



Town of Moraga	Agenda Item
Audit and Finance Committee	8

Meeting Date: April 17, 2012

**TOWN OF MORAGA**

**STAFF REPORT**

**To: Audit and Finance Committee**

**From: Stephanie Hom, Administrative Services Director**

**Subject: Discussion of Five-Year Financial Plan, Including Fiscal Year 2012-13 Operating and Capital Budgets, and Financial Policies**

**Request**

Discuss Five-Year Financial Plan that includes the proposed Fiscal Year 2012-13 Operating Budget, Capital Improvement Program Budget, and Financial Policies.

**Background**

Annually, the Town Council approves the budget for the upcoming fiscal year starting July 1 and ending on June 30. The Town has expressed interest in developing a longer-term financial plan as a tool for strategic planning of its financial resources.

**Discussion**

Attached is a proposed five year financial plan, including five year revenue and expenditure projections, a FY 2012-13 Budget, and various financial policies.

**Fiscal Impact**

There is no direct fiscal impact in the review and discussion of this report. However, recommendations made by the AFC will be incorporated into the plan. The FY 2012-13 is a spending plan that will require Town Council approval.

**Alternatives**

- 1) Discuss financial plan, budget and financial policies and provide recommendations to the Town Council.
- 2) Decline to discuss and make recommendations and provide direction to staff.

1 **Recommendation**

2

3 Discuss financial plan, budget and financial policies and provide  
4 recommendations to the Town Council.

5

6 **Report reviewed by: Jill Keimach, Town Manager**

7

8 **Attachments:**

9 **A. 2012 – 2018 (Five Year) Financial Plan & 2012-13 Budget**

# ATTACHMENT A

2012 – 2018 (Five Year) Financial Plan  
& 2012-13 Budget



## **2012 – 2018 (Five Year) Financial Plan**

### **2012 – 2013 Budget**



## 2012 – 2018 Financial Plan

### Elected Officials

Mike Metcalf, Mayor  
Howard Harpham, Vice Mayor  
Ken Chew, Councilmember  
Karen Mendonca, Councilmember  
Dave Trotter, Councilmember

### Audit and Finance Committee

Robert Kennedy, Town Treasurer  
Mike Metcalf, Mayor  
Karen Mendonca, Councilmember  
Bradley Ward, Committee Member  
Phillip Arth, Committee Member

### Town Manager

Jill Keimach

### Department Directors

Shawna Brekke-Read, Planning Director  
Stephanie Hom, Administrative Services Director  
Jay Ingram, Parks and Recreation Director  
Marty McInturf, Town Clerk  
Robert Priebe, Chief of Police  
Vacant, Public Works Director/Town Engineer

*Prepared by the Administrative Services Department*

**Table of Contents**

Budget Message .....4

I. 5-Year Budget Forecast.....4  
..... EXHIBIT A

II. 5-Year Capital Improvement Plan .....10  
..... EXHIBIT B

III. Fiscal Year 2012-13 Operating Budget .....10

a. Organization of the Town ..... EXHIBIT C

b. Authorized Positions by Department ..... EXHIBIT D

c. Detailed Revenues by Department ..... EXHIBIT E

d. Detailed Expenditures by Department.....EXHIBIT F

e. Other Funds..... EXHIBIT G

IV. Financial Management Policies .....12

a. General Fund Surplus..... EXHIBIT H

b. Fixed Assets Capitalization Policy.....EXHIBIT I

c. GASB 54 – Fund Balance ..... EXHIBIT J

d. Investment Policy..... EXHIBIT K

## BUDGET MESSAGE

April 17, 2012

To: Audit and Finance Committee  
From: Jill Keimach, Town Manager

In this document, the Town of Moraga embarks toward a Five-Year Financial Plan as a tool for strategic planning of its financial resources. The Financial Plan contains the following primary components:

- I. 5-Year Financial Projection
- II. 5-Year Capital Improvement Plan
- III. Fiscal Year 2012-13 Operating Budget
- IV. Financial Management Policies

These components, when viewed in totality, are intended to better guide the Town in the continued prudent management of public monies used to carry out the duties of the Town government.

### I. 5-YEAR FINANCIAL PROJECTION

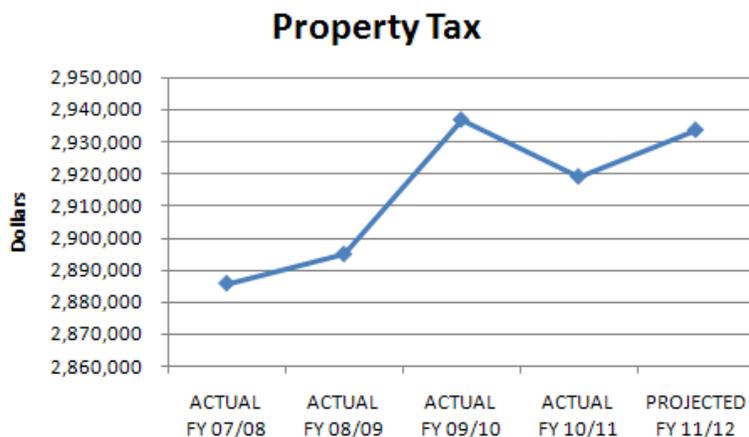
The 5-Year Financial Projection covers General Fund (Fund 101) in the first section and all other funds on another. It is far-reaching in making projections of the Town's revenue and expenditures over a five year period. Projections are based on historical trends and information known at this time about future revenue sources and expenditures.

#### General Fund Revenues

Primary sources of General Fund revenue include property tax, sales and use tax, franchise fees, and parks and recreation fees.

Property tax revenue is the single, largest source of revenue to the General Fund. The Town receives only 5.3% of every property tax dollar paid by its property owners. The rest of the tax goes to Contra Costa County, schools, and special districts.

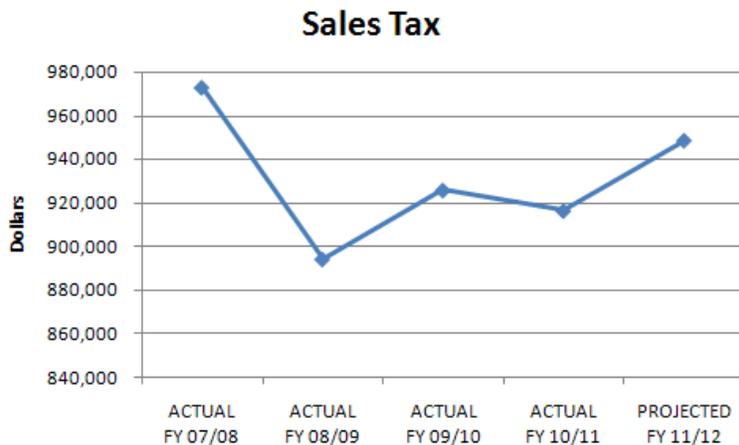
Chart 1. Historical Property Tax Revenues



Property tax has remained relatively stable in the Town of Moraga even in the down economy. The reasoning may be related to the overall stability of the community, which creates both financial advantages and disadvantages. For example, since Moraga is a desirable community, it has a stable assessed valuation of property and, at the same time, it reduces turnovers in property ownership and fewer increases in assessed valuation due to Proposition 13.

Sales Tax is the second largest revenue source to the General Fund. Sales tax in the Town peaked in FY 2007-08 and has remained relatively stable since that time. According to quarterly sales tax analyses conducted on behalf of the Town by MuniServices, the five year outlook for sales tax is optimistic with annual increases of four to five percent based on data available through September 2011.

Chart 2. Historical Sales Tax Revenues



### General Fund Expenditures

Over the years, the format and budgeting methodology for the Operating Budget has changed. The methodology changed from a program element budget in which departmental activities were distributed across various funds to a centralized line-item budget. The centralized line-item budget shows all operating expenditures in the General Fund and uses Fund Transfers to provide revenues from other funds to cover expenditures, in accordance with the eligible uses of the other funds that are largely restricted by state or regional regulations.

The Town is responsible for providing the following services:

#### Police

- Patrol services
- Disaster response plans

#### Public Works

- Street maintenance
- (Public) facilities maintenance
- Storm drain maintenance
- Capital improvement projects
- Emergency repairs

General Government

- Town Council
- Town Manager
- Town Attorney
- Town Clerk
- Finance
- Human Resources
- Risk Management / Contract Administration
- Information Technology

Parks & Recreation

- Recreation and educational programming
- Rental and facility management at public facilities and parks
- Town-wide events (i.e., Mom/Son Dinner Dance, Mother/Daughter Tea, Annual Triathlon, 4th of July, Pear and Wine Festival, and Breakfast with Santa)

Planning

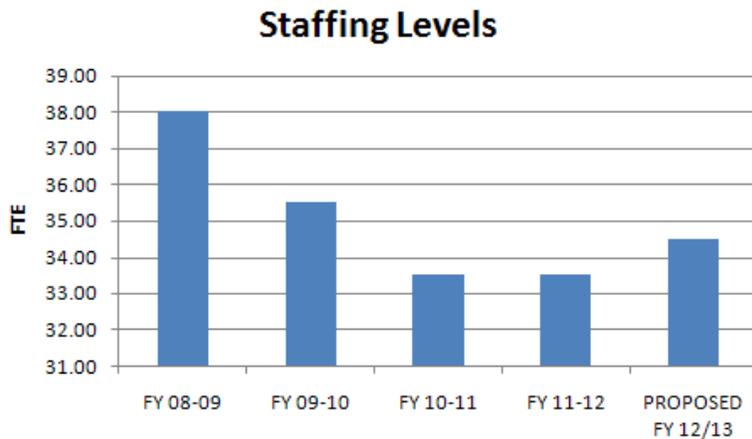
- General Plan implementation and compliance
- Development projects
- Transportation and growth management
- Economic development coordination

The Town lives within its means in providing these government services. Town staff provides these services to Moraga residents and businesses under a standard for high quality community services. The goal for Town government, as defined in Moraga's General Plan, is to:

*“operate the Town to achieve maximum efficiency in its service delivery, utilizing a minimum number of permanent service employees and keeping capital expenditures and operating costs to a minimum while responding to community needs and priorities; continue to seek improved methods of governmental administration that will be as cost-effective as possible; and avoid the incremental growth of government service except for urgent short-term situations.”*

While personnel expenditures constitute the largest, single expenditure line-item in the financial plan, staffing levels are very lean relative to the needs of the Town and consistent with the Town's "minimum government" philosophy. In addition, while all municipalities including the Town have struggled with resources and budget balancing, the Town has kept personnel expenditures at prudent levels (e.g., maintaining the lowest retirement system plan offer by CalPERS for both miscellaneous and sworn employees, providing health savings plans, etc.) and avoided some of the dramatic budget reductions that other municipalities have experienced such mandatory furloughs and tiered retirement plans that have impacted service levels.

Chart 3. Historical Staffing Levels



In 2012, the community requested and the Town Council authorized the addition of an economic development and planner position, and also added back a police officer position supported by Citizen’s Options for Public Safety (COPS) funding.

With respect to the Town’s expenditures for employee retirement plans, CalPERS has released information suggesting that future employer contributions will increase due to changes in its actuarial assumptions. The Town can plan to experience a 1 to 2 percent (of payroll) increase in the employer contribution rate for miscellaneous employees starting FY 2013-14 but spread across FY 2013-14 and FY 2014-15. For sworn employees, the Town can plan to experience a 2 to 3 percent (of payroll) increase, also starting in FY 2013-14 but spread across FY 2013-14 and FY 2014-15.

Other Fund Revenues

The Town receives a variety of other funding sources that help support the Town’s operations. These other sources constitute a small percentage of the overall financial plan. Some are on-going, annual sources (e.g., Gas Tax and Measure J) while many are one-time revenues (e.g., grants and impact fees). And most come with conditions for their use governed by various state, regional, and granting agency regulations.

The following describes the source and eligible use of the primary other funds:

**Fund 100 – One Time Developer Fees**

The source of revenue for this fund is the result of a settlement agreement related to the Palos Colorado development project.

**Fund 103 – Citizen’s Options for Public Safety (COPS)**

Under this program, local agencies receive state funds to augment public safety expenditures and Moraga has been receiving the minimum \$100,000 per year. During the FY 2011-12 budget development process, the status of these funds were unknown and in jeopardy. However, since then the State continues to honor the \$100,000 per year by supplanting an alternate revenue source that use to support the General Fund – the Motor Vehicle License Fees. There is a net revenue loss of about \$50,000 annually to the Town as a result. Prior to FY 2011-12, the Motor Vehicle License Fees provided about \$50,000 annually and the COPS Grant funding provided \$100,000 annually.

**Fund 205 – Gas Tax**

Highway Users tax, commonly called Gas Tax, is received from the State based upon population. Monies must be used for construction or maintenance of streets, including lighting, median strips, landscaping, as well as maintenance of the road base. Historically, the annual amounts received by the Town are not large enough to undertake any major road improvement projects and monies have been allowed to accumulate year to year until sufficient funds are available.

**Fund 210 – Measure J**

Measure J extended Measure C, a half-cent sales tax approved by the voters. Funds can be used for transportation purposes including transportation planning and street maintenance.

**Fund 220 – Traffic Congestion Relief (Prop 42)**

In FY2010-11, the State terminated Prop 42 funding and replaced it with Gas Tax Section 2103 funding, intending the net effect to be revenue neutral. Beginning in FY2010-11, the Town recorded Gas Tax Section 2103 revenues in the Prop 42 fund. Eligible use of the funds is consistent with those of the Gas Tax.

**Fund 230 – Traffic Safety (Vehicle Code Fines)**

These funds derive from traffic fines and forfeitures and must be used to support police activities. The Town currently pays approximately \$28,000 annually for school crossing guards, of which half is reimbursed by the Moraga School District at the end of the fiscal year.

**Fund 260 – Asset Forfeiture**

Section 309 of Public Law 98-473 (The Comprehensive Crime Control Act of 1984) as implemented by the Attorney General's Guidelines on Seized and Forfeited Property (July 1990) allows the Drug Enforcement Administration (DEA) to share federally forfeited property with participating law enforcement agencies. The Town's Asset Forfeiture Fund was set up to receive and expend these funds. Allowable uses include activities calculated to enhance future investigations, law enforcement training, and law enforcement equipment and operations.

**Fund 405 – Special Gifts and Donations**

Donations and expenditures related to CERT operations, to memorial benches in the parks, and to other specific items are recorded in this fund.

**Fund 410 – Skatepark Maintenance**

This fund was established by the tri-cities when the skatepark was built in 2003. Initial contributions were \$27,000 each from Moraga, Orinda, and Lafayette, a total initial funding of \$81,000. The tri-city agreement calls for a meet and confer between the three cities when the monies in the maintenance fund are depleted below \$15,000 to discuss replenishment of the fund. The pending construction of off-street parking lot at the skatepark will be split similarly but will not be paid for out of this fund.

**Fund 500 – Lighting Assessment District**

This fund is used exclusively to record the revenues and expenditures of the Moraga Street Lighting Assessment District 1979-1 that covers a portion of the Town. Revenue and expenditure estimates are developed in conjunction with the engineering consultant. It currently costs approximately \$200,000 to operate the district, excluding any capital improvements. The current annual assessment levied is \$58 for a single detached family residence within the district.

**Fund 510 – National Pollutant Discharge Elimination System (NPDES)**

This fund derives from an annual assessment for the National Pollutant Discharge Elimination System created Countywide in response to the 1972 Clean Water Act. Funds are transferred to the General Fund to reimburse expenditures related to clean water projects, education and operations in the Town. A county revenue measure for an additional \$22 per residential unit was conducted as a mail ballot measure in March/April 2012. This revenue, if successful, will fund additional NPDES permit obligations.

**Fund 700 – Capital Improvements**

This fund serves as a clearing fund to capture all capital project expenditures and corresponding revenues.

**Fund 701 – COP/329 Rheem Renovation**

The 2010 issuance of Certificates of Participation (COP) included funding for the 331 Rheem property purchase and for renovation of the 329 Rheem building. Purchase of 331 Rheem was made in 2010 and the facility is now the Towns' Corporation Yard. Fund 701 holds the COP proceeds.

**Fund 750 – Asset Replacement**

This fund is a reserve for the purchase of replacement vehicles, technology, and building improvements such as new roofs. Since FY 2008-09, contributions from the General Fund to the Asset Replacement fund have been deferred while expenditures have continued.

**Infrastructure Preservation and Improvement**

The Town Council established the IPI fund to set aside funds for capital projects that preserve or improve the Town's infrastructure assets such as its streets, storm drains, and building and facilities. In 2012 through Resolution No. 8-2012, the Town Council re-established a policy for transferring annual surplus revenues into the IPI fund.

**Comcast Grants**

The Town has two Comcast Grant funds – Fund 715 Comcast Unrestricted Grant and Fund 716 Comcast PEG Restricted. Although one fund is called unrestricted, both grant funds do have limitations on how the Town may use these monies. Generally, Comcast Grant funds are to be used for technology that enhances communications. The Town is considering using some of these funds for the audio/video/televising of Town Council meetings when a new Council Chambers is built.

**Development Driven Funds**

Fund 250 Park Dedication Fees (Quimby Act), Fund 720 Public Safety Impact Fees, Fund 760 Local Traffic Impact Fees, Fund 770 Storm Drain Impact Fees, Fund 780 General Government Facilities Impact Fees, and Fund 790 Park Impact Fees are all funds whose revenues derive from development and use of these funds is restricted.

Other Fund Expenditures

Given limited General Fund revenues, the Town also relies on Other Funds to support its day-to-day operations, as well as capital improvement projects. For budgeting and accounting purposes, the Town uses Fund Transfers to provide revenues from other funds to cover expenditures in the General Fund and the Capital Improvement Fund, in accordance with the eligible uses of the other funds that are largely restricted by state or regional regulations.

As a best practice, the Town uses Other Funds to support operating expenditures if there are annual revenues. Fund balance and one-time revenues are used to support capital (one-time) expenditures.

## II. 5-YEAR CAPITAL IMPROVEMENT PLAN

The 5-Year Capital Improvement Plan (CIP) is an attempt to illustrate the current and long-term needs of the Town with respect to construction projects and equipment purchases. Generally, projects and purchases costing \$15,000 or more are included in the CIP. (Minor capital outlays costing less than \$15,000 are included within the annual Operating Budget.)

The Town relies on grants and other one-time resources to support the CIP. Thus, many needed infrastructure improvements are deferred.

The CIP is categorized into the following categories:

- Buildings and Facilities
- Creeks and Drainage
- Parks and Open Space
- Transportation
- General Government

The current 5-Year CIP is based on projects introduced to the Town through various master plans, identified needed improvements and repairs, and compliance projects. It is, in no way, fully vetted or exhaustive. Ideally, the Town will continue to improve on the current 5-Year CIP with more information gathering and community engagement.

## III. FISCAL YEAR 2012-13 OPERATING BUDGET

The FY 2012-13 Operating Budget is balanced – estimated revenues are in line, and are expected to exceed, expenditures. The Operating Budget is also structurally balanced, which means that it does not rely on one-time revenues for its on-going expenditures. Capital outlay expenditures such as computers, tables, and umbrellas are the exception; these expenditures may rely on one-time resources where they are considered one-time, periodic expenditures.

Historically, the Town has ended the fiscal year with a surplus as illustrated in Table 1.

Table 1. Trend of General Fund Revenues and Expenditures

	<b>ACTUAL FY 09/10</b>	<b>ACTUAL FY 10/11</b>	<b>PROJECTED FY 11/12</b>	<b>PROPOSED FY 12/13</b>
Revenues	\$6,252,218	\$6,359,175	\$6,545,394	\$6,592,877
Expenditure	\$5,929,378	\$5,877,051	\$6,408,395	\$6,463,976
<b>Surplus/(Deficit)</b>	<b>\$322,840</b>	<b>\$482,124</b>	<b>\$136,999</b>	<b>\$128,901</b>

The Hacienda de las Flores is a Town jewel, and the Town has had a recent interest in getting a better understanding of the costs to operate the facility. The Parks and Recreation Department manages rental of the facility for private events, as well as recreational program that occurs on the site. The Public Works Department maintains the facility. Table 2 illustrates the annual revenue and expenditures specific to the facility.

Table 2. Hacienda de las Flores Revenues and Expenditures

	<b>ACTUAL FY 09/10</b>	<b>ACTUAL FY 10/11</b>	<b>AMENDED BUDGET FY 11/12</b>
Revenue	\$139,829	\$273,997	\$293,700
Expenditures			
Parks & Recreation	60,678	313,720	299,775
Facility Maintenance	173,785	180,887	198,563
Total Expenditures	\$234,463	\$494,607	\$498,338
<b>Net Cost to Town</b>	<b>\$94,634</b>	<b>\$220,610</b>	<b>\$204,638</b>
<b>Cost Recovery</b>	<b>60%</b>	<b>55%</b>	<b>59%</b>

In addition to revenue and expenditures for the Hacienda de las Flores, the Parks and Recreation Department strives to recover a large portion of its costs through fees, similar to a private business or enterprise fund. With that in mind, Moraga reviews Parks and Recreation operations to determine the cost recovery rate. Table 3 shows a history of the cost recovery rate for all Parks and Recreation services.

