



**CITY OF SIGNAL HILL
CALIFORNIA**

**ANNUAL BUDGET
FOR THE FISCAL YEAR
2013-2014**

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Mayor

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Vice Mayor

LARRY FORESTER
Councilmember

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Submitted by:

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CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

June 28, 2013

MEMORANDUM

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

**FROM: KENNETH FARFSING
CITY MANAGER**

SUBJECT: FISCAL YEAR 2013-2014 BUDGET

We are pleased to present a balanced budget for the upcoming Fiscal Year 2013-2014 operational and capital budgets. The Budget document represents staff's best efforts in identifying and calculating estimated financial resources available to the community. It also attempts to allocate scarce resources in a way that focuses on the most critical needs and priorities of the community as determined by the City Council and goals and strategies in the Strategic Plan.

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. Staff has made conservative revenue projections to account for the unknown impacts of a major sales tax producer transitioning to an e-commerce center. Also, the State's challenges with paying its enormous debts and possible money grabs to take away more local funding were kept in mind while developing the city budget. The city should still maintain caution as we move forward into FY 2013-2014.

A city's capacity to effectively deliver basic day-to-day service to its residents and businesses, fundamentally affects whether residents can live in a healthy, safe, and fulfilling manner. Local governments are at the forefront in providing these basic services – for example; governance and establishing local laws and codes, police services to serve and protect residents and businesses, assistance in a fire or medical emergency, delivering clean water, providing recreational, social, and learning opportunities for residents, assuring the safety of existing and new buildings located in the city, building and maintaining infrastructure and public buildings, activating emergency operations to provide incident command if necessary, and maintaining local

roads for the orderly movement of people and things. Therefore, how local government is funded, and how well they are funded in order to carry out this mission, is vital.

To meet these public duties cities must manage and allocate millions of dollars each year, employ staffs, negotiate and manage contracts, and build and operate public facilities, among other obligations, and do all this within a setting that must be continually open, transparent, and accessible to the public.

Money for delivering local government services in California is raised largely through an intricate system of taxes and fees – a finance system that is complicated and unique. That unique nature of the system is due to many factors of law, history, and culture, including state constitution provisions enacted by voters that prescribe strict limits on how municipalities can raise revenues – and even how they can spend their money. In addition, recurring financial crises in the state government have had vast repercussions at the local level, further stressing municipal revenues and services.

How local governments decide to use their limited resources leads to a complicated intersection of public policy, community planning, and budgeting. The heart of the matter is in fact the ongoing work to balance limited revenues with public demand for costly and often vital services and facilities.

Overall Economic Outlook

After four years of an extremely challenging economic environment, it appears that the long awaited economic recovery has finally arrived. On a national level, renewed consumer confidence is being exemplified by increased demand for automobiles, appliances and consumer goods. In the California housing market, statewide foreclosures are at their lowest levels since the first quarter of 2007.

Federal, state, and regional economies continue to improve slowly. There are some signs of improvement in the local economy as well, but revenue growth will be slow. Sales Tax and property tax revenues combined account for 70% of all General Fund revenues. Housing values are rebounding and retail sales are increasing. These factors will positively impact local revenues in the next year.

The impacts of the Great Recession can be seen in the city's budgets over the last four years. The Council has adopted conservative budgets, with a total of 6% in expenditure reductions creating \$1.2 million in savings. The City Council adopted salary cost of living (COLA) and merit freezes and employees are now contributing to their PERS pension plan as well as their retirement medical plan. A one-time merit increase was granted in May 2013 to employees that were eligible.

There has been an increase in auto sales with the end of the Great Recession. The substantial increase in sales from the car dealerships is especially important since a significant portion of sales tax revenue is generated from the sale of new autos. Pent up demand, combined with historically low interest rates and easy credit, generated

substantial sales gains in 2012. Year-over-year gains are expected to moderate in 2013 and 2014 as pent-up demand cools and consumers trend towards less expensive, more fuel efficient vehicles.

California fuel consumption is dropping at almost twice the rate as the nation as a whole. Refineries have been offsetting this trend by exporting their product to Central and South America. Even so, increased supplies and refinery production coupled with the continued trend toward more fuel efficient vehicles should put downward pressure to stabilize prices in 2013. In Signal Hill this will result in a decrease in sales tax revenue and a decrease in revenue from oil barrel taxes. Oil production is directly linked to demand for gasoline. Production decreases when gasoline prices decline.

The residential real estate market hit its stride at the end of 2012. Existing home sales were up more than 7.5% in 2012. Sales would have climbed higher, but didn't due to a lack of inventory, which the California Association of Realtors puts at its lowest level since the peak of the housing bubble in 2005. With only 3.6 months of supply at the current pace of home sales, interest rates hovering near historic lows and an economy that is picking up steam, increasing sales are expected to continue into 2013 and 2014.

Rising home sales amidst very tight inventory has led to solid price appreciation in recent months. At the end of 2012, the median sales price of an existing single-family home in California increased 33.4% from their trough during the second quarter of 2009. The current forecast calls for continued growth in home prices for 2013 and 2014, before settling down in 2015.

Home construction is showing signs of recovery in some regions of the state. Costs of building materials are also beginning to rise although sales tax revenues from sale of building supplies are not expected to reach previous levels for another two years.

Quick-service and high end restaurants are showing strong recovery although mid-priced casual dining chains are continuing to post declines. The growing trend toward eating more meals out and stepped up travel spending are expected to produce additional sales tax growth in coming quarters.

There are signs of the economic recovery in our budget as well. Economists at Cal State Long Beach describe the economy for 2013 as a "healthy economy – not a robust economy." Economists from Beacon Economics based in Los Angeles County predict a 3.2% GDP growth at the national level, with 1.7 % California job growth in 2013-14 and continued healthy job formation in 2013 and 2014. They see modest job growth in our region. They are also predicting 3.8% statewide sales tax growth.

General Fund Overview of Fiscal Year 2013-2014 budget

Despite the good economic news, the City Council wisely adopted conservative FY2013-14 revenue projections. The FY2013-14 budget is a balanced budget. The adopted budget produces a projected net surplus of \$20,179 when one time expenditures and carryovers are taken out of the calculation. This year's budget continues the 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:

- Requires that City employees continue contributing 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 80% 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

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs which are not paid through other funds.

Budget Uncertainties

The California Public Employees Retirement System (CalPERS) is raising rates on employers to backfill investment portfolio losses, effective FY 2013-14. Additionally, on April 17, 2013, CalPERS adopted new actuarial policies that will increase employer rates beginning FY 2015-16. The new policies front loads employer contributions toward unfunded liabilities over a shorter, five-year period to ensure that payments are not deferred indefinitely. Employer contribution rates will increase significantly over the next decade with the sharp increase the first five years from 2015-2020, and increase much less dramatically during the second five-year period from 2020-2025. The projected total increase in the employer PERS costs for the first five-year period is projected to be \$600,000.

The City is going to need to continue to build the Pension Reserves Fund (PERS Reserve) with employee contributions, and City contributions, as a result of the new CalPERS policies and our budget cannot be reasonably expected to absorb additional cost increases.

General Fund Revenues

FY 2013-14 General Fund operating revenues are estimated at \$16,990,760, a slight increase of \$243,565 or 1.4% more than the FY 2012-13 amended operating revenue budget of \$16,747,195.

General Fund Operating Revenues Estimated for FY 2013-14

Property Taxes	722,480
Sales and Use Taxes	11,548,830
Other Taxes (Oil Barrel Tax, Franchise Tax, etc.)	1,880,000
User Permits	301,410
Fines & Forfeitures	237,200
Use of Money & Property	663,000
Intergovernmental - State	941,110
Intergovernmental - County	40,000
Intergovernmental - Federal	10,000
Charges – Additional Services	623,130
Other Revenues	23,600
General Fund Operating Revenues	\$16,990,760

General Fund Non - Operating Revenues Estimated for FY 2013-14

Transfers In	600,881
Use of One-time Monies	411,852
General Fund Non- Operating Revenues	\$1,012,733

Total General Fund Operating Revenues	\$18,003,493
----------------------------------------------	---------------------

Sales Tax

The bottom of the local sales tax declines happened in FY 2009-10 and has been slowly rebounding since then. Signal Hill sales tax revenues declined by \$2.4 million, or 28%, at the lowest point of the recession.

The projection of sales tax revenues is dependent on volatile consumer trends and consumers make up 75% of the economy. Said a different way, if consumers are robustly spending there is an expansion in the economy. If consumers cut back or don't spend then there is a contraction in the economy which can lead to a recession.

Starting on July 1, 2004, the State implemented a funding maneuver known as the Triple Flip. Local sales and use tax revenues were decreased and the money went to the State instead. The County Auditor, in each county, uses property tax revenues to reimburse the county and cities sales tax within the county. They set aside some funds

from the County Educational Revenue Augmentation Fund and place them in a Sales and Use Tax Compensation Fund. In January and May of each year, the State Director of Finance instructs County Auditors to allocate revenues from this Sales Tax Compensation Fund to the county and to the cities within the county.

Since a portion of the County Educational Revenue Augmentation Fund is set aside to offset sales and use tax losses, schools receive less revenue from county property taxes. The State of California then uses state General Fund revenues to protect the minimum-funding guarantee of Proposition 98.

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.

An increase of \$510,000 over FY 2012-13 budget was recommended by our sales tax consultant. However, due to the uncertainty of the results of a venture with a major sales tax producer in the City, management reduced the sales tax projection by \$700,000 as a cautionary measure.

Sales Tax

	07-08 Actual	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Projected	13-14 Adopted
Sales Tax	9,198,236	8,348,000	6,870,747	7,036,500	8,311,016	8,874,800	8,345,900
Sales Tax In Lieu	3,368,898	2,999,148	2,033,263	2,256,500	2,529,028	3,051,500	3,202,930
Total	12,567,134	11,347,148	8,904,010	9,293,000	10,840,044	11,629,284	11,548,830
% Change	9%	(10%)	(22%)	5%	14%	7%	(.69%)

Projected increases or decreases in the economic sectors, producing sales tax for the City, ranges from -4.0% decrease to 5% increase for next budget year, onetime adjustments and true ups. FY 2013-14 projected economic adjustment increases/decreases to sales tax are:

Category	% Increase/Decrease
Autos and Transportation	6%
Business & Industry	4.5%
General Consumer Goods	3.0%
State and County Pools	5.0%
Building & Construction	5.0%
Restaurants & Hotels	4.0%
Fuel & Service Stations	(4.0%)
Food & Drugs	3.5%

Property Tax

The County of Los Angeles levies a tax of 1% on the assessed valuation of property within the County. The City of Signal Hill receives approximately a 6.78% share of this 1% levy for property located within the City limits. That means that for every dollar of assessment the City of Signal Hill receives 6.78 cents. The amounts received would typically be higher; however, in 1992 the State, facing another serious deficit position, enacted legislation which shifted partial financial responsibility for funding education to local government (cities, counties and special districts). The State did this by instructing county auditors to shift the allocation of local property tax revenues from local government to Educational Revenue Augmentation Funds (ERAFs), directing that specified amounts of city, county and other local agency property taxes be deposited into these funds to support schools.

Property Taxes are conservatively budgeted at \$146,490 more than last year's level.

Oil Production Barrel Tax

The rate per barrel is based on the Producers Price Index and is currently at \$0.99 cents per barrel. This year's budget for oil production taxes is the same as FY 2012-13. This net zero effect is due to an increase in the CPI inflator and the anticipated decrease of gas prices for FY 2013-14. (See above) Oil production decreases when gas prices go down.

Transfer Station

FY 2013-14 is the first year that the City will realize a full year's revenue from the EDCO Transfer Station. Revenues of \$130,000 from the Transfer Station were recognized in the adopted budget.

User Fees for Special Services

User fees and charges are considered "beneficiary charges" which are defined as payments made by consumers in direct exchange for government services received. User Fees are only charged to those who are requesting additional services from the City. User fees are charged by the City to fully recover the costs of providing specialized services, so that tax payers, who are not utilizing the service, do not have to bear the burden of providing the specialized service. User fees and charges are payments for publicly provided services that benefit individuals and exhibit "public good" characteristics. They include fees such as recreational fees, building permit fees and engineering fees.

The California Constitution allows municipalities to recover the "costs reasonably borne" for all services provided to the community. The fee schedule is based on the additional amount of time it takes to process one fee for service. Tasks and time are identified for processing each fee.

The process utilized by staff in the evaluation and determination of fees and adjustments to existing user fees and new user fees included the following:

- Services and activities appropriate for the user fee structure were identified.
- Cost data was collected for all existing and user fees under consideration in the user fee schedule utilizing current salary and fringe benefit rates.
- Each service was reviewed for possible streamlining so that the cost to provide each service could be reduced to the lowest level possible.

