

# CITY OF SIGNAL HILL

FISCAL YEAR 2017-18 BUDGET - SECOND YEAR  
ADOPTED BUDGET



**CITY OF SIGNAL HILL, CALIFORNIA**







**CITY OF SIGNAL HILL  
CALIFORNIA**

**ANNUAL BUDGET  
FOR THE FISCAL YEAR**



*Tina L. Hansen  
Vice Mayor*



*Edward H.J. Wilson  
Mayor*



*Robert D. Copeland  
Council Member*



*Larry Forester  
Council Member*



*Lori Y. Woods  
Council Member*



*Keir Jones  
City Clerk*

**Submitted by:**

**Charlie Honeycutt  
City Manager**



*Larry Blunden  
City Treasurer*

**June 27, 2017**

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# Fiscal Year 2017-2018 Proposed Budget

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## **CITY OF SIGNAL HILL**

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2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

June 30, 2017

### **MEMORANDUM**

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

**FROM: CHARLIE HONEYCUTT  
CITY MANAGER**

**SUBJECT: FISCAL YEAR 2017-18 BUDGET**

I am pleased to present the City of Signal Hill's second year of a biennial budget for Fiscal Year (FY) 2017-18. The City Council reviewed the proposed FY 2017-18 Operating and Capital Budget at a budget workshop held on May 31, 2017, and adopted the current budget on June 27, 2017. This budget, as presented, is structurally balanced, as measured by planned available revenues equal to or exceeding planned operating expenditures for the budget year. The City budget was prepared with a conservative approach, taking into account the reduced pace of economic growth and reduced revenues. As a result, the City has been able to continue a positive, stable fiscal condition that enables quality of life for residents of the community.

In addition to this letter of introduction, the City of Signal Hill's Financial Policies are also included. These policies provide a framework and a guide to the City's budgeting and financial planning processes. The preparation and presentation of this budget and the carrying out of the City's fiscal matters are in accordance with these policies. The Financial Policies also support the City's Five-Year Strategic Plan, also included in this document.

### **Background:**

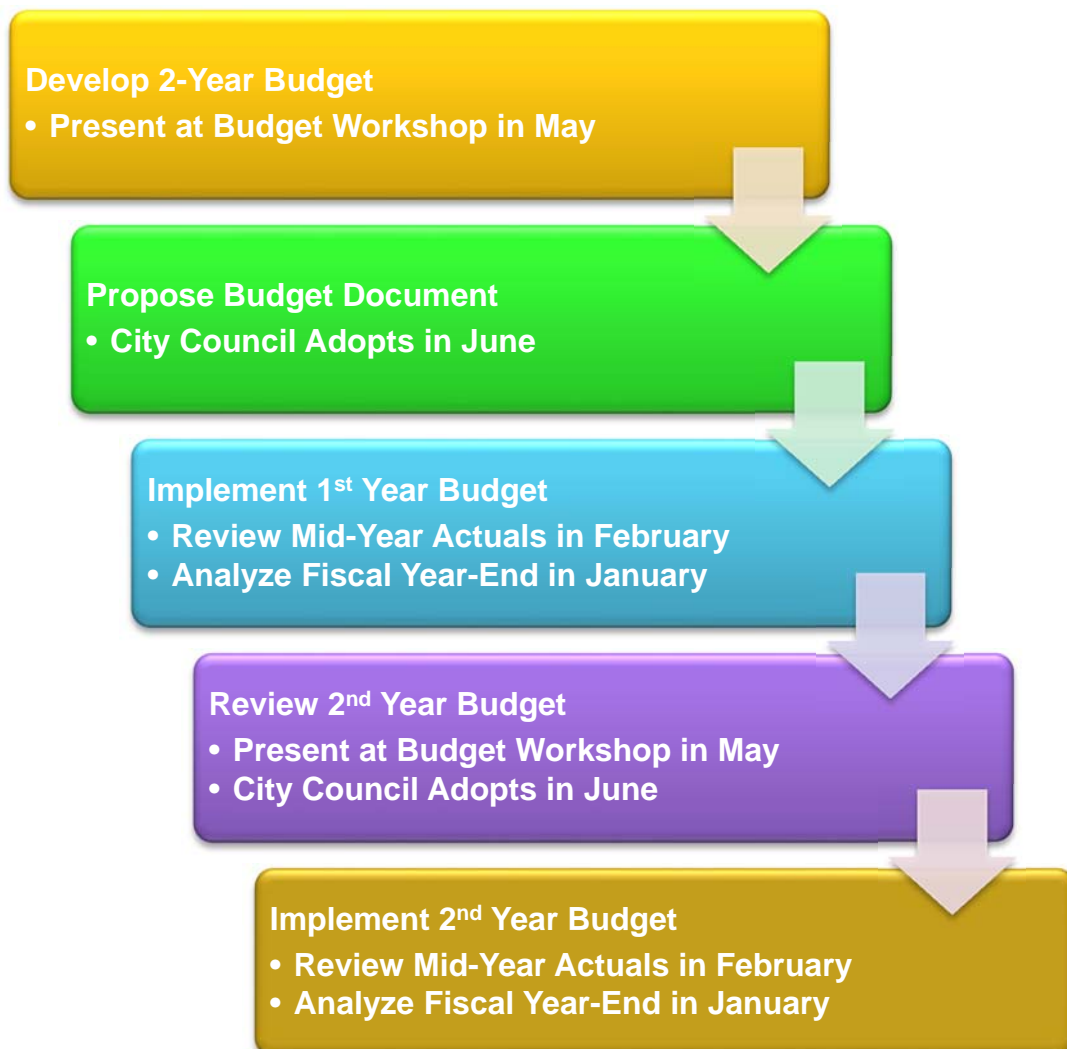
A city's capacity to effectively deliver essential day-to-day services to its residents and businesses fundamentally impacts the quality of life enjoyed by a community. Local governments are at the forefront in providing these core services, including providing governance and establishing local laws and codes; providing police services to serve and protect residents and businesses; assisting in fire or medical emergencies; delivering clean water; providing recreational, social, and learning opportunities; assuring the safety of existing and new buildings located within the city; building and maintaining infrastructure and public buildings; activating emergency operations to provide incident command if necessary; and maintaining local roads for the orderly movement of people

and things. Therefore, how a local government is funded, and how well it is funded, is vital to the delivery of these services.

Funds for delivering local government services in California are raised largely through a complex system of taxes and fees. Challenges to the system are due to many factors of law, history, and culture, including state constitutional provisions enacted by voters that prescribe strict limits on how municipalities can raise revenues – and even how those revenues can be expended. In addition, recurring financial crises in the state government have had vast repercussions at the local level, further stressing municipal revenues and services.

A local agency is always seeking to balance limited available resources with the costs and demands for critical services and infrastructure to deliver those services. A city's budget serves as a template and financial plan to implement Council priorities and goals that are established through the public input process and are expressed in strategic planning for the future. A city's budget establishes funding levels for current city operations and services to the community, while addressing long-term planning needs.

#### **Budget Process and Overview:**



The FY 2017-18 Annual Operating and Capital Budget is the second budget year of the two-year FY 2016-18 Budget. Preparing a two-year budget is an extensive process that involves a collaborative effort throughout the organization. Strategic goals and activities are revisited as part of the process, and departmental objectives are developed with the guidance of the City's 2015-2019 Strategic Plan. At the beginning of the two-year budget cycle, the budget is drafted and reviewed in depth at a public budget workshop. In the second year, the previously approved budget is reviewed and presented with recommended updates as appropriate or as operational needs have changed. This process is similar in concept to a mid-year budget review, and affords the opportunity to adjust the second year as needed, but it is not intended to be a complete re-evaluation of the City's major goals and plans for the balance of the two-year period. Signal Hill continues to budget conservatively, preparing itself for unforeseen or uncontrollable economic events that may adversely impact the operating budget.

Factors impacting Signal Hill include flat oil production related revenues, slowing auto sales and a drop in business-to-business office supply sales. The ongoing need to fund state mandated stormwater quality National Pollutant Discharge Elimination System (NPDES) projects and programs will continue to burden the budget. However, new state and county transportation tax revenues, potential economic development activity and investments being made by auto dealers in the Signal Hill Auto Center may help mitigate these factors in the long-term.

Although a slight increase in revenues is anticipated, adjustments to planned expenditures have been made because revenues are expected to be lower than originally estimated. The budget fully funds the Police Department as well as parks and recreation programs. The budget also includes nearly \$1 million to fund environmental programs aimed at meeting state mandated environmental regulations.

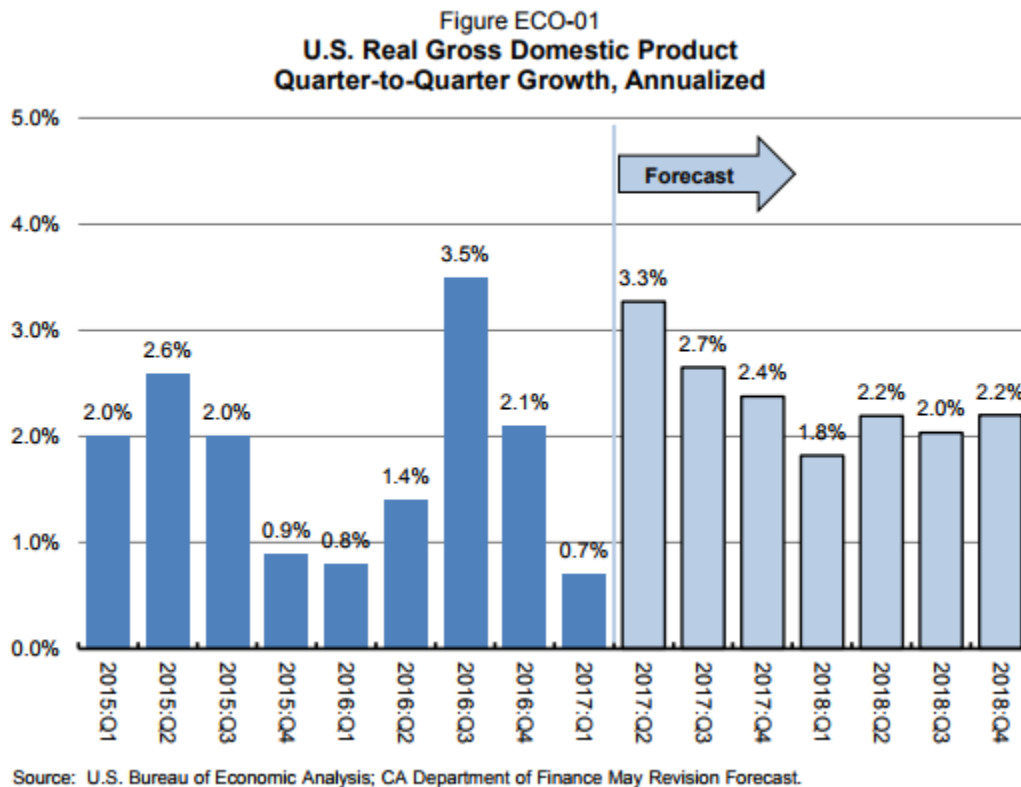
The Capital Improvement Program includes funding for the construction of the library, dog park, View Park and continues investing in the maintenance of the City's streets and water system. Grant funding represents 47% of total Capital Improvement Program funding.

As a prudent measure, the current budget retains the balances in the General Fund Reserve, Economic Uncertainties Reserve, CalPERS Reserve, Capital Improvement Reserve, and Equipment Reserve Funds.

### **Overall Economic Outlook**

As we look forward to FY 2017-18, a general consensus among economists is that growth will continue at a modest pace. The current economic expansion is the fourth longest in U.S. history, with low inflation at about 2% or less. Longer-term indicators such as bond rates and inflation expectations are somewhat neutral. The short-term outlook continues to be positive. According to the Congressional Budget Office (CBO), given current underlying trends, moderate economic growth will continue over the next two years aside from any unforeseen events. While the CBO forecasts continued forward economic

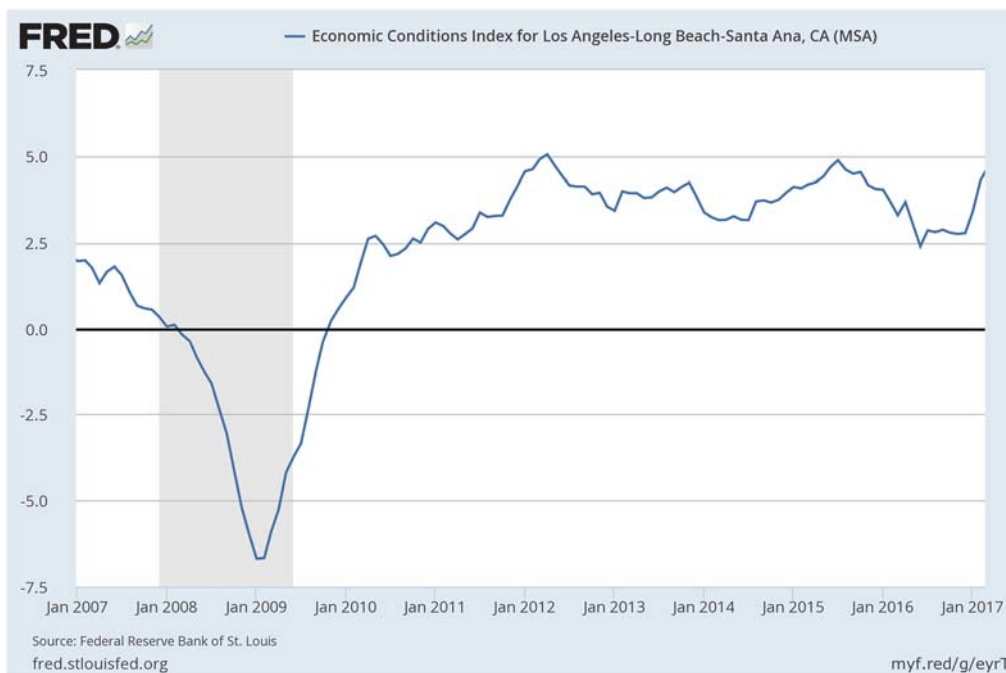
movement, these increases will only bring current growth closer to its average of the preceding two decades.



### California and Los Angeles County

According to the California Department of Finance, moderate growth is expected through FY 2017-18, with low unemployment and a shift to rising wages, which could drive inflation. Forecasts show risks to the California economy that could take the form of a stock market correction, an eventual recession or geopolitical events affecting exports and housing constraints due to inventory, all of which could lead to various levels of disruption in the economy.

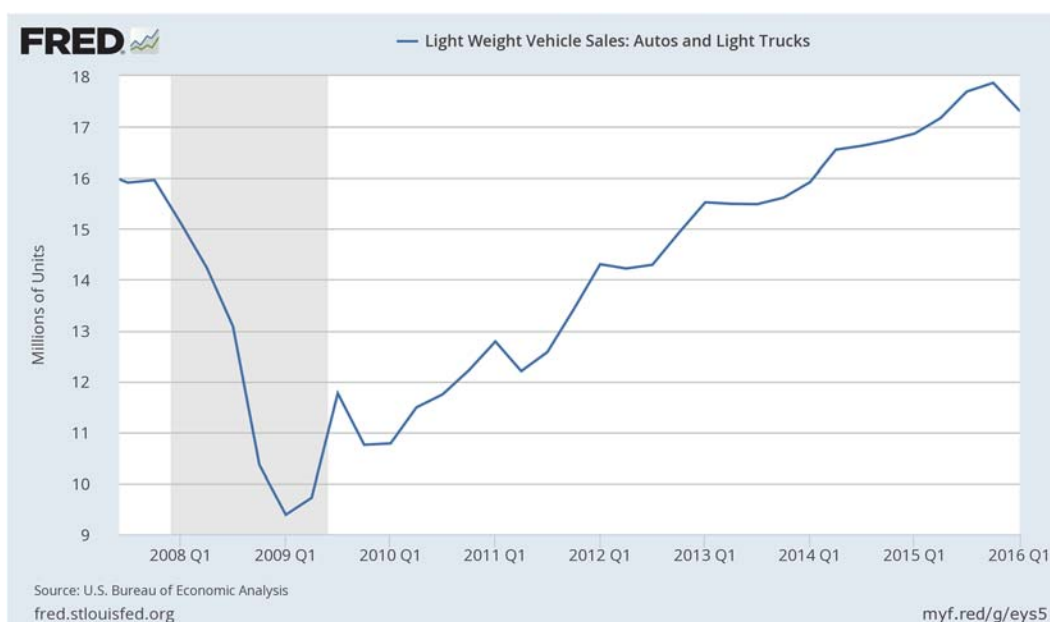
The Los Angeles County economy will continue to move forward though slightly behind other leading regions.



Southern California is anticipated to have continued employment gains and a decline in local unemployment rates though there are possible wage pressures due to nearing full employment, driven by job gains in the education, healthcare, leisure and hospitality industries. Housing values continue to move upward due to low inventory.

### Auto Sales

As anticipated, auto sales have experienced a reduction in the rate of sales with year-over-year decreases in sales in April and May of 2017.



These trends represent the first decline in U.S. auto sales following seven years of increases. The City's analytics firm, HdL projects 2% growth in auto sales. In comparison, auto sales have experienced 5-6% year-over-year growth in the recent past.

### **Budget Highlights**

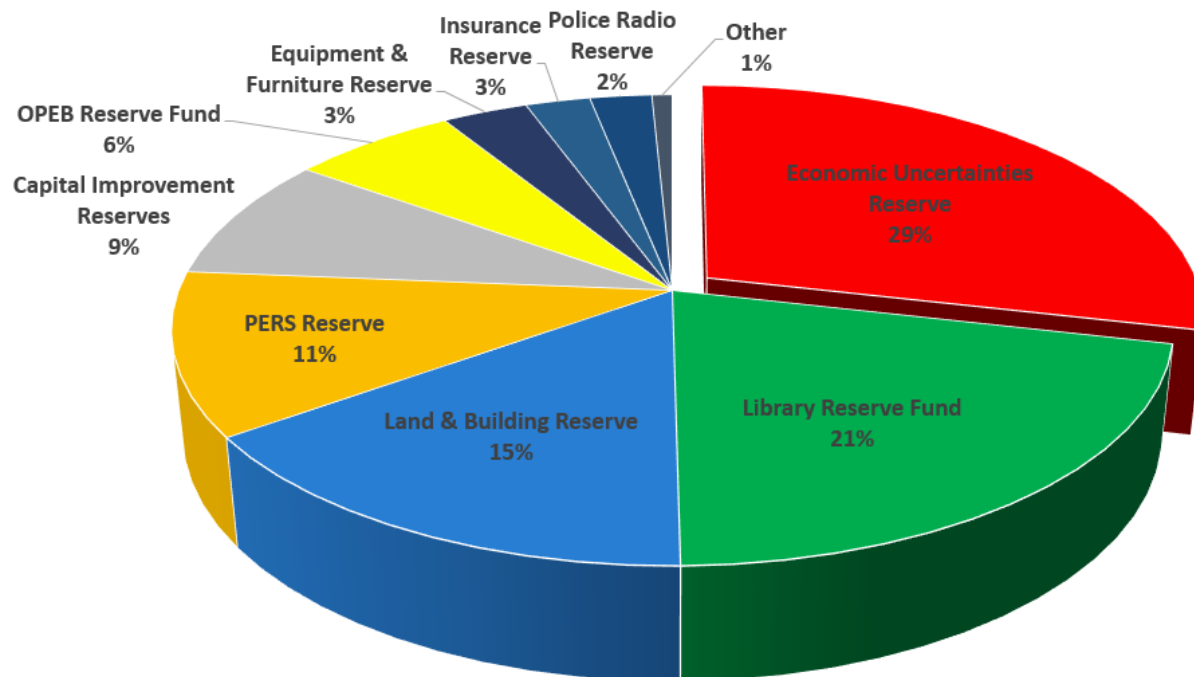
The attached budget reflects FY 2017-18 General Fund estimated revenues and transfers-in totaling \$21,367,708 comprised of \$20,975,708 in operating revenues and \$392,000 in non-operating revenues; total appropriations and transfers-out in the amount of \$21,230,037, comprised of \$20,937,837 in operating expenses and \$292,200 in non-operating expenses.

The major sections of the budget document are the program expenditure budgets and includes the General Fund, Water Fund, Vehicle Replacement Fund and Special Revenue Funds. These schedules include a comparison of actual operating expenditures from FY 2015-16, budgeted and estimated actual expenditures from FY 2016-17, and the approved and updated FY 2017-18 budget.

It is estimated that the General Fund unassigned fund balance will complete FY 2016-17 at \$8,937,410. This is an estimated increase of \$560,592 in revenues over expenditures. The Economic Uncertainties Fund remained constant at \$5,081,972. The total of the unassigned General Fund Balance and the Economic Uncertainties Fund is estimated at \$14,019,382. This represents 67% of the General Fund budgeted expenses for FY 2017-18. All Committed Reserve funds are represented in the table below:

<b>Reserve Funds</b>	<b>As of June 30, 2016</b>	<b>As of June 30, 2017</b>
<b>Economic Uncertainty</b>	\$5,081,972	\$5,081,972
<b>Land &amp; Building</b>	3,612,995	2,726,373
<b>Equipment &amp; Furniture</b>	78,909	578,909
<b>Capital Improvement Reserves</b>	1,514,182	1,514,182
<b>Insurance Reserve</b>	435,972	435,972
<b>CalPERS Reserve</b>	1,487,225	1,987,225
<b>OPEB Future Costs</b>	1,121,444	1,121,444
<b>Park Reserve Fund</b>	57,846	57,846
<b>Police Radio Reserve</b>	367,749	367,749
<b>Library Reserve</b>	23,122	3,759,744
<b>100<sup>th</sup> Anniversary</b>	30,019	30,019
<b>General Plan</b>	50,000	50,000
<b>Unassigned</b>	12,226,818	8,937,410
<b>Non-spendable</b>	8,429,984	8,429,984
<b>Total</b>	<b>\$34,518,237</b>	<b>\$35,078,829</b>

Unused appropriations and/or revenues exceeding expenses at the end of every fiscal year revert back to fund balance. Each Fund's fund balance can then be used for one-time expenses (non-operating) or put aside as a reserve for future purposes. Any unused appropriations for one-time uses or reserves will be considered when the final year-end audited financial results are completed for FY 2016-17, anticipated to be presented to the Council in December 2017. A distribution of all Committed Reserve funds is represented in the following chart:



### **General Fund Overview of FY 2017-18 Budget**

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

Although economic forecasts remain positive in the short-term, the impacts of decreased sales taxes and other revenue sources affected by economic factors could result in decreased available resources to the General Fund. It is recommended that the City Council continue to adopt conservative revenue projections. The proposed FY 2017-18 budget is a balanced budget and projects a net surplus of \$137,671 in the General Fund:

Projected Fund Balance:		
at July 1, 2017		\$8,937,410
Operating Activity:		
-Revenue	\$20,975,708	
-Operational Transfers In from Other Funds	392,000	
- Operating costs	(20,937,837)	
- Operational Transfers Out to Other Funds	(292,200)	
Surplus/(Deficit)		137,671
Projected Fund Balance:		
at June 30, 2018		\$9,075,080



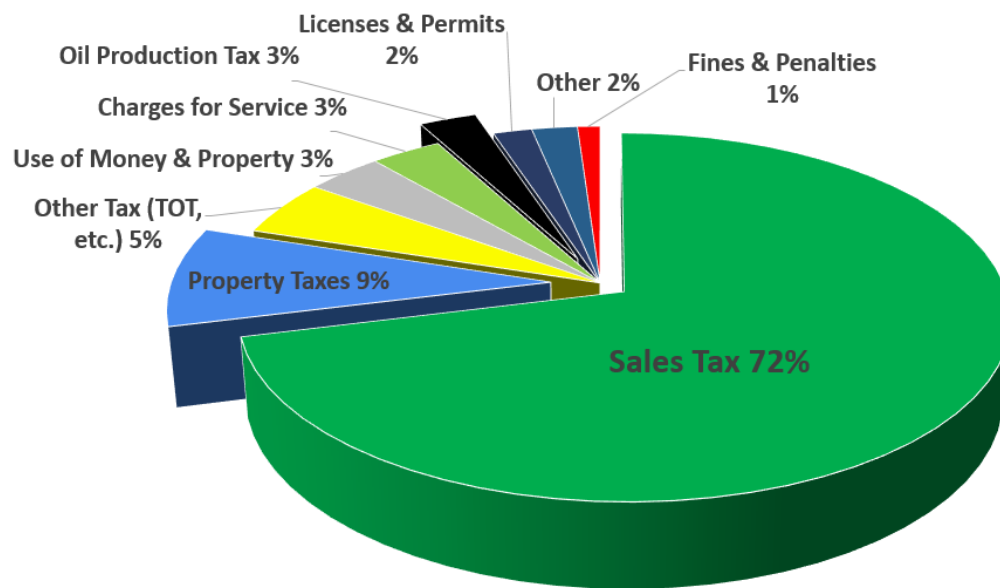
This takes into consideration Decision Packages, and current Capital Projects to begin or continue in FY 2017-18, the majority of which are funded from grant funds or reserves previously committed to capital projects.

