



## **CITY OF SIGNAL HILL**

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2175 Cherry Avenue ♦ Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO AN ADJOURNED REGULAR  
CITY COUNCIL MEETING  
May 31, 2018

The City of Signal Hill appreciates your attendance. Citizen interest provides the Council and Agency with valuable information regarding issues of the community. Meetings are held on the 2nd and 4th Tuesday of every month. In addition, meetings are streamed live on our website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org), and are televised at 7:00 am, 2:00 pm, and 7:00 pm daily on Charter Spectrum Channel 3, and Frontier FiOS Channel 38.

Meetings begin at 6:00 p.m. with the conduct of any business permitted to be conducted in closed session by the Brown Act (Government Code Section 54950, et seq.), if any, and with the public portion of the meeting commencing at 7:00 pm. There is a period for public comment on closed session matters at 6:00 pm prior to the closed session. In the event there is no business to be conducted in closed session, the regular meeting shall commence at 7:00 pm. There is a public comment period at the beginning of the regular meeting, as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall and available at each meeting. The agenda and related reports are also available for review online and at the City Clerk's office and the Signal Hill Community Center on the Friday afternoon prior to the Council meeting. Agenda and staff reports are also available at our website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

During the meeting, the City Manager presents agenda items for Council consideration. The public is allowed to address the council on all agenda items. The Mayor may take agenda items out of order and will announce when the period for public comment is open on each agenda item. The public may speak to the council on items that are not listed on the agenda. This public comment period will be held at the beginning of the public portion of the meeting. You are encouraged (but not required) to complete a speaker card prior to the item being considered, and give the card to a City staff member. The cards are provided at the rear of the Council Chamber. Please direct your comments or questions to the Mayor.

City Council Members are compensated \$667.44 per month. City Clerk and City Treasurer are compensated \$405 per month.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

MAYOR HANSEN  
VICE MAYOR FORESTER  
COUNCIL MEMBER COPELAND  
COUNCIL MEMBER WILSON  
COUNCIL MEMBER WOODS

(3) PLEDGE OF ALLEGIANCE

(4) PUBLIC BUSINESS FROM THE FLOOR

(5) BUDGET STUDY SESSION

The preliminary Two-Year Budget for Fiscal Years 2018-2020 will be presented for City Council's review and discussion.

- a. Department Program Budgets
  - Presentations – Administration, Finance, Community Services, Police, Community Development, Public Works
- b. Capital Improvement Program
- c. User Fees

(6) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, June 12, 2018, at 7:00 p.m. in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA, 90755.

### CITIZEN PARTICIPATION

Routine matters are handled most quickly and efficiently if contact is made with the City department directly concerned. However, if you would like to request that a matter be presented for City Council consideration, you may do so by 1) writing to the City Council or the City Manager, or 2) completing an Agenda Item Request Form available from the City Clerk. The deadline for agenda items is 12 noon on the Tuesday preceding the Council and Agency meetings. Agendas are mailed to those who provide self-addressed, stamped envelopes to the City Clerk's office. The agenda and related agenda items are available on our website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.



**CITY OF SIGNAL HILL  
CALIFORNIA**

**PROPOSED OPERATING AND  
CAPITAL BUDGET  
FOR FISCAL YEARS  
2018-2020**

**DRAFT**



Submitted by:

**CHARLIE HONEYCUTT**  
City Manager

Population: 11,649

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# CITY OF SIGNAL HILL CALIFORNIA

## PROPOSED OPERATING AND CAPITAL BUDGET FOR FISCAL YEARS 2018-2020

### ELECTED OFFICIALS



Tina L. Hansen  
Mayor



Larry Forester  
Vice Mayor



Robert D. Copeland  
Council Member



Edward H.J. Wilson  
Council Member



Lori Y. Woods  
Council Member



Larry Blunden  
City Treasurer



Keir Jones  
City Clerk

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# Fiscal Years 2018-2020 Proposed Budget

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# City of Signal Hill

## Five Year Strategic Plan

### 2015-2019

Goal #1 – Ensure Long-Term Fiscal Stability

Goal #2 – Ensure Public Safety is High Priority

Goal #3 – Promote a Strong Local Economic Base

Goal # 4 – Maintain and Improve the Public Infrastructure

Goal # 5 – Ensure an Enhanced Quality of Life for the Residents

Goal # 6 – Promote a Transparent and Open Government

## **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.



## **DESCRIPTION OF FUNDS**

### **General Fund (100)**

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.

#### **Community Development Block Grant Fund (CDBG) (201)**

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.

#### **Proposition A Fund (202)**

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."

#### **Proposition C Fund (203)**

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.” These funds are administered by the Metropolitan Transportation Authority (MTA).

#### **Park Development Impact Fee Fund (204)**

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.

#### **Cable Televising Fund (220)**

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

#### **Housing Impact Fee Fund (221)**

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.

#### **Housing Authority Fund (223)**

The Housing Authority Fund is the successor to the Redevelopment Agency Low and Moderate Income Fund (LMI). The Housing Authority is the property manager for Authority owned properties, monitors affordable housing covenants, and works to develop affordable housing.

#### **Civic Center Phase 2 Library Fund (224)**

Funding sources for the design and construction of the Signal Hill Public Library.

#### **Lease Revenue Bond Fund (225)**

This fund was established in Fiscal Year 2017-18 to account for the proceeds from the sale of the Signal Hill Municipal Financing Authority’s Lease Revenue Bonds (Library Project), Series 2018.



#### **Gas Tax (230)**

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 (231)**

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

#### **Air Quality Improvement Trust (232)**

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.

#### **Traffic Impact Fee Fund (233)**

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.

#### **Pipeline Removal Fund (234)**

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



#### **MTA-STP Grant Fund (235)**

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 (236)**

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."

#### **Measure M Fund (237)**

The Measure M 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 M," the Los Angeles County Traffic Improvement Plan. This plan is administered by the Los Angeles County Metropolitan Transportation Authority (MTA). The one-half of one percent (.5%) Sales Tax within Los Angeles County will increase to one percent (1%) on July 1, 2039, when the Measure R tax of one-half of one percent (.5%) tax imposed by the MTA expires.

#### **Road Maintenance Rehabilitation Account Fund (238)**

On April 6, 2017 the Road Recovery and Accountability Act was passed. This legislation provides funding to the City of Signal Hill through Senate Bill 1 and the Highway Users Trust Account (HUTA) revenues. These funds are designated for maintenance and rehabilitation of roadways.

#### **Lighting and Landscape Maintenance District #1 (260)**

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.





#### **Urban Areas Security Initiative (UASI) Grant (270)**

The UASI Program assists high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

#### **Asset Seizure Grants – Federal (271)**

Department of Justice Asset Forfeiture Program encompasses the seizure and forfeiture of assets that represent the proceeds of, or were used to facilitate federal crimes.

#### **L.A. Impact Grant (272)**

The Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT) grant funds provide for a compilation of numerous federal, state and local law enforcement agencies in Los Angeles county whose primary focus is to investigate major crimes, with an emphasis on dismantling mid to major level drug trafficking organizations.

#### **COPS Hiring Recovery Program Grants (273)**

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

#### **Asset Seizure Fund - State (274)**

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.



#### **State Police Grants Fund (275)**

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.

#### **Domestic Preparedness (276)**

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 (277)**

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.

#### **Homeland Security Grant Fund (278)**

Grant funds for homeland security, emergency management, criminal justice, and victim services programs.

#### **Water Development Impact Fee Fund (550)**

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.



### **Capital Project Funds**

Capital Projects Funds are used to account for financial resources for capital outlay expenditures, including the acquisition or construction of capital facilities and other capital assets.

#### **Capital Grants Fund (240)**

The Capital Grants Fund was established to account for grants from external agencies to be used for capital projects.

### **Enterprise Funds**

#### **Water Enterprise Fund (500)**

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.

#### **Water Depreciation Reserve Fund (510)**

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.

### **Internal Service Funds**

**Vehicle Replacement Fund (601)** 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.



### **Reserve Funds**

The City retains 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 stability due to unforeseen economic events.

#### **Economic Uncertainties Reserve Fund (110)**

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.

#### **Land and Building Reserve Fund (111)**

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

#### **Equipment Reserve Fund (112)**

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.

#### **Capital Improvement Fund (113)**

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.

#### **Insurance Reserve Fund (114)**

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.



#### **PERS Reserve Fund (115)**

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

#### **OPEB Reserve Fund (116)**

The Other Post-Employment Benefits (OPEB) Reserve Fund is purposed to level the effect of other post-employment benefits liabilities as required by GASB 45.

#### **Park Reserve Fund (117)**

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

#### **Police Radio Reserve Fund (118)**

The Police Radio Reserve Fund is reserved for the future replacement of the City Police Department's communication equipment and technology.

#### **Library Reserve Fund (119)**

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

#### **100<sup>th</sup> Anniversary Reserve Fund (120)**

The 100th City Anniversary Reserve Fund is being funded \$10,000 a year until fiscal year 2023-24 when the City reaches its 100th Anniversary of incorporation. The \$100,000 will be used to host celebration events and to fund promotional materials and projects..

#### **General Plan Update Reserve Fund (121)**

The General Plan Reserve Fund is being funded \$50,000 a year to help fund the updates to the components of the General Plan.

#### **Economic Development Reserve Fund (122)**

The Economic Development Reserve Fund was established to promote economic growth in the City.



#### **Water Depreciation Reserve Fund (510)**

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.



## **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 (100)**

#### **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.

#### **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 Sales and Use Tax on the taxable sales within the City. The City receives 1% of the Sales and Use Taxes collected, with the remaining portion 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. A provision for construction contractors allows for the purchase a business license for either six or twelve months.



### **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.

### **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.

### **Dog Licenses**

The City of Long Beach Animal Control Bureau issues licenses for the City of Signal Hill.

### **Building, Plumbing, and Electrical Permits**

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

### **Alarm System Permit**

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

### **Fines and Forfeitures**

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

### **False Alarms**

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





### **Interest on Investments**

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

### **Rents and Concessions**

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

### **Royalties**

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

### **Intergovernmental – State**

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

### **Intergovernmental – County**

The County of Los Angeles remits one-half of the Documentary Transfer Tax collected by the County Recorder when property changes ownership.

### **Charges for Current Service**

Administration - Fees are collected for elections.

Recreation and Parks – Fees are charged for special interest classes, sports leagues, 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.

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.

### **Community Development Block Grant Fund (201)**

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.

### **Proposition A Fund (202)**

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.



### **Proposition C (203)**

Revenues from 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, administered by the Metropolitan Transportation Authority (MTA).

### **Park Development Fees (204)**

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.

### **Housing Impact Fund (221)**

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.

### **Gas Tax Fund (230)**

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 (231)**

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.

### **Air Quality Improvement Trust Fund (232)**

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.



#### **Traffic Impact Fees Fund (233)**

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.

#### **Pipeline Removal Fund (234)**

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

#### **MTA-STP Grant Fund (235)**

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 (236)**

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).

#### **Measure M Fund (237)**

The Measure M 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 M," the Los Angeles County Traffic Improvement Plan. This plan is administered by the Los Angeles County Metropolitan Transportation Authority (MTA). The one-half of one percent (.5%) Sales Tax within Los Angeles County will increase to one percent (1%) on July 1, 2039, when the Measure R tax of one-half of one percent (.5%) tax imposed by the MTA expires.



#### **Road Maintenance Rehabilitation Account Fund (238)**

On April 6, 2017 the Road Recovery and Accountability Act was passed. This legislation provides funding to the City of Signal Hill through Senate Bill 1 and the Highway Users Trust Account (HUTA) revenues. These funds are designated for maintenance and rehabilitation of roadways.

#### **Lighting and Landscape District #1 (260)**

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.

#### **Asset Seizure Fund – State (274)**

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.

#### **Domestic Preparedness Fund (276)**

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

#### **Supplemental Law Grant (277)**

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

#### **Water Fund (500)**

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.



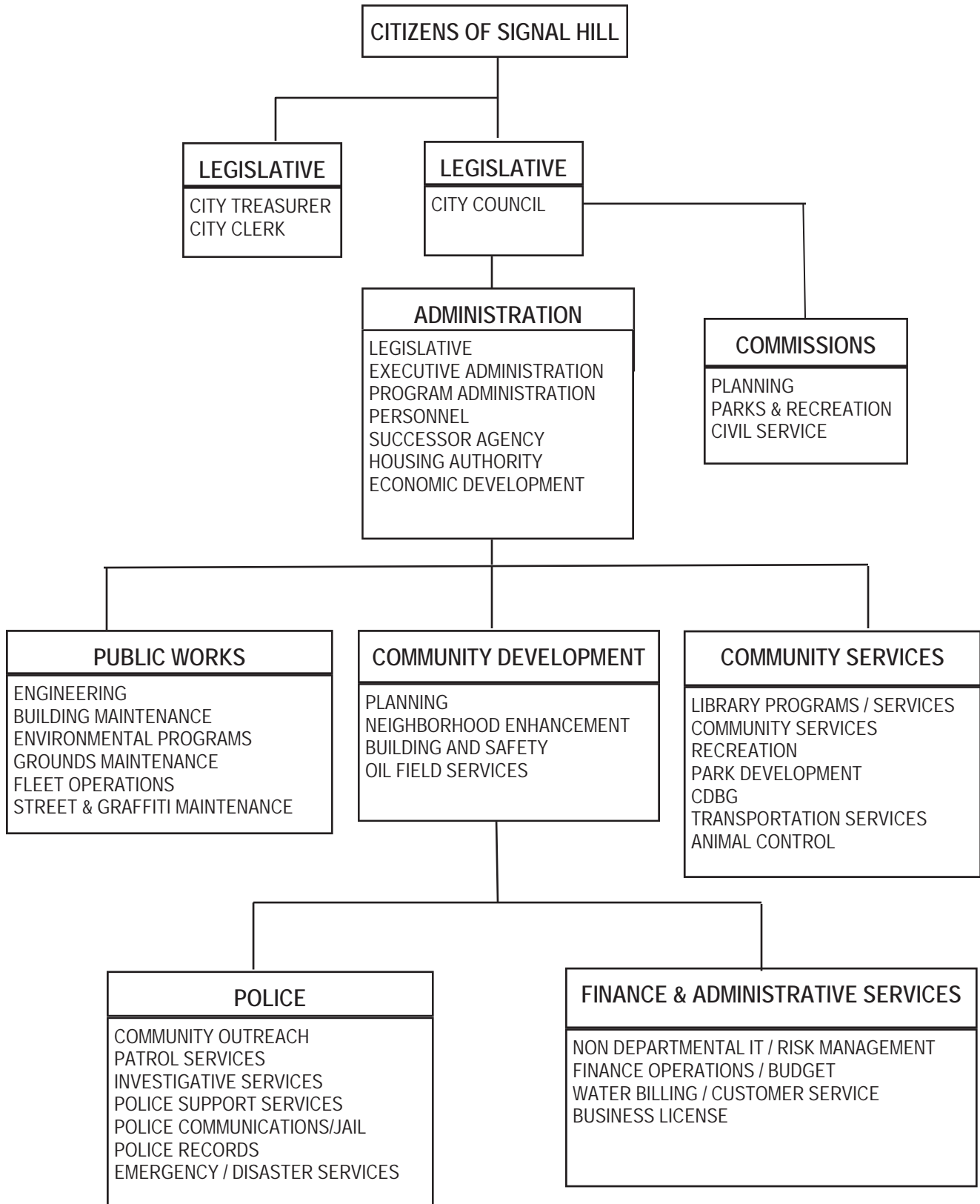
**Water Development Impact Fees Fund (550)**

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.

**Vehicle Replacement Fund (601)**

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

# CITY OF SIGNAL HILL ORGANIZATIONAL CHART



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**City of Signal Hill**  
**Personnel Summary by Department**  
**Full Time Equivalent Positions**

<u>Department</u>	Budget FTE 2014-15	Budget FTE 2015-16	Budget FTE 2016-17	Budget FTE 2017-18	Budget FTE 2018-19	Budget FTE 2019-20
<b>Administration</b>						
City Manager	1	1	1	1	1	1
Executive Assistant / Deputy City Clerk	1	1	1	1	1	1
Assistant to the CM/Deputy City Clerk	0	0	0	0	0	0
Deputy City Manager	1	1	1	1	1	1
Economic Development Manager	1	1	1	1	1	1
Human Resources Manager	1	1	0	0	0	0
Senior Management Analyst HR	0	0	1	0	0	0
Management Analyst HR	0	0	0	1	1	1
Administrative Assistant	1	1	1	1	1	1
Part-Time Communications Specialist	0	0	0	0.8	0.8	0.8
<b>Total FTE Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>
<b>Administrative Services/Finance</b>						
Director	1	1	1	1	1	1
Deputy Director	0	0	1	0	1	1
Accounting Manager	1	1	1	1	0	0
Accountant	1	1	1	1	1	1
Senior Account Specialist	1	1	1	1	1	1
Account Specialist II	1	1	1	1	1	1
Account Specialist	1	1	0.5	0.8	0.8	0.8
Account Specialist	0	0	0.5	0.7	0.7	0.7
<b>Total FTE Positions:</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>
<b>Community Development</b>						
Director	1	1	1	1	1	1
Planning Manager	0	0	0	0	0	0
Administrative Assistant	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1
Assistant Planner	1	1	1	1	1	1
<b>Total FTE Positions:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Community Services</b>						
<b>Library</b>						
City Librarian	1	1	1	1	1	1
Library Assistant	1	1	1	1	1	1
Part-Time Library Aide	2.7	2.7	1.9	1.9	1.9	1.9
Part-Time Library Specialist	0.6	0.6	0.3	0.3	0.3	0.3

<b>Department</b>	<b>Budget FTE 2014-15</b>	<b>Budget FTE 2015-16</b>	<b>Budget FTE 2016-17</b>	<b>Budget FTE 2017-18</b>	<b>Budget FTE 2018-19</b>	<b>Budget FTE 2019-20</b>
<b><u>Community Services</u></b>						
Director	1	1	1	1	1	1
Community Services Manager	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Recreation Coordinator	1	1	1	1	1	1
Recreation Specialist	1	1	1	1	1	1
Part-Time Recreation Leaders	2.1	2.1	2.7	2.7	2.7	2.7
<b><u>Recreation</u></b>						
Recreation Coordinator	1	1	1	1	1	1
Recreation Specialist	0	0	0.8	0.8	0.8	0.8
Part-Time Recreation Leaders	6.1	6.1	4.9	4.9	4.9	4.9
<b>Total FTE Positions:</b>	<b>19.5</b>	<b>19.5</b>	<b>18.6</b>	<b>18.6</b>	<b>18.5</b>	<b>18.5</b>
<b>Police</b>						
<b><u>Patrol Services</u></b>						
Police Sergeant	4	4	4	4	4	4
Senior Police Officer	4	4	4	4	4	4
Police Officer	15	15	16	16	16	16
Police Traffic Officer	2	2	2	2	2	2
Police Recruit Officer	1	1	2	2	2	2
Parking Control	0.0	0.0	0.7	0.7	0.7	0.7
<b><u>Investigative Services</u></b>						
Detective Sergeant	1	1	1	1	1	1
Sr. Police Officer / Detective	1	1	1	1	1	1
Detective	3	3	3	3	3	3
Detective Secretary	1	1	1	1	1	1
<b><u>Police Support Services</u></b>						
Chief of Police	1	1	1	1	1	1
Captain	1	1	1	1	1	1
Lieutenant	2	2	2	2	2	2
Assistant to Police Chief	1	1	1	1	1	1
Maintenance Worker	1	1	1	1	1	1
<b><u>Police Communications</u></b>						
Dispatcher/Jailer	5	5	8	8	8	8
<b><u>Police Records</u></b>						
Police Records Supervisor	1	1	1	1	1	1
Police Records Clerk	2	2	2	2	2	2
Part-Time Police Aide	0.5	0.5	0.5	0.5	0.5	0.5
Part-Time Records Clerk	0.4	0.4	0.4	0.4	0.4	0.4
Emergency Operations Coordinator	0.5	0.5	0.5	0.5	0.5	0.5
<b>FTE Positions:</b>	<b>47.4</b>	<b>47.4</b>	<b>53.0</b>	<b>53.0</b>	<b>53.1</b>	<b>53.1</b>

<b>Department</b>	<b>Budget FTE 2014-15</b>	<b>Budget FTE 2015-16</b>	<b>Budget FTE 2016-17</b>	<b>Budget FTE 2017-18</b>	<b>Budget FTE 2018-19</b>	<b>Budget FTE 2019-20</b>
<b>Public Works</b>						
<b>Engineering Department</b>						
Director	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Management Analyst	1	1	1	1	1	1
Public Works Inspector	1	1	1	1	1	1
Senior Engineering Technician	1	1	1	1	1	1
Engineering Technician	0	0	0	0	0	0
<b>City Yard</b>						
Deputy Director	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Water Sys. Supervisor	0.5	0	0	0	0	0
Water Systems Superintendent	0.5	1	1	1	1	1
Water Systems Operator I	1	1	1	1	1	1
Water Systems Operator II	0	1	1	1	1	1
Senior Water Operator	1	1	1	1	1	1
Water Maintenance Worker I	1	2	2	2	2	2
Water Maintenance Worker II	4	2	2	2	2	2
Senior Water Maintenance Worker	1	1	1	1	1	1
Lead Mechanic	1	1	1	1	1	1
Maintenance Supervisor	2	2	2	2	2	2
Sr. Maintenance Worker	2	2	2	2	2	2
Maintenance Worker	7	7	7	7	7	7
Vehicle and Equip Svs. Supervisor	0	0	0	0	0	0
<b>Total FTE Positions:</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>
<b>Grand Total</b>	<b>110.9</b>	<b>110.9</b>	<b>116.6</b>	<b>116.8</b>	<b>116.8</b>	<b>116.8</b>

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**2018-2019 SUMMARY OF CHANGES IN FUND BALANCE**

Fund No.	Fund	Balance (Undesignated) 7/1/18	2018-2019 Estimated Revenue	2018-2019 Operating Expenditures	Transfers In	Transfers Out	Fund Balance 6/30/19
100	<b>General Fund</b>	6,519,878	21,098,696	22,163,116	1,064,420		6,519,878
110	Economic Uncertainties Reserve	5,081,972					5,081,972
111	Land & Building Reserve	1,879,448					1,879,448
112	Equipment & Furniture Reserve	435,393				377,120	58,273
113	Capital Improvement Reserves	2,764,963				623,081	2,141,882
114	Insurance Reserve	435,972					435,972
115	PERS Reserve	1,987,225					1,987,225
116	OPEB Reserve Fund	1,121,444					1,121,444
117	Park Reserve Fund	57,846					57,846
118	Police Radio Reserve	367,749					367,749
119	Library Reserve Fund	3,728,122		344,100			3,384,022
120	100th Anniversary Reserve Fund	40,019					40,019
121	General Plan Update Reserve	100,000				30,000	70,000
122	Economic Development Reserve	500,000				100,000	400,000
	<b>Total Committed Reserve Funds</b>	18,500,153	-	344,100	-	1,130,201	17,025,852
201	CDBG	40,061	56,550	8,500		88,111	-
202	Prop A	706,356	227,220	138,899		380,000	414,677
203	Prop C	520,139	188,473	5,000			703,612
204	Park Development	3,163,491	524,337			1,200,000	2,487,828
220	Cable Television	53,359					53,359
221	Housing Impact	710,901					710,901
223	Housing Authority	2,659,069	26,239	26,000			2,659,308
224	Civic Center Phase 2 Bond	4,921,207				4,921,207	-
225	Lease Revenue Bonds	8,800,000				1,705,000	7,095,000
230	Gas Tax	745,522	253,071			364,800	633,793
231	Traffic Safety	202,552	101,200			100,000	203,752
232	AQMD	168,601	15,500	1,000		128,000	55,101
233	Traffic Impact	1,392,372	33,131			425,000	1,000,503
234	Pipeline Removal	2,231,200					2,231,200
235	MTA-STP	202,053	800				202,853
236	Measure R	515,693	141,358			42,500	614,551
237	Measure M	102,880	160,202				263,082
238	SB-1 RMRA	79,405	66,208				145,613
240	Capital Grants	-	4,395,955			4,395,955	-
260	Lighting & Landscape District	63,714	61,000	101,087			23,627
270	UASI Grant	95,959		95,959			(0)
271	Asset Seizure - Federal	-					-
272	LA Impact	-					-
273	Cops Hiring Recovery	-					-
274	Asset Seizure - State	181,776					181,776
275	State Police Grant	-					-
276	Domestic Preparedness	-					-
277	Supplemental Law Enforcement	132,501	142,200	243,884			30,817
278	Homeland Security	-					-
550	Water Development	257,569					257,569
	<b>Total Special Revenue Funds</b>	27,946,381	6,393,444	620,329	-	13,750,573	19,968,922
400	Capital Improvements	-	4,447,077	18,061,431	13,614,354		-
	<b>Total Capital Project Funds</b>	-	4,447,077	18,061,431	13,614,354	-	-
500	Water Operations	1,888,965	6,332,679	4,818,105	360,000		3,763,539
510	Water Depreciation	2,399,232				260,000	2,139,232
	<b>Total Enterprise Funds</b>	4,288,197	6,332,679	4,818,105	360,000	260,000	5,902,771
601	Vehicle Replacement Fund	1,793,635	608,590	678,590	102,000	-	1,825,635
	<b>Total Internal Service Fund</b>	1,793,635	608,590	678,590	102,000	-	1,825,635
701	Spring Street JPA	-	3,400	3,400	-	-	0
	<b>Total Fiduciary Funds</b>	-	3,400	3,400	-	-	0
<b>Grand Total</b>		<b>\$ 59,048,243</b>	<b>\$ 38,883,886</b>	<b>\$ 46,689,071</b>	<b>\$ 15,140,774</b>	<b>\$ 15,140,774</b>	<b>\$ 51,243,058</b>

**2019-2020 SUMMARY OF CHANGES IN FUND BALANCE**

Fund No.	Fund	Fund Balance (Undesignated) 7/1/19	2019-2020 Estimated Revenue	2019-2020 Operating Expenditures	Transfers In	Transfers Out	Fund Balance 6/30/20
100	<b>General Fund</b>	6,519,878	21,825,750	22,363,630	537,880		6,519,878
110	Economic Uncertainties Reserve	5,081,972					5,081,972
111	Land & Building Reserve	1,879,448					1,879,448
112	Equipment & Furniture Reserve	58,273				22,880	35,393
113	Capital Improvement Reserves	2,141,882				711,000	1,430,882
114	Insurance Reserve	435,972					435,972
115	PERS Reserve	1,987,225					1,987,225
116	OPEB Reserve Fund	1,121,444					1,121,444
117	Park Reserve Fund	57,846					57,846
118	Police Radio Reserve	367,749					367,749
119	Library Reserve Fund	3,384,022		347,050			3,036,972
120	100th Anniversary Reserve Fund	40,019					40,019
121	General Plan Update Reserve	70,000				40,000	30,000
122	Economic Development Reserve	400,000					400,000
	<b>Total Committed Reserve Funds</b>	17,025,852	-	347,050	-	773,880	15,904,922
201	CDBG	-	56,550	8,500			48,050
202	Prop A	414,677	231,156	190,661			455,172
203	Prop C	703,612	192,329	5,000			890,941
204	Park Development	2,487,828	107,395			-	2,595,223
220	Cable Television	53,359					53,359
221	Housing Impact	710,901					710,901
223	Housing Authority	2,659,308	26,322	26,000			2,659,630
224	Civic Center Phase 2 Bond	-					-
225	Lease Revenue Bonds	7,095,000					7,095,000
230	Gas Tax	633,793	253,171			382,500	504,464
231	Traffic Safety	203,752	101,200			100,000	204,952
232	AQMD	55,101	15,500	1,000			69,601
233	Traffic Impact	1,000,503	138,297			46,000	1,092,800
234	Pipeline Removal	2,231,200					2,231,200
235	MTA-STP	202,853	800				203,653
236	Measure R	614,551	142,227			691,722	65,056
237	Measure M	263,082	160,202			400,000	23,284
238	SB-1 RMRA	145,613	66,208			150,000	61,821
240	Capital Grants	-	4,268,336			4,268,336	-
260	Lighting & Landscape District	23,627	61,000	77,474			7,153
270	UASI Grant	(0)					(0)
271	Asset Seizure - Federal	-					-
272	LA Impact	-					-
273	Cops Hiring Recovery	-					-
274	Asset Seizure - State	181,776					181,776
275	State Police Grant	-					-
276	Domestic Preparedness	-					-
277	Supplemental Law Enforcement	30,817	145,100	258,169			(82,252)
278	Homeland Security	-					-
550	Water Development	257,569					257,569
	<b>Total Special Revenue Funds</b>	19,968,922	5,965,793	566,804	-	6,038,558	19,329,353
400	Capital Improvements	-	10,000	6,284,558	6,274,558		-
	<b>Total Capital Project Funds</b>	-	10,000	6,284,558	6,274,558	-	-
500	Water Operations	3,763,539	4,642,381	4,785,946	380,000		3,999,974
510	Water Depreciation	2,139,232				380,000	1,759,232
	<b>Total Enterprise Funds</b>	5,902,771	4,642,381	4,785,946	380,000	380,000	5,759,206
601	Vehicle Replacement Fund	1,825,635	608,590	694,914		-	1,739,311
	<b>Total Internal Service Fund</b>	1,825,635	608,590	694,914	-	-	1,739,311
701	Spring Street JPA	-			-	-	0
	<b>Total Fiduciary Funds</b>	-	-	-	-	-	0
<b>Grand Total</b>		<b>\$ 51,243,058</b>	<b>\$ 33,052,514</b>	<b>\$ 35,042,902</b>	<b>\$ 7,192,438</b>	<b>\$ 7,192,438</b>	<b>\$ 49,252,670</b>

# **ANALYSIS OF GENERAL FUND RESERVES PROJECTED FOR JUNE 30, 2019**

RESERVES AT 6/30/2018 - Per adopted budget		
	Economic Uncertainties Reserve	\$ 5,081,972
	Undesignated Fund Balance	6,519,878
	Total Fund Balance June 30, 2019	<u>11,601,850</u>
Add:	Estimated Revenues 2018-19	21,098,696
	Transfers In	1,064,420
	Total Sources	<u>33,764,966</u>
Less:	Budgeted Appropriations 2018-19	22,163,116
	Transfer out to Capital Improvement Fund	-
	Transfer out to Supplemental Law Enforcement Fund	-
	Total Uses	<u>22,163,116</u>
	Projected Fund Balance June 30, 2019	<u><u>11,601,850</u></u>
RESERVES BY CATEGORY AT 6/30/2019 - Estimated		
	Economic Uncertainties Reserve	5,081,972
	Undesignated Fund Balance	6,519,878
	Total Fund Balance	<u><u>\$ 11,601,850</u></u>

## **Accompanying Notes to the Summary of Changes in Fund Balance**

1. General Fund estimated revenues plus transfers in are balanced and matched off against budgeted expenditures with no transfers out to other funds.
2. Transfers into the General Fund from the following available resources:
  - 2.1. Equipment and Furniture Reserve for completion of the citywide enterprise resources planning system (\$377,120)
  - 2.2. Gas Tax revenues to be used for streets maintenance expenditures and repairs (\$357,300)
  - 2.3. Traffic Safety Fund (\$100,000)
  - 2.4. The City's Park Development Fund (\$100,000)
  - 2.5. Economic Development Fund (\$100,000)
  - 2.6. General Plan costs funded by the General Plan Update Reserve (\$30,000).
3. The City is retaining the Economic Uncertainties Reserve at \$5.1 million, PERS Reserve at \$2 million and OPEB Reserve Fund at \$1.1 million.
4. The City's Financial Policies stated within this budget require that the Director of Finance shall annually prepare a General Fund Analysis of the Structural Balance to determine that a structural deficit does not exist. As a result of this analysis and as outlined in the above summaries and notes, the City's General Fund is structurally balanced. Specifically, current estimated operating revenues meet and exceed budgeted expenditures in the upcoming fiscal year.
5. Per Government Accounting Standards Board (GASB) guidelines, the City uses a modified accrual method of accounting for governmental funds, which combines certain elements of cash basis accounting accrued revenue and expenditures at the fiscal year end. The full accrual method of accounting is used to record the activities of the City's proprietary funds (the Water and Vehicle Replacement Fund). As such, revenues are accrued when they are earned and expenses shown when a liability is incurred, regardless of the timing of the related cash flows.