Development fees cover the cost of inspection, plan retention, record keeping, materials investigation, special inspection management and overhead of the Building, Planning and Engineering divisions. The City's development revenues have been impacted by the recession due to the slowdown in the building and construction sector of the economy. Future recovery in this revenue source is heavily dependent upon a return of development to the City.

The City Council adopted a change to the rental fees for all picnic shelters in the City. Resident fees for picnic shelters were decreased, while non-resident fees were increased. Additionally, in order to rent public buildings, it will now be necessary to pay a fee that will purchase event liability insurance from the City's insurance carrier. Insurance coverage is also required, at a cost of \$85, to operate jumpers and bounce houses on City property. The event liability insurance charge is to sufficiently recover the cost borne by the City.

A children's birthday party package will now be available for a fee during the school year, for 24 guests, that includes invitations, decorations, games, a cake, rental of the Community Center, and clean up. Inter-library loan materials will now be free instead of paying a \$2 charge, and the rental charge for entertainment materials is being reduced to a dollar. Finally the cost of providing emergency kits for purchase by the public has risen, so the price is being increased to fully recover the cost to the City. This produces a minimal General Fund fee increases in the Community Services Department.

Non-Operating Revenues

It is prudent to use one time revenue monies, otherwise known as non-operating revenues, only on one-time expenditures or to increase reserves. The General Fund has received one time monies, known as non-operating revenue, of \$302,908 for settlement of a lawsuit against LA County concerning overcharging for property tax administration fees. It is also anticipated that the \$355,977 (plus interest) Prop 1A borrowing repayment by the State will be completed the first part of June 2013. \$411,852 of this one-time windfall is being used to fund non-operating decision package requests for FY 2013-14.

General Fund Expenditures

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.

This past year, employees continued to contribute more to retirement costs. Although the number of full time employees budgeted remained at 107 employees, substantial savings from unfilled positions contributed towards reduction in costs. Adopted FY 2013-14 operating expenditures of \$17,866,234 were budgeted \$47,805 higher than the amended budgeted operating expenditures of \$17,818,429 for the current FY 2012-13.

The following items are noted as items that impact the FY 2013-14 adopted budget expenditures:

- \$75,000 is budgeted for the June 2014 citizen initiative election. There is an anticipated increase of \$39,400 more than what the City Clerk would normally budget for a regular municipal election. Legal costs of \$20,000 and additional election costs of \$19,400 are included in the increase.
- An increase of \$161,000 in personnel costs which were previously absorbed by the former Redevelopment Agency and Successor Agency.
- The attorney fees, from the law firm of Aleshire and Wynder that represents the City, are moderately increasing. It has been 6 years since Aleshire and Wynder has raised their rates. Council gave staff direction at the public budget workshop on May 29, 2013 to survey other surrounding cities to ascertain the market rate for legal services. The cities surveyed by staff were Whittier, Irvine, Duarte, Seal Beach, and Manhattan Beach. The new Aleshire and Wynder rates are comparable to what these cities are paying for legal fees.

Based upon Aleshire and Wynder's proposed "General" rate of \$180 per hour beginning July 1, 2013 for the first 50 hours, Signal Hill would pay the lowest rate compared to the cities surveyed. The adopted budget was not amended for the increase in rates. Staff believes that the legal service amounts in the budget are adequate to absorb the rate increase.

- There is an increase in the premium for the Workers' Compensation program that is administered by the Joint Powers Insurance Authority (JPIA) for FY 2013-14. The total of the increase is \$112,500 and is spread out among several funds based on employee category in the workers' comp program.
- Completion and decreases in projected building projects in the City reduced all the division budgets in Community Development.

- Environmental Services (530) is included in the adopted budget to allow for NPDES/ TMDL's obligations that the City is required to meet.
- One park maintenance worker position and a police records clerk, that were included in the FY 2012-13 budget, are funded in the FY 2013-14 budget for a total of \$92,000. These positions had been previously unfilled due to the hiring freeze.

Decision Packages

As mentioned earlier in this transmittal memo, the General Fund has received one time monies, known as non-operating revenue, of \$302,908 for settlement of a lawsuit against LA County concerning overcharging for property tax administration fees. It is also anticipated that the \$355,977 (plus interest) Prop 1A borrowing repayment by the State will be completed the first part of July 2013. This is \$658,885 that is available for possible appropriation for General Fund one time purchases, or non-operational expenses in FY 2013-14. This entire one-time windfall is being used to fund non-operating decision package requests for FY 2013-14.

The following General Fund decision package items are included in the final adopted budget:

90th Anniversary Celebration	9,000
100 th Anniversary Celebration	10,000
Cable TV Equipment Study	5,000
Strategic Plan	21,000
Retrospective Liability Insurance Adjustment	351,000
Accounting Software & Server & Consultant	180,000
Informational Kiosk	3,700
Replace Picnic Tables	8,500
Signal Hill Park Restroom Re-flooring	7,500
Sheet Metal Break	1,750
Electronic Ticketing	<u>65,000</u>
Total	<u>\$662,450</u>

General Fund Unassigned Fund Balance and Economic Uncertainties Reserve

General Fund Unassigned Fund Balance

As seen on page two of the adopted budget the beginning audited General Fund unassigned fund balance for fiscal year 2012-2013 is \$6,642,291. Adding revenue estimates for 2012-13 of \$17,228,627, in addition to transfers-in of \$728,000 and deducting expenditures of \$15,774,189 and transfers out at \$1,125,660 at June 30, 2013, leaves estimated revenue over expenditures of \$1,056,878 for fiscal year 2012-13. If this estimate is realized, that would bring the General Fund fund balance to \$7,699,169.

Economics Uncertainty Fund

Adjustments were made during the year-end carryover report in December 2012 that included an additional \$1,000,000 that was added to the \$4,077,159 Economic Uncertainties Fund. That brought the balance of the Economics Uncertainty Fund to \$5,077,159

Then in May 2013 the State Department of Finance required that two previous loan payments of \$750,000 each, which had been made from the now extinct Signal Hill Redevelopment Agency (RDA) to repay the City, be reversed. Council and management had prepared for this probability by putting monies in the Economic Uncertainties Fund to cover the reversal of the loan payments should it be required. This action taken by the State reduces the Economic Uncertainties Fund by \$1.5 million. Projected fund balance for the Economic Uncertainties Fund at June 30, 2013 is now \$3,577,159.

The sum of both fund balances (General Fund unassigned fund balance of \$7,699,169 and the Economic Uncertainties Fund of \$3,577,159) equals \$11,276,328, or a 63% reserve ratio compared to General Fund expenditure amended budget of \$17,818,429 for 2012-13, which is above the City's target goal of 50%. During the recession when it became necessary to withdraw from our Economic Uncertainties Fund, the reserves dipped to a 22% reserve ratio level.

Capital Improvement Program

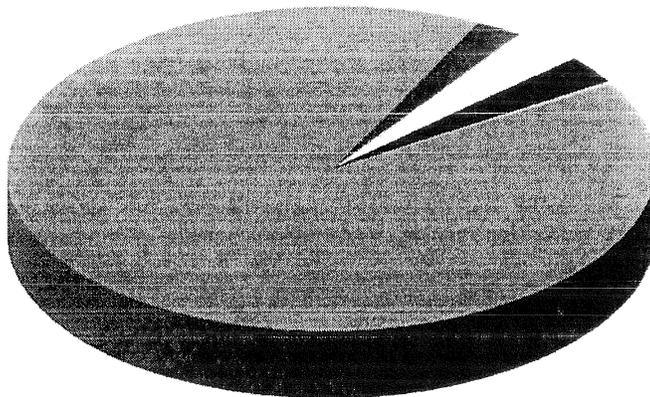
The Capital Projects Fund is used to account for financial resources segregated for the development, construction and improvement of City facilities. The FY 2013-14 Capital Improvements Program (CIP) includes a total of 19 projects listed on Attachment F for FY 2013-14 total \$946,622 and carry-over of \$13,957,000 of 2012-13 projects for a total of \$14,903,622. The projects planned include the demolition of the old Police Facility and the construction of the new Library. A total of \$30,000 of these projects will be from the General Fund for the General Right of Way (sidewalk) repair. Almost 50% of the 2013-14 new projects or \$463,000 will be funded by grants; the other funding sources are Water Depreciation Reserves, Impact Fees, and the Capital Improvement Fund.

Table 1 lists the \$14,903,622 of capital projects by type or category. As illustrated in the table below a total of 54% of this fiscal year's CIP budget or \$6.8 million allocated has been allocated for road improvement type projects. Table 2 summarizes the funding sources. A detailed listing of all capital projects scheduled for FY 2013-14 including their funding sources, is listed in the adopted budget document.

**TABLE 1
 CAPITAL IMPROVEMENT PROGRAM PROJECT OVERVIEW**

<i>Fund #</i>	<i>Project Type</i>	<i>Projects</i>	<i>Total Budget</i>
004	Community Development Block Grant Projects (ADA Access Improvements)	2	\$129,622
008/610	Water Fund Projects	4	\$310,000
010/620	Street Projects	6	\$6,670,000
010/640	Park Projects	4	\$265,000
010/650	Building Projects	3	\$7,529,000
<i>Capital Improvement Program Total:</i>		<i>19</i>	<i>\$ 14,903,622</i>

**TABLE 2
 CAPITAL IMPROVEMENT PROGRAM FUNDING SOURCES**



- Grant Funds
= \$6,249,622 (42%)
- ⊗ Restricted Funds
= \$7,865,000 (53%)
- Park Development Funds
= \$205,000
- Water Fund
= \$310,000
- Capital Improvement Fund
= \$244,000
- General Fund
= \$30,000

Water Fund

This Enterprise Fund is used to account for operations that are financed and operated in a manner similar to a private business enterprise - where the intent of the City Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Sale of water is estimated at \$3,710,000. The City's water conservation program has proportionately decreased water consumption, however, it is expected that there will be additional meters with new construction projects coming online to the water system.

Water Utility expenses within the control of the City have remained relatively flat since 2010. This is the result of the City taking steps to proactively manage personnel costs and continuing to look for opportunities to operate the system more efficiently. Water Supply costs however, have continued to increase since 2008, outside the control of the City as a result of agencies such as WRD and MWD continuing to raise rates and assessments that the City must pay to obtain groundwater and imported water supplies. Operational revenues for FY 2013-14 exceed operational revenues.

Table 3 shows Estimated Water Utility Expenses and Revenues for FY 2012-13 and budgeted expenses and forecast revenues for FY 2013-14.

TABLE 3
Water Budget

	<u>2013-14 Projected</u>	<u>2012-13 Estimated</u>
<u>Gross Revenues:</u>		
Water Sales	\$ 3,710,000	\$ 3,554,000
Developer Fees	110,000	300,000
Investment Income	70,000	70,000
Total	\$ 3,890,000	\$ 3,924,000
<u>Operating Expenses:</u>		
Salaries and Benefits	\$ 1,132,060	\$ 1,066,370
Water Supply Costs	704,400	598,000
Other Expenses	1,177,250	1,367,650
Total	\$ 3,013,710	\$ 3,032,020
<u>Net Revenues</u> (Gross Revenues - Operating Expenses)	\$ 876,290	\$ 891,980
<u>Bond Payments</u> (From Debt Schedule)	\$ 659,326	\$ 658,626

The following Water Fund decision package items are included in the final adopted budget:

Water Treatment System Upgrades - Chlorine Analyzer for Gundry sand basin	<u>26,015</u>
Radiator Replacement Temple Emergency Radiator	<u>29,000</u>
Sheet Metal Break	875
Total	<u>\$50,875</u>

Successor Agency

Pursuant to AB 1 X 26 and the dissolution of the Signal Hill Redevelopment Agency, the City Council as the Successor Agency becomes responsible for all payment of all "enforceable obligations" of the former Signal Hill Redevelopment Agency and for the disposal of SHRA's assets. The City Council as the Successor Agency adopted the Recognized Obligation Payment Schedule for the period July 1, 2013 to December 31, 2013. This ROPS lists all enforceable obligations of the former Redevelopment Agency and identifies funding sources for these obligations as we wind down Redevelopment in the City. It also includes monthly payments due on these obligations. As such, the ROPS is the budget for the Successor Agency.

With the new Successor Agency, there is an allowance of a minimum \$250,000 for administration costs including salaries. A total \$164,000 has been budgeted to the Successor Agency for administrative salaries and benefits. The remaining funds would be used for legal expenses and expenses related to the Oversight Board. In addition an increase of \$161,000 in personnel costs, which were previously absorbed by the former Redevelopment Agency and Successor Agency, are now included in the General Fund Budget instead. Direct work including salaries and benefits of staff, legal costs, contract services and other costs involved in the disposition of Agency properties will be charged to a particular project cost and deducted from sale proceeds and will not applied to the general administrative allowance portion.

