

Supplemental Schedules

SUPPLEMENT TO THE 2003-04 PROPOSED BUDGET



*Protecting
our Neighborhoods*



Supplemental Schedules

Supplement to the 2003-04 Proposed Budget

2003-04



Prepared by the City Administrative Officer - April 2003

2003-04 PROPOSED BUDGET SUPPLEMENTAL SCHEDULES

C O N T E N T S

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SECTION A



2003-04

Communications Services

**2003-04 PROPOSED BUDGET:
SUMMARY OF COMMUNICATIONS SERVICES AND EQUIPMENT**

Attached is a listing of new and replacement communications services and equipment to be provided and acquired by the Information Technology Agency on behalf of other City departments.

DEPARTMENT	TOTAL
Animal Services	25,781
Library	312,315
Police	236,898
Zoo	81,196
Total	\$ 656,190

**2003-04 PROPOSED BUDGET
DETAIL OF COMMUNICATIONS SERVICES AND EQUIPMENT**

Department or Bureau	Direct Cost
Animal Services: \$25,781	
<u>Credit Card Services</u> : Funds are provided to install communication equipment to enable credit card payments by customers.	\$ 25,781
Library: \$312,315	
<u>New and Existing Libraries</u> : Funds are provided to install new telephone systems in 10 new and existing libraries.	\$ 312,315
Police: \$236,898	
<u>Police Vehicles</u> : Funds are provided to install communications equipment in 214 police cars.	\$ 236,898
Zoo: \$81,196	
<u>New Front Entry Complex</u> : Funds are provided to install telephones and data lines at the new Zoo plaza.	\$ 81,196
Total for all Departments	<u>\$ 656,190</u>



2003-04

Travel

2003-04 TRAVEL ACCOUNT SUMMARY

Department	2002-03 Budget Appropriation			2003-04 Proposed Budget		
	Convention Travel	Business Travel	Total Travel	Convention Travel	Business Travel	Total Travel
Aging	\$ --	\$ 9,935	\$ 9,935	\$ --	\$ 9,935	\$ 9,935
Animal Services	--	--	--	--	--	--
Building and Safety	--	--	--	--	--	--
City Administrative Officer	--	--	--	--	--	--
City Attorney	--	--	--	--	--	--
City Clerk	--	--	--	--	--	--
Commission/Children, Youth, Families	--	--	--	--	--	--
Commission/Status of Women	--	--	--	--	--	--
Community Development	--	38,924	38,924	--	38,924	38,924
Controller	--	--	--	--	--	--
Convention Center	--	--	--	--	--	--
Council	--	42,456	42,456	--	42,456	42,456
Cultural Affairs	--	--	--	--	--	--
Disability	--	6,500	6,500	--	6,500	6,500
El Pueblo	--	--	--	--	--	--
Emergency Preparedness	--	--	--	--	--	--
Employee Relations Board	--	--	--	--	--	--
Environmental Affairs	--	1,500	1,500	--	1,500	1,500
Ethics Commission	--	--	--	--	--	--
Finance	--	43,850	43,850	--	53,850	53,850
Fire	--	3,000	3,000	--	23,070	23,070
General Services	--	200,200	200,200	--	200,200	200,200
Housing	--	19,361	19,361	--	19,361	19,361
Human Relations Commission	--	--	--	--	--	--
Information Technology Agency	--	--	--	18,400	--	18,400
Library	--	--	--	--	--	--
Mayor	--	20,316	20,316	--	20,316	20,316
Neighborhood Empowerment	--	--	--	--	--	--
Personnel	--	148,000*	148,000	--	79,000*	79,000
Planning	--	--	--	--	--	--
Police	--	607,285**	607,285	--	607,285**	607,285
Public Works:						
Board of Public Works	--	--	--	--	--	--
Contract Administration	--	--	--	--	--	--
Engineering/Wastewater	--	41,298	41,298	--	38,527	38,527
Engineering	--	--	--	--	--	--
Financial Mgmt. & Personnel Svcs.	--	4,950	4,950	--	4,950	4,950
Sanitation	--	196,289	196,289	--	209,578	209,578
Street Lighting	--	8,569	8,569	--	8,569	8,569
Street Services	--	--	--	--	--	--
Recreation and Parks	--	--	--	--	--	--
Transportation	--	--	--	--	--	--
Treasurer	--	--	--	--	--	--
Zoo	--	--	--	--	--	--
TOTAL TRAVELING EXPENSES	\$ --	\$ 1,392,433	\$ 1,392,433	\$ 18,400	\$ 1,364,021	\$ 1,382,021

*Includes travel identified for recruitment activity.

