

# CITY OF ARCADIA

## FISCAL YEARS 2019-2021 OPERATING BUDGET

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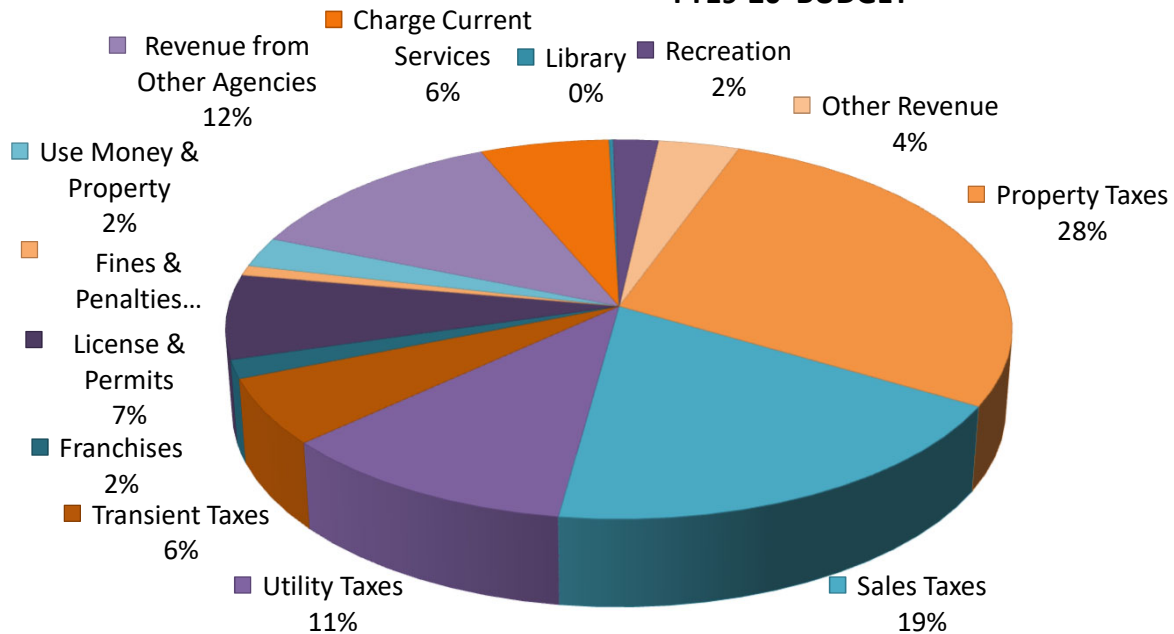
## GENERAL FUND

	FY18-19 Estimates	FY19-20 Budget	FY20-21 Budget
<b>Beginning Fund Balance</b>	<b>8,292,400</b>	<b>4,157,730</b>	<b>(1,174,485)</b>
Estimated Revenue	59,632,450	61,132,200	62,081,000
Proposed Expenditures	61,876,620	65,484,015	66,305,310
Revenue over Expenditure	(2,244,170)	(4,351,815)	(4,224,310)
Fund Transfers			
Transfers-In from other funds	3,177,000	4,126,400	3,899,700
Transfers-Out to other funds	(5,067,500)	(5,106,800)	(5,134,400)
Net Transfers	(1,890,500)	(980,400)	(1,234,700)
<b>Subtotal Operating Balance</b>	<b>(4,134,670)</b>	<b>(5,332,215)</b>	<b>(5,459,010)</b>
<b>Ending Fund Balance</b>	<b>4,157,730</b>	<b>(1,174,485)</b>	<b>(6,633,495)</b>

**GENERAL FUND  
ESTIMATED REVENUES BY SOURCE**

Revenue Source	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimated	FY 19-20 Budget	FY 20-21 Budget
Taxes	37,797,893	39,707,200	38,798,000	39,718,400	40,952,600
License & Permits	4,636,689	5,292,500	4,859,300	4,392,300	4,339,300
Fines & Penalties	496,828	583,500	502,200	527,500	527,500
Use Money & Property	1,303,703	1,479,300	1,479,300	1,562,000	1,612,600
Revenue from Other Agencies	6,979,869	7,287,300	7,385,400	7,603,300	7,790,700
Charge Current Services	3,767,309	3,097,200	3,069,000	3,647,600	3,136,600
Library	100,616	187,100	118,350	122,400	122,400
Recreation	1,191,126	1,236,100	1,229,300	1,261,900	1,261,900
Other Revenue	2,289,714	2,224,600	2,191,600	2,296,800	2,337,400
<b>Total Revenues Subtotal</b>	<b>58,563,747</b>	<b>61,094,800</b>	<b>59,632,450</b>	<b>61,132,200</b>	<b>62,081,000</b>
Transfer-In	3,396,980	3,295,000	3,177,000	4,126,400	3,899,700
Transfer-Out	(3,634,523)	(5,101,800)	(5,067,500)	(5,106,800)	(5,134,400)
	(237,543)	(1,806,800)	(1,890,500)	(980,400)	(1,234,700)
<b>Total Revenues</b>	<b>58,326,204</b>	<b>59,288,000</b>	<b>57,741,950</b>	<b>60,151,800</b>	<b>60,846,300</b>

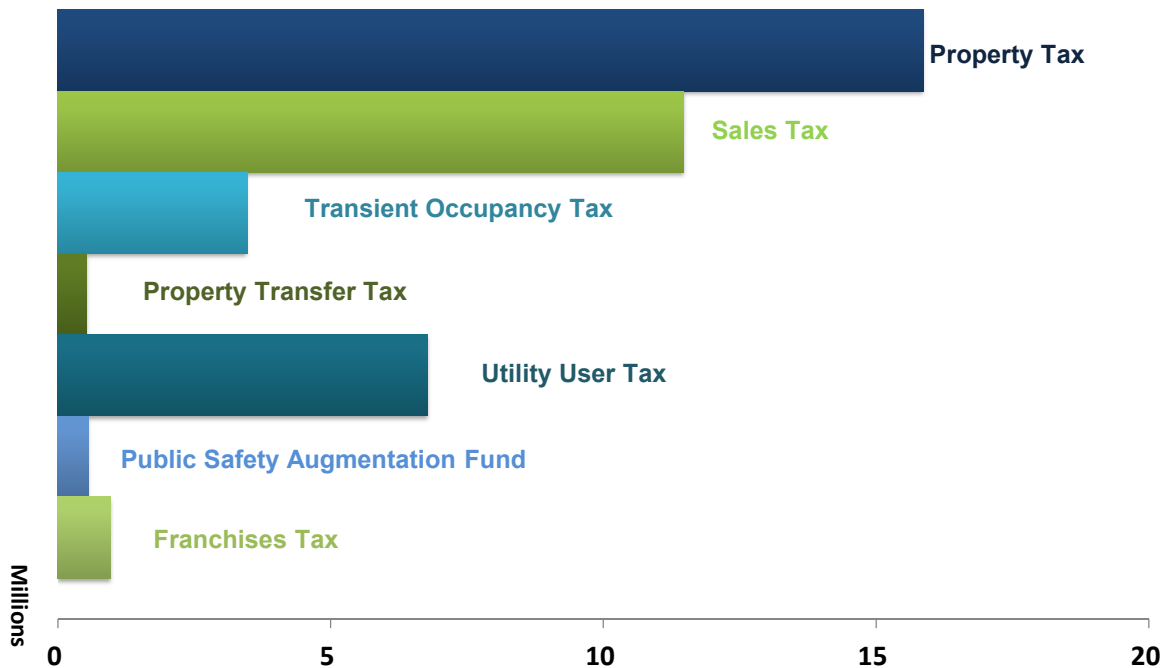
**GENERAL FUND REVENUE SOURCE BY CATEGORY  
FY19-20 BUDGET**



**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimated	FY 19-20 Budget	FY 20-21 Budget
<b>Taxes</b>					
Property Taxes	14,727,630	15,706,600	15,400,000	15,862,000	16,337,900
Sales Taxes	10,670,332	11,553,100	11,250,000	11,476,500	11,706,000
Franchises	982,756	984,600	960,000	965,000	965,000
Transient Taxes	3,320,953	3,190,800	3,398,000	3,466,000	3,832,300
Property Transfer	639,452	652,200	520,000	530,400	541,100
Utility Taxes	6,856,067	6,998,800	6,650,000	6,783,000	6,919,000
Public Safety Augmentation Fund	517,329	536,400	540,000	553,500	567,300
Homeowner Exemption	83,374	84,700	80,000	82,000	84,000
Total	37,797,893	39,707,200	38,798,000	39,718,400	40,952,600

**GENERAL FUND TAX REVENUES  
FY 19-20 BUDGET**



**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimated	FY 19-20 Budget	FY 20-21 Budget
<b>License &amp; Permits</b>					
Business License	1,248,106	1,130,000	1,160,000	1,250,000	1,300,000
Parking Permit	413,106	380,000	400,000	400,000	400,000
Plan Check Fees	804,611	1,000,000	1,000,000	750,000	700,000
Building Permit Fee	852,289	1,450,000	975,000	700,000	675,000
Mech. Elect, Permit	337,301	375,000	300,000	300,000	280,000
Home Occupation Permit	9,834	10,000	10,000	10,000	10,000
Demolition Permit Fee	12,034	12,000	10,000	10,000	12,000
Planning Application	186,990	215,000	245,000	250,000	250,000
Fire Plan Check	243,059	260,000	250,000	250,000	250,000
Fire Permit Fees	134,049	130,000	140,000	140,000	140,000
Engineer Permit Fee	150,565	110,000	114,000	122,000	122,000
Fire Code Special Inspections	81,080	65,000	90,000	80,000	80,000
Storm Water Plan Check Fees	8,940	10,000	10,000	10,000	10,000
SB1473 Building Permit	344	500	300	300	300
Off-Site Improvement Plan Check	15,480	15,000	10,000	10,000	10,000
Water Efficient Landscape	138,901	130,000	145,000	110,000	100,000
Total	4,636,689	5,292,500	4,859,300	4,392,300	4,339,300
<b>Fines &amp; Penalties</b>					
Miscellaneous Fines	41,622	65,000	43,200	50,000	50,000
Parking Citations	427,441	500,000	430,000	450,000	450,000
Code Enforcement	27,765	18,000	27,000	25,000	25,000
Fire Citations	0	500	0	500	500
Planning Fines	0	0	2,000	2,000	2,000
Total	496,828	583,500	502,200	527,500	527,500
<b>Use of Money &amp; Property</b>					
Investment Earnings	54,211	200,000	200,000	232,000	256,000
Rents & Royalties	1,249,492	1,279,300	1,279,300	1,330,000	1,356,600
Total	1,303,703	1,479,300	1,479,300	1,562,000	1,612,600
<b>Revenue from Other Agencies</b>					
Motor Vehicle License	6,906,049	7,182,300	7,310,000	7,492,800	7,680,200
State Post	8,270	15,000	0	15,000	15,000
SB 90 Reimbursements	8,844	40,000	0	20,000	20,000
Prop A Maint & Service	41,706	50,000	45,400	45,500	45,500
Grant / Other Agency	15,000	0	30,000	30,000	30,000
Total	6,979,869	7,287,300	7,385,400	7,603,300	7,790,700

**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

<b>Revenue Source</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Budget</b>	<b>FY 18-19 Estimated</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Budget</b>
<b>Charges for Current Services</b>					
Maps & Publications	2,137	2,000	2,000	2,000	2,000
Strike Team Reimbursement	690,452	120,000	66,800	630,500	120,000
Police Services	182,518	220,000	220,000	220,000	220,000
GEMT Ambulance	244,121	125,000	125,000	125,000	125,000
Engr Charges / Encroachment Permit	208,995	200,000	100,000	100,000	100,000
Street sidewalk Curb	2,580	2,600	2,600	2,600	2,600
Ambulance Charges	1,455,143	1,460,000	1,470,000	1,470,000	1,470,000
Subdivision Fees	1,050	1,000	1,600	1,000	1,000
Police Service DUI	43,207	30,000	30,000	30,000	30,000
Police Service Inmate	6,550	5,000	0	0	0
Security Alarm/Annual Permits	152,878	145,000	145,000	145,000	145,000
Police Svs/False Alarms	77,343	59,000	65,000	70,000	70,000
Fire False Alarm	31,814	30,000	40,000	30,000	30,000
Public Works Service	2,480	3,000	3,000	3,000	3,000
Address Change Fee	4,000	2,000	9,000	3,500	3,000
Vehicle Impounds	70,530	120,000	120,000	120,000	120,000
Fire Services Filming	93,784	60,000	60,000	70,000	70,000
Police Services Filming	73,031	80,000	70,000	80,000	80,000
Public Works Inspections	24,225	20,000	10,000	15,000	15,000
Fire Inspection Fees	242,174	240,000	240,000	240,000	240,000
Attorney Fees	7,184	3,500	13,000	5,000	5,000
Paramedic Subscription	133,266	138,000	138,000	138,000	138,000
Police Evidence Auction	4,577	0	0	0	0
Fire Donation/Reimbursement	5,270	7,100	2,000	3,000	3,000
Police Donation/Reimbursement	8,000	24,000	16,000	24,000	24,000
Engr Charges / Captl Imprvmt Prjct	0	0	120,000	120,000	120,000
Total	3,767,309	3,097,200	3,069,000	3,647,600	3,136,600
<b>Library</b>					
Art & Lecture Room	5,483	4,500	4,400	4,400	4,400
Lost Books	6,617	5,600	5,000	5,000	5,000
Fines	54,921	60,000	50,000	50,000	50,000
Passport Processing	29,017	104,000	45,000	50,000	50,000
Federal Grant	4,578	13,000	13,950	13,000	13,000
Total	100,616	187,100	118,350	122,400	122,400

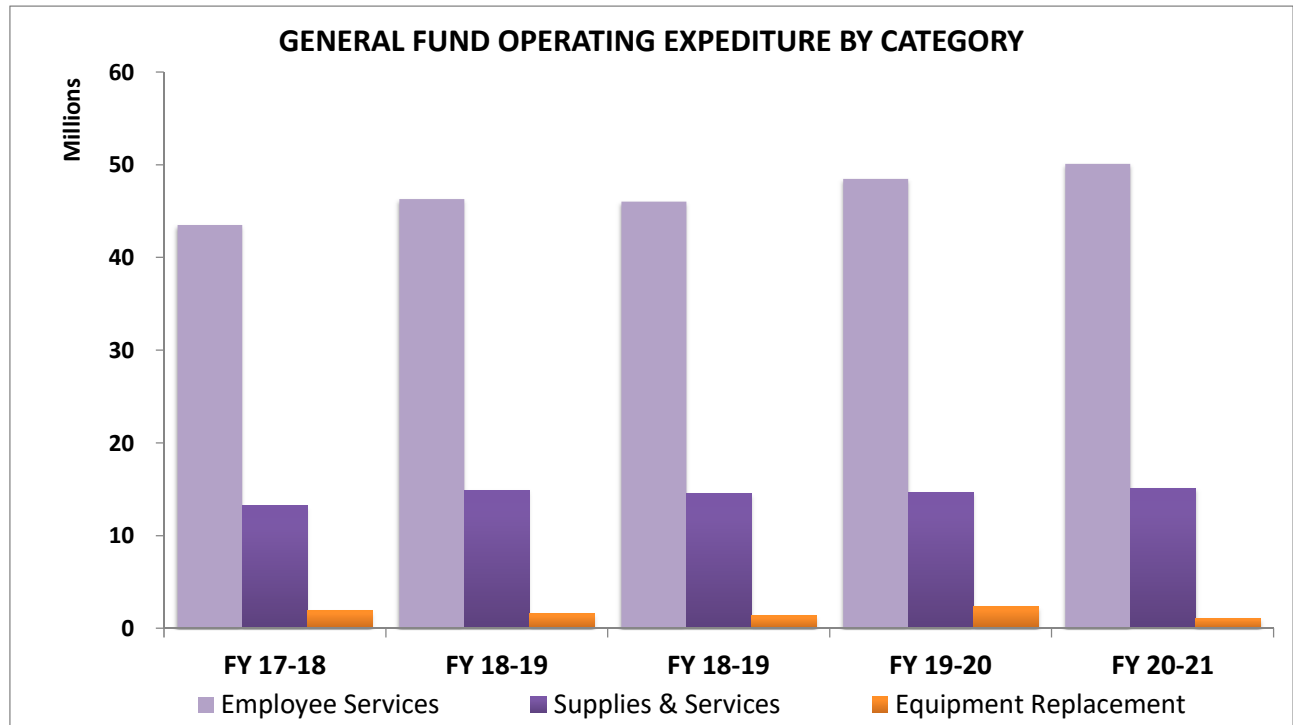
**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimated	FY 19-20 Budget	FY 20-21 Budget
Recreation					
Community Center	30,570	35,100	32,600	32,600	32,600
Special Event Cleaning	5,250	7,000	5,800	6,500	6,500
Dana Gymnasium	179,068	199,800	186,800	195,800	195,800
Fees & Charges	458,490	432,700	448,800	453,700	453,700
Nature	31,006	32,200	28,000	28,400	28,400
Playgrounds	47,608	50,000	50,000	50,000	50,000
Sr. Citizen	151,846	158,300	154,700	168,400	168,400
Senior Meal Income	16,318	18,200	17,000	16,400	16,400
Camping	196,176	199,400	201,600	199,400	199,400
Youth Master	47,599	57,700	66,000	65,000	65,000
Museum Education Center	27,195	45,700	38,000	45,700	45,700
Total	1,191,126	1,236,100	1,229,300	1,261,900	1,261,900
Other Revenues					
Miscellaneous Revenue	54,171	50,000	32,500	50,000	50,000
Court Appearance	4,661	21,000	5,500	5,000	5,000
Cost Allocation	2,026,000	1,991,600	1,991,600	2,031,200	2,071,800
Capital Fund reimbursement - Race Track	204,882	162,000	162,000	210,600	210,600
Total	2,289,714	2,224,600	2,191,600	2,296,800	2,337,400
<b>Total Revenue</b>	<b>58,563,747</b>	<b>61,094,800</b>	<b>59,632,450</b>	<b>61,132,200</b>	<b>62,081,000</b>
Transfers <a href="#">from</a> Other Funds					
Traffic Safety	193,875	220,000	220,000	220,000	220,000
Gas Tax	1,193,713	1,341,300	1,223,300	1,363,600	1,401,300
Solid Waste	112,829	114,000	114,000	200,000	200,000
Equipment Replacement	1,896,563	1,619,700	1,619,700	2,342,800	2,078,400
Total Transfers-In	3,396,980	3,295,000	3,177,000	4,126,400	3,899,700
Transfers <a href="#">to</a> Other Funds					
Local Law Enforcement	(117,678)	(142,100)	(137,400)	(152,700)	(159,200)
Lighting Districts	(716,845)	(759,700)	(730,100)	(754,100)	(775,200)
Equipment Replacement Fund	(1,400,000)	(1,800,000)	(1,800,000)	(1,800,000)	(1,800,000)
Capital Improvement Fund	(1,400,000)	(2,400,000)	(2,400,000)	(2,400,000)	(2,400,000)
Set aside Reserve for the New City Hall	0	0	0	0	0
Total Transfers-Out	(3,634,523)	(5,101,800)	(5,067,500)	(5,106,800)	(5,134,400)
<b>Total Revenues and Transfers</b>	<b>58,326,204</b>	<b>59,288,000</b>	<b>57,741,950</b>	<b>60,151,800</b>	<b>60,846,300</b>



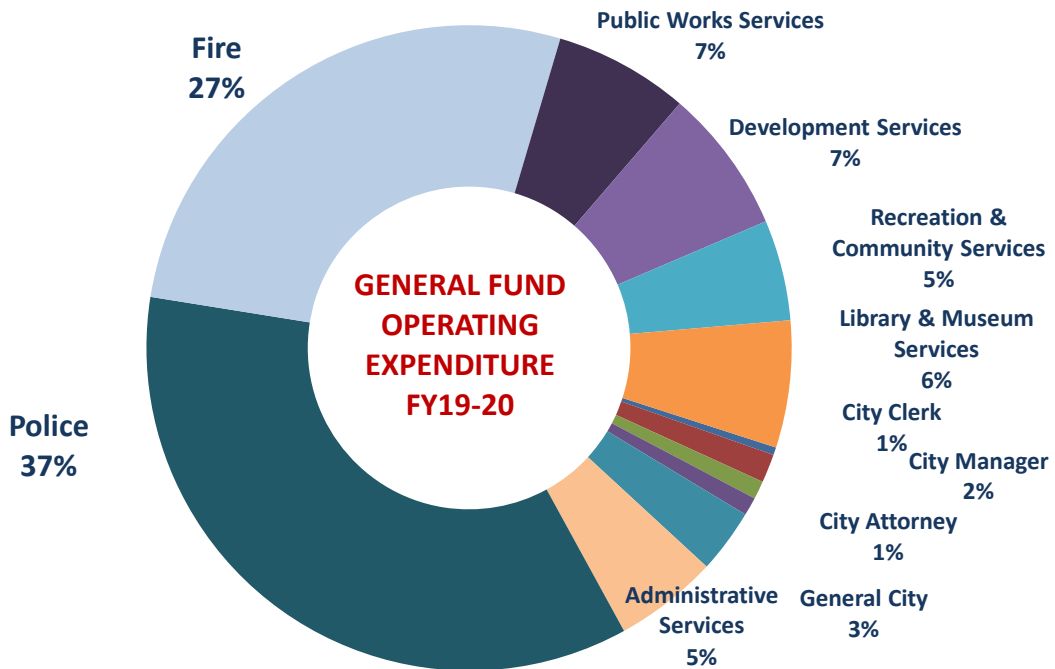
**GENERAL FUND  
EXPENDITURE SUMMARY**

Expenditure	FY 17-18	Adjusted FY 18-19	FY 18-19	FY 19-20	FY 20-21
	Actual	Budget	Estimated	Budget	Budget
Employee Services	43,490,310	46,280,200	46,013,447	48,482,300	50,089,800
Supplies & Services	13,195,434	14,879,660	14,502,273	14,658,915	15,120,310
Equipment Replacement	1,896,563	1,619,700	1,360,900	2,342,800	1,095,200
<b>Total Appropriation</b>	<b>58,582,307</b>	<b>62,779,560</b>	<b>61,876,620</b>	<b>65,484,015</b>	<b>66,305,310</b>



**GENERAL FUND  
DEPARTMENT SUMMARY**

<b>Expenditure</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Budget</b>	<b>FY 18-19 Estimated</b>	<b>FY 19-20 Budget</b>	<b>FY 20-21 Budget</b>
City Council	230,385	242,800	228,600	245,900	247,500
City Manager	999,215	1,060,550	1,128,200	936,400	952,200
City Clerk	422,000	544,500	551,900	604,100	366,600
City Attorney	580,618	573,500	576,900	594,800	614,800
General City	1,964,906	2,002,900	2,031,550	2,099,200	2,160,800
Administrative Services	3,040,107	3,298,700	3,120,700	3,394,700	3,632,500
Police	20,534,360	22,651,600	22,353,400	23,247,600	23,563,400
Fire	15,697,715	15,881,000	16,331,030	17,700,400	18,166,500
Public Works Services	4,017,276	4,162,400	3,865,100	4,434,200	4,324,300
Development Services	4,168,219	5,032,400	4,565,460	4,751,915	4,695,200
Recreation & Community Services	3,180,516	3,360,710	3,224,200	3,303,700	3,350,800
Library & Museum Services	3,746,990	3,968,500	3,899,580	4,171,100	4,230,710
<b>Total</b>	<b>58,582,307</b>	<b>62,779,560</b>	<b>61,876,620</b>	<b>65,484,015</b>	<b>66,305,310</b>



**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance FY19-20</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	4,157,730	61,132,200	4,126,400	69,416,330
Narcotic Seizure Federal	65,600	105,100	0	170,700
COPS	269,500	165,600	0	435,100
Local Law Enforcement	0	80,000	152,700	232,700
Medical/Dental	355,400	0	4,567,900	4,923,300
IRS Task Force	460,000	1,000	0	461,000
Worker Compensation/Liability	3,609,620	63,200	2,496,200	6,169,020
Homeland Security	0	10,000	0	10,000
Office of Traffic Safety Grant	31,100	106,200	0	137,300
California OES HSGP	0	93,100	0	93,100
Misc. P.E.R.S. Employee Retirement Fund	1,351,601	0	0	1,351,601
Emergency Reserve	10,147,000	0	0	10,147,000
Parks & Recreation	10,741,800	839,800	0	11,581,600
Traffic Safety	0	220,000	0	220,000
Public, Educational/Governmental Access	762,500	98,300	0	860,800
Used Oil Grant	13,300	16,200	0	29,500
DOC Beverage Grant	18,400	14,800	0	33,200
Solid Waste	1,704,000	696,100	0	2,400,100
Measure W - Safe Clean Water Program	0	1,055,300	0	1,055,300
State Gas Tax	179,873	1,505,227	0	1,685,100
Road Maintenance/Rehabilitation Act	(20,700)	959,800	0	939,100
Air Quality Management District	69,500	75,700	0	145,200
Community Development Block Grant	0	309,000	0	309,000
Santa Anita Grade Separation	1,776,600	35,500	0	1,812,100
Transit	0	2,026,329	1,351,571	3,377,900
Proposition A	1,650,200	1,194,260	0	2,844,460
Transportation Impact Fund	1,464,900	329,300	0	1,794,200
Proposition C	767,900	982,000	0	1,749,900
TDA Article 3 Bikeway	0	50,000	0	50,000
Measure R	657,100	738,200	0	1,395,300
Measure M	171,850	825,040	0	996,890
Capital Improvement	4,848,400	747,700	2,400,000	7,996,100
City Hall Reserve	1,500,000	0	0	1,500,000
Lighting Maintenance	152,200	502,700	754,100	1,409,000
Water Fund	18,782,500	14,192,200	0	32,974,700
Sewer Fund	2,049,500	2,461,500	0	4,511,000
Equipment Replacement	6,230,800	103,500	1,800,000	8,134,300
Redevelopment Successor Agency	0	2,807,400	0	2,807,400
General Obligation Bond 2012	371,100	417,300	0	788,400
General Obligation Bond 2011	497,400	594,300	0	1,091,700
<b>Total</b>	<b>74,836,674</b>	<b>95,553,856</b>	<b>17,648,871</b>	<b>188,039,401</b>

**SUMMARY BY FUND  
USES OF FUNDS**

<b>Fund</b>	<b>Appropriation</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY19-20</b>
General Fund	65,484,015	5,106,800	70,590,815	(1,174,485)
Narcotic Seizure	170,700	0	170,700	0
COPS	165,800	0	165,800	269,300
Local Law Enforcement	232,700	0	232,700	0
Medical/Dental	4,567,900	0	4,567,900	355,400
IRS Task Force	0	0	0	461,000
Worker Compensation/Liability	2,493,900	0	2,493,900	3,675,120
Homeland Security	10,000	0	10,000	0
Office of Traffic Safety Grant	106,200	0	106,200	31,100
California OES HSGP	93,100	0	93,100	0
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	1,351,601
Emergency Reserve	0	0	0	10,147,000
Parks & Recreation	25,800	0	25,800	11,555,800
Traffic Safety	220,000	0	220,000	0
Public, Educational/Governmental Access	50,000	0	50,000	810,800
Used Oil Grant	15,500	0	15,500	14,000
DOC Beverage Grant	15,300	0	15,300	17,900
Solid Waste	423,900	200,000	623,900	1,776,200
Measure W - Safe Clean Water Program	600,000	0	600,000	455,300
State Gas Tax	1,665,700	0	1,665,700	19,400
Road Maintenance/Rehabilitation Act	955,100	0	955,100	(16,000)
Air Quality Management District	132,600	0	132,600	12,600
Community Development Block Grant	309,000	0	309,000	0
Santa Anita Grade Separation	0	0	0	1,812,100
Transit	3,377,900	0	3,377,900	0
Proposition A	1,263,400	0	1,263,400	1,581,060
Transportation Impact Fund	1,050,000	0	1,050,000	744,200
Proposition C	1,003,300	0	1,003,300	746,600
TDA Article 3 Bikeway	50,000	0	50,000	0
Measure R	611,170	0	611,170	784,130
Measure M	760,000	0	760,000	236,890
Capital Improvement	2,771,200	0	2,771,200	5,224,900
City Hall Reserve	0	0	0	1,500,000
Lighting Maintenance	1,256,800	0	1,256,800	152,200
Water Fund	18,649,800	0	18,649,800	14,324,900
Sewer Fund	2,840,200	0	2,840,200	1,670,800
Equipment Replacement	2,371,800	0	2,371,800	5,762,500
Redevelopment Successor Agency	2,807,400	0	2,807,400	0
General Obligation Bond 2012	417,300	0	417,300	371,100
General Obligation Bond 2011	594,300	0	594,300	497,400
<b>Total</b>	<b>117,561,785</b>	<b>5,306,800</b>	<b>122,868,585</b>	<b>65,170,816</b>

**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance 20-21</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	(1,174,485)	62,081,000	3,899,700	64,806,215
Narcotic Seizure Federal	0	182,400	0	182,400
COPS	269,300	166,600	5,400	441,300
Local Law Enforcement	0	86,500	152,700	239,200
Medical/Dental	355,400	4,567,900	0	4,923,300
IRS Task Force	461,000	1,000	0	462,000
Worker Compensation/Liability	3,675,120	79,500	2,496,200	6,250,820
Homeland Security	0	10,000	0	10,000
Office of Traffic Safety Grant	31,100	106,200	0	137,300
Misc. P.E.R.S. Employee Retirement Fund	1,351,601	0	0	1,351,601
Emergency Reserve	10,147,000	0	0	10,147,000
Parks & Recreation	11,555,800	806,100	0	12,361,900
Traffic Safety	0	220,000	0	220,000
Public, Educational/Governmental Access	810,800	97,200	0	908,000
Used Oil Grant	14,000	16,200	0	30,200
DOC Beverage Grant	17,900	14,800	0	32,700
Solid Waste	1,776,200	695,200	0	2,471,400
Measure W - Safe Clean Water Program	455,300	1,057,500	0	1,512,800
State Gas Tax	19,400	1,502,127	0	1,521,527
Road Maintenance/Rehabilitation Act	(16,000)	959,800	0	943,800
Air Quality Management District	12,600	74,600	0	87,200
Community Development Block Grant	0	309,500	0	309,500
Santa Anita Grade Separation	1,812,100	36,200	0	1,848,300
Transit	0	1,086,329	1,458,671	2,545,000
Proposition A	1,581,060	1,196,960	0	2,778,020
Transportation Impact Fund	744,200	314,900	0	1,059,100
Proposition C	746,600	981,500	0	1,728,100
TDA Article 3 Bikeway	0	50,000	0	50,000
Measure R	784,130	740,800	0	1,524,930
Measure M	236,890	976,340	0	1,213,230
Capital Improvement	5,224,900	708,400	2,400,000	8,333,300
City Hall Reserve	1,500,000	0	0	1,500,000
Lighting Maintenance	152,200	516,800	775,200	1,444,200
Water Fund	14,324,900	14,536,000	0	28,860,900
Sewer Fund	1,670,800	2,473,900	0	4,144,700
Equipment Replacement	5,762,500	96,400	1,800,000	7,658,900
Redevelopment Successor Agency	0	2,766,300	0	2,766,300
General Obligation Bond 2012	371,100	420,400	0	791,500
General Obligation Bond 2011	497,400	596,300	0	1,093,700
<b>Total</b>	<b>65,170,816</b>	<b>100,531,656</b>	<b>12,987,871</b>	<b>178,690,343</b>

**SUMMARY BY FUND  
USES OF FUNDS**

<b>Fund</b>	<b>Appropriations</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY20-21</b>
General Fund	66,305,310	5,134,400	71,439,710	(6,633,495)
Narcotic Seizure Federal	182,400	0	182,400	0
COPS	168,100	0	168,100	273,200
Local Law Enforcement	239,200	0	239,200	0
Medical/Dental	4,567,900	0	4,567,900	355,400
IRS Task Force	0	0	0	462,000
Worker Compensation/Liability	2,508,900	0	2,508,900	3,741,920
Homeland Security	10,000	0	10,000	0
Office of Traffic Safety Grant	106,200	0	106,200	31,100
Misc. P.E.R.S. Employee Retirement	0	0	0	1,351,601
Emergency Reserve	0	0	0	10,147,000
Parks & Recreation	3,435,800	0	3,435,800	8,926,100
Traffic Safety	0	220,000	220,000	0
Public, Educational/Governmental Access	50,000	0	50,000	858,000
Used Oil Grant	15,500	0	15,500	14,700
DOC Beverage Grant	15,500	0	15,500	17,200
Solid Waste	432,100	200,000	632,100	1,839,300
Measure W - Safe Clean Water Program	1,050,000	0	1,050,000	462,800
State Gas Tax	1,403,400	0	1,403,400	118,127
Road Maintenance/Rehabilitation Act	800,000	0	800,000	143,800
Air Quality Management	22,600	0	22,600	64,600
Community Development Block Grant	309,500	0	309,500	0
Santa Anita Grade Separation	0	0	0	1,848,300
Transit	2,545,000	0	2,545,000	0
Proposition A	1,142,400	0	1,142,400	1,635,620
Transportation Impact	350,000	0	350,000	709,100
Proposition C	1,004,600	0	1,004,600	723,500
TDA Article 3 Bikeway	50,000	0	50,000	0
Measure R	654,970	0	654,970	869,960
Measure M	655,000	0	655,000	558,230
Capital Improvement	2,113,000	0	2,113,000	6,220,300
City Hall Reserve	0	0	0	1,500,000
Lighting Maintenance	1,292,000	0	1,292,000	152,200
Water Fund	18,103,100	0	18,103,100	10,757,800
Sewer Fund	2,369,900	0	2,369,900	1,774,800
Equipment Replacement	2,016,800	0	2,016,800	5,642,100
Redevelopment Successor Agency	2,766,300	0	2,766,300	0
General Obligation Bond 2012	420,400	0	420,400	371,100
General Obligation Bond 2011	596,300	0	596,300	497,400
<b>Total</b>	<b>117,702,180</b>	<b>5,554,400</b>	<b>123,256,580</b>	<b>55,433,763</b>

**FULL TIME EMPLOYEES AND ELECTED OFFICIALS**

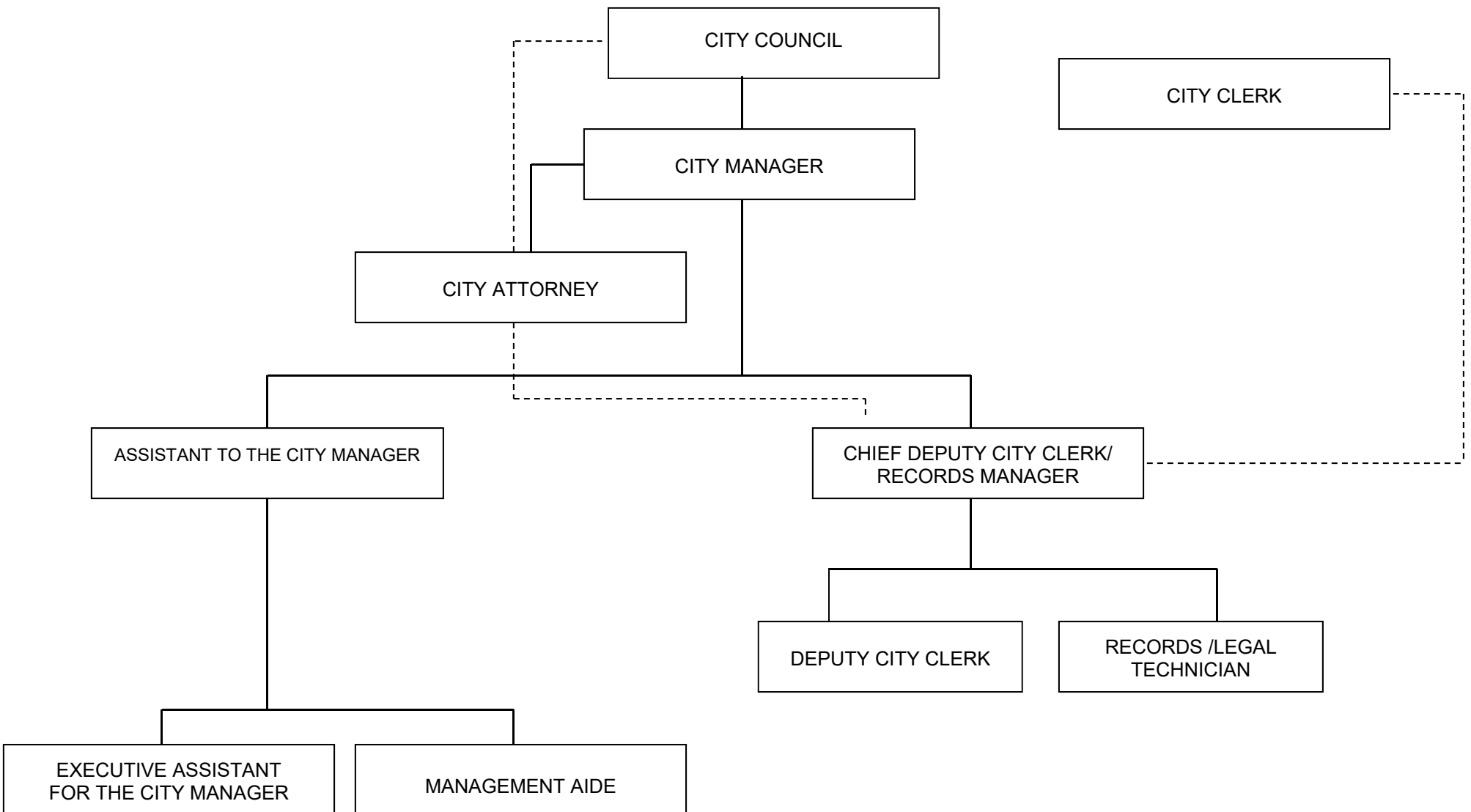
	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
General Fund					
City Council	1.00	0.50	0.50	0.50	0.50
City Manager	3.80	4.30	3.45	3.45	3.45
City Clerk	2.20	2.20	2.20	2.20	2.20
City Attorney	0.80	0.80	0.80	0.80	0.80
General City	0.35	0.35	0.35	0.35	0.35
Admin. Services	14.05	15.05	15.05	15.05	15.05
Police	95.00	95.00	95.00	95.00	95.00
Fire	58.00	58.00	58.00	58.00	58.00
Public Works Services	24.70	24.70	24.70	24.70	24.70
Development Services	25.25	25.35	25.35	25.35	25.35
Recreation & Community Services	11.00	12.00	12.00	12.00	12.00
Library & Museum Services	19.00	19.00	19.00	19.00	19.00
<b>Total General Fund</b>	<b>255.15</b>	<b>257.25</b>	<b>256.40</b>	<b>256.40</b>	<b>256.40</b>
Narcotic Seizure State	1.00	1.00	1.00	1.00	1.00
COPS SLESF AB3229	1.00	1.00	1.00	1.00	1.00
High School Law Enforcement	1.00	1.00	1.00	1.00	1.00
Liability/Workers' Compensation	1.60	1.60	1.60	1.60	1.60
Solid Waste	1.65	1.65	1.60	1.60	1.60
CDBG	0.20	0.20	0.20	0.20	0.20
Arcadia Transit	1.30	1.30	1.30	1.30	1.30
Measure R	0.20	0.20	0.20	0.20	0.20
Proposition A & C	1.70	1.60	1.60	1.60	1.60
Lighting Maintenance Districts	2.65	2.65	2.65	2.65	2.65
Public Services Water	26.95	26.95	26.85	26.85	26.85
Public Services Sewer	7.25	7.25	7.25	7.25	7.25
Redevelopment Successor Agency	0.35	0.35	0.35	0.35	0.35
<b>Total Personnel</b>	<b>302.00</b>	<b>304.00</b>	<b>303.00</b>	<b>303.00</b>	<b>303.00</b>

\* Part Time employees are not included.

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# CITY MANAGER'S OFFICE



## CITY COUNCIL

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The City of Arcadia is a charter city governed by a five-member City Council, elected at large.

The City Council is the legislative and policy-making body of the City. The Council enacts laws and takes the actions necessary to provide for the general welfare of the community, including the adoption of ordinances and resolutions, the holding of public hearings, the adoption of the annual budget and appointments to City Boards and Commissions.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***CITY COUNCIL***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Council Member	5.00
<b>TOTAL</b>	<b>5.00</b>

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DIVISION: 1100		CITY COUNCIL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	65,953	67,400	67,400	67,900	67,900
4014	VACATION SELL BACK	2,064	0	700	0	0
4021	LONGEVITY PAY	1,069	1,100	1,100	1,100	1,300
4241	P.E.R.S	14,676	16,800	16,700	19,400	20,700
4244	MEDICAL/DENTAL INSURANCE	76,634	99,500	79,200	99,400	99,400
4245	LONG TERM DISABILITY	50	100	100	100	100
4247	LIFE INSURANCE	452	500	400	500	500
4250	FICA/HOSPITAL INSURANCE	853	1,000	900	1,000	1,000
4299	VACANCY RATE	0	-5,600	0	-5,700	-5,700
Total:	SALARIES & WAGES	161,752	180,800	166,500	183,700	185,200
SUPPLIES						
5110	OFFICE SUPPLIES	4,193	3,500	3,500	3,500	3,500
5125	PRINT SHOP	1,166	1,500	1,500	1,500	1,500
5230	BUILDING AND GROUNDS	0	0	100	0	0
Total:	SUPPLIES	5,359	5,000	5,100	5,000	5,000
OPERATING EXPENSES						
6505	GENERAL LIABILITY	4,300	4,500	4,500	4,500	4,600
6507	WORKERS' COMPENSATION	2,100	2,100	2,100	2,300	2,300
6930	MEMBERSHIP & PUBLICATIONS	32,743	33,300	33,300	33,300	33,300
6940	OFFICIAL MEETINGS	24,131	17,000	17,000	17,000	17,000
6977	EMPLOYEE SUPPORT	0	100	100	100	100
Total:	OPERATING EXPENSES	63,275	57,000	57,000	57,200	57,300
Total:		230,385	242,800	228,600	245,900	247,500
Fund/Division: 0011101						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.28 %	

## CITY MANAGER'S OFFICE

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The City Manager's Office oversees all operations of the City, implementing the City Council's goals, objectives and policy direction. The City Manager and his staff work cooperatively with elected officials, City employees, outside governmental agencies, community groups and the public to bring projects to successful completion and to provide the people that live, visit and do business in Arcadia the best and most efficient service.

