CITY OF SIGNAL HILL
CALIFORNIA

ANNUAL BUDGET
FOR THE FISCAL YEAR
2012-2013

TINA L. HANSEN
Mayor

MICHAEL J. NOLL
Vice Mayor

LARRY FORESTER
Councilmember

ELLEN WARD
Councilmember

EDWARD H.J. WILSON
Councilmember

Submitted by:

KENNETH C. FARFSING
City Manager

KATHLEEN PACHECO
City Clerk

EMERSON FERSCH
City Treasurer

Population: 11,129

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CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

June 19, 2012

MEMORANDUM

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

FROM: **KENNETH FARFSING**
CITY MANAGER

SUBJECT: **FISCAL YEAR 2012-2013 BUDGET**

We are pleased to present a balanced budget for the upcoming Fiscal Year 2012-2013 operational and capital budgets. Balancing the budget despite several unknowns, including uncertainty created by the dissolution of the Signal Hill Redevelopment Agency and the work demands of the Signal Hill Successor Agency is a major accomplishment. There are other major uncertainties with the budget, including assumptions as to the strength of the economic recovery and the recovery of individual Signal Hill businesses. Also, the State's multi-billion dollar deficits present challenges to developing our budget. We should proceed cautiously as we move forward into FY2012-2013.

The nation has faced 11 recessions since the Great Depression. The Great Recession, from 2008 until 2010 has been the steepest economic downturn of the 11 post World War II recessions and the economic recovery is the 10th slowest in that same time period. The impacts of the Great Recession can be seen in the city's budgets over the last three years. The Council has adopted conservative budgets, with a total of 6% in expenditure reductions creating $1.2 million in savings. The City Council has adopted salary and merit freezes and employees are now contributing to their PERS pension plan as well as their retirement medical plan.

In order to balance the budgets in FY2009-2010 and FY2010-2011, the Council extracted $2.4 million from the Economic Uncertainties (or rainy day) Fund. This current fiscal year the City Council will not need to take money from the Economic Uncertainties Fund and, remarkably, at year-end we have been able to build back our reserve funds to pre-Great Recession levels. With the adoption of the FY2012-2013 budget, we will

have returned to reserve levels of 51%. We are presenting a balanced budget with $17.3 million in expenditures, with no structural deficit for the second year.

We also see signs of the economic recovery in our budget as well. Economists at Cal State Long Beach have found that 2011 was the start of the region's economic recovery. The economists predict 2% GDP growth at the national level, with 1.5 % job growth in 2012 and continued healthy job formation in 2013 and 2014. They see more modest job growth in our region. The loss in government jobs will continue to drag the region's employment growth. They are also predicting 5% regional sales tax growth.

Despite the good economic news, we continue to recommend that the Council adopt conservative revenue projections. For example, the State is required to pay back over $355,000 in June of next year to Signal Hill. The payment is due from the State for the 8% of all local government property taxes borrowed in 2009. Due to the State's dire fiscal situation we have not counted the $355,000 payback as revenues in the FY2012-13 budget, even though this payback was securitized by the State. We also have not budgeted $500,000 in City Agency loan payback to include amended principal and interest payments based on the changes proposed in the amended loan documents. Also, we have not added in revenues from the transfer station into the budget, preferring to wait until the spring of 2013.

In January the staff began the process of preparing the budget. The department heads were instructed to prepare maintenance level budgets, with a key of preserving existing services. There are some costs that are out of the control of individual departments, such as PERS costs. However, you will find that the department heads did a great job in preparing their individual department budgets.

Total budget expenditures are slightly ahead of last year at $17.4 million, but still far below the City's budget for FY2008-09, which was close to $18 million. This budget is a remarkable achievement, since the City has had to absorb $257,000 in new NPDES/TMDL costs, $100,000 in "pay as you go" retiree medical costs and $180,000 in personnel costs that were previously absorbed by the former Signal Hill Redevelopment Agency. The budget also includes $19.8 million in capital improvement projects. Yet we are still presenting a balanced budget.

We have prepared a Successor Agency budget, which is based on the 3% administrative allowance called for AB 1X 26. The administrative allowance is $407,000; this amount includes personnel costs of $389,000. The remaining funds would be used for legal expenses and expenses related to the Oversight Board.

We are proposing two General Fund minimal fee ($5 and $2) increases in the ARC/Intersession Program Fees (After School Recreation Club). We are also requesting increases in two deposit items, an increase of $100.00 for the Candidate Statement and an increase of $900.00 for a temporary water meter deposit to cover actual costs.

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 delivering necessary services to the community. This budget:

- Implements a maintenance mode budget of three years of 2% annual budget reductions, resulting in a 6.7% savings or a total of $1.2 million in savings;
- Stabilizes the General Fund Reserve at $4.79 million and the Economic Uncertainties Fund at $4.07 million or 51% for both reserves of the operational budget;
- Does not include a drawdown from the Economic Uncertainties Fund after a $1.8 million return of budget savings from both the General Fund and the AB X 1-27 Reserve Fund in FY2011-12;
- Continues the hiring freeze except for police officers. Currently, we have 9 fewer full time positions; however, we are considering filling these positions on a case to case basis;
- Implements the third year of employee COLA's freeze;
- Requires that City employees continue with additional contribution to their pension plan and retirement medical plan;
- Relies in part on the hiring of part-time employees or 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 following the dissolution of the Redevelopment Agency;
- Absorbs over 33% of administration costs of salaries and benefits that were previously charged to the Signal Hill Redevelopment Agency as we wind down activities with the new Successor Agency;
- Does not include a scheduled annual payment of $500,000 to the General Fund of a Signal Hill Redevelopment Agency Property Acquisition loan;
- Does not include a $355,977 payment due in June, 2013 of a FY2009-10 Prop 1A borrowing of the State.

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 and virtual elimination of the CDBG Block Grant program by Congress. The budget anticipates a General Fund budget surplus at the end of FY2012-2013 with the recognition of the State's payment of the $355,977 Prop 1 A borrowing and if the $500,000 scheduled payment of the $10 million property acquisition loan of the former Signal Hill Redevelopment Agency to the General Fund is approved. 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 ongoing fiscal problems at the State

level as its budget conditions continue to deteriorate dramatically. The Governor's "May Revised Budget" anticipates a total $19 billion deficit. The dissolution of Redevelopment Agencies in California as of February 1, 2012 and its uncharted repercussions present many new challenges for the City as Successor Agency of the former Signal Hill Redevelopment Agency.

PERS is raising rates on employers to backfill investment portfolio losses, effective FY 2013-14. 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 additional cost increases

Studies on major pension reforms are under review with proposed pension reforms, including requiring employees to share in pension costs and instituting two-tiered systems. We have already implemented these reforms. The Little Hoover Commission complimented Signal Hill for adopting both of these reforms two years ago.

The budget includes Signal Hill's aggressive $19.8 million capital improvement program including completion of the Police Station, the Library Building project, pavement management program and other Community improvements. Only $50,000 of General Funds will be used in the Capital Improvement Budget. Approximately 30.6% of all Capital projects will be funded by grants. We have doubled the amount budgeted for pavement management from $200,000 to $400,000. Other funding sources are bond proceeds, impact fees, the Water Depreciation Reserve Fund and the Capital Improvement Fund.

Overall Economic Outlook

As the world struggles back to a very slow and weak recovery from the Great Recession, which many economists consider as the steepest and the longest economic downturn of the post World War II era, new concerns about a double dip recession have begun to surface. While the recession technically ended in June, 2009, the recovery has been almost at a standstill and remains weak given the nature of the fiscal crisis. Major uncertainties in Europe, China and India raise concerns about the stagnant economic recovery and the possibility of another recession. The double digit declines in sales tax in 2009 cannot be corrected by the projected 3.5% to 6% increase in the different sales tax categories. Signal Hill sales tax revenues declined by $2.4 million or 28% in FY2009, or a total $3.6 million or 36% during the past three years. We have reached the bottom of the local sales tax declines and are starting to slowly rebound in sales tax revenues. However, the effects of the Greek and Spanish economic crises, and slowdown of the Chinese and the Indian economies have not completely trickled down to our local economy. Gasoline prices continue to spike and employment growth remains slow as layoffs continue.

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. During this year, the EDCO transfer station started its operations and their Administration/Terminal building is under construction.

Except for the purchase of safety equipment and the GIS system in the Water Department, we recommend holding off on major decision package items until Mid Year. These include prefunding of accounting software upgrades for the Finance Department.

The City of Signal Hill's Financial Policies follow this transmittal letter. These policies are meant to guide the City's budgeting and financial planning processes. The preparation of this budget and the conduct of the City's fiscal affairs are in accordance with these Financial Policies.

Capital Improvement Program

The total Capital Improvement Program includes 20 projects costing $19.839 million. The major projects will be the completion of the Signal Hill Police Department facility and the planning for the new Signal Hill Library.

Our $19.8 million Capital Improvement Projects total includes $5 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 $7 million from proceeds of the 2011 Tax Allocation Bond Proceeds of the Signal Hill Redevelopment Agency for the new Library building project. More than 30.6% funding sources for capital projects are from grant funds. Less than one tenth percent or $50,000 will come from the General Fund.

Water Fund projects include the Well No. 9 Well Head preliminary Design Analysis – Phase 2, which will include the preliminary design analysis to evaluate wellhead outfitting and water treatment alternatives, the Emergency Interconnect pipeline, the Hilltop booster pump replacement, and the PCH/Redondo service connection.

Street projects include the annual risk management program to repair sidewalks, curbs, gutters citywide, the 2013 pavement management, the Cherry Avenue widening, bus stop improvements, new traffic signal and upgrades, and the Village Way Street Light Installation.