Table 3. Parks and Recreation Revenues and Expenditures

	<b>ACTUAL FY 08/09</b>	<b>ACTUAL FY 09/10</b>	<b>ACTUAL FY 10/11</b>	<b>AMENDED BUDGET FY 11/12</b>
Revenue	\$379,113	\$404,549	\$436,351	\$465,250
Expenditures	\$523,095	\$563,770	\$565,439	\$544,971
<b>Cost Recovery</b>	<b>72%</b>	<b>72%</b>	<b>77%</b>	<b>85%</b>

#### **IV. FINANCIAL MANAGEMENT POLICIES**

Financial management policies help guide the Town in decision-making that is grounded and consistent over time. The development and maintenance of thoughtful financial policies is critical to the Town's successful and effective financial planning and management. The Town has a number of financial policies in place as follows that warrant annual review as a best practice.

1. General Fund Surplus / General Fund Reserve Policy (Resolution No. 8-2012)
2. Fixed Asset Capitalization Policy (Resolution No. 60-2009)
3. GASB 54 – Fund Balance Definitions Policy (Resolution No. 24-2011)
4. Investment Policy (Resolution No. 44-2010)

**EXHIBIT A**

DRAFT

5-YEAR FINANCIAL PROJECTION

GENERAL FUND

	ACTUAL FY 2010-11	Multiplier	PROJECTED FY 2011-12	Multiplier	PROJECTED FY 2012-13	Multiplier	PROJECTED FY 2013-14	Multiplier	PROJECTED FY 2014-15	Multiplier	PROJECTED FY 2015-16
<b>Sources</b>											
Est Beginning Fund Balances	2,561,774		2,879,061		2,605,058		2,733,959		2,832,772		3,185,232
<b>General Fund Revenues</b>											
Property Tax	1,670,462	0.31%	1,675,704	0.25%	1,679,893	2.00%	1,713,491	2.00%	1,747,761	2.00%	1,782,716
Property Tax - In Lieu	1,248,672	0.75%	1,257,992	0.25%	1,261,137	2.00%	1,286,360	2.00%	1,312,087	2.00%	1,338,329
Sales & Use Tax	916,345	3.53%	948,667	4.99%	996,051	4.55%	1,041,414	5.72%	1,100,938	5.94%	1,166,299
Sales Tax - Public Safety	51,343	4.98%	53,902								
Franchise Fees	735,390	0.50%	739,046	1.00%	746,436	2.00%	761,365	2.00%	776,592	2.00%	792,124
Motor Vehicle License Fees	48,982	-28.86%	34,845								
Interest	27,872	-28.03%	20,060	0.30%	20,120	1.00%	20,321	1.00%	20,525	1.00%	20,730
Property Rent	48,629	-22.67%	37,604	-18.15%	30,780	-6.78%	28,692	873.33%	279,269	1.04%	282,186
Planning Fees	234,124	-10.09%	210,500	0.00%	210,500	3.00%	216,815	3.00%	223,319	3.00%	230,019
Parks & Recreation Fees	436,352	6.62%	465,250	0.00%	465,250	3.00%	479,208	3.00%	493,584	3.00%	508,391
Police Fees	78,429	-13.57%	67,789	7.21%	72,677	3.00%	74,857	3.00%	77,103	3.00%	79,416
Public Works Fees	343,956	-29.77%	241,550	-39.92%	145,125	3.00%	149,479	3.00%	153,963	3.00%	158,582
Misc Fees, Fines & Revenue	65,427	98.99%	130,193	0.00%	130,193	3.00%	134,099	3.00%	138,122	3.00%	142,265
<b>Subtotal</b>	<b>5,905,983</b>	<b>-0.39%</b>	<b>5,883,102</b>	<b>-2.12%</b>	<b>5,758,163</b>	<b>2.57%</b>	<b>5,906,100</b>	<b>7.06%</b>	<b>6,323,263</b>	<b>2.81%</b>	<b>6,501,058</b>
<b>Transfers In (from other funds)</b>											
NEW - Public Safety Sales Tax (Prop 172)											
Fund 205 - Gas Tax	174,935	33.37%	233,312	58.47%	55,022	2.00%	56,122	2.00%	57,244	2.00%	58,389
Fund 210 - Measure C/J	38,667	287.93%	150,000	-33.33%	100,000	3.00%	380,830	3.00%	392,255	3.00%	404,023
Fund 230 - Traffic Safety	25,000	58.70%	39,676	20.00%	47,610	3.00%	103,000	3.00%	106,090	3.00%	109,273
Fund 510 - NPDES	214,590	8.58%	233,004	-0.07%	232,830	3.00%	49,038	3.00%	50,509	3.00%	52,025
Fund 750 - Asset Replacement			6,300	368.49%	29,515	3.00%	239,815	3.00%	247,009	3.00%	254,420
<b>Subtotal</b>	<b>453,192</b>	<b>46.14%</b>	<b>662,292</b>	<b>26.03%</b>	<b>834,715</b>	<b>-0.71%</b>	<b>828,805</b>	<b>2.93%</b>	<b>853,108</b>	<b>2.93%</b>	<b>878,129</b>
<b>Total Sources</b>	<b>6,359,175</b>	<b>2.93%</b>	<b>6,545,394</b>	<b>0.73%</b>	<b>6,592,877</b>	<b>2.15%</b>	<b>6,734,906</b>	<b>6.55%</b>	<b>7,176,371</b>	<b>2.83%</b>	<b>7,379,187</b>
<b>Uses</b>											
<b>General Fund Expenditures</b>											
Police	2,018,894	9.63%	2,213,284	3.98%	2,301,371	3.00%	2,370,412	3.00%	2,441,524	3.00%	2,514,770
Public Works	1,567,172	5.33%	1,650,694	-1.10%	1,632,557	3.00%	1,681,534	3.00%	1,731,980	3.00%	1,783,939
General Government	1,090,452	23.02%	1,341,434	7.07%	1,436,303	3.00%	1,479,392	3.00%	1,523,774	3.00%	1,569,487
Parks & Recreation	565,439	-3.62%	544,969	5.62%	575,601	3.00%	592,869	3.00%	610,655	3.00%	628,975
Planning	444,159	11.55%	495,462	-7.54%	458,081	3.00%	471,823	3.00%	485,978	3.00%	500,557
<b>Subtotal</b>	<b>5,686,117</b>	<b>9.84%</b>	<b>6,245,843</b>	<b>2.53%</b>	<b>6,403,913</b>	<b>3.00%</b>	<b>6,596,030</b>	<b>3.00%</b>	<b>6,793,911</b>	<b>3.00%</b>	<b>6,997,729</b>
<b>Transfers Out (to other funds)</b>											
Fund 500 - Lighting Assessment	24,145	3.47%	24,984								
Fund 700 - Capital Projects	73,680	-72.86%	20,000		60,063		40,063		30,000		30,000
Fund 701 - COP 329 Rheem Renovation	93,109	26.27%	117,568								
<b>Subtotal</b>	<b>190,934</b>	<b>-14.86%</b>	<b>162,552</b>	<b>0.87%</b>	<b>60,063</b>	<b>2.66%</b>	<b>40,063</b>	<b>2.83%</b>	<b>30,000</b>	<b>2.99%</b>	<b>30,000</b>
<b>Total Uses</b>	<b>5,877,051</b>	<b>9.04%</b>	<b>6,408,395</b>	<b>0.87%</b>	<b>6,463,976</b>	<b>2.66%</b>	<b>6,636,093</b>	<b>2.83%</b>	<b>6,823,911</b>	<b>2.99%</b>	<b>7,027,729</b>
<b>Surplus / (Deficit)</b>											
Ending Fund Balances	482,124		136,999		128,901		98,812		352,460		351,458
Adjustments	3,043,898		3,016,060		2,733,959		2,832,772		3,185,232		3,536,690
	(164,837)										
<b>Fund Balance Transactions</b>											
331 Rheem Promissory Note			225,000								
Infrastructure Preserve/improve Fund			186,002								
			411,002								
<b>Est Ending (Unassigned) Fund Balance</b>	<b>2,879,061</b>		<b>2,605,058</b>		<b>2,733,959</b>		<b>2,832,772</b>		<b>3,185,232</b>		<b>3,536,690</b>
<b>General Fund Reserve</b>	<b>50,636</b>		<b>41,716</b>		<b>42,699</b>		<b>42,956</b>		<b>46,888</b>		<b>50,544</b>

Note: Adjustments include non-spendable, committed and assigned fund balances.

5-YEAR FINANCIAL PROJECTION

OTHER FUNDS

Sources	Est Beginning Fund Balance FY 2012-13	PROJECTED FY 2012-13		PROJECTED FY 2013-14		PROJECTED FY 2014-15		PROJECTED FY 2015-16		PROJECTED FY 2016-17	
			Multiplier								
100 Developer Fee Fund (Palos)	2,140,737	-		-		-		-		-	
New Infrastructure Preserve/Improve	150,000	36,002									
103 COPS / AVA Grant	101,357	100,380	0.00%	100,380	0.00%	100,380	0.00%	100,380	0.00%	100,380	0.00%
NEW Public Safety Sales Tax (Prop 172)	-	55,022	2.00%	56,122	2.00%	57,244	2.00%	58,389	2.00%	59,557	2.00%
205 Gas Tax	397,728	437,755	2.00%	446,510	2.00%	455,440	2.00%	464,549	2.00%	473,840	2.00%
210 Measure J - Transportation	350,099	252,915	2.00%	257,973	2.00%	263,133	2.00%	268,395	2.00%	273,763	2.00%
220 Traffic Congestion Relief (Prop 42)	992	-									
230 Traffic Safety (Vehicle Code Fines)	64,399	43,338	0.00%	43,338	0.00%	43,338	0.00%	43,338	0.00%	43,338	0.00%
250 Park Dedication (Quimby Act)	115,909	-									
260 Asset Forfeiture	9,956	-									
500 Lighting Assessment District	244,131	263,364	2.00%	268,631	2.00%	274,004	2.00%	279,484	2.00%	285,074	2.00%
510 NPDES	94,691	238,138	3.00%	245,282	3.00%	252,640	3.00%	260,220	3.00%	268,026	3.00%
700 Capital Projects	156,376	-									
701 COP - Certificate of Participation	591,816	-									
710 Proposition 1B State Grant - Streets	1,061	103,000		-							
715 Comcast Grant Unrestricted	155,700	-									
716 Comcast PEG Restricted	247,599	-									
740 Community Facilities/Open Space	8,106	-									
750 Asset Replacement	697,839	-									
720 Public Safety Impact Fees	2,134	-									
760 Local Transportation Impact Fees	1,492	-									
770 Storm Drain Impact Fees	22,796	-									
780 General Govt Facilities Impact Fees	12,681	-									
790 Park Impact Fees	9,455	-									
New FEMA Grants	-	-									
<b>Grand Total Sources</b>	<b>5,577,054</b>	<b>1,529,914</b>		<b>1,418,237</b>		<b>1,446,180</b>		<b>1,474,756</b>		<b>1,503,979</b>	
<b>Uses</b>											
<b>Operating Budget</b>											
103 COPS / AVA Grant		100,051	-0.05%	100,000	0.00%	100,000	0.00%	100,000	0.00%	100,000	0.00%
500 Lighting Assessment District		200,450	3.00%	206,464	3.00%	212,657	3.00%	219,037	3.00%	225,608	3.00%
<b>Transfers Out (to General Fund)</b>											
NEW Public Safety Sales Tax (Prop 172)		55,022	2.00%	56,122	2.00%	57,244	2.00%	58,389	2.00%	59,557	2.00%
205 Gas Tax		233,312	58.47%	369,738	3.00%	380,830	3.00%	392,255	3.00%	404,023	3.00%
210 Measure J - Transportation		150,000	-33.33%	100,000	3.00%	103,000	3.00%	106,090	3.00%	109,273	3.00%
230 Traffic Safety (Vehicle Code Fines)		39,676	20.00%	47,610	3.00%	49,038	3.00%	50,509	3.00%	52,025	3.00%
510 NPDES		233,004	-0.07%	232,830	3.00%	239,815	3.00%	247,009	3.00%	254,420	3.00%
750 Asset Replacement		6,300		29,515							
<b>Total - Operating Budget Uses</b>		<b>1,017,815</b>		<b>1,142,278</b>		<b>1,142,585</b>		<b>1,173,290</b>		<b>1,204,905</b>	
<b>Capital Improvement Budget</b>											
<b>BUILDINGS &amp; FACILITIES</b>											
<b>Transfers Out (to Fund 700-Capital Projects)</b>											
780 General Govt Facilities Impact Fees		12,681									
101 General Fund		50,000		30,000		30,000		30,000		30,000	
Subtotal (Buildings & Facilities)		62,681		30,000		30,000		30,000		30,000	

5-YEAR FINANCIAL PROJECTION

OTHER FUNDS

Est Beginning Fund Balance FY 2012-13	PROJECTED FY 2012-13	Multiplier	PROJECTED FY 2013-14	Multiplier	PROJECTED FY 2014-15	Multiplier	PROJECTED FY 2015-16	Multiplier	PROJECTED FY 2016-17
CREEKS & DRAINAGE									
770 Storm Drain Impact Fees	22,796								
Subtotal (Creeks & Drainage)	22,796								
PARKS & OPEN SPACE									
Subtotal (Parks & Open Space)									
TRANSPORTATION									
205 Gas Tax	10,000		10,000		10,000		10,000		10,000
205 Gas Tax	199,003		200,000		200,000		200,000		200,000
220 Traffic Congestion Relief (Prop 42)	997								
210 Measure J - Transportation	50,000								
210 Measure J - Transportation	50,000								
230 Traffic Safety (Vehicle Code Fines)	20,000								
230 Traffic Safety (Vehicle Code Fines)	13,000								
Subtotal (Transportation)	343,000		210,000		210,000		210,000		210,000
GENERAL GOVERNMENT									
101 General Fund	10,063		10,063						
230 Traffic Safety (Vehicle Code Fines)	29,500								
including retrofit costs (replace veh #130)									
Subtotal (General Government)	39,563		10,063						
<b>Total - Capital Improvement Budget Uses</b>	468,040		250,063		240,000		240,000		240,000
<b>Grand Total Uses</b>	1,485,855		1,392,341		1,382,585		1,413,290		1,444,905

**EXHIBIT B**

DRAFT

5 - Year Capital Improvement Plan (CIP)  
Fiscal Year 2012-13

No.	Location	Account	Project #	Project	AMENDED					UNSCHEMULED
					BUDGET FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2013-14	PROPOSED FY 2014-15	PROPOSED FY 2015-16	
<b>BUILDINGS &amp; FACILITIES (MUNICIPAL FACILITIES)</b>										
				329 Rheem Blvd - Town Hall						
1		700-754-062-92	08-302	329/331 Rheem Renovation for Chambers/Community Room	929,709					
2		700-754-062-62	10-306	Energy Efficiency - 329 Rheem	217,564					
				331 Rheem Blvd - Corporation Yard						
				2100 Donald Drive - Hacienda de las Flores						
3		700-752-062-68	10-305	Energy Efficiency - Hacienda	2,606					
				2100 Donald Drive - Casta						
				2100 Donald Drive - Pavilion						
4				Hacienda de las Flores Improvements	42,000					
				1500 St. Mary's Road - Library						
5		700-751-062-67	10-304	Energy Efficiency - Library	65,675					
6	TBD		08-301	Community Center/Town Gymnasium						
7	Various			ADA Building / Structures Evaluation		25,000				10,377,250
8	TBD			ADA Compliance Building / Structures Implementation Prog		50,000	30,000	10,000	10,000	10,000
9	Various			Minor Capital Improvement Program		75,000	30,000	40,000	40,000	40,000
				<b>Subtotal</b>	<b>1,257,554</b>	<b>75,000</b>	<b>30,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>CREEKS &amp; DRAINAGE</b>										
10	Townwide		09-201	Storm Drain System Capacity Program		22,796				3,679,024
				Creek & Flood Protection						
11		700-740-062-87	08-202	Laguna Creek Embankment-Restabilization						
12		700-740-062-85	08-203	Laguna Creek Retaining Wall	842,833					
				<b>Subtotal</b>	<b>842,833</b>	<b>22,796</b>				<b>3,679,024</b>
<b>PARKS &amp; OPEN SPACE</b>										
				Moraga Commons Park						
13		700-753-062-63	10-301	Moraga Commons Off Street Parking	131,665					
				Commons Park Bandshell & ADA Improvements	45,000					
				Rancho Laguna Park						
14				Rancho Laguna Park Playground Replacement	70,087					132,000
15				Rancho Laguna Park - Spatial Separation						132,000
				<b>Subtotal</b>	<b>246,752</b>					<b>132,000</b>
<b>TRANSPORTATION</b>										
				Streets						
16		700-740-062-79	08-101	ADA Compliance Program	17,423	10,000	10,000	10,000	10,000	10,000
17		700-740-062-73	08-106	Annual Pavement Management Program	145,000	200,000	200,000	200,000	200,000	200,000
18				RECON Street Program						25,000,000
19		700-740-062-97	11-101	Streetlight Energy Efficiency	33,068					
20		700-740-062-74	09-103	Crosswalks - Moraga @ Corliss and Woodford	106,354	103,000				2,067,210
21			08-109	Rheem Boulevard Landside Repair/Repaving						2,559,550
22			08-105	Moraga Road Traffic Calming and Beautification						

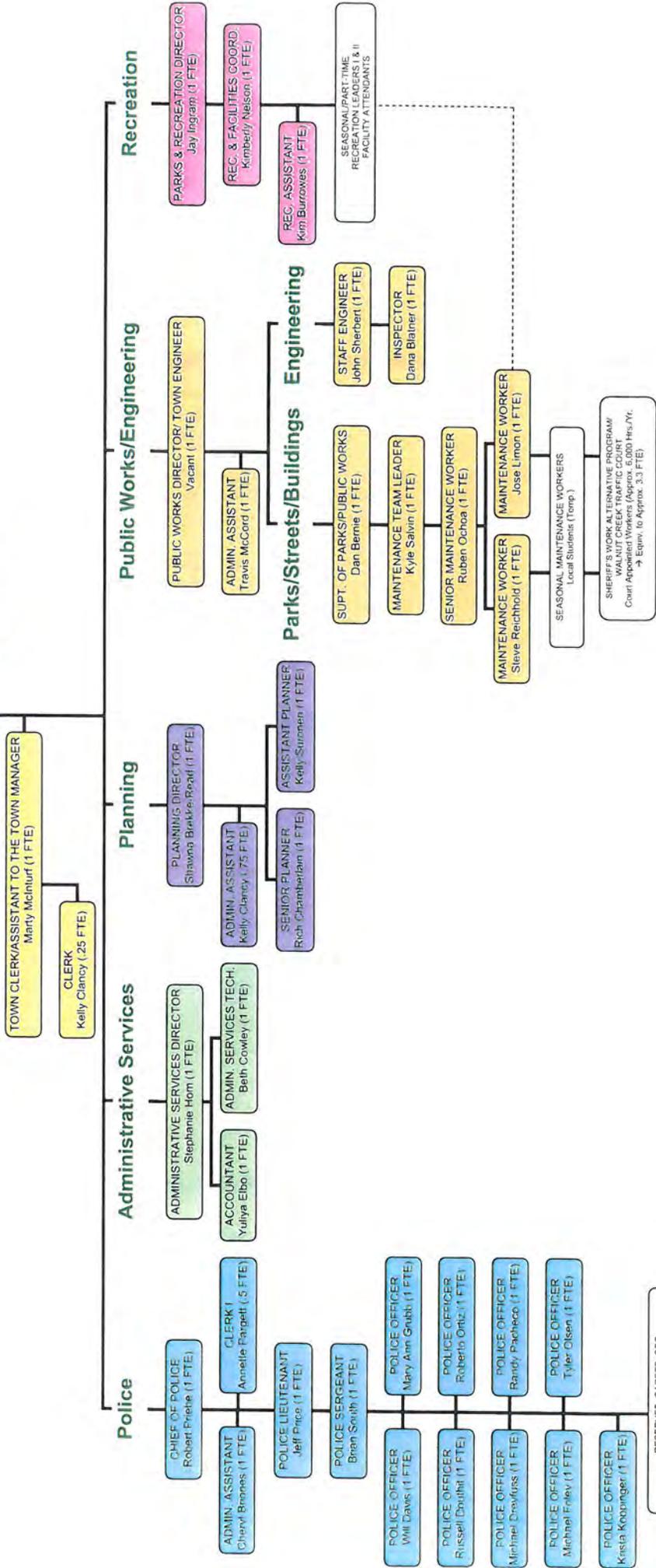
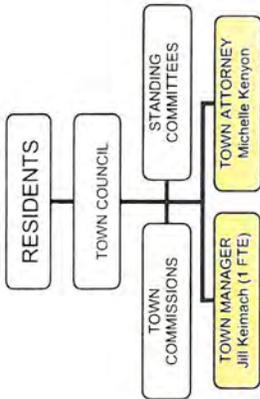
No.	Location	Account	Project #	Project	AMENDED					UNSCHEДУLED	
					BUDGET	PROPOSED	PROPOSED	PROPOSED	PROPOSED		PROPOSED
					FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	
23			09-101	Corliss/Moraga Road Intersection Improvements						547,960	
24			09-104	Rheem Blvd/St Mary's Road Intersection Improvements						603,204	
25			11-102	Undergrounding - 1 mile b/n Rheem and Moraga Shopping Centers						1,364,750	
26				MATCH-Moraga Road: Donald Drive to Campolindo Outreach		50,000					
27				Moraga Road: Donald to Campolindo Community Outreach Analysis		400,000					
28				Bollinger Canyon Road Hillside Stabilization Study/Assessment		20,000				20,000	
29				Bollinger Canyon Road Hillside Stabilization Implementation						500,000	
Pedestrian & Bike Paths											
30				Moraga Road Bike/Ped Gap Closure (Commons to Rheem Ctr)		50,000					
Traffic / Transit											
31				Solar Radar Display Units		20,000					
32				Traffic Survey / Radar Study (5 Year Requirement)		13,000					
<b>Subtotal</b>					301,845	866,000	210,000	210,000	210,000	210,000	32,662,674
<b>GENERAL GOVERNMENT</b>											
33				Information Technology							
				Springbrook System Upgrade	14,000	10,063	10,063				
Fleet/Equipment											
34				Vehicle - replace Police vehicle 130 - 2011 Crown Victoria		29,500					
<b>Subtotal</b>					14,000	39,563	10,063				
<b>TOTAL</b>					2,662,984	1,003,359	250,063	250,000	250,000	250,000	46,850,948