The following items summarize the Department's efforts in the coming year:

- Ensure that all City programs and operations are carried out efficiently, effectively and in a timely manner.
- Provide oversight of the City's Operating Budget and Capital Improvement Program.
- Provide managerial and administrative support to the City Council. Coordinate City Council presentations and events in the community, dignitary visits and public outreach.
- Serve as a resource for the public in terms of providing information, answering questions and resolving problems.
- Manage projects that do not easily fit into the operation of another department or that require centralized coordination.
- Organize special events, community functions and meetings that have a citywide interest and/or are hosted by the City Council.
- Act as the City's overall Public Information Office. Direct and execute communication and community outreach efforts for the City; manage the City website, the government access television channel, and the City-controlled aspects of local cable television operators.
- Provide staff support to the Arcadia Beautiful Commission and organize the Arcadia Beautiful, Holiday Home Decoration and Arbor Day/Tree City USA programs.
- Oversee the City's legislative advocacy efforts.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***CITY MANAGER***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Assistant to the City Manager	1.00
City Manager	1.00
Executive Assistant	1.00
Management Analyst	1.00
<b>TOTAL</b>	<b>4.00</b>

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1200</b>	<b>CITY MANAGER OFFICE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	413,417	427,700	438,700	454,200	458,000
4014 VACATION SELL BACK	2,088	5,000	19,400	5,000	5,000
4015 ALLOWANCES	5,541	5,700	5,800	5,400	5,400
4021 LONGEVITY PAY	2,186	2,200	2,100	2,100	2,100
4030 PART-TIME PERS ONLY	6,562	4,200	4,200	4,200	4,200
4032 PART-TIME NON-PERS	8,049	10,000	10,000	10,000	10,000
4241 P.E.R.S	118,843	121,900	140,800	163,100	175,100
4242 NON-PERSABLE COMPENSATIOI	5,591	5,800	5,800	5,500	5,700
4244 MEDICAL/DENTAL INSURANCE	55,206	55,500	58,000	58,000	58,000
4245 LONG TERM DISABILITY	342	400	400	300	300
4247 LIFE INSURANCE	1,193	1,200	1,100	1,300	1,300
4250 FICA/HOSPITAL INSURANCE	6,691	6,500	7,400	6,800	6,900
4299 VACANCY RATE	0	-19,400	0	-21,500	-22,000
<b>Total: SALARIES &amp; WAGES</b>	<b>625,709</b>	<b>626,700</b>	<b>693,700</b>	<b>694,400</b>	<b>710,000</b>
SUPPLIES					
5110 OFFICE SUPPLIES	7,071	7,000	7,000	7,000	7,000
5115 PROGRAM EXPENSES	1,013	7,800	7,800	7,800	7,800
5125 PRINT SHOP	357	500	500	500	500
<b>Total: SUPPLIES</b>	<b>8,441</b>	<b>15,300</b>	<b>15,300</b>	<b>15,300</b>	<b>15,300</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	195,076	174,250	174,300	26,500	26,500
6163 CABLE TECH SERVICES	25,875	30,000	30,600	30,000	30,000
6310 MILEAGE	0	100	100	100	100
6505 GENERAL LIABILITY	14,700	14,200	14,200	14,300	14,400
6507 WORKERS' COMPENSATION	8,800	8,600	8,600	9,400	9,500
6730 OFFICE EQUIPMENT	0	1,000	1,000	1,000	1,000
6750 VEHICLE MAINTENANCE	898	1,000	1,000	1,000	1,000
6930 MEMBERSHIP & PUBLICATIONS	3,945	3,600	3,600	3,600	3,600
6940 OFFICIAL MEETINGS	9,284	12,500	12,500	12,500	12,500
6970 TRAINING	75	500	500	500	500
6977 EMPLOYEE SUPPORT	129	300	300	300	300
<b>Total: OPERATING EXPENSES</b>	<b>258,782</b>	<b>246,050</b>	<b>246,700</b>	<b>99,200</b>	<b>99,400</b>
SPECIAL PROGRAMS					
7120 CITY BEAUTIFUL COMMISSION	1,946	5,000	5,000	5,000	5,000
7125 CITY WEB SITE	19,735	53,000	53,000	13,000	13,000
7156 CITY VOLUNTEER PROGRAM	33,529	34,000	34,000	34,000	34,000
7211 COYOTE CONTROL	2,454	20,000	20,000	15,000	15,000
7260 CITY NEWSLETTER	29,720	35,000	35,000	35,000	35,000
7261 BROCHURES	7,899	13,000	13,000	13,000	13,000
7262 SPECIAL EVENTS	11,001	12,500	12,500	12,500	12,500
<b>Total: SPECIAL PROGRAMS</b>	<b>106,283</b>	<b>172,500</b>	<b>172,500</b>	<b>127,500</b>	<b>127,500</b>
<b>Total Division:</b>	<b>999,215</b>	<b>1,060,550</b>	<b>1,128,200</b>	<b>936,400</b>	<b>952,200</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(11.71)%	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1200</b>		<b>CITY MANAGER-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	363,992	376,700	385,200	397,200	400,000
4014	VACATION SELL BACK	1,651	5,000	18,500	5,000	5,000
4015	ALLOWANCES	5,541	5,700	5,800	5,400	5,400
4021	LONGEVITY PAY	1,931	1,900	1,900	1,900	1,900
4032	PART-TIME NON-PERS	3,329	10,000	10,000	10,000	10,000
4241	P.E.R.S	102,940	104,500	119,300	142,600	152,900
4242	NON-PERSABLE COMPENSATION	5,383	5,500	5,600	5,300	5,400
4244	MEDICAL/DENTAL INSURANCE	45,808	45,500	48,200	48,000	48,000
4245	LONG TERM DISABILITY	283	300	300	200	200
4247	LIFE INSURANCE	1,048	1,000	1,000	1,100	1,100
4250	FICA/HOSPITAL INSURANCE	5,753	5,600	6,200	5,900	6,000
4299	VACANCY RATE	0	-16,900	0	-18,700	-19,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>537,660</b>	<b>544,800</b>	<b>602,000</b>	<b>603,900</b>	<b>616,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,644	4,000	4,000	4,000	4,000
5115	PROGRAM EXPENSES	774	6,000	6,000	6,000	6,000
5125	PRINT SHOP	357	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,776</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	193,896	167,750	167,800	20,000	20,000
6310	MILEAGE	0	100	100	100	100
6505	GENERAL LIABILITY	14,700	14,200	14,200	14,300	14,400
6507	WORKERS' COMPENSATION	8,800	8,600	8,600	9,400	9,500
6730	OFFICE EQUIPMENT	0	500	500	500	500
6750	VEHICLE MAINTENANCE	898	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	3,475	2,700	2,700	2,700	2,700
6940	OFFICIAL MEETINGS	9,284	10,000	10,000	10,000	10,000
6970	TRAINING	75	500	500	500	500
6977	EMPLOYEE SUPPORT	129	300	300	300	300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>231,257</b>	<b>205,650</b>	<b>205,700</b>	<b>58,800</b>	<b>59,000</b>
<b>Total:</b>		<b>776,692</b>	<b>760,950</b>	<b>818,200</b>	<b>673,200</b>	<b>686,300</b>
<b>Fund/Division: 0011201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(11.53) %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1203</b>		<b>CITY MANAGER-COMM MARKET</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	49,425	51,000	53,500	57,000	58,000
4014	VACATION SELL BACK	437	0	900	0	0
4021	LONGEVITY PAY	255	300	200	200	200
4030	PART-TIME PERS ONLY	6,562	4,200	4,200	4,200	4,200
4032	PART-TIME NON-PERS	4,719	0	0	0	0
4241	P.E.R.S	15,903	17,400	21,500	20,500	22,200
4242	NON-PERSABLE	208	300	200	200	300
	COMPENSATION					
4244	MEDICAL/DENTAL	9,399	10,000	9,800	10,000	10,000
	INSURANCE					
4245	LONG TERM DISABILITY	59	100	100	100	100
4247	LIFE INSURANCE	144	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	938	900	1,200	900	900
4299	VACANCY RATE	0	-2,500	0	-2,800	-2,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>88,049</b>	<b>81,900</b>	<b>91,700</b>	<b>90,500</b>	<b>93,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	427	3,000	3,000	3,000	3,000
5115	PROGRAM EXPENSES	239	1,800	1,800	1,800	1,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>665</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,180	6,500	6,500	6,500	6,500
6163	CABLE TECH SERVICES	25,875	30,000	30,600	30,000	30,000
6730	OFFICE EQUIPMENT	0	500	500	500	500
6930	MEMBERSHIP &	470	900	900	900	900
	PUBLICATIONS					
6940	OFFICIAL MEETINGS	0	2,500	2,500	2,500	2,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>27,525</b>	<b>40,400</b>	<b>41,000</b>	<b>40,400</b>	<b>40,400</b>
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL	1,946	5,000	5,000	5,000	5,000
	COMMISSION					
7125	CITY WEB SITE	19,735	53,000	53,000	13,000	13,000
7156	CITY VOLUNTEER	33,529	34,000	34,000	34,000	34,000
	PROGRAM					
7211	COYOTE CONTROL	2,454	20,000	20,000	15,000	15,000
7260	CITY NEWSLETTER	29,720	35,000	35,000	35,000	35,000
7261	BROCHURES	7,899	13,000	13,000	13,000	13,000
7262	SPECIAL EVENTS	11,001	12,500	12,500	12,500	12,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>106,283</b>	<b>172,500</b>	<b>172,500</b>	<b>127,500</b>	<b>127,500</b>
<b>Total:</b>		<b>222,523</b>	<b>299,600</b>	<b>310,000</b>	<b>263,200</b>	<b>265,900</b>
<b>Fund/Division: 0011203</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(12.15) %	

## CITY CLERK'S OFFICE

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**Description:**

The City Clerk's office is entrusted with ensuring that the legislative process is both open and accessible to the public as it relates to City elections and City Council meetings. The functions of the City Clerk's office include: preparing the City Council agenda and recording all City Council actions; conducts all municipal elections; maintains official and historical records to provide public access and proper preservation; serves as the filing officer for the Fair Political Practices Commission and Arcadia Conflict of Interest Code Regulations as required by the Fair Political Practices Commission; compliance with legal noticing requirements; maintains official rosters and information on all City boards and commissions; and maintains and coordinates updates to the Arcadia Municipal Code.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***CITY CLERK***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Chief Deputy City Clerk	1.00
Deputy City Clerk	1.00
Elected City Clerk	1.00
Records/Legal Technician	1.00
<b>TOTAL</b>	<b>4.00</b>

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1300</b>		<b>CITY CLERK</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	159,040	167,500	167,600	175,400	180,900
4014	VACATION SELL BACK	2,037	2,100	2,600	0	0
4015	ALLOWANCES	470	500	500	500	500
4021	LONGEVITY PAY	1,093	1,100	1,100	1,100	1,100
4032	PART-TIME NON-PERS	3,195	0	0	0	0
4241	P.E.R.S	45,885	53,700	53,400	64,300	70,500
4242	NON-PERSABLE COMPENSATION	266	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	29,240	31,400	30,900	49,900	49,900
4245	LONG TERM DISABILITY	218	300	200	200	200
4247	LIFE INSURANCE	280	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	1,599	1,700	1,700	1,700	1,800
4299	VACANCY RATE	0	-7,800	0	-8,800	-9,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>243,322</b>	<b>251,200</b>	<b>258,600</b>	<b>285,000</b>	<b>296,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	4,957	3,800	3,800	3,800	4,000
5125	PRINT SHOP	1,658	1,500	1,500	1,200	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>6,615</b>	<b>5,300</b>	<b>5,300</b>	<b>5,000</b>	<b>5,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	14,607	33,300	33,300	33,000	33,300
6505	GENERAL LIABILITY	7,600	5,300	5,300	5,300	5,400
6507	WORKERS' COMPENSATION	18,400	17,900	17,900	19,500	19,700
6930	MEMBERSHIP & PUBLICATIONS	685	1,000	1,000	800	800
6940	OFFICIAL MEETINGS	370	800	800	800	800
6945	ELECTION	115,966	225,000	225,000	250,000	0
6960	EQUIPMENT REPLACEMENT	11,000	0	0	0	0
6970	TRAINING	3,305	4,500	4,500	4,500	4,500
6977	EMPLOYEE SUPPORT	130	200	200	200	200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>172,063</b>	<b>288,000</b>	<b>288,000</b>	<b>314,100</b>	<b>64,700</b>
<b>Total:</b>		<b>422,000</b>	<b>544,500</b>	<b>551,900</b>	<b>604,100</b>	<b>366,600</b>
<b>Fund/Division: 0011301</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.95 %	

## CITY ATTORNEY'S OFFICE

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**Description:**

The City Attorney, appointed by the City Council, represents the City Council, boards and commissions, and staff in all matters of law pertaining to their offices. Activities include the representation of elected and appointed officials and staff in civil actions and proceedings, the prosecution of violations of City codes, attendance at all meetings of the City Council/Successor Agency to the Arcadia Redevelopment Agency, and the preparation and/or approval of legal documents such as contracts, deeds, ordinances, and resolutions.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1500</b>		<b>CITY ATTORNEY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	69,571	71,800	71,800	73,800	74,700
4014	VACATION SELL BACK	2,037	2,100	2,600	0	0
4015	ALLOWANCES	470	500	500	500	500
4021	LONGEVITY PAY	1,093	1,100	1,100	1,100	1,100
4241	P.E.R.S	21,010	24,100	23,900	28,200	30,400
4242	NON-PERSABLE COMPENSATION	266	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	11,915	12,700	12,500	12,700	12,700
4245	LONG TERM DISABILITY	79	100	100	100	100
4247	LIFE INSURANCE	189	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	214	300	200	300	300
4299	VACANCY RATE	0	-3,400	0	-3,500	-3,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>106,843</b>	<b>109,800</b>	<b>113,200</b>	<b>113,700</b>	<b>116,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	815	600	600	600	600
5125	PRINT SHOP	0	200	200	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>815</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
OPERATING EXPENSES						
6140	LEGAL	288,822	275,000	275,000	285,500	295,500
6160	CONTRACT SERVICES	173,938	178,800	178,800	185,600	192,600
6505	GENERAL LIABILITY	10,200	9,100	9,100	9,200	9,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>472,960</b>	<b>462,900</b>	<b>462,900</b>	<b>480,300</b>	<b>497,300</b>
<b>Total:</b>		<b>580,618</b>	<b>573,500</b>	<b>576,900</b>	<b>594,800</b>	<b>614,800</b>
<b>Fund/Division: 0011501</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.71 %	

## GENERAL CITY

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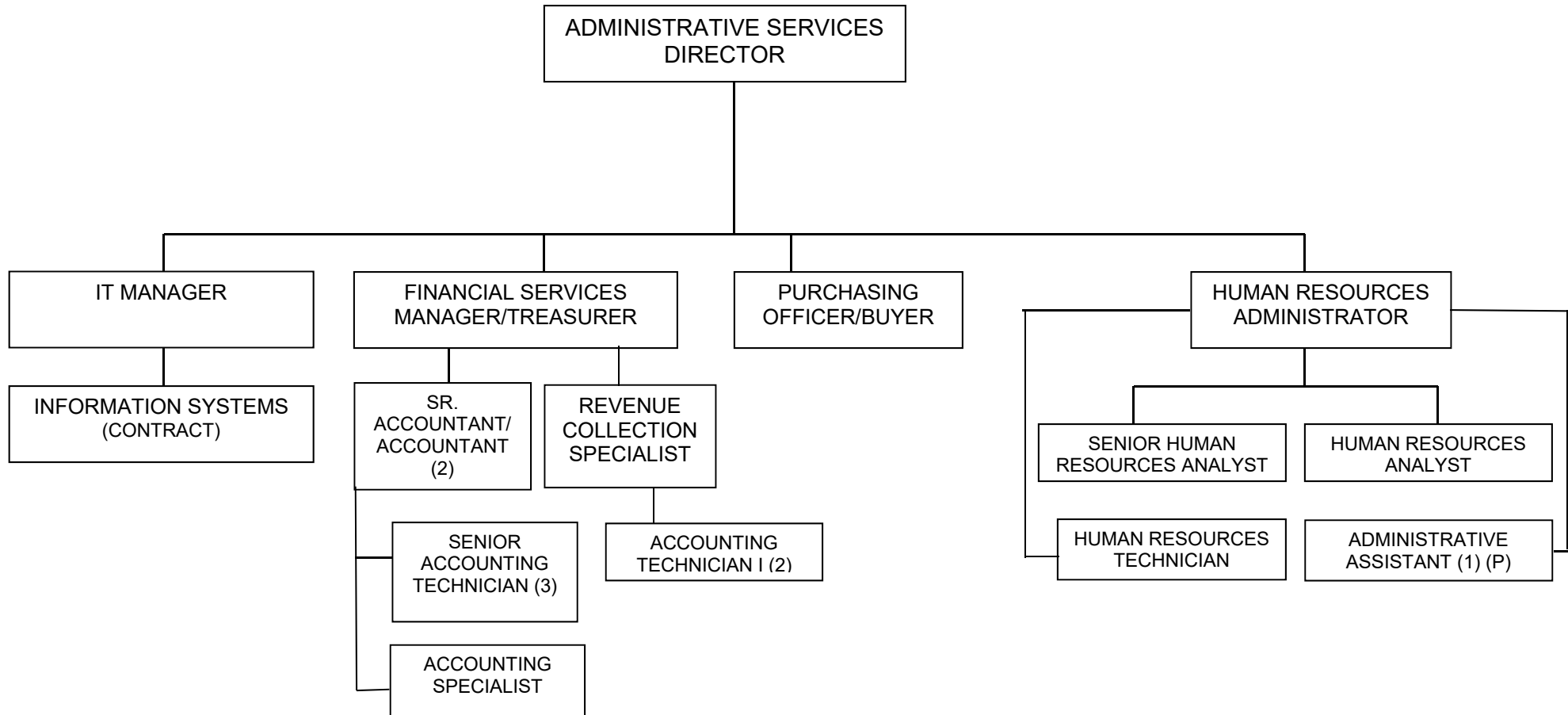
**Description:**

The General City budget provides funding for costs that have an overall benefit to the City, but are not a part of, or cannot reasonably be allocated to, the activities of individual departments. Examples of such costs include copier maintenance, City Hall telephones, employee service awards, citywide employee events, and OPEB trust contribution.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1700</b>		<b>GENERAL CITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	11,228	15,500	4,600	0	0
4013	VACATION PAY OFF	233,011	135,000	118,600	140,000	140,000
4241	P.E.R.S	3,106	4,800	1,400	0	0
4244	MEDICAL/DENTAL INSURANCE	3,503	4,700	1,100	0	0
4245	LONG TERM DISABILITY	29	100	0	0	0
4247	LIFE INSURANCE	19	100	0	0	0
4248	RETIREE MEDICAL	801,416	812,700	815,600	840,400	869,000
4249	UNEMPLOYMENT INSURANCE	50,395	15,000	38,100	30,000	30,000
4250	FICA/HOSPITAL INSURANCE	182	300	100	0	0
4251	RETIREE LIFE INS	352	400	300	0	0
4299	VACANCY RATE	0	-29,700	0	0	0
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,103,241</b>	<b>958,900</b>	<b>979,800</b>	<b>1,010,400</b>	<b>1,039,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,139	6,300	6,300	6,300	6,300
5112	CITY HALL DUPLICATING	14,560	15,000	15,000	15,000	15,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>20,698</b>	<b>21,300</b>	<b>21,300</b>	<b>21,300</b>	<b>21,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	9,787	0	0	0	0
6210	TELEPHONE	62,913	55,100	37,700	38,400	39,200
6505	GENERAL LIABILITY	17,400	17,800	17,800	18,000	18,000
6507	WORKERS' COMPENSATION	1,200	1,200	1,200	1,300	1,300
6930	MEMBERSHIP & PUBLICATIONS	0	0	150	200	200
6960	EQUIPMENT REPLACEMENT	25,555	0	0	0	0
6977	EMPLOYEE SUPPORT	24,214	37,000	37,000	37,000	37,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>141,069</b>	<b>111,100</b>	<b>93,850</b>	<b>94,900</b>	<b>95,700</b>
SPECIAL PROGRAMS						
7280	DAMAGES TO CITY PROPERTY	49,098	0	25,000	30,000	30,000
7350	OPEB CONTRIBUTION	650,800	911,600	911,600	942,600	974,800
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>699,898</b>	<b>911,600</b>	<b>936,600</b>	<b>972,600</b>	<b>1,004,800</b>
<b>Total:</b>		<b>1,964,906</b>	<b>2,002,900</b>	<b>2,031,550</b>	<b>2,099,200</b>	<b>2,160,800</b>
<b>Fund/Division: 0011701</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.81 %	



# ADMINISTRATIVE SERVICES DEPARTMENT



## ADMINISTRATIVE SERVICES DEPARTMENT

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### **Description:**

The Administrative Services Department conducts a number of administrative and support functions on behalf of the City's operating departments. Its goal is to ensure that the programs and services offered by the City are properly managed, and that they are fully accountable to management, the City Council, and the general public.

The Department is comprised of four divisions, including Financial Services, Human Resources, Purchasing, and Information Systems. Each Division's principal responsibilities are as follows:

- The Financial Services Division manages all of the City's accounting and financial operations. Its activities include managing investments, banking relations, budget preparation and monitoring, financial reporting, revenue collection, audit coordination, debt administration, cashiering, and payroll processing.
- The Human Resources Division administers the City's personnel and risk management operations. Personnel activities include negotiating labor agreements, managing job classification and compensation, coordinating employee recruitment, training, evaluation, and discipline, administering employee benefits, maintaining personnel records, and developing personnel policies and procedures. Risk management activities include administering the City's various insurance programs including general liability, worker's compensation, and property damage.
- The Purchasing Division oversees the procurement of all materials, supplies, equipment, and services by the City in keeping with the requirements of the City's Purchasing Ordinance. The Division is also responsible for managing the City's various telecommunications systems, record keeper of DMV titles, processing DMV registrations, and license plates for special equipment and all City owned vehicles, manage all store credit cards and credit applications to establish new commercial accounts, and responsible for sales and disposal of City surplus assets.
- The Information Systems Division manages all of the City's computer equipment and related peripherals, and provides technical support to departments as required.

## **FY 2019-20 Work Plan:**

The following items highlight the Department's major work plan elements for the upcoming fiscal year.

1. Oversee the preparation of both the City's General Budget and Capital Improvement and Equipment Plan for the following fiscal year.
2. Continue to seek and execute new monitoring guidelines to insure that proper controls and safeguards are in place with respect to departmental spending.
3. Complete all financial reporting in a proper and timely manner including the City's audited financial statements and various reports and schedules as mandated by County, State, and Federal agencies.
4. Continue to review and evaluate the City's investment practices, including the monitoring of contracted investment management services. Endeavor to meet or exceed targeted rates of return on investments.
5. Continue to implement various enhanced functions in the City's newly upgraded financial system, eFinancePLUS V5.0 and CommunityPLUS V9.0, including functions related to document and workflow management that will allow staff to further automate accounting processes and eliminate certain paper filing, and make the information access easier.
6. Continue the efforts on implementing paperless filing solution that stores documents electronically for easy access, better security and consistent organization.
7. Acquire and Implement a time scheduling and attendance program that would eliminate manual paper timesheets and provide direct interface with the time scheduling systems at Fire and Police.
8. Replace the City's Utility Billing system with a cutting edge program that would allow the usage of all up to date technology and enable the residents to pay bills and look up past history on-line.
9. Continue to assist departments in the implementation of various computer related applications including efforts to upgrade systems with web-based modules that facilitate processing and payment by the general public.
10. Assist with development of citywide GIS system; decommission of Mapguide GIS once all modules are migrated.

11. Plan/Implement backup connection for critical data communications for Fire105/106 via DSL/Cable internet connection.
12. Evaluate/implement digital time keeping software to replace paper timesheets. Proposed software will link directly with financial software to reduce staff time due to manual entry and reduce data entry errors.
13. Review and update the City's current bid/quote thresholds limits, revise the Purchasing Manual and Municipal Code accordingly and provide training to city employees on the new limits and procedures.
14. Research, develop and implement a new "Universal Check Form Request" to combine LPO, Check request and PO stamps approval into one form for AP to process payment. This form will reduce the processing time to remit a payment request to AP as well as reduce cost of pre-printed forms.
15. Research and evaluate various electronic bid solicitation software and services to expand the City's vendor pool.
16. Continue to dispose of surplus equipment located in the basement of City Hall and City Council Chambers.
17. Review and establish a procedural manual for solicitation of Request for Proposals/Bids and provide training to all City departments.
18. Research and evaluate the replacement of City copiers that have exceeded their recommended life cycle. Citywide there are 9 copiers due for replacement.
19. Enhance efficiencies within the Human Resources Division's Records Retention plan utilizing document imaging computer systems to improve record keeping and information retrieval with respect to various personnel and workers compensation records.
20. Continue to collaborate with departments on strategic outreach measures that recruit and retain a diverse and qualified workforce.
21. Implement automated recruitment system to assist in recruitment efficiency, improve processing time, and eliminate backlog.
22. Complete an informal request for proposals for industrial clinic services including pre-employment physicals and medical services for injured workers.

23. Continue to partner with departments to provide comprehensive training to increase use of technology, link training to core competencies, and mitigate risk exposure.
24. Provide mandatory and compliant training within established timeframes.
25. Continue to enhance the City's Wellness Program to promote workplace wellness and help employees adopt healthy behaviors.
26. Work with each Department and bargaining group on updating and simplifying language in the City's Personnel Rules and Regulations.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***ADMINISTRATIVE SVCS***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Accounting Specialist	1.00
Accounting Technician I	2.00
Administrative Services Director	1.00
Finance Services Manager/City Treasurer	1.00
Human Resource Administrator	1.00
Human Resource Analyst	1.00
Human Resource Technician	1.00
IT Manager	1.00
Purchasing Officer	1.00
Revenue Collection Specialist	1.00
Senior Accountant	2.00
Senior Accounting Technician	3.00
Senior Human Resources Analyst	1.00
<b>TOTAL</b>	<b>17.00</b>

ACCOUNT TITLE		2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>1800</b>	<b>ADMINISTRATIVE SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,046,723	1,286,400	1,159,600	1,287,400	1,334,000
4014	VACATION SELL BACK	18,775	16,000	19,900	11,700	11,900
4015	ALLOWANCES	1,662	2,000	2,400	2,200	2,200
4021	LONGEVITY PAY	10,983	13,400	10,900	11,800	12,400
4030	PART-TIME PERS ONLY	14,993	0	0	0	0
4032	PART-TIME NON-PERS	35,943	27,000	0	23,000	23,000
4130	OVERTIME	126	0	0	0	0
4241	P.E.R.S	316,135	424,000	377,700	476,000	524,800
4242	NON-PERSABLE COMPENSATIOI	2,933	4,200	3,500	4,100	4,300
4244	MEDICAL/DENTAL INSURANCE	178,979	230,200	205,900	235,500	235,500
4245	LONG TERM DISABILITY	1,275	1,800	1,300	1,300	1,300
4247	LIFE INSURANCE	2,331	3,300	2,400	3,000	3,200
4250	FICA/HOSPITAL INSURANCE	18,258	19,500	20,000	19,100	19,900
4299	VACANCY RATE	0	-60,800	0	-63,600	-64,500
<b>Total: SALARIES &amp; WAGES</b>		<b>1,649,115</b>	<b>1,967,000</b>	<b>1,803,600</b>	<b>2,011,500</b>	<b>2,108,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	30,484	35,000	27,100	32,100	32,900
5125	PRINT SHOP	985	3,200	2,000	4,500	5,000
<b>Total: SUPPLIES</b>		<b>31,469</b>	<b>38,200</b>	<b>29,100</b>	<b>36,600</b>	<b>37,900</b>
OPERATING EXPENSES						
6135	LABOR RELATIONS	11,448	15,000	45,000	60,000	60,000
6140	LEGAL	15,162	100,000	75,000	85,000	100,000
6150	RECRUITMENT	25,196	25,000	25,000	25,000	25,000
6151	RECRUITING ADVERTISEMENT	10,741	8,000	3,500	6,000	6,000
6152	FINGERPRINTING NEW HIRES	9,120	6,000	3,500	5,000	5,000
6160	CONTRACT SERVICES	780,975	822,300	846,200	773,500	822,000
6310	MILEAGE	34	400	300	400	400
6505	GENERAL LIABILITY	50,800	58,000	58,000	58,500	58,800
6507	WORKERS' COMPENSATION	64,300	62,900	62,900	68,700	69,200
6730	OFFICE EQUIPMENT	5,783	6,100	3,100	3,400	3,400
6750	VEHICLE MAINTENANCE	698	1,000	700	1,000	1,000
6910	AUDIT	24,556	25,200	25,000	25,500	26,000
6930	MEMBERSHIP & PUBLICATIONS	3,198	4,600	3,700	4,700	4,800
6940	OFFICIAL MEETINGS	7,136	14,700	7,800	13,500	13,500
6960	EQUIPMENT REPLACEMENT	329,767	85,000	85,000	165,100	239,100
6970	TRAINING	1,388	13,800	13,300	12,800	13,900
6971	TUITION REIMBURSEMENT	1,511	8,100	7,400	5,700	5,700
6973	ERGONOMIC EQUIPMENT	7,664	15,000	8,000	10,000	10,000
6977	EMPLOYEE SUPPORT	1,626	1,300	1,500	1,700	1,700
6978	WELLNESS PROGRAM	3,465	15,000	7,000	15,000	15,000
6986	SUPERVISOR TRAINING	4,956	6,100	6,100	6,100	6,100
<b>Total: OPERATING EXPENSES</b>		<b>1,359,524</b>	<b>1,293,500</b>	<b>1,288,000</b>	<b>1,346,600</b>	<b>1,486,600</b>
<b>Total Division:</b>		<b>3,040,107</b>	<b>3,298,700</b>	<b>3,120,700</b>	<b>3,394,700</b>	<b>3,632,500</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.91 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1800</b>		<b>ADMIN SVCS-FINANCIAL SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	525,344	570,600	507,300	540,000	557,400
4014	VACATION SELL BACK	11,447	7,500	8,500	5,000	5,000
4015	ALLOWANCES	622	700	500	200	200
4021	LONGEVITY PAY	7,526	8,500	6,500	7,200	7,500
4032	PART-TIME NON-PERS	28,550	2,000	0	0	0
4130	OVERTIME	126	0	0	0	0
4241	P.E.R.S	159,079	192,400	165,900	201,400	221,100
4242	NON-PERSABLE COMPENSATION	1,077	1,300	900	1,400	1,500
4244	MEDICAL/DENTAL INSURANCE	86,907	99,200	89,700	103,100	103,100
4245	LONG TERM DISABILITY	646	700	600	600	600
4247	LIFE INSURANCE	987	1,100	800	1,100	1,200
4250	FICA/HOSPITAL INSURANCE	9,127	8,500	8,700	7,900	8,200
4299	VACANCY RATE	0	-26,800	0	-28,200	-27,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>831,438</b>	<b>865,700</b>	<b>789,400</b>	<b>839,700</b>	<b>878,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	13,388	19,100	14,500	18,700	18,900
5125	PRINT SHOP	164	1,000	1,000	2,500	3,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>13,552</b>	<b>20,100</b>	<b>15,500</b>	<b>21,200</b>	<b>22,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	60,129	77,300	70,300	69,500	73,000
6310	MILEAGE	34	100	100	100	100
6505	GENERAL LIABILITY	50,800	58,000	58,000	58,500	58,800
6507	WORKERS' COMPENSATION	64,300	62,900	62,900	68,700	69,200
6730	OFFICE EQUIPMENT	0	2,000	2,000	2,000	2,000
6750	VEHICLE MAINTENANCE	698	1,000	700	1,000	1,000
6910	AUDIT	24,556	25,200	25,000	25,500	26,000
6930	MEMBERSHIP & PUBLICATIONS	1,487	2,300	2,300	2,400	2,500
6940	OFFICIAL MEETINGS	3,931	5,700	5,700	5,700	5,700
6960	EQUIPMENT REPLACEMENT	329,767	85,000	85,000	165,100	239,100
6970	TRAINING	395	3,200	3,200	2,200	3,200
6977	EMPLOYEE SUPPORT	1,626	1,300	1,500	1,700	1,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>537,723</b>	<b>324,000</b>	<b>316,700</b>	<b>402,400</b>	<b>482,300</b>
<b>Total:</b>		<b>1,382,714</b>	<b>1,209,800</b>	<b>1,121,600</b>	<b>1,263,300</b>	<b>1,383,300</b>
<b>Fund/Division: 0011801</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.42 %	



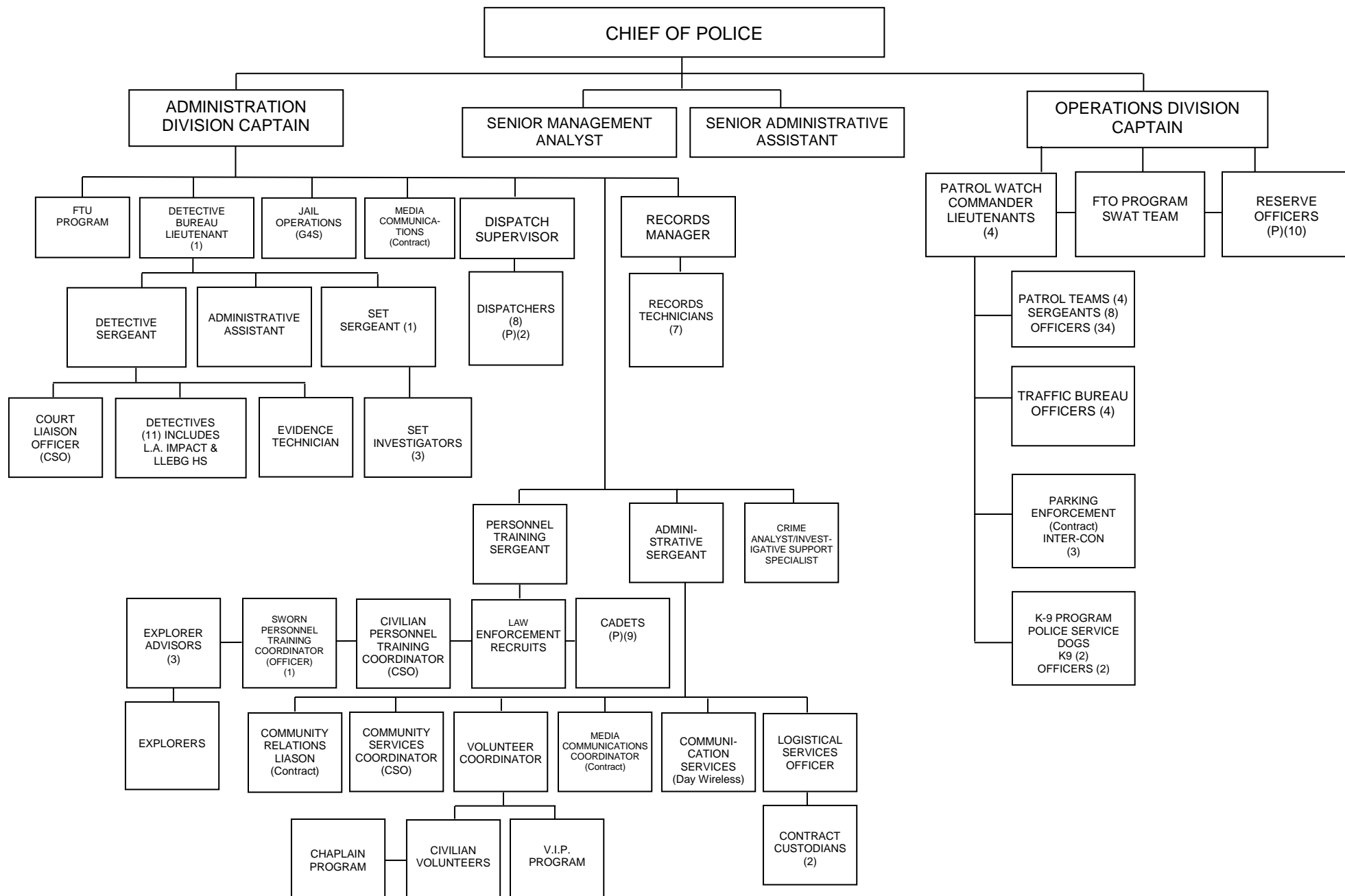
ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1806</b>		<b>ADMIN SVCS-PURCHASING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	100,961	106,300	104,400	115,000	120,800
4014	VACATION SELL BACK	1,954	2,000	2,500	2,000	2,000
4015	ALLOWANCES	188	200	200	200	200
4021	LONGEVITY PAY	662	1,500	1,400	1,400	1,400
4241	P.E.R.S	29,118	34,400	33,500	42,400	47,400
4242	NON-PERSABLE COMPENSATION	505	600	500	600	600
4244	MEDICAL/DENTAL INSURANCE	19,892	21,100	20,900	21,000	21,000
4245	LONG TERM DISABILITY	119	200	100	100	100
4247	LIFE INSURANCE	336	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	1,738	1,600	1,700	1,700	1,800
4299	VACANCY RATE	0	-5,000	0	-5,500	-5,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>155,473</b>	<b>163,300</b>	<b>165,500</b>	<b>179,300</b>	<b>189,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	473	500	400	500	500
5125	PRINT SHOP	268	1,500	500	1,500	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>742</b>	<b>2,000</b>	<b>900</b>	<b>2,000</b>	<b>1,500</b>
OPERATING EXPENSES						
6310	MILEAGE	0	200	200	200	200
6730	OFFICE EQUIPMENT	89	100	100	100	100
6930	MEMBERSHIP & PUBLICATIONS	200	200	200	200	200
6940	OFFICIAL MEETINGS	20	100	100	100	100
6970	TRAINING	74	1,600	1,600	1,600	1,700
6971	TUITION REIMBURSEMENT	846	4,100	2,600	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,228</b>	<b>6,300</b>	<b>4,800</b>	<b>2,200</b>	<b>2,300</b>
<b>Total:</b>		<b>157,443</b>	<b>171,600</b>	<b>171,200</b>	<b>183,500</b>	<b>193,600</b>
<b>Fund/Division: 0011806</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.93 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1807</b>		<b>ADMIN SVCS-TREASURER</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	187,559	200,800	158,400	208,500	214,900
4014	VACATION SELL BACK	977	2,000	3,300	0	0
4015	ALLOWANCES	258	300	200	0	0
4021	LONGEVITY PAY	2,295	2,300	2,100	1,600	1,900
4032	PART-TIME NON-PERS	1,686	2,000	0	0	0
4241	P.E.R.S	55,961	66,400	52,200	76,700	84,200
4242	NON-PERSABLE COMPENSATION	286	300	200	200	200
4244	MEDICAL/DENTAL INSURANCE	37,473	42,400	32,800	47,000	47,000
4245	LONG TERM DISABILITY	292	400	200	300	300
4247	LIFE INSURANCE	338	400	200	300	300
4250	FICA/HOSPITAL INSURANCE	3,135	3,000	2,700	3,000	3,100
4299	VACANCY RATE	0	-9,600	0	-10,100	-10,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>290,259</b>	<b>310,700</b>	<b>252,300</b>	<b>327,500</b>	<b>341,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	11,167	8,300	8,200	8,900	9,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>11,167</b>	<b>8,300</b>	<b>8,200</b>	<b>8,900</b>	<b>9,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	220,892	196,600	228,000	208,500	218,500
6310	MILEAGE	0	100	0	100	100
6730	OFFICE EQUIPMENT	0	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	155	400	200	400	400
6940	OFFICIAL MEETINGS	665	4,200	0	3,000	3,000
6970	TRAINING	0	500	0	500	500
6971	TUITION REIMBURSEMENT	665	4,000	4,800	4,000	4,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>222,376</b>	<b>206,800</b>	<b>234,000</b>	<b>217,500</b>	<b>227,500</b>
<b>Total:</b>		<b>523,803</b>	<b>525,800</b>	<b>494,500</b>	<b>553,900</b>	<b>578,300</b>
<b>Fund/Division: 0011807</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.34 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1808</b>		<b>ADMIN SVCS-INFO SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	34,038	133,100	116,100	148,700	156,100
4014	VACATION SELL BACK	1,954	2,000	2,500	2,100	2,200
4015	ALLOWANCES	188	200	900	1,200	1,200
4021	LONGEVITY PAY	218	400	300	300	300
4241	P.E.R.S	10,383	42,300	36,800	54,000	60,300
4242	NON-PERSABLE COMPENSATION	170	700	600	700	800
4244	MEDICAL/DENTAL INSURANCE	3,519	21,100	16,600	21,000	21,000
4245	LONG TERM DISABILITY	20	200	100	100	100
4247	LIFE INSURANCE	101	500	300	500	500
4250	FICA/HOSPITAL INSURANCE	562	2,000	2,000	2,200	2,300
4299	VACANCY RATE	0	-6,100	0	-6,900	-7,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>51,152</b>	<b>196,400</b>	<b>176,200</b>	<b>223,900</b>	<b>237,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,042	2,100	0	0	0
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,042</b>	<b>2,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	411,884	482,900	487,900	430,000	465,000
6730	OFFICE EQUIPMENT	5,695	2,500	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>417,579</b>	<b>485,400</b>	<b>487,900</b>	<b>430,000</b>	<b>465,000</b>
<b>Total:</b>		<b>469,774</b>	<b>683,900</b>	<b>664,100</b>	<b>653,900</b>	<b>702,500</b>
<b>Fund/Division: 0011808</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(4.39) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1810</b>		<b>ADMIN SVCS-HUMAN RESOURCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	198,821	275,600	273,400	275,200	284,800
4014	VACATION SELL BACK	2,442	2,500	3,100	2,600	2,700
4015	ALLOWANCES	405	600	600	600	600
4021	LONGEVITY PAY	283	700	600	1,300	1,300
4030	PART-TIME PERS ONLY	14,993	0	0	0	0
4032	PART-TIME NON-PERS	5,707	23,000	0	23,000	23,000
4241	P.E.R.S	61,595	88,500	89,300	101,500	111,800
4242	NON-PERSABLE COMPENSATION	895	1,300	1,300	1,200	1,200
4244	MEDICAL/DENTAL INSURANCE	31,187	46,400	45,900	43,400	43,400
4245	LONG TERM DISABILITY	199	300	300	200	200
4247	LIFE INSURANCE	569	900	800	700	800
4250	FICA/HOSPITAL INSURANCE	3,696	4,400	4,900	4,300	4,500
4299	VACANCY RATE	0	-13,300	0	-12,900	-13,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>320,792</b>	<b>430,900</b>	<b>420,200</b>	<b>441,100</b>	<b>460,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	4,413	5,000	4,000	4,000	4,000
5125	PRINT SHOP	553	700	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,966</b>	<b>5,700</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
OPERATING EXPENSES						
6135	LABOR RELATIONS	11,448	15,000	45,000	60,000	60,000
6140	LEGAL	15,162	100,000	75,000	85,000	100,000
6150	RECRUITMENT	25,196	25,000	25,000	25,000	25,000
6151	RECRUITING ADVERTISMENT	10,741	8,000	3,500	6,000	6,000
6152	FINGERPRINTING NEW HIRES	9,120	6,000	3,500	5,000	5,000
6160	CONTRACT SERVICES	88,070	65,500	60,000	65,500	65,500
6730	OFFICE EQUIPMENT	0	500	0	300	300
6930	MEMBERSHIP & PUBLICATIONS	1,356	1,700	1,000	1,700	1,700
6940	OFFICIAL MEETINGS	2,520	4,700	2,000	4,700	4,700
6970	TRAINING	919	8,500	8,500	8,500	8,500
6971	TUITION REIMBURSEMENT	0	0	0	1,700	1,700
6973	ERGONOMIC EQUIPMENT	7,664	15,000	8,000	10,000	10,000
6978	WELLNESS PROGRAM	3,465	15,000	7,000	15,000	15,000
6986	SUPERVISOR TRAINING	4,956	6,100	6,100	6,100	6,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>180,617</b>	<b>271,000</b>	<b>244,600</b>	<b>294,500</b>	<b>309,500</b>
<b>Total:</b>		<b>506,375</b>	<b>707,600</b>	<b>669,300</b>	<b>740,100</b>	<b>774,800</b>
<b>Fund/Division: 0011810</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.59 %	

# POLICE DEPARTMENT



## POLICE DEPARTMENT

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### Description:

The Police Department provides law enforcement services to the community of Arcadia. The Department is structured with two operating divisions: The Operations Division and the Administration Division.

### Operations Division

The Operations Division is the larger of the two divisions in the Department. The division is primarily responsible for daily field operations, including patrol duties, traffic enforcement, and interaction with the public. Sections within the Division include: Patrol Bureau, Traffic Bureau, S.W.A.T., Force Training Unit, and the Field Training Officer Program.

- Patrol Bureau responds to all calls for emergency services, conducts initial investigations and appropriate follow up, prepares police reports, and suppresses criminal activity through proactive law enforcement.
- Traffic Bureau provides for safe movement along public thoroughfares by regulating and enforcing pedestrian and vehicular traffic laws and parking laws.
- S.W.A.T. is a force multiplier of the Operations Division, and provides specially trained personnel in resolving unique and/or high-risk situations.
- Force Training Unit conducts advanced officer training in force options, to include: Firearms training, CPR recertification, less-lethal deployments, critical decision making, crowd management and control methods, and arrest and control techniques.
- Field Training Officer (FTO) Program trains, evaluates, and prepares new police officers for field performance. The FTO Program also conducts Advanced Officer Training for tenured police officers in the Operations Division.

### Administration Division

The Administration Division includes those services necessary to support the Operations Division and other sections in the Department. Sections within the Division include: Detective Bureau, Records Bureau, Personnel and Training, Jail Operations, and Dispatch.

## **Police Department - Continued**

- Detective Bureau conducts follow-up investigation and gathering of evidence to assist in the prosecution of criminal offenses.
- Records Bureau processes, maintains, and disseminates information associated with police reports, criminal citations and arrests, and all supporting documents.
- Personnel and Training handles the advertising, recruiting, testing, and hiring of police personnel. It is also charged with the responsibility of assessing the Department's training needs, ensuring compliance with State mandated training requirements, providing training to employees, and maintaining training records.
- Jail Operations conducts the booking of prisoners and houses prisoners awaiting arraignment.
- Dispatch, using state-of-the-art technology, provides timely, accurate, and responsive telecommunication services to the community and the Police Department.

