

CITY OF ARCADIA

2015



2017

OPERATING  
Budget



**CITY OF ARCADIA  
FISCAL YEARS 2015-2017 OPERATING BUDGET**

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# **CITY OF ARCADIA**

## **ELECTED POSITIONS AND ADMINISTRATION PERSONNEL**

**JUNE 30, 2015**

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

		<b>TERM EXPIRES</b>
<b>GARY A. KOVACIC</b>	<b>MAYOR</b>	<b>2016</b>
<b>ROGER CHANDLER</b>	<b>MAYOR PRO-TEMPORE</b>	<b>2018</b>
<b>TOM BECK</b>		<b>2018</b>
<b>JOHN WUO</b>		<b>2016</b>
<b>SHO TAY</b>		<b>2018</b>

### **CITY CLERK**

<b>GENE GLASCO</b>	<b>2016</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>ROBERT T. GUTHRIE</b>	<b>POLICE CHIEF</b>
<b>MARY BETH HAYES</b>	<b>LIBRARY AND MUSEUM SERVICES DIRECTOR</b>
<b>JASON KRUCKEBERG</b>	<b>ASST. CITY MANAGER /DEVELOPMENT SERVICES DIRECTOR</b>
<b>KURT NORWOOD</b>	<b>FIRE CHIEF</b>
<b>HUE C. QUACH</b>	<b>ADMINISTRATIVE SERVICES DIRECTOR</b>
<b>SARA SOMOGYI</b>	<b>RECREATION AND COMMUNITY SERVICES DIRECTOR</b>
<b>TOM TAIT</b>	<b>PUBLIC WORKS SERVICES DIRECTOR</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.



# MEMORANDUM

Office of the City Manager

**DATE:** July 1, 2015

**TO:** Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager

**SUBJECT: FISCAL YEAR 2015-2016 ADOPTED BUDGET**

Submitted for the City Council is the Fiscal Year 2015-16 Adopted Budget. This document encompasses all funds including:

- The General Fund, a discretionary fund not assigned to a special purpose;
- Special Revenue Funds that account for grants and funds restricted to a specific purpose;
- Water and Sewer Enterprise Funds that are self-supporting by charging a fee for the services provided;
- The Debt Service Fund used to account for the payment of long-term debt; and
- The Redevelopment Successor Agency operating budget to account for and manage the winding down of the Arcadia Redevelopment Agency.

This year's budget process included two Budget Study Sessions with the City Council. Based on the input received, the FY 2015-16 Preliminary Budget was distributed to the City Council on May 5, 2015. Submitted for the City Council's review 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 \$104.1 million in expenditures, of which the General Fund's budget is \$55.7 million (excluding Transfers Out noted below).

The FY 2015-16 General Fund Operating Budget anticipates net revenue of approximately \$4.0 million before making transfers to major capital funds. The net revenue before transfers is based on Total Operating Revenues of \$59.7 million and Operating Expenses at \$55.7 million, including new programs added for FY 2015-16. Once recommended transfers are factored in, the ending General Fund Balance will be \$509,900 less than the opening General Fund Balance. This was done intentionally in order to begin setting aside funding for a New City Hall using unallocated General Fund Balance.

	<b>FY 15-16 Budget</b>
<b>Beginning Fund Balance:</b>	<b>\$ 5,701,200</b>
Total Revenues	59,650,800
Total Expenditures	55,660,700
<b>Subtotal:</b>	<b>3,990,100</b>
Total Fund Transfers	(4,500,000)
<b>Ending Fund Balance:</b>	<b>\$ 5,191,300</b>

At the Goal Setting Workshop held in February 2015, the City Council gave direction to continue replenishing fund balances to the Capital Improvement and Equipment Replacement Funds to make up for those years where no revenues were deposited due to the 2008-2011 economic downturn. Additionally, depending on available funds, the City Council directed staff to establish a New City Hall Reserve Fund. In light of this direction, this budget includes the transfer of \$4.5 million to reserve funds as follows:

- Capital Improvement Fund - \$1.75 million;
- Equipment Replacement Fund - \$1.75 million;
- General Liability and Workers' Compensation Fund - \$500,000
- New City Hall Reserve Fund - \$500,000

At first glance, it is easy to view these funds as separate from operations of the City; however, the Capital Improvement Fund provides the majority of funding for such basic services as pavement rehabilitation, building repairs, and landscaping and parks maintenance. The Equipment Replacement Fund provides funding for essential equipment such as computers, vehicles, and office equipment. Without properly funding these accounts, effectively running the City would be impossible. Additionally, it should be restated that the pari-mutuel revenue dedicated for capital improvement projects has declined significantly over the years and the Equipment Replacement Fund does not have a revenue stream to sustain its annual appropriations for equipment replacements. Therefore, the City does not have the luxury of viewing these transfers as surpluses; rather, the funds are being used to meet the minimum requirements of the community.

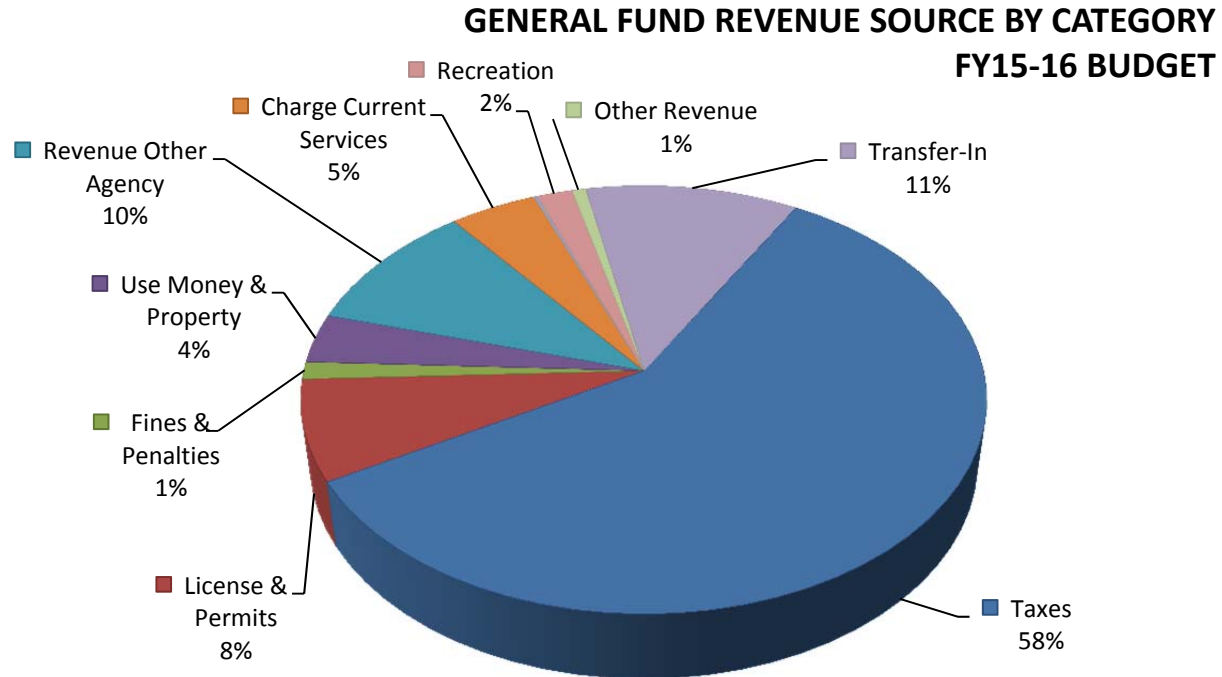
The Budget reflects a greatly improved economy compared to a few years ago. The labor market has significantly improved as it is nearing its lowest unemployment rate since the 2008 recession. Consumer spending has been trending upward along with higher consumer confidence. Statewide, the housing market continues to improve and Arcadia continues to outpace many other cities in Los Angeles County in this area.

Summarized in the table below is the General Fund Operating Budget for: FY 2014-15 Year Ending Estimates, FY 2015-16 Adopted Budget, and a FY 2016-17 Preliminary Budget Outlook. Please note that FY 2016-17 is not proposed for adoption as the City adopts the Operating Budget annually.

<b>GENERAL FUND</b>				
		FY 14-15	FY 15-16	FY 16-17
		Estimates	Budget	Budget
<b>Beginning Fund Balance</b>		<b>8,729,900</b>	<b>5,701,200</b>	<b>5,191,300</b>
Estimated Revenue		53,854,000	56,359,900	57,074,800
Proposed Expenditures		51,181,900	54,831,400	56,659,700
Revenue over Expenditure		2,672,100	1,528,500	415,100
Fund Transfers				
Transfers-In from other funds		2,088,800	3,290,900	3,588,100
Transfers-Out to other funds		(789,600)	(829,300)	(854,900)
Net Transfers		1,299,200	2,461,600	2,733,200
Subtotal Operating Balance		3,971,300	3,990,100	3,148,300
Transfer to Equipment Replacement Fund		(3,000,000)	(1,750,000)	(1,500,000)
Transfer to Capital Improvement Fund		(3,000,000)	(1,750,000)	(1,500,000)
Transfer to General Liability and Workers' Compensation Fund		(1,000,000)	(500,000)	(500,000)
Set-side Reserve for the New City Hall		0	(500,000)	0
<b>Ending Fund Balance</b>		<b>5,701,200</b>	<b>5,191,300</b>	<b>4,839,600</b>

#### FY 2015-16 Proposed Revenues

Overall, General Fund total revenue from outside sources is projected to grow 4.65% when compared to the projected FY 2014-15 year ending estimates.\_



As the economy continues to improve, revenue forecast are more optimistic than in recent years. Recognizing that the prior years' approaches may have been made with perhaps an ultra-conservative view, this year's revenue forecasts are presented more as a "best case scenario." Over the past several years, as the economy has recovered and housing developments have continued to thrive locally, year-end revenues have far outpaced original budgeted projections. This budget reflects a more aggressive revenue growth based on the assumption that those trends will continue in the fiscal year. Due to this less conservative stance, it will be necessary to keep an eye on actual receipts throughout the year and the organization will need to be ready to respond to changes that may occur.

For FY 2015-16, total General Fund revenues are expected to increase 4.65% when compared with the FY 2014-15 year ending estimates. The key revenue areas of Property Tax, Sales Tax, Transient Occupancy Tax, and Motor Vehicle License Fees are shown in the table below. However, among the tax revenues, the Utility Tax category is estimated for a slight decrease. While the initial projection determined it to increase in conjunction with a planned tiered water rate structure, scheduled for introduction in the upcoming year, it is probable that any gains would be offset as a result of the State's Emergency Water Conservation Regulation which calls for a 36% reduction of water usage within the City.

Of note, it should be pointed out that the 13.04% increase projected for Sales Tax is the result of a one-time supplemental payment of \$719,000 to the City due to the State's early retirement of its Economic Recovery Bonds. These bonds were issued, in Fiscal Year 2004-05, by the State to manage their budget deficiencies at the time. The effect

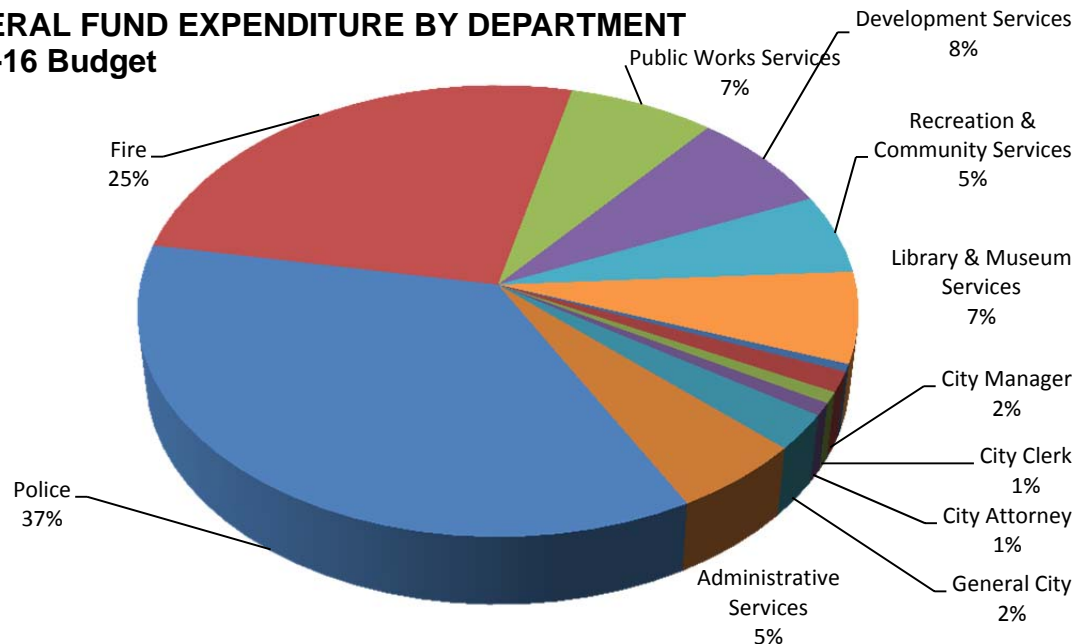
of the early retirement of bonds and the necessary procedural adjustments by the State to make cities whole in their tax revenues provides for this one-time adjustment. After accounting for this adjustment, the Sales Tax is projected to increase by 6.25%.

<i>Description</i>	<i>FY 2014-15 YE Estimates</i>	<i>FY 2015-16 Proposed Budget</i>	<i>Difference</i>	<i>% Change</i>
Property Tax	\$ 11,595,200	\$ 12,291,000	\$ 695,800	6.00%
Sales Tax	\$ 10,588,000	\$ 11,969,000	\$ 1,381,000	13.04%
Transient Occupancy Tax	\$ 3,300,000	\$ 3,399,000	\$ 99,000	3.00%
Utility Tax	\$ 7,050,000	\$ 7,023,000	\$ (27,000)	-0.38%
Motor Vehicle License Fees	\$ 5,641,500	\$ 5,839,000	\$ 197,500	3.50%

Other major revenue categories such as Franchise Tax and Licenses and Permits are projected to have little change as compared to FY 2014-15. Unlike the peak of FY 2103-14, Building and Plan Check fees are expected to return back to its “normal” level at around \$1.3 million in each category. All other revenue categories for the General Fund are expected to have modest growth for the coming Fiscal Year.

#### FY 2015-16 Proposed Expenses

#### **GENERAL FUND EXPENDITURE BY DEPARTMENT FY15-16 Budget**



Total operating expenditures are expected to grow 1.99% when comparing year-to-year adopted budget figures. The Operating Expenditure budget continues to maintain the same high level of services with no material increases. Where possible, line items have been reduced to reflect efficiencies that have been implemented over time and to remove any potential for waste. The most significant increases relate to the labor agreement contracts (salaries & medical benefits) and the continuing rise of pension

costs in order to make retirement funding more sustainable. Another area where costs have risen is the Contract Services category. While some new services have been added to meet service demands and some natural inflationary increases have been included, the majority of the increases are due to the State requirement to pay prevailing wages for all public works contracts, which is increasing many contracts by as much as 30%.

On a positive note, the General Liability costs are projected to decrease due to decreasing claims against the City and settling some significant cases. Also, no increase is expected in Worker's Compensation costs after several years of notable increases. This can partially be attributed to the Wellness and ergonomic programs included in last year's budget.

New programs and expenditures are anticipated from various departments to respond to evolving operational needs as well as to respond to direction received at the annual City Council Goal Setting Workshop held in February 2015. They are noted in the sections that follow.

#### **Newly Proposed Programs:**

Added to the budget this fiscal year are a number of new programs totaling \$397,400. Some of these programs are the result of the recent City Council Goal Setting Workshop held in February. Others are for adequate staffing support to respond to increased demands for services. They include:

- **Community Outreach Strategic Plan (\$70,000):** At the February 10, 2015, City Council goal-setting meeting, the Council approved the development of a Community Outreach Strategic Plan using the firm 789, Inc. This Plan suggests a number of actions the City can take to be more proactive with regard to outreach, image management, and particularly business retention and recruitment. The communication efforts to be taken will focus on the City's positive attributes and help sustain a sense of pride in the Arcadia of today. Their efforts can also assist with economic development outreach as well as water conservation, crime deterrents, and other emerging trends affecting the community.
- **On-Call Architectural Design Review Services (\$15,000):** Occasionally, development projects arise that are controversial or require an enhanced scrutiny. This program would provide funding for an on-call architect to provide design peer review to assist staff, the Planning Commission, and City Council in their deliberations. This service could be especially helpful when a new development is changing the look and feel of a commercial corridor or neighborhood. The peer review service would consist of hiring a licensed architect and/or firm that would provide comments and recommendations for any type of design review projects that are requested.

- **Staff Reclassification: Economic Development Manager to Management Analyst with Contracted Business Development Services (Cost Neutral):** Recently, the City recruited for an Economic Development Manager. Historically, this position has been focused on Redevelopment and housing; however, due to the loss of redevelopment, the position has morphed into Successor Agency work and general economic development efforts. The position has not historically included a significant component of business recruitment and high level marketing for business attraction even though this is key to the role going forward. After revising the job description and interviewing candidates for the current classification, it has been concluded that the City would be best served by splitting the position into two distinct roles. The Economic Development Manager position will be downgraded to a Management Analyst or Senior Management Analyst providing behind the scenes economic development support and administration of Successor Agency efforts, while the business recruitment/attraction and marketing component will be accomplished through a contract with the private sector, such as a realtor or development consultant. By downgrading the position, funds will be freed up to engage the private sector contractor.
- **Increase Materials for Adult Information Services and Children's Services (\$21,000):** Library materials budgets have not been increased for many years. Increasing the budget for books, magazines, media, eBooks, and the like by 10% will provide a wider variety of materials to be purchased that will better serve the needs and interests of the community. Results of the recent Library Needs Assessment indicate an expanding interest in both print and non-print materials for all ages, in a variety of languages and formats and this line item will enable that goal to be better met.
- **Implementation of Priorities Identified by the Library's Strategic Plan Update (\$10,000):** The proposed budget will support implementation of priorities identified by Staff and Library Board based on the Library's Strategic Plan Update and the Library Community Needs Assessment to further enhance and enrich programs that would better serve the community. As the year progresses, the staff will work with the Library Board to determine which specific programs will be implemented for the funds granted.
- **One Additional Maintenance Worker (\$67,300):** Since Fiscal Year 2009-10, the Public Works Services Department has utilized temporary labor in lieu of a full-time position to reduce costs. Unfortunately, preventative maintenance work has suffered due to the transitory nature of temporary employees and the reduced hours available. For example, the City has completed fewer permanent street repairs annually and there is now a backlog of service requests to trim City trees, which have allowed more hazardous conditions to remain on City sidewalks and roadways. Funding this position will result in the completion of

approximately 75 more service requests for tree trimming, 50 more service requests to repair streets, and the completion of approximately 75-100 linear feet of concrete grinding and or repair annually, leading to fewer claims against the City and a more enjoyable community appearance. As the backlog is eliminated, the temporary employee budget will be reduced, providing some offset to this position.

- **Police Department Direct Enforcement Overtime Budget Increase (\$35,000):** This existing program provides additional public safety resources to areas known to be high targets of crime. This enables the Police Department to be proactive against high-volume crimes by targeting offenders and repeat crime locations. In recent months, an unprecedented number of residential burglaries coupled with a series of purse thefts in commercial districts have quickly exhausted this budget. The increased budget will allow the Police Department to further enhance our capabilities to combat crime.
- **Police Department Community Relations Liaison - Part-time (\$40,000):** The objective of the position is to enhance the effectiveness and capabilities of the Police Department's Community Affairs Office by actively engaging our community and service organizations through Neighborhood Watch and Business Watch. The Community Relations Liaison will engage in Neighborhood Watch and Business Watch programs to include crime prevention presentations on residential and commercial burglaries, theft, auto burglaries, identity theft/fraud, bank robbery, domestic violence, elder abuse/senior safety, personal safety, and other quality of life issues. The position will also conduct home and business security checks, participate in "Coffee With A Cop" events, and assist the Community Affairs Office with other duties as needed.
- **Police Department Law Enforcement Recruit – 2 Positions (\$111,400):** At the 2<sup>nd</sup> Budget Study Session on May 19, the City Council gave authorization to begin recruitment for two police officer positions. These positions will be used to establish dedicated patrols of the Westfield Santa Anita Mall to mitigate theft and burglary at the mall. In addition, by dedicating officers to the Mall, beat patrols in areas surrounding the Mall will be relieved of the need to respond as frequently to that location, which will increase proactive enforcement Citywide. As the recruitment process can be lengthy prior creating a fully trained police officer, the proposed budget of \$111,400 is for two Law Enforcement Recruits positions over the period of seven months of the fiscal year. In future fiscal years, these positions will be full Police Officer positions
- **Upgrade the Recreation Office Assistant Position (\$27,700):** Upgrade the Recreation & Community Services Office Assistant position (previously budgeted at Wilderness Park) to full-time and move the position to the recreation office in order to provide additional front desk coverage and to enable a wider variety of

administrative tasks to the Department. The Wilderness Park duties will be transitioned to part-time Recreation Specialists.

- **New Water Conservation Position (\$88,700/Water Fund):** The State Water Resources Control Board approved an extension of the existing emergency drought regulations and added significant additional water use restrictions, including a requirement that Arcadia reduce its overall consumption 36%. Now more than ever, the Public Works Services Department is in need of a position to administer and manage the City's Water Conservation Programs. This position will administer water conservation programs for residential, commercial, industrial, and institutional water customers to be in compliance with the State mandates. The position will be classified as a Management Aide, who will assist in forecasting short- and long-term water supply and demand and will collect, interpret, and analyze water use data to make sure that the City of Arcadia is meeting water conservation targets. In addition, the Management Aide will also be tasked to assist in other City of Arcadia environmental programs which include Solid Waste, Used Oil, Beverage Container, Stormwater, and Household Hazardous Waste.

### **Beyond 2015-16:**

While the City's 5-Year Financial Forecast indicates that revenues will grow modestly over the next several years, the Forecast also anticipates rising costs in several areas. In order to maintain a balanced budget, it will be essential for the City to continue its history of conservative spending and rapid responses to changing conditions. Below is discussion of the more significant issues facing Arcadia in the coming fiscal years that are known at this time. The list is not in any prioritized order, as any one of them can have a significant impact on the City's operating budget.

- **Utility Users' Tax (UUT) Repeal.** A new Notice of Intent to Circulate a Petition for repealing the Utility Users Tax was recently filed with the City Clerk's Office. At this time, no signatures have been submitted in support of the petition and it is not known whether the measure will qualify for the ballot. A successful repeal would mean an estimated \$7.0 million takeaway from the City's General Fund, which is approximately 12.5% of the City's General Fund Operating Budget.
- **Funding for Other Post-Employment Benefits (OPEB) – GASB 45.** Governmental Accounting Standards Board (GASB) Statement 45, requires government employers to measure and report the liabilities associated with postemployment benefits other than pensions (or OPEB). As it pertains to Arcadia, this is the reporting of post-retirement medical benefits. In essence, GASB 45 requires the following: 1) Recognize the cost of OPEB benefits in the period when services are received. 2) Provide information about the actuarial liabilities for the promised benefits. 3) Provide information useful in assessing potential demands on future cash flows.

The promised benefit creates future liabilities as those benefits will be used and expended. As such, unless they are paid in advance, those future insurance premium costs create an unfunded liability for today's organization. Based on the most recent City actuarial report date of July 2013, the unfunded liability was \$14.5 million. Since 2011, through labor negotiations, the City was able to negotiate a cap on the medical premium benefit for all future retirees and reduce the benefit for new employees to the State minimum. As such, the unfunded liability is expected to have leveled and will decrease once the new actuarial report is completed. As part of the GASB 45 requirement, the City will have a new actuarial report due around November 2015. Regardless, the OPEB unfunded liability is expected to remain significant.

GASB 45 identifies three basic ways of treating unfunded liabilities: establish and fund an irrevocable trust; simply pay-as-you-go; or set aside a dedicated reserve. The optimum course would be to establish an OPEB Trust and dedicate, at minimum, the annual required contribution identified in the OPEB actuarial report to ensure the City meets those future liabilities.

