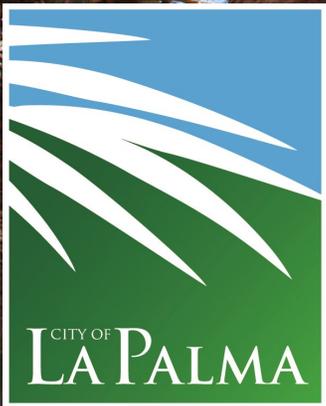


CITY OF LA PALMA

FISCAL YEAR 2014-15
PROPOSED BUDGET



CITY COUNCIL



Steve Shanahan
Mayor



Peter Kim
Mayor Pro Tem



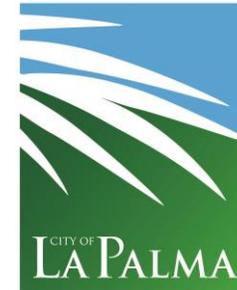
G. Henry Charoen
Council Member



Gerard Goedhart
Council Member



Steve Hwangbo
Council Member



DATE: May 20, 2014
TO: The Honorable Mayor and Members of the City Council
FROM: Ellen Volmert, City Manager
SUBJECT: Fiscal Year 2014-15 Proposed Budget Message

Introduction

It is my privilege to submit the Proposed Fiscal Year 2014-15 operating and capital budgets for the City of La Palma, the first since the adoption of a Sustainable Financial Plan by the City Council on March 18. As in the past, the budget document presents a rolling two-year budget, with Fiscal Year 2014-15 being formally presented and Fiscal Year 2015-16 being presented as an estimate to assist in identifying trends and aiding decision-making. A few aspects of this budget are new and continue to take La Palma down the path to greater fiscal health and transparency. The document also demonstrates how the organization will implement its vision to be a sustainable organization in service to the community and contribute to what Money magazine describes as one of the best small cities in America.

The current fiscal year has continued to be one of change. La Palma faced major fiscal challenges following budget adoption last June: a full year sales tax loss from a major sales tax producer; the attainment of a Finding of Completion from the State regarding the former Community Development Commission; and, approval for our Long Range Property Management Plan. With this last approval, the sole redevelopment property was transferred to the City and while the Proposed and Estimated Budgets assume no lease revenue from this property, such revenue is anticipated later in the Sustainable Financial Plan period. Finding savings to manage the current year's sales tax loss has been continuous throughout the year and has included a number of actions:

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- FY 2013-14 Adopted Budget included a reduction in 7 full time (FTE) positions, including one layoff. The Proposed Budget for FY 2014-15 reduces the number to 55 FTE for a total reduction of 14% over the last two years.
- FY 2013-14 mid-year budget amendments increased the adopted General Fund budget revenues by \$859,797 and expenditures by \$206,246 while ensuring the scheduled transfer of General Fund monies to the Capital Operating Reserve fund (COR).
- Adoption of new City Council goals for 2014 guided both the Sustainable Financial Plan and mid-year budget changes, especially the goal for a Balanced Budget Plan.
- In addition to the consolidation of the Public Works and Recreation & Community Services departments approved shortly before the start of the current fiscal year, the City recently consolidated the Administration and Finance Departments and is restructuring the functions of the Services Division of the Police Department (pending meet and confer). These operational changes reduce the executive management team from nine to seven positions and are projected to save nearly \$300,000, which was essential in building the Sustainable Financial Plan.
- Revision of the City's investment policy improved the City's ability to capitalize on substantial reserves while maintaining the safety of principal as our top priority.
- A one year extension of all labor contracts was approved by the employee associations and the City with no change in total compensation.
- An Economic Development Action Plan was adopted in October 2013.
- Initial \$1.5 million in funding was transferred to an irrevocable trust to address the City's retiree medical unfunded liability, substantially addressing these previously unfunded liabilities.
- A Sustainable Financial Plan including eleven year projections for all major funds, changes to policies, fund structure and target fund balances and a new policy balancing long term capital needs with ongoing services for General Fund resources was approved in March. The Plan provides for projected increases in retirement employer contributions.
- An eleven-year Capital Improvement Plan funding program was presented as a part of that Plan, expanding on last year's ten-year street plan.
- A Draft General Plan is being circulated for review, with adoption anticipated prior to the end of the current fiscal year.

Staff has worked diligently to fulfill its commitment to present a budget which requires no use of reserves for FY 2014-15. From our starting point last year, it has been clear that we cannot continue to do all that we have done in the past, the way we historically

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have done it, with current and projected revenues. This Budget Message presents an overview of how the Proposed Budget balances these competing needs and travels towards a fiscally sustainable future that aligns ongoing revenues with ongoing expenditures and assures that one-time revenues are used only for one-time purposes and not to build unsustainable ongoing expenditures. More specifically, it summarizes how the long term Sustainable Financial Plan's strategy is implemented for FY 2014-15 realities. The journey towards a balanced budget for the long term has been, and will continue to be, challenging, especially in the next few years. However, I am confident that the strategic vision of the City Council, along with the dedication and commitment of all City Staff and the support of the La Palma community, will ensure our success.

Building a Fiscally Sustainable Budget

The FY 2014-15 Proposed Budget has been developed with an eye both to the community's Vision and the 2014 City Council Goals. This year's budget process is occurring in a continuing dynamic financial environment. Estimates and projections, especially those based on multi-year trends and averages, will always change as actual circumstances "on the ground" dictate. In this last year these circumstances have shifted significantly more than usual. The assumption is that circumstances will continue to change and require ongoing efforts to maintain sustainability. While this budget walks the path, we are not yet at our destination and the budget therefore cannot be on "autopilot" but must retain flexibility as a key to our success.

Some of the major highlights of the budget development process include:

- Tesoro completed their purchase of certain BP/ARCO assets in June 2013 and with that, began operations in La Palma. The FY 2014-15 budget includes a full year of anticipated net revenues, but remains conservative since the City has little experience with the new operations. This has been demonstrated this first year as receipts have not followed prior BP/ARCO trends.
- The mid-year budget update was extensive and provided updates on expenditures and revenues from which early budget projections were based. Since that February discussion, considerable new information has become available and is largely responsible for the differences between the early Draft Budget and this Proposed Budget.
- On March 4 the Sustainable Financial Plan was introduced, with a revised Plan incorporating City Council direction approved on March 18. The initial Draft Budget was presented to the City Council on April 15, four weeks following the Sustainable Financial Plan adoption. The budget process now continues with this Proposed Budget, continued discussion in June and adoption June 17. The need for early planning estimates for these previous processes is in part responsible for the larger

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than average changes between the Draft and Proposed Budget. More up-to-date information on both expenditures and revenues have generally had a negative impact on projections.

- This budget process has taken place during a transition time when finance responsibilities and staffing are in flux due to the departmental reorganization and consolidation. The cooperation of all City staff during this confluence of transition, learning curve and heavy workload has been remarkable and key to the successful completion of the budget process and product.
- This Proposed Budget includes reductions and revisions to the City's labor force that require a meet and confer process which is not yet complete. The latest Staff plan includes the proposed reduction of the City's full-time equivalent (FTE) count from 57.0 (FY 2013-14 Adopted Budget) to 55.0 (FY 2014-15 Proposed Budget), continuing the trend to fewer full time positions. The City's three labor groups – General Employees, Professional and Supervisorial Employees, and Police Employees – have agreed to a one year extension of current agreements with no change to total compensation and this assisted in a balanced budget. All groups will negotiate with the City this coming year for agreements effective July 1, 2015. Outcomes to this process will influence subsequent budgets and the Sustainable Financial Plan.
- Some assumptions in the Sustainable Financial Plan will not be realized until later years, leading to sustainability over the longer term, but not assisting with balancing the Proposed Budget for FY 2014-15. Therefore, while the Proposed Budget maintains services with very few reductions, that balance is achieved through revisions which are largely temporary in nature and not sustainable in the long term, such as management furlough days. The temporary nature of this situation is confirmed by looking at the differences between the Proposed Budget for FY 2014-15 and the Estimated Budget for FY 2015-16, with the estimated FY 2015-16 Budget on target to deliver a larger surplus than FY 2014-15.

Overall, the City Council, Department Directors, and I continue the process of building a fiscally sustainable future. This includes continuous examination of whether we are “doing the right things” meaning prioritizing when difficult decisions are required; and whether we are “doing things right” by analyzing ongoing operations for new ways to operate more efficiently and to improve quality. Recent reorganizations and technology investments testify to this ethos of continuous organizational review. This message presents more detail on the FY 2014-15 Proposed and FY 2015-16 Estimated Budgets, including an outline of significant changes to revenues, expenditures and operations, efforts to meet the City Council's 2014 goals, economic trends, and an overview of near term challenges, issues and opportunities facing La Palma.

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The Budget Process

The budget process for FY 2014-15 has included an early review of longer term trends and the non-General Fund portion of the budget. This is both due to creation of the Sustainable Financial Plan and to the City Council's request for a more robust Draft Budget document for review. The Sustainable Financial Plan comprehensively addressed not only long term sustainability but a number of policy changes to strengthen the City's fiscal structure. These changes included revisions to fund structure, target fund balances, and fiscal policies which provide a strong basis for budget work moving forward. Coupled with increased outreach and financial information through both the City's website and a special newsletter to the community on financial planning, the amount and nature of public information on the City's finances has also been increased and improved, including changes to the budget document itself. Staff would anticipate continuing and expanding on these improvements in future years.

An important note on this year's process and document is that it is being created almost immediately following a significant restructuring of financial functions. The merger of Administration and Finance reorganized many functions of the prior departments and resulted in new responsibilities for key staff members. Together with the Sustainable Financial Plan and the additional budget document information, staff is moving closer to its goal to provide improved transparency to La Palma's true fiscal health and aid La Palma citizens in decisions that impact their services and quality of life. Even so, we cannot assume fiscal challenges are a thing of the past given the dynamic financial environment ahead and new challenges to be faced.

Several actions by the City Council this year positively impact the FY 2014-15 budget and future budgets. Some of the most significant include:

- The City Council established an irrevocable trust to fund the City's post-retirement employee health benefits (OPEB) liabilities and transferred \$1.5 million into the Trust as an initial contribution. By establishing the Trust and providing this level of initial funding, the City's estimated unfunded liabilities associated with these benefits dropped from \$3 million to an estimated \$393,000 . This investment will positively impact the City's fiscal situation for many years to come.
- Funds and reserves – the Sustainable Financial Plan includes restructuring of the City's funds and establishment of realistic fund balance targets. For the first time the City has a "rainy day fund" to smooth the service impacts of significant, but temporary reductions in ongoing revenues. Internal service fund policies also require a move to full funding of anticipated needs for better sustainability and transparency regarding these costs.

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- Investment earnings – as mentioned, the City Council approved a change to the investment policy and a contract for third party management of the investment portfolio. This diversification is significantly increasing interest earnings while keeping principal safe.
- Billboard agreement – the Draft General Plan would create a freeway overlay zone along the State Route (SR) 91 frontage and provide for somewhat different regulations in this area, including a sign code change to allow digital display billboards. The City entered into an agreement with a Developer to explore development of up to two digital billboards. Should the endeavor be successful, the addition of such billboards would represent a significant new source of municipal funds and further diversify the City's revenue base.
- Hub transfer – 5410-14 La Palma Avenue was transferred to the City with the intent that the property be developed for private commercial use to generate additional ongoing revenue to the City. This would further diversify La Palma's revenue base and make the City less vulnerable to the business decisions of a single organization. Lease discussions are in process with occupancy anticipated during FY 2014-15.
- Restructures – the City has reduced not only full time employees, but the number of departments in the City's structure and therefore, the number of department directors. Those departments which were not consolidated never the less also had significant structural change. Revising the size of the organization was necessary for a sustainable financial future given current projections. However, this also represents a high degree of change for the organization to absorb in a short period of time. Time will be needed to evaluate the impacts of these changes.
- Technology – the organization continued to invest in itself and its services through better technology for employees and residents. Spillman police technology went live in November and the City Council has approved purchase of a new phone system, new utilities system, and replacement of the outdated financial system. The City's records became more accessible when the City moved its Laserfiche document management system to a web-based version. Other systems are under review for more productivity and transparency improvements.

The Fiscal Year 2014-15 and 2015-16 Proposed Budget: General Fund

Development of this budget has occurred within the context of reduced, but continuing General Fund revenue uncertainty. It is assumed that this uncertainty, or at least that associated with Tesoro sales taxes, will resolve itself as we continue to build a longer,

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more reliable history. Uncertainty associated with the State Triple Flip sales taxes will also resolve itself in future years as that process sunsets. As mentioned above, significant changes from the Draft Budget have negatively impacted the Proposed Budget. These include both reduced estimates for revenues and increased estimates for expenditures. Some of the most significant include:

- Sales Tax forecast at \$250,000 lower than previous estimates
- Investment Earnings forecast at \$20,000 lower than previous estimates
- Insurance Costs forecast at \$80,000 higher than previous estimates-

The Proposed Budget continues to utilize a range of strategies to balance ongoing revenues and expenditures. This balance is summarized below:

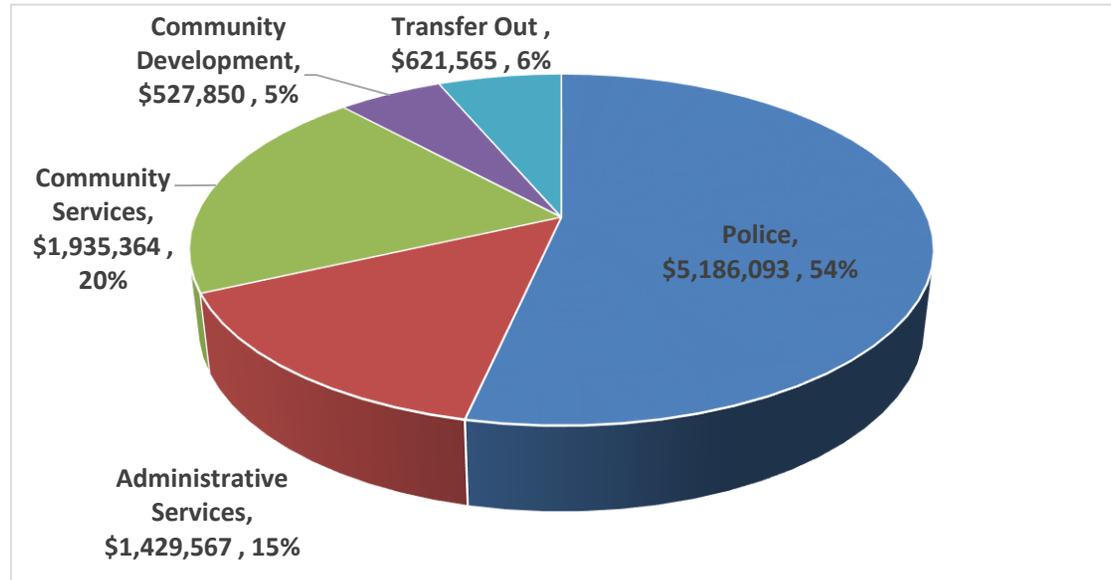
	FY 2014-15	FY 2015-16
General Fund Revenue	\$ 9,711,952	\$ 10,111,677
General Fund Expenditures	\$ 9,700,439	\$ 10,091,159
Surplus / (Deficit)	\$ 11,513	\$ 20,083

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Expenditures

The \$9.7 million in proposed General Fund expenditures encompasses the full complement of City services that residents have come to expect with few minor reductions. The pie chart shows the breakdown by functional area. The City's commitment to public safety is clearly indicated by the almost 54% of appropriations dedicated to the Police Department:

The proposed General Fund budget plan for FY 2014-15 is explained in greater detail in the following sections.



Reductions in Service and Revisions to Operations

General Fund reductions and revisions touch every aspect of La Palma's operations: infrastructure, maintenance, community programs, internal support functions, and development services, yet retain progress under the Sustainable Financial Plan. Residents will continue to see the impacts of many of the proposed cuts, as fewer staff and resources are made available to provide the level of service La Palma residents have come to expect.

The significant reductions, work programs and changes are discussed more fully below:

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Citywide

- Each member of the management team has agreed to three furlough days in FY 2014-15 in order to balance the ongoing budget. The furlough is a one-time reduction to bridge to the additional revenues anticipated in FY 2015-16 and is not proposed to continue past FY 2014-15. If actual expenditures and revenues are better than projected, mid-year adjustment to the furlough will be proposed.
- A small amount of assumed savings due to vacancies is built into the overall expenditure numbers, based on about half of recent history. The savings are budgeted in the two departments with current vacancies, Community Development and Police.

Administrative Services

- The Proposed Budget assumed a reduction from discontinuing the City's membership in ACC-OC for the fiscal year.
- Implementation of new financial enterprise software, while approved this year, will occur throughout FY 2014-15, including implementation of a new budget module in advance of next year's budget process.
- Labor negotiations will occur with all three employee groups for new contracts starting July 1, 2015.
- Technology changes also include implementation of a new phone system

Community Development

- The General Plan is anticipated to be completed in FY 13-14. Follow up to the adopted General Plan includes an update to the Zoning Code for consistency with the new General Plan. The expense for the zoning code update is reflected in budget. Also included in the budget are funds for specific planning and visioning of the commercial corridor along Orangethorpe Avenue where opportunity areas may be given additional development incentives in the new General Plan.
- Filling the full time code enforcement officer position and absorbing business license responsibilities with the Administrative Services Department consolidation will provide both additional capacity and a steep learning curve.
- A slight increase in contracted building and safety personnel reflects an increase in building activity due to a mild recovery of the economy. The increased expenses in building and safety personnel costs are off-set by a corresponding increase in permit revenue.

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Police

- Restructuring the Services Division includes eliminating a Sergeant and adding a Police Officer position in Investigations, reassigning the Police Officer now in the Administrative Service Bureau to Patrol, and adding a civilian part time Community Services Officer to support volunteer and crime prevention programs as well as assisting with emergency preparedness.
- Delay in some hiring processes has been anticipated to provide budget savings.
- Funding for replacement of the regional 800 MHz system will not need to come from ongoing revenues over the next few years as the City Council has already reserved the full share anticipated from the City.

Community Services

- July implementation of SEDARU, a utility management system, will assist in field operations productivity.
- Implementation of a new work order system next year will provide tracking and better information and coordination.
- Initiation of a beer and wine garden at Concerts in the Park in partnership with the Kiwanis Foundation helps to support the cost of the concerts.
- Partnering with Kiwanis will enhance the July 19 summer concert with participation in the California State Chili Cook Off.
- Fit N Fun afterschool program is reduced from three days per week to two as part of balancing the Proposed Budget. The Estimated Budget assumes restoration of the three days in 2015-16.

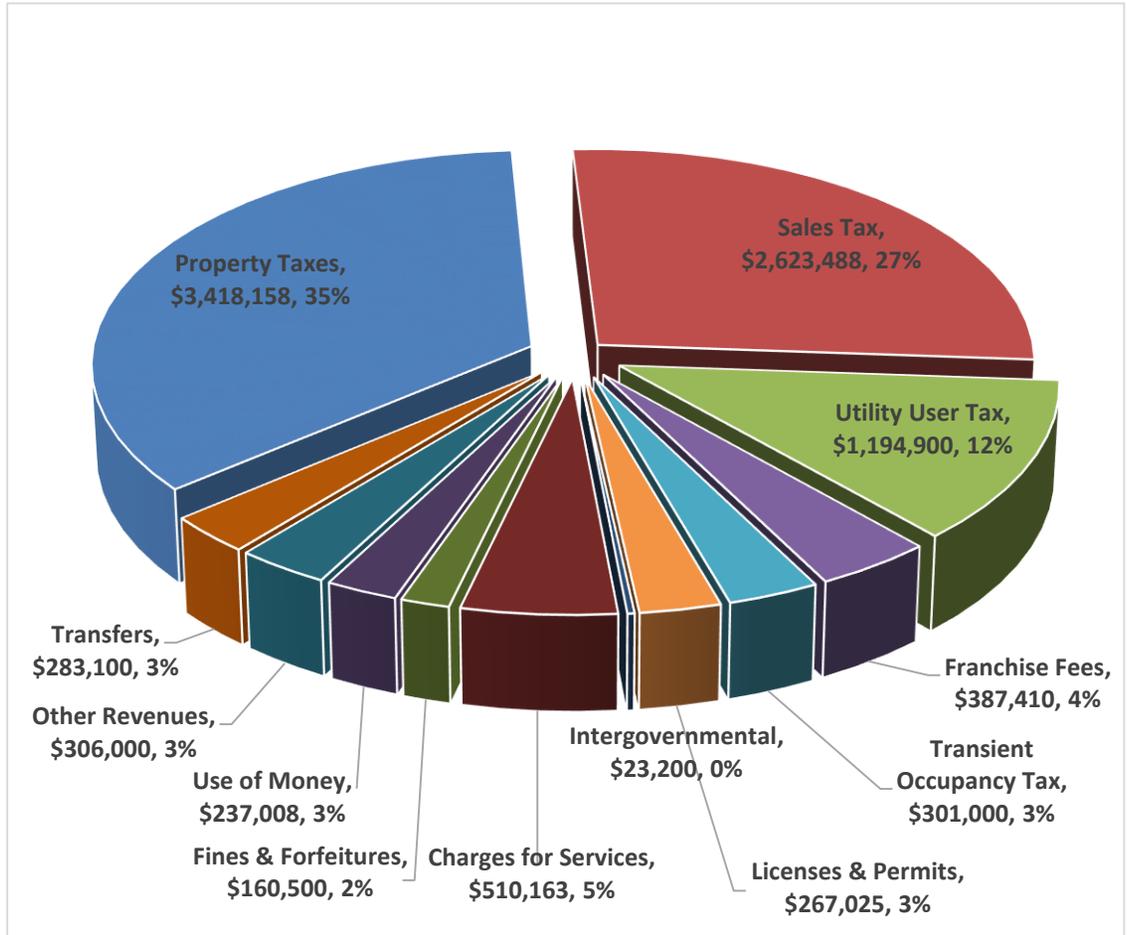
Revenue

The estimated \$9.7 million in General Fund revenue is comprised primarily of proceeds from property, sales and utility users taxes. The pie chart shows the breakdown of the La Palma's projected FY 2014-15 General Fund revenue:

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The FY 2014-15 Proposed Budget includes a full fiscal year of net sales tax revenue from Tesoro's operations and other new sales tax sources such as partial year receipts from a new Bulgogi House restaurant. We also anticipate a sales tax reduction from the anticipated construction downtime for the McDonald's restaurant rebuild. The FY 2014-15 budget includes setting aside \$455,000 in projected General Fund ongoing revenue to be used for capital projects as called for in the Sustainable Financial Plan. Additional funds would be transferred for other one-time uses. By setting aside 6.4% of ongoing revenues each year for such needs, the City is also preventing an over reliance on just one source of revenue which creates vulnerability to unpredictable business decisions and market fluctuation.

Some of the other assumptions regarding revised revenue for FY 2014-15 are explained below:



- Increased interest earnings (\$107,000):** The City's healthy reserves produce some ongoing revenue in the form of investment portfolio earnings available for ongoing expenditure. The City revised its investment policy last year and now invests its available cash with both the State Treasurer's Local Agency Investment Fund (LAIF) and its investment consultant PFM Asset Management. The addition of the investment consultant has increased investment earnings and is expected to do so to a greater degree in FY 2015-16. The change retains maintaining the security of principle as the highest investment goal. Even though this is providing better management of this resource, investment earnings are and will remain lower than

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in the private sector due to restrictions on the type of investments allowed for public agencies.

- Advertising (\$240,000): The City Council approved an agreement in December 2013 to explore digital billboards along the City's 91 freeway corridor and has extended that agreement through the remainder of the fiscal year. The Community Development Department has worked with the developer to assist in identifying potential sites and providing the necessary changes to the General Plan and Sign Ordinance to further the project. Discussions on the General Plan have included this element. Both the Sustainable Financial Plan and FY 2015-16 revenue projections include \$240,000 in estimated revenue from such a project beginning in FY 2015-16 although revenues could begin this next fiscal year.

In addition to these specific revenue enhancements, it is expected that Property Tax should grow by 2.0%, including a 2.0% growth assumption for secured property tax, as well as additional growth in supplemental and property transfer tax revenue from an expected increase in sales activity. The improving local real estate market will help La Palma realize additional property tax revenue as properties are sold and reassessed at present market values. Additional business growth could also improve property tax receipts as new or refurbished properties are added to the tax rolls.

Sales taxes

All of the assumed revenue enhancements for FY 2014-15 are ongoing, meaning they positively impact revenue projections for FY 2015-16. In fact, the majority of General Fund revenue is ongoing. This emphasis on identifying ongoing versus one-time revenue is part of the overall effort at presenting the City's fiscal health. Another significant factor in FY 2015-16 estimated revenues is the addition of digital billboard revenue consistent with the Sustainable Financial Plan model.

Looking ahead to the FY 2015-16 Estimated Budget, revenue relief is provided through increased interest earnings, new billboard revenue, and an increase in sales and property tax dollars as the economy continues to improve. These projected revenue picture improvements are why service reductions and furloughs proposed for FY 2014-15 are considered temporary.

Use of Reserves

The FY 2014-15 operating budget does not include any use of fund balance from the General Fund and additionally provides for the transfer of \$621,565 of ongoing revenues for one-time use consistent with the Sustainable Financial Plan. This includes the

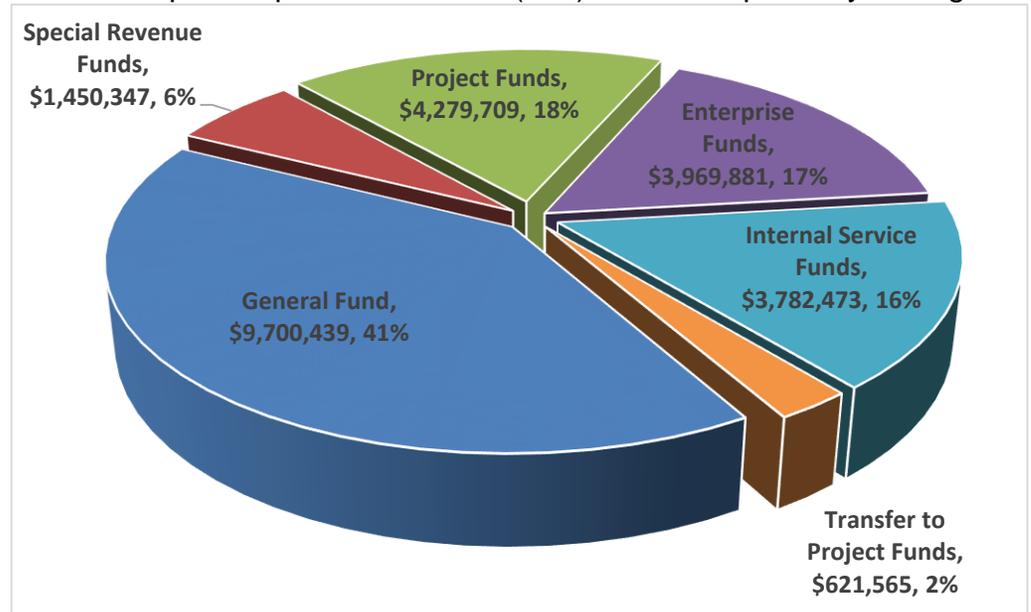
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Plan's recommendation for a \$455,000 transfer to the Capital Outlay Reserve.

The Fiscal Year 2014-15 and 2015-16 Proposed Budget: Other Funds

While General Fund expenditures comprise 41% of the total proposed appropriations for FY 2014-15, there are other areas which significantly impact daily operations. For example, La Palma's Capital Improvement Plan (CIP) is funded primarily through the Capital Outlay Reserve (COR), Gas Tax and Measure M funds. In addition, the Water and Sewer enterprise funds provide appropriations to deliver and maintain the City's water and sewer utilities. Finally, the five internal service funds are utilized to replace the City's fleet of vehicles, repair and maintain city facilities, provide risk management and safety services, fund employee benefits, and maintain the vital technology staff and the public utilize on a daily basis.

Across all funds, the proposed expenditures and transfers out for FY 2014-15 are proposed to be \$23,182,849; while estimated revenues and transfers in are projected at \$19,265,327. The pie chart shows the breakdown of expenditures by major fund area, with the dollar amounts and their ratio to the total amount:



Some highlights of the non-General Fund portion of La Palma's budget are below:

Arterial and Residential Street Rehabilitation: The final year of implementation for the residential street rehabilitation program and investments in residential and arterial streets total \$2,175,000 in funding from the COR, Streets and Measure M funds. The projects include work on La Palma Avenue and Valley View as well as the Zone 4 residential area east of Moody Street, west of Walker Street, and north of the Edison Right of Way to Houston. The five-year CIP, presented with this budget, shows the benefits of recent efforts to rehabilitate La Palma's roadways in the reduced expenses needed to maintain streets in the future as the multi-

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year investment in asphalt overlay pays off with lower slurry seal processes in the next seven year cycle.

Ongoing Sewer and Water utility maintenance: Whether it is funding sewer lining, cleaning and repairs, upgrades to water treatment and distribution infrastructure, or providing the staffing necessary for top notch water customer service, the FY 2014-15 budget includes the necessary appropriations. The recent upgrade of water meters will produce efficiencies through the electronic data gathering of water usage. Additional technology improvements for utilities are planned for early in FY 2014-15.

Proposition 172 and Citizens Option for Policing Services (COPS) subventions: These specialized revenues fund two full-time police officers and allow for a high level of public safety while reducing the impact on the General Fund. These two special revenue funding sources are secure and have been utilized for several years to supplement General Fund public safety appropriations.

Internal service funds: The Proposed Budget follows the Sustainable Financial Plan's direction to fully fund internal services through allocations; with the exception of the Facilities fund where fund balance over the target level is drawn down. The impact of this full funding was substantial on other funds, especially the General Fund. The Risk Management and Employee Benefits Funds were also impacted by higher than average insurance cost increases and the annual payment for retiree health costs after a one-year temporary reprieve due to the establishment of the OPEB Trust. However, the net costs for these retiree expenses are also substantially reduced from prior years due to the Trust. Facility capital costs have been moved to the COR and vehicle maintenance costs have been moved to departmental budgets. Technology allocations also increased more than in prior years to account for approved systems and improvements. Long term sustainability has also been addressed including accounting for substantial anticipated increases in employer retirement contribution rates associated with a return to full funding of the Cal-PERS system over 30 years.

City Council Goals 2014

In January, the City Council adopted goals for the 2014 calendar year. These goals, and their budget implications include:

- Balanced Budget Plan:

Several items within this broad goal have already been achieved including adoption of the Sustainable Financial Plan and its accompanying General Fund Revenue Policy. The Plan demonstrates operating sustainability over the eleven year planning period

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while fully funding capital projects anticipated in this period. One aspect of the City Council goal was labor negotiations which support the goal and while the labor MOU extensions and meet and confer processes underway do this, work on this aspect of the goal will largely occur in late 2014 and early 2015 as new labor agreements are negotiated. An important component of ensuring a sustainable financial future is also periodic updating of the Plan and ensuring decision-making is consistent with the Plan over time. The balance of sustainable services and sustainable long term investment is also key to the success of the Sustainable Financial Plan.

- Maintain/Improve Quality of Life:

This goal combines several sub-components such as beautification, strong and effective police services, improved communications, continuous improvement in all services and promoting more La Palma residents attending schools in La Palma. Beautification efforts were enhanced when the Tree City USA recognition returned to La Palma and we celebrated one of the best Arbor Day's in recent memory. Police is a core service and an important community asset. Through our participation in regional partnerships, we have expanded asset forfeiture funds available for training and equipment, including new technology. One of the changes being implemented in the FY 2014-15 budget is a Police reorganization which saves about \$168,000 while maintaining services to the community. Due to the results of the recent seismic review of the Civic Center, further analysis will take place to determine how we can assure continuation of these vital services in the wake of a major seismic event.

One aspect of improved communications has been the addition of resources for website support included in the Administration/Finance restructure and the specialized direct mail outreach associated with the General Plan and Sustainable Financial Plan. Another improvement was the conversion of the records management system to a web-based program accessible 24/7 to the public. Laserfiche WebLink will gain in value over the years as more documents are added. We strive for continuous improvement in all City services and technology is one way in which this is being accomplished. In addition to new police technology and a new phone system being implemented this year, the Proposed Budget includes implementation of new utilities software to improve efficiencies in the field and new financial software to improve transparency and productivity. Other planned technology projects in the next couple of years include upgrades to the City Council Chambers and the City's share in the regional 800 MHz replacement project for which funds are already reserved.

This year we conducted a survey of school districts in and near La Palma to create a better understanding of the size and nature of student transfers between districts and of district policies relating to walkable and bikeable schools (ex. busing policies). Moving forward we hope to use this information for a more informed dialogue with school districts and a better understanding of possible solutions. If we are successful in increasing the number of students living north of Houston who can walk and bike to schools south of Houston, the City will also look at the part it can play through improving bicycle and pedestrian facilities on Houston Avenue.

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This area is identified in the Draft General Plan as a pilot area to implement “Complete Streets.” Complete Streets are designed to serve all users of the transportation system, not just motor vehicles and is therefore consistent with this need.

- Approve General Plan:

The City is on track to adopt a new General Plan by the end of the fiscal year which would meet the City Council’s target completion date. Several public input opportunities have been provided including a presentation for Neighborhood Watch in April and public meetings of the Development, Traffic and Civic Activities and Beautification Committees, the Planning Commission and the City Council. A water bill stuffer regarding this process was included in April utility bills and information on the process was also included in the financial plan newsletter sent to all addresses within the City in May. The General Plan and accompanying Environmental Impact Report are also located on a special General Plan web page accessible through a navigation button on the City’s home page. Follow up work is included in the Proposed FY 2014-15 budget, including any required updates to the Zoning and Municipal Codes.

Improvements to the Budget Document

Due to the Administrative Services reorganization, budget document changes for the FY 2014-15 year are few, but still significant. We continue the City on its path to fiscal health including quarterly reporting on performance indicators and City Council goals, more definition and clarity around one-time vs. ongoing revenues and expenditures, easy to follow capital project funding, better information on inter-fund transfers, and internal service allocations which more realistically match actual ongoing costs.

Readers of the FY 2014-15 budget can “tell the story” through information on what each Department does, its impact on La Palma’s residents, and the staffing resources required to fulfill these functions. The addition of performance measures last year was a key improvement and will be even more useful this coming year as we are able to compare multiple years of indicator reporting. These represent important management tools that provide quantitative data and allow the City Council and residents to evaluate the “bang for the buck” received from the broad range of activities undertaken. New budget features are discussed below:

Capital Improvement Funding and Inter-fund Transfer Information

The Capital Improvement Plan is being presented in a somewhat revised format this year to improve transparency regarding the total cost of projects and the combination of funding sources required to make some projects a reality. Information is available both

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by funding source and by project. There is also a summary of all fund transfers involved in the Proposed Budget and necessary for both operations and capital improvements.

This information is being included to round out the budget document into a true financial and management tool for the City Council, Staff and the public. Subsequent budgets will improve upon the efforts begun in FY 2013-14 and continued through this Proposed Budget and I am proud of our efforts working towards a budget document which meets all of the GFOA criteria for professional, comprehensive and useful financial documents as a mark of our commitment to transparency and professionalism.

Economic Trends

The Great Recession of 2007-2009 had its effects on La Palma, depressing property values and affecting sales tax as consumers curtailed personal and business spending. While the recession officially ended five years ago (June, 2009), lingering effects and anemic growth can still be seen in our local economy. Nationally, while economic conditions are mildly improving, indicators are still somewhat mixed and improvement in many sectors remains sluggish.

Property Tax - Since property tax revenue is the largest share of General Fund revenue (35.2%), any negative impact on property values directly affects this source of revenue. At the peak of the real estate boom in 2006, the median home value in La Palma was approximately \$667,500. As of the end of 2013 – the most recent year available – median single family residential home value was still only \$549,500 or almost 18% below the peak. While the median home value may have fallen, a recent positive trend is a slight increase in the number of single family home sales for 2013. Increased sales activity generates re-assessment of property values and often more reinvestment by new homeowners demonstrating their pride in ownership. Property tax revenues are also impacted by changes in commercial property where the City has seen declines in unsecured property tax.

There is potential for significant gains in revenue if sales activity picks up in the various property categories. The number of full value sales in 2013 were at their highest level since 2005. Since about one-third of La Palma's properties have base year assessed values of 1984 or earlier, the sale of these properties, and their re-assessment at 2013 values, bodes well for property tax revenue. In addition, new commercial activity over the last year such as the opening of the Wal-Mart Neighborhood Market and Chase Bank branch will bolster sagging property and sales taxes. Plus upcoming lease activity in the former BP/Arco space, the opening of the 10,000sf Bulgogi House BBQ restaurant, proposed development of the last vacant parcel in Centerpointe with 15,000sf of new commercial retail space, and the much anticipated Mc Donald's rebuild, will add to La Palma's overall assessed value and will provide additional revenue.

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Anticipated sales tax from Tesoro's operations also brightens the 2014-15 revenue picture as do increases in transient occupancy tax revenues from continued modest increases in tourism and business travel. Increased demand for office space is also making a difference in our community and tenant improvements from new businesses such as CJ Foods, Regus, and Nitori USA impact property tax revenues, as well as adding jobs and customers for other area businesses (see vacancies discussion below).

The improving economy, especially as it relates to property, also provides positive impetus to our building, planning and development revenue. As homeowners gain equity in their properties, renovation and construction activity will increase. Compliance and revenue should increase with a return to full time code enforcement, ensuring higher conformance to building permit requirements. Increased homeowner investment translates into additional permit revenue as property owners pull the necessary building, electrical and related permits.

Economic Assets - Our primary economic assets – location, size, and security – are stable over time and position us well in the recovering economy. In particular, we have the ability to capitalize on our small size as recent business location decisions attest. That security is an important economic asset for La Palma is reflected in the priority given to law enforcement functions in the allocation of scarce resources. Finally, our health care cluster continues as an additional asset, one that is growing both locally and nationally and we are proud to have welcomed St. Joseph Health System's Innovation Institute to La Palma last year. Our relocated Concentra Urgent Care provides expanded services and we congratulate La Palma Intercommunity Hospital for being named one of the best hospitals in the country.

Economic Recovery - An improving economy also presents an opportunity for consumers to feel more confident about their financial standing. These consumers include businesses that, when feeling more confident in the direction of the economy, will also purchase needed equipment and services. Therefore, La Palma's local economy should benefit as consumers of all types ramp up purchases. This emphasizes the importance of business networks which help connect local customers to local businesses, keeping those dollars within the community and improving La Palma's ability to provide employment opportunities.

Given La Palma's unique sales tax mix, the price and volume of a given commodity can and does impact revenue in a direct manner. Staff therefore continue their efforts to diversify La Palma's retail mix to broaden our sales tax base. This effort cannot be achieved overnight, but takes dedicated effort, coupled with an improving economy. This is also why the Sustainable Financial Plan provides for 6.4% of ongoing General Fund revenue to be reserved for one-time uses vs. used to inflate ongoing services which may not be sustainable in the long term. Together with diversification of the revenue base, this strategy can prevent the City from over reliance on one source of funding and improves our ability to deal with revenue uncertainty.

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Movement away from bricks and mortar to on-line sales – While the State of California has begun to tax some on-line sales, the trend towards more sales on-line is important to note in our economic development strategies. Most La Palma sales tax comes from one large source, and the City should look at business which cannot be transacted on-line such as gas stations and restaurants as priorities for its limited available space. More restaurants are already identified as a need in our economic development plans and through input received in the General Plan process. This is also a consideration as the City leases out its single redevelopment property, now owned by the City. Owning the property provides more control over type of use, allowing both revenue and community needs to be considered. Adding more lease revenue to the City's income stream improves our revenue diversification as well.

Investment returns - On a larger scale, actions by the Federal Reserve are expected to keep interest rates low as they gradually ease efforts to stimulate the economy, at least through mid-2015 and assuming inflation remains under control. While low interest rates and inflation is positive for consumers of credit, it places a damper on investment returns. Within this environment, we anticipate seeing continued improvement in earnings as a result of the revised policy approved this last year.

Challenges, Issues and Opportunities

While there are significant issues and challenges in the near term for La Palma, the City enjoys real opportunities as well. The following are key areas of focus for officials and the community:

Changes to Pension Law and CalPERS Actuarial Assumptions

There have been many changes in recent years to pension laws, as well as policies and procedures used by CalPERS to set retirement rates. These changes in turn impact the City's retirement costs.

AB 340 which made sweeping changes to the California public employee pension system with long term impacts. More recently, the CalPERS Board approved changes to certain actuarial assumptions that will directly impact retirement rates and is stepping in employer rate increases designed to bring the entire CalPERS system to full funding within 30 years. Upcoming Board decisions will determine how the current pooling system in which La Palma participates will change to improve fairness and meet new accounting standards. While full funding is a positive long term result, eliminating unfunded liabilities, the increases are a serious challenge for the new Sustainable Financial Plan, particularly in the 2015-16 through 2021-22 period.

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The changes to current pool structures are likely to increase costs to La Palma even further, but will provide unfunded liability information and options not previously available. La Palma will be watching this activity, especially in FY 2015-16, to determine the best course of action for the City. The promise is less volatility and liability in the long term, but with challenges in the mid-term which are difficult to manage in the current financial environment.

New Governmental Accounting Standards Board (GASB) Requirement

In addition to these changes, a new accounting requirement is impacting how agencies must present retirement program liabilities in their annual financial statements. GASB 68, beginning with financial statements for the year ending June 30, 2015, will require reporting retirement unfunded liabilities on their balance sheet. The intent is to bring greater transparency to this unfunded liability.

Staff will work closely with our audit firm to prepare for the presentation of this information. Precise dollar amounts will depend upon the CalPERS work noted above. However, the City will, for the first time, show an amount for retirement program related unfunded liabilities. All public agencies in California will be impacted by this new reporting requirement.

Tesoro

As of June 1, 2013, Tesoro completed its transfer from BP/ARCO and began operations in La Palma. This was several months in advance of when the FY 2013-14 Adopted Budget assumed operations would begin and resulted in needed additional sales tax revenue. However, the City has yet to see a full year's worth of sales tax experience and early indications are that the revenue may not track the patterns of the prior ARCO operations. The twenty year operative and sales tax sharing agreement with Tesoro is essential to the new General Fund Ongoing and One-Time Revenue Sustainability Policy and is why the City is able to commit 6.4% of ongoing General Fund revenues towards one-time needs. Staff is also conscious of the volatility shown in the past from a similar source and more history with Tesoro is needed to accurately estimate long term revenues.

Lower vacancy rates

One impact of the recession was a reduction in commercial leasing activity and an increase in vacancy rates in commercial properties. This impacts the City directly in the loss of tenant improvement permit activity and property taxes and indirectly through reduced employment opportunities and customers for adjoining businesses. La Palma has seen positive movement recently in both Centerpointe and other retail properties. New Centerpointe businesses that have opened over the last year include corporate

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offices for CJ Foods and Nitori USA, and a new Regus location providing flexible work spaces. Expansions of existing businesses such as Concentra and St. Joseph Health System (Innovation Institute) have added value as well.

Looking ahead, review is underway for construction of a two story retail building on the remaining unbuilt Centerpointe property and the City routinely works with businesses interested in adding a Centerpointe address. Other La Palma vacant commercial properties have also seen increased activity such the Bulgogi House restaurant opening shortly, and development proposals in review for a rebuild of the McDonald's restaurant.

Capital needs

One result of the focus on fiscal health is bringing all long term needs and trends forward to expose any hidden costs for analysis and consideration. However as new needs are identified, such as through utility master plans, technology strategic plans, and facility needs assessments, these needs must compete with services and each other in a fiscal environment with many challenges: a largely built out community with few opportunities for new revenue, the loss of redevelopment resources to pursue economic development opportunities, and a slimmed down organization without the organizational capacity once available. Setting aside 6.4% of ongoing General Fund revenue every year for one-time needs is a positive step. Developing other funding sources and containing service costs will remain critical to meeting future capital needs, both identified and unknown. Several analyses have been initiated which further the City's ability to identify and prioritize needs as well as potential financing options for such projects.

Organizational Efficiencies

Recent restructuring significantly changes the way services are delivered. The recent departures of the Public Works and Finance Directors presented opportunities to research alternative ways to deliver services to the community and within the organization. Similar opportunities are likely to present themselves, especially as more employees retire. This presents opportunities, the need for analysis, and an urgency for succession planning. The Proposed Budget prioritizes employee development and restructuring provides development opportunities as well. In order to sustain services over the long term, La Palma's existing culture of cooperation and commitment needs to be nourished. I am excited about being part of this effort and celebrating our achievements.

Another path to efficiency that is increasingly important for cities is increasing opportunities for shared services. This is not a new concept for La Palma which has long participated in regional partnerships such as SWAT and the 800 MHz communications system and contracted services such as our contract with the City of Buena Park for vehicle maintenance. The City Council has approved looking at other shared service opportunities. Shared services will not always provide the best value for the dollar, and can include both bringing services in as well as sending them out. But these are opportunities worth exploring.

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Health Care Reform

Like employers across the country, La Palma struggles to fund health benefits for employees and retirees given the cost inflation of the last decade. While we enjoy advantages of larger employers by participating in the CalPERS pool for health insurance, options within that pool for cost containment are limited. Through labor negotiations, the City has capped its dollar contributions to these benefits. 2014 marked major changes in the country's health care system as parts of the Affordable Care Act (health reform) became effective and the impacts of those changes are still being identified. The ultimate long term impact of health reform on employer and employee costs is unknown. If it is successful in reducing the rate of inflation, that is positive. In the short term however, new mandates will impact the City's flexibility in staffing and the costs for these benefits.

While the deadline has been extended for when the City will be required to provide health coverage for all employees working 30 hours or more per week, reporting requirements have already begun and were one reason the City is replacing its financial enterprise software. Much of the detail around what type of coverage will be required and at what cost remains unclear. However as the City looks for new ways to do business more efficiently, the short term impact may limit staffing options. The Proposed Budget assumes continuing the fixed dollar amount for benefits in accordance with the current MOU's and that increases to rates in 2015 will therefore result in higher employee copays for insurance.

Economic Development Tools

Developing practical tools to grow local economies and increase community wealth will remain very important in the wake of the loss of redevelopment. La Palma is well along this road with its Economic Development Plan, Economic Development Action Plan, and a new Economic Development Fund. The Draft General Plan could also provide new resources through additions such as the new Technology Element and Freeway Corridor. The Corridor is key, for example, to revenue diversification with digital billboards, and to building on the freeway asset. Staff has also initiated new resources such as partnering to provide locally accessible SCORE workshops for small business while reaching out to new businesses that are a good match for La Palma's economic assets. Finding new ways to reduce the barriers to business expanding or locating in La Palma will be an important challenge and key to revenue diversification and a more stable local economy.

Labor Negotiations

The current MOUs covering La Palma's three employee groups were extended for one year through June 2015. Therefore, the City Council and Staff will be actively engaged during FY 2014-15 in negotiating successor MOUs moving forward. The current

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financial challenges facing the City will obviously impact these negotiations, especially staffing levels, salaries and benefits as well as our ability to address functional and job description changes initiated as part of various reorganization efforts.

Concessions by employees which were part of the 2011-2014 MOUs have positively impacted La Palma's financial position. The two year moratorium on cost of living increases, the creation of a second tier retirement formula (and subsequently a third tier with State retirement reform), and the inclusion of revenue triggers for cost of living increases in the third year, have all helped contribute to personnel expenditure savings. The FY 2014-15 Proposed Budget includes scheduled merit increases and retirement contribution changes, but no across the board cost of living increase for any group or individual. Despite the significant challenges which this Proposed Budget addresses, our prospects include significant opportunities and assets, including employees. Making the best use of these assets is critical for our future success.

Fiscal Health

A focus on fiscal health this last year can be seen in the improved quarterly financial and operating reports of the last year. The emphasis on ongoing versus one-time revenue and expenditures is another aspect of fiscal health being incorporated into this Proposed Budget. Efforts this last year to identify and plan for all long term needs with no hidden costs will continue us on this path. These changes further the City's efforts at reaching fiscal sustainability and providing better decision-making tools and transparency for management and the community.

Summary

This has been a challenging budget to develop, as it incorporates significant changes from past years and changes identified late in the budget process. Despite of, and in some cases because of, these significant changes, there are positive opportunities for La Palma. These include:

- the commitment to dedicate 6.4% of General Fund ongoing revenue to one-time project needs, including capital improvements;
- creation and funding of an irrevocable trust to address retiree medical liabilities;
- the continuing arrival of new development and new businesses which recognize the advantages of a La Palma address;
- progress in redevelopment dissolution including the transfer of property to the City for lease revenue potential;
- increased earnings on the City's substantial fund balances due to the revised investment policy;

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- increasing use of shared services and networking with other local governments;
- investigation of energy saving projects and analysis of hidden needs such as seismic safety and accessibility for better financial and service planning;
- adoption of comprehensive target fund balance and revenue use policies;
- adoption of an updated General Plan to guide future decision-making for the community;
- organizational restructuring to create a more sustainable organization and reduce resources into management positions, while retaining frontline services; and,
- adoption of an eleven-year financial plan addressing both on-going services and capital improvements.

These leadership decisions and many of the daily tasks completed by a dedicated staff committed to excellent customer service are what maintain La Palma's fiscal discipline and service excellence. The analysis put forth in developing the FY 2014-15 Proposed and FY 2015-16 Estimated Budgets builds upon the work undertaken in FY 2013-14 for our longer term financial future. Taking into consideration the work to reduce expenditures and increase revenue sources, each Department has contributed a great deal towards aligning revenues and expenditures and is committed to continuing this path. I am grateful to the Executive Management Team and indeed to all employees for their assistance in this Proposed Budget and for their openness to new ways of meeting our challenges and opportunities as an organization and community.