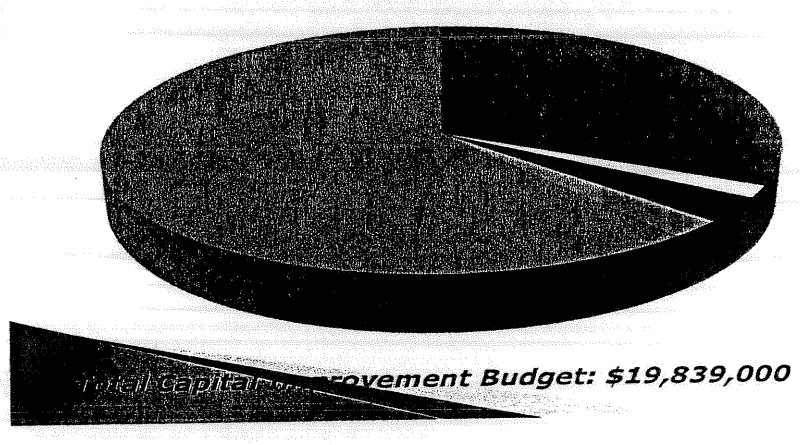
Park projects include play surface and equipment replacement at Raymond Arbor Park, the electronic message sign, the Reservoir Park restroom replacement, and the community garden.

A detailed listing of all projects and fund sources are included in the Capital Improvement Section and summarized below:

CAPITAL IMPROVEMENT PROGRAM FUND OVERVIEW

Fund	*Project Fund Description*	*Projects*	*Total Budget*
004	Community Development Block Grant Projects	1	$ 50,000
008/610	Water Fund Projects	4	$ 300,000
010/620	Street Projects - Capital Improvement Fund	8	$ 7,154,000
010/640	Park Projects - Capital Improvement Fund	4	$ 320,000
010/650	Building Projects - Capital Improvement Fund	3	$12,015,000
	Capital Improvement Program Total:	***20***	***$19,839,000***

CAPITAL IMPROVEMENT PROGRAM FUND SOURCES



- Grant Funds: $6,082,000 (30.6%)
- Restricted Funds: $317,000 (1.6%)
- Water Funds: $300,000 (1.5%)
- Park Development Fund: $320,000 (1.7%)
- Capital Improvement: $320,000 (1.7%)
- General Fund: $50,000 (> 0.01%)
- Traffic Impact Funds: $400,000 (2.0%)
- RDA Bond Issues: $12,000,000 (60.9%)

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 15% over the revised budget of FY2011-12 due to an adjustment in the Triple Flip and other one-time sales tax adjustments. The base sales tax growth rate is projected at 12.1% after adjustments.

Sales Tax

	07-08	08-09	09-10	10-11	11-12	12-13
Sales Tax	9,198,236	8,348,000	6,870,747	7,036,500	7,539,572	8,535,847
Sales Tax in Lieu	3,368,898	2,999,148	2,033,263	2,256,500	2,562,987	3,093,437
Total	12,567,134	11,347,148	8,904,010	9,293,000	10,102,734	11,629,284
% Change	9%	-10%	-22% (-17% per economists)	5% (1.62% growth 3.38% adj.)	9%	15% (12.1% growth after adj.)

Revenue estimates for FY2012-13 are 2% more than revenue estimates for FY2011-12 primarily due to 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 shows 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 increase of less than 1% although department savings of 6.7% total for the prior three-year period was achieved. This past year, employees continue to contribute more to retirement costs. Although the number of full time employees budgeted remain at 107 employees, substantial savings from unfilled positions have contributed towards the reduction in costs.

We project to end the current FY2011-12 with a fund balance in the General Fund of $4.79 million or $1.029 million more than the $3.761 million projected when we adopted the FY2011-12 budget last year.

Overview of Fiscal Year 2011-2012 budget

There was no drawdown from the Economic Uncertainties fund in FY2011-12. It is projected that we will end the fiscal year with $1.029 million more than budgeted

- Our reserve ratio will reach 51% from a low 25% in FY2010-11 and 35% in the beginning of FY2011-12.
- Departments adhered to budget guidelines and to the City's cost containment policies. Strict implementation of expenditure cutoffs for budget adjustments and purchase orders are required to achieve these goals and to attain even greater savings than anticipated.

The New Fiscal Year 2012-2013 Budget

The proposed FY2012-13 budget is a balanced budget. The net surplus is $95,625. As indicated, the city should receive $355, 977 in one-time property tax revenues which will increase the fund balance at the end of FY2012-13.

Reserves

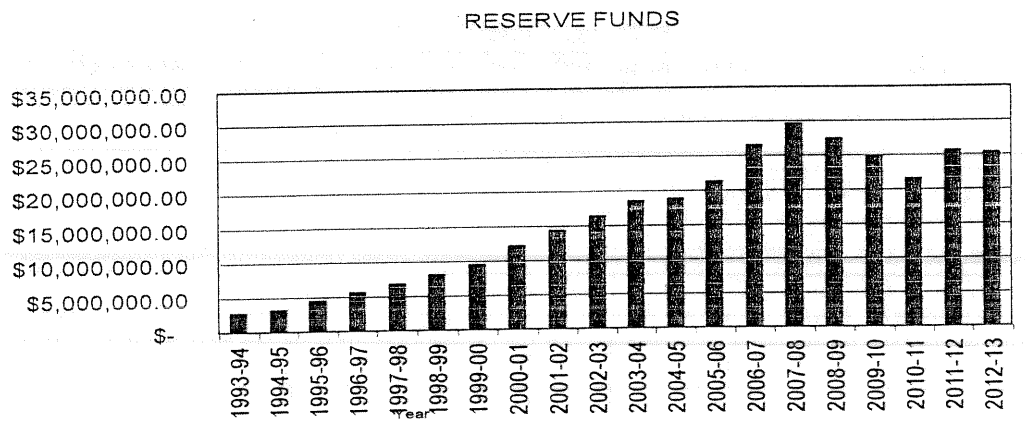
The total projected June 30, 2013 $8.9 million fund balance for both the Economic Uncertainties Fund ($4.07 million) and the General Fund ($4.9 million) increases our reserve ratio to 51% of our budgeted FY2012-13 $17.3 million expenditures. This reserve ratio of 51% represents a 16% increase, compared to last year's reserve ratio of 35%. 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 City's Financial Policy recommends maintaining a combined General Fund and Economic Uncertainties Fund reserve for a time equivalent to a minimum of six-months operating expenditures. This requirement has been met.

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 FY2012-13 at $265,600 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.

PERS increases for both miscellaneous and safety personnel make it necessary to utilize the PERS Reserve Fund. There is no budgeted transfer in from the PERS Reserve Fund this year, leaving an ending balance of $956,884 for FY2012-13.

RESERVE FUNDS
1994 – 2013



The Government Accounting Standards Board (GASB) established GASB 45, which requires not only the measurement and disclosure of OPEB (other post-employment benefits) obligations 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 toward its liability. The balance of all contributions and interest earned in the OPEB Trust Fund is currently $923,571 as of May, 2012. This amount does not include FY2011-12 contributions.

Revenues

Total FY2012-13 General Fund revenues as categorized below are estimated at $16,747,195, a slight increase of $335,852 or 2% more than FY2011-12 budgeted revenues.

General Fund Revenues Estimated for FY 2012-13

Property Taxes	610,300
Sales and Other Taxes	13,544,284
Permits	296,510
Fines & Forfeitures	257,400
Use of Money & Property	382.000
Intergovernmental - State	964,444
Intergovernmental-County	40,000
Intergovernmental-Federal	10,000
Charges- Current Services	496,725
Other Revenues	145,532
Total GF Revenues	16,747,195

- Total Sales tax revenue for the FY2012-13 proposed budget is estimated to be $11.6 million. This amount is reflected in two separate accounts due to the Triple Flip. Sales tax is projected at $8.5 million, and Sales Tax In-Lieu is estimated at $3.1 million. In FY2011-12, Sales Tax is projected to reach $7.5 million and Sales Tax In-Lieu $2.5 million for a total of $10 million.
- General Fund use of money and property income is estimated at $382,000. We did not include $500,000 for accrued interest and principal due on the $10 million City/Agency loan as we amend the terms and interest rate on the loan and the final determination from the Department of Finance.
- Gas Tax Revenues are estimated to be $306,257. A total $150,000 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 $120,000 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 FY2012-13 total $30,105,820, $140,000 less than the $31.5 million budgeted in FY2011-12.

- The total net increase for Maintenance, Operations, Salaries, and Benefits in the General Fund is $300,000. Estimated maintenance and operations expenditures in the General Fund increased by $257,812 or by 5.0% primarily due to NPDES requirements. Salaries and Benefits in the General Fund remain constant.

Vehicle Replacement Fund

A total $201,800 was budgeted in the Vehicle Fund to replace the following vehicles subject to review of mileage and condition during the fiscal year.

Vehicles Replacement

	Years	Mileage	Cost
Unit 72908 Police Patrol Unit	4	67,000	$33,500
Unit 73008 Police Patrol Unit	4	65,000	$33,500
Unit 72407 Police Traffic Unit	4	65,000	$34,800
Unit 61798 PW Maintenance	14	63,000	$50,000
Unit 41001 PW Water Operations	13	97,000	$50,000
TOTAL			$201,800

Capital Improvement Projects

This budget reflects funding for capital improvement projects totaling $19,839,000 as outlined below:

Community Block Grant Projects

Temple/28th Street ADA Access Improvements	$50,000
Total	$50,000

Water Projects

Well No. 9 Well Head Preliminary Design Analysis - Phase 2	$130,000
Emergency InterConnect Design	100,000
Hilltop Booster Pump Replacement	20,000
PCH/Redondo – Replace Service Connect	50,000

DEMO TEA-LU	3,200,000
MTA	2,300,000
Measure R	94,500
LBUSD	22,000
Traffic Impact Fees	400,000
MTA Grant (FY2012)	127,000
Total CIP (Fund 010)	**$7,489,000**
Police 2009 Bond	$5,000,000
Library 2011 Bond	7,000,000
Total Bond Funds	**$12,000,000**
Total Sources All Funds	**$19,839,000**

Successor Agency

With the elimination of redevelopment agencies on February 1, 2012, Successor Agencies are required to draft Recognized Payment Obligation Schedules (ROPS) for six-month periods. The first six-month period covered January 1, 2012 – June 30, 2012. The second six-month period covers July 1, 2012 – December 31, 2012. ROPS are subject to the approval of the Signal Hill Successor Agency (SHSA), the Oversight Board (OB) and ultimately the California State Department of Finance (DOF).

