



**CITY OF SIGNAL HILL
CALIFORNIA**

**ADOPTED BUDGET
FOR THE FISCAL YEAR
2011-2012**

LARRY FORESTER
Mayor

TINA L. HANSEN
Vice Mayor

EDWARD H.J. WILSON
Councilmember

MICHAEL J. NOLL
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Submitted by:

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City Manager

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City Clerk

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TABLE OF CONTENTS

I. Introduction

- City Manager's Transmittal LetterI-XVII
- Financial Policies.....XIX
- Description of Funds.....XXI-XXVIII
- Description of Revenues.....XXIX-XXXVI
- Organizational Chart.....XXXVII
- Programs by Department.....XXXIX
- Personnel Summary by Department.....XLI-XLII

II. Budget Summaries

- General Fund Changes in Fund Balance1
- Combined Fund Statements.....2-3
- Notes to Combined Fund Statements.....4
- Analysis of General Fund Reserves.....7

III. Program Expenditure Budgets

- Program Expenditures by Fund/Major Account Classification.....9
- 4 Year Expenditure Comparison by Fund.....10
- Legislative.....11-25
- Administration.....27-41
- Finance.....43-57
- Community Services.....59-74
- Police.....75-105
- Community Development.....107-125
- Public Works.....127-146

IV. Special Funds

- Public Works – Vehicle and Equipment Services.....147-150
- Public Works – Water Operations.....151-154
- Finance – Water Customer Service.....155-157
- Public Works – Water Debt Service.....159-161
- Community Services – CDBG Fund.....163-165
- Community Services – Proposition A Fund.....166
- Police – COPS Hiring Recovery Grant Fund.....167

IV. Special Funds (continued)

- Police – Justice Assistance Grant.....168
- Police – COPS Hiring Recovery Grant.....169
- Police – Traffic Safety Grant Fund.....170
- Police – OTS Avoid the 100 Grant171
- Police – OTS Click It or Ticket Fund.....172
- Police - Domestic Preparedness Fund.....173
- Police – Supplemental Law Enforcement Fund.....174
- Legislative – Air Quality Improvement Trust Fund.....175
- Community Services – Park Development Fund.....176
- Public Works – Pipeline Removal Fund.....177
- Legislative – Proposition C Fund.....178
- Legislative – Measure R Fund.....179
- Public Works – Lighting and Landscape District 1.....181-183
- Contract Maintenance Costs by Category.....184
- Capital Outlay Detail by Fund/Program.....185
- General Fund Legal Services Summary by Department /Program....186

V. Program Revenues

- Revenues and Other Financing Source.....187-188
- Revenue Estimates.....189-203

VI. Capital Improvement Program.....205-213

VII. Budget Resolutions.....215-218

- Appropriation Limit.....219

VIII. Redevelopment Agency

- Combined Funds Statement.....221
- Recap by Major Fund Type.....222
- Revenue Estimates.....223-225
- Economic Development and Housing/Programs.....227-247
- Resolution.....249-250



CITY OF SIGNAL HILL

June 21, 2010

2175 Cherry Avenue • Signal Hill, California 90755-3799

MEMORANDUM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: KENNETH FARFSING
CITY MANAGER**

SUBJECT: FISCAL YEAR 2011-2012 BUDGET

I am pleased to present the City of Signal Hill's proposed operational and capital budgets for Fiscal Year 2011-2012. Balancing the budget is a major accomplishment during the uncertain economic times we are in. Many communities are struggling with employee layoffs and major program reductions and eliminations. This year's budget implements the goals established by the City Council at the start of the recession in 2008 to reduce the preserving essential services. We have achieved a total of 6.7%, resulting in a savings of \$1.2 million in three years. These budget reductions have been achieved by a series of actions, including institution a hiring freeze on non-police officer positions. Employees have begun contributing to PERS and contributing to the medical retirement trust fund. With the exception of police officers, step increases have been frozen. There has been no COLA (cost of living adjustment) for the last two years. We have hired part-time employees and contractors, so that the City can continue to deliver the high level of services that our residents and businesses deserve. The budget does not include major fee increases or new revenue sources. Although economists believe that the economic recovery has begun, it appears to be slow and uncertain. With this in mind, staff has prepared a conservative budget.

This year's budget implements goals established by the City Council at the start of the economic recession. These goals have helped the City avoid employee layoffs and to continue to deliver necessary services to the community. This budget:

- Implements the third year in 2% annual budget reductions, resulting in a 6.7% savings (or \$1.2 million) over the three year period;
- Stabilizes the General Fund Reserve at \$3.7 million or 22% of the operational

- budget;
- Reverses the \$1 million planned drawdown from the Economic Uncertainties Fund this year and stabilizes this reserve fund at \$2.3 million;
 - Continues the hiring freeze, except for police officer positions;
 - Implements the second year of freeze of employee COLA's and the merit step increases for management and miscellaneous employees;
 - Requires that City employees contribute to their pension plan and retirement medical plan;
 - Relies in part on the hiring of part-time employees or the use of contractors until the economy and workload justify the hiring of full-time employees;
 - Continues the City's aggressive economic development program during very difficult times, including recruiting and retaining existing businesses like Fresh N Easy, Ross Dress 4 Less, EDCO, Hooman Nissan and the expansion of Boulevard GMC. These projects will continue to generate significant revenues for the community for years to come.
 - Relies on Agency funds for the clean-up of over 25 acres of Signal Hill properties to benefit the expansion of the Auto Center and Central Business District area.

Staff will continue to search for budget savings, efficiencies and new revenues. The City's budget was prepared in a conservative and prudent manner, accounting for current and future economic indicators regarding its revenue estimates and expenditures. Significant issues still exist, including the potential impacts of the State budget, the proposed elimination of redevelopment agencies and the defunding of the CDBG Block Grant program by Congress. The budget anticipates approximately \$670,000 in General Fund savings at the end of FY2010-2011, which would be used for salaries should the RDA be eliminated, for additional operational costs for the new Police Station and to rebuild the Economic Uncertainties Reserve Fund. The City's prudent fiscal practices have enabled our City to achieve and maintain a positive, long term stable financial condition.

Budget Uncertainties

Our budget is subject to major uncertainties from the continuing fiscal problems at the State level. The State's budget conditions have deteriorated dramatically as a result of the recession. Although the Governor's "May Revised Budget" anticipates an additional \$6.6 billion in new revenues primarily from income taxes, the State's budget is still over \$10.6 billion in deficit. The Governor and the Legislative Leaders are still proposing to eliminate all redevelopment agencies statewide. As this staff report was written the Legislature had not yet adopted the budget and there were still active legislation to eliminate redevelopment agencies.

This budget is built upon the assumption that the Signal Hill Redevelopment Agency will continue its critical programs of revitalizing our community. It should be noted that the

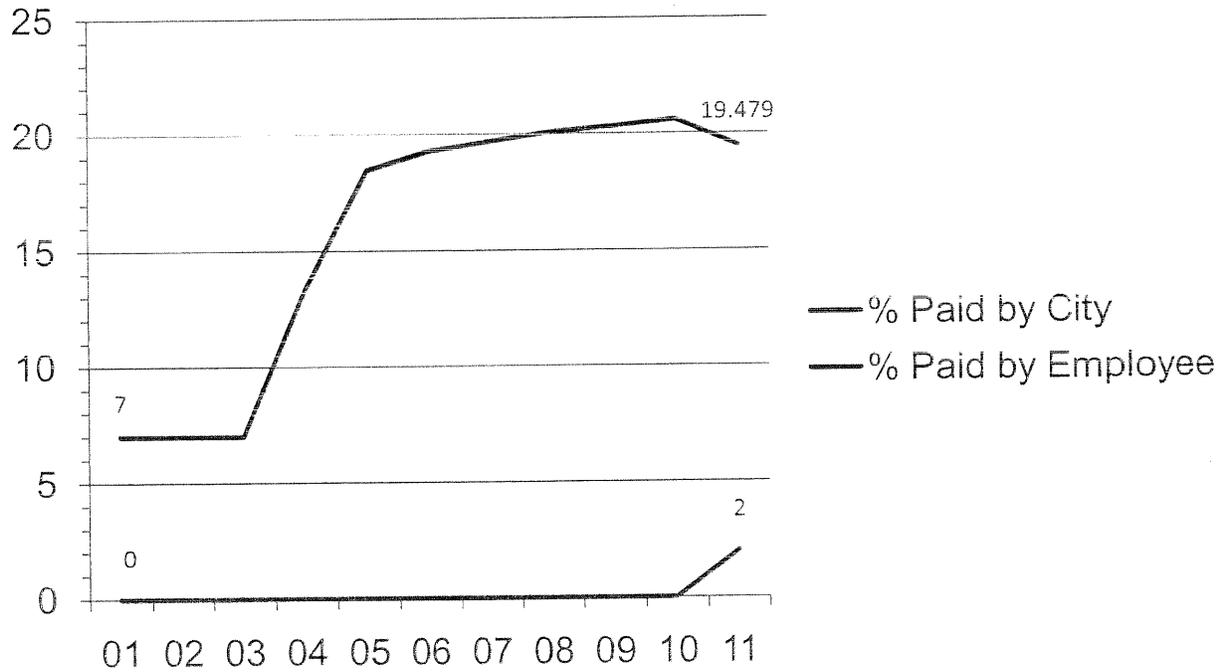
Agency's contract costs for City staff have been reduced to the historic level based on the completion of major projects, including the property acquisition program which began in 2008. The Signal Hill Redevelopment Agency lost \$5.16 million in 2010 in a state takeaway and another \$1.06 million in 2011, not including other revenue pass-through to the schools and county. Similar to past years, we may need to make significant revisions to the budget after the State adopts their budget. Other potential State budget impacts on Signal Hill include the elimination of the COPS funding through the special license fee. This potential \$100,000 loss is not reflected in the proposed Fiscal Year 2011-12 budget, since it would go into effect in the FY2012-2013 budget. Another potential loss will be booking fees of \$5,000

PERs Underfunding Issues/Pension Reforms/PERS Reserves

Almost every government budget nationwide is being adversely impacted by historic shortfalls in public pension plans. The City has participated in the California Public Employees Retirement System since the 1940's. The FY2011-2012 budget is required to account for the rate increases dictated by PERS. These rate increases were forecasted last year, as a result of historical losses in PERS investments due to losses in the investment portfolio and mismanagement factors. PERS is raising rates on employers to backfill their portfolio losses. For example, the increase in the PERS rate for our police officers (safety program) totally eliminated the 2% budget savings generated by the entire Police Department budget. The following chart illustrates the projected PERS rate increase from FY 2012 to FY 2015 for our police officers and the projected increase for our miscellaneous employees. The police increase is \$352,000, while the miscellaneous increase is \$205,000 for a total of \$557,000.

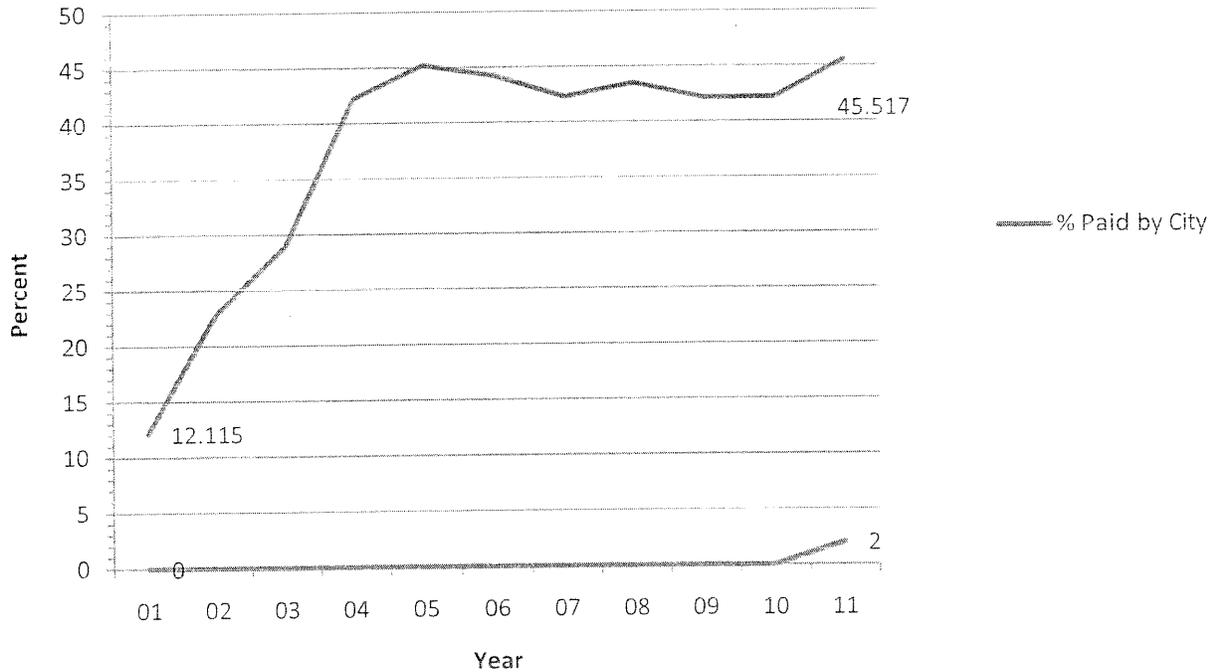
AB 400 was approved by the Legislature and Governor in 1999. This legislation provided for a range of new retirement formulas, including the 3% at age 50 retirement formula for public safety employees and 2% at age 55 retirement formula for miscellaneous employees. Signal Hill adopted the 2% at 55 plan in 2001 as part of labor negotiations. The City had received rate estimates from PERS in 2000 indicating the total rate for the new plan would remain stable for 15 years. However, by 2004 the rate had climbed from 7% to over 20.5% in 2010. The following chart illustrates the financial impact of the adoption of the 2% at 55 plan from 2003 to 2011. It should be noted that Signal Hill began funding the employee's portion of their retirement plan in 1981. Due to the increases in the PERS rates as a result of the current recession, the City Council required that employees begin to pay for a portion of their retirement in 2010.

Comparison of 2%@55 PERS Costs City Paid vs Employee Paid



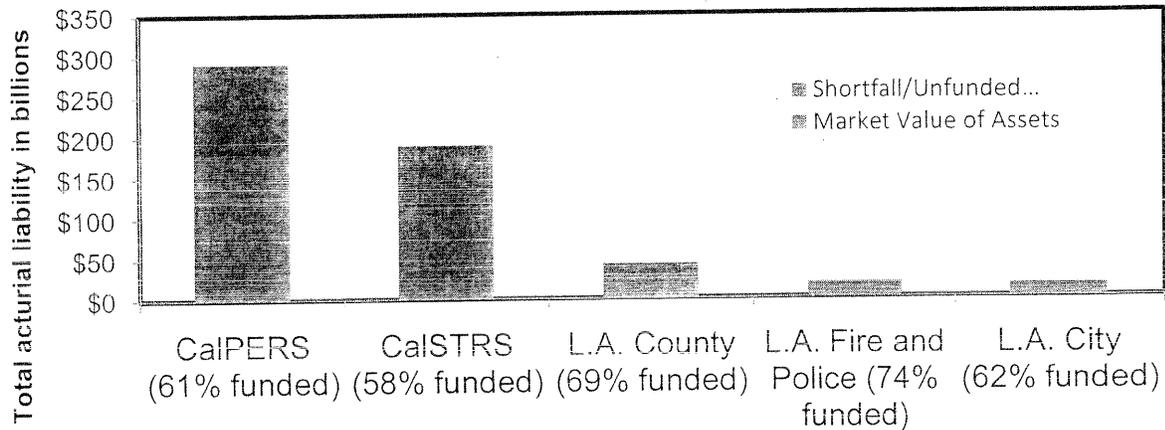
Signal Hill's police officers, along with the command staff, received the 3%at 50 retirement plan in 2002 as part of labor negotiations. PERS indicated in 2001 that the rate for the new plan would remain stable for a number of years. By 2003 the total safety rate had grown from 22.8% to 42.2% in 2010. The rate is anticipated to climb to 53.2% by 2014. It should also be noted that Signal Hill began to fund the employee's portion of the retirement plan in 1981. Due to increases in the PERS rates as a result of the current recession, the City Council required that the police officers begin to pay for a portion of their retirement in 2010. The following chart illustrates the impact of the adoption of the 3% at 50 retirement formula for police employees.

Comparison of 3%@50 PERS Costs City Paid vs Employee Paid



The funding crisis at PERS and other pension funds is a real concern and PERS is significantly underfunded. PERS reported that they were funded for only 61% of their pension obligations in 2010. Although the performance of their investment portfolio has improved, the PERS fund is still significantly underfunded. An 80 percent funded status is considered the low threshold for a stable retirement system. The following chart illustrates the relative pension obligations of various California defined-benefit systems.

California Public Pension Obligations in 2010



Source: Public Pensions for Retirement Security, Little Hoover Commission, February 2011, Page ii

The retirement system shortfalls have spurred discussions of major pension reforms in California by various groups including the recent study by the State's Little Hoover Commission. Several groups are proposing pension reforms, including requiring employees to fund the "employee contribution" of total pension costs, to higher retirement ages, to less generous defined benefits, to hybrid 401/defined benefit plans, to mandatory participation in Social Security and the other reforms. The Little Hoover Commission complimented Signal Hill for adopting two pension reforms last year, when the City Council was required to impose labor contracts. The Council also adopted a plan to require that employees contribute to their retirement medical trust fund.

The City established the PERS reserve in FY2003-2004 with an initial investment of \$505,000 in City funds. The fund has grown and the City has relied on \$150,000 annually to assist in fund the PERS rates. Relying solely on the PERS reserve fund to pay for the increases will exhaust the fund in FY2013-14. For this reason and others, we are going to need to continue to build our PERS reserve fund with employee contributions as there is no reasonable expectation that PERS rates will decrease over the next several years and our budget cannot be reasonably expected to absorb the \$557,000 cost increases.

Budget Workshop Items

The Council held a public workshop on the budget on May 24, 2011. There were several items raised by the City Council of which staff has completed additional research.

Kids Kamp – Staff presented a proposal to eliminate Kids Kamp and to substitute with an afterschool program. Staff was asked to meet with the effected parents, the LBUSD and to seek a review by the Parks & Recreation Commission. We held two meetings with the parents to seek their concerns and input. The Commission met on June 14th to review the alternatives. The Commission supports the elimination of the program and the substitution of the afterschool/off track program. (Please see the attached separate memo on Kids Kamp for a detailed review.)

Cell Phone Budget Review – Staff was asked to review the cell phone budgets for the elimination of any unnecessary phones. The vast majority of cell phones are used the Police Department, reserved for emergency operations purposes and for the Public Works Crews. Staff is recommending the elimination of 4 cell phones.

Day Labor Center – Staff was requested to meet with Home Depot and the managers of the day labor center in order to determine if funding could be obtained from these sources. Chief Langston is in process of meeting with both Home Depot and the managers. Staff will also be returning to the City Council with a separate management contract, where this will be discussed more fully.

New Police Station Maintenance and Utility Costs – It is uncertain at this time when the station will become fully operational. The tentative opening is scheduled for March of 2012, but the opening could be pushed back due to the complexity of the construction, including activating and testing our new communications and telephone system. Staff would like to return at mid-year with the review of the maintenance and utility costs. We will also have a better idea of the number of months that we need to budget for.

ICA Dues – Signal Hill was a founding member of Independent Cities Association. The annual dues are \$525 and have been charged to the City Council's organizational budget. ICA supports the cities with independent police, public works and community services departments in Los Angeles County. Staff recommends shifting this expense from the Council's budget to the City Manager's budget.