Respectfully submitted:

Ellen Volmert
City Manager

Review and concur:

Mike Belknap
Community Services Director

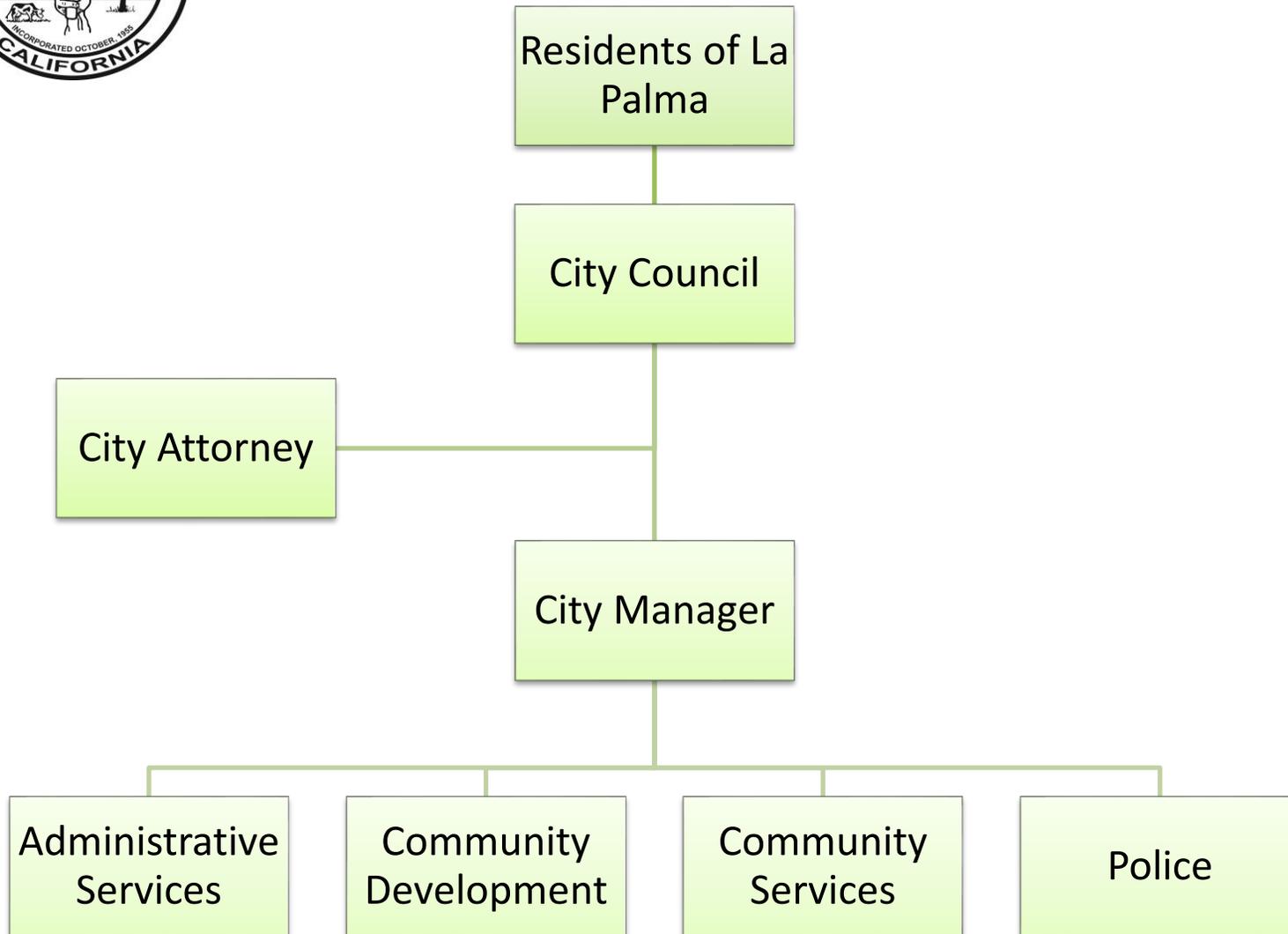
Douglas Dumhart
Community Development Director

Laurie Murray
Administrative Services Director

Eric Nunez
Police Chief



City of La Palma



Department Staffing

	FY 2012-13 ADOPTED	FY 2013-14 ADOPTED	Change from FY 2012-13	FY 2014-15 PROPOSED	Change from FY 2013-14	FY 2015-16 ESTIMATED
Administration - General Fund						
City Manager	1.00	1.00	-	1.00	-	1.00
Executive Assistant	1.00	1.00	-	0.50	-0.50	0.50
	2.00	2.00	-	1.50	-0.50	1.50
Administrative Services - General Fund						
Administrative Services Director	0.00	0.00	-	0.90	0.90	0.90
Administrative Services Manager	1.00	1.00	-	0.00	-1.00	0.00
Accounting Supervisor	0.00	0.00	-	0.65	0.65	0.65
Accountant	1.00	1.00	-	0.00	-1.00	0.00
Executive Assistant	0.00	0.00	-	0.50	0.50	0.50
Management Analyst	1.00	1.00	-	0.95	-0.05	0.95
Administrative Secretary	1.00	1.00	-	0.95	-0.05	0.95
Sr. Accounting Technician	0.80	0.80	-	0.80	-	0.80
Account Clerk	0.25	0.25	-	0.25	-	0.25
Finance Director	0.60	0.60	-	0.00	-0.60	0.00
	5.65	5.65	0.00	5.00	-0.65	5.00
Community Development - General Fund						
Community Development Director	0.30	0.30	-	0.48	0.18	0.48
Associate Planner	1.00	1.00	-	1.00	-	1.00
Code Enforcement Officer	1.00	1.00	-	1.00	-	1.00
Administrative Secretary/Permit Tech	0.90	0.00	-0.90	0.00	-	0.00
	3.20	2.30	-0.90	2.48	0.18	2.48

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Department Staffing

	FY 2012-13 ADOPTED	FY 2013-14 ADOPTED	Change from FY 2012-13	FY 2014-15 PROPOSED	Change from FY 2013-14	FY 2015-16 ESTIMATED
<i>Police - General Fund</i>						
Police Chief	1.00	1.00	-	1.00	-	1.00
Captain	2.00	2.00	-	2.00	-	2.00
Sergeant	6.00	5.00	-1.00	4.00	-1.00	4.00
Police Officer	13.00	13.00	-	13.00	-	13.00
Civilian Investigator	1.00	1.00	-	1.00	-	1.00
Management Analyst	1.00	0.00	-1.00	0.00	-	0.00
Dispatcher	4.00	4.00	-	4.00	-	4.00
Records Clerk	1.00	1.00	-	1.00	-	1.00
Administrative Secretary	1.00	1.00	-	1.00	-	1.00
	30.00	28.00	-2.00	27.00	-1.00	27.00
<i>Community Services - General Fund</i>						
Community Services Director	0.00	0.60	0.60	0.50	-0.10	0.50
Recreation and Community Services Director	1.00	0.00	-1.00	0.00	-	0.00
Public Works Director / City Engineer	0.45	0.00	-0.45	0.00	-	0.00
Community Services Supervisor	1.00	1.00	-	1.00	-	1.00
Recreation Coordinator	2.00	1.00	-1.00	1.00	-	1.00
Recreation Specialist	1.00	0.00	-1.00	0.00	-	0.00
Management Aide	1.00	0.00	-1.00	0.00	-	0.00
Sr. Office Assistant	2.00	2.00	-	2.00	-	2.00
Maintenance Supervisor	0.30	0.30	-	0.30	-	0.30
Water Services Supervisor	0.00	0.00	-	0.00	-	0.00
Engineering Technician	0.10	0.10	-	0.10	-	0.10
Lead Maintenance Worker	0.50	0.00	-0.50	0.40	0.40	0.40
Maintenance Worker	1.40	1.80	0.40	1.40	-0.40	1.40
Water Service Worker II	0.00	0.00	-	0.00	-	0.00
Administrative Secretary	0.50	0.50	-	0.50	-	0.50
	11.25	7.30	-3.95	7.20	-0.10	7.20
TOTAL GENERAL FUND POSITIONS:	52.10	45.25	-6.85	43.18	-2.08	43.18

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Department Staffing

	FY 2012-13 ADOPTED	FY 2013-14 ADOPTED	Change from FY 2012-13	FY 2014-15 PROPOSED	Change from FY 2013-14	FY 2015-16 ESTIMATED
Administration - Non-General Fund						
City Manager	0.00	0.00	-	0.00	-	0.00
Executive Assistant	0.00	0.00	-	0.00	-	0.00
	0.00	0.00	-	0.00	-	0.00
Administrative Services - Non-General Fund						
Administrative Services Director	0.00	0.00	-	0.10	0.10	0.10
Administrative Services Manager	0.00	0.00	-	0.00	-	0.00
Accounting Supervisor	0.00	0.00	-	0.35	0.35	0.35
Accountant	0.00	0.00	-	0.00	-	0.00
Management Analyst	0.00	0.00	-	0.05	0.05	0.05
Administrative Secretary	0.00	0.00	-	0.05	0.05	0.05
Sr. Accounting Technician	0.20	0.20	-	0.20	-	0.20
Account Clerk	0.75	0.75	-	0.75	-	0.75
Finance Director	0.40	0.40	-	0.00	-0.40	0.00
	1.35	1.35	0.00	1.50	0.15	1.50
Community Development - Non-General Fund						
Community Development Director	0.70	0.70	-	0.53	-0.18	0.53
Associate Planner	0.00	0.00	-	0.00	-	0.00
Code Enforcement Officer	0.00	0.00	-	0.00	-	0.00
Administrative Secretary/Permit Tech	0.10	0.00	-0.10	0.00	-	0.00
	0.80	0.70	-0.10	0.53	-0.18	0.53
Police - Non-General Fund						
Police Chief	0.00	0.00	-	0.00	-	0.00
Captain	0.00	0.00	-	0.00	-	0.00
Sergeant	0.00	0.00	-	0.00	-	0.00
Police Officer	2.00	2.00	-	2.00	-	2.00
Civilian Investigator	0.00	0.00	-	0.00	-	0.00
Management Analyst	0.00	0.00	-	0.00	-	0.00
Dispatcher	0.00	0.00	-	0.00	-	0.00
Records Clerk	0.00	0.00	-	0.00	-	0.00
Administrative Secretary	0.00	0.00	-	0.00	-	0.00
	2.00	2.00	-	2.00	-	2.00

Department Staffing

	FY 2012-13 ADOPTED	FY 2013-14 ADOPTED	Change from FY 2012-13	FY 2014-15 PROPOSED	Change from FY 2013-14	FY 2015-16 ESTIMATED
<i>Community Services - Non-General Fund</i>						
Community Services Director	0.00	0.40	0.40	0.50	0.10	0.50
Recreation and Community Services Director	0.00	0.00	-	0.00	-	0.00
Public Works Director / City Engineer	0.55	0.00	-0.55	0.00	-	0.00
Community Services Supervisor	0.00	0.00	-	0.00	-	0.00
Recreation Coordinator	0.00	0.00	-	0.00	-	0.00
Recreation Specialist	0.00	0.00	-	0.00	-	0.00
Management Aide	0.00	0.00	-	0.00	-	0.00
Sr. Office Assistant	0.00	0.00	-	0.00	-	0.00
Maintenance Supervisor	0.70	0.70	-	0.70	-	0.70
Water Services Supervisor	1.00	1.00	-	1.00	-	1.00
Engineering Technician	0.90	0.90	-	0.90	-	0.90
Lead Maintenance Worker	0.50	0.00	-0.50	0.60	0.60	0.60
Maintenance Worker	0.60	1.20	0.60	0.60	-0.60	0.60
Water Service Worker II	3.00	3.00	-	3.00	-	3.00
Administrative Secretary	0.50	0.50	-	0.50	-	0.50
	7.75	7.70	-0.05	7.80	0.10	7.80
TOTAL NON-GENERAL FUND POSITIONS:	11.900	11.750	-0.150	11.825	0.075	11.825
TOTAL AUTHORIZED FTE, ALL FUNDS:	64.000	57.000	-7.000	55.000	-2.000	55.000

EXPLANATION OF REVENUE SOURCES

GENERAL FUND

The following revenue sources contribute to the City's General Fund. The General Fund provides the City Council with the broadest and most flexible spending eligibility. The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

**PROPERTY TAX
General Fund**

Description: Property tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (moveable property) located within the City. Property is assessed by the County Assessor.

**SALES TAX
General Fund**

Description: The sales and use tax is imposed upon retail transactions. The Orange County sales tax rate is 8.0% of the sale price of taxable goods and services sold at retail businesses in La Palma. The City receives 1.0% of the tax while the remainder is allocated to the State and various transit authorities.

**UTILITY USERS TAX
General Fund**

Description: The Utility Users Tax (UUT) is imposed on consumers of electric, gas, cable television, and telephone services. The current rate is 5.0% and is applied to the amount billed to the customer for utility services. Residents with an annual income less than the median income in Orange County, based on number in the household, can request an exemption from the Utility Users Tax.

FRANCHISE FEES
General Fund

Description: Franchise fees are imposed upon privately owned utility companies for the privilege of using City streets or rights-of-way. The fees are based on a percentage of the utility companies' gross receipts.

TRANSIENT OCCUPANCY TAX
General Fund

Description: Typically, cities impose a Transient Occupancy Tax (TOT) on occupants of hotel, motel, inn, tourist home, or any lodging facility unless such occupancy is for 30 days or longer. The current tax rate is 9.0% and is applied to the customer's lodging bill.

LICENSES AND PERMITS
General Fund

Description: These fees are imposed to process all construction activity (building, plumbing, electrical, mechanical, and grading) permits. Business licenses are categorized with this revenue, but discussed separately. Animal control licenses and fees are collected by the Southeast Area Animal Control Authority (SEAACA).

BUSINESS LICENSE TAX
General Fund

Description: The business license tax is imposed on businesses for the privilege of conducting business within the City. The tax is typically based on gross receipts or the number of employees.

INTERGOVERNMENTAL
General Fund

Description: Intergovernmental revenue comes from other governmental agencies. Examples include Motor Vehicle, SB90, and POST reimbursements.

CHARGES FOR SERVICES
General Fund

Description: The City collects fees from users or participants of City-provided services such as plan checking, engineering services, fire inspections, police charges, and recreational and cultural activities.

FINES AND FORFEITURES
General Fund

Description: These fees are imposed on persons receiving tickets for Vehicle Code, parking violations, or Municipal Code (Ordinance) violations in the City. In addition, reimbursements are required through the courts or direct billing for police services associated with arresting offenders or criminals.

USE OF MONEY AND PROPERTY
General Fund

Description: Revenue from the use of money and property is derived from the prudent investment of the City's idle funds and rental income.

INTERFUND TRANSFERS
General Fund

Description: Interfund transfers charge certain programs their cost of centralized services (salaries, benefits, building services, water/sewer activities, etc.).

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

STREETS FUND

Description: Revenues to the Streets Fund come from the State of California’s Gas Tax (Highway Users Tax). Projects eligible to be funded by Gas Tax monies must be related to the construction, maintenance, or improvement of streets or highways, other than state highways, subject to the provisions of the Streets and Highways Code.

MEASURE M

Description: Measure M was originally approved by the voters in November 1990 and reauthorized for an additional thirty years in November 2006. Measure M authorized a 0.5% retail sales tax and provides a variety of funding for transportation needs in Orange County. Included in the Measure M Program is a “turnback” provision in which 18% of Measure M funds are returned to cities and the County based on a master plan of arterial highway (MPAH) miles in the city, population and the current sales tax forecast. Measure M funds may only be used for maintaining and improving public transportation projects.

AIR QUALITY IMPROVEMENT FUNDS

Description: This program is used to account for the revenue derived from motor vehicle registration fees imposed by the South Coast Air Quality Management District (SCAQMD), under AB2766. The goal of projects funded by the Air Quality Improvement Fund is to reduce air pollution from motor vehicles pursuant to the California Health and Safety Code. These funds can only be used for projects that reduce air pollution, as defined by the SCAQMD.

PUBLIC, EDUCATIONAL, AND GOVERNMENTAL (PEG) FUNDS

Description: The City receives Public, Educational, and Government (PEG) funding through its franchise agreement with Time-Warner Cable and from various other providers through the statewide video franchise. Funding also provides for public service announcements and cable drops at public facilities.

PUBLIC SAFETY AUGMENTATION

Description: Special tax augmentation funds are generated by a statewide continuance of the 0.5% sales tax. Under Proposition 172, these funds must be allocated to core public safety programs and cannot be used to supplant activities funded by the General Fund.

ASSET SEIZURE FUNDS

Description: Asset Seizure funds come from real or personal property seized as a result of narcotic investigations. Authority for seizures is covered under Sections 11470 and 11488 of the Health and Safety Code and the United States Government Code. These funds can only be used for a variety of law enforcement related items.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES (SLESF)

Description: California AB3229, Citizen's Option for Public Safety (COPS) Program, was enacted by the voters in 1996. It provides monies statewide for local public safety needs. The Police Department is required to spend these funds on front-line police services, including personnel and/or equipment. SLESF monies cannot be allocated to supplant any existing funding of police services.

SERVICE AUTHORITY FOR ABANDONED VEHICLES

Description: The Service Authority for Abandoned Vehicles (SAAV) program is administered by the Orange County Transportation Authority, and is funded through vehicle registration fees. This program reimburses the City for time spent investigating abandoned vehicles. Money used in this account is eligible only for equipment or supplies for traffic investigation and vehicle abatement.

PROJECT FUNDS

Project funds are used to account for financial resources to be used in the acquisition or construction of major capital facilities or for other one-time projects; other than those financed by enterprise or internal services funds.

CAPITAL OUTLAY RESERVE (COR) FUND

Description: The COR Fund is used to provide funding for general capital outlay projects as identified in the Capital Improvement Plan (CIP). Funding is typically provided by interfund transfers from the General Fund based on short-term and long-term capital needs.

ONE-TIME PROJECTS FUND

Description: The One-time Projects Fund was established in FY2013-14. It provides funding for various one-time projects, which are not of a capital nature. Funding is typically provided by interfund transfers from the General Fund based on short-term and long-term needs.

ECONOMIC DEVELOPMENT FUND

Description: The Economic Development Fund was established in FY2013-14. It provides available funding for different economic development projects. Funding is typically provided by interfund transfers from the General Fund based on short-term needs.

ENTERPRISE FUNDS

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the government's legislative body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

WATER FUND

Description: The Water Funds provide for the four major program areas to operate the City's water utility, which provides water to La Palma residents and businesses. These include: a) administration; b) production; c) transmission; and d) billing.

Revenues to this Fund are derived from bi-monthly water billings. Monies from the Water Fund can only be used for personnel, equipment and activities related to the provision of water to customers.

WATER CAPITAL RESERVE FUND

Description: The Water Replacement and Water Capital Reserve Funds were combined in FY 2013-14 as part of the City's Sustainable Financial Plan. This fund facilitates the maintenance of adequate reserves to meet emergency reserves, pay for capital projects, and replaces parts of the water system as they wear out, or in reasonable anticipation of their failure. An amount equal to 10% of the replacement value of the water utility system is required to be set-aside at one time, pursuant to the La Palma Municipal Code.

SEWER FUND

Description: The Sewer Fund provides the funding to operate the City's wastewater utility, which provides sewer services to La Palma residents and businesses. Revenues to this Fund are derived from bi-monthly sewer billings. Sewer service is billed on a consumption basis, at \$.27/unit of water. Monies from the Sewer Fund can only be used for personnel, equipment and activities related to the provision of sewer services to customers.

SEWER CAPITAL RESERVE FUND

Description: The Sewer Replacement and Sewer Capital Reserve Funds were combined in FY 2013-14 as part of the City's Sustainable Financial Plan. This fund facilitates the maintenance of adequate reserves to meet emergency reserves, pay for capital projects, and replace parts of the sewer system as they wear out, or in reasonable anticipation of their failure. An amount equal to 10% of the replacement value of the sewer utility is required to be set-aside at one time, pursuant to the La Palma Municipal Code.

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government on a cost reimbursement basis.

RISK MANAGEMENT (INSURANCE)

Description: The Risk Management Fund provides for the payment and accounting of the City's liability insurances and funds the City's safety program. The costs are distributed on a pro-rata basis to all departments calculated on the percentage of the program budget in comparison to the entire City budget, under Code 977 (Liability Insurance and Claims). The cost of the pro-rata allocation paid by each program budget is then transferred to the Fund.

EMPLOYEE BENEFITS

Description: The Employee Benefits Fund provides for the payment and accounting for the City's employee benefits expenses. The costs are distributed on a pro-rata basis to all departments calculated on the percentage of payroll of that program, under Code 550 (Employee Benefits). The cost of the pro-rata allocation paid by each program budget is then transferred to the Fund.

FACILITY MAINTENANCE

Description: The Facility Maintenance Fund provides for the costs of operating, maintaining, and repairing all City buildings. The costs are distributed on a pro-rata basis to all departments calculated based on a formula that considers square footage used and the percentage of the program budget in comparison to the entire City budget. The cost of the pro-rata allocation paid by each program budget is then transferred to this Fund.

VEHICLE REPLACEMENT

Description: The Vehicle Replacement Fund provides for the costs of vehicle replacement. In FY2014-15, the maintenance costs were moved from this fund, back to each respective department/division admin budget, under expenditure code 732. The replacement costs are distributed to the various program budgets where the vehicle replacement purchase is being made, under Code 980 (Vehicle Replacement). The cost of the pro-rata allocation (based on the value and life of each vehicle) paid by each program budget is then transferred to this Fund.

TECHNOLOGY MAINTENANCE AND REPLACEMENT

Description: The Technology Maintenance and Replacement Fund provides for the costs of maintenance and replacement of the City's various information technology systems, including: computers, network equipment, and telephones. The costs are distributed on a pro-rata basis to all departments calculated on the percentage of the program budget in comparison to the entire City budget, under Code 981 (Computer Maintenance). The cost of the pro-rata allocation paid by each program budget is then transferred to this Fund.

CHART OF APPROPRIATION AND EXPENDITURE ACCOUNTS

OBJECT CODES

To effectively and accurately provide information from which informed spending decisions can be made, every expenditure is coded and recorded. The final code numbers that are used are the item (or object) codes, breaking the funds available down into more detail within the program budgets.

The following pages provide a description of individual budget item (object) expenditure accounts that are used in each program of this budget document.

CODE NO. GROUP/OBJECT TITLE

PERSONNEL SERVICES

- 501 Salaries – Full-time: Direct salaries and wages for all regular full-time employed personnel.
- 510 Salaries – Part-time: Direct pay for those working less than 40 hours weekly, usually expressed in hourly or flat rates.
- 515 Conversion & Termination Pay: Expenses incurred for payment of accrued benefits for departing employees.
- 520 Special Pay: Paid to water utility workers for weekend coverage.
- 530 Overtime: All authorized pay for overtime hours worked in accordance with FLSA requirements.
- 540 Supplemental Compensation – Recreation: "Stipend" compensation for Recreation Volunteers.
- 550 Employee Benefits: Employee benefit expenses distributed to the programs on a calculated percentage of payroll basis, so that the full cost of the program is known. Transfers are made from each program to the Fund from which all premiums and expenses are paid.

- 560 Unemployment Insurance Claims: Payments by the Employee Benefits Fund to the unemployment insurance service provider and to the California Employment Development Department for this State required insurance.
- 561 Worker's Compensation/Claims: Payments by the Employee Benefits Program on behalf of the employees of the City's self-insured Workers' Compensation Insurance Program and claims paid under awards.
- 562 Life & Health Insurance: Payments by the City from the Employee Benefits Fund for life and health insurance premiums and reimbursement to employees for self insured benefits.
- 563 Medicare: Employer share of employee Medicare payroll tax.
- 564 Retirement: Payments by the City's Employee Benefits Fund into the California Public Employees' Retirement System.
- 565 Disability Insurance: Payments by the City's Employee Benefits Fund for long-term disability (LTD) premiums.
- 566 Physical Exams: Payment for required pre-employment and annual physicals, as well as health/safety medical services.

MAINTENANCE & OPERATIONS

- 600 Professional Contractual Services: Payments to those rendering services to the City, which are considered technical in nature and not classified specifically within the 600 series.
- 601 Legal Services: Contract payments for the contracted City Attorney law firm, special counsel and other related legal expenses.
- 602 Sales Tax Audit Services: Quarterly sales tax information services and sales tax audit for new sales tax revenue generated.
- 603 Property Tax Administration Fee: Fee charged by the County of Orange for administration of property tax collection.
- 604 Computer Software Support: Payments for data processing services not including repair or lease/purchase costs.
- 605 Custodial Services: Contracted building cleaning services.

- 606 Property Abatement: Abatement of nuisances at commercial and residential properties.
- 619 Other Contractual Services: All services rendered to the City not otherwise classified in the 600 series.
- 620 Meetings & Training: All expenses attendant to getting to, registering for, and attending training sessions, professional conferences, seminars, representational meetings, tuition fees, meals, hotel/motel, and other affiliated expenses incurred for such events.
- 621 Mileage Reimbursement/Auto Allowance: Payments to employees for mileage expenses for use of personal vehicles on City business.
- 622 Publications & Dues: Periodicals and newsletter subscriptions, books, magazines, professional and organizational dues. Includes subscriptions to computer data banks and related electronic services.
- 623 Uniforms: Purchase of uniform items for employees or rental payments to uniform suppliers. Includes police uniform allowance.
- 624 Tuition Reimbursement: A fund set up to reimburse preapproved work related fees for college level classes taken by employees to improve job performance.
- 625 Employee Recognition Awards: Expenses for employee recognitions.
- 650 Office Supplies: Envelopes, paper, staples, and similar items.
- 651 Computer Supplies & Expense: Items used to support the computer system such as ink cartridges and discs.
- 652 Postage: Includes stamps, postage meter charges, Federal Express, and United Parcel Service costs; not included as a portion of the cost of the purchased commodity.
- 653 Advertising: Required publication of notices, bid advertisements, zoning notices, ordinances and all other publication expenses, except for printed brochures.

- 654 Printing & Reproduction: Expense of form reproduction, various printing, and copy charges.
- 691 Communications: Telephones, cellular devices, and pager costs.
- 692 Gas: Gas utility charges.
- 693 Electric: Electric utility charges.
- 701 Office Equipment Rental and Supplies: Payments for copier and fax leases, overcharges, and toner cartridges. Does not include paper. Supplies in this category only relate to supplies for office equipment, which is leased.
- 703 Property Leases: Payments on leased property such as the Edison right-of-way.
- 704 Office Equipment Maintenance: Contractual expense of repairing or servicing typewriter, computer, copying equipment or other such office equipment.
- 705 Maintenance & Repair Materials: Nails, boards, light fixtures, light bulbs, plumbing fittings, and all such materials bought by the City for installation or use by its employees.
- 706 Maintenance & Repair Services: Payments to contractors for services rendered in the repair or routine maintenance of City facilities, buildings and equipment, unless more specifically coded to 707, 708, or 709.
- 707 Maintenance & Repair of Equipment: Payments to contractors or vendors for services and supplies rendered in the routine maintenance or repair of City-owned non-automotive equipment.
- 708 Maintenance & Repair of Buildings: Payments to contractors for services rendered in the repair of routine maintenance of City-owned buildings for which the City has maintenance responsibility.
- 709 Maintenance & Repair — Improvements: Payments to contractors or vendors for services and supplies rendered in the repair or maintenance of streets, storm drains, traffic signals and other non-equipment and non-building improvements to property.
- 710 Pump & Well Repair: All expenses incurred in repair of water system pumps and wells except employee time and benefit costs.

- 711 Hydrant Repair: Costs of repairing water system fire hydrants, excluding personnel service expense.
- 712 Meter Maintenance: All non-personnel service expenses for water system meter maintenance and repair.
- 713 Equipment Rental & Supplies: Rental of portable toilets and sinks for special events, and vehicles leases, as needed.
- 725 Small Tools/Equipment: Miscellaneous, small pieces of equipment including rakes, hoes, hammers, wrenches, and other small, non-capital items.
- 729 Janitorial Supplies: Cleaning items such as soap, cleanser, wax, paper towels, toilet paper, etc.
- 730 Automotive Insurance & Claims: Payments by the City's Vehicle Maintenance and Replacement Fund for the City's self-insurance vehicle liability premium and damage claims settled.
- 731 Liability Insurance & Claims: Payments for all City insurance coverage, and for property damage liability, fidelity bonds, and other guards against loss for all but automotive-related exposure.
- 732 Vehicle & Equipment Operating Expense: Gasoline, fuel, oil, lube, parts, tires, repair charges, and all other expenses attached to operations of City-owned vehicles and automotive equipment.
- 733 Special Departmental Supplies: A type of supply or service peculiar to a department not used by another department.
- 734 Personnel Services and Supplies: Recruitment and testing supplies and services and employee informational materials.
- 738 Community Events: Special supplies for communitywide events such as Red Ribbon Week and Meals on Wheels.
- 739 Community Relations: Non-personnel services expenses for Community Relations Programs.
- 740 Other Awards: Awards for recognition of effort or accomplishment within the community.
- 741 Police Range: All non-personnel and non-capital costs incurred in police firing range activities.

- 742 Street Tree Replacement: Costs involved in the removal and replacement of street trees.
- 744 Orange County Water District – Passthrough: Payment by the CDC to the Orange County Water District in accordance with an existing passthrough agreement.
- 745 County of Orange Passthrough: Payment by the CDC to the County in accordance with and existing passthrough agreement.
- 746 Entry Fees: Payment of admission fees.
- 747 Water Pumping Charge – Orange County Water District: Payments for water withdrawn by the City wells, paid to the Orange County Water District.
- 748 Chlorination: Water system chlorine purchase and repair/ maintenance of chlorinating equipment, excluding personnel service expense.
- 749 Water Purchase – Metropolitan Water District: Payments to the Metropolitan Water District for importing water.
- 750 Evidence and Property Control: Services and supplies for the control of evidence.
- 770 Administrative Costs: General and departmental administration costs of the City for items related to CDC business.
- 785 Prior Year Adjustment: Adjustment of prior year's charges.
- 786 Depreciation: Systematic amortization of fixed assets excluding land.
- 790 Bond Principal: Scheduled principal payments of 1993 tax allocation bonds and 2001 tax allocation refunding bonds by the CDC.
- 791 Interest Payment: Payment of interest on any City bonded indebtedness.

CAPITAL OUTLAY AND IMPROVEMENTS

- 801 Building Improvements: Any improvement to City facilities/buildings.
- 802 Furniture & Fixtures: All furniture and fixtures purchased.
- 803 Office Equipment: All office equipment such as typewriters, duplicating machines, calculators, computers and similar assets having a value of more than \$500 and a life span of more than two years.
- 804 Machinery & Equipment: Capital assets of a mechanical nature having a cost greater than \$500 and a life expectancy of more than two years.
- 805 Vehicles: Depreciable capital assets of a self-propelled nature having a value greater than \$500 and a life span of more than two years.

INTERFUND ALLOCATION ACCOUNTS - RESTRICTED

- 975 Departmental Overhead: Department overhead based on the 2010 Cost Allocation Plan that is applied to the Water and Sewer utilities.
- 976 General Overhead: General administrative overhead based on the 2010 Cost Allocation Plan that is applied to the Water and Sewer utilities.
- 977 Liability Insurance & Claims: Transfers of predetermined prorated amounts from operational budgets to the City's Risk Management (Insurance) Fund for applicable vehicle liability and damage claim costs.
- 978 Building Maintenance & Replacement: Transfers of predetermined prorated amounts from operational budgets to the City Facility Maintenance Fund to defray the cost of building occupancy charges, office and building equipment charges, furniture fixed asset charges and internal rental charges.

- 979 Vehicle Maintenance: To pay for fuel, oil, repairs, insurance, and overhead. Vehicle Maintenance purchases are not made out of individual accounts. In FY2014-15, vehicle maintenance costs were moved to each respective department/division administration budget, under expenditure code 732.
- 980 Vehicle Replacement: Money budgeted in this account represents this program's share of the annual pro rata dollar amount which is transferred to the internal service Vehicle & Replacement account to create a reserve for future vehicle replacements. No vehicles are directly purchased from individual department budgets.
- 982 Technology Replacement: Money budgeted in this account represents a program's annual pro rata dollar amount which is transferred to the internal service Computer Replacement Reserve account to create a reserve for future computer replacements or upgrades.

FINANCIAL POLICY STATEMENTS

1. It shall be the policy of the City Council to adopt a balanced budget at the start of each fiscal year.
2. The City should focus on ongoing revenues being in a favorable balance with ongoing expenditures.
3. As necessary, develop plans to address contingencies associated with the State budget uncertainties, but refrain from fully implementing them until the State budget has been finalized and specific impacts on City revenues are known. As necessary, develop a budget that makes reductions and increases efficiencies where possible, striving to minimize impact on direct services to the public.
4. The City Council will review revenue estimates quarterly and make program reductions if revenues are not received as forecasted.
5. Continue addressing long-term financial issues as they are identified based upon the Sustainable Financial Plan, sound financial management practices and available funding.
6. The City should budget money for maintenance of capital projects for all projects on the CIP list, once complete and not approve any CIP projects unless recurring maintenance funding is available.
7. The City should not apply for any new grant monies for ongoing programs unless the General Fund can absorb the cost and meet the expectations in the future. In addition, the staff cost required to manage the grant should be considered before submitting an application.
8. The City should make annual budget allocations to the Capital Outlay Reserve (COR) based upon short-term and long-term capital needs and identified projects. Allocation should be made from total General Fund revenues, not from an individual or particular revenue source.
9. The City has adopted a Sustainable Financial Plan (SFP) and a General Fund Revenue Policy to guide long term fiscal sustainability and decisions should, whenever possible, be consistent with these policies.
10. Financial impacts of projects and programs as described in staff reports shall indicate whether the project or program is consistent with the SFP.

GANN LIMIT
Article XIII-B of the California Constitution (Gann Initiative)

Effective July 1, 1980, Proposition 4 (Gann) put a limit on the City's expenditures from tax revenues based on 1978-1979 appropriations that are adjusted each succeeding year by the Consumer Price Index and population changes. Non-Proceeds of Taxes (Fines and Forfeitures and User Fees) were not subject to this limit.

In 1989-1990, Proposition 111 was passed which changed the base year to 1986-1987 and allowed cities to adjust their limit annually by either the change in the California per capita income or the percentage change in growth in total assessed valuation due to nonresidential construction. For population changes, cities now have the option of using either the percentage increase of the City or the percentage increase of the entire county. The law also allows for the exclusion from the limit of "qualified capital outlay" which includes any appropriation for fixed assets costing over \$100,000 and having a useful life of 10 years.

The Fiscal Year 2014-15 budgeted expenditures are well within the statutory limit. It should be noted that future revenues exceeding the limitation require a return of the excess to the taxpayers or a substantial portion of such excess will be forfeited for State uses.

CITY OF LA PALMA		
APPROPRIATIONS LIMIT		
FISCAL YEAR 2014-15		
Appropriations Limit Calculation		
Appropriations Limit Fiscal Year 2013-14	\$	14,170,894
Adjustment Factor for Fiscal Year 2014-15	x	1.00697861
Appropriations Limit Fiscal Year 2014-15	\$	<u>14,269,787</u>
FY 2014-15 Appropriations Subject to Limit and Appropriation Margin:		
Proceeds of Taxes	\$	8,108,357
Less Exclusions, Qualified Capital Outlay		-
FY 2014-15 Appropriations Subject to Limit		<u>8,108,357</u>
FY 2014-15 Appropriations Limit		14,269,787
FY 2014-15 Appropriations Under Limit	\$	<u>6,161,430</u>
Calculation of Adjustment Factor for Fiscal Year 2014-15		
Per Capita Personal Income Change = -.23%*		0.99770000
Population Change (County) = .93%*	x	1.00930000
Adjustment Factor for Fiscal Year 2014-15		1.00697861

RESOLUTION NO. 2014-##

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PALMA
APPROVING AND ADOPTING A BUDGET FOR FISCAL YEAR 2014-15**

WHEREAS, the City Manager of the City of La Palma did on May 20, June 3, and June 17, 2014, present to the City Council of said City a Proposed Budget for the Fiscal Year 2014-15 and

WHEREAS, the City Council held a duly noticed public hearing in the Council Chambers of City Hall of said City on June 17, 2014; and

WHEREAS, the City Council did review, revise, modify, correct, amend, and change said Proposed Budget for Fiscal Year 2014-15; and

WHEREAS, said City Council has taken the necessary public actions to raise sufficient revenues to finance said Proposed Budget; and

WHEREAS, the original of said Proposed Budget will be revised so as to reflect each and all of the amendments, changes, and modifications which the City Council, up to the time of adoption of this resolution, believes should be made in said Proposed Budget as so submitted and to correct any nonsubstantive errors discovered.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PALMA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The said Proposed Budget, including the five-year Capital Improvement Plan and five-year One-Time Project Plan, of the City of La Palma, California, for the Fiscal Year 2014-15, as so amended, modified, revised, and corrected, including those changes directed by the City Council at the June 17, 2014, City Council meeting, is hereby approved and adopted. In adopting said budget, the City Council hereby instructs the City Manager to change the columns headed "Proposed" or "Amended" to "Adopted" for each of the several items of Personnel Services, Maintenance and Operations, and Capital Outlay and Improvements for each of the various funds, departments, programs, and accounts as set forth in said Proposed Budget and, as so amended, modified, and corrected, and hereby approves the distribution of the salary detail, maintenance and operations detail, capital outlay and improvements detail, policy revisions, and contractual arrangements noted in the program description and program explanation sections of the "Program Summary" pages, and interfund transactions and transfers shown under each of the respective funds, departments, programs, and accounts, and each of the respective "Item Description" accounts and explanatory data in its entirety, each provision of which should be construed to give effect to the entire document. The City Manager is also directed to adjust beginning balances to reflect actual amounts, to the extent they are known, and, in accordance with standard budgeting and appropriating practice, is authorized to transfer appropriations within and between departmental budgets as required to accommodate unforeseen operating requirements.

SECTION 2. The City Council authorizes the City Manager to make changes in internal service fund allocations to departments to reflect any modifications made after the Proposed Budget was presented.

SECTION 3. The City Manager, for the purpose of administrative necessity in implementing the budget, shall have the authority to transfer monies to the appropriate item, account, program, department, or fund to cover expenditures which have been approved by the City Council, except where such transfer is expressly prohibited in a resolution or ordinance approved by the City Council, such as transfers involving utility replacement funds. The City Manager shall also have the authority to transfer monies between and within funds to meet the operational needs of the City within established spending limits.

SECTION 4. The City Manager is hereby authorized and instructed to take all steps necessary to implement this Resolution.

SECTION 5. The original of said budget for the City of La Palma, California, for the Fiscal Year 2014-15 as now before this City Council, and as amended, modified, revised, and corrected by City Council and staff, in open session, shall be placed on file in the office of the City Clerk of the City of La Palma, California, open to public inspection, and that said Proposed Budget is expressly incorporated in this resolution and made a part thereof. The City Clerk is hereby instructed to have copies of the Adopted Budget duplicated and available for public review and inspection and a copy provided to the Orange County Public Library, La Palma Branch, as soon as practicable.

APPROVED AND ADOPTED by the City Council of the City of La Palma at a regular meeting held on the 17th day of June, 2014.

Steve Shanahan, Mayor

BUDGET OVERVIEW

Summary of Resources and Requirements by Fund

Fund	Projected Beginning Unassigned Fund Balance	Proposed Fiscal Year 2014-15			Estimated Ending Unassigned Fund Balance	Estimated Fiscal Year 2015-16			Estimated Ending Unassigned Fund Balance
		Revenues and Transfers In	Expenditures and Transfers Out	Contribution to (Draw from) Fund Balance		Revenues and Transfers In	Expenditures and Transfers Out	Contribution to (Draw from) Fund Balance	
General Fund*	\$ 607,834	\$ 9,711,952	\$ 9,700,439	\$ 11,513	\$ 619,347	\$ 10,111,676	\$ 10,091,594	\$ 20,083	\$ 639,429
*When CAFR is adopted, funds in excess of \$250,000 will be transferred from General Fund Unassigned Fund Balance to the COR or One Time Projects Funds									
Special Revenue Funds:									
Gas Tax/Highway Users Tax	45,419	415,037	413,215	1,822	47,241	425,471	468,158	(42,687)	4,554
Measure M	-	289,232	288,732	500	500	306,995	306,256	739	1,239
Air Quality Improvement/AB 2766	55,817	20,335	20,000	335	56,152	20,540	20,000	540	56,692
Public, Educational, and Government (PEG)	153,364	16,319	-	16,319	169,683	17,139	-	17,139	186,822
Public Safety Augmentation (Proposition 172)	59,662	172,357	193,400	(21,043)	38,619	176,877	211,400	(34,523)	4,096
Asset Seizure (Asset Forfeiture)	142,389	107,538	220,600	(113,062)	29,327	107,869	107,000	869	30,196
Supplemental Law Enforcement Services	31,988	100,190	56,200	43,990	75,978	100,310	63,100	37,210	113,188
Service Authority for Abandoned Vehicles	25,662	154	-	154	25,816	248	-	248	26,064
Park Development	22,162	132	-	132	22,294	215	-	215	22,509
Successor Agency Housing Authority	333,449	260,000	258,200	1,800	335,249	260,000	259,600	400	335,649
Total Special Revenue Funds	869,912	1,381,294	1,450,347	(69,053)	800,859	1,415,664	1,435,514	(19,850)	781,009
Project Funds:									
Capital Outlay Reserve	5,102,233	483,165	4,213,153	(3,729,988)	1,372,245	500,514	980,886	(480,372)	891,873
One-Time Projects	844,500	166,565	61,306	105,259	949,759	192,147	18,583	173,564	1,123,323
Economic Development	250,000	-	5,250	(5,250)	244,750	-	5,250	(5,250)	239,500
Total Project Funds	6,196,733	649,730	4,279,709	(3,629,979)	2,566,754	692,661	1,004,719	(312,058)	2,254,696

Summary of Resources and Requirements by Fund

Fund	Projected Beginning Unassigned Fund Balance	Proposed Fiscal Year 2014-15			Estimated Ending Unassigned Fund Balance	Estimated Fiscal Year 2015-16			Estimated Ending Unassigned Fund Balance
		Revenues and Transfers In	Expenditures and Transfers Out	Contribution to (Draw from) Fund Balance		Revenues and Transfers In	Expenditures and Transfers Out	Contribution to (Draw from) Fund Balance	
Enterprise Funds:									
Water	\$ 1,688,205	\$ 2,914,112	\$ 3,018,095	\$ (103,983)	\$ 1,584,222	\$ 2,978,340	\$ 3,048,151	\$ (69,811)	\$ 1,514,411
Water Replacement	-	-	-	-	-	-	-	-	-
Sewer	994,709	255,958	251,786	4,172	998,881	265,878	255,528	10,350	1,009,231
Sewer Replacement	-	-	-	-	-	-	-	-	-
Water Capital Reserve	3,451,895	383,470	425,000	(41,530)	3,410,365	388,163	342,500	45,663	3,456,028
Sewer Capital Reserve	2,743,037	95,816	275,000	(179,184)	2,563,853	107,778	284,000	(176,222)	2,387,631
Total Enterprise Funds	8,877,846	3,649,356	3,969,881	(320,525)	8,557,321	3,740,159	3,930,179	(190,020)	8,367,301
Internal Service Funds:									
Insurance	678,150	668,175	574,776	93,399	771,549	680,377	504,310	176,067	947,616
Employee Benefits	423,700	2,393,820	2,407,347	(13,527)	410,173	2,571,560	2,679,199	(107,639)	302,534
Facility Maintenance	69,986	351,420	370,900	(19,480)	50,506	440,577	439,800	777	51,283
Vehicle Replacement	827,297	168,377	154,000	14,377	841,674	155,545	115,000	40,545	882,219
Technology Maintenance and Replacement	501,287	291,203	275,450	15,753	517,040	295,852	269,150	26,702	543,742
Total Internal Service Funds	2,500,420	3,872,995	3,782,473	90,522	2,590,942	4,143,911	4,007,459	136,452	2,727,394
Reserve Funds:									
Revenue Volatility	1,000,000	-	-	-	1,000,000	-	-	-	1,000,000
Emergency Reserve	9,000,000	-	-	-	9,000,000	-	-	-	9,000,000
Total Reserve Funds	10,000,000	-	-	-	10,000,000	-	-	-	10,000,000
Citywide Total	\$ 29,052,745	\$ 19,265,327	\$ 23,182,849	\$ (3,917,522)	\$ 25,135,223	\$ 20,104,071	\$ 20,469,464	\$ (365,393)	\$ 24,769,830

**All Funds
Expenditure Overview, by Department
Fiscal Year 2014-15**

	General Fund	Gas Tax Fund	Measure M Fund	Project Funds	Water Funds	Sewer Funds	Prop 172 Fund	COPS/SLESF Fund	Other Special Funds	Total Expenditures
Operating Departments										
Administration	1,429,567			55,250	71,924	8,550			40,893	1,606,183
Community Development	527,850								237,307	765,157
Police	5,186,093			11,306			193,400	56,200	220,600	5,667,599
Community Services	1,935,364	413,215	288,732	4,213,153	3,371,171	518,236				10,739,871
Non-Operating Transfer	621,565									621,565
Total Expenditures, Operating	9,700,439	413,215	288,732	4,279,709	3,443,095	526,786	193,400	56,200	498,800	19,400,376

	Insurance Fund	Employee Benefits Fund	Facilities Maintenance Fund	Vehicle Replacement Fund	Technology Fund	Total Expenditures
Internal Service Funds						
Administration	574,776	2,407,347			275,450	3,257,573
Community Development						-
Police						-
Community Services			370,900	154,000		524,900
Total Expenditures, Internal Service Funds	574,776	2,407,347	370,900	154,000	275,450	3,782,473

TOTAL APPROPRIATIONS 23,182,849

**All Funds
Expenditure Overview, by Department
Fiscal Year 2015-16**

	General Fund	Gas Tax Fund	Measure M Fund	Project Funds	Water Funds	Sewer Funds	Prop 172 Fund	COPS/SLESF Fund	Other Special Funds	Total Expenditures
Operating Departments										
Administration	1,454,001			5,250	117,166				51,324	1,627,741
Community Development	547,055								228,276	775,331
Police	5,445,950			18,583			211,400	63,100	107,000	5,846,033
Community Services	1,997,440	468,158	306,256	980,886	3,273,485	539,528				7,565,753
Non-Operating Transfer	647,147			-						647,147
Total Expenditures, Operating	10,091,594	468,158	306,256	1,004,719	3,390,651	539,528	211,400	63,100	386,600	16,462,006

	Insurance Fund	Employee Benefits Fund	Facilities Maintenance Fund	Vehicle Replacement Fund	Technology Fund	Total Expenditures
Internal Service Funds						
Administration	504,310	2,679,199			269,150	3,452,659
Community Development						
Police						
Community Services			439,800	115,000		554,800
Total Expenditures, Internal Service Funds	504,310	2,679,199	439,800	115,000	269,150	4,007,459

TOTAL APPROPRIATIONS 20,469,464

General Fund

Revenue and Expenditure Overview

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change Fiscal Year 2014-15 Adopted
Revenues by Type:										
Property Tax	\$ 2,926,867	\$ 2,996,543	\$ 3,421,974	\$ 3,118,000	\$ 3,118,000	\$ 3,103,000	\$ 3,208,158	3.4%	\$ 3,266,199	1.8%
Sales Tax	3,221,887	5,610,509	4,335,175	1,780,000	2,292,075	2,252,000	2,623,488	16.5%	2,679,659	2.1%
Utility Users Tax	943,146	893,605	994,444	1,150,000	1,150,000	1,150,000	1,194,900	3.9%	1,203,798	0.7%
Residual Property Tax	-	143,234	922,527	150,000	335,000	335,000	210,000	0.0%	205,000	-2.4%
Franchise Fees	353,974	357,553	358,672	370,000	385,000	385,000	387,410	0.6%	394,720	1.9%
Transient Occupancy Tax	216,387	227,539	257,975	235,000	260,000	300,000	301,000	0.3%	307,020	2.0%
Licenses and Permits	210,224	268,847	281,143	228,600	269,700	269,700	267,025	-1.0%	266,341	-0.3%
Intergovernmental	132,705	48,972	49,492	16,000	17,500	17,500	23,200	32.6%	23,200	0.0%
Charges for Services	447,474	482,884	514,015	508,600	501,600	498,100	510,163	2.4%	490,805	-3.8%
Fines and Forfeitures	161,914	153,549	136,883	161,000	161,000	156,500	160,500	2.6%	163,557	1.9%
Use of Money and Property	332,864	303,057	231,163	225,800	226,041	222,000	237,008	6.8%	281,640	18.8%
Other Revenues	412,489	263,841	88,333	125,800	199,181	93,300	306,000	228.0%	546,638	78.6%
Interfund Transfers	283,100	283,100	286,100	283,100	283,100	283,100	283,100	0.0%	283,100	0.0%
Total Revenues	9,643,031	12,033,233	11,877,896	8,351,900	9,198,197	9,065,200	9,711,952	7.1%	10,111,676	4.1%
Expenditures by Department:										
Administration	1,663,069	1,463,770	1,473,464	1,436,430	1,377,622	1,369,832	1,429,567	4.4%	1,454,001	1.7%
Police	5,219,801	5,012,595	5,103,111	4,901,005	5,189,009	5,160,009	5,186,093	0.5%	5,445,950	5.0%
Community Services	-	-	-	1,788,600	1,801,000	1,801,000	1,935,364	7.5%	1,997,440	3.2%
Recreation and Community Services	1,573,006	1,385,445	1,306,806	-	-	-	-	0.0%	-	0.0%
Community Development	492,805	595,787	538,375	490,510	476,510	476,510	527,850	10.8%	547,055	3.6%
Public Works	829,440	866,544	732,565	-	-	-	-	0.0%	-	0.0%
Total Expenditures	9,778,121	9,324,141	9,154,321	8,616,545	8,844,141	8,807,351	9,078,874	3.1%	9,444,446	4.0%
Rev vs. Expend Surplus / (Deficit)	(135,090)	2,709,092	2,723,575	(264,645)	354,056	257,849	633,078	145.5%	667,230	
Transfer Out	1,044,000	3,500,000	1,700,000	400,000	400,000	400,000	621,565	55.4%	647,147	4.1%
Net Change in Fund Balance	\$ (1,179,090)	\$ (790,908)	\$ 1,023,575	\$ (664,645)	\$ (45,944)	\$ (142,151)	\$ 11,513	-108.1%	\$ 20,083	74.4%

General Fund Expenditure Overview by Object Code

All Departments

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 7,172,240	\$ 6,797,488	\$ 6,774,732	\$ 6,285,200	\$ 6,655,170	\$ 6,275,384	(5.7)	\$ 6,553,050	4.4
Maintenance and Operations	2,560,753	2,508,482	2,375,684	2,319,445	2,722,610	2,793,090	2.6	2,879,996	3.1
Capital Outlay/Improvements	44,599	18,161	1,709,521	411,900	10,665,400	631,965	(94.1)	658,547	4.2
TOTAL	\$ 9,777,592	\$ 9,324,131	\$ 10,859,937	\$ 9,016,545	\$ 20,043,180	\$ 9,700,439	(51.6)	\$ 10,091,594	4.0

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES										
501.000	Salaries - Full-time	\$ 4,222,051	\$ 3,940,538	\$ 3,923,759	\$ 3,901,500	\$ 4,006,890	\$ 3,662,200	(8.6)	\$ 3,752,500	2.5
505.000	Salary Savings / Furlough		-	-	(55,800)	(71,400)	(12,689)	(82.2)	-	(100.0)
510.000	Salaries - Part-time	323,374	366,739	341,964	306,400	304,700	330,073	8.3	346,850	5.1
530.000	Overtime	392,630	405,757	427,527	356,700	366,110	359,400	(1.8)	359,400	-
530.100	Click It or Ticket Program	634	-	-	-	-	-	N/A	-	N/A
530.200	PD Holiday Pay		18,261	53,558	-	-	57,400	N/A	59,400	3.5
540.000	Supplemental Compensation-Rec	4,000	4,000	4,000	4,000	4,000	4,000	-	4,000	-
550.000	Employee Benefits	2,229,551	2,062,193	2,023,924	1,772,400	2,044,870	1,875,000	(8.3)	2,030,900	8.3
TOTAL PERSONNEL SERVICES		7,172,240	6,797,488	6,774,732	6,285,200	6,655,170	6,275,384	(5.7)	6,553,050	4.4

General Fund Expenditure Overview by Object Code

All Departments

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
MAINTENANCE AND OPERATIONS									
600.000 Professional Contract Services	666,741	792,670	711,606	766,850	849,700	892,720	5.1	887,420	(0.6)
601.000 Legal Services	89,438	81,903	82,403	92,500	79,500	28,750	(63.8)	18,750	(34.8)
Prof Svcs - SA Admin	-	-	2,700	-	-	-		-	
601.100 Legal/Litigation	3,982	-	-	-	-	-	N/A	-	N/A
601.400 Legal Svcs - SA Admin	-	-	7,003	-	-	-		-	
602.000 Sales Tax Audit Services	5,615	5,836	5,940	6,300	6,300	6,300	-	6,300	-
604.000 Computer Software Support	87,038	87,744	122,666	29,100	293,900	51,600	(82.4)	51,600	-
619.000 Other Contract Services	12,483	157	11,246	-	15,000	17,000	13.3	2,000	(88.2)
619.440 Bank Service Charges	7,963	7,796	9,166	6,500	7,000	4,000	(42.9)	4,000	-
619.460 Rec Online Charges	3,064	2,957	3,076	3,500	3,000	7,500	150.0	7,500	-
620.000 Meetings & Training	65,494	56,691	50,178	64,850	64,080	60,175	(6.1)	68,825	14.4
621.000 Mileage Reimbmnt/Auto Allow	4,529	3,239	3,649	6,180	6,130	7,425	21.1	7,525	1.3
622.000 Publications & Dues	39,136	36,355	33,612	41,550	42,750	30,070	(29.7)	39,516	31.4
623.000 Uniforms	49,372	41,330	38,591	39,900	41,500	37,500	(9.6)	37,500	-
650.000 Office Supplies	22,765	18,234	19,352	22,200	23,550	23,390	(0.7)	23,310	(0.3)
651.000 Computer Supplies & Expense	-	-	-	-	-	-	N/A	-	N/A
652.000 Postage	57	11	-	-	-	-	N/A	-	N/A
653.000 Advertising	14,122	7,588	8,841	10,150	10,200	4,450	(56.4)	4,450	-
654.000 Printing & Reproduction	50,998	51,743	32,053	32,200	36,350	41,700	14.7	43,450	4.2
691.000 Communications	49,545	53,481	54,084	61,520	61,720	54,720	(11.3)	54,720	-
693.000 Electric	196,285	188,724	191,639	174,500	194,500	182,000	(6.4)	182,000	-
694.000 Miscellaneous Expense	-	55,535	-	-	-	-	N/A	-	

General Fund Expenditure Overview by Object Code

All Departments

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
703.000 Property Leases	11,967	16,906	17,276	17,300	17,300	17,300	-	17,300	-
704.000 Office Equipment Maintenance	533	885	533	700	700	700	-	700	-
705.000 Maintenance & Repair Materials	18,976	19,535	12,470	15,300	15,300	14,100	(7.8)	14,100	-
706.000 Maintenance & Repair Services	19	15,940	3,501	300	300	300	-	300	-
707.000 Maintenance & Repair of Eqpt	1,392	5,298	757	2,300	2,300	3,000	30.4	3,000	-
713.000 Equipment Rental & Supplies	32,434	15,112	33,770	28,900	30,600	29,400	(3.9)	29,400	-
725.000 Small Tools/Other Equipment	1,293	1,614	1,698	1,910	1,960	2,550	30.1	2,550	-
729.000 Janitorial Supplies	27	-	-	100	100	100	-	100	-
732.000 Vehicle Operating Expense	-	-	-	-	-	137,500	N/A	140,900	2.5
733.000 Special Departmental Supplies	33,244	31,145	33,060	21,800	20,700	21,750	5.1	27,750	27.6
733.311 Special Dept Supplies-Teens	3,116	3,079	1,436	1,300	1,900	1,300	(31.6)	1,300	-
733.312 Special Dept Supplies-Tiny Tot	1,807	1,879	2,021	1,900	2,100	1,900	(9.5)	1,900	-
733.313 Special Dept Supplies-Day Camp	5,315	4,699	3,104	3,500	3,700	3,500	(5.4)	3,500	-
733.314 Special Dept Supplies-July 4th	1,908	3,260	4,033	2,000	2,000	2,000	-	2,000	-
733.315 Special Dept Suppl-Volunteens	349	257	236	400	400	400	-	400	-
733.316 Special Dept Supplies-Sports	1,609	797	299	600	1,200	600	(50.0)	600	-
733.317 Special Dept Supplies-FitNFun	2,476	1,539	1,005	1,400	1,400	1,400	-	1,400	-
733.318 Special Dept Supplies-Vol Rec	282	695	250	400	700	400	(42.9)	400	-
733.340 Special Dept Supplies-LP Days	2,471	2,395	2,060	4,200	4,700	4,200	(10.6)	4,200	-
733.355 Special Dept Supplies-Halloween	2,361	2,166	2,239	1,700	2,200	1,700	(22.7)	1,700	-
733.360 Special Dept Supplies-CAB	3,129	2,655	1,384	2,400	3,000	2,400	(20.0)	2,400	-
733.370 The Hub	10,363	8,193	6,297	-	6,000	-	(100.0)	-	N/A