## General Fund Revenues

Total FY 2017-18 General Fund revenues (before transfers) as categorized below are estimated at \$20,975,708, a decrease of \$111,551 from the FY 2017-18 approved budgeted revenues of \$21,087,259. Reduced auto sales, decreased internet-related sales activity, and slowing in general consumer goods growth all account for the reduction in projected sales tax for FY 2017-18.

## General Fund Operating & Non-Operating Revenues for FY 2016-17 and FY 2017-18

	Projected FY 2016-17	Approved FY 2017-18	Proposed FY 2017-18
<b>Operating Revenues:</b>			
Property Taxes	\$1,863,700	\$1,867,050	\$1,889,413
Net Sales Tax	14,633,755	15,355,255	15,194,341
Oil Production Tax	600,000	600,000	600,000
Other Tax Revenue (TOT, etc.)	920,229	1,095,000	1,055,000
Licenses & Permits	386,228	387,910	398,910
Intergovernmental – Federal, State, County	56,615	52,200	52,200
Charges for Service	689,207	717,644	731,644
Fines & Penalties	195,261	232,200	232,200
Revenue from Use of Money & Property	662,858	755,000	797,000
Misc. Revenues	2,919	25,000	25,000
<b>Total General Fund (GF) Revenues</b>	<b>20,010,772</b>	<b>21,087,259</b>	<b>20,975,708</b>
<b>Non-Operating Revenues:</b>			
Transfers In		175,000	392,000
<b>Total GF Revenues and Transfers In</b>	<b>\$20,010,772</b>	<b>\$21,262,259</b>	<b>21,367,708</b>



General Fund Transfers In are increased by \$160,000 in new Measure M funds. Measure M is a Los Angeles County ½ cent sales tax approved by the voters in November 2016 to fund transportation improvements.

The State legislature also passed AB-1 and SB-1 for transportation funding, which increases the tax on gas purchases and vehicle registrations to fund road and transportation related uses. Signal Hill is estimated to receive approximately \$60,000 in FY 2017-18.

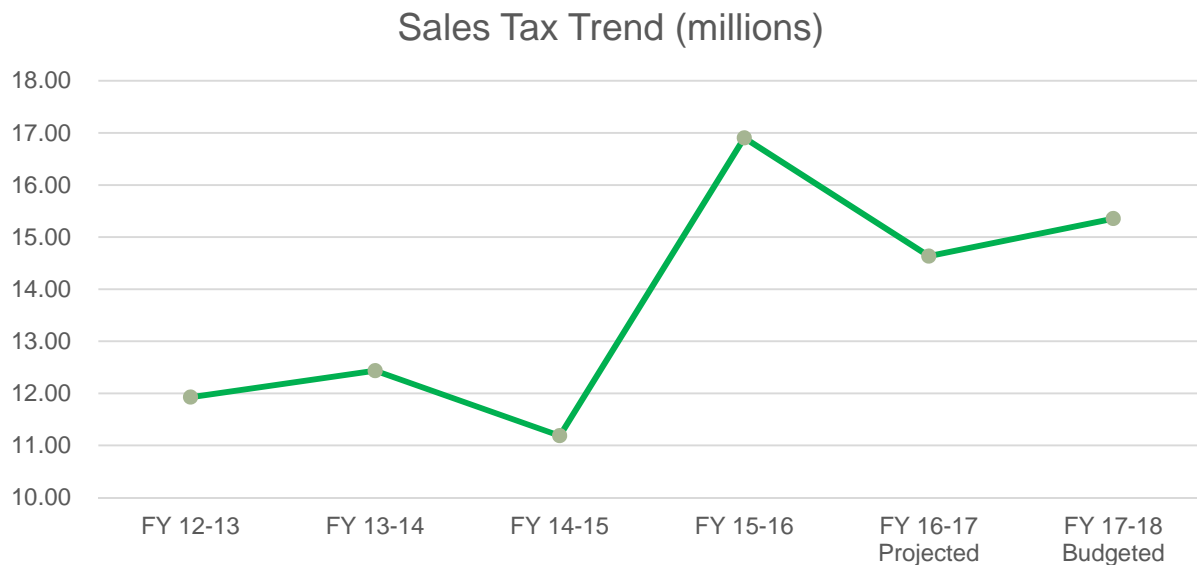
### Sales Tax

The projection of sales tax revenues is dependent on volatile consumer trends as consumers make up 72% of the economy, and therefore consumer spending habits have a direct impact on the expansion or contraction of the economy in general, and the City of Signal Hill in particular. If these reductions in spending habits continue long enough, there is contraction in the economy, which is known as a recession. Revenue projections are conservative in order to absorb sustained or unknown impacts of sales tax trends transitioning to e-commerce.

### **Sales Tax Revenue Trend**

	<b>12-13 Actual</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Estimated</b>	<b>17-18 Proposed</b>
<b>Sales Tax</b>	8,874,800	9,153,470	7,131,665	12,647,137	14,633,755	15,355,255
<b>S/T In Lieu</b>	3,051,500	3,282,295	4,054,436	4,257,188		
<b>Total</b>	11,926,300	12,435,765	11,186,101	16,904,325	14,633,755	15,355,255
<b>YoY % Change</b>	10%	4.3%	(10%)	51 %	(13.4%)	4.9%

With the elimination of the revenue swapping procedure known as “triple flip,” the City receives the full 1% of sales tax revenues and does not receive Sales Tax in Lieu payments. FY 2017-18 net sales tax revenue is projected to increase by 4.9%. While gross sales tax revenues are projected to decrease, the overall increase is due to a projected decrease in sales tax sharing agreements based on gross revenue.



FY 2017-18 sales tax revenue is projected to grow by 2.5% prior to factoring in tax sharing agreements. This growth increase is due to small increases in the categories of Autos and Transportation as well as the County Pool. Fiscal Year 2016-17 Sales Tax projections were provided by the City’s tax consultant, HdL Companies. Changes in the sales tax generated ranged from a -0.6% decrease in business and industry due to business-to-business office supply sales slowing to a 14.5% increase for Fuel & Service Stations due to increasing oil prices.

Projected economic adjustment increases from selected categories are as follows:

Autos and Transportation + 2.2%	\$92,200
Business & Industry - 0.6%	\$-42,500
General Consumer Goods + 2.6%	\$66,600
Building & Construction+ 0.9%	\$13,800
Restaurants & Hotels + 4.5%	\$19,200
Fuel & Service Stations +14.5%	\$58,000
Food & Drugs + 2.6%	3,400
County Pool + 4.1%	\$96,200
Total	\$306,900

### Property Tax

The FY 2017-18 Budget estimates property taxes will increase approximately \$30,803 over the FY 2016-17 estimated total to \$1.9 million.

### Oil Production Barrel Tax

The rate per barrel is based on the Producers Price Index. The FY 2017-18 Oil Production Barrel Tax is budgeted at \$600,000, unchanged from FY 2016-17 following a declining trend:

<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Estimated</b>	<b>17-18 Proposed</b>
1,142,855	1,132,511	1,092,517	600,000	600,000

### Transfer Station

Revenues from the transfer station are estimated for FY 2017-18 at \$210,000, the same as year-end projections for FY 2016-17 following several years of revenues slightly above expected results:

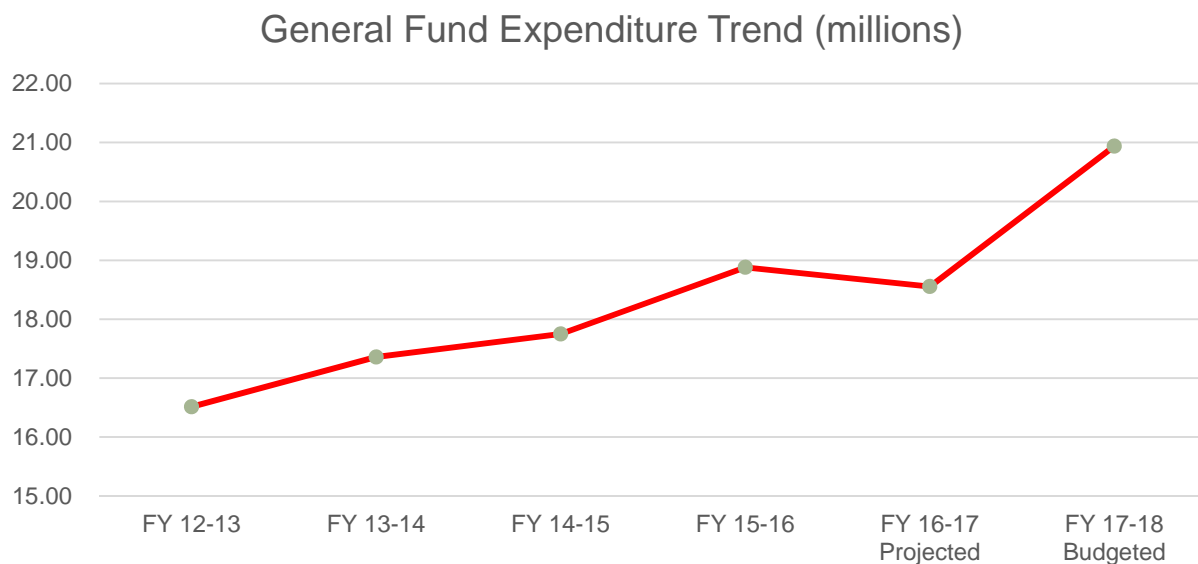
<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Estimated</b>	<b>17-18 Proposed</b>
214,029	210,066	220,035	210,000	210,000

### General Fund Expenditures

Key elements of the Budget include:

- Department expenditures are generally maintained at the same levels as originally anticipated in the FY 2016-18 adopted and approved budgets.
- Minor adjustments were made within certain departmental Maintenance and Operating budgets to address increased costs of due to various regional organizations and conference fees.
- Adjustments were also made to items that have reduced in costs such as previous levels of budgeted utilities or projects that were completed in a previous budget year.
- Funding of reserves:
  - Police Radio System Replacement (\$50,000)
  - General Plan Update (\$100,000)
  - 100<sup>th</sup> Anniversary Event (\$10,000)
  - An extensive Capital Improvement Program.

Proposed FY 2017-18 expenditures of \$21,230,037 were budgeted \$1,802,856 higher than the ending projected year-end results of \$19,427,181 for FY 2016-17. The balance of this increase is a result of the inclusion of one-time transfers to reserves and projected citywide departmental budget savings in the current fiscal year. Expenditure trends before transfers are as follows:



Expenditures	12-13 Actual	13-14 Actual	14-15 Actual	15-16 Actual	16-17 Projected	17-18 Budgeted
Total	16,511,949	17,357,526	17,747,760	18,880,506	19,139,981	20,937,837

### Budget Uncertainties

Recently, the California Public Employees' Retirement System (CalPERS) Board published the estimated increases to employer rates as a result of newly adopted actuarial assumptions, including updates to the discount rate. The projected increases will take effect over a 5-year "ramp up" period.

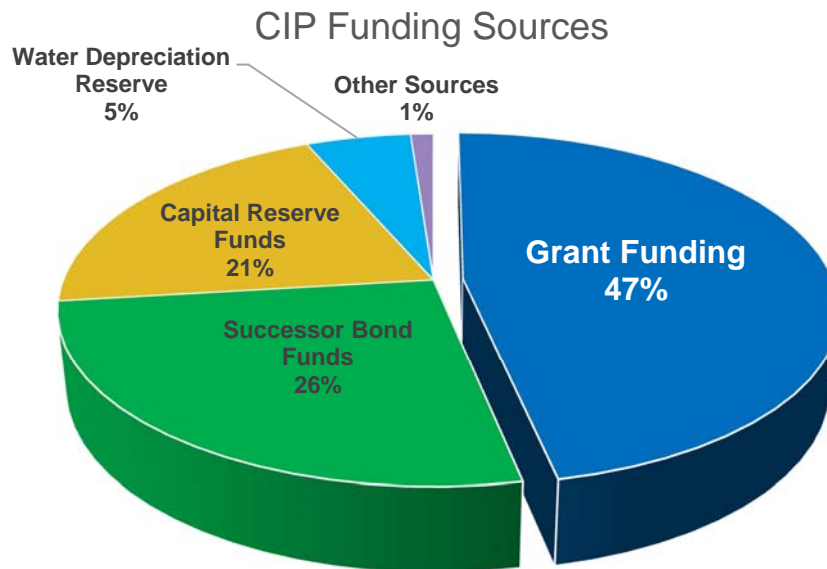
The cost of the increase will be spread over twenty years with the increases phased in over the first five years and ramped down over the last five years of the twenty year amortization period. It is recommended that the City continue to build the PERS Reserve Fund in response to new CalPERS policies.

### Capital Improvement Program

The Capital Projects Fund is used to account for financial resources segregated for the development, construction and improvement of City facilities. The FY 2017-18 Capital Improvements Program (CIP) includes a total of 18 new projects or project phases representing an investment of \$5.5 million, and 10 carry-over or supplemental requests for \$20.5 million in existing projects for a total of \$33.2 million in projects including costs-

to-date. All projects to be carried over are listed on Attachment A. Funding sources for each project are listed in the detailed CIP schedule. Below is a summary of all grant funding. The City has been very successful in obtaining grants to offset the cost of projects. Grants account for 47% of total CIP funding.

Grant Funding	15,527,000	47%
Successor Bond Funds	8,725,000	26%
Capital Reserve Funds	6,925,000	21%
Water Depreciation Reserve	1,768,000	5%
Other Sources	430,000	1%
<b>Total Capital Projects</b>	<b>33,375,000</b>	



## Water Fund

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

Sale of water for FY 2017-18 is estimated at \$4.05 million. This projection includes the increases that were adopted by Council in May 2016 following a Prop 218 Hearing. The City needed to address water rate increases in FY 2016-17, as the impacts of increasing expenses and decreasing revenues was adversely impacting the Water Fund's net position. This was the first rate increase in five years. The Water Fund Budget Summary is as follows:

	FY 2017-18 Approved Budget	FY 2017-18 Updated Budget
Water Operations	3,697,390	3,776,390
Water Billing Administration	170,780	170,780
<b>Total Water Fund</b>	<b>3,868,170</b>	<b>3,947,170</b>

## Other Funds – Special Revenue

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

### Gas Tax

Gas Tax Revenues for FY 2017-18 are estimated to be \$304,000. Tax Sections 2104-2107 allocations are based on a fixed per gallon rate. As a result, those allocations are more stable, although they are subject to decline if consumption decreases due to fuel efficiency, increasing use of alternative transportation fuels or decreased economic activity.

### Traffic Safety Fund

Traffic Safety Fund revenues are estimated at \$100,000, unchanged from the previous fiscal year budget.

## Internal Service Fund – Vehicle Replacement

The net position of the Vehicle Replacement Fund was \$1,685,790 at the end of FY 2016-17. The following purchases are part of the approved budget based on our vehicle replacement policy and criteria:

### Proposed for FY 2017-18

Dept.	Age/Description	Proposed Replacement	Cost to Replace
Comm. Dev	2003 Ford Explorer	2017 Fuel Efficient Vehicle	\$38,000
Police	2011 Chevy Tahoe	2017 Chevy Tahoe	45,000
Police	2011 Ford Crown Victoria	2017 Ford Utility Police Interceptor	45,000
Police	2003 Pontiac Grand Prix	2017 Ford F150 Truck	41,000

PW	2002 Ford F350 Crew Cab	2017 Ford F350 Crew Cab/lift gate	75,000
Water	2002 Ford F250 Crew Cab	2017 Ford F250 Crew Cab	65,000
		<b>Total</b>	<b>\$ 309,000</b>

### **FY 2017-18 Appropriations (Gann) Limit**

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

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

The factors used in this year's calculation were the change in California Per Capita Personal Income and the City's change in population (Attachment A). The change in the local assessment roll due to the addition of local non-residential new construction is not currently available from the Assessor. When the factor becomes available, and if the amount exceeds the change in California Per Capita Personal Income, the City of Signal Hill reserves the right to adjust the Appropriations Limit later in the year. The impact of applying these factors is to increase the City's appropriations limit to \$71,220,209. The City tax proceeds are substantially under the established Gann Limit for FY 2017-18.

### **Conclusion:**

The City's budget was prepared in a conservative and prudent manner, accounting for current and future economic indicators regarding revenue estimates and expenditures. The budget anticipates a General Fund budget surplus of \$137,671 at the end of FY 2017-18. The City's prudent fiscal practices have enabled our City to achieve and maintain a positive, long-term stable financial condition.

We approached the creation of this two-year budget in conjunction with the recently adopted Strategic Plan. As always, the entire management team will continue seeking out opportunities to improve efficiencies, reduce costs, and respond effectively to the external economic forces that impact available resources. Staff will continue to build on the accomplishments that have resulted in the fiscal stability of the City of Signal Hill and continue to deliver those services that provide a high quality of life to residents.



# 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.

**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.

#### **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.

### **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.



## **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.

#### **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)**

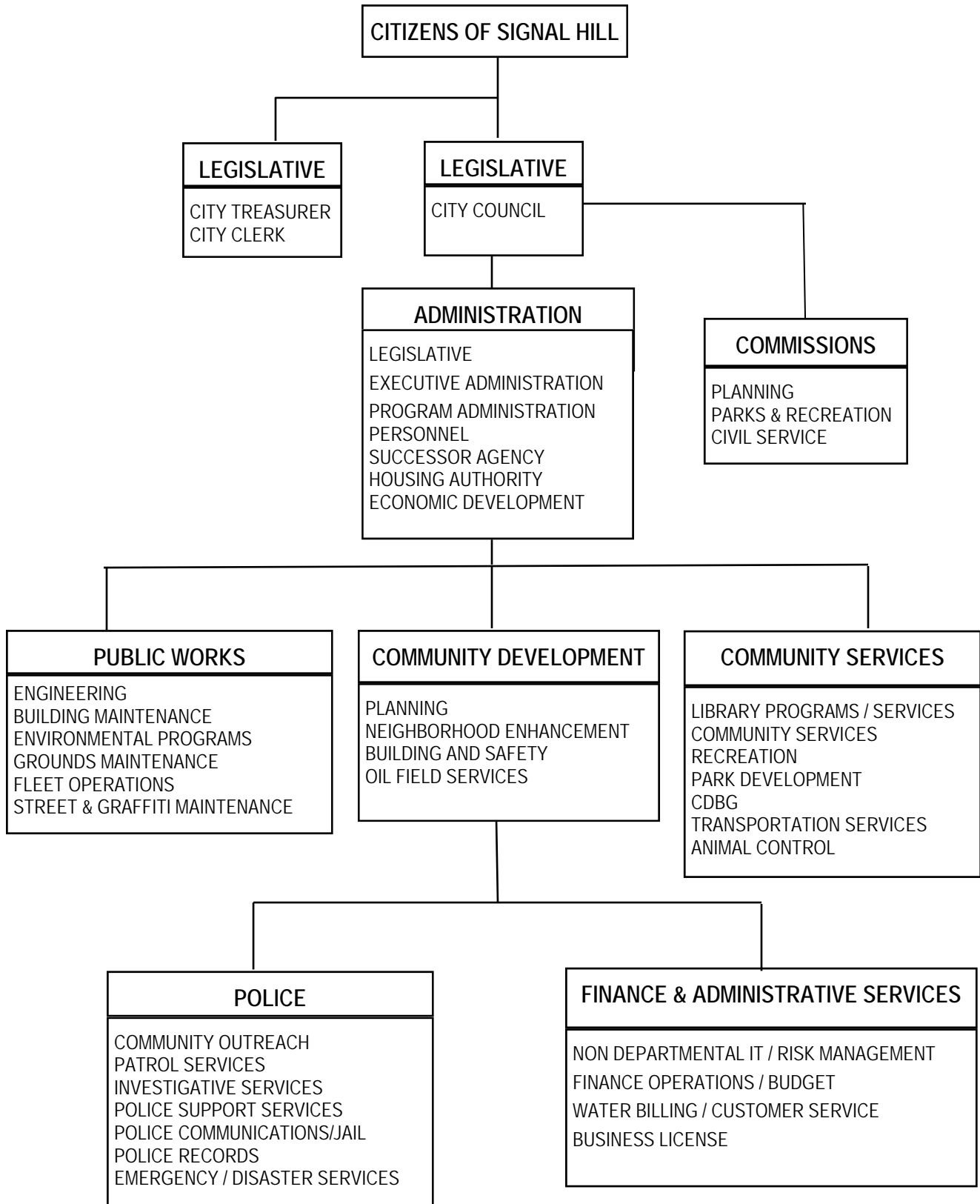
This fund includes impact fees collected from residential and commercial developers, under the provisions of the 21.44 Signal Hill Municipal Industrial Code, to fund the reasonable costs of constructing new water facilities made necessary by development projects.