Senior Brown Bag Lunch Program - Council requested that we budget \$2,100 for covering the current waiting list of 7 seniors for the next year. Funds would be shifted from the existing scholarship program for Kid's Kamp should the program be eliminated.

Various Children's Funds/Property Tax Bill – Council requested information on three taxing authorities – the Long Beach Children's Center Fund, the Children's Center Fund of Long Beach and the Children's Tuition Fund in order to determine if these funds could be used to support health care costs at Miller's Children's Clinic and Miller's Children's Hospital. We worked through Supervisor's Knabe's office and determined that these funds were established by the area's City Councils well before 1978, when Proposition 13 would have required a property owner vote. The Long Beach Children's Center Fund is paid to the Long Beach Unified School District. The Children's Tuition

Fund is paid to the Los Angeles County Office of Education and the Children's Center Fund of Long Beach is paid to Long Beach Community College.

Volunteer Recognition – It was suggested that we move \$500 from the Mayor's Reception account to support a general recognition program for our volunteers.

Overall Economic Outlook

The Great Recession has been the steepest and the longest economic downturn of the post World War II era. While the recession technically ended in June, 2009, the recovery has been lackluster. Given the nature of the fiscal crisis, we should not be surprised that the recovery has been so weak. There are some major uncertainties with the strength of this economic recovery. Taxable sales in California and Los Angeles County saw double digit declines in 2009. Signal Hill sales tax revenues declined by \$2.4 million or 28% during this time period (or a total \$3.6 million or 36% during the past two years).

We believe that we have reached the bottom of the local sales tax declines and are starting to slowly rebound in sales tax revenues. Even this rebound is influenced by major world-wide events, including the natural disasters in Japan, which have slowed car deliveries to our local dealerships (Honda and Nissan) and parts to the domestic auto manufacturers. The recent spike in gasoline prices, due primarily to the uncertainty of regime changes in the Middle East, forced retail sales down in April as consumers pulled back.

Los Angeles County returned to positive quarterly employment growth in the fourth quarter of 2010. This economic recovery differs from past recoveries, in that the private sector appears to be leading the economy in employment growth. Economists from Cal State Long Beach predict employment growth of 1.1% this year, 1.6% next year and 2.1% in 2013. International trade, entertainment and information services are the leading sectors in job creation. The national economy appeared to be on track to add 200,000 jobs per month, until the May unemployment numbers were announced. It is clear that it will take several years to recover from the loss of 7.5 million jobs during the recession. Unemployment rates in Signal Hill's trade area remain stubbornly high. For example, Long Beach is at 12.9% unemployment (April 2011). The government sector continues to shed jobs, including at school districts, community colleges and the City level. Over 33,100 state and local government jobs were lost last year in our local five county area.

The federal budget deficit continues to be a major uncertainty, as Congress and the Administration focus on reducing expenditures. Our budget includes a 6% reduction in CDBG (Community Development Block Grant) funding, however at the drafting of the memo Congress is considering the virtual elimination of the program with a 60% funding cut.

We are also experiencing the local effects of the four year collapse of the construction industry. Housing prices continue to decline nationally and the housing market remains weak. We are just beginning to see an increase in residential building permits in Signal Hill. This includes the completion of 54 units at Pacific Walk during the upcoming year; however sales are dependent upon the overall improvement in the local economy. We continue to have fair construction activity in the commercial sector, including construction of the In N Out, the EDCO Administration/Terminal building and two additional office buildings on Willow Street.

Except for the purchase of safety equipment in the Water Department, we are recommending holding off on the other major decision package items until Mid Year. These include prefunding of accounting software upgrades for the Finance Department and the new in-car camera system for our Police vehicles.

Capital Improvement Program

Our \$27.8 million Capital Improvement Projects total includes \$10 million re-appropriated for the Police Facility, financed by the Signal Hill Redevelopment Agency from the 2009 Tax Allocation Bond proceeds. Included in the Capital Projects is an appropriation of \$8 million from the 2011 Tax Allocation Bond Proceeds of the Signal Hill Redevelopment Agency for the new Library building project. More than 32% funding sources for capital projects are grants and transportation funding related. Less than one half percent or \$110,000 will come from the General Fund. City reserve funds such as the Traffic Impact, Water Depreciation, and Water Impact Funds account for 7% of total funding.

The major projects will be the completion of the Signal Hill Police Department facility and the planning for the new Signal Hill Library. The City continues implementing the recommendations of the pavement management study, which will allocate over \$7.6 million in grants and federal transportation money to reconstruct and repair local streets. The City will also be at Phase II of Well #9, which examines various options for treatment and use of the ground water from this well. Other capital projects include improving ADA access improvements at Orange and Willow Street, various park projects, and building improvements. A detailed listing of all projects and fund sources are included in the Capital Improvement Section.

Other Considerations

The projection of sales tax revenues is dependent on volatile consumer trends including unprecedented declines in auto sales and uncertainties created by the State's administration of the "Triple Flip." The State will continue to take 25% of the City's sales tax (the Triple Flip) to fund the massive borrowing it undertook in 2003. The State will then backfill the Triple Flip takeaway with property taxes that are based upon the

previous year's sales tax collected. The Triple-Flip is likely to be in place for several more years, despite discussions in the State legislature to discontinue the Triple-Flip.

We are projecting sales tax and sales tax in lieu revenue will improve by 9% over the revised budget of Fiscal Year 2010-11 due to an adjustment in the triple flip and other one-time sales tax adjustments. The base sales tax growth rate is projected at 5%.

Revenue estimates for FY 2011-12 is 10% more than revenue estimates for FY 2010-11 primarily due to interest payments for the Agency loan and increases in sales tax revenues. A zero growth in property taxes was projected. Historically, the city used minimum conservative estimates of 2% to 4% growth in the General Fund. New Housing data still show that construction is not expected to recover as evidenced by the inventories of unsold homes and the stringent credit guidelines introduced after the mortgage crisis of the prior years.

General Fund expenditures show an overall percentage decrease of less than 1% although department savings of 6.7% total for the three year period was recognized. This year's less than 2% overall decrease is primarily due to increased PERS costs offset. Although the number of full time employees budgeted remain at 108 employees, substantial savings from unfilled positions have contributed towards the reduction in costs.

We project to end the current Fiscal Year 2010-11 at a fund balance in the General Fund of \$3.72 million or \$669,203 more than the \$3.05 million projected when we adopted the budget last year.

Overview of Fiscal Year 2010-2011 budget

It is projected that we will end the fiscal year with \$669,203 more than budgeted

- At mid-year, an additional \$7,927 increase in revenues was projected. The budgeted \$1 million drawdown from the Economic Uncertainties was no longer necessary.
- Departments adhered to budget guidelines and to the City's cost containment policies. Strict implementation of expenditure cutoffs for budget adjustments and purchase orders is required to achieve these goals and to attain even greater savings than anticipated.

The New Fiscal Year 2011-2012 Budget

Revenues for all funds are budgeted at \$31,504,214 and total expenditures for all funds are budgeted at \$31,748,828. Transfers in and out equal \$3,681,487. It is estimated that Fiscal Year 2011-12 will close with a General Fund balance of \$3.76 million.

Reserves

The total projected June 30, 2011 \$6.0 million fund balance for both the Economic Uncertainties Fund (\$2,284,534) and the General Fund (\$3,761,602) increases our reserve ratio to 35% of our budgeted Fiscal Year 2010-11 \$16.98 million expenditures. This reserve ratio of 35% represents an 11 increase as compared to last year's reserve ratio of 25%. The two reserves may only be utilized to mitigate the adverse impacts of a recession, economic slowdown, or if the City loses a major sales tax provider. The projected fund balance in the General Fund alone however is projected at 22% reserve ratio. The City's Financial Policy recommends maintaining a combined General Fund and Economic Uncertainties Fund reserve equivalent to a minimum of six-months operating expenditures. This requirement will be met as economic conditions improve.

The City has 11 special Reserve Funds and 22 restricted special revenue reserve funds, one of which is specifically mandated for the Water Enterprise Fund.

The City's Insurance Reserve Fund will end the Fiscal Year 2011-12 at \$324,272 after the transfer out of \$50,000 to the General Fund. The intent of the Reserve is to smooth out the negative impacts of adverse years on the General Fund.

The Park Reserve Fund, created to assist in providing matching funds for possible grants, will have a projected balance of \$59,594 at the end of Fiscal Year 2011-12.

PERS increases for both miscellaneous and safety personnel make it necessary to utilize the PERS Reserve Fund. The estimated reduction will be \$150,000, leaving an ending balance of \$723,287 for Fiscal Year 2011-12.

The Government Accounting Standards Board (GASB) established GASB 45, which requires not only the measurement and disclosure of OPEB (other post employment benefits) obligation in the financial statements, but also requires that local agencies calculate and expense the annual required contribution (ARC) for meeting the total obligation, assuming a maximum thirty-year amortization period. Signal Hill complied with this rule in FY 2008-09 with an initial contribution of \$516,000 towards its liability.

The most recent actuarial prepared in August, 2010 included changes in the benefits. The revised annual required contribution to the trust fund has been reduced significantly. It is expected that annual required contribution will be fully funded by employees' OPEB contribution and by interest from the City's OPEB Reserve Account.

The OPEB Reserve Fund was established by the City Council in Fiscal Year 2004-05 and has helped the City manage and meet its future retirement liability. The projected balance at FY 2011-12 year end is \$1.8 million after the third year of withdrawals for the annual required contributions.

Revenues

- Total Fiscal Year 2011-12 General Fund revenues are estimated at \$16,411,343, an increase of \$1.4 million or 10% more than Fiscal Year 2010-11 budgeted revenues.
- Total Sales tax revenue for Fiscal Year 2011-12 proposed budget is estimated to be \$10.10 million. This amount is reflected in two separate accounts due to the Triple Flip. Sales tax is projected at \$7.54 million, and Sales Tax In-Lieu is estimated at \$2.56 million. In Fiscal Year 2010-11, Sales Tax is projected to reach \$7.04 million and Sales Tax In-Lieu \$2.26 million for a total of \$9.3 million.
- General Fund use of money and property income is estimated at \$1,507,000. This amount includes \$1,000,000 for accrued interest recognized this fiscal year for the \$10 million loan to the Redevelopment Agency.
- The Police Building Reserve Fund loaned \$10 million to the City Redevelopment Agency in Fiscal Year 2007-08. This loan was used toward the Agency's \$17.7 million property acquisition program. The Agency will be obligated to pay the loan based on a repayment schedule starting in 2011 until 2027, when the Redevelopment Plan terminates, unless the plan is extended.
- Gas Tax Revenues are estimated to be \$309,921. A total \$160,000 of pavement management capital improvement projects will be funded by the Gas Tax fund.
- Traffic Safety Fund revenues are estimated at \$112,000, which is the same as last year's budget.
- The City will continue to utilize Proposition C sales tax revenues to fund the City's signal synchronization and selected street maintenance efforts totaling \$85,000 per year.
- The Pipeline Removal Fund is expected to realize \$140,000 in abandoned pipeline fees.
- Sale of water is estimated at \$3,250,000. The City's water conservation program has proportionately decreased water consumption.

Expenditures

- Overall estimated expenditures for all funds proposed for Fiscal Year 2011-12 total \$31,748,828. It is \$1,174,204 less than last year.
- The total decrease for Maintenance, Operations, Salaries, and Benefits in the General Fund is \$238,810 or 1% compared to the budgeted amounts in Fiscal Year 2010-11. Estimated maintenance and operations expenditures in the General Fund decreased by \$25,664%. Salaries and Benefits in the General Fund decreased by \$204,006.

Vehicle Replacement Fund

A total \$56,600 was budgeted in the Vehicle Fund to replace the following vehicles subject to review of mileage and condition during the fiscal year.

Unit 72707 Police Department Patrol Unit	4 years	\$28,300
Ford Crown Victoria (will replace at 80,000 miles)	old	
Unit 73208 Police Department Patrol Unit	3 years	\$28,300
Ford Crown Victoria (will replace at 80,000 miles)	old	

Capital Improvement Projects

This budget reflects funding for capital improvement projects totaling \$27,819,090 as outlined below:

Community Block Grant Projects

25 th Street Improvements	\$225,000
ADA Access Improvements at Orange and Willow	310,000
ADA Improvements Southwest 29 th /E of Atlantic	<u>50,000</u>
Total	\$585,000

Water Projects

Well No. 9 Well Head Preliminary Design Analysis	\$100,000
Emergency InterConnect Design	140,000
Hilltop Booster Pump Replacement	20,000
Slope Repair – Lewis Avenue	10,000
20th Street/Alamitos Water Main Connect	25,000
PCH/Redondo – Replace Service Connect	40,000
Energy Efficiency Pump Motors	<u>85,000</u>
Total	\$440,000

Street Projects

General Right-of-Way Repair	\$50,000
2011 Pavement Management	200,000
Cerritos Avenue Overlay	260,000
Cherry Avenue Widening	6,700,000
Bus Stop Improvements	50,000
Traffic Signal – Cherry & 20 th Street	345,000
Cherry Avenue/405 Interchange Reconfiguration Study	474,000
Orange Avenue & Hill Street Bridge Removal	25,000
Village Way New Street Light Installation	10,000
ADA Improvements and Traffic Signal Upgrades Walnut/Willow	<u>190,090</u>
Total	\$8,304,090

Park Projects

Raymond Arbor Park Play Surface & Equipment	\$60,000
Electronic Sign	70,000
Reservoir Park Restroom Replacement	<u>180,000</u>
Total	\$290,000

Redevelopment 2011 Bond

Library Building	8,000,000
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Redevelopment 2009 Bond

Police Department Facility	\$10,000,000
Telephone System	200,000

A summary of funding sources for these Capital Projects is as follows:

Community Block Grant	\$271,093
Total CDBG (Fund 004)	\$271,093

Water Depreciation Reserve Fund/Grants	\$279,200
Water Impact Fee Fund	100,000
EECBG – Energy Efficiency Conservation Block Grant	60,800
Total Water (Fund 008)	\$440,000
General Fund	\$110,000
Capital Improvement Reserve Fund	414,000
STPL MTA Exchange	30,000
Park Development Fund	290,000
Gas Tax	150,000
Proposition A Fund	50,000
HSIP Grant	301,000
CG COG (MTA Grant)	336,997
DEMO TEA-LU	3,200,000
MTA	2,700,000
Measure R	70,000
IMD Grant	474,000
LBUSD	22,000
Traffic Impact Fees	800,000
Signal Hill Redevelopment Agency	150,000
Total CIP (Fund 010)	\$9,107,997
Signal Hill Redevelopment Agency– 2009 Bond	\$10,000,000
Signal Hill Redevelopment Agency – 2011 Bond	8,000,000
RDV–2009 Bond Fund	\$18,000,000
Total Sources All Funds	\$27,819,090

Redevelopment Agency

The Agency will complete a three year property acquisition program this year. The State's proposal to eliminate redevelopment agencies makes budgeting for the agency extremely difficult as we deal with many uncertainties. Budgeted amounts for the completion of the property acquisition program are from the original acquisition appropriations. Proposed tax increment continue to be accounted for as revenues of the debt service fund and debt service expenditures are correspondingly budgeted in the same fund. There are no new projects budgeted in the Projects fund. The Housing Fund budgeted \$750,000 in capital projects. Bond proceeds from the 2009 tax allocation bonds are re-appropriated this year for the completion of the police building. Bond proceeds from the 2011 tax allocation bonds are appropriated this year for the construction of the new library building. The State's past two years SERAF takeaway of \$5.16 million and \$1.06 million have depleted all reserves for funding for new projects as the \$1.06 million was loaned to the Agency from the Housing Fund.

Revenues

The Agency receives the majority of its revenues from tax increment, which is derived from property tax. We are projecting a \$500,200 increase in overall tax increment for Fiscal Year 2011-12. Tax increment revenues in the Debt Service Fund are estimated at \$10,700,800 for Fiscal Year 2011-121 compared to Fiscal Year 2010-11 revenues of \$10,300,000. The Agency will receive \$723,000 in lease revenues for properties it subleases to the Signal Hill auto dealers and businesses. The \$161,000 increase in revenues is primarily due to recent property acquisitions and tenant rent payments. Part of The \$723,000 lease revenues is used to offset the \$451,800 in lease commitments within the Auto Center that the Agency holds. Lease revenues will exceed the cost of the leases

Expenditures

The Agency has three main programs: Debt Service, Economic Development, and Housing. The Debt Service program services the Agency's debt and administers the receipt of its tax increment revenues. The Economic Development program is designed to strengthen the City's economic base. The major focus of the Economic Development program is to attract new retail development within the Signal Hill Auto Center, the Town Center, and the Industrial Specific Plan areas of the community. The Agency adopted plans to expand the Signal Hill Auto Center (Phase II) and is finalizing the Property Acquisition Program. The Agency's Housing Program is required to improve and expand the City's supply of affordable housing.

The Agency's Debt Service Fund receives all of the tax increments that the Agency is entitled to, except for the Housing portion, which is set at 20% of all increments received. The Debt Service Fund services eight current bond issues. The total debt

service payments are budgeted at \$12.277 million. The Housing portion of the debt totals \$1.16 million. In addition, the Debt Service Fund services the Office Depot Owner Participation Agreement (\$1.1 million); the Costco Note Payable (\$550,000); and the repayment of loans made from the Housing Fund (\$230,000). For the fourth year, the Agency will have to participate in Statutory Tax Sharing with other taxing entities because of the extension of the Agency's time limit to incur indebtedness. For Fiscal Year 2011-12 budget, these payments are estimated at \$1.04 million.

The Economic Development Fund budgeted \$357,220 for its personnel costs, \$1,127,250 for its supplies and services operational costs, and \$627,200 for its lease commitments for the Auto Center. Operational costs are substantially lower than the prior Fiscal Year. Capital projects include the Police Facility and the library building both funded from two tax allocation bonds.

The Housing Fund budgeted \$268,660 for its operational costs, \$50,000 for housing rehabilitation grants, and \$750,000 for property acquisition.

The Housing Fund supports the debt service related to its share of the bonded indebtedness and the repayment of the HELP Loan through transfers to the Debt Service Funds. During Fiscal Year 2010-11, a total transfer of \$1,359,593 will be made from the 20% portion of the Agency's tax increment.

Conclusion

The Department Directors are to be complimented for their efforts to meet our budget goals by thoroughly evaluating their programs to achieve the necessary targeted savings amounts. Although the various funding sources including reserves we used this year in combination with ongoing reductions support the expenditures and in a sense the budget is balanced, a structural gap between ongoing revenues and expenditures exist. As this fiscal year progresses, the City Manager, Deputy City Manager, Department Directors, and the entire management team will continue restraint and will look at ways of improving efficiencies, reducing costs, and responding effectively to the external economic forces that impact our resources.

We should not lose sight of the tremendous accomplishments and continued fiscal stability of the City of Signal Hill. The cooperation and assistance of each Department Director has been critical to the completion of this document and their support, as always, is appreciated. I would like to particularly thank our Director of Finance and Administrative Services Officer, Maida Alcantara; Accounting Manager, Joy Getz; Accountant, Pearl Yu; and the entire Finance Department for their support and diligence in completing the numerous tasks necessary to create the document before you.

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CITY OF SIGNAL HILL FINANCIAL POLICIES

For the past several years, the City Council and staff have followed prudent fiscal practices that have enabled the City to achieve and maintain a positive, long-term stable financial condition. These practices, which have guided the City's budgeting and financial planning, are stated as financial policies.

