-12.86%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>498,178</b>	<b>587,000</b>	<b>603,000</b>	<b>543,000</b>	<b>-7.50%</b>

**SIGNIFICANT CHANGES:**

- A. Additional PERS contribution for retired employees.
- B. Budget in line with prior year actuals and anticipated expenditures for the current year.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>GENERAL SERVICES</b>		<b>DEPARTMENT</b>			<b>4159</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	
110-4159-415.11-15	RETIREMENT CONTRIBUTION	10,430	-	29,000	30,000	A
110-4159-415.21-10	OFFICE SUPPLIES	12,690	17,000	16,000	17,000	
110-4159-415.21-90	SUPPLIES-OTHER	13,769	18,000	15,000	15,000	
110-4159-415.30-90	PROF - OTHER	89,103	35,000	35,000	68,800	B
110-4159-415.33-30	R/M-OFFICE EQUIPMENT	2,856	-	-	-	
110-4159-415.34-20	OFFICE EQUIPMENT-RENTAL	62,003	68,000	65,000	68,000	
110-4159-415.36-10	PRINTING / DUPLICATING	5,783	10,000	8,000	8,400	
110-4159-415.36-30	DUES	212,635	241,000	241,000	241,800	
110-4159-415.36-48	SB2557/County Admin Fees	57,757	159,000	159,000	59,000	B
110-4159-415.36-50	TELEPHONE	31,152	39,000	35,000	35,000	
<b>TOTAL GENERAL SERVICES</b>		498,178	587,000	603,000	543,000	

## INFORMATION TECHNOLOGY

<b>INFORMATION TECHNOLOGY</b>	<b>DEPARTMENT</b>	<b>4190</b>
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**Program Narrative:**

The Information Technology Division is responsible for overseeing all of the City's personnel computers, IBM AS400 mini computer system, ethernet network, printers, problem solving, telephone system optical imaging system, geographical information system (GIS), City E-gov website, hardware and software maintenance contracts, and acquisition/setup of all computer hardware and software.

The Information Technology Division's vision is to incorporate technology that will enhance employee productivity, increase public access to City services, and help accomplish our mission of providing access to, maintenance of, and protection of the City's digital infrastructure.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	566,266	607,478	569,550	623,450	2.63%
SUPPLIES	14,166	15,000	15,040	15,000	0.00%
OTHER SERVICES	179,226	194,439	200,699	223,985	15.20%
CAPITAL OUTLAY	12,859	2,000	2,000	8,000	300.00%
<b>TOTALS:</b>	<b>772,517</b>	<b>818,917</b>	<b>787,289</b>	<b>870,435</b>	<b>6.29%</b>

**SIGNIFICANT CHANGES:**

A. Budget increase due to updating system software and licenses.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>INFORMATION TECHNOLOGY</b>		<b>DEPARTMENT</b>			<b>4190</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4190-415.10-01	SALARIES-FULL TIME	383,395	397,333	385,000	407,700
110-4190-415.10-02	SALARIES-OVERTIME	-	250	250	250
110-4190-415.11-15	RETIREMENT CONTRIBUTION	93,609	105,484	93,000	125,400
110-4190-415.11-16	MEDICARE CONTRB-EMP	5,594	5,761	5,600	6,000
110-4190-415.11-17	RETIREE HEALTH	-	-	-	-
110-4190-415.11-20	INS PREM - LTD	3,376	3,400	3,400	3,400
110-4190-415.11-21	INS PREM - HEALTH	77,168	91,603	79,000	77,000
110-4190-415.11-24	INS PREM - LIFE	1,079	1,247	1,200	1,300
110-4190-415.11-25	WORKER'S COMPENSATION	2,045	2,400	2,100	2,400
110-4190-415.21-20	SUPPLIES-COMPUTER	14,166	15,000	15,040	15,000
110-4190-415.31-15	MILEAGE REIMBURSEMENT	274	250	250	500
110-4190-415.31-20	CONFERENCE/SEMINARS	1,168	1,000	1,040	1,500
110-4190-415.33-60	R&M-COMPUTER	145,929	169,289	169,289	197,800
110-4190-415.36-20	SUBSCRIPTIONS/PUBLICATION	6,241	400	6,620	400
110-4190-415.36-30	DUES	-	500	500	500
110-4190-415.36-50	TELEPHONE	25,614	23,000	23,000	23,285
110-4190-415.40-40	CAP-OFFICE EQUIPMENT	12,859	2,000	2,000	8,000
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>772,517</b>	<b>818,917</b>	<b>787,289</b>	<b>870,435</b>

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<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
135	INFORMATION SYSTEMS MANAGER	1	1	1	
114	INFORMATION SYSTEMS TECHNICIAN	2	2	2	
114	GIS SPECIALIST	1	1	1	
<b>TOTAL</b>		<b>4</b>	<b>4</b>	<b>4</b>	

## UNEMPLOYMENT INSURANCE

<b>UNEMPLOYMENT INSURANCE</b>	<b>DEPARTMENT</b>	<b>4191</b>
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**Program Narrative:**

The City of Palm Desert pays the actual cost of unemployment to the State of California for terminated employees.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	51,364	50,000	30,000	-	-100.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	-	-	-	-	0.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	51,364	50,000	30,000	-	-100.00%

**SIGNIFICANT CHANGES:**

A. Unemployment benefits have expired for those employees receiving the benefit.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>UNEMPLOYMENT INSURANCE</b>		<b>DEPARTMENT</b>			<b>4191</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4191-419.11-26	UNEMPLOYMENT INSURANCE	51,364	50,000	30,000	-
<b>TOTAL UNEMPLOYMENT INSURANCE</b>		51,364	50,000	30,000	-

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## INSURANCE

<b>INSURANCE</b>	<b>DEPARTMENT</b>	<b>4192</b>
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**Program Narrative:**

The insurance program provides for citywide insurance coverage of property damage (fire and theft), general liability insurance, surety bonds on employees, and claims administration. General liability coverage is provided by Southern California Joint Powers Agency for coverage from \$10,000 to \$50 million. Claims administration includes payment of investigator, claims tracking, attorney costs and settlement of claims.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	352,736	539,000	539,000	492,700	-8.59%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>352,736</b>	<b>539,000</b>	<b>539,000</b>	<b>492,700</b>	<b>-8.59%</b>

**SIGNIFICANT CHANGES:**

A. Budget in line with prior year actuals and anticipated expenditures for the current year.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>INSURANCE</b>		<b>DEPARTMENT</b>			<b>4192</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4192-419.37-10	LIAB & PROPERTY DAMAGE	286,438	450,000	450,000	425,000
110-4192-419.37-20	FIRE & CONTENTS COVERAGE	60,639	82,300	82,300	61,000
110-4192-419.37-30	SURETY BOND PREMIUM	5,659	6,700	6,700	6,700
<b>TOTAL INSURANCE</b>		352,736	539,000	539,000	492,700

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## INTERFUND TRANSFERS OUT

<b>INTERFUND TRANSFERS OUT</b>	<b>DEPARTMENT</b>	<b>4199</b>
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**Program Narrative:**

This represents transfers to other funds for the purpose of covering expenditures. The General Fund will be transferring funds to the County Library to cover the difference in cost between taxes collected less the State's Education transfer. In addition, the Prop. A Fire Tax fund will require a transfer to meet the fund's shortfall of revenue versus expenditure. In past years, the General Fund has transferred funds to the Year 2000 plan to accumulate funds for various capital project plans.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	6,873,022	2,746,234	2,746,234	3,105,000	13.06%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>6,873,022</b>	<b>2,746,234</b>	<b>2,746,234</b>	<b>3,105,000</b>	<b>13.06%</b>

**SIGNIFICANT CHANGES:**

A. Budget reflects the transfer of \$80,000 to the AIPP Fund for staffing, \$75,000 will be transferred to the various Landscaping and Lighting Districts to cover the City's share and shortages, \$2,000,000 to the Fire fund, \$680,000 to the Aquatic Center to cover shortage, \$220,000 to the Equipment replacement fund, and \$50,000 to Building Maintenance fund. The City is not funding the Retiree Health Stipend Program, which has sufficient funds to meet its liability.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>INTERFUND TRANSFERS OUT</b>		<b>DEPARTMENT</b>			<b>4199</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4199-499.50-10	INTERFUND OP TR OUT	6,873,022	2,746,234	2,746,234	3,105,000
<b>TOTAL INTERFUND TRANSFERS</b>		6,873,022	2,746,234	2,746,234	3,105,000

