



# CITY OF SIGNAL HILL CALIFORNIA

## ADOPTED OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2019-2020



Submitted by:  
CHARLIE HONEYCUTT  
City Manager



# CITY OF SIGNAL HILL CALIFORNIA

## ANNUAL BUDGET FOR FISCAL YEAR 2019-2020

### ELECTED OFFICIALS



Lori Y. Woods



Robert D. Copeland

Mayor

Vice Mayor



Tina L. Hansen

Council Member



Keir Jones

Council Member



Edward H.J. Wilson

Council Member



David Hopper

City Treasurer



Carmen Brooks

City Clerk

This page intentionally left blank



# Fiscal Years 2019-2020 Adopted Budget

## Table of Contents

### **Introduction Section**

Strategic Plan	1
City Financial Policies	2
Description of Funds	3
Description of Reserve Funds	10
Description of Revenues	13
City Organizational Chart	21
City Personnel Summary	23

### **Budget Summaries Section**

Summary of Changes in Fund Balance - All Funds	27
Analysis of General Fund Reserves	29
Accompanying Notes to the Summary of Changes in Fund Balance	30

### **Program Revenues and Other Financing Sources Section**

All Funds by Major Category	31
General Fund Revenues - All	32
General Fund Summary of Transfers In	33

### **General Fund Program Expenditures Budget Section**

General Fund Operating Budget	35
General Fund Operating Budget Summary	37

<b>Legislative</b>	39
--------------------	----

City Council	43
City Treasurer	47
City Clerk	51

<b>Administration</b>	55
-----------------------	----

Executive Administration	58
Program Administration	60
Personnel	62
Economic Development	64

<b>Finance and Administrative Services</b>	67
--	----

Non-Departmental	70
IT/Technology	72
Fiscal Services	74

This page intentionally left blank

<b>Community Development</b>	77
Planning Services	80
Neighborhood Enhancements	82
Building and Safety	84
Oil Field Services	86
<b>Police Department</b>	89
Community Outreach	93
Patrol Services	97
Investigative Services	101
Police Support Services	105
Police Communications/Jail	109
Police Records	113
Emergency/Disaster Services	117
<b>Community Services</b>	121
Library Programs and Services	125
Community Services	129
Recreation	133
<b>Public Works</b>	137
Engineering	141
Building Maintenance	149
Environmental Programs	150
Grounds Maintenance	151
Street & Graffiti Maintenance	152
<b>General Fund Transfers</b>	153
General Fund Transfers	154
Schedule of Transfers	155
<b>Special Funds Section</b>	
<b>    Water Fund</b>	159
Water Fund Summary	161
Water Fund Revenue	162
Water Operations	163
Capital Expenses	164
Water Billing Administration	165
Water Fund Debt Service	166
<b>    Vehicle Replacement Fund</b>	167
Fleet Revenues	169
Fleet Expenditures	170
Vehicle Replacement Expenditures	171
<b>Special Revenue Funds Section</b>	
Special Revenue Funds	173
<b>Capital Projects Section</b>	
2019-2020 Capital Improvements Program	199
2019-20 Schedule of Capital Projects - Continuing	200
2019-20 Schedule of Capital Projects New	201
<b>Appropriations and Resolution</b>	
Appropriations Limit	203
Budget Resolution	207

This page intentionally left blank



## CITY OF SIGNAL HILL

---

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

June 30, 2019

### **MEMORANDUM**

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

**FROM: CHARLIE HONEYCUTT  
CITY MANAGER**

**SUBJECT: FISCAL YEAR 19-20 BUDGET**

I am pleased to present the second year of the biennial Operating and Capital Budget covering the fiscal year 2019-20. The City Council and the public reviewed the proposed second year budget at a noticed workshop held on May 30, 2019. The FY 2019-20 Budget was adopted at a regular meeting on June 25, 2019. The budget for the second fiscal year, as presented, is balanced, as measured by planned available revenues equal to or exceeding planned operating expenditures for the budget year. The two-year budget was prepared with cautious optimism, using long-standing conservative budgeting principles and economic data from by Beacon Economics, the Los Angeles Economic Development Corporation, and Long Beach State University Department of Economics. As a result, the City is able to maintain a positive, stable fiscal condition that enables the City to continue to provide high quality services that improves the quality of life for residents. Additionally, the City has not had to seek voter approval of new taxes, such as a Utility User Tax or increase sales taxes, to support city services. This provides a competitive advantage to businesses located or seeking to locate in Signal Hill.

The two-year budget incorporates contractual obligations that are memorialized in the Memorandums of Understanding with the Signal Hill Employees' Association and the Signal Hill Police Officers' Association. Also built into the Budget are funds to cover the cost of projected CalPERS rate increases. The City's pension rates are anticipated to increase 50% over the next six years. Future budgets will need to account for this financial impact. Prudently, the City Council has been planning for this event and established a PERS Reserve Fund that can be used to offset the rising pension costs. Significant increases in General Liability and Workers' Compensation Insurance premiums are also factored into the budget and the cost of State mandated NPDES compliance continues to be a substantial element of the budget.

The Year Two Capital Improvement Program and includes major projects such as the completion of the Signal Hill Public Library, View Park, the next phase of the Los Cerritos Channel stormwater diversion project, and improvements to Orange Avenue. The entire

Capital Improvement Program is being funded through former project savings, grants, and alternative funding sources. This will be the first year that the City receives its full allocation of Measure M and SB1 funding for transportation related projects.

The last of the five-year annual water rate adjustments that were approved in 2016 will be implemented in January 2020. A Water Rate Study has been completed to analyze the cost of operating the water system and determining the rates needed to support the operation and maintenance of the water system. This study will be evaluated for potential direction in Fiscal Year 2019-20.

### **Background:**

Quality of life and enjoyment of a community is impacted by a city's capacity to effectively deliver essential day-to-day core services to its residents and businesses, including the primary core services of public safety and infrastructure. Local governments are at the forefront in providing governance, 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 and sidewalks 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.

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

## **Budget Process and Overview:**



The FY 2019-20 Annual Operating and Capital Budget is the second budget year of the two-year FY 2018-20 Budget. The benefits of implementing a two-year budget include:

- Integrate goal-setting and the budgetary process.
- Reinforce the City's commitment to long-term fiscal health by looking beyond a one-year time horizon and the City's capacity to fund operating programs and capital improvements.
- Promote more "orderly spending patterns," and mitigate against the "use it or lose it" mentality.
- Retain the fiscal control provided by annual budgets.
- Save time and effort in preparing annual budgets.

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. The City of Signal Hill has had a spendable "surplus" in 18 out of the past 20 years, where revenues exceeded expenses (see City Audited Financial Statements from 1998 to 2018). The two years the City did not experience a spendable surplus were FY 2008-09 and FY 2009-10. During these years, known as the Great Recession, the City experienced a significant drop in revenues and utilized the Economic Uncertainty Reserve Fund to ensure the continuation of vital City programs. The second year of the FY 2018-20 Budget represents the third time the Budget has been prepared using the two-year budget format and continues the long-standing use of conservative budgeting practices and priorities established in the City of Signal Hill Strategic Plan for operations and capital projects.

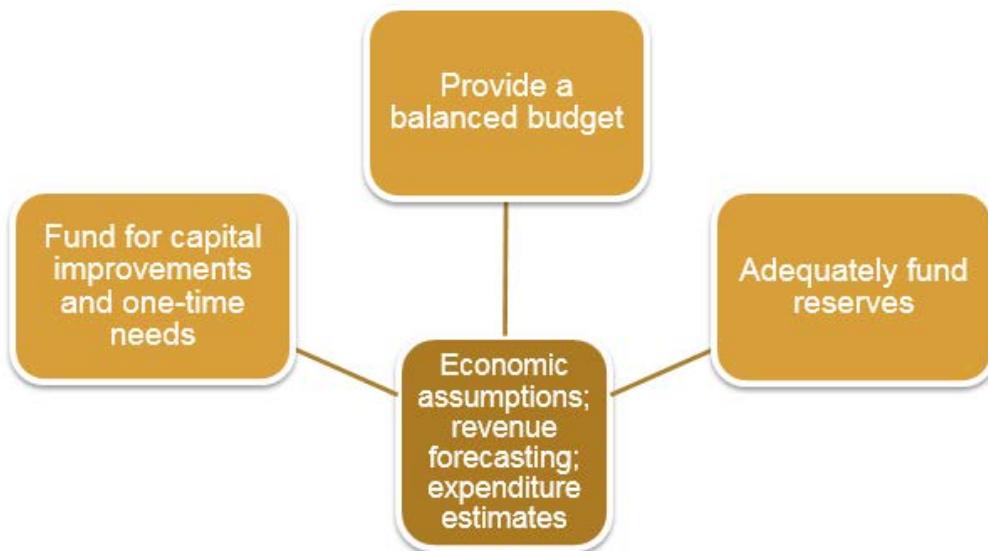
The FY 2019-20 Budget as presented is a balanced budget, utilizing planned available revenues and transfers that are equal to planned operating expenditures for the budget year. This practice is outlined in the City's financial policies published in the proposed budget. Most General Fund revenue categories were kept flat based on observations of the current economy that continues to expand, but has yet to produce significant year-over-year increases in these revenues such as oil production-related and other taxes that are anticipated to be unchanged. The most significant adjustment was a downward revision to estimated sales tax revenues based on the most recent data from the City's sales tax analytics provider. Reduced auto sales from the peak two years prior, together with the unanticipated closure of an auto dealership, and reductions in business-to-business office supply sales were all contributing factors to these estimates.

Planned expenditures have either been kept flat or slightly reduced, with a number of factors that continue to weigh on the current budget. Some of these factors include compliance with state required unfunded mandates related to stormwater quality per the National Pollutant Discharge Elimination System (NPDES) projects and programs, increases in workers compensation insurance and general liability insurance premiums, as well as increases in personnel, pension costs and health benefits. However, in the mid- to long-term, City goals include potential economic development activity and investments by auto dealers in the Signal Hill Auto Center that may help mitigate these contributing factors.

The budget fully funds the Police Department, recreational opportunities, as well as funding environmental programs aimed at meeting state mandated environmental regulations as discussed above. The Capital Improvement Program includes funding for the completion of the library construction project, Community Center improvements, View Park improvements, and investments in the maintenance of the City's streets and water system. Of the \$12 million in capital projects, grant funding represents 52% of total Capital Improvement Program funding.

As a prudent measure, the current budget retains the balances in the General Fund Reserve, Economic Uncertainties Reserve, as well as the Land and Building Reserve. As previously planned, the PERS Reserve will assist during the “ramp up” period of increased costs of the pension system. At the completion of the annual FY 2018-19 audit, recommendations for any available funds will be made for increases to reserve funds or one-time expenditures.

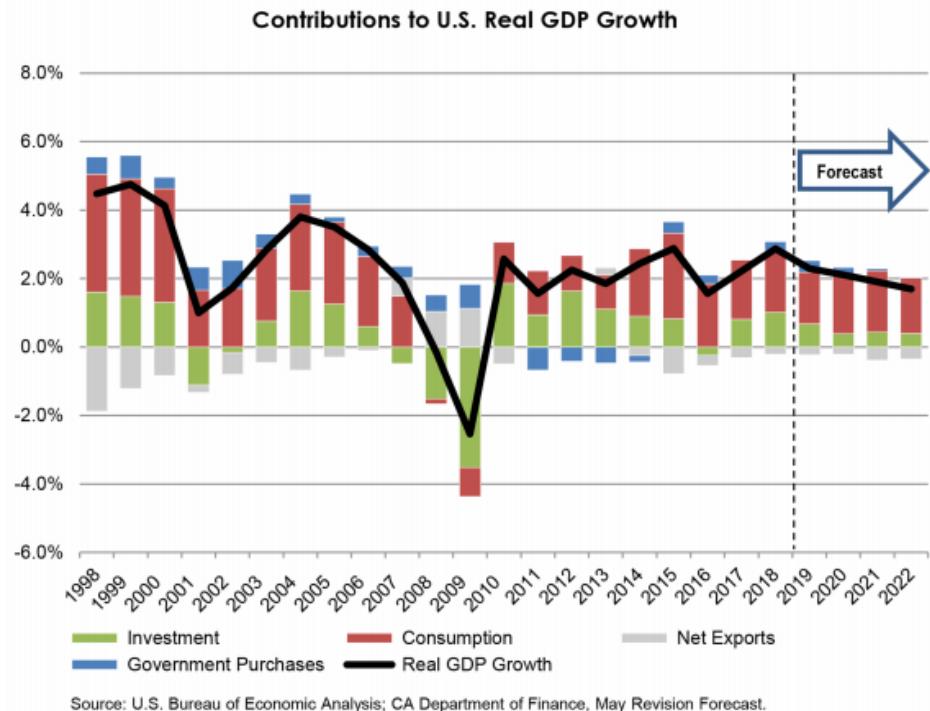
The City's budget policies (published within this document) includes three major elements, each with a number of factors that act as drivers to budget recommendations. These factors are economic assumptions, revenue forecasting and expenditure estimates.



When estimating available resources, the global, national, regional and local economies are all factored in as part of the consideration. Tax trends are evaluated, with the goal of understanding how these will translate into local activity over the upcoming budget years. All city departments participate in expenditure estimates, and the costs required to fund each department's mission and plan for the upcoming year, and how these fit within the City's Strategic Plan.

## **Overall Economic Outlook**

As we look forward to FY 2019-20, as with the previous year, the general consensus among economists is optimistic yet with caution, and it is expected that growth will continue at a steady but modest pace. The current economic expansion is the longest in U.S. history and may be on track to become the longest on record, yet inflation is still modest, slightly below 2%. Longer-term indicators such as bond rates and inflation expectations are somewhat neutral, though rates have decreased somewhat. The short-term outlook continues to be slow, but positive.

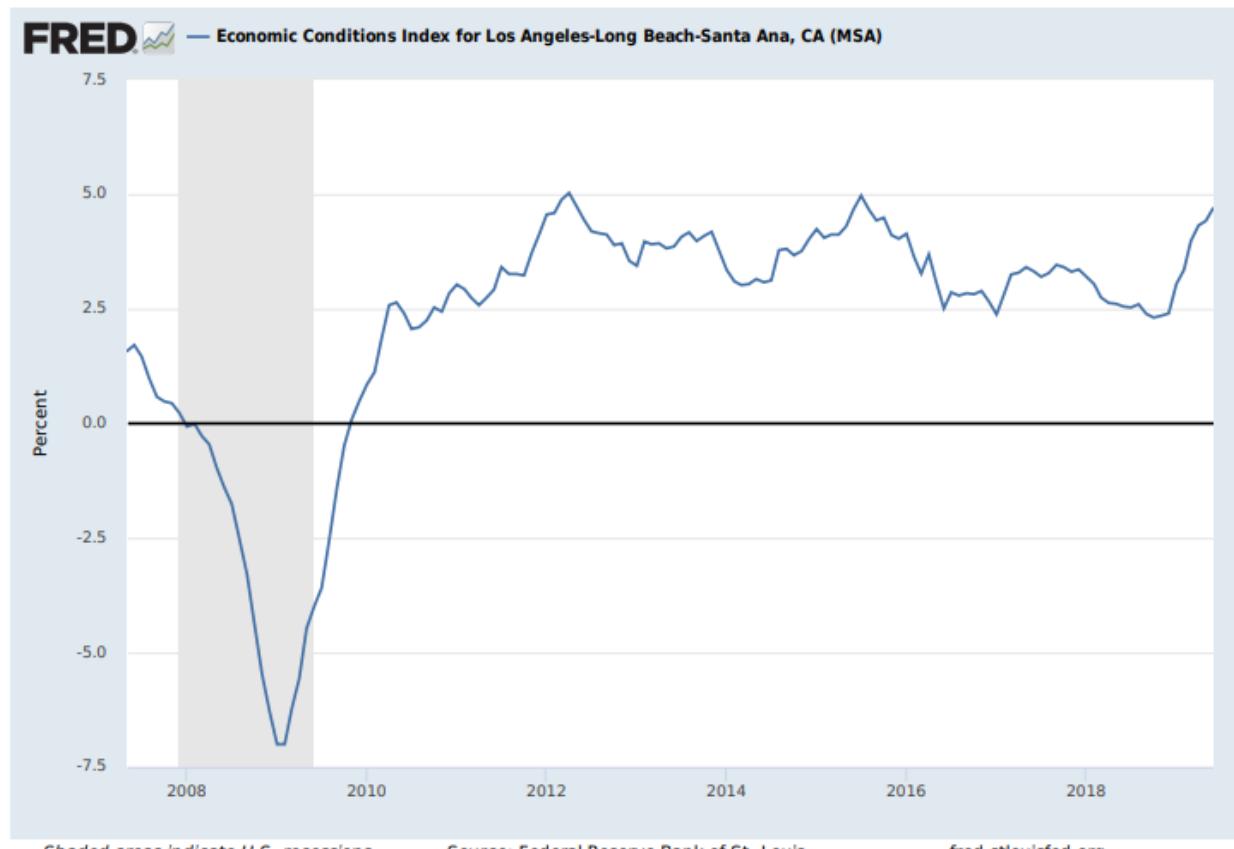


According to the Congressional Budget Office (CBO) budget projections, the economy is expected to expand more slowly, averaging annual growth of 1.7 percent in the next several years. The CBO forecasts a slowdown to begin in 2019 as the positive effects of recent tax legislation on business investment are expected to wane and federal purchases under current law are projected to drop sharply starting in the fourth quarter of the year. Over the longer term, growth is below its historical average due to slowing growth in the labor force.



### California and Los Angeles County

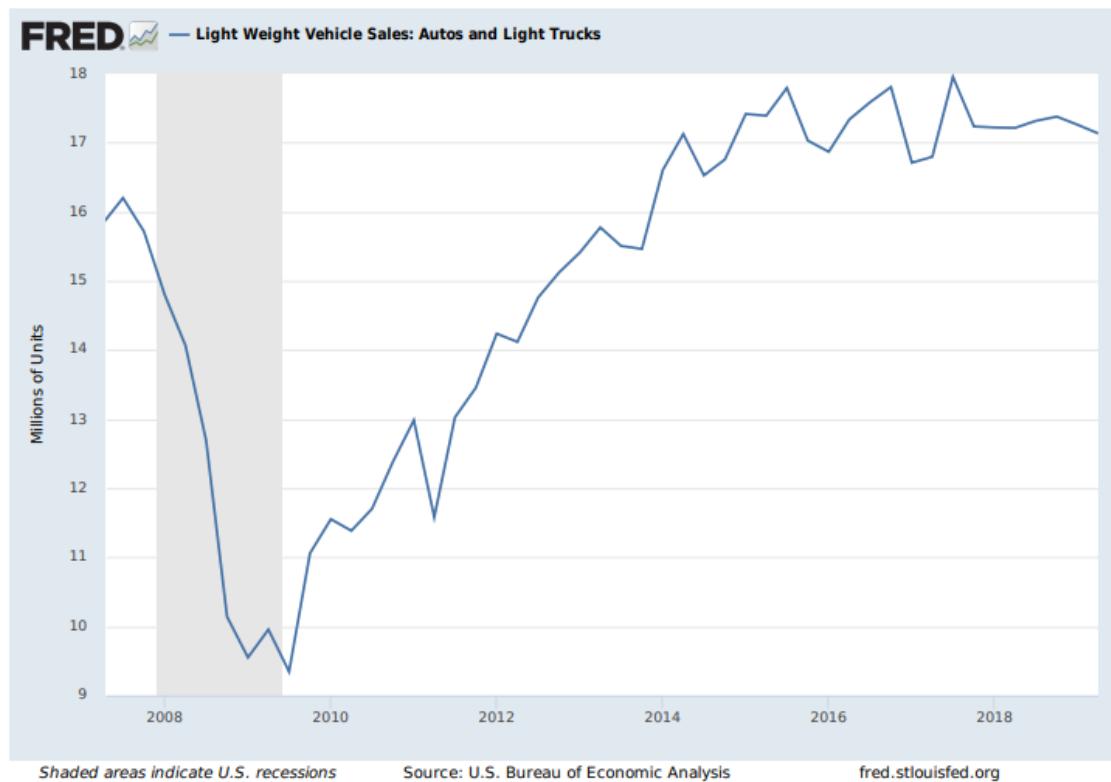
According to the California Department of Finance (DOF), continued growth is expected through FY 2019-20, however, its forecast assumes increased risks to the economy. Unemployment is low at 4.3 percent, with a forecast to remain around this level for the next few years. The DOF expects job growth and total wages growth to slow, moderate inflation should be around 3 percent, which gives consumers more purchasing power. Uncertainties are always a concern per the DOF, and should be addressed by increasing reserves in the event of a downturn and one-time extraordinary needs.



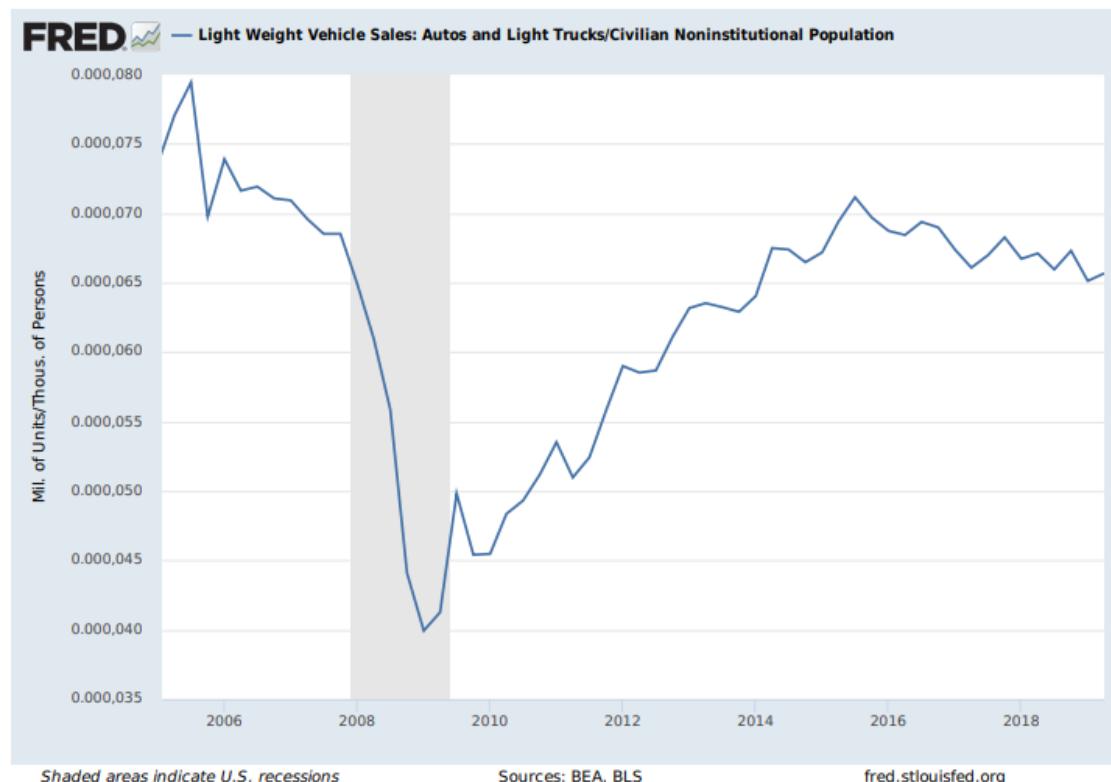
According to Beacon Economics, Southern California is seeing a damper on growth due to losses in retail and manufacturing, with other Non-farm employment increasing at a slower pace than the previous year. Notable sectors of employment according to Beacon were construction, logistics and healthcare.

### Auto Sales

New vehicle sales have continued a reduction in the rate of sales from previous years with a slight year-over-year decrease in sales countywide. This dip from the peak of sales in previous years is not unexpected, and some of the shift in trend is toward auto leases, which also benefit the City's sales tax base. The trend has been moving sideways for several years as illustrated below:

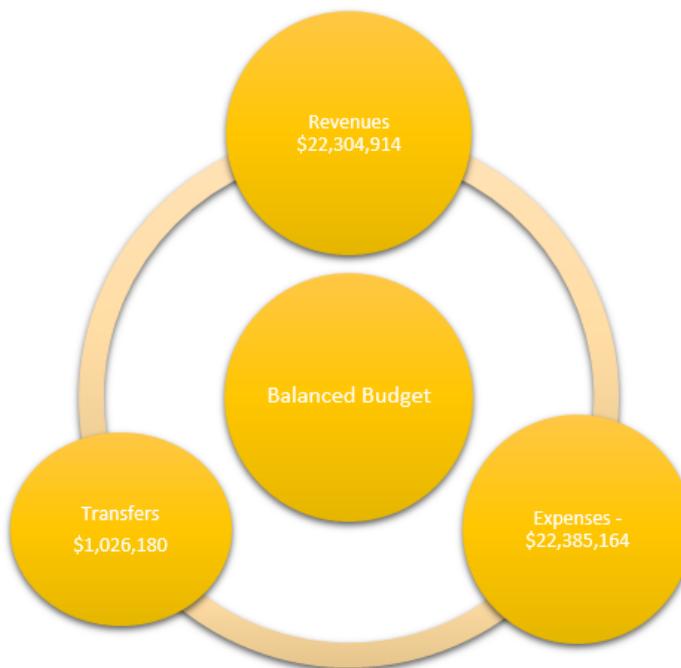


2017 began a trend that represented the first decline in U.S. auto sales following seven years of increases, with a current trend moving somewhat downward:



## **Budget Highlights**

The adopted budget reflects FY 2019-20 General Fund estimated revenues and transfers-in totaling \$22,304,914 comprised of \$21,278,734 in operating revenues and \$1,026,180 in non-operating revenues; total appropriations and transfers-out in the amount of \$22,385,164 in operating expenses. This results in a projected balanced General Fund budget.



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 2016-17 and FY 2017-18, budget and estimated expenditures from FY 2018-19, and adopted budgeted expenditures for FY 2019-20.

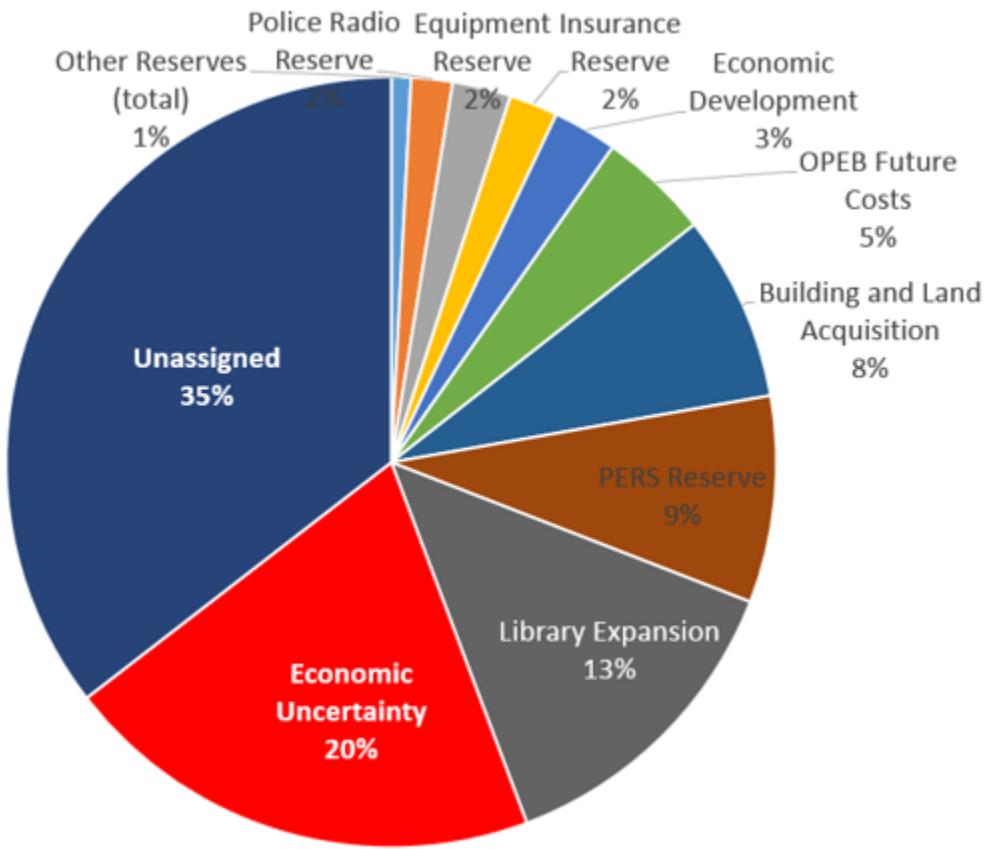
It is estimated that the General Fund unassigned fund balance will complete FY 2018-19 at \$8,949,324 and the Economic Uncertainties Fund balance will be \$4,873,542. The total of the unassigned General Fund balance and the Economic Uncertainties Fund balance is estimated at \$13,822,866. This represents 62% of the General Fund budgeted expenses for FY 2019-20. Unused appropriations and/or revenues exceeding expenses at the end of every fiscal year revert back to fund balance. This residual fund balance can then be used for one-time expenses (non-operating) or put aside as a reserve for future purposes. It is proposed by staff that Council consider any unused appropriations for one-time uses or reserves when the final year-end audited financial results are completed for FY 2018-19, anticipated to be presented to the Council in December 2019.