**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.

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# CITY OF SIGNAL HILL ORGANIZATIONAL CHART



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

<b><u>Department</u></b>	<b>Budget FTE 2013-14</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>Administration</b>					
City Manager	1	1	1	1	1
Executive Assistant / Deputy City Clerk	0.5	1	1	1	1
Assistant to the CM/Deputy City Clerk	0.5	0	0	0	0
Deputy City Manager	1	1	1	1	1
Economic Development Manager	1	1	1	1	1
Human Resources Manager	1	1	0.5	0	0
Senior Management Analyst HR	0	0	0.5	0.5	0
Management Analyst HR	0	0	0	0.5	1
Administrative Assistant	1	1	1	1	1
<b>Total FTE Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Community Development</b>					
Director	1	1	1	1	1
Planning Manager	0	0	0	0	0
Administrative Assistant	1	1	1	1	1
Senior Planner	1	1	1	1	1
Assistant Planner	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>Community Services</b>					
<b><u>Library</u></b>					
City Librarian	1	1	1	1	1
Library Assistant	1	1	1	1	1
Part-Time Library Aide	2.6	2.7	2.7	1.9	1.9
Part-Time Library Specialist	0.9	0.6	0.6	0.3	0.3
<b><u>Community Services</u></b>					
Director	1	1	1	1	1
Community Services Manager	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Recreation Coordinator	1	1	1	1	1
Recreation Specialist		1	1	1	1
Part-Time Recreation Leaders	1.1	2.1	2.1	2.7	2.7
<b><u>Recreation</u></b>					
Recreation Coordinator	1	1	1	1	1
Recreation Specialist	1	0	0	0.8	0.8
Part-Time Recreation Leaders	5.9	6.1	6.1	4.9	4.9

<u>Department</u>	Budget FTE 2013-14	Budget FTE 2014-15	Budget FTE 2015-16	Budget FTE 2016-17	Budget FTE 2017-18
<b>Total FTE Positions:</b>	<b>18.4</b>	<b>19.5</b>	<b>19.5</b>	<b>18.6</b>	<b>18.6</b>
<b>Finance</b>					
Director	1	1	1	1	1
Deputy Director	0	0	0	1	0
Accounting Manager	1	1	1	1	1
Accountant	1	1	1	1	1
Senior Account Specialist	1	1	1	1	1
Account Specialist II	1	1	1	1	1
Account Specialist	1	1	1	0.8	0.8
Account Specialist	0.7	0.7	0.7	0.7	0.7
<b>Total FTE Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.8</b>	<b>5.8</b>
<b>Police</b>					
<b><u>Patrol Services</u></b>					
Police Sergeant	4	4	4	4	4
Senior Police Officer	4	4	4	4	4
Police Officer	15.5	15	15	16	16
Police Traffic Officer	2	2	2	2	2
Police Recruit Officer	0.0	1	1	2	2
Parking Control	0.0	0.0	0.0	0.7	0.7
<b><u>Investigative Services</u></b>					
Detective Sergeant	1	1	1	1	1
Sr. Police Officer / Detective	1	1	1	1	1
Detective	3	3	3	3	3
Detective Secretary	1	1	1	1	1
<b><u>Police Support Services</u></b>					
Chief of Police	1	1	1	1	1
Captain	1	1	1	1	1
Lieutenant	2	2	2	2	2
Assistant to Police Chief	1	1	1	1	1
Maintenance Worker	1	1	1	1	1
<b><u>Police Communications</u></b>					
Dispatcher/Jailer	5	5	5	8	8
<b><u>Police Records</u></b>					
Police Records Supervisor	1	1	1	1	1
Police Records Clerk	2	2	2	2	2
Part-Time Police Aide	1.9	1.9	1.9	0.5	0.5
Part-Time Records Clerk	0.5	0.5	0.5	0.4	0.4
Emergency Operations Coordinator	0.0	0.5	0.5	0.5	0.5
<b>FTE Positions:</b>	<b>47.9</b>	<b>48.9</b>	<b>48.9</b>	<b>53.0</b>	<b>53.0</b>

<b><u>Department</u></b>	<b>Budget FTE 2013-14</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>Public Works</b>					
<b><u>Engineering Department</u></b>					
Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Management Analyst	1	1	1	1	1
Public Works Inspector	1	1	1	1	1
Senior Engineering Technician	1	1	1	1	1
Engineering Technician	0	0	0	0	0
<b><u>City Yard</u></b>					
Deputy Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Water Sys. Supervisor	1	0.5	0	0	0
Water Systems Superintendent	0	0.5	1	1	1
Water Systems Operator I	1	1	1	1	1
Water Systems Operator II	0	0	1	1	1
Senior Water Operator	1	1	1	1	1
Water Maintenance Worker I	1	1	2	2	2
Water Maintenance Worker II	4	4	2	2	2
Senior Water Maintenance Worker	1	1	1	1	1
Lead Mechanic	1	1	1	1	1
Maintenance Supervisor	2	2	2	2	2
Sr. Maintenance Worker	2	2	2	2	2
Maintenance Worker	7	7	7	7	7
Vehicle and Equip Svs. Supervisor	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>Grand Total</b>	<b>110.3</b>	<b>112.4</b>	<b>112.4</b>	<b>116.4</b>	<b>115.4</b>





# 2017-2018 SUMMARY OF CHANGES IN FUND BALANCE

Fund No.		Estimated Fund Balance (Undesignated) 7/1/2017	2017-2018 Estimated Revenue	2017-2018 Operating Expenditures	Transfers In	Transfers Out	Fund Balance 6/30/18
100	<b>General Fund</b>	<b>8,937,410</b>	<b>20,975,708</b>	<b>20,937,837</b>	<b>392,000</b> a	<b>292,200</b> b	<b>9,075,080</b>
110	Economic Uncertainties Reserve	5,081,972	-	-	-	-	5,081,972
111	Land & Building Reserve	2,726,373	-	-	-	-	2,726,373
112	Equipment & Furniture Reserve	578,909	-	-	-	-	578,909
113	Capital Improvement Reserves	1,514,182	-	-	-	-	1,514,182
114	Insurance Reserve	435,972	-	-	-	-	435,972
115	PERS Reserve	1,987,225	-	-	-	-	1,987,225
116	OPEB Reserve Fund	1,121,444	-	-	-	75,000 a	1,046,444
117	Park Reserve Fund	57,846	-	-	-	-	57,846
118	Police Radio Reserve	367,749	-	-	50,000 b	-	417,749
119	Library Reserve Fund	3,759,744	-	-	-	-	3,759,744
120	100th Anniversary Reserve Fund	30,019	-	-	10,000 b	-	40,019
121	General Plan Update Reserve	50,000	-	-	100,000 b	-	150,000
	<b>Total Committed Reserve Funds</b>	<b>17,711,435</b>			<b>160,000</b>	<b>75,000</b>	<b>17,796,435</b>
201	CDBG	6,038	57,000	57,000	-	-	6,038
202	Prop A	599,949	206,000	205,750	-	-	600,199
203	Prop C	454,520	170,000	170,000	-	-	454,520
204	Park Development	3,352,466	491,000	-	-	-	3,843,466
220	Cable Television	53,157	15,000	-	-	-	68,157
221	Housing Impact	708,203	-	-	-	-	708,203
223	Housing Authority	2,016,265	40,000	40,000	-	-	2,016,265
224	Civic Center Phase 2 Bond	7,577,923	-	-	-	-	7,577,923
230	Gas Tax	265,136	304,000	244,048	-	57,000 a	268,088
231	Traffic Safety	243,878	100,000	100,000	-	100,000 a	143,878
232	AQMD	135,661	10,000	-	-	-	145,661
233	Traffic Impact	1,390,526	27,000	-	-	-	1,417,526
234	Pipeline Removal	2,096,160	5,000	-	-	-	2,101,160
235	MTA-STP	-	-	-	-	-	-
236	Measure R	-	120,000	120,000	-	-	-
237	Measure M	-	160,000	-	-	160,000 a	-
260	Lighting & Landscape District	115,029	61,000	56,000	-	-	120,029
270	UASI Grant	-	96,000	96,000	-	-	-
271	Asset Seizure - Federal	-	-	-	-	-	-
272	LA Impact	-	-	-	-	-	-
273	Cops Hiring Recovery	-	-	-	-	-	-
274	Asset Seizure - State	195,511	-	-	-	-	195,511
275	State Police Grant	-	-	-	-	-	-
276	Domestic Preparedness	-	-	-	-	-	-
277	Supplemental Law Enforcement	-	100,000	232,200	132,200 b	-	-
278	Homeland Security	-	-	-	-	-	-
550	Water Development	208,804	-	-	-	-	208,804
	<b>Total Special Revenue Funds</b>	<b>19,419,228</b>	<b>1,962,000</b>	<b>1,320,998</b>	<b>132,200</b>	<b>317,000</b>	<b>19,875,430</b>
500	Water Operations	4,797,688	4,311,500	4,504,066	-	-	4,605,122
510	Water Depreciation	2,588,626	-	-	-	800,000	1,788,626
	<b>Total Enterprise Funds</b>	<b>7,386,314</b>	<b>4,311,500</b>	<b>4,504,066</b>	<b>-</b>	<b>800,000</b>	<b>6,393,748</b>
601	Vehicle Replacement Fund	1,685,790	637,470	980,030	-	-	1,343,230
	<b>Total Internal Service Fund</b>	<b>1,685,790</b>	<b>637,470</b>	<b>980,030</b>	<b>-</b>	<b>-</b>	<b>1,343,230</b>
701	Spring Street JPA	430,000	3,000	3,000	-	-	430,000
702	Gateway JPA	-	804,038	640,928	-	-	163,110
	<b>Total Fiduciary Funds</b>	<b>-</b>	<b>804,038</b>	<b>640,928</b>	<b>-</b>	<b>-</b>	<b>163,110</b>
<b>Grand Total</b>		<b>\$ 55,140,177</b>	<b>\$ 28,690,716</b>	<b>\$ 28,383,859</b>	<b>\$ 684,200</b>	<b>\$ 1,484,200</b>	<b>\$ 54,647,033</b>

**ANALYSIS OF GENERAL FUND RESERVES  
PROJECTED FOR JUNE 30, 2018**

RESERVES AT 6/30/2017 - Per adopted budget		
	Economic Uncertainties Reserve	\$ 5,081,972
	Undesignated Fund Balance	8,937,410
	Total Fund Balance June 30, 2011	<u>14,019,382</u>
Add:	Estimated Revenues 2017-18	20,975,708
	Transfers In	392,000
	Total Sources	<u>35,387,090</u>
Less:	Budgeted Appropriations 2017-18	20,937,837
	Transfer out to Capital Improvement Fund	160,000
	Transfer out to Supplemental Law Enforcement Fund	132,200
	Total Uses	<u>21,230,037</u>
	Projected Fund Balance June 30, 2018	<u><u>14,157,053</u></u>
RESERVES BY CATEGORY AT 6/30/2018 - Estimated		
	Economic Uncertainties Reserve	5,081,972
	Undesignated Fund Balance	9,075,081
	Total Fund Balance	\$ <u><u>14,157,053</u></u>

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

1. General Fund estimated revenues plus transfers in exceed budgeted expenditures plus transfers out by \$137,671 with the following details:
  - a. Transfers into the General Fund include increased available resources from Gas Tax revenues to be used for streets maintenance expenditures and repairs (\$392,000).
  - b. Transfers out include contributions to committed reserve funds: Police Radio Reserve (\$50,000), 100<sup>th</sup> Anniversary Reserve (\$10,000) and the General Plan Update Reserve (\$100,000).
  - c. 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.
2. 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.
3. 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.



# 2017-2018 REVENUES AND OTHER FINANCING SOURCES

General Fund	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
<b>Operating Revenues</b>					
Property Taxes	1,916,481	1,860,387	1,863,700	1,867,050	1,889,413
Sales Tax	16,904,325	14,809,771	14,633,755	15,355,255	15,194,341
Oil Production Tax	1,092,517	600,000	600,000	600,000	600,000
Other Tax Revenue (TOT, etc.)	900,419	1,095,000	907,229	1,095,000	1,055,000
Licenses & Permits	369,713	421,910	386,228	387,910	398,910
Intergovernmental – Federal, State, County	80,363	36,000	46,615	52,200	52,200
Charges for Service	760,459	765,879	689,207	717,644	731,644
Fines & Penalties	258,352	220,200	195,261	232,200	232,200
Revenue from Use of Money & Property	686,342	755,000	662,858	755,000	797,000
Misc. Revenues	45,821	25,000	2,919	25,000	25,000
Total Operating Revenues	23,014,792	20,589,147	19,987,773	21,087,259	20,975,708
<b>Non-Operating Revenues:</b>					
Transfers In	128,473	645,000	-	175,000	392,000
<b>Total Available Resources</b>	<b>23,143,265</b>	<b>21,234,147</b>	<b>19,987,773</b>	<b>21,262,259</b>	<b>21,367,708</b>
<b>Special Revenue Funds</b>					
CDBG	115,141	56,513	56,513	57,000	57,000
Prop A	210,930	212,264	212,264	206,000	206,000
Prop C	256,697	176,067	176,067	170,000	170,000
Park Development	20,314	368,000	368,000	491,000	491,000
Cable Television	15,242	15,000	15,000	15,000	15,000
Housing Impact	3,947	-	-	-	-
Housing Authority	456,039	40,000	40,000	40,000	40,000
Civic Center Phase 2 Bond	-	-	-	-	-
Gas Tax	264,131	244,048	244,048	244,048	404,000
Traffic Safety	68,720	100,000	100,000	100,000	100,000
AQMD	11,611	10,000	10,000	10,000	10,000
Traffic Impact	183,179	170,000	170,000	27,000	27,000
Pipeline Removal	21,634	5,000	5,000	5,000	5,000
MTA-STP	-	-	-	-	-
Measure R	129,759	132,040	132,040	120,000	120,000
Measure M	-	-	-	-	160,000
Lighting & Landscape District	57,501	58,350	58,350	61,000	61,000
UASI Grant	358,415	120,791	120,791	96,000	96,000
Asset Seizure - Federal	19,075	-	-	-	-
LA Impact	75,232	-	-	-	-
COPS Hiring Recovery	134,239	-	-	-	-
Asset Seizure - State	2,229	-	-	-	-
State Police Grant	25,743	-	-	-	-
Domestic Preparedness	-	-	-	-	-
Supplemental Law Enforcement	216,715	227,200	227,200	232,200	232,200
Homeland Security	-	-	-	-	-
Water Development	10,019	47,787	47,787	447,896	447,896
<b>Total Available Resources</b>	<b>2,656,512</b>	<b>1,983,060</b>	<b>1,983,060</b>	<b>2,322,144</b>	<b>2,642,096</b>

**2017-2018 GENERAL FUND PROGRAM REVENUES**

	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
<b>Tax Revenue</b>					
100-31-101 Secured Property Taxes	522,450	557,000	557,000	568,140	590,503
100-31-102 Unsecured Property Taxes	-	4,000	2,500	4,000	4,000
100-31-103 Prior Year Property Taxes	6,133	5,000	5,000	5,000	5,000
100-31-105 Property Tax Late Fee Revenue	4,748	5,000	5,000	5,000	5,000
100-31-106 Supplemental Roll Taxes	34,546	25,000	30,000	25,000	25,000
100-31-107 Prior Year Supplemental Taxes	1,248	2,000	1,200	2,000	2,000
100-31-108 Homeowner Property Tax Exempti	3,618	3,000	3,000	3,000	3,000
100-31-109 Real Property Transfer Tax	59,250	40,000	40,000	40,000	40,000
100-31-110 Other Property Taxes	191,443	100,000	100,000	100,000	100,000
100-31-200 Sales and Use Tax	15,877,723	18,783,009	17,883,755	19,474,838	18,194,341
100-31-201 Sales Tax in Lieu	4,257,188	-	-	-	-
100-31-210 Contra Sales Tax Agreements	(3,230,586)	(3,973,238)	(3,250,000)	(4,119,583)	(3,000,000)
100-31-310 Franchise Taxes	533,709	700,000	550,000	700,000	700,000
100-31-320 Oil Production Taxes	1,092,517	600,000	600,000	600,000	600,000
100-31-330 Transient Occupancy Taxes	200,941	190,000	190,000	190,000	190,000
100-31-350 Motor Vehicle In-Lieu Tax	4,674	5,000	5,229	5,000	5,000
100-31-360 VLF Property Tax In-Lieu	1,093,045	1,119,387	1,120,000	1,114,910	1,114,910
100-31-370 Business License Taxes	161,095	200,000	162,000	200,000	160,000
<b>Total Tax Revenue</b>	<b>20,813,742</b>	<b>18,365,158</b>	<b>18,004,684</b>	<b>18,917,305</b>	<b>18,738,754</b>
<b>Licenses and Permits</b>					
100-32-100 Business License Renewal Fee	38,159	85,000	90,418	85,000	85,000
100-32-110 Other Permits	1,752	3,400	2,200	3,400	3,400
100-32-631 Oil Operations Permits	147,700	148,000	149,800	148,000	148,000
100-32-632 Building Permits	112,469	78,000	75,000	59,000	70,000
100-32-633 Oil Code Compliance Permit	-	10,000	-	10,000	10,000
100-32-701 Bicycle Licenses	-	10	-	10	10
100-32-721 Alarm System Permit - Police	2,743	2,500	3,810	2,500	2,500
100-32-801 Dog Licenses	13,429	20,000	-	20,000	20,000
100-32-911 Street & Curb Cut Permit - Pub	9,015	20,000	19,000	10,000	10,000
100-32-931 Industrial Waste Permit	44,446	50,000	46,000	40,000	40,000
100-32-932 Public Works Grant Revenue	-	5,000	-	10,000	10,000
<b>Total Licenses and Permits</b>	<b>369,713</b>	<b>421,910</b>	<b>386,228</b>	<b>387,910</b>	<b>398,910</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	31,000	10,000	31,000	31,000
100-33-323 PSAF	2,577	-	1,552	-	-
100-33-700 Police Grants	2,921	-	11,366	-	-
100-33-800 Community Service Grants	-	-	-	16,200	16,200
100-33-900 Public Works Grants	-	5,000	17,988	5,000	5,000
<b>Total Intergovernmental</b>	<b>80,363</b>	<b>36,000</b>	<b>46,615</b>	<b>52,200</b>	<b>52,200</b>
<b>Charges for Services</b>					
100-34-110 Sale of Maps & Publications	1,747	2,000	1,447	2,000	2,000
100-34-111 Successor Agency Reimb for Srv	-	-	-	-	-

**2017-2018 GENERAL FUND PROGRAM REVENUES**

	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
100-34-430 Filing & Cert Fees	1,035	5,000	5,899	500	500
100-34-431 Fees for Services	10	-	-	-	-
100-34-602 Planning Fees	5,242	3,000	4,777	3,000	3,000
100-34-603 Environmental Fees	-	-	-	-	-
100-34-604 Planning Bus. Lic. Review Fee	8,583	4,000	9,418	4,000	4,000
100-34-605 Development Review Processing	43,628	20,000	30,296	20,000	20,000
100-34-631 Energy Fees - Building & Safet	597	700	347	700	700
100-34-632 Plan Check Fees	57,878	67,000	35,000	16,000	20,000
100-34-633 Bldg Inspection Fees 4+ Units	160	340	-	340	340
100-34-634 SMIP Siesmic Fee 5% City Share	63	4	36	4	4
100-34-635 BSC Green Bldg- 10% City Share	79	10	16	10	10
100-34-636 SB 1186 ADA Fee-70% City Share	718	910	1,698	910	910
100-34-721 Booking Fees - Police	1,550	3,000	2,500	4,000	4,000
100-34-722 Vehicle Impound Fees - Police	35,280	50,000	36,000	50,000	50,000
100-34-723 Vehicle Towing Fees - Police	23,900	24,000	20,000	24,000	24,000
100-34-724 DUI Cost Recovery Program	69	1,000	-	1,000	1,000
100-34-725 Misc. Police Department Fees	12,580	15,000	15,854	15,000	15,000
100-34-801 Library Fines & Fees	9,491	8,000	6,062	9,000	9,000
100-34-802 Community Services: Community	9,125	2,415	18,206	2,535	2,535
100-34-803 Community Services: Facility	33,899	20,000	16,007	20,000	20,000
100-34-804 Community Services: Excursion	28,905	24,000	15,057	24,000	24,000
100-34-805 Youth Services	108,916	96,600	103,513	101,430	101,430
100-34-806 Teen Services	8,244	6,300	2,440	6,615	6,615
100-34-807 Other Grants	-	-	-	-	-
100-34-911 Engineering & Inspection Fee	32,583	10,000	38,752	10,000	10,000
100-34-912 Grading Plan Check Fees	8,259	20,000	5,000	20,000	20,000
100-34-913 Miscellaneous Public Works Fee	2,352	1,000	3,370	1,000	1,000
100-34-914 Engineering Development Review	1,508	7,500	2,288	7,500	7,500
100-34-931 NPDES Inspection Fees	-	37,000	225	37,000	37,000
100-34-932 NPDES Trash Fee	99,795	120,000	95,000	120,000	120,000
100-34-933 Recycling Revenues	4,227	7,000	10,000	7,000	7,000
100-34-934 EDCO Host Fees	220,035	210,000	210,000	210,000	220,000
100-34-951 Street Closure Fees	-	100	-	100	100
<b>Total Charges for Services</b>	<b>760,459</b>	<b>765,879</b>	<b>689,207</b>	<b>717,644</b>	<b>731,644</b>
<b>Fines and Penalties</b>					
100-35-100 Court Fines	64,910	65,000	21,111	65,000	65,000
100-35-621 Code Enforcement Fines	4,053	200	-	200	200
100-35-723 Parking Citations - Police	187,650	150,000	150,000	160,000	160,000
100-35-725 False Alarm Fines - Police	1,740	5,000	24,150	7,000	7,000
<b>Total Fines and Penalties</b>	<b>258,352</b>	<b>220,200</b>	<b>195,261</b>	<b>232,200</b>	<b>232,200</b>
<b>Revenue from Money and Property</b>					
100-36-100 Interest Income	102,631	115,000	-	115,000	157,000
100-36-200 Rent Revenue- General Fund	-	-	-	-	-
100-36-400 Royalties	12,404	20,000	7,635	20,000	20,000
100-36-620 Rent Revenue- Successor Agency	571,308	620,000	655,223	620,000	620,000
<b>Total Revenue from Money and Property</b>	<b>686,342</b>	<b>755,000</b>	<b>662,858</b>	<b>755,000</b>	<b>797,000</b>
<b>Miscellaneous Revenue</b>					
100-37-100 Other Revenue	8,694	5,500	2,882	5,500	5,500
100-37-101 Workers Comp Refunds	4,356	5,000	-	5,000	5,000

**2017-2018 GENERAL FUND PROGRAM REVENUES**

	<b>2015-16 Actual</b>	<b>2016-17 Budgeted</b>	<b>2016-17 Estimated</b>	<b>2017-18 Budgeted</b>	<b>2017-18 Adopted</b>
100-37-300 Property/Assets Sales	-	7,000	-	7,000	7,000
100-37-500 Recovery of Mandated Costs	31,890	7,500	-	7,500	7,500
100-37-600 Donations	889	-	62	-	-
100-37-900 Cash – Over or Short	(8)	-	(25)	-	-
<b>Total Miscellaneous Revenue</b>	<b>45,821</b>	<b>25,000</b>	<b>2,919</b>	<b>25,000</b>	<b>25,000</b>
<b>Contributions and Transfers</b>					
<b>Total Revenue</b>	<b>23,014,792</b>	<b>20,589,147</b>	<b>19,987,773</b>	<b>21,087,259</b>	<b>20,975,708</b>
100-39-110 Transfer from Reserves	-	345,000	-	75,000	75,000
100-39-120 Transfer from Special Revenue	128,473	300,000	-	100,000	317,000
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>128,473</b>	<b>645,000</b>	<b>-</b>	<b>175,000</b>	<b>392,000</b>
<b>Total Revenue with Transfers</b>	<b>23,143,265</b>	<b>21,234,147</b>	<b>19,987,773</b>	<b>21,262,259</b>	<b>21,367,708</b>



# **2017-18 GENERAL FUND**

## **OPERATING BUDGET**

*Department Summaries*

*Department Goals*

*Levels of Staffing*

*Department Program Budgets*

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# 2017-2018 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.