### **FY 2019-20 WORK PLAN**

1. Recruit and train all sworn and non-sworn staff within the confines of the FY 2019-20 Budget.
2. Continue to develop highly trained, highly educated men and women throughout the organization through the Department's Career Development Program.
3. Continue assessment of staffing protocols to ensure appropriate staffing levels at the field level in order to further combat property crimes in Arcadia.
4. Monitor compliance of massage therapy related businesses.
5. Continue active participation in the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT), a multi-jurisdictional taskforce, to increase proficiency in investigating major crimes related to drug trafficking, gang enforcement, property crimes, and covert operation information development amongst others.
6. Continue to implement new Operations objectives in the Patrol Division that will increase efficiency and provide better service patrol for the Community.

## **Police Department - Continued**

7. Explore the potential for collaborative, regionalized police services for the future.
8. Continue participation in the West San Gabriel Valley Mental Evaluation Team (WSGMET) and collaboration with the Los Angeles County Department of Mental Health to address and combat mental health incidents, and provide mental health assistance and resources to homeless persons in Arcadia.
9. Further expand homelessness outreach efforts through the activities of the APD's Homeless Education & Liaison Program (HELP Team), which aims to improve the quality of life in Arcadia by reaching out to the homeless community and providing information, resources, and motivation with the ultimate goal of finding an alternative to life on the streets.
10. Continue to grow and develop traffic education, engineering, and enforcement efforts. Continue to enhance D.U.I. enforcement through grant funding for checkpoints and special operations.
11. Continue administration of the false alarm program and expand the program through the City's Alarm Permit Subsidy Program.
12. Develop and implement bi-annual ADA Telecommunication training to comply with Section 504 of the Rehabilitation Act.
13. Continue the growth and development of the Crime Analysis Unit in order to provide additional crime analysis resources and research support to the Department.
14. Continue the growth of the Business Watch Program out of the Community Affairs Office to help increase safety awareness and enlist the active participation of business owners in cooperation with law enforcement to reduce crime in their communities.
15. Further develop the activities of the Community Relations Liaison for the purpose of expanding the growth and development of the Neighborhood Watch Program and maintain open avenues of discourse between the community and the Department in an ongoing effort to keep abreast of, and sensitive to, contemporary issues in law enforcement and police-community problems.
16. Continue the expansion of our Automated License Plate Readers (ALPRs) program via a strategic build-out plan to combat criminal activity, enhance productivity, and improve officer safety through an increased collection of vehicle license plate information.



## **Police Department - Continued**

17. Expand the Department's GPS Tracking Device Program to increase misdemeanor and felony arrests of suspects committing criminal activities in various regions of the City.
18. Finalize the upgrade of the Police Dispatch Center's Customer Premise Equipment (CPE) in order keep abreast with the ever evolving public safety communication system now called New Generation 911 (NG911), which will transform the outdated system into a digital network that is faster, more efficient, more cost-effective, and safer for the public and law enforcement agencies.
19. With the continued support of the Arcadia Police Foundation, further expand the K-9 Program to support daily law enforcement operations and enhance the effectiveness of patrol duties such as handler protection, searching techniques, article searches, and narcotics detection; ultimately increasing officer safety, apprehension of suspects, and safety for the community.
20. Continue to support the mission and objectives of the Arcadia Police Foundation to address the complexities of policing in the 21st century. The foundation will continue to promote partnerships between APD and the public, mobilize community support, and enhance community understanding of law enforcement initiatives.
21. Continue the implementation of the Special Enforcement Team (SET) in order to support crime prevention and criminal apprehension along with establishing special task force connections with local and regional groups related to burglaries, gangs, drugs, and organized retail crime.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***POLICE DEPT***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Administrative Assistant	1.00
Community Services Officer	3.00
Crime Analyst/Investigative Support Specialist	1.00
Dispatch Services Supervisor	1.00
Dispatcher I	2.00
Dispatcher II	6.00
Logistical Services Officer	1.00
Police Captain	2.00
Police Chief	1.00
Police Lieutenant	5.00
Police Officer	52.00
Police Record Manager	1.00
Police Records Technician I	2.00
Police Records Technician II	5.00
Police Sergeant	12.00
Property, Evidence, Crime Technician	1.00
Senior Administrative Assistant	1.00
Senior Management Analyst	1.00

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***POLICE DEPT***

<b><i>Position</i></b>	<b><i>FTE</i></b>
<b>TOTAL</b>	<b>98.00</b>

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	8,768,518	9,471,400	9,207,800	9,518,600	9,636,800
4011 SPECIALIST PAY	192,549	189,300	205,100	197,300	197,300
4014 VACATION SELL BACK	195,521	210,400	189,300	210,400	210,400
4015 ALLOWANCES	7,105	6,800	6,900	6,700	6,700
4021 LONGEVITY PAY	116,458	120,100	116,500	123,500	129,700
4025 RESERVE OFFICER REG PAY	64,590	80,000	60,600	80,000	80,000
4030 PART-TIME PERS ONLY	63,740	63,500	64,000	64,200	64,200
4032 PART-TIME NON-PERS	74,365	104,900	13,000	77,900	77,900
4130 OVERTIME	570,396	695,500	684,500	709,200	709,200
4131 OVERTIME-DIRECTED ENFORC	71,886	74,800	74,800	76,300	76,300
4134 SPECIAL DUTY	107,895	101,600	101,600	103,600	103,600
4137 OVERTIME-REIMBURSABLE	5,325	45,000	40,700	45,100	45,100
4138 HOLIDAY PAY	266,246	308,200	308,800	309,900	314,300
4141 RACETRACK CONTROL	204,882	162,000	162,000	210,600	210,600
4143 BAND REVIEW	8,774	13,400	8,500	13,600	13,600
4144 FILMING	28,752	35,500	35,500	36,200	36,200
4241 P.E.R.S	4,546,135	5,531,300	5,241,400	6,132,900	6,651,600
4242 NON-PERSABLE COMPENSATIOI	7,518	8,100	7,600	8,100	8,200
4244 MEDICAL/DENTAL INSURANCE	1,098,965	1,383,900	1,174,500	1,383,500	1,383,500
4245 LONG TERM DISABILITY	12,503	14,100	13,000	13,400	13,400
4247 LIFE INSURANCE	9,657	10,600	9,200	9,900	9,900
4250 FICA/HOSPITAL INSURANCE	150,039	165,500	153,700	164,100	165,900
4299 VACANCY RATE	0	-562,700	0	-582,900	-602,400
<b>Total: SALARIES &amp; WAGES</b>	<b>16,571,818</b>	<b>18,233,200</b>	<b>17,879,000</b>	<b>18,912,100</b>	<b>19,542,000</b>
SUPPLIES					
5110 OFFICE SUPPLIES	52,291	55,300	55,300	55,300	55,300
5125 PRINT SHOP	7,465	13,600	12,000	13,600	13,600
5230 BUILDING AND GROUNDS	49,402	58,300	75,000	58,300	58,300
5260 FIELDS	101,113	92,300	117,300	90,600	90,600
5261 SWAT FIELD	23,204	22,100	22,100	22,100	22,100
5262 SAFETY EQUIPMENT	20,598	22,800	22,800	21,600	21,600
5263 FTU SUPPLIES	134,719	127,700	127,700	127,700	0
5270 LABORATORY	7,355	11,000	11,000	11,000	11,000
5272 PRISONER	16,769	15,000	15,000	15,000	15,000
5280 UNIFORM	147,864	119,800	152,700	152,700	152,700
5320 COMMUNICATIONS	20,915	26,000	27,400	27,400	27,400
<b>Total: SUPPLIES</b>	<b>581,696</b>	<b>563,900</b>	<b>638,300</b>	<b>595,300</b>	<b>467,600</b>
OPERATING EXPENSES					
6130 INVESTIGATION	19,057	26,800	26,800	26,800	26,800
6160 CONTRACT SERVICES	1,110,137	1,356,600	1,325,800	1,467,200	1,467,200
6210 TELEPHONE	58,311	55,500	83,600	85,200	86,900
6505 GENERAL LIABILITY	355,600	375,300	375,300	378,700	380,400
6507 WORKERS' COMPENSATION	382,600	374,000	374,000	408,400	411,400
6611 ELECTRIC	154,161	173,400	166,600	174,900	183,600
6612 GAS	12,903	14,600	16,000	16,800	17,600
6614 WATER	11,741	13,500	12,700	13,500	14,500
6730 OFFICE EQUIPMENT	12,637	15,700	15,700	14,100	15,700
6750 VEHICLE MAINTENANCE	424,937	501,400	491,000	488,500	500,500

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
6760	BUILDING REPAIR & MAINT	37,081	33,400	33,400	33,400	33,400
6930	MEMBERSHIP & PUBLICATIONS	4,778	6,700	6,700	5,500	6,700
6940	OFFICIAL MEETINGS	23,751	31,800	31,800	31,800	31,800
6960	EQUIPMENT REPLACEMENT	680,943	767,600	767,600	485,700	267,600
6970	TRAINING	59,862	56,800	56,800	56,800	56,800
6971	TUITION REIMBURSEMENT	13,119	17,000	17,000	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6974	K9 TRAINING	0	5,700	5,700	7,200	7,200
6975	SWAT TRAINING	4,258	3,000	3,900	3,000	3,000
6976	LER POLICE ACADEMY	9,929	18,000	18,000	18,000	18,000
6977	EMPLOYEE SUPPORT	4,868	5,200	5,200	5,200	5,200
<b>Total: OPERATING EXPENSES</b>		<b>3,380,674</b>	<b>3,853,000</b>	<b>3,834,600</b>	<b>3,738,700</b>	<b>3,552,300</b>
SPECIAL PROGRAMS						
7157	CHAPLAIN PROGRAM	172	500	500	500	500
7158	EXPLORER PROGRAM	0	1,000	1,000	1,000	1,000
<b>Total: SPECIAL PROGRAMS</b>		<b>172</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Division:</b>		<b>20,534,360</b>	<b>22,651,600</b>	<b>22,353,400</b>	<b>23,247,600</b>	<b>23,563,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.63 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2101</b>		<b>POLICE-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	744,960	766,000	764,700	782,600	782,600
4011	SPECIALIST PAY	7,806	7,800	7,700	7,900	7,900
4014	VACATION SELL BACK	19,530	23,400	30,800	23,400	23,400
4015	ALLOWANCES	1,884	2,000	2,000	1,900	1,900
4021	LONGEVITY PAY	8,749	9,000	8,900	9,900	10,700
4130	OVERTIME	4,075	26,800	26,800	27,300	27,300
4138	HOLIDAY PAY	7,814	8,200	8,200	8,300	8,300
4241	P.E.R.S	361,991	413,700	410,600	468,500	501,800
4242	NON-PERSABLE COMPENSATION	2,422	2,500	2,500	2,600	2,600
4244	MEDICAL/DENTAL INSURANCE	85,611	91,300	90,600	91,300	91,300
4245	LONG TERM DISABILITY	659	700	600	600	600
4247	LIFE INSURANCE	1,638	1,700	1,600	1,700	1,700
4250	FICA/HOSPITAL INSURANCE	11,784	12,200	12,200	12,100	12,100
4299	VACANCY RATE	0	-41,000	0	-42,800	-43,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,258,921</b>	<b>1,324,300</b>	<b>1,367,200</b>	<b>1,395,300</b>	<b>1,428,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,457	3,300	3,300	3,300	3,300
5280	UNIFORM	3,681	3,800	3,800	3,800	3,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>6,138</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	26,410	41,200	41,200	42,200	42,200
6505	GENERAL LIABILITY	355,600	375,300	375,300	378,700	380,400
6730	OFFICE EQUIPMENT	0	600	600	600	600
6750	VEHICLE MAINTENANCE	22,437	23,000	28,000	25,000	26,000
6940	OFFICIAL MEETINGS	1,209	1,200	1,200	1,200	1,200
6960	EQUIPMENT REPLACEMENT	680,943	767,600	767,600	485,700	267,600
6977	EMPLOYEE SUPPORT	4,868	5,200	5,200	5,200	5,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,091,467</b>	<b>1,214,100</b>	<b>1,219,100</b>	<b>938,600</b>	<b>723,200</b>
<b>Total:</b>		<b>2,356,526</b>	<b>2,545,500</b>	<b>2,593,400</b>	<b>2,341,000</b>	<b>2,158,700</b>
<b>Fund/Division: 0012101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(8.03) %	

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<hr/>					
<b>DIVISION: 2102</b>	<b>POLICE-BUILDING</b>				
SUPPLIES					
5230 BUILDING AND GROUNDS	49,402	58,300	75,000	58,300	58,300
<b>Total: SUPPLIES</b>	<b>49,402</b>	<b>58,300</b>	<b>75,000</b>	<b>58,300</b>	<b>58,300</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	136,100	162,600	162,600	165,300	165,300
6611 ELECTRIC	154,161	173,400	166,600	174,900	183,600
6612 GAS	12,903	14,600	16,000	16,800	17,600
6614 WATER	11,741	13,500	12,700	13,500	14,500
6750 VEHICLE MAINTENANCE	4,822	6,500	4,500	4,500	4,500
6760 BUILDING REPAIR & MAINT	37,081	33,400	33,400	33,400	33,400
<b>Total: OPERATING EXPENSES</b>	<b>356,808</b>	<b>404,000</b>	<b>395,800</b>	<b>408,400</b>	<b>418,900</b>
<b>Total:</b>	<b>406,210</b>	<b>462,300</b>	<b>470,800</b>	<b>466,700</b>	<b>477,200</b>
<b>Fund/Division: 0012102</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				0.95 %	

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<hr/>					
<b>DIVISION: 2103</b>	<b>POLICE-COMMUNICATION</b>				
SALARIES & WAGES					
<b>Total: SALARIES &amp; WAGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SUPPLIES					
5320 COMMUNICATIONS	4,460	10,000	10,000	10,000	10,000
<b>Total: SUPPLIES</b>	<b>4,460</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	24,802	112,800	72,800	112,800	112,800
6210 TELEPHONE	58,311	55,500	83,600	85,200	86,900
<b>Total: OPERATING EXPENSES</b>	<b>83,114</b>	<b>168,300</b>	<b>156,400</b>	<b>198,000</b>	<b>199,700</b>
<b>Total:</b>	<b>87,574</b>	<b>178,300</b>	<b>166,400</b>	<b>208,000</b>	<b>209,700</b>
<b>Fund/Division: 0012103</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				16.66 %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2104</b>		<b>POLICE-TRAFFIC</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	279,354	495,800	263,900	304,100	304,100
4011	SPECIALIST PAY	15,849	13,800	15,900	17,000	17,000
4014	VACATION SELL BACK	13,247	15,600	8,900	15,600	15,600
4021	LONGEVITY PAY	2,889	3,200	3,800	3,600	3,800
4130	OVERTIME	11,426	22,700	10,000	23,100	23,100
4134	SPECIAL DUTY	1,524	0	0	0	0
4138	HOLIDAY PAY	13,661	19,800	19,800	12,500	12,500
4141	RACETRACK CONTROL	204,882	162,000	162,000	210,600	210,600
4143	BAND REVIEW	8,774	13,400	8,500	13,600	13,600
4241	P.E.R.S	164,766	306,400	166,300	210,700	226,100
4244	MEDICAL/DENTAL INSURANCE	29,905	73,900	30,600	44,300	44,300
4245	LONG TERM DISABILITY	425	900	500	500	500
4247	LIFE INSURANCE	161	400	200	200	200
4250	FICA/HOSPITAL INSURANCE	7,516	10,800	7,800	8,500	8,500
4299	VACANCY RATE	0	-34,200	0	-25,800	-26,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>754,379</b>	<b>1,104,500</b>	<b>698,200</b>	<b>838,500</b>	<b>853,600</b>
SUPPLIES						
5260	FIELDS	6,223	3,700	3,700	3,700	3,700
5280	UNIFORM	2,250	3,800	3,800	3,800	3,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>8,473</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	163,775	183,300	192,500	209,400	209,400
6750	VEHICLE MAINTENANCE	13,522	16,000	12,500	13,000	13,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>177,297</b>	<b>199,300</b>	<b>205,000</b>	<b>222,400</b>	<b>222,400</b>
<b>Total:</b>		<b>940,149</b>	<b>1,311,300</b>	<b>910,700</b>	<b>1,068,400</b>	<b>1,083,500</b>
<b>Fund/Division: 0012104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(18.52) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2105</b>		<b>POLICE-INVESTIGATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,271,219	1,430,600	1,382,300	1,722,300	1,729,300
4011	SPECIALIST PAY	60,611	60,200	69,900	69,700	69,700
4014	VACATION SELL BACK	33,824	39,000	33,000	39,000	39,000
4015	ALLOWANCES	501	0	0	1,000	1,000
4021	LONGEVITY PAY	22,135	21,300	20,000	27,300	28,100
4032	PART-TIME NON-PERS	37,789	0	0	0	0
4130	OVERTIME	83,734	90,700	90,700	92,600	92,600
4137	OVERTIME-REIMBURSABLE	3,328	40,000	40,000	40,000	40,000
4138	HOLIDAY PAY	42,656	50,600	50,600	61,100	61,400
4241	P.E.R.S	734,001	906,900	871,800	1,213,200	1,305,700
4242	NON-PERSABLE COMPENSATION	421	700	0	800	800
4244	MEDICAL/DENTAL INSURANCE	151,574	205,500	183,200	235,000	235,000
4245	LONG TERM DISABILITY	1,956	2,200	2,100	2,500	2,500
4247	LIFE INSURANCE	1,056	1,300	800	1,400	1,400
4250	FICA/HOSPITAL INSURANCE	22,895	25,200	23,000	29,200	29,300
4299	VACANCY RATE	0	-86,200	0	-106,000	-109,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>2,467,701</b>	<b>2,788,000</b>	<b>2,767,400</b>	<b>3,429,100</b>	<b>3,526,800</b>
SUPPLIES						
5260	FIELDS	4,627	16,200	16,200	26,000	26,000
5280	UNIFORM	10,350	13,500	13,500	13,500	13,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>14,977</b>	<b>29,700</b>	<b>29,700</b>	<b>39,500</b>	<b>39,500</b>
OPERATING EXPENSES						
6130	INVESTIGATION	19,057	26,800	26,800	26,800	26,800
6160	CONTRACT SERVICES	21,817	47,900	47,900	62,900	62,900
6750	VEHICLE MAINTENANCE	44,959	57,000	57,000	57,000	58,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>85,833</b>	<b>131,700</b>	<b>131,700</b>	<b>146,700</b>	<b>147,700</b>
<b>Total:</b>		<b>2,568,511</b>	<b>2,949,400</b>	<b>2,928,800</b>	<b>3,615,300</b>	<b>3,714,000</b>
<b>Fund/Division: 0012105</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					22.58 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2106</b>		<b>POLICE-LABORATORY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	73,293	74,800	75,200	75,900	75,900
4014	VACATION SELL BACK	0	4,000	4,000	4,000	4,000
4021	LONGEVITY PAY	1,093	1,500	1,400	1,600	1,600
4130	OVERTIME	1,201	2,800	1,200	2,800	2,800
4138	HOLIDAY PAY	142	3,000	3,000	3,000	3,000
4241	P.E.R.S	22,597	26,600	25,600	30,900	32,900
4244	MEDICAL/DENTAL INSURANCE	12,137	13,100	13,000	13,100	13,100
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,249	1,200	1,300	1,200	1,200
4299	VACANCY RATE	0	-3,800	0	-4,000	-4,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>111,876</b>	<b>123,400</b>	<b>124,900</b>	<b>128,700</b>	<b>130,700</b>
SUPPLIES						
5260	FIELDS	427	0	0	0	0
5270	LABORATORY	7,355	11,000	11,000	11,000	11,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,782</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Total:</b>		<b>119,658</b>	<b>134,400</b>	<b>135,900</b>	<b>139,700</b>	<b>141,700</b>
<b>Fund/Division: 0012106</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.94 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2107</b>		<b>POLICE-PATROL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	4,971,296	5,156,800	5,220,100	5,080,100	5,174,300
4011	SPECIALIST PAY	67,978	68,900	74,000	66,400	66,400
4014	VACATION SELL BACK	112,587	104,300	94,100	104,300	104,300
4015	ALLOWANCES	4,721	4,800	4,900	3,800	3,800
4021	LONGEVITY PAY	54,879	57,000	55,400	51,100	53,800
4025	RESERVE OFFICER REG PAY	64,590	80,000	60,600	80,000	80,000
4130	OVERTIME	323,286	412,000	412,000	420,200	420,200
4131	OVERTIME-DIRECTED ENFORCM	71,886	74,800	74,800	76,300	76,300
4134	SPECIAL DUTY	106,371	101,600	101,600	103,600	103,600
4137	OVERTIME-REIMBURSABLE	1,997	5,000	700	5,100	5,100
4138	HOLIDAY PAY	155,504	168,400	168,700	166,900	170,300
4144	FILMING	28,752	35,500	35,500	36,200	36,200
4241	P.E.R.S	2,693,517	3,185,800	3,146,000	3,440,900	3,756,000
4242	NON-PERSABLE COMPENSATION	4,169	4,300	4,600	4,200	4,300
4244	MEDICAL/DENTAL INSURANCE	544,963	687,900	574,000	687,800	687,800
4245	LONG TERM DISABILITY	6,975	7,500	7,500	7,400	7,400
4247	LIFE INSURANCE	5,088	5,200	5,100	4,900	4,900
4250	FICA/HOSPITAL INSURANCE	80,912	87,600	84,400	85,500	86,900
4299	VACANCY RATE	0	-306,100	0	-312,500	-325,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>9,299,469</b>	<b>9,941,300</b>	<b>10,124,000</b>	<b>10,112,200</b>	<b>10,516,600</b>
SUPPLIES						
5260	FIELDS	19,116	41,500	41,500	31,700	31,700
5261	SWAT FIELD	23,204	22,100	22,100	22,100	22,100
5262	SAFETY EQUIPMENT	19,456	21,200	21,200	20,000	20,000
5263	FTU SUPPLIES	134,719	127,700	127,700	127,700	0
5272	PRISONER	16,769	15,000	15,000	15,000	15,000
5280	UNIFORM	119,453	87,100	120,000	120,000	120,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>332,717</b>	<b>314,600</b>	<b>347,500</b>	<b>336,500</b>	<b>208,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	619,961	662,300	662,300	700,100	700,100
6507	WORKERS' COMPENSATION	382,600	374,000	374,000	408,400	411,400
6750	VEHICLE MAINTENANCE	329,312	390,900	380,000	380,000	390,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,331,873</b>	<b>1,427,200</b>	<b>1,416,300</b>	<b>1,488,500</b>	<b>1,501,500</b>
<b>Total:</b>		<b>10,964,060</b>	<b>11,683,100</b>	<b>11,887,800</b>	<b>11,937,200</b>	<b>12,226,900</b>
<b>Fund/Division: 0012107</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.17 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2108</b>		<b>POLICE-RECORDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	406,596	425,700	413,600	432,700	440,700
4011	SPECIALIST PAY	5,232	4,600	4,500	4,500	4,500
4014	VACATION SELL BACK	1,890	5,100	2,800	5,100	5,100
4021	LONGEVITY PAY	6,010	6,800	6,000	7,300	8,400
4130	OVERTIME	17,077	12,800	12,000	13,000	13,000
4138	HOLIDAY PAY	5,300	12,800	12,900	13,000	13,300
4241	P.E.R.S	122,604	145,100	134,900	168,800	183,200
4242	NON-PERSABLE COMPENSATION	507	600	500	500	500
4244	MEDICAL/DENTAL INSURANCE	100,045	109,000	101,300	108,900	108,900
4245	LONG TERM DISABILITY	793	800	700	700	700
4247	LIFE INSURANCE	778	800	700	700	700
4250	FICA/HOSPITAL INSURANCE	6,294	6,200	6,300	6,000	6,100
4299	VACANCY RATE	0	-21,900	0	-22,900	-23,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>673,124</b>	<b>708,400</b>	<b>696,200</b>	<b>738,300</b>	<b>761,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	49,834	52,000	52,000	52,000	52,000
5125	PRINT SHOP	7,465	13,600	12,000	13,600	13,600
5280	UNIFORM	5,130	6,000	6,000	6,000	6,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>62,430</b>	<b>71,600</b>	<b>70,000</b>	<b>71,600</b>	<b>71,600</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	52,400	70,600	70,600	79,600	79,600
6730	OFFICE EQUIPMENT	8,314	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	346	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>61,061</b>	<b>78,200</b>	<b>78,200</b>	<b>87,200</b>	<b>87,200</b>
<b>Total:</b>		<b>796,614</b>	<b>858,200</b>	<b>844,400</b>	<b>897,100</b>	<b>920,300</b>
<b>Fund/Division: 0012108</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.53 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2109</b>		<b>POLICE-COMMUNITY AFFAIRS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	57,394	58,400	81,000	59,300	59,300
4021	LONGEVITY PAY	1,639	1,700	1,600	1,600	1,600
4030	PART-TIME PERS ONLY	22,953	22,300	22,800	23,000	23,000
4130	OVERTIME	2,261	2,800	2,800	2,800	2,800
4138	HOLIDAY PAY	0	2,400	2,400	2,300	2,300
4241	P.E.R.S	24,385	21,000	27,400	24,300	25,800
4244	MEDICAL/DENTAL INSURANCE	11,966	13,100	12,800	13,100	13,100
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	42	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	1,155	1,400	1,200	1,300	1,300
4299	VACANCY RATE	0	-3,700	0	-3,800	-3,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>121,894</b>	<b>119,600</b>	<b>152,100</b>	<b>124,100</b>	<b>125,500</b>
SUPPLIES						
5260	FIELDS	37,748	12,500	37,500	12,500	12,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>37,748</b>	<b>12,500</b>	<b>37,500</b>	<b>12,500</b>	<b>12,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	38,680	41,200	41,200	42,200	42,200
6750	VEHICLE MAINTENANCE	3,757	5,000	4,000	4,000	4,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>42,437</b>	<b>46,200</b>	<b>45,200</b>	<b>46,200</b>	<b>46,200</b>
SPECIAL PROGRAMS						
7157	CHAPLAIN PROGRAM	172	500	500	500	500
7158	EXPLORER PROGRAM	0	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>172</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total:</b>		<b>202,251</b>	<b>179,800</b>	<b>236,300</b>	<b>184,300</b>	<b>185,700</b>
<b>Fund/Division: 0012109</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.50 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2110</b>		<b>POLICE-TRAINING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	225,078	280,000	204,000	281,900	286,000
4011	SPECIALIST PAY	9,318	7,600	7,700	7,700	7,700
4014	VACATION SELL BACK	4,292	8,000	5,000	8,000	8,000
4021	LONGEVITY PAY	5,014	4,400	4,400	4,400	4,400
4030	PART-TIME PERS ONLY	40,787	41,200	41,200	41,200	41,200
4032	PART-TIME NON-PERS	36,576	77,900	13,000	77,900	77,900
4130	OVERTIME	2,051	9,900	1,000	10,200	10,200
4138	HOLIDAY PAY	12,207	11,300	11,300	11,300	11,500
4241	P.E.R.S	130,926	175,300	130,300	180,200	195,800
4244	MEDICAL/DENTAL INSURANCE	31,978	42,700	28,100	42,600	42,600
4245	LONG TERM DISABILITY	326	500	300	400	400
4247	LIFE INSURANCE	151	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	4,572	6,300	3,900	6,300	6,400
4299	VACANCY RATE	0	-20,000	0	-20,100	-20,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>503,276</b>	<b>645,300</b>	<b>450,300</b>	<b>652,200</b>	<b>671,600</b>
SUPPLIES						
5262	SAFETY EQUIPMENT	1,142	1,600	1,600	1,600	1,600
5280	UNIFORM	1,800	2,100	2,100	2,100	2,100
5320	COMMUNICATIONS	16,455	16,000	17,400	17,400	17,400
<b>Total:</b>	<b>SUPPLIES</b>	<b>19,397</b>	<b>19,700</b>	<b>21,100</b>	<b>21,100</b>	<b>21,100</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	25,847	21,400	21,400	21,400	21,400
6730	OFFICE EQUIPMENT	3,235	6,600	6,600	5,000	6,600
6750	VEHICLE MAINTENANCE	6,128	3,000	5,000	5,000	5,000
6930	MEMBERSHIP & PUBLICATIONS	4,778	6,700	6,700	5,500	6,700
6940	OFFICIAL MEETINGS	22,196	30,000	30,000	30,000	30,000
6970	TRAINING	55,362	50,800	50,800	50,800	50,800
6971	TUITION REIMBURSEMENT	13,119	17,000	17,000	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6975	SWAT TRAINING	4,258	3,000	3,900	3,000	3,000
6976	LER POLICE ACADEMY	9,929	18,000	18,000	18,000	18,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>144,853</b>	<b>157,500</b>	<b>160,400</b>	<b>156,700</b>	<b>159,500</b>
<b>Total:</b>		<b>667,526</b>	<b>822,500</b>	<b>631,800</b>	<b>830,000</b>	<b>852,200</b>
<b>Fund/Division: 0012110</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.91 %	

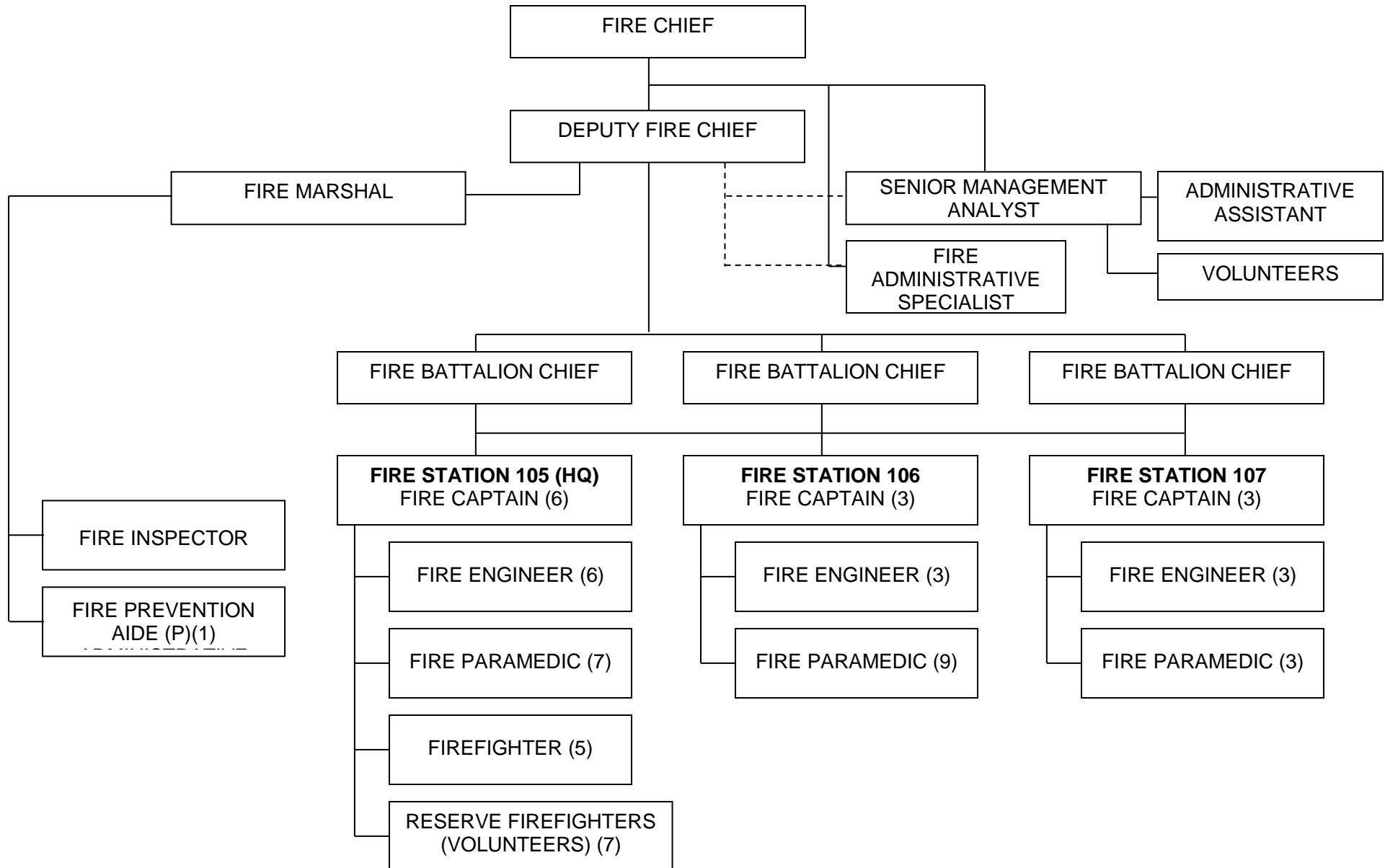
ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2113</b>		<b>DISPATCH</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	541,009	571,100	590,900	564,400	569,300
4011	SPECIALIST PAY	2,218	2,500	500	0	0
4014	VACATION SELL BACK	4,550	5,000	4,700	5,000	5,000
4021	LONGEVITY PAY	11,474	12,200	12,100	13,400	14,000
4032	PART-TIME NON-PERS	0	27,000	0	0	0
4130	OVERTIME	122,617	84,500	125,000	86,100	86,100
4138	HOLIDAY PAY	24,481	22,500	22,700	22,200	22,400
4241	P.E.R.S	172,712	200,500	188,700	227,500	244,300
4244	MEDICAL/DENTAL INSURANCE	104,336	117,800	110,400	117,800	117,800
4245	LONG TERM DISABILITY	859	900	800	800	800
4247	LIFE INSURANCE	560	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	10,455	10,500	11,000	9,900	10,000
4299	VACANCY RATE	0	-31,700	0	-31,400	-32,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>995,270</b>	<b>1,023,400</b>	<b>1,067,300</b>	<b>1,016,200</b>	<b>1,038,100</b>
SUPPLIES						
5280	UNIFORM	4,450	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,450</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	344	13,300	13,300	31,300	31,300
6730	OFFICE EQUIPMENT	1,087	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,431</b>	<b>14,800</b>	<b>14,800</b>	<b>32,800</b>	<b>32,800</b>
<b>Total:</b>		<b>1,001,151</b>	<b>1,040,200</b>	<b>1,084,100</b>	<b>1,051,000</b>	<b>1,072,900</b>
<b>Fund/Division: 0012113</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.04 %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2114</b>		<b>POLICE SERVICE DOG (K-9)</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	198,319	212,200	212,100	215,300	215,300
4011	SPECIALIST PAY	23,538	23,900	24,900	24,100	24,100
4014	VACATION SELL BACK	5,601	6,000	6,000	6,000	6,000
4021	LONGEVITY PAY	2,577	3,000	2,900	3,300	3,300
4130	OVERTIME	2,667	30,500	3,000	31,100	31,100
4138	HOLIDAY PAY	4,481	9,200	9,200	9,300	9,300
4241	P.E.R.S	118,637	150,000	139,800	167,900	180,000
4244	MEDICAL/DENTAL INSURANCE	26,450	29,600	30,500	29,600	29,600
4245	LONG TERM DISABILITY	312	400	300	300	300
4247	LIFE INSURANCE	118	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	3,209	4,100	2,600	4,100	4,100
4299	VACANCY RATE	0	-14,100	0	-13,600	-14,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>385,908</b>	<b>455,000</b>	<b>431,400</b>	<b>477,500</b>	<b>489,200</b>
SUPPLIES						
5260	FIELDS	32,972	18,400	18,400	16,700	16,700
5280	UNIFORM	750	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>33,722</b>	<b>19,900</b>	<b>19,900</b>	<b>18,200</b>	<b>18,200</b>
OPERATING EXPENSES						
6970	TRAINING	4,500	6,000	6,000	6,000	6,000
6974	K9 TRAINING	0	5,700	5,700	7,200	7,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>4,500</b>	<b>11,700</b>	<b>11,700</b>	<b>13,200</b>	<b>13,200</b>
<b>Total:</b>		<b>424,130</b>	<b>486,600</b>	<b>463,000</b>	<b>508,900</b>	<b>520,600</b>
<b>Fund/Division: 0012114</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.58 %	

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# FIRE DEPARTMENT



## FIRE DEPARTMENT

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### **Description:**

The Arcadia Fire Department is dedicated to safeguarding the welfare of the people, property, and environment in the community by providing the highest quality services in fire prevention, fire suppression, paramedics, and emergency response. The Department fulfills its duties through a proactive approach to fire protection and rescue services, ongoing personnel training, procurement of safe and quality equipment, and continuous public education on fire and life safety issues.

The Fire Department is divided into six (6) divisions: Administration, Buildings and Grounds, Fire Prevention Bureau, Paramedics, Suppression, and Emergency Services. Each division's principle responsibilities are as follows:

- The Administration Division provides overall leadership, management, and administrative support of the department. The division is responsible for providing Fire Department staff with daily, mid-range, and long-term directions, preparing the department's budget, managing grants, and facilitating communications both within the department and with members of the public.
- The Buildings and Grounds Division is responsible for the maintenance of the grounds of three (3) fire stations to ensure quality facilities while upholding fiscal responsibility for the community and the City government.
- The Fire Prevention Bureau promotes life-saving and property protection through fire prevention inspection, investigation, engineering efforts, arson training, public education, and community outreach activities.
- The Paramedics Division delivers emergency medical services and prehospital care with Basic Life Support (BLS) and Advanced Life Support (ALS) services. The division is also responsible for the provision of training and certification opportunities in accordance with State and County mandates and policies, as well as the procurement and maintenance of quality emergency medical equipment and supplies.
- The Suppression Division provides citizens with services relating to firefighting, hazardous material conditions, and disaster response. The division is also in charge of providing mandatory and continuous training for new recruits and in-service fire suppression members, as well as the procurement, maintenance, and specifications development of firefighting equipment and tools.

- The Emergency Services Division coordinates the City of Arcadia's emergency operations during a natural or human-caused disaster. In the event of an activation of the Emergency Operations Center (EOC), a Fire Battalion Chief serves as the Emergency Services Coordinator for the City.

#### **FY 2019-20 Work Plan:**

The following items highlight the Fire Department's major work plan elements for the upcoming fiscal year:

1. Train, mentor, and develop new and current staff members for succession planning. Be proactive in hiring and promotional testing processes to maintain staffing levels and minimize constant staffing personnel expenses.
2. Continue to provide Fire Suppression personnel with the most current and advanced firefighting techniques/training to promote fire ground safety.
3. Research and apply for Federal, State, and private grant opportunities for firefighter training and the procurement of firefighting equipment. Continue to maintain detailed grant records of current and past awards for compliance and to prepare for audits.
4. Coordinate two (2) Emergency Operations Center (EOC) exercises for all applicable City personnel. Update and modernize the EOC to better facilitate lines of communication among divisions during EOC activations.
5. Continue to monitor and control the department budget, including constant staffing and strike team expenses. Explore all avenues of cost recovery and reimbursements through State and Federal agencies.
6. Provide emergency medical services training to personnel and maintain equipment and supplies necessary to meet service level demands as well as comply with Los Angeles County Department of Health Services mandates.
7. Provide quality fiscal management in developing specifications, procurement, maintenance, and repairs for vehicles, apparatus, facilities, and firefighting equipment.
8. Continue to promote fire safety and protection in the community and reduce the possibility for fire in all buildings through public education, fire prevention inspections, and stringent plan review and inspection of all construction projects.