**Includes reimbursable travel for extradition and training.

DEPARTMENT OF AGING TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
<u>\$ -</u>	<u>-</u>	TOTAL CONVENTION TRAVEL	<u>\$ -</u>	<u>-</u>
B. Business				
\$ -	*	2. National Association of Area Agencies on Aging, Baltimore, MD. 5 days, July 2003; attended by General Manager	\$ -	*
6,677	**	3. California Association of Area Agencies on Aging/ California Department of Aging monthly 2-day meetings Sacramento, CA.	6,677	**
300	**	4. Title V Annual Program Directors' Training Conference, Sacramento, CA, 1 day.	300	**
593	**	5. California Department of Aging training session to prepare the Planning and Service Area Plan, Palm Springs, CA, 3 days	593	**
-	*	6. Area Agency on Aging (AAA), 3 Quarterly Meetings, various California cities; 1 day each; attended by Aging staff (Sacramento, CA Rates).	-	*
2,365	**	7. California Association of Nutrition Directors for the Elderly (CANDE), San Francisco, CA, 4 days, May 2004.	2,365	**
-	*	8. CANDE: 2-day monthly meetings in various California cities; 6 meetings in Northern California (Fresno Rates) & 6 meetings in Southern California.	-	*
-	*	9. American Society on Aging Conference, Chicago, Illinois; 5 days, March 2004	-	*
-	-	10. Triple A Council of CA (TACC), Sacramento, CA; 2-day bi-monthly meetings; attended by Council on Aging President.	-	*
<u>\$ 9,935</u>	<u>8</u>	TOTAL BUSINESS TRAVEL	<u>\$ 9,935</u>	<u>9</u>
<u>\$ 9,935</u>	<u>8</u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u>\$ 9,935</u>	<u>9</u>

* Trip authorized but not funded.

DEPARTMENT OF ANIMAL SERVICES TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
		A. Conventions		
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
		B. Business		
\$ -	-	2. None	\$ -	-
\$ -	-	TOTAL BUSINESS TRAVEL	\$ -	-
<u>\$ -</u>	<u>-</u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u>\$ -</u>	<u>-</u>

BUILDING AND SAFETY DEPARTMENT TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ -	1	2. California Building Officials Monterey, CA, February 25 - 28, 2004	\$ -	-
-	2	3. International Conference of Building Officials Fortworth, TX, September 29 - October 4, 2003	-	-
-	1	4. Structural Engineers Association of California Santa Barbara, CA, September 26 - 27, 2003	-	-
-	1	5. Association of Major Cities Building Officials	-	-
-	1	6. California Boiler and Pressure Vessel Inspectors Oakland, CA	-	-
-	-	7. National Conference of States' Building Codes and Standards Louisville, KY, October 22 - 24, 2003	-	-
-	-	8. League of California Cities Annual Meeting Long Beach, CA, October 2 - 5, 2003	-	-
-	-	9. National Elevators Authority Safety Association Conference Cleveland, OH, May 3 - 4, 2003	-	-
-	-	10. National Electrical Contractors Convention Washington, DC, October 21 - 23, 2003	-	-
-	-	11. National Board of Boiler and Pressure Vessels Inspectors Annual Meeting Columbus, OH, October 21 - 24, 2003	-	-
-	-	12. International Council of Shopping Centers Las Vegas, NV, May, 2003	-	-
-	-	13. International Association of Plumbing And Mechanical Officials April 28 - May 1, 2004	-	-

BUILDING AND SAFETY DEPARTMENT TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
B. Business (Continued)				
\$ -	-	14. Various undesignated business meetings	\$ -	-
<u>\$ -</u>	<u>6</u>	TOTAL BUSINESS TRAVEL	<u>\$ -</u>	<u>-</u>
<u><u>\$ -</u></u>	<u><u>6</u></u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u><u>\$ -</u></u>	<u><u>-</u></u>