### **Committed General Fund Reserves**

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. All Committed Reserve funds are represented in the table below:

<b>Reserve Funds</b>	<b>As of June 30, 2018</b>	<b>As of June 30, 2019 (est.)</b>
<b>Other Reserves (total)</b>	<b>\$137,865</b>	<b>217,865</b>
<b>Police Radio Reserve</b>	<b>367,749</b>	<b>417,749</b>
<b>Equipment Reserve</b>	<b>435,393</b>	<b>422,596</b>
<b>Insurance Reserve</b>	<b>435,972</b>	<b>490,972</b>
<b>Economic Development</b>	<b>500,000</b>	<b>650,000</b>
<b>OPEB Future Costs</b>	<b>1,121,444</b>	<b>1,121,444</b>
<b>Capital Improvements</b>	<b>1,501,331</b>	<b>1,335,558</b>
<b>Building &amp; Land Acquisition</b>	<b>1,879,448</b>	<b>1,879,448</b>
<b>PERS Reserve</b>	<b>1,987,225</b>	<b>2,087,225</b>
<b>Library Expansion</b>	<b>3,728,122</b>	<b>3,384,022</b>
<b>Economic Uncertainty</b>	<b>5,081,972</b>	<b>4,873,542</b>
<b>Total Committed</b>	<b>17,176,521</b>	<b>16,880,421</b>
<b>Unassigned</b>	<b>8,536,291</b>	<b>8,949,324</b>
<b>Total Fund Balances</b>	<b>\$25,712,812</b>	<b>\$25,829,745</b>

Any unused appropriations for one-time uses or reserves will be considered when the final year-end audited financial results are completed for FY 2018-19, anticipated to be presented to the Council in December 2019 with recommendations or requests as appropriate. A distribution of all Committed Reserve funds is represented in the following chart:



### **General Fund Overview of FY 2018-19 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, the impacts of the positive economic activity to sales tax revenues are yet to be determined. Thus far, flat sales tax trends and other revenue sources with modest growth could eventually result in decreased available resources to the General Fund. It is recommended that the City Council continue to adopt conservative revenue projections. Current capital projects to begin or continue in FY 2019-20 are funded 52% from grant funding sources, with the majority of the remaining projects funded by previously committed capital projects reserves and other funding sources. The proposed FY 2019-20 General Fund budget is balanced, with available resources matching current year ongoing expenditures, and transfers in allocated to one-time costs:

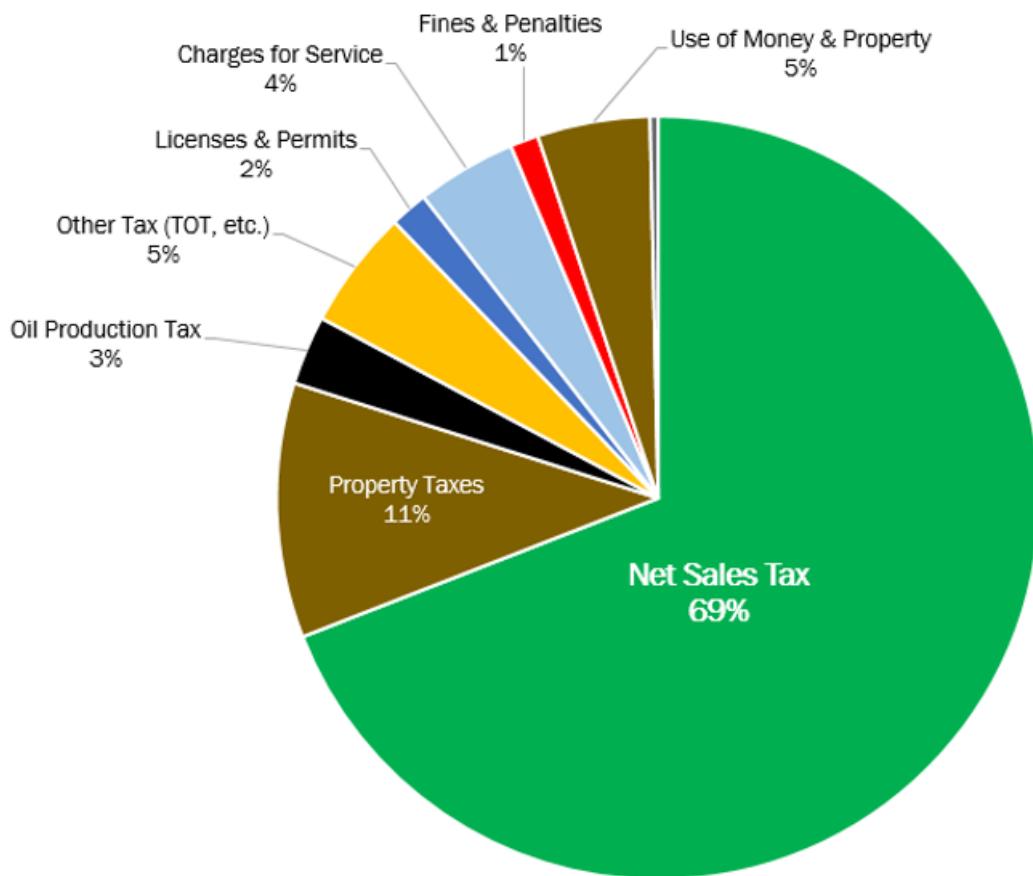
<b>Projected Fund Balance:</b> <b>at July 1, 2019</b>	<b>\$ 8,949,324</b>
Operating Activity:	
Proposed Revenues	<b>21,278,734</b>
Operating Transfers in From Other Funds	1,026,180
Proposed Expenditures	22,339,164
Operating Transfers Out to Other Funds	46,000
Surplus/(Deficit)	<b>(80,250)</b>
<b>Projected Fund Balance:</b> <b>at June 30, 2020</b>	<b>\$ 8,869,074</b>

### General Fund Revenues

Total FY 2019-20 General Fund revenues as categorized below are estimated at \$22,304,914, an increase of \$138,798 from the FY 2018-19 adopted budgeted revenues of \$22,166,116 which includes \$1,026,180 in transfers-in for one-time, non-recurring and capital costs. Flat sales tax revenues related to auto sales, internet-related sales activity, general consumer goods, and a decrease in business-to-business sales account for the projected sales tax trend for FY 2019-20.

### General Fund Operating & Non-Operating Revenues for FY 2019-20

	Approved FY 2019-20	Adopted FY 2019-20
<b>Operating Revenues:</b>		
Property Taxes	1,875,500	2,295,400
Net Sales Tax	15,700,000	14,700,000
Oil Production Tax	625,000	625,000
Other Tax Revenue (TOT, etc.)	1,075,000	1,075,000
Licenses & Permits	371,340	388,340
Intergovernmental – Federal, State, County	57,700	57,700
Charges for Service	769,010	852,010
Fines & Penalties	455,200	255,200
Revenue from Use of Money & Property	885,000	1,015,084
Misc. Revenues	15,000	15,000
<b>Total General Fund (GF) Revenues</b>	<b>21,828,750</b>	<b>21,278,734</b>
<b>Non-Operating Revenues:</b>		
Transfers In	537,880	1,026,180
<b>Total GF Revenues and Transfers In</b>	<b>22,366,630</b>	<b>22,304,914</b>



General Fund Transfers In are reimbursable by other funds as follows:

Equipment & Furniture Reserve	104,880
General Plan Reserve	40,000
Insurance Reserve	81,300
Traffic Safety Fund	100,000
PERS Reserve	200,000
Gas Tax Fund	500,000
<b>Total</b>	<b>1,026,180</b>

### Sales Tax

Sales tax revenue projections are dependent on volatile consumer trends as consumer spending makes up about 70% of economic growth, 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. As noted previously, overall economic activity is positive, but how consumer spending habits will specifically translate into increased City revenues is yet to be determined.

### Sales Tax Revenue Trend

	13-14 Actual	14-15 Actual	15-16 Actual	16-17 Actual	17-18 Actual	18-19 Estimated	19-20 Adopted
<b>Sales Tax</b>	9,153,470	7,131,665	12,647,137	14,597,400	15,066,809	14,930,000	14,700,000
<b>S/T In Lieu</b>	3,282,295	4,054,436	4,257,188				
<b>Total</b>	12,435,765	11,186,101	16,904,325	14,597,400	15,066,809	14,930,000	14,700,000
<b>YoY % Change</b>	4.3%	(10%)	51 %	(14%)	3%	(1%)	(2%)

Revenue projections are conservative in order to absorb sustained or unknown impacts of sales tax trends transitioning to e-commerce or reduced auto sales. For FY 2019-20, net sales tax revenues are projected to decrease, due to trends in the Business and Industry sector, an overall decrease in auto sales from the peak two years prior and the loss of a dealership, as well as a shift in general consumer goods retail trend. The Autos and Transportation category still represents a major industry segment of the City's sales tax revenue and will continue to be a significant generator of available resources for the City. A shift in revenue to the County Pool is expected to continue as the City's tax consultant, HdL Companies, reports an expected year-over-year increase in this category of 4.5%

Changes in the sales tax generated ranged from a -26.9% decrease in Business and Industry, to an increase of 45.5% in Fuel and Service Stations. It should be noted that data can be somewhat "noisy" when measured from one quarter to another, while the data demonstrates a trend as measured on a year-over-year basis. The most recent information from HdL regarding economic adjustments from selected categories are as follows:

Industry Category	Change	4Q 2017 vs 4Q 2018
Business and Industry	-26.9%	(425,900)
Autos and Transportation	5.1%	45,362
General Consumer Goods	1.6%	13,063
State and County Pools	-8.0%	(46,260)
Building and Construction	0.6%	2,355
Fuel and Service Stations	45.5%	55,368
Restaurants and Hotels	-1.1%	(1,209)
Food and Drugs	-3.6%	(1,640)

### Property Tax

The FY 2019-20 Budget estimates property taxes are budgeted conservatively and expected to be stable but flat over the previous year's budgeted estimates. Property tax revenue trend is as follows:

<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Actual</b>	<b>17-18 Actual</b>	<b>18-19 Estimated</b>	<b>19-20 Adopted</b>
1,754,647	1,801,723	1,916,481	1,863,700	2,197,080	2,161,400	2,240,150

### Oil Production Barrel Tax

The rate per barrel is based on the Producers Price Index. The FY 2019-20 oil production barrel tax is budgeted with a slight increase due to current trends and expectations regarding year-end potentially driven by fuel prices. Price per barrel may affect this trend in future years but there is no leading data to prompt a significant change in current estimates. In recent years, the declining trend is as follows:

<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Actual</b>	<b>17-18 Actual</b>	<b>18-19 Estimated</b>	<b>19-20 Adopted</b>
1,142,855	1,132,511	1,092,517	525,727	425,515	500,000	625,000

### Transfer Station

Revenues from the transfer station are estimated for FY 2019-20 at \$350,000, an increase to the year-end projections for FY 2018-19 following several years of revenues that have trended above expected results. Current year tonnage has reached a higher tier (3%) sooner than expected but no adjustment to projected revenues is recommended at this time:

<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Actual</b>	<b>17-18 Actual</b>	<b>18-19 Estimated</b>	<b>19-20 Adopted</b>
214,029	210,066	220,035	234,421	369,728	270,700	350,000

### General Fund Expenditures

Key elements of the Budget include:

- The City has been responsible in preparing and meeting budgeted expenditure targets, and has responded in planning for the upcoming fiscal year based on reductions in estimated revenues, in order to maintain a balanced budget.
- Department maintenance and operations expenditures are generally maintained at similar levels as the previous FY 2018-19 adopted budget with few selective decreases where necessary as noted above.

- Minor adjustments were made within certain departmental Maintenance and Operating budgets to decrease one-time costs for projects completed in FY 2018-19 that were funded by set-aside reserves.
- Adjustments were made to personnel costs to address commitments in current Memorandums of Understanding (MOUs). Increases included cost of living increases of an estimated 2% CPI growth, California Public Employees' Retirement System (CalPERS) rate increases, health benefits (including Retiree Health Benefits), and increases to Workers' Compensation.
- Adjustments were made to several expenditure line items including environmental programs, contract and professional services, that have reduced in costs from the current fiscal year.
- Funding of reserves will be recommended at the close of the fiscal year with the reporting of the audited financial statements.
- An extensive Capital Improvement Program with grant funding of 52%.

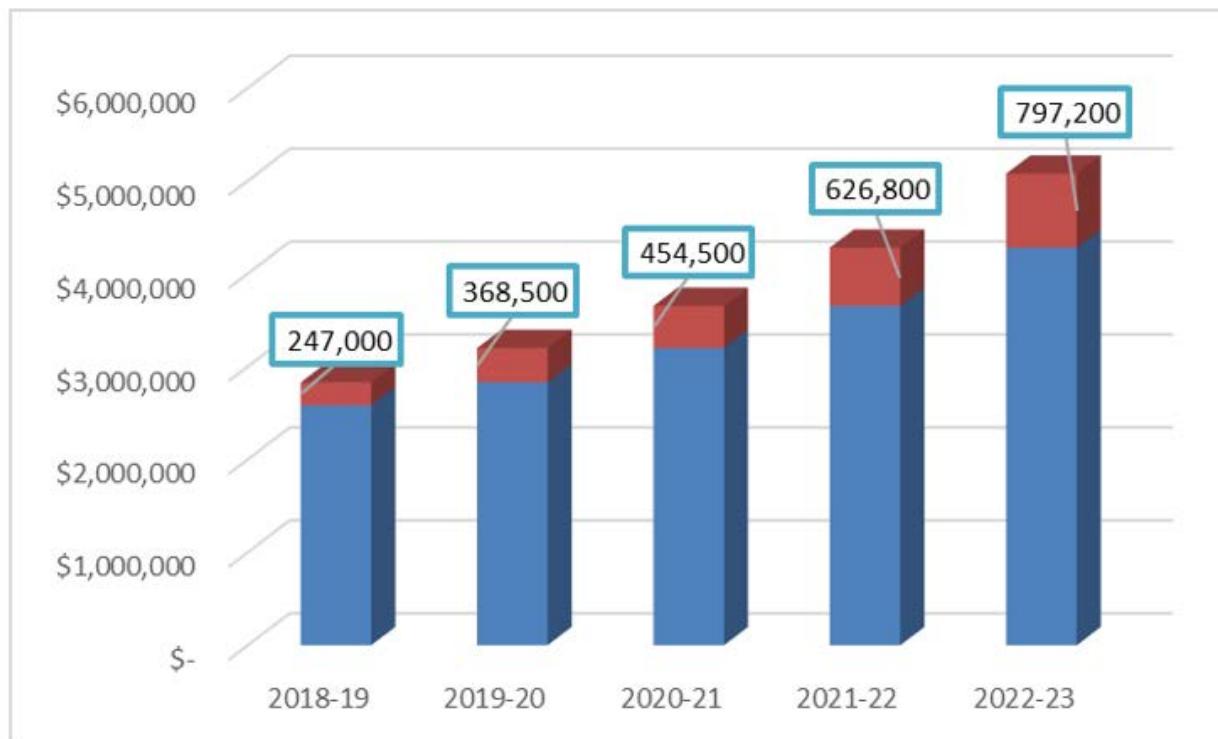
Proposed FY 2019-20 expenditures of \$22,385,614 were budgeted \$69,048 higher than the previous fiscal year budgeted expenditures of \$22,316,116. The year-end General Fund expenditures are estimated at \$22,196,289 for FY 2018-19. Including transfers at year-end to reserves for one-time maintenance and project costs, expenditure trends are as follows:

Expenditures	14-15 Actual	15-16 Actual	16-17 Actual	17-18 Actual	18-19 Estimated	19-20 Adopted
<b>Total</b>	20,843,128	20,805,344	23,495,906	20,719,212	22,196,289	22,385,164

### **Budget Uncertainties**

As noted in previous budget discussions and workshops, CalPERS published the estimated increases to employer rates as a result of actuarial assumptions, updates to the discount rate, as well as a shortened amortization schedule for reduction of unfunded liabilities. The projected increases have begun, taking effect over a 5-year "ramp up" period. It is recommended that the City continue to utilize and maintain the PERS Reserve Fund in response to new CalPERS policies. CalPERS costs are 14% of the General Fund budget in FY 2019-20 and increase to 22% by FY 2022-23 per CalPERS projections as shown below.

### CalPERS Projected Increases



Pension costs to the City for each pension plan tier is summarized in the table below.

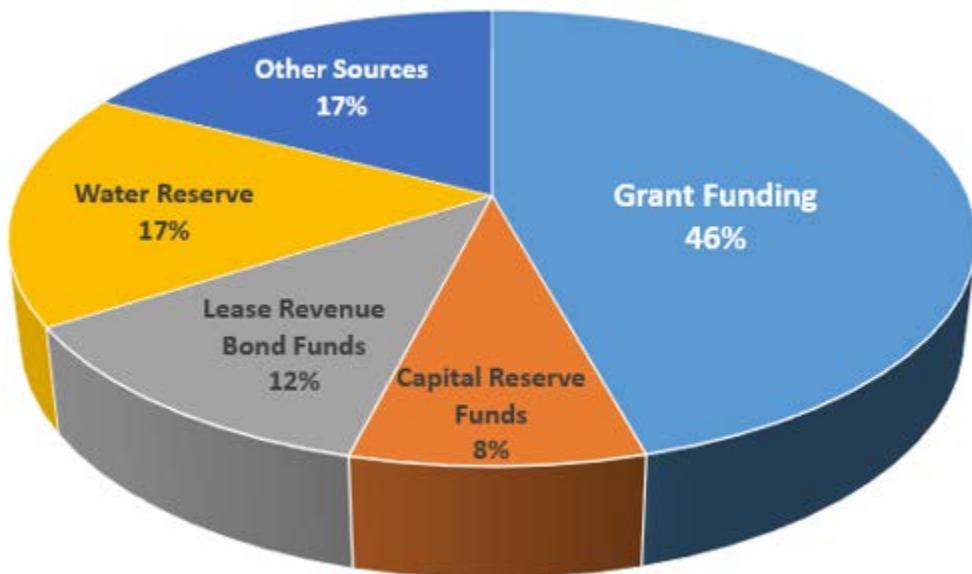
Plan Category	Employer Costs	Employee Share	Total Cost
PERS TIER 1 SAFETY	\$ 1,507,687	\$ 308,425	\$ 1,816,112
PERS TIER 2 SAFETY	\$ 49,946	\$ 30,150	\$ 80,096
PERS PEPRA SAFETY	\$ 132,877	\$ 126,441	\$ 259,318
PERS TIER 1 MISC	\$ 1,301,520	\$ 184,217	\$ 1,485,737
PERS TIER 2 MISC	\$ 101,505	\$ 79,232	\$ 180,737
PERS PEPRA MISC	\$ 104,569	\$ 97,302	\$ 201,871
	\$ 3,198,104	\$ 825,768	\$ 4,023,872



## 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 2019-20 Capital Improvements Program (CIP) includes new and existing projects, or project phases representing an investment of \$7.9 million of carry-over or funds provided from previously closed out projects. A total of \$16.6 million in projects are scheduled including grant funding of \$6.2 million. All projects to be carried over are listed in Attachment A. Funding sources for each project are listed in the detailed CIP schedule. Below is a summary of all funding sources for the proposed capital schedule. The City has been very successful in obtaining grants to offset the cost of projects. Grants account for 46% of total CIP funding.

Grant Funding	6,216,988	46%
Capital Reserve Funds	1,122,644	8%
Lease Revenue Bond Funds	1,624,380	12%
Water Reserve	2,273,361	17%
Other Sources	2,361,361	17%
<b>Total Capital Projects</b>	<b>13,598,734</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 2019-20 is estimated at \$4.3 million. This projection includes the increases that were adopted by Council in May 2016 following a Prop. 218 Hearing. This fund is structured to be able to charge a fee to customers to cover the costs of services it provides. However, water costs charged by the Metropolitan Water District and the Water Replenishment District to the City have increased, and the impacts of increasing expenses and reduced revenues due to conservation have adversely impacted the Water Fund's net position. As these costs were higher than the water rate study anticipated, the current water rate fee structure is not set to properly cover these costs. In FY 2018-19, the City began an updated rate study to assess current rates and costs of the water system and infrastructure, and the potential need for water rate increases beginning in FY 2020-21, and the study is anticipated to be completed in FY 2019-20. The Water Fund Budget Summary is as follows:

	FY 2018-19 Estimated Results	FY 2019-20 Adopted Budget
Water Operations	4,338,361	4,395,300
Water Billing and Debt Administration	479,744	472,930
<b>Total Water Fund</b>	<b>4,818,105</b>	<b>4,868,230</b>

### **Other Funds – Special Revenue**

Special Revenue Funds are used to account for the revenues derived from specific revenue sources, which are legally restricted and usually required by law or administrative regulation to be accounted for in separate funds. Special revenue funds are distinguished from enterprise funds in that the services delivered are financed by a Special Revenue Fund (such as streets) and the user does not pay for the service based on actual use.

#### **Gas Tax**

Gas Tax revenues for FY 2019-20 are estimated to be \$303,408. 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. As previously noted, the Gas Tax Fund was increased due to a Los Angeles County ½ cent sales tax (Measure M), as well as AB-1 and SB-1 for transportation funding.

#### **Traffic Safety Fund**

Traffic Safety Fund revenues are used for traffic-related enforcement such as hazardous violations, DUI and seatbelt compliance and are estimated at \$101,200, unchanged from the previous fiscal year budget.

## **Internal Service Fund – Vehicle Replacement**

The net position of the Vehicle Replacement Fund is estimated to be \$1,944,077 at the end of FY 2018-19. The following purchases are part of the approved budget based on the City's Vehicle Replacement Policy and criteria:

**Adopted for FY 2019-20 – \$248,000**

<b>Vehicle</b>	<b>Replacement Cost</b>	<b>Department</b>
2019 Ford Explorer Utility (with equipment)	52,000	Police Department
2019 Ford Explorer Utility (with equipment)	52,000	Police Department
2019 Toyota Highlander (with equipment)	52,000	Police Department
2019 Detective Vehicle	52,000	Police Department
2019 Ford F-150	40,000	Public Works

## **FY 2018-19 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 XIIIB 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. 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 \$78,331,201 (Attachment B). The City's tax proceeds are substantially under the established Gann Limit for FY 2019-20.

## **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 is balanced and is estimated to have no change to the General Fund balance at the end of FY 2019-20. The City's prudent fiscal practices that include a consideration

of future needs and planning 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 adopted Strategic Plan that is to be updated in the upcoming fiscal year. 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**

**2016-2020**

Goal #1 – Ensure Long-Term Fiscal Stability

Goal #2 – Ensure Public Safety is High Priority

Goal #3 – Promote a Strong Local Economic Base

Goal # 4 – Maintain and Improve the Public Infrastructure

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

Goal # 6 – Promote a Transparent and Open Government

## **CITY OF SIGNAL HILL FINANCIAL POLICIES**

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

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



## DESCRIPTION OF FUNDS

### General Fund (100)

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

### Special Revenue Funds

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

### **Traffic Safety Fund (231)**

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

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

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

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

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

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

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



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

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

### **Measure R Fund (236)**

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

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

The Measure M Fund receives and disburses the City's share of the Los Angeles County sales tax increase of one half percent (.5%) for traffic improvement transportation projects in accordance with "Measure M," the Los Angeles County Traffic Improvement Plan. This plan is administrated by the Los Angeles County Metropolitan Transportation Authority (MTA). The one-half of one percent (.5%) Sales Tax within Los Angeles County will increase to one percent (1%) on July 1, 2039, when the Measure R tax of one-half of one percent (.5%) tax imposed by the MTA expires.

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

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

### **Measure W Fund (239)**

The Measure W Fund receives and disburses the City's share of the California parcel tax increase of \$0.025 per square foot of impermeable property for funding projects in accordance with the expenditure plan in an Ordinance amending the District Code establishing the Los Angeles Region, Safe, Clean Water Program. Projects include but are not limited to; increasing stormwater capture



and reducing urban runoff pollution which may increase water supply; improve water quality; and provide community investment benefits as defined in the Ordinance. The County Auditor-Controller place the tax on the secured roll, and the County Treasurer and Tax Collector (“Treasurer”) will collect the tax.

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

### **Supplemental Law Enforcement Fund (277)**

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

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

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



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

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

### **Capital Project Funds**

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

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

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

### **Enterprise Funds**

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

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

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

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



### Internal Service Funds

**Vehicle Replacement Fund (601)** The Garage Internal Service Fund accounts for the furnishing of vehicle and equipment services to the departments within the City. Costs of materials and services used are accumulated in this fund and charged to the user departments as such vehicles and equipment are used or services rendered.

### Reserve Funds

The City retains Special Reserve Funds, of which two are specifically mandated for the Water Enterprise Fund. These funds are used to plan for replacement or improvement of current assets, or to provide stability due to unforeseen economic events.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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



## **DESCRIPTION OF REVENUES**

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

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

#### **Property Tax**

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

#### **Sales and Use Tax**

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

#### **Franchise Fees**

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

#### **Business License Tax**

This is revenue from businesses and occupations that must be licensed prior to operating in the City. A provision for construction contractors allows for the purchase a business license for either six or twelve months.



### **Oil Production Taxes**

This is revenue from the per barrel levy on oil production. The rate is adjusted annually based on changes in the Producer Price Index for Crude Oil Production.

### **Transient Occupancy Taxes**

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

### **Dog Licenses**

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

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

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

### **Alarm System Permit**

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

### **Fines and Forfeitures**

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

### **False Alarms**

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



### **Interest on Investments**

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

### **Rents and Concessions**

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

### **Royalties**

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

### **Intergovernmental – State**

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

### **Intergovernmental – County**

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

### **Charges for Current Service**

Administration - Fees are collected for elections.

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

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



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

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

Police - Fees are collected for bookings and vehicle impounds.

#### **Other Revenue**

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

#### **Fund Transfers**

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

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

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

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

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



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

Revenues from the City's share of the Los Angeles County sales tax increase of one half percent (.5%) for public transportation purposes in accordance with Proposition C, administered by the Metropolitan Transportation Authority (MTA).

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

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

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

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

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

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

### **Traffic Safety Fund (231)**

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

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

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



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

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

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

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

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

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

#### **Measure R Fund (236)**

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

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

The Measure M Fund receives and disburses the City's share of the Los Angeles County sales tax increase of one half percent (.5%) for traffic improvement transportation projects in accordance with "Measure M," the Los Angeles County Traffic Improvement Plan. This plan is administrated by the Los Angeles County Metropolitan Transportation Authority (MTA). The one-half of one percent (.5%) Sales Tax within Los Angeles County will increase to one percent (1%) on July 1, 2039, when the Measure R tax of one-half of one percent (.5%) tax imposed by the MTA expires.



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

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

### **Measure W Fund (239)**

The Measure W Fund receives and disburses the City's share of the California parcel tax increase of \$0.025 per square foot of impermeable property for funding projects in accordance with the expenditure plan in an Ordinance amending the District Code establishing the Los Angeles Region, Safe, Clean Water Program. Projects include but are not limited to; increasing stormwater capture and reducing urban runoff pollution which may increase water supply; improve water quality; and provide community investment benefits as defined in the Ordinance. The County Auditor-Controller place the tax on the secured roll, and the County Treasurer and Tax Collector ("Treasurer") will collect the tax.

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

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

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

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



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

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

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

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

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

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

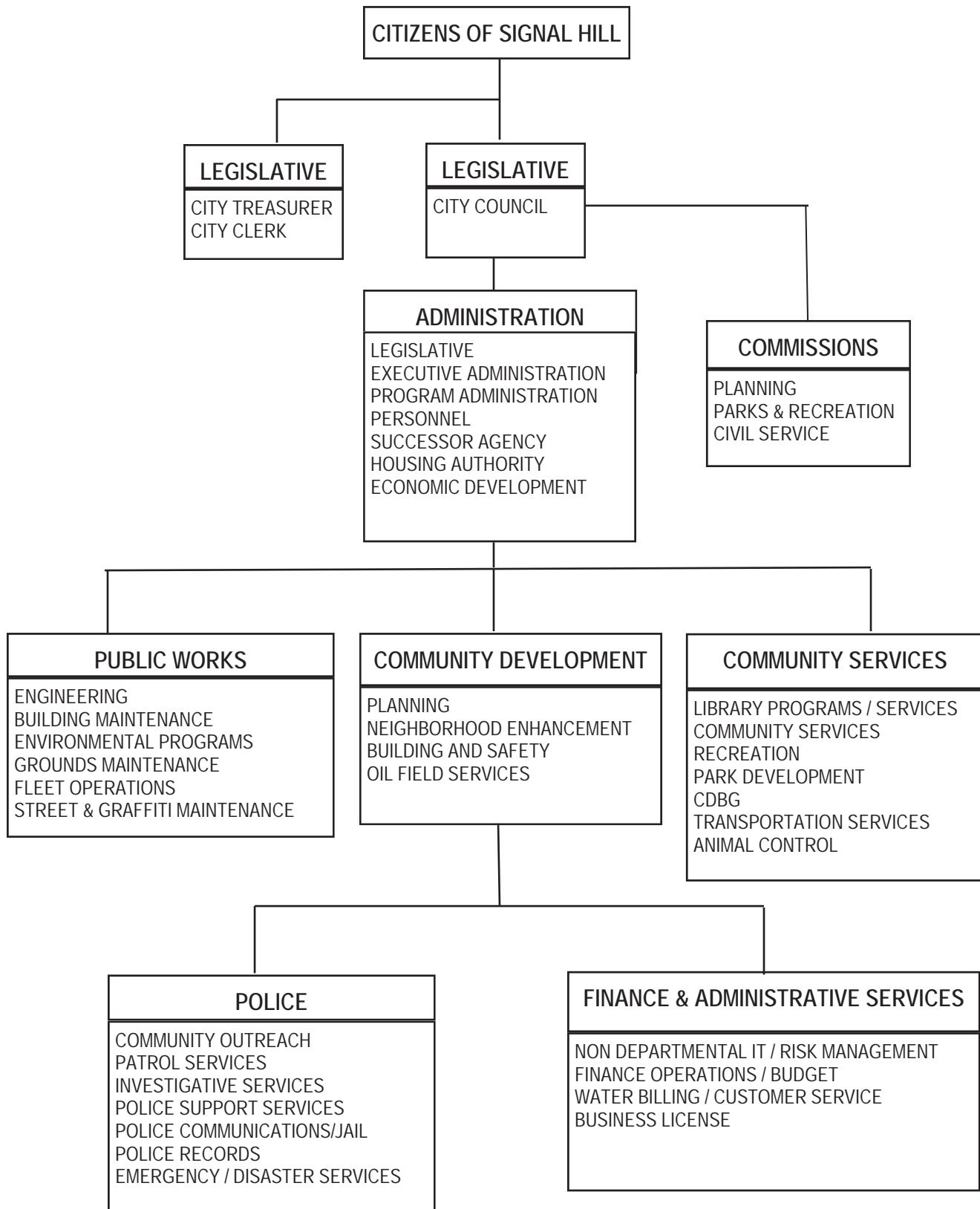
#### **Water Development Impact Fees Fund (550)**