1. The Director of Finance shall annually prepare a General Fund Analysis of Structural Balance to determine that a structural deficit does not exist.
2. The City Manager shall submit a structurally balanced General Fund budget to the City Council. A structurally balanced budget requires that recurring revenues equal or exceed recurring expenditures.
3. The City shall maintain a combined General Fund reserve and Economic Uncertainties reserve equivalent to a minimum of six months operating expenses.
4. The General Fund and Economic Uncertainties reserves shall only be used for cash flow purposes, loans to other funds, major Citywide emergencies (e.g., earthquakes, floods, or fire), severe economic downturns, or loss of a major sales tax provider.
5. When fiscally prudent, Special Reserve Funds should be established for identified, future major expenditures such as GASB 45, PERS, Library, and Police Building. These Reserves should be clearly identified in the Annual Budget.
6. Non-recurring resources will be used for non-recurring expenditures such as contributions to reserves, debt retirement, and/or capital projects.
7. The Annual Budget shall include a General Fund Five-Year Forecast of Revenues, Expenditures, and Fund Balances to help identify possible future financial problems.
8. The Annual Budget shall include assumptions covering such factors as projected CPI, interest rates, PERS Safety and Miscellaneous rates, new building activity etc. underlying budget estimates.

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DESCRIPTION OF FUNDS

General Fund (001)

The General Fund is the operating fund of the City. All general tax revenues and other receipts allocated by law or contractual agreement to other funds are accounted for in this fund. Revenues deposited into the General Fund include, but are not limited to, property tax, sales tax, real property transfer tax, franchise tax, business license tax, oil production taxes, transient occupancy tax, NPDES tax, fines and forfeitures, and fees for services. This fund is used to finance most of the City's basic services including general administration, finance, community services, community development, public works, and public safety.

Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or administrative regulation, to be accounted for in a separate fund.

Gas Tax (002)

The Gas Tax Fund receives and disburses the state gasoline tax collected and apportioned to the City in accordance with the provisions of the State of California Streets and Highways Code, Sections 2104, 2105, 2106, 2107, and 2107.5.

Traffic Safety Fund (003)

The Traffic Safety Fund accounts for revenues received from fines for violations of the California Vehicle Code.

Community Development Block Grant Fund (CDBG) (004)

Enacted through the Housing and Community Development Act of 1974, the Community Development Block Grant Fund receives and disburses CDBG monies for administration, social service programs, and capital projects.

Community Development Block Grant Recovery Fund (CDBG-R) (005)

The CDBG-R Grant Fund receives and disburses Community Development Block Grant monies provided through the American Recovery and Reinvestment Act of 2009 for investment in economic development, housing, infrastructure, and other public facilities activities that spur economic investment, increased energy efficiency, and job creation and retention.

DESCRIPTION OF FUNDS (CONTINUED)

Transportation Fund (006)

The Transportation Fund receives and disburses the City's share of the Los Angeles County sales tax of one half percent (.5%) for public transportation purposes in accordance with "Proposition A."

DUI Checkpoint Grant Fund (027)

The DUI Checkpoint Grant Fund receives and disburses monies awarded to the City by the State of California Office of Traffic Safety for public safety overtime related to the enforcement of California's DUI laws.

COPS Technology Grant Fund (028)

The COPS Technology Grant Fund accounts for the receipts and disbursements of monies awarded to the City by the Community Oriented Policing Services (COPS) office of the U.S. Department of Justice for the continued development of technologies and automated systems to assist in investigating, responding to, and preventing crime.

Justice Assistance Grant Fund (029)

The Justice Assistance Grant Fund accounts for the receipts and disbursements of monies allocated to the City under a memorandum of understanding with the City of Los Angeles for use towards various law enforcement based activities and programs. As the primary grant recipient, the City of Los Angeles is directly responsible to the U.S. Department of Justice, Bureau of Justice Assistance for the overall administration and management of the grant award.

Asset Seizure Fund (030)

The Asset Seizure Fund accounts for the portion of seized monies and property returned to the City for narcotic enforcement and other related activities, pursuant to Federal and State asset forfeiture laws.

COPS Hiring Recovery Program Grant (031)

The COPS Hiring Recovery Program Grant Fund receives and disburses the monies awarded to the City by the U.S. Department of Justice for the additional hiring and rehiring of career law enforcement officers.

TRAP (032)

The TRAP Fund accounts for receipts and disbursements of grant funds received from the Task Force for Regional Auto Theft Prevention (TRAP). Funds originate from the State vehicle license fees and are administered through the County of Los Angeles.

DESCRIPTION OF FUNDS (CONTINUED)

OTS Grant Fund (033)

The OTS Grant Fund receives and disburses the monies awarded to the City by the State of California Office of Traffic Safety for traffic safety equipment and public education.

OTS Avoid the 100 Grant Fund (034)

The OTS Grant Fund receives and disburses the monies awarded to the City by the State of California Office of Traffic Safety for public safety overtime related to the enforcement of California's DUI laws.

OTS Click It or Ticket Grant Fund (035)

The Click It or Ticket Fund receives and disburses the monies awarded to the City by the State of California Office of Traffic Safety for public safety overtime related to the enforcement of California's seat belt laws.

Domestic Preparedness (036)

The Domestic Preparedness Fund receives and disburses the monies awarded to the City by various grants from the Department of Homeland Security.

Supplemental Law Enforcement Fund (038)

The Supplemental Law Enforcement Fund accounts for the receipts and disbursements of monies awarded to the City under the Citizens Option for Public Safety program (otherwise known as COPS). The grant was established by State Assembly Bill (AB) 3229 and is appropriated through its Supplemental Law Enforcement Fund.

Law Enforcement Block Grant (039)

The Law Enforcement Block Grant Fund accounts for receipts and disbursements of monies awarded to the City by the United States Department of Justice under the Local Law Enforcement Block Grant program.

Air Quality Improvement Trust (040)

The Air Quality Improvement Trust Fund receives and disburses the revenues apportioned to the City from the Southern California AQMD fees on motor vehicle registrations. These funds are used for programs designed to reduce air pollution from mobile sources.

Cable Televising Fund (045)

The Cable Televising Fund accounts for the fees paid to the City by the cable TV operator pursuant to the Franchise Agreement.

DESCRIPTION OF FUNDS (CONTINUED)

Park Development Fees (050)

The Park Development Fees Fund receives and transfers the impact fees collected from residential and commercial developers under the provisions of the Chapter 21.40 of the Signal Hill Municipal Industrial Code to fund acquisition, industrial improvement, and expansion of park and recreational facilities within the City.

Traffic Impact Fund (052)

The Traffic Impact Fund receives and transfers the impact fees collected from residential and commercial developers under the provisions of the 21.48 of the Signal Hill Municipal Industrial Code to fund the acquisition, improvement and expansion of street, parkway, thoroughfare, intersection, and other traffic and circulation improvements made necessary by certain new development projects.

Water Development Fund (054)

The Water Development Fund receives and transfers the impact fees collected from residential and commercial developers, under the provisions of the 21.44 Signal Hill Municipal Industrial Code, to fund the reasonable costs of constructing new water facilities made necessary by development projects.

Housing Impact Fund (056)

The Housing Impact Fund receives and transfers the revenue from the sale of new residential properties, as specified in the Hilltop Disposition and Development Agreement, to assist in funding low income housing developments.

Pipeline Removal Fund (060)

The Pipeline Removal Fund includes the fees paid by franchisees on idle pipelines for future removal costs.

Proposition C Fund (065)

The Proposition C Fund receives and disburses the City's share of the Los Angeles County sales tax increase of one half percent (.5%) for public transportation purposes in accordance with "Proposition C."

MTA-STP Grant Fund (066)

The MTA-STP Grant Fund accounts for the receipts and disbursements of grant funds awarded by the Los Angeles County Metropolitan Transportation Authority for eligible capital improvement projects, such as the City's pavement management program.

Measure R Fund (067)

The Measure R Fund receives and disburses the City's share of the Los Angeles County sales tax increase of one half percent (.5%) for traffic improvement transportation projects in accordance with "Measure R."

DESCRIPTION OF FUNDS (CONTINUED)

Lighting and Landscape Maintenance District #1 (080)

The Lighting and Landscape Maintenance District #1 Fund accounts for all financial activity related to the City's landscape and lighting district. Revenues include assessments to property owners within the district and expenditures that relate to the maintenance and upkeep of the district.

Brownfields Grant Fund (125)

The Brownfields Grant Fund receives and disburses the funds awarded to the City from the United States Environmental Protection Agency (EPA) which are used for environmental assessments of urban sites for possible reuse.

Special Reserve Funds

The City has eighteen (18) Special Reserve Funds, of which two are specifically mandated for the Water Enterprise Fund. These funds are used to plan for replacement or improvement of current assets, or to provide economic stability in case of an unforeseen economic event.

Equipment Reserve Fund (601)

The Equipment Reserve Fund is reserved for the future replacement of the City's computers and associated printers, scanners and displays, telephone system, and copiers.

Insurance Reserve Fund (602)

The Insurance Reserve Fund is reserved to level the effect of the rising cost of general liability and workers' compensation insurance and to provide funds, should insurance losses occur.

Capital Improvement Fund (603)

The Capital Improvement Fund is reserved to contribute to the General Fund's portion of Capital Projects, primarily the pavement management program and major street projects.

Rebudgeted Projects Fund (604)

The Rebudgeted Projects Fund is used to reserve funds for projects approved in the previous fiscal year, but not completed.

DESCRIPTION OF FUNDS (CONTINUED)

Economic Uncertainties Reserve Fund (605)

The Economic Uncertainties Reserve Fund is reserved for use, in the case of an unforeseen economic event, such as a major sales tax producer going out of business, relocating, or temporarily out of business.

Office Depot OPA Reserve Fund (606)

The Office Depot OPA Reserve Fund is reserved for payment, as outlined in the Office Depot OPA Agreement, should the Agency's tax increment be insufficient.

Price Company Note Reserve Fund (607)

The Price Company Note Reserve Fund is reserved for payment, as outlined in the Price Company DDA, should the Agency's tax increment be insufficient.

Water Depreciation Reserve Fund (609)

The Water Depreciation Reserve Fund is reserved for the future replacement of the City Water Department's equipment used for the production, storage, and distribution of water used by the community.

Rate Stabilization Reserve Fund (610)

The Rate Stabilization Reserve Fund is reserved to compensate for economic events that could affect the cost of water used by the community.

Police Building Reserve Fund (611)

The Police Building Reserve Fund is reserved to replace the current building that houses the Police Department.

Library Reserve Fund (612)

The Library Reserve Fund is reserved to replace the current building that houses the City's Library.

COPS (CLEEP) Reserve Fund (613)

Funds for the COPS (CLEEP) Reserve Fund are received from the State of California to purchase and update law enforcement equipment.

Park Reserve Fund (614)

The Park Reserve Fund is reserved to assist in providing matching funds for possible requirements of grants.

PERS Reserve Fund (615)

The PERS Reserve Fund is reserved to level the effect of the City's PERS liability cost.

DESCRIPTION OF FUNDS (CONTINUED)

Land and Building Reserve Fund (616)

The Land and Building Reserve Fund is reserved to fund future land and building purchases for the expansion of public facilities.

Motor Vehicle in Lieu Reserve Fund (617)

The Motor Vehicle in Lieu Reserve Fund is reserved to level the effect of the reduction of the MVL by the State of California.

OPEB Reserve Fund (618)

The OPEB Reserve Fund is reserved to level the effect of other post employment benefits liabilities as required by GASB 45.

NPDES Trash Reduction Reserve Fund (619)

The NPDES Trash Reduction Reserve Fund is reserved to fund the City's NPDES-mandated trash reduction projects.

Proprietary Funds

Garage Internal Service Fund (007)

The Garage Internal Service Fund accounts for the furnishing of vehicle and equipment services to the departments within the City. Costs of materials and services used are accumulated in this fund and charged to the user departments as such vehicles and equipment are used or services rendered.

Water Enterprise Fund (008)

The Water Enterprise Fund accounts for all financial activity relative to the purchase, production, storage, and distribution of water used by the community, as well as the maintenance, repair, and replacement of related equipment and pipelines. Revenues consist primarily of water sales.

Capital Project Funds

Capital Improvement Capital Projects Fund (010)

The Capital Improvement Capital Projects Fund receives and disburses funds for capital improvement projects not accounted for in other funds.

DESCRIPTION OF FUNDS (CONTINUED)

Redevelopment Agency

Debt Service Fund (110)

The Debt Service Fund accounts for the accumulation of resources for the payment of long-term liability principal, interest, and other costs related to long-term debt.

HELP Fund (111)

The HELP Fund accounts for the accumulation of resources for the payment of long-term liability principal and interest associated with the Housing Enabled Local Partnership (HELP) loans received from the California Housing Finance Agency (CHFA). Repayment is being made from the Agency's Housing Funds.

Economic Development Capital Project Fund (120)

The Economic Development Capital Project Fund accounts for the financial activity of the Signal Hill Redevelopment Agency. This activity includes administrative, overhead, and capital project costs necessary for, or incidental to, implementing the redevelopment plan.

Affordable Housing Special Revenue Fund (130)

The Affordable Housing Special Revenue Fund accounts for the 20% set-aside of tax increment revenues to be used for the development of low and moderate income housing as required by the Community Redevelopment Law.

DESCRIPTION OF REVENUES

The City of Signal Hill receives revenue from a wide variety of sources. The following summary of the revenues will provide the reader insight into these sources, as well as provide a foundation for the budget estimates.

General Fund (001)

Property Tax

Property taxes, in the State of California, are administered at the county level for all local agencies, and consist of secured, unsecured, and utility tax rolls.

Valuations for secured and unsecured property are established by the Assessor of the County of Los Angeles. The Board of Equalization is responsible for the valuation of the utility properties. Under the provisions of Article XIII A of the State of California Constitution (adopted by voters on June 6, 1978), properties are assessed at 100% of full value. Increases to full value are allowed for property improvements and change in ownership. Once the base valuation is determined, increases are limited to a maximum of 2% each year. Personal property taxes are excluded from these limitations and are subject to an annual reappraisal. Under the provisions of Proposition 13, the Countywide tax levy for general revenue purposes is limited to 1% of full market value, which results in a tax rate of \$1.00 per \$100 assessed valuation.

Sales and Use Tax

In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Local Sales Use Tax Law of 1955, the State of California imposes an 8.25% Sales and Use Tax on the taxable sales within the City. The City receives 1% of the Sales and Use Tax collected. The remaining 7.25% is shared by the State, County, and Transportation District.

Franchise Fees

This is revenue received for the right to use public property for oil and gas lines in the streets, on poles, and overhead lines for public utilities, and for the exclusive right to provide water, cable television, or refuse collection services.

Business License Tax

This is revenue from businesses and occupations that must be licensed prior to operating in the City. The cost of an annual business license is \$40, plus \$2 per employee for the third and subsequent employees. Construction contractors can purchase a business license for either six or twelve months for \$50 or \$100, respectively. A \$53 program administration fee is collected for each business license processed. In the current business license renewal year, the City of Signal Hill has 1,180 active business licenses.

DESCRIPTION OF REVENUES (CONTINUED)

Oil Production Taxes

This is revenue from the per barrel levy on oil production. The rate is adjusted annually based on changes in the Producer Price Index for Crude Oil Production. The fiscal year 2008/09 per barrel levy is estimated at approximately .61 cents per barrel. The budget assumes 1,103,527 barrels will be produced.

Transient Occupancy Taxes

The City of Signal Hill Municipal Code authorizes the City to levy a tax for the privilege of occupying lodgings on a transient basis for thirty consecutive calendar days or less. The tax is 9% of the rental rate of the lodging.

Dog Licenses

The City of Long Beach Animal Control Bureau issues licenses for the City of Signal Hill. The annual dog license fee is \$18 for an altered dog and \$60 for an unaltered dog, with a discount available for senior citizens.

Bicycle Licenses

This is revenue from the issuance of bicycle licenses at \$1.00 per year.

Building, Plumbing, and Electrical Permits

The Community Development Department, within the Planning and Building Safety programs, issues building, plumbing, electrical, and other types of building permits for the construction of residential and commercial/industrial structures to ensure Code compliance.

Alarm System Permit

This is revenue from issuance of alarm system permits for residential and commercial buildings.

Fines and Forfeitures

The California Vehicle Code and the City of Signal Hill Municipal Code allow for the imposition of civil penalties for parking violations. Parking penalties are collected by the City. Fines assessed for moving violations of the California Vehicle Code and non-parking violations of the City of Signal Hill Municipal Code are collected by the Los Angeles County Municipal Court and partially remitted to the City. The City's towing service collects fines for police impound and towing fees.

False Alarms

This is revenue generated from police response to false alarms for residences and businesses.

DESCRIPTION OF REVENUES (CONTINUED)

Interest on Investments

The City of Signal Hill invests idle funds in various instruments allowed under the City's Investment Policy, which is governed by State law and reviewed annually by the City Council. Investment earnings are allocated to various funds on the basis of proportionate cash balances.

Rents and Concessions

Fees are charged for the use of City land, buildings, and equipment. Revenue is also generated from commissions from telephone and vending machine use.

Royalties

These are revenues generated from royalties earned on subsurface oil and gas leases.

Intergovernmental – State

This includes revenues that are collected by the State and returned to the City and reimbursement for State programs. Some of the revenues remitted from the State are Motor Vehicle In-Lieu Tax, POST Reimbursement, and Homeowners' Property Tax Exemption.

Intergovernmental – County

The County of Los Angeles remits one-half of the Documentary Transfer Tax collected by the County Recorder when property changes ownership. The tax is levied at the rate of 55 cents per \$500 of the face value of the deed. The City's portion of the rate is 27 ½ cents.

Charges for Current Service

Administration - Fees are collected for elections.

Recreation and Parks – Fees are charged for special interest classes, sports leagues, Kids Kamp, community services events and excursions.

Library Fines and Fees – Fines and fees are charged for overdue or lost books and materials, as well as revenue from the sale of books.

Finance - Fees are charged for the processing of business licenses.

Planning and Building Safety – Fees are collected for services such as Developer Advances to pay for the time City staff spends processing development applications, plan checks, site plan, environmental and geotechnical reviews and building inspection fees.

DESCRIPTION OF REVENUES (CONTINUED)

Charges for Current Service (continued)

Police - Fees are collected for bookings and vehicle impounds.

Other Revenue

These revenues include recovery of mandated costs, sale of property, insurance refunds, and other private contributions or grants.

Fund Transfers

These are fund transfers from special revenue funds or reserve funds to cover general fund expenditures to be reimbursed from these funds.

Gas Tax Fund (002)

This fund includes the City's allocation of gasoline tax revenues pursuant to Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code. These funds are used to reimburse the General Fund for street maintenance and repairs.

Traffic Safety Fund (003)

This fund includes the City's portion of revenues from fines for violation of the California Vehicle Code. These funds are used for public safety expenditures.

Community Development Block Grant Fund (004)

This fund includes grant funds received from the Federal Community Development Block Grant (CDBG) programs that are administered by the Los Angeles County Community Development Commission. These funds are used for social services, capital improvements, and the administration of these programs.

Community Development Block Grant Recovery Fund (005)

This fund includes grant funds provided through the American Recovery and Reinvestment Act of 2009 (ARRA) passed through the Federal Community Development Block Grant (CDBG) program administered by the Los Angeles County Community Development Commission. These funds are used for investment in economic development, housing, infrastructure, and other public facilities activities to spur economic investment, increased energy efficiency, and job creation and retention.

DESCRIPTION OF REVENUES (CONTINUED)

Proposition A Fund (006)

This fund includes the City's allocation of the ½ cent Los Angeles County Transportation tax. The allocation is based on population and sales tax ratio and must be used for public transportation purposes. These funds are used to fund Recreational Transportation, the Bus Fare Subsidy, Dial-A-Ride, and bus stop maintenance programs.

Garage Fund (007)

The Garage Fund charges the appropriate departments for maintenance and replacement of the City vehicles and major equipment. Additionally, the Garage Fund receives revenues from the proceeds of retired vehicles and equipment that are sold for surplus.