General Fund Expenditure Overview by Object Code

All Departments

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
738.000 Community Events	6,947	10,352	11,398	10,200	13,200	10,950	(17.0)	10,950	-
739.000 Community Relations	6,397	3,710	3,802	3,400	3,150	7,540	139.4	13,040	72.9
740.000 Other Awards	16,461	14,986	13,296	12,500	16,500	10,700	(35.2)	12,200	14.0
741.000 Police Range	11,813	10,751	9,996	12,200	9,200	2,300	(75.0)	12,300	434.8
742.000 Street Tree Replacement	13,719	15,973	16,788	15,000	17,000	20,000	17.6	20,000	-
746.000 Entry Fees	43,335	31,252	34,620	33,000	39,000	34,000	(12.8)	34,000	-
750.000 Evidence & Property Control	2,483	2,815	1,530	1,800	1,800	1,800	-	1,800	-
977.000 Liability Insurance & Claims	113,000	113,000	130,620	178,720	130,620	376,600	188.3	382,620	1.6
978.000 Building Maintenance/Replacmnt	290,100	290,100	253,700	233,190	253,700	310,700	22.5	379,520	22.1
979.000 Vehicle Maintenance	103,100	103,900	96,700	104,825	96,700	-	(100.0)	-	N/A
980.000 Vehicle Replacement	120,100	62,300	112,000	101,000	112,000	100,000	(10.7)	94,000	(6.0)
981.000 Computer Maintenance	329,600	219,300	176,000	147,400	176,000	222,700	26.5	224,800	0.9
TOTAL MAINTENANCE AND OPERATIONS	2,560,753	2,508,482	2,375,684	2,319,445	2,722,610	2,793,090	2.6	2,879,996	3.1
CAPITAL OUTLAY/IMPROVEMENTS									
802.000 Furniture & Fixtures	44,599	18,161	5,463	11,900	11,900	10,400	(12.6)	11,400	9.6
803.000 Office Equipment	-	-	-	-	-	-	N/A	-	N/A
804.000 Machinery & Equipment	-	-	4,058	-	3,500	-	(100.0)	-	-
990.000 Transfer Out	-	-	1,700,000	400,000	10,650,000	621,565	(94.2)	647,147	4.1
TOTAL CAPITAL OUTLAY/IMPROVEMENTS	44,599	18,161	1,709,521	411,900	10,665,400	631,965	(94.1)	658,547	4.2
TOTAL EXPENDITURES AND	\$ 9,777,592	\$ 9,324,131	\$ 10,859,937	\$ 9,016,545	\$ 20,043,180	\$ 9,700,439	(51.6)	\$ 10,091,594	4.0

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
GENERAL FUND - 001										
Taxes and Assessments:										
Property Tax										
401.000	Property Tax-Secured Current	\$ 1,545,136	\$ 1,577,837	\$ 1,889,668	\$ 1,640,000	\$ 1,640,000	\$ 1,687,000	2.9	\$ 1,714,620	1.6
401.100	Property Tax-Secured Homeowner	14,338	14,345	28,162	17,000	17,000	17,059		17,400	2.0
401.200	Property Tax-Sec Public Util	34,215	36,640	36,460	37,000	37,000	37,128	0.3	37,870	2.0
401.300	Property Tax-Sec Suppl Roll	32,902	18,825	39,918	35,000	50,000	50,173	0.3	51,176	2.0
401.400	Property Tax-VLF In-Lieu	1,187,338	1,187,128	1,200,996	1,225,000	1,225,000	1,265,422	3.3	1,290,730	2.0
401.500	Property Tax-Supp VLF In-Lieu	-	-	-	-	-	-	N/A	-	N/A
402.000	Property Tax-Unsecured Current	65,716	66,051	60,787	67,000	67,000	67,231	0.3	68,575	2.0
402.100	Property Tax-Unsec Homeowner	-	-	-	-	-	-	N/A	-	N/A
402.200	Property Tax-Unsec Prior Year	816	1,057	872	2,000	2,000	2,007	0.4	2,047	2.0
403.000	Property Tax-Miscellaneous	23,618	41,623	124,500	40,000	40,000	40,138	0.3	40,941	2.0
404.000	Property Transfer Tax	22,788	53,037	40,611	55,000	40,000	42,000	5.0	42,840	2.0
Total Property Tax		2,926,867	2,996,543	3,421,974	3,118,000	3,118,000	3,208,158	2.9	3,266,199	1.8
Sales Tax										
405.000	Sales Tax	2,708,415	4,579,150	2,465,179	1,397,500	1,397,500	1,977,622	41.5	2,017,000	2.0
405.100	Sales & Use Tax Compensation	513,472	1,031,359	1,869,996	382,500	894,575	645,866	(27.8)	662,659	2.6
Total Sales Tax		3,221,887	5,610,509	4,335,175	1,780,000	2,292,075	2,623,488	14.5	2,679,659	2.1
Utility Users Tax										
406.000	Utility Users Tax	943,146	893,605	994,444	1,150,000	1,150,000	1,194,900	3.9	1,203,798	0.7
Total Utility Users Tax		943,146	893,605	994,444	1,150,000	1,150,000	1,194,900	3.9	1,203,798	0.7
Residual Property Taxes										
407.100	Successor Agency Admin	-	-	-	-	125,000	-	(100.0)	-	N/A
407.200	Residual Prop Tax OC-AC	-	143,234	922,527	150,000	210,000	210,000	-	205,000	(2.4)
Total Residual Property Taxes		-	143,234	922,527	150,000	335,000	210,000	(37.3)	205,000	(2.4)

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Franchise Fees										
408.100	Franchise Fees	\$ 271,738	\$ 276,343	\$ 278,387	\$ 285,000	\$ 285,000	\$ 292,410	2.6	\$ 299,720	2.5
408.200	Franchise Fees-Refuse	82,236	81,210	80,285	85,000	100,000	95,000	(5.0)	95,000	-
Total Franchise Fees		353,974	357,553	358,672	370,000	385,000	387,410	0.6	394,720	1.9
Transient Occupancy Tax										
408.300	TOT	216,387	227,539	257,975	235,000	260,000	301,000	15.8	307,020	2.0
Total Transient Occupancy Tax		216,387	227,539	257,975	235,000	260,000	301,000	15.8	307,020	2.0
Total Taxes and Assessments		7,662,261	10,228,983	10,290,767	6,803,000	7,540,075	7,924,956	5.1	8,056,396	1.7
Licenses and Permits:										
410.100	Business Licenses	\$ 143,992	\$ 144,219	\$ 169,430	\$ 155,000	\$ 171,000	\$ 171,000	-	\$ 171,000	-
410.150	CASp Fees - City Share SBI 186	-	-	139	500	500	400	(20.0)	400	
410.200	Swimming Pool Permits	462	634	563	1,200	1,200	-	(100.0)	-	N/A
410.300	Building Permits	33,998	69,656	61,711	41,500	50,000	50,000	-	51,250	2.5
410.400	Plumbing Permits	6,494	14,695	10,880	8,100	12,000	9,000	(25.0)	9,225	2.5
410.500	Electrical Permits	13,906	23,899	24,875	12,300	25,000	25,000	-	25,625	2.5
410.600	Mechanical Permits	8,456	13,550	11,705	7,500	7,500	7,745	3.3	7,939	2.5
410.700	Grading Permits	-	-	-	500	500	3,000	500.0	-	(100.0)
410.800	Temp Banners/Sign Permits	2,916	2,194	1,840	2,000	2,000	880	(56.0)	902	2.5
Total Licenses and Permits		210,224	268,847	281,143	228,600	269,700	267,025	(1.0)	266,341	(0.3)

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Intergovernmental:										
420.000	Motor Vehicle In Lieu	\$ 74,446	\$ 8,066	\$ 8,358	\$ -	\$ -	\$ -	N/A	\$ -	N/A
420.001	Off Highway License Fee	-	-	-	-	-	-	N/A	-	N/A
420.002	POST Reimbursement	13,022	5,194	19,058	11,000	11,000	15,500	40.9	15,500	-
420.003	State Mandated Cost Reimb	851	-	47	-	-	-	N/A	-	N/A
420.004	Every 15 Minute Grant	-	-	-	-	-	-	N/A	-	N/A
420.005	CLEEP Grant	-	-	-	-	-	-	N/A	-	N/A
420.050	Miscellaneous Grants	3,347	32,872	16,821	5,000	5,000	5,000	-	5,000	-
420.080	UASI Grant Revenue	37,586	2,840	-	-	-	-	N/A	-	N/A
420.090	DOJ BVP Program	-	-	-	-	-	2,000	N/A	2,000	-
420.095	Prop 69 Grant Revenues	3,453	-	-	-	1,500	700	(53.3)	700	-
420.300	Reimb Fr Other Agencies	-	-	5,208	-	-	-	N/A	-	N/A
Total Intergovernmental		132,705	48,972	49,492	16,000	17,500	23,200	32.6	23,200	-
Charges for Services:										
430.001	Plan Check Fees	\$ 23,772	\$ 40,990	\$ 38,263	\$ 21,300	\$ 21,300	\$ 23,807	11.8	\$ 24,402	2.5
430.002	Building Issuance Fees	9,750	9,637	11,671	8,500	8,500	9,283	9.2	9,515	2.5
430.003	Energy Plan Check Fee	5,357	9,582	5,153	5,600	5,600	5,629	0.5	5,770	2.5
430.004	Precise Plans, CUPs, Variances	7,175	9,300	2,982	5,300	5,300	6,203	17.0	6,358	2.5
430.005	Environmental Reviews	-	-	-	500	500	15,000	2,900.0	-	(100.0)
430.006	Landscape Maintenance	2,988	2,988	3,100	2,500	2,500	3,020	20.8	3,096	2.5
430.007	AP Listing, Map Printing, GIS	-	100	-	500	500	-	(100.0)	-	N/A
430.008	Parcelization, Zone Change, GP	-	1,087	-	500	500	-	(100.0)	-	N/A
430.009	Miscellaneous Planning	266	1,568	864	2,700	2,700	721	(73.3)	739	2.5

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Account No.	Revenue Source	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Projected	2015-16 Estimated	Fiscal Year 2014-15 Adopted
430.010	Development Agreement In Lieu	-	-	3,500	3,600	3,600	7,200	100.0	7,380	2.5
430.011	WQMP/Grading Permit	-	-	2,500	1,500	1,500	7,500	400.0	-	(100.0)
430.012	GP and Zoning Update	-	-	742	2,100	2,100	1,800	(14.3)	1,845	
430.100	Street & Inspection Fees	9,341	11,654	25,025	10,000	17,000	17,000	-	17,425	2.5
430.110	Plan Check & Inspection Fee	-	2,546	-	1,500	1,500	-	(100.0)	-	N/A
430.115	Fats Oils Grease Program	7,980	7,530	8,335	8,000	8,000	8,200	2.5	8,405	2.5
430.120	Sale of Publications & Mats	2,250	1,580	115	1,500	1,500	100	(93.3)	100	-
430.130	Green Expo Fees	-	-	-	-	-	-	N/A	-	N/A
430.200	Police Fees	13,121	9,773	9,582	13,500	13,500	10,000	(25.9)	10,250	2.5
430.210	DUI/Collision Response Fees	303	217	1,199	1,000	1,000	600	(40.0)	615	2.5
430.220	False Alarm Response Fees	-	-	-	-	-	-	N/A	-	N/A
430.230	Loud Party Response Fees	-	-	-	-	-	-	N/A	-	N/A
430.240	DARE Revenue	-	-	-	-	-	-	N/A	-	N/A
430.250	Subpoena fees	165	600	1,707	1,000	1,000	600	(40.0)	615	2.5
430.311	Teen Program	-	-	-	-	-	-	N/A	-	N/A
430.312	Tiny Tot Program	24,951	29,515	33,155	28,000	28,000	32,000	14.3	32,640	2.0
430.313	Day Camp Program	72,506	77,853	96,632	82,000	82,000	90,000	9.8	90,000	-
430.314	July 4th Distance Run	20,995	21,224	20,335	25,000	25,000	25,000	-	25,000	-
430.315	Birthday Party Package	-	-	-	-	-	-	N/A	-	N/A
430.316	Sports	8,505	11,224	10,362	10,000	10,000	-	(100.0)	-	N/A
430.319	Youth Roller Hockey	-	-	-	-	-	-	N/A	-	N/A
430.320	Recreation Fees & Charges	3,760	2,755	2,780	3,500	3,500	1,000	(71.4)	1,000	-
430.321	Outdoor Rentals	12,668	17,263	18,531	15,500	15,500	19,000	22.6	19,000	-
430.322	Gazebo Rental	-	-	-	-	-	-	N/A	-	N/A
430.323	Pavilion Rental	-	-	-	-	-	-	N/A	-	N/A
430.324	Community Center North Rental	-	-	-	-	-	-	N/A	-	N/A
430.325	Community Center Rental	49,214	42,220	47,720	50,000	50,000	50,000	-	50,000	-
430.326	Community Center Deposit	-	-	-	-	-	-	N/A	-	N/A

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All Funds

Account No.	Revenue Source	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Projected	2015-16 Estimated	2014-15 Adopted
430.327	Youth 20/20	-	-	-	-	-	-	N/A	-	N/A
430.328	YATC Revenue	-	-	-	-	-	-	N/A	-	N/A
430.330	Recreation Contract Prog Fees	113,375	124,809	106,445	120,000	106,000	106,000	-	106,000	-
430.340	La Palma Days	18,915	2,846	17,222	20,000	20,000	20,000	-	20,000	-
430.341	Adult Softball - Contract Fees	1,095	-	-	1,000	1,000	-	(100.0)	-	N/A
430.342	Adult Basketball - Cont Fees	-	-	-	-	-	-	N/A	-	N/A
430.343	Classes - Contract Fees	-	-	-	-	-	-	N/A	-	N/A
430.344	Day Camp Excursions-Cont Fees	-	-	-	-	-	-	N/A	-	N/A
430.345	Outings/Excursions-Cont Fees	-	-	-	-	-	-	N/A	-	N/A
430.350	Red Ribbon Revenues	-	-	-	-	-	-	N/A	-	N/A
430.352	CAB Revenue	-	-	-	5,000	5,000	-	(100.0)	-	N/A
430.354	Donations - Recreation	23,570	28,900	32,450	40,000	40,000	36,000	(10.0)	36,000	-
430.355	Halloween	-	-	-	-	-	-	N/A	-	N/A
430.356	Miscellaneous Recreation Rev	-	-	-	-	-	-	N/A	-	N/A
430.360	Cultural & Beautification	2,958	2,796	3,653	5,000	5,000	5,000	-	5,000	-
430.370	Meals on Wheels	3,506	4,628	2,581	3,500	3,500	3,500	-	3,500	-
430.380	Recreation Misc Revenues	8,988	7,699	7,411	9,000	9,000	6,000	(33.3)	6,150	2.5
430.600	Employee Benefits Charge	-	-	-	-	-	-	N/A	-	N/A
Total Charges for Services		447,474	482,884	514,015	508,600	501,600	510,163	1.7	490,805	(3.8)

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Fines and Forfeitures:										
440.100	Ordinance & Misc Fines	\$ 161,814	\$ 153,324	\$ 136,658	\$ 160,000	\$ 160,000	\$ 160,000	-	\$ 163,200	2.0
440.200	Vehicle Code Fines	-	-	-	-	-	-	N/A	-	N/A
440.300	Code Enf Admin Citations	100	225	225	1,000	1,000	500	(50.0)	357	(28.6)
Total Fines and Forfeitures		161,914	153,549	136,883	161,000	161,000	160,500	(0.3)	163,557	1.9
Use of Money and Property:										
450.000	Interest - Investments	\$ 65,256	\$ 46,062	\$ 38,230	\$ 60,000	\$ 60,000	\$ 72,508	20.8	\$ 117,140	61.6
450.100	Interest - Loan to CDC Debt Sv	105,210	96,010	-	-	241	-	(100.0)	-	N/A
450.200	Interest - Others	723	605	18,956	-	-	-	N/A	-	N/A
450.400	Interest-Sr Housing Loan	4,392	198	-	-	-	-	N/A	-	N/A
450.500	Unrealized gain on investments	-	-	-	-	-	-	N/A	-	N/A
450.700	Rental Income	47,283	50,182	63,977	55,800	55,800	54,500	(2.3)	54,500	-
450.800	Lease Revenue-Sr Housing Proj	110,000	110,000	110,000	110,000	110,000	110,000	-	110,000	-
Total Use of Money and Property		332,864	303,057	231,163	225,800	226,041	237,008	4.9	281,640	18.8

Revenue Overview by Object Code and Funds
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Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Other Revenues:										
470.000	Expense Reimbursements	\$ 436	\$ 5,562	\$ 14,644	\$ 8,000	\$ 5,000	\$ 5,000	-	\$ 5,000	-
470.200	Miscellaneous Revenues	13,777	9,589	10,178	52,000	22,500	25,500	13.3	26,138	2.5
470.201	Every 15 Minute Donations	-	-	-	-	-	-	N/A	-	N/A
470.205	AB 939	25,500	22,610	23,211	25,500	25,500	25,500	-	25,500	-
470.220	Annual Display Sign Fee	-	-	-	-	-	-	-	240,000	-
470.300	Reimb fr CDC-City Admin Svcs	154,100	96,075	40,300	40,300	40,300	250,000	520.3	250,000	-
470.600	Prior Year Adjustments	-	-	-	-	-	-	N/A	-	N/A
480.000	Advances fr Other Funds-Prin	218,676	130,005	-	-	105,881	-	(100.0)	-	N/A
Total Other Revenues		412,489	263,841	88,333	125,800	199,181	306,000	53.6	546,638	78.6
Interfund Transfers										
490.013	Charges to Street Lighting Fd	-	-	-	-	-	-	N/A	-	N/A
490.023	Charges to SAAV	-	-	-	-	-	-	N/A	-	N/A
490.050	Charges to Water Fund	\$ 270,900	\$ 270,900	\$ 270,900	\$ 270,900	\$ 270,900	\$ 270,900	-	\$ 270,900	-
490.052	Charges to Sewer Fund	12,200	12,200	12,200	12,200	12,200	12,200	-	12,200	-
490.062	Charges to Building M/R Fund	-	-	-	-	-	-	N/A	-	N/A
495.099	Transfer from Sanitation Fund	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	3,000	-	-	-	N/A	-	N/A
Total Interfund Transfers		283,100	283,100	286,100	283,100	283,100	283,100	-	283,100	-
TOTAL GENERAL FUND - 001		\$ 9,643,031	\$ 12,033,233	\$ 11,877,896	\$ 8,351,900	\$ 9,198,197	9,711,952	96.6	10,111,676	4.1

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SPECIAL REVENUE FUNDS:										
Streets - 011										
420.008	State Gas Tax Section 2103	\$ 154,364	\$ 219,243	\$ 128,089	\$ 230,800	\$ 230,800	\$ 170,438	(26.2)	\$ 174,699	2.5
420.010	State Gas Tax Section 2105	83,646	74,183	70,543	76,200	76,200	78,326	2.8	80,284	2.5
420.011	State Gas Tax Section 2106	57,029	56,207	57,308	55,300	55,300	65,756	18.9	67,400	2.5
420.012	State Gas Tax Section 2107	111,715	106,478	115,594	113,400	113,400	96,242	(15.1)	98,648	2.5
420.013	State Gas Tax Section 2107.5	4,000	4,000	4,000	4,000	4,000	4,000	-	4,000	-
420.014	MVFT R&T 7360	-	-	-	-	-	-	N/A	-	N/A
420.060	AHRP Revenue	-	-	-	-	-	-	N/A	-	N/A
420.063	GMA Revenue	-	51,333	-	-	-	-	-	-	-
430.004	Precise Plans, CUPs, Variances	-	-	-	-	-	-	N/A	-	N/A
440.200	Vehicle Code Fines	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	1,487	1,695	976	1,500	1,500	275	(81.7)	440	60.0
470.000	Expense Reimbursements	-	-	1,026	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	-	-	-	-	-	N/A	-	N/A
470.600	Prior Year Adjustments	-	-	-	-	-	-	N/A	-	N/A
Total Streets - 011		412,241	513,139	377,536	481,200	481,200	415,037	(13.7)	425,471	2.5
Measure M - 012										
420.020	Measure M Turnback	\$ 175,927	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
420.000	Measure M Reimbursement	-	-	-	-	-	-	-	-	-
420.021	Measure M2 Fairshare PMT	15,666	218,214	274,527	269,100	269,100	289,232	7.5	306,995	6.1
450.000	Interest - Investments	1,774	806	49	1,000	1,000	-	(100.0)	-	N/A
Total Measure M - 012		193,367	219,020	274,576	270,100	270,100	289,232	7.1	306,995	6.1

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Traffic Congestion Relief - 013										
420.025	Traffic Congestion Relief	-	-	-	-	-	-	N/A	-	N/A
420.026	Proposition 1B local Streets	-	-	-	-	-	-	N/A	-	N/A
420.027	Federal Stimulus Package	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
450.200	Interest - Others	-	-	-	-	-	-	N/A	-	N/A
470.000	Expense Reimbursements	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A
Total Traffic Congestion Relief - 013		315	-	-	-	-	-	N/A	-	N/A
420.101	Community Development Block G	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
Air Quality Improvement Fund (AQMD) - 015										
420.030	AB 2766 AQMD	\$ 17,803	\$ 19,563	\$ 18,939	\$ 19,800	\$ 19,800	\$ 20,000	1.0	\$ 20,000	-
450.000	Interest - Investments	172	99	135	100	100	335	235.0	540	61.2
Total AQMD - 015		17,975	19,662	19,074	19,900	19,900	20,335	2.2	20,540	1.0
Public, Educational, and Government (PEG) Purposes - 016										
450.000	Interest - Investments	\$ 488	\$ 420	\$ 381	\$ 400	\$ 400	\$ 919	129.8	\$ 1,354	47.3
470.210	PEG Fees	14,344	15,680	16,338	15,400	15,400	15,400	-	15,785	2.5
Total PEG Purposes - 016		14,832	16,100	16,719	15,800	15,800	16,319	3.3	17,139	5.0
Asset Seizure - 020										
420.500	Asset Seizures	\$ -	\$ -	\$ 79,042	\$ 25,000	\$ 143,601	\$ 35,000	(75.6)	\$ 35,000	-
450.000	Interest - Investments	-	-	-	-	-	\$ 538	N/A	\$ 869	61.5
470.000	Expense Reimbursements	-	-	-	-	72,000	\$ 72,000	-	\$ 72,000	-
Total Asset Seizure - 020		-	-	79,042	25,000	215,601	107,538	(50.1)	107,869	0.3

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Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Public Safety Augmentation (Proposition 172) - 021										
420.040	Prop 172 Revenue	\$ 132,636	\$ 143,532	\$ 155,467	\$ 164,000	\$ 164,000	\$ 172,000	4.9	\$ 176,300	2.5
450.000	Interest - Investments	133	63	118	100	100	357	257.0	577	61.6
450.040	Prop 172 - Public Safety Augme	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A
Total Proposition 172 - 021		132,769	143,595	155,585	164,100	164,100	172,357	5.0	176,877	2.6
Supplemental Law Enforcement Services (SLESF) - 022										
420.043	SLESF Revenue	\$ 100,016	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	-	\$ 100,000	-
450.000	Interest - Investments	24	9	-	-	-	190	N/A	310	63.2
Total SLESF - 022		100,040	100,009	100,000	100,000	100,000	100,190	0.2	100,310	0.1
Service Authority for Abandoned Vehicles (SAAV) - 023										
420.041	SAAV Revenue	\$ 6,253	\$ 7,381	\$ 1,723	\$ -	\$ -	\$ -	N/A	\$ -	N/A
450.000	Interest - Investments	61	69	73	-	-	154	N/A	248	61.0
Total SAAV - 023		6,314	7,450	1,796	-	-	154	N/A	248	61.0
California Local Law Enforcement Block Grant (CLEEP) - 029										
420.005	CLEEP Grant	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
Total CLEEP - 029		-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A

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Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Justice Assistance Grant (JAG) - 031										
420.042	Local Law Enforcement Blk Grnt	\$ 5,558	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
Total LLEBG - 031		5,558						N/A		N/A
Park Development - 033										
430.300	Park In Lieu Fees	\$ -	\$ 22,050	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
450.000	Interest - Investments	-	18	63	-	-	132	N/A	215	62.9
Total Park Development - 033			22,068	63			132	N/A	215	62.9
Urban Park Grant - 034										
420.070	Urban Park Grant	-	-	-	-	-	-	N/A	-	N/A
420.075	Roberti-Z'Berg-Harris Blk Grnt	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
490.041	Charges to CDC Fund	-	-	-	-	-	-	N/A	-	N/A
Total Urban Park Grant - 034								N/A		N/A
SA Housing Entity Fund- 038										
495.100	Transfers In		\$ 528,899	\$ 210,500	\$ -	\$ -	\$ -	N/A	\$ -	
450.700	Rental Income			\$ 134,718	\$ 300,000	\$ 300,000	260,000		260,000	
Total SA Housing Entity Fund - 038			528,899	345,218	300,000	300,000	260,000	(13.3)	260,000	
TOTAL SPECIAL REVENUE FUNDS		\$ 883,410	\$ 1,569,942	\$ 1,369,609	\$ 1,376,100	\$ 1,566,701	\$ 1,381,294	(11.8)	\$ 1,415,664	2.5

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
PROJECT FUNDS:										
Capital Outlay Reserve (COR) - 035										
405.000	Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
420.027	ARRA	214,677	-	-	-	-	-	N/A	-	N/A
420.050	Micellaneous Grants	-	85,346	49,708	-	-	-	N/A	-	N/A
420.060	AHRP Revenue	-	-	-	-	-	-	N/A	-	N/A
420.061	ISTEA Revenue	-	-	-	-	-	-	N/A	-	N/A
420.062	IIP Revenue	-	-	-	-	-	-	N/A	-	N/A
420.063	GMA Revenue	12,342	-	-	-	-	-	N/A	-	N/A
420.070	Urban Park Grant	-	-	-	-	-	-	N/A	-	N/A
420.080	UASI Grant Revenue	-	-	-	-	-	-	N/A	-	N/A
420.085	Safe Routes to School	-	-	35,000	-	138,976	-	-	-	-
420.300	Reimb Fr Other Agencies	37,754	-	-	-	-	-	N/A	-	N/A
420.310	Reimb fr St-Dept of Transportn	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	8,435	7,159	12,368	5,000	5,000	28,165	463.3	45,514	61.6
450.400	Interest-Sr Housing Loan	14,124	11,088	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	500	-	-	-	-	N/A	-	N/A
480.000	Advances fr Other Funds-Prin	-	103,332	-	-	-	-	N/A	-	N/A
490.001	Charges to General Fund	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	1,044,000	3,500,000	1,700,000	621,565	400,000	455,000	13.8	455,000	-
Total COR - 035		1,331,332	3,707,425	1,797,076	626,565	543,976	483,165	(11.2)	500,514	3.6

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
One-Time Projects -036										
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	-	166,565	N/A	192,147	15.4
Total One-Time - 036		-	-	-	-	-	166,565	N/A	192,147	15.4
Economic Development - 037										
450.000	Interest - Investments	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	250,000	-	N/A	-	N/A
Total Econ Dev - 037		-	-	-	-	-	-	N/A	-	N/A
TOTAL PROJECT FUNDS		\$ 1,331,332	\$ 3,707,425	\$ 1,797,076	\$ 626,565	\$ 543,976	\$ 649,730	(11.2)	\$ 692,661	6.6

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
ENTERPRISE FUNDS:										
Water - 050										
430.110	Plan Check & Inspection Fees		3,706	-	-	-	-	N/A	\$ -	N/A
430.400	Water Sales	\$ 2,639,346	\$ 2,752,860	\$ 2,844,525	\$ 2,968,000	\$ 2,900,000	\$ 2,900,000	-	\$ 2,958,000	2.0
430.410	Water Meter Sales	-	1,690	181	2,000	2,000	2,000	-	2,000	-
430.420	Water Front Ft Water Assessmt	-	-	-	-	-	-	N/A	-	N/A
430.500	Water/Sewer Connection Charge	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	6,848	4,894	4,444	6,000	6,000	10,112	68.5	16,340	61.6
450.100	Interest - Loan to CDC Debt Sv	-	-	-	-	-	-	N/A	-	N/A
450.200	Interest - Others	-	-	-	-	-	-	N/A	-	N/A
470.000	Expense Reimbursements	-	1,635	-	-	-	-	N/A	-	N/A
470.010	MWDOC Refund	-	-	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	29,735	5,210	2,206	-	-	2,000	N/A	2,000	-
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A
Total Water - 050		2,675,929	2,769,995	2,851,356	2,976,000	2,908,000	2,914,112	69	2,978,340	2.2
Water Replacement - 051										
450.000	Interest - Investments	\$ 11,912	\$ 8,446	\$ 7,678	\$ 10,000	\$ 10,000	\$ -	(100.0)	\$ -	N/A
450.100	Interest - Loan to CDC Debt Sv	-	-	-	-	-	-	N/A	-	N/A
450.400	Interest-Sr Housing Loan	14,124	13,976	-	-	-	-	N/A	-	N/A
490.050	Charges to Water Fund	-	-	-	-	-	-	N/A	-	N/A
Total Water Replacement - 051		26,036	22,422	7,678	10,000	10,000	-	(100.0)	-	N/A

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Sewer - 052										
420.300	Reimb Fr Other Agencies	-	-	-	-	-	-	N/A	-	N/A
430.110	Plan Check & Inspection Fees	\$ -	\$ 559	\$ -	\$ -	\$ -	\$ -	-	-	-
430.500	Water/Sewer Connection Charge	-	3,300	-	-	-	-	N/A	-	N/A
430.510	Sewer Service Charge	223,649	238,555	224,020	250,000	250,000	250,000	-	256,250	2.5
430.600	Employee Benefits Charge	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	6,200	4,423	3,622	5,000	5,000	5,958	19.2	9,628	61.6
450.400	Interest-Sr Housing Loan	-	-	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	-	254	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A
Total Sewer - 052		229,849	246,837	227,896	255,000	255,000	255,958	0.4	265,878	3.9
Sewer Replacement - 053										
450.000	Interest - Investments	\$ 11,615	\$ 8,236	\$ 7,488	\$ 9,000	\$ 9,000	\$ -	(100.0)	\$ -	N/A
450.100	Interest - Loan to CDC Debt Sv	-	-	-	-	-	-	N/A	-	N/A
450.400	Interest-Sr Housing Loan	14,124	13,977	-	-	-	-	N/A	-	N/A
490.052	Charges to Sewer Fund	-	-	-	-	-	-	N/A	-	N/A
Total Sewer Replacement - 053		25,739	22,213	7,488	9,000	9,000	-	(100.0)	-	N/A

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Water Capital Reserve - 055										
420.080	UASI Grant Revenue	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	\$ 5,712	\$ 3,669	\$ 2,420	\$ 4,000	\$ 4,000	\$ 20,675	416.9	\$ 33,412	61.6
470.000	Expense Reimbursements		6,656	-	-	-	-		-	
495.050	Transfer from Water Fund	200,000	200,000	500,000	750,000	750,000	362,795	(51.6)	354,751	(2.2)
495.100	One-time Transfers In	-	-	-	-	-	-	N/A	-	N/A
	Total Water Capital Reserve - 055	205,712	210,325	502,420	754,000	754,000	383,470	(49.1)	388,163	1.2
Sewer Capital Reserve - 056										
420.300	Reimb Fr Other Agencies	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	\$ 3,587	\$ 1,589	\$ 1,092	\$ 2,000	\$ 2,000	\$ 16,430	721.5	\$ 26,550	61.6
495.052	Transfer from Sewer Fund	125,000	125,000	125,000	375,000	375,000	79,386	(78.8)	81,228	2.3
	Total Sewer Capital Reserve - 056	128,587	126,589	126,092	377,000	377,000	95,816	(74.6)	107,778	12.5
TOTAL ENTERPRISE FUNDS		\$ 3,291,852	\$ 3,398,381	\$ 3,722,930	\$ 4,381,000	\$ 4,313,000	\$ 3,649,356	(15.4)	\$ 3,740,159	2.5

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All Funds

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INTERNAL SERVICE FUNDS:										
Insurance - 060										
450.000	Interest - Investments	\$ 5,212	\$ 3,643	\$ 2,706	\$ 4,000	\$ 4,000	\$ 4,062	1.6	\$ 6,564	61.6
450.400	Interest-Sr Housing Loan	16,949	16,772	-	-	-	-	N/A	-	N/A
450.40#	Interest-Sr Housing Loan						169,713		169,713	
470.000	Expense Reimbursements	-	-	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	-	-	-	-	-	N/A	-	N/A
490.001	Charges to General Fund	113,000	113,000	130,620	178,720	178,720	376,600	110.7	384,000	2.0
490.011	Charges to Streets Fund	2,900	2,900	6,000	5,900	5,900	9,100	54.2	9,400	3.3
490.012	Charges to Measure M Fund	700	700	700	900	700	-	(100.0)	-	N/A
490.013	Charges to Street Lighting Fd	-	-	-	-	-	-	N/A	-	N/A
490.015	Charges to AQMD Fund	-	-	-	-	-	-	N/A	-	N/A
490.021	Charges to Publ Safety Augm Fd	-	-	-	-	-	-	N/A	-	N/A
490.022	Charges to COPPS	-	-	-	-	-	-	N/A	-	N/A
490.030	Charges to Disaster Fund	-	-	-	-	-	-	N/A	-	N/A
490.031	Charges to LLEBG	-	-	-	-	-	-	N/A	-	N/A
490.035	Charges to COR	-	-	-	-	-	-	N/A	-	N/A
490.038	Charges to SA Hsng Auth			8,250	-	-	-		-	
490.040	Charges to CDC-Low/Mod	1,000	584	-	-	-	-	N/A	-	N/A
490.041	Charges to CDC Fund	2,300	1,342	-	-	-	-	N/A	-	N/A
490.046	Charges to CDC Debt Service	700	408	-	-	-	-	N/A	-	N/A
490.047	Charges to SA-Hsng Authority		417	8,250	-	-	-		-	
490.049	Charges to SA-Debt Service		292	1,600	-	-	-		-	
490.050	Charges to Water Fund	36,200	36,200	54,000	62,300	62,300	103,200	65.7	105,100	1.8
490.052	Charges to Sewer Fund	3,000	3,000	1,500	6,600	6,600	5,500	(16.7)	5,600	1.8
490.062	Charges to Building M/R Fund	-	-	-	-	-	-	N/A	-	N/A
490.063	Charges to Vehicle Maint/Repl	-	-	-	-	-	-	N/A	-	N/A
Total Insurance - 060		181,961	179,258	213,626	258,420	258,220	668,175	158.8	680,377	1.8

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Employee Benefits - 061										
430.000	Charges for Services	-	-	-	-	-	-	N/A	-	N/A
430.600	Employee Benefits Charge	-	-	-	-	-	-	N/A	-	N/A
450.000	Interest - Investments	\$ 2,028	\$ 1,591	\$ 1,210	\$ 1,600	\$ 1,600	\$ 1,820	13.8	\$ 2,940	61.5
450.400	Interest-Sr Housing Loan	28,248	27,953	-	-	-	-	N/A	-	N/A
470.000	Expense Reimbursements	-	-	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	23	-	-	-	-	N/A	-	N/A
470.200	OPEB Trust Withdrawal	-	-	-	-	120,000	120,000	-	123,120	2.6
470.200	General Fund Transfer (OPEB)	-	-	-	1,500,000	1,500,000	-	(100.0)	-	N/A
490.001	Charges to General Fund	2,229,551	2,062,193	2,023,924	1,772,400	1,772,400	1,875,000	5.8	2,026,200	8.1
490.011	Charges to Streets Fund	40,492	37,113	34,622	34,900	34,900	37,300	6.9	38,200	2.4
490.013	Charges to Street Lighting Fd	-	-	-	-	-	-	N/A	-	N/A
490.021	Charges to Publ Safety Augm Fd	38,304	42,615	39,474	52,500	52,500	66,100	25.9	77,000	16.5
490.022	Charges to COPPS	40,067	41,515	36,432	17,200	17,200	19,900	15.7	23,800	19.6
490.030	Charges to Disaster Fund	-	-	-	-	-	-	N/A	-	N/A
490.031	Charges to LLEBG	-	-	-	-	-	-	N/A	-	N/A
490.035	Charges to COR	-	-	-	-	-	-	N/A	-	N/A
490.038	Charges to SA Hsng Auth	-	-	17,505	-	-	-	N/A	-	N/A
490.040	Charges to CDC-Low/Mod	31,085	15,485	-	-	-	-	N/A	-	N/A
490.041	Charges to CDC Fund	36,368	18,402	-	-	-	-	N/A	-	N/A
490.047	Charges to SA-Hsng Authority	-	12,102	15,103	55,700	55,700	44,500	(20.1)	45,100	1.3
490.049	Charges to SA-Debt Service	-	10,476	28,766	-	-	-	N/A	-	N/A
490.050	Charges to Water Fund	160,821	166,578	195,264	162,100	162,100	180,600	11.4	185,300	2.6
490.052	Charges to Sewer Fund	9,375	13,678	28,940	28,600	28,600	29,500	3.1	30,000	1.7
490.062	Charges to Building M/R Fund	9,349	13,794	14,181	17,700	17,700	19,100	7.9	19,900	4.2
490.064	Charges to Computer Maintenanc	-	-	-	-	-	-	N/A	-	N/A
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A
Total Employee Benefits - 061		2,625,688	2,463,518	2,435,421	3,642,700	3,762,700	2,393,820	(36.4)	2,571,560	7.4

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Facility Maintenance - 062										
450.000	Interest - Investments	\$ 4,678	\$ 3,456	\$ 3,021	\$ 4,200	\$ 4,200	\$ 420	(90.0)	\$ 677	61.2
450.400	Interest-Sr Housing Loan	14,124	13,976	-	-	-	-	N/A	-	N/A
450.700	Rental Income	-	-	-	-	-	-	N/A	-	N/A
460.000	Rental from County	-	-	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	-	-	-	-	-	N/A	-	N/A
490.001	Charges to General Fund	290,100	290,100	253,700	249,300	233,190	313,500	34.4	392,800	25.3
490.011	Charges to Streets Fund	2,800	2,800	2,900	2,500	2,500	3,000	20.0	3,700	23.3
490.013	Charges to Street Lighting Fd	-	-	-	-	-	-	N/A	-	N/A
490.050	Charges to Water Fund	29,400	29,400	27,200	26,500	26,500	32,700	23.4	41,200	26.0
490.052	Charges to Sewer Fund	2,500	2,500	800	2,800	2,800	1,800	(35.7)	2,200	22.2
495.100	Transfers In	-	-	-	-	-	-	N/A	-	N/A
Total Facility Maintenance - 062		343,602	342,232	287,621	285,300	269,190	351,420	30.5	440,577	25.4

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Vehicle Replacement - 063										
450.000	Interest - Investments	\$ 3,557	\$ 2,784	\$ 2,473	\$ 3,300	\$ 3,300	\$ 4,955	50.2	\$ 8,008	61.6
450.400	Interest-Sr Housing Loan	11,299	11,181	-	-	-	-	N/A	-	N/A
470.000	Expense Reimbursements	-	22,891	-	-	-	-	N/A	-	N/A
470.100	Vehicle Sales	-	2,344	38,985	-	-	4,422	N/A	4,537	2.6
470.200	Miscellaneous Revenues	-	-	-	-	-	-	N/A	-	N/A
490.001	Charges to General Fund	223,200	166,200	208,700	205,825	205,825	100,000	(51.4)	94,000	(6.0)
490.011	Charges to Streets Fund	36,300	38,800	53,800	52,925	52,925	35,000	(33.9)	27,000	(22.9)
490.012	Charges to Measure M Fund	1,000	-	-	-	-	-	N/A	-	N/A
490.013	Charges to Street Lighting Fd	-	-	-	-	-	-	N/A	-	N/A
490.015	Charges to AQMD Fund	-	-	-	-	-	-	N/A	-	N/A
490.041	Charges to CDC Fund	-	-	-	-	-	-	N/A	-	N/A
490.050	Charges to Water Fund	51,600	26,500	44,100	37,300	37,300	21,000	(43.7)	19,000	(9.5)
490.052	Charges to Sewer Fund	6,400	5,900	13,100	8,125	8,125	3,000	(63.1)	3,000	-
490.062	Charges to Building M/R Fund	-	-	-	-	-	-	N/A	-	N/A
Total Vehicle Replacement - 063		333,356	276,600	361,158	307,475	307,475	168,377	(45.2)	155,545	(7.6)

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Computer Maintenance - 064										
450.000	Interest - Investments	\$ 2,584	\$ 2,171	\$ 1,903	\$ 2,500	\$ 2,500	\$ 3,003	20.1	\$ 4,852	61.6
470.000	Expense Reimbursements	-	-	-	-	-	-	N/A	-	N/A
470.100	Vehicle Sales	-	-	-	-	-	-	N/A	-	N/A
470.200	Miscellaneous Revenues	-	1,048	326	-	-	-	N/A	-	N/A
490.001	Charges to General Fund	329,600	219,300	176,000	147,400	147,400	222,700	51.1	224,500	0.8
490.011	Charges to Streets Fund	-	-	-	-	-	-	N/A	-	N/A
490.012	Charges to Measure M Fund	-	-	-	-	-	-	N/A	-	N/A
490.013	Charges to Street Lighting Fd	-	-	-	-	-	-	N/A	-	N/A
490.015	Charges to AQMD Fund	-	-	-	-	-	-	N/A	-	N/A
490.020	Charges to Asset Seizures Fd	-	-	-	-	-	-	N/A	-	N/A
490.021	Charges to Publ Safety Augm Fd	-	-	-	-	-	-	N/A	-	N/A
490.022	Charges to COPPS	-	-	-	-	-	-	N/A	-	N/A
490.030	Charges to Disaster Fund	-	-	-	-	-	-	N/A	-	N/A
490.031	Charges to LLEBG	-	-	-	-	-	-	N/A	-	N/A
490.038	Charges to SA Hsng Auth	-	-	6,600	-	-	-	-	-	-
490.040	Charges to CDC-Low/Mod	3,400	2,917	-	-	-	-	N/A	-	N/A
490.041	Charges to CDC Fund	7,700	2,917	-	-	-	-	N/A	-	N/A
490.046	Charges to CDC Debt Service	2,500	1,108	-	-	-	-	N/A	-	N/A
490.047	Charges to SA-Hsng Authority	-	2,083	6,600	-	-	-	-	-	-
490.049	Charges to SA-Debt Service	-	792	1,300	-	-	-	-	-	-
490.050	Charges to Water Fund	37,400	63,400	43,400	41,100	41,100	62,200	51.3	63,100	1.4
490.052	Charges to Sewer Fund	3,100	2,100	1,200	4,400	4,400	3,300	(25.0)	3,400	3.0
490.072	Charges to 800 Megahertz	-	-	-	-	-	-	N/A	-	N/A
Total Computer Maintenance - 064		386,284	297,836	237,329	195,400	195,400	291,203	49.0	295,852	1.6
TOTAL INTERNAL SERVICE FUNDS		\$ 3,870,891	\$ 3,559,444	\$ 3,535,155	\$ 4,689,295	\$ 4,792,985	\$ 3,872,995	(19.2)	\$ 4,143,911	7.0

Revenue Overview by Object Code and Funds
All Funds

Account No.	Revenue Source	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
RESERVE FUNDS (General Fund):										
Revenue Volatility Reserve - 005										
495.100	Transfers In	-	-	-	-	1,000,000	-	(100.0)	-	N/A
Total Revenue Volatility - 005		-	-	-	-	1,000,000	-	(100.0)	-	N/A
Emergency Reserve - 007										
495.100	Transfers In	-	-	-	-	9,000,000	-	(100.0)	-	N/A
Total Emergency Reserve - 007		-	-	-	-	9,000,000	-	(100.0)	-	N/A
TOTAL RESERVE FUNDS		\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -	(100.0)	\$ -	N/A
TOTAL REVENUE ALL FUNDS		\$ 19,020,516	\$ 24,268,425	\$ 22,302,666	\$ 19,424,860	\$ 30,414,859	\$ 19,265,327	(36.7)	\$ 20,104,071	4.4

**Interfund Transfer / Charges Summary
Fiscal Year 2014-15**

Transfers Out	Transfers In										Total
	General Fund	COR Projects	Capital Projects	One Time Projects Fund	Water Capital Reserve	Sewer Capital Reserve	Risk Management	Employee Benefits	Facility Maintenance	Vehicle Replacement	
General Fund	\$ -	\$ 455,000	\$ 166,565	\$ -	\$ -	\$ 376,600	\$ 1,875,000	\$ 313,500	\$ 100,000	\$ 222,700	\$ 3,509,365
Gas Tax (HUTA)	-	-	-	-	-	9,100	37,300	3,000	35,000	-	84,400
Measure M	-	-	-	-	-	-	-	-	-	-	-
Prop 172	-	-	-	-	-	-	66,100	-	-	-	66,100
SLESF*	-	-	-	-	-	-	19,900	-	-	-	19,900
SA Hsng Auth**	-	-	-	-	-	-	44,500	-	-	-	-
Water	270,900	-	-	-	362,795	-	180,600	32,700	21,000	62,200	1,033,395
Sewer	12,200	-	-	-	-	79,386	29,500	1,800	3,000	3,300	134,686
Fac. Maintenance	-	-	-	-	-	-	19,100	-	-	-	19,100
Total	\$ 283,100	\$ 455,000	\$ 166,565	\$ 362,795	\$ 79,386	\$ 494,400	\$ 2,272,000	\$ 351,000	\$ 159,000	\$ 288,200	\$ 4,866,946

*The SLESF fund is the Supplemental Law Enforcement Services Fund, also referred to as Citizens Option for Public Safety (COPS), a subvention from the State of California.

**Post Community Development Commission (CDC) dissolution (AB 1X26/AB 1484), staffing allocations previously made out of the CDC Housing Fund are now made out of the Successor Agency Housing Authority Fund.

**Interfund Transfer / Charges Summary
Fiscal Year 2015-16**

Transfers Out	Transfers In										Total
	General Fund	COR Capital Projects	One Time Projects Fund	Water Capital Reserve	Sewer Capital Reserve	Risk Management	Employee Benefits	Facility Maintenance	Vehicle Replacement	Technology Maintenance	
General Fund	\$ -	\$ 455,000	\$ 192,147	\$ -	\$ -	\$ 384,000	\$ 2,026,200	\$ 392,800	\$ 94,000	\$ 224,500	\$ 3,768,647
Gas Tax (HUTA)	-	-	-	-	-	9,400	38,200	3,700	27,000	-	78,300
Measure M	-	-	-	-	-	-	-	-	-	-	-
Prop 172	-	-	-	-	-	-	77,000	-	-	-	77,000
SLESF*	-	-	-	-	-	-	23,800	-	-	-	23,800
SA Hsng Auth**	-	-	-	-	-	-	45,100	-	-	-	45,100
Water	270,900	-	-	354,751	-	105,100	185,300	41,200	19,000	63,100	1,039,351
Sewer	12,200	-	-	-	81,228	5,600	30,000	2,200	3,000	3,400	137,628
Fac. Maintenance	-	-	-	-	-	-	19,900	-	-	-	19,900
Total	\$ 283,100	\$ 455,000	\$ 192,147	\$ 354,751	\$ 81,228	\$ 504,100	\$ 2,445,500	\$ 439,900	\$ 143,000	\$ 291,000	\$ 5,144,626

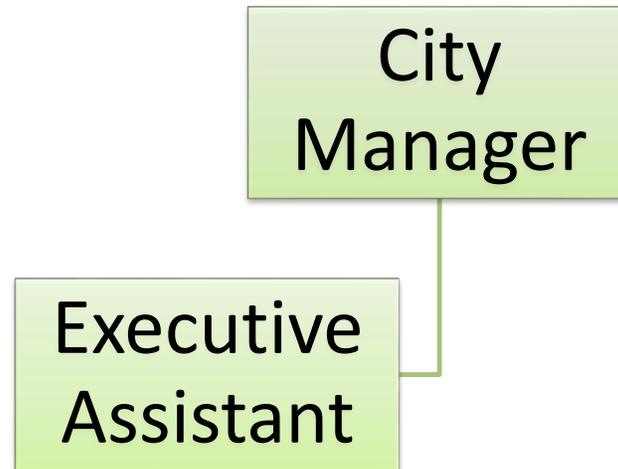
*The SLESF fund is the Supplemental Law Enforcement Services Fund, also referred to as Citizens Option for Public Safety (COPS), a subvention from the State of California.

**Post Community Development Commission (CDC) dissolution (AB 1 X26/AB 1 484), staffing allocations previously made out of the CDC Housing Fund are now made out of the Successor Agency Housing Authority Fund.



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Administration



Administration

General Fund Positions

	<u>FY 2013-14 ADOPTED</u>	<u>FY 2013-14 AMENDED</u>	<u>FY 2014-15 ADOPTED</u>	<u>FY 2015-16 ESTIMATED</u>
City Manager	1.00	1.00	1.00	1.00
Administrative Services Manager*	1.00	0.00	0.00	0.00
Management Analyst*	1.00	0.00	0.00	0.00
Executive Assistant	1.00	0.50	0.50	0.50
Administrative Secretary*	0.90	0.00	0.00	0.00
	4.90	1.50	1.50	1.50

Other Funds Positions

City Manager	0.00	0.00	0.00	0.00
Administrative Services Manager	0.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	0.00
Executive Assistant	0.00	0.00	0.00	0.00
Administrative Secretary	0.10	0.00	0.00	0.00
	0.10	0.00	0.00	0.00
TOTAL FTE:	5.00	1.50	1.50	1.50

* These positions were transferred to the Administrative Services Department along with Finance Personnel as part of the April 2014 Administration/Finance Departments reorganization

Department Description and Functions

Administration

City Manager

Provide organization-wide management, evaluation, planning and direction

Implement City Council policies and directives

Develop and implement methods of improving services and public infrastructure improvements

Oversee the City operating and capital budgets

Participate in ongoing County and Regional committees and organizations to promote the City's interests

Prepare and Manage City Council, Legal Services, and City Manager department budgets

Monitor legislative activities

City Council Support

Support City Council activities and effectiveness

Legal Services

Oversee contract City Attorney services, including Labor Attorney services

Administration and Administrative Services

Summary of Departmental Expenditures:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Administration								
City Council	\$ 55,981	\$ 64,380	\$ 64,380	\$ 64,380	\$ 69,950	8.7%	\$ 70,150	0.3%
Legal Services	143,546	134,180	139,180	139,180	135,750	-2.5%	130,350	-4.0%
City Manager	509,897	495,970	506,270	506,270	300,408	-40.7%	308,685	2.8%
Administrative Services-Administration	N/A	N/A	N/A	N/A	340,434	N/A	356,785	4.8%
City Clerk	154,062	145,900	145,900	145,900	166,725	14.3%	153,725	-7.8%
Community Promotions/Intergovernmental	175,159	172,390	172,390	172,390	40,650	-76.4%	50,756	24.9%
Accounting	\$ 434,819	\$ 423,610	\$ 349,502	\$ 349,502	\$ 375,650	7.5%	383,550	2.1%
Department Totals	\$ 1,473,464	\$ 1,436,430	\$ 1,377,622	\$ 1,377,622	\$ 1,429,567	3.8%	\$ 1,454,001	1.7%

Summary of Departmental Expenditures by Category:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 1,002,523	\$ 967,300	\$ 835,972	\$ 835,972	\$ 883,172	5.6%	\$ 899,050	1.8%
Maintenance and Operations	\$ 470,941	469,130	541,650	541,650	546,395	0.9%	554,951	1.6%
Capital Outlay/Improvements	\$ -	-	-	-	-	N/A	-	N/A
Total Departmental Expenditures	1,473,464	1,436,430	1,377,622	1,377,622	1,429,567	3.8%	1,454,001	1.7%

City of La Palma

DEPARTMENT: Administration

Account Code: 001-100

PROGRAM: City Council

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 40,763	\$ 41,200	\$ 41,200	\$ 42,800	3.9	\$ 43,000	0.5
Maintenance and Operations	15,218	23,180	23,180	27,150	17.1	27,150	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 55,981	\$ 64,380	\$ 64,380	\$ 69,950	8.7	\$ 70,150	0.3

PROGRAM DESCRIPTION:

The City Council serves as the legislative and policy-making body of the City of La Palma, enacting all laws and directing actions necessary to provide for the general welfare of the community through appropriate programs, services, and activities. Regular Council meetings are held on the first and third Tuesdays of the month at 7:00 p.m. in the Council Chambers located at City Hall. There are 24 regularly scheduled meetings per year.