We have prepared a Successor Agency budget, which is based on Department of Finance (DOF) permitted Enforceable Obligations allowed by AB 1X 26, and listed on the DOF approved 13-14 A Recognized Obligation Payment Schedule (ROPS).

Other Funds – Special Revenue

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

- Gas Tax Revenues are estimated to be \$339,381. 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 \$101,200, which is lower than last year's budget.
- The Pipeline Removal Fund is expected to realize \$7,000 in abandoned pipeline fees.

Vehicle Replacement

The current fund balance of the Vehicle Replacement Fund is \$1,660,355.

The following purchases are included in the adopted budget based on our vehicle replacement policy and criteria:

Unit #	Dept.	Age	Miles	Issue	Cost to Replace
41299	P.W.	14 yrs	104,000	Needs major engine repair	\$42,000
50200	P.W.	13 yrs	137,000	Engine repair; Transmission	\$42,000
20801	P.W.	12 yrs	81,000	CNG tank is expiring	\$42,000
Crown Vic 72510	P.D. Patrol	3 yrs	49,000	Will replace at 80,000 miles	\$42,500
Crown Vic 73107	P.D. Patrol	6 yrs	68,000	Will replace at 80,000 miles	\$42,500
Van 75500	P.D. Van	13 yrs	70,000	Will replace at 80,000 miles	\$36,000
Crown Vic 74211	P.D. Admin	2 yrs	13,000	Will remain in fleet and replace Police Volunteer vehicle	\$36,000
Crown Vic 74706	P.D. Admin	7 yrs	37,000	Will remain in fleet and replace Police Volunteer vehicle	\$36,000
Other	P.D.			Outfit Units 74211 & 74706 as Police Volunteer vehicles	\$8,000
				Total	\$327,000

The 2013-14 Appropriations (Gann) Limit

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue that can be appropriated each year. Proposition 111 amended Proposition 4 in 1990 by allowing cities to choose their annual adjustment factors for inflation and population growth.

The Appropriations Limit is computed annually by applying the greater of two change factors to the limit from the previous year. The adjustment factor for population is determined by either the change in percentage for the City of Signal Hill or the County of Los Angeles. For inflation, the factor consists of the percentage change in California Per Capital Income (supplied by the State Department of Finance), or the percentage change in the local assessment roll due to the addition of local non-residential new construction.

The factors used in this year's calculation were the change in California Per Capita Personal Income and the City's change in population (Attachment D). The change in the local assessment roll due to the addition of local non-residential new construction is not currently available from the Assessor. When the factor becomes available, and if the amount exceeds the change in California Per Capita Personal Income, the City of Signal Hill reserves the right to adjust the Appropriations Limit later in the year. The impact of applying these factors is to increase the City's appropriations limit by \$3,369,589 to \$60,400,073. The City tax proceeds are substantially under the established Gann Limit for FY 2012-13.

Conclusion:

The budget anticipates a General Fund budget surplus at the end of FY 2013-2014 of \$20,179. The City's prudent fiscal practices have enabled our City to achieve and maintain a positive, long-term stable financial condition.

Staff will continue to search for budget savings and efficiencies. 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.

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 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 still 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, Terri Marsh; 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 adopted budget document.

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CITY OF SIGNAL HILL FINANCIAL POLICIES

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

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

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DESCRIPTION OF FUNDS

General Fund (001)

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

Special Revenue Funds

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

Gas Tax (002)

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

Traffic Safety Fund (003)

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

Community Development Block Grant Fund (CDBG) (004)

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

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

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

Transportation Fund (006)

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

DUI Checkpoint Grant Fund (027)

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

COPS Technology Grant Fund (028)

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

Justice Assistance Grant Fund (029)

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

Asset Seizure Fund (030)

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

COPS Hiring Recovery Program Grant (031)

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

TRAP (032)

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

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.

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.

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.

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

Sales and Use Tax

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

Franchise Fees

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

Business License Tax

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

DESCRIPTION OF REVENUES (CONTINUED)

Oil Production Taxes

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

Transient Occupancy Taxes

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

Dog Licenses

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

Bicycle Licenses

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

Building, Plumbing, and Electrical Permits

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

Alarm System Permit

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

Fines and Forfeitures

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

False Alarms

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

DESCRIPTION OF REVENUES (CONTINUED)

Interest on Investments

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

Rents and Concessions

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

Royalties

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

Intergovernmental – State

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

Intergovernmental – County

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

Charges for Current Service

Administration - Fees are collected for elections.

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

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

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

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

DESCRIPTION OF REVENUES (CONTINUED)

Charges for Current Service (continued)

Police - Fees are collected for bookings and vehicle impounds.

Other Revenue

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

Fund Transfers

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

Gas Tax Fund (002)

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

Traffic Safety Fund (003)

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

Community Development Block Grant Fund (004)

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

Community Development Block Grant Recovery Fund (005)

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

DESCRIPTION OF REVENUES (CONTINUED)

Proposition A Fund (006)

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

Garage Fund (007)

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

Water Fund (008)

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

DUI Checkpoint Grant (027)

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

COPS Technology Grant (028)

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

Justice Assistance Grant Fund (029)

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

DESCRIPTION OF REVENUES (CONTINUED)

Asset Seizure Fund (030)

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

COPS Hiring Recovery Program Grant (031)

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

TRAP Fund (032)

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

Traffic Safety Grant (033)

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

OTS Avoid the 100 Grant Fund (034)

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

OTS Click It or Ticket Grant Fund (035)

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

Domestic Preparedness Fund (036)

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

DESCRIPTION OF REVENUES (CONTINUED)

Supplemental Law Grant (038)

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

Air Quality Improvement Trust Fund (040)

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

Park Development Fees (050)

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

Traffic Impact Fund (052)

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

Water Development Fund (054)

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

Housing Impact Fund (056)

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

DESCRIPTION OF REVENUES (CONTINUED)

Pipeline Special Fund (060)

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

Proposition C Fund (065)

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

MTA-STP Grant Fund (066)

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

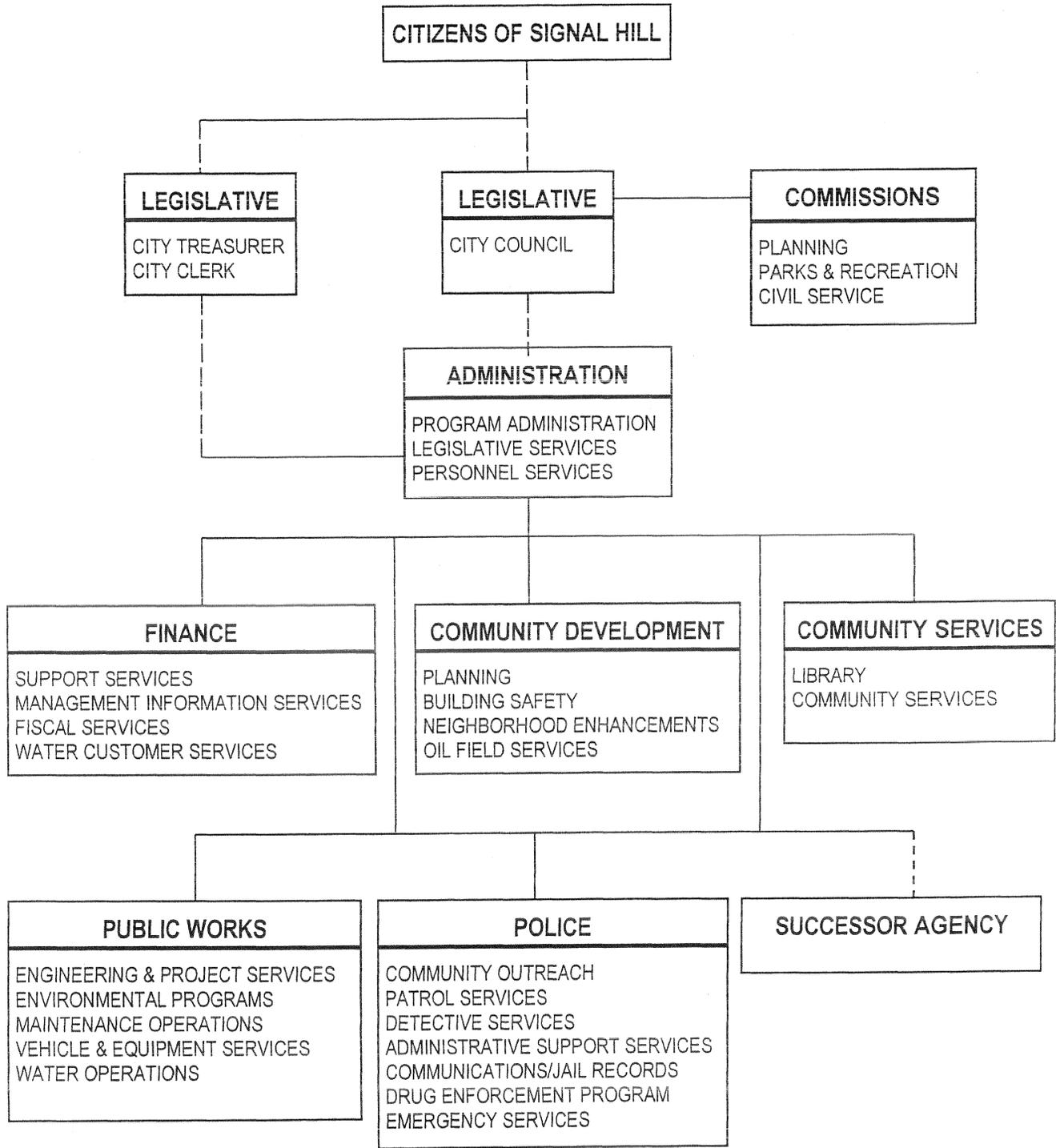
Measure R Fund (067)

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

Lighting and Landscape District #1 (080)

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

CITY OF SIGNAL HILL ORGANIZATIONAL CHART



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Fiscal Year 2013-14
City of Signal Hill
Programs by Department

Legislative

- City Council
- City Treasurer
- City Clerk

Administration

- Program Administration
- Legislative Services
- Personnel Services

Finance

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

Community Services

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

Police

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

Community Development & Services

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

Public Works

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

Economic Development and Housing

- Debt Service
- Economic Development
- Housing

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CITY OF SIGNAL HILL PERSONNEL SUMMARY BY DEPARTMENT FULL TIME POSITIONS

Department	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Administration	4	4	4	5	5	5	5	5	5	5
Finance	6	6	6	6	6	6	6	6	6	6
Community Services	8	7	8	8	8	8	8	8	8	8
Police	46	48	50	51	52	50	50	51	51	50
Community Development	7	7	7	7	7	7	7	7	7	7
Public Works	29	29	29	30	30	30	30	30	30	30
Successor Agency	2	2	1	1	1	1	1	1	1	1
Total	102	103	105	108	109	107	107	108	108	107

Restated for reorganizations.

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.

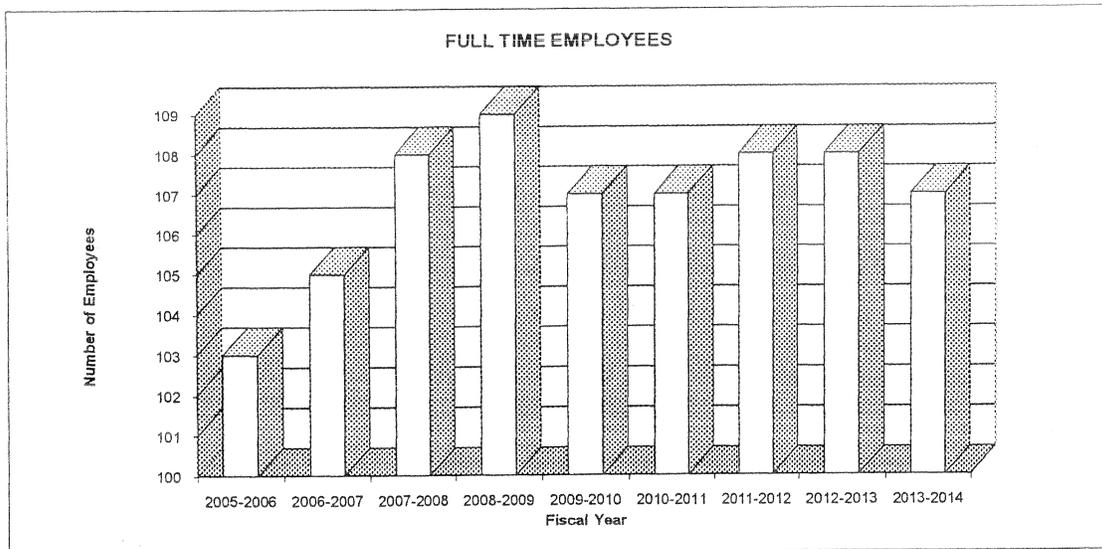
For 2007-08, one full-time police officer was added to the budget along with a Deputy City Manager and a Maintenance Worker.