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## OUTSIDE AGENCY FUNDING

<b>OUTSIDE AGENCY FUNDING</b>	<b>DEPARTMENT</b>	<b>4800</b>
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**Program Narrative:**

The Charitable Contributions Program provides assistance for non-profit agencies or groups that provide charitable, public benefit, public welfare or educational services to residents of Palm Desert. The City has a committee which meets in May of each year to discuss which entities will be granted funds for the next fiscal year. Each Agency is required to fill out an application in order to be considered by the committee.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	827,206	630,000	665,000	660,000	4.76%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	827,206	630,000	665,000	660,000	4.76%

**SIGNIFICANT CHANGES:**

A. Based on committee's recommendations.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>OUTSIDE AGENCY FUNDING</b>		<b>DEPARTMENT</b>			<b>4800</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4800-454.38-75	BUSINESS ENHANCE LOAN PRG	40,000	-	-	-
110-4800-454.38-80	CNTRB-VARIOUS AGENCIES	124,500	155,000	175,000	170,000
110-4800-454.38-81	CNTRB-SCHOOLS	18,500	-	-	-
110-4800-454.38-84	ANIMAL RESOURSE ADOPT	-	20,000	-	-
110-4800-454.38-85	CNTRB-MUSEUM	223,891	50,000	60,000	60,000
110-4800-454.38-91	CNTRB-YMCA/YOUTH	60,000	35,000	60,000	60,000
110-4800-454.38-92	AFTER SCHOOL PROGRAM	150,000	150,000	150,000	150,000
110-4800-454.38-93	CNTRB-SENIOR CENTER	210,315	220,000	220,000	220,000
110-4800-454.38-92	PROF-OTHERS	-	-	-	-
<b>TOTAL OUTSIDE AGENCY FUNDING</b>		827,206	630,000	665,000	660,000

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## POLICE SERVICES

<b>POLICE SERVICES</b>	<b>DEPARTMENT</b>	<b>4210</b>
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**Program Narrative:**

The Police Services program provides for law enforcement and public safety within the City of Palm Desert by contracting with Riverside County Sheriff's Department for patrol, traffic, investigations, school resources, crime prevention, bike patrol and communications services. In addition, the program provides crossing guards next to schools.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	10,473	10,700	10,700	22,733	112.46%
OTHER SERVICES	16,508,361	17,381,906	17,922,152	18,632,226	7.19%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>16,518,834</b>	<b>17,392,606</b>	<b>17,932,852</b>	<b>18,654,959</b>	<b>7.26%</b>

**SIGNIFICANT CHANGES:**

A. Budget represents the Riverside County anticipated cost for law enforcement as presented by the County.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>POLICE SERVICES</b>		<b>DEPARTMENT</b>			<b>4210</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4210-422.21-70	SPLY-AUTOMOTIVE-GAS	10,473	10,700	10,700	22,733
110-4210-422.30-40	PROF-POLICE SERVICE CNTR	16,356,902	17,258,406	17,750,000	18,464,000
110-4210-422.30-42	PROF-POLICE SRV CNTR CONT	64,354	40,000	50,152	40,000
110-4210-422.30-60	CITIZENS ON PATROL	16,523	19,000	50,000	19,000
110-4210-422.30-90	CROSSING GUARD	32,290	34,500	34,000	21,887
110-4210-422.30-92	PROF-CAL ID	-	-	-	49,949
110-4210-422.33-40	R/M-MOTOR VEHICLES-FLEET	38,292	30,000	38,000	37,390
110-4210-422.40-45	CAP-MACHINERY & EQUIPMENT	-	-	-	-
<b>TOTAL POLICE SERVICES</b>		<b>16,518,834</b>	<b>17,392,606</b>	<b>17,932,852</b>	<b>18,654,959</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Rate</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
	<b>CONTRACT EMPLOYEES:</b>				
\$108.96	SHERIFF LIEUTENANT	1	1	1	
\$96.18	SHERIFF SERGEANT	3	3	3	
\$96.18	SHERIFF SERGEANT-TRAFFIC	1	1	1	
\$125.17	CANINE OFFICER	1	1	1	
\$146.25	SHERIFF DEPUTIES	36	36	36	
\$146.25	TRAFFIC DEPUTIES COMMERCIAL	3	3	1	
\$146.25	BURGLARY SUPPRESSION	0	0	2	
\$125.17	SPECIAL ENFORCEMENT TEAM	8	8	8	
\$125.17	SHERIFF MOTOR DEPUTIES	8	8	8	
\$81.09	SCHOOL RESOURCE OFFICER	2	2	2	
\$81.09	NARCOTICS OFFICER	1	1	1	
\$81.09	GANG TASK FORCE OFFICER	1	1	1	
\$46.27	COMMUNITY SERVICE OFFICER II	9	9	9	
	<b>TOTAL</b>	<b>74</b>	<b>74</b>	<b>74</b>	
	<b>Positions -support services Included in Deputy sheriff supported rate</b>				
	SHERIFF LIEUTENANT			2.13	
	SHERIFF SERGEANT			9.04	
	SHERIFF INVESTIGATORS			8.03	
	CSO			3.03	
	SSO			1.25	
	ACCOUNTING			2.19	
	CRIME ANALYST			0.52	
	FORENSIC TECH			0.66	
	OFFICE ASSISTANTS			4.89	
	<b>TOTAL SUPPORT STAFF</b>			<b>31.74</b>	
	<b>TOTAL CONTRACT SUPPORT</b>			<b>105.74</b>	

## PUBLIC WORKS-ADMINISTRATION

<b>PUBLIC WORKS ADMINISTRATION</b>	<b>DEPARTMENT</b>	<b>4300</b>
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**Program Narrative:**

The Public Works Department provides for the management of all Public Works functions. Areas include project management, engineering, construction inspection, traffic, public area maintenance, landscape, contract management, engineering certification, and surveys.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	2,478,395	2,530,343	2,422,416	2,619,750	3.53%
SUPPLIES	2,378	4,500	4,500	4,500	0.00%
OTHER SERVICES	47,168	90,750	90,750	95,750	5.51%
CAPITAL OUTLAY	24,491	40,000	40,000	5,000	-87.50%
<b>TOTALS:</b>	<b>2,552,432</b>	<b>2,665,593</b>	<b>2,557,666</b>	<b>2,725,000</b>	<b>2.23%</b>

