



# CITY OF ARCADIA

# **OPERATING BUDGET**

## FISCAL YEARS 2022-2024





# **CITY OF ARCADIA**

## **ELECTED POSITIONS AND ADMINISTRATION PERSONNEL**

**JULY 1, 2022**

### **ELECTED POSITIONS CITY COUNCIL MEMBERS**

		<b>TERM EXPIRES</b>
<b>TOM BECK</b>	<b>MAYOR</b>	<b>2022</b>
<b>PAUL CHENG</b>	<b>MAYOR PRO-TEMPORE</b>	<b>2024</b>
<b>MICHAEL DANIELSON</b>		<b>2022</b>
<b>SHO TAY</b>		<b>2022</b>
<b>APRIL VERLATO</b>		<b>2024</b>

### **CITY CLERK**

<b>GENE GLASCO</b>	<b>2024</b>
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### **ADMINISTRATIVE PERSONNEL CITY OFFICIALS**

<b>DOMINIC LAZZARETTO</b>	<b>CITY MANAGER</b>
<b>STEPHEN P. DEITSCH</b>	<b>CITY ATTORNEY</b>
<b>DARLENE BRADLEY</b>	<b>LIBRARY AND MUSEUM SERVICES DIRECTOR</b>
<b>PAUL CRANMER</b>	<b>PUBLIC WORKS SERVICES DIRECTOR</b>
<b>JASON KRUCKEBERG</b>	<b>ASST. CITY MANAGER /DEVELOPMENT SERVICES DIRECTOR</b>
<b>ROY NAKAMURA</b>	<b>POLICE CHIEF</b>
<b>HUE C. QUACH</b>	<b>ADMINISTRATIVE SERVICES DIRECTOR</b>
<b>SARA SOMOGYI</b>	<b>RECREATION AND COMMUNITY SERVICES DIRECTOR</b>
<b>BARRY SPRIGGS</b>	<b>FIRE CHIEF</b>

## **MISSION STATEMENT**

Arcadia is a premier "community of homes" featuring top quality, safe neighborhoods which exist in concert with the natural environment; a diverse population that is committed to community involvement and volunteerism; and a superb educational system. This high quality of life is supported by our economic vitality.

It is the mission of Arcadia City Government to provide effective and fiscally responsible municipal services in a manner that promotes this high standard of community life.

## **GOALS**

- **CITY COUNCIL** To provide leadership. While listening carefully and respectfully to all points of view, to ultimately set policy and make decisions based on facts and what is in the best interest of the entire city. To treat City employees with respect, recognize their special talents and training, and listen to their advice.
- **CITY EMPLOYEES** To serve the public in an atmosphere of courtesy, friendliness and respect, consistently treating everyone fairly within the policies, rules and regulations of Arcadia. To provide the highest quality municipal services in an effective, creative and fiscally responsible manner.
- **FISCAL RESPONSIBILITY** To provide the highest quality municipal services, consistent with the resources available to us. To allocate such resources fairly to meet the needs of the community as a whole, while recognizing the needs of various segments within the community.
- **ECONOMIC DEVELOPMENT** To recognize that high quality City services are to a large extent dependent on a strong business community. To provide and further enhance a strong economic base by encouraging revenue-producing, high quality, "clean" retail, commercial and industrial development which is compatible with a community of homes atmosphere.
- **EDUCATION** To recognize that a major strength of our community is the educational system. To ensure that our efforts are consistent with maintaining the quality of education provided to the community. To support the Board of Education in this critical area.
- **QUALITY OF LIFE** To provide a pleasing community atmosphere and a level of maintenance of public streets, parks, rights-of-way and other public facilities that is consistent with the level of maintenance our citizens provide to their private property. To recognize and promote individual property rights while ensuring that the rights of others are not infringed upon. To provide quality parks, recreation opportunities, library and other information services, senior and youth programs, and medical facilities to our citizens. To promote a positive community spirit and pride in the community.
- **PUBLIC SAFETY** To assure that residents will be safe in their homes and neighborhoods. To be prepared for disasters and provide for the protection of life and property in such event.
- **PUBLIC INFRASTRUCTURE** To protect, maintain and enhance the City's public infrastructure. To anticipate the long-term needs of the infrastructure and take prudent steps to provide for those needs.
- **TRANSPORTATION** To provide quality streets and control systems for the efficient movement of traffic. To provide for the alternative transportation needs of all segments of the community.
- **COMMUNICATION** To educate the community on City programs and operations as well as their role in the governmental process.

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FISCAL YEARS 2022-2024 OPERATING BUDGET**

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# MEMORANDUM

Office of the City Manager

**DATE:** July 1, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager

**SUBJECT:** Fiscal Year 2022-23 Budget

This year's budget process included one Budget Study Session with the City Council on May 3, 2022. Copies of the proposed Operating Budget were provided for the City Council's review. Inclusive in the draft Budget were all operating funds including General, Special Revenues, Enterprise, and the Successor Agency. Additionally, the City Council received the Capital Improvement and Equipment Replacement Fund budgets in a separate document. All funds total \$146.7 million in expenditures, of which the General Fund's budget is \$77.9 million (including Transfers Out noted below).

The proposed Fiscal Year 2022-23 Operating Budget forecasts a return to the pre-pandemic period with hints of concern for inflation, supply chain issues, and continuing COVID conditions. While the latest economic indicators are signaling a recession, there are no clear predictors to offer certainty as to when a recession will happen. The key categories that would be at risk, should a recession occur, are sales tax, transient occupancy tax, and business license fees. However, recent actual economic data shows continuing strength and growth. For example, a low unemployment rate, stronger retail spending, and higher percentages of personal savings would suggest that an economic slowdown is not imminent. This leads to the view that consumers will be able to endure inflation and other current macroeconomic concerns. Projected for the near term, inflation would initially generate higher tax receipts since purchasing has not slowed. The outlook for Fiscal Year 2022-23 is hopeful; however, caution is recommended for Fiscal Year 2023-24 and beyond, since sustained inflationary impacts could eventually cause recessive behaviors in the marketplace.

The proposed Fiscal Year 2022-23 General Fund Operating Budget anticipates Total Operating Revenues of \$74.4 million and Expenditures of \$72.1 million. Collectively, the net of revenue to expenditures, inclusive of all Fund Transfers In and Out, is projected to provide a surplus of \$2.5 million at the end of the Fiscal Year. After total revenue and expenditures are considered, the ending Fund Balance of the Operating General Fund is expected to increase to \$14,798,500. The projected General Fund Operating Fund Balance would maintain a certain balance to provide cash flow needs of daily operations during the Fiscal Year; however, it is also suitable to make a transfer to the Emergency Reserve Fund balance to bring it to the 20% goal level established in the City's Financial

Policies. Currently, it has a balance of \$12.8 million. The Emergency Reserve Fund is suggested to hold a sum equaling 20% of the annual operating expenditure, which would be equivalent to \$14.5 million based on the current proposed Fiscal Year 2022-23 Operating Budget. Currently, all combined unrestricted fund balances: General Fund Operating, Emergency Reserve, Capital Improvement, and Equipment Replacement totals approximately \$38.8 million.

The General Fund Operating budget is summarized in the table below:

<b>Fiscal Year 2022-23 General Fund Budget Summary</b>	
	<b>FY 22-23 Budget</b>
Beginning Fund Balance	\$ 12,297,400
Estimated Revenues	74,428,400
Transfers In	5,898,400
Expenses & Uses	(71,689,000)
New Programs	(409,500)
Revenue over Expenses	\$ 8,228,300
Total Transfer Out	(5,727,200)
Subtotal Operating Balance	2,501,100
<b>Ending Fund Balance</b>	<b>\$ 14,798,500</b>

The proposed Budget transfer of funds are itemized as follows:

Lighting District	\$ 810,500
Local Law Enforcement	116,700
Capital Improvement Fund	2,400,000
Equipment Replacement Fund	2,400,000
<b>Total:</b>	<b>\$ 5,727,200</b>

Annually, a goal of \$2.4 million is set for transfers to the Capital Improvement Fund to create a balance sufficient to meet annual maintenance and replacement needs. The Capital Improvement Fund provides most of the funding for essential maintenance such as pavement rehabilitation, building repairs, and parks maintenance. Some of the key projects in the coming Fiscal Year budgeted in the Capital Improvement Fund are the Compressed Natural Gas Fuel Station at the Public Works Service Yard, Pavement Rehabilitation Program, Bonita Park Concession Building, and the Baseball Field Bleachers at various locations. Total proposed projects funded by the Capital Improvement Fund will be \$3.4 million. Citywide, the combined capital projects for all funds have been budgeted at \$16.5 million.

In the Equipment Replacement Fund, this year's transfer has been set at \$2.4 million, meeting the set goal amount to provide sufficient funding for future annual equipment

replacements. The Equipment Replacement Fund provides funding for essential equipment such as computers, vehicles, and major office equipment. Total proposed asset replacement costs funded by the Equipment Replacement Fund will be \$4.7 million. One significant item proposed for Fiscal Year 2022-23 is the replacement of the Fire Department's breathing equipment, which is scheduled to reach their expected 15-year useful life next year. The cost for the replacement has been budgeted at approximately \$1.15 million.

Added to the City's overall Operating Budget this year are new programs totaling \$409,500 proposed in the General Fund. These new programs and expenditures are anticipated from various departments to respond to emerging operational needs or to further improve services.

Additionally, to continue with the City's adopted pension strategy, the proposed Fiscal Year 2022-23 budget includes a line item for advance payment of long-term liabilities, such as the Unfunded Accrual Liabilities ("UAL") of CalPERS. A line item of \$1.0 million has been budgeted for the advance discretionary prepayment to CalPERS. Should this line item become unnecessary, as an example, because the pension funding ratio is at or above a 90% level, this budget line item will be reviewed for consideration of other means to reduce long-term liabilities. For example, by creating a Section 115 Pension Trust account, a tool for investing and saving for future pension related costs. Alternatively, use the budget line item to contribute to the existing retiree medical trust fund. This idea continues the City Council's directives to further reduce pension debt via accelerated payments to CalPERS or creating a financial tool, with the goal of generating substantial long-term savings.

It is recommended that the City Council adopt the proposed Resolutions to enact the Fiscal Year 2022-23 Operating Budget as well as the Five-Year Capital and Equipment Replacement Plans.

## **DISCUSSION**

At the start of the current year's budget process in mid-February, the general mood for the short-term financial position was generally optimistic. Specifically, reports of cases and deaths due to COVID-19 were down significantly and restrictions were lifted, which helped the economy to come back to life. It is in this context that the proposed Fiscal Year 2022-23 budget has been developed. The expectation is that receipts of taxes, fees, and other revenue sources will be better than the current Fiscal Year and will move to a recovery level, equal to or greater than the pre-pandemic period. One key element from the revenue trajectory is Measure A, a 0.75% Transaction and Use Tax (Sales Tax) that was passed overwhelmingly by Arcadia voters in June 2019. This revenue stream has been critical in keeping afloat the City's budget by adding \$5-\$6 million per year during the COVID period. Without this voter approved measure, the City would have had to initiate service cuts and/or review other means to bring about an annual balance budget. In the coming year, Measure A revenues are expected to exceed the annual projections that were provided at the time of adoption.



Summarized in the table below is the General Fund Operating Budget for: Fiscal Year 2021-22 Year Ending Estimates, Fiscal Year 2022-23 Proposed Budget for Adoption, and a Fiscal Year 2023-24 Preliminary Budget Outlook. Please note that Fiscal Year 2023-24 is not proposed for adoption at this time and is merely presented as a forecasting tool, since the City adopts its Operating Budget annually.

<b>General Fund Activity</b>			
	<b>FY 21-22 Estimates</b>	<b>FY 22-23 Budget</b>	<b>FY 23-24 Budget</b>
Beginning Fund Balance	\$ 8,448,700	\$ 12,297,400	\$ 14,798,500
Estimated Revenues	\$ 72,277,300	\$ 74,428,400	\$ 73,800,900
Transfers In	4,722,600	5,898,400	4,387,200
Expenses & Uses	(68,351,200)	(73,025,700)	(74,246,900)
Revenue over Expenses	\$ 8,648,700	\$ 7,301,100	\$ 3,941,200
Transfer to Equipment Replacement Fund	(2,400,000)	(2,400,000)	(2,400,000)
Transfer to Capital Improvement Fund	(2,400,000)	(2,400,000)	(2,400,000)
Subtotal Operating Balance	3,848,700	2,501,100	(858,800)
<b>Ending Fund Balance</b>	<b>\$ 12,297,400</b>	<b>\$ 14,798,500</b>	<b>\$ 13,939,700</b>

As shown in the table above, the City's General Fund Operating Ending Fund Balance will increase to \$14.8 million because of projected surpluses of \$3.85 million in Fiscal Year 2021-22 and \$2.5 million in Fiscal Year 2022-23. Assuming that occurs, a portion of the Operating Fund Balance will be transferred into the City's Emergency Reserve to reach the City's adopted Reserve Policy level equivalent to 20% of annual operating expenditures. Currently, that Emergency Reserve balance is at \$12.8 million. Given the annual operating expenditures proposed in the budget, \$14.5 million should be held in the City's Emergency Reserve Fund; therefore, a transfer of \$1.7 million is expected from the Operating Fund Balance at the conclusion of the Fiscal Year. Inclusive of other designated fund balances, such as the Self Insurance Medical Fund, Capital Improvement and Equipment Replacement Fund, the City's Reserve balances total \$43.3 million as of this writing.

### **Fiscal Year 2022-23 Proposed Revenues**

For Fiscal Year 2022-23, total General Fund revenues are expected to increase 2.98% when compared to Fiscal Year 2021-22 Year End Estimates.

### General Fund Revenue Projections

	FY 21-22 Estimates	FY 22-23 Budget	Changes \$	%
Taxes	\$ 49,766,800	\$ 51,191,700	\$ 1,424,900	2.86%
License & Permits	5,060,400	5,488,000	427,600	8.45%
Fines & Penalties	417,000	413,500	(3,500)	-0.84%
Use Money & Property	1,455,900	1,451,300	(4,600)	-0.32%
Revenue from Other Agencies	8,357,900	8,667,700	309,800	3.71%
Charge Current Services	3,859,700	3,471,400	(388,300)	-10.06%
Library	81,300	84,700	3,400	4.18%
Recreation	1,088,800	1,325,100	236,300	21.70%
Other Revenue	2,189,500	2,335,000	145,500	6.65%
<b>Total Revenue</b>	<b>\$ 72,277,300</b>	<b>\$ 74,428,400</b>	<b>\$ 2,151,100</b>	<b>2.98%</b>

The largest revenue source to the City's General Fund is from Taxes. The key revenues under this group are: Property Tax, Sales Tax, Transient Occupancy Tax, Utility Users' Tax, and Motor Vehicle License Fees. Their projected receipts are shown in the table below.

### General Fund Tax Revenue Projections

	FY 2021-22 YE Estimates	FY 2022-23 Proposed Budget	Difference	% Change
Property Tax	\$ 18,038,400	\$ 18,694,800	\$ 656,400	3.64%
Sales Tax	18,899,000	19,277,000	378,000	2.00%
Transient Occupancy Tax	3,304,900	3,503,200	198,300	6.00%
Utility Users' Tax	7,360,000	7,433,600	73,600	1.00%
Motor Vehicle License Fees	8,292,900	8,607,700	314,800	3.80%

Property Tax: The City expects to see continued growth in home valuation, a benefit that can be credited to Arcadia being a desirable community with a top ranked public school district. Home sales and development activities for high market value areas, such as Arcadia, have leveled off in comparison to recent years; however, values are holding, and sales continue to be fast-paced. Home sales prices are forecasted to reflect higher price points in California due scarcity of supply at all price points. However, due to recent rise in interest rates and other uncertainties that may lead to slowing home sales activities, a cautious projection is used to give some latitude to respond should the budget reflect a downward trend during the year. The City expects see a continued growth in Property Tax receipts in the range of 3.6%, or nearly \$656,400, for Fiscal Year 2022-23.

Sales and Transaction Use Tax: Recent economic data may suggest signs of a slowing economy and possibly a recession. It should be noted that there is no predictor to offer when a recession will happen with a high degree of certainty. There is a sense that inflation is expected to ease as supply chain issues and demands will find its balance by

the end of 2022. Some signs have already suggested that inflation has reached its peak. Unemployment nationwide is still low, sturdy strength of retail spending continues, and a recent survey showing higher percentages of savings combined with stronger personal balance sheet give an indication that the consumer will be able to endure the existing economic concerns. This perspective suggests that a recession is much further away than what some analysts have been predicting. In addition, it should be noted that when economic downturns happen, City revenue shifts lag behind the general economy, which gives the City time to react to any changes that may be coming.

It is predicted that inflation would initially generate higher sales tax level due to higher cost for all things. Sales and Transaction Use Tax in total is projected to come in at \$19.3 million, a 2.0% increase versus the prior Fiscal Year. The projection is a conservative estimate as it has factored in the potential for a slower economy just before the end of Fiscal Year 2022-23. The future forecast in Fiscal Year 2023-24 does anticipate additional slowing in this area in case a recession does hit during the next calendar year.

Transient Occupancy Tax ("TOT"): The projection for this category in Fiscal Year 2022-23 is for a 6.0% increase when compared to the prior year, representing expected revenue of \$3.5 million versus the prior year's ending estimate of \$3.3 million. Although the year-to-year comparison can seem optimistic, it is supported by data showing that travel and tourism industry have rebounded, set up by the pent-up demands caused by COVID. These signs include greater air traffic, airlines adding more flights, rental car shortages, and the City's transient occupancy tax receipts showing higher local hotel occupancy levels. The projection of the 6.0% increase in TOT revenue is conservative given the entrance of a new luxury hotel, Le Meridian, and the expected recovery in travel and tourism generally.

Utility Users' Tax: Utility Users' Tax ("UUT") is projected to generate \$7.4 million, or a 1.0% increase in comparison to the Fiscal Year 2021-22 Year Ending Estimate. Fundamentally, demand for water, electricity, and gas is expected to increase with billings expected to rise naturally with inflationary elements. While water conservation is expected to continue, water rates will increase because of rising imported water costs, treatment and filtration costs, and ongoing repairs of City wells, which will offset any potential decreases in this area.

Motor Vehicle License Fees ("VLF"): This tax is projected to increase by 3.8%, to \$8.6 million. Revenues from this line item are largely tied to annual property assessed valuation. However, in recent years, the pandemic has driven greater demand for autos, causing extraordinarily high prices for new and used vehicles. Because of those contributing factors, the City will continue to benefit from growth in VLF in the next Fiscal Year.

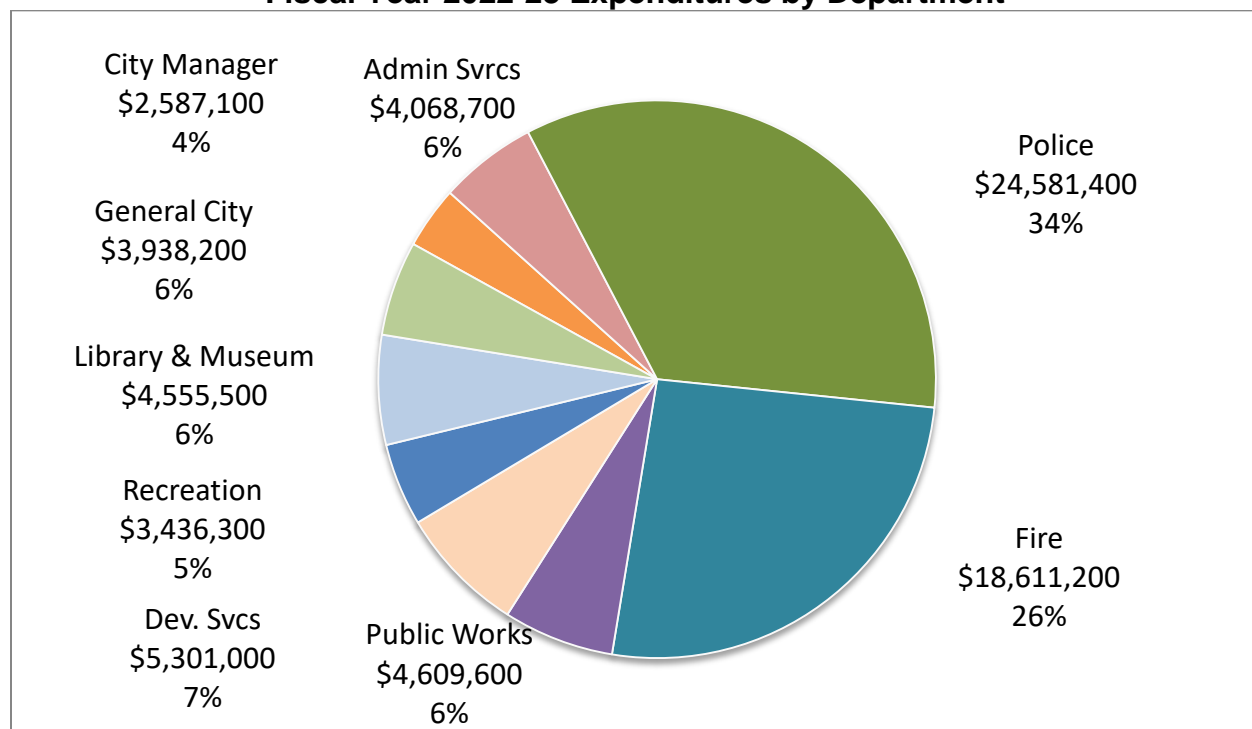
### **Fiscal Year 2022-23 Proposed Expenses**

Total operating expenditures for Fiscal Year 2022-23 have been proposed at \$71.7 million, an increase of 2.7% versus Fiscal Year 2021-22 Budget of \$69.8 million. No

significant changes have been added to the Fiscal Year 2022-23 Operating Budget other than contractual increases from multi-year service agreements and the second of a three-year labor agreement.

While some natural inflationary increases have been included and new services have been added to meet community demands as we begin “normalizing” after the pandemic, staff has carefully controlled costs in most areas so that the increases are negligible and have no material effects to the overall operating expenditures. The Budget also includes transfers of annual set goal amounts of \$2.4 million each to the Capital and Equipment Replacement Funds in order to ensure that funding is available in the future for significant expenditures in those categories, which are described in greater detail later in this report.

### **Fiscal Year 2022-23 Expenditures by Department**



As shown in the table above, the City continues to place its highest priorities on public safety, with Police and Fire expenditures totaling 60% of overall General Fund Expenditures.

### **Proposed New Programs**

New programs and expenditures are anticipated from various departments to respond to emerging operational needs, as well as to respond to direction received at the City Council Study Session and City Council meetings. New programs proposed for the Fiscal Year 2022-23 total \$409,500. These programs include the following:

## Fire Department:

**Fire Training Captain (\$97,200):** Assign one Fire Captain to a 40-hour schedule to assist the Arcadia Fire Department's ("AFD") Training Program. Due to vacancies in the Firefighter and Fire Engineer ranks, AFD will have numerous probationary members during Fiscal Year 2022-23. The 40-hour Fire Training Captain will allow for consistent training and evaluation of newly hired and promoted members. This position will also assist in scheduling in-service training and administering three multi-company training sessions for each 24-hour work shift. This is a temporary Program with an expected duration of five months. The effectiveness of the Program will be evaluated at the three and five-month period.

**Fire Prevention Specialist (\$5,600):** This will be a two-year phased in program to augment current Fire Department staffing. Since 2004, the City has seen an unprecedented level of activity in development and construction. Due to this increase, the Fire Prevention Bureau has seen its scope of services evolve throughout the years. This evolution has presented challenges for the Bureau to maintain acceptable levels of service, especially in light of more complex Fire Codes and an increasing variety of risks facing the community. The Fire Department will address the new challenges caused by development by renaming the Fire Prevention Bureau to Community Risk Reduction (CRR). This renamed division will be tasked with implementing proactive measures that will reduce the community's risks, with will be identified by an internally performed Community Risk Assessment. Natural hazards, emergency preparedness, hazardous materials, and quality of life issues will be addressed by the assessment.

To maintain adequate service levels and achieve this expanded mission, CRR will need to augment its current staffing. This will be achieved in two phases over Fiscal Year 2022-23 and 2023-24. In Fiscal Year 2022-23, a new promotional position will be created. This new position will aid in supervisory responsibilities, staff development, and succession planning. This new position will be titled Senior Fire Prevention Specialist. In Fiscal Year 2023-24, the vacated full-time Fire Prevention Specialist position will also be filled.

**Medical Director (\$32,000):** A Medical Director for the Arcadia Fire Department is critical for a successful Emergency Medical Services ("EMS") program. The Los Angeles County Department of Health Services Policy Number 411 recommends and will soon require a Medical Director as part of a participating EMS agency such as the Arcadia Fire Department.

In addition to enhancing its emergency medical services to the City, there are several benefits in hiring a full-time Medical Director for the AFD, which includes: providing continuing education requirements to AFD's Emergency Medical Technicians ("EMT") and Paramedics; with a Medical Director's approval, AFD will have the opportunity to sign up for various medical trial programs, where the Los Angeles Department of Health Services is at the forefront; and it will also make it easier for AFD's Paramedics to transition from Fireline EMT's to Fireline Paramedics, who could perform more complex lifesaving procedures with the direct oversight of a Medical Director in the AFD's narcotics

program. While the Medical Director will be available to the City “full-time”, it will be achieved through contracting with a local medical professional, who will provide the service to the community as part of their other activities.

#### Development Services Department:

**Document Scanning and Electronic Retention Project (\$30,000):** For many years, Development Services Department has retained paper copies of files and projects. The City is required to retain all commercial and multi-family plans and, over time, these files have filled our basement and storage areas. These documents are difficult to locate and access, sustain damage over time, and can be extremely time intensive to access and copy when needed. The City has a system to scan current building permits and plans, but a very large backlog of older plans and documents exists for documents needing to be scanned into a searchable index. This would be the beginning of a multi-year project to establish a cloud-based document storage system (likely Laserfiche) with an easy-to-understand index and scanning protocol for these historic records before they deteriorate any further.

**Inclusionary Housing/Economic Feasibility Study (\$95,000):** As part of the Housing Element Update efforts, the City will be required to adopt a policy or ordinance to mandate affordable housing units as part of any new multi-unit housing project. Preparing such a policy or ordinance requires significant technical analysis, including an economic evaluation of regional housing trends, the cost to produce affordable housing vs. market rate housing, the existing demand for affordable and market rate housing, and the current housing options available. The study will include examining current market conditions, completing an economic feasibility study, and making recommendations prior to developing the ordinance. Additionally, the consultants would conduct an initial environmental review of the project, determine the appropriate environmental process per CEQA, and prepare the environmental analysis. This project would be a collaborative effort between the Planning Division and the consultants. However, due to the complexity of the requirements, professional experience is needed. Staff impact would be minimal and focused on guiding and monitoring the work of a consultant.

#### Library & Museum Services Department:

**Full time Museum Coordinator (\$19,300):** This is a request for a classification change for the existing Museum Education Coordinator position from 30 hours per week to 40 hours per week. The Museum Education Coordinator's workload has increased as this position has continued to engage with the schools, volunteers, and the community, even under pandemic conditions. With the expansion of duties, an increase in hours is warranted in order to remain effective and meet the desires of the community.

#### Public Works Services Department:

**Building Maintenance Technician (\$93,000):** Facility maintenance is imperative to ensure the safety of both City employees and residents. It is evident that proper and regular maintenance can save money and avoid having to contract out for work. The



Public Works Services Department currently has one Building Maintenance Crew Supervisor and one Building Maintenance Technician to oversee maintenance of dozens of City buildings and facilities. With buildings aging and many major renovations done over 20 years ago at this point, there are times when the crew cannot respond as quickly as needed to service requests. In addition, with an increasingly competitive labor market, contracting out for the minor, routine maintenance work is becoming prohibitively expensive or nearly impossible, with contractors focusing on larger and more lucrative jobs. Adding another Building Maintenance Technician would be more cost-effective than contracting and would allow for a quicker response to work orders. Consistency and an ability for regular upkeep of building maintenance would also mitigate unpredictable repairs.

#### Recreation & Community Services Department:

**Office Assistant (\$37,400):** The Recreation & Community Services Department is requesting to add 1.0 full-time equivalent for an Office Assistant position for the department. This position will work half of the day at the Community Center and half the day at the Recreation Office to support the front desks during the busiest times of the day and will assist with answering phones, registering for classes and programs, and miscellaneous clerical duties. This new full-time position will be created by adding additional hours from the currently budgeted part-time recreation leader position. The current budget for the part-time position, inclusive of benefits, is approximately \$38,200. To transition to a full-time position, an additional budget appropriation of \$37,400 is needed.

#### Capital Improvement and Equipment Replacement Funds

Over the past several years, the City has been able to transfer a sizeable amount of funds into the Capital Improvement and Equipment Replacement Funds through disciplined savings as well as transferring any excess funds at the end of each year. It is still important for the City to continue a steady deposit into these funds, which had previously reached dangerously low levels due to a lack of regular deposits into these funds. The Fiscal Year 2022-23 Budget proposes a transfer of \$4.8 million from the General Fund, \$2.4 million to Capital Improvement and \$2.4 million to Equipment Replacement to establish a sustaining fund balance for future purchases and projects. The \$2.4 million deposit into these funds is the recommended annual minimum deposit in these funds to maintain sufficient balances over time based on 10-year historical spending patterns and known expenditures in the coming years.

#### Capital Improvement Fund:

The Fiscal Year 2022-23 Capital Improvement Plan proposes 45 projects totaling \$16.5 million in expenditures, of which \$3.4 million would be paid from the Capital Improvement Fund. The Capital Improvement Fund provides most of the funding for such essential maintenance activities such as pavement rehabilitation, building repairs, and parks maintenance. The table below summarizes some of the major proposed projects planned for the year.

<b>Fiscal Year 2022-23 MAJOR CAPITAL IMPROVEMENT PROJECTS</b>		
<b>Project Description</b>	<b>Project Budget</b>	<b>Funding Source</b>
<b>Annual Slurry Seal Program</b>	\$800,000	Capital Improvement Fund
<b>Advanced Metering Infrastructure (AMI)/ Meter Replacement Program</b>	\$800,000	ARPA Fund
<b>Bonita Park Concession Building Improvement Project</b>	\$710,000	Park & Recreation Facilities Fund
<b>Community Center Facility Improvements</b>	\$325,000	Capital Improvement Fund
<b>Pavement Rehabilitation Program</b>	\$2,050,000	Capital Improvement & RMRP (SB1) - \$1.2Mil Measure W - \$150k
<b>Sewer Main Replacement Program</b>	\$750,000	Sewer Fund
<b>Water Main Replacement Program</b>	\$400,000	ARPA Fund
<b>Compressed Natural Gas Fueling Station</b>	\$2,000,000	Measure M - \$400k FTA Sec. 5307 - \$1.6 mil
<b>Baseball Field Bleacher Project</b>	\$950,000	Capital Improvement Fund \$430k Park & Rec Fund \$520k
<b>Arterial Pavement Rehabilitation: 1<sup>st</sup> &amp; 2<sup>nd</sup> Aves from Huntington Dr. to Duarte Rd.</b>	\$2,000,000	Prop C \$300k & Prop C Grant \$1.7 mil

#### Equipment Replacement Fund:

The Equipment Replacement Fund was originally estimated to require an annual transfer of \$1.8 million on average from the General Fund to ensure sustainability. However, with yearly rising costs from inflation and new equipment demands in the areas of technology investments specifically, a yearly transfer of \$2.4 million would now be the appropriate number to deposit annually to meet future year needs. The Equipment Replacement Fund provides funding for essential equipment such as computers, vehicles, and major office equipment.

New proposals for this year include a larger than usual number of vehicle replacements, including heavy duty vehicles from Public Works, Fire, and Police Departments. The City has a practice of extending the life of vehicles past their typical commercial vehicle life expectancy. Mileage and annual maintenance cost are weighed against their benefit as

determinant factors for their replacement. This year, more vehicles are budgeted for replacement due to COVID related manufacturing back-logs. This is because many vehicles currently have up to a 12 month waiting period. Specifically, Police Patrol vehicles and other sedans with long wait times will be pre-ordered in anticipation of the delay so that the vehicles are available when they are needed.

Public Works will need to replace a heavy-duty valve truck in the Water Division and a Sewer CCTV Truck will be purchased to transition from contracting for an annual CCTV video service to being able to do it in-house. Having a CCTV camera vehicle will eliminate the need for an annual contract of \$50,000 for CCTV services, as well as the Engineering staff time required to generate, advertise, execute, and coordinate the CCTV contract – time that can then be spent on other projects. City field staff will eliminate up to 160 hours of time spent annually on traffic control and inspection services, which are requested by the CCTV contractor while performing video services. Most importantly, it will allow staff to respond immediately when issues are found during regular cleaning by videoing the sewer line of concern.

In total, the Equipment Replacement Fund proposes 37 different equipment purchases totaling \$4.7 million, of which \$3.9 million is funded by the Equipment Replacement Fund. The table below summarizes some of the major proposed equipment purchases.

<b>Fiscal Year 2022-23 MAJOR EQUIPMENT REPLACEMENT PURCHASES</b>		
<b>Equipment Replacement Description</b>	<b>Replacement Budget</b>	<b>Funding Source</b>
<b>Enterprise Resource Planning (ERP) Financial Software</b>	\$500,000	Equipment Replacement
<b>Vehicle Replacement / Water/Sewer: Valve Truck, Sewer CCTV Truck, &amp; Sedans (2)</b>	\$616,000	Water & Sewer Funds
<b>Vehicle Replacement/Police: Patrol Vehicles (6); Communication &amp; Lighting Equipment</b>	\$408,000	Equipment Replacement
<b>Vehicle Replacement/Fire: Rescue Ambulance w/Communication &amp; Lighting Equipment</b>	\$385,000	Equipment Replacement
<b>Fire Dept. - Communication &amp; Technology Equipment Replacement</b>	\$80,000	Equipment Replacement

<b>Fiscal Year 2022-23 MAJOR EQUIPMENT REPLACEMENT PURCHASES</b>		
<b>Equipment Replacement Description</b>	<b>Replacement Budget</b>	<b>Funding Source</b>
<b>Fire Dept. – Replacement of all Self-Contained Breathing Apparatus (SCBA) &amp; Annual Maintenance Program</b>	\$1,148,800	Equipment Replacement
<b>Library - Complete Facility Furniture Replacement: Study Carrels; Tables &amp; Chairs;</b>	\$227,700	Equipment Replacement

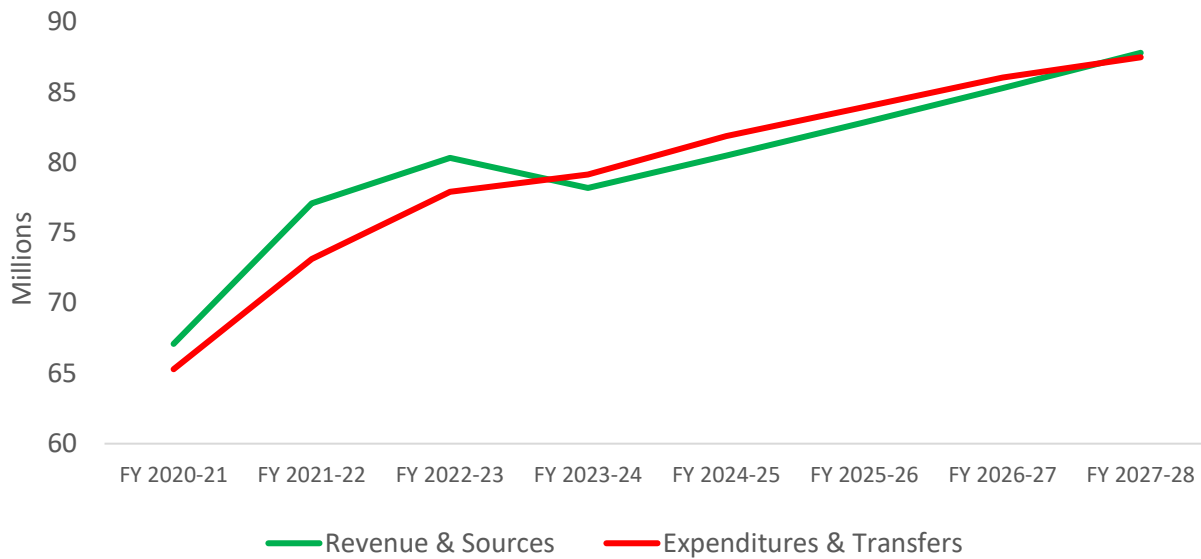
It is imperative that the City find a means for depositing funds into these essential accounts at or above the minimum required contributions in the coming years to help them approach sustainable levels. Otherwise, the City's infrastructure will quickly fall into disrepair and the staff will not have the tools and equipment necessary to do their essential duties.

### **ECONOMIC OUTLOOK**

The General Fund Fiscal Year 2022-23 Operating Budget outlook presents a cautious recovery from the economic damages suffered during the COVID-19 pandemic. Through strong management with fiscal restraint practices, and thankfully, the passage of a Transaction Use Tax in 2019, the City has weathered significant reductions of major tax revenues and business-related fees. Collectively, those pieces have placed the City in a position to project a strong surplus for Fiscal Year 2022-23. However, the recent rise of inflation data, supply chain issues, continuing COVID impacts, and unknown affects from the Russia/Ukraine War have provided arguments to be cautious and aware of where the economy may be headed.

It is within this setting that a budget stress test was performed to lend clues to where the City's future finances may be headed. This stress test assumed a recession taking place at the beginning of Fiscal Year 2023-24 and all other expenditures remaining unchanged (see chart below). The results are positive in that ongoing recessionary effects, or yearly deficits, would range between 1.3% - 2.0%, or roughly between \$970k to \$1.4 million. This is positive in that these deficits could reasonably be erased with expenditure savings, if needed, that would not sacrifice services to the community. Departments have always been able to find ways of keeping critical services intact by adapting through a tough economic environment and delivering those things most valued by residents and business customers. Additionally, many past budgets have yielded net positive results – through better than predicted revenues and lower than predicted expenditures – well in excess of these possible deficit figures, meaning that the stress test amounts are well within the margin of error for the City's conservative budgeting practices.

### Potential Budget Shortfalls In A Recessionary Scenario



### **CONCLUSION**

The Fiscal Year 2022-23 General Fund Operating Budget, as proposed, is balanced with a projected surplus of \$2.5 million. This is based on Total Operating Revenues and Transfers In of \$80.3 million, net of Operating Expenditures and Transfers Out of \$77.8 million. The City is fortunate to have had a history of conservative spending and has amassed the savings necessary to cope with economic uncertainties over a short-term while allowing time to plan and execute over the long-term. By implementing this Budget, City staff will continue providing the community with unsurpassed service in a fiscally responsible manner.

Respectfully Submitted,

Dominic Lazzaretto  
City Manager

## GENERAL FUND

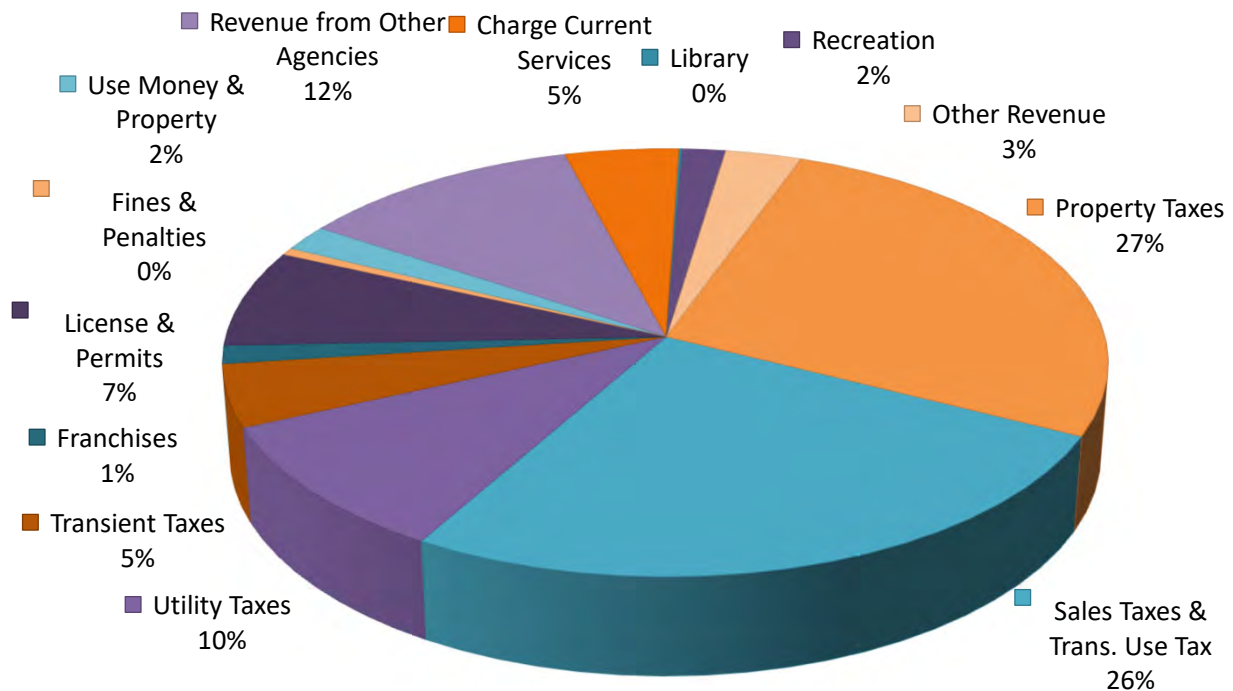
	FY21-22 Estimates	FY22-23 Budget	FY23-24 Budget
<b>Beginning Fund Balance</b>	<b>8,448,700</b>	<b>12,297,400</b>	<b>14,748,500</b>
Estimated Revenue	72,277,300	74,428,400	73,800,900
Proposed Expenditures	(67,541,200)	(71,689,000)	(73,055,900)
Revenue over Expenditure	4,736,100	2,739,400	745,000
Fund Transfers			
Transfers-In from other funds	4,722,600	5,898,400	4,387,200
Transfers-Out to other funds	(5,610,000)	(5,727,200)	(5,765,000)
Net Transfers	(887,400)	171,200	(1,377,800)
New Programs	-	459,500	226,000
<b>Subtotal Operating Balance</b>	<b>3,848,700</b>	<b>2,451,100</b>	<b>(858,800)</b>
<b>Ending Fund Balance</b>	<b>12,297,400</b>	<b>14,748,500</b>	<b>13,889,700</b>



**GENERAL FUND  
ESTIMATED REVENUES BY SOURCE**

Revenue Source	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Estimated	FY 22-23 Budget	FY 23-24 Budget
Taxes	44,901,920	48,760,500	49,766,800	51,191,700	50,429,000
License & Permits	4,123,662	5,110,500	5,060,400	5,488,000	5,766,400
Fines & Penalties	169,254	415,500	417,000	413,500	415,500
Use Money & Property	1,214,023	1,394,600	1,455,900	1,451,300	1,519,100
Revenue from Other Agencies	8,121,427	8,306,700	8,357,900	8,667,700	8,237,300
Charge Current Services	3,209,124	3,371,400	3,859,700	3,471,400	3,481,900
Library	59,372	87,500	81,300	84,700	89,900
Recreation	521,995	1,088,800	1,088,800	1,325,100	1,462,300
Other Revenue	2,364,993	2,192,500	2,189,500	2,335,000	2,399,500
<b>Total Revenues Subtotal</b>	<b>64,685,770</b>	<b>70,728,000</b>	<b>72,277,300</b>	<b>74,428,400</b>	<b>73,800,900</b>
Transfer-In	2,414,285	4,722,600	4,722,600	5,898,400	4,387,200
Transfer-Out	(4,126,563)	(5,010,000)	(5,610,000)	(5,727,200)	(5,765,000)
	(1,712,278)	(287,400)	(887,400)	171,200	(1,377,800)
<b>Total Revenues</b>	<b>62,973,492</b>	<b>70,440,600</b>	<b>71,389,900</b>	<b>74,599,600</b>	<b>72,423,100</b>

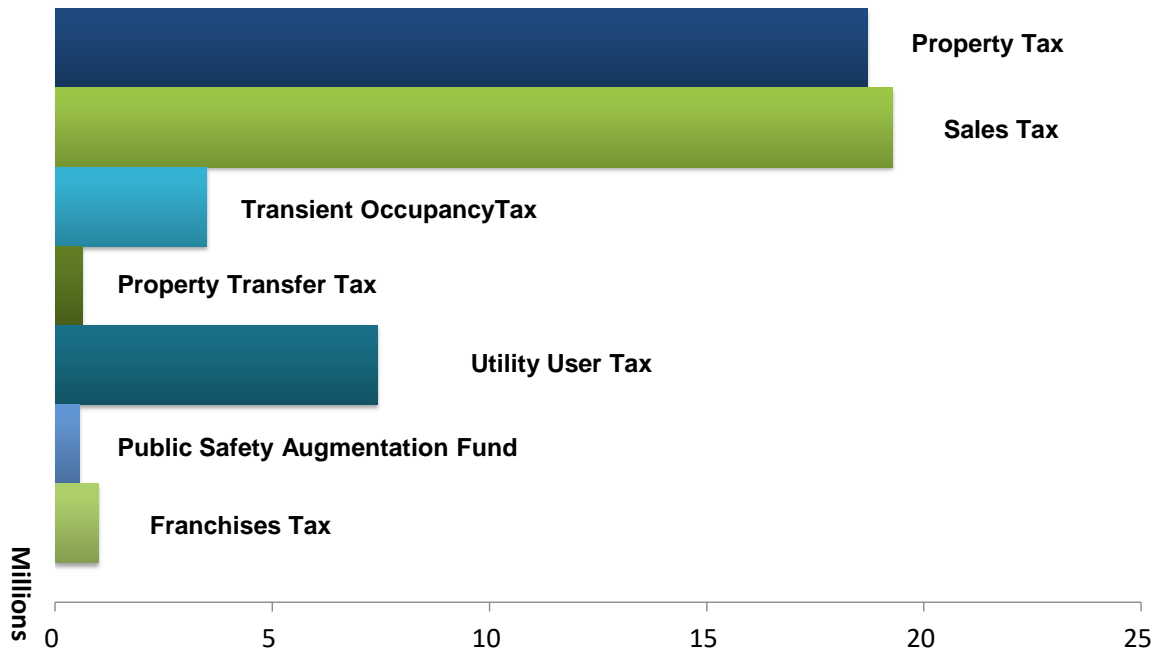
**GENERAL FUND REVENUE SOURCE BY CATEGORY  
FY22-23 BUDGET**



**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Estimated	FY 22-23 Budget	FY 23-24 Budget
<b>Taxes</b>					
Property Taxes	17,726,240	17,896,500	18,038,400	18,694,800	19,162,100
Sales Taxes & Trans. Use Tax	15,805,797	18,796,700	18,899,000	19,277,000	18,313,100
Franchises	1,037,322	965,800	955,800	1,007,300	1,012,300
Transient Taxes	1,923,352	2,857,700	3,304,900	3,503,200	3,152,900
Property Transfer	569,770	408,100	590,800	635,300	648,200
Utility Taxes	7,193,797	7,251,100	7,360,000	7,433,600	7,526,500
Public Safety Augmentation Fund	569,226	505,500	542,600	564,400	536,300
Homeowner Exemption	76,416	79,100	75,300	76,100	77,600
Total	44,901,920	48,760,500	49,766,800	51,191,700	50,429,000