9. Continue to enhance the department's paramedic service model with the goal of fully upgrading its Firefighter positions to Firefighter/Paramedic positions.
10. Provide additional training and equipment to all department personnel to better prepare for responses to violent incidents.
11. In collaboration with the City Manager's Office, conduct a feasibility study for the provision of fire response services to the City of Sierra Madre by the City of Arcadia. The study will evaluate the impact and viability of providing these services to Sierra Madre while maintaining and/or enhancing the City of Arcadia's current level of services including its "Class 1" status.
12. Continue to develop a Wellness Program for the department members to maintain high level of job performance. This will be accomplished by developing a peer support program, re-examining the annual physical process, and incorporating best practices for cancer prevention.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***FIRE DEPT***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Administrative Assistant	1.00
Deputy Fire Chief	1.00
Fire Administrative Specialist	1.00
Fire Battalion Chief	3.00
Fire Captain	12.00
Fire Chief	1.00
Fire Engineer	12.00
Fire Fighter	5.00
Fire Inspector	1.00
Fire Marshal	1.00
Fire Paramedic	19.00
Senior Management Analyst	1.00
<b>TOTAL</b>	<b>58.00</b>

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2200</b>	<b>FIRE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	6,397,500	6,551,500	6,517,800	6,739,500	6,821,500
4011 SPECIALIST PAY	68,659	73,000	71,900	77,200	77,200
4014 VACATION SELL BACK	23,722	33,100	57,300	33,500	33,500
4015 ALLOWANCES	5,890	6,200	6,100	6,000	6,000
4021 LONGEVITY PAY	76,405	79,700	79,000	82,000	88,000
4032 PART-TIME NON-PERS	11,927	25,000	25,000	25,000	25,000
4130 OVERTIME	948,733	942,900	942,900	961,800	961,800
4132 OVERTIME-STRIKETEAM	406,791	67,000	231,409	212,000	212,000
4135 .5 OVERTIME	415,689	402,200	402,200	410,300	410,300
4136 0.5 OVERTIME STRIKETEAM	184,452	23,000	110,091	95,000	95,000
4138 HOLIDAY PAY	281,300	264,800	264,800	273,400	277,400
4139 .05 PERS FLSA PAY	131,640	148,500	148,500	151,500	151,500
4144 FILMING	45,939	35,000	36,900	36,000	36,000
4241 P.E.R.S	3,539,455	4,093,000	4,002,100	4,547,900	4,935,800
4242 NON-PERSABLE COMPENSATIOI	119,793	121,000	124,900	120,900	120,900
4244 MEDICAL/DENTAL INSURANCE	701,945	830,000	742,400	829,800	829,800
4245 LONG TERM DISABILITY	1,196	1,000	1,200	900	900
4247 LIFE INSURANCE	6,493	6,800	6,600	6,300	6,300
4250 FICA/HOSPITAL INSURANCE	126,938	125,500	123,100	131,300	132,600
4299 VACANCY RATE	0	-414,600	0	-383,700	-397,900
<b>Total: SALARIES &amp; WAGES</b>	<b>13,494,466</b>	<b>13,414,600</b>	<b>13,894,200</b>	<b>14,356,600</b>	<b>14,823,600</b>
SUPPLIES					
5110 OFFICE SUPPLIES	15,919	18,200	18,200	18,200	18,200
5115 PROGRAM EXPENSES	5,202	1,600	1,600	1,600	1,600
5121 PUBLIC EDUCATION SUPPLIES	2,665	3,000	3,016	3,000	3,000
5125 PRINT SHOP	1,747	2,400	2,400	2,400	2,400
5230 BUILDING AND GROUNDS	27,347	26,500	26,500	27,500	27,500
5260 FIELDS	96,455	96,000	96,000	98,300	100,600
5280 UNIFORM	79,114	78,100	78,100	79,900	83,100
5420 FIRE FIGHTING EQUIPMENT	6,638	25,200	25,200	7,200	7,200
<b>Total: SUPPLIES</b>	<b>235,086</b>	<b>251,000</b>	<b>251,016</b>	<b>238,100</b>	<b>243,600</b>
OPERATING EXPENSES					
6125 ARSON PROGRAM	1,745	1,700	1,700	1,700	1,700
6160 CONTRACT SERVICES	449,437	483,300	483,300	499,400	530,500
6210 TELEPHONE	33,545	33,200	30,400	31,000	31,600
6505 GENERAL LIABILITY	239,200	252,500	252,500	254,800	256,000
6507 WORKERS' COMPENSATION	331,700	323,600	323,600	353,300	355,900
6611 ELECTRIC	86,085	97,600	88,900	93,300	98,000
6612 GAS	13,187	14,700	16,600	17,400	18,300
6614 WATER	6,983	7,500	8,700	9,000	9,000
6710 COMMUNICATIONS	33,894	38,000	38,000	38,000	38,000
6730 OFFICE EQUIPMENT	390	300	300	300	300
6750 VEHICLE MAINTENANCE	461,709	406,500	383,500	389,000	395,100
6760 BUILDING REPAIR & MAINT	42,936	45,000	45,000	45,000	47,500
6765 TRAINING CENTER MAINT	9,660	10,000	10,000	10,000	10,000
6770 PARAMEDIC EQUIPMENT	3,120	3,100	3,200	3,100	3,100
6780 PORTABLE EQUIPMENT	1,539	2,100	2,100	2,100	2,100
6903 PERMITS FEES	4,087	4,000	4,000	4,000	4,100



ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
6922 LIBRARY MATERIALS	1,923	2,600	2,600	5,000	2,800
6930 MEMBERSHIP & PUBLICATIONS	1,333	3,600	3,710	3,800	3,800
6940 OFFICIAL MEETINGS	2,129	2,000	2,000	2,000	2,000
6960 EQUIPMENT REPLACEMENT	169,318	407,100	407,100	1,263,700	1,209,700
6970 TRAINING	31,355	32,100	32,300	34,900	34,900
6971 TUITION REIMBURSEMENT	33,406	35,000	36,400	35,000	35,000
6977 EMPLOYEE SUPPORT	2,489	2,900	2,900	2,900	2,900
<b>Total: OPERATING EXPENSES</b>	<b>1,961,170</b>	<b>2,208,400</b>	<b>2,178,810</b>	<b>3,098,700</b>	<b>3,092,300</b>
SPECIAL PROGRAMS					
7233 AUX FIREFIGHTER PROGRAM	6,993	7,000	7,000	7,000	7,000
<b>Total: SPECIAL PROGRAMS</b>	<b>6,993</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Division:</b>	<b>15,697,715</b>	<b>15,881,000</b>	<b>16,331,026</b>	<b>17,700,400</b>	<b>18,166,500</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				11.46 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2201</b>		<b>FIRE-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	544,046	563,800	564,900	572,300	572,300
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	14,521	28,300	28,300	28,600	28,600
4015	ALLOWANCES	2,450	2,600	2,600	2,500	2,500
4021	LONGEVITY PAY	8,266	8,800	8,700	8,700	8,700
4241	P.E.R.S	259,359	299,700	300,400	337,800	361,600
4242	NON-PERSABLE COMPENSATION	2,398	2,500	2,500	2,500	2,500
4244	MEDICAL/DENTAL INSURANCE	59,282	63,500	62,600	63,400	63,400
4245	LONG TERM DISABILITY	478	400	500	300	300
4247	LIFE INSURANCE	1,496	1,600	1,500	1,500	1,500
4250	FICA/HOSPITAL INSURANCE	8,316	8,800	8,900	8,400	8,400
4299	VACANCY RATE	0	-29,400	0	-30,000	-30,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>901,575</b>	<b>951,600</b>	<b>981,900</b>	<b>997,000</b>	<b>1,020,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	15,919	18,000	18,000	18,000	18,000
5125	PRINT SHOP	1,098	1,600	1,600	1,600	1,600
5280	UNIFORM	1,773	1,800	1,800	1,800	1,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>18,790</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	350,196	381,600	381,600	389,600	418,600
6730	OFFICE EQUIPMENT	390	300	300	300	300
6750	VEHICLE MAINTENANCE	17,353	19,000	16,500	17,000	17,100
6922	LIBRARY MATERIALS	171	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	498	2,200	2,310	2,400	2,400
6940	OFFICIAL MEETINGS	2,055	1,500	1,500	1,500	1,500
6960	EQUIPMENT REPLACEMENT	169,318	407,100	407,100	1,263,700	1,209,700
6970	TRAINING	4,564	6,000	6,200	6,200	6,200
6977	EMPLOYEE SUPPORT	2,489	2,900	2,900	2,900	2,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>547,035</b>	<b>820,800</b>	<b>818,610</b>	<b>1,683,800</b>	<b>1,658,900</b>
SPECIAL PROGRAMS						
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>1,467,399</b>	<b>1,793,800</b>	<b>1,821,910</b>	<b>2,702,200</b>	<b>2,700,400</b>
<b>Fund/Division: 0012201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					50.64	%

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<hr/>					
<b>DIVISION: 2202</b>	<b>FIRE-BUILDING</b>				
SUPPLIES					
5230 BUILDING AND GROUNDS	27,347	26,500	26,500	27,500	27,500
<b>Total: SUPPLIES</b>	<b>27,347</b>	<b>26,500</b>	<b>26,500</b>	<b>27,500</b>	<b>27,500</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	45,280	45,700	45,700	52,900	54,000
6210 TELEPHONE	33,545	33,200	30,400	31,000	31,600
6611 ELECTRIC	86,085	97,600	88,900	93,300	98,000
6612 GAS	13,187	14,700	16,600	17,400	18,300
6614 WATER	6,983	7,500	8,700	9,000	9,000
6760 BUILDING REPAIR & MAINT	42,936	45,000	45,000	45,000	47,500
6765 TRAINING CENTER MAINT	9,660	10,000	10,000	10,000	10,000
6780 PORTABLE EQUIPMENT	1,539	2,100	2,100	2,100	2,100
6903 PERMITS FEES	4,087	4,000	4,000	4,000	4,100
<b>Total: OPERATING EXPENSES</b>	<b>243,302</b>	<b>259,800</b>	<b>251,400</b>	<b>264,700</b>	<b>274,600</b>
<hr/>					
<b>Total:</b>	<b>270,648</b>	<b>286,300</b>	<b>277,900</b>	<b>292,200</b>	<b>302,100</b>
<b>Fund/Division: 0012202</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				2.06 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2204</b>		<b>FIRE-PREVENTION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	260,242	265,500	265,800	269,400	269,400
4014	VACATION SELL BACK	4,217	4,800	4,800	4,900	4,900
4015	ALLOWANCES	587	700	600	600	600
4021	LONGEVITY PAY	5,464	5,000	5,500	4,900	5,200
4032	PART-TIME NON-PERS	11,927	25,000	25,000	25,000	25,000
4241	P.E.R.S	80,645	90,900	90,800	105,400	112,200
4242	NON-PERSABLE COMPENSATION	617	700	600	600	600
4244	MEDICAL/DENTAL INSURANCE	41,028	44,100	43,500	44,100	44,100
4245	LONG TERM DISABILITY	297	300	300	300	300
4247	LIFE INSURANCE	512	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	4,205	4,300	4,200	4,300	4,300
4299	VACANCY RATE	0	-13,000	0	-12,900	-13,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>409,742</b>	<b>428,900</b>	<b>441,600</b>	<b>447,100</b>	<b>454,000</b>
SUPPLIES						
5121	PUBLIC EDUCATION SUPPLIES	2,665	3,000	3,016	3,000	3,000
5125	PRINT SHOP	372	500	500	500	500
5280	UNIFORM	1,300	1,300	1,300	1,300	1,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,337</b>	<b>4,800</b>	<b>4,816</b>	<b>4,800</b>	<b>4,800</b>
OPERATING EXPENSES						
6125	ARSON PROGRAM	1,745	1,700	1,700	1,700	1,700
6750	VEHICLE MAINTENANCE	2,255	2,500	2,000	2,000	2,000
6922	LIBRARY MATERIALS	1,473	1,900	1,900	4,300	2,100
6930	MEMBERSHIP & PUBLICATIONS	610	1,000	1,000	1,000	1,000
6940	OFFICIAL MEETINGS	20	100	100	100	100
6970	TRAINING	3,624	1,400	1,400	2,000	2,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>9,728</b>	<b>8,600</b>	<b>8,100</b>	<b>11,100</b>	<b>8,900</b>
<b>Total:</b>		<b>423,807</b>	<b>442,300</b>	<b>454,516</b>	<b>463,000</b>	<b>467,700</b>
<b>Fund/Division: 0012204</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.68 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2205</b>		<b>FIRE-PARAMEDICS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,854,560	2,007,000	2,001,700	2,085,300	2,115,800
4011	SPECIALIST PAY	13,093	16,900	15,400	16,900	16,900
4021	LONGEVITY PAY	18,786	19,100	22,100	23,700	27,200
4130	OVERTIME	320,410	327,800	327,800	334,400	334,400
4132	OVERTIME-STRIKETEAM	124,918	20,000	90,037	62,000	62,000
4135	.5 OVERTIME	155,169	150,200	150,200	153,200	153,200
4136	0.5 OVERTIME STRIKETEAM	65,718	8,000	40,962	30,000	30,000
4138	HOLIDAY PAY	94,317	96,200	96,200	105,100	106,800
4139	.05 PERS FLSA PAY	46,896	45,100	45,100	46,000	46,000
4241	P.E.R.S	1,057,437	1,272,100	1,239,200	1,424,500	1,550,600
4242	NON-PERSABLE COMPENSATION	43,179	45,700	45,000	45,600	45,600
4244	MEDICAL/DENTAL INSURANCE	188,676	266,500	214,400	266,500	266,500
4247	LIFE INSURANCE	1,141	1,200	1,200	1,100	1,100
4250	FICA/HOSPITAL INSURANCE	37,563	39,000	38,900	41,400	41,900
4299	VACANCY RATE	0	-124,200	0	-120,000	-124,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>4,021,863</b>	<b>4,190,600</b>	<b>4,328,199</b>	<b>4,515,700</b>	<b>4,673,300</b>
SUPPLIES						
5115	PROGRAM EXPENSES	5,202	1,600	1,600	1,600	1,600
5260	FIELDS	76,559	76,000	76,000	78,300	80,600
<b>Total:</b>	<b>SUPPLIES</b>	<b>81,761</b>	<b>77,600</b>	<b>77,600</b>	<b>79,900</b>	<b>82,200</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	29,290	31,000	31,000	31,900	32,900
6750	VEHICLE MAINTENANCE	37,819	35,000	35,000	35,000	36,000
6770	PARAMEDIC EQUIPMENT	3,120	3,100	3,200	3,100	3,100
6970	TRAINING	10,275	10,000	10,000	12,000	12,000
6971	TUITION REIMBURSEMENT	10,143	10,000	10,400	10,000	10,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>90,647</b>	<b>89,100</b>	<b>89,600</b>	<b>92,000</b>	<b>94,000</b>
<b>Total:</b>		<b>4,194,272</b>	<b>4,357,300</b>	<b>4,495,399</b>	<b>4,687,600</b>	<b>4,849,500</b>
<b>Fund/Division: 0012205</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.58 %	

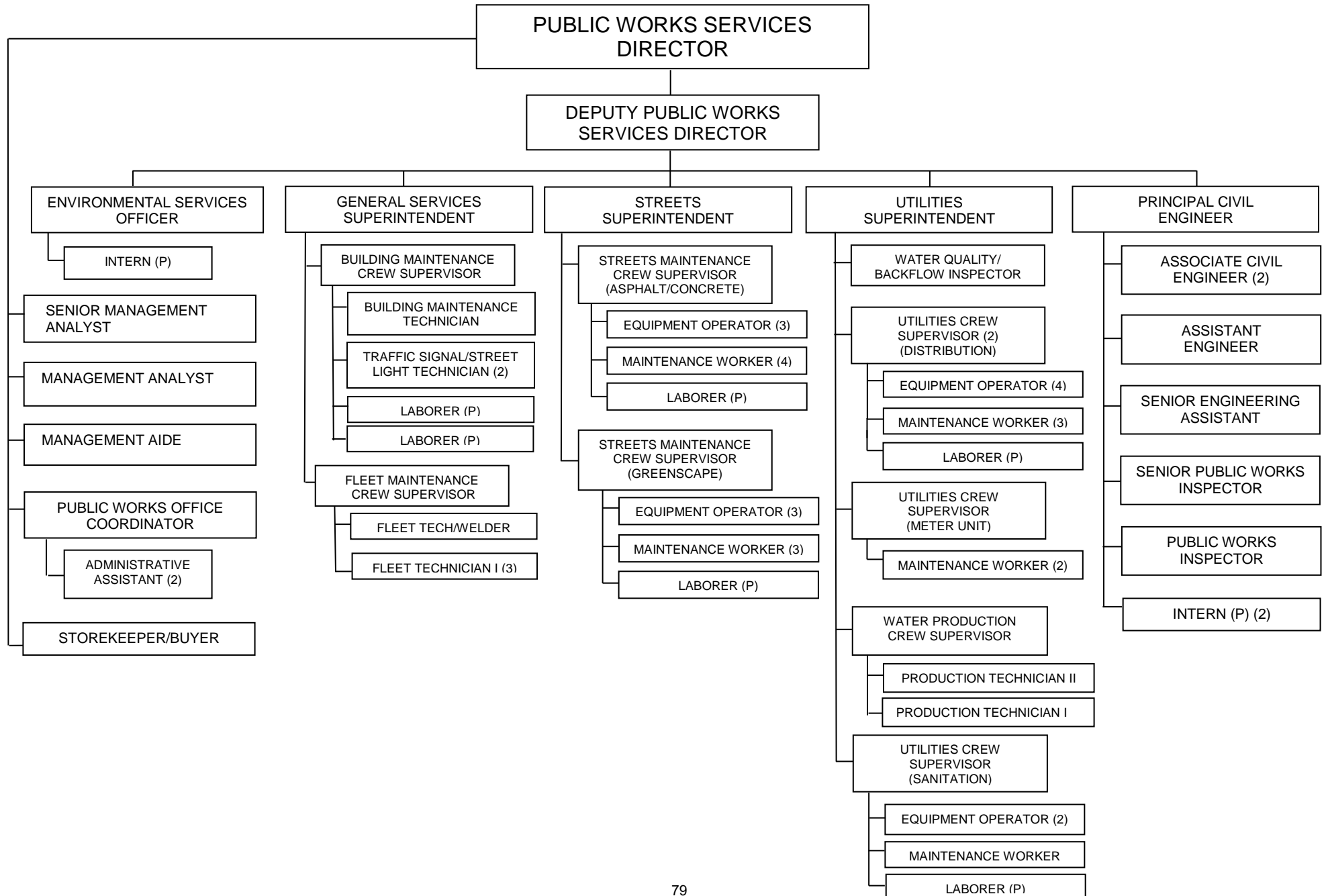
ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2206</b>		<b>FIRE-SUPPRESSION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	3,738,652	3,715,200	3,685,400	3,812,500	3,864,000
4011	SPECIALIST PAY	54,601	55,100	55,500	59,300	59,300
4014	VACATION SELL BACK	4,983	0	24,200	0	0
4015	ALLOWANCES	2,853	2,900	2,900	2,900	2,900
4021	LONGEVITY PAY	43,890	46,800	42,700	44,700	46,900
4130	OVERTIME	628,323	615,100	615,100	627,400	627,400
4132	OVERTIME-STRIKETEAM	281,873	47,000	141,372	150,000	150,000
4135	.5 OVERTIME	260,520	252,000	252,000	257,100	257,100
4136	0.5 OVERTIME STRIKETEAM	118,734	15,000	69,129	65,000	65,000
4138	HOLIDAY PAY	186,982	168,600	168,600	168,300	170,600
4139	.05 PERS FLSA PAY	84,744	103,400	103,400	105,500	105,500
4144	FILMING	45,939	35,000	36,900	36,000	36,000
4241	P.E.R.S	2,142,013	2,430,300	2,371,700	2,680,200	2,911,400
4242	NON-PERSABLE COMPENSATION	73,599	72,100	76,800	72,200	72,200
4244	MEDICAL/DENTAL INSURANCE	412,959	455,900	421,900	455,800	455,800
4245	LONG TERM DISABILITY	420	300	400	300	300
4247	LIFE INSURANCE	3,345	3,400	3,400	3,200	3,200
4250	FICA/HOSPITAL INSURANCE	76,855	73,400	71,100	77,200	78,000
4299	VACANCY RATE	0	-248,000	0	-220,800	-229,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>8,161,285</b>	<b>7,843,500</b>	<b>8,142,501</b>	<b>8,396,800</b>	<b>8,676,200</b>
SUPPLIES						
5260	FIELDS	19,128	18,000	18,000	18,000	18,000
5280	UNIFORM	76,042	75,000	75,000	76,800	80,000
5420	FIRE FIGHTING EQUIPMENT	6,638	25,200	25,200	7,200	7,200
<b>Total:</b>	<b>SUPPLIES</b>	<b>101,808</b>	<b>118,200</b>	<b>118,200</b>	<b>102,000</b>	<b>105,200</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	239,200	252,500	252,500	254,800	256,000
6507	WORKERS' COMPENSATION	331,700	323,600	323,600	353,300	355,900
6710	COMMUNICATIONS	33,894	38,000	38,000	38,000	38,000
6750	VEHICLE MAINTENANCE	404,282	350,000	330,000	335,000	340,000
6922	LIBRARY MATERIALS	278	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	225	400	400	400	400
6970	TRAINING	12,892	13,500	13,500	13,500	13,500
6971	TUITION REIMBURSEMENT	23,263	25,000	26,000	25,000	25,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,045,734</b>	<b>1,003,500</b>	<b>984,500</b>	<b>1,020,500</b>	<b>1,029,300</b>
SPECIAL PROGRAMS						
7233	AUX FIREFIGHTER PROGRAM	6,993	7,000	7,000	7,000	7,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>6,993</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total:</b>		<b>9,315,820</b>	<b>8,972,200</b>	<b>9,252,201</b>	<b>9,526,300</b>	<b>9,817,700</b>
<b>Fund/Division: 0012206</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.18 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2207</b>		<b>FIRE-EMERGENCY</b>				
SUPPLIES						
5110	OFFICE SUPPLIES	0	200	200	200	200
5125	PRINT SHOP	276	300	300	300	300
5260	FIELDS	767	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,044</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	24,671	25,000	25,000	25,000	25,000
6940	OFFICIAL MEETINGS	54	400	400	400	400
6970	TRAINING	0	1,200	1,200	1,200	1,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>24,725</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>
<b>Total:</b>		<b>25,769</b>	<b>29,100</b>	<b>29,100</b>	<b>29,100</b>	<b>29,100</b>
<b>Fund/Division: 0012207</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

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# PUBLIC WORKS SERVICES DEPARTMENT



## **PUBLIC WORKS SERVICES DEPARTMENT**

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### **Description**

The Public Works Services Department (PWSD) is dedicated to maintaining the quality of the City of Arcadia by planning for future needs, promoting environmental quality, building and maintaining municipal infrastructure, and managing public investments. The Department is made up of 4 divisions and there are 64 full-time and 9 part-time employees. The PWSD handles about 5,000 calls for service annually:

- The Administration Division provides general planning and management of the department, including policy direction, engineering, and capital improvement projects.
- The Streets Division provides maintenance and replacement of trees, regulatory signs, street sweeping, pavement repair, sidewalk, curb and gutter
- The General Services Division provides daily maintenance and repair of the City's facilities, fleet, equipment, traffic signals, and street lights.
- The Utilities Division operates and maintains the municipal water and sewer system.

The PWSD strives to efficiently manage its personnel and supplies and various programs while providing high quality professional services to the community. The Department is also continuing its mission to replace aging infrastructure and improve work efficiencies. In addition to day-to-day operations, the following are key projects for the upcoming fiscal year.

### **FY 2019-20 Work Plan:**

1. Annual Slurry Seal Program that includes repairing sections of damaged streets, sidewalks, curbs, and gutters.
2. Inspect City sewer lines through Closed-Circuit TV (CCTV) inspections and identify and repair damaged sections of sewer lines to improve maintenance operations.
3. Replace "first generation" LED signal lamps with new technology based LED lamps for twenty signalized intersections.
4. Determine suitable locations for a new municipal water well.

5. Install a new 30" butterfly valve on Santa Anita Avenue between Duarte Road and Orange Grove Avenue. Valves are critical in a water systems to isolate sections of the system in order to perform maintenance and make repairs.
6. Rehabilitate of Live Oak Well. The municipal well preventative maintenance program protects against unplanned mechanical disruption causing the well to be taken out of service.
7. As part of the Water Main Replacement Program, the 6" cast iron water main on Camino Real Avenue, between 6<sup>th</sup> Avenue and 8<sup>th</sup> Avenue will be replaced with two new 10" ductile iron water mains. This will alleviate frequent main breaks and hydraulic inefficiencies.
8. As Part of the Sewer Master Plan, the existing sewer line on Baldwin Avenue between Fairview Avenue and Duarte Road will be replaced with a larger diameter pipe. The construction of this larger pipe will improve pipe capacity.
9. As part of the Pavement Rehabilitation Program, various streets throughout the City will be reconstructed with rubberized asphalt pavement. Adding rubber to asphalt pavement improves the strength of the pavement and is environmentally beneficial.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***PUBLIC WORKS***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Administrative Assistant	2.00
Assistant Engineer	1.00
Associate Civil Engineer	2.00
Building Maintenance Crew Supervisor	1.00
Building Maintenance Technician	1.00
Deputy Public Works Director	1.00
Environmental Services Officer	1.00
Equipment Operator	12.00
Fleet Maintenance Crew Supervisor	1.00
Fleet Technician I	3.00
Fleet Technician/Welder	1.00
General Services Superintendent	1.00
Maintenance Worker	13.00
Management Analyst	1.00
Principal Civil Engineer	1.00
Public Works Inspector	1.00
Public Works Office Coordinator	1.00
Public Works Services Director	1.00

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***PUBLIC WORKS***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Senior Engineering Assistant	1.00
Senior Management Analyst	2.00
Senior Public Works Inspector	1.00
Storekeeper/Buyer	1.00
Street Maintenance Crew Supervisor	2.00
Street Superintendent	1.00
Traffic Signals/Street Lighting Technician	2.00
Utilities Crew Supervisor	4.00
Utilities Superintendent	1.00
Water Production Crew Supervisor	1.00
Water Production Technician I	1.00
Water Production Technician II	1.00
Water Quality/Backflow Inspector	1.00
<b>TOTAL</b>	<b>64.00</b>

ACCOUNT TITLE		2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>3300</b>	<b>PUBLIC WORKS SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,422,988	1,609,300	1,509,200	1,636,500	1,669,700
4011	SPECIALIST PAY	193	200	200	200	200
4014	VACATION SELL BACK	17,716	17,700	18,700	17,200	17,200
4015	ALLOWANCES	396	500	400	400	400
4019	STAND BY PAY	9,015	9,000	11,300	10,800	10,800
4021	LONGEVITY PAY	25,385	27,300	25,200	25,600	26,400
4032	PART-TIME NON-PERS	2,194	38,500	33,500	33,500	33,500
4130	OVERTIME	23,979	27,000	27,800	27,000	27,000
4241	P.E.R.S	427,332	534,500	493,000	621,600	670,900
4242	NON-PERSABLE COMPENSATIOI	1,118	1,500	1,100	1,200	1,300
4244	MEDICAL/DENTAL INSURANCE	291,555	347,300	322,700	347,000	347,000
4245	LONG TERM DISABILITY	2,224	2,800	2,000	2,000	2,000
4247	LIFE INSURANCE	2,011	2,600	2,100	2,200	2,200
4250	FICA/HOSPITAL INSURANCE	22,283	25,000	24,600	25,100	25,600
4299	VACANCY RATE	0	-79,400	0	-82,400	-85,100
<b>Total: SALARIES &amp; WAGES</b>		<b>2,248,389</b>	<b>2,563,800</b>	<b>2,471,800</b>	<b>2,667,900</b>	<b>2,749,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,996	7,300	7,300	7,300	7,300
5125	PRINT SHOP	3,284	3,300	3,300	3,300	3,300
5230	BUILDING AND GROUNDS	35,740	34,700	34,700	34,700	34,700
5260	FIELDS	139,638	140,300	140,300	140,300	140,300
5262	SAFETY EQUIPMENT	3	400	400	400	400
5280	UNIFORM	12,760	13,200	13,200	13,600	13,600
5290	STREET SIGNS	11,974	12,000	12,000	12,000	12,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	12,577	14,200	14,200	14,200	14,200
<b>Total: SUPPLIES</b>		<b>225,970</b>	<b>228,400</b>	<b>228,400</b>	<b>228,800</b>	<b>228,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	613,872	614,200	597,100	629,500	632,900
6210	TELEPHONE	12,010	12,100	9,500	9,700	9,800
6505	GENERAL LIABILITY	69,200	69,100	69,100	69,700	70,000
6507	WORKERS' COMPENSATION	76,700	74,900	74,900	81,800	82,300
6611	ELECTRIC	161,517	179,500	169,600	178,000	187,000
6612	GAS	6,174	6,200	6,100	6,400	6,700
6614	WATER	123,451	140,700	177,700	182,700	192,800
6750	VEHICLE MAINTENANCE	232,923	224,000	235,000	234,000	239,000
6760	BUILDING REPAIR & MAINT	26,687	24,700	24,700	24,700	24,700
6781	SIGNAL MAINTENANCE	14,343	16,000	16,000	18,000	18,000
6790	CONTRACT TRAFFIC MARKING	84,870	85,000	85,000	85,000	85,000
6792	CONTRACT TREE TRIMMING	295,976	279,000	279,000	289,800	295,000
6902	DISPOSAL CHARGES	10,701	11,000	11,000	11,000	11,000
6903	PERMITS FEES	25,806	28,500	25,900	28,500	28,500
6930	MEMBERSHIP & PUBLICATIONS	1,915	2,900	2,600	2,400	2,400
6940	OFFICIAL MEETINGS	1,096	1,800	1,800	1,800	1,800
6960	EQUIPMENT REPLACEMENT	345,621	221,300	0	346,000	145,200
6970	TRAINING	4,010	5,400	5,400	5,400	5,400
6971	TUITION REIMBURSEMENT	4,167	6,500	6,300	4,400	4,400
6977	EMPLOYEE SUPPORT	3,150	3,200	3,200	3,200	3,200

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>Total: OPERATING EXPENSES</b>	<b>2,114,190</b>	<b>2,006,000</b>	<b>1,799,900</b>	<b>2,212,000</b>	<b>2,045,100</b>
SPECIAL PROGRAMS					
7265 COUNTY PARK FOUNTAIN	864	1,000	1,000	1,000	1,000
7302 MAINTENANCE EXPENSE	23,611	22,100	23,000	23,500	23,500
7710 SERVICE CREDIT	-595,749	-658,900	-659,000	-699,000	-723,200
<b>Total: SPECIAL PROGRAMS</b>	<b>-571,273</b>	<b>-635,800</b>	<b>-635,000</b>	<b>-674,500</b>	<b>-698,700</b>
<b>Total Division:</b>	<b>4,017,276</b>	<b>4,162,400</b>	<b>3,865,100</b>	<b>4,434,200</b>	<b>4,324,300</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				6.53 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DIVISION: 3301		PUBLIC WORKS-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	161,584	213,300	219,800	223,000	227,500
4011	SPECIALIST PAY	193	200	200	200	200
4014	VACATION SELL BACK	4,266	3,000	3,000	3,000	3,000
4015	ALLOWANCES	235	300	200	200	200
4019	STAND BY PAY	3,553	2,200	4,500	4,000	4,000
4021	LONGEVITY PAY	2,523	3,400	3,300	3,300	3,600
4130	OVERTIME	1,179	300	300	300	300
4241	P.E.R.S	48,825	70,500	70,400	84,100	91,300
4242	NON-PERSABLE COMPENSATION	419	500	400	400	400
4244	MEDICAL/DENTAL INSURANCE	23,277	34,800	34,500	34,800	34,800
4245	LONG TERM DISABILITY	164	300	200	200	200
4247	LIFE INSURANCE	323	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	2,791	3,200	3,700	3,300	3,400
4299	VACANCY RATE	0	-10,000	0	-10,700	-11,100
Total:	SALARIES & WAGES	249,332	322,400	340,900	346,500	358,200
SUPPLIES						
5110	OFFICE SUPPLIES	6,534	6,800	6,800	6,800	6,800
5125	PRINT SHOP	1,284	1,300	1,300	1,300	1,300
5260	FIELDS	300	300	300	300	300
5280	UNIFORM	500	500	500	500	500
Total:	SUPPLIES	8,618	8,900	8,900	8,900	8,900
OPERATING EXPENSES						
6505	GENERAL LIABILITY	68,200	68,200	68,200	68,800	69,100
6507	WORKERS' COMPENSATION	58,900	57,500	57,500	62,800	63,200
6930	MEMBERSHIP & PUBLICATIONS	575	1,400	1,100	900	900
6940	OFFICIAL MEETINGS	591	700	700	700	700
6960	EQUIPMENT REPLACEMENT	345,621	221,300	0	346,000	145,200
6970	TRAINING	540	500	500	500	500
6971	TUITION REIMBURSEMENT	0	500	500	500	500
6977	EMPLOYEE SUPPORT	3,150	3,200	3,200	3,200	3,200
Total:	OPERATING EXPENSES	477,577	353,300	131,700	483,400	283,300
Total:		735,527	684,600	481,500	838,800	650,400
Fund/Division: 0013301						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					22.52 %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3302</b>		<b>PUBLIC WORKS-TREE/PARKWAY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	86,679	91,300	92,000	94,600	95,000
4014	VACATION SELL BACK	1,212	2,300	2,300	2,300	2,300
4021	LONGEVITY PAY	1,639	1,700	1,600	2,100	2,200
4032	PART-TIME NON-PERS	1,289	10,000	10,000	10,000	10,000
4130	OVERTIME	2,626	3,200	4,000	3,200	3,200
4241	P.E.R.S	26,841	31,200	31,200	37,100	39,700
4242	NON-PERSABLE COMPENSATION	147	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	16,696	18,200	17,700	18,100	18,100
4245	LONG TERM DISABILITY	124	200	100	100	100
4247	LIFE INSURANCE	157	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,576	1,500	1,800	1,600	1,600
4299	VACANCY RATE	0	-4,800	0	-5,100	-5,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>138,986</b>	<b>155,200</b>	<b>161,000</b>	<b>164,400</b>	<b>167,400</b>
SUPPLIES						
5260	FIELDS	2,981	3,000	3,000	3,000	3,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	1,483	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,464</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	35,782	35,000	35,000	35,000	36,000
6792	CONTRACT TREE TRIMMING	295,976	279,000	279,000	289,800	295,000
6930	MEMBERSHIP & PUBLICATIONS	185	300	300	300	300
6940	OFFICIAL MEETINGS	305	400	400	400	400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>332,248</b>	<b>314,700</b>	<b>314,700</b>	<b>325,500</b>	<b>331,700</b>
<b>Total:</b>		<b>478,699</b>	<b>477,400</b>	<b>483,200</b>	<b>497,400</b>	<b>506,600</b>
<b>Fund/Division: 0013302</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.19 %	

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<hr/>					
<b>DIVISION: 3303</b>	<b>GREENSCAPE MAINTENANCE</b>				
SALARIES & WAGES					
<b>Total: SALARIES &amp; WAGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SUPPLIES					
5230 BUILDING AND GROUNDS	9,878	10,000	10,000	10,000	10,000
5260 FIELDS	15,616	16,000	16,000	16,000	16,000
5410 TOOLS	282	300	300	300	300
<b>Total: SUPPLIES</b>	<b>25,776</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	379,789	390,100	390,100	402,900	402,900
6210 TELEPHONE	1,267	1,200	1,100	1,100	1,100
6611 ELECTRIC	8,003	8,400	7,900	8,300	8,700
6614 WATER	120,903	138,000	175,000	180,000	190,000
6750 VEHICLE MAINTENANCE	3,151	3,500	3,000	3,000	3,000
6940 OFFICIAL MEETINGS	150	200	200	200	200
<b>Total: OPERATING EXPENSES</b>	<b>513,263</b>	<b>541,400</b>	<b>577,300</b>	<b>595,500</b>	<b>605,900</b>
<b>Total:</b>	<b>539,039</b>	<b>567,700</b>	<b>603,600</b>	<b>621,800</b>	<b>632,200</b>
<b>Fund/Division: 0013303</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				9.53 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3304</b>		<b>PUBLIC WORKS-STREETS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	562,075	642,700	543,300	640,900	655,900
4014	VACATION SELL BACK	2,138	3,500	4,500	3,500	3,500
4015	ALLOWANCES	162	200	200	200	200
4019	STAND BY PAY	353	0	0	0	0
4021	LONGEVITY PAY	8,134	9,000	7,900	8,200	8,500
4032	PART-TIME NON-PERS	0	8,500	8,500	8,500	8,500
4130	OVERTIME	6,804	7,500	7,500	7,500	7,500
4241	P.E.R.S	166,616	212,000	177,500	240,100	261,300
4242	NON-PERSABLE COMPENSATION	221	300	200	200	300
4244	MEDICAL/DENTAL INSURANCE	127,126	152,900	139,100	152,900	152,900
4245	LONG TERM DISABILITY	983	1,100	900	900	900
4247	LIFE INSURANCE	754	900	700	800	800
4250	FICA/HOSPITAL INSURANCE	8,721	9,800	8,900	9,600	9,900
4299	VACANCY RATE	0	-31,500	0	-32,200	-33,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>884,087</b>	<b>1,016,900</b>	<b>899,200</b>	<b>1,041,100</b>	<b>1,076,900</b>
SUPPLIES						
5260	FIELDS	81,926	85,000	85,000	85,000	85,000
5280	UNIFORM	7,155	7,000	7,000	7,000	7,000
5290	STREET SIGNS	11,974	12,000	12,000	12,000	12,000
5410	TOOLS	5,529	5,500	5,500	5,500	5,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>106,583</b>	<b>109,500</b>	<b>109,500</b>	<b>109,500</b>	<b>109,500</b>
OPERATING EXPENSES						
6210	TELEPHONE	2,826	2,900	1,900	1,900	1,900
6750	VEHICLE MAINTENANCE	78,873	89,000	89,000	89,000	91,000
6790	CONTRACT TRAFFIC MARKING	84,870	85,000	85,000	85,000	85,000
6902	DISPOSAL CHARGES	8,560	9,000	9,000	9,000	9,000
6940	OFFICIAL MEETINGS	50	500	500	500	500
6970	TRAINING	86	400	400	400	400
6971	TUITION REIMBURSEMENT	4,167	6,000	5,800	3,900	3,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>179,432</b>	<b>192,800</b>	<b>191,600</b>	<b>189,700</b>	<b>191,700</b>
SPECIAL PROGRAMS						
7302	MAINTENANCE EXPENSE	23,611	22,100	23,000	23,500	23,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>23,611</b>	<b>22,100</b>	<b>23,000</b>	<b>23,500</b>	<b>23,500</b>
<b>Total:</b>		<b>1,193,713</b>	<b>1,341,300</b>	<b>1,223,300</b>	<b>1,363,800</b>	<b>1,401,600</b>
<b>Fund/Division: 0013304</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.68 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3305</b>		<b>PUBLIC WORKS-TRAFFIC SGNL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	33,598	34,300	35,400	34,800	34,800
4014	VACATION SELL BACK	1,302	900	900	900	900
4019	STAND BY PAY	181	200	200	200	200
4021	LONGEVITY PAY	807	900	800	800	800
4130	OVERTIME	1,989	3,000	3,000	3,000	3,000
4241	P.E.R.S	10,453	11,800	11,800	13,700	14,600
4244	MEDICAL/DENTAL INSURANCE	6,374	6,900	6,800	6,900	6,900
4245	LONG TERM DISABILITY	50	100	0	0	0
4247	LIFE INSURANCE	32	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	508	600	500	600	600
4299	VACANCY RATE	0	-1,800	0	-1,800	-1,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>55,293</b>	<b>57,000</b>	<b>59,400</b>	<b>59,100</b>	<b>59,900</b>
SUPPLIES						
5260	FIELDS	16,080	12,500	12,500	12,500	12,500
5410	TOOLS	998	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>17,078</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	45,824	50,000	50,000	48,000	48,000
6611	ELECTRIC	38,621	39,900	37,500	39,400	41,400
6750	VEHICLE MAINTENANCE	12,970	7,000	9,000	7,000	8,000
6781	SIGNAL MAINTENANCE	14,343	16,000	16,000	18,000	18,000
6970	TRAINING	65	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>111,822</b>	<b>114,400</b>	<b>114,000</b>	<b>113,900</b>	<b>116,900</b>
<b>Total:</b>		<b>184,193</b>	<b>184,900</b>	<b>186,900</b>	<b>186,500</b>	<b>190,300</b>
<b>Fund/Division: 0013305</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.87 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3307</b>		<b>PUBLIC WORKS-STREET CLEAN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	155,987	159,200	163,300	161,500	161,500
4014	VACATION SELL BACK	4,421	3,000	3,000	3,000	3,000
4021	LONGEVITY PAY	5,300	5,300	5,300	5,400	5,400
4130	OVERTIME	6,082	6,500	6,500	6,500	6,500
4241	P.E.R.S	48,993	55,300	55,200	64,100	68,200
4244	MEDICAL/DENTAL INSURANCE	31,964	34,500	34,100	34,500	34,500
4245	LONG TERM DISABILITY	248	300	200	200	200
4247	LIFE INSURANCE	161	200	200	100	100
4250	FICA/HOSPITAL INSURANCE	2,283	2,500	2,300	2,500	2,500
4299	VACANCY RATE	0	-8,000	0	-8,300	-8,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>255,439</b>	<b>258,800</b>	<b>270,100</b>	<b>269,500</b>	<b>273,400</b>
SUPPLIES						
5260	FIELDS	5,024	5,000	5,000	5,000	5,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>5,024</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
OPERATING EXPENSES						
6614	WATER	300	300	300	300	300
6750	VEHICLE MAINTENANCE	85,192	73,000	84,000	85,000	86,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>85,492</b>	<b>73,300</b>	<b>84,300</b>	<b>85,300</b>	<b>86,300</b>
<b>Total:</b>		<b>345,955</b>	<b>337,100</b>	<b>359,400</b>	<b>359,800</b>	<b>364,700</b>
<b>Fund/Division: 0013307</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.73 %	

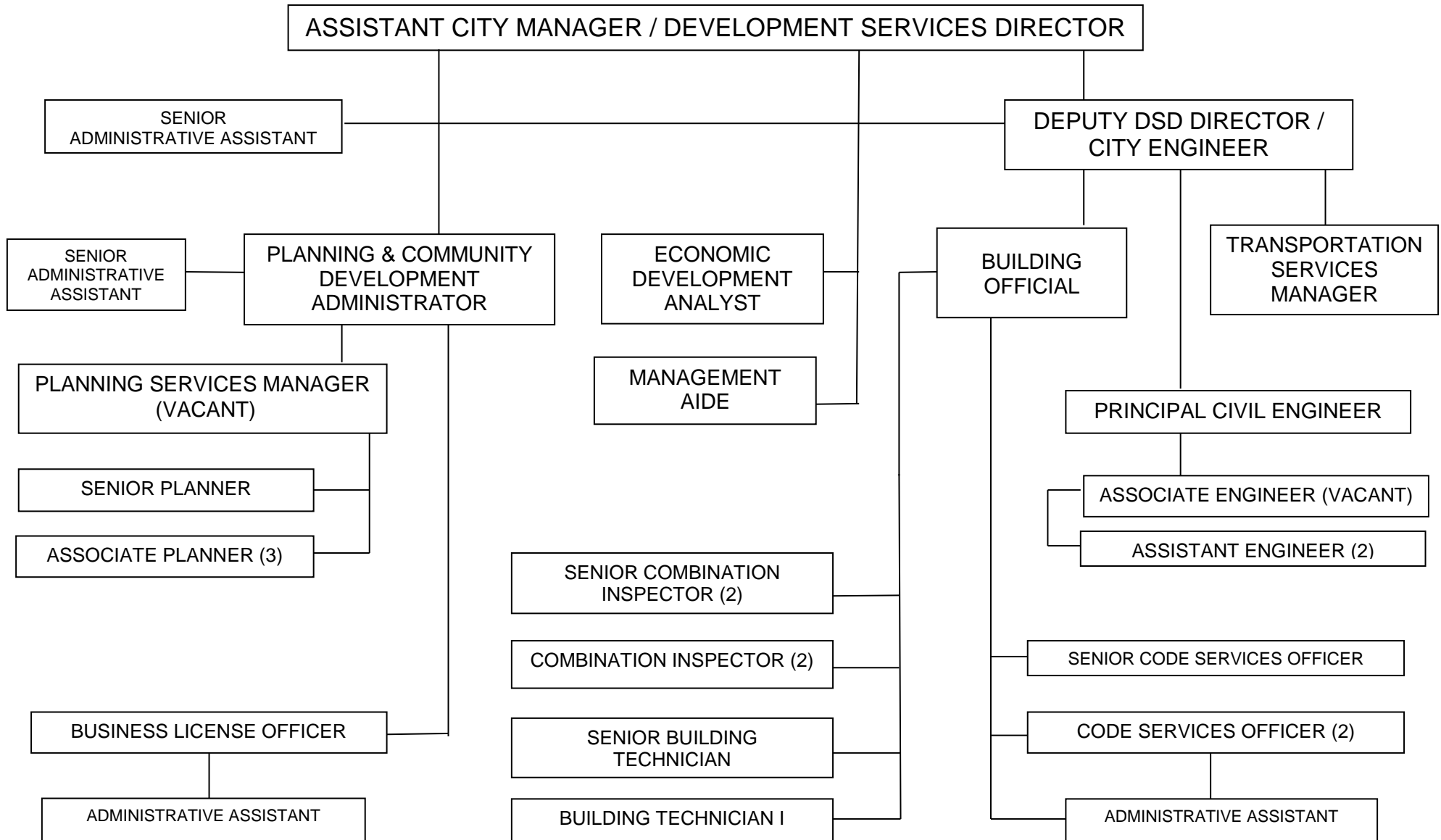
ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3309</b>		<b>FACILITY MAINTENANCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	94,655	101,100	94,600	96,700	99,700
4014	VACATION SELL BACK	594	1,000	1,000	500	500
4019	STAND BY PAY	1,204	600	600	600	600
4021	LONGEVITY PAY	2,374	2,400	1,700	1,100	1,100
4032	PART-TIME NON-PERS	905	20,000	15,000	15,000	15,000
4130	OVERTIME	2,872	3,500	3,500	3,500	3,500
4241	P.E.R.S	28,977	34,100	30,900	39,300	39,300
4242	NON-PERSABLE COMPENSATION	113	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	17,261	19,600	15,200	19,500	19,500
4245	LONG TERM DISABILITY	128	200	100	100	100
4247	LIFE INSURANCE	137	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,387	1,900	1,600	1,700	1,700
4299	VACANCY RATE	0	-5,500	0	-5,300	-5,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>150,605</b>	<b>179,300</b>	<b>164,400</b>	<b>173,000</b>	<b>175,900</b>
SUPPLIES						
5230	BUILDING AND GROUNDS	25,169	24,000	24,000	24,000	24,000
5260	FIELDS	2,749	3,500	3,500	3,500	3,500
5280	UNIFORM	2,361	2,100	2,100	2,500	2,500
5410	TOOLS	289	400	400	400	400
<b>Total:</b>	<b>SUPPLIES</b>	<b>30,568</b>	<b>30,000</b>	<b>30,000</b>	<b>30,400</b>	<b>30,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	94,822	96,100	105,000	106,600	110,000
6210	TELEPHONE	6,134	6,100	5,500	5,700	5,800
6611	ELECTRIC	98,418	111,200	105,800	111,000	116,600
6612	GAS	5,871	5,800	5,700	6,000	6,300
6614	WATER	1,411	1,500	1,500	1,500	1,600
6750	VEHICLE MAINTENANCE	6,835	8,500	7,000	7,000	7,000
6760	BUILDING REPAIR & MAINT	26,687	24,700	24,700	24,700	24,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>240,176</b>	<b>253,900</b>	<b>255,200</b>	<b>262,500</b>	<b>272,000</b>
SPECIAL PROGRAMS						
7265	COUNTY PARK FOUNTAIN	864	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>864</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total:</b>		<b>422,214</b>	<b>464,200</b>	<b>450,600</b>	<b>466,900</b>	<b>479,300</b>
<b>Fund/Division: 0013309</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.58 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3321</b>		<b>PUBLIC WORK-STORMWATER</b>				
SUPPLIES						
5125	PRINT SHOP	2,000	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	93,438	78,000	52,000	72,000	72,000
6903	PERMITS FEES	21,344	24,000	21,400	24,000	24,000
6930	MEMBERSHIP & PUBLICATIONS	1,155	1,200	1,200	1,200	1,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>115,937</b>	<b>103,200</b>	<b>74,600</b>	<b>97,200</b>	<b>97,200</b>
<b>Total:</b>		<b>117,937</b>	<b>105,200</b>	<b>76,600</b>	<b>99,200</b>	<b>99,200</b>
<b>Fund/Division: 0013321</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(5.70) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3331</b>		<b>PUBLIC WORK-GARAGE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	328,411	367,400	360,800	385,000	395,300
4014	VACATION SELL BACK	3,783	4,000	4,000	4,000	4,000
4019	STAND BY PAY	3,725	6,000	6,000	6,000	6,000
4021	LONGEVITY PAY	4,608	4,600	4,600	4,700	4,800
4130	OVERTIME	2,426	3,000	3,000	3,000	3,000
4241	P.E.R.S	96,628	119,600	116,000	143,200	156,500
4242	NON-PERSABLE COMPENSATION	218	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	68,858	80,400	75,300	80,300	80,300
4245	LONG TERM DISABILITY	528	600	500	500	500
4247	LIFE INSURANCE	447	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	5,015	5,500	5,800	5,800	5,900
4299	VACANCY RATE	0	-17,800	0	-19,000	-19,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>514,647</b>	<b>574,200</b>	<b>576,800</b>	<b>614,300</b>	<b>637,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	462	500	500	500	500
5230	BUILDING AND GROUNDS	692	700	700	700	700
5260	FIELDS	14,962	15,000	15,000	15,000	15,000
5262	SAFETY EQUIPMENT	3	400	400	400	400
5280	UNIFORM	2,744	3,600	3,600	3,600	3,600
5410	TOOLS	3,996	5,500	5,500	5,500	5,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>22,859</b>	<b>25,700</b>	<b>25,700</b>	<b>25,700</b>	<b>25,700</b>
OPERATING EXPENSES						
6210	TELEPHONE	1,784	1,900	1,000	1,000	1,000
6505	GENERAL LIABILITY	1,000	900	900	900	900
6507	WORKERS' COMPENSATION	17,800	17,400	17,400	19,000	19,100
6611	ELECTRIC	16,476	20,000	18,400	19,300	20,300
6612	GAS	303	400	400	400	400
6614	WATER	836	900	900	900	900
6750	VEHICLE MAINTENANCE	10,121	8,000	8,000	8,000	8,000
6902	DISPOSAL CHARGES	2,141	2,000	2,000	2,000	2,000
6903	PERMITS FEES	4,462	4,500	4,500	4,500	4,500
6970	TRAINING	3,320	3,000	3,000	3,000	3,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>58,243</b>	<b>59,000</b>	<b>56,500</b>	<b>59,000</b>	<b>60,100</b>
SPECIAL PROGRAMS						
7710	SERVICE CREDIT	-595,749	-658,900	-659,000	-699,000	-723,200
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>-595,749</b>	<b>-658,900</b>	<b>-659,000</b>	<b>-699,000</b>	<b>-723,200</b>
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Fund/Division: 0013331</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	



# DEVELOPMENT SERVICES DEPARTMENT



## DEVELOPMENT SERVICES DEPARTMENT

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### Description:

With a full time staff of 28, the Development Services Department (DSD) provides full municipal services related to growth and development in the City as well as a range of neighborhood and community services. The DSD is actively involved in projects from initial project review and approval, through construction, to property maintenance and monitoring. The goal of the DSD is to provide quality customer service, assist in the organized and thoughtful development of the City, and ensure a safe and efficient built environment. The Department is comprised of seven divisions, each of which is described below:

- **Engineering Services** manages capital improvement projects such as street repaving and reconstruction, intersection widening and traffic signal improvements, provides plan check services on development projects, issues permits for all development work in the public right-of-way, handles all traffic related issues and requests, designs right of way projects, and maintains the Traffic Management Center.
- **Planning Services** processes land use cases such as Conditional Use Permits and Modifications for the review of the Planning Commission and City Council, and conducts design review on all new projects in the City. Planning staff assists residents in remodeling and construction on their property and ensures that projects meet the Municipal Code and related environmental laws, including CEQA. Planning also manages long term projects such as General Plan Updates, Code Amendments, and Specific Plans.
- **Economic Development Services & Successor Agency to the Former Redevelopment Agency** provides assistance to local businesses through coordination with the Chamber of Commerce, the Downtown Arcadia Improvement Association, and regional economic development initiatives. Economic Development staff also act as ombudsman to the business community, and seek to retain existing business and recruit new business. In addition, Successor Agency staff manages the State-mandated “wind down” of Redevelopment and the sale of former Redevelopment-owned properties.
- **Building Services** reviews and inspects all new construction in the City. Building Inspectors, along with consultant plan checkers, ensure that all new construction meets relevant State and local Codes for building safety and environmental controls, and that construction occurs correctly in the field. Building Services also assists numerous residents on options for improving their property.