## **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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	142,022	155,880	143,694	156,150	156,150
Maintenance and Operations	54,636	62,450	49,955	61,450	67,700
<b>Total Expenditures</b>	<b>196,657</b>	<b>218,330</b>	<b>193,649</b>	<b>217,600</b>	<b>223,850</b>

Departmental Staffing Levels

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

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>City Council</b>					
	100-41-110	Salaries & Wages	61,498	54,560	56,310	54,560	54,560
	100-41-130	Salaries - Overtime PW event s	596	500	1,229	500	500
	100-41-160	Car Allowance	12,000	12,000	11,616	12,000	12,000
	100-41-220	Social Security Contributions	2,015	2,550	2,233	2,550	2,550
	100-41-230	Retirement Contributions	14,567	9,900	10,798	10,060	10,060
	100-41-270	Other Employee Benefits	49,897	73,870	60,281	73,980	73,980
	100-41-280	Wellness Benefit	1,448	2,500	1,228	2,500	2,500
		<b>Total Salaries and Benefits</b>	<b>142,022</b>	<b>155,880</b>	<b>143,694</b>	<b>156,150</b>	<b>156,150</b>
	100-41-310	Dues & Memberships	27,732	30,000 <sup>1</sup>	30,900	30,000	35,000
	100-41-321	Council Development - Wilson	5,626 <sup>2</sup>	2,750	1,077	2,750	3,000
	100-41-322	Council Development - Hansen	176	2,750	373	2,750	3,000
	100-41-323	Council Development - Woods	4,384 <sup>3</sup>	2,750	708	2,750	3,000
	100-41-324	Council Development - Forester	2,612	2,750	1,519	2,750	3,000
	100-41-325	Council Development - Copeland	236	2,750	1,582	2,750	3,000
	100-41-330	Meetings	4,811	7,000	3,629	7,000	7,000
	100-41-340	Books & Periodicals	180	200	17	200	200
	100-41-410	Legal Services	-	-	-	-	-
	100-41-511	Telephone	4,326	5,000	6,195	5,000	5,000
	100-41-513	Internet Services	2,664	3,000	2,678	3,000	3,000
	100-41-690	Miscellaneous	677	1,500	521	1,500	1,500
	100-41-740	General Supplies	1,212	1,000	1,009	1,000	1,000
	100-41-840	Capital Outlay	-	1,000	1,083	-	-
		<b>Total Maintenance and Operations</b>	<b>54,636</b>	<b>62,450</b>	<b>51,293</b>	<b>61,450</b>	<b>67,700</b>
<b>41</b>	<b>Total City Council</b>		<b>196,657</b>	<b>218,330</b>	<b>194,987</b>	<b>217,600</b>	<b>223,850</b>

1 Estimated expenditures of \$30,000 are due to an increase in membership fees

2 Includes prior year expenses

3 Includes prior year expenses

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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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	3,784	3,710	4,310	3,710	3,710
Maintenance and Operations	1,561	2,400	1,758	2,400	2,900
<b>Total Expenditures</b>	<b>5,345</b>	<b>6,110</b>	<b>6,068</b>	<b>6,110</b>	<b>6,610</b>

Departmental Staffing Levels

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

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>City Treasurer</b>					
	100-42-110	Salaries & Wages	(29)	-	-	-	-
	100-42-115	Part-time Salaries	3,658	3,600	4,133 <sup>1</sup>	3,600	3,600
	100-42-220	FICA Contributions	49	50	57	50	50
	100-42-225	PARS Contributions	-	-	-	-	-
	100-42-230	Retirement Contributions	47	-	51 <sup>2</sup>	-	-
	100-42-270	Other Employee Benefits	59	60	69	60	60
		<b>Total Salaries and Benefits</b>	<b>3,784</b>	<b>3,710</b>	<b>4,310</b>	<b>3,710</b>	<b>3,710</b>
	100-42-310	Dues & Memberships	-	200	117	200	200
	100-42-320	Travel & Training	751	1,500	1,583	1,500	2,000
	100-42-330	Meetings	645	500	42	500	500
	100-42-740	General Supplies	166	200	17	200	200
		<b>Total Maintenance and Operations</b>	<b>1,561</b>	<b>2,400</b>	<b>1,758</b>	<b>2,400</b>	<b>2,900</b>
<b>42</b>	<b>Total City Treasurer</b>		<b>5,345</b>	<b>6,110</b>	<b>6,068</b>	<b>6,110</b>	<b>6,610</b>

1 Estimate included stipend increase; actual results to be corrected at year-end

2 Treasurer does not have retirement contributions - to be reclassified at year-end

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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 that the City's Conflict of Interest code and records retention schedules are updated biennially along with the destruction of records scheduled for destruction.
3. Continue to compile and document historical photographs of City Council and Commission members.
4. Continue to use video streaming to broadcast City meeting and other City programming.
5. Draft and maintain minutes from City Council meetings.
6. 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	69,658	68,480	69,404	71,720	71,720
Maintenance and Operations	40,713	130,825	75,939	105,825	106,825
<b>Total Expenditures</b>	<b>110,372</b>	<b>199,305</b>	<b>145,343</b>	<b>177,545</b>	<b>178,545</b>

Departmental Staffing Levels

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

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>City Clerk</b>					
	100-43-110	Salaries & Wages - Full-time	44,575	44,590	45,382	44,590	44,590
	100-43-115	Part-time Salaries	3,600	3,600	2,931	3,600	3,600
	100-43-130	Overtime Salaries	426	1,000	1,525	1,000	1,000
	100-43-160	Car Allowance	-	-	462	-	-
	100-43-220	FICA Contributions	3,253	3,470	3,530	3,470	3,470
	100-43-225	PARS Contributions	-	50	4	50	50
	100-43-230	Retirement Contributions	11,001	5,650	7,471	5,960	5,960
	100-43-270	Other Employee Benefits	6,804	10,120	8,099	13,050	13,050
		<b>Total Salaries and Benefits</b>	<b>69,658</b>	<b>68,480</b>	<b>69,404</b>	<b>71,720</b>	<b>71,720</b>
	100-43-310	Dues & Memberships	435	1,125	539	1,125	1,125
	100-43-320	Travel & Training	1,235	1,000	1,230	1,000	2,000
	100-43-330	Meetings	504	500	252	500	500
	100-43-340	Books & Periodicals	278	600	50	600	600
	100-43-400	Contract Services - General	30,614	32,000	22,769	32,000	32,000
	100-43-410	Legal Services	76	20,000	16,392	20,000	20,000
	100-43-420	Professional Services	2,185	2,000	1,778	2,000	2,000
	100-43-460	Elections	316	55,000	64,066	30,000	30,000
	100-43-461	Initiative Expenses	-	10,000	8,716	10,000	10,000
	100-43-560	Repair & Maintenance	-	200	17	200	200
	100-43-631	Public Notices	5,000	8,000	667	8,000	8,000
	100-43-740	General Supplies	70	400	313	400	400
		<b>Total Maintenance and Operations</b>	<b>40,713</b>	<b>130,825</b>	<b>116,787</b>	<b>105,825</b>	<b>106,825</b>
<b>43</b>	<b>Total City Clerk</b>		<b>110,372</b>	<b>199,305</b>	<b>186,191</b>	<b>177,545</b>	<b>178,545</b>

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# 2017-18 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 oversee all program activities for the City including legislative, and communication programs. Personnel administers human resources services for the City, including recruitment, classification, negotiations, benefits, general training, employee development, and workers compensation. Personnel also provides staffing for the Civil Service Commission. Economic Development is responsible for business attraction and retention.

**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 its economic development activities.
9. Provide affordable housing opportunities to residents of the community.

## **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. Directs 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 dog park.
8. Represent City at various Council of Government, League of California Cities, and other regional forums.
9. Coordinate implementation of Strategic Plan.
10. Monitor and apply for grants where eligible.
11. Complete labor negotiations with the Signal Hill Employees' Association and Signal Hill Police Officers' Association.
12. Oversee completion of Parks and Recreation Needs Assessment and Parks Master Plan.
13. Respond to Council/Citizen requests.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	743,853	708,080	679,313	810,020	810,020
Maintenance and Operations	632,049	732,150	845,039	552,850	1,053,350
<b>Total Expenditures</b>	<b>1,375,902</b>	<b>1,440,230</b>	<b>1,524,352</b>	<b>1,362,870</b>	<b>1,863,370</b>

## Departmental Staffing Levels

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

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Executive Administration</b>					
	100-44-110	Salaries & Wages - Full-time	321,435	302,080	304,121	352,300	352,300
	100-44-115	Part-time Salaries	-	-	-	-	-
	100-44-130	Overtime Salaries	497	500	1,738	500	500
	100-44-160	Car Allowance	5,141	6,240	5,864	6,240	6,240
	100-44-220	FICA Contributions	18,660	18,580	17,687	18,580	18,580
	100-44-225	PARS Contributions	-	-	-	-	-
	100-44-230	Retirement Contributions	76,655	41,480	51,985	46,270	46,270
	100-44-270	Other Employee Benefits	25,812	53,240	37,087	59,900	59,900
	100-44-280	Wellness Benefit	762	1,140	504	1,140	1,140
		<b>Total Salaries and Benefits</b>	<b>448,962</b>	<b>423,260</b>	<b>418,987</b>	<b>484,930</b>	<b>484,930</b>
	100-44-310	Dues & Memberships	2,809	2,300	2,315	2,300	2,300
	100-44-320	Travel & Training	1,556	-	-	-	-
	100-44-330	Meetings	3,782	7,200	4,895	7,200	7,200
	100-44-340	Books & Periodicals	893	600	289	600	600
	100-44-400	Contract Services - General	25,668	5,000	7,824	5,000	5,000
	100-44-410	Legal Services	117,241	115,000	169,671	115,000	115,000
	100-44-450	Contract Professional Labor	-	-	-	-	-
	100-44-511	Telephone	979	900	253	900	900
	100-44-540	Vehicle Maintenance	-	150	291	150	150
	100-44-545	Small Equipment Maintenance	211	250	21	250	250
	100-44-590	Fleet Provision Charge	15,000	15,000	16,250	15,000	15,000
	100-44-630	Media Services	9,422	15,000	11,865	15,000	15,000
	100-44-631	Public Notices	-	-	-	-	-
	100-44-740	General Supplies	914	500	842	500	500
	100-44-750	Gasoline, Oil, & Tires	258	1,500	321	1,500	1,500
	100-44-840	Capital Outlay	-	5,000	417	-	-
		<b>Total Maintenance and Operations</b>	<b>178,732</b>	<b>168,400</b>	<b>215,253</b>	<b>163,400</b>	<b>163,400</b>
<b>44</b>		<b>Total Executive Administration</b>	<b>627,693</b>	<b>591,660</b>	<b>634,240</b>	<b>648,330</b>	<b>648,330</b>

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

### **Program Description:**

Program Administration oversees the City's legislative efforts in Washington, D.C. and Sacramento. Program Administration also provides programming for the City's Cable TV channel as well as the development and publication of City Views.

### **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. Develop and publish City Views newsletter three times annually: Fall, Winter, Summer. Distribute newsletter to Signal Hill residents.
4. Establish Communications Specialist position.
5. Update City website.

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## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Program Administration</b>					
	100-45-110	Salaries & Wages - Full-time	77,223	78,830	86,434	98,560	98,560
	100-45-130	Overtime Salaries	142	200	513	200	200
	100-45-160	Car Allowance	1,186	1,680	1,483	1,680	1,680
	100-45-220	FICA Contributions	5,098	5,420	5,707	5,910	5,910
	100-45-230	Retirement Contributions	18,434	8,640	11,293	10,130	10,130
	100-45-270	Other Employee Benefits	6,687	14,660	12,269	16,910	16,910
		<b>Total Salaries and Benefits</b>	<b>108,771</b>	<b>109,430</b>	<b>117,699</b>	<b>133,390</b>	<b>133,390</b>
	100-45-310	Dues & Memberships	-	200	17	200	200
	100-45-320	Travel & Training	-	-	-	-	-
	100-45-330	Meetings	-	-	-	-	-
	100-45-340	Books & Periodicals	-	-	-	-	-
	100-45-400	Contract Services - General	69,670	72,000	79,000	72,000	72,000
	100-45-470	Historical Preservation Contra	4,000	150	88	150	150
	100-45-630	Media Services	25,691	44,000	23,117	44,000	44,000
	100-45-632	Newsletter	15,441	30,000	9,105	30,000	30,000
	100-45-740	General Supplies	619	2,000	1,977	2,000	2,000
		<b>Total Maintenance and Operations</b>	<b>115,422</b>	<b>148,350</b>	<b>113,302</b>	<b>148,350</b>	<b>148,350</b>
<b>45</b>	<b>Total Program Administration</b>		<b>224,192</b>	<b>257,780</b>	<b>231,001</b>	<b>281,740</b>	<b>281,740</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, 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. Complete Council, staff, and public information inquiries, benefit changes, and Personnel Action Forms (PAF).
3. Provide staff development and training programs.
4. Provide succession planning and training.
5. Conduct negotiations for Memorandums of Understanding with SHEA and POA.
6. Implement the Human Resources module of the Enterprise Resource Planning (ERP) system.
7. Develop internship program.
8. Develop Student Liaison program.

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Personnel</b>					
	100-46-110	Salaries & Wages - Full-time	106,817	98,940	76,556	98,940	98,940
	100-46-120	Part-time Salaries	-	-	-	-	-
	100-46-130	Overtime Salaries	-	-	13	-	-
	100-46-150	Commission Meetings	2,248	3,000	3,110	3,000	3,000
	100-46-160	Car Allowance	780	960	897	960	960
	100-46-220	FICA Contributions	6,904	10,270	5,657	10,270	10,270
	100-46-230	Retirement Contributions	25,407	10,190	9,247	11,640	11,640
	100-46-270	Other Employee Benefits	10,781	19,450	14,754	31,890	31,890
		<b>Total Salaries and Benefits</b>	<b>152,938</b>	<b>142,810</b>	<b>110,234</b>	<b>156,700</b>	<b>156,700</b>
	100-46-310	Dues & Memberships	350	500	42	500	500
	100-46-320	Travel & Training	415	1,500	1,938	3,000	3,000
	100-46-330	Meetings	189	400	33	400	400
	100-46-340	Books & Periodicals	-	-	57	-	-
	100-46-350	Employee Recognition	10,275	19,000	12,149	19,000	19,000
	100-46-360	Education / General Employee T	967	32,500	5,050	7,500	7,500
	100-46-370	Safety Training	1,991	4,000	2,221	4,000	4,000
	100-46-400	Contract Services - General	35,919	75,500	60,481	25,500	25,500
	100-46-410	Legal Services	101,752	60,000	44,489	60,000	60,000
	100-46-425	Medical Services	14,058	10,000	7,341	10,000	10,000
	100-46-630	Media Services	4,077	4,000	3,962	4,000	4,000
	100-46-631	Software Purchases	3,600	3,600	300	3,600	3,600
	100-46-721	Special Department Supplies	1,104	3,000	1,618	3,000	3,000
	100-46-740	General Supplies	412	1,400	875	600	1,100
		<b>Total Maintenance and Operations</b>	<b>175,110</b>	<b>215,400</b>	<b>140,559</b>	<b>141,100</b>	<b>141,600</b>
<b>46</b>	<b>Total Personnel</b>		<b>328,048</b>	<b>358,210</b>	<b>250,792</b>	<b>297,800</b>	<b>298,300</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 maintain current businesses.

### **Objectives:**

1. Assist the Signal Hill Auto Center with its expansion efforts as well as finding additional storage space.
2. Monitor sales tax generated in Signal Hill and top 25-sales tax producers.
3. Assist with the sale of former redevelopment properties and site assessments.
4. Assist in the planning efforts for the development of retail outlets, commercial outlets, and hotels on former RDA properties.
5. Work to attract new businesses to the City by attending and participating in ICSC regional and national events.
6. Manage the Disposition and Development Agreement for the new Mazda dealership.
7. Work with Timmons Subaru on a Disposition and Development Agreement for purchase and development of former RDA properties.
8. Work with Signal Hill Petroleum on the development of the Heritage Square mixed use development project.

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Economic Development</b>					
	100-47-110	Salaries & Wages - Full-time	23,968	23,110	23,344	23,110	23,110
	100-47-160	Car Allowance	577	600	604	600	600
	100-47-220	Social Security Contributions	1,187	1,080	985	1,080	1,080
	100-47-230	Retirement Contributions	5,851	4,200	5,371	4,540	4,540
	100-47-270	Other Employee Benefits	1,600	3,590	2,090	5,670	5,670
		<b>Total Salaries and Benefits</b>	<b>33,183</b>	<b>32,580</b>	<b>32,394</b>	<b>35,000</b>	<b>35,000</b>
	100-47-310	Dues & Memberships	-	-	-	-	-
	100-47-320	Travel & Training	-	-	449	-	-
	100-47-330	Meetings	520	-	-	-	-
	100-47-340	Books & Periodicals	-	-	-	-	-
	100-47-400	Contract Services - General	39,029	100,000	8,333	50,000	50,000
	100-47-410	Attorney Services	5,301	100,000	8,333	50,000	50,000
	100-47-551	Rental of Land & Buildings Exp	117,936	-	471,743	-	500,000
	100-47-630	Media Services	-	-	-	-	-
	100-47-740	General Supplies	-	-	7	-	-
		<b>Total Maintenance and Operations</b>	<b>162,786</b>	<b>200,000</b>	<b>488,865</b>	<b>100,000</b>	<b>600,000</b>
<b>47</b>		<b>Total Economic Development</b>	<b>195,968</b>	<b>232,580</b>	<b>521,259</b>	<b>135,000</b>	<b>635,000</b>

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# **2017-18 OPERATING BUDGET**

## **FINANCE AND 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 strong internal controls in line with City policies and assures compliance with established accounting standards. Responsibilities include the handling of cash receipts, the disbursement of all monies, and recording of all transactions, preparation of payroll, preparation and maintenance and development of the budget, the general ledgers, financial reporting, risk management, debt service, and safeguarding the City fiscal assets. 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 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	507,503	717,170	530,866	792,770	792,770
Maintenance and Operations	1,853,318	1,824,935	1,813,898	1,777,935	1,777,935
<b>Total Expenditures</b>	<b>2,360,821</b>	<b>2,542,105</b>	<b>2,344,765</b>	<b>2,570,705</b>	<b>2,570,705</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Director	1	1	1	1	1
Deputy Director	-	1	1	-	-
Accounting Manager	1	1	1	1	1
Accountant	1	1	1	1	1
Senior Account Specialist	1	1	1	1	1
Account Specialist II	1	1	1	1	1
Account Specialist	1	1	1	1	1
Account Specialist	1	1	1	1	1
<b>Total Positions:</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>

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

General Support Services provides centralized stores, printing, telecommunications, and risk management. It is 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.

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Non-Departmental</b>					
	100-51-110	Salaries & Wages - Full-time	2	-	-	-	-
	100-51-220	FICA Contributions	-	-	-	-	-
	100-51-230	Retirement Contributions	191	-	(262)	-	-
	100-51-270	Other Employee Benefits	(440)	-	-	-	-
		<b>Total Salaries and Benefits</b>	<b>(246)</b>	<b>-</b>	<b>(262)</b>	<b>-</b>	<b>-</b>
	100-51-290	Retiree Medical Benefit	697,696	715,000	662,237	715,000	715,000
	100-51-295	OPEB Trust - City Portion	33,286	75,000	6,250	75,000	75,000
	100-51-320	Travel & Training	213	-	-	-	-
	100-51-400	Contract Services - General	5,681	4,080	5,962	4,080	4,080
	100-51-435	Banking Services	9,144	11,000	43,909	11,000	11,000
	100-51-511	Telephone/Internet	34,957	50,000	35,188	50,000	50,000
	100-51-545	Small Equipment Maintenance	2,077	700	2,249	700	700
	100-51-552	Rental/Lease of Equipment	44,088	30,000	31,799	30,000	30,000
	100-51-610	Insurance	256,915	365,000	768,258	375,000	375,000
	100-51-690	Reserved for Emergencies	-	-	7,304	-	-
	100-51-710	Office Supplies	19,901	22,000	14,370	24,000	24,000
	100-51-720	Postage	35,384	35,000	22,292	35,000	35,000
	100-51-900	Miscellaneous	28,186	100,000	100,125	100,000	100,000
	100-51-910	Payments to Other Agencies	9,718	20,000	27,329	20,000	20,000
		<b>Total Maintenance and Operations</b>	<b>1,177,246</b>	<b>1,427,780</b>	<b>1,727,272</b>	<b>1,439,780</b>	<b>1,439,780</b>
<b>51</b>	<b>Total Non-Departmental</b>		<b>1,176,999</b>	<b>1,427,780</b>	<b>1,727,010</b>	<b>1,439,780</b>	<b>1,439,780</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 in support of the City's operational needs and strategic plan. This division administers the operations of the City's centralized computer and PC network. 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.

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>IT/Technology</b>					
	100-52-310	Dues & Memberships	-	-	-	-	-
	100-52-320	Travel & Training	-	1,000	667	1,000	1,000
	100-52-330	Meetings	2,400	5,000	417	5,000	5,000
	100-52-440	Technology Technical Services	130,227	96,000	88,768	96,000	96,000
	100-52-560	Repair & Maintenance Services	-	1,500	125	1,500	1,500
	100-52-570	Software Licensing & Support	42,111	54,000	33,996	54,000	54,000
	100-52-721	Special Department Supplies	2,337	2,000	167	2,000	2,000
	100-52-725	Software Purchases	622	8,000	667	8,000	8,000
	100-52-740	General Supplies	408	5,000	1,809	5,000	5,000
	100-52-840	Capital Outlay	91,786	18,000	86,853	6,000	6,000
		<b>Total Maintenance and Operations</b>	<b>269,890</b>	<b>190,500</b>	<b>213,467</b>	<b>178,500</b>	<b>178,500</b>
<b>52</b>		<b>Total IT/Technology</b>	<b>269,890</b>	<b>190,500</b>	<b>213,467</b>	<b>178,500</b>	<b>178,500</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. Accounts Receivable, accounts payable, business licensing, financial reporting, and budgeting for the City is part of this program.