**GENERAL FUND TAX REVENUES  
FY 22-23 BUDGET**



**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Estimated	FY 22-23 Budget	FY 23-24 Budget
<b>License &amp; Permits</b>					
Business License	1,181,862	1,180,000	1,168,000	1,180,000	1,200,000
Parking Permit	215,645	598,400	600,000	598,400	598,400
Plan Check Fees	979,576	830,000	950,000	1,050,000	970,000
Building Permit Fee	686,196	1,100,000	950,000	1,200,000	1,450,000
Mech. Elect, Permit	301,177	375,000	325,000	300,000	325,000
Home Occupation Permit	8,450	8,300	7,600	8,300	8,700
Demolition Permit Fee	6,129	5,500	7,500	7,000	8,000
Planning Application	196,145	200,000	311,000	348,000	365,000
Fire Plan Check	166,849	150,000	145,000	200,000	210,000
Fire Permit Fees	131,552	130,000	160,000	140,000	150,000
Engineer Permit Fee	100,412	130,000	140,000	130,000	130,000
Fire Code Special Inspections	47,699	60,000	50,000	60,000	70,000
Storm Water Plan Check Fees	13,000	18,000	16,000	16,000	16,000
SB1473 Building Permit	246	300	300	300	300
Off-Site Improvement Plan Check	7,580	15,000	10,000	10,000	10,000
Water Efficient Landscape	81,144	90,000	90,000	90,000	85,000
Technology Fee	0	90,000	110,000	130,000	150,000
Unoccupied Residence Fee	0	130,000	20,000	20,000	20,000
Total	4,123,662	5,110,500	5,060,400	5,488,000	5,766,400
<b>Fines &amp; Penalties</b>					
Miscellaneous Fines	9,139	25,000	25,000	25,000	25,000
Parking Citations	150,865	360,000	360,000	370,000	370,000
Code Enforcement	9,250	30,000	12,000	18,000	20,000
Fire Citations	0	500	20,000	500	500
Planning Fines	0	0	0	0	0
Total	169,254	415,500	417,000	413,500	415,500
<b>Use of Money &amp; Property</b>					
Investment Earnings	112,157	130,000	130,000	150,000	180,000
Prem/Disc Investments	67,710	0	0	0	0
Unrealized Gain/Loss	(245,381)	0	0	0	0
Rents & Royalties	1,214,975	1,224,600	1,285,900	1,261,300	1,299,100
Right of Way Facility Use	64,562	40,000	40,000	40,000	40,000
Total	1,214,023	1,394,600	1,455,900	1,451,300	1,519,100
<b>Revenue from Other Agencies</b>					
Motor Vehicle License	8,105,664	8,246,700	8,292,900	8,607,700	8,177,300
State Post	599	10,000	5,000	10,000	10,000
Federal Funds	15,151	0	0	0	0
SB 90 Reimbursements	13	10,000	20,000	10,000	10,000
Prop A Maint & Service	0	40,000	40,000	40,000	40,000
Total	8,121,427	8,306,700	8,357,900	8,667,700	8,237,300

**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

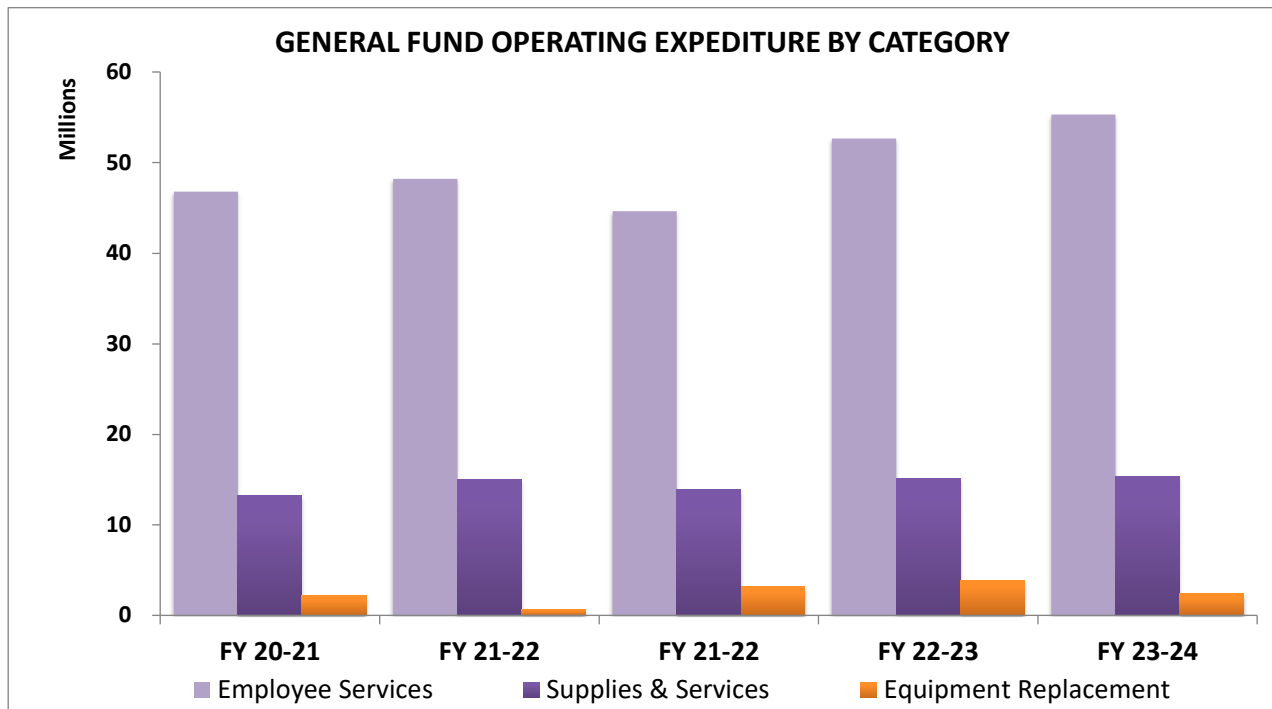
Revenue Source	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Estimated	FY 22-23 Budget	FY 23-24 Budget
<b>Charges for Current Services</b>					
Maps & Publications	0	0	0	0	0
Strike Team Reimbursement	534,491	543,000	543,000	530,000	530,000
Police Services	107,003	200,000	390,000	200,000	200,000
GEMT Ambulance	11,628	0	0	0	0
Engr Charges / Encroachment Permit	85,746	100,000	120,000	120,000	120,000
Street sidewalk Curb	2,580	3,500	3,000	3,500	3,500
Ambulance Charges	1,493,389	1,500,000	1,700,000	1,500,000	1,500,000
Subdivision Fees	750	800	400	400	400
Police Service DUI	5,150	30,000	5,000	16,000	16,000
Fire Emergency Service	0	0	0	0	0
Security Alarm/Annual Permits	127,719	145,000	125,000	145,000	145,000
Police Svs/False Alarms	62,858	50,000	50,000	50,000	50,000
Fire False Alarm	17,250	20,000	30,000	30,000	30,000
Public Works Service	1,572	2,000	1,500	2,000	2,500
Address Change Fee	30,800	20,000	20,000	20,000	20,000
Vehicle Impounds	28,230	70,000	45,000	45,000	45,000
Fire Services Filming	46,900	50,000	135,000	90,000	90,000
Police Services Filming	45,710	75,000	105,000	80,000	80,000
Public Works Inspections	9,900	10,000	10,000	10,000	10,000
Fire Inspection Fees	238,673	230,000	280,000	260,000	270,000
Attorney Fees	13,960	10,000	13,000	10,000	10,000
Paramedic Subscription	128,488	138,000	117,200	130,000	130,000
Police Evidence Auction	3,878	0	0	0	0
EV Connect Fees	680	600	1,100	1,000	1,000
Fire Donation/Reimbursement	11,275	5,000	5,000	5,000	5,000
Police Donation/Reimbursement	52,800	33,500	33,500	33,500	33,500
Fire Special Services	0	10,000	2,000	90,000	90,000
Engr Charges / Captl Imprvmt Prjct	147,694	125,000	125,000	100,000	100,000
Total	3,209,124	3,371,400	3,859,700	3,471,400	3,481,900
<b>Library</b>					
Art & Lecture Room	0	1,000	300	1,200	2,400
Lost Books	2,173	6,500	7,000	7,500	7,500
Fines	15,126	25,000	15,000	15,000	15,000
Energy Conservation Class	0	0	0	0	0
Passport Processing	42,073	50,000	54,000	56,000	60,000
Donations/Reimbursements	0	5,000	5,000	5,000	5,000
Total	59,372	87,500	81,300	84,700	89,900

**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Estimated	FY 22-23 Budget	FY 23-24 Budget
<b>Recreation</b>					
Community Center	(120)	34,100	34,100	36,100	36,100
Special Event Cleaning	0	0	0	0	0
Dana Gymnasium	52,724	147,200	147,200	235,100	235,100
Fees & Charges	257,601	371,400	371,400	530,800	530,800
Nature	24,718	66,700	66,700	50,500	50,500
Playgrounds / Field Use	8,116	61,000	61,000	61,000	61,000
Sr. Citizen	32,200	118,000	118,000	144,000	144,000
Senior Meal Income	0	9,000	9,000	7,000	7,000
Camping	121,104	190,500	190,500	78,300	215,500
Youth Master	20,883	71,900	71,900	154,800	154,800
Museum Education Center	4,769	19,000	19,000	27,500	27,500
Total	521,995	1,088,800	1,088,800	1,325,100	1,462,300
<b>Other Revenues</b>					
Miscellaneous Revenue	282,221	10,000	10,000	10,000	10,000
Court Appearance	3,840	5,000	2,000	5,000	5,000
Cost Allocation	2,071,800	2,093,000	2,093,000	2,151,500	2,216,000
Capital Fund reimbursement - Race Track	7,132	84,500	84,500	168,500	168,500
Sale of Property	0	0	0	0	0
Total	2,364,993	2,192,500	2,189,500	2,335,000	2,399,500
<b>Total Revenue</b>	<b>64,685,770</b>	<b>70,728,000</b>	<b>72,277,300</b>	<b>74,428,400</b>	<b>73,800,900</b>
<b>Transfers from Other Funds</b>					
Narcotics Seizure	0	0	0	0	0
Traffic Safety	127,042	159,000	159,000	152,000	152,000
Gas Tax	1,449,068	1,260,000	1,260,000	1,488,600	1,553,300
Solid Waste	300,000	300,000	300,000	300,000	300,000
Equipment Replacement	538,175	3,003,600	3,003,600	3,957,800	2,381,900
Total Transfers-In	2,414,285	4,722,600	4,722,600	5,898,400	4,387,200
<b>Transfers to Other Funds</b>					
Local Law Enforcement	(115,551)	(110,000)	(110,000)	(116,700)	(125,200)
Lighting Districts	(811,012)	(700,000)	(700,000)	(810,500)	(839,800)
Equipment Replacement Fund	(1,600,000)	(1,800,000)	(2,400,000)	(2,400,000)	(2,400,000)
Capital Improvement Fund	(1,600,000)	(2,400,000)	(2,400,000)	(2,400,000)	(2,400,000)
Total Transfers-Out	(4,126,563)	(5,010,000)	(5,610,000)	(5,727,200)	(5,765,000)
<b>Total Revenues and Transfers</b>	<b>62,973,492</b>	<b>70,440,600</b>	<b>71,389,900</b>	<b>74,599,600</b>	<b>72,423,100</b>

**GENERAL FUND  
EXPENDITURE SUMMARY**

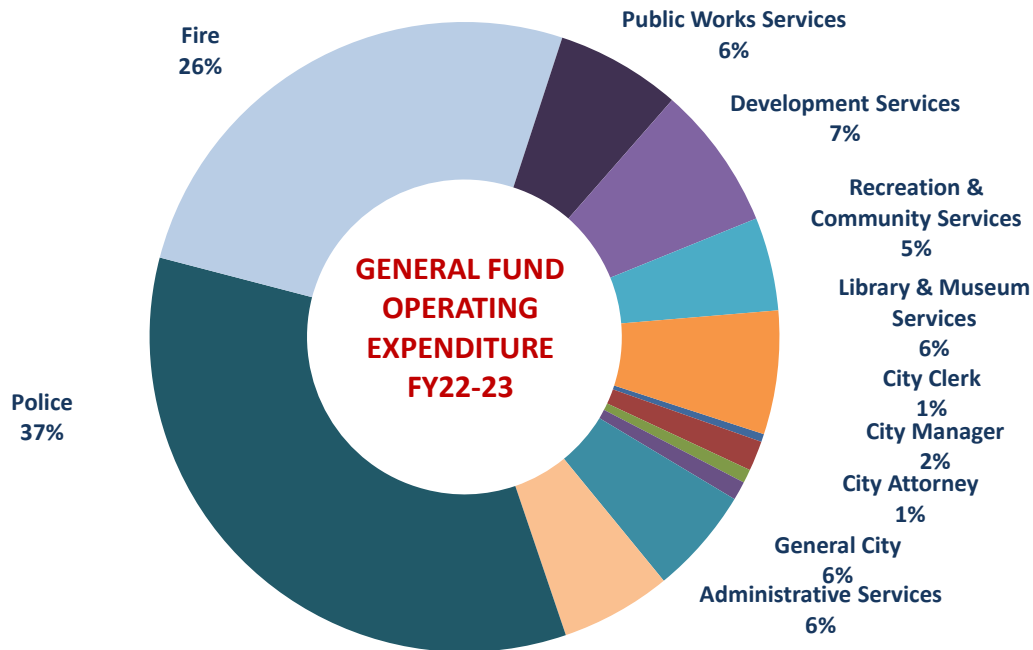
Expenditure	FY 20-21 Actual	Adjusted FY 21-22 Budget	FY 21-22 Estimated	FY 22-23 Budget	FY 23-24 Budget
Employee Services	46,809,692	48,179,510	44,642,200	52,636,500	55,308,400
Supplies & Services	13,205,128	15,040,490	13,851,800	15,152,800	15,365,600
Equipment Replacement	2,155,967	661,700	3,174,300	3,899,700	2,381,900
<b>Total Appropriation</b>	<b>62,170,787</b>	<b>63,881,700</b>	<b>61,668,300</b>	<b>71,689,000</b>	<b>73,055,900</b>





**GENERAL FUND  
DEPARTMENT SUMMARY**

<b>Expenditure</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Budget</b>	<b>FY 21-22 Estimated</b>	<b>FY 22-23 Budget</b>	<b>FY 23-24 Budget</b>
City Council	200,743	228,400	209,000	293,500	274,700
City Manager	935,457	870,300	904,400	1,092,900	1,074,100
City Clerk	259,576	275,000	272,300	510,200	272,500
City Attorney	451,615	660,100	677,600	690,500	704,800
General City	5,248,655	2,900,200	2,906,800	3,938,200	3,025,000
Administrative Services	3,402,323	3,765,200	3,571,000	4,068,700	4,213,200
Police	21,208,360	21,924,600	20,044,800	24,581,400	25,667,300
Fire	18,080,177	16,675,000	16,793,700	18,611,200	19,496,800
Public Works Services	4,685,693	4,561,000	4,251,600	4,609,600	4,738,500
Development Services	4,988,742	4,814,600	4,598,900	5,301,000	5,377,800
Recreation & Community Services	2,214,866	3,144,200	3,027,500	3,436,300	3,515,300
Library & Museum Services	3,763,153	4,136,200	4,410,700	4,555,500	4,695,900
<b>Total</b>	<b>65,439,361</b>	<b>63,954,800</b>	<b>61,668,300</b>	<b>71,689,000</b>	<b>73,055,900</b>



**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance FY 22-23</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	12,297,400	74,428,400	5,898,400	92,624,200
Narcotic Seizure Federal	135,600	31,400	0	167,000
COPS	269,700	172,700	0	442,400
Medical/Dental	428,000	0	4,751,700	5,179,700
Local Law Enforcement	0	110,000	116,700	226,700
IRS Task Force	466,100	4,700	0	470,800
Worker Compensation/Liability	5,265,900	52,700	2,710,100	8,028,700
Homeland Security	(3,000)	0	0	(3,000)
Library State Grant	600	0	0	600
Homelessness Plan	0	466,200	0	466,200
Office of Traffic Safety Grant	0	96,500	0	96,500
California OES HSGP	0	0	0	0
Autotheft Prevention Taskforce	0	151,400	0	151,400
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	0
Emergency Reserve	12,794,700	0	0	12,794,700
Emergency Response	21,800	0	0	21,800
America Rescue Plan Act	8,683,800	0	0	8,683,800
Public, Educational/Governmental Access	1,041,500	90,400	0	1,131,900
Parks & Recreation	4,374,300	1,443,700	0	5,818,000
Used Oil Grant	16,000	15,700	0	31,700
DOC Beverage Grant	67,200	15,200	0	82,400
Traffic Safety	0	152,000	0	152,000
Solid Waste	1,916,600	719,200	0	2,635,800
Measure W - Safe Clean Water Program	888,000	1,028,900	0	1,916,900
State Gas Tax	(20,700)	1,667,400	0	1,646,700
Road Maintenance/Rehabilitation Act	445,600	1,318,800	0	1,764,400
Air Quality Management District	95,500	75,500	0	171,000
Community Development Block Grant	0	360,600	0	360,600
Santa Anita Grade Separation	0	0	0	0
Transit	3,900	2,878,500	674,300	3,556,700
Proposition A	1,774,900	1,423,700	0	3,198,600
Transportation Impact Fund	(202,400)	300,000	0	97,600
Proposition C	835,200	2,871,000	0	3,706,200
TDA Article 3 Bikeway	59,600	600	0	60,200
STPL & ITS Special Fund	0	0	0	0
Measure R	1,065,600	885,700	0	1,951,300
Measure M	1,178,500	1,003,600	0	2,182,100
Capital Improvement	8,344,700	483,400	2,400,000	11,228,100
City Hall Reserve	100	0	0	100
Lighting Maintenance	228,200	1,350,900	810,500	2,389,600
Water Fund	(6,326,000)	16,006,600	0	9,680,600
Sewer Fund	2,964,300	2,564,600	0	5,528,900
Par 3 Golf Course Fund	1,095,500	2,096,500	0	3,192,000
Equipment Replacement	6,328,200	88,300	2,400,000	8,816,500
Redevelopment Successor Agency	0	183,700	0	183,700
General Obligation Bond 2012	415,800	421,200	0	837,000
General Obligation Bond 2011	543,600	592,600	0	1,136,200
Pension Obligation Bonds 2020	0	5,876,800	0	5,876,800
<b>Total</b>	<b>67,494,300</b>	<b>115,552,300</b>	<b>19,761,700</b>	<b>208,685,100</b>

**SUMMARY BY FUND  
USES OF FUNDS**

<b>Fund</b>	<b>Appropriation</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY22-23</b>
General Fund	72,148,500	5,727,200	77,875,700	14,748,500
Narcotic Seizure	0	0	0	167,000
COPS	175,100	0	175,100	267,300
Medical/Dental	4,750,200	1,500	4,751,700	428,000
Local Law Enforcement	226,700	0	226,700	0
IRS Task Force	0	0	0	470,800
Worker Compensation/Liability	2,696,200	0	2,696,200	5,332,500
Homeland Security	0	0	0	(3,000)
Library State Grant	0	0	0	600
Homelessness Plan	466,200	0	466,200	0
Office of Traffic Safety Grant	96,500	0	96,500	0
California OES HSGP	0	0	0	0
Autotheft Prevention Taskforce	151,400	0	151,400	0
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	0
Emergency Reserve	0	0	0	12,794,700
Emergency Response	0	0	0	21,800
America Rescue Plan Act	6,239,700	0	6,239,700	2,444,100
Public, Educational/Governmental Access	0	0	0	1,131,900
Parks & Recreation	1,305,000	32,900	1,337,900	4,480,100
Used Oil Grant	7,000	0	7,000	24,700
DOC Beverage Grant	0	0	0	82,400
Traffic Safety	0	152,000	152,000	0
Solid Waste	389,100	300,000	689,100	1,946,700
Measure W - Safe Clean Water Program	371,000	0	371,000	1,545,900
State Gas Tax	0	1,488,600	1,488,600	158,100
Road Maintenance/Rehabilitation Act	1,200,000	0	1,200,000	564,400
Air Quality Management District	22,300	0	22,300	148,700
Community Development Block Grant	360,600	0	360,600	0
Santa Anita Grade Separation	0	0	0	0
Transit	2,868,500	0	2,868,500	688,200
Proposition A	291,500	1,011,300	1,302,800	1,895,800
Transportation Impact Fund	200,000	0	200,000	(102,400)
Proposition C	3,510,600	0	3,510,600	195,600
TDA Article 3 Bikeway	0	0	0	60,200
STPL & ITS Special Fund	0	0	0	0
Measure R	77,000	674,200	751,200	1,200,100
Measure M	2,162,000	0	2,162,000	20,100
Capital Improvement	3,698,600	0	3,698,600	7,529,500
City Hall Reserve	0	0	0	100
Lighting Maintenance	1,350,900	0	1,350,900	1,038,700
Water Fund	17,416,900	0	17,416,900	(7,736,300)
Sewer Fund	2,792,700	0	2,792,700	2,736,200
Par 3 Golf Course Fund	1,305,600	0	1,305,600	1,886,400
Equipment Replacement	3,899,700	33,200	3,932,900	4,883,600
Redevelopment Successor Agency	183,700	0	183,700	0
General Obligation Bond 2012	421,200	0	421,200	415,800
General Obligation Bond 2011	592,600	0	592,600	543,600
Pension Obligation Bonds 2020	5,876,800	0	5,876,800	0
<b>Total</b>	<b>131,377,000</b>	<b>9,420,900</b>	<b>140,797,900</b>	<b>62,010,400</b>

**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance FY23-24</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	14,748,500	73,800,900	4,387,200	92,936,600
Narcotic Seizure Federal	167,000	31,700	0	198,700
COPS	267,300	182,700	0	450,000
Medical/Dental	428,000	4,751,700	0	5,179,700
Local Law Enforcement	0	110,000	125,200	235,200
IRS Task Force	470,800	4,700	0	475,500
Worker Compensation/Liability	5,332,500	53,300	2,651,000	8,036,800
Homeland Security	(3,000)	0	0	(3,000)
Library State Grant	600	0	0	600
Homelessness Plan	0	250,000	0	250,000
Office of Traffic Safety Grant	0	106,300	0	106,300
California OES HSGP	0	0	0	0
Autotheft Prevention Taskforce	0	164,900	0	164,900
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	0
Emergency Reserve	12,794,700	0	0	12,794,700
Emergency Response	21,800	0	0	21,800
America Rescue Plan Act	2,444,100	0	0	2,444,100
Public, Educational/Governmental Access	1,131,900	91,300	0	1,223,200
Parks & Recreation	4,480,100	2,144,800	0	6,624,900
Used Oil Grant	24,700	15,700	0	40,400
DOC Beverage Grant	82,400	15,300	0	97,700
Traffic Safety	0	152,000	0	152,000
Solid Waste	1,946,700	719,500	0	2,666,200
Measure W - Safe Clean Water Program	1,545,900	1,040,500	0	2,586,400
State Gas Tax	158,100	1,668,200	0	1,826,300
Road Maintenance/Rehabilitation Act	564,400	1,319,900	0	1,884,300
Air Quality Management District	148,700	76,000	0	224,700
Community Development Block Grant	0	362,400	0	362,400
Santa Anita Grade Separation	0	0	0	0
Transit	688,200	2,946,700	0	3,634,900
Proposition A	1,895,800	1,425,000	0	3,320,800
Transportation Impact Fund	(102,400)	300,000	0	197,600
Proposition C	195,600	1,167,800	0	1,363,400
TDA Article 3 Bikeway	60,200	600	0	60,800
STPL & ITS Special Fund	0	0	0	0
Measure R	1,200,100	888,100	0	2,088,200
Measure M	20,100	1,042,000	0	1,062,100
Capital Improvement	7,529,500	476,400	2,400,000	10,405,900
City Hall Reserve	100	0	0	100
Lighting Maintenance	1,038,700	559,800	839,800	2,438,300
Water Fund	(7,736,300)	16,246,100	0	8,509,800
Sewer Fund	2,736,200	2,562,400	0	5,298,600
Par 3 Golf Course Fund	1,886,400	2,104,400	0	3,990,800
Equipment Replacement	4,883,600	73,800	2,400,000	7,357,400
Redevelopment Successor Agency	0	1,749,200	0	1,749,200
General Obligation Bond 2012	415,800	422,800	0	838,600
General Obligation Bond 2011	543,600	595,000	0	1,138,600
Pension Obligation Bonds 2020	0	5,878,000	0	5,878,000
<b>Total</b>	<b>62,010,400</b>	<b>119,621,900</b>	<b>12,803,200</b>	<b>194,435,500</b>

**SUMMARY BY FUND  
USES OF FUNDS**

<b>Fund</b>	<b>Appropriations</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY23-24</b>
General Fund	72,829,900	5,765,000	78,594,900	14,341,700
Narcotic Seizure Federal	0	0	0	198,700
COPS	181,000	0	181,000	269,000
Medical/Dental	4,750,200	1,500	4,751,700	428,000
Local Law Enforcement	235,200	0	235,200	0
IRS Task Force	0	0	0	475,500
Worker Compensation/Liability	2,715,900	0	2,715,900	5,320,900
Homeland Security	0	0	0	(3,000)
Library State Grant	0	0	0	600
Homelessness Plan	250,000	0	250,000	0
Office of Traffic Safety Grant	106,300	0	106,300	0
California OES HSGP	0	0	0	0
Autotheft Prevention Taskforce	164,900	0	164,900	0
Misc. P.E.R.S. Employee Retirement	0	0	0	0
Emergency Reserve	0	0	0	12,794,700
Emergency Response	0	0	0	21,800
America Rescue Plan Act	0	0	0	2,444,100
Public, Educational/Governmental Access	0	0	0	1,223,200
Parks & Recreation	33,900	0	33,900	6,591,000
Used Oil Grant	0	0	0	40,400
DOC Beverage Grant	14,500	0	14,500	83,200
Traffic Safety	0	152,000	152,000	0
Solid Waste	460,500	300,000	760,500	1,905,700
Measure W - Safe Clean Water Program	1,171,000	0	1,171,000	1,415,400
State Gas Tax	0	1,553,300	1,553,300	273,000
Road Maintenance/Rehabilitation Act	1,200,000	0	1,200,000	684,300
Air Quality Management	22,300	0	22,300	202,400
Community Development Block Grant	362,400	0	362,400	0
Santa Anita Grade Separation	0	0	0	0
Transit	2,936,700	0	2,936,700	698,200
Proposition A	951,500	0	951,500	2,369,300
Transportation Impact Fund	300,000	0	300,000	(102,400)
Proposition C	1,114,400	0	1,114,400	249,000
TDA Article 3 Bikeway	0	0	0	60,800
STPL & ITS Special Grant	0	0	0	0
Measure R	643,700	0	643,700	1,444,500
Measure M	537,000	0	537,000	525,100
Capital Improvement	2,289,600	0	2,289,600	8,116,300
City Hall Reserve	0	0	0	100
Lighting Maintenance	1,399,600	0	1,399,600	1,038,700
Water Fund	18,029,700	0	18,029,700	(9,519,900)
Sewer Fund	2,848,200	0	2,848,200	2,450,400
Par 3 Golf Course Fund	1,305,600	0	1,305,600	2,685,200
Equipment Replacement	2,416,100	0	2,416,100	4,941,300
Redevelopment Successor Agency	1,749,200	0	1,749,200	0
General Obligation Bond 2012	422,800	0	422,800	415,800
General Obligation Bond 2011	595,000	0	595,000	543,600
Pension Obligation Bonds 2020	5,878,000	0	5,878,000	0
<b>Total</b>	<b>122,037,100</b>	<b>7,771,800</b>	<b>129,808,900</b>	<b>64,626,600</b>

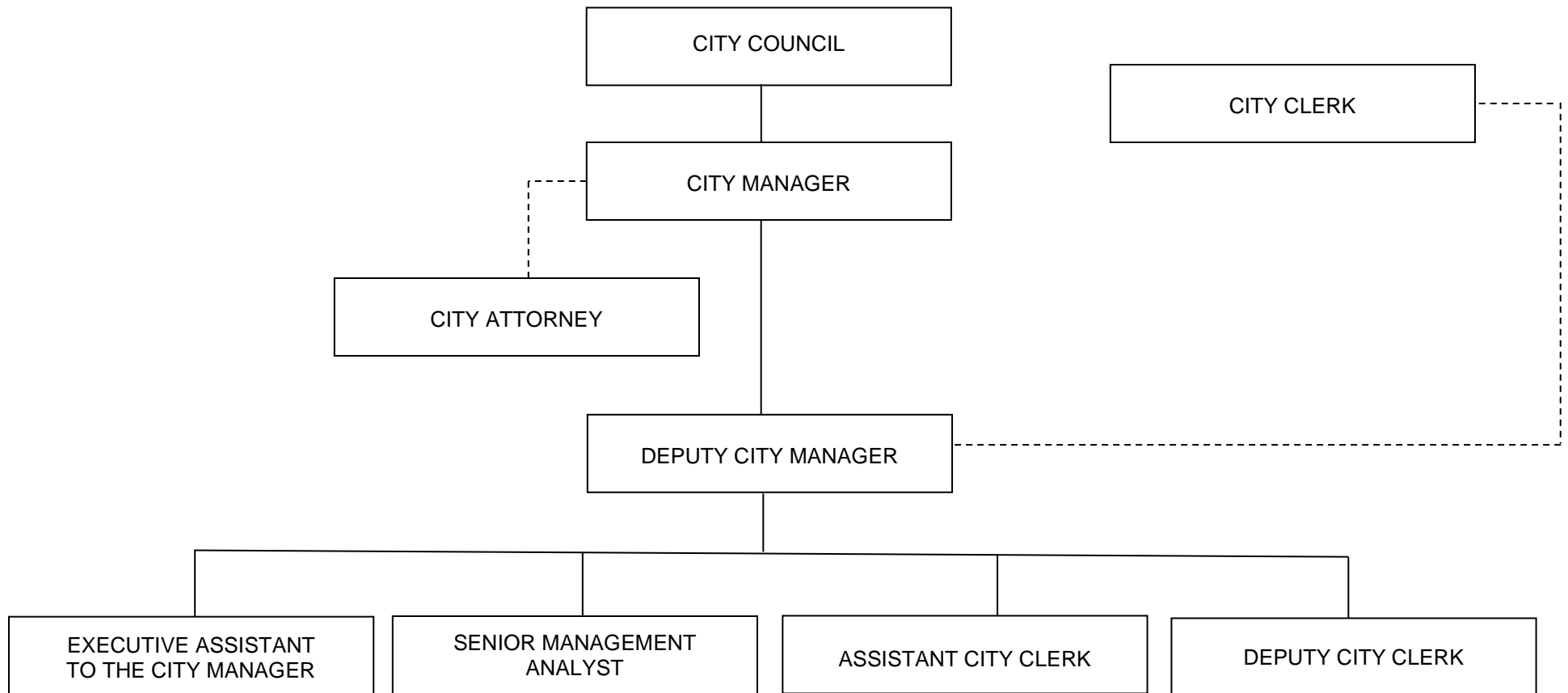
**FULL TIME EMPLOYEES AND ELECTED OFFICIALS**

	<b>FY 20-21 Budget</b>	<b>FY 21-22 Budget</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Budget</b>	<b>FY 23-24 Budget</b>
General Fund					
City Council	1.00	0.50	0.50	0.50	0.50
City Manager	3.80	3.00	3.00	3.00	3.00
City Clerk	2.20	2.20	2.20	2.20	2.20
City Attorney	0.80	1.20	1.20	1.20	1.20
General City	0.35	0.00	0.00	0.00	0.00
Admin. Services	17.00	18.00	18.00	17.00	17.00
Police	95.00	94.00	94.00	96.00	96.00
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	25.75	25.75	25.85	25.85
Recreation & Community Services	11.00	12.00	12.00	12.00	12.00
Library & Museum Services	23.50	23.50	23.50	23.75	23.75
<b>Total General Fund</b>	<b>262.60</b>	<b>262.85</b>	<b>262.85</b>	<b>264.20</b>	<b>264.20</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	2.30	2.30	2.90	2.90
Solid Waste	1.65	1.60	1.60	1.60	1.60
CDBG	0.20	0.05	0.05	0.05	0.05
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	26.80	26.80	27.60	27.60
Public Services Sewer	7.25	7.25	7.25	7.55	7.55
Redevelopment Successor Agency	0.35	0.10	0.10	0.10	0.10
<b>Total Personnel</b>	<b>309.45</b>	<b>309.70</b>	<b>309.70</b>	<b>312.75</b>	<b>312.75</b>

\* Part Time employees are not included.

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# CITY MANAGER'S OFFICE





## CITY MANAGER'S OFFICE

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### **Description:**

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 departmental 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 City Manager's Office is comprised of four operating units: Administration, Communications & Marketing, the City Clerk's Office, and the City Attorney's Office. Each operating division's principal responsibilities are as follows:

- The Administration Division provides oversight and direction to all City departments and programs to ensure they meet the needs of the community and are responsive to City Council goals. The functions of the Administration Division include providing oversight and direction regarding the development and formulation of policies, goals, and objectives; providing oversight of major City-initiated projects; identifying and addressing issues of local concern; and providing direction on the annual budget process.
- The Communications & Marketing Division provides timely and accurate information to the community, media, businesses and non-profits regarding City programs, projects, and events. The functions of the Communications & Marketing Division include: administering the maintenance and updates to the City's website and social media sites; providing audio-visual and graphic design services; creating television/print/web advertising and marketing materials; supporting the City's overall community relations and outreach efforts; and participating in special event planning.
- 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 public meetings. The functions of the City Clerk's Office include: preparing the City Council agenda and recording all City Council actions; coordinating all municipal election activities; maintaining official and historical records to provide public access and proper preservation; serving 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; complying with legal noticing requirements; maintaining official rosters and information on all City boards and commissions; and maintaining the Arcadia Municipal Code.
- 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.

### **FY 2022-23 Work Plan:**

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

1. Ensure that all City programs and operations are carried out efficiently, effectively, and in a timely manner.
2. Provide oversight of the City's Operating Budget and Capital Improvement Program.
3. Provide managerial and administrative support to the City Council. Coordinate City Council meetings, presentations, and events in the community; dignitary visits and public outreach.
4. Serve as a resource for the public in terms of providing responses to public information requests, answering questions, and resolving problems.
5. Manage projects that do not easily fit into the operation of another department or that require centralized coordination.
6. Organize special events, community functions, and meetings that have a citywide interest and/or are hosted by the City Council.
7. Act as the City's overall Public Information Office and facilitate the citywide distribution of public information. 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.
8. Enhance the City's social media activity across all platforms including the City's main Facebook account @ArcadiaCAgov, Twitter @discoverarcadia, WeChat, and Nextdoor to increase followers and impressions.
9. Provide staff support to the City Council, City Clerk, City Manager, and City Attorney.
10. Provide staff support to the Arcadia Beautiful Commission and organize the Commission's Spring Home Awards, Water Smart Hero Awards, Holiday Decoration Awards, and the Arbor Day/Tree City USA programs.

11. Collaborate with the San Gabriel Valley Council of Governments (SGVCOG) to expand the City's Coyote Management Plan to include all types of wildlife for a comprehensive Wildlife Management Framework to increase community knowledge and understanding of wildlife behavior for a multitude of animals living in Arcadia; and balance respect and protection of wildlife while also preserving public safety.
12. Oversee the City's legislative advocacy efforts.
13. Administration of the City's legal affairs, including litigation and claims against the City. Provide confidential legal advice to the City Council, City Manager, and City staff.

## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***CITY MANAGER***

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

ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DEPARTMENTAL SUMMARY		1200	CITY MANAGER OFFICE			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	453,205	431,900	429,100	498,200	532,200
4014	VACATION SELL BACK	17,198	5,000	19,600	18,500	18,500
4015	ALLOWANCES	6,021	5,900	6,000	5,900	5,900
4021	LONGEVITY PAY	2,183	2,800	3,600	6,700	6,700
4030	PART-TIME PERS ONLY	2,624	4,200	3,500	4,200	4,200
4032	PART-TIME NON-PERS	3,424	10,000	12,400	10,000	10,000
4130	OVERTIME	267	0	0	0	0
4241	P.E.R.S	173,551	93,600	102,300	115,600	124,600
4242	NON-PERSABLE COMPENSATIOI	5,788	2,000	5,800	2,300	2,400
4244	MEDICAL/DENTAL INSURANCE	56,124	51,100	57,000	51,100	51,100
4245	LONG TERM DISABILITY	230	300	100	300	300
4247	LIFE INSURANCE	1,171	1,200	1,000	1,400	1,500
4250	FICA/HOSPITAL INSURANCE	7,612	6,600	7,100	7,800	8,400
4299	VACANCY RATE	0	-18,500	0	-21,600	-22,900
Total: SALARIES & WAGES		729,399	596,100	647,500	700,400	742,900
SUPPLIES						
5110	OFFICE SUPPLIES	6,670	6,000	6,000	6,000	6,000
5115	PROGRAM EXPENSES	1,632	6,600	6,600	6,600	6,600
5125	PRINT SHOP	185	500	500	500	500
Total: SUPPLIES		8,487	13,100	13,100	13,100	13,100
OPERATING EXPENSES						
6160	CONTRACT SERVICES	30,211	20,000	39,000	59,000	20,000
6163	CABLE TECH SERVICES	28,782	30,000	36,300	35,000	35,000
6310	MILEAGE	0	100	0	0	0
6505	GENERAL LIABILITY	15,000	15,300	15,300	15,800	15,900
6507	WORKERS' COMPENSATION	9,400	9,600	9,600	10,100	10,200
6730	OFFICE EQUIPMENT	527	1,000	1,000	1,000	1,000
6750	VEHICLE MAINTENANCE	574	600	800	600	600
6751	VEHICLE FUEL USAGE	115	200	500	400	400
6752	VEHICLE 3RD PARTY SVC	11	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	1,745	3,600	3,200	4,100	4,100
6940	OFFICIAL MEETINGS	945	15,300	12,800	16,300	16,300
6970	TRAINING	360	500	500	500	500
6977	EMPLOYEE SUPPORT	904	300	300	300	300
Total: OPERATING EXPENSES		88,572	96,700	119,500	143,300	104,500
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL COMMISSION	41,844	48,500	48,500	48,500	48,500
7125	CITY WEB SITE	6,913	7,400	7,400	7,400	7,400
7156	CITY VOLUNTEER PROGRAM	3,148	34,000	0	34,000	34,000
7211	COYOTE CONTROL	10,000	15,000	15,000	15,000	15,000
7260	CITY NEWSLETTER	36,525	35,000	35,000	35,000	35,000
7261	BROCHURES	8,562	13,000	13,000	35,500	13,000
7262	SPECIAL EVENTS	2,006	11,500	5,400	2,000	2,000
7811	POB CONTRIBUTIONS	0	0	0	58,700	58,700
Total: SPECIAL PROGRAMS		108,999	164,400	124,300	236,100	213,600

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>Total Division:</b>	<b>935,457</b>	<b>870,300</b>	<b>904,400</b>	<b>1,092,900</b>	<b>1,074,100</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				25.58 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 1200</b>		<b>CITY MANAGER-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	392,102	373,800	369,000	430,000	460,900
4014	VACATION SELL BACK	15,628	5,000	17,400	17,000	17,000
4015	ALLOWANCES	5,800	5,700	5,800	5,700	5,700
4021	LONGEVITY PAY	1,931	2,400	3,000	5,500	5,500
4032	PART-TIME NON-PERS	182	10,000	12,400	10,000	10,000
4130	OVERTIME	213	0	0	0	0
4241	P.E.R.S	149,333	80,900	86,900	99,400	107,500
4242	NON-PERSABLE COMPENSATION	5,523	1,700	5,500	2,000	2,100
4244	MEDICAL/DENTAL INSURANCE	46,660	42,000	47,100	42,000	42,000
4245	LONG TERM DISABILITY	189	200	100	200	200
4247	LIFE INSURANCE	1,011	1,000	900	1,200	1,300
4250	FICA/HOSPITAL INSURANCE	6,556	5,700	6,100	6,700	7,200
4299	VACANCY RATE	0	-15,900	0	-18,500	-19,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>625,129</b>	<b>512,500</b>	<b>554,200</b>	<b>601,200</b>	<b>639,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	4,221	4,000	4,000	4,000	4,000
5115	PROGRAM EXPENSES	407	4,800	4,800	4,800	4,800
5125	PRINT SHOP	185	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,814</b>	<b>9,300</b>	<b>9,300</b>	<b>9,300</b>	<b>9,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	29,375	20,000	20,000	20,000	20,000
6310	MILEAGE	0	100	0	0	0
6505	GENERAL LIABILITY	15,000	15,300	15,300	15,800	15,900
6507	WORKERS' COMPENSATION	9,400	9,600	9,600	10,100	10,200
6730	OFFICE EQUIPMENT	45	500	500	500	500
6750	VEHICLE MAINTENANCE	574	600	800	600	600
6751	VEHICLE FUEL USAGE	115	200	500	400	400
6752	VEHICLE 3RD PARTY SVC	11	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	1,455	2,700	2,700	3,600	3,600
6940	OFFICIAL MEETINGS	945	11,800	11,800	14,800	14,800
6970	TRAINING	360	500	500	500	500
6977	EMPLOYEE SUPPORT	904	300	300	300	300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>58,184</b>	<b>61,800</b>	<b>62,200</b>	<b>66,800</b>	<b>67,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	50,600	50,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,600</b>	<b>50,600</b>
<b>Total:</b>		<b>688,126</b>	<b>583,600</b>	<b>625,700</b>	<b>727,900</b>	<b>766,600</b>
<b>Fund/Division: 0011201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					24.73 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 1203		CITY MANAGER-COMM MARKET				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	61,102	58,100	60,100	68,200	71,300
4014	VACATION SELL BACK	1,570	0	2,200	1,500	1,500
4015	ALLOWANCES	221	200	200	200	200
4021	LONGEVITY PAY	252	400	600	1,200	1,200
4030	PART-TIME PERS ONLY	2,624	4,200	3,500	4,200	4,200
4032	PART-TIME NON-PERS	3,242	0	0	0	0
4130	OVERTIME	53	0	0	0	0
4241	P.E.R.S	24,219	12,700	15,400	16,200	17,100
4242	NON-PERSABLE COMPENSATION	265	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	9,465	9,100	9,900	9,100	9,100
4245	LONG TERM DISABILITY	41	100	0	100	100
4247	LIFE INSURANCE	160	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,056	900	1,000	1,100	1,200
4299	VACANCY RATE	0	-2,600	0	-3,100	-3,200
Total:	SALARIES & WAGES	104,270	83,600	93,300	99,200	103,200
SUPPLIES						
5110	OFFICE SUPPLIES	2,449	2,000	2,000	2,000	2,000
5115	PROGRAM EXPENSES	1,225	1,800	1,800	1,800	1,800
Total:	SUPPLIES	3,674	3,800	3,800	3,800	3,800
OPERATING EXPENSES						
6160	CONTRACT SERVICES	836	0	19,000	39,000	0
6163	CABLE TECH SERVICES	28,782	30,000	36,300	35,000	35,000
6730	OFFICE EQUIPMENT	481	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	290	900	500	500	500
6940	OFFICIAL MEETINGS	0	3,500	1,000	1,500	1,500
Total:	OPERATING EXPENSES	30,389	34,900	57,300	76,500	37,500
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL COMMISSION	41,844	48,500	48,500	48,500	48,500
7125	CITY WEB SITE	6,913	7,400	7,400	7,400	7,400
7156	CITY VOLUNTEER PROGRAM	3,148	34,000	0	34,000	34,000
7211	COYOTE CONTROL	10,000	15,000	15,000	15,000	15,000
7260	CITY NEWSLETTER	36,525	35,000	35,000	35,000	35,000
7261	BROCHURES	8,562	13,000	13,000	35,500	13,000
7262	SPECIAL EVENTS	2,006	11,500	5,400	2,000	2,000
7811	POB CONTRIBUTIONS	0	0	0	8,100	8,100
Total:	SPECIAL PROGRAMS	108,999	164,400	124,300	185,500	163,000
Total:		247,331	286,700	278,700	365,000	307,500
Fund/Division: 0011203						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					27.31 %	



## CITY COUNCIL

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The City of Arcadia is a charter city governed by a five-member City Council, elected by district, with each member serving a four-year term.

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.