The SHSA previously approved the ROPS covering from January 1, 2012 – June 30, 2012 and July 1, 2012 – December 31, 2012. These payment schedules were provided to the DOF for its consideration. The action needed regarding the FY2012-13 SHSA operating budget is to adopt the administrative budget for the fiscal year. The administrative budget for FY2012-13 is based upon Health and Safety Code Section 34171(b), which allows "up to 3% of the property tax allocated to the Redevelopment Obligation Retirement Fund (also known as the Redevelopment Property Tax Trust Fund (RPTTF)" to be spent on administrative costs. The amount that may be allocated to the administrative budget may not be less than $250,000.

The SHSA was allocated $389,643 for the Administrative Cost Allowance to be paid from the RPTTF for FY2012-13. The Administrative Cost Allowance covers staff salaries and benefits as well as materials and supplies and legal counsel. The staff salaries that are paid partially from the RPTTF are the City Manager, Deputy City Manager, Director of Finance and Director of Community Development. The salary for the former Redevelopment/Economic Development Manager is paid entirely from the RPTTF since her job responsibilities are entirely focused on the duties of the SHSA in winding down the affairs of the former SHRA.

Total	$300,000

Street Projects	
General Right-of-Way Repair	$50,000
2012-13 Pavement Management	400,000
Cherry Avenue Widening	5,900,000
Bus Stop Improvements	177,000
Traffic Signal – Cherry & 20th Street	322,000
Orange Avenue & Hill Street Bridge Removal	25,000
Village Way New Street Light Installation	10,000
ADA Improvements & Traffic Signal Upgrades Walnut/Willow	270,000
Total	$7,154,000

Park Projects	
Raymond Arbor Park Play Surface & Equipment	$40,000
Electronic Sign	70,000
Reservoir Park Restroom Replacement	160,000
Community Garden	50,000
Total	$320,000

Building Improvements	
City Hall HVAC	15,000

Library 2011 Bond	
Library Building	7,000,000

Police 2009 Bond	
Police Department Facility	$5,000,000

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

Community Block Grant	$50,000
Total CDBG (Fund 004)	**$50,000**

Water Depreciation Reserve Fund/Grants	$170,000
Water Impact Fee Fund	130,000
Total Water (Fund 008)	**$300,000**

General Fund	$50,000
Capital Improvement Reserve Fund	320,000
Park Development Fund	320,000
Gas Tax	150,000
Proposition A Fund	50,000
HSIP Grant	280,000
CG COG (MTA Grant)	175,500

Additionally, Staff estimates $150,000 in reimbursements will be generated in revenue from land sales this year. This amount will reimburse the staff and attorney time associated with the disposition of former Agency properties. Staff and the attorney are keeping tracking of time on a project-by-project basis so that proceeds from land sales will reimburse the staff time spent on disposing of the property. Account numbers have been established by the Finance Department for all of the properties.

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. 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 in a time when many cities are laying off employees and reducing services. The cooperation and assistance of every 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.

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 Grant 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."

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.

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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 XIIIA 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.

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.

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.

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.

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.

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.

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.

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.

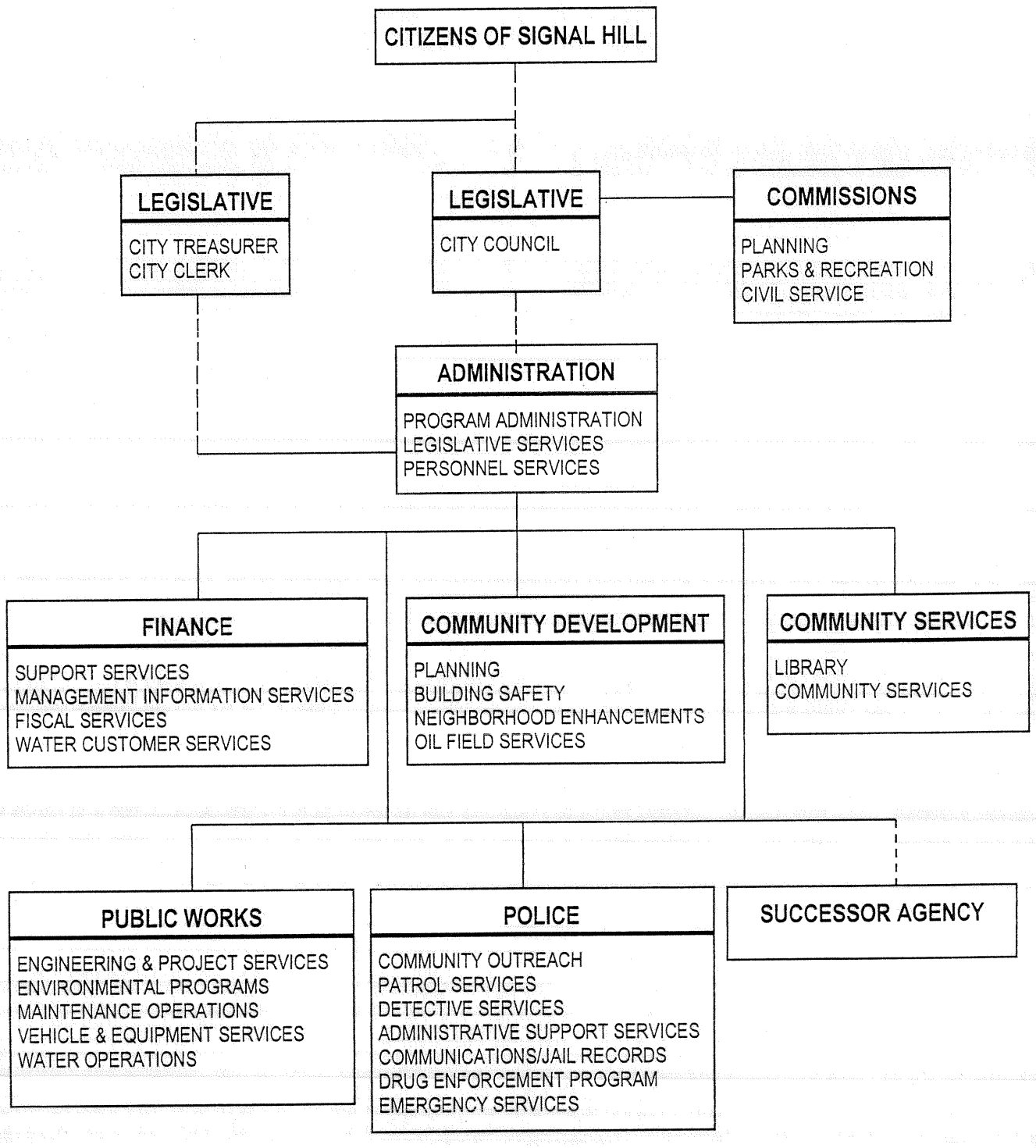
Measure R Fund (067)

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 2012-13
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

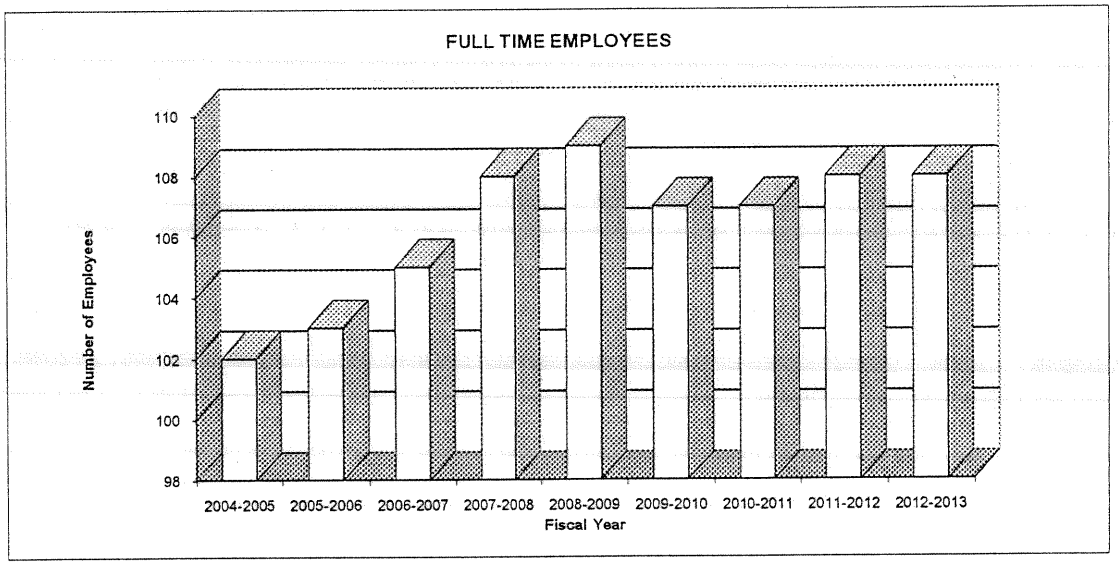
Economic Development and Housing
- Debt Service
- Economic Development
- Housing

CITY OF SIGNAL HILL
PERSONNEL SUMMARY BY DEPARTMENT
FULL TIME POSITIONS

Department	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Administration	5	4	4	4	5	5	5	5	5	5
Finance	7	6	6	6	6	6	6	6	6	6
Community Services	8	8	7	8	8	8	8	8	8	8
Police	46	46	48	50	51	52	50	50	51	51
Community Development	7	7	7	7	7	7	7	7	7	7
Public Works	29	29	29	29	30	30	30	30	30	30
Redevelopment	2	2	2	1	1	1	1	1	1	1
Total	104	102	103	105	108	109	107	107	108	108

Restated for reorganizations.