**2018-2020 REVENUES AND OTHER FINANCING SOURCES**

	2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
General Fund	Actual	Actual	Budgeted	Estimated	Budgeted	Budgeted
<b>Operating Revenues</b>						
Property Taxes	1,916,481	1,863,700	1,867,050	1,814,448	1,807,150	1,870,250
Sales Tax	16,904,325	14,633,755	15,355,255	15,340,000	15,030,136	15,700,000
Oil Production Tax	1,092,517	600,000	600,000	550,000	575,000	625,000
Other Tax Revenue (TOT, etc.)	900,419	907,229	1,095,000	1,055,000	1,075,000	1,080,250
Licenses & Permits	369,713	386,228	387,910	423,720	418,500	418,000
Intergovernmental – Federal, State, County	80,363	46,615	52,200	45,250	54,206	57,700
Charges for Service	760,459	689,207	717,644	678,201	798,054	722,350
Fines & Penalties	258,352	195,261	232,200	232,000	245,150	455,200
Revenue from Use of Money & Property	686,342	662,858	755,000	752,500	885,000	885,000
Misc. Revenues	45,821	2,919	25,000	215,677	210,500	12,000
Total Operating Revenues	23,014,792	19,987,773	21,087,259	21,106,796	21,098,696	21,825,750
<b>Non-Operating Revenues:</b>						
Transfers In	128,473	-	175,000	347,880	1,064,420	537,880
<b>Total Available Resources</b>	<b>23,143,265</b>	<b>19,987,773</b>	<b>21,262,259</b>	<b>21,454,676</b>	<b>22,163,116</b>	<b>22,363,630</b>
<b>Special Revenue Funds</b>						
CDBG	115,141	106,811	57,000	57,000	56,550	56,550
Prop A	210,930	215,052	206,000	206,000	227,220	231,156
Prop C	256,697	175,819	170,000	170,000	188,473	192,329
Park Development	20,314	69,826	491,000	491,000	524,337	107,395
Cable Television	15,242	202	15,000	15,000	-	-
Housing Impact	3,947	2,698	-	-	-	-
Housing Authority	456,039	8,331	40,000	40,000	26,239	26,322
Civic Center Phase 2 Bond	-	32,795	-	-	-	-
Lease Revenue Bonds	-	-	-	8,800,000	-	-
Gas Tax	264,131	227,798	244,048	404,000	253,071	253,171
Traffic Safety	68,720	57,474	100,000	100,000	101,200	101,200
AQMD	11,611	19,440	10,000	10,000	15,500	15,500
Traffic Impact	183,179	11,759	27,000	27,000	33,131	138,297
Pipeline Removal	21,634	135,040	5,000	5,000	-	-
MTA-STP	-	201,253	-	800	800	800
Measure R	129,759	133,044	120,000	120,000	141,358	142,227
Measure M	-	-	-	102,880	160,202	160,202
SB-1 RMRA	-	-	-	79,405	66,208	66,208
Capital Grants	-	7,501,303	-	-	4,395,955	4,268,336
Lighting & Landscape District	57,501	56,358	61,000	61,000	61,000	61,000
UASI Grant	358,415	-	96,000	96,000	-	-
Asset Seizure - Federal	19,075	-	-	-	-	-
LA Impact	75,232	-	-	-	-	-
COPS Hiring Recovery	134,239	26,189	-	-	-	-
Asset Seizure - State	2,229	690	-	-	-	-
State Police Grant	25,743	24,498	-	-	-	-
Domestic Preparedness	-	-	-	-	-	-
Supplemental Law Enforcement	216,715	264,113	232,200	232,200	142,200	145,100
Homeland Security	-	-	-	-	-	-
Water Development	10,019	48,765	447,896	447,896	-	-
<b>Total Available Resources</b>	<b>2,656,512</b>	<b>9,319,258</b>	<b>2,322,144</b>	<b>11,465,181</b>	<b>6,393,444</b>	<b>5,965,793</b>
<b>Capital Project Fund</b>						
Capital Improvements	3,379,654	10,088,780	536,605	536,605	18,061,431	6,284,558
<b>Enterprise Funds</b>						
Water Operations	6,115,677	5,911,278	4,311,500	4,137,305	6,692,679	5,022,381
Water Depreciation	14,426	9,104	250,000	250,000	-	-
<b>Total Available Resources</b>	<b>6,130,103</b>	<b>5,920,382</b>	<b>4,561,500</b>	<b>4,387,305</b>	<b>6,692,679</b>	<b>5,022,381</b>
<b>Internal Service Fund</b>						
Vehicle Replacement Fund	553,437	615,447	637,470	637,470	710,590	608,590
<b>Fiduciary Fund</b>						
Spring Street JPA	3,331	3,397	3,400	3,400	3,400	-
<b>Total Available Resources - ALL FUNDS</b>	<b>35,866,302</b>	<b>45,935,037</b>	<b>29,323,378</b>	<b>38,484,637</b>	<b>54,024,660</b>	<b>40,244,952</b>

# **2018-2020 GENERAL FUND PROGRAM REVENUES**

	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Estimated	2018-19 Proposed	2019-20 Proposed
<b>Tax Revenue</b>						
100-31-101 Secured Property Taxes	522,450	570,704	590,503	570,000	579,500	591,000
100-31-102 Unsecured Property Taxes	-	-	4,000	-	-	-
100-31-103 Prior Year Property Taxes	6,133	6,527	5,000	-	6,500	6,500
100-31-105 Property Tax Late Fee Revenue	4,748	2,899	5,000	2,500	3,500	3,500
100-31-106 Supplemental Roll Taxes	34,546	26,520	25,000	15,000	25,000	25,000
100-31-107 Prior Year Supplemental Taxes	1,248	881	2,000	-	750	750
100-31-108 Homeowner Property Tax Exempti	3,618	3,585	3,000	1,800	3,500	3,500
100-31-109 Real Property Transfer Tax	59,250	86,516	40,000	75,000	55,000	65,000
100-31-110 Other Property Taxes	191,443	-	100,000	-	-	-
100-31-200 Sales and Use Tax	15,877,723	17,600,928	18,194,341	18,315,000	17,880,136	18,450,000
100-31-201 Sales Tax in Lieu	4,257,188	-	-	-	-	-
100-31-210 Contra Sales Tax Agreements	(3,230,586)	(3,003,528)	(3,000,000)	(2,975,000)	(2,850,000)	(2,750,000)
100-31-310 Franchise Taxes	533,709	734,738	700,000	725,000	725,000	725,000
100-31-320 Oil Production Taxes	1,092,517	525,727	600,000	550,000	575,000	625,000
100-31-330 Transient Occupancy Taxes	200,941	220,086	190,000	200,000	220,000	225,000
100-31-350 Motor Vehicle In-Lieu Tax	4,674	5,229	5,000	5,000	5,000	5,250
100-31-360 VLF Property Tax In-Lieu	1,093,045	1,104,573	1,114,910	1,150,148	1,133,400	1,175,000
100-31-370 Business License Taxes	161,095	122,952	160,000	125,000	125,000	125,000
<b>Total Tax Revenue</b>	<b>20,813,742</b>	<b>18,008,338</b>	<b>18,738,754</b>	<b>18,759,448</b>	<b>18,487,286</b>	<b>19,275,500</b>
<b>Licenses and Permits</b>						
100-32-100 Business License Renewal Fee	38,159	84,000	85,000	80,000	85,000	85,000
100-32-110 Other Permits	1,752	1,381	3,400	1,600	1,500	1,500
100-32-631 Oil Operations Permits	147,700	147,700	148,000	148,370	148,000	148,000
100-32-632 Building Permits	112,469	73,391	70,000	115,000	104,000	104,000
100-32-633 Oil Code Compliance Permit	-	-	10,000	4,000	12,500	10,000
100-32-701 Bicycle Licenses	-	-	10	-	-	-
100-32-721 Alarm System Permit - Police	2,743	3,830	2,500	750	2,500	2,500
100-32-801 Dog Licenses	13,429	-	20,000	-	-	-
100-32-911 Street & Curb Cut Permit - Pub	9,015	16,988	10,000	26,000	20,000	20,000
100-32-931 Industrial Waste Permit	44,446	46,917	40,000	48,000	45,000	47,000
100-32-932 Public Works Grant Revenue	-	-	10,000	-	-	-
<b>Total Licenses and Permits</b>	<b>369,713</b>	<b>374,207</b>	<b>398,910</b>	<b>423,720</b>	<b>418,500</b>	<b>418,000</b>
<b>Intergovernmental</b>						
100-33-110 Federal Grants	-	-	-	-	-	-
100-33-200 State Grants	10,000	-	-	-	-	-
100-33-210 County Grants	-	-	-	-	-	-
100-33-230 Transportation Grant	-	-	-	-	-	-
100-33-310 Other Grants	-	-	-	-	-	-
100-33-321 AB109 Task Force Reimbursement	42,384	5,709	-	-	-	-
100-33-322 POST Reimbursement - Police	22,482	19,094	31,000	40,000	30,000	35,000
100-33-323 PSAF	2,577	2,645	-	1,650	2,500	2,500
100-33-700 Police Grants	2,921	4,825	-	3,600	3,500	4,000
100-33-800 Community Service Grants	-	-	16,200	-	5,400	16,200
100-33-900 Public Works Grants	-	17,988	5,000	-	12,806	-
<b>Total Intergovernmental</b>	<b>80,363</b>	<b>50,261</b>	<b>52,200</b>	<b>45,250</b>	<b>54,206</b>	<b>57,700</b>
<b>Charges for Services</b>						
100-34-110 Sale of Maps & Publications	1,747	1,475	2,000	560	1,200	1,500
100-34-111 Successor Agency Reimb for Srv	-	-	-	-	-	-
100-34-430 Filing & Cert Fees	1,035	6,099	500	-	5,000	1,500
100-34-431 Fees for Services	10	-	-	-	-	-
100-34-602 Planning Fees	5,242	5,390	3,000	5,500	4,000	4,000
100-34-603 Environmental Fees	-	-	-	-	-	-
100-34-604 Planning Bus. Lic. Review Fee	8,583	7,544	4,000	6,500	4,000	4,000
100-34-605 Development Review Processing	43,628	34,464	20,000	20,000	20,000	20,000
100-34-631 Energy Fees - Building & Safet	597	671	700	700	650	650
100-34-632 Plan Check Fees	57,878	30,349	20,000	15,000	80,000	67,500
100-34-633 Bldg Inspection Fees 4+ Units	160	-	340	170	340	340
100-34-634 SMIP Seismic Fee 5% City Share	63	39	4	85	1,400	1,400
100-34-635 BSC Green Bldg- 10% City Share	79	34	10	36	840	840
100-34-636 SB 1186 ADA Fee-70% City Share	718	1,576	910	5,700	120	120
100-34-721 Booking Fees - Police	1,550	2,469	4,000	750	2,500	3,500

**2018-2020 GENERAL FUND PROGRAM REVENUES**

	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Estimated	2018-19 Budget	2019-20 Budget
100-34-722 Vehicle Impound Fees - Police	35,280	39,480	50,000	20,000	3,500	3,500
100-34-723 Vehicle Towing Fees - Police	23,900	20,380	24,000	14,000	20,000	22,000
100-34-724 DUI Cost Recovery Program	69	-	1,000	-	-	-
100-34-725 Misc. Police Department Fees	12,580	18,554	15,000	15,000	14,000	15,000
100-34-801 Library Fines & Fees	9,491	6,706	9,000	5,500	7,500	8,000
100-34-802 Community Services: Community	9,125	18,326	2,535	18,250	10,000	10,000
100-34-803 Community Services: Facility	33,899	18,171	20,000	18,500	18,000	20,000
100-34-804 Community Services: Excursion	28,905	16,159	24,000	16,000	16,000	20,000
100-34-805 Youth Services	108,916	127,598	101,430	105,000	110,000	115,000
100-34-806 Teen Services	8,244	4,486	6,615	3,000	4,500	5,000
100-34-807 Other Grants	-	-	-	-	-	-
100-34-911 Engineering & Inspection Fee	32,583	40,207	10,000	55,000	50,000	50,000
100-34-912 Grading Plan Check Fees	8,259	1,698	20,000	1,250	10,000	10,000
100-34-913 Miscellaneous Public Works Fee	2,352	3,545	1,000	550	1,000	1,000
100-34-914 Engineering Development Review	1,508	2,756	7,500	150	5,000	5,000
100-34-931 NPDES Inspection Fees	-	225	37,000	3,500	-	-
100-34-932 NPDES Trash Fee	99,795	104,539	120,000	105,000	150,004	105,000
100-34-933 Recycling Revenues	4,227	10,000	7,000	7,500	7,500	7,500
100-34-934 EDCO Host Fees	220,035	234,421	220,000	235,000	251,000	220,000
100-34-951 Street Closure Fees	-	-	100	-	-	-
<b>Total Charges for Services</b>	<b>760,459</b>	<b>757,362</b>	<b>731,644</b>	<b>678,201</b>	<b>798,054</b>	<b>722,350</b>
<b>Fines and Penalties</b>						
100-35-100 Court Fines	64,910	28,956	65,000	65,000	40,000	45,000
100-35-621 Code Enforcement Fines	4,053	-	200	-	150	200
100-35-723 Parking Citations - Police	187,650	179,042	160,000	160,000	180,000	185,000
100-35-725 False Alarm Fines - Police	1,740	24,150	7,000	7,000	25,000	225,000
<b>Total Fines and Penalties</b>	<b>258,352</b>	<b>232,147</b>	<b>232,200</b>	<b>232,000</b>	<b>245,150</b>	<b>455,200</b>
<b>Revenue from Money and Property</b>						
100-36-100 Interest Income	102,631	116,121	157,000	120,000	250,000	250,000
100-36-200 Rent Revenue- General Fund	-	-	-	-	-	-
100-36-400 Royalties	12,404	14,787	20,000	12,500	15,000	15,000
100-36-620 Rent Revenue- Successor Agency	571,308	616,150	620,000	620,000	620,000	620,000
<b>Total Revenue from Money and Property</b>	<b>686,342</b>	<b>747,059</b>	<b>797,000</b>	<b>752,500</b>	<b>885,000</b>	<b>885,000</b>
<b>Miscellaneous Revenue</b>						
100-37-100 Other Revenue	8,694	304,684	5,500	180,000	205,500	6,500
100-37-101 Workers Comp Refunds	4,356	6,771	5,000	35,000	5,000	5,500
100-37-300 Property/Assets Sales	-	-	7,000	-	-	-
100-37-500 Recovery of Mandated Costs	31,890	-	7,500	1,870	-	-
100-37-600 Donations	889	62	-	7	-	-
100-37-900 Cash – Over or Short	(8)	(24)	-	(1,200)	-	-
<b>Total Miscellaneous Revenue</b>	<b>45,821</b>	<b>311,493</b>	<b>25,000</b>	<b>215,677</b>	<b>210,500</b>	<b>12,000</b>
<b>Contributions and Transfers</b>						
<b>Total Revenue</b>	<b>23,014,792</b>	<b>20,480,867</b>	<b>20,975,708</b>	<b>21,106,796</b>	<b>21,098,696</b>	<b>21,825,750</b>
100-39-110 Transfer from Reserves	165,000	-	75,000	247,880	507,120	62,880
100-39-120 Transfer from Special Revenue	324,647	375,200	317,000	100,000	557,300	475,000
100-39-130 Transfer from Debt Service Fun	-	-	-	-	-	-
100-39-140 Transfer from Capital Projects	-	-	-	-	-	-
100-39-170 Transfer from Internal Service	-	-	-	-	-	-
100-39-180 Transfer from Trust and Agency	-	-	-	-	-	-
<b>Total Contributions and Transfers</b>	<b>489,647</b>	<b>375,200</b>	<b>392,000</b>	<b>347,880</b>	<b>1,064,420</b>	<b>537,880</b>
<b>Total Revenue with Transfers</b>	<b>23,504,439</b>	<b>20,856,067</b>	<b>21,367,708</b>	<b>21,454,676</b>	<b>22,163,116</b>	<b>22,363,630</b>

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# **2019-20 GENERAL FUND**

## **OPERATING BUDGET**

*Department Summaries*

*Department Goals*

*Levels of Staffing*

*Department Program Budgets*

**CITY OF SIGNAL HILL  
FY 2018-20 GENERAL FUND  
EXPENDITURES**

<b>DEPARTMENT BUDGETS:</b>	<b>2016-17 Prior year Actual</b>	<b>2017-18 Current year Budget</b>	<b>2017-18 Projected Year-End</b>	<b>2018-19 Proposed Budget</b>	<b>2019-20 Proposed Budget</b>
CITY COUNCIL	\$ 202,871	223,850	238,968	238,074	246,591
CITY TREASURER	6,729	6,610	8,889	14,410	14,600
CITY CLERK	186,222	178,545	155,016	230,544	170,136
<b>LEGISLATIVE</b>	<b>395,822</b>	<b>409,005</b>	<b>402,873</b>	<b>483,028</b>	<b>431,327</b>
EXECUTIVE ADMINISTRATION	687,146	648,330	661,687	671,236	706,761
PROGRAM ADMINISTRATION	237,400	281,740	284,868	280,018	286,174
PERSONNEL	277,249	298,300	237,070	256,558	261,271
ECONOMIC DEVELOPMENT	548,942	635,000	635,718	669,739	675,113
<b>ADMINISTRATION</b>	<b>1,750,737</b>	<b>1,863,370</b>	<b>1,819,343</b>	<b>1,877,551</b>	<b>1,929,319</b>
NON-DEPARTMENTAL	1,758,461	1,439,780	1,456,185	1,501,712	1,676,673
IT/TECHNOLOGY	178,572	480,620	278,500	546,870	234,950
FINANCE	854,092	952,425	620,782	777,133	803,453
<b>FINANCE</b>	<b>2,791,125</b>	<b>2,872,825</b>	<b>2,355,467</b>	<b>2,825,715</b>	<b>2,715,076</b>
PLANNING SERVICES	302,824	343,480	334,855	402,261	431,185
NEIGHBORHOOD ENHANCEMENT	86,497	116,170	106,085	110,927	117,114
BUILDING & SAFETY	176,180	326,400	205,259	248,211	258,109
OIL FIELD SERVICES	116,951	146,600	145,624	156,133	164,214
<b>COMMUNITY DEVELOPMENT</b>	<b>682,452</b>	<b>932,650</b>	<b>791,823</b>	<b>917,532</b>	<b>970,622</b>
POLICE COMMUNITY OUTREACH	79,862	77,850	64,033	81,000	81,000
PATROL SERVICES	4,910,450	4,872,700	5,074,753	5,435,084	5,558,847
INVESTIGATIVE SERVICES	1,059,527	1,236,870	1,202,177	1,019,551	1,067,309
POLICE SUPPORT SERVICES	1,703,518	1,698,020	1,745,218	1,741,146	1,827,477
POLICE COMMUNICATIONS	717,992	758,180	662,724	828,056	839,948
POLICE RECORDS	313,258	392,860	355,073	363,229	386,320
EMERGENCY/DISASTER SERVICES	61,630	58,250	58,767	58,237	59,040
<b>POLICE</b>	<b>8,846,237</b>	<b>9,094,730</b>	<b>9,162,745</b>	<b>9,526,303</b>	<b>9,819,941</b>
LIBRARY	427,724	471,230	379,298	454,620	438,350
COMMUNITY SERVICES	660,151	615,183	651,452	813,896	747,101
RECREATION	488,049	433,689	525,534	495,214	460,844
<b>COMMUNITY SERVICES</b>	<b>1,575,924</b>	<b>1,520,102</b>	<b>1,556,284</b>	<b>1,763,730</b>	<b>1,646,295</b>
ENGINEERING	656,802	648,090	565,730	806,133	818,370
BUILDING MAINTENANCE	585,371	630,010	630,671	733,979	770,477
ENVIRONMENTAL PROGRAMS	536,785	823,150	764,770	743,163	732,899
GROUND MAINTENANCE	845,079	861,510	904,060	854,529	876,999
STREET & GRAFFITI MAINT.	1,370,254	1,584,515	1,487,323	1,631,453	1,652,305
<b>PUBLIC WORKS</b>	<b>3,994,291</b>	<b>4,547,275</b>	<b>4,352,554</b>	<b>4,769,257</b>	<b>4,851,050</b>
<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<b>20,036,588</b>	<b>21,239,957</b>	<b>20,441,089</b>	<b>22,163,116</b>	<b>22,363,630</b>
<b>OPERATING SURPLUS (DEFICIT), NET OF TRANSFERS:</b>	<b>822,284</b>	<b>522,302</b>	<b>1,013,587</b>	-	-
TRANSFERS TO OTHER FUNDS	292,200	292,200	292,200	-	-
<b>TOTAL GENERAL FUND EXPENDITURES: \$</b>	<b>20,328,788</b>	<b>21,532,157</b>	<b>20,733,289</b>	<b>22,163,116</b>	<b>22,363,630</b>

# 2019-20 OPERATING BUDGET

## LEGISLATIVE

*City Council*

*City Treasurer*

*City Clerk*

### **Department Description:**

The City's Legislative department section includes the elective offices of City Council, City Clerk, City Treasurer, and the City Attorney. Executive Administration is responsible for recommending policy to the legislative body (City Council) and for implementing policy when set by the City Council. The City Clerk and the 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.

**Department Programs:**

City Council

City Treasurer

City Clerk

**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 in a way that is consistent with the current City Strategic Plan.

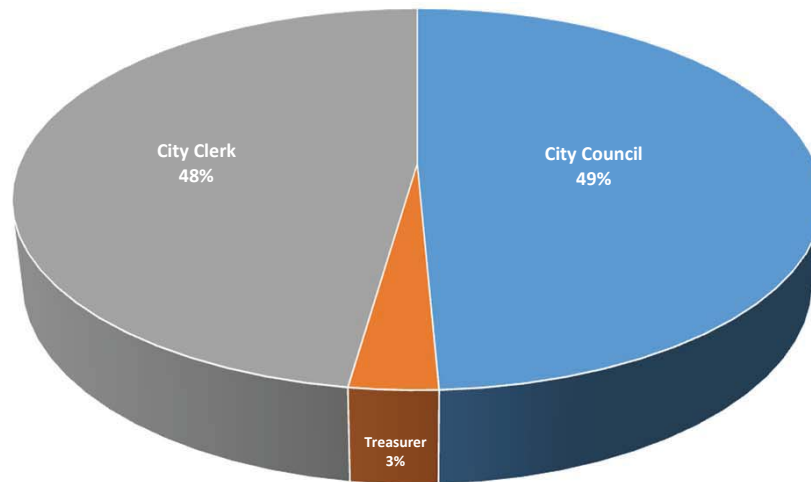


## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	215,464	223,056	231,580	248,514	256,903	270,202
Maintenance and Operations	96,910	172,767	177,425	154,359	226,125	161,125
<b>Total Expenditures</b>	<b>312,374</b>	<b>395,823</b>	<b>409,005</b>	<b>402,873</b>	<b>483,028</b>	<b>431,327</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
City Council	7	7	7	7	7	7
<b>Total Positions:</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>



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## **Program: City Council (41)**

### **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. Provide policy direction for all departments.
2. Provide policy direction and guide program activities.
3. Provide policy direction on proposed State and Federal legislation.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	142,022	144,393	156,150	171,168	169,274	177,791
Maintenance and Operations	54,636	58,478	67,700	67,800	68,800	68,800
<b>Total Expenditures</b>	<b>196,657</b>	<b>202,871</b>	<b>223,850</b>	<b>238,968</b>	<b>238,074</b>	<b>246,591</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
City Council	5	5	5	5	5	5
<b>Total Positions:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>City Council</b>								
	100-41-110	Salaries & Wages	61,498	58,541	54,560	75,667	60,328	62,680
	100-41-130	Salaries - Overtime PW event s	596	1,187	500	461	-	-
	100-41-160	Car Allowance	12,000	11,539	12,000	11,908	12,000	12,000
	100-41-220	Social Security Contributions	2,015	2,263	2,550	2,383	2,506	2,556
	100-41-230	Retirement Contributions	14,567	13,200	10,060	16,728	22,332	25,711
	100-41-270	Other Employee Benefits	49,897	56,210	73,980	62,916	-	-
	100-41-271	Defined Contribution	-	-	-	-	20,327	20,733
	100-41-272	Workers' Compensation	-	-	-	-	1,507	1,537
	100-41-273	Health Benefits	-	-	-	-	43,023	45,174
	100-41-274	Dental Benefit	-	-	-	-	2,971	3,119
	100-41-275	Vision Benefit	-	-	-	-	943	943
	100-41-277	Other Optional Benefit	-	-	-	-	838	838
	100-41-280	Wellness Benefit	1,448	1,454	2,500	1,105	2,500	2,500
		<b>Total Salaries and Benefits</b>	<b>142,022</b>	<b>144,393</b>	<b>156,150</b>	<b>171,168</b>	<b>169,274</b>	<b>177,791</b>
	100-41-310	Dues & Memberships	27,732	29,513	35,000	35,000	35,000	35,000
	100-41-321	Council Development - Wilson	5,626	3,859	3,000	3,000	3,000	3,000
	100-41-322	Council Development - Hansen	176	159	3,000	3,000	3,000	3,000
	100-41-323	Council Development - Woods	4,384	2,512	3,000	3,000	3,000	3,000
	100-41-324	Council Development - Forester	2,612	2,125	3,000	3,000	3,000	3,000
	100-41-325	Council Development - Copeland	236	1,953	3,000	3,000	3,000	3,000
	100-41-330	Meetings	4,811	5,746	7,000	7,000	8,000	8,000
	100-41-340	Books & Periodicals	180	292	200	300	300	300
	100-41-410	Legal Services	-	-	-	-	-	-
	100-41-511	Telephone	4,326	6,926	5,000	5,000	5,000	5,000
	100-41-513	Internet Services	2,664	2,658	3,000	3,000	3,000	3,000
	100-41-690	Miscellaneous	677	720	1,500	1,500	1,500	1,500
	100-41-740	General Supplies	1,212	1,016	1,000	1,000	1,000	1,000
	100-41-840	Capital Outlay	-	1,000	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>54,636</b>	<b>58,478</b>	<b>67,700</b>	<b>67,800</b>	<b>68,800</b>	<b>68,800</b>
<b>41</b>	<b>Total City Council</b>		<b>196,657</b>	<b>202,871</b>	<b>223,850</b>	<b>238,968</b>	<b>238,074</b>	<b>246,591</b>

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## **Program: City Treasurer (42)**

### **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. The City Treasurer provides oversight functions in terms of the City's finance operations.