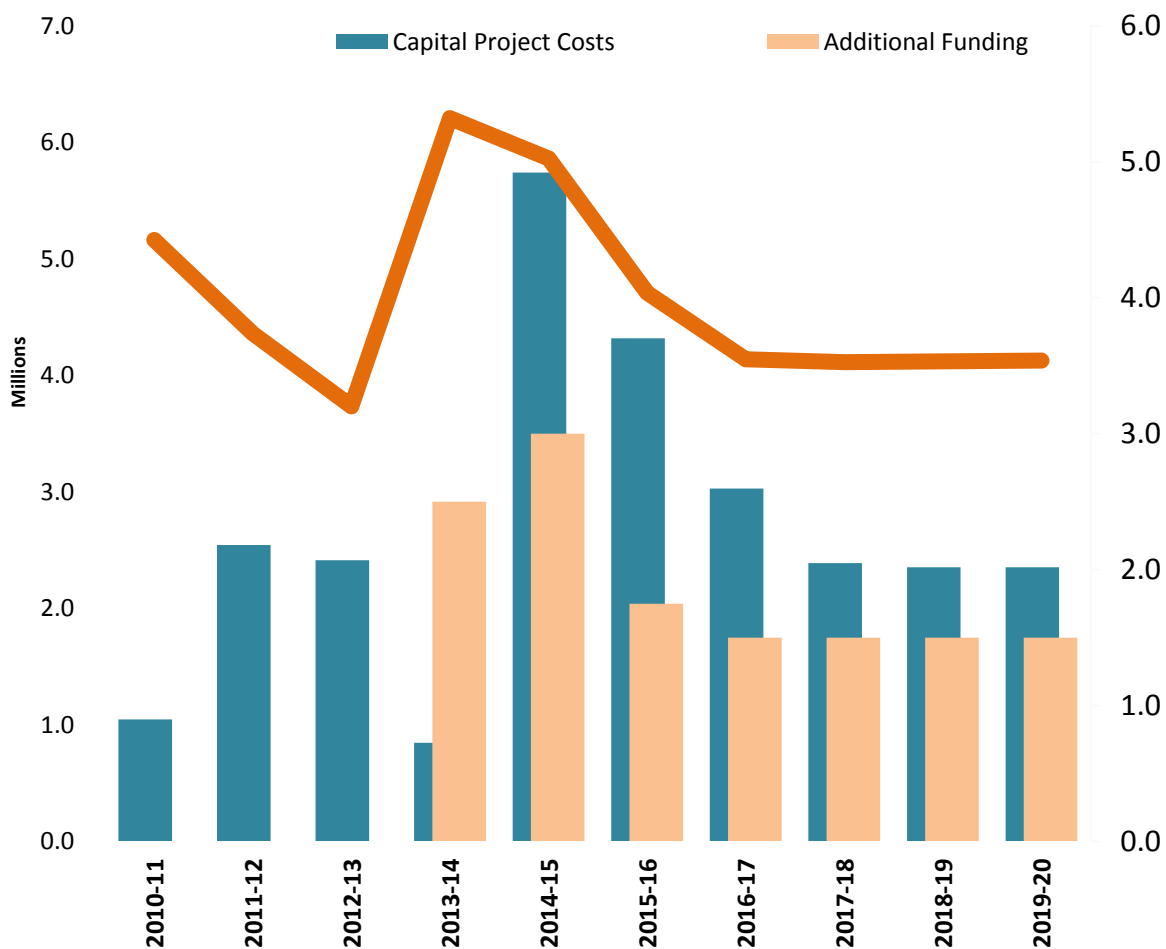
At the recent Goal Setting Workshop, the City Council gave direction to start funding an OPEB Trust account by using approximately \$1.3 million of the savings that was set aside when payments to the CalPERS was not necessary due to the once surplus status in the late 1990's. The establishment of a trust will help in reducing that long term cost as the funds on deposit will generate interest to offset future liabilities. As with any investment, returns are not guaranteed and there is a chance that there may even be losses; however, the City's investment policy is extremely conservative and has very minimal risk exposure.

The initial cash injection into an OPEB Trust account is a very important first step; however, in order to truly meet the annual requirement and eliminate the unfunded liability, the City should look into additional annual payments into the Trust account. Ideally, this would be part of the annual budgeting process. As a fallback, the City Council should consider making deposits into the OPEB Trust account when unexpected one-time additional funds are identified. By paying for required OPEB obligations early, the overall costs and impacts to the community will be decreased. Over the next 30 years, that savings could be significant.

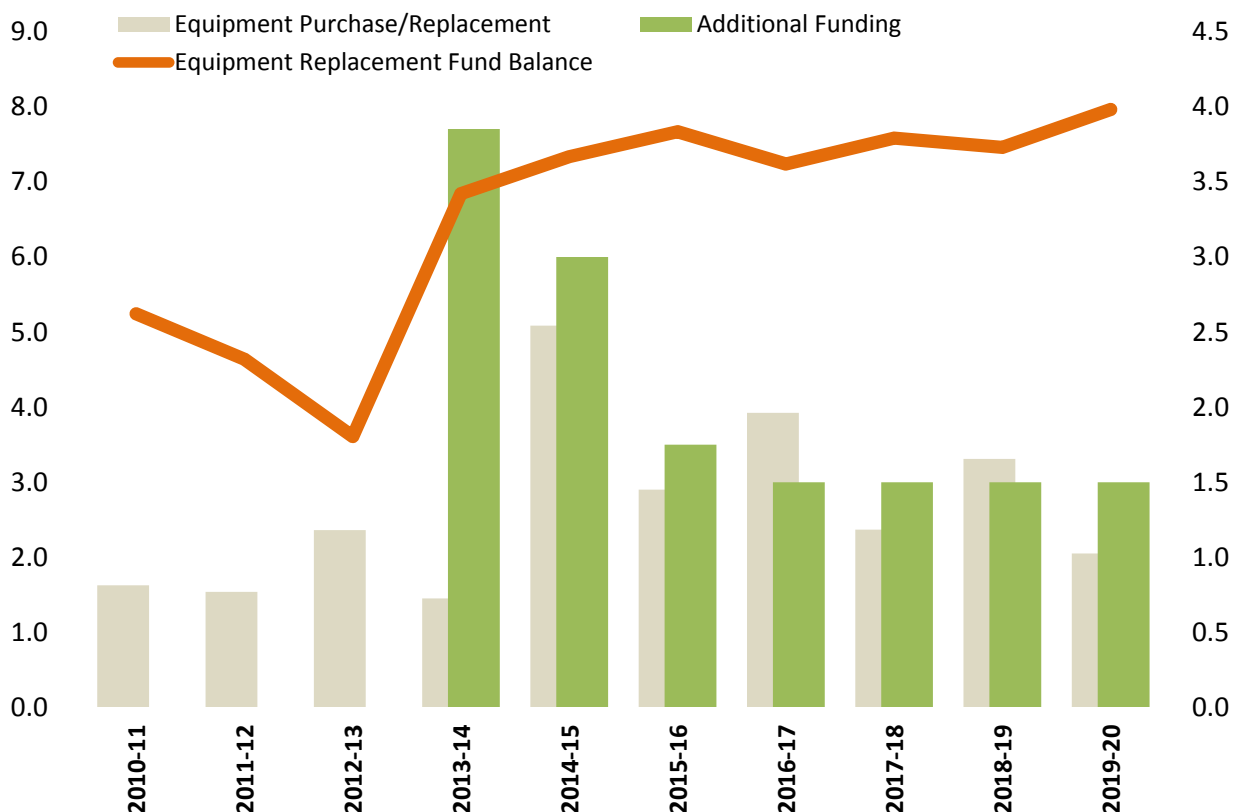
- **Capital Improvement and Equipment Replacement Funds Recovering.** The expanding economy has allowed the City to transfer a significant amount of funds into the Capital improvement and Equipment Replacement Funds in recent years. The 5-Year Financial Forecast anticipates that the City will be able to transfer a steady stream of additional funds anticipated in the coming years. As a result, the Capital Improvement Fund is expected to retain a \$4.1 million Reserve balance and the Equipment Replacement Fund will also achieve a sustainable balance through FY 2019-20. However, this is based on an economy that will not falter in the next few years and that the organization does not significantly expand in other areas. It is

imperative that the City have the discipline to continue depositing funds into these accounts at or above the minimum required contributions to keep them sustainable.

Capital Improvement Fund – 5 Year Fund Balance Projection



### Equipment Replacement Fund – 5 Year Fund Balance Projection



### Net Budget Summary

As shown in the table below, when all factors are included, there is expected to be a net operating revenue of \$3,990,100 at the end of FY 2015-16. This amount is proposed to be transferred into the Capital Improvement Fund, Equipment Replacement Fund, General Liability/Workers' Compensation Fund, and New City Hall Reserve Fund to start a new and replenish existing fund balances of these depleted accounts.

<i><b>FY 2015-16 General Fund Budget Summary</b></i>	
<b>Total Base Revenues</b>	<b>\$ 59,650,800</b>
Base Expenditures (including Vacancy Factor)	(55,263,300)
<u>New Programs</u>	<u>(397,400)</u>
<b>Total Expenditures</b>	<b>(55,660,700)</b>
<b>Net Surplus Earmarked for Transfer:</b>	<b>\$ 3,990,100</b>

### Capital and Equipment Fund Expenditures

The FY 2015-16 Capital Improvement Plan proposes 46 separate projects totaling \$8.57 million in expenditures, of which \$3.45 million would be paid for from the Capital Outlay Fund. The remaining \$5.12 million would come from grants, state subventions, and local special funds such as the Prop C Transportation Fund.

The table below summarizes some of the major proposed projects.

<b>FISCAL YEAR 2015-16 MAJOR CAPITAL IMPROVEMENT PROJECTS</b>		
<b>Project Description</b>	<b>Project Budget</b>	<b>Funding Source</b>
Annual Slurry Seal Program	\$600,000	Capital Improvement & Gas Tax Funds
Payment Rehab: Camino Real area & 6 <sup>th</sup> Street area	\$1,500,000	Capital Improvement
Arterial Rehabilitation Program - Duarte Rd from Santa Anita Ave. to 5 <sup>th</sup> Street	\$800,000	PROP C Fund
Baldwin Streetscape Improvements	\$385,000	Capital Improvement Fund
Foothill Boulevard Concrete Repairs	\$300,000	PROP C Fund
Downtown Parking/Pedestrian	\$270,400	Capital Improvement & Gas Tax Funds
Valve Replacement Program	\$300,000	Water Fund
Water Main Replacement Program	\$258,000	Water Fund
Annual Water Meter Replacement Program	\$500,000	Water Fund

The Equipment Plan proposes 31 different equipment replacement purchases totaling \$1.75 million in expenditures of which \$1.45 million would be paid for from the

Equipment Replacement Fund. The table below summarizes some of the major proposed equipment purchases.

<b>FISCAL YEAR 2015-16 MAJOR EQUIPMENT REPLACEMENT PURCHASES</b>		
<b>Equipment Replacement Description</b>	<b>Replacement Budget</b>	<b>Funding Source</b>
5 Police Patrol/ 3 Admin./ 2 VIP Vehicles (Recondition)	\$436,600	Equipment Replacement Fund
Radio Replacement	\$126,700	Equipment Replacement Fund
1 CNG Stake Bed Truck	\$84,000	Equipment Replacement & AQMD Funds
1 CNG ¾ ton PU Truck with Utility Bed	\$58,000	Water & Sewer Funds
Upgrade GIS System – Phase II	\$81,600	Equipment Replacement /Water/& Sewer Funds
Computers & Servers Replacement	\$154,900	Equipment Replacement & Water Funds
Field & Plant Equipment	\$291,700	Equipment Replacement/Grant Funds

## **SUMMARY**

The FY 2015-16 General Fund Operating Budget, as adopted, is balanced and provides funding to meet ongoing equipment and capital needs as well as establishment of a fund to one day replacing the aging City Hall. This is based on Total Operating Revenues of \$59.6 million and Operating Expenses at \$55.7 million, including new programs. The additional revenues will be transferred to the Capital and Equipment Replacement Funds in order to continue replenishing those essential accounts. The proposed Budget reflects a healthier revenue growth in comparison to recent fiscal years and near term expenditure growth is fairly constrained.

The FY 2015-16 Operating Budget is a sound financial plan that allows the City to continue its critical infrastructure improvements and maintain exceptional service levels to our community. The budget meets the City Council's direction at the Goal Setting Workshop to set aside funds for future facility needs and to mitigate long-term liabilities. By implementing this budget, the City's staff will maintain its commitment to providing the Arcadia community with unsurpassed service in a fiscally responsible manner.

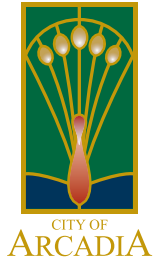
I look forward to the City Council's continued insight and direction as we work towards finalizing the FY 2015-16 Budget. I am confident that the City's staff will maintain its commitment to providing the Arcadia community with unsurpassed service in a fiscally responsible manner.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Dominic Lazzaretto", with a stylized, flowing script.

Dominic Lazzaretto  
City Manager

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# OVERVIEW



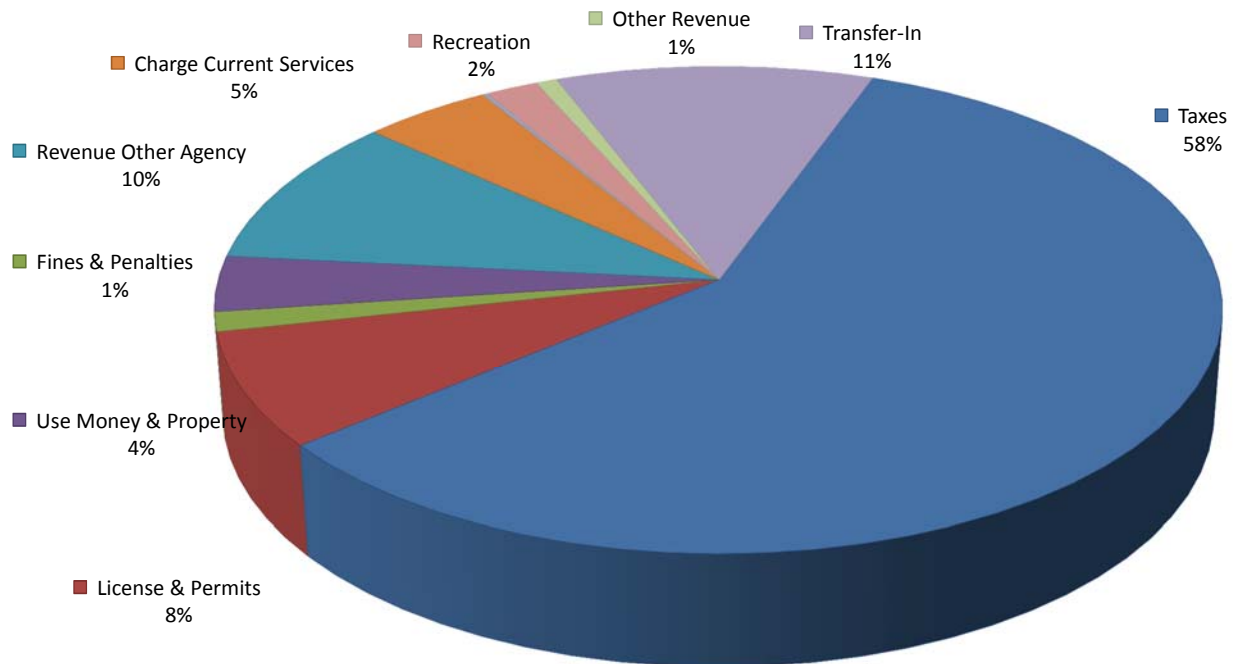
## GENERAL FUND

	FY 14-15 Estimates	FY 15-16 Budget	FY 16-17 Budget
<b>Beginning Fund Balance</b>	<b>8,729,900</b>	<b>5,701,200</b>	<b>5,191,300</b>
Estimated Revenue	53,854,000	56,359,900	57,074,800
Proposed Expenditures	51,181,900	54,831,400	56,659,700
Revenue over Expenditure	2,672,100	1,528,500	415,100
Fund Transfers			
Transfers-In from other funds	2,088,800	3,290,900	3,588,100
Transfers-Out to other funds	(789,600)	(829,300)	(854,900)
Net Transfers	1,299,200	2,461,600	2,733,200
Subtotal Operating Balance	3,971,300	3,990,100	3,148,300
Transfer to Equipment Replacement Fund	(3,000,000)	(1,750,000)	(1,500,000)
Transfer to Capital Improvement Fund	(3,000,000)	(1,750,000)	(1,500,000)
Transfer to General Liability and Workers' Compensation Fund	(1,000,000)	(500,000)	(500,000)
Set-side Reserve for the New City Hall	0	(500,000)	0
<b>Ending Fund Balance</b>	<b>5,701,200</b>	<b>5,191,300</b>	<b>4,839,600</b>

**GENERAL FUND  
ESTIMATED REVENUES BY SOURCE**

Revenue Source	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	FY 16-17 Budget
Taxes	33,753,587	33,507,300	34,836,700	36,962,400	37,456,500
License & Permits	6,883,002	6,222,500	5,515,300	5,532,500	5,537,500
Fines & Penalties	618,833	622,500	598,200	605,500	610,500
Use Money & Property	1,329,919	1,329,100	1,334,000	1,371,400	1,390,500
Revenue from Other Agencies	5,424,092	5,495,500	5,701,500	5,934,000	6,109,200
Charge Current Services	3,133,200	2,705,500	2,839,500	2,907,600	2,907,600
Library	74,007	72,500	70,500	70,500	70,500
Recreation	1,066,787	1,063,100	1,063,100	1,062,100	1,062,100
Other Revenue	2,077,394	2,157,200	1,895,200	1,913,900	1,930,400
<b>Total Revenues Subtotal</b>	<b>54,360,821</b>	<b>53,175,200</b>	<b>53,854,000</b>	<b>56,359,900</b>	<b>57,074,800</b>
Transfer-In	2,163,269	4,366,200	2,088,800	3,290,900	3,588,100
Transfer-Out	(815,439)	(833,600)	(789,600)	(829,300)	(854,900)
	1,347,830	3,532,600	1,299,200	2,461,600	2,733,200
<b>Total Revenues</b>	<b>55,708,652</b>	<b>56,707,800</b>	<b>55,153,200</b>	<b>58,821,500</b>	<b>59,808,000</b>

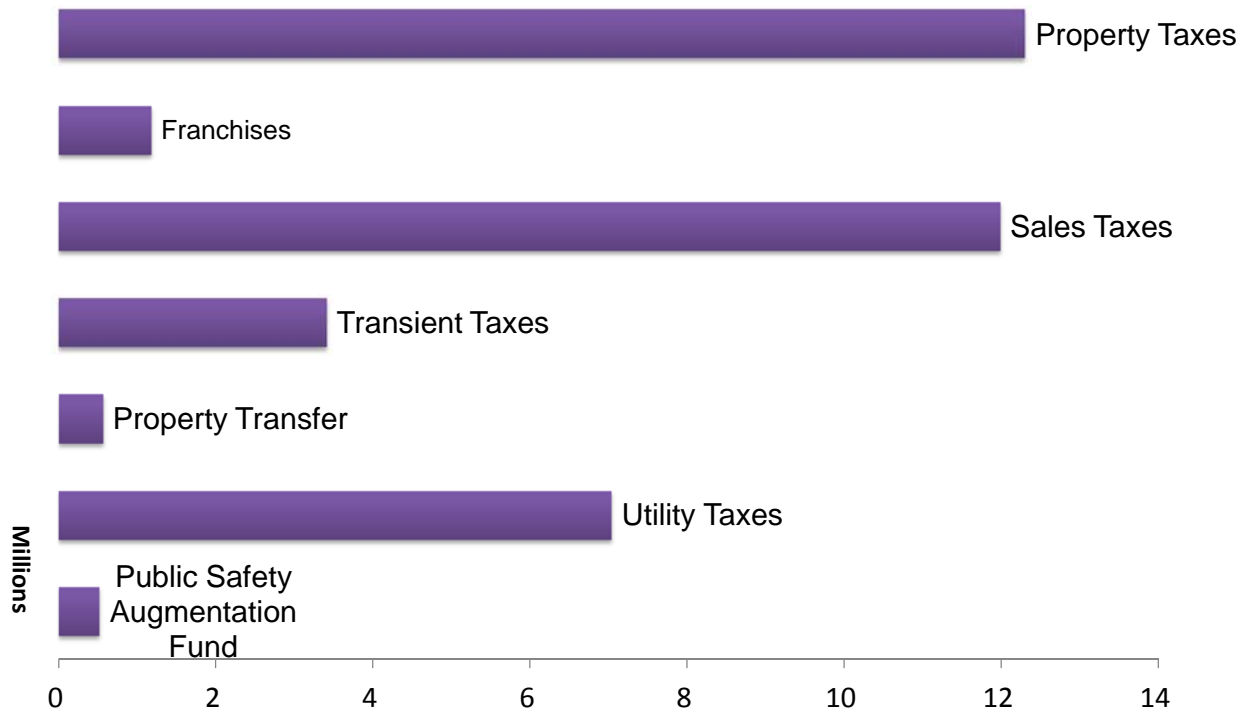
**GENERAL FUND REVENUE SOURCE BY CATEGORY  
FY15-16 BUDGET**



**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	FY 16-17 Budget
<b>Taxes</b>					
Property Taxes	11,544,843	11,075,900	11,595,200	12,291,000	12,598,200
Franchises	1,070,809	1,086,000	1,145,000	1,162,200	1,179,600
Sales Taxes	10,082,196	10,473,000	10,588,000	11,969,000	11,700,000
Transient Taxes	3,215,261	2,987,000	3,300,000	3,399,000	3,671,000
Property Transfer	714,143	649,000	604,000	544,100	555,000
Utility Taxes	6,545,713	6,700,000	7,050,000	7,023,000	7,163,500
Public Safety Augmentation Fund	502,142	471,400	489,500	504,100	519,200
Homeowner Exemption	78,480	65,000	65,000	70,000	70,000
Total	33,753,587	33,507,300	34,836,700	36,962,400	37,456,500

**GENERAL FUND TAXES  
FY15-16 BUDGET**



**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	FY 16-17 Budget
<b>License &amp; Permits</b>					
Business License	1,249,583	1,300,000	1,200,000	1,300,000	1,300,000
Parking Permit	322,968	290,000	300,000	312,000	312,000
Plan Check Fees	1,836,453	1,500,000	1,300,000	1,200,000	1,200,000
Building Permit Fee	1,654,087	1,600,000	1,300,000	1,300,000	1,300,000
Mech. Elect, Permit	407,275	350,000	350,000	350,000	350,000
Home Occupation Permit	15,094	15,000	10,000	15,000	15,000
Demolition Permit Fee	22,030	20,000	20,000	20,000	20,000
Planning Application	446,060	400,000	350,000	350,000	350,000
Fire Plan Check	297,520	210,000	190,000	180,000	180,000
Fire Permit Fees	125,620	120,000	120,000	125,000	130,000
Engineer Permit Fee	114,410	100,000	80,000	80,000	80,000
Fire Code Special Inspections	63,948	57,000	50,000	55,000	55,000
Commercial Stormwater Inspection	0	20,000	0	0	0
Storm Water Plan Check Fees	24,760	15,000	20,000	20,000	20,000
SB1473 Building Permit	799	500	300	500	500
Off-Site Improvement	36,520	25,000	25,000	25,000	25,000
Water Efficient Landscape	265,876	200,000	200,000	200,000	200,000
Total	6,883,002	6,222,500	5,515,300	5,532,500	5,537,500
<b>Fines &amp; Penalties</b>					
Miscellaneous Fines	71,928	56,000	65,000	65,000	65,000
Parking Citations	540,045	550,000	525,000	530,000	535,000
Code Enforcement	6,550	15,000	8,000	10,000	10,000
Fire Citations	310	1,500	200	500	500
Total	618,833	622,500	598,200	605,500	610,500
<b>Use of Money &amp; Property</b>					
Investment Earnings	187,252	100,000	100,000	100,000	100,000
Rents & Royalties	1,109,657	1,183,600	1,200,000	1,237,400	1,256,500
Community Center	33,010	45,500	34,000	34,000	34,000
Total	1,329,919	1,329,100	1,334,000	1,371,400	1,390,500
<b>Revenue from Other Agencies</b>					
Motor Vehicle License	5,213,847	5,395,500	5,641,500	5,839,000	6,014,200
State Post	4,415	10,000	5,000	5,000	5,000
Federal Fund	52,338	0	0	0	0
SB 90 Reimbursements	23,898	40,000	5,000	40,000	40,000
Prop A Maint & Service	129,593	50,000	50,000	50,000	50,000
Total	5,424,092	5,495,500	5,701,500	5,934,000	6,109,200