Water Fund (008)

The Water Fund receives the majority of its revenues from the sale of water, however, additional revenues are received for new service meters and installations and other service charges.

DUI Checkpoint Grant (027)

This fund includes grant monies reimbursed to the City from the State of California Office of Traffic Safety for public safety overtime related to the enforcement of California's DUI laws.

COPS Technology Grant (028)

This fund includes grants received by the City from the U.S. Department of Justice for the continued development of public safety technologies and automated systems to assist in investigating, responding to, and preventing crime

Justice Assistance Grant Fund (029)

This fund includes grants received by the City from the U.S. Department of Justice, Bureau of Justice Assistance for use towards various law enforcement based activities and programs.

DESCRIPTION OF REVENUES (CONTINUED)

Asset Seizure Fund (030)

In accordance with Federal and State asset forfeiture laws, the City of Signal Hill receives funds from asset seized in criminal activities. These funds must be used for Federal and State approved police expenditures.

COPS Hiring Recovery Program Grant (031)

This fund includes grants received by the City from the U.S. Department of Justice for the additional hiring and rehiring of career law enforcement officers.

TRAP Fund (032)

This fund includes the reimbursement for police expenditures related to the Taskforce for Regional Auto Theft Prevention.

Traffic Safety Grant (033)

This fund includes the grants received by the City from the State of California Office of Traffic Safety for traffic safety equipment and public education.

OTS Avoid the 100 Grant Fund (034)

This fund includes grants received by the City from the State of California Office of Traffic Safety for public safety overtime related to the enforcement of California's DUI laws.

OTS Click It or Ticket Grant Fund (035)

This fund includes grants received by the City from the State of California Office of Traffic Safety for public safety overtime related to the enforcement of California's seat belt laws.

Domestic Preparedness Fund (036)

This fund includes the public safety grants received for domestic preparedness from the Department of Homeland Security.

DESCRIPTION OF REVENUES (CONTINUED)

Supplemental Law Grant (038)

This fund includes the revenues received from AB3229 providing additional law enforcement support.

Air Quality Improvement Trust Fund (040)

This fund is used to support the South Coast Air Quality Management District's (SCAQMD) programs to reduce air pollution from motor vehicles. The funds are the result of an additional tax on motor vehicle registration.

Park Development Fees (050)

This fund includes impact fees collected from residential and commercial developers, under the provisions of the Chapter 21.40 of the Signal Hill Municipal Industrial Code, to fund acquisition, industrial improvement and expansion of park and recreational facilities within the City.

Traffic Impact Fund (052)

This fund includes impact fees collected from residential and commercial developers under the provisions of the 21.48 of the Signal Hill Municipal Industrial Code to fund the acquisition, improvement, and expansion of street, parkway, thoroughfare, intersection, and other traffic and circulation improvements made necessary by certain new development projects.

Water Development Fund (054)

This fund includes impact fees collected from residential and commercial developers, under the provisions of the 21.44 Signal Hill Municipal Industrial Code, to fund the reasonable costs of constructing new water facilities made necessary by development projects.

Housing Impact Fund (056)

This fund includes the revenue from the sale of new residential properties, as specified in the Hilltop Disposition and Development Agreement, to assist in funding low income housing developments.

DESCRIPTION OF REVENUES (CONTINUED)

Pipeline Special Fund (060)

This fund includes the fees paid by franchisees on idle pipelines for future removal costs.

Proposition C Fund (065)

A ½ cent sales tax to improve transit service was approved by Los Angeles County voters in November 1990. These funds are administered by the Metropolitan Transportation Authority (MTA).

MTA-STP Grant Fund (066)

This fund receives grant funds awarded by the Los Angeles County Metropolitan Transportation Authority for eligible capital improvement projects, such as the City's pavement management program.

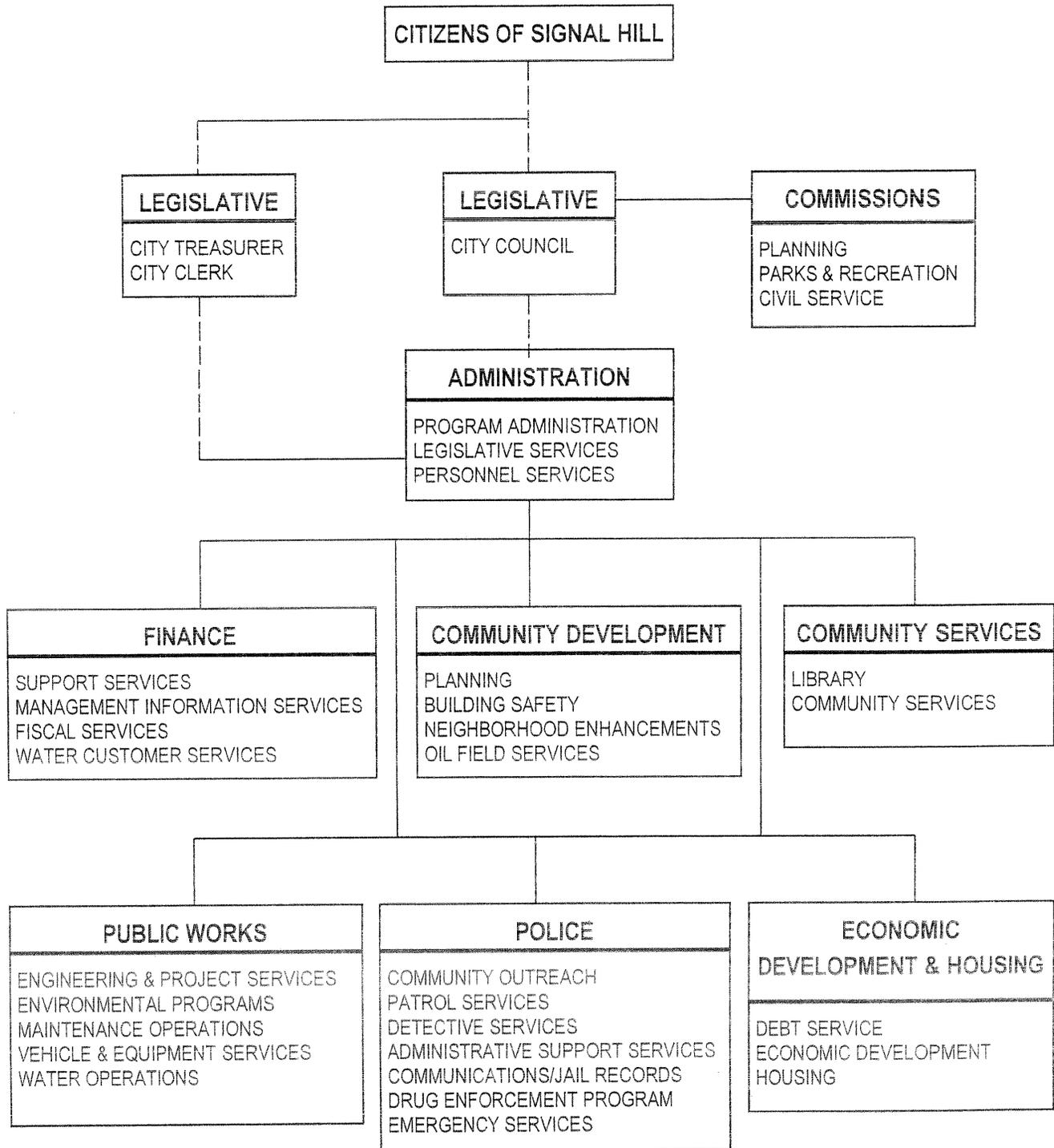
Measure R Fund (067)

A ½ cent sales tax for traffic improvement transportation projects was approved by Los Angeles County voters in November 2008. These funds are administered by the Metropolitan Transportation Authority (MTA).

Lighting and Landscape District #1 (080)

Property owners in the Lighting and Landscape District (commonly known as the Californian Crown Development) are assessed to pay for the expenditures necessary to maintain the community lighting and landscaping located within the district. The assessment is billed by the County of Los Angeles as part of the annual property tax bill.

CITY OF SIGNAL HILL ORGANIZATIONAL CHART



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Fiscal Year 2011-12
City of Signal Hill
Programs by Department

Legislative

- City Council
- City Treasurer
- City Clerk

Administration

- Program Administration
- Legislative Services
- Personnel Services

Finance

- Support Services
- Management Information Services
- Fiscal Services
- Water Customer Services

Community Services

- Library Programs and Services
- Community Services Support
- Recreation and Social Services

Police

- Community Outreach
- Patrol Services
- Detective Services
- Administrative Support Services
- Communications/Jail
- Records
- Drug Enforcement Program
- Emergency Services

Community Development & Services

- Planning Services
- Building Services
- Neighborhood Enhancement
- Oil Field Services

Public Works

- Engineering and Project Services
- Environmental Programs
- Sewer Operations
- Maintenance Operations
- Vehicle & Equipment Services
- Water Operations

Economic Development and Housing

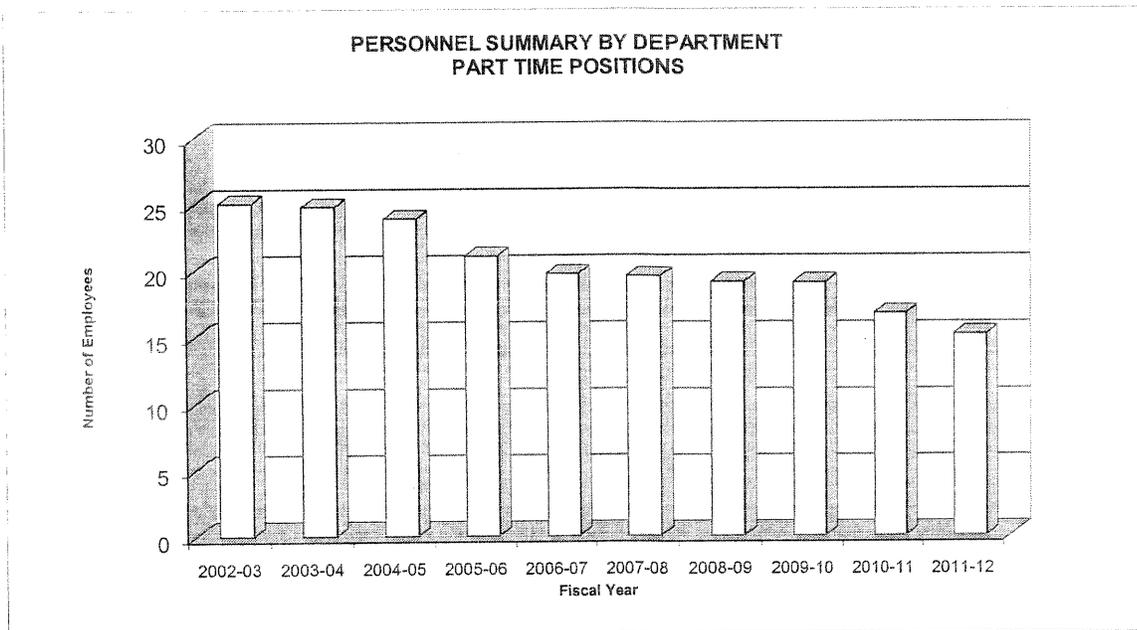
- Debt Service
- Economic Development
- Housing

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**CITY OF SIGNAL HILL
SUMMARY OF PART-TIME POSITIONS
(AS FULL TIME EQUIVALENTS) BY PROGRAM**

	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Administration										
060 Personnel		0.250	0.500							
Finance										
190 Fiscal Services	0.484	0.484	0.484	0.484	0.484	0.484	0.484	0.484	0.438	0.438
580 Water Customer Service									0.046	0.046
	0.484	0.484	0.484	0.484	0.484	0.484	0.484	0.484	0.484	0.484
Community Services										
210 Library	2.192	2.192	2.192	2.673	3.423	3.423	3.423	3.428	3.496	3.487
212 Community Services	1.051	1.674	1.674	1.655	1.655	2.183	2.228	2.183	2.142	1.979
214 Recreation	13.048	12.240	11.913	11.913	11.721	10.542	10.538	10.538	7.202	6.782
Total Community Services	16.291	16.106	15.779	16.241	16.799	16.148	16.189	16.149	12.840	12.248
Police										
320 Community Outreach	0.103									
330 Patrol				0.481	0.481	0.481	0.481	0.481	0.481	0.481
337 Dispatcher/Jailer										
338 Police Aides	1.923	1.923	1.923	1.923	1.923	1.923	1.923	1.923	1.923	1.923
338 Records						0.471	-	-	0.962	-
338 Crossing Guards	4.250	4.257	4.257	-	-					
Total Police	6.276	6.180	6.180	2.404	2.404	2.875	2.404	2.404	3.366	2.404
Public Works										
510 Engineering Aid										
Public Works Inspector				0.462						
540 Grounds				0.962	1.923					
550 Streets	2.000	2.000								
Total Public Works	2.000	2.000	1.424	1.923	-	-				
570 Water										
Total City	25.051	24.770	23.867	21.052	19.687	19.507	19.077	19.037	16.690	15.136

2005-06 Crossing Guards privatized, parking control and library aide added, PW eliminates 2 part-time positions.
 2007-08 Records Clerk added in Police and Recreation Specialist added while Recreation leader cut back.
 2010-11 Hours for Community Services Kids Kamp Recreation Leaders cut back, 2 part-time Records Clerk positions added in PD.
 2011-12 Part-time PD Records Clerk reclassified to full-time.



**CITY OF SIGNAL HILL
PERSONNEL SUMMARY BY DEPARTMENT
FULL TIME POSITIONS**

Department	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Administration	5	5	4	4	4	5	5	5	5	5
Finance	7	7	6	6	6	6	6	6	6	6
Community Services	8	8	8	7	8	8	8	8	8	8
Police	47	46	46	48	50	51	52	50	50	51
Community Development	7	7	7	7	7	7	7	7	7	7
Public Works	29	29	29	29	29	30	30	30	30	30
Redevelopment	2	2	2	2	1	1	1	1	1	1
Total	105	104	102	103	105	108	109	107	107	108

Restated for reorganizations.

For 2001-02, the City added a full-time employee within Public Works and within the Police Department we added one officer to staff the TRAP Program. The City has one officer each participating in the TRAP and CALMS programs. For 2002-03, the CALMS program was not funded by the Federal Government. The officer was transferred back to Patrol.

The Crisis Intervention position was replaced by a detective position. Within Administration, the DCM serves as both the Redevelopment Director and the Deputy City Manager.

For 2003-04, the retirement of the Lieutenant/Project Coordinator position was not funded.

For 2004-05, two full-time positions were eliminated, Office Service Coordinator in the Finance Department and Personnel Assistant in the Administration Department. Kid's Kamp Director position classified as "underfilled."

For 2005-06, two full-time police officers were added to the budget.

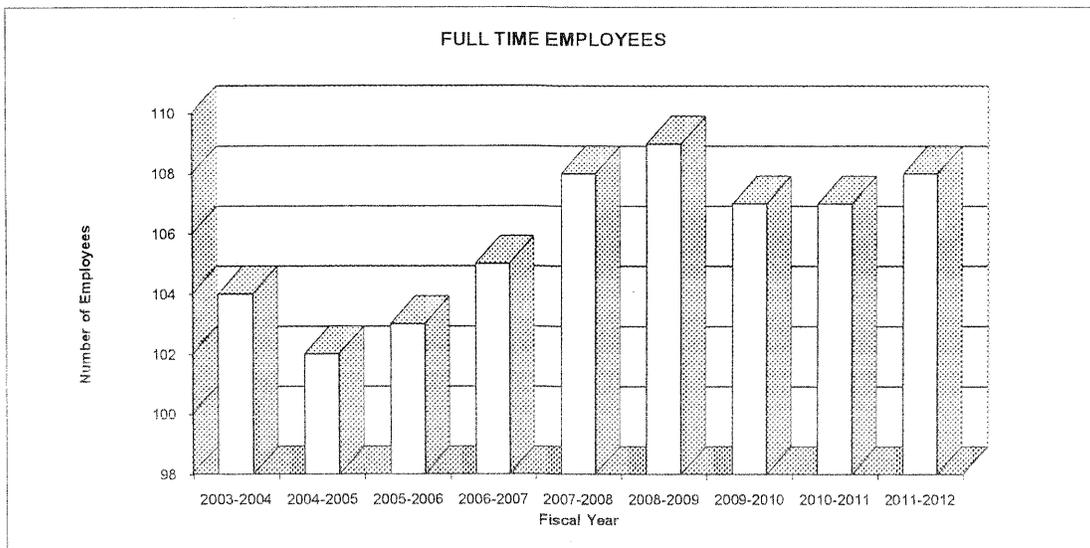
For 2006-07, two full-time police officers were added to the budget. Kid's Kamp Director previously underfilled is now staffed as a recreation specialist. The Agency eliminated its Redevelopment Coordinator position.

For 2007-08, one full-time police officer was added to the budget along with a Deputy City Manager and a Maintenance Worker.

For 2008-09, one full-time records technician was added to the budget. The position was formerly part-time.

For 2009-10, two vacant full time police officer positions were eliminated.

For 2011-12, one full-time PD records clerk was added to the budget. The position was formerly part-time.