PROGRAM EXPLANATION:

- Code 501: Executive Assistant 0.25
- Code 510: City Council remuneration (\$300 per month per Councilmember).
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Administration

Account Code: 001-100

PROGRAM: City Council

Code 620:	Funds budgeted in this code include meetings and training for the following:		
	Miscellaneous meetings and training (\$2,500 per Councilmember)	\$	12,500
	Americana Awards Program funding		2,500
	City Council Goal Setting Retreat		250

Code 622: Miscellaneous subscriptions to publications provided to the City Council.

	<u>FY 2014-15</u>	<u>FY 2015-16</u>
Code 650:	Funds budgeted in this code include the following office supplies:	
	City Council photography	\$ 100
	Nameplates, nametags, tiles, and plaques	\$ 1,100
	Miscellaneous office supplies	500
		300

Note: Fiscal Year 2014-15 costs include additional \$1,000 for new Council Member(s) photograph(s) due to elections.

Code 654: Miscellaneous printing needs.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

City of La Palma

DEPARTMENT: Administration

Account Code: 001-100

PROGRAM: City Council

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 15,769	\$ 16,100	\$ 16,100	\$ 16,200	0.6	\$ 16,200	-
505.000	Salary Savings Credit		\$ (700)	\$ (700)	\$ -		\$ -	
510.000	Salaries - Part-time	\$ 16,500	\$ 18,000	\$ 18,000	18,000	-	18,000	-
550.000	Employee Benefits	\$ 8,494	\$ 7,800	\$ 7,800	8,600	10.3	8,800	2.3
	TOTAL PERSONNEL SERVICES	40,763	41,200	41,200	42,800	3.9	43,000	0.5
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	8,953	15,500	15,500	15,250	(1.6)	15,250	-
621.000	Mileage Reimbmnt/Auto Allow	-	500	500	-	(100.0)	-	N/A
622.000	Publications & Dues	-	-	-	-	N/A	-	N/A
650.000	Office Supplies	1,199	1,400	1,400	1,900	35.7	900	(52.6)
654.000	Printing & Reproduction	407	800	800	600	(25.0)	600	-
733.000	Special Departmental Supplies	59	-	-	500	N/A	500	-
977.000	Liability Insurance & Claims	900	1,360	1,360	3,400	150.0	3,500	2.9
978.000	Building Maintenance/Replacmnt	2,500	2,520	2,520	3,400	34.9	4,300	26.5
981.000	Computer Maintenance	1,200	1,100	1,100	2,100	90.9	2,100	-
	TOTAL MAINTENANCE AND OPERATIONS	15,218	23,180	23,180	27,150	17.1	27,150	-
	TOTAL EXPENDITURES	\$ 55,981	\$ 64,380	\$ 64,380	\$ 69,950	8.7	\$ 70,150	0.3

DEPARTMENT: Administration
PROGRAM: City Council

Account Code: 001-100



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City of La Palma

DEPARTMENT: Administration

Account Code: 001-101

PROGRAM: Legal Services

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	143,546	134,180	139,180	135,750	(2.5)	130,350	(4.0)
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
Total	\$ 143,546	\$ 134,180	\$ 139,180	\$ 135,750	(2.5)	\$ 130,350	(4.0)

PROGRAM DESCRIPTION:

This program funds the City's legal advisory services, providing legal representation for the City Council, City Manager, and City departments. It includes the preparation and review of ordinances, resolutions, contracts, and other documents. The City Attorney attends 24 regular City Council meetings per year.

PROGRAM EXPLANATION:

Code 600: Monthly retainer fee.

Code 601: Funds budgeted in this code include legal services beyond that covered by the retainer for the following:

Personnel attorney services

Labor negotiations

Miscellaneous services, including cable TV, capital projects, and other needs

DEPARTMENT: Administration

Account Code: 001-101

PROGRAM: Legal Services

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

City of La Palma

DEPARTMENT: Administration

Account Code: 001-101

PROGRAM: Legal Services

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 48,000	\$ 37,500	\$ 96,000	\$ 96,000	-	\$ 100,400	4.6
601.000	Legal Services	82,403	90,000	31,500	28,250	(10.3)	18,250	(35.4)
601.400	Legal Services - SA Admin	-	-	5,000	-	(100.0)	-	N/A
601.100	Legal/Litigation	7,003	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	2,640	3,680	3,680	7,200	95.7	7,300	1.4
981.000	Computer Maintenance	3,500	3,000	3,000	4,300	43.3	4,400	2.3
TOTAL MAINTENANCE AND OPERATIONS		143,546	134,180	139,180	135,750	(2.5)	130,350	(4.0)
TOTAL EXPENDITURES		\$ 143,546	\$ 134,180	\$ 139,180	\$ 135,750	(2.5)	\$ 130,350	(4.0)

DEPARTMENT: Administration
PROGRAM: Legal Services

Account Code: 001-101



City of La Palma

DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 450,330	\$ 438,100	\$ 448,100	\$ 251,373	(43.9)	\$ 253,850	1.0
Maintenance and Operations	59,567	57,870	58,170	49,035	(15.7)	54,835	11.8
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
Total	\$ 509,897	\$ 495,970	\$ 506,270	\$ 300,408	(40.7)	\$ 308,685	2.8

PROGRAM DESCRIPTION:

The City Manager provides overall management and direction for all City programs with the assistance of City Department Heads; continually evaluates the City's organizational structure as it pertains to effective, efficient, and economical delivery of services to the public; and develops and implements methods of improving services and public infrastructure improvements; assures conformance with City Council policies and directives and all applicable laws.

The City Manager is responsible for the implementation of City Council policies and priorities and implementation of programs mandated by other agencies. As part of these duties, the City Manager attends 25 to 32 City Council meetings/workshops, 350 meetings with department heads, and 150 meetings with outside agencies annually.

DEPARTMENT: Administration

Account Code: 001-102

PROGRAM: City Manager

PROGRAM EXPLANATION:

Code 501:	City Manager	1.00
	Executive Assistant	0.25
		<hr/>
		1.25

Code 510: Administrative Intern positions.

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Administration

Account Code: 001-102

PROGRAM: City Manager

Code 620: Funds budgeted in this code include the following meetings and training:

- Management Team Building Retreat
- LOCC/ICMA Conference (City Manager attends either LOCC or ICMA)

- LOCC City Manager's Department annual conference
- Orange County City Managers Association meetings
- Meetings with other agencies/officials as required and other miscellaneous training for sta

Code 621: Funds budgeted in this code include mileage reimbursement and auto allowance for the following:

- Monthly car allowance for the City Manager
- Mileage reimbursement for other Administration staff

Code 622: Funds budgeted in this code include publications and dues for the following:

- ICMA dues
- National Notary dues
- Miscellaneous publications

DEPARTMENT: Administration

Account Code: 001-102

PROGRAM: City Manager

Code 650: Funds budgeted in this code include miscellaneous office supplies

Code 654: Funds budgeted in this code include printing and reproduction as follows:
Letterhead and other stationery supplies
Miscellaneous printing needs

Code 691: City Manager cell phone allowance

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

City of La Palma

DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2015-16 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 305,596	\$ 337,500	\$ 337,500	\$ 176,200	(47.8)	\$ 176,200	-
505.000	Management Furlough	\$ -	\$ (13,700)	\$ (13,700)	\$ (2,077)	(84.8)	\$ -	(100.0)
510.000	Salaries - Part-time	14,120	-	-	-	N/A	-	N/A
530.000	Overtime	182	1,200	1,200	150	(87.5)	150	-
550.000	Employee Benefits	130,432	113,100	123,100	77,100	(37.4)	77,500	0.5
	TOTAL PERSONNEL SERVICES	450,330	438,100	448,100	251,373	(43.9)	253,850	1.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	9,250	-	-	-	N/A	-	N/A
620.000	Meetings & Training	4,333	6,500	6,500	2,100	(67.7)	3,700	76.2
621.000	Mileage Reimbmnt/Auto Allow	3,551	4,100	4,100	3,925	(4.3)	3,925	-
622.000	Publications & Dues	372	2,000	2,300	1,450	(37.0)	1,450	-
650.000	Office Supplies	2,756	3,000	3,000	500	(83.3)	500	-
654.000	Printing & Reproduction	1,089	2,000	2,000	1,000	(50.0)	1,000	-
691.000	Communications	1,760	1,900	1,900	960	(49.5)	960	-
733.000	Special Departmental Supplies	796	1,800	1,800	-	(100.0)	-	N/A
977.000	Liability Insurance & Claims	6,960	9,840	9,840	15,000	52.4	15,300	2.0
978.000	Building Maintenance/Replacmnt	19,300	18,630	18,630	15,000	(19.5)	18,800	25.3
981.000	Computer Maintenance	9,400	8,100	8,100	9,100	12.3	9,200	1.1
	TOTAL MAINTENANCE AND OPERATIONS	59,567	57,870	58,170	49,035	(15.7)	54,835	11.8
	TOTAL EXPENDITURES	\$ 509,897	\$ 495,970	\$ 506,270	\$ 300,408	(40.7)	\$ 308,685	2.8

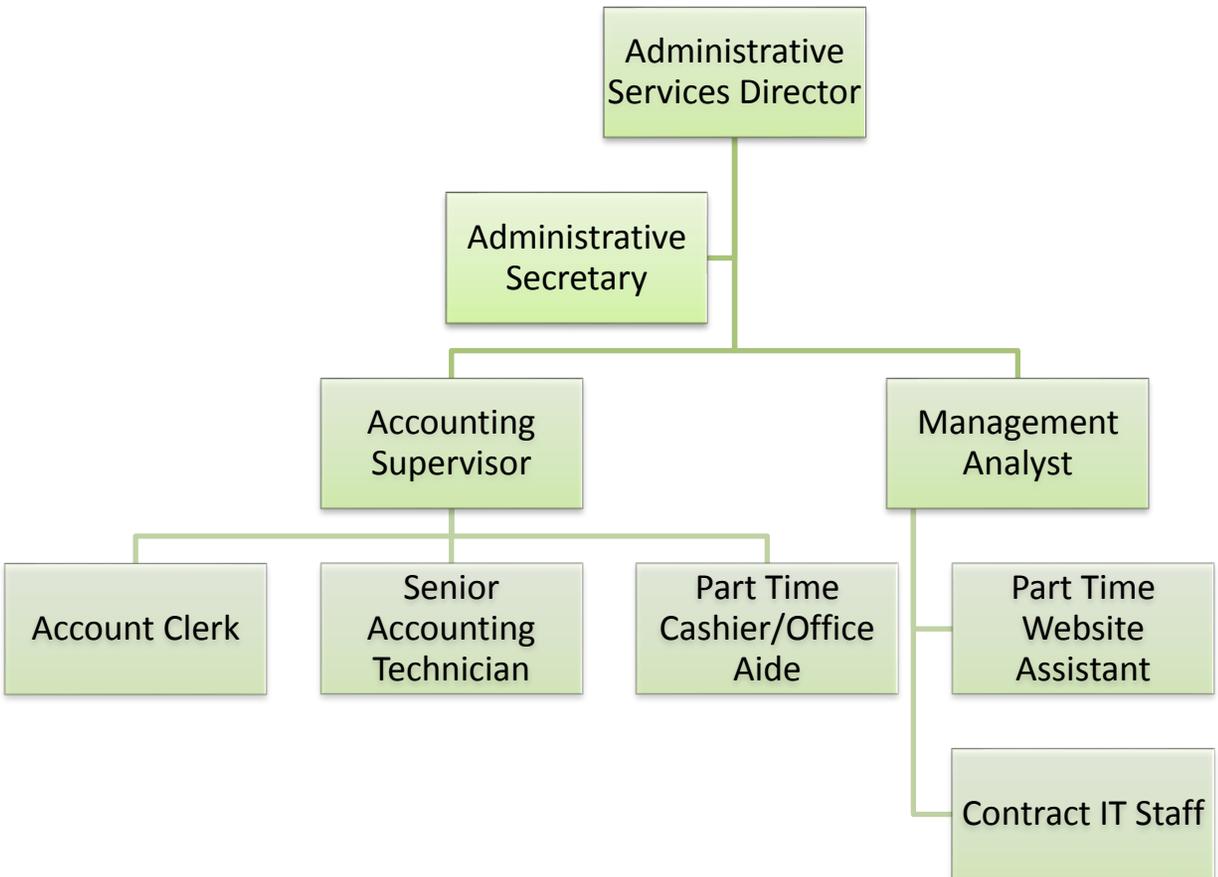
DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102



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Administrative Services



City of La Palma

Administrative Services

General Fund Positions

	<u>FY 2013-14 ADOPTED</u>	<u>FY 2013-14 AMENDED</u>	<u>FY 2014-15 ADOPTED</u>	<u>FY 2015-16 ESTIMATED</u>
Administrative Services Director	0.00	0.85	0.85	0.85
Accounting Supervisor	0.00	0.65	0.65	0.65
Management Analyst	0.00	1.00	1.00	1.00
Senior Accounting Technician	0.00	0.80	0.80	0.80
Executive Assistant	0.00	0.50	0.50	0.50
Administrative Secretary	0.00	0.95	0.95	0.95
Account Clerk	0.00	0.25	0.25	0.25
Part Time Office Aide	0.00	0.35	0.35	0.35
	0.00	5.35	5.35	5.35

Other Funds Positions

Administrative Services Director	0.00	0.10	0.10	0.10
Accounting Supervisor	0.00	0.35	0.35	0.35
Senior Accounting Technician	0.00	0.20	0.20	0.20
Administrative Secretary	0.00	0.05	0.05	0.05
Account Clerk	0.00	0.75	0.75	0.75
Part Time Office Aide	0.00	0.05	0.05	0.05
	0.00	1.50	1.50	1.50

TOTAL FTE:	0.00	6.85	6.85	6.85
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*The Administrative Services Department was created April 2014 combining the Administrative Services and Finance Divisions and eliminating .6 FTE

Department Description and Functions

Administrative Services

Budget/Financial Management

- Prepare annual operating and capital budget for City Council adoption which incorporates City Council goals and policies
- Ensure fiscal stability through sound long-term financial planning
- Evaluate fiscal impact of proposals that may impact City operations
- Prepare annual audit and financial statements to ensure compliance with generally accepted accounting principles

City Clerk

- Manage legislative process for the City Council, Planning Commission, the Successor Agency to the Redevelopment Commission
- Maintain City Municipal Code
- Coordinate citywide records management system
- Manage business license processes
- Promote and sustain excellent community relations and communications; facilitate public outreach and communications
- Conduct municipal elections and Citizen Committee recruitments
- Ensure timely responses to public information requests
- Filing officer for election-related and annual conflict of interest statements
- Oversee compliance with Brown Act and Public Records Act
- Prepare and manage City Clerk budget

Department Description and Functions

Administrative Services

Human Resources

Promote positive labor-management relations

Oversee recruitment, classification, and talent/performance management for employees citywide

Develop and implement effective and efficient employee benefits as part of total compensation

Develop and implement systems to ensure internal and external equity in job classifications and compensation practices

Prepare and manage the Employee Benefits internal service fund budget

Ensure all mandates are met re: employee training

Represent the City in intergovernmental county and statewide committees regarding human resources matters

Risk Management

Prepare and manage the Insurance internal service fund

Protect the assets of the City through proactive risk management activities and policies

Manage claims against the City including workers compensation claims

Identify risk hazards and promote risk management and safety throughout the organization

Coordinate office related ergonomic requests

Intergovernmental/Community Promotions

Prepare and Manage Intergovernmental/Community Promotions budget

Pursue intergovernmental relations and partnerships

Enhance transparency and outreach efforts through a robust and up to date City website

Information Technologies (IT)

Develop and implement effective Citywide technology infrastructure

Promote utilization of technology to provide efficiencies in service throughout the organization

Manage citywide office equipment purchases and maintenance

Department Description and Functions

Administrative Services

Accounting

Maintain accuracy of general ledger through regular input and updating of journal entries

Verify and approve disbursement requests on a bi-monthly basis to ensure timely payment of invoices

Serve as liaison with Tyler Technologies/Fund Balance to maintain City's enterprise/accounting system

Ensure all goods/services received are within scope of purchase agreement

Review, analyze and ensure accuracy of all financial statements

Communicate with utility companies to maintain compliance with City's utility tax code

Payroll

Accurately process bi-weekly payroll

Maintain leave balances and update as necessary (vacation, sick, compensatory, etc.)

Maintain accuracy of CalPERS reporting

Fulfill all State Controller and Grand Jury requests for payroll data

Accounts Payable / Receivable

Analyze projected expenses to ensure accurate cash flow

Assist with revenue projections by accurately coding revenue

Reconcile daily and monthly deposits to assist with cash reconciliation

Utility Billing

Provide full spectrum of water billing customer service: new account set-up, answer billing inquiries, prepare bi-monthly billing

Maintain accurate utility billing

Provide exceptional customer service as City Hall receptionist

Process utility user tax remittances to update general ledger revenue

Performance Indicators
Administrative Services

Performance Measure	FY 2014-15 Target / Baseline	Vision Values	City Council / Management Goals / Objectives
City FTE per 1,000 population	<5	Vision	Balance Budget/Reduce Personnel Costs - Provide efficient and effective customer service
Number of Press Releases Issued	>24	Pride and Ownership	Communication/Engagement - Maximize citizen satisfaction with City communications and outreach
Number of Agendas/Staff Reports posted to the Web	24/240		
Number of workers' compensation claims per 100 FTE	<9	Security	Balance Budget/Reduce Personnel Costs - Reduce average workers' compensation claims per employee through promotion of a safe workplace
Utilizing Orange County Local Agency Formation Commission (LAFCO) fiscal trends data, maintain current liabilities net of operating revenues below rolling five year average of County of Orange	Maintain current liabilities net of operating revenues below 24%	Vision	Reduce General Fund expenditures
Project General Fund revenue and expenditures within acceptable tolerance levels of actuals received (i.e., year-end totals)	Project within 2% of projections	Vision	

City FTE per 1,000 population: Measuring the number of employees per 1,000 population gives a comparable measure to other municipal agencies, helps us gauge how well the City Council goal of reducing personnel costs is being met, and helps us assess the efficiency and effectiveness of customer service.

Number of Press Releases and Number of Agendas and Staff Reports posted to Web: Measuring the number of communications disseminated to the public through press releases and e-blasts assists in assessing how the City Council goal of expanding communications and outreach efforts is being met. Likewise, measuring the number of agendas and staff reports being posted to the web helps to provide transparency and engage the community in the legislative process.

Having a goal of maintaining liabilities below the Orange County average shows the commitment to reasonably paying for operations from existing, ongoing revenue sources. Other than long-term debt obligations -- the City currently has two tax allocation bond issuances related to the former Community Development Commission -- it is prudent and fiscally conservative to minimize liabilities. This performance measure should allow an ongoing measure of how La Palma is doing in relation to other agencies in Orange County.

City of La Palma

DEPARTMENT: Administrative Services
PROGRAM: Administration

Account Code: 001-108

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ 287,649	N/A	\$ 296,650	3.1
Maintenance and Operations	-	-	-	52,785	N/A	60,135	13.9
Capital Outlay/Improvements					N/A		N/A
Total	\$ -	\$ -	\$ -	\$ 340,434	N/A	\$ 356,785	4.8

PROGRAM DESCRIPTION:

Administrative Services oversees the business functions of the City - Accounting and Financial Services, Human Resources, Risk Management, Information Technologies, and City Clerk; assures conformance with City Council policies and directives and all applicable laws; and is responsible for employee relations including benefits administration, management of Worker’s Compensation, and Citywide organizational training.

Administrative Services provided include: (1) preparation, presentation, and oversight of City operating and capital budgets; (2) dissemination of information to the public; (3) preparation of agendas for the City Council and related hearing bodies; (4) administration of human resources services including employee labor relations, medical services/insurance, risk-management, Citywide training, and tuition reimbursement programs; and (5) coordination of Financial services, including assisting other departments in meeting their service objectives by allocating and monitoring the City’s financial resources through coordination of the budget development process and quarterly reporting of revenues, expenditures and investments, overseeing treasury activity, and administration of the City’s debt.

Administrative Services processes 250 to 300 agenda items annually, 1500 applications for approximately 3 full time and 12 part time recruitments, all Workers’ Compensation and first aid cases, and benefit enrollments for 187 lives annually; and attends 25 to 32 City Council meetings/workshops, 350 meetings with department heads, and 150 meetings with outside agencies annually.

PROGRAM EXPLANATION:

Code 501: Administrative Services Director

0.70

Management Analyst	0.95
Executive Assistant	0.50
	2.15

Code 510: Administrative Intern positions.

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 620: Funds budgeted in this code include the following meetings and training:

LOCC Conference

Human Resources annual workshop

Meetings with other agencies/officials as required and other miscellaneous training for staff

Code 621: Funds budgeted in this code include mileage reimbursement for Administrative Services staff

Code 622: Funds budgeted in this code include publications and dues for the following:

Public Employers Labor Relations Association of California (PELRAC)/National Public

Miscellaneous publications

Code 650: Funds budgeted in this code include copying supplies for all departments in City Hall and departmental office supplies as follows:

Copier paper

Miscellaneous office supplies

Code 654: Funds budgeted in this code include printing and reproduction as follows:

Letterhead and other stationery supplies

Miscellaneous printing needs

Code 691: Administrative Services Director and Management Analyst cell phone allowances.

Code 733: Messenger service (varies with the amount of material sent to attorneys, etc.) and all City Hall kitchen/beverage expenses.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.



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City of La Palma

DEPARTMENT: Administration
PROGRAM: Administrative Services-Administration

Account Code: 001-102

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time				\$ 200,000	N/A	\$ 204,700	2.4
505.000	3 Day Management Furlough				\$ (1,701)			
530.000	Overtime				\$ 1,850	N/A	\$ 1,850	-
550.000	Employee Benefits				\$ 87,500	N/A	\$ 90,100	3.0
	TOTAL PERSONNEL				287,649	N/A	296,650	3.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services				-	N/A	-	N/A
620.000	Meetings & Training				550	N/A	3,100	463.6
621.000	Mileage Reimbmnt/Auto Allow				125	N/A	125	-
622.000	Publications & Dues				650	N/A	650	-
650.000	Office Supplies				2,250	N/A	2,250	-
654.000	Printing & Reproduction				1,000	N/A	1,000	-
691.000	Communications				1,560	N/A	1,560	-
733.000	Special Departmental Supplies				1,650	N/A	1,650	-
977.000	Liability Insurance & Claims				17,300	N/A	17,600	1.7
978.000	Building Maintenance/Replacmnt				17,300	N/A	21,600	24.9
981.000	Computer Maintenance				10,400	N/A	10,600	1.9
	TOTAL MAINTENANCE AND				52,785	N/A	60,135	13.9
CAPITAL OUTLAY/IMPROVEMENTS								
802.000	Furniture & Fixtures				-	N/A	-	N/A

803.000	Office Equipment	-	N/A	-	N/A
	TOTAL CAPITAL	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 340,434	N/A	\$ 356,785	4.8

City of La Palma

DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 124,478	\$ 112,600	\$ 112,600	\$ 120,800	7.3	\$ 123,000	1.8
Maintenance and Operations	29,584	33,300	33,300	45,925	37.9	30,725	(33.1)
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
Total	\$ 154,062	\$ 145,900	\$ 145,900	\$ 166,725	14.3	\$ 153,725	(7.8)

PROGRAM DESCRIPTION:

The City Clerk Program is a consolidation of the services provided by the City Clerk’s Office to the City Council and public. The City Clerk acts as the City’s election official and filing officer for election-related and annual conflict of interest statements; is responsible for the preparation of the agenda, minutes, proclamations, resolutions, ordinances, and other official documents; and the business license function. Documents related to the City Council’s bi-monthly meetings are posted to the City of La Palma’s official website for immediate access by the public.

The City Clerk is also responsible for the Citywide Document Imaging and Records Management Program that continues to consolidate 58 years of public records. The City Clerk’s office prepares 24 to 32 agendas, 24 to 32 sets of minutes, and 30 proclamations; processes approximately 5 to 10 ordinances, 90 resolutions, and 718 business licenses annually; scans 5,000 pages of new records; assists 5 to 10 candidates and potential candidates during election years; and spends 300 hours per year preparing minutes, 150 hours per election year assisting candidates, and 50 hours per year assisting Fair Political Practices Commission (FPPC) filers.

PROGRAM EXPLANATION:

Code 501:	Administrative Services Director/City Clerk	0.20
	Administrative Secretary	0.95
		1.15

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Overtime for Minutes Clerk to attend City Council meetings.

Code 550: Funds budgeted in this code includes this program’s pro rata share of Employee Benefits costs.

DEPARTMENT: Administration

Account Code: 001-103

PROGRAM: City Clerk

Code 600: Funds budgeted in this code include contract services for the following:

- Off-site storage and retrieval of official records
- Municipal Code update (Carryover)
- Municipal Code Web Storage
- Translation services

Code 604: Funds budgeted in this code include computer software support.

Code 619: Biennial election activities. FY 2014-15 is an election year.

Code 620: Funds budgeted in this code include the following meetings and training:

Annual City Clerks Association of California (CCAC) conference/LOCC New Law Conference

- Quarterly Orange County City Clerks (OCCC) meetings
- Orange County City Clerks (OCCC) meetings
- Miscellaneous training for Administrative Secretary

Code 621: Mileage expenses associated with local seminars, meetings and training for administrative staff.

DEPARTMENT: Administration

Account Code: 001-103

PROGRAM: City Clerk

Code 622: Funds budgeted in this code include publications and dues for the following:
Municipal Code supplements and updates to Government Code books
Membership dues for International Institute of Municipal Clerks (IIMC)
Membership dues for (CCAC)

Code 650: Office supplies related to the City Clerk and business license functions.

Code 653: Advertising for all required legal notices (e.g., public hearing notices, committee appointments, etc.), excluding public works contracts, which are billed to the specific project.

Code 654: Printing expenses for business license forms and Administrative Secretary business cards.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103



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City of La Palma

DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 81,801	\$ 81,400	\$ 81,400	\$ 81,400	-	\$ 82,800	1.7
505.000	Salary Savings Credit	-	(3,500)	(3,500)	-	(100.0)	-	N/A
530.000	Overtime	3,291	1,400	1,400	3,800	171.4	3,800	-
550.000	Employee Benefits	39,386	33,300	33,300	35,600	6.9	36,400	2.2
	TOTAL PERSONNEL SERVICES	124,478	112,600	112,600	120,800	7.3	123,000	1.8
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	2,822	16,300	18,700	6,450	(65.5)	5,950	(7.8)
604.000	Computer Software Support	2,932	-	-	-	N/A	-	N/A
619.000	Other Contract Services	11,246	-	-	15,000	N/A	-	(100.0)
619.440	Bank Service Charges	651	-	-	-	N/A	-	N/A
620.000	Meetings & Training	600	1,500	2,300	2,125	(7.6)	2,225	4.7
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	389	2,200	2,200	2,550	15.9	2,550	-
650.000	Office Supplies	285	500	500	500	-	500	-
653.000	Advertising	5,241	7,500	4,300	5,000	16.3	5,000	-
654.000	Printing & Reproduction	38	100	100	100	-	100	-
977.000	Liability Insurance & Claims	2,280	2,800	2,800	8,800	214.3	8,900	1.1
981.000	Computer Maintenance	3,100	2,300	2,300	5,300	130.4	5,400	1.9
	TOTAL MAINTENANCE AND OPERATIONS	29,584	33,300	33,300	45,925	37.9	30,725	(33.1)
	TOTAL EXPENDITURES	\$ 154,062	\$ 145,900	\$ 145,900	\$ 166,725	14.3	\$ 153,725	(7.8)

DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103



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DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotion/Intergovernmental

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 56,357	\$ 54,500	\$ 54,500	\$ -	(100.0)	\$ -	N/A
Maintenance and Operations	118,802	117,890	117,890	40,650	(65.5)	50,756	24.9
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
Total	\$ 175,159	\$ 172,390	\$ 172,390	\$ 40,650	(76.4)	\$ 50,756	24.9

PROGRAM DESCRIPTION:

This program covers various community promotion activities and intergovernmental relations. Community promotions include awards and commendations, highlighting worthy achievements and occasions within the City demonstrating positive community attributes.

Intergovernmental relations involves enhancing working relationships and advocating the City's needs with other governmental agencies. Dues for the League of California Cities and other governmental organizations are included here.

PROGRAM EXPLANATION:

Code 600: Funds budgeted in this code include contract services for the following:
Graphic design

Code 620: Miscellaneous meetings and training.

Code 621: Mileage reimbursements for administrative staff for events/activities covered in this program.

Code 622: Funds budgeted in this code include City publications and dues for the following:

2014-15

2015-16

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotion/Intergovernmental

Southern California Association of Governments (SCAG) dues	\$	1,650	\$	1,700
League of California Cities (LOCC) dues		7,150		7,340
Association of California Cities - Orange County (ACC-OC) dues				8,000
Local Agency Formation Commission (LAFCO) dues		1,500		1,550
Orange County Council of Governments (OCCOG)		2,800		2,870
Orange County Human Relations Commission dues		2,450		2,500
Miscellaneous memberships and newspaper and other subscriptions		900		900

Code 650: Office supplies specifically related to Community Promotions.

Code 654: Miscellaneous printing needs.

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotion/Intergovernmental

Code 733: Funds budgeted in this code include special departmental supplies for the following:
Street Banners / Community Events

Code 738: Funds budgeted in this code include:
Community event that provides education on public services.
Annual State of the City Program
Neighborhood Grant Program

Code 740: Funds budgeted in this code include other awards costs for the following:

Framed proclamations

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

City of La Palma

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotions/Intergovernmental

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 38,266	\$ 39,000	\$ 39,000	\$ -	(100.0)	\$ -	N/A
505.000	Salary Savings Credit	-	(1,700)	(1,700)	-	(100.0)	-	N/A
530.000	Overtime	275	1,300	1,300	-	(100.0)	-	N/A
550.000	Employee Benefits	17,816	15,900	15,900	-	(100.0)	-	N/A
	TOTAL PERSONNEL SERVICES	56,357	54,500	54,500	-	(100.0)	-	N/A
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	65,503	71,500	72,500	1,100	(98.5)	1,100	-
620.000	Meetings & Training	-	-	200	-	(100.0)	-	N/A
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	-	(100.0)	-	N/A
622.000	Publications & Dues	22,649	23,900	23,900	16,450	(31.2)	24,856	51.1
654.000	Printing & Reproduction	-	-	-	-	N/A	-	N/A
733.000	Special Departmental Supplies	769	300	300	300	-	300	-
738.000	Community Events	8,690	6,700	5,500	6,500	18.2	6,500	-
740.000	Other Awards	4,391	700	700	700	-	700	-
977.000	Liability Insurance & Claims	3,300	3,920	3,920	6,000	53.1	6,100	1.7
978.000	Building Maintenance/Replacmnt	9,100	7,470	7,470	6,000	(19.7)	7,500	25.0
981.000	Computer Maintenance	4,400	3,300	3,300	3,600	9.1	3,700	2.8
	TOTAL MAINTENANCE AND OPERATIONS	118,802	117,890	117,890	40,650	(65.5)	50,756	24.9

DEPARTMENT: Administration
PROGRAM: Community Promotions/Intergovernmental

Account Code: 001-105

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
CAPITAL OUTLAY/IMPROVEMENTS								
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 175,159	\$ 172,390	\$ 172,390	\$ 40,650	(76.4)	\$ 50,756	24.9

DEPARTMENT: Accounting
PROGRAM: Accounting

Account Code: 001-104

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 330,595	\$ 320,900	\$ 179,572	\$ 180,550	0.5	\$ 182,550	1.1
Maintenance and Operations	104,224	102,710	169,930	195,100	14.8	201,000	3.0
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
Total	\$ 434,819	\$ 423,610	\$ 349,502	\$ 375,650	7.5	\$ 383,550	2.1

PROGRAM DESCRIPTION:

The Accounting Division has the responsibility of processing payroll for City personnel, processing disbursements for goods and services, collecting and monitoring City revenues, overseeing treasury activity, and administration of the City's debt. The City's annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and other reporting functions are handled by the Finance Department.

PROGRAM EXPLANATION:

Code 501:	Accounting Supervisor	0.65
	Senior Accounting Technician	0.80
	Account Clerk	0.25
	PT Office Aide*	0.00
		<u>1.70</u>

*Funded in Water Billing

- Code 530: Provides for personnel overtime.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.
- Code 600: Funds budgeted in this code include contract services for the following:
Professional Accounting Services

DEPARTMENT: Accounting

Account Code: 001-104

PROGRAM: Accounting

- Annual audit services
- Other financial reporting services
- Payroll processing and reporting services
- Other miscellaneous professional services

Code 602: Funds budgeted in this code include sales tax audit services for the following:

- Quarterly sales tax information services
- As needed sales tax recovery assistance

Code 604: Annual maintenance fee for Tyler financial services software.

Code 619: Funds budgeted in this code include bank service fees for the following:

- Monthly bank account maintenance fees

DEPARTMENT: Accounting
PROGRAM: Accounting

Account Code: 001-104

- Code 620: Funds budgeted in this code include the following meetings and training:
 - GFOA teleconferences
 - California Society of Municipal Finance Officers (CSMFO) annual conference
 - Annual tax seminar (2 attendees)

- Code 621: Mileage expenses associated with local seminars, meetings and training for Finance staff.

- Code 622: Funds budgeted in this code include publications and dues for the following:
 - GFOA dues (2)
 - CSMFO dues (3)
 - California Municipal Treasurers Association (CMTA) dues (1)
 - GASB annual standards update

- Code 650: Office supplies specifically related to Finance.

DEPARTMENT: Accounting

Account Code: 001-104

PROGRAM: Accounting

- Code 654: Funds budgeted in this code include printing and reproduction for the following:
 - Comprehensive Annual Financial Report (CAFR) printing supplies
 - Annual budget document
 - Checks

- Code 704: Annual maintenance costs of departmental cash registers, calculators, printers, and check signer.

- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

City of La Palma

DEPARTMENT: Accounting
PROGRAM: Accounting

Account Code: 001-104

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 225,041	\$ 233,100	\$ 136,684	\$ 123,000	(10.0)	\$ 125,000	1.6
505.000	Salary Savings Credit	-	(10,000)	(10,000)	-	(100.0)	-	N/A
510.000	Salaries - Part-time				-		-	
530.000	Overtime	2,453	2,500	2,500	3,750	50.0	3,750	-
550.000	Employee Benefits	103,101	95,300	50,388	53,800	6.8	53,800	-
	TOTAL PERSONNEL SERVICES	330,595	320,900	179,572	180,550	0.5	182,550	1.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	52,198	50,800	117,520	107,250	(8.7)	107,250	-
602.000	Sales Tax Audit Services	5,940	6,300	6,300	6,300	-	6,300	-
603.000	Property Tax Administration	-	-	-	-	N/A	-	N/A
604.000	Computer Software Support	5,805	5,000	5,000	17,100	242.0	17,100	-
619.440	Bank Service Charges	2,729	3,500	3,500	3,000	(14.3)	3,000	-
620.000	Meetings & Training	1,521	1,900	1,900	3,350	76.3	3,350	-
621.000	Mileage Reimbmnt/Auto Allow	49	50	50	100	100.0	100	-
622.000	Publications & Dues	790	1,000	1,000	950	(5.0)	950	-
623.000	Uniforms	-	-	-	-	N/A	-	N/A

City of La Palma

DEPARTMENT: Accounting
PROGRAM: Accounting

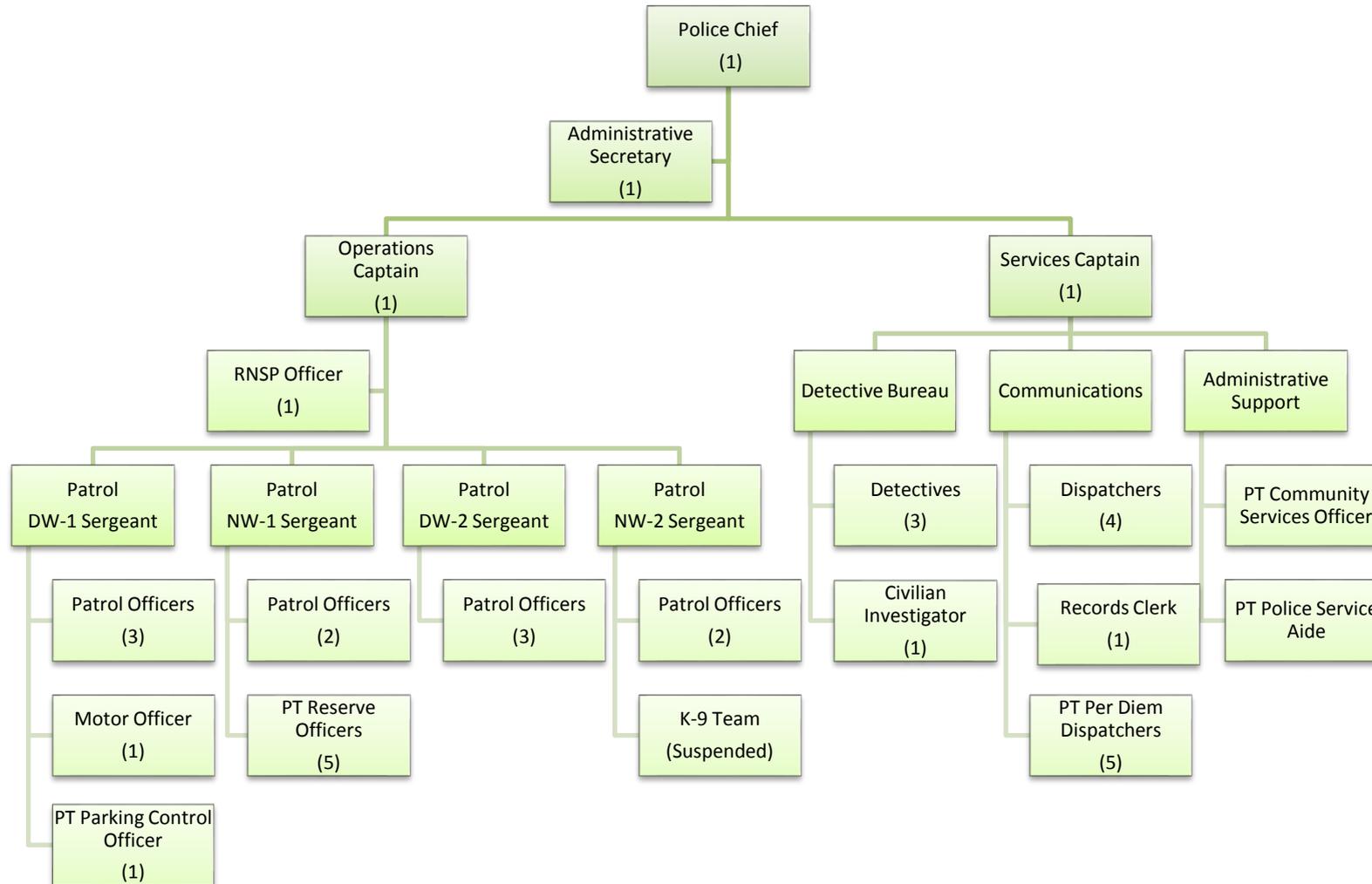
Account Code: 001-104

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
650.000	Office Supplies	553	1,000	1,000	750	(25.0)	750	-
654.000	Printing and Reproduction	2,214	1,000	1,500	1,400	(6.7)	1,400	-
691.000	Communication	960	960	960	-	(100.0)	-	N/A
704.000	Office Equipment Maintenance	405	500	500	500	-	500	-
977.000	Liability Insurance & Claims	6,060	8,240	8,240	20,900	153.6	21,300	1.9
978.000	Building Maintenance/Replacmnt	16,800	15,660	15,660	20,900	33.5	26,200	25.4
981.000	Computer Maintenance	8,200	6,800	6,800	12,600	85.3	12,800	1.6
	TOTAL MAINTENANCE AND OPERATIONS	104,224	102,710	169,930	195,100	14.8	201,000	3.0
	TOTAL EXPENDITURES	\$ 434,819	\$ 423,610	\$ 349,502	\$ 375,650	7.5	\$ 383,550	2.1



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Police



The Parking Control Officer was left vacant for FY 2013-14 and restored as part of the SFP Action Plan.

** The Police Services dog (K-9) Program was suspended for the FY 2013-14 and until an appropriate funding source for new K-9 and required training can be identified.

Department Staffing

Police

General Fund Positions

	FY 2013-14 ADOPTED	FY 2013-14 AMENDED	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED
Police Chief	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Sergeant	6.00	5.00	4.00	4.00
Police Officer	13.00	13.00	13.00	13.00
Civilian Investigator	1.00	1.00	1.00	1.00
Management Analyst	1.00	0.00	0.00	0.00
Dispatcher	4.00	4.00	4.00	4.00
Records Clerk	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
	30.00	28.00	27.00	27.00

Other Funds Positions

Police Chief	0.00	0.00	0.00	0.00
Captain	0.00	0.00	0.00	0.00
Sergeant	0.00	0.00	0.00	0.00
Police Officer	2.00	2.00	2.00	2.00
Civilian Investigator	0.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	0.00
Dispatcher	0.00	0.00	0.00	0.00
Records Clerk	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	0.00	0.00
	2.00	2.00	2.00	2.00

TOTAL FTE:

	32.00	30.00	29.000	29.000
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Department Description and Functions

Police

Administration

Plans, organizes, directs, staffs, budgets, reports, and coordinates for the entire police department to provide efficient and effective police services
Ensures police services are in alignment with Council Goals as directed by the City Manager
Investigate criminal activity, gather evidence, complete crime reports, and testify in court
Focus on Crime Prevention, suppress disturbances, arrest offenders, and prepare written documentation to the District Attorney's Office for the
Oversees compliance with federal, state, and local mandates relating to the operation of a law enforcement agency
Establishes best practices, policies, procedures, and standards for the entire agency
Recruits, retains, disciplines, and ensures an acceptable level of employee performance
Demonstrates effective servant leadership to instill trust, confidence and loyalty, thereby maintaining a high level of organizational morale
Provides communication regarding crime, the prevention of crime, traffic related incidents, and other public safety concerns to the citizens, media,

Patrol

Patrol neighborhoods, businesses, and city streets
Reduce crime through highly visible proactive enforcement
Maintain law and order while providing community oriented police services
Respond to emergency calls for service, crimes in progress, medical aids, and other local incidents
Conduct traffic enforcement, engage in traffic calming, and investigate traffic collisions
Make a determination between criminal and civil matters, providing the best police service possible
Provide effective disaster preparedness and emergency management services to ensure the city is current with state and federal law mandates

Department Description and Functions

Police

Investigations

Investigate all crimes against persons or property requiring follow-up

Counsel juveniles as necessary

Maintain records, evidence, and property

Identify and arrest criminal offenders

Prepare and present criminal complaints to the District Attorney's Office

Initiate narcotic investigations, conduct investigations of gang-related crimes, perform undercover surveillance, and obtain search warrants

Serves as the Department's liaison with city, county, state, and federal agencies

Community Policing / Administrative Services Bureau

Provides management, supervision, and coordination for programs associated with quality of life improvements

Supervise Neighborhood Watch, Police Explorers, Volunteers in Policing, and Police Chaplains

Give instruction at our local schools to address the most current issues facing the youth of the community

Performance Indicators

Police

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives
Meet Federal and State training mandates for all employees within specified timelines	Develop Training plan and matrix for all departmental personnel, train 100% of employees	Security	Maintain High Public Safety Levels Balance Budget-Reduce Liability
Keep response times to critical incidents below 3 minute average	Average response time under 3 minutes	Security	Maintain High Public Safety Levels
Increase clearance rate for part one crimes	Greater than 23%	Security	Maintain High Public Safety Levels
Continue to be present in all schools within the community	Programs in all schools	Family / Security	Maintain High Public Safety Levels Maintain Quality of Life
Reduce number of injury traffic accidents	Under 58 Injury Traffic Accidents	Security	Maintain High Public Safety Levels Maintain Quality of Life

Performance Indicators

Police

Keep response times to critical incidents below 3 minute average.

This is a goal for the police department because when a person calls "911" every second counts. Based on our size and deployment, having quick responses to emergency calls provides a level of comfort to our citizens, knowing help is immediately on the way. This is a quality of life issue and provides a feeling of security to the community.

Increase clearance rate for part one crimes (23% for 2012)

This performance indicator will demonstrate increase effectiveness the police department has upon criminal behavior within the community. The more crimes solved, the safer the community will be. A side benefit will be the reputation the police department has amongst the criminal element, knowing the chances of arrest and prosecution is greater if they choose to commit crimes within La Palma.

Continue to be present in all schools within the community

The youth are the future leaders of the community. Providing opportunities for guidance, mentoring, teaching and coaching from law enforcement will provide a good foundation for future success as well as developing relationships based on trust. Providing positive role models at all levels of a student's academic career will provide guidance to make sound critical judgments.

Police

Summary of Departmental Expenditures by Program:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Administration	\$ 390,401	\$ 397,020	\$ 397,520	\$ 397,520	\$ 601,663	51.4%	\$ 623,450	3.6%
Police Operations/Management	253,664	272,160	272,160	272,160	310,151	14.0%	333,125	7.4%
Patrol	2,528,317	2,495,180	2,599,784	2,599,784	2,655,250	2.1%	2,811,250	5.9%
Police Service Dog	82,300	-	-	-	-	0.0%	-	0.0%
Police Reserves Unit	59,095	46,180	47,780	47,780	50,600	5.9%	51,300	1.4%
Services Division Management	276,444	278,700	252,700	252,700	254,381	0.7%	273,400	7.5%
Investigations	610,459	610,390	625,390	625,390	612,245	-2.1%	630,345	3.0%
Records and Communication	706,015	590,200	782,500	782,500	641,740	-18.0%	649,940	1.3%
Administrative Support Bureau	196,416	211,175	211,175	211,175	60,063	-71.6%	73,140	21.8%
Total Departmental Expenditures	\$ 5,103,111	\$ 4,901,005	\$ 5,189,009	\$ 5,189,009	\$ 5,186,093	-0.1%	\$ 5,445,950	5.0%

Summary of Departmental Expenditures by Category:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 4,326,647	\$ 4,219,400	\$ 4,320,504	\$ 4,320,504	\$ 4,223,543	-2.2%	\$ 4,426,400	4.8%
Maintenance and Operations	772,406	681,305	868,205	\$ 868,205	962,250	10.8%	1,019,250	5.9%
Capital Outlay/Improvements	4,058	300	300	\$ 300	300	0.0%	300	0.0%
Total Departmental Expenditures	\$ 5,103,111	\$ 4,901,005	\$ 5,189,009	\$ 5,189,009	\$ 5,186,093	-0.1%	\$ 5,445,950	5.0%

DEPARTMENT: Police

Account Code: 001-200

PROGRAM: Administration

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 345,296	\$ 348,700	\$ 349,200	\$ 356,963	2.2	\$ 369,250	3.4
Maintenance and Operations	45,105	48,320	48,320	244,700	406.4	254,200	3.9
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
Total	\$ 390,401	\$ 397,020	\$ 397,520	\$ 601,663	51.4	\$ 623,450	3.6

PROGRAM DESCRIPTION:

The Police Administration Division develops plans, goals, and objectives for the Police Department; administers departmental services; is responsible directly to the City Manager for all allocated resources; formulates rules, procedures, and policies for the efficient operation of the department; prepares and administers the department's budget and selects staff; sets priorities and coordinates activities with other City departments; oversees the animal care control agreement; and develops and maintains community relations.

PROGRAM EXPLANATION:

Code 501:	Police Chief	1.00
	Administrative Secretary	1.00
		<u>2.00</u>

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Police

Account Code: 001-200

PROGRAM: Administration

Code 601: Legal services.

Code 620: Funds budgeted in this code include meetings and training for the following:

- Orange County Chiefs Fall Workshop
- Annual California Chiefs Training Conference
- Orange County Chiefs Spring Workshop
- Quarterly meetings with north Orange County Judges and Federal Bureau of Investigations (FBI)
- Command College
- IACP Annual Conference

Code 622: Funds budgeted in this code include professional organization memberships and publications for the following:

- Orange County Chiefs and Sheriff Association

- California Peace Officers Association
- IACP
- California Police Chiefs Association
- FBI Executive Development Association

Code 623: Annual uniform allowance.

Code 650: Primary office supplies account for Department.

DEPARTMENT: Police

Account Code: 001-200

PROGRAM: Administration

- Code 739: Costs associated with citizen recognition awards and public relations materials.

- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the the Departments fleet of vehicles.

- Code 740: Employee recognition, other awards, and plaques presented during the year.

- Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

- Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

- Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

- Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Administration

Account Code: 001-200



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DEPARTMENT: Police
PROGRAM: Administration

Account Code: 001-200

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 223,669	\$ 236,100	\$ 236,100	\$ 234,000	(0.9)	\$ 234,000	-
505.000	Salary Savings (3-day Mgmt Furlough)				\$ (2,287)			
530.000	Overtime	405	-	500	850		850	
550.000	Employee Benefits	121,222	112,600	112,600	124,400	10.5	134,400	8.0
	TOTAL PERSONNEL SERVICES	345,296	348,700	349,200	356,963	2.2	369,250	3.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Services				72,100	N/A	73,900	2.5
601.000	Legal Services	-	2,500	2,500	500	(80.0)	500	-
620.000	Meetings & Training	8,204	8,200	8,200	7,100	(13.4)	8,200	15.5
622.000	Publications & Dues	675	800	800	800	-	800	-
623.000	Uniforms	900	900	900	900	-	900	-
650.000	Office Supplies	9,085	9,400	9,400	9,400	-	9,400	-
654.000	Printing & Reproduction	334	-	-	300	N/A	300	-
732.000	Vehicle Operating Expense				121,000	N/A	124,000	2.5
739.000	Community Relations	1,355	700	700	700	-	700	-
740.000	Other Awards	32	1,500	1,500	-	(100.0)	1,500	N/A

City of La Palma

DEPARTMENT: Police
PROGRAM: Administration

Account Code: 001-200

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	4,320	6,400	6,400	13,600	112.5	13,900	2.2
978.000	Building Maintenance/Replacemnt	5,000	5,220	5,220	7,100	36.0	8,900	25.4
979.000	Vehicle Maintenance	4,400	4,400	4,400	0	(100.0)	0	N/A
980.000	Vehicle Replacement	5,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	5,800	5,300	5,300	8,200	54.7	8,200	-
	TOTAL MAINTENANCE AND OPERATIONS	45,105	48,320	48,320	244,700	406.4	254,200	3.9
	TOTAL EXPENDITURES	\$ 390,404	\$ 397,024	\$ 397,525	\$ 601,663	51.4	\$ 623,450	3.6

DEPARTMENT: Police

Account Code: 001-201

PROGRAM: Police Operations/Management

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 185,145	\$ 188,100	\$ 188,100	\$ 211,426	12.4	\$ 231,200	9.4
Maintenance and Operations	68,519	84,060	84,060	98,725	17.4	101,925	3.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 253,664	\$ 272,160	\$ 272,160	\$ 310,151	14.0	\$ 333,125	7.4

PROGRAM DESCRIPTION:

The Police Operations/Management Division manages the delivery of field services; reports and is responsible directly to the Chief of Police via the Chain of Command for the management of allocated resources; enforces rules, regulations, and policies to ensure efficient service delivery; assists in preparing and administering related portions of the budget; supervises, trains, and evaluates assigned staff; establishes work schedules; works with the Chief in improving department services; manages the department's participation in North County S.W.A.T.; and oversees Emergency Services.

PROGRAM EXPLANATION:

Code 501: Captain 1.00

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Police

Account Code: 001-201

PROGRAM: Police Operations/Management

- Code 600: Funds budgeted in this code include the following contract services:
 - Court Liaison Officer with the City of Buena Park
 - Crossing guard services

- Code 620: Funds budgeted in this code include training and meetings for the following:
 - Legal Update course meetings for Captain
 - North Orange County Judicial meetings
 - California Police Officers Association (CPOA) conference
 - Orange County Commanders monthly meetings

- Code 622: Funds budgeted in this code include publications and dues for the following:
 - California Codified Annual Updates
 - Legal Resource Publications, Electronic and Hard Copy
 - IACP dues
 - CPOA membership for Operations Captain
 - Orange County Training Managers Association

DEPARTMENT: Police

Account Code: 001-201

PROGRAM: Police Operations/Management

Code 623: Annual uniform allowance.

Code 654: Printing of citations, report forms, map books, and manuals.

Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Police Operations/Management

Account Code: 001-201



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DEPARTMENT: Police
PROGRAM: Police Operations/Management

Account Code: 001-201

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 120,072	\$ 125,500	\$ 125,500	\$ 136,400	8.7	\$ 142,200	4.3
505.000	Salary Savings (3-day Mgmt Furlough)				\$ (1,674)			
550.000	Employee Benefits	65,073	62,600	62,600	76,700	22.5	89,000	16.0
	TOTAL PERSONNEL SERVICES	185,145	188,100	188,100	211,426	12.4	231,200	9.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	44,673	54,800	54,800	71,800	31.0	71,800	-
620.000	Meetings & Training	1,027	2,800	2,800	850	(69.6)	1,350	58.8
622.000	Publications & Dues	2,279	2,400	2,400	975	(59.4)	975	-
623.000	Uniforms	900	900	900	900	-	900	-
654.000	Printing & Reproduction	1,647	2,300	2,300	1,000	(56.5)	2,300	130.0
713.000	Equipment Rental & Supplies	(7)	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	2,700	5,120	5,120	9,500	85.5	9,700	2.1
978.000	Building Maintenance/Replacemnt	3,200	4,140	4,140	5,000	20.8	6,200	24.0
979.000	Vehicle Maintenance	4,400	4,400	4,400	-	(100.0)	-	N/A
980.000	Vehicle Replacement	4,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	3,700	4,200	4,200	5,700	35.7	5,700	-
	TOTAL MAINTENANCE AND OPERATIONS	68,519	84,060	84,060	98,725	17.4	101,925	3.2
	TOTAL EXPENDITURES	\$ 253,667	\$ 272,164	\$ 272,165	\$ 310,151	14.0	\$ 333,125	7.4

DEPARTMENT: Police
PROGRAM: Police Operations/Management

Account Code: 001-201



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DEPARTMENT: Police
PROGRAM: Patrol

Account Code: 001-202

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 1,906,563	\$ 2,226,302	\$ 2,225,900	\$ 2,330,504	\$ 2,337,300	0.3	\$ 2,464,400	5.4
Maintenance and Operations	243,155	297,957	269,280	269,280	317,950	18.1	346,850	9.1
Capital Outlay/Improvements	-	4,058	-	-	-	N/A	-	N/A
Total	\$ 2,149,718	\$ 2,528,317	\$ 2,495,180	\$ 2,599,784	\$ 2,655,250	2.1	\$ 2,811,250	5.9

PROGRAM DESCRIPTION:

Comprised of those uniformed officers, supervisors, and the Division Commander with whom the general public most readily identify. The Patrol Division operates 24-hours per day, 365 days per year. Its principal activities are: controlling crime, maintaining order, and providing community-oriented police services. This is accomplished through crime prevention, suppressing disturbances, arresting offenders, responding to emergencies, caring for the injured, motorcycle traffic enforcement and traffic calming (i.e. Project Safe Streets), giving information to citizens as may be required, and testifying in court. These activities are inherent in response to calls and actively patrolling our neighborhoods, businesses, and streets.

For the 2013 calendar year, Patrol handled 19,115 calls for service and took 1,968 reports. Patrol's efforts resulted in 959 arrests and the issuance of 2426 citations. In 2013 Project Safe Streets focused on speed and traffic signal enforcement at major intersections as well as as speed and stop sign enforcement in residential neighborhoods. In calendar year 2013, patrol officers engaged over 163 hours in Project Safe Street activities. All of this activity in residential locations was generated by either citizens or officers identifying as areas of possible concern.

PROGRAM EXPLANATION:

Code 501: Sergeant	4.00
Police Officer	9.00
	13.00

DEPARTMENT: Police

Account Code: 001-202

PROGRAM: Patrol

Code 502: Salary

Code 530: Overtime associated with replacement of Patrol personnel due to vacant positions, sick leave, bereavement leave, vacation, court, injury, unforeseen protracted events, Memorandum of Understanding (MOU) provisions, and overtime for regional Special Weapons and Tactical Team (SWAT).

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:

- Prisoner booking fees
- Blood tests to determine drug/alcohol levels (CFP)
- Department of Justice (DOJ) fingerprinting
- Phoenix Group fees (parking citations management)
- Parking Fees paid to the County of Orange (\$12.50 per citation)

- ILJAOC Electronic traffic citation system annual fee
- O.C. RAN/ Live Scan Annual Fee
- Buena Park Police Range Annual Fee

DEPARTMENT: Police

Account Code: 001-202

PROGRAM: Patrol

Code 620: Mandated and necessary Advanced Officer Training course approved and required by the California Commission on Police Officer Standard and Training (POST). Each sworn peace officer (23 sworn positions) is required to attend 24 hours of Advanced Officer Training every two years. This training must include 12 hours of perishable skills training outlined by POST. Other specialized training is required depending upon assignment or collateral duties. These training classes include: Field Training Officer, Driving Under the Influence, Traffic Accident Investigator, Legal Updates, Drug Abuse Recognition, Assertive Supervision, Supervision course, Community-Oriented Policing, and Internal Affairs Investigation. Venues and fees differ for each course of instruction.

Code 621: Mileage reimbursement for travel.

Code 623: Annual uniform allowance.

Code 725: Special small tools needed by officers.

DEPARTMENT: Police

Account Code: 001-202

PROGRAM: Patrol

Code 733: Funds budgeted in this code include the following special departmental supplies:

- Flares
- Badge repair and refinishing
- Photo supplies/processing
- Blood-borne pathogen safety supplies
- DVD RW
- AED Batteries
- Special Weapons and Tactics (SWAT) supplies (4 members assigned to the team)
- PAS device alcohol supplies and maintenance
- Batteries and crime scene investigations supplies
- Presumptive drug-testing kits
- Replacement of 6 body armor vests in both fiscal years (5-year life expectancy)

DEPARTMENT: Police

Account Code: 001-202

PROGRAM: Patrol

Code 741: Includes ammunition for two days of range qualifications four (4) times per year at the Buena Park Police Department firing range. Also included in this program is specialized firearms training includes range rental and targets for new personnel, as well as for officers unable to attend quarterly training due to illness or injury, or vacation. Funds are also used for replacement ammunition (8000), cleaning and repair equipment (\$200), additional range time and supplies for participating in specialized training events such as Active Shooter training with allied agencies (\$2,000).

Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance costs.

Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Patrol

Account Code: 001-202



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DEPARTMENT: Police
PROGRAM: Patrol

Account Code: 001-202

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 1,225,139	\$ 1,329,900	\$ 1,329,900	\$ 1,298,500	(2.4)	\$ 1,341,000	3.3
510.000	Salaries - Part-time	6,846	-	-	11,700	N/A	11,700	-
530.000	Overtime	283,956	233,000	285,000	253,000	(11.2)	253,000	-
530.100	Click It or Ticket Program	-	-	-	-	N/A	-	N/A
530.200	PD Holiday Pay	45,949	-	52,604	51,000	(3.0)	53,000	3.9
550.000	Employee Benefits	664,412	663,000	663,000	\$ 723,100	9.1	805,700	11.4
	TOTAL PERSONNEL SERVICES	2,226,302	2,225,900	2,330,504	2,337,300	0.3	2,464,400	5.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	34,082	34,900	34,900	44,820	28.4	44,820	-
604.000	Computer Software Support	-	-	-	-	N/A	-	N/A
620.000	Meetings & Training	11,844	10,000	10,000	15,000	50.0	15,000	-
621.000	Mileage Reimbmnt/Auto Allow	49	130	130	130	-	130	-
623.000	Uniforms	12,974	12,600	12,600	11,700	(7.1)	11,700	-
725.000	Small Tools/Other Equipment	-	200	200	200	-	200	-
733.000	Special Departmental Supplies	13,552	10,600	10,600	7,400	(30.2)	12,400	67.6
741.000	Police Range	9,996	12,200	12,200	2,300	(81.1)	12,300	434.8

City of La Palma

DEPARTMENT: Police

Account Code: 001-202

PROGRAM: Patrol

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
977.000	Liability Insurance & Claims	35,160	39,520	39,520	91,300	131.0	93,100	2.0
978.000	Building Maintenance/Replacmnt	41,000	32,130	32,130	48,000	49.4	60,100	25.2
979.000	Vehicle Maintenance	38,900	38,400	38,400	-	(100.0)	-	N/A
980.000	Vehicle Replacement	53,000	46,000	46,000	42,000	(8.7)	42,000	-
981.000	Computer Maintenance	47,400	32,600	32,600	55,100	69.0	55,100	-
	TOTAL MAINTENANCE AND OPERATIONS	297,957	269,280	269,280	317,950	18.1	346,850	9.1
900	CAPITAL OUTLAY/IMPROVEMENTS							
802.000	Furniture & Fixtures	-	-	-	-	N/A	-	N/A
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	4,058	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	4,058	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 2,528,317	\$ 2,495,180	\$ 2,599,784	\$ 2,655,250	2.1	\$ 2,811,250	5.9

DEPARTMENT: Police

Account Code: 001-203

PROGRAM: Police Service Dog

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 62,292	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	20,008	-	-	-	N/A	-	N/A
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 82,300	\$ -	\$ -	\$ -	N/A	\$ -	N/A

PROGRAM DESCRIPTION:

The Police Service Dog (PSD) team consists of an officer and a dog. They patrol primarily during night and early morning hours when incidents of commercial burglary and automobile burglary, and auto theft are traditionally the highest. This team is unique, as they are one of a few in Orange County that are cross-trained in narcotic detection. The team is used to search for evidence, suspects, and lost children. The PSD saves man-hours during building searches due to its rapid and accurate search capability, allowing other patrol officers to clear calls sooner and become available to handle additional calls. The PSD team increases the safety of officers during high-risk conditions and building searches as well as in apprehension of fleeing suspects. The PSD team is also a force multiplier and a psychological advantage for patrol, in that many suspects fear police dogs and will give up very quickly when they know a PSD team is on scene. This psychological advantage reduces the chances of suspects fleeing or fighting.

PROGRAM EXPLANATION:

Code 501:

DEPARTMENT: Police

Account Code: 001-203

PROGRAM: Police Service Dog

- Code 530: Overtime associated with replacement of Patrol personnel due to vacant positions, sick leave, vacation, court, injury, and MOU provisions.

- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

- Code 600: Includes veterinary service for the dog.

- Code 620: Police Service Dog training; PSD Association membership.

- Code 623: Annual uniform allowance.

- Code 733: Special department supplies.

- Code 977: Funds budgeted in this code includes the program's pro rata share of Liability Insurance and Claims costs.

- Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

- Code 980: Funds budgeted in this code include pro rata share of Vehicle Replacement costs.

- Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Police Service Dog

Account Code: 001-203

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 34,011	\$ -	\$ -	\$ -	N/A	\$ -	N/A
530.000	Overtime	9,847	-	-	-	N/A	-	N/A
530.200	PD Holiday Pay	-	-	-	-	N/A	-	N/A
550.000	Employee Benefits	18,434	-	-	-	N/A	-	N/A
	TOTAL PERSONNEL SERVICES	62,292	-	-	-	N/A	-	N/A
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	874	-	-	-	N/A	-	N/A
620.000	Meetings & Training	1,600	-	-	-	N/A	-	N/A
623.000	Uniforms	450	-	-	-	N/A	-	N/A
733.000	Special Departmental Supplies	244	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	2,340	-	-	-	N/A	-	N/A
979.000	Vehicle Maintenance	4,400	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	7,000	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	3,100	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	20,008	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 82,300	\$ -	\$ -	\$ -	N/A	\$ -	N/A

DEPARTMENT: Police
PROGRAM: Police Service Dog

Account Code: 001-203



DEPARTMENT: Police

Account Code: 001-206

PROGRAM: Police Reserve Unit

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 56,582	\$ 42,300	\$ 43,900	\$ 44,300	0.9	\$ 44,900	1.4
Maintenance and Operations	2,513	3,880	3,880	6,300	62.4	6,400	1.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 59,095	\$ 46,180	\$ 47,780	\$ 50,600	5.9	\$ 51,300	1.4

PROGRAM DESCRIPTION:

The Reserve Unit is comprised of part-time employees that serve in limited capacity peace officer positions. Their primary function is operational support of full-time officers. Reserve Officers participate in bicycle safety programs; Neighborhood Watch; routine patrol; prisoner booking and transportation; investigations; special events; and many other City functions. The Reserve Unit also assists the Detective Bureau in "White Collar" type criminal investigations. These investigations are time consuming as well as being complex in nature. The Reserve Officers comprise the Victim Contact Team, which makes contact with all crime victims.

PROGRAM EXPLANATION:

- Code 510: Reserve Officers 2,320 annual hours
- Code 550: Funds budgeted in this code includes program's pro rata share of Employee Benefits costs.
- Code 623: Annual uniform allowance.

DEPARTMENT: Police

Account Code: 001-206

PROGRAM: Police Reserve Unit

Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

City of La Palma

DEPARTMENT: Police

Account Code: 001-206

PROGRAM: Police Reserves Unit

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
510.000	Salaries - Part-time	\$ 50,693	\$ 40,900	\$ 40,900	\$ 40,900	-	\$ 40,900	-
530.000	Overtime	2,308	-	-	-	N/A	-	N/A
550.000	Employee Benefits	3,581	1,400	3,000	3,400	13.3	4,000	17.6
	TOTAL PERSONNEL SERVICES	56,582	42,300	43,900	44,300	0.9	44,900	1.4
MAINTENANCE AND OPERATIONS								
623.000	Uniforms	1,493	1,500	1,500	1,500	-	1,500	-
977.000	Liability Insurance & Claims	420	1,280	1,280	3,000	134.4	3,100	3.3
981.000	Computer Maintenance	600	1,100	1,100	1,800	63.6	1,800	-
	TOTAL MAINTENANCE AND OPERATIONS	2,513	3,880	3,880	6,300	62.4	6,400	1.6
	TOTAL EXPENDITURES	\$ 59,095	\$ 46,180	\$ 47,780	\$ 50,600	5.9	\$ 51,300	1.4

DEPARTMENT: Police
PROGRAM: Police Reserves Unit

Account Code: 001-206



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DEPARTMENT: Police

Account Code: 001-207

PROGRAM: Services Division Management

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 212,897	\$ 211,000	\$ 185,000	\$ 182,181	(1.5)	\$ 199,700	9.6
Maintenance and Operations	63,547	67,700	67,700	72,200	6.6	73,700	2.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 276,444	\$ 278,700	\$ 252,700	\$ 254,381	0.7	\$ 273,400	7.5

PROGRAM DESCRIPTION:

Generally manages the delivery of police support, including management of the Detective and Administrative Support Bureaus, Professional Standards (Internal Affairs Investigations), communications and records, and serves as the Department's Procurement Officer for all goods and services. The Services Division also enforces rules, regulations, and policies to ensure efficient service delivery, and assists in preparing and administering related portions of the budget. Division also assist the Administrative Services Director with the recruitment and retention of the police officers, and supervises, trains, evaluates, and establishes work schedules to assigned staff. Assists the Chief of Police in improving department services, programs, infrastructure, and Risk Management.

PROGRAM EXPLANATION:

Code 501: Captain

1.00

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Police

Account Code: 001-207

PROGRAM: Services Division Management

Code 600: Funds budgeted in this code include contract services for the following:

- Background investigations for prospective employees
- Document shredding
- Participation in Integrated Law and Justice
- AlertOC Mass Notification System

Code 620: Funds budgeted in this code include meetings and training for the following:

- Division Commanders monthly meetings
- Miscellaneous

Code 622: Funds budgeted in this code include publications and dues for the following:

- International Association of Chiefs of Police (IACP)
- California Chiefs of Police Association-Second in Command
- CALNENA 9-1-1

Code 623: Annual uniform allowance

Code 654: Printing and reproduction

DEPARTMENT: Police

Account Code: 001-207

PROGRAM: Services Division Management

Code 691: Funds budgeted include the following communications costs:

- Departmental cell phone charges
- Globalstar USA Satellite Phone Service
- Police Department's share of 800 MHz backbone cost

Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Services Division Management

Account Code: 001-207



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DEPARTMENT: Police
PROGRAM: Services Division Management

Account Code: 001-207

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 138,069	\$ 140,800	\$ 114,800	\$ 117,500	2.4	\$ 123,400	5.0
505.000	Salary Savings (3-day Mgmt Furlough)				\$ (1,519)			
550.000	Employee Benefits	74,828	70,200	70,200	66,200	(5.7)	76,300	15.3
	TOTAL PERSONNEL SERVICES	212,897	211,000	185,000	182,181	(1.5)	199,700	9.6
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	16,545	15,000	15,000	18,150	21.0	18,150	-
620.000	Meetings & Training	218	500	500	500	-	500	-
622.000	Publications & Dues	370	400	400	250	(37.5)	250	-
623.000	Uniforms	900	900	900	900	-	900	-
650.000	Office Supplies	-	-	-	-	N/A	-	N/A
654.000	Printing & Reproduction	643	1,300	1,300	800	(38.5)	800	-
691.000	Communications	24,191	28,200	28,200	27,200	(3.5)	27,200	-
977.000	Liability Insurance & Claims	3,480	5,280	5,280	10,000	89.4	10,200	2.0
978.000	Building Maintenance/Replacmnt	4,100	4,320	4,320	5,300	22.7	6,600	24.5
979.000	Vehicle Maintenance	4,400	4,400	4,400	-	(100.0)	-	N/A
980.000	Vehicle Replacement	4,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	4,700	4,400	4,400	6,100	38.6	6,100	-
	TOTAL MAINTENANCE AND OPERATIONS	63,547	67,700	67,700	72,200	6.6	73,700	2.1
	TOTAL EXPENDITURES	\$ 276,447	\$ 278,704	\$ 252,705	\$ 254,381	0.7	\$ 273,400	7.5

DEPARTMENT: Police
PROGRAM: Services Division Management

Account Code: 001-207



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DEPARTMENT: Police

Account Code: 001-208

PROGRAM: Investigations

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 546,367	\$ 547,400	\$ 547,400	\$ 542,900	(0.8)	\$ 560,600	3.3
Maintenance and Operations	64,092	62,990	77,990	69,345	(11.1)	69,745	0.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 610,459	\$ 610,390	\$ 625,390	\$ 612,245	(2.1)	\$ 630,345	3.0

PROGRAM DESCRIPTION:

Detectives are non-uniform personnel responsible for investigating all reports requiring follow-up and includes: crimes against persons and property; making arrests when appropriate; conducting juvenile counseling; filing criminal complaints; and maintaining records, evidence, and property. Detectives initiate narcotic investigations, conduct investigations of gang-related crimes, perform undercover surveillance, and obtain search and arrest warrants. They are the Department's liaison with other law enforcement agencies and the District Attorney's Office.

The Detective Bureau Supervisor assigned more than 893 cases in the 2013 calendar year for investigation by detectives and/or follow-up by the Victim Contact Team. All detectives are considered on call and required to respond within 1 hour.

PROGRAM EXPLANATION:

Code 501: Sergeant	0.00
Police Officer	3.00
Civilian Investigator	1.00
	4.00

Code 530: Overtime associated with the replacement of personnel due to vacant positions, sick leave, vacation, court, injury, training, unforseen

DEPARTMENT: Police

Account Code: 001-208

PROGRAM: Investigations

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:

- Transcription services
- Evidence gathering at Child Abuse Services Team and hospitals
- Accurint Skip Tracing Web Based Service
- Orange County Prosecution charges

Code 620: Funds budgeted in this code include mandatory training for detectives:

- Sexual Assault Training
- Child Abuse Investigation
- Homicide Investigations
- Robbery

- Burglary
- Basic Investigations
- Auto Theft
- Officer Involved Shooting
- Identity Theft
- California Association of Property and Evidence (C.A.P.E.) Conference

Code 621: Mileage reimbursement for travel.

DEPARTMENT: Police

Account Code: 001-208

PROGRAM: Investigations

- Code 622: Funds budgeted in this code include dues for two detectives associated with professional organizations for the following:
 - International Association of Financial Crime Investigators
 - International Association of Property and Evidence
 - Southern California Crime and Intellegence
 - C.A.P.E.

- Code 623: Annual uniform allowance.

- Code 733: Funds budgeted in this code include special departmental supplies for the following:
 - Tapes, CD's, and DVD's

- Code 750: Funds budgeted in this code include services and supplies for property and evidence control consisting of the following:
 - Forensic supplies
 - Drug Testing supplies
 - Property and Evidence supplies
 - Evidence destruction

- Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

- Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

- Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

- Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Investigations

Account Code: 001-208



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DEPARTMENT: Police
PROGRAM: Investigations

Account Code: 001-208

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 340,022	\$ 351,500	\$ 351,500	\$ 338,800	(3.6)	\$ 340,000	0.4
530.000	Overtime	22,062	25,000	25,000	20,000	(20.0)	20,000	-
550.000	Employee Benefits	184,283	170,900	170,900	184,100	7.7	200,600	9.0
	TOTAL PERSONNEL SERVICES	546,367	547,400	547,400	542,900	(0.8)	560,600	3.3
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	4,643	3,400	18,400	5,000	(72.8)	5,000	-
620.000	Meetings & Training	5,272	2,450	2,450	5,300	116.3	5,300	-
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	245	400	400	445	11.3	445	-
623.000	Uniforms	2,475	2,700	2,700	2,700	-	2,700	-
733.000	Special Departmental Supplies	367	800	800	500	(37.5)	500	-
750.000	Evidence & Property Control	1,530	1,800	1,800	1,800	-	1,800	-

City of La Palma

DEPARTMENT: Police
PROGRAM: Investigations

Account Code: 001-208

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
977.000	Liability Insurance & Claims	6,960	11,040	11,040	20,900	89.3	21,300	1.9
978.000	Building Maintenance/Replacmnt	8,100	9,000	9,000	11,000	22.2	11,000	-
979.000	Vehicle Maintenance	13,200	13,200	13,200	-	(100.0)	-	N/A
980.000	Vehicle Replacement	12,000	9,000	9,000	9,000	-	9,000	-
981.000	Computer Maintenance	9,300	9,100	9,100	12,600	38.5	12,600	-
	TOTAL MAINTENANCE AND OPERATIONS	64,092	62,990	77,990	69,345	(11.1)	69,745	0.6
	TOTAL EXPENDITURES	\$ 610,462	\$ 610,394	\$ 625,395	\$ 612,245	(2.1)	\$ 630,345	3.0

DEPARTMENT: Police

Account Code: 001-209

PROGRAM: Records and Communications

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 538,677	\$ 500,400	\$ 520,800	\$ 529,100	1.6	\$ 531,600	0.5
Maintenance and Operations	167,338	89,500	261,400	112,340	(57.0)	118,040	5.1
Capital Outlay/Improvements	-	300	300	300	-	300	-
Total	\$ 706,015	\$ 590,200	\$ 782,500	\$ 641,740	(18.0)	\$ 649,940	1.3

PROGRAM DESCRIPTION:

Records and Communications are the first level of contact for citizens reporting crimes either by phone or in person. Currently, the police department’s front lobby is opened 24 hours a day, providing a location for citizens to contact the department in person anytime of the day or night. The dispatch center is also the first point of contact (via 9-1-1) for all emergency medical and fire calls, which are transferred to Orange County Fire Authority for the appropriate dispatching. During the past year, 6072 ‘911’ calls came into our dispatch center, resulting in officers responding to 1809 calls requiring emergency response.

Public Safety Dispatchers are cross trained in Records functions and both Communications and Records personnel are responsible for the processing and the security of official records, all associated monthly reporting to the Department of Justice (DOJ), and yearly audits for DOJ and Criminal Records Offender Information. Along with the required Public Safety Answering Point duties (PSAP-9-1-1) Records and Communications is also responsible answering routine business calls, and directing the callers to the appropriate resource; routine and emergency police radio communications; front counter reception; records retrieval; and other associated functions necessary for the overall operations of the Records and Communications Program.

PROGRAM EXPLANATION:

Code 501:	Dispatcher	4.00
	Records Clerk	1.00

DEPARTMENT: Police

Account Code: 001-209

PROGRAM: Records and Communications

- Code 530: Overtime associated with replacement of personnel due to vacant positions, sick leave, vacation, court, injury, and MOU provisions.

- Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

- Code 600: Funds budgeted in this code include scanning of onsite files into LaserFiche.

- Code 604: Management System support agreement. (Includes support for MDC's, and CAD/RMS system)

- Code 620: Funds budgeted in this code include mandated and necessary training courses for the following:
 - Advanced Dispatcher training
 - California Law Enforcement Association of Records Supervisors (CLEARS) Conferer
 - Records Management training

- Code 621: Mileage reimbursement for travel.

- Code 622: Funds budgeted in this code include membership dues for the following:
 - CLEARS
 - California Law Enforcement Telecommunications System User Group

- Code 623: Annual uniform allowance.

DEPARTMENT: Police

Account Code: 001-209

PROGRAM: Records and Communications

Code 691: Funds budget include the following communications costs:
Monthly charges and all radio repairs (portable, mobile and base), including
in-car video systems
California Law Enforcement Teletype Service
OCATS
L3 System Vehicle / Interview Room
L3 Camera / Transmitter Maintenance
Wireless Aircards for MDC's through AT&T

Code 704: Maintenance service for communication equipment.

Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police
PROGRAM: Records and Communications

Account Code: 001-209



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DEPARTMENT: Police

Account Code: 001-209

PROGRAM: Records and Communications

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 286,690	\$ 296,400	\$ 296,400	\$ 302,700	2.1	\$ 303,700	0.3
510.000	Salaries - Part-time	15,062	26,000	30,000	30,000	-	30,000	-
530.000	Overtime	72,891	55,000	65,000	55,000	(15.4)	55,000	-
530.200	PD Holiday Pay	7,609	-	6,400	6,400	-	6,400	-
550.000	Employee Benefits	156,425	123,000	123,000	135,000	9.8	136,500	1.1
	TOTAL PERSONNEL	538,677	500,400	520,800	529,100	1.6	531,600	0.5
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	20,500	-	-	N/A	-	N/A
604.000	Computer Software Support	110,062	2,000	194,400	25,000	(87.1)	25,000	-
620.000	Meetings & Training	740	200	200	-	(100.0)	1,400	N/A
621.000	Mileage Reimbmnt/Auto Allow	-	200	200	200	-	200	-
622.000	Publications & Dues	85	-	-	200	N/A	200	-
623.000	Uniforms	4,500	4,500	4,500	4,500	-	4,500	-
691.000	Communications	21,903	26,200	26,200	20,740	(20.8)	20,740	-
704.000	Office Equipment Maintenance	128	-	-	200	N/A	200	-
733.000	Special Departmental Supplies	-	200	200	-	(100.0)	-	N/A

DEPARTMENT: Police

Account Code: 001-209

PROGRAM: Records and Communications

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
977.000	Liability Insurance & Claims	8,520	13,520	13,520	28,900	113.8	29,400	1.7
978.000	Building Maintenance/Replacmnt	9,900	10,980	10,980	15,200	38.4	19,000	25.0
981.000	Computer Maintenance	11,500	11,200	11,200	17,400	55.4	17,400	-
	TOTAL MAINTENANCE AND OPERATIONS	167,338	89,500	261,400	112,340	(57.0)	118,040	5.1
	CAPITAL OUTLAY/IMPROVEMENTS							
802.000	Furniture & Fixtures	-	300	300	300	-	300	-
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	3	304	305	300	(1.6)	300	-
	TOTAL EXPENDITURES	\$ 706,018	\$ 590,204	\$ 782,505	\$ 641,740	(18.0)	\$ 649,940	1.3

DEPARTMENT: Police

Account Code: 001-218

PROGRAM: Administrative Support Bureau

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 153,089	\$ 155,600	\$ 155,600	\$ 19,373	(87.5)	\$ 24,750	27.8
Maintenance and Operations	43,327	55,575	55,575	40,690	(26.8)	48,390	18.9
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 196,416	\$ 211,175	\$ 211,175	\$ 60,063	(71.6)	\$ 73,140	21.8

PROGRAM DESCRIPTION:

The Administrative Support Bureau (ASB) provides management, supervision, and coordination of the police department programs associated with quality of life improvements within the City. Some of the programs managed by ASB include: Neighborhood Watch, Police Explorers, Volunteers in Policing (VIP) and Police Chaplains. ASB created the Police Interaction with Youth program (PIY) to address the most common juvenile crimes and decisions facing the youth of our community. PIY is currently in all the elementary schools, as well as Walker Junior High School.

Personnel within this bureau has been reduced by 1 full time employee and 1 part time Community Services Officer (CSO) has been added. The CSO will report to the Operations Captain relative to disaster preparedness as that responsibility has been transferred to that division. Ensuring the city is current with all state and federal mandates for training and readiness will guarantee our eligibility for federal reimbursement if a disaster affecting our community were to occur.

PROGRAM EXPLANATION:

Code 501:

Part Time Community Services Officer 0.50

Code 530: Explorer program advisors and Citizens' Academy Instructors.

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Police

Account Code: 001-218

PROGRAM: Administrative Support Bureau

Code 620: Funds budgeted in this code include meetings and training for the following:
 Crime Prevention
 Volunteer Coordination
 Community Policing and Explorer Advisor training

Code 622: Annual Explorer Charter fee, annual Leadership fee and dues, which pay for one (1) Advisor and seven (7) Assistant Advisors.

Code 623: Annual uniform allowance.

Code 654: Funds budgeted in this code include printing and reproduction costs for the following:
 Monthly Source Community Newsletter

\$ -

 Miscellaneous printing, including brochures and educational flyers

Code 725: Necessary tools and supplies to properly outfit and distribute to City buildings.

DEPARTMENT: Police

Account Code: 001-218

PROGRAM: Administrative Support Bureau

- Code 733: Funds budgeted in this code include special departmental supplies for the following:
 - Citizens Emergency Response Team training (CERT)
 - Miscellaneous RACES Equipment
 - Volunteer Uniforms (VIP, Explorers, PSA and PCO)

- Code 739: Funds budgeted in this code include community relations costs for the following:
 - Neighborhood Watch Annual Awards Banquet
 - Police Interaction with Youth Program and Supplies
 - Annual Awards Commendations Ceremony (Secures venue, decorations, and some printing)
 - DUI Educational Programs / MADD Car
 - Red Ribbon Week
 - National Night Out
 - Fitness Fun Run
 - La Palma Days Parade

- Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

- Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

- Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

- Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Police

Account Code: 001-218

PROGRAM: Administrative Support Bureau



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DEPARTMENT: Police
PROGRAM: Administrative Support Bureau

Account Code: 001-218

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 91,184	\$ 90,500	\$ 90,500	\$ -	(100.0)	\$ -	N/A
510.000	Salaries - Part-time	\$ -	\$ -	\$ -	\$ 17,873	N/A	\$ 22,650	26.7
530.000	Overtime	12,488	20,000	20,000	\$ -	(100.0)	\$ -	N/A
550.000	Employee Benefits	49,417	45,100	45,100	\$ 1,500	(96.7)	\$ 2,100	40.0
	TOTAL PERSONNEL	153,089	155,600	155,600	19,373	(87.5)	24,750	27.8
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	1,215	3,000	3,000	1,900	(36.7)	1,900	-
622.000	Publications & Dues	488	800	800	450	(43.8)	450	-
623.000	Uniforms	1,688	3,000	3,000	300	(90.0)	300	-
654.000	Printing & Reproduction	3,429	-	-	5,000	N/A	5,000	-
725.000	Small Tools/Other Equipment	-	-	-	100	N/A	100	-
733.000	Special Departmental Supplies	12,423	1,000	1,000	2,000	100.0	3,000	50.0
739.000	Community Relations	2,144	4,000	4,000	6,240	56.0	11,740	88.1
740.000	Other Awards	-	-	-	-	N/A	-	N/A

City of La Palma

DEPARTMENT: Police

Account Code: 001-218

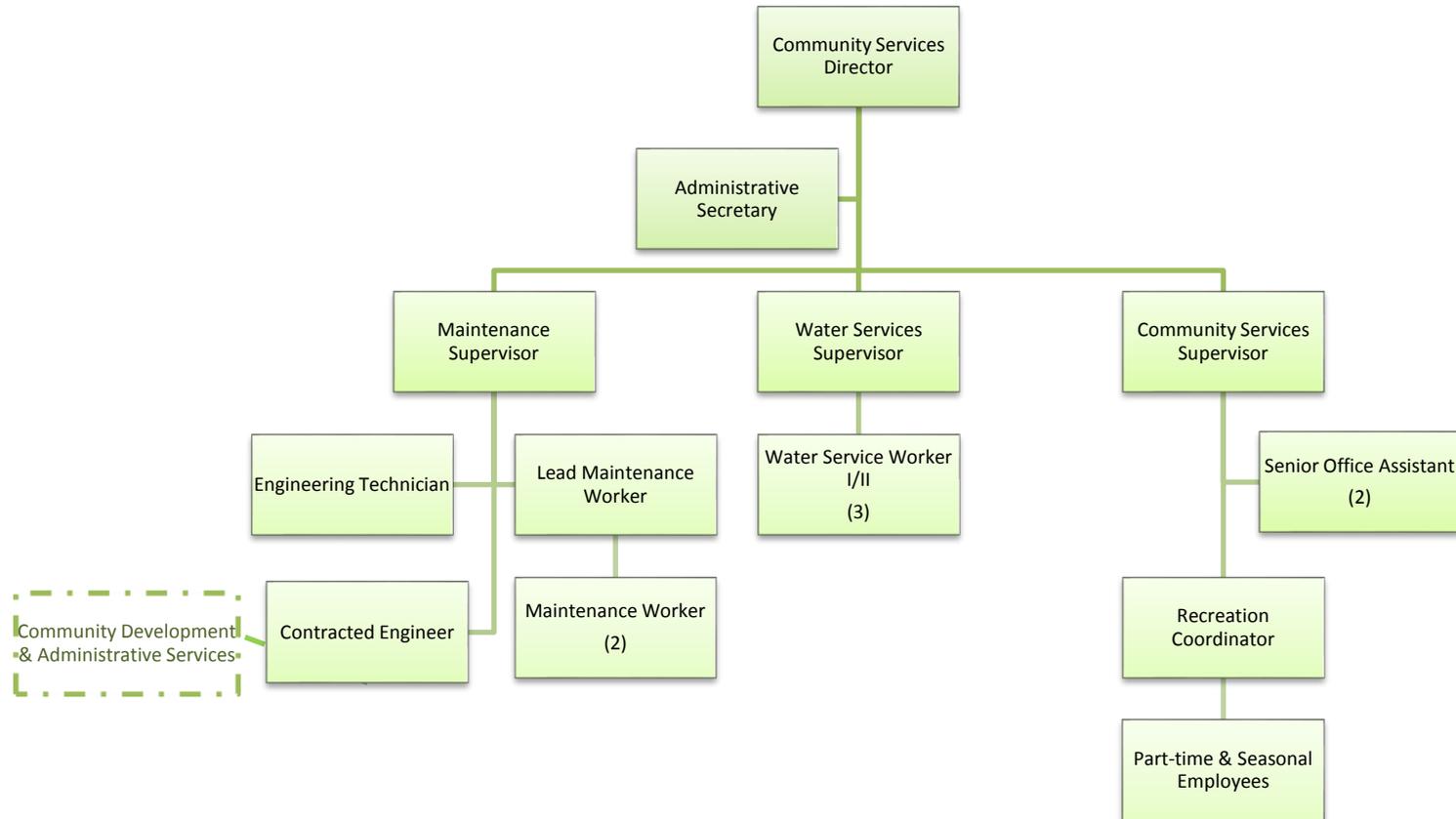
PROGRAM: Administrative Support Bureau

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
977.000	Liability Insurance & Claims	6,240	7,040	7,040	6,900	(2.0)	7,100	2.9
978.000	Building Maintenance/Replacmnt	7,300	5,760	5,760	3,600	(37.5)	4,600	27.8
979.000	Vehicle Maintenance	-	15,175	15,175	-	(100.0)	-	N/A
980.000	Vehicle Replacement	-	10,000	10,000	10,000	-	10,000	-
981.000	Computer Maintenance	8,400	5,800	5,800	4,200	(27.6)	4,200	-
	TOTAL MAINTENANCE AND OPERATIONS	43,327	55,575	55,575	40,690	(26.8)	48,390	18.9
	CAPITAL OUTLAY/IMPROVEMENTS							
805.000	Vehicles	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 196,416	\$ 211,175	\$ 211,175	\$ 60,063	(71.6)	\$ 73,140	21.8



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Community Services



**Department Staffing
Community Services**

General Fund Positions

	<u>FY 2012-13 ADOPTED</u>	<u>FY 2012-13 AMENDED</u>	<u>FY 2013-14 ADOPTED</u>	<u>FY 2014-15 ESTIMATED</u>
Community Services Director	0.00	0.00	0.60	0.60
Public Works Director / City Engineer	0.45	0.45	0.00	0.00
Recreation & Comm. Services Director	1.00	1.00	0.00	0.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Maintenance Supervisor	0.30	0.30	0.30	0.30
Water Services Supervisor	0.00	0.00	0.00	0.00
Engineering Technician	0.10	0.10	0.10	0.10
Lead Maintenance Worker	0.50	0.50	0.40	0.40
Maintenance Worker	1.40	1.40	1.40	1.40
Water Service Worker II	0.00	0.00	0.00	0.00
Recreation Coordinator	2.00	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	0.00	0.00
Management Aide	1.00	0.00	0.00	0.00
Administrative Secretary	0.50	0.50	0.50	0.50
Sr. Office Assistant	2.00	2.00	2.00	2.00
	11.25	9.25	7.30	7.30

**Department Staffing
Community Services**

Other Fund Positions

	<u>FY 2012-13 ADOPTED</u>	<u>FY 2012-13 AMENDED</u>	<u>FY 2013-14 ADOPTED</u>	<u>FY 2014-15 ESTIMATED</u>
Community Services Director	0.00	0.00	0.40	0.40
Public Works Director / City Engineer	0.55	0.55	0.00	0.00
Recreation & Comm. Services Director	0.00	0.00	0.00	0.00
Community Services Supervisor	0.00	0.00	0.00	0.00
Maintenance Supervisor	0.70	0.70	0.70	0.70
Water Services Supervisor	1.00	1.00	1.00	1.00
Engineering Technician	0.90	0.90	0.90	0.90
Lead Maintenance Worker	0.50	0.50	0.60	0.60
Maintenance Worker	0.60	0.60	0.60	0.60
Water Service Worker II	3.00	3.00	3.00	3.00
Recreation Coordinator	0.00	0.00	0.00	0.00
Recreation Specialist	0.00	0.00	0.00	0.00
Management Aide	0.00	0.00	0.00	0.00
Administrative Secretary	0.50	0.50	0.50	0.50
Sr. Office Assistant	0.00	0.00	0.00	0.00
	7.75	7.75	7.70	7.70
TOTAL FTE:	19.00	17.00	15.00	15.00

Department Description and Functions

Community Services

Administration

- Provide overall leadership to the Department through strategic planning and citizen engagement
- Administration of Engineering, Maintenance, Utilities Management, and Recreation Services
- Frontline Customer Service
- Provide reservation services for Central Park facilities; recreation program registration, including www.lpreconnect.com
- Water Billing Quality Control
- Accounting Disbursements
- Contract Preparation and Management
- Prepare and manage annual department budget
- Purchase Orders and Accounts Payable
- Preparation of State-Mandated reports for Sewer, Water, and NPDES programs
- Pursuit of grant funding and sponsorship opportunities
- Pursuit and nurturing of partnerships with local school districts, businesses, and other service providers
- Staff Development

Engineering

- Management of Capital Improvement Program
- Traffic Engineering
- Preparation of Plans and Specifications
- Project and Construction Management
- Construction Inspection
- Forensic Investigation
- Water and Sewer Utility Management, Design, and Billing
- Management and Inspection for NPDES Program
- Measure M Funding Management and Administration

Department Description and Functions

Community Services

Maintenance (Streets, Sidewalks, Facilities, Block Walls, Parks, Medians, Storm Drains, etc.)

Maintenance and Management of Streets, Sidewalks, Buildings, Parks, Arterial Block Walls, Medians and Storm Drains

Inspections and Maintenance of Park Facilities (Fields, infrastructure, playground equipment, facilities, etc.)

Maintenance and Watering of Arterial Trees

Response to Emergency Situations (NPDES violations, traffic accidents, etc.)

Special Event Preparation

Fleet and Franchise Utility Management

Utilities (Water Treatment, Water Distribution, Water Conservation, and Sewer System Management)

Water Treatment Management

Water Distribution Management and Repair (preventative maintenance, fire hydrant management, CDPH adherence to mandates)

Emergency Response

Water Conservation

Youth & Family Services

Provide recreation programs for youth, teens, and families focused on mental and physical fitness, resiliency, and education.

Provide contracted organized sports for both pre-school and elementary age youth.

Provide job training opportunities for teens.

Provide water safety classes for all ages.

Neighborhood & Community Services

Provide a wide variety of high quality citywide special events with diverse community and cultural interests.

Coordinate volunteer recruitment, training, and retention efforts.

Provide staff support to City Council appointed Community Activities & Beautification Committee.

Department Description and Functions

Community Services

Health & Wellness

Provide monthly USDA commodity distribution for those in need.

Provide Meals On Wheels for older adults, delivered by volunteers providing wellness checks and socialization.

Provide meeting space for non-profit organizations.

Create educational and recreational experiences for all ages through contract classes.

Negotiate, develop, and maintain service contracts with contract instructors and partner agencies.

Facility Operations & Resources

Offer safe and attractive spaces and activities where people can gather for recreation, sports, meetings, and social opportunities.

Serve as one of the community's emergency shelters during disasters.

Develop promotional materials, including flyers, quarterly recreation guide, newspaper ads, and newsletters.

Support recreation programs with logistical support and park preparations.

Department Description and Functions
Community Services



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Performance Indicators

Community Services

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives
Respond to and eradicate 95% of graffiti complaints within 72 hours of receiving notice	Minimum 95%	Pride and Ownership	Maintain Quality of Life
Identify and apply for at least one grant award funding source for a street repair project by June 30, 2014	Minimum 1	Vision	Balance Budget
Minimize Annual Utility Rate Increases to less than or equal to 3%	3% maximum increase	Security	Balance Budget
Continuously improve the overall pavement condition Citywide and minimize claims to the City due to damaged infrastructure	Minimum Overall PCI = 78	Pride and Ownership	Maintain High Public Safety Level
Increase Number of Volunteer Hours	Increase by 15%	Pride & Ownership	Communication / Engagement
Increase number of facility rentals.	Increase by 10%	Opportunity	Family Maintain Quality of Life
Increase the number of participants for water safety and fitness classes.	Increase by 15%	Public Safety	Security
Implement Customer Satisfaction Survey for programs and facilities.	85% Satisfaction Rate	Family	Maintain Quality of Life

Performance Indicators

Community Services

Graffiti - A large majority of calls are received regarding resident concerns pertain to the high level of service expected for graffiti abatement. If graffiti lasts for more than a couple of days, a number of calls are received requesting the removal.

Grants - As funding is limited, it is imperative to find alternative sources of funding to maintain the high levels of service expected by our residents.

Pavement Condition - Streets conditions in La Palma improves each year. It is a goal by OCTA as a region to globally improve the overall PCI's countywide.

Volunteer Hours - As staffing is reduced, volunteer support is more crucial than ever to ensure the successful delivery of programs and special events. Volunteer support indicates community buy-in and further enhances community interaction.

Facility Rentals - Ensures effective and efficient use of capital resources by increasing the number of customers utilizing recreation facilities; increased rentals also generates higher revenue, thereby reducing impact on general fund

Customer Satisfaction Survey - Implementing this tool for all interactions with the Department will measure how satisfied customers are with their overall experience. Establishing a satisfaction baseline will enable staff to focus on areas of concern and create positive experiences for all customers.

Performance Indicators
Community Services



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Community Services

Summary of Departmental Expenditures by Program:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Administration - Recreation & Comm Serv	\$ 378,996	\$ -	\$ -	\$ -	\$ -		\$ -	
Administration - Public Works	145,419	-	-	-	-		-	
Administration - Community Services	-	395,650	398,150	398,150	396,564	-0.4%	408,900	2.7%
Youth and Family Services	318,742	268,460	268,460	268,460	300,300	11.9%	324,200	20.8%
Neighborhood and Community Services	204,433	186,980	190,080	190,080	214,800	13.0%	222,400	17.0%
Health and Wellness	164,907	135,900	157,700	157,700	140,600	-10.8%	145,600	-7.7%
Facility Operations and Resources	239,728	220,800	205,800	205,800	226,400	10.0%	231,200	12.3%
Engineering	47,814	55,110	55,110	55,110	54,100	-1.8%	54,300	-1.5%
Streets Maintenance	119,919	133,010	133,010	133,010	199,100	49.7%	204,100	53.4%
Parks Maintenance	166,335	157,930	157,930	157,930	155,900	-1.3%	156,640	-0.8%
City Trees and Street Medians	253,078	234,760	234,760	234,760	247,600	5.5%	250,100	6.5%
Total Departmental Expenditures	\$ 2,039,371	\$ 1,788,600	\$ 1,801,000	\$ 1,801,000	\$ 1,935,364	7.5%	\$ 1,997,440	10.9%

Summary of Departmental Expenditures by Category:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	1,106,042	853,200	830,150	830,150	880,964	6.1%	914,300	3.8%
Maintenance and Operations	927,866	924,400	938,500	938,500	1,044,400	11.3%	1,072,140	2.7%
Capital Outlay/Improvements	5,463	11,000	11,000	11,000	10,000	N/A	11,000	10.0%
Total Departmental Expenditures	\$ 2,039,371	\$ 1,788,600	\$ 1,779,650	\$ 1,779,650	\$ 1,935,364	8.7%	\$ 1,997,440	3.2%

DEPARTMENT: Community Services

Account Code: 001-400

PROGRAM: Administration

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 414,924	\$ 275,100	\$ 275,800	\$ 280,664	1.8	\$ 287,600	2.5
Maintenance and Operations	109,491	120,550	122,350	115,900	(5.3)	121,300	4.7
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 524,415	\$ 395,650	\$ 398,150	\$ 396,564	(0.4)	\$ 408,900	3.1

PROGRAM DESCRIPTION:

Provide overall leadership to the department through strategic planning, budget preparation and monitoring, performance measurement, park planning, capital projects, grant development, project management, and citizen outreach efforts. Encourages innovation and efficient use of resources for providing quality services to the citizens by designing and delivering programs and services that address their needs and ensure the attainment of the City's goals and objectives.

PROGRAM EXPLANATION:

Code 501:	Community Services Director	0.50
	Administrative Secretary	0.50
	Senior Office Assistant	2.00
		3.00

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Represents personnel overtime

Code 550: This division's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-400

PROGRAM: Administration

- Code 604: Computer software support for the following:
 - Annual maintenance fee for Class Registration/Facility Reservation software

- Code 619: Credit card merchant services:
 - Credit card processing
 - Online Program Registration Hosting

- Code 620: Staff training workshops, conferences, and departmental meetings and trainings

- Code 622: Funds budgeted in this code include publications and dues for the following:
 - APWA, NRPA and CPRS membership dues
 - Miscellaneous subscriptions, dues, and award nomination fees
 - Department newspaper subscription

- Code 650: Department office supplies and specialized paper (astrobrite, posters, banners).

DEPARTMENT: Community Services

Account Code: 001-400

PROGRAM: Administration

- Code 654: Printing of departmental envelopes, letterhead, business cards, and office and facility forms; City Committee Member name tags and plates.
- Code 691: Monthly departmental cell phone charges/stipends, 6 total: 4-staff, 2-off site programs.
- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the
- Code 733: Miscellaneous special departmental supplies
- Code 740: Annual employee recognition and other awards/plaques presented during the year.
- Code 977: This division's pro rata share of Liability Insurance and Claims costs.
- Code 978: This division's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.
- Code 980: This division's pro rata share of Vehicle Replacement costs.
- Code 981: This division's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Administration

Account Code: 001-400



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DEPARTMENT: Community Services
PROGRAM: Administration

Account Code: 001-400

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 282,730	\$ 202,000	\$ 202,000	\$ 195,500	(3.2)	\$ 199,000	1.8
505.000	Salary Savings Credit	-	(8,500)	(8,500)	\$ (1,436)	(83.1)	\$ -	(100.0)
530.000	Overtime	574	300	1,000	\$ 1,000	-	\$ 1,000	-
550.000	Employee Benefits	131,620	81,300	81,300	\$ 85,600	5.3	\$ 87,600	2.3
	TOTAL PERSONNEL SERVICES	414,924	275,100	275,800	280,664	1.8	287,600	2.5
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	22,547	28,400	28,400	1,800	(93.7)	1,800	-
604.000	Computer Software Support	3,866	3,600	3,600	6,500	80.6	6,500	-
619.440	Bank Service Charges	5,786	3,000	3,000	1,000	(66.7)	1,000	-
619.460	Rec Online Charges	3,076	3,500	5,000	7,500	50.0	7,500	-
620.000	Meetings & Training	982	2,500	2,500	-	(100.0)	1,500	N/A
621.000	Mileage Reimbmnt/Auto Allow	-	-	-	-	N/A	-	N/A
622.000	Publications & Dues	1,264	1,300	1,300	1,200	(7.7)	1,200	-
623.000	Uniforms	-	-	-	-	-	-	-
650.000	Office Supplies	4,362	5,500	5,500	4,500	(18.2)	5,500	22.2
654.000	Printing & Reproduction	611	1,300	1,300	1,300	-	1,300	-

DEPARTMENT: Community Services
PROGRAM: Administration

Account Code: 001-400

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
691.000	Communications	4,316	3,300	3,300	3,300	-	3,300	-
694.000	Misc. Expense	-	-	-	-		-	
732.000	Vehicle Operating Expense				13,000		13,300	
733.000	Special Departmental Supplies	38	100	100	100	-	100	-
740.000	Other Awards	143	200	500	400	(20.0)	400	-
977.000	Liability Insurance & Claims	6,600	11,280	11,280	18,400	63.1	18,700	1.6
978.000	Building Maintenance/Replacmnt	25,900	25,470	25,470	32,800	28.8	41,000	25.0
979.000	Vehicle Maintenance	11,200	11,800	11,800	-	(100.0)	-	N/A
980.000	Vehicle Replacement	10,000	10,000	10,000	13,000	30.0	7,000	(46.2)
981.000	Computer Maintenance	8,800	9,300	9,300	11,100	19.4	11,200	0.9
	TOTAL MAINTENANCE AND OPERATIONS	109,491	120,550	122,350	115,900	(5.3)	121,300	4.7
	TOTAL EXPENDITURES	\$ 524,415	\$ 395,650	\$ 398,150	\$ 396,564	(0.4)	\$ 408,900	3.1

DEPARTMENT: Community Services
PROGRAM: Youth and Family Services

Account Code: 001-410

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 216,710	\$ 169,900	\$ 169,900	\$ 186,500	9.8	\$ 201,600	8.1
Maintenance and Operations	102,032	98,560	98,560	113,800	15.5	122,600	7.7
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 318,742	\$ 268,460	\$ 268,460	\$ 300,300	11.9	\$ 324,200	8.0

PROGRAM DESCRIPTION:

Youth and Family Services focuses on strengthening families and supporting the development of safe and resilient youth. Programs and activities within this division are listed below, including annual participation/attendance. While overall part time personnel costs are increasing in FY 2014-15 due to increases in the minimum wage, there is a \$6,000 savings in personnel costs related to the reduction of the Fit n Fun program by one day for FY 2014-15 only.

	2013 Annual Participants	Fiscal Year 2014-15 Estimated				Fiscal Year 2015-16 Estimated			
		Personnel Services	Maintenance & Operations	Revenue	Total	Personnel Services	Maintenance & Operations	Revenue	Total
Pre-School:									
Tiny Tots - 6 sessions of 3x or 2x/week	358	\$ 38,300	\$ 3,600	\$ (30,000)	11,900	\$ 39,500	\$ 3,600	\$ (28,000)	15,100
K-6:									
Contracted Sports	113	5,000	1,700	0*	6,700	5,300	1,700	0*	7,000
Fit-N-Fun -after school 2 days/week @ 3 schools	386	64,800	13,400	0	78,200	68,800	13,500	0	82,300
Day Camps - Spring & Summer/11 weeks	1,278	40,400	78,600	(90,000)	29,000	45,500	78,800	(82,000)	42,300
Middle School/Young Adult:									
Teen Special Events	2,528	13,600	7,600	(6,000)	15,200	15,600	7,600	(9,000)	14,200
Summer Volunteers - Day Camp	20	7,200	3,000	0	10,200	7,500	3,000	0	10,500
Division Administration		17,200	3,000	0	20,200	18,600	3,000	0	21,600
Total	4,683	\$ 186,500	\$ 110,900	\$ (126,000)	\$ 171,400	\$ 200,800	\$ 111,200	\$ (119,000)	\$ 193,000

DEPARTMENT: Community Services

Account Code: 001-410

PROGRAM: Youth and Family Services

PROGRAM EXPLANATION:

Code 501:	Recreation Coordinator	0.20
	Community Services Supervisor	<u>0.44</u>
		0.64

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 510: Part-time personnel to lead Tiny Tots; seasonal Day Camps; Fit-N-Fun Program; and Teen Events (include Minimum Wage Increases).