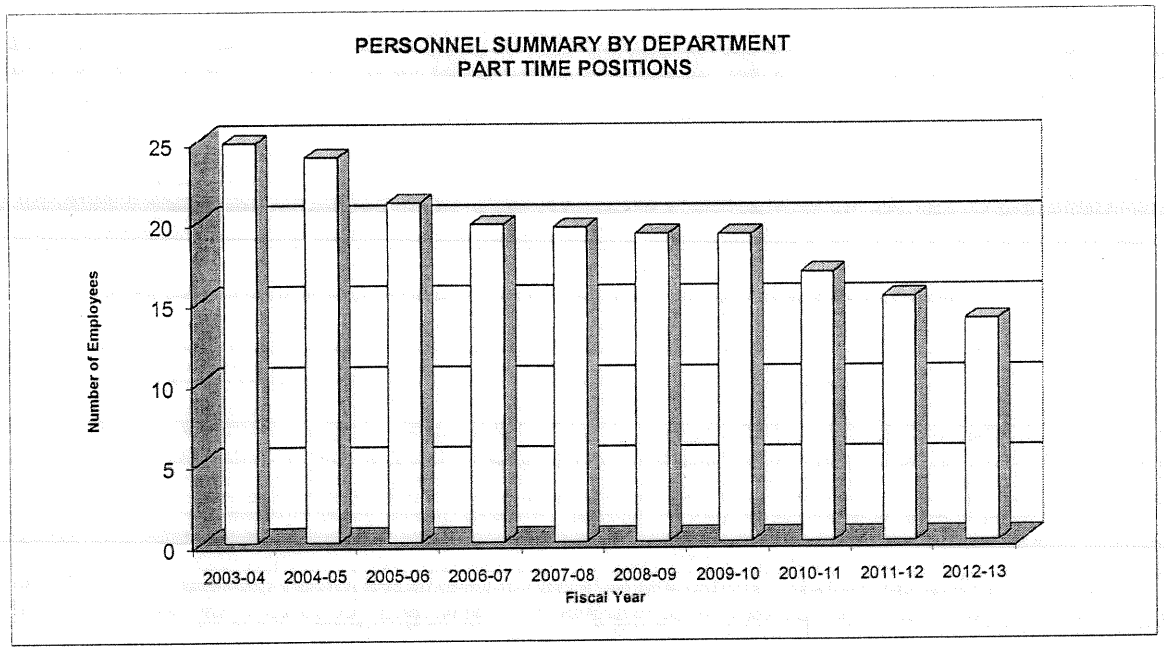
For 2003-04, the retirement of the Lieutenant/Project Coordinator position was not funded.
For 2004-05, two full-time positions were eliminated, Office Service Coordinator in the Finance Department and Personnel Assistant in the Administration Department. Kid's Kamp Director position classified as "underfilled."
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
SUMMARY OF PART-TIME POSITIONS
(AS FULL TIME EQUIVALENTS) BY PROGRAM

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
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	0.438	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
Community Services										
210 Library	2.192	2.192	2.673	3.423	3.423	3.423	3.428	3.496	3.487	3.487
212 Community Services	1.674	1.674	1.655	1.655	2.183	2.228	2.183	2.142	1.979	1.954
214 Recreation	12.240	11.913	11.913	11.721	10.542	10.538	10.538	7.202	6.782	5.877
Total Community Services	16.106	15.779	16.241	16.799	16.148	16.189	16.149	12.840	12.248	11.318
Police										
320 Community Outreach										
330 Patrol			0.481	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	4.257	4.257	-	-						
Total Police	6.180	6.180	2.404	2.404	2.875	2.404	2.404	3.366	2.404	2.404
Public Works										
510 Engineering Aid										
Public Works Inspector										
540 Grounds		0.462								
550 Streets	2.000	0.962	1.923							
Total Public Works	2.000	1.424	1.923	-	-					
570 Water										
Total City	24.770	23.867	21.052	19.687	19.507	19.077	19.037	16.690	15.136	13.722

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.
2012-13 Finance part-time Account Specialist reclassed to Contract Services, Recreation Specialist hours reduced in Community Service.



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CITY OF SIGNAL HILL
GENERAL FUND
CHANGES IN FUND BALANCE

	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Projected 2011-12	Adopted Budget 2012-13
BEGINNING BALANCE	5,711,292	4,845,621	3,720,199	6,167,408	4,790,842
Add:					
Revenues	13,418,856	18,036,753	16,411,343	16,411,343	16,747,195
Transfers in	3,563,175	903,100	803,100	803,100	728,100
Less:					
Expenditures	16,594,455	17,384,316	16,985,760	17,403,729	17,254,010
Transfers out	1,253,247	233,750	187,280	1,187,280	125,660
ENDING BALANCE	4,845,621	6,167,408	3,761,602	4,790,842	4,886,467
Reserves:					
Compensated Absences	400,000	400,000	400,000	400,000	400,000
Capital Outlay					
Capital Projects					
Contingencies	4,445,621	5,767,408	3,361,602	4,390,842	4,486,467
Totals	4,845,621	6,167,408	3,761,602	4,790,842	4,886,467

SCHEDULE OF TRANSFERS

Transfers in:					
Gas Tax	199,875	200,000	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					75,000
Proposition C	25,200	85,000	85,000	85,000	85,000
Equipment Replacement	20,000	20,000	20,000	20,000	20,000
Economic Uncertainties Fund	2,800,000				
COPS (CLEEP) Reserve Fund					
Traffic Safety Grant					
Park Development Fund					
Domestic Preparedness					
Insurance Reserve Fund	50,000	50,000	50,000	50,000	50,000
PERS Reserve Fund	150,000	150,000	150,000	150,000	
Motor Vehicle in Lieu Reserve					
OPEB Reserve	150,000	150,000	150,000	150,000	150,000
NPDES Reserve Fund	43,100	123,100	23,100	23,100	23,100
	3,563,175	903,100	803,100	803,100	728,100
Transfers out:					
Capital Improvement	166,007	144,500	110,000	110,000	50,000
HCDA					
Supplemental Law Grant	77,280	79,250	77,280	77,810	75,660
TRAP					
Prop C					
Prop A	9,960				
Insurance Reserve					
Capital Improvement Reserve					
Economic Uncertainties Reserve	1,000,000			1,000,000	
PERS Reserve					
Police Building Reserve					
Office Depot OPA Reserve					
Library Reserve Fund					
Garage Fund		10,000			
OPEB Reserve					
NPDES Trash Reduction Reserve					
	1,253,247	233,750	187,280	1,187,810	125,660

Combined Funds Statement

Projected for the Fiscal Year Ended

June 30, 2012

Fund No.	Description	Beginning Fund Balance	Revenues	Expenditures	Transfers In	Transfers Out	Ending Fund Balance
001	General Fund	6,167,408	16,411,343	17,403,729	803,100	1,187,280	4,790,842
	Special Reserve Funds						
601	Equipment Reserve	181,698	7,000			20,000	168,698
602	Insurance Reserve	347,600	17,000			50,000	314,600
603	Capital Improvement	988,596	45,000		500,000	491,000	1,042,596
605	Economic Uncertainties Reserve	2,284,534	-		1,792,625		4,077,159
611	Police Building Reserve^	10,158,322	-				10,158,322
612	Library Reserve Fund	1,710,252	50,000			-	1,760,252
614	Park Reserve Fund	56,046	2,000				58,046
615	PERS Reserve	896,084	20,000			150,000	766,084
616	Land & Building Reserve	688,855	20,000				708,855
618	OPEB Reserve Fund	1,673,801	45,000			150,000	1,568,801
619	NPDES Trash Reserve	46,929	7,000			23,100	30,829
620	ABX 1 27	1,280,360	12,265			1,292,625	-
	Total Special Reserve Funds	20,313,077					20,654,242
	Special Revenue Funds (Restricted)						
002	Gas Tax	154,044	309,921			360,000	103,965
003	Traffic Safety	-	112,000			100,000	12,000
004	HCDA	(4)	301,330	301,330			(4)
006	Proposition A	424,091	163,505	156,054		50,000	381,542
030	Asset Seizure Fund	99,272	5,500				104,772
031	Cops Hiring Recovery Grant	(28,557)	100,000	113,400			(41,957)
033	Traffic Safety Grant	-	4,000				4,000
034	OTS Avoid 100 Grant	(18,399)	4,000				(14,399)
035	OTS Click It or Ticket	-	4,000				4,000
036	Domestic Preparedness	(3,843)	7,000				3,157
038	Supplemental Law Grant	103,241	100,000	177,840	77,280		102,681
040	AQMD Trust	78,329	14,500	3,000			89,829
045	Cable Televising	-	2,000			25,000	(23,000)
050	Park Development	2,279,136	600,000			290,000	2,589,136
052	Traffic Impact	899,681	140,000			800,000	239,681
054	Water Development	893,899	733,000			100,000	1,526,899
056	Housing Impact Fund	786,537	10,000				796,537
060	Pipeline Removal	1,705,338	140,000				1,845,338
065	Proposition C	26,751	131,895	4,500		85,000	69,146
066	MTA - STP	68,820				60,000	8,820
067	Measure R	(29,881)	98,172			135,000	(66,709)
080	Ltg & Lndscp District	68,868	54,574	52,974		-	70,468
125	Brownfields Grant						-
127	HELP Loan (CHFA)						-
	Total Special Revenue Funds	7,507,323					7,805,902
	Capital Projects Fund						
010	Capital Improvement		7,217,904	9,305,904	2,096,000	-	8,000
	Proprietary Funds*						
007	Vehicle Replacement Fund	1,891,039	580,770	599,655			1,872,154
008	Water Operations	21,780,855	4,045,800	4,048,411	379,200	150,000	22,007,444
609	Water Depreciation Reserve	2,664,294			150,000	279,200	2,535,094
	Total Proprietary Funds	26,336,188					26,414,692
	Grand Totals All Funds	60,323,996	31,516,479	32,166,797	5,798,205	5,798,205	59,673,678

*Full Accrual Basis

^The Police Building Reserve includes the $10,000,000 receivable from the Agency.