## **FY22-23 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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1100</b>	<b>CITY COUNCIL</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	68,100	68,000	66,800	72,300	74,000
4021 LONGEVITY PAY	1,097	1,100	1,100	3,000	3,000
4130 OVERTIME	267	0	0	0	0
4241 P.E.R.S	20,347	16,300	12,800	17,700	18,300
4244 MEDICAL/DENTAL INSURANCE	61,024	82,800	62,500	99,400	99,400
4245 LONG TERM DISABILITY	34	100	0	0	0
4247 LIFE INSURANCE	388	500	300	500	500
4250 FICA/HOSPITAL INSURANCE	840	1,000	800	1,100	1,100
4299 VACANCY RATE	0	-5,100	0	-5,700	-5,800
<b>Total: SALARIES &amp; WAGES</b>	<b>152,099</b>	<b>164,700</b>	<b>144,300</b>	<b>188,300</b>	<b>190,500</b>
SUPPLIES					
5110 OFFICE SUPPLIES	4,010	3,500	3,500	25,100	3,500
5125 PRINT SHOP	968	1,500	1,500	1,500	1,500
<b>Total: SUPPLIES</b>	<b>4,978</b>	<b>5,000</b>	<b>5,000</b>	<b>26,600</b>	<b>5,000</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	4,700	4,800	4,800	5,000	5,000
6507 WORKERS' COMPENSATION	2,300	2,300	2,300	2,400	2,400
6930 MEMBERSHIP & PUBLICATIONS	34,221	34,500	35,500	36,200	36,900
6940 OFFICIAL MEETINGS	2,358	17,000	17,000	17,000	17,000
6977 EMPLOYEE SUPPORT	87	100	100	100	0
<b>Total: OPERATING EXPENSES</b>	<b>43,667</b>	<b>58,700</b>	<b>59,700</b>	<b>60,700</b>	<b>61,300</b>
SPECIAL PROGRAMS					
7262 SPECIAL EVENTS	0	0	0	10,000	10,000
7811 POB CONTRIBUTIONS	0	0	0	7,900	7,900
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,900</b>	<b>17,900</b>
<b>Total Division:</b>	<b>200,743</b>	<b>228,400</b>	<b>209,000</b>	<b>293,500</b>	<b>274,700</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				28.50 %	

## 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.

## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***CITY CLERK***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Assistant City Clerk	1.00
Deputy City Clerk	1.00
Elected City Clerk	1.00
<b>TOTAL</b>	<b>3.00</b>

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1300</b>	<b>CITY CLERK</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	125,854	111,500	115,200	120,600	125,600
4014 VACATION SELL BACK	1,441	0	2,500	2,000	2,000
4015 ALLOWANCES	43	200	200	200	200
4021 LONGEVITY PAY	93	800	1,000	1,300	1,300
4241 P.E.R.S	47,412	23,700	26,500	27,200	28,500
4242 NON-PERSABLE COMPENSATIOI	37	100	100	200	200
4244 MEDICAL/DENTAL INSURANCE	21,538	35,400	18,100	35,400	35,400
4245 LONG TERM DISABILITY	112	100	100	100	100
4247 LIFE INSURANCE	101	200	100	200	300
4250 FICA/HOSPITAL INSURANCE	1,923	1,600	1,900	1,800	1,800
4299 VACANCY RATE	0	-5,200	0	-5,700	-5,900
<b>Total: SALARIES &amp; WAGES</b>	<b>198,555</b>	<b>168,400</b>	<b>165,700</b>	<b>183,300</b>	<b>189,500</b>
SUPPLIES					
5110 OFFICE SUPPLIES	3,143	3,800	3,800	3,800	3,800
5125 PRINT SHOP	925	1,200	1,200	1,200	1,200
<b>Total: SUPPLIES</b>	<b>4,068</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	28,569	27,000	27,000	27,000	27,000
6505 GENERAL LIABILITY	5,500	5,600	5,600	5,800	5,800
6507 WORKERS' COMPENSATION	19,500	19,900	19,900	21,000	21,100
6930 MEMBERSHIP & PUBLICATIONS	985	2,000	2,000	800	800
6940 OFFICIAL MEETINGS	0	500	500	500	500
6945 ELECTION	1,115	40,000	40,000	244,000	0
6970 TRAINING	1,215	6,400	6,400	6,400	6,400
6977 EMPLOYEE SUPPORT	69	200	200	200	200
<b>Total: OPERATING EXPENSES</b>	<b>56,953</b>	<b>101,600</b>	<b>101,600</b>	<b>305,700</b>	<b>61,800</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	16,200	16,200
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,200</b>	<b>16,200</b>
<b>Total Division:</b>	<b>259,576</b>	<b>275,000</b>	<b>272,300</b>	<b>510,200</b>	<b>272,500</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				85.53 %	

## 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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1500</b>	<b>CITY ATTORNEY</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	42,522	105,500	111,200	114,600	119,600
4014 VACATION SELL BACK	1,325	0	2,500	2,000	2,000
4015 ALLOWANCES	43	200	200	200	200
4021 LONGEVITY PAY	93	800	1,000	1,300	1,300
4241 P.E.R.S	16,078	22,500	25,700	25,800	27,200
4242 NON-PERSABLE COMPENSATIOI	37	100	100	200	200
4244 MEDICAL/DENTAL INSURANCE	6,304	16,800	18,100	16,800	16,800
4245 LONG TERM DISABILITY	29	100	100	100	100
4247 LIFE INSURANCE	36	200	100	200	200
4250 FICA/HOSPITAL INSURANCE	643	1,500	1,800	1,700	1,800
4299 VACANCY RATE	0	-4,400	0	-4,900	-5,100
<b>Total: SALARIES &amp; WAGES</b>	<b>67,111</b>	<b>143,300</b>	<b>160,800</b>	<b>158,000</b>	<b>164,300</b>
SUPPLIES					
5110 OFFICE SUPPLIES	522	600	600	600	600
5125 PRINT SHOP	0	200	200	200	200
<b>Total: SUPPLIES</b>	<b>522</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
OPERATING EXPENSES					
6140 LEGAL	220,027	312,000	312,000	312,000	317,000
6160 CONTRACT SERVICES	154,355	194,200	194,200	194,200	197,100
6505 GENERAL LIABILITY	9,600	9,800	9,800	10,100	10,200
<b>Total: OPERATING EXPENSES</b>	<b>383,982</b>	<b>516,000</b>	<b>516,000</b>	<b>516,300</b>	<b>524,300</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	15,400	15,400
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,400</b>	<b>15,400</b>
<b>Total Division:</b>	<b>451,615</b>	<b>660,100</b>	<b>677,600</b>	<b>690,500</b>	<b>704,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				4.61 %	



## GENERAL CITY

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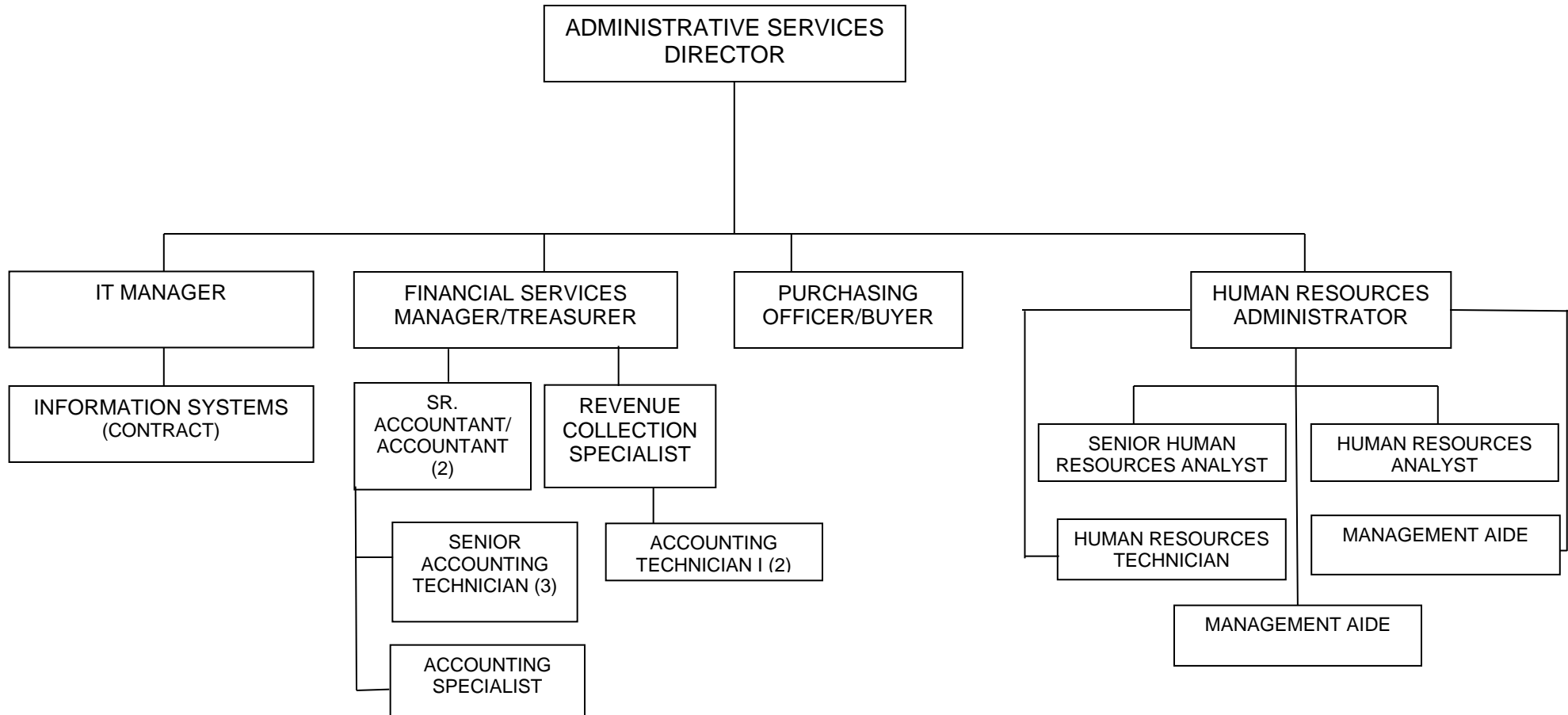
**Description:**

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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1700</b>	<b>GENERAL CITY</b>			
SALARIES & WAGES					
4013 VACATION PAY OFF	149,034	145,000	150,000	160,000	170,000
4241 P.E.R.S	2,626	0	0	0	0
4248 RETIREE MEDICAL	906,304	900,000	905,100	915,000	935,000
4249 UNEMPLOYMENT INSURANCE	68,543	25,000	0	20,000	20,000
4250 FICA/HOSPITAL INSURANCE	-1	2,100	0	2,100	2,200
4251 RETIREE LIFE INS	156	300	0	200	200
4299 VACANCY RATE	0	-32,200	0	-32,900	-33,500
<b>Total: SALARIES &amp; WAGES</b>	<b>1,126,662</b>	<b>1,040,200</b>	<b>1,055,100</b>	<b>1,064,400</b>	<b>1,093,900</b>
SUPPLIES					
5110 OFFICE SUPPLIES	4,864	6,300	6,000	6,300	6,300
5112 CITY HALL DUPLICATING	10,977	15,000	15,000	15,000	15,000
<b>Total: SUPPLIES</b>	<b>15,841</b>	<b>21,300</b>	<b>21,000</b>	<b>21,300</b>	<b>21,300</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	25,977	11,290	2,000	5,000	20,000
6210 TELEPHONE	55,690	44,500	53,200	54,300	55,400
6505 GENERAL LIABILITY	18,800	19,200	19,200	19,800	20,000
6507 WORKERS' COMPENSATION	1,300	1,300	1,300	1,400	1,400
6930 MEMBERSHIP & PUBLICATIONS	120	11,000	9,000	11,000	11,000
6977 EMPLOYEE SUPPORT	32,081	41,400	41,000	41,000	42,000
<b>Total: OPERATING EXPENSES</b>	<b>133,968</b>	<b>128,690</b>	<b>125,700</b>	<b>132,500</b>	<b>149,800</b>
SPECIAL PROGRAMS					
7280 DAMAGES TO CITY PROPERTY	-29,316	10,000	5,000	10,000	10,000
7350 OPEB CONTRIBUTION	1,150,000	1,200,000	1,200,000	1,710,000	1,250,000
7351 ADP PERS CONTRIBUTION	2,851,500	500,000	500,000	1,000,000	500,000
<b>Total: SPECIAL PROGRAMS</b>	<b>3,972,184</b>	<b>1,710,000</b>	<b>1,705,000</b>	<b>2,720,000</b>	<b>1,760,000</b>
<b>Total Division:</b>	<b>5,248,655</b>	<b>2,900,190</b>	<b>2,906,800</b>	<b>3,938,200</b>	<b>3,025,000</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				35.79 %	

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# 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 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 technology related system, security, equipment, backups, and provides technical support across city departments.

## **Administrative Services Department - Continued**

### **FY 2022-23 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 ensure 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. Begin the process to replace the City's financial system, eFinancePLUS V5.0 and CommunityPLUS V9.0, which will include new 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. 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 public.
8. Continue to implement best practices to protect the City from internal and external threats.
9. Maintaining a robust backup system and strategy to retain all critical data.
10. 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.
11. 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.

## **Administrative Services Department - Continued**

12. Research and evaluate various electronic bid solicitation software and services to expand the City's vendor pool.
13. Continue to dispose of surplus equipment located in the basement of City Hall and City Council Chambers.
14. Review and establish a procedural manual for solicitation of Request for Proposals/Bids and provide training to all City departments.
15. 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.
16. Continue to collaborate with departments on strategic outreach measures that recruit and retain a diverse and qualified workforce.
17. Collaborate with departments to provide continued development opportunities, including technology, leadership, risk management, and best practices.
18. Provide mandatory and compliant training within established timeframes.
19. Continue to enhance the City's Wellness Program to promote workplace wellness and help employees adopt healthy behaviors.
20. Work with each Department and bargaining group on updating and simplifying language in the City's Personnel Rules and Regulations.

## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***ADMINISTRATIVE SVCS***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Accountant	1.00
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
Management Aide	1.00
Purchasing Officer	1.00
Revenue Collection Specialist	1.00
Senior Accountant	1.00
Senior Accounting Technician	2.00
Senior Human Resources Analyst	1.00
<b>TOTAL</b>	<b>17.00</b>



ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1800</b>	<b>ADMINISTRATIVE SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	1,232,581	1,342,400	1,340,700	1,411,600	1,504,200
4011 SPECIALIST PAY	0	0	400	1,000	1,000
4014 VACATION SELL BACK	18,941	8,500	9,400	7,500	10,000
4015 ALLOWANCES	2,080	2,200	2,000	1,800	1,800
4021 LONGEVITY PAY	11,833	11,800	11,800	11,500	13,500
4030 PART-TIME PERS ONLY	28,040	30,000	5,000	0	0
4032 PART-TIME NON-PERS	3,575	0	0	0	0
4130 OVERTIME	7	0	0	0	0
4241 P.E.R.S	496,633	303,100	318,700	325,700	350,700
4242 NON-PERSABLE COMPENSATIOI	4,252	4,400	4,400	4,900	5,100
4244 MEDICAL/DENTAL INSURANCE	221,661	239,900	280,200	241,700	241,700
4245 LONG TERM DISABILITY	966	1,500	900	1,500	1,500
4247 LIFE INSURANCE	2,771	3,300	2,900	3,500	3,600
4250 FICA/HOSPITAL INSURANCE	20,877	19,300	23,100	20,800	22,200
4299 VACANCY RATE	0	-58,900	0	-60,600	-64,300
<b>Total: SALARIES &amp; WAGES</b>	<b>2,044,216</b>	<b>1,907,500</b>	<b>1,999,500</b>	<b>1,970,900</b>	<b>2,091,000</b>
SUPPLIES					
5110 OFFICE SUPPLIES	23,210	25,400	24,100	33,600	27,500
5125 PRINT SHOP	855	2,000	500	2,000	2,000
<b>Total: SUPPLIES</b>	<b>24,065</b>	<b>27,400</b>	<b>24,600</b>	<b>35,600</b>	<b>29,500</b>
OPERATING EXPENSES					
6135 LABOR RELATIONS	6,235	80,000	2,000	20,000	60,000
6140 LEGAL	51,156	60,000	60,000	65,000	65,000
6150 RECRUITMENT	25,745	20,000	31,000	65,500	65,500
6151 RECRUITING ADVERTISEMENT	3,022	4,000	900	4,000	4,000
6152 FINGERPRINTING NEW HIRES	4,078	4,000	7,000	12,000	12,000
6160 CONTRACT SERVICES	940,493	1,108,700	1,136,000	1,225,100	1,229,300
6310 MILEAGE	0	200	0	300	200
6505 GENERAL LIABILITY	61,200	62,400	62,400	64,500	64,900
6507 WORKERS' COMPENSATION	68,700	70,100	70,100	73,900	74,400
6730 OFFICE EQUIPMENT	10,708	11,500	1,700	12,000	2,000
6750 VEHICLE MAINTENANCE	1,045	600	1,100	600	600
6751 VEHICLE FUEL USAGE	513	600	600	600	600
6752 VEHICLE 3RD PARTY SVC	0	200	200	200	200
6910 AUDIT	24,123	31,500	31,500	33,000	34,000
6930 MEMBERSHIP & PUBLICATIONS	2,331	4,600	600	5,100	5,100
6940 OFFICIAL MEETINGS	1,936	10,800	4,500	13,500	12,000
6960 EQUIPMENT REPLACEMENT	104,095	309,900	100,000	200,000	200,000
6970 TRAINING	6,888	10,400	9,700	16,300	12,300
6971 TUITION REIMBURSEMENT	9,371	5,100	0	0	0
6973 ERGONOMIC EQUIPMENT	2,089	8,000	5,100	8,000	8,000
6977 EMPLOYEE SUPPORT	1,628	1,700	1,500	1,700	1,700
6978 WELLNESS PROGRAM	4,665	10,000	10,000	20,000	20,000
6986 SUPERVISOR TRAINING	4,020	16,000	11,000	16,000	16,000
<b>Total: OPERATING EXPENSES</b>	<b>1,334,042</b>	<b>1,830,300</b>	<b>1,546,900</b>	<b>1,857,300</b>	<b>1,887,800</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	204,900	204,900

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204,900</b>	<b>204,900</b>
<b>Total Division:</b>	<b>3,402,323</b>	<b>3,765,200</b>	<b>3,571,000</b>	<b>4,068,700</b>	<b>4,213,200</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				8.06 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 1800</b>		<b>ADMIN SVCS-FINANCIAL SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	485,354	544,900	537,300	524,900	561,400
4011	SPECIALIST PAY	0	0	400	1,000	1,000
4014	VACATION SELL BACK	12,820	5,000	9,400	7,500	10,000
4015	ALLOWANCES	232	200	200	200	200
4021	LONGEVITY PAY	7,545	7,500	6,500	5,300	6,300
4130	OVERTIME	7	0	0	0	0
4241	P.E.R.S	194,033	128,000	128,500	122,500	132,400
4242	NON-PERSABLE COMPENSATION	1,422	1,500	1,500	1,600	1,700
4244	MEDICAL/DENTAL INSURANCE	92,211	103,100	118,400	89,800	89,800
4245	LONG TERM DISABILITY	416	700	300	600	600
4247	LIFE INSURANCE	999	1,200	1,100	1,200	1,300
4250	FICA/HOSPITAL INSURANCE	8,217	8,100	9,400	7,800	8,300
4299	VACANCY RATE	0	-24,000	0	-22,800	-24,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>803,256</b>	<b>776,200</b>	<b>813,000</b>	<b>739,600</b>	<b>788,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	10,404	12,000	12,000	12,000	12,000
5125	PRINT SHOP	0	500	0	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>10,404</b>	<b>12,500</b>	<b>12,000</b>	<b>12,500</b>	<b>12,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	114,980	67,800	55,000	75,000	68,000
6505	GENERAL LIABILITY	61,200	62,400	62,400	64,500	64,900
6507	WORKERS' COMPENSATION	68,700	70,100	70,100	73,900	74,400
6730	OFFICE EQUIPMENT	302	0	0	500	500
6750	VEHICLE MAINTENANCE	1,045	600	1,100	600	600
6751	VEHICLE FUEL USAGE	513	600	600	600	600
6752	VEHICLE 3RD PARTY SVC	0	200	200	200	200
6910	AUDIT	24,123	31,500	31,500	33,000	34,000
6930	MEMBERSHIP & PUBLICATIONS	968	2,000	300	2,500	2,500
6940	OFFICIAL MEETINGS	450	4,500	3,000	5,500	4,500
6960	EQUIPMENT REPLACEMENT	104,095	309,900	100,000	200,000	200,000
6970	TRAINING	764	1,200	1,000	1,200	1,500
6977	EMPLOYEE SUPPORT	1,628	1,700	1,500	1,700	1,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>378,769</b>	<b>552,500</b>	<b>326,700</b>	<b>459,200</b>	<b>453,400</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	82,900	82,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82,900</b>	<b>82,900</b>
<b>Total:</b>		<b>1,192,429</b>	<b>1,341,200</b>	<b>1,151,700</b>	<b>1,294,200</b>	<b>1,337,500</b>
<b>Fund/Division: 0011801</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.50) %	

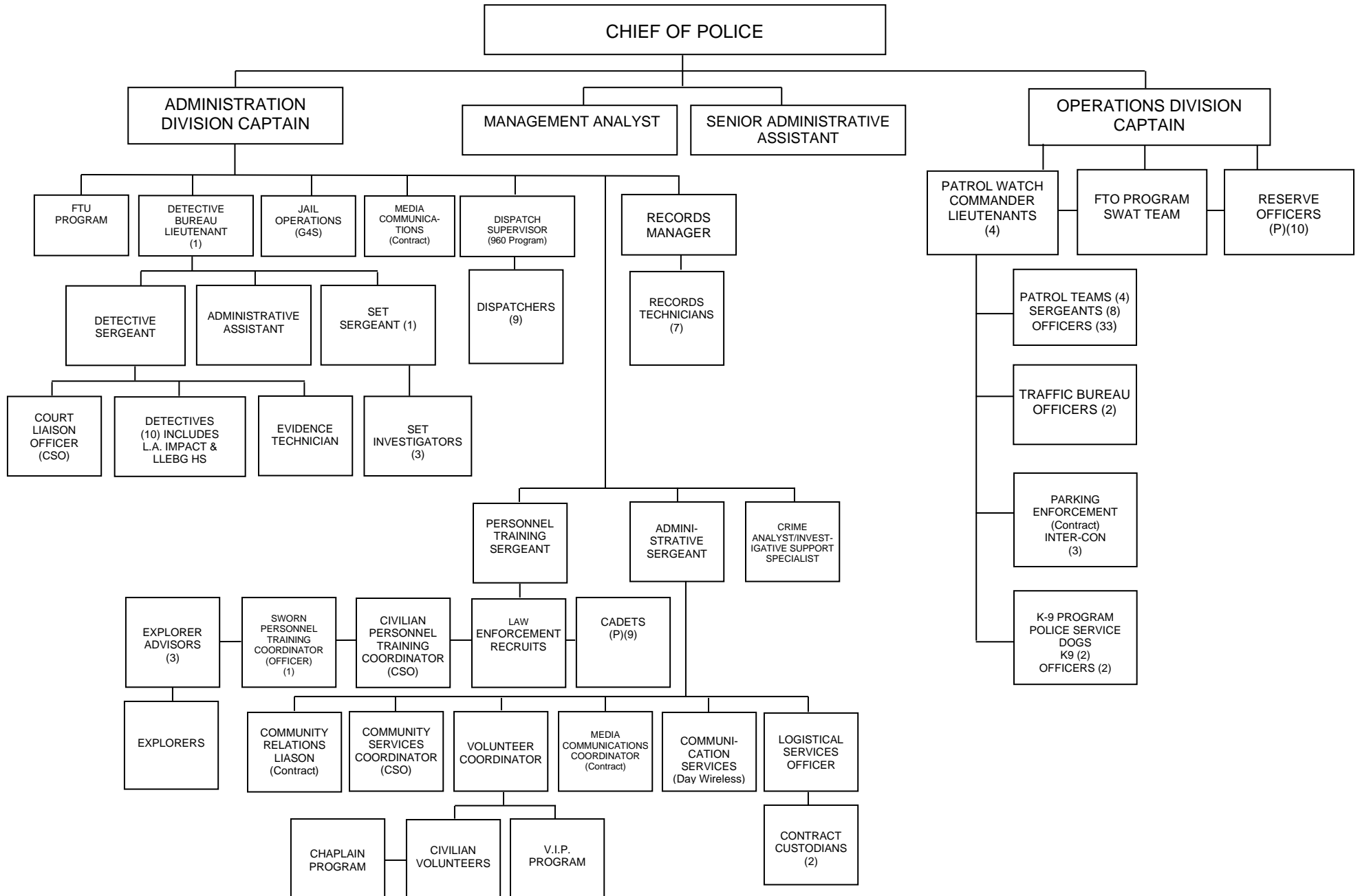
ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 1806</b>		<b>ADMIN SVCS-PURCHASING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	119,807	123,200	127,600	134,600	140,000
4014	VACATION SELL BACK	1,122	0	0	0	0
4015	ALLOWANCES	185	200	200	200	200
4021	LONGEVITY PAY	1,426	1,400	1,400	1,600	2,100
4241	P.E.R.S	46,884	28,100	30,300	31,200	32,900
4242	NON-PERSABLE COMPENSATION	585	600	600	700	700
4244	MEDICAL/DENTAL INSURANCE	20,960	21,000	22,200	21,000	21,000
4245	LONG TERM DISABILITY	82	100	100	100	100
4247	LIFE INSURANCE	338	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	1,823	1,800	1,900	2,000	2,100
4299	VACANCY RATE	0	-5,300	0	-5,700	-5,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>193,213</b>	<b>171,500</b>	<b>184,700</b>	<b>186,100</b>	<b>193,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	469	500	500	500	500
5125	PRINT SHOP	590	1,000	300	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,059</b>	<b>1,500</b>	<b>800</b>	<b>1,500</b>	<b>1,500</b>
OPERATING EXPENSES						
6310	MILEAGE	0	100	0	200	100
6730	OFFICE EQUIPMENT	879	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	130	200	100	200	200
6970	TRAINING	0	700	500	2,900	1,600
6971	TUITION REIMBURSEMENT	3,598	5,100	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>4,607</b>	<b>6,600</b>	<b>1,100</b>	<b>3,800</b>	<b>2,400</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	18,600	18,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,600</b>	<b>18,600</b>
<b>Total:</b>		<b>198,879</b>	<b>179,600</b>	<b>186,600</b>	<b>210,000</b>	<b>216,100</b>
<b>Fund/Division: 0011806</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					16.93 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 1807</b>		<b>ADMIN SVCS-TREASURER</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	210,168	219,800	232,800	235,200	250,200
4014	VACATION SELL BACK	2,474	3,500	0	0	0
4021	LONGEVITY PAY	1,959	2,200	3,200	3,300	3,600
4032	PART-TIME NON-PERS	844	0	0	0	0
4241	P.E.R.S	82,268	50,100	54,800	54,600	58,700
4242	NON-PERSABLE COMPENSATION	248	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	44,702	47,000	56,400	47,000	47,000
4245	LONG TERM DISABILITY	219	300	200	300	300
4247	LIFE INSURANCE	295	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	3,522	3,200	4,000	3,500	3,700
4299	VACANCY RATE	0	-9,800	0	-10,300	-10,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>346,699</b>	<b>317,000</b>	<b>352,000</b>	<b>334,300</b>	<b>353,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	9,051	8,900	8,500	16,100	10,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>9,051</b>	<b>8,900</b>	<b>8,500</b>	<b>16,100</b>	<b>10,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	205,877	285,100	330,000	343,100	346,000
6310	MILEAGE	0	100	0	100	100
6730	OFFICE EQUIPMENT	0	500	0	500	500
6930	MEMBERSHIP & PUBLICATIONS	110	600	0	600	600
6940	OFFICIAL MEETINGS	200	2,300	1,500	2,800	2,300
6970	TRAINING	225	500	200	500	500
6971	TUITION REIMBURSEMENT	5,773	0	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>212,185</b>	<b>289,100</b>	<b>331,700</b>	<b>347,600</b>	<b>350,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	33,900	33,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,900</b>	<b>33,900</b>
<b>Total:</b>		<b>567,935</b>	<b>615,000</b>	<b>692,200</b>	<b>731,900</b>	<b>747,200</b>
<b>Fund/Division: 0011807</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					19.01 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 1808</b>		<b>ADMIN SVCS-INFO SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	157,109	162,300	165,600	175,500	182,600
4014	VACATION SELL BACK	1,122	0	0	0	0
4015	ALLOWANCES	1,112	1,200	1,200	1,200	1,200
4021	LONGEVITY PAY	329	300	300	300	400
4241	P.E.R.S	60,510	36,100	38,800	40,000	42,100
4242	NON-PERSABLE COMPENSATION	778	800	800	900	900
4244	MEDICAL/DENTAL INSURANCE	20,960	21,000	26,900	21,000	21,000
4245	LONG TERM DISABILITY	82	100	100	100	100
4247	LIFE INSURANCE	430	500	400	500	500
4250	FICA/HOSPITAL INSURANCE	2,618	2,400	2,800	2,500	2,700
4299	VACANCY RATE	0	-6,700	0	-7,200	-7,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>245,051</b>	<b>218,000</b>	<b>236,900</b>	<b>234,800</b>	<b>244,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	58	0	100	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>58</b>	<b>0</b>	<b>100</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	595,170	675,800	702,000	762,000	770,300
6730	OFFICE EQUIPMENT	9,527	10,000	1,000	10,000	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>604,697</b>	<b>685,800</b>	<b>703,000</b>	<b>772,000</b>	<b>770,300</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	23,800	23,800
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,800</b>	<b>23,800</b>
<b>Total:</b>		<b>849,806</b>	<b>903,800</b>	<b>940,000</b>	<b>1,031,600</b>	<b>1,039,100</b>
<b>Fund/Division: 0011808</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					14.14 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 1810</b>		<b>ADMIN SVCS-HUMAN RESOURCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	260,144	292,200	277,400	341,400	370,000
4014	VACATION SELL BACK	1,403	0	0	0	0
4015	ALLOWANCES	550	600	400	200	200
4021	LONGEVITY PAY	574	400	400	1,000	1,100
4030	PART-TIME PERS ONLY	28,040	30,000	5,000	0	0
4032	PART-TIME NON-PERS	2,730	0	0	0	0
4241	P.E.R.S	112,937	60,800	66,300	77,400	84,600
4242	NON-PERSABLE COMPENSATION	1,218	1,200	1,200	1,400	1,500
4244	MEDICAL/DENTAL INSURANCE	42,826	47,800	56,300	62,900	62,900
4245	LONG TERM DISABILITY	166	300	200	400	400
4247	LIFE INSURANCE	709	800	700	1,000	1,000
4250	FICA/HOSPITAL INSURANCE	4,698	3,800	5,000	5,000	5,400
4299	VACANCY RATE	0	-13,100	0	-14,600	-15,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>455,997</b>	<b>424,800</b>	<b>412,900</b>	<b>476,100</b>	<b>511,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,228	4,000	3,000	4,000	4,000
5125	PRINT SHOP	265	500	200	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,493</b>	<b>4,500</b>	<b>3,200</b>	<b>4,500</b>	<b>4,500</b>
OPERATING EXPENSES						
6135	LABOR RELATIONS	6,235	80,000	2,000	20,000	60,000
6140	LEGAL	51,156	60,000	60,000	65,000	65,000
6150	RECRUITMENT	25,745	20,000	31,000	65,500	65,500
6151	RECRUITING ADVERTISEMENT	3,022	4,000	900	4,000	4,000
6152	FINGERPRINTING NEW HIRES	4,078	4,000	7,000	12,000	12,000
6160	CONTRACT SERVICES	24,465	80,000	49,000	45,000	45,000
6730	OFFICE EQUIPMENT	0	500	200	500	500
6930	MEMBERSHIP & PUBLICATIONS	1,123	1,800	200	1,800	1,800
6940	OFFICIAL MEETINGS	1,286	4,000	0	5,200	5,200
6970	TRAINING	5,899	8,000	8,000	11,700	8,700
6973	ERGONOMIC EQUIPMENT	2,089	8,000	5,100	8,000	8,000
6978	WELLNESS PROGRAM	4,665	10,000	10,000	20,000	20,000
6986	SUPERVISOR TRAINING	4,020	16,000	11,000	16,000	16,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>133,783</b>	<b>296,300</b>	<b>184,400</b>	<b>274,700</b>	<b>311,700</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	45,700	45,700
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,700</b>	<b>45,700</b>
<b>Total:</b>		<b>593,273</b>	<b>725,600</b>	<b>600,500</b>	<b>801,000</b>	<b>873,300</b>
<b>Fund/Division: 0011810</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.39 %	

# 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.
- 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.

- Detective Bureau conducts follow-up investigation and gathering of evidence to assist in the prosecution of criminal offenses.
- 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.

- 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 2022-23 WORK PLAN**

1. Recruit and train all sworn and non-sworn staff within the confines of the FY 2022-23 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. Continue to implement new Operations objectives in the Patrol Division that will increase efficiency and provide better service patrol for the Community.
5. Continue to establish and/or improve the Department's policies, procedures, and operational strategies in response to the COVID-19 pandemic, and monitor recommended steps from local, state, and federal agencies for implementation with the ultimate goal of preserving the safety and well-being of the City, staff, and residents.
6. 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.

7. Expand the Police Cadet Program to reach full capacity, providing for a greater number of potential police officers for the future, and allowing for diversified learning opportunities within multiple departments.
8. Explore the potential for collaborative, regionalized police services for the future.
9. 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.
10. 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.
11. Continue additional homelessness outreach efforts through participation in Los Angeles County's Homeless Outreach Service Team (HOST) program, supported by Measure H funding, to work toward implementing the City's plan to prevent and combat homelessness in Arcadia.
12. 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.
13. Continue administration of the false alarm program and expand the program through the City's Alarm Permit Subsidy Program.
14. Continue the growth and development of the Crime Analysis Unit in order to provide additional crime analysis resources and research support to the Department.
15. 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.
16. 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.

17. 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.
18. 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.
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.
22. Monitor compliance of massage therapy related businesses.
23. Continue upgrades to the Department's Records Management System and Crimemapping system to comply with NIBRS, the FBI's new incident-based crime reporting standard.
24. Establish participation in the Taskforce for Regional Auto theft Prevention (TRAP) Program and dedicate police resources to help deter crime in the City, specifically, Auto Theft.

## **FY22-23 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
Management Analyst	1.00
Police Captain	2.00
Police Chief	1.00
Police Lieutenant	5.00
Police Officer	51.00
Police Record Manager	1.00
Police Records Technician I	5.00
Police Records Technician II	2.00
Police Sergeant	12.00
Property, Evidence, Crime Technician	1.00
Senior Administrative Assistant	1.00

## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***POLICE DEPT***

<b><i>Position</i></b>	<b><i>FTE</i></b>
<b>TOTAL</b>	<b>97.00</b>

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
<b>SALARIES &amp; WAGES</b>					
4010 REGULAR EMPLOYEES	8,524,336	9,479,520	8,621,600	9,889,800	10,562,300
4011 SPECIALIST PAY	173,699	163,000	192,600	189,000	189,000
4014 VACATION SELL BACK	153,470	218,000	206,000	223,000	250,900
4015 ALLOWANCES	5,501	4,800	4,800	4,800	4,800
4021 LONGEVITY PAY	102,684	114,200	132,500	148,100	162,600
4025 RESERVE OFFICER REG PAY	11,384	80,000	10,000	80,000	80,000
4030 PART-TIME PERS ONLY	16,671	44,500	38,500	23,000	23,000
4032 PART-TIME NON-PERS	114,579	106,600	106,600	129,000	129,000
4130 OVERTIME	620,954	772,700	742,400	796,100	796,100
4131 OVERTIME-DIRECTED ENFORC	35,807	76,300	76,300	79,400	79,400
4134 SPECIAL DUTY	41,558	103,600	210,000	210,000	210,000
4137 OVERTIME-REIMBURSABLE	18,223	45,000	40,000	45,100	45,100
4138 HOLIDAY PAY	267,873	311,700	318,900	320,400	342,700
4141 RACETRACK CONTROL	7,132	168,500	20,000	168,500	168,500
4143 BAND REVIEW	0	12,000	12,000	14,200	14,200
4144 FILMING	20,448	36,200	36,200	37,600	37,600
4241 P.E.R.S	5,929,856	4,055,200	3,509,700	4,250,600	4,587,500
4242 NON-PERSABLE COMPENSATIOI	58,742	82,700	61,400	81,800	82,200
4244 MEDICAL/DENTAL INSURANCE	1,112,393	1,531,000	1,263,300	1,480,000	1,480,000
4245 LONG TERM DISABILITY	11,583	13,900	10,900	13,600	13,600
4247 LIFE INSURANCE	8,265	9,900	8,200	10,500	10,700
4250 FICA/HOSPITAL INSURANCE	146,273	165,600	148,000	175,600	186,400
4299 VACANCY RATE	0	-513,300	0	-544,500	-576,900
<b>Total: SALARIES &amp; WAGES</b>	<b>17,381,432</b>	<b>17,081,620</b>	<b>15,769,900</b>	<b>17,825,600</b>	<b>18,878,700</b>
<b>SUPPLIES</b>					
5110 OFFICE SUPPLIES	33,378	55,300	55,300	54,800	54,800
5125 PRINT SHOP	7,337	10,000	10,000	10,000	10,000
5230 BUILDING AND GROUNDS	48,257	58,300	58,300	58,300	58,300
5260 FIELDS	83,000	83,200	84,200	83,200	83,200
5261 SWAT FIELD	21,846	22,100	22,100	22,100	21,000
5262 SAFETY EQUIPMENT	18,520	21,600	21,600	21,600	21,600
5263 FTU SUPPLIES	127,361	127,700	127,700	127,700	127,700
5270 LABORATORY	7,828	11,000	11,000	11,000	11,000
5272 PRISONER	8,287	15,000	15,000	15,000	15,000
5280 UNIFORM	138,007	163,000	163,000	163,400	163,400
5320 COMMUNICATIONS	22,343	27,400	28,900	29,000	29,000
<b>Total: SUPPLIES</b>	<b>516,163</b>	<b>594,600</b>	<b>597,100</b>	<b>596,100</b>	<b>595,000</b>
<b>OPERATING EXPENSES</b>					
6130 INVESTIGATION	32,944	37,000	37,000	37,300	37,300
6160 CONTRACT SERVICES	1,352,260	1,775,800	1,718,600	1,892,300	1,892,300
6210 TELEPHONE	84,952	114,100	128,400	129,200	131,800
6505 GENERAL LIABILITY	396,400	401,800	401,800	415,000	418,300
6507 WORKERS' COMPENSATION	408,400	413,600	413,600	435,800	438,900
6611 ELECTRIC	188,165	199,700	222,700	245,000	262,200
6612 GAS	17,198	17,600	32,400	34,700	36,400
6614 WATER	15,612	15,000	13,000	13,000	13,000
6730 OFFICE EQUIPMENT	5,690	14,700	14,700	14,700	14,700
6750 VEHICLE MAINTENANCE	281,158	294,500	295,000	295,000	301,000

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
6751 VEHICLE FUEL USAGE	128,826	130,500	151,800	155,800	155,800
6752 VEHICLE 3RD PARTY SVC	47,958	58,200	58,900	59,400	59,400
6760 BUILDING REPAIR & MAINT	45,805	33,400	0	0	0
6930 MEMBERSHIP & PUBLICATIONS	4,194	5,500	5,500	5,500	5,500
6940 OFFICIAL MEETINGS	3,436	54,800	54,800	54,800	54,800
6960 EQUIPMENT REPLACEMENT	190,598	552,300	0	0	0
6970 TRAINING	58,312	70,400	70,400	70,400	70,400
6971 TUITION REIMBURSEMENT	23,724	17,000	17,000	17,000	17,000
6972 STC TRAINING	0	1,000	1,000	1,000	1,000
6974 K9 TRAINING	14,811	13,800	13,500	13,800	13,800
6975 SWAT TRAINING	1,200	3,000	3,000	3,000	3,000
6976 LER POLICE ACADEMY	3,771	18,000	18,000	18,000	18,000
6977 EMPLOYEE SUPPORT	5,348	5,200	5,200	5,200	5,200
<b>Total: OPERATING EXPENSES</b>	<b>3,310,765</b>	<b>4,246,900</b>	<b>3,676,300</b>	<b>3,915,900</b>	<b>3,949,800</b>
SPECIAL PROGRAMS					
7157 CHAPLAIN PROGRAM	0	500	500	500	500
7158 EXPLORER PROGRAM	0	1,000	1,000	1,000	1,000
7811 POB CONTRIBUTIONS	0	0	0	2,242,300	2,242,300
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>2,243,800</b>	<b>2,243,800</b>
<b>Total Division:</b>	<b>21,208,360</b>	<b>21,924,620</b>	<b>20,044,800</b>	<b>24,581,400</b>	<b>25,667,300</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				12.12 %	



ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2101</b>		<b>POLICE-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	774,854	769,700	790,800	803,500	852,400
4011	SPECIALIST PAY	8,062	8,000	8,900	9,200	9,200
4014	VACATION SELL BACK	32,024	24,000	24,000	24,000	24,000
4015	ALLOWANCES	1,891	1,900	1,900	1,900	1,900
4021	LONGEVITY PAY	9,746	13,600	19,600	21,800	22,100
4130	OVERTIME	2,876	27,300	15,000	27,300	27,300
4138	HOLIDAY PAY	6,053	8,200	8,200	8,800	9,400
4241	P.E.R.S	514,105	321,400	308,700	332,600	355,300
4242	NON-PERSABLE COMPENSATION	3,773	3,700	3,700	3,800	4,000
4244	MEDICAL/DENTAL INSURANCE	90,887	96,800	105,200	97,100	97,100
4245	LONG TERM DISABILITY	568	700	500	700	700
4247	LIFE INSURANCE	1,515	1,700	1,500	1,700	1,800
4250	FICA/HOSPITAL INSURANCE	13,050	12,200	12,600	12,900	13,600
4299	VACANCY RATE	0	-38,200	0	-40,400	-42,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,459,402</b>	<b>1,251,000</b>	<b>1,300,600</b>	<b>1,304,900</b>	<b>1,376,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,395	3,300	3,300	2,800	2,800
5280	UNIFORM	2,500	4,100	4,100	4,100	4,100
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,895</b>	<b>7,400</b>	<b>7,400</b>	<b>6,900</b>	<b>6,900</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	396,400	401,800	401,800	415,000	418,300
6730	OFFICE EQUIPMENT	0	600	600	600	600
6750	VEHICLE MAINTENANCE	13,706	15,000	15,000	15,000	15,000
6751	VEHICLE FUEL USAGE	6,473	6,000	6,000	6,000	6,000
6752	VEHICLE 3RD PARTY SVC	254	1,900	1,900	1,900	1,900
6930	MEMBERSHIP & PUBLICATIONS	447	0	0	0	0
6940	OFFICIAL MEETINGS	54	1,200	1,200	1,200	1,200
6960	EQUIPMENT REPLACEMENT	190,598	552,300	0	0	0
6977	EMPLOYEE SUPPORT	5,348	5,200	5,200	5,200	5,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>613,280</b>	<b>984,000</b>	<b>431,700</b>	<b>444,900</b>	<b>448,200</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	190,000	190,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190,000</b>	<b>190,000</b>
<b>Total:</b>		<b>2,076,577</b>	<b>2,242,400</b>	<b>1,739,700</b>	<b>1,946,700</b>	<b>2,021,300</b>
<b>Fund/Division: 0012101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(13.19) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2102</b>		<b>POLICE-BUILDING</b>				
SUPPLIES						
5230	BUILDING AND GROUNDS	48,257	58,300	58,300	58,300	58,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>48,257</b>	<b>58,300</b>	<b>58,300</b>	<b>58,300</b>	<b>58,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	183,854	196,800	196,800	200,000	200,000
6611	ELECTRIC	188,165	199,700	222,700	245,000	262,200
6612	GAS	17,198	17,600	32,400	34,700	36,400
6614	WATER	15,612	15,000	13,000	13,000	13,000
6750	VEHICLE MAINTENANCE	2,932	3,300	3,500	3,500	3,500
6751	VEHICLE FUEL USAGE	533	700	900	900	900
6752	VEHICLE 3RD PARTY SVC	265	700	700	700	700
6760	BUILDING REPAIR & MAINT	45,805	33,400	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>454,364</b>	<b>467,200</b>	<b>470,000</b>	<b>497,800</b>	<b>516,700</b>
<b>Total:</b>		<b>502,622</b>	<b>525,500</b>	<b>528,300</b>	<b>556,100</b>	<b>575,000</b>
<b>Fund/Division: 0012102</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.82 %	

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 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	4,699	10,000	10,000	10,000	10,000
<b>Total: SUPPLIES</b>	<b>4,699</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	58,150	112,800	112,800	127,200	127,200
6210 TELEPHONE	84,952	114,100	128,400	129,200	131,800
<b>Total: OPERATING EXPENSES</b>	<b>143,102</b>	<b>226,900</b>	<b>241,200</b>	<b>256,400</b>	<b>259,000</b>
<b>Total:</b>	<b>147,802</b>	<b>236,900</b>	<b>251,200</b>	<b>266,400</b>	<b>269,000</b>
<b>Fund/Division: 0012103</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				12.45 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2104</b>		<b>POLICE-TRAFFIC</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	163,200	0	172,700	190,400
4014	VACATION SELL BACK	0	12,000	0	12,000	12,000
4130	OVERTIME	3,296	23,100	7,500	23,100	23,100
4138	HOLIDAY PAY	0	6,300	6,300	6,600	7,300
4141	RACETRACK CONTROL	7,132	168,500	20,000	168,500	168,500
4143	BAND REVIEW	0	12,000	12,000	14,200	14,200
4241	P.E.R.S	0	66,400	0	73,400	81,900
4242	NON-PERSABLE COMPENSATION	0	2,400	0	2,400	2,400
4244	MEDICAL/DENTAL INSURANCE	107	29,600	0	32,800	32,800
4245	LONG TERM DISABILITY	0	300	0	300	300
4247	LIFE INSURANCE	0	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	146	5,600	700	5,800	6,100
4299	VACANCY RATE	0	-14,700	0	-15,400	-16,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>10,680</b>	<b>474,800</b>	<b>46,500</b>	<b>496,500</b>	<b>522,900</b>
SUPPLIES						
5260	FIELDS	3,925	3,700	3,700	3,700	3,700
5280	UNIFORM	0	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,925</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	173,834	237,200	180,000	200,000	200,000
6750	VEHICLE MAINTENANCE	6,202	7,500	7,800	7,800	7,800
6751	VEHICLE FUEL USAGE	2,264	1,000	1,500	1,500	1,500
6752	VEHICLE 3RD PARTY SVC	0	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>182,300</b>	<b>246,700</b>	<b>190,300</b>	<b>210,300</b>	<b>210,300</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>196,904</b>	<b>727,200</b>	<b>242,500</b>	<b>712,500</b>	<b>738,900</b>
<b>Fund/Division: 0012104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.02) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2105</b>		<b>POLICE-INVESTIGATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,235,595	1,432,400	1,350,900	1,754,200	1,861,100
4011	SPECIALIST PAY	55,957	59,200	50,500	55,800	55,800
4014	VACATION SELL BACK	17,841	39,000	39,000	39,000	39,000
4015	ALLOWANCES	402	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	20,367	22,600	23,000	28,500	33,600
4032	PART-TIME NON-PERS	43,363	0	0	0	0
4130	OVERTIME	94,718	92,600	92,600	92,600	92,600
4137	OVERTIME-REIMBURSABLE	18,223	40,000	40,000	40,000	40,000
4138	HOLIDAY PAY	57,025	48,900	48,900	61,100	65,000
4241	P.E.R.S	951,977	683,800	583,800	809,700	868,900
4242	NON-PERSABLE COMPENSATION	8,411	12,800	8,300	16,500	16,500
4244	MEDICAL/DENTAL INSURANCE	170,046	229,200	209,600	257,300	257,300
4245	LONG TERM DISABILITY	1,836	2,000	1,900	2,500	2,500
4247	LIFE INSURANCE	821	1,300	1,100	1,500	1,500
4250	FICA/HOSPITAL INSURANCE	22,141	24,400	22,800	30,000	31,700
4299	VACANCY RATE	0	-77,500	0	-80,800	-84,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>2,698,723</b>	<b>2,611,700</b>	<b>2,473,400</b>	<b>3,108,900</b>	<b>3,281,800</b>
SUPPLIES						
5260	FIELDS	12,464	19,800	19,800	19,800	19,800
5280	UNIFORM	12,400	14,000	14,000	14,400	14,400
<b>Total:</b>	<b>SUPPLIES</b>	<b>24,864</b>	<b>33,800</b>	<b>33,800</b>	<b>34,200</b>	<b>34,200</b>
OPERATING EXPENSES						
6130	INVESTIGATION	32,944	37,000	37,000	37,300	37,300
6160	CONTRACT SERVICES	72,889	65,600	65,600	67,500	67,500
6750	VEHICLE MAINTENANCE	37,023	35,000	35,000	35,000	35,000
6751	VEHICLE FUEL USAGE	11,856	12,000	12,000	16,000	16,000
6752	VEHICLE 3RD PARTY SVC	20,911	18,000	18,000	18,500	18,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>175,622</b>	<b>167,600</b>	<b>167,600</b>	<b>174,300</b>	<b>174,300</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	364,300	364,300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>364,300</b>	<b>364,300</b>
<b>Total:</b>		<b>2,899,209</b>	<b>2,813,100</b>	<b>2,674,800</b>	<b>3,681,700</b>	<b>3,854,600</b>
<b>Fund/Division: 0012105</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					30.88 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2106</b>		<b>POLICE-LABORATORY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	76,200	75,900	80,500	80,500	83,700
4021	LONGEVITY PAY	1,646	1,600	1,600	1,600	2,000
4130	OVERTIME	0	2,800	2,800	2,800	2,800
4138	HOLIDAY PAY	-745	3,000	3,000	3,200	3,300
4241	P.E.R.S	31,574	20,500	20,300	20,700	21,800
4244	MEDICAL/DENTAL INSURANCE	13,027	13,100	17,000	13,100	13,100
4245	LONG TERM DISABILITY	69	100	100	100	100
4247	LIFE INSURANCE	56	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,295	1,200	1,400	1,200	1,300
4299	VACANCY RATE	0	-3,500	0	-3,700	-3,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>123,121</b>	<b>114,800</b>	<b>126,800</b>	<b>119,600</b>	<b>124,400</b>
SUPPLIES						
5270	LABORATORY	7,828	11,000	11,000	11,000	11,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,828</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	12,400	12,400
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,400</b>	<b>12,400</b>
<b>Total:</b>		<b>130,949</b>	<b>125,800</b>	<b>137,800</b>	<b>143,000</b>	<b>147,800</b>
<b>Fund/Division: 0012106</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.67 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2107</b>		<b>POLICE-PATROL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	5,020,684	5,363,620	4,743,700	5,324,400	5,711,600
4011	SPECIALIST PAY	64,832	63,700	77,800	73,900	73,900
4014	VACATION SELL BACK	87,548	110,000	110,000	114,400	114,400
4015	ALLOWANCES	3,208	1,900	1,900	1,900	1,900
4021	LONGEVITY PAY	44,342	44,000	57,900	63,900	71,800
4025	RESERVE OFFICER REG PAY	11,384	80,000	10,000	80,000	80,000
4130	OVERTIME	308,454	420,200	420,200	437,000	437,000
4131	OVERTIME-DIRECTED ENFORCM	35,807	76,300	76,300	79,400	79,400
4134	SPECIAL DUTY	41,558	103,600	210,000	210,000	210,000
4137	OVERTIME-REIMBURSABLE	0	5,000	0	5,100	5,100
4138	HOLIDAY PAY	156,409	182,800	182,800	173,700	186,900
4144	FILMING	20,448	36,200	36,200	37,600	37,600
4241	P.E.R.S	3,684,377	2,405,600	2,035,200	2,417,600	2,621,900
4242	NON-PERSABLE COMPENSATION	42,515	57,300	42,600	52,600	52,800
4244	MEDICAL/DENTAL INSURANCE	569,465	818,900	609,100	744,800	744,800
4245	LONG TERM DISABILITY	7,392	8,100	6,700	7,300	7,300
4247	LIFE INSURANCE	4,526	4,900	4,100	5,300	5,400
4250	FICA/HOSPITAL INSURANCE	82,604	91,400	78,800	92,600	98,500
4299	VACANCY RATE	0	-286,400	0	-302,100	-321,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>10,185,552</b>	<b>9,587,120</b>	<b>8,703,300</b>	<b>9,619,400</b>	<b>10,218,700</b>
SUPPLIES						
5260	FIELDS	25,108	25,000	25,000	25,000	25,000
5261	SWAT FIELD	21,846	22,100	22,100	22,100	21,000
5262	SAFETY EQUIPMENT	18,412	20,000	20,000	20,000	20,000
5263	FTU SUPPLIES	127,361	127,700	127,700	127,700	127,700
5272	PRISONER	8,287	15,000	15,000	15,000	15,000
5280	UNIFORM	111,700	129,000	129,000	129,000	129,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>312,713</b>	<b>338,800</b>	<b>338,800</b>	<b>338,800</b>	<b>337,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	758,424	1,013,900	1,013,900	1,135,000	1,135,000
6507	WORKERS' COMPENSATION	408,400	413,600	413,600	435,800	438,900
6750	VEHICLE MAINTENANCE	217,602	229,000	229,000	229,000	235,000
6751	VEHICLE FUEL USAGE	107,184	110,000	130,500	130,500	130,500
6752	VEHICLE 3RD PARTY SVC	26,494	35,000	36,000	36,000	36,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,518,104</b>	<b>1,801,500</b>	<b>1,823,000</b>	<b>1,966,300</b>	<b>1,975,400</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	1,318,100	1,318,100
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,318,100</b>	<b>1,318,100</b>
<b>Total:</b>		<b>12,016,370</b>	<b>11,727,420</b>	<b>10,865,100</b>	<b>13,242,600</b>	<b>13,849,900</b>
<b>Fund/Division: 0012107</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					12.92	%