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.

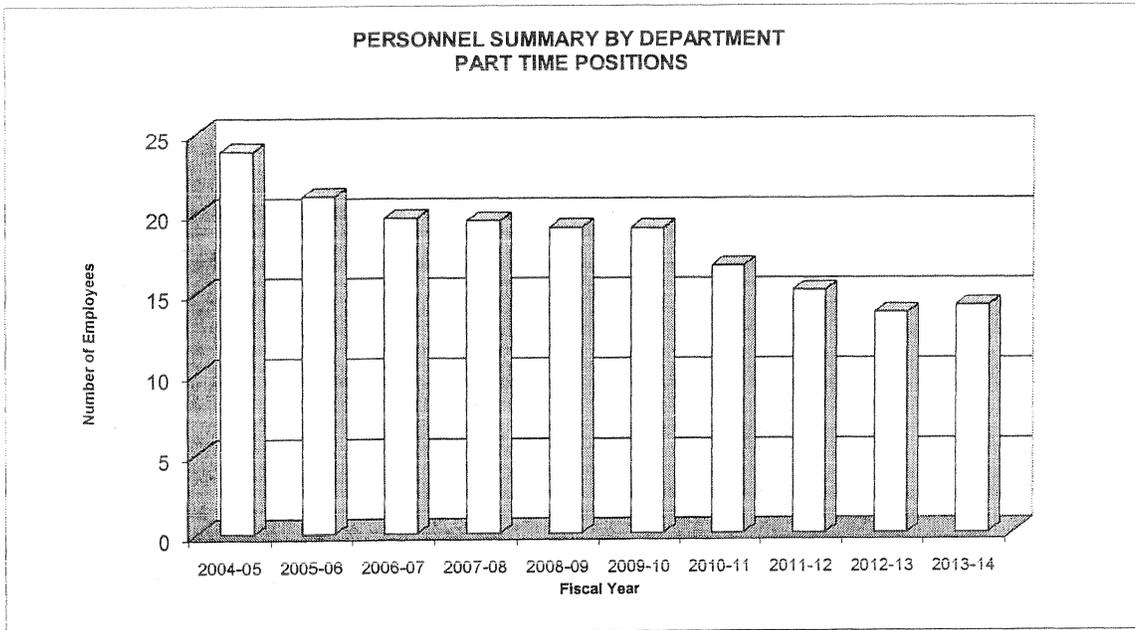
For 2012-13, one full-time PD records clerk was converted to part-time.



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

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Administration										
060 Personnel	0.500									
Finance										
190 Fiscal Services	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	0
Community Services										
210 Library	2.192	2.673	3.423	3.423	3.423	3.428	3.496	3.487	3.487	3.471
212 Community Services	1.674	1.655	1.655	2.183	2.228	2.183	2.142	1.979	1.954	1.954
214 Recreation	11.913	11.913	11.721	10.542	10.538	10.538	7.202	6.782	5.877	5.877
Total Community Services	15.779	16.241	16.799	16.148	16.189	16.149	12.840	12.248	11.318	11.302
Police										
320 Community Outreach										
330 Patrol		0.481	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	-	-	0.481
338 Crossing Guards	4.257	-	-							
Total Police	6.180	2.404	2.404	2.875	2.404	2.404	3.366	2.404	2.404	2.885
Public Works										
510 Engineering Aid										
Public Works Inspector										
540 Grounds	0.462									
550 Streets	0.962	1.923								
Total Public Works	1.424	1.923	-	-						
570 Water										
Total City	23.867	21.052	19.687	19.507	19.077	19.037	16.690	15.136	13.722	14.187

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 reclassified to Contract Services, Recreation Specialist hours reduced in Community Service.
 2013-14 Part-time Library hours reduced. Full-time PD Records Clerk converted to part-time.



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

	Actual 2009-10	Actual 2010-11	Actual 2011-12	Amended Budget 2012-13
BEGINNING UNASSIGNED FUND BALANCE	5,711,292	4,845,621	6,167,408	6,642,291
Add:				
Revenues	13,418,856	18,036,753	16,966,997	17,228,627
Transfers in	3,563,175	903,100	810,800	728,100
Less:				
Expenditures	16,594,455	17,384,316	15,927,203	15,774,189
Transfers out	1,253,247	233,750	1,375,711	1,125,660
ENDING UNASSIGNED FUND BALANCE	4,845,621	6,167,408	6,642,291	7,699,169
Reserves:				
Compensated Absences	400,000	400,000	400,000	400,000
Capital Outlay				
Capital Projects				
Contingencies	4,445,621	5,767,408	6,242,291	7,299,169
Totals	4,845,621	6,167,408	6,642,291	7,699,169
SCHEDULE OF TRANSFERS				
Transfers in:				
Gas Tax	199,875	200,000	217,500	200,000
Traffic	100,000	100,000	100,000	100,000
Cable	25,000	25,000	25,000	25,000
Proposition C	25,200	85,000	75,200	85,000
Equipment Replacement	20,000	20,000	20,000	20,000
Economic Uncertainties Fund	2,800,000			
Asset Seizure Fund				75,000
Domestic Preparedness				
Insurance Reserve Fund	50,000	50,000	50,000	50,000
PERS Reserve Fund	150,000	150,000	150,000	
OPEB Reserve	150,000	150,000	150,000	150,000
NPDES Reserve Fund	43,100	123,100	23,100	23,100
	<u>3,563,175</u>	<u>903,100</u>	<u>810,800</u>	<u>728,100</u>
Transfers out:				
Capital Improvement	166,007	144,500	293,961	50,000
Supplemental Law Grant	77,280	79,250	77,810	75,660
STC Grant			3,940	
Prop A	9,960			
Insurance Reserve				
Capital Improvement Reserve				
Economic Uncertainties Reserve	1,000,000		1,000,000	1,000,000
Garage Fund		10,000		
OPEB Reserve				
	<u>1,253,247</u>	<u>233,750</u>	<u>1,375,711</u>	<u>1,125,660</u>

Combined Funds Statement
Estimated for the Fiscal Year Ended
June 30, 2013

Fund No.	Description	Actual		Transfers		Projected Ending Fund Balance 6/30/2013	
		Beginning Fund Balance 7/1/2012	Revenues	Expenditures	In		Out
001	General Fund	6,642,291	17,228,627	15,774,189	728,100	1,125,660	7,699,169
<u>Special Reserve Funds</u>							
601	Equipment Reserve	165,160	620	-	-	20,000	145,780
602	Insurance Reserve	304,119	1,120	-	-	50,000	255,239
603	Capital Improvement Reserve	1,231,060	4,950	-	-	320,000	916,010
605	Economic Uncertainties Reserve	4,077,159	-	-	1,000,000	-	5,077,159
611	Police Building Reserve	66,708	260	-	-	-	66,968
612	Library Reserve Fund	1,744,397	6,650	-	-	-	1,751,047
614	Park Reserve Fund	57,162	220	-	-	-	57,382
615	PERS Reserve Fund	776,426	2,880	-	-	-	779,306
616	Land & Building Reserve Fund	702,609	2,680	-	-	-	705,289
618	OPEB Reserve Fund	1,555,404	5,800	-	-	150,000	1,411,204
619	NPDES Trash Reserve	24,572	75	-	-	23,100	1,547
620	ABX 1 27 Reserve Fund	16,007	-	-	-	-	16,007
	Total Special Reserve Funds	10,720,783					11,182,938
<u>Special Revenue Funds (Restricted)</u>							
002	Gas Tax	101,779	304,757	-	-	350,000	56,536
003	Traffic Safety	282,002	101,200	-	-	100,000	283,202
004	HCDA	-	86,550	62,982	-	-	23,568
006	Proposition A	457,053	168,400	106,674	-	50,000	468,779
026	STC Subvention (CSA)	2,866	10,535	-	-	-	13,401
027	DUI Checkpoint Grant	18,600	20,000	-	-	-	38,600
029	Justice Assistance Grant	10,502	3	-	-	-	10,505
030	Asset Seizure Fund	228,596	131,450	-	-	75,000	285,046
031	Cops Hiring Recovery Grant	(49,489)	78,000	125,455	-	-	(96,944)
033	Traffic Safety Grant	5,616	40,009	7,300	-	-	38,325
034	OTS Avoid 100 Grant	(26,372)	9,374	-	-	-	(16,998)
035	OTS Click It or Ticket	2,135	9,857	-	-	-	11,992
036	Domestic Preparedness	(3,843)	-	10,000	-	-	(13,843)
038	Supplemental Law Grant	103,240	53,977	175,660	75,660	-	57,217
040	AQMD Trust	87,579	6,850	2,500	-	-	91,929
041	Homeland Security Grant	(3,843)	-	96,000	-	-	(99,843)
045	Cable Televising	-	400	25,000	-	25,000	(49,600)
050	Park Development	3,681,583	79,088	-	-	341,010	3,419,661
052	Traffic Impact	(577,779)	15,468	-	-	400,000	(962,311)
054	Water Development	1,206,202	722,692	-	-	130,000	1,798,894
056	Housing Impact Fund	738,489	2,800	-	-	-	741,289
060	Pipeline Removal	1,809,757	7,000	2,232	-	-	1,814,525
065	Proposition C	87,604	136,500	2,500	-	85,000	136,604
066	MTA - STP	69,888	270	-	-	-	70,158
067	Measure R	3,200	102,150	-	-	94,500	10,850
080	Ltg & Lndscp District	80,358	54,688	52,888	-	-	82,158
115	RDA Obligation Retirement Fund*	30,388,707	11,730,200	8,413,410	-	-	33,705,497
139	Housing Authority	114,143	86,344	270,708	-	-	(70,221)
	Total Special Revenue Funds	8,315,723					41,848,976
<u>Capital Projects Fund</u>							
010	Capital Improvement	(61,622)	6,089,500	7,901,600	1,405,510	-	(468,212)
<u>Proprietary Funds*</u>							
007	Vehicle Replacement Fund	1,927,769	578,800	569,780	-	-	1,936,789
008	Water Operations	21,704,998	3,587,500	4,426,646	300,000	150,000	21,015,852
609	Water Depreciation Reserve	2,535,094	-	-	150,000	170,000	2,515,094
	Total Proprietary Funds	26,167,861					25,467,735
*Full Accrual Basis		*The RDA Obligation Retirement Fund includes \$9,773,828 in restricted bond funds.					
Grand Totals All Funds		51,785,036	41,468,244	38,025,524	3,659,270	3,659,270	85,730,606