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

#### **Vehicle Replacement Fund (601)**

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

# CITY OF SIGNAL HILL ORGANIZATIONAL CHART



This page intentionally left blank

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

<u>Department</u>	Budget FTE 2015-16	Budget FTE 2016-17	Budget FTE 2017-18	Budget FTE 2018-19	Adopted FTE 2019-20
<b>Administration</b>					
City Manager	1	1	1	1	1
Executive Assistant / Deputy City Clerk	1	1	1	1	1
Assistant to the CM/Deputy City Clerk	0	0	0	0	0
Deputy City Manager	1	1	1	1	1
Economic Development Manager	1	1	1	1	1
Human Resources Manager	1	0	0	0	1
Senior Management Analyst HR	0	1	0	0	0
Management Analyst HR	0	0	1	1	0
Administrative Assistant	1	1	1	1	1
Part-Time Communications Specialist	0	0	0.8	0.8	0.8
<b>Total FTE Positions:</b>	<b>6</b>	<b>6</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>
<b>Administrative Services/Finance</b>					
Director	1	1	1	1	1
Deputy Director	0	1	0	1	1
Accounting Manager	1	1	1	0	0
Accountant	1	1	1	1	1
Senior Account Specialist	1	1	1	0	0
Account Specialist II	1	1	1	2	2
Account Specialist	1	0.5	0.8	0.8	0.8
Account Specialist	0	0.5	0.7	0	0
<b>Total FTE Positions:</b>	<b>6</b>	<b>7</b>	<b>6.5</b>	<b>5.8</b>	<b>5.8</b>
<b>Community Development</b>					
Director	1	1	1	1	1
Planning Manager	0	0	0	0	1
Administrative Assistant	1	1	1	1	1
Senior Planner	1	1	1	1	0
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>					
<u>Library</u>					
City Librarian	1	1	1	1	1
Library Assistant	1	1	1	1	1
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>Department</b>	<b>Budget FTE 2015-16</b>	<b>Budget FTE 2016-17</b>	<b>Budget FTE 2017-18</b>	<b>Budget FTE 2018-19</b>	<b>Adopted FTE 2019-20</b>
<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	1
Part-Time Recreation Leaders	2.1	2.7	2.7	2.7	2.7
<b><u>Recreation</u></b>					
Recreation Coordinator	1	1	1	1	1
Recreation Specialist	0	1	0.8	0.8	0.8
Part-Time Recreation Leaders	6.1	4.9	4.9	4.9	4.9
<b>Total FTE Positions:</b>	<b>19.5</b>	<b>18.6</b>	<b>18.6</b>	<b>18.5</b>	<b>18.5</b>
<b>Police</b>					
<b><u>Patrol Services</u></b>					
Police Sergeant	4	4	4	4	4
Senior Police Officer	4	4	4	4	4
Police Officer	15	16	16	16	16
Police Traffic Officer	2	2	2	2	2
Police Recruit Officer	1	2	2	2	2
Parking Control	0	0.7	0.7	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	0
<b><u>Police Communications</u></b>					
Dispatcher/Jailer	5	8	8	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	0.5	0.5	0.5	0.5	0.5
Part-Time Records Clerk	0.4	0.4	0.4	0.4	0.4
<b><u>Emergency/ Disaster Services</u></b>					
Emergency Operations Coordinator	0.5	0.5	0.5	0.5	0.5
<b>FTE Positions:</b>	<b>47.4</b>	<b>53.0</b>	<b>53.0</b>	<b>53.1</b>	<b>52.1</b>

<b>Department</b>	<b>Budget FTE 2015-16</b>	<b>Budget FTE 2016-17</b>	<b>Budget FTE 2017-18</b>	<b>Budget FTE 2018-19</b>	<b>Adopted FTE 2019-20</b>
<b>Public Works</b>					
<b>Engineering Department</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>City Yard</b>					
Deputy Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Water Sys. Supervisor	0	0	0	0	0
Water Systems Superintendent	1	1	1	1	1
Water Systems Operator I	1	1	1	1	1
Water Systems Operator II	1	1	1	1	1
Senior Water Operator	1	1	1	1	1
Water Maintenance Worker I	2	2	2	2	2
Water Maintenance Worker II	2	2	2	2	2
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	3
Maintenance Worker	7	7	7	7	6
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>110.9</b>	<b>116.6</b>	<b>116.8</b>	<b>116.2</b>	<b>115.2</b>

This page intentionally left blank

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

Fund No.	Fund	Balance (Available) 7/1/19	2019-2020 Estimated Revenue	2019-2020 Operating Expenditures	Transfers In	Transfers Out	Fund Balance 6/30/20
100	General Fund	8,949,324	21,278,734	22,176,914	1,044,180	46,000	8,949,324
110	Economic Uncertainties Reserve	4,873,542					4,873,542
111	Land & Building Reserve	1,879,448					1,879,448
112	Equipment & Furniture Reserve	422,596			332,203		190,393
113	Capital Improvement Reserves	1,335,558				1,238,757	96,801
114	Insurance Reserve	490,972				81,300	409,672
115	PERS Reserve	2,087,225				200,000	1,887,225
116	OPEB Reserve Fund	1,121,444					1,121,444
117	Park Reserve Fund	57,846					57,846
118	Police Radio Reserve	417,749					417,749
119	Library Reserve Fund	3,384,022					3,384,022
120	100th Anniversary Reserve Fund	40,019					40,019
121	General Plan Update Reserve	120,000				40,000	80,000
122	Economic Development Reserve	650,000					650,000
<b>Total Committed Reserve Funds</b>		16,880,421	-	-	-	1,792,260	15,088,161
201	CDBG	59,130	67,037	9,299		58,000	58,868
202	Prop A	417,099	231,156	192,518			455,737
203	Prop C	651,725	192,329	5,000		179,500	659,554
204	Park Development	2,016,595	107,395			225,096	1,898,894
220	Cable Television	53,359					53,359
221	Housing Impact	710,901					710,901
223	Housing Authority	5,818,893	98,721	7,500			5,910,114
225	Lease Revenue Bonds	7,125,288				1,614,380	5,510,908
230	Gas Tax	639,198	303,408			507,500	435,106
231	Traffic Safety	1,200	101,200			100,000	2,400
232	AQMD	102,043	15,700	1,000		52,000	64,743
233	Traffic Impact	1,011,830	138,297			393,056	757,071
234	Pipeline Removal	2,257,596	26,397				2,283,993
235	MTA-STP	204,434	800				205,234
236	Measure R	683,619	155,448			585,000	254,067
237	Measure M	236,782	169,163			-	405,945
238	SB-1 RMRA	255,355	194,465			399,200	50,620
239	Measure W	-	300,000	30,000			270,000
240	Capital Grants	-	6,216,988			6,216,988	-
260	Lighting & Landscape District	64,419	61,000	57,350			68,069
270	UASI Grant	-					-
271	Asset Seizure - Federal	-					-
272	LA Impact	-					-
273	Cops Hiring Recovery	-					-
274	Asset Seizure - State	183,926					183,926
275	State Police Grant	-					-
276	Domestic Preparedness	-					-
277	Supplemental Law Enforcement	116,948	145,100	262,048			-
278	Homeland Security	-					-
550	Water Development	564,000					564,000
<b>Total Special Revenue Funds</b>		23,174,340	8,524,604	564,715	-	10,330,720	20,803,509
400	Capital Improvements	-	10,000	6,284,558	11,172,800		4,898,242
<b>Total Capital Project Funds</b>		-	10,000	6,284,558	11,172,800	-	4,898,242
500	Water Operations	1,874,574	5,022,381	4,868,229	439,930		2,468,655
510	Water Depreciation	2,139,232				439,930	1,699,302
<b>Total Enterprise Funds</b>		4,013,806	5,022,381	4,868,229	439,930	439,930	4,167,957
601	Vehicle Replacement Fund	1,944,077	608,590	696,793	52,000	-	1,907,874
<b>Total Internal Service Fund</b>		1,944,077	608,590	696,793	52,000	-	1,907,874
701	Spring Street JPA	-			-	-	0
<b>Total Fiduciary Funds</b>		-	-	-	-	-	0
<b>Grand Total</b>		<b>\$ 54,961,968</b>	<b>\$ 35,444,309</b>	<b>\$ 34,591,208</b>	<b>\$ 12,708,910</b>	<b>\$ 12,708,910</b>	<b>\$ 55,815,068</b>

This page intentionally left blank

**ANALYSIS OF GENERAL FUND RESERVES  
PROJECTED FOR JUNE 30, 2020**

RESERVES AT 6/30/2019 - Per adopted budget

Economic Uncertainties Reserve	\$ 4,873,542
Undesignated Fund Balance	8,949,324
Total Fund Balance June 30, 2019	<u>13,822,866</u>

Add:	Estimated Revenues 2019-20	21,278,734
	Transfers In	1,044,180
	Total Sources	<u>36,145,780</u>
Less:	Budgeted Appropriations 2019-20	22,339,134
	Transfer out to Capital Improvement Fund	46,000
	Transfer out to Supplemental Law Enforcement Fund	-
	Total Uses	<u>22,385,134</u>
	Projected Fund Balance June 30, 2020	<u>13,760,646</u>

RESERVES BY CATEGORY AT 6/30/2020 - Estimated

Economic Uncertainties Reserve	4,873,542
Undesignated Fund Balance	8,887,104
Total Fund Balance	<u>\$ 13,760,646</u>

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

1. General Fund estimated revenues plus transfers in are balanced and matched off against budgeted expenditures with a \$46,000 transfer to the capital fund.
2. Transfers into the General Fund from the following available resources:
  - 2.1. Insurance reserve to address increased premiums (\$81,300).
  - 2.2. PERS Reserve to address additional costs resulting from the "ramp up" period (\$200,000).
  - 2.3. Gas Tax revenues to be used for streets maintenance expenditures and repairs (\$500,000).
  - 2.4. General Plan costs funded by the General Plan Update Reserve (\$40,000).
  - 2.5. Equipment and Furniture Reserve for completion of the citywide enterprise resources planning system (\$22,880).
  - 2.6. Traffic Safety Fund (\$100,000).
3. The City is retaining the Economic Uncertainties Reserve at \$4.9 million, PERS Reserve at \$1.6 million and OPEB Reserve Fund at \$1.1 million.
4. The City's Financial Policies stated within this budget require that the Director of Finance shall annually prepare a General Fund Analysis of the Structural Balance to determine that a structural deficit does not exist. On a temporary basis, reserve funds are used to bridge expenditures over the course of a fiscal year while addressing both revenues and expenditures for the upcoming fiscal years. As a result of this analysis and as outlined in the above summaries and notes, the City's General Fund is balanced, with structural balance to be addressed in the mid to long-term strategic plans by City Administration and the City Council. In the out years, estimated operating revenues are expected to meet and exceed budgeted expenditures in the upcoming fiscal year.
5. Per Government Accounting Standards Board (GASB) guidelines, the City uses a modified accrual method of accounting for governmental funds, which combines certain elements of cash basis accounting accrued revenue and expenditures at the fiscal year end. The full accrual method of accounting is used to record the activities of the City's proprietary funds (the Water and Vehicle Replacement Fund). As such, revenues are accrued when they are earned and expenses shown when a liability is incurred, regardless of the timing of the related cash flows.

2019-2020 REVENUES AND OTHER FINANCING SOURCES					
General Fund	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimated	2019-20 Adopted
<b>Operating Revenues</b>					
Property Taxes	697,632	1,103,872	673,750	1,024,700	1,064,150
Sales Tax	14,597,400	15,066,809	15,030,136	14,930,000	14,700,000
Oil Production Tax	525,727	425,515	1,150,000	500,000	625,000
Other Tax Revenue (TOT, etc.)	2,187,579	2,131,534	2,208,400	2,261,700	2,306,250
Licenses & Permits	374,207	428,918	418,500	419,500	388,340
Intergovernmental – Federal, State, County	53,066	47,355	54,206	47,100	57,700
Charges for Service	757,362	1,063,955	798,054	907,880	852,010
Fines & Penalties	232,147	255,066	245,150	285,150	255,200
Revenue from Use of Money & Property	747,059	842,202	885,000	885,000	1,015,084
Misc. Revenues	311,493	234,747	213,500	13,000	15,000
<b>Total Operating Revenues</b>	<b>20,483,672</b>	<b>21,599,972</b>	<b>21,676,696</b>	<b>21,274,030</b>	<b>21,278,734</b>
<b>Non-Operating Revenues:</b>					
Transfers In	375,200	100,000	1,094,420	1,064,420	1,026,180
<b>Total Available Resources</b>	<b>20,858,872</b>	<b>21,699,972</b>	<b>22,771,116</b>	<b>22,338,450</b>	<b>22,304,914</b>
<b>Special Revenue Funds</b>					
CDBG	106,811	26,987	56,550	56,550	67,037
Prop A	215,052	227,898	227,220	206,000	231,156
Prop C	175,819	188,113	188,473	188,473	192,329
Park Development	69,826	37,426	524,337	524,337	107,395
Cable Television	202	631	-	-	-
Housing Impact	2,698	8,410	-	-	-
Housing Authority	8,331	98,721	26,239	26,239	98,721
Civic Center Phase 2 Bond	32,795	70,011	-	-	-
Lease Revenue Bonds	-	9,015,050	-	-	-
Gas Tax	227,798	272,893	253,071	253,071	303,408
Traffic Safety	57,474	59,850	101,200	101,200	101,200
AQMD	19,440	16,582	15,500	15,500	15,700
Traffic Impact	11,759	16,850	33,131	27,000	138,297
Pipeline Removal	135,040	26,397	-	-	26,397
MTA-STP	201,253	2,381	800	-	800
Measure R	133,044	143,035	141,358	141,358	155,448
Measure M	-	123,640	160,202	-	169,163
SB-1 RMRA	-	69,051	66,208	-	194,465
Measure W	-	-	-	-	300,000
Capital Grants	7,501,303	4,756,520	4,395,955	-	6,216,988
Lighting & Landscape District	56,358	60,249	61,000	61,000	61,000
UASI Grant	-	60,755	-	-	-
COPS Hiring Recovery	26,189	-	-	-	-
Asset Seizure - State	690	2,151	-	-	-
State Police Grant	24,498	101,278	-	-	-
Supplemental Law Enforcement	264,113	246,679	142,200	-	145,100
Water Development	48,765	3,047	-	-	-
<b>Total Available Resources</b>	<b>9,319,257</b>	<b>15,634,607</b>	<b>6,393,444</b>	<b>1,600,728</b>	<b>8,524,604</b>
<b>Capital Project Fund</b>					
Capital Improvements	10,088,780	11,532,130	18,061,431	25,871,082	11,182,800
<b>Enterprise Funds</b>					
Water Operations	5,911,278	5,680,919	7,192,679	7,212,749	5,462,311
Water Operations	9,104	28,385	-	-	-
<b>Total Available Resources</b>	<b>5,920,382</b>	<b>5,709,304</b>	<b>7,192,679</b>	<b>7,212,749</b>	<b>5,462,311</b>
<b>Internal Service Fund</b>					
Vehicle Replacement Fund	615,447	651,073	710,590	710,590	660,590
<b>Fiduciary Fund</b>					
Spring Street JPA	3,397	3,806	3,400	-	-
<b>Total Available Resources - ALL FUNDS</b>	<b>46,806,136</b>	<b>55,230,891</b>	<b>55,132,660</b>	<b>57,733,599</b>	<b>48,135,219</b>

**2019-2020 GENERAL FUND PROGRAM REVENUES**

		2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimated	2019-20 Adopted
<b>Tax Revenue</b>						
100-31-4101	Secured Property Taxes	570,704	591,404	579,500	579,500	599,900
100-31-4103	Prior Year Property Taxes	6,527	176	6,500	8,000	6,500
100-31-4105	Property Tax Late Fee Revenue	2,899	3,460	3,500	3,500	3,500
100-31-4106	Supplemental Roll Taxes	26,520	25,994	25,000	40,000	35,000
100-31-4107	Prior Year Supplemental Taxes	881	(3)	750	1,200	750
100-31-4108	Homeowner Property Tax Exempti	3,585	3,499	3,500	3,500	3,500
100-31-4109	Real Property Transfer Tax	86,516	92,894	55,000	60,000	65,000
100-31-4110	Other Property Tax	-	335,621	-	279,000	300,000
100-31-4111	No-Low TEA Property Taxes	-	50,828	-	50,000	50,000
100-31-4130	Sales and Use Tax	17,600,928	17,903,444	17,880,136	17,680,000	17,350,000
100-31-4131	Contra Sales Tax Agreements	(3,003,528)	(2,836,635)	(2,850,000)	(2,750,000)	(2,650,000)
100-31-4150	Oil Production Taxes	525,727	425,515	1,150,000	500,000	625,000
100-31-4180	Franchise Taxes	734,738	486,729	725,000	725,000	725,000
100-31-4181	Motor Vehicle In-Lieu Tax	5,229	-	5,000	5,000	5,250
100-31-4183	Transient Occupancy Taxes	220,086	218,321	220,000	220,000	225,000
100-31-4360	VLF Property Tax In-Lieu	1,104,573	1,144,036	1,133,400	1,186,700	1,226,000
100-31-4370	Business License Taxes	122,952	282,448	125,000	125,000	125,000
<b>Total Tax Revenue</b>		<b>18,008,338</b>	<b>18,727,730</b>	<b>19,062,286</b>	<b>18,716,400</b>	<b>18,695,400</b>
<b>Licenses and Permits</b>						
100-32-4100	Business License Renewal Fee	84,000	84,631	85,000	85,000	85,000
100-32-4110	Other Permits	1,381	1,964	1,500	1,500	1,500
100-32-4631	Oil Operations Permits	147,700	148,370	148,000	148,000	148,000
100-32-4632	Building Permits	73,391	116,816	104,000	104,000	74,000
100-32-4633	Oil Code Compliance Permit	-	3,930	12,500	12,500	10,340
100-32-4721	Alarm System Permit - Police	3,830	815	2,500	2,500	2,500
100-32-4911	Street & Curb Cut Permit - PW	16,988	26,986	20,000	20,000	20,000
100-32-4912	Reimbursement for Plan Ck/Insp. Fees	-	(3,000)	-	-	-
100-32-4913	Reimbursement for I/W Permit Fees	-	-	-	-	-
100-32-4931	Industrial Waste Permit	46,917	48,406	45,000	46,000	47,000
<b>Total Licenses and Permits</b>		<b>374,207</b>	<b>428,918</b>	<b>418,500</b>	<b>419,500</b>	<b>388,340</b>
<b>Intergovernmental</b>						
100-33-4321	AB109 Task Force Reimbursement	5,709	-	-	-	-
100-33-4322	POST Reimbursement - Police	19,094	34,020	30,000	30,000	35,000
100-33-4323	PSAF	2,645	2,757	2,500	8,200	2,500
100-33-4324	STC Reimbursement	2,805	3,787	-	-	-
100-33-4700	Police Grants	4,825	6,792	3,500	3,500	4,000
100-33-4800	Community Service Grants	-	-	5,400	5,400	16,200
100-33-4900	Public Works Grants	17,988	-	12,806	-	-
<b>Total Intergovernmental</b>		<b>53,066</b>	<b>47,355</b>	<b>54,206</b>	<b>47,100</b>	<b>57,700</b>
<b>Charges for Services</b>						
100-34-4110	Sale of Maps & Publications	1,475	575	1,200	14,000	1,500
100-34-4111	Successor Agency Reimb for Srv	-	-	-	-	-
100-34-4430	Filing & Cert Fees	6,099	-	5,000	5,000	1,500
100-34-4431	Fees for Services	-	-	-	-	-
100-34-4490	NPDES Trash Fee	-	139,219	-	29,000	-
100-34-4600	Administrative Fee (CD)	-	-	-	-	-
100-34-4602	Planning Fees	5,390	7,670	4,000	4,000	4,000
100-34-4603	Environmental Fees	-	-	-	-	-
100-34-4604	Planning Bus. Lic. Review Fee	7,544	9,418	4,000	4,000	4,000
100-34-4605	Development Review Processing	34,464	40,206	20,000	40,000	20,000
100-34-4631	Energy Fees - Building & Safety	671	638	650	650	650
100-34-4632	Plan Check Fees	30,349	18,119	80,000	80,000	67,500
100-34-4633	Bldg Inspection Fees 4+ Units	-	170	340	340	-
100-34-4634	SMIP Seismic Fee 5% City Share	39	85	1,400	1,400	1,400
100-34-4635	BSC Green Bldg- 10% City Share	34	36	840	840	840
100-34-4636	SB 1186 ADA Fee-70% City Share	1,576	6,283	120	600	120
100-34-4721	Booking Fees - Police	2,469	898	2,500	150	3,500
100-34-4722	Vehicle Impound Fees - Police	39,480	25,495	3,500	17,000	3,500
100-34-4723	Vehicle Towing Fees - Police	20,380	19,962	20,000	20,000	22,000

**2019-2020 GENERAL FUND PROGRAM REVENUES**

		2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimated	2019-20 Adopted
100-34-4724	DUI Cost Recovery Program	-	-	-	-	-
100-34-4725	Misc. Police Department Fees	18,554	17,376	14,000	14,000	15,000
100-34-4801	Library Fines & Fees	6,706	4,730	7,500	7,500	8,000
100-34-4802	Community Services: Community Svc	18,326	19,157	10,000	10,000	10,000
100-34-4803	Community Services: Facility	18,171	20,204	18,000	18,000	20,000
100-34-4804	Community Services: Excursion	16,159	18,875	16,000	16,000	20,000
100-34-4805	Youth Services	127,598	134,182	110,000	110,000	115,000
100-34-4806	Teen Services	4,486	5,877	4,500	4,500	5,000
100-34-4900	Administrative Fee (PW)	-	-	-	-	-
100-34-4911	Engineering & Inspection Fee	40,207	51,957	50,000	50,000	50,000
100-34-4912	Grading Plan Check Fee	1,698	851	10,000	10,000	10,000
100-34-4913	Miscellaneous Public Works Fee	3,545	524	1,000	2,200	1,000
100-34-4914	Engineering Development Review	2,756	104	5,000	5,000	5,000
100-34-4915	Electric Vehicle Charging Fee	-	-	-	-	-
100-34-4930	NPDES Trash Fee	-	-	-	15,500	-
100-34-4931	NPDES Inspection Fees	225	3,300	-	-	-
100-34-4932	NPDES Trash Fee	104,539	133,314	150,004	150,000	105,000
100-34-4933	Recycling Revenues	10,000	15,000	7,500	7,500	7,500
100-34-4934	EDCO Host Fees	234,421	369,728	251,000	270,700	350,000
<b>Total Charges for Services</b>		<b>757,362</b>	<b>1,063,955</b>	<b>798,054</b>	<b>907,880</b>	<b>852,010</b>
<b>Fines and Penalties</b>						
100-35-4100	Court Fines	28,956	70,051	40,000	80,000	45,000
100-35-4130	Sales Tax in Lieu	-	-	-	-	-
100-35-4621	Code Enforcement Fines	-	-	150	150	200
100-35-4723	Parking Citations - Police	179,042	183,065	180,000	180,000	185,000
100-35-4725	False Alarm Fines - Police	24,150	1,950	25,000	25,000	25,000
<b>Total Fines and Penalties</b>		<b>232,147</b>	<b>255,066</b>	<b>245,150</b>	<b>285,150</b>	<b>255,200</b>
<b>Revenue from Money and Property</b>						
100-36-4100	Interest Income	116,121	208,376	250,000	250,000	250,000
100-36-4200	Rent Revenue- General Fund	-	-	-	-	-
100-36-4400	Royalties	14,787	18,759	15,000	15,000	15,000
100-36-4620	Rent Revenue - Successor Agency	616,150	615,067	620,000	620,000	750,084
<b>Total Revenue from Money and Property</b>		<b>747,059</b>	<b>842,202</b>	<b>885,000</b>	<b>885,000</b>	<b>1,015,084</b>
<b>Miscellaneous Revenue</b>						
100-37-4100	Other Revenue	304,684	178,495	208,500	-	9,500
100-37-4101	Workers Comp Refunds	6,771	54,367	5,000	13,000	5,500
100-37-4300	Property/Asset Sales	-	-	-	-	-
100-37-4500	Recovery of Mandated Costs	-	1,870	-	-	-
100-37-4850	Donations	62	7	-	-	-
100-37-4890	Cash - Over or Short	(24)	9	-	-	-
<b>Total Miscellaneous Revenue</b>		<b>311,493</b>	<b>234,747</b>	<b>213,500</b>	<b>13,000</b>	<b>15,000</b>
<b>Contributions and Transfers</b>						
<b>Total Revenue</b>		<b>20,483,672</b>	<b>21,599,972</b>	<b>21,676,696</b>	<b>21,274,030</b>	<b>21,278,734</b>
100-39-4110	Transfer from Reserves	-	100,000	537,120	507,120	426,180
100-39-4120	Transfer from Special Revenue	375,200	-	557,300	557,300	600,000
100-48-4950	Release of Restricted Fund Balance	-	-	-	-	-
<b>Total Contributions and Transfers</b>		<b>375,200</b>	<b>100,000</b>	<b>1,094,420</b>	<b>1,064,420</b>	<b>1,026,180</b>
<b>Total Revenue with Transfers</b>		<b>20,858,872</b>	<b>21,699,972</b>	<b>22,771,116</b>	<b>22,338,450</b>	<b>22,304,914</b>

This page intentionally left blank

# **2019-20 GENERAL FUND**

# **OPERATING BUDGET**

*Department Summaries*

*Department Goals*

*Levels of Staffing*

*Department Program Budgets*

This page intentionally left blank

DEPARTMENT BUDGETS:	2016-17	2017-18	2018-19	2018-19	2019-20
	Prior year Actual	Prior year Actual	Current year Budget	Projected Year-End	Adopted Budget
CITY COUNCIL	202,871	220,843	238,074	233,074	248,590
CITY TREASURER	6,729	7,869	14,410	14,410	14,600
CITY CLERK	186,222	101,231	230,544	230,544	170,545
<b>LEGISLATIVE</b>	<b>395,823</b>	<b>329,943</b>	<b>483,028</b>	<b>478,028</b>	<b>433,735</b>
EXECUTIVE ADMINISTRATION	687,146	695,238	671,236	671,236	709,919
PROGRAM ADMINISTRATION	237,400	270,984	280,018	273,018	284,812
PERSONNEL	277,249	234,321	259,558	243,058	264,486
ECONOMIC DEVELOPMENT	548,942	537,269	669,739	668,739	675,992
<b>ADMINISTRATION</b>	<b>1,750,738</b>	<b>1,737,811</b>	<b>1,880,552</b>	<b>1,856,052</b>	<b>1,935,209</b>
NON-DEPARTMENTAL	1,758,461	1,443,261	1,501,709	1,501,709	1,741,379
IT/TECHNOLOGY	178,572	290,188	546,870	546,870	257,170
FINANCE	854,092	710,452	777,133	777,133	802,924
<b>FINANCE</b>	<b>2,791,126</b>	<b>2,443,900</b>	<b>2,825,712</b>	<b>2,825,712</b>	<b>2,801,473</b>
PLANNING SERVICES	302,824	333,741	402,261	402,497	434,169
NEIGHBORHOOD ENHANCEMENT	86,497	95,105	110,927	111,169	117,053
BUILDING & SAFETY	176,180	200,772	248,211	233,211	258,383
OIL FIELD SERVICES	116,951	141,517	156,133	156,133	165,188
<b>COMMUNITY DEVELOPMENT</b>	<b>682,452</b>	<b>771,135</b>	<b>917,533</b>	<b>903,011</b>	<b>974,792</b>
POLICE COMMUNITY OUTREACH	79,862	73,331	83,500	77,000	81,992
PATROL SERVICES	4,910,450	4,867,967	5,435,084	5,385,384	5,417,110
INVESTIGATIVE SERVICES	1,059,527	1,190,744	1,019,551	1,057,796	1,083,269
POLICE SUPPORT SERVICES	1,703,518	1,760,339	1,708,115	1,726,996	1,704,321
POLICE COMMUNICATIONS	717,992	702,195	828,056	821,206	854,351
POLICE RECORDS	313,258	351,209	363,229	369,229	384,628
EMERGENCY/DISASTER SERVICES	61,630	49,912	55,737	49,887	58,890
<b>POLICE</b>	<b>8,846,236</b>	<b>8,995,698</b>	<b>9,493,273</b>	<b>9,487,499</b>	<b>9,584,562</b>
LIBRARY	427,724	367,448	454,620	454,620	467,756
COMMUNITY SERVICES	660,151	693,844	813,896	813,896	753,917
RECREATION	488,049	531,102	495,214	495,214	516,233
<b>COMMUNITY SERVICES</b>	<b>1,575,925</b>	<b>1,592,394</b>	<b>1,763,731</b>	<b>1,763,731</b>	<b>1,737,906</b>
ENGINEERING	656,802	635,727	806,133	796,133	838,756
BUILDING MAINTENANCE	585,371	663,416	917,010	883,979	934,726
ENVIRONMENTAL PROGRAMS	536,785	514,953	743,163	723,163	562,828
GROUNDS MAINTENANCE	845,079	853,576	854,529	854,529	878,134
STREET & GRAFFITI MAINT.	1,370,254	1,371,636	1,631,453	1,624,453	1,657,042
<b>PUBLIC WORKS</b>	<b>3,994,291</b>	<b>4,039,309</b>	<b>4,952,289</b>	<b>4,882,258</b>	<b>4,871,486</b>
<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<b>20,036,591</b>	<b>19,910,190</b>	<b>22,316,116</b>	<b>22,196,289</b>	<b>22,339,164</b>
<b>OPERATING SURPLUS (DEFICIT), NET OF TRANSFERS:</b>	<b>822,329</b>	<b>1,795,788</b>	<b>455,000</b>	<b>142,161</b>	<b>(116,250)</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>3,459,315</b>	<b>809,022</b>	<b>920,000</b>	<b>949,128</b>	<b>46,000</b>
<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<b>\$ 23,495,906</b>	<b>\$ 20,719,212</b>	<b>23,236,116</b>	<b>23,145,417</b>	<b>22,385,164</b>

This page intentionally left blank

# 2019-20 OPERATING BUDGET

## **LEGISLATIVE**

*City Council*

*City Treasurer*

*City Clerk*

### **Department Description:**

The City's Legislative department section includes the elective offices of City Council, City Clerk, City Treasurer, and the City Attorney. Executive Administration is responsible for recommending policy to the legislative body (City Council) and for implementing policy when set by the City Council. The City Clerk and the City Treasurer have oversight responsibilities in the areas of elections, records, and City funds as provided by State and local law. The City Attorney is the legal advisor to the City on all matters of law relating to municipal affairs.