Combined Funds Statement

Estimated for the Fiscal Year Ended

June 30, 2013

Fund No.	Description	Beginning Fund Balance	Revenues	Expenditures	Transfers In	Transfers Out	Ending Fund Balance
001	General Fund	4,790,842	16,747,195	17,254,010	728,100	125,660	4,886,467
	Special Reserve Funds						
601	Equipment Reserve	168,698	200			20,000	148,898
602	Insurance Reserve	314,600	500			50,000	265,100
603	Capital Improvement	1,042,596	1,000			320,000	723,596
605	Economic Uncertainties Reserve	4,077,159					4,077,159
611	Police Building Reserve^	10,158,322	-				10,158,322
612	Library Reserve Fund	1,760,252	10,000			-	1,770,252
614	Park Reserve Fund	58,046	-				58,046
615	PERS Reserve	766,084	40,800				806,884
616	Land & Building Reserve	708,855	2,000				710,855
618	OPEB Reserve Fund	1,568,801	-			150,000	1,418,801
619	NPDES Trash Reserve	30,829	-			23,100	7,729
	Total Special Reserve Funds	20,654,242					20,145,642
	Special Revenue Funds (Restricted)						
002	Gas Tax	103,965	306,257			350,000	60,222
003	Traffic Safety	12,000	112,000			100,000	24,000
004	HCDA	(4)	136,550	12,982			123,564
006	Proposition A	381,542	170,700	156,674		50,000	345,568
029	Justice Assistance Grant	-	300				300
030	Asset Seizure Fund	104,772	50,000			75,000	79,772
031	Cops Hiring Recovery Grant	(41,957)	65,600	114,000			(90,357)
033	Traffic Safety Grant	4,000	-				4,000
034	OTS Avoid 100 Grant	(14,399)	4,000				(10,399)
035	OTS Click It or Ticket	4,000	-				4,000
036	Domestic Preparedness	3,157	-				3,157
038	Supplemental Law Grant	102,681	100,000	175,660	75,660		102,681
040	AQMD Trust	89,829	13,000	3,000			99,829
045	Cable Televising	(23,000)	1,000			25,000	(47,000)
050	Park Development	2,589,136	590,019			320,000	2,859,155
052	Traffic Impact	239,681	49,031			400,000	(111,288)
054	Water Development	1,526,899	467,192			130,000	1,864,091
056	Housing Impact Fund	796,537	1,000				797,537
060	Pipeline Removal	1,845,338	120,000				1,965,338
065	Proposition C	69,146	137,000	4,500			201,646
066	MTA - STP	8,820				85,000	(76,180)
067	Measure R	(66,709)	103,000			94,500	(58,209)
080	Ltg & Lndscp District	70,468	55,388	54,388		-	71,468
125	Brownfields Grant						-
127	HELP Loan (CHFA)						-
	Total Special Revenue Funds	7,805,902					8,212,895
	Capital Projects Fund						
010	Capital Improvement	8,000	6,104,500	7,489,000	1,384,500		8,000
	Proprietary Funds*						
007	Vehicle Replacement Fund	1,872,154	587,550	582,510			1,877,194
008	Water Operations	22,007,444	3,530,000	4,259,096	300,000	150,000	21,428,348
609	Water Depreciation Reserve	2,535,094			150,000	170,000	2,515,094
	Total Proprietary Funds	26,414,692					25,820,636
	Grand Totals All Funds	59,673,678	29,505,782	30,105,820	2,638,260	2,638,260	59,073,640

*Full Accrual Basis

^The Police Building Reserve includes the $10,000,000 receivable from the Agency.

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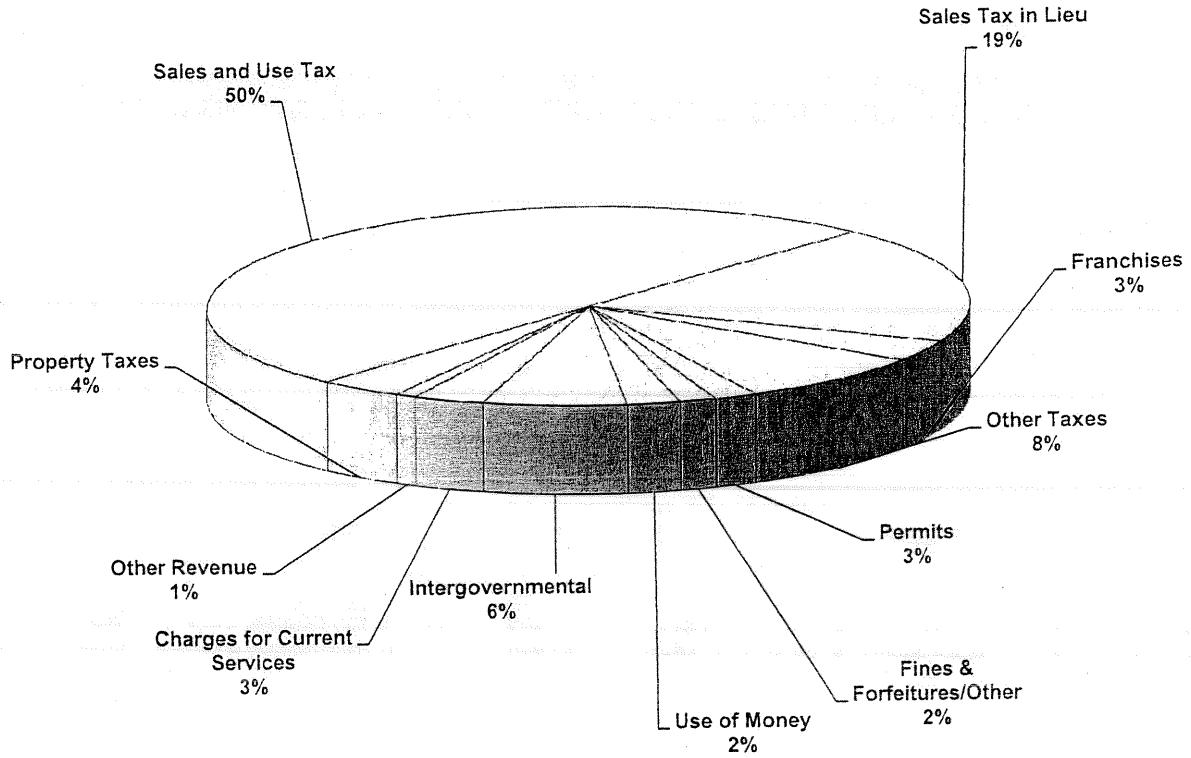
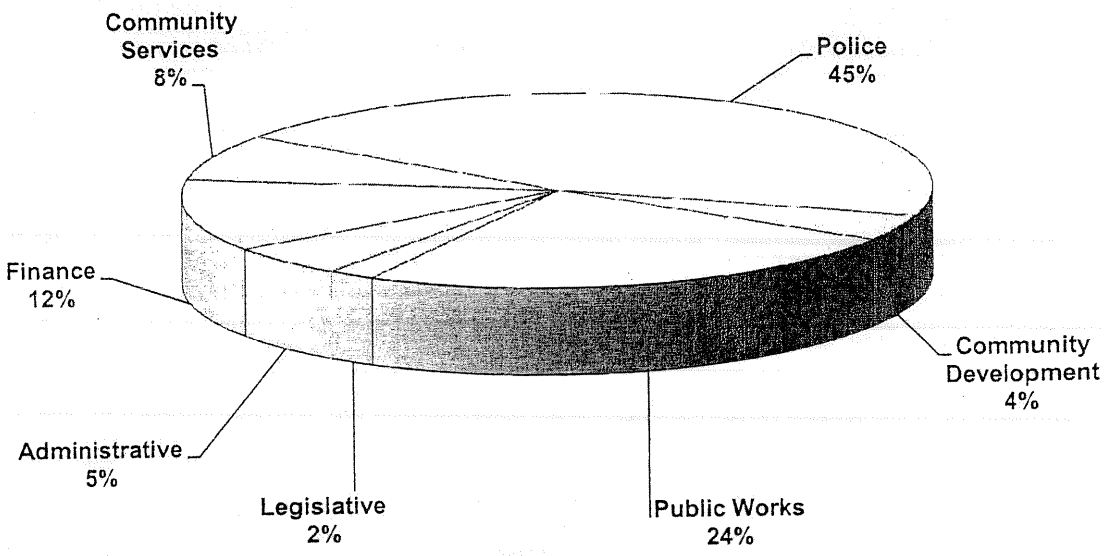
General Fund Revenues



Total Revenues $ 16,747,195

General Fund Expenditures



Total Expenditures $ 17,254,010

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 - Per Budget		3,761,602
	Increase in 2010-11 Year End Fund Balance over that projected in the 2011-12 Annual Budget		2,447,209
Less:	Carryover Appropriations from FY 2010-11		(356,561)
Less:	Transfers to Economic Uncertainties at Carryover		(1,000,000)
Less:	Net Mid Year Adjustments		(61,408)
	Adjusted Budgeted Fund Balance June 30, 2012		4,790,842
	Variance YTD from Budgeted Fund Balance June 30, 2011		1,029,240
RESERVES BY CATEGORY AT 6/30/2012			
	Accrued Employee Leave		400,000
	Reserve for Contingencies (Unassigned General Fund)		4,390,842
	Total Fund Balance Projected at June 30, 2012	$	4,790,842

ANALYSIS OF GENERAL FUND RESERVES
PROJECTED FOR JUNE 30, 2013

RESERVES AT 6/30/2012 - Per Mid Year Report		
	Accrued Employee Leave	$ 400,000
	Contingencies	4,390,842
	Total Fund Balance June 30, 2012	4,790,842
Add:	Estimated Revenues 2012-13	16,747,195
	Transfers In	728,100
	Total Sources	22,266,137
Less:	Budgeted Appropriations 2012-13	17,254,010
	Transfers Out	125,660
	Total Uses	17,379,670
	Projected Fund Balance June 30, 2013	4,886,467

RESERVES BY CATEGORY AT 6/30/2013-Estimated		
	Accrued Employee Leave	400,000
	Reserve for Contingencies	4,486,467
	Total Fund Balance	$ 4,886,467