### **Objectives:**

1. Prepare a semi-monthly report of disbursements made during the month, file it with the City Clerk, and present it to the City Council.
2. Prepare a monthly Schedule of Investments Report listing all the City/Agency investments and present it to the City Council.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	3,784	5,071	3,710	6,064	11,510	11,700
Maintenance and Operations	1,561	1,658	2,900	2,825	2,900	2,900
<b>Total Expenditures</b>	<b>5,345</b>	<b>6,729</b>	<b>6,610</b>	<b>8,889</b>	<b>14,410</b>	<b>14,600</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
City Treasurer	1	1	1	1	1	1
<b>Total Positions:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>



# 2018-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>City Treasurer</b>								
	100-42-110	Salaries & Wages	(29)	26	-		4,957	5,150
	100-42-115	Part-time Salaries	3,658	4,768	3,600	5,795	6,231	6,355
	100-42-220	FICA Contributions	49	66	50	79	67	69
	100-42-225	PARS Contributions	-	-	-		-	-
	100-42-230	Retirement Contributions	47	133	-	84	50	-
	100-42-270	Other Employee Benefits	59	79	60	106	81	-
	100-42-272	Workers' Compensation	-	-	-		124	126
	100-42-275	Vision Benefit	-	-	-		-	-
		<b>Total Salaries and Benefits</b>	<b>3,784</b>	<b>5,071</b>	<b>3,710</b>	<b>6,064</b>	<b>11,510</b>	<b>11,700</b>
	100-42-310	Dues & Memberships	-	175	200	125	200	200
	100-42-320	Travel & Training	751	1,483	2,000	2,000	2,000	2,000
	100-42-330	Meetings	645	-	500	500	500	500
	100-42-740	General Supplies	166	-	200	200	200	200
		<b>Total Maintenance and Operations</b>	<b>1,561</b>	<b>1,658</b>	<b>2,900</b>	<b>2,825</b>	<b>2,900</b>	<b>2,900</b>
<b>42</b>	<b>Total City Treasurer</b>		<b>5,345</b>	<b>6,729</b>	<b>6,610</b>	<b>8,889</b>	<b>14,410</b>	<b>14,600</b>

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## **Program: City Clerk (43)**

### **Program Description:**

The City Clerk is an elected City official who is responsible for conducting all aspects of the election process. The official records of the City and the Successor Agency are maintained as a part of this program.

### **Objectives:**

1. Process Medical Marijuana Initiative Petition.
2. Ensure compliance of the City's Conflict of Interest code and updated biennially.
3. Ensure Records Retention Schedules is updated biennially along with the destruction of records scheduled for destruction.
4. Continue to compile and document historical photographs of City Council and Commission members.
5. Continue to use video streaming to broadcast City meetings and other City programming to ensure the recording and maintaining of a true and formal record of all proceedings.
6. Manage the agenda posting and publishing process for City Council, Successor Agency, Municipal Financing Authority, Housing Authority, and Public Financing Authority.
7. Provide access to City records and all legislative actions, which ensures transparency to the public.
8. Ensure that other media outlets (e.g. posting, cable television, internet) are up-to-date with latest City information.
7. Work with City Communication Specialist to expand the City's presence on social media.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	69,658	73,592	71,720	71,282	76,119	80,711
Maintenance and Operations	40,713	112,631	106,825	83,734	154,425	89,425
<b>Total Expenditures</b>	<b>110,372</b>	<b>186,222</b>	<b>178,545</b>	<b>155,016</b>	<b>230,544</b>	<b>170,136</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
City Clerk	1	1	1	1	1	1
<b>Total Positions:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>City Clerk</b>								
	100-43-110	Salaries & Wages - Full-time	44,575	48,652	44,590	44,943	47,151	49,349
	100-43-115	Part-time Salaries	3,600	2,631	3,600	3,925	3,988	4,067
	100-43-130	Overtime Salaries	426	1,442	1,000	554	-	-
	100-43-160	Car Allowance	-	692	-	92	-	-
	100-43-220	FICA Contributions	3,253	3,666	3,470	3,466	3,404	3,501
	100-43-225	PARS Contributions	-	-	50	50	-	-
	100-43-230	Retirement Contributions	11,001	8,847	5,960	9,827	12,566	14,401
	100-43-270	Other Employee Benefits	6,804	7,663	13,050	8,425	-	-
	100-43-271	Defined Contribution	-	-	-	-	1,855	1,912
	100-43-272	Workers' Compensation	-	-	-	-	1,178	1,210
	100-43-273	Health Benefits	-	-	-	-	5,476	5,750
	100-43-274	Dental Benefit	-	-	-	-	380	399
	100-43-275	Vision Benefit	-	-	-	-	108	108
	100-43-277	Other Optional Benefit	-	-	-	-	14	14
		<b>Total Salaries and Benefits</b>	<b>69,658</b>	<b>73,592</b>	<b>71,720</b>	<b>71,282</b>	<b>76,119</b>	<b>80,711</b>
	100-43-310	Dues & Memberships	435	445	1,125	400	1,125	1,125
	100-43-320	Travel & Training	1,235	1,147	2,000	3,500	3,000	3,000
	100-43-330	Meetings	504	410	500	500	500	500
	100-43-340	Books & Periodicals	278	-	600	60	100	100
	100-43-400	Contract Services - General	30,614	23,965	32,000	29,000	32,000	32,000
	100-43-410	Legal Services	76	15,029	20,000	10,000	20,000	10,000
	100-43-420	Professional Services	2,185	2,045	2,000	2,000	2,000	2,000
	100-43-460	Elections	316	59,576	30,000	30,000	80,000	25,000
	100-43-461	Initiative Expenses	-	9,593	10,000	2,000	10,000	10,000
	100-43-560	Repair & Maintenance	-	-	200	200	300	300
	100-43-631	Public Notices	5,000	-	8,000	5,874	5,000	5,000
	100-43-740	General Supplies	70	422	400	200	400	400
		<b>Total Maintenance and Operations</b>	<b>40,713</b>	<b>112,631</b>	<b>106,825</b>	<b>83,734</b>	<b>154,425</b>	<b>89,425</b>
<b>43</b>	<b>Total City Clerk</b>		<b>110,372</b>	<b>186,222</b>	<b>178,545</b>	<b>155,016</b>	<b>230,544</b>	<b>170,136</b>

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# 2018-20 OPERATING BUDGET

## ADMINISTRATION

*Executive Administration*

*Program Administration*

*Personnel*

*Economic Development*

### **Department Description:**

The Administration Department includes the following programs: Executive Administration, Program Administration, Personnel, and Economic Development. Executive Administration is responsible for recommending policy to the legislative body (City Council) and for implementing policy when set by the City Council. Executive Administration is responsible for planning, coordinating, and directing the work of all City departments and programs. Program Administration develops, administers, directs, and oversees all program activities for the City including legislative and communication programs. Personnel administers human resources services for the City, including recruitment, classification, negotiations, benefits administration, compliance of safety and personnel policies, general training, employee development, and workers compensation. Personnel also provides staffing for the Civil Service Commission. Economic Development is responsible for the disposition of former redevelopment agency properties and project development, provides ombudsman services to developers, and works on increasing sales tax through business attraction and retaining current businesses.

**Department Programs:**

Executive Administration

Program Administration

Personnel

Economic Development

**Department Goals:**

1. Represent the citizens of Signal Hill.
2. Recommend policy to elected officials and implement policy set by City Council.
3. Ensure operating departments are successfully delivering quality services to the community.
4. Monitor impacts of proposed Federal and State legislation.
5. Administer the website, cable TV station, and newsletter.
6. Administer the personnel system.
7. Wind down the activities of the former Redevelopment Agency.
8. Increase revenue to the City through economic development activities.
9. Provide affordable housing opportunities to residents of the community.
10. Collaborate with other agencies on regional issues.

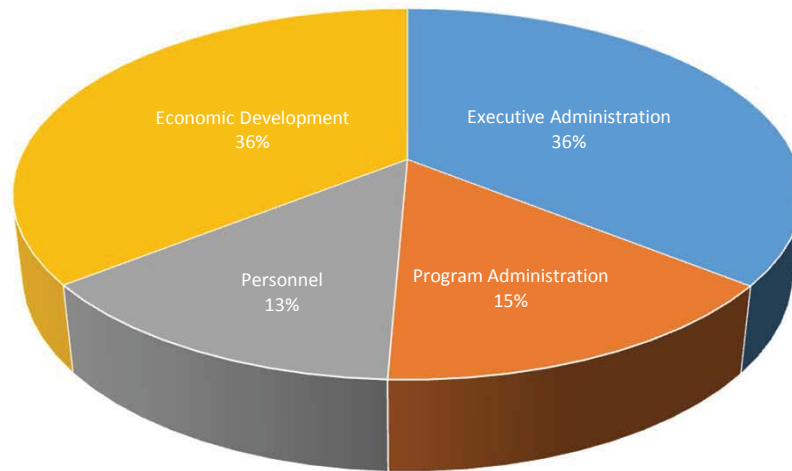


## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	743,853	711,956	810,020	794,929	870,634	906,894
Maintenance and Operations	632,049	1,038,782	1,053,350	1,024,414	1,006,918	1,022,426
<b>Total Expenditures</b>	<b>1,375,902</b>	<b>1,750,738</b>	<b>1,863,370</b>	<b>1,819,343</b>	<b>1,877,552</b>	<b>1,929,320</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
City Manager	1	1	1	1	1	1
Executive Assistant / Deputy City Clerk	1	1	1	1	1	1
Assistant to the CM/Deputy City Clerk	-	-	-	-	-	-
Deputy City Manager	1	1	1	1	1	1
Economic Development Manager	1	1	1	1	1	1
Human Resources Manager	1	-	-	-	-	-
Senior Management Analyst HR	1	1	1	1	-	-
Management Analyst HR	-	1	1	1	1	1
Part-Time Communications Specialist	-	-	-	-	0.8	0.8
Administrative Assistant	1	1	1	1	1	1
<b>Total Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.8</b>	<b>6.8</b>



## **Program: Executive Administration (44)**

### **Program Description:**

Executive 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. Administration keeps the City Council and community informed on issues and represents the City's interests within the region.

### **Objectives:**

1. Recommend policy to the City Council and implement policy set by the City Council.
2. Direct work of all City Departments.
3. Monitor State legislative impacts on issues affecting local financing, housing, land use, etc.
4. Develop a budget strategy that responds to State and local economic conditions.
5. Manage the City's budget to respond to changing economic conditions.
6. Serve in an administrative capacity to the Successor Agency and Oversight Committee and work with the County and State in the wind down of the former redevelopment agency.
7. Oversee development and construction of new library and view park.
8. Represent City at various Council of Governments, League of California Cities, and other regional forums.
9. Coordinate implementation of Strategic Plan.
10. Monitor and apply for grants where eligible.
11. Manage labor relations with the Signal Hill Employees' Association and Signal Hill Police Officers' Association.
12. Oversee completion of Parks Master Plan.
13. Respond to Council/Citizen requests.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Executive Administration</b>								
	100-44-110	Salaries & Wages - Full-time	321,435	317,640	352,300	332,930	317,230	322,140
	100-44-115	Part-time Salaries	-	-	-	18,818	39,000	39,000
	100-44-130	Overtime Salaries	497	1,696	500	646	2,342	2,459
	100-44-160	Car Allowance	5,141	5,944	6,240	6,240	5,940	5,940
	100-44-220	FICA Contributions	18,660	18,905	18,580	19,935	24,850	25,157
	100-44-225	PARS Contributions	-	-	-	-	-	-
	100-44-230	Retirement Contributions	76,655	60,076	46,270	73,734	90,782	103,952
	100-44-270	Other Employee Benefits	25,812	34,466	59,900	45,759	-	-
	100-44-271	Defined Contribution	-	-	-	-	15,974	16,210
	100-44-272	Workers' Compensation	-	-	-	-	7,715	7,809
	100-44-273	Health Benefits	-	-	-	-	31,129	32,685
	100-44-274	Dental Benefit	-	-	-	-	1,687	1,771
	100-44-275	Vision Benefit	-	-	-	-	410	410
	100-44-276	Life Insurance Benefit	-	-	-	-	496	496
	100-44-277	Other Optional Benefit	-	-	-	-	42	42
	100-44-280	Wellness Benefit	762	1,083	1,140	225	1,140	1,140
		<b>Total Salaries and Benefits</b>	<b>448,962</b>	<b>439,811</b>	<b>484,930</b>	<b>498,287</b>	<b>538,736</b>	<b>559,211</b>
	100-44-310	Dues & Memberships	2,809	837	2,300	2,300	1,600	1,600
	100-44-320	Travel & Training	1,556	-	-	-	-	-
	100-44-330	Meetings	3,782	8,289	7,200	7,200	7,200	7,200
	100-44-340	Books & Periodicals	893	239	600	600	700	700
	100-44-400	Contract Services - General	25,668	7,407	5,000	5,000	500	500
	100-44-410	Legal Services	117,241	201,921	115,000	115,000	105,000	120,000
	100-44-450	Contract Professional Labor	-	-	-	-	-	-
	100-44-511	Telephone	979	178	900	900	-	-
	100-44-540	Vehicle Maintenance	-	1,053	150	150	-	-
	100-44-545	Small Equipment Maintenance	211	-	250	250	-	-
	100-44-590	Fleet Provision Charge	15,000	15,000	15,000	15,000	15,000	15,000
	100-44-630	Media Services	9,422	11,353	15,000	15,000	1,000	1,050
	100-44-631	Public Notices	-	-	-	-	-	-
	100-44-740	General Supplies	914	801	500	500	-	-
	100-44-750	Gasoline, Oil, & Tires	258	257	1,500	1,500	1,500	1,500
	100-44-840	Capital Outlay	-	-	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>178,732</b>	<b>247,336</b>	<b>163,400</b>	<b>163,400</b>	<b>132,500</b>	<b>147,550</b>
<b>44</b>	<b>Total Executive Administration</b>		<b>627,693</b>	<b>687,146</b>	<b>648,330</b>	<b>661,687</b>	<b>671,236</b>	<b>706,761</b>

## **Program: Program Administration (45)**

### **Program Description:**

Program Administration oversees the City's legislative efforts in Washington, D.C. and Sacramento. Program Administration also maintains the City's website and social media platforms, provides programming for the City's Cable TV channel, and publishes the City Views newsletter.

### **Objectives:**

1. Represent the City's positions at the State and Federal government levels.
2. Administer the City's cable TV channel (Charter 3 / Verizon 38) and provide updates on a monthly basis.
3. Publish City Views newsletter three times annually: Fall, Winter, Summer.
4. Maintain City website.
5. Maintain City social media platforms.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Program Administration</b>								
	100-45-110	Salaries & Wages - Full-time	77,223	91,674	98,560	98,140	94,046	96,575
	100-45-130	Overtime Salaries	142	496	200	185	-	-
	100-45-160	Car Allowance	1,186	1,505	1,680	1,680	1,680	1,680
	100-45-220	FICA Contributions	5,098	6,095	5,910	6,310	7,534	7,597
	100-45-230	Retirement Contributions	18,434	13,591	10,130	15,811	19,453	22,013
	100-45-270	Other Employee Benefits	6,687	11,747	16,910	14,392	-	-
	100-45-271	Defined Contribution	-	-	-	-	4,571	4,626
	100-45-272	Workers' Compensation	-	-	-	-	2,349	2,368
	100-45-273	Health Benefit	-	-	-	-	9,313	9,778
	100-45-274	Dental Benefit	-	-	-	-	583	612
	100-45-275	Vision Benefit	-	-	-	-	135	135
	100-45-276	Life Insurance Benefit	-	-	-	-	110	110
		<b>Total Salaries and Benefits</b>	<b>108,771</b>	<b>125,109</b>	<b>133,390</b>	<b>136,518</b>	<b>139,773</b>	<b>145,494</b>
	100-45-310	Dues & Memberships	-	-	200	200	545	480
	100-45-320	Travel & Training	-	-	-	-	1,700	1,700
	100-45-330	Meetings	-	-	-	-	250	250
	100-45-340	Books & Periodicals	-	-	-	-	-	-
	100-45-400	Contract Services - General	69,670	77,000	72,000	72,000	77,000	77,000
	100-45-470	Historical Preservation Contra	4,000	75	150	150	150	150
	100-45-630	Media Services	25,691	20,160	44,000	44,000	30,600	31,100
	100-45-632	Newsletter	15,441	13,247	30,000	30,000	28,000	28,000
	100-45-740	General Supplies	619	1,810	2,000	2,000	2,000	2,000
		<b>Total Maintenance and Operations</b>	<b>115,422</b>	<b>112,292</b>	<b>148,350</b>	<b>148,350</b>	<b>140,245</b>	<b>140,680</b>
<b>45</b>	<b>Total Program Administration</b>		<b>224,192</b>	<b>237,400</b>	<b>281,740</b>	<b>284,868</b>	<b>280,018</b>	<b>286,174</b>

## **Program: Personnel (46) Program**

### **Description:**

Personnel ensures the recruitment, retention, and training of a highly skilled and qualified workforce. Personnel is also responsible for negotiations, benefits administration, general training, employee development, and workers compensation. Personnel provides staffing for the Civil Service Commission.

### **Objectives:**

1. Complete full-time and part-time recruitments.
2. Coordinate internship programs with local colleges.
3. Complete Council, staff, and public information inquiries, benefit changes, and Personnel Action Forms (PAF).
4. Provide staff development, wellness, and training programs.
5. Provide succession planning and training.
6. Conduct negotiations for Memorandums of Understanding with SHEA and POA.
7. Implement the Human Resources module of the Enterprise Resource Planning (ERP) system.
8. Develop Student Liaison program.
9. Act as Safety Administrator and conduct regular safety trainings and meetings.
10. Update personnel policies and procedures.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Personnel</b>								
	100-46-110	Salaries & Wages - Full-time	106,817	75,002	98,940	84,954	78,729	81,539
	100-46-120	Part-time Salaries	-	-	-	-	-	-
	100-46-130	Overtime Salaries	-	13	-	-	-	-
	100-46-150	Commission Meetings	2,248	3,510	3,000	2,635	-	-
	100-46-160	Car Allowance	780	909	960	960	660	660
	100-46-220	FICA Contributions	6,904	5,263	10,270	5,788	6,117	6,220
	100-46-230	Retirement Contributions	25,407	10,766	11,640	12,247	10,178	11,186
	100-46-270	Other Employee Benefits	10,781	17,443	31,890	17,822	-	-
	100-46-271	Defined Contribution	-	-	-	-	3,152	3,209
	100-46-272	Workers' Compensation	-	-	-	-	1,967	1,999
	100-46-273	Health Benefit	-	-	-	-	13,598	14,278
	100-46-274	Dental Benefit	-	-	-	-	465	488
	100-46-275	Vision Benefit	-	-	-	-	162	162
	100-46-276	Life Insurance Benefit	-	-	-	-	47	47
	100-46-277	Other Optional Benefit	-	-	-	-	83	83
		<b>Total Salaries and Benefits</b>	<b>152,938</b>	<b>112,906</b>	<b>156,700</b>	<b>124,406</b>	<b>115,158</b>	<b>119,871</b>
	100-46-310	Dues & Memberships	350	-	500	500	750	750
	100-46-320	Travel & Training	415	1,813	3,000	3,000	1,900	1,800
	100-46-330	Meetings	189	-	400	400	400	400
	100-46-340	Books & Periodicals	-	57	-	-	1,100	1,100
	100-46-350	Employee Recognition	10,275	14,155	19,000	5,064	17,950	18,050
	100-46-360	Education / General Employee T	967	2,952	7,500	7,500	10,000	10,000
	100-46-370	Safety Training	1,991	1,888	4,000	4,000	2,000	2,000
	100-46-400	Contract Services - General	35,919	61,713	25,500	25,500	24,000	24,000
	100-46-410	Legal Services	101,752	63,961	60,000	45,000	60,000	60,000
	100-46-425	Medical Services	14,058	6,593	10,000	10,000	10,000	10,000
	100-46-630	Media Services	4,077	4,004	4,000	4,000	-	-
	100-46-631	Software Purchases	3,600	3,600	3,600	3,600	4,200	4,200
	100-46-721	Special Department Supplies	1,104	2,775	3,000	3,000	8,000	8,000
	100-46-740	General Supplies	412	832	1,100	1,100	1,100	1,100
		<b>Total Maintenance and Operations</b>	<b>175,110</b>	<b>164,343</b>	<b>141,600</b>	<b>112,664</b>	<b>141,400</b>	<b>141,400</b>
<b>46</b>	<b>Total Personnel</b>		<b>328,048</b>	<b>277,249</b>	<b>298,300</b>	<b>237,070</b>	<b>256,558</b>	<b>261,271</b>

## **Program: Economic Development (47) Program**

### **Description:**

Economic Development is responsible for bringing in new sales tax dollars for the City. Economic Development assists expanding businesses and works to retain current businesses.

### **Objectives:**

1. Assist the Signal Hill Auto Center with its expansion efforts as well as finding additional storage space. Attract new car dealerships to the City.
2. Monitor sales tax generated in Signal Hill and top 25-sales tax producers.
3. Assist with the sale of former redevelopment properties and development of Exclusive Right to Negotiate Agreements and Disposition and Development Agreements.
4. Assist in the planning efforts for the development of retail outlets, commercial outlets, and hotels on former redevelopment properties.
5. Work to attract new businesses and sales tax dollars to the City by attending and participating in ICSC regional and national events.
6. Implement the Disposition and Development Agreement for the development of Mazda at 1400 E. Spring Street.
7. Work with Signal Hill Petroleum on the development of the Heritage Square mixed use development project as well as other projects.
8. Relocate the tenants of 2700-2730 Cherry Avenue.
9. Demolish the buildings at 2700-2730, 2650-2660 Cherry Avenue, and 2099 E. 27<sup>th</sup> Street.
10. Annually monitor the affordable housing developments in the City (Las Brisas I and II, Sea Breeze Manor, Zinnia).
11. Provide ombudsman services to developers interested or in the process of completing projects in the City.
12. Create a *Guide to Doing Business in Signal Hill*.



# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Economic Development</b>								
	100-47-110	Salaries & Wages - Full-time	23,968	24,471	23,110	23,888	43,595	45,295
	100-47-160	Car Allowance	577	612	600	600	1,200	1,200
	100-47-220	Social Security Contributions	1,187	1,116	1,080	1,130	3,592	3,664
	100-47-230	Retirement Contributions	5,851	6,045	4,540	7,705	21,016	24,341
	100-47-270	Other Employee Benefits	1,600	1,887	5,670	2,395	-	-
	100-47-271	Defined Contribution	-	-	-	-	2,817	2,873
	100-47-272	Workers' Compensation	-	-	-	-	1,089	1,111
	100-47-273	Health Benefit	-	-	-	-	3,321	3,487
	100-47-274	Dental Benefit	-	-	-	-	172	181
	100-47-275	Vision Benefit	-	-	-	-	36	36
	100-47-276	Life Insurance Benefit	-	-	-	-	129	129
		<b>Total Salaries and Benefits</b>	<b>33,183</b>	<b>34,131</b>	<b>35,000</b>	<b>35,718</b>	<b>76,966</b>	<b>82,317</b>
	100-47-310	Dues & Memberships	-	-	-	-	750	750
	100-47-320	Travel & Training	-	449	-	-	-	-
	100-47-330	Meetings	520	-	-	-	7,410	7,410
	100-47-340	Books & Periodicals	-	-	-	-	1,000	1,000
	100-47-400	Contract Services - General	39,029	3,302	50,000	50,000	101,870	101,893
	100-47-410	Attorney Services	5,301	-	50,000	50,000	-	-
	100-47-551	Rental of Land & Buildings Exp	117,936	511,054	500,000	500,000	471,743	471,743
	100-47-630	Media Services	-	-	-	-	1,500	1,500
	100-47-740	General Supplies	-	7	-	-	-	-
	100-47-910	Payments to Other Agencies	-	-	-	-	8,500	8,500
		<b>Total Maintenance and Operations</b>	<b>162,786</b>	<b>514,812</b>	<b>600,000</b>	<b>600,000</b>	<b>592,773</b>	<b>592,796</b>
<b>47</b>	<b>Total Economic Development</b>		<b>195,968</b>	<b>548,942</b>	<b>635,000</b>	<b>635,718</b>	<b>669,739</b>	<b>675,113</b>

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# 2018-20 OPERATING BUDGET

## FINANCE & ADMINISTRATIVE SERVICES

*Non Departmental*

*Information Technology (IT)*

*Risk Management*

*Finance Operations and Budget*

*Water Billing and Customer Service*

*Business License*

### **Department Description:**

The Finance Department is responsible for the fiscal affairs and overall financial management of the City to provide timely, accurate and relevant budgetary and financial information to the City Council, the City Administration, residents and customers. This includes establishing and maintaining strong internal controls that carry out City policies, and ensure compliance with established accounting standards. Operational responsibilities include the handling of cash receipts, cash disbursements, recording of all financial transactions, payroll processing, preparation, development, maintenance and monitoring of the City budget, maintaining the general ledger, financial reporting, risk management, debt service, investment of surplus cash, and safeguarding the City's financial assets. The Finance Department is also responsible for providing customer service to water customers and issuing business licenses.

**Department Programs:**

Non Departmental

Information Technology

Risk Management

Finance Operations

Budget

Water Billing and Customer Service

Business License

**Department Goals:**

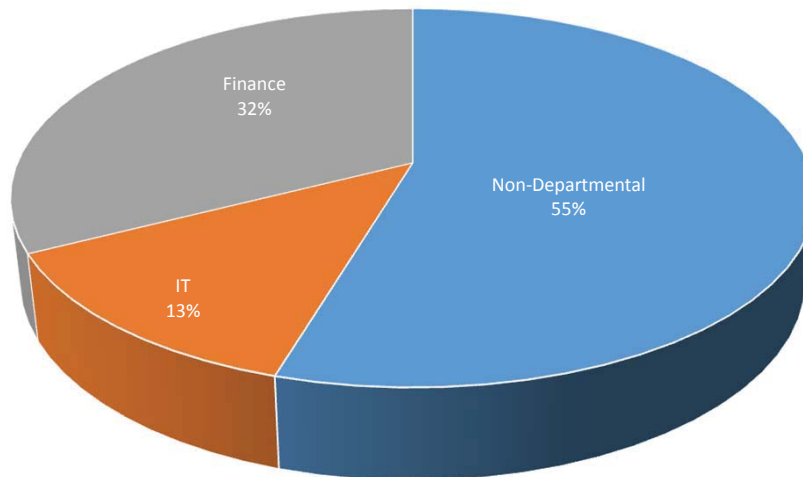
To provide the fiscal, technology and management support services necessary to ensure the efficient and effective performance of all City operations consistent with established laws and practices. To achieve this goal, the Finance Department is organized into four programs: Support Services, Management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

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	1,238,485	1,626,079	1,582,770	1,268,732	1,426,253	1,492,323
Maintenance and Operations	2,360,821	2,791,126	2,872,825	2,355,467	2,825,712	2,715,074
<b>Total Expenditures</b>	<b>3,599,307</b>	<b>4,417,205</b>	<b>4,455,595</b>	<b>3,624,199</b>	<b>4,251,964</b>	<b>4,207,398</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Director	1	1	1	1	1	1
Deputy Director	-	1	1	1	1	1
Accounting Manager	1	1	1	1	-	-
Accountant	1	1	1	1	1	1
Senior Account Specialist	1	1	1	1	1	1
Account Specialist II	1	1	1	1	1	1
Account Specialist	1	1	1	0.5	0.8	0.8
Account Specialist	1	1	1	0.5	0.7	0.7
<b>Total Positions:</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6.5</b>	<b>6.5</b>



**Department: Finance****Program: Non Departmental (51)****Program Description:**

General Support Services provides services of printing, telecommunications, and risk management. These services are centralized to reduce costs, increase efficiencies, and maintain uniformity. This provides a good partnership between all the technology based operations that the City uses to provide service to residents and businesses.