**Department Programs:**

City Council

City Treasurer

City Clerk

**Departmental Goals:**

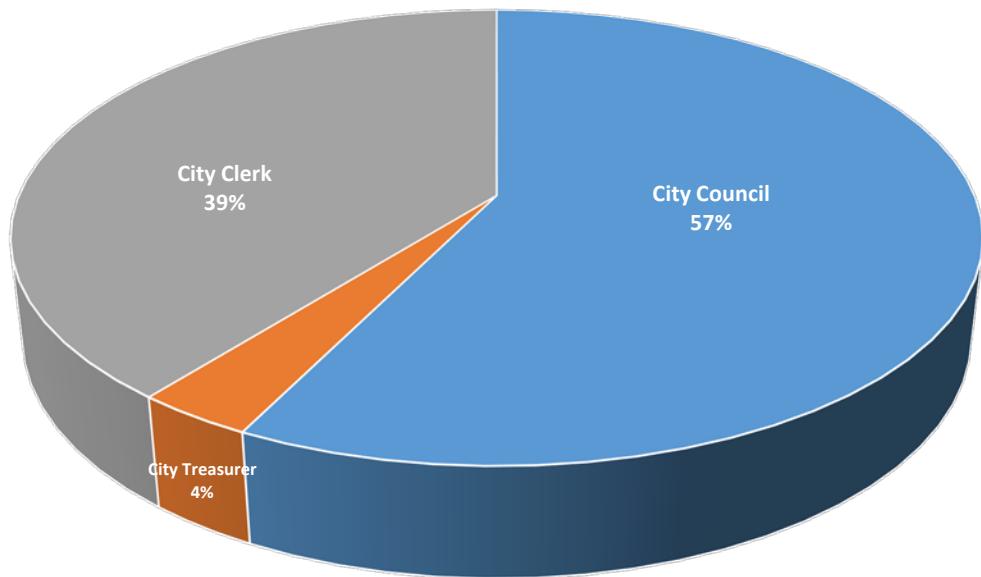
To represent the citizens of Signal Hill by establishing policy and providing direction to the City Manager in developing and meeting municipal goals in a way that is consistent with the current City Strategic Plan.

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	223,056	235,014	256,903	256,903	271,610
Maintenance and Operations	172,767	94,929	226,125	221,125	162,125
<b>Total Expenditures</b>	<b>395,823</b>	<b>329,943</b>	<b>483,028</b>	<b>478,028</b>	<b>433,735</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
City Council	7	7	7	7	7
<b>Total Positions:</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>



This page intentionally left blank

## **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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	144,393	158,998	169,274	169,274	178,790
Maintenance and Operations	58,478	61,845	68,800	63,800	69,800
<b>Total Expenditures</b>	<b>202,871</b>	<b>220,843</b>	<b>238,074</b>	<b>233,074</b>	<b>248,590</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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>

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>City Council</b>							
100-41-5110	Salaries & Wages		58,541	76,857	60,328	60,328	62,680
100-41-5130	Salaries - Overtime PW events		1,187	599	-	-	-
100-41-5160	Car Allowance		11,539	11,987	12,000	12,000	12,000
100-41-5220	Social Security Contributions		2,263	2,458	2,506	2,506	2,556
100-41-5230	Retirement Contributions		13,200	15,194	22,332	22,332	26,710
100-41-5270	Other Employee Benefits		56,210	50,172	-	-	-
100-41-5271	Defined Contribution		-	-	20,327	20,327	20,733
100-41-5272	Workers' Compensation		-	-	1,507	1,507	1,537
100-41-5273	Health Benefits		-	-	43,023	43,023	45,174
100-41-5274	Dental Benefit		-	-	2,971	2,971	3,119
100-41-5275	Vision Benefit		-	-	943	943	943
100-41-5277	Other Optional Benefit		-	-	838	838	838
100-41-5280	Wellness Benefit		1,454	1,731	2,500	2,500	2,500
<b>Total Salaries and Benefits</b>			<b>144,393</b>	<b>158,998</b>	<b>169,274</b>	<b>169,274</b>	<b>178,790</b>
100-41-5310	Dues & Memberships		29,513	30,129	35,000	30,000	36,000
100-41-5321	Council Development - Wilson		3,859	3,672	3,000	3,000	3,000
100-41-5322	Council Development - Hansen		159	156	3,000	3,000	3,000
100-41-5323	Council Development - Woods		2,512	2,887	3,000	3,000	3,000
100-41-5324	Council Development - Forester		2,125	2,923	3,000	3,000	3,000
100-41-5325	Council Development - Copeland		1,953	2,576	3,000	3,000	3,000
100-41-5330	Meetings		5,746	8,279	8,000	8,000	8,000
100-41-5340	Books & Periodicals		292	292	300	300	300
100-41-5511	Telephone		6,926	5,022	5,000	5,000	5,000
100-41-5513	Internet Services		2,658	2,781	3,000	3,000	3,000
100-41-5690	Miscellaneous		720	2,063	1,500	1,500	1,500
100-41-5740	General Supplies		1,016	1,065	1,000	1,000	1,000
100-41-5840	Capital Outlay		1,000	-	-	-	-
<b>Total Maintenance and Operations</b>			<b>58,478</b>	<b>61,845</b>	<b>68,800</b>	<b>63,800</b>	<b>69,800</b>
<b>41</b>	<b>Total City Council</b>		<b>202,871</b>	<b>220,843</b>	<b>238,074</b>	<b>233,074</b>	<b>248,590</b>

This page intentionally left blank

## **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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	5,071	6,002	11,510	11,510	11,700
Maintenance and Operations	1,658	1,867	2,900	2,900	2,900
<b>Total Expenditures</b>	<b>6,729</b>	<b>7,869</b>	<b>14,410</b>	<b>14,410</b>	<b>14,600</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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>

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>City Treasurer</b>							
	100-42-5110	Salaries & Wages	26	-	4,957	4,957	5,150
	100-42-5115	Part-time Salaries	4,768	5,714	6,231	6,231	6,355
	100-42-5220	FICA Contributions	66	78	67	67	69
	100-42-5225	PARS Contributions	-	-	-	-	-
	100-42-5230	Retirement Contributions	133	74	50	50	-
	100-42-5270	Other Employee Benefits	79	136	81	81	-
	100-42-5272	Workers' Compensation	-	-	124	124	126
	100-42-5273	Health Benefits	-	-	-	-	-
	100-42-5275	Vision Benefit	-	-	-	-	-
	<b>Total Salaries and Benefits</b>		<b>5,071</b>	<b>6,002</b>	<b>11,510</b>	<b>11,510</b>	<b>11,700</b>
	100-42-5310	Dues & Memberships	175	50	200	200	200
	100-42-5320	Travel & Training	1,483	1,681	2,000	2,000	2,000
	100-42-5330	Meetings	-	45	500	500	500
	100-42-5740	General Supplies	-	91	200	200	200
	<b>Total Maintenance and Operations</b>		<b>1,658</b>	<b>1,867</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
<b>42</b>	<b>Total City Treasurer</b>		<b>6,729</b>	<b>7,869</b>	<b>14,410</b>	<b>14,410</b>	<b>14,600</b>

This page intentionally left blank

## **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. Ensure compliance of the City's Conflict of Interest code and updated biennially.
2. Ensure Records Retention Schedules is 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 meetings and other City programming to ensure the recording and maintaining of a true and formal record of all proceedings.
5. Manage the agenda posting and publishing process for City Council, Successor Agency, Municipal Financing Authority, Housing Authority, and Public Financing Authority.
6. Provide access to City records and all legislative actions, which ensures transparency to the public.
7. Ensure that other media outlets (e.g. posting, cable television, internet) are up-to-date with latest City information.
8. Work with City Communication Specialist to expand the City's presence on social media.

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	73,592	70,014	76,119	76,119	81,120
Maintenance and Operations	112,631	31,217	154,425	154,425	89,425
<b>Total Expenditures</b>	<b>186,222</b>	<b>101,231</b>	<b>230,544</b>	<b>230,544</b>	<b>170,545</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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>

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>City Clerk</b>							
100-43-5110	Salaries & Wages - Full-time		48,652	45,793	47,151	47,151	49,349
100-43-5115	Part-time Salaries		2,631	4,032	3,988	3,988	4,067
100-43-5130	Overtime Salaries		1,442	719	-	-	-
100-43-5160	Car Allowance		692	46	-	-	-
100-43-5220	FICA Contributions		3,666	3,562	3,404	3,404	3,501
100-43-5225	PARS Contributions		-	-	-	-	-
100-43-5230	Retirement Contributions		8,847	8,903	12,566	12,566	14,810
100-43-5270	Other Employee Benefits		7,663	6,959	-	-	-
100-43-5271	Defined Contribution		-	-	1,855	1,855	1,912
100-43-5272	Workers' Compensation		-	-	1,178	1,178	1,210
100-43-5273	Health Benefits		-	-	5,476	5,476	5,750
100-43-5274	Dental Benefit		-	-	380	380	399
100-43-5275	Vision Benefit		-	-	108	108	108
100-43-5277	Other Optional Benefit		-	-	14	14	14
	<b>Total Salaries and Benefits</b>		<b>73,592</b>	<b>70,014</b>	<b>76,119</b>	<b>76,119</b>	<b>81,120</b>
100-43-5310	Dues & Memberships		445	575	1,125	1,125	1,125
100-43-5320	Travel & Training		1,147	2,707	3,000	3,000	3,000
100-43-5330	Meetings		410	592	500	500	500
100-43-5340	Books & Periodicals		-	-	100	100	100
100-43-5400	Contract Services - General		23,965	11,445	32,000	32,000	32,000
100-43-5410	Legal Services		15,029	6,995	20,000	20,000	10,000
100-43-5420	Professional Services		2,045	1,792	2,000	2,000	2,000
100-43-5460	Elections		59,576	-	80,000	80,000	25,000
100-43-5461	Initiative Expenses		9,593	1,026	10,000	10,000	10,000
100-43-5560	Repair & Maintenance		-	-	300	300	300
100-43-5630	Media Services		-	-	-	-	5,000
100-43-5631	Public Notices		-	5,874	5,000	5,000	-
100-43-5740	General Supplies		422	211	400	400	400
	<b>Total Maintenance and Operations</b>		<b>112,631</b>	<b>31,217</b>	<b>154,425</b>	<b>154,425</b>	<b>89,425</b>
43	<b>Total City Clerk</b>		<b>186,222</b>	<b>101,231</b>	<b>230,544</b>	<b>230,544</b>	<b>170,545</b>

This page intentionally left blank

# 2019-20 OPERATING BUDGET

## ADMINISTRATION

*Executive Administration*

*Program Administration*

*Personnel*

*Economic Development*

### **Department Description:**

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

## **Department Programs:**

Executive Administration

Program Administration

Personnel

Economic Development

## **Department Goals:**

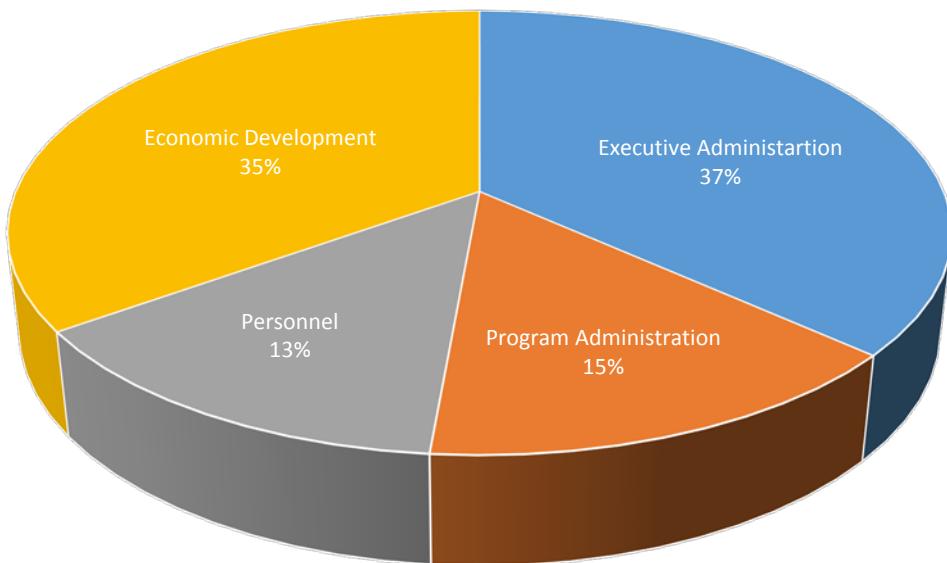
1. Represent the citizens of Signal Hill.
2. Recommend policy to elected officials and implement policy set by City Council.
3. Ensure operating departments are successfully delivering quality services to the community.
4. Monitor impacts of proposed Federal and State legislation.
5. Administer the website,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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	711,956	804,290	873,634	873,634	915,483
Maintenance and Operations	1,038,782	933,522	1,006,918	982,418	1,019,726
<b>Total Expenditures</b>	<b>1,750,738</b>	<b>1,737,811</b>	<b>1,880,552</b>	<b>1,856,052</b>	<b>1,935,209</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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	-	-	-	1
Senior Management Analyst HR	-	1	-	-	-
Management Analyst HR	-	-	1	1	-
Administrative Assistant	1	1	1	1	1
Part-Time Communications Specialist	-	-	0.8	0.8	0.8
<b>Total Positions:</b>	<b>6</b>	<b>6</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>



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

### **Program Description:**

Executive Administration is responsible for recommending policy to the legislative body (City Council) and for implementing policy when set by the City Council. This department is responsible for planning, coordinating, and directing the work of all City departments and programs. Administration keeps the City Council and community informed on issues and represents the City's interests within the region.

### **Objectives:**

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

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Executive Administration</b>						
100-44-5110	Salaries & Wages - Full-time	317,640	341,217	317,230	317,230	318,506
100-44-5115	Part-time Salaries	-	18,689	39,000	39,000	39,000
100-44-5130	Overtime Salaries	1,696	839	2,342	2,342	2,459
100-44-5139	Compensated Absences	-	-	-	-	3,634
100-44-5160	Car Allowance	5,944	6,257	5,940	5,940	5,940
100-44-5220	FICA Contributions	18,905	20,591	24,850	24,850	25,157
100-44-5230	Retirement Contributions	60,076	71,913	90,782	90,782	107,810
100-44-5270	Other Employee Benefits	34,466	49,940	-	-	-
100-44-5271	Defined Contribution	-	-	15,974	15,974	16,210
100-44-5272	Workers' Compensation	-	-	7,715	7,715	7,809
100-44-5273	Health Benefits	-	-	31,129	31,129	32,685
100-44-5274	Dental Benefit	-	-	1,687	1,687	1,771
100-44-5275	Vision Benefit	-	-	410	410	410
100-44-5276	Life Insurance Benefit	-	-	496	496	496
100-44-5277	Other Optional Benefit	-	-	42	42	42
100-44-5280	Wellness Benefit	1,083	947	1,140	1,140	1,140
<b>Total Salaries and Benefits</b>		<b>439,811</b>	<b>510,393</b>	<b>538,736</b>	<b>538,736</b>	<b>563,069</b>
100-44-5310	Dues & Memberships	837	5,237	1,600	1,600	1,600
100-44-5320	Travel & Training	-	-	-	-	-
100-44-5330	Meetings	8,289	7,523	7,200	7,200	7,200
100-44-5340	Books & Periodicals	239	892	700	700	-
100-44-5400	Contract Services - General	7,407	2,621	500	500	500
100-44-5410	Legal Services	201,921	142,082	105,000	105,000	120,000
100-44-5511	Telephone	178	-	-	-	-
100-44-5540	Vehicle Maintenance	1,053	494	-	-	-
100-44-5545	Small Equipment Maintenance	-	-	-	-	-
100-44-5590	Fleet Provision Charge	15,000	15,000	15,000	15,000	15,000
100-44-5630	Media Services	11,353	10,800	1,000	1,000	1,050
100-44-5740	General Supplies	801	166	-	-	-
100-44-5750	Gasoline, Oil, & Tires	257	29	1,500	1,500	1,500
100-44-5840	Capital Outlay	-	-	-	-	-
<b>Total Maintenance and Operations</b>		<b>247,336</b>	<b>184,844</b>	<b>132,500</b>	<b>132,500</b>	<b>146,850</b>
<b>44</b>	<b>Total Executive Administration</b>	<b>687,146</b>	<b>695,238</b>	<b>671,236</b>	<b>671,236</b>	<b>709,919</b>

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

### **Program Description:**

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

### **Objectives:**

1. Represent the City's positions at the State and Federal government levels.
2. Administer the City's cable TV channel (Charter 3 / Verizon 38) and provide updates on a monthly basis.
3. Publish City Views newsletter three times annually: Fall, Winter, Summer.
4. Publish electronic newsletter monthly.
5. Maintain City website.
6. Maintain City social media platforms.
7. Develop opportunities for citizen engagement through various media platforms.
8. Produce video content to enhance the City's communication strategy.

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Program Administration</b>						
100-45-5110	Salaries & Wages - Full-time	91,674	99,728	94,046	94,046	96,576
100-45-5130	Overtime Salaries	496	240	-	-	-
100-45-5160	Car Allowance	1,505	1,685	1,680	1,680	1,680
100-45-5220	FICA Contributions	6,095	6,433	7,534	7,534	7,597
100-45-5230	Retirement Contributions	13,591	15,375	19,453	19,453	22,650
100-45-5270	Other Employee Benefits	11,747	11,834	-	-	-
100-45-5271	Defined Contribution	-	-	4,571	4,571	4,626
100-45-5272	Workers' Compensation	-	-	2,349	2,349	2,368
100-45-5273	Health Benefit	-	-	9,313	9,313	9,778
100-45-5274	Dental Benefit	-	-	583	583	612
100-45-5275	Vision Benefit	-	-	135	135	135
100-45-5276	Life Insurance Benefit	-	-	110	110	110
<b>Total Salaries and Benefits</b>		<b>125,109</b>	<b>135,295</b>	<b>139,773</b>	<b>139,773</b>	<b>146,132</b>
100-45-5310	Dues & Memberships	-	-	545	545	480
100-45-5320	Travel & Training	-	-	1,700	1,700	1,700
100-45-5330	Meetings	-	40	250	250	250
100-45-5340	Books & Periodicals	-	-	-	-	-
100-45-5400	Contract Services - General	77,000	72,000	77,000	72,000	77,000
100-45-5470	Historical Preservation Contra	75	-	150	150	150
100-45-5630	Media Services	20,160	40,880	30,600	28,600	31,100
100-45-5632	Newsletter	13,247	22,520	28,000	28,000	26,000
100-45-5740	General Supplies	1,810	248	2,000	2,000	2,000
<b>Total Maintenance and Operations</b>		<b>112,292</b>	<b>135,689</b>	<b>140,245</b>	<b>133,245</b>	<b>138,680</b>
45	<b>Total Program Administration</b>	<b>237,400</b>	<b>270,984</b>	<b>280,018</b>	<b>273,018</b>	<b>284,812</b>

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

### **Description:**

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

### **Objectives:**

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

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
100-46-5110		Salaries & Wages - Full-time	75,002	86,993	78,729	78,729	81,539
100-46-5130		Overtime Salaries	13	-	-	-	-
100-46-5150		Commission Meetings	3,510	3,211	3,000	3,000	3,000
100-46-5160		Car Allowance	909	963	660	660	660
100-46-5220		FICA Contributions	5,263	5,999	6,117	6,117	6,220
100-46-5230		Retirement Contributions	10,766	11,964	10,178	10,178	11,151
100-46-5270		Other Employee Benefits	17,443	13,380	-	-	-
100-46-5271		Defined Contribution	-	-	3,152	3,152	3,209
100-46-5272		Workers' Compensation	-	-	1,967	1,967	1,999
100-46-5273		Health Benefit	-	-	13,598	13,598	14,278
100-46-5274		Dental Benefit	-	-	465	465	488
100-46-5275		Vision Benefit	-	-	162	162	162
100-46-5276		Life Insurance Benefit	-	-	47	47	47
100-46-5277		Other Optional Benefit	-	-	83	83	83
100-46-5280		Wellness Benefit	-	-	-	-	250
		<b>Total Salaries and Benefits</b>	<b>112,906</b>	<b>122,510</b>	<b>118,158</b>	<b>118,158</b>	<b>123,086</b>
100-46-5310		Dues & Memberships	-	350	750	750	750
100-46-5320		Travel & Training	1,813	2,292	1,900	1,900	1,800
100-46-5330		Meetings	-	28	400	400	400
100-46-5340		Books & Periodicals	57	-	1,100	100	1,100
100-46-5350		Employee Recognition	14,155	16,963	17,950	15,450	18,050
100-46-5360		Education / General Employee T	2,952	3,872	10,000	7,000	10,000
100-46-5370		Safety Training	1,888	6,079	2,000	2,000	2,000
100-46-5400		Contract Services - General	61,713	4,189	24,000	14,000	22,100
100-46-5410		Legal Services	63,961	46,320	60,000	60,000	60,000
100-46-5420		Professional Services	-	-	-	-	-
100-46-5425		Medical Services	6,593	16,208	10,000	10,000	10,000
100-46-5630		Media Services	4,004	2,071	-	-	-
100-46-5631		Software Purchases	3,600	3,976	4,200	4,200	6,100
100-46-5721		Special Department Supplies	2,775	8,711	8,000	8,000	8,000
100-46-5740		General Supplies	832	751	1,100	1,100	1,100
		<b>Total Maintenance and Operations</b>	<b>164,343</b>	<b>111,811</b>	<b>141,400</b>	<b>124,900</b>	<b>141,400</b>
46		<b>Total Personnel</b>	<b>277,249</b>	<b>234,321</b>	<b>259,558</b>	<b>243,058</b>	<b>264,486</b>

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

### **Description:**

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

### **Objectives:**

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

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Economic Development</b>						
100-47-5110	Salaries & Wages - Full-time	24,471	24,791	43,595	43,595	45,295
100-47-5160	Car Allowance	612	602	1,200	1,200	1,200
100-47-5220	Social Security Contributions	1,116	1,187	3,592	3,592	3,664
100-47-5230	Retirement Contributions	6,045	7,522	21,016	21,016	24,970
100-47-5270	Other Employee Benefits	1,887	1,990	-	-	-
100-47-5271	Defined Contribution	-	-	2,817	2,817	2,873
100-47-5272	Workers' Compensation	-	-	1,089	1,089	1,111
100-47-5273	Health Benefit	-	-	3,321	3,321	3,487
100-47-5274	Dental Benefit	-	-	172	172	181
100-47-5275	Vision Benefit	-	-	36	36	36
100-47-5276	Life Insurance Benefit	-	-	129	129	129
100-47-5280	Wellness Benefit	-	-	-	-	250
<b>Total Salaries and Benefits</b>		<b>34,131</b>	<b>36,091</b>	<b>76,966</b>	<b>76,966</b>	<b>83,196</b>
100-47-5310	Dues & Memberships	-	-	750	750	750
100-47-5320	Travel & Training	449	-	-	-	-
100-47-5330	Meetings	-	-	7,410	7,410	7,410
100-47-5340	Books & Periodicals	-	-	1,000	-	1,000
100-47-5400	Contract Services - General	3,302	29,435	101,870	101,870	100,750
100-47-5410	Attorney Services	-	-	-	-	-
100-47-5551	Rental of Land & Buildings Exp	511,054	471,743	471,743	471,743	471,743
100-47-5630	Media Services	-	-	1,500	1,500	1,500
100-47-5740	General Supplies	7	-	-	-	-
100-47-5910	Payments to Other Agencies	-	-	8,500	8,500	9,643
<b>Total Maintenance and Operations</b>		<b>514,812</b>	<b>501,177</b>	<b>592,773</b>	<b>591,773</b>	<b>592,796</b>
<b>47</b>	<b>Total Economic Development</b>	<b>548,942</b>	<b>537,269</b>	<b>669,739</b>	<b>668,739</b>	<b>675,992</b>

This page intentionally left blank

# **2019-20 OPERATING BUDGET**

## **FINANCE**

*Non Departmental*

*Information Technology (IT)*

*Risk Management*

*Finance Operations and Budget*

*Water Billing and Customer Service*

*Business License*

### **Department Description:**

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

## **Department Programs:**

Non Departmental

Information Technology

Risk Management

Finance Operations

Budget

Water Billing and Customer Service

Business License

## **Department Goals:**

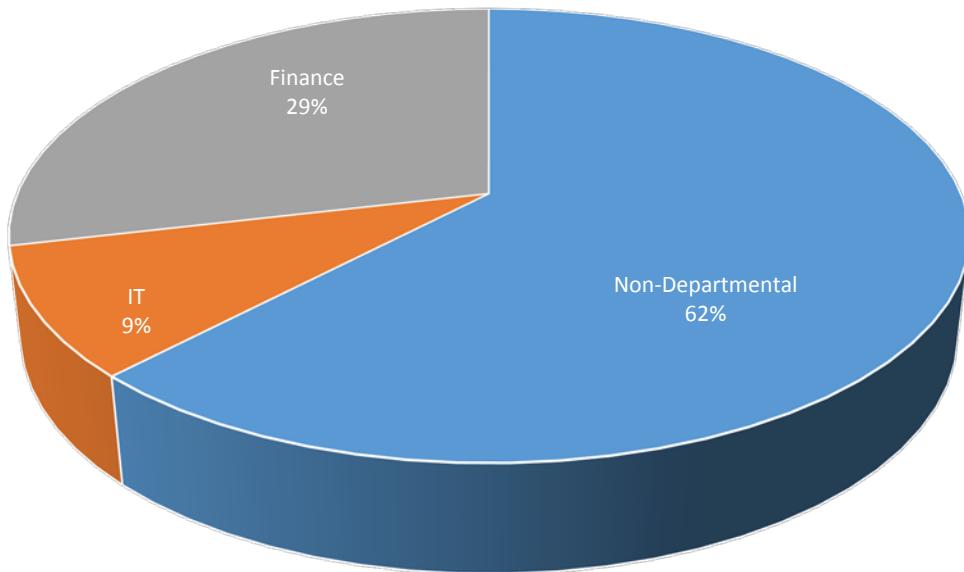
To provide the fiscal, technology and management support services necessary to ensure the efficient and effective performance of all City operations consistent with established laws and practices. To achieve this goal, the Finance Department is organized into four programs: Support Services, Management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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	1,626,079	1,196,489	1,426,253	1,426,253	1,488,794
Maintenance and Operations	1,165,048	1,247,412	1,399,459	1,399,459	1,312,679
<b>Total Expenditures</b>	<b>2,791,126</b>	<b>2,443,900</b>	<b>2,825,712</b>	<b>2,825,712</b>	<b>2,801,473</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Director	1	1	1	1	1
Deputy Director	-	1	-	1	1
Accounting Manager	1	1	1	-	-
Accountant	1	1	1	1	1
Senior Account Specialist	1	1	1	-	-
Account Specialist II	1	1	1	2	2
Account Specialist	1	0.5	0.8	0.8	0.8
Account Specialist	-	0.5	0.7	-	-
<b>Total Positions:</b>	<b>6</b>	<b>7</b>	<b>6.5</b>	<b>5.8</b>	<b>5.8</b>



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

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

**Objectives:**

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

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Non-Departmental</b>							
100-51-5110	Salaries & Wages - Full-time		4,556	-	-	-	-
100-51-5139	Compensated Absences		-	-	-	-	-
100-51-5220	FICA Contributions		-	-	-	-	-
100-51-5230	Retirement Contributions		12,223	3,265	-	-	-
100-51-5270	Other Employee Benefits		346,002	4,753	-	-	-
100-51-5273	Health Benefits		-	-	-	-	-
100-51-5290	Retiree Medical Benefit		663,131	716,146	733,000	733,000	770,000
100-51-5295	OPEB Trust - City Portion		75,000	-	87,900	87,900	91,000
	<b>Total Salaries and Benefits</b>		<b>1,100,911</b>	<b>724,164</b>	<b>820,900</b>	<b>820,900</b>	<b>861,000</b>
100-51-5320	Travel & Training		-	-	-	-	-
100-51-5400	Contract Services - General		5,970	4,602	5,000	5,000	5,000
100-51-5435	Banking Services		55,765	74,023	41,000	41,000	41,000
100-51-5511	Telephone/Internet		33,611	33,990	40,000	40,000	43,410
100-51-5540	Vehicle Maintenance		-	-	-	-	-
100-51-5545	Small Equipment Maintenance		3,126	3,747	3,500	3,500	3,500
100-51-5552	Rental/Lease of Equipment		33,319	37,605	35,000	35,000	30,700
100-51-5610	Insurance		387,451	432,938	525,809	525,809	716,319
100-51-5690	Reserved for Emergencies		7,304	-	-	-	-
100-51-5710	Office Supplies		13,669	7,349	5,500	5,500	7,800
100-51-5720	Postage		21,396	16,029	25,000	25,000	23,750
100-51-5900	Miscellaneous		67,191	283	-	-	-
100-51-5910	Payments to Other Agencies		28,749	108,531	-	-	8,900
	<b>Total Maintenance and Operations</b>		<b>657,550</b>	<b>719,097</b>	<b>680,809</b>	<b>680,809</b>	<b>880,379</b>
<b>51</b>	<b>Total Non-Departmental</b>		<b>1,758,461</b>	<b>1,443,261</b>	<b>1,501,709</b>	<b>1,501,709</b>	<b>1,741,379</b>

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

Management Information Systems is committed to maintaining and improving operations, services and communications through technology, data, and voice support for the City's operational needs and strategic plan. This division administers the operations of the City's centralized computer network, workstations and other PC needs. It also provides service to all user departments and the overall strategy for the development and deployment of computers throughout the City in the most efficient and productive manner.

**Objectives:**

1. Provide support for the use of designated software and hardware.
2. Provide up-to-date workstations for employees on a replacement schedule.
3. License all software utilized by the City.
4. Connect users through an integrated accounting system that can be utilized by designated users.
5. Maintain the City Local Area Network for e-mail and internet connectivity.
6. Upgrade the City's Windows based software.
7. Monitor the network for potential viruses.
8. Monitor the network to ensure proper use of the internet per City policy.
9. Maintain the security of the City's Management Information System.
10. Manage the contract for the City's IT provider and collaborate with the firm to provide effective services to City departments.