**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

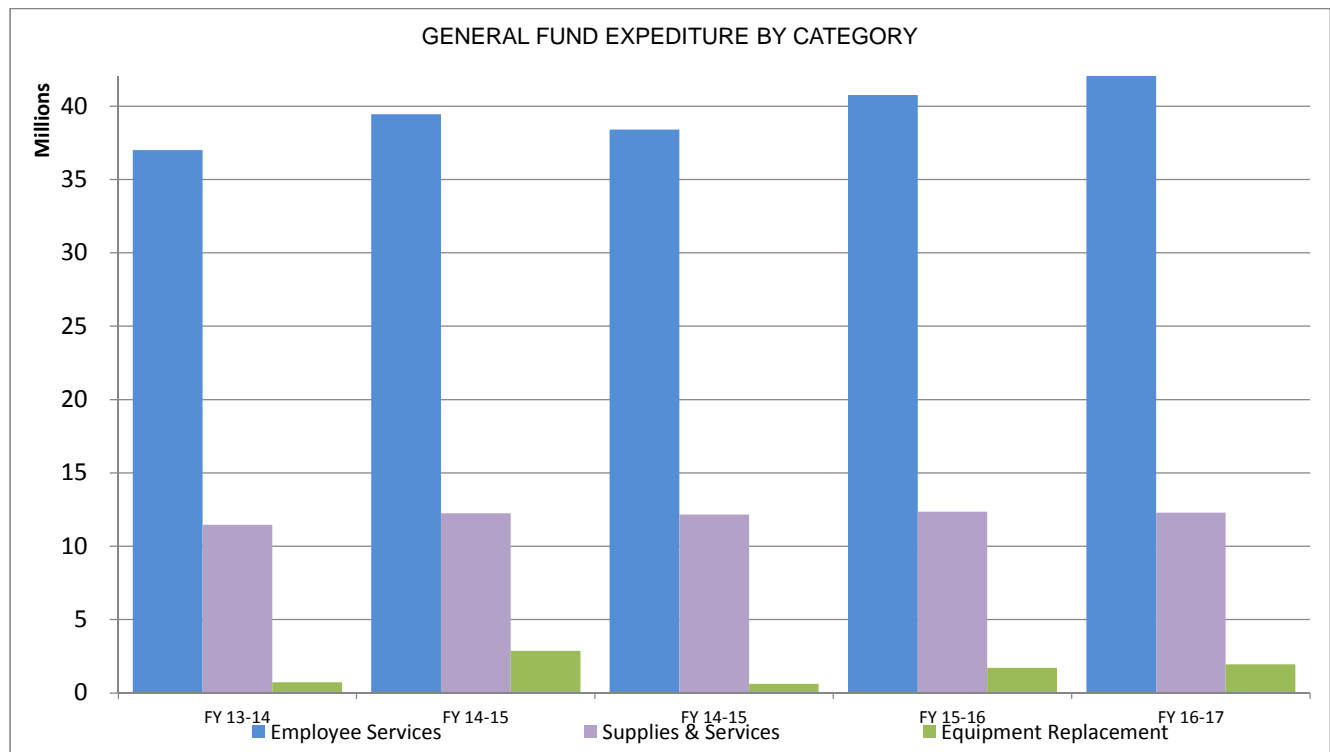
Revenue Source	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	FY 16-17 Budget
<b>Charges for Current Services</b>					
Maps & Publications	2,461	0	2,000	1,500	1,500
Strike Team Reimbursement	128,119	120,000	123,000	120,000	120,000
Police Services	175,742	180,000	180,000	180,000	180,000
GEMT Ambulance	194,260	0	60,000	60,000	60,000
Engineering Charges	145,837	120,000	120,000	120,000	120,000
Street sidewalk Curb	2,275	0	2,100	2,100	2,100
Ambulance Charges	1,452,502	1,335,000	1,470,000	1,520,000	1,520,000
Subdivision Fees	375	1,000	1,500	1,000	1,000
Police Service DUI	62,158	34,000	34,000	34,000	34,000
Police Service Inmate	20,700	20,000	10,000	10,000	10,000
Security Alarm/Annual Permits	133,671	130,000	130,000	130,000	130,000
Police Svs/False Alarms	45,101	38,000	38,000	38,000	38,000
Fire False Alarm	19,480	15,000	22,400	16,000	16,000
Public Works Service	71,427	75,000	50,000	55,000	55,000
Address Change Fee	2,000	1,500	500	1,500	1,500
Vehicle Impounds	128,945	125,000	125,000	125,000	125,000
Fire Services Filming	81,901	78,000	38,000	50,000	50,000
Police Services Filming	96,535	70,000	70,000	70,000	70,000
Public Works Inspections	16,726	12,000	23,000	23,000	23,000
Fire Inspection Fees	221,621	210,000	210,000	210,000	210,000
Attorney Fees	1,065	1,000	0	500	500
Paramedic Subscription	130,299	140,000	130,000	140,000	140,000
Total	3,133,200	2,705,500	2,839,500	2,907,600	2,907,600
<b>Library</b>					
Art & Lecture Room	4,320	3,500	3,000	3,000	3,000
Lost Books	6,550	5,500	5,500	5,500	5,500
Fines	63,137	63,500	62,000	62,000	62,000
Donations/Reimbursed	0	0	0	0	0
Total	74,007	72,500	70,500	70,500	70,500
<b>Recreation</b>					
Fees & Charges	438,093	443,000	443,000	421,000	421,000
Nature	21,245	20,000	20,000	20,000	20,000
Playgrounds	0	0	0	51,500	51,500
Sr. Citizen	140,549	146,300	146,300	147,800	147,800
Camping	177,024	173,400	173,400	174,600	174,600
Aquatics	75,928	0	0	0	0
Museum Education Center	0	75,000	75,000	35,000	35,000
Youth Master	41,258	44,500	44,500	43,400	43,400
Dana Gymnasium	167,090	154,600	154,600	163,600	163,600
Special Event Cleaning	5,600	6,300	6,300	5,200	5,200
Total	1,066,787	1,063,100	1,063,100	1,062,100	1,062,100

**GENERAL FUND  
ESTIMATED REVENUES BY OBJECT**

<b>Revenue Source</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>FY 16-17 Budget</b>
Other Revenues					
Miscellaneous Revenue	176,168	55,000	90,000	80,000	80,000
Court Appearance	5,520	2,500	5,500	5,000	5,000
Gold Line Design Review	50,000	0	0	0	0
PERS Savings	0	300,000	0	100,000	100,000
Cost Allocation	1,685,700	1,631,600	1,631,600	1,573,300	1,573,300
Capital Fund reimbursement - Race Track	160,006	168,100	168,100	155,600	172,100
Total	2,077,394	2,157,200	1,895,200	1,913,900	1,930,400
<b>Total Revenue</b>	<b>54,360,821</b>	<b>53,175,200</b>	<b>53,854,000</b>	<b>56,359,900</b>	<b>57,074,800</b>
Transfers from Other Funds					
Traffic Safety	294,323	270,000	280,000	280,000	280,000
Gas Tax	1,034,327	1,109,600	1,081,100	1,189,700	1,232,000
Solid Waste	107,382	105,600	109,500	111,700	113,900
Equipment Replacement	727,237	2,881,000	618,200	1,709,500	1,962,200
Total Transfers-In	2,163,269	4,366,200	2,088,800	3,290,900	3,588,100
Transfers to Other Funds					
Local Law Enforcement	(128,939)	(110,200)	(95,500)	(106,100)	(111,200)
Lighting Districts	(686,500)	(723,400)	(694,100)	(723,200)	(743,700)
Total Transfers-Out	(815,439)	(833,600)	(789,600)	(829,300)	(854,900)
<b>Total Revenues and Transfers</b>	<b>55,708,652</b>	<b>56,707,800</b>	<b>55,153,200</b>	<b>58,821,500</b>	<b>59,808,000</b>

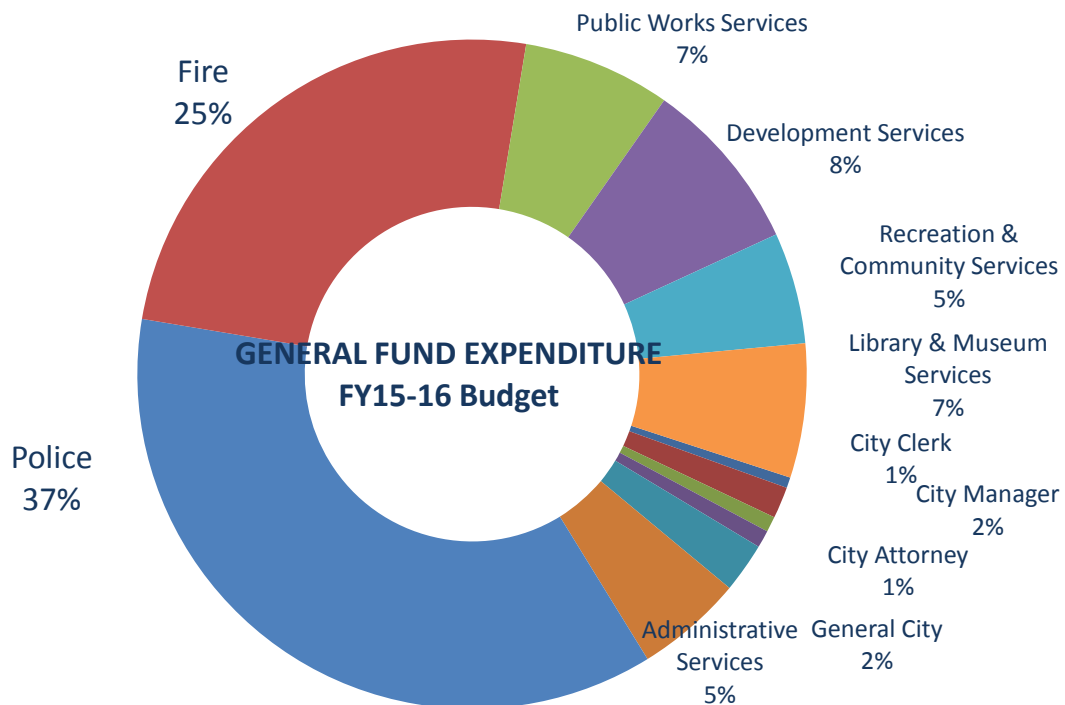
# GENERAL FUND EXPENDITURE SUMMARY

Expenditure	FY 13-14 Actual	Adjusted	FY 14-15 Estimated	FY 15-16 Budget	FY 16-17 Budget
		FY 14-15 Budget			
Employee Services	37,016,151	39,445,300	38,404,600	40,763,850	42,393,350
Supplies & Services	11,462,462	12,250,836	12,159,100	12,358,050	12,304,150
Equipment Replacement	727,237	2,881,000	618,200	1,709,500	1,962,200
<b>Total Appropriation</b>	<b>49,205,850</b>	<b>54,577,136</b>	<b>51,181,900</b>	<b>54,831,400</b>	<b>56,659,700</b>



**GENERAL FUND  
DEPARTMENT SUMMARY**

<b>Expenditure</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>FY 16-17 Budget</b>
City Council	265,480	278,400	257,100	286,800	294,900
City Manager	695,496	757,200	762,600	833,300	819,300
City Clerk	381,400	300,700	255,900	406,200	301,300
City Attorney	401,949	462,700	465,400	465,900	468,600
General City	1,391,041	1,366,712	1,325,800	1,314,800	1,337,900
Administrative Services	2,532,149	3,476,300	2,642,200	2,837,000	2,988,800
Police	17,682,933	19,132,711	18,014,800	19,981,300	20,364,600
Fire	12,830,076	13,712,300	13,190,200	13,676,700	15,007,400
Public Works Services	3,532,559	4,026,700	3,724,800	3,923,700	3,907,900
Development Services	3,843,562	4,627,213	4,366,700	4,606,600	4,539,800
Recreation & Community Services	2,563,037	3,007,300	2,801,900	2,950,500	2,962,100
Library & Museum Services	3,086,168	3,428,900	3,374,500	3,548,600	3,667,100
<b>Total</b>	<b>49,205,850</b>	<b>54,577,136</b>	<b>51,181,900</b>	<b>54,831,400</b>	<b>56,659,700</b>



**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund FY15-16</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	5,701,200	56,359,900	3,290,900	65,352,000
Narcotic Seizure Federal	551,900	2,800	0	554,700
COPS	264,100	101,300	0	365,400
Local Law Enforcement	0	76,000	106,100	182,100
Medical/Dental	235,300	0	3,763,900	3,999,200
IRS Task Force	451,800	2,300	0	454,100
Worker Compensation/Liability	2,875,118	514,400	2,150,800	5,540,318
Homeland Security	0	10,000	0	10,000
State Library Grant	31,500	200	0	31,700
Misc. P.E.R.S. Employee Retirement Fund	2,703,300	0	0	2,703,300
Emergency Reserve	10,740,000	0	0	10,740,000
Parks & Recreation	6,018,200	1,830,100	0	7,848,300
Traffic Safety	0	280,000	0	280,000
Solid Waste	1,133,100	497,600	0	1,630,700
State Gas Tax	1,031,500	1,554,200	0	2,585,700
Air Quality Management District	85,500	70,400	0	155,900
Community Development Block Grant	0	405,400	0	405,400
Santa Anita Grade Separation	488,700	2,400	0	491,100
Transit	0	873,014	965,486	1,838,500
Proposition A	801,590	1,039,540	0	1,841,130
Measure R	1,458,420	651,523	0	2,109,943
Transportation Impact Fund	1,018,700	335,100	0	1,353,800
Proposition C	568,200	861,800	0	1,430,000
TDA Article 3 Bikeway	0	50,000	0	50,000
Capital Improvement	5,861,000	2,729,300	0	8,590,300
Lighting Maintenance	88,200	482,100	723,200	1,293,500
Parking Districts	4,700	0	0	4,700
Kaitlyn Place Landscaping District	1,100	2,500	0	3,600
Water Fund	26,910,300	12,419,800	0	39,330,100
Sewer Fund	2,470,000	1,738,400	0	4,208,400
Equipment Replacement	7,508,800	1,810,300	0	9,319,100
Redevelopment Successor Agency	0	2,864,100	0	2,864,100
General Obligation Bond 2012	362,700	423,000	0	785,700
General Obligation Bond 2011	424,000	599,700	0	1,023,700
<b>Total</b>	<b>79,788,928</b>	<b>88,587,177</b>	<b>11,000,386</b>	<b>179,376,491</b>

**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Appropriation</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY15-16</b>
General Fund	54,831,400	5,329,300	60,160,700	5,191,300
Narcotic Seizure	63,900	0	63,900	490,800
COPS	136,400	0	136,400	229,000
Local Law Enforcement	182,100	0	182,100	0
Medical/Dental	3,763,900	0	3,763,900	235,300
IRS Task Force	0	0	0	454,100
Worker Compensation/Liability	2,223,500	0	2,223,500	3,316,818
Homeland Security	10,000	0	10,000	0
State Library Grant	21,000	0	21,000	10,700
Misc. P.E.R.S. Employee Retirement Fund	1,351,650	0	1,351,650	1,351,650
Emergency Reserve	0	0	0	10,740,000
Parks & Recreation	15,200	0	15,200	7,833,100
Traffic Safety	280,000	0	280,000	0
Solid Waste	352,100	111,700	463,800	1,166,900
State Gas Tax	1,761,700	0	1,761,700	824,000
Air Quality Management District	102,300	0	102,300	53,600
Community Development Block Grant	405,400	0	405,400	0
Santa Anita Grade Separation	0	0	0	491,100
Transit	1,838,500	0	1,838,500	0
Proposition A	1,006,890	0	1,006,890	834,240
Measure R	446,196	0	446,196	1,663,747
Transportation Impact Fund	100,000	0	100,000	1,253,800
Proposition C	1,397,900	0	1,397,900	32,100
TDA Article 3 Bikeway	50,000	0	50,000	0
Capital Improvement	3,881,600	0	3,881,600	4,708,700
Lighting Maintenance	1,205,300	0	1,205,300	88,200
Parking Districts	4,700	0	4,700	0
Kaitlyn Place Landscaping District	2,500	0	2,500	1,100
Water Fund	15,599,000	0	15,599,000	23,731,100
Sewer Fund	2,011,500	0	2,011,500	2,196,900
Equipment Replacement	1,735,700	0	1,735,700	7,583,400
Redevelopment Successor Agency	2,864,100	0	2,864,100	0
General Obligation Bond 2012	423,000	0	423,000	362,700
General Obligation Bond 2011	599,700	0	599,700	424,000
<b>Total</b>	<b>98,667,136</b>	<b>5,441,000</b>	<b>104,108,136</b>	<b>75,268,355</b>

**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance 16-17</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	5,191,300	57,074,800	3,588,100	65,854,200
Narcotic Seizure Federal	490,800	2,500	0	493,300
COPS	229,000	100,000	1,100	330,100
Local Law Enforcement	0	81,100	106,100	187,200
Medical/Dental	235,300	3,763,900	0	3,999,200
IRS Task Force	454,100	2,300	0	456,400
Worker Compensation/Liability	3,316,818	531,000	2,150,800	5,998,618
Homeland Security	0	10,000	0	10,000
State Library Grant	10,700	100	0	10,800
Misc. P.E.R.S. Employee Retirement Fund	1,351,650	0	0	1,351,650
Emergency Reserve	10,740,000	0	0	10,740,000
Parks & Recreation	7,833,100	1,839,200	0	9,672,300
Traffic Safety	0	280,000	0	280,000
Solid Waste	1,166,900	499,900	0	1,666,800
State Gas Tax	824,000	1,398,400	0	2,222,400
Air Quality Management District	53,600	70,300	0	123,900
Community Development Block Grant	0	386,500	0	386,500
Santa Anita Grade Separation	491,100	2,500	0	493,600
Transit	0	884,910	959,090	1,844,000
Proposition A	834,240	1,039,740	0	1,873,980
Measure R	1,663,747	652,523	0	2,316,270
Transportation Impact Fund	1,253,800	336,300	0	1,590,100
Proposition C	32,100	859,200	0	891,300
TDA Article 3 Bikeway	0	0	0	0
Capital Improvement	4,708,700	2,223,500	0	6,932,200
Lighting Maintenance	88,200	495,800	743,700	1,327,700
Parking Districts	0	0	0	0
Kaitlyn Place Landscaping District	1,100	2,500	0	3,600
Water Fund	23,731,100	14,005,500	0	37,736,600
Sewer Fund	2,196,900	2,336,900	0	4,533,800
Equipment Replacement	7,583,400	1,557,900	0	9,141,300
Redevelopment Successor Agency	0	2,863,000	0	2,863,000
General Obligation Bond 2012	362,700	416,400	0	779,100
General Obligation Bond 2011	424,000	597,700	0	1,021,700
<b>Total</b>	<b>75,268,355</b>	<b>94,314,373</b>	<b>7,548,890</b>	<b>177,131,618</b>

**SUMMARY BY FUND  
USES OF FUNDS**

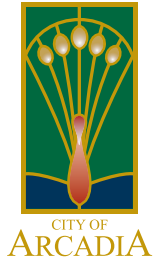
<b>Fund</b>	<b>Appropriations</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY16-17</b>
General Fund	56,659,700	4,354,900	61,014,600	4,839,600
Narcotic Seizure Federal	63,900	0	63,900	429,400
COPS	145,000	0	145,000	185,100
Local Law Enforcement	187,200	0	187,200	0
Medical/Dental	3,763,900	0	3,763,900	235,300
IRS Task Force	0	0	0	456,400
Worker Compensation/Liability	2,237,800	0	2,237,800	3,760,818
Homeland Security	10,000	0	10,000	0
State Library Grant	10,800	0	10,800	0
Misc. P.E.R.S. Employee Retirement	0	0	0	1,351,650
Emergency Reserve	0	0	0	10,740,000
Parks & Recreation	15,200	0	15,200	9,657,100
Traffic Safety	0	0	280,000	0
Solid Waste	361,700	113,900	475,600	1,191,200
State Gas Tax	1,634,000	0	1,634,000	588,400
Air Quality Manage.	102,300	0	102,300	21,600
Community Development	386,500	0	386,500	0
Santa Anita Grade Separation	0	0	0	493,600
Transit	1,844,000	0	1,844,000	0
Proposition A	807,350	0	807,350	1,066,630
Measure R	444,840	0	444,840	1,871,430
Transportation Impact	400,000	0	400,000	1,190,100
Proposition C	852,300	0	852,300	39,000
TDA Article 3 Bikeway	0	0	0	0
Capital Improvement	2,793,300	0	2,793,300	4,138,900
Lighting Maintenance	1,239,500	0	1,239,500	88,200
Parking Districts	0	0	0	0
Kaitlyn Place Landscaping District	2,500	0	2,500	1,100
Water Fund	16,218,000	0	16,218,000	21,518,600
Sewer Fund	2,105,100	0	2,105,100	2,428,700
Equipment Replacement	1,988,400	0	1,988,400	7,152,900
Redevelopment Successor Agency	2,863,000	0	2,863,000	0
General Obligation Bond 2012	416,400	0	416,400	362,700
General Obligation Bond 2011	597,700	0	597,700	424,000
<b>Total</b>	<b>98,150,390</b>	<b>4,468,800</b>	<b>102,899,190</b>	<b>74,232,428</b>

**FULL TIME PERSONNEL BY DEPARTMENT**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>
	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
General Fund					
City Council	1.00	1.00	1.00	1.00	1.00
City Manager	3.75	3.75	3.75	3.80	3.80
City Clerk	2.10	2.20	2.20	2.20	2.20
City Attorney	0.75	0.80	0.80	0.80	0.80
General City	0.35	0.35	0.35	0.35	0.35
Admin. Services	14.15	14.05	14.05	14.05	14.05
Police	93.00	94.00	94.00	96.00	96.00
Fire	58.00	58.00	58.00	58.00	58.00
Public Works Services	23.70	23.70	23.70	24.70	24.70
Development Services	22.60	24.80	24.80	24.80	24.80
Recreation & Community Services	9.00	9.00	9.00	10.00	10.00
Library & Museum Services	19.00	19.00	19.00	19.00	19.00
<b>Total General Fund</b>	<b>247.40</b>	<b>250.65</b>	<b>250.65</b>	<b>254.70</b>	<b>254.70</b>
Narcotic Seizure State	0.00	0.00	0.00	0.00	0.00
COPS SLESF AB3229	0.00	1.00	1.00	1.00	1.00
Local Law Enforcement Block Grant	1.00	1.00	1.00	1.00	1.00
Liability/Workers' Compensation	1.50	1.60	1.60	1.60	1.60
Solid Waste	1.65	1.65	1.65	1.65	1.65
CDBG	0.20	0.20	0.20	0.20	0.20
Arcadia Transit	1.35	1.35	1.35	1.30	1.30
Measure R	0.20	0.20	0.20	0.20	0.20
Proposition A & C	1.70	1.70	1.70	1.70	1.70
Lighting Maintenance Districts	2.65	2.65	2.65	2.65	2.65
Public Services Water	25.95	25.95	25.95	26.95	26.95
Public Services Sewer	7.25	7.25	7.25	7.25	7.25
Redevelopment Successor Agency	1.15	0.80	0.80	0.80	0.80
<b>Total Personnel</b>	<b>292.00</b>	<b>296.00</b>	<b>296.00</b>	<b>301.00</b>	<b>301.00</b>

\* Part Time employees are not included.

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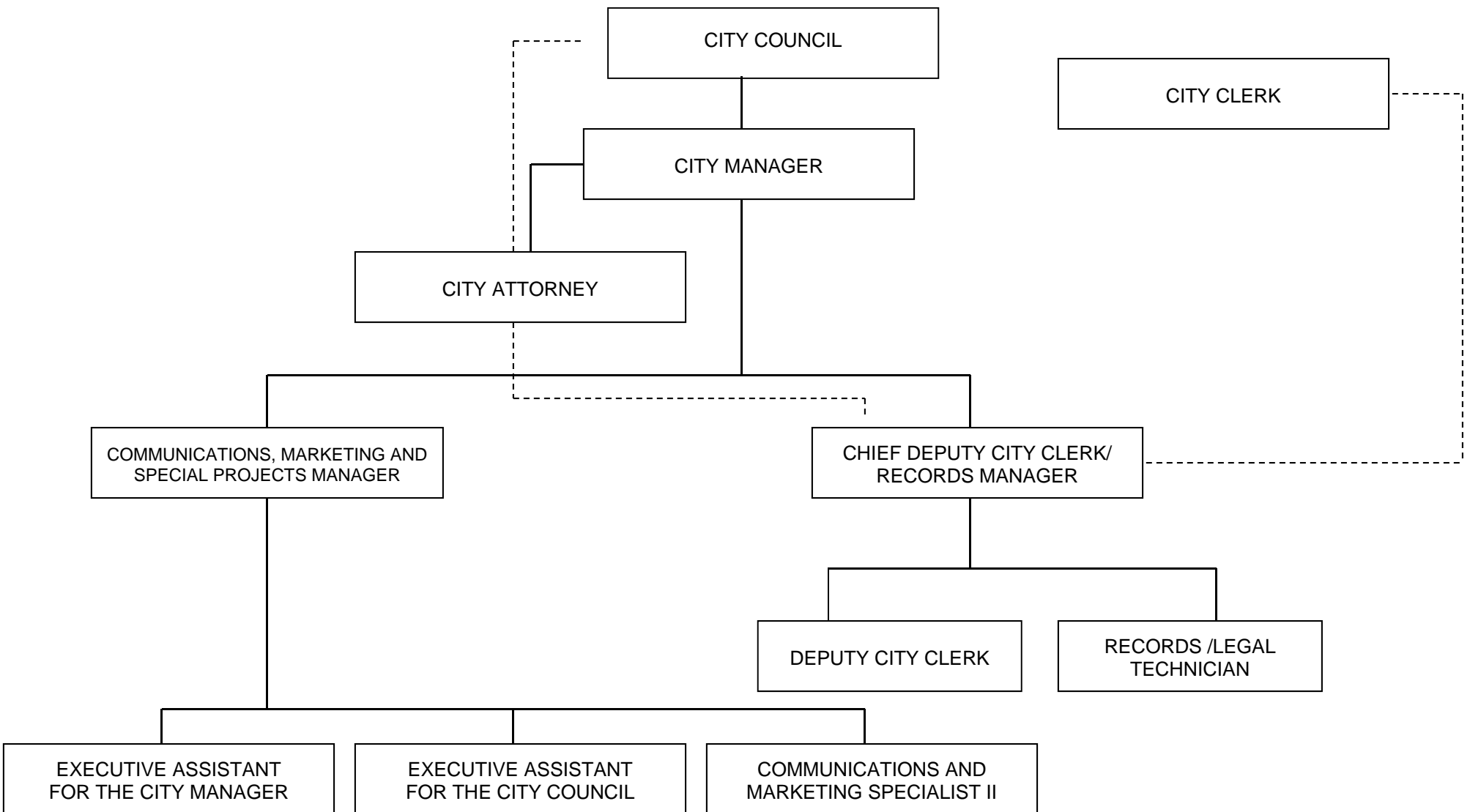


GENERAL GOVERNMENT

# GENERAL GOVERNMENT



# CITY MANAGER'S OFFICE



## CITY COUNCIL

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

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

*CITY COUNCIL*

*No. of Employees  
Full Time Equivalent*

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Council Member	5.00
Executive Assistant	1.00
<b>TOTAL</b>	<div>6.00</div>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 1100		CITY COUNCIL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	99,906	98,400	95,900	100,700	101,200
4021	LONGEVITY PAY	1,639	1,700	1,600	1,800	1,800
4032	TEMPORARY	0	100	0	0	0
4241	P.E.R.S	21,055	25,100	21,700	27,700	29,800
4244	MEDICAL/DENTAL INSURANCE	88,076	88,800	69,700	93,800	98,900
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	540	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	1,329	1,500	1,300	1,500	1,500
4299	VACANCY RATE	0	-4,300	0	-4,500	-4,700
Total:	SALARIES & WAGES	212,643	212,000	190,800	221,600	229,100
SUPPLIES						
5110	OFFICE SUPPLIES	3,824	4,000	4,000	3,500	3,500
5125	PRINT SHOP	840	3,000	3,000	2,500	3,000
Total:	SUPPLIES	4,665	7,000	7,000	6,000	6,500
OPERATING EXPENSES						
6163	CABLE TECH SERVICES	29,798	32,000	32,000	32,500	32,500
6505	GENERAL LIABILITY	4,800	6,800	6,800	5,400	5,500
6507	WORKERS' COMPENSATION	1,600	1,700	1,700	1,700	1,800
6930	MEMBERSHIP & PUBLICATIONS	0	200	100	200	100
6940	OFFICIAL MEETINGS	11,928	18,600	18,600	19,300	19,300
6977	EMPLOYEE SUPPORT	46	100	100	100	100
Total:	OPERATING EXPENSES	48,172	59,400	59,300	59,200	59,300
Total:		265,480	278,400	257,100	286,800	294,900
Fund/Division: 0011101						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.02 %	