Code 540: Summer Voluntees stipends.

Code 550: This division's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-410

PROGRAM: Youth and Family Services

Code 600: Funds budgeted in this code include professional contract services for the following:
Volunteens
Day Camp
Fit-N-Fun Nutrition
Teen activities
Flyer Translation Services

Code 620: Funds budgeted in this include full and part-time personnel training workshops and departmental meetings and trainings for the following:
Annual California Park & Recreation Society (CPRS) Conference and trainings
Day Camp
Fit-N-Fun
Miscellaneous

DEPARTMENT: Community Services

Account Code: 001-410

PROGRAM: Youth and Family Services

- Code 622: Funds budgeted in this code include professional organization membership dues for full time personnel and miscellaneous publications for the following:
 - California Park & Recreation Society (CPRS) membership dues and publications

- Code 623: Funds budgeted in this code include uniforms for the following:
 - Full-time and Part-time personnel
 - Day Camp participants
 - Volunteens
 - Miscellaneous

- Code 706: Fit-N-Fun on-site storage unit repairs.

- Code 725: Fit-N-Fun small tools and storage unit locks.

DEPARTMENT: Community Services

Account Code: 001-410

PROGRAM: Youth and Family Services

Code 733: Funds budgeted in this code include special departmental supplies for the following:

- Teens
- Tiny Tots
- Day Camps
- Volunteens
- Sports
- Fit-N-Fun

Code 740: Funds budgeted in this code include awards for the following:

- Teens
- Day Camp
- Miscellaneous

Code 746: Funds budgeted in this code include entry fees for the following:

- Day Camp entry fees and transportation
- Sports tournament entry fees

Code 977: This division's pro rata share of Liability Insurance and Claims costs.

Code 978: This division's pro rata share of Building Maintenance and Replacement costs.

Code 979: This division's pro rata share of Vehicle Maintenance costs.

Code 981: This division's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Youth and Family Services

Account Code: 001-410



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DEPARTMENT: Community Services
PROGRAM: Youth and Family Services

Account Code: 001-410

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 48,922	\$ 42,500	\$ 42,500	\$ 43,400	2.1	\$ 44,400	2.3
505.000	Salary Savings Credit	-	(1,800)	(1,800)	-	(100.0)	-	N/A
510.000	Salaries - Part-time	129,043	100,900	100,900	110,000	9.0	122,000	10.9
530.000	Overtime	3,038	-	-	1,000	N/A	1,000	-
540.000	Supplemental Compensation-Rec	4,000	4,000	4,000	4,000	-	4,000	-
550.000	Employee Benefits	31,707	24,300	24,300	28,100	15.6	30,200	7.5
TOTAL PERSONNEL SERVICES		216,710	169,900	169,900	186,500	9.8	201,600	8.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	12,886	9,800	9,800	9,300	(5.1)	9,300	-
620.000	Meetings & Training	177	2,000	2,000	1,600	(20.0)	1,600	-
622.000	Publications & Dues	177	400	400	400	-	400	-
623.000	Uniforms	5,229	3,000	3,000	3,000	-	3,000	-
706.000	Maintenance & Repair Services	-	300	300	300	-	300	-
725.000	Small Tools/Other Equipment	60	100	100	100	-	100	-

DEPARTMENT: Community Services
PROGRAM: Youth and Family Services

Account Code: 001-410

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
733.311	Special Dept Supplies-Teens	1,436	1,300	1,300	1,300	-	1,300	-
733.312	Special Dept Supplies-Tiny Tot	2,021	1,900	1,900	1,900	-	1,900	-
733.313	Special Dept Supplies-Day Camp	3,104	3,500	3,500	3,500	-	3,500	-
733.315	Special Dept Suppl-Volunteens	236	400	400	400	-	400	-
733.316	Special Dept Supplies-Sports	299	600	600	600	-	600	-
733.317	Special Dept Supplies-FitNFun	1,005	1,400	1,400	1,400	-	1,400	-
740.000	Other Awards	262	1,300	1,300	800	(38.5)	800	-
746.000	Entry Fees	34,620	33,000	33,000	34,000	3.0	34,000	-
977.000	Liability Insurance & Claims	5,220	7,280	7,280	13,700	88.2	14,000	2.2
978.000	Building Maintenance/Replacmnt	28,200	26,280	26,280	33,200	26.3	41,600	25.3
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	7,100	6,000	6,000	8,300	38.3	8,400	1.2
TOTAL MAINTENANCE AND OPERATIONS		102,032	98,560	98,560	113,800	15.5	122,600	7.7
TOTAL EXPENDITURES		\$ 318,742	\$ 268,460	\$ 268,460	\$ 300,300	11.9	\$ 324,200	8.0

DEPARTMENT: Community Services

Account Code: 001-420

PROGRAM: Neighborhood and Community Services

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 78,646	\$ 73,300	\$ 73,300	\$ 87,100	18.8	\$ 89,100	2.3
Maintenance and Operations	125,787	113,680	116,780	127,700	9.4	133,300	4.4
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 204,433	\$ 186,980	\$ 190,080	\$ 214,800	13.0	\$ 222,400	3.5

PROGRAM DESCRIPTION:

Neighborhood and Community Services focuses on developing and establishing communitywide events that create and strengthen a sense of community and connection among our residents. Programs and activities within this division are listed below, including annual participation/attendance.

	2013 Annual Participants	Fiscal Year 2014-15 Estimated				Fiscal Year 2015-16 Estimated			
		Personnel Services	Maintenance & Operations	Revenue	Total	Personnel Services	Maintenance & Operations	Revenue	Total
Halloween Carnival	1,100	\$ 5,900	\$ 3,200	\$ -	9,100	\$ 6,000	\$ 3,200	\$ -	9,200
July 4th Fitness Run For Fun*	850	22,000	27,300	(25,000)	24,300	22,200	27,300	(25,000)	24,500
La Palma Days*	9,000	23,800	63,600	(20,000)	67,400	24,000	63,800	(20,000)	67,800
Citywide Volunteer Recognition	150	1,200	3,600	0	4,800	1,300	3,600	0	4,900
CAB Committee Events:									
Holiday Tree Lighting	700	4,400	3,300	0	7,700	4,500	3,300	0	7,800
Arbor Day	50	2,800	1,100	(300)	3,600	2,900	1,100	(300)	3,700
Memorial Day	250	4,400	2,000	0	6,400	4,500	2,000	0	6,500
Concerts in the Park	3,800	4,900	17,300	(4,700)	17,500	5,000	17,300	(4,700)	17,600
Home Spotlight	4		500	0	500		500	0	500
Division Administration		17,700	3,900	0	21,600	17,900	3,900		21,800
Total	15,904	\$ 87,100	\$ 125,800	\$ (50,000)	\$ 162,900	\$ 88,300	\$ 126,000	\$ (50,000)	\$ 164,300

DEPARTMENT: Community Services

Account Code: 001-420

PROGRAM: Neighborhood and Community Services

PROGRAM EXPLANATION:

Code 501:	Recreation Coordinator	0.30
	Community Services Supervisor	<u>0.35</u>
		0.65

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 510: Part-time personnel for community events.

Code 530: Full-time and part-time personnel overtime for community events (now includes Maintenance & Water personnel).

Code 550: This division's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-420

PROGRAM: Neighborhood and Community Services

Code 600: Funds budgeted in this code include professional contract services for the following:
La Palma Days
July 4th Run
CAB Events:
Memorial Day
Concerts in the Park
Holiday Tree Lighting
Volunteer Recognition
Flyer Translation Services
Miscellaneous Contract Services

Code 620: Miscellaneous meetings and training.

Code 622: Funds budgeted in this code include dues/licenses for the following:
Motion Picture License
Public Music Licenses
July 4th Run Sanctioning fees

Code 623: Event t-shirts for the following:
July 4th Run

DEPARTMENT: Community Services

Account Code: 001-420

PROGRAM: Neighborhood and Community Services

Code 653: Funds budgeted in this code include advertising for the following:
July 4th Run
La Palma Days
Concerts in the Park

Code 654: Funds budgeted in this code include printing of flyers, posters, and/or programs for the following:
La Palma Days
Memorial Day
Concerts in the Park
July 4th Run

Code 713: Funds budgeted in this code include equipment rental for the following:
July 4th Run
La Palma Days

Code 733: Funds budgeted in this code include special departmental supplies for the following:
July 4th Run
Volunteer Recognition
La Palma Days
Halloween Carnival
CAB events:
Holiday Tree Lighting
Memorial Day
Concerts in the Park
Home Spotlight
Arbor Day

DEPARTMENT: Community Services

Account Code: 001-420

PROGRAM: Neighborhood and Community Services

Code 740: Funds budgeted in this code include awards for the following:
 La Palma Days
 July 4th Run
 Volunteer Recognition

Code 977: This division’s pro rata share of Liability Insurance and Claims costs.

Code 978: This division’s pro rata share of Building Maintenance and Replacement costs.

Code 979: This division’s pro rata share of Vehicle Maintenance costs.

Code 981: This division’s pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Neighborhood and Community Services

Account Code: 001-420



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DEPARTMENT: Community Services
PROGRAM: Neighborhood and Community Services

Account Code: 001-420

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 40,764	\$ 40,800	\$ 40,800	\$ 41,900	2.7	\$ 43,100	2.9
505.000	Salary Savings Credit	-	(1,800)	(1,800)	-	(100.0)	-	N/A
510.000	Salaries - Part-time	12,890	10,600	10,600	11,200	5.7	11,200	-
530.000	Overtime	5,462	6,300	6,300	14,700	133.3	14,700	-
550.000	Employee Benefits	19,530	17,400	17,400	19,300	10.9	20,100	4.1
	TOTAL PERSONNEL SERVICES	78,646	73,300	73,300	87,100	18.8	89,100	2.3
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	28,105	29,700	29,700	29,500	(0.7)	29,500	-
620.000	Meetings & Training	48	100	100	100	-	100	-
622.000	Publications & Dues	2,023	1,900	1,900	2,000	5.3	2,000	-
623.000	Uniforms	5,395	5,000	5,600	6,000	7.1	6,000	-
652.000	Postage	-	-	-	-	N/A	-	N/A
653.000	Advertising	3,550	2,400	2,400	2,400	-	2,400	-
654.000	Printing & Reproduction	4,723	4,300	4,300	4,100	(4.7)	4,100	-
713.000	Equipment Rental & Supplies	33,770	28,900	31,400	29,400	(6.4)	29,400	-

DEPARTMENT: Community Services
PROGRAM: Neighborhood and Community Services

Account Code: 001-420

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
733.314	Special Dept Supplies-July 4th	4,033	2,000	2,000	2,000	-	2,000	-
733.318	Special Dept Supplies-Vol Rec	250	400	400	400	-	400	-
733.340	Special Dept Supplies-LP Days	2,059	4,200	4,200	4,200	-	4,200	-
733.355	Special Dept Supplies-Halloween	2,239	1,700	1,700	1,700	-	1,700	-
733.360	Special Dept Supplies-CAB	1,384	2,400	2,400	2,400	-	2,400	-
740.000	Other Awards	8,468	8,800	8,800	8,800	-	8,800	-
746.000	Entry Fees	-	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	3,840	4,000	4,000	8,600	115.0	8,800	2.3
978.000	Building Maintenance/Replacmnt	20,700	14,580	14,580	20,900	43.3	26,200	25.4
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	5,200	3,300	3,300	5,200	57.6	5,300	1.9
	TOTAL MAINTENANCE AND OPERATIONS	125,787	113,680	116,780	127,700	9.4	133,300	4.4
	TOTAL EXPENDITURES	\$ 204,436	\$ 186,984	\$ 190,085	\$ 214,800	13.0	\$ 222,400	3.5

DEPARTMENT: Community Services

Account Code: 001-430

PROGRAM: Health and Wellness

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 38,852	\$ 28,200	\$ 31,200	\$ 24,800	(20.5)	\$ 25,100	1.2
Maintenance and Operations	126,055	107,700	126,500	115,800	(8.5)	120,500	4.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 164,907	\$ 135,900	\$ 157,700	\$ 140,600	(10.8)	\$ 145,600	3.6

PROGRAM DESCRIPTION:

	2013 Annual Participants	Fiscal Year 2014-15 Estimated				Fiscal Year 2015-16 Estimated			
		Personnel Services	Maintenance & Operations	Revenue	Total	Personnel Services	Maintenance & Operations	Revenue	Total
<u>Health Education</u>									
Contract Classes	4,473	\$ 8,400	\$ 105,600	\$ (106,000)	8,000	\$ 8,400	\$ 105,800	\$ (106,000)	8,200
<u>Wellness and Fitness</u>									
Senior/Intergenerational programs	500	1,300	900	0	2,200	1,300	900	0	2,200
Social and emergency support services:									
Meals on Wheels	63	2,300	4,600	(3,500)	3,400	2,300	4,600	(3,500)	3,400
USDA Commodities Distribution	345	2,100	1,000	0	3,100	2,100	1,000	0	3,100
Division Administration		10,700	2,100	0	12,800	10,700	2,100	0	12,800
Total	5,381	\$ 24,800	\$ 114,200	\$ (109,500)	\$ 29,500	\$ 24,800	\$ 114,400	\$ (109,500)	\$ 29,700

DEPARTMENT: Community Services

Account Code: 001-430

PROGRAM: Health and Wellness

Code 501:	Community Services Supervisor	0.21
		0.21

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 510: Part-time personnel for United States Department of Agriculture (USDA) Commodities distribution.

Code 530: Specialist overtime for activities within the division.

Code 550: This division's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include professional contract services for the following:
 Contract Class instructor payments
 Quarterly brochure design and layout
 USDA monthly commodities delivery

Code 733: Activity supplies for senior/intergenerational programs and activities:
 Older Adult/Intergenerational Programming

Code 738: Payments for Meals on Wheels (Revenue Offset).

Code 977: This division's pro rata share of Liability Insurance and Claims costs.

Code 978: This division's pro rata share of Building Maintenance and Replacement costs.

Code 979: This division's pro rata share of Vehicle Maintenance costs.

Code 981: This division's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Health and Wellness

Account Code: 001-430

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 18,827	\$ 15,500	\$ 18,500	\$ 15,700	(15.1)	\$ 15,900	1.3
505.000	Salary Savings Credit	-	(700)	(700)	-	(100.0)	-	N/A
510.000	Salaries - Part-time	10,554	6,600	6,600	2,000	(69.7)	2,000	-
530.000	Overtime	51	-	-	-	N/A	-	N/A
550.000	Employee Benefits	9,420	6,800	6,800	7,100	4.4	7,200	1.4
	TOTAL PERSONNEL SERVICES	38,852	28,200	31,200	24,800	(20.5)	25,100	1.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	94,068	80,700	94,500	82,400	(12.8)	82,400	-
620.000	Meetings & Training	(286)	-	-	-	N/A	-	N/A
622.000	Publications & Dues	-	-	-	-	N/A	-	N/A
654.000	Printing & Reproduction	-	-	-	-	N/A	-	N/A
733.000	Special Departmental Supplies	528	500	500	500	-	500	-
733.370	The Hub	6,297	-	5,000	-	(100.0)	-	N/A
738.000	Community Events	2,708	3,200	3,200	3,200	-	3,200	-

DEPARTMENT: Community Services
PROGRAM: Health and Wellness

Account Code: 001-430

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	2,940	4,320	4,320	7,400	71.3	7,500	1.4
978.000	Building Maintenance/Replacmnt	15,800	15,480	15,480	17,900	15.6	22,400	25.1
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	4,000	3,500	3,500	4,400	25.7	4,500	2.3
	TOTAL MAINTENANCE AND OPERATIONS	126,055	107,700	126,500	115,800	(8.5)	120,500	4.1
	TOTAL EXPENDITURES	\$ 164,907	\$ 135,900	\$ 157,700	\$ 140,600	(10.8)	\$ 145,600	3.6

DEPARTMENT: Community Services

Account Code: 001-440

PROGRAM: Facility Operations and Resources

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 173,892	\$ 142,600	\$ 127,600	\$ 135,900	6.5	\$ 139,400	2.6
Maintenance and Operations	60,373	67,200	67,200	80,500	19.8	80,800	0.4
Capital Outlay/Improvements	5,463	11,000	11,000	10,000	(9.1)	11,000	10.0
Total	\$ 239,728	\$ 220,800	\$ 205,800	\$ 226,400	10.0	\$ 231,200	2.1

PROGRAM DESCRIPTION:

Facility Operations and Resources focuses on providing a multi-generational civic gathering place that offers active, passive, organized, and drop-in activities and events that benefit the community.

PROGRAM EXPLANATION:

Code 501: Recreation Coordinator 0.5
0.50

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 510: Part-time personnel to operate the Community Center and park facilities.

DEPARTMENT: Community Services

Account Code: 001-440

PROGRAM: Facility Operations and Resources

Code 530: Full and part-time personnel overtime for activities within the division.

Code 550: This division's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include professional contract services for the following:

- Facilities security guard contract

- Staff development

- Miscellaneous contract services

Code 620: Funds budgeted in this code include full- and part-time personnel training workshops and departmental meetings and trainings for the

- Annual California Park & Recreation Society (CPRS) Conference

- CPR and First Aid

- CPRS District X Recreation Leaders Training Consortium

- Miscellaneous meetings and trainings

DEPARTMENT: Community Services

Account Code: 001-440

PROGRAM: Facility Operations and Resources

- Code 622: Funds budgeted in this code include publications and dues for the following:
 - CPRS membership dues
 - Learning Resources Network (LERN) membership dues
 - Women In Leisure Services Membership Dues
 - Miscellaneous publications and dues

- Code 623: Uniforms for full-time and part-time facilities personnel.

- Code 654: Funds budgeted in this code include printing costs for the Quarterly La Palma Mosaic.

- Code 705: Funds budgeted in this code include maintenance and repair costs for the following:
 - Monthly fees for cleaning/replacing interior/exterior mats for Community Center facilities
 - Miscellaneous repairs

- Code 707: Refrigeration service.

- Code 725: Facility small tools.

- Code 729: Facility cleaning supplies.

DEPARTMENT: Community Services

Account Code: 001-440

PROGRAM: Facility Operations and Resources

- Code 733: Funds budgeted in this code include special departmental supplies for the following:
 - Facility and park equipment and supplies
 - Marketing/Promotional Supplies
 - Miscellaneous supplies

- Code 802: Replacement of Community Center furnishings/equipment and park equipment.

- Code 977: This division's pro rata share of Liability Insurance and Claims costs.

- Code 978: This division's pro rata share of Building Maintenance and Replacement costs.

- Code 979: This division's pro rata share of Vehicle Maintenance costs.

- Code 981: This division's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Facility Operations and Resources

Account Code: 001-440

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 55,456	\$ 23,000	\$ 23,000	\$ 26,400	14.8	\$ 27,700	4.9
505.000	Salary Savings Credit	-	(1,100)	(1,100)	-	(100.0)	-	N/A
510.000	Salaries - Part-time	86,056	103,400	88,400	88,400	-	88,400.0	-
530.000	Overtime	652	700	700	1,000	42.9	1,000.0	-
550.000	Employee Benefits	31,728	16,600	16,600	20,100	21.1	22,300.0	10.9
	TOTAL PERSONNEL SERVICES	173,892	142,600	127,600	135,900	6.5	139,400	2.6
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	4,293	4,400	4,400	4,400	-	4,400	-
620.000	Meetings & Training	736	3,300	3,300	2,000	(39.4)	2,000	-
622.000	Publications & Dues	1,140	900	900	1,000	11.1	1,000	-
623.000	Uniforms	-	2,000	2,000	2,200	10.0	2,200	-
654.000	Printing & Reproduction	16,120	18,000	18,000	18,000	-	18,000	-
705.000	Maintenance & Repair Materials	1,779	1,800	1,800	1,800	-	1,800	-
706.000	Maintenance & Repair Services	3,501	-	-	-	N/A	-	N/A
707.000	Maintenance & Repair of Eqpt	128	700	700	700	-	700	-
725.000	Small Tools/Other Equipment	32	110	110	100	(9.1)	100	-
729.000	Janitorial Supplies	-	100	100	100	-	100	-
733.000	Special Departmental Supplies	4,284	4,900	4,900	5,300	8.2	5,300	-

DEPARTMENT: Community Services
PROGRAM: Facility Operations and Resources

Account Code: 001-440

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	3,660	5,680	5,680	9,700	70.8	9,900	2.1
978.000	Building Maintenance/Replacmnt	19,700	20,610	20,610	29,400	42.6	29,400	-
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	5,000	4,700	4,700	5,800	23.4	5,900	1.7
	TOTAL MAINTENANCE AND OPERATIONS	60,373	67,200	67,200	80,500	19.8	80,800	0.4
	CAPITAL OUTLAY/IMPROVEMENTS							
802.000	Furniture & Fixtures	5,463	11,000	11,000	10,000	(9.1)	11,000	10.0
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	5,463	11,000	11,000	10,000	(9.1)	11,000	10.0
	TOTAL EXPENDITURES	\$ 239,728	\$ 220,800	\$ 205,800	\$ 226,400	10.0	231,200	2.1

DEPARTMENT: Community Services

Account Code: 001-301

PROGRAM: Engineering

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 28,087	\$ 8,700	\$ 8,700	\$ 9,200	5.7	\$ 9,200	-
Maintenance and Operations	19,727	46,410	36,410	44,900	23.3	45,100	0.4
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 47,814	\$ 55,110	\$ 45,110	\$ 54,100	19.9	\$ 54,300	0.4

PROGRAM DESCRIPTION:

The Engineering Division is responsible for the engineering functions of the City. Engineering plans submitted by private developers are reviewed and approved as appropriate. Other engineering functions include legal descriptions for boundary adjustments, review of design calculations for construction, drafting of minor plans and specifications for some projects, and project management of Capital Projects.

PROGRAM EXPLANATION:

Code 501: Engineering Technician 0.10

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-301

PROGRAM: Engineering

Code 600: Contract City Engineer 0.50
Miscellaneous design and engineering services.

Code 620: Meetings and training

Code 622: Miscellaneous engineering publications.

Code 650: Miscellaneous office supplies and printer toner.

Code 654: Various engineering printing needs.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Engineering

Account Code: 001-301

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 19,166	\$ 6,400	\$ 6,400	\$ 6,400	-	\$ 6,400	-
505.000	Salary Savings Credit	-	(300)	(300)	-	(100.0)	-	N/A
550.000	Employee Benefits	8,921	2,600	2,600	2,800	7.7	2,800	-
	TOTAL PERSONNEL SERVICES	28,087	8,700	8,700	9,200	5.7	9,200	-
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	10,736	36,500	26,500	36,000	35.8	36,000	-
620.000	Meetings & Training	90	500	500	500	-	500	-
622.000	Publications & Dues	301	500	500	500	-	500	-
650.000	Office Supplies	-	300	300	500	66.7	500	-
654.000	Printing & Reproduction	-	200	200	200	-	200	-

DEPARTMENT: Community Services
PROGRAM: Engineering

Account Code: 001-301

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	900	1,280	1,280	1,700	32.8	1,700	-
978.000	Building Maintenance/Replacmnt	800	630	630	500	(20.6)	700	40.0
979.000	Vehicle Maintenance	1,700	1,500	1,500	-	(100.0)	-	N/A
980.000	Vehicle Replacement	4,000	4,000	4,000	4,000	-	4,000	-
981.000	Computer Maintenance	1,200	1,000	1,000	1,000	-	1,000	-
	TOTAL MAINTENANCE AND OPERATIONS	19,727	46,410	36,410	44,900	23.3	45,100	0.4
	TOTAL EXPENDITURES	\$ 47,814	\$ 55,110	\$ 45,110	\$ 54,100	19.9	\$ 54,300	0.4

DEPARTMENT: Community Services

Account Code: 001-320

PROGRAM: Street Maintenance - Storm Drains

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 53,381	\$ 58,500	\$ 55,500	\$ 63,200	13.9	\$ 65,100	3.0
Maintenance and Operations	5,023	6,590	6,590	51,700	684.5	52,000	0.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 58,404	\$ 65,090	\$ 62,090	\$ 114,900	85.1	\$ 117,100	1.9

PROGRAM DESCRIPTION:

This program is responsible for the maintenance and repair of the City's 4.88 miles of storm drains, varying in size from 12 inches to 60 inches in diameter, and 205 catch basins. Responsibility includes cleaning the drains several times a year plus special patrols and cleanings during the rainy season.

PROGRAM EXPLANATION:

Code 501:	Maintenance Supervisor	0.20
	Maintenance Worker	0.60
		<u>0.80</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Provides for personnel overtime during rainy season NPDES call-outs.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-320

PROGRAM: Street Maintenance - Storm Drains

Code 600: Funds budgeted in this code include contract services for the following:

- Repair of Storm Drains
- County Waste Discharge Requirement (WDR) Fees
- Citywide Catch Basin Stenciling
- NPDES Fee Share to County
- FOG Program Management
- County NPDES Clean-Up Services
- State Water Resources Control Board Fees
- California Integrated Waste System Fees
- Engineering Services

Code 620: Meetings and training for NPDES

Code 705: Purchase of necessary materials to maintain storm drains and catch basins.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this account include this program's pro rata share of Vehicle Maintenance and Replacement costs.

Code 980: Funds budgeted in this code include this program's pro rata share of the Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services

Account Code: 001-320

PROGRAM: Street Maintenance - Storm Drains

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 36,354	\$ 41,900	\$ 38,900	\$ 42,400	9.0	\$ 43,700	3.1
505.000	Salary Savings Credit	-	(1,700)	(1,700)	-	(100.0)	-	N/A
530.000	Overtime	473	2,200	2,200	2,200	-	2,200	-
550.000	Employee Benefits	16,554	16,100	16,100	18,600	15.5	19,200	3.2
	TOTAL PERSONNEL SERVICES	53,381	58,500	55,500	63,200	13.9	65,100	3.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	1,521	3,000	3,000	46,100	1,436.7	46,100	-
620.000	Meetings & Training	-	-	-	500	N/A	500	-
705.000	Maintenance & Repair Materials	182	500	500	1,000	100.0	1,000	-
977.000	Liability Insurance & Claims	1,020	1,360	1,360	2,100	54.4	2,200	4.8
978.000	Building Maintenance/Replacmnt	900	630	630	700	11.1	900	28.6
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	1,400	1,100	1,100	1,300	18.2	1,300	-
	TOTAL MAINTENANCE AND OPERATIONS	5,023	6,590	6,590	51,700	684.5	52,000	0.6
	TOTAL EXPENDITURES	\$ 58,404	\$ 65,090	\$ 62,090	\$ 114,900	85.1	\$ 117,100	1.9

DEPARTMENT: Community Services
PROGRAM: Street Maintenance - Storm Drains

Account Code: 001-320



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DEPARTMENT: Community Services

Account Code: 001-321

PROGRAM: Street Maintenance - Block Walls

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 33,685	\$ 34,700	\$ 32,000	\$ 36,900	15.3	\$ 38,200	3.5
Maintenance and Operations	2,871	2,410	2,410	11,300	368.9	11,500	1.8
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 36,556	\$ 37,110	\$ 34,410	\$ 48,200	40.1	\$ 49,700	3.1

PROGRAM DESCRIPTION:

This program is for the maintenance of arterial walls. This includes the landscape maintenance, as well as sandblasting and waterblasting removal of approximately 200,000 square feet of graffiti annually. The program also provides for maintenance of block walls.

PROGRAM EXPLANATION:

Code 501: Maintenance Supervisor	0.10
Maintenance Worker	0.40
	<u>0.50</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Provides for personnel overtime for graffiti call-out.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Quarterly vine trimming on La Palma Avenue

DEPARTMENT: Community Services

Account Code: 001-321

PROGRAM: Street Maintenance - Block Walls

- Code 705: Maintenance of arterial walls including graffiti removal, painting, and landscaping.
- Code 707: Maintenance and repair of equipment used to work on block walls.
- Code 725: Small tools and other equipment used for block wall maintenance and graffiti removal.
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this account include this program's pro rata share of Vehicle Maintenance and Replacement costs.
- Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services

Account Code: 001-321

PROGRAM: Street Maintenance - Block Walls

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 23,112	\$ 25,800	\$ 23,100	\$ 25,500	10.4	\$ 26,400	3.5
505.000	Salary Savings Credit	-	(1,000)	(1,000)	-	(100.0)	-	N/A
530.000	Overtime	-	200	200	200	-	200	-
550.000	Employee Benefits	10,573	9,700	9,700	11,200	15.5	11,600	3.6
	TOTAL PERSONNEL SERVICES	33,685	34,700	32,000	36,900	15.3	38,200	3.5
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	-	-	6,800	N/A	6,800	
705.000	Maintenance & Repair Materials	869	500	500	1,000	100.0	1,000	-
707.000	Maintenance & Repair of Eqpt	122	300	300	300	-	300	-
977.000	Liability Insurance & Claims	480	640	640	1,700	165.6	1,700	-
978.000	Building Maintenance/Replacmnt	400	270	270	500	85.2	700	40.0
979.000	Vehicle Maintenance	300	200	200	-	(100.0)	-	N/A
980.000	Vehicle Replacement	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	700	500	500	1,000	100.0	1,000	-
	TOTAL MAINTENANCE AND OPERATIONS	2,871	2,410	2,410	11,300	368.9	11,500	1.8
	TOTAL EXPENDITURES	\$ 36,559	\$ 37,114	\$ 34,415	\$ 48,200	40.1	\$ 49,700	3.1

DEPARTMENT: Community Services
PROGRAM: Street Maintenance - Block Walls

Account Code: 001-321



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DEPARTMENT: Community Services

Account Code: 001-322

PROGRAM: Street Maintenance - Concrete

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 23,114	\$ 27,400	\$ 22,700	\$ 32,800	44.5	\$ 33,900	3.4
Maintenance and Operations	1,845	3,410	3,410	3,200	(6.2)	3,400	6.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 24,959	\$ 30,810	\$ 26,110	\$ 36,000	37.9	\$ 37,300	3.6

PROGRAM DESCRIPTION:

This program is responsible for the maintenance, repair, and replacement of the concrete sidewalks, cross gutters, curbs, and gutters throughout the City. The majority of large repair and replacement of concrete is completed by contract under the Capital Improvement Plan (CIP).

PROGRAM EXPLANATION:

- Code 501: Maintenance Worker 0.40
- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).
- Code 530: Provides for personnel overtime.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-322

PROGRAM: Street Maintenance - Concrete

- Code 705: Accelerated repair of lifted sidewalks of a minor nature and material cost for concrete work performed by the City.
- Code 725: Small tool purchases for concrete work. Tools to be purchased are: tamper/roller, hand edger floats, battery operated drill motor, miscellaneous hand tools, rake booms, loppers, saws, shears, and banding tools for sign replacements and installation. Purchase of a replacement concrete scarifier to remove tripping hazards
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance and Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services

Account Code: 001-322

PROGRAM: Street Maintenance - Concrete

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 15,898	\$ 20,100	\$ 15,400	\$ 22,800	48.1	\$ 23,500	3.1
505.000	Salary Savings Credit	-	(900)	(900)	-	(100.0)	-	N/A
530.000	Overtime	-	-	-	-	N/A	-	N/A
550.000	Employee Benefits	7,216	8,200	8,200	10,000	22.0	10,400	4.0
	TOTAL PERSONNEL SERVICES	23,114	27,400	22,700	32,800	44.5	33,900	3.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	-	-	-	N/A	-	N/A
620.000	Meetings & Training	-	-	-	-	N/A	-	N/A
705.000	Maintenance & Repair Materials	-	1,500	1,500	500	(66.7)	500	-
707.000	Maintenance & Repair Equipment	-	-	-	500	N/A	500	-
725.000	Small Tools/Other Equipment	365	500	500	500	-	500	-
977.000	Liability Insurance & Claims	480	640	640	900	40.6	900	-
978.000	Building Maintenance/Replacment	400	270	270	300	11.1	400	33.3
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	600	500	500	500	-	600	20.0
	TOTAL MAINTENANCE	1,845	3,410	3,410	3,200	(6.2)	3,400	6.3
	TOTAL EXPENDITURES	\$ 24,959	\$ 30,810	\$ 26,110	\$ 36,000	37.9	\$ 37,300	3.6

DEPARTMENT: Community Services
PROGRAM: Street Maintenance - Concrete

Account Code: 001-322



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DEPARTMENT: Community Services

Account Code: 001-341

PROGRAM: Parks Maintenance

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 6,066	\$ 5,000	\$ 7,000	\$ 500	(92.9)	\$ 500	-
Maintenance and Operations	160,269	152,930	153,330	155,400	1.4	156,140	0.5
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 166,335	\$ 157,930	\$ 160,330	\$ 155,900	(2.8)	\$ 156,640	0.5

PROGRAM DESCRIPTION:

This program is responsible for the maintenance of Central Park (6.2 acres), the Edison Right-of-Way (24.5 acres), El Rancho Verde Park (2.0 acres), and Denni Street Mini-Park (0.30 acres). There are a total of 1,572 trees in these parks that are maintained by the City.

PROGRAM EXPLANATION:

Code 530: Overtime for Park call outs and activities,

DEPARTMENT: Community Services

Account Code: 001-341

PROGRAM: Parks Maintenance

- Code 600: Funds budgeted in this code include contract service for the following:
 - Mowing services:
 - Southern California Edison Right-of Way
 - Central Park
 - City Hall and Police Department
 - City Yard
 - Walker Well
 - Moody Street Well
 - Denni Street
 - Gopher control
 - Miscellaneous services

- Code 620: Irrigation and park maintenance training, playground, pesticide, and Class B license training.

- Code 622: Funds budgeted in this code include dues for the following:
 - Playground Safety Inspector Certification
 - Pesticide Regulation License
 - PAPA Dues

- Code 693: Charges for electric energy for maintenance of parks and the Edison Right-of-Way.

- Code 703: Cost to lease Edison Right-of-Way.

- Code 705: Funds budgeted in this code include maintenance and repair materials for the following:
 - Drinking Fountain Repairs
 - Grass Seed, Fertilizer, Herbicides, and Pesticides
 - Tiny Tot Sand Box Sand

DEPARTMENT: Community Services

Account Code: 001-341

PROGRAM: Parks Maintenance

Code 707: Maintenance and repair of park equipment.

Code 725: Miscellaneous purchases of tools for parks maintenance.(i.e. hand tools and weed eater)

Code 733: Dog Waste Bags for Edison Right-of-Way.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Program's pro rata share of vehicle maintenance and operation costs including gas, oil, and any necessary repairs.

Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: Parks Maintenance

Account Code: 001-341



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DEPARTMENT: Community Services

Account Code: 001-341

PROGRAM: Parks Maintenance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
505.000	Salary Savings Credit	-	-	-	\$ -	N/A	\$ -	N/A
530.000	Overtime	6,066	5,000	7,000	\$ 500	(92.9)	\$ 500	-
550.000	Employee Benefits	-	-	-	\$ -	N/A	\$ -	N/A
	TOTAL PERSONNEL SERVICES	6,066	5,000	7,000	500	(92.9)	500	-
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	60,570	58,300	58,300	58,300	-	58,300	-
620.000	Meetings & Training	2,230	900	900	1,500	66.7	1,500	-
622.000	Publications & Dues	240	200	200	800	300.0	640	(20.0)
693.000	Electric	45,985	42,000	42,000	42,000	-	42,000	-
703.000	Property Leases	17,276	17,300	17,700	17,300	(2.3)	17,300	-
705.000	Maintenance & Repair Materials	7,658	7,000	7,000	7,000	-	7,000	-
707.000	Maintenance & Repair of Eqpt	507	1,000	1,000	1,000	-	1,000	-
725.000	Small Tools/Other Equipment	523	500	500	1,000	100.0	1,000	-
733.000	Special Department Supplies	-	-	-	3,500	N/A	3,500	-

DEPARTMENT: Community Services

Account Code: 001-341

PROGRAM: Parks Maintenance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
977.000	Liability Insurance & Claims	2,580	3,840	3,840	7,800	103.1	8,000	2.6
978.000	Building Maintenance/Replacmnt	2,200	1,890	1,890	2,500	32.3	3,100	24.0
979.000	Vehicle Maintenance	9,000	8,800	8,800	-	(100.0)	-	N/A
980.000	Vehicle Replacement	8,000	8,000	8,000	8,000	-	8,000	-
981.000	Computer Maintenance	3,500	3,200	3,200	4,700	46.9	4,800	2.1
	TOTAL MAINTENANCE AND OPERATIONS	160,269	152,930	153,330	155,400	1.4	156,140	0.5
	TOTAL EXPENDITURES	\$ 166,338	\$ 157,934	\$ 160,335	\$ 155,900	(2.8)	\$ 156,640	0.5

DEPARTMENT: Community Services

Account Code: 001-342

PROGRAM: City Trees and Street Medians

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 19,787	\$ 29,800	\$ 26,450	\$ 23,400	(11.5)	\$ 24,600	5.1
Maintenance and Operations	61,297	64,620	64,620	70,000	8.3	70,400	0.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 81,084	\$ 94,420	\$ 91,070	\$ 93,400	2.6	\$ 95,000	1.7

PROGRAM DESCRIPTION:

This program is responsible for the maintenance of the landscaping for the street medians (3.17 acres) and City trees (1,572) throughout the City.

PROGRAM EXPLANATION:

Code 501: Salaries - Full time.
Maintenance Worker

0.40

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Required overtime for call outs and activities.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Services

Account Code: 001-342

PROGRAM: City Trees and Street Medians

Code 600: Funds budgeted in this code include contract services for the following:

Mowing of medians:

La Palma Avenue

Moody Street

Walker Street

Orangethorpe Avenue

Valley View Street

Houston Avenue

Gopher Control

Miscellaneous services

Code 623: Purchases of uniforms.

Code 693: Electric utility charges.

Code 705: Funds budgeted in this code include maintenance and repair materials for such items as the replacement of dead and missing plants in planters, fertilizer, and herbicide.

Code 707: Miscellaneous supplies used in routine maintenance or repair of medians.

Code 709: Miscellaneous supplies used in improvements to medians.

DEPARTMENT: Community Services

Account Code: 001-342

PROGRAM: City Trees and Street Medians

Code 725: Purchase of cones, traffic control signs, and basic landscaping tools.

Code 742: Funds budgeted in this code include street tree maintenance and replacement for the following:
Trim City-owned trees in parks, streets, and medians (4 year cycle)
Replacement of dead or damaged trees

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

DEPARTMENT: Community Services
PROGRAM: City Trees and Street Medians

Account Code: 001-342



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DEPARTMENT: Community Services

Account Code: 001-342

PROGRAM: City Trees and Street Medians

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 13,258	\$ 21,500	\$ 18,150	\$ 16,000	(11.8)	\$ 16,800	5.0
505.000	Salary Savings Credit	-	(900)	(900)	-	(100.0)	-	N/A
530.000	Overtime	356	400	400	400	-	400	-
550.000	Employee Benefits	6,173	8,800	8,800	7,000	(20.5)	7,400	5.7
	TOTAL PERSONNEL SERVICES	19,787	29,800	26,450	23,400	(11.5)	24,600	5.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	30,437	32,000	32,000	32,000	-	32,000	-
623.000	Uniforms	1,497	2,500	2,500	2,500	-	2,500	-
693.000	Electric	2,478	2,500	2,500	2,500	-	2,500	-
705.000	Maintenance & Repair Materials	1,982	4,000	4,000	2,800	(30.0)	2,800	-
707.000	Maintenance & Repair of Eqpt	-	300	300	500	66.7	500	-
725.000	Small Tools/Other Equipment	655	500	500	500	-	500	-
742.000	Street Tree Replacement	16,788	15,000	15,000	20,000	33.3	20,000	-

DEPARTMENT: Community Services

Account Code: 001-342

PROGRAM: City Trees and Street Medians

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	1,260	2,080	2,080	3,700	77.9	3,800	2.7
978.000	Building Maintenance/Replacmnt	1,100	990	990	1,200	21.2	1,500	25.0
979.000	Vehicle Maintenance	1,400	1,050	1,050	-	(100.0)	-	N/A
980.000	Vehicle Replacement	2,000	2,000	2,000	2,000	-	2,000	-
981.000	Computer Maintenance	1,700	1,700	1,700	2,300	35.3	2,300	-
	TOTAL MAINTENANCE AND OPERATIONS	61,297	64,620	64,620	70,000	8.3	70,400	0.6
	TOTAL EXPENDITURES	\$ 81,084	\$ 94,420	\$ 91,070	\$ 93,400	2.6	\$ 95,000	1.7

DEPARTMENT: Community Services

Account Code: 001-343

PROGRAM: Street Lighting

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 18,898	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	153,096	140,340	140,340	154,200	9.9	155,100	0.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 171,994	\$ 140,340	\$ 140,340	\$ 154,200	9.9	\$ 155,100	0.6

PROGRAM DESCRIPTION:

Provides for the operation of over 900 street lights on all streets in the City.

PROGRAM EXPLANATION:

Code 501: Salaries - Full time.

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 693: Electric utility charges for City's streetlights.

DEPARTMENT: Community Services

Account Code: 001-343

PROGRAM: Street Lighting

- Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code includes this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code includes this program's pro rata share of Vehicle Maintenance costs.
- Code 981: Funds budgeted in this code includes this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Services

Account Code: 001-343

PROGRAM: Street Lighting

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 12,894	\$ -	\$ -	\$ -	N/A	\$ -	N/A
505.000	Salary Savings Credit	-	-	-	-	N/A	-	N/A
550.000	Employee Benefits	6,004	-	-	-	N/A	-	N/A
	TOTAL PERSONNEL SERVICES	18,898	-	-	-	N/A	-	N/A
MAINTENANCE AND OPERATIONS								
693.000	Electric	143,176	130,000	130,000	137,500	5.8	137,500	-
977.000	Liability Insurance & Claims	3,120	4,480	4,480	8,700	94.2	8,800	1.1
978.000	Building Maintenance/Replacmnt	2,600	2,160	2,160	2,800	29.6	3,500	25.0
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	4,200	3,700	3,700	5,200	40.5	5,300	1.9
	TOTAL MAINTENANCE AND OPERATIONS	153,096	140,340	140,340	154,200	9.9	155,100	0.6
	TOTAL EXPENDITURES	\$ 171,994	\$ 140,340	\$ 140,340	\$ 154,200	9.9	\$ 155,100	0.6



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Community Development



**Department Staffing
Community Development**

General Fund Positions*

	FY 2013-14 ADOPTED	FY 2013-14 ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED
Community Development Director	0.30	0.30	0.48	0.48
Associate Planner	1.00	1.00	1.00	1.00
Code Enforcement Officer**	1.00	1.00	1.00	1.00
	2.30	2.30	2.48	2.48

Other Funds Positions

Community Development Director	0.70	0.70	0.53	0.53
Associate Planner	0.00	0.00	0.00	0.00
Code Enforcement Officer	0.00	0.00	0.00	0.00
	0.70	0.70	0.53	0.53
TOTAL FTE:	3.00	3.00	3.00	3.00

*General Fund pays for contracted part-time building and safety services and GCD Inspections.

** FY 13-14 Code Enforcement position frozen

Department Description and Functions

Community Development

Administration

Department Administration including, budgeting, purchasing, record keeping, employee performance reviews, and web site updates

Management and oversight of contracted personnel and vendors.

Development Committee support, agenda packet preparation, legal postings, and meeting minutes.

Air Quality Management District (AQMD) AB 2677 Subvention funds oversight and reporting.

Implementation of adopted Economic Development Plan goals, objectives, and tasks.

Implement Goal's and Policies of City's Housing Element and administer City's affordable housing programs and activities.

Building and Safety

Implement and Enforce conformance with State Laws relating to Structural, Fire, Health and Life Safety Requirements.

Building Code review, maintenance, adoption, and interpretation.

Plans examination and Plan Checking of Construction Documents.

Building Permit fee calculation, issuance and collection.

Construction Inspection of new structure and/or additional and alterations to existing structures.

Building activity monitoring and report generation for City, Sanitary District, School Districts and State of Calif.

Code Enforcement

The prevention, detection, investigation, and enforcement of laws and ordinances

Preparation of letters, issuance of Notice of Violation (NOV's) and Administrative Citations.

Code Enforcement Case log record keeping, maintenance, and report generation.

Routine Inspection and Enforcement of Water Quality Management Plans (WQMP's)

Periodic Inspection and Enforcement of National Pollution Discharge Elimination Systems (NPDES) Permittees

Administration, Inspection and Enforcement of Fats, Oils, and Grease (FOG) Program including Invoice and Permit generation.

Planning

Responsible for both Current and Advance Planning functions of the city.

Processes applications for Conditional Use Permits (CUP); Precise Plans (PP); Residential remodels; Temporary Use, Community Event, and Signage Permits.

General Plan Stewardship, Development Code Amendments, Rezones, Tract Maps, Preparation of Reports, Public Notices, Resolutions and Ordinances.

Environmental Review and compliance with California Environmental Quality Act (CEQA)

Performance Indicators
Community Development

Performance Measures	FY 2013-14 Baseline	FY 2014-15 Targets	City Council / Management Goals / Objectives
<u>ADMINISTRATION METRICS:</u>			
Commercial Brokers/Property Owner Outreach	4	4	Communication / Engagement
Number of Mosaic articles	4	4	Communication / Engagement
% of "New" business licenses	0.03	0.03	Create Proactive Economic Strategies
Number of agenda reports prepared for CC/PC/DC/TSC	12	26	Communication / Engagement
<u>BUILDING AND SAFETY METRICS:</u>			
Number of permits issued	415	427	Maintain High Public Safety Levels
Number of plan checks performed	80	85	Maintain High Public Safety Levels
Number of inspections conducted	1221	1240	Maintain High Public Safety Levels
Number of permits finalized	373	375	Maintain Quality of Life
<u>CODE ENFORCEMENT METRICS:</u>			
Number of C.E. inspections performed	450	450	Maintain Quality of Life
Number of C.E. cases opened	200	200	Maintain High Public Safety Levels
% of C.E. cases receiving administrative citation	0.01	0.01	Maintain Quality of Life
<u>PLANNING METRICS:</u>			
Number of Land Use approvals processed	4	6	Create Proactive Economic Strategies
% of plan checks reviewed for zoning w/in 7 working days	100%	100%	Maintain High Public Safety Levels
% of DC minutes and resolutions prepare by next meeting	100%	100%	Maintain High Public Safety Levels

Performance Indicators
Community Development

The metrics selected for Community Development Department are common measurements used by other jurisdictions to measure their Community Development activity levels. By using similar benchmarks, decision makers and members of the public can quickly compare with surrounding communities using ratios such as a per capita or per household to determine performance levels. Additionally, many of these metrics are currently maintained in the course of business and do not represent extra burden on staff workload.

Performance Indicators
Community Development



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Community Development

Summary of Departmental Expenditures by Program:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Administration	\$ 108,838	\$ 74,590	\$ 74,590	\$ 74,590	\$ 132,900	78.2%	\$ 138,045	3.9%
Building and Safety	156,250	109,600	109,600	109,600	141,325	28.9%	148,325	5.0%
Code Enforcement	108,157	83,690	69,690	69,690	84,755	21.6%	108,375	27.9%
Planning	165,130	222,630	222,630	222,630	168,870	-24.1%	152,310	-9.8%
Total Departmental Expenditures	\$ 538,375	\$ 490,510	\$ 476,510	\$ 476,510	\$ 527,850	10.8%	\$ 547,055	3.6%

Summary of Departmental Expenditures by Category:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 298,721	\$ 287,705	\$ 176,800	\$ 176,800	\$ 287,705	62.7%	\$ 313,300	8.9%
Maintenance and Operations	239,654	240,145	299,710	299,710	240,145	-19.9%	233,755	-2.7%
Capital Outlay/Improvements		-	-	-	-	0.0%	-	
Total Departmental Expenditures	\$ 538,375	\$ 527,850	\$ 476,510	\$ 476,510	\$ 527,850	10.8%	\$ 547,055	3.6%

DEPARTMENT: Community Development

Account Code: 001-510

PROGRAM: Administration

- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).
- Code 510: Community Development Intern. Due to financial constraints, these positions are unpaid.
- Code 530: Provides for personnel overtime for support to the Development Committee.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.
- Code 600: Funds budgeted in this code include professional contract services for the following:
Economic Development Demographics
- Code 620: Funds budgeted in this code include professional meetings and training for the following:
PDAOC/APA/OCEDWG
- Code 621: Mileage reimbursement for travel to/from meetings and personnel training and seminars.

DEPARTMENT: Community Development

Account Code: 001-510

PROGRAM: Administration

- Code 622: Funds budgeted in this code include professional memberships and dues for the following:
 - CALED
 - PDAOC
 - APA

- Code 650: Office supplies for the Department.

- Code 652: Postage

- Code 653: Advertising

- Code 654: Includes cost of printing stationery, letterhead, and miscellaneous printing charges.

- Code 691: Communications

- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the the Departments fleet of vehicles.

- Code 738: Community Events

- Code 739: Community Relations
 - Lunch with the Mayor program
 - SCORE Wksp

DEPARTMENT: Community Development

Account Code: 001-510

PROGRAM: Administration

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Development
PROGRAM: Administration

Account Code: 001-510

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 65,391	\$ 45,900	\$ 45,900	\$ 73,000	59.0	\$ 73,000	-
505.000	Salary Savings Credit	-	(2,000)	(2,000)	(1,995)	(0.3)	-	(100.0)
530.000	Overtime	169	400	400	-	(100.0)	-	N/A
550.000	Employee Benefits	30,440	18,800	18,800	31,900	69.7	32,100	0.6
	TOTAL PERSONNEL SERVICES	96,000	63,100	63,100	102,905	63.1	105,100	
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	575	650	650	450	(30.8)	450	-
600.400	Prof Svcs - SA Admin	2,700	-	-	-	N/A	-	N/A
601.000	Legal Service	-	-	-	-	N/A	-	N/A
604.000	Computer Software				3,000	N/A	3,000	-
620.000	Meetings & Training	431	300	300	680	126.7	680	-
621.000	Mileage Reimbmnt/Auto Allow	-	600	600	480	(20.0)	480	-
622.000	Publications & Dues	125	900	900	525	(41.7)	1,725	228.6
650.000	Office Supplies	848	600	600	600	-	600	-
652.000	Postage	-	-	-	-	N/A	-	N/A
653.000	Advertising	-	-	-	100	N/A	100	-
654.000	Printing & Reproduction	196	250	250	250	-	700	180.0
691.000	Communications	960	960	960	960	-	960	-
732.000	Vehicle Operating Expense				3,500	N/A	3,600	2.9
738.000	Community Events	-	-	-	1,250	N/A	1,250	-
739.000	Community Relations	303	500	500	600	20.0	600	-

DEPARTMENT: Community Development
PROGRAM: Administration

Account Code: 001-510

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	1,800	2,720	2,720	11,300	315.4	11,500	1.8
978.000	Building Maintenance/Replacmnt	2,500	1,710	1,710	3,900	128.1	4,900	25.6
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	2,400	2,300	2,300	2,400	4.3	2,400	-
	TOTAL MAINTENANCE AND OPERATIONS	12,838	11,490	11,490	29,995	161.1	32,945	9.8
	TOTAL EXPENDITURES	\$ 108,841	\$ 74,594	\$ 74,595	\$ 132,900	78.2	\$ 138,045	3.9

Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the the Departments fleet of vehicles.

DEPARTMENT: Community Development

Account Code: 001-500

PROGRAM: Building and Safety

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	156,250	109,600	109,600	141,325	28.9	148,325	5.0
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 156,250	\$ 109,600	\$ 109,600	\$ 141,325	28.9	\$ 148,325	5.0

PROGRAM DESCRIPTION:

The Community Development Department is tasked with providing Building and Safety services for the City of La Palma. Building and Safety implements and enforces conformance with State and City laws relating to structural, fire, health, and life safety requirements. Building and Safety services are provided through a combination of in-house full-time staff and contracted personnel. Contracted personnel include building inspector, plans examiner, and a building official on an as needed basis, while in-house staff includes the Director and Associate Planner.

In the effort to reduce ongoing operating expenditures the walk-in public counter hours were reduced to mornings only and by appointment only between 1:00 and 5:30 p.m. Along with this reduction was the elimination of the Administrative Secretary/Permit Technician position in FY 2013-14.

The programmed increase in Building and Safety services budget reflects several factors. First, as the economy starts its mild recovery we foresee additional building related activity. Secondly, with a couple of new project starts anticipated, an account has been established to pay for state mandated Water Quality (WQ) plan check. There will be corresponding revenue that matches this expenditure as the cost for WQ requirements is borne by the applicant. Thirdly, it is also anticipated that energy efficiency projects will continue to be increasingly popular placing additional demand on building plan check, permit issuance, and inspection services. Lastly, about four years ago the city began collecting fees for digitizing building records. Sufficient funds have been collected to initiating the scanning of current building records on a going-forward basis creating additional building and safety workload.

PROGRAM EXPLANATION:

Code 600: Includes costs and expenses for Professional contracted part time Building Official, Building Inspections, and plan check services. Construction drawings for plan check are conducted out-of-house. Contract inspection services for plumbing, electrical, mechanical, building, grading, and National Pollution Discharge Elimination System (NPDES) compliance is provided by on-site contracted personnel.