**Objectives:**

1. Process liability claims and administer City's Risk Management program.
2. Keep copiers and related technology fully operational.
3. Oversee telecommunications for the City.
4. Maintain adequate stocks of supplies inventory.
5. Manage contracts of outside providers for central services.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Non-Departmental</b>								
	100-51-110	Salaries & Wages - Full-time	2	4,556	-	-	-	-
	100-51-220	FICA Contributions	-	-	-	-	-	-
	100-51-230	Retirement Contributions	191	12,223	-	3,490	-	-
	100-51-270	Other Employee Benefits	(440)	346,002	-	4,936	-	-
	100-51-290	Retiree Medical Benefit	697,696	663,131	715,000	724,179	733,000	770,000
	100-51-295	OPEB Trust - City Portion	33,286	75,000	75,000	75,000	87,900	91,000
		<b>Total Salaries and Benefits</b>	<b>730,736</b>	<b>1,100,911</b>	<b>790,000</b>	<b>807,605</b>	<b>820,900</b>	<b>861,000</b>
	100-51-320	Travel & Training	213	-	-	-	-	-
	100-51-400	Contract Services - General	5,681	5,970	4,080	4,080	5,000	5,000
	100-51-435	Banking Services	9,144	55,765	11,000	11,000	41,000	41,000
	100-51-511	Telephone/Internet	34,957	33,611	50,000	48,800	40,000	43,410
	100-51-545	Small Equipment Maintenance	2,077	3,126	700	700	3,500	3,500
	100-51-552	Rental/Lease of Equipment	44,088	33,319	30,000	30,000	35,000	35,000
	100-51-610	Insurance	256,915	387,451	375,000	375,000	525,809	657,261
	100-51-690	Reserved for Emergencies	-	7,304	-	-	-	-
	100-51-710	Office Supplies	19,901	13,669	24,000	24,000	5,500	5,500
	100-51-720	Postage	35,384	21,396	35,000	35,000	25,000	25,000
	100-51-900	Miscellaneous	28,186	67,191	100,000	100,000	-	-
	100-51-910	Payments to Other Agencies	9,718	28,749	20,000	20,000	-	-
		<b>Total Maintenance and Operations</b>	<b>446,264</b>	<b>657,550</b>	<b>649,780</b>	<b>648,580</b>	<b>680,809</b>	<b>815,671</b>
<b>51</b>	<b>Total Non-Departmental</b>		<b>1,176,999</b>	<b>1,758,461</b>	<b>1,439,780</b>	<b>1,456,185</b>	<b>1,501,709</b>	<b>1,676,671</b>

**Department: Finance****Program: Information Technology (52)****Program Description:**

Management Information Systems is committed to maintaining and improving operations, services and communications through technology, data, and voice support for the City's operational needs and strategic plan. This division administers the operations of the City's centralized computer network, workstations and other PC needs. It also 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. Provide support for the use of designated software and hardware.
2. Provide up-to-date workstations for employees on a replacement schedule.
3. License all software utilized by the City.
4. Connect users through an integrated accounting system that can be utilized by designated users.
5. Maintain the City Local Area Network for e-mail and internet connectivity.
6. Upgrade the City's Windows based software.
7. Monitor the network for potential viruses.
8. Monitor the network to ensure proper use of the internet per City policy.
9. Maintain the security of the City's Management Information System.
10. Manage the contract for the City's IT provider and collaborate with the firm to provide effective services to City departments.



# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>IT/Technology</b>								
	100-52-310	Dues & Memberships	-	-	-	-	-	-
	100-52-320	Travel & Training	-	583	1,000	1,000	-	-
	100-52-330	Meetings	2,400	-	5,000	5,000	-	-
	100-52-440	Technology Technical Services	130,227	98,927	96,000	96,000	100,000	110,000
	100-52-560	Repair & Maintenance Services	-	-	1,500	1,500	750	950
	100-52-570	Software Licensing & Support	42,111	33,822	54,000	54,000	65,000	69,000
	100-52-721	Special Department Supplies	2,337	-	2,000	2,000	2,500	3,500
	100-52-725	Software Purchases	622	-	8,000	8,000	-	-
	100-52-740	General Supplies	408	2,695	5,000	5,000	1,500	1,500
	100-52-840	Capital Outlay	91,786	42,546	308,120	106,000	377,120	50,000
		<b>Total Maintenance and Operations</b>	<b>269,890</b>	<b>178,572</b>	<b>480,620</b>	<b>278,500</b>	<b>546,870</b>	<b>234,950</b>
<b>52</b>	<b>Total IT/Technology</b>		<b>269,890</b>	<b>178,572</b>	<b>480,620</b>	<b>278,500</b>	<b>546,870</b>	<b>234,950</b>

**Department: Finance****Program: Fiscal Services (53)****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. These services include accounts receivable, accounts payable, business licensing, financial reporting, and budgeting for all City departments.

The Finance Department is responsible for creating, monitoring and periodic reporting of the annual budget, investment of City funds, debt issuance and management, and creation of the annual financial report.

**Objectives:**

1. Annual completion of the Comprehensive Annual Financial Report (CAFR) in a timely and accurate manner in order to meet the Government Finance Officers Association criteria for excellence in financial reporting and obtain a Certificate of Achievement Award.
2. Timely processing of invoices for payment.
3. Develop City's Annual Operating and Capital Budgets.
4. Complete a year-end preliminary and carryover reports and provide mid-year review of the City's Budget.
5. Complete all State required reports (State Controller's Report, Gas Tax Report, and Agency reports) in an accurate and timely manner.
6. Service the debt for the City and Successor Agency bond debt.
7. Implement new pronouncements from the Governmental Accounting Standards Board as appropriate.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Finance</b>								
	100-53-110	Salaries & Wages - Full-time	351,301	361,644	500,370	252,041	419,204	441,457
	100-53-120	Part-time Salaries	-	22,299	22,000	92,883	38,444	39,212
	100-53-130	Overtime Salaries	1,769	448	1,000	62	867	885
	100-53-160	Car Allowance	3,348	2,447	3,350	2,060	3,348	3,348
	100-53-220	FICA Contributions	24,066	25,798	34,810	23,867	31,139	32,233
	100-53-225	PARS Contributions	-	-	-	-	-	-
	100-53-230	Retirement Contributions	85,392	60,239	68,690	35,704	29,354	31,135
	100-53-270	Other Employee Benefits	41,123	51,576	161,550	54,030	-	-
	100-53-271	Defined Contribution	-	-	-	-	16,892	13,931
	100-53-272	Workers' Compensation	-	-	-	-	9,980	10,328
	100-53-273	Health Benefit	-	-	-	-	50,715	53,251
	100-53-274	Dental Benefit	-	-	-	-	2,622	2,754
	100-53-275	Vision Benefit	-	-	-	-	694	694
	100-53-276	Life Insurance Benefit	-	-	-	-	642	642
	100-53-277	Other Optional Benefit	-	-	-	-	453	453
	100-53-280	Wellness Benefit	750	718	1,000	480	1,000	1,000
		<b>Total Salaries and Benefits</b>	<b>507,750</b>	<b>525,167</b>	<b>792,770</b>	<b>461,127</b>	<b>605,353</b>	<b>631,323</b>
	100-53-310	Dues & Memberships	995	654	1,200	1,200	3,700	3,700
	100-53-320	Travel & Training	3,253	13,665	4,000	4,000	4,000	4,000
	100-53-330	Meetings	353	720	700	700	700	700
	100-53-340	Books & Periodicals	614	761	100	100	100	100
	100-53-410	Legal Services	-	-	-	-	10,000	10,000
	100-53-420	Professional Services	63,383	72,464	30,000	30,000	30,000	30,000
	100-53-430	Audit Services	63,725	57,733	50,000	50,000	65,000	50,000
	100-53-450	Contract Professional Labor	225,333	132,981	25,000	25,000	10,000	25,000
	100-53-540	Vehicle Maintenance	-	9	25	25	-	-
	100-53-560	Repair & Maintenance Services	772	227	300	300	300	300
	100-53-590	Fleet Provision Charge	43,980	43,980	43,980	43,980	43,980	43,980
	100-53-740	General Supplies	3,697	5,665	4,000	4,000	4,000	4,000
	100-53-750	Gasoline, Oil, Tires	78	67	350	350	-	350
		<b>Total Maintenance and Operations</b>	<b>406,182</b>	<b>328,925</b>	<b>159,655</b>	<b>159,655</b>	<b>171,780</b>	<b>172,130</b>
<b>53</b>	<b>Total Finance</b>		<b>913,932</b>	<b>854,092</b>	<b>952,425</b>	<b>620,782</b>	<b>777,133</b>	<b>803,453</b>

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# 2018-20 OPERATING BUDGET

## COMMUNITY DEVELOPMENT

*Planning*

*Neighborhood Enhancement*

*Building and Safety*

*Oil Field Services*

### **Department Description:**

The Community Development Department has four programs: Planning, Neighborhood Enhancement, Building and Safety, and Oil Field Services. Planning includes coordination of development applications and project review for consistency with the General Plan and Municipal Code regulations. Neighborhood Enhancement includes code enforcement, management of the Sustainable City Committee and neighborhood improvement programs. Building and Safety includes tracking of inter and intradepartmental reviews for development projects, plan check of construction plans, issuance of permits, and property inspections. Oil Field Services includes oversight of compliance with new provisions of the Oil and Gas Code, inspection of oil field facilities.

## **Department Programs:**

Planning

Neighborhood Enhancement

Building and Safety

Oil Field Services

## **Departmental Goals:**

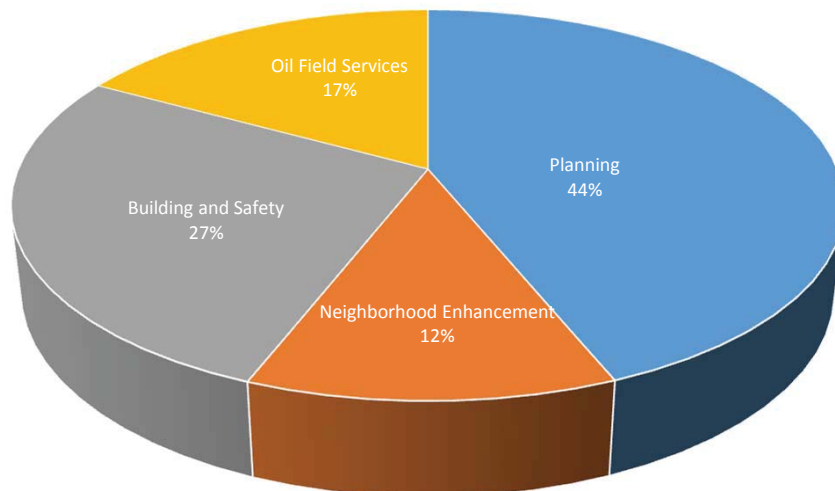
1. Coordinate review of development projects, fast track entitlements for economic development projects, assure that all new development is of high quality design and in conformance with the General Plan and relevant provisions of the Municipal Code such as the Zoning, and Oil and Gas Codes.
2. Proactively enforce the Municipal Code and amend it as necessary to maintain and enhance the appearance of the City.
3. Assure that all development projects are of sustainable design and high quality construction through plan review and inspections and assure conformance with California Building Codes.
4. Enforce the Oil and Gas Code, including provisions related to development of properties with abandoned oil wells and operational standards such as noise, safety and appearance.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	553,320	518,018	687,200	546,373	604,723	643,912
Maintenance and Operations	237,063	164,434	245,450	245,450	312,810	326,710
<b>Total Expenditures</b>	<b>790,383</b>	<b>682,452</b>	<b>932,650</b>	<b>791,823</b>	<b>917,533</b>	<b>970,622</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Director	1	1	1	1	1	1
Planning Manager	-	-	-	-	-	-
Administrative Assistant	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1
Assistant Planner	1	1	1	1	1	1
<b>Total Positions:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



## **Program: Planning Services (61)**

### **Program Description:**

Planning includes coordination of development applications and project review for consistency with the General Plan and Municipal Code regulations, including zoning, oil and gas, water conservation and health and safety code compliance.

### **Objectives:**

1. Coordinate plan review and process entitlements for commercial, industrial and residential projects.
2. Coordinate the entitlements for economic development projects.
3. Maintain and regularly update Elements of the General Plan in accordance with requirements and annually prepare the General Plan Annual Progress Report.



# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Planning Services</b>								
	100-61-110	Salaries & Wages - Full-time	203,409	201,334	172,700	208,799	210,285	220,396
	100-61-115	Part-time Salaries	-	-	-	-	-	-
	100-61-130	Overtime Salaries	228	515	1,500	676	600	600
	100-61-150	Commission Meetings	7,048	9,917	8,800	8,969	11,800	11,800
	100-61-160	Car Allowance	2,160	2,201	2,160	2,160	2,160	2,160
	100-61-220	FICA Contributions	13,886	13,911	14,000	14,338	17,008	17,607
	100-61-230	Retirement Contributions	49,442	35,794	26,090	43,600	56,855	65,308
	100-61-270	Other Employee Benefits	14,580	14,130	76,630	14,546	-	-
	100-61-271	Defined Contribution	-	-	-	-	16,157	16,789
	100-61-272	Workers' Compensation	-	-	-	-	5,100	5,278
	100-61-273	Health Benefit	-	-	-	-	7,938	8,335
	100-61-274	Dental Benefit	-	-	-	-	1,084	1,139
	100-61-275	Vision Benefit	-	-	-	-	359	359
	100-61-276	Life Insurance Benefit	-	-	-	-	207	207
	100-61-277	Other Optional Benefit	-	-	-	-	97	97
	100-61-280	Wellness Benefit	500	500	500	667	-	-
		<b>Total Salaries and Benefits</b>	<b>291,253</b>	<b>278,301</b>	<b>302,380</b>	<b>293,755</b>	<b>329,651</b>	<b>350,075</b>
	100-61-310	Dues & Memberships	485	1,060	700	700	700	700
	100-61-315	LAFCO Charge	-	776	900	900	1,000	1,000
	100-61-320	Travel & Training	395	225	500	500	500	500
	100-61-330	Meetings	3,559	850	2,400	2,400	4,400	2,400
	100-61-340	Books & Periodicals	502	753	550	550	560	560
	100-61-400	Contract Services - General	-	375	4,000	4,000	34,000	44,000
	100-61-410	Legal Services	34,650	14,489	21,000	21,000	21,000	21,000
	100-61-540	Vehicle Maintenance	16	-	100	100	-	-
	100-61-590	Fleet Provision Charge	2,950	2,950	2,950	2,950	2,950	2,950
	100-61-630	Media Services	3,483	1,680	4,000	4,000	4,000	4,000
	100-61-740	General Supplies	1,853	1,310	3,500	3,500	3,500	3,500
	100-61-750	Gasoline, Oil & Tires	84	56	500	500	-	500
		<b>Total Maintenance and Operations</b>	<b>47,977</b>	<b>24,523</b>	<b>41,100</b>	<b>41,100</b>	<b>72,610</b>	<b>81,110</b>
<b>61</b>	<b>Total Planning Services</b>		<b>339,230</b>	<b>302,824</b>	<b>343,480</b>	<b>334,855</b>	<b>402,261</b>	<b>431,185</b>

## **Program: Neighborhood Enhancement (62)**

### **Program Description:**

Neighborhood Enhancement includes code enforcement, management of the Sustainable City Committee and neighborhood improvement programs including cooperative efforts to improve the residents' satisfaction with their neighborhoods such as the sustainability and beautification awards programs, Mayor's clean ups and community outreach.

### **Objectives:**

1. Respond to citizen requests for code enforcement within 24 hours 95% of the time.
2. Proactively enforce Municipal Code regulations.
3. Coordinate Sustainable City Committee meetings and events.
4. Administer Sustainability and Beautification awards programs.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Neighborhood Enhancements</b>								
	100-62-110	Salaries & Wages - Full-time	68,020	64,702	56,700	67,288	66,624	70,999
	100-62-130	Overtime Salaries	152	344	500	724	400	400
	100-62-160	Car Allowance	180	183	1,080	180	180	180
	100-62-220	FICA Contributions	4,935	4,853	4,500	5,054	5,549	5,806
	100-62-230	Retirement Contributions	16,197	7,139	10,340	7,399	8,556	9,622
	100-62-270	Other Employee Benefits	4,847	4,543	22,450	4,840	-	-
	100-62-271	Defined Contribution	-	-	-	-	5,624	5,891
	100-62-272	Workers' Compensation	-	-	-	-	1,664	1,741
	100-62-273	Health Benefit	-	-	-	-	2,525	2,651
	100-62-274	Dental Benefit	-	-	-	-	379	398
	100-62-275	Vision Benefit	-	-	-	-	144	144
	100-62-276	Life Insurance Benefit	-	-	-	-	17	17
	100-62-277	Other Optional Benefit	-	-	-	-	65	65
		<b>Total Salaries and Benefits</b>	<b>94,331</b>	<b>81,763</b>	<b>95,570</b>	<b>85,485</b>	<b>91,727</b>	<b>97,914</b>
	100-62-310	Dues & Memberships	85	85	100	100	100	100
	100-62-320	Travel & Training	155	-	350	350	750	750
	100-62-330	Meetings	353	287	1,100	1,100	1,100	1,100
	100-62-340	Books & Periodicals	-	95	100	100	100	100
	100-62-400	Contract Services - General	500	-	2,000	2,000	2,000	2,000
	100-62-410	Legal Services	13,561	327	12,500	12,500	12,500	12,500
	100-62-590	Fleet Provision Charge	2,050	2,050	2,050	2,050	2,050	2,050
	100-62-740	General Supplies	1,473	1,736	2,000	2,000	200	200
	100-62-750	Gasoline, Oil, & Tires	263	154	400	400	400	400
		<b>Total Maintenance and Operations</b>	<b>18,440</b>	<b>4,734</b>	<b>20,600</b>	<b>20,600</b>	<b>19,200</b>	<b>19,200</b>
<b>62</b>	<b>Total Neighborhood Enhancements</b>		<b>112,771</b>	<b>86,497</b>	<b>116,170</b>	<b>106,085</b>	<b>110,927</b>	<b>117,114</b>

## **Program: Building and Safety (63)**

### **Program Description:**

Building and Safety includes the review of construction plans, coordination of development proposals, issuance of permits, and inspections.

### **Objectives:**

1. Plan check review of “deemed complete” submittals for minor plan checks in 10 working days 90% of the time.
2. Plan check review of “deemed complete” submittals for major plan checks in 15 working days 90% of the time.
3. Respond to building inspection requests within 24 hours 95% of the time.
4. Enforce building codes and support code enforcement efforts.
5. Annually conduct inspections and prepare report for facilities with Institutional Permits.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Building Safety</b>								
	100-63-110	Salaries & Wages - Full-time	45,184	44,181	128,590	45,750	44,582	47,163
	100-63-130	Overtime Salaries	51	115	5,000	150	100	100
	100-63-160	Car Allowance	360	367	360	360	360	360
	100-63-220	FICA Contributions	3,153	3,141	9,530	3,230	3,750	3,896
	100-63-230	Retirement Contributions	10,887	6,831	10,250	8,024	10,241	11,705
	100-63-270	Other Employee Benefits	3,776	3,410	27,870	2,945	-	-
	100-63-271	Defined Contribution	-	-	-	-	4,098	4,273
	100-63-272	Workers' Compensation	-	-	-	-	1,114	1,157
	100-63-273	Health Benefit	-	-	-	-	1,500	1,575
	100-63-274	Dental Benefit	-	-	-	-	270	283
	100-63-275	Vision Benefit	-	-	-	-	90	90
	100-63-276	Life Insurance Benefit	-	-	-	-	35	35
	100-63-277	Other Optional Benefit	-	-	-	-	22	22
	100-63-280	Wellness Benefit	-	-	-	-	-	-
		<b>Total Salaries and Benefits</b>	<b>63,411</b>	<b>58,046</b>	<b>181,600</b>	<b>60,459</b>	<b>66,161</b>	<b>70,659</b>
	100-63-310	Dues & Memberships	545	215	700	700	700	700
	100-63-320	Travel & Training	-	390	800	800	800	800
	100-63-340	Books & Periodicals	1,501	1,630	500	500	500	1,900
	100-63-400	Contract Services - General	87,879	89,359	100,000	100,000	100,000	100,000
	100-63-410	Legal Services	968	19	3,000	3,000	3,000	3,000
	100-63-421	Plan Check Professional Servic	39,233	12,959	14,500	14,500	52,500	56,500
	100-63-422	Building Code Enforcement	7,259	4,868	15,000	15,000	15,000	15,000
	100-63-540	Vehicle Maintenance	64	-	150	150	-	-
	100-63-590	Fleet Provision Charge	7,050	7,050	7,050	7,050	7,050	7,050
	100-63-620	Communications	-	-	600	600	-	-
	100-63-740	General Supplies	982	1,216	1,000	1,000	1,000	1,000
	100-63-750	Gasoline, Oil, & Tires	958	429	1,500	1,500	1,500	1,500
		<b>Total Maintenance and Operations</b>	<b>146,438</b>	<b>118,135</b>	<b>144,800</b>	<b>144,800</b>	<b>182,050</b>	<b>187,450</b>
<b>63</b>	<b>Total Building Safety</b>		<b>209,849</b>	<b>176,180</b>	<b>326,400</b>	<b>205,259</b>	<b>248,211</b>	<b>258,109</b>

## **Program: Oil Field Services (64)**

### **Program Description:**

Oil Field Services includes oversight and coordination with the Planning Department for compliance with new provisions of the Oil and Gas Code including development of properties with abandoned oil wells, citywide and site specific methane assessment and mitigation measures, inspection of oil field facilities and coordination of permits.

### **Objectives:**

1. Oversight of compliance with the new Oil and Gas Code including development on properties with abandoned oil wells, citywide methane assessment and mitigation.
2. Inspect oil field facilities for conformance with the Oil and Gas Code.
3. Respond to neighborhood complaint initiated inspections of facilities and operations for noise, odor, maintenance, landscape, etc.

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Oil Field Services</b>								
	100-64-110	Salaries & Wages - Full-time	74,872	74,573	63,500	77,375	75,635	79,598
	100-64-130	Overtime Salaries	76	172	100	225	100	100
	100-64-160	Car Allowance	900	917	540	900	900	900
	100-64-220	FICA Contributions	5,053	5,078	4,480	5,234	6,286	6,495
	100-64-230	Retirement Contributions	18,272	14,055	10,730	17,468	22,982	26,445
	100-64-270	Other Employee Benefits	5,153	5,113	28,300	5,472	-	-
	100-64-271	Defined Contribution	-	-	-		5,719	5,932
	100-64-272	Workers' Compensation	-	-	-		1,889	1,952
	100-64-273	Health Benefit	-	-	-		3,041	3,193
	100-64-274	Dental Benefit	-	-	-		386	405
	100-64-275	Vision Benefit	-	-	-		126	126
	100-64-276	Life Insurance Benefit	-	-	-		86	86
	100-64-277	Other Optional Benefit	-	-	-		32	32
		<b>Total Salaries and Benefits</b>	<b>104,325</b>	<b>99,908</b>	<b>107,650</b>	<b>106,674</b>	<b>117,183</b>	<b>125,264</b>
	100-64-320	Travel & Training	-	-	500	500	500	500
	100-64-330	Meetings	-	27	100	100	100	100
	100-64-340	Books & Periodicals	-	-	200	200	200	200
	100-64-400	Contract Services - General	17,101	14,305	30,000	30,000	30,000	30,000
	100-64-410	Legal Services	4,151	-	5,000	5,000	5,000	5,000
	100-64-511	Telephone	-	-	-		-	-
	100-64-590	Fleet Provision Charge	2,450	2,450	2,450	2,450	2,450	2,450
	100-64-740	General Supplies	185	120	200	200	200	200
	100-64-750	Gasoline, Oil, & Tires	320	140	500	500	500	500
		<b>Total Maintenance and Operations</b>	<b>24,208</b>	<b>17,043</b>	<b>38,950</b>	<b>38,950</b>	<b>38,950</b>	<b>38,950</b>
<b>64</b>	<b>Total Oil Field Services</b>		<b>128,533</b>	<b>116,951</b>	<b>146,600</b>	<b>145,624</b>	<b>156,133</b>	<b>164,214</b>

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# 2018-20 OPERATING BUDGET

## POLICE

*Community Outreach*

*Patrol Services*

*Investigative Services*

*Police Support Services*

*Police Communications / Jail*

*Police Records*

*Emergency / Disaster Services*

### **Department Description:**

The Signal Hill Police Department is a full-service law enforcement agency responsible for the prevention of crime, promotion of traffic safety, the enforcement of all state and local laws, the protection of life and property, the preservation of peace, and the apprehension of criminals. The Department responds to and investigates all reports of criminal activity, emergency situations, enforces state and local traffic ordinances, and performs public assistance as called upon to insure public safety. In addition, the Police Department actively participates in Community Improvement Programs and Community Oriented Policing Programs, such as the Police Community Volunteer Program, Explorers, the "Too Good For Drugs" Program, the Citizen Police Academy, and Neighborhood Watch. For management and budgetary purposes, the Police Department is divided into seven service programs: Community Outreach, Patrol Services, Investigative Services, Police Support Services, Police Communications/Jail, Police Records, and Emergency / Disaster Services.

**Department Programs:**

Community Outreach

Patrol Services

Investigative Services

Administrative Services

Communications/Jail Records

Emergency Services

**Department Goals:**

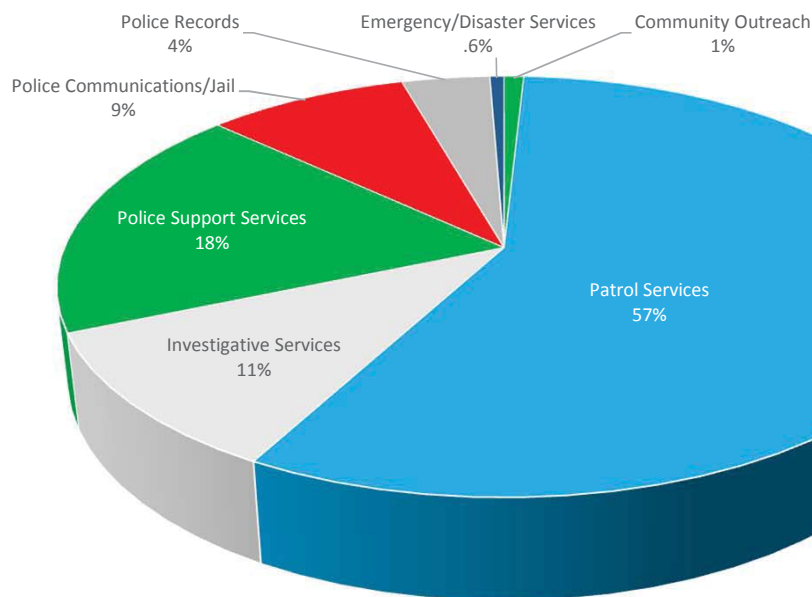
The Police Department is "Committed to Excellence in Service", and will provide a high level of public safety services, in a collaborative partnership with the community. The Police Department is proactively involved in Domestic Preparedness Planning. This includes Homeland Security training, First Responder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

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	7,379,627	7,696,695	7,917,310	7,994,887	8,434,884	8,706,522
Maintenance and Operations	1,374,354	1,149,541	1,177,420	1,167,858	1,091,420	1,113,420
<b>Total Expenditures</b>	<b>8,753,981</b>	<b>8,846,236</b>	<b>9,094,730</b>	<b>9,162,745</b>	<b>9,526,304</b>	<b>9,819,942</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
All Divisions	48	49	49	49	53	53
<b>Total Positions:</b>	<b>48</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>53</b>	<b>53</b>



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**Department: Police****Program: Community Outreach (71) Program****Description:**

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

**Objectives:**

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

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	16,654	12,060	15,950	2,133	14,000	14,000
Maintenance and Operations	62,366	67,801	61,900	61,900	67,000	67,000
<b>Total Expenditures</b>	<b>79,020</b>	<b>79,862</b>	<b>77,850</b>	<b>64,033</b>	<b>81,000</b>	<b>81,000</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
	-	-	-	-	-	-
<b>Total Positions:</b>	-	-	-	-	-	-

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Police Community Outreach</b>								
	100-71-110	Salaries & Wages - Full-time	152	64	-	-	-	-
	100-71-115	Part-time Salaries	-	-	-	-	-	-
	100-71-130	Overtime Salaries	14,378	11,161	14,000	1,853	14,000	14,000
	100-71-220	FICA Contributions	389	197	350	24	-	-
	100-71-225	PARS Contributions	-	-	-	-	-	-
	100-71-230	Retirement Contributions	27	174	-	3	-	-
	100-71-270	Other Employee Benefits	1,708	465	1,600	253	-	-
		<b>Total Salaries and Benefits</b>	<b>16,654</b>	<b>12,060</b>	<b>15,950</b>	<b>2,133</b>	<b>14,000</b>	<b>14,000</b>
	100-71-320	Travel & Training	807	-	500	500	500	500
	100-71-330	Meetings	3,620	3,049	3,100	3,100	3,100	3,100
	100-71-400	Contract Services - General	31,096	33,511	30,000	30,000	35,400	35,400
	100-71-450	Contract Professional Labor	-	-	-	-	-	-
	100-71-540	Vehicle Maintenance	-	-	300	300	-	-
	100-71-590	Fleet Provision Charge	16,000	16,000	16,000	16,000	16,000	16,000
	100-71-730	Uniform Equipment & Supplies	1,660	804	2,000	2,000	2,000	2,000
	100-71-740	General Supplies	7,539	8,766	6,000	6,000	6,000	6,000
	100-71-750	Gasoline, Oil, & Tires	1,644	5,672	4,000	4,000	4,000	4,000
		<b>Total Maintenance and Operations</b>	<b>62,366</b>	<b>67,801</b>	<b>61,900</b>	<b>61,900</b>	<b>67,000</b>	<b>67,000</b>
<b>71</b>	<b>Total Police Community Outreach</b>		<b>79,020</b>	<b>79,862</b>	<b>77,850</b>	<b>64,033</b>	<b>81,000</b>	<b>81,000</b>

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**Department: Police****Program: Patrol Services (72) Description:**

Patrol Services provides highly visible uniformed police officers patrolling the city streets in a manner that maximizes the probability of deterring and/or apprehending criminals while providing the citizens with timely, courteous, and ethical service. Also within Patrol Services is the Traffic Safety unit charged with traffic enforcement and the promotion of traffic safety.