## CITY MANAGER'S OFFICE

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

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

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

*CITY MANAGER*

*No. of Employees  
Full Time Equivalent*

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City Manager	0.95
Communication and Marketing Specialist II	0.85
Communication, Marketing and Special Project Manager	1.00
Executive Assistant	1.00
<b>TOTAL</b>	<div>3.80</div>

ACCOUNT TITLE		2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>1200</b>	<b>CITY MANAGER OFFICE</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	414,913	420,500	424,100	436,200	441,000
4014	VACATION SELL BACK	6,491	5,000	9,500	12,000	10,000
4015	ALLOWANCES	5,662	5,700	5,700	5,700	5,700
4021	LONGEVITY PAY	5,682	5,800	5,700	6,000	6,000
4030	PART-TIME PERS ONLY	4,005	5,000	5,000	4,200	2,500
4032	TEMPORARY	26	100	0	0	0
4241	P.E.R.S	87,629	108,300	105,000	117,400	126,900
4242	NON-PERSABLE COMPENSATIOI	5,317	5,300	5,100	5,200	5,300
4244	MEDICAL/DENTAL INSURANCE	49,976	50,200	49,200	52,900	55,100
4245	LONG TERM DISABILITY	372	500	300	300	300
4247	LIFE INSURANCE	1,021	1,100	1,000	1,000	1,100
4250	FICA/HOSPITAL INSURANCE	6,650	6,400	6,800	6,400	6,400
4299	VACANCY RATE	0	-12,200	0	-12,900	-13,200
<b>Total: SALARIES &amp; WAGES</b>		<b>587,743</b>	<b>601,700</b>	<b>617,400</b>	<b>634,400</b>	<b>647,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,686	10,000	8,000	8,000	8,000
5115	PROGRAM EXPENSES	2,535	8,200	7,200	9,500	9,000
5125	PRINT SHOP	214	2,200	2,000	2,000	2,000
<b>Total: SUPPLIES</b>		<b>9,435</b>	<b>20,400</b>	<b>17,200</b>	<b>19,500</b>	<b>19,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	14,410	21,300	21,300	73,700	46,500
6310	MILEAGE	0	100	100	100	100
6505	GENERAL LIABILITY	14,800	16,800	16,800	13,200	13,200
6507	WORKERS' COMPENSATION	7,000	7,700	7,700	7,800	7,800
6730	OFFICE EQUIPMENT	1,917	1,800	800	500	500
6750	VEHICLE MAINTENANCE	1,514	1,500	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	3,080	3,000	3,100	3,000	3,000
6940	OFFICIAL MEETINGS	6,176	8,800	7,100	9,500	9,500
6977	EMPLOYEE SUPPORT	285	300	300	300	300
<b>Total: OPERATING EXPENSES</b>		<b>49,182</b>	<b>61,300</b>	<b>58,200</b>	<b>109,100</b>	<b>81,900</b>
SPECIAL PROGRAMS						
7260	CITY NEWSLETTER	31,483	42,000	40,000	42,000	42,000
7261	BROCHURES	9,378	19,000	19,000	15,500	16,500
7262	SPECIAL EVENTS	8,275	12,800	10,800	12,800	12,800
<b>Total: SPECIAL PROGRAMS</b>		<b>49,136</b>	<b>73,800</b>	<b>69,800</b>	<b>70,300</b>	<b>71,300</b>
<b>Total Division:</b>		<b>695,495</b>	<b>757,200</b>	<b>762,600</b>	<b>833,300</b>	<b>819,300</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.05 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1200</b>		<b>CITY MANAGER-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	327,285	331,500	334,400	341,200	344,900
4014	VACATION SELL BACK	6,491	5,000	9,500	12,000	10,000
4015	ALLOWANCES	5,662	5,700	5,700	5,700	5,700
4021	LONGEVITY PAY	3,278	3,300	3,300	3,400	3,400
4032	TEMPORARY	26	100	0	0	0
4241	P.E.R.S	67,408	84,100	81,700	89,700	97,000
4242	NON-PERSABLE COMPENSATION	5,317	5,300	5,100	5,200	5,300
4244	MEDICAL/DENTAL INSURANCE	35,307	35,500	34,700	37,100	38,700
4245	LONG TERM DISABILITY	243	300	200	200	200
4247	LIFE INSURANCE	935	1,000	900	900	1,000
4250	FICA/HOSPITAL INSURANCE	5,307	4,900	5,500	5,000	5,000
4299	VACANCY RATE	0	-9,500	0	-10,000	-10,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>457,259</b>	<b>467,200</b>	<b>481,000</b>	<b>490,400</b>	<b>501,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,953	4,000	4,000	4,000	4,000
5115	PROGRAM EXPENSES	870	4,000	4,000	7,700	7,200
5125	PRINT SHOP	0	1,200	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,823</b>	<b>9,200</b>	<b>9,000</b>	<b>12,700</b>	<b>12,200</b>
OPERATING EXPENSES						
6310	MILEAGE	0	100	100	100	100
6505	GENERAL LIABILITY	14,800	16,800	16,800	13,200	13,200
6507	WORKERS' COMPENSATION	7,000	7,700	7,700	7,800	7,800
6730	OFFICE EQUIPMENT	802	1,000	0	0	0
6750	VEHICLE MAINTENANCE	1,514	1,500	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	2,240	2,200	2,200	2,100	2,100
6940	OFFICIAL MEETINGS	5,389	6,300	6,300	7,000	7,000
6977	EMPLOYEE SUPPORT	285	300	300	300	300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>32,028</b>	<b>35,900</b>	<b>34,400</b>	<b>31,500</b>	<b>31,500</b>
<b>Total:</b>		<b>494,111</b>	<b>512,300</b>	<b>524,400</b>	<b>534,600</b>	<b>544,700</b>
<b>Fund/Division: 0011201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.35 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1203</b>		<b>CITY MANAGER-COMM MARKET</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	87,628	89,000	89,700	95,000	96,100
4021	LONGEVITY PAY	2,404	2,500	2,400	2,600	2,600
4030	PART-TIME PERS ONLY	4,005	5,000	5,000	4,200	2,500
4241	P.E.R.S	20,221	24,200	23,300	27,700	29,900
4244	MEDICAL/DENTAL INSURANCE	14,669	14,700	14,500	15,800	16,400
4245	LONG TERM DISABILITY	129	200	100	100	100
4247	LIFE INSURANCE	86	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,342	1,500	1,300	1,400	1,400
4299	VACANCY RATE	0	-2,700	0	-2,900	-3,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>130,484</b>	<b>134,500</b>	<b>136,400</b>	<b>144,000</b>	<b>146,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,734	6,000	4,000	4,000	4,000
5115	PROGRAM EXPENSES	1,664	4,200	3,200	1,800	1,800
5125	PRINT SHOP	214	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,612</b>	<b>11,200</b>	<b>8,200</b>	<b>6,800</b>	<b>6,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	14,410	21,300	21,300	73,700	46,500
6730	OFFICE EQUIPMENT	1,116	800	800	500	500
6930	MEMBERSHIP & PUBLICATIONS	840	800	900	900	900
6940	OFFICIAL MEETINGS	788	2,500	800	2,500	2,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>17,154</b>	<b>25,400</b>	<b>23,800</b>	<b>77,600</b>	<b>50,400</b>
SPECIAL PROGRAMS						
7260	CITY NEWSLETTER	31,483	42,000	40,000	42,000	42,000
7261	BROCHURES	9,378	19,000	19,000	15,500	16,500
7262	SPECIAL EVENTS	8,275	12,800	10,800	12,800	12,800
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>49,136</b>	<b>73,800</b>	<b>69,800</b>	<b>70,300</b>	<b>71,300</b>
<b>Total:</b>		<b>201,385</b>	<b>244,900</b>	<b>238,200</b>	<b>298,700</b>	<b>274,600</b>
<b>Fund/Division: 0011203</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					21.97 %	

## 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.

### **FY 2015-16 Work Plan:**

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

1. Conduct General Municipal Election – April 2016
2. Conduct Annual Statement of Economic Interests - Form 700

*CITY CLERK*

*No. of Employees  
Full Time Equivalent*

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Chief Deputy City Clerk	0.50
Deputy City Clerk	1.00
Elected City Clerk	1.00
Records/Legal Technician	0.70
<b>TOTAL</b>	<div>3.20</div>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1300</b>		<b>CITY CLERK</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	157,825	166,400	122,800	159,900	164,600
4014	VACATION SELL BACK	1,873	5,000	2,000	2,000	2,000
4015	ALLOWANCES	480	500	500	500	500
4021	LONGEVITY PAY	3,934	4,100	2,700	2,000	2,000
4032	TEMPORARY	1,707	0	21,600	0	0
4241	P.E.R.S	34,688	42,800	31,200	43,800	48,200
4242	NON-PERSABLE COMPENSATION	245	300	200	300	300
4244	MEDICAL/DENTAL INSURANCE	26,622	26,700	19,800	27,700	28,700
4245	LONG TERM DISABILITY	208	300	200	200	200
4247	LIFE INSURANCE	269	400	200	400	400
4250	FICA/HOSPITAL INSURANCE	1,857	2,500	1,300	2,300	2,400
4299	VACANCY RATE	0	-5,000	0	-4,800	-5,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>229,707</b>	<b>244,000</b>	<b>202,500</b>	<b>234,300</b>	<b>244,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,874	4,000	3,800	3,800	3,800
5125	PRINT SHOP	788	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,663</b>	<b>6,000</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	12,429	21,000	17,000	17,000	17,000
6505	GENERAL LIABILITY	9,800	6,800	6,800	7,000	7,000
6507	WORKERS' COMPENSATION	14,900	15,000	15,000	15,200	15,300
6730	OFFICE EQUIPMENT	0	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	1,011	1,100	1,100	1,100	1,100
6940	OFFICIAL MEETINGS	947	1,100	1,000	1,000	1,000
6945	ELECTION	106,235	0	0	115,000	0
6970	TRAINING	2,505	5,000	5,000	5,000	5,000
6971	TUITION REIMBURSEMENT	0	0	1,000	4,100	4,100
6977	EMPLOYEE SUPPORT	203	200	200	200	200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>148,030</b>	<b>50,700</b>	<b>47,600</b>	<b>166,100</b>	<b>51,200</b>
<b>Total:</b>		<b>381,400</b>	<b>300,700</b>	<b>255,900</b>	<b>406,200</b>	<b>301,300</b>
<b>Fund/Division: 0011301</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					35.08 %	

## 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.

*CITY ATTORNEY*

*No. of Employees  
Full Time Equivalent*

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Chief Deputy City Clerk	0.50
Records/Legal Technician	0.30
<b>TOTAL</b>	<div>0.80</div>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1500</b>		<b>CITY ATTORNEY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	63,525	67,800	68,200	69,800	70,500
4014	VACATION SELL BACK	1,873	0	2,000	2,000	2,000
4015	ALLOWANCES	480	500	500	500	500
4021	LONGEVITY PAY	1,366	1,500	1,400	1,500	1,500
4241	P.E.R.S	13,965	17,400	17,300	19,300	20,900
4242	NON-PERSABLE COMPENSATION	245	300	200	300	300
4244	MEDICAL/DENTAL INSURANCE	11,265	11,000	10,500	11,300	11,700
4245	LONG TERM DISABILITY	74	100	100	100	100
4247	LIFE INSURANCE	179	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	251	1,100	300	300	300
4299	VACANCY RATE	0	-2,000	0	-2,100	-2,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>93,224</b>	<b>97,900</b>	<b>100,700</b>	<b>103,200</b>	<b>105,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	943	800	700	700	700
5125	PRINT SHOP	300	300	300	300	300
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,243</b>	<b>1,100</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6140	LEGAL	175,240	224,400	224,400	224,400	224,400
6160	CONTRACT SERVICES	120,056	125,000	125,000	125,000	125,000
6505	GENERAL LIABILITY	7,800	10,200	10,200	7,800	7,900
6507	WORKERS' COMPENSATION	0	100	100	100	100
6920	BOOKS	4,386	4,000	4,000	4,400	4,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>307,483</b>	<b>363,700</b>	<b>363,700</b>	<b>361,700</b>	<b>361,800</b>
<b>Total:</b>		<b>401,949</b>	<b>462,700</b>	<b>465,400</b>	<b>465,900</b>	<b>468,600</b>
<b>Fund/Division: 0011501</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.69 %	

## 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 audit services, copier maintenance, lobbying consultants, City Hall telephones, election costs, employee service awards, and the broadcasting of City Council meetings and other meetings and events. The General City budget also allocates money for various special programs including animal control, City Volunteer Program, the City web site, and the City Beautiful Commission.

*GENERAL CITY*

*No. of Employees  
Full Time Equivalent*

Accounting Technician I

0.35

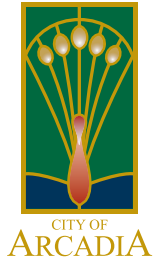
**TOTAL**

0.35

ACCOUNT TITLE		2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>1700</b>	<b>GENERAL CITY</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	15,513	16,600	15,300	16,200	16,400
4011	SPECIALIST PAY	338	400	300	300	300
4013	VACATION PAY OFF	175,020	150,000	165,000	125,000	125,000
4014	VACATION SELL BACK	0	0	400	400	400
4021	LONGEVITY PAY	382	400	400	400	400
4241	P.E.R.S	3,494	4,400	4,000	4,600	5,000
4244	MEDICAL/DENTAL INSURANCE	4,302	4,000	3,800	4,100	4,300
4245	LONG TERM DISABILITY	35	100	0	0	0
4247	LIFE INSURANCE	23	100	0	0	0
4248	RETIREE MEDICAL	733,412	800,000	750,000	787,500	810,000
4249	UNEMPLOYMENT INSURANCE	28,494	10,000	16,000	15,000	15,000
4250	FICA/HOSPITAL INSURANCE	282	300	300	200	200
4251	RETIREE LIFE INS	211	0	0	0	0
4299	VACANCY RATE	0	-19,700	0	-19,100	-19,500
<b>Total: SALARIES &amp; WAGES</b>		<b>961,505</b>	<b>966,600</b>	<b>955,500</b>	<b>934,600</b>	<b>957,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,189	6,000	6,000	6,000	6,000
5112	CITY HALL DUPLICATING	13,171	16,500	14,500	15,000	15,000
<b>Total: SUPPLIES</b>		<b>19,359</b>	<b>22,500</b>	<b>20,500</b>	<b>21,000</b>	<b>21,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	32,817	28,600	28,600	28,600	28,600
6210	TELEPHONE	58,415	65,000	61,900	61,900	61,900
6505	GENERAL LIABILITY	28,500	29,500	29,500	22,100	22,300
6507	WORKERS' COMPENSATION	1,000	1,000	1,000	1,000	1,000
6794	GRAFFITI CONTROL	17,756	22,000	12,000	20,000	20,000
6910	AUDIT	29,500	29,100	30,000	30,000	30,000
6930	MEMBERSHIP & PUBLICATIONS	37,542	34,100	34,100	34,100	34,100
6960	EQUIPMENT REPLACEMENT	38,737	0	0	0	0
6977	EMPLOYEE SUPPORT	17,734	20,000	23,000	28,000	28,000
<b>Total: OPERATING EXPENSES</b>		<b>262,000</b>	<b>229,300</b>	<b>220,100</b>	<b>225,700</b>	<b>225,900</b>
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL COMMISSION	3,980	5,000	3,500	5,000	5,000
7125	CITY WEB SITE	30,761	35,512	35,500	18,000	18,000
7130	SENIOR CITIZENS COMM	1,288	3,000	3,000	3,000	3,000
7156	CITY VOLUNTEER PROGRAM	27,108	28,000	30,000	30,000	30,000
7210	ANIMAL CONTROL	74,239	76,300	75,500	77,000	77,000
7272	NUISANCE ABATEMENT	0	500	200	500	500
7280	DAMAGES TO CITY PROPERTY	10,799	0	-18,000	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>148,176</b>	<b>148,312</b>	<b>129,700</b>	<b>133,500</b>	<b>133,500</b>
<b>Total Division:</b>		<b>1,391,041</b>	<b>1,366,712</b>	<b>1,325,800</b>	<b>1,314,800</b>	<b>1,337,900</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.80)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 1700		GENERAL CITY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	15,513	16,600	15,300	16,200	16,400
4011	SPECIALIST PAY	338	400	300	300	300
4013	VACATION PAY OFF	175,020	150,000	165,000	125,000	125,000
4014	VACATION SELL BACK	0	0	400	400	400
4021	LONGEVITY PAY	382	400	400	400	400
4241	P.E.R.S	3,494	4,400	4,000	4,600	5,000
4244	MEDICAL/DENTAL INSURANCE	4,302	4,000	3,800	4,100	4,300
4245	LONG TERM DISABILITY	35	100	0	0	0
4247	LIFE INSURANCE	23	100	0	0	0
4248	RETIREE MEDICAL	733,412	800,000	750,000	787,500	810,000
4249	UNEMPLOYMENT INSURANCE	28,494	10,000	16,000	15,000	15,000
4250	FICA/HOSPITAL INSURANCE	282	300	300	200	200
4251	RETIREE LIFE INS	211	0	0	0	0
4299	VACANCY RATE	0	-19,700	0	-19,100	-19,500
Total:	SALARIES & WAGES	961,505	966,600	955,500	934,600	957,500
SUPPLIES						
5110	OFFICE SUPPLIES	6,189	6,000	6,000	6,000	6,000
5112	CITY HALL DUPLICATING	13,171	16,500	14,500	15,000	15,000
Total:	SUPPLIES	19,359	22,500	20,500	21,000	21,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	32,817	28,600	28,600	28,600	28,600
6210	TELEPHONE	58,415	65,000	61,900	61,900	61,900
6505	GENERAL LIABILITY	28,500	29,500	29,500	22,100	22,300
6507	WORKERS' COMPENSATION	1,000	1,000	1,000	1,000	1,000
6910	AUDIT	29,500	29,100	30,000	30,000	30,000
6930	MEMBERSHIP & PUBLICATIONS	37,542	34,100	34,100	34,100	34,100
6960	EQUIPMENT REPLACEMENT	38,737	0	0	0	0
6977	EMPLOYEE SUPPORT	17,734	20,000	23,000	28,000	28,000
Total:	OPERATING EXPENSES	244,244	207,300	208,100	205,700	205,900
Total:		1,225,109	1,196,400	1,184,100	1,161,300	1,184,400
Fund/Division: 0011701						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.93) %	

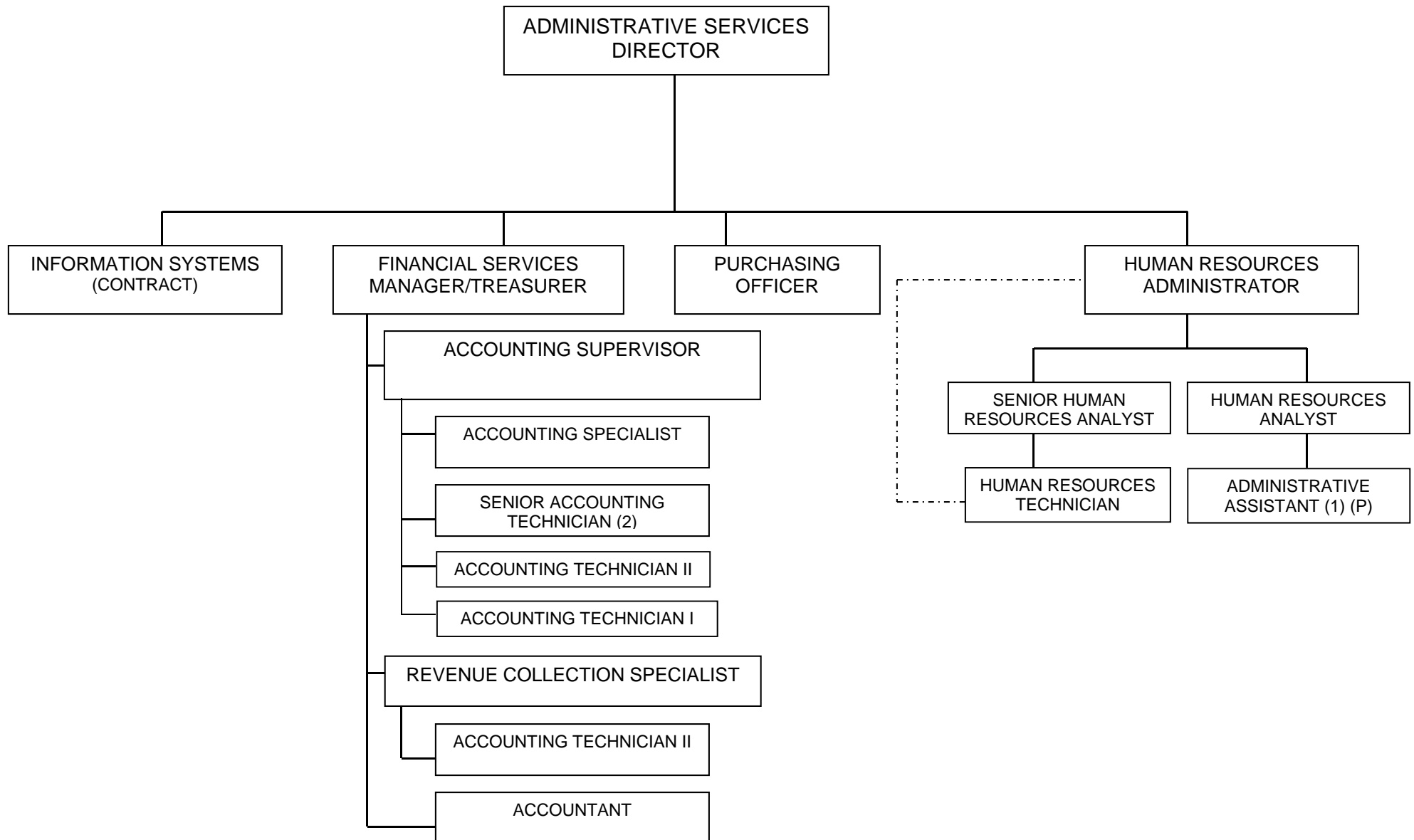
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1704</b>		<b>GENERAL CITY-SPECIAL PROG</b>				
OPERATING EXPENSES						
6794	GRAFFITI CONTROL	17,756	22,000	12,000	20,000	20,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>17,756</b>	<b>22,000</b>	<b>12,000</b>	<b>20,000</b>	<b>20,000</b>
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL COMMISSION	3,980	5,000	3,500	5,000	5,000
7125	CITY WEB SITE	30,761	35,512	35,500	18,000	18,000
7130	SENIOR CITIZENS COMM	1,288	3,000	3,000	3,000	3,000
7156	CITY VOLUNTEER PROGRAM	27,108	28,000	30,000	30,000	30,000
7210	ANIMAL CONTROL	74,239	76,300	75,500	77,000	77,000
7272	NUISANCE ABATEMENT	0	500	200	500	500
7280	DAMAGES TO CITY PROPERTY	10,799	0	-18,000	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>148,176</b>	<b>148,312</b>	<b>129,700</b>	<b>133,500</b>	<b>133,500</b>
<b>Total:</b>		<b>165,932</b>	<b>170,312</b>	<b>141,700</b>	<b>153,500</b>	<b>153,500</b>
<b>Fund/Division: 0011704</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(9.87) %	



# ADMINISTRATIVE SERVICES



# 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 insure that the programs and services offered by the City are properly managed, and that they are fully accountable to management, the City Council, and the general public.

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

- The Financial Services Division oversees 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 oversees 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 centralized purchasing 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.
- The Information Systems Division oversees all of the City's computer equipment and related peripherals, and provides technical support to departments as required.

## **Administrative Services Department - Continued**

### **FY 2015-16 Work Plan:**

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

1. Oversee the preparation of both the City's General Budget and Capital Improvement and Equipment Plan for the following fiscal year.
2. Continue to seek and execute new monitoring guidelines to insure that proper controls and safeguards are in place with respect to departmental spending.
3. Complete all financial reporting in a proper and timely manner including the City's audited financial statements and various reports and schedules as mandated by County, State, and Federal agencies.
4. Continue to review and evaluate the City's investment practices, including the monitoring of contracted investment management services. Endeavor to meet or exceed targeted rates of return on investments.
5. Continue to implement various enhanced functions in the City's newly upgraded financial system, eFinancePLUS V5.0 and CommunityPLUS V9.0, including functions related to document and workflow management that will allow staff to further automate accounting processes and eliminate certain paper filing, and make the information access easier .
6. Completion of Fiber Optic communications connection to Public Work's facility located at the south end of City limits.
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 general public.
8. Assist with development of citywide GIS system; decommission of Mapguide GIS once all modules are migrated.
9. Plan/Implement backup connection for critical data communications for Fire105/106 via DSL/Cable internet connection.
10. Evaluate/implement digital time keeping software to replace paper timesheets. Proposed software will link directly with financial software to reduce staff time due to manual entry and reduce data entry errors.