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>PUBLIC WORKS ADMINISTRATION</b>		<b>DEPARTMENT</b>			<b>4300</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4300-413.10-01	SALARIES-FULL TIME	1,725,992	1,699,614	1,650,000	1,712,150
110-4300-413.10-02	SALARIES-OVERTIME	988	500	500	500
110-4300-413.11-15	RETIREMENT CONTRIBUTION	418,307	451,213	435,000	526,700
110-4300-413.11-16	MEDICARE CONTRB-EMP	25,075	24,644	24,644	25,300
110-4300-413.11-17	RETIREE HEALTH	-	-	-	-
110-4300-413.11-20	INS PREM - LTD	14,373	14,272	14,272	15,000
110-4300-413.11-21	INS PREM - HEALTH	271,724	314,291	275,000	314,300
110-4300-413.11-24	INS PREM - LIFE	4,806	5,709	5,000	5,700
110-4300-413.11-25	WORKER'S COMPENSATION	17,130	20,100	18,000	20,100
110-4300-413.21-10	OFFICE SUPPLIES	2,072	3,500	3,500	3,500
110-4300-413.21-90	SUPPLIES-OTHER	306	1,000	1,000	1,000
110-4300-413.30-10	PROF-ARCHITECTURAL/ENG	3,595	20,000	20,000	19,500
110-4300-413.30-90	PROF - OTHER	7,651	20,000	20,000	15,000
110-4300-413.31-15	MILEAGE REIMBURSEMENT	1,114	1,000	1,000	1,000
110-4300-413.31-20	CONF, SEMINARS, WORKSHOPS	11,158	14,000	14,000	14,000
110-4300-413.31-25	LOCAL MEETINGS	1,049	2,000	2,000	2,000
110-4300-413.33-30	R/M-OFFICE EQUIPMENT	209	2,000	2,000	2,000
110-4300-413.36-10	PRINTING / DUPLICATING	940	1,000	1,000	1,000
110-4300-413.36-20	SUBSCRIPTIONS/PUBLICATION	1,443	1,000	1,000	8,500
110-4300-413.36-30	DUES	5,803	8,000	8,000	11,000
110-4300-413.36-50	TELEPHONE	9,645	12,500	12,500	12,500
110-4300-413.36-60	POSTAGE & FREIGHT	1,167	2,000	2,000	2,000
110-4300-413.39-15	EMPLOYEE SAFETY BOOTS	3,394	7,250	7,250	7,250
110-4300-413.40-40	CAP-MACHINERY & EQUIPMENT	24,491	40,000	40,000	5,000
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>		<b>2,552,432</b>	<b>2,665,593</b>	<b>2,557,666</b>	<b>2,725,000</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
145	DIRECTOR OF PUBLIC WORKS	1	1	1	
139	CITY ENGINEER	1	1	1	
130	TRANSPORTATION ENGINEER	1	1	1	
130	SR. ENGINEER/CITY SURVEYOR	1	1	1	
129	SR. ENGINEER or				
127	ASSOCIATE ENGINEER	1	1	1	
127	PROJECT ADMINISTRATOR	1	1	1	
125	ASSISTANT ENGINEER	1	1	1	
121	PROJECT COORDINATOR	1	1	1	
120	PUBLIC WORKS INSPECTOR II or				
118	PUBLIC WORKS INSPECTOR I	3	3	3	
113	ACCOUNTING TECHNICIAN (PW)	1	1	1	
113	ADMINISTRATIVE SECRETARY	1	1	1	
113	CAPITAL IMPROV PROJECT TECH	1	1	1	
104	OFFICE ASSISTANT II or				
100	OFFICE ASSISTANT I	1	1	1	
90	CLERICAL ASSISTANT	1	1	1	
	<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	

## STREET MAINTENANCE

<b>STREET MAINTENANCE</b>	<b>DEPARTMENT</b>	<b>4310</b>
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**Program Narrative:**

**The Street Maintenance division is responsible for all maintenance work along public streets. Areas include street sweeping, crack sealing, pot hole repairs, sign installation and curb painting.**

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	2,043,812	2,269,231	2,115,442	2,257,977	-0.50%
SUPPLIES	9,824	17,000	17,000	17,000	0.00%
OTHER SERVICES	299,259	338,064	441,647	369,500	9.30%
CAPITAL OUTLAY	3,305	-	-	-	0.00%
<b>TOTALS:</b>	<b>2,356,200</b>	<b>2,624,295</b>	<b>2,574,089</b>	<b>2,644,477</b>	<b>0.77%</b>

**SIGNIFICANT CHANGES:**

A. Decrease is due to anticipated vacancy that may not be filled resulting in a reduction in number of allocated positions.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>STREET MAINTENANCE</b>		<b>DEPARTMENT</b>			<b>4310</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4310-433.10-01	SALARIES-FULL TIME	1,271,630	1,408,918	1,310,000	1,381,100
110-4310-433.10-02	SALARIES-OVERTIME	71,240	50,000	50,000	50,000
110-4310-433.11-15	RETIREMENT CONTRIBUTION	311,227	387,314	360,000	424,800
110-4310-433.11-16	MEDICARE CONTRB-EMP	17,875	21,154	20,000	20,000
110-4310-433.11-17	RETIREE HEALTH	-	-	-	-
110-4310-433.11-20	INS PREM - LTD	11,707	11,442	11,442	15,000
110-4310-433.11-21	INS PREM - HEALTH	341,478	368,326	345,000	345,000
110-4310-433.11-24	INS PREM - LIFE	3,741	4,577	4,000	4,577
110-4310-433.11-25	WORKER'S COMPENSATION	14,914	17,500	15,000	17,500
110-4310-433.21-40	SUPPLIES-UNIFORM RENTALS	6,398	12,000	12,000	12,000
110-4310-433.21-80	SMALL TOOLS/EQUIPMENT	3,426	5,000	5,000	5,000
110-4310-433.31-15	MILEAGE REIMBURSEMENT	273	300	300	300
110-4310-433.31-20	CONF, SEMINARS, WORKSHOPS	4,207	5,000	5,000	5,000
110-4310-433.31-25	LOCAL MEETINGS	1,420	2,000	2,000	2,000
110-4310-433.33-20	R/M - STREET	226,995	250,000	250,000	250,000
110-4310-433.34-30	CONSTRUCTION EQUIPMENT	6,767	6,500	6,500	7,500
110-4310-433.35-10	UTILITIES-WATER	2,097	4,000	4,000	4,000
110-4310-433.36-50	TELEPHONE	1,782	7,000	7,000	9,000
110-4310-433.39-10	HOLIDAY DECORATIONS	47,356	48,264	151,847	76,700
110-4310-433.39-15	GRAFFITI PROGRAM	8,362	15,000	15,000	15,000
110-4310-433.40-45	CAP-MACHINERY & EQUIPMENT	3,305	-	-	-
<b>TOTAL STREET MAINTENANCE</b>		<b>2,356,200</b>	<b>2,624,295</b>	<b>2,574,089</b>	<b>2,644,477</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
130	MAINTENANCE SERVICES MANAGER	1	1	1	
121	STREETS MAINTENANCE SUPERVISOR	1	1	1	
121	TRAFFIC SIGNAL SPECIALIST	1	1	1	
118	TRAFFIC SIGNAL TECHNICIAN II	1	1	1	
118	ENGINEERING TECHNICIAN II or				
113	ENGINEERING TECHNICIAN I	1	1	0	
111	SENIOR MAINTENANCE WORKER	2	2	2	
111	TRAFFIC SIGNAL TECHNICIAN I	0	0	1	
109	EQUIPMENT OPERATOR I	3	3	3	
106	MAINTENANCE WORKER II or				
101	MAINTENANCE WORKER I	7	7	7	
87	LABORER	2	2	2	
<b>TOTAL</b>		<b>19</b>	<b>19</b>	<b>19</b>	

## CIVIC CENTER PARK MAINTENANCE

<b>CIVIC CENTER PARK MAINTENANCE</b>	<b>DEPARTMENT</b>	<b>4610</b>
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**Program Narrative:**

**This Division provides for the maintenance of Civic Center Park. Maintenance includes water, electric and sewer, water pumps, sprinklers, lagoon cleaning and building maintenance.**

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	7,058	6,350	6,350	6,350	0.00%
OTHER SERVICES	869,672	920,360	927,101	1,011,500	9.90%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>876,730</b>	<b>926,710</b>	<b>933,451</b>	<b>1,017,850</b>	<b>9.83%</b>

**SIGNIFICANT CHANGES:**

- A. Contract cost for park patrol and custodial services with Desert Recreation District.
- B. Cost of contracted landscaping services for the Civic Center Park.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>CIVIC CENTER PARK MAINTENANCE</b>		<b>DEPARTMENT</b>			<b>4610</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4610-453.21-90	SUPPLIES-OTHER	7,058	6,350	6,350	6,350
110-4610-453.30-92	CONTRACTING	353,143	400,000	400,000	425,000
110-4610-453.33-10	R/M-BUILDINGS	9,784	12,500	12,500	12,500
110-4610-453.33-20	R/M-LANDSCAPING SERVICE	290,045	255,860	262,601	303,000
110-4610-453.33-21	R/M-CIVIC CENTER PARK	32,289	50,000	50,000	48,000
110-4610-453.33-71	TRI-CITIES SPORT FACILITY	56,636	67,000	67,000	88,000
110-4610-453.35-10	UTILITIES-WATER	32,004	40,000	40,000	40,000
110-4610-453.35-14	UTILITIES-ELECTRIC	95,771	95,000	95,000	95,000
<b>TOTAL CIVIC CENTER PARK MAINTENANCE</b>		<b>876,730</b>	<b>926,710</b>	<b>933,451</b>	<b>1,017,850</b>