**EXHIBIT C**

DRAFT



**Town of Moraga**  
**ORGANIZATION CHART**  
**Fiscal Year 2011-12**  
 (Revised 02/20/12)



**EXHIBIT D**

DRAFT

**Authorized Positions by Department**  
Full Time Equivalents (FTE)

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13
<b>General Government</b>					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Clerk/Asst to Town Manager		1.00	1.00	1.25	1.25
Town Clerk/Records Mgmt	1.00	-	-	-	-
Clerk (Temporary)	-	-	0.50	-	-
Admin Clerk I	-	-	-	-	-
Human Res/Risk Mgmt/Asst to TM	1.00	-	-	-	-
Human Resources Technician	0.50	-	-	-	-
Administrative Services Director		1.00	1.00	1.00	1.00
Finance Director	1.00	-	-	-	-
Administrative Services Technician		1.00	1.00	1.00	1.00
Accounting Technician	1.00	-	-	-	-
Accountant	0.50	1.00	1.00	1.00	1.00
<b>Subtotal</b>	<b>6.00</b>	<b>5.00</b>	<b>5.50</b>	<b>5.25</b>	<b>5.25</b>
<b>Planning</b>					
Planning Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	
Senior Planner / Economic Development					1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	1.00	1.00	0.75	0.75
Temporary Transportation Planner	0.50	-	-	-	-
Planning Intern	1.00	-	-	-	-
<b>Subtotal</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.75</b>	<b>3.75</b>
<b>Police</b>					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	2.00	2.00	1.00	1.00	1.00
Police Detective	-	-	1.00	1.00	1.00
Police Officer	9.00	8.00	7.00	7.00	8.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	0.50	-	-	-
Clerk I, PT	0.50	0.50	0.50	0.50	0.50
<b>Subtotal</b>	<b>15.50</b>	<b>14.00</b>	<b>12.50</b>	<b>12.50</b>	<b>13.50</b>
<b>Engineering / Public Works / Park Maintenance</b>					
Town Engineer	1.00	1.00	1.00	1.00	1.00
Staff Engineer	1.00	1.00	1.00	1.00	1.00
Superintendent of Public Works	1.00	1.00	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00	1.00	1.00
Public Works Admin Assistant	1.00	1.00	1.00	1.00	1.00
Maintenance Workers	4.00	5.00	4.00	4.00	4.00
<b>Subtotal</b>	<b>9.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>Parks &amp; Recreation</b>					
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation & Facilities Coordinator	1.00	1.00	1.00	1.00	1.00
Parks & Recreation Admin Asst	0.50	0.50	0.50	1.00	1.00
<b>Subtotal</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>
<b>TOTAL PERSONNEL</b>	<b>38.00</b>	<b>35.50</b>	<b>33.50</b>	<b>33.50</b>	<b>34.50</b>

**EXHIBIT E**

DRAFT

101 GENERAL FUND  
ADMINISTRATION REVENUE

Account Number	Description	ACTUAL FY2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL AS OF 03/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12
						\$ INC(DEC)	\$ INC(DEC)
101-510-310-01	Property Taxes - Secured	1,493,602	1,470,941	1,509,615	830,288	1,513,389	3,774
101-510-310-04	Property Tax - Unsecured	55,797	54,998	54,907	54,907	55,044	137
101-510-310-07	Property Tax - Supplemental	14,824	29,232	8,055	4,388	8,075	20
101-510-310-09	Property tax - Unitary	20,725	20,816	20,938	11,952	20,990	52
101-510-310-11	Property Tax Prior Yr Secure	(10,325)	(2,138)	(606)	(606)	(606)	(2)
101-510-310-14	Property Tax Prior Yr Unsecured	817	883	628	628	630	2
101-510-310-20	Prior secured--Chevron		(5,015)	(9,091)	(9,091)	(9,114)	(23)
101-510-320-14	Real Property Transfer Tax	73,628	83,629	75,258	42,135	75,446	188
101-510-360-05	Homeowner's Prop Tax Relief	17,247	17,116	16,000	16,040	16,040	40
	<b>TOTAL Property Tax</b>	<b>1,666,315</b>	<b>1,670,462</b>	<b>1,675,704</b>	<b>934,603</b>	<b>1,679,893</b>	<b>4,189</b>
101-510-310-12	Property Tax - In Lieu	1,270,581	1,248,672	1,257,992	633,626	1,261,137	3,145
101-510-310-18	LAD Adjustment		59,262	117,038	-	-	(117,038)
101-510-320-01	Sales & Use Tax	732,246	695,885	675,037	337,175	733,435	58,398
101-510-320-02	Sales Tax - Public Safety	50,620	220,460	46,925	26,950	55,022	8,097
101-510-320-03	Sales & Use Tax - In Lieu	202,550	220,460	220,460	120,059	262,616	42,156
101-510-320-04	Franchise Fees - Garbage	272,278	274,728	271,535	186,866	283,102	11,567
101-510-320-05	Franchise Fees - PG&E/Electric	126,233	132,551	134,701	-	136,048	1,347
101-510-320-06	Franchise Fees - PG&E/Gas	50,265	54,037	50,200	-	50,702	502
101-510-320-07	Franchise Fees - Cable	261,463	274,074	264,475	136,924	276,584	12,109
	<b>TOTAL Franchise Fees</b>	<b>710,239</b>	<b>735,390</b>	<b>720,911</b>	<b>323,790</b>	<b>746,436</b>	<b>25,525</b>
101-510-360-01	Motor Vehicle License Fees	48,468	48,982	59,419	34,845	-	(59,419)
101-510-350-01	Interest - General Fund	32,141	29,872	20,060	10,495	20,120	60
101-510-351-01	Property Rent - Moraga CC	4,200	4,200	4,200	-	4,200	-
101-510-351-07	Property Rent - Mulberry Tree	23,427	23,427	23,592	17,571	24,130	538
101-510-351-09	Property Rent - 329 Rheem Blvd	39,700	21,002	9,801	10,287	2,450	(7,351)
	<b>TOTAL Property Rent</b>	<b>67,327</b>	<b>48,629</b>	<b>37,593</b>	<b>27,857</b>	<b>30,780</b>	<b>(6,813)</b>
101-510-370-40	Sale of Documents / Agenda	55	20	5	35	5	-
101-510-380-10	Other Revenue - Admin	1,776	597	13,150	19	13,150	-
101-510-385-01	Reimburse-Mandated Costs SB90	3,368	5,548	-	1,542	-	-
	<b>TOTAL Other</b>	<b>5,199</b>	<b>6,165</b>	<b>13,155</b>	<b>1,596</b>	<b>13,155</b>	<b>-</b>
	<b>Total Revenues</b>	<b>4,785,686</b>	<b>4,984,239</b>	<b>4,844,294</b>	<b>2,450,995</b>	<b>4,802,594</b>	<b>(41,700)</b>
							<b>-0.9%</b>

101 GENERAL FUND  
POLICE REVENUE  
FY 2012-13

Account Number	Description	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO	
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	AMENDED FY 2011-12
							\$ INC(DEC)	% INC(DEC)
101-610-330-33	Licenses and Other Permits	850	1,100	900	800	1,000	100	11.1%
101-610-340-03	Municipal Code Fines	7,968	4,146	4,500	1,636	4,500	-	0.0%
101-610-340-05	Alarm Ordinance Fines	7,225	7,450	7,300	4,650	6,400	(900)	-12.3%
101-610-360-11	POST - Police Training	4,260	6,488	10,753	7,633	13,400	2,647	24.6%
101-610-360-16	Abandoned Vehicle Abatement	8,559	6,431	6,400	2,090	6,400	-	0.0%
101-610-370-12	Police - Special Services	110	10,163	4,000	-	-	(4,000)	-100.0%
101-610-370-14	Police - DUI response	752	-	250	-	250	-	0.0%
101-610-370-16	Police - Fingerprinting	4,806	8,007	7,400	4,723	6,400	(1,000)	-13.5%
101-610-370-17	Police - Vehicle Impound	1,795	4,250	3,000	2,125	2,835	(165)	-5.5%
101-610-370-18	Police - Crossing Guards	14,472	14,379	14,676	-	14,392	(284)	-1.9%
101-610-370-20	Police - Juvenile Diversion	1,300	3,100	1,360	1,800	3,100	1,740	127.9%
101-610-370-25	Police - Booking Fees	-	3,060	4,500	3,536	4,000	500	11.1%
101-610-370-41	Sale of Documents / Police	4,211	4,579	500	-	5,000	(500)	-100.0%
101-610-370-50	Sale of Property	-	-	250	1,063	1,000	750	300.0%
101-610-370-51	Sale of Unclaimed Property	356	-	2,000	2,790	4,000	2,000	100.0%
101-610-380-11	Other Revenue - Police	6,215	5,276	-	-	-	-	-
	<b>Total Revenues</b>	<b>62,880</b>	<b>78,429</b>	<b>67,789</b>	<b>36,328</b>	<b>72,677</b>	<b>888</b>	<b>1.3%</b>

Transfers In:

From Traffic Safety (Fund 230) 25,000 28,079 47,610  
 From Public Safety Sales Tax (Prop 172) 43,359 55,022

101 GENERAL FUND  
PUBLIC WORKS / ENGINEERING REVENUE  
FY2010-11

Account Number	Description	ACTUAL FY2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12
							\$ INC(DEC) % INC(DEC)
101-710-330-14	Encroachment Permits	30,075	33,215	23,375	14,033	23,375	- 0.0%
101-710-370-03	Other Staff Time	210,388	198,148	129,425	46,244	65,000	(64,425) -49.8%
101-710-370-05	Erosion Control Fees	46,700	33,485	13,200	10,000	13,200	- 0.0%
101-710-370-06	Grading Fees	77,127	50,376	38,550	10,737	38,550	- 0.0%
101-710-370-07	Hauling Fees	17,000	900	-	1,350	-	-
101-710-380-10	Other Revenue - PW/Engineering	3,385	9,617	32,000	950	-	(32,000) -100.0%
101-740-350-00	Reimbursement for Damages	1,727	-	5,000	1,246	5,000	- 0.0%
101-756-380-10	Nuisance Abatement	9,744	-	-	-	-	-
<b>Total Revenues</b>		<b>396,145</b>	<b>325,741</b>	<b>241,550</b>	<b>84,560</b>	<b>145,125</b>	<b>(96,425) -66.4%</b>

Transfers In:

From Gas Tax (Fund 205) 369,738  
From NPDES (Fund 510) 232,830

101 GENERAL FUND  
PARKS & RECREATION REVENUE

Account Number	Description	ACTUAL FY2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL AS OF 03/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO	
							AMENDED FY 2011-12 \$ INC(DEC)	\$ INC(DEC)
101-810-351-02	Property Rent - Rancho Laguna	3,495	5,185	5,500	2,003	5,800	300	5.5%
101-810-351-03	Property Rent - Moraga Commons	7,943	11,769	9,600	6,086	10,100	500	5.2%
101-810-351-04	Property Rent	(155)						
101-810-351-06	Non-Refundable Application Fee	3,750						
101-810-351-08	Property Rent-Mulholland Graze		2,250	2,250	2,250	2,250		0.0%
101-810-351-11	Property Rent - Library	2,478	2,595	2,300	1,306	2,400	100	4.3%
101-810-351-30	Property Rent - Other	6,300						
101-810-370-22	Recreation Class Fees	175,907	75,780	89,000	16,930	89,000		0.0%
101-810-370-23	Online Registration Fees	7,519			246	246	246	
101-810-370-24	Discounts/Unitemized Items	(3,074)						
101-810-370-25	Moraga Movers	4,512	7,306	8,500	7,019	8,800	300	3.5%
101-810-380-04	July 4th Donations	23,394	24,798	23,000	8,534	23,000		0.0%
101-810-380-05	Buy A Bulb - Tree Lights	2,865	2,467	1,500	960	1,000	(500)	-33.3%
101-810-380-13	P&R - Triathlon	21,184	26,040	25,000	9,895	26,000	1,000	4.0%
101-810-380-14	P&R - Marquee Revenues	3,355	2,817	3,500	1,246	3,600	100	2.9%
101-810-380-15	P&R - Other Revenues	10	21					
101-810-380-17	P&R Special Events	3,813			500	500	500	
101-810-380-19	Pear Festival	1,424	1,327	1,400	2,652	2,800	1,400	100.0%
101-850-351-04	Property Rent - Hacienda/Pavil	134,829	142,975	140,000	73,560	140,000		0.0%
101-850-351-06	Non-refundable Application Fee	5,000	12,135	15,000	5,000	15,000		0.0%
101-850-370-22	Hacienda Recreation Class Fees		115,207	135,000	72,647	135,000		0.0%
101-850-037-23	Online Registration Fees				911			
101-850-380-17	P&R Special Events - Hacienda		3,680	3,700			(3,700)	-100.0%
<b>Total Revenues</b>		<b>404,548</b>	<b>436,352</b>	<b>465,250</b>	<b>211,746</b>	<b>465,496</b>	<b>246</b>	<b>0.1%</b>

Transfers In:

From Asset Replacement (Fund 750)

29,515

101 GENERAL FUND  
 PLANNING REVENUE  
 FY2010-11

Account Number	Description	ACTUAL FY2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY2011-12 AS OF 03/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12
							\$ INC(DEC) \$ INC(DEC)
101-910-370-01	Planning Fees	67,016	75,035	70,000	37,850	70,000	0.0%
101-910-370-02	Planning Staff Time	26,778	(1,085)	20,000	47,501	20,000	0.0%
101-910-370-04	Consultant Management Fee	36,554	12,345	20,000	-	20,000	0.0%
101-910-370-10	Building Permit Surcharge	100,463	147,126	100,000	72,174	100,000	0.0%
101-910-370-42	Sale of Documents - Planning	159	-	100	12	100	0.0%
101-910-380-16	Other Revenue - Planning	1,349	692	400	(434)	400	0.0%
	<b>Total Revenues</b>	<b>232,319</b>	<b>234,113</b>	<b>210,500</b>	<b>157,103</b>	<b>210,500</b>	<b>0.0%</b>

Transfers In:

From Measure J (Fund 210)

150,000

100,000

**EXHIBIT F**

DRAFT

FUND: 101 GENERAL FUND  
 DEPT: 500 TOWN COUNCIL

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12
						\$ INC(DEC)	% INC(DEC)
<b>SERVICES/SUPPLIES:</b>							
101-500-021-01	COMMUNICATIONS	-	-	-	-	-	0.0%
101-500-022-01	SUPPLIES AND MATERIALS	1,368	1,294	1,400	126	1,400	0.0%
101-500-025-01	RENTS/LEASES/TAXES--JM Auditorium	18,180	4,230	5,500	2,816	5,500	0.0%
101-500-026-01	CONTRACTUAL SVCS/PROF-Minutes	215	17,632	18,700	11,798	18,700	0.0%
101-500-030-03	POSTAGE--PO Box rent for 6 months	55	16	-	-	-	0.0%
101-500-031-04	COPIER COSTS	-	-	-	-	-	0.0%
101-500-040-01	MEMBERSHIPS & DUES <sup>2</sup>	12,583	13,007	13,181	12,501	13,181	0.0%
101-500-040-04	MAYORS' CONFERENCE <sup>3</sup>	3,113	2,788	4,188	2,383	4,188	0.0%
101-500-041-xx	TRAVEL & CONFERENCES <sup>1</sup>	2,673	3,064	3,000	1,759	3,000	0.0%
101-500-050-01	COMMUNITY PROMOTIONS	1,555	1,134	2,000	2,096	2,000	0.0%
	LAMORINDA SPIRIT VAN <sup>4</sup>	9,000	9,000	-	-	-	0.0%
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>48,742</b>	<b>52,165</b>	<b>47,969</b>	<b>33,477</b>	<b>47,969</b>	<b>0.0%</b>
	<b>TOTAL OPERATING COSTS</b>	<b>48,742</b>	<b>52,165</b>	<b>47,969</b>	<b>33,477</b>	<b>47,969</b>	<b>0.0%</b>

1 Travel to governmentally related conferences and meetings such as the League of California Cities, ABAG, MTC, CCTA, CCCTA, CC Mayors Conference and other similar governmental organizations. In an effort to contain costs, all Council and Commissioner travel outside Northern California would require

- 2 Memberships & Dues
  - ABAG 3,474
  - LAFCO (CCC) 1,915
  - ICLEI 600
  - Moraga Chamber 200
  - LOCC 6,342
  - LCC 650
  - 13,181
- 3 Travel & Conferences
  - 1,500
  - 1,788
  - 900
  - 4,188

4 Lamorinda Spirit Van expenditures transferred to Parks & Recreation budget in FY 2011-12.

FUND: 101 GENERAL FUND  
 DEPT: 510 TOWN MANAGER

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL		MIDYEAR AMENDED		ACTUAL		PROPOSED		PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
		FY 2009-10	FY 2010-11	FY 2011-12	AS OF 3/16/12	FY 2012-13	\$ INC(DEC)	% INC(DEC)			
<b>PERSONNEL:</b>											
101-510-001-01	SALARIES	180,692	191,360	168,000	120,315	175,457	7,457	4.4%			
101-510-002-01	RETIREMENT - PERS	25,658	23,704	24,426	18,428	25,820	1,395	5.7%			
101-510-002-03	RETIREMENT - ICMA	-	4,200	-	-	-	-	-			
101-510-003-01	HEALTH INSURANCE	14,183	4,750	11,964	11,548	12,267	303	2.5%			
101-510-003-02	DENTAL INSURANCE	1,145	420	1,904	483	1,988	85	4.5%			
101-510-003-03	LIFE INSURANCE	147	103	380	149	295	(85)	-22.3%			
101-510-003-04	WORKERS' COMPENSATION	5,501	5,945	4,487	1,848	2,035	(2,453)	-54.7%			
101-510-003-05	DISABILITY INSURANCE	1,475	672	1,112	419	1,162	49	4.4%			
101-510-004-02	MEDICARE	3,174	2,952	2,436	1,779	2,544	108	4.4%			
101-510-005-01	AUTO ALLOWANCE	6,231	6,231	6,000	4,154	6,000	-	0.0%			
101-510-005-03	HOUSING ALLOWANCE	26,129	-	-	-	-	-	-			
101-510-007-01	EMPLOYEE ASSISTANCE PROG	47	51	47	31	47	-	0.0%			
<b>TOTAL PERSONNEL COSTS</b>		<b>264,383</b>	<b>240,388</b>	<b>220,755</b>	<b>159,155</b>	<b>227,615</b>	<b>6,860</b>	<b>3.1%</b>			
<b>FTE</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>				
<b>SERVICES/SUPPLIES:</b>											
101-510-021-01	COMMUNICATIONS	1,886	1,375	1,396	832	1,396	(0)	0.0%			
101-510-022-01	SUPPLIES AND MATERIALS	1,823	764	917	2,139	917	0	0.0%			
101-510-026-01	CONTRACT SERVICES	728	4,483	6,000	588	6,000	-	0.0%			
101-510-030-03	POSTAGE	(109)	16	136	97	112	(24)	-17.6%			
101-510-031-04	COPYING CHARGES	350	56	43	30	67	24	55.8%			
101-510-038-01	ADVERTISING/LEGAL NOTICES	73	-	-	-	-	-	-			
101-510-040-01	MEMBERSHIP & DUES	156	1,634	2,344	1,600	2,344	-	0.0%			
101-510-041-01	TRAVEL/CONFERENCES	4,434	3,859	3,500	2,845	3,500	-	0.0%			
101-510-042-01	SUBSCRIPTIONS	186	198	200	108	200	-	0.0%			
101-510-050-01	COM/M PROMO/MGR CONTINGENCY	6,113	5,461	50,000	7,690	50,000	-	0.0%			
101-510-050-11	PROPERTY TAXES	1,215	693	-	1,199	-	-	-			
101-510-053-11	ECONOMIC DEVELOPMENT COMMITTEE	-	322	-	505	-	-	-			
<b>TOTAL SERVICES/SUPPLIES</b>		<b>16,831</b>	<b>18,861</b>	<b>64,536</b>	<b>17,634</b>	<b>64,536</b>	<b>(0)</b>	<b>0.0%</b>			
<b>TOTAL OPERATING COSTS</b>		<b>281,214</b>	<b>259,249</b>	<b>285,291</b>	<b>176,788</b>	<b>292,151</b>	<b>6,860</b>	<b>2.4%</b>			