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2108</b>		<b>POLICE-RECORDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	397,868	441,300	385,000	407,500	439,100
4011	SPECIALIST PAY	8,549	4,500	8,400	2,700	2,700
4014	VACATION SELL BACK	0	3,000	3,000	3,100	31,000
4021	LONGEVITY PAY	7,187	9,000	5,000	4,400	4,400
4130	OVERTIME	6,064	13,000	13,000	13,400	13,400
4138	HOLIDAY PAY	7,443	13,400	13,400	12,300	13,200
4241	P.E.R.S	164,180	108,600	93,500	96,300	104,600
4242	NON-PERSABLE COMPENSATION	527	500	500	500	500
4244	MEDICAL/DENTAL INSURANCE	95,780	108,900	96,600	108,900	108,900
4245	LONG TERM DISABILITY	451	800	400	800	800
4247	LIFE INSURANCE	611	800	600	800	800
4250	FICA/HOSPITAL INSURANCE	5,911	6,200	6,900	6,400	7,300
4299	VACANCY RATE	0	-21,300	0	-19,700	-21,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>694,571</b>	<b>688,700</b>	<b>626,300</b>	<b>637,400</b>	<b>704,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	31,983	52,000	52,000	52,000	52,000
5125	PRINT SHOP	7,337	10,000	10,000	10,000	10,000
5280	UNIFORM	5,294	6,000	6,000	6,000	6,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>44,613</b>	<b>68,000</b>	<b>68,000</b>	<b>68,000</b>	<b>68,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	61,309	84,100	84,100	82,300	82,300
6730	OFFICE EQUIPMENT	1,506	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	291	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>63,107</b>	<b>91,700</b>	<b>91,700</b>	<b>89,900</b>	<b>89,900</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	60,600	60,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,600</b>	<b>60,600</b>
<b>Total:</b>		<b>802,291</b>	<b>848,400</b>	<b>786,000</b>	<b>855,900</b>	<b>923,400</b>
<b>Fund/Division: 0012108</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.88 %	



ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2109</b>		<b>POLICE-COMMUNITY AFFAIRS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	36,588	49,900	1,800	49,300	53,800
4014	VACATION SELL BACK	1,140	0	0	0	0
4021	LONGEVITY PAY	834	0	0	0	0
4030	PART-TIME PERS ONLY	15,699	23,000	23,000	23,000	23,000
4130	OVERTIME	0	2,400	0	2,400	2,400
4138	HOLIDAY PAY	1,230	1,900	1,900	1,900	2,100
4241	P.E.R.S	21,952	10,900	5,400	11,400	12,600
4244	MEDICAL/DENTAL INSURANCE	6,455	13,100	0	13,100	13,100
4245	LONG TERM DISABILITY	42	100	0	100	100
4247	LIFE INSURANCE	15	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	821	1,200	300	700	800
4299	VACANCY RATE	0	-3,100	0	-2,400	-2,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>84,774</b>	<b>99,500</b>	<b>32,400</b>	<b>99,600</b>	<b>105,400</b>
SUPPLIES						
5260	FIELDS	4,568	12,500	12,500	12,500	12,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,568</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	1,847	2,400	2,400	2,400	2,400
6751	VEHICLE FUEL USAGE	0	300	200	200	200
6752	VEHICLE 3RD PARTY SVC	35	600	500	500	500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,882</b>	<b>3,300</b>	<b>3,100</b>	<b>3,100</b>	<b>3,100</b>
SPECIAL PROGRAMS						
7157	CHAPLAIN PROGRAM	0	500	500	500	500
7158	EXPLORER PROGRAM	0	1,000	1,000	1,000	1,000
7811	POB CONTRIBUTIONS	0	0	0	3,300	3,300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>4,800</b>	<b>4,800</b>
<b>Total:</b>		<b>91,224</b>	<b>116,800</b>	<b>49,500</b>	<b>120,000</b>	<b>125,800</b>
<b>Fund/Division: 0012109</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.74 %	

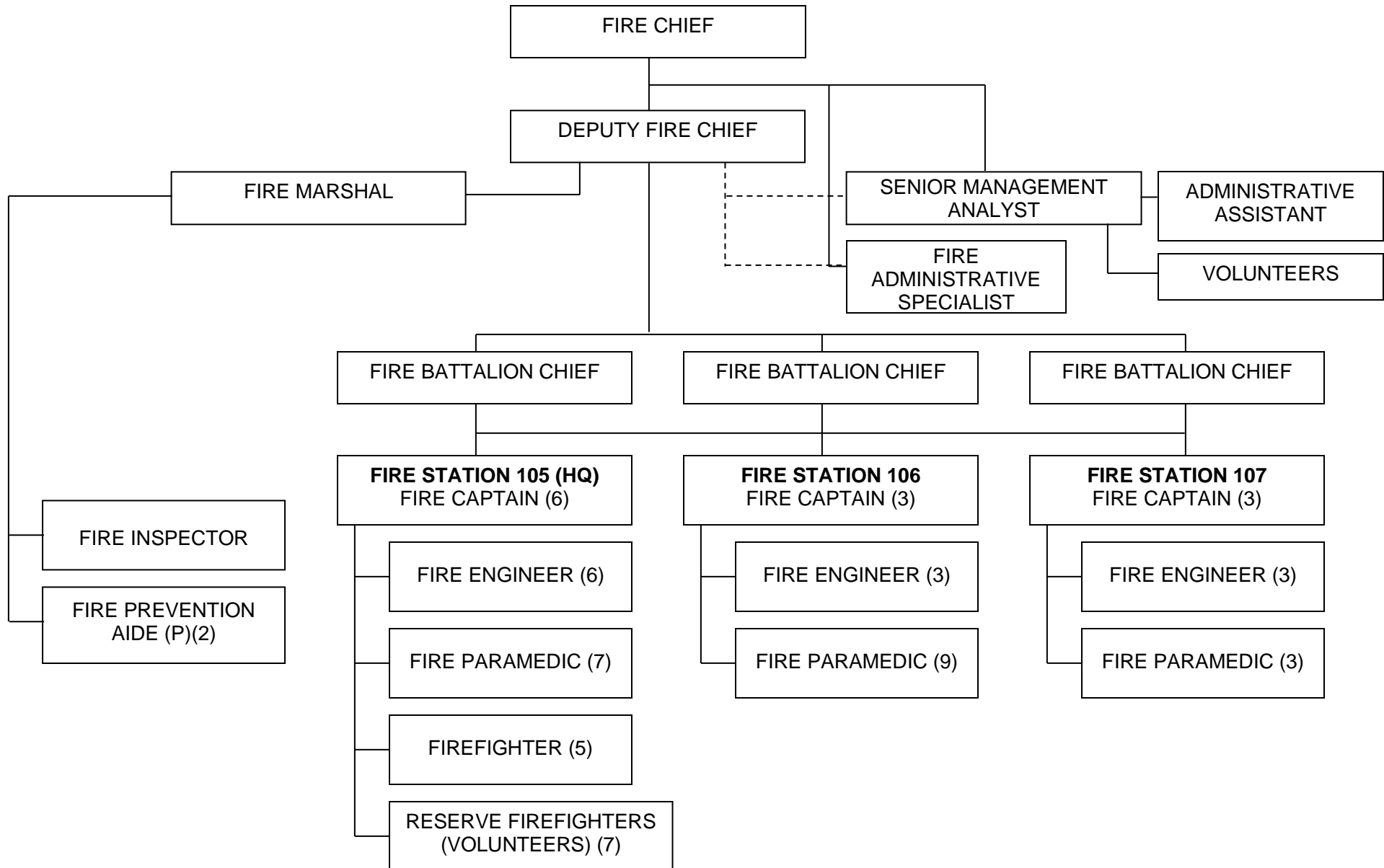
ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2110</b>		<b>POLICE-TRAINING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	241,766	204,800	212,700	214,200	224,300
4011	SPECIALIST PAY	10,049	7,600	8,000	8,000	8,000
4014	VACATION SELL BACK	10,192	10,000	10,000	10,000	10,000
4021	LONGEVITY PAY	4,997	8,200	8,400	8,200	8,200
4030	PART-TIME PERS ONLY	971	21,500	15,500	0	0
4032	PART-TIME NON-PERS	71,216	106,600	106,600	129,000	129,000
4130	OVERTIME	2,914	10,200	10,200	10,600	10,600
4138	HOLIDAY PAY	5,273	8,300	8,300	8,900	9,200
4241	P.E.R.S	175,445	91,800	93,800	94,200	99,500
4242	NON-PERSABLE COMPENSATION	1,206	1,200	1,300	1,200	1,200
4244	MEDICAL/DENTAL INSURANCE	32,261	33,400	32,300	29,500	29,500
4245	LONG TERM DISABILITY	310	300	200	300	300
4247	LIFE INSURANCE	135	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	4,931	5,400	4,600	5,700	5,800
4299	VACANCY RATE	0	-14,800	0	-15,600	-16,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>561,666</b>	<b>494,600</b>	<b>512,000</b>	<b>504,300</b>	<b>519,600</b>
SUPPLIES						
5262	SAFETY EQUIPMENT	108	1,600	1,600	1,600	1,600
5280	UNIFORM	2,300	1,300	1,300	1,300	1,300
5320	COMMUNICATIONS	17,644	17,400	18,900	19,000	19,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>20,052</b>	<b>20,300</b>	<b>21,800</b>	<b>21,900</b>	<b>21,900</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	19,839	40,600	40,600	40,600	40,600
6730	OFFICE EQUIPMENT	2,692	5,000	5,000	5,000	5,000
6750	VEHICLE MAINTENANCE	1,848	2,300	2,300	2,300	2,300
6751	VEHICLE FUEL USAGE	516	500	700	700	700
6752	VEHICLE 3RD PARTY SVC	0	1,000	800	800	800
6930	MEMBERSHIP & PUBLICATIONS	3,748	5,500	5,500	5,500	5,500
6940	OFFICIAL MEETINGS	3,091	53,000	53,000	53,000	53,000
6970	TRAINING	57,487	60,300	60,300	60,300	60,300
6971	TUITION REIMBURSEMENT	23,724	17,000	17,000	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6975	SWAT TRAINING	1,200	3,000	3,000	3,000	3,000
6976	LER POLICE ACADEMY	3,771	18,000	18,000	18,000	18,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>117,916</b>	<b>207,200</b>	<b>207,200</b>	<b>207,200</b>	<b>207,200</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	59,400	59,400
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59,400</b>	<b>59,400</b>
<b>Total:</b>		<b>699,634</b>	<b>722,100</b>	<b>741,000</b>	<b>792,800</b>	<b>808,100</b>
<b>Fund/Division: 0012110</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.79 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2113</b>		<b>POLICE-DISPATCH</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	536,506	554,500	590,400	598,400	631,400
4011	SPECIALIST PAY	4,191	900	1,100	900	900
4014	VACATION SELL BACK	2,984	6,000	6,000	6,200	6,200
4021	LONGEVITY PAY	11,920	12,000	12,100	12,800	13,400
4130	OVERTIME	191,228	140,000	140,000	144,200	144,200
4138	HOLIDAY PAY	25,966	21,800	26,800	23,500	24,800
4241	P.E.R.S	229,748	143,300	151,700	150,600	160,300
4244	MEDICAL/DENTAL INSURANCE	110,617	117,800	135,900	117,800	117,800
4245	LONG TERM DISABILITY	590	900	500	900	900
4247	LIFE INSURANCE	481	600	500	600	600
4250	FICA/HOSPITAL INSURANCE	11,928	10,600	11,600	11,400	11,900
4299	VACANCY RATE	0	-30,300	0	-32,000	-33,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,126,156</b>	<b>978,100</b>	<b>1,076,600</b>	<b>1,035,300</b>	<b>1,079,000</b>
SUPPLIES						
5280	UNIFORM	1,813	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,813</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	23,961	24,800	24,800	32,900	32,900
6730	OFFICE EQUIPMENT	1,492	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>25,453</b>	<b>26,300</b>	<b>26,300</b>	<b>34,400</b>	<b>34,400</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	95,700	95,700
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95,700</b>	<b>95,700</b>
<b>Total:</b>		<b>1,153,422</b>	<b>1,006,400</b>	<b>1,104,900</b>	<b>1,167,400</b>	<b>1,211,100</b>
<b>Fund/Division: 0012113</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					16.00 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2114</b>		<b>POLICE SERVICE DOG (K-9)</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	204,277	208,600	217,200	224,200	235,700
4011	SPECIALIST PAY	22,060	12,100	23,600	24,200	24,200
4014	VACATION SELL BACK	1,741	6,000	6,000	6,000	6,000
4021	LONGEVITY PAY	1,646	1,600	1,600	3,100	3,300
4130	OVERTIME	11,404	31,100	31,100	32,300	32,300
4138	HOLIDAY PAY	9,220	8,500	9,200	9,700	10,100
4241	P.E.R.S	156,499	100,400	98,700	112,800	119,400
4242	NON-PERSABLE COMPENSATION	2,311	2,400	2,500	2,400	2,400
4244	MEDICAL/DENTAL INSURANCE	23,749	35,100	31,000	32,800	32,800
4245	LONG TERM DISABILITY	326	300	300	300	300
4247	LIFE INSURANCE	107	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	3,447	3,800	4,200	4,400	4,600
4299	VACANCY RATE	0	-12,000	0	-13,600	-14,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>436,786</b>	<b>398,000</b>	<b>425,500</b>	<b>438,700</b>	<b>457,100</b>
SUPPLIES						
5260	FIELDS	36,934	19,700	20,700	19,700	19,700
5280	UNIFORM	2,000	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>38,934</b>	<b>21,700</b>	<b>22,700</b>	<b>21,700</b>	<b>21,700</b>
OPERATING EXPENSES						
6970	TRAINING	825	10,100	10,100	10,100	10,100
6974	K9 TRAINING	14,811	13,800	13,500	13,800	13,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>15,637</b>	<b>23,900</b>	<b>23,600</b>	<b>23,900</b>	<b>23,900</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	63,500	63,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,500</b>	<b>63,500</b>
<b>Total:</b>		<b>491,357</b>	<b>443,600</b>	<b>471,800</b>	<b>547,800</b>	<b>566,200</b>
<b>Fund/Division: 0012114</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					23.49 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 2115		POLICE PROF STANDARDS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	215,600	248,600	260,900	278,800
4011	SPECIALIST PAY	0	7,000	14,300	14,300	14,300
4014	VACATION SELL BACK	0	8,000	8,000	8,300	8,300
4021	LONGEVITY PAY	0	1,600	3,300	3,800	3,800
4130	OVERTIME	0	10,000	10,000	10,400	10,400
4138	HOLIDAY PAY	0	8,600	10,100	10,700	11,400
4241	P.E.R.S	0	102,500	118,600	131,300	141,300
4242	NON-PERSABLE COMPENSATION	0	2,400	2,500	2,400	2,400
4244	MEDICAL/DENTAL INSURANCE	0	35,100	26,600	32,800	32,800
4245	LONG TERM DISABILITY	0	300	300	300	300
4247	LIFE INSURANCE	0	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	0	3,600	4,100	4,500	4,800
4299	VACANCY RATE	0	-11,500	0	-18,800	-20,000
Total:	SALARIES & WAGES	0	383,300	446,500	461,000	488,700
SUPPLIES						
5260	FIELDS	0	2,500	2,500	2,500	2,500
5280	UNIFORM	0	2,600	2,600	2,600	2,600
Total:	SUPPLIES	0	5,100	5,100	5,100	5,100
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	0	0	6,800	6,800
6730	OFFICE EQUIPMENT	0	600	600	600	600
Total:	OPERATING EXPENSES	0	600	600	7,400	7,400
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	75,000	75,000
Total:	SPECIAL PROGRAMS	0	0	0	75,000	75,000
Total:		0	389,000	452,200	548,500	576,200
Fund/Division: 0012115						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					41.00 %	

# 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 principal 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 lifesaving 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 2022-23 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 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, providing access to mental health professionals, partnering with a local college for wellness services, re-examining the annual physical process, and incorporating best practices for cancer prevention.
10. Conduct a Fire Services Impact study to establish appropriate fees for new developments to help fund heavily used and costly fire equipment resulting from continued increase in new construction projects.
11. Partner with and coordinate with the California Conservation Corp in developing and carrying out fuel mitigation projects in the High Hazard Fire Danger Area in the north part of the city to lower the fire danger.
12. Continue to develop and enhance Community outreach and engagement projects through different programs such as the Fire Explorer Program and Sidewalk CPR training.
13. Amend and adopt the 2022 California Fire Code to maintain our current standards of preserving life and property.

## **FY22-23 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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2200</b>	<b>FIRE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	6,524,874	6,585,800	6,677,500	7,098,400	7,555,300
4011 SPECIALIST PAY	78,674	92,800	81,900	87,000	87,000
4013 VACATION PAY OFF	39,451	0	0	0	0
4014 VACATION SELL BACK	36,301	34,800	35,800	37,300	38,500
4015 ALLOWANCES	5,758	6,000	6,100	5,000	5,000
4021 LONGEVITY PAY	79,976	79,700	93,400	100,100	121,600
4032 PART-TIME NON-PERS	22,918	25,000	25,000	40,000	40,000
4130 OVERTIME	1,194,840	1,022,800	1,564,000	1,352,300	1,420,100
4132 OVERTIME-STRIKETEAM	525,574	235,000	478,800	367,500	385,900
4135 .5 OVERTIME	523,113	423,400	615,400	559,600	587,600
4136 0.5 OVERTIME STRIKETEAM	229,042	110,000	217,500	162,600	170,800
4138 HOLIDAY PAY	289,665	265,700	265,700	287,200	306,500
4139 .05 PERS FLSA PAY	131,388	136,000	140,100	145,800	153,100
4144 FILMING	21,087	36,000	64,500	38,200	40,100
4241 P.E.R.S	4,909,223	3,045,400	2,892,100	3,230,700	3,482,500
4242 NON-PERSABLE COMPENSATIOI	203,352	207,900	207,500	208,300	208,700
4244 MEDICAL/DENTAL INSURANCE	763,149	829,800	832,000	899,400	899,400
4245 LONG TERM DISABILITY	913	1,000	900	1,000	1,000
4247 LIFE INSURANCE	5,811	6,700	5,600	6,800	7,100
4250 FICA/HOSPITAL INSURANCE	137,503	130,800	145,200	148,800	157,900
4299 VACANCY RATE	0	-398,300	0	-442,500	-468,400
<b>Total: SALARIES &amp; WAGES</b>	<b>15,722,614</b>	<b>12,876,300</b>	<b>14,349,000</b>	<b>14,333,500</b>	<b>15,199,700</b>
SUPPLIES					
5110 OFFICE SUPPLIES	17,377	18,200	18,200	18,200	18,200
5115 PROGRAM EXPENSES	240	1,600	1,600	1,600	1,600
5121 PUBLIC EDUCATION SUPPLIES	1,365	3,200	3,200	3,300	3,400
5125 PRINT SHOP	1,928	2,500	2,500	2,500	2,500
5230 BUILDING AND GROUNDS	29,019	29,000	29,000	29,500	29,500
5260 FIELDS	108,750	106,700	119,200	122,500	125,900
5280 UNIFORM	70,629	79,900	79,900	88,600	88,600
5420 FIRE FIGHTING EQUIPMENT	7,248	7,400	7,400	9,600	10,000
<b>Total: SUPPLIES</b>	<b>236,557</b>	<b>248,500</b>	<b>261,000</b>	<b>275,800</b>	<b>279,700</b>
OPERATING EXPENSES					
6125 ARSON PROGRAM	307	2,500	2,500	2,000	2,000
6160 CONTRACT SERVICES	536,456	585,900	585,900	591,600	592,700
6210 TELEPHONE	41,929	40,500	53,200	54,300	55,400
6505 GENERAL LIABILITY	266,700	272,000	272,000	281,000	283,100
6507 WORKERS' COMPENSATION	353,300	360,400	360,400	379,800	382,400
6611 ELECTRIC	110,109	113,000	115,700	127,200	136,100
6612 GAS	14,750	14,400	25,200	27,000	28,400
6614 WATER	12,463	13,000	10,000	10,000	10,000
6710 COMMUNICATIONS	30,460	38,500	38,500	40,000	40,000
6730 OFFICE EQUIPMENT	294	300	300	300	300
6750 VEHICLE MAINTENANCE	239,566	248,800	256,800	257,000	254,500
6751 VEHICLE FUEL USAGE	67,002	51,100	57,100	57,100	57,400
6752 VEHICLE 3RD PARTY SVC	153,288	156,600	160,600	160,400	161,600
6760 BUILDING REPAIR & MAINT	44,099	47,100	47,100	47,100	47,100
6765 TRAINING CENTER MAINT	8,419	10,000	10,000	10,000	10,000

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
6770 PARAMEDIC EQUIPMENT	3,120	3,300	5,000	5,300	5,500
6780 PORTABLE EQUIPMENT	2,153	2,200	2,200	2,300	2,300
6903 PERMITS FEES	3,869	4,000	4,000	4,000	4,000
6905 GEMT FEES	0	87,200	87,200	90,300	90,300
6922 LIBRARY MATERIALS	627	3,100	3,100	5,700	3,300
6930 MEMBERSHIP & PUBLICATIONS	2,241	4,000	3,800	4,000	4,000
6940 OFFICIAL MEETINGS	516	3,000	3,000	3,200	3,200
6960 EQUIPMENT REPLACEMENT	163,037	1,406,000	0	0	0
6970 TRAINING	32,974	40,000	48,900	46,700	48,200
6971 TUITION REIMBURSEMENT	24,110	30,400	18,300	28,300	28,300
6977 EMPLOYEE SUPPORT	2,600	2,900	2,900	2,900	2,900
<b>Total: OPERATING EXPENSES</b>	<b>2,114,392</b>	<b>3,540,200</b>	<b>2,173,700</b>	<b>2,237,500</b>	<b>2,253,000</b>
SPECIAL PROGRAMS					
7233 AUX FIREFIGHTER PROGRAM	6,615	10,000	10,000	10,800	10,800
7811 POB CONTRIBUTIONS	0	0	0	1,753,600	1,753,600
<b>Total: SPECIAL PROGRAMS</b>	<b>6,615</b>	<b>10,000</b>	<b>10,000</b>	<b>1,764,400</b>	<b>1,764,400</b>
<b>Total Division:</b>	<b>18,080,177</b>	<b>16,675,000</b>	<b>16,793,700</b>	<b>18,611,200</b>	<b>19,496,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				11.61 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2201</b>		<b>FIRE-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	574,125	572,300	582,600	611,000	639,800
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4013	VACATION PAY OFF	39,451	0	0	0	0
4014	VACATION SELL BACK	31,385	29,900	30,800	32,000	33,000
4015	ALLOWANCES	2,401	2,500	1,600	2,500	2,500
4021	LONGEVITY PAY	8,705	8,700	9,400	13,100	16,400
4032	PART-TIME NON-PERS	0	0	0	15,000	15,000
4130	OVERTIME	486	0	0	0	0
4241	P.E.R.S	372,544	236,100	221,400	243,600	258,700
4242	NON-PERSABLE COMPENSATION	2,534	2,500	2,500	2,700	2,800
4244	MEDICAL/DENTAL INSURANCE	62,842	63,400	72,800	67,600	67,600
4245	LONG TERM DISABILITY	422	400	400	400	400
4247	LIFE INSURANCE	1,406	1,600	1,400	1,700	1,700
4250	FICA/HOSPITAL INSURANCE	9,462	8,800	9,200	9,600	10,000
4299	VACANCY RATE	0	-27,800	0	-30,100	-31,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,106,732</b>	<b>899,400</b>	<b>933,100</b>	<b>970,100</b>	<b>1,017,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	17,377	18,000	18,000	18,000	18,000
5125	PRINT SHOP	1,928	1,600	1,600	1,600	1,600
5280	UNIFORM	1,725	1,800	1,800	1,800	1,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>21,030</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	425,118	472,900	472,900	473,000	473,000
6730	OFFICE EQUIPMENT	294	300	300	300	300
6750	VEHICLE MAINTENANCE	10,799	10,500	10,500	10,500	11,000
6751	VEHICLE FUEL USAGE	9,836	6,500	6,500	6,500	6,800
6752	VEHICLE 3RD PARTY SVC	1,557	1,500	1,500	1,500	1,700
6922	LIBRARY MATERIALS	303	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	1,481	2,400	2,400	2,400	2,400
6940	OFFICIAL MEETINGS	417	2,500	2,500	2,500	2,500
6960	EQUIPMENT REPLACEMENT	163,037	1,406,000	0	0	0
6970	TRAINING	4,004	6,200	6,200	6,200	6,200
6977	EMPLOYEE SUPPORT	2,600	2,900	2,900	2,900	2,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>619,445</b>	<b>1,911,900</b>	<b>505,900</b>	<b>506,000</b>	<b>507,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	135,500	135,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,500</b>	<b>135,500</b>
<b>Total:</b>		<b>1,747,207</b>	<b>2,832,700</b>	<b>1,460,400</b>	<b>1,633,000</b>	<b>1,681,300</b>
<b>Fund/Division: 0012201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(42.35) %	

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<hr/>					
<b>DIVISION: 2202</b>	<b>FIRE-BUILDING</b>				
SUPPLIES					
5230 BUILDING AND GROUNDS	29,019	29,000	29,000	29,500	29,500
<b>Total: SUPPLIES</b>	<b>29,019</b>	<b>29,000</b>	<b>29,000</b>	<b>29,500</b>	<b>29,500</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	55,383	54,100	54,100	58,300	58,300
6210 TELEPHONE	41,929	40,500	53,200	54,300	55,400
6611 ELECTRIC	110,109	113,000	115,700	127,200	136,100
6612 GAS	14,750	14,400	25,200	27,000	28,400
6614 WATER	12,463	13,000	10,000	10,000	10,000
6760 BUILDING REPAIR & MAINT	44,099	47,100	47,100	47,100	47,100
6765 TRAINING CENTER MAINT	8,419	10,000	10,000	10,000	10,000
6780 PORTABLE EQUIPMENT	0	2,200	2,200	2,300	2,300
6903 PERMITS FEES	3,869	4,000	4,000	4,000	4,000
<b>Total: OPERATING EXPENSES</b>	<b>291,021</b>	<b>298,300</b>	<b>321,500</b>	<b>340,200</b>	<b>351,600</b>
<hr/>					
<b>Total:</b>	<b>320,041</b>	<b>327,300</b>	<b>350,500</b>	<b>369,700</b>	<b>381,100</b>
<b>Fund/Division: 0012202</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				12.95 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2204</b>		<b>FIRE-PREVENTION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	271,302	269,400	287,500	295,100	306,900
4014	VACATION SELL BACK	4,916	4,900	5,000	5,300	5,500
4015	ALLOWANCES	580	600	600	600	600
4021	LONGEVITY PAY	5,968	5,200	8,800	9,800	9,800
4032	PART-TIME NON-PERS	22,918	25,000	25,000	25,000	25,000
4241	P.E.R.S	113,095	70,100	72,700	74,000	77,600
4242	NON-PERSABLE COMPENSATION	642	600	700	700	700
4244	MEDICAL/DENTAL INSURANCE	43,698	44,100	52,400	44,100	44,100
4245	LONG TERM DISABILITY	206	300	200	300	300
4247	LIFE INSURANCE	466	500	500	500	600
4250	FICA/HOSPITAL INSURANCE	4,505	4,400	5,000	4,800	5,000
4299	VACANCY RATE	0	-12,800	0	-13,500	-13,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>468,296</b>	<b>412,300</b>	<b>458,400</b>	<b>446,700</b>	<b>462,200</b>
SUPPLIES						
5121	PUBLIC EDUCATION SUPPLIES	1,365	3,200	3,200	3,300	3,400
5125	PRINT SHOP	0	500	500	500	500
5280	UNIFORM	1,283	1,300	1,300	1,300	1,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,648</b>	<b>5,000</b>	<b>5,000</b>	<b>5,100</b>	<b>5,200</b>
OPERATING EXPENSES						
6125	ARSON PROGRAM	307	2,500	2,500	2,000	2,000
6750	VEHICLE MAINTENANCE	1,373	1,300	1,300	1,500	1,500
6751	VEHICLE FUEL USAGE	27	100	100	100	100
6752	VEHICLE 3RD PARTY SVC	832	600	600	400	400
6922	LIBRARY MATERIALS	325	2,400	2,400	5,000	2,600
6930	MEMBERSHIP & PUBLICATIONS	760	1,000	800	1,000	1,000
6940	OFFICIAL MEETINGS	99	100	100	100	100
6970	TRAINING	0	2,100	2,200	2,200	2,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>3,723</b>	<b>10,100</b>	<b>10,000</b>	<b>12,300</b>	<b>10,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	44,400	44,400
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,400</b>	<b>44,400</b>
<b>Total:</b>		<b>474,666</b>	<b>427,400</b>	<b>473,400</b>	<b>508,500</b>	<b>521,800</b>
<b>Fund/Division: 0012204</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					18.98 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2205</b>		<b>FIRE-PARAMEDICS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,522,236	2,017,900	1,997,000	2,158,700	2,315,900
4011	SPECIALIST PAY	8,336	13,700	11,200	8,900	8,900
4021	LONGEVITY PAY	18,711	19,100	19,200	19,400	27,200
4130	OVERTIME	393,232	342,800	579,100	502,000	527,300
4132	OVERTIME-STRIKETEAM	95,963	70,000	133,100	85,400	89,700
4135	.5 OVERTIME	183,447	157,000	196,900	194,300	204,000
4136	0.5 OVERTIME STRIKETEAM	56,100	40,000	61,400	43,600	45,800
4138	HOLIDAY PAY	81,484	101,400	101,400	108,100	116,300
4139	.05 PERS FLSA PAY	38,678	46,000	50,100	52,200	54,800
4144	FILMING	731	0	0	0	0
4241	P.E.R.S	1,193,177	930,500	882,600	990,700	1,076,800
4242	NON-PERSABLE COMPENSATION	57,756	80,100	66,100	80,100	80,100
4244	MEDICAL/DENTAL INSURANCE	174,328	266,500	233,900	290,600	290,600
4247	LIFE INSURANCE	757	1,200	1,000	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	32,385	40,700	45,600	46,000	49,200
4299	VACANCY RATE	0	-123,800	0	-137,500	-146,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>3,857,321</b>	<b>4,003,100</b>	<b>4,378,600</b>	<b>4,443,700</b>	<b>4,741,100</b>
SUPPLIES						
5115	PROGRAM EXPENSES	240	1,600	1,600	1,600	1,600
5260	FIELDS	85,450	83,000	95,500	98,300	101,200
<b>Total:</b>	<b>SUPPLIES</b>	<b>85,690</b>	<b>84,600</b>	<b>97,100</b>	<b>99,900</b>	<b>102,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	31,797	33,900	33,900	34,900	36,000
6750	VEHICLE MAINTENANCE	20,159	22,000	25,000	25,000	22,000
6751	VEHICLE FUEL USAGE	11,036	7,500	9,500	9,500	9,500
6752	VEHICLE 3RD PARTY SVC	1,222	4,500	4,500	4,500	5,500
6770	PARAMEDIC EQUIPMENT	3,120	3,300	5,000	5,300	5,500
6905	GEMT FEES	0	87,200	87,200	90,300	90,300
6970	TRAINING	7,284	17,000	17,000	20,400	21,800
6971	TUITION REIMBURSEMENT	8,401	5,400	1,300	8,300	8,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>83,019</b>	<b>180,800</b>	<b>183,400</b>	<b>198,200</b>	<b>198,900</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	524,500	524,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>524,500</b>	<b>524,500</b>
<b>Total:</b>		<b>4,026,031</b>	<b>4,268,500</b>	<b>4,659,100</b>	<b>5,266,300</b>	<b>5,567,300</b>
<b>Fund/Division: 0012205</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					23.38 %	

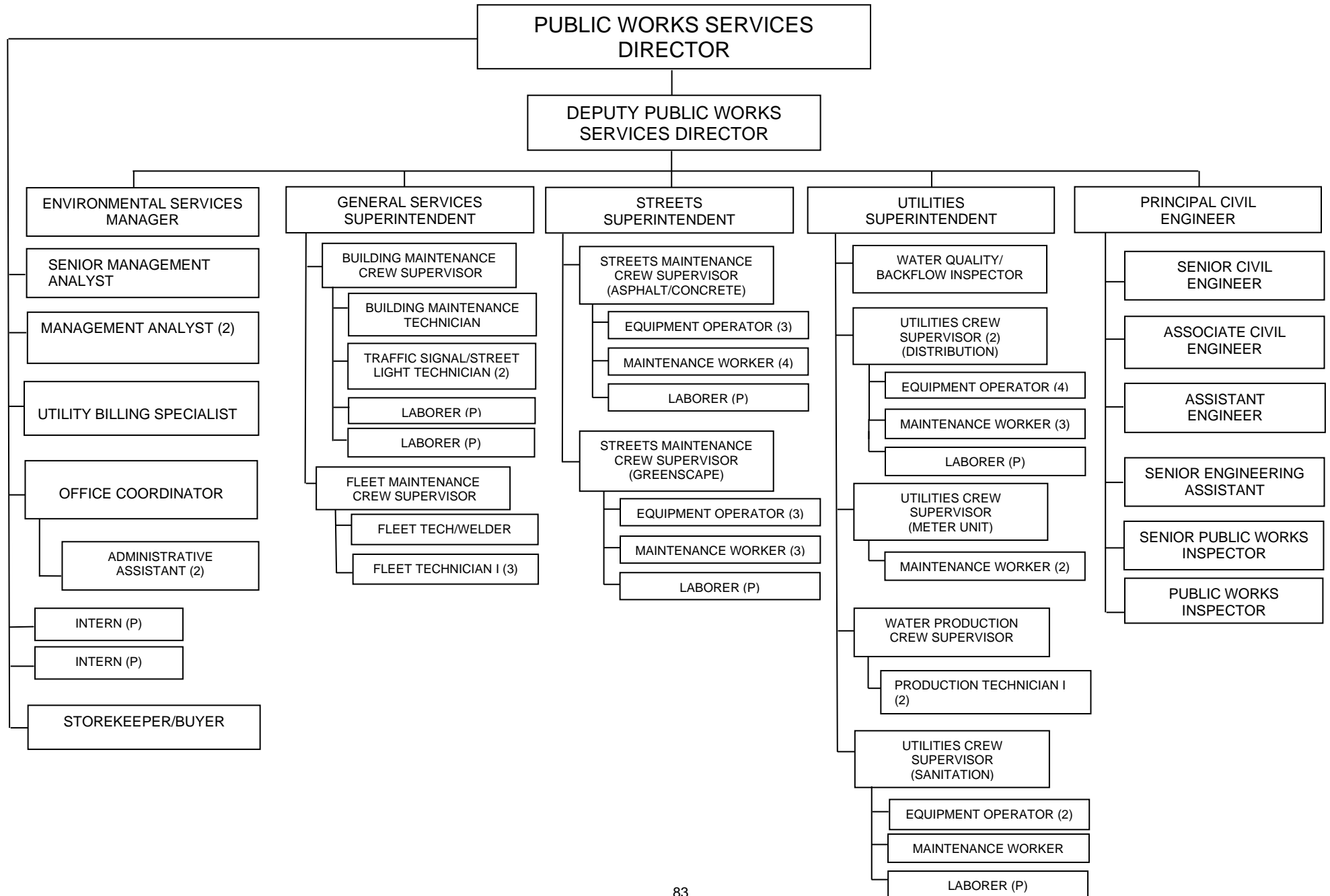


ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2206</b>		<b>FIRE-SUPPRESSION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	4,157,211	3,726,200	3,810,400	4,033,600	4,292,700
4011	SPECIALIST PAY	69,369	78,100	69,700	77,100	77,100
4015	ALLOWANCES	2,777	2,900	3,900	1,900	1,900
4021	LONGEVITY PAY	46,592	46,700	56,000	57,800	68,200
4130	OVERTIME	801,122	680,000	984,900	850,300	892,800
4132	OVERTIME-STRIKETEAM	429,611	165,000	345,700	282,100	296,200
4135	.5 OVERTIME	339,667	266,400	418,500	365,300	383,600
4136	0.5 OVERTIME STRIKETEAM	172,943	70,000	156,100	119,000	125,000
4138	HOLIDAY PAY	208,181	164,300	164,300	179,100	190,200
4139	.05 PERS FLSA PAY	92,710	90,000	90,000	93,600	98,300
4144	FILMING	20,356	36,000	64,500	38,200	40,100
4241	P.E.R.S	3,230,407	1,808,700	1,715,400	1,922,400	2,069,400
4242	NON-PERSABLE COMPENSATION	142,421	124,700	138,200	124,800	125,100
4244	MEDICAL/DENTAL INSURANCE	482,281	455,800	472,900	497,100	497,100
4245	LONG TERM DISABILITY	285	300	300	300	300
4247	LIFE INSURANCE	3,181	3,400	2,700	3,400	3,600
4250	FICA/HOSPITAL INSURANCE	91,151	76,900	85,400	88,400	93,700
4299	VACANCY RATE	0	-233,900	0	-261,400	-276,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>10,290,264</b>	<b>7,561,500</b>	<b>8,578,900</b>	<b>8,473,000</b>	<b>8,979,000</b>
SUPPLIES						
5260	FIELDS	19,844	18,500	18,500	19,000	19,500
5280	UNIFORM	67,622	76,800	76,800	85,500	85,500
5420	FIRE FIGHTING EQUIPMENT	7,248	7,400	7,400	9,600	10,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>94,713</b>	<b>102,700</b>	<b>102,700</b>	<b>114,100</b>	<b>115,000</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	266,700	272,000	272,000	281,000	283,100
6507	WORKERS' COMPENSATION	353,300	360,400	360,400	379,800	382,400
6710	COMMUNICATIONS	30,460	38,500	38,500	40,000	40,000
6750	VEHICLE MAINTENANCE	207,235	215,000	220,000	220,000	220,000
6751	VEHICLE FUEL USAGE	46,104	37,000	41,000	41,000	41,000
6752	VEHICLE 3RD PARTY SVC	149,677	150,000	154,000	154,000	154,000
6780	PORTABLE EQUIPMENT	2,153	0	0	0	0
6922	LIBRARY MATERIALS	0	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	0	600	600	600	600
6970	TRAINING	21,487	13,500	22,300	16,500	16,500
6971	TUITION REIMBURSEMENT	15,710	25,000	17,000	20,000	20,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,092,826</b>	<b>1,112,500</b>	<b>1,126,300</b>	<b>1,153,400</b>	<b>1,158,100</b>
SPECIAL PROGRAMS						
7233	AUX FIREFIGHTER PROGRAM	6,615	10,000	10,000	10,800	10,800
7811	POB CONTRIBUTIONS	0	0	0	1,049,200	1,049,200
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>6,615</b>	<b>10,000</b>	<b>10,000</b>	<b>1,060,000</b>	<b>1,060,000</b>

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>Total:</b>		<b>11,484,418</b>	<b>8,786,700</b>	<b>9,817,900</b>	<b>10,800,500</b>	<b>11,312,100</b>
<b>Fund/Division: 0012206</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					22.92	%

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 2207</b>		<b>FIRE-EMERGENCY</b>				
SUPPLIES						
5110	OFFICE SUPPLIES	0	200	200	200	200
5125	PRINT SHOP	0	400	400	400	400
5260	FIELDS	3,457	5,200	5,200	5,200	5,200
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,457</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	24,158	25,000	25,000	25,400	25,400
6940	OFFICIAL MEETINGS	0	400	400	600	600
6970	TRAINING	200	1,200	1,200	1,400	1,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>24,358</b>	<b>26,600</b>	<b>26,600</b>	<b>27,400</b>	<b>27,400</b>
<b>Total:</b>		<b>27,815</b>	<b>32,400</b>	<b>32,400</b>	<b>33,200</b>	<b>33,200</b>
<b>Fund/Division: 0012207</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.47 %	

# PUBLIC WORKS SERVICES DEPARTMENT



## PUBLIC WORKS SERVICES DEPARTMENT

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### Description

The Public Works Services Department (PWSD) is responsible for the maintenance and repair of the City's publicly owned infrastructure, facilities, and oversees environmental programs. The goal of the PWSD is to protect the health and safety of the community by overseeing the maintenance, repair, and replacement of publicly owned infrastructure and where practicable and feasible, implement and maintain sustainable practices. The PWSD has 65 full time employees. The Department is organized into two operational divisions that plan and develop core programs to meet the needs of the community:

- The **Administration Division** provides general planning and management of the department, including policy direction, engineering, and capital improvement projects.
- The **Field Services Division** provides daily maintenance and repair of the City's facilities, fleet, equipment, streets, trees, water distribution system, sewer system, and environmental programs.

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 2022-23 Work Plan:

1. Completion of the Annual Slurry Seal Program that includes repairing sections of damaged streets, sidewalks, curbs, and gutters.
2. Replacement of the Automatic Meter Reading (AMR) system to Advanced Metering Infrastructure (AMI). The new water meter system will prove beneficial both to the city and utility customers as it will allow instantaneous access to water usage. This will help customers to monitor their water consumption, detect possible water leaks, and improve water conservation efforts.
3. Inspection of City sewer lines through Closed-Circuit TV (CCTV) inspections to identify and repair damaged sections of sewer lines and improve maintenance operations.

4. Completion of a feasibility study to identify the most cost effective way to rehabilitate Chapman Water Facility.
5. Reconstruction of various streets throughout the city with rubberized asphalt pavement as part of the Pavement Rehabilitation Program. Adding rubber to asphalt pavement improves the strength of the pavement and is environmentally beneficial
6. Replacement of an existing sewer line determined per the updated Sewer Master Plan. The construction of larger pipes will improve pipe capacity and reduce the potential of a sewer backup.
7. Replacement of a 4" steel water main in the alley south of La Porte Street between 1<sup>st</sup> Avenue and Saint Joseph Street, with a new 8" ductile iron water main as part of the Water Main Replacement Program. This will alleviate frequent main breaks and hydraulic inefficiencies.