## Development Services Department - Continued

- **Business License Services** handles City licensing functions related to new businesses, home occupations, contractors and vendors throughout the City. Business License staff also processes filming requests and conducts field inspections to ensure businesses are operating legally with licenses.
- **Code Services** works diligently to maintain the appearance of the City in both residential and commercial areas. Many of the violations addressed by Code Services are property maintenance-related (i.e. landscaping, signs, illegal structures, etc.) Code Services also works on quality of life issues such as short term rentals, unoccupied properties, and the like.
- **Transportation Services** manages the operation of the Arcadia Transit Dial-a-Ride program and fixed route services, and ensures compliance with state and federal funding and monitoring requirements. In addition, staff works with Metro on Gold Line operations and planning, regional transportation efforts, and develops programs for alternative transportation such as bike lanes and pedestrian improvements.

### FY 2019-20 Work Program:

The following items highlight the Department's major work elements for the upcoming fiscal year.

1. Complete an aggressive Capital Improvement program, including the Downtown Pedestrian Enhancement Project, Bicycle Master Plan Project, Baldwin Avenue Streetscape Project, and several others.
2. Continue to process large mixed-use projects throughout the City, including Phase 2 of the Santa Anita Inn Project, the Vons Headquarters site, and several projects in Downtown Arcadia.
3. Complete Downtown Parking Plan and implement parking control and management measures associated with the Gold Line and Major Downtown Projects.
4. Purchase new buses for Arcadia Transit and continue to improve services on both the dial-a-ride and fixed route services to meet demand and expectations.
5. Continue upgrades to the City's traffic signal network, including technological advancements and cameras to improve traffic flow.

## **Development Services Department - Continued**

6. Continue the wind-down efforts of the former Arcadia Redevelopment Agency. Sell and re-purpose the former Bekins Self-Storage Building on Huntington Drive.
7. Provide technical assistance to the Downtown Arcadia Improvement Association, coordinate Downtown events and assist with recommendations from the group.
8. Continue to expand a code enforcement presence in the field to correct property violations and ensure code compliance in both residential and commercial neighborhoods throughout the City.
9. Continue close coordination with Santa Anita Racetrack on their North Barn Project, Breeders' Cup 2019, and other improvements and Special Events.
10. Continue "quality of life" code compliance efforts related to massage uses, cannabis uses, short term rentals, unoccupied homes, and other issues.
11. Continue the active marketing and promotion of businesses in the City, and recruitment of new businesses. Expand "ombudsman" presence to assist with new business and City interaction, continued coordination with the Chamber of Commerce, and targeted redevelopment of key commercial sites throughout the City.
12. Implement field connectivity to the permit tracking system to increase efficiency.
13. Complete ADA improvements at key locations throughout the City, including implementation of two CDBG-funded projects.
14. Remove problematic mid-block crosswalks, add safety features, and add street light improvements as necessary to protect public safety.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***DEVELOPMENT SERVICES***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Administrative Assistant	2.00
Assistant City Manager/DSD Director	1.00
Assistant Engineer	2.00
Associate Planner	3.00
Building Official	1.00
Building Technician I	1.00
Business License Officer	1.00
Code Service Officer	2.00
Combination Inspector	2.00
Deputy Director of Development Services/City Engineer	1.00
Management Aide	1.00
Planning & Community Development Administrator	1.00
Principal Civil Engineer	1.00
Senior Administrative Assistant	2.00
Senior Building Technician	1.00
Senior Code Services Officer	1.00
Senior Combination Building Inspector	2.00
Senior Management Analyst	1.00

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***DEVELOPMENT SERVICES***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Senior Planner	1.00
Transportation Services Manager	1.00
<b>TOTAL</b>	<b>28.00</b>

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4100</b>	<b>DEVELOPMENT SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	1,843,448	2,065,700	2,009,900	2,157,000	2,218,600
4011 SPECIALIST PAY	1,929	2,000	2,000	2,000	2,000
4014 VACATION SELL BACK	24,522	21,900	23,170	24,400	25,900
4015 ALLOWANCES	10,823	10,000	10,500	9,900	9,900
4021 LONGEVITY PAY	22,304	20,300	17,800	18,700	20,800
4032 PART-TIME NON-PERS	27,833	18,300	0	0	0
4130 OVERTIME	4,372	6,400	1,500	5,900	6,300
4241 P.E.R.S	548,818	675,400	649,100	799,600	875,600
4242 NON-PERSABLE COMPENSATIOI	3,167	3,700	3,500	3,600	3,700
4244 MEDICAL/DENTAL INSURANCE	301,957	362,200	347,800	363,500	363,500
4245 LONG TERM DISABILITY	2,257	2,700	2,300	2,200	2,200
4247 LIFE INSURANCE	3,098	3,700	3,200	3,100	3,400
4250 FICA/HOSPITAL INSURANCE	29,573	30,700	32,300	31,800	32,600
4299 VACANCY RATE	0	-96,800	0	-102,000	-106,300
<b>Total: SALARIES &amp; WAGES</b>	<b>2,824,102</b>	<b>3,126,200</b>	<b>3,103,070</b>	<b>3,319,700</b>	<b>3,458,200</b>
SUPPLIES					
5110 OFFICE SUPPLIES	45,395	45,900	48,700	49,500	46,000
5125 PRINT SHOP	15,708	32,500	16,000	27,900	21,900
5280 UNIFORM	2,585	3,500	2,600	3,400	3,400
<b>Total: SUPPLIES</b>	<b>63,688</b>	<b>81,900</b>	<b>67,300</b>	<b>80,800</b>	<b>71,300</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	542,376	431,000	384,970	456,650	386,400
6165 PLAN CHECK SERVICES	386,616	1,050,000	725,000	570,000	450,000
6310 MILEAGE	407	900	850	1,100	1,100
6505 GENERAL LIABILITY	75,900	80,800	80,800	81,500	81,900
6507 WORKERS' COMPENSATION	40,600	39,600	39,600	43,200	43,600
6730 OFFICE EQUIPMENT	10,162	14,900	9,000	10,700	9,400
6750 VEHICLE MAINTENANCE	19,866	20,400	20,100	20,100	20,300
6903 PERMITS FEES	75	600	200	600	600
6930 MEMBERSHIP & PUBLICATIONS	18,192	22,800	20,000	27,500	22,900
6940 OFFICIAL MEETINGS	14,476	27,300	18,260	24,865	31,600
6960 EQUIPMENT REPLACEMENT	74,236	23,800	0	0	0
6970 TRAINING	5,629	18,900	9,700	16,800	19,700
6971 TUITION REIMBURSEMENT	9,188	9,300	2,610	12,400	10,200
6977 EMPLOYEE SUPPORT	1,275	1,400	1,400	1,400	1,400
<b>Total: OPERATING EXPENSES</b>	<b>1,198,999</b>	<b>1,741,700</b>	<b>1,312,490</b>	<b>1,266,815</b>	<b>1,079,100</b>
SPECIAL PROGRAMS					
7214 CHAMBER OF COMMERCE	75,837	77,000	77,000	79,000	81,000
7218 PBID ASSESSMENT	5,593	5,600	5,600	5,600	5,600
<b>Total: SPECIAL PROGRAMS</b>	<b>81,430</b>	<b>82,600</b>	<b>82,600</b>	<b>84,600</b>	<b>86,600</b>
<b>Total Division:</b>	<b>4,168,219</b>	<b>5,032,400</b>	<b>4,565,460</b>	<b>4,751,915</b>	<b>4,695,200</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(5.57)%	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4101</b>		<b>DEV SVCS-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	115,238	148,600	117,600	119,300	119,300
4014	VACATION SELL BACK	2,205	2,200	2,000	4,000	4,800
4015	ALLOWANCES	2,526	2,600	2,600	2,600	2,600
4021	LONGEVITY PAY	1,476	1,500	1,500	1,500	1,500
4241	P.E.R.S	35,377	49,600	39,800	46,400	49,400
4242	NON-PERSABLE COMPENSATION	481	700	500	500	500
4244	MEDICAL/DENTAL INSURANCE	12,451	22,000	13,100	13,300	13,300
4245	LONG TERM DISABILITY	79	200	100	100	100
4247	LIFE INSURANCE	300	500	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,717	2,200	1,800	1,800	1,800
4299	VACANCY RATE	0	-6,900	0	-5,600	-5,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>171,851</b>	<b>223,200</b>	<b>179,300</b>	<b>184,200</b>	<b>187,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,418	1,700	1,700	1,700	1,700
5125	PRINT SHOP	55	200	200	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,473</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	7,200	8,000	8,000	8,300	8,300
6505	GENERAL LIABILITY	75,900	80,800	80,800	81,500	81,900
6507	WORKERS' COMPENSATION	40,600	39,600	39,600	43,200	43,600
6750	VEHICLE MAINTENANCE	2,537	3,000	3,000	3,000	3,000
6930	MEMBERSHIP & PUBLICATIONS	819	900	900	900	1,000
6940	OFFICIAL MEETINGS	745	2,700	2,700	1,000	2,700
6960	EQUIPMENT REPLACEMENT	74,236	23,800	0	0	0
6970	TRAINING	375	200	200	5,000	200
6977	EMPLOYEE SUPPORT	1,275	1,400	1,400	1,400	1,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>203,688</b>	<b>160,400</b>	<b>136,600</b>	<b>144,300</b>	<b>142,100</b>
<b>Total:</b>		<b>377,012</b>	<b>385,500</b>	<b>317,800</b>	<b>330,400</b>	<b>331,900</b>
<b>Fund/Division: 0014101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(14.29) %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4103</b>		<b>DEV SVCS-PLANNING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	445,536	541,800	548,500	585,900	605,600
4014	VACATION SELL BACK	4,682	6,000	6,000	6,500	7,000
4015	ALLOWANCES	939	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	2,676	3,000	3,000	3,300	3,700
4032	PART-TIME NON-PERS	26,292	15,500	0	0	0
4130	OVERTIME	23	600	0	600	600
4241	P.E.R.S	128,510	172,400	173,700	213,400	235,000
4242	NON-PERSABLE COMPENSATION	727	700	800	900	900
4244	MEDICAL/DENTAL INSURANCE	73,132	90,900	90,800	92,800	92,800
4245	LONG TERM DISABILITY	545	700	600	500	500
4247	LIFE INSURANCE	728	800	800	800	900
4250	FICA/HOSPITAL INSURANCE	7,369	7,900	8,500	8,600	8,800
4299	VACANCY RATE	0	-25,300	0	-27,200	-28,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>691,157</b>	<b>816,000</b>	<b>833,700</b>	<b>887,100</b>	<b>928,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	23,601	25,000	28,500	25,000	25,000
5125	PRINT SHOP	8,487	16,500	6,000	10,000	10,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>32,088</b>	<b>41,500</b>	<b>34,500</b>	<b>35,000</b>	<b>35,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	263,626	163,100	149,670	171,050	115,100
6310	MILEAGE	14	100	50	100	100
6730	OFFICE EQUIPMENT	3,051	4,800	1,100	2,000	2,000
6750	VEHICLE MAINTENANCE	790	1,400	1,100	1,100	1,200
6903	PERMITS FEES	75	600	200	600	600
6930	MEMBERSHIP & PUBLICATIONS	2,084	4,200	3,000	4,600	4,800
6940	OFFICIAL MEETINGS	5,406	11,000	5,000	8,165	11,000
6970	TRAINING	1,060	9,500	300	2,600	9,600
6971	TUITION REIMBURSEMENT	4,126	0	0	5,100	5,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>280,233</b>	<b>194,700</b>	<b>160,420</b>	<b>195,315</b>	<b>149,500</b>
<b>Total:</b>		<b>1,003,478</b>	<b>1,052,200</b>	<b>1,028,620</b>	<b>1,117,415</b>	<b>1,112,800</b>
<b>Fund/Division: 0014103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.20 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4104</b>		<b>DEV SVCS-BUILDING/SAFETY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	557,754	575,500	558,000	582,300	594,600
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	10,061	6,000	7,500	4,500	4,500
4015	ALLOWANCES	4,512	3,900	3,500	2,900	2,900
4021	LONGEVITY PAY	9,232	7,500	6,600	5,900	6,600
4032	PART-TIME NON-PERS	1,542	2,800	0	0	0
4130	OVERTIME	2,484	3,000	500	3,000	3,000
4241	P.E.R.S	169,042	191,000	182,400	216,600	235,500
4242	NON-PERSABLE COMPENSATION	645	700	700	600	700
4244	MEDICAL/DENTAL INSURANCE	87,454	97,600	91,900	97,500	97,500
4245	LONG TERM DISABILITY	677	700	600	600	600
4247	LIFE INSURANCE	774	800	700	700	700
4250	FICA/HOSPITAL INSURANCE	9,247	8,500	9,400	8,600	8,800
4299	VACANCY RATE	0	-27,000	0	-27,500	-28,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>854,389</b>	<b>872,000</b>	<b>862,800</b>	<b>896,700</b>	<b>927,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,065	4,000	4,000	4,000	4,000
5125	PRINT SHOP	1,927	1,800	1,800	1,800	1,800
5280	UNIFORM	1,590	1,900	1,900	1,900	1,900
<b>Total:</b>	<b>SUPPLIES</b>	<b>6,581</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	16,017	6,500	6,500	7,500	7,900
6165	PLAN CHECK SERVICES	386,616	1,050,000	725,000	570,000	450,000
6310	MILEAGE	251	200	500	300	300
6730	OFFICE EQUIPMENT	1,856	2,500	2,500	2,500	2,000
6750	VEHICLE MAINTENANCE	16,143	16,000	16,000	16,000	16,100
6930	MEMBERSHIP & PUBLICATIONS	1,811	2,500	2,000	7,500	2,000
6940	OFFICIAL MEETINGS	150	200	1,740	4,300	4,300
6970	TRAINING	2,610	4,700	5,000	3,600	3,600
6971	TUITION REIMBURSEMENT	0	0	0	2,200	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>425,455</b>	<b>1,082,600</b>	<b>759,240</b>	<b>613,900</b>	<b>486,200</b>
<b>Total:</b>		<b>1,286,425</b>	<b>1,962,300</b>	<b>1,629,740</b>	<b>1,518,300</b>	<b>1,421,800</b>
<b>Fund/Division: 0014104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(22.63) %	

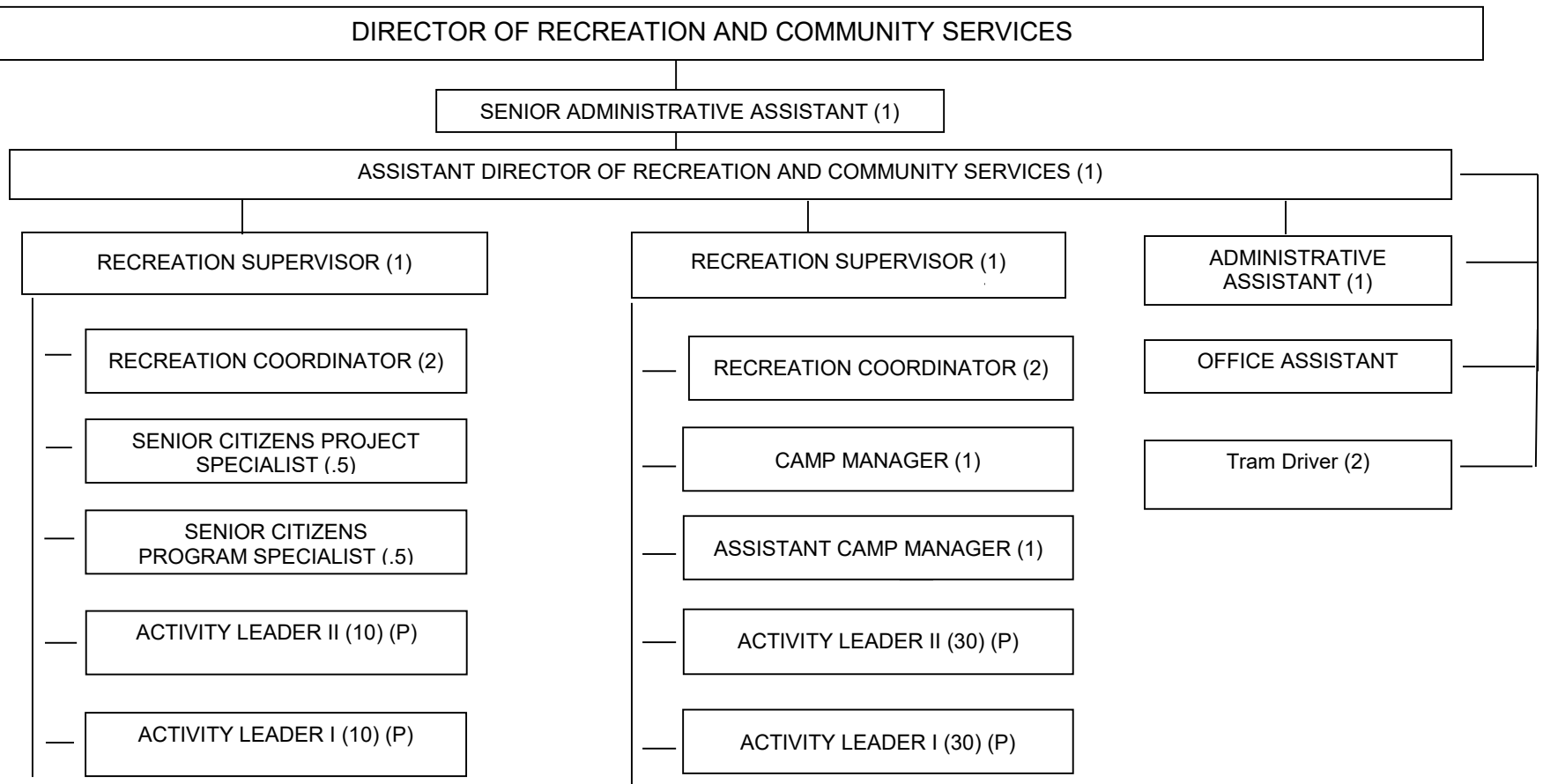
ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4105</b>		<b>DEV SVCS-CODE SERVICES</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	192,181	234,000	245,700	274,700	289,000
4014	VACATION SELL BACK	2,848	0	670	1,300	1,300
4015	ALLOWANCES	2,375	2,000	2,900	2,900	2,900
4021	LONGEVITY PAY	1,130	0	0	500	1,500
4130	OVERTIME	1,865	2,300	1,000	2,300	2,700
4241	P.E.R.S	54,840	72,600	75,000	97,700	109,800
4242	NON-PERSABLE COMPENSATION	98	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	41,027	55,500	61,100	62,100	62,100
4245	LONG TERM DISABILITY	322	400	400	400	400
4247	LIFE INSURANCE	260	400	400	300	400
4250	FICA/HOSPITAL INSURANCE	3,301	3,400	4,100	4,000	4,200
4299	VACANCY RATE	0	-11,100	0	-13,400	-14,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>300,249</b>	<b>359,700</b>	<b>391,370</b>	<b>433,000</b>	<b>460,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,585	2,200	2,200	3,000	3,000
5125	PRINT SHOP	1,530	8,000	2,000	7,900	1,900
5280	UNIFORM	995	1,600	700	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>5,110</b>	<b>11,800</b>	<b>4,900</b>	<b>12,400</b>	<b>6,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	34,414	41,700	37,000	41,500	41,500
6310	MILEAGE	52	300	300	400	400
6730	OFFICE EQUIPMENT	0	0	0	600	0
6750	VEHICLE MAINTENANCE	395	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	285	700	700	700	700
6940	OFFICIAL MEETINGS	2,333	4,500	3,420	4,000	4,500
6970	TRAINING	1,059	2,100	1,800	2,100	2,700
6971	TUITION REIMBURSEMENT	5,062	5,100	0	5,100	5,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>43,600</b>	<b>54,400</b>	<b>43,220</b>	<b>54,400</b>	<b>54,900</b>
<b>Total:</b>		<b>348,959</b>	<b>425,900</b>	<b>439,490</b>	<b>499,800</b>	<b>521,600</b>
<b>Fund/Division: 0014105</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					17.35 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4106</b>		<b>DEV SVCS-BUSINESS LICENSE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	113,161	122,400	123,500	131,700	133,600
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	0	0	1,000	1,600	1,600
4021	LONGEVITY PAY	2,050	2,000	2,700	2,700	2,700
4130	OVERTIME	0	500	0	0	0
4241	P.E.R.S	34,144	40,700	40,900	50,300	54,300
4244	MEDICAL/DENTAL INSURANCE	23,651	26,800	26,300	26,700	26,700
4245	LONG TERM DISABILITY	190	200	200	200	200
4247	LIFE INSURANCE	124	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,328	1,900	2,200	2,000	2,000
4299	VACANCY RATE	0	-5,900	0	-6,400	-6,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>175,612</b>	<b>189,800</b>	<b>197,900</b>	<b>209,900</b>	<b>215,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	12,015	9,500	9,500	12,500	9,000
5125	PRINT SHOP	2,757	4,000	4,500	6,000	6,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>14,772</b>	<b>13,500</b>	<b>14,000</b>	<b>18,500</b>	<b>15,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	8,649	13,400	13,400	13,800	14,000
6310	MILEAGE	90	300	0	300	300
6730	OFFICE EQUIPMENT	0	1,600	1,400	1,600	1,400
6930	MEMBERSHIP & PUBLICATIONS	100	200	200	200	200
6940	OFFICIAL MEETINGS	485	1,600	1,600	1,600	1,600
6970	TRAINING	0	900	900	1,000	1,100
6971	TUITION REIMBURSEMENT	0	4,200	2,610	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>9,325</b>	<b>22,200</b>	<b>20,110</b>	<b>18,500</b>	<b>18,600</b>
<b>Total:</b>		<b>199,708</b>	<b>225,500</b>	<b>232,010</b>	<b>246,900</b>	<b>249,200</b>
<b>Fund/Division: 0014106</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.49 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4107</b>		<b>DEV SVCS-ENGINEERING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	359,568	382,500	345,800	384,700	397,900
4014	VACATION SELL BACK	3,584	6,200	4,000	4,000	4,000
4015	ALLOWANCES	470	500	500	500	500
4021	LONGEVITY PAY	5,030	5,500	3,200	3,600	3,600
4241	P.E.R.S	108,599	128,300	113,300	144,600	159,000
4242	NON-PERSABLE COMPENSATION	918	1,000	1,000	1,000	1,000
4244	MEDICAL/DENTAL INSURANCE	53,753	58,100	52,600	58,100	58,100
4245	LONG TERM DISABILITY	378	400	300	300	300
4247	LIFE INSURANCE	716	800	700	700	800
4250	FICA/HOSPITAL INSURANCE	5,633	5,900	5,200	5,600	5,800
4299	VACANCY RATE	0	-17,700	0	-18,100	-18,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>538,650</b>	<b>571,500</b>	<b>526,600</b>	<b>585,000</b>	<b>612,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,590	3,000	2,500	3,000	3,000
5125	PRINT SHOP	376	1,000	500	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,966</b>	<b>4,000</b>	<b>3,000</b>	<b>4,000</b>	<b>4,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	77,866	53,400	45,000	54,600	54,600
6730	OFFICE EQUIPMENT	5,255	6,000	4,000	4,000	4,000
6930	MEMBERSHIP & PUBLICATIONS	1,264	2,100	1,000	1,100	1,300
6940	OFFICIAL MEETINGS	1,434	2,700	700	2,700	2,700
6970	TRAINING	525	1,500	1,500	2,500	2,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>86,343</b>	<b>65,700</b>	<b>52,200</b>	<b>64,900</b>	<b>65,100</b>
<b>Total:</b>		<b>627,959</b>	<b>641,200</b>	<b>581,800</b>	<b>653,900</b>	<b>681,200</b>
<b>Fund/Division: 0014107</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.98 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4108</b>		<b>DSD-ECONOMIC DEVELOPMENT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	60,010	60,900	70,800	78,400	78,600
4014	VACATION SELL BACK	1,142	1,500	2,000	2,500	2,700
4021	LONGEVITY PAY	710	800	800	1,200	1,200
4241	P.E.R.S	18,307	20,800	24,000	30,600	32,600
4242	NON-PERSABLE COMPENSATION	298	400	400	400	400
4244	MEDICAL/DENTAL INSURANCE	10,489	11,300	12,000	13,000	13,000
4245	LONG TERM DISABILITY	64	100	100	100	100
4247	LIFE INSURANCE	197	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	977	900	1,100	1,200	1,200
4299	VACANCY RATE	0	-2,900	0	-3,800	-3,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>92,195</b>	<b>94,000</b>	<b>111,400</b>	<b>123,800</b>	<b>126,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	121	500	300	300	300
5125	PRINT SHOP	577	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>698</b>	<b>1,500</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	134,603	144,900	125,400	159,900	145,000
6930	MEMBERSHIP & PUBLICATIONS	11,828	12,200	12,200	12,500	12,900
6940	OFFICIAL MEETINGS	3,923	4,600	3,100	3,100	4,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>150,355</b>	<b>161,700</b>	<b>140,700</b>	<b>175,500</b>	<b>162,700</b>
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	75,837	77,000	77,000	79,000	81,000
7218	PBID ASSESSMENT	5,593	5,600	5,600	5,600	5,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>81,430</b>	<b>82,600</b>	<b>82,600</b>	<b>84,600</b>	<b>86,600</b>
<b>Total:</b>		<b>324,677</b>	<b>339,800</b>	<b>336,000</b>	<b>385,200</b>	<b>376,700</b>
<b>Fund/Division: 0014108</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.36 %	

# RECREATION AND COMMUNITY SERVICES



## RECREATION AND COMMUNITY SERVICES DEPARTMENT

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### **Description:**

Through diverse and innovative programming, and broad partnerships, the Recreation and Community Services Department plays an important role in creating a healthy community. By providing space to learn and play, space to be safe and secure, and space to create and imagine, the Department strives to improve the quality of life for residents.

The Department consists of three divisions: Recreation Services, Senior Citizen Services, and Recreation Facilities. Each Division's principal responsibilities are as follows:

- The Recreation Services Division is responsible for providing programs and activities which meet the recreational needs of the community. A diverse selection of programs is offered for youth, adults, and families to provide the opportunity for positive recreation experiences and to promote health and wellness. Most city wide special events are also handled by this division.
- The Senior Citizen Services Division is responsible for providing recreational, educational and social service programs for persons 50 years of age and older. The Division ensures that senior adults are informed of activities, services, and issues of importance and interest. The Division offers a comprehensive program for the local senior population, primarily utilizing the City's Community/Senior Center.
- The Recreation Facilities Division works cooperatively with the Public Works Services Department to ensure that the City is providing safe, well-maintained recreational facilities and parks for organized activities and general community use. The Division is responsible for scheduling use of parks and facilities for sports organizations and other non-profit community groups. In addition, the Division works cooperatively with the Library/Museum and Arcadia Unified School District to maximize joint use of facilities. The Division is also responsible for the programming and scheduling of the City's Wilderness Park/Preserve and Transit Plaza.



## **Recreation and Community Services Department – Continued**

### **FY 2019-2020 Work Plan:**

The following items highlight the Department's major work plan elements for the upcoming fiscal year.

1. Continue to operate a fiscally sound department and strengthen staff's knowledge of the budget and process.
2. Ensure there are accessible parks and recreation facilities that provide a positive experience and meet community needs.
3. Enhance the quality of life in the community by providing positive recreation programs, leisure opportunities, and community services to meet the diverse needs of City residents.
4. Build and maintain community partnerships.
5. Improve the quality of existing recreation facilities. Continue to work cooperatively with the Arcadia Unified School District and the Public Works Services Department to maximize our efforts.
6. Continue to support and encourage relationships with volunteer groups, non-profit organizations, service clubs, and local businesses to provide recreational opportunities for the community.
7. Provide the community with a well-trained, effective staff and ensure adequate staffing levels are maintained to provide the very best service for the community.
8. Continue to plan programs to operate at the Joint Use Gymnasium at Dana Middle School. Work cooperatively with the Arcadia Unified School District to schedule use.
9. Begin to implement projects from the Recreation and Parks Master Plan. First major project is Eisenhower Park.
10. Begin implementing the City's Homelessness Plan.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***RECREATION***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Administrative Assistant	1.00
Assistant Director of Recreation and Community Services	1.00
Director Of Recreation and Community Services	1.00
Office Assistant	1.00
Recreation Coordinator	4.00
Recreation Supervisor	2.00
Senior Administrative Assistant	1.00
Senior Citizen Program Specialist	0.63
Senior Citizen Project Specialist	0.50
<b>TOTAL</b>	<b>12.13</b>

ACCOUNT TITLE		2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DEPARTMENTAL SUMMARY		5500	RECREATION & COMMUNITY SERVICES			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	873,969	959,700	838,300	873,700	885,600
4011	SPECIALIST PAY	965	1,000	0	1,000	1,000
4014	VACATION SELL BACK	5,006	6,600	3,600	4,000	4,000
4015	ALLOWANCES	8,220	8,900	7,700	7,500	7,500
4021	LONGEVITY PAY	10,238	10,900	9,200	10,000	12,700
4030	PART-TIME PERS ONLY	13,352	8,600	0	0	0
4032	PART-TIME NON-PERS	472,702	491,300	483,900	506,900	506,900
4241	P.E.R.S	264,486	313,200	273,400	327,600	354,300
4242	NON-PERSABLE COMPENSATIOI	2,519	3,100	2,100	2,200	2,200
4244	MEDICAL/DENTAL INSURANCE	169,356	195,300	175,800	177,400	177,400
4245	LONG TERM DISABILITY	1,330	1,900	1,100	1,100	1,100
4247	LIFE INSURANCE	2,171	2,600	1,900	1,800	1,900
4250	FICA/HOSPITAL INSURANCE	21,448	21,500	21,100	20,100	20,400
4299	VACANCY RATE	0	-60,700	0	-57,800	-59,100
Total: SALARIES & WAGES		1,845,762	1,963,900	1,818,100	1,875,500	1,915,900
SUPPLIES						
5110	OFFICE SUPPLIES	16,875	17,519	17,300	17,300	17,300
5115	PROGRAM EXPENSES	19,321	20,400	20,400	20,000	20,000
5116	SENIOR MEAL PROGRAM	37,148	45,900	45,100	43,700	43,700
5125	PRINT SHOP	52,284	54,500	54,500	54,500	54,500
5210	ATHLETIC	2,698	2,400	2,400	2,400	2,400
5220	AWARDS	827	2,300	2,300	2,300	2,300
5230	BUILDING AND GROUNDS	17,879	18,200	18,200	18,200	18,200
5241	DAY CAMP	73,293	59,100	59,100	61,600	61,600
5242	WINTER/SPRING/FALL CAMP	1,993	3,500	3,500	3,500	3,500
5243	SPORTS CAMP	15,375	13,700	13,700	15,500	15,500
5244	NATURE	553	300	400	400	400
5250	CRAFT	1,468	1,000	1,000	1,000	1,000
5280	UNIFORM	1,907	4,000	4,000	4,000	4,000
5410	TOOLS	0	100	100	100	100
Total: SUPPLIES		241,621	242,919	242,000	244,500	244,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	119,056	167,600	167,600	165,700	165,700
6163	CABLE TECH SERVICES	2,480	3,000	3,000	3,500	3,500
6169	CONTRACT EMPLOYEES	474,510	501,700	513,700	518,700	518,700
6210	TELEPHONE	7,166	7,700	7,300	7,400	7,500
6505	GENERAL LIABILITY	55,600	59,400	59,400	59,900	60,200
6507	WORKERS' COMPENSATION	76,800	70,700	70,700	77,200	77,800
6611	ELECTRIC	77,128	94,200	92,900	97,500	102,400
6612	GAS	4,427	4,900	6,900	7,200	7,500
6614	WATER	5,256	5,900	5,900	6,400	6,400
6730	OFFICE EQUIPMENT	5,717	5,200	5,200	5,200	5,200
6750	VEHICLE MAINTENANCE	5,099	7,200	6,000	9,200	9,200
6760	BUILDING REPAIR & MAINT	19,920	18,000	18,000	19,000	19,000
6930	MEMBERSHIP & PUBLICATIONS	7,483	7,800	7,800	8,300	8,800
6940	OFFICIAL MEETINGS	5,820	11,000	10,600	11,000	11,000
6960	EQUIPMENT REPLACEMENT	36,432	15,000	15,000	15,000	15,000
6970	TRAINING	190	200	0	0	0

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
6977	EMPLOYEE SUPPORT	710	800	800	800	800
6998	MISC EXP	487	500	500	500	500
<b>Total: OPERATING EXPENSES</b>		<b>904,281</b>	<b>980,800</b>	<b>991,300</b>	<b>1,012,500</b>	<b>1,019,200</b>
SPECIAL PROGRAMS						
7130	SENIOR CITIZENS COMM	3,000	3,000	3,000	3,000	3,000
7160	EXPENDITURE REIMBURSED	34,612	7,800	7,800	7,800	7,800
7206	BULK MAILING	16,000	16,000	16,000	16,000	16,000
7220	EXCURSIONS/SPECIAL EVENT	135,240	146,292	146,000	144,400	144,400
<b>Total: SPECIAL PROGRAMS</b>		<b>188,852</b>	<b>173,092</b>	<b>172,800</b>	<b>171,200</b>	<b>171,200</b>
<b>Total Division:</b>		<b>3,180,516</b>	<b>3,360,711</b>	<b>3,224,200</b>	<b>3,303,700</b>	<b>3,350,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(1.70)%	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5501</b>		<b>RECREATION-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	263,313	263,100	262,300	269,100	269,900
4011	SPECIALIST PAY	21	1,000	0	1,000	1,000
4015	ALLOWANCES	5,050	5,200	5,300	5,200	5,200
4021	LONGEVITY PAY	3,369	1,700	1,600	2,100	3,700
4030	PART-TIME PERS ONLY	309	0	0	0	0
4032	PART-TIME NON-PERS	6,233	5,500	5,500	5,500	5,500
4241	P.E.R.S	79,580	86,500	85,800	101,300	108,700
4242	NON-PERSABLE COMPENSATION	771	800	800	800	800
4244	MEDICAL/DENTAL INSURANCE	41,950	45,300	49,200	45,300	45,300
4245	LONG TERM DISABILITY	297	300	300	300	300
4247	LIFE INSURANCE	592	600	600	600	600
4250	FICA/HOSPITAL INSURANCE	4,281	3,900	4,200	4,000	4,100
4299	VACANCY RATE	0	-12,400	0	-13,100	-13,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>405,767</b>	<b>401,500</b>	<b>415,600</b>	<b>422,100</b>	<b>431,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	11,350	9,500	9,500	9,500	9,500
5125	PRINT SHOP	47,928	50,000	50,000	50,000	50,000
5230	BUILDING AND GROUNDS	0	3,000	3,000	3,000	3,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>59,278</b>	<b>62,500</b>	<b>62,500</b>	<b>62,500</b>	<b>62,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	11,997	14,600	14,600	15,100	14,600
6505	GENERAL LIABILITY	55,600	59,400	59,400	59,900	60,200
6507	WORKERS' COMPENSATION	76,800	70,700	70,700	77,200	77,800
6750	VEHICLE MAINTENANCE	3,733	6,000	4,800	8,000	8,000
6930	MEMBERSHIP & PUBLICATIONS	7,483	6,900	6,900	6,800	7,300
6940	OFFICIAL MEETINGS	5,627	10,400	10,000	10,400	10,400
6960	EQUIPMENT REPLACEMENT	36,432	15,000	15,000	15,000	15,000
6977	EMPLOYEE SUPPORT	710	800	800	800	800
6998	MISC EXP	487	500	500	500	500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>198,869</b>	<b>184,300</b>	<b>182,700</b>	<b>193,700</b>	<b>194,600</b>
SPECIAL PROGRAMS						
7206	BULK MAILING	16,000	16,000	16,000	16,000	16,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Total:</b>		<b>679,914</b>	<b>664,300</b>	<b>676,800</b>	<b>694,300</b>	<b>704,800</b>
<b>Fund/Division: 0015501</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.52 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5502</b>		<b>RECREATION-COMMUNITY CTR</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	41,073	49,000	27,400	48,700	49,500
4014	VACATION SELL BACK	675	700	700	800	800
4015	ALLOWANCES	304	400	300	300	300
4021	LONGEVITY PAY	492	500	300	700	800
4030	PART-TIME PERS ONLY	1,271	6,200	0	0	0
4032	PART-TIME NON-PERS	28,961	36,800	36,000	36,800	36,800
4241	P.E.R.S	13,750	16,100	9,100	18,400	19,900
4242	NON-PERSABLE COMPENSATION	154	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	7,305	9,000	6,500	9,400	9,400
4245	LONG TERM DISABILITY	64	100	0	100	100
4247	LIFE INSURANCE	124	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,132	1,400	800	1,200	1,300
4299	VACANCY RATE	0	-3,500	0	-3,500	-3,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>95,305</b>	<b>117,100</b>	<b>81,300</b>	<b>113,200</b>	<b>115,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,816	2,000	2,000	2,000	2,000
5230	BUILDING AND GROUNDS	17,814	14,000	14,000	14,000	14,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>19,630</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	71,712	83,000	83,000	83,000	83,000
6163	CABLE TECH SERVICES	1,366	1,800	1,800	2,300	2,300
6210	TELEPHONE	4,534	4,900	4,400	4,500	4,600
6611	ELECTRIC	60,772	73,600	72,300	75,900	79,700
6612	GAS	3,924	4,300	6,300	6,600	6,900
6614	WATER	4,905	5,500	5,500	6,000	6,000
6730	OFFICE EQUIPMENT	5,717	5,000	5,000	5,000	5,000
6760	BUILDING REPAIR & MAINT	12,873	11,000	11,000	11,000	11,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>165,804</b>	<b>189,100</b>	<b>189,300</b>	<b>194,300</b>	<b>198,500</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	0	1,800	1,800	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>280,740</b>	<b>324,000</b>	<b>288,400</b>	<b>323,500</b>	<b>330,100</b>
<b>Fund/Division: 0015502</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.15) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DIVISION: 5503		DANA GYM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	72,794	78,300	76,900	43,300	44,700
4014	VACATION SELL BACK	450	500	400	0	0
4015	ALLOWANCES	320	400	200	200	200
4021	LONGEVITY PAY	683	700	600	200	300
4030	PART-TIME PERS ONLY	25	0	0	0	0
4032	PART-TIME NON-PERS	37,272	35,800	34,000	33,600	33,600
4241	P.E.R.S	21,412	25,600	24,400	15,700	17,300
4242	NON-PERSABLE COMPENSATION	195	300	200	100	100
4244	MEDICAL/DENTAL INSURANCE	16,227	18,500	17,900	10,100	10,100
4245	LONG TERM DISABILITY	118	200	100	100	100
4247	LIFE INSURANCE	178	200	200	100	100
4250	FICA/HOSPITAL INSURANCE	1,762	1,700	1,700	1,100	1,100
4299	VACANCY RATE	0	-4,800	0	-3,100	-3,200
Total:	SALARIES & WAGES	151,437	157,400	156,600	101,400	104,400
SUPPLIES						
5110	OFFICE SUPPLIES	258	500	500	500	500
5210	ATHLETIC	288	200	200	200	200
Total:	SUPPLIES	546	700	700	700	700
OPERATING EXPENSES						
6160	CONTRACT SERVICES	33,356	45,500	45,500	42,100	42,100
6169	CONTRACT EMPLOYEES	67,661	90,300	90,300	90,300	90,300
6611	ELECTRIC	10,967	14,900	14,900	15,600	16,400
6612	GAS	503	600	600	600	600
6614	WATER	351	400	400	400	400
6760	BUILDING REPAIR & MAINT	7,047	7,000	7,000	8,000	8,000
6930	MEMBERSHIP & PUBLICATIONS	0	0	0	600	600
Total:	OPERATING EXPENSES	119,884	158,700	158,700	157,600	158,400
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	4,024	4,692	4,400	4,400	4,400
Total:	SPECIAL PROGRAMS	4,024	4,692	4,400	4,400	4,400
Total:		275,890	321,492	320,400	264,100	267,900
Fund/Division: 0015503						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(17.85) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5504</b>		<b>RECREATION-FEE &amp; CHARGES</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	76,744	79,900	60,600	68,300	68,900
4014	VACATION SELL BACK	450	500	500	800	800
4015	ALLOWANCES	446	500	400	200	200
4021	LONGEVITY PAY	355	400	300	300	500
4030	PART-TIME PERS ONLY	844	2,400	0	0	0
4032	PART-TIME NON-PERS	24,189	17,000	18,000	24,300	24,300
4241	P.E.R.S	22,243	25,500	19,400	24,900	26,800
4242	NON-PERSABLE COMPENSATION	219	300	100	100	100
4244	MEDICAL/DENTAL INSURANCE	16,887	18,100	16,100	15,200	15,200
4245	LONG TERM DISABILITY	119	200	100	100	100
4247	LIFE INSURANCE	187	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,657	1,500	1,600	1,300	1,400
4299	VACANCY RATE	0	-4,400	0	-4,100	-4,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>144,340</b>	<b>142,100</b>	<b>117,200</b>	<b>131,500</b>	<b>134,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	491	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>491</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	294,404	280,000	294,000	294,000	294,000
6930	MEMBERSHIP & PUBLICATIONS	0	300	300	300	300
6970	TRAINING	190	200	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>294,594</b>	<b>280,500</b>	<b>294,300</b>	<b>294,300</b>	<b>294,300</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	46,507	50,500	50,500	51,400	51,400
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>46,507</b>	<b>50,500</b>	<b>50,500</b>	<b>51,400</b>	<b>51,400</b>
<b>Total:</b>		<b>485,932</b>	<b>473,600</b>	<b>462,500</b>	<b>477,700</b>	<b>480,500</b>
<b>Fund/Division: 0015504</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.87 %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5505</b>		<b>RECREATION-NATURE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	18,241	36,300	29,000	27,800	28,800
4014	VACATION SELL BACK	225	300	0	0	0
4015	ALLOWANCES	144	200	100	100	100
4021	LONGEVITY PAY	301	400	200	200	200
4032	PART-TIME NON-PERS	37,863	42,600	41,900	41,900	41,900
4241	P.E.R.S	5,689	12,000	9,200	10,200	11,200
4242	NON-PERSABLE COMPENSATION	90	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	3,230	8,400	6,500	6,600	6,600
4245	LONG TERM DISABILITY	20	100	0	0	0
4247	LIFE INSURANCE	60	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	867	1,200	1,000	1,000	1,000
4299	VACANCY RATE	0	-3,100	0	-2,600	-2,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>66,729</b>	<b>98,700</b>	<b>88,100</b>	<b>85,400</b>	<b>87,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	243	719	500	500	500
5230	BUILDING AND GROUNDS	65	1,200	1,200	1,200	1,200
5244	NATURE	553	300	400	400	400
5280	UNIFORM	0	300	300	300	300
5410	TOOLS	0	100	100	100	100
<b>Total:</b>	<b>SUPPLIES</b>	<b>861</b>	<b>2,619</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	567	400	400	400	400
6163	CABLE TECH SERVICES	1,114	1,200	1,200	1,200	1,200
6169	CONTRACT EMPLOYEES	15,937	17,500	17,500	15,400	15,400
6210	TELEPHONE	2,232	2,300	2,200	2,200	2,200
6611	ELECTRIC	5,389	5,700	5,700	6,000	6,300
6730	OFFICE EQUIPMENT	0	200	200	200	200
6750	VEHICLE MAINTENANCE	1,366	1,200	1,200	1,200	1,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>26,604</b>	<b>28,500</b>	<b>28,400</b>	<b>26,600</b>	<b>26,900</b>
SPECIAL PROGRAMS						
7160	EXPENDITURE REIMBURSED	640	0	0	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>640</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>94,835</b>	<b>129,819</b>	<b>119,000</b>	<b>114,500</b>	<b>116,700</b>
<b>Fund/Division: 0015505</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(11.80) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5506</b>		<b>RECREATION-FIELDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	38,605	51,100	30,900	40,700	41,500
4014	VACATION SELL BACK	675	700	0	0	0
4015	ALLOWANCES	303	500	200	300	300
4021	LONGEVITY PAY	574	900	400	500	700
4032	PART-TIME NON-PERS	0	0	0	19,300	19,300
4241	P.E.R.S	13,457	17,500	8,300	15,400	16,700
4242	NON-PERSABLE COMPENSATION	189	300	200	200	200
4244	MEDICAL/DENTAL INSURANCE	6,724	9,600	4,500	7,800	7,800
4245	LONG TERM DISABILITY	42	100	0	0	0
4247	LIFE INSURANCE	125	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	668	800	500	900	900
4299	VACANCY RATE	0	-2,500	0	-2,500	-2,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>61,361</b>	<b>79,200</b>	<b>45,100</b>	<b>82,700</b>	<b>84,900</b>
SUPPLIES						
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,425	23,500	23,500	24,500	25,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,425</b>	<b>23,500</b>	<b>23,500</b>	<b>24,500</b>	<b>25,000</b>
SPECIAL PROGRAMS						
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>62,786</b>	<b>102,700</b>	<b>68,600</b>	<b>107,200</b>	<b>109,900</b>
<b>Fund/Division: 0015506</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.38 %	