FUND: 101 General Fund  
 DEPT: TOWN CLERK 515

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO	
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	% INC(DEC)
101-515-001-01	SALARIES	84,587	93,423	111,580	74,554	113,029	1,449	1.3%
101-515-001-04	SALARIES - TEMPORARY	980	1,028	-	-	-	-	-
101-515-001-06	OVERTIME	-	46	-	178	-	-	-
101-515-002-01	RETIREMENT - PERS	12,234	11,110	13,364	9,655	14,372	1,008	7.5%
101-515-002-03	RETIREMENT - ICMA	7,415	7,203	7,200	5,100	7,200	-	0.0%
101-515-003-01	HEALTH INSURANCE	-	285	1,233	845	1,256	23	1.9%
101-515-003-02	DENTAL INSURANCE	1,853	1,880	2,072	1,448	2,165	92	4.4%
101-515-003-03	LIFE INSURANCE	147	116	301	186	170	(131)	-43.5%
101-515-003-04	WORKERS' COMPENSATION	2,579	2,896	2,261	1,048	1,311	(950)	-42.0%
101-515-003-05	DISABILITY INSURANCE	769	572	706	476	669	(37)	-5.2%
101-515-004-01	FICA/SOCIAL SECURITY	61	64	-	-	-	-	-
101-515-004-02	MEDICARE	1,427	1,593	1,618	1,222	2,381	763	47.2%
101-515-005-01	AUTO ALLOWANCE	4,985	6,009	6,000	4,154	6,000	-	0.0%
101-515-007-01	EMPLOYEE ASSISTANCE PROG	47	55	59	39	59	-	0.0%
	<b>TOTAL PERSONNEL COSTS</b>	<b>117,084</b>	<b>126,280</b>	<b>146,393</b>	<b>98,905</b>	<b>148,611</b>	<b>2,218</b>	<b>1.5%</b>
	FTE		1.00	1.25	1.25	1.25	-	
<b>SERVICES/SUPPLIES:</b>								
101-515-021-01	COMMUNICATIONS	437	419	420	259	420	0	0.1%
101-515-022-01	SUPPLIES AND MATERIALS	1,766	1,475	1,800	608	1,800	-	0.0%
101-515-026-01	CONTRACT SERVICES	789	-	-	-	-	-	-
101-515-030-03	POSTAGE	292	706	535	252	535	-	0.0%
101-515-031-04	COPIER COSTS	2,494	3,065	3,000	2,243	3,000	-	0.0%
101-515-038-01	ADVERTISING & LEGAL	-	-	1,000	-	1,000	-	0.0%
101-515-040-01	MEMBERSHIPS & DUES	260	140	350	280	350	-	0.0%
101-515-041-01	TRAVEL/CONFERENCES/TRAINING	1,197	817	2,000	999	2,000	-	0.0%
101-515-050-13	SUBSCRIPTIONS - CODE UPDATE	-	3,448	1,500	(339)	1,500	-	0.0%
101-515-053-01	ELECTIONS	-	9,971	-	-	25,000	25,000	-
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>7,235</b>	<b>20,041</b>	<b>10,605</b>	<b>4,303</b>	<b>35,605</b>	<b>25,000</b>	<b>235.7%</b>
	<b>TOTAL OPERATING COSTS</b>	<b>124,319</b>	<b>146,321</b>	<b>156,998</b>	<b>103,208</b>	<b>184,216</b>	<b>27,218</b>	<b>17.3%</b>

FUND: 101 General Fund  
 DEPT: 520 LEGAL SERVICES

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12
						\$ INC(DEC)	% INC(DEC)
101-520-026-14	Legal Fees - General	204,875	122,253	225,000	59,989	225,000	- 0.0%
101-520-026-15	Legal Fees - Litigation		16,481		17,973		
101-520-026-26	Legal Fees - Personnel Issues	25,492	31,952	30,000	18,219	30,000	- 0.0%
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>230,367</b>	<b>170,686</b>	<b>255,000</b>	<b>96,182</b>	<b>255,000</b>	<b>- 0.0%</b>

SERVICES/SUPPLIES:

FUND: 101 GENERAL FUND  
 DEPT: 525 ADMINISTRATIVE SERVICES

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO	
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	% INC(DEC)
101-525-001-01	SALARIES - REGULAR	263,078	125,180	250,213	143,273	280,835	30,622	12.2%
101-525-001-04	SALARIES - TEMPORARY	8,615	91,011	-	2,911	-	-	-
101-525-001-06	SALARIES - OVERTIME	691	4,343	-	-	-	-	-
101-525-002-01	RETIREMENT - PERS	28,843	20,037	31,892	18,990	35,711	3,819	12.0%
101-525-002-03	RETIREMENT - ICMA	8,482	-	-	-	-	-	-
101-525-003-01	HEALTH INSURANCE	18,464	23,166	36,936	27,417	32,821	(4,115)	-11.1%
101-525-003-02	DENTAL INSURANCE	4,265	3,664	4,482	3,450	5,965	1,483	33.1%
101-525-003-03	LIFE INSURANCE	365	214	476	385	472	(4)	-0.8%
101-525-003-04	WORKERS' COMPENSATION	7,207	7,842	7,069	2,575	3,159	(3,910)	-55.3%
101-525-003-05	DISABILITY INSURANCE	1,802	764	1,684	912	1,859	175	10.4%
101-525-003-06	UNEMPLOYMENT CLAIMS <sup>1</sup>	8,623	5,441	5,486	9,390	4,500	(986)	-18.0%
101-525-004-01	FICA/SOCIAL SECURITY	763	2,359	-	-	-	-	-
101-525-004-02	MEDICARE	4,127	3,142	3,628	2,141	4,073	445	12.3%
101-525-005-01	AUTO ALLOWANCE	4,542	-	6,000	2,423	6,000	-	0.0%
101-525-007-01	EMPLOYEE ASSISTANCE PROG	117	102	141	82	141	-	0.0%
<b>TOTAL PERSONNEL COSTS</b>		<b>359,984</b>	<b>287,265</b>	<b>348,006</b>	<b>213,950</b>	<b>375,536</b>	<b>27,530</b>	<b>7.9%</b>
FTE		3.00	3.00	3.00	3.00	3.00	-	-

SERVICES/SUPPLIES:

101-525-021-01	COMMUNICATIONS	644	492	497	196	497	0	0.1%
101-525-022-01	SUPPLIES AND MATERIALS	6,548	3,390	3,591	2,899	3,591	0	0.0%
101-525-026-01	CONTRACT SERVICES	45,508	12,645	10,628	5,344	10,600	(28)	-0.3%
101-525-026-03	CONTRACT SVCS - AUDIT	14,260	15,260	25,500	27,900	28,500	3,000	11.8%
101-525-030-03	POSTAGE	1,145	1,580	1,625	1,038	1,625	-	0.0%
101-525-031-02	EQUIPMENT MAINTENANCE/RENTAL	501	-	-	-	-	-	-
101-525-031-04	COPIER CHARGES	4,195	4,731	4,127	2,332	4,127	-	0.0%
101-525-033-01	MILEAGE REIMBURSEMENT	377	238	200	154	200	0	0.1%
101-525-038-01	ADVERTISING/LEGAL NOTICES	831	1,512	600	-	600	-	0.0%
101-525-039-01	INSURANCE - LIABILITY	11,645	16,699	49,128	47,848	81,223	32,095	65.3%
101-525-039-02	INSURANCE - VEHICLES	1,254	6,513	3,635	450	3,635	-	0.0%
101-525-039-03	INSURANCE - PROPERTY	5,121	5,333	6,571	6,406	6,571	-	0.0%
101-525-039-04	EMPLOYEE BOND	560	560	728	560	728	-	0.0%
101-525-039-05	INSURANCE - ERMA	12,270	11,302	12,849	12,806	13,259	410	3.2%
101-525-039-13	INSURANCE - CLAIMS PAID	5,100	1,887	5,000	16,862	5,000	-	0.0%
101-525-039-15	WELLNESS PROGRAM	1,296	775	-	650	775	775	-
101-525-040-01	MEMBERSHIPS & DUES	1,015	254	500	329	500	-	0.0%
101-525-041-01	TRAVEL/CONF/MEETINGS/TRAINING	1,239	858	5,000	1,510	5,000	-	0.0%
101-525-042-01	SUBSCRIPTIONS	35	35	-	-	-	-	-

FUND: 101 GENERAL FUND  
 DEPT: 525 ADMINISTRATIVE SERVICES

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL		MIDYEAR		ACTUAL		PROPOSED FY 2012-13 TO	
		FY 2009-10	FY 2010-11	FY 2011-12	AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	\$ INC(DEC)	% INC(DEC)
101-525-050-12	SOFTWARE MAINTENANCE	14,659	15,198	15,958	15,958	17,000	1,042	6.5%	
101-510-050-15	SDE - CONTINGENCY			5,000	-	-	(5,000)	-100.0%	
101-525-053-02	RECRUITMENT		8,557	15,000	7,562	10,000	(5,000)	-33.3%	
101-525-053-10	BANKING FEES	1,594	2,208	15,192	980	2,500	(12,692)	-83.5%	
101-525-053-11	MERCHANT CARD PROCESSING FEES				4,724	7,200	7,200		
101-525-059-02	EMPLOYEE APPRECIATION	769	1,189	1,500	1,298	1,500	-	0.0%	
<b>TOTAL SERVICES/SUPPLIES</b>		<b>130,564</b>	<b>111,216</b>	<b>182,828</b>	<b>157,805</b>	<b>204,631</b>	<b>21,803</b>	<b>11.9%</b>	
<b>TOTAL OPERATING COSTS</b>		<b>490,548</b>	<b>398,481</b>	<b>530,834</b>	<b>371,755</b>	<b>580,167</b>	<b>49,333</b>	<b>9.3%</b>	

<sup>1</sup> Unemployment claims for personnel from all departments are expensed in Admin Services.



FUND: 101 GENERAL FUND  
 DEPT: 540 IT Services

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	% INC(DEC)
101-540-021-01	Communication Network Services	32,941	31,852	28,544	23,603	29,000	456	1.6%
101-540-024-01	Equipment - Non Capital	16,568	-	-	-	11,000	11,000	
101-540-026-01	Web Site Hosting -- Happy Pixel	-	-	1,800	17,083	1,800	-	0.0%
101-540-026-01	Contractual Services/Prof	28,400	25,816	30,000	-	30,000	-	0.0%
101-540-026-17	Equipment - Non Capital	-	5,885	5,000	-	5,000	-	0.0%
<b>TOTAL SERVICES/SUPPLIES</b>		<b>77,910</b>	<b>63,553</b>	<b>65,344</b>	<b>40,686</b>	<b>76,800</b>	<b>11,456</b>	<b>17.5%</b>
<b>TOTAL OPERATING COSTS</b>		<b>77,910</b>	<b>63,553</b>	<b>65,344</b>	<b>40,686</b>	<b>76,800</b>	<b>11,456</b>	<b>17.5%</b>

SERVICES/SUPPLIES:

FUND: 101 GENERAL FUND  
 DEPT: 610 POLICE ADMINISTRATION

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
							\$ INC(DEC)	% INC(DEC)
<b>PERSONNEL:</b>								
101-610-001-01	SALARIES - REGULAR SWORN	243,334	268,215	267,953	198,639	291,625	23,672	9.3%
101-610-002-02	RETIREMENT - PERS SAFETY GRP	37,859	36,994	51,575	37,874	56,407	4,832	13.6%
101-610-003-01	HEALTH INSURANCE	28,674	34,160	33,160	23,157	29,614	(3,546)	-12.0%
101-610-003-02	DENTAL INSURANCE	3,634	3,664	3,807	2,660	3,977	170	4.6%
101-610-003-03	LIFE INSURANCE	289	214	452	298	493	41	20.1%
101-610-003-04	WORKERS' COMPENSATION	7,210	8,401	8,158	2,961	3,216	(4,942)	-59.2%
101-610-003-05	DISABILITY INSURANCE	2,057	1,441	1,767	980	1,839	71	7.6%
101-610-005-02	UNIFORM ALLOWANCE	1,575	2,181	2,100	1,454	2,100	-	0.0%
101-610-007-01	EMPLOYEE ASSISTANCE PROG	47	102	94	63	94	-	
<b>TOTAL PERSONNEL COSTS</b>		<b>324,679</b>	<b>355,372</b>	<b>369,066</b>	<b>268,085</b>	<b>389,365</b>	<b>20,298</b>	<b>6.0%</b>
FTE		2.00		2.00		2.00		

**SERVICES/SUPPLIES:**

101-610-021-01	COMMUNICATIONS		9,015	9,205	5,683	14,500	5,295	54.7%
101-610-022-01	SUPPLIES AND MATERIALS	3,107	5,992	7,000	4,417	7,000	-	0.0%
101-610-026-01	CONTRACT SERVICES- DISPATCH	99,948	105,348	100,000	49,974	77,850	(22,150)	-22.2%
101-610-026-02	CONTRACT SVCS - ANIMAL CONTROL	85,016	86,044	86,723	65,043	85,045	(1,678)	-2.0%
101-610-026-03	CONTRACT SVCS - OTHER	76,152	79,376	90,951	65,866	89,879	(1,072)	-1.1%
101-610-030-03	POSTAGE	758	1,047	1,200	543	1,000	(200)	-16.7%
101-610-031-02	EQUIPMENT MAINT - OTHER	306						
101-610-031-04	COPIER LEASE	3,782	3,698	3,650	2,877	3,800	150	4.1%
101-610-036-02	MAINTENANCE - VEHICLES	1,303						
101-610-038-01	ADVERTISING & LEGAL	2,419	111	500	319	500	-	0.0%
101-610-040-01	MEMBERSHIPS & DUES		1,070	1,200	950	1,200	-	0.0%
101-610-040-03	MEETINGS	1,031						
101-610-041-01	TRAVEL/CONF/MEETINGS/TRAINING	614	505	1,220	489	1,220	-	0.0%
101-610-042-01	SUBSCRIPTIONS		96	192			(192)	-100.0%
101-610-043-02	TRAINING - P.O.S.T.				40			
101-610-050-01	COMMUNITY PROMOTIONS	599	291	400	392	400	-	0.0%
101-610-051-08	EMERGENCY PREPAREDNESS		3,226	3,000	1,172	12,000	9,000	300.0%
101-610-053-02	SDE - RECRUITMENT	12,572						
101-610-053-04	SDE - RESERVE PRG/VOLUNTEERS		791	1,000	809	1,000	-	0.0%
101-610-060-01	CAPITAL OUTLAY - EQUIPMENT					2,710	2,710	
101-610-061-01	CAPITAL OUTLAY - COMPUTERS			3,300		1,900	(1,400)	
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>287,607</b>	<b>296,610</b>	<b>309,541</b>	<b>198,575</b>	<b>300,004</b>	<b>(9,537)</b>	<b>-3.1%</b>
<b>TOTAL OPERATING COSTS</b>		<b>612,286</b>	<b>651,982</b>	<b>678,607</b>	<b>466,660</b>	<b>689,369</b>	<b>10,762</b>	<b>1.7%</b>

FUND: 101 GENERAL FUND  
 DEPT: 620 POLICE PATROL

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO	
							\$ INC(DEC)	% INC(DEC)
101-620-001-01	SALARIES - REGULAR SWORN	626,140	711,532	740,507	525,051	797,117	56,610	7.6%
101-620-001-06	SALARIES - OVERTIME	197,475	155,208	200,310	126,403	200,310	-	0.0%
101-620-001-07	SALARIES - COURT TIME	27,251	22,097	30,000	21,656	30,000	-	0.0%
101-620-001-08	SALARIES - DETECTIVE DIFFER	-	-	-	322	2,151	2,151	
101-620-001-09	SALARIES - EDUC INCENTIVE	5,932	6,734	5,952	5,071	8,182	2,230	37.5%
101-620-001-10	SALARIES - PAGER PAY	4,792	4,152	3,855	2,229	2,969	(886)	-23.0%
101-620-001-11	SALARIES - SHIFT DIFFERENTIAL	8,001	8,735	10,000	6,233	8,401	(1,599)	-16.0%
101-620-002-01	RETIREMENT - PERS SAFETY	82,992	121,568	163,055	119,253	158,491	(4,564)	-2.8%
101-620-002-02	RETIREMENT - CalPERS Safety	-	-	-	(648)	-	-	
101-620-002-03	RETIREMENT - ICMA	9,977	6,478	7,200	6,180	7,314	114	1.6%
101-620-003-01	HEALTH INSURANCE	86,128	79,445	86,460	53,285	123,276	36,816	42.6%
101-620-003-02	DENTAL INSURANCE	12,205	11,945	13,273	8,240	13,863	590	4.4%
101-620-003-03	LIFE INSURANCE	1,897	867	1,341	648	1,387	45	3.4%
101-620-003-04	WORKERS' COMPENSATION	53,646	21,520	18,545	7,947	8,812	(9,733)	-52.5%
101-620-003-05	DISABILITY INSURANCE	5,416	4,079	4,782	3,159	5,037	255	5.3%
101-620-004-02	MEDICARE	12,911	13,439	14,364	10,132	11,033	(3,331)	-23.2%
101-620-005-02	UNIFORM ALLOWANCE	9,352	9,222	9,450	6,380	9,450	-	0.0%
101-620-007-01	EMPLOYEE ASSISTANCE PROG	422	430	422	274	422	-	0.0%
	<b>TOTAL PERSONNEL COSTS</b>	<b>1,144,538</b>	<b>1,177,451</b>	<b>1,309,517</b>	<b>901,818</b>	<b>1,388,214</b>	<b>78,697</b>	<b>6.0%</b>

SERVICES/SUPPLIES:

101-620-021-01	COMMUNICATIONS	8,569	-	-	-	-	-	
101-620-022-01	SUPPLIES AND MATERIALS	9,176	9,696	8,609	7,170	8,613	4	0.0%
101-620-031-02	MAINTENANCE - EQUIPMENT	1,272	1,259	3,500	178	3,500	-	0.0%
101-620-036-02	EQUIPMENT MAINT - VEHICLES	15,330	14,990	16,000	10,984	16,000	-	0.0%
101-620-037-01	GAS AND OIL	25,830	30,985	36,560	22,785	41,700	5,140	14.1%
101-620-040-01	MEMBERSHIP & DUES	492	216	500	260	500	-	0.0%
101-620-041-01	TRAVEL/CONFERENCES/MTGS	804	594	700	-	700	-	0.0%
101-620-042-01	SUBSCRIPTIONS	410	361	605	239	605	-	0.0%
101-620-043-02	POST TRAINING	15,761	12,794	18,074	13,897	18,354	280	1.5%
101-620-051-12	SPECIAL INVESTIGATIONS	-	500	2,500	-	2,500	-	0.0%
101-620-052-02	TRAFFIC STUDIES	-	1,247	-	-	-	-	
101-620-053-01	SDE - BOOKING FEES	(23)	-	1,562	-	1,562	-	0.0%
	SAFETY COMPLIANCE	-	-	12,000	-	2,985	2,985	
101-620-061-03	FURNITURE, FIXTURES, EQUIPMENT <sup>1</sup>	-	-	-	-	-	(12,000)	-100.0%
101-620-061-06	ASSET PURCHASES - VEHICLES	-	-	-	-	-	-	
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>77,621</b>	<b>72,642</b>	<b>100,610</b>	<b>59,287</b>	<b>97,019</b>	<b>(3,591)</b>	<b>-3.6%</b>
	<b>TOTAL OPERATING COSTS</b>	<b>1,222,158</b>	<b>1,250,093</b>	<b>1,410,127</b>	<b>961,105</b>	<b>1,485,233</b>	<b>75,106</b>	<b>5.3%</b>