**CITY OF SIGNAL HILL
GENERAL FUND
CHANGES IN FUND BALANCE**

	Actual 2008-09	Actual 2009-10	Adopted Budget 2010-11	Projected 2010-11	Adopted Budget 2011-12
BEGINNING BALANCE	6,607,589	5,711,292	3,759,765	4,845,621	3,720,199
Add:					
Revenues	16,839,034	13,418,856	14,951,952	15,293,931	16,411,343
Transfers in	1,046,140	3,563,175	1,753,100	903,100	803,100
Less:					
Expenditures	17,313,139	16,594,455	17,224,570	17,113,203	16,985,760
Transfers out	1,468,331	1,253,247	189,250	209,250	187,280
ENDING BALANCE	5,711,293	4,845,621	3,050,997	3,720,199	3,761,602
Reserves:					
Compensated Absences	400,000	400,000	400,000	400,000	400,000
Capital Outlay	-	-	-	-	-
Capital Projects	-	-	-	-	-
Contingencies	5,311,293	4,445,621	2,650,997	3,320,199	3,361,602
Totals	5,711,293	4,845,621	3,050,997	3,720,199	3,761,602

SCHEDULE OF TRANSFERS

Transfers in:					
Gas Tax	195,000	199,875	200,000	200,000	200,000
Traffic	100,000	100,000	100,000	100,000	100,000
Cable	25,000	25,000	25,000	25,000	25,000
Vehicle Replacement Fund	-	-	-	-	-
Proposition C	25,200	25,200	85,000	85,000	85,000
Equipment Replacement	17,000	20,000	20,000	20,000	20,000
Economic Uncertainties Fund	500,000	2,800,000	1,000,000	-	-
COPS (CLEEP) Reserve Fund	-	-	-	-	-
Traffic Safety Grant	-	-	-	-	-
Park Development Fund	10,840	-	-	-	-
Domestic Preparedness	-	-	-	-	-
Insurance Reserve Fund	-	50,000	50,000	50,000	50,000
PERS Reserve Fund	150,000	150,000	150,000	150,000	150,000
Motor Vehicle in Lieu Reserve	-	-	-	-	-
OPEB Reserve	-	150,000	-	150,000	150,000
NPDES Reserve Fund	23,100	43,100	123,100	123,100	23,100
	1,046,140	3,563,175	1,753,100	903,100	803,100
Transfers out:					
Capital Improvement	408,615	166,007	110,000	110,000	110,000
HCDA	243	-	-	-	-
Supplemental Law Grant	75,850	77,280	79,250	79,250	77,280
TRAP	-	-	-	-	-
Prop C	-	-	-	-	-
Prop A	-	9,960	-	-	-
Insurance Reserve	-	-	-	-	-
Capital Improvement Reserve	-	-	-	-	-
Economic Uncertainties Reserve	500,000	1,000,000	-	-	-
PERS Reserve	500,000	-	-	-	-
Police Building Reserve	-	-	-	-	-
Office Depot OPA Reserve	-	-	-	-	-
Library Reserve Fund	-	-	-	-	-
Garage Fund	-	-	-	10,000	-
OPEB Reserve	(16,377)	-	-	10,000	-
NPDES Trash Reduction Reserve	-	-	-	-	-
	1,468,331	1,253,247	189,250	209,250	187,280

Combined Funds Statement
Projected for the Fiscal Year Ended
June 30, 2011

Fund No.	Description	Beginning Fund			Transfers		Ending Fund Balance
		Balance	Revenues	Expenditures	In	Out	
001	General Fund	4,845,621	15,293,931	17,113,203	903,100	209,250	3,720,199
Special Reserve Funds							
601	Equipment Reserve	200,415	7,000			20,000	187,415
602	Insurance Reserve	395,272	12,000			50,000	357,272
603	Capital Improvement	1,004,833	45,000		110,000		1,159,833
605	Economic Uncertainties Reserve	2,284,534	-				2,284,534
611	Police Building Reserve^	10,158,322	-				10,158,322
612	Library Reserve Fund	1,696,419	40,000				1,736,419
614	Park Reserve Fund	55,594	2,000				57,594
615	PERS Reserve	998,485	20,000		150,000	150,000	1,018,485
616	Land & Building Reserve	683,287	20,000				703,287
618	OPEB Reserve Fund	1,811,732	30,000		75,000	150,000	1,766,732
619	NPDES Trash Reserve	170,562	4,000			123,100	51,462
	Total Special Reserve Funds	19,459,455					19,481,355
Special Revenue Funds (Restricted)							
002	Gas Tax	284,935	444,076			449,875	279,136
003	Traffic Safety	217,704	112,000			100,000	229,704
004	HCDA	-	229,061	231,071			(2,010)
006	Proposition A	420,652	158,777	195,154		50,000	334,275
030	Asset Seizure Fund	19,949	4,430				24,379
031	Cops Hiring Recovery Grant	-	107,000	106,640			360
033	Traffic Safety Grant	869	4,000	12,125			4,869
034	OTS Avoid 100 Grant	-	4,000	40,000			(36,000)
035	OTS Click It or Ticket	-	3,492	4,000			(508)
036	Domestic Preparedness	(10,357)	40,000	40,000			(10,357)
038	Supplemental Law Grant	77,936	100,000	179,250	79,250		77,936
040	AQMD Trust	66,914	9,500	2,500			73,914
045	Cable Televising	158,713	2,000			25,000	135,713
050	Park Development	2,221,491	240,000			124,373	2,337,118
052	Traffic Impact	951,557	48,000			800,000	199,557
054	Water Development	933,471	290,000			800,000	423,471
056	Housing Impact Fund	768,477	10,000				778,477
060	Pipeline Removal	1,596,367	115,000	6,000			1,705,367
065	Proposition C	(66,446)	128,782	2,500		371,200	(311,364)
066	MTA - STP	8,333		30,000			(21,667)
067	Measure R	(47,107)	96,037			310,000	(261,070)
080	Ltg & Lndscp District	59,571	56,440	52,974			63,037
125	Brownfields Grant						-
127	HELP Loan (CHFA)						-
	Total Special Revenue Funds	7,663,029					6,024,337
Capital Projects Fund							
010	Capital Improvement		1,377,780	2,923,228	1,545,448		
Proprietary Funds*							
007	Vehicle Replacement Fund	1,670,231	628,730	564,540	10,000		1,744,421
008	Water Operations	19,661,753	4,924,300	5,390,526	1,139,200	150,000	20,184,727
609	Water Depreciation Reserve	2,014,294			150,000	279,200	1,885,094
	Total Proprietary Funds	23,346,278					23,814,242
*Full Accrual Basis		^The Police Building Reserve includes the \$10,000,000 receivable from the Agency.					
Grand Totals All Funds		55,314,383	24,607,336	26,893,711	4,161,998	4,161,998	53,040,133

Combined Funds Statement

Estimated for the Fiscal Year Ended

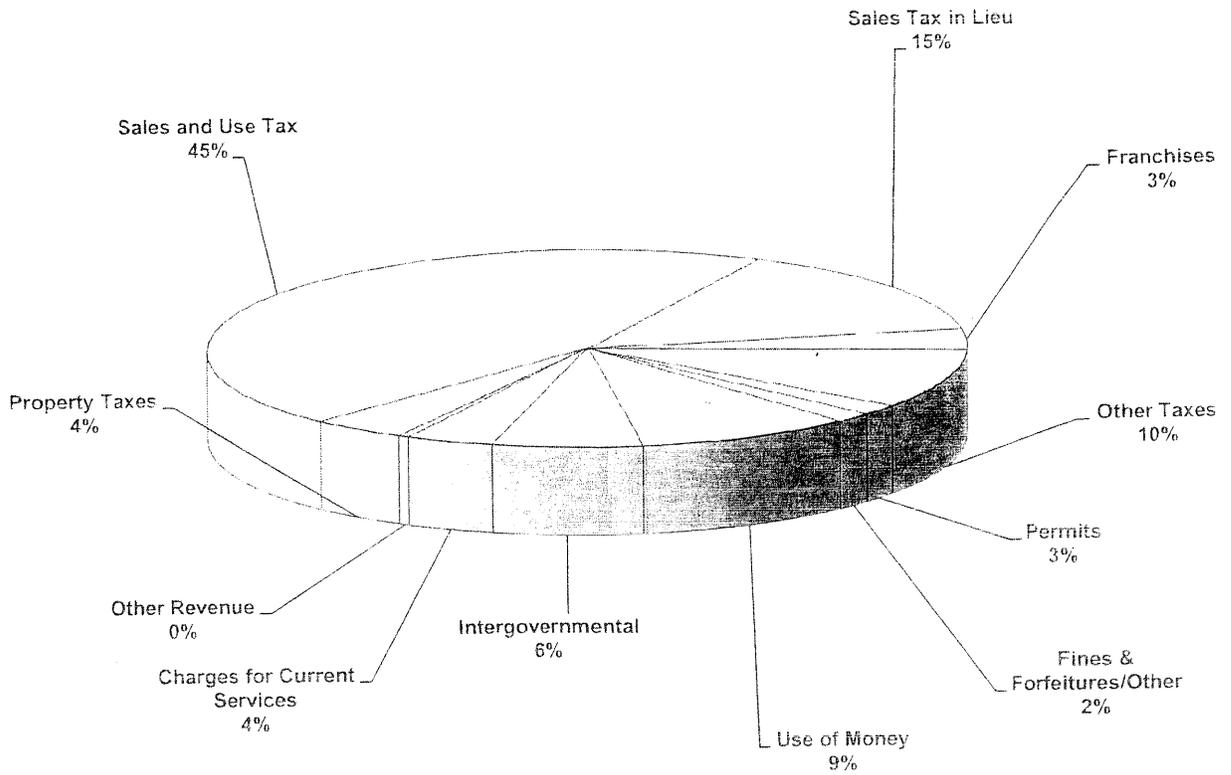
June 30, 2012

Fund No.	Description	Beginning Fund			Transfers		Ending Fund Balance
		Balance	Revenues	Expenditures	In	Out	
001	General Fund	3,720,199	16,411,343	16,985,760	803,100	187,280	3,761,602
	<u>Special Reserve Funds</u>						
601	Equipment Reserve	187,415	7,000			20,000	174,415
602	Insurance Reserve	357,272	17,000			50,000	324,272
603	Capital Improvement	1,159,833	45,000			414,000	790,833
605	Economic Uncertainties Reserve	2,284,534					2,284,534
611	Police Building Reserve^	10,158,322	-				10,158,322
612	Library Reserve Fund	1,736,419	50,000			-	1,786,419
614	Park Reserve Fund	57,594	2,000				59,594
615	PERS Reserve	1,018,485	20,000			150,000	888,485
616	Land & Building Reserve	703,287	20,000				723,287
618	OPEB Reserve Fund	1,766,732	45,000			150,000	1,661,732
619	NPDES Trash Reserve	51,462	7,000			23,100	35,362
	Total Special Reserve Funds	19,481,355					18,887,255
	<u>Special Revenue Funds (Restricted)</u>						
002	Gas Tax	144,436	309,921			360,000	94,357
003	Traffic Safety	229,704	112,000			100,000	241,704
004	HCDA	-	301,330	301,330			-
006	Proposition A	334,275	163,505	156,054		50,000	291,726
030	Asset Seizure Fund	24,379	5,500				29,879
031	Cops Hiring Recovery Grant	360	100,000	113,400			(13,040)
033	Traffic Safety Grant	12,994	4,000				16,994
034	OTS Avoid 100 Grant	(36,000)	4,000				4,000
035	OTS Click It or Ticket	(508)	4,000				3,492
036	Domestic Preparedness	(10,357)	7,000				(3,357)
038	Supplemental Law Grant	77,936	100,000	177,840	77,280		77,376
040	AQMD Trust	73,914	14,500	3,000			85,414
045	Cable Televising	135,713	2,000			25,000	112,713
050	Park Development	2,337,118	600,000			290,000	2,647,118
052	Traffic Impact	199,557	140,000			800,000	(460,443)
054	Water Development	423,471	733,000			100,000	1,056,471
056	Housing Impact Fund	778,477	10,000				788,477
060	Pipeline Removal	1,705,367	140,000				1,845,367
065	Proposition C	(311,364)	131,895	4,500		85,000	(268,969)
066	MTA - STP	(21,667)				60,000	(81,667)
067	Measure R	(261,070)	98,172			204,000	(366,898)
080	Ltg & Lndscp District	63,037	54,574	52,974		-	64,637
125	Brownfields Grant						-
127	HELP Loan (CHFA)						-
	Total Special Revenue Funds	5,899,772					6,165,351
	<u>Capital Projects Fund</u>						
010	Capital Improvement		7,217,904	9,305,904	2,271,907	183,907	-
	<u>Proprietary Funds*</u>						
007	Vehicle Replacement Fund	1,744,421	580,770	599,655			1,725,536
008	Water Operations	20,183,927	4,045,800	4,048,411	379,200	150,000	20,410,516
609	Water Depreciation Reserve	1,885,094			150,000	279,200	1,755,894
	Total Proprietary Funds	23,813,442					23,891,946
	*Full Accrual Basis						
	^The Police Building Reserve includes the \$10,000,000 receivable from the Agency.						
Grand Totals All Funds		52,914,768	31,504,214	31,748,828	3,681,487	3,681,487	52,706,154

Accompanying Notes to the Combined Funds Statement

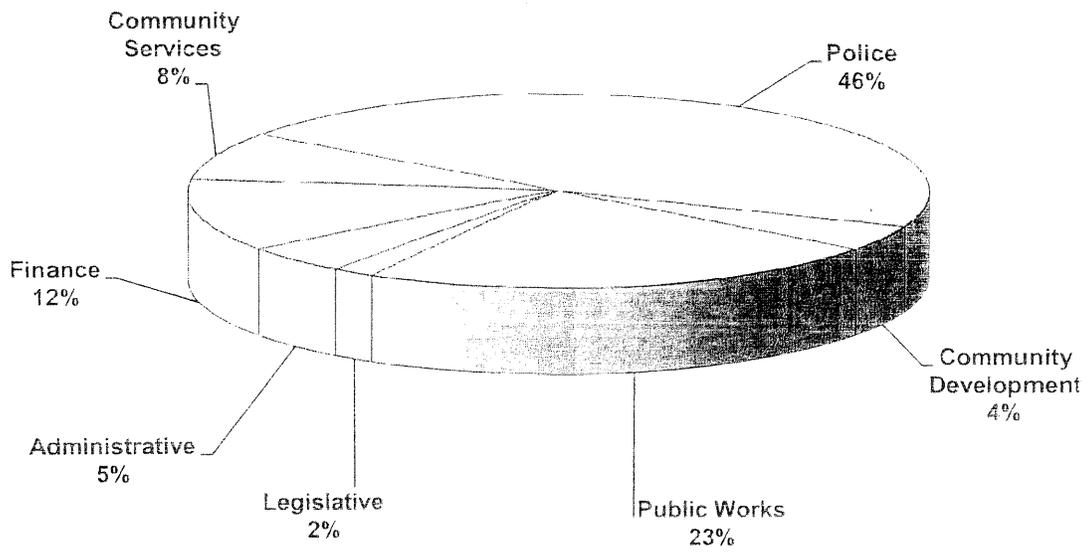
1. General Fund expenditures plus transfers out exceed General Fund revenues by \$761,697. There are several reasons for this:
 - a. For accounting and auditing purposes, Gas Tax Fund revenues (Fund 002), and Traffic Safety Fund revenues (Fund 003) are recorded within their designated Special Revenue Funds; however, the expenditures related to these Special Revenue Funds (used for street lighting and police salaries respectively) are accounted for as General Fund expenditures (\$277,280).
 - b. Additional transfers in from the Proposition C Fund (065) offset \$85,000 in Public Works transportation and street expenditures.
 - c. The City is using its designated reserve funds to smooth the impact of its CalPERS retirement costs. As a result, transfers from the PERS Reserve Fund totaling \$150,000 will be made to the General Fund.
2. The City's Financial Policies stated within this budget require the Director of Finance shall annually prepare a General Fund Analysis of the Structural Balance to determine that a structural deficit does not exist. As a result of that analysis, the City's General Fund had a \$353,597 structural deficit. To close this budget gap, there are additional limited renewable transfers in from the Cable Reserve Fund (\$25,000), the Insurance Reserve Fund (\$50,000), and the Equipment Reserve Fund (\$20,000) and the OPEB Reserve Fund (\$150,000). These limited transfers adjust the structural deficit to \$0. No other budget gap measures were required this year.
3. The full accrual method of accounting is used to record the activities of the City's proprietary funds (the Water and Vehicle Replacement Fund). As such, revenues are accrued when they are earned and expenses shown when a liability is incurred, regardless of the timing of the related cash flows.

General Fund Revenues



Total Revenues \$ 16,411,343

General Fund Expenditures



Total Expenditures \$ 16,985,760

ANALYSIS OF GENERAL FUND RESERVES PROJECTED FOR JUNE 30, 2012

RESERVES AT 6/30/2011 - Per adopted budget		
Accrued Employee Leave	\$	400,000
Contingencies		3,320,199
Total Fund Balance June 30, 2011		3,720,199
Add:		
Estimated Revenues 2011-12		16,411,343
Transfers In		803,100
Total Sources		20,934,642
Less:		
Budgeted Appropriations 2011-12		16,985,760
Transfer out to Capital Improvement Fund		110,000
Transfer out to Supplemental Law Enforcement Fund		77,280
Total Uses		17,173,040
Projected Fund Balance June 30, 2012		3,761,602
RESERVES BY CATEGORY AT 6/30/2012-Estimated		
Accrued Employee Leave		400,000
Reserve for Contingencies		3,361,602
Total Fund Balance	\$	3,761,602

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**Program Expenditures by Fund/Major Account Classification
Fiscal Year 2011-12**

	Salary & Benefits	Maintenance & Operations	Capital Outlay	Costs Allocated	Total Budget
<u>General Fund</u>					
Legislative	239,610	83,925			323,535
Administration	531,760	277,850			809,610
Finance	1,344,230	724,800			2,069,030
Community Services	1,078,430	271,095		2,385	1,351,910
Police	6,780,810	1,016,240		(17,886)	7,779,164
Community Development	438,980	282,515		795	722,290
Public Works	1,470,800	2,442,075	9,000	8,346	3,930,221
Total General Fund	11,884,620	5,098,500	9,000	(6,360)	16,985,760
<u>Special Revenue Funds</u>					
HCDCA Fund		30,237	271,093		301,330
Proposition A Fund	28,990	127,064			156,054
COPS Hiring Recovery Grant	113,400				113,400
Click It or Ticket Grant					-
Supplemental Law Enforcement	177,840				177,840
Domestic Preparedness					-
AQMD Trust		3,000			3,000
Pipeline Removal					-
Park Development					-
Proposition C		4,500			4,500
Landscape Maintenance Fund	3,200	49,774			52,974
HELP Loan (CHFA)					-
Total Special Funds	323,430	214,575	271,093	-	809,098
<u>Capital Projects Fund</u>					
Capital Improvement Fund			9,305,904		9,305,904
<u>Proprietary Funds</u>					
Vehicle Replacement Fund	206,210	392,650		795	599,655
Water Fund	1,164,570	2,858,277	20,000	5,564	4,048,411
Total Proprietary Funds	1,370,780	3,250,927	20,000	6,359	4,648,066
<u>Total Program Expenditures</u>					
By Major Account	13,578,830	8,564,002	9,605,997	(1)	31,748,828

**CITY OF SIGNAL HILL
FOUR YEAR EXPENDITURE COMPARISON
BY FUND (ALL PROGRAMS)**

	ACTUAL 2008-09	ACTUAL 2009-10	BUDGETED * 2010-11	PROJECTED 2010-11	PROPOSED 2011-12
General Fund	17,313,138	15,927,980	17,224,570	17,088,703	16,985,760
HCDA Fund	153,061	225,691	229,618	231,071	301,330
Proposition A	128,429	139,025	195,164	195,154	156,054
COPS Technology Grant		173,690			
Justice Assistance Grant		5,821			
COPS Hiring Recovery Grant		26,729	106,640	106,640	113,400
TRAP Grant Fund					
Traffic Safety Grant	3,218	40,037		12,125	
OTS Avoid the 100		8,799		40,000	
OTS Click It or Ticket		4,458	9,000	4,000	
Domestic Preparedness Fund	10,357	19,620	40,000	40,000	
Supplemental Law Enfrcmt Grant	174,520	177,133	179,250	179,250	
Law Enforcement Block Grant					177,840
AQMD Trust Fund	2,988	2,488	3,000	2,500	3,000
Park Development Fund	16,795	33,263			
Traffic Impact Fee Fund					
Water Development Fund					
Housing Impact Fund					
Pipeline Removal Fund		20,866	20,000	6,000	
Proposition C Fund	2,500	2,458	4,500	2,500	4,500
Spring Street Corridor JPA Fund					
Lighting & Landscape District	50,062	40,278	52,974	52,974	52,974
Brownfields Grant					
HELP Loan (CHFA)					
Housing Authority					
Office Depot OPA Reserve Fund					
Building & Landscape Reserve Fund					
Capital Improvement Fund	2,706,607	1,672,168	8,976,480	8,422,007	9,305,904
Vehicle Replacement Fund	611,913	588,360	608,730	564,540	599,655
Water Utility Fund	3,687,702	4,022,425	5,352,356	4,385,526	4,048,411
TOTAL EXPENDITURES	24,861,290	23,131,289	33,002,282	31,332,990	31,748,828

Totals do not include operating transfers out.

* Adopted Budget

Department: Legislative

Department Description

The Legislative Department includes the elective offices of City Council, City Clerk, City Treasurer, and the contract office of City Attorney. The City Council sets program policy for all facets of City operations. The City Clerk and City Treasurer have oversight responsibilities in the areas of elections, records, and City funds as provided by State and local law. The City Attorney is the legal advisor to the City on all matters of law relating to municipal affairs.

Departmental Programs

City Council
City Treasurer
City Clerk
Legal Services

Departmental Goals

To represent the citizens of Signal Hill by establishing policy and providing direction to the City Manager in developing and meeting municipal goals.