## **Administrative Services Department - Continued**

11. Initiate the third and final phase of the plan to transition the city's current telephone system to a Voice-Over-Internet Protocol (VOIP) system in preparation of the end of life expectancy for the current telephone system by December 2015.
12. Review and update the City's current limited purchased order threshold, revise the Purchasing Manual accordingly and provide training to city employees on Purchasing Rules and Regulations.
13. Research and evaluate various electronic bid solicitation software and services to expand the City's vendor pool.
14. Continue to dispose of surplus equipment located in the basement of City Hall and City Council Chambers.
15. Review and establish a procedural manual for solicitation of Request for Proposals and Bids and provide training to all City departments.
16. Continue to research and assess the option of using various on-line websites for sale of city surplus property and update the policy accordingly.
17. Continue to implement the Human Resources Division's Records Retention plan using document imaging computer systems to improve record keeping and information retrieval with respect to various personnel records.
18. Audit the City's classification specifications to insure the current job functions match the job specifications and those they comply with all applicable laws.
19. Perform an audit of the City's deferred compensation plans to insure the City's plans meet or exceed industry standards.
20. Complete an informal request for proposals for industrial clinic services including pre-employment physicals and medical services for injured workers.
21. Update the City's Hazardous Communication Program to protect workers from health and safety hazards on the job and to conform to recent changes in the regulations by the Division of Occupational Safety and Health (DOSH), Cal/OSHA, .

## **Administrative Services Department - Continued**

22. Continue to enhance the City's Wellness Program to help support healthy behavior in the workplace and help employees improve their health.
23. Review and implement an Americans with Disabilities Act Transition Plan to ensure all programs, services, and activities provided by the City of Arcadia are accessible to people with disabilities.

## *ADMINISTRATIVE SERVICES*

*No. of Employees  
Full Time Equivalent*

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Accountant	1.00
Accounting Specialist	1.00
Accounting Supervisor	1.00
Accounting Technician I	0.65
Accounting Technician II	2.00
Administrative Services Director	0.90
Finance Services Manager/City Treasurer	1.00
Human Resource Administrator	0.50
Human Resource Analyst	0.80
Human Resource Technician	0.40
Purchasing Officer	1.00
Revenue Collection Specialist	1.00
Senior Accounting Technician	2.00
Senior Human Resources Analyst	0.80

**TOTAL**

<b>14.05</b>
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ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>1800</b>	<b>ADMINISTRATIVE SERVICES</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	977,792	1,102,600	1,066,800	1,111,700	1,145,900
4011 SPECIALIST PAY	1,023	1,600	600	1,600	1,600
4014 VACATION SELL BACK	20,021	17,000	21,000	21,000	21,000
4015 ALLOWANCES	1,747	1,700	1,900	1,900	1,900
4021 LONGEVITY PAY	13,497	15,500	14,100	11,900	11,900
4032 TEMPORARY	36,799	34,200	29,700	33,200	35,200
4241 P.E.R.S	209,635	280,900	267,400	304,100	335,600
4242 NON-PERSABLE COMPENSATIO	3,035	3,500	3,300	3,300	3,500
4244 MEDICAL/DENTAL INSURANCE	163,923	181,700	174,400	188,700	195,900
4245 LONG TERM DISABILITY	1,294	1,700	1,300	1,300	1,300
4247 LIFE INSURANCE	2,509	2,900	2,500	2,700	2,700
4250 FICA/HOSPITAL INSURANCE	16,021	17,200	17,400	16,800	17,500
4299 VACANCY RATE	0	-33,200	0	-34,000	-35,400
<b>Total: SALARIES &amp; WAGES</b>	<b>1,447,296</b>	<b>1,627,300</b>	<b>1,600,400</b>	<b>1,664,200</b>	<b>1,738,600</b>
SUPPLIES					
5110 OFFICE SUPPLIES	38,107	42,000	42,200	39,500	39,500
5125 PRINT SHOP	4,044	3,200	3,000	3,200	2,900
<b>Total: SUPPLIES</b>	<b>42,151</b>	<b>45,200</b>	<b>45,200</b>	<b>42,700</b>	<b>42,400</b>
OPERATING EXPENSES					
6135 LABOR RELATIONS	13,848	10,000	5,000	5,000	5,000
6140 LEGAL	163,585	70,000	115,000	115,000	115,000
6150 RECRUITMENT	32,621	22,500	19,000	22,500	22,500
6151 RECRUITING ADVERTISMENT	4,298	4,000	4,100	4,000	4,000
6152 FINGERPRINTING NEW HIRES	5,463	6,000	4,500	6,000	6,000
6160 CONTRACT SERVICES	568,517	590,200	606,300	653,500	649,700
6310 MILEAGE	300	600	400	400	400
6505 GENERAL LIABILITY	53,300	60,700	60,700	49,800	50,200
6507 WORKERS' COMPENSATION	52,100	54,000	54,000	54,500	55,000
6730 OFFICE EQUIPMENT	6,489	7,100	5,800	3,300	1,400
6750 VEHICLE MAINTENANCE	994	1,200	1,200	1,200	1,200
6930 MEMBERSHIP & PUBLICATIONS	4,014	4,600	4,300	5,000	4,600
6940 OFFICIAL MEETINGS	7,066	10,600	10,400	15,000	12,100
6960 EQUIPMENT REPLACEMENT	107,044	898,800	50,000	131,700	213,300
6970 TRAINING	8,996	16,100	10,800	14,700	18,900
6971 TUITION REIMBURSEMENT	4,126	6,200	4,200	4,200	4,200
6973 ERGONOMIC EQUIPMENT	0	15,000	15,000	15,000	15,000
6977 EMPLOYEE SUPPORT	1,220	1,200	1,300	1,300	1,300
6978 WELLNESS PROGRAM	0	20,000	20,000	23,000	23,000
6986 SUPERVISOR TRAINING	8,722	5,000	4,600	5,000	5,000
<b>Total: OPERATING EXPENSES</b>	<b>1,042,702</b>	<b>1,803,800</b>	<b>996,600</b>	<b>1,130,100</b>	<b>1,207,800</b>
<b>Total Division:</b>	<b>2,532,149</b>	<b>3,476,300</b>	<b>2,642,200</b>	<b>2,837,000</b>	<b>2,988,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(18.39)%	

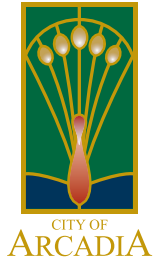
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1800</b>		<b>ADMIN SVCS-FINANCIAL SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	484,963	536,600	508,700	548,000	563,000
4011	SPECIALIST PAY	1,023	1,600	600	1,600	1,600
4014	VACATION SELL BACK	11,881	11,000	11,000	11,000	11,000
4015	ALLOWANCES	960	700	600	600	600
4021	LONGEVITY PAY	6,789	7,400	7,400	6,900	6,900
4032	TEMPORARY	14,998	7,200	8,000	7,200	7,200
4241	P.E.R.S	104,727	136,800	127,200	150,300	165,300
4242	NON-PERSABLE COMPENSATION	1,285	1,200	1,100	1,100	1,200
4244	MEDICAL/DENTAL INSURANCE	80,670	91,700	84,800	95,200	98,900
4245	LONG TERM DISABILITY	692	800	700	700	700
4247	LIFE INSURANCE	1,140	1,200	1,000	1,100	1,100
4250	FICA/HOSPITAL INSURANCE	7,973	8,300	8,600	8,200	8,400
4299	VACANCY RATE	0	-16,100	0	-16,600	-17,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>717,100</b>	<b>788,400</b>	<b>759,700</b>	<b>815,300</b>	<b>848,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	19,903	25,600	23,000	23,000	23,000
5125	PRINT SHOP	2,178	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>22,081</b>	<b>27,600</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	99,548	24,400	35,200	33,700	28,000
6310	MILEAGE	0	100	100	100	100
6505	GENERAL LIABILITY	53,300	60,700	60,700	49,800	50,200
6507	WORKERS' COMPENSATION	52,100	54,000	54,000	54,500	55,000
6730	OFFICE EQUIPMENT	279	500	500	500	500
6750	VEHICLE MAINTENANCE	994	1,200	1,200	1,200	1,200
6930	MEMBERSHIP & PUBLICATIONS	2,219	2,400	2,400	2,400	2,400
6940	OFFICIAL MEETINGS	1,209	3,100	3,500	3,200	3,300
6960	EQUIPMENT REPLACEMENT	107,044	898,800	50,000	131,700	213,300
6970	TRAINING	612	2,900	2,000	2,700	2,500
6971	TUITION REIMBURSEMENT	4,126	4,100	4,200	4,200	4,200
6977	EMPLOYEE SUPPORT	1,220	1,200	1,300	1,300	1,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>322,651</b>	<b>1,053,400</b>	<b>215,100</b>	<b>285,300</b>	<b>362,000</b>
<b>Total:</b>		<b>1,061,832</b>	<b>1,869,400</b>	<b>999,800</b>	<b>1,125,600</b>	<b>1,235,600</b>
<b>Fund/Division: 0011801</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(39.79) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1806</b>		<b>ADMIN SVCS-PURCHASING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	84,440	117,500	105,400	106,900	111,800
4015	ALLOWANCES	0	200	200	200	200
4021	LONGEVITY PAY	2,101	2,500	2,100	300	300
4241	P.E.R.S	18,624	30,100	26,800	29,000	32,500
4242	NON-PERSABLE COMPENSATION	422	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	14,714	18,200	18,100	18,900	19,600
4245	LONG TERM DISABILITY	99	200	100	100	100
4247	LIFE INSURANCE	289	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	1,172	1,800	1,300	1,600	1,700
4299	VACANCY RATE	0	-3,400	0	-3,200	-3,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>121,863</b>	<b>168,100</b>	<b>155,000</b>	<b>154,800</b>	<b>163,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	401	600	600	500	500
5125	PRINT SHOP	845	400	400	400	400
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,246</b>	<b>1,000</b>	<b>1,000</b>	<b>900</b>	<b>900</b>
OPERATING EXPENSES						
6310	MILEAGE	39	300	100	100	100
6730	OFFICE EQUIPMENT	42	200	100	200	200
6930	MEMBERSHIP & PUBLICATIONS	130	200	200	200	200
6940	OFFICIAL MEETINGS	20	100	100	100	100
6970	TRAINING	1,136	1,400	1,500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,368</b>	<b>2,200</b>	<b>2,000</b>	<b>2,100</b>	<b>2,100</b>
<b>Total:</b>		<b>124,476</b>	<b>171,300</b>	<b>158,000</b>	<b>157,800</b>	<b>166,900</b>
<b>Fund/Division: 0011806</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(7.88) %	

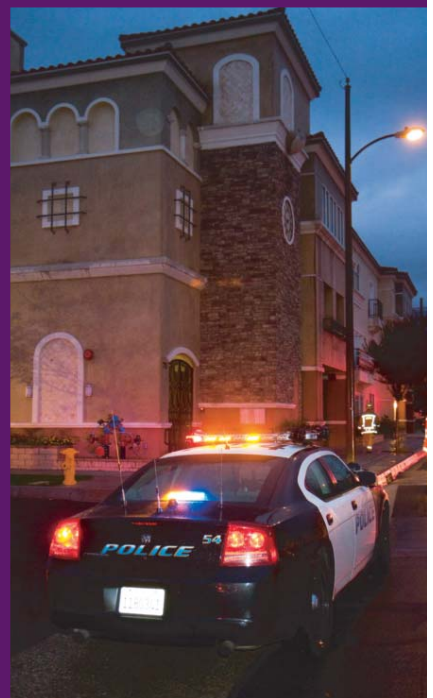
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1807</b>		<b>ADMIN SVCS-TREASURER</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	239,562	165,500	166,900	171,400	173,300
4014	VACATION SELL BACK	7,427	5,000	5,000	5,000	5,000
4015	ALLOWANCES	787	300	300	300	300
4021	LONGEVITY PAY	2,185	2,700	1,500	3,100	3,100
4032	TEMPORARY	0	5,000	1,000	4,000	4,000
4241	P.E.R.S	52,065	42,200	42,100	47,200	51,100
4242	NON-PERSABLE COMPENSATION	658	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	37,762	28,600	27,500	29,700	30,800
4245	LONG TERM DISABILITY	297	300	200	200	200
4247	LIFE INSURANCE	546	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	4,052	2,600	2,800	2,600	2,700
4299	VACANCY RATE	0	-5,100	0	-5,300	-5,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>345,342</b>	<b>247,800</b>	<b>247,900</b>	<b>258,800</b>	<b>265,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	7,236	6,800	7,500	7,500	7,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,236</b>	<b>6,800</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	121,758	106,000	120,000	121,000	121,000
6310	MILEAGE	261	200	200	200	200
6730	OFFICE EQUIPMENT	6,093	2,500	2,000	1,000	500
6930	MEMBERSHIP & PUBLICATIONS	420	300	300	700	300
6940	OFFICIAL MEETINGS	915	2,700	2,000	4,300	3,700
6970	TRAINING	150	300	0	400	400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>129,597</b>	<b>112,000</b>	<b>124,500</b>	<b>127,600</b>	<b>126,100</b>
<b>Total:</b>		<b>482,174</b>	<b>366,600</b>	<b>379,900</b>	<b>393,900</b>	<b>399,300</b>
<b>Fund/Division: 0011807</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.45 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1808</b>		<b>ADMIN SVCS-INFO SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	31,800	32,000	32,700	33,000
4014	VACATION SELL BACK	0	0	2,000	2,000	2,000
4015	ALLOWANCES	0	200	200	200	200
4021	LONGEVITY PAY	0	300	200	200	200
4241	P.E.R.S	0	8,100	8,000	8,900	9,600
4242	NON-PERSABLE COMPENSATION	0	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	0	3,100	3,000	3,300	3,500
4245	LONG TERM DISABILITY	0	100	0	0	0
4247	LIFE INSURANCE	0	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	0	500	500	500	500
4299	VACANCY RATE	0	-900	0	-1,000	-1,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>0</b>	<b>43,500</b>	<b>46,200</b>	<b>47,100</b>	<b>48,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,878	2,000	4,500	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,878</b>	<b>2,000</b>	<b>4,500</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	332,120	440,600	440,600	481,500	481,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>332,120</b>	<b>440,600</b>	<b>440,600</b>	<b>481,500</b>	<b>481,500</b>
<b>Total:</b>		<b>334,998</b>	<b>486,100</b>	<b>491,300</b>	<b>530,600</b>	<b>531,800</b>
<b>Fund/Division: 0011808</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					9.15 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1810</b>		<b>ADMIN SVCS-HUMAN RESOURCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	168,827	251,200	253,800	252,700	264,800
4014	VACATION SELL BACK	713	1,000	3,000	3,000	3,000
4015	ALLOWANCES	0	300	600	600	600
4021	LONGEVITY PAY	2,421	2,600	2,900	1,400	1,400
4032	TEMPORARY	21,801	22,000	20,700	22,000	24,000
4241	P.E.R.S	34,219	63,700	63,300	68,700	77,100
4242	NON-PERSABLE COMPENSATION	669	1,200	1,100	1,100	1,200
4244	MEDICAL/DENTAL INSURANCE	30,776	40,100	41,000	41,600	43,100
4245	LONG TERM DISABILITY	206	300	300	300	300
4247	LIFE INSURANCE	535	800	700	800	800
4250	FICA/HOSPITAL INSURANCE	2,825	4,000	4,200	3,900	4,200
4299	VACANCY RATE	0	-7,700	0	-7,900	-8,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>262,991</b>	<b>379,500</b>	<b>391,600</b>	<b>388,200</b>	<b>412,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	7,690	7,000	6,600	6,500	6,500
5125	PRINT SHOP	1,021	800	600	800	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>8,711</b>	<b>7,800</b>	<b>7,200</b>	<b>7,300</b>	<b>7,000</b>
OPERATING EXPENSES						
6135	LABOR RELATIONS	13,848	10,000	5,000	5,000	5,000
6140	LEGAL	163,585	70,000	115,000	115,000	115,000
6150	RECRUITMENT	32,621	22,500	19,000	22,500	22,500
6151	RECRUITING ADVERTISMENT	4,298	4,000	4,100	4,000	4,000
6152	FINGERPRINTING NEW HIRES	5,463	6,000	4,500	6,000	6,000
6160	CONTRACT SERVICES	15,091	19,200	10,500	17,300	19,200
6730	OFFICE EQUIPMENT	76	3,900	3,200	1,600	200
6930	MEMBERSHIP & PUBLICATIONS	1,245	1,700	1,400	1,700	1,700
6940	OFFICIAL MEETINGS	4,922	4,700	4,800	7,400	5,000
6970	TRAINING	7,097	11,500	7,300	10,100	14,500
6971	TUITION REIMBURSEMENT	0	2,100	0	0	0
6973	ERGONOMIC EQUIPMENT	0	15,000	15,000	15,000	15,000
6978	WELLNESS PROGRAM	0	20,000	20,000	23,000	23,000
6986	SUPERVISOR TRAINING	8,722	5,000	4,600	5,000	5,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>256,966</b>	<b>195,600</b>	<b>214,400</b>	<b>233,600</b>	<b>236,100</b>
<b>Total:</b>		<b>528,668</b>	<b>582,900</b>	<b>613,200</b>	<b>629,100</b>	<b>655,200</b>
<b>Fund/Division: 0011810</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.93 %	



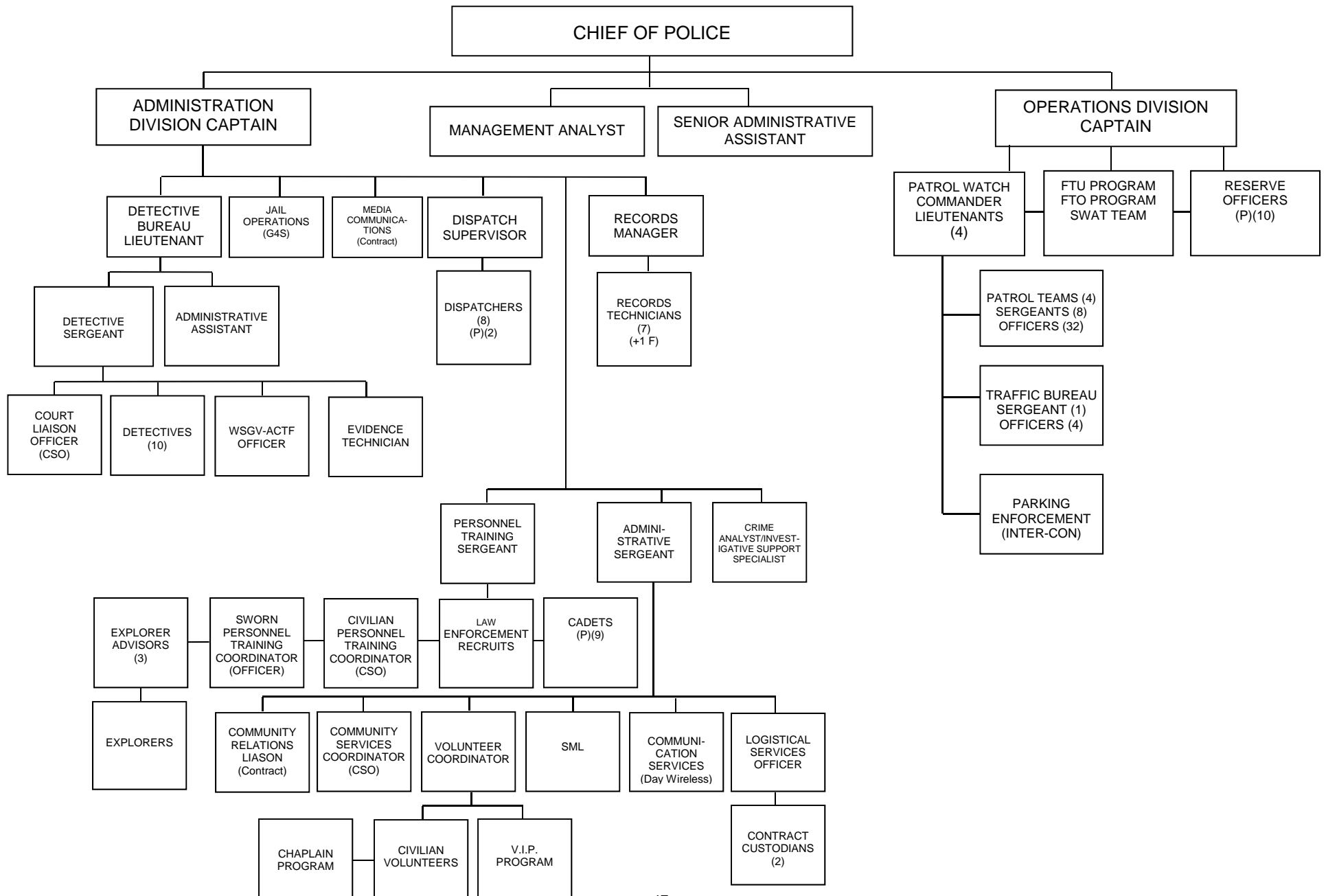
POLICE



POLICE



# POLICE DEPARTMENT



# POLICE DEPARTMENT

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## **Description:**

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

### Operations Division

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

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

### Administration Division

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

## **Police Department - Continued**

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

## **FY 2015-16 WORK PLAN**

1. Recruit and train all sworn and non-sworn staff within the confines of the FY 2015-2016 budget.
2. Continue to develop highly trained, highly educated men and women throughout the organization through the Department's Career Development Program
3. Continue to expand the Reserve Officer Program as a force multiplier for the Department – to include specialization of resources, and the development of a Level I Reserve Training Program.
4. Monitor compliance of massage therapy related businesses.
5. Continue the growth and development of the West San Gabriel Valley Anti-Crime Task Force (SGV-ACTF) – to include collaboration with the Department of Probation and L.A. Impact. Work in partnership with neighboring jurisdictions and agencies to address common crime trends and community concerns.
6. Continue the growth and development of a Bicycle Enforcement program to include special enforcement objectives and community outreach.

## **Police Department - Continued**

7. Continue the expansion of the Police Cadet Program to attract a greater number of potential police officers for the future. Continue to monitor the impact of AB109 early release program on the community.
8. Implement new Operations objectives in the Patrol Division that will increase efficiency and provide better service patrol for the Community.
9. Continue to develop new Area Command Program.
10. Explore the potential for collaborative, regionalized police services for the future.
11. Establish a Homeless / Mental Health Liaison Officer for the purpose of developing protocols and resources available to patrol officers in dealing with our City's homeless population – which, often times, includes mentally ill persons.
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. Update Lexipol policy manual.
14. Continue administration of the false alarm program.
15. Develop and implement bi-annual ADA Telecommunication training to comply with Section 504 of the Rehabilitation Act.
16. Continue the growth and development of the Crime Analysis Unit in order to provide additional crime analysis resources and research support to the Department.
17. Establish new Media Communications Services and continue to build the Department's social media platform in order to increase Department presence, investigative resources, crime awareness, and community engagement.
18. Establish a 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.
19. Relocate the Police Explorer Program to the supervision of the Personnel & Training Unit to promote continued growth and development of future Arcadia Police Officers.

## **Police Department - Continued**

20. Institute the “Hide it...Lock it...Keep it” Campaign to help reduce auto burglaries and thefts from vehicles throughout the City.
21. Implement a 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.
22. Implement “WEIBO”, a China-based microblogging social media platform, to help expand social media communications within our Asian community.
23. Complete the development of APD’s mobile command post and integrate the vehicle into the Department’s fully operational fleet.