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## PARK MAINTENANCE

<b>PARK MAINTENANCE</b>	<b>DEPARTMENT</b>	<b>4611</b>
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**Program Narrative:**

The Park Maintenance division provides for the maintenance of City parks and sports facilities. Work is accomplished by City staff and contract services. Areas include tree trimming and replacement, irrigation repairs, overseeding, etc.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	7,068	12,000	12,000	9,000	-25.00%
OTHER SERVICES	714,347	731,000	710,815	738,150	0.98%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>721,415</b>	<b>743,000</b>	<b>722,815</b>	<b>747,150</b>	<b>0.56%</b>

**SIGNIFICANT CHANGES:**

A. Cost of contracted landscaping services for parks in the City of Palm Desert.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>PARK MAINTENANCE</b>		<b>DEPARTMENT</b>			<b>4611</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4611-453.21-90	SUPPLIES-OTHER	7,068	12,000	12,000	9,000
110-4611-453.33-10	R/M-BUILDINGS	22,067	27,000	2,700	26,000
110-4611-453.33-20	R/M-LANDSCAPING SERVICE	450,242	449,000	453,115	461,500
110-4611-453.33-25	REPAIRS OTHERS	55,210	60,000	60,000	55,650
110-4611-453.35-10	UTILITIES-WATER	147,424	160,000	160,000	160,000
110-4611-453.35-14	UTILITIES-ELECTRIC	39,404	35,000	35,000	35,000
<b>TOTAL PARK MAINTENANCE</b>		<b>721,415</b>	<b>743,000</b>	<b>722,815</b>	<b>747,150</b>

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## LANDSCAPING SERVICE

<b>LANDSCAPING SERVICE</b>	<b>DEPARTMENT</b>	<b>4614</b>
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**Program Narrative:**

The Landscaping Service Division provides for landscaping guidelines, review of landscaping medians, capital projects, educational training of City landscaping crew and outside maintenance crews, tree trimming review, water conservation programs, and special projects.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	887,012	916,987	893,990	742,400	-19.04%
SUPPLIES	1,444	5,000	5,000	2,600	-48.00%
OTHER SERVICES	772,916	749,637	842,157	1,000,432	33.46%
CAPITAL OUTLAY	-	-	-	1,000	100.00%
<b>TOTALS:</b>	<b>1,661,372</b>	<b>1,671,624</b>	<b>1,741,147</b>	<b>1,746,432</b>	<b>4.48%</b>

**SIGNIFICANT CHANGES:**

- A. Decrease is due to anticipated vacancy that may not be filled resulting in a reduction in number of allocated positions.
- B. Cost of contracted for maintenance of medians.
- C. Water conservation reimbursement program to reduce residents water usage on front lawns.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>LANDSCAPING SERVICE</b>		<b>DEPARTMENT</b>			<b>4614</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	
110-4614-453.10-01	SALARIES-FULL TIME	604,528	612,676	612,000	491,800	A
110-4614-453.10-02	SALARIES-OVERTIME	17,948	8,000	18,000	8,000	
110-4614-453.11-15	RETIREMENT CONTRIBUTION	147,131	162,653	160,000	151,300	A
110-4614-453.11-16	MEDICARE CONTRB-EMP	9,102	7,490	7,490	5,700	
110-4614-453.11-17	RETIREE HEALTH	-	-	-	-	
110-4614-453.11-20	INS PREM - LTD	5,324	5,200	-	3,900	
110-4614-453.11-21	INS PREM - HEALTH	96,510	113,446	90,000	75,400	A
110-4614-453.11-24	INS PREM - LIFE	1,696	1,922	1,700	1,600	
110-4614-453.11-25	WORKER'S COMPENSATION	4,773	5,600	4,800	4,700	
110-4614-453.21-90	SUPPLIES-OTHER	1,444	5,000	5,000	2,600	
110-4614-453.30-91	PROF-SERVICES LANDSCAPE	720	1,500	1,500	-	
110-4614-453.31-15	MILEAGE REIMBURSEMENT	331	500	500	500	
110-4614-453.31-20	CONF, SEMINARS, WORKSHOPS	5,204	7,000	7,000	6,000	
110-4614-453.31-25	LOCAL MEETINGS	45	125	125	-	
110-4614-453.33-25	R/M-LANDSCAPING SERVICE	26,720	29,000	29,000	31,000	
110-4614-453.33-70	R/M-MAINTENANCE MEDIANS	608,255	568,512	661,032	723,432	B
110-4614-453.35-10	UTILITIES-WATER	107,336	120,000	120,000	120,000	
110-4614-453.35-14	UTILITIES-ELECTRIC	19,252	16,500	16,500	16,500	
110-4614-453.36-30	DUES	2,860	3,000	3,000	-	
110-4614-453.36-50	TELEPHONE	1,640	2,000	2,000	2,000	
110-4614-453.39-05	ARBOR DAY	553	1,500	1,500	1,000	
110-4614-453.39-15	WATER CONSERVATION	-	-	-	100,000	C
110-4614-453.40-40	CAP-OFFICE EQUIPMENT	-	-	-	1,000	
<b>TOTAL LANDSCAPING SERVICE</b>		<b>1,661,372</b>	<b>1,671,624</b>	<b>1,741,147</b>	<b>1,746,432</b>	

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
129	LANDSCAPE MANAGER	1	1	0	
123	LANDSCAPE SUPERVISOR	0	0	1	
121	LANDSCAPE SPECIALIST	1	1	1	
121	SR. LANDSCAPE INSPECTOR	1	1	1	
118	LANDSCAPE INSPECTOR II OR				
114	LANDSCAPE INSPECTOR I	3	3	3	
<b>TOTAL</b>		<b>6</b>	<b>6</b>	<b>6</b>	

## STREET LIGHTS & TRAFFIC SAFETY

<b>STREET LIGHT &amp; TRAFFIC SAFETY</b>	<b>DEPARTMENT</b>	<b>4250</b>
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**Program Narrative:**

**Provides for the repair and maintenance of traffic signals and highway lighting. Provides for street signs, safety cones, barricades, pavement markers, and utility costs for street lights and traffic signals.**

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	7,287	5,000	10,000	10,000	100.00%
OTHER SERVICES	236,306	234,000	234,000	234,000	0.00%
CAPITAL OUTLAY	1,465	24,380	24,380	-	-100.00%
<b>TOTALS:</b>	<b>245,058</b>	<b>263,380</b>	<b>268,380</b>	<b>244,000</b>	<b>-7.36%</b>

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>STREET LIGHT &amp; TRAFFIC SAFETY</b>		<b>DEPARTMENT</b>			<b>4250</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4250-433.21-45	SUPPLIES-TRAFFIC SAFETY	7,287	5,000	10,000	10,000
110-4250-433.33-25	R/M-SIGNALS	93,486	100,000	100,000	100,000
110-4250-433.35-14	UTILITIES-ELECTRIC	138,663	130,000	130,000	130,000
110-4250-433.36-50	TELEPHONE	4,157	4,000	4,000	4,000
110-4250-433.40-01	CAP-MACHINERY & EQUIPMENT	1,465	24,380	24,380	-
<b>TOTAL ST LIGHT/TRAFFIC SFTY</b>		245,058	263,380	268,380	244,000

## STREET REPAIRS & MAINTENANCE

<b>STREET REPAIRS &amp; MAINTENANCE</b>	<b>DEPARTMENT</b>	<b>4311-4315</b>
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**Program Narrative:**

These divisions provide for work to improve street safety, condition, appearance and rideability. Improvements consist of overlays, slurry, seal coats, annual curb and gutter repair, annual cross gutter and sidewalk repair, street paving, and traffic lane striping and markings on all public streets.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	1,657,187	1,275,000	1,377,319	825,000	-35.29%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	1,657,187	1,275,000	1,377,319	825,000	-35.29%