## **FY22-23 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	1.00
Building Maintenance Crew Supervisor	1.00
Building Maintenance Technician	1.00
Deputy Public Works Director	1.00
Environmental Services Manager	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	2.00
Office Coordinator	1.00
Principal Civil Engineer	1.00
Public Works Inspector	1.00
Public Works Services Director	1.00

## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***PUBLIC WORKS***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Senior Civil Engineer	1.00
Senior Engineering Assistant	1.00
Senior Management Analyst	1.00
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
Utility Billing Specialist	1.00
Water Production Crew Supervisor	1.00
Water Production Technician I	2.00
Water Quality/Backflow Inspector	1.00
<b>TOTAL</b>	<b>65.00</b>



ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DEPARTMENTAL SUMMARY		3300	PUBLIC WORKS SERVICES			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,608,745	1,683,300	1,573,000	1,765,200	1,871,300
4011	SPECIALIST PAY	170	200	200	200	200
4014	VACATION SELL BACK	9,223	15,200	10,800	14,700	14,700
4015	ALLOWANCES	464	400	1,000	200	200
4019	STAND BY PAY	16,151	14,900	19,300	19,500	20,000
4021	LONGEVITY PAY	24,581	25,700	25,400	25,500	28,500
4032	PART-TIME NON-PERS	11,282	39,500	14,000	39,500	39,500
4130	OVERTIME	28,795	29,800	31,300	31,300	31,300
4241	P.E.R.S	644,309	398,600	377,300	413,600	442,900
4242	NON-PERSABLE COMPENSATIOI	1,286	1,400	1,200	1,300	1,300
4244	MEDICAL/DENTAL INSURANCE	330,423	347,000	348,600	347,000	347,000
4245	LONG TERM DISABILITY	1,644	2,300	1,100	2,300	2,300
4247	LIFE INSURANCE	1,926	2,300	1,500	2,300	2,300
4250	FICA/HOSPITAL INSURANCE	25,529	26,100	25,600	27,600	29,300
4299	VACANCY RATE	0	-77,700	0	-77,200	-81,200
Total: SALARIES & WAGES		2,704,528	2,509,000	2,430,300	2,613,000	2,749,600
SUPPLIES						
5110	OFFICE SUPPLIES	7,515	8,400	8,400	13,800	13,800
5125	PRINT SHOP	3,623	3,300	3,300	3,300	3,300
5230	BUILDING AND GROUNDS	35,387	40,100	40,100	40,100	42,100
5260	FIELDS	131,106	133,800	131,800	139,800	139,800
5262	SAFETY EQUIPMENT	0	300	300	300	300
5280	UNIFORM	13,995	13,000	13,000	15,600	14,000
5290	STREET SIGNS	12,139	12,000	12,000	12,000	12,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	12,678	14,200	14,200	14,300	14,300
Total: SUPPLIES		219,443	228,100	226,100	242,200	242,600
OPERATING EXPENSES						
6160	CONTRACT SERVICES	935,832	693,300	699,100	737,200	736,100
6210	TELEPHONE	7,132	7,200	6,700	6,800	6,900
6505	GENERAL LIABILITY	73,000	74,400	74,400	76,800	77,400
6507	WORKERS' COMPENSATION	81,800	83,500	83,500	88,000	88,600
6611	ELECTRIC	192,525	200,600	218,700	238,100	253,700
6612	GAS	12,362	12,600	12,800	23,200	24,300
6614	WATER	182,282	174,100	173,700	173,700	173,700
6750	VEHICLE MAINTENANCE	152,527	148,800	154,800	151,800	152,400
6751	VEHICLE FUEL USAGE	91,395	95,600	108,200	107,200	110,200
6752	VEHICLE 3RD PARTY SVC	27,157	23,300	28,500	25,800	25,900
6760	BUILDING REPAIR & MAINT	26,730	24,700	24,700	24,700	26,000
6781	SIGNAL MAINTENANCE	20,700	18,000	22,000	20,000	20,000
6790	CONTRACT TRAFFIC MARKING	115,700	110,000	110,000	110,000	115,000
6792	CONTRACT TREE TRIMMING	346,548	319,300	319,300	329,300	329,300
6902	DISPOSAL CHARGES	10,265	11,000	11,000	12,000	12,000
6903	PERMITS FEES	31,623	30,000	30,000	30,300	32,600
6930	MEMBERSHIP & PUBLICATIONS	2,271	2,400	2,600	2,600	2,600
6940	OFFICIAL MEETINGS	911	1,600	1,600	1,600	1,600
6960	EQUIPMENT REPLACEMENT	62,238	412,000	0	0	0
6970	TRAINING	3,007	8,300	4,200	7,800	7,800

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
6971	TUITION REIMBURSEMENT	0	1,700	1,400	5,000	5,000
6977	EMPLOYEE SUPPORT	2,818	3,200	3,200	3,200	3,200
<b>Total: OPERATING EXPENSES</b>		<b>2,378,823</b>	<b>2,455,600</b>	<b>2,090,400</b>	<b>2,175,100</b>	<b>2,204,300</b>
SPECIAL PROGRAMS						
7265	COUNTY PARK FOUNTAIN	970	1,000	1,100	1,000	1,000
7302	MAINTENANCE EXPENSE	36,503	24,000	24,000	25,200	25,500
7710	SERVICE CREDIT	-654,574	-656,700	-520,300	-687,900	-725,500
7811	POB CONTRIBUTIONS	0	0	0	241,000	241,000
<b>Total: SPECIAL PROGRAMS</b>		<b>-617,101</b>	<b>-631,700</b>	<b>-495,200</b>	<b>-420,700</b>	<b>-458,000</b>
<b>Total Division:</b>		<b>4,685,693</b>	<b>4,561,000</b>	<b>4,251,600</b>	<b>4,609,600</b>	<b>4,738,500</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.07 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3301</b>		<b>PUBLIC WORKS-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	227,434	227,500	239,800	242,600	255,400
4011	SPECIALIST PAY	170	200	200	200	200
4014	VACATION SELL BACK	3,872	4,000	2,000	3,500	3,500
4015	ALLOWANCES	232	200	900	200	200
4019	STAND BY PAY	6,825	5,500	6,500	6,700	6,700
4021	LONGEVITY PAY	3,545	3,700	4,200	4,600	4,900
4130	OVERTIME	529	300	300	300	300
4241	P.E.R.S	91,074	54,300	57,500	56,600	60,200
4242	NON-PERSABLE COMPENSATION	444	400	400	400	400
4244	MEDICAL/DENTAL INSURANCE	32,866	34,800	42,600	34,800	34,800
4245	LONG TERM DISABILITY	162	200	100	200	200
4247	LIFE INSURANCE	338	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	3,841	3,500	4,300	3,800	4,000
4299	VACANCY RATE	0	-10,100	0	-10,500	-11,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>371,330</b>	<b>324,900</b>	<b>359,100</b>	<b>343,800</b>	<b>360,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	7,002	7,900	7,900	13,300	13,300
5125	PRINT SHOP	1,007	1,300	1,300	1,300	1,300
5260	FIELDS	25	300	300	300	300
5280	UNIFORM	0	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>8,034</b>	<b>10,000</b>	<b>10,000</b>	<b>15,400</b>	<b>15,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	25,200	26,500	26,500	27,800	29,100
6505	GENERAL LIABILITY	72,000	73,400	73,400	75,800	76,400
6507	WORKERS' COMPENSATION	62,800	64,100	64,100	67,600	68,000
6930	MEMBERSHIP & PUBLICATIONS	771	900	900	900	900
6940	OFFICIAL MEETINGS	851	700	700	700	700
6960	EQUIPMENT REPLACEMENT	62,238	412,000	0	0	0
6970	TRAINING	300	1,500	1,500	1,500	1,500
6971	TUITION REIMBURSEMENT	0	500	0	4,100	4,100
6977	EMPLOYEE SUPPORT	2,818	3,200	3,200	3,200	3,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>226,978</b>	<b>582,800</b>	<b>170,300</b>	<b>181,600</b>	<b>183,900</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	36,000	36,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,000</b>	<b>36,000</b>
<b>Total:</b>		<b>606,342</b>	<b>917,700</b>	<b>539,400</b>	<b>576,800</b>	<b>595,500</b>
<b>Fund/Division: 0013301</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(37.15) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3302</b>		<b>PUBLIC WORKS-TREE/PARKWAY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	95,419	95,000	100,500	100,800	104,800
4014	VACATION SELL BACK	767	1,200	800	1,200	1,200
4021	LONGEVITY PAY	2,195	2,200	2,900	3,100	3,100
4032	PART-TIME NON-PERS	0	11,000	2,000	11,000	11,000
4130	OVERTIME	3,352	4,000	4,000	4,000	4,000
4241	P.E.R.S	39,936	24,800	25,500	25,200	26,400
4242	NON-PERSABLE COMPENSATION	153	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	17,809	18,100	22,900	18,100	18,100
4245	LONG TERM DISABILITY	86	100	100	100	100
4247	LIFE INSURANCE	141	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,713	1,600	1,900	1,700	1,800
4299	VACANCY RATE	0	-4,800	0	-5,000	-5,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>161,572</b>	<b>153,600</b>	<b>160,900</b>	<b>160,600</b>	<b>165,800</b>
SUPPLIES						
5260	FIELDS	2,943	3,000	3,000	3,000	3,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	1,500	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,443</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	22,827	23,000	25,300	25,300	25,300
6751	VEHICLE FUEL USAGE	12,975	13,500	14,000	14,000	14,000
6752	VEHICLE 3RD PARTY SVC	13,327	6,900	8,700	8,700	8,700
6792	CONTRACT TREE TRIMMING	346,548	319,300	319,300	329,300	329,300
6930	MEMBERSHIP & PUBLICATIONS	300	300	300	300	300
6940	OFFICIAL MEETINGS	60	300	300	300	300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>396,036</b>	<b>363,300</b>	<b>367,900</b>	<b>377,900</b>	<b>377,900</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	15,700	15,700
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,700</b>	<b>15,700</b>
<b>Total:</b>		<b>565,051</b>	<b>524,400</b>	<b>536,300</b>	<b>561,700</b>	<b>566,900</b>
<b>Fund/Division: 0013302</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.11 %	

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3303 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	9,534	15,400	15,400	15,400	15,400
5260 FIELDS	15,825	16,000	16,000	16,000	16,000
5410 TOOLS	268	300	300	300	300
<b>Total: SUPPLIES</b>	<b>25,627</b>	<b>31,700</b>	<b>31,700</b>	<b>31,700</b>	<b>31,700</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	676,641	431,000	456,000	451,600	451,600
6210 TELEPHONE	1,066	1,000	1,100	1,100	1,100
6611 ELECTRIC	7,475	9,600	5,300	5,800	6,200
6614 WATER	180,384	172,000	172,000	172,000	172,000
6750 VEHICLE MAINTENANCE	1,485	1,900	2,000	2,000	2,100
6751 VEHICLE FUEL USAGE	315	500	500	500	500
6752 VEHICLE 3RD PARTY SVC	557	800	700	700	800
6940 OFFICIAL MEETINGS	0	200	200	200	200
<b>Total: OPERATING EXPENSES</b>	<b>867,924</b>	<b>617,000</b>	<b>637,800</b>	<b>633,900</b>	<b>634,500</b>
<b>Total:</b>	<b>893,551</b>	<b>648,700</b>	<b>669,500</b>	<b>665,600</b>	<b>666,200</b>
<b>Fund/Division: 0013303</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				2.61 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3304</b>		<b>PUBLIC WORKS-STREETS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	651,996	671,500	657,800	730,500	777,000
4014	VACATION SELL BACK	1,758	3,500	3,000	3,500	3,500
4015	ALLOWANCES	232	200	100	0	0
4021	LONGEVITY PAY	8,563	9,200	9,200	8,000	9,300
4032	PART-TIME NON-PERS	0	13,500	6,000	13,500	13,500
4130	OVERTIME	9,124	8,500	8,500	8,500	8,500
4241	P.E.R.S	259,404	158,400	156,700	171,100	183,800
4242	NON-PERSABLE COMPENSATION	252	300	100	200	200
4244	MEDICAL/DENTAL INSURANCE	150,879	152,900	155,300	152,900	152,900
4245	LONG TERM DISABILITY	755	1,100	500	1,100	1,100
4247	LIFE INSURANCE	729	800	600	800	800
4250	FICA/HOSPITAL INSURANCE	9,641	10,300	9,900	11,100	11,800
4299	VACANCY RATE	0	-30,900	0	-32,000	-33,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,093,333</b>	<b>999,300</b>	<b>1,007,700</b>	<b>1,069,200</b>	<b>1,128,600</b>
SUPPLIES						
5260	FIELDS	80,148	80,000	80,000	85,000	85,000
5280	UNIFORM	7,664	7,000	7,000	9,000	8,000
5290	STREET SIGNS	12,139	12,000	12,000	12,000	12,000
5410	TOOLS	6,291	5,500	5,500	5,500	5,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>106,242</b>	<b>104,500</b>	<b>104,500</b>	<b>111,500</b>	<b>110,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	2,200	0	0	0
6210	TELEPHONE	1,079	1,000	1,000	1,000	1,000
6750	VEHICLE MAINTENANCE	56,752	55,000	55,000	55,000	55,500
6751	VEHICLE FUEL USAGE	26,689	27,000	27,000	27,000	30,000
6752	VEHICLE 3RD PARTY SVC	9,589	9,500	9,500	9,500	9,500
6790	CONTRACT TRAFFIC MARKING	115,700	110,000	110,000	110,000	115,000
6902	DISPOSAL CHARGES	9,040	9,000	9,000	10,000	10,000
6940	OFFICIAL MEETINGS	0	400	400	400	400
6970	TRAINING	150	300	200	300	300
6971	TUITION REIMBURSEMENT	0	1,200	1,400	900	900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>218,999</b>	<b>215,600</b>	<b>213,500</b>	<b>214,100</b>	<b>222,600</b>
SPECIAL PROGRAMS						
7302	MAINTENANCE EXPENSE	36,503	24,000	24,000	25,200	25,500
7811	POB CONTRIBUTIONS	0	0	0	102,000	102,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>36,503</b>	<b>24,000</b>	<b>24,000</b>	<b>127,200</b>	<b>127,500</b>
<b>Total:</b>		<b>1,455,077</b>	<b>1,343,400</b>	<b>1,349,700</b>	<b>1,522,000</b>	<b>1,589,200</b>
<b>Fund/Division: 0013304</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.29 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 3305		PUBLIC WORKS-TRAFFIC SGNL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	34,931	34,800	37,300	36,900	38,400
4014	VACATION SELL BACK	836	700	700	700	700
4019	STAND BY PAY	171	300	500	500	500
4021	LONGEVITY PAY	828	1,000	1,000	1,100	1,100
4130	OVERTIME	3,593	3,500	3,500	3,500	3,500
4241	P.E.R.S	14,638	9,100	9,400	9,200	9,700
4244	MEDICAL/DENTAL INSURANCE	6,861	6,900	6,800	6,900	6,900
4245	LONG TERM DISABILITY	34	0	0	0	0
4247	LIFE INSURANCE	28	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	519	600	600	700	700
4299	VACANCY RATE	0	-1,700	0	-1,800	-1,800
Total:	SALARIES & WAGES	62,440	55,200	59,800	57,700	59,700
SUPPLIES						
5260	FIELDS	9,970	10,000	10,000	11,500	11,500
5410	TOOLS	1,000	1,000	1,000	1,000	1,000
Total:	SUPPLIES	10,970	11,000	11,000	12,500	12,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	41,889	45,000	45,000	48,000	48,000
6611	ELECTRIC	48,006	44,800	49,900	52,400	55,000
6750	VEHICLE MAINTENANCE	4,521	4,500	8,500	5,000	5,000
6751	VEHICLE FUEL USAGE	2,726	2,500	5,000	4,000	4,000
6752	VEHICLE 3RD PARTY SVC	335	900	1,800	1,000	1,000
6781	SIGNAL MAINTENANCE	20,700	18,000	22,000	20,000	20,000
6970	TRAINING	80	1,500	1,000	1,000	1,000
Total:	OPERATING EXPENSES	118,258	117,200	133,200	131,400	134,000
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	5,700	5,700
Total:	SPECIAL PROGRAMS	0	0	0	5,700	5,700
Total:		191,668	183,400	204,000	207,300	211,900
Fund/Division: 0013305						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.03 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3307</b>		<b>PUBLIC WORKS-STREET CLEAN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	162,180	161,500	171,500	171,300	178,200
4014	VACATION SELL BACK	1,988	3,500	3,000	3,500	3,500
4021	LONGEVITY PAY	5,405	5,400	5,400	5,400	5,400
4130	OVERTIME	6,665	6,500	8,000	8,000	8,000
4241	P.E.R.S	68,606	42,600	43,600	42,900	45,000
4244	MEDICAL/DENTAL INSURANCE	34,018	34,500	34,400	34,500	34,500
4245	LONG TERM DISABILITY	172	200	100	200	200
4247	LIFE INSURANCE	139	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	2,382	2,400	2,500	2,800	2,900
4299	VACANCY RATE	0	-7,700	0	-5,700	-5,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>281,554</b>	<b>249,100</b>	<b>268,600</b>	<b>263,100</b>	<b>272,000</b>
SUPPLIES						
5260	FIELDS	5,979	6,000	6,000	7,000	7,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>5,979</b>	<b>6,000</b>	<b>6,000</b>	<b>7,000</b>	<b>7,000</b>
OPERATING EXPENSES						
6614	WATER	300	300	300	300	300
6750	VEHICLE MAINTENANCE	56,864	55,000	55,000	55,000	55,000
6751	VEHICLE FUEL USAGE	43,457	47,000	52,800	52,800	52,800
6752	VEHICLE 3RD PARTY SVC	2,049	3,200	5,500	4,500	4,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>102,670</b>	<b>105,500</b>	<b>113,600</b>	<b>112,600</b>	<b>112,600</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	26,800	26,800
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,800</b>	<b>26,800</b>
<b>Total:</b>		<b>390,203</b>	<b>360,600</b>	<b>388,200</b>	<b>409,500</b>	<b>418,400</b>
<b>Fund/Division: 0013307</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.56 %	

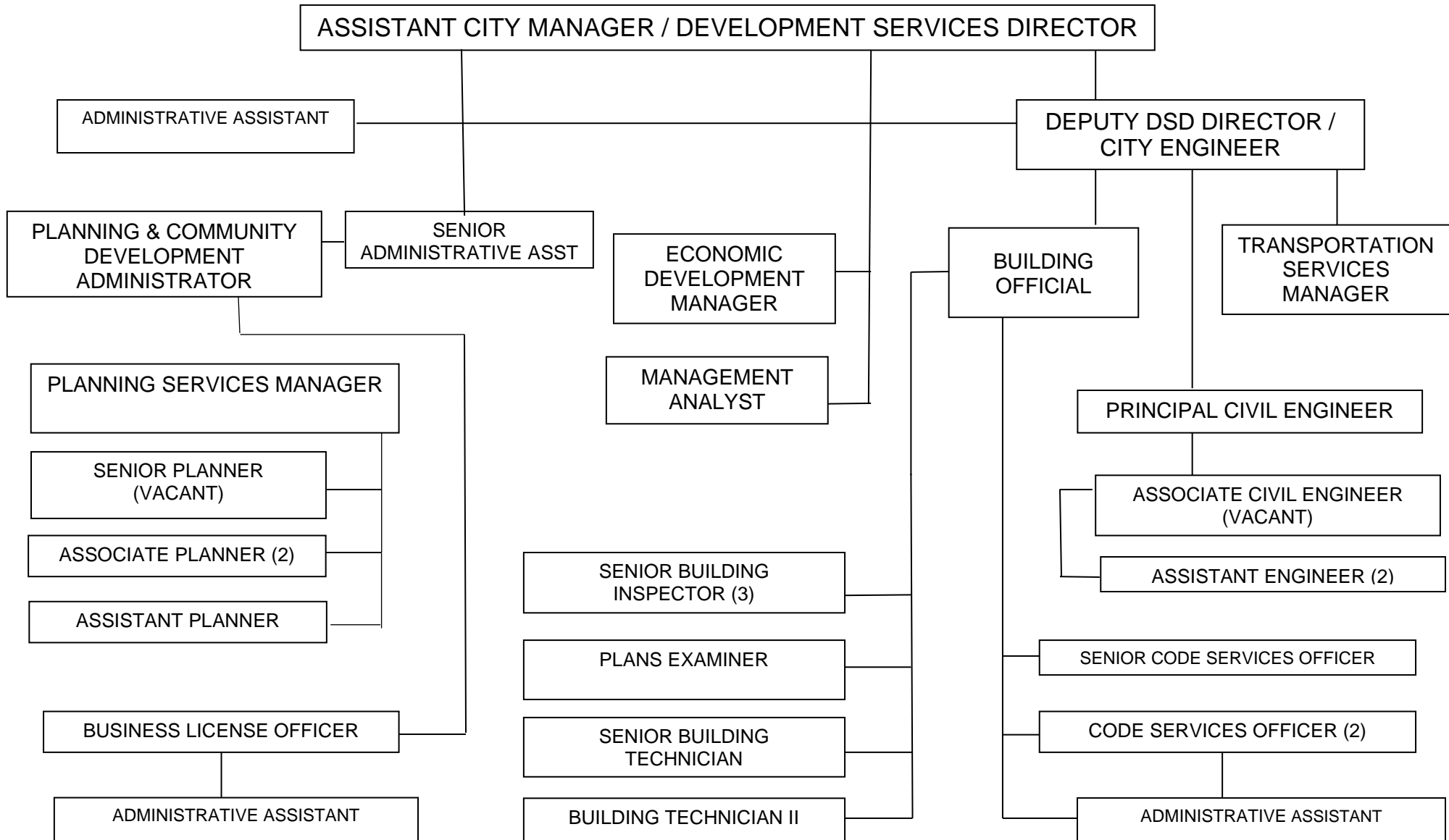


ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3309</b>		<b>FACILITY MAINTENANCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	88,259	99,400	89,000	104,000	110,900
4014	VACATION SELL BACK	2	300	300	300	300
4019	STAND BY PAY	590	600	800	800	800
4021	LONGEVITY PAY	503	0	0	300	800
4032	PART-TIME NON-PERS	11,282	15,000	6,000	15,000	15,000
4130	OVERTIME	3,673	4,000	4,000	4,000	4,000
4241	P.E.R.S	33,922	21,000	20,300	23,200	25,100
4242	NON-PERSABLE COMPENSATION	150	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	17,050	19,500	20,200	19,500	19,500
4245	LONG TERM DISABILITY	84	100	100	100	100
4247	LIFE INSURANCE	136	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,611	1,700	1,500	1,800	1,900
4299	VACANCY RATE	0	-4,900	0	-5,100	-5,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>157,263</b>	<b>157,100</b>	<b>142,500</b>	<b>164,300</b>	<b>173,400</b>
SUPPLIES						
5230	BUILDING AND GROUNDS	25,307	24,000	24,000	24,000	26,000
5260	FIELDS	3,526	3,500	3,500	4,000	4,000
5280	UNIFORM	3,180	2,500	2,500	2,800	2,500
5410	TOOLS	465	400	400	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>32,477</b>	<b>30,400</b>	<b>30,400</b>	<b>31,300</b>	<b>33,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	113,636	126,600	126,600	130,500	134,400
6210	TELEPHONE	4,986	5,200	4,600	4,700	4,800
6611	ELECTRIC	118,513	124,800	139,800	153,800	164,600
6612	GAS	11,821	12,100	12,100	22,500	23,600
6614	WATER	1,140	1,200	800	800	800
6750	VEHICLE MAINTENANCE	4,091	4,400	3,500	4,000	4,000
6751	VEHICLE FUEL USAGE	2,571	2,500	4,700	4,700	4,700
6752	VEHICLE 3RD PARTY SVC	428	600	300	400	400
6760	BUILDING REPAIR & MAINT	26,730	24,700	24,700	24,700	26,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>283,917</b>	<b>302,100</b>	<b>317,100</b>	<b>346,100</b>	<b>363,300</b>
SPECIAL PROGRAMS						
7265	COUNTY PARK FOUNTAIN	970	1,000	1,100	1,000	1,000
7811	POB CONTRIBUTIONS	0	0	0	14,300	14,300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>970</b>	<b>1,000</b>	<b>1,100</b>	<b>15,300</b>	<b>15,300</b>
<b>Total:</b>		<b>474,627</b>	<b>490,600</b>	<b>491,100</b>	<b>557,000</b>	<b>585,000</b>
<b>Fund/Division: 0013309</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.53 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3321</b>		<b>PUBLIC WORK-STORMWATER</b>				
SUPPLIES						
5125	PRINT SHOP	2,616	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,616</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	78,465	62,000	45,000	79,300	73,000
6903	PERMITS FEES	26,744	25,000	25,000	25,000	27,000
6930	MEMBERSHIP & PUBLICATIONS	1,200	1,200	1,400	1,400	1,400
6970	TRAINING	150	2,000	0	2,000	2,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>106,559</b>	<b>90,200</b>	<b>71,400</b>	<b>107,700</b>	<b>103,400</b>
<b>Total:</b>		<b>109,176</b>	<b>92,200</b>	<b>73,400</b>	<b>109,700</b>	<b>105,400</b>
<b>Fund/Division: 0013321</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					18.98 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 3331</b>		<b>PUBLIC WORK-GARAGE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	348,526	393,600	277,100	379,100	406,600
4014	VACATION SELL BACK	0	2,000	1,000	2,000	2,000
4019	STAND BY PAY	8,564	8,500	11,500	11,500	12,000
4021	LONGEVITY PAY	3,542	4,200	2,700	3,000	3,900
4130	OVERTIME	1,860	3,000	3,000	3,000	3,000
4241	P.E.R.S	136,729	88,400	64,300	85,400	92,700
4242	NON-PERSABLE COMPENSATION	288	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	70,940	80,300	66,400	80,300	80,300
4245	LONG TERM DISABILITY	351	600	200	600	600
4247	LIFE INSURANCE	415	500	300	500	500
4250	FICA/HOSPITAL INSURANCE	5,823	6,000	4,900	5,700	6,200
4299	VACANCY RATE	0	-17,600	0	-17,100	-18,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>577,037</b>	<b>569,800</b>	<b>431,700</b>	<b>554,300</b>	<b>589,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	512	500	500	500	500
5230	BUILDING AND GROUNDS	546	700	700	700	700
5260	FIELDS	12,691	15,000	13,000	13,000	13,000
5262	SAFETY EQUIPMENT	0	300	300	300	300
5280	UNIFORM	3,151	3,000	3,000	3,300	3,000
5410	TOOLS	3,154	5,500	5,500	5,500	5,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>20,055</b>	<b>25,000</b>	<b>23,000</b>	<b>23,300</b>	<b>23,000</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,000	1,000	1,000	1,000	1,000
6507	WORKERS' COMPENSATION	19,000	19,400	19,400	20,400	20,600
6611	ELECTRIC	18,531	21,400	23,700	26,100	27,900
6612	GAS	541	500	700	700	700
6614	WATER	458	600	600	600	600
6750	VEHICLE MAINTENANCE	5,987	5,000	5,500	5,500	5,500
6751	VEHICLE FUEL USAGE	2,662	2,600	4,200	4,200	4,200
6752	VEHICLE 3RD PARTY SVC	872	1,400	2,000	1,000	1,000
6902	DISPOSAL CHARGES	1,225	2,000	2,000	2,000	2,000
6903	PERMITS FEES	4,879	5,000	5,000	5,300	5,600
6970	TRAINING	2,327	3,000	1,500	3,000	3,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>57,481</b>	<b>61,900</b>	<b>65,600</b>	<b>69,800</b>	<b>72,100</b>
SPECIAL PROGRAMS						
7710	SERVICE CREDIT	-654,574	-656,700	-520,300	-687,900	-725,500
7811	POB CONTRIBUTIONS	0	0	0	40,500	40,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>-654,574</b>	<b>-656,700</b>	<b>-520,300</b>	<b>-647,400</b>	<b>-685,000</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, plans intersection widening and traffic signal improvements, provides plan check services on development projects, issue 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** 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 businesses and recruit new businesses.
- **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.
- **Business License Services** handles City licensing functions related to new businesses, home occupations, and contractors and vendors

throughout the City. Business License staff also process filming requests and conduct 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 2022-23 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 major pavement rehabilitation projects, alley improvements, ADA sidewalk and ramp projects, and parking lot modifications.
2. Continue to process large development projects throughout the City, including the Hilton Hotel, Alexan Mixed Use Project, Huntington Parkview Mixed-Use Project, Phase 2 of the Le Meridien Project, and the Vons Headquarters site.
3. Assuming the Housing Element is certified, plan for the execution of the implementation plan for housing, including an inclusionary housing ordinance and rezoning efforts to promote affordable housing. In addition, development programs and processes must be created to react to new housing laws and requirements at the State level.
4. Assist in the City's homelessness prevention efforts through participation in the San Gabriel Valley Housing Trust and other regional bodies in a seeking funding and resources for local needs.
5. Continue to make adjustments and improvements to the Arcadia Transit fixed route system and work with regional and local partners to provide transportation options to Chantry Flat and/or other specific transit services.

6. Continue significant and cutting-edge upgrades to the City's traffic signal network, including technological advancements and cameras to improve traffic flow, removal of mid-block crosswalks, addition of safety features, etc.
7. Complete significant update to the City's Business License Code, modernizing processes and making our codes more user and business friendly.
8. Focus on streamlining departmental processes related to plan check and the development process to complete a true "one-stop-shop" for applicants and developers.
9. 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.
10. Continue close coordination with Santa Anita Racetrack on their efforts to continue to provide safe, successful horse racing in Arcadia; as well as any efforts to promote special events or to discuss development projects.
11. Continue "quality of life" code compliance efforts related to massage uses, cannabis uses, short-term rentals, unoccupied homes, and other issues.
12. 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.
13. Continue to upgrade the City's Geographic Information Systems (GIS) capabilities and compatibility.
14. Continue to work on the Par-3 Golf Course property to determine if a residential project is suitable and desired on this property, along with open space components.
15. Develop economic development programs to expend American Rescue Plan Act funds in ways that will spur growth, assist businesses, and support our business districts.

## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***DEVELOPMENT SERVICES***

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



## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***DEVELOPMENT SERVICES***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Senior Building Inspector	3.00
Senior Building Technician	1.00
Senior Code Services Officer	1.00
Senior Planner	1.00
Transportation Services Manager	1.00
<b>TOTAL</b>	<b>28.00</b>

ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>4100</b>	<b>DEVELOPMENT SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	2,139,636	2,269,200	2,218,700	2,428,700	2,589,700
4011	SPECIALIST PAY	1,937	2,000	2,000	2,000	2,000
4014	VACATION SELL BACK	22,217	31,600	26,700	26,600	26,600
4015	ALLOWANCES	9,017	9,400	8,800	8,500	8,500
4021	LONGEVITY PAY	18,659	20,600	22,200	23,800	28,400
4032	PART-TIME NON-PERS	7,347	14,700	14,700	15,100	15,700
4130	OVERTIME	3,742	9,500	2,400	5,300	5,500
4241	P.E.R.S	842,903	524,800	525,800	565,600	604,600
4242	NON-PERSABLE COMPENSATIOI	3,821	4,000	4,400	4,900	5,300
4244	MEDICAL/DENTAL INSURANCE	345,197	368,300	372,700	374,100	374,100
4245	LONG TERM DISABILITY	1,688	2,500	1,200	2,500	2,500
4247	LIFE INSURANCE	3,155	3,700	3,300	4,200	4,300
4250	FICA/HOSPITAL INSURANCE	33,665	33,700	35,300	36,200	38,400
4299	VACANCY RATE	0	-98,900	0	-102,300	-108,400
<b>Total: SALARIES &amp; WAGES</b>		<b>3,432,986</b>	<b>3,195,100</b>	<b>3,238,200</b>	<b>3,395,200</b>	<b>3,597,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	32,203	37,600	40,500	41,000	42,000
5125	PRINT SHOP	13,404	20,100	14,800	17,800	17,700
5280	UNIFORM	1,755	2,800	2,800	3,600	3,600
<b>Total: SUPPLIES</b>		<b>47,362</b>	<b>60,500</b>	<b>58,100</b>	<b>62,400</b>	<b>63,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	642,565	725,400	508,500	507,500	448,600
6165	PLAN CHECK SERVICES	587,280	500,000	500,000	675,000	615,000
6310	MILEAGE	0	1,200	400	1,200	1,200
6505	GENERAL LIABILITY	85,300	87,000	87,000	89,900	90,600
6507	WORKERS' COMPENSATION	43,200	44,100	44,100	46,500	46,800
6730	OFFICE EQUIPMENT	3,038	7,700	8,200	7,600	6,200
6750	VEHICLE MAINTENANCE	14,425	12,700	12,700	12,700	12,700
6751	VEHICLE FUEL USAGE	4,510	5,000	5,400	5,400	5,400
6752	VEHICLE 3RD PARTY SVC	367	1,300	1,000	1,000	1,000
6903	PERMITS FEES	75	600	2,600	300	300
6930	MEMBERSHIP & PUBLICATIONS	22,463	25,100	20,100	31,000	25,500
6940	OFFICIAL MEETINGS	851	17,100	10,300	21,400	22,400
6960	EQUIPMENT REPLACEMENT	1,015	11,000	0	0	0
6970	TRAINING	6,436	19,300	5,900	15,400	15,000
6971	TUITION REIMBURSEMENT	7,256	9,200	4,100	9,700	5,600
6977	EMPLOYEE SUPPORT	310	1,400	1,400	1,400	1,400
<b>Total: OPERATING EXPENSES</b>		<b>1,419,091</b>	<b>1,468,100</b>	<b>1,211,700</b>	<b>1,426,000</b>	<b>1,297,700</b>
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	83,430	85,000	85,000	89,000	91,000
7218	PBID ASSESSMENT	5,872	5,900	5,900	5,500	5,700
7811	POB CONTRIBUTIONS	0	0	0	322,900	322,900
<b>Total: SPECIAL PROGRAMS</b>		<b>89,302</b>	<b>90,900</b>	<b>90,900</b>	<b>417,400</b>	<b>419,600</b>
<b>Total Division:</b>		<b>4,988,742</b>	<b>4,814,600</b>	<b>4,598,900</b>	<b>5,301,000</b>	<b>5,377,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.10 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4101</b>		<b>DEV SVCS-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	141,890	179,400	139,700	204,200	215,500
4014	VACATION SELL BACK	5,162	8,800	6,900	6,900	6,900
4015	ALLOWANCES	2,991	3,100	3,100	3,100	3,100
4021	LONGEVITY PAY	1,507	1,900	1,500	1,900	1,900
4241	P.E.R.S	58,131	43,600	34,700	48,800	51,900
4242	NON-PERSABLE COMPENSATION	601	800	600	900	1,000
4244	MEDICAL/DENTAL INSURANCE	14,590	25,100	14,000	25,100	25,100
4245	LONG TERM DISABILITY	65	100	0	100	100
4247	LIFE INSURANCE	333	500	300	600	600
4250	FICA/HOSPITAL INSURANCE	2,182	2,700	2,100	3,100	3,300
4299	VACANCY RATE	0	-8,000	0	-8,200	-8,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>227,451</b>	<b>258,000</b>	<b>202,900</b>	<b>286,500</b>	<b>300,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,467	1,700	1,700	1,700	1,700
5125	PRINT SHOP	99	200	100	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,566</b>	<b>1,900</b>	<b>1,800</b>	<b>1,900</b>	<b>1,900</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	9,279	10,100	10,100	10,100	10,100
6310	MILEAGE	0	200	100	200	200
6505	GENERAL LIABILITY	85,300	87,000	87,000	89,900	90,600
6507	WORKERS' COMPENSATION	43,200	44,100	44,100	46,500	46,800
6750	VEHICLE MAINTENANCE	4,510	2,000	2,000	2,000	2,000
6751	VEHICLE FUEL USAGE	256	300	700	700	700
6752	VEHICLE 3RD PARTY SVC	271	600	300	300	300
6930	MEMBERSHIP & PUBLICATIONS	2,458	2,600	2,300	2,800	2,800
6940	OFFICIAL MEETINGS	131	4,600	2,400	3,000	3,000
6960	EQUIPMENT REPLACEMENT	1,015	11,000	0	0	0
6970	TRAINING	225	900	200	400	400
6971	TUITION REIMBURSEMENT	0	4,100	4,100	0	0
6977	EMPLOYEE SUPPORT	310	1,400	1,400	1,400	1,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>146,954</b>	<b>168,900</b>	<b>154,700</b>	<b>157,300</b>	<b>158,300</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	22,400	22,400
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,400</b>	<b>22,400</b>
<b>Total:</b>		<b>375,972</b>	<b>428,800</b>	<b>359,400</b>	<b>468,100</b>	<b>483,300</b>
<b>Fund/Division: 0014101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.17 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4103</b>		<b>DEV SVCS-PLANNING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	576,479	583,900	611,000	618,400	666,900
4014	VACATION SELL BACK	5,384	7,500	6,300	6,200	6,200
4015	ALLOWANCES	927	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	2,734	3,300	4,900	4,400	7,600
4130	OVERTIME	2,870	5,000	1,000	2,500	2,500
4241	P.E.R.S	222,920	130,800	143,300	142,000	155,200
4242	NON-PERSABLE COMPENSATION	902	800	1,300	1,400	1,500
4244	MEDICAL/DENTAL INSURANCE	91,241	90,800	99,600	94,800	94,800
4245	LONG TERM DISABILITY	446	600	400	600	600
4247	LIFE INSURANCE	794	800	1,000	1,100	1,200
4250	FICA/HOSPITAL INSURANCE	8,623	8,700	9,200	9,100	9,900
4299	VACANCY RATE	0	-25,000	0	-25,900	-27,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>913,322</b>	<b>808,200</b>	<b>879,000</b>	<b>855,600</b>	<b>919,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	14,181	18,000	21,000	21,000	22,000
5125	PRINT SHOP	5,062	8,000	2,500	5,000	5,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>19,243</b>	<b>26,000</b>	<b>23,500</b>	<b>26,000</b>	<b>27,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	421,491	345,300	275,200	159,600	97,800
6310	MILEAGE	0	200	0	200	200
6730	OFFICE EQUIPMENT	772	3,500	3,500	3,000	2,000
6750	VEHICLE MAINTENANCE	1,057	1,000	1,000	1,000	1,000
6751	VEHICLE FUEL USAGE	107	200	200	200	200
6752	VEHICLE 3RD PARTY SVC	40	200	200	200	200
6903	PERMITS FEES	75	600	2,600	300	300
6930	MEMBERSHIP & PUBLICATIONS	2,566	4,700	2,300	4,800	4,800
6940	OFFICIAL MEETINGS	1,250	3,900	2,000	6,400	6,500
6970	TRAINING	1,700	10,000	0	6,500	6,500
6971	TUITION REIMBURSEMENT	4,646	0	0	4,100	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>433,704</b>	<b>369,600</b>	<b>287,000</b>	<b>186,300</b>	<b>119,500</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	83,500	83,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83,500</b>	<b>83,600</b>
<b>Total:</b>		<b>1,366,269</b>	<b>1,203,800</b>	<b>1,189,500</b>	<b>1,151,400</b>	<b>1,149,600</b>
<b>Fund/Division: 0014103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(4.35) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4104</b>		<b>DEV SVCS-BUILDING/SAFETY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	593,472	608,100	567,100	670,400	703,300
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	3,744	4,500	1,500	2,000	2,000
4015	ALLOWANCES	2,781	2,900	2,900	2,900	2,900
4021	LONGEVITY PAY	6,664	7,700	7,700	8,500	9,200
4130	OVERTIME	214	1,000	1,000	1,000	1,000
4241	P.E.R.S	234,588	141,700	136,100	157,200	166,600
4242	NON-PERSABLE COMPENSATION	657	700	700	700	700
4244	MEDICAL/DENTAL INSURANCE	94,777	97,500	102,000	97,500	97,500
4245	LONG TERM DISABILITY	476	700	300	700	700
4247	LIFE INSURANCE	691	800	600	800	800
4250	FICA/HOSPITAL INSURANCE	9,629	9,000	9,500	9,900	10,300
4299	VACANCY RATE	0	-26,300	0	-27,800	-29,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>948,661</b>	<b>849,300</b>	<b>830,400</b>	<b>924,800</b>	<b>967,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,607	3,000	3,000	3,000	3,000
5125	PRINT SHOP	567	1,600	1,600	1,600	1,600
5280	UNIFORM	1,138	1,600	1,600	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,312</b>	<b>6,200</b>	<b>6,200</b>	<b>6,600</b>	<b>6,600</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	22,931	85,000	27,000	35,300	35,300
6165	PLAN CHECK SERVICES	587,280	500,000	500,000	675,000	615,000
6310	MILEAGE	0	300	300	300	300
6730	OFFICE EQUIPMENT	243	1,200	1,700	1,200	1,200
6750	VEHICLE MAINTENANCE	8,858	9,700	9,700	9,700	9,700
6751	VEHICLE FUEL USAGE	4,146	4,500	4,500	4,500	4,500
6752	VEHICLE 3RD PARTY SVC	56	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	1,938	1,800	1,800	7,500	1,800
6940	OFFICIAL MEETINGS	0	1,000	500	2,400	800
6970	TRAINING	1,670	3,600	3,600	3,600	3,600
6971	TUITION REIMBURSEMENT	0	0	0	5,600	5,600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>627,123</b>	<b>607,600</b>	<b>549,600</b>	<b>745,600</b>	<b>678,300</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	83,000	83,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83,000</b>	<b>83,000</b>
<b>Total:</b>		<b>1,580,096</b>	<b>1,463,100</b>	<b>1,386,200</b>	<b>1,760,000</b>	<b>1,734,900</b>
<b>Fund/Division: 0014104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					20.29 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4105</b>		<b>DEV SVCS-CODE SERVICES</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	291,013	270,700	296,600	272,200	293,300
4014	VACATION SELL BACK	0	800	2,000	1,000	1,000
4015	ALLOWANCES	1,854	1,900	1,300	1,000	1,000
4021	LONGEVITY PAY	418	500	1,700	1,600	1,600
4130	OVERTIME	0	900	0	500	500
4241	P.E.R.S	109,717	57,300	65,300	61,000	66,300
4242	NON-PERSABLE COMPENSATION	176	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	61,226	55,400	59,800	54,600	54,600
4245	LONG TERM DISABILITY	309	400	200	400	400
4247	LIFE INSURANCE	332	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	4,755	3,900	5,000	4,000	4,300
4299	VACANCY RATE	0	-11,800	0	-11,400	-12,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>469,800</b>	<b>380,600</b>	<b>432,400</b>	<b>385,500</b>	<b>411,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,372	3,100	3,100	3,100	3,100
5125	PRINT SHOP	1,504	2,100	2,100	2,000	2,000
5280	UNIFORM	617	1,200	1,200	1,600	1,600
<b>Total:</b>	<b>SUPPLIES</b>	<b>5,493</b>	<b>6,400</b>	<b>6,400</b>	<b>6,700</b>	<b>6,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	48,086	59,000	52,100	70,800	77,800
6310	MILEAGE	0	200	0	200	200
6930	MEMBERSHIP & PUBLICATIONS	475	600	400	600	600
6940	OFFICIAL MEETINGS	-800	0	0	1,300	4,100
6970	TRAINING	1,031	2,100	800	2,700	2,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>48,792</b>	<b>61,900</b>	<b>53,300</b>	<b>75,600</b>	<b>85,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	39,000	38,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	<b>38,900</b>
<b>Total:</b>		<b>524,085</b>	<b>448,900</b>	<b>492,100</b>	<b>506,800</b>	<b>542,000</b>
<b>Fund/Division: 0014105</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					12.90 %	

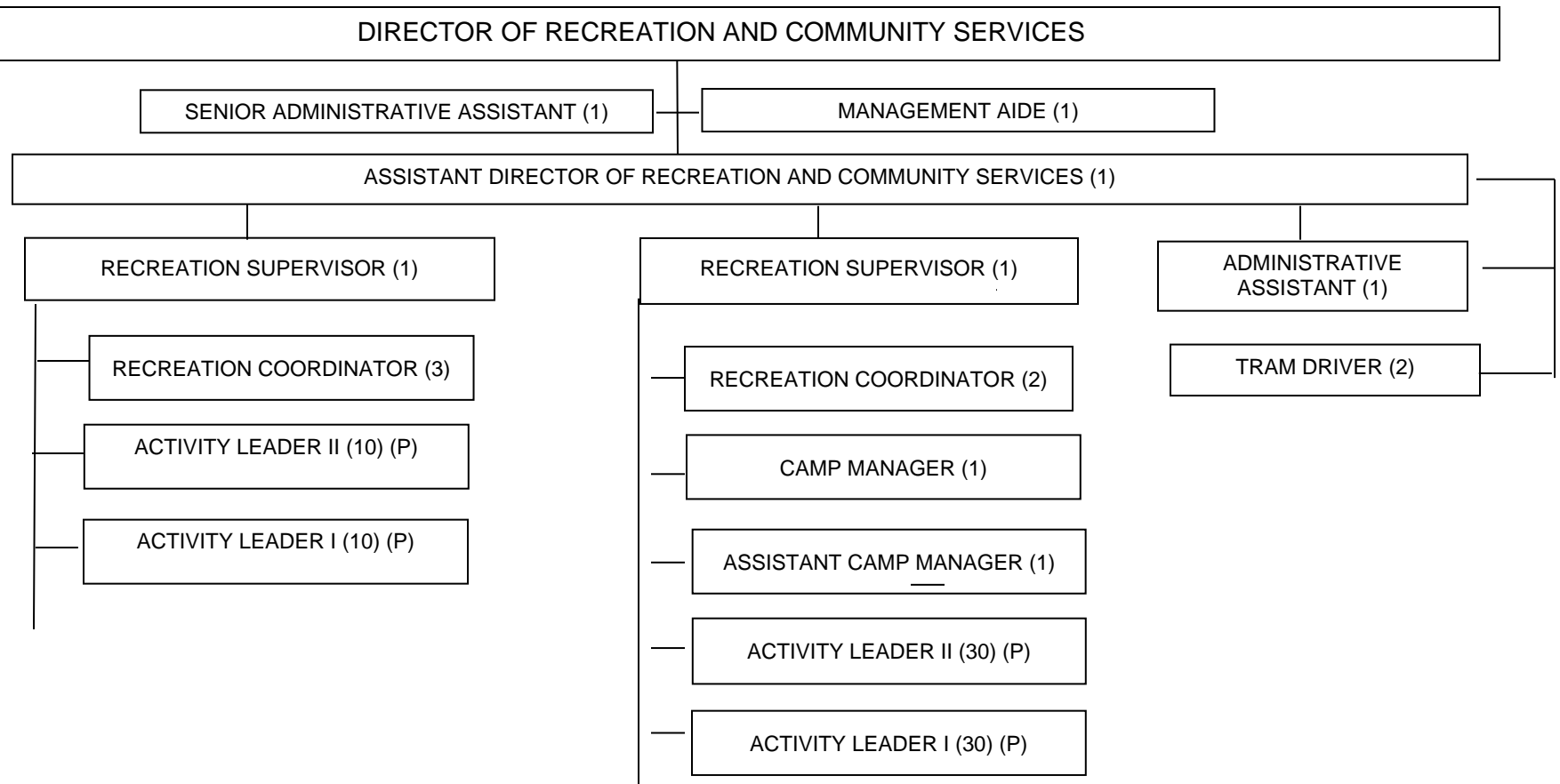
ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4106</b>		<b>DEV SVCS-BUSINESS LICENSE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	137,690	140,500	116,400	122,700	134,000
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	509	0	0	0	0
4021	LONGEVITY PAY	2,743	3,100	2,100	1,200	1,600
4130	OVERTIME	658	2,600	400	1,300	1,500
4241	P.E.R.S	55,714	34,000	27,400	27,800	30,700
4244	MEDICAL/DENTAL INSURANCE	26,435	26,700	27,500	26,700	26,700
4245	LONG TERM DISABILITY	137	200	100	200	200
4247	LIFE INSURANCE	111	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	2,313	2,100	2,000	1,800	2,000
4299	VACANCY RATE	0	-6,300	0	-5,500	-5,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>227,279</b>	<b>204,000</b>	<b>177,000</b>	<b>177,300</b>	<b>191,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	8,738	9,500	9,500	10,000	10,000
5125	PRINT SHOP	5,985	7,500	7,500	8,000	7,900
<b>Total:</b>	<b>SUPPLIES</b>	<b>14,723</b>	<b>17,000</b>	<b>17,000</b>	<b>18,000</b>	<b>17,900</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	10,140	50,500	21,100	51,700	17,400
6310	MILEAGE	0	300	0	300	300
6730	OFFICE EQUIPMENT	0	0	0	400	0
6930	MEMBERSHIP & PUBLICATIONS	125	300	300	300	300
6940	OFFICIAL MEETINGS	270	2,200	0	2,600	2,300
6970	TRAINING	400	1,200	0	700	700
6971	TUITION REIMBURSEMENT	2,610	5,100	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>13,545</b>	<b>59,600</b>	<b>21,400</b>	<b>56,000</b>	<b>21,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	22,200	22,200
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,200</b>	<b>22,200</b>
<b>Total:</b>		<b>255,548</b>	<b>280,600</b>	<b>215,400</b>	<b>273,500</b>	<b>253,000</b>
<b>Fund/Division: 0014106</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.53) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4107</b>		<b>DEV SVCS-ENGINEERING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	309,128	388,500	389,800	418,000	442,600
4014	VACATION SELL BACK	3,787	6,500	6,500	6,500	6,500
4015	ALLOWANCES	464	500	500	500	500
4021	LONGEVITY PAY	3,188	2,700	2,900	4,600	4,800
4032	PART-TIME NON-PERS	7,347	14,700	14,700	15,100	15,700
4241	P.E.R.S	124,513	92,000	94,300	98,600	100,600
4242	NON-PERSABLE COMPENSATION	1,035	1,000	1,100	1,100	1,200
4244	MEDICAL/DENTAL INSURANCE	42,382	58,100	54,000	58,100	58,100
4245	LONG TERM DISABILITY	196	400	200	400	400
4247	LIFE INSURANCE	637	800	700	800	800
4250	FICA/HOSPITAL INSURANCE	4,727	5,800	5,900	6,400	6,500
4299	VACANCY RATE	0	-17,100	0	-18,100	-18,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>497,405</b>	<b>553,900</b>	<b>570,600</b>	<b>592,000</b>	<b>618,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,569	2,000	2,000	2,000	2,000
5125	PRINT SHOP	55	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,624</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	55,087	61,300	50,000	67,200	67,200
6730	OFFICE EQUIPMENT	2,023	3,000	3,000	3,000	3,000
6930	MEMBERSHIP & PUBLICATIONS	3,298	2,300	500	2,000	2,000
6940	OFFICIAL MEETINGS	0	2,500	2,500	2,500	2,500
6970	TRAINING	1,411	1,500	1,300	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>61,819</b>	<b>70,600</b>	<b>57,300</b>	<b>76,200</b>	<b>76,200</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	57,800	57,800
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57,800</b>	<b>57,800</b>
<b>Total:</b>		<b>560,847</b>	<b>627,000</b>	<b>630,400</b>	<b>728,500</b>	<b>755,300</b>
<b>Fund/Division: 0014107</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					16.19 %	



ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 4108		DSD-ECONOMIC DEVELOPMENT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	89,963	98,100	98,100	122,800	134,100
4014	VACATION SELL BACK	3,632	3,500	3,500	4,000	4,000
4021	LONGEVITY PAY	1,406	1,400	1,400	1,600	1,700
4241	P.E.R.S	37,319	25,400	24,700	30,200	33,300
4242	NON-PERSABLE COMPENSATION	450	500	500	600	700
4244	MEDICAL/DENTAL INSURANCE	14,546	14,700	15,800	17,300	17,300
4245	LONG TERM DISABILITY	59	100	0	100	100
4247	LIFE INSURANCE	257	300	300	400	400
4250	FICA/HOSPITAL INSURANCE	1,436	1,500	1,600	1,900	2,100
4299	VACANCY RATE	0	-4,400	0	-5,400	-5,800
Total:	SALARIES & WAGES	149,068	141,100	145,900	173,500	187,900
SUPPLIES						
5110	OFFICE SUPPLIES	269	300	200	200	200
5125	PRINT SHOP	132	200	500	500	500
Total:	SUPPLIES	401	500	700	700	700
OPERATING EXPENSES						
6160	CONTRACT SERVICES	75,550	114,200	73,000	112,800	143,000
6930	MEMBERSHIP & PUBLICATIONS	11,603	12,800	12,500	13,000	13,200
6940	OFFICIAL MEETINGS	0	2,900	2,900	3,200	3,200
Total:	OPERATING EXPENSES	87,153	129,900	88,400	129,000	159,400
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	83,430	85,000	85,000	89,000	91,000
7218	PBID ASSESSMENT	5,872	5,900	5,900	5,500	5,700
7811	POB CONTRIBUTIONS	0	0	0	15,000	15,000
Total:	SPECIAL PROGRAMS	89,302	90,900	90,900	109,500	111,700
Total:		325,924	362,400	325,900	412,700	459,700
Fund/Division: 0014108						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.88 %	

# 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. This division also is responsible for the City's response to homelessness. Grants and services to those experiencing homelessness are programed under 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, both City owned and for the Arcadia Unified School District. In addition, the Division works cooperatively with the Library/Museum and Arcadia Unified School District to maximize joint use of facilities, including the Floretta K. Lauber Museum Education Center and the Dana Gymnasium. The Division is also responsible for the programming and scheduling of the City's Wilderness Park/Preserve and Transit Plaza.