The Administration of Finance 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. Obtain a Certificate of Achievement Award for the City's Comprehensive Annual Financial Report (CAFR) to meet the Government Finance Officers Association (GFOA) criteria for excellence in financial reporting.
2. Timely processing of invoices for payment.
3. Develop City's Annual Operating and Capital Budgets.
4. Complete a year-end Preliminary and Carryover Report and a 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 Redevelopment Agency's bonded debt in a timely manner.
7. Implement new pronouncements from the Governmental Accounting Standards Board (GASB) as appropriate.

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Finance</b>					
	100-53-110	Salaries & Wages - Full-time	351,301	500,370	378,341	500,370	500,370
	100-53-120	Part-time Salaries	-	22,000	13,981	22,000	22,000
	100-53-130	Overtime Salaries	1,769	1,000	531	1,000	1,000
	100-53-160	Car Allowance	3,348	3,350	2,726	3,350	3,350
	100-53-220	FICA Contributions	24,066	34,810	26,412	34,810	34,810
	100-53-225	PARS Contributions	-	-	-	-	-
	100-53-230	Retirement Contributions	85,392	63,720	54,638	68,690	68,690
	100-53-270	Other Employee Benefits	41,123	90,920	54,146	161,550	161,550
	100-53-280	Wellness Benefit	750	1,000	552	1,000	1,000
		<b>Total Salaries and Benefits</b>	<b>507,750</b>	<b>717,170</b>	<b>531,328</b>	<b>792,770</b>	<b>792,770</b>
	100-53-310	Dues & Memberships	995	1,200	590	1,200	1,200
	100-53-320	Travel & Training	3,253	6,000	14,165	4,000	4,000
	100-53-330	Meetings	353	700	139	700	700
	100-53-340	Books & Periodicals	614	100	770	100	100
	100-53-420	Professional Services	63,383	30,000	72,024	30,000	30,000
	100-53-430	Audit Services	63,725	50,000	47,400	50,000	50,000
	100-53-450	Contract Professional Labor	225,333	70,000	120,675	25,000	25,000
	100-53-540	Vehicle Maintenance	-	25	2	25	25
	100-53-560	Repair & Maintenance Services	772	300	252	300	300
	100-53-590	Fleet Provision Charge	43,980	43,980	47,645	43,980	43,980
	100-53-740	General Supplies	3,697	4,000	4,918	4,000	4,000
	100-53-750	Gasoline, Oil, Tires	78	350	96	350	350
		<b>Total Maintenance and Operations</b>	<b>406,182</b>	<b>206,655</b>	<b>308,676</b>	<b>159,655</b>	<b>159,655</b>
<b>53</b>	<b>Total Finance</b>		<b>913,932</b>	<b>923,825</b>	<b>840,004</b>	<b>952,425</b>	<b>952,425</b>

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# 2017-2018 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	553,320	612,910	504,963	687,200	687,200
Maintenance and Operations	237,063	284,550	141,948	240,450	245,450
<b>Total Expenditures</b>	<b>790,383</b>	<b>897,460</b>	<b>646,912</b>	<b>927,650</b>	<b>932,650</b>

## Departmental Staffing Levels

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

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Planning Services</b>					
	100-61-110	Salaries & Wages - Full-time	203,409	172,700	192,132	172,700	172,700
	100-61-115	Part-time Salaries	-	-	-	-	-
	100-61-130	Overtime Salaries	228	1,500	640	1,500	1,500
	100-61-150	Commission Meetings	7,048	8,800	8,318	8,800	8,800
	100-61-160	Car Allowance	2,160	2,160	2,174	2,160	2,160
	100-61-220	FICA Contributions	13,886	14,000	13,370	14,000	14,000
	100-61-230	Retirement Contributions	49,442	23,760	30,781	26,090	26,090
	100-61-270	Other Employee Benefits	14,580	56,870	18,206	76,630	76,630
	100-61-280	Wellness Benefit	500	500	542	500	500
		<b>Total Salaries and Benefits</b>	<b>291,253</b>	<b>280,290</b>	<b>266,163</b>	<b>302,380</b>	<b>302,380</b>
	100-61-310	Dues & Memberships	485	700	58	700	700
	100-61-315	LAFCO Charge	-	900	851	900	900
	100-61-320	Travel & Training	395	500	267	500	500
	100-61-330	Meetings	3,559	2,400	990	2,400	2,400
	100-61-340	Books & Periodicals	502	550	559	550	550
	100-61-400	Contract Services - General	-	4,000	708	4,000	4,000
	100-61-410	Legal Services	34,650	29,000	12,725	21,000	21,000
	100-61-540	Vehicle Maintenance	16	100	8	100	100
	100-61-590	Fleet Provision Charge	2,950	2,950	3,196	2,950	2,950
	100-61-630	Media Services	3,483	4,000	1,623	4,000	4,000
	100-61-740	General Supplies	1,853	3,000	1,524	3,000	3,500
	100-61-750	Gasoline, Oil & Tires	84	500	88	500	500
		<b>Total Maintenance and Operations</b>	<b>47,977</b>	<b>48,600</b>	<b>22,597</b>	<b>40,600</b>	<b>41,100</b>
<b>61</b>	<b>Total Planning Services</b>		<b>339,230</b>	<b>328,890</b>	<b>288,761</b>	<b>342,980</b>	<b>343,480</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.

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Neighborhood Enhancements</b>					
	100-62-110	Salaries & Wages - Full-time	68,020	56,700	62,632	56,700	56,700
	100-62-130	Overtime Salaries	152	500	385	500	500
	100-62-160	Car Allowance	180	1,080	256	1,080	1,080
	100-62-220	FICA Contributions	4,935	4,500	4,740	4,500	4,500
	100-62-230	Retirement Contributions	16,197	7,170	6,017	10,340	10,340
	100-62-270	Other Employee Benefits	4,847	19,100	5,907	22,450	22,450
		<b>Total Salaries and Benefits</b>	<b>94,331</b>	<b>89,050</b>	<b>79,937</b>	<b>95,570</b>	<b>95,570</b>
	100-62-310	Dues & Memberships	85	100	93	100	100
	100-62-320	Travel & Training	155	350	29	350	350
	100-62-330	Meetings	353	1,100	204	1,100	1,100
	100-62-340	Books & Periodicals	-	100	8	100	100
	100-62-400	Contract Services - General	500	2,000	167	2,000	2,000
	100-62-410	Legal Services	13,561	12,500	1,369	12,500	12,500
	100-62-590	Fleet Provision Charge	2,050	2,050	2,221	2,050	2,050
	100-62-740	General Supplies	1,473	2,000	1,374	2,000	2,000
	100-62-750	Gasoline, Oil, & Tires	263	400	132	400	400
		<b>Total Maintenance and Operations</b>	<b>18,440</b>	<b>20,600</b>	<b>5,597</b>	<b>20,600</b>	<b>20,600</b>
<b>62</b>		<b>Total Neighborhood Enhancements</b>	<b>112,771</b>	<b>109,650</b>	<b>85,534</b>	<b>116,170</b>	<b>116,170</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.



## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Building Safety</b>					
	100-63-110	Salaries & Wages - Full-time	45,184	97,530	47,327	128,590	128,590
	100-63-130	Overtime Salaries	51	5,000	531	5,000	5,000
	100-63-160	Car Allowance	360	360	362	360	360
	100-63-220	FICA Contributions	3,153	7,250	3,385	9,530	9,530
	100-63-230	Retirement Contributions	10,887	8,100	6,114	10,250	10,250
	100-63-270	Other Employee Benefits	3,776	25,990	5,439	27,870	27,870
	100-63-280	Wellness Benefit	-	-	-	-	-
		<b>Total Salaries and Benefits</b>	<b>63,411</b>	<b>144,230</b>	<b>63,159</b>	<b>181,600</b>	<b>181,600</b>
	100-63-310	Dues & Memberships	545	700	58	700	700
	100-63-320	Travel & Training	-	800	457	800	800
	100-63-340	Books & Periodicals	1,501	1,600	1,664	500	500
	100-63-400	Contract Services - General	87,879	100,000	75,745	100,000	100,000
	100-63-410	Legal Services	968	3,000	269	3,000	3,000
	100-63-421	Plan Check Professional Servic	39,233	45,000	15,636	10,000	14,500
	100-63-422	Building Code Enforcement	7,259	15,000	4,014	15,000	15,000
	100-63-540	Vehicle Maintenance	64	150	13	150	150
	100-63-590	Fleet Provision Charge	7,050	7,050	7,638	7,050	7,050
	100-63-620	Communications	-	600	50	600	600
	100-63-740	General Supplies	982	1,000	1,251	1,000	1,000
	100-63-750	Gasoline, Oil, & Tires	958	1,500	485	1,500	1,500
		<b>Total Maintenance and Operations</b>	<b>146,438</b>	<b>176,400</b>	<b>107,279</b>	<b>140,300</b>	<b>144,800</b>
<b>63</b>		<b>Total Building Safety</b>	<b>209,849</b>	<b>320,630</b>	<b>170,438</b>	<b>321,900</b>	<b>326,400</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.

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Oil Field Services</b>					
	100-64-110	Salaries & Wages - Full-time	74,872	63,500	70,989	63,500	63,500
	100-64-130	Overtime Salaries	76	100	180	100	100
	100-64-160	Car Allowance	900	540	876	540	540
	100-64-220	FICA Contributions	5,053	4,480	4,807	4,480	4,480
	100-64-230	Retirement Contributions	18,272	10,730	12,322	10,730	10,730
	100-64-270	Other Employee Benefits	5,153	19,990	6,531	28,300	28,300
		<b>Total Salaries and Benefits</b>	<b>104,325</b>	<b>99,340</b>	<b>95,704</b>	<b>107,650</b>	<b>107,650</b>
	100-64-320	Travel & Training	-	500	42	500	500
	100-64-330	Meetings	-	100	8	100	100
	100-64-340	Books & Periodicals	-	200	17	200	200
	100-64-400	Contract Services - General	17,101	30,000	8,236	30,000	30,000
	100-64-410	Legal Services	4,151	5,000	417	5,000	5,000
	100-64-511	Telephone	-	-	-	-	-
	100-64-590	Fleet Provision Charge	2,450	2,450	2,654	2,450	2,450
	100-64-740	General Supplies	185	200	17	200	200
	100-64-750	Gasoline, Oil, & Tires	320	500	163	500	500
		<b>Total Maintenance and Operations</b>	<b>24,208</b>	<b>38,950</b>	<b>11,554</b>	<b>38,950</b>	<b>38,950</b>
<b>64</b>	<b>Total Oil Field Services</b>		<b>128,533</b>	<b>138,290</b>	<b>107,258</b>	<b>146,600</b>	<b>146,600</b>

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# **2017-18 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	7,379,627	7,578,790	7,399,580	8,033,810	7,917,310
Maintenance and Operations	1,374,354	1,277,420	1,079,056	1,252,420	1,177,420
<b>Total Expenditures</b>	<b>8,753,981</b>	<b>8,856,210</b>	<b>8,478,636</b>	<b>9,286,230</b>	<b>9,094,730</b>

# Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
All Divisions	48	49	49	53	53
<b>Total Positions:</b>	<b>48</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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	16,654	15,950	13,152	15,950	15,950
Maintenance and Operations	62,366	61,900	53,705	61,900	61,900
<b>Total Expenditures</b>	<b>79,020</b>	<b>77,850</b>	<b>66,857</b>	<b>77,850</b>	<b>77,850</b>

Departmental Staffing Levels

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

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Police Community Outreach</b>					
	100-71-110	Salaries & Wages - Full-time	152	-	-	-	-
	100-71-115	Part-time Salaries	-	-	-	-	-
	100-71-130	Overtime Salaries	14,378	14,000	12,328	14,000	14,000
	100-71-220	FICA Contributions	389	350	226	350	350
	100-71-225	PARS Contributions	-	-	-	-	-
	100-71-230	Retirement Contributions	27	-	-	-	-
	100-71-270	Other Employee Benefits	1,708	1,600	598	1,600	1,600
		<b>Total Salaries and Benefits</b>	<b>16,654</b>	<b>15,950</b>	<b>13,152</b>	<b>15,950</b>	<b>15,950</b>
	100-71-320	Travel & Training	807	500	42	500	500
	100-71-330	Meetings	3,620	3,100	2,803	3,100	3,100
	100-71-400	Contract Services - General	31,096	30,000	30,443	30,000	30,000
	100-71-450	Contract Professional Labor	-	-	-	-	-
	100-71-540	Vehicle Maintenance	-	300	25	300	300
	100-71-590	Fleet Provision Charge	16,000	16,000	17,333	16,000	16,000
	100-71-730	Uniform Equipment & Supplies	1,660	2,000	760	2,000	2,000
	100-71-740	General Supplies	7,539	6,000	5,576	6,000	6,000
	100-71-750	Gasoline, Oil, & Tires	1,644	4,000	1,122	4,000	4,000
		<b>Total Maintenance and Operations</b>	<b>62,366</b>	<b>61,900</b>	<b>58,103</b>	<b>61,900</b>	<b>61,900</b>
<b>71</b>		<b>Total Police Community Outreach</b>	<b>79,020</b>	<b>77,850</b>	<b>71,255</b>	<b>77,850</b>	<b>77,850</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. Participate in Regional Traffic Safety Grants.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	4,320,910	4,383,140	4,326,392	4,575,650	4,459,150
Maintenance and Operations	509,595	413,550	411,364	413,550	413,550
<b>Total Expenditures</b>	<b>4,830,504</b>	<b>4,796,690</b>	<b>4,737,756</b>	<b>4,989,200</b>	<b>4,872,700</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Police Sergeant	4	4	4	4	4
Senior Police Officer	4	4	4	4	4
Police Officer	16	15	15	16	16
Police Traffic Officer	2	2	2	2	2
Police Recruit Officer	-	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>28.7</b>	<b>28.7</b>

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Patrol Services</b>					
	100-72-110	Salaries & Wages - Full-time	2,529,593	2,517,170	2,449,552	2,517,170	2,517,170
	100-72-115	Part-time Salaries	15,061	15,660	15,436	15,660	15,660
	100-72-120	Temporary Employee Salaries	-	-	-	-	-
	100-72-130	Overtime Salaries	350,116	102,000	318,616	102,000	102,000
	100-72-140	Special Functions Salaries	125,081	316,500	145,867	316,500	200,000
	100-72-170	Uniform Allowance	23,048	26,830	14,723	26,830	26,830
	100-72-220	FICA Contributions	57,750	36,890	45,162	36,890	36,890
	100-72-225	PARS Contributions	-	-	-	-	-
	100-72-230	Retirement Contributions	848,038	767,490	896,133	888,810	888,810
	100-72-270	Other Employee Benefits	372,222	600,600	440,902	671,790	671,790
		<b>Total Salaries and Benefits</b>	<b>4,320,910</b>	<b>4,383,140</b>	<b>4,326,392</b>	<b>4,575,650</b>	<b>4,459,150</b>
	100-72-310	Dues & Memberships	1,350	500	42	500	500
	100-72-320	Travel & Training	23,875	28,000	19,075	28,000	28,000
	100-72-330	Meetings	60	200	400	200	200
	100-72-340	Books & Periodicals	329	450	38	450	450
	100-72-400	Contract Services - General	58,177	61,400	59,256	61,400	61,400
	100-72-420	Professional Services	-	-	-	-	-
	100-72-511	Telephone	5,698	5,500	3,504	5,500	5,500
	100-72-540	Vehicle Maintenance	1,032	3,600	985	3,600	3,600
	100-72-590	Fleet Provision Charge	202,000	202,000	218,833	202,000	202,000
	100-72-721	Special Department Supplies	20,509	15,000	28,051	15,000	15,000
	100-72-730	Uniforms	44,690	12,000	10,163	12,000	12,000
	100-72-740	General Supplies	15,999	14,900	19,606	14,900	14,900
	100-72-750	Gasoline, Oil, & Tires	54,180	70,000	52,823	70,000	70,000
	100-72-840	Capital Outlay	90,962	-	8,351	-	-
		<b>Total Maintenance and Operations</b>	<b>509,595</b>	<b>413,550</b>	<b>421,126</b>	<b>413,550</b>	<b>413,550</b>
<b>72</b>	<b>Total Patrol Services</b>		<b>4,830,504</b>	<b>4,796,690</b>	<b>4,747,519</b>	<b>4,989,200</b>	<b>4,872,700</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. Maintain a 15% clearance rate of reported burglary offenses.
2. Maintain a 75% clearance rate of all Part I crimes against persons.
3. Maintain a 90% filing rate of cases submitted to the District Attorney's office.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	744,165	1,010,690	948,753	1,176,870	1,176,870
Maintenance and Operations	56,841	60,000	47,976	60,000	60,000
<b>Total Expenditures</b>	<b>801,006</b>	<b>1,070,690</b>	<b>996,729</b>	<b>1,236,870</b>	<b>1,236,870</b>

## Departmental Staffing Levels

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

# 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Investigative Services</b>					
	100-73-110	Salaries & Wages - Full-time	431,474	597,760	496,812	597,760	597,760
	100-73-115	Part-time Salaries	-	-	-	-	-
	100-73-130	Overtime Salaries	88,623	50,000	94,332	50,000	50,000
	100-73-140	Special Functions Salaries	3,176	11,000	5,191	11,000	11,000
	100-73-170	Uniform Allowance	2,313	2,780	1,619	2,780	2,780
	100-73-220	FICA Contributions	11,758	12,540	12,733	12,540	12,540
	100-73-225	PARS Contributions	-	-	-	-	-
	100-73-230	Retirement Contributions	143,695	179,390	246,181	251,160	251,160
	100-73-270	Other Employee Benefits	63,127	157,220	91,885	251,630	251,630
		<b>Total Salaries and Benefits</b>	<b>744,165</b>	<b>1,010,690</b>	<b>948,753</b>	<b>1,176,870</b>	<b>1,176,870</b>
	100-73-310	Dues & Memberships	170	400	83	400	400
	100-73-320	Travel & Training	3,723	6,000	3,922	6,000	6,000
	100-73-330	Meetings	-	200	17	200	200
	100-73-340	Books & Periodicals	-	-	-	-	-
	100-73-400	Contract Services - General	17,289	16,150	11,305	16,150	16,150
	100-73-511	Telephone	1,944	2,400	1,185	2,400	2,400
	100-73-540	Vehicle Maintenance	-	500	118	500	500
	100-73-590	Fleet Provision Charge	21,150	21,150	22,913	21,150	21,150
	100-73-721	Special Department Supplies	2,485	1,000	83	1,000	1,000
	100-73-730	Uniforms	-	350	408	350	350
	100-73-740	General Supplies	4,589	7,850	5,210	7,850	7,850
	100-73-750	Gasoline, Oil, & Tires	5,492	4,000	3,112	4,000	4,000
		<b>Total Maintenance and Operations</b>	<b>56,841</b>	<b>60,000</b>	<b>48,355</b>	<b>60,000</b>	<b>60,000</b>
<b>73</b>		<b>Total Investigative Services</b>	<b>801,006</b>	<b>1,070,690</b>	<b>997,108</b>	<b>1,236,870</b>	<b>1,236,870</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. Continue to meet 95% 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	1,213,821	1,184,690	1,201,143	1,241,600	1,241,600
Maintenance and Operations	588,026	531,420	427,749	531,420	456,420
<b>Total Expenditures</b>	<b>1,801,847</b>	<b>1,716,110</b>	<b>1,628,892</b>	<b>1,773,020</b>	<b>1,698,020</b>

## Departmental Staffing Levels

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

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Police Support Services</b>					
	100-74-110	Salaries & Wages - Full-time	820,681	748,730	741,410	748,730	748,730
	100-74-115	Part-time Salaries	-	-	-	-	-
	100-74-130	Overtime Salaries	3,054	4,300	1,653	4,300	4,300
	100-74-140	Special Functions Salaries	186	3,000	1,122	3,000	3,000
	100-74-170	Uniform Allowance	3,238	3,240	1,889	3,240	3,240
	100-74-220	FICA Contributions	18,497	18,370	21,888	18,370	18,370
	100-74-230	Retirement Contributions	256,689	255,880	305,448	309,230	309,230
	100-74-270	Other Employee Benefits	110,927	149,920	126,699	153,480	153,480
	100-74-280	Wellness Benefit	550	1,250	1,034	1,250	1,250
		<b>Total Salaries and Benefits</b>	<b>1,213,821</b>	<b>1,184,690</b>	<b>1,201,143</b>	<b>1,241,600</b>	<b>1,241,600</b>
	100-74-310	Dues & Memberships	3,021	1,800	1,873	1,800	1,800
	100-74-320	Travel & Training	3,676	6,500	1,854	6,500	6,500
	100-74-330	Meetings	7,369	1,600	1,233	1,600	1,600
	100-74-340	Books & Periodicals	1,400	500	386	500	500
	100-74-400	Contract Services - General	270,495	165,920	134,143	165,920	165,920
	100-74-410	Legal Services	49,116	45,000	48,040	45,000	45,000
	100-74-440	IT Services	11,686	85,000	65,526	85,000	85,000
	100-74-511	Telephone	54,004	46,300	54,732	46,300	46,300
	100-74-540	Vehicle Maintenance	-	800	252	800	800
	100-74-560	Repair & Maintenance Services	37,520	16,000	12,133	16,000	16,000
	100-74-570	Software Licensing & Support	12,363	20,000	31,219	20,000	20,000
	100-74-590	Fleet Provision Charge	43,500	43,500	47,125	43,500	43,500
	100-74-721	Special Department Supplies	678	500	855	500	500
	100-74-740	General Supplies	26,774	16,000	14,603	16,000	16,000
	100-74-750	Gasoline, Oil, & Tires	5,133	7,000	3,704	7,000	7,000
	100-74-840	Capital Outlay	61,292	75,000	27,583	75,000	-
		<b>Total Maintenance and Operations</b>	<b>588,026</b>	<b>531,420</b>	<b>445,261</b>	<b>531,420</b>	<b>456,420</b>
<b>74</b>		<b>Total Police Support Services</b>	<b>1,801,847</b>	<b>1,716,110</b>	<b>1,646,404</b>	<b>1,773,020</b>	<b>1,698,020</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. Continue to dispatch 95% of all emergency calls within one minute of receipt.
2. Continue to 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. Continue to complete 95% of all prisoner identifications within twenty-four hours of bookings.

Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	712,471	611,400	600,344	634,930	634,930
Maintenance and Operations	84,099	123,250	96,243	123,250	123,250
<b>Total Expenditures</b>	<b>796,569</b>	<b>734,650</b>	<b>696,587</b>	<b>758,180</b>	<b>758,180</b>

Departmental Staffing Levels

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

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Police Communications</b>					
	100-75-110	Salaries & Wages - Full-time	423,483	359,800	383,379	379,150	379,150
	100-75-115	Part-time Salaries	-	-	-	-	-
	100-75-130	Overtime Salaries	95,490	70,000	55,869	70,000	70,000
	100-75-140	Special Functions Salaries	6,503	12,400	12,856	12,400	12,400
	100-75-220	FICA Contributions	34,151	27,520	33,783	29,000	29,000
	100-75-225	PARS Contributions	-	-	-	-	-
	100-75-230	Retirement Contributions	108,476	45,940	62,244	47,920	47,920
	100-75-270	Other Employee Benefits	44,367	95,740	52,213	96,460	96,460
		<b>Total Salaries and Benefits</b>	<b>712,471</b>	<b>611,400</b>	<b>600,344</b>	<b>634,930</b>	<b>634,930</b>
	100-75-320	Travel & Training	4,799	3,500	4,586	3,500	3,500
	100-75-330	Meetings	14	150	13	150	150
	100-75-340	Books & Periodicals	-	100	8	100	100
	100-75-400	Contract Services - General	-	3,000	326	3,000	3,000
	100-75-425	Medical Services	-	-	-	-	-
	100-75-440	Technology Technical Services	-	-	-	-	-
	100-75-540	Vehicle Maintenance	-	100	8	100	100
	100-75-552	Rental of Equipment & Vehicles	16,117	15,400	13,698	15,400	15,400
	100-75-560	Repair & Maintenance Services	22,886	29,000	18,160	29,000	29,000
	100-75-570	Software Licensing & Support	18,036	67,000	39,083	67,000	67,000
	100-75-590	Fleet Provision Charge	8,700	8,700	9,425	8,700	8,700
	100-75-595	Communication Inter-Dept Chrg	-	(18,300)	(1,525)	(18,300)	(18,300)
	100-75-600	Communications	-	-	-	-	-
	100-75-721	Special Department Supplies	9,107	8,500	8,652	8,500	8,500
	100-75-730	Uniforms	1,211	2,400	2,088	2,400	2,400
	100-75-740	General Supplies	2,651	3,000	3,236	3,000	3,000
	100-75-750	Gasoline, Oil, & Tires	580	700	768	700	700
		<b>Total Maintenance and Operations</b>	<b>84,099</b>	<b>123,250</b>	<b>98,528</b>	<b>123,250</b>	<b>123,250</b>
<b>75</b>		<b>Total Police Communications</b>	<b>796,569</b>	<b>734,650</b>	<b>698,872</b>	<b>758,180</b>	<b>758,180</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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	331,392	332,720	275,666	348,610	348,610
Maintenance and Operations	57,083	44,250	28,544	44,250	44,250
<b>Total Expenditures</b>	<b>388,475</b>	<b>376,970</b>	<b>304,209</b>	<b>392,860</b>	<b>392,860</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Police Records Supervisor	1	1	1	1	1
Police Records Clerk	2	2	2	2	2
Part-Time Police Aide	1.9	0.5	0.5	0.5	0.5
Part-Time Records Clerk	0.5	0.4	0.4	0.4	0.4
Emergency Operations Coordinator	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>

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Police Records</b>					
	100-76-110	Salaries & Wages - Full-time	166,699	152,800	141,599	152,800	152,800
	100-76-115	Part-time Salaries	68,937	75,700	48,426	75,700	75,700
	100-76-130	Overtime Salaries	14,628	16,000	19,098	16,000	16,000
	100-76-170	Uniform Allowance	-	-	2,250	-	-
	100-76-220	FICA Contributions	14,210	17,500	13,876	17,500	17,500
	100-76-225	PARS Contributions	-	780	65	780	780
	100-76-230	Retirement Contributions	41,629	26,430	17,601	29,950	29,950
	100-76-270	Other Employee Benefits	25,289	43,510	32,750	55,880	55,880
		<b>Total Salaries and Benefits</b>	<b>331,392</b>	<b>332,720</b>	<b>275,666</b>	<b>348,610</b>	<b>348,610</b>
	100-76-310	Dues & Memberships	50	100	58	100	100
	100-76-320	Travel & Training	1,260	1,500	694	1,500	1,500
	100-76-330	Meetings	-	100	8	100	100
	100-76-340	Books & Periodicals	-	100	8	100	100
	100-76-400	Contract Services - General	12,967	8,150	9,168	8,150	8,150
	100-76-420	Professional Services	-	13,000	1,777	13,000	13,000
	100-76-440	Technology Technical Services	31,369	-	-	-	-
	100-76-540	Vehicle Maintenance	-	200	17	200	200
	100-76-570	Software Licensing & Support	-	-	-	-	-
	100-76-590	Fleet Provision Charge	3,050	3,050	3,304	3,050	3,050
	100-76-730	Uniforms	230	1,200	1,281	1,200	1,200
	100-76-740	General Supplies	8,158	9,850	14,109	9,850	9,850
	100-76-750	Gasoline, Oil, & Tires	-	7,000	583	7,000	7,000
		<b>Total Maintenance and Operations</b>	<b>57,083</b>	<b>44,250</b>	<b>31,009</b>	<b>44,250</b>	<b>44,250</b>
<b>76</b>	<b>Total Police Records</b>		<b>388,475</b>	<b>376,970</b>	<b>306,675</b>	<b>392,860</b>	<b>392,860</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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	40,214	40,200	34,130	40,200	40,200
Maintenance and Operations	16,345	43,050	13,475	18,050	18,050
<b>Total Expenditures</b>	<b>56,559</b>	<b>83,250</b>	<b>47,605</b>	<b>58,250</b>	<b>58,250</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Total Positions:	-	-	-	-	-

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Emergency/Disaster Services</b>					
	100-77-115	Part-time Salaries	38,567	38,400	32,686	38,400	38,400
	100-77-120	Salaries - Temporary	-	-	-	-	-
	100-77-130	Overtime Salaries	-	-	-	-	-
	100-77-220	FICA Contributions	523	600	458	600	600
	100-77-225	PARS	-	-	-	-	-
	100-77-230	Retirement Contributions	491	500	432	500	500
	100-77-270	Other Employee Benefits	634	700	554	700	700
		<b>Total Salaries and Benefits</b>	<b>40,214</b>	<b>40,200</b>	<b>34,130</b>	<b>40,200</b>	<b>40,200</b>
	100-77-310	Dues & Memberships	-	650	54	650	650
	100-77-320	Travel & Training	295	6,800	567	6,800	6,800
	100-77-420	Professional Services	-	25,000	2,083	-	-
	100-77-511	Telephone	4,957	4,700	3,635	4,700	4,700
	100-77-740	General Supplies	11,093	5,900	7,174	5,900	5,900
	100-77-840	Capital Outlay	-	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>16,345</b>	<b>43,050</b>	<b>13,513</b>	<b>18,050</b>	<b>18,050</b>
<b>77</b>	<b>Total Emergency/Disaster Services</b>		<b>56,559</b>	<b>83,250</b>	<b>47,643</b>	<b>58,250</b>	<b>58,250</b>

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# 2017-2018 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	1,193,329	1,151,790	1,178,601	1,207,347	1,207,347
Maintenance and Operations	281,126	496,755	314,182	312,255	312,755
<b>Total Expenditures</b>	<b>1,474,455</b>	<b>1,648,545</b>	<b>1,492,783</b>	<b>1,519,602</b>	<b>1,520,102</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
All Divisions	19.5	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>

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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.

**Objectives:**

1. Review library policies and procedures to ensure they are effective and efficient.
2. Continue developing strong working relationships with local schools and libraries.
3. Develop programming for patrons of all ages to promote literacy, reading, job skills development and lifelong learning opportunities.
4. Complete design and construction of new library facility.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	365,322	361,940	347,344	383,060	383,060
Maintenance and Operations	53,920	70,170	60,566	88,170	88,170
<b>Total Expenditures</b>	<b>419,242</b>	<b>432,110</b>	<b>407,910</b>	<b>471,230</b>	<b>471,230</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
City Librarian	1.0	1.0	1.0	1.0	1.0
Library Assistant	1.0	1.0	1.0	1.0	1.0
Part-Time Library Aide	2.7	1.9	1.9	1.9	1.9
Part-Time Library Specialist	0.6	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>

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Library</b>					
	100-81-110	Salaries & Wages - Full-time	203,704	186,870	198,858	186,870	186,870
	100-81-115	Part-time Salaries	65,842	78,420	73,894	78,420	78,420
	100-81-130	Overtime Salaries	1,153	500	42	500	500
	100-81-160	Car Allowance	1,234	1,200	1,197	1,200	1,200
	100-81-220	FICA Contributions	15,859	15,300	16,466	15,300	15,300
	100-81-225	PARS Contributions	-	1,020	85	1,020	1,020
	100-81-230	Retirement Contributions	50,418	19,490	23,836	31,160	31,160
	100-81-270	Other Employee Benefits	27,112	59,140	32,967	68,590	68,590
		<b>Total Salaries and Benefits</b>	<b>365,322</b>	<b>361,940</b>	<b>347,344</b>	<b>383,060</b>	<b>383,060</b>
	100-81-310	Dues & Memberships	2,894	3,245	3,504	3,245	3,245
	100-81-320	Travel & Training	682	800	692	800	800
	100-81-330	Meetings	808	540	200	540	540
	100-81-400	Contract Services - General	-	-	-	18,000	18,000
	100-81-450	Contract Professional Labor	-	-	-	-	-
	100-81-511	Telephone	-	-	629	-	-
	100-81-560	Repair & Maintenance Services	-	500	42	500	500
	100-81-570	Software Licensing & Support	5,222	14,000	14,120	14,000	14,000
	100-81-630	Media Services	1,095	550	542	550	550
	100-81-721	Special Department Supplies	37,959	40,000	40,937	40,000	40,000
	100-81-723	Event/Program Costs	-	5,535	4,192	5,535	5,535
	100-81-740	General Supplies	5,260	5,000	4,122	5,000	5,000
		<b>Total Maintenance and Operations</b>	<b>53,920</b>	<b>70,170</b>	<b>68,980</b>	<b>88,170</b>	<b>88,170</b>
<b>81</b>	<b>Total Library</b>		<b>419,242</b>	<b>432,110</b>	<b>416,324</b>	<b>471,230</b>	<b>471,230</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.

### **Objectives:**

1. Implement and manage a new web based recreation software management system for registrations, reservations, and point of sale.
2. Reduce manual registrations of recreation programs by promoting and providing incentives for online registrations.
3. Promote special events using marketing designs that specifically target Signal Hill residents.
4. Create new recreational and educational opportunities specifically targeted for active adults.
5. Develop a volunteer program and opportunities for youth and adults.
6. Revamp and implement a park patrol that promotes safe, clean, and green parks and facilities.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	441,187	439,810	438,060	462,548	462,548
Maintenance and Operations	146,247	354,635	201,308	152,135	152,635
<b>Total Expenditures</b>	<b>587,434</b>	<b>794,445</b>	<b>639,368</b>	<b>614,683</b>	<b>615,183</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Director	1.0	1.0	1.0	1.0	1.0
Community Services Manager	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Specialist	1.0	1.0	1.0	1.0	1.0
Part-Time Recreation Leaders	2.1	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>

## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Community Services</b>					
	100-82-110	Salaries & Wages - Full-time	269,293	265,150	266,861	265,150	265,150
	100-82-115	Part-time Salaries	33,294	52,000	52,309	52,000	52,000
	100-82-130	Overtime Salaries	5,357	500	6,547	500	500
	100-82-150	Commission Meeting Attendance	3,242	3,000	3,175	3,000	3,000
	100-82-160	Car Allowance	1,234	1,200	1,197	1,200	1,200
	100-82-220	FICA Contributions	20,967	20,480	21,888	20,480	20,480
	100-82-225	PARS Contributions	-	280	23	280	280
	100-82-230	Retirement Contributions	68,372	36,140	37,492	54,280	54,280
	100-82-270	Other Employee Benefits	39,428	60,560	48,292	65,157	65,157
	100-82-280	Wellness Benefit	-	500	277	500	500
		<b>Total Salaries and Benefits</b>	<b>441,187</b>	<b>439,810</b>	<b>438,060</b>	<b>462,548</b>	<b>462,548</b>
	100-82-310	Dues & Memberships	1,090	1,685	1,140	1,685	1,685
	100-82-320	Travel & Training	471	5,350	1,622	5,350	5,350
	100-82-330	Meetings	3,638	600	538	600	600
	100-82-340	Books & Periodicals	326	200	62	200	200
	100-82-390	Donations	10,000	10,000	4,583	10,000	10,000
	100-82-400	Contract Services - General	68,632	273,000	114,966	70,500	70,500
	100-82-511	Telephone	61	-	-	-	-
	100-82-540	Vehicle Maintenance	12	100	10	100	100
	100-82-560	Repair & Maintenance Services	-	500	42	500	500
	100-82-590	Fleet Provision Charge	2,200	2,200	2,383	2,200	2,200
	100-82-630	Media Services	2,787	2,400	2,260	2,400	2,400
	100-82-723	Event/Program Costs	49,104	50,000	78,625	50,000	50,000
	100-82-730	Uniforms	-	1,000	541	1,000	1,000
	100-82-740	General Supplies	7,670	7,500	5,960	7,500	8,000
	100-82-750	Gasoline, Oil, & Tires	256	100	266	100	100
		<b>Total Maintenance and Operations</b>	<b>146,247</b>	<b>354,635</b>	<b>213,000</b>	<b>152,135</b>	<b>152,635</b>
<b>82</b>		<b>Total Community Services</b>	<b>587,434</b>	<b>794,445</b>	<b>651,060</b>	<b>614,683</b>	<b>615,183</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.

### **Objectives:**

1. Provide children and teens access to five fundamental resources:
  - a) a caring adult who they see on a consistent basis in after-school and off-track programs,
  - b) a healthy and nutritious start to life through a free summer meal program, nutritious snacks during child care program, and an opportunity to build a healthy body through quality physical activities,
  - c) opportunities to serve the community through volunteer efforts in special events, and
  - d) a safe places in the community, which provide structured educational and recreational activities.
2. Operate recreation program for after-school and off-track needs for elementary and middle school students.
3. Conduct a twice yearly survey to determine if the program participants' needs are being met.
4. Provide summertime opportunities for youth at two park sites (Signal Hill and Discovery Well).
5. Provide excursions for youth and families throughout the year.
6. Provide Teen Programming for middle school students at Calbrisas / Las Brisas and Signal Hill Park.
7. Liaison to schools (Alvarado and Signal Hill Elementary) to promote youth activities.
8. Provide four youth sport seasons for children ages 5 - 12 years.
9. Continue to pursue grant funding opportunities.
10. Provide scholarships to residents to subsidize excursions and other activities.

## Department Budget Summary

Expenditure Category	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	386,820	350,040	393,197	361,739	361,739
Maintenance and Operations	80,959	71,950	52,309	71,950	71,950
<b>Total Expenditures</b>	<b>467,779</b>	<b>421,990</b>	<b>445,506</b>	<b>433,689</b>	<b>433,689</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Specialist	-	0.8	0.8	0.8	0.8
Part-Time Recreation Leaders	6.1	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>

### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Recreation</b>					
	100-83-110	Salaries & Wages - Full-time	109,984	102,980	93,988	102,980	102,980
	100-83-115	Part-time Salaries	202,400	200,000	223,809	200,000	200,000
	100-83-130	Overtime Salaries	2,419	2,500	2,161	2,500	2,500
	100-83-160	Car Allowance	1,234	1,190	1,196	1,190	1,190
	100-83-220	FICA Contributions	14,415	7,690	14,251	7,690	7,690
	100-83-225	PARS Contributions	-	1,020	85	1,020	1,020
	100-83-230	Retirement Contributions	33,643	12,840	29,444	18,330	18,330
	100-83-270	Other Employee Benefits	22,726	21,570	27,689	27,780	27,780
	100-83-280	Wellness Benefit	-	250	574	250	250
		<b>Total Salaries and Benefits</b>	<b>386,820</b>	<b>350,040</b>	<b>393,197</b>	<b>361,739</b>	<b>361,739</b>
	100-83-310	Dues & Memberships	979	1,000	523	1,000	1,000
	100-83-320	Travel & Training	1,237	3,650	1,105	3,650	3,650
	100-83-330	Meetings	3,043	400	336	400	400
	100-83-340	Books & Periodicals	26	200	17	200	200
	100-83-391	Fee Assistance	-	500	42	500	500
	100-83-400	Contract Services - General	-	-	-	-	-
	100-83-511	Telephone	1,452	700	1,755	700	700
	100-83-540	Vehicle Maintenance	-	600	104	600	600
	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	7,854	7,250	7,250
	100-83-620	Communications	-	2,450	204	2,450	2,450
	100-83-630	Media Services	1,475	500	372	500	500
	100-83-720	Postage	-	-	-	-	-
	100-83-721	Special Department Supplies	2,401	5,000	716	5,000	5,000
	100-83-723	Event/Program Costs	38,359	40,000	34,226	40,000	40,000
	100-83-725	Software Purchases	-	-	-	-	-
	100-83-730	Uniforms	2,759	1,600	1,716	1,600	1,600
	100-83-740	General Supplies	10,469	8,000	5,253	8,000	8,000
	100-83-750	Gasoline, Oil, & Tires	831	100	871	100	100
	100-83-840	Capital Outlay	2,607	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>80,959</b>	<b>71,950</b>	<b>55,093</b>	<b>71,950</b>	<b>71,950</b>
<b>83</b>	<b>Total Recreation</b>		<b>467,779</b>	<b>421,990</b>	<b>448,290</b>	<b>433,689</b>	<b>433,689</b>

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# **2017-18 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, the Library and Community Center. In addition, the Grounds division oversees landscape 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	1,573,292	1,648,570	1,563,054	1,757,910	1,757,910
Maintenance and Operations	2,239,298	3,314,415	2,744,420	2,969,865	2,789,365
<b>Total Expenditures</b>	<b>3,812,590</b>	<b>4,962,985</b>	<b>4,307,473</b>	<b>4,727,775</b>	<b>4,547,275</b>

## Departmental Staffing Levels

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

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**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 2017-18 Capital Improvement Program.
2. Begin construction of new City Library.
3. Complete design and construction of State-funded Los Cerritos Channel Sub-Basin 4 Stormwater Capture Project.
4. Complete design and construction of View Park and Dog 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 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Salaries and Benefits	346,534	375,110	340,309	403,810	403,810
Maintenance and Operations	267,691	344,280	295,981	244,280	244,280
<b>Total Expenditures</b>	<b>614,226</b>	<b>719,390</b>	<b>636,289</b>	<b>648,090</b>	<b>648,090</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Budgeted	2016-17 Projected	2017-18 Budgeted	2017-18 Adopted
Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Management Analyst	1	1	1	1	1
Public Works Inspector	1	1	1	1	1
Senior Engineering Technician	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>

# **2017-2018 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Engineering</b>					
	100-91-110	Salaries & Wages - Full-time	243,744	230,000	248,413	230,000	230,000
	100-91-130	Overtime Salaries	2,027	1,000	2,127	1,000	1,000
	100-91-140	Special Functions Salaries	-	-	-	-	-
	100-91-160	Car Allowance	1,080	1,050	752	1,050	1,050
	100-91-220	FICA Contributions	17,570	17,000	18,061	17,000	17,000
	100-91-230	Retirement Contributions	61,524	62,900	45,086	77,600	77,600
	100-91-270	Other Employee Benefits	19,649	62,660	25,259	76,660	76,660
	100-91-280	Wellness Benefit	941	500	714	500	500
		<b>Total Salaries and Benefits</b>	<b>346,534</b>	<b>375,110</b>	<b>340,413</b>	<b>403,810</b>	<b>403,810</b>
	100-91-310	Dues & Memberships	1,694	1,500	2,063	1,500	1,500
	100-91-320	Travel & Training	856	3,500	470	3,500	3,500
	100-91-330	Meetings	303	3,000	1,496	3,000	3,000
	100-91-340	Books & Periodicals	-	300	25	300	300
	100-91-400	Contract Services - General	12,186	25,000	45,196	25,000	25,000
	100-91-410	Legal Services	26,171	10,000	32,809	10,000	10,000
	100-91-420	Professional Services	-	100,000	59,539	-	-
	100-91-421	Plan Check Services	15,947	20,000	6,463	20,000	20,000
	100-91-423	Engineering Services	173,827	140,000	140,000	140,000	140,000
	100-91-511	Telephone	16,599	14,400	15,774	14,400	14,400
	100-91-540	Vehicle Maintenance	-	100	8	100	100
	100-91-560	Repair & Maintenance Services	2,111	3,500	942	3,500	3,500
	100-91-590	Fleet Provision Charge	14,150	14,150	15,329	14,150	14,150
	100-91-595	Communication Inter-Dept Chrg	-	1,230	103	1,230	1,230
	100-91-630	Media Services	902	2,000	577	2,000	2,000
	100-91-740	General Supplies	2,945	4,000	3,752	4,000	4,000
	100-91-750	Gasoline, Oil, & Tires	-	1,600	133	1,600	1,600
		<b>Total Maintenance and Operations</b>	<b>267,691</b>	<b>344,280</b>	<b>324,678</b>	<b>244,280</b>	<b>244,280</b>
<b>91</b>	<b>Total Engineering</b>		<b>614,226</b>	<b>719,390</b>	<b>665,091</b>	<b>648,090</b>	<b>648,090</b>

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**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, 2018 (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 (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 to monitor the Hamilton Bowl Trash Capture System.
4. Continue management of the Willow/Cherry Corridor Trash cleanup and Bus Stop Maintenance programs.
5. Continue the management of the Solid Waste Management Agreement with exclusive franchise hauler.
6. Meet the State's (CalRecycle) target of waste generation (8.9 pounds per person per day or



less) each reporting year.

7. Encourage additional participation by multi-family complexes in the City's recycling program.
8. Seek and apply for grants to offset the costs of environmental programs and submit annual reports for grants awarded.
9. Ensure the cleaning of catch basins citywide per NPDES requirements.
10. Participate in the LA River Watershed and Los Cerritos Channel Watershed working groups.
11. 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.