1 Mid-Year adjustment for audio-video recording equipment (12,000)

FUND: 101 GENERAL FUND  
 DEPT: 630 POLICE SUPPORT SERVICES

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO	
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	% INC(DEC)
101-630-001-01	SALARIES - REGULAR	101,070	84,533	90,576	60,748	92,926	2,350	2.6%
101-630-001-04	SALARIES - TEMPORARY	167	-	-	-	-	-	-
101-630-001-06	SALARIES - OVERTIME	33	35	-	407	-	-	-
101-630-002-01	RETIREMENT - PERS	13,847	10,106	11,232	7,920	11,816	585	5.2%
101-630-003-01	HEALTH INSURANCE	19,258	12,678	15,162	13,489	15,533	371	2.4%
101-630-003-02	DENTAL INSURANCE	1,066	341	675	821	705	30	4.4%
101-630-003-03	LIFE INSURANCE	280	161	345	223	156	(189)	-54.8%
101-630-003-04	WORKERS' COMPENSATION	2,998	2,620	2,060	965	1,076	(983)	-47.7%
101-630-003-05	DISABILITY INSURANCE	900	517	593	395	615	22	3.7%
101-630-004-01	SOCIAL SECURITY/FICA	10	-	-	-	-	-	-
101-630-004-02	MEDICARE	1,401	1,172	1,313	853	1,347	34	2.6%
101-630-005-02	UNIFORM ALLOWANCE	525	-	-	-	-	-	-
101-630-007-01	EMPLOYEE ASSISTANCE PROG	141	102	94	63	94	-	0.0%
<b>TOTAL PERSONNEL COSTS</b>		<b>141,694</b>	<b>112,265</b>	<b>122,050</b>	<b>85,885</b>	<b>124,269</b>	<b>2,219</b>	<b>1.8%</b>
			2.00	1.50		1.50		

SERVICES/SUPPLIES

101-630-022-01	SUPPLIES AND MATERIALS	1,210	4,554	2,500	549	2,500	-	0.0%
101-630-040-01	MEMBERSHIP & DUES	45	-	-	-	-	-	-
101-630-041-01	TRAVEL/CONF/MEETINGS/TRAINING	551	-	-	-	-	-	-
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>1,806</b>	<b>4,554</b>	<b>2,500</b>	<b>549</b>	<b>2,500</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING COSTS</b>		<b>143,500</b>	<b>116,819</b>	<b>124,550</b>	<b>86,434</b>	<b>126,769</b>	<b>2,219</b>	<b>1.8%</b>

FUND: 101 GENERAL FUND  
 DEPT: 710 ENGR/PW ADMINISTRATION

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED	PROPOSED	
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	FY 2012-13	FY 2012-13 TO AMENDED FY 2011-12	AMENDED FY 2011-12 \$ INC(DEC)
101-710-001-01	SALARIES - REGULAR	262,654	233,008	234,645	164,084	230,315	(4,330)	-1.9%	
101-710-001-04	SALARIES - TEMPORARY	-	108	-	-	-	-	0.0%	
101-710-001-06	SALARIES - OVERTIME	5,466	2,376	5,000	13	5,000	-	0.0%	
101-710-001-10	SALARIES - PAGER PAY	5,150	-	-	-	624	624	-0.3%	
101-710-002-01	RETIREMENT - PERS	37,183	28,255	29,450	20,086	29,363	(87)	0.0%	
101-710-002-03	RETIREMENT - ICMA	5,190	3,602	3,600	2,550	3,600	-	15.3%	
101-710-003-01	HEALTH INSURANCE	23,809	18,188	16,865	13,724	19,489	2,623	3.9%	
101-710-003-02	DENTAL INSURANCE	4,447	3,924	4,085	2,624	4,238	153	-3.5%	
101-710-003-03	LIFE INSURANCE	442	272	397	353	388	(9)	-35.7%	
101-710-003-04	WORKERS' COMPENSATION	7,708	7,383	5,264	2,569	2,647	(2,617)	7.3%	
101-710-003-05	DISABILITY INSURANCE	2,207	1,333	1,449	880	1,513	64	0.0%	
101-710-004-01	SOCIAL SECURITY - FICA	-	7	-	-	-	-	0.0%	
101-710-004-02	MEDICARE	3,438	2,959	3,475	2,015	3,314	(161)	-5.7%	
101-710-005-01	AUTO ALLOWANCE	3,240	4,206	4,200	2,342	4,200	-	0.0%	
101-710-005-02	UNIFORM ALLOWANCE	799	595	595	412	595	-	0.0%	
101-710-039-14	EAP	422	130	120	74	120	-	0.0%	
<b>TOTAL PERSONNEL COSTS</b>		<b>362,156</b>	<b>306,346</b>	<b>309,145</b>	<b>211,725</b>	<b>305,404</b>	<b>(3,741)</b>	<b>-1.2%</b>	
<b>FTE</b>			<b>2.55</b>	<b>2.55</b>	<b>2.55</b>	<b>2.55</b>		<b>0.0%</b>	
<b>SERVICES/SUPPLIES:</b>									
101-710-021-01	COMMUNICATIONS	4,415	3,029	3,600	1,311	3,600	-	0.0%	
101-710-022-01	SUPPLIES AND MATERIALS	7,500	5,617	6,500	1,152	6,500	-	0.0%	
101-710-026-01	CONTRACT SVCS	35,452	10,897	40,000	9	40,000	-	0.0%	
101-710-030-03	POSTAGE	896	984	1,000	1,085	1,000	-	0.0%	
101-710-031-04	COPIER COSTS	4,103	5,003	4,000	3,208	4,000	-	0.0%	
101-710-033-01	MILEAGE REIMBURSEMENT	30	-	50	50	50	-	0.0%	
101-710-036-02	MAINTENANCE - VEHICLES	2,932	2,333	1,500	1,500	1,500	-	0.0%	
101-710-037-01	OIL AND GAS	-	1,647	-	-	-	-	0.0%	
101-710-038-01	ADVERTISING/LEGAL	598	-	900	900	900	-	0.0%	
101-710-040-01	MEMBERSHIPS & DUES	271	502	500	585	500	-	0.0%	
101-710-041-01	TRAVEL/CONF/MTGS/TRAINING	1,765	1,347	1,504	2,824	1,504	-	0.0%	
101-710-042-01	SUBSCRIPTIONS	69	82	100	82	100	-	0.0%	
<b>TOTAL SERVICES/SUPPLIES</b>		<b>58,031</b>	<b>31,441</b>	<b>59,654</b>	<b>10,256</b>	<b>59,654</b>	<b>-</b>	<b>0.0%</b>	
<b>TOTAL OPERATING COSTS</b>		<b>420,187</b>	<b>337,787</b>	<b>368,799</b>	<b>221,981</b>	<b>365,058</b>	<b>(3,741)</b>	<b>-1.0%</b>	

FUND: 101 GENERAL FUND  
 DEPT: 730 STORM DRAIN MAINTENANCE

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO
		FY 2009-10	FY 2010-11	AMENDED FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12 \$ INC(DEC) % INC(DEC)
101-730-001-01	SALARIES - REGULAR	98,965	127,969	130,384	89,902	129,824	(559) -0.5%
101-730-001-06	SALARIES - OVERTIME	1,592	1,355	1,500	205	1,500	- 0.0%
	SALARIES - PAGER PAY					936	
101-730-002-01	RETIREMENT - PERS	13,203	14,975	16,407	11,080	16,575	169 1.2%
101-730-002-03	RETIREMENT - ICMA	2,224	3,602	3,600	2,550	3,600	- 0.0%
101-730-003-01	HEALTH INSURANCE	8,673	9,007	9,404	7,534	10,098	693 9.1%
101-730-003-02	DENTAL INSURANCE	1,752	2,410	2,588	1,703	2,687	99 4.1%
101-730-003-03	LIFE INSURANCE	194	181	221	246	219	(2) -1.4%
101-730-003-04	WORKERS' COMPENSATION	2,996	4,084	3,031	1,422	1,500	(1,531) -37.7%
101-730-003-05	DISABILITY INSURANCE	869	764	802	545	857	55 8.5%
101-730-004-02	MEDICARE	1,522	1,852	1,912	1,271	1,878	(34) -1.9%
101-730-005-01	AUTO ALLOWANCE	748	902	900	502	900	- 0.0%
101-730-005-02	UNIFORM ALLOWANCE	472	525	525	363	525	- 0.0%
101-730-039-14	EAP	-	86	80	52	80	- 0.0%
<b>TOTAL PERSONNEL COSTS</b>		<b>133,210</b>	<b>167,712</b>	<b>171,354</b>	<b>117,374</b>	<b>171,180</b>	<b>(1,110) -0.7%</b>

SERVICES/SUPPLIES:

101-730-021-01	COMMUNICATIONS	429	1,039	1,200	779	1,200	- 0.0%
101-730-022-01	SUPPLIES AND MATERIALS	524	1,492	2,250	2,250	2,250	- 0.0%
101-730-025-01	RENTS/LEASES/TAXES	5,400	5,400	5,500	7,279	5,500	- 0.0%
101-730-026-01	CONTRACT SVCS - ENGINEERING	58,939	30,745	34,500	8,791	34,500	- 0.0%
101-730-030-03	POSTAGE	155	-	-	-	-	- 0.0%
101-730-033-01	MILEAGE REIMBURSEMENT	15	-	-	-	-	- 0.0%
101-730-033-07	MAINTENANCE - BLDG/GROUNDS	6,339	-	-	-	-	- 0.0%
101-730-036-02	EQUIP MAINT - VEHICLES	1,654	1,085	1,500	1,500	1,500	- 0.0%
101-730-038-01	ADVERTISING/LEGAL	248	1,170	7,500	246	7,500	- 0.0%
101-730-040-01	MEMBERSHIPS/DUES	726	249	275	515	275	- 0.0%
101-730-041-01	TRAVEL/CONF/MEETINGS/TRAINING	8,733	964	1,925	3,408	1,925	- 0.0%
101-730-050-18	EDUCATION/OUTREACH		7,689	7,000		7,000	- 0.0%
<b>TOTAL SERVICES/SUPPLIES</b>		<b>83,162</b>	<b>49,833</b>	<b>61,650</b>	<b>21,018</b>	<b>61,650</b>	<b>- 0.0%</b>
<b>TOTAL OPERATING COSTS</b>		<b>216,372</b>	<b>217,545</b>	<b>233,004</b>	<b>138,393</b>	<b>232,830</b>	<b>(1,110) -0.5%</b>



FUND: 101 General Fund  
 DEPT: 751 Hacienda Bldg & Grounds Maintenance

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED FY 2012-13 TO		
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	% INC(DEC)
<b>PERSONNEL:</b>								
101-751-001-01	SALARIES - REGULAR	56,075	69,725	73,179	50,528	72,849	(330)	-0.5%
101-751-001-06	SALARIES - OVERTIME	606	489	500	511	750	250	62.5%
101-751-001-10	PAGER PAY	-	-	-	-	2,288	2,288	
101-751-002-01	RETIREMENT - PERS	7,765	8,323	9,437	6,495	9,364	(73)	-0.9%
101-751-003-01	HEALTH INSURANCE	8,471	8,956	10,090	8,123	9,820	(270)	-4.0%
101-751-003-02	DENTAL INSURANCE	1,219	1,356	1,917	1,008	2,001	84	6.1%
101-751-003-03	LIFE INSURANCE	144	121	243	171	124	(119)	-101.6%
101-751-003-04	WORKERS' COMPENSATION	1,649	2,211	1,854	794	837	(1,017)	-46.3%
101-751-003-05	DISABILITY INSURANCE	500	419	448	321	478	31	8.4%
101-751-004-02	MEDICARE	739	848	1,068	617	1,048	(21)	-2.1%
101-751-005-02	UNIFORM ALLOWANCE	727	770	791	547	791	-	0.0%
101-751-039-14	EMPLOYEE ASSIST PROGRAM	-	58	54	36	55	1	2.6%
<b>TOTAL PERSONNEL COSTS</b>		<b>77,894</b>	<b>93,276</b>	<b>99,581</b>	<b>69,151</b>	<b>100,406</b>	<b>824</b>	<b>0.9%</b>
<i>FTE</i>			<i>1.15</i>	<i>1.18</i>	<i>1.18</i>	<i>1.18</i>		<i>0.0%</i>
<b>SERVICES/SUPPLIES:</b>								
101-751-020-01	UTILITIES	26,101	30,248	30,000	15,084	30,000	-	0.0%
101-751-021-01	COMMUNICATIONS	703	245	525	122	525	-	0.0%
101-751-022-01	SUPPLIES AND MATERIALS	2,507	298	2,500	783	2,500	-	0.0%
101-751-026-01	CONTRACT SVCS	19,927	15,232	18,732	8,810	18,732	-	0.0%
101-751-026-18	CONTRACT SVCS - MAINTENANCE	-	-	-	150	-	-	
101-751-031-02	MAINTENANCE - EQUIPMENT	383	-	-	-	-	-	
101-751-033-07	BLDG/GRNDS MAINT	43,879	35,251	40,800	11,462	40,800	-	0.0%
101-751-036-02	EQUIP MAINT - VEHICLES	571	1,689	1,000	769	1,000	-	0.0%
101-751-037-01	FUEL AND OIL	1,795	2,802	1,800	1,998	1,800	-	0.0%
101-751-041-01	TRAVEL/CONF/MEETINGS/TRAINING	25	-	125	-	125	-	
101-751-053-01	SDE - PLANTS	-	1,846	3,500	1,030	3,500	-	0.0%
<b>TOTAL SERVICES/SUPPLIES</b>		<b>95,891</b>	<b>87,611</b>	<b>98,982</b>	<b>40,208</b>	<b>98,982</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING COSTS</b>		<b>173,785</b>	<b>180,887</b>	<b>198,563</b>	<b>109,359</b>	<b>199,388</b>	<b>824</b>	<b>0.5%</b>

FUND: 101 General Fund  
 DEPT: 752 Library Maintenance

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO		
							AMENDED FY 2011-12	% INC(DEC)	
101-752-001-01	SALARIES - REGULAR	34,723	20,625	21,305	15,349	21,902	597	3.0%	
101-752-001-06	SALARIES - OVERTIME	54	92	-	51	100	100	100.0%	
101-752-001-10	PAGER PAY	-	-	-	-	437	437	-	
101-752-002-01	RETIREMENT - PERS	4,363	2,396	2,749	1,914	2,808	59	2.6%	
101-752-003-01	HEALTH INSURANCE	2,631	1,623	2,079	1,586	2,066	(13)	-1.0%	
101-752-003-02	DENTAL INSURANCE	372	239	299	179	309	11	4.4%	
101-752-003-03	LIFE INSURANCE	49	26	37	38	37	0	0.1%	
101-752-003-04	WORKERS' COMPENSATION	962	637	252	234	247	(5)	-0.8%	
101-752-003-05	DISABILITY INSURANCE	281	119	132	93	141	9	11.4%	
101-752-004-02	MEDICARE	211	121	309	95	309	0	0.0%	
101-752-005-01	AUTO ALLOWANCE	249	-	-	-	-	-	-	
101-752-005-02	UNIFORM ALLOWANCE	182	175	182	126	182	-	0.0%	
101-752-039-14	EMPLOYEE ASSIST PROGRAM	-	12	12	8	12	0	4.0%	
	<b>TOTAL PERSONNEL COSTS</b>	<b>44,078</b>	<b>26,065</b>	<b>27,356</b>	<b>19,673</b>	<b>28,551</b>	<b>1,195</b>	<b>4.8%</b>	
	FTE			0.26		0.26	0	4.0%	
<b>SERVICES/SUPPLIES:</b>									
101-752-020-01	UTILITIES	26,652	28,334	28,500	15,334	28,500	-	0.0%	
101-752-022-01	SUPPLIES AND MATERIALS	625	164	3,500	438	3,500	-	0.0%	
101-752-026-01	CONTRACT SVCS	21,425	16,399	19,080	10,632	19,080	-	0.0%	
101-752-031-04	COPIER COSTS	15	-	-	-	-	-	-	
101-752-033-07	BLDG/GRNDS MAINT	11,953	9,983	10,000	11,548	10,000	-	0.0%	
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>60,670</b>	<b>54,880</b>	<b>61,080</b>	<b>37,952</b>	<b>61,080</b>	<b>-</b>	<b>0.0%</b>	
	<b>TOTAL OPERATING COSTS</b>	<b>104,748</b>	<b>80,945</b>	<b>88,436</b>	<b>57,625</b>	<b>89,631</b>	<b>1,195</b>	<b>1.3%</b>	

FUND: 101 General Fund  
 DEPT: 753 Parks & Open Space Maintenance

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12 \$ INC(DEC) % INC(DEC)
101-753-001-01	SALARIES - REGULAR	94,711	101,370	99,453	66,421	95,542	(3,911) -4.0%
101-753-001-04	SALARIES - TEMPORARY	1,360	6,535	12,000	8,000	12,000	- 0.0%
101-753-001-06	SALARIES - OVERTIME	2,151	1,764	2,000	898	2,000	- 0.0%
101-753-001-10	SALARIES - PAGER/ON CALL	9,070	-	-	3,120	3,120	3,120 0.0%
101-753-002-01	RETIREMENT - PERS	12,583	11,912	12,872	8,435	12,287	(585) -5.1%
101-753-003-01	HEALTH INSURANCE	10,196	10,136	11,491	8,450	10,938	(553) -5.9%
101-753-003-02	DENTAL INSURANCE	1,638	1,692	1,870	1,154	1,950	80 4.7%
101-753-003-03	LIFE INSURANCE	230	172	174	227	162	(12) -6.9%
101-753-003-04	WORKERS' COMPENSATION	3,061	3,647	2,665	1,169	1,096	(1,569) -43.3%
101-753-003-05	DISABILITY INSURANCE	831	610	610	424	627	16 3.0%
101-753-003-06	UNEMPLOYMENT CLAIMS	271	-	-	-	-	-
101-753-004-01	FICA/SOCIAL SECURITY	735	422	794	520	794	(0) -0.1%
101-753-004-02	MEDICARE	1,284	1,338	1,645	914	1,372	(273) -16.7%
101-753-005-02	UNIFORM ALLOWANCE	1,163	1,155	1,085	751	1,085	- 0.0%
101-753-039-14	EMPLOYEE ASSIST PROGR	-	83	68	47	73	5 6.6%
	<b>TOTAL PERSONNEL COSTS</b>	<b>139,286</b>	<b>140,836</b>	<b>146,728</b>	<b>97,411</b>	<b>143,047</b>	<b>(3,681) -2.6%</b>
	<i>FTE</i>		1.55	1.55	1.55	1.55	- 0.0%
<b>SERVICES/SUPPLIES:</b>							
101-753-020-01	UTILITIES	44,065	34,698	41,375	26,765	41,375	- 0.0%
101-753-021-01	COMMUNICATIONS	1,095	349	975	192	975	- 0.0%
101-753-022-01	SUPPLIES AND MATERIALS	2,515	515	1,000	1,227	1,000	- 0.0%
101-753-025-01	RENTS/LEASES/TAXES	4,713	-	6,000	-	6,000	- 0.0%
101-753-026-01	CONTRACT SVCS	32,235	8,095	33,500	18,554	33,500	- 0.0%
101-753-030-03	POSTAGE	79	-	-	-	-	-
101-753-033-07	BLDG/GRNDS MAINT	19,882	40,755	30,000	18,258	30,000	- 0.0%
101-753-036-02	EQUIP MAINT - VEHICLES	5,504	9,989	5,000	4,068	5,000	- 0.0%
101-753-037-01	FUEL & OIL	4,860	5,471	6,000	4,035	6,000	- 0.0%
101-753-041-01	TRAVEL/CONF/MEETINGS/TRAINING	201	425	560	372	560	- 0.0%
101-753-080-01	REIMB PROPERTY DAMAGE	-	3,400	6,000	-	6,000	- 0.0%
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>115,149</b>	<b>103,697</b>	<b>130,410</b>	<b>73,472</b>	<b>130,410</b>	<b>- 0.0%</b>
	<b>TOTAL OPERATING COSTS</b>	<b>254,435</b>	<b>244,533</b>	<b>277,138</b>	<b>170,882</b>	<b>273,457</b>	<b>(3,681) -1.4%</b>