## **FY 2022-23 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. Work with AUSD on various projects.
9. Continue to implement projects from the Recreation and Parks Master Plan. Begin the renovation project of Newcastle Park. Work with Public Works Services to complete the bleacher shade project at Hugo Reid Park Baseball Field and Bonita Park. Also begin the Bonita Park Baseball Snack Shack renovation project. Continue to explore grant opportunities with the Public Works Services Department.
10. Continue to be the lead Department to address homelessness in the City. Explore grants and services to help the homeless population. In addition, use the earmarked ARPA funds to administer the Prevention and Diversion Program.
11. Implement various Covid-19 Protocols. If necessary provide various services to residents, such as Covid-19 Vaccine and Booster Shot Clinics.

12. Implement the conclusions from the Homelessness Five Point Plan including:
  - Using PLHA funds to secure three additional full-time housing navigators for Arcadia, perhaps engaging two different service providers to be able to compare service delivery models.
  - Using PLHA funds for homeless emergency services in the amount of \$100,000 in addition to the \$250,000 set aside from ARPA funds.
  - Resume Community Stakeholder meetings to encourage community engagement.
  - Exploring the option of a permanent Homeless Resource Hub in the future at a location that would be acceptable to the community.
  - Establishing a plan for transitional and temporary housing either in the City or in collaboration with nearby communities. Explore two possible locations for Tiny Shelters, the Arcadia County Park and Foothill Unity Center in Monrovia.

## **FY22-23 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
Management Aide	1.00
Recreation Coordinator	5.00
Recreation Supervisor	2.00
Senior Administrative Assistant	1.00
<b>TOTAL</b>	<b>12.00</b>

ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DEPARTMENTAL SUMMARY		5500	RECREATION & COMMUNITY SERVICES			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	841,945	844,800	874,400	965,100	1,027,400
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	4,136	4,500	2,400	0	0
4015	ALLOWANCES	6,438	6,700	6,900	7,500	7,500
4021	LONGEVITY PAY	10,731	14,400	10,600	8,600	10,000
4030	PART-TIME PERS ONLY	15,478	42,600	28,900	35,100	35,100
4032	PART-TIME NON-PERS	110,017	542,100	319,500	453,300	453,300
4130	OVERTIME	112	0	0	0	0
4241	P.E.R.S	338,612	197,000	215,000	222,700	239,600
4242	NON-PERSABLE COMPENSATIOI	2,002	2,100	2,300	2,900	3,000
4244	MEDICAL/DENTAL INSURANCE	172,478	174,600	186,700	181,400	181,400
4245	LONG TERM DISABILITY	882	1,200	600	1,100	1,100
4247	LIFE INSURANCE	1,631	1,800	1,700	2,100	2,400
4250	FICA/HOSPITAL INSURANCE	15,624	21,200	19,300	21,100	22,200
4299	VACANCY RATE	0	-55,500	0	-52,600	-54,700
Total: SALARIES & WAGES		1,521,055	1,798,500	1,669,300	1,849,300	1,929,300
SUPPLIES						
5110	OFFICE SUPPLIES	11,240	16,400	14,200	15,600	15,600
5115	PROGRAM EXPENSES	1,396	17,400	12,300	19,200	19,200
5116	SENIOR MEAL PROGRAM	0	29,000	23,200	26,400	26,400
5125	PRINT SHOP	9,209	84,700	84,200	61,900	61,900
5210	ATHLETIC	0	1,300	300	1,400	1,400
5220	AWARDS	0	0	0	1,900	2,000
5230	BUILDING AND GROUNDS	4,548	20,700	19,500	20,900	19,500
5241	DAY CAMP	36,101	48,100	8,600	0	0
5242	WINTER/SPRING/FALL CAMP	741	3,000	3,000	3,000	3,000
5243	SPORTS CAMP	2,522	6,000	3,300	9,500	9,500
5244	NATURE	10	200	0	0	0
5250	CRAFT	0	500	500	1,000	1,000
5280	UNIFORM	0	3,900	1,300	3,800	3,800
5410	TOOLS	100	200	0	0	0
Total: SUPPLIES		65,867	231,400	170,400	164,600	163,300
OPERATING EXPENSES						
6160	CONTRACT SERVICES	124,825	192,900	195,300	190,200	192,600
6163	CABLE TECH SERVICES	1,404	4,000	3,300	2,800	2,900
6169	CONTRACT EMPLOYEES	221,046	392,300	499,100	551,000	551,000
6210	TELEPHONE	8,219	8,100	8,000	8,200	8,400
6505	GENERAL LIABILITY	62,700	63,400	63,400	66,100	66,600
6507	WORKERS' COMPENSATION	77,200	78,000	78,000	82,900	83,500
6611	ELECTRIC	61,929	84,200	96,300	104,400	110,600
6612	GAS	6,901	6,500	5,800	6,100	6,400
6614	WATER	6,990	8,000	9,400	9,400	9,400
6730	OFFICE EQUIPMENT	1,768	6,200	6,000	6,000	6,000
6750	VEHICLE MAINTENANCE	7,520	5,400	5,400	5,400	5,400
6751	VEHICLE FUEL USAGE	1,508	1,800	2,000	2,000	2,000
6752	VEHICLE 3RD PARTY SVC	1,407	1,400	1,400	1,400	1,400
6760	BUILDING REPAIR & MAINT	11,913	20,000	18,000	21,000	20,000
6930	MEMBERSHIP & PUBLICATIONS	4,390	8,000	7,000	9,100	9,300

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
6940 OFFICIAL MEETINGS	3,555	10,100	5,600	10,500	10,500
6960 EQUIPMENT REPLACEMENT	3,756	44,800	44,800	15,000	15,000
6971 TUITION REIMBURSEMENT	2,505	15,300	8,700	5,300	0
6977 EMPLOYEE SUPPORT	728	800	800	900	900
6998 MISC EXP	538	500	600	600	700
<b>Total: OPERATING EXPENSES</b>	<b>610,802</b>	<b>951,700</b>	<b>1,058,900</b>	<b>1,098,300</b>	<b>1,102,600</b>
SPECIAL PROGRAMS					
7130 SENIOR CITIZENS COMM	795	3,000	3,000	3,000	3,000
7160 EXPENDITURE REIMBURSED	0	5,100	4,700	4,700	4,700
7206 BULK MAILING	0	17,000	17,000	17,000	17,000
7220 EXCURSIONS/SPECIAL EVENT	16,347	137,500	104,200	164,800	164,800
7811 POB CONTRIBUTIONS	0	0	0	134,600	130,600
<b>Total: SPECIAL PROGRAMS</b>	<b>17,142</b>	<b>162,600</b>	<b>128,900</b>	<b>324,100</b>	<b>320,100</b>
<b>Total Division:</b>	<b>2,214,866</b>	<b>3,144,200</b>	<b>3,027,500</b>	<b>3,436,300</b>	<b>3,515,300</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				9.29 %	



ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5501</b>		<b>RECREATION-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	247,010	246,000	310,700	389,600	409,400
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4015	ALLOWANCES	4,236	4,400	4,600	5,200	5,200
4021	LONGEVITY PAY	3,458	3,500	3,600	4,500	4,900
4030	PART-TIME PERS ONLY	15	0	2,000	30,000	30,000
4032	PART-TIME NON-PERS	0	15,000	12,000	6,500	6,500
4241	P.E.R.S	99,955	59,000	75,500	91,900	97,500
4242	NON-PERSABLE COMPENSATION	681	700	900	1,300	1,400
4244	MEDICAL/DENTAL INSURANCE	45,843	42,500	57,700	62,600	62,600
4245	LONG TERM DISABILITY	196	300	200	400	400
4247	LIFE INSURANCE	477	500	600	900	1,000
4250	FICA/HOSPITAL INSURANCE	4,002	3,800	5,100	6,200	6,500
4299	VACANCY RATE	0	-11,000	0	-16,000	-16,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>406,841</b>	<b>365,700</b>	<b>473,900</b>	<b>584,100</b>	<b>609,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	10,560	11,400	9,500	9,500	9,500
5125	PRINT SHOP	8,193	81,200	81,200	58,400	58,400
5230	BUILDING AND GROUNDS	0	3,000	3,000	3,000	3,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>18,752</b>	<b>95,600</b>	<b>93,700</b>	<b>70,900</b>	<b>70,900</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	13,968	39,400	42,000	15,100	16,000
6505	GENERAL LIABILITY	62,700	63,400	63,400	66,100	66,600
6507	WORKERS' COMPENSATION	77,200	78,000	78,000	82,900	83,500
6750	VEHICLE MAINTENANCE	4,685	4,700	4,700	4,700	4,700
6751	VEHICLE FUEL USAGE	1,291	1,500	1,500	1,500	1,500
6752	VEHICLE 3RD PARTY SVC	65	1,200	1,200	1,200	1,200
6930	MEMBERSHIP & PUBLICATIONS	3,741	6,300	6,300	6,800	7,000
6940	OFFICIAL MEETINGS	3,010	8,900	5,500	10,400	10,400
6960	EQUIPMENT REPLACEMENT	3,756	44,800	44,800	15,000	15,000
6977	EMPLOYEE SUPPORT	728	800	800	900	900
6998	MISC EXP	538	500	600	600	700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>171,682</b>	<b>249,500</b>	<b>248,800</b>	<b>205,200</b>	<b>207,500</b>
SPECIAL PROGRAMS						
7206	BULK MAILING	0	17,000	17,000	17,000	17,000
7811	POB CONTRIBUTIONS	0	0	0	46,400	42,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>17,000</b>	<b>17,000</b>	<b>63,400</b>	<b>59,500</b>
<b>Total:</b>		<b>597,275</b>	<b>727,800</b>	<b>833,400</b>	<b>923,600</b>	<b>947,600</b>
<b>Fund/Division: 0015501</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					26.90 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 5502		RECREATION-COMMUNITY CTR				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	49,464	48,100	49,300	49,000	52,100
4014	VACATION SELL BACK	620	700	400	0	0
4015	ALLOWANCES	266	300	300	300	300
4021	LONGEVITY PAY	836	1,000	900	400	400
4030	PART-TIME PERS ONLY	448	4,000	4,000	4,200	4,200
4032	PART-TIME NON-PERS	2,692	25,400	20,500	27,100	27,100
4130	OVERTIME	11	0	0	0	0
4241	P.E.R.S	20,004	11,500	13,500	11,400	12,200
4242	NON-PERSABLE COMPENSATION	166	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	9,357	9,400	10,100	9,400	9,400
4245	LONG TERM DISABILITY	51	100	0	100	100
4247	LIFE INSURANCE	114	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	867	1,100	1,400	1,200	1,300
4299	VACANCY RATE	0	-3,100	0	-3,000	-3,100
Total:	SALARIES & WAGES	84,898	98,800	100,700	100,400	104,300
SUPPLIES						
5110	OFFICE SUPPLIES	21	1,500	1,500	1,500	1,500
5230	BUILDING AND GROUNDS	3,889	16,500	16,500	17,900	16,500
Total:	SUPPLIES	3,910	18,000	18,000	19,400	18,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	78,740	86,800	86,800	89,800	89,800
6163	CABLE TECH SERVICES	517	2,800	2,800	2,800	2,900
6210	TELEPHONE	5,412	5,500	5,300	5,400	5,500
6611	ELECTRIC	49,656	63,900	74,600	82,100	87,800
6612	GAS	5,910	5,500	4,800	5,100	5,400
6614	WATER	6,638	7,600	9,000	9,000	9,000
6730	OFFICE EQUIPMENT	1,768	6,000	6,000	6,000	6,000
6760	BUILDING REPAIR & MAINT	8,744	10,000	10,000	10,000	10,000
6971	TUITION REIMBURSEMENT	0	800	800	800	0
Total:	OPERATING EXPENSES	157,384	188,900	200,100	211,000	216,400
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	7,700	7,700
Total:	SPECIAL PROGRAMS	0	0	0	7,700	7,700
Total:		246,192	305,700	318,800	338,500	346,400
Fund/Division: 0015502						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.73 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5503</b>		<b>DANA GYM</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	44,674	45,300	49,700	57,000	60,900
4014	VACATION SELL BACK	414	500	300	0	0
4015	ALLOWANCES	156	200	200	200	200
4021	LONGEVITY PAY	118	300	200	100	500
4032	PART-TIME NON-PERS	2,057	31,100	31,000	40,300	40,300
4130	OVERTIME	11	0	0	0	0
4241	P.E.R.S	16,478	9,600	11,400	12,700	13,800
4242	NON-PERSABLE COMPENSATION	90	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	9,975	10,100	10,900	11,500	11,500
4245	LONG TERM DISABILITY	48	100	0	100	100
4247	LIFE INSURANCE	81	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	744	1,200	1,200	1,400	1,500
4299	VACANCY RATE	0	-3,000	0	-3,600	-3,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>74,845</b>	<b>95,600</b>	<b>105,100</b>	<b>119,900</b>	<b>125,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	0	400	400	300	300
5210	ATHLETIC	0	300	300	400	400
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	6,905	35,100	35,100	51,500	52,000
6169	CONTRACT EMPLOYEES	33,632	47,600	58,800	84,000	84,000
6611	ELECTRIC	9,774	15,600	15,600	15,600	15,600
6612	GAS	991	1,000	1,000	1,000	1,000
6614	WATER	352	400	400	400	400
6760	BUILDING REPAIR & MAINT	3,170	10,000	8,000	11,000	10,000
6930	MEMBERSHIP & PUBLICATIONS	649	700	700	700	700
6971	TUITION REIMBURSEMENT	987	3,000	2,500	500	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>56,459</b>	<b>113,400</b>	<b>122,100</b>	<b>164,700</b>	<b>163,700</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	0	3,900	3,900	4,200	4,200
7811	POB CONTRIBUTIONS	0	0	0	6,600	6,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>3,900</b>	<b>3,900</b>	<b>10,800</b>	<b>10,800</b>
<b>Total:</b>		<b>131,304</b>	<b>213,600</b>	<b>231,800</b>	<b>296,100</b>	<b>300,500</b>
<b>Fund/Division: 0015503</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					38.62 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5504</b>		<b>RECREATION-FEE &amp; CHARGES</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	71,192	71,600	67,800	73,600	79,200
4014	VACATION SELL BACK	414	400	0	0	0
4015	ALLOWANCES	220	200	200	200	200
4021	LONGEVITY PAY	451	1,300	500	500	500
4030	PART-TIME PERS ONLY	48	0	0	0	0
4032	PART-TIME NON-PERS	88	28,000	6,000	13,600	13,600
4130	OVERTIME	78	0	0	0	0
4241	P.E.R.S	27,546	16,200	15,900	16,900	18,300
4242	NON-PERSABLE COMPENSATION	139	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	15,680	15,900	11,300	15,900	15,900
4245	LONG TERM DISABILITY	75	100	100	100	100
4247	LIFE INSURANCE	126	100	100	100	200
4250	FICA/HOSPITAL INSURANCE	1,122	1,500	1,100	1,300	1,400
4299	VACANCY RATE	0	-4,100	0	-3,500	-3,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>117,182</b>	<b>131,300</b>	<b>103,100</b>	<b>118,900</b>	<b>125,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	110	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>110</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	150,306	245,000	350,000	350,000	350,000
6971	TUITION REIMBURSEMENT	0	500	500	500	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>150,306</b>	<b>245,500</b>	<b>350,500</b>	<b>350,500</b>	<b>350,000</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	3,204	46,500	25,500	59,100	59,100
7811	POB CONTRIBUTIONS	0	0	0	9,900	9,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>3,204</b>	<b>46,500</b>	<b>25,500</b>	<b>69,000</b>	<b>69,000</b>
<b>Total:</b>		<b>270,801</b>	<b>423,800</b>	<b>479,600</b>	<b>538,900</b>	<b>545,400</b>
<b>Fund/Division: 0015504</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					27.16 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5505</b>		<b>RECREATION-NATURE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	28,402	28,900	30,600	33,700	35,800
4014	VACATION SELL BACK	207	200	100	0	0
4015	ALLOWANCES	110	100	100	100	100
4021	LONGEVITY PAY	63	200	200	200	500
4030	PART-TIME PERS ONLY	4,805	21,500	7,800	0	0
4032	PART-TIME NON-PERS	4,194	44,000	18,000	0	0
4241	P.E.R.S	11,754	6,100	8,400	7,500	8,200
4242	NON-PERSABLE COMPENSATION	63	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	6,492	6,600	7,700	6,600	6,600
4245	LONG TERM DISABILITY	31	0	0	0	0
4247	LIFE INSURANCE	54	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	588	1,400	900	500	500
4299	VACANCY RATE	0	-3,300	0	-1,400	-1,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>56,763</b>	<b>105,900</b>	<b>74,000</b>	<b>47,400</b>	<b>50,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	0	300	0	0	0
5230	BUILDING AND GROUNDS	659	1,200	0	0	0
5244	NATURE	10	200	0	0	0
5280	UNIFORM	0	300	0	0	0
5410	TOOLS	100	200	0	0	0
<b>Total:</b>	<b>SUPPLIES</b>	<b>770</b>	<b>2,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	200	0	0	0
6163	CABLE TECH SERVICES	887	1,200	500	0	0
6169	CONTRACT EMPLOYEES	15,680	28,000	16,100	28,000	28,000
6210	TELEPHONE	2,629	2,400	2,500	2,600	2,700
6611	ELECTRIC	2,500	4,700	6,100	6,700	7,200
6730	OFFICE EQUIPMENT	0	200	0	0	0
6750	VEHICLE MAINTENANCE	2,835	700	700	700	700
6751	VEHICLE FUEL USAGE	217	300	500	500	500
6752	VEHICLE 3RD PARTY SVC	1,342	200	200	200	200
6971	TUITION REIMBURSEMENT	759	2,300	200	300	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>26,849</b>	<b>40,200</b>	<b>26,800</b>	<b>39,000</b>	<b>39,300</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	6,100	6,100
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,100</b>	<b>6,100</b>
<b>Total:</b>		<b>84,381</b>	<b>148,300</b>	<b>100,800</b>	<b>92,500</b>	<b>95,800</b>
<b>Fund/Division: 0015505</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(37.63) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5506</b>		<b>RECREATION-FIELDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	37,659	39,300	41,500	43,700	47,200
4014	VACATION SELL BACK	620	700	400	0	0
4015	ALLOWANCES	330	300	300	300	300
4021	LONGEVITY PAY	188	500	500	500	500
4030	PART-TIME PERS ONLY	1,356	900	0	900	900
4032	PART-TIME NON-PERS	9,034	21,700	17,700	19,900	19,900
4241	P.E.R.S	14,580	8,400	9,700	9,800	10,700
4242	NON-PERSABLE COMPENSATION	188	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	7,717	7,800	10,100	7,800	7,800
4245	LONG TERM DISABILITY	31	0	0	0	0
4247	LIFE INSURANCE	112	100	100	100	200
4250	FICA/HOSPITAL INSURANCE	813	900	1,000	900	1,000
4299	VACANCY RATE	0	-2,400	0	-2,500	-2,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>72,630</b>	<b>78,400</b>	<b>81,500</b>	<b>81,600</b>	<b>86,000</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	25,212	31,000	31,000	33,300	34,300
6971	TUITION REIMBURSEMENT	0	2,300	800	800	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>25,212</b>	<b>33,300</b>	<b>31,800</b>	<b>34,100</b>	<b>34,300</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	0	4,500	0	4,500	4,500
7811	POB CONTRIBUTIONS	0	0	0	6,000	6,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>10,500</b>	<b>10,500</b>
<b>Total:</b>		<b>97,842</b>	<b>116,200</b>	<b>113,300</b>	<b>126,200</b>	<b>130,800</b>
<b>Fund/Division: 0015506</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					8.61 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5507</b>		<b>RECREATION-SENIOR CITIZEN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	216,294	213,600	180,300	151,100	162,200
4014	VACATION SELL BACK	620	700	400	0	0
4015	ALLOWANCES	458	500	500	500	500
4021	LONGEVITY PAY	5,078	5,300	3,600	1,300	1,300
4030	PART-TIME PERS ONLY	52	6,600	6,600	0	0
4032	PART-TIME NON-PERS	634	7,700	7,700	11,700	11,700
4241	P.E.R.S	89,583	53,300	43,700	34,800	37,700
4242	NON-PERSABLE COMPENSATION	293	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	46,730	47,300	46,300	32,600	32,600
4245	LONG TERM DISABILITY	288	400	200	200	200
4247	LIFE INSURANCE	358	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	3,649	3,400	3,400	2,400	2,600
4299	VACANCY RATE	0	-10,200	0	-7,500	-7,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>364,037</b>	<b>329,300</b>	<b>293,300</b>	<b>227,700</b>	<b>241,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	549	2,000	2,000	3,500	3,500
5115	PROGRAM EXPENSES	1,396	17,400	12,300	19,200	19,200
5116	SENIOR MEAL PROGRAM	0	29,000	23,200	26,400	26,400
5125	PRINT SHOP	1,016	3,000	3,000	3,000	3,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,961</b>	<b>51,400</b>	<b>40,500</b>	<b>52,100</b>	<b>52,100</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	13,195	52,400	56,000	63,000	63,000
6971	TUITION REIMBURSEMENT	0	800	800	800	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>13,195</b>	<b>53,200</b>	<b>56,800</b>	<b>63,800</b>	<b>63,000</b>
SPECIAL PROGRAMS						
7130	SENIOR CITIZENS COMM	795	3,000	3,000	3,000	3,000
7160	EXPENDITURE REIMBURSED	0	5,100	4,700	4,700	4,700
7220	EXCURSIONS/SPECIAL EVENT	8,233	29,100	24,000	36,800	36,800
7811	POB CONTRIBUTIONS	0	0	0	30,000	29,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>9,028</b>	<b>37,200</b>	<b>31,700</b>	<b>74,500</b>	<b>74,400</b>
<b>Total:</b>		<b>389,220</b>	<b>471,100</b>	<b>422,300</b>	<b>418,100</b>	<b>431,000</b>
<b>Fund/Division: 0015507</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(11.25) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5508</b>		<b>RECREATION-CAMPING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	32,622	33,800	32,400	37,600	40,500
4014	VACATION SELL BACK	414	400	300	0	0
4015	ALLOWANCES	156	200	200	200	200
4021	LONGEVITY PAY	118	400	200	200	300
4030	PART-TIME PERS ONLY	7,727	8,600	3,000	0	0
4032	PART-TIME NON-PERS	60,633	111,700	46,800	36,300	36,300
4241	P.E.R.S	14,643	7,200	9,500	8,400	9,200
4242	NON-PERSABLE COMPENSATION	90	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	7,355	7,500	7,500	7,500	7,500
4245	LONG TERM DISABILITY	34	0	0	0	0
4247	LIFE INSURANCE	70	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,535	2,300	1,200	1,000	1,100
4299	VACANCY RATE	0	-5,200	0	-2,300	-2,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>125,397</b>	<b>167,100</b>	<b>101,300</b>	<b>89,100</b>	<b>93,000</b>
SUPPLIES						
5241	DAY CAMP	36,101	48,100	8,600	0	0
5242	WINTER/SPRING/FALL CAMP	741	3,000	3,000	3,000	3,000
5243	SPORTS CAMP	2,522	6,000	3,300	9,500	9,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>39,363</b>	<b>57,100</b>	<b>14,900</b>	<b>12,500</b>	<b>12,500</b>
OPERATING EXPENSES						
6940	OFFICIAL MEETINGS	545	1,200	100	100	100
6971	TUITION REIMBURSEMENT	253	1,500	1,000	500	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>798</b>	<b>2,700</b>	<b>1,100</b>	<b>600</b>	<b>100</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	5,800	5,800
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,800</b>	<b>5,800</b>
<b>Total:</b>		<b>165,558</b>	<b>226,900</b>	<b>117,300</b>	<b>108,000</b>	<b>111,400</b>
<b>Fund/Division: 0015508</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(52.40) %	

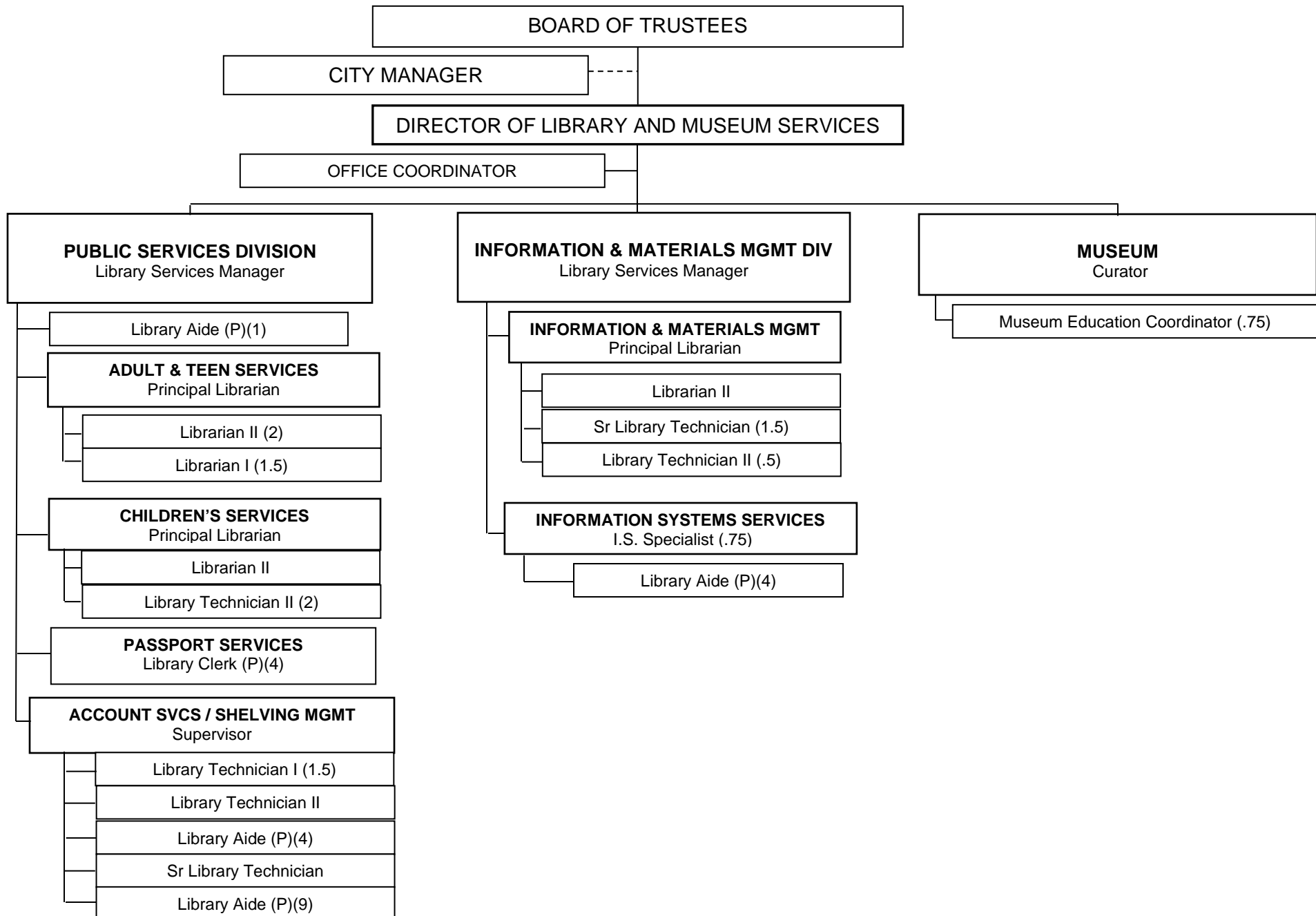


ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5510</b>		<b>RECREATION-YOUTH MASTER</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	95,203	98,600	92,500	109,300	118,300
4014	VACATION SELL BACK	620	700	400	0	0
4015	ALLOWANCES	394	400	400	400	400
4021	LONGEVITY PAY	196	1,500	600	600	800
4030	PART-TIME PERS ONLY	1,027	1,000	5,500	0	0
4032	PART-TIME NON-PERS	30,645	250,500	155,800	290,400	290,400
4241	P.E.R.S	36,396	21,100	22,700	24,500	26,800
4242	NON-PERSABLE COMPENSATION	223	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	19,426	23,600	21,600	23,600	23,600
4245	LONG TERM DISABILITY	110	200	100	200	200
4247	LIFE INSURANCE	193	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,990	5,200	3,600	5,800	5,900
4299	VACANCY RATE	0	-12,100	0	-11,700	-11,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>186,424</b>	<b>391,100</b>	<b>303,600</b>	<b>443,600</b>	<b>455,000</b>
SUPPLIES						
5125	PRINT SHOP	0	500	0	500	500
5210	ATHLETIC	0	1,000	0	1,000	1,000
5220	AWARDS	0	0	0	1,900	2,000
5250	CRAFT	0	500	500	1,000	1,000
5280	UNIFORM	0	3,600	1,300	3,800	3,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>5,600</b>	<b>1,800</b>	<b>8,200</b>	<b>8,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	400	400	500	500
6169	CONTRACT EMPLOYEES	0	7,200	0	7,800	7,800
6210	TELEPHONE	179	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	0	1,000	0	1,600	1,600
6971	TUITION REIMBURSEMENT	506	3,800	1,800	800	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>685</b>	<b>12,600</b>	<b>2,400</b>	<b>10,900</b>	<b>10,100</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	4,910	53,500	50,800	60,200	60,200
7811	POB CONTRIBUTIONS	0	0	0	13,200	13,200
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>4,910</b>	<b>53,500</b>	<b>50,800</b>	<b>73,400</b>	<b>73,400</b>
<b>Total:</b>		<b>192,019</b>	<b>462,800</b>	<b>358,600</b>	<b>536,100</b>	<b>546,800</b>
<b>Fund/Division: 0015510</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					15.84 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5520</b>		<b>RECREATION-MUSEUM EDUCATN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	19,424	19,600	19,600	20,500	21,800
4014	VACATION SELL BACK	207	200	100	0	0
4015	ALLOWANCES	110	100	100	100	100
4021	LONGEVITY PAY	225	400	300	300	300
4032	PART-TIME NON-PERS	40	7,000	4,000	7,500	7,500
4130	OVERTIME	11	0	0	0	0
4241	P.E.R.S	7,674	4,600	4,700	4,800	5,200
4242	NON-PERSABLE COMPENSATION	70	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	3,902	3,900	3,500	3,900	3,900
4245	LONG TERM DISABILITY	17	0	0	0	0
4247	LIFE INSURANCE	46	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	312	400	400	400	400
4299	VACANCY RATE	0	-1,100	0	-1,100	-1,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>32,039</b>	<b>35,300</b>	<b>32,800</b>	<b>36,600</b>	<b>38,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	0	300	300	300	300
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	8,234	12,100	18,200	18,200	18,200
6971	TUITION REIMBURSEMENT	0	300	300	300	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>8,234</b>	<b>12,400</b>	<b>18,500</b>	<b>18,500</b>	<b>18,200</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	2,900	2,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,900</b>	<b>2,900</b>
<b>Total:</b>		<b>40,273</b>	<b>48,000</b>	<b>51,600</b>	<b>58,300</b>	<b>59,600</b>
<b>Fund/Division: 0015520</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					21.46 %	

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# LIBRARY AND MUSEUM SERVICES



## LIBRARY AND MUSEUM SERVICES DEPARTMENT

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**Description:** The Library and Museum support and promote an informed citizenry with an emphasis on access to information, literacy, preservation of Arcadia history, past and present, and lifelong learning.

### Library

The Library is a welcoming space that brings people, information, and ideas together. It enriches lives, builds community, and offers a wide variety of materials, services, and programs to meet and support the educational, informational, and historical interests and needs of its citizenry. The Library utilizes current and emerging technologies to operate as both a physical and virtual library, providing convenient access to information, programs, and services to the community. The Library provides free Wi-Fi and high speed internet access, public computers, print stations, copy and scanning machines, 3D printing, community meeting space, passport services, as well as a safe and well-maintained facility, to meet the needs of its community.

Through an ongoing community engagement process, the Library continues to think strategically and effectively to provide high quality services, collections, and programs for all ages within the framework of the City budget and generous support of the Friends of the Library, all of which support the high quality of life in the community it serves.

Due to an unprecedented COVID-19 pandemic, beginning March 2020, and continuing through 2021-2022, the Library has continued to offer services, contactless, remote, and in-person options for services. The focus will continue to be on providing a variety of flexible options to access information, collections, services, and programs during this next fiscal year.

To best serve the community, the Library has been reorganized (2021-2022) under two divisions, Public Services Division and Information and Materials Management Division.

**Public Services Division** is made up of Adult and Teen Services, Children's Services, Account and Shelving Management Services, and Passport Services. Adult, Teen, and Children's Services are responsible for assisting patrons with informational inquiries, reader's advisory, informational, educational, and literacy-based classes and programs, selection, and maintenance of print and online collections, in a variety of media, languages, and formats. Adult and Teen Services is responsible for the Arcadia history collection and Arcadia research. This section is at the forefront of current and emerging informational, educational, digital, and technology needs that best serves an informed citizenry. Account and Shelving Management Services section is responsible for management of collection lending and housing, account management, and library cards. Passport Services is a separate service provided for the community and is self-supporting within the

Library. Community outreach, arts and culture, display cases, and room rentals also fall under this division.

**Information and Materials Management Division** is made up of Cataloging and Acquisitions Services and Information Services. Cataloging and Acquisitions Services is responsible for managing the ordering, delivery, cataloging, processing, and discovery of the Library's physical and electronic collections through its integrated library catalog system. It is also responsible for processing and making available daily subscriptions of newspapers, magazines, and loose-leaf services. This division creates sets of records for each item purchased and downloaded into the Library's catalog for the end user to find materials easily and quickly. This section is also responsible for adding and withdrawing cataloging records and materials to maintain an accurate catalog and physical collections. The Information Services section maintains the Library and Museum's internal and external technology infrastructure, including public and internal networks, computers, printers, public Wi-Fi, and public computers, including 3D printing. This section works closely with the City's IT department and also supports staff with new and emerging technology, recommendations, implementation, and training. This section is also responsible for maintaining and updating the Library and Museum's website and providing technical assistance to the public with the public computers, printers, copiers, and 3D printing.

**Gilb Museum of Arcadia Heritage and Museum Education Center** is dedicated to planning and organizing a variety of services, programs, exhibits, and activities related to Arcadia history, past and present, through education, collections, and preservation. It offers a space for the community to come together to celebrate the City's history with exhibits and educational programs.

The Museum Curator is responsible for collections management, exhibition design and construction, cataloging, grant writing, research, and public assistance. Using Museum artifacts, permanent exhibits tell the story timeline of Arcadia's past from when the area was still underwater, to the local Native Americans, the Ranchos, and how Arcadia fit into the evolving history of California, providing the community a foundation for a sense of place. There are currently five permanent exhibit spaces that are dedicated to Arcadia chronological story, including the Arcadia Veterans Local History Room; Anita Baldwin: A Portrait; Arcadia Walk of Fame, focusing on famous Arcadians; and Arcadia in the Movies. Temporary and rotating exhibits are also offered inside the Museum and throughout the City, incorporating the City's various cultures and history. The Museum provides opportunities and forums for the community to share their stories and reflect on the past.

The Museum Education Coordinator plans and implements interpretive programs addressing historic and cultural topics for various audiences with an emphasis on educational services for school children, teachers, and occasionally, scout troops. In addition, this position develops resource materials that support exhibitions, local history, and compliments school curriculum. This position is also responsible for volunteer recruitment and training. The Museum presents programs for all ages

incorporating education about Arcadia's history; school and scout programs; adult workshops and lectures. Care of the Museum's collections is a top priority, as it is the heart of the Museum.

The Museum Education Center serves as a multipurpose space to support Museum educational programming, meetings, speakers, receptions, and cultural programs. This is a shared space with the Community Services and Recreation Department, who also uses this space to offer classes for the community.

### **FY 2022-23 Work Plan:**

#### Library:

1. Welcome Arcadia residents back into the Library by maintaining safe and friendly spaces and providing an engaging mix of services and programs guided by community input and Los Angeles County Public Health guidelines supported by grants, interns, volunteers, and community partnerships.
2. Provide strong Summer, Fall, and Spring reading and early literacy programs to help students that may have fallen behind during the pandemic. Implement 1000 Books Before Kindergarten reading initiative.
3. Help to stimulate civic and community involvement by safeguarding access to information and ideas through the support of intellectual freedom, equitable access, privacy, and diverse perspectives and viewpoints. Continue to inform Arcadia residents of local, state, and federal government information, programs, and services to encourage a better informed and involved citizenry. Participate as a voter site within the community.
4. Utilize, update, and maintain appropriate technology and equipment to meet organizational and community needs with an eye towards more self-service options. Update the CENIC Broadband public internet equipment to increase the speed from 1 gigabyte per second (Gbps) to 10 Gbps through City and State Library funding.
5. Build back a strong volunteer and intern base to assist with library services and develop a stronger advocacy for the Library.
6. Continue a strong marketing, publicity, and social media presence in the community, informing the community of the wide variety of services, programs, and collections available in-person and remotely at the Library and Museum.
7. Continue Passport Services as an ongoing, cost-recovery program for the community.
8. Maintain and refresh the facility, grounds, and furnishings to ensure an attractive, safe, and inviting environment for people visiting the Library. Enhance building safety by installing security cameras on the premises.
9. Finalize the Radio Frequency Identifier Conversion project (RFID) by completing tagging of any collections not finished during FY 21-22.

10. Provide a robust and diverse collection of books and resources that meet the needs of Arcadia residents as well as a variety of programs and services that attract hard-to-reach populations as well as inspiring life-long learning for all ages.
11. Continue to attract, develop, and train an innovative, talented, nimble, and diverse workforce. Improve organizational culture, knowledge, skills, and abilities of staff through training, workshops, and professional development opportunities. Continue to provide new training opportunities through cross-training, community engagement, and formal training opportunities throughout the organization.

Gilb Museum of Arcadia Heritage and Museum Education Center

1. Bring Arcadia residents back to the Museum by maintaining safe and friendly spaces and an engaging mix of services and programs guided by community input and Los Angeles County Public Health guidelines supported by grants, interns, volunteers, and community partnerships.
2. Continue to develop a strong intern and volunteer program to assist with collections, programs, services and advocacy.
3. Continue to provide strong educational programs for all ages that develop a lifelong love of learning and to continue to bring in repeat and new visitors alike throughout the year. Continue to provide the “why” and “so what” of local history and how it fits in with history nationally and internationally.
4. Continue to ethically accession, deaccession, and maintain proper documentation, indexing, storage, and care for the artifact collections following museum management best standards and practices.
5. Continue to look for ways to store and share collections in the most compact and accessible configurations to maximize the limited space available.
6. Systematically refresh permanent and temporary exhibit spaces and take advantage of technology to offer new interactive and hands-on experiences for the public.
7. Continue to bring in repeat and new visitors throughout the year.
8. Continue to collaborate with community groups, schools, and individuals to develop temporary exhibits that meet the current interests of the community.
9. Continue on the Continuum of Excellence towards accreditation by the American Alliance of Museums by working on the required five core documents. Engage in the American Association of State and Local History’s StEPs (Standards and Excellence Program for History Organizations) program. This year, the focus will continue to be on collections, interns, volunteers, visitors, and audience.
10. Work to update the Museum’s Long- Range Plan.
11. Continue to develop a strong collaboration with the Friends of the Museum.