DEPARTMENT: Community Development

Account Code: 001-500

PROGRAM: Building and Safety

- Code 620: Funds budgeted in this code include professional meetings and training for the following:
- Code 622: Publications and Dues
- Code 650: Office supplies for the division.
- Code 653: Advertising Public Hearing Notice on Adoption of 2013 Building and Fire Codes
- Code 654: Includes cost of printing permits, job cards, stop tags, red cards, C of O's and miscellaneous printing charges.
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.
- Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

DEPARTMENT: Community Development
PROGRAM: Building & Safety

Account Code: 001-500

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
501.000	Salaries - Full-time	\$ 27,838	\$ -	\$ -	\$ -	N/A	\$ -	N/A
505.000	Salary Savings Credit	-	-	-	-	N/A	-	-
550.000	Employee Benefits	12,962	-	-	-	N/A	-	N/A
	TOTAL PERSONNEL SERVICES	40,800	-	-	-	N/A	-	N/A
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	107,369	100,000	100,000	\$ 123,000	23.0	\$ 129,000	4.9
619.000	Bank Fees				\$ 2,000		\$ 2,000	
620.000	Meetings & Training	-	200	200	600	200.0	600	-
621.000	Mileage Reimbursement	-	-	-	-		-	
622.000	Publications & Dues	-	1,500	1,500	-	(100.0)	-	N/A
650.000	Office Supplies	105	300	300	200	(33.3)	200	-
652.000	Postage	-	200	200	-		-	
653.000	Advertising	-	150	150	-		-	
654.000	Printing & Reproduction	156	200	200	925	362.5	925	-
691.000	Communications	-	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	1,620	2,960	2,960	7,500	153.4	7,700	2.7
978.000	Building Maintenance/Replacmnt	2,300	1,890	1,890	2,600	37.6	3,300	26.9
979.000	Vehicle Maintenance	1,700	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	2,200	2,400	2,400	4,500	87.5	4,600	2.2
	TOTAL MAINTENANCE AND OPERATIONS	115,450	109,800	109,800	141,325	28.7	148,325	5.0
	TOTAL EXPENDITURES	\$ 156,250	\$ 109,800	\$ 109,800	\$ 141,325	28.7	\$ 148,325	5.0

DEPARTMENT: Community Development
PROGRAM: Building & Safety

Account Code: 001-500



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DEPARTMENT: Community Development

Account Code: 001-520

PROGRAM: Planning

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 120,274	\$ 115,400	\$ 115,400	\$ 120,500	4.4	\$ 120,700	0.2
Maintenance and Operations	44,856	107,230	107,230	48,370	(54.9)	31,610	(34.6)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 165,130	\$ 222,630	\$ 222,630	\$ 168,870	(24.1)	\$ 152,310	(9.8)

PROGRAM DESCRIPTION:

Planning provides comprehensive planning services in both current and advance planning. Advance planning functions involve General Plan maintenance and amendments, rezones, ordinance preparation, environmental review, urban plan preparation, socio-economic data collection and analysis. Current Planning functions relate to interpretation of City Council policies, the Zoning Code, and State and Federal laws and regulations. Municipal planning is accomplished by providing land use information to property owners, business interests, and citizens, and processing development applications and plans.

Current Planning includes the processing of applications for Conditional Use Permits, Precise Plans, residential remodels, commercial tenant improvements, Signage Permits, Temporary Use Permits, Community Event Permits, and design review. The Division prepares and presents completed applications for developments/permits to the Development Committee, Planning Commission, and City Council with accompanying staff reports that provide background research and data necessary for these bodies to make informed decisions. During Fiscal Year 2013-14 the Planning Division processed approximately 6 entitlements.

Advance Planning includes the annual review and update of the General Plan which must occur once every ten years, and all planning related Municipal Code updates and amendments. The City initiated the update of the General Plan in Fiscal Year 2011-12. The project effort has spanned multiple fiscal years and funding for completing the General Plan Update, and accompanying EIR were programmed for Fiscal Year 2013-14. The zoning code re-write task has been programmed to occur in FY 14-15.

DEPARTMENT: Community Development

Account Code: 001-520

PROGRAM: Planning

PROGRAM EXPLANATION:

- Code 501: Associate Planner 1.00

- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

- Code 510: Development Committee remuneration at \$50 per meeting per Committee Member.

- Code 530: Provides for personnel overtime.

- Code 550: Funds budgeted in this code include this program’s pro rata share of Employee Benefits costs.

- Code 600: Funds budgeted in this code include costs for professional contract services
Professional fees for completion of GP Update and EIR

- Code 620: Funds budgeted in this code include professional meetings and training for the following:
Development Committee and Planning Commission attendance at the PDAOC
Annual Forum
Monthly PDAOC and APA meetings

- Code 621: Mileage reimbursement for attendance at meetings and training.

DEPARTMENT: Community Development

Account Code: 001-520

PROGRAM: Planning

- Code 622: Costs in this category include professional dues and publications for the following:
 - Annual APA membership dues
 - Annual AEP membership dues

- Code 650: Purchase of office supplies specific to planning services.

- Code 652: Postage for special correspondence requiring timely delivery and recording fees.

- Code 653: Advertising for special public hearing notices on Planning projects and activities; also includes recording fees and the cost of CEQA filing fees.

- Code 654: Cost for planning related stationery, letterhead, and printing services.

- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance and Replacement costs.

- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

DEPARTMENT: Community Development
PROGRAM: Planning

Account Code: 001-520



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DEPARTMENT: Community Development
PROGRAM: Planning

Account Code: 001-520

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 81,562	\$ 83,000	\$ 83,000	\$ 83,800	1.0	\$ 83,800	-
505.000	Salary Savings Credit	-	(3,500)	(3,500)	-	(100.0)	-	N/A
510.000	Salaries - Part-time	200	-	-	-	N/A	-	N/A
530.000	Overtime	528	2,000	2,000	-	(100.0)	-	N/A
550.000	Employee Benefits	37,984	33,900	33,900	36,700	8.3	36,900	0.5
	TOTAL PERSONNEL SERVICES	120,274	115,400	115,400	120,500	4.4	120,700	0.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	38,752	92,800	92,800	32,000	(65.5)	15,000	(53.1)
601.000	Legal Services	-	-	-	-	-	-	-
620.000	Meetings & Training	159	300	300	395	31.7	395	-
621.000	Mileage Reimbmnt/Auto Allow	-	200	200	200	-	200	-
622.000	Publications & Dues	-	450	450	525	16.7	525	-
650.000	Office Supplies	141	100	100	100	-	100	-
653.000	Advertising	50	100	100	1,450	1,350.0	1,450	-
654.000	Printing & Reproduction	154	100	100	600	500.0	600	-

DEPARTMENT: Community Development

Account Code: 001-520

PROGRAM: Planning

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	1,500	5,360	5,360	6,700	25.0	5,520	(17.6)
978.000	Building Maintenance/Replacmnt	2,100	3,420	3,420	2,300	(32.7)	3,420	48.7
981.000	Computer Maintenance	2,000	4,400	4,400	4,100	(6.8)	4,400	7.3
	TOTAL MAINTENANCE AND OPERATIONS	44,856	107,230	107,230	48,370	(54.9)	31,610	(34.6)
	TOTAL EXPENDITURES	\$ 165,130	\$ 222,630	\$ 222,630	\$ 168,870	(24.1)	\$ 152,310	(9.8)

DEPARTMENT: Community Development

Account Code: 001-530

PROGRAM: Code Enforcement

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 82,447	\$ 66,900	\$ (1,700)	\$ 64,300	(3,882.4)	\$ 87,500	36.1
Maintenance and Operations	25,710	16,790	71,390	20,455	(71.3)	20,875	2.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 108,157	\$ 83,690	\$ 69,690	\$ 84,755	21.6	\$ 108,375	27.9

PROGRAM DESCRIPTION:

Code Enforcement (CE) is the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety, and welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs. Traditionally, the CE uses various techniques to gain compliance with duly-adopted regulations such as land use and zoning ordinances, health and safety codes, California Vehicle Codes, and California building and fire codes.

La Palma's Code Enforcement program provides code enforcement in residential, commercial, and industrial areas of the City. Most of La Palma's code enforcement cases involve property maintenance issues, in-operable vehicles, and abatement of graffiti. In the past the Code Enforcement officer also provided inspections and enforcement actions for compliance with Water Quality Management Plans (WQMP), the National Pollutant Discharge Elimination System (NPDES) Permit. This field of discipline has become highly specialized and during FY 13-14 while the Code Enforcement position was frozen the city contracted for water quality expertise to ensure city met mandated compliance with the NPDES permit. Code enforcement services are responsible for Fats, Oils, and Grease (FOG) monitoring efforts. FOG inspections of grease control devises and waste enclosures are performed by contracted personnel. Fiscal year 2013-14 saw part-time contracted code enforcement services perfer approximately 600 inspections and open 200 active code enforcement cases .

The implementation of the Finance and Administrative Services Department reorganization calls for business licensing responsibilities to be added to code enforcement services. As such the frozen code enforcement position will once again be filled with in-house full time staff. The full time in-house

DEPARTMENT: Community Development
PROGRAM: Code Enforcement

Account Code: 001-530

PROGRAM EXPLANATION:

- Code 501: Salaries - Full Time
Code Enforcement Officer 1.00

- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

- Code 530: Provides for personnel overtime.

- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Community Development

Account Code: 001-530

PROGRAM: Code Enforcement

- Code 600: Provides for directed Code Enforcement efforts on specific areas/sites.
ECIS Annual Inspections for of FSE for NPDES and FOG

- Code 620: Costs in this category include professional meetings and training for the following:
Local NPDES and Code Enforcement related meetings and seminars
WQMP training as needed for the Code Enforcement Officer

- Code 621: Mileage reimbursement for travel to/from related meetings and training.

- Code 622: Professional membership dues for CACEO.

- Code 623: Uniforms for the Code Enforcement Officer.

- Code 650: Purchase of office supplies specific to code enforcement services.

- Code 654: Includes cost of printing citations, business cards, and miscellaneous printing charges.

- Code 725: Small tools and equipment needed for WQMP/NPDES and other code enforcement efforts.

DEPARTMENT: Community Development

Account Code: 001-530

PROGRAM: Code Enforcement

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Development

Account Code: 001-530

PROGRAM: Code Enforcement

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 56,259	\$ 54,900	\$ -	\$ 44,700	N/A	\$ 59,600	33.3
505.000	Salary Savings Credit	-	(1,700)	(1,700)	-	(100.0)	-	N/A
550.000	Employee Benefits	26,188	13,700	-	19,600	N/A	27,900	42.3
TOTAL PERSONNEL SERVICES								
		82,447	66,900	(1,700)	64,300	(3,882.4)	87,500	36.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	15,606	6,500	61,100	8,000	(86.9)	8,000	-
601.000	Legal Services	-	-	-	-		-	
620.000	Meetings & Training	85	400	400	400	-	400	-
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	40	(60.0)	40	-
622.000	Publications & Dues	-	100	100	400	300.0	400	-
623.000	Uniforms	190	400	400	400	-	400	-
650.000	Office Supplies	17	100	100	140	40.0	60	(57.1)
651.000	Computer Supplies & Expense	-	-	-	-	N/A	-	N/A
654.000	Printing & Reproduction	292	350	350	225	(35.7)	225	-

DEPARTMENT: Community Development
PROGRAM: Code Enforcement

Account Code: 001-530

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
725.000	Small Tools/Other Equipment	-	-	-	50	N/A	50	-
977.000	Liability Insurance & Claims	1,320	1,760	1,760	4,000	127.3	4,100	2.5
978.000	Building Maintenance/Replacmnt	1,800	1,080	1,080	1,400	29.6	1,700	21.4
979.000	Vehicle Maintenance	1,700	1,500	1,500	-	(100.0)	-	N/A
980.000	Vehicle Replacement	3,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	1,700	1,500	1,500	2,400	60.0	2,500	4.2
	TOTAL MAINTENANCE AND OPERATIONS	25,710	16,790	71,390	20,455	(71.3)	20,875	2.1
	TOTAL EXPENDITURES	\$ 108,157	\$ 83,690	\$ 69,690	\$ 84,755	21.6	\$ 108,375	27.9



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Streets - Gas Tax and Measure M Funds

Summary of Expenditures by Fund:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Gas Tax / Highway Users Tax:								
Street Maintenance - Street Repair	\$ 124,670	\$ 167,975	\$ 162,375	\$ 162,375	\$ 173,300	6.7	\$ 168,200	(2.9)
Traffic Signals	87,665	87,200	88,900	88,900	96,000	8.0	96,500	0.5
Traffic Control	51,171	48,750	49,250	49,250	51,700	5.0	52,100	0.8
Total Streets Fund	\$ 263,506	\$ 303,925	\$ 300,525	\$ 300,525	\$ 321,000	6.8	\$ 316,800	(1.3)
Measure M - Local Turnback Funds								
Total Street Expenditures	2,400	700	338,029	338,029	-	(100.0)	-	N/A
	\$ 265,906	\$ 304,625	\$ 638,554	\$ 638,554	\$ 321,000	(49.7)	\$ 316,800	(1.3)

Summary of Expenditures by Category (Gas Tax and Measure M Funds):

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 123,987	\$ 128,400	\$ 125,000	\$ 125,000	\$ 136,100	8.9	\$ 138,400	1.7
Maintenance and Operations	141,919	176,225	513,554	513,554	184,900	(64.0)	178,400	(3.5)
Capital Outlay/Improvements	-	-	-	-	-	N/A	-	N/A
Total Street Expenditures	\$ 265,906	\$ 304,625	\$ 638,554	\$ 638,554	\$ 321,000	(49.7)	\$ 316,800	(1.3)

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Street Maintenance - Street Repair

Account Code: 011-323

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 64,324	\$ 73,600	\$ 68,000	\$ 75,300	10.7	\$ 77,400	2.8
Maintenance and Operations	60,346	94,375	94,375	98,000	3.8	90,800	(7.3)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 124,670	\$ 167,975	\$ 162,375	\$ 173,300	6.7	\$ 168,200	(2.9)

PROGRAM DESCRIPTION:

This program is responsible for the asphalt patching and minor repair of streets, including asphalt patching and crack sealing, for the City's 31 miles of roadway.

PROGRAM EXPLANATION:

Code 501:	Maintenance Supervisor	0.10
	Lead Maintenance Worker	0.35
	Maintenance Worker	0.40
		<u>0.85</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce.

Code 520: Special pay for weekend and holiday duty work.

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Street Maintenance - Street Repair

Account Code: 011-323

- Code 600: Funds budgeted in this code include contract services for the following:
 - City Engineer contract services
 - Miscellaneous consulting services for street repair
 - Pavement Management Plan

- Code 620: Seminars specifically related to the repair of streets.

- Code 622: Professional publications for street work, such as the Greenbook, standard plans for Public Works construction, and Caltrans specifications.

- Code 623: Purchase of uniforms.

- Code 691: Funds budgeted in this code include this program's pro rata share of the 800 MHz radio system costs.

- Code 705: Materials needed for repair and patching of streets.

- Code 707: Repair of non-automotive equipment used for street repair.

- Code 725: Purchase of safety equipment (i.e., barricades, cones, and roadway stencils).

- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the Divisions fleet of vehicles. Vehicle repairs for general Community Services, Water, and Sewer vehicles, are in their respective budgets.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-323

PROGRAM: Street Maintenance - Street Repair

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Street Maintenance - Street Repair

Account Code: 011-323



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DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-323

PROGRAM: Street Maintenance - Street Repair

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 36,324	\$ 49,300	\$ 39,800	\$ 45,000	13.1	\$ 46,400	3.1
505.000	Salary Savings Credit	-	(2,000)	(2,000)	-	(100.0)	-	N/A
520.000	Special Pay	5,200	5,300	5,300	5,300	-	5,300	-
530.000	Overtime	6,074	2,100	6,000	5,300	(11.7)	5,300	-
550.000	Employee Benefits	16,726	18,900	18,900	19,700	4.2	20,400	3.6
	TOTAL PERSONNEL SERVICES	64,324	73,600	68,000	75,300	10.7	77,400	2.8
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	831	31,500	31,500	31,500	-	31,500	-
620.000	Meetings & Training	40	300	300	600	100.0	600	-
622.000	Publications & Dues	105	400	400	400	-	400	-
623.000	Uniforms	1,551	3,000	3,000	3,000	-	3,000	-
691.000	Communications	3,597	3,000	3,000	3,000	-	3,000	-
705.000	Maintenance & Repair Materials	704	2,500	2,500	2,500	-	2,500	-
707.000	Maintenance & Repair of Eqpt	-	-	-	-	N/A	-	N/A
725.000	Small Tools/Other Equipment	418	1,000	1,000	1,000	-	1,000	-
732.000	Vehicle Operating Expense	-	-	-	19,000	N/A	19,500	2.6

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-323

PROGRAM: Street Maintenance - Street Repair

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	2,000	2,100	2,100	3,000	42.9	3,100	3.3
978.000	Building Maintenance/Replacmnt	1,000	900	900	1,000	11.1	1,200	20.0
979.000	Vehicle Maintenance	19,100	18,675	18,675	-	(100.0)	-	N/A
980.000	Vehicle Replacement	31,000	31,000	31,000	33,000	6.5	25,000	(24.2)
	TOTAL MAINTENANCE AND OPERATIONS	60,346	94,375	94,375	98,000	3.8	90,800	(7.3)
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 124,670	\$ 167,975	\$ 162,375	\$ 173,300	6.7	\$ 168,200	(2.9)

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-324

PROGRAM: Traffic Signals

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 25,559	\$ 22,700	\$ 24,400	\$ 25,600	4.9	\$ 25,700	0.4
Maintenance and Operations	62,106	64,500	64,500	70,400	9.1	70,800	0.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 87,665	\$ 87,200	\$ 88,900	\$ 96,000	8.0	\$ 96,500	0.5

PROGRAM DESCRIPTION:

This program is for the maintenance and operation of the City's 18 traffic signals. A contract maintenance service company does most of the work.

PROGRAM EXPLANATION:

- Code 501: Engineering Technician 0.25
- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce.
- Code 530: Provides for personnel overtime.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Traffic Signals

Account Code: 011-324

Code 600: Funds budgeted in this code include contract services for the following:

- Contract for routine traffic signal maintenance
- Jointly maintained traffic signals - City of Buena Park
- Jointly maintained traffic signals - City of Cerritos
- Jointly maintained traffic signals - City of Cypress

Code 693: Energy cost of traffic signals throughout the City.

Code 709: Special repair to traffic control devices, for traffic accidents and broken items.

Code 804: Funds budgeted in this code include contract services for the following:

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and claim costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-324

PROGRAM: Traffic Signals

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 15,616	\$ 15,900	\$ 15,900	\$ 16,100	1.3	\$ 16,100	-
505.000	Salary Savings Credit	-	(700)	(700)	-	(100.0)	-	N/A
530.000	Overtime	2,674	1,000	2,700	2,500	(7.4)	2,500	-
550.000	Employee Benefits	7,269	6,500	6,500	7,000	7.7	7,100	1.4
	TOTAL PERSONNEL SERVICES	25,559	22,700	24,400	25,600	4.9	25,700	0.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	27,819	25,500	25,500	29,000	13.7	29,000	-
693.000	Electric	14,705	15,000	15,000	15,800	5.3	15,800	-
709.000	Maint & Repair-Improvements	15,582	20,000	20,000	20,000	-	20,000	-

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-324

PROGRAM: Traffic Signals

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
977.000	Liability Insurance & Claims	2,700	2,800	2,800	4,200	50.0	4,300	2.4
978.000	Building Maintenance/Replacmnt	1,300	1,200	1,200	1,400	16.7	1,700	21.4
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	-	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	62,106	64,500	64,500	70,400	9.1	70,800	0.6
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 87,665	\$ 87,200	\$ 88,900	\$ 96,000	8.0	\$ 96,500	0.5

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Traffic Control

Account Code: 011-325

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 34,104	\$ 32,100	\$ 32,600	\$ 35,200	8.0	\$ 35,300	0.3
Maintenance and Operations	17,067	16,650	16,650	16,500	(0.9)	16,800	1.8
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 51,171	\$ 48,750	\$ 49,250	\$ 51,700	5.0	\$ 52,100	0.8

PROGRAM DESCRIPTION:

This program is for the maintenance and replacement of traffic control devices throughout the City. These include all traffic signage, including 105 stop signs, 800 street name signs, curb painting, street legend painting, and 200,000 lineal feet of street striping.

PROGRAM EXPLANATION:

Code 501:	Maintenance Supervisor	0.10
	Engineering Technician	0.25
		<u>0.35</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce.

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Traffic Control

Account Code: 011-325

Code 600: Bi-annual costs to paint stripes on local streets including stop legends and stop bars.

Code 705: Funds budgeted in this code include the following maintenance and repair materials:
New signs and paint for streets
Barricades and warning signs
Miscellaneous Traffic Safety Committee items

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code includes this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax

Account Code: 011-325

PROGRAM: Traffic Control

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 22,830	\$ 23,400	\$ 23,400	\$ 24,300	3.8	\$ 24,300	-
505.000	Salary Savings Credit	-	(1,000)	(1,000)	-	(100.0)	-	N/A
530.000	Overtime	647	200	700	300	(57.1)	300	-
550.000	Employee Benefits	10,627	9,500	9,500	10,600	11.6	10,700	0.9
	TOTAL PERSONNEL SERVICES	34,104	32,100	32,600	35,200	8.0	35,300	0.3
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	895	5,000	5,000	5,000	-	5,000	-
705.000	Maintenance & Repair Materials	10,572	7,000	7,000	7,000	-	7,000	-
977.000	Liability Insurance & Claims	1,300	1,000	1,000	1,900	90.0	2,000	5.3
978.000	Building Maintenance/Replacmnt	600	400	400	600	50.0	800	33.3
979.000	Vehicle Maintenance	1,700	1,250	1,250	-	(100.0)	-	N/A
980.000	Vehicle Replacement	2,000	2,000	2,000	2,000	-	2,000	-
	TOTAL MAINTENANCE AND OPERATIONS	17,067	16,650	16,650	16,500	(0.9)	16,800	1.8
CAPITAL OUTLAY/IMPROVEMENTS								
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 51,171	\$ 48,750	\$ 49,250	\$ 51,700	5.0	\$ 52,100	0.8

DEPARTMENT: Streets -- Gas Tax / Highway Users Tax
PROGRAM: Traffic Control

Account Code: 011-325



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DEPARTMENT: Streets -- Measure M
PROGRAM: Measure M - Local Turnback Funds

Account Code: 012-330

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services				\$ -	N/A	\$ -	N/A
Maintenance and Operations	2,400	700	338,029	-	(100.0)	-	N/A
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 2,400	\$ 700	\$ 338,029	\$ -	(100.0)	\$ -	N/A

PROGRAM DESCRIPTION:

This program is used to account for Measure M funding first approved by voters in November 1990, and reapproved in November 2006. Measure M (and its successor Measure M2) authorizes a 1/2 cent retail sales tax to provide a variety of funding for transportation needs in Orange County. Included in the Measure M2 Program is a "turn back" provision in which 14.6% of Measure M2 funds are returned to cities and the County based on the Master Plan of arterial highway miles in a given city, population, and the current sales tax forecast.

PROGRAM EXPLANATION:

Code 977: Funds budgeted in this code includes this program's pro rata share of Liability Insurance and Claims costs.

DEPARTMENT: Streets -- Measure M
PROGRAM: Measure M - Local Turnback Funds

Account Code: 012-330



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DEPARTMENT: Streets -- Measure M

Account Code: 012-330

PROGRAM: Measure M - Local Turnback Funds

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 1,700	\$ -	\$ -	\$ -	N/A	\$ -	N/A
705.000	Maintenance & Repair Materials	-	-	-	-	N/A	-	N/A
813.100	Arterial Pavement Management			337,329				
977.000	Liability Insurance & Claims	700	700	700	-	(100.0)	-	N/A
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	2,400	700	338,029	-	(100.0)	-	N/A
	TOTAL EXPENDITURES	\$ 2,400	\$ 700	\$ 338,029	\$ -	(100.0)	\$ -	N/A



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Utilities - Water and Sewer Funds

Summary of Expenditures by Fund:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Water Funds:								
Water Administration	\$ 185,015	\$ 198,400	\$ 199,400	\$ 199,400	\$ 229,600	15.1	\$ 232,900	1.4
Water Production	1,972,059	2,246,200	2,276,135	2,276,135	1,916,295	(15.8)	1,931,451	0.8
Water Transmission	472,495	423,200	429,100	429,100	476,700	11.1	480,800	0.9
Water Billing	366,462	357,100	357,100	357,100	395,500	10.8	403,000	1.9
Total Water Funds	\$ 2,996,031	\$ 3,224,900	\$ 3,261,735	\$ 3,261,735	\$ 3,018,095	(7.5)	\$ 3,048,151	1.0
Sewer Fund:								
Sewer	282,032	552,725	547,625	547,625	251,786	(54.0)	255,528	1.5
Total Utilities Expenditures	\$ 3,278,063	\$ 3,777,625	\$ 3,809,360	\$ 3,809,360	\$ 3,269,881	(14.2)	\$ 3,303,679	1.0

Summary of Expenditures by Category (All Utilities Funds):

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 745,906	\$ 689,100	\$ 672,500	\$ 672,500	\$ 739,300	9.9	\$ 753,700	1.9
Maintenance and Operations	2,527,765	3,088,525	3,136,860	3,136,860	2,530,581	(19.3)	2,549,979	0.8
Capital Outlay/Improvements	4,392	-	-	-	-	N/A	-	N/A
Total Utilities Expenditures	\$ 3,278,063	\$ 3,777,625	\$ 3,809,360	\$ 3,809,360	\$ 3,269,881	(14.2)	\$ 3,303,679	1.0

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 128,676	\$ 85,000	\$ 85,000	\$ 93,400	9.9	\$ 95,500	2.2
Maintenance and Operations	56,339	113,400	114,400	136,200	19.1	137,400	0.9
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 185,015	\$ 198,400	\$ 199,400	\$ 229,600	15.1	\$ 232,900	1.4

PROGRAM DESCRIPTION:

This program has the administrative charge for overseeing the City’s water accounts. The program is responsible for reporting, as required, to State and County agencies, tabulating test results, answering questions and responding to citizen complaints and coordinating the operations of the Water Division.

PROGRAM EXPLANATION:

Code 501:	Community Services Director	0.20
	Administrative Secretary	0.30
	Engineering Technician	0.30
		<u>0.80</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Overtime for evening and weekend call-outs, plus work on leaks and other repairs needed during off hours.

Code 550: Funds budgeted in this code include this program’s pro rata share of Employee Benefits costs.

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370

- Code 600: Funds budgeted in this code include contract services for the following:
 - Contract City Engineer (20%)
 - Miscellaneous Contract Services

- Code 604: Funds budgeted in this code include Sedaru Software Annual Subscription

- Code 620: Funds budgeted in this code include meetings and training for the following:
 - Water Works Association Conference - Water & Maintenance Supervisor
 - American Water Works Courses & Workshops
 - Water TriState Seminar - Water & Maintenance Supervisor
 - Other water-related seminars / certification classes

- Code 622: Funds budgeted in this code include publications and dues for the following:
 - American Water Works Association
 - Orange County Water Association
 - Staff Certifications & Renewals

- Code 650: Office supplies specifically related to Water Administration.

- Code 654: Printing and reproduction for laboratory services, Department of Health, and other miscellaneous reports and letters.

- Code 691: Funds budgeted in this code include publications and dues for the following:
 - Supervisor Cell Phone Stipend
 - On-Call Pager
 - Data Plans for Sedaru
 - Time Warner Communications Share

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the Divisions fleet of vehicles. Vehicle repairs for general Community Services, Sewer, and Streets vehicles, are in their respective budgets.

Code 738: Water Conservation School Education

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370



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DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 87,804	\$ 62,100	\$ 62,100	\$ 64,600	4.0	\$ 66,000	2.2
505.000	Salary Savings Credit	-	(2,600)	(2,600)	-	(100.0)	-	N/A
530.000	Overtime	-	500	500	500	-	500	-
550.000	Employee Benefits	40,872	25,000	25,000	28,300	13.2	29,000	2.5
	TOTAL PERSONNEL SERVICES	128,676	85,000	85,000	93,400	9.9	95,500	2.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	200	53,700	53,700	35,000	(34.8)	35,000	-
620.000	Meetings & Training	4,379	6,000	6,000	6,000	-	6,000	-
604.000	Computer Software Support	-	-	-	11,700	N/A	11,700	-
622.000	Publications & Dues	393	400	400	1,100	175.0	1,100	-
650.000	Office Supplies	1,045	800	800	1,000	25.0	1,000	-
654.000	Printing & Reproduction	1,546	2,000	2,000	2,000	-	2,000	-
691.000	Communications	293	400	400	2,900	625.0	2,900	-
732.000	Vehicle Operating Expense	-	-	-	21,000	N/A	21,600	2.9
738.000	Community Events	2,583	3,000	4,000	4,000	-	4,000	-
802.000	Furniture & Fixtures	-	-	-	-	N/A	-	N/A

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
975.000	Departmental Overhead	19,000	19,000	19,000	19,000	-	19,000	-
976.000	General Overhead	22,000	22,000	22,000	22,000	-	22,000	-
977.000	Liability Insurance & Claims	2,100	2,900	2,900	5,500	89.7	5,600	1.8
978.000	Building Maintenance/Replacmnt	1,100	1,300	1,300	1,700	30.8	2,200	29.4
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	1,700	1,900	1,900	3,300	73.7	3,300	-
983.000	Transfer to 800 MHZ Comm System					N/A		N/A
985.000	Water Capital Reserve					N/A		N/A
990.000	Transfer Out					N/A		N/A
990.051	Transfer to Water Replac Rsrv					N/A		N/A
990.055	Transfer to Water Capital Res					N/A		N/A
	TOTAL MAINTENANCE AND OPERATIONS	56,339	113,400	114,400	136,200	19.1	137,400	0.9
	CAPITAL OUTLAY/IMPROVEMENTS							
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 185,015	\$ 198,400	\$ 199,400	\$ 229,600	15.1	\$ 232,900	1.4

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 131,645	\$ 138,700	\$ 131,300	\$ 156,300	19.0	\$ 157,000	0.4
Maintenance and Operations	1,836,022	2,107,500	2,144,835	1,759,995	(17.9)	1,774,451	0.8
Capital Outlay/Improvements	4,392	-	-	-	N/A	-	N/A
Total	\$ 1,972,059	\$ 2,246,200	\$ 2,276,135	\$ 1,916,295	(15.8)	\$ 1,931,451	0.8

PROGRAM DESCRIPTION:

This Division is responsible for supplying water to the City’s water system. Thirty six percent (36%) of the City’s water system is imported from the Metropolitan Water District (MWD) and 64% is from the City’s groundwater system. The City’s groundwater system is produced out of the City’s Walker Well and City Yard Well. The Walker Well site has a 2 million gallon water reservoir and a pump station. The City Yard Well site has a 2.5 million gallon water reservoir and a pump station.

PROGRAM EXPLANATION:

Code 501:	Water Services Supervisor	0.30
	Water Service Worker II	0.90
		<u>1.20</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 520: Special pay for weekend and holiday duty work.

Code 530: Overtime for evening and weekend call-outs, repair of leaks and other repairs needed during off hours.

Code 550: Funds budgeted in this code include this program’s pro rata share of Employee Benefits costs.

DEPARTMENT: Utilities
PROGRAM: Water Production

Account Code: 050-371

- Code 600: Funds budgeted in this code include contract services for the following:
 - Laboratory services for water testing
 - Department of Health Services testing
 - Air Quality Management District (AQMD) testing and fees

- Code 691: Funds budgeted in this code include this program's share of the 800 MHz radio system.

- Code 692: Fuel for Walker Well engine, Caterpillar at the pump station, and new City Yard Diesel Emergency Generator.

- Code 705: Materials and parts for repair of pumps and other appurtenances related to pumps.

- Code 707: Minor repair of equipment at water facilities.

- Code 710: Funds budgeted in this code include pump and well repair for anticipated repair expenses.

- Code 747: Costs paid to Orange County Water District (OCWD) for water pumped from the ground.

- Code 748: Costs for chlorination and other water treatment products.

- Code 749: Payments to the Metropolitan Water District (MWD) for imported water.

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

Code 984: Reserve for future water infrastructure capital needs.

DEPARTMENT: Utilities
PROGRAM: Water Production

Account Code: 050-371



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DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 75,231	\$ 78,800	\$ 71,400	\$ 87,100	22.0	\$ 87,400	0.3
505.000	Salary Savings Credit	-	(3,400)	(3,400)	-	(100.0)	-	N/A
520.000	Special Pay	21,288	28,000	28,000	28,000	-	28,000	-
530.000	Overtime	105	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	35,021	32,200	32,200	38,100	18.3	38,500	1.0
	TOTAL PERSONNEL SERVICES	131,645	138,700	131,300	156,300	19.0	157,000	0.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	48,280	47,100	47,100	33,500	(28.9)	48,500	44.8
604.000	Computer Software Support	-	-	-	-		-	N/A
691.000	Communications	999	1,000	1,000	9,600	860.0	9,600	-
692.000	Gas	660	1,000	1,000	3,700	270.0	3,700	-
705.000	Maintenance & Repair Materials	5,968	15,000	15,000	6,000	(60.0)	6,000	-
707.000	Maintenance & Repair of Eqpt	29,248	12,000	12,000	28,300	135.8	28,300	-
710.000	Pump & Well Repair	6,750	20,600	57,935	20,000	(65.5)	20,000	-
747.000	Water Pumping Charge	547,903	475,000	475,000	536,300	12.9	536,300	-
748.000	Chlorination	33,249	30,000	30,000	47,500	58.3	47,500	-
749.000	Water Purchase - MWD	475,765	570,000	570,000	489,500	(14.1)	489,500	-

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
975.000	Departmental Overhead	24,900	24,900	24,900	24,900	-	24,900	-
976.000	General Overhead	63,000	63,000	63,000	63,000	-	63,000	-
977.000	Liability Insurance & Claims	37,600	43,300	43,300	69,200	59.8	70,500	1.9
978.000	Building Maintenance/Replacmnt	18,900	18,400	18,400	22,000	19.6	27,600	25.5
979.000	Vehicle Maintenance	5,600	5,600	5,600	-	(100.0)	-	N/A
980.000	Vehicle Replacement	7,000	2,000	2,000	2,000	-	2,000	-
981.000	Computer Maintenance	30,200	28,600	28,600	41,700	45.8	42,300	1.4
984.000	Transfer out	500,000	750,000	750,000	362,795	(51.6)	354,751	(2.2)
985.000	Water Capital Reserve	-	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	1,836,022	2,107,500	2,144,835	1,759,995	(17.9)	1,774,451	0.8
	CAPITAL OUTLAY/IMPROVEMENTS							
801.000	Building Improvements	-	-	-	-	N/A	-	N/A
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	4,392	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	4,392	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 1,972,059	\$ 2,246,200	\$ 2,276,135	\$ 1,916,295	(15.8)	\$ 1,931,451	0.8

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 122,076	\$ 113,000	\$ 108,900	\$ 124,100	14.0	\$ 128,300	3.4
Maintenance and Operations	350,419	310,200	320,200	352,600	10.1	352,500	(0.0)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 472,495	\$ 423,200	\$ 429,100	\$ 476,700	11.1	\$ 480,800	0.9

PROGRAM DESCRIPTION:

This program accounts for the maintenance and repair of the water system, which carries water from the source to the distribution point. The main lines in the streets are a part of the transmission system. This portion of the system is in adequate condition, and no major repairs are foreseen in the near future. The work performed under this program is for the maintenance and repair of the water mains, gate valves, and booster pump system at the City Yard. The City maintains 38.4 miles of pipelines and 500 fire hydrants.

PROGRAM EXPLANATION:

Code 501:	Water Services Supervisor	0.30
	Water Service Worker II	0.90
		<u>1.20</u>

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Overtime for evening and weekend call-outs, repair of leaks and other repairs needed during off hours.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Utilities
PROGRAM: Water Transmission

Account Code: 050-372

Code 600: Funds budgeted in this code include professional service contracts for the following:
Backflow Testing
AQMD Operation Fees
On-Call Contracts for Water Leak Repairs

Code 691: Funds budgeted in this code include the following communications costs:
Time Warner Data
800 MHz
AT&T Data for SCADA

Code 692: Fuel for caterpillar operation at the City Yard Well.

Code 693: Electrical energy to operate the booster pumps at the Walker Well and City Yard reservoirs.

DEPARTMENT: Utilities
PROGRAM: Water Transmission

Account Code: 050-372

Code 705: Funds budgeted in this code include maintenance and repair materials for the following:
Water Main Clamps & Couplings
Booster Pump Supplies
Backflow devices
Brass & PVC Fittings
Welding supplies
Other miscellaneous repair supplies

Code 707: Funds budgeted in this code include maintenance and repair equipment for the following:
Booster Pump Control Valve Maintenance
Booster Pump Maintenance
Water Main Repair

Code 711: Replacement of deteriorated fire hydrants.

Code 725: Miscellaneous, small pieces of equipment.

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and claim costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 75,231	\$ 77,200	\$ 70,600	\$ 81,100	14.9	\$ 83,900	3.5
505.000	Salary Savings Credit	-	(3,300)	(3,300)	-	(100.0)	-	N/A
530.000	Overtime	11,824	7,500	10,000	7,500	(25.0)	7,500	-
550.000	Employee Benefits	35,021	31,600	31,600	35,500	12.3	36,900	3.9
	TOTAL PERSONNEL SERVICES	122,076	113,000	108,900	124,100	14.0	128,300	3.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	72,305	35,000	45,000	28,200	(37.3)	28,200	-
604.000	Computer Software Support	1,250	3,500	3,500	-	(100.0)	-	N/A
622.000	Publications & Dues	413	500	500	-	(100.0)	-	N/A
691.000	Communications	2,356	2,000	2,000	1,400	(30.0)	1,400	-
692.000	Gas	260	400	400	300	(25.0)	300	-
693.000	Electric	118,410	100,000	100,000	125,000	25.0	125,000	-
705.000	Maintenance & Repair Materials	17,646	20,000	20,000	22,000	10.0	22,000	-
707.000	Maintenance & Repair of Eqpt	60	2,000	2,000	27,000	1,250.0	27,000	-
711.000	Hydrant Repair	952	12,000	12,000	12,000	-	12,000	-
725.000	Small Tools/Other Equipment	1,667	2,500	2,500	2,500	-	2,500	-

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
975.000	Departmental Overhead	24,000	24,000	24,000	24,000	-	24,000	-
976.000	General Overhead	59,000	59,000	59,000	59,000	-	59,000	-
977.000	Liability Insurance & Claims	8,900	9,400	9,400	16,800	78.7	17,100	1.8
978.000	Building Maintenance/Replacmnt	4,500	4,000	4,000	5,300	32.5	6,700	26.4
979.000	Vehicle Maintenance	11,500	10,700	10,700	-	(100.0)	-	N/A
980.000	Vehicle Replacement	20,000	19,000	19,000	19,000	-	17,000	(10.5)
981.000	Computer Maintenance	7,200	6,200	6,200	10,100	62.9	10,300	2.0
983.000	Transfer to 800 MHZ Comm System	-	-	-	-	N/A	-	N/A
985.000	Water Capital Reserve	-	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	350,419	310,200	320,200	352,600	10.1	352,500	(0.0)
	CAPITAL OUTLAY/IMPROVEMENTS							
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 472,495	\$ 423,200	\$ 429,100	\$ 476,700	11.1	\$ 480,800	0.9

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 269,977	\$ 246,700	\$ 246,700	\$ 268,500	8.8	\$ 274,700	2.3
Maintenance and Operations	96,485	110,400	110,400	127,000	15.0	128,300	1.0
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 366,462	\$ 357,100	\$ 357,100	\$ 395,500	10.8	\$ 403,000	1.9

PROGRAM DESCRIPTION:

This portion of the Water Division is responsible for the metering of the water to the user. Field personnel are responsible for the bi-monthly reading of 4,323 meters, both residential and commercial; repairing or replacing meters as needed; repairing City-owned water laterals; and responding to requests for special meter readings or evaluations.

A private service provider is responsible for mailing bills and collecting most payments. City staff is responsible for ensuring the accuracy of meter reads, notifying and "tagging" delinquent customers, responding to customer inquiries, and receiving in-person payments at City Hall. The direct customer service and billing duties are performed by Finance Department staff, with support provided by Public Works.

PROGRAM EXPLANATION:

Code 501:	Admin Services Director	0.05
	Community Services Director	0.05
	Accounting Supervisor	0.18
	Management Analyst	0.05
	Account Clerk	0.65
	Senior Accounting Technician	0.15
	Water Services Supervisor	0.40
	Water Service Worker II	1.20
	Administrative Secretary	0.15
		2.88

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).
- Code 530: Provides for personnel overtime for this program.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.
- Code 600: Professional Contract Services
- Code 604: Computer software maintenance and updating for meter reading system.
- Code 623: Purchase of uniforms.
- Code 650: Office supplies specially related to Water Billing.
- Code 704: Maintenance of office equipment and supply costs.
- Code 712: Purchase of replacements for defective meters.

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and claim costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373



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DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 184,895	\$ 179,300	\$ 179,300	\$ 178,000	(0.7)	\$ 182,000	2.2
505.000	Salary Savings Credit	-	(7,700)	(7,700)	-	(100.0)	-	N/A
510.000	Salaries - Part-time				10,000	N/A	10,000	-
530.000	Overtime	732	1,800	1,800	1,800	-	1,800	-
550.000	Employee Benefits	84,350	73,300	73,300	78,700	7.4	80,900	2.8
	TOTAL PERSONNEL SERVICES	269,977	246,700	246,700	268,500	8.8	274,700	2.3
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	615	3,000	3,000	10,000	233.3	10,000	-
604.000	Computer Software Support	-	1,500	1,500	-	(100.0)	-	N/A
623.000	Uniforms	2,766	5,000	5,000	5,000	-	5,000	-
650.000	Office Supplies	487	2,000	2,000	2,000	-	2,000	-
652.000	Postage	815	1,000	1,000	1,000	-	1,000	-
653.000	Advertising	-	-	-	-	N/A	-	N/A
654.000	Printing & Reproduction	696	500	500	500	-	500	-
691.000	Communications	489	-	-	-	N/A	-	N/A
705.000	Maintenance & Repair of Materials	-	-	-	2,500	N/A	2,500	-
707.000	Maintenance & Repair of Eqpt	-	1,500	1,500	1,500	-	1,500	-
712.000	Meter Maintenance	19,217	23,000	23,000	23,000	-	23,000	-

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
975.000	Departmental Overhead	32,000	32,000	32,000	32,000	-	32,000	-
976.000	General Overhead	27,000	27,000	27,000	27,000	-	27,000	-
977.000	Liability Insurance & Claims	5,400	6,700	6,700	11,700	74.6	11,900	1.7
978.000	Building Maintenance/Replacmnt	2,700	2,800	2,800	3,700	32.1	4,700	27.0
979.000	Vehicle Maintenance	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	4,300	4,400	4,400	7,100	61.4	7,200	1.4
983.000	Transfer to 800 MHZ Comm System	-	-	-	-	N/A	-	N/A
985.000	Water Capital Reserve	-	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	96,485	110,400	110,400	127,000	15.0	128,300	1.0
	CAPITAL OUTLAY/IMPROVEMENTS							
802.000	Furniture & Fixtures	-	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 366,462	\$ 357,100	\$ 357,100	\$ 395,500	10.8	\$ 403,000	1.9

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 93,532	\$ 105,700	\$ 100,600	\$ 97,000	(3.6)	\$ 98,200	1.2
Maintenance and Operations	188,500	447,025	447,025	154,786	(65.4)	157,328	1.6
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 282,032	\$ 552,725	\$ 547,625	\$ 251,786	(54.0)	\$ 255,528	1.5

PROGRAM DESCRIPTION:

The Sewer Division is responsible for the maintenance and repair of the City's 28.3 miles of sewers and 631 manholes. This budget includes cleaning of the entire system annually. Field personnel oversee this operation. They also respond to complaints or backups of sewage and suspected leakages.

PROGRAM EXPLANATION:

Code 501:	Community Services Director	0.10
	Sr. Accounting Technician	0.05
	Account Clerk	0.10
	Engineering Technician	0.10
	Maintenance Supervisor	0.40
	Administrative Secretary	0.10
		0.85

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:
 City Engineer
 Pest Control
 Miscellaneous Engineering Services

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code 604: Provides for CCTV Software License and Annual Support.

Code 620: Funds budgeted in this code include the following:
California Water Environment Association (CWEA) Meetings & Workshops
Miscellaneous Training

Code 622: Funds budgeted in this code include the following:
CWEA Certifications
National Association of Sewer Service Contractors (NASSCO) Dues

Code 623: Funds budgeted in this code include the following:
Specialized Sewer Response Uniforms
Personal Protective Equipment

Code 691: Funds budgeted in this code include the following communications costs:
Underground service alert fees
Program's share of 800 MHz radio costs

Code 705: Miscellaneous maintenance and repair materials used for work on sewers.

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

- Code 705: Miscellaneous maintenance and repair of equipment used for work on sewers.

- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the Divisions fleet of vehicles. Vehicle repairs for general Community Services, Water, and Streets vehicles, are in their respective budgets.

- Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

- Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.

- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

- Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

- Code 984: Reserve for future sewer infrastructure and capital needs.

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380



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DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 62,461	\$ 76,600	\$ 71,500	\$ 67,500	(5.6)	\$ 68,200	1.0
505.000	Salary Savings Credit	-	(3,000)	(3,000)	-	(100.0)	-	N/A
530.000	Overtime	2,131	3,500	3,500	-	(100.0)	-	N/A
550.000	Employee Benefits	28,940	28,600	28,600	29,500	3.1	30,000	1.7
	TOTAL PERSONNEL SERVICES	93,532	105,700	100,600	97,000	(3.6)	98,200	1.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	32,874	36,200	36,200	30,000	(17.1)	30,000	-
604.000	Computer Software Support	-	-	-	5,000	N/A	5,000	-
620.000	Meetings & Training	-	-	-	2,000	N/A	2,000	-
622.000	Publications & Dues	-	-	-	1,600	N/A	1,600	-
622.000	Uniforms	-	-	-	2,500	N/A	2,500	-
691.000	Communications	1,373	1,500	1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	453	200	200	2,000	900.0	2,000	-
707.000	Maintenance & Repair Equipment	-	-	-	2,500	N/A	2,500	-
732.000	Vehicle Operating Expense	-	-	-	2,500	N/A	2,600	4.0
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
975.000	Departmental Overhead	2,200	2,200	2,200	2,200	-	2,200	-
976.000	General Overhead	10,000	10,000	10,000	10,000	-	10,000	-
977.000	Liability Insurance & Claims	1,500	6,600	6,600	5,500	(16.7)	5,600	1.8
978.000	Building Maintenance/Replacmnt	800	2,800	2,800	1,800	(35.7)	2,200	22.2
979.000	Vehicle Maintenance	5,100	5,125	5,125	-	(100.0)	-	N/A
980.000	Vehicle Replacement	8,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	1,200	4,400	4,400	3,300	(25.0)	3,400	3.0
984.000	Transfer out	125,000	375,000	375,000	79,386	(78.8)	81,228	2.3
990.053	Transfer to Sewer Replac Rsrv				-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	188,500	447,025	447,025	154,786	(65.4)	157,328	1.6
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 282,032	\$ 552,725	\$ 547,625	\$ 251,786	(54.0)	\$ 255,528	1.5



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Special Revenue Funds

Summary of Expenditures by Fund:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Air Quality Improvement/AB 2766	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	(20.0)	\$ 20,000	-
Public, Educational, and Government (PEG)	-	17,200	17,200	17,200	-	(100.0)	-	N/A
Asset Seizure (Asset Forfeiture)	69,019	22,100	94,100	94,100	220,600	134.4	107,000	(51.5)
Public Safety Augmentation (Prop 172)	118,922	174,500	174,500	174,500	193,400	10.8	211,400	9.3
Supplemental Law Enforcement Services (SLESF/COPS)	104,999	55,000	55,000	55,000	56,200	2.2	63,100	12.3
Successor Agency Housing Authority	199,412	192,300	317,300	317,300	258,200		259,600	
Total Special Revenue Expenditures	\$ 492,352	\$ 486,100	\$ 683,100	\$ 683,100	\$ 748,400	9.6	\$ 661,100	(11.7)

Summary of Expenditures by Category (All Special Revenue Funds):

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 335,848	\$ 420,000	\$ 492,000	\$ 465,900	\$ 465,900	-	\$ 492,200	5.6
Maintenance and Operations	156,504	66,100	176,100	282,500	282,500	-	168,900	(40.2)
Capital Outlay/Improvements	-	-	-	-	-	N/A	-	N/A
Total Special Revenue Expenditures	\$ 492,352	\$ 486,100	\$ 668,100	\$ 748,400	\$ 748,400	-	\$ 661,100	(11.7)

DEPARTMENT: Special

Account Code: 015-360

PROGRAM: Air Quality Improvement / AB2766

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	-	25,000	25,000	20,000	(20.0)	20,000	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ -	\$ 25,000	\$ 25,000	\$ 20,000	(20.0)	\$ 20,000	-

PROGRAM DESCRIPTION:

This program is used to account for revenue and expenses derived from a motor vehicle registration fee imposed by Assembly Bill 2766 for trip reduction to improve air quality from mobile sources. The South Coast Air Quality Management District regulates the use of this fund.

PROGRAM EXPLANATION:

Code 600: Professional Contract Services

Code 604: Computer Software

DEPARTMENT: Special

Account Code: 015-360

PROGRAM: Air Quality Improvement / AB2766



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City of La Palma

DEPARTMENT: Special Revenue

Account Code: 015-360

PROGRAM: Air Quality Improvement/AB2766

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2012-13 Actual</u>	<u>Fiscal Year 2013-14 Adopted</u>	<u>Fiscal Year 2013-14 Amended</u>	<u>Fiscal Year 2014-15 Proposed</u>	<u>% Change from Fiscal Year 2013-14 Amended</u>	<u>Fiscal Year 2015-16 Estimated</u>	<u>% Change from Fiscal Year 2014-15 Proposed</u>
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	25,000	25,000	16,210	(35.2)	16,210	-
604.000	Computer Software	-	-	-	3,790	N/A	3,790	-
	TOTAL MAINTENANCE AND OPERATIONS		25,000	25,000	20,000	(20.0)	20,000	-
	TOTAL EXPENDITURES		\$ 25,000	\$ 25,000	\$ 20,000	(20.0)	\$ 20,000	-

DEPARTMENT: Special Revenue

Account Code: 015-360

PROGRAM: Air Quality Improvement/AB2766



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DEPARTMENT: Special
PROGRAM: Public, Educational, and Government (PEG)

Account Code: 016-110

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	-	17,200	17,200	-	(100.0)	-	N/A
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ -	\$ 17,200	\$ 17,200	\$ -	(100.0)	\$ -	N/A

PROGRAM DESCRIPTION:

The City receives Public, Educational, and Government (PEG) funding through its franchise agreement with Time-Warner Cable and through statewide video franchises. The City has been accumulating funds in order to purchase new equipment for a Community Channel that would broadcast public service announcements, information about City programs, and important issues facing the area in general.

PROGRAM EXPLANATION:

No expenditures are budgeted for this fiscal year.

DEPARTMENT: Special
PROGRAM: Public, Educational, and Government (PEG)

Account Code: 016-110



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DEPARTMENT: Special Revenue

Account Code: 016-110

PROGRAM: Public, Educational, and Government (PEG)

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13	2013-14	2013-14	2014-15	Fiscal Year	2015-16	Fiscal Year
		Actual	Adopted	Amended	Proposed	2013-14	Estimated	2014-15
						Amended		Proposed
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ -	\$ 8,200	\$ 8,200	\$ -	(100.0)	\$ -	N/A
604.000	Computer Software Support	-	6,000	6,000	-	(100.0)	-	N/A
733.000	Special Departmental Supplies	-	3,000	3,000	-		-	
	TOTAL MAINTENANCE AND OPERATIONS	-	17,200	17,200	-	(100.0)	-	N/A
	TOTAL EXPENDITURES	\$ -	\$ 17,200	\$ 17,200	\$ -	(100.0)	\$ -	N/A

DEPARTMENT: Special Revenue
PROGRAM: Public, Educational, and Government (PEG)

Account Code: 016-110



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DEPARTMENT: Special
PROGRAM: Asset Seizure (Asset Forfeiture)

Account Code: 020-206

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 57,459	\$ -	\$ 72,000	\$ 72,000	-	\$ 72,000	-
Maintenance and Operations	11,560	22,100	22,100	148,600	572.4	35,000	(76.4)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 69,019	\$ 22,100	\$ 94,100	\$ 220,600	134.4	\$ 107,000	(51.5)

PROGRAM DESCRIPTION:

Proceeds or other property derived from any asset forfeiture under federal or state law initiated in connection with or as a result of the police departments drug enforcement actions and/or the departments involvement with Orange County Regional Narcotic Task Force shall be restricted to the funding of only law enforcement related personnel, services and/or equipment costs.