Program Expenditures by Fund/Major Account Classification
Fiscal Year 2012-13

	Salary & Benefits	Maintenance & Operations	Capital Outlay	Costs Allocated	Total Budget
General Fund					
Legislative	238,410	118,230			356,640
Administration	592,840	315,850			908,690
Finance	1,363,467	702,643	10,000		2,076,110
Community Services	1,021,560	275,355		2,450	1,299,365
Police	6,706,050	1,024,810		(18,300)	7,712,560
Community Development	476,710	263,815		600	741,125
Public Works	1,455,990	2,695,000		8,530	4,159,520
Total General Fund	11,855,027	5,395,703	10,000	(6,720)	17,254,010
Special Revenue Funds					
HCDA Fund		12,982			12,982
Proposition A Fund	29,610	127,064			156,674
COPS Hiring Recovery Grant	114,000				114,000
Supplemental Law Enforcement	175,660				175,660
AQMD Trust		3,000			3,000
Proposition C		4,500			4,500
Landscape Maintenance Fund	3,200	51,188			54,388
Total Special Funds	322,470	198,734	-	-	521,204
Capital Projects Fund					
Capital Improvement Fund			7,489,000		7,489,000
Proprietary Funds					
Vehicle Replacement Fund	204,560	377,150		800	582,510
Water Fund	1,146,707	3,106,689		5,700	4,259,096
Total Proprietary Funds	1,351,267	3,483,839	-	6,500	4,841,606
Total Program Expenditures By Major Account	13,528,764	9,078,276	7,499,000	(220)	30,105,820

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

	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED * 2011-12	PROJECTED 2011-12	ADOPTED 2012-13
General Fund	15,927,980	15,760,643	16,985,760	16,429,500	17,254,010
HCDA Fund	225,691	66,510	301,330	183,297	12,982
Proposition A	139,025	141,419	156,054	156,054	156,674
COPS Technology Grant	173,690				
Justice Assistance Grant	5,821	6,517		8,022	
COPS Hiring Recovery Grant	26,729	109,351	113,400	108,940	114,000
DUI Checkpoint Grant		13,096		7,972	
TRAP Grant Fund					
Traffic Safety Grant	40,037	12,127			
OTS Avoid the 100	8,799	11,114		8,349	
OTS Click It or Ticket	4,458	4,044			
Domestic Preparedness Fund	19,620	137			
Supplemental Law Enfrcmt Grant	177,133	179,693	177,840	179,250	175,660
Law Enforcement Block Grant					
AQMD Trust Fund	2,488	2,488	3,000	3,000	3,000
Park Development Fund	33,263	36,369			
Traffic Impact Fee Fund					
Water Development Fund					
Housing Impact Fund					
Pipeline Removal Fund	20,866	9,873			
Proposition C Fund	2,458	2,458	4,500	4,500	4,500
Measure R Fund		8,759			
Spring Street Corridor JPA Fund					
Lighting & Landscape District	40,278	40,815	52,974	52,974	54,388
Capital Improvement Fund	1,672,168	1,665,201	9,305,904	2,648,997	7,489,000
Vehicle Replacement Fund	588,360	564,371	599,655	723,965	582,510
Water Utility Fund	4,022,425	4,272,587	4,048,411	3,991,541	4,259,096
TOTAL EXPENDITURES	23,131,289	22,907,572	31,748,828	24,506,361	30,105,820

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.

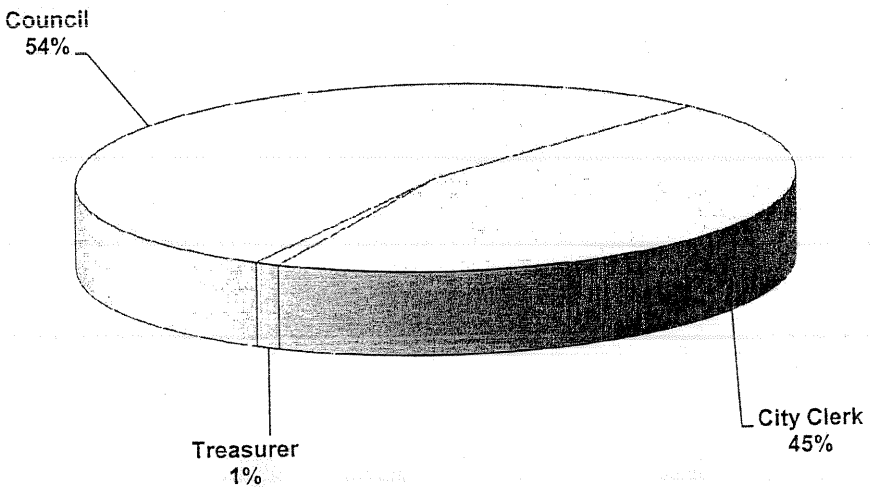
Departmental Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	204,110	239,610	239,610	224,911	238,410
Services & Supplies	110,941	91,425	99,289	92,430	125,730
Capital Outlay	0	0	0	0	0
Total Expenditure	315,051	331,035	338,899	317,341	364,140

Departmental Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
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
	7.850	7.850	7.850	7.850	7.850
Part-Time					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	**7.850**	**7.850**	**7.850**	**7.850**	**7.850**

Legislative Department Programs



General Fund	$	356,640
AQMD		3,000
Prop C		4,500
Net Cost		**$ 364,140**

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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

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	128,687	144,380	144,380	138,400	143,920
Services & Supplies	46,313	49,250	53,114	51,050	49,200
Capital Outlay	0	0	0	0	0
Total Expenditure	175,000	193,630	197,494	189,450	193,120

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
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
Part-Time					
	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)

		2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510	PERSONNEL EXPENSES					
110	SALARIES - PERMANENT	51,476	54,560	54,560	51,200	54,560
136	SALARIES - OT- PUBLIC WORK	312	500	500	300	500
170	PERS	8,141	8,320	8,320	8,200	7,690
171	FICA	2,330	2,550	2,550	2,700	2,550
175	CAR ALLOWANCE	12,000	12,000	12,000	12,000	12,000
180	OTHER EMPLOYEE BENEFITS	52,339	63,950	63,950	61,200	64,120
181	WELLNESS BENEFIT	2,089	2,500	2,500	2,800	2,500
	SUBTOTAL	128,687	144,380	144,380	138,400	143,920
515	SERVICES AND SUPPLIES					
211	TELEPHONE - CELLULAR	4,317	3,500	3,500	3,500	3,500
212	TELEPHONE - DSL	2,696	3,000	3,000	3,000	3,000
221	SUPPLIES - GENERAL	2,822	1,000	1,000	1,000	1,000
261	PERIODICALS	235	250	250	200	200
350	CONTRACT SERVICES - GEN'L					
387	PEDIATRIC HEALTH CARE					
415	COMMUNITY CELEBRATIONS					
420	MEETINGS	5,265	5,000	5,000	5,000	5,000
423	COUNCIL ACTIVITY - WILSON	2,850	2,500	2,500	2,500	2,500
424	COUNCIL ACTIVITY - HANSEN	451	2,500	2,500	2,500	2,500
426	COUNCIL ACTIVITY - FORESTE	2,381	2,500	2,500	2,500	2,500
427	COUNCIL ACTIVITY - WARD	2,162	2,500	2,500	2,500	2,500
429	COUNCIL ACTIVITY - NOLL	886	2,500	4,114	2,500	2,500
	SUBTOTAL - COUNCIL ACTIVITY	24,064	25,250	26,864	25,200	25,200
450	DUES & MEMBERSHIPS	22,281	23,000	25,250	25,350	23,000
452	CHILDREN'S HOSPITAL CARE					
490	MISCELLANEOUS	(32)	1,000	1,000	500	1,000
	SUBTOTAL	46,313	49,250	53,114	51,050	49,200
545	CAPITAL OUTLAY					
510	EQUIPMENT - GENERAL					
	SUBTOTAL	0	0	0	0	0
	TOTAL	**175,000**	**193,630**	**197,494**	**189,450**	**193,120**

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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)

Program Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	3,721	3,800	3,800	3,711	3,780
Services & Supplies	0	900	900	155	155
Capital Outlay					
Total Expenditure	3,721	4,700	4,700	3,866	3,935

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
City Treasurer	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000
Part-Time					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	**1.000**	**1.000**	**1.000**	**1.000**	**1.000**

Department: Legislative
Program: City Treasurer (020)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510 PERSONNEL EXPENSES					
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	11	100	100	11	80
SUBTOTAL	3,721	3,800	3,800	3,711	3,780
515 SERVICES AND SUPPLIES					
221 SUPPLIES - GENERAL		100	100		
420 MEETINGS		150	150		155
440 TRAINING		500	500		
450 DUES & MEMBERSHIPS		150	150	155	
SUBTOTAL	0	900	900	155	155
TOTAL	3,721	4,700	4,700	3,866	3,935

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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 Successor 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.
5. Administer the 2013 municipal election.

Funding Source:

General Fund

Department: Legislative
Program: City Clerk (040)

Program Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	71,702	91,430	91,430	82,800	90,710
Services & Supplies	59,683	33,775	37,775	33,725	68,875
Capital Outlay	0	0	0	0	0
Total Expenditure	131,384	125,205	129,205	116,525	159,585

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
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
	1.600	1.600	1.600	1.600	1.600
Part-Time					
	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)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	44,485	54,100	54,100	51,400	54,190
130 SALARIES - OVERTIME	16	1,000	1,000	500	1,000
170 PERS	8,894	10,540	10,540	9,600	9,770
171 FICA	3,261	4,080	4,080	4,000	4,090
180 OTHER EMPLOYEE BENEFITS	15,046	21,710	21,710	17,300	21,660
SUBTOTAL	71,702	91,430	91,430	82,800	90,710
515 SERVICES AND SUPPLIES					
221 SUPPLIES - GENERAL	80	400	400	400	400
261 PERIODICALS		100	100	100	100
301 ADVERTISING	2,491	3,500	5,500	5,000	4,000
320 EQUIPMENT MAINTENANCE		150	150	100	150
350 CONTRACT SERVICES - GEN'L	20,538	24,000	24,000	24,000	24,000
381 RECORDS MANAGEMENT	1,764	2,000	4,000	2,000	2,000
414 ELECTIONS	33,921	1,000	1,000		35,600
420 MEETINGS	40	500	500		500
440 TRAINING	440	1,000	1,000	1,000	1,000
450 DUES & MEMBERSHIPS	410	1,125	1,125	1,125	1,125
SUBTOTAL	59,683	33,775	37,775	33,725	68,875
545 CAPITAL OUTLAY					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	**131,384**	**125,205**	**129,205**	**116,525**	**159,585**

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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.