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### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Building Maintenance</b>					
	100-92-110	Salaries & Wages - Full-time	132,193	136,510	130,304	136,510	136,510
	100-92-130	Overtime Salaries	2,896	8,500	5,714	8,500	8,500
	100-92-160	Car Allowance	180	180	126	180	180
	100-92-220	FICA Contributions	10,010	9,950	10,218	9,950	9,950
	100-92-230	Retirement Contributions	33,097	20,220	27,298	24,070	24,070
	100-92-270	Other Employee Benefits	17,917	30,400	22,149	34,700	34,700
		<b>Total Salaries and Benefits</b>	<b>196,293</b>	<b>205,760</b>	<b>195,809</b>	<b>213,910</b>	<b>213,910</b>
	100-92-310	Dues & Memberships	172	700	58	700	700
	100-92-320	Travel & Training	35	3,000	1,206	3,500	3,500
	100-92-330	Meetings	196	100	67	100	100
	100-92-340	Books & Periodicals	49	100	8	100	100
	100-92-400	Contract Services - General	46,367	106,000	60,000	81,000	56,000
	100-92-420	Professional Services	-	50,000	4,341	-	-
	100-92-511	Telephone/Data Services	110	2,000	167	2,000	2,000
	100-92-512	Utility Services	182,305	195,000	178,128	205,000	190,000
	100-92-520	Building Maintenance	6,825	30,000	30,000	40,000	40,000
	100-92-521	Cleaning Services	54,471	65,000	65,000	65,000	65,000
	100-92-522	Police Building Maintenance	-	-	-	-	-
	100-92-560	Repair & Maintenance Services	17,343	25,000	25,000	25,000	25,000
	100-92-595	Communication Inter-Dept Chrg	-	1,600	133	1,600	1,600
	100-92-730	Uniforms	1,310	1,600	1,740	1,600	1,600
	100-92-740	General Supplies	22,349	30,000	30,000	30,000	30,000
	100-92-742	Tools	291	500	279	500	500
	100-92-840	Capital Outlay	-	100,000	-	-	-
		<b>Total Maintenance and Operations</b>	<b>331,823</b>	<b>610,600</b>	<b>396,128</b>	<b>456,100</b>	<b>416,100</b>
<b>92</b>	<b>Total Building Maintenance</b>		<b>528,116</b>	<b>816,360</b>	<b>591,937</b>	<b>670,010</b>	<b>630,010</b>

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### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Environmental Programs</b>					
	100-93-110	Salaries & Wages - Full-time	68,800	64,000	64,710	64,000	64,000
	100-93-130	Overtime Salaries	10	-	15	-	
	100-93-160	Car Allowance	907	880	680	880	880
	100-93-220	FICA Contributions	4,327	3,980	4,032	3,980	3,980
	100-93-230	Retirement Contributions	16,494	21,900	6,814	24,560	24,560
	100-93-270	Other Employee Benefits	6,514	7,260	6,372	9,930	9,930
		<b>Total Salaries and Benefits</b>	<b>97,053</b>	<b>98,020</b>	<b>82,622</b>	<b>103,350</b>	<b>103,350</b>
	100-93-310	Dues & Memberships	97	2,700	225	2,700	2,700
	100-93-320	Travel & Training	166	500	216	500	500
	100-93-330	Meetings	7	500	175	500	500
	100-93-340	Books & Periodicals	358	400	271	400	400
	100-93-400	Contract Services - General	15,414	121,200	121,000	121,200	221,200
	100-93-410	Legal Services	35,009	50,000	16,742	50,000	50,000
	100-93-420	Professional Services	115,465	249,000	118,635	249,000	149,000
	100-93-425	TMDL Watershed Professional Se	158,463	102,000	174,584	102,000	102,000
	100-93-522	Bus Shelter Cleaning	8,432	-	2,384	-	
	100-93-525	Street Sweeping Services	148,485	165,000	165,000	165,000	165,000
	100-93-630	Media Services	820	700	58	700	700
	100-93-633	Public Education	1,650	32,500	4,358	32,500	20,000
	100-93-691	NPDES Fee	6,652	7,500	7,000	7,500	7,500
	100-93-740	General Supplies	940	300	69	300	300
		<b>Total Maintenance and Operations</b>	<b>491,957</b>	<b>732,300</b>	<b>610,717</b>	<b>732,300</b>	<b>719,800</b>
<b>93</b>	<b>Total Environmental Programs</b>		<b>589,010</b>	<b>830,320</b>	<b>693,339</b>	<b>835,650</b>	<b>823,150</b>

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# 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Grounds Maintenance</b>					
	100-94-110	Salaries & Wages - Full-time	144,330	140,000	144,089	140,000	140,000
	100-94-130	Overtime Salaries	4,708	3,000	5,902	3,000	3,000
	100-94-160	Car Allowance	180	180	126	180	180
	100-94-220	FICA Contributions	10,651	12,000	11,201	12,000	12,000
	100-94-230	Retirement Contributions	35,922	27,500	29,853	28,740	28,740
	100-94-270	Other Employee Benefits	20,810	32,970	26,461	42,090	42,090
		<b>Total Salaries and Benefits</b>	<b>216,602</b>	<b>215,650</b>	<b>217,631</b>	<b>226,010</b>	<b>226,010</b>
	100-94-310	Dues & Memberships	370	500	192	450	450
	100-94-320	Travel & Training	1,831	3,000	2,500	3,000	3,000
	100-94-330	Meetings	364	1,000	116	1,000	1,000
	100-94-340	Books & Periodicals	-	150	13	150	150
	100-94-400	Contract Services - General	18,897	50,000	50,000	25,000	25,000
	100-94-511	Telephone	50	-	-	-	-
	100-94-512	Utility Services	121,056	183,000	133,832	183,000	130,000
	100-94-530	Lawn Care Services	317,653	415,000	415,000	415,000	415,000
	100-94-531	Arborist Services	8,857	14,700	14,700	14,700	14,700
	100-94-560	Repair & Maintenance Services	2,067	10,000	10,000	10,000	10,000
	100-94-730	Uniforms	1,023	1,200	1,276	1,200	1,200
	100-94-740	General Supplies	30,466	74,000	74,000	34,000	34,000
	100-94-742	Tools	1,513	1,000	83	1,000	1,000
	100-94-840	Capital Outlay	-	-	17,988	-	-
		<b>Total Maintenance and Operations</b>	<b>504,148</b>	<b>753,550</b>	<b>719,699</b>	<b>688,500</b>	<b>635,500</b>
<b>94</b>	<b>Total Grounds Maintenance</b>		<b>720,750</b>	<b>969,200</b>	<b>937,330</b>	<b>914,510</b>	<b>861,510</b>

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### 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
		<b>Street &amp; Graffiti Maint.</b>					
	100-95-110	Salaries & Wages - Full-time	469,972	422,900	445,240	422,900	422,900
	100-95-115	Part-time Salaries	4,579	-	6,665	-	-
	100-95-130	Overtime Salaries	13,519	22,000	37,892	22,000	22,000
	100-95-160	Car Allowance	180	180	126	180	180
	100-95-220	FICA Contributions	34,817	35,000	36,731	35,000	35,000
	100-95-225	PARS Contributions	-	-	-	-	-
	100-95-230	Retirement Contributions	116,143	100,090	91,347	110,390	110,390
	100-95-270	Other Employee Benefits	77,599	173,860	108,682	220,360	220,360
		<b>Total Salaries and Benefits</b>	<b>716,809</b>	<b>754,030</b>	<b>726,683</b>	<b>810,830</b>	<b>810,830</b>
	100-95-310	Dues & Memberships	1,425	1,500	855	1,500	1,500
	100-95-320	Travel & Training	1,871	2,000	2,905	2,000	2,000
	100-95-330	Meetings	76	800	546	800	800
	100-95-340	Books & Periodicals	-	125	10	125	125
	100-95-370	Safety Training	3,792	6,500	6,500	6,500	6,500
	100-95-400	Contract Services - General	43,683	57,000	57,000	57,000	57,000
	100-95-420	Contract Professional Service	-	-	-	-	25,000
	100-95-510	Electricity	193,707	225,000	172,314	240,000	200,000
	100-95-511	Telephone/Data	704	8,000	8,000	8,000	8,000
	100-95-512	Utility Services	12,841	19,260	12,148	19,260	15,260
	100-95-531	Arborist Services	133,975	210,000	130,000	175,000	125,000
	100-95-540	Vehicle Maintenance	-	100	46	100	100
	100-95-552	Rental of Equipment & Vehicles	-	1,500	125	1,500	1,500
	100-95-560	Repair & Maintenance Services	45,974	51,800	51,800	51,800	51,800
	100-95-581	Street Maintenance	14,451	35,000	35,000	35,000	35,000
	100-95-582	Public Right of Way Maintance	5,097	15,000	15,000	15,000	15,000
	100-95-590	Fleet Provision Charge	126,400	126,400	136,933	126,400	126,400
	100-95-620	Communications	-	5,700	475	5,700	5,700
	100-95-721	Special Dept Supplies-Graffiti	19,023	39,000	40,778	39,000	39,000
	100-95-730	Uniforms	4,164	10,000	10,000	10,000	10,000
	100-95-740	General Supplies	25,336	40,000	40,000	35,000	35,000
	100-95-742	Tools	418	1,000	1,057	1,000	1,000
	100-95-750	Gasoline, Oil, & Tires	10,743	18,000	10,538	18,000	12,000
		<b>Total Maintenance and Operations</b>	<b>643,679</b>	<b>873,685</b>	<b>732,031</b>	<b>848,685</b>	<b>773,685</b>
<b>95</b>		<b>Total Street &amp; Graffiti Maint.</b>	<b>1,360,489</b>	<b>1,627,715</b>	<b>1,458,715</b>	<b>1,659,515</b>	<b>1,584,515</b>

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## **2017-18 General Fund** **Schedule of Transfers**

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## 2017-2018 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2015-16 Actual	2016-17 Budgeted	2016-17 Estimated	2017-18 Budgeted	2017-18 Adopted
	<b>Total All General Fund Departments</b>						
			18,880,506	20,771,280	19,834,572	20,796,087	20,937,837
	<b>Transfers to Other Funds</b>						
	100-99-110	Transfer to Reserves	-	160,000	160,000	160,000	160,000
	100-99-120	Transfer to Special Revenue	412,005	127,200	127,200	132,200	132,200
	100-99-130	Transfer to Debt Service	-	-		-	-
	100-99-140	Transfer to Capital Projects	78,154	-		-	-
	100-99-160	Transfer to Enterprise Fund	4,654	-		-	-
	100-99-170	Transfer to Internal Service	-	-		-	-
	100-99-180	Transfer to Trust/Agency	-	1,700		1,700	-
		<b>Total Maintenance and Operations</b>	<b>494,812</b>	<b>288,900</b>	<b>287,200</b>	<b>293,900</b>	<b>292,200</b>
99	<b>Total Transfers to Other Funds</b>		<b>494,812</b>	<b>288,900</b>	<b>287,200</b>	<b>293,900</b>	<b>292,200</b>
	<b>Total with Transfers to Other Funds</b>		<b>19,375,319</b>	<b>21,060,180</b>	<b>20,121,772</b>	<b>21,089,987</b>	<b>21,230,037</b>

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# **2017-18 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 70 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 a ten percent 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 2,995 accounts in the City. Water Operations is also responsible for the production, distribution, operation, and maintenance of three reservoir facilities, two wells, 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. Complete first year of operation of the new Well #9 Advanced Water Treatment plant and well.
4. Complete all projects under the Water Capital Improvement Program by June 30, 2018.
5. Complete water service installations to new developments within two weeks of receipt of material and deposit for services
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.

## 2017-2018 WATER FUND REVENUES

	2015-16 Actual	2016-17 Budgeted	2017-18 Adopted
500-33-200 State Grants	999,373	-	-
500-34-200 Water Sales	3,133,090	3,718,700	4,054,700
500-34-201 Water Low Income Discount	(3,387)	(2,000)	(2,000)
500-34-210 Fire Suppression Charge	216,294	202,000	202,000
500-34-220 Hydrant Flow Test Charge	4,185	4,500	4,500
500-34-300 Meter/Temp Meter Installation	300	1,000	1,000
500-36-100 Interest Income	6,460	63,400	50,800
500-36-101 Interest Earned - Fiscal Agent	2	500	500
500-37-100 Other Revenue	49,118	-	-
500-39-100 Transfer from General Fund	4,654	-	-
500-39-120 Transfer from Special Revenue	1,674,267	-	-
500-39-150 Transfer from Reserve Funds	31,320	-	-
<b>Grand Totals</b>	<b>6,115,677</b>	<b>3,988,100</b>	<b>4,311,500</b>

## 2017-2018 WATER FUND EXPENSES

	2015-16 Actual	2016-17 Budgeted	2017-18 Budgeted	2017-18 Adopted
500-40-110 Salaries & Wages - Full-time	702,188	691,650	656,650	656,650
500-40-130 Overtime Salaries	63,655	40,000	40,000	60,000
500-40-140 Special Functions Salaries	-	-	-	-
500-40-160 Car Allowance	900	900	900	900
500-40-220 FICA Contributions	55,030	52,550	52,550	52,550
500-40-230 Retirement Contributions	107,062	175,080	191,330	191,330
500-40-270 Other Employee Benefits	106,846	211,600	251,820	251,820
500-40-290 ER OPEB Expense	70	-	-	-
<b>Total Salaries and Benefits</b>	<b>1,035,751</b>	<b>1,171,780</b>	<b>1,193,250</b>	<b>1,213,250</b>
500-40-310 Dues & Memberships	16,965	17,200	17,200	17,200
500-40-320 Travel & Training	2,744	10,000	7,000	7,000
500-40-330 Meetings	363	1,000	1,000	1,000
500-40-340 Books & Periodicals	245	500	500	500
500-40-360 Education	1,040	2,500	1,500	1,500
500-40-400 Contract Services - General	149,404	137,500	125,000	125,000
500-40-410 Legal Services	27,460	20,000	20,000	20,000
500-40-420 Professional Services	34	1,500	1,500	1,500
500-40-423 Engineering Services	62,753	50,000	50,000	100,000
500-40-450 Contract Professional Labor	98,845	50,000	50,000	-
500-40-511 Telephone/Data	21,161	31,000	31,000	40,000
500-40-512 Utility Services	272,254	350,000	350,000	350,000
500-40-540 Vehicle Maintenance	-	9,000	9,000	9,000
500-40-552 Rental of Equipment & Vehicles	25	1,500	1,500	1,500
500-40-560 Repair & Maintenance Services	148,347	500,000	520,000	520,000
500-40-570 Software Licensing & Support	1,930	3,000	3,000	3,000
500-40-581 Street Maintenance	425	10,000	10,000	10,000
500-40-590 Fleet Provision Charge	5,700	77,680	89,590	89,590
500-40-610 Insurance	242,071	275,000	275,000	275,000
500-40-633 Public Education	24,179	30,000	30,000	30,000
500-40-692 Property Taxes	4,518	4,600	4,600	4,600
500-40-721 Special Department Supplies	51,988	60,000	60,000	60,000
500-40-730 Uniforms	9,081	10,000	10,000	10,000
500-40-740 General Supplies	39,739	122,000	168,000	168,000
500-40-742 Tools	421	3,750	3,750	3,750
500-40-750 Gasoline, Oil, & Tires	8,169	15,000	15,000	15,000
500-40-780 Water Supply Costs	649,384	650,000	650,000	700,000
500-40-790 Loss on Disposal of Fixed Asse	-	-	-	-
<b>Total Maintenance and Operations</b>	<b>1,839,245</b>	<b>2,442,730</b>	<b>2,504,140</b>	<b>2,563,140</b>
				-
<b>Total Water Operations</b>	<b>2,874,996</b>	<b>3,614,510</b>	<b>3,697,390</b>	<b>3,776,390</b>

## 2017-2018 WATER FUND EXPENSES

	2015-16 Actual	2016-17 Budgeted	2017-18 Budgeted	2017-18 Adopted
				-
500-40-840 Capital Outlay	22,468	640,000	75,000	75,000
500-40-842 Capitalization of Assets	(3,277,199)	-	-	-
500-40-850 Equipment-General	27,745	255,000	30,000	30,000
500-40-861 Equipment-Hydrants & Valves	9,469	60,000	75,000	75,000
500-40-862 Equipment-Meters	14,688	20,000	25,000	25,000
500-40-890 Well # 9 & Treatment Facility	3,268,379	-	-	-
500-40-891 Emergency Interconnect	-	20,000	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	-	-	-

## 2017-2018 WATER FUND EXPENSES

	2015-16 Actual	2016-17 Budgeted	2017-18 Budgeted	2017-18 Adopted
				-
500-45-110 Salaries & Wages - Full-time	60,929	67,360	67,360	67,360
500-45-120 SALARIES - TEMPORARY	-	-	-	-
500-45-130 Overtime Salaries	1,442	300	300	300
500-45-160 Car Allowance	180	180	180	180
500-45-220 FICA Contributions	4,490	5,140	5,140	5,140
500-45-225 PARS	-	-	-	-
500-45-230 Retirement Contributions	14,481	13,410	15,200	15,200
500-45-270 Other Employee Benefits	13,861	18,030	19,000	19,000
500-45-290 ER OPEB Expense	5	-	-	-
<b>Total Salaries and Benefits</b>	<b>95,388</b>	<b>104,420</b>	<b>107,180</b>	<b>107,180</b>
500-45-320 Travel & Training	-	1,000	-	-
500-45-400 Contract Services - General	952	1,000	1,000	1,000
500-45-420 Professional Services	13,224	20,000	20,000	20,000
500-45-450 Contract Professional Labor	61,920	10,000	10,000	10,000
500-45-560 Repair & Maintenance Services	-	3,000	3,000	3,000
500-45-570 Software Licensing & Support	3,264	12,000	12,000	12,000
500-45-720 Postage	17,487	15,600	15,600	15,600
500-45-745 General Supplies	1,529	2,000	2,000	2,000
<b>Total Maintenance and Operations</b>	<b>98,375</b>	<b>64,600</b>	<b>63,600</b>	<b>63,600</b>
				-
<b>Total Water Billing Administration</b>	<b>193,762</b>	<b>169,020</b>	<b>170,780</b>	<b>170,780</b>

## 2017-2018 WATER FUND EXPENSES

	2015-16 Actual	2016-17 Budgeted	2017-18 Budgeted	2017-18 Adopted
500-45-830 Furniture and Fixtures	-	-	-	-
500-45-840 Capital Outlay	-	-	-	-
500-45-842 Capitalization of Assets	-	-	-	-
500-45-843 PCH/REDONDO-REPLACE SVC CONN	-	-	-	-
500-45-910 Bad Debt Expense	-	-	-	-
500-45-980 Interest Expense	274,341	246,326	228,476	270,476
500-45-985 Bond Payments	-	410,000	430,000	430,000
500-45-986 Note Payments	-	-	200,000	330,000
500-45-987 Capitalization Bond Proceeds	-	(410,000)	(430,000)	(430,000)
<b>Total Debt Service</b>	<b>274,341</b>	<b>246,326</b>	<b>428,476</b>	<b>600,476</b>

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**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. 1. Operate a preventive maintenance program for all vehicles and equipment with no more than two consecutive workdays out of service.
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 one (1) Community Development pool car, three (3) Police units, and two (2) Public Works trucks in FY

2017-18.

5. Prepare specifications and complete purchases of all budgeted vehicles and equipment June 30, 2018.
6. Maintain compliance with all applicable regulations and requirements governed by respective regulatory agencies.

## 2017-2018 VEHICLE REPLACEMENT FUND

		2015-16 Actual	2016-17 Budgeted	2017-18 Adopted
601-40-110	Salaries & Wages - Full-time	107,452	160,000	160,000
601-40-130	Overtime Salaries	6,721	2,500	2,500
601-40-140	Special Functions Salaries	-	-	-
601-40-160	Car Allowance	360	360	360
601-40-220	FICA Contributions	8,041	11,190	11,190
601-40-230	Retirement Contributions	17,484	31,470	44,920
601-40-270	Other Employee Benefits	13,819	39,360	53,360
601-40-290	ER OPEB Expense	68	-	-
	<b>Total Salaries and Benefits</b>	<b>153,946</b>	<b>244,880</b>	<b>272,330</b>
601-40-310	Dues & Memberships	25	400	400
601-40-320	Travel & Training	989	2,000	2,000
601-40-330	Meetings	325	200	200
601-40-340	Books & Periodicals	-	100	100
601-40-400	Contract Services - General	29,059	20,000	20,000
601-40-420	Professional Services	8,339	5,000	5,000
601-40-511	Telephone	101	400	400
601-40-512	Utility Services	4,800	4,600	5,600
601-40-540	Vehicle Maintenance	43,392	30,000	30,000
601-40-542	Vehicle Body Work Services	9,419	10,000	10,000
601-40-560	Repair & Maintenance Services	2,045	34,000	34,000
601-40-570	Software Licensing & Support	13,647	5,000	5,000
601-40-610	Insurance	4,846	4,500	4,500
601-40-721	Vehicle Supplies	24,634	31,500	25,000
601-40-730	Uniforms	516	1,000	1,000
601-40-740	General Supplies	(32,129)	15,000	15,000
601-40-742	Tools	2,803	2,500	2,500
601-40-750	Gasoline, Oil, & Tires	16,860	25,000	25,000
601-40-755	Fuel Cost Clearing	3,778	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>311,200</b>	<b>305,700</b>

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## 2017-2018 VEHICLE REPLACEMENT FUND

		2015-16 Actual	2016-17 Budgeted	2017-18 Adopted
<b>40</b>	<b>Total Fleet Expenditures</b>	<b>300,624</b>	<b>556,080</b>	<b>578,030</b>
	601-40-840 Capital Outlay	(166,802)	-	-
	601-40-842 Vehicles & Large Equipment	222,196	344,000	402,000
	601-40-844 Cost Allocation From Others	-	-	-
	601-40-880 Other Improvements	-	-	-
	601-40-990 Depreciation Expense	160,424	-	-
	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>344,000</b>	<b>402,000</b>

### Proposed for FY 2017-18

Dept.	Age/Description	Proposed Replacement	Cost to Replace
Comm. Dev	2003 Ford Explorer	2017 Fuel Efficient Vehicle	\$38,000
Police	2011 Chevy Tahoe	2017 Chevy Tahoe	45,000
Police	2011 Ford Crown Victoria	2017 Ford Utility Police Interceptor	45,000
Police	2003 Pontiac Grand Prix	2017 Ford F150 Truck	41,000
PW	2002 Ford F350 Crew Cab	2017 Ford F350 Crew Cab/lift gate	75,000
Water	2002 Ford F250 Crew Cab	2017 Ford F250 Crew Cab	65,000
		<b>Total</b>	<b>\$ 309,000</b>

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<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
201-33-110	Grants: CDBG	109,189	56,513	57,000
201-36-100	INTEREST INCOME	-	-	-
201-37-100	Other Revenue	-	-	-
201-39-100	Transfer from General Fund	5,952	-	-
201-39-140	Transfer from Capital Project	-	-	-
	<b>Total Revenue</b>	<b>115,141</b>	<b>56,513</b>	<b>57,000</b>
201-40-723	Food Distribution Costs	8,609	8,476	8,600
201-40-890	CDBG Capital Projects: Street	-	48,037	48,400
201-40-891	TEMPLE/28TH ADA IMPROVEMENTS	-	-	-
201-40-892	ADA IMP AT TEMPLE & COMBELLA	-	-	-
201-40-895	Park Capital Improvement	106,532	-	-
	<b>Total Expenditures</b>	<b>115,141</b>	<b>56,513</b>	<b>57,000</b>