PROGRAM EXPLANATION:

Code 530: Overtime associated with the Orange County Regional Narcotic Task Force, which is fully reimbursed by the Task Force on a monthly basis.

Code 733: Special Department Supplies (i.e., tactical vests, etc.)

DEPARTMENT: Special
PROGRAM: Asset Seizure (Asset Forfeiture)

Account Code: 020-206



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DEPARTMENT: Special Revenue

Account Code: 020-206

PROGRAM: Asset Seizure (Asset Forfeiture)

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
510.000	Salaries - Part-time	-	-	-	-	N/A	-	N/A
530.000	Overtime	57,459	-	72,000.0	72,000	-	72,000	-
550.000	Employee Benefits	-	-	-	-	N/A	-	N/A
	TOTAL PERSONNEL SERVICES	57,459.0	-	72,000.0	72,000	-	72,000	-
MAINTENANCE AND OPERATIONS								
733.000	Special Department Supplies	11,560.0	22,100	22,100	148,600	572.4	35,000	(76.4)
	TOTAL MAINTENANCE AND OPERATIONS	11,560	22,100	22,100	148,600	572.4	35,000	(76.4)
	TOTAL EXPENDITURES	\$ 69,019	\$ 22,100	\$ 94,100	\$ 220,600	134.4	\$ 107,000	(51.5)

DEPARTMENT: Special Revenue
PROGRAM: Asset Seizure (Asset Forfeiture)

Account Code: 020-206



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DEPARTMENT: Special
PROGRAM: Public Safety Augmentation Fund (Proposition 172)

Account Code: 021-240

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 118,734	\$ 173,600	\$ 173,600	\$ 192,500	10.9	\$ 210,500	9.4
Maintenance and Operations	188	900	900	900	-	900	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 118,922	\$ 174,500	\$ 174,500	\$ 193,400	10.8	\$ 211,400	9.3

PROGRAM DESCRIPTION:

Special tax augmentation funds are generated by a statewide continuance of the 1/2-cent sales tax. Under Proposition 172, such generated funds must be allocated to core public safety programs.

PROGRAM EXPLANATION:

- Code 501: Police Officers - 1.50
- Code 510: Police Service Aide - 1.00
- Code 550: Funds budgeted in this code includes this program’s pro rata share of Employee Benefits costs.
- Code 623: Uniform allowance.
- Code 733: Funds budgeted in this code include the following special departmental supplies:

DEPARTMENT: Special
PROGRAM: Public Safety Augmentation Fund (Proposition 172)

Account Code: 021-240



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DEPARTMENT: Special Revenue

Account Code: 021-240

PROGRAM: Public Safety Augmentation Fund (Proposition 172)

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 72,776	\$ 111,100	\$ 111,100	\$ 115,900	4.3	\$ 123,000	6.1
510.000	Salaries - Part-time	6,484	10,000	10,000	10,500.0	5.0	10,500.0	-
550.000	Employee Benefits	39,474	52,500	52,500	66,100.0	25.9	77,000.0	16.5
	TOTAL PERSONNEL SERVICES	118,734	173,600	173,600	192,500	10.9	210,500	9.4
MAINTENANCE AND OPERATIONS								
623.000	Uniforms	188	900	900	900	-	900	-
	TOTAL MAINTENANCE AND OPERATIONS	188	900	900	900	-	900	-
	TOTAL EXPENDITURES	\$ 118,922	\$ 174,500	\$ 174,500	\$ 193,400	10.8	\$ 211,400	9.3

DEPARTMENT: Special Revenue

Account Code: 021-240

PROGRAM: Public Safety Augmentation Fund (Proposition 172)



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DEPARTMENT: Special

Account Code: 022-250

PROGRAM: Supplemental Law Enforcement Fund (COPS/SLESF)

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 104,549	\$ 54,100	\$ 54,100	\$ 55,300	2.2	\$ 62,200	12.5
Maintenance and Operations	450	900	900	900	-	900	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 104,999	\$ 55,000	\$ 55,000	\$ 56,200	2.2	\$ 63,100	12.3

PROGRAM DESCRIPTION:

California Assembly Bill 3229, Citizen's Option for Public Safety (COPS) Program, was chaptered on July 10, 1996, and provides monies statewide for local public safety needs. In compliance with the requirements of AB/3229, the Finance Department established a Supplemental Law Enforcement Service Fund (SLESF). The Police Department is required to spend these funds on front-line Police Services, including personnel and/or equipment. SLESF monies cannot be allocated to supplant any existing funding of Police Services.

PROGRAM EXPLANATION:

Code 501: Police Officer 0.50

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

Code 623: Uniform allowance.

DEPARTMENT: Special
PROGRAM: Supplemental Law Enforcement Fund (COPS/SLESF)

Account Code: 022-250



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DEPARTMENT: Special Revenue

Account Code: 022-250

PROGRAM: Supplemental Law Enforcement Fund (COPS/SLESF)

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 68,117	\$ 36,900	\$ 36,900	\$ 35,400	(4.1)	\$ 38,400	8.5
550.000	Employee Benefits	36,432	17,200	17,200	19,900	15.7	23,800	19.6
	TOTAL PERSONNEL SERVICES	104,549	54,100	54,100	55,300	2.2	62,200	12.5
MAINTENANCE AND OPERATIONS								
623.000	Uniforms	450	900	900	900	-	900	-
	TOTAL MAINTENANCE AND OPERATIONS	450	900	900	900	-	900	-
	TOTAL EXPENDITURES	\$ 105,002	\$ 55,004	\$ 55,005	\$ 56,200	2.2	\$ 63,100	12.3

DEPARTMENT: Special Revenue

Account Code: 022-250

PROGRAM: Supplemental Law Enforcement Fund (COPS/SLESF)



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DEPARTMENT: Special Revenue
PROGRAM: Successor Agency Housing Authority

Account Code: 038-800

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 55,106	\$ 192,300	\$ 192,300	\$ 146,100	N/A	\$ 147,500	N/A
Maintenance and Operations	144,306	-	110,000	112,100	(100.0)	112,100	N/A
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 199,412	\$ 192,300	\$ 302,300	\$ 258,200	(100.0)	\$ 259,600	N/A

PROGRAM DESCRIPTION:

The dissolution of redevelopment Statewide required the City to assume housing functions from the former Community Development Commission (CDC). This new fund -- Successor Agency Housing Authority, Fund 38 -- was created as part of the assumption of responsibilities by the City of the former CDC. This fund is responsible for all housing related matters.

PROGRAM EXPLANATION:

Code 501:	Accounting Supervisor	0.170
	Administrative Services Director	0.050
	Community Development Director	0.525
		<u>0.745</u>

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Special Revenue
PROGRAM: Successor Agency Housing Authority

Account Code: 038-800



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DEPARTMENT: Special Revenue

Account Code: 038-800

PROGRAM: Successor Agency Housing Authority

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 37,601	\$ 136,600	\$ 136,600	\$ 101,600	(25.6)	\$ 102,400	0.8
550.000	Employee Benefits	17,505	55,700	55,700	44,500	(20.1)	\$ 45,100	1.3
600.300	Professional Services			15,000	-		\$ -	
601.000	Legal Services	1,762			2,000	N/A	\$ 2,000	-
653.000	Advertising	45			100	N/A	\$ 100	-
770.000	Administration Costs	17,649				N/A		N/A
795.000	Senior Housing	110,000		110,000	110,000	-	\$ 110,000	-
977.000	Liability Insurance and Claims	8,250			-	N/A	\$ -	N/A
981.000	Computer Maintenance	6,600			-	N/A	\$ -	N/A
	TOTAL PERSONNEL SERVICES	199,412	192,300	317,300	258,200	(18.6)	259,600	0.5
	TOTAL EXPENDITURES	\$ 199,412	\$ 192,300	\$ 317,300	\$ 258,200	(18.6)	\$ 259,600	0.5

Internal Service Funds

Summary of Expenditures by Fund:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Insurance	\$ 873,327	\$ 308,100	\$ 402,900	\$ 402,900	\$ 574,776	42.7	\$ 504,310	(12.3)
Employee Benefits	2,602,398	2,273,900	2,411,600	2,411,600	2,407,347	(0.2)	2,679,199	11.3
Facility Maintenance	332,735	575,600	547,470	547,470	370,900	(32.3)	439,800	18.6
Vehicle Replacement	507,369	242,175	242,175	242,175	154,000	(36.4)	115,000	(25.3)
Technology Maintenance and Replacement	247,936	449,900	509,700	509,700	275,450	(46.0)	269,150	(2.3)
Total Internal Service Fund Expenditures	\$ 4,563,765	\$ 3,849,675	\$ 4,113,845	\$ 4,113,845	\$ 3,782,473	(8.1)	\$ 4,007,459	5.9

Summary of Expenditures by Category (All Internal Service Funds):

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 2,616,360	\$ 2,298,200	\$ 2,430,400	\$ 2,430,400	\$ 2,435,827	0.2	\$ 2,706,279	11.1
Maintenance and Operations	1,522,245	922,075	1,150,245	1,150,245	\$ 1,065,946	(7.3)	\$ 1,051,180	(1.4)
Capital Outlay/Improvements	425,160	629,400	533,200	533,200	\$ 280,700	(47.4)	\$ 250,000	(10.9)
Total Internal Service Fund Expenditures	\$ 4,563,765	\$ 3,849,675	\$ 4,113,845	\$ 4,113,845	\$ 3,782,473	(8.1)	\$ 4,007,459	5.9

DEPARTMENT: Internal Service Funds

Account Code: 060-600

PROGRAM: Insurance

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	482,059	873,327	308,100	402,900	574,776	42.7	504,310	(12.3)
Capital Outlay/Improvements	-	-	-	-	-	N/A	-	N/A
Total	\$ 482,059	\$ 873,327	\$ 308,100	\$ 402,900	\$ 574,776	42.7	\$ 504,310	(12.3)

PROGRAM DESCRIPTION:

This program centralizes the payment of and accounting for the City's automotive liability, general liability, property/machinery insurance, and employee bonds as a member of the California Joint Powers Insurance Authority (CJPIA). These costs are distributed to all City programs on a pro-rata basis. The premiums are then paid directly from this account. Note: This program does not include premiums / expenses for Workers Comp Insurance. These are paid from the Employee Benefit Internal Service Fund (061-610). The Fiscal Year 2014-15 liability includes a retroactive adjustment of \$80,226 based on new claims received during FY 2013-14 exceeding projections. This amount is paid through the Risk Management Reserves.

PROGRAM EXPLANATION:

Code 620: Attendance at California Joint Powers Insurance Authority's annual conference for the Administrative Services Director and Management Analyst.

Code 730: Represents claims expense for deductibles, and repairs as a result of automotive or property accidents. These expenses are reimbursed through subrogation, except when the City is the responsible party.

Code 731: Funds budgeted in this code include liability insurance and claims costs for the following:

CJPIA general liability deposit	\$ 418,800
FY2013-14 Retroactive Payment Due	80,226
All Risk Property insurance premiums	54,000
Environmental insurance premiums	11,000
Crime bond	1,200
Various City event insurance premiums	1,500
Miscellaneous insurance premiums and settlements	1,500

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600



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DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2014-15 Amended	2015-16 Estimated	Fiscal Year 2015-16 Proposed
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	\$ 1,085	\$ 1,500	\$ 1,500	\$ 3,550	136.7	\$ 3,550	-
730.000	Automotive Insurance & Claims	-	5,000	5,000	3,000	(40.0)	3,000	-
731.000	Liability Insurance & Claims	871,370	301,600	396,400	568,226	43.3	497,760	(12.4)
733.000	Special Departmental Supplies	872	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	873,327	308,100	402,900	574,776	42.7	504,310	(12.3)
	TOTAL EXPENDITURES	\$ 873,327	\$ 308,100	\$ 402,900	\$ 574,776	42.7	\$ 504,310	(12.3)

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600



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DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 2,568,016	\$ 2,235,000	\$ 2,367,200	\$ 2,369,127	0.1	\$ 2,637,279	11.3
Maintenance and Operations	34,382	38,900	38,220	38,220	-	41,920	9.7
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 2,602,398	\$ 2,273,900	\$ 2,405,420	\$ 2,407,347	0.1	\$ 2,679,199	11.3

PROGRAM DESCRIPTION:

This program centralizes the payment of and accounting for the City’s employee benefits expenses, whether required by State or Federal law or the employee MOU. These costs are distributed to the programs on the calculated percentage of payroll basis so that the full-time cost of the program is known. Monthly transfers are made for each program to this Employee Benefits program, from which all premiums and expenses are paid, thus simplifying payment and providing detailed cost distribution data.

PROGRAM EXPLANATION:

- Code 515: This is the estimated amount necessary to pay expenses incurred during the year for payment of accrued vacation from this account when an employee retires or terminates. It also pays for sick leave and vacation buy-back benefits.
- Code 560: Unemployment Insurance / Claims
- Code 561: Insurance premium for liability coverage for workers’ compensation claims, which covers statutory liability under California Workers Compensation.

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code 562: Funds budgeted in this code include employee insurance premiums for the following:
Health insurance for full-time employees and dependents
Health insurance for retirees
CalPERS administration fees
CalPERS Survivor Benefit Premium
Dental insurance for full-time employees and dependents
Vision reimbursements for full-time employees and dependents (\$300 per Employee / dependent)

Life insurance for full-time employees
Other Post Employment Benefits (OPEB) Actuarial Required Contribution (ARC)

Code 563: Medicare contributions for employees.

Code 564: Payments to the California Public Employees Retirement System (PERS) and Public Alternative Retirement System (PARS).

Code 566: Funds budgeted in this code include pre-employment physical expenses and annual wellness benefits for management:
Pre-employment
Fingerprints

Code 600: Funds budgeted in this code include professional contract services for the following:
Flexible Spending Account management services
Employee Assistance Program (EAP) charges
PARS maintenance fees
Miscellaneous consulting services, including recruitments and classification studies

Code 604: Human Resource Software Licensing

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

- Code 620: Funds budgeted in this code include meetings and training for the following:
Annual employee recognition luncheon
Employee events (Quarterly and Monthly)
Employee relations training services
Recruitment expenses (testing, interview panels)
Miscellaneous training, including CPR, first aid, and morale builders
- Code 622: Funds budgeted in this code include publications and dues for the following:
Fair Labors Standards Handbook subscription
Miscellaneous employee wellness publications
Orange County Employer Relations Committee dues
California Public Agency Compensation Survey (Calpacs)
- Code 625: Annual Employee of the Year and other employee awards.
Annual employee of the Year Awards, Service Awards, Tiles
Miscellaneous employee recognition
- Code 653: Cost for advertising job availability for all City departments.
- Code: 733: Special departmental supplies, including required employee relations posters and other employee relations supplies.

DEPARTMENT: Internal Service Funds
PROGRAM: Employee Benefits

Account Code: 061-610



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City of La Palma

DEPARTMENT: Internal Service Funds
PROGRAM: Employee Benefits

Account Code: 061-610

Code	Description	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-15 Amended	Fiscal Year 2014-15 Draft	% Change from Fiscal Year 2014-15 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Draft
PERSONNEL SERVICES								
515.000	Conversion & Termination Pay	\$ 290,113	\$ 300,000	\$ 300,000	\$ 310,000	3.3	\$ 310,000	-
560.000	Unemployment Insurance/Claims	923	10,000	5,000	2,250	(55.0)	2,250	-
561.000	Workers Compensation/Claims	402,910	210,800	228,000	286,877	25.8	474,319	65.3
562.000	Life & Health Insurance	638,707	558,700	678,700	673,200	(0.8)	673,810	0.1
563.000	Medicare/FICA Contribution	85,059	82,500	82,500	77,200	(6.4)	78,600	1.8
564.000	Retirement	1,124,177	1,048,000	1,048,000	993,100	(5.2)	1,071,400	7.9
565.000	Disability Insurance	19,796	20,000	20,000	20,000	-	20,400	2.0
566.000	Physical Exams	6,331	5,000	5,000	6,500	30.0	6,500	-
TOTAL PERSONNEL SERVICES		<u>2,568,016</u>	<u>2,235,000</u>	<u>2,367,200</u>	<u>2,369,127</u>	0.1	<u>2,637,279</u>	11.3

City of La Palma

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code	Description	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-15 Amended	Fiscal Year 2014-15 Draft	% Change from Fiscal Year 2014-15 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Draft
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	11,350	13,700	13,700	15,400	12.4	16,200	5.2
604.000	Computer Software Support	3,000	3,000	3,000	3,000	-	3,000	-
619.440	Bank Service Charges	30	-	-	100	N/A	100	-
620.000	Meetings & Training	8,115	10,700	10,700	6,000	(43.9)	8,900	48.3
621.000	Mileage Reimbursement	19	-	-	-	-	-	-
622.000	Publications & Dues	1,268	1,100	1,100	1,020	(7.3)	1,020	-
623.000	Uniforms	-	-	-	-	N/A	-	N/A
624.000	Tuition Reimbursement	8,939	7,000	12,500	10,000	(20.0)	10,000	-
625.000	Employee Recognition Award	1,196	1,500	1,500	1,250	(16.7)	1,250	-
653.000	Advertising	-	1,000	1,000	750	(25.0)	750	-
733.000	Special Departmental Supplies	465	900	900	700	(22.2)	700	-
	TOTAL MAINTENANCE AND OPERATIONS	34,382	38,900	44,400	38,220	(13.9)	41,920	9.7
CAPITAL OUTLAY/IMPROVEMENTS								
802.000	Furniture & Fixtures	-	-	-	-	N/A	-	N/A
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 2,602,398	\$ 2,273,900	\$ 2,411,600	\$ 2,407,347	(0.2)	\$ 2,679,199	11.3

DEPARTMENT: Internal
PROGRAM: Facility Maintenance

Account Code: 062-620

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 48,344	\$ 63,200	\$ 63,200	\$ 66,700	5.5	\$ 69,000	3.4
Maintenance and Operations	200,157	218,400	253,500	223,000	(12.0)	271,300	21.7
Capital Outlay/Improvements	38,839	193,000	58,000	81,200	40.0	99,500	22.5
Total	\$ 287,340	\$ 474,600	\$ 374,700	\$ 370,900	(1.0)	\$ 439,800	18.6

PROGRAM DESCRIPTION:

This program reflects the costs for operating, maintaining, and repairing City buildings. Improvements to the buildings, whether by contractors or by City employees, are paid from this account. The costs are allocated with monthly charges to the various individual departmental budgets on the basis of the square footage occupied by that department and on the basis of any interior or exterior work needing to be performed during the fiscal year to an individual building (or departmental space within a building).

The Facility Maintenance and Citywide Support Services Fund centralizes various activities which benefit all departments. Examples of these charges include copier rental, typewriter maintenance, postage, the purchase of laser toner cartridges, and first aid supplies.

PROGRAM EXPLANATION:

Code 501:	Community Services Director	0.10
	Maintenance Supervisor	0.10
	Lead Maintenance Worker	0.20
	Maintenance Worker	0.25
		<u>0.65</u>

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include professional contract services for the following:
Pest control

DEPARTMENT: Internal

Account Code: 062-620

PROGRAM: Facility Maintenance

- Minor electrical rehabilitation
- Alarm maintenance contract
- Fire extinguisher maintenance contract
- Playground inspection/audit and repairs
- Miscellaneous services as needed

Code 605: Custodial services for all City buildings.

Code 652: Funds budgeted in this code include centralized postage and delivery services for the following:

- Postage meter rental
- Express and parcel shipping
- Postage
- Bulk mail permits and postage

DEPARTMENT: Internal

Account Code: 062-620

PROGRAM: Facility Maintenance

Code 692: Natural gas service charge for City facilities.

Code 693: Electric service charge for City facilities.

Code 705: Materials for repair of City buildings.

Code 706: Cost of keys for City facilities and repair of locks and doors, as needed.

Code 708: Funds budgeted in this code include general building maintenance and repair for the following:

Recreation: Sidewalk grinding; replace ceiling tiles; miscellaneous repairs

City Yard Rehabilitation: Paint, flooring, window coverings, kitchen, restrooms, etc.

Police: Rebuild kitchen

Grind sidewalks as needed

Miscellaneous building maintenance and repair as needed

Code 733: First aid materials for all departments.

Code 743: Tax for sewer connection to the Orange County Sanitation District.

DEPARTMENT: Internal
PROGRAM: Facility Maintenance

Account Code: 062-620

Code 801: Funds budgeted in this code include the following building improvements:
Community Center Door Replacement
Miscellaneous Improvements

Code 802: Funds budgeted in this code are for replacement of Furniture and Fixtures:
City Council Dais Chairs

Code 804 Funds budgeted in this code are for replacement of Machinery and Equipment
Repair/Replace heating and A/C units in Recreation & Community Services:
Work Room
Front Administrative Office
Repair/Replace heating and A/C units in City Hall:
Lobby
Repair/Replace heating and A/C units in Police:
Radio Room
Locker Room

Code 887 Funds budgeted in this code are for Park Improvements
Paint Pavilion & Plaza Area
Resurface tennis courts
Add brickdust/level softball fiels
Repair Exterior Lighting
Landscape/Irregation Controllors

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 30,464	\$ 45,300	\$ 45,300	\$ 43,600	(3.8)	\$ 45,100	3.4
505.000	Salary Savings Credit	-	(1,800)	(1,800)	-	(100.0)	-	N/A
530.000	Overtime	3,699	2,000	2,000	4,000	100.0	4,000	-
550.000	Employee Benefits	14,181	17,700	17,700	19,100	7.9	19,900	4.2
TOTAL PERSONNEL SERVICES		48,344	63,200	63,200	66,700	5.5	69,000	3.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	16,121	14,000	14,000	14,000	-	10,000	(28.6)
605.000	Custodial Services	33,585	32,000	32,000	32,000	-	32,000	-
652.000	Postage	13,594	25,400	25,400	20,400	(19.7)	24,200	18.6
692.000	Gas	8,985	12,000	12,000	12,000	-	12,000	-
693.000	Electric	58,707	0	65,000	68,000	4.6	68,000	-
705.000	Maintenance & Repair Materials	5,954	6,000	40,600	6,000	(85.2)	6,000	-
706.000	Maintenance & Repair Services	6,920	8,000	8,000	6,000	(25.0)	6,000	-
707.000	Maintenance & Repair of Equip	2,035	2,000	2,500	2,000	(20.0)	2,000	-
708.000	Maintenance & Repair-Buildings	32,608	35,000	35,000	23,500	(32.9)	72,500	208.5
729.000	Janitorial Supplies	18,182	16,000	16,000	16,000	-	16,000	-

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Proposed
733.000	Special Departmental Supplies	3,437	3,000	3,000	3,500	16.7	3,000	(14.3)
733.370	Property Lease				3,600		3,600	
743.000	Special Assessments/Taxes	21,745	16,000	22,770	16,000	(29.7)	16,000	-
	TOTAL MAINTENANCE AND OPERATIONS	221,873	169,400	276,270	223,000	(19.3)	271,300	21.7
	CAPITAL OUTLAY/IMPROVEMENTS							
801.000	Building Improvements	23,679	150,000	150,000	5,000	(96.7)	25,000	400.0
802.000	Furniture & Fixtures	7,768	-	-	10,000	N/A	-	(100.0)
804.000	Machinery & Equipment	8,579	-	-	41,000	N/A	20,000	(51.2)
887.000	Park Improvements	22,492	193,000	58,000	25,200	(56.6)	54,500	116.3
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	62,518	343,000	208,000	81,200	(61.0)	99,500	22.5
	TOTAL EXPENDITURES	\$ 332,735	\$ 575,600	\$ 547,470	\$ 370,900	(32.3)	\$ 439,800	18.6

DEPARTMENT: Internal Service

Account Code: 063-630

PROGRAM: Vehicle Maintenance and Replacement

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	168,148	175,884	146,175	146,175	-	(100.0)	-	N/A
Capital Outlay/Improvements	54,394	331,485	96,000	96,000	154,000	60.4	115,000	(25.3)
Total	\$ 222,542	\$ 507,369	\$ 242,175	\$ 242,175	\$ 154,000	(36.4)	\$ 115,000	(25.3)

PROGRAM DESCRIPTION:

This is the central account for all departments for vehicle replacement. Maintenance, operation, repair expenses have been included in departmental budgets. Money is transferred into this Fund from individual departments for the purchase of new vehicles. Departmental transfers represent a pro rata share of all costs.

PROGRAM EXPLANATION:

Code 805: Vehicle replacement purchases for the following:

Fiscal Year 2014-15

Police Black and White Supervisor Vehicle (Chevy Tahoe)	LP-701 (2009)	\$ 40,000
Water Pick Up/Utility Truck (Ford F250)	LP-11 (1999)	\$ 58,000
Sewer/Landscape Pick-up/Utility Truck (heavy duty)	LP-21 (1997)	\$ 56,000
		\$ 154,000

DEPARTMENT: Internal Service
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630

Fiscal Year 2015-16

Police Parking Enforcment Vehicle (Ford Escape Hybrid)	LP-712 (2006)	\$ 36,000
Recreation Club Electric Cart	LP-44 (2008)	\$ 11,000
Water/Sewer Pick-up/Utility Truck (Ford F250)	LP-12 (2002)	\$ 34,000
Park Maintenance Pick-up/Utility Truck (heavy duty)	LP-30 (2000)	\$ 34,000
		<u>\$ 115,000</u>

DEPARTMENT: Internal Service Funds

Account Code: 063-630

PROGRAM: Vehicle Maintenance and Replacement

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2013-14 Amended	2015-16 Estimated	2014-15 Proposed
MAINTENANCE AND OPERATIONS									
732.000	Vehicle Operating Expense	\$ 168,148	\$ 175,884	\$ 146,175	\$ 146,175	\$ -	(100.0)	\$ -	N/A
	OPERATIONS	168,148	175,884	146,175	146,175	-	(100.0)	-	N/A
CAPITAL OUTLAY/IMPROVEMENTS									
805.000	Vehicles	54,394	331,485	96,000	96,000	154,000	60.4	115,000	(25.3)
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	54,394	331,485	96,000	96,000	154,000	60.4	115,000	(25.3)
	TOTAL EXPENDITURES	\$ 222,542	\$ 507,369	\$ 242,175	\$ 242,175	\$ 154,000	(36.4)	\$ 115,000	(25.3)

DEPARTMENT: Internal Service Funds
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630



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DEPARTMENT: Internal

Account Code: 064-640

PROGRAM: Information & Technology

	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Proposed	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	259,500	280,500	229,950	(18.0)	233,650	1.6
Capital Outlay/Improvements	190,400	229,200	45,500	(80.1)	35,500	(22.0)
Total	\$ 449,900	\$ 509,700	\$ 275,450	(46.0)	\$ 269,150	(2.3)

PROGRAM DESCRIPTION:

This program centralizes the payment of and accounting for the City's computer maintenance/replacement and communication expenses. Each department annually contributes to this program on a pro rata basis. The costs for maintenance/replacement equipment and communications are then paid directly from this program.

PROGRAM EXPLANATION:

Code 600: Funds budgeted in this code include professional contract services for the following:

- IT Services (Brea IT)
- IT Services Emergency/Contingency
- Domain Hosting
- Granicus audio webcasting
- Network backup services
- Network Cable Upgrade / Repairs
- Time Warner -Internet (Civic Center)
- Web Licensing/Support (CivicPlus)

DEPARTMENT: Internal

Account Code: 064-640

PROGRAM: Information & Technology

Code 604: Funds budgeted in this code include computer software and support for the following:

- Software upgrades-misc.
- Virus Software
- Spam filtering
- Firewall maintenance
- Misc Software Upgrade
- Laserfiche Licensing/Training/Support
- Property Data Licensing

Code 651: Funds budgeted in this code include the following computer supplies and costs:

- Ergonomic supplies
- Miscellaneous supplies

Code 691: Funds budgeted in this code include the following communications expenses

- Lease and maintenance fees for integrated phone and voice mail system (Prepaid through 2018-19)
- Phone repairs and wiring as needed
- Citywide phone local/Long distance charges (for cell phones see Departmental budgets)

Code 701 Copier Rental & Supplies (Citywide Copiers and Blueprint Copier)

Code 704 Office Equipment Maintenance

Code 803: Funds budgeted in this code include the following computer equipment based on Citywide replacement plan:

- Replacement of Monitors/Printers/Scanners/Fax Machines as needed
- Cloud Barracuda Device 690

DEPARTMENT: Internal Service Funds

Account Code: 064-640

PROGRAM: Information & Technology

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2014-15 Amended	2015-16 Estimated	2015-16 Proposed
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 139,076	\$ 119,600	\$ 139,600	\$ 147,750	5.8	\$ 147,950	0.1
604.000	Computer Software Support	16,839	19,400	19,400	\$ 28,200	45.4	\$ 30,200	7.1
651.000	Computer Supplies & Expense	2,533	49,500	49,500	\$ 3,000	(93.9)	\$ 3,000	-
691.000	Communications	42,474	49,500	49,500	\$ 31,000	(37.4)	\$ 32,500	4.8
701.000	Copier Rental & Supplies	14,296	17,000	17,000	\$ 19,000	11.8	\$ 19,000	-
704.000	Office Equipment Maintenance	1,561	1,500	2,500	\$ 1,000	(60.0)	\$ 1,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>216,779</u>	<u>259,500</u>	<u>280,500</u>	<u>229,950</u>	(18.0)	<u>233,650</u>	1.6
CAPITAL OUTLAY/IMPROVEMENTS								
803.000	Office Equipment	31,157	190,400	229,200	45,500	(80.1)	35,500	(22.0)
	TOTAL CAPITAL OUTLAY IMPROVEMENTS	<u>31,157</u>	<u>190,400</u>	<u>229,200</u>	<u>45,500</u>	(80.1)	<u>35,500</u>	(22.0)
	TOTAL EXPENDITURES	<u>\$ 247,936</u>	<u>\$ 449,900</u>	<u>\$ 509,700</u>	<u>\$ 275,450</u>	(46.0)	<u>\$ 269,150</u>	(2.3)

DEPARTMENT: Internal Service Funds
PROGRAM: Information & Technology

Account Code: 064-640



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Capital Improvement Plan

PROGRAM DESCRIPTION:

The Capital Improvement Plan represents City Council approved projects and includes each of the project's total costs and the estimated funding requirements for the next five years. Projects are funded by various sources, as noted in the following Project Funding Summary. Funding sources include, but are not limited to: State Highway Users Tax (i.e., Gas Tax), County of Orange Measure M, Capital Outlay Reserve (COR), and Water and Sewer Capital Reserve Funds.

**Capital Improvement Plan
Summary by Project Type**

	Proposed / Estimated				
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2014-15	2015-16	2016-17	2017-18	2018-19
	Estimated	Estimated	Estimated	Estimated	Estimated
Water System Improvements	425,000	342,500	395,000	2,695,000	365,000
Sewer System Improvements	275,000	284,000	275,000	275,000	275,000
City Yard	65,500	198,500	-	-	-
Community Center and Parks	263,000	-	-	-	-
City Hall	1,955,000	115,000	525,000	95,000	95,000
Police Facilities	35,000	-	-	-	30,000
5410-14 La Palma Ave.	100,600	-	-	-	-
Arterial Street Rehabilitation	1,750,000	1,000,000	200,000	350,000	450,000
Residential Street Rehabilitation	425,000	125,000	375,000	325,000	325,000
Intersection Improvements	-	-	-	-	-
Total Capital Improvement Plan	\$ 5,294,100	\$ 2,065,000	\$ 1,770,000	\$ 3,740,000	\$ 1,540,000

**Capital Improvement Plan
Summary by Funding Source**

	<u>Proposed/ Estimated</u>				
	Fiscal Year 2014-15 Estimated	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
Capital Outlay Reserve (COR)	4,213,153	980,886	584,374	236,630	353,723
Gas Tax/HUTA	92,215	151,358	190,595	194,931	199,366
Measure M	288,732	306,256	325,031	338,439	346,911
Sewer	275,000	284,000	275,000	275,000	275,000
Water	425,000	342,500	395,000	2,695,000	365,000
Total Capital Improvement Plan	\$ 5,294,100	\$ 2,065,000	\$ 1,770,000	\$ 3,740,000	\$ 1,540,000

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
WATER SYSTEM IMPROVEMENTS							
SCADA PHASE 2 - Replacement of the PLC panel at Walker Street Booster Station, including installation, commissioning, and SCADA interface.	Water Capital Fund	50,000	50,000				
	Total	\$ 50,000	\$ 50,000				
SCADA PHASE 3 - Development and installation of new PLC for Walker Well and chemical feed systems and installation of new communications modem.	Water Capital Fund	40,000		40,000			
	Total	\$ 40,000		\$ 40,000			
SCADA IMPROVEMENTS - Includes development and integration of SCADA with new and existing equipment.	Water Capital Fund	65,000			25,000		40,000
	Total	\$ 65,000			\$ 25,000		\$ 40,000
SECURITY CAMERAS - Installation of security camers at City Yard and Walker Street facilities to be tied into existing SCADA system.	Water Capital Fund	100,000			100,000		
	Total	\$ 100,000			\$ 100,000		

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
FIRE HYDRANT CHECK VALVES - Installation of check valves on fire hydrants located on arterial streets to prevent damage when struck by vehicles.	Water Capital Fund						\$ 100,000
	Total	\$ 100,000					\$ 100,000
CITY YARD RESERVOIR ASSESSMENT - Condition assessment and recommendations to rehabilitate the City Yard Reservoir as it approaches 50 year service life.	Water Capital Fund	25,000			25,000		
	Total	\$ 25,000			\$ 25,000		
CITY YARD RESERVOIR REHAB - Rehabilitation based on recommendations from condition assessment.	Water Capital Fund	100,000				100,000	
	Total	\$ 100,000				\$ 100,000	
CITY YARD ENGINEERED PUMP SUCTION - BESST Technologies recommended pilot test to reduce the concentration of total arsenic produced from the Meadowlark Well.	Water Capital Fund	55,000	55,000				
	Total	\$ 55,000	\$ 55,000				

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
WATER TREATMENT FEASIBILITY STUDY - Perform pilot testing of selected treatment options to adjuts design parameters and evaluate cost projections.	Water Capital Fund	75,000	75,000				
	Total	\$ 75,000	\$ 75,000				
WATER TREATMENT PRELIMINARY DESIGN - Preliminary design to define footprint and costs and 30% designs and specifications.	Water Capital Fund	75,000		75,000			
	Total	\$ 75,000		\$ 75,000			
WATER TREATMENT ENGINEERING - Development of plans and specifications for Water Treatment Plant construction at City Yard facility.	Water Capital Fund	150,000			150,000		
	Total	\$ 150,000			\$ 150,000		
WATER TREATMENT PLANT CONSTRUCTION - Construction of water treatment plant at City Yard, including inspection, legal and administrative fees, and 15% contingency. <i>(Pursuing grants and/or financing)</i>	Water Capital Fund	2,200,000				2,200,000	
	Total	\$ 2,200,000				\$ 2,200,000	

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
MEADOWLARK WELL PUMP REPLACEMENT - Replacement of deep well pump and motor, historically we average every 5 years. Last performed in FY 13/14.	Water Capital Fund	75,000					75,000
	Total	\$ 75,000					\$ 75,000
WALKER WELL PUMP REPLACEMENT - Replacement of deep well pump and motor, historically we average every 5 years. Last performed in FY 11/12.	Water Capital Fund	75,000			75,000		
	Total	\$ 75,000			\$ 75,000		
PIPELINE CONDITION ASSESSMENT - Condition assessment of water mains in the distribution system to determine replacement schedule, to be performed before Water Master Plan update.	Water Capital Fund	50,000	50,000				
	Total	\$ 50,000	\$ 50,000				
RESRVOIR COATING - Tenemic coatings for both water reservoirs at City Yard and Walker Street. Should be performed after City Yard rehabilitation project is completed.	Water Capital Fund	70,000					70,000
	Total	\$ 70,000					\$ 70,000

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
EMERGENCY INTERCONNECT - Installation of emergency interconnection to provide water from a neighboring agency.	Water Capital Fund	250,000					250,000
	Total	\$ 250,000					\$ 250,000
CITY YARD PAVEMENT - 50% portion for the pavement repairs at the City Yard including a complete rebuild in FY 15/16 and an overlay in FY 21/22.	Water Capital Fund	87,500		87,500			
	Total	\$ 87,500		\$ 87,500			
WATER VALVES & SEWER MANHOLES - Raise and repair water valves and sewer manholes (In conjunction with the residential pavement management program)	Water Capital Fund	100,000	20,000	20,000	20,000	20,000	20,000
	Total	\$ 100,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
RESERVOIR MIXERS - Replacement of two Reservoir Management Systems at City Yard and Walker Street. Should be completed after City Yard rehabilitation project is completed.	Water Capital Fund	60,000					60,000
	Total	\$ 60,000					\$ 60,000

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
CITY YARD FENCE - 50% portion for the replacement and repairs of the perimeter fence at City Yard.	Water Capital Fund	25,000		25,000			
	Total	\$ 25,000		\$ 25,000			
CITY YARD STORM DRAINS - 50% portion of the installation of new storm drain interceptors and clarifiers at the City Yard.	Water Capital Fund	75,000		75,000			
	Total	\$ 75,000		\$ 75,000			
STORAGE BIN ROOF - 50% portion of covering for materials storage bins at the City Yard. This is required by our Stormwater permit under NPDES.	Water Capital Fund	20,000		20,000			
	Total	\$ 20,000		\$ 20,000			
WATER MASTER PLAN - Engineering report to develop an update for the Water System Master Plan.	Water Capital Fund	125,000				125,000	
	Total	\$ 125,000				\$ 125,000	
WATER RATE STUDY - Study to determine if current rates are structured to fund operations and CIP budgets properly. Typically performed every 5 years.	Water Capital Fund	75,000	75,000				
	Total	\$ 75,000	\$ 75,000				

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
CITY YARD MODERNIZATION PLAN - Engineering study to optimize use of space and buildings at the City Yard facility & Property Survey	Water Capital Fund	100,000	100,000				
	Total	\$ 100,000	\$ 100,000				
TOTAL WATER SYSTEM IMPROVEMENTS		\$ 4,222,500	\$ 425,000	\$ 342,500	\$ 395,000	\$ 2,695,000	\$ 365,000
SEWERS:							
SEWER DEFICIENCY REPAIRS - Repair identified deficiencies via spot repairs, CIPP or replacement, as necessary, per Sewer Master Plan (Ongoing)	Sewer Capital Fund	600,000	120,000	120,000	120,000	120,000	120,000
	Total	\$ 600,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
WATER VALVES & SEWER MANHOLES - Raise and repair water valves and sewer manholes (In conjunction with the residential pavement management program)	Sewer Capital Fund	150,000	30,000	30,000	30,000	30,000	30,000
	Total	\$ 150,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
GREASE & ENCRUSTATION REMOVAL - Clean sewer lines, as necessary, to remove encrustation from sewer pipes per Sewer Master Plan (Ongoing)	Sewer Capital Fund	375,000	75,000	75,000	75,000	75,000	75,000

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
	Total	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
SEWER SYSTEM EVALUATION & CCTV REVIEW (Ongoing)	Sewer Capital Fund	250,000	50,000	50,000	50,000	50,000	50,000
	Total	\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
CITY YARD FENCE - 10% portion for the replacement and repairs of the perimeter fence at City Yard.	Sewer Capital Fund	5,000		5,000			
	Total	\$ 5,000		\$ 5,000			
STORAGE BIN ROOF - 10% portion of covering for materials storage bins at the City Yard. This is required by our Stormwater permit under NPDES.	Sewer Capital Fund	4,000		4,000			
	Total	\$ 4,000		\$ 4,000			
TOTAL SEWERS		\$ 1,384,000	\$ 275,000	\$ 284,000	\$ 275,000	\$ 275,000	\$ 275,000

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
FACILITIES							
CITY YARD							
CITY YARD PAVEMENT - 50% portion for the pavement repairs at the City Yard including a complete rebuild in FY 15/16 and an overlay in FY 21/22.	Capital Outlay Reserve Fund	87,500		87,500			
	Total	\$ 87,500		\$ 87,500			
STORAGE BIN ROOF - 40% portion of covering for materials storage bins at the City Yard. This is required by our Stormwater permit under NPDES.	Capital Outlay Reserve Fund	16,000		16,000			
	Total	\$ 16,000		\$ 16,000			
CITY YARD FENCE - 40% portion for the replacement and repairs of the perimeter fence at City Yard.	Capital Outlay Reserve Fund	20,000		20,000			
	Total	\$ 20,000		\$ 20,000			
CITY YARD STORM DRAINS - 50% portion of the installation of new storm drain interceptors and clarifiers at the City Yard.	Capital Outlay Reserve Fund	75,000		75,000			
	Total	\$ 75,000		\$ 75,000			

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
CITY YARD INTERIOR IMPROVEMENTS - Paint, restrooms, flooring, kitchen, office furniture, water heater	Capital Outlay Reserve Fund	65,500	65,500				
TOTAL CITY YARD IMPROVEMENTS	Total	\$ 65,500	\$ 65,500				
COMMUNITY CENTER & PARKS		\$ 264,000	\$ 65,500	\$ 198,500	\$ -	\$ -	\$ -
CENTRAL PARK PLAYGROUND - Replace playground equipment & rubberized surfacing	Capital Outlay Reserve Fund	225,000	225,000				
	Total	\$ 225,000	\$ 225,000				
Community Center Doors - Replace original doors/ADA Access	Capital Outlay Reserve Fund	38,000	38,000				
		\$ 38,000	\$ 38,000				
TOTAL COMMUNITY CENTER & PARKS		\$ 263,000	\$ 263,000	\$ -	\$ -	\$ -	\$ -
CITY HALL							
CITY COUNCIL CHAMBERS REHABILITATION - Replace and update electrical, voting, & sound systems; and ADA improvements	Capital Outlay Reserve Fund	60,000	60,000				
	Total	\$ 60,000	\$ 60,000				

City of La Palma

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Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
FLOORING - Replace carpet and tile work at City Hall (throughout)	Capital Outlay Reserve Fund Total	40,000 \$ 40,000		40,000			
ROOF - Reroof Civic Center	Capital Outlay Reserve Fund Total	500,000 \$ 500,000	500,000 \$ 500,000				
SEISMIC RETROFIT - Retrofit of Civic Center for occupancy in emergency (Estimate Placeholder)	Capital Outlay Reserve Fund Total	1,100,000 \$ 1,100,000	1,100,000 \$ 1,100,000				
OUTSIDE CONCRETE - Replace concrete outside of buildings (ADA Ramp, Southside perimeter, & front entry)	Capital Outlay Reserve Fund Total	\$ 100,000 \$ 100,000	\$ 100,000 \$ 100,000				
RESTROOMS - Refurbish restrooms per ADA compliance	Capital Outlay Reserve Fund Total	120,000 \$ 120,000	120,000 \$ 120,000				
AC UNITS - Replace Air Conditioning Units (5 total @ \$20,000 each) pending energy projects	Capital Outlay Reserve Fund Total	40,000 \$ 40,000				20,000 \$ 20,000	20,000 \$ 20,000
PARKING LOT - Pavement Replacement	Capital Outlay Reserve Fund Total	200,000 \$ 200,000			200,000 \$ 200,000		

City of La Palma

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Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
ELECTRICAL - Exterior & Interior Improvements	Capital Outlay Reserve	250,000			250,000		
	Total	\$ 250,000			\$ 250,000		
ADA - Prioritized improvements annually (10 Years)	Capital Outlay Reserve	375,000	75,000	75,000	75,000	75,000	75,000
	Total	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
TOTAL CITY HALL		\$ 2,785,000	\$ 1,955,000	\$ 115,000	\$ 525,000	\$ 95,000	\$ 95,000
POLICE							
ROOF - Reroof fire building	Capital Outlay Reserve	35,000	35,000				
	Total	\$ 35,000	\$ 35,000				
RESTROOMS - Refurbish lobby restrooms	Capital Outlay Reserve	30,000					30,000
	Total	\$ 30,000					\$ 30,000
TOTAL POLICE		\$ 65,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 30,000

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
5410-14 LA PALMA AVE.							
Tenant Improvements	Capital Outlay Reserve	96,000	96,000				
Hazardous Material Handling	Capital Outlay Reserve	4,600	4,600				
	Total	\$ 100,600	\$ 100,600	\$ -	\$ -	\$ -	\$ -
TOTAL 5410-14 LA PALMA AVE.		\$ 100,600	\$ 100,600	\$ -	\$ -	\$ -	\$ -
ARTERIAL STREET REHABILITATION							
HOUSTON AVE.							
Walker St. to Moody St. (2010)	Measure M	100,000				100,000	
	Total	\$ 100,000				\$ 100,000	
LA PALMA AVE.							
Coyote Creek Channel to Moody St. (2013)		\$ -					
Moody St. to Walker (2000)	Measure M	288,732	288,732				
	Capital Outlay Reserve	461,268	461,268				
	Total	\$ 750,000	\$ 750,000				
Walker St. to Valley View St. (2007)	Capital Outlay Reserve		400,000				
	Total	\$ 400,000	\$ 400,000				

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
MOODY ST.							
S.C.L. to La Palma Avenue (2012)		-					
La Palma Ave. to Houston Ave. (2011)	Measure M	200,000					200,000
	Total	\$ 200,000					\$ 200,000
Houston Ave. to Orangethorpe Ave. (2012)		-					
ORANGETHORPE AVE.							
Moody St. to Walker St. (2002)	Gas Tax/HUTA	151,358		151,358			
	Capital Outlay Reserve	398,642		398,642			
	Total	\$ 550,000		\$ 550,000			
Walker St. to 91 Frwy (2007)	Measure M	150,000				150,000	
	Total	\$ 150,000				\$ 150,000	
91 Frwy to Valley View St. (2010)	Measure M	88,439				88,439	
	Capital Outlay Reserve	11,561				11,561	
	Total	\$ 100,000				\$ 100,000	
VALLEY VIEW ST.							
S.C.L. to Thelma Ave (2007)	Measure M	200,000			200,000		
	Total	\$ 200,000			\$ 200,000		
Orangethorpe Ave. to 183rd St. (Pre 1998)	Fund	600,000	600,000				
	Total	\$ 600,000	\$ 600,000				

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
WALKER ST.							
Crescent Ave. to La Palma Ave. (2012)		-					
La Palma Ave. to 183rd St. (2011)	Measure M Capital Outlay Reserve Total	146,911 103,089 \$ 250,000					146,911 103,089 \$ 250,000
FRESCA/MARLIN							
Walker to Valley View	Measure M Capital Outlay Reserve Total	306,256 143,744 \$ 450,000		306,256 143,744 \$ 450,000			
ARTERIAL STREET REHABILITATION	TOTAL	\$ 3,750,000	\$ 1,750,000	\$ 1,000,000	\$ 200,000	\$ 350,000	\$ 450,000
RESIDENTIAL STREET REHABILITATION							
Residential Pavement Management Program - Rehabilitate residential streets according to City Council adopted plan, using COR, Gas Tax, and Measure M funds. The project cost is based on the Residential Pavement Management Report, which includes ADA Pedestrian Ramp Construction.							
ZONE I - Area north of La Palma Ave., South of Houston, West of Moody St. (2009)	Measure M Gas Tax/HUTA Total	125,031 124,969 \$ 250,000			125,031 124,969 \$ 250,000		

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
ZONE 2 - Area north of Houston Ave., West of Moody St. (2010)	Gas Tax/HUTA	194,931				194,931	
	Capital Outlay Reserve	5,069				5,069	
	Total	\$ 200,000				\$ 200,000	
ZONE 3 - Area east of Walker St. (2011)	Gas Tax/HUTA	199,366					199,366
	Capital Outlay Reserve	634					634
	Total	\$ 200,000					\$ 200,000
ZONE 4 - Area west of Walker St., East of Moody St., South of Houston Avenue, North of Edison ROW (2007)	Gas Tax/HUTA	92,215	92,215				
	Fund	207,785	207,785				
	Total	\$ 300,000	\$ 300,000				
ZONE 5 - Area south of Moody Creek (2012)		-					
ZONE 6 - Area south of La Palma Ave., West of Moody St. (2013)		-					
ZONE 7 - Area east of Moody St., west of Walker St., south of Edison ROW, north of Moody Creek (2014)		-					

City of La Palma

Capital Improvement Plan

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
WATER VALVES & SEWER MANHOLES - Raise and repair water valves and sewer manholes (In conjunction with the residential pavement management program, using Water (\$20,000) and Sewer (\$30,000) funds.		-					
CURB & GUTTER - Repair and replace broken/settled curb & gutter	Gas Tax/HUTA Capital Outlay Reserve Total	559,374 625,000	125,000 125,000	125,000 125,000	65,626 59,374 125,000	125,000 125,000	125,000 125,000
RESIDENTIAL STREET REHABILITATION	TOTAL	\$ 1,575,000	\$ 425,000	\$ 125,000	\$ 375,000	\$ 325,000	\$ 325,000
WATER FUND		\$ 4,222,500	425,000	342,500	395,000	2,695,000	365,000
SEWER FUND		\$ 1,384,000	275,000	284,000	275,000	275,000	275,000
ARTERIAL & RESIDENTIAL REHABILITATION FUNDS	Measure M Gas Tax/HUTA	\$ 1,605,369 \$ 828,465	288,732 92,215	306,256 151,358	325,031 190,595	338,439 194,931	346,911 199,366
CAPITAL OUTLAY RESERVE FUND		\$ 6,368,766	4,213,153	980,886	584,374	236,630	353,723
TOTAL CAPITAL IMPROVEMENT PLAN	TOTAL	\$ 14,409,100	\$ 5,294,100	\$ 2,065,000	\$ 1,770,000	\$ 3,740,000	\$ 1,540,000



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Other Projects

PROGRAM DESCRIPTION:

Other Projects includes City Council approved non capital projects and includes each of the project's total costs and the estimated funding requirements for the next five years. Projects are funded by various Funds, as noted in the following Project Funding Summary. Many of these projects are one-time projects funded from one time funding sources or from General Fund surpluses transferred as part of the City's Sustainable Financial Plan or received as one time revenues. Funding sources include, but are not limited to: One Time Projects Funds and Economic Development Fund.

**Other Projects
Summary by Project Type**

	Proposed / Estimated				
	Fiscal Year 2014-15 Estimated	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
800 Mhz Countywide Coordinated Communications System (CCCS)	11,306	18,583	390,256	399,339	-
Grants	50,000	-	-	-	-
Website Assistance	5,250	5,250	-	-	-
Total Other Projects	\$ 66,556	\$ 23,833	\$ 390,256	\$ 399,339	\$ -

Other Projects

Summary by Funding Source

	Proposed/ Estimated				
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2014-15	2015-16	2016-17	2017-18	2018-19
	Estimated	Estimated	Estimated	Estimated	Estimated
One Time Projects Fund	61,306	18,583	390,256	399,339	-
Economic Development Fund	5,250	5,250	-	-	-
Total Capital Improvement Plan	\$ 66,556	\$ 23,833	\$ 390,256	\$ 399,339	\$ -

City of La Palma

Other Projects

Project Summary - 5 Year Plan

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Adopted / Proposed					
			Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated	
800 MHz CCCS Next Generation								
800 MHz - Partnership Cost	One Time Projects Funds (800MHz CCCS)	326,106	11,306	18,583	48,606	247,611		
800 MHz - Console Equipment	One Time Projects Funds (800MHz CCCS)	151,728				151,728		
800 MHz - Radio Equipment	One Time Projects Funds (800MHz CCCS)	341,650			341,650			
	Total	\$ 819,484	\$ 11,306	\$ 18,583	\$ 390,256	\$ 399,339	\$ -	
GRANTS - One Year Trial for assistance in attaining grants citywide - if the project succeeds, the new revenues will be moved into the appropriate fund and funding for grants coordination will be included in future general fund budgets.	One Time Projects Funds (Grants)	50,000	50,000					
	Total	\$ 50,000	\$ 50,000					
PART TIME WEBSITE ASSISTANCE - Part time website assistance for two years to enhance website.	Economic Development Fund	10,500	5,250	5,250				
	Total	\$ 10,500	\$ 5,250	\$ 5,250				
TOTAL OTHER PROJECTS		\$ 879,984	\$ 66,556	\$ 23,833	\$ 390,256	\$ 399,339	\$ -	

City of La Palma

Other Projects

Project Summary - 5 Year Plan

Adopted / Proposed

PROJECT	FUNDING SOURCE	Total Project Cost (5 Year Estimate)	Adopted / Proposed				
			Fiscal Year 2014-15 Proposed	Fiscal Year 2015-16 Estimated	Fiscal Year 2016-17 Estimated	Fiscal Year 2017-18 Estimated	Fiscal Year 2018-19 Estimated
ONE TIME PROJECTS FUND		\$ 869,484	\$ 61,306	\$ 18,583	\$ 390,256	\$ 399,339	\$ -
ECONOMIC DEVELOPMENT FUND		\$ 10,500	\$ 5,250	\$ 5,250	\$ -	\$ -	\$ -
TOTAL OTHER PROJECTS	TOTAL	\$ 879,984	\$ 66,556	\$ 23,833	\$ 390,256	\$ 399,339	\$ -



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