## **FY22-23 EMPLOYEE COUNT BY DEPARTMENT**

### ***LIBRARY***

<b><i>Position</i></b>	<b><i>FTE</i></b>
Account Services Supervisor	1.00
Director of Library/Museum Services	1.00
Historical Museum Curator	1.00
Information System Specialist	0.75
Librarian I	1.50
Librarian II	4.00
Library Services Manager	2.00
Library Technician I	3.00
Library Technician II	1.00
Museum Education Coordinator	1.00
Office Coordinator	1.00
Principal Librarian	3.00
Senior Library Technician	3.50
<b>TOTAL</b>	<b>23.75</b>

ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>5600</b>	<b>LIBRARY &amp; MUSEUM SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,640,863	1,755,600	1,891,700	2,008,200	2,112,300
4011	SPECIALIST PAY	1,937	2,000	2,000	2,000	2,000
4014	VACATION SELL BACK	2,340	2,600	3,300	2,300	2,300
4015	ALLOWANCES	1,564	1,600	1,600	1,600	1,600
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	22,683	23,600	25,200	25,500	26,100
4032	PART-TIME NON-PERS	190,985	265,100	265,100	293,500	293,500
4130	OVERTIME	818	3,000	3,000	3,300	3,300
4241	P.E.R.S	652,507	411,100	453,600	472,500	501,400
4242	NON-PERSABLE COMPENSATIOI	1,966	2,000	2,100	2,300	2,300
4244	MEDICAL/DENTAL INSURANCE	272,359	320,600	330,200	327,200	327,200
4245	LONG TERM DISABILITY	1,564	2,700	1,500	2,700	2,700
4247	LIFE INSURANCE	2,176	2,800	2,400	2,800	2,900
4250	FICA/HOSPITAL INSURANCE	26,304	27,900	30,400	33,700	35,200
4299	VACANCY RATE	0	-84,600	0	-94,400	-98,500
<b>Total: SALARIES &amp; WAGES</b>		<b>2,818,566</b>	<b>2,736,500</b>	<b>3,012,600</b>	<b>3,083,700</b>	<b>3,214,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	33,833	48,700	48,700	48,100	48,100
5115	PROGRAM EXPENSES	2,130	5,800	5,800	12,100	12,100
5125	PRINT SHOP	988	12,800	12,800	14,400	14,400
5230	BUILDING AND GROUNDS	13,451	19,600	19,600	19,800	19,800
<b>Total: SUPPLIES</b>		<b>50,403</b>	<b>86,900</b>	<b>86,900</b>	<b>94,400</b>	<b>94,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	240,052	324,300	329,500	335,200	340,900
6210	TELEPHONE	26,467	32,800	26,300	27,600	27,900
6310	MILEAGE	2	600	600	600	600
6505	GENERAL LIABILITY	71,000	72,400	72,400	74,800	75,400
6507	WORKERS' COMPENSATION	46,400	47,300	47,300	49,900	50,200
6611	ELECTRIC	117,357	134,400	136,700	150,400	160,900
6612	GAS	7,820	7,200	10,300	11,000	11,600
6614	WATER	1,308	2,800	1,200	1,200	1,200
6730	OFFICE EQUIPMENT	18,431	16,900	16,900	15,000	14,000
6750	VEHICLE MAINTENANCE	2,407	2,200	2,200	2,200	2,200
6751	VEHICLE FUEL USAGE	191	300	300	300	300
6752	VEHICLE 3RD PARTY SVC	337	400	400	400	400
6760	BUILDING REPAIR & MAINT	12,078	14,000	14,000	23,400	16,000
6921	BIBLIOGRAPHIC UTILITIES	29,860	38,900	38,900	40,500	40,500
6922	LIBRARY MATERIALS	216,038	213,400	213,400	219,100	219,100
6923	ELECTRONIC RESOURCES	75,700	93,400	93,400	124,400	124,000
6925	ARTIFACT	2,420	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	6,400	7,500	7,500	7,900	7,900
6940	OFFICIAL MEETINGS	1,059	6,900	6,900	4,600	4,600
6960	EQUIPMENT REPLACEMENT	13,435	267,600	267,600	0	0
6970	TRAINING	4,125	7,500	7,500	7,700	7,700
6971	TUITION REIMBURSEMENT	230	18,400	14,300	4,200	4,200
6977	EMPLOYEE SUPPORT	1,067	1,100	1,100	1,100	1,100
<b>Total: OPERATING EXPENSES</b>		<b>894,185</b>	<b>1,312,800</b>	<b>1,311,200</b>	<b>1,104,000</b>	<b>1,113,200</b>

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	273,400	273,500
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>273,400</b>	<b>273,500</b>
<b>Total Division:</b>	<b>3,763,153</b>	<b>4,136,200</b>	<b>4,410,700</b>	<b>4,555,500</b>	<b>4,695,900</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				10.14 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 5601		LIBRARY-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	461,934	470,100	523,000	527,400	550,500
4014	VACATION SELL BACK	2,340	1,300	1,300	1,500	1,500
4015	ALLOWANCES	1,564	1,600	1,600	1,600	1,600
4021	LONGEVITY PAY	5,487	5,500	5,500	6,800	7,100
4032	PART-TIME NON-PERS	9,625	8,200	8,200	22,500	22,500
4241	P.E.R.S	183,215	110,700	124,800	124,500	131,200
4242	NON-PERSABLE COMPENSATION	1,966	2,000	2,100	2,300	2,300
4244	MEDICAL/DENTAL INSURANCE	65,803	66,600	75,500	66,600	66,600
4245	LONG TERM DISABILITY	275	400	300	400	400
4247	LIFE INSURANCE	1,138	1,300	1,200	1,400	1,500
4250	FICA/HOSPITAL INSURANCE	7,137	7,000	7,900	8,000	8,400
4299	VACANCY RATE	0	-20,200	0	-22,000	-22,900
Total:	SALARIES & WAGES	740,483	654,500	751,400	741,000	770,700
SUPPLIES						
5110	OFFICE SUPPLIES	4,926	7,000	7,000	7,000	7,000
5115	PROGRAM EXPENSES	0	1,600	1,600	6,800	6,800
5125	PRINT SHOP	0	9,800	9,800	11,400	11,400
5230	BUILDING AND GROUNDS	12,509	17,800	17,800	18,000	18,000
Total:	SUPPLIES	17,435	36,200	36,200	43,200	43,200
OPERATING EXPENSES						
6160	CONTRACT SERVICES	212,296	296,100	299,700	299,300	305,300
6210	TELEPHONE	22,320	28,500	22,300	23,500	23,700
6310	MILEAGE	2	300	300	300	300
6505	GENERAL LIABILITY	71,000	72,400	72,400	74,800	75,400
6507	WORKERS' COMPENSATION	46,400	47,300	47,300	49,900	50,200
6611	ELECTRIC	117,357	134,400	136,700	150,400	160,900
6612	GAS	7,820	7,200	10,300	11,000	11,600
6614	WATER	1,308	2,800	1,200	1,200	1,200
6730	OFFICE EQUIPMENT	16,807	9,000	9,000	3,500	3,500
6750	VEHICLE MAINTENANCE	2,407	2,200	2,200	2,200	2,200
6751	VEHICLE FUEL USAGE	191	300	300	300	300
6752	VEHICLE 3RD PARTY SVC	337	400	400	400	400
6760	BUILDING REPAIR & MAINT	8,246	10,000	10,000	12,000	12,000
6930	MEMBERSHIP & PUBLICATIONS	5,376	6,300	6,300	6,500	6,500
6940	OFFICIAL MEETINGS	360	5,100	5,100	3,200	3,200
6960	EQUIPMENT REPLACEMENT	13,435	267,600	267,600	0	0
6970	TRAINING	3,078	6,500	6,500	6,700	6,700
6971	TUITION REIMBURSEMENT	230	8,300	4,200	4,200	4,200
6977	EMPLOYEE SUPPORT	1,067	1,100	1,100	1,100	1,100
Total:	OPERATING EXPENSES	530,037	905,800	902,900	650,500	668,700
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	77,700	77,700
Total:	SPECIAL PROGRAMS	0	0	0	77,700	77,700

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>Total:</b>	<b>1,287,955</b>	<b>1,596,500</b>	<b>1,690,500</b>	<b>1,512,400</b>	<b>1,560,300</b>
<b>Fund/Division: 0015601</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(5.27) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5602</b>		<b>LIBRARY-INFORMATION SYSTE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	56,297	55,500	58,400	58,900	61,300
4021	LONGEVITY PAY	0	0	500	0	0
4032	PART-TIME NON-PERS	35,261	48,300	48,300	50,500	50,500
4241	P.E.R.S	20,704	11,700	13,500	13,100	13,800
4244	MEDICAL/DENTAL INSURANCE	6,622	6,700	7,100	6,700	6,700
4245	LONG TERM DISABILITY	69	100	100	100	100
4247	LIFE INSURANCE	56	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,348	1,500	1,400	1,600	1,600
4299	VACANCY RATE	0	-3,700	0	-3,900	-4,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>120,355</b>	<b>120,200</b>	<b>129,400</b>	<b>127,100</b>	<b>130,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	510	1,000	1,000	1,300	1,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>510</b>	<b>1,000</b>	<b>1,000</b>	<b>1,300</b>	<b>1,300</b>
OPERATING EXPENSES						
6730	OFFICE EQUIPMENT	0	0	0	3,900	3,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,900</b>	<b>3,900</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	8,300	8,300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,300</b>	<b>8,300</b>
<b>Total:</b>		<b>120,866</b>	<b>121,200</b>	<b>130,400</b>	<b>140,600</b>	<b>143,600</b>
<b>Fund/Division: 0015602</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					16.01 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5603</b>		<b>LIBRARY-SHELVING MGMT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	64,077	62,300	-3,500	0	0
4011	SPECIALIST PAY	969	1,000	0	0	0
4021	LONGEVITY PAY	1,097	1,100	0	0	0
4032	PART-TIME NON-PERS	81,325	106,700	106,700	112,400	112,400
4241	P.E.R.S	24,223	13,600	300	0	0
4244	MEDICAL/DENTAL INSURANCE	13,303	13,400	8,500	0	0
4245	LONG TERM DISABILITY	69	100	0	0	0
4247	LIFE INSURANCE	56	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	2,316	2,400	1,100	1,600	1,600
4299	VACANCY RATE	0	-6,000	0	-3,400	-3,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>187,434</b>	<b>194,700</b>	<b>113,100</b>	<b>110,600</b>	<b>110,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	762	700	700	700	700
<b>Total:</b>	<b>SUPPLIES</b>	<b>762</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	300	300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>
<b>Total:</b>		<b>188,197</b>	<b>195,400</b>	<b>113,800</b>	<b>111,600</b>	<b>111,600</b>
<b>Fund/Division: 0015603</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(42.89) %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5604</b>		<b>LIBRARY-ACCOUNT SERVICES</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	129,930	188,600	198,000	256,700	276,500
4021	LONGEVITY PAY	1,471	2,200	2,200	2,200	2,400
4032	PART-TIME NON-PERS	36,963	47,900	47,900	50,200	50,200
4241	P.E.R.S	48,655	40,300	45,700	57,700	62,700
4244	MEDICAL/DENTAL INSURANCE	29,703	46,800	50,400	60,100	60,100
4245	LONG TERM DISABILITY	156	400	200	500	500
4247	LIFE INSURANCE	125	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	2,729	3,500	3,800	4,500	4,700
4299	VACANCY RATE	0	-9,900	0	-13,000	-13,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>249,733</b>	<b>320,100</b>	<b>348,400</b>	<b>419,200</b>	<b>443,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,597	3,000	3,000	4,000	4,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,597</b>	<b>3,000</b>	<b>3,000</b>	<b>4,000</b>	<b>4,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	25,500	25,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,500</b>	<b>25,500</b>
<b>Total:</b>		<b>253,330</b>	<b>323,100</b>	<b>351,400</b>	<b>448,700</b>	<b>473,200</b>
<b>Fund/Division: 0015604</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					38.87 %	



ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5605</b>		<b>LIBRARY-CHILDREN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	224,686	274,500	331,600	314,600	329,700
4011	SPECIALIST PAY	0	0	1,000	1,000	1,000
4021	LONGEVITY PAY	2,804	3,300	4,400	4,400	4,500
4241	P.E.R.S	91,766	67,100	79,900	75,300	79,700
4244	MEDICAL/DENTAL INSURANCE	38,507	53,500	57,700	53,500	53,500
4245	LONG TERM DISABILITY	241	500	300	500	500
4247	LIFE INSURANCE	191	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	3,249	4,000	5,100	4,600	4,900
4299	VACANCY RATE	0	-12,100	0	-13,600	-14,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>361,445</b>	<b>391,100</b>	<b>480,300</b>	<b>440,600</b>	<b>459,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,035	3,200	3,200	3,200	3,200
5115	PROGRAM EXPENSES	18	800	800	1,100	1,100
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,053</b>	<b>4,000</b>	<b>4,000</b>	<b>4,300</b>	<b>4,300</b>
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	62,300	62,300	62,300	63,000	63,000
6923	ELECTRONIC RESOURCES	8,700	14,200	14,200	16,800	16,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>71,000</b>	<b>76,500</b>	<b>76,500</b>	<b>79,800</b>	<b>79,400</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	49,000	49,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,000</b>	<b>49,000</b>
<b>Total:</b>		<b>434,498</b>	<b>471,600</b>	<b>560,800</b>	<b>573,700</b>	<b>592,600</b>
<b>Fund/Division: 0015605</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					21.65 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5607</b>		<b>LIBRARY-TECHNICAL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	306,641	230,300	331,100	328,600	342,000
4014	VACATION SELL BACK	0	1,300	1,300	0	0
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	6,886	6,000	7,100	6,600	6,600
4241	P.E.R.S	126,283	57,800	81,000	80,000	84,100
4244	MEDICAL/DENTAL INSURANCE	52,569	53,500	59,500	53,500	53,500
4245	LONG TERM DISABILITY	343	500	300	500	500
4247	LIFE INSURANCE	278	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	3,155	1,800	3,600	4,900	5,100
4299	VACANCY RATE	0	-10,600	0	-14,200	-14,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>496,654</b>	<b>341,400</b>	<b>484,700</b>	<b>460,700</b>	<b>477,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	15,500	15,000	15,000	16,600	16,600
<b>Total:</b>	<b>SUPPLIES</b>	<b>15,500</b>	<b>15,000</b>	<b>15,000</b>	<b>16,600</b>	<b>16,600</b>
OPERATING EXPENSES						
6921	BIBLIOGRAPHIC UTILITIES	29,860	38,900	38,900	40,500	40,500
6922	LIBRARY MATERIALS	7,847	8,800	8,800	9,000	9,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>37,708</b>	<b>47,700</b>	<b>47,700</b>	<b>49,500</b>	<b>49,500</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	49,600	49,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,600</b>	<b>49,600</b>
<b>Total:</b>		<b>549,862</b>	<b>404,100</b>	<b>547,400</b>	<b>576,400</b>	<b>593,500</b>
<b>Fund/Division: 0015607</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					42.64 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5608</b>		<b>LIBRARY-ADULT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	297,207	368,100	344,200	392,000	412,600
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	0	0	700	800	800
4021	LONGEVITY PAY	4,938	5,500	5,500	5,500	5,500
4241	P.E.R.S	120,075	87,500	83,300	92,900	98,500
4244	MEDICAL/DENTAL INSURANCE	46,098	60,100	48,000	60,100	60,100
4245	LONG TERM DISABILITY	275	500	200	500	500
4247	LIFE INSURANCE	222	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	4,293	5,400	5,000	5,800	6,100
4299	VACANCY RATE	0	-15,900	0	-16,800	-17,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>474,076</b>	<b>512,500</b>	<b>488,100</b>	<b>542,100</b>	<b>567,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,425	3,800	3,800	3,300	3,300
5115	PROGRAM EXPENSES	319	500	500	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,744</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	145,891	142,300	142,300	147,100	147,100
6923	ELECTRONIC RESOURCES	67,000	79,200	79,200	107,600	107,600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>212,891</b>	<b>221,500</b>	<b>221,500</b>	<b>254,700</b>	<b>254,700</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	47,900	48,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,900</b>	<b>48,000</b>
<b>Total:</b>		<b>689,711</b>	<b>738,300</b>	<b>713,900</b>	<b>849,000</b>	<b>874,800</b>
<b>Fund/Division: 0015608</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					14.99 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DIVISION: 5620		LIBRARY-MUSEUM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	100,090	106,200	108,800	130,000	139,700
4032	PART-TIME NON-PERS	10,431	0	0	0	0
4130	OVERTIME	818	3,000	3,000	3,300	3,300
4241	P.E.R.S	37,586	22,400	25,100	29,000	31,400
4244	MEDICAL/DENTAL INSURANCE	19,754	20,000	23,500	26,700	26,700
4245	LONG TERM DISABILITY	137	200	100	200	200
4247	LIFE INSURANCE	111	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,827	1,500	2,100	1,900	2,000
4299	VACANCY RATE	0	-4,600	0	-5,700	-6,100
Total:	SALARIES & WAGES	170,755	148,800	162,700	185,500	197,300
SUPPLIES						
5110	OFFICE SUPPLIES	510	2,000	2,000	3,000	3,000
5115	PROGRAM EXPENSES	1,793	2,900	2,900	3,200	3,200
5125	PRINT SHOP	988	3,000	3,000	3,000	3,000
5230	BUILDING AND GROUNDS	831	800	800	800	800
Total:	SUPPLIES	4,122	8,700	8,700	10,000	10,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	20,925	18,900	20,500	26,200	25,900
6210	TELEPHONE	813	800	800	800	800
6310	MILEAGE	0	300	300	300	300
6730	OFFICE EQUIPMENT	1,625	6,400	6,400	6,100	5,100
6760	BUILDING REPAIR & MAINT	2,618	2,500	2,500	8,200	2,500
6925	ARTIFACT	2,420	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	1,024	1,200	1,200	1,400	1,400
6940	OFFICIAL MEETINGS	699	1,800	1,800	1,400	1,400
6970	TRAINING	1,047	1,000	1,000	1,000	1,000
6971	TUITION REIMBURSEMENT	0	10,100	10,100	0	0
Total:	OPERATING EXPENSES	31,171	45,500	47,100	47,900	40,900
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	15,100	15,100
Total:	SPECIAL PROGRAMS	0	0	0	15,100	15,100
Total:		206,048	203,000	218,500	258,500	263,300
Fund/Division: 0015620						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					27.34 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5630</b>		<b>MUSEUM EDUCATION CENTER</b>				
SUPPLIES						
5230	BUILDING AND GROUNDS	111	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>111</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	6,830	9,300	9,300	9,700	9,700
6210	TELEPHONE	3,333	3,500	3,200	3,300	3,400
6730	OFFICE EQUIPMENT	0	1,500	1,500	1,500	1,500
6760	BUILDING REPAIR & MAINT	1,214	1,500	1,500	3,200	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>11,378</b>	<b>15,800</b>	<b>15,500</b>	<b>17,700</b>	<b>16,100</b>
<b>Total:</b>		<b>11,489</b>	<b>16,800</b>	<b>16,500</b>	<b>18,700</b>	<b>17,100</b>
<b>Fund/Division: 0015630</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					11.31	%

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5640</b>		<b>PASSPORT PROCESSING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	0	100	0	0
4032	PART-TIME NON-PERS	17,379	54,000	54,000	57,900	57,900
4250	FICA/HOSPITAL INSURANCE	252	800	400	800	800
4299	VACANCY RATE	0	-1,600	0	-1,800	-1,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>17,631</b>	<b>53,200</b>	<b>54,500</b>	<b>56,900</b>	<b>56,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,567	13,000	13,000	9,000	9,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,567</b>	<b>13,000</b>	<b>13,000</b>	<b>9,000</b>	<b>9,000</b>
OPERATING EXPENSES						
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>21,198</b>	<b>66,200</b>	<b>67,500</b>	<b>65,900</b>	<b>65,900</b>
<b>Fund/Division: 0015640</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.45) %	

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## Narcotic Seizure

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>104,600</b>	<b>135,600</b>	<b>167,000</b>
Estimated Revenue:			
Police Services	30,000	30,000	30,000
Asset Seizure fund	0	0	0
Interest Earnings	1,000	1,400	1,700
Transfer-In /(AB109 Fund & General Fund)	0	0	0
Total Revenues	31,000	31,400	31,700
Estimated Funds Available	135,600	167,000	198,700
Proposed Expenditures:			
Equipment	0	0	0
F.A.S.T.	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>135,600</b>	<b>167,000</b>	<b>198,700</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.



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

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>267,400</b>	<b>269,700</b>	<b>267,300</b>
Estimated Revenue:			
C.O.P.S. AB 3229 Funds	160,000	170,000	180,000
Interest Income	2,700	2,700	2,700
Total Revenues	162,700	172,700	182,700
Estimated Funds Available	430,100	442,400	450,000
Proposed Expenditures:			
Operating Costs	160,400	175,100	181,000
Total Expenditures	160,400	175,100	181,000
<b>Ending Fund Balance</b>	<b>269,700</b>	<b>267,300</b>	<b>269,000</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.

*CITIZENS OPTIONS FOR PUBLIC SAFETY(COPS)  
PROGRAM FUND*

*No. of Employees Full  
Time Equivalent*

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Crime Analyst/Investigative Support Specialist

1.00

**TOTAL**

1.00
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	95,458	95,100	100,400	100,800	104,900
4021 LONGEVITY PAY	1,097	1,100	1,100	1,100	1,600
4241 P.E.R.S	35,837	20,300	23,200	22,700	24,000
4242 NON-PERSABLE COMPENSATIOI	477	500	500	500	500
4244 MEDICAL/DENTAL INSURANCE	17,263	17,300	17,200	17,300	17,300
4245 LONG TERM DISABILITY	69	100	100	100	100
4247 LIFE INSURANCE	280	300	300	300	300
4250 FICA/HOSPITAL INSURANCE	1,343	1,400	1,300	1,500	1,500
<b>Total: SALARIES &amp; WAGES</b>	<b>151,824</b>	<b>136,100</b>	<b>144,100</b>	<b>144,300</b>	<b>150,200</b>
SUPPLIES					
5260 FIELDS	4,457	10,000	10,000	10,000	10,000
<b>Total: SUPPLIES</b>	<b>4,457</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	2,700	2,800	2,800	2,900	2,900
6507 WORKERS' COMPENSATION	3,400	3,500	3,500	3,700	3,700
<b>Total: OPERATING EXPENSES</b>	<b>6,100</b>	<b>6,300</b>	<b>6,300</b>	<b>6,600</b>	<b>6,600</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	14,200	14,200
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,200</b>	<b>14,200</b>
<b>Total Division:</b>	<b>162,381</b>	<b>152,400</b>	<b>160,400</b>	<b>175,100</b>	<b>181,000</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				14.90 %	

## High School Law Enforcement

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grants	0	0	0
School District	110,000	110,000	110,000
General Fund Contribution	80,000	116,700	125,200
Total Revenues	190,000	226,700	235,200
Estimated Funds Available	190,000	226,700	235,200
Proposed Expenditures:			
Operating Costs	190,000	226,700	235,200
Total Expenditures	190,000	226,700	235,200
<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 \$100,000 toward this position.

*HIGH SCHOOL LAW ENFORCEMENT*

*No. of Employees Full  
Time Equivalent*

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Police Officer

1.00

**TOTAL**

1.00
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	103,290	103,300	103,800	106,500	111,800
4011 SPECIALIST PAY	5,324	2,000	3,800	2,000	2,000
4014 VACATION SELL BACK	4,010	5,700	5,700	5,900	5,900
4021 LONGEVITY PAY	934	1,100	1,100	1,100	1,100
4130 OVERTIME	115	2,800	2,800	2,900	2,900
4138 HOLIDAY PAY	8,102	4,000	4,300	4,200	4,400
4241 P.E.R.S	81,540	42,900	43,900	46,600	49,400
4242 NON-PERSABLE COMPENSATIOI	0	1,200	0	1,200	1,200
4244 MEDICAL/DENTAL INSURANCE	11,031	14,800	13,400	16,400	16,400
4245 LONG TERM DISABILITY	170	200	200	200	200
4247 LIFE INSURANCE	56	100	100	100	100
4250 FICA/HOSPITAL INSURANCE	1,722	1,600	1,600	1,800	1,800
<b>Total: SALARIES &amp; WAGES</b>	<b>216,293</b>	<b>179,700</b>	<b>180,700</b>	<b>188,900</b>	<b>197,200</b>
SUPPLIES					
5280 UNIFORM	1,000	1,300	1,300	1,300	1,300
<b>Total: SUPPLIES</b>	<b>1,000</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	3,700	3,800	3,800	3,900	4,000
6507 WORKERS' COMPENSATION	4,100	4,200	4,200	4,400	4,500
<b>Total: OPERATING EXPENSES</b>	<b>7,800</b>	<b>8,000</b>	<b>8,000</b>	<b>8,300</b>	<b>8,500</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	28,200	28,200
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,200</b>	<b>28,200</b>
<b>Total Division:</b>	<b>225,093</b>	<b>189,000</b>	<b>190,000</b>	<b>226,700</b>	<b>235,200</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				19.95 %	

## Medical/Dental Insurance Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>428,000</b>	<b>428,000</b>	<b>428,000</b>
Estimated Revenue:			
Charges to City Departments	4,499,200	4,751,700	4,751,700
Total Revenues	4,499,200	4,751,700	4,751,700
Estimated Funds Available	4,927,200	5,179,700	5,179,700
Proposed Expenditures:			
Claims & Administration	4,497,700	4,750,200	4,750,200
Transfer to General Fund	1,500	1,500	1,500
Total Expenditures	4,499,200	4,751,700	4,751,700
<b>Ending Fund Balance</b>	<b>428,000</b>	<b>428,000</b>	<b>428,000</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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>00</b>	<b>MEDICAL/DENTAL</b>			
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	1,500	1,500	1,500	1,500	1,500
<b>Total: OPERATING EXPENSES</b>		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
SPECIAL PROGRAMS						
7344	CLAIMS & ADMINISTRATIVE	3,399,103	4,000,000	4,000,000	4,250,000	4,250,000
7345	MEDICAL/DENTAL CLAIMS	253,255	554,800	500,000	500,000	500,000
<b>Total: SPECIAL PROGRAMS</b>		<b>3,652,358</b>	<b>4,554,800</b>	<b>4,500,000</b>	<b>4,750,000</b>	<b>4,750,000</b>
<b>Total Division:</b>		<b>3,653,858</b>	<b>4,556,300</b>	<b>4,501,500</b>	<b>4,751,500</b>	<b>4,751,500</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.28 %	



## IRS Task Force

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>461,500</b>	<b>466,100</b>	<b>470,800</b>
Estimated Revenue:			
Interest Earnings	4,600	4,700	4,700
Asset Seizure Revenue	0	0	0
Total Revenues	4,600	4,700	4,700
Estimated Funds Available	466,100	470,800	475,500
Proposed Expenditures:			
Operating Expenses	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>466,100</b>	<b>470,800</b>	<b>475,500</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

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>4,566,700</b>	<b>5,265,900</b>	<b>5,332,500</b>
Estimated Revenue:			
Charges to City Departments - Worker's Compensation	1,310,500	1,352,700	1,336,500
Charges to City Departments - General Liability	1,288,700	1,357,400	1,314,500
Misc. Reimbursement	0	0	0
Interest Earnings	22,800	52,700	53,300
Total Revenues	2,622,000	2,762,800	2,704,300
Estimated Funds Available	7,188,700	8,028,700	8,036,800
Proposed Expenditures:			
Claims & Administration	238,400	744,700	746,200
Reinsurance	779,000	840,000	840,000
Operating Costs	905,400	1,111,500	1,129,700
Total Expenditures	1,922,800	2,696,200	2,715,900
<b>Ending Fund Balance</b>	<b>5,265,900</b>	<b>5,332,500</b>	<b>5,320,900</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.

*LIABILITY AND WORKERS' COMP INSURANCE FUND*

*No. of Employees Full  
Time Equivalent*

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Administrative Services Director	0.10
Human Resource Administrator	0.66
Human Resource Analyst	0.50
Management Aide	0.15
Senior Human Resources Analyst	0.10

**TOTAL**

<b>1.51</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>9900</b>	<b>WORKER COMP &amp; LIABILITY</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	176,759	260,900	176,700	167,400	181,700
4014 VACATION SELL BACK	561	0	0	0	0
4015 ALLOWANCES	412	400	200	0	0
4021 LONGEVITY PAY	205	200	200	800	800
4241 P.E.R.S	69,455	59,300	41,600	37,900	41,500
4242 NON-PERSABLE COMPENSATIOI	779	1,200	700	800	900
4244 MEDICAL/DENTAL INSURANCE	29,146	48,000	36,500	26,300	26,300
4245 LONG TERM DISABILITY	117	300	100	200	200
4247 LIFE INSURANCE	464	800	500	600	600
4250 FICA/HOSPITAL INSURANCE	2,868	3,800	3,000	2,400	2,600
<b>Total: SALARIES &amp; WAGES</b>	<b>280,766</b>	<b>374,900</b>	<b>259,500</b>	<b>236,400</b>	<b>254,600</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	32,480	43,000	45,900	45,000	45,000
6551 CLAIMS & CLAIMS EXPENSE	92,467	1,300,000	660,000	1,400,000	1,400,000
6571 W/C CITY MANAGER	13,205	0	0	0	0
6577 POLICE W/C	421,594	0	0	0	0
6578 FIRE W/C	438,049	0	0	0	0
6579 MAINTENANCE SERVICE W/C	5,259	0	0	0	0
6580 DEVELOPMENT SERVICE W/C	1,196	0	0	0	0
6583 RECREATION W/C	6,024	0	0	0	0
6587 WATER W/C	4,384	0	0	0	0
6930 MEMBERSHIP & PUBLICATIONS	370	1,200	500	500	500
6940 OFFICIAL MEETINGS	150	1,600	0	700	700
<b>Total: OPERATING EXPENSES</b>	<b>1,015,177</b>	<b>1,345,800</b>	<b>706,400</b>	<b>1,446,200</b>	<b>1,446,200</b>
SPECIAL PROGRAMS					
7321 REINSURANCE	667,578	840,000	779,000	840,000	840,000
7323 ADMINISTRATION	120,108	140,000	177,900	143,500	145,000
7811 POB CONTRIBUTIONS	0	0	0	30,100	30,100
<b>Total: SPECIAL PROGRAMS</b>	<b>787,686</b>	<b>980,000</b>	<b>956,900</b>	<b>1,013,600</b>	<b>1,015,100</b>
<b>Total Division:</b>	<b>2,083,628</b>	<b>2,700,700</b>	<b>1,922,800</b>	<b>2,696,200</b>	<b>2,715,900</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(0.17)%	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 9901</b>		<b>WORKERS COMPENSATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	108,840	162,300	114,700	85,300	92,600
4014	VACATION SELL BACK	281	0	0	0	0
4015	ALLOWANCES	206	200	100	0	0
4021	LONGEVITY PAY	103	100	100	400	400
4241	P.E.R.S	42,431	36,400	26,900	19,300	21,100
4242	NON-PERSABLE COMPENSATION	459	700	400	400	500
4244	MEDICAL/DENTAL INSURANCE	19,319	31,000	24,900	13,600	13,600
4245	LONG TERM DISABILITY	78	200	100	100	100
4247	LIFE INSURANCE	281	500	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,763	2,400	1,900	1,200	1,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>173,761</b>	<b>233,800</b>	<b>169,400</b>	<b>120,600</b>	<b>129,900</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	32,480	43,000	45,900	45,000	45,000
6551	CLAIMS & CLAIMS EXPENSE	0	700,000	600,000	800,000	800,000
6571	W/C CITY MANAGER	13,205	0	0	0	0
6577	POLICE W/C	421,594	0	0	0	0
6578	FIRE W/C	438,049	0	0	0	0
6579	MAINTENANCE SERVICE W/C	5,259	0	0	0	0
6580	DEVELOPMENT SERVICE W/C	1,196	0	0	0	0
6583	RECREATION W/C	6,024	0	0	0	0
6587	WATER W/C	4,384	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	0	600	0	0	0
6940	OFFICIAL MEETINGS	0	900	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>922,191</b>	<b>744,500</b>	<b>645,900</b>	<b>845,000</b>	<b>845,000</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	221,233	260,000	234,000	260,000	260,000
7323	ADMINISTRATION	96,858	100,000	126,600	105,000	105,000
7811	POB CONTRIBUTIONS	0	0	0	18,900	18,900
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>318,091</b>	<b>360,000</b>	<b>360,600</b>	<b>383,900</b>	<b>383,900</b>
<b>Total:</b>		<b>1,414,042</b>	<b>1,338,300</b>	<b>1,175,900</b>	<b>1,349,500</b>	<b>1,358,800</b>
<b>Fund/Division: 0089901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.84 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 9902</b>		<b>LIABILITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	67,919	98,600	62,000	82,100	89,100
4014	VACATION SELL BACK	281	0	0	0	0
4015	ALLOWANCES	206	200	100	0	0
4021	LONGEVITY PAY	103	100	100	400	400
4241	P.E.R.S	27,024	22,900	14,700	18,600	20,400
4242	NON-PERSABLE COMPENSATION	320	500	300	400	400
4244	MEDICAL/DENTAL INSURANCE	9,827	17,000	11,600	12,700	12,700
4245	LONG TERM DISABILITY	40	100	0	100	100
4247	LIFE INSURANCE	183	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	1,104	1,400	1,100	1,200	1,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>107,005</b>	<b>141,100</b>	<b>90,100</b>	<b>115,800</b>	<b>124,700</b>
OPERATING EXPENSES						
6551	CLAIMS & CLAIMS EXPENSE	92,467	600,000	60,000	600,000	600,000
6930	MEMBERSHIP & PUBLICATIONS	370	600	500	500	500
6940	OFFICIAL MEETINGS	150	700	0	700	700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>92,986</b>	<b>601,300</b>	<b>60,500</b>	<b>601,200</b>	<b>601,200</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	446,345	580,000	545,000	580,000	580,000
7323	ADMINISTRATION	23,250	40,000	51,300	38,500	40,000
7811	POB CONTRIBUTIONS	0	0	0	11,200	11,200
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>469,595</b>	<b>620,000</b>	<b>596,300</b>	<b>629,700</b>	<b>631,200</b>
<b>Total:</b>		<b>669,586</b>	<b>1,362,400</b>	<b>746,900</b>	<b>1,346,700</b>	<b>1,357,100</b>
<b>Fund/Division: 0089902</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(1.15) %	

## Homeland Security Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(3,000)</b>	<b>(3,000)</b>	<b>(3,000)</b>
Estimated Revenue:			
Homeland Security	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	(3,000)	(3,000)	(3,000)
Proposed Expenditures:			
Equipment	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>(3,000)</b>	<b>(3,000)</b>	<b>(3,000)</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.

## Homelessness Programs

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(41,300)</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grant Revenue	187,900	466,200	250,000
Total Revenues	187,900	466,200	250,000
Estimated Funds Available	146,600	466,200	250,000
Proposed Expenditures:			
Operating Expenses	146,600	466,200	250,000
Total Expenditures	146,600	466,200	250,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

Purpose of Funds:

This Fund was established to account for the activities related to the City of Arcadia's homelessness response.



ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>5500</b>	<b>RECREATION &amp; COMMUNITY SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	24,048	23,900	25,100	0	0
4015 ALLOWANCES	748	800	800	0	0
4021 LONGEVITY PAY	247	300	200	0	0
4030 PART-TIME PERS ONLY	1,636	0	600	0	0
4032 PART-TIME NON-PERS	13,137	0	4,400	0	0
4241 P.E.R.S	10,242	6,200	6,300	0	0
4242 NON-PERSABLE COMPENSATIOI	120	100	100	0	0
4244 MEDICAL/DENTAL INSURANCE	2,738	2,800	3,200	0	0
4245 LONG TERM DISABILITY	10	0	0	0	0
4247 LIFE INSURANCE	65	100	100	0	0
4250 FICA/HOSPITAL INSURANCE	600	400	400	0	0
<b>Total: SALARIES &amp; WAGES</b>	<b>53,591</b>	<b>34,600</b>	<b>41,200</b>	<b>0</b>	<b>0</b>
SUPPLIES					
5115 PROGRAM EXPENSES	15,628	0	7,100	0	0
5260 FIELDS	128,715	0	12,000	0	0
<b>Total: SUPPLIES</b>	<b>144,343</b>	<b>0</b>	<b>19,100</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	287,144	0	85,000	466,200	250,000
6505 GENERAL LIABILITY	0	600	600	0	0
6507 WORKERS' COMPENSATION	0	700	700	0	0
<b>Total: OPERATING EXPENSES</b>	<b>287,144</b>	<b>1,300</b>	<b>86,300</b>	<b>466,200</b>	<b>250,000</b>
SPECIAL PROGRAMS					
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Division:</b>	<b>485,078</b>	<b>35,900</b>	<b>146,600</b>	<b>466,200</b>	<b>250,000</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				1198.61 %	

## Office of Traffic Safety Grant

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grant Revenue	95,600	96,500	106,300
Total Revenues	95,600	96,500	106,300
Estimated Funds Available	95,600	96,500	106,300
Proposed Expenditures:			
Operating Expenses	95,600	96,500	106,300
Total Expenditures	95,600	96,500	106,300
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

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

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
SALARIES & WAGES					
4130 OVERTIME	8,521	90,400	90,400	90,400	100,200
4250 FICA/HOSPITAL INSURANCE	122	1,300	400	1,300	1,300
<b>Total: SALARIES &amp; WAGES</b>	<b>8,643</b>	<b>91,700</b>	<b>90,800</b>	<b>91,700</b>	<b>101,500</b>
SUPPLIES					
5260 FIELDS	0	2,300	2,300	2,300	2,300
<b>Total: SUPPLIES</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
OPERATING EXPENSES					
6970 TRAINING	1,643	2,500	2,500	2,500	2,500
<b>Total: OPERATING EXPENSES</b>	<b>1,643</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Total Division:</b>	<b>10,286</b>	<b>96,500</b>	<b>95,600</b>	<b>96,500</b>	<b>106,300</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				0.00 %	

## CALIFORNIA OES HSGP

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
OES Grant Revenue	40,000	0	0
Total Revenues	40,000	0	0
Estimated Funds Available	40,000	0	0
Proposed Expenditures:			
Operating Expenses	40,000	0	0
Total Expenditures	40,000	0	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.

## LA COUNTY TASKFORCE FOR AUTOTHEFT PREVENTION

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grant Revenue	0	151,400	164,900
Total Revenues	0	151,400	164,900
Estimated Funds Available	0	151,400	164,900
Proposed Expenditures:			
Operating Expenses	0	151,400	164,900
Total Expenditures	0	151,400	164,900
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Taskforce for Regional Autotheft Prevention (TRAP) is Los Angeles County's regional, multi-jurisdictional, multi-agency taskforce that investigates, prosecutes and deters vehicle theft and vehicle fraud on a coordinated and cooperative basis. It is authorized by the Los Angeles County Board of Supervisors, and administered through the Countywide Criminal Justice Coordinating Committee with cooperation from the Los Angeles County Chiefs of Police. TRAP has been highly successful in combating vehicle theft and vehicle fraud by focusing on organized rings and illegal business operations.

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	0	81,600	0	86,400	95,200
4014 VACATION SELL BACK	0	4,000	0	0	0
4130 OVERTIME	0	5,000	0	0	0
4138 HOLIDAY PAY	0	3,100	3,100	3,300	3,700
4241 P.E.R.S	0	33,200	0	36,700	40,900
4242 NON-PERSABLE COMPENSATIOI	0	1,200	0	1,200	1,200
4244 MEDICAL/DENTAL INSURANCE	0	14,800	0	16,400	16,400
4245 LONG TERM DISABILITY	0	200	0	200	200
4247 LIFE INSURANCE	0	100	0	100	100
4250 FICA/HOSPITAL INSURANCE	0	1,300	0	1,300	1,400
<b>Total: SALARIES &amp; WAGES</b>	<b>0</b>	<b>144,500</b>	<b>3,100</b>	<b>145,600</b>	<b>159,100</b>
SUPPLIES					
5260 FIELDS	0	2,500	0	0	0
5280 UNIFORM	0	1,300	0	0	0
<b>Total: SUPPLIES</b>	<b>0</b>	<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	0	2,500	2,500	2,600	2,600
6507 WORKERS' COMPENSATION	0	3,000	3,000	3,200	3,200
6730 OFFICE EQUIPMENT	0	600	0	0	0
<b>Total: OPERATING EXPENSES</b>	<b>0</b>	<b>6,100</b>	<b>5,500</b>	<b>5,800</b>	<b>5,800</b>
SPECIAL PROGRAMS					
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Division:</b>	<b>0</b>	<b>154,400</b>	<b>8,600</b>	<b>151,400</b>	<b>164,900</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(1.94)%	

## Emergency Reserve Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>12,794,700</b>	<b>12,794,700</b>	<b>12,794,700</b>
Estimated Revenue:			
Federal Grants	0	0	0
Transfer-in General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	12,794,700	12,794,700	12,794,700
Proposed Expenditures:			
Covid-19 Response	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>12,794,700</b>	<b>12,794,700</b>	<b>12,794,700</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.

## Emergency Response Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>4,259,500</b>	<b>21,800</b>	<b>21,800</b>
Estimated Revenue:			
Donations	0	0	0
Federal Grants	226,900	0	0
Transfer-in General Fund	0	0	0
Total Revenues	<u>226,900</u>	<u>0</u>	<u>0</u>
Estimated Funds Available	4,486,400	21,800	21,800
Proposed Expenditures:			
Covid-19 Response	32,200	0	0
Transfer out to ARPA	4,432,400	0	0
Total Expenditures	<u>4,464,600</u>	<u>0</u>	<u>0</u>
<b>Ending Fund Balance</b>	<b><u>21,800</u></b>	<b><u>21,800</u></b>	<b><u>21,800</u></b>

### Purpose of Funds:

The Emergency Response Fund was setup to track expenditures related to a City declared emergency.



## America Rescue Plan Act

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(6,000)</b>	<b>8,683,800</b>	<b>2,444,100</b>
Estimated Revenue:			
Donations	0	0	0
Federal Grants	4,432,400	0	0
Transfer-in	4,432,400	0	0
Interest Earnings	0	86,800	24,400
Total Revenues	8,864,800	0	0
Estimated Funds Available	8,858,800	8,683,800	2,444,100
Proposed Expenditures:			
ARPA Programs	150,000	1,439,700	0
Capital/Equipment	25,000	4,800,000	0
Total Expenditures	175,000	6,239,700	0
<b>Ending Fund Balance</b>	<b>8,683,800</b>	<b>2,444,100</b>	<b>2,444,100</b>

### Purpose of Funds:

The American Rescue Plan Act (ARPA) was signed into law by President Biden on March 11, 2021. It provides relief funds to state, local, and tribal governments that have been negatively impacted by the coronavirus pandemic.

The America Rescue Plan Act Fund was created to track the use of the ARPA funds received by the City of Arcadia to respond to the public health and economic emergency, provide premium pay to essential workers, replace revenue lost due to the pandemic, and make necessary investments in water, sewer and broadband infrastructure.

## Public, Educational & Governmental Access

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>956,700</b>	<b>1,041,500</b>	<b>1,131,900</b>
Estimated Revenue:			
PEG	80,000	80,000	80,000
Interest Earnings	4,800	10,400	11,300
Total Revenues	84,800	90,400	91,300
Estimated Funds Available	1,041,500	1,131,900	1,223,200
Proposed Expenditures:			
Capital Improvement Project	0	0	0
Operating Costs	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>1,041,500</b>	<b>1,131,900</b>	<b>1,223,200</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.

## Park & Recreational Facilities Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>7,421,800</b>	<b>4,374,300</b>	<b>4,480,100</b>
Estimated Revenue:			
Dwelling Unit Fees	700,000	1,400,000	2,100,000
Grants	0	0	0
Interest Earnings	37,100	43,700	44,800
Total Revenues	<u>737,100</u>	<u>1,443,700</u>	<u>2,144,800</u>
Estimated Funds Available	8,158,900	5,818,000	6,624,900
Proposed Expenditures:			
General Fund Overhead	31,900	32,900	33,900
Capital Projects	3,752,700	1,305,000	0
Total Expenditures	<u>3,784,600</u>	<u>1,337,900</u>	<u>33,900</u>
<b>Ending Fund Balance</b>	<b><u>4,374,300</u></b>	<b><u>4,480,100</u></b>	<b><u>6,591,000</u></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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY      00      PARKS &amp; RECREATION</b>						
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	31,300	31,900	31,900	32,900	33,900
<b>Total: OPERATING EXPENSES</b>		<b>31,300</b>	<b>31,900</b>	<b>31,900</b>	<b>32,900</b>	<b>33,900</b>
<b>Total Division:</b>		<b>31,300</b>	<b>31,900</b>	<b>31,900</b>	<b>32,900</b>	<b>33,900</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.13 %	

## Used Oil Grant

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>7,500</b>	<b>16,000</b>	<b>24,700</b>
Estimated Revenue:			
Used Oil Grant	15,500	15,500	15,500
Interest Earnings	0	200	200
Total Revenues	15,500	15,700	15,700
Estimated Funds Available	23,000	31,700	40,400
Proposed Expenditures:			
Operating Costs	7,000	7,000	0
Total Expenditures	7,000	7,000	0
<b>Ending Fund Balance</b>	<b>16,000</b>	<b>24,700</b>	<b>40,400</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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>3300</b>	<b>PUBLIC WORKS SERVICES</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	0	0	7,000	0	0
7252 PROGRAM EXP OPP8-17-0046	0	0	0	7,000	0
7254 PROGRAM EXP OPP10-19-0046	5,468	15,000	0	0	0
<b>Total: SPECIAL PROGRAMS</b>	<b>5,468</b>	<b>15,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>
<b>Total Division:</b>	<b>5,468</b>	<b>15,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(53.33)%	

## DOC Beverage Grant

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>66,900</b>	<b>67,200</b>	<b>82,400</b>
Estimated Revenue:			
Grant	14,500	14,500	14,500
Interest Earnings	300	700	800
Total Revenues	14,800	15,200	15,300
Estimated Funds Available	81,700	82,400	97,700
Proposed Expenditures:			
Operating Costs	14,500	0	14,500
Total Expenditures	14,500	0	14,500
<b>Ending Fund Balance</b>	<b>67,200</b>	<b>82,400</b>	<b>83,200</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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
DEPARTMENTAL SUMMARY		3300	PUBLIC WORKS SERVICES			
SUPPLIES						
5115	PROGRAM EXPENSES	0	14,500	14,500	0	14,500
Total: SUPPLIES		0	14,500	14,500	0	14,500
Total Division:		0	14,500	14,500	0	14,500
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(100.00)%	



## Traffic Safety Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Miscellaneous Fines	26,200	32,000	32,000
Parking Citations	120,000	120,000	120,000
Total Revenues	146,200	152,000	152,000
Estimated Funds Available	146,200	152,000	152,000
Proposed Expenditures:			
Transfer to General Fund	146,200	152,000	152,000
Total Expenditures	146,200	152,000	152,000
<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.

## Solid Waste Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>1,935,000</b>	<b>1,916,600</b>	<b>1,946,700</b>
Estimated Revenue:			
Solid Waste Assessments	560,000	570,000	570,000
Waste Management Administrative fees	125,000	130,000	130,000
Interest Earnings	9,700	19,200	19,500
Total Revenues	694,700	719,200	719,500
Estimated Funds Available	2,629,700	2,635,800	2,666,200
Proposed Expenditures:			
Operating Costs	413,100	389,100	460,500
Transfer to General fund	300,000	300,000	300,000
Total Expenditures	713,100	689,100	760,500
<b>Ending Fund Balance</b>	<b>1,916,600</b>	<b>1,946,700</b>	<b>1,905,700</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 Manager	0.70
Management Analyst	0.40
Office Coordinator	0.10
Public Works Services Director	0.10
Senior Management Analyst	0.10
Storekeeper/Buyer	0.05
Street Superintendent	0.05

**TOTAL**

<b>1.60</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1900</b>	<b>SOLID WASTE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	176,304	176,800	167,100	168,600	178,600
4011 SPECIALIST PAY	85	100	100	100	100
4013 VACATION PAY OFF	0	100	4,500	100	100
4014 VACATION SELL BACK	3,512	2,000	2,000	2,000	2,000
4015 ALLOWANCES	185	200	400	100	100
4021 LONGEVITY PAY	2,372	2,700	2,600	2,500	2,500
4032 PART-TIME NON-PERS	0	0	0	14,100	14,500
4241 P.E.R.S	71,525	45,200	41,400	40,600	43,300
4242 NON-PERSABLE COMPENSATIOI	833	800	800	800	800
4244 MEDICAL/DENTAL INSURANCE	26,840	27,300	29,000	27,300	27,300
4245 LONG TERM DISABILITY	108	200	100	200	200
4247 LIFE INSURANCE	477	500	400	500	500
4250 FICA/HOSPITAL INSURANCE	2,675	2,600	2,700	2,700	2,800
<b>Total: SALARIES &amp; WAGES</b>	<b>284,917</b>	<b>258,500</b>	<b>251,100</b>	<b>259,600</b>	<b>272,800</b>
SUPPLIES					
5110 OFFICE SUPPLIES	3,134	3,000	3,000	3,000	3,000
5125 PRINT SHOP	14,499	14,500	14,500	14,500	14,500
5260 FIELDS	4,686	5,000	5,000	5,000	5,000
<b>Total: SUPPLIES</b>	<b>22,319</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	21,710	37,000	37,000	57,000	57,000
6505 GENERAL LIABILITY	5,800	5,900	5,900	6,100	6,100
6507 WORKERS' COMPENSATION	7,300	7,400	7,400	7,800	7,900
6750 VEHICLE MAINTENANCE	1,385	1,800	1,800	1,800	1,800
6751 VEHICLE FUEL USAGE	688	600	600	600	600
6752 VEHICLE 3RD PARTY SVC	309	500	2,800	500	500
6902 DISPOSAL CHARGES	1,531	1,500	1,500	2,000	2,000
6930 MEMBERSHIP & PUBLICATIONS	743	700	700	700	700
6940 OFFICIAL MEETINGS	51	500	0	500	500
6970 TRAINING	75	2,100	700	2,100	2,100
6971 TUITION REIMBURSEMENT	-157	0	0	0	0
6995 GENERAL FUND CHARGES	79,500	81,100	81,100	83,500	86,000
<b>Total: OPERATING EXPENSES</b>	<b>118,934</b>	<b>139,100</b>	<b>139,500</b>	<b>162,600</b>	<b>165,200</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	27,900	27,900
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,900</b>	<b>27,900</b>
<b>Total Division:</b>	<b>426,170</b>	<b>420,100</b>	<b>413,100</b>	<b>472,600</b>	<b>488,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				12.50 %	

## Measure W - Safe Clean Water Program

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>268,300</b>	<b>888,000</b>	<b>1,545,900</b>
Estimated Revenue:			
Local Return Allocation	1,015,400	1,020,000	1,025,000
Grants	0	0	0
Interest Earnings	1,300	8,900	15,500
Total Revenues	1,016,700	1,028,900	1,040,500
Estimated Funds Available	1,285,000	1,916,900	2,586,400
Proposed Expenditures:			
Operating Costs	0	0	0
Capital Projects	397,000	371,000	1,171,000
Total Expenditures	397,000	371,000	1,171,000
<b>Ending Fund Balance</b>	<b>888,000</b>	<b>1,545,900</b>	<b>1,415,400</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

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(257,300)</b>	<b>(20,700)</b>	<b>158,100</b>
Estimated Revenue:			
Gas Tax - Section 2106	194,300	211,800	211,800
Gas Tax - Section 2107	464,800	508,200	508,200
Gas Tax - Section 2107.5	7,500	7,500	7,500
Gas Tax - Section 2103	489,000	567,900	567,900
Gas Tax - Section 2105	341,000	372,000	372,000
Loan Repayment, SB1	0	0	0
Interest Earnings	0	0	800
Total Revenues	1,496,600	1,667,400	1,668,200
Estimated Funds Available	1,239,300	1,646,700	1,826,300
Proposed Expenditures:			
Operating Expense	0	0	0
Transfer to General Fund for Street Maintenance	1,260,000	1,488,600	1,553,300
Capital Projects	0	0	0
Total Expenditures	1,260,000	1,488,600	1,553,300
<b>Ending Fund Balance</b>	<b>(20,700)</b>	<b>158,100</b>	<b>273,000</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.