**SIGNIFICANT CHANGES:**

A. Decrease due to the shifting of expenditures to other funding sources.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>STREET REPAIRS &amp; MAINTENANCE</b>		<b>DEPARTMENT</b>			<b>4311-4315</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4311-433.33-20	STREET RESURFACING	1,179,743	1,000,000	1,055,257	825,000
110-4312-433.33-20	CURB & GUTTER/ADA RETROFITS	75,000	25,000	25,000	-
110-4313-433.33-20	PARKING LOT	115,563	-	47,062	-
110-4314-433.33-20	STORM DRAIN MAINTENANCE	-	-	-	-
110-4315-433.33-20	STRIPING	286,881	250,000	250,000	-
<b>TOTAL STREET REPAIRS &amp; MAINTENANCE</b>		1,657,187	1,275,000	1,377,319	825,000

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## CORP. YARD

CORP. YARD	DEPARTMENT				4330
<p><b>Program Narrative:</b></p> <p><b>This Division provides for the cost associated with maintaining the building and facility for the Streets crews, work-fleet vehicles and equipment.</b></p>					
EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	67,234	65,500	65,500	65,500	0.00%
CAPITAL OUTLAY	867	-	-	-	0.00%
<b>TOTALS:</b>	<b>68,101</b>	<b>65,500</b>	<b>65,500</b>	<b>65,500</b>	<b>0.00%</b>
<p><b><u>SIGNIFICANT CHANGES:</u></b></p> <p>No significant changes.</p>					

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>CORP. YARD</b>		<b>DEPARTMENT</b>			<b>4330</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4330-413.33-10	R/M-BUILDINGS	24,121	25,000	25,000	25,000
110-4330-413.35-10	UTILITIES-WATER	9,555	7,500	7,500	7,500
110-4330-413.35-12	UTILITIES-GAS	609	2,000	2,000	2,000
110-4330-413.35-14	UTILITIES-ELECTRIC	25,933	25,000	25,000	25,000
110-4330-413.36-40	PERMIT/FILING FEES	7,016	6,000	6,000	6,000
110-4330-413.40-45	CAP-MACHINERY & EQUIPMENT	867	-	-	-
<b>TOTAL CORP. YARD</b>		<b>68,101</b>	<b>65,500</b>	<b>65,500</b>	<b>65,500</b>

## AUTO FLEET/EQUIPMENT

<b>AUTO FLEET/EQUIPMENT</b>	<b>DEPARTMENT</b>	<b>4331</b>
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**Program Narrative:**

The Auto Fleet/Equipment Division is responsible for the operation, maintenance and replacement of the City's fleet of vehicles. General services and repairs are accomplished through contract services. New vehicles are covered under manufacturer's warranty for repairs. Division also provides for the repair and maintenance of the Corporation Yard fleet and equipment. All City fuel costs and hazardous waste disposal are included.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	123,940	175,000	175,000	175,000	0.00%
OTHER SERVICES	219,755	235,000	235,000	260,000	10.64%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>343,695</b>	<b>410,000</b>	<b>410,000</b>	<b>435,000</b>	<b>6.10%</b>

**SIGNIFICANT CHANGES:**

A. Maintenance cost for older vehicles.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>AUTO FLEET/EQUIPMENT</b>		<b>DEPARTMENT</b>			<b>4331</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4331-413.21-70	SPLY-AUTOMOTIVE-GAS	123,940	175,000	175,000	175,000
110-4331-413.30-54	PROF-HAZARDOUS MATERIALS	9,939	10,000	10,000	10,000
110-4331-413.33-40	R/M-MOTOR VEHICLES-FLEET	209,816	225,000	225,000	250,000
110-4331-413.40-45	CAP-MACHINERY & EQUIPMENT	-	-	-	-
<b>TOTAL AUTO FLEET/EQUIPMENT</b>		<b>343,695</b>	<b>410,000</b>	<b>410,000</b>	<b>435,000</b>

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**PUBLIC BUILDING OPERATION & MAINTENANCE**

<b>PUBLIC BUILDING OPERATION &amp; MAINTENANCE</b>	<b>DEPARTMENT</b>	<b>4340</b>
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**Program Narrative:**

The Public Building Operation and Maintenance division is responsible for the general operation, maintenance and payment of utilities for the Civic Center building. Assigned staff provides janitorial services for the Civic Center and Visitors Information Center. Repairs and maintenance are accomplished by staff or contract services.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	301,403	329,984	277,557	234,800	-28.85%
SUPPLIES	16,032	20,500	20,500	20,500	0.00%
OTHER SERVICES	164,929	242,700	242,700	242,700	0.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>482,364</b>	<b>593,184</b>	<b>540,757</b>	<b>498,000</b>	<b>-16.05%</b>

**SIGNIFICANT CHANGES:**

- A. Decrease is due to anticipated vacancy that may not be filled resulting in a reduction in number of allocated positions.
- B. Cost of contracted janitorial services.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>PUBLIC BUILDING OPERATION &amp; MAINTENANCE</b>		<b>DEPARTMENT</b>			<b>4340</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4340-413.10-01	SALARIES-FULL TIME	207,968	221,834	180,000	158,850
110-4340-413.10-02	SALARIES-OVERTIME	-	250	-	250
110-4340-413.11-15	RETIREMENT CONTRIBUTION	50,719	58,893	51,000	48,300
110-4340-413.11-16	MEDICARE CONTRB-EMP	3,079	3,217	3,217	2,300
110-4340-413.11-17	RETIREE HEALTH	-	-	-	-
110-4340-413.11-20	INS PREM - LTD	1,936	1,740	1,740	1,800
110-4340-413.11-21	INS PREM - HEALTH	34,268	41,614	38,000	20,600
110-4340-413.11-24	INS PREM - LIFE	621	696	700	700
110-4340-413.11-25	WORKER'S COMPENSATION	2,812	1,740	2,900	2,000
110-4340-413.21-30	SUPPLIES-JANITORIAL	15,593	20,000	20,000	20,000
110-4340-413.21-80	SMALL TOOLS/EQUIPMENT	439	500	500	500
110-4340-413.30-90	PROF - OTHER	16,910	30,000	30,000	30,000
110-4340-413.31-15	MILEAGE REIMBURSEMENT	-	500	500	500
110-4340-413.31-20	CONF, SEMINARS, WORKSHOPS	-	500	500	500
110-4340-413.33-10	R/M-BUILDINGS	50,953	35,000	35,000	35,000
110-4340-413.33-26	JANITORIAL SERVICES	22,847	85,000	85,000	85,000
110-4340-413.35-10	UTILITIES-WATER	2,892	4,000	4,000	4,000
110-4340-413.35-12	UTILITIES-GAS	1,589	2,100	2,100	2,100
110-4340-413.35-14	UTILITIES-ELECTRIC	69,258	85,000	85,000	85,000
110-4340-413.36-50	TELEPHONE	480	600	600	600
110-4340-413.40-45	CAP-MACHINERY & EQUIPMENT	-	-	-	-
<b>TOTAL PUBLIC BLDG-OPR/MAINT.</b>		<b>482,364</b>	<b>593,184</b>	<b>540,757</b>	<b>498,000</b>

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<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
114	BUILDING MAINT. SUPERVISOR	1	1	1	
106	MAINTENANCE WORKER II or				
101	MAINTENANCE WORKER I	2	2	2	
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>3</b>	

**PORTOLA COMMUNITY CENTER**

<b>PORTOLA COMMUNITY CENTER</b>	<b>DEPARTMENT</b>	<b>4344</b>
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**Program Narrative:**

The Coachella Valley Recreation and Park District oversees the daily operation of the Portola Community Center building which is leased to various non-profit entities. Public Works staff are responsible for coordinating building maintenance, repairs and payment of all utility services. Community Service department oversees the administration of the facility.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	72,370	67,755	67,755	65,755	-2.95%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>72,370</b>	<b>67,755</b>	<b>67,755</b>	<b>65,755</b>	<b>-2.95%</b>