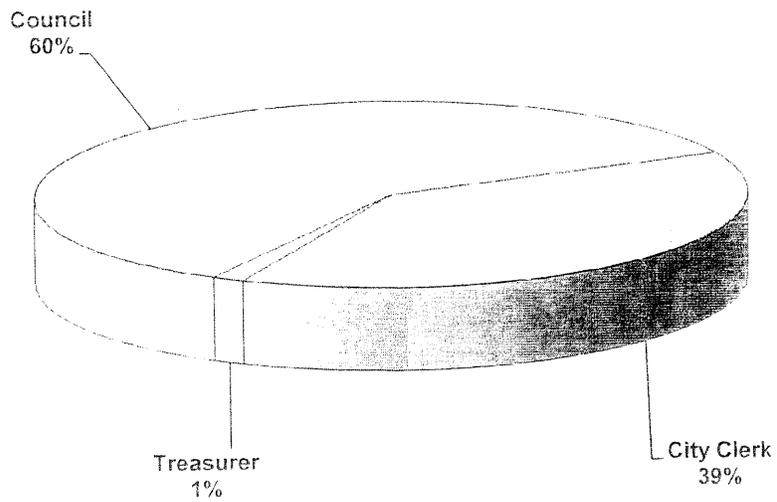
Departmental Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	229,075	240,980	240,980	230,820	239,610
Services & Supplies	81,121	114,375	129,269	113,285	91,425
Capital Outlay	0	0	0	0	0
Total Expenditure	310,197	355,355	370,249	344,105	331,035

Departmental Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Council	5.000	5.000	5.000	5.000	5.000
City Treasurer	1.000	1.000	1.000	1.000	1.000
City Clerk	1.000	1.000	1.000	1.000	1.000
Assistant to the City Manager/Personnel	0.100	0.100	0.100	0.100	0.100
Executive Assistant/Deputy City Clerk	0.550	0.550	0.550	0.550	0.550
Administrative Assistant	0.200	0.200	0.200	0.200	0.200
	<hr/> 7.850	<hr/> 7.850	<hr/> 7.850	<hr/> 7.850	<hr/> 7.850
<u>Part-Time</u>					
	<hr/> 0.000	<hr/> 0.000	<hr/> 0.000	<hr/> 0.000	<hr/> 0.000
Total Staffing	7.850	7.850	7.850	7.850	7.850

Legislative Department Programs



General Fund	\$ 323,535
AQMD	3,000
Prop C	4,500
Net Cost	\$ 331,035

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Department: Legislative
Program: City Council (010)

Program Description

The City Council provides policy direction for all departments and program activities within the City as a "Charter Law" City operating under the authority granted by the Constitution of the State of California. The City Council is comprised of five members elected at large for four-year terms.

Objectives

1. See Administration Department, Program Administration, Public Affairs & Legislative Services.

Funding Source:

General Fund
Air Quality Improvement Trust Fund
Proposition C Fund

Department: Legislative
Program: City Council (010)

Program Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	138,189	145,070	145,070	138,930	144,380
Services & Supplies	44,468	52,050	60,159	49,535	49,250
Capital Outlay	0	0	0	0	0
Total Expenditure	182,657	197,120	205,229	188,465	193,630

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Council	5.000	5.000	5.000	5.000	5.000
Executive Assistant/Deputy City Clerk	0.250	0.250	0.250	0.250	0.250
	5.250	5.250	5.250	5.250	5.250
<u>Part-Time</u>					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	5.250	5.250	5.250	5.250	5.250

Department: Legislative
 Program: City Council (010)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	55,443	54,560	54,560	54,560	54,560
136 SALARIES - OT- PUBLIC WORK	370	500	500	500	500
170 PERS	7,901	8,790	8,790	8,790	8,320
171 FICA	2,797	2,580	2,580	2,580	2,550
175 CAR ALLOWANCE	12,000	12,000	12,000	12,000	12,000
180 OTHER EMPLOYEE BENEFITS	57,672	64,140	64,140	58,000	63,950
181 WELLNESS BENEFIT	2,007	2,500	2,500	2,500	2,500
SUBTOTAL	138,189	145,070	145,070	138,930	144,380
<u>515 SERVICES AND SUPPLIES</u>					
211 TELEPHONE - CELLULAR	3,439	3,500	3,500	3,500	3,500
212 TELEPHONE - DSL	2,645	3,000	3,000	3,000	3,000
221 SUPPLIES - GENERAL	966	1,000	1,000	1,000	1,000
261 PERIODICALS	235	200	200	235	250
350 CONTRACT SERVICES - GEN'L	1,450				
387 PEDIATRIC HEALTH CARE					
415 COMMUNITY CELEBRATIONS					
420 MEETINGS	6,809	5,000	8,000	5,000	5,000
423 COUNCIL ACTIVITY - WILSON	2,563	2,500	2,500	2,000	2,500
424 COUNCIL ACTIVITY - HANSEN	206	2,500	2,500	1,500	2,500
426 COUNCIL ACTIVITY - FORESTE	2,039	2,500	2,500	2,500	2,500
427 COUNCIL ACTIVITY - WARD	2,173	2,500	2,500	2,500	2,500
429 COUNCIL ACTIVITY - NOLL	261	2,500	2,500	1,500	2,500
SUBTOTAL - COUNCIL ACTIVITY	22,784	25,200	28,200	22,735	25,250
450 DUES & MEMBERSHIPS	20,991	25,350	30,459	25,800	23,000
452 CHILDREN'S HOSPITAL CARE					
490 MISCELLANEOUS	693	1,500	1,500	1,000	1,000
SUBTOTAL	44,468	52,050	60,159	49,535	49,250
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>182,657</u>	<u>197,120</u>	<u>205,229</u>	<u>188,465</u>	<u>193,630</u>

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Department: Legislative
Program: City Treasurer (020)

Program Description

The City Treasurer is an elected City official who is responsible for the receipting and safeguarding of all funds which are remitted to the City. This program provides oversight functions in terms of the City's finance operations.

Objectives

1. Prepare at the end of each day a report of moneys received and transmit that report to the Finance Director.
2. Prepare a semimonthly report of disbursements made during the month, file it with the City Clerk, and present it to the City Council.
3. Prepare a monthly Schedule of Investments Report listing all the City/Agency investments and present it to the City Council.

Funding Source:

General Fund

Department: Legislative
 Program: City Treasurer (020)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	3,614	3,600	3,600	3,600	3,600
171 FICA	49	50	50	50	50
172 PARS	47	50	50	50	50
180 OTHER EMPLOYEE BENEFITS	10	130	130	10	100
SUBTOTAL	3,720	3,830	3,830	3,710	3,800
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL		100	100		100
420 MEETINGS		150	150		150
440 TRAINING		500	500		500
450 DUES & MEMBERSHIPS	155	150	150	150	150
SUBTOTAL	155	900	900	150	900
TOTAL	<u>3,875</u>	<u>4,730</u>	<u>4,730</u>	<u>3,860</u>	<u>4,700</u>

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Department: Legislative

Program: City Clerk (040)

Program Description

The City Clerk conducts all aspects of the election process. The official records of the City and Redevelopment Agency are maintained as a part of this program.

Objectives

1. Ensure that records retention schedules are updated biennially along with the destruction of records scheduled for destruction.
2. Continue to compile and document historical photographs of City Council and Commission members.
3. Continue to use video streaming to broadcast City meetings, City talk programs, and other City programming.
4. Ensure that other media outlets (e.g., posting, cable television, internet) are up to date with latest City information.

Funding Source:

General Fund

Department: Legislative
Program: City Clerk (040)

Program Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	87,166	92,080	92,080	88,180	91,430
Services & Supplies	31,553	53,925	60,710	58,600	33,775
Capital Outlay	0	0	0	0	0
Total Expenditure	118,719	146,005	152,790	146,780	125,205

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Clerk	1.000	1.000	1.000	1.000	1.000
Assistant to the City Manager/Personnel	0.100	0.100	0.100	0.100	0.100
Executive Assistant/Deputy City Clerk	0.300	0.300	0.300	0.300	0.300
Administrative Assistant	0.200	0.200	0.200	0.200	0.200
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	1.600	1.600	1.600	1.600	1.600
<u>Part-Time</u>					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0.000	0.000	0.000	0.000	0.000
Total Staffing	1.600	1.600	1.600	1.600	1.600

Department: Legislative
 Program: City Clerk (040)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	54,801	54,100	54,100	54,000	54,100
130 SALARIES - OVERTIME		1,000	1,000		1,000
170 PERS	9,938	11,140	11,140	10,100	10,540
171 FICA	4,148	4,080	4,080	4,080	4,080
180 OTHER EMPLOYEE BENEFITS	18,279	21,760	21,760	20,000	21,710
SUBTOTAL	87,166	92,080	92,080	88,180	91,430
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	219	500	500	400	400
261 PERIODICALS	42	100	100	100	100
301 ADVERTISING	5,175	3,500	3,500	3,500	3,500
320 EQUIPMENT MAINTENANCE		100	100	150	150
350 CONTRACT SERVICES - GEN'L	22,472	24,000	29,785	22,750	24,000
381 RECORDS MANAGEMENT	2,238	2,000	2,000	2,000	2,000
414 ELECTIONS	(24)	21,000	22,000	28,000	1,000
420 MEETINGS	375	600	600	200	500
440 TRAINING	220	1,000	1,000	500	1,000
450 DUES & MEMBERSHIPS	835	1,125	1,125	1,000	1,125
SUBTOTAL	31,553	53,925	60,710	58,600	33,775
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>118,719</u>	<u>146,005</u>	<u>152,790</u>	<u>146,780</u>	<u>125,205</u>

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Department: Administration

Department Description

Administration is responsible for recommending policy to the legislative body (City Council) and for implementing policy when set by the City Council. This department is responsible for planning, coordinating, and directing the work of all City departments and programs, except those of the Legislative Department (City Council, City Clerk, City Treasurer, and City Attorney). Administration keeps the City Council and community informed on issues and represents the City's interests within the region. Administration ensures the recruitment, retention, and training of a highly skilled and qualified work force.

Departmental Programs

Program Administration
Public Affairs & Legislative Services
Personnel and Employee Development Services

Departmental Goals

To ensure City Council direction is properly implemented and operating departments successfully deliver quality services to the community.

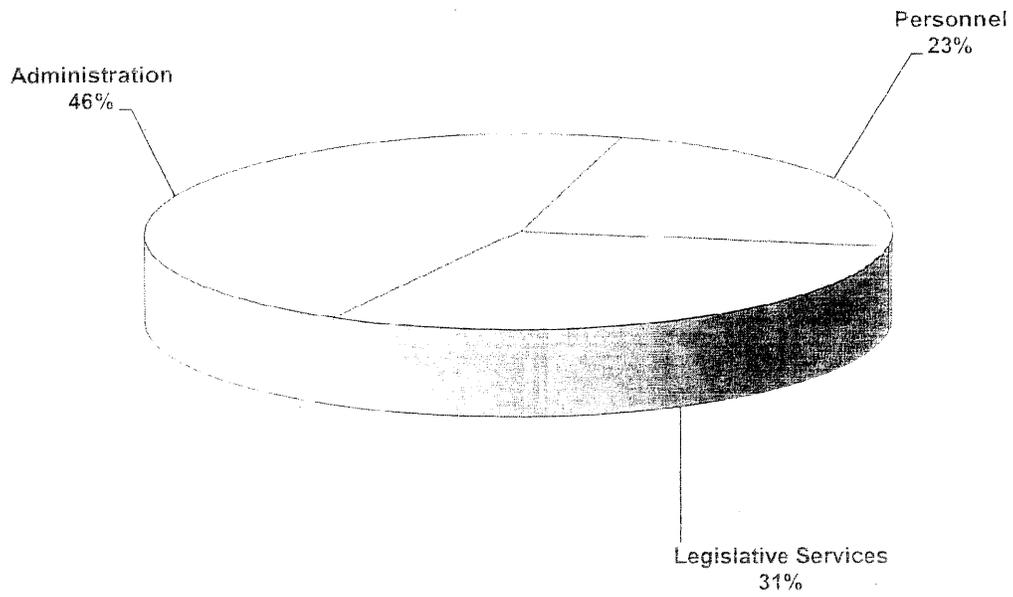
Departmental Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	529,866	535,950	535,950	522,400	531,760
Services & Supplies	261,672	288,900	342,645	316,886	277,850
Capital Outlay	0	0	0	0	0
Total Expenditure	791,537	824,850	878,595	839,286	809,610

Departmental Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Manager	0.480	0.480	0.480	0.480	0.480
Deputy City Manager	0.750	0.750	0.750	0.750	0.750
Assistant to the City Manager/Personnel	0.900	0.900	0.900	0.900	0.900
Executive Assistant/Deputy City Clerk	0.350	0.350	0.350	0.350	0.350
Administrative Assistant	0.650	0.650	0.650	0.650	0.650
	3.130	3.130	3.130	3.130	3.130
<u>Part-Time</u>					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	3.130	3.130	3.130	3.130	3.130

Administrative Department Programs



Total Budget \$ 809,610

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Department: Administration**Program: Program Administration (050)****Program Description**

Develop, administer, direct and oversee all program activities for the City and the Redevelopment Agency. Formulate policy and legislative recommendations.

Objectives

1. Resolve satisfactorily 85% of Council/Citizen Work Request forms within 15 working days.
2. Provide coordination and oversight of the design of the new library.
3. Monitor State Legislative impacts on issues affecting local financing, housing, land use, etc.
4. Coordinate City involvement in NPDES and water related issues.
5. Represent City at various Council of Government, League of California Cities, and regional forums.
6. Coordinate implementation of updated strategic plan.
7. Develop a budget strategy that responds to State and local economic conditions.
8. Manage the City budget to respond to changing economic conditions.
9. Complete construction and move into the new police department.
10. Monitor the development of the EDCO transfer station.
11. Monitor and apply for Federal Economic Stimulus grants where eligible.

Funding Source:

General Fund

Department: Administration
Program: Program Administration (050)

Program Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	261,116	258,660	258,660	251,250	256,060
Services & Supplies	129,164	125,950	125,950	120,770	117,000
Capital Outlay					
Total Expenditure	390,280	384,610	384,610	372,020	373,060

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Manager	0.280	0.280	0.280	0.280	0.280
Deputy City Manager	0.350	0.350	0.350	0.350	0.350
Assistant to the City Manager/Personnel	0.300	0.300	0.300	0.300	0.300
Executive Assistant/Deputy City Clerk	0.250	0.250	0.250	0.250	0.250
Administrative Assistant	0.250	0.250	0.250	0.250	0.250
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	1.430	1.430	1.430	1.430	1.430
<u>Part-Time</u>					
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	0.000	0.000	0.000	0.000	0.000
Total Staffing	1.430	1.430	1.430	1.430	1.430

Department: Administration
 Program: Program Administration (050)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	183,430	175,370	175,370	183,000	175,370
130 SALARIES - OVERTIME					
170 PERS	32,135	36,110	36,110	30,000	34,160
171 FICA	21,573	14,310	14,310	14,240	13,710
175 CAR ALLOWANCE	1,260	1,260	1,260	1,260	1,260
180 OTHER EMPLOYEE BENEFITS	20,624	29,860	29,860	21,000	29,810
181 WELLNESS BENEFIT	2,094	1,750	1,750	1,750	1,750
SUBTOTAL	261,116	258,660	258,660	251,250	256,060
<u>515 SERVICES AND SUPPLIES</u>					
211 TELEPHONE - CELLULAR	733	900	900	900	900
221 SUPPLIES - GENERAL	210	500	500	500	500
235 GASOLINE	1,485	2,000	2,000	1,500	1,500
261 PERIODICALS	221	250	250	570	250
301 ADVERTISING		200	200	200	200
310 SOFTWARE PURCHASES					
320 EQUIPMENT MAINTENANCE	110	150	150	150	150
337 VEHICLE & MAJOR EQPMNT RI	15,048	15,050	15,050	15,050	15,000
339 CAR WASH AND DETAIL SERV	152	150	150	150	150
350 CONTRACT SERVICES - GEN'L	6,002	5,000	5,000	5,000	2,500
355 LEGAL SERVICES	100,956	95,000	95,000	90,000	90,000
420 MEETINGS	4,247	2,500	2,500	2,500	2,000
439 MEDIA SERVICES & ADV		2,400	2,400	2,400	2,000
450 DUES & MEMBERSHIPS		1,850	1,850	1,850	1,850
SUBTOTAL	129,164	125,950	125,950	120,770	117,000
TOTAL	<u>390,280</u>	<u>384,610</u>	<u>384,610</u>	<u>372,020</u>	<u>373,060</u>

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Department: Administration

Program: Public Affairs & Legislative Services (055)

Program Description

Administer legislative and outreach efforts with other governmental agencies, businesses and residents. Maintain the City Web page and Channel 17 program.

Objectives

1. Evaluate the use of social media and policies governing the use.
2. Provide monthly Web site updates within the first five days of the month.
3. Review and provide updates to City TV Channel on a monthly basis.
4. Monitor and respond to State and Federal legislation and programs that are important to City operations and the community.

Funding Source:

General Fund

Department: Administration**Program: Public Affairs & Legislative Services (055)****Program Budget Summary**

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	123,797	126,970	126,970	122,050	126,550
Services & Supplies	65,875	61,100	73,591	77,300	60,900
Capital Outlay					
Total Expenditure	189,671	188,070	200,561	199,350	187,450

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Manager	0.100	0.100	0.100	0.100	0.100
Deputy City Manager	0.300	0.300	0.300	0.300	0.300
Executive Assistant/Deputy City Clerk	0.100	0.100	0.100	0.100	0.100
Administrative Assistant	0.250	0.250	0.250	0.250	0.250
	0.750	0.750	0.750	0.750	0.750
<u>Part-Time</u>					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	0.750	0.750	0.750	0.750	0.750

Department : Administration
 Program: Legislative Services (055)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	90,519	86,500	86,500	86,500	86,940
130 SALARIES - OVERTIME					
170 PERS	15,862	17,810	17,810	17,810	16,930
171 FICA	5,545	6,660	6,660	6,660	6,570
175 CAR ALLOWANCE	1,080	1,080	1,080	1,080	1,080
180 OTHER EMPLOYEE BENEFITS	10,789	14,920	14,920	10,000	14,930
SUBTOTAL	123,797	126,970	126,970	122,050	126,550
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES	2,142	2,000	2,000	1,550	2,000
261 PERIODICALS		100	100	100	100
305 NEWSLETTER	18,245	24,000	29,755	24,000	24,000
350 CONTRACT SERVICES - GEN'L	35,000	24,000	24,000	24,000	24,000
413 HISTORICAL PRESERVATION	224	150	150	100	150
420 MEETINGS		250	250	250	250
439 MEDIA SERVICES & ADVERTIS	10,264	10,000	16,736	27,000	10,000
440 TRAINING		400	400	200	200
450 DUES AND MEMBERSHIPS		200	200	100	200
SUBTOTAL	65,875	61,100	73,591	77,300	60,900
TOTAL	<u>189,671</u>	<u>188,070</u>	<u>200,561</u>	<u>199,350</u>	<u>187,450</u>

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Department: Administration**Program: Personnel and Employee Development Services (060)****Program Description**

Administer the personnel system, including recruitment, classification, compensation, negotiations, benefits, general training, employee development, and workers compensation. Provide staffing for the Civil Service Commission.

Objectives

1. Complete 95% of full-time recruitments within 30 working days from the closing date.
2. Complete 95% of Council, staff, and public information inquiries, benefit changes, and personnel action forms in 48 hours.
3. Provide seven staff development and training programs to improve customer service, employee morale, skill levels with a focus toward preparing staff for promotional opportunities, and employee health and safety.
4. Continue to update OSHA required policies and conduct related training.
5. Place SHEA and POA MOU's and Management Resolutions on website.
6. Provide succession planning and training
7. Provide all employees with an Employee Handbook on computer disc.
8. Complete negotiations on new agreements with SHEA and POA.