*POLICE DEPT**No. of Employees  
Full Time Equivalent*

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Administrative Assistant	1.00
Community Services Officer	3.00
Dispatch Services Supervisor	1.00
Dispatcher II	9.00
Logistical Services Officer	1.00
Management Analyst	1.00
Police Cadet	4.50
Police Captain	2.00
Police Chief	1.00
Police Lieutenant	5.00
Police Officer	50.00
Police Record Manager	1.00
Police Records Technician I	3.00
Police Records Technician II	4.00
Police Sergeant	12.00
Property, Evidence, Crime Technician	1.00
Senior Administrative Assistant	1.00

**TOTAL**

<b>100.50</b>
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ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100</b>	<b>POLICE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	8,122,856	8,675,500	8,146,900	8,956,700	9,165,900
4011 SPECIALIST PAY	168,388	159,900	160,300	156,100	156,100
4014 VACATION SELL BACK	173,377	169,200	219,600	204,400	204,400
4015 ALLOWANCES	8,233	8,800	7,300	7,700	7,700
4020 STABILITY PAY	500	500	0	0	0
4021 LONGEVITY PAY	114,360	125,800	110,500	120,000	119,200
4025 RESERVE OFFICES REG PAY	69,014	80,000	80,000	80,000	80,000
4030 PART-TIME PERS ONLY	21,770	42,300	22,300	22,300	22,300
4032 TEMPORARY	60,495	74,600	82,900	27,000	27,000
4130 OVERTIME	680,112	566,600	673,200	573,900	603,900
4131 OVERTIME-DIRECTED ENFORC	0	35,000	35,000	70,000	70,000
4134 SPECIAL DUTY	117,893	95,000	95,000	95,000	95,000
4138 HOLIDAY PAY	254,466	288,100	288,100	291,500	288,400
4141 RACETRACK CONTROL	226,813	168,100	168,100	155,600	172,100
4143 BAND REVIEW	10,719	11,500	11,500	11,800	11,800
4144 FILMING	45,848	33,600	33,600	33,600	33,600
4241 P.E.R.S	3,233,150	3,859,000	3,563,900	4,170,400	4,557,800
4242 NON-PERSABLE COMPENSATIO	6,815	7,400	7,100	7,500	7,600
4244 MEDICAL/DENTAL INSURANCE	1,020,978	1,074,800	966,200	1,113,800	1,130,800
4245 LONG TERM DISABILITY	12,966	13,700	12,900	13,600	13,400
4247 LIFE INSURANCE	9,527	10,600	9,500	9,900	10,000
4250 FICA/HOSPITAL INSURANCE	136,781	151,400	139,100	152,700	155,700
4290 MISC BENEFIT/EMPLOYEE PAY	26,101	0	0	0	0
4299 VACANCY RATE	0	-311,800	0	-405,900	-419,000
<b>Total: SALARIES &amp; WAGES</b>	<b>14,521,162</b>	<b>15,339,600</b>	<b>14,833,000</b>	<b>15,867,600</b>	<b>16,513,700</b>
SUPPLIES					
5110 OFFICE SUPPLIES	52,389	54,500	54,500	54,500	54,500
5125 PRINT SHOP	9,950	15,000	15,000	15,600	15,600
5230 BUILDING AND GROUNDS	55,544	66,456	58,300	58,300	58,300
5260 FIELDS	159,201	199,936	205,800	160,700	160,700
5261 SWAT FIELD	28,159	28,150	28,200	22,100	25,000
5262 SAFETY EQUIPMENT	19,293	22,800	22,800	22,800	22,800
5263 FTU SUPPLIES	18,587	15,000	15,000	15,000	15,000
5270 LABORATORY	11,000	11,000	11,000	11,000	11,000
5272 PRISONER	13,619	15,000	15,000	15,000	15,000
5280 UNIFORM	96,733	128,569	133,200	120,300	120,300
5320 COMMUNICATIONS	26,291	35,300	35,300	19,900	19,900
<b>Total: SUPPLIES</b>	<b>490,767</b>	<b>591,711</b>	<b>594,100</b>	<b>515,200</b>	<b>518,100</b>
OPERATING EXPENSES					
6130 INVESTIGATION	17,510	14,800	14,800	20,800	20,800
6160 CONTRACT SERVICES	827,939	855,600	837,300	1,067,300	1,065,300
6210 TELEPHONE	54,097	55,500	55,500	55,500	55,500
6505 GENERAL LIABILITY	364,300	420,800	420,800	340,900	343,000
6507 WORKERS' COMPENSATION	310,000	322,000	322,000	325,100	327,300
6611 ELECTRIC	158,434	178,200	180,700	186,100	195,400
6612 GAS	15,756	16,200	15,300	15,900	16,500
6614 WATER	12,216	13,500	11,300	13,000	15,000
6730 OFFICE EQUIPMENT	10,232	15,400	15,400	15,700	15,700

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
6750 VEHICLE MAINTENANCE	531,536	464,200	496,000	507,500	512,500
6760 BUILDING REPAIR & MAINT	34,526	34,900	45,000	30,000	30,000
6930 MEMBERSHIP & PUBLICATIONS	6,978	5,900	5,900	6,000	6,000
6940 OFFICIAL MEETINGS	8,547	31,200	31,200	35,600	35,600
6960 EQUIPMENT REPLACEMENT	212,110	682,700	50,000	891,600	606,700
6970 TRAINING	84,124	47,400	47,400	47,400	47,400
6971 TUITION REIMBURSEMENT	14,227	25,000	21,000	23,000	23,000
6972 STC TRAINING	0	1,000	1,000	1,000	1,000
6975 SWAT TRAINING	2,786	4,000	4,000	3,000	3,000
6976 LER POLICE ACADEMY	0	6,400	6,400	6,400	6,400
6977 EMPLOYEE SUPPORT	4,278	5,200	5,200	5,200	5,200
<b>Total: OPERATING EXPENSES</b>	<b>2,669,596</b>	<b>3,199,900</b>	<b>2,586,200</b>	<b>3,597,000</b>	<b>3,331,300</b>
SPECIAL PROGRAMS					
7154 ARCADIA BAND REVIEW	22	0	0	0	0
7157 CHAPLAIN PROGRAM	392	500	500	500	500
7158 EXPLORER PROGRAM	994	1,000	1,000	1,000	1,000
<b>Total: SPECIAL PROGRAMS</b>	<b>1,408</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Division:</b>	<b>17,682,933</b>	<b>19,132,711</b>	<b>18,014,800</b>	<b>19,981,300</b>	<b>20,364,600</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				4.44 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2101</b>		<b>POLICE-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	721,091	684,300	665,200	699,000	713,300
4011	SPECIALIST PAY	7,845	1,800	7,300	7,300	7,300
4014	VACATION SELL BACK	33,586	23,400	19,600	23,400	23,400
4015	ALLOWANCES	1,920	2,000	1,900	1,900	1,900
4021	LONGEVITY PAY	8,384	8,800	8,700	8,600	8,600
4032	TEMPORARY	0	30,000	30,000	0	0
4130	OVERTIME	9,305	10,000	10,000	10,300	10,300
4138	HOLIDAY PAY	10,564	7,800	7,800	7,700	7,600
4241	P.E.R.S	258,663	280,000	276,600	298,800	325,200
4242	NON-PERSABLE COMPENSATION	2,140	2,200	2,200	2,300	2,300
4244	MEDICAL/DENTAL INSURANCE	90,242	77,700	75,300	79,700	81,900
4245	LONG TERM DISABILITY	758	700	600	700	700
4247	LIFE INSURANCE	1,594	1,600	1,500	1,600	1,600
4250	FICA/HOSPITAL INSURANCE	9,078	10,300	7,800	10,600	10,800
4299	VACANCY RATE	0	-22,200	0	-23,000	-23,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,155,170</b>	<b>1,118,400</b>	<b>1,114,500</b>	<b>1,128,900</b>	<b>1,171,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	917	2,500	2,500	2,500	2,500
5280	UNIFORM	0	3,800	3,800	3,800	3,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>917</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	0	0	82,000	83,000
6505	GENERAL LIABILITY	364,300	420,800	420,800	340,900	343,000
6730	OFFICE EQUIPMENT	109	600	600	600	600
6750	VEHICLE MAINTENANCE	35,478	21,000	27,000	25,000	25,300
6930	MEMBERSHIP & PUBLICATIONS	6,978	0	0	0	0
6940	OFFICIAL MEETINGS	6,200	800	800	1,200	1,200
6960	EQUIPMENT REPLACEMENT	212,110	682,700	50,000	891,600	606,700
6977	EMPLOYEE SUPPORT	4,278	5,200	5,200	5,200	5,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>629,452</b>	<b>1,131,100</b>	<b>504,400</b>	<b>1,346,500</b>	<b>1,065,000</b>
<b>Total:</b>		<b>1,785,540</b>	<b>2,255,800</b>	<b>1,625,200</b>	<b>2,481,700</b>	<b>2,242,300</b>
<b>Fund/Division: 0012101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.01 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2102</b>		<b>POLICE-BUILDING</b>				
SUPPLIES						
5230	BUILDING AND GROUNDS	55,544	66,456	58,300	58,300	58,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>55,544</b>	<b>66,456</b>	<b>58,300</b>	<b>58,300</b>	<b>58,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	133,233	139,000	139,000	142,000	142,000
6611	ELECTRIC	158,434	178,200	180,700	186,100	195,400
6612	GAS	15,756	16,200	15,300	15,900	16,500
6614	WATER	12,216	13,500	11,300	13,000	15,000
6750	VEHICLE MAINTENANCE	6,854	5,500	6,000	6,000	6,100
6760	BUILDING REPAIR & MAINT	34,526	34,900	45,000	30,000	30,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>361,019</b>	<b>387,300</b>	<b>397,300</b>	<b>393,000</b>	<b>405,000</b>
<b>Total:</b>		<b>416,564</b>	<b>453,756</b>	<b>455,600</b>	<b>451,300</b>	<b>463,300</b>
<b>Fund/Division: 0012102</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.54) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2103</b>		<b>POLICE-COMMUNICATION</b>				
SALARIES & WAGES						
4032	TEMPORARY	36,553	28,600	18,900	0	0
4250	FICA/HOSPITAL INSURANCE	554	400	300	0	0
4299	VACANCY RATE	0	-600	0	0	0
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>37,107</b>	<b>28,400</b>	<b>19,200</b>	<b>0</b>	<b>0</b>
SUPPLIES						
5320	COMMUNICATIONS	26,291	25,400	25,400	10,000	10,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>26,291</b>	<b>25,400</b>	<b>25,400</b>	<b>10,000</b>	<b>10,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	200	2,800	2,800	82,800	82,800
6210	TELEPHONE	54,097	55,500	55,500	55,500	55,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>54,297</b>	<b>58,300</b>	<b>58,300</b>	<b>138,300</b>	<b>138,300</b>
<b>Total:</b>		<b>117,695</b>	<b>112,100</b>	<b>102,900</b>	<b>148,300</b>	<b>148,300</b>
<b>Fund/Division: 0012103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					32.29 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2104</b>		<b>POLICE-TRAFFIC</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	486,371	485,100	500,200	516,200	525,600
4011	SPECIALIST PAY	28,175	20,300	27,600	27,800	27,800
4014	VACATION SELL BACK	9,386	12,000	22,800	15,600	15,600
4021	LONGEVITY PAY	7,103	3,700	5,700	5,800	5,800
4130	OVERTIME	40,622	20,000	20,000	20,600	20,600
4138	HOLIDAY PAY	14,836	19,600	19,600	21,000	20,200
4141	RACETRACK CONTROL	223,949	164,100	164,100	151,600	168,100
4143	BAND REVIEW	0	11,500	11,500	11,800	11,800
4241	P.E.R.S	220,142	240,900	261,900	266,500	290,100
4244	MEDICAL/DENTAL INSURANCE	58,911	56,500	58,600	56,700	57,000
4245	LONG TERM DISABILITY	851	900	900	900	900
4247	LIFE INSURANCE	330	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	11,401	10,600	12,500	11,000	11,100
4299	VACANCY RATE	0	-20,900	0	-22,100	-23,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,102,077</b>	<b>1,024,700</b>	<b>1,105,700</b>	<b>1,083,700</b>	<b>1,131,800</b>
SUPPLIES						
5260	FIELDS	4,084	3,700	3,700	3,700	3,700
5280	UNIFORM	0	3,800	3,800	3,800	3,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,084</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	133,910	168,600	168,600	168,600	168,600
6750	VEHICLE MAINTENANCE	25,008	23,000	23,000	23,000	23,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>158,919</b>	<b>191,600</b>	<b>191,600</b>	<b>191,600</b>	<b>191,800</b>
<b>Total:</b>		<b>1,265,080</b>	<b>1,223,800</b>	<b>1,304,800</b>	<b>1,282,800</b>	<b>1,331,100</b>
<b>Fund/Division: 0012104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.82 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2105</b>		<b>POLICE-INVESTIGATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,395,868	1,479,800	1,236,500	1,269,600	1,287,500
4011	SPECIALIST PAY	62,278	61,900	53,200	53,600	53,600
4014	VACATION SELL BACK	20,706	30,000	43,700	39,000	39,000
4015	ALLOWANCES	775	2,000	300	1,000	1,000
4021	LONGEVITY PAY	23,072	28,500	20,800	21,900	21,100
4130	OVERTIME	54,696	80,000	80,000	82,400	82,400
4138	HOLIDAY PAY	53,652	52,900	52,900	43,600	41,800
4241	P.E.R.S	611,252	716,300	571,300	625,500	678,200
4242	NON-PERSABLE COMPENSATION	745	800	800	800	800
4244	MEDICAL/DENTAL INSURANCE	160,278	172,300	121,900	151,300	153,200
4245	LONG TERM DISABILITY	2,283	2,400	1,900	2,000	1,800
4247	LIFE INSURANCE	1,359	1,500	1,200	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	22,873	24,900	20,800	21,500	21,800
4299	VACANCY RATE	0	-53,100	0	-46,300	-47,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>2,409,837</b>	<b>2,600,200</b>	<b>2,205,300</b>	<b>2,267,100</b>	<b>2,335,700</b>
SUPPLIES						
5280	UNIFORM	0	13,500	13,500	13,500	13,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
OPERATING EXPENSES						
6130	INVESTIGATION	17,510	14,800	14,800	20,800	20,800
6160	CONTRACT SERVICES	2,160	19,100	19,100	28,100	25,100
6750	VEHICLE MAINTENANCE	46,134	37,700	40,000	55,500	55,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>65,803</b>	<b>71,600</b>	<b>73,900</b>	<b>104,400</b>	<b>101,800</b>
<b>Total:</b>		<b>2,475,640</b>	<b>2,685,300</b>	<b>2,292,700</b>	<b>2,385,000</b>	<b>2,451,000</b>
<b>Fund/Division: 0012105</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(11.18) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2106</b>		<b>POLICE-LABORATORY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	67,406	68,400	69,000	70,400	71,200
4014	VACATION SELL BACK	0	0	3,900	4,000	4,000
4021	LONGEVITY PAY	714	1,100	1,100	1,100	1,100
4130	OVERTIME	526	2,500	0	2,500	2,500
4138	HOLIDAY PAY	262	3,200	3,200	3,300	3,300
4241	P.E.R.S	14,752	18,300	17,500	20,200	21,900
4244	MEDICAL/DENTAL INSURANCE	11,338	10,900	10,700	11,500	11,900
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	66	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,153	1,100	1,200	1,100	1,100
4299	VACANCY RATE	0	-2,100	0	-2,300	-2,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>96,317</b>	<b>103,600</b>	<b>106,800</b>	<b>112,000</b>	<b>114,900</b>
SUPPLIES						
5260	FIELDS	362	0	0	0	0
5270	LABORATORY	11,000	11,000	11,000	11,000	11,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>11,362</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Total:</b>		<b>107,679</b>	<b>114,600</b>	<b>117,800</b>	<b>123,000</b>	<b>125,900</b>
<b>Fund/Division: 0012106</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.33 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2107</b>		<b>POLICE-PATROL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	4,413,907	4,569,600	4,550,200	4,962,200	5,092,900
4011	SPECIALIST PAY	57,552	56,600	54,800	47,900	47,900
4014	VACATION SELL BACK	98,042	86,900	111,300	104,300	104,300
4015	ALLOWANCES	5,538	4,800	5,100	4,800	4,800
4021	LONGEVITY PAY	47,601	52,200	47,700	55,400	55,400
4025	RESERVE OFFICES REG PAY	69,014	80,000	80,000	80,000	80,000
4130	OVERTIME	378,442	376,500	376,500	360,000	390,000
4131	OVERTIME-DIRECTED ENFORCM	0	35,000	35,000	70,000	70,000
4134	SPECIAL DUTY	117,893	95,000	95,000	95,000	95,000
4138	HOLIDAY PAY	144,513	150,200	150,200	159,600	161,800
4141	RACETRACK CONTROL	2,864	4,000	4,000	4,000	4,000
4144	FILMING	45,848	33,600	33,600	33,600	33,600
4241	P.E.R.S	1,869,353	2,202,100	2,105,200	2,483,100	2,722,200
4242	NON-PERSABLE COMPENSATION	3,531	3,900	3,700	3,900	4,000
4244	MEDICAL/DENTAL INSURANCE	503,257	524,900	499,500	557,300	562,000
4245	LONG TERM DISABILITY	7,046	7,300	7,300	7,600	7,600
4247	LIFE INSURANCE	4,730	5,100	4,900	5,000	5,100
4250	FICA/HOSPITAL INSURANCE	73,078	80,300	76,500	84,100	86,000
4290	MISC BENEFIT/EMPLOYEE PAY	26,101	0	0	0	0
4299	VACANCY RATE	0	-166,700	0	-179,400	-187,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>7,868,309</b>	<b>8,201,300</b>	<b>8,240,500</b>	<b>8,938,400</b>	<b>9,339,000</b>
SUPPLIES						
5260	FIELDS	150,531	187,236	193,100	145,000	145,000
5261	SWAT FIELD	28,159	28,150	28,200	22,100	25,000
5262	SAFETY EQUIPMENT	19,293	21,200	21,200	21,200	21,200
5263	FTU SUPPLIES	18,587	15,000	15,000	15,000	15,000
5272	PRISONER	13,619	15,000	15,000	15,000	15,000
5280	UNIFORM	91,190	95,369	100,000	87,100	87,100
<b>Total:</b>	<b>SUPPLIES</b>	<b>321,380</b>	<b>361,955</b>	<b>372,500</b>	<b>305,400</b>	<b>308,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	402,833	425,500	425,500	433,600	433,600
6507	WORKERS' COMPENSATION	310,000	322,000	322,000	325,100	327,300
6750	VEHICLE MAINTENANCE	406,000	363,000	390,000	390,000	393,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,118,834</b>	<b>1,110,500</b>	<b>1,137,500</b>	<b>1,148,700</b>	<b>1,154,800</b>
<b>Total:</b>		<b>9,308,522</b>	<b>9,673,755</b>	<b>9,750,500</b>	<b>10,392,500</b>	<b>10,802,100</b>
<b>Fund/Division: 0012107</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.43 %	

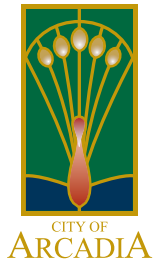
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2108</b>		<b>POLICE-RECORDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	341,666	396,800	302,600	393,300	407,000
4011	SPECIALIST PAY	6,264	7,000	5,700	7,000	7,000
4014	VACATION SELL BACK	1,500	3,900	4,600	5,100	5,100
4020	STABILITY PAY	500	500	0	0	0
4021	LONGEVITY PAY	13,071	12,600	10,000	9,200	9,200
4130	OVERTIME	13,789	11,600	6,000	11,600	11,600
4138	HOLIDAY PAY	7,600	15,000	15,000	14,200	14,300
4241	P.E.R.S	78,814	107,200	75,400	113,300	125,300
4242	NON-PERSABLE COMPENSATION	400	500	400	500	500
4244	MEDICAL/DENTAL INSURANCE	83,801	90,800	73,600	96,300	99,300
4245	LONG TERM DISABILITY	768	800	700	800	800
4247	LIFE INSURANCE	722	800	700	800	800
4250	FICA/HOSPITAL INSURANCE	4,281	6,500	4,000	6,300	6,500
4299	VACANCY RATE	0	-13,100	0	-13,200	-13,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>553,174</b>	<b>640,900</b>	<b>498,700</b>	<b>645,200</b>	<b>673,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	51,472	52,000	52,000	52,000	52,000
5125	PRINT SHOP	9,950	15,000	15,000	15,600	15,600
5280	UNIFORM	4,924	7,000	7,000	7,000	7,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>66,346</b>	<b>74,000</b>	<b>74,000</b>	<b>74,600</b>	<b>74,600</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	128,904	57,300	57,300	65,900	65,900
6730	OFFICE EQUIPMENT	8,530	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	2,082	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>139,516</b>	<b>64,900</b>	<b>64,900</b>	<b>73,500</b>	<b>73,500</b>
<b>Total:</b>		<b>759,037</b>	<b>779,800</b>	<b>637,600</b>	<b>793,300</b>	<b>821,800</b>
<b>Fund/Division: 0012108</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.73 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2109</b>		<b>POLICE-COMMUNITY AFFAIRS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	53,500	53,900	55,000	55,600
4021	LONGEVITY PAY	0	1,100	1,100	1,100	1,100
4030	PART-TIME PERS ONLY	21,770	22,300	22,300	22,300	22,300
4130	OVERTIME	0	0	700	2,500	2,500
4138	HOLIDAY PAY	0	2,500	2,500	2,600	2,600
4143	BAND REVIEW	10,719	0	0	0	0
4241	P.E.R.S	4,571	19,900	19,500	22,000	23,300
4244	MEDICAL/DENTAL INSURANCE	0	10,900	10,500	11,500	11,900
4245	LONG TERM DISABILITY	0	100	100	100	100
4247	LIFE INSURANCE	0	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	463	1,200	1,200	1,200	1,200
4299	VACANCY RATE	0	-2,200	0	-2,400	-2,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>37,521</b>	<b>109,400</b>	<b>111,800</b>	<b>116,000</b>	<b>118,300</b>
SUPPLIES						
5260	FIELDS	4,224	9,000	9,000	12,000	12,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,224</b>	<b>9,000</b>	<b>9,000</b>	<b>12,000</b>	<b>12,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	0	0	40,000	40,000
6750	VEHICLE MAINTENANCE	8,181	11,000	5,000	5,000	5,100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>8,181</b>	<b>11,000</b>	<b>5,000</b>	<b>45,000</b>	<b>45,100</b>
SPECIAL PROGRAMS						
7154	ARCADIA BAND REVIEW	22	0	0	0	0
7157	CHAPLAIN PROGRAM	392	500	500	500	500
7158	EXPLORER PROGRAM	994	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>1,408</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total:</b>		<b>51,335</b>	<b>130,900</b>	<b>127,300</b>	<b>174,500</b>	<b>176,900</b>
<b>Fund/Division: 0012109</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					33.31 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2110</b>		<b>POLICE-TRAINING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	242,574	401,500	328,300	395,500	405,600
4011	SPECIALIST PAY	6,275	12,300	11,700	12,500	12,500
4014	VACATION SELL BACK	10,056	8,000	8,000	8,000	8,000
4021	LONGEVITY PAY	4,371	5,500	5,500	5,700	5,700
4130	OVERTIME	0	9,000	0	9,000	9,000
4138	HOLIDAY PAY	5,654	11,600	11,600	11,800	11,300
4241	P.E.R.S	72,159	125,500	123,600	164,300	179,300
4244	MEDICAL/DENTAL INSURANCE	26,855	33,500	37,000	34,200	34,700
4245	LONG TERM DISABILITY	269	500	400	400	400
4247	LIFE INSURANCE	132	300	200	200	200
4250	FICA/HOSPITAL INSURANCE	3,805	6,400	5,000	6,200	6,300
4299	VACANCY RATE	0	-12,300	0	-13,000	-13,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>372,149</b>	<b>601,800</b>	<b>531,300</b>	<b>634,800</b>	<b>659,500</b>
SUPPLIES						
5262	SAFETY EQUIPMENT	0	1,600	1,600	1,600	1,600
5280	UNIFORM	0	2,100	2,100	2,100	2,100
5320	COMMUNICATIONS	0	9,900	9,900	9,900	9,900
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>13,600</b>	<b>13,600</b>	<b>13,600</b>	<b>13,600</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	13,501	20,000	20,000	21,000	21,000
6730	OFFICE EQUIPMENT	109	6,300	6,300	6,600	6,600
6750	VEHICLE MAINTENANCE	3,881	3,000	5,000	3,000	3,000
6930	MEMBERSHIP & PUBLICATIONS	0	5,900	5,900	6,000	6,000
6940	OFFICIAL MEETINGS	265	29,800	29,800	33,800	33,800
6970	TRAINING	84,124	47,400	47,400	47,400	47,400
6971	TUITION REIMBURSEMENT	14,227	25,000	21,000	23,000	23,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6975	SWAT TRAINING	2,786	4,000	4,000	3,000	3,000
6976	LER POLICE ACADEMY	0	6,400	6,400	6,400	6,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>118,893</b>	<b>148,800</b>	<b>146,800</b>	<b>151,200</b>	<b>151,200</b>
<b>Total:</b>		<b>491,042</b>	<b>764,200</b>	<b>691,700</b>	<b>799,600</b>	<b>824,300</b>
<b>Fund/Division: 0012110</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.63 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2113</b>		<b>DISPATCH</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	453,973	536,500	441,000	595,500	607,200
4014	VACATION SELL BACK	101	5,000	5,700	5,000	5,000
4021	LONGEVITY PAY	10,044	12,300	9,900	11,200	11,200
4030	PART-TIME PERS ONLY	0	20,000	0	0	0
4032	TEMPORARY	23,942	16,000	34,000	27,000	27,000
4130	OVERTIME	182,732	57,000	180,000	75,000	75,000
4138	HOLIDAY PAY	17,385	25,300	25,300	27,700	25,500
4241	P.E.R.S	103,445	148,800	112,900	176,700	192,300
4244	MEDICAL/DENTAL INSURANCE	86,296	97,300	79,100	115,300	118,900
4245	LONG TERM DISABILITY	892	900	900	1,000	1,000
4247	LIFE INSURANCE	595	700	600	600	600
4250	FICA/HOSPITAL INSURANCE	10,096	9,700	9,800	10,700	10,900
4299	VACANCY RATE	0	-18,600	0	-104,200	-104,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>889,501</b>	<b>910,900</b>	<b>899,200</b>	<b>941,500</b>	<b>969,800</b>
SUPPLIES						
5280	UNIFORM	618	3,000	3,000	3,000	3,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>618</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	13,197	23,300	5,000	3,300	3,300
6730	OFFICE EQUIPMENT	1,484	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>14,681</b>	<b>24,800</b>	<b>6,500</b>	<b>4,800</b>	<b>4,800</b>
<b>Total:</b>		<b>904,800</b>	<b>938,700</b>	<b>908,700</b>	<b>949,300</b>	<b>977,600</b>
<b>Fund/Division: 0012113</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.13 %	

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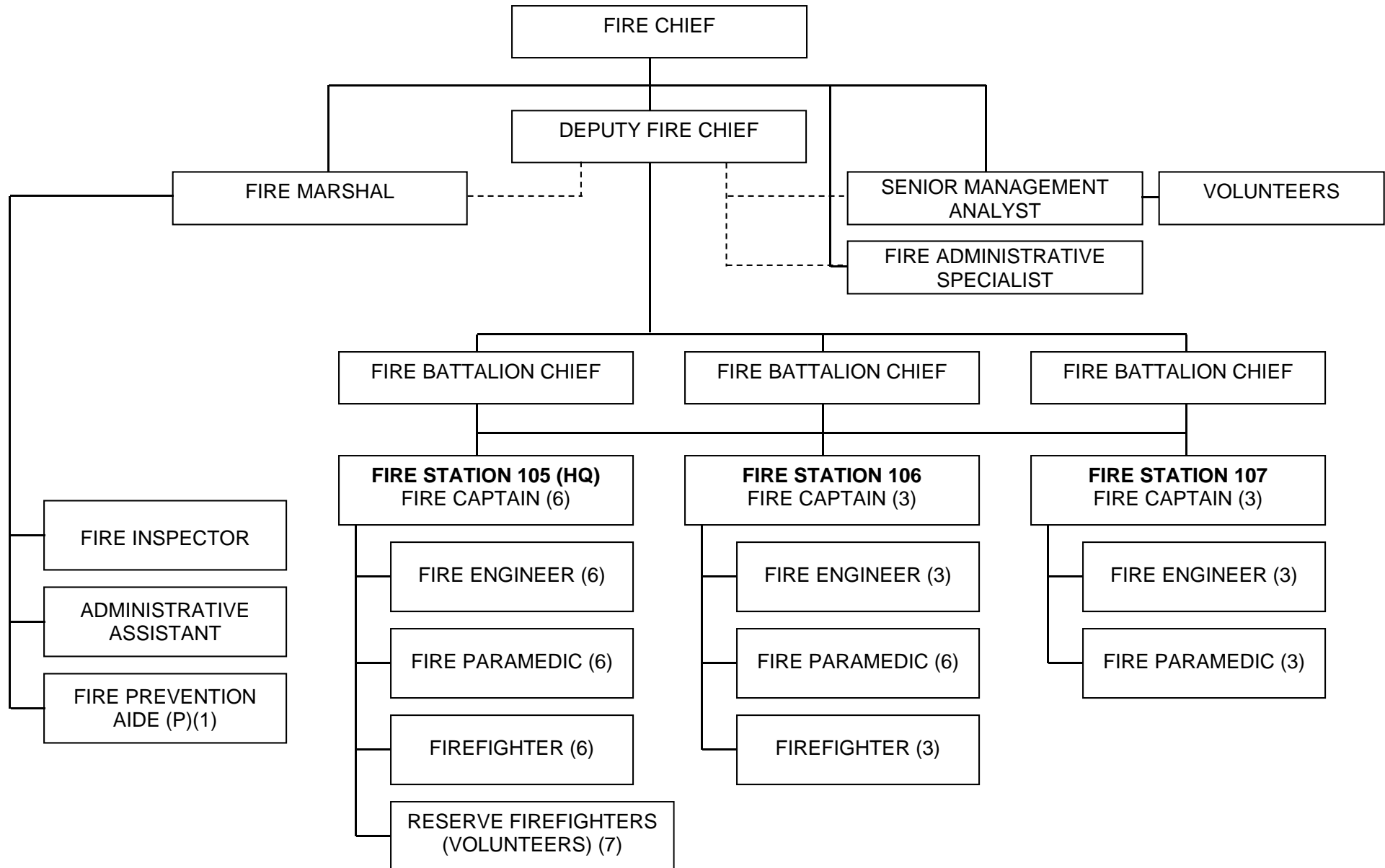


FIRE

FIRE



# FIRE DEPARTMENT



## FIRE DEPARTMENT

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### **Description:**

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

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

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

## **Fire Department - Continued**

- 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 2015-16 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 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. Implement Best Management Practices for the Fire Department for urban runoff management and water conservation measures.
6. 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.
7. 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.
8. Provide quality fiscal management in developing specifications, procurement, maintenance, and repairs for vehicles, apparatus, facilities, and firefighting equipment.