## Road Maintenance And Rehabilitation Program (SB1)

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>1,193,000</b>	<b>445,600</b>	<b>564,400</b>
Estimated Revenue:			
Account - Section 2030	1,194,300	1,314,300	1,314,300
Interest Earnings	6,000	4,500	5,600
Total Revenues	1,200,300	1,318,800	1,319,900
Estimated Funds Available	2,393,300	1,764,400	1,884,300
Proposed Expenditures:			
Capital Projects	1,947,700	1,200,000	1,200,000
Total Expenditures	1,947,700	1,200,000	1,200,000
<b>Ending Fund Balance</b>	<b>445,600</b>	<b>564,400</b>	<b>684,300</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

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>202,500</b>	<b>95,500</b>	<b>148,700</b>
Revenue From Other Agencies AB 2766	74,000	74,500	74,500
Interest Earnings	1,000	1,000	1,500
Total Revenues	75,000	75,500	76,000
Estimated Funds Available	277,500	171,000	224,700
Proposed Expenditures:			
Equipment Purchases	160,000	0	0
Operating Costs	22,000	22,300	22,300
Total Expenditures	182,000	22,300	22,300
<b>Ending Fund Balance</b>	<b>95,500</b>	<b>148,700</b>	<b>202,400</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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4100</b>	<b>DEVELOPMENT SERVICES</b>			
SUPPLIES					
5115 PROGRAM EXPENSES	9,364	20,000	20,000	20,000	20,000
<b>Total: SUPPLIES</b>	<b>9,364</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	0	500	200	500	500
6995 GENERAL FUND CHARGES	1,400	1,400	1,400	1,400	1,400
<b>Total: OPERATING EXPENSES</b>	<b>1,800</b>	<b>2,300</b>	<b>2,000</b>	<b>2,300</b>	<b>2,300</b>
<b>Total Division:</b>	<b>11,164</b>	<b>22,300</b>	<b>22,000</b>	<b>22,300</b>	<b>22,300</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				0.00 %	

## Community Development Block Grant Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(400)</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Misc. Income	400	0	0
Block Grant Funds	317,700	360,600	362,400
Total Revenues	318,100	360,600	362,400
Estimated Funds Available	317,700	360,600	362,400
Proposed Expenditures:			
Housing Rehabilitation	237,300	265,700	267,500
Senior Information Services	16,000	20,500	20,500
Senior Meals	64,400	74,400	74,400
Capital Project	0	0	0
Total Expenditures	317,700	360,600	362,400
<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 individuals of low to moderate income, provide public services to the senior citizen population, or meet specific urgent community development needs.

*CDBG FUND*

*No. of Employees Full  
Time Equivalent*

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Management Analyst

0.05

**TOTAL**

0.05
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ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 4307</b>		<b>C D B G-HOUSING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	4,842	5,800	6,000	4,200	4,600
4014	VACATION SELL BACK	0	200	200	0	0
4021	LONGEVITY PAY	76	100	100	100	100
4241	P.E.R.S	1,977	1,500	1,500	1,000	1,100
4242	NON-PERSABLE COMPENSATION	24	0	0	0	0
4244	MEDICAL/DENTAL INSURANCE	778	900	900	900	900
4245	LONG TERM DISABILITY	3	0	0	0	0
4247	LIFE INSURANCE	14	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	76	100	100	100	100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>7,790</b>	<b>8,600</b>	<b>8,800</b>	<b>6,300</b>	<b>6,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	560	500	300	500	500
5118	HOUSING IMPROVEMENT	156,090	195,000	190,000	215,700	215,000
5125	PRINT SHOP	0	200	200	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>156,650</b>	<b>195,700</b>	<b>190,500</b>	<b>216,400</b>	<b>215,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	37,981	38,000	38,000	42,000	44,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>37,981</b>	<b>38,000</b>	<b>38,000</b>	<b>42,000</b>	<b>44,000</b>
SPECIAL PROGRAMS						
7811	POB CONTRIBUTIONS	0	0	0	1,000	1,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
<b>Total:</b>		<b>202,422</b>	<b>242,300</b>	<b>237,300</b>	<b>265,700</b>	<b>267,500</b>
<b>Fund/Division: 1524307</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.66 %	

ACCOUNT	TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5507</b>		<b>C D B G-SENIOR I &amp; R</b>				
SALARIES & WAGES						
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SUPPLIES						
5110	OFFICE SUPPLIES	996	1,000	1,000	1,000	1,000
5125	PRINT SHOP	6,740	19,500	15,000	19,500	19,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,736</b>	<b>20,500</b>	<b>16,000</b>	<b>20,500</b>	<b>20,500</b>
<b>Total:</b>		<b>7,736</b>	<b>20,500</b>	<b>16,000</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	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DIVISION: 5511</b>		<b>CDBG-SENIOR MEALS</b>				
SALARIES & WAGES						
4032	PART-TIME NON-PERS	0	3,900	3,900	3,900	3,900
4241	P.E.R.S	0	0	100	0	0
4250	FICA/HOSPITAL INSURANCE	0	100	100	100	100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>0</b>	<b>4,000</b>	<b>4,100</b>	<b>4,000</b>	<b>4,000</b>
SUPPLIES						
5116	SENIOR MEAL PROGRAM	0	64,400	64,400	74,400	74,400
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>64,400</b>	<b>64,400</b>	<b>74,400</b>	<b>74,400</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>0</b>	<b>68,400</b>	<b>68,500</b>	<b>78,400</b>	<b>78,400</b>
<b>Fund/Division: 1525511</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					14.62 %	

## Santa Anita Grade Separation

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(672,100)</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grants	672,100	0	0
Interest Earnings	0	0	0
Total Revenues	672,100	0	0
Estimated Funds Available	0	0	0
Proposed Expenditures:			
Gold Line Capital projects	0	0	0
	0	0	0
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</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

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(778,300)</b>	<b>3,900</b>	<b>13,900</b>
Estimated Operating Funds:			
Prop C 40% Muni Op Improvement	68,500	64,600	824,000
TDA Article 4	308,400	450,200	370,000
Bus System Improvement Plan (BSIP)	22,400	23,600	12,400
Foothill Transit Mitigation	10,300	15,100	15,100
State Transit Assistance	50,600	50,000	60,700
Transit Security	5,100	3,900	6,000
Prop A 40% Discretionary	238,300	224,100	289,000
Measure R 20% Bus operation	117,200	178,400	140,000
Measure M 20% Bus operation	115,600	178,100	139,000
Transfer from Prop A Fund	800,000	1,011,300	651,300
Transfer from Measure R Fund	550,000	674,200	434,200
Fare Box Receipts	3,500	4,000	4,000
Transit Passes	300	1,000	1,000
Total Operating	2,290,200	2,878,500	2,946,700
Estimated Capital Funds:			
PTMISEA*FUNDS (PROP 1B)	0	0	0
STA - Capital Reserve	0	0	0
Prop A Local Return	778,300	0	0
Public Trsnptn Modernization Imprvmt	0	0	0
Service Enhancement Acct (PTMISTEA)	0	0	0
FTA Section 5307	0	0	0
Total Capital	778,300	0	0
Estimated Funds Available	2,290,200	2,882,400	2,960,600
Proposed Expenditures:			
New Buses purchase	0	0	0
Operating Costs	2,286,300	2,868,500	2,936,700
Total Expenditures	2,286,300	2,868,500	2,936,700
<b>Ending Fund Balance</b>	<b>3,900</b>	<b>13,900</b>	<b>23,900</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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Administrative Assistant	0.20
Assistant City Manager/DSD Director	0.10
Transportation Services Manager	1.00

**TOTAL**

<b>1.30</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4700</b>	<b>TRANSIT-ADMIN</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	136,270	135,500	138,800	144,700	151,000
4013 VACATION PAY OFF	1,005	0	0	0	0
4014 VACATION SELL BACK	1,047	1,200	1,200	1,200	1,200
4015 ALLOWANCES	498	500	500	500	500
4021 LONGEVITY PAY	2,045	1,900	2,000	1,900	2,400
4241 P.E.R.S	55,501	34,600	34,600	35,400	37,400
4242 NON-PERSABLE COMPENSATIOI	627	600	600	700	700
4244 MEDICAL/DENTAL INSURANCE	20,847	21,900	20,500	21,900	21,900
4245 LONG TERM DISABILITY	87	100	100	100	100
4247 LIFE INSURANCE	363	400	400	400	400
4250 FICA/HOSPITAL INSURANCE	1,935	2,000	1,900	2,100	2,200
<b>Total: SALARIES &amp; WAGES</b>	<b>220,227</b>	<b>198,700</b>	<b>200,600</b>	<b>208,900</b>	<b>217,800</b>
SUPPLIES					
5110 OFFICE SUPPLIES	113	500	100	500	500
5125 PRINT SHOP	1,323	2,000	2,000	2,000	2,000
<b>Total: SUPPLIES</b>	<b>1,436</b>	<b>2,500</b>	<b>2,100</b>	<b>2,500</b>	<b>2,500</b>
OPERATING EXPENSES					
6353 PROFESSIONAL & TECHNICAL	13,118	20,000	10,000	20,000	20,000
6355 CONTRACT OPERATIONS	2,615,872	2,292,200	1,900,000	2,435,600	2,490,000
6505 GENERAL LIABILITY	38,100	38,900	38,900	40,200	40,500
6507 WORKERS' COMPENSATION	3,200	3,300	3,300	3,500	3,500
6910 AUDIT	1,969	2,100	2,100	2,100	2,100
6930 MEMBERSHIP & PUBLICATIONS	2,620	3,700	3,700	3,700	3,700
6940 OFFICIAL MEETINGS	0	1,500	0	800	1,500
6990 DEPRECIATION	398,228	0	0	0	0
6995 GENERAL FUND CHARGES	123,100	125,600	125,600	129,400	133,300
<b>Total: OPERATING EXPENSES</b>	<b>3,196,207</b>	<b>2,487,300</b>	<b>2,083,600</b>	<b>2,635,300</b>	<b>2,694,600</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	21,800	21,800
7990 PENSION LIB ACCRUAL	-19,525	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>	<b>-19,525</b>	<b>0</b>	<b>0</b>	<b>21,800</b>	<b>21,800</b>
<b>Total Division:</b>	<b>3,398,345</b>	<b>2,688,500</b>	<b>2,286,300</b>	<b>2,868,500</b>	<b>2,936,700</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				6.70 %	

## Proposition "A" Local Return Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>2,443,200</b>	<b>1,774,900</b>	<b>1,895,800</b>
Estimated Revenue:			
Proposition "A" Allocation	1,155,400	1,406,000	1,406,000
Interest Earnings	12,200	17,700	19,000
Total Revenues	1,167,600	1,423,700	1,425,000
Estimated Funds Available	3,610,800	3,198,600	3,320,800
Proposed Expenditures:			
Transfer for Bus Purchase	778,300	0	0
Transfer to Transit Fund	800,000	1,011,300	651,300
Operating Costs	257,600	291,500	300,200
Total Expenditures	1,835,900	1,302,800	951,500
<b>Ending Fund Balance</b>	<b>1,774,900</b>	<b>1,895,800</b>	<b>2,369,300</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

**TOTAL**

<b>1.30</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>3300</b>	<b>PUBLIC WORKS SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	54,580	54,300	58,200	62,100	64,600
4014 VACATION SELL BACK	1,045	1,000	500	1,000	1,000
4021 LONGEVITY PAY	1,097	1,100	1,100	1,100	1,200
4241 P.E.R.S	20,665	11,700	13,400	14,100	14,800
4244 MEDICAL/DENTAL INSURANCE	13,487	13,800	16,400	13,800	13,800
4245 LONG TERM DISABILITY	69	100	100	100	100
4247 LIFE INSURANCE	56	100	100	100	100
4250 FICA/HOSPITAL INSURANCE	928	800	1,000	900	1,000
<b>Total: SALARIES &amp; WAGES</b>	<b>91,926</b>	<b>82,900</b>	<b>90,800</b>	<b>93,200</b>	<b>96,600</b>
SUPPLIES					
5260 FIELDS	1,484	1,300	1,300	1,300	1,300
<b>Total: SUPPLIES</b>	<b>1,484</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	1,800	1,800	1,800	1,900	1,900
6507 WORKERS' COMPENSATION	2,800	2,900	2,900	3,100	3,100
6750 VEHICLE MAINTENANCE	5,338	5,300	5,000	4,500	4,500
6751 VEHICLE FUEL USAGE	2,543	2,300	4,800	4,800	4,800
6752 VEHICLE 3RD PARTY SVC	309	500	400	400	400
6995 GENERAL FUND CHARGES	21,600	22,000	22,000	22,700	23,400
<b>Total: OPERATING EXPENSES</b>	<b>34,390</b>	<b>34,800</b>	<b>36,900</b>	<b>37,400</b>	<b>38,100</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	8,200	8,200
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,200</b>	<b>8,200</b>
<b>Total Division:</b>	<b>127,799</b>	<b>119,000</b>	<b>129,000</b>	<b>140,100</b>	<b>144,200</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				17.73 %	

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4100</b>	<b>DEVELOPMENT SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	53,708	53,500	56,000	59,300	61,700
4014 VACATION SELL BACK	2,057	2,400	0	0	0
4015 ALLOWANCES	684	700	700	700	700
4021 LONGEVITY PAY	616	700	700	1,400	1,400
4241 P.E.R.S	21,883	13,800	14,100	14,700	15,500
4242 NON-PERSABLE COMPENSATIOI	268	300	300	300	300
4244 MEDICAL/DENTAL INSURANCE	5,260	5,300	5,300	5,300	5,300
4245 LONG TERM DISABILITY	21	0	0	0	0
4247 LIFE INSURANCE	142	200	100	200	200
4250 FICA/HOSPITAL INSURANCE	819	800	800	900	900
<b>Total: SALARIES &amp; WAGES</b>	<b>85,457</b>	<b>77,700</b>	<b>78,000</b>	<b>82,800</b>	<b>86,000</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	1,700	1,700	1,700	1,800	1,800
6507 WORKERS' COMPENSATION	1,100	1,100	1,100	1,200	1,200
6930 MEMBERSHIP & PUBLICATIONS	24,000	21,000	19,400	22,000	23,000
6995 GENERAL FUND CHARGES	11,700	11,900	11,900	12,300	12,700
<b>Total: OPERATING EXPENSES</b>	<b>38,500</b>	<b>35,700</b>	<b>34,100</b>	<b>37,300</b>	<b>38,700</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	8,700	8,700
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,700</b>	<b>8,700</b>
<b>Total Division:</b>	<b>123,957</b>	<b>113,400</b>	<b>112,100</b>	<b>128,800</b>	<b>133,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				13.58 %	

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>5500</b>	<b>RECREATION &amp; COMMUNITY SERVICES</b>			
OPERATING EXPENSES					
6505 GENERAL LIABILITY	300	300	300	300	300
6995 GENERAL FUND CHARGES	1,100	1,100	1,100	1,100	1,100
<b>Total: OPERATING EXPENSES</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>
SPECIAL PROGRAMS					
7220 EXCURSIONS/SPECIAL EVENT	16,500	19,300	15,100	21,200	21,200
<b>Total: SPECIAL PROGRAMS</b>	<b>16,500</b>	<b>19,300</b>	<b>15,100</b>	<b>21,200</b>	<b>21,200</b>
<b>Total Division:</b>	<b>17,900</b>	<b>20,700</b>	<b>16,500</b>	<b>22,600</b>	<b>22,600</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				9.18 %	

## Transportation Impact Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>1,558,300</b>	<b>(202,400)</b>	<b>(102,400)</b>
Estimated Revenue:			
Other Grants	0	0	0
Impact Fees	300,000	300,000	300,000
Interest Earnings	7,800	0	0
Total Revenues	307,800	300,000	300,000
Estimated Funds Available	1,866,100	97,600	197,600
Proposed Expenditures:			
Capital Projects	2,068,500	200,000	300,000
Total Expenditures	2,068,500	200,000	300,000
<b>Ending Fund Balance</b>	<b>(202,400)</b>	<b>(102,400)</b>	<b>(102,400)</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 developments, as developments result in additional vehicular trips and place a greater burden on the City's roadway capacity.



## Proposition "C" Local Return Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>2,814,600</b>	<b>835,200</b>	<b>195,600</b>
Estimated Revenue:			
Proposition "C" Allocation	958,300	1,166,800	1,166,800
Grants	0	1,700,000	0
Call For Projects	0	0	0
Interest Earnings	14,100	4,200	1,000
Total Revenues	972,400	2,871,000	1,167,800
Estimated Funds Available	3,787,000	3,706,200	1,363,400
Proposed Expenditures:			
Capital Projects	2,855,300	3,400,000	1,000,000
Operating Costs	96,500	110,600	114,400
Total Expenditures	2,951,800	3,510,600	1,114,400
<b>Ending Fund Balance</b>	<b>835,200</b>	<b>195,600</b>	<b>249,000</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
Deputy Director of Development Services/City Engineer	0.20

**TOTAL**

<b>0.30</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4100</b>	<b>DEVELOPMENT SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	53,708	53,500	56,000	59,300	61,700
4014 VACATION SELL BACK	2,057	2,700	0	0	0
4015 ALLOWANCES	684	700	700	700	700
4021 LONGEVITY PAY	616	700	700	1,400	1,400
4241 P.E.R.S	21,883	13,800	14,100	14,700	15,500
4242 NON-PERSABLE COMPENSATIOI	268	300	300	300	300
4244 MEDICAL/DENTAL INSURANCE	5,260	5,300	5,300	5,300	5,300
4245 LONG TERM DISABILITY	21	0	0	0	0
4247 LIFE INSURANCE	142	200	100	200	200
4250 FICA/HOSPITAL INSURANCE	819	800	800	900	900
<b>Total: SALARIES &amp; WAGES</b>	<b>85,457</b>	<b>78,000</b>	<b>78,000</b>	<b>82,800</b>	<b>86,000</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	1,400	1,400	1,400	1,400	1,500
6507 WORKERS' COMPENSATION	1,400	1,400	1,400	1,500	1,500
6995 GENERAL FUND CHARGES	15,400	15,700	15,700	16,200	16,700
<b>Total: OPERATING EXPENSES</b>	<b>18,200</b>	<b>18,500</b>	<b>18,500</b>	<b>19,100</b>	<b>19,700</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	8,700	8,700
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,700</b>	<b>8,700</b>
<b>Total Division:</b>	<b>103,657</b>	<b>96,500</b>	<b>96,500</b>	<b>110,600</b>	<b>114,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				14.61 %	

## TDA Article 3 Bikeway

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(40,400)</b>	<b>59,600</b>	<b>60,200</b>
TDA Article 3 Allocation	100,000	0	0
Interest Earnings	0	600	600
Total Revenues	100,000	600	600
Estimated Funds Available	59,600	60,200	60,800
Proposed Expenditures:			
Capital Projects	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>59,600</b>	<b>60,200</b>	<b>60,800</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.

## Measure "R" Local Return Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>1,020,400</b>	<b>1,065,600</b>	<b>1,307,500</b>
Estimated Revenue:			
Proposition "R" Allocation	718,800	875,000	875,000
Grants	448,400	0	0
Interest Earnings	5,100	10,700	13,100
Total Revenues	1,172,300	885,700	888,100
Estimated Funds Available	2,192,700	1,951,300	2,195,600
Proposed Expenditures:			
Transfer to Transit Fund	550,000	674,200	434,200
Operating Costs	65,900	77,000	79,500
Capital Projects	511,200	0	0
Total Expenditures	1,127,100	643,800	643,700
<b>Ending Fund Balance</b>	<b>1,065,600</b>	<b>1,307,500</b>	<b>1,551,900</b>

### Purpose of Funds:

This fund is 15% of the new County's 1/2 cent sales tax measure distributed to local cities on a per capita basis and 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
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Deputy Director of Development Services/City Engineer	0.10
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**TOTAL**

<b>0.20</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4700</b>	<b>MEASURE R</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	36,864	36,700	38,400	41,500	43,200
4014 VACATION SELL BACK	1,412	1,800	1,200	1,800	1,800
4015 ALLOWANCES	591	600	600	600	600
4021 LONGEVITY PAY	397	400	400	800	800
4241 P.E.R.S	15,009	9,500	9,700	10,300	10,800
4242 NON-PERSABLE COMPENSATIOI	184	200	200	200	200
4244 MEDICAL/DENTAL INSURANCE	3,554	3,600	3,500	3,600	3,600
4245 LONG TERM DISABILITY	14	0	0	0	0
4247 LIFE INSURANCE	97	100	100	100	100
4250 FICA/HOSPITAL INSURANCE	562	500	600	600	600
<b>Total: SALARIES &amp; WAGES</b>	<b>58,683</b>	<b>53,400</b>	<b>54,700</b>	<b>59,500</b>	<b>61,700</b>
OPERATING EXPENSES					
6505 GENERAL LIABILITY	1,000	1,000	1,000	1,000	1,000
6507 WORKERS' COMPENSATION	800	800	800	800	800
6995 GENERAL FUND CHARGES	9,200	9,400	9,400	9,700	10,000
<b>Total: OPERATING EXPENSES</b>	<b>11,000</b>	<b>11,200</b>	<b>11,200</b>	<b>11,500</b>	<b>11,800</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	6,000	6,000
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>
<b>Total Division:</b>	<b>69,683</b>	<b>64,600</b>	<b>65,900</b>	<b>77,000</b>	<b>79,500</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				19.20 %	

## Measure "M" Local Return Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>1,205,500</b>	<b>1,178,500</b>	<b>20,100</b>
Estimated Revenue:			
Proposition "M" Allocation	814,600	991,800	991,800
Discretionary Grant / SGV COG	1,600,000	0	50,000
Interest Earnings	6,000	11,800	200
Total Revenues	2,420,600	1,003,600	1,042,000
Estimated Funds Available	3,626,100	2,182,100	1,062,100
Proposed Expenditures:			
Operating Costs	70,000	87,000	87,000
Capital Projects	2,377,600	2,075,000	450,000
Total Expenditures	2,447,600	2,162,000	537,000
<b>Ending Fund Balance</b>	<b>1,178,500</b>	<b>20,100</b>	<b>525,100</b>

### Purpose of Funds:

The Metro Traffic Improvement Plan is a 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.



ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4100</b>	<b>DEVELOPMENT SERVICES</b>				
OPERATING EXPENSES						
6160 CONTRACT SERVICES		46,343	70,000	70,000	87,000	87,000
<b>Total: OPERATING EXPENSES</b>		<b>46,343</b>	<b>70,000</b>	<b>70,000</b>	<b>87,000</b>	<b>87,000</b>
<b>Total Division:</b>		<b>46,343</b>	<b>70,000</b>	<b>70,000</b>	<b>87,000</b>	<b>87,000</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					24.29 %	

## Capital Improvement Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>9,867,300</b>	<b>8,344,700</b>	<b>7,639,500</b>
Estimated Revenue:			
Transfer from General Fund	2,400,000	2,400,000	2,400,000
Federal Grants	0	110,000	0
Parimutual Revenue	340,000	400,000	400,000
Interest Earnings	49,300	83,400	76,400
Total Revenues	2,789,300	2,993,400	2,876,400
Estimated Funds Available	12,656,600	11,338,100	10,515,900
Proposed Expenditures:			
RaceTrack Overtime	56,000	168,500	168,500
General Fund Overhead	31,200	32,100	33,100
Capital Projects	4,224,700	3,498,000	2,088,000
Total Expenditures	4,311,900	3,698,600	2,289,600
<b>Ending Fund Balance</b>	<b>8,344,700</b>	<b>7,639,500</b>	<b>8,226,300</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.

## City Hall Reserve

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>100</b>	<b>100</b>	<b>100</b>
Estimated Revenue:			
Transfer From General Fund	0	0	0
Interests	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	100	100	100
Proposed Expenditures:			
Transfer to PERS Retirement Fund	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>100</b>	<b>100</b>	<b>100</b>

Purpose of Funds:

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

## Lighting Maintenance Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>228,100</b>	<b>228,200</b>	<b>228,200</b>
Estimated Revenue:			
Current Assessment	567,000	540,400	559,800
Transfer from General Fund	700,000	810,500	839,800
Total Revenues	1,267,000	1,350,900	1,399,600
 Estimated Funds Available	 1,495,100	 1,579,100	 1,627,800
Proposed Expenditures:			
Operating Expenses	1,266,900	1,350,900	1,399,600
Capital Projects	0	0	0
Total Expenditures	1,266,900	1,350,900	1,399,600
 <b>Ending Fund Balance</b>	 <b>228,200</b>	 <b>228,200</b>	 <b>228,200</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**

<b>2.65</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>3300</b>	<b>PUBLIC WORKS SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	180,151	190,700	186,400	200,100	210,500
4013 VACATION PAY OFF	4,341	0	0	0	0
4014 VACATION SELL BACK	2,511	2,500	2,500	2,500	2,500
4019 STAND BY PAY	2,959	3,500	3,800	3,800	3,800
4021 LONGEVITY PAY	3,007	2,900	2,900	3,500	3,900
4130 OVERTIME	1,001	1,500	1,500	1,500	1,500
4241 P.E.R.S	71,791	45,600	44,900	47,600	50,600
4242 NON-PERSABLE COMPENSATIOI	138	100	100	200	200
4244 MEDICAL/DENTAL INSURANCE	33,773	37,400	34,400	37,400	37,400
4245 LONG TERM DISABILITY	173	300	100	300	300
4247 LIFE INSURANCE	203	200	200	300	300
4250 FICA/HOSPITAL INSURANCE	2,647	2,900	2,800	3,100	3,200
<b>Total: SALARIES &amp; WAGES</b>	<b>302,695</b>	<b>287,600</b>	<b>279,600</b>	<b>300,300</b>	<b>314,200</b>
SUPPLIES					
5260 FIELDS	15,963	21,000	21,000	21,000	21,000
5410 TOOLS	700	700	700	700	700
<b>Total: SUPPLIES</b>	<b>16,663</b>	<b>21,700</b>	<b>21,700</b>	<b>21,700</b>	<b>21,700</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	96,902	130,000	130,000	130,000	130,000
6505 GENERAL LIABILITY	19,500	19,900	19,900	20,600	20,700
6507 WORKERS' COMPENSATION	9,000	9,200	9,200	9,700	9,800
6611 ELECTRIC	695,734	589,600	594,100	623,800	655,000
6750 VEHICLE MAINTENANCE	12,001	12,700	12,400	12,400	12,400
6751 VEHICLE FUEL USAGE	9,451	9,500	9,500	9,500	9,500
6752 VEHICLE 3RD PARTY SVC	564	800	1,100	1,100	1,100
6995 GENERAL FUND CHARGES	107,300	109,400	109,400	112,700	116,100
<b>Total: OPERATING EXPENSES</b>	<b>950,452</b>	<b>881,100</b>	<b>885,600</b>	<b>919,800</b>	<b>954,600</b>
SPECIAL PROGRAMS					
7410 POWER PURCHASED	80,883	75,000	80,000	80,000	80,000
7811 POB CONTRIBUTIONS	0	0	0	29,100	29,100
<b>Total: SPECIAL PROGRAMS</b>	<b>80,883</b>	<b>75,000</b>	<b>80,000</b>	<b>109,100</b>	<b>109,100</b>
<b>Total Division:</b>	<b>1,350,692</b>	<b>1,265,400</b>	<b>1,266,900</b>	<b>1,350,900</b>	<b>1,399,600</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				6.76 %	

## Water Fund

	21-22	FY22-23		
	Estimates	Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 22-23</b>				
<b>Beginning Fund Balance *</b>	<b>10,150,300</b>	<b>(6,326,000)</b>	<b>10,029,100</b>	<b>163,000</b>
Estimated Revenue:				
Maps and Publications	0	1,000	0	0
Water Sales	15,000,000	15,750,000	0	0
Public Works Inspection	40,000	40,000	0	0
Property Rental	27,600	27,600	0	0
Demand Response Program	40,000	40,000	0	0
Engineering Charges	0	0	0	0
Backflow Admin	110,000	110,000	0	0
Sale of Property	2,100	15,000	0	0
Miscellaneous	3,000	23,000	0	0
ARPA	1,400,000	0	1,200,000	0
Interest Earnings	75,400	0	100,300	1,600
Total Revenues	16,698,100	16,006,600	1,300,300	1,600
Estimated Funds Available	26,848,400	9,680,600	11,329,400	164,600
Proposed Expenditures:				
Equipment Purchase	200,200	0	0	415,200
Capital Outlay	6,155,900	0	1,935,000	0
Operating Costs	16,626,200	17,416,900	0	0
Total Expenditures	22,982,300	17,416,900	1,935,000	415,200
<b>Ending Fund Balance</b>	<b>3,866,100</b>	<b>(7,736,300)</b>	<b>9,394,400</b>	<b>(250,600)</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

	FY23-24		
	Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 23-24</b>			
<b>Beginning Fund Balance</b>	<b>(7,736,300)</b>	<b>9,394,400</b>	<b>(250,600)</b>
Estimated Revenue:			
Transfers In	0	0	0
Maps and Publications	1,000	0	0
Water Sales	16,000,000	0	0
Public Works Inspection	40,000	0	0
Property Rental	27,600	0	0
Miscellaneous	40,000	0	0
Engineering Charges	0	0	0
Backflow Admin	110,000	0	0
Sale of Property	2,500	0	0
Miscellaneous	25,000	0	0
ARPA	0	300,000	0
Interest Earnings	0	93,900	0
Total Revenues	16,246,100	393,900	0
 Estimated Funds Available	 8,509,800	 9,788,300	 (250,600)
 Proposed Expenditures:			
Equipment Purchase	0	0	290,100
Capital Outlay	0	2,437,500	0
Operating Costs	18,029,700	0	0
Total Expenditures	18,029,700	2,437,500	290,100
 <b>Ending Fund Balance</b>	 <b>(9,519,900)</b>	 <b>7,350,800</b>	 <b>(540,700)</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	0.30
City Manager	0.10
Deputy Public Works Director	0.50
Environmental Services Manager	0.20
Equipment Operator	4.00
Maintenance Worker	5.00
Management Analyst	1.25
Office Coordinator	0.70
Principal Civil Engineer	1.00
Public Works Services Director	0.50
Senior Civil Engineer	1.00
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
Utility Billing Specialist	0.70
Water Production Crew Supervisor	1.00
Water Production Technician I	2.00
Water Quality/Backflow Inspector	1.00

*WATER FUND*

*No. of Employees Full  
Time Equivalent*

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**TOTAL**

27.60
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>7200</b>	<b>WATER</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	2,024,558	2,115,600	2,157,200	2,305,300	2,436,200
4011 SPECIALIST PAY	1,563	1,600	1,700	1,800	1,800
4013 VACATION PAY OFF	4,700	15,000	23,000	5,000	5,000
4014 VACATION SELL BACK	22,412	26,000	28,000	27,000	27,000
4015 ALLOWANCES	2,140	2,200	3,300	1,700	1,700
4019 STAND BY PAY	37,093	29,800	29,800	29,800	29,800
4021 LONGEVITY PAY	32,333	34,000	38,000	42,800	45,200
4032 PART-TIME NON-PERS	0	28,300	24,800	30,000	30,500
4130 OVERTIME	32,907	37,500	42,500	37,500	37,500
4241 P.E.R.S	816,462	515,100	524,300	552,000	588,700
4242 NON-PERSABLE COMPENSATIOI	3,238	3,100	3,000	3,100	3,300
4244 MEDICAL/DENTAL INSURANCE	365,950	387,000	430,300	396,300	396,300
4245 LONG TERM DISABILITY	1,764	2,600	1,300	2,700	2,700
4247 LIFE INSURANCE	2,848	3,300	2,700	3,400	3,500
4248 RETIREE MEDICAL	16,810	0	22,000	0	0
4250 FICA/HOSPITAL INSURANCE	32,717	33,200	36,100	35,900	37,700
4299 VACANCY RATE	0	-97,000	0	-100,200	-105,200
<b>Total: SALARIES &amp; WAGES</b>	<b>3,397,496</b>	<b>3,137,300</b>	<b>3,368,000</b>	<b>3,374,100</b>	<b>3,541,700</b>
SUPPLIES					
5110 OFFICE SUPPLIES	22,627	17,800	17,800	23,200	23,200
5111 WATER BILL POSTAGE	47,792	48,000	50,000	50,000	50,000
5120 DRAFTING SUPPLIES	1,076	2,500	2,000	2,000	2,000
5125 PRINT SHOP	22,679	23,000	23,000	24,800	24,800
5260 FIELDS	7,714	5,200	5,200	5,200	5,200
5280 UNIFORM	8,732	9,000	9,000	10,100	9,000
5410 TOOLS	6,937	6,800	6,800	6,800	6,800
<b>Total: SUPPLIES</b>	<b>117,556</b>	<b>112,300</b>	<b>113,800</b>	<b>122,100</b>	<b>121,000</b>
OPERATING EXPENSES					
6145 WATER CONSERVATION COST	71,005	71,500	71,500	76,800	76,800
6160 CONTRACT SERVICES	194,456	175,600	175,600	189,000	180,000
6210 TELEPHONE	6,504	6,500	6,200	6,300	6,400
6505 GENERAL LIABILITY	118,000	120,400	120,400	124,400	125,300
6507 WORKERS' COMPENSATION	92,200	94,000	94,000	99,100	99,700
6540 TAXES	10,424	11,000	11,000	11,000	11,000
6614 WATER	2,831	2,400	2,000	2,000	2,000
6730 OFFICE EQUIPMENT	0	300	300	600	600
6750 VEHICLE MAINTENANCE	115,835	120,300	120,300	120,300	120,200
6751 VEHICLE FUEL USAGE	60,206	58,300	68,800	68,400	68,200
6752 VEHICLE 3RD PARTY SVC	10,780	11,100	21,400	12,400	12,400
6760 BUILDING REPAIR & MAINT	89,459	67,500	67,500	67,500	67,500
6771 WAREHOUSE & SHOP	9,818	11,000	12,500	12,500	12,500
6903 PERMITS FEES	6,391	6,700	6,700	6,700	6,700
6904 RENTS	933,817	961,800	976,200	1,034,800	1,096,900
6930 MEMBERSHIP & PUBLICATIONS	2,762	5,200	4,000	4,500	4,500
6940 OFFICIAL MEETINGS	1,355	2,800	1,300	2,800	2,800
6970 TRAINING	4,357	4,500	4,500	4,500	4,500
6971 TUITION REIMBURSEMENT	1,099	2,000	2,400	6,600	6,600
6987 DUES & ASSESSMENTS	7,322,683	7,823,500	7,823,500	8,073,500	8,423,500

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
6990 DEPRECIATION	1,595,821	0	0	0	0
6995 GENERAL FUND CHARGES	1,329,200	1,355,800	1,355,800	1,396,500	1,438,400
<b>Total: OPERATING EXPENSES</b>	<b>11,979,004</b>	<b>10,912,200</b>	<b>10,945,900</b>	<b>11,320,200</b>	<b>11,766,500</b>
SPECIAL PROGRAMS					
7410 POWER PURCHASED	1,600,016	1,500,000	1,600,000	1,600,000	1,600,000
7420 PUMPING SUPPLIES	60,826	139,000	139,000	202,000	202,000
7425 WATER TESTING	67,496	40,000	75,000	108,000	108,000
7440 UNSCHEDULED REPAIR WELLS	338,059	135,000	135,000	135,000	135,000
7450 REPAIRS TO PUMP FACILITIE	21,419	26,000	26,000	26,000	26,000
7510 REPAIRS TO METERS	44,901	30,500	30,500	30,500	30,500
7530 REPAIRS TO RESERVOIRS	5,000	5,000	5,000	5,000	5,000
7540 REPAIRS TO MAINS	38,025	38,000	38,000	38,000	38,000
7550 REPAIRS TO SERVICES	67,114	60,000	60,000	60,000	60,000
7560 REPAIRS TO HYDRANTS	23,092	17,000	19,000	17,000	17,000
7610 METER READING SUPPLIES	22,951	53,000	71,000	53,000	53,000
7811 POB CONTRIBUTIONS	0	0	0	326,000	326,000
7990 PENSION LIB ACCRUAL	225,479	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>	<b>2,514,379</b>	<b>2,043,500</b>	<b>2,198,500</b>	<b>2,600,500</b>	<b>2,600,500</b>
<b>Total Division:</b>	<b>18,008,435</b>	<b>16,205,300</b>	<b>16,626,200</b>	<b>17,416,900</b>	<b>18,029,700</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				7.48 %	

## Sewer System Service Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance *</b>	<b>3,784,100</b>	<b>2,964,300</b>	<b>2,736,200</b>
Estimated Revenue:			
Sewer System Charge	2,500,000	2,500,000	2,500,000
Industrial Waste Fee	33,000	35,000	35,000
Other Income	0	0	0
Interest Earnings	18,900	29,600	27,400
Total Revenues	2,551,900	2,564,600	2,562,400
Estimated Funds Available	6,336,000	5,528,900	5,298,600
Proposed Expenditures:			
Operating Costs	1,395,200	1,581,200	1,628,700
Capital Projects	1,430,700	943,000	1,214,500
Equipment Purchases	545,800	268,500	5,000
Total Expenditures	3,371,700	2,792,700	2,848,200
<b>Ending Fund Balance</b>	<b>2,964,300</b>	<b>2,736,200</b>	<b>2,450,400</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 Manager	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
Utility Billing Specialist	0.30

**TOTAL**

<b>7.55</b>
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ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>3300</b>	<b>PUBLIC WORKS SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	574,016	586,500	567,800	621,800	656,600
4013 VACATION PAY OFF	4,881	4,000	8,500	1,000	1,000
4014 VACATION SELL BACK	5,162	6,000	6,000	6,000	6,000
4015 ALLOWANCES	278	300	600	100	100
4019 STAND BY PAY	1,025	0	0	0	0
4021 LONGEVITY PAY	9,141	9,800	10,400	11,500	11,800
4032 PART-TIME NON-PERS	13,330	13,300	13,300	15,000	15,500
4130 OVERTIME	1,141	2,000	2,000	2,000	2,000
4241 P.E.R.S	232,392	143,300	138,400	148,800	158,500
4242 NON-PERSABLE COMPENSATIOI	888	900	800	900	900
4244 MEDICAL/DENTAL INSURANCE	101,132	104,500	110,500	108,500	108,500
4245 LONG TERM DISABILITY	489	700	400	700	700
4247 LIFE INSURANCE	808	900	700	900	1,000
4248 RETIREE MEDICAL	7,970	0	8,800	0	0
4250 FICA/HOSPITAL INSURANCE	9,393	9,000	9,500	9,500	10,000
<b>Total: SALARIES &amp; WAGES</b>	<b>962,046</b>	<b>881,200</b>	<b>877,700</b>	<b>926,700</b>	<b>972,600</b>
SUPPLIES					
5110 OFFICE SUPPLIES	300	700	700	6,100	6,100
5125 PRINT SHOP	4,619	5,000	5,000	7,800	7,800
5260 FIELDS	6,432	6,000	6,000	6,000	6,000
5280 UNIFORM	2,845	2,000	2,500	2,800	2,500
5410 TOOLS	500	500	500	500	500
<b>Total: SUPPLIES</b>	<b>14,696</b>	<b>14,200</b>	<b>14,700</b>	<b>23,200</b>	<b>22,900</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	112,323	105,700	105,700	133,600	127,300
6505 GENERAL LIABILITY	19,500	19,900	19,900	20,600	20,700
6507 WORKERS' COMPENSATION	25,800	26,300	26,300	27,700	27,900
6614 WATER	180	200	200	200	200
6750 VEHICLE MAINTENANCE	40,705	40,000	37,000	37,000	37,000
6751 VEHICLE FUEL USAGE	19,429	19,700	28,200	28,200	28,200
6752 VEHICLE 3RD PARTY SVC	6,787	7,000	7,000	7,000	7,000
6902 DISPOSAL CHARGES	2,457	2,000	2,000	2,000	2,000
6903 PERMITS FEES	11,000	11,000	17,800	17,800	17,800
6970 TRAINING	1,695	2,400	2,400	2,400	2,400
6990 DEPRECIATION	296,791	0	0	0	0
6995 GENERAL FUND CHARGES	251,300	256,300	256,300	264,000	271,900
<b>Total: OPERATING EXPENSES</b>	<b>787,967</b>	<b>490,500</b>	<b>502,800</b>	<b>540,500</b>	<b>542,400</b>
SPECIAL PROGRAMS					
7811 POB CONTRIBUTIONS	0	0	0	90,800	90,800
7990 PENSION LIB ACCRUAL	12,596	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>	<b>12,596</b>	<b>0</b>	<b>0</b>	<b>90,800</b>	<b>90,800</b>
<b>Total Division:</b>	<b>1,777,305</b>	<b>1,385,900</b>	<b>1,395,200</b>	<b>1,581,200</b>	<b>1,628,700</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				14.09 %	

## Arcadia Par 3 Golf Course

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>511,000</b>	<b>1,095,500</b>	<b>1,886,400</b>
Estimated Revenue:			
Green Fees	700,000	849,000	849,000
Member Dues	0	0	0
Learning Center	127,000	134,000	134,000
Cart Sales	78,000	90,000	90,000
Range Sales	700,000	754,000	754,000
Merchandise Sales	62,000	80,000	80,000
Food & Beverage Sales	113,000	134,100	134,100
Other Income	37,000	44,400	44,400
Interest Earnings	2,600	11,000	18,900
Total Revenues	1,819,600	2,096,500	2,104,400
Estimated Funds Available	2,330,600	3,192,000	3,990,800
Proposed Expenditures:			
Operating Expenses	1,235,100	1,305,600	1,305,600
Capital Projects	0	0	0
Total Expenditures	1,235,100	1,305,600	1,305,600
<b>Ending Fund Balance</b>	<b>1,095,500</b>	<b>1,886,400</b>	<b>2,685,200</b>

### Purpose of Funds:

The Arcadia Par 3 Golf Course Fund is an enterprise fund established to account for the operations of the par 3 golf course owned by the City of Arcadia.



ACCOUNT TITLE		2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>00</b>	<b>ARCADIA PAR 3 GOLF COURSE</b>				
SUPPLIES						
5110 OFFICE SUPPLIES		75,913	56,700	75,000	75,000	75,000
5115 PROGRAM EXPENSES		129,793	123,500	237,000	244,000	244,000
5230 BUILDING AND GROUNDS		154,598	108,600	154,300	158,100	158,100
<b>Total: SUPPLIES</b>		<b>360,304</b>	<b>288,800</b>	<b>466,300</b>	<b>477,100</b>	<b>477,100</b>
OPERATING EXPENSES						
6160 CONTRACT SERVICES		154,062	48,000	154,000	160,400	160,400
6169 CONTRACT EMPLOYEES		541,549	447,500	532,700	584,000	584,000
6630 PAR 3 COURSE CLUBHOUSE		76,607	57,100	82,100	84,100	84,100
<b>Total: OPERATING EXPENSES</b>		<b>772,218</b>	<b>552,600</b>	<b>768,800</b>	<b>828,500</b>	<b>828,500</b>
<b>Total Division:</b>		<b>1,132,522</b>	<b>841,400</b>	<b>1,235,100</b>	<b>1,305,600</b>	<b>1,305,600</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					55.17 %	

## Equipment Replacement Fund

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>7,644,500</b>	<b>6,328,200</b>	<b>4,883,600</b>
Estimated Revenue:			
Transfer from General Fund	1,800,000	2,400,000	2,400,000
Sale of property	52,000	25,000	25,000
Grants	0	0	0
Interest Earnings	38,200	63,300	48,800
Total Revenues	1,890,200	2,488,300	2,473,800
 Estimated Funds Available	 9,534,700	 8,816,500	 7,357,400
Proposed Expenditures:			
General Fund Charges	32,200	33,200	34,200
Lease Payments	58,100	0	0
Equipment Purchases	3,116,200	3,899,700	2,381,900
Total Expenditures	3,206,500	3,932,900	2,416,100
 <b>Ending Fund Balance</b>	 <b>6,328,200</b>	 <b>4,883,600</b>	 <b>4,941,300</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.

## Redevelopment Successor Agency

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance *</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Rent	0	0	0
Miscellaneous	0	0	0
Interest	0	0	0
LA County Funding	186,500	183,700	1,749,200
Total Revenues	186,500	183,700	1,749,200
Estimated Funds Available	186,500	183,700	1,749,200
Proposed Expenditures:			
Operating Expenses	15,300	12,500	12,500
Principal	0	0	1,580,000
Interest	171,200	171,200	156,700
Total Expenditures	186,500	183,700	1,749,200
<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

ACCOUNT TITLE	2020-21 ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 PROJECTED	2022-23 PROPOSED	2023-24 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>4900</b>	<b>SUCCESSOR REDEVELOPMENT</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	10,335	11,500	11,500	0	0
4014 VACATION SELL BACK	605	600	600	0	0
4021 LONGEVITY PAY	165	200	200	0	0
4241 P.E.R.S	4,311	3,000	2,900	0	0
4242 NON-PERSABLE COMPENSATIOI	53	100	100	0	0
4244 MEDICAL/DENTAL INSURANCE	1,703	1,700	1,900	0	0
4245 LONG TERM DISABILITY	7	0	0	0	0
4247 LIFE INSURANCE	30	0	0	0	0
4250 FICA/HOSPITAL INSURANCE	171	200	200	0	0
<b>Total: SALARIES &amp; WAGES</b>	<b>17,379</b>	<b>17,300</b>	<b>17,400</b>	<b>0</b>	<b>0</b>
SUPPLIES					
5110 OFFICE SUPPLIES	359	0	0	0	0
<b>Total: SUPPLIES</b>	<b>359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
OPERATING EXPENSES					
6140 LEGAL	0	5,000	0	0	0
6160 CONTRACT SERVICES	3,233	5,500	3,200	6,500	6,500
6505 GENERAL LIABILITY	1,100	1,100	1,100	0	0
6507 WORKERS' COMPENSATION	800	800	800	0	0
6611 ELECTRIC	43	0	0	0	0
6910 AUDIT	4,908	6,000	6,000	6,000	6,000
6995 GENERAL FUND CHARGES	23,700	4,200	4,200	0	0
<b>Total: OPERATING EXPENSES</b>	<b>33,784</b>	<b>22,600</b>	<b>15,300</b>	<b>12,500</b>	<b>12,500</b>
SPECIAL PROGRAMS					
7803 NOTE INTEREST	584,462	171,200	171,200	171,200	156,700
7804 NOTE PRINCIPAL	2,180,000	0	0	0	1,580,000
<b>Total: SPECIAL PROGRAMS</b>	<b>2,764,462</b>	<b>171,200</b>	<b>171,200</b>	<b>171,200</b>	<b>1,736,700</b>
GENERAL PROPERTY					
<b>Total: GENERAL PROPERTY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EMPLOYEE SERVICES:</b>	<b>2,815,984</b>	<b>211,100</b>	<b>203,900</b>	<b>183,700</b>	<b>1,749,200</b>
<b>Total Division:</b>	<b>2,815,984</b>	<b>211,100</b>	<b>203,900</b>	<b>183,700</b>	<b>1,749,200</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(12.98)%	

## General Obligation Bond 2012

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>392,300</b>	<b>415,800</b>	<b>415,800</b>
Estimated Revenue:			
Current Assessments	444,000	417,000	418,600
Interests	2,000	4,200	4,200
Total Revenues	446,000	421,200	422,800
Estimated Funds Available	838,300	837,000	838,600
Proposed Expenditures:			
Operating Expenses	2,300	2,300	2,300
Principal	320,000	330,000	340,000
Interest	100,200	88,900	80,500
Total Expenditures	422,500	421,200	422,800
<b>Ending Fund Balance</b>	<b>415,800</b>	<b>415,800</b>	<b>415,800</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.

## General Obligation Bond 2011

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>514,700</b>	<b>543,600</b>	<b>543,600</b>
Estimated Revenue:			
Current Assessments	621,000	592,600	595,000
Interest Income	0	0	0
Total Revenues	621,000	592,600	595,000
Estimated Funds Available	1,135,700	1,136,200	1,138,600
Proposed Expenditures:			
Operating Expenses	2,600	2,600	2,600
Principal	385,000	405,000	425,000
Interest	204,500	185,000	167,400
Total Expenditures	592,100	592,600	595,000
<b>Ending Fund Balance</b>	<b>543,600</b>	<b>543,600</b>	<b>543,600</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.

## Pension Obligation Bonds 2020

	21-22 Estimate	22-23 Budget	23-24 Budget
<b>Beginning Fund Balance</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
POB Contributions	5,878,500	5,876,800	5,878,000
Interest Income	0	0	0
Total Revenues	5,878,500	5,876,800	5,878,000
Estimated Funds Available	5,875,500	5,876,800	5,878,000
Proposed Expenditures:			
Operating Expenses	2,600	2,700	2,700
Principal	2,735,000	3,875,000	3,905,000
Interest	3,137,900	1,999,100	1,970,300
Total Expenditures	5,875,500	5,876,800	5,878,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

Purpose of Funds :

The Pension Obligation Debt Service Fund is used to facilitate the payment of principal and interest on Pension Obligation Debt Service issue Series 2020.



CITY OF  
ARCADIA