**Objectives:**

1. Respond to all emergency calls for service within four minutes of receiving the dispatch.
2. Focus on those hazardous moving violations most responsible for injury traffic collisions so that the number of injury traffic collisions is reduced.
3. Utilize crime data in order to deploy resources more efficiently to areas where crime is occurring.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	4,320,910	4,493,429	4,459,150	4,654,235	5,040,134	5,148,897
Maintenance and Operations	509,595	417,022	413,550	420,518	394,950	409,950
<b>Total Expenditures</b>	<b>4,830,504</b>	<b>4,910,450</b>	<b>4,872,700</b>	<b>5,074,753</b>	<b>5,435,084</b>	<b>5,558,847</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Police Sergeant	4	4	4	4	4	4
Senior Police Officer	4	4	4	4	4	4
Police Officer	16	15	15	15	16	16
Police Traffic Officer	2	2	2	2	2	2
Police Recruit Officer	-	1	1	1	2	2
Parking Control	-	-	-	-	0.7	0.7
<b>Total Positions:</b>	<b>25.5</b>	<b>26.0</b>	<b>26.0</b>	<b>26.0</b>	<b>28.7</b>	<b>28.7</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Patrol Services</b>								
	100-72-110	Salaries & Wages - Full-time	2,529,593	2,517,918	2,517,170	2,581,700	3,043,255	3,011,784
	100-72-115	Part-time Salaries	15,061	15,692	15,660	17,969	18,286	18,652
	100-72-120	Temporary Employee Salaries	-	-	-	-	-	-
	100-72-130	Overtime Salaries	350,116	365,418	102,000	326,507	244,661	235,964
	100-72-131	Court Overtime Salaries	-	-	-	-	42,229	42,229
	100-72-132	Briefing Overtime Salaries	-	-	-	-	41,039	41,039
	100-72-133	Emergency Overtime Salaries	-	-	-	-	50,000	50,000
	100-72-135	Reimbursable Overtime Salaries	-	-	-	-	-	-
	100-72-140	Special Functions Salaries	125,081	131,897	200,000	123,395	-	-
	100-72-170	Uniform Allowance	23,048	23,125	26,830	23,125	26,827	26,827
	100-72-220	FICA Contributions	57,750	47,647	36,890	45,189	49,008	50,241
	100-72-225	PARS Contributions	-	-	-	-	-	-
	100-72-230	Retirement Contributions	848,038	977,926	888,810	1,064,756	866,177	994,358
	100-72-270	Other Employee Benefits	372,222	413,806	671,790	471,594	-	-
	100-72-271	Defined Contribution	-	-	-	-	101,815	74,683
	100-72-272	Workers' Compensation	-	-	-	-	254,222	260,786
	100-72-273	Health Benefit	-	-	-	-	272,173	310,683
	100-72-274	Dental Benefit	-	-	-	-	24,204	25,414
	100-72-275	Vision Benefit	-	-	-	-	5,211	5,211
	100-72-277	Other Optional Benefit	-	-	-	-	1,026	1,026
		<b>Total Salaries and Benefits</b>	<b>4,320,910</b>	<b>4,493,429</b>	<b>4,459,150</b>	<b>4,654,235</b>	<b>5,040,134</b>	<b>5,148,897</b>
	100-72-310	Dues & Memberships	1,350	100	500	500	500	500
	100-72-320	Travel & Training	23,875	26,740	28,000	28,000	28,000	28,000
	100-72-330	Meetings	60	383	200	100	200	200
	100-72-340	Books & Periodicals	329	417	450	400	450	450
	100-72-400	Contract Services - General	58,177	60,959	61,400	61,400	61,400	61,400
	100-72-420	Professional Services	-	-	-	-	-	-
	100-72-511	Telephone	5,698	3,046	5,500	2,500	5,500	5,500
	100-72-540	Vehicle Maintenance	1,032	685	3,600	2,100	-	-
	100-72-590	Fleet Provision Charge	202,000	202,000	202,000	202,000	202,000	202,000
	100-72-721	Special Department Supplies	20,509	27,507	15,000	10,000	15,000	15,000
	100-72-730	Uniforms	44,690	13,927	12,000	33,000	12,000	12,000
	100-72-740	General Supplies	15,999	20,841	14,900	10,000	14,900	14,900
	100-72-750	Gasoline, Oil, & Tires	54,180	52,067	70,000	70,000	55,000	70,000
	100-72-840	Capital Outlay	90,962	8,351	-	518	-	-
		<b>Total Maintenance and Operations</b>	<b>509,595</b>	<b>417,022</b>	<b>413,550</b>	<b>420,518</b>	<b>394,950</b>	<b>409,950</b>
<b>72</b>	<b>Total Patrol Services</b>		<b>4,830,504</b>	<b>4,910,450</b>	<b>4,872,700</b>	<b>5,074,753</b>	<b>5,435,084</b>	<b>5,558,847</b>

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**Department: Police****Program: Investigative Services (73)****Program Description:**

Investigative Services Unit provides follow-up investigations of reported crimes, identifying, apprehending, and assisting in the prosecution of suspects, working closely with the District Attorney's Office and the Judicial System. Investigative Services are responsible for property and evidence handling, investigating suspected drug, gang, and related vice activity, and coordinating special enforcement programs in the City, including the Crime Impact Team.

**Objectives:**

1. 15% clearance rate of reported burglary offenses.
2. 75% clearance rate of all Part I crimes against persons.
3. 90% filing rate of cases submitted to the District Attorney's office.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	744,165	1,007,737	1,176,870	1,158,707	960,701	1,008,459
Maintenance and Operations	56,841	51,789	60,000	43,470	58,850	58,850
<b>Total Expenditures</b>	<b>801,006</b>	<b>1,059,527</b>	<b>1,236,870</b>	<b>1,202,177</b>	<b>1,019,551</b>	<b>1,067,309</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Detective Sergeant	1	1	1	1	1	1
Sr. Police Officer / Detective	1	1	1	1	1	1
Detective	3	3	3	3	3	3
Detective Secretary	1	1	1	1	1	1
<b>Total Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Investigative Services</b>								
	100-73-110	Salaries & Wages - Full-time	431,474	521,599	597,760	611,070	557,791	557,736
	100-73-115	Part-time Salaries	-	-	-	-	-	-
	100-73-130	Overtime Salaries	88,623	100,187	50,000	61,759	20,772	26,128
	100-73-131	Court Overtime Salaries	-	-	-	-	-	-
	100-73-140	Special Functions Salaries	3,176	4,353	11,000	2,399	-	-
	100-73-170	Uniform Allowance	2,313	3,700	2,780	4,625	3,700	3,700
	100-73-220	FICA Contributions	11,758	13,374	12,540	14,016	11,999	12,226
	100-73-225	PARS Contributions	-	-	-	-	-	-
	100-73-230	Retirement Contributions	143,695	276,096	251,160	349,127	247,786	285,935
	100-73-270	Other Employee Benefits	63,127	88,429	251,630	115,711	-	-
	100-73-271	Defined Contribution	-	-	-	-	10,664	10,859
	100-73-272	Workers' Compensation	-	-	-	-	45,260	46,096
	100-73-273	Health Benefit	-	-	-	-	56,926	59,772
	100-73-274	Dental Benefit	-	-	-	-	4,069	4,272
	100-73-275	Vision Benefit	-	-	-	-	899	899
	100-73-277	Other Optional Benefit	-	-	-	-	836	836
		<b>Total Salaries and Benefits</b>	<b>744,165</b>	<b>1,007,737</b>	<b>1,176,870</b>	<b>1,158,707</b>	<b>960,701</b>	<b>1,008,459</b>
	100-73-310	Dues & Memberships	170	160	400	220	400	400
	100-73-320	Travel & Training	3,723	7,801	6,000	3,500	6,000	6,000
	100-73-330	Meetings	-	-	200	100	200	200
	100-73-340	Books & Periodicals	-	248	-	-	-	-
	100-73-400	Contract Services - General	17,289	10,478	16,150	6,000	15,500	15,500
	100-73-511	Telephone	1,944	985	2,400	1,500	2,400	2,400
	100-73-540	Vehicle Maintenance	-	76	500	500	-	-
	100-73-590	Fleet Provision Charge	21,150	21,150	21,150	21,150	21,150	21,150
	100-73-721	Special Department Supplies	2,485	-	1,000	1,000	1,000	1,000
	100-73-730	Uniforms	-	1,248	350	100	350	350
	100-73-740	General Supplies	4,589	6,009	7,850	5,400	7,850	7,850
	100-73-750	Gasoline, Oil, & Tires	5,492	3,636	4,000	4,000	4,000	4,000
		<b>Total Maintenance and Operations</b>	<b>56,841</b>	<b>51,789</b>	<b>60,000</b>	<b>43,470</b>	<b>58,850</b>	<b>58,850</b>
<b>73</b>	<b>Total Investigative Services</b>		<b>801,006</b>	<b>1,059,527</b>	<b>1,236,870</b>	<b>1,202,177</b>	<b>1,019,551</b>	<b>1,067,309</b>

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**Department: Police****Program: Police Support Services (74) Description:**

Police Support Services provides effective management, leadership, direction, and control to insure the desired level of proactive and professional police service to a growing community. Police Support Services provides internal audits and control of the organization through personnel and internal affairs investigations, along with risk management analysis. The quality of life in the City of Signal Hill is enhanced by increased community involvement in decisions involving safety and security.

**Objectives:**

1. Meet 100% of all mandated P.O.S.T. police officer training before the due date.
2. Complete 95% of all citizens' complaints within a sixty-day period.
3. Continue with recruitment and retention strategies to fill vacant department positions.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	1,213,821	1,249,216	1,241,600	1,288,798	1,348,326	1,434,657
Maintenance and Operations	588,026	454,302	456,420	456,420	392,820	392,820
<b>Total Expenditures</b>	<b>1,801,847</b>	<b>1,703,518</b>	<b>1,698,020</b>	<b>1,745,218</b>	<b>1,741,146</b>	<b>1,827,477</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Chief of Police	1	1	1	1	1	1
Captain	1	1	1	1	1	1
Lieutenant	2	2	2	2	2	2
Assistant to Police Chief	1	1	1	1	1	1
Maintenance Worker	1	1	1	1	1	1
<b>Total Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Police Support Services</b>								
	100-74-110	Salaries & Wages - Full-time	820,681	769,201	748,730	692,218	771,193	804,149
	100-74-115	Part-time Salaries	-	-	-	6,614	7,117	7,260
	100-74-130	Overtime Salaries	3,054	1,295	4,300	4,919	86	182
	100-74-140	Special Functions Salaries	186	872	3,000	225	-	-
	100-74-170	Uniform Allowance	3,238	2,775	3,240	2,313	3,238	3,238
	100-74-220	FICA Contributions	18,497	23,109	18,370	18,780	18,289	18,683
	100-74-230	Retirement Contributions	256,689	330,681	309,230	417,211	401,529	448,184
	100-74-270	Other Employee Benefits	110,927	120,353	153,480	145,671	-	-
	100-74-271	Defined Contribution	-	-	-	-	16,249	16,486
	100-74-272	Workers' Compensation	-	-	-	-	26,577	27,393
	100-74-273	Health Benefit	-	-	-	-	96,264	101,077
	100-74-274	Dental Benefit	-	-	-	-	4,410	4,631
	100-74-275	Vision Benefit	-	-	-	-	1,078	1,078
	100-74-276	Life Insurance Benefit	-	-	-	-	810	810
	100-74-277	Other Optional Benefit	-	-	-	-	236	236
	100-74-280	Wellness Benefit	550	930	1,250	847	1,250	1,250
		<b>Total Salaries and Benefits</b>	<b>1,213,821</b>	<b>1,249,216</b>	<b>1,241,600</b>	<b>1,288,798</b>	<b>1,348,326</b>	<b>1,434,657</b>
	100-74-310	Dues & Memberships	3,021	2,848	1,800	1,800	1,800	1,800
	100-74-320	Travel & Training	3,676	1,659	6,500	6,500	6,500	6,500
	100-74-330	Meetings	7,369	3,212	1,600	1,600	1,600	1,600
	100-74-340	Books & Periodicals	1,400	873	500	500	500	500
	100-74-400	Contract Services - General	270,495	141,383	165,920	165,920	165,920	165,920
	100-74-410	Legal Services	49,116	52,081	45,000	45,000	28,000	28,000
	100-74-440	IT Services	11,686	64,270	85,000	85,000	85,000	85,000
	100-74-511	Telephone	54,004	57,938	46,300	46,300	-	-
	100-74-540	Vehicle Maintenance	-	185	800	800	500	500
	100-74-560	Repair & Maintenance Services	37,520	10,800	16,000	16,000	16,000	16,000
	100-74-570	Software Licensing & Support	12,363	31,406	20,000	20,000	20,000	20,000
	100-74-590	Fleet Provision Charge	43,500	43,500	43,500	43,500	43,500	43,500
	100-74-721	Special Department Supplies	678	813	500	500	500	500
	100-74-740	General Supplies	26,774	17,896	16,000	16,000	16,000	16,000
	100-74-750	Gasoline, Oil, & Tires	5,133	4,103	7,000	7,000	7,000	7,000
	100-74-840	Capital Outlay	61,292	21,333	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>588,026</b>	<b>454,302</b>	<b>456,420</b>	<b>456,420</b>	<b>392,820</b>	<b>392,820</b>
<b>74</b>	<b>Total Police Support Services</b>		<b>1,801,847</b>	<b>1,703,518</b>	<b>1,698,020</b>	<b>1,745,218</b>	<b>1,741,146</b>	<b>1,827,477</b>

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**Department: Police**

**Program: Police Communications/Jail (75)**

**Program Description:**

The Communications and Jail Unit provides effective, efficient communications and security to ensure the safety of all law enforcement employees and the well-being of prisoners in the City Jail.

**Objectives:**

1. Dispatch 95% of all emergency calls within one minute of receipt.
2. Enter all calls into CAD within three minutes of receiving the call 95% of the time.
3. Keep the City Jail in 100% conformance with the California Department of Corrections and Rehabilitation.
4. Complete 95% of all prisoner identifications within twenty-four hours of bookings.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	712,471	619,497	634,930	539,474	701,106	712,998
Maintenance and Operations	84,099	98,495	123,250	123,250	126,950	126,950
<b>Total Expenditures</b>	<b>796,569</b>	<b>717,992</b>	<b>758,180</b>	<b>662,724</b>	<b>828,056</b>	<b>839,948</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Dispatcher/Jailer	5	5	5	5	8	8
<b>Total Positions:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>8</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Police Communications</b>								
	100-75-110	Salaries & Wages - Full-time	423,483	395,215	379,150	318,720	426,264	416,169
	100-75-115	Part-time Salaries	-	-	-	-	-	-
	100-75-130	Overtime Salaries	95,490	54,352	70,000	69,549	68,661	75,760
	100-75-140	Special Functions Salaries	6,503	17,019	12,400	4,122	-	-
	100-75-220	FICA Contributions	34,151	34,733	29,000	28,454	32,791	33,495
	100-75-225	PARS Contributions	-	-	-	-	-	-
	100-75-230	Retirement Contributions	108,476	71,854	47,920	62,920	86,578	98,227
	100-75-270	Other Employee Benefits	44,367	46,324	96,460	55,709	-	-
	100-75-271	Defined Contribution	-	-	-	-	12,926	13,120
	100-75-272	Workers' Compensation	-	-	-	-	11,472	11,704
	100-75-273	Health Benefit	-	-	-	-	55,582	57,571
	100-75-274	Dental Benefit	-	-	-	-	3,766	3,886
	100-75-275	Vision Benefit	-	-	-	-	1,078	1,078
	100-75-277	Other Optional Benefit	-	-	-	-	1,987	1,987
		<b>Total Salaries and Benefits</b>	<b>712,471</b>	<b>619,497</b>	<b>634,930</b>	<b>539,474</b>	<b>701,106</b>	<b>712,998</b>
	100-75-320	Travel & Training	4,799	5,906	3,500	3,500	4,500	4,500
	100-75-330	Meetings	14	75	150	150	150	150
	100-75-340	Books & Periodicals	-	-	100	100	-	-
	100-75-400	Contract Services - General	-	151	3,000	3,000	3,000	3,000
	100-75-425	Medical Services	-	-	-	-	-	-
	100-75-440	Technology Technical Services	-	-	-	-	-	-
	100-75-540	Vehicle Maintenance	-	-	100	100	-	-
	100-75-552	Rental of Equipment & Vehicles	16,117	16,681	15,400	15,400	-	-
	100-75-560	Repair & Maintenance Services	22,886	17,535	29,000	29,000	29,000	29,000
	100-75-570	Software Licensing & Support	18,036	33,500	67,000	67,000	67,000	67,000
	100-75-590	Fleet Provision Charge	8,700	8,700	8,700	8,700	8,700	8,700
	100-75-595	Communication Inter-Dept Chrg	-	-	(18,300)	(18,300)	-	-
	100-75-600	Communications	-	-	-	-	-	-
	100-75-721	Special Department Supplies	9,107	9,491	8,500	8,500	8,500	8,500
	100-75-730	Uniforms	1,211	1,888	2,400	2,400	2,400	2,400
	100-75-740	General Supplies	2,651	3,857	3,000	3,000	3,000	3,000
	100-75-750	Gasoline, Oil, & Tires	580	710	700	700	700	700
		<b>Total Maintenance and Operations</b>	<b>84,099</b>	<b>98,495</b>	<b>123,250</b>	<b>123,250</b>	<b>126,950</b>	<b>126,950</b>
<b>75</b>	<b>Total Police Communications</b>		<b>796,569</b>	<b>717,992</b>	<b>758,180</b>	<b>662,724</b>	<b>828,056</b>	<b>839,948</b>

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**Department: Police****Program: Police Records (76)****Program Description:**

Police Records provides and maintains a comprehensive, accurate, and reliable records management information system, automated crime reporting statistics, and analysis services. Records personnel assist citizens in the station lobby and answer the Police Department switchboard.

**Objectives:**

1. Enter 99% of data into the Records Management System within forty-eight hours.
2. Respond to 95% of citizens' requests for information within five days.
3. Process 99% of crime reports within twenty-four hours.
4. Process 99% of traffic citations for transmittal to court within forty-eight hours.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	331,392	279,118	348,610	310,823	330,429	346,520
Maintenance and Operations	57,083	34,140	44,250	44,250	32,800	39,800
<b>Total Expenditures</b>	<b>388,475</b>	<b>313,258</b>	<b>392,860</b>	<b>355,073</b>	<b>363,229</b>	<b>386,320</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Police Records Supervisor	1	1	1	1	1	1
Police Records Clerk	2	2	2	2	2	2
Part-Time Police Aide	1.9	0.5	0.5	0.5	0.5	0.5
Part-Time Records Clerk	0.5	0.4	0.4	0.4	0.4	0.4
Emergency Operations Coordinator	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Positions:</b>	<b>5.9</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Police Records</b>								
	100-76-110	Salaries & Wages - Full-time	166,699	148,593	152,800	184,147	191,480	201,629
	100-76-115	Part-time Salaries	68,937	46,345	75,700	59,128	64,899	66,197
	100-76-130	Overtime Salaries	14,628	17,937	16,000	3,036	684	1,436
	100-76-133	Emergency Overtime Salaries	-	-	-	-	-	-
	100-76-170	Uniform Allowance	-	2,250	-	-	-	-
	100-76-220	FICA Contributions	14,210	13,903	17,500	14,683	15,656	16,431
	100-76-225	PARS Contributions	-	-	780	780	780	796
	100-76-230	Retirement Contributions	41,629	19,620	29,950	14,161	13,726	14,751
	100-76-270	Other Employee Benefits	25,289	30,470	55,880	34,888	-	-
	100-76-271	Defined Contribution	-	-	-	-	11,248	11,805
	100-76-272	Workers' Compensation	-	-	-	-	4,687	4,919
	100-76-273	Health Benefit	-	-	-	-	23,354	24,522
	100-76-274	Dental Benefit	-	-	-	-	2,403	2,524
	100-76-275	Vision Benefit	-	-	-	-	539	539
	100-76-277	Other Optional Benefit	-	-	-	-	972	972
		<b>Total Salaries and Benefits</b>	<b>331,392</b>	<b>279,118</b>	<b>348,610</b>	<b>310,823</b>	<b>330,429</b>	<b>346,520</b>
	100-76-310	Dues & Memberships	50	50	100	100	100	100
	100-76-320	Travel & Training	1,260	996	1,500	1,500	3,500	3,500
	100-76-330	Meetings	-	-	100	100	100	100
	100-76-340	Books & Periodicals	-	-	100	100	-	-
	100-76-400	Contract Services - General	12,967	9,797	8,150	8,150	10,000	10,000
	100-76-420	Professional Services	-	1,908	13,000	13,000	5,000	5,000
	100-76-440	Technology Technical Services	31,369	-	-	-	-	-
	100-76-540	Vehicle Maintenance	-	-	200	200	-	-
	100-76-570	Software Licensing & Support	-	-	-	-	-	-
	100-76-590	Fleet Provision Charge	3,050	3,050	3,050	3,050	3,050	3,050
	100-76-730	Uniforms	230	1,284	1,200	1,200	1,200	1,200
	100-76-740	General Supplies	8,158	16,495	9,850	9,850	9,850	9,850
	100-76-750	Gasoline, Oil, & Tires	-	559	7,000	7,000	-	7,000
		<b>Total Maintenance and Operations</b>	<b>57,083</b>	<b>34,140</b>	<b>44,250</b>	<b>44,250</b>	<b>32,800</b>	<b>39,800</b>
<b>76</b>	<b>Total Police Records</b>		<b>388,475</b>	<b>313,258</b>	<b>392,860</b>	<b>355,073</b>	<b>363,229</b>	<b>386,320</b>

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**Department: Police****Program: Emergency / Disaster Services (77)****Program Description:**

Emergency / Disaster Services provides coordination for emergency and disaster preparedness for the City, including Domestic Preparedness Planning, Natural Disasters, Civil Unrest, and Hazardous Materials. The Program provides emergency supplies, equipment, and communications. The training program includes Homeland Security, First Responder, and Emergency Management, which help prepare employees and citizens in the event of a disaster.

**Objectives:**

1. Continue sending department heads and designated employees to the Earthquake Preparedness Training Program at C.S.T.I.
2. Provide continuing in-service training to department personnel.
3. Provide yearly Emergency Preparedness training for City employees.
4. Conduct yearly Emergency Preparedness Exercise.
5. Continue public education on Emergency Preparedness.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	40,214	35,638	40,200	40,717	40,187	40,990
Maintenance and Operations	16,345	25,992	18,050	18,050	18,050	18,050
<b>Total Expenditures</b>	<b>56,559</b>	<b>61,630</b>	<b>58,250</b>	<b>58,767</b>	<b>58,237</b>	<b>59,040</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
<b>Total Positions:</b>	-	-	-	-	-	-

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Emergency/Disaster Services</b>								
	100-77-115	Part-time Salaries	38,567	33,669	38,400	38,940	40,187	40,990
	100-77-120	Salaries - Temporary	-	-	-	-	-	-
	100-77-130	Overtime Salaries	-	-	-	-	-	-
	100-77-220	FICA Contributions	523	463	600	550	-	-
	100-77-225	PARS	-	-	-	-	-	-
	100-77-230	Retirement Contributions	491	945	500	570	-	-
	100-77-270	Other Employee Benefits	634	561	700	657	-	-
		<b>Total Salaries and Benefits</b>	<b>40,214</b>	<b>35,638</b>	<b>40,200</b>	<b>40,717</b>	<b>40,187</b>	<b>40,990</b>
	100-77-310	Dues & Memberships	-	-	650	650	650	650
	100-77-320	Travel & Training	295	-	6,800	6,800	6,800	6,800
	100-77-420	Professional Services	-	15,000	-	-	-	-
	100-77-511	Telephone	4,957	3,320	4,700	4,700	4,700	4,700
	100-77-740	General Supplies	11,093	7,671	5,900	5,900	5,900	5,900
	100-77-840	Capital Outlay	-	-	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>16,345</b>	<b>25,992</b>	<b>18,050</b>	<b>18,050</b>	<b>18,050</b>	<b>18,050</b>
<b>77</b>	<b>Total Emergency/Disaster Services</b>		<b>56,559</b>	<b>61,630</b>	<b>58,250</b>	<b>58,767</b>	<b>58,237</b>	<b>59,040</b>

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# 2018-20 OPERATING BUDGET

## COMMUNITY SERVICES

*Library Programs and Services*

*Community Services Recreation*

*Park Development Community*

*Development Block Grants*

*Transportation Services Animal*

*Control*

### **Department Description:**

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

**Department Programs:**

Library Programs and Services

Community Services

Recreation

Park Development

Community Development Block Grant

Transportation Services

Animal Control

**Departmental Goals:**

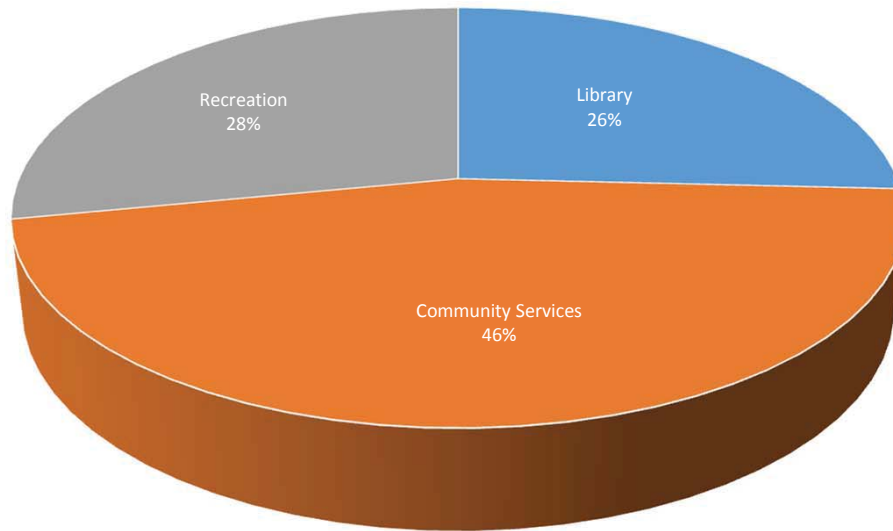
To provide a wide variety of essential recreational, social, and library services to meet the needs of residents of all ages, support Signal Hill businesses, and further the image and livability of the City through its programs and development activities.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	1,193,329	1,227,742	1,207,347	1,242,029	1,316,310	1,286,809
Maintenance and Operations	281,126	348,183	312,755	314,255	447,420	359,487
<b>Total Expenditures</b>	<b>1,474,455</b>	<b>1,575,925</b>	<b>1,520,102</b>	<b>1,556,284</b>	<b>1,763,730</b>	<b>1,646,295</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
All Divisions	19.5	18.6	18.6	18.6	18.6	18.6
<b>Total Positions:</b>	<b>19.5</b>	<b>18.6</b>	<b>18.6</b>	<b>18.6</b>	<b>18.6</b>	<b>18.6</b>



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**Department: Community Services**

**Program: Library Programs and Services (81)**

**Program Description:**

The library is a safe and inviting place to learn, meet, share civic and cultural activities; supports formal education programs for children and youth, encouraging a life-long love of learning and reading; and provides materials, services and programs to meet the library needs of all ages.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	365,322	357,791	383,060	309,128	377,575	349,180
Maintenance and Operations	53,920	69,933	88,170	70,170	77,045	89,170
<b>Total Expenditures</b>	<b>419,242</b>	<b>427,724</b>	<b>471,230</b>	<b>379,298</b>	<b>454,620</b>	<b>438,350</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
City Librarian	1.0	1.0	1.0	1.0	1.0	1.0
Library Assistant	1.0	1.0	1.0	1.0	1.0	1.0
Part-Time Library Aide	2.7	1.9	1.9	1.9	1.9	1.9
Part-Time Library Specialist	0.6	0.3	0.3	0.3	0.3	0.3
<b>Total Positions:</b>	<b>5.3</b>	<b>4.2</b>	<b>4.2</b>	<b>4.2</b>	<b>4.2</b>	<b>4.2</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Library</b>								
	100-81-110	Salaries & Wages - Full-time	203,704	206,028	186,870	164,787	179,790	191,268
	100-81-115	Part-time Salaries	65,842	74,603	78,420	76,304	94,985	66,300
	100-81-130	Overtime Salaries	1,153	-	500	500	-	-
	100-81-160	Car Allowance	1,234	1,211	1,200	1,188	1,188	1,188
	100-81-220	FICA Contributions	15,859	16,873	15,300	12,783	14,207	14,832
	100-81-225	PARS Contributions	-	-	1,020	1,020	1,020	1,040
	100-81-230	Retirement Contributions	50,418	29,621	31,160	26,197	53,759	36,711
	100-81-270	Other Employee Benefits	27,112	29,455	68,590	26,349	-	-
	100-81-271	Defined Contribution	-	-	-	-	7,471	3,614
	100-81-272	Workers' Compensation	-	-	-	-	4,491	4,690
	100-81-273	Health Benefit	-	-	-	-	16,880	25,644
	100-81-274	Dental Benefit	-	-	-	-	2,196	2,306
	100-81-275	Vision Benefit	-	-	-	-	478	478
	100-81-276	Life Insurance Benefit	-	-	-	-	94	94
	100-81-277	Other Optional Benefit	-	-	-	-	1,015	1,015
		<b>Total Salaries and Benefits</b>	<b>365,322</b>	<b>357,791</b>	<b>383,060</b>	<b>309,128</b>	<b>377,575</b>	<b>349,180</b>
	100-81-310	Dues & Memberships	2,894	3,234	3,245	3,245	3,300	3,300
	100-81-320	Travel & Training	682	660	800	800	800	800
	100-81-330	Meetings	808	231	540	540	540	540
	100-81-400	Contract Services - General	-	-	18,000	-	6,000	18,000
	100-81-450	Contract Professional Labor	-	-	-	-	-	-
	100-81-511	Telephone	-	629	-	-	-	-
	100-81-560	Repair & Maintenance Services	-	-	500	500	500	500
	100-81-570	Software Licensing & Support	5,222	13,278	14,000	14,000	14,320	14,445
	100-81-630	Media Services	1,095	496	550	550	550	550
	100-81-721	Special Department Supplies	37,959	41,034	40,000	40,000	38,400	38,400
	100-81-723	Event/Program Costs	-	4,794	5,535	5,535	7,135	7,135
	100-81-730	Uniforms	-	-	-	-	500	500
	100-81-740	General Supplies	5,260	5,577	5,000	5,000	5,000	5,000
		<b>Total Maintenance and Operations</b>	<b>53,920</b>	<b>69,933</b>	<b>88,170</b>	<b>70,170</b>	<b>77,045</b>	<b>89,170</b>
<b>81</b>	<b>Total Library</b>		<b>419,242</b>	<b>427,724</b>	<b>471,230</b>	<b>379,298</b>	<b>454,620</b>	<b>438,350</b>