Combined Funds Statement

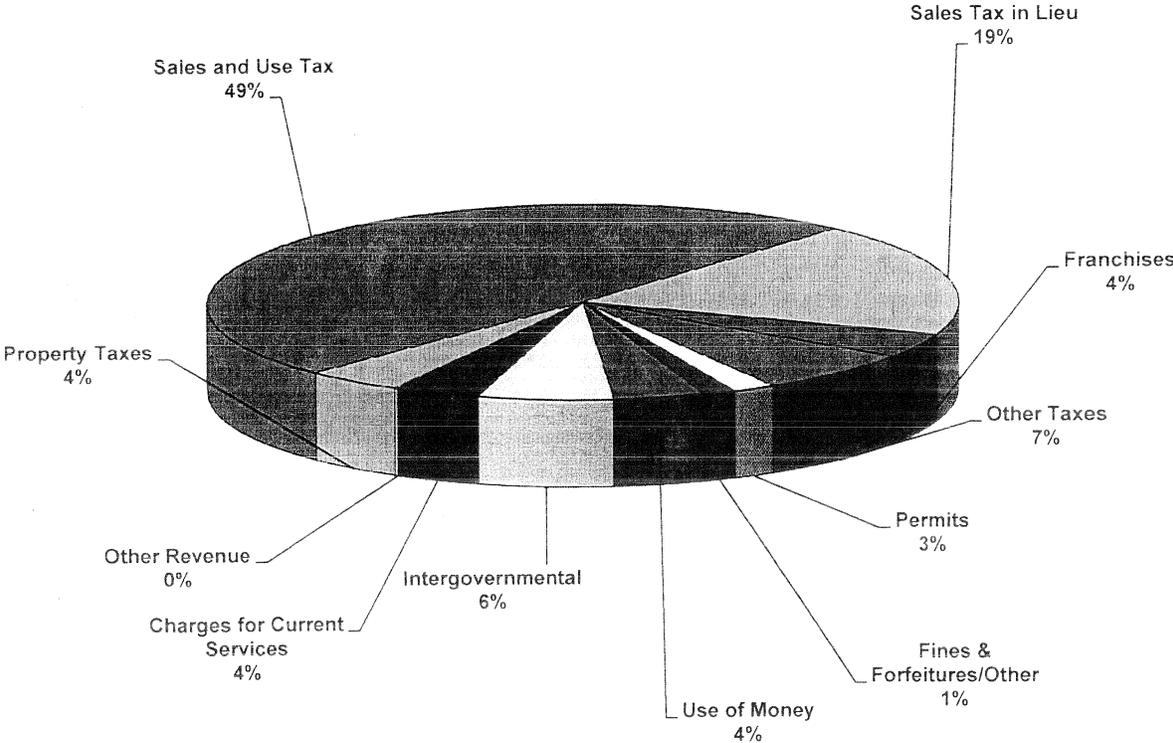
Estimated for the Fiscal Year Ended

June 30, 2014

Fund No.	Description	Projected			Transfers		Estimated	
		Beginning Fund Balance 7/1/2013	Revenues	Expenditures	In	Out	Ending Fund Balance 6/30/2014	
001	General Fund	7,699,169	17,402,612	17,866,234	600,881	117,080	7,719,348	
	<u>Special Reserve Funds</u>							
601	Equipment Reserve	145,780	600		-	-	146,380	
602	Insurance Reserve	255,239	1,000		-	50,000	206,239	
603	Capital Improvement	916,010	4,900	(60,000)	-	244,000	736,910	
605	Economic Uncertainties Reserve	5,077,159			11,600		5,088,759	
611	Police Building Reserve	66,968	260		-		67,228	
612	Library Reserve Fund	1,751,047	6,650		-		1,757,697	
614	Park Reserve Fund	57,382	200	60,000	-	-	(2,418)	
615	PERS Reserve	779,306	2,800		-	-	782,106	
616	Land & Building Reserve	705,289	2,600		-		707,889	
618	OPEB Reserve Fund	1,411,204	5,800		-	150,000	1,267,004	
619	NPDES Trash Reserve	1,547	75		-	-	1,622	
620	ABX 1 27 Reserve Fund	16,007			-	11,600	4,407	
625	100th Anniversary Reserve Fund	-			10,000		10,000	
	Total Special Reserve Funds	11,182,938					10,773,823	
	<u>Special Revenue Funds (Restricted)</u>							
002	Gas Tax	56,536	339,381		-	340,881	55,036	
003	Traffic Safety	283,202	101,200		-	100,000	284,402	
004	HCDA	23,568	58,378	58,378	-		23,568	
006	Proposition A	468,779	193,725	157,914	-	-	504,590	
026	STC Subvention (CSA)	13,401	20		-	-	13,421	
027	DUI Checkpoint Grant	38,600			-	-	38,600	
029	Justice Assistance Grant	10,505			-	-	10,505	
030	Asset Seizure Fund	285,046	76,000	132,030	-	-	229,016	
031	Cops Hiring Recovery Grant	(96,944)	55,000	59,890	-	-	(101,834)	
033	Traffic Safety Grant	38,325	10		-		38,335	
034	OTS Avoid 100 Grant	(16,998)	20		-		(16,978)	
035	OTS Click It or Ticket	11,992	40		-		12,032	
036	Domestic Preparedness	(13,843)			-		(13,843)	
038	Supplemental Law Grant	57,217	100,500	185,510	77,080		49,287	
040	AQMD Trust	91,929	12,400	3,000	-		101,329	
041	Homeland Security Grant	(99,843)			-	-	(99,843)	
045	Cable Televising	(49,600)	400		-	25,000	(74,200)	
050	Park Development	3,419,661	83,900		-	85,000	3,418,561	
052	Traffic Impact	(962,311)	21,000		-	-	(941,311)	
054	Water Development	1,798,894	77,950		-	70,000	1,806,844	
056	Housing Impact Fund	741,289	2,800		-		744,089	
060	Pipeline Removal	1,814,525	7,000	25,000	-		1,796,525	
065	Proposition C	136,604	157,623	2,500	-	85,000	206,727	
066	MTA - STP	70,158	300		-		70,458	
067	Measure R	10,850	117,992		-	98,000	30,842	
080	Ltg & Lndscp District	82,158	55,775	65,500	-		72,433	
115	RDA Obligation Retirement Fund*	33,705,497	12,269,000	11,546,287	-	-	34,428,210	
139	Housing Authority	(70,221)	81,000	10,550	-		229	
	Total Special Revenue Funds	41,848,976					42,687,030	
	<u>Capital Projects Fund</u>							
010	Capital Improvement	(468,212)	180,000	787,000	607,000		(468,212)	
	<u>Proprietary Funds*</u>							
007	Vehicle Replacement Fund	1,936,789	591,900	594,985	-		1,933,704	
008	Water Operations	21,015,852	3,593,500	4,347,661	110,000	-	20,371,691	
609	Water Depreciation Reserve	2,515,094			-	40,000	2,475,094	
	Total Proprietary Funds	25,467,735					24,780,489	
	*Full Accrual Basis		*The RDA Obligation Retirement Fund includes \$9,773,828 in restricted bond funds.					
Grand Totals All Funds		85,730,606	35,604,311	35,842,439	1,416,561	1,416,561	85,492,478	

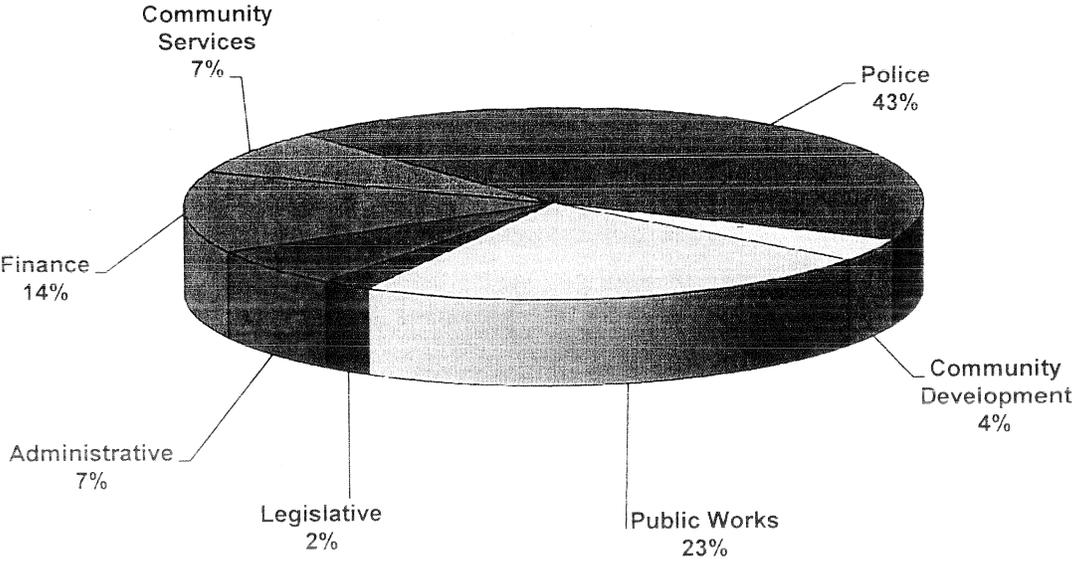
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General Fund Revenues



Total Revenues \$ 16,990,760

General Fund Expenditures



Total Expenditures \$ 17,866,234

City of Signal Hill
General Fund Operating & Non Operating Revenues & Expenditures Analysis

	FY 2013-14 Adopted Budget	FY 2012-13 Yr End Estimate	FY 2011-12 Budget	FY 2010-11 Budget	FY 2009-10 Budget	FY 2008-09 Budget
Operating Revenues	16,990,760	16,889,719	16,719,612	16,244,738	13,245,897	16,839,034
All Non Operating Revenues:						
Ongoing Transfers In:						
Gas Tax	190,881	200,000	217,500	200,000	199,875	195,000
Traffic Safety Fund	100,000	100,000	100,000	100,000	100,000	100,000
LA Impact (Asset Seizure)	-	75,000	-	-	-	-
Proposition C	85,000	85,000	75,200	75,000	25,200	25,200
OPEB Reserve	150,000	150,000	150,000	150,000	150,000	-
Insurance Reserve	50,000	50,000	50,000	50,000	50,000	-
NPDES	-	23,100	23,100	123,100	43,100	23,100
Total Ongoing Transfers In	575,881	683,100	615,800	698,100	568,175	343,300
Limited Renewable Transfers In:						
Park Development Fund	-	-	-	-	-	10,840
Economic Uncertainties Fund	-	-	-	-	2,800,000	500,000
PERS Reserve	-	-	150,000	150,000	150,000	150,000
Cable Reserve	25,000	25,000	25,000	25,000	25,000	25,000
Equipment Reserve	-	20,000	20,000	20,000	20,000	17,000
Total Limited Renewable Transfers In	25,000	45,000	195,000	195,000	2,995,000	702,840
One Time Revenues						
Transfer of assets from RDA	-	-	10,813,559	-	-	-
Economic Development Pro	-	-	926,119	-	-	-
Repayment of Prop 1 A repaid June 2013	-	355,977	-	-	-	-
LA County Lawsuit Settlement	-	302,908	-	-	-	-
Use of One Time Monies	411,852	-	-	-	-	-
Total One Time Revenues	411,852	658,885	-	11,739,678	-	-
Total Revenues	18,003,493	18,276,704	17,530,412	28,877,516	16,809,072	17,865,174
Operating Expenditures	17,866,234	16,774,189	15,928,238	15,760,644	16,107,492	17,796,761
All Non Operating Expenditures:						
Ongoing Transfers Out:						
Transfer to Capital Improvement	30,000	50,000	293,961	184,246	166,007	408,615
Transfer to Garage Fund	-	-	-	10,000	-	-
Transfer to Supplemental Law Fund	77,080	75,660	77,810	79,250	77,280	75,850
Total Ongoing Transfers Out	107,080	125,660	371,771	273,496	243,287	484,465
Limited Renewable Transfers Out:						
Transfer to Prop A	-	-	-	-	9,960	-
Transfer to Economic Uncertainties	-	-	1,000,000	-	1,000,000	500,000
Total Limited Renewable Transfers Out	-	-	1,000,000	-	1,009,960	500,000
Total One Time Expenditures						
Transfer to 100th Anniversary Fund	10,000	-	-	-	-	243
Transfer to HCDA Fund	-	-	11,739,678	-	-	-
Transfer to RDV OB Fund	-	-	3,940	-	-	-
Transfer to STC Fund	-	-	11,743,619	-	-	-
Total One Time Expenditures	10,000	-	11,743,619	-	-	243
Total Expenditures	17,983,314	16,899,849	29,043,628	16,034,140	17,360,739	18,781,469
Anticipated Net (Deficit)/Surplus	20,179	1,376,855	(11,513,215)	12,843,376	(551,667)	(896,295)

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**Program Expenditures by Fund/Major Account Classification
Fiscal Year 2013-14**

	Salary & Benefits	Maintenance & Operations	Capital Outlay	Costs Allocated	Total Budget
<u>General Fund</u>					
Legislative	239,840	185,675			425,515
Administration	760,900	714,552			1,475,452
Finance	1,260,740	829,550	40,000		2,130,290
Community Services	1,027,920	296,052		2,450	1,326,422
Police	6,603,200	1,088,310	65,000	(18,300)	7,738,210
Community Development	458,240	205,450		600	664,290
Public Works	1,514,500	2,561,575	21,450	8,530	4,106,055
Total General Fund	11,865,340	5,881,164	126,450	(6,720)	17,866,234

<u>Special Revenue Funds</u>					
HCDA Fund		8,756	49,622		58,378
Proposition A Fund	29,850	128,064			157,914
Asset Seizure Fund	132,030				132,030
COPS Hiring Recovery Grant	59,890				59,890
Supplemental Law Enforcement	185,510				185,510
AQMD Trust		3,000			3,000
Pipeline Removal Fund		25,000			25,000
Proposition C		2,500			2,500
Landscape Maintenance Fund	3,200	62,300			65,500
Successor Agency	164,041	10,494,378	898,418		11,556,837
Total Special Funds	410,480	10,723,998	49,622	-	12,246,559