**SIGNIFICANT CHANGES:**

No significant changes.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>PORTOLA COMMUNITY CENTER</b>		<b>DEPARTMENT</b>			<b>4344</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4344-413.30-90	PROF - OTHER	52,086	50,000	50,000	45,000
110-4344-413.33-10	R/M-BUILDINGS	5,900	3,000	3,000	5,000
110-4344-413.35-10	UTILITIES-WATER	1,437	2,000	2,000	2,000
110-4344-413.35-12	UTILITIES-GAS	435	750	750	750
110-4344-413.35-14	UTILITIES-ELECTRIC	9,988	10,005	10,005	10,005
110-4344-413.36-50	TELEPHONE	2,524	2,000	2,000	3,000
<b>TOTAL PORTOLA COMMUNITY CENTER</b>		<b>72,370</b>	<b>67,755</b>	<b>67,755</b>	<b>65,755</b>

## NPDES-STORM WATER PERMIT

<b>NPDES-STORM WATER PERMIT</b>	<b>DEPARTMENT</b>	<b>4396</b>
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**Program Narrative:**

This Division covers the mandated fees and program costs for storm water run-off.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	-	-	-	-	0.00%
CAPITAL OUTLAY	61,913	60,000	60,000	76,000	26.67%
<b>TOTALS:</b>	61,913	60,000	60,000	76,000	26.67%

**SIGNIFICANT CHANGES:**

A. City's share of State and County fees and program costs.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>NPDES-STORM WATER PERMIT</b>		<b>DEPARTMENT</b>			<b>4396</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4396-433.40-01	CAP-BUDGET	61,913	60,000	60,000	76,000
<b>TOTAL NPDES-STORM WATER PERMIT</b>		61,913	60,000	60,000	76,000

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## BUILDING & SAFETY

<b>BUILDING &amp; SAFETY</b>	<b>DEPARTMENT</b>	<b>4420</b>
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**Program Narrative:**

The Building and Safety Department provides for the administration, plan review, inspection, permit insurance, and code enforcement of the California Title 24 codes and Palm Desert Municipal Code.

Building and Safety staff are trained and prepared to uphold the constitutional property rights of all citizens, and to ensure that due process is coupled with fairness and consistency while enforcing construction standards and local City ordinances.

The Department's goal is to serve and provide the citizens of this City with construction codes that will provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	1,409,844	1,535,601	1,514,754	1,679,500	9.37%
SUPPLIES	505	1,000	1,000	2,000	100.00%
OTHER SERVICES	107,591	89,225	115,375	141,075	58.11%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>1,517,940</b>	<b>1,625,826</b>	<b>1,631,129</b>	<b>1,822,575</b>	<b>12.10%</b>

**SIGNIFICANT CHANGES:**

- A. Increase due to new position-Building Inspector I.
- B. Increase due to increase in building permit activities.
- C. Electronic storing of multiple years of building permits.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>BUILDING &amp; SAFETY</b>		<b>DEPARTMENT</b>			<b>4420</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>	
110-4420-422.10-01	SALARIES-FULL TIME	957,214	1,033,962	1,030,000	1,106,600	A
110-4420-422.10-02	SALARIES-OVERTIME	-	500	200	500	
110-4420-422.11-15	RETIREMENT CONTRIBUTION	234,307	274,496	279,000	340,400	A
110-4420-422.11-16	MEDICARE CONTRB-EMP	13,929	14,992	14,000	16,000	
110-4420-422.11-17	RETIREE HEALTH	-	-	-	-	
110-4420-422.11-20	INS PREM - LTD	8,172	8,110	8,110	8,900	
110-4420-422.11-21	INS PREM - HEALTH	183,384	188,397	170,000	191,500	
110-4420-422.11-24	INS PREM - LIFE	2,696	3,244	3,244	3,700	
110-4420-422.11-25	WORKER'S COMPENSATION	10,142	11,900	10,200	11,900	
110-4420-422.21-10	OFFICE SUPPLIES	505	500	500	1,000	
110-4420-422.21-80	SMALL TOOLS/EQUIPMENT	-	500	500	1,000	
110-4420-422.30-10	PROF-ARCHITECTURAL/ENG.	69,551	40,000	69,000	70,000	B
110-4420-422.30-32	PROF-STRONG MOTION INST.	5,511	-	5,500	-	
110-4420-422.30-90	PROF - OTHER	69	1,500	500	-	
110-4420-422.31-15	MILEAGE REIMBURSEMENT	1,153	1,500	1,300	1,625	
110-4420-422.31-20	CONF, SEMINARS, WORKSHOPS	8,179	15,000	10,000	16,200	
110-4420-422.31-25	LOCAL MEETINGS	621	1,000	500	1,000	
110-4420-422.33-30	R/M-OFFICE EQUIPMENT	658	500	1,200	1,000	
110-4420-422.36-10	PRINTING / DUPLICATING	14,032	12,500	14,000	40,000	C
110-4420-422.36-20	SUBSCRIPTIONS/PUBLICATION	219	7,600	1,500	1,500	
110-4420-422.36-30	DUES	1,455	1,475	5,500	1,475	
110-4420-422.36-50	TELEPHONE	5,274	5,900	5,300	5,900	
110-4420-422.36-60	POSTAGE & FREIGHT	869	1,500	900	1,500	
110-4420-422.39-15	EMPLOYEE SAFETY BOOTS	-	750	175	875	
<b>TOTAL BUILDING &amp; SAFETY</b>		<b>1,517,940</b>	<b>1,625,826</b>	<b>1,631,129</b>	<b>1,822,575</b>	

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
140	DIRECTOR OF BUILDING & SAFETY	1	1	1	
123	SUPERVISING PLANS EXAMINER	1	1	1	
118	BUILDING INSPECTOR II or				
114	BUILDING INSPECTOR I	4	4	5	
118	BUILDING PERMIT SPECIALIST II or				
111	BUILDING PERMIT SPECIALIST	2	2	2	
113	ADMINISTRATIVE SECRETARY	1	1	1	
111	BUILDING AND SAFETY TECHNICIAN	1	1	1	
104	OFFICE ASSISTANT II or				
100	OFFICE ASSISTANT I	1	1	1	
<b>TOTAL</b>		<b>11</b>	<b>11</b>	<b>12</b>	

## DEVELOPMENT SERVICES

<b>ECONOMIC DEVELOPMENT</b>	<b>DEPARTMENT</b>	<b>4430</b>
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**Program Narrative:**

The Economic Development Department promotes the City's long-range goal of establishing a balanced and healthy economic base. The Department works hand in hand with both new and existing businesses providing support services such as the commercial space inventory list, zoning and entitlement information, in an effort to promote, retain, and expand businesses within the City. The Division also assists businesses in redeveloping commercial areas endeavoring to create a rejuvenated environment for businesses and residents. With a progressive and proactive City business approach the City aims to protect its business nucleus, while attracting new retail, hospitality and clean industries, which leads to maintaining a high quality of life for residents, visitors and businesses.

The Economic Development Department also oversees the City's Marketing Department, the Palm Desert Visitor Center, and acts as the City liaison for various business, retail, and regional economic development organizations.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	569,408	663,907	614,000	899,000	35.41%
SUPPLIES	-	1,500	500	1,000	-33.33%
OTHER SERVICES	71,836	90,010	120,866	94,600	5.10%
CAPITAL OUTLAY	-	-	-	1,000	100.00%
<b>TOTALS:</b>	<b>641,244</b>	<b>755,417</b>	<b>735,366</b>	<b>995,600</b>	<b>31.79%</b>