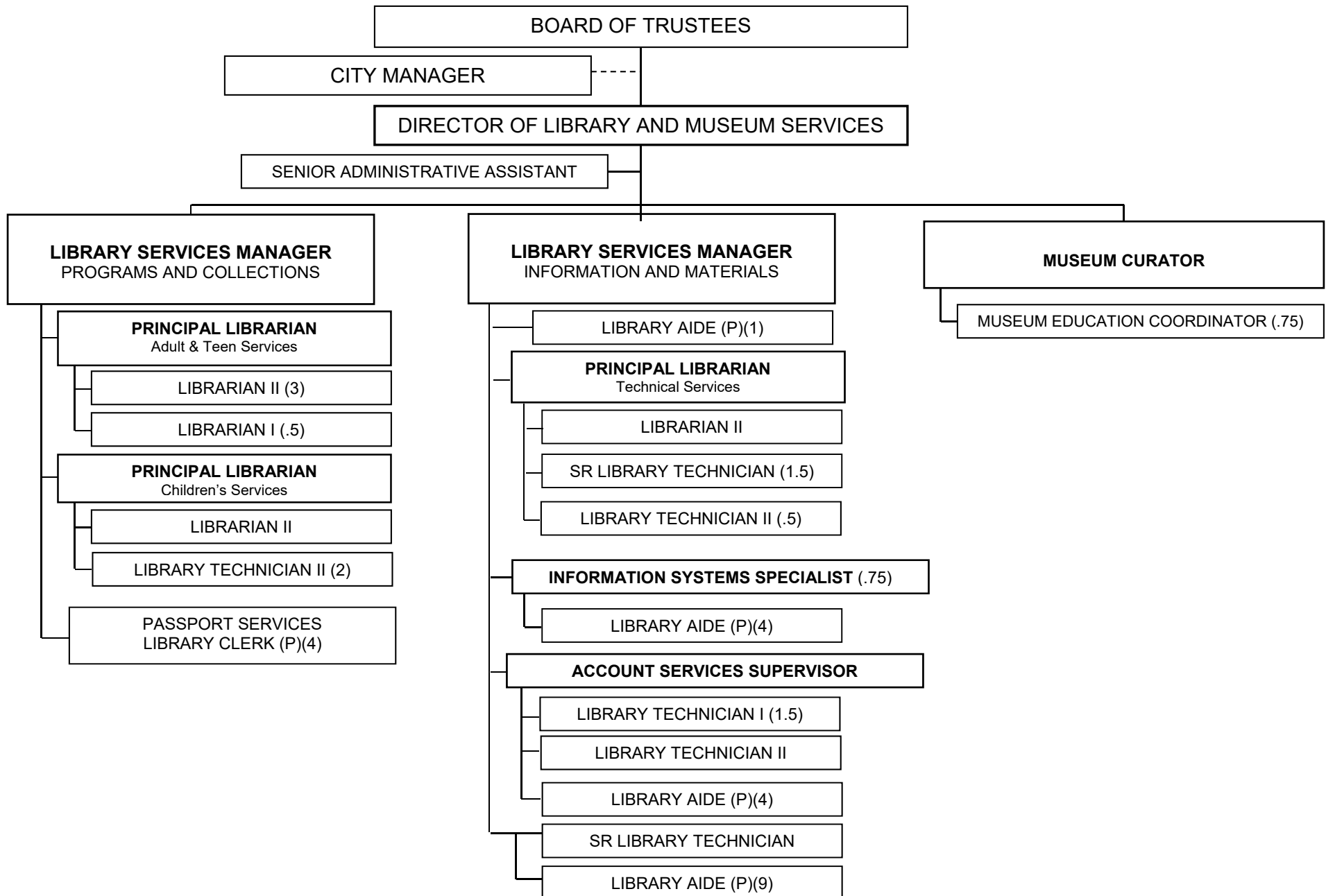
ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5507</b>		<b>RECREATION-SENIOR CITIZEN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	218,961	237,300	190,600	227,000	229,000
4011	SPECIALIST PAY	944	0	0	0	0
4014	VACATION SELL BACK	1,183	2,400	600	2,000	2,000
4015	ALLOWANCES	619	700	500	500	500
4021	LONGEVITY PAY	2,334	4,300	4,000	4,900	5,100
4030	PART-TIME PERS ONLY	438	0	0	0	0
4032	PART-TIME NON-PERS	12,509	27,600	22,500	23,900	23,900
4241	P.E.R.S	62,642	75,400	65,200	87,100	93,600
4242	NON-PERSABLE COMPENSATION	280	300	100	300	300
4244	MEDICAL/DENTAL INSURANCE	48,062	49,400	41,400	48,700	48,700
4245	LONG TERM DISABILITY	482	500	400	400	400
4247	LIFE INSURANCE	461	500	300	400	400
4250	FICA/HOSPITAL INSURANCE	3,778	3,600	3,500	3,700	3,700
4299	VACANCY RATE	0	-12,100	0	-12,000	-12,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>352,693</b>	<b>389,900</b>	<b>329,100</b>	<b>386,900</b>	<b>395,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,265	3,500	3,500	3,500	3,500
5115	PROGRAM EXPENSES	19,321	20,400	20,400	20,000	20,000
5116	SENIOR MEAL PROGRAM	37,148	45,900	45,100	43,700	43,700
5125	PRINT SHOP	3,923	4,000	4,000	4,000	4,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>62,656</b>	<b>73,800</b>	<b>73,000</b>	<b>71,200</b>	<b>71,200</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	73,543	77,000	77,000	84,000	84,000
6940	OFFICIAL MEETINGS	193	0	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>73,736</b>	<b>77,000</b>	<b>77,000</b>	<b>84,000</b>	<b>84,000</b>
SPECIAL PROGRAMS						
7130	SENIOR CITIZENS COMM	3,000	3,000	3,000	3,000	3,000
7160	EXPENDITURE REIMBURSED	33,972	7,800	7,800	7,800	7,800
7220	EXCURSIONS/SPECIAL EVENT	24,267	27,400	27,400	27,600	27,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>61,239</b>	<b>38,200</b>	<b>38,200</b>	<b>38,400</b>	<b>38,400</b>
<b>Total:</b>		<b>550,324</b>	<b>578,900</b>	<b>517,300</b>	<b>580,500</b>	<b>589,000</b>
<b>Fund/Division: 0015507</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.28 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5508</b>		<b>RECREATION-CAMPING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	30,464	41,500	32,700	33,000	34,200
4014	VACATION SELL BACK	450	500	400	0	0
4015	ALLOWANCES	223	300	100	200	200
4021	LONGEVITY PAY	437	600	300	200	300
4032	PART-TIME NON-PERS	82,965	93,900	93,900	96,800	96,800
4241	P.E.R.S	9,918	13,900	9,800	12,000	13,300
4242	NON-PERSABLE COMPENSATION	134	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	5,909	8,800	6,200	7,500	7,500
4245	LONG TERM DISABILITY	38	100	0	0	0
4247	LIFE INSURANCE	94	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,707	2,100	1,500	1,900	1,900
4299	VACANCY RATE	0	-4,900	0	-4,500	-4,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>132,339</b>	<b>157,200</b>	<b>145,100</b>	<b>147,300</b>	<b>149,800</b>
SUPPLIES						
5241	DAY CAMP	73,293	59,100	59,100	61,600	61,600
5242	WINTER/SPRING/FALL CAMP	1,993	3,500	3,500	3,500	3,500
5243	SPORTS CAMP	15,375	13,700	13,700	15,500	15,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>90,662</b>	<b>76,300</b>	<b>76,300</b>	<b>80,600</b>	<b>80,600</b>
OPERATING EXPENSES						
6940	OFFICIAL MEETINGS	0	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total:</b>		<b>223,001</b>	<b>234,100</b>	<b>222,000</b>	<b>228,500</b>	<b>231,000</b>
<b>Fund/Division: 0015508</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.39) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5510</b>		<b>RECREATION-YOUTH MASTER</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	96,093	107,500	115,000	96,700	99,800
4014	VACATION SELL BACK	675	700	900	0	0
4015	ALLOWANCES	689	600	600	400	400
4021	LONGEVITY PAY	1,557	1,300	1,400	700	900
4030	PART-TIME PERS ONLY	8,881	0	0	0	0
4032	PART-TIME NON-PERS	231,992	212,300	212,300	211,200	211,200
4241	P.E.R.S	30,377	35,600	38,100	35,500	39,100
4242	NON-PERSABLE COMPENSATION	421	400	400	200	200
4244	MEDICAL/DENTAL INSURANCE	19,493	24,600	25,200	22,900	22,900
4245	LONG TERM DISABILITY	126	200	200	100	100
4247	LIFE INSURANCE	300	300	300	200	200
4250	FICA/HOSPITAL INSURANCE	5,120	4,700	5,800	4,500	4,500
4299	VACANCY RATE	0	-11,600	0	-11,100	-11,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>395,723</b>	<b>376,600</b>	<b>400,200</b>	<b>361,300</b>	<b>368,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	151	500	500	500	500
5125	PRINT SHOP	433	500	500	500	500
5210	ATHLETIC	2,411	2,200	2,200	2,200	2,200
5220	AWARDS	827	2,300	2,300	2,300	2,300
5250	CRAFT	1,468	1,000	1,000	1,000	1,000
5280	UNIFORM	1,907	3,700	3,700	3,700	3,700
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,197</b>	<b>10,200</b>	<b>10,200</b>	<b>10,200</b>	<b>10,200</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	600	600	600	600
6169	CONTRACT EMPLOYEES	5,555	6,900	6,900	7,000	7,000
6210	TELEPHONE	400	500	700	700	700
6930	MEMBERSHIP & PUBLICATIONS	0	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>5,955</b>	<b>8,600</b>	<b>8,800</b>	<b>8,900</b>	<b>8,900</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	60,442	61,400	61,400	60,500	60,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>60,442</b>	<b>61,400</b>	<b>61,400</b>	<b>60,500</b>	<b>60,500</b>
<b>Total:</b>		<b>469,317</b>	<b>456,800</b>	<b>480,600</b>	<b>440,900</b>	<b>447,600</b>
<b>Fund/Division: 0015510</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.48) %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5520</b>		<b>RECREATION-MUSEUM EDUCATN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	17,682	15,700	12,900	19,100	19,300
4014	VACATION SELL BACK	225	300	100	400	400
4015	ALLOWANCES	122	100	0	100	100
4021	LONGEVITY PAY	137	100	100	200	200
4030	PART-TIME PERS ONLY	1,585	0	0	0	0
4032	PART-TIME NON-PERS	10,719	19,800	19,800	13,600	13,600
4241	P.E.R.S	5,417	5,100	4,100	7,100	7,700
4242	NON-PERSABLE COMPENSATION	65	100	0	100	100
4244	MEDICAL/DENTAL INSURANCE	3,569	3,600	2,300	3,900	3,900
4245	LONG TERM DISABILITY	24	100	0	0	0
4247	LIFE INSURANCE	49	100	0	0	100
4250	FICA/HOSPITAL INSURANCE	474	600	500	500	500
4299	VACANCY RATE	0	-1,400	0	-1,300	-1,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>40,066</b>	<b>44,200</b>	<b>39,800</b>	<b>43,700</b>	<b>44,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	300	300	300	300	300
<b>Total:</b>	<b>SUPPLIES</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	17,411	30,000	28,000	28,000	28,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>17,411</b>	<b>30,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	0	500	500	500	500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total:</b>		<b>57,777</b>	<b>75,000</b>	<b>68,600</b>	<b>72,500</b>	<b>73,300</b>
<b>Fund/Division: 0015520</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.33) %	

# LIBRARY AND MUSEUM SERVICES



## LIBRARY AND MUSEUM SERVICES DEPARTMENT

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### Description:

#### Library

The Library brings people, information, and ideas together to enrich lives and strengthen the community. We offer expert staff, welcoming spaces, diverse collections and compelling classes and programs designed to help meet the community's needs for early childhood education, technology, supplemental reading and research support for students, and lifelong learning opportunities for adults.

The Library is comprised of two divisions with the following major responsibilities:

**The Program and Collections Division** is responsible for Adult, Teen, Youth, and Children's services, programs, and collections, marketing, publicity, and community engagement. Some specific programs that fall under this division include Passport Services, Adult English Conversation classes, childhood literacy and adult technology literacy classes, and the Volunteer program. The Adult, Teen, Youth, and Children's Services staff assist patrons with reference inquiries, readers' advisory, informational, educational, and technology literacy classes and programs; selection and maintenance of collections for all ages in a variety of media, languages, and formats, including the specialized and unique Arcadia History collection. This division leads the organization on community engagement, information, technology, and childhood literacy, developing and maintaining partnerships with schools, community civic groups and businesses. This Division is at the forefront of the community's current and emerging informational, educational, digital and technology needs, making recommendations for current and future technology planning and providing content for the Library's website and social media presence.

**The Information and Materials Management Division** provides front line and support services. It is responsible for the operations of Account Services, Shelving Management, Information Technology, and Technical Services. The Account Services division is responsible for material check-in, check-out, patron accounts, fines, fees, reserves, and homebound services. Information Technology is responsible for in-house computer and technology support, including the Community Learning and Technology Center, computer software, hardware, and network infrastructure including the Wi-Fi network, high speed Internet access, and the Library & Museum's web presence. Other services provided include public assistance with the public computers, print, photocopy, scanning, and other technology related questions. Services provided by the Acquisitions and Cataloging section include placing and receiving all orders for new items, cataloging, and processing each item, and the eventual discarding of worn or out-of-date items. This section also handles Interlibrary Loan Services



and provides updates and maintenance to the Library's open source Koha catalog.

### Gilb Museum of Arcadia Heritage and Museum Education Center

**The Museum** is dedicated to bringing the joy of discovery and preservation of Arcadia's local history, past and present, to the community. It is staffed by a full-time professional Curator and a part-time Museum Education Coordinator that brings expertise to collection care, exhibits, and programming. Through exhibits and programs, it provides a place for the community to think, play, reflect, and create with hands-on exploration of the everyday local history that surrounds the community. Using Museum artifacts allows our permanent exhibits to tell the story of Arcadia's chronological history beginning with Native Americans, plus "Anita Baldwin: A Portrait;" "Arcadia's Walk of Fame;" and "Movie Magic: Arcadia in the Movies." The Arcadia Veterans Local History exhibit tells individual stories of the City's Veterans and Home Town Heroes; Temporary, rotating exhibits are also offered inside the Museum and throughout the City incorporating the City's various cultures, history, artifacts, and local artists. The Museum presents programs for all ages incorporating education about Arcadia's history; school and scout programs; and adult workshops and lectures. The Museum's collections are unique and specific to Arcadia and are the heart of the Museum.

**The Museum Education Center** serves as a multipurpose space to specifically support Museum educational programming, meetings, speakers, receptions, and cultural programs. It is a shared-use facility with the Community Services Department and is also used for community recreation classes and a rental facility when not in use by the Museum.

### **FY 2019-2020 Work Plan: Library**

1. Provide collections, services, and programs that inform and enrich lives, build community, and meet the needs and interests of Arcadia's diverse citizenry.
2. Complete a Marketing and Publicity Plan that reaches many audiences through diverse formats, taking advantage of tools that support current and future advocacy efforts.
3. Promote and market services, collections, and programs to increase residents' overall awareness of library services.
4. Maintain a financially stable and sustainable operating model.
5. Look for effective new partnerships and maintain strong relationships with existing partners.
6. Develop and support a well-trained and knowledgeable staff.
7. Increase Wi-Fi capability to better serve the current user needs.

8. Utilize, update, and maintain appropriate technology to meet organizational and community needs.
9. Explore RFID and continue to streamline and automate services that best serve the needs of the community and collections maintenance.
10. Implement a new Student Card initiative for middle school students.
11. Support school readiness and general literacy
12. Maintain a financially stable and sustainable operating model.
13. Implement the Harwood strategy to provide information on library resources and promote communication and engagement with the community.
14. Maintain and refresh the facility, grounds, and furnishings, to ensure an attractive and inviting environment for people visiting the Library.

**FY 2019-2020 Work Plan: Gilb Museum and Museum Education Center**

1. Create fun, creative, open-ended exploration and educational programming that ignites curiosity, encourages discovery, and develops a lifelong learning and love for history that benefit all cultures and age groups of Arcadia's community. Create formal and informal learning environments.
2. Ethically accession, maintain, expand, and care for artifact collections following museum management best standards and practices. Create an electronic record of the accession journal.
3. Systematically refresh permanent exhibit spaces with artifacts and new research to keep visitors interested in the history of Arcadia. Begin incorporating interactive touchscreen displays to condense some of the larger exhibits to provide more access to artifacts and photographs within the collection.
4. Digitize the Arcadia Veterans Registry making it more accessible and permanent.
5. Collaborate with schools, community groups, and individuals to develop temporary exhibits that meet the current interests of the community.
6. Build a strong volunteer base and unpaid internship program work with collections and assist with programs. Apply for a Getty Intern for the spring of 2020.
7. Continue to build the Speaker's Series within the community by promoting it to a wide variety of local community groups.

8. Review permanent exhibit spaces and develop a plan to condense existing exhibit space to make room for new permanent or temporary exhibits.
9. Collaborate with schools, community groups, and individuals to develop temporary exhibits that meet the current interests of the community.
10. Continue on the Continuum of Excellence toward accreditation by the American Alliance of Museums by working on the required five core documents.
11. Engage in the American Association of State and Local History's StEPs (Standards and Excellence Program for History Organizations) program; working toward the Museum's accreditation with the American Alliance of Museums.
12. Collaborate with the Friends of the Museum.

## **FY19-20 EMPLOYEE COUNT BY DEPARTMENT**

### ***LIBRARY***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Circulation Services Supervisor	1.00
Director of Library/Museum Services	1.00
Historical Museum Curator	1.00
Information System Specialist	0.75
Librarian I	0.50
Librarian II	5.00
Library Services Manager	2.00
Library Technician I	1.50
Library Technician II	3.50
Museum Education Coordinator	0.75
Principal Librarian	3.00
Senior Administrative Assistant	1.00
Senior Library Technician	2.50
<b>TOTAL</b>	<b>23.50</b>

ACCOUNT TITLE		2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>5600</b>	<b>LIBRARY &amp; MUSEUM SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,615,494	1,746,500	1,661,100	1,796,900	1,840,300
4011	SPECIALIST PAY	2,539	2,000	2,000	2,000	2,000
4014	VACATION SELL BACK	2,080	3,400	3,000	5,800	5,800
4015	ALLOWANCES	1,585	1,700	2,300	2,300	2,300
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	22,373	21,500	21,200	21,400	22,700
4032	PART-TIME NON-PERS	178,772	263,200	265,777	274,700	274,700
4130	OVERTIME	453	2,100	2,100	1,800	1,800
4241	P.E.R.S	480,412	575,400	542,000	675,200	735,900
4242	NON-PERSABLE COMPENSATIOI	1,719	1,900	1,800	1,900	2,000
4244	MEDICAL/DENTAL INSURANCE	279,433	320,800	297,900	320,600	320,600
4245	LONG TERM DISABILITY	2,503	2,700	2,400	2,200	2,200
4247	LIFE INSURANCE	2,499	3,200	2,500	2,600	2,600
4250	FICA/HOSPITAL INSURANCE	25,430	28,300	27,300	28,800	29,500
4299	VACANCY RATE	0	-89,100	0	-84,900	-97,200
<b>Total: SALARIES &amp; WAGES</b>		<b>2,615,792</b>	<b>2,884,100</b>	<b>2,831,877</b>	<b>3,051,800</b>	<b>3,145,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	39,502	45,400	40,400	47,500	43,900
5115	PROGRAM EXPENSES	18,213	18,700	18,700	19,700	19,700
5125	PRINT SHOP	12,699	13,300	13,300	13,600	13,600
5230	BUILDING AND GROUNDS	16,250	14,300	14,300	15,200	15,200
<b>Total: SUPPLIES</b>		<b>86,664</b>	<b>91,700</b>	<b>86,700</b>	<b>96,000</b>	<b>92,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	157,738	228,000	228,000	234,100	234,100
6210	TELEPHONE	26,762	27,600	27,000	27,100	29,300
6310	MILEAGE	505	600	600	600	600
6505	GENERAL LIABILITY	65,400	67,200	67,200	67,800	68,100
6507	WORKERS' COMPENSATION	43,200	42,500	42,500	46,400	46,700
6611	ELECTRIC	121,313	138,900	137,500	144,300	151,500
6612	GAS	8,187	9,500	6,600	6,900	7,200
6614	WATER	2,487	2,600	2,500	2,600	2,600
6730	OFFICE EQUIPMENT	44,036	10,600	10,600	54,300	19,100
6750	VEHICLE MAINTENANCE	2,067	2,500	3,500	3,000	3,100
6760	BUILDING REPAIR & MAINT	22,506	16,500	22,500	16,500	15,500
6921	BIBLIOGRAPHIC UTILITIES	27,485	30,500	30,500	30,500	30,500
6922	LIBRARY MATERIALS	221,480	219,400	219,400	224,400	85,010
6923	ELECTRONIC RESOURCES	60,794	68,100	68,100	65,900	65,900
6925	ARTIFACT	2,504	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	5,985	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	3,955	7,500	7,500	8,200	8,200
6960	EQUIPMENT REPLACEMENT	223,690	99,900	86,200	67,300	201,800
6970	TRAINING	2,327	3,100	3,100	3,100	3,100
6971	TUITION REIMBURSEMENT	1,091	7,100	7,100	9,700	9,700
6977	EMPLOYEE SUPPORT	1,023	1,100	1,100	1,100	1,100
<b>Total: OPERATING EXPENSES</b>		<b>1,044,534</b>	<b>992,700</b>	<b>981,000</b>	<b>1,023,300</b>	<b>992,610</b>

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>Total Division:</b>	<b>3,746,990</b>	<b>3,968,500</b>	<b>3,899,577</b>	<b>4,171,100</b>	<b>4,230,710</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				5.11 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5601</b>		<b>LIBRARY-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	406,245	431,800	420,200	445,300	458,200
4014	VACATION SELL BACK	0	1,200	1,200	3,600	3,600
4015	ALLOWANCES	1,585	1,700	2,300	2,300	2,300
4021	LONGEVITY PAY	4,394	5,000	4,900	5,300	5,500
4032	PART-TIME NON-PERS	9,555	18,300	18,300	18,800	18,800
4241	P.E.R.S	119,426	140,800	135,900	166,300	182,200
4242	NON-PERSABLE COMPENSATION	1,719	1,900	1,800	1,900	2,000
4244	MEDICAL/DENTAL INSURANCE	61,094	66,600	65,600	66,600	66,600
4245	LONG TERM DISABILITY	388	400	400	300	300
4247	LIFE INSURANCE	1,122	1,300	1,100	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	6,233	6,500	6,700	6,800	7,000
4299	VACANCY RATE	0	-20,300	0	-21,500	-22,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>611,761</b>	<b>655,200</b>	<b>658,400</b>	<b>696,900</b>	<b>725,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,487	6,500	6,500	6,500	6,500
5115	PROGRAM EXPENSES	6,204	7,100	7,100	7,100	7,100
5125	PRINT SHOP	10,102	10,300	10,300	10,600	10,600
5230	BUILDING AND GROUNDS	15,467	13,000	13,000	13,400	13,400
<b>Total:</b>	<b>SUPPLIES</b>	<b>38,261</b>	<b>36,900</b>	<b>36,900</b>	<b>37,600</b>	<b>37,600</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	137,882	205,000	205,000	209,300	209,300
6210	TELEPHONE	25,375	25,100	25,600	25,700	25,800
6310	MILEAGE	182	300	300	300	300
6505	GENERAL LIABILITY	65,400	67,200	67,200	67,800	68,100
6507	WORKERS' COMPENSATION	43,200	42,500	42,500	46,400	46,700
6611	ELECTRIC	121,313	138,900	137,500	144,300	151,500
6612	GAS	8,187	9,500	6,600	6,900	7,200
6614	WATER	2,487	2,600	2,500	2,600	2,600
6730	OFFICE EQUIPMENT	40,956	7,100	7,100	51,300	16,100
6750	VEHICLE MAINTENANCE	2,067	2,500	3,500	3,000	3,100
6760	BUILDING REPAIR & MAINT	17,268	10,000	16,000	10,000	10,000
6930	MEMBERSHIP & PUBLICATIONS	5,265	5,800	5,800	5,800	5,800
6940	OFFICIAL MEETINGS	2,383	5,000	5,000	5,700	5,700
6960	EQUIPMENT REPLACEMENT	223,690	86,200	86,200	67,300	201,800
6970	TRAINING	1,925	2,100	2,100	2,100	2,100
6971	TUITION REIMBURSEMENT	1,091	7,100	7,100	9,700	9,700
6977	EMPLOYEE SUPPORT	1,023	1,100	1,100	1,100	1,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>699,693</b>	<b>618,000</b>	<b>621,100</b>	<b>659,300</b>	<b>766,900</b>
<b>Total:</b>		<b>1,349,714</b>	<b>1,310,100</b>	<b>1,316,400</b>	<b>1,393,800</b>	<b>1,529,800</b>
<b>Fund/Division: 0015601</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.39 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5602</b>		<b>LIBRARY-INFORMATION SYSTE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	46,513	50,900	50,100	54,200	55,500
4032	PART-TIME NON-PERS	39,370	47,100	47,100	47,100	47,100
4241	P.E.R.S	12,803	15,800	15,200	19,200	21,000
4244	MEDICAL/DENTAL INSURANCE	6,179	6,700	6,600	6,700	6,700
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,258	1,500	1,300	1,500	1,500
4299	VACANCY RATE	0	-3,700	0	-3,800	-3,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>106,286</b>	<b>118,500</b>	<b>120,500</b>	<b>125,100</b>	<b>128,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	558	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>558</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total:</b>		<b>106,844</b>	<b>119,500</b>	<b>121,500</b>	<b>126,100</b>	<b>129,100</b>
<b>Fund/Division: 0015602</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.52 %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5603</b>		<b>LIBRARY-SHELVING MGMT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	54,398	56,500	58,800	60,200	62,000
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	0	600	200	500	500
4032	PART-TIME NON-PERS	73,414	96,300	96,300	98,700	98,700
4241	P.E.R.S	15,283	18,000	17,300	21,900	24,000
4244	MEDICAL/DENTAL INSURANCE	12,413	13,400	13,200	13,400	13,400
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	2,032	2,300	2,200	2,300	2,400
4299	VACANCY RATE	0	-5,600	0	-5,900	-6,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>158,667</b>	<b>182,700</b>	<b>189,200</b>	<b>192,300</b>	<b>196,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	309	300	300	300	300
<b>Total:</b>	<b>SUPPLIES</b>	<b>309</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total:</b>		<b>158,977</b>	<b>183,000</b>	<b>189,500</b>	<b>192,600</b>	<b>196,500</b>
<b>Fund/Division: 0015603</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.25 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5604</b>		<b>LIBRARY-CIRCULATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	155,930	174,600	162,100	183,600	189,300
4011	SPECIALIST PAY	610	0	0	0	0
4021	LONGEVITY PAY	1,401	400	400	1,100	1,300
4032	PART-TIME NON-PERS	33,616	47,500	47,500	44,800	44,800
4130	OVERTIME	95	0	0	0	0
4241	P.E.R.S	45,589	55,300	48,100	65,600	72,000
4244	MEDICAL/DENTAL INSURANCE	38,553	46,800	41,000	46,800	46,800
4245	LONG TERM DISABILITY	363	400	300	300	300
4247	LIFE INSURANCE	237	300	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,615	3,300	3,300	3,300	3,400
4299	VACANCY RATE	0	-9,900	0	-1,400	-10,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>279,011</b>	<b>318,700</b>	<b>302,900</b>	<b>344,300</b>	<b>347,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	7,560	2,000	2,000	5,600	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,560</b>	<b>2,000</b>	<b>2,000</b>	<b>5,600</b>	<b>2,000</b>
<b>Total:</b>		<b>286,571</b>	<b>320,700</b>	<b>304,900</b>	<b>349,900</b>	<b>349,400</b>
<b>Fund/Division: 0015604</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.11	%

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5605</b>		<b>LIBRARY-CHILDREN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	260,965	270,400	270,300	285,900	290,500
4021	LONGEVITY PAY	2,185	2,200	2,200	2,300	2,800
4032	PART-TIME NON-PERS	5,440	0	2,577	0	0
4241	P.E.R.S	78,035	89,400	88,600	107,900	116,700
4244	MEDICAL/DENTAL INSURANCE	49,093	53,500	52,400	53,500	53,500
4245	LONG TERM DISABILITY	496	500	500	400	400
4247	LIFE INSURANCE	323	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	3,972	4,000	4,100	4,200	4,300
4299	VACANCY RATE	0	-12,600	0	-13,600	-14,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>400,509</b>	<b>407,800</b>	<b>420,977</b>	<b>440,900</b>	<b>454,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,382	2,400	2,400	2,400	2,400
5115	PROGRAM EXPENSES	1,012	800	800	800	800
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,395</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	57,500	60,000	60,000	61,000	61,000
6923	ELECTRONIC RESOURCES	6,995	9,500	9,500	8,500	8,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>64,496</b>	<b>69,500</b>	<b>69,500</b>	<b>69,500</b>	<b>69,500</b>
<b>Total:</b>		<b>468,399</b>	<b>480,500</b>	<b>493,677</b>	<b>513,600</b>	<b>527,100</b>
<b>Fund/Division: 0015605</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.89 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5607</b>		<b>LIBRARY-TECHNICAL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	273,752	296,100	296,800	302,000	304,200
4014	VACATION SELL BACK	1,151	1,200	1,500	1,200	1,200
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	6,557	5,500	6,500	5,700	6,000
4241	P.E.R.S	84,343	100,100	100,000	116,700	125,100
4244	MEDICAL/DENTAL INSURANCE	45,469	53,500	52,400	53,500	53,500
4245	LONG TERM DISABILITY	438	500	500	400	400
4247	LIFE INSURANCE	285	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,906	2,900	3,200	2,900	2,900
4299	VACANCY RATE	0	-13,800	0	-14,500	-14,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>415,401</b>	<b>446,900</b>	<b>461,700</b>	<b>468,700</b>	<b>479,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	15,131	14,000	14,000	15,000	15,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>15,131</b>	<b>14,000</b>	<b>14,000</b>	<b>15,000</b>	<b>15,000</b>
OPERATING EXPENSES						
6921	BIBLIOGRAPHIC UTILITIES	27,485	30,500	30,500	30,500	30,500
6922	LIBRARY MATERIALS	8,280	8,500	8,500	8,800	8,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>35,764</b>	<b>39,000</b>	<b>39,000</b>	<b>39,300</b>	<b>39,300</b>
<b>Total:</b>		<b>466,297</b>	<b>499,900</b>	<b>514,700</b>	<b>523,000</b>	<b>533,500</b>
<b>Fund/Division: 0015607</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.62 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5608</b>		<b>LIBRARY-ADULT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	312,796	357,200	339,700	368,400	378,500
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	929	1,000	300	1,000	1,000
4021	LONGEVITY PAY	6,416	6,100	6,000	6,500	6,600
4241	P.E.R.S	94,291	119,700	115,300	141,200	154,200
4244	MEDICAL/DENTAL INSURANCE	48,276	60,200	54,700	60,100	60,100
4245	LONG TERM DISABILITY	421	500	400	400	400
4247	LIFE INSURANCE	274	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	4,473	5,300	4,900	5,500	5,600
4299	VACANCY RATE	0	-16,500	0	-17,500	-18,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>468,842</b>	<b>534,900</b>	<b>522,600</b>	<b>566,900</b>	<b>589,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,581	1,900	1,900	1,900	1,900
5115	PROGRAM EXPENSES	2,853	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,434</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	155,700	150,900	150,900	154,600	15,210
6923	ELECTRONIC RESOURCES	53,799	58,600	58,600	57,400	57,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>209,499</b>	<b>209,500</b>	<b>209,500</b>	<b>212,000</b>	<b>72,610</b>
<b>Total:</b>		<b>682,775</b>	<b>747,800</b>	<b>735,500</b>	<b>782,300</b>	<b>665,510</b>
<b>Fund/Division: 0015608</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.61 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5620</b>		<b>LIBRARY-MUSEUM</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	104,895	109,000	63,100	97,300	102,100
4021	LONGEVITY PAY	1,420	1,700	1,000	0	0
4130	OVERTIME	357	2,100	2,100	1,800	1,800
4241	P.E.R.S	30,641	36,300	21,600	36,400	40,700
4244	MEDICAL/DENTAL INSURANCE	18,356	20,100	12,000	20,000	20,000
4245	LONG TERM DISABILITY	198	200	100	200	200
4247	LIFE INSURANCE	129	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,701	1,700	1,000	1,400	1,500
4299	VACANCY RATE	0	-5,100	0	-4,700	-5,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>157,697</b>	<b>166,200</b>	<b>101,000</b>	<b>152,500</b>	<b>161,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,304	2,300	2,300	1,800	1,800
5115	PROGRAM EXPENSES	8,144	9,300	9,300	10,300	10,300
5125	PRINT SHOP	2,597	3,000	3,000	3,000	3,000
5230	BUILDING AND GROUNDS	552	800	800	800	800
<b>Total:</b>	<b>SUPPLIES</b>	<b>13,596</b>	<b>15,400</b>	<b>15,400</b>	<b>15,900</b>	<b>15,900</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	15,024	16,100	16,100	17,000	17,000
6210	TELEPHONE	710	700	700	700	700
6310	MILEAGE	323	300	300	300	300
6730	OFFICE EQUIPMENT	1,343	1,500	1,500	1,500	1,500
6760	BUILDING REPAIR & MAINT	4,573	1,500	1,500	1,500	1,500
6925	ARTIFACT	2,504	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	720	1,200	1,200	1,200	1,200
6940	OFFICIAL MEETINGS	1,573	2,500	2,500	2,500	2,500
6960	EQUIPMENT REPLACEMENT	0	13,700	0	0	0
6970	TRAINING	403	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>27,172</b>	<b>41,000</b>	<b>27,300</b>	<b>28,200</b>	<b>28,200</b>
<b>Total:</b>		<b>198,465</b>	<b>222,600</b>	<b>143,700</b>	<b>196,600</b>	<b>205,500</b>
<b>Fund/Division: 0015620</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(11.68) %	

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5630 MUSEUM EDUCATION CENTER</b>					
SUPPLIES					
5230 BUILDING AND GROUNDS	231	500	500	1,000	1,000
<b>Total: SUPPLIES</b>	<b>231</b>	<b>500</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	4,832	6,900	6,900	7,800	7,800
6210 TELEPHONE	676	1,800	700	700	2,800
6730 OFFICE EQUIPMENT	0	1,500	1,500	1,500	1,500
6760 BUILDING REPAIR & MAINT	665	5,000	5,000	5,000	4,000
<b>Total: OPERATING EXPENSES</b>	<b>6,174</b>	<b>15,200</b>	<b>14,100</b>	<b>15,000</b>	<b>16,100</b>
<b>Total:</b>	<b>6,405</b>	<b>15,700</b>	<b>14,600</b>	<b>16,000</b>	<b>17,100</b>
<b>Fund/Division: 0015630</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				1.91 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5640</b>		<b>PASSPORT PROCESSING</b>				
SALARIES & WAGES						
4032	PART-TIME NON-PERS	17,377	54,000	54,000	65,300	65,300
4250	FICA/HOSPITAL INSURANCE	240	800	600	900	900
4299	VACANCY RATE	0	-1,600	0	-2,000	-2,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>17,618</b>	<b>53,200</b>	<b>54,600</b>	<b>64,200</b>	<b>64,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,189	15,000	10,000	13,000	13,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,189</b>	<b>15,000</b>	<b>10,000</b>	<b>13,000</b>	<b>13,000</b>
OPERATING EXPENSES						
6730	OFFICE EQUIPMENT	1,737	500	500	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,737</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>22,544</b>	<b>68,700</b>	<b>65,100</b>	<b>77,200</b>	<b>77,200</b>
<b>Fund/Division: 0015640</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					12.37 %	



## Narcotic Seizure

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>197,600</b>	<b>65,600</b>	<b>0</b>
Estimated Revenue:			
Asset Seizure fund	30,000	70,000	70,000
Interest Earnings	800	1,000	1,000
Transfer-In / (AB109 Fund & General Fund)	0	34,100	111,400
Total Revenues	30,800	105,100	182,400
Estimated Funds Available	228,400	170,700	182,400
Proposed Expenditures:			
Equipment	0	0	0
F.A.S.T.	162,800	170,700	182,400
Total Expenditures	162,800	170,700	182,400
<b>Ending Fund Balance</b>	<b>65,600</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Narcotic Seizure Fund was established to account for revenues received by the City from drug related police enforcement activities participated in by the Arcadia Police Department. The Federal and State governments have placed restrictions on the use of these funds such that they may be used only for law enforcement activities, equipment, and manpower. Additionally, these funds are intended to augment the Police Department budget and may not be used to offset, or reduce, the Department's operating budget.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2112</b>		<b>POLICE-STATE LA IMPACT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	86,518	92,400	92,500	89,100	93,500
4014	VACATION SELL BACK	0	0	2,700	4,000	4,000
4130	OVERTIME	16,585	1,000	500	1,000	1,000
4138	HOLIDAY PAY	3,396	3,600	3,600	3,400	3,600
4241	P.E.R.S	44,093	52,600	52,400	56,000	63,000
4244	MEDICAL/DENTAL INSURANCE	8,449	14,800	8,500	14,800	14,800
4245	LONG TERM DISABILITY	170	200	200	200	200
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,315	1,400	1,500	1,400	1,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>160,591</b>	<b>166,100</b>	<b>162,000</b>	<b>170,000</b>	<b>181,600</b>
SUPPLIES						
5280	UNIFORM	750	800	800	800	800
<b>Total:</b>	<b>SUPPLIES</b>	<b>750</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Total:</b>		<b>161,341</b>	<b>166,900</b>	<b>162,800</b>	<b>170,800</b>	<b>182,400</b>
<b>Fund/Division: 0032112</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.34 %	

## Citizens Option for Public Safety (COPS) Program Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>271,500</b>	<b>269,500</b>	<b>269,300</b>
Estimated Revenue:			
C.O.P.S. AB 3229 Funds	154,000	160,200	166,600
Interest Income	2,700	5,400	5,400
<b>Total Revenues</b>	<b>156,700</b>	<b>165,600</b>	<b>172,000</b>
Estimated Funds Available	428,200	435,100	441,300
Proposed Expenditures:			
Operating Costs	158,700	165,800	168,100
<b>Total Expenditures</b>	<b>158,700</b>	<b>165,800</b>	<b>168,100</b>
<b>Ending Fund Balance</b>	<b>269,500</b>	<b>269,300</b>	<b>273,200</b>

### Purpose of Funds:

This fund was established to account for funds distributed to the City in support of the Citizen's Option for Public Safety (COPS) Program.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DIVISION: 2112		SLESF - CRIME ANALYST				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	76,582	93,700	94,100	95,100	95,100
4021	LONGEVITY PAY	21	0	0	1,000	1,100
4241	P.E.R.S	21,729	29,100	29,200	34,100	36,300
4242	NON-PERSABLE COMPENSATION	422	500	500	500	500
4244	MEDICAL/DENTAL INSURANCE	16,373	17,400	17,200	17,300	17,300
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	302	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,332	1,400	1,600	1,400	1,400
Total:	SALARIES & WAGES	116,860	142,600	143,000	149,800	152,100
SUPPLIES						
5260	FIELDS	6,955	10,000	10,000	10,000	10,000
Total:	SUPPLIES	6,955	10,000	10,000	10,000	10,000
OPERATING EXPENSES						
6505	GENERAL LIABILITY	2,400	2,600	2,600	2,600	2,600
6507	WORKERS' COMPENSATION	3,200	3,100	3,100	3,400	3,400
Total:	OPERATING EXPENSES	5,600	5,700	5,700	6,000	6,000
Total:		129,415	158,300	158,700	165,800	168,100
Fund/Division: 0042112						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.74 %	

## High School Law Enforcement

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grants	0	0	0
School District	80,000	80,000	80,000
General Fund Contribution	137,400	152,700	159,200
Total Revenues	217,400	232,700	239,200
Estimated Funds Available	217,400	232,700	239,200
Proposed Expenditures:			
Operating Costs	217,400	232,700	239,200
Total Expenditures	217,400	232,700	239,200
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Fund was established to fund the position of Youth and Education Support (Y.E.S.) officer who is assigned to the Arcadia High School campus and interacts with school officials and students. Arcadia Unified School District agrees to contribute \$80,000 toward this position.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DIVISION: 2112		LLEBG HIGH SCHOOL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	104,276	106,100	106,100	107,700	107,700
4011	SPECIALIST PAY	5,966	6,000	6,100	6,000	6,000
4014	VACATION SELL BACK	0	5,700	2,000	5,700	5,700
4021	LONGEVITY PAY	1,096	1,100	1,100	1,300	1,600
4130	OVERTIME	4,035	2,800	2,800	2,800	2,800
4138	HOLIDAY PAY	4,250	4,400	4,400	4,400	4,400
4241	P.E.R.S	63,774	71,000	69,600	79,500	85,600
4244	MEDICAL/DENTAL INSURANCE	14,429	14,800	15,300	14,800	14,800
4245	LONG TERM DISABILITY	170	200	200	200	200
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,668	1,800	1,600	1,800	1,800
Total:	SALARIES & WAGES	199,728	214,000	209,300	224,300	230,700
SUPPLIES						
5280	UNIFORM	750	800	800	800	800
Total:	SUPPLIES	750	800	800	800	800
OPERATING EXPENSES						
6505	GENERAL LIABILITY	3,300	3,500	3,500	3,500	3,500
6507	WORKERS' COMPENSATION	3,900	3,800	3,800	4,100	4,200
Total:	OPERATING EXPENSES	7,200	7,300	7,300	7,600	7,700
Total:		207,678	222,100	217,400	232,700	239,200
Fund/Division: 0062112						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.77 %	

## Medical/Dental Insurance Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>355,400</b>	<b>355,400</b>	<b>355,400</b>
Estimated Revenue:			
Charges to City Departments	4,100,100	4,567,900	4,567,900
Total Revenues	4,100,100	4,567,900	4,567,900
Estimated Funds Available	4,455,500	4,923,300	4,923,300
Proposed Expenditures:			
Claims & Administration	4,098,400	4,566,200	4,566,200
Transfer to General Fund	1,700	1,700	1,700
Total Expenditures	4,100,100	4,567,900	4,567,900
<b>Ending Fund Balance</b>	<b>355,400</b>	<b>355,400</b>	<b>355,400</b>

### Purpose of Funds:

This Fund was established to account for all medical and dental costs incurred on behalf of employees participating in the City's medical/dental plan.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION:</b>		<b>MEDICAL/DENTAL</b>				
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	1,600	1,700	1,700	1,700	1,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,600</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
SPECIAL PROGRAMS						
7344	CLAIMS & ADMINISTRATIVE	3,442,962	4,309,300	3,500,000	3,550,000	3,600,000
7345	MEDICAL/DENTAL CLAIMS	244,167	250,000	250,000	250,000	250,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>3,687,129</b>	<b>4,559,300</b>	<b>3,750,000</b>	<b>3,800,000</b>	<b>3,850,000</b>
<b>Total:</b>		<b>3,688,729</b>	<b>4,561,000</b>	<b>3,751,700</b>	<b>3,801,700</b>	<b>3,851,700</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(16.65) %	



## IRS Task Force

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>459,000</b>	<b>460,000</b>	<b>461,000</b>
Estimated Revenue:			
Interest Earnings	1,000	1,000	1,000
Asset Seizure Revenue	0	0	0
Total Revenues	1,000	1,000	1,000
Estimated Funds Available	460,000	461,000	462,000
Proposed Expenditures:			
Operating Expenses	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>460,000</b>	<b>461,000</b>	<b>462,000</b>

### Purpose of Funds:

This Fund was established to account for all revenue and expenses related to the IRS Task Force, which focuses on the financial activities of national and international organized crime syndicates, including drug trafficking organizations. The objective of the task force is to identify, disrupt, and dismantle national, transnational, and international organized crime syndicates along with their support system that utilizes MSBs to launder illicit proceeds. The task force conducts SAR seizures while developing criminal cases, and the seized assets are distributed amongst participating task force members.