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>IT/Technology</b>							
	100-52-5320	Travel & Training	583	-	-	-	-
	100-52-5330	Meetings	-	-	-	-	-
	100-52-5440	Technology Technical Services	98,927	142,972	100,000	100,000	104,920
	100-52-5560	Repair & Maintenance Services	-	-	750	750	950
	100-52-5570	Software Licensing & Support	33,822	55,990	65,000	65,000	96,300
	100-52-5631	Software Purchases	-	-	-	-	-
	100-52-5721	Special Department Supplies	-	1,246	2,500	2,500	3,500
	100-52-5740	General Supplies	2,695	3,989	1,500	1,500	1,500
	100-52-5840	Capital Outlay	42,546	85,991	377,120	377,120	50,000
	<b>Total Maintenance and Operations</b>		<b>178,572</b>	<b>290,188</b>	<b>546,870</b>	<b>546,870</b>	<b>257,170</b>
<b>52</b>	<b>Total IT/Technology</b>		<b>178,572</b>	<b>290,188</b>	<b>546,870</b>	<b>546,870</b>	<b>257,170</b>

## **Department: Finance**

### **Program: Fiscal Services (53)**

#### **Program Description:**

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

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

#### **Objectives:**

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

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Finance</b>							
100-53-5110	Salaries & Wages - Full-time		361,644	259,978	419,204	419,204	421,058
100-53-5120	Part-time Salaries		22,299	96,413	38,444	38,444	39,213
100-53-5130	Overtime Salaries		448	76	867	867	885
100-53-5139	Compensated Absences		-	-	-	-	20,399
100-53-5160	Car Allowance		2,447	2,134	3,348	3,348	3,348
100-53-5220	FICA Contributions		25,798	24,443	31,139	31,139	32,233
100-53-5230	Retirement Contributions		60,239	34,353	29,354	29,354	27,605
100-53-5270	Other Employee Benefits		51,576	54,428	-	-	-
100-53-5271	Defined Contribution		-	-	16,892	16,892	13,931
100-53-5272	Workers' Compensation		-	-	9,980	9,980	10,328
100-53-5273	Health Benefit		-	-	50,715	50,715	53,251
100-53-5274	Dental Benefit		-	-	2,622	2,622	2,754
100-53-5275	Vision Benefit		-	-	694	694	694
100-53-5276	Life Insurance Benefit		-	-	642	642	642
100-53-5277	Other Optional Benefit		-	-	453	453	453
100-53-5280	Wellness Benefit		718	500	1,000	1,000	1,000
<b>Total Salaries and Benefits</b>			<b>525,167</b>	<b>472,325</b>	<b>605,353</b>	<b>605,353</b>	<b>627,794</b>
100-53-5310	Dues & Memberships		654	1,030	3,700	3,700	1,700
100-53-5320	Travel & Training		13,665	1,215	4,000	4,000	6,300
100-53-5330	Meetings		720	514	700	700	1,150
100-53-5340	Books & Periodicals		761	1,836	100	100	100
100-53-5410	Legal Services		-	-	10,000	10,000	4,250
100-53-5420	Professional Services		72,464	136,656	30,000	30,000	33,000
100-53-5430	Audit Services		57,733	21,036	65,000	65,000	50,000
100-53-5450	Contract Professional Labor		132,981	25,849	10,000	10,000	30,000
100-53-5540	Vehicle Maintenance		9	-	-	-	-
100-53-5560	Repair & Maintenance Services		227	-	300	300	300
100-53-5590	Fleet Provision Charge		43,980	43,980	43,980	43,980	43,980
100-53-5740	General Supplies		5,665	6,010	4,000	4,000	4,000
100-53-5750	Gasoline, Oil, Tires		67	-	-	-	350
<b>Total Maintenance and Operations</b>			<b>328,925</b>	<b>238,126</b>	<b>171,780</b>	<b>171,780</b>	<b>175,130</b>
<b>53</b>	<b>Total Finance</b>		<b>854,092</b>	<b>710,452</b>	<b>777,133</b>	<b>777,133</b>	<b>802,924</b>

This page intentionally left blank

# 2019-20 OPERATING BUDGET

## COMMUNITY DEVELOPMENT

*Planning*

*Neighborhood Enhancement*

*Building Safety*

*Oil Field Services*

### **Department Description:**

The Community Development Department has four programs: Planning, Neighborhood Enhancement, Building 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, administration of the Sustainable City Committee and neighborhood improvement programs. Building 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 Services

Neighborhood Enhancement

Building Safety

Oil Field Services

## **Departmental Goals:**

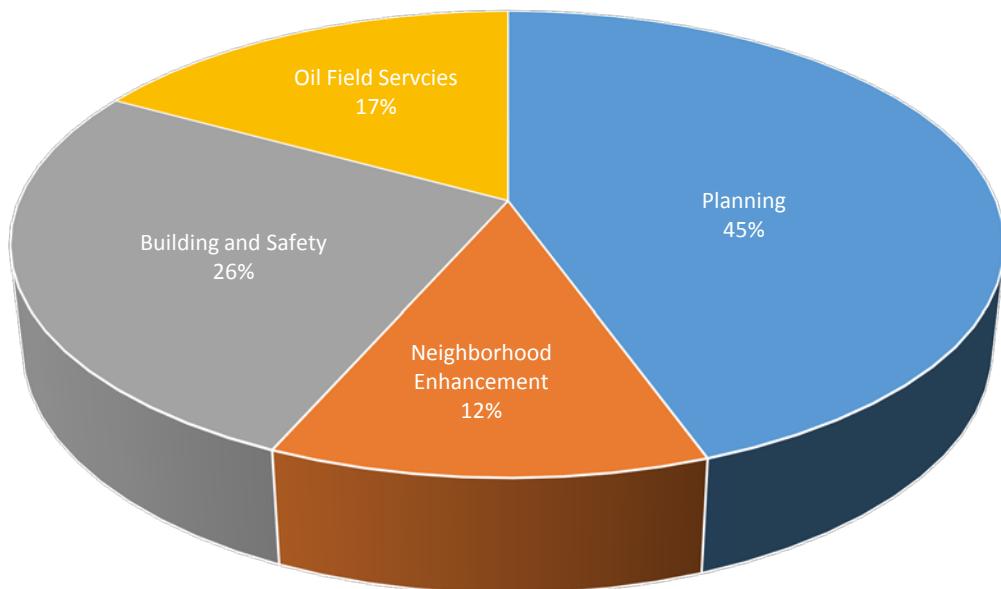
1. Coordinate review of development projects, fast track entitlements for economic development projects, assure that all new development is of high quality design and in conformance with the General Plan and relevant provisions of the Municipal Code such as the Zoning, and Oil and Gas Codes.
2. Proactively 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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	518,018	560,480	604,723	604,723	648,082
Maintenance and Operations	164,434	210,656	312,810	298,288	326,710
<b>Total Expenditures</b>	<b>682,452</b>	<b>771,135</b>	<b>917,533</b>	<b>903,011</b>	<b>974,792</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Director	1	1	1	1	1
Planning Manager	-	-	-	-	1
Administrative Assistant	1	1	1	1	1
Senior Planner	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 Services includes coordination of development applications and project review for consistency with the General Plan and Municipal Code regulations, including development standards, design review and water conservation.

### **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.

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
100-61-5110		Salaries & Wages - Full-time	201,334	215,464	210,285	210,285	218,850
100-61-5130		Overtime Salaries	515	676	600	600	735
100-61-5139		Compensated Absences	-	-	-	-	1,546
100-61-5150		Commission Meetings	9,917	10,136	11,800	11,800	11,800
100-61-5160		Car Allowance	2,201	2,166	2,160	2,160	2,160
100-61-5220		FICA Contributions	13,911	14,850	17,008	17,008	17,607
100-61-5230		Retirement Contributions	35,794	42,521	56,855	56,855	67,407
100-61-5270		Other Employee Benefits	14,130	18,391	-	-	-
100-61-5271		Defined Contribution	-	-	16,157	16,157	16,789
100-61-5272		Workers' Compensation	-	-	5,100	5,100	5,278
100-61-5273		Health Benefit	-	-	7,938	7,938	8,335
100-61-5274		Dental Benefit	-	-	1,084	1,084	1,139
100-61-5275		Vision Benefit	-	-	359	359	359
100-61-5276		Life Insurance Benefit	-	-	207	207	207
100-61-5277		Other Optional Benefit	-	-	97	97	97
100-61-5280		Wellness Benefit	500	500	-	-	750
		<b>Total Salaries and Benefits</b>	<b>278,301</b>	<b>304,705</b>	<b>329,651</b>	<b>329,651</b>	<b>353,059</b>
100-61-5310		Dues & Memberships	1,060	669	700	700	700
100-61-5315		LAFCO Charge	776	878	1,000	1,236	1,000
100-61-5320		Travel & Training	225	507	500	500	500
100-61-5330		Meetings	850	1,868	4,400	4,400	2,400
100-61-5340		Books & Periodicals	753	600	560	560	560
100-61-5400		Contract Services - General	375	840	34,000	34,000	44,000
100-61-5410		Legal Services	14,489	15,577	21,000	21,000	21,000
100-61-5540		Vehicle Maintenance	-	9	-	-	-
100-61-5590		Fleet Provision Charge	2,950	2,950	2,950	2,950	2,950
100-61-5630		Media Services	1,680	3,637	4,000	4,000	4,000
100-61-5740		General Supplies	1,310	1,495	3,500	3,500	3,500
100-61-5750		Gasoline, Oil & Tires	56	6	-	-	500
		<b>Total Maintenance and Operations</b>	<b>24,523</b>	<b>29,036</b>	<b>72,610</b>	<b>72,846</b>	<b>81,110</b>
61		<b>Total Planning Services</b>	<b>302,824</b>	<b>333,741</b>	<b>402,261</b>	<b>402,497</b>	<b>434,169</b>

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

### **Program Description:**

Neighborhood Enhancement includes code enforcement, administration 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. Coordinate Sustainable City Committee meetings and events.
3. Administer Sustainability and Beautification awards programs.

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
100-62-5110	Salaries & Wages - Full-time	64,702	69,162	66,624	66,624	70,999
100-62-5130	Overtime Salaries	344	724	400	400	490
100-62-5160	Car Allowance	183	180	180	180	180
100-62-5220	FICA Contributions	4,853	5,198	5,549	5,549	5,806
100-62-5230	Retirement Contributions	7,139	7,185	8,556	8,556	9,471
100-62-5270	Other Employee Benefits	4,543	4,046	-	-	-
100-62-5271	Defined Contribution	-	-	5,625	5,625	5,891
100-62-5272	Workers' Compensation	-	-	1,664	1,664	1,741
100-62-5273	Health Benefit	-	-	2,525	2,525	2,651
100-62-5274	Dental Benefit	-	-	379	379	398
100-62-5275	Vision Benefit	-	-	144	144	144
100-62-5276	Life Insurance Benefit	-	-	17	17	17
100-62-5277	Other Optional Benefit	-	-	65	65	65
<b>Total Salaries and Benefits</b>		<b>81,763</b>	<b>86,496</b>	<b>91,727</b>	<b>91,727</b>	<b>97,853</b>
100-62-5310	Dues & Memberships	85	95	100	100	100
100-62-5320	Travel & Training	-	-	750	750	750
100-62-5330	Meetings	287	390	1,100	1,100	1,100
100-62-5340	Books & Periodicals	95	100	100	100	100
100-62-5400	Contract Services - General	-	700	2,000	2,000	2,000
100-62-5410	Legal Services	327	3,789	12,500	12,500	12,500
100-62-5590	Fleet Provision Charge	2,050	2,050	2,050	2,050	2,050
100-62-5740	General Supplies	1,736	1,471	200	442	200
100-62-5750	Gasoline, Oil, & Tires	154	15	400	400	400
<b>Total Maintenance and Operations</b>		<b>4,734</b>	<b>8,609</b>	<b>19,200</b>	<b>19,442</b>	<b>19,200</b>
<b>62</b>	<b>Total Neighborhood Enhancements</b>	<b>86,497</b>	<b>95,105</b>	<b>110,927</b>	<b>111,169</b>	<b>117,053</b>

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

### **Program Description:**

Building 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.

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
100-63-5110	Salaries & Wages - Full-time	44,181	47,016	44,582	44,582	47,163
100-63-5120	Part-time Salaries	-	-	-	-	-
100-63-5130	Overtime Salaries	115	150	100	100	130
100-63-5160	Car Allowance	367	361	360	360	360
100-63-5220	FICA Contributions	3,141	3,327	3,750	3,750	3,896
100-63-5230	Retirement Contributions	6,831	7,819	10,241	10,241	11,949
100-63-5270	Other Employee Benefits	3,410	2,471	-	-	-
100-63-5271	Defined Contribution	-	-	4,098	4,098	4,273
100-63-5272	Workers' Compensation	-	-	1,114	1,114	1,157
100-63-5273	Health Benefit	-	-	1,500	1,500	1,575
100-63-5274	Dental Benefit	-	-	270	270	283
100-63-5275	Vision Benefit	-	-	90	90	90
100-63-5276	Life Insurance Benefit	-	-	35	35	35
100-63-5277	Other Optional Benefit	-	-	22	22	22
<b>Total Salaries and Benefits</b>		<b>58,046</b>	<b>61,144</b>	<b>66,161</b>	<b>66,161</b>	<b>70,933</b>
100-63-5310	Dues & Memberships	215	435	700	700	700
100-63-5320	Travel & Training	390	1,255	800	800	800
100-63-5340	Books & Periodicals	1,630	522	500	500	1,900
100-63-5400	Contract Services - General	89,359	102,023	100,000	100,000	100,000
100-63-5410	Legal Services	19	418	3,000	3,000	3,000
100-63-5421	Plan Check Professional Services	12,959	15,679	52,500	37,500	56,500
100-63-5422	Building Code Enforcement	4,868	11,698	15,000	15,000	15,000
100-63-5540	Vehicle Maintenance	-	9	-	-	-
100-63-5590	Fleet Provision Charge	7,050	7,050	7,050	7,050	7,050
100-63-5620	Communications	-	-	-	-	-
100-63-5740	General Supplies	1,216	486	1,000	1,000	1,000
100-63-5750	Gasoline, Oil, & Tires	429	54	1,500	1,500	1,500
<b>Total Maintenance and Operations</b>		<b>118,135</b>	<b>139,628</b>	<b>182,050</b>	<b>167,050</b>	<b>187,450</b>
<b>63</b>	<b>Total Building Safety</b>	<b>176,180</b>	<b>200,772</b>	<b>248,211</b>	<b>233,211</b>	<b>258,383</b>

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

### **Program Description:**

Oil Field Services includes oversight and coordination with the Planning Services Division 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.

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
100-64-5110		Salaries & Wages - Full-time	74,573	79,952	75,635	75,635	79,598
100-64-5130		Overtime Salaries	172	225	100	100	145
100-64-5160		Car Allowance	917	903	900	900	900
100-64-5220		FICA Contributions	5,078	5,432	6,286	6,286	6,495
100-64-5230		Retirement Contributions	14,055	17,041	22,982	22,982	27,374
100-64-5270		Other Employee Benefits	5,113	4,581	-	-	-
100-64-5271		Defined Contribution	-	-	5,719	5,719	5,932
100-64-5272		Workers' Compensation	-	-	1,889	1,889	1,952
100-64-5273		Health Benefit	-	-	3,041	3,041	3,193
100-64-5274		Dental Benefit	-	-	386	386	405
100-64-5275		Vision Benefit	-	-	126	126	126
100-64-5276		Life Insurance Benefit	-	-	86	86	86
100-64-5277		Other Optional Benefit	-	-	32	32	32
		<b>Total Salaries and Benefits</b>	<b>99,908</b>	<b>108,135</b>	<b>117,183</b>	<b>117,183</b>	<b>126,238</b>
100-64-5320		Travel & Training	-	68	500	500	500
100-64-5330		Meetings	27	-	100	100	100
100-64-5340		Books & Periodicals	-	-	200	200	200
100-64-5400		Contract Services - General	14,305	20,769	30,000	30,000	30,000
100-64-5410		Legal Services	-	10,077	5,000	5,000	5,000
100-64-5590		Fleet Provision Charge	2,450	2,450	2,450	2,450	2,450
100-64-5740		General Supplies	120	-	200	200	200
100-64-5750		Gasoline, Oil, & Tires	140	18	500	500	500
		<b>Total Maintenance and Operations</b>	<b>17,043</b>	<b>33,382</b>	<b>38,950</b>	<b>38,950</b>	<b>38,950</b>
64		<b>Total Oil Field Services</b>	<b>116,951</b>	<b>141,517</b>	<b>156,133</b>	<b>156,133</b>	<b>165,188</b>

This page intentionally left blank

# 2019-20 OPERATING BUDGET

## POLICE

*Community Outreach*

*Patrol Services*

*Investigative Services*

*Police Support Services*

*Police Communications / Jail*

*Police Records*

*Emergency / Disaster Services*

### **Department Description:**

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

**Department Programs:**

Community Outreach

Patrol Services

Investigative Services

Administrative Services

Communications/Jail Records

Emergency Services

**Department Goals:**

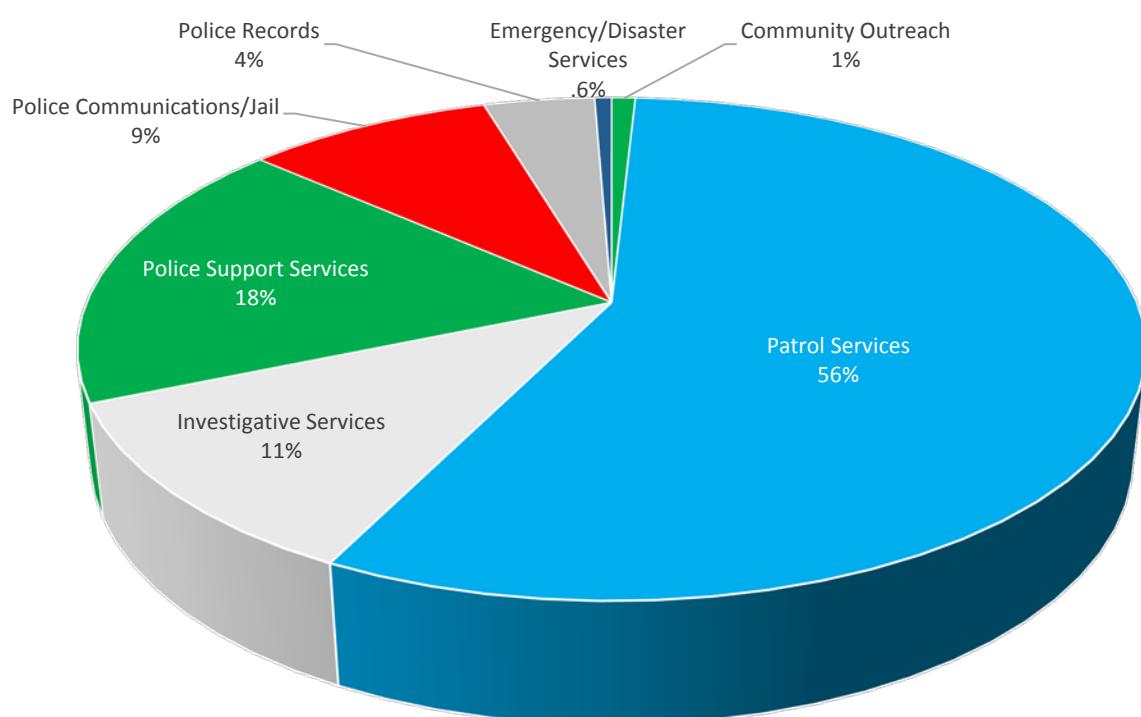
The Police Department is "Committed to Excellence in Service", and will provide a high level of public safety services, in a collaborative partnership with the community. The Police Department is proactively involved in Domestic Preparedness Planning. This includes Homeland Security training, First Responder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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	7,696,695	7,870,357	8,401,853	8,434,884	8,454,192
Maintenance and Operations	1,149,541	1,125,341	1,091,420	1,052,615	1,130,370
<b>Total Expenditures</b>	<b>8,846,236</b>	<b>8,995,698</b>	<b>9,493,273</b>	<b>9,487,499</b>	<b>9,584,562</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
All Divisions	47	53	53	53	52
<b>Total Positions:</b>	<b>47</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>52</b>



This page intentionally left blank

**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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	12,060	13,620	14,000	14,000	14,992
Maintenance and Operations	67,801	59,711	69,500	63,000	67,000
<b>Total Expenditures</b>	<b>79,862</b>	<b>73,331</b>	<b>83,500</b>	<b>77,000</b>	<b>81,992</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
<b>Total Positions:</b>	-	-	-	-	-

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Police Community Outreach</b>							
	100-71-5110	Salaries & Wages - Full-time	64	-	-	-	-
	100-71-5130	Overtime Salaries	11,161	13,354	14,000	14,000	14,000
	100-71-5220	FICA Contributions	197	47	-	-	-
	100-71-5230	Retirement Contributions	174	3	-	-	992
	100-71-5270	Other Employee Benefits	465	216	-	-	-
	100-71-5271	Defined Contribution	-	-	-	-	-
	100-71-5273	Health Benefits	-	-	-	-	-
	100-71-5274	Dental Benefit	-	-	-	-	-
	100-71-5275	Vision Benefit	-	-	-	-	-
	<b>Total Salaries and Benefits</b>		<b>12,060</b>	<b>13,620</b>	<b>14,000</b>	<b>14,000</b>	<b>14,992</b>
	100-71-5320	Travel & Training	-	345	500	-	500
	100-71-5330	Meetings	3,049	882	3,100	2,000	3,100
	100-71-5400	Contract Services - General	33,511	34,946	35,400	33,000	35,400
	100-71-5540	Vehicle Maintenance	-	-	-	-	-
	100-71-5590	Fleet Provision Charge	16,000	16,000	16,000	16,000	16,000
	100-71-5730	Uniform Equipment & Supplies	804	1,459	2,000	2,000	2,000
	100-71-5740	General Supplies	8,766	6,057	8,500	6,000	6,000
	100-71-5750	Gasoline, Oil, & Tires	5,672	23	4,000	4,000	4,000
	<b>Total Maintenance and Operations</b>		<b>67,801</b>	<b>59,711</b>	<b>69,500</b>	<b>63,000</b>	<b>67,000</b>
71	<b>Total Police Community Outreach</b>		<b>79,862</b>	<b>73,331</b>	<b>83,500</b>	<b>77,000</b>	<b>81,992</b>

This page intentionally left blank

**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 grant opportunities.

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	4,493,429	4,510,579	5,040,134	4,992,634	5,007,660
Maintenance and Operations	417,022	357,388	394,950	392,750	409,450
<b>Total Expenditures</b>	<b>4,910,450</b>	<b>4,867,967</b>	<b>5,435,084</b>	<b>5,385,384</b>	<b>5,417,110</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Police Sergeant	4	4	4	4	4
Senior Police Officer	4	4	4	4	4
Police Officer	15	16	16	16	16
Police Traffic Officer	2	2	2	2	2
Police Recruit Officer	1	2	2	2	2
Parking Control	-	1	1	1	1
<b>Total Positions:</b>	<b>26</b>	<b>28.7</b>	<b>28.7</b>	<b>28.7</b>	<b>28.7</b>

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Patrol Services</b>							
100-72-5110	Salaries & Wages - Full-time		2,517,918	2,619,926	3,043,255	3,043,255	2,950,171
100-72-5115	Part-time Salaries		15,692	17,955	18,286	18,286	18,652
100-72-5130	Overtime Salaries		365,418	228,946	244,661	197,161	85,964
100-72-5131	Court Overtime Salaries		-	-	42,229	42,229	42,229
100-72-5132	Briefing Overtime Salaries		-	-	41,039	41,039	41,039
100-72-5133	Emergency Overtime Salaries		-	-	50,000	50,000	50,000
100-72-5139	Compensated Absences		-	-	-	-	61,621
100-72-5140	Special Functions Salaries		131,897	115,180	-	-	-
100-72-5170	Uniform Allowance		23,125	19,116	26,827	26,827	26,827
100-72-5220	FICA Contributions		47,647	45,744	49,008	49,008	50,241
100-72-5225	PARS Contributions		-	-	-	-	-
100-72-5230	Retirement Contributions		977,926	1,004,820	866,177	866,177	1,003,113
100-72-5270	Other Employee Benefits		413,806	458,891	-	-	-
100-72-5271	Defined Contribution		-	-	101,815	101,815	74,683
100-72-5272	Workers' Compensation		-	-	254,222	254,222	260,786
100-72-5273	Health Benefit		-	-	272,173	272,173	310,683
100-72-5274	Dental Benefit		-	-	24,204	24,204	25,414
100-72-5275	Vision Benefit		-	-	5,211	5,211	5,211
100-72-5277	Other Optional Benefit		-	-	1,026	1,026	1,026
<b>Total Salaries and Benefits</b>			<b>4,493,429</b>	<b>4,510,579</b>	<b>5,040,134</b>	<b>4,992,634</b>	<b>5,007,660</b>
100-72-5310	Dues & Memberships		100	500	500	500	500
100-72-5320	Travel & Training		26,740	23,048	28,000	28,000	28,000
100-72-5330	Meetings		383	40	200	-	200
100-72-5340	Books & Periodicals		417	-	450	450	450
100-72-5400	Contract Services - General		60,959	62,365	61,400	61,400	61,400
100-72-5511	Telephone		3,046	4,009	5,500	5,500	5,000
100-72-5540	Vehicle Maintenance		685	1,484	-	-	-
100-72-5590	Fleet Provision Charge		202,000	202,000	202,000	202,000	202,000
100-72-5721	Special Department Supplies		27,507	10,094	15,000	14,000	15,000
100-72-5730	Uniforms		13,927	34,292	12,000	11,000	12,000
100-72-5740	General Supplies		20,841	12,921	14,900	14,900	14,900
100-72-5750	Gasoline, Oil, & Tires		52,067	6,117	55,000	55,000	70,000
100-72-5840	Capital Outlay		8,351	518	-	-	-
<b>Total Maintenance and Operations</b>			<b>417,022</b>	<b>357,388</b>	<b>394,950</b>	<b>392,750</b>	<b>409,450</b>
<b>72</b>	<b>Total Patrol Services</b>		<b>4,910,450</b>	<b>4,867,967</b>	<b>5,435,084</b>	<b>5,385,384</b>	<b>5,417,110</b>

This page intentionally left blank

**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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	1,007,737	1,142,031	960,701	992,701	1,024,419
Maintenance and Operations	51,789	48,713	58,850	65,095	58,850
<b>Total Expenditures</b>	<b>1,059,527</b>	<b>1,190,744</b>	<b>1,019,551</b>	<b>1,057,796</b>	<b>1,083,269</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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>

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Investigative Services</b>							
100-73-5110		Salaries & Wages - Full-time	521,599	625,771	557,791	557,791	556,260
100-73-5130		Overtime Salaries	100,187	42,040	20,772	52,772	26,128
100-73-5131		Court Overtime Salaries	-	-	-	-	-
100-73-5139		Compensated Absences	-	-	-	-	1,476
100-73-5140		Special Functions Salaries	4,353	2,424	-	-	-
100-73-5170		Uniform Allowance	3,700	4,224	3,700	3,700	3,700
100-73-5220		FICA Contributions	13,374	13,859	11,999	11,999	12,226
100-73-5230		Retirement Contributions	276,096	335,975	247,786	247,786	301,895
100-73-5270		Other Employee Benefits	88,429	117,738	-	-	-
100-73-5271		Defined Contribution	-	-	10,664	10,664	10,859
100-73-5272		Workers' Compensation	-	-	45,260	45,260	46,096
100-73-5273		Health Benefit	-	-	56,926	56,926	59,772
100-73-5274		Dental Benefit	-	-	4,069	4,069	4,272
100-73-5275		Vision Benefit	-	-	899	899	899
100-73-5277		Other Optional Benefit	-	-	836	836	836
<b>Total Salaries and Benefits</b>			<b>1,007,737</b>	<b>1,142,031</b>	<b>960,701</b>	<b>992,701</b>	<b>1,024,419</b>
100-73-5310		Dues & Memberships	160	215	400	545	400
100-73-5320		Travel & Training	7,801	4,269	6,000	14,500	6,000
100-73-5330		Meetings	-	119	200	-	200
100-73-5340		Books & Periodicals	248	215	-	-	-
100-73-5400		Contract Services - General	10,478	14,238	15,500	15,500	15,500
100-73-5511		Telephone	985	904	2,400	2,400	2,400
100-73-5540		Vehicle Maintenance	76	-	-	-	-
100-73-5590		Fleet Provision Charge	21,150	21,150	21,150	21,150	21,150
100-73-5721		Special Department Supplies	-	-	1,000	-	1,000
100-73-5730		Uniforms	1,248	197	350	100	350
100-73-5740		General Supplies	6,009	6,987	7,850	6,900	7,850
100-73-5750		Gasoline, Oil, & Tires	3,636	419	4,000	4,000	4,000
<b>Total Maintenance and Operations</b>			<b>51,789</b>	<b>48,713</b>	<b>58,850</b>	<b>65,095</b>	<b>58,850</b>
<b>73</b>	<b>Total Investigative Services</b>		<b>1,059,527</b>	<b>1,190,744</b>	<b>1,019,551</b>	<b>1,057,796</b>	<b>1,083,269</b>

This page intentionally left blank

**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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	1,249,216	1,316,035	1,315,295	1,354,826	1,307,901
Maintenance and Operations	454,302	444,304	392,820	372,170	396,420
<b>Total Expenditures</b>	<b>1,703,518</b>	<b>1,760,339</b>	<b>1,708,115</b>	<b>1,726,996</b>	<b>1,704,321</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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	-
<b>Total Positions:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Police Support Services</b>						
100-74-5110	Salaries & Wages - Full-time	769,201	720,702	738,162	771,193	714,991
100-74-5115	Part-time Salaries	-	12,266	7,117	7,117	7,260
100-74-5130	Overtime Salaries	1,295	4,634	86	6,586	182
100-74-5139	Compensated Absences	-	-	-	-	31,784
100-74-5140	Special Functions Salaries	872	3,245	-	-	-
100-74-5170	Uniform Allowance	2,775	2,482	3,238	3,238	3,238
100-74-5220	FICA Contributions	23,109	19,436	18,289	18,289	14,264
100-74-5230	Retirement Contributions	330,681	405,519	401,529	401,529	416,777
100-74-5270	Other Employee Benefits	120,353	146,986	-	-	-
100-74-5271	Defined Contribution	-	-	16,249	16,249	1,601
100-74-5272	Workers' Compensation	-	-	26,577	26,577	25,960
100-74-5273	Health Benefit	-	-	96,264	96,264	84,476
100-74-5274	Dental Benefit	-	-	4,410	4,410	4,222
100-74-5275	Vision Benefit	-	-	1,078	1,078	898
100-74-5276	Life Insurance Benefit	-	-	810	810	810
100-74-5277	Other Optional Benefit	-	-	236	236	188
100-74-5280	Wellness Benefit	930	765	1,250	1,250	1,250
<b>Total Salaries and Benefits</b>		<b>1,249,216</b>	<b>1,316,035</b>	<b>1,315,295</b>	<b>1,354,826</b>	<b>1,307,901</b>
100-74-5310	Dues & Memberships	2,848	3,800	1,800	1,200	1,800
100-74-5320	Travel & Training	1,659	11,607	6,500	6,500	6,500
100-74-5330	Meetings	3,212	1,773	1,600	850	1,600
100-74-5340	Books & Periodicals	873	1,486	500	700	500
100-74-5400	Contract Services - General	141,383	157,294	165,920	157,920	165,920
100-74-5410	Legal Services	52,081	40,514	28,000	25,000	28,000
100-74-5440	IT Services	64,270	43,366	85,000	50,000	85,000
100-74-5511	Telephone	57,938	70,196	-	-	3,600
100-74-5540	Vehicle Maintenance	185	309	500	500	500
100-74-5560	Repair & Maintenance Services	10,800	22,456	16,000	27,000	16,000
100-74-5570	Software Licensing & Support	31,406	27,325	20,000	38,000	20,000
100-74-5590	Fleet Provision Charge	43,500	43,500	43,500	43,500	43,500
100-74-5721	Special Department Supplies	813	30	500	-	500
100-74-5740	General Supplies	17,896	19,198	16,000	14,000	16,000
100-74-5750	Gasoline, Oil, & Tires	4,103	1,448	7,000	7,000	7,000
100-74-5840	Capital Outlay	21,333	-	-	-	-
<b>Total Maintenance and Operations</b>		<b>454,302</b>	<b>444,304</b>	<b>392,820</b>	<b>372,170</b>	<b>396,420</b>
<b>74</b>	<b>Total Police Support Services</b>	<b>1,703,518</b>	<b>1,760,339</b>	<b>1,708,115</b>	<b>1,726,996</b>	<b>1,704,321</b>