Funding Source:

General Fund

Department: Administration**Program: Personnel and Employee Development Services (060)****Program Budget Summary**

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	144,953	150,320	150,320	149,100	149,150
Services & Supplies	66,634	101,850	143,104	118,816	99,950
Capital Outlay					
Total Expenditure	211,587	252,170	293,424	267,916	249,100

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
City Manager	0.100	0.100	0.100	0.100	0.100
Deputy City Manager	0.100	0.100	0.100	0.100	0.100
Assistant to the City Manager/Personnel	0.600	0.600	0.600	0.600	0.600
Administrative Assistant	0.150	0.150	0.150	0.150	0.150
	0.950	0.950	0.950	0.950	0.950
<u>Part-Time</u>					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	0.950	0.950	0.950	0.950	0.950

Department: Administration
 Program: Personnel Services (060)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	106,272	102,440	102,440	101,770	102,440
120 SALARIES - TEMPORARY					
130 SALARIES - OVERTIME					
170 PERS	18,833	21,090	21,090	20,650	19,950
171 FICA	7,365	8,290	8,290	8,250	8,290
172 PARS					
175 CAR ALLOWANCE	360	360	360	360	360
180 OTHER EMPLOYEE BENEFITS	12,123	18,140	18,140	18,070	18,110
SUBTOTAL	144,953	150,320	150,320	149,100	149,150
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	150	450	450	600	450
301 ADVERTISING	3,955	4,000	4,545	7,500	4,000
320 SOFTWARE PURCHASES	2,500		3,600	3,600	3,600
342 MEDICAL SERVICES	7,486	10,500	10,500	8,000	9,000
343 PERSONNEL TESTING	653	3,500	1,500	5,000	2,500
350 CONTRACT SERVICES - GEN'L	13,131	13,100	33,100	15,000	2,500
355 LEGAL SERVICES	26,378	42,000	67,351	53,351	54,000
410 EMPLOYEE RECOGNITION	7,313	10,000	10,000	10,000	10,000
420 MEETINGS	392	400	500	400	400
421 COMMISSION MEETINGS	1,350	3,500	3,500	3,000	3,000
440 TRAINING	550	500	600	500	500
441 CITY GENERAL TRAINING	1,007	10,500	5,293	5,200	7,500
442 SAFETY PROGRAM	1,735	3,000	1,765	6,265	2,000
450 DUES & MEMBERSHIPS	33	400	400	400	500
SUBTOTAL	66,634	101,850	143,104	118,816	99,950
TOTAL	<u>211,587</u>	<u>252,170</u>	<u>293,424</u>	<u>267,916</u>	<u>249,100</u>

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Department: Finance

Department Description

The Finance Department is responsible for the fiscal affairs of the City and its Redevelopment Agency. This includes the handling of cash receipts, the disbursement of all monies, recording of all transactions, preparation of payroll, preparation and maintenance and development of the budget, the general ledgers, financial reporting, risk management, debt service, and safeguarding the City and Redevelopment Agency fiscal assets.

Departmental Programs

Support Services
Management Information Systems
Fiscal Services
Water Customer Service

Departmental Goal

To provide the fiscal and management support services necessary to ensure the efficient and effective performance of all City operations consistent with established laws and practices. To achieve this goal, the Finance Department is organized into four programs: Support Services, Management Information Services, Fiscal Services, and Water Customer Service.

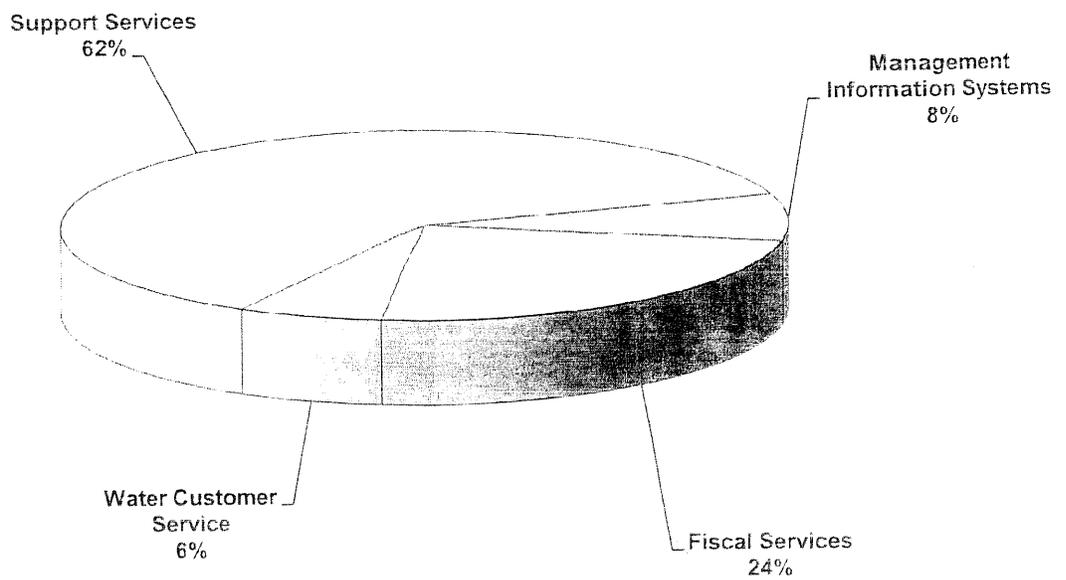
Departmental Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	1,180,684	1,285,450	1,255,450	1,267,750	1,282,370
Services & Supplies	918,399	929,150	960,097	958,716	922,150
Capital Outlay	12,234	12,000	12,000	13,528	10,000
Total Expenditure	2,111,317	2,226,600	2,227,547	2,239,994	2,214,520

Departmental Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
Director of Finance	0.680	0.680	0.680	0.680	0.680
Accounting Manager	0.850	0.850	0.850	0.850	0.850
Accountant	0.889	0.900	0.900	0.900	0.900
Senior Account Specialist	0.800	0.800	0.800	0.800	0.800
Account Specialist	1.000	1.000	1.000	1.000	1.000
	4.219	4.230	4.230	4.230	4.230
<u>Part-Time</u>					
Account Specialist	0.438	0.438	0.438	0.438	0.438
	0.438	0.438	0.438	0.438	0.438
Total Staffing	4.657	4.668	4.668	4.668	4.668

Finance Department Programs



Total Budget \$ 2,214,520

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Department: Finance

Program: Support Services (150)

Program Description

General Support Services provides centralized stores, printing, telecommunications, and risk management. It is centralized to reduce costs, increase efficiencies, and maintain uniformity.

Objectives

1. Process 100% of all liability claims received within 48 hours to the City's claims administrator.
2. Keep copiers fully operational 98% of the time.
3. Receive phone work requests and follow-up on such requests within 48 hours.
4. Maintain adequate stocks of supplies inventory.
5. Implement credit card use for City services.

Funding Source:

General Fund

Department: Finance
Program: Support Services (150)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	4,939	5,680	5,680	5,680	5,680
170 PERS	875	1,170	1,170	1,170	1,110
171 FICA	407	430	430	430	430
180 OTHER EMPLOYEE BENEFITS	1,402	1,490	1,490	1,490	1,490
182 RETIREE MEDICAL BENEFIT	519,278	550,000	550,000	550,000	550,000
183 TRUST DEP - OPEB	150,000	150,000	150,000	150,000	150,000
SUBTOTAL	676,902	708,770	708,770	708,770	708,710
<u>515 SERVICES AND SUPPLIES</u>					
210 TELEPHONE	61,962	48,000	48,000	48,000	48,000
220 POSTAGE	21,473	30,000	30,000	25,000	23,000
221 SUPPLIES - GENERAL	19,601	23,000	23,000	23,000	23,000
235 GASOLINE	265	300	300	300	300
320 EQUIPMENT MAINTENANCE	4,597	4,700	4,700	4,700	4,700
337 VEHICLE & MAJOR EQPMNT R	1,656	1,650	1,650	1,650	1,650
338 LEASED EQUIPMENT	44,152	41,500	41,500	41,500	41,500
339 CAR WASH AND DETAIL SERVICE		50	50	50	50
350 CONTRACT SERVICES - GEN'L	5,228	4,000	4,000	4,000	4,000
440 TRAINING		300	300	300	300
473 INTEREST EXPENSE		50	50		50
481 STATE BAILOUT					
483 INSURANCE	420,367	315,000	315,000	315,000	315,000
487 COUNTY ADMIN COST	50,171	64,600	58,600	64,600	64,600
490 MISCELLANEOUS	27,780	135,000	135,000	135,000	135,000
SUBTOTAL	657,251	668,150	662,150	663,100	661,150
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>1,334,153</u>	<u>1,376,920</u>	<u>1,370,920</u>	<u>1,371,870</u>	<u>1,369,860</u>

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Department: Finance**Program: Management Information Systems (170)****Program Description**

Management Information Systems administers the operations of the City's centralized computer and PC network. It provides service to all user departments and the overall strategy for the development and deployment of computers throughout the City in the most efficient and productive manner.

Objectives

1. Present training seminars (to include all PC users) designed to educate staff on the use of designated software and hardware.
2. License all software utilized by the City.
3. Connect users through the AS/400 hub to utilize the Government Financial System inquiry function.
4. Maintain the City Local Area Network for e-mail and internet connectivity.
5. Upgrade the City's Windows based software.
6. Monitor the network for potential viruses.
7. Monitor the network to ensure proper use of the internet per City policy.
8. Maintain the security of the City's Management Information System.

Funding Source:

General Fund

Department: Finance
 Program: Management Information Systems (170)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	6,244	9,000	13,656	13,656	9,000
261 PERIODICALS					
310 SOFTWARE PURCHASES	3,075	8,000	18,925	18,925	8,000
315 SOFTWARE MAINTENANCE	30,867	35,000	47,133	45,000	35,000
320 EQUIPMENT MAINTENANCE	2,015	1,500	4,485	4,485	1,500
350 CONTRACT SERVICES - GEN'L	112,787	110,000	110,000	110,000	110,000
440 TRAINING	560	700	700	700	700
SUBTOTAL	155,548	164,200	194,899	192,766	164,200
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL	12,234	12,000	12,000	13,528	10,000
SUBTOTAL	12,234	12,000	12,000	13,528	10,000
TOTAL	<u>167,782</u>	<u>176,200</u>	<u>206,899</u>	<u>206,294</u>	<u>174,200</u>

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Department: Finance**Program: Fiscal Services (190)****Program Description**

The Fiscal Services program administers the financial operations of the City and the Redevelopment Agency. It includes service delivery to both the public and internally to other City/Agency departments. Accounts receivable, accounts payable, business licensing, financial reporting, and budgeting for both the City and Agency are part of this program.

Objectives

1. Obtain a Certificate of Achievement Award for the City's Comprehensive Annual Financial Report (CAFR) to meet the Government Finance Officers Association (GFOA) criteria for excellence in financial reporting.
2. Process 99% of invoices for payment within 30 days to avoid interest expense charges.
3. Keep number of manual checks correction to 1% of total accounts payable and payroll.
4. Develop City's Annual Operating and Capital Budgets.
5. Complete a year-end Preliminary and Carryover Report and a mid-year review of the City's Budget.
6. Complete all State required reports (State Controller's Report, Gas Tax Report, and Agency reports) in an accurate and timely manner.
7. Service the debt for the City and Redevelopment Agency's bonded debt in a timely manner.
8. Implement new pronouncements from the Governmental Accounting Standards Board (GASB) as appropriate.

Funding Source:

General Fund

Department: Finance**Program: Fiscal Services (190)****Program Budget Summary**

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	417,368	473,700	443,700	456,650	471,320
Services & Supplies	61,110	53,650	59,898	59,700	53,650
Capital Outlay					
Total Expenditure	478,478	527,350	503,598	516,350	524,970

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
Director of Finance	0.680	0.680	0.680	0.680	0.680
Accounting Manager	0.850	0.850	0.850	0.850	0.850
Accountant	0.889	0.889	0.889	0.889	0.889
Senior Account Specialist	0.800	0.800	0.800	0.800	0.800
Account Specialist	0.900	0.900	0.900	0.900	0.900
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	4.119	4.119	4.119	4.119	4.119
<u>Part-Time</u>					
Account Specialist	0.438	0.438	0.438	0.438	0.438
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	0.438	0.438	0.438	0.438	0.438
Total Staffing	4.557	4.557	4.557	4.557	4.557

Department: Finance
 Program: Fiscal Services (190)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	273,316	299,210	279,210	296,000	300,040
120 SALARIES - TEMPORARY	26,913	20,850	20,850	20,850	20,850
130 SALARIES - OVERTIME	642	300	300	2,000	300
170 PERS	53,913	61,600	56,600	60,000	58,450
171 FICA	21,594	24,600	24,600	24,600	24,660
175 CAR ALLOWANCE	2,448	2,450	2,450	2,450	2,450
180 OTHER EMPLOYEE BENEFITS	37,792	63,940	58,940	50,000	63,820
181 WELLNESS BENEFIT	750	750	750	750	750
SUBTOTAL	417,368	473,700	443,700	456,650	471,320
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	4,752	6,000	12,248	12,000	6,000
261 PERIODICALS	351	100	100	100	100
320 EQUIPMENT MAINTENANCE	415	400	400	400	400
350 CONTRACT SERVICES - GEN'L	28,289	20,000	20,000	20,000	20,000
359 AUDITING SERVICES	25,500	25,500	25,500	25,500	25,500
420 MEETINGS	112	350	350	350	350
440 TRAINING	823	700	700	700	700
450 DUES & MEMBERSHIPS	869	600	600	650	600
SUBTOTAL	61,110	53,650	59,898	59,700	53,650
TOTAL	<u>478,478</u>	<u>527,350</u>	<u>503,598</u>	<u>516,350</u>	<u>524,970</u>

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Department: Community Services

Department Description

Community Services provides a variety of park, recreational, social, and library services. Parks include design, development, and rehabilitation of park property, community buildings, and CDBG administration. Recreation includes Kids Kamp, child care programs, year round programs for youth, teen activities, and special seasonal activities. Community Services includes senior services, communitywide special events, classes, transportation, Animal Control administration, and park facility scheduling. This Department also manages the Library operation and Parks and Recreation Commission.

Departmental Programs

Library Programs and Services
Community Services
Recreation
Park Development
Community Development Block Grants
Transportation Services
Animal Control

Departmental Goals

To provide a wide variety of essential recreational, social, and library services to meet the needs of residents of all ages, support Signal Hill businesses, and further the image and livability of the City through its programs and development activities.

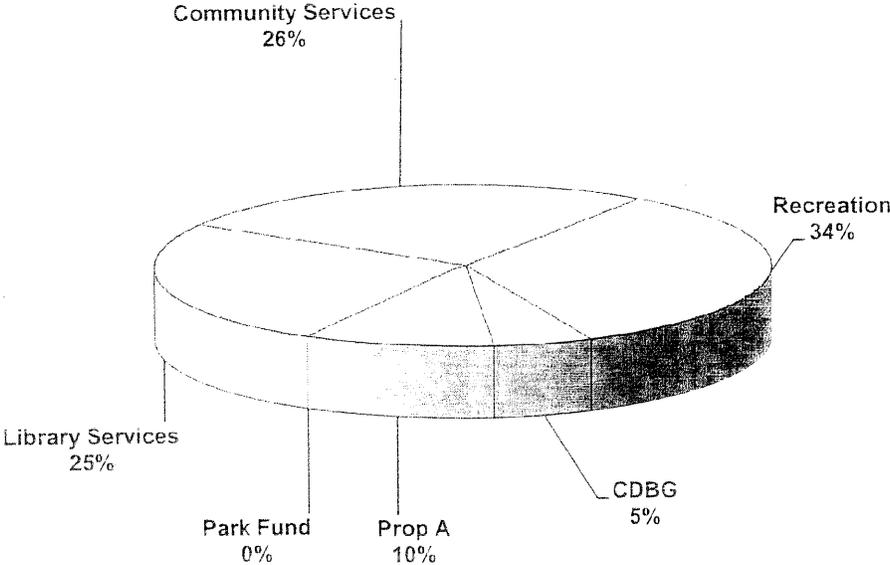
Departmental Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	986,357	1,068,001	1,022,795	941,463	1,119,520
Services & Supplies	447,402	415,448	459,425	452,243	416,296
Capital Outlay	200,750	249,093	249,093	249,093	53,584
Note Repayment	0	0	0	0	0
Costs Allocated	2,450	2,450	2,450	2,450	2,385
Total Expenditure	1,636,958	1,734,992	1,733,763	1,645,249	1,591,785

Departmental Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Full-Time					
Director of Community Services	0.950	1.000	1.000	1.000	1.000
City Librarian	1.000				
Librarian		1.000	1.000	1.000	1.000
Library Assistant	1.000	1.000	1.000	1.000	1.000
Community Services Manager		1.000	1.000	1.000	1.000
Sr. Recreation Supervisor	0.743				
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Recreation Coordinator	2.000	2.000	2.000	2.000	2.000
Kids Kamp Director					
Recreation Specialist	1.000	1.000	1.000	1.000	1.000
	7.693	8.000	8.000	8.000	8.000
Part-Time					
Library Aide	2.678	2.746	2.746	2.746	2.611
Library Specialist	0.750	0.750	0.750	0.750	0.876
Recreation Leader	10.492	7.132	7.132	7.132	6.733
Recreation Specialist	1.766	1.750	1.750	1.750	1.753
Community Services Specialist					
Clerical Aide	0.508	0.462	0.462	0.462	0.275
	16.194	12.839	12.839	12.839	12.248
Total Staffing	23.887	20.839	20.839	20.839	20.248

Community Services Department Programs



General Fund	\$ 1,351,910
CDBG	83,821
Prop A	156,054
Park Fund	0
Net Cost	\$ 1,591,785

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Department: Community Services**Program: Library Programs and Services (210)****Program Description**

The Library Services program utilizes innovative technologies to enrich and enlighten all segments of a diverse community. The library is a safe and inviting place to learn, meet, share civic and cultural activities, and celebrate a rich history and strong future; supports formal education programs for children and youth, encouraging a life-long love of learning and reading; provides materials, services and programs to meet the library needs of all ages.

Objectives

1. Review current programming to ensure no gaps in coverage for all age groups.
2. Provide monthly technology workshops to patrons that will assist them in improving skills that will help them attain jobs.
3. Review library policies and procedures to ensure they are effective and efficient.
4. Develop strong working relationships with local schools and libraries.
5. Train staff to current trends in Library services.
6. Begin planning for a new library facility.