## Liability/Workers' Compensation Self-Insurance Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>3,482,700</b>	<b>3,609,620</b>	<b>3,675,120</b>
Estimated Revenue:			
Transfer from General Fund	0	0	0
Charges to City Departments - Liability	1,219,800	1,230,500	1,236,400
Charges to City Departments - Worker's Compensation	1,159,100	1,265,700	1,275,000
Misc. Reimbursement	0	0	0
Interest Earnings	34,800	63,200	64,300
Total Revenues	<u>2,413,700</u>	<u>2,559,400</u>	<u>2,575,700</u>
Estimated Funds Available	5,896,400	6,169,020	6,250,820
Proposed Expenditures:			
Claims & Administration	1,200,000	1,270,000	1,270,000
Excess Insurance Premium	680,000	770,000	770,000
Claims Management	132,330	135,900	135,900
Operating Costs	274,450	318,000	333,000
Total Expenditures	<u>2,286,780</u>	<u>2,493,900</u>	<u>2,508,900</u>
<b>Ending Fund Balance</b>	<b><u>3,609,620</u></b>	<b><u>3,675,120</u></b>	<b><u>3,741,920</u></b>

### Purpose of Funds:

The Fund was established to account for the activities of Workers' Compensation and General Liability insurance. The City is a member of California Insurance Pool Authority, and has a self-insured retention of \$500,000 for Workers' Compensation and \$500,000 for General Liability. Any losses in excess of the retention and up to \$3,000,000 for Workers' Compensation and up to \$2,000,000 for General Liability are shared by all participating members of the insurance pool. Excess policies of \$25,000,000 for Workers' Compensation and \$40,000,000 for General Liability are acquired through the insurance pool.

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>9900</b>	<b>WORKER COMP &amp; LIABILITY</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	108,858	155,400	152,500	175,400	183,200
4013 VACATION PAY OFF	12,122	0	0	0	0
4014 VACATION SELL BACK	977	500	1,200	1,000	1,000
4015 ALLOWANCES	265	600	400	400	400
4021 LONGEVITY PAY	119	400	200	400	400
4030 PART-TIME PERS ONLY	4,701	0	0	0	0
4032 PART-TIME NON-PERS	5,343	0	0	0	0
4241 P.E.R.S	33,000	50,400	50,300	65,000	72,200
4242 NON-PERSABLE COMPENSATIOI	381	600	600	800	800
4244 MEDICAL/DENTAL INSURANCE	18,061	25,600	25,300	28,400	28,400
4245 LONG TERM DISABILITY	125	200	200	200	200
4247 LIFE INSURANCE	275	500	400	500	500
4250 FICA/HOSPITAL INSURANCE	2,043	2,400	2,500	2,600	2,600
<b>Total: SALARIES &amp; WAGES</b>	<b>186,270</b>	<b>236,600</b>	<b>233,600</b>	<b>274,700</b>	<b>289,700</b>
SUPPLIES					
<b>Total: SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	34,391	39,000	39,000	39,000	39,000
6551 CLAIMS & CLAIMS EXPENSE	573,372	1,200,000	1,200,000	1,270,000	1,270,000
6574 HUMAN RESOURCES W/C	2,605	0	0	0	0
6576 ADMIN SERVICES W/C	40,326	0	0	0	0
6577 POLICE W/C	109,415	0	0	0	0
6578 FIRE W/C	412,927	0	0	0	0
6579 MAINTENANCE SERVICE W/C	8,422	0	0	0	0
6580 DEVELOPMENT SERVICE W/C	4,626	0	0	0	0
6583 RECREATION W/C	26,307	0	0	0	0
6586 GARAGE W/C	135	0	0	0	0
6587 WATER W/C	6,100	0	0	0	0
6930 MEMBERSHIP & PUBLICATIONS	0	1,300	850	1,200	1,200
6940 OFFICIAL MEETINGS	345	1,600	0	1,600	1,600
6970 TRAINING	0	1,500	1,000	1,500	1,500
6971 TUITION REIMBURSEMENT	0	0	0	2,500	2,500
<b>Total: OPERATING EXPENSES</b>	<b>1,218,971</b>	<b>1,243,400</b>	<b>1,240,850</b>	<b>1,315,800</b>	<b>1,315,800</b>
SPECIAL PROGRAMS					
7321 REINSURANCE	630,621	767,000	680,000	770,000	770,000
7323 ADMINISTRATION	129,312	132,000	132,332	135,900	135,900
<b>Total: SPECIAL PROGRAMS</b>	<b>759,933</b>	<b>899,000</b>	<b>812,332</b>	<b>905,900</b>	<b>905,900</b>
<b>Total Division:</b>	<b>2,165,174</b>	<b>2,379,000</b>	<b>2,286,782</b>	<b>2,496,400</b>	<b>2,511,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				4.93 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 9901</b>		<b>WORKERS COMPENSATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	65,622	90,300	88,300	107,400	112,300
4013	VACATION PAY OFF	6,061	0	0	0	0
4014	VACATION SELL BACK	488	500	600	500	500
4015	ALLOWANCES	132	300	200	200	200
4021	LONGEVITY PAY	59	200	100	200	200
4030	PART-TIME PERS ONLY	2,350	0	0	0	0
4032	PART-TIME NON-PERS	2,672	0	0	0	0
4241	P.E.R.S	19,613	29,100	29,100	39,500	43,900
4242	NON-PERSABLE COMPENSATION	191	300	300	500	500
4244	MEDICAL/DENTAL INSURANCE	11,513	15,500	15,300	18,300	18,300
4245	LONG TERM DISABILITY	82	100	100	100	100
4247	LIFE INSURANCE	150	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	1,181	1,400	1,400	1,600	1,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>110,115</b>	<b>138,000</b>	<b>135,600</b>	<b>168,600</b>	<b>177,900</b>
SUPPLIES						
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	34,391	39,000	39,000	39,000	39,000
6551	CLAIMS & CLAIMS EXPENSE	0	600,000	600,000	670,000	670,000
6574	HUMAN RESOURCES W/C	2,605	0	0	0	0
6576	ADMIN SERVICES W/C	40,326	0	0	0	0
6577	POLICE W/C	109,415	0	0	0	0
6578	FIRE W/C	412,927	0	0	0	0
6579	MAINTENANCE SERVICE W/C	8,422	0	0	0	0
6580	DEVELOPMENT SERVICE W/C	4,626	0	0	0	0
6583	RECREATION W/C	26,307	0	0	0	0
6586	GARAGE W/C	135	0	0	0	0
6587	WATER W/C	6,100	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	0	700	600	600	600
6940	OFFICIAL MEETINGS	278	900	0	900	900
6970	TRAINING	0	1,500	1,000	1,500	1,500
6971	TUITION REIMBURSEMENT	0	0	0	2,100	2,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>645,532</b>	<b>642,100</b>	<b>640,600</b>	<b>714,100</b>	<b>714,100</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	221,162	270,000	220,000	270,000	270,000
7323	ADMINISTRATION	106,212	109,000	109,332	112,900	112,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>327,374</b>	<b>379,000</b>	<b>329,332</b>	<b>382,900</b>	<b>382,900</b>
<b>Total:</b>		<b>1,083,022</b>	<b>1,159,100</b>	<b>1,105,532</b>	<b>1,265,600</b>	<b>1,274,900</b>
<b>Fund/Division: 0089901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.19 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 9902</b>		<b>LIABILITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	43,236	65,100	64,200	68,000	70,900
4013	VACATION PAY OFF	6,061	0	0	0	0
4014	VACATION SELL BACK	488	0	600	500	500
4015	ALLOWANCES	132	300	200	200	200
4021	LONGEVITY PAY	59	200	100	200	200
4030	PART-TIME PERS ONLY	2,350	0	0	0	0
4032	PART-TIME NON-PERS	2,672	0	0	0	0
4241	P.E.R.S	13,387	21,300	21,200	25,500	28,300
4242	NON-PERSABLE COMPENSATION	191	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	6,548	10,100	10,000	10,100	10,100
4245	LONG TERM DISABILITY	43	100	100	100	100
4247	LIFE INSURANCE	125	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	862	1,000	1,100	1,000	1,000
<b>Total: SALARIES &amp; WAGES</b>		<b>76,154</b>	<b>98,600</b>	<b>98,000</b>	<b>106,100</b>	<b>111,800</b>
OPERATING EXPENSES						
6551	CLAIMS & CLAIMS EXPENSE	573,372	600,000	600,000	600,000	600,000
6930	MEMBERSHIP & PUBLICATIONS	0	600	250	600	600
6940	OFFICIAL MEETINGS	67	700	0	700	700
6971	TUITION REIMBURSEMENT	0	0	0	400	400
<b>Total: OPERATING EXPENSES</b>		<b>573,439</b>	<b>601,300</b>	<b>600,250</b>	<b>601,700</b>	<b>601,700</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	409,459	497,000	460,000	500,000	500,000
7323	ADMINISTRATION	23,100	23,000	23,000	23,000	23,000
<b>Total: SPECIAL PROGRAMS</b>		<b>432,559</b>	<b>520,000</b>	<b>483,000</b>	<b>523,000</b>	<b>523,000</b>
<b>Total:</b>		<b>1,082,152</b>	<b>1,219,900</b>	<b>1,181,250</b>	<b>1,230,800</b>	<b>1,236,500</b>
<b>Fund/Division: 0089902</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.89 %	

## Homeland Security Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Homeland Security	10,000	10,000	10,000
Total Revenues	10,000	10,000	10,000
Estimated Funds Available	10,000	10,000	10,000
Proposed Expenditures:			
Equipment	10,000	10,000	10,000
Total Expenditures	10,000	10,000	10,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

This Fund was established to account for grants received through the Office of Homeland Security to purchase specialized equipment that would enhance the capabilities of local agencies to respond to incidents of terrorism involving the use of weapons of mass destruction.

## Office of Traffic Safety Grant

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>31,100</b>	<b>31,100</b>
Estimated Revenue:			
Grant Revenue	107,000	106,200	106,200
Total Revenues	107,000	106,200	106,200
Estimated Funds Available	107,000	137,300	137,300
Proposed Expenditures:			
Operating Expenses	75,900	106,200	106,200
Total Expenditures	75,900	106,200	106,200
<b>Ending Fund Balance</b>	<b>31,100</b>	<b>31,100</b>	<b>31,100</b>

### Purpose of Funds:

This Fund was established to account for the activities related to Office of Traffic Safety Grant.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2112</b>		<b>OTS GRANT</b>				
SALARIES & WAGES						
4130	OVERTIME	60,041	100,000	70,000	100,000	100,000
4250	FICA/HOSPITAL INSURANCE	880	1,500	700	1,500	1,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>60,920</b>	<b>101,500</b>	<b>70,700</b>	<b>101,500</b>	<b>101,500</b>
SUPPLIES						
5260	FIELDS	824	2,300	2,000	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>824</b>	<b>2,300</b>	<b>2,000</b>	<b>1,500</b>	<b>1,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	365	700	700	700	700
6970	TRAINING	0	2,500	2,500	2,500	2,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>365</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
<b>Total:</b>		<b>62,110</b>	<b>107,000</b>	<b>75,900</b>	<b>106,200</b>	<b>106,200</b>
<b>Fund/Division: 0162112</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.75) %	



## CALIFORNIA OES HSGP

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grant Revenue	0	93,100	0
Total Revenues	0	93,100	0
Estimated Funds Available	0	93,100	0
Proposed Expenditures:			
Operating Expenses	0	93,100	0
Total Expenditures	0	93,100	0
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

This is a California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program (HSGP). The grant reimburses eligible equipment, training, organization, exercise, and planning needs of the Arcadia Police Department that meets Cal OES's homeland security grant objectives.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 2112</b>		<b>CAL OES HSGP</b>				
<b>SUPPLIES</b>						
5260	FIELDS	0	0	0	93,100	0
<b>Total: SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>93,100</b>	<b>0</b>
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>93,100</b>	<b>0</b>
<b>Fund/Division: 0172112</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

## Misc. P.E.R.S. Employee Retirement Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,351,601</b>	<b>1,351,601</b>	<b>1,351,601</b>
Estimated Revenue:			
Estimated Funds Available	1,351,601	1,351,601	1,351,601
Proposed Expenditures:			
Contribution to OPEB Trust	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>1,351,601</b>	<b>1,351,601</b>	<b>1,351,601</b>

Purpose of Funds:

This Fund establishes a reserve for monies the City must contribute each year to the CalPERS retirement system on behalf of employees.

## Emergency Reserve Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>10,147,000</b>	<b>10,147,000</b>	<b>10,147,000</b>
Estimated Revenue:			
Transfer-in General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	10,147,000	10,147,000	10,147,000
Proposed Expenditures:			
December Windstorm	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>10,147,000</b>	<b>10,147,000</b>	<b>10,147,000</b>

### Purpose of Funds:

The Emergency Reserve/Cash Basis Fund was established by City Charter Section 1213 to provide monies to cover City operating costs incurred prior to the receipt of ad valorem taxes each year from the County. It also serves as the City's only source of General Fund emergency reserves not earmarked for other governmental purposes.

## Park & Recreational Facilities Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>10,905,700</b>	<b>10,741,800</b>	<b>11,555,800</b>
Estimated Revenue:			
Dwelling Unit Fees	900,000	625,000	575,000
Grants	568,800	0	0
Interest Earnings	120,700	214,800	231,100
Total Revenues	1,589,500	839,800	806,100
Estimated Funds Available	12,495,200	11,581,600	12,361,900
Proposed Expenditures:			
General Fund Overhead	25,800	25,800	25,800
Capital Projects	1,727,600	0	3,410,000
Total Expenditures	1,753,400	25,800	3,435,800
<b>Ending Fund Balance</b>	<b>10,741,800</b>	<b>11,555,800</b>	<b>8,926,100</b>

### Purpose of Funds:

The Park and Recreational Facilities Fund was created (Section 2531.1 of the Municipal Code) for the acquisition, improvement, and maintenance of parks, park equipment, and playgrounds. Development Fees are charged on residential construction and money collected are designated for expenditure on eligible park projects.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION:</b>		<b>PARKS &amp; RECREATION</b>				
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	24,300	25,800	25,800	25,800	25,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>24,300</b>	<b>25,800</b>	<b>25,800</b>	<b>25,800</b>	<b>25,800</b>
<b>Total:</b>		<b>24,300</b>	<b>25,800</b>	<b>25,800</b>	<b>25,800</b>	<b>25,800</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

## Traffic Safety Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Miscellaneous Fines	100,000	100,000	100,000
Parking Citations	120,000	120,000	120,000
Total Revenues	220,000	220,000	220,000
Estimated Funds Available	220,000	220,000	220,000
Proposed Expenditures:			
Transfer to General Fund	220,000	220,000	220,000
Total Expenditures	220,000	220,000	220,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Traffic Safety Fund was created (Section 2512 of the Municipal Code) to account for parking citations and miscellaneous fine revenue received from the County Municipal Court for violations of Section 1436 of the California Penal Code. The monies received are transferred to the General Fund to help pay for Police Department Traffic and Patrol activities.

## Pubic, Educational & Governmental Access

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>701,500</b>	<b>762,500</b>	<b>810,800</b>
Estimated Revenue:			
PEG	84,000	85,000	85,000
Interest Earnings	7,000	13,300	12,200
Total Revenues	91,000	98,300	97,200
Estimated Funds Available	792,500	860,800	908,000
Proposed Expenditures:			
Capital Improvement Project	30,000	50,000	50,000
Operating Costs	0	0	0
Total Expenditures	30,000	50,000	50,000
<b>Ending Fund Balance</b>	<b>762,500</b>	<b>810,800</b>	<b>858,000</b>

### Purpose of Funds:

The Public, Educational, and Governmental Access fund was established to account for the fees received from the cable operators for administration and improvement to any public, educational, and governmental access television.



## Used Oil Grant

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>12,800</b>	<b>13,300</b>	<b>14,000</b>
Estimated Revenue:			
Used Oil Grant	16,000	16,000	16,000
Interest Earnings	100	200	200
Total Revenues	16,100	16,200	16,200
Estimated Funds Available	28,900	29,500	30,200
Proposed Expenditures:			
Operating Costs	15,600	15,500	0
Total Expenditures	15,600	15,500	0
<b>Ending Fund Balance</b>	<b>13,300</b>	<b>14,000</b>	<b>30,200</b>

### Purpose of Funds:

Used Oil Grant Fund was established to account for the funding received from the used oil payment program administered by the Department of Resources Recycling and Recovery to provide for used oil and used oil filter collection and recycling and for public education.

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<hr/>					
<b>DIVISION: 3340</b>	<b>USED OIL GRANT</b>				
SUPPLIES					
<b>Total: SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SPECIAL PROGRAMS					
7251 PROGRAM EXP OPP7-16-0046	9,513	0	0	0	0
7252 PROGRAM EXP USED OIL#15	2,999	0	15,600	0	0
7253 PROGRM EXP USED OIL#14-15	0	0	0	15,500	0
7254 PROGRAM EXP IPP6-15-0046	3,468	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>	<b>15,980</b>	<b>0</b>	<b>15,600</b>	<b>15,500</b>	<b>0</b>
<hr/>					
<b>Total:</b>	<b>15,980</b>	<b>0</b>	<b>15,600</b>	<b>15,500</b>	<b>0</b>
<b>Fund/Division: 1123340</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				0.00 %	

## DOC Beverage Grant

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>18,200</b>	<b>18,400</b>	<b>17,900</b>
Estimated Revenue:			
Grant	14,500	14,500	14,500
Interest Earnings	200	300	300
Total Revenues	14,700	14,800	14,800
Estimated Funds Available	32,900	33,200	32,700
Proposed Expenditures:			
Operating Costs	14,500	15,300	0
Total Expenditures	14,500	15,300	0
<b>Ending Fund Balance</b>	<b>18,400</b>	<b>17,900</b>	<b>32,700</b>

### Purpose of Funds:

The DOC Beverage Grant Fund was established to account for funding received from Cal Recycle for beverage container recycling and litter cleanup activities.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3340</b>		<b>DOC BEVERAGE</b>				
SUPPLIES						
5115	PROGRAM EXPENSES	0	15,300	14,500	15,300	0
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>15,300</b>	<b>14,500</b>	<b>15,300</b>	<b>0</b>
<b>Total:</b>		<b>0</b>	<b>15,300</b>	<b>14,500</b>	<b>15,300</b>	<b>0</b>
<b>Fund/Division: 1143340</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

## Solid Waste Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,585,600</b>	<b>1,704,000</b>	<b>1,776,200</b>
Estimated Revenue:			
Solid Waste Assessments	500,000	550,000	550,000
Waste Management Administrative fees	114,000	116,300	118,600
Interest Earnings	19,800	29,800	26,600
Total Revenues	633,800	696,100	695,200
Estimated Funds Available	2,219,400	2,400,100	2,471,400
Proposed Expenditures:			
Operating Costs	401,400	423,900	432,100
Transfer to General fund	114,000	200,000	200,000
Total Expenditures	515,400	623,900	632,100
<b>Ending Fund Balance</b>	<b>1,704,000</b>	<b>1,776,200</b>	<b>1,839,300</b>

### Purpose of Funds:

The Solid Waste Fund was established to account for revenues received by the City to administer the requirements of the California Integrated Waste Management Act (AB939). These requirements are intended to help divert waste from landfills and to promote recycling efforts.

*SOLID WASTE FUND*

*No. of Employees  
Full Time Equivalent*

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Deputy Public Works Director	0.10
Environmental Services Officer	0.70
Management Analyst	0.40
Public Works Office Coordinator	0.10
Public Works Services Director	0.10
Senior Management Analyst	0.10
Storekeeper/Buyer	0.05
Street Superintendent	0.05
<b>TOTAL</b>	<b>1.60</b>

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 1901</b>		<b>SOLID WASTE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	161,937	168,700	167,900	172,900	175,200
4011	SPECIALIST PAY	96	100	100	100	100
4013	VACATION PAY OFF	98	100	100	100	100
4014	VACATION SELL BACK	1,627	2,000	2,000	2,000	2,000
4015	ALLOWANCES	159	200	200	200	200
4021	LONGEVITY PAY	1,940	2,200	2,100	2,100	2,400
4032	PART-TIME NON-PERS	2,109	11,100	8,000	11,100	11,100
4241	P.E.R.S	50,130	57,100	56,500	66,800	72,100
4242	NON-PERSABLE COMPENSATION	759	800	800	800	800
4244	MEDICAL/DENTAL INSURANCE	25,640	27,300	27,000	27,300	27,300
4245	LONG TERM DISABILITY	159	200	100	100	100
4247	LIFE INSURANCE	495	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	2,438	2,700	2,600	2,700	2,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>247,585</b>	<b>273,100</b>	<b>267,900</b>	<b>286,700</b>	<b>294,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,331	3,000	3,000	3,000	3,000
5125	PRINT SHOP	13,646	14,500	14,500	14,500	14,500
5260	FIELDS	7,157	6,000	5,000	5,000	5,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>23,134</b>	<b>23,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	14,511	23,000	20,000	22,000	22,000
6210	TELEPHONE	349	400	200	200	200
6505	GENERAL LIABILITY	5,300	5,500	5,500	5,500	5,600
6507	WORKERS' COMPENSATION	6,900	6,700	6,700	7,300	7,400
6750	VEHICLE MAINTENANCE	3,264	3,500	3,000	3,000	3,000
6902	DISPOSAL CHARGES	1,168	900	1,500	1,500	1,500
6930	MEMBERSHIP & PUBLICATIONS	700	700	700	700	700
6940	OFFICIAL MEETINGS	273	500	500	500	500
6970	TRAINING	1,740	1,800	1,500	1,800	1,800
6971	TUITION REIMBURSEMENT	434	6,000	0	1,000	1,000
6995	GENERAL FUND CHARGES	71,400	71,400	71,400	71,400	71,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>106,039</b>	<b>120,400</b>	<b>111,000</b>	<b>114,900</b>	<b>115,100</b>
<b>Total:</b>		<b>376,758</b>	<b>417,000</b>	<b>401,400</b>	<b>424,100</b>	<b>432,200</b>
<b>Fund/Division: 1181901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.70 %	

## Measure W - Safe Clean Water Program

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>455,300</b>
Estimated Revenue:			
Local Return Allocation	0	1,050,000	1,050,000
Grants	0	0	0
Interest Earnings	0	5,300	7,500
Total Revenues	0	1,055,300	1,057,500
Estimated Funds Available	0	1,055,300	1,512,800
Proposed Expenditures:			
Operating Costs	0	0	0
Capital Projects	0	600,000	1,050,000
Total Expenditures	0	600,000	1,050,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>455,300</b>	<b>462,800</b>

### Purpose of Funds:

Special parcel tax for properties located in LAFCD; to be used on projects for capturing, treating, and recycling stormwater.



## State Gas Tax Fund

	18-19 Estimate	19-20 Budget	20-21 Budget	
<b>Beginning Fund Balance</b>	<b>184,500</b>	<b>179,873</b>	<b>19,400</b>	
Estimated Revenue:				
Gas Tax - Section 2106	195,509	194,347	194,347	
Gas Tax - Section 2107	424,150	421,546	421,546	
Gas Tax - Section 2107.5	7,500	7,500	7,500	
Gas Tax - Section 2105	322,951	321,020	321,020	
Gas Tax - Section 2103	204,690	492,141	492,141	
Loan Repayment, SB1	65,073	65,073	65,073	
Interest Earnings	800	3,600	500	
Total Revenues	1,220,673	1,505,227	1,502,127	
Estimated Funds Available	1,405,173	1,685,100	1,521,527	2,000
Proposed Expenditures:				
Operating Expense	2,000	2,100	2,100	
Transfer to General Fund for Street Maintenance	1,223,300	1,363,600	1,401,300	
Capital Projects	0	300,000	0	
Total Expenditures	1,225,300	1,665,700	1,403,400	
<b>Ending Fund Balance</b>	<b>179,873</b>	<b>19,400</b>	<b>118,127</b>	

### Purpose of Funds:

The State Gasoline Tax Fund is used to account for the City's share of tax revenues collected by the State on the sale of fuel for motor vehicles. The use of these funds is restricted to the construction, improvement, and maintenance of public streets. A portion of the Gas Tax revenue received each year is transferred to the General Fund to help pay for programs carried out by the Public Works Department, including street maintenance, engineering, and traffic signals.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3304</b>		<b>STREET MAINT</b>				
OPERATING EXPENSES						
6160	CONTRACT SERVICES	2,076	2,000	2,000	2,100	2,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>2,076</b>	<b>2,000</b>	<b>2,000</b>	<b>2,100</b>	<b>2,100</b>
<b>Total:</b>		<b>2,076</b>	<b>2,000</b>	<b>2,000</b>	<b>2,100</b>	<b>2,100</b>
<b>Fund/Division: 1423304</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.00	%

## Road Maintenance And Rehabilitation Program (SB1)

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>163,500</b>	<b>(20,700)</b>	<b>(16,000)</b>
Estimated Revenue:			
Account - Section 2030	915,000	955,100	955,100
Interest Earnings	3,200	4,700	4,700
Total Revenues	918,200	959,800	959,800
Estimated Funds Available	1,081,700	939,100	943,800
Proposed Expenditures:			
Capital Projects	1,102,400	955,100	800,000
Total Expenditures	1,102,400	955,100	800,000
<b>Ending Fund Balance</b>	<b>(20,700)</b>	<b>(16,000)</b>	<b>143,800</b>

### Purpose of Funds:

The Road Maintenance and Rehabilitation Program (RMRP) was created to address deferred maintenance on the state highway system and the local street and road system. Program funds relating to Local Streets and Roads (LSR) will be apportioned by formula to eligible cities and counties pursuant to S&H Code section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

## Air Quality Management

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>95,500</b>	<b>69,500</b>	<b>12,600</b>
Revenue From Other Agencies AB 2766	73,500	74,300	74,300
Interest Earnings	700	1,400	300
Total Revenues	74,200	75,700	74,600
Estimated Funds Available	169,700	145,200	87,200
Proposed Expenditures:			
Equipment Purchases	77,600	110,000	0
Operating Costs	22,600	22,600	22,600
Total Expenditures	100,200	132,600	22,600
<b>Ending Fund Balance</b>	<b>69,500</b>	<b>12,600</b>	<b>64,600</b>

### Purpose of Funds:

The Air Quality Management Fund (AB 2766) is used to account for revenues received from the State, and collected as part of Department of Motor Vehicle registration fees. Their use is restricted to activities that serve to improve air quality.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4103</b>		<b>AQMD - PLANNING</b>				
SUPPLIES						
5115	PROGRAM EXPENSES	17,802	20,000	20,000	20,000	20,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>17,802</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	400	400	400	400	400
6940	OFFICIAL MEETINGS	460	500	500	500	500
6995	GENERAL FUND CHARGES	1,500	1,700	1,700	1,700	1,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>2,360</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>
<b>Total:</b>		<b>20,162</b>	<b>22,600</b>	<b>22,600</b>	<b>22,600</b>	<b>22,600</b>
<b>Fund/Division: 1514103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

## Community Development Block Grant Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Misc. Income	18,500	21,300	21,800
Block Grant Funds	283,600	287,700	287,700
Total Revenues	302,100	309,000	309,500
Estimated Funds Available	302,100	309,000	309,500
Proposed Expenditures:			
Housing Rehabilitation	230,700	237,600	238,100
Senior Information Services	20,500	20,500	20,500
Senior Meals	50,900	50,900	50,900
Capital Project	0	0	0
Total Expenditures	302,100	309,000	309,500
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Community Development Block Grant (CDBG) Fund is used to account for monies received from the U.S. Department of Housing and Urban Development (HUD). These funds must be expended to accomplish one of the following objectives: elimination of slum or blight, be beneficial to low to moderate income persons, provide public services to the senior citizen population or meet specific urgent community development needs.

*CDBG FUND*

*No. of Employees  
Full Time Equivalent*

Management Analyst

0.20

**TOTAL**

0.20

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4307</b>		<b>C D B G-HOUSING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	18,465	18,800	12,600	10,400	10,500
4014	VACATION SELL BACK	351	400	300	200	300
4021	LONGEVITY PAY	218	300	100	200	200
4241	P.E.R.S	5,731	6,400	4,300	4,100	4,400
4242	NON-PERSABLE COMPENSATION	92	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	3,215	3,500	2,400	1,700	1,700
4245	LONG TERM DISABILITY	20	100	0	0	0
4247	LIFE INSURANCE	61	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	302	300	200	200	200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>28,454</b>	<b>30,000</b>	<b>20,000</b>	<b>16,900</b>	<b>17,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	614	500	500	500	500
5118	HOUSING IMPROVEMENT	137,518	180,000	180,000	190,000	190,000
5125	PRINT SHOP	164	200	200	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>138,297</b>	<b>180,700</b>	<b>180,700</b>	<b>190,700</b>	<b>190,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	24,908	30,000	30,000	30,000	30,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>24,908</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Total:</b>		<b>191,659</b>	<b>240,700</b>	<b>230,700</b>	<b>237,600</b>	<b>238,100</b>
<b>Fund/Division: 1524307</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(1.29) %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5507</b>		<b>C D B G-SENIOR I &amp; R</b>				
SALARIES & WAGES						
<b>Total: SALARIES &amp; WAGES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SUPPLIES						
5110	OFFICE SUPPLIES	723	500	500	500	500
5125	PRINT SHOP	19,721	20,000	20,000	20,000	20,000
<b>Total: SUPPLIES</b>		<b>20,444</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>
<b>Total:</b>		<b>20,444</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>
<b>Fund/Division: 1525507</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5511</b>		<b>CDBG-SENIOR MEALS</b>				
SALARIES & WAGES						
4032	PART-TIME NON-PERS	3,919	3,900	3,900	3,900	3,900
4250	FICA/HOSPITAL INSURANCE	57	100	100	100	100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>3,976</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
SUPPLIES						
5116	SENIOR MEAL PROGRAM	41,880	40,200	46,900	46,900	46,900
<b>Total:</b>	<b>SUPPLIES</b>	<b>41,880</b>	<b>40,200</b>	<b>46,900</b>	<b>46,900</b>	<b>46,900</b>
<b>Total:</b>		<b>45,856</b>	<b>44,200</b>	<b>50,900</b>	<b>50,900</b>	<b>50,900</b>
<b>Fund/Division: 1525511</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					15.16 %	

## Santa Anita Grade Separation

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,761,600</b>	<b>1,776,600</b>	<b>1,812,100</b>
Estimated Revenue:			
Grants	0	0	0
Interest Earnings	15,000	35,500	36,200
Total Revenues	15,000	35,500	36,200
Estimated Funds Available	1,776,600	1,812,100	1,848,300
Proposed Expenditures:			
Gold Line Capital projects	0	0	0
	0	0	0
<b>Ending Fund Balance</b>	<b>1,776,600</b>	<b>1,812,100</b>	<b>1,848,300</b>

### Purpose of Funds:

This Fund is a reserve that was established with Proposition A and C monies to provide financing for the Santa Anita Grade Separation project.

## Transit Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Operating Funds:			
TDA Article 4	343,383	361,705	361,705
Prop C 40% Muni Op Improvement	67,249	68,280	68,280
Foothill Transit Mitigation	12,312	13,596	13,596
Bus System Improvement Plan (BSIP)	22,406	22,917	22,917
Prop A 40% Discretionary	222,051	224,375	224,375
Measure R 20% Bus operation	139,554	149,524	149,524
Measure M 20% Bus operation	140,895	154,657	154,657
Transfer from Prop A Fund	642,700	810,900	875,200
Transfer from Measure R Fund	428,402	540,671	583,471
State Transit Assistance	55,882	71,345	71,345
Fare Box Receipts	12,000	12,000	12,000
Transit Security	4,975	6,630	6,630
Transit Passes	1,300	1,300	1,300
Total Operating	2,093,109	2,437,900	2,545,000
Estimated Capital Funds:			
Prop A Local Return	128,000	188,000	0
Public Trsnptn Modernization Imprvmt Service Enhancement Acct (PTMISTEA)	500,791	0	0
FTA Section 5307	0	752,000	0
Total Capital	628,791	940,000	0
Estimated Funds Available	2,721,900	3,377,900	2,545,000
Proposed Expenditures:			
Operating Costs	2,081,900	2,437,900	2,545,000
Total Expenditures	2,721,900	3,377,900	2,545,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

Transit Fund is used to fund Arcadia Transit. Arcadia Transit is a transportation system that provides a convenient, comfortable, and practical alternative to the automobile, is accessible for everyone in the City, and provides for the special needs of the transit dependent.

*TRANSIT FUND*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director	0.10
Senior Administrative Assistant	0.20
Transportation Services Manager	1.00
<b>TOTAL</b>	<div>1.30</div>

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4701</b>		<b>TRANSIT-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	133,233	135,900	136,000	137,900	137,900
4014	VACATION SELL BACK	610	600	600	800	800
4015	ALLOWANCES	505	600	500	500	500
4021	LONGEVITY PAY	1,747	2,300	2,200	2,200	2,300
4241	P.E.R.S	41,637	46,500	46,200	53,800	57,300
4242	NON-PERSABLE COMPENSATION	603	700	600	600	600
4244	MEDICAL/DENTAL INSURANCE	20,568	21,900	21,700	21,900	21,900
4245	LONG TERM DISABILITY	129	200	100	100	100
4247	LIFE INSURANCE	395	500	400	400	400
4250	FICA/HOSPITAL INSURANCE	1,860	2,100	1,900	2,000	2,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>201,287</b>	<b>211,300</b>	<b>210,200</b>	<b>220,200</b>	<b>223,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	337	500	500	500	500
5125	PRINT SHOP	897	2,000	2,000	3,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,234</b>	<b>2,500</b>	<b>2,500</b>	<b>3,500</b>	<b>2,500</b>
OPERATING EXPENSES						
6353	PROFESSIONAL & TECHNICAL	9,792	20,000	10,000	20,000	20,000
6355	CONTRACT OPERATIONS	2,007,350	2,172,700	1,700,000	2,032,000	2,135,000
6505	GENERAL LIABILITY	34,700	36,100	36,100	36,400	36,600
6507	WORKERS' COMPENSATION	3,000	2,900	2,900	3,200	3,200
6910	AUDIT	2,061	2,000	2,300	2,300	2,300
6930	MEMBERSHIP & PUBLICATIONS	1,682	2,300	2,300	2,300	2,300
6940	OFFICIAL MEETINGS	1,934	4,000	2,300	4,700	6,000
6995	GENERAL FUND CHARGES	103,700	113,300	113,300	113,300	113,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>2,164,219</b>	<b>2,353,300</b>	<b>1,869,200</b>	<b>2,214,200</b>	<b>2,318,700</b>
SPECIAL PROGRAMS						
7990	PENSION LIB ACCRUAL	30,723	0	0	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>30,723</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>2,397,463</b>	<b>2,567,100</b>	<b>2,081,900</b>	<b>2,437,900</b>	<b>2,545,000</b>
<b>Fund/Division: 1544701</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(5.03) %	

## Proposition "A" Local Return Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,531,900</b>	<b>1,650,200</b>	<b>1,581,100</b>
Estimated Revenue:			
Proposition "A" Allocation	1,122,970	1,165,360	1,165,360
Interest Earnings	19,100	28,900	31,600
Total Revenues	1,142,070	1,194,260	1,196,960
Estimated Funds Available	2,673,970	2,844,460	2,778,060
Proposed Expenditures:			
Transfer for Bus Purchase	128,000	188,000	0
Transfer to Transit Fund	642,700	810,900	875,200
Operating Costs	253,050	264,500	267,200
Total Expenditures	1,023,750	1,263,400	1,142,400
<b>Ending Fund Balance</b>	<b>1,650,220</b>	<b>1,581,060</b>	<b>1,635,660</b>

### Purpose of Funds:

The Proposition A Fund is used to account for sales tax revenues designated by the voters for local transportation programs. These funds are received through the Los Angeles County Metropolitan Transit Authority (MTA).

*PROP A*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director	0.10
Deputy Director of Development Services/City Engineer	0.20
Maintenance Worker	1.00
<b>TOTAL</b>	<div>1.30</div>



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3304</b>		<b>PROP A/ BUS STOP MAINT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	50,438	53,200	52,900	54,300	54,300
4014	VACATION SELL BACK	981	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	0	200	0	1,100	1,100
4241	P.E.R.S	14,653	16,600	15,900	19,700	21,000
4244	MEDICAL/DENTAL INSURANCE	12,597	13,800	13,400	13,800	13,800
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	810	800	900	800	800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>79,641</b>	<b>85,800</b>	<b>84,300</b>	<b>90,900</b>	<b>92,200</b>
SUPPLIES						
5260	FIELDS	1,291	1,300	1,300	1,300	1,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,291</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,600	1,700	1,700	1,700	1,700
6507	WORKERS' COMPENSATION	2,600	2,600	2,600	2,800	2,900
6750	VEHICLE MAINTENANCE	10,106	8,500	8,500	8,500	8,500
6995	GENERAL FUND CHARGES	22,000	20,000	20,000	20,000	20,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>36,306</b>	<b>32,800</b>	<b>32,800</b>	<b>33,000</b>	<b>33,100</b>
<b>Total:</b>		<b>117,239</b>	<b>119,900</b>	<b>118,400</b>	<b>125,200</b>	<b>126,600</b>
<b>Fund/Division: 1553304</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.42 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4103</b>		<b>PROP A-DSD PLANNING &amp; ADM</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	51,659	52,700	52,700	53,500	53,500
4014	VACATION SELL BACK	1,609	1,600	1,650	2,000	2,000
4015	ALLOWANCES	693	800	700	700	700
4021	LONGEVITY PAY	601	700	600	600	600
4241	P.E.R.S	15,739	18,000	18,200	20,800	22,100
4242	NON-PERSABLE COMPENSATION	258	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	5,000	5,400	5,300	5,300	5,300
4245	LONG TERM DISABILITY	30	100	0	0	0
4247	LIFE INSURANCE	153	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	787	800	800	800	800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>76,528</b>	<b>80,600</b>	<b>80,350</b>	<b>84,200</b>	<b>85,500</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,500	1,600	1,600	1,600	1,600
6507	WORKERS' COMPENSATION	1,100	1,000	1,000	1,100	1,100
6930	MEMBERSHIP & PUBLICATIONS	17,250	17,300	20,300	21,000	21,000
6995	GENERAL FUND CHARGES	9,900	10,800	10,800	10,800	10,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>29,750</b>	<b>30,700</b>	<b>33,700</b>	<b>34,500</b>	<b>34,500</b>
<b>Total:</b>		<b>106,278</b>	<b>111,300</b>	<b>114,050</b>	<b>118,700</b>	<b>120,000</b>
<b>Fund/Division: 1554103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.65 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 5504</b>		<b>PROP A/ RECREATN TRANSPN</b>				
OPERATING EXPENSES						
6505	GENERAL LIABILITY	200	300	300	300	300
6995	GENERAL FUND CHARGES	900	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,100</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	15,184	19,300	19,300	19,300	19,300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>15,184</b>	<b>19,300</b>	<b>19,300</b>	<b>19,300</b>	<b>19,300</b>
<b>Total:</b>		<b>16,284</b>	<b>20,600</b>	<b>20,600</b>	<b>20,600</b>	<b>20,600</b>
<b>Fund/Division: 1555504</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

## Proposition "C" Local Return Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,740,300</b>	<b>767,900</b>	<b>746,600</b>
Estimated Revenue:			
Proposition "C" Allocation	931,500	966,600	966,600
Grants	114,000	0	0
Interest Earnings	17,800	15,400	14,900
Total Revenues	1,063,300	982,000	981,500
Estimated Funds Available	2,803,600	1,749,900	1,728,100
Proposed Expenditures:			
Capital Projects	1,936,800	900,000	900,000
Operating Costs	98,900	103,300	104,600
Total Expenditures	2,035,700	1,003,300	1,004,600
<b>Ending Fund Balance</b>	<b>767,900</b>	<b>746,600</b>	<b>723,500</b>

### Purpose of Funds:

This Fund was established for the purpose of reflecting financial activity for the City's share of Proposition C monies. Revenues received are restricted for transportation related activities.