This page intentionally left blank

**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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	619,497	536,583	701,106	701,106	713,401
Maintenance and Operations	98,495	165,613	126,950	120,100	140,950
<b>Total Expenditures</b>	<b>717,992</b>	<b>702,195</b>	<b>828,056</b>	<b>821,206</b>	<b>854,351</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Dispatcher/Jailer	5	8	8	8	8
<b>Total Positions:</b>	<b>5</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Police Communications</b>						
100-75-5110	Salaries & Wages - Full-time	395,215	328,011	426,264	426,264	413,969
100-75-5130	Overtime Salaries	54,352	60,988	68,661	68,661	75,760
100-75-5139	Compensated Absences	-	-	-	-	2,200
100-75-5140	Special Functions Salaries	17,019	3,593	-	-	-
100-75-5220	FICA Contributions	34,733	28,136	32,791	32,791	33,495
100-75-5230	Retirement Contributions	71,854	60,795	86,578	86,578	98,631
100-75-5270	Other Employee Benefits	46,324	55,060	-	-	-
100-75-5271	Defined Contribution	-	-	12,926	12,926	13,120
100-75-5272	Workers' Compensation	-	-	11,472	11,472	11,704
100-75-5273	Health Benefit	-	-	55,582	55,582	57,571
100-75-5274	Dental Benefit	-	-	3,766	3,766	3,886
100-75-5275	Vision Benefit	-	-	1,078	1,078	1,078
100-75-5277	Other Optional Benefit	-	-	1,987	1,987	1,987
<b>Total Salaries and Benefits</b>		<b>619,497</b>	<b>536,583</b>	<b>701,106</b>	<b>701,106</b>	<b>713,401</b>
100-75-5320	Travel & Training	5,906	4,727	4,500	1,200	4,500
100-75-5330	Meetings	75	-	150	-	150
100-75-5340	Books & Periodicals	-	-	-	-	-
100-75-5400	Contract Services - General	151	626	3,000	-	3,000
100-75-5440	Technology Technical Services	-	-	-	-	-
100-75-5540	Vehicle Maintenance	-	-	-	-	-
100-75-5552	Rental of Equipment & Vehicles	16,681	17,237	-	-	14,000
100-75-5560	Repair & Maintenance Services	17,535	21,818	29,000	29,000	29,000
100-75-5570	Software Licensing & Support	33,500	100,500	67,000	67,000	67,000
100-75-5590	Fleet Provision Charge	8,700	8,700	8,700	8,700	8,700
100-75-5595	Communication Inter-Dept Chrg	-	-	-	-	-
100-75-5721	Special Department Supplies	9,491	6,872	8,500	8,500	8,500
100-75-5730	Uniforms	1,888	2,337	2,400	2,600	2,400
100-75-5740	General Supplies	3,857	2,742	3,000	2,400	3,000
100-75-5750	Gasoline, Oil, & Tires	710	54	700	700	700
<b>Total Maintenance and Operations</b>		<b>98,495</b>	<b>165,613</b>	<b>126,950</b>	<b>120,100</b>	<b>140,950</b>
<b>75</b>	<b>Total Police Communications</b>	<b>717,992</b>	<b>702,195</b>	<b>828,056</b>	<b>821,206</b>	<b>854,351</b>

This page intentionally left blank

**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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	279,118	310,358	330,429	339,429	344,828
Maintenance and Operations	34,140	40,852	32,800	29,800	39,800
<b>Total Expenditures</b>	<b>313,258</b>	<b>351,209</b>	<b>363,229</b>	<b>369,229</b>	<b>384,628</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Police Records Supervisor	1	1	1	1	1
Police Records Clerk	2	2	2	2	2
Part-Time Police Aide	0.5	0.5	0.5	0.5	0.5
Part-Time Records Clerk	0.4	0.4	0.4	0.4	0.4
<b>Total Positions:</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Police Records</b>							
100-76-5110		Salaries & Wages - Full-time	148,593	186,212	191,480	191,480	200,609
100-76-5115		Part-time Salaries	46,345	60,550	64,899	64,899	66,197
100-76-5130		Overtime Salaries	17,937	2,514	684	9,684	1,436
100-76-5139		Compensated Absences	-	-	-	-	1,020
100-76-5170		Uniform Allowance	2,250	-	-	-	-
100-76-5220		FICA Contributions	13,903	15,029	15,656	15,656	16,431
100-76-5225		PARS Contributions	-	-	780	780	796
100-76-5230		Retirement Contributions	19,620	13,789	13,726	13,726	13,059
100-76-5270		Other Employee Benefits	30,470	32,263	-	-	-
100-76-5271		Defined Contribution	-	-	11,248	11,248	11,805
100-76-5272		Workers' Compensation	-	-	4,687	4,687	4,919
100-76-5273		Health Benefit	-	-	23,354	23,354	24,522
100-76-5274		Dental Benefit	-	-	2,403	2,403	2,524
100-76-5275		Vision Benefit	-	-	539	539	539
100-76-5277		Other Optional Benefit	-	-	972	972	972
<b>Total Salaries and Benefits</b>			<b>279,118</b>	<b>310,358</b>	<b>330,429</b>	<b>339,429</b>	<b>344,828</b>
100-76-5310		Dues & Memberships	50	50	100	-	100
100-76-5320		Travel & Training	996	3,018	3,500	500	3,500
100-76-5330		Meetings	-	-	100	50	100
100-76-5340		Books & Periodicals	-	100	-	-	-
100-76-5400		Contract Services - General	9,797	8,929	10,000	5,000	10,000
100-76-5420		Professional Services	1,908	16,856	5,000	13,000	5,000
100-76-5440		Technology Technical Services	-	-	-	-	-
100-76-5540		Vehicle Maintenance	-	-	-	-	-
100-76-5570		Software Licensing & Support	-	-	-	-	-
100-76-5590		Fleet Provision Charge	3,050	3,050	3,050	3,050	3,050
100-76-5730		Uniforms	1,284	1,333	1,200	1,200	1,200
100-76-5740		General Supplies	16,495	7,515	9,850	7,000	9,850
100-76-5750		Gasoline, Oil, & Tires	559	-	-	-	7,000
<b>Total Maintenance and Operations</b>			<b>34,140</b>	<b>40,852</b>	<b>32,800</b>	<b>29,800</b>	<b>39,800</b>
<b>76</b>	<b>Total Police Records</b>		<b>313,258</b>	<b>351,209</b>	<b>363,229</b>	<b>369,229</b>	<b>384,628</b>

This page intentionally left blank

**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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	35,638	41,152	40,187	40,187	40,990
Maintenance and Operations	25,992	8,760	15,550	9,700	17,900
<b>Total Expenditures</b>	<b>61,630</b>	<b>49,912</b>	<b>55,737</b>	<b>49,887</b>	<b>58,890</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Emergency Operations Coordinator	0.5	0.5	0.5	0.5	0.5
<b>Total Positions:</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Emergency/Disaster Services</b>							
	100-77-5115	Part-time Salaries	33,669	39,106	40,187	40,187	40,990
	100-77-5220	FICA Contributions	463	532	-	-	-
	100-77-5230	Retirement Contributions	945	544	-	-	-
	100-77-5270	Other Employee Benefits	561	971	-	-	-
	<b>Total Salaries and Benefits</b>		<b>35,638</b>	<b>41,152</b>	<b>40,187</b>	<b>40,187</b>	<b>40,990</b>
	100-77-5310	Dues & Memberships	-	-	650	-	500
	100-77-5320	Travel & Training	-	3,069	4,300	-	6,800
	100-77-5420	Professional Services	15,000	-	-	-	-
	100-77-5511	Telephone	3,320	1,528	4,700	4,700	4,700
	100-77-5740	General Supplies	7,671	4,163	5,900	5,000	5,900
	<b>Total Maintenance and Operations</b>		<b>25,992</b>	<b>8,760</b>	<b>15,550</b>	<b>9,700</b>	<b>17,900</b>
<b>77</b>	<b>Total Emergency/Disaster Services</b>		<b>61,630</b>	<b>49,912</b>	<b>55,737</b>	<b>49,887</b>	<b>58,890</b>

This page intentionally left blank

# **2019-20 OPERATING BUDGET**

## **COMMUNITY SERVICES**

*Library Programs and Services*

*Community Services Recreation*

*Park Development*

*Community Development Block Grants*

*Transportation Services*

*Animal Control*

### **Department Description:**

Community Services provides a variety of park, recreational, social, and library services. Parks include design, development, and rehabilitation of park property, community buildings, and CDBG administration. Recreation includes after school recreation programs, year round programs for youth, teen activities, and youth sports. Community Services includes senior services, community-wide special events, 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:**

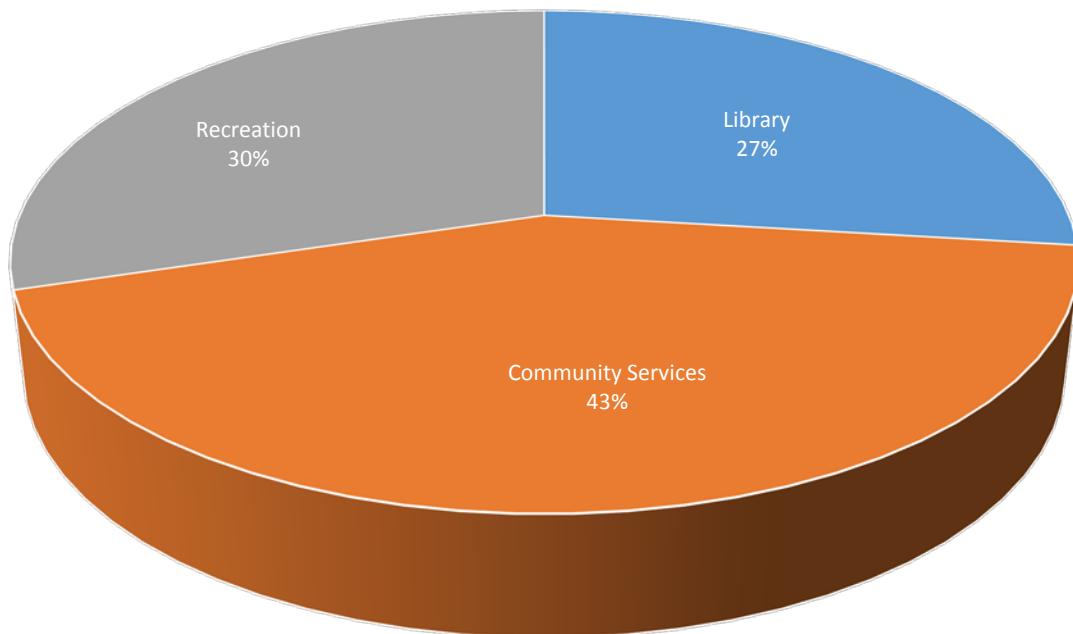
To provide a wide variety of essential recreational, social, and library services to meet the needs of residents of all ages, support Signal Hill businesses, and further the image and livability of the City through its programs and development activities.

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	1,227,742	1,258,457	1,316,311	1,316,311	1,373,951
Maintenance and Operations	348,183	333,936	447,420	447,420	363,955
<b>Total Expenditures</b>	<b>1,575,925</b>	<b>1,592,394</b>	<b>1,763,731</b>	<b>1,763,731</b>	<b>1,737,906</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
All Divisions	19.5	18.6	18.6	18.5	18.5
<b>Total Positions:</b>	<b>19.5</b>	<b>18.6</b>	<b>18.6</b>	<b>18.5</b>	<b>18.5</b>



This page intentionally left blank

**Department: Community Services**

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

**Program Description:**

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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	357,791	304,275	377,575	377,575	378,586
Maintenance and Operations	69,933	63,172	77,045	77,045	89,170
<b>Total Expenditures</b>	<b>427,724</b>	<b>367,448</b>	<b>454,620</b>	<b>454,620</b>	<b>467,756</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
City Librarian	1	1	1	1	1
Library Assistant	1	1	1	1	1
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>

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Library</b>							
100-81-5110	Salaries & Wages - Full-time		206,028	161,448	179,790	179,790	191,268
100-81-5115	Part-time Salaries		74,603	79,330	94,985	94,985	94,985
100-81-5130	Overtime Salaries		-	-	-	-	-
100-81-5160	Car Allowance		1,211	1,191	1,188	1,188	1,188
100-81-5220	FICA Contributions		16,873	13,102	14,207	14,207	14,832
100-81-5225	PARS Contributions		-	-	1,020	1,020	1,040
100-81-5230	Retirement Contributions		29,621	25,516	53,759	53,759	37,432
100-81-5270	Other Employee Benefits		29,455	23,688	-	-	-
100-81-5271	Defined Contribution		-	-	7,471	7,471	3,614
100-81-5272	Workers' Compensation		-	-	4,491	4,491	4,690
100-81-5273	Health Benefit		-	-	16,880	16,880	25,644
100-81-5274	Dental Benefit		-	-	2,196	2,196	2,306
100-81-5275	Vision Benefit		-	-	478	478	478
100-81-5276	Life Insurance Benefit		-	-	94	94	94
100-81-5277	Other Optional Benefit		-	-	1,015	1,015	1,015
<b>Total Salaries and Benefits</b>			<b>357,791</b>	<b>304,275</b>	<b>377,575</b>	<b>377,575</b>	<b>378,586</b>
100-81-5310	Dues & Memberships		3,234	3,106	3,300	3,300	3,300
100-81-5320	Travel & Training		660	838	800	800	800
100-81-5330	Meetings		231	500	540	540	540
100-81-5400	Contract Services - General		-	-	6,000	6,000	18,000
100-81-5511	Telephone		629	-	-	-	-
100-81-5560	Repair & Maintenance Services		-	-	500	500	500
100-81-5570	Software Licensing & Support		13,278	12,733	14,320	14,320	14,445
100-81-5630	Media Services		496	550	550	550	550
100-81-5721	Special Department Supplies		41,034	34,793	38,400	38,400	37,000
100-81-5723	Event/Program Costs		4,794	5,073	7,135	7,135	8,535
100-81-5730	Uniforms		-	-	500	500	500
100-81-5740	General Supplies		5,577	5,580	5,000	5,000	5,000
<b>Total Maintenance and Operations</b>			<b>69,933</b>	<b>63,172</b>	<b>77,045</b>	<b>77,045</b>	<b>89,170</b>
<b>81</b>	<b>Total Library</b>		<b>427,724</b>	<b>367,448</b>	<b>454,620</b>	<b>454,620</b>	<b>467,756</b>

This page intentionally left blank

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

### **Program Description:**

The Community Services division hosts community wide special events, maintains and rents recreational facilities and parks, provides park patrol, 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.

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	450,141	493,079	517,011	517,011	552,272
Maintenance and Operations	210,010	200,765	296,885	296,885	201,645
<b>Total Expenditures</b>	<b>660,151</b>	<b>693,844</b>	<b>813,896</b>	<b>813,896</b>	<b>753,917</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
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	1
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>

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Community Services</b>						
100-82-5110	Salaries & Wages - Full-time	272,144	269,451	295,272	295,272	301,327
100-82-5115	Part-time Salaries	54,242	79,383	62,219	62,219	69,585
100-82-5130	Overtime Salaries	6,539	1,892	2,985	2,985	3,135
100-82-5139	Compensated Absences	-	-	-	-	6,203
100-82-5150	Commission Meeting Attendance	3,931	4,162	3,000	3,000	3,900
100-82-5160	Car Allowance	1,211	1,191	1,188	1,188	1,188
100-82-5220	FICA Contributions	22,177	21,473	21,920	21,920	22,853
100-82-5225	PARS Contributions	-	-	280	280	286
100-82-5230	Retirement Contributions	44,280	48,221	60,374	60,374	70,690
100-82-5270	Other Employee Benefits	45,382	67,306	-	-	-
100-82-5271	Defined Contribution	-	-	6,987	6,987	7,336
100-82-5272	Workers' Compensation	-	-	7,071	7,071	7,361
100-82-5273	Health Benefit	-	-	51,695	51,695	54,280
100-82-5274	Dental Benefit	-	-	2,153	2,153	2,261
100-82-5275	Vision Benefit	-	-	735	735	735
100-82-5276	Life Insurance Benefit	-	-	94	94	94
100-82-5277	Other Optional Benefit	-	-	538	538	538
100-82-5280	Wellness Benefit	235	-	500	500	500
<b>Total Salaries and Benefits</b>		<b>450,141</b>	<b>493,079</b>	<b>517,011</b>	<b>517,011</b>	<b>552,272</b>
100-82-5310	Dues & Memberships	1,219	1,548	1,000	1,000	1,000
100-82-5320	Travel & Training	4,454	4,189	4,300	4,300	4,300
100-82-5330	Meetings	737	544	800	800	800
100-82-5340	Books & Periodicals	127	119	-	-	-
100-82-5390	Donations	5,000	10,000	10,000	10,000	10,000
100-82-5400	Contract Services - General	102,369	126,866	204,500	204,500	107,318
100-82-5410	Legal Services	-	-	10,000	10,000	10,000
100-82-5511	Telephone	-	-	-	-	-
100-82-5540	Vehicle Maintenance	20	79	350	350	350
100-82-5560	Repair & Maintenance Services	-	-	500	500	500
100-82-5590	Fleet Provision Charge	2,200	2,200	2,200	2,200	2,200
100-82-5630	Media Services	2,529	2,028	2,400	2,400	4,400
100-82-5723	Event/Program Costs	82,788	44,670	51,735	51,735	51,735
100-82-5730	Uniforms	458	875	1,000	1,000	1,000
100-82-5740	General Supplies	7,802	7,606	8,000	8,000	8,000
100-82-5750	Gasoline, Oil, & Tires	309	42	100	100	42
<b>Total Maintenance and Operations</b>		<b>210,010</b>	<b>200,765</b>	<b>296,885</b>	<b>296,885</b>	<b>201,645</b>
82	<b>Total Community Services</b>	<b>660,151</b>	<b>693,844</b>	<b>813,896</b>	<b>813,896</b>	<b>753,917</b>

This page intentionally left blank

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

### **Program Description:**

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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	419,809	461,103	421,724	421,724	443,093
Maintenance and Operations	68,240	69,999	73,490	73,490	73,140
<b>Total Expenditures</b>	<b>488,049</b>	<b>531,102</b>	<b>495,214</b>	<b>495,214</b>	<b>516,233</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Recreation Coordinator	1	1	1	1	1
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>

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Recreation</b>							
100-83-5110	Salaries & Wages - Full-time	97,105	106,895	110,528	110,528	118,215	
100-83-5115	Part-time Salaries	238,888	258,015	252,024	252,024	256,915	
100-83-5130	Overtime Salaries	1,986	2,595	-	-	-	
100-83-5160	Car Allowance	1,211	1,191	1,188	1,188	1,188	
100-83-5220	FICA Contributions	15,097	14,960	8,584	8,584	9,014	
100-83-5225	PARS Contributions	-	-	1,020	1,020	1,040	
100-83-5230	Retirement Contributions	37,397	42,020	27,501	27,501	34,852	
100-83-5270	Other Employee Benefits	27,509	35,176	-	-	-	
100-83-5271	Defined Contribution	-	-	3,750	3,750	3,937	
100-83-5272	Workers' Compensation	-	-	2,761	2,761	2,899	
100-83-5273	Health Benefit	-	-	12,805	12,805	13,445	
100-83-5274	Dental Benefit	-	-	474	474	498	
100-83-5275	Vision Benefit	-	-	205	205	205	
100-83-5276	Life Insurance Benefit	-	-	94	94	94	
100-83-5277	Other Optional Benefit	-	-	291	291	291	
100-83-5280	Wellness Benefit	615	250	500	500	500	
<b>Total Salaries and Benefits</b>		<b>419,809</b>	<b>461,103</b>	<b>421,724</b>	<b>421,724</b>	<b>443,093</b>	
100-83-5310	Dues & Memberships	440	732	1,000	1,000	1,000	
100-83-5320	Travel & Training	2,416	3,305	3,300	3,300	3,300	
100-83-5330	Meetings	497	533	650	650	650	
100-83-5340	Books & Periodicals	-	129	200	200	200	
100-83-5391	Fee Assistance	-	(200)	500	500	500	
100-83-5511	Telephone	2,229	3,501	2,450	2,450	2,450	
100-83-5540	Vehicle Maintenance	63	312	350	350	-	
100-83-5560	Repair & Maintenance Services	-	-	-	-	-	
100-83-5570	Software Licensing & Support	-	-	-	-	-	
100-83-5590	Fleet Provision Charge	7,250	7,250	7,250	7,250	7,250	
100-83-5620	Communications	-	2,447	2,450	2,450	2,450	
100-83-5630	Media Services	330	495	200	200	200	
100-83-5721	Special Department Supplies	5,815	4,286	-	-	-	
100-83-5723	Event/Program Costs	40,642	40,194	42,500	42,500	42,500	
100-83-5730	Uniforms	2,332	1,592	2,000	2,000	2,000	
100-83-5740	General Supplies	5,190	5,284	10,500	10,500	10,500	
100-83-5750	Gasoline, Oil, & Tires	1,034	140	140	140	140	
100-83-5840	Capital Outlay	-	-	-	-	-	
<b>Total Maintenance and Operations</b>		<b>68,240</b>	<b>69,999</b>	<b>73,490</b>	<b>73,490</b>	<b>73,140</b>	
<b>83</b>	<b>Total Recreation</b>		<b>488,049</b>	<b>531,102</b>	<b>495,214</b>	<b>495,214</b>	<b>516,233</b>

This page intentionally left blank

# **2019-20 OPERATING BUDGET**

## **PUBLIC WORKS**

*Engineering and Project Services*

*Environmental Programs*

*Maintenance Operations*

### **Department Description:**

### **Mission Statement:**

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

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

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

## **Department Programs:**

Engineering and Project Services

Environmental Programs

Maintenance Operations

## **Department Goals:**

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

inspection.

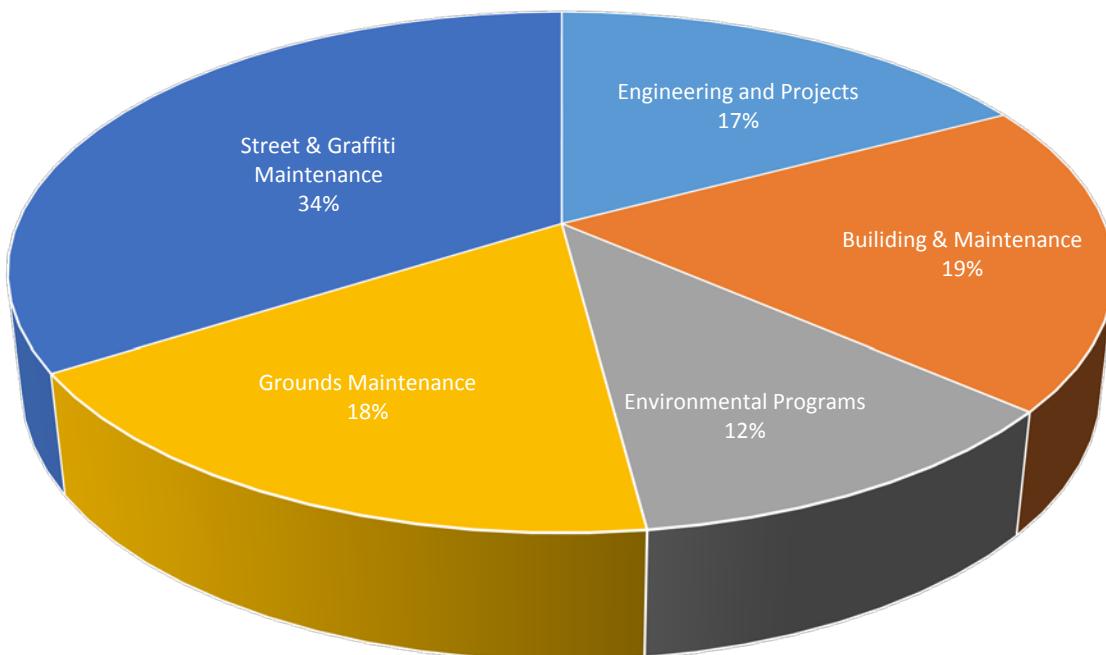
13. Continue to improve emergency response capabilities.
14. Apply for grants to provide supplemental funding for capital improvements.
15. Implement the goals and objectives of the City's Strategic Plan.
16. Monitor the Public Works Department budget to ensure efficient use of City resources.
17. Continue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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	1,586,817	1,592,694	1,877,487	1,877,487	2,003,821
Maintenance and Operations	2,407,474	2,446,614	3,074,802	3,004,771	2,867,665
<b>Total Expenditures</b>	<b>3,994,291</b>	<b>4,039,309</b>	<b>4,952,289</b>	<b>4,882,258</b>	<b>4,871,486</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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>



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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	338,389	349,490	461,483	461,483	476,506
Maintenance and Operations	318,413	286,238	344,650	334,650	362,250
<b>Total Expenditures</b>	<b>656,802</b>	<b>635,727</b>	<b>806,133</b>	<b>796,133</b>	<b>838,756</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 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>

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Engineering</b>						
100-91-5110	Salaries & Wages - Full-time	247,422	227,568	315,074	315,074	267,895
100-91-5115	Part-time Salaries	-	14,819	19,759	19,759	20,154
100-91-5120	Part-time Salaries	-	9,809	2,268	2,268	2,313
100-91-5130	Overtime Salaries	2,676	2,115	304	304	319
100-91-5139	Compensated Absences	-	-	-	-	59,406
100-91-5160	Car Allowance	665	1,062	1,080	1,080	1,080
100-91-5220	FICA Contributions	18,186	17,696	20,741	20,741	21,071
100-91-5230	Retirement Contributions	47,938	37,589	46,997	46,997	48,077
100-91-5270	Other Employee Benefits	20,831	37,832	-	-	-
100-91-5271	Defined Contribution	-	-	16,484	16,484	16,714
100-91-5272	Workers' Compensation	-	-	6,441	6,441	6,538
100-91-5273	Health Benefit	-	-	27,344	27,344	27,902
100-91-5274	Dental Benefit	-	-	2,987	2,987	3,033
100-91-5275	Vision Benefit	-	-	570	570	570
100-91-5276	Life Insurance Benefit	-	-	455	455	455
100-91-5277	Other Optional Benefit	-	-	229	229	229
100-91-5280	Wellness Benefit	672	1,000	750	750	750
<b>Total Salaries and Benefits</b>		<b>338,389</b>	<b>349,490</b>	<b>461,483</b>	<b>461,483</b>	<b>476,506</b>
100-91-5310	Dues & Memberships	2,083	2,161	2,800	2,800	2,000
100-91-5320	Travel & Training	179	3,525	7,000	7,000	7,000
100-91-5330	Meetings	1,246	777	-	-	-
100-91-5340	Books & Periodicals	108	1,067	650	650	650
100-91-5400	Contract Services - General	43,112	18,871	200,000	200,000	200,000
100-91-5410	Legal Services	43,065	16,808	10,000	-	30,000
100-91-5420	Professional Services	78,006	29,863	-	-	-
100-91-5421	Plan Check Services	4,796	3,024	20,000	20,000	20,000
100-91-5423	Engineering Services	109,639	168,326	50,000	50,000	50,000
100-91-5511	Telephone	16,152	21,128	16,500	16,500	16,500
100-91-5540	Vehicle Maintenance	-	-	-	-	-
100-91-5560	Repair & Maintenance Services	836	2,383	-	-	-
100-91-5590	Fleet Provision Charge	14,150	14,150	15,000	15,000	15,000
100-91-5595	Communication Inter-Dept Chrg	-	1,012	15,100	15,100	15,100
100-91-5630	Media Services	410	-	2,000	2,000	2,000
100-91-5740	General Supplies	3,654	3,142	4,000	4,000	4,000
100-91-5750	Gasoline, Oil, & Tires	978	-	1,600	1,600	-
<b>Total Maintenance and Operations</b>		<b>318,413</b>	<b>286,238</b>	<b>344,650</b>	<b>334,650</b>	<b>362,250</b>
91	<b>Total Engineering</b>	<b>656,802</b>	<b>635,727</b>	<b>806,133</b>	<b>796,133</b>	<b>838,756</b>

## **Department: Public Works**

### **Program: Facility, Environmental, Grounds and Streets Maintenance (92-95)**

#### **Description:**

#### **Mission Statement:**

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

#### **Primary Activities:**

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

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

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

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

removing weeds and trash.