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## **Program: Community Services (82)**

### **Program Description:**

The Community Services division hosts community wide special events, maintains and rents recreational facilities and parks, provides active adult programs, oversees animal control services, offers social programs for elderly and disabled residents and acts as a resource for residents seeking additional community services and provides park patrol.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	441,187	450,141	462,548	479,317	517,011	550,274
Maintenance and Operations	146,247	210,010	152,635	172,135	296,885	196,827
<b>Total Expenditures</b>	<b>587,434</b>	<b>660,151</b>	<b>615,183</b>	<b>651,452</b>	<b>813,896</b>	<b>747,101</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Director	1.0	1.0	1.0	1.0	1.0	1.0
Community Services Manager	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Part-Time Recreation Leaders	2.1	2.7	2.7	2.7	2.7	2.7
<b>Total Positions:</b>	<b>7.1</b>	<b>7.7</b>	<b>7.7</b>	<b>7.7</b>	<b>7.7</b>	<b>7.7</b>

**2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Community Services</b>								
	100-82-110	Salaries & Wages - Full-time	269,293	272,144	265,150	266,361	295,272	307,530
	100-82-115	Part-time Salaries	33,294	54,242	52,000	66,900	62,219	69,585
	100-82-130	Overtime Salaries	5,357	6,539	500	1,839	2,985	3,135
	100-82-150	Commission Meeting Attendance	3,242	3,931	3,000	2,756	3,000	3,000
	100-82-160	Car Allowance	1,234	1,211	1,200	1,188	1,188	1,188
	100-82-220	FICA Contributions	20,967	22,177	20,480	21,174	21,920	22,853
	100-82-225	PARS Contributions	-	-	280	280	280	286
	100-82-230	Retirement Contributions	68,372	44,280	54,280	49,583	60,374	69,592
	100-82-270	Other Employee Benefits	39,428	45,382	65,157	68,736	-	-
	100-82-271	Defined Contribution	-	-	-	-	6,987	7,336
	100-82-272	Workers' Compensation	-	-	-	-	7,071	7,361
	100-82-273	Health Benefit	-	-	-	-	51,695	54,280
	100-82-274	Dental Benefit	-	-	-	-	2,153	2,261
	100-82-275	Vision Benefit	-	-	-	-	735	735
	100-82-276	Life Insurance Benefit	-	-	-	-	94	94
	100-82-277	Other Optional Benefit	-	-	-	-	538	538
	100-82-280	Wellness Benefit	-	235	500	500	500	500
		<b>Total Salaries and Benefits</b>	<b>441,187</b>	<b>450,141</b>	<b>462,548</b>	<b>479,317</b>	<b>517,011</b>	<b>550,274</b>
	100-82-310	Dues & Memberships	1,090	1,219	1,685	1,685	1,000	1,000
	100-82-320	Travel & Training	471	4,454	5,350	5,350	4,300	4,300
	100-82-330	Meetings	3,638	737	600	600	800	800
	100-82-340	Books & Periodicals	326	127	200	200	-	-
	100-82-390	Donations	10,000	5,000	10,000	10,000	10,000	10,000
	100-82-400	Contract Services - General	68,632	102,369	70,500	90,000	204,500	104,500
	100-82-410	Legal Services	-	-	-	-	10,000	10,000
	100-82-511	Telephone	61	-	-	-	-	-
	100-82-540	Vehicle Maintenance	12	20	100	100	350	350
	100-82-560	Repair & Maintenance Services	-	-	500	500	500	500
	100-82-590	Fleet Provision Charge	2,200	2,200	2,200	2,200	2,200	2,200
	100-82-630	Media Services	2,787	2,529	2,400	2,400	2,400	2,400
	100-82-723	Event/Program Costs	49,104	82,788	50,000	50,000	51,735	51,735
	100-82-730	Uniforms	-	458	1,000	1,000	1,000	1,000
	100-82-740	General Supplies	7,670	7,802	8,000	8,000	8,000	8,000
	100-82-750	Gasoline, Oil, & Tires	256	309	100	100	100	42
		<b>Total Maintenance and Operations</b>	<b>146,247</b>	<b>210,010</b>	<b>152,635</b>	<b>172,135</b>	<b>296,885</b>	<b>196,827</b>
<b>82</b>	<b>Total Community Services</b>		<b>587,434</b>	<b>660,151</b>	<b>615,183</b>	<b>651,452</b>	<b>813,896</b>	<b>747,101</b>

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## **Program: Recreation (83)**

### **Program Description:**

Recreation activities provided by this section include after-school and off-track recreation programs for elementary age youth, summer youth and food program, youth team sports, teen programs and family programs.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	386,820	419,809	361,739	453,584	421,724	387,354
Maintenance and Operations	80,959	68,240	71,950	71,950	73,490	73,490
<b>Total Expenditures</b>	<b>467,779</b>	<b>488,049</b>	<b>433,689</b>	<b>525,534</b>	<b>495,214</b>	<b>460,844</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Specialist	-	0.8	0.8	0.8	0.8	0.8
Part-Time Recreation Leaders	6.1	4.9	4.9	4.9	4.9	4.9
<b>Total Positions:</b>	<b>7.1</b>	<b>6.7</b>	<b>6.7</b>	<b>6.7</b>	<b>6.7</b>	<b>6.7</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Recreation</b>								
	100-83-110	Salaries & Wages - Full-time	109,984	97,105	102,980	106,466	110,528	118,215
	100-83-115	Part-time Salaries	202,400	238,888	200,000	251,077	200,000	203,600
	100-83-130	Overtime Salaries	2,419	1,986	2,500	208	-	-
	100-83-160	Car Allowance	1,234	1,211	1,190	1,188	1,188	1,188
	100-83-220	FICA Contributions	14,415	15,097	7,690	14,383	8,584	9,014
	100-83-225	PARS Contributions	-	-	1,020	1,020	1,020	1,040
	100-83-230	Retirement Contributions	33,643	37,397	18,330	41,053	27,501	32,428
	100-83-270	Other Employee Benefits	22,726	27,509	27,780	37,939	-	-
	100-83-271	Defined Contribution	-	-	-	-	3,750	3,937
	100-83-272	Workers' Compensation	-	-	-	-	2,761	2,899
	100-83-273	Health Benefit	-	-	-	-	12,805	13,445
	100-83-274	Dental Benefit	-	-	-	-	474	498
	100-83-275	Vision Benefit	-	-	-	-	205	205
	100-83-276	Life Insurance Benefit	-	-	-	-	94	94
	100-83-277	Other Optional Benefit	-	-	-	-	291	291
	100-83-280	Wellness Benefit	-	615	250	250	500	500
		<b>Total Salaries and Benefits</b>	<b>386,820</b>	<b>419,809</b>	<b>361,739</b>	<b>453,584</b>	<b>369,700</b>	<b>387,354</b>
	100-83-310	Dues & Memberships	979	440	1,000	1,000	1,000	1,000
	100-83-320	Travel & Training	1,237	2,416	3,650	3,650	3,300	3,300
	100-83-330	Meetings	3,043	497	400	400	650	650
	100-83-340	Books & Periodicals	26	-	200	200	200	200
	100-83-391	Fee Assistance	-	-	500	500	500	500
	100-83-400	Contract Services - General	-	-	-	-	-	-
	100-83-511	Telephone	1,452	2,229	700	700	2,450	2,450
	100-83-540	Vehicle Maintenance	-	63	600	600	350	350
	100-83-560	Repair & Maintenance Services	484	-	-	-	-	-
	100-83-570	Software Licensing & Support	7,585	-	-	-	-	-
	100-83-590	Fleet Provision Charge	7,250	7,250	7,250	7,250	7,250	7,250
	100-83-620	Communications	-	-	2,450	2,450	2,450	2,450
	100-83-630	Media Services	1,475	330	500	500	200	200
	100-83-720	Postage	-	-	-	-	-	-
	100-83-721	Special Department Supplies	2,401	5,815	5,000	5,000	-	-
	100-83-723	Event/Program Costs	38,359	40,642	40,000	40,000	42,500	42,500
	100-83-725	Software Purchases	-	-	-	-	-	-
	100-83-730	Uniforms	2,759	2,332	1,600	1,600	2,000	2,000
	100-83-740	General Supplies	10,469	5,190	8,000	8,000	10,500	10,500
	100-83-750	Gasoline, Oil, & Tires	831	1,034	100	100	140	140
	100-83-840	Capital Outlay	2,607	-	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>80,959</b>	<b>68,240</b>	<b>71,950</b>	<b>71,950</b>	<b>73,490</b>	<b>73,490</b>
<b>83</b>	<b>Total Recreation</b>		<b>467,779</b>	<b>488,049</b>	<b>433,689</b>	<b>525,534</b>	<b>443,190</b>	<b>460,844</b>

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# **2018-20 OPERATING BUDGET**

## **PUBLIC WORKS**

*Engineering and Project Services*

*Environmental Programs*

*Maintenance Operations*

### **Department Description:**

### **Mission Statement:**

The Public Works Department is responsible for providing reliable, well maintained public facilities and essential services that are depended upon in the daily lives of residents and the business community. The responsibilities include the delivery of high quality drinking water, the design, construction, and maintenance of all City facilities, including the water system, streets, traffic signals, parks, buildings, and fleet of vehicles and heavy equipment.

The Department of Public Works ensures that City-owned infrastructure and facilities, water services and capital improvement programs are designed, engineered, constructed, maintained and/or modified in a professional and safe condition. The department coordinates a variety of activities and services including the preparation of plans and specifications for public works related construction projects; the design and inspection of public facilities; ensuring the proper installation of all public improvements made in new subdivisions, such as streets, curbs, gutters, sidewalks, water mains, sewer lines, and drainage; and provides custodial service to City facilities.

The Streets division is responsible for preventive and regular maintenance of streets and appurtenant facilities. The Facilities and Grounds divisions maintain buildings and landscaping in the City's parks including City Hall, Discovery Well Park Community Center, Police Station, and Library/Community Center. In addition, the Grounds division oversees landscape contract activities in the California Crown Landscape and Lighting District.

## **Department Programs:**

Engineering and Project Services

Environmental Programs

Maintenance Operations

## **Department Goals:**

1. Be proactive in meeting the policy directives of the City Council in the maintenance and improvement of public facilities.
2. Ensure that all public works projects are well designed and constructed through management and inspection.
3. Be proactive in the monitoring of legislation affecting public works.
4. Provide the reliable delivery of high quality drinking water that meets or exceeds State drinking water standards.
5. Manage the City's Water Conservation Program and continue the program's public education and outreach campaign to achieve a ten percent reduction in water usage.
6. Provide high quality maintenance and repair of public facilities and infrastructure in a cost-effective manner.
7. Manage the exclusive franchise agreement for solid waste collection and recycling programs.
8. Ensure compliance with environmental regulations through the implementation of effective policies and programs.
9. Provide prompt and professional service in response to requests from the community and other City departments.
10. Provide efficient and cost-effective management of the Capital Improvement Program.
11. Provide thorough and expedient plan checking services for all land development projects and subdivisions.
12. Ensure maintenance contractors provide a high level of service through thorough oversight and

inspection.

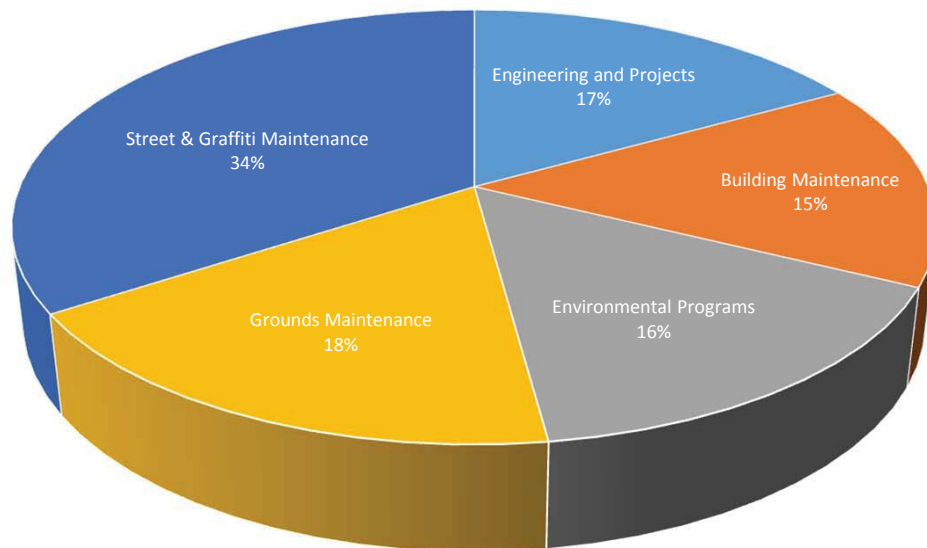
13. Continue to improve emergency response capabilities.
14. Apply for grants to provide supplemental funding for capital improvements.
15. Implement the goals and objectives of the City's Strategic Plan.
16. Monitor the Public Works Department budget to ensure efficient use of City resources.
17. Continue to inform members of the City Council, city residents, and businesses about Public Works activities through timely updates on the City's website and/or the quarterly departmental newsletter.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	1,573,292	1,586,817	1,757,910	1,563,189	1,877,487	1,976,485
Maintenance and Operations	2,239,298	2,407,474	2,789,365	2,789,365	2,891,771	2,874,565
<b>Total Expenditures</b>	<b>3,812,590</b>	<b>3,994,291</b>	<b>4,547,275</b>	<b>4,352,554</b>	<b>4,769,258</b>	<b>4,851,050</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
All Divisions	28	28	28	28	28	28
<b>Total Positions:</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>



## **Department: Public Works**

### **Program: Engineering (91) Program Description:**

#### **Mission Statement:**

The Engineering and Project Services program seeks to implement the City's policies and procedures in support of professional project engineering and management that ensure ethical bidding processes resulting in cost-effective and timely project completion.

#### **Primary Activities:**

The Engineering and Project Services program is responsible for the planning, design, and construction of all public facilities, the planning and review of land development projects and subdivisions, administering an assessment district, and providing engineering support services to other City departments. Program activities include the development and management of the Capital Improvement Program and departmental budget, conducting traffic engineering, plan checking, survey and inspection services, management of contract services, management of pipeline franchises, permit issuance, and the administration of the California Crown Landscape and Lighting District. Program personnel also provide assistance to the public related to Public Works activities.

#### **Key Workload Indicators:**

1. Plan and conduct the FY 2019 and FY 2020 Capital Improvement Program.
2. Complete construction of the new City Library.
3. Complete construction of State-funded Los Cerritos Channel Sub-Basin 4 Stormwater Capture Project and Phase 2 project.
4. Complete construction of View Park.
5. Advertise and bid construction projects included in the Capital Improvement Programs.
6. Participate in the planning efforts on the development of a recycled water system.
7. Continue the administration of the California Crown Landscape and Lighting Maintenance District.
8. Complete the review of land development applications within three weeks of receipt from the Community Development Department.
9. Provide engineering support services to other City departments.
10. Participate in and monitor the L.A. County Congestion Mitigation Program & Feasibility Study.
11. Manage the City's bus shelter program.
12. Update the Departmental link on the City's web homepage on a regular basis
13. Conduct inspections to ensure work performed in the public right-of-way meets City standards.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	346,534	338,389	403,810	321,450	461,483	476,120
Maintenance and Operations	267,691	318,413	244,280	244,280	344,650	342,250
<b>Total Expenditures</b>	<b>614,226</b>	<b>656,802</b>	<b>648,090</b>	<b>565,730</b>	<b>806,133</b>	<b>818,370</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Director	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Management Analyst	1	1	1	1	1	1
Public Works Inspector	1	1	1	1	1	1
Senior Engineering Technician	1	1	1	1	1	1
Engineering Technician	-	-	-	-	-	-
<b>Total Positions:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Engineering</b>								
	100-91-110	Salaries & Wages - Full-time	243,744	247,422	230,000	215,377	315,074	327,301
	100-91-115	Part-time Salaries	-	-	-	22,438	19,759	20,154
	100-91-120	Part-time Salaries	-	-	-	1,701	2,268	2,313
	100-91-130	Overtime Salaries	2,027	2,676	1,000	2,060	304	319
	100-91-140	Special Functions Salaries	-	-	-	-	-	-
	100-91-160	Car Allowance	1,080	665	1,050	1,039	1,080	1,080
	100-91-220	FICA Contributions	17,570	18,186	17,000	16,747	20,741	21,071
	100-91-230	Retirement Contributions	61,524	47,938	77,600	38,611	46,997	47,691
	100-91-270	Other Employee Benefits	19,649	20,831	76,660	22,144	-	-
	100-91-271	Defined Contribution	-	-	-	-	16,484	16,714
	100-91-272	Workers' Compensation	-	-	-	-	6,441	6,538
	100-91-273	Health Benefit	-	-	-	-	27,344	27,902
	100-91-274	Dental Benefit	-	-	-	-	2,987	3,033
	100-91-275	Vision Benefit	-	-	-	-	570	570
	100-91-276	Life Insurance Benefit	-	-	-	-	455	455
	100-91-277	Other Optional Benefit	-	-	-	-	229	229
	100-91-280	Wellness Benefit	941	672	500	1,333	750	750
		<b>Total Salaries and Benefits</b>	<b>346,534</b>	<b>338,389</b>	<b>403,810</b>	<b>321,450</b>	<b>461,483</b>	<b>476,120</b>
	100-91-310	Dues & Memberships	1,694	2,083	1,500	1,500	2,800	2,000
	100-91-320	Travel & Training	856	179	3,500	3,500	7,000	7,000
	100-91-330	Meetings	303	1,246	3,000	3,000	-	-
	100-91-340	Books & Periodicals	-	108	300	300	650	650
	100-91-400	Contract Services - General	12,186	43,112	25,000	25,000	200,000	200,000
	100-91-410	Legal Services	26,171	43,065	10,000	10,000	10,000	10,000
	100-91-420	Professional Services	-	78,006	-	-	-	-
	100-91-421	Plan Check Services	15,947	4,796	20,000	20,000	20,000	20,000
	100-91-423	Engineering Services	173,827	109,639	140,000	140,000	50,000	50,000
	100-91-511	Telephone	16,599	16,152	14,400	14,400	16,500	16,500
	100-91-540	Vehicle Maintenance	-	-	100	100	-	-
	100-91-560	Repair & Maintenance Services	2,111	836	3,500	3,500	-	-
	100-91-590	Fleet Provision Charge	14,150	14,150	14,150	14,150	15,000	15,000
	100-91-595	Communication Inter-Dept Chrg	-	-	1,230	1,230	15,100	15,100
	100-91-630	Media Services	902	410	2,000	2,000	2,000	2,000
	100-91-740	General Supplies	2,945	3,654	4,000	4,000	4,000	4,000
	100-91-750	Gasoline, Oil, & Tires	-	978	1,600	1,600	1,600	-
		<b>Total Maintenance and Operations</b>	<b>267,691</b>	<b>318,413</b>	<b>244,280</b>	<b>244,280</b>	<b>344,650</b>	<b>342,250</b>
<b>91</b>	<b>Total Engineering</b>		<b>614,226</b>	<b>656,802</b>	<b>648,090</b>	<b>565,730</b>	<b>806,133</b>	<b>818,370</b>

**Department: Public Works****Program: Facility, Environmental, Grounds and Streets Maintenance (92-95)****Description:****Mission Statement:**

Public Works Facilities, Grounds and Street Maintenance Division implements maintenance, repair and improvement programs to sustain the City's public infrastructure in a well-maintained and attractive condition through continuous monitoring, maintenance and repairs.

**Primary Activities:**

Personnel assigned to this program also participate in the development of environmental related legislation. The Maintenance Operations Program conducts maintenance of the City's parks, grounds, street trees, buildings, streets, and alleys. Hazardous material response and graffiti removal are also a part of this program.

Environmental programs include refuse collection, water conservation, recycling, and NPDES compliance. Within these programs, the City conducts used motor oil, household hazardous waste, and E-waste collection activities.

**Key Workload Indicators:**

1. Inspect the condition of City sidewalks on a biannual basis, and develop a priority list for replacements, utilizing JPIA standards. Scope repair projects to be completed by the City force account and/or a contractor.
2. Complete tree trimming in all four areas of the City by June 30, 2020 (2 areas per fiscal year).
3. Continue monthly playground equipment inspections and repair as needed to ensure compliance with safety regulations.
4. Respond to citizen complaints/concerns relating to safety hazards within 24 hours.
5. Repair potholes within 72 hours, 90% of the time.
6. Conduct bi-monthly alley maintenance, which includes trimming overgrown vegetation and



removing weeds and trash.

7. Maintain a safe work environment and continue safety training in order to stay in compliance with OSHA regulations.
8. Ensure all City parks, landscape areas, and facilities are being properly maintained per the contract specifications by performing routine scheduled inspections.
9. Remove graffiti within 24 hours, 95% of the time, on all City facilities and 80% of the time on private property (if accessible), where visible to the traveling public. Continue to maintain a database identifying the area and specific location.
10. Administer the street tree policy.
11. Maintain the inventory of all City Street marking and legends using electronic marking program.
12. Provide support to the Community Services Department and Police Department for community events.
13. Provide weed control for city property, including lots, alleys and right-of-ways.

#### **Key Workload Indicators (Environmental):**

1. Manage and enforce the City's Water Conservation Program, with emphasis on public outreach and education campaigns.
2. Continue implementing programs to maintain the City's compliance with NPDES regulations including but not limited to, restaurant and industrial waste inspections.
3. Continue management of the Willow/Cherry Corridor Trash cleanup and Bus Stop Maintenance programs.
4. Continue the management of the Solid Waste Management Agreement with exclusive franchise hauler.
5. Meet the State's (CalRecycle) target of waste generation each reporting year.
6. Encourage additional participation by multi-family complexes in the City's recycling program.

7. Seek and apply for grants to offset the costs of environmental programs and submit annual reports for grants awarded.
8. Ensure the cleaning of catch basins citywide per NPDES requirements.
9. Participate in the LA River Watershed and Los Cerritos Channel Watershed working groups.
10. Encourage City residents to take advantage of the various programs offered by the EDCO Transfer and Recycling Facility with information and updates on City homepage and other means of communication.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	1,226,758	1,273,460	1,222,745	1,222,745	1,354,100	1,354,100
Maintenance and Operations	1,971,607	2,970,135	2,448,439	2,448,439	2,725,585	2,545,085
<b>Total Expenditures</b>	<b>3,198,365</b>	<b>4,243,595</b>	<b>3,671,184</b>	<b>3,671,184</b>	<b>4,079,685</b>	<b>3,899,185</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Deputy Director	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Senior Water Maintenance Worker	1	1	1	1	1	1
Lead Mechanic	1	1	1	1	1	1
Maintenance Supervisor	2	2	2	2	2	2
Sr. Maintenance Worker	2	2	2	2	2	2
Maintenance Worker	7	7	7	7	7	7
Vehicle and Equip Svs. Supervisor	-	-	-	-	-	-
<b>Total Positions:</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

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# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Building Maintenance</b>								
	100-92-110	Salaries & Wages - Full-time	132,193	133,384	136,510	132,617	168,469	175,033
	100-92-120	Part-time Salaries	-	-	-	-	-	-
	100-92-130	Overtime Salaries	2,896	6,724	8,500	8,882	13,709	13,710
	100-92-160	Car Allowance	180	111	180	173	180	180
	100-92-220	FICA Contributions	10,010	10,585	9,950	10,505	14,983	15,261
	100-92-230	Retirement Contributions	33,097	29,206	24,070	36,819	72,805	84,023
	100-92-270	Other Employee Benefits	17,917	20,424	34,700	25,575	-	-
	100-92-271	Defined Contribution	-	-	-	-	3,539	3,602
	100-92-272	Workers' Compensation	-	-	-	-	4,365	4,436
	100-92-273	Health Benefit	-	-	-	-	24,427	25,648
	100-92-274	Dental Benefit	-	-	-	-	1,623	1,705
	100-92-275	Vision Benefit	-	-	-	-	390	390
	100-92-276	Life Insurance Benefit	-	-	-	-	38	38
	100-92-277	Other Optional Benefit	-	-	-	-	401	401
		<b>Total Salaries and Benefits</b>	<b>196,293</b>	<b>200,434</b>	<b>213,910</b>	<b>214,571</b>	<b>304,929</b>	<b>324,427</b>
	100-92-310	Dues & Memberships	172	-	700	700	700	700
	100-92-320	Travel & Training	35	3,091	3,500	3,500	5,000	7,000
	100-92-330	Meetings	196	59	100	100	500	500
	100-92-340	Books & Periodicals	49	-	100	100	100	100
	100-92-400	Contract Services - General	46,367	50,557	56,000	56,000	100,000	100,000
	100-92-420	Professional Services	-	174	-	-	-	-
	100-92-511	Telephone/Data Services	110	-	2,000	2,000	1,200	1,200
	100-92-512	Utility Services	182,305	202,815	190,000	190,000	215,000	225,000
	100-92-520	Building Maintenance	6,825	29,238	40,000	40,000	-	-
	100-92-521	Cleaning Services	54,471	51,510	65,000	65,000	66,000	71,000
	100-92-522	Police Building Maintenance	-	-	-	-	-	-
	100-92-560	Repair & Maintenance Services	17,343	21,910	25,000	25,000	-	-
	100-92-595	Communication Inter-Dept Chrg	-	-	1,600	1,600	1,600	1,600
	100-92-730	Uniforms	1,310	1,949	1,600	1,600	1,950	1,950
	100-92-740	General Supplies	22,349	23,098	30,000	30,000	35,000	35,000
	100-92-742	Tools	291	535	500	500	2,000	2,000
	100-92-840	Capital Outlay	-	-	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>331,823</b>	<b>384,937</b>	<b>416,100</b>	<b>416,100</b>	<b>429,050</b>	<b>446,050</b>
<b>92</b>	<b>Total Building Maintenance</b>		<b>528,116</b>	<b>585,371</b>	<b>630,010</b>	<b>630,671</b>	<b>733,979</b>	<b>770,477</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Environmental Programs</b>								
	100-93-110	Salaries & Wages - Full-time	68,800	63,482	64,000	33,551	67,341	70,734
	100-93-130	Overtime Salaries	10	30	-	37	-	-
	100-93-160	Car Allowance	907	618	880	164	912	912
	100-93-220	FICA Contributions	4,327	3,985	3,980	2,420	5,499	5,671
	100-93-230	Retirement Contributions	16,494	6,438	24,560	4,137	7,302	8,027
	100-93-270	Other Employee Benefits	6,514	5,941	9,930	4,661	-	-
	100-93-271	Defined Contribution	-	-	-	-	3,980	4,113
	100-93-272	Workers' Compensation	-	-	-	-	1,680	1,733
	100-93-273	Health Benefit	-	-	-	-	4,801	5,041
	100-93-274	Dental Benefit	-	-	-	-	400	420
	100-93-275	Vision Benefit	-	-	-	-	104	104
	100-93-276	Life Insurance Benefit	-	-	-	-	96	96
	100-93-277	Other Optional Benefit	-	-	-	-	8	8
		<b>Total Salaries and Benefits</b>	<b>97,053</b>	<b>80,493</b>	<b>103,350</b>	<b>44,970</b>	<b>92,123</b>	<b>96,859</b>
	100-93-310	Dues & Memberships	97	-	2,700	2,700	14,140	14,140
	100-93-320	Travel & Training	166	174	500	500	2,000	2,000
	100-93-330	Meetings	7	133	500	500	-	-
	100-93-340	Books & Periodicals	358	238	400	400	250	250
	100-93-400	Contract Services - General	15,414	(7,483)	221,200	221,200	323,500	308,500
	100-93-410	Legal Services	35,009	15,227	50,000	50,000	40,000	40,000
	100-93-420	Professional Services	115,465	127,878	149,000	149,000	-	-
	100-93-425	TMDL Watershed Professional Se	158,463	177,343	102,000	102,000	100,000	100,000
	100-93-522	Bus Shelter Cleaning	8,432	2,384	-	-	-	-
	100-93-525	Street Sweeping Services	148,485	136,793	165,000	165,000	140,000	140,000
	100-93-630	Media Services	820	-	700	700	700	700
	100-93-633	Public Education	1,650	2,060	20,000	20,000	21,650	21,650
	100-93-691	NPDES Fee	6,652	1,500	7,500	7,500	8,500	8,500
	100-93-740	General Supplies	940	44	300	300	300	300
		<b>Total Maintenance and Operations</b>	<b>491,957</b>	<b>456,292</b>	<b>719,800</b>	<b>719,800</b>	<b>651,040</b>	<b>636,040</b>
<b>93</b>	<b>Total Environmental Programs</b>		<b>589,010</b>	<b>536,785</b>	<b>823,150</b>	<b>764,770</b>	<b>743,163</b>	<b>732,899</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Grounds Maintenance</b>								
	100-94-110	Salaries & Wages - Full-time	144,330	148,908	140,000	177,987	100,752	105,866
	100-94-120	Part-time Salaries	-	-	-	-	-	-
	100-94-130	Overtime Salaries	4,708	6,559	3,000	3,055	1,521	1,521
	100-94-160	Car Allowance	180	111	180	865	180	180
	100-94-220	FICA Contributions	10,651	11,426	12,000	13,537	7,903	8,147
	100-94-230	Retirement Contributions	35,922	33,605	28,740	40,658	30,459	35,334
	100-94-270	Other Employee Benefits	20,810	24,732	42,090	32,458	-	-
	100-94-271	Defined Contribution	-	-	-	-	1,481	1,523
	100-94-272	Workers' Compensation	-	-	-	-	2,473	2,539
	100-94-273	Health Benefit	-	-	-	-	17,837	18,729
	100-94-274	Dental Benefit	-	-	-	-	874	918
	100-94-275	Vision Benefit	-	-	-	-	238	238
	100-94-276	Life Insurance Benefit	-	-	-	-	36	36
	100-94-277	Other Optional Benefit	-	-	-	-	168	168
		<b>Total Salaries and Benefits</b>	<b>216,602</b>	<b>225,340</b>	<b>226,010</b>	<b>268,560</b>	<b>163,923</b>	<b>175,199</b>
	100-94-310	Dues & Memberships	370	212	450	450	250	250
	100-94-320	Travel & Training	1,831	1,533	3,000	3,000	2,700	2,700
	100-94-330	Meetings	364	32	1,000	1,000	500	500
	100-94-340	Books & Periodicals	-	-	150	150	100	100
	100-94-400	Contract Services - General	18,897	53,934	25,000	25,000	40,000	40,000
	100-94-511	Telephone	50	-	-	-	-	-
	100-94-512	Utility Services	121,056	138,416	130,000	130,000	150,000	160,000
	100-94-530	Lawn Care Services	317,653	341,639	415,000	415,000	425,000	437,000
	100-94-531	Arborist Services	8,857	8,503	14,700	14,700	16,000	18,000
	100-94-560	Repair & Maintenance Services	2,067	8	10,000	10,000	-	-
	100-94-730	Uniforms	1,023	1,246	1,200	1,200	1,250	1,250
	100-94-740	General Supplies	30,466	56,225	34,000	34,000	40,000	40,000
	100-94-742	Tools	1,513	-	1,000	1,000	2,000	2,000
	100-94-840	Capital Outlay	-	17,988	-	-	12,806	-
		<b>Total Maintenance and Operations</b>	<b>504,148</b>	<b>619,738</b>	<b>635,500</b>	<b>635,500</b>	<b>690,606</b>	<b>701,800</b>
<b>94</b>	<b>Total Grounds Maintenance</b>		<b>720,750</b>	<b>845,079</b>	<b>861,510</b>	<b>904,060</b>	<b>854,529</b>	<b>876,999</b>