<u>Capital Projects Fund</u>					
Capital Improvement Fund			787,000		787,000

<u>Proprietary Funds</u>					
Vehicle Replacement Fund	211,490	381,820	875	800	594,985
Water Fund	1,131,660	3,029,426	180,875	5,700	4,347,661
Total Proprietary Funds	1,343,150	3,411,246	181,750	6,500	4,942,646

<u>Total Program Expenditures</u>					
By Major Account	13,618,970	20,016,408	1,144,822	(220)	35,842,439

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

	ACTUAL 2010-2011	ACTUAL 2011-12	BUDGETED * 2012-13	PROJECTED 2012-13	ADOPTED 2013-14
General Fund	15,760,643	15,928,238	17,254,010	16,849,849	17,866,234
HCDCA Fund	66,510	303,481	12,982	62,982	58,378
Proposition A	141,419	143,782	156,674	156,674	157,914
Justice Assistance Grant	6,517				
COPS Hiring Recovery Grant	109,351		114,000		
STC Subvention		3,230			
DUI Checkpoint Grant	13,096	7,971			
COPS Technology Grant		10,442		11,455	
Justice Assistance Grant		10,581			
Asset Seizure Fund				75,000	132,030
COPS Hiring Recovery Grant		109,732		114,000	59,890
TRAP Grant Fund					
Traffic Safety Grant	12,127			7,300	
OTS Avoid the 100	11,114	10,209			
OTS Click It or Ticket	4,044				
Domestic Preparedness Fund	137			10,000	
Supplemental Law Enfromt Grant	179,693	186,104	175,660	175,660	185,510
Law Enforcement Block Grant					
AQMD Trust Fund	2,488	2,488	3,000	2,500	3,000
Homeland Security Grant				96,000	
Park Development Fund	36,369	231,675			
Traffic Impact Fee Fund					
Water Development Fund					
Housing Impact Fund					
Pipeline Removal Fund	9,873	16,856		2,232	25,000
Proposition C Fund	2,458	2,458	4,500	2,500	2,500
Measure R Fund	8,759				
Spring Street Corridor JPA Fund		3,068		3,100	
Lighting & Landscape District	40,815	42,770	54,388	52,888	65,500
Capital Improvement Fund	1,665,201	2,281,540	7,489,000	7,901,600	787,000
Vehicle Replacement Fund	564,371	555,024	582,510	569,780	594,985
Water Utility Fund	4,272,587	3,806,223	4,259,096	4,424,146	4,347,661
Successor Agency		9,131,706		6,680,333	11,556,837
TOTAL EXPENDITURES	22,907,572	32,787,578	30,105,820	37,197,999	35,842,439

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.

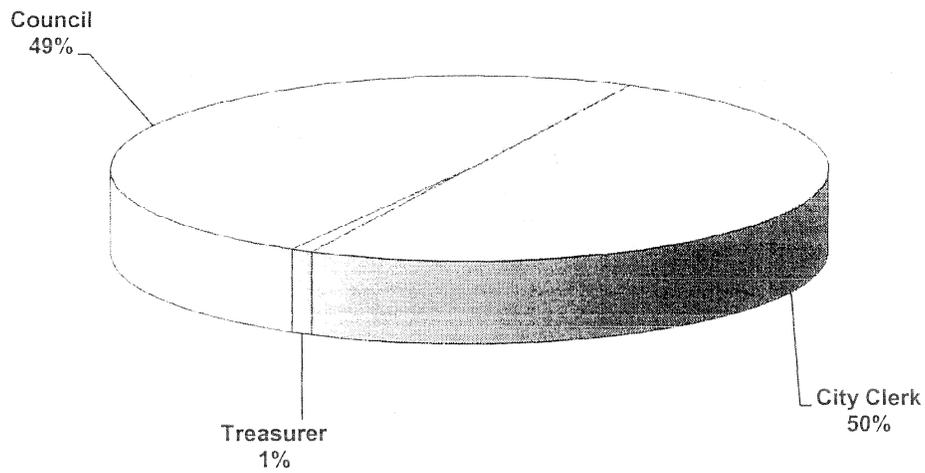
Departmental Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	223,872	238,410	238,410	238,410	239,840
Services & Supplies	83,130	125,730	126,230	124,188	165,175
Capital Outlay	0	0	0	0	0
Total Expenditure	307,003	364,140	364,640	362,598	405,015

Departmental Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Council	5.000	5.000	5.000	5.000	5.000
City Treasurer	1.000	1.000	1.000	1.000	1.000
City Clerk	1.000	1.000	1.000	1.000	1.000
Assistant to the City Manager/Personnel	0.100	0.100	0.100	0.100	0.100
Executive Assistant/Deputy City Clerk	0.550	0.550	0.550	0.550	0.550
Administrative Assistant	0.200	0.200	0.200	0.200	0.200
	<hr/> 7.850	<hr/> 7.850	<hr/> 7.850	<hr/> 7.850	<hr/> 7.850
<u>Part-Time</u>					
	<hr/> 0.000	<hr/> 0.000	<hr/> 0.000	<hr/> 0.000	<hr/> 0.000
Total Staffing	7.850	7.850	7.850	7.850	7.850

Legislative Department Programs



General Fund	\$	399,515
AQMD		3,000
Prop C		2,500
Net Cost	\$	405,015

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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

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	136,283	143,920	143,920	143,920	144,540
Services & Supplies	41,705	49,200	49,700	50,113	51,200
Capital Outlay	0	0	0	0	0
Total Expenditure	177,988	193,120	193,620	194,033	195,740

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Council	5.000	5.000	5.000	5.000	5.000
Executive Assistant/Deputy City Clerk	0.250	0.250	0.250	0.250	0.250
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5.250	5.250	5.250	5.250	5.250
<u>Part-Time</u>					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	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)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	54,985	54,560	54,560	54,560	54,560
136 SALARIES - OT- PUBLIC WORKS		500	500	500	500
170 PERS	8,934	7,690	7,690	7,690	8,370
171 FICA	2,623	2,550	2,550	2,550	2,550
175 CAR ALLOWANCE	12,000	12,000	12,000	12,000	12,000
180 OTHER EMPLOYEE BENEFITS	55,741	64,120	64,120	64,120	64,060
181 WELLNESS BENEFIT	1,999	2,500	2,500	2,500	2,500
SUBTOTAL	136,283	143,920	143,920	143,920	144,540
<u>515 SERVICES AND SUPPLIES</u>					
211 TELEPHONE - CELLULAR	5,281	3,500	3,500	3,500	3,500
212 TELEPHONE - DSL	2,723	3,000	3,000	3,000	3,000
221 SUPPLIES - GENERAL	1,010	1,000	1,000	1,300	1,000
261 PERIODICALS	248	200	200	200	200
350 CONTRACT SERVICES - GEN'L					
387 PEDIATRIC HEALTH CARE					
415 COMMUNITY CELEBRATIONS					
420 MEETINGS	6,581	5,000	5,000	5,000	5,000
423 COUNCIL ACTIVITY - WILSON	683	2,500	2,500	3,000	2,500
424 COUNCIL ACTIVITY - HANSEN	601	2,500	2,500	2,500	2,500
425 COUNCIL ACTIVITY - WOODS	0	0	0	1,000	2,500
426 COUNCIL ACTIVITY - FORESTE	2,375	2,500	2,500	2,500	2,500
427 COUNCIL ACTIVITY - WARD	1,873	2,500	3,000	1,613	
429 COUNCIL ACTIVITY - NOLL	809	2,500	2,500	2,500	2,500
SUBTOTAL - COUNCIL ACTIVITY	22,184	25,200	25,700	26,113	25,200
450 DUES & MEMBERSHIPS	19,091	23,000	23,000	23,000	25,000
452 CHILDREN'S HOSPITAL CARE					
490 MISCELLANEOUS	429	1,000	1,000	1,000	1,000
SUBTOTAL	41,705	49,200	49,700	50,113	51,200
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>177,988</u>	<u>193,120</u>	<u>193,620</u>	<u>194,033</u>	<u>195,740</u>

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Department: Legislative
Program: City Treasurer (020)

Program Description

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

Objectives

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

Funding Source:

General Fund

Department: Legislative
 Program: City Treasurer (020)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	3,614	3,600	3,600	3,600	3,600
171 FICA	49	50	50	50	50
172 PARS	47	50	50	50	50
180 OTHER EMPLOYEE BENEFITS	7	80	80	80	80
SUBTOTAL	3,716	3,780	3,780	3,780	3,780
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL				200	200
420 MEETINGS		155	155		
440 TRAINING					
450 DUES & MEMBERSHIPS	155				
SUBTOTAL	155	155	155	200	200
TOTAL	<u>3,871</u>	<u>3,935</u>	<u>3,935</u>	<u>3,980</u>	<u>3,980</u>

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Department: Legislative

Program: City Clerk (040)

Program Description

The City Clerk conducts all aspects of the election process. The official records of the City and 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. Oversee and work with county on 2014 Special Municipal Election.

Funding Source:

General Fund

Department: Legislative
Program: City Clerk (040)

Program Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	83,873	90,710	90,710	90,710	91,520
Services & Supplies	36,325	68,875	68,875	68,875	108,275
Capital Outlay	0	0	0	0	0
Total Expenditure	120,198	159,585	159,585	159,585	199,795

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Clerk	1.000	1.000	1.000	1.000	1.000
Assistant to the City Manager/Personnel	0.100	0.100	0.100	0.100	0.100
Executive Assistant/Deputy City Clerk	0.300	0.300	0.300	0.300	0.300
Administrative Assistant	0.200	0.200	0.200	0.200	0.200
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	1.600	1.600	1.600	1.600	1.600
<u>Part-Time</u>					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0.000	0.000	0.000	0.000	0.000
Total Staffing	1.600	1.600	1.600	1.600	1.600

Department: Legislative
 Program: City Clerk (040)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	53,585	54,190	54,190	54,190	54,190
130 SALARIES - OVERTIME		1,000	1,000	1,000	1,000
170 PERS	10,259	9,770	9,770	9,770	10,630
171 FICA	3,915	4,090	4,090	4,090	4,090
180 OTHER EMPLOYEE BENEFITS	16,114	21,660	21,660	21,660	21,610
SUBTOTAL	83,873	90,710	90,710	90,710	91,520
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	290	400	400	400	400
261 PERIODICALS	120	100	100	100	100
301 ADVERTISING	4,912	4,000	4,000	4,000	4,000
320 EQUIPMENT MAINTENANCE		150	150	150	150
350 CONTRACT SERVICES - GEN'L	23,673	24,000	24,000	24,000	24,000
355 LEGAL SERVICES					20,000
381 RECORDS MANAGEMENT	2,553	2,000	2,000	2,000	2,000
414 ELECTIONS	3,016	35,600	35,600	35,600	55,000
420 MEETINGS	110	500	500	500	500
440 TRAINING	807	1,000	1,000	1,000	1,000
450 DUES & MEMBERSHIPS	845	1,125	1,125	1,125	1,125
SUBTOTAL	36,325	68,875	68,875	68,875	108,275
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>120,198</u>	<u>159,585</u>	<u>159,585</u>	<u>159,585</u>	<u>199,795</u>

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Department: Administration

Department Description

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

Departmental Programs

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

Departmental Goals

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

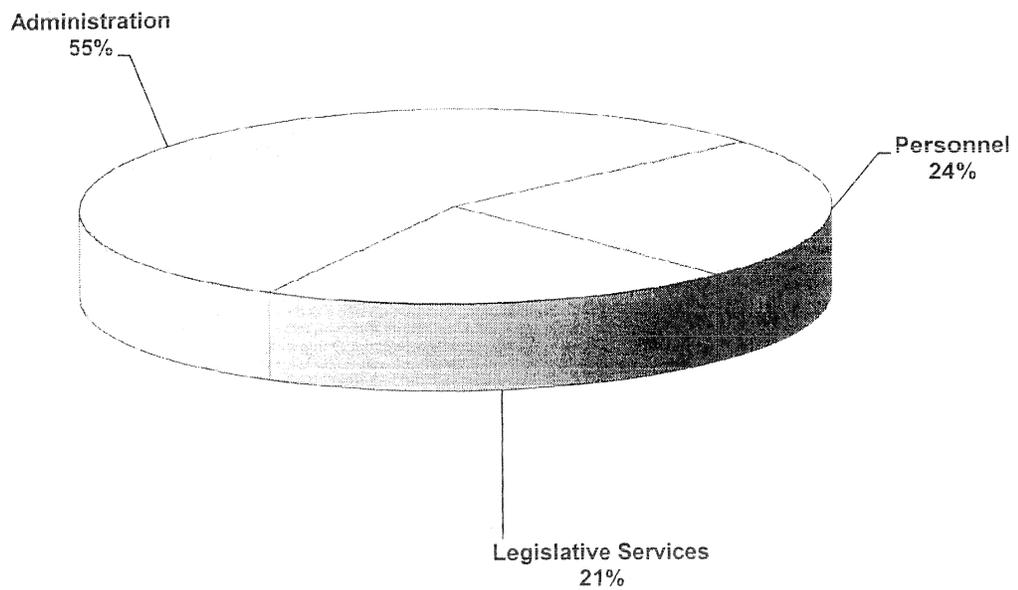
Departmental Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	551,566	592,840	586,840	592,840	760,900
Services & Supplies	261,296	315,850	377,550	413,260	411,150
Capital Outlay	0	0	0	0	0
Total Expenditure	812,862	908,690	964,390	1,006,100	1,172,050