**SIGNIFICANT CHANGES:**

A. Budget increase due to new position - Assistant City Manager.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>ECONOMIC DEVELOPMENT</b>		<b>DEPARTMENT</b>			<b>4430</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4430-422.10-01	SALARIES-FULL TIME	410,233	434,206	434,000	618,050
110-4430-422.11-15	RETIREMENT CONTRIBUTION	100,123	126,679	121,000	190,350
110-4430-422.11-16	MEDICARE CONTRB-EMP	5,934	6,919	6,500	8,900
110-4430-422.11-17	RETIREE HEALTH	-	-	-	-
110-4430-422.11-20	INS PREM - LTD	3,379	3,817	3,400	4,700
110-4430-422.11-21	INS PREM - HEALTH	45,770	87,593	45,000	69,500
110-4430-422.11-24	INS PREM - LIFE	1,157	1,341	1,200	1,900
110-4430-422.11-25	WORKER'S COMPENSATION	2,812	3,352	2,900	5,600
110-4430-422.21-10	OFFICE SUPPLIES	-	1,500	500	1,000
110-4430-422.30-90	PROF - OTHER	2,056	4,000	3,976	4,000
110-4430-422.30-91	PROF-OTHER ADM EXPENSE	8,720	15,000	7,820	15,000
110-4430-422.31-15	MILEAGE REIMBURSEMENT	498	1,000	863	1,000
110-4430-422.31-20	CONF, SEMINARS, WORKSHOPS	2,920	5,000	6,147	7,000
110-4430-422.31-25	LOCAL MEETINGS	1,378	3,000	3,497	2,000
110-4430-422.32-10	REQ. LEGAL ADVERTISING	-	1,000	200	500
110-4430-422.32-21	ADVERTISING MEDIA BUYS	3,995	5,000	4,995	8,000
110-4430-422.33-30	R/M-OFFICE EQUIPMENT	-	1,000	500	-
110-4430-422.36-10	PRINTING / DUPLICATING	-	2,500	533	2,000
110-4430-422.36-20	SUBSCRIPTIONS/PUBLICATION	297	250	299	300
110-4430-422.36-30	DUES	50,715	51,000	90,865	53,000
110-4430-422.36-50	TELEPHONE	1,008	960	960	1,500
110-4430-422.36-60	POSTAGE & FREIGHT	249	300	211	300
110-4430-422.40-40	CAP-OFFICE EQUIPMENT	-	-	-	1,000
<b>TOTAL DEVELOPMENT SERVICES</b>		<b>641,244</b>	<b>755,417</b>	<b>735,366</b>	<b>995,600</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
145	ASSISTANT CITY MANAGER	0	0	1	
137	DIRECTOR OF ECONOMIC DEVELOPMENT	1	1	1	
134	ECONOMIC DEVELOPMENT MANAGER	1	1	1	
118	ECONOMIC DEVELOPMENT TECH II OR				
114	ECONOMIC DEVELOPMENT TECH I	1	1	1	
90	CLERICAL ASSISTANT	0	0	1	
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>5</b>	

## MARKETING

<b>MARKETING</b>	<b>DEPARTMENT</b>	<b>4417</b>
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**Program Narrative:**

Marketing is a component of the City that serves under the Economic Development Department and administers the operations of the City's Visitors Information Center. Marketing creates and implements advertising and promotional programs that serve to brand Palm Desert as a tourist destination. Advertising includes publicity, social media management, photography, the design, production, and placement of ads for tourism and special events through print, electronic, and online media buys, the creation of collateral materials for promotion of the City, and the design and maintenance of a tourism website. Design, production, and printing of the BrightSide newsletter and the annual community calendar are also included within the Marketing budget.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	182,731	195,607	190,483	201,210	2.86%
SUPPLIES	1,108	1,040	1,100	1,040	0.00%
OTHER SERVICES	777,437	760,230	793,122	781,980	2.86%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	<b>961,276</b>	<b>956,877</b>	<b>984,705</b>	<b>984,230</b>	<b>2.86%</b>

**SIGNIFICANT CHANGES:**

No significant changes.



**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>MARKETING</b>		<b>DEPARTMENT</b>			<b>4417</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4417-414.10-01	SALARIES-FULL TIME	129,938	132,536	132,536	132,550
110-4417-414.11-15	RETIREMENT CONTRIBUTION	31,920	35,186	32,000	40,800
110-4417-414.11-16	MEDICARE CONTRB-EMP	-	1,922	-	1,960
110-4417-414.11-17	RETIREE HEALTH	-	-	-	-
110-4417-414.11-20	INS PREM - LTD	1,121	1,200	1,200	1,100
110-4417-414.11-21	INS PREM - HEALTH	19,385	24,347	24,347	24,300
110-4417-414.11-24	INS PREM - LIFE	367	416	400	500
110-4417-414.11-25	WORKER'S COMPENSATION	1,108	1,040	1,100	1,040
110-4417-414.21-10	OFFICE SUPPLIES	88	200	120	200
110-4417-414.30-26	BRIGHT SIDE NEWSLETTER	68,734	70,000	76,854	72,000
110-4417-414.30-27	PD STYLE MAGAZINE	-	-	-	-
110-4417-414.30-90	PROF - OTHER	97,917	98,000	97,967	96,600
110-4417-414.30-91	PROF-COMMUNITY CALENDAR	19,155	25,000	16,281	20,000
110-4417-414.31-15	MILEAGE REIMBURSEMENT	139	300	150	200
110-4417-414.31-20	CONFERENCE/SEMINARS	1,416	3,500	1,975	2,000
110-4417-414.31-25	LOCAL MEETINGS	295	500	307	500
110-4417-414.32-17	PHOTOGRAPHY & VIDEOGRAPHY	4,592	5,000	3,770	5,000
110-4417-414.32-19	ADVERTISING PRODUCTION	48,749	22,000	15,945	20,000
110-4417-414.32-21	ADVERTISING MEDIA BUYS	495,280	485,000	499,927	500,000
110-4417-414.32-22	ADVERTISING SPECIAL EVENT	9,896	15,000	53,292	35,000
110-4417-414.32-23	ADVERTISING PROMOTIONAL	17,296	20,000	12,699	10,000
110-4417-414.36-10	PRINTING / DUPLICATING	13,400	15,000	13,355	20,000
110-4417-414.36-30	DUES	-	250	-	-
110-4417-414.36-50	TELEPHONE	480	480	480	480
<b>TOTAL MARKETING</b>		<b>961,276</b>	<b>956,877</b>	<b>984,705</b>	<b>984,230</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
131	MARKETING AND TOURISM MANAGER	1	1	1	
	<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	

## VISITORS INFORMATION CENTER

<b>VISITORS INFORMATION CENTER</b>	<b>DEPARTMENT</b>	<b>4419</b>
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**Program Narrative:**

The Visitors Information Center is a component of the City that is administered under the Marketing Department and serves under Economic Development. The City of Palm Desert's two largest revenue sources are its hotel bed tax and sales tax. The City supports these resources through its Visitor Center by working with the business community to assist in promoting its hotels, retailers, attractions, businesses, activities and events. In addition, the division provides services such as answering inquiries about the City regarding local activities in order to best represent the City as a premier resort. The Visitors Center also maintains a retail store with a variety of merchandise with the Palm Desert logo. This serves to provide additional promotion and increase name recognition for Palm Desert through sales of these items.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	197,976	240,759	228,092	255,947	6.31%
SUPPLIES	3,578	3,500	3,313	3,500	0.00%
OTHER SERVICES	89,366	117,900	94,723	99,350	-15.73%
CAPITAL OUTLAY	9,826	5,000	1,200	2,500	-50.00%
<b>TOTALS:</b>	<b>300,746</b>	<b>367,159</b>	<b>327,328</b>	<b>361,297</b>	<b>-1.60%</b>