FUND: 101 General Fund  
 DEPT: 754 PW 329 Rheem Bldg Maintenance

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12
							% INC(DEC)
<b>PERSONNEL:</b>							
101-754-001-01	SALARIES - REGULAR	10,310	9,941	14,314	10,284	14,733	4.4%
101-754-001-06	SALARIES - OVERTIME	23	5	-	47	-	0.0%
101-754-001-10	PAGER PAY	-	-	-	-	333	333
101-754-002-01	RETIREMENT - PERS	1,740	1,432	1,851	1,495	1,888	3.0%
101-754-003-01	HEALTH INSURANCE	478	423	1,150	686	1,135	(15)
101-754-003-02	DENTAL INSURANCE	65	64	133	87	138	6
101-754-003-03	LIFE INSURANCE	14	11	25	22	25	(0)
101-754-003-04	WORKERS' COMPENSATION	279	307	169	157	166	(4)
101-754-003-05	DISABILITY INSURANCE	86	57	89	61	95	6
101-754-004-02	MEDICARE	52	54	208	59	208	0
101-754-005-02	UNIFORM ALLOWANCE	73	70	112	78	112	-
101-754-039-14	EMPLOYEE ASSIST PRG	-	5	5	5	8	3
<b>TOTAL PERSONNEL COSTS</b>		<b>13,120</b>	<b>12,369</b>	<b>18,054</b>	<b>12,982</b>	<b>18,839</b>	<b>785</b>
			<i>0.16</i>	<i>0.16</i>	<i>0.16</i>	<i>0.16</i>	
<b>SERVICES/SUPPLIES:</b>							
101-754-020-01	UTILITIES	23,507	22,971	19,100	13,027	19,100	-
101-754-021-01	COMMUNICATIONS	185	587	624	426	624	-
101-754-022-01	SUPPLIES AND MATERIALS	406	172	1,000	241	1,000	-
101-754-026-01	CONTRACT SVCS	11,585	16,510	28,044	10,389	28,044	-
101-754-033-07	BLDGS/GRNDS MAINT	21,289	13,944	11,800	6,746	11,800	-
101-754-060-01	CAPITAL OUTLAY - EQUIPMENT	6,270	-	-	-	-	-
101-750-080-01	PROPERTY DAMAGE - REIMB	-	3,094	-	-	-	-
<b>TOTAL SERVICES/SUPPLIES</b>		<b>63,242</b>	<b>57,278</b>	<b>60,568</b>	<b>30,829</b>	<b>60,568</b>	<b>0.0%</b>
<b>TOTAL OPERATING COSTS</b>		<b>76,362</b>	<b>69,647</b>	<b>78,622</b>	<b>43,811</b>	<b>79,407</b>	<b>785</b>
							<b>1.0%</b>

FUND: 101 General Fund  
 DEPT: 755 PW 331 Rheem Bldg Maintenance

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO	
							AMENDED FY 2011-12	AMENDED FY 2011-12
							\$ INC(DEC)	% INC(DEC)
<b>PERSONNEL:</b>								
101-755-001-01	SALARIES - REGULAR		6,267	4,895	3,600	5,123	228	3.8%
	PAGER PAY				62			
101-755-002-01	RETIREMENT - PERS		720	626	455	656	30	4.3%
101-755-003-01	HEALTH INSURANCE		282	396	345	405	9	3.6%
101-755-003-02	DENTAL INSURANCE		32	44	30	45	1	2.9%
101-755-003-03	LIFE INSURANCE		5	13	7	9	(5)	-91.6%
101-755-003-04	WORKERS' COMPENSATION		188	158	54	57	(101)	-53.8%
101-755-003-05	DISABILITY INSURANCE		35	30	22	33	2	7.7%
101-755-004-02	MEDICARE			71	13	72	1	
101-755-005-02	UNIFORM ALLOWANCE		35	35	24	35	-	0.0%
101-755-039-14	EMPLOYEE ASSIST PRG		3	2	2	2	-	0.0%
	<b>TOTAL PERSONNEL COSTS</b>		<b>7,567</b>	<b>6,270</b>	<b>4,551</b>	<b>6,498</b>	<b>166</b>	<b>2.3%</b>
	<i>FTE</i>		<i>0.05</i>	<i>0.05</i>	<i>0.05</i>	<i>0.05</i>	<i>-</i>	<i>0.0%</i>
<b>SERVICES/SUPPLIES:</b>								
101-755-020-01	UTILITIES	564	2,800	3,250	2,750	3,250	-	0.0%
101-755-021-01	COMMUNICATIONS	342	734	500	327	500	-	0.0%
101-755-022-01	SUPPLIES AND MATERIALS	1,219	487	2,500	791	2,500	-	0.0%
101-755-026-01	CONTRACT SVCS	12,661	7,512	7,300	4,644	7,300	-	0.0%
101-755-033-07	COPIER COSTS	188	-	-	-	-	-	-
101-755-033-07	BLDGS/GRNDS MAINT	27,995	12,421	3,000	2,494	3,000	-	0.0%
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>42,970</b>	<b>23,954</b>	<b>16,550</b>	<b>11,006</b>	<b>16,550</b>	<b>-</b>	<b>0.0%</b>
	<b>TOTAL OPERATING COSTS</b>	<b>42,970</b>	<b>31,521</b>	<b>22,820</b>	<b>15,557</b>	<b>23,048</b>	<b>166</b>	<b>0.4%</b>

FUND: 101 GENERAL FUND  
DEPT: 810 RECREATION

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL		MIDYEAR AMENDED		ACTUAL		PROPOSED		PROPOSED FY 2012-13 TO AMENDED FY 2011-12		
		FY 2009-10	FY 2010-11	FY 2011-12	AS OF 3/16/12	FY 2012-13	FY 2012-13	\$ INC(DEC)	% INC(DEC)			
<b>PERSONNEL:</b>												
101-810-001-01	SALARIES - REGULAR	155,368	67,178	78,791	61,308	83,428	4,637	5.9%				
101-810-001-04	SALARIES - TEMPORARY	18,945	1,364	6,000	6,536	7,000	1,000	16.7%				
101-810-001-06	SALARIES - OVERTIME	421	-	-	-	-	-					
101-810-002-01	RETIREMENT - PERS	22,512	8,226	9,880	7,895	10,609	729	7.4%				
101-810-003-01	HEALTH INSURANCE	16,427	8,610	9,799	9,044	10,034	235	2.4%				
101-810-003-02	DENTAL INSURANCE	2,324	1,321	1,630	1,256	1,703	72	4.4%				
101-810-003-03	LIFE INSURANCE	313	91	132	176	140	8	6.2%				
101-810-003-04	WORKERS' COMPENSATION	4,874	2,123	1,932	1,042	966	(966)	-50.0%				
101-810-003-05	DISABILITY INSURANCE	1,408	411	488	382	552	64	13.2%				
101-810-003-06	UNEMPLOYMENT CLAIMS	181	-	-	-	-	-					
101-810-004-01	SOCIAL SECURITY - FICA	1,143	85	389	405	(389)	(389)	-100.0%				
101-810-004-02	MEDICARE	2,603	1,036	1,213	973	1,210	(3)	-0.3%				
101-810-005-01	AUTO ALLOWANCE	4,985	2,704	2,700	1,869	2,700	-	0.0%				
101-810-007-01	EMPLOYEE ASSISTANCE PROG	141	43	49	38	49	(0)	-0.3%				
<b>TOTAL PERSONNEL COSTS</b>		<b>231,643</b>	<b>93,192</b>	<b>113,004</b>	<b>90,924</b>	<b>118,391</b>	<b>5,387</b>	<b>4.8%</b>				
<b>FTE</b>		<b>0.85</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>-</b>	<b>0.0%</b>				
<b>SERVICES/SUPPLIES:</b>												
101-810-021-01	COMMUNICATIONS	658	213	167	68	167	(0)	-0.3%				
101-810-022-01	SUPPLIES AND MATERIALS	7,380	1,893	3,500	3,218	3,500	-	0.0%				
101-810-024-01	MERCHANT CREDIT CARD FEES	9,849	12,449	-	-	-	-					
101-810-025-01	RENTS/LEASES/TAXES	1,901	-	-	-	-	-					
101-810-026-01	CONTRACT SVCS - INSTRUCTORS	125,210	40,958	38,000	15,856	38,000	-	0.0%				
101-810-026-03	CONTRACT SVCS - SCHOOL FIELDS	55,000	44,000	33,000	16,500	22,000	(11,000)	-33.3%				
101-810-030-03	POSTAGE	3,654	388	450	361	450	-	0.0%				
101-810-031-04	COPIER COSTS	5,384	1,432	1,500	1,129	1,500	-	0.0%				
101-810-033-01	MILEAGE REIMBURSEMENT	73	-	-	-	-	-					
101-810-034-04	CONTRACT SVCS - WEED ABATE/MULH	3,799	2,361	5,000	-	5,000	-	0.0%				
101-810-036-02	MAINTENANCE - VEHICLE	-	-	100	-	100	-	0.0%				
101-810-037-01	GAS & OIL	62	81	600	289	600	-	0.0%				
101-810-038-01	ADVERTISING/LEGAL	2,177	1,876	2,000	2,160	3,000	1,000	50.0%				
101-810-040-01	MEMBERSHIPS	415	575	625	575	625	-	0.0%				

FUND: 101 GENERAL FUND  
 DEPT: 810 RECREATION

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR		ACTUAL FY 2011-12 AS OF 3/16/12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
				AMENDED FY 2011-12	FY 2012-13			\$ INC(DEC)	% INC(DEC)
101-810-041-01	TRAVEL/CONFERENCES/MTGS	1,286	1,500	500	473	500	-	-	0.0%
101-810-050-09	LAMORINDA SPIRIT VAN			9,000	9,000	9,000	-	-	0.0%
101-810-052-01	SDE - TRIATHLON	10,651	16,138	11,500	1,035	11,500	-	-	0.0%
101-810-053-01	SDE - BROCHURE ACTIVITY GUIDE/CRITER	9,049	10,097	4,500	3,636	4,500	-	-	0.0%
101-810-053-02	JULY 4TH	18,069	18,936	17,000	5,864	17,000	-	-	0.0%
101-810-053-05	WEB-BASED REGISTRATION	3,000	1,000	1,250	1,000	1,250	-	-	0.0%
101-810-053-07	PEAR FESTIVAL	1,554	776	1,300	2,127	2,000	700	53.8%	0.0%
101-810-053-08	MORAGA MOVERS Programs	3,951	3,311	2,200	776	2,200	-	-	0.0%
101-810-053-17	P&R SPECIAL EVENTS EXPENSES	6,244	544	-	676	-	-	-	0.0%
101-810-061-03	FURNITURE, FIXTURES, & EQUIPMENT	2,084	-	-	-	-	-	-	0.0%
<b>TOTAL SERVICES/SUPPLIES</b>		<b>271,449</b>	<b>158,528</b>	<b>132,192</b>	<b>64,744</b>	<b>122,892</b>	<b>(9,300)</b>	<b>-7.0%</b>	
<b>TOTAL OPERATING COSTS</b>		<b>503,092</b>	<b>251,720</b>	<b>245,196</b>	<b>155,668</b>	<b>241,283</b>	<b>(3,913)</b>	<b>-1.6%</b>	

FUND: 101 GENERAL FUND  
 DEPT: 850 HACIENDA EVENTS & RENTALS

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12 \$ INC(DEC) % INC(DEC)
<b>PERSONNEL:</b>							
101-850-001-01	SALARIES - REGULAR	25,869	138,753	132,242	83,031	137,415	5,173 3.9%
101-850-001-06	SALARIES - OVERTIME	256	-	-	-	-	-
101-850-001-04	SALARIES - TEMPORARY	3,479	19,351	15,000	13,303	15,000	0.0%
101-850-002-01	RETIREMENT - PERS		16,074	16,457	10,845	17,474	1,017 6.2%
101-850-002-03	RETIREMENT - ICMA						
101-850-003-01	HEALTH INSURANCE	2,194	20,162	17,609	13,171	18,028	419 2.4%
101-850-003-02	DENTAL INSURANCE	263	2,993	2,852	1,875	2,979	127 4.4%
101-850-003-03	LIFE INSURANCE	59	230	342	271	231	(111) -32.5%
101-850-003-04	WORKERS' COMPENSATION	677	4,887	3,053	1,448	1,591	(1,462) -47.9%
101-850-003-05	DISABILITY INSURANCE	223	850	902	555	910	8 0.9%
101-850-003-06	UNEMPLOYMENT CLAIMS	1,671	-	-	-	-	-
101-850-004-01	SOCIAL SECURITY/FICA	378	1,200	930	825	930	- 0.0%
101-850-004-02	MEDICARE	-	2,341	2,135	1,460	1,993	(142) -6.7%
101-850-005-01	AUTO ALLOWANCE	-	3,305	3,300	2,285	3,300	- 0.0%
101-850-007-01	EMPLOYEE ASSISTANCE PROG	-	109	92	56	91	(0) -0.3%
<b>TOTAL PERSONNEL</b>		<b>35,070</b>	<b>210,255</b>	<b>194,914</b>	<b>129,124</b>	<b>199,942</b>	<b>5,028 2.6%</b>
			<i>FTE 2.15</i>	<i>1.95</i>	<i>1.95</i>	<i>1.95</i>	<i>0.0%</i>
<b>SERVICES/SUPPLIES:</b>							
101-850-021-01	COMMUNICATIONS	154	440	311	484	311	0 0.0%
101-850-022-01	SUPPLIES AND MATERIALS	1,693	2,632	2,400	1,899	2,400	- 0.0%
101-850-026-01	CONTRACT SVCS	754	61,869	63,500	29,397	63,500	- 0.0%
101-850-030-03	POSTAGE	255	609	650	671	650	- 0.0%
101-850-031-02	MAINTENANCE - EQUIPMENT	225	-	-	-	-	-
101-850-031-04	COPIER COSTS	-	2,659	2,000	2,096	2,000	- 0.0%
101-850-036-02	MAINTENANCE - VEHICLE	-	58	100	-	100	- 0.0%
101-850-038-01	ADVERTISING/LEGAL	17,099	13,216	11,000	11,113	11,000	- 0.0%
101-850-039-01	INSURANCE - EVENT HAZARD	5,182	9,817	9,000	4,737	9,000	- 0.0%
101-850-040-01	MEMBERSHIPS AND DUES	155	-	-	-	-	-
101-850-041-01	TRAVEL/CONF/MTGS/TRNG	91	397	150	127	150	- 0.0%
101-850-053-01	SDE - BROCHURE/ACTIVITY GUIDE		4,437	7,500	5,744	7,500	- 0.0%
101-850-053-03	STAFF FINGERPRINTING <sup>1</sup>				1,440		
101-850-053-05	SDE - WEB BASED REGISTRATION		2,000	2,250	2,000	2,250	- 0.0%
101-850-053-08	MORAGA MOVERS Programs		2,129	2,200	438	2,200	- 0.0%
101-850-053-17	P&R SPECIAL EVENTS		3,200	3,800	1,358	3,800	- 0.0%
	Capital Outlay - Equipment					29,515	29,515
<b>TOTAL SERVICES/SUPPLIES</b>		<b>25,608</b>	<b>103,463</b>	<b>104,861</b>	<b>61,503</b>	<b>134,376</b>	<b>29,515 28.1%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>60,677</b>	<b>313,718</b>	<b>299,775</b>	<b>190,627</b>	<b>334,318</b>	<b>34,544 11.5%</b>

1 New employee fingerprinting costs being recorded with P&R.

FUND: 101 GENERAL FUND  
DEPT: 910 PLANNING

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL	ACTUAL	MIDYEAR	ACTUAL	PROPOSED	PROPOSED FY 2012-13 TO	
		FY2009-10	FY 2010-11	FY 2011-12	FY 2011-12 AS OF 3/16/12	FY 2012-13	AMENDED FY 2011-12	% INC(DEC)
PERSONNEL:							\$ INC(DEC)	% INC(DEC)
101-910-001-01	SALARIES - REGULAR	306,786	317,502	279,324	219,219	314,678	35,354	12.7%
	Est. leave payouts for retiring personnel			31,785			(31,785)	-100.0%
101-910-001-04	SALARIES - TEMPORARY	585						
101-910-001-06	SALARIES - OVERTIME		1,111	1,000	533	1,000		0.0%
101-910-002-01	RETIREMENT - PERS	43,041	37,791	34,900	27,994	40,014	5,114	14.7%
	RETIREMENT - ICMA				4,200	7,200	7,200	
101-910-003-01	HEALTH INSURANCE	31,288	29,700	25,433	13,912	21,930	(3,503)	-13.8%
101-910-003-02	DENTAL INSURANCE	3,827	3,733	3,760	2,626	3,926	166	4.4%
101-910-003-03	LIFE INSURANCE	589	420	662	558	529	(133)	-20.1%
101-910-003-04	WORKERS' COMPENSATION	9,261	10,181	10,294	3,047	2,982	(7,312)	-71.0%
101-910-003-05	DISABILITY INSURANCE	2,627	1,795	1,806	1,354	2,083	277	15.3%
101-910-004-02	MEDICARE	3,553	3,642	4,511	2,565	4,563	52	1.2%
101-910-004-03	UNEMPLOYMENT INSURANCE	6,273						
101-910-005-01	AUTO ALLOWANCE	4,985	6,009	6,000	4,431	6,000		0.0%
101-910-007-01	EMPLOYEE ASSISTANCE PROG	188	199	152	117	176	23	15.4%
	<b>TOTAL PERSONNEL COSTS</b>	<b>413,001</b>	<b>412,083</b>	<b>399,628</b>	<b>280,556</b>	<b>405,081</b>	<b>5,453</b>	<b>1.4%</b>
	FTE		4.00	3.75		3.75		
SERVICES/SUPPLIES:								
101-910-021-01	COMMUNICATIONS	1,590	846	1,000	510	1,000		0.0%
101-910-022-01	SUPPLIES AND MATERIALS	2,705	2,436	6,000	5,996	6,000		0.0%
101-910-025-01	RENTS/LEASES/TAXES		696	1,000		1,000		0.0%
101-910-026-01	CONTRACT SVCS	91,360	17,166	50,000	5,347	25,000	(25,000)	-50.0%
101-910-026-21	MORAGA CENTER SPECIFIC PLAN			5,000		5,000		0.0%
101-910-030-03	POSTAGE	5,598	2,896	2,600	689	2,600		0.0%
101-910-030-04	TELEPHONE							
101-910-031-04	COPIER COSTS	12,572	2,183	2,000	2,993	2,000		0.0%
101-910-033-01	MILEAGE REIMBURSEMENT	258	371	500	277	500		0.0%
101-910-038-01	ADVERTISING/LEGAL	2,709	4,656	4,000		4,000		0.0%
101-910-040-01	MEMBERSHIPS & DUES		472	500	14	500		0.0%
101-910-041-01	TRAVEL/CONF/MEETINGS/TRAINING	591	354	2,400	1,019	2,400		0.0%
101-910-066-01	CURRENT YR ASSET REPLACEMENT			3,000		3,000		0.0%
	<b>TOTAL SERVICES/SUPPLIES</b>	<b>117,382</b>	<b>32,076</b>	<b>78,000</b>	<b>16,846</b>	<b>53,000</b>	<b>(25,000)</b>	<b>-32.1%</b>
	<b>TOTAL OPERATING COSTS</b>	<b>530,383</b>	<b>444,159</b>	<b>477,628</b>	<b>297,401</b>	<b>458,081</b>	<b>(19,547)</b>	<b>-4.1%</b>

TOWN OF MORAGA  
BUDGET DETAIL  
FUND:

100 ONE TIME DEVELOPER FEES

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	MIDYEAR AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2011-12 TO AMENDED FY 2010-11 \$ INC(DEC)	% INC(DEC)
100-000-370-07	DEVELOPER FEES	-	-	-	-	-	-
100-510-350-01	INTEREST EARNINGS <sup>1</sup>	-	-	-	-	-	-
<b>TOTAL Revenue</b>		-	-	-	-	-	-
<b>EXPENDITURES:</b>							
100-000-099-01	TRANSFER OUT TO: Fund 701 - COP for 331 Rheem Promissory Note	-	-	225,000	-	(225,000)	-100%
<b>TOTAL Expenses</b>		-	-	225,000	-	(225,000)	-100%
Change in Fund Balance		-	-	(225,000)	-	-	-
Beginning Fund Balance		2,390,737	2,390,737	2,390,737	2,165,737	2,165,737	
<b>Ending Fund balance</b>		<b>2,390,737</b>	<b>2,390,737</b>	<b>2,165,737</b>	<b>2,165,737</b>		

<sup>1</sup> Projected interest earnings are deposited in the General Fund per Town Council resolution.