Departmental Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Manager	0.480	0.980	0.980	0.980	0.980
Deputy City Manager	0.750	1.000	1.000	1.000	1.000
Redevelopment Manager		1.000	1.000	1.000	
Assistant to the City Manager/Personnel	0.900	0.950	0.950	0.950	0.950
Executive Assistant/Deputy City Clerk	0.350	0.400	0.400	0.400	0.400
Administrative Assistant	0.650	0.800	0.800	0.800	0.800
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	3.130	5.130	5.130	5.130	4.130
<u>Part-Time</u>					
	<hr/>				
	0.000	0.000	0.000	0.000	0.000
Total Staffing	3.130	5.130	5.130	5.130	4.130

Administrative Department Programs



Total Budget \$ 1,172,050

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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. Begin preparation 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 demolition of former Police Station building.
11. Respond to Council/Citizen requests within 24 hours.
12. Monitor and apply for grants where eligible.
13. Complete labor negotiations with the Signal Hill Police Officer's Association and Signal Hill Employee's Association

Funding Source:

General Fund

Department: Administration

Program: Program Administration (050)

Program Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	311,624	319,900	313,900	319,900	484,080
Services & Supplies	119,480	130,000	130,000	154,360	167,300
Capital Outlay					
Total Expenditure	431,105	449,900	443,900	474,260	651,380

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Manager	0.280	0.780	0.780	0.780	0.780
Deputy City Manager	0.350	0.600	0.600	0.600	0.600
Redevelopment Manager		1.000	1.000	1.000	
Assistant to the City Manager/Personnel	0.300	0.350	0.350	0.350	0.350
Executive Assistant/Deputy City Clerk	0.250	0.300	0.300	0.300	0.300
Administrative Assistant	0.250	0.400	0.400	0.400	0.400
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	1.430	3.430	3.430	3.430	2.430
<u>Part-Time</u>					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0.000	0.000	0.000	0.000	0.000
Total Staffing	1.430	3.430	3.430	3.430	2.430

Department: Administration
Program: Program Administration (050)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	229,001	220,960	220,960	220,960	331,770
130 SALARIES - OVERTIME					
170 PERS	35,829	39,830	33,830	39,830	65,080
171 FICA	21,703	18,450	18,450	18,450	29,130
175 CAR ALLOWANCE	1,584	1,440	1,440	1,440	2,160
180 OTHER EMPLOYEE BENEFITS	22,004	37,470	37,470	37,470	54,190
181 WELLNESS BENEFIT	1,503	1,750	1,750	1,750	1,750
SUBTOTAL	311,624	319,900	313,900	319,900	484,080
<u>515 SERVICES AND SUPPLIES</u>					
211 TELEPHONE - CELLULAR	369	900	900	900	900
221 SUPPLIES - GENERAL	127	500	500	500	500
235 GASOLINE	1,657	1,500	1,500	1,500	1,500
261 PERIODICALS	579	250	250	610	600
301 ADVERTISING		5,200	5,200	5,200	5,200
310 SOFTWARE PURCHASES					
320 EQUIPMENT MAINTENANCE		150	150	150	150
337 VEHICLE & MAJOR EQPMNT RI	15,000	15,000	15,000	15,000	15,000
339 CAR WASH AND DETAIL SERV	145	150	150	150	150
350 CONTRACT SERVICES - GEN'L	479	2,500	2,500	2,500	23,500
355 LEGAL SERVICES	95,629	90,000	90,000	110,000	100,000
420 MEETINGS	2,229	2,000	2,000	6,000	7,200
439 MEDIA SERVICES & ADV	2,112	10,000	10,000	10,000	10,000
450 DUES & MEMBERSHIPS	1,155	1,850	1,850	1,850	2,600
SUBTOTAL	119,480	130,000	130,000	154,360	167,300
TOTAL	<u>431,105</u>	<u>449,900</u>	<u>443,900</u>	<u>474,260</u>	<u>651,380</u>

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Department: Administration

Program: Public Affairs & Legislative Services (055)

Program Description

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

Objectives

1. Implement the use of social media to increase the dissemination of information to the community.
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**

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	106,399	125,350	125,350	125,350	127,410
Services & Supplies	61,940	60,900	106,400	113,750	113,900
Capital Outlay					
Total Expenditure	168,339	186,250	231,750	239,100	241,310

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Manager	0.100	0.100	0.100	0.100	0.100
Deputy City Manager	0.300	0.300	0.300	0.300	0.300
Executive Assistant/Deputy City Clerk	0.100	0.100	0.100	0.100	0.100
Administrative Assistant	0.250	0.250	0.250	0.250	0.250
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	0.750	0.750	0.750	0.750	0.750
<u>Part-Time</u>					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	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)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	77,851	87,040	87,040	87,040	87,540
130 SALARIES - OVERTIME					
170 PERS	14,000	15,690	15,690	15,690	17,170
171 FICA	4,747	6,780	6,780	6,780	6,900
175 CAR ALLOWANCE	1,061	1,080	1,080	1,080	1,080
180 OTHER EMPLOYEE BENEFITS	8,741	14,760	14,760	14,760	14,720
SUBTOTAL	106,399	125,350	125,350	125,350	127,410
515 SERVICES AND SUPPLIES					
221 SUPPLIES	1,912	2,000	2,000	2,500	2,000
261 PERIODICALS		100	100	100	100
305 NEWSLETTER	22,647	24,000	24,000	24,000	24,000
350 CONTRACT SERVICES - GEN'L	26,036	24,000	69,500	69,500	77,000
413 HISTORICAL PRESERVATION		150	150	500	150
420 MEETINGS		250	250	250	250
439 MEDIA SERVICES & ADVERTIS	11,281	10,000	10,000	16,500	10,000
440 TRAINING	39	200	200	200	200
450 DUES AND MEMBERSHIPS	25	200	200	200	200
SUBTOTAL	61,940	60,900	106,400	113,750	113,900
TOTAL	<u>168,339</u>	<u>186,250</u>	<u>231,750</u>	<u>239,100</u>	<u>241,310</u>

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Department: Administration

Program: Personnel and Employee Development Services (060)

Program Description

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

Objectives

1. Complete 95% of full-time recruitments within 30 working days from the closing date.
2. Complete 95% of Council, staff, and public information inquiries, benefit changes, and personnel action forms in 48 hours.
3. Provide eight 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. Provide succession planning and training
6. Provide all employees with an Employee Handbook on computer disc.
7. Conduct negotiations on successor MOUs with SHEA and POA.
8. Review current employee evaluation format and implement recommended revisions.
9. Develop on-line employee evaluation tracking program.

Funding Source:

General Fund

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

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	133,543	147,590	147,590	147,590	149,410
Services & Supplies	79,875	124,950	141,150	145,150	129,950
Capital Outlay					
Total Expenditure	213,418	272,540	288,740	292,740	279,360

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
City Manager	0.100	0.100	0.100	0.100	0.100
Deputy City Manager	0.100	0.100	0.100	0.100	0.100
Assistant to the City Manager/Personnel	0.600	0.600	0.600	0.600	0.600
Administrative Assistant	0.150	0.150	0.150	0.150	0.150
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	0.950	0.950	0.950	0.950	0.950
<u>Part-Time</u>					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	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)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	98,211	102,500	102,500	102,500	102,670
120 SALARIES - TEMPORARY					
130 SALARIES - OVERTIME					
170 PERS	17,996	18,470	18,470	18,470	20,140
171 FICA	6,845	8,350	8,350	8,350	8,420
172 PARS					
175 CAR ALLOWANCE	353	360	360	360	360
180 OTHER EMPLOYEE BENEFITS	10,138	17,910	17,910	17,910	17,820
SUBTOTAL	133,543	147,590	147,590	147,590	149,410
515 SERVICES AND SUPPLIES					
221 SUPPLIES - GENERAL	247	450	450	450	450
301 ADVERTISING	827	4,000	4,000	4,000	4,000
320 SOFTWARE PURCHASES	3,600	3,600	3,600	3,600	3,600
342 MEDICAL SERVICES	11,928	9,000	9,000	9,000	9,000
343 PERSONNEL TESTING	358	2,500	2,500	2,500	2,500
350 CONTRACT SERVICES - GEN'L	1,901	27,500	27,500	27,500	27,500
355 LEGAL SERVICES	49,722	54,000	58,000	62,000	50,000
410 EMPLOYEE RECOGNITION	4,760	10,000	16,000	16,000	16,000
420 MEETINGS		400	400	400	400
421 COMMISSION MEETINGS	2,258	3,000	3,000	3,000	3,000
440 TRAINING	990	500	500	500	500
441 CITY GENERAL TRAINING	1,248	7,500	12,500	12,500	8,500
442 SAFETY PROGRAM	2,038	2,000	3,200	3,200	4,000
450 DUES & MEMBERSHIPS		500	500	500	500
SUBTOTAL	79,875	124,950	141,150	145,150	129,950
TOTAL	<u>213,418</u>	<u>272,540</u>	<u>288,740</u>	<u>292,740</u>	<u>279,360</u>

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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.

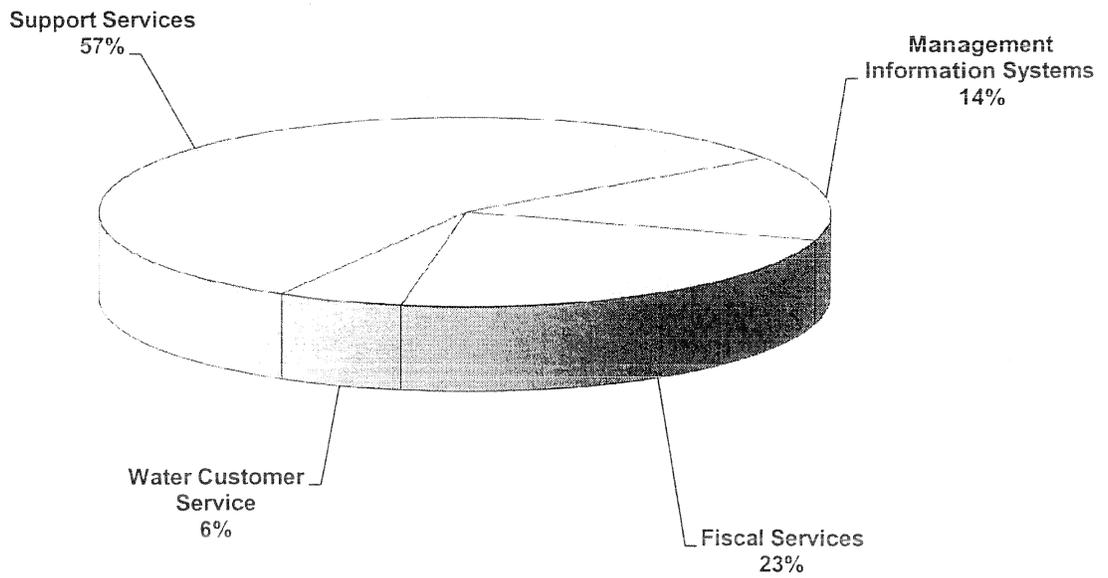
Departmental Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	1,334,357	1,300,557	1,323,000	1,304,373	1,361,300
Services & Supplies	787,122	909,993	921,850	822,319	1,052,102
Capital Outlay	8,492	10,000	12,850	7,000	190,000
Total Expenditure	2,129,971	2,220,550	2,257,700	2,133,692	2,603,402

Departmental Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
Director of Finance	0.680	0.930	0.930	0.930	0.930
Accounting Manager	0.850	0.950	0.950	0.950	0.950
Accountant	0.900	1.000	1.000	1.000	1.000
Senior Account Specialist	0.800	0.900	0.900	0.900	0.900
Account Specialist	1.000	1.000	1.000	1.000	1.000
	4.230	4.780	4.780	4.780	4.780
<u>Part-Time</u>					
Account Specialist	0.438				
	0.438	0.000	0.000	0.000	0.000
Total Staffing	4.668	4.780	4.780	4.780	4.780