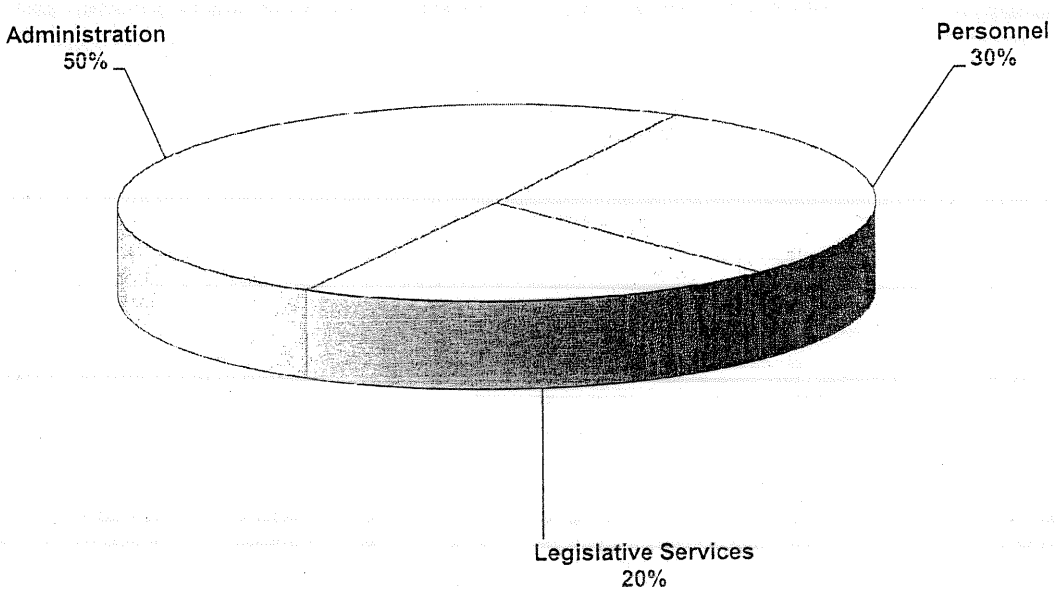
Departmental Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	378,223	531,760	531,760	500,010	592,840
Services & Supplies	292,831	277,850	291,348	275,380	315,850
Capital Outlay	0	0	0	0	0
Total Expenditure	671,054	809,610	823,108	775,390	908,690

Departmental Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
City Manager	0.480	0.480	0.480	0.480	0.980
Deputy City Manager	0.750	0.750	0.750	0.750	1.000
Redevelopment Manager					1.000
Assistant to the City Manager/Personnel	0.900	0.900	0.900	0.900	0.950
Executive Assistant/Deputy City Clerk	0.350	0.350	0.350	0.350	0.400
Administrative Assistant	0.650	0.650	0.650	0.650	0.800
	3.130	3.130	3.130	3.130	5.130
Part-Time					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	**3.130**	**3.130**	**3.130**	**3.130**	**5.130**

Administrative Department Programs



Total Budget $ 908,690

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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 Successor Agency. Formulate policy and legislative recommendations.

Objectives

1. Monitor State Legislative impacts on issues affecting local financing, housing, land use, etc.
2. Develop a budget strategy that responds to State and local economic conditions.
3. Serve in an administrative capacity to the Successor Agency and Oversight Committee and work with the County and State in the windup of the former Signal Hill Redevelopment Agency.
4. Develop and maintain low and moderate income housing opportunities based on available funding.
5. Oversee and coordinate the completion of construction documents for the new Signal Hill library.
6. Manage the City budget to respond to changing economic conditions.
7. Represent City at various Council of Government, League of California Cities, and other regional forums.
8. Coordinate implementation of updated strategic plan.
9. Coordinate City involvement in NPDES and water related issues .
10. Complete construction and move into the new police department.
11. Respond to Council/Citizen requests within 24 hours.
12. Monitor and apply for grants where eligible.

Funding Source:

General Fund

Department: Administration

Program: Program Administration (050)

Program Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	183,811	256,060	256,060	252,550	319,900
Services & Supplies	91,487	117,000	117,000	117,080	130,000
Capital Outlay					
Total Expenditure	275,299	373,060	373,060	369,630	449,900

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
City Manager	0.280	0.280	0.280	0.280	0.780
Deputy City Manager	0.350	0.350	0.350	0.350	0.600
Redevelopment Manager					1.000
Assistant to the City Manager/Personnel	0.300	0.300	0.300	0.300	0.350
Executive Assistant/Deputy City Clerk	0.250	0.250	0.250	0.250	0.300
Administrative Assistant	0.250	0.250	0.250	0.250	0.400
	1.430	1.430	1.430	1.430	3.430
Part-Time					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	**1.430**	**1.430**	**1.430**	**1.430**	**3.430**

Department: Administration
Program: Program Administration (050)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	128,845	175,370	175,370	175,370	220,960
130 SALARIES - OVERTIME	22				
170 PERS	25,466	34,160	34,160	30,000	39,830
171 FICA	15,921	13,710	13,710	14,310	18,450
175 CAR ALLOWANCE	773	1,260	1,260	1,260	1,440
180 OTHER EMPLOYEE BENEFITS	11,912	29,810	29,810	29,860	37,470
181 WELLNESS BENEFIT	873	1,750	1,750	1,750	1,750
SUBTOTAL	183,811	256,060	256,060	252,550	319,900
515 SERVICES AND SUPPLIES					
211 TELEPHONE - CELLULAR	838	900	900	900	900
221 SUPPLIES - GENERAL	44	500	500	500	500
235 GASOLINE	1,435	1,500	1,500	1,500	1,500
261 PERIODICALS	569	250	250	330	250
301 ADVERTISING		200	200	200	5,200
310 SOFTWARE PURCHASES					
320 EQUIPMENT MAINTENANCE		150	150	150	150
337 VEHICLE & MAJOR EQPMNT RI	15,048	15,000	15,000	15,000	15,000
339 CAR WASH AND DETAIL SERV	145	150	150	150	150
350 CONTRACT SERVICES - GEN'L	1,920	2,500	2,500	2,500	2,500
355 LEGAL SERVICES	70,335	90,000	90,000	90,000	90,000
420 MEETINGS	1,153	2,000	2,000	2,000	2,000
439 MEDIA SERVICES & ADV		2,000	2,000	2,000	10,000
450 DUES & MEMBERSHIPS		1,850	1,850	1,850	1,850
SUBTOTAL	91,487	117,000	117,000	117,080	130,000
TOTAL	**275,299**	**373,060**	**373,060**	**369,630**	**449,900**

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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

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	74,880	126,550	126,550	112,500	125,350
Services & Supplies	87,554	60,900	60,900	60,850	60,900
Capital Outlay					
Total Expenditure	162,434	187,450	187,450	173,350	186,250

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
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
Part-Time					
	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)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	54,912	86,940	86,940	84,400	87,040
130 SALARIES - OVERTIME	22				
170 PERS	10,943	16,930	16,930	14,700	15,690
171 FICA	3,325	6,670	6,670	4,100	6,780
175 CAR ALLOWANCE	653	1,080	1,080	1,100	1,080
180 OTHER EMPLOYEE BENEFITS	5,025	14,930	14,930	8,200	14,760
SUBTOTAL	74,880	126,550	126,550	112,500	125,350
515 SERVICES AND SUPPLIES					
221 SUPPLIES	1,543	2,000	2,000	2,000	2,000
261 PERIODICALS		100	100	100	100
305 NEWSLETTER	18,615	24,000	24,000	24,000	24,000
350 CONTRACT SERVICES - GEN'L	24,000	24,000	24,000	24,000	24,000
413 HISTORICAL PRESERVATION		150	150	150	150
420 MEETINGS		250	250		250
439 MEDIA SERVICES & ADVERTIS	43,257	10,000	10,000	10,000	10,000
440 TRAINING	138	200	200	400	200
450 DUES AND MEMBERSHIPS		200	200	200	200
SUBTOTAL	87,554	60,900	60,900	60,850	60,900
TOTAL	162,434	187,450	187,450	173,350	186,250

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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, conduct related training and provide required safety equipment.
5. Ensure annual CPR & AED training for all Floor Wardens and other City Staff.
6. Provide succession planning and training
7. Provide all employees with an Employee Handbook on computer disc.
8. Prepare for negotiations on successor MOUs with SHEA and POA.
9. Coordinate with the Public Works Department the acquisition of on-line program for Material Safety Data Sheets.
10. Coordinate with the Finance Department the OPEB Actuarial Study.
11. Develop on-line employee evaluation tracking program.

Funding Source:

General Fund

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

Program Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	119,531	149,150	149,150	134,960	147,590
Services & Supplies	113,790	99,950	113,448	97,450	124,950
Capital Outlay					
Total Expenditure	233,321	249,100	262,598	232,410	272,540

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
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
Part-Time					
	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)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	86,495	102,440	102,440	99,000	102,500
120 SALARIES - TEMPORARY					
130 SALARIES - OVERTIME	13				
170 PERS	17,089	19,950	19,950	17,800	18,470
171 FICA	6,120	8,290	8,290	6,500	8,350
172 PARS					
175 CAR ALLOWANCE	208	360	360	360	360
180 OTHER EMPLOYEE BENEFITS	9,607	18,110	18,110	11,300	17,910
SUBTOTAL	119,531	149,150	149,150	134,960	147,590
515 SERVICES AND SUPPLIES					
221 SUPPLIES - GENERAL	409	450	450	250	450
301 ADVERTISING	3,690	4,000	4,000	3,000	4,000
320 SOFTWARE PURCHASES	3,600	3,600	3,600	3,600	3,600
342 MEDICAL SERVICES	6,587	9,000	9,000	9,000	9,000
343 PERSONNEL TESTING	2,419	2,500	2,500	2,000	2,500
350 CONTRACT SERVICES - GEN'L	29,196	2,500	6,404	2,500	27,500
355 LEGAL SERVICES	55,326	54,000	54,000	54,000	54,000
410 EMPLOYEE RECOGNITION	7,015	10,000	12,985	9,000	10,000
420 MEETINGS	462	400	400	400	400
421 COMMISSION MEETINGS	1,637	3,000	4,863	2,500	3,000
440 TRAINING	739	500	500	500	500
441 CITY GENERAL TRAINING	2,612	7,500	10,181	7,500	7,500
442 SAFETY PROGRAM	100	2,000	3,665	3,000	2,000
450 DUES & MEMBERSHIPS		500	900	200	500
SUBTOTAL	113,790	99,950	113,448	97,450	124,950
TOTAL	233,321	249,100	262,598	232,410	272,540

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Department: Finance

Department Description

The Finance Department is responsible for the fiscal affairs and overall financial management of the City. 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 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.