# **2018-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
<b>Street &amp; Graffiti Maint.</b>								
100-95-110		Salaries & Wages - Full-time	469,972	460,096	422,900	435,124	521,934	541,572
100-95-115		Part-time Salaries	4,579	6,665	-	-	-	-
100-95-120		Part-time Salaries	-	-	-	-	-	-
100-95-130		Overtime Salaries	13,519	37,110	22,000	22,156	30,000	30,000
100-95-160		Car Allowance	180	111	180	173	180	180
100-95-220		FICA Contributions	34,817	37,349	35,000	33,843	36,032	37,429
100-95-225		PARS Contributions	-	-	-	-	-	-
100-95-230		Retirement Contributions	116,143	102,063	110,390	106,469	139,330	161,098
100-95-270		Other Employee Benefits	77,599	98,768	220,360	115,873	-	-
100-95-271		Defined Contribution	-	-	-	-	8,011	8,346
100-95-272		Workers' Compensation	-	-	-	-	11,230	11,655
100-95-273		Health Benefit	-	-	-	-	100,836	105,878
100-95-274		Dental Benefit	-	-	-	-	5,097	5,343
100-95-275		Vision Benefit	-	-	-	-	1,371	1,371
100-95-276		Life Insurance Benefit	-	-	-	-	31	31
100-95-277		Other Optional Benefit	-	-	-	-	977	977
		<b>Total Salaries and Benefits</b>	<b>716,809</b>	<b>742,161</b>	<b>810,830</b>	<b>713,638</b>	<b>855,028</b>	<b>903,880</b>
100-95-310		Dues & Memberships	1,425	730	1,500	1,500	1,200	1,200
100-95-320		Travel & Training	1,871	3,413	2,000	2,000	12,000	9,000
100-95-330		Meetings	76	540	800	800	800	800
100-95-340		Books & Periodicals	-	89	125	125	125	125
100-95-370		Safety Training	3,792	6,225	6,500	6,500	-	-
100-95-400		Contract Services - General	43,683	54,659	57,000	57,000	110,800	110,800
100-95-420		Contract Professional Service	-	112	25,000	25,000	-	-
100-95-510		Electricity	193,707	184,848	200,000	200,000	185,000	160,000
100-95-511		Telephone/Data	704	367	8,000	8,000	5,000	5,000
100-95-512		Utility Services	12,841	16,935	15,260	15,260	27,000	30,000
100-95-531		Arborist Services	133,975	81,343	125,000	125,000	145,000	150,000
100-95-540		Vehicle Maintenance	-	38	100	100	100	100
100-95-552		Rental of Equipment & Vehicles	-	-	1,500	1,500	1,500	1,500
100-95-560		Repair & Maintenance Services	45,974	55,104	51,800	51,800	-	-
100-95-581		Street Maintenance	14,451	14,075	35,000	35,000	25,000	25,000
100-95-582		Public Right of Way Maintance	5,097	948	15,000	15,000	28,000	28,000
100-95-590		Fleet Provision Charge	126,400	126,400	126,400	126,400	126,400	126,400
100-95-620		Communications	-	-	5,700	5,700	5,700	5,700
100-95-721		Special Dept Supplies-Graffiti	19,023	37,675	39,000	39,000	25,000	25,000
100-95-730		Uniforms	4,164	3,934	10,000	10,000	6,300	6,300
100-95-740		General Supplies	25,336	29,734	35,000	35,000	58,000	50,000
100-95-742		Tools	418	974	1,000	1,000	1,500	1,500
100-95-750		Gasoline, Oil, & Tires	10,743	9,951	12,000	12,000	12,000	12,000
		<b>Total Maintenance and Operations</b>	<b>643,679</b>	<b>628,093</b>	<b>773,685</b>	<b>773,685</b>	<b>776,425</b>	<b>748,425</b>
95		<b>Total Street &amp; Graffiti Maint.</b>	<b>1,360,489</b>	<b>1,370,254</b>	<b>1,584,515</b>	<b>1,487,323</b>	<b>1,631,453</b>	<b>1,652,305</b>



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# **2018-20**

## **SCHEDULE OF TRANSFERS**

			2018-19 Proposed	2019-20 Proposed
<b>TRANSFERS IN</b>	<b>Account</b>	<b>Description</b>		
GENERAL FUND	100-39-110	Transfer from Reserves	507,120	62,880
GENERAL FUND	100-39-120	Transfer from Special Revenue	557,300	475,000
CAPITAL IMPROVEMENT FUND	400-39-110	Transfer from GF Reserve Funds	623,081	711,000
CAPITAL IMPROVEMENT FUND	400-39-120	Transfer from Special Revenue	12,991,273	5,563,558
WATER OPERATIONS FUND	500-39-120	Transfer from Special Revenue	100,000	-
WATER OPERATIONS FUND	500-39-160	Transfer from Enterprise Fund	260,000	380,000
VEHICLE REPLACEMENT FUND	601-39-120	Transfer from Special Revenue	102,000	-
		<b>Total Transfers In</b>	<b>15,140,774</b>	<b>7,192,438</b>
<b>TRANSFERS OUT</b>				
EQUIPMENT & FURNITURE RESERVE	112-99-110	Transfer to General Fund	377,120	22,880
CAPITAL IMPROVEMENT RESERVES	113-99-140	Transfer to Capital Projects	623,081	711,000
GENERAL PLAN UPDATE RESERVE	121-99-110	Transfer to General Fund	30,000	40,000
ECONOMIC DEVELOPMENT RESERVE	122-99-110	Transfer to General Fund	100,000	-
CDBG FUND	201-99-140	Transfer to Capital Projects	88,111	-
PROPOSITION A FUND	202-99-140	Transfer to Capital Projects	380,000	-
PARK DEVELOPMENT FUND	204-99-110	Transfer to General Fund	100,000	-
PARK DEVELOPMENT FUND	204-99-140	Transfer to Capital Projects	1,000,000	-
PARK DEVELOPMENT FUND	204-99-160	Transfer to Enterprise Fund	100,000	-
CIVIC CENTER PHASE 2 BOND FUND	224-99-140	Transfer to Capital Projects	4,921,207	-
LEASE REVENUE BOND FUND	225-99-140	Transfer to Capital Projects	1,705,000	-
GAS TAX FUND	230-99-110	Transfer to General Fund	357,300	375,000
GAS TAX FUND	230-99-140	Transfer to Capital Projects	7,500	7,500
TRAFFIC SAFETY FUND	231-99-110	Transfer to General Fund	100,000	100,000
AQMD FUND	232-99-140	Transfer to Capital Projects	26,000	-
AQMD FUND	232-99-170	Transfer to Internal Service	102,000	-
TRAFFIC IMPACT FUND	233-99-140	Transfer to Capital Projects	425,000	46,000
MEASURE R FUND	236-99-140	Transfer to Capital Projects	42,500	691,722
MEASURE M	237-99-140	Transfer tip Capital Projects	-	400,000
RMRA (SB1)	238-99-140	Transfer to Capital Projects	-	150,000
Capital Grants Fund	240-99-140	Transfer to Capital Projects	4,395,955	4,268,336
WATER DEPRECIATION RESERVE	510-99-160	Transfer to Enterprise Fund	260,000	380,000
		<b>Total Transfers Out</b>	<b>15,140,774</b>	<b>7,192,438</b>

# **2018-20 OPERATING BUDGET**

## **PUBLIC WORKS**

*Water Operations*

*Vehicle and Equipment Services*

### **Department Description:**

The Department of Public Works ensures that City-owned infrastructure and facilities, water services and capital improvement programs are designed, engineered, constructed, maintained and/or modified in a professional and safe condition. The department coordinates a variety of activities and services including the preparation of plans and specifications for public works related construction projects ensuring the proper installation of all public improvements made in new subdivisions for water mains and provides custodial service to City facilities. The Water Enterprise provides water service to the City's residents and businesses. This includes routine operation, maintenance, repairs and capital improvement projects related to the City's three wells and over 50 miles of pipeline.

Public Works Fleet division provides citywide vehicle maintenance and repair services. This includes police, street repair, water service and pool cars totaling approximately 75 vehicles.

**Department Programs:**

Water Operations

Vehicle and Equipment Services

**Department Activity:**

Provide the reliable delivery of high quality drinking water that meets or exceeds State drinking water standards. Manage the City's Water Conservation Program and continue the program's public education and outreach campaign to achieve reduction in water usage.

**Department: Public Works****Program: Water Enterprise Fund (500)****Program Description:****Mission Statement:**

It is the mission of the Public Works Water Division to provide the City with potable water in quality and quantity for a comfortable lifestyle. To maintain existing lines and provide timely response to Emergency, Staff and Citizen requests. To provide water that is in compliance with Federal, State and County regulations and to participate in ongoing activities to improve the way water is distributed City-wide that will improve and meet the expected needs for existing conditions and future growth.

**Primary Activities:**

The Water Operations Program is a utility program. Water Operations staff is responsible for the administration and customer service of the water system, delivering water to approximately 3,150 accounts in the City. Water Operations is also responsible for the production, distribution, operation, and maintenance of three reservoir facilities, three wells, two treatment facilities, and approximately 50 miles of pipelines.

**Key Workload Indicators:**

1. Operate (test) 33% of water valves annually.
2. Perform maintenance on all fire hydrants annually.
3. Continue the successful operation of the Well #9 / Advanced Water Treatment plant.
4. Complete all projects under the Water Capital Improvement Program by June 30, 2020.
5. Complete water service installations to new developments upon request/receipt of deposit.
6. Provide same day response to customer service matters.
7. Provide safety training and cross training to program employees to improve the overall efficiency of the operation.

8. Support staff efforts to obtain ongoing education in the Water industry and secure higher-level State operator certifications.
9. Develop operation manuals, identifying procedures and troubleshooting guidelines, for critical functions of the water treatment and delivery systems
10. Continue implementing programs to maintain the City's compliance with regulatory agencies such as AQMD, SWQCB, LARWQCB, and OSHA.



## Water Department Operations Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Budget	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Salaries and Benefits	2,169,430	1,213,250	1,407,247	1,374,313	1,375,868
Maintenance and Operations	1,699,064	2,563,140	2,691,140	2,229,384	2,201,810
Capital and Depreciation	895,196	275,000	969,664	734,664	734,664
<b>Total Expenditures</b>	<b>4,763,690</b>	<b>4,051,390</b>	<b>5,068,051</b>	<b>4,338,361</b>	<b>4,312,342</b>

## Departmental Staffing Levels

	2016-17 Budgeted	2016-17 Projected	2016-17 Projected	2017-18 Budgeted	2017-18 Updated
Deputy Director	1	1	1	1	1
Water Sys. Supervisor	-	-	-	-	-
Water Systems Superintendent	1	1	1	1	1
Water Systems Operator I	1	1	1	1	1
Water Systems Operator II	1	1	1	1	1
Senior Water Operator	1	1	1	1	1
Water Maintenance Worker I	2	2	2	2	2
Water Maintenance Worker II	2	2	2	2	2
<b>Total Positions:</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

# **2018-2020 WATER FUND REVENUES**

	2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
500-33-200 State Grants	999,373	1,927,308	-	41,758	2,000,000	-
500-34-200 Water Sales	3,133,090	3,473,827	4,054,700	3,739,782	4,038,964	4,348,667
500-34-201 Water Low Income Discount	(3,387)	(3,671)	(2,000)	(3,546)	(3,829)	(3,829)
500-34-210 Fire Suppression Charge	216,294	244,949	202,000	251,336	245,000	245,000
500-34-220 Hydrant Flow Test Charge	4,185	930	4,500	1,452	1,569	1,569
500-34-300 Meter/Temp Meter Installation	300	3,814	1,000	833	900	900
500-36-100 Interest Income	6,460	879	50,800	50,800	-	-
500-36-101 Interest Earned - Fiscal Agent	2	6	500	56	75	75
500-37-100 Other Revenue	49,118	64,739	-	54,834	50,000	50,000
500-39-100 Transfer from General Fund	4,654	-	-	-	-	-
500-39-120 Transfer from Special Revenue	1,674,267	-	-	-	100,000	-
500-39-150 Transfer from Reserve Funds	31,320	198,498	-	-	-	-
<b>Grand Totals</b>	<b>6,115,677</b>	<b>5,911,278</b>	<b>4,311,500</b>		<b>6,432,679</b>	<b>4,642,381</b>

# **2018-2020 WATER FUND EXPENSES**

	2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
500-40-110 Salaries & Wages - Full-time	702,188	847,377	656,650	892,357	854,421	840,589
500-40-120 Part-time Salaries	-	-	-	-	-	-
500-40-130 Overtime Salaries	63,655	81,191	60,000	79,057	29,480	30,137
500-40-135 Standby Pay - Water	-	-	-	-	13,000	-
500-40-136 Weekend Rounds - Water	-	-	-	-	17,000	-
500-40-140 Special Functions Salaries	-	51	-	-	-	-
500-40-160 Car Allowance	900	554	900	866	900	900
500-40-220 FICA Contributions	55,030	68,335	52,550	73,565	65,735	67,935
500-40-230 Retirement Contributions	107,062	945,561	191,330	170,899	223,681	258,523
500-40-270 Other Employee Benefits	106,846	226,361	251,820	190,503	-	-
500-40-271 Defined Contribution	-	-	-	-	19,664	20,409
500-40-272 Workers' Compensation	-	-	-	-	19,786	20,414
500-40-273 Health Benefit	-	-	-	-	120,030	126,032
500-40-274 Dental Benefit	-	-	-	-	6,415	6,727
500-40-275 Vision Benefit	-	-	-	-	1,869	1,869
500-40-276 Life Insurance Benefit	-	-	-	-	134	134
500-40-277 Other Optional Benefit	-	-	-	-	2,199	2,199
500-40-290 ER OPEB Expense	70	-	-	-	-	-
<b>Total Salaries and Benefits</b>	<b>1,035,751</b>	<b>2,169,430</b>	<b>1,213,250</b>	<b>1,407,247</b>	<b>1,374,313</b>	<b>1,375,868</b>
500-40-310 Dues & Memberships	16,965	3,992	17,200	17,200	20,420	20,420
500-40-320 Travel & Training	8,918	15,064	7,000	7,000	10,000	10,000
500-40-330 Meetings	363	240	1,000	1,000	500	500
500-40-340 Books & Periodicals	245	52	500	500	500	500
500-40-360 Education	1,040	7,954	1,500	1,500	-	-
500-40-400 Contract Services - General	197,606	312,914	125,000	125,000	284,600	192,600
500-40-410 Legal Services	27,460	5,948	20,000	20,000	10,000	10,000
500-40-420 Professional Services	34	868	1,500	1,500	-	-
500-40-423 Engineering Services	62,753	200	100,000	100,000	25,000	25,000
500-40-450 Contract Professional Labor	98,845	840	-	-	-	-
500-40-511 Telephone/Data	21,161	22,419	40,000	40,000	40,000	40,000
500-40-512 Utility Services	272,254	210,285	350,000	350,000	300,000	315,000
500-40-540 Vehicle Maintenance	-	-	9,000	9,000	-	-
500-40-552 Rental of Equipment & Vehicles	25	-	1,500	1,500	1,500	1,500
500-40-560 Repair & Maintenance Services	210,993	57,006	520,000	520,000	250,000	250,000
500-40-570 Software Licensing & Support	1,930	3,962	3,000	3,000	5,000	5,000
500-40-581 Street Maintenance	425	-	10,000	10,000	-	-
500-40-590 Fleet Provision Charge	5,700	77,680	89,590	89,590	89,590	89,590
500-40-610 Insurance	242,071	193,188	275,000	275,000	259,574	275,000
500-40-633 Public Education	28,679	5,084	30,000	30,000	10,000	10,000
500-40-692 Property Taxes	4,518	4,714	4,600	4,600	6,000	6,000
500-40-721 Water System Supplies-Chemical	51,988	50,531	60,000	60,000	100,000	100,000
500-40-730 Uniforms	9,081	6,837	10,000	10,000	8,700	8,700
500-40-740 General Supplies	45,871	70,693	168,000	70,000	100,000	100,000
500-40-742 Tools	421	-	3,750	3,750	3,000	3,000
500-40-750 Gasoline, Oil, & Tires	8,169	7,557	15,000	15,000	15,000	15,000
500-40-780 Water Supply Costs	649,384	641,036	700,000	926,000	690,000	724,000
500-40-790 Loss on Disposal of Fixed Asse	-	-	-	-	-	-
<b>Total Maintenance and Operations</b>	<b>1,966,898</b>	<b>1,699,064</b>	<b>2,563,140</b>	<b>2,691,140</b>	<b>2,229,384</b>	<b>2,201,810</b>
<b>Total Water Operations</b>	<b>2,874,996</b>	<b>3,868,494</b>	<b>3,776,390</b>	<b>4,098,387</b>	<b>3,603,697</b>	<b>3,577,678</b>

**2018-2020 WATER FUND EXPENSES**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Proposed</b>	<b>Proposed</b>
500-40-840 Capital Outlay	22,468	184,098	75,000	75,000	2,000,000	-
500-40-842 Capitalization of Assets	(3,277,199)	(5,124,541)	-	-	(2,000,000)	-
500-40-850 Equipment-General	28,486	36,575	30,000	30,000	-	-
500-40-861 Equipment-Hydrants & Valves	12,559	-	75,000	75,000	25,000	25,000
500-40-862 Equipment-Meters	14,688	-	25,000	25,000	15,000	15,000
500-40-890 Well # 9 & Treatment Facility	9,639,874	5,104,401	-	-	-	-
500-40-891 Emergency Interconnect	-	-	40,000	40,000	-	-
500-40-892 Access Hatch Sand Basin Roof	-	-	-	-	-	-
500-40-893 Hilltop Booster Pump	-	-	30,000	30,000	-	-
500-40-894 Water Technology Projects	27,154	-	-	-	-	-
500-40-895 Water Infrastructure Projects	-	-	-	-	-	-
500-40-896 Water Facilities Projects	-	-	-	-	-	-
500-40-990 Depreciation Expense	709,758	694,664	-	694,664	694,664	694,664
<b>Total Capital and Depreciation</b>	<b>802,462</b>	<b>895,196</b>	<b>275,000</b>	<b>969,664</b>	<b>734,664</b>	<b>734,664</b>

**2018-2020 WATER FUND EXPENSES**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Proposed</b>	<b>Proposed</b>
500-45-110 Salaries & Wages - Full-time	60,929	104,411	67,360	108,411	71,203	74,564
500-45-120 SALARIES - TEMPORARY	-	-	-	-	-	-
500-45-130 Overtime Salaries	1,442	954	300	558	508	508
500-45-160 Car Allowance	180	131	180	111	180	180
500-45-220 FICA Contributions	4,490	7,867	5,140	8,168	5,532	5,792
500-45-225 PARS	-	-	-	-	-	-
500-45-230 Retirement Contributions	14,481	9,569	15,200	7,660	5,008	5,287
500-45-270 Other Employee Benefits	13,861	26,408	19,000	29,747	-	-
500-45-290 ER OPEB Expense	5	-	-	-	-	-
<b>Total Salaries and Benefits</b>	<b>95,388</b>	<b>149,341</b>	<b>107,180</b>	<b>154,655</b>	<b>100,478</b>	<b>105,237</b>
500-45-320 Travel & Training	-	-	-	-	-	-
500-45-400 Contract Services - General	952	-	1,000	1,000	1,000	1,000
500-45-420 Professional Services	13,224	7,363	20,000	20,000	20,000	20,000
500-45-450 Contract Professional Labor	61,920	-	10,000	10,000	10,000	10,000
500-45-560 Repair & Maintenance Services	-	-	3,000	3,000	3,000	3,000
500-45-570 Software Licensing & Support	3,264	-	12,000	12,000	12,000	12,000
500-45-720 Postage	17,487	13,672	15,600	15,600	15,600	15,600
500-45-745 General Supplies	1,529	1,672	2,000	2,000	2,000	2,000
<b>Total Maintenance and Operations</b>	<b>98,375</b>	<b>22,707</b>	<b>63,600</b>	<b>63,600</b>	<b>63,600</b>	<b>63,600</b>
<b>Total Water Billing Administration</b>	<b>193,762</b>	<b>172,048</b>	<b>170,780</b>	<b>-</b>	<b>63,600</b>	<b>168,837</b>

**2018-2020 WATER FUND EXPENSES**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Proposed</b>	<b>Proposed</b>
500-45-980 Interest Expense	274,341	222,879	228,476	144,300	133,000	122,101
500-45-985 Bond Payments	-	-	430,000	430,000	430,000	445,000
500-45-986 Note Payments	-	-	200,000	200,000	200,000	200,000
500-45-987 Capitalization Bond Proceeds	-	-	(430,000)	(430,000)	(430,000)	(445,000)
<b>Total Debt Service</b>	<b>276,841</b>	<b>222,879</b>	<b>428,476</b>	<b>344,300</b>	<b>333,000</b>	<b>322,101</b>

**Department: Public Works**

**Program: Vehicle and Equipment Internal Service Fund (601)**

**Program Description:**

**Division Purpose:**

It is the mission of the Public Works Fleet Division to provide quality and timely service to the City fleet to maintain efficient and safe transportation and equipment to serve staff and community needs.

**Primary Activities:**

The Fleet Services Division is responsible for the inspection, maintenance, and repair of all City vehicles including passenger cars, trucks, police vehicles, heavy equipment and miscellaneous rolling stock. Staff assigned to this Division is responsible for monitoring State and County regulations for compliance, as well as monitoring vendor services to assure receipt of economical and high quality service. The Division is also responsible for all aspects of fuel purchasing/management and vehicle purchasing and outfitting. Charges are made to the operating programs based on the numbers of pieces of equipment assigned to the program and include charges for fuel, routine maintenance, damage repairs and depreciation. As equipment and vehicles reach the end of their useful lives, they are replaced using Fund reserves.

**Key Workload Indicators:**

1. Operate a preventive maintenance program for all vehicles and equipment with a goal of no more than two consecutive workdays out of service (for routine maintenance).
2. Administer the City's vehicle maintenance program in a way that assures all vehicles are maintained as scheduled. Notify department representatives of their respective vehicles scheduled maintenance requirements.
3. Maintain a safe work area and continue safety training in order to stay in compliance with OSHA regulations.
4. Manage all aspects of the City's fuel program including AQMD compliance. Replace three (3) pool cars (Community Development, Public Works, Administration), two (2) Police units, and

one (1) Public Works truck in FY 18-19; and three (3) police units in FY 19-20.

5. Prepare specifications and complete purchases of all budgeted vehicles and equipment.
6. Maintain compliance with all applicable regulations and requirements governed by respective regulatory agencies.