## **Fire Department - Continued**

9. 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.
10. Implement paperless technologies in training records maintenance, department records management, vehicle maintenance documentation, and fire prevention inspections.
11. Enhance community outreach and public education by conducting a Citywide preparedness event and by educating residents on the “Map Your Neighborhood” Program through small neighborhood meetings and various public outreach communities.

*FIRE DEPT**No. of Employees  
Full Time Equivalent*

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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	9.00
Fire Inspector	1.00
Fire Marshal	1.00
Fire Paramedic	15.00
Senior Management Analyst	1.00
<b>TOTAL</b>	<b>58.00</b>

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2200</b>	<b>FIRE</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	5,730,879	5,996,200	5,845,500	6,106,500	6,268,100
4011 SPECIALIST PAY	59,935	61,200	59,900	63,700	63,700
4014 VACATION SELL BACK	21,137	30,900	30,900	30,000	30,800
4015 ALLOWANCES	5,926	6,200	5,800	6,000	6,000
4021 LONGEVITY PAY	65,707	74,700	65,400	74,600	74,600
4032 TEMPORARY	39,901	23,000	18,500	23,000	23,000
4130 OVERTIME	813,042	821,000	789,000	854,000	871,000
4132 OVERTIME-STRIKETEAM	64,527	70,000	52,000	67,000	67,000
4135 .5 OVERTIME	380,417	358,000	335,600	372,000	382,800
4136 0.5 OVERTIME STRIKETEAM	0	30,000	12,000	23,000	23,000
4138 HOLIDAY PAY	255,964	264,700	264,700	227,800	230,900
4139 .05 PERS FLSA PAY	102,201	102,500	88,300	97,000	98,000
4144 FILMING	42,705	43,000	25,000	30,000	30,000
4241 P.E.R.S	2,447,105	2,827,500	2,748,800	2,985,500	3,278,000
4242 NON-PERSABLE COMPENSATIO	16,035	43,600	43,500	82,000	120,600
4244 MEDICAL/DENTAL INSURANCE	651,852	655,500	659,500	658,600	663,000
4245 LONG TERM DISABILITY	1,164	1,000	1,100	1,000	1,000
4247 LIFE INSURANCE	6,403	6,900	6,300	6,400	6,600
4250 FICA/HOSPITAL INSURANCE	101,294	113,300	106,800	115,100	117,400
4299 VACANCY RATE	0	-230,700	0	-236,500	-247,200
<b>Total: SALARIES &amp; WAGES</b>	<b>10,806,194</b>	<b>11,298,500</b>	<b>11,158,600</b>	<b>11,586,700</b>	<b>12,108,300</b>
SUPPLIES					
5110 OFFICE SUPPLIES	16,771	18,200	18,200	18,200	18,200
5115 PROGRAM EXPENSES	950	500	500	500	500
5121 PUBLIC EDUCATION SUPPLIES	2,521	2,500	2,400	2,500	2,600
5125 PRINT SHOP	2,637	3,300	3,300	3,300	3,300
5230 BUILDING AND GROUNDS	19,246	22,000	22,000	22,000	22,000
5260 FIELDS	88,576	87,200	87,200	87,200	87,200
5280 UNIFORM	74,098	73,200	73,200	73,200	73,300
5410 TOOLS	190	0	0	0	0
5420 FIRE FIGHTING EQUIPMENT	7,067	7,000	7,000	7,000	7,000
<b>Total: SUPPLIES</b>	<b>212,057</b>	<b>213,900</b>	<b>213,800</b>	<b>213,900</b>	<b>214,100</b>
OPERATING EXPENSES					
6125 ARSON PROGRAM	1,623	1,500	1,700	1,700	1,700
6160 CONTRACT SERVICES	389,365	424,600	392,300	423,300	438,500
6210 TELEPHONE	30,066	30,900	30,600	30,600	30,600
6505 GENERAL LIABILITY	260,200	298,600	298,600	231,500	232,700
6507 WORKERS' COMPENSATION	270,300	274,400	274,400	278,000	280,200
6611 ELECTRIC	85,100	90,600	97,600	100,500	105,500
6612 GAS	13,133	12,400	13,000	13,500	14,000
6614 WATER	6,121	5,900	6,000	6,900	7,900
6710 COMMUNICATIONS	26,906	39,000	35,000	39,000	39,000
6730 OFFICE EQUIPMENT	226	500	300	300	300
6750 VEHICLE MAINTENANCE	448,169	408,000	463,800	427,800	432,000
6760 BUILDING REPAIR & MAINT	62,824	33,000	33,000	45,000	45,000
6765 TRAINING CENTER MAINT	0	10,000	2,000	10,000	10,000
6770 PARAMEDIC EQUIPMENT	16,897	2,000	2,000	2,200	2,400
6780 PORTABLE EQUIPMENT	2,123	2,000	2,000	2,000	2,000

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
6903 PERMITS FEES	3,092	4,600	4,600	4,600	4,600
6922 LIBRARY MATERIALS	3,685	2,300	2,400	2,500	2,600
6930 MEMBERSHIP & PUBLICATIONS	2,494	2,600	2,600	2,600	2,600
6940 OFFICIAL MEETINGS	1,798	1,800	1,800	1,800	1,800
6960 EQUIPMENT REPLACEMENT	138,190	489,100	100,000	186,300	966,100
6970 TRAINING	24,653	28,200	27,500	31,100	30,600
6971 TUITION REIMBURSEMENT	17,666	28,000	16,700	25,000	25,000
6977 EMPLOYEE SUPPORT	2,900	2,900	2,900	2,900	2,900
<b>Total: OPERATING EXPENSES</b>	<b>1,807,531</b>	<b>2,192,900</b>	<b>1,810,800</b>	<b>1,869,100</b>	<b>2,678,000</b>
SPECIAL PROGRAMS					
7233 AUX FIREFIGHTER PROGRAM	4,293	7,000	7,000	7,000	7,000
<b>Total: SPECIAL PROGRAMS</b>	<b>4,293</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Division:</b>	<b>12,830,075</b>	<b>13,712,300</b>	<b>13,190,200</b>	<b>13,676,700</b>	<b>15,007,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(0.26)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2201</b>		<b>FIRE-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	493,031	515,900	503,400	526,700	536,600
4014	VACATION SELL BACK	19,106	26,900	26,900	26,000	26,800
4015	ALLOWANCES	2,372	2,600	1,400	2,500	2,500
4021	LONGEVITY PAY	7,859	8,200	5,900	8,500	8,500
4241	P.E.R.S	175,351	206,600	199,100	217,800	237,700
4242	NON-PERSABLE COMPENSATION	2,143	2,300	2,200	2,300	2,400
4244	MEDICAL/DENTAL INSURANCE	54,206	55,600	54,200	56,900	58,600
4245	LONG TERM DISABILITY	456	400	400	400	400
4247	LIFE INSURANCE	1,413	1,500	1,400	1,400	1,500
4250	FICA/HOSPITAL INSURANCE	6,112	7,600	8,100	7,800	7,900
4299	VACANCY RATE	0	-16,600	0	-17,000	-17,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>762,049</b>	<b>811,000</b>	<b>803,000</b>	<b>833,300</b>	<b>865,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	16,563	18,000	18,000	18,000	18,000
5125	PRINT SHOP	925	1,500	1,500	1,500	1,500
5280	UNIFORM	1,225	1,800	1,800	1,800	1,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>18,714</b>	<b>21,300</b>	<b>21,300</b>	<b>21,300</b>	<b>21,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	286,648	327,300	295,000	325,000	339,300
6730	OFFICE EQUIPMENT	226	500	300	300	300
6750	VEHICLE MAINTENANCE	29,325	23,500	27,000	24,000	24,200
6922	LIBRARY MATERIALS	34	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	1,829	1,700	1,700	1,700	1,700
6940	OFFICIAL MEETINGS	1,562	1,400	1,400	1,400	1,400
6960	EQUIPMENT REPLACEMENT	138,190	489,100	100,000	186,300	966,100
6970	TRAINING	1,155	5,000	5,000	5,000	7,200
6977	EMPLOYEE SUPPORT	2,900	2,900	2,900	2,900	2,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>461,869</b>	<b>851,600</b>	<b>433,500</b>	<b>546,800</b>	<b>1,343,300</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>1,242,631</b>	<b>1,683,900</b>	<b>1,257,800</b>	<b>1,401,400</b>	<b>2,229,800</b>
<b>Fund/Division: 0012201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(16.78) %	

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<hr/>					
<b>DIVISION: 2202</b>	<b>FIRE-BUILDING</b>				
SUPPLIES					
5230 BUILDING AND GROUNDS	19,246	22,000	22,000	22,000	22,000
5410 TOOLS	190	0	0	0	0
<b>Total: SUPPLIES</b>	<b>19,436</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	49,194	40,000	40,000	40,000	40,000
6210 TELEPHONE	30,066	30,500	30,200	30,200	30,200
6611 ELECTRIC	85,100	90,600	97,600	100,500	105,500
6612 GAS	13,133	12,400	13,000	13,500	14,000
6614 WATER	6,121	5,900	6,000	6,900	7,900
6750 VEHICLE MAINTENANCE	339	0	0	0	0
6760 BUILDING REPAIR & MAINT	62,824	33,000	33,000	45,000	45,000
6765 TRAINING CENTER MAINT	0	10,000	2,000	10,000	10,000
6780 PORTABLE EQUIPMENT	2,123	2,000	2,000	2,000	2,000
6903 PERMITS FEES	3,092	4,600	4,600	4,600	4,600
<b>Total: OPERATING EXPENSES</b>	<b>251,992</b>	<b>229,000</b>	<b>228,400</b>	<b>252,700</b>	<b>259,200</b>
<hr/>					
<b>Total:</b>	<b>271,428</b>	<b>251,000</b>	<b>250,400</b>	<b>274,700</b>	<b>281,200</b>
<b>Fund/Division: 0012202</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR	9.44 %				

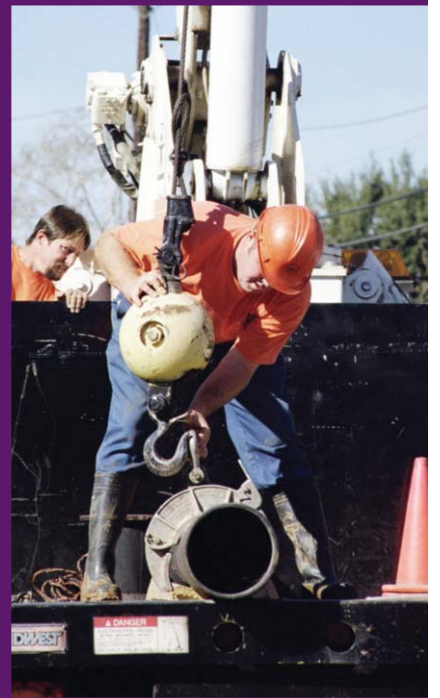
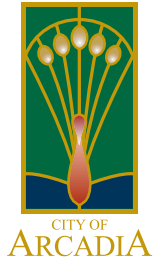
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2204</b>		<b>FIRE-PREVENTION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	236,601	241,500	244,100	249,900	252,600
4014	VACATION SELL BACK	2,031	4,000	4,000	4,000	4,000
4015	ALLOWANCES	600	700	600	600	600
4021	LONGEVITY PAY	3,278	3,500	3,300	5,000	5,000
4032	TEMPORARY	11,965	15,000	15,000	15,000	15,000
4241	P.E.R.S	51,697	61,400	61,800	69,000	74,600
4242	NON-PERSABLE COMPENSATION	568	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	36,840	37,700	36,800	39,000	40,500
4245	LONG TERM DISABILITY	297	300	300	300	300
4247	LIFE INSURANCE	498	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	3,766	3,800	4,000	3,900	3,900
4299	VACANCY RATE	0	-7,400	0	-7,800	-8,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>348,140</b>	<b>361,700</b>	<b>371,000</b>	<b>380,000</b>	<b>389,600</b>
SUPPLIES						
5121	PUBLIC EDUCATION SUPPLIES	2,521	2,500	2,400	2,500	2,600
5125	PRINT SHOP	1,411	1,500	1,500	1,500	1,500
5260	FIELDS	27	0	0	0	0
5280	UNIFORM	1,097	1,200	1,200	1,200	1,300
<b>Total:</b>	<b>SUPPLIES</b>	<b>5,057</b>	<b>5,200</b>	<b>5,100</b>	<b>5,200</b>	<b>5,400</b>
OPERATING EXPENSES						
6125	ARSON PROGRAM	1,623	1,500	1,700	1,700	1,700
6750	VEHICLE MAINTENANCE	5,197	4,500	3,800	3,800	3,800
6922	LIBRARY MATERIALS	3,300	1,600	1,600	1,800	1,900
6930	MEMBERSHIP & PUBLICATIONS	585	800	800	800	800
6940	OFFICIAL MEETINGS	50	100	100	100	100
6970	TRAINING	951	1,000	1,000	3,100	1,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>11,705</b>	<b>9,500</b>	<b>9,000</b>	<b>11,300</b>	<b>9,500</b>
<b>Total:</b>		<b>364,901</b>	<b>376,400</b>	<b>385,100</b>	<b>396,500</b>	<b>404,500</b>
<b>Fund/Division: 0012204</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.34 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2205</b>		<b>FIRE-PARAMEDICS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,428,931	1,474,300	1,369,100	1,511,800	1,550,300
4011	SPECIALIST PAY	5,850	5,200	3,900	3,900	3,900
4021	LONGEVITY PAY	12,480	15,900	12,600	16,300	16,300
4130	OVERTIME	248,248	273,000	339,000	284,000	289,500
4132	OVERTIME-STRIKETEAM	12,723	23,000	10,900	20,000	20,000
4135	.5 OVERTIME	117,247	126,000	135,600	131,000	136,800
4136	0.5 OVERTIME STRIKETEAM	0	10,000	3,200	8,000	8,000
4138	HOLIDAY PAY	76,856	73,900	73,900	70,100	71,600
4139	.05 PERS FLSA PAY	32,748	33,500	26,000	31,000	32,000
4144	FILMING	2,161	0	0	0	0
4241	P.E.R.S	638,354	728,900	679,200	762,500	836,500
4242	NON-PERSABLE COMPENSATION	3,568	12,000	12,000	24,000	36,000
4244	MEDICAL/DENTAL INSURANCE	154,044	162,000	138,900	162,000	162,000
4247	LIFE INSURANCE	991	1,100	900	1,000	1,000
4250	FICA/HOSPITAL INSURANCE	26,999	29,500	27,400	30,000	30,600
4299	VACANCY RATE	0	-59,400	0	-61,100	-63,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>2,761,200</b>	<b>2,908,900</b>	<b>2,832,600</b>	<b>2,994,500</b>	<b>3,130,600</b>
SUPPLIES						
5115	PROGRAM EXPENSES	950	500	500	500	500
5260	FIELDS	70,554	70,000	70,000	70,000	70,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>71,504</b>	<b>70,500</b>	<b>70,500</b>	<b>70,500</b>	<b>70,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	27,123	28,000	28,000	29,000	29,900
6750	VEHICLE MAINTENANCE	40,485	40,000	43,000	40,000	40,400
6770	PARAMEDIC EQUIPMENT	16,897	2,000	2,000	2,200	2,400
6970	TRAINING	8,284	8,700	8,000	9,500	8,700
6971	TUITION REIMBURSEMENT	1,080	3,000	1,700	5,000	5,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>93,869</b>	<b>81,700</b>	<b>82,700</b>	<b>85,700</b>	<b>86,400</b>
<b>Total:</b>		<b>2,926,573</b>	<b>3,061,100</b>	<b>2,985,800</b>	<b>3,150,700</b>	<b>3,287,500</b>
<b>Fund/Division: 0012205</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.93 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2206</b>		<b>FIRE-SUPPRESSION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	3,572,315	3,764,500	3,728,900	3,818,100	3,928,600
4011	SPECIALIST PAY	54,085	56,000	56,000	59,800	59,800
4015	ALLOWANCES	2,954	2,900	3,800	2,900	2,900
4021	LONGEVITY PAY	42,089	47,100	43,600	44,800	44,800
4032	TEMPORARY	27,936	8,000	3,500	8,000	8,000
4130	OVERTIME	564,794	548,000	450,000	570,000	581,500
4132	OVERTIME-STRIKETEAM	51,804	47,000	41,100	47,000	47,000
4135	.5 OVERTIME	263,169	232,000	200,000	241,000	246,000
4136	0.5 OVERTIME STRIKETEAM	0	20,000	8,800	15,000	15,000
4138	HOLIDAY PAY	179,107	190,800	190,800	157,700	159,300
4139	.05 PERS FLA PAY	69,453	69,000	62,300	66,000	66,000
4144	FILMING	40,544	43,000	25,000	30,000	30,000
4241	P.E.R.S	1,581,704	1,830,600	1,808,700	1,936,200	2,129,200
4242	NON-PERSABLE COMPENSATION	9,757	28,700	28,700	55,100	81,600
4244	MEDICAL/DENTAL INSURANCE	406,762	400,200	429,600	400,700	401,900
4245	LONG TERM DISABILITY	411	300	400	300	300
4247	LIFE INSURANCE	3,501	3,700	3,500	3,500	3,600
4250	FICA/HOSPITAL INSURANCE	64,418	72,400	67,300	73,400	75,000
4299	VACANCY RATE	0	-147,300	0	-150,600	-157,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>6,934,806</b>	<b>7,216,900</b>	<b>7,152,000</b>	<b>7,378,900</b>	<b>7,722,900</b>
SUPPLIES						
5260	FIELDS	17,781	17,000	17,000	17,000	17,000
5280	UNIFORM	71,776	70,200	70,200	70,200	70,200
5420	FIRE FIGHTING EQUIPMENT	7,067	7,000	7,000	7,000	7,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>96,624</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	260,200	298,600	298,600	231,500	232,700
6507	WORKERS' COMPENSATION	270,300	274,400	274,400	278,000	280,200
6710	COMMUNICATIONS	26,906	39,000	35,000	39,000	39,000
6750	VEHICLE MAINTENANCE	372,823	340,000	390,000	360,000	363,600
6922	LIBRARY MATERIALS	352	500	600	500	500
6930	MEMBERSHIP & PUBLICATIONS	80	100	100	100	100
6940	OFFICIAL MEETINGS	168	0	0	0	0
6970	TRAINING	13,915	12,900	12,900	12,900	12,900
6971	TUITION REIMBURSEMENT	16,586	25,000	15,000	20,000	20,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>961,329</b>	<b>990,500</b>	<b>1,026,600</b>	<b>942,000</b>	<b>949,000</b>
SPECIAL PROGRAMS						
7233	AUX FIREFIGHTER PROGRAM	4,293	7,000	7,000	7,000	7,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>4,293</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total:</b>		<b>7,997,052</b>	<b>8,308,600</b>	<b>8,279,800</b>	<b>8,422,100</b>	<b>8,773,100</b>
<b>Fund/Division: 0012206</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.37 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2207</b>		<b>FIRE-EMERGENCY</b>				
SUPPLIES						
5110	OFFICE SUPPLIES	208	200	200	200	200
5125	PRINT SHOP	300	300	300	300	300
5260	FIELDS	213	200	200	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>721</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	26,400	29,300	29,300	29,300	29,300
6210	TELEPHONE	0	400	400	400	400
6940	OFFICIAL MEETINGS	18	300	300	300	300
6970	TRAINING	349	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>26,767</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>
<b>Total:</b>		<b>27,488</b>	<b>31,300</b>	<b>31,300</b>	<b>31,300</b>	<b>31,300</b>
<b>Fund/Division: 0012207</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

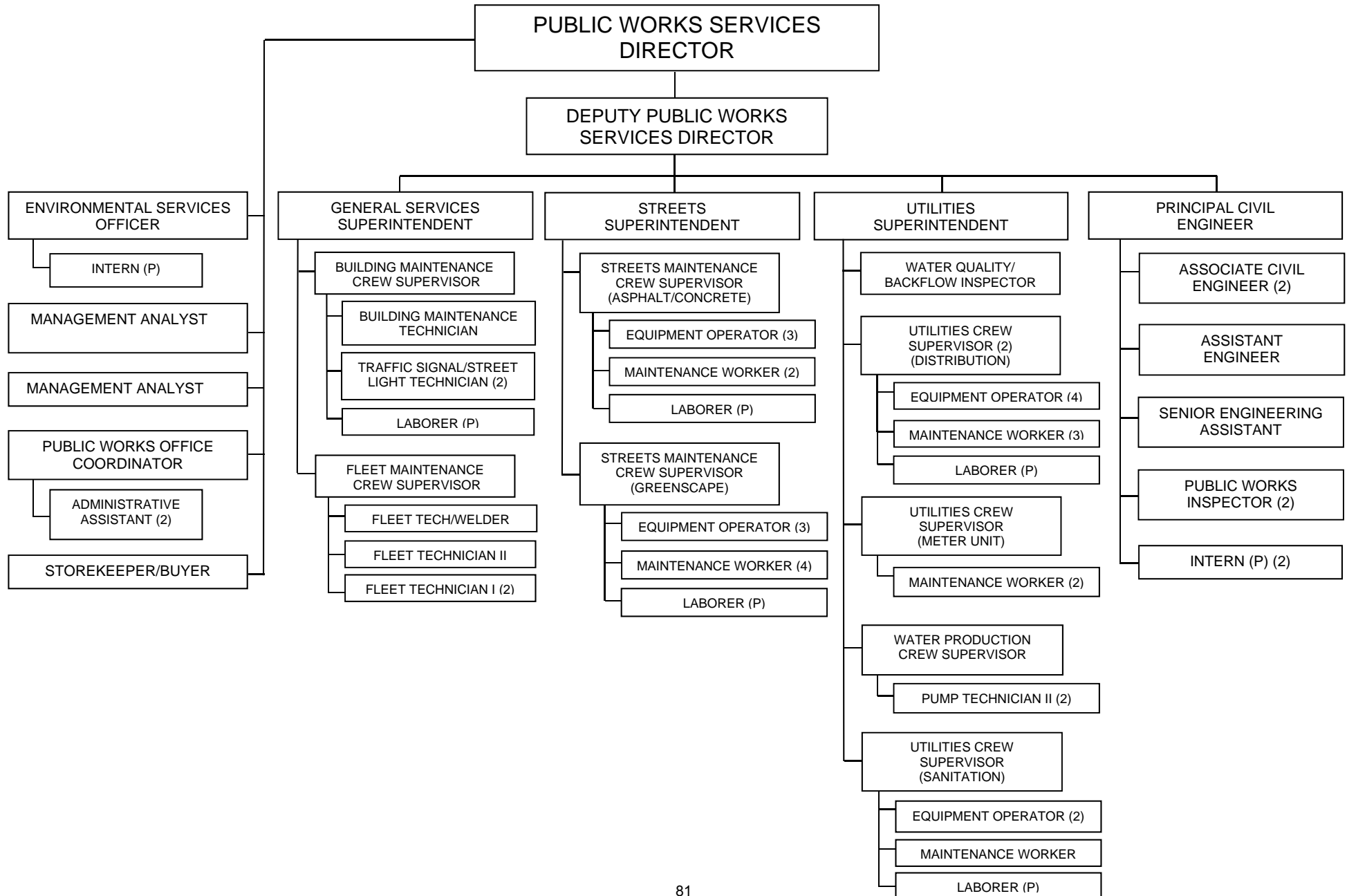
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# PUBLIC WORKS SERVICES



# PUBLIC WORKS SERVICES DEPARTMENT



## PUBLIC WORKS SERVICES DEPARTMENT

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### Description

The Public Works Services Department (PWSD) protects the health and safety of the community by overseeing the operations and maintenance of the City's infrastructure, and by carefully planning and managing its capital and infrastructure assets. 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 services.