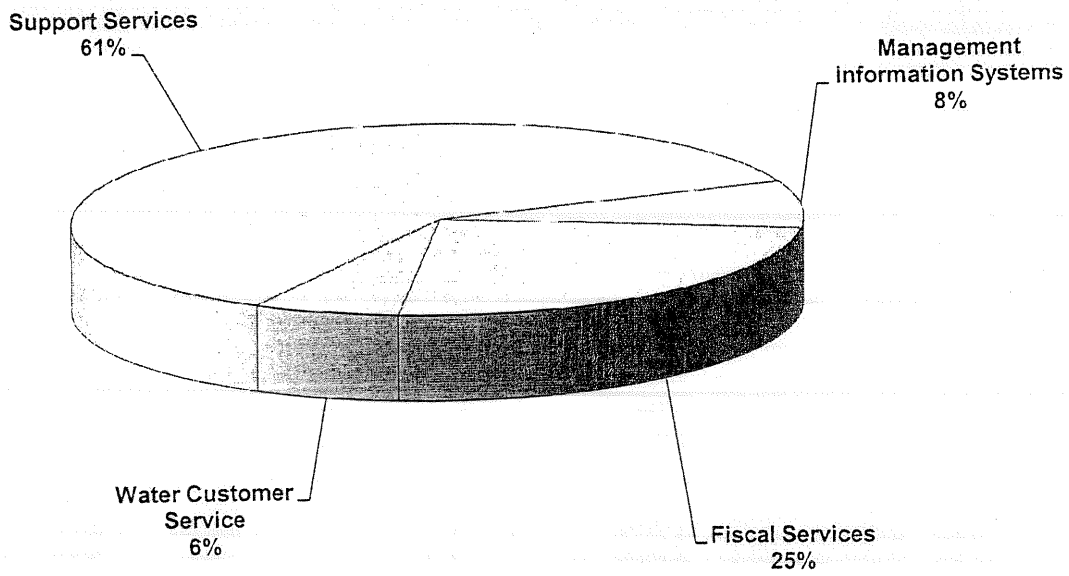
Departmental Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	1,220,879	1,282,370	1,372,370	1,289,670	1,298,194
Services & Supplies	965,213	922,150	967,798	836,850	912,356
Capital Outlay	13,528	10,000	10,000	10,000	10,000
Total Expenditure	2,199,620	2,214,520	2,350,168	2,136,520	2,220,550

Departmental Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
Director of Finance	0.680	0.680	0.680	0.680	0.930
Accounting Manager	0.850	0.850	0.850	0.850	0.950
Accountant	0.900	0.900	0.900	0.900	1.000
Senior Account Specialist	0.800	0.800	0.800	0.800	0.900
Account Specialist	1.000	1.000	1.000	1.000	1.000
	4.230	4.230	4.230	4.230	4.780
Part-Time					
Account Specialist	0.438	0.438	0.438	0.438	
	0.438	0.438	0.438	0.438	0.000
Total Staffing	**4.668**	**4.668**	**4.668**	**4.668**	**4.780**

Finance Department Programs



General Fund	$ 2,076,110
Water Customer Service	144,440
Total Budget	**$ 2,220,550**

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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.

Funding Source:

General Fund

Department: Finance
Program: Support Services (150)

Program Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	799,504	708,710	798,710	798,710	723,610
Services & Supplies	722,184	661,150	661,150	575,050	626,550
Capital Outlay	0				
Total Expenditure	1,521,688	1,369,860	1,459,860	1,373,760	1,350,160

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
Account Specialist	0.100	0.100	0.100	0.100	0.100
Accountant	0.011	0.011	0.011	0.011	0.011
	0.111	0.111	0.111	0.111	0.111
Part-Time					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	**0.111**	**0.111**	**0.111**	**0.111**	**0.111**

Department: Finance
Program: Support Services (150)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	5,502	5,680	5,680	5,680	5,680
170 PERS	1,112	1,110	1,110	1,110	1,020
171 FICA	452	430	430	430	430
180 OTHER EMPLOYEE BENEFITS	1,614	1,490	1,490	1,490	1,480
182 RETIREE MEDICAL BENEFIT	640,824	550,000	640,000	640,000	640,000
183 TRUST DEP - OPEB	150,000	150,000	150,000	150,000	75,000
SUBTOTAL	799,504	708,710	798,710	798,710	723,610
515 SERVICES AND SUPPLIES					
210 TELEPHONE	59,246	48,000	48,000	60,000	48,000
220 POSTAGE	23,452	23,000	23,000	23,000	23,000
221 SUPPLIES - GENERAL	19,828	23,000	23,000	20,000	23,000
235 GASOLINE	303	300	300	300	300
320 EQUIPMENT MAINTENANCE	5,536	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	37,230	41,500	41,500	41,500	41,500
339 CAR WASH AND DETAIL SERVICE		50	50		50
350 CONTRACT SERVICES - GEN'l	4,116	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	473,316	315,000	315,000	315,000	315,000
487 COUNTY ADMIN COST	58,079	64,600	64,600	64,600	65,000
490 MISCELLANEOUS	39,422	135,000	135,000	40,000	100,000
SUBTOTAL	722,184	661,150	661,150	575,050	626,550
545 CAPITAL OUTLAY					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	**1,521,688**	**1,369,860**	**1,459,860**	**1,373,760**	**1,350,160**

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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)

Program Budget Summary

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	153,659	164,200	202,348	164,200	164,200
Services & Supplies	13,528	10,000	10,000	10,000	10,000
Capital Outlay					
Total Expenditure	167,187	174,200	212,348	174,200	174,200

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
	0.000	0.000	0.000	0.000	0.000
Part-Time					
	0.000	0.000	0.000	0.000	0.000
Total Staffing	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**

Department: Finance
Program: Management Information Systems (170)

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
515 SERVICES AND SUPPLIES					
221 SUPPLIES - GENERAL	5,977	9,000	16,679	9,000	9,000
261 PERIODICALS					
310 SOFTWARE PURCHASES	2,115	8,000	24,810	8,000	8,000
315 SOFTWARE MAINTENANCE	29,693	35,000	45,000	35,000	35,000
320 EQUIPMENT MAINTENANCE	826	1,500	5,159	1,500	1,500
350 CONTRACT SERVICES - GEN'l	114,342	110,000	110,000	110,000	110,000
440 TRAINING	705	700	700	700	700
SUBTOTAL	153,659	164,200	202,348	164,200	164,200
545 CAPITAL OUTLAY					
510 EQUIPMENT - GENERAL	13,528	10,000	10,000	10,000	10,000
SUBTOTAL	13,528	10,000	10,000	10,000	10,000
TOTAL	167,187	174,200	212,348	174,200	174,200

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Department: Finance
Program: Fiscal Services (190)

Program Description

The Fiscal Services program administers the financial operations of the City. It includes service delivery to both the public and internally to all City departments. Accounts Receivable, accounts payable, business licensing, financial reporting, and budgeting for the City is 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

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Salary & Benefits	329,070	471,320	471,320	389,500	475,657
Services & Supplies	49,032	53,650	61,150	54,450	76,093
Capital Outlay					
Total Expenditure	378,102	524,970	532,470	443,950	551,750

Program Staffing Levels

	2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
Full-Time					
Director of Finance	0.680	0.680	0.680	0.680	0.930
Accounting Manager	0.850	0.850	0.850	0.850	0.950
Accountant	0.889	0.889	0.889	0.889	0.989
Senior Account Specialist	0.800	0.800	0.800	0.800	0.900
Account Specialist	0.900	0.900	0.900	0.900	0.900
	4.119	4.119	4.119	4.119	4.669
Part-Time					
Account Specialist	0.438	0.438	0.438	0.438	
	0.438	0.438	0.438	0.438	0.000
Total Staffing	**4.557**	**4.557**	**4.557**	**4.557**	**4.669**

Department: Finance
Program: Fiscal Services (190)

		2010-2011 Actual	2011-2012 Budgeted	2011-2012 Revised	2011-2012 Estimated	2012-2013 Adopted
510	PERSONNEL EXPENSES					
110	SALARIES - PERMANENT	210,175	300,040	300,040	240,000	321,580
120	SALARIES - TEMPORARY	21,933	20,850	20,850	40,000	
130	SALARIES - OVERTIME	1,999	300	300	2,000	300
170	PERS	42,101	58,450	58,450	44,000	57,960
171	FICA	17,287	24,660	24,660	20,000	24,877
172	PARS	25			300	
175	CAR ALLOWANCE	1,473	2,450	2,450	2,450	2,450
180	OTHER EMPLOYEE BENEFITS	33,325	63,820	63,820	40,000	67,740
181	WELLNESS BENEFIT	750	750	750	750	750
	SUBTOTAL	329,070	471,320	471,320	389,500	475,657
515	SERVICES AND SUPPLIES					
221	SUPPLIES - GENERAL	3,826	6,000	11,000	6,000	6,000
261	PERIODICALS	405	100	100	100	100
320	EQUIPMENT MAINTENANCE		400	400	600	400
350	CONTRACT SERVICES - GEN'l	16,193	20,000	22,500	20,000	42,443
359	AUDITING SERVICES	26,950	25,500	25,500	25,500	25,500
420	MEETINGS	25	350	350	350	350
440	TRAINING	765	700	700	1,100	700
450	DUES & MEMBERSHIPS	869	600	600	800	600
	SUBTOTAL	49,032	53,650	61,150	54,450	76,093
	TOTAL	378,102	524,970	532,470	443,950	551,750

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