Funding Source:

General Fund

Department: Community Services**Program: Library Programs and Services (210)****Program Budget Summary**

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	221,430	256,015	230,020	271,680	335,320
Services & Supplies	92,537	73,220	102,070	103,070	70,470
Capital Outlay	0	0	0	0	0
Total Expenditure	313,966	329,235	332,090	374,750	405,790

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
Director of Community Services	0.200	0.333	0.333	0.333	0.333
Community Services Manager		0.247	0.247	0.247	0.247
City Librarian	1.000	1.000	1.000	1.000	1.000
Librarian					
Library Assistant	1.000	1.000	1.000	1.000	1.000
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	2.200	2.580	2.580	2.580	2.580
<u>Part-Time</u>					
Library Aide	3.047	2.746	2.746	2.746	2.611
Library Specialist	0.381	0.750	0.750	0.750	0.876
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	3.428	3.496	3.496	3.496	3.487
Total Staffing	5.628	6.076	6.076	6.076	6.067

Department: Community Services
 Program: Library Programs and Services (210)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	86,977	162,190	136,190	136,190	159,340
120 SALARIES - TEMPORARY	84,467	0	0	77,570	82,640
130 SALARIES - OVERTIME		1,595	1,600	100	100
170 PERS	24,172	36,580	36,580	25,000	37,380
171 FICA	10,097	15,630	15,630	13,000	16,040
172 PARS	606	620	620	620	510
175 CAR ALLOWANCE	987	1,200	1,200	1,200	1,200
180 OTHER EMPLOYEE BENEFITS	14,123	38,200	38,200	18,000	38,110
SUBTOTAL	221,430	256,015	230,020	271,680	335,320
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	8,031	6,000	7,600	8,000	6,000
222 SUPPLIES - AUDIO VISUAL	4,747	4,100	6,800	4,100	4,100
260 BOOKS	31,116	28,000	30,700	29,500	28,000
261 PERIODICALS	3,912	6,500	2,900	6,500	6,500
270 SPECIAL PROGRAMS	3,084	4,720	3,120	4,720	3,670
310 ADVERTISING	325	1,000	1,000	1,000	500
315 SOFTWARE MAINTENANCE	1,255	1,700	1,700	1,700	1,000
320 EQUIPMENT MAINTENANCE	287	500	500	500	500
350 CONTRACT SERVICES - GEN'L	35,328	17,900	44,250	44,250	17,400
395 GRANT EXPEDITURES	963				
420 MEETINGS	1,010	1,500	1,500	1,500	1,500
440 TRAINING	498	700	500	700	700
450 DUES & MEMBERSHIPS	1,981	600	1,500	600	600
SUBTOTAL	92,537	73,220	102,070	103,070	70,470
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>313,966</u>	<u>329,235</u>	<u>332,090</u>	<u>374,750</u>	<u>405,790</u>

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Department: Community Services

Program: Community Services (212)

Program Description

Community Services programs provide quality services, in a broad range of program areas, that maintain a high degree of livability for residents and businesses. Program areas include: Park and Facility Rentals, Concerts in the Park, Community Events, Excursions, Contract Classes, Food Distribution Program, and Active Adult Programs, as well as administration of CDBG, Transportation, and Animal Control.

Objectives

1. Provide Citywide events at the various park sites to build a sense of connectiveness to the community, family unity, and provide a safe environment for the entire community.
2. Monitor contract services on an on going basis for efficiencies, cost recovery, and to determine if the goals and objectives of the programs are being reached (Prop A & C Transportation, CDBG Programs, and Animal Control).
3. Partner with Long Beach Animal Care Services to enhance services to residents with pets.
4. Offer Active Adults quarterly education and self-development workshops.
5. Develop a department wide volunteer program to enhance services.
6. Continue to provide Park Patrol services on weekends to monitor activities at the parks.

Funding Source:

General Fund
Proposition A Fund
CDBG
Grants
Donations

Department: Community Services**Program: Community Services (212)****Program Budget Summary**

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	264,462	286,091	282,192	251,293	280,140
Services & Supplies	117,657	131,126	141,135	135,883	131,925
Capital Outlay		0		0	0
Total Expenditure	382,119	417,217	423,327	387,176	412,065

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
Director of Community Services	0.275	0.333	0.333	0.333	0.333
Community Services Manager	0.371	0.248	0.248	0.248	0.248
Recreation Coordinator	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	0.500	0.500	0.500	0.500	0.500
	<hr/> 2.146	2.081	2.081	2.081	2.081
<u>Part-Time</u>					
Recreation Leaders	1.337	0.805	0.805	0.805	0.829
Recreation Specialist	0.783	0.875	0.875	0.875	0.875
Community Services Specialist	0.108				
Clerical Aide		0.462	0.462	0.462	0.275
	<hr/> 2.228	2.141	2.141	2.141	1.979
Total Staffing	4.374	4.222	4.222	4.222	4.060

Department: Community Services
 Program: Community Services (212)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	151,777	145,460	145,460	130,000	144,890
120 SALARIES - TEMPORARY	20,965	17,294	17,294	17,294	14,960
122 SALARIES - SENIORS PROGRAM	2,382	5,949	5,949	5,000	4,790
124 SALARIES - SPECIAL EVENTS	3,078	3,635	3,635	3,635	3,750
125 SALARIES - CONCERTS	576	1,071	600	600	1,080
127 SALARIES - FOOD DISTRIBUTION	4,520	3,649	3,649	3,900	3,750
128 SALARIES - CLASSES	72	3,484	51	60	3,470
129 SALARIES - FACILITIES RENTAL	11,024	18,894	18,894	18,894	19,380
130 SALARIES - OVERTIME	1,363	6,135	6,140	2,000	2,000
136 SALARIES - OT - PUBLIC WORKS				200	
170 PERS	30,614	31,900	31,900	30,000	33,520
171 FICA	13,492	13,520	13,520	13,000	14,260
172 PARS	190	510	510	510	190
175 CAR ALLOWANCE	1,229	1,200	1,200	1,200	1,200
180 OTHER EMPLOYEE BENEFITS	23,179	33,390	33,390	25,000	32,900
SUBTOTAL	264,462	286,091	282,192	251,293	280,140
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	5,509	5,600	5,600	4,500	5,600
235 GASOLINE	163	372	372	372	372
261 PERIODICALS	211	400	400		400
301 ADVERTISING	2,612	2,400	2,400	2,400	2,400
320 EQUIPMENT MAINTENANCE		500	500		500
337 VEHICLE & MAJOR EQPMNT RNT	2,196	2,200	2,200	2,200	2,200
339 CAR WASH AND DETAIL SERVICE	16	100	100	100	100
341 ANIMAL CONTROL	63,814	61,954	61,954	63,441	64,963
345 CONCERTS					
387 PEDIATRIC HEALTH CARE	2,500	5,000	5,000	5,000	5,000
400 ACTIVE ADULT PROGRAMS	1,268	1,850	1,850	1,100	1,850
402 CLASSES		2,000	9	20	2,000
407 EXCURSIONS & SPECIAL EVENTS	14,743	20,000	32,000	32,000	20,000
412 FOOD DISTRIBUTION	5,888	5,000	5,000	5,000	6,690
415 TREE LIGHTING	3,935	4,000	4,000	2,000	2,900
420 MEETINGS	2,926	2,700	2,700	2,700	2,700
421 COMMISSION MEETINGS	4,511	7,800	7,800	7,800	5,000
440 TRAINING	481	650	650	650	650
444 MAYORS RECEPTION	(166)	2,500	2,500	1,000	2,500
450 DUES & MEMBERSHIPS	800	1,100	1,100	600	1,100
452 CHILDREN'S HOSPITAL CARE	6,250	5,000	5,000	5,000	5,000
SUBTOTAL	117,657	131,126	141,135	135,883	131,925
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>382,119</u>	<u>417,217</u>	<u>423,327</u>	<u>387,176</u>	<u>412,065</u>

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Department: Community Services

Program: Recreation (214)

Program Description

Recreation activities provided by this section include Kid's Kamp (licensed child care), after-school and extended care recreational activities, year-round after-school park program, summer youth & food program, youth team sports, teen programs, and seasonal Citywide special events.

Objectives

1. Provide children and teens access to five fundamental resources: a) A caring adult which they can see on a consistent basis in after-school and extended day programs, b) A healthy and nutritious start to life through a free summer meal program, nutritious snacks during child care program, and an opportunity to build a healthy body through quality physical activities, c) Opportunities to serve the community through volunteer efforts in special events, and d) Safe places in the community, which provide structured educational and recreational activities.
2. Operate child care/recreational program for before school, after-school, and extended day needs.
3. Provide scholarship funds for Signal Hill residents of the Kids Kamp program.
4. Conduct twice yearly survey to determine the Kids Kamp participants' needs are being met.
5. Provide summertime opportunities for youth at three park sites (Signal Hill, Discovery Well, and Calbrisas/Las Brisas).
6. Provide excursions for youth throughout the year.
7. Provide Teen Programming for youth 13 - 17 years old.
8. Liaison to schools (Alvarado, Burroughs, and Signal Hill Elementary) to promote youth activities.
9. Provide four youth sport seasons for children ages 5 - 12 years.
10. Continue to pursue sponsorships with local businesses and community support for seasonal Citywide special events and youth sports.
11. Continue to pursue grant funding for youth programs and materials.
12. Continue to pursue grant funding opportunities for playgrounds.
13. Provide scholarships to residents to subsidize excursions and other activities.
14. Conduct parent satisfaction surveys for youth sports programs at the conclusion of each season.

Funding Source:

General Fund
Park Development Fund

Department: Community Services**Program: Recreation (214)****Program Budget Summary**

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	468,464	484,085	468,773	376,690	462,970
Services & Supplies	71,979	77,223	80,888	77,958	68,700
Capital Outlay	0	0	0	0	0
Note Repayment					
Costs Allocated	2,450	2,450	2,450	2,450	2,385
Total Expenditure	542,893	563,758	552,111	457,098	534,055

Program Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
Director of Community Services	0.475	0.334	0.334	0.334	0.334
Sr. Recreation Supervisor	0.372	0.248	0.248	0.248	0.248
Administrative Assistant	0.500	0.500	0.500	0.500	0.500
Recreation Coordinator	1.000	1.000	1.000	1.000	1.000
Kids Kamp Director					
Recreation Specialist	1.000	1.000	1.000	1.000	1.000
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	3.347	3.082	3.082	3.082	3.082
<u>Part-Time</u>					
Recreation Leaders	9.663	6.327	6.327	6.327	5.904
Recreation Specialist	0.875	0.875	0.875	0.875	0.878
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	10.538	7.202	7.202	7.202	6.782
Total Staffing	13.885	10.284	10.284	10.284	9.864

Department: Community Services
 Program: Recreation (214)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	198,530	184,460	184,460	140,000	181,240
120 SALARIES - TEMPORARY	91,357	119,355	119,355	110,500	116,680
123 SALARIES - KIDS KAMP	48,268	47,317	32,000	32,000	38,390
124 SALARIES - SPECIAL EVENTS	5,905	3,878	3,878	3,880	3,880
129 SALARIES - FACILITY RENTAL	666				
130 SALARIES - OVERTIME	706	4,285	4,290	2,000	3,000
136 SALARIES - OT - PUBLIC WORKS	2,242	2,500	2,500	2,000	2,000
170 PERS	56,054	47,870	47,870	35,000	45,750
171 FICA	21,159	21,450	21,450	17,800	20,990
172 PARS	927	1,270	1,270	810	1,130
175 CAR ALLOWANCE	1,522	1,200	1,200	1,200	1,200
180 OTHER EMPLOYEE BENEFITS	40,029	49,750	49,750	31,000	48,210
181 WELLNESS BENEFIT	1,098	750	750	500	500
SUBTOTAL	468,464	484,085	468,773	376,690	462,970
<u>515 SERVICES AND SUPPLIES</u>					
211 TELEPHONE - CELLULAR	798	1,200	1,200	800	1,200
220 POSTAGE					
221 SUPPLIES - GENERAL	9,202	9,000	10,190	10,000	9,000
235 GASOLINE	546	500	500	500	500
255 UNIFORMS	1,480	3,150	3,150	3,150	1,500
261 PERIODICALS	742			700	
270 SPECIAL PROGRAMS	2,270	2,500	2,500	2,000	1,500
301 ADVERTISING	325	1,500	1,500	1,500	1,500
310 SOFTWARE PURCHASES	625	3,100	5,575	3,100	3,100
315 SOFTWARE MAINTENANCE	3,173	3,000	3,000	3,000	3,000
320 EQUIPMENT MAINTENANCE		50	50	50	50
337 VEHICLE & MAJOR EQPMNT RNT	7,248	7,250	7,250	7,250	7,250
339 CAR WASH AND DETAIL SERVICE	45	600	600	300	600
350 CONTRACT SERVICES - GEN'L	8,000				
401 KIDS KAMP	3,229	7,173	7,173	7,000	7,000
407 YOUTH EXCURSIONS	4,387	4,000	4,000	4,500	1,000
408 TEENS	2,518	2,250	2,250	3,000	2,250
409 YOUTH SPORTS	3,606	3,350	3,350	3,350	3,850
418 RETURN OF PROGRAM INCOME					
419 FEE ASSISTANCE PROGRAM		5,000	5,000	3,500	3,500
420 MEETINGS	1,230	2,150	2,150	2,150	1,650
432 PARK PROGRAM	13,668	12,000	12,000	12,000	12,000
440 TRAINING	3,263	3,800	3,800	4,800	2,600
446 HALLOWEEN CARNIVAL	1,957	2,000	2,000	1,900	2,000
447 BRUNCH WITH SANTA	1,345	1,350	1,350	1,108	1,350
448 SPRING EGG HUNT	1,093	1,050	1,050	1,050	1,050
450 DUES & MEMBERSHIPS	1,229	1,250	1,250	1,250	1,250
SUBTOTAL	71,979	77,223	80,888	77,958	68,700

Department: Community Services
 Program: Recreation (214)

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
<u>570 COSTS ALLOCATED</u>					
991 COSTS ALLOCATED FROM OTHERS	2,450	2,450	2,450	2,450	2,385
SUBTOTAL	2,450	2,450	2,450	2,450	2,385
TOTAL	<u>542,893</u>	<u>563,758</u>	<u>552,111</u>	<u>457,098</u>	<u>534,055</u>

Department: Police

Department Description

The Signal Hill Police Department is a full-service law enforcement agency responsible for the prevention of crime, promotion of traffic safety, the enforcement of all state and local laws, the protection of life and property, the preservation of peace, and the apprehension of criminals. The Department responds to and investigates all reports of criminal activity, emergency situations, enforces state and local traffic ordinances, and performs public assistance as called on to insure public safety. In addition, the Police Department actively participates in Community Improvement Programs and Community Oriented Policing Programs, such as the Police Community Volunteer Program, Explorers, the "Too Good For Drugs" Program, the Citizen Police Academy, and Neighborhood Watch.

The Police Department includes seven programs: Community Outreach, Patrol Services/Traffic Enforcement, Detective Services, Administrative Services, Communications/Jail, Records, and Emergency Services.

Departmental Programs

Community Outreach
Patrol Services
Detective Services
Administrative Services
Communications/Jail
Records
Emergency Services

Departmental Goals

The Police Department is "Committed to Excellence in Service", and will provide a high level of public safety services, in a collaborative partnership with the community. The Police Department is proactively involved in Domestic Preparedness Planning. This includes Homeland Security training, First Responder Training, and the acquisition of equipment in order to be better prepared to respond to natural or manmade disasters.

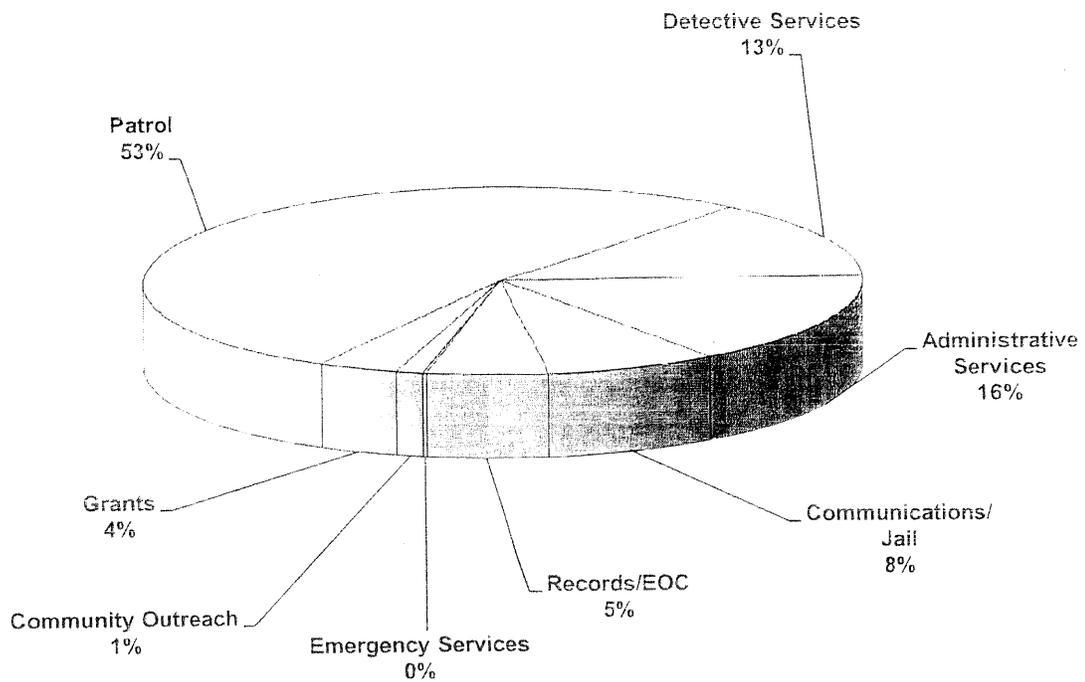
Departmental Budget Summary

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
Salary & Benefits	6,535,243	6,955,210	6,846,210	6,884,171	7,059,000
Services & Supplies	935,131	1,005,470	1,233,463	1,044,363	1,029,290
Capital Outlay	20,853	40,000	40,000	40,000	0
Costs Allocated	(18,080)	(18,300)	(18,300)	(18,300)	(17,886)
Total Expenditure	7,473,148	7,982,380	8,101,373	7,950,234	8,070,404

Departmental Staffing Levels

	2009-2010 Actual	2010-2011 Budgeted	2010-2011 Revised	2010-2011 Estimated	2011-2012 Adopted
<u>Full-Time</u>					
Chief of Police	1.000	1.000	1.000	1.000	1.000
Captain	2.000	1.000	1.000	1.000	1.000
Lieutenant		2.000	2.000	2.000	2.000
Administrative Sergeant	1.000				
Detective Sergeant	1.000	1.000	1.000	1.000	1.000
Sergeant	4.000	4.000	4.000	4.000	4.000
Sr. Police Officer/Detective	1.000	1.000	1.000	1.000	1.000
Detective	3.000	3.000	3.000	3.000	3.000
Senior Police Officer	4.000	4.000	4.000	4.000	4.000
Motor Officer					
Police Traffic Officer	2.000	2.000	2.000	2.000	2.000
Police Officer	15.000	17.000	17.000	17.000	17.000
Police Recruit/Officer	3.000				
Admin Asst to Chief of Police	1.000	1.000	1.000	1.000	1.000
Police Records Supervisor	1.000	1.000	1.000	1.000	1.000
Police Records Clerk	3.000	2.000	2.000	2.000	3.000
Dispatcher/Jailer	7.000	7.000	7.000	7.000	7.000
Information Technician/PD	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Maintenance Worker	1.000	1.000	1.000	1.000	1.000
	52.000	50.000	50.000	50.000	51.000
<u>Part-Time</u>					
Police Aide	1.923	1.923	1.923	1.923	1.923
Parking Control	0.481	0.481	0.481	0.481	0.481
Records Clerk		0.962	0.962	0.962	
	2.404	3.366	3.366	3.366	2.404
Total Staffing	54.404	53.366	53.366	53.366	53.404

Police Department Programs



General Fund	\$ 7,779,164
Grants	291,240
Total Budget	\$ 8,070,404

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Department: Police

Program: Community Outreach (320)

Program Description

The Community Outreach Program provides prevention programs in the community through Neighborhood and Business Watch Programs, the "Too Good For Drugs" Program taught in the two elementary schools, community partnership relations, the Police Community Volunteer Program, the Explorer Program, CERT Training, and the Citizen Police Academy.

Objectives

1. Provide positive role models to children through interaction with Police Officers in the "Too Good for Drugs" Program.
2. Provide the following Community Outreach Programs:
 - Community Police Volunteer Program
 - Explorer Program
 - CERT Training
 - Christmas Outreach Program
 - National Night Out
 - Signal Hill Car Show
 - Disaster Preparedness

Funding Source:

General Fund