**Total CDBG FUND**

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
202-33-210	Public Transportation Tax Reve	205,971	212,264	206,000
202-33-310	Other Grants	-	409,000	-
202-34-810	Passenger Fare Revenue-Prop A	1,289	-	-
202-36-100	Interest Income	3,670	-	-
	<b>Total Revenue</b>	<b>210,930</b>	<b>621,264</b>	<b>206,000</b>
202-40-110	Salaries & Wages - Full-time	11,274	10,050	10,050
202-40-130	Overtime Salaries	190	-	-
202-40-160	Car Allowance	37	40	40
202-40-220	FICA Contributions	841	760	760
202-40-230	Retirement Contributions	788	1,160	1,650
202-40-270	Other Employee Benefits	1,603	2,550	2,950
202-40-310	Dues & Memberships	10,000	10,000	10,000
202-40-400	Contract Services - General	33,283	32,500	32,500
202-40-670	Recreational Transit	22,142	45,000	38,000
202-40-671	Bus Fare Subsidy	1,608	4,800	4,800
202-40-672	Dial-A-Lift	20,900	31,000	31,000
202-40-673	Fixed Route Subsidy	43,440	50,000	50,000
202-40-674	DIAL-A-TAXI	7,185	24,000	24,000
202-99-140	Transfer to Capital Projects	-	409,000	-
	<b>Total Expenditures</b>	<b>153,290</b>	<b>620,860</b>	<b>205,750</b>

**Total PROPOSITION A FUND**



<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
203-33-330	County Public Transportation T	169,714	176,067	170,000
203-36-100	Interest Income	1,982	-	-
203-39-100	Transfer from General Fund	85,000	-	-
	<b>Total Revenue</b>	<b>256,697</b>	<b>176,067</b>	<b>170,000</b>
203-40-310	Dues & Memberships	2,458	5,000	5,000
203-40-400	Contract Services - General	-	-	-
203-99-110	Transfer to General Fund	71,174	-	-
203-99-140	Transfer to Capital Projects	-	165,000	165,000
	<b>Total Expenditures</b>	<b>73,632</b>	<b>170,000</b>	<b>170,000</b>
<b>Total PROPOSITION C FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
204-33-310	Other Grants	-	-	-
204-34-605	Park Development Fee	1,632	358,000	481,000
204-36-100	Interest Income	18,683	10,000	10,000
204-37-100	Other Revenue	-	-	-
204-39-140	Transfer from Capital Project	-	-	-
	<b>Total Revenue</b>	<b>20,314</b>	<b>368,000</b>	<b>491,000</b>
204-40-400	Contract Services - General	874	-	-
204-99-110	Transfer to General Fund	-	200,000	-
204-99-140	Transfer to Capital Projects	136,103	333,500	-
	<b>Total Expenditures</b>	<b>136,977</b>	<b>533,500</b>	<b>-</b>
<b>Total PARK DEVELOPMENT FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
220-31-310	Cable/FIOS Franchise Taxes	14,946	15,000	15,000
220-36-100	Interest Income	296	-	-
220-37-100	Other Revenue	-	-	-
	<b>Total Revenue</b>	<b>15,242</b>	<b>15,000</b>	<b>15,000</b>
220-40-896	Cable TV Facilities Project	-	-	-
220-99-110	Transfer to General Fund	25,000	-	-
220-99-140	Transfer to Capital Projects	-	-	-
	<b>Total Expenditures</b>	<b>25,000</b>	<b>-</b>	<b>-</b>

**Total CABLE TELEVISION FUND**

Account	Description	PY Actual 6/30/2016	CY Budget 6/30/2017	Budget 6/30/2018
221-34-605	Housing Impact Fees	-	-	-
221-36-100	Interest Income	3,947	-	-
221-37-100	Other Revenue	-	-	-
	<b>Total Revenue</b>	<b>3,947</b>	<b>-</b>	<b>-</b>
221-40-400	Contract Services - General	-	-	-
221-99-120	Transfer to Special Revenue	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total HOUSING IMPACT FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
223-36-100	Interest Income	10,996	-	-
223-36-200	Rental Income	24,971	40,000	40,000
223-37-100	Other Revenue	420,072	-	-
223-39-120	Transfer to Special Revenue	-	-	-
	<b>Total Revenue</b>	<b>456,039</b>	<b>40,000</b>	<b>40,000</b>
223-40-330	Meetings	-	-	-
223-40-400	Contract Services - General	6,327	40,000	40,000
223-40-901	DEBT SVC REIMB-L&M DEFERRAL	-	-	-
223-40-902	1500 HILL STREET	21,389	-	-
223-40-903	2170 Gundry Expenses	-	-	-
	<b>Total Expenditures</b>	<b>27,716</b>	<b>40,000</b>	<b>40,000</b>
<b>Total HOUSING AUTHORITY FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
230-33-201	GAS TAX - 2103	59,512	28,096	28,096
230-33-202	GAS TAX - 2105	65,044	72,356	72,356
230-33-203	GAS TAX - 2107	84,696	100,478	100,478
230-33-204	GAS TAX - 2107.5	3,000	3,000	3,000
230-33-205	GAS TAX - 2106	42,945	40,118	40,118
230-33-310	Misc. Grants	7,500	-	-
230-36-100	Interest Income	1,436	-	-
	<b>Total Revenue</b>	<b>264,132</b>	<b>244,048</b>	<b>244,048</b>
230-99-110	Transfer to General Fund	128,473	-	-
230-99-140	Transfer to Capital Projects	7,500	244,048	244,048
	<b>Total Expenditures</b>	<b>135,973</b>	<b>244,048</b>	<b>244,048</b>

**Total GAS TAX FUND**

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
231-35-100	Traffic Fines Revenue	67,389	100,000	100,000
231-36-100	Interest Income	1,332	-	-
	<b>Total Revenue</b>	<b>68,720</b>	<b>100,000</b>	<b>100,000</b>
231-99-110	Transfer to General Fund	100,000	100,000	100,000
	<b>Total Expenditures</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total TRAFFIC SAFETY FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
232-33-200	Grant Revenue-State	10,855	10,000	10,000
232-36-100	Interest Income	756	-	-
	<b>Total Revenue</b>	<b>11,611</b>	<b>10,000</b>	<b>10,000</b>
232-40-310	Dues & Memberships	(1,073)	-	-
232-99-140	Transfer to Capital Projects	-	-	-
	<b>Total Expenditures</b>	<b>(1,073)</b>	<b>-</b>	<b>-</b>
<b>Total AQMD FUND</b>				



<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
233-34-605	Traffic Impact Fees	175,430	170,000	27,000
233-36-100	Interest Income	7,749	-	-
233-39-140	Transfer from Capital Project	-	-	-
	<b>Total Revenue</b>	<b>183,179</b>	<b>170,000</b>	<b>27,000</b>
233-40-400	Contract Services - General	-	-	-
233-99-140	Transfer to Capital Projects	277,403	-	-
	<b>Total Expenditures</b>	<b>277,403</b>	<b>-</b>	<b>-</b>
<b>Total TRAFFIC IMPACT FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
234-34-605	Abandoned Pipe Removal Revenue	9,953	5,000	5,000
234-36-100	Interest Income	11,681	-	-
	<b>Total Revenue</b>	<b>21,634</b>	<b>5,000</b>	<b>5,000</b>
234-40-400	Contract Services - General	-	-	-
234-99-110	Transfer to General Fund	-	-	-
234-99-140	Transfer to Capital Projects	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total PIPELINE REMOVAL FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
236-33-330	Public Transportation Tax	128,213	132,040	120,000
236-36-100	Interest Income	1,546	-	-
236-39-100	Transfer from General Fund	-	-	-
236-39-140	Transfer from Capital Project	-	-	-
	<b>Total Revenue</b>	<b>129,759</b>	<b>132,040</b>	<b>120,000</b>
236-40-310	Dues & Memberships	-	-	-
236-40-400	Contract Services - General	-	-	-
236-99-110	Transfer to General Fund	-	-	-
236-99-140	Transfer to Capital Projects	49,422	132,040	120,000
	<b>Total Expenditures</b>	<b>49,422</b>	<b>132,040</b>	<b>120,000</b>
<b>Total MEASURE R FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
260-31-110	Lighting & Landscape Assesment	56,863	57,350	60,000
260-36-100	Interest Income	638	1,000	1,000
260-39-100	Transfer from General Fund	-	-	-
	<b>Total Revenue</b>	<b>57,501</b>	<b>58,350</b>	<b>61,000</b>
260-40-110	Salaries & Wages - Full-time	3,200	3,200	3,200
260-40-400	Contract Services - General	75	4,200	4,200
260-40-512	Utility Services	8,303	11,000	11,000
260-40-520	Maintenance in L&L District	9,845	45,000	2,000
260-40-530	Lawn Care Services	37,560	30,000	35,000
260-40-740	General Supplies	-	600	600
	<b>Total Expenditures</b>	<b>58,982</b>	<b>94,000</b>	<b>56,000</b>

**Total LIGHTING & LANDSCAPE DIST FUND**

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
270-33-110	Federal Grant Funding	358,415	120,791	96,000
270-36-100	Interest Income	-	-	-
270-39-100	Transfer from General Fund	-	-	-
	<b>Total Revenue</b>	<b>358,415</b>	<b>120,791</b>	<b>96,000</b>
270-40-320	Travel & Training	-	-	-
270-40-400	Contract Services - General	200,000	-	-
270-40-730	Uniforms	-	-	-
270-40-740	General Supplies	6,794	120,791	96,000
270-40-840	Capital Outlay	151,622	-	-
	<b>Total Expenditures</b>	<b>358,415</b>	<b>120,791</b>	<b>96,000</b>
<b>Total UASI GRANT FUND</b>				

<b>Account</b>	<b>Description</b>	<b>PY Actual 6/30/2016</b>	<b>CY Budget 6/30/2017</b>	<b>Budget 6/30/2018</b>
277-33-200	Grant Revenue-State SLESA	114,618	100,000	100,000
277-36-100	Interest Income	-	-	-
277-39-100	Transfer from General Fund	102,097	127,200	132,200
	<b>Total Revenue</b>	<b>216,715</b>	<b>227,200</b>	<b>232,200</b>
277-40-110	Salaries & Wages - Full-time	145,038	125,440	125,440
277-40-130	Overtime Salaries	34,332	29,830	29,830
277-40-140	Special Functions Salaries	3,591	3,180	3,180
277-40-220	FICA Contributions	13,882	12,180	12,180
277-40-230	Retirement Contributions	11,070	23,840	26,290
277-40-270	Other Employee Benefits	8,803	32,730	35,280
277-40-570	Software Licensing & Support	-	-	-
277-40-740	General Supplies	-	-	-
277-99-110	Transfer to General Fund	-	-	-
	<b>Total Expenditures</b>	<b>216,715</b>	<b>227,200</b>	<b>232,200</b>

**Total SUPPLEMENTAL LAW ENFORCEMENT**

# **2017-18 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 2017-18 Capital Improvements Program (CIP) includes a total of 18 new projects or project phases representing an investment of \$5.5 million, and 10 carry-over or supplemental requests for \$20.5 million in existing projects for a total of \$33.2 million in projects including costs to date. All projects to be carried over are listed on Attachment B. Funding sources for each project are listed in the detailed CIP schedule. Below is a summary of all grant funding:

Grant Funding	15,527,000	47%
Successor Agency Bond Funds	8,725,000	26%
Capital Reserve Funds	6,925,000	21%
Water Depreciation Reserve	1,768,000	5%
Other Sources	430,000	1%
<b>Total Capital Projects</b>	<b>33,375,000</b>	

## 2017-2018 CAPITAL PROJECTS

Year	Project Name	Project Budget	Funding Sources	Funding Source	Category
2018	Bus Stop Improvements	250,000			Streets
			MTA Proj F5404 Funds	36,520	
			AQMD Subvention Fnd (901-18165)	50,000	
			MTA Prop A LR Fund	163,480	
			<b>Funding Total</b>	<b>250,000</b>	
2018	Sidewalk Repairs	50,000			Streets
			Measure M	42,500	
			TDA Art (33-211)	7,500	
			<b>Funding Total</b>	<b>50,000</b>	
2018	Spring Street Overlay	2,600,000			Streets
			General Fund (100)	800,000	
			SB1 Transportation Funds	200,000	
			ATP Grant	1,600,000	
			<b>Funding Total</b>	<b>2,600,000</b>	
2018	Pavement Management	250,000			Streets
			Measure R (236)	250,000	
			<b>Funding Total</b>	<b>250,000</b>	
2018	Traffic Signal Safety Lights - LED Upgrade	40,000			Streets
			2009 RDA Bond Funds (802)	40,000	
			<b>Funding Total</b>	<b>40,000</b>	
2018	California and 27th - Mosque Right of Way	90,000			Streets
			Developer Fees	46,000	
			Capital Reserve Fund (113)	44,000	
			<b>Funding Total</b>	<b>90,000</b>	
2018	Civic Center Parking Lot Improvement	300,000			Facilities
			Capital Reserve Fund (113)	251,000	
			<b>Funding Total</b>	<b>251,000</b>	
2018	Civic Center Ph. 2 Library	13,000,000			Facilities
			General Fund (100)	2,000,000	
			Library Reserve Fund (119)	1,705,000	
			Park Development Fund (204)	500,000	
			2009 Police Station Bond Funds (802)	1,197,000	
			2011 RDA Bond Funds (203)	5,988,000	
			Pre-2011 Bonds	110,000	
			<b>Funding Total</b>	<b>11,500,000</b>	
2018	Dog Park	500,000			Parks
			Park Development Fund (204)	440,000	
			<b>Funding Total</b>	<b>440,000</b>	
2018	Refurbish Hilltop Mister & Artwork	55,000			Parks
			General Fund (100)	46,000	
			<b>Funding Total</b>	<b>46,000</b>	
2018	Bixby Ridge Trail Restoration	109,000			Parks
			LA County Parks Prop A	104,000	
			<b>Funding Total</b>	<b>104,000</b>	
2018	View Park	2,700,000			Parks
			RMC Grant	2,000,000	
			Park Development Fund (204)	525,000	
			<b>Funding Total</b>	<b>2,525,000</b>	



## 2017-2018 CAPITAL PROJECTS

Year	Project Name	Project Budget	Funding Sources	Funding Source	Category
2018	California Crown Wall & Fence Paint	50,000			Other
			Lighting & Landscape District Fund	30,000	
			<b>Funding Total</b>	<b>30,000</b>	
2018	Installation of EV Charging Stations	35,000			Fleet
			AQMD Subvention Fnd (901-18165)	35,000	
			<b>Funding Total</b>	<b>35,000</b>	
2018	Fuel Management System	56,000			Fleet
			Fleet Capital Outlay	56,000	
			<b>Funding Total</b>	<b>56,000</b>	
2018	Los Cerritos/LA River Catch Basin Inserts	30,000			Stormwater
			General Fund (100)	30,000	
			<b>Funding Total</b>	<b>30,000</b>	
2018	Stormwater - City Vacant Parcel Runoff Contro	100,000			Stormwater
			General Fund (100)	100,000	
			<b>Funding Total</b>	<b>100,000</b>	
2018	Los Cerritos Channel SB4 Infiltration	11,000,000			Stormwater
			CalTrans Stormwater Grant	4,500,000	
			<b>Funding Total</b>	<b>4,500,000</b>	
2018	Temple Quality Improvement Ph 1	30,000			Water
			Water Depreciation Reserve (510)	30,000	
			<b>Funding Total</b>	<b>30,000</b>	
2018	Pump Station Improvement - Hilltop	30,000			Water
			Water Depreciation Reserve (510)	30,000	
			<b>Funding Total</b>	<b>30,000</b>	
2018	SCADA Upgrade Phase 2	50,000			Water
			Water Depreciation Reserve (510)	50,000	
			<b>Funding Total</b>	<b>50,000</b>	
2018	Well 7 Improvements	30,000			Water
			Water Depreciation Reserve (510)	30,000	
			<b>Funding Total</b>	<b>30,000</b>	
2018	Water Meters, Valves & Hydrants Ph 2	140,000			Water
			Water Depreciation Reserve (510)	140,000	
			<b>Funding Total</b>	<b>140,000</b>	
2018	Water PLC & HMI Improvements Ph 1	70,000			Water
			Water Depreciation Reserve (510)	70,000	
			<b>Funding Total</b>	<b>70,000</b>	
2018	Smart Meter AMI Pilot	200,000			Water
			Water Depreciation Reserve (510)	158,000	
			GWMA USBR Grant	42,000	
			<b>Funding Total</b>	<b>200,000</b>	
2018	Well 9 Wellhead Final Treatment	1,500,000			Water
			Water Depreciation Reserve (510)	1,150,000	
			WRD Rebate	350,000	
			<b>Funding Total</b>	<b>1,500,000</b>	
2018	Walnut Vault Repairs	50,000			Water
			Water Depreciation Reserve (510)	80,000	
			<b>Funding Total</b>	<b>80,000</b>	
2018	Well 8 Rehabilitation	60,000			Water
			Water Depreciation Reserve (510)	60,000	
			<b>Funding Total</b>	<b>60,000</b>	
<b>Total</b>		<b>33,375,000</b>			

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**RESOLUTION NO. 2017-06-6222**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SIGNAL HILL, CALIFORNIA, APPROVING AND  
ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR  
THE FISCAL YEAR 2017-18**

**WHEREAS**, the voters of California on November 6, 1979, added Article XIII B to the State Constitution placing a restriction on the amount of proceeds of tax revenue which can be appropriated by State and local governments during a fiscal year; and

**WHEREAS**, Article XIII B provides that the appropriations limit for the Fiscal Year 2017-18 is calculated by adjusting the actual appropriations of Fiscal Year 1978-79 for changes in the cost of living and population; and


**WHEREAS**, the City Council may choose to use as adjustment factors either the annual growth in California Per Capita Income or the growth in the non-residential assessed valuation due to new construction within the City and the City's population growth or the population growth of the County of Los Angeles, as provided by the State Department of Finance; and

**WHEREAS**, the City of Signal Hill has complied with all provisions of Article XIII B in determining and establishing the appropriations limit for the Fiscal Year 2017-18.

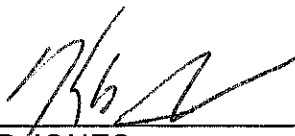
**NOW THEREFORE, BE IT RESOLVED**, that the appropriations limit for Fiscal Year 2017-18 shall be \$71,220,209 for the City of Signal Hill.

**BE IT FURTHER RESOLVED**, that for Fiscal Year 2017-18 the City of Signal Hill has selected 1) the County population growth for the population factor and 2) the California change in per capita personal income for the inflation factor. The City reserves the right to change the factors selected.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Signal Hill, California, on this 27th day of June 2017.

  
EDWARD H.J. WILSON  
MAYOR

ATTEST:

  
KEIR JONES  
CITY CLERK

STATE OF CALIFORNIA           )  
COUNTY OF LOS ANGELES    )ss.  
CITY OF SIGNAL HILL         )

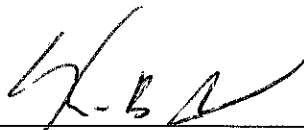
I, KEIR JONES, City Clerk of the City of Signal Hill, California, do hereby certify that the foregoing Resolution No. 2017-06-6222 was duly approved and adopted by the City Council of the City of Signal Hill at a regular meeting held on the 27th day of June 2017, and that the same was adopted by the following vote:

AYES:                   MAYOR EDWARD H.J. WILSON, VICE MAYOR  
                          TINA L. HANSEN, COUNCIL MEMBERS ROBERT D.  
                          COPELAND, LARRY FORESTER, LORI Y. WOODS

NOES:                   NONE

ABSENT:                NONE

ABSTAIN:               NONE

  
KEIR JONES  
CITY CLERK

# CITY OF SIGNAL HILL

## Appropriations Limit

### Fiscal Year 2017-18

Calculation of Limitation	Limit Amount
Appropriation Limitation 1990-91	\$ 19,494,362

Annual Adjustment Factors:

Fiscal Year	Population Factor		Inflation Factor	Combined Factor	
1991-92	1.0173	*	1.0414	1.05941622	20,652,643
1992-93	1.0149	*	0.9936	1.00840464	20,826,221
1993-94	1.027		1.0272	1.05493440	21,970,297
1994-95	1.017		1.0071	1.02422070	22,502,433
1995-96	1.0123	*	1.0472	1.06008056	23,854,392
1996-97	1.0048	*	1.0467	1.05172416	25,088,240
1997-98	1.0124	*	1.0467	1.05967908	26,585,484
1998-99	1.0183		1.0415	1.06055945	28,195,486
1999-00	1.0178	*	1.0453	1.06390634	29,997,356
2000-01	1.0175	*	1.0491	1.06745925	32,020,955
2001-02	1.0351		1.0782	1.11604482	35,736,821
2002-03	1.0325		0.9873	1.01938725	36,429,660
2003-04	1.0363		1.0231	1.06023853	38,624,129
2004-05	1.0349		1.0328	1.06884472	41,283,197
2005-06	1.0296		1.0526	1.08375696	44,740,952
2006-07	1.0189		1.0396	1.05924844	47,391,783
2007-08	1.0112		1.0442	1.05589504	50,040,749
2008-09	1.0212		1.0429	1.06500948	53,293,872
2009-10	1.0082		1.0062	1.01445084	54,064,013
2010-11	1.0067		0.9746	0.98112982	53,043,815
2011-12	1.0045		1.0251	1.02971295	54,619,904
2012-13	1.0062		1.0377	1.04413374	57,030,484
2013-14	1.0075		1.0512	1.05908400	60,400,073
2014-15	1.0165		0.9977	1.01416205	61,255,462
2015-16	1.0149		1.0382	1.05366918	64,542,993
2016-17	1.0042		1.0537	1.05812554	68,294,589
2017-18	1.0057	*	1.0369	1.04283824	71,220,209

Population and Inflation Factors are provided annually by the State Department of Finance.

\* Indicates City used the County's annual percentage change in population.

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**RESOLUTION NO. 2017-06-6221**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ADOPTING THE ANNUAL OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2017-18**

**WHEREAS**, the City Manager has submitted a proposed ANNUAL OPERATING AND CAPITAL BUDGET for the fiscal year 2017-18; and


**WHEREAS**, the City Council has reviewed the proposed budget and made recommendations and changes; and

**WHEREAS**, revenues for all funds are estimated to be \$28,690,716 appropriations total \$28,383,859.

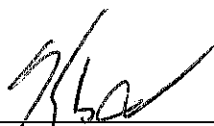
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**THE ANNUAL OPERATING AND CAPITAL BUDGET** for the 2017-18 fiscal year is hereby approved and adopted.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Signal Hill, California, on this 27th day of June, 2017.

  
EDWARD H. J. WILSON  
MAYOR

ATTEST:

  
\_\_\_\_\_  
KEIR JONES  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )ss.  
CITY OF SIGNAL HILL         )

I, KEIR JONES, City Clerk of the City of Signal Hill, California, do hereby certify that the foregoing Resolution No. 2017-06-6221, was duly approved and adopted by the City Council of the City of Signal Hill at a regular meeting held on the 27th day of June, 2017, and that the same was adopted by the following vote:

AYES:	MAYOR EDWARD H.J. WILSON, VICE MAYOR TINA L. HANSEN, COUNCIL MEMBERS ROBERT D. COPELAND, LARRY FORESTER, LORI Y. WOODS
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

  
\_\_\_\_\_  
KEIR JONES  
CITY CLERK