**2018-2020 VEHICLE REPLACEMENT FUND**

		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
601-40-110	Salaries & Wages - Full-time	107,452	99,170	160,000	115,630	137,114	140,089
601-40-130	Overtime Salaries	6,721	11,093	2,500	9,995	6,536	6,863
601-40-140	Special Functions Salaries	-	-	-	-	-	-
601-40-160	Car Allowance	360	222	360	346	360	360
601-40-220	FICA Contributions	8,041	8,102	11,190	9,186	10,345	10,572
601-40-230	Retirement Contributions	17,484	20,377	44,920	30,217	44,451	51,145
601-40-270	Other Employee Benefits	13,819	18,983	53,360	26,183	-	-
601-40-290	ER OPEB Expense	68	-	-	-	-	-
	<b>Total Salaries and Benefits</b>	<b>153,946</b>	<b>157,947</b>	<b>272,330</b>	<b>191,557</b>	<b>198,806</b>	<b>209,029</b>
601-40-310	Dues & Memberships	25	275	400	400	275	275
601-40-320	Travel & Training	989	2,739	2,000	2,000	2,000	2,000
601-40-330	Meetings	325	-	200	200	-	-
601-40-340	Books & Periodicals	-	-	100	100	100	100
601-40-400	Contract Services - General	29,059	26,706	20,000	20,000	31,000	31,000
601-40-420	Professional Services	8,339	-	5,000	5,000	-	-
601-40-511	Telephone	101	68	400	400	360	360
601-40-512	Utility Services	4,800	4,600	5,600	5,600	5,600	5,600
601-40-540	Vehicle Maintenance	43,392	13,749	30,000	30,000	60,000	60,000
601-40-542	Vehicle Body Work Services	9,419	7,222	10,000	10,000	10,000	10,000
601-40-560	Repair & Maintenance Services	2,045	33,856	34,000	34,000	-	-
601-40-570	Software Licensing & Support	13,647	1,200	5,000	5,000	5,700	9,700
601-40-610	Insurance	4,846	14,268	4,500	4,500	1,206	4,500
601-40-721	Vehicle Supplies	24,634	21,975	25,000	25,000	22,000	22,000
601-40-730	Uniforms	516	640	1,000	1,000	800	800
601-40-740	General Supplies	(32,129)	13,042	15,000	15,000	13,000	13,000
601-40-742	Tools	2,803	2,855	2,500	2,500	5,000	2,500
601-40-750	Gasoline, Oil, & Tires	16,860	18,585	25,000	25,000	25,000	25,000
601-40-755	Fuel Cost Clearing	3,778	9,346	120,000	120,000	120,000	120,000
601-40-790	Loss on Disposal of Fixed Asse	13,229	-	-	-	-	-
	<b>Total Maintenance and Operations</b>	<b>146,678</b>	<b>171,127</b>	<b>305,700</b>	<b>305,700</b>	<b>302,041</b>	<b>306,835</b>
<b>40</b>	<b>Total Fleet Expenditures</b>	<b>300,624</b>	<b>329,074</b>	<b>578,030</b>	<b>578,030</b>	<b>530,590</b>	<b>546,914</b>

**2018-2020 VEHICLE REPLACEMENT FUND**

		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
601-40-840	Capital Outlay	(166,802)	(283,973)	-	(309,000)	(364,000)	(156,000)
601-40-842	Vehicles & Large Equipment	222,196	234,590	402,000	309,000	364,000	156,000
601-40-844	Cost Allocation From Others	-	-	-	-	-	-
601-40-880	Other Improvements	-	-	-	-	-	-
601-40-990	Depreciation Expense	160,424	-	-	148,000	148,000	148,000
601-99-110	Transfer to General Fund	-	-	-	-	-	-
601-99-120	Transfer to Special Revenue	-	-	-	-	-	-
<b>40</b>	<b>Total Vehicle Replacement Fund Expenditures</b>	<b>215,818</b>	<b>153,260</b>	<b>402,000</b>	<b>148,000</b>	<b>148,000</b>	<b>148,000</b>

**2018-2019 - \$242,000**

2018 Toyota Rav4 Hybrid (funded by AQMD 2766)	\$ 34,000
2018 Toyota Rav4 Hybrid (funded by AQMD 2766)	\$ 34,000
2018 Toyota Rav4 Hybrid (funded by AQMD 2766)	\$ 34,000
2018 Ford F150 with lightbar, and equipment	\$ 46,000
2018 Ford Explorer Utility (with equipment)	\$ 46,000
2018 Ford Explorer Utility civilian (with equipment)	\$ 48,000

**2019-2020 - \$156,000**

2019 Ford Explorer Utility (with equipment)	\$52,000
2019 Ford Explorer Utility (with equipment)	\$52,000
2019 Toyota Highlander (with equipment)	\$52,000

# **2018-20 SPECIAL FUNDS**

## **201-400**

CDBG FUND		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
Account	Description						
201-33-110	Grants: CDBG	109,189	77,519	57,000	57,000	56,550	56,550
201-39-100	Transfer from General Fund	5,952	-	-	-	-	-
	<b>Total Revenue</b>	<b>57,844</b>	<b>106,811</b>	<b>57,000</b>	<b>57,000</b>	<b>56,550</b>	<b>56,550</b>
201-40-723	Food Distribution Costs	8,609	8,649	8,600	8,600	8,500	8,500
201-40-890	CDBG Capital Projects: Street	4,000	-	48,400	-	-	-
201-40-891	23rd ST/TEMPLE/28th ADA IMP	32,149	101,982	-	4,771	-	-
201-40-895	Park Capital Improvement	106,532	-	-	6,143	-	-
201-99-140	Transfer to Capital Projects	-	-	-	-	88,111	-
	<b>Total Expenditures</b>	<b>151,290</b>	<b>110,631</b>	<b>57,000</b>	<b>19,514</b>	<b>96,611</b>	<b>8,500</b>

PROPOSITION A FUND		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
Account	Description						
202-33-210	Public Transportation Tax Reve	205,971	211,396	206,000	221,494	227,220	231,156
202-33-310	Other Grants	-	-	-	-	-	231,200
202-34-810	Passenger Fare Revenue-Prop A	1,289	1,142	-	1,463	-	-
202-36-100	Interest Income	3,670	2,515	-	-	-	-
	<b>Total Revenue</b>	<b>210,930</b>	<b>215,052</b>	<b>206,000</b>	<b>222,956</b>	<b>227,220</b>	<b>462,356</b>
202-40-110	Salaries & Wages - Full-time	11,274	10,506	10,050	10,631	9,953	10,370
202-40-130	Overtime Salaries	190	120	-	99	-	-
202-40-160	Car Allowance	37	37	40	31	36	36
202-40-220	FICA Contributions	841	811	760	783	762	792
202-40-230	Retirement Contributions	788	1,728	1,650	2,030	2,452	2,846
202-40-270	Other Employee Benefits	1,603	2,065	2,950	1,696	-	-
202-40-271	Defined Contribution	-	-	-	-	313	329
202-40-272	Workers' Compensation	-	-	-	-	249	258
202-40-273	Health Benefit	-	-	-	-	1,820	1,911
202-40-274	Dental Benefit	-	-	-	-	78	82
202-40-275	Vision Benefit	-	-	-	-	25	25
202-40-276	Life Insurance Benefit	-	-	-	-	3	3
202-40-277	Other Optional Benefit	-	-	-	-	9	9
202-40-310	Dues & Memberships	10,000	9,000	10,000	10,000	-	10,000
202-40-400	Contract Services - General	33,283	33,353	32,500	32,500	-	32,500
202-40-670	Recreational Transit	22,142	26,829	38,000	30,000	34,000	34,000
202-40-671	Bus Fare Subsidy	1,608	1,368	4,800	2,500	2,700	2,700
202-40-672	Dial-A-Lift	30,900	20,824	31,000	25,000	32,000	32,000
202-40-673	Fixed Route Subsidy	75,538	45,237	50,000	50,000	50,000	50,000
202-40-674	DIAL-A-TAXI	22,185	6,870	24,000	8,000	8,000	8,000
202-99-140	Transfer to Capital Projects	-	67	-	-	380,000	-
	<b>Total Expenditures</b>	<b>210,388</b>	<b>158,814</b>	<b>205,750</b>	<b>173,270</b>	<b>522,399</b>	<b>185,861</b>

PROPOSITION C FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
203-33-330	County Public Transportation T	169,714	174,186	170,000	170,000	188,473	192,329
203-36-100	Interest Income	1,982	1,633	-	-	-	-
203-39-100	Transfer from General Fund	85,000	-	-	-	-	-
	<b>Total Revenue</b>	<b>256,697</b>	<b>175,819</b>	<b>170,000</b>	<b>170,000</b>	<b>188,473</b>	<b>192,329</b>
203-40-310	Dues & Memberships	2,458	-	5,000	5,000	5,000	5,000
203-99-110	Transfer to General Fund	71,174	75,200	-	-	-	-
203-99-140	Transfer to Capital Projects	-	200,000	165,000	-	-	-
	<b>Total Expenditures</b>	<b>73,632</b>	<b>275,200</b>	<b>170,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

PARK DEVELOPMENT FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
204-33-310	Other Grants	-	12,230	-	-	-	-
204-34-605	Park Development Fee	1,632	44,833	481,000	-	514,337	107,395
204-36-100	Interest Income	18,683	12,763	10,000	10,000	10,000	-
	<b>Total Revenue</b>	<b>20,314</b>	<b>69,826</b>	<b>491,000</b>	<b>10,000</b>	<b>524,337</b>	<b>107,395</b>
204-40-400	Contract Services - General	874	-	-	-	-	-
204-99-110	Transfer to General Fund	-	200,000	-	-	100,000	100,000
204-99-140	Transfer to Capital Projects	136,103	58,802	-	-	1,000,000	-
204-99-160	Transfer to Enterprise Fund	-	-	-	-	100,000	-
	<b>Total Expenditures</b>	<b>136,977</b>	<b>258,802</b>	<b>-</b>	<b>-</b>	<b>1,200,000</b>	<b>100,000</b>

		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
<b>CABLE TELEVISIONING FUND</b>							
<b>Account</b>	<b>Description</b>						
220-31-310	Cable/FIOS Franchise Taxes	14,946	-	15,000	15,000	-	-
220-36-100	Interest Income	296	202	-	-	-	-
	<b>Total Revenue</b>	<b>15,242</b>	<b>202</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>-</b>
220-99-110	Transfer to General Fund	25,000	-	-	-	-	-
	<b>Total Expenditures</b>	<b>25,000</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>



HOUSING IMPACT FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
221-36-100	Interest Income	3,947	2,698	-	-	-	-
	<b>Total Revenue</b>	<b>3,947</b>	<b>2,698</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

HOUSING AUTHORITY FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
223-36-100	Interest Income	10,996	7,456	-	16,402	8,283	8,366
223-36-200	Rental Income	24,971	875	40,000	19,766	17,956	17,956
223-37-100	Other Revenue	420,072	-	-	94,946	-	-
	<b>Total Revenue</b>	<b>54,040</b>	<b>8,331</b>	<b>40,000</b>	<b>131,115</b>	<b>26,239</b>	<b>26,322</b>
223-40-400	Contract Services - General	6,327	4,523	40,000	26,000	26,000	26,000
223-40-902	1500 HILL STREET	21,389	-	-	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>4,523</b>	<b>40,000</b>	<b>0.00%</b>	<b>26,000</b>	<b>26,000</b>

CIVIC CENTER PHASE 2 BOND FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
224-36-100	Interest Income	-	32,795	-	-	-	-
224-37-100	Other Revenue	7,577,923	-	-	-	-	-
224-37-791	EXTRAORDINARY GAIN/LOSS	-	-	-	-	-	-
	<b>Total Revenue</b>	<b>7,577,923</b>	<b>32,795</b>	-	-	-	-
224-99-119	Transfer to Library Reserve Fu	-	-	-	-	-	-
224-99-140	Transfer to Capital Projects	-	762,633	-	-	4,921,207	-
	<b>Total Expenditures</b>	-	<b>762,633</b>	-	-	<b>4,921,207</b>	-

		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
<b>Lease Revenue Bonds</b>							
<b>Account</b>	<b>Description</b>						
225-38-100	Proceeds of Long Term Debt	-	-	-	8,800,000	-	-
	<b>Total Revenue</b>	-	-	-	<b>8,800,000</b>	-	-
225-40-980	Interest Expense	-	-	-	-	-	-
225-99-140	Transfer to Capital Projects	-	-	-	-	1,705,000	-
	<b>Total Expenditures</b>	-	-	-	-	<b>1,705,000</b>	-

GAS TAX FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
230-33-201	GAS TAX - 2103	59,512	31,156	28,096	46,226	46,226	46,226
230-33-202	GAS TAX - 2105	65,044	65,590	72,356	67,253	67,253	67,253
230-33-203	GAS TAX - 2107	84,696	83,157	100,478	82,924	82,924	82,924
230-33-204	GAS TAX - 2107.5	3,000	3,000	3,000	3,000	3,000	3,000
230-33-205	GAS TAX - 2106	42,945	43,053	40,118	43,785	43,785	43,785
230-33-310	Misc. Grants	7,500	-	-	15,000	7,883	7,883
230-36-100	Interest Income	1,436	1,842	-	1,900	2,000	2,100
	<b>Total Revenue</b>	<b>264,132</b>	<b>227,798</b>	<b>244,048</b>	<b>260,088</b>	<b>253,071</b>	<b>253,171</b>
230-99-110	Transfer to General Fund	128,473	-	-	-	357,300	375,000
230-99-140	Transfer to Capital Projects	7,500	7,500	244,048	244,048	7,500	-
	<b>Total Expenditures</b>	<b>135,973</b>	<b>7,500</b>	<b>244,048</b>	<b>0.00%</b>	<b>364,800</b>	<b>375,000</b>

		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
<b>TRAFFIC SAFETY FUND</b>							
<b>Account</b>	<b>Description</b>						
231-35-100	Traffic Fines Revenue	67,389	56,330	100,000	100,000	100,000	100,000
231-36-100	Interest Income	1,332	1,143	-	1,200	1,200	1,200
	<b>Total Revenue</b>	<b>68,720</b>	<b>57,474</b>	<b>100,000</b>	<b>101,200</b>	<b>101,200</b>	<b>101,200</b>
231-99-110	Transfer to General Fund	100,000	100,000	100,000	100,000	100,000	100,000
	<b>Total Expenditures</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.00%</b>	<b>100,000</b>	<b>100,000</b>

AQMD FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
232-33-200	Grant Revenue-State	10,855	18,870	10,000	14,900	14,900	14,900
232-36-100	Interest Income	756	570	-	600	600	600
	<b>Total Revenue</b>	<b>11,611</b>	<b>19,440</b>	<b>10,000</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>
232-40-310	Dues & Memberships	(1,073)	1,000	-	1,000	1,000	1,000
232-99-140	Transfer to Capital Projects	-	-	-	-	26,000	-
232-99-170	Transfer to Internal Service	-	-	-	-	102,000	-
	<b>Total Expenditures</b>	<b>(1,073)</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>129,000</b>	<b>1,000</b>

TRAFFIC IMPACT FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
233-34-605	Traffic Impact Fees	175,430	6,495	27,000	-	27,831	132,997
233-36-100	Interest Income	-	5,263	-		5,300	5,300
	<b>Total Revenue</b>	<b>13,000</b>	<b>11,759</b>	<b>27,000</b>	<b>-</b>	<b>33,131</b>	<b>138,297</b>
233-99-140	Transfer to Capital Projects	277,403	15,176	-	-	425,000	46,000
	<b>Total Expenditures</b>	<b>277,403</b>	<b>15,176</b>	<b>-</b>		<b>425,000</b>	<b>46,000</b>



PIPELINE REMOVAL FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
234-34-605	Abandoned Pipe Removal Revenue	9,953	126,573	5,000	5,000	-	-
234-36-100	Interest Income	11,681	8,466	-	-	-	-
	<b>Total Revenue</b>	<b>21,634</b>	<b>135,040</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	

MTA-STPL EXCHANGE FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
235-33-330	STPL Exchange Revenue	-	200,489	-	-	-	-
235-36-100	Interest Income	-	764	-	800	800	800
	<b>Total Revenue</b>	-	<b>201,253</b>	-	<b>800</b>	<b>800</b>	<b>800</b>
235-99-140	Transfer to Capital Projects	72,834	-	-	-	-	-
	<b>Total Expenditures</b>	<b>72,834</b>	-	-	-	-	-

MEASURE R FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
236-33-330	Public Transportation Tax	128,213	131,542	120,000	120,000	141,358	142,227
	<b>Total Revenue</b>	<b>129,759</b>	<b>133,044</b>	<b>120,000</b>	<b>120,000</b>	<b>141,358</b>	<b>142,227</b>
236-99-140	Transfer to Capital Projects	49,422	14,733	120,000	-	292,500	691,722
	<b>Total Expenditures</b>	<b>49,422</b>	<b>14,733</b>	<b>120,000</b>	<b>-</b>	<b>42,500</b>	<b>691,722</b>

MEASURE M		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
237-33-330	Public Transportation Tax	-	-	-	102,880	160,202	160,202
	<b>Total Revenue</b>	-	-	-	<b>102,880</b>	<b>160,202</b>	<b>160,202</b>
237-99-140	Transfer tip Capital Projects	-	-	-	-	-	400,000
	<b>Total Expenditures</b>	-	-	-	-	-	<b>400,000</b>

RMRA (SB1)		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
238-33-206	RMRA State Road Maint	-	-	-	79,405	66,208	66,208
	<b>Total Revenue</b>	-	-	-	<b>79,405</b>	<b>66,208</b>	<b>66,208</b>
238-99-140	Transfer to Capital Projets	-	-	-	-	-	150,000
	<b>Total Expenditures</b>	-	-	-	-	-	<b>150,000</b>

Capital Grants Fund		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
240-33-310	Other Grants	-	2,435,695	-	-	4,299,000	-
240-33-311	Stormwater Compliance Grant	-	5,065,607	-	-	-	-
	<b>Total Revenue</b>	-	<b>7,501,303</b>	-	-	<b>4,299,000</b>	-
240-99-120	Transfer to Special Revenue	-	8,031,552	-	-	-	-
240-99-140	Transfer to Capital Projects	-	-	-	-	4,299,000	-
	<b>Total Expenditures</b>	-	<b>8,031,552</b>	-	-	<b>4,299,000</b>	-

		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
<b>LIGHTING &amp; LANDSCAPE DIST FUND</b>							
<b>Account</b>	<b>Description</b>						
260-31-110	Lighting & Landscape Assessment	56,863	55,529	60,000	60,000	60,000	60,000
260-36-100	Interest Income	638	829	1,000	1,000	1,000	1,000
260-39-100	Transfer from General Fund	-	-	-	-	-	-
	<b>Total Revenue</b>	<b>57,501</b>	<b>56,358</b>	<b>61,000</b>	<b>61,000</b>	<b>61,000</b>	<b>61,000</b>
260-40-110	Salaries & Wages - Full-time	3,200	3,200	3,200	3,200	12,063	12,608
260-40-400	Contract Services - General	75	1,934	4,200	4,200	29,150	4,150
260-40-512	Utility Services	8,303	9,633	11,000	11,000	-	-
260-40-520	Maintenance in L&L District	29,845	19,002	2,000	33,900	9,500	9,500
260-40-530	Lawn Care Services	37,560	36,004	46,000	46,000	43,000	43,000
260-40-740	General Supplies	-	-	600	600	-	-
	<b>Total Expenditures</b>	<b>78,982</b>	<b>69,773</b>	<b>56,000</b>	<b>98,900</b>	<b>101,087</b>	<b>77,474</b>

UASI GRANT FUND		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
270-33-110	Federal Grant Funding	358,415	-	216,791	216,791	-	-
	<b>Total Revenue</b>	<b>358,415</b>	<b>-</b>	<b>96,000</b>	<b>216,791</b>	<b>-</b>	<b>-</b>
270-40-400	Contract Services - General	200,000	-	-	-	-	-
270-40-740	General Supplies	6,794	-	216,791	216,791	95,959	-
270-40-840	Capital Outlay	151,622	-	-	-	-	-
	<b>Total Expenditures</b>	<b>358,415</b>	<b>-</b>	<b>216,791</b>	<b>216,791</b>	<b>95,959</b>	<b>-</b>



SUPPLEMENTAL LAW ENFORCEMENT		2015-16 Actual	2016-17 Actual	2017-18 Budgeted	2017-18 Est. Year-End	2018-19 Proposed	2019-20 Proposed
Account	Description						
277-33-200	Grant Revenue-State SLESA	114,618	129,324	100,000	139,416	142,200	145,100
277-39-100	Transfer from General Fund	102,097	134,789	132,200	132,200	-	-
	<b>Total Revenue</b>	<b>216,715</b>	<b>264,113</b>	<b>232,200</b>	<b>271,616</b>	<b>142,200</b>	<b>145,100</b>
277-40-110	Salaries & Wages - Full-time	145,038	153,812	125,440	150,181	138,810	141,586
277-40-130	Overtime Salaries	34,332	36,237	29,830	(162)	3,706	3,706
277-40-140	Special Functions Salaries	3,591	4,013	3,180	413	-	-
277-40-220	FICA Contributions	13,882	14,664	12,180	11,457	11,785	12,014
277-40-230	Retirement Contributions	11,070	39,383	26,290	61,448	66,916	77,504
277-40-270	Other Employee Benefits	8,803	16,005	35,280	(14,171)	-	-
277-40-271	Defined Contribution	-	-	-	-	9,651	9,844
277-40-272	Workers' Compensation	-	-	-	-	3,560	3,629
277-40-273	Health Benefit	-	-	-	-	7,905	8,300
277-40-274	Dental Benefit	-	-	-	-	681	715
277-40-275	Vision Benefit	-	-	-	-	359	359
277-40-277	Other Optional Benefit	-	-	-	-	512	512
	<b>Total Expenditures</b>	<b>216,715</b>	<b>264,113</b>	<b>232,200</b>	<b>209,167</b>	<b>243,884</b>	<b>258,169</b>

		2015-16	2016-17	2017-18	2017-18	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Proposed	Proposed
<b>CAPITAL IMPROVEMENT FUND</b>							
<b>Account</b>	<b>Description</b>						
400-33-211	TDA - Pedestrian & Bike Trails	-	-	7,557	7,557	-	-
400-33-310	Other Grants	2,480,782	-	-	-	-	-
400-37-100	Other Revenue	86,114	558,655	-	-	4,447,077	10,000
400-39-100	Transfer from General Fund	78,154	189,059	-	-	-	-
400-39-110	Transfer from GF Reserve Funds	191,342	250,602	-	-	623,081	711,000
400-39-120	Transfer from Special Revenue	543,262	9,090,463	529,048	529,048	12,991,273	5,563,558
	<b>Total Revenue</b>	<b>3,379,654</b>	<b>10,088,780</b>	<b>536,605</b>	<b>536,605</b>	<b>18,061,431</b>	<b>6,284,558</b>
400-40-100	LosCerritos Channel Stormwater	-	5,102,124	-	-	-	-
400-40-803	Spring Street Overlay	-	-	-	-	-	2,600,000
400-40-890	Dog Park	-	39,470	-	-	-	-
400-40-891	Sidewalk & ADA Improvements	47,500	20,588	-	-	-	-
400-40-892	Yearly Pavement Mangement Capi	-	14,733	-	-	-	-
400-40-893	Bus Stop Improvements	50,000	67	-	-	-	-
400-40-894	Street Capital Improvements	1,275,000	381,094	-	-	955,000	1,250,000
400-40-895	Park Capital Improvements	-	338,898	-	-	311,955	10,000
400-40-896	Facilities Capital Improvement	175,000	1,440,977	-	-	12,319,156	357,000
400-40-897	Storm Water Capital Imp.	400,000	175,415	-	-	4,475,320	2,067,558
400-40-898	CALIF AVE-WILLOW TO SPRING	-	5,750	-	-	-	-
400-40-899	Cherry Ave Widening	-	14,736	-	-	-	-
	<b>Total Expenditures</b>	<b>4,761,598</b>	<b>7,533,851</b>	<b>-</b>	<b>-</b>	<b>18,061,431</b>	<b>6,284,558</b>

# **2018-20 CAPITAL IMPROVEMENTS PROGRAM**

## **Program Description:**

The Capital Projects Fund is used to account for financial resources segregated for the development, construction and improvement of City facilities. The FY 2018-19 Capital Improvements Program (CIP) includes a total of 8 new projects or project phases representing an investment of \$1.2 million, and 13 carry-over or supplemental requests for \$19.4 million in existing projects for a total of \$20.6 million in projects including costs to date.

FY 2019-20 includes a total of 20 new projects or project phases representing an investment of \$6.7 million. Funding sources for each project are listed in the detailed CIP schedule. Below is a summary of all funding by source:

<b>FY 2018-19</b>			<b>FY 2019-20</b>	
Grant Funding	\$ 6,299,000	31%	\$ -	0%
Successor Agency Bond Funds	4,447,077	22%	10,000	0%
Capital Reserve Funds	623,081	3%	711,000	11%
Water Depreciation Reserve	260,000	1%	380,000	6%
Other Sources	8,992,273	44%	5,563,558	83%
<b>Total Capital Projects</b>	<b>\$20,621,431</b>	<b>100%</b>	<b>\$ 6,664,558</b>	<b>100%</b>

## 2018-19 CAPITAL IMPROVEMENTS PROGRAM

Fiscal Year	Project Name	Funding Sources	Project Budget	Category	Type
2018-19	Fuel Island Canopy Assessment			FACILITIES	N
		Garage Fund (601)	50,000		
		<b>Funding Total</b>	<b>50,000</b>		
2018-19	Civic Center Phase II (Library)			FACILITIES	C
		Bond Fund (802)	3,802,958		
		Bond Fund (802)	531,159		
		S/A Bonds (803)	112,960		
		Park Development (204)	1,000,000		
		CC Phase 2 Bonds (224)	4,921,207		
		Lease Revenue Bonds (225)	1,705,000		
		<b>Funding Total</b>	<b>12,073,284</b>		
2018-19	Install EV Charging Stations			FACILITIES	C
		AQMD Fund (232)	26,000		
		Capital Grant Fund (240)	49,000		
		<b>Funding Total</b>	<b>75,000</b>		
2018-19	New tank monitor & sensor/overflow alarm system			FACILITIES	N
		Garage Fund (601)	20,000		
		<b>Funding Total</b>	<b>20,000</b>		
2018-19	Replacement of Existing Vehicle In-ground Lift			FACILITIES	N
		Garage Fund (601)	50,000		
		<b>Funding Total</b>	<b>50,000</b>		
2018-19	18-19 City Hall Interior Renovation			FACILITIES	N
		Capital Reserve (113)	200,000		
		<b>Funding Total</b>	<b>200,000</b>		
2018-19	Playground Resurfacing & Equip - Cal Brisas			PARKS	N
		Capital Reserve (113)	126,889		
		CDBG Fund (201)	88,111		
		<b>Funding Total</b>	<b>215,000</b>		
2018-19	Bixby Trail Restoration			PARKS	C
		Capital Grant Fund (240)	96,955		
		<b>Funding Total</b>	<b>96,955</b>		
2018-19	LB MUST (Stormwater)			STORMWATER	C
		Capital Reserve (113)	100,000		
		<b>Funding Total</b>	<b>100,000</b>		
2018-19	NPDES City Vacant Parcel Runoff Control (Storm Water CIP)			STORMWATER	C
		Capital Reserve (113)	96,192		
		<b>Funding Total</b>	<b>96,192</b>		
2018-19	Phase 2 - Los Cerritos Channel Storm Water Capture			STORMWATER	C
		Capital Grant Fund (240)	4,250,000		
		<b>Funding Total</b>	<b>4,250,000</b>		
2018-19	PCH & Junipero - Traffic Signal Upgrades			STREETS	N
		Traffic Impact Fund (233)	175,000		
		<b>Funding Total</b>	<b>175,000</b>		
2018-19	Orange Ave Bus Pad Improvements			STREETS	N
		<b>Proposition A Fund (202)</b>	<b>380,000</b>		
		<b>Funding Total</b>	<b>380,000</b>		
2018-19	18-19 Sidewalk Repair			STREETS	O
		State Gas Tax Fund (230)	7,500		
		Measure R Fund (236)	42,500		
		<b>Funding Total</b>	<b>50,000</b>		
2018-19	18-19 Pavement Management			STREETS	O
		Measure R Fund (236)	250,000		
		<b>Funding Total</b>	<b>250,000</b>		
2018-19	20th & Molino Erosion Control			STREETS	N
		Capital Reserve (113)	100,000		
		<b>Funding Total</b>	<b>100,000</b>		
2018-19	Temple Quality Improvement Phase I			WATER	C
		Water (510)	30,000		
		<b>Funding Total</b>	<b>30,000</b>		

O-(ongoing) R-(Rebudget) N-(New) C-(Continuing)

## 2018-19 CAPITAL IMPROVEMENTS PROGRAM

Fiscal Year	Project Name	Funding Sources	Project Budget	Category	Type
2018-19	Walnut Vault Repairs			WATER	C
		Water (510)	50,000		
		Funding Total	50,000		
2018-19	View Park Recycled Water System - RMC Grant			WATER	C
		Park Development (204)	100,000		C
		Water Ops (500)	2,000,000		C
		Funding Total	2,100,000		
2018-19	Well 8 Rehabilitation			WATER	C
		Water (510)	60,000		
		Funding Total	60,000		
2018-19	Water Service Replacements (Ph.2)			WATER	C
		Water (510)	200,000		
		Funding Total	200,000		
TOTAL PROJECT FUNDING			20,621,431		
O-(ongoing) N-(New) C-(Continuing)					

## 2019-20 CAPITAL IMPROVEMENTS PROGRAM

Fiscal Year	Project Name	Funding Sources	Project Budget	Category	Type
2019-20	HVAC Replacement - Youth Center	Capital Reserve (113)	150,000	FACILITIES	N
		<b>Funding Total</b>	<b>150,000</b>		
2019-20	PD Gate Metal Work Painting	Capital Reserve (113)	20,000	FACILITIES	N
		<b>Funding Total</b>	<b>20,000</b>		
2019-20	Community Center Rehab	Capital Reserve (113)	100,000	FACILITIES	N
		<b>Funding Total</b>	<b>100,000</b>		
2019-20	Youth Center Painting	Capital Reserve (113)	12,000	FACILITIES	N
		<b>Funding Total</b>	<b>12,000</b>		
2019-20	Police Station Interior Painting	Capital Reserve (113)	75,000	FACILITIES	N
		<b>Funding Total</b>	<b>75,000</b>		
2019-20	Discovery Well Park - BB & Handball Ct Resurf	Bond Fund (802)	10,000	PARKS	N
		<b>Funding Total</b>	<b>10,000</b>		
2019-20	Los Cerritos Channel Stormwater Capture Facility Phase I	Capital Grant Fund (240)	2,067,558	STORMWATER	N
		<b>Funding Total</b>	<b>2,067,558</b>		
2019-20	Spring Street Overlay	Measure R Fund (236)	399,200	STREETS	N
		Capital Grant Fund (240)	2,200,800		
		<b>Funding Total</b>	<b>2,600,000</b>		
2019-20	California & 27th ROW	CIP Resserve (113)	44,000	STREETS	N
		Traffic Impact Fund (233)	46,000		
		<b>Funding Total</b>	<b>90,000</b>		
2019-20	Redondo & 20th Traffic Signal	Traffic Impact Fund (233)	250,000	STREETS	N
		<b>Funding Total</b>	<b>250,000</b>		
2019-20	Cherry Avenue Median Improvement	Capital Reserve (113)	10,000	STREETS	N
		<b>Funding Total</b>	<b>10,000</b>		
2019-20	Community Center - New Roof	Capital Reserve (113)	300,000	STREETS	N
		<b>Funding Total</b>	<b>300,000</b>		
2019-20	19-20 Pavement Managemenet	Measure M Fund (237)	250,000	STREETS	O
		<b>Funding Total</b>	<b>250,000</b>		
2019-20	19-20 Sidewalk Repair	State Gas Tax Fund (230)	7,500	STREETS	O
		Measure R Fund (236)	42,500		
		<b>Funding Total</b>	<b>50,000</b>		
2019-20	Walnut Avenue Restoration (at 33rd St)	Measure M Fund (237)	150,000	STREETS	N
		SB-1 RMRA (238)	150,000		
		<b>Funding Total</b>	<b>300,000</b>		
2019-20	Pump Station Improvements - Hilltop	Water (510)	30,000	WATER	N
		<b>Funding Total</b>	<b>30,000</b>		
2019-20	SCADA Upgrade Phase II	Water (510)	50,000	WATER	N
		<b>Funding Total</b>	<b>50,000</b>		
2019-20	Well No. 7 Improvements	Water (510)	30,000	WATER	N
		<b>Funding Total</b>	<b>30,000</b>		
2019-20	Pumping PLC & HMI Improvements Phase i	Water (510)	70,000	WATER	N
		<b>Funding Total</b>	<b>70,000</b>		
2019-20	Water Service Replacements (Ph.3)	Water (510)	200,000	WATER	N
		<b>Funding Total</b>	<b>200,000</b>		
<b>TOTAL PROJECT FUNDING</b>			<b>6,664,558</b>		

O-(ongoing) N-(New) C-(Continuing)