CITY ADMINISTRATIVE OFFICER TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ -	*	2. Large City Manager Group - International City Management Association Annual Meeting	\$ -	*
-	-	3. Travel to the League of California Cities for meetings on State budget, finance, tax and revenues. Various meetings	-	*
-	-	4. Wastewater Financing, various meetings	-	*
-	-	5. BRASS Users Conference September 2003	-	*
-	-	6. Oracle Conference October 2003	-	*
-	*	7. Government Finance Officers Association (GFOA) meetings	-	*
-	-	8. Bond financing and rating meetings in New York and several trips to Sacramento to appear before legislative committees	-	*
-	*	9. Quality and Productivity Management Association (QPMA) Annual Meeting	-	*
-	*	10. International Facilities Management Association (QPMA) Annual Meeting	-	*
-	*	11. International Public Employee Labor Relations Association (INPELRA) Annual Meeting	-	*
\$ -	-	TOTAL BUSINESS TRAVEL	\$ -	-
\$ -	-	TOTAL TRAVEL EXPENSE ACCOUNT	\$ -	-

* Trip authorized but not funded.

CITY ATTORNEY TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
<u>\$ -</u>	<u>-</u>	TOTAL CONVENTION TRAVEL	<u>\$ -</u>	<u>-</u>
B. Business				
\$ -	-	2. Victim/Witness Assistance Grant Program meetings (Grant reimbursable)	\$ -	-
-	-	3. Special Emphasis Victim Assistance Grant meetings (Grant reimbursable)	-	-
-	-	4. Recruitment Travel	-	-
<u>-</u>	<u>-</u>	5. Travel associated with the U.S. Census 2000	<u>-</u>	<u>-</u>
<u>\$ -</u>	<u>-</u>	TOTAL BUSINESS TRAVEL	<u>\$ -</u>	<u>-</u>
<u><u>\$ -</u></u>	<u><u>-</u></u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u><u>\$ -</u></u>	<u><u>-</u></u>

CITY CLERK TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	1	1. City Clerks' Association of California Annual Conference	\$ -	1
-	1	2. League of California Cities Annual Conference	-	1
-	1	3. New Law and Election Seminar	-	1
-	1	4. International Institute of Municipal Clerks	-	1
<u>\$ -</u>	<u>4</u>	TOTAL CONVENTION TRAVEL	<u>\$ -</u>	<u>4</u>
B. Business				
\$ -	1	5. National Association of Government Archives and Records Conference	\$ -	1
<u>\$ -</u>	<u>1</u>	TOTAL BUSINESS TRAVEL	<u>\$ -</u>	<u>1</u>
<u><u>\$ -</u></u>	<u><u>5</u></u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u><u>\$ -</u></u>	<u><u>5</u></u>

**COMMISSION FOR CHILDREN, YOUTH AND THEIR FAMILIES
TRAVEL AUTHORITY**

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
		A. Conventions		
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
		B. Business		
\$ -	-	2. Undesignated	\$ -	-
\$ -	-	TOTAL BUSINESS TRAVEL	\$ -	-
<u>\$ -</u>	<u>-</u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u>\$ -</u>	<u>-</u>

COMMISSION ON STATUS OF WOMEN TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ -	-	2. Meetings of the National Association of Commissions for Women	\$ -	-
- *	-	3. Meetings of the California Commissions on the Status of Women	- *	-
- *	-	4. Meetings of the Corporate Citizenship Initiative	- *	-
\$ -	-	TOTAL BUSINESS TRAVEL	\$ -	-
\$ -	-	TOTAL TRAVEL EXPENSE ACCOUNT	\$ -	-

* Trip authorized but not funded.