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

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

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

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

## Department Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	1,248,428	1,243,204	1,416,003	1,416,003	1,527,315
Maintenance and Operations	2,089,061	2,160,377	2,730,152	2,670,121	2,505,415
<b>Total Expenditures</b>	<b>3,337,489</b>	<b>3,403,581</b>	<b>4,146,155</b>	<b>4,086,124</b>	<b>4,032,730</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Deputy Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
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	3
Maintenance Worker	7	7	7	7	6
Vehicle and Equip Svs. Supervisor	-	-	-	-	-
<b>Total Positions:</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

This page intentionally left blank

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Building Maintenance</b>							
100-92-5110	Salaries & Wages - Full-time		133,384	135,620	168,469	168,469	187,564
100-92-5130	Overtime Salaries		6,724	7,369	13,709	13,709	13,710
100-92-5160	Car Allowance		111	177	180	180	180
100-92-5220	FICA Contributions		10,585	10,577	14,983	14,983	15,752
100-92-5230	Retirement Contributions		29,206	35,504	72,805	72,805	90,883
100-92-5270	Other Employee Benefits		20,424	24,397	-	-	-
100-92-5271	Defined Contribution		-	-	3,539	3,539	3,602
100-92-5272	Workers' Compensation		-	-	4,365	4,365	4,658
100-92-5273	Health Benefit		-	-	24,427	24,427	26,048
100-92-5274	Dental Benefit		-	-	1,623	1,623	2,200
100-92-5275	Vision Benefit		-	-	390	390	390
100-92-5276	Life Insurance Benefit		-	-	38	38	38
100-92-5277	Other Optional Benefit		-	-	401	401	401
	<b>Total Salaries and Benefits</b>		<b>200,434</b>	<b>213,645</b>	<b>304,929</b>	<b>304,929</b>	<b>345,426</b>
100-92-5310	Dues & Memberships		-	27	700	700	700
100-92-5320	Travel & Training		3,091	897	5,000	5,000	7,000
100-92-5330	Meetings		59	40	500	500	500
100-92-5340	Books & Periodicals		-	49	100	100	100
100-92-5400	Contract Services - General		50,557	45,513	100,000	100,000	100,000
100-92-5420	Professional Services		174	-	150,000	150,000	80,250
100-92-5511	Telephone/Data Services		-	1,182	1,200	1,200	1,200
100-92-5512	Utility Services		202,815	260,055	215,000	215,000	225,000
100-92-5520	Building Maintenance		29,238	19,328	-	-	-
100-92-5521	Cleaning Services		51,510	56,803	99,031	66,000	134,000
100-92-5560	Repair & Maintenance Services		21,910	21,279	-	-	-
100-92-5595	Communication Inter-Dept Chrg		-	-	1,600	1,600	1,600
100-92-5730	Uniforms		1,949	2,197	1,950	1,950	1,950
100-92-5740	General Supplies		23,098	41,896	35,000	35,000	35,000
100-92-5742	Tools		535	507	2,000	2,000	2,000
100-92-5840	Capital Outlay		-	-	-	-	-
	<b>Total Maintenance and Operations</b>		<b>384,937</b>	<b>449,771</b>	<b>612,081</b>	<b>579,050</b>	<b>589,300</b>
92	<b>Total Building Maintenance</b>		<b>585,371</b>	<b>663,416</b>	<b>917,010</b>	<b>883,979</b>	<b>934,726</b>

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept. Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Environmental Programs</b>						
100-93-5110	Salaries & Wages - Full-time	63,482	34,156	67,341	67,341	70,734
100-93-5130	Overtime Salaries	30	32	-	-	-
100-93-5160	Car Allowance	618	166	912	912	912
100-93-5220	FICA Contributions	3,985	2,463	5,499	5,499	5,671
100-93-5230	Retirement Contributions	6,438	4,004	7,302	7,302	8,106
100-93-5270	Other Employee Benefits	5,941	3,772	-	-	-
100-93-5271	Defined Contribution	-	-	3,980	3,980	4,113
100-93-5272	Workers' Compensation	-	-	1,680	1,680	1,733
100-93-5273	Health Benefit	-	-	4,801	4,801	5,041
100-93-5274	Dental Benefit	-	-	400	400	420
100-93-5275	Vision Benefit	-	-	104	104	104
100-93-5276	Life Insurance Benefit	-	-	96	96	96
100-93-5277	Other Optional Benefit	-	-	8	8	8
<b>Total Salaries and Benefits</b>		<b>80,493</b>	<b>44,594</b>	<b>92,123</b>	<b>92,123</b>	<b>96,938</b>
100-93-5310	Dues & Memberships	-	25	14,140	14,140	14,140
100-93-5320	Travel & Training	174	40	2,000	2,000	1,850
100-93-5330	Meetings	133	220	-	-	-
100-93-5340	Books & Periodicals	238	238	250	250	250
100-93-5400	Contract Services - General	(7,483)	49,652	323,500	323,500	182,500
100-93-5410	Legal Services	15,227	29,321	40,000	20,000	20,000
100-93-5420	Professional Services	127,878	87,274	-	-	-
100-93-5425	TMDL Watershed Professional Se	177,343	156,891	100,000	100,000	86,000
100-93-5522	Bus Shelter Cleaning	2,384	1,660	-	-	-
100-93-5525	Street Sweeping Services	136,793	137,776	140,000	140,000	140,000
100-93-5630	Media Services	-	-	700	700	700
100-93-5633	Public Education	2,060	7,225	21,650	21,650	11,650
100-93-5691	NPDES Fee	1,500	-	8,500	8,500	8,500
100-93-5740	General Supplies	44	38	300	300	300
<b>Total Maintenance and Operations</b>		<b>456,292</b>	<b>470,360</b>	<b>651,040</b>	<b>631,040</b>	<b>465,890</b>
<b>93</b>	<b>Total Environmental Programs</b>	<b>536,785</b>	<b>514,953</b>	<b>743,163</b>	<b>723,163</b>	<b>562,828</b>

### 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Grounds Maintenance</b>							
100-94-5110		Salaries & Wages - Full-time	148,908	182,138	100,752	100,752	105,866
100-94-5130		Overtime Salaries	6,559	3,461	1,521	1,521	1,521
100-94-5160		Car Allowance	111	885	180	180	180
100-94-5220		FICA Contributions	11,426	13,869	7,903	7,903	8,147
100-94-5230		Retirement Contributions	33,605	39,500	30,459	30,459	36,469
100-94-5270		Other Employee Benefits	24,732	27,549	-	-	-
100-94-5271		Defined Contribution	-	-	1,481	1,481	1,523
100-94-5272		Workers' Compensation	-	-	2,473	2,473	2,539
100-94-5273		Health Benefit	-	-	17,837	17,837	18,729
100-94-5274		Dental Benefit	-	-	874	874	918
100-94-5275		Vision Benefit	-	-	238	238	238
100-94-5276		Life Insurance Benefit	-	-	36	36	36
100-94-5277		Other Optional Benefit	-	-	168	168	168
<b>Total Salaries and Benefits</b>			<b>225,340</b>	<b>267,403</b>	<b>163,923</b>	<b>163,923</b>	<b>176,334</b>
100-94-5310		Dues & Memberships	212	320	250	250	250
100-94-5320		Travel & Training	1,533	1,006	2,700	2,700	2,700
100-94-5330		Meetings	32	-	500	500	500
100-94-5340		Books & Periodicals	-	-	100	100	100
100-94-5400		Contract Services - General	53,934	22,176	40,000	40,000	40,000
100-94-5511		Telephone	-	-	-	-	-
100-94-5512		Utility Services	138,416	154,566	150,000	150,000	160,000
100-94-5530		Lawn Care Services	341,639	352,202	425,000	425,000	437,000
100-94-5531		Arborist Services	8,503	11,655	16,000	16,000	18,000
100-94-5560		Repair & Maintenance Services	8	3,557	-	-	-
100-94-5730		Uniforms	1,246	1,234	1,250	1,250	1,250
100-94-5740		General Supplies	56,225	38,959	40,000	40,000	40,000
100-94-5742		Tools	-	498	2,000	2,000	2,000
100-94-5840		Capital Outlay	17,988	-	12,806	12,806	-
<b>Total Maintenance and Operations</b>			<b>619,738</b>	<b>586,173</b>	<b>690,606</b>	<b>690,606</b>	<b>701,800</b>
94	<b>Total Grounds Maintenance</b>		<b>845,079</b>	<b>853,576</b>	<b>854,529</b>	<b>854,529</b>	<b>878,134</b>

## 2019-2020 GENERAL FUND PROGRAM EXPENDITURES

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<b>Street &amp; Graffiti Maint.</b>							
100-95-5110		Salaries & Wages - Full-time	460,096	448,270	521,934	521,934	537,833
100-95-5115		Part-time Salaries	6,665	-	-	-	-
100-95-5130		Overtime Salaries	37,110	18,989	30,000	30,000	30,000
100-95-5139		Compensated Absences	-	-	-	-	3,739
100-95-5160		Car Allowance	111	177	180	180	180
100-95-5220		FICA Contributions	37,349	35,190	36,032	36,032	37,429
100-95-5225		PARS Contributions	-	-	-	-	-
100-95-5230		Retirement Contributions	102,063	105,220	139,330	139,330	165,835
100-95-5270		Other Employee Benefits	98,768	109,717	-	-	-
100-95-5271		Defined Contribution	-	-	8,011	8,011	8,346
100-95-5272		Workers' Compensation	-	-	11,230	11,230	11,655
100-95-5273		Health Benefit	-	-	100,836	100,836	105,878
100-95-5274		Dental Benefit	-	-	5,097	5,097	5,343
100-95-5275		Vision Benefit	-	-	1,371	1,371	1,371
100-95-5276		Life Insurance Benefit	-	-	31	31	31
100-95-5277		Other Optional Benefit	-	-	977	977	977
<b>Total Salaries and Benefits</b>			<b>742,161</b>	<b>717,563</b>	<b>855,028</b>	<b>855,028</b>	<b>908,617</b>
<b>Maintenance and Operations</b>							
100-95-5310		Dues & Memberships	730	1,422	1,200	1,200	1,200
100-95-5320		Travel & Training	3,413	3,241	12,000	12,000	9,000
100-95-5330		Meetings	540	880	800	800	800
100-95-5340		Books & Periodicals	89	-	125	125	125
100-95-5370		Safety Training	6,225	8,677	-	-	-
100-95-5400		Contract Services - General	54,659	7,035	110,800	110,800	110,800
100-95-5420		Contract Professional Service	112	1,319	-	-	-
100-95-5510		Electricity	184,848	185,300	185,000	185,000	160,000
100-95-5511		Telephone/Data	367	3,621	5,000	5,000	5,000
100-95-5512		Utility Services	16,935	27,787	27,000	27,000	30,000
100-95-5531		Arborist Services	81,343	138,555	145,000	145,000	150,000
100-95-5540		Vehicle Maintenance	38	54	100	100	100
100-95-5552		Rental of Equipment & Vehicles	-	-	1,500	1,500	1,500
100-95-5560		Repair & Maintenance Services	55,104	61,905	-	-	-
100-95-5581		Street Maintenance	14,075	-	25,000	25,000	25,000
100-95-5582		Public Right of Way Maintance	948	15,486	28,000	28,000	28,000
100-95-5590		Fleet Provision Charge	126,400	126,400	126,400	126,400	126,400
100-95-5620		Communications	-	116	5,700	5,700	5,700
100-95-5721		Special Dept Supplies-Graffiti	37,675	28,407	25,000	18,000	25,000
100-95-5730		Uniforms	3,934	4,459	6,300	6,300	6,300
100-95-5740		General Supplies	29,734	37,423	58,000	58,000	50,000
100-95-5742		Tools	974	913	1,500	1,500	1,500
100-95-5750		Gasoline, Oil, & Tires	9,951	1,075	12,000	12,000	12,000
<b>Total Maintenance and Operations</b>			<b>628,093</b>	<b>654,073</b>	<b>776,425</b>	<b>769,425</b>	<b>748,425</b>
95	<b>Total Street &amp; Graffiti Maint.</b>		<b>1,370,254</b>	<b>1,371,636</b>	<b>1,631,453</b>	<b>1,624,453</b>	<b>1,657,042</b>

# **2019-20 GENERAL FUNDS TOTALS AND SCHEDULE OF TRANSFERS**

**2019-2020 GENERAL FUND PROGRAM EXPENDITURES**

Dept.	Account	Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
<hr/>							
		<b>Total All General Fund Departments</b>	<b>20,036,591</b>	<b>19,910,190</b>	<b>22,316,116</b>	<b>22,196,289</b>	<b>22,339,164</b>
		<b>Transfers to Other Funds</b>					
	100-99-7947	Transfer to Reserves	3,124,531	500,000	920,000	920,000	-
	100-99-7948	Transfer to Special Revenue	145,725	141,075	-	-	-
	100-99-7939	Transfer to Capital Projects	189,059	167,947	-	29,128	46,000
	100-99-5180	Transfer to Trust/Agency	-	-	-	-	-
		<b>Total Maintenance and Operations</b>	<b>3,459,315</b>	<b>809,022</b>	<b>920,000</b>	<b>949,128</b>	<b>46,000</b>
99		<b>Total Transfers to Other Funds</b>	<b>3,459,315</b>	<b>809,022</b>	<b>920,000</b>	<b>949,128</b>	<b>46,000</b>
		<b>Total with Transfers to Other Funds</b>	<b>23,495,906</b>	<b>20,719,212</b>	<b>23,236,116</b>	<b>23,145,417</b>	<b>22,385,164</b>

## 2019-20 SCHEDULE OF TRANSFERS

			2019-20 Approved	2019-20 Adopted
<b>TRANSFERS IN</b>	<b>Account</b>	<b>Description</b>		
GENERAL FUND	100-39-4110	Transfer from Reserves	62,880	344,180
GENERAL FUND	100-39-4120	Transfer from Special Revenue	475,000	600,000
GENERAL FUND	100-52-5840	Transfer from Equip & Furn Reserve	-	100,000
CAPITAL IMPROVEMENT FUND	400-00-6939	Transfer from General Fund	-	46,000
CAPITAL IMPROVEMENT FUND	400-00-6946	Transfer from GF Reserve Funds	711,000	1,448,080
CAPITAL IMPROVEMENT FUND	400-00-6948	Transfer from Special Revenue	5,563,558	9,678,720
WATER OPERATIONS FUND	500-39-6948	Transfer from Enterprise Fund	380,000	439,930
VEHICLE REPLACEMENT FUND	601-39-6948	Transfer from Special Revenue	52,000	52,000
		<b>Total Transfers In</b>	<b>7,244,438</b>	<b>12,708,910</b>
<b>TRANSFERS OUT</b>				
GENERAL FUND	100-99-7939	Transfer to Capital Projects	-	46,000
EQUIPMENT & FURNITURE RESERVE	112-99-7900	Transfer to General Fund	22,880	122,880
EQUIPMENT & FURNITURE RESERVE	112-99-7939	Transfer to Capital Projects	-	209,323
CAPITAL IMPROVEMENT RESERVES	113-99-7939	Transfer to Capital Projects	711,000	1,238,757
INSURANCE RESERVE	114-99-7900	Transfer to General Fund	-	81,300
PERS RESERVE	115-99-7900	Transfer to General Fund	-	200,000
GENERAL PLAN UPDATE RESERVE	121-00-7900	Transfer to General Fund	40,000	40,000
CDBG FUND	201-99-7939	Transfer to Capital Projects	-	58,000
PROPOSITION C FUND	203-99-7939	Transfer to Capital Projects	-	179,500
PARK DEVELOPMENT FUND	204-99-7939	Transfer to Capital Projects	-	225,096
LEASE REVENUE BOND FUND	225-99-7939	Transfer to Capital Projects	-	1,614,380
GAS TAX FUND	230-99-7900	Transfer to General Fund	375,000	500,000
GAS TAX FUND	230-99-7939	Transfer to Capital Projects	7,500	7,500
TRAFFIC SAFETY FUND	231-99-7900	Transfer to General Fund	100,000	100,000
AQMD FUND	232-99-7943	Transfer to Internal Service	52,000	52,000
TRAFFIC IMPACT FUND	233-99-7939	Transfer to Capital Projects	46,000	393,056
MEASURE R FUND	236-99-7939	Transfer to Capital Projects	691,722	585,000
MEASURE M	237-99-5140	Transfer to Capital Projects	400,000	-
RMRA (SB1)	238-99-7939	Transfer to Capital Projects	150,000	399,200
CAPITAL GRANTS FUND	240-99-5140	Transfer to Capital Projects	4,268,336	6,216,988
WATER DEPRECIATION RESERVE	510-99-7942	Transfer to Enterprise Fund	380,000	439,930
		<b>Total Transfers Out</b>	<b>7,244,438</b>	<b>12,708,910</b>

This page intentionally left blank

# **2019-20 OPERATING BUDGET**

## **PUBLIC WORKS**

*Water Operations*

*Vehicle and Equipment Services*

### **Department Description:**

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

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

**Department Programs:**

Water Operations

Vehicle and Equipment Services

**Department Activity:**

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

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

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

**Primary Activities:**

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

**Key Workload Indicators:**

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

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

## Water Department Operations Budget Summary

Expenditure Category	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Est. Year-End	2019-20 Adopted
Salaries and Benefits	2,318,771	1,522,579	1,474,791	1,474,791	1,487,779
Maintenance and Operations	2,089,525	2,361,397	2,608,650	2,608,650	2,646,287
Capital and Depreciation	895,196	797,992	734,664	734,664	734,664
<b>Total Expenditures</b>	<b>5,303,491</b>	<b>4,681,967</b>	<b>4,818,105</b>	<b>4,818,105</b>	<b>4,868,729</b>

## Departmental Staffing Levels

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Adopted
Deputy Director	-	-	-	-	-
Water Sys. Supervisor	-	-	-	-	-
Water Systems Superintendent	1	1	1	1	1
Water Systems Operator I	1	1	1	1	1
Water Systems Operator II	1	1	1	1	1
Senior Water Operator	1	1	1	1	1
Water Maintenance Worker I	2	2	2	2	2
Water Maintenance Worker II	2	2	2	2	2
<b>Total Positions:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### 2019-2020 WATER FUND REVENUES

		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
500-21-4132	State Grants	1,927,308	41,758	2,000,000	2,000,000	-
500-21-4402	Water Sales	3,473,827	3,753,172	4,038,964	4,038,964	4,348,667
500-21-4403	Water Low Income Discount	(3,671)	(3,795)	(3,829)	(3,829)	(3,829)
500-21-4404	Fire Suppression Charge	244,949	265,448	245,000	245,000	245,000
500-21-4405	Hydrant Flow Test Charge	930	-	1,569	1,569	1,569
500-31-4406	Meter/Temp Meter Installation	3,814	525	900	900	900
500-00-4700	Interest Income	879	80	-	-	-
500-00-4701	Interest Earned - Fiscal Agent	6	69	75	75	75
500-00-4830	Other Revenue	64,739	404,489	50,000	50,000	50,000
500-39-4160	Transfer from Enterprise Fund	-	-	260,000	260,000	380,000
500-39-6933	Transfer from General Fund	-	-	-	-	-
500-00-6949	Transfer from Reserve Funds	198,498	1,219,173	-	20,070	439,930
500-39-6948	Transfer from Special Revenue	-	-	600,000	600,000	-
<b>Grand Totals</b>		<b>5,911,278</b>	<b>5,680,919</b>	<b>7,192,679</b>	<b>7,212,749</b>	<b>5,462,311</b>

**2019-2020 WATER FUND EXPENSES**

		2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
500-40-5110	Salaries & Wages - Full-time	847,377	914,255	854,421	854,421	838,484
500-40-5130	Overtime Salaries	81,191	72,923	29,480	29,480	30,137
500-40-5135	Standby Pay - Water	-	-	13,000	13,000	-
500-40-5136	Weekend Rounds - Water	-	-	17,000	17,000	-
500-40-5139	Compensated Absences	-	-	-	-	2,105
500-40-5140	Special Functions Salaries	51	-	-	-	-
500-40-5160	Car Allowance	554	885	900	900	900
500-40-5220	FICA Contributions	68,335	72,884	65,735	65,735	67,935
500-40-5230	Retirement Contributions	945,561	166,405	223,681	223,681	265,371
500-40-5270	Other Employee Benefits	226,361	143,153	-	-	-
500-40-5271	Defined Contribution	-	-	19,664	19,664	20,409
500-40-5272	Workers' Compensation	-	-	19,786	19,786	20,414
500-40-5273	Health Benefit	-	-	120,030	120,030	126,032
500-40-5274	Dental Benefit	-	-	6,415	6,415	6,727
500-40-5275	Vision Benefit	-	-	1,869	1,869	1,869
500-40-5276	Life Insurance Benefit	-	-	134	134	134
500-40-5280	Wellness Benefit	-	-	-	-	500
500-40-5277	Other Optional Benefit	-	-	2,199	2,199	2,199
<b>Total Salaries and Benefits</b>		<b>2,169,430</b>	<b>1,370,506</b>	<b>1,374,313</b>	<b>1,374,313</b>	<b>1,383,216</b>
500-40-5310	Dues & Memberships	3,992	1,357	20,420	20,420	20,420
500-40-5320	Travel & Training	15,064	12,637	10,000	10,000	10,000
500-40-5330	Meetings	240	260	500	500	500
500-40-5340	Books & Periodicals	52	-	500	500	500
500-40-5360	Education	7,954	350	-	-	-
500-40-5400	Contract Services - General	312,914	265,090	284,600	284,600	192,600
500-40-5410	Legal Services	5,948	6,047	10,000	10,000	10,000
500-40-5420	Professional Services	868	-	-	-	-
500-40-5423	Engineering Services	200	22,137	25,000	25,000	25,000
500-40-5450	Contract Professional Labor	840	-	-	-	-
500-40-5511	Telephone/Data	22,419	37,156	40,000	40,000	40,000
500-40-5512	Utility Services	210,285	185,349	300,000	300,000	315,000
500-40-5552	Rental of Equipment & Vehicles	-	-	1,500	1,500	1,500
500-40-5560	Repair & Maintenance Services	57,006	163,565	250,000	250,000	250,000
500-40-5570	Software Licensing & Support	3,962	1,304	5,000	5,000	5,000
500-40-5590	Fleet Provision Charge	77,680	89,590	89,590	89,590	89,590
500-40-5610	Insurance	193,188	210,470	259,574	259,574	351,110
500-40-5633	Public Education	5,084	10,515	10,000	10,000	10,000
500-40-5692	Property Taxes	4,714	1,218	6,000	6,000	6,000
500-40-5721	Water System Supplies-Chemical	50,531	60,766	100,000	100,000	100,000
500-40-5730	Uniforms	6,837	7,586	8,700	8,700	8,700
500-40-5740	General Supplies	70,693	73,946	100,000	100,000	100,000
500-40-5742	Tools	-	-	3,000	3,000	3,000
500-40-5750	Gasoline, Oil, & Tires	7,557	983	15,000	15,000	15,000
500-40-5780	Water Supply Costs	641,036	1,026,780	690,000	690,000	724,000
<b>Total Maintenance and Operations</b>		<b>1,699,064</b>	<b>2,177,105</b>	<b>2,229,384</b>	<b>2,229,384</b>	<b>2,277,920</b>
<b>Total Water Operations</b>		<b>3,868,494</b>	<b>3,547,611</b>	<b>3,603,697</b>	<b>3,603,697</b>	<b>3,661,136</b>

**2019-2020 WATER FUND EXPENSES**

		2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
500-40-5801	Walnut Vault Repairs	-	-	50,000	50,000	-
500-40-5840	Capital Outlay	184,098	30,070	2,890,000	2,890,000	439,930
500-40-5842	Capitalization of Assets	(5,124,541)	(133,283)	(2,940,000)	(2,940,000)	(439,930)
500-40-5850	Equipment-General	36,575	105,816	-	-	-
500-40-5861	Equipment-Hydrants & Valves	-	-	25,000	25,000	25,000
500-40-5862	Equipment-Meters	-	-	15,000	15,000	15,000
500-40-5890	Well # 9 & Treatment Facility	5,104,401	113,213	-	-	-
500-40-5990	Depreciation Expense	694,664	682,176	694,664	694,664	694,664
	<b>Total Capital and Depreciation</b>	<b>895,196</b>	<b>797,992</b>	<b>734,664</b>	<b>734,664</b>	<b>734,664</b>

**2019-2020 WATER FUND EXPENSES**

		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
500-45-5110	Salaries & Wages - Full-time	104,411	110,993	71,203	71,203	74,564
500-45-5130	Overtime Salaries	954	687	508	508	508
500-45-5160	Car Allowance	131	115	180	180	180
500-45-5220	FICA Contributions	7,867	8,381	5,532	5,532	5,792
500-45-5230	Retirement Contributions	9,569	7,432	5,008	5,008	4,613
500-45-5270	Other Employee Benefits	26,408	24,466	-	-	-
500-45-5271	Defined Contribution	-	-	1,913	1,913	1,998
500-45-5272	Workers' Compensation	-	-	1,791	1,791	1,875
500-45-5273	Health Benefits	-	-	12,946	12,946	13,593
500-45-5274	Dental Benefit	-	-	834	834	876
500-45-5275	Vision Benefit	-	-	198	198	198
500-45-5276	Life Insurance Benefit	-	-	35	35	35
500-45-5277	Other Optional Benefit	-	-	331	331	331
<b>Total Salaries and Benefits</b>		<b>149,341</b>	<b>152,073</b>	<b>100,478</b>	<b>100,478</b>	<b>104,563</b>
500-45-5320	Travel & Training	-	-	-	-	4,450
500-45-5400	Contract Services - General	-	-	1,000	1,000	1,000
500-45-5420	Professional Services	7,363	120	20,000	20,000	20,000
500-45-5450	Contract Professional Labor	-	-	10,000	10,000	10,000
500-45-5560	Repair & Maintenance Services	-	-	3,000	3,000	3,000
500-45-5570	Software Licensing & Support	-	-	12,000	12,000	7,550
500-45-5720	Postage	13,672	19,002	15,600	15,600	15,600
500-45-5745	General Supplies	1,672	1,962	2,000	2,000	2,000
<b>Total Maintenance and Operations</b>		<b>22,707</b>	<b>21,084</b>	<b>63,600</b>	<b>63,600</b>	<b>63,600</b>
<b>Total Water Billing Administration</b>		<b>172,048</b>	<b>173,157</b>	<b>164,078</b>	<b>164,078</b>	<b>168,163</b>

**2019-2020 WATER FUND EXPENSES**

		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
500-45-5970	Costs of Issuance	161,319	-	-	-	-
500-45-5980	Interest Expense	222,879	197,929	133,000	133,000	122,101
500-45-5981	Bond Amortization Expense	(16,444)	(34,721)	(17,334)	(17,334)	(17,334)
500-45-5985	Bond Payments	-	-	430,000	430,000	445,000
500-45-5986	Note Payments	-	-	200,000	200,000	200,000
500-45-5987	Capitalization Bond Proceeds	-	-	(430,000)	(430,000)	(445,000)
<b>Total Debt Service</b>		<b>367,753</b>	<b>163,208</b>	<b>315,666</b>	<b>315,666</b>	<b>304,767</b>

**Department: Public Works****Program: Vehicle Replacement Fund (601)****Program Description:****Division Purpose:**

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

**Primary Activities:**

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

**Key Workload Indicators:**

1. Operate a preventive maintenance program for all vehicles and equipment with a goal of no more than two consecutive workdays out of service (for routine maintenance).
2. Administer the City's vehicle maintenance program in a way that assures all vehicles are maintained as scheduled. Notify department representatives of their respective vehicles scheduled maintenance requirements.
3. Maintain a safe work area and continue safety training in order to stay in compliance with OSHA regulations.
4. Manage all aspects of the City's fuel program including AQMD compliance. Replace three (3) police units in FY 19-20.