**EXHIBIT G**

DRAFT

TOWN OF MORAGA  
BUDGET DETAIL  
FUND:

103 COPS GRANT

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
						\$ INC(DEC)	% INC(DEC)
103-610-350-01	INTEREST EARNINGS	560	507	360	380	20	5.6%
103-610-360-18	COPS GRANT	100,000	100,000	-	100,000	100,000	#DIV/0!
	TRANSFERS IN	19,206	-	-	-	-	
	<b>TOTAL REVENUE</b>	<b>119,766</b>	<b>100,507</b>	<b>360</b>	<b>100,380</b>	<b>100,020</b>	<b>99.3%</b>
<b>EXPENDITURES:</b>							
Supplies/Services							
103-620-001-01	SALARIES - REGULAR SWORN	-	-	-	75,596	75,596	#DIV/0!
103-620-001-09	SALARIES - EDUC INCENTIVE	-	-	-	1,804	1,804	#DIV/0!
103-620-002-01	RETIREMENT - PERS SAFETY	-	-	-	15,065	15,065	#DIV/0!
103-620-002-03	RETIREMENT - ICMA	-	-	-	3,996	3,996	#DIV/0!
103-620-003-03	LIFE INSURANCE	-	-	-	132	132	#DIV/0!
103-620-003-04	WORKERS' COMPENSATION	-	-	-	837	837	#DIV/0!
103-620-003-05	DISABILITY INSURANCE	-	-	-	478	478	#DIV/0!
103-620-004-02	MEDICARE	-	-	-	1,046	1,046	#DIV/0!
103-620-005-02	UNIFORM ALLOWANCE	-	-	-	1,050	1,050	#DIV/0!
103-620-007-01	EMPLOYEE ASSISTANCE PROG	-	-	-	47	47	#DIV/0!
103-000-XXX-XX	RECYCLING GRANT	-	-	-	-	-	
103-620-040-06	TRAINING	-	-	-	-	-	
103-620-051-02	AVA EXPENSE	-	-	-	-	-	
103-620-051-06	COPS EXPENSE - EQUIPMENT	53,645	146,825	100,000	-	(100,000)	-100.0%
103-620-051-07	COPS - FF&E	-	-	-	-	-	
	<b>TOTAL Expenses</b>	<b>53,645</b>	<b>146,825</b>	<b>100,000</b>	<b>100,051</b>	<b>51</b>	<b>#DIV/0!</b>
	<i>FTE</i>				<i>1.0</i>		
	Change in Fund Balance	66,121	(46,318)	(99,640)	329		
	Beginning Fund Balance	81,554	147,675	101,357	1,717		
	<b>Ending Fund balance</b>	<b>147,675</b>	<b>101,357</b>	<b>1,717</b>	<b>2,046</b>		

TOWN OF MORAGA  
BUDGET DETAIL  
FUND 205 GAS TAX

ACCOUNT CODE	DESCRIPTION	ACTUAL FY2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO	
						AMENDED FY2012-12 \$ INC(DEC)	% INC(DEC)
205-710-360-03	GAS TAX SECTION 2103	-	156,456	135,638	179,373	43,735	32.2%
205-710-360-09	GAS TAX IN LIEU OF PROP 42 <sup>A</sup>	-	-	-	-	-	#DIV/0!
205-710-360-05	GAS TAX SECTION 2105	90,105	84,780	84,153	79,873	(4,280)	-5.1%
205-710-360-06	GAS TAX SECTION 2106	63,339	59,438	59,089	58,223	(866)	-1.5%
205-710-360-07	GAS TAX SECTION 2107	120,090	113,229	111,623	114,629	3,006	2.7%
205-710-360-08	GAS TAX SECTION 2107.5	4,000	4,000	4,000	4,000	-	0.0%
205-710-350-05	INTEREST EARNINGS	511	1,264	-	1,657	-	0.0%
<b>TOTAL Revenue</b>		<b>278,046</b>	<b>419,167</b>	<b>394,502</b>	<b>437,755</b>	<b>43,253</b>	<b>11.0%</b>
<b>EXPENDITURES:</b>							
<b>Supplies/Services</b>							
<b>Transfers out</b>							
205-000-099-01	To General Fund:						
	GENERAL FUND	-	174,935	233,312	369,738	136,426	58.5%
205-000-099-01	To Capital Projects Fund:						
	ADA COMPLIANCE	8,384		18,207	10,000	(8,207)	-45.1%
	Annual Pavement Management Program			200,000	200,000	-	0.0%
	Rheem Blvd Rehab		148,148				
<b>TOTAL Expenses</b>		<b>8,384</b>	<b>323,083</b>	<b>451,519</b>	<b>579,738</b>	<b>128,219</b>	<b>28.4%</b>
Change in Fund Balance		269,660	96,084	(57,017)	(141,983)		
Beginning Fund Balance		31,986	301,646	397,730	340,713		
<b>Ending Fund balance</b>		<b>301,646</b>	<b>397,730</b>	<b>340,713</b>	<b>198,730</b>		

TOWN OF MORAGA  
 BUDGET DETAIL  
 FUND:

210 MEASURE J

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY2011-12	
						\$ INC(DEC)	% INC(DEC)
<b>REVENUE</b>							
210-910-320-01	MEASURE C - RTS	6,235					
210-910-320-03	MEASURE J	259,441	273,253	245,384	251,958	6,574	2.7%
210-910-350-01	INTEREST EARNINGS	1,102	898	1,276	957	(319)	-25.0%
	<b>TOTAL Revenue</b>	<b>266,778</b>	<b>274,151</b>	<b>246,660</b>	<b>252,915</b>	<b>6,255</b>	<b>2.5%</b>
<b>EXPENDITURES:</b>							
Transfers out to:							
210-000-099-01	GENERAL FUND	144,640	120,376	150,000	100,000	(50,000)	-33.3%
	CAP PROJECTS - Moraga Rd Bike/Ped Gap Closure				50,000		
	CAP PROJECTS - Donald to Campo Analysis				50,000		
	<b>TOTAL Expenses</b>	<b>144,640</b>	<b>120,376</b>	<b>150,000</b>	<b>200,000</b>	<b>50,000</b>	<b>33.3%</b>
	Change in Fund Balance	122,138	153,775	96,660	52,915		
	Beginning Fund Balance	74,186	196,324	350,099	350,099		
	<b>Ending Fund balance</b>	<b>196,324</b>	<b>350,099</b>	<b>446,759</b>	<b>403,015</b>		

TOWN OF MORAGA  
BUDGET DETAIL  
FUND:

220 TRAFFIC CONGESTION (Prop 42)

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
						\$ INC(DEC)	% INC(DEC)
220-710-350-15	INTEREST EARNINGS	956	992		5	5	
220-710-360-19	TRAFFIC CONGESTION	146,855	-	0			
	<b>TOTAL Revenue</b>	<b>147,811</b>	<b>992</b>	<b>-</b>	<b>5</b>	<b>5</b>	
<b>EXPENDITURES:</b>							
Supplies/Services							
220-740-062-89	Moraga Road Cape Seal	71,805					
220-740-062-89	Moraga Rd Pavement Rehab	46,294					
220-740-062-xx	Rheem Blvd Rehab						
<b>TRANSFERS OUT TO:</b>							
220-000-099-01	GENERAL FUND						
220-000-099-01	FUND 700 CAPITAL PROJECTS Annual Pavement Program	45,625	118,067		997		997
	<b>TOTAL Expenses</b>	<b>163,724</b>	<b>118,067</b>	<b>-</b>	<b>997</b>		<b>997</b>

Change in Fund Balance	(15,913)	(117,075)	(992)
Beginning Fund Balance	133,980	118,067	992
<b>Ending Fund balance</b>	<b>118,067</b>	<b>992</b>	<b>(0)</b>

In FY 2010-11, the State legislature terminated Prop 42 funding, replacing it with Gas Tax Section 2103 funding. This revenue swap is intended to be revenue neutral to local governments. Accordingly, in FY2010-11, the Town recorded Gas Tax Section 2103 revenues in the Prop 42 fund. Effective FY 2011-12, Gas Tax Section 2103 funds is recorded in the Gas Tax Fund (Fund 205).

59

TOWN OF MORAGA  
BUDGET DETAIL  
FUND:

230 TRAFFIC SAFETY FUND (Vehicle Code Violations)

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
						\$ INC(DEC)	% INC(DEC)
<b>REVENUE</b>							
230-610-340-01	Vehicle Code Fines	54,090	47,944	43,187	43,187	0	0.0%
230-610-350-01	Interest Earnings	763	436	172	151	(21)	-12.2%
	<b>TOTAL Revenue</b>	<b>54,853</b>	<b>48,380</b>	<b>43,359</b>	<b>43,338</b>	<b>(21)</b>	<b>-0.1%</b>
<b>EXPENDITURES:</b>							
Supplies/Services							
230-610-061-03	EBRSCA Agreement	-	79,015	-	-	-	
230-620-061-05	EBRSCA Interoperability Radios	-	-	-	-	-	
<b>TRANSFER OUT TO:</b>							
230-000-099-01	GENERAL FUND <sup>1</sup>	35,000	25,000	39,676	47,610	7,934	20.0%
FUND 700 - CAPITAL PROJECTS							
	CAP - Solar Radar Display Units				20,000		
	CAP - Traffic Survey/Radar Study				13,000		
	CAP - Replacement of PD Vehicle #130				29,500		
<b>TOTAL Expenses</b>		<b>35,000</b>	<b>104,015</b>	<b>39,676</b>	<b>110,110</b>	<b>7,934</b>	<b>7.7%</b>
Change in Fund Balance							
	Beginning Fund Balance	19,853	(55,635)	3,683	(66,772)		
	Ending Fund Balance	100,181	120,034	64,399	68,082		
	<b>Ending Fund balance</b>	<b>120,034</b>	<b>64,399</b>	<b>68,082</b>	<b>1,310</b>		
<sup>1</sup> Transfer to General Fund includes:							
	Police Patrol / Crossing Guards				43,000		
	Capital Outlay				4,610		
					<u>47,610</u>		

TOWN OF MORAGA  
 BUDGET DETAIL  
 FUND: 260 ASSET FORFEITURE

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
						\$ INC(DEC)	% INC(DEC)
260-000-350-01	INTEREST EARNINGS	73	49	40	38	(2)	-4.6%
260-000-380-17	ASSET FORFEITURE	-	-	-	-	0	#DIV/0!
<b>TOTAL Revenue</b>		<b>73</b>	<b>49</b>	<b>40</b>	<b>38</b>	<b>(2)</b>	<b>-4.6%</b>
<b>EXPENDITURES:</b>							
Supplies/Services							
260-630-022-01	Supplies and Materials	-	1,341	-	-	-	#DIV/0!
<b>TOTAL Expenses</b>		<b>-</b>	<b>1,341</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
Change in Fund Balance							
Beginning Fund Balance		11,175	11,248	9,961	10,001		
<b>Ending Fund balance</b>		<b>11,248</b>	<b>9,956</b>	<b>10,001</b>	<b>10,039</b>		

TOWN OF MORAGA  
BUDGET DETAIL  
FUND:

500 LIGHTING DISTRICT

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
						\$ INC(DEC)	% INC(DEC)
<b>REVENUE</b>							
500-710-350-01	INTEREST EARNINGS	1,060	822	2,000	(2,000)	-100.00%	
500-710-390-01	PROPERTY TAXES - LIGHTING 4285	116,451	55,253	65,306	65,306	#DIV/0!	
500-710-390-02	PROPERTY TAXES--STREET LIGHTS 4215	48,673	193,202	196,858	196,858	0.00%	
500-710-390-20	PRIOR SECURED - CHEVRON	-	-	-	-	#DIV/0!	
500-710-xxx-xx	Misc Revenue	-	-	1,200	1,200	0.00%	
	Subtotal	166,184	249,277	200,058	263,364	63,306	31.64%
<b>Transfers In from General Fund</b>							
500-000-393-01	General Benefit	-	24,145	24,143	(24,143)	-100.00%	
500-000-393-01	In lieu Public Agency Contingency	-	754	754	(754)	-100.00%	
500-000-393-01	In lieu Town Contribution	-	87	87	(87)	-100.00%	
	Subtotal	-	24,145	24,984	(24,984)	-100.00%	
	<b>TOTAL Revenue</b>	<b>166,184</b>	<b>273,422</b>	<b>225,042</b>	<b>263,364</b>	<b>38,322</b>	<b>17.03%</b>
<b>EXPENDITURES:</b>							
500-740-022-01	Supplies & Materials	185	318	-	-	#DIV/0!	
500-740-028-01	Staff Time/Labor Costs	20,048	4,030	20,000	20,000	0.00%	
500-740-026-01	Contract Services	52,940	16,226	91,000	25,000	(66,000)	-72.53%
500-740-020-01	Utilities	123,832	124,854	129,000	135,450	6,450	5.00%
500-740-033-04	Maintenance	-	1,890	-	-	#DIV/0!	
500-740-034-02	Operating Supplies	-	-	-	-	#DIV/0!	
	Subtotal	197,004	147,318	240,000	180,450	(59,550)	-24.81%
<b>Transfers Out</b>							
500-510-028-02	Administrative Costs	-	2,933	19,944	20,000	56	0.28%
	Subtotal	-	2,933	19,944	20,000	56	0.28%
	<b>TOTAL Expenses</b>	<b>197,004</b>	<b>150,251</b>	<b>259,944</b>	<b>200,450</b>	<b>(59,494)</b>	<b>-22.89%</b>
<b>Change in Fund Balance</b>							
	Beginning Fund Balance	(30,820)	123,171	(34,902)	62,914		
	Ending Fund Balance	151,779	120,959	244,130	209,228		
	<b>Ending Fund balance</b>	<b>120,959</b>	<b>244,130</b>	<b>209,228</b>	<b>272,142</b>		

TOWN OF MORAGA  
 BUDGET DETAIL  
 FUND: 510 NPDES

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY 2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12	
						\$ INC(DEC)	% INC(DEC)
510-710-350-01	INTEREST EARNINGS	457	275	293	238	19	6.9%
510-710-399-01	NPDES FEE ASSESSMENTS	231,519	240,525	237,900	237,900	12,898	5.7%
	<b>TOTAL Revenue</b>	<b>231,976</b>	<b>240,800</b>	<b>238,192</b>	<b>238,138</b>	<b>12,916</b>	<b>5.7%</b>
<b>EXPENDITURES:</b>							
<b>Transfers out to General Fund</b>							
510-000-099-01	GENERAL FUND	200,000	214,590	233,004	232,830	12,439	5.6%
	<b>TOTAL Expenses</b>	<b>200,000</b>	<b>214,590</b>	<b>233,004</b>	<b>232,830</b>	<b>12,439</b>	<b>5.6%</b>
	Change in Fund Balance	31,976	26,210	5,189	5,308		
	Beginning Fund Balance	36,506	68,481	94,691	99,880		
	<b>Ending Fund balance</b>	<b>68,481</b>	<b>94,691</b>	<b>99,880</b>	<b>105,188</b>		

TOWN OF MORAGA  
BUDGET DETAIL  
FUND:

FUND 750 ASSET REPLACEMENT

ACCOUNT CODE	EXPENDITURE DESCRIPTION	ACTUAL FY2009-10	ACTUAL FY 2010-11	AMENDED FY 2011-12	PROPOSED FY 2012-13	PROPOSED FY 2012-13 TO AMENDED FY 2011-12 \$ INC(DEC)	% INC(DEC)
<b>REVENUE</b>							
750-510-350-01	INTEREST EARNINGS	-	-	-	-	-	-
750-510-096-70	CONTRIB TO ASSET REPL	-	-	-	-	-	-
<b>TOTAL Revenue</b>		-	-	-	-	-	-
<b>EXPENDITURES:</b>							
<b>Supplies/Services</b>							
750-510-050-09	Loan Principal Expense	86,800	-	-	-	-	-
750-510-050-10	Loan Interest Expense	3,453	-	-	-	-	-
750-510-061-03	FURNISHINGS/MOVING	2,333	-	-	-	-	-
750-525-061-03	CAPITAL OUTLAY - FF&E	-	59,656	-	-	-	-
750-610-061-06	POLICE VEHICLES	-	-	-	-	-	-
<b>TOTAL SERVICES/SUPPLES</b>		<b>92,586</b>	<b>59,656</b>	-	-	-	-
<b>TRANSFER OUT TO:</b>							
750-000-099-01	GENERAL FUND	27,026	-	-	-	-	-
	Capital Outlay - Equipment / Computers	-	46,341	6,300	29,515	23,215	368.5%
750-000-099-01	Capital Project Fund	-	-	-	-	-	-
	Hacienda Energy Efficiency Project	-	-	8,000	-	(8,000)	-100.0%
	329 Rheem Energy Efficiency Project	-	-	32,600	-	(32,600)	-100.0%
	329 Rheem Renovation	-	-	95,000	-	(95,000)	-100.0%
<b>TRANSFERS OUT</b>		<b>27,026</b>	<b>46,341</b>	<b>141,900</b>	<b>29,515</b>	<b>(112,385)</b>	<b>-79.2%</b>
<b>TOTAL Expenses</b>		<b>119,613</b>	<b>105,997</b>	<b>141,900</b>	<b>29,515</b>	<b>60,182</b>	<b>42.4%</b>
Change in Fund Balance							
Beginning Fund Balance		(119,613)	(105,997)	(141,900)	(29,515)		
Ending Fund balance		923,449	803,836	697,839	555,939		
<b>Ending Fund balance</b>		<b>803,836</b>	<b>697,839</b>	<b>555,939</b>	<b>526,424</b>		

**EXHIBIT H**

DRAFT

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Establishing a Policy to Commit Net )  
Revenues From Each Fiscal Year End to )  
the General Fund Reserve and )  
Infrastructure Preservation and )  
Improvement (IPI) Fund, and Rescinding )  
Resolution No. 45-2009 and Previous )  
Resolutions with Similar Intent )

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Resolution No. 8 - 2012

**WHEREAS**, the Town Council desires to achieve and maintain a General Fund Reserve (*unassigned fund balance*) equal to fifty percent (50%) of General Fund expenditures; and

**WHEREAS**, the Town Council also desires to set aside funds in an Infrastructure Preservation and Improvement (IPI) fund to provide funding for capital projects that preserves or improves the Town's infrastructure assets such as its streets, storm drains and buildings or facilities; and

**WHEREAS**, the Town Council has previously adopted resolutions with similar intent including Resolution Nos. 21-99, 05-2004 and 45-2009; and

**WHEREAS**, an amount of \$150,000 has been set aside in an IPI Fund per Resolution No. 71-2010; and

**WHEREAS**, the Town's prudent financial practices often result with a year-end General Fund surplus or net revenues, where annual operating revenues exceed annual operating expenditures; and

**WHEREAS**, it is a best practice to use net revenues from any one year for one-time purposes such as a reserve or capital projects, rather than ongoing expenditures.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Moraga that General Fund net revenues from each fiscal year end shall be retained in the General Fund Unassigned Fund Balance in order to achieve or maintain a General Fund Reserve equal to fifty percent (50%) of General Fund operating expenditures from the same fiscal year.

**BE IT FURTHER RESOLVED**, that the Town Manager establish an Infrastructure Preservation and Improvement (IPI) Fund with a distinct fund number in the Town's financial system.

**BE IT FURTHER RESOLVED**, that any additional net revenues above the amount needed to satisfy the General Fund Reserve of 50% be transferred to the IPI Fund.

**BE IT FURTHER RESOLVED**, that previously adopted Resolution Nos. 21-99, 05-2004, 45-2009 and all other prior policies related to the use of General Fund fund balances, if any, are hereby rescinded and replaced with the establishment of this policy.

**PASSED AND ADOPTED** by the Town Council of the Town of Moraga at a regular meeting held on February 8, 2012 by the following vote:

**AYES:** Mayor Metcalf, Vice Mayor Harpham, Councilmembers Chew, Mendonca and Trotter

**NOES:** None

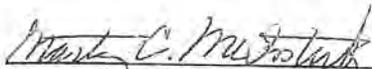
**ABSTAIN:** None

**ABSENT:** None



Michael Metcalf, Mayor

Attest:



Marty C. McInturf, Town Clerk

**EXHIBIT I**

DRAFT

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Adopting a Resolution Approving a Policy )  
on Fixed Assets )

---

Resolution No. 60-2009

**WHEREAS**, it is within the purview of Generally Accepted Accounting Principles (GAAP) to establish a policy on the recording and depreciation of fixed assets; and

**WHEREAS**, the Town of Moraga has not as of this date established a policy to guide the recordation and depreciation of fixed assets; and

**WHEREAS**, it has been suggested by our auditors Mann, Urrutia, and Nelson that such a policy be established; and

**WHEREAS**, the Town Council has read, reviewed, and agreed to the principles outlined in the attached Exhibit A, which is incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Moraga that the attached Exhibit A is hereby approved and adopted.

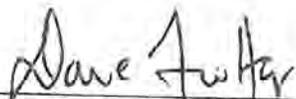
**PASSED AND ADOPTED** by the Town Council of the Town of Moraga at a regular meeting held on September 23, 2009 by the following vote:

**AYES:** Mayor Trotter, Vice Mayor Chew, Councilmembers Harpham,  
Mendonca and Metcalf

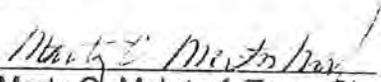
**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

  
\_\_\_\_\_  
Dave Trotter, Mayor

Attest:

  
\_\_\_\_\_  
Marty Q. McInturf, Town Clerk

**TOWN OF MORAGA  
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND  
REPLACEMENT POLICY  
EXHIBIT A**

**ASSET VALUATION THRESHHOLDS**

Fixed Assets are categorized to comply with generally accepted accounting principles as adjusted for governmental entities. The categories used in the Town of Moraga include Infrastructure Assets (which include betterments or improvements) and Equipment which is generally less costly and more mobile. The cost at which an asset is capitalized is reflected below:

**INFRASTRUCTURE**

**Valuation Threshold:      \$100,000 per subsystem**

Assets to be included:

<b>Network</b>	<b>Subsystem</b>
Roadways/Streets	Pavement Curb, Gutter & Sidewalk Traffic Signals Traffic Signs Street Lights Landscaped Medians
Storm Drainage System	Pipe Channels/Culverts Sumps/Pumps/Pump Stations
Parks & Recreation	Major Park Facilities
Buildings	All
Land	Improved Unimproved
Work in Progress	Capital Improvement Program Projects

**BETTERMENTS**

**Valuation Threshold:      \$50,000 per betterment**

Betterments consist of substantial work to upgrade, expand, and prolong the useful life of the infrastructure assets included above.