Finance Department Programs



General Fund	\$ 2,459,692
Water Customer Service	<u>143,710</u>
Total Budget	\$ 2,603,402

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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

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	791,975	723,610	723,610	723,610	723,690
Services & Supplies	517,457	626,550	626,550	554,150	756,852
Capital Outlay	0				
Total Expenditure	1,309,432	1,350,160	1,350,160	1,277,760	1,480,542

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
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
<u>Part-Time</u>					
	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)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	5,663	5,680	5,680	5,680	5,680
170 PERS	1,185	1,020	1,020	1,020	1,110
171 FICA	467	430	430	430	430
180 OTHER EMPLOYEE BENEFITS	1,530	1,480	1,480	1,480	1,470
182 RETIREE MEDICAL BENEFIT	633,130	640,000	640,000	640,000	640,000
183 TRUST DEP - OPEB	150,000	75,000	75,000	75,000	75,000
SUBTOTAL	791,975	723,610	723,610	723,610	723,690
<u>515 SERVICES AND SUPPLIES</u>					
210 TELEPHONE	64,810	48,000	48,000	55,600	60,000
220 POSTAGE	23,223	23,000	23,000	20,000	20,000
221 SUPPLIES - GENERAL	19,847	23,000	23,000	25,000	25,000
235 GASOLINE	210	300	300	300	300
320 EQUIPMENT MAINTENANCE	4,665	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	41,725	41,500	41,500	41,500	41,500
339 CAR WASH AND DETAIL SERVICE		50	50		
350 CONTRACT SERVICES - GEN'L	4,246	4,000	4,000	3,850	34,000
440 TRAINING		300	300	300	300
473 INTEREST EXPENSE		50	50		
481 STATE BAILOUT					
483 INSURANCE	272,093	315,000	315,000	306,250	474,402
487 COUNTY ADMIN COST	58,079	65,000	65,000	60,000	60,000
490 MISCELLANEOUS	26,905	100,000	100,000	35,000	35,000
SUBTOTAL	517,457	626,550	626,550	554,150	756,852
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL					
SUBTOTAL	0	0	0	0	0
TOTAL	<u>1,309,432</u>	<u>1,350,160</u>	<u>1,350,160</u>	<u>1,277,760</u>	<u>1,480,542</u>

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

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

Objectives

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

Funding Source:

General Fund

Department: Finance
 Program: Management Information Systems (170)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	5,273	9,000	20,400	5,000	
261 PERIODICALS					
310 SOFTWARE PURCHASES	9,819	8,000	22,900		25,000
315 SOFTWARE MAINTENANCE	30,570	35,000	37,000	35,000	35,000
320 EQUIPMENT MAINTENANCE	1,265	1,500	1,500	1,500	1,500
350 CONTRACT SERVICES - GEN'L	126,744	110,000	110,000	120,083	125,000
440 TRAINING	82	700	700	700	700
SUBTOTAL	173,753	164,200	192,500	162,283	187,200
<u>545 CAPITAL OUTLAY</u>					
510 EQUIPMENT - GENERAL	8,492	10,000	12,850	7,000	190,000
SUBTOTAL	8,492	10,000	12,850	7,000	190,000
TOTAL	<u>182,245</u>	<u>174,200</u>	<u>205,350</u>	<u>169,283</u>	<u>377,200</u>

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Department: Finance
Program: Fiscal Services (190)

Program Description

The Fiscal Services program administers the financial operations of the City. 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**

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	445,593	475,657	498,100	481,663	537,050
Services & Supplies	54,442	76,093	59,650	67,386	64,900
Capital Outlay					
Total Expenditure	500,035	551,750	557,750	549,049	601,950

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Full-Time					
Director of Finance	0.680	0.930	0.930	0.930	0.930
Accounting Manager	0.850	0.950	0.950	0.950	0.950
Accountant	0.889	0.989	0.989	0.989	0.989
Senior Account Specialist	0.800	0.900	0.900	0.900	0.900
Account Specialist	0.900	0.900	0.900	0.900	0.900
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	4.119	4.669	4.669	4.669	4.669
Part-Time					
Account Specialist	0.438				
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	0.438	0.000	0.000	0.000	0.000
Total Staffing	4.557	4.669	4.669	4.669	4.669

Department: Finance
 Program: Fiscal Services (190)

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>510 PERSONNEL EXPENSES</u>					
110 SALARIES - PERMANENT	277,100	321,580	321,580	332,843	372,490
120 SALARIES - TEMPORARY	48,316		20,850	20,000	
130 SALARIES - OVERTIME	1,827	300	300	2,000	1,000
170 PERS	54,134	57,960	57,960	55,000	57,830
171 FICA	22,564	24,877	26,470	26,470	28,080
172 PARS	244				
175 CAR ALLOWANCE	2,750	2,450	2,450	3,600	3,350
180 OTHER EMPLOYEE BENEFITS	37,908	67,740	67,740	41,000	73,550
181 WELLNESS BENEFIT	750	750	750	750	750
SUBTOTAL	445,593	475,657	498,100	481,663	537,050
<u>515 SERVICES AND SUPPLIES</u>					
221 SUPPLIES - GENERAL	3,947	6,000	12,000	12,000	6,000
261 PERIODICALS	410	100	100	425	100
320 EQUIPMENT MAINTENANCE	508	400	400	518	500
350 CONTRACT SERVICES - GEN'L	21,445	42,443	20,000	27,078	30,000
359 AUDITING SERVICES	25,493	25,500	25,500	25,500	25,500
420 MEETINGS	695	350	350	465	500
440 TRAINING	1,140	700	700	700	1,500
450 DUES & MEMBERSHIPS	805	600	600	700	800
SUBTOTAL	54,442	76,093	59,650	67,386	64,900
TOTAL	<u>500,035</u>	<u>551,750</u>	<u>557,750</u>	<u>549,049</u>	<u>601,950</u>

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Department: Community Services

Department Description

Community Services provides a variety of park, recreational, social, and library services. Parks include design, development, and rehabilitation of park property and community buildings. Recreation includes after school and off-track recreation programs, year round programs for youth, teen activities, and special seasonal activities. Community Services includes senior services, communitywide special events, transportation, CDBG administration, animal control administration, and park facility scheduling. This Department also manages the Library operation and Parks and Recreation Commission.

Departmental Programs

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

Departmental Goals

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

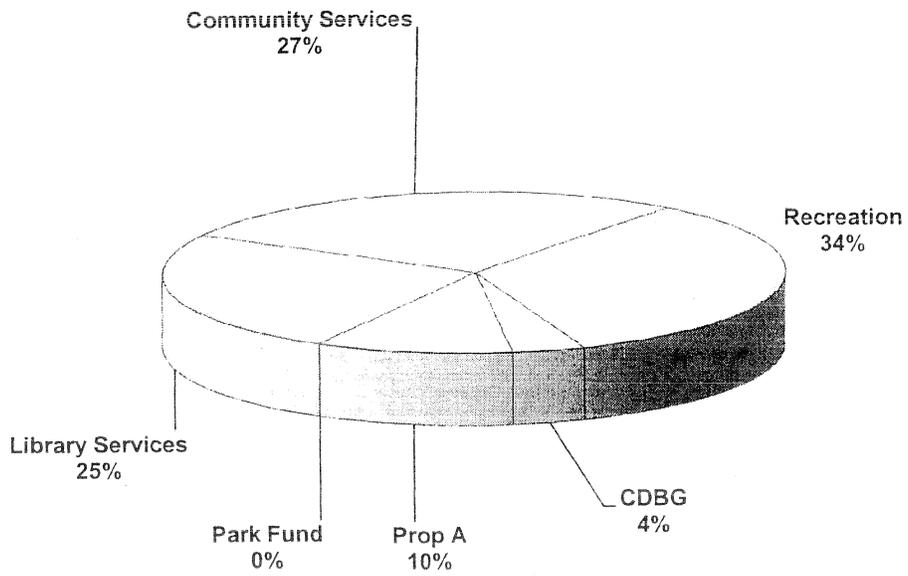
Departmental Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	963,385	1,051,170	1,051,170	1,045,870	1,057,770
Services & Supplies	417,068	415,401	436,907	419,631	432,872
Capital Outlay	279,282	50,000	50,000	50,000	49,622
Note Repayment	0	0	0	0	0
Costs Allocated	2,385	2,450	2,450	0	2,450
Total Expenditure	1,662,120	1,519,021	1,540,527	1,515,501	1,542,714

Departmental Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Full-Time					
Director of Community Services	1.000	1.000	1.000	1.000	1.000
City Librarian					
Librarian	1.000	1.000	1.000	1.000	1.000
Library Assistant	1.000	1.000	1.000	1.000	1.000
Community Services Manager	1.000	1.000	1.000	1.000	1.000
Sr. Recreation Supervisor					
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Recreation Coordinator	2.000	2.000	2.000	2.000	2.000
Kids Kamp Director					
Recreation Specialist	1.000	1.000	1.000	1.000	1.000
	8.000	8.000	8.000	8.000	8.000
Part-Time					
Library Aide	2.611	2.612	2.612	2.612	2.596
Library Specialist	0.876	0.875	0.875	0.875	0.875
Recreation Leader	6.733	6.956	6.956	6.956	6.956
Recreation Specialist	1.753	0.875	0.875	0.875	0.875
Community Services Specialist					
Clerical Aide	0.275				
	12.248	11.318	11.318	11.318	11.302
Total Staffing	20.248	19.318	19.318	19.318	19.302

Community Services Department Programs



General Fund	\$ 1,326,422
CDBG	58,378
Prop A	157,914
Park Fund	0
Net Cost	\$ 1,542,714

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

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

Objectives

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

Funding Source:

General Fund

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

Program Budget Summary

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
Salary & Benefits	295,301	320,700	320,700	320,600	315,240
Services & Supplies	68,104	72,170	84,626	70,270	67,780
Capital Outlay	557	0	0	0	0
Total Expenditure	363,962	392,870	405,326	390,870	383,020

Program Staffing Levels

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
<u>Full-Time</u>					
Director of Community Services	0.333	0.333	0.333	0.333	0.333
Community Services Manager	0.247	0.247	0.247	0.247	0.247
City Librarian					
Librarian	1.000	1.000	1.000	1.000	1.000
Library Assistant	1.000	1.000	1.000	1.000	1.000
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	2.580	2.580	2.580	2.580	2.580
<u>Part-Time</u>					
Library Aide	2.611	2.612	2.612	2.612	2.596
Library Specialist	0.876	0.875	0.875	0.875	0.875
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	3.487	3.487	3.487	3.487	3.471
Total Staffing	6.067	6.067	6.067	6.067	6.051

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

	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Revised	2012-2013 Estimated	2013-2014 Adopted
510 PERSONNEL EXPENSES					
110 SALARIES - PERMANENT	139,753	149,540	149,540	149,540	150,350
120 SALARIES - TEMPORARY	86,344	82,880	82,880	82,880	80,480
130 SALARIES - OVERTIME		100	100		100
170 PERS	28,375	33,530	33,530	33,530	30,730
171 FICA	14,307	15,360	15,360	15,360	14,440
172 PARS	597	510	510	510	570
175 CAR ALLOWANCE	1,199	1,200	1,200	1,200	1,200
180 OTHER EMPLOYEE BENEFITS	24,727	37,580	37,580	37,580	37,370
SUBTOTAL	295,301	320,700	320,700	320,600	315,240
515 SERVICES AND SUPPLIES					
221 SUPPLIES - GENERAL	7,237	6,000	5,000	5,000	5,000
222 SUPPLIES - AUDIO VISUAL	6,581	4,100	7,200	5,100	8,000
260 BOOKS	28,341	28,000	28,000	28,000	28,000
261 PERIODICALS	2,695	4,500	2,500	2,460	2,460
270 SPECIAL PROGRAMS	3,921	5,670	6,170	5,670	5,670
310 ADVERTISING	991	500	500	500	500
315 SOFTWARE MAINTENANCE		1,000	2,500	1,000	2,500
320 EQUIPMENT MAINTENANCE		500	500	500	500
350 CONTRACT SERVICES - GEN'L	13,691	19,100	29,556	19,100	12,000
395 GRANT EXPEDITURES					
420 MEETINGS	2,108	1,875	275	800	800
440 TRAINING	1,326	325	825	825	825
450 DUES & MEMBERSHIPS	1,215	600	1,600	1,315	1,525
SUBTOTAL	68,104	72,170	84,626	70,270	67,780
545 CAPITAL OUTLAY					
510 EQUIPMENT - GENERAL	557				
SUBTOTAL	557	0	0	0	0
TOTAL	<u>363,962</u>	<u>392,870</u>	<u>405,326</u>	<u>390,870</u>	<u>383,020</u>