*PROP C*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director	0.10
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Deputy Director of Development Services/City Engineer	0.20
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<b>TOTAL</b>	<b>0.30</b>
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ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4103</b>		<b>PROP C -PLANNING/ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	51,659	52,700	52,700	53,500	53,500
4014	VACATION SELL BACK	1,609	1,900	1,900	2,300	2,300
4015	ALLOWANCES	693	800	700	700	700
4021	LONGEVITY PAY	601	700	600	600	600
4241	P.E.R.S	16,119	18,000	17,800	20,800	22,100
4242	NON-PERSABLE COMPENSATION	258	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	5,000	5,400	5,300	5,300	5,300
4245	LONG TERM DISABILITY	30	100	0	0	0
4247	LIFE INSURANCE	153	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	787	800	800	800	800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>76,908</b>	<b>80,900</b>	<b>80,200</b>	<b>84,500</b>	<b>85,800</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,300	1,300	1,300	1,300	1,300
6507	WORKERS' COMPENSATION	1,300	1,300	1,300	1,400	1,400
6995	GENERAL FUND CHARGES	14,700	16,100	16,100	16,100	16,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>17,300</b>	<b>18,700</b>	<b>18,700</b>	<b>18,800</b>	<b>18,800</b>
<b>Total:</b>		<b>94,208</b>	<b>99,600</b>	<b>98,900</b>	<b>103,300</b>	<b>104,600</b>
<b>Fund/Division: 1574103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.71 %	

## Measure "R" Local Return Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,007,400</b>	<b>657,100</b>	<b>784,130</b>
Estimated Revenue:			
Proposition "R" Allocation	698,600	725,100	725,100
Grants	1,500,000	0	0
Interest Earnings	12,000	13,100	15,700
Total Revenues	2,210,600	738,200	740,800
 Estimated Funds Available	 3,218,000	 1,395,300	 1,524,930
Proposed Expenditures:			
Transfer to Transit Fund	428,400	540,670	583,470
Operating Costs	67,500	70,500	71,500
Capital Projects	2,065,000	0	0
Total Expenditures	2,560,900	611,170	654,970
 <b>Ending Fund Balance</b>	 <b>657,100</b>	 <b>784,130</b>	 <b>869,960</b>

### Purpose of Funds:

The 15% of the new County's 1/2 cent sales tax measure distributed to local cities on a per capita basis that can be used for major street resurfacing, rehabilitation and reconstruction; pothole repair; left turn signals; bikeways; pedestrian improvements; streetscapes; signal synchronization; and transit.

*MEASURE R*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director	0.10
Deputy Director of Development Services/City Engineer	0.10
<b>TOTAL</b>	<div>0.20</div>



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4701</b>		<b>MEASURE R</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	35,457	36,200	36,200	36,700	36,700
4014	VACATION SELL BACK	989	1,000	1,100	1,400	1,400
4015	ALLOWANCES	599	700	600	600	600
4021	LONGEVITY PAY	382	400	400	400	400
4241	P.E.R.S	11,054	12,300	12,200	14,200	15,200
4242	NON-PERSABLE COMPENSATION	177	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	3,380	3,600	3,500	3,600	3,600
4245	LONG TERM DISABILITY	20	100	0	0	0
4247	LIFE INSURANCE	104	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	535	600	500	500	500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>52,698</b>	<b>55,300</b>	<b>54,800</b>	<b>57,700</b>	<b>58,700</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	900	900	900	900	900
6507	WORKERS' COMPENSATION	700	700	700	800	800
6995	GENERAL FUND CHARGES	10,200	11,100	11,100	11,100	11,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>11,800</b>	<b>12,700</b>	<b>12,700</b>	<b>12,800</b>	<b>12,800</b>
<b>Total:</b>		<b>64,498</b>	<b>68,000</b>	<b>67,500</b>	<b>70,500</b>	<b>71,500</b>
<b>Fund/Division: 1614701</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.68 %	

## Transportation Impact Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>2,955,100</b>	<b>1,464,900</b>	<b>744,200</b>
Estimated Revenue:			
Other Grants	560,000	0	0
Impact Fees	300,000	300,000	300,000
Interest Earnings	31,300	29,300	14,900
Total Revenues	891,300	329,300	314,900
Estimated Funds Available	3,846,400	1,794,200	1,059,100
Proposed Expenditures:			
Capital Projects	2,381,500	1,050,000	350,000
Total Expenditures	2,381,500	1,050,000	350,000
<b>Ending Fund Balance</b>	<b>1,464,900</b>	<b>744,200</b>	<b>709,100</b>

### Purpose of Funds:

This Fund was established to help pay for traffic improvements to certain intersections, as identified in the City's Transportation Impact Fee Program. Transportation Impact Fees are imposed on new development, as development results in additional vehicular trips and places a greater burden on the City's roadway capacity.

## Measure "M" Local Return Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>599,100</b>	<b>171,850</b>	<b>236,890</b>
Estimated Revenue:			
Proposition "M" Allocation	791,750	821,640	821,640
Discretionary Grant / SGV COG	0	0	150,000
Interest Earnings	9,600	3,400	4,700
<b>Total Revenues</b>	<b>801,350</b>	<b>825,040</b>	<b>976,340</b>
 Estimated Funds Available	 1,400,450	 996,890	 1,213,230
Proposed Expenditures:			
Operating Costs	0	55,000	55,000
Capital Projects	1,228,600	705,000	600,000
<b>Total Expenditures</b>	<b>1,228,600</b>	<b>760,000</b>	<b>655,000</b>
 <b>Ending Fund Balance</b>	 <b>171,850</b>	 <b>236,890</b>	 <b>558,230</b>

### Purpose of Funds:

Metro Traffic Improvement Plan. 1/2 cent sales tax measure distributed to local cities on a per capita basis that can be used for major street resurfacing, rehabilitation and reconstruction; pothole repair; left turn signals; bikeways; pedestrian improvements; streetscapes; signal synchronization; and transit.

## TDA Article 3 Bikeway

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
TDA Article 3 Allocation	79,000	50,000	50,000
Interest Earnings	0	0	0
Total Revenues	79,000	50,000	50,000
Estimated Funds Available	79,000	50,000	50,000
Proposed Expenditures:			
Capital Projects	79,000	50,000	50,000
Total Expenditures	79,000	50,000	50,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

This Fund accounts for Transportation Development Act funds. Revenues are restricted to be used exclusively for facility use by pedestrians and bicycles.

## Capital Improvement Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>9,904,000</b>	<b>4,848,400</b>	<b>5,224,900</b>
Estimated Revenue:			
Transfer from General Fund	2,400,000	2,400,000	2,400,000
Federal Grants	0	0	0
Parimutual Revenue	550,000	675,000	630,000
Interest Earnings	76,500	72,700	78,400
Total Revenues	3,026,500	3,147,700	3,108,400
Estimated Funds Available	12,930,500	7,996,100	8,333,300
Proposed Expenditures:			
RaceTrack Overtime Reimbursement	162,000	210,600	168,500
General Fund Overhead	33,100	33,800	34,500
Capital Projects	7,887,000	2,526,800	1,910,000
Total Expenditures	8,082,100	2,771,200	2,113,000
<b>Ending Fund Balance</b>	<b>4,848,400</b>	<b>5,224,900</b>	<b>6,220,300</b>

### Purpose of Funds:

The Capital Outlay Fund was established to account for all Pari-mutuel revenues received from Santa Anita Race Track. Expenditures from this Fund generally relate to the acquisition of capital, but also includes traffic control in and around the race track.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION:</b>		<b>CAPITAL OUTLAY</b>				
OPERATING EXPENSES						
6994	GENERAL FUND COST REIMB	204,882	162,000	162,000	210,600	168,500
6995	GENERAL FUND CHARGES	31,300	33,100	33,100	33,100	33,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>236,182</b>	<b>195,100</b>	<b>195,100</b>	<b>243,700</b>	<b>201,600</b>
<b>Total:</b>		<b>236,182</b>	<b>195,100</b>	<b>195,100</b>	<b>243,700</b>	<b>201,600</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					24.91	%

## City Hall Reserve

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
Estimated Revenue:			
Transfer From General Fund	0	0	0
Interests	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	1,500,000	1,500,000	1,500,000
Proposed Expenditures:	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>

### Purpose of Funds:

The City Hall Reserve is set aside funds intended for the construction of a new City Hall.

## Lighting Maintenance Fund

	18-19 Estimate	19-20 Budget	20-21 Budget	
<b>Beginning Fund Balance</b>	<b>152,200</b>	<b>152,200</b>	<b>152,200</b>	
Estimated Revenue:				
Current Assessment	486,800	502,700	516,800	
Transfer from General Fund	730,100	754,100	775,200	60.00%
Total Revenues	1,216,900	1,256,800	1,292,000	
Estimated Funds Available	1,369,100	1,409,000	1,444,200	
Proposed Expenditures:				
Operating Expenses	1,216,900	1,256,800	1,292,000	
Total Expenditures	1,216,900	1,256,800	1,292,000	
<b>Ending Fund Balance</b>	<b>152,200</b>	<b>152,200</b>	<b>152,200</b>	

### Purpose of Funds:

The Lighting Maintenance Fund is used to consolidate and account for all expenditures and revenues relating to the maintenance and powering of the Lighting District established in Arcadia.



*LIGHTING DISTRICT*

*No. of Employees  
Full Time Equivalent*

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Building Maintenance Crew Supervisor	0.51
Building Maintenance Technician	0.40
General Services Superintendent	0.24
Traffic Signals/Street Lighting Technician	1.50

**TOTAL**

2.65
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ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3311</b>		<b>LIGHTING DISTRICT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	182,681	190,600	190,000	189,900	192,200
4014	VACATION SELL BACK	4,523	3,500	3,500	3,500	3,500
4019	STAND BY PAY	2,274	3,000	3,000	3,000	3,000
4021	LONGEVITY PAY	4,399	4,500	4,000	3,600	3,600
4130	OVERTIME	1,752	1,500	1,500	1,500	1,500
4241	P.E.R.S	57,370	64,900	62,600	72,900	78,500
4242	NON-PERSABLE COMPENSATION	105	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	33,760	37,400	34,200	37,400	37,400
4245	LONG TERM DISABILITY	256	300	200	200	200
4247	LIFE INSURANCE	216	300	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,639	2,900	2,800	2,900	2,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>289,975</b>	<b>309,100</b>	<b>302,100</b>	<b>315,200</b>	<b>323,100</b>
SUPPLIES						
5260	FIELDS	14,868	21,000	21,000	21,000	21,000
5410	TOOLS	700	700	700	700	700
<b>Total:</b>	<b>SUPPLIES</b>	<b>15,568</b>	<b>21,700</b>	<b>21,700</b>	<b>21,700</b>	<b>21,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	143,284	150,000	150,000	150,000	150,000
6505	GENERAL LIABILITY	17,800	18,400	18,400	18,600	18,700
6507	WORKERS' COMPENSATION	8,300	8,200	8,200	9,000	9,000
6611	ELECTRIC	530,361	560,700	518,400	544,300	571,500
6750	VEHICLE MAINTENANCE	21,230	25,000	25,000	25,000	25,000
6995	GENERAL FUND CHARGES	102,000	98,100	98,100	98,100	98,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>822,975</b>	<b>860,400</b>	<b>818,100</b>	<b>845,000</b>	<b>872,300</b>
SPECIAL PROGRAMS						
7410	POWER PURCHASED	70,723	75,000	75,000	75,000	75,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>70,723</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Total:</b>		<b>1,199,242</b>	<b>1,266,200</b>	<b>1,216,900</b>	<b>1,256,900</b>	<b>1,292,100</b>
<b>Fund/Division: 4303311</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.73) %	

## Water Fund

	FY18-19	FY19-20		
	Estimates	Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 19-20</b>				
<b>Beginning Fund Balance *</b>	<b>22,367,084</b>	<b>398,900</b>	<b>17,456,800</b>	<b>926,800</b>
Estimated Revenue:				
Maps and Publications	1,100	1,000	0	0
Water Sales	13,000,000	13,600,000	0	0
Public Works Inspection	60,000	50,000	0	0
Property Rental	27,600	27,600	0	0
Demand Response Program	0	10,000	0	0
Engineering Charges	0	0	0	0
Backflow Admin	95,000	90,000	0	0
Sale of Property	13,500	15,000	0	0
Misc.	23,000	23,000	0	0
Interest Earnings	326,800	8,000	349,100	18,500
Total Revenues	13,547,000	13,824,600	349,100	18,500
Estimated Funds Available	35,914,084	14,223,500	17,805,900	945,300
Proposed Expenditures:				
Equipment Purchase	178,800	0	0	60,900
Capital Outlay	2,987,400	0	2,718,500	0
Operating Costs	13,965,410	15,870,400	0	0
Total Expenditures	17,131,610	15,870,400	2,718,500	60,900
<b>Ending Fund Balance</b>	<b>18,782,474</b>	<b>(1,646,900)</b>	<b>15,087,400</b>	<b>884,400</b>

### Purpose of Funds:

The Water Fund is an enterprise fund established to account for the operation of the City's water utility, a self supporting activity that renders services on a user charge basis to City residents and businesses.

\* Capital Assets are not included in the Fund Balance.

## Water Fund

	FY20-21		
	Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 20-21</b>			
<b>Beginning Fund Balance</b>	<b>(1,646,900)</b>	<b>15,087,400</b>	<b>884,400</b>
Estimated Revenue:			
Maps and Publications	1,000	0	0
Water Sales	14,000,000	0	0
Public Works Inspection	50,000	0	0
Property Rental	27,600	0	0
Miscellaneous	10,000	0	0
Backflow Admin	90,000	0	0
Sale of Property	15,000	0	0
Miscellaneous	23,000	0	0
Interest Earnings	0	301,700	17,700
Total Revenues	14,216,600	301,700	17,700
 Estimated Funds Available	 12,569,700	 15,389,100	 902,100
 Proposed Expenditures:			
Equipment Purchase	0	0	144,700
Capital Outlay	0	3,637,500	0
Operating Costs	14,320,900	0	0
Total Expenditures	14,320,900	3,637,500	144,700
 <b>Ending Fund Balance</b>	 <b>(1,751,200)</b>	 <b>11,751,600</b>	 <b>757,400</b>

### Purpose of Funds:

The Water Fund is an enterprise fund established to account for the operation of the City's water utility, a self supporting activity that renders services on a user charge basis to City residents and businesses.

*WATER FUND**No. of Employees  
Full Time Equivalent*

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Administrative Assistant	1.90
Assistant Engineer	1.00
Associate Civil Engineer	1.30
City Manager	0.05
Deputy Public Works Director	0.50
Environmental Services Officer	0.20
Equipment Operator	4.00
Maintenance Worker	5.00
Management Aide	1.00
Management Analyst	0.25
Principal Civil Engineer	1.00
Public Works Office Coordinator	0.70
Public Works Services Director	0.50
Senior Management Analyst	0.40
Senior Public Works Inspector	0.50
Storekeeper/Buyer	0.50
Street Superintendent	0.05
Utilities Crew Supervisor	3.00
Utilities Superintendent	1.00
Water Production Crew Supervisor	1.00
Water Production Technician I	1.00
Water Production Technician II	1.00
Water Quality/Backflow Inspector	1.00

*WATER FUND*

*No. of Employees  
Full Time Equivalent*

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**TOTAL**

26.85
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ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>7200</b>	<b>WATER</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	1,816,017	1,980,600	1,948,500	2,040,900	2,084,000
4011 SPECIALIST PAY	807	700	1,600	1,600	1,600
4013 VACATION PAY OFF	13,471	15,000	10,000	10,000	10,000
4014 VACATION SELL BACK	21,214	28,000	31,400	33,000	33,000
4015 ALLOWANCES	1,730	1,800	1,800	2,100	2,100
4019 STAND BY PAY	29,231	24,000	29,000	25,000	25,000
4021 LONGEVITY PAY	27,857	29,300	29,000	29,900	32,300
4032 PART-TIME NON-PERS	8,325	27,000	22,000	25,000	25,000
4130 OVERTIME	35,198	37,000	37,300	37,500	37,500
4241 P.E.R.S	545,241	657,300	630,200	774,100	841,500
4242 NON-PERSABLE COMPENSATIOI	2,409	3,100	3,100	3,400	3,500
4244 MEDICAL/DENTAL INSURANCE	336,200	386,200	367,500	387,000	387,000
4245 LONG TERM DISABILITY	2,521	2,900	2,300	2,300	2,300
4247 LIFE INSURANCE	2,775	3,400	2,900	3,000	3,100
4248 RETIREE MEDICAL	32,668	36,200	32,700	37,400	38,800
4250 FICA/HOSPITAL INSURANCE	30,170	30,500	32,500	31,400	31,900
4299 VACANCY RATE	0	-98,000	0	-103,300	-106,600
<b>Total: SALARIES &amp; WAGES</b>	<b>2,905,832</b>	<b>3,165,000</b>	<b>3,181,800</b>	<b>3,340,300</b>	<b>3,452,000</b>
SUPPLIES					
5110 OFFICE SUPPLIES	19,451	16,000	16,000	16,000	16,000
5111 WATER BILL POSTAGE	48,190	48,000	48,000	48,000	48,000
5120 DRAFTING SUPPLIES	2,857	3,000	3,000	3,000	3,000
5125 PRINT SHOP	19,653	23,000	23,000	23,000	23,000
5260 FIELDS	3,493	4,700	4,700	4,700	4,700
5280 UNIFORM	9,334	9,000	9,000	9,000	9,000
5410 TOOLS	6,908	6,800	6,800	6,800	6,800
<b>Total: SUPPLIES</b>	<b>109,886</b>	<b>110,500</b>	<b>110,500</b>	<b>110,500</b>	<b>110,500</b>
OPERATING EXPENSES					
6145 WATER CONSERVATION COST	91,534	40,000	40,000	40,000	40,000
6160 CONTRACT SERVICES	184,495	161,400	161,400	161,400	161,400
6210 TELEPHONE	11,797	12,000	8,700	8,800	9,000
6505 GENERAL LIABILITY	110,100	111,700	111,700	112,700	113,200
6507 WORKERS' COMPENSATION	86,800	84,400	84,400	92,200	92,800
6540 TAXES	7,610	7,600	0	0	0
6614 WATER	2,265	2,200	2,000	2,200	2,200
6730 OFFICE EQUIPMENT	729	1,000	1,000	1,000	1,000
6750 VEHICLE MAINTENANCE	177,235	166,000	171,000	171,000	174,000
6760 BUILDING REPAIR & MAINT	57,023	67,500	67,500	67,500	67,500
6771 WAREHOUSE & SHOP	11,946	10,000	10,000	10,000	10,000
6903 PERMITS FEES	6,717	6,700	6,700	6,700	6,700
6904 RENTS	869,180	895,300	878,410	916,300	934,600
6930 MEMBERSHIP & PUBLICATIONS	4,299	6,500	5,000	5,200	5,200
6940 OFFICIAL MEETINGS	2,140	2,800	2,800	2,800	2,800
6970 TRAINING	3,102	4,000	5,000	5,000	5,000
6971 TUITION REIMBURSEMENT	1,484	14,000	9,000	14,000	14,000
6987 DUES & ASSESSMENTS	5,232,025	5,913,000	5,913,000	7,514,800	7,514,800
6990 DEPRECIATION	1,695,966	0	0	0	0
6995 GENERAL FUND CHARGES	1,315,100	1,278,400	1,278,400	1,278,400	1,278,400

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>Total: OPERATING EXPENSES</b>	<b>9,871,547</b>	<b>8,784,500</b>	<b>8,756,010</b>	<b>10,410,000</b>	<b>10,432,600</b>
SPECIAL PROGRAMS					
7410 POWER PURCHASED	1,405,559	1,600,000	1,600,000	1,600,000	1,600,000
7420 PUMPING SUPPLIES	56,719	70,000	70,000	70,000	70,000
7425 WATER TESTING	72,728	35,000	35,000	35,000	35,000
7440 UNSCHEDULED REPAIR WELLS	214,080	150,000	150,000	135,000	135,000
7450 REPAIRS TO PUMP FACILITIE	10,306	16,500	16,500	26,000	26,000
7510 REPAIRS TO METERS	4,186	28,000	12,000	12,000	12,000
7530 REPAIRS TO RESERVOIRS	4,900	5,000	5,000	5,000	5,000
7540 REPAIRS TO MAINS	41,379	40,000	40,000	40,000	40,000
7550 REPAIRS TO SERVICES	62,241	55,000	55,000	55,000	55,000
7560 REPAIRS TO HYDRANTS	20,819	12,000	12,000	12,000	12,000
7610 METER READING SUPPLIES	17,455	17,500	19,600	19,600	19,600
7990 PENSION LIB ACCRUAL	574,695	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>	<b>2,485,068</b>	<b>2,029,000</b>	<b>2,015,100</b>	<b>2,009,600</b>	<b>2,009,600</b>
<b>Total Division:</b>	<b>15,372,333</b>	<b>14,089,000</b>	<b>14,063,410</b>	<b>15,870,400</b>	<b>16,004,700</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				12.64 %	



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 7201</b>		<b>WATER-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	847,139	883,100	883,700	928,200	938,300
4011	SPECIALIST PAY	807	700	1,600	1,600	1,600
4013	VACATION PAY OFF	13,471	15,000	10,000	10,000	10,000
4014	VACATION SELL BACK	10,823	10,000	12,000	15,000	15,000
4015	ALLOWANCES	1,730	1,800	1,800	2,100	2,100
4019	STAND BY PAY	1,567	1,000	0	0	0
4021	LONGEVITY PAY	10,271	10,600	10,500	10,800	11,700
4032	PART-TIME NON-PERS	8,325	15,000	15,000	15,000	15,000
4241	P.E.R.S	252,096	291,600	290,200	350,300	377,000
4242	NON-PERSABLE COMPENSATION	2,344	2,500	2,500	2,800	2,900
4244	MEDICAL/DENTAL INSURANCE	137,737	148,200	146,000	149,100	149,100
4245	LONG TERM DISABILITY	976	1,000	900	800	800
4247	LIFE INSURANCE	1,748	1,900	1,700	1,800	1,900
4248	RETIREE MEDICAL	32,668	36,200	32,700	37,400	38,800
4250	FICA/HOSPITAL INSURANCE	13,537	13,300	14,300	13,900	14,000
4299	VACANCY RATE	0	-43,000	0	-46,200	-47,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,335,239</b>	<b>1,388,900</b>	<b>1,422,900</b>	<b>1,492,600</b>	<b>1,530,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	19,451	16,000	16,000	16,000	16,000
5111	WATER BILL POSTAGE	48,190	48,000	48,000	48,000	48,000
5120	DRAFTING SUPPLIES	2,857	3,000	3,000	3,000	3,000
5125	PRINT SHOP	19,653	23,000	23,000	23,000	23,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>90,151</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
OPERATING EXPENSES						
6145	WATER CONSERVATION COST	91,534	40,000	40,000	40,000	40,000
6160	CONTRACT SERVICES	184,495	161,400	161,400	161,400	161,400
6210	TELEPHONE	59	100	0	0	0
6505	GENERAL LIABILITY	110,100	111,700	111,700	112,700	113,200
6507	WORKERS' COMPENSATION	86,800	84,400	84,400	92,200	92,800
6540	TAXES	7,610	7,600	0	0	0
6730	OFFICE EQUIPMENT	729	1,000	1,000	1,000	1,000
6750	VEHICLE MAINTENANCE	2,049	3,000	3,000	3,000	3,000
6760	BUILDING REPAIR & MAINT	1,967	2,000	2,000	2,000	2,000
6904	RENTS	869,180	895,300	878,410	916,300	934,600
6930	MEMBERSHIP & PUBLICATIONS	4,299	6,500	5,000	5,200	5,200
6940	OFFICIAL MEETINGS	2,140	2,800	2,800	2,800	2,800
6970	TRAINING	3,102	4,000	5,000	5,000	5,000
6971	TUITION REIMBURSEMENT	1,484	14,000	9,000	14,000	14,000
6987	DUES & ASSESSMENTS	12,610	13,000	13,000	14,800	14,800
6990	DEPRECIATION	1,695,966	0	0	0	0
6995	GENERAL FUND CHARGES	438,400	408,600	408,600	408,600	408,600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>3,512,524</b>	<b>1,755,400</b>	<b>1,725,310</b>	<b>1,779,000</b>	<b>1,798,400</b>
SPECIAL PROGRAMS						
7990	PENSION LIB ACCRUAL	574,695	0	0	0	0

ACCOUNT TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>Total: SPECIAL PROGRAMS</b>	<b>574,695</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>	<b>5,512,608</b>	<b>3,234,300</b>	<b>3,238,210</b>	<b>3,361,600</b>	<b>3,419,300</b>
<b>Fund/Division: 5207201</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				3.94 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
DIVISION: 7204		WATER-MAIN & REPLACEMENT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	539,685	580,800	583,800	599,400	610,600
4014	VACATION SELL BACK	5,221	9,000	9,000	9,000	9,000
4019	STAND BY PAY	10,750	10,000	10,000	10,000	10,000
4021	LONGEVITY PAY	10,153	10,600	11,400	12,200	12,200
4032	PART-TIME NON-PERS	0	12,000	7,000	10,000	10,000
4130	OVERTIME	24,764	25,000	25,000	25,000	25,000
4241	P.E.R.S	162,710	193,500	191,000	230,700	249,800
4242	NON-PERSABLE COMPENSATION	22	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	114,086	130,000	132,900	129,900	129,900
4245	LONG TERM DISABILITY	893	1,000	800	800	800
4247	LIFE INSURANCE	589	700	600	600	600
4250	FICA/HOSPITAL INSURANCE	9,003	9,300	9,800	9,500	9,700
4299	VACANCY RATE	0	-29,500	0	-31,100	-32,000
Total:	SALARIES & WAGES	877,876	952,600	981,500	1,006,200	1,035,800
SUPPLIES						
5260	FIELDS	3,212	4,500	4,500	4,500	4,500
5280	UNIFORM	9,334	9,000	9,000	9,000	9,000
5410	TOOLS	5,118	5,000	5,000	5,000	5,000
Total:	SUPPLIES	17,664	18,500	18,500	18,500	18,500
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	109,697	110,000	110,000	110,000	112,000
6760	BUILDING REPAIR & MAINT	200	500	500	500	500
6771	WAREHOUSE & SHOP	6,089	4,500	4,500	4,500	4,500
6995	GENERAL FUND CHARGES	255,400	232,000	232,000	232,000	232,000
Total:	OPERATING EXPENSES	371,387	347,000	347,000	347,000	349,000
SPECIAL PROGRAMS						
7540	REPAIRS TO MAINS	41,379	40,000	40,000	40,000	40,000
7550	REPAIRS TO SERVICES	62,241	55,000	55,000	55,000	55,000
7560	REPAIRS TO HYDRANTS	20,819	12,000	12,000	12,000	12,000
Total:	SPECIAL PROGRAMS	124,440	107,000	107,000	107,000	107,000
Total:		1,391,367	1,425,100	1,454,000	1,478,700	1,510,300
Fund/Division: 5207204						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.76 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 7205</b>		<b>WATER-METER CUSTOMER SV</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	184,219	198,200	208,400	210,800	220,900
4014	VACATION SELL BACK	682	2,000	2,000	2,000	2,000
4019	STAND BY PAY	5,674	2,000	4,000	4,000	4,000
4021	LONGEVITY PAY	1,795	2,400	2,300	2,400	2,400
4130	OVERTIME	3,731	2,000	2,300	2,500	2,500
4241	P.E.R.S	54,259	65,000	64,200	78,900	88,000
4242	NON-PERSABLE COMPENSATION	22	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	41,719	47,100	46,500	47,100	47,100
4245	LONG TERM DISABILITY	322	400	300	300	300
4247	LIFE INSURANCE	216	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	3,158	3,000	3,400	3,200	3,300
4299	VACANCY RATE	0	-9,700	0	-10,500	-11,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>295,796</b>	<b>313,000</b>	<b>333,900</b>	<b>341,200</b>	<b>359,900</b>
SUPPLIES						
5410	TOOLS	942	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>942</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	21,172	19,000	19,000	19,000	19,000
6771	WAREHOUSE & SHOP	496	500	500	500	500
6995	GENERAL FUND CHARGES	364,300	384,900	384,900	384,900	384,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>385,968</b>	<b>404,400</b>	<b>404,400</b>	<b>404,400</b>	<b>404,400</b>
SPECIAL PROGRAMS						
7510	REPAIRS TO METERS	4,186	28,000	12,000	12,000	12,000
7610	METER READING SUPPLIES	17,455	17,500	19,600	19,600	19,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>21,641</b>	<b>45,500</b>	<b>31,600</b>	<b>31,600</b>	<b>31,600</b>
<b>Total:</b>		<b>704,347</b>	<b>763,900</b>	<b>770,900</b>	<b>778,200</b>	<b>796,900</b>
<b>Fund/Division: 5207205</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.87 %	

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 7206</b>		<b>WATER-PRODUCTION/QUALITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	244,974	318,500	272,600	302,500	314,200
4014	VACATION SELL BACK	4,487	7,000	8,400	7,000	7,000
4019	STAND BY PAY	11,241	11,000	15,000	11,000	11,000
4021	LONGEVITY PAY	5,638	5,700	4,800	4,500	6,000
4130	OVERTIME	6,703	10,000	10,000	10,000	10,000
4241	P.E.R.S	76,176	107,200	84,800	114,200	126,700
4242	NON-PERSABLE COMPENSATION	22	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	42,658	60,900	42,100	60,900	60,900
4245	LONG TERM DISABILITY	330	500	300	400	400
4247	LIFE INSURANCE	222	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	4,471	4,900	5,000	4,800	4,900
4299	VACANCY RATE	0	-15,800	0	-15,500	-16,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>396,921</b>	<b>510,500</b>	<b>443,500</b>	<b>500,300</b>	<b>525,400</b>
SUPPLIES						
5260	FIELDS	281	200	200	200	200
5410	TOOLS	848	800	800	800	800
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,129</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6210	TELEPHONE	11,739	11,900	8,700	8,800	9,000
6614	WATER	2,265	2,200	2,000	2,200	2,200
6750	VEHICLE MAINTENANCE	44,316	34,000	39,000	39,000	40,000
6760	BUILDING REPAIR & MAINT	54,856	65,000	65,000	65,000	65,000
6771	WAREHOUSE & SHOP	5,361	5,000	5,000	5,000	5,000
6903	PERMITS FEES	6,717	6,700	6,700	6,700	6,700
6987	DUES & ASSESSMENTS	5,219,414	5,900,000	5,900,000	7,500,000	7,500,000
6995	GENERAL FUND CHARGES	257,000	252,900	252,900	252,900	252,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>5,601,669</b>	<b>6,277,700</b>	<b>6,279,300</b>	<b>7,879,600</b>	<b>7,880,800</b>
SPECIAL PROGRAMS						
7410	POWER PURCHASED	1,405,559	1,600,000	1,600,000	1,600,000	1,600,000
7420	PUMPING SUPPLIES	56,719	70,000	70,000	70,000	70,000
7425	WATER TESTING	72,728	35,000	35,000	35,000	35,000
7440	UNSCHEDULED REPAIR WELLS	214,080	150,000	150,000	135,000	135,000
7450	REPAIRS TO PUMP FACILITIE	10,306	16,500	16,500	26,000	26,000
7530	REPAIRS TO RESERVOIRS	4,900	5,000	5,000	5,000	5,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>1,764,292</b>	<b>1,876,500</b>	<b>1,876,500</b>	<b>1,871,000</b>	<b>1,871,000</b>
<b>Total:</b>		<b>7,764,011</b>	<b>8,665,700</b>	<b>8,600,300</b>	<b>10,251,900</b>	<b>10,278,200</b>
<b>Fund/Division: 5207206</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					18.30 %	

## Sewer System Service Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance *</b>	<b>2,084,600</b>	<b>2,049,500</b>	<b>1,670,800</b>
Estimated Revenue:			
Sewer System Charge	2,300,000	2,380,000	2,400,000
Industrial Waste Fee	40,000	40,000	40,000
Other Income	500	500	500
Interest Earnings	26,100	41,000	33,400
Total Revenues	2,366,600	2,461,500	2,473,900
Estimated Funds Available	4,451,200	4,511,000	4,144,700
Proposed Expenditures:			
Operating Costs	1,341,100	1,397,900	1,426,400
Capital Projects	957,600	864,500	934,500
Equipment Purchases	103,000	577,800	9,000
Total Expenditures	2,401,700	2,840,200	2,369,900
<b>Ending Fund Balance</b>	<b>2,049,500</b>	<b>1,670,800</b>	<b>1,774,800</b>

### Purpose of Funds:

The Sewer System Service Fund accounts for all monies collected by the City in accordance with Ordinance 1640, which levies a service charge on all residential and commercial properties that have a sewer connection. The ordinance provides that the revenues be used for the acquisition, construction, maintenance, and division of sewer facilities within the City, and that they not be used for the acquisition of new local street sewers or laterals as distinguished from trunk, inceptor, and outfall sewers.

\* Capital Assets are not included in fund balance.

*SEWER FUND**No. of Employees  
Full Time Equivalent*

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Associate Civil Engineer	0.40
Deputy Public Works Director	0.15
Environmental Services Officer	0.10
Equipment Operator	2.00
Maintenance Worker	1.00
Management Analyst	0.25
Public Works Services Director	0.15
Senior Engineering Assistant	1.00
Senior Management Analyst	0.50
Senior Public Works Inspector	0.30
Storekeeper/Buyer	0.10
Street Superintendent	0.30
Utilities Crew Supervisor	1.00

**TOTAL**

<b>7.25</b>
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ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 3306</b>		<b>SEWER MAINTENANCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	540,140	569,300	560,300	572,300	581,200
4013	VACATION PAY OFF	0	7,500	7,500	1,000	1,000
4014	VACATION SELL BACK	5,059	9,000	9,000	9,000	9,000
4015	ALLOWANCES	238	300	200	200	200
4021	LONGEVITY PAY	9,830	10,200	9,200	8,100	9,100
4032	PART-TIME NON-PERS	0	10,000	3,000	7,500	7,500
4130	OVERTIME	813	2,000	2,000	2,000	2,000
4241	P.E.R.S	164,167	191,400	186,800	217,400	235,200
4242	NON-PERSABLE COMPENSATION	810	900	800	900	900
4244	MEDICAL/DENTAL INSURANCE	95,997	104,600	97,400	104,500	104,500
4245	LONG TERM DISABILITY	710	800	600	600	600
4247	LIFE INSURANCE	880	1,000	800	900	900
4248	RETIREE MEDICAL	8,380	8,200	7,600	8,500	8,800
4250	FICA/HOSPITAL INSURANCE	8,818	8,700	11,000	8,600	8,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>835,843</b>	<b>923,900</b>	<b>896,200</b>	<b>941,500</b>	<b>969,600</b>
SUPPLIES						
5125	PRINT SHOP	3,985	7,000	5,000	5,000	5,000
5260	FIELDS	6,151	6,000	6,000	6,000	6,000
5280	UNIFORM	2,179	2,000	2,000	2,000	2,000
5410	TOOLS	542	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>12,857</b>	<b>15,500</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	84,394	66,000	66,000	75,300	75,300
6505	GENERAL LIABILITY	17,100	18,400	18,400	18,600	18,700
6507	WORKERS' COMPENSATION	24,200	23,600	23,600	25,800	26,000
6614	WATER	206	200	200	200	200
6750	VEHICLE MAINTENANCE	62,852	65,000	65,000	65,000	65,000
6902	DISPOSAL CHARGES	1,625	3,000	2,500	2,500	2,500
6903	PERMITS FEES	11,000	11,000	11,000	11,000	11,000
6970	TRAINING	1,752	2,400	2,400	2,400	2,400
6990	DEPRECIATION	214,964	0	0	0	0
6995	GENERAL FUND CHARGES	254,100	242,300	242,300	242,300	242,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>672,193</b>	<b>431,900</b>	<b>431,400</b>	<b>443,100</b>	<b>443,400</b>
SPECIAL PROGRAMS						
7990	PENSION LIB ACCRUAL	203,100	0	0	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>203,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>1,723,993</b>	<b>1,371,300</b>	<b>1,341,100</b>	<b>1,398,100</b>	<b>1,426,500</b>
<b>Fund/Division: 5213306</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.95 %	



## Equipment Replacement Fund

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>7,502,400</b>	<b>6,230,800</b>	<b>5,762,500</b>
Estimated Revenue:			
Transfer from General Fund	1,800,000	1,800,000	1,800,000
Sale of property	10,000	10,000	10,000
Grants	24,700	0	0
Interest Earnings	65,900	93,500	86,400
Total Revenues	1,900,600	1,903,500	1,896,400
 Estimated Funds Available	 9,403,000	 8,134,300	 7,658,900
Proposed Expenditures:			
General Fund Charges	32,400	33,000	33,000
Equipment Purchases	3,139,800	2,338,800	1,983,800
Total Expenditures	3,172,200	2,371,800	2,016,800
 <b>Ending Fund Balance</b>	 <b>6,230,800</b>	 <b>5,762,500</b>	 <b>5,642,100</b>

### Purpose of Funds:

The Equipment Replacement Fund was established to provide for the timely replacement of major capital equipment items, including vehicles, computer hardware, copiers, recreation and safety field equipment, etc. The equipment for Enterprise Funds, like Water and Sewer, is charged and paid by the respective funds.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION:</b>		<b>EQUIPMENT REPLACEMENT</b>				
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	30,400	32,400	32,400	32,400	32,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>30,400</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>
<b>Total:</b>		<b>30,400</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

## Redevelopment Successor Agency

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance *</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Rent	120,000	0	0
Interest	0	0	0
LA County Funding	2,809,900	2,807,400	2,766,300
Total Revenues	2,929,900	2,807,400	2,766,300
Estimated Funds Available	2,929,900	2,807,400	2,766,300
Proposed Expenditures:			
Operating Expenses	273,300	158,800	117,300
Principal	1,640,000	1,720,000	1,815,000
Interest	1,016,600	928,600	834,000
Total Expenditures	2,929,900	2,807,400	2,766,300
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds :

As part of the elimination of Redevelopment, the Arcadia City Council chose to be the Successor Agency to the Arcadia Redevelopment Agency. Along with the Oversight Board, the Successor Agency oversees the winding down of Redevelopment. This Budget covers the expenses of the winding down and existing obligations, such as Bond payments

*SUCCESSOR AGENCY OF RDA*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director

0.10

Management Analyst

0.15

Senior Administrative Assistant

0.10

**TOTAL**

0.35
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ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION: 4901</b>		<b>SUCCESSOR REDEVELOPMENT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	39,424	40,200	40,800	42,100	42,200
4014	VACATION SELL BACK	753	900	1,300	1,400	600
4015	ALLOWANCES	505	600	500	500	500
4021	LONGEVITY PAY	546	600	500	600	600
4241	P.E.R.S	12,305	13,700	13,800	16,400	17,500
4242	NON-PERSABLE COMPENSATION	165	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	5,398	5,800	5,700	5,800	5,800
4245	LONG TERM DISABILITY	35	100	0	0	0
4247	LIFE INSURANCE	108	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	596	600	600	600	600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>59,835</b>	<b>62,900</b>	<b>63,500</b>	<b>67,700</b>	<b>68,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	101	200	100	100	100
<b>Total:</b>	<b>SUPPLIES</b>	<b>101</b>	<b>200</b>	<b>100</b>	<b>100</b>	<b>100</b>
OPERATING EXPENSES						
6140	LEGAL	7,045	20,000	10,000	20,000	0
6160	CONTRACT SERVICES	154,481	173,600	153,200	23,600	3,600
6505	GENERAL LIABILITY	4,100	4,200	4,200	4,200	4,300
6507	WORKERS' COMPENSATION	2,800	2,800	2,800	3,100	3,100
6611	ELECTRIC	406	500	300	400	400
6910	AUDIT	5,139	5,800	5,300	5,800	5,800
6995	GENERAL FUND CHARGES	30,500	31,900	31,900	31,900	31,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>204,471</b>	<b>238,800</b>	<b>207,700</b>	<b>89,000</b>	<b>49,100</b>
SPECIAL PROGRAMS						
7803	NOTE INTEREST	1,097,119	1,016,600	1,016,600	928,600	834,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>1,097,119</b>	<b>1,016,600</b>	<b>1,016,600</b>	<b>928,600</b>	<b>834,000</b>
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	1,560,000	1,640,000	1,640,000	1,720,000	1,815,000
<b>Total:</b>	<b>NOTE PRINCIPAL</b>	<b>1,560,000</b>	<b>1,640,000</b>	<b>1,640,000</b>	<b>1,720,000</b>	<b>1,815,000</b>
GENERAL PROPERTY						
7915	GENERAL PROPERTY	500	2,000	2,000	2,000	0
<b>Total:</b>	<b>GENERAL PROPERTY</b>	<b>500</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>2,922,026</b>	<b>2,960,500</b>	<b>2,929,900</b>	<b>2,807,400</b>	<b>2,766,300</b>
<b>Total:</b>		<b>2,922,026</b>	<b>2,960,500</b>	<b>2,929,900</b>	<b>2,807,400</b>	<b>2,766,300</b>
<b>Fund/Division: 7254901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(5.17) %	

## General Obligation Bond 2012

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>371,100</b>	<b>371,100</b>	<b>371,100</b>
Estimated Revenue:			
Current Assessments	417,800	416,300	419,400
Interests	1,000	1,000	1,000
Total Revenues	418,800	417,300	420,400
Estimated Funds Available	789,900	788,400	791,500
Proposed Expenditures:			
Operating Expenses	2,700	2,700	2,700
Principal	280,000	290,000	305,000
Interest	136,100	124,600	112,700
Total Expenditures	418,800	417,300	420,400
<b>Ending Fund Balance</b>	<b>371,100</b>	<b>371,100</b>	<b>371,100</b>

Purpose of Funds :

The General Obligation Debt Service Fund is used to facilitate the payment of principal and interest on General Obligation Debt Service issue Series 2012.

ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION:</b>		<b>DEBT SVC GO BONDS 2012</b>				
OPERATING EXPENSES						
6160	CONTRACT SERVICES	898	1,300	1,300	1,300	1,300
6995	GENERAL FUND CHARGES	1,000	1,100	1,100	1,100	1,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,898</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>
SPECIAL PROGRAMS						
7803	NOTE INTEREST	145,675	136,100	136,100	124,600	112,700
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>145,675</b>	<b>136,100</b>	<b>136,100</b>	<b>124,600</b>	<b>112,700</b>
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	270,000	280,000	280,000	290,000	305,000
<b>Total:</b>	<b>NOTE PRINCIPAL</b>	<b>270,000</b>	<b>280,000</b>	<b>280,000</b>	<b>290,000</b>	<b>305,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>417,573</b>	<b>418,500</b>	<b>418,500</b>	<b>417,000</b>	<b>420,100</b>
<b>Total:</b>		<b>417,573</b>	<b>418,500</b>	<b>418,500</b>	<b>417,000</b>	<b>420,100</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.36) %	

## General Obligation Bond 2011

	18-19 Estimate	19-20 Budget	20-21 Budget
<b>Beginning Fund Balance</b>	<b>498,000</b>	<b>497,400</b>	<b>497,400</b>
Estimated Revenue:			
Current Assessments	594,900	593,300	595,300
Interest Income	1,000	1,000	1,000
Total Revenues	595,900	594,300	596,300
Estimated Funds Available	1,093,900	1,091,700	1,093,700
Proposed Expenditures:			
Operating Expenses	2,700	2,700	2,700
Principal	335,000	350,000	370,000
Interest	258,800	241,600	223,600
Total Expenditures	596,500	594,300	596,300
<b>Ending Fund Balance</b>	<b>497,400</b>	<b>497,400</b>	<b>497,400</b>

Purpose of Funds :

The General Obligation Debt Service Fund is used to facilitate the payment of principal and interest on General Obligation Debt Service issue Series 2011.



ACCOUNT	TITLE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 PROJECTED	2019-20 PROPOSED	2020-21 PROPOSED
<b>DIVISION:</b>		<b>GEN OBLIGATION BOND 2011</b>				
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,181	1,300	1,300	1,300	1,300
6995	GENERAL FUND CHARGES	1,400	1,400	1,400	1,400	1,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>2,581</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>
SPECIAL PROGRAMS						
7803	NOTE INTEREST	275,120	258,800	258,800	241,600	223,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>275,120</b>	<b>258,800</b>	<b>258,800</b>	<b>241,600</b>	<b>223,600</b>
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	320,000	335,000	335,000	350,000	370,000
<b>Total:</b>	<b>NOTE PRINCIPAL</b>	<b>320,000</b>	<b>335,000</b>	<b>335,000</b>	<b>350,000</b>	<b>370,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>597,701</b>	<b>596,500</b>	<b>596,500</b>	<b>594,300</b>	<b>596,300</b>
<b>Total:</b>		<b>597,701</b>	<b>596,500</b>	<b>596,500</b>	<b>594,300</b>	<b>596,300</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.37) %	