### **EQUIPMENT**

**Valuation Threshold:        \$5,000 per individual piece of equipment**

Equipment includes a wide variety of assets used by Town Departments in the day-to-day operations of the Town. While the list of equipment is too extensive to enumerate, it would include, but not be limited to, pieces of equipment such as computers, vehicles, chippers, large lawn mowers and other public works operations and maintenance equipment. Equipment purchases in excess of \$1,000 are to be inventoried by each department and reported annually to the Finance Department. Items in excess of \$5,000 must be approved by the Town Council prior to acquisition.

### **TOWN COUNCIL AUTHORITY**

Town Council authorization is required prior to the purchase/expenditure for all assets which fall into the above categories as is their surplus and disposal. The methods prescribed in the Town of Moraga Purchasing Policy indicate the specific method for acquisition.

**TOWN OF MORAGA  
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND  
REPLACEMENT POLICY  
EXHIBIT B**

**FIXED ASSETS USEFUL LIVES**

Depreciation is calculated for all applicable fixed assets on a case by case basis. Useful lives are estimated as follows:

Network	Infrastructure/Betterments Subsystem	Useful Life (Years)
Roadways/Streets	Pavement	30
	Curb, Gutter & Sidewalk	100
	Traffic Signals	25
	Traffic Signs	7
	Street Lights	25
	Landscaped Medians	25
Storm Drainage System	Pipe	20-100
	Channels/Culverts	50
	Sumps/Pumps	25
Parks & Recreation	Major Park Facilities	25
Buildings	All	50
Land	Improved	Not Depreciated
	Unimproved	Not Depreciated
Work in Progress	Capital Improvement Program Projects	Not Depreciated

**Equipment**

Equipment depreciation is calculated on a case-by-case basis depending upon the asset and the intensity of its use. Useful lives are determined based upon experience, comparisons with other entities, generally accepted accounting principles and the condition of the asset upon acquisition. Generally equipment is depreciated over lives of between 3 to 25 years.

**TOWN OF MORAGA  
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND  
REPLACEMENT POLICY  
EXHIBIT C**

**FORMS**

The Finance Department is responsible for the periodic update and management of the following forms and instructions:

- I. Equipment Acquisition
- II. Equipment Transfer
- III. Equipment Surplus/Disposition
- IV. Infrastructure Valuation Form (GASB 34)

**EXHIBIT J**

DRAFT

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Classifying the Various Components of )  
Fund Balance as Defined in GASB )  
Statement No. 54, Fund Balance )  
Reporting and Governmental Fund Type )  
Definitions )  
\_\_\_\_\_ )

Resolution No. 24- 2011

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, Fund balance Reporting and Governmental Fund Type Definitions with the intent of improving financial reporting by providing fund balance classifications that will be more easily understood; and

WHEREAS, GASB Statement No. 54 classifies the various components of fund balance into five components; and

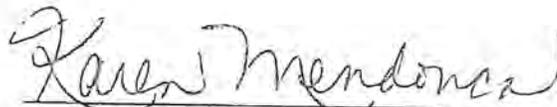
WHEREAS, the various components of fund balance are defined in Exhibit A attached to this resolution; and

WHEREAS, the classification and reporting of fund balance components as required by GASB Statement No. 54 will be effective starting with the fiscal year 2010-2011 reporting.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the Town Council adopts the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions as outlined in Exhibit A.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on June 22, 2011 by the following vote:

AYES: Mayor Mendonca, Vice Mayor Metcalf, Councilmembers Chew,  
Harpham and Trotter  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
Karen Mendonca, Mayor

Attest:

  
Marty C. McInturf, Town Clerk

EXHIBIT A  
VARIOUS COMPONENTS OF FUND BALANCE AS DEFINED BY GOVERNMENTAL  
ACCOUNTING STANDARDS BOARD STATEMENT NO. 54

**Nonspendable Fund Balance:**

*Petty Cash:* The portion of fund balance that represents the asset amount of petty cash, held by a given fund.

*Prepaid Expenditures:* The portion of fund balance that represents the asset amount of prepaid expenditures, held by a given fund.

*Notes Receivable:* The portion of fund balance that represents the asset amount of notes receivable, held by a given fund.

*Advances to Other Funds:* The portion of fund balance that represents the asset amount of cash advanced to other funds, held by a given fund.

*Loan Receivable:* The portion of fund balance that represents the asset amount of loans receivable, held by a given fund.

**Restricted Fund Balance:**

*Debt Service:* The portion of fund balance derived from those funds within a given fund that have been set aside for debt service.

*Grants:* The portion of fund balance derived from grant funds.

*Fund Balance-Restricted:* The portion of fund balance that is in a governmental fund that is restricted due to limitations imposed by law through constitutional provisions or enabling legislation not otherwise defined above.

**Committed Fund Balance:**

*Fund Balance-Committed:* The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority (Town Council).

**Assigned Fund Balance:**

*Encumbrances:* To account for that portion of fund balance that is being used to fund appropriations being carried over from the prior year into the current fiscal year.

*Capital Projects:* The portion of fund balance that has been appropriated for specified capital projects and remains unspent.

Unassigned Fund Balance:

*Fund Balance:* The Unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balances that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The General Fund is the only fund that should report his category of fund balance.

**EXHIBIT K**

DRAFT

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Accepting the Modifications to the )  
Investment Policy and Accepting the )  
Investment Recommendations of the )  
Audit and Finance Committee )  
\_\_\_\_\_ )

Resolution No. 44 - 2010

**WHEREAS**, government code requires that the legislative body annually review and accept changes to the existing investment policy; and

**WHEREAS**, the Investment Policy has been reviewed and modified to strengthen and clarify language; and

**WHEREAS**, the Town Council has reviewed and discussed such changes; and

**WHEREAS**, the Town Council directed staff to review and research other investment opportunities for "idle" cash; and

**WHEREAS**, the Audit and Finance Committee (AFC) has made its suggestions for the modifications to the investment policy; and

**WHEREAS**, the Audit and Finance Committee has also made its recommendation to the Council to maintain its current investment strategy with the Local Agency Investment Fund (LAIF).

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Moraga that the modifications to the Investment Policy are hereby approved and adopted and staff is directed to finalize those changes to create a final investment policy document.

**BE IT FURTHER RESOLVED** by the Town Council of the Town of Moraga that the recommendation of the AFC to remain invested in LAIF at the current levels is hereby approved and adopted.

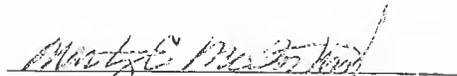
**PASSED AND ADOPTED** by the Town Council of the Town of Moraga at a regular meeting held on May 12, 2010 by the following vote:

**AYES:** Mayor Chew, Vice Mayor Mendonca, Councilmembers Harpham and Trotter  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Councilmember Metcalf



Ken Chew, Mayor

Attest:

  
Marty C. McInturf, Town Clerk

## TOWN OF MORAGA INVESTMENT POLICY

1. **Purpose.** The purpose of this policy is to establish strategies, practices, and procedures to be used in administering the Town of Moraga investments. The goal is to establish guidelines to manage Town funds to maximize security and liquidity while also complying with this investment policy and California Government Code Sections 53600 through 53659, which govern investments for municipal governments.

2. **Scope:** This policy applies to all financial assets of the Town which are available for investment. Any bond fund investments will be held separately and made in accordance with the bond debenture requirements.

3. **Objectives.** The Town's investment objectives, in order of priority, are:

Safety. The standard of care to be applied by the Audit and Finance Committee (AFC) in making its recommendations to the Council will be the "prudent investor" standard, as defined under Government Code Section 53600.3. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate both credit risk and interest rate risk.

Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio should be structured so that securities mature concurrent with expected cash requirements. Since all possible cash requirements cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio should be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Yield. The Town's yield objective is to achieve a reasonable rate of return rather than the maximum generation of income that might expose the Town to unacceptable levels of risk. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk and liquidity needs. Yield is of secondary importance compared to the safety and liquidity.

Diversity. The Town shall maintain a diversified portfolio to minimize the risk of loss resulting from over concentration of assets in a specific maturity, issuer or security type.

4. **Investment Strategies.**

Buy and Hold. In order to minimize the impact of interest rate risk, it is intended that all investments will be held to maturity. Investments may be sold prior to maturity for cash flow, appreciation purposes or in order to limit losses, however, no investment shall be based solely on earnings anticipated from capital gains.

No Speculation. The purchase of securities with the intent to profit from favorable changes in market prices or market conditions is prohibited.

## TOWN OF MORAGA INVESTMENT POLICY

No Leveraging. Borrowing money for the purpose of investing is prohibited

5. **Investment Manager.** The Town Council may, upon recommendation of the Audit and Finance Committee, engage the services of one or more external investment managers to assist in the management of the Town's investment portfolio in a manner consistent with the Town's objectives. Such external managers may be granted limited discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940, or be exempt from such registration, and have at least \$5,000,000 in assets under management. Such external managers shall be prohibited from 1) selecting broker/dealers, 2) executing safekeeping arrangements, and 3) executing wire transfers.

Upon execution of any trade, the Town must receive confirmation directly from the broker/dealer and the custodian, not from the investment manager. Safekeeping of investments recommended by the investment manager shall be maintained by the Town's regular custodian, and not with the investment manager.

6. **Financial Dealers and Institutions.** The Administrative Services Director and the Audit and Finance Committee shall obtain information from qualified financial institutions to determine if the institution makes markets in securities appropriate for the Town's needs, can assign qualified sales representatives and can provide written agreements to abide by the conditions set forth in the Town of Moraga Investment Policy. Investment accounts with all financial institutions shall be standard non-discretionary accounts and may not be margin accounts.

All financial institutions which desire to become qualified bidders for investment transactions must supply the following:

- Audited financial statements for the institution's three most recent fiscal years.
- At least three references from California local agencies whose portfolio size, investment objectives and risk preferences are similar to the Town's.
- A statement certifying that the institution has reviewed the California Government Code Section 53600 *et seq.* and the Town's Investment Policy and that all securities offered to the Town shall comply fully and in every instance with all provisions of the California Government Code.

The Administrative Services Director will maintain a list of financial institutions authorized to provide investment services to the Town.

7. **Authorized Investments.** The Town will invest only in those instruments authorized by the California Government Code Section 53601. The Town will not invest in stock, will not speculate and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the Town will thoroughly investigate any new investment vehicles before committing Town funds to them. The following investments are authorized:

## **TOWN OF MORAGA INVESTMENT POLICY**

### Collateralized or insured bank savings accounts and demand deposits.

- Investment in any one financial institution may not exceed 10% of the portfolio.
- Investment in this category may not exceed 25% of the portfolio.

### Collateralized or insured certificates of deposit: Purchased through a bank or savings and loan association for a specified period of time at a specified rate of interest.

- Maturity may not exceed 2 years.
- Investment in any one financial institution may not exceed 10% of the portfolio.
- Investment in this category may be 25% of the portfolio.

### United States Treasury securities: Obligations issued by the U.S. Treasury for which the full faith and credit of the United States is pledged for payment of principal and interest.

- Maturity may not exceed 5 years.
- Investment in this category may be up to 100% of the portfolio.

### Federal agency obligations: Obligations issued by Federal Government agencies or government sponsored agencies such as Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC).

- Maturity may not exceed 5 years.
- Investment in any one Federal agency may not exceed 20% of the portfolio.
- Investment in this category may not exceed 50% of the portfolio.

### Local Agency Investment Fund (LAIF): The Local Agency Investment Fund has been established by the State of California that allows local agencies to pool their investment resources.

- Investment in this category may be up to 100% of the portfolio.

### Banker's acceptances: Bills of exchange or time drafts drawn on and accepted by commercial banks.

- The bank must be one of the 15 largest banks in the United States or one of the 50 largest banks in the world.
- Maturity may not exceed 180 days.
- Investment through any one bank may not exceed 10% of the portfolio.
- Investment in this category may not exceed 20% of the Town's portfolio.

### Commercial paper.

- The corporation must have assets in excess of \$500 million.

## TOWN OF MORAGA INVESTMENT POLICY

- The corporation's long term debentures must be rated at least Aa by Moody's and AA by S&P.
- The commercial paper must be rated P1 by Moody's and A1 by S&P.
- Maturity may not exceed 270 days.
- Investment in corporate notes and commercial paper of any one corporation may not exceed 10% of the portfolio.
- Investment in this category may not exceed 20% of the portfolio.

Negotiable certificates of deposit: These are issued by nationally or state chartered banks, state or federal savings institutions, or state licensed branches of foreign banks.

- Maturity may not exceed 2 years.
- Investment in any one financial institution may not exceed 10% of the portfolio.
- Investment in this category may not exceed 25% of the portfolio.

Medium term corporate notes.

- The corporation must have assets in excess of \$500 million.
- The security must be rated at least Aa by Moody's and AA by S&P.
- Maturity may not exceed 5 years.
- Investment in corporate notes and commercial paper of any one corporation may not exceed 10% of the portfolio.
- Investment in this category may not exceed 25% of the portfolio.

8. **Ineligible Investments.** Ineligible investments are those that are not specifically authorized, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual.
9. **Collateralization:** Collateral must always be held by an independent third party with whom the Town has a current custodial agreement.

State law regarding collateralization of deposits of public funds requires that securities be held by an agent (i.e., a trust company) of the bank, which may include the bank's trust department only if acceptable to both the bank and the Town, pursuant to California Government Code Sections 53656 and 53658.

Under the provisions of California Government Code Section 53652, banks are required to secure the deposits of public funds, including certificates of deposits, by (a) pledging government securities with a value of 110% of the principal and accrued interest; (b) pledging first trust deed mortgage notes having a value of 150% of the total agency deposit; or, (c) a letter of credit drawn on the Federal Home Loan Bank at 105% of the total agency deposit. Deposits must be secured at all times with eligible securities pursuant to Section 53651. A copy of the Call Report of Local Agency's Deposits and Securities must be supplied to the Town and retained to document compliance with the collateral requirements.

## TOWN OF MORAGA INVESTMENT POLICY

The Town may waive the collateral requirements for deposits which are fully insured by the Federal Deposit Insurance Corporation.

10. **Safekeeping and Custody.** All security transactions shall be conducted on a delivery versus payment basis. Securities will be held by a third party qualified custodian and evidenced by safekeeping receipts. The trust department of the Town's bank may act as third party custodian, provided that the custodian agreement is separate and apart from the banking agreement.
11. **Prudence.** The Town shall operate its investments under the "Prudent Person Rule" which obligates a fiduciary to ensure that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and this investment policy and excising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust.

12. **Ethics and Conflict Of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Town employees involved in the investment process shall disclose to the Town Manager any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Officers shall refrain from undertaking any large personal investment transactions with the same individual with whom business is conducted on behalf of the Town.
13. **Investment Report.** The Administrative Services Director in conjunction with the Town Treasurer will develop and maintain an investment reporting system, which will comply with Government Code Section 53607. This reporting system will provide the Council and the Audit and Finance Committee (AFC) with appropriate investment performance information. When the investment portfolio is sufficiently diversified such that Town funds are invested in instruments or pools other than the LAIF, and within 60 days of the end of each fiscal quarter, the Administrative Services Director shall send an investment report to the AFC and Town Council. Reports may be rendered more frequently at the discretion of the Town Manager or Administrative Services Director. The report should, at a minimum, provide the following information:

## TOWN OF MORAGA INVESTMENT POLICY

- A narrative discussion of the performance of the investment portfolio, with comparisons to appropriate benchmarks.
  - Detailed information for each investment, including information such as: description, par amount, maturity date, interest rate, yield to maturity, current market value and percentage of total portfolio.
  - A statement that projected cash flow is adequate to meet expected obligations over the next six months or the circumstances under which projected cash flow will not be adequate to meet expected obligations.
  - A statement that the portfolio is in compliance with this policy or how it deviates, if not in compliance.
14. **Investment Policy Review.** As required under Government Code Sections 16481.2 and 53646, the Council will review the Investment Policy annually. This investment policy shall be reviewed first by the Audit and Finance Committee (AFC) to ensure its consistency with the overall objectives of safety, liquidity and return, as well as its relevance to current law and financial/economic trends. The committee will send any recommended changes to the Town Council for approval.

# TOWN OF MORAGA INVESTMENT POLICY

## GLOSSARY

**Banker's Acceptance:** a bearer time draft for a specified amount payable on a specified date. It is drawn on a bank by an individual or business seeking to finance domestic or international trade. The banker's acceptance is collateralized by commodity products. Sale of goods is usually the source of the borrower's repayment to the bank. The bank finances the borrower's transaction and then often sells the banker's acceptance on a discount basis to an investor. At maturity, the bank is repaid and the investor holding the banker's acceptance receives par value from the bank.

**Bond:** an interest-bearing security issued by a corporation, quasi-governmental agency or other body, which can be executed through a bank or trust company. A bond is a form of debt with an interest rate, maturity, and face value, and is usually secured by specific assets. Most bonds have a maturity of greater than one year, and generally pay interest semiannually.

**Bond Rating:** the classification of a bond's investment quality.

**Book Value:** the amount at which a security is carried on the books of the holder or issuer. The book value is often the cost, plus or minus amortization, and may differ significantly from the market value.

**Certificate of Deposit (CD):** debt instrument by a bank that usually pays interest. . Maturities range from a few weeks to several years. Interest rates are set by competitive forces in the marketplace.

**Commercial Paper:** short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporary idle cash. Such instruments are unsecured and usually discounted.

**Commission:** the brokers or agent's fee for purchasing or selling securities for a client.

**Credit Risk:** the risk of loss due to the failure of the security issuer or backer.

**Federal Deposit Insurance Corporation (FDIC):** federal agency that guarantees (within limits) funds on deposit in member banks.

**Federal Reserve System:** the central bank of the United States which consists of a seven member Board of Governors, 12 regional banks and approximately 5,700 commercial banks that are members.

**Fiscal Year:** an accounting or tax period comprising any twelve month period. The Town's fiscal year begins on July 1 and ends June 30.

**Full Faith And Credit of the United States:** the unconditional guarantee of the United States government backing a debt for repayment.

## TOWN OF MORAGA INVESTMENT POLICY

**Interest Rate:** the interest earnings payable each year on borrowed funds, expressed as a percentage of the principal.

**Interest Rate Risk:** the risk that the market value of a security will fall due to changes in the general interest rates.

**Investment:** use of capital to create more money, either through income-producing vehicles or through more risk-oriented ventures designed to result in capital gains.

**Investment Portfolio:** a collection of securities held by a bank, individual, institution, or government agency for investment purposes.

**LAIF:** The Local Agency Investment Fund is an investment pool established by the State of California that allows local agencies to pool their investment resources.

**Liquidity:** the ability to convert a security into cash promptly with minimum risk of principal.

**Market Value:** the price at which a security is currently being sold in the market.

**Maturity:** the date that the principal or stated value of debt instrument becomes due and payable.

**Moody's:** Moody's Investors Service. One of two major rating services. The other is Standard & Poor's.

**Portfolio:** the collection of securities held by an individual or institution.

**Principal:** the face or par value of an instrument.

**Rate of Return:** 1) the yield which can be attained on a security based on its purchase price or its current market price. 2) income earned on an investment, expressed as a percentage of the cost of the investment.

**Rating:** the designation used by investors' services to rate the quality of a security's creditworthiness. Moody's ratings range from the highest Aaa, down through Aa, A, Bbb, Ba, B, etc. Standard and Poor's rating range from the highest AAA, down through AA, A, BBB, BB, B, etc.

**Safekeeping:** a service offered to customers for a fee, where securities are held in the vaults for protection.

**Securities:** investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

**S&P:** Standard & Poor's. One of two major rating services. The other is Moody's Investors Service.

## **TOWN OF MORAGA INVESTMENT POLICY**

**Treasury Bill (T-BILL):** U.S. Treasury Bills are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks.

**Trustee:** a bank designated as the custodian of funds and the official representative for bondholders.

**Underwriter:** a dealer bank or financial institution which arranges for the sale and distribution of a large batch of securities and assumes the responsibility for paying the net purchase price.

**U.S. Government Agencies:** instruments issued by various U.S. government agencies most of which are secured only by the credit worthiness of the particular agency. This includes agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC).

**Yield:** the annual rate of return on an investment, expressed as a percentage of the investment.