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

**2019-2020 VEHICLE REPLACEMENT FUND REVENUES**

		<b>2016-17</b> <b>Actual</b>	<b>2017-18</b> <b>Actual</b>	<b>2018-19</b> <b>Budgeted</b>	<b>2018-19</b> <b>Est. Year-End</b>	<b>2019-20</b> <b>Adopted</b>
601-21-4407	Fleet Fees	595,560	607,470	608,590	608,590	608,590
601-00-4865	Property Sales	13,674	27,200	-	-	-
601-00-4700	Interest Income	6,213	16,403	-	-	-
601-39-6948	Transfer from Special Revenue	-	-	102,000	102,000	52,000
<b>Grand Totals</b>		<b>615,447</b>	<b>651,073</b>	<b>710,590</b>	<b>710,590</b>	<b>660,590</b>

**2019-2020 VEHICLE REPLACEMENT FUND**

		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
601-40-5110	Salaries & Wages - Full-time	110,923	116,822	137,114	137,114	140,089
601-40-5130	Overtime Salaries	12,676	8,560	6,536	6,536	6,863
601-40-5160	Car Allowance	222	354	360	360	360
601-40-5220	FICA Contributions	9,034	9,462	10,345	10,345	10,572
601-40-5230	Retirement Contributions	135,358	29,418	44,451	44,451	53,024
601-40-5270	Other Employee Benefits	32,193	18,699	-	-	-
601-40-5271	Defined Contribution	-	-	1,995	1,995	2,053
601-40-5272	Workers' Compensation	-	-	3,425	3,425	3,484
601-40-5273	Health Benefits	-	-	22,814	22,814	23,955
601-40-5274	Dental Benefit	-	-	963	963	1,011
601-40-5275	Vision Benefit	-	-	288	288	288
601-40-5276	Life Insurance Benefit	-	-	62	62	62
601-40-5277	Other Optional Benefit	-	-	197	197	197
601-40-5290	ER OPEB Expense	-	-	-	-	-
<b>Total Salaries and Benefits</b>		<b>300,407</b>	<b>183,314</b>	<b>228,549</b>	<b>228,549</b>	<b>241,958</b>
601-40-5310	Dues & Memberships	275	52	275	275	275
601-40-5320	Travel & Training	3,358	4,396	2,000	2,000	2,000
601-40-5330	Meetings	-	-	-	-	-
601-40-5340	Books & Periodicals	-	-	100	100	100
601-40-5400	Contract Services - General	34,463	28,748	31,000	31,000	31,000
601-40-5420	Professional Services	-	3,431	-	-	-
601-40-5511	Telephone	2,353	628	360	360	360
601-40-5512	Utility Services	4,600	-	5,600	5,600	5,600
601-40-5540	Vehicle Maintenance	14,725	17,212	60,000	60,000	60,000
601-40-5542	Vehicle Body Work Services	7,222	15,094	10,000	10,000	10,000
601-40-5560	Repair & Maintenance Services	41,488	31,430	-	-	-
601-40-5570	Software Licensing & Support	2,700	1,200	5,700	5,700	9,700
601-40-5610	Insurance	14,268	3,430	1,206	1,206	4,500
601-40-5721	Vehicle Supplies	30,546	25,491	22,000	22,000	22,000
601-40-5730	Uniforms	683	838	800	800	800
601-40-5740	General Supplies	14,121	10,549	13,000	13,000	13,000
601-40-5742	Tools	8,244	3,163	5,000	5,000	2,500
601-40-5750	Gasoline, Oil, & Tires	23,907	18,513	25,000	25,000	25,000
601-40-5755	Fuel Cost Clearing	6,580	92,207	120,000	120,000	120,000
601-40-5790	Loss on Disposal of Fixed Assets	-	-	-	-	-
<b>Total Maintenance and Operations</b>		<b>209,534</b>	<b>256,381</b>	<b>302,041</b>	<b>302,041</b>	<b>306,835</b>
<b>40</b>	<b>Total Fleet Expenditures</b>	<b>509,941</b>	<b>439,696</b>	<b>530,590</b>	<b>530,590</b>	<b>548,793</b>

**2019-2020 VEHICLE REPLACEMENT FUND**

		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
601-40-5840	Capital Outlay	(283,973)	(272,454)	364,000	364,000	(248,000)
601-40-5842	Vehicles & Large Equipment	289,906	328,834	(364,000)	(364,000)	248,000
601-40-5990	Depreciation Expense	147,327	136,609	148,000	148,000	148,000
<b>40</b>	<b>Total Vehicle Replacement Fund Expenditures</b>	<b>153,260</b>	<b>192,989</b>	<b>148,000</b>	<b>148,000</b>	<b>148,000</b>

**2019-2020 - \$248,000**

2019 Ford Explorer Utility (with equipment)	\$52,000
2019 Ford Explorer Utility (with equipment)	\$52,000
2019 Toyota Highlander (with equipment)	\$52,000
2019 Detective Vehicle	\$52,000
2019 Ford F-150 (PW Deputy Director)	\$40,000

This page intentionally left blank

## **2019-20 SPECIAL FUNDS**

### **201-400**

CDBG FUND	Account	Description	2016-17	2017-18	2018-19	2018-19	2019-20
			Actual	Actual	Budgeted	Est. Year-End	Adopted
201-11-4310	Grants: CDBG		77,519	12,536	-	56,550	67,037
201-00-6947	Transfer from Reserves		29,292	4,771	-	-	-
201-39-6933	Transfer from General Fund		-	9,680	-	-	-
	<b>Total Revenue</b>		<b>106,811</b>	<b>26,987</b>	-	<b>56,550</b>	<b>67,037</b>
201-40-5723	Food Distribution Costs		8,649	8,716	-	8,500	9,299
201-40-5890	CDBG Capital Projects: Street		-	-	-	2	-
201-40-5891	23rd ST/TEMPLE/28th ADA IMP		101,982	4,771	-	-	-
201-40-5895	Park Capital Improvement		-	9,680	-	-	-
201-99-7939	Transfer to Capital Projects		-	-	-	-	58,000
	<b>Total Expenditures</b>		<b>110,631</b>	<b>23,167</b>	-	<b>8,502</b>	<b>67,299</b>

Account	Description	2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
202-31-4160	Public Transportation Tax Reve	211,396	217,757	-	206,000	231,156
202-81-4476	Passenger Fare Revenue-Prop A	1,142	1,569	-	-	-
202-00-4700	Interest Income	2,515	8,572	-	-	-
	<b>Total Revenue</b>	<b>215,052</b>	<b>227,898</b>	-	<b>206,000</b>	<b>231,156</b>
202-40-5110	Salaries & Wages - Full-time	10,506	10,506	-	9,953	10,370
202-40-5130	Overtime Salaries	120	32	-	-	-
202-40-5160	Car Allowance	37	36	-	36	36
202-40-5220	FICA Contributions	811	782	-	762	792
202-40-5230	Retirement Contributions	1,728	1,908	-	2,452	2,953
202-40-5270	Other Employee Benefits	2,065	2,194	-	-	-
202-40-5271	Defined Contribution	-	-	-	313	329
202-40-5272	Workers' Compensation	-	-	-	249	258
202-40-5273	Health Benefit	-	-	-	1,820	1,911
202-40-5274	Dental Benefit	-	-	-	78	82
202-40-5275	Vision Benefit	-	-	-	25	25
202-40-5276	Life Insurance Benefit	-	-	-	3	3
202-40-5277	Other Optional Benefit	-	-	-	9	9
202-40-5310	Dues & Memberships	9,000	9,000	-	-	10,000
202-40-5400	Contract Services - General	33,353	32,770	-	-	32,500
202-40-5670	Recreational Transit	26,829	32,154	-	34,000	42,000
202-40-5671	Bus Fare Subsidy	1,368	1,932	-	2,700	2,250
202-40-5672	Dial-A-Lift	20,824	18,787	-	32,000	31,000
202-40-5673	Fixed Route Subsidy	45,237	46,396	-	50,000	50,000
202-40-5674	DIAL-A-TAXI	6,870	8,109	-	8,000	8,000
202-99-7939	Transfer to Capital Projects	67	400	-	380,000	-
	<b>Total Expenditures</b>	<b>158,814</b>	<b>165,007</b>	-	<b>522,400</b>	<b>192,518</b>

PROPOSITION C FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
203-31-4161	County Public Transportation T	174,186	181,762	-	188,473	192,329
203-00-4700	Interest Income	1,633	6,352	-	-	-
203-39-4100	Transfer from General Fund	-	-	-	-	-
	<b>Total Revenue</b>	<b>175,819</b>	<b>188,113</b>	-	<b>188,473</b>	<b>192,329</b>
203-40-5310	Dues & Memberships	-	-	-	5,000	5,000
203-99-7900	Transfer to General Fund	75,200	-	-	-	-
203-99-7939	Transfer to Capital Projects	200,000	75,000	179,320	-	179,500
	<b>Total Expenditures</b>	<b>275,200</b>	<b>75,000</b>	<b>179,320</b>	<b>5,000</b>	<b>184,500</b>

<b>PARK DEVELOPMENT FUND</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
204-31-4350	Other Grants	12,230	-	-	-	-
204-00-4500	Park Development Fee	44,833	-	-	514,337	107,395
204-00-4700	Interest Income	12,763	37,426	-	10,000	-
	<b>Total Revenue</b>	<b>69,826</b>	<b>37,426</b>	-	<b>524,337</b>	<b>107,395</b>
204-40-5400	Contract Services - General	-	-	-	-	-
204-47-5895	Park Capital Improvements	-	-	760,000	-	-
204-99-7900	Transfer to General Fund	200,000	-	-	-	-
204-99-7939	Transfer to Capital Projects	58,802	844,547	-	1,374,904	225,096
	<b>Total Expenditures</b>	<b>258,802</b>	<b>844,547</b>	<b>760,000</b>	<b>1,374,904</b>	<b>225,096</b>

		2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
<b>CABLE TELEVISING FUND</b>						
Account	Description					
220-31-4310	Cable/FIOS Franchise Taxes	-	-	-	-	-
220-00-4700	Interest Income	202	631	-	-	-
	<b>Total Revenue</b>	<b>202</b>	<b>631</b>	-	-	-
220-99-7900	Transfer to General Fund	-	-	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	-	-	-

HOUSING IMPACT FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
Account	Description					
221-00-4700	Interest Income	2,698	8,410	-	-	-
	<b>Total Revenue</b>	<b>2,698</b>	<b>8,410</b>	-	-	-

HOUSING AUTHORITY FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
223-00-4700	Interest Income	7,456	22,716	-	8,283	22,716
223-00-4800	Rental Income	875	76,005	-	17,956	76,005
223-37-4100	Other Revenue	-	-	-	-	-
	<b>Total Revenue</b>	<b>8,331</b>	<b>98,721</b>	-	<b>26,239</b>	<b>98,721</b>
223-40-5400	Contract Services - General	4,523	3,626	-	26,000	7,500
223-40-5902	1500 HILL STREET	-	-	-	-	-
	<b>Total Expenditures</b>	<b>4,523</b>	<b>3,626</b>	-	<b>26,000</b>	<b>7,500</b>

CIVIC CENTER PHASE 2 BOND FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
224-00-4700	Interest Income	32,795	70,011	-	-	-
224-37-4100	Other Revenue	-	-	-	-	-
	<b>Total Revenue</b>	<b>32,795</b>	<b>70,011</b>	-	-	-
224-99-7939	Transfer to Capital Projects	762,633	3,543,527	-	3,374,569	-
	<b>Total Expenditures</b>	<b>762,633</b>	<b>3,543,527</b>	-	<b>3,374,569</b>	-

		2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
<b>Lease Revenue Bonds</b>						
Account	Description					
225-38-4100	Proceeds of Long Term Debt	-	8,985,729	-	-	-
225-36-4100	Interest Income	-	29,321	-	-	-
	<b>Total Revenue</b>	-	<b>9,015,050</b>	-	-	-
225-00-5980	Interest Expense	-	82,381	-	-	-
225-40-5920	Cost of Issuance	-	170,123	-	-	-
225-99-7939	Transfer to Capital Projects	-	-	-	710,542	1,614,380
	<b>Total Expenditures</b>	-	<b>252,504</b>	-	<b>710,542</b>	<b>1,614,380</b>

GAS TAX FUND		2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
<b>Account</b>	<b>Description</b>					
230-33-4201	GAS TAX - 2103	31,156	45,208	-	46,226	100,204
230-33-4202	GAS TAX - 2105	65,590	62,998	-	67,253	65,362
230-33-4203	GAS TAX - 2107	83,157	81,988	-	82,924	82,830
230-33-4204	GAS TAX - 2107.5	3,000	3,000	-	3,000	3,000
230-33-4205	GAS TAX - 2106	43,053	42,634	-	43,785	43,393
230-33-4311	TCRF Loan Repayment	-	13,197	-	-	-
230-21-4310	Misc. Grants	-	15,000	-	7,883	8,619
230-00-4700	Interest Income	1,842	8,867	-	2,000	-
<b>Total Revenue</b>		<b>227,798</b>	<b>272,893</b>	-	<b>253,071</b>	<b>303,408</b>
230-99-7900	Transfer to General Fund	-	-	-	357,300	500,000
230-99-7939	Transfer to Capital Projects	7,500	7,500	7,500	7,500	7,500
<b>Total Expenditures</b>		<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>364,800</b>	<b>507,500</b>

		2016-17	2017-18	2018-19	2018-19	2019-20
		Actual	Actual	Budgeted	Est. Year-End	Adopted
<b>TRAFFIC SAFETY FUND</b>						
<b>Account</b>	<b>Description</b>					
231-00-4612	Traffic Fines Revenue	56,330	56,940	-	100,000	100,000
231-00-4700	Interest Income	1,143	2,910	-	1,200	1,200
	<b>Total Revenue</b>	<b>57,474</b>	<b>59,850</b>	-	<b>101,200</b>	<b>101,200</b>
231-99-7900	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>

AQMD FUND	Account	Description	2016-17	2017-18	2018-19	2018-19	2019-20
			Actual	Actual	Budgeted	Est. Year-End	Adopted
	232-21-4340	Grant Revenue-State	18,870	14,643	-	14,900	15,100
	232-00-4700	Interest Income	570	1,939	-	600	600
		<b>Total Revenue</b>	<b>19,440</b>	<b>16,582</b>	-	<b>15,500</b>	<b>15,700</b>
	232-40-5310	Dues & Memberships	1,000	1,000	-	1,000	1,000
	232-99-7943	Transfer to Internal Service	-	-	-	-	52,000
		<b>Total Expenditures</b>	<b>1,000</b>	<b>1,000</b>	-	<b>1,000</b>	<b>53,000</b>

TRAFFIC IMPACT FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
233-00-4505	Traffic Impact Fees	6,495	-	-	27,000	132,997
233-00-4700	Interest Income	5,263	16,410	-	-	5,300
233-39-4120	Transfer from Special Revenue	-	440	-	-	-
	<b>Total Revenue</b>	<b>11,759</b>	<b>16,850</b>	-	<b>27,000</b>	<b>138,297</b>
233-99-7939	Transfer to Capital Projects	15,176	260	-	31,944	393,056
	<b>Total Expenditures</b>	<b>15,176</b>	<b>260</b>	-	<b>31,944</b>	<b>393,056</b>

PIPELINE REMOVAL FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
234-00-4700	Abandoned Pipe Removal Revenue	8,466	26,397	-	-	26,397
234-31-4605	Interest Income	126,573	-	-	-	-
	<b>Total Revenue</b>	<b>135,040</b>	<b>26,397</b>	-	-	<b>26,397</b>

<b>MTA-STPL EXCHANGE FUND</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
235-31-4360	STPL Exchange Revenue	200,489	-	-	-	-
235-00-4700	Interest Income	764	2,381	-	-	800
	<b>Total Revenue</b>	<b>201,253</b>	<b>2,381</b>	-	-	<b>800</b>
235-99-7939	Transfer to Capital Projects	-	-	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

MEASURE R FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
236-31-4163	Public Transportation Tax	131,542	136,849	-	141,358	149,262
236-00-4700	Interest Income	1,501	6,186	-	-	6,186
	<b>Total Revenue</b>	<b>133,044</b>	<b>143,035</b>	-	<b>141,358</b>	<b>155,448</b>
236-99-7939	Transfer to Capital Projects	14,733	2,654	585,000	260	585,000
	<b>Total Expenditures</b>	<b>14,733</b>	<b>2,654</b>	<b>585,000</b>	<b>260</b>	<b>585,000</b>

MEASURE M	Account	Description	2016-17	2017-18	2018-19	2018-19	2019-20
			Actual	Actual	Budgeted	Est. Year-End	Adopted
	237-33-4163	Public Transportation Tax	-	121,015	-	-	169,163
	237-36-4100	Gateway JPA	-	2,626	-	-	-
		<b>Total Revenue</b>	-	<b>123,640</b>	-	-	<b>169,163</b>
	237-99-5140	Transfer to Capital Projects	-	47,061	-	-	-
		<b>Total Expenditures</b>	-	<b>47,061</b>	-	-	-

RMRA (SB1)	Account	Description	2016-17	2017-18	2018-19	2018-19	2019-20
			Actual	Actual	Budgeted	Est. Year-End	Adopted
	238-33-4206	RMRA State Road Maint	-	68,024	-	-	194,465
	238-36-4100	Gateway JPA	-	1,027	-	-	-
		<b>Total Revenue</b>	-	<b>69,051</b>	-	-	<b>194,465</b>
	238-99-7939	Transfer to Capital Projets	-	-	-	-	399,200
		<b>Total Expenditures</b>	-	<b>-</b>	<b>-</b>	<b>-</b>	<b>399,200</b>

<b>Ad Valorem Tax</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
239-00-4111	LA County Flood Control - Ad Valorem T	-	-	-	-	300,000
	<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>
239-93-5400	Contract Services - General	-	-	-	-	30,000
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>

<b>Capital Grants Fund</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
240-31-4363	Other Grants	2,435,695	147,191	-	-	4,300,800
240-31-4365	Stormwater Compliance Grant	5,065,607	4,609,329	-	-	1,916,188
	<b>Total Revenue</b>	<b>7,501,303</b>	<b>4,756,520</b>	-	-	<b>6,216,988</b>
240-99-5140	Special Functions Salaries	-	6,295,371	-	-	-
240-99-7939	Transfer to Capital Projects	-	-	-	7,073,349	6,216,988
240-99-7948	Transfer to Special Revenue	8,031,552	440	-	-	-
	<b>Total Expenditures</b>	<b>8,031,552</b>	<b>6,295,811</b>	-	<b>7,073,349</b>	<b>6,216,988</b>

LIGHTING & LANDSCAPE DIST FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
260-31-4159	Lighting & Landscape Assesment	55,529	58,430	-	60,000	60,000
260-00-4700	Interest Income	829	1,819	-	1,000	1,000
	<b>Total Revenue</b>	<b>56,358</b>	<b>60,249</b>	-	<b>61,000</b>	<b>61,000</b>
260-40-5110	Salaries & Wages - Full-time	3,200	-	12,063	516	8,600
260-40-5220	FICA Contributions	-	-	933	40	-
260-40-5230	Retirement Contributions	-	-	3,692	40	100
260-40-5271	Defined Contribution	-	-	323	10	-
260-40-5272	Workers' Compensation	-	-	293	-	-
260-40-5273	Health Benefits	-	-	1,997	60	-
260-40-5274	Dental Benefit	-	-	90	2	-
260-40-5275	Vision Benefit	-	-	28	2	-
260-40-5276	Life Insurance Benefit	-	-	1	-	-
260-40-5277	Other Optional Benefit	-	-	16	-	-
260-40-5400	Contract Services - General	1,934	3,980	29,150	29,150	3,200
260-40-5512	Utility Services	9,633	10,405	-	-	11,000
260-40-5520	Maintenance in L&L District	19,002	36,900	9,500	9,500	4,000
260-40-5530	Lawn Care Services	36,004	38,387	43,000	43,000	43,000
260-40-5740	General Supplies	-	212	-	-	200
	<b>Total Expenditures</b>	<b>69,773</b>	<b>89,883</b>	<b>101,086</b>	<b>82,320</b>	<b>70,100</b>

UASI GRANT FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
270-33-4110	Federal Grant Funding	-	60,755	-	-	-
	<b>Total Revenue</b>	-	<b>60,755</b>	-	-	-
270-40-5740	General Supplies	-	68,523	-	95,959	-
270-40-5840	Capital Outlay	-	46,748	-	-	-
	<b>Total Expenditures</b>	-	<b>115,271</b>	-	<b>95,959</b>	-

<b>SUPPLEMENTAL LAW ENFORCEMENT</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Est. Year-End</b>	<b>Adopted</b>
277-21-4341	Grant Revenue-State SLESA	129,324	139,416	-	-	145,100
277-00-6937	Transfer from General Fund	134,789	107,262	-	-	-
	<b>Total Revenue</b>	<b>264,113</b>	<b>246,679</b>	-	-	<b>145,100</b>
277-40-5110	Salaries & Wages - Full-time	153,812	151,487	-	138,810	141,586
277-40-5130	Overtime Salaries	36,237	21,866	-	3,706	3,706
277-40-5140	Special Functions Salaries	4,013	1,685	-	-	-
277-40-5220	FICA Contributions	14,664	13,296	-	11,785	12,014
277-40-5230	Retirement Contributions	39,383	48,163	-	66,916	81,383
277-40-5270	Other Employee Benefits	16,005	10,183	-	-	-
277-40-5271	Defined Contribution	-	-	-	9,651	9,844
277-40-5272	Workers' Compensation	-	-	-	3,560	3,629
277-40-5273	Health Benefits	-	-	-	7,905	8,300
277-40-5274	Dental Benefit	-	-	-	681	715
277-40-5275	Vision Benefit	-	-	-	359	359
277-40-5277	Other Optional Benefit	-	-	-	512	512
	<b>Total Expenditures</b>	<b>264,113</b>	<b>246,679</b>	-	<b>243,885</b>	<b>262,048</b>

CAPITAL IMPROVEMENT FUND		2016-17 Actual	2017-18 Actual	2018-19 Budgeted	2018-19 Est. Year-End	2019-20 Adopted
<b>Account</b>	<b>Description</b>					
400-11-4211	TDA - Pedestrian & Bike Trails	-	-	-	-	-
400-11-4350	Other Grants	-	-	-	-	-
400-11-4390	Other Revenue	558,655	2	-	3,668,793	10,000
400-00-4315	Stormwater Compliance Grant	-	-	-	7,500,000	-
400-00-6939	Transfer from General Fund	189,059	167,947	-	29,128	46,000
400-00-6946	Transfer from GF Reserve Funds	250,602	547,861	-	2,107,853	1,448,080
400-00-6948	Transfer from Special Revenue	9,090,463	10,816,319	771,820	12,565,308	9,678,720
	<b>Total Revenue</b>	<b>10,088,780</b>	<b>11,532,130</b>	<b>771,820</b>	<b>25,871,082</b>	<b>11,182,800</b>
400-40-5100	LosCerritos Channel Stormwater	5,102,124	6,292,625	-	7,500,000	-
400-40-5803	Capital Outlay	-	-	-	-	2,600,000
400-40-5808	Other	-	108,641	-	-	-
400-40-5890	Dog Park	39,470	788,778	-	-	-
400-40-5891	Sidewalk & ADA Improvements	20,588	54,561	-	-	-
400-40-5892	Yearly Pavement Mangement Capi	14,733	2,654	-	-	-
400-40-5893	Bus Stop Improvements	67	400	-	-	-
400-40-5894	Street Capital Improvements	381,094	601,918	-	955,000	1,250,000
400-40-5895	Park Capital Improvements	338,898	123,805	-	311,955	10,000
400-40-5896	Facilities Capital Improvement	1,440,977	3,554,497	-	12,319,156	357,000
400-40-5897	Storm Water Capital Imp.	175,415	4,251	-	4,475,320	2,067,558
400-40-5898	CALIF AVE-WILLOW TO SPRING	5,750	-	-	-	-
400-40-5899	Cherry Ave Widening	14,736	-	-	-	-
	<b>Total Expenditures</b>	<b>7,533,851</b>	<b>11,532,130</b>	<b>-</b>	<b>25,561,431</b>	<b>6,284,558</b>

This page intentionally left blank

# **2019-20 CAPITAL IMPROVEMENTS PROGRAM**

## **Program Description:**

The Capital Projects Fund is used to account for financial resources segregated for the development, construction and improvement of City facilities. The FY 2019-20 Capital Improvements Program (CIP) includes a total of 17 carry-over or supplemental requests for \$7.9 million in existing projects and 14 new projects or project phases representing \$4.1 million for a total of approximately \$12 million.

Funding sources for each project are listed in the detailed CIP schedule. Below is a summary of all grant funding:

<b>FY 2019-20</b>		
Grant Funding	\$ 6,216,988	52%
Capital Reserve Funds	1,122,644	9%
Lease Revenue Bonds	1,624,380	14%
Water Reserve	2,273,361	6%
Other Sources	2,361,361	19%
<b>Total Capital Projects</b>	<b>\$ 13,598,734</b>	<b>100%</b>

**2019-20 CAPITAL IMPROVEMENTS PROGRAM  
CONTINUING PROJECTS**

Fiscal Year	Project Name	Funding Sources	Project Budget	FY 2019-20 Budget	Category	Type
2018-19	Fuel Island Canopy				FACILITIES	C
		Garage Fund (601)	200,000	200,000		
		<b>Funding Total</b>	<b>200,000</b>	<b>200,000</b>		
2018-19	Cable TV Facilities Improvements - PHASE II				FACILITIES	C
		Capital Equipment Reserve (112)	80,000	27,314		
		<b>Funding Total</b>	<b>80,000</b>	<b>27,314</b>		
2018-19	Enterprise Resource Planning(ERP) Software System Implementation				FACILITIES	C
		General Fund (100)	302,120	182,009		
		<b>Funding Total</b>	<b>302,120</b>	<b>182,009</b>		
2018-19	Civic Center Phase II (Library)				FACILITIES	C
		Bond Fund (802)	3,802,958			
		Bond Fund (802)	531,159			
		S/A Bonds (803)	112,960			
		Park Development (204)	1,000,000			
		CC Phase 2 Bonds (224)	4,921,207			
		Lease Revenue Bonds (225)	1,705,000	1,614,380		
		<b>Funding Total</b>	<b>12,073,284</b>	<b>1,614,380</b>		
2018-19	18-19 City Hall Interior Renovation				FACILITIES	C
		Capital Reserve (113)	200,000	200,000		
		<b>Funding Total</b>	<b>200,000</b>	<b>200,000</b>		
2018-19	Playground Resurfacing & Equip - Cal Brisas				PARKS	C
		Capital Reserve (113)	126,889	573		
		CDBG Fund (201)	88,111			
		<b>Funding Total</b>	<b>215,000</b>	<b>573</b>		
2018-19	LB MUST (Stormwater)				STORMWATER	C
		Capital Reserve (113)	100,000	100,000		
		<b>Funding Total</b>	<b>100,000</b>	<b>100,000</b>		
2018-19	NPDES City Vacant Parcel Runoff Control (Storm Water CIP)				STORMWATER	C
		Capital Reserve (113)	96,192	57,757		
		<b>Funding Total</b>	<b>96,192</b>	<b>57,757</b>		
2018-19	Los Cerritos Channel Storm Water Capture				STORMWATER	C
		Capital Grant Fund (240)	22,720,000	1,916,188		
		<b>Funding Total</b>	<b>22,720,000</b>	<b>1,916,188</b>		
2018-19	PCH & Junipero - Traffic Signal Upgrades				STREETS	C
		Traffic Impact Fund (233)	175,000	143,056		
		<b>Funding Total</b>	<b>175,000</b>	<b>143,056</b>		
2018-19	Orange Avenue Improvements				STREETS	C
		Proposition C Fund (203)	179,500	179,500		
		State Gas Tax Fund (230)	7,500	7,500		
		Measure R Fund (236)	585,000	585,000		
		<b>Funding Total</b>	<b>772,000</b>	<b>772,000</b>		
2018-19	20th & Molino Erosion Control				STREETS	C
		Capital Reserve (113)	100,000	70,000		
		<b>Funding Total</b>	<b>100,000</b>	<b>70,000</b>		
2018-19	Temple Quality Improvement Phase I				WATER	C
		Water (510)	30,000	30,000		
		<b>Funding Total</b>	<b>30,000</b>	<b>30,000</b>		
2018-19	Walnut Vault Repairs				WATER	C
		Water (510)	50,000	29,930		
		<b>Funding Total</b>	<b>50,000</b>	<b>29,930</b>		
2018-19	View Park Recycled Water System - RMC Grant				WATER	C
		Park Development (204)	600,000	225,096		
		Water Ops (500)	2,100,000	2,100,000		
		<b>Funding Total</b>	<b>2,700,000</b>	<b>2,325,096</b>		
2018-19	Well 8 Rehabilitation				WATER	C
		Water (510)	60,000	60,000		
		<b>Funding Total</b>	<b>60,000</b>	<b>60,000</b>		
2018-19	Water Service Replacements (Ph.2)				WATER	C
		Water (510)	200,000	200,000		
		<b>Funding Total</b>	<b>200,000</b>	<b>200,000</b>		
<b>TOTAL PROJECT FUNDING</b>				<b>40,073,596</b>	<b>7,928,303</b>	

N-(New) C-(Continuing)

**2019-20 CAPITAL IMPROVEMENTS PROGRAM**  
**NEW PROJECTS**

Fiscal Year	Project Name	Funding Sources	Project Budget	Category	Type
2019-20	Community Ctr/Youth Ctr Improvements			FACILITIES	N
		Capital Reserve (113)	562,000		
		<b>Funding Total</b>	<b>562,000</b>		
2019-20	PD Gate Metal Work Painting			FACILITIES	N
		Capital Reserve (113)	20,000		
		<b>Funding Total</b>	<b>20,000</b>		
2019-20	Legion/Hill ADA Improvements			FACILITIES	N
		CDBG (201)	58,000		
		<b>Funding Total</b>	<b>58,000</b>		
2019-20	Police Station Interior Painting			FACILITIES	N
		Capital Reserve (113)	75,000		
		<b>Funding Total</b>	<b>75,000</b>		
2019-20	Discovery Well Park - BB & Handball Ct Resurf			PARKS	N
		Bond Fund (802)	10,000		
		<b>Funding Total</b>	<b>10,000</b>		
2019-20	Spring Street Overlay			STREETS	N
		SB-1 RMRA (238)	399,200		
		Capital Grant Fund (240)	2,200,800		
		<b>Funding Total</b>	<b>2,600,000</b>		
2019-20	California & 27th ROW			STREETS	N
		CIP Resserve (113)	44,000		
		General Fund (Developer Deposits) (100)	46,000		
		<b>Funding Total</b>	<b>90,000</b>		
2019-20	Redondo & 20th Traffic Signal			STREETS	N
		Traffic Impact Fund (233)	250,000		
		<b>Funding Total</b>	<b>250,000</b>		
2019-20	Cherry Avenue Median Improvement			STREETS	N
		Capital Reserve (113)	10,000		
		<b>Funding Total</b>	<b>10,000</b>		
2019-20	Pump Station Improvements - Hilltop			WATER	N
		Water (510)	30,000		
		<b>Funding Total</b>	<b>30,000</b>		
2019-20	SCADA Upgrade Phase II			WATER	N
		Water (510)	50,000		
		<b>Funding Total</b>	<b>50,000</b>		
2019-20	Well No. 7 Improvements			WATER	N
		Water (510)	30,000		
		<b>Funding Total</b>	<b>30,000</b>		
2019-20	Pumping PLC & HMI Improvements Phase I			WATER	N
		Water (510)	70,000		
		<b>Funding Total</b>	<b>70,000</b>		
2019-20	Water Service Replacements (Ph.3)			WATER	N
		Water (510)	200,000		
		<b>Funding Total</b>	<b>200,000</b>		
<b>TOTAL PROJECT FUNDING</b>				<b>4,055,000</b>	

N-(New) C-(Continuing)

This page intentionally left blank

**RESOLUTION NO. 2019-06-6325**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SIGNAL HILL, CALIFORNIA, APPROVING AND  
ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2019-20**

**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 Fiscal Year 2019-20 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 Fiscal Year 2019-20.

**NOW THEREFORE, BE IT RESOLVED**, that the appropriations limit for Fiscal Year 2019-20 shall be \$78,331,201 for the City of Signal Hill.

**BE IT FURTHER RESOLVED**, that for Fiscal Year 2019-20 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 25<sup>th</sup> day of June 2019.

Lori Y. Woods  
LORI Y. WOODS  
MAYOR

ATTEST:

  
CARMEN R. BROOKS  
CITY CLERK

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

I, CARMEN R. BROOKS, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2019-06-6325 was adopted by the City Council of the City of Signal Hill at a regular meeting held on the 25<sup>th</sup> day of June 2019, and that the same was adopted by the following vote:

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

NOES:      NONE

ABSENT:     NONE

ABSTAIN: NONE

  
CARMEN R. BROOKS  
CITY CLERK

**CITY OF SIGNAL HILL**  
**Appropriations Limit**  
**Fiscal Year 2019-20**

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
2018-19	1.0168 *	1.0367	1.05411656	75,074,402
2019-20	1.0047 *	1.0385	1.04338095	78,331,201

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

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

This page intentionally left blank

**RESOLUTION NO. 2019-06-6324**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SIGNAL HILL, CALIFORNIA, ADOPTING THE ANNUAL  
OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR  
2019-20**

**WHEREAS**, the City Manager has submitted a proposed ANNUAL OPERATING AND CAPITAL BUDGET for Fiscal Year 2019-20; 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 \$35,444,309 and appropriations total \$34,591,208 for Fiscal Year 2019-20.

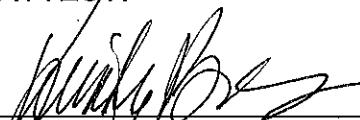
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**THE ANNUAL OPERATING AND CAPITAL BUDGET** for Fiscal Year 2019-20 is hereby approved.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Signal Hill, California, on this 25<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
LORI Y. WOODS  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CARMEN R. BROOKS  
CITY CLERK  
*Deputy*

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

I, CARMEN R. BROOKS, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2019-06-6324 was adopted by the City Council of the City of Signal Hill at a regular meeting held on the 25<sup>th</sup> day of June, 2019, and that the same was adopted by the following vote:

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

NOES:      NONE

ABSENT:      NONE

ABSTAIN: NONE

  
CARMEN R. BROOKS  
CITY CLERK  
*Deputy*