COMMUNITY DEVELOPMENT DEPARTMENT TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ -	-	2. Auditors Workshop, Sacramento, CA	\$ -	-
3,500	1	3. Municipal Finance Officers Association, annual meeting, Denver, Co.	3,500	1
3,187	1	4. Department of Housing and Urban Development, annual meeting, Washington, D.C.	3,187	1
1,836	6	5. Cal Neva bi-monthly meetings, Sacramento, CA	1,836	6
-	-	6. Cal Neva committee meetings, Sacramento, CA	-	-
-	-	7. Human Services Conference, Conference of Mayors, Washington, D.C.	-	-
-	-	8. National Association of Community Action Agencies, Jacksonville, FL	-	-
-	-	9. California Association of Local Economic Development, San Francisco, CA	-	-
382	1	10. California Industrial Development Financing Advisory Committee, Sacramento, CA	382	1
1,175	1	11. Council of Development Finance Agencies (CDFA)	1,175	1
2,126	1	12. Council of Industrial Development Bond Issuers, annual and quarterly meetings, Washington, D.C.	2,126	1
-	-	13. Enterprise Zone -- California	-	-
-	-	14. Supplemental Empowerment Zone/Enterprise Community	-	-

COMMUNITY DEVELOPMENT DEPARTMENT TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
B. Business (Continued)				
\$ -	-	15. National Association of Private Industry Councils, Washington, D.C. (PIC)	\$ -	-
-	-	16. National Alliance of Business Conference, Washington, D.C. (PIC)	-	-
-	-	17. State Job Training Coordinating Council, PIC Chair Conference, Sacramento, CA (PIC)	-	-
-	-	18. Western Job Training Partnership Association, bi-monthly	-	-
3,287	1	19. Consultation, Department of Labor, Washington, D.C.	3,287	1
6,980	2	20. National Alliance of Business Conference, Washington, D.C.	6,980	2
-	-	21. U.S. Conference of Mayors, Washington, D.C., unspecified	-	-
-	-	22. Greater Avenues for Independence (GAIN), education meeting, Sacramento, CA	-	-
-	-	23. National Association of Private Industry Councils, Washington, D.C.	-	-
-	-	24. Service Delivery Area	-	-
1,464	2	25. HUD/DOL Rules/Regulations Training/Meetings	1,464	2
2,513	1	26. National Community Action Foundation	2,513	1
6,282	6	27. Workforce Investment Act Training San Francisco, CA	6,282	6
<u>6,192</u>	<u>2</u>	28. Oracle Conference, San Francisco	<u>6,192</u>	<u>2</u>
<u>\$ 38,924</u>	<u>25</u>	TOTAL BUSINESS TRAVEL	<u>\$ 38,924</u>	<u>25</u>
<u>\$ 38,924</u>	<u>25</u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u>\$ 38,924</u>	<u>25</u>

CONTROLLER TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ -	4	2. Government Finance Officers Assoc. Conference and CPE Training	\$ -	4
-	6	3. Western Intergovernmental Audit	-	6
-	1	4. Association of Governmental Accountants Conference	-	1
-	2	5. AICPA Government Audit Conference	-	2
-	2	5. APA Congress (5 Days)	-	2
-	1	6. National Association of Local Government Auditors	-	1
-	2	7. National Audit Forum	-	2
-	4	8. GASB Pronouncements (5 Days)	-	4
-	1	9. Single Audit (OMB Circular A-133)	-	1
-	2	10. Bank One Mastercard Conference (2 Days)	-	2
-	1	11. AMS Annual Conference	-	1
-	-	12. Investment Policies of Public Funds	-	-
\$ -	26	TOTAL BUSINESS TRAVEL	\$ -	26
\$ -	26	TOTAL TRAVEL EXPENSE ACCOUNT	\$ -	26

CONVENTION CENTER TRAVEL AUTHORITY

2002-03 Amount	Auth. No.	Trip Category Trip-Location-Date	2003-04 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ -	-	2. None	\$ -	-
\$ -	-	TOTAL BUSINESS TRAVEL	\$ -	-
<u>\$ -</u>	<u>-</u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u>\$ -</u>	<u>-</u>

COUNCIL TRAVEL AUTHORITY

2001-02 Amount	Auth. No.	Trip Category Trip-Location-Date	2002-03 Amount	Auth. No.
A. Conventions				
\$ -	-	1. None	\$ -	-
\$ -	-	TOTAL CONVENTION TRAVEL	\$ -	-
B. Business				
\$ 42,456	-	2. Undesignated	\$ 42,456	-
\$ 42,456	-	TOTAL BUSINESS TRAVEL	\$ 42,456	-
<u>\$ 42,456</u>	<u>-</u>	TOTAL TRAVEL EXPENSE ACCOUNT	<u>\$ 42,456</u>	<u>-</u>