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>VISITORS INFORMATION CENTER</b>		<b>DEPARTMENT</b>			<b>4419</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4419-453.10-01	SALARIES-FULL TIME	126,807	161,390	150,000	162,600
110-4419-453.10-02	SALARIES-OVERTIME	1,555	500	500	1,000
110-4419-453.11-15	RETIREMENT CONTRIBUTION	30,918	40,751	40,000	50,000
110-4419-453.11-16	MEDICARE CONTRB-EMP	1,906	2,226	2,000	2,400
110-4419-453.11-17	RETIREE HEALTH	-	-	-	-
110-4419-453.11-20	INS PREM - LTD	1,048	1,359	1,200	1,500
110-4419-453.11-21	INS PREM - HEALTH	34,470	32,942	32,942	36,800
110-4419-453.11-24	INS PREM - LIFE	335	544	450	600
110-4419-453.11-25	WORKER'S COMPENSATION	937	1,047	1,000	1,047
110-4419-453.21-10	OFFICE SUPPLIES	797	1,000	929	1,000
110-4419-453.21-90	SUPPLIES-OTHER	2,781	2,500	2,384	2,500
110-4419-453.30-61	SPECIAL EVENTS	-	250	245	1,000
110-4419-453.31-15	MILEAGE REIMBURSEMENT	645	750	722	750
110-4419-453.31-20	CONF, SEMINARS, WORKSHOPS	332	750	738	750
110-4419-453.31-25	LOCAL MEETINGS	-	250	125	250
110-4419-453.32-15	OTHER ADVERTISING	2,904	2,500	1,946	2,500
110-4419-453.33-10	R/M-BUILDINGS	986	5,500	3,824	5,500
110-4419-453.34-20	OFFICE EQUIPMENT RENTAL	5,280	6,000	5,993	-
110-4419-453.35-10	UTILITIES-WATER	127	-	576	600
110-4419-453.35-14	UTILITIES-ELECTRIC	4,568	6,500	6,453	6,500
110-4419-453.36-10	PRINTING / DUPLICATING	1,313	1,500	1,000	1,500
110-4419-453.36-20	SUPSCRIPTIONS/PUBLICATION	305	400	396	500
110-4419-453.36-30	DUES	1,861	2,500	2,081	2,500
110-4419-453.36-50	TELEPHONE	3,475	5,000	3,967	5,000
110-4419-453.36-60	POSTAGE & FREIGHT	14,549	16,000	10,000	12,000
110-4419-453.40-40	CAP-OFFICE EQUIPMENT	9,826	5,000	1,200	2,500
110-4419-453.80-12	COST OF GOODS SOLD	53,021	70,000	56,657	60,000
<b>TOTAL VISITORS INFORMATION CENTER</b>		<b>300,746</b>	<b>367,159</b>	<b>327,328</b>	<b>361,297</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
114	VISITOR CENTER SUPERVISOR	1	1	1	
87	CUSTOMER SERVICE CLERK	2.3	2.3	1	1.3
<b>TOTAL</b>		<b>3.3</b>	<b>3.3</b>	<b>2.0</b>	<b>1.3</b>

## PLANNING & COMMUNITY DEVELOPMENT

<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>	<b>DEPARTMENT</b>	<b>4470</b>
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**Program Narrative:**

The Community Development Department is responsible for citywide land-use planning and regulation including the preparation of General and Specific Plans, administration of the Zoning Ordinance, staff support for the City Council, Planning Commission, Architectural Review Commission, and dissemination of information to the development community and general public.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	1,703,669	1,900,785	1,805,300	1,896,550	-0.22%
SUPPLIES	1,471	3,050	3,784	4,300	40.98%
OTHER SERVICES	72,534	76,100	72,755	70,260	-7.67%
CAPITAL OUTLAY	8,862	-	-	-	0.00%
<b>TOTALS:</b>	<b>1,786,536</b>	<b>1,979,935</b>	<b>1,881,839</b>	<b>1,971,110</b>	<b>-0.45%</b>

**SIGNIFICANT CHANGES:**

No significant changes.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>		<b>DEPARTMENT</b>			<b>4470</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4470-412.10-01	SALARIES-FULL TIME	1,182,560	1,279,155	1,279,000	1,257,450
110-4470-412.10-02	SALARIES-OVERTIME	2,617	2,000	2,000	2,000
110-4470-412.11-15	RETIREMENT CONTRIBUTION	285,863	339,590	300,000	386,800
110-4470-412.11-16	MEDICARE CONTRB-EMP	17,225	18,548	18,000	18,600
110-4470-412.11-17	RETIREE HEALTH	-	-	-	-
110-4470-412.11-20	INS PREM - LTD	10,022	10,103	10,000	10,300
110-4470-412.11-21	INS PREM - HEALTH	189,745	232,948	180,000	205,000
110-4470-412.11-24	INS PREM - LIFE	3,365	4,041	3,800	4,100
110-4470-412.11-25	WORKER'S COMPENSATION	12,272	14,400	12,500	12,300
110-4470-412.21-10	OFFICE SUPPLIES	836	2,300	2,300	2,300
110-4470-412.21-40	UNIFORMS	-	-	984	750
110-4470-412.21-80	SMALL TOOLS/EQUIPMENT	635	750	500	1,250
110-4470-412.30-36	PROF-TEMP HELP CITY-WIDE	-	-	-	-
110-4470-412.30-55	PROF.-LOT CLEANING SVC	15,570	15,000	15,000	15,000
110-4470-412.30-90	PROF - OTHER	20,144	18,000	15,000	12,000
110-4470-412.31-15	MILEAGE REIMBURSEMENT	1,115	1,150	1,650	2,600
110-4470-412.31-20	CONFERENCE/SEMINARS	9,671	11,500	14,000	15,410
110-4470-412.31-25	LOCAL MEETINGS	4,408	4,500	4,750	4,500
110-4470-412.33-30	R/M - OFFICE EQUIPMENT	470	500	455	500
110-4470-412.36-10	PRINTING / DUPLICATING	3,263	4,000	4,500	3,200
110-4470-412.36-20	SUBSCRIPTIONS/PUBLICATION	789	1,000	950	1,000
110-4470-412.36-30	DUES	1,294	2,500	2,250	2,250
110-4470-412.36-40	FILING FEES	-	500	250	500
110-4470-412.36-50	TELEPHONE	6,360	7,450	3,950	3,300
110-4470-412.36-60	POSTAGE & FREIGHT	9,450	10,000	10,000	10,000
110-4470-412.40-40	CAP-OFFICE EQUIPMENT	8,862	-	-	-
<b>TOTAL PLANNING &amp; COMMUNITY DEVELOPMENT</b>		<b>1,786,536</b>	<b>1,979,935</b>	<b>1,881,839</b>	<b>1,971,110</b>

<b>AUTHORIZED PERSONNEL</b>		<b>ADOPTED BUDGET FY 13-14</b>		<b>BUDGETED FY 14-15</b>	
<b>Grade</b>	<b>Title</b>	<b>Full-Time</b>	<b>Filled</b>	<b>Full-Time</b>	<b>Part-Time</b>
144	DIRECTOR COMM. DEVELOPMENT	1	1	1	
135	PRINCIPAL PLANNER	1	1	1	
127	ASSOCIATE PLANNER or				
123	ASSISTANT PLANNER	2	2	2	
113	ADMINISTRATIVE SECRETARY	1	1	1	
107	SENIOR OFFICE ASSISTANT	1	1	1	
123	CODE COMPLIANCE SUPERVISOR	1	1	1	
118	CODE COMPLIANCE OFFICER II or				
114	CODE COMPLIANCE OFFICER I	4	4	4	
113	CODE COMPLIANCE TECHNICIAN	1	1	1	
<b>TOTAL</b>		<b>12</b>	<b>12</b>	<b>12</b>	

# ANIMAL CONTROL

<b>ANIMAL CONTROL</b>	<b>DEPARTMENT</b>	<b>4230</b>
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**Program Narrative:**

The Animal Control program provides for animal control within the City of Palm Desert by contracting with Riverside County to provide response regarding stray dogs and cats, pickup, and housing of animals.

EXPENDITURE SUMMARY	ACTUAL FY 12-13	ADOPTED FY 13-14	PROJECTED FY 13-14	BUDGETED FY 14-15	PERCENTAGE CHANGE
SALARY AND BENEFITS	-	-	-	-	0.00%
SUPPLIES	-	-	-	-	0.00%
OTHER SERVICES	239,864	250,606	250,606	243,006	-3.03%
CAPITAL OUTLAY	-	-	-	-	0.00%
<b>TOTALS:</b>	239,864	250,606	250,606	243,006	-3.03%

**SIGNIFICANT CHANGES:**

A. Budget in line with anticipated expenditures for the current year.

**CITY OF PALM DESERT  
BUDGET WORKSHEETS FY 2014-2015**

<b>ANIMAL CONTROL</b>		<b>DEPARTMENT</b>			<b>4230</b>
<b>Account Number</b>	<b>Account Description</b>	<b>2012-2013 Actuals</b>	<b>2013-2014 Adopted</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Budget</b>
110-4230-442.30-90	PROFESSIONAL SERVICES	239,864	250,606	250,606	243,006
<b>TOTAL ANIMAL CONTROL</b>		239,864	250,606	250,606	243,006

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