PWSD continues 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 efforts to replace aging infrastructure and improve work efficiencies. In addition to its day-to-day operations, the following items include the Department's key work plan for the upcoming fiscal year.

### FY 2015-16 Work Plan:

1. Continue the Annual Slurry Seal Program that includes minor repairs of damaged streets, sidewalks, curbs, and gutters. The Annual Slurry Seal Program also consists of restriping pavement markings.
2. In an effort to conserve water, the existing shrubs in the Baldwin Avenue median at Gate 8 will be removed and replaced with river rock. The irrigation at the median planters between Huntington Dr. and Foothill Blvd. will also be upgraded with a surface drip system that will eliminate run off.
3. As part of the Water Main Replacement Program, the 10" cast iron water main at Camino Real Avenue between First Avenue and Second Avenue will be replaced with a 12" ductile iron water main. This will alleviate frequent main breaks along Camino Real Avenue and improve reliability and efficiency.

4. As part of the Valve Replacement Program, two 30" gate valves that are old and not fully operational on Santa Anita Ave between Duarte Road and Orange Grove Avenue will be removed and replaced. This will allow maintenance crews to shut off the valves to isolate and repair broken water mains.
5. As Part of the Sewer Master Plan, the existing sewer main on Huntington Drive from Colorado Place to Centennial Way will be replaced with a larger diameter pipe. The construction of this larger pipe will alleviate the high demand on the existing sewer pipe and will significantly reduce the potential of a sewer backup.
6. As part of the Department's annual Well Inspection and Rehabilitation Program, Longden 1 Well will be inspected and repaired to improve its efficiency to pump water and reduce electricity cost.
7. Update the City's 2010 Urban Water Management Plan (UWMP) as required by State Law. The update will provide a current assessment of the local water supply reliability, current and projected water demands within the City, and an evaluation of progress made toward the implementation of Demand Management Measures designed to achieve an overall reduction in water use of 20% by the year 2020.
8. In conjunction with the Los Angeles County Department of Public Works, the City will redesign, relocate, and reconstruct portions of the Los Angeles County multi-use trail known as Santa Anita Wash Trail, the Los Angeles County Department of Public Works Class 1 Bike Lane, and fencing that separates the City of Arcadia's Par 3 Golf Course from the County's recreational use.
9. Prepare a benefit analysis and engineering report for the establishment of a street lighting district to upgrade 6.6 street lights.
10. Install a hearing aid loop system for the Council Chambers. Copper wires will be installed around the room and under the chairs in the Council Chambers. The frequency for the hearing aids will be picked up through the Loop system receivers and the copper wire which is transferred to individual hearing aids.

*PUBLIC WORKS**No. of Employees  
Full Time Equivalent*

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Administrative Assistant	0.10
Associate Civil Engineer	0.30
Building Maintenance Crew Supervisor	0.49
Building Maintenance Technician	0.60
Deputy Public Works Director	0.25
Equipment Operator	6.00
Fleet Maintenance Crew Supervisor	1.00
Fleet Technician I	2.00
Fleet Technician II	1.00
Fleet Technician/Welder	1.00
General Services Superintendent	0.76
Maintenance Worker	6.00
Management Analyst	0.10
Public Works Inspector	1.20
Public Works Office Coordinator	0.20
Public Works Services Director	0.25
Storekeeper/Buyer	0.35
Street Maintenance Crew Supervisor	2.00
Street Superintendent	0.60
Traffic Signals/Street Lighting Technician	0.50

**TOTAL**

<b>24.70</b>
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ACCOUNT TITLE		2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>3300</b>	<b>PUBLIC WORKS SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,362,801	1,452,400	1,418,200	1,560,700	1,595,700
4011	SPECIALIST PAY	0	0	0	200	200
4014	VACATION SELL BACK	26,507	20,700	22,100	22,200	22,200
4015	ALLOWANCES	316	300	400	400	400
4019	STAND BY PAY	9,415	9,800	7,500	7,500	7,500
4020	STABILITY PAY	880	1,000	900	900	900
4021	LONGEVITY PAY	26,744	28,600	28,300	32,100	32,100
4030	PART-TIME PERS ONLY	5,979	0	0	0	0
4032	TEMPORARY	32,279	48,100	27,000	38,500	38,500
4130	OVERTIME	21,938	23,000	25,800	24,000	24,000
4131	OVERTIME-DIRECTED ENFORC	73	0	0	0	0
4241	P.E.R.S	297,928	371,600	358,900	432,000	471,600
4242	NON-PERSABLE COMPENSATIO	1,056	1,300	1,100	1,100	1,100
4244	MEDICAL/DENTAL INSURANCE	282,683	286,700	277,200	307,500	317,000
4245	LONG TERM DISABILITY	2,296	2,700	2,100	2,200	2,200
4247	LIFE INSURANCE	2,088	2,500	2,100	2,300	2,300
4250	FICA/HOSPITAL INSURANCE	19,478	22,800	20,000	23,800	24,300
4299	VACANCY RATE	0	-45,400	0	-47,700	-49,500
<b>Total: SALARIES &amp; WAGES</b>		<b>2,092,461</b>	<b>2,226,100</b>	<b>2,191,600</b>	<b>2,407,700</b>	<b>2,490,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,791	7,500	7,300	7,300	7,300
5125	PRINT SHOP	3,098	3,300	3,300	3,300	3,300
5230	BUILDING AND GROUNDS	26,405	32,500	32,700	32,700	32,700
5260	FIELDS	134,678	127,600	124,000	139,900	139,900
5262	SAFETY EQUIPMENT	804	800	800	800	800
5280	UNIFORM	8,729	13,200	13,200	13,200	13,200
5290	STREET SIGNS	11,974	12,000	12,000	12,000	12,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	14,429	13,500	13,500	14,200	14,200
<b>Total: SUPPLIES</b>		<b>209,907</b>	<b>213,400</b>	<b>209,800</b>	<b>226,400</b>	<b>226,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	469,688	586,100	555,800	600,400	600,400
6210	TELEPHONE	8,879	8,800	8,700	8,700	8,700
6505	GENERAL LIABILITY	89,500	85,700	85,700	65,400	65,700
6507	WORKERS' COMPENSATION	61,900	64,300	64,300	64,700	65,400
6611	ELECTRIC	164,454	180,600	185,000	190,600	199,300
6612	GAS	11,499	12,400	8,300	8,600	8,900
6614	WATER	143,685	145,000	139,800	160,800	185,000
6750	VEHICLE MAINTENANCE	249,009	231,400	234,000	222,500	224,800
6760	BUILDING REPAIR & MAINT	80,432	24,700	24,700	24,700	24,700
6781	SIGNAL MAINTENANCE	14,738	12,000	13,000	12,500	12,500
6790	CONTRACT TRAFFIC MARKING	84,343	85,000	85,000	85,000	85,000
6792	CONTRACT TREE TRIMMING	242,026	240,800	230,000	270,000	270,000
6902	DISPOSAL CHARGES	7,614	10,000	10,000	10,000	10,000
6903	PERMITS FEES	18,504	25,300	22,500	24,900	24,900
6930	MEMBERSHIP & PUBLICATIONS	2,231	3,200	3,100	3,500	3,500
6940	OFFICIAL MEETINGS	1,284	2,300	1,500	1,800	1,800
6960	EQUIPMENT REPLACEMENT	187,026	486,200	243,200	162,800	42,400

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
6970 TRAINING	4,466	6,800	5,200	6,800	6,800
6971 TUITION REIMBURSEMENT	2,044	5,900	1,900	10,100	10,100
6977 EMPLOYEE SUPPORT	2,511	3,200	3,200	3,200	3,200
<b>Total: OPERATING EXPENSES</b>	<b>1,845,833</b>	<b>2,219,700</b>	<b>1,924,900</b>	<b>1,937,000</b>	<b>1,853,100</b>
SPECIAL PROGRAMS					
7265 COUNTY PARK FOUNTAIN	637	1,000	1,000	1,000	1,000
7302 MAINTENANCE EXPENSE	0	0	0	13,500	18,000
7710 SERVICE CREDIT	-616,278	-633,500	-602,500	-661,900	-681,100
<b>Total: SPECIAL PROGRAMS</b>	<b>-615,641</b>	<b>-632,500</b>	<b>-601,500</b>	<b>-647,400</b>	<b>-662,100</b>
<b>Total Division:</b>	<b>3,532,559</b>	<b>4,026,700</b>	<b>3,724,800</b>	<b>3,923,700</b>	<b>3,907,900</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(2.56)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3301</b>		<b>PUBLIC WORKS-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	192,152	205,200	198,200	209,100	213,500
4011	SPECIALIST PAY	0	0	0	200	200
4014	VACATION SELL BACK	3,767	2,000	2,300	2,300	2,300
4015	ALLOWANCES	240	300	200	200	200
4019	STAND BY PAY	1,083	2,300	2,000	2,000	2,000
4021	LONGEVITY PAY	3,244	3,700	3,200	4,300	4,300
4130	OVERTIME	296	300	3,500	300	300
4241	P.E.R.S	42,165	52,400	50,500	57,800	63,100
4242	NON-PERSABLE COMPENSATION	385	400	400	400	400
4244	MEDICAL/DENTAL INSURANCE	26,668	29,500	24,500	30,600	31,900
4245	LONG TERM DISABILITY	228	300	200	200	200
4247	LIFE INSURANCE	355	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	3,142	3,100	3,200	3,100	3,200
4299	VACANCY RATE	0	-6,000	0	-6,200	-6,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>273,725</b>	<b>293,900</b>	<b>288,600</b>	<b>304,700</b>	<b>315,600</b>
SUPPLIES						
5110	OFFICE SUPPLIES	6,191	6,800	6,800	6,800	6,800
5125	PRINT SHOP	1,098	1,300	1,300	1,300	1,300
5260	FIELDS	181	300	300	300	300
5280	UNIFORM	500	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,970</b>	<b>8,900</b>	<b>8,900</b>	<b>8,900</b>	<b>8,900</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	77,100	84,700	84,700	64,300	64,600
6507	WORKERS' COMPENSATION	47,500	49,400	49,400	49,700	50,200
6930	MEMBERSHIP & PUBLICATIONS	991	1,700	1,700	2,000	2,000
6940	OFFICIAL MEETINGS	524	1,200	400	700	700
6960	EQUIPMENT REPLACEMENT	187,026	486,200	243,200	162,800	42,400
6970	TRAINING	23	500	500	500	500
6971	TUITION REIMBURSEMENT	173	700	700	3,200	3,200
6977	EMPLOYEE SUPPORT	2,511	3,200	3,200	3,200	3,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>315,847</b>	<b>627,600</b>	<b>383,800</b>	<b>286,400</b>	<b>166,800</b>
<b>Total:</b>		<b>597,542</b>	<b>930,400</b>	<b>681,300</b>	<b>600,000</b>	<b>491,300</b>
<b>Fund/Division: 0013301</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(35.51) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3302</b>		<b>PUBLIC WORKS-TREE/PARKWAY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	72,232	77,100	77,400	82,900	86,600
4014	VACATION SELL BACK	1,812	1,700	2,300	2,300	2,300
4021	LONGEVITY PAY	547	600	500	1,100	1,100
4032	TEMPORARY	10,673	13,300	10,000	10,000	10,000
4130	OVERTIME	2,678	3,200	3,200	3,200	3,200
4241	P.E.R.S	15,698	19,500	19,500	22,800	25,400
4242	NON-PERSABLE COMPENSATION	128	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	15,902	15,700	15,000	16,100	16,600
4245	LONG TERM DISABILITY	124	200	100	100	100
4247	LIFE INSURANCE	150	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,249	1,400	1,300	1,400	1,500
4299	VACANCY RATE	0	-2,700	0	-2,800	-2,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>121,191</b>	<b>130,400</b>	<b>129,500</b>	<b>137,400</b>	<b>144,200</b>
SUPPLIES						
5260	FIELDS	2,694	3,000	3,000	3,000	3,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	1,466	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,160</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	34,128	30,000	32,000	30,000	30,300
6792	CONTRACT TREE TRIMMING	242,026	240,800	230,000	270,000	270,000
6930	MEMBERSHIP & PUBLICATIONS	140	300	300	300	300
6940	OFFICIAL MEETINGS	235	400	400	400	400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>276,530</b>	<b>271,500</b>	<b>262,700</b>	<b>300,700</b>	<b>301,000</b>
<b>Total:</b>		<b>404,881</b>	<b>409,400</b>	<b>399,700</b>	<b>445,600</b>	<b>452,700</b>
<b>Fund/Division: 0013302</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					8.84 %	

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 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	9,272	10,000	10,000	10,000	10,000
5260 FIELDS	14,973	16,000	16,000	16,000	16,000
5410 TOOLS	296	300	300	300	300
<b>Total: SUPPLIES</b>	<b>24,541</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>
OPERATING EXPENSES					
6160 CONTRACT SERVICES	316,768	340,300	340,300	361,400	361,400
6210 TELEPHONE	1,069	1,000	1,100	1,100	1,100
6611 ELECTRIC	8,874	9,700	9,000	9,300	9,800
6614 WATER	141,781	143,000	138,100	158,800	182,600
6750 VEHICLE MAINTENANCE	4,501	4,100	3,000	3,000	3,000
6940 OFFICIAL MEETINGS	0	200	200	200	200
<b>Total: OPERATING EXPENSES</b>	<b>472,993</b>	<b>498,300</b>	<b>491,700</b>	<b>533,800</b>	<b>558,100</b>
<b>Total:</b>	<b>497,534</b>	<b>524,600</b>	<b>518,000</b>	<b>560,100</b>	<b>584,400</b>
<b>Fund/Division: 0013303</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				6.77 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3304</b>		<b>PUBLIC WORKS-STREETS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	494,439	538,400	523,100	613,400	630,800
4014	VACATION SELL BACK	6,019	6,000	6,000	6,000	6,000
4015	ALLOWANCES	76	0	200	200	200
4021	LONGEVITY PAY	7,977	7,400	7,800	8,700	8,700
4032	TEMPORARY	4,895	9,500	7,000	8,500	8,500
4130	OVERTIME	4,809	7,000	4,200	5,000	5,000
4241	P.E.R.S	106,150	136,900	130,400	169,200	185,400
4242	NON-PERSABLE COMPENSATION	132	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	119,025	119,700	121,700	135,500	139,300
4245	LONG TERM DISABILITY	962	1,000	1,000	1,000	1,000
4247	LIFE INSURANCE	711	800	700	800	800
4250	FICA/HOSPITAL INSURANCE	7,747	8,200	8,300	8,600	8,900
4299	VACANCY RATE	0	-16,700	0	-17,800	-18,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>752,943</b>	<b>818,400</b>	<b>810,600</b>	<b>939,300</b>	<b>976,200</b>
SUPPLIES						
5260	FIELDS	71,992	72,000	72,000	85,000	85,000
5280	UNIFORM	4,617	7,000	7,000	7,000	7,000
5290	STREET SIGNS	11,974	12,000	12,000	12,000	12,000
5410	TOOLS	4,970	5,500	5,500	5,500	5,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>93,553</b>	<b>96,500</b>	<b>96,500</b>	<b>109,500</b>	<b>109,500</b>
OPERATING EXPENSES						
6210	TELEPHONE	1,329	2,100	1,900	1,900	1,900
6750	VEHICLE MAINTENANCE	93,503	93,500	77,000	92,000	92,900
6790	CONTRACT TRAFFIC MARKING	84,343	85,000	85,000	85,000	85,000
6902	DISPOSAL CHARGES	5,980	8,000	8,000	8,000	8,000
6940	OFFICIAL MEETINGS	524	500	500	500	500
6970	TRAINING	280	400	400	400	400
6971	TUITION REIMBURSEMENT	1,871	5,200	1,200	6,900	6,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>187,830</b>	<b>194,700</b>	<b>174,000</b>	<b>194,700</b>	<b>195,600</b>
SPECIAL PROGRAMS						
7302	MAINTENANCE EXPENSE	0	0	0	13,500	18,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,500</b>	<b>18,000</b>
<b>Total:</b>		<b>1,034,327</b>	<b>1,109,600</b>	<b>1,081,100</b>	<b>1,257,000</b>	<b>1,299,300</b>
<b>Fund/Division: 0013304</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					13.28 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3305</b>		<b>PUBLIC WORKS-TRAFFIC SGNL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	26,719	30,700	31,200	32,300	32,600
4014	VACATION SELL BACK	619	500	500	500	500
4021	LONGEVITY PAY	610	600	500	600	600
4032	TEMPORARY	5,242	0	0	0	0
4130	OVERTIME	2,680	2,000	2,800	3,000	3,000
4241	P.E.R.S	5,897	7,900	7,900	8,900	9,600
4244	MEDICAL/DENTAL INSURANCE	5,721	6,000	5,900	6,100	6,300
4245	LONG TERM DISABILITY	43	100	0	0	0
4247	LIFE INSURANCE	29	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	416	500	500	600	600
4299	VACANCY RATE	0	-1,000	0	-1,000	-1,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>47,975</b>	<b>47,400</b>	<b>49,300</b>	<b>51,000</b>	<b>52,100</b>
SUPPLIES						
5260	FIELDS	12,360	12,800	12,100	12,100	12,100
5410	TOOLS	269	300	300	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>12,629</b>	<b>13,100</b>	<b>12,400</b>	<b>13,100</b>	<b>13,100</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	47,700	45,000	55,500	55,500
6210	TELEPHONE	430	0	0	0	0
6611	ELECTRIC	41,750	43,700	44,200	45,500	46,900
6750	VEHICLE MAINTENANCE	8,043	8,000	7,000	7,500	7,600
6760	BUILDING REPAIR & MAINT	57,186	0	0	0	0
6781	SIGNAL MAINTENANCE	14,738	12,000	13,000	12,500	12,500
6970	TRAINING	745	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>122,892</b>	<b>112,900</b>	<b>110,700</b>	<b>122,500</b>	<b>124,000</b>
<b>Total:</b>		<b>183,496</b>	<b>173,400</b>	<b>172,400</b>	<b>186,600</b>	<b>189,200</b>
<b>Fund/Division: 0013305</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.61 %	

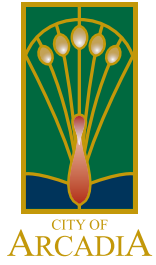
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3307</b>		<b>PUBLIC WORKS-STREET CLEAN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	138,277	144,200	145,400	149,800	151,400
4014	VACATION SELL BACK	5,204	2,500	2,500	2,500	2,500
4021	LONGEVITY PAY	4,313	5,100	5,100	5,500	5,500
4130	OVERTIME	5,795	5,000	5,100	6,500	6,500
4241	P.E.R.S	30,735	37,500	37,600	42,000	45,400
4244	MEDICAL/DENTAL INSURANCE	29,994	29,700	29,600	30,500	31,500
4245	LONG TERM DISABILITY	248	300	200	200	200
4247	LIFE INSURANCE	165	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,207	2,300	2,200	2,400	2,400
4299	VACANCY RATE	0	-4,500	0	-4,800	-4,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>216,938</b>	<b>222,300</b>	<b>227,900</b>	<b>234,800</b>	<b>240,700</b>
SUPPLIES						
5260	FIELDS	4,942	5,000	2,100	5,000	5,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>4,942</b>	<b>5,000</b>	<b>2,100</b>	<b>5,000</b>	<b>5,000</b>
OPERATING EXPENSES						
6614	WATER	300	300	300	300	400
6750	VEHICLE MAINTENANCE	87,290	80,000	100,000	75,000	75,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>87,590</b>	<b>80,300</b>	<b>100,300</b>	<b>75,300</b>	<b>76,200</b>
<b>Total:</b>		<b>309,469</b>	<b>307,600</b>	<b>330,300</b>	<b>315,100</b>	<b>321,900</b>
<b>Fund/Division: 0013307</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.44 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3309</b>		<b>FACILITY MAINTENANCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	94,146	95,900	96,900	99,300	100,400
4014	VACATION SELL BACK	1,223	1,200	1,700	1,800	1,800
4019	STAND BY PAY	391	0	0	0	0
4020	STABILITY PAY	130	200	100	100	100
4021	LONGEVITY PAY	2,951	3,000	3,000	3,100	3,100
4030	PART-TIME PERS ONLY	5,979	0	0	0	0
4032	TEMPORARY	11,469	25,300	10,000	20,000	20,000
4130	OVERTIME	1,339	2,500	4,000	3,000	3,000
4131	OVERTIME-DIRECTED ENFORCM	73	0	0	0	0
4241	P.E.R.S	22,081	24,800	24,900	27,700	30,000
4242	NON-PERSABLE COMPENSATION	140	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	17,414	16,900	16,700	17,400	17,900
4245	LONG TERM DISABILITY	134	200	100	100	100
4247	LIFE INSURANCE	164	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,146	1,900	1,100	1,900	1,900
4299	VACANCY RATE	0	-3,400	0	-3,500	-3,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>158,781</b>	<b>168,900</b>	<b>158,800</b>	<b>171,200</b>	<b>175,000</b>
SUPPLIES						
5230	BUILDING AND GROUNDS	16,649	22,000	22,000	22,000	22,000
5260	FIELDS	7,117	3,500	3,500	3,500	3,500
5280	UNIFORM	1,463	2,100	2,100	2,100	2,100
5410	TOOLS	272	400	400	400	400
<b>Total:</b>	<b>SUPPLIES</b>	<b>25,501</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	72,913	75,500	75,500	75,500	75,500
6210	TELEPHONE	5,195	4,800	4,700	4,700	4,700
6611	ELECTRIC	97,788	109,600	112,400	115,800	121,600
6612	GAS	11,223	12,100	8,000	8,300	8,600
6614	WATER	1,018	1,100	900	1,100	1,300
6750	VEHICLE MAINTENANCE	7,401	6,800	7,500	7,000	7,100
6760	BUILDING REPAIR & MAINT	23,246	24,700	24,700	24,700	24,700
6970	TRAINING	0	400	400	400	400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>218,784</b>	<b>235,000</b>	<b>234,100</b>	<b>237,500</b>	<b>243,900</b>
SPECIAL PROGRAMS						
7265	COUNTY PARK FOUNTAIN	637	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>637</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total:</b>		<b>403,703</b>	<b>432,900</b>	<b>421,900</b>	<b>437,700</b>	<b>447,900</b>
<b>Fund/Division: 0013309</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.11 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3321</b>		<b>PUBLIC WORK-STORMWATER</b>				
SUPPLIES						
5125	PRINT SHOP	2,000	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	80,007	122,600	95,000	108,000	108,000
6903	PERMITS FEES	18,500	24,100	22,000	22,000	22,000
6930	MEMBERSHIP & PUBLICATIONS	1,100	1,200	1,100	1,200	1,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>99,607</b>	<b>147,900</b>	<b>118,100</b>	<b>131,200</b>	<b>131,200</b>
<b>Total:</b>		<b>101,607</b>	<b>149,900</b>	<b>120,100</b>	<b>133,200</b>	<b>133,200</b>
<b>Fund/Division: 0013321</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(11.14) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3331</b>		<b>PUBLIC WORK-GARAGE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	344,835	360,900	346,000	373,900	380,400
4014	VACATION SELL BACK	7,864	6,800	6,800	6,800	6,800
4019	STAND BY PAY	7,942	7,500	5,500	5,500	5,500
4020	STABILITY PAY	750	800	800	800	800
4021	LONGEVITY PAY	7,103	8,200	8,200	8,800	8,800
4130	OVERTIME	4,341	3,000	3,000	3,000	3,000
4241	P.E.R.S	75,202	92,600	88,100	103,600	112,700
4242	NON-PERSABLE COMPENSATION	270	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	67,958	69,200	63,800	71,300	73,500
4245	LONG TERM DISABILITY	557	600	500	600	600
4247	LIFE INSURANCE	514	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	3,571	5,400	3,400	5,800	5,800
4299	VACANCY RATE	0	-11,100	0	-11,600	-12,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>520,908</b>	<b>544,800</b>	<b>526,900</b>	<b>569,300</b>	<b>586,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	600	700	500	500	500
5230	BUILDING AND GROUNDS	484	500	700	700	700
5260	FIELDS	20,419	15,000	15,000	15,000	15,000
5262	SAFETY EQUIPMENT	804	800	800	800	800
5280	UNIFORM	2,149	3,600	3,600	3,600	3,600
5410	TOOLS	7,156	5,500	5,500	5,500	5,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>31,611</b>	<b>26,100</b>	<b>26,100</b>	<b>26,100</b>	<b>26,100</b>
OPERATING EXPENSES						
6210	TELEPHONE	856	900	1,000	1,000	1,000
6505	GENERAL LIABILITY	12,400	1,000	1,000	1,100	1,100
6507	WORKERS' COMPENSATION	14,400	14,900	14,900	15,000	15,200
6611	ELECTRIC	16,042	17,600	19,400	20,000	21,000
6612	GAS	277	300	300	300	300
6614	WATER	586	600	500	600	700
6750	VEHICLE MAINTENANCE	14,142	9,000	7,500	8,000	8,100
6902	DISPOSAL CHARGES	1,634	2,000	2,000	2,000	2,000
6903	PERMITS FEES	4	1,200	500	2,900	2,900
6970	TRAINING	3,417	4,000	2,400	4,000	4,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>63,759</b>	<b>51,500</b>	<b>49,500</b>	<b>54,900</b>	<b>56,300</b>
SPECIAL PROGRAMS						
7710	SERVICE CREDIT	-616,278	-633,500	-602,500	-661,900	-681,100
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>-616,278</b>	<b>-633,500</b>	<b>-602,500</b>	<b>-661,900</b>	<b>-681,100</b>
<b>Total:</b>		<b>0</b>	<b>-11,100</b>	<b>0</b>	<b>-11,600</b>	<b>-12,000</b>
<b>Fund/Division: 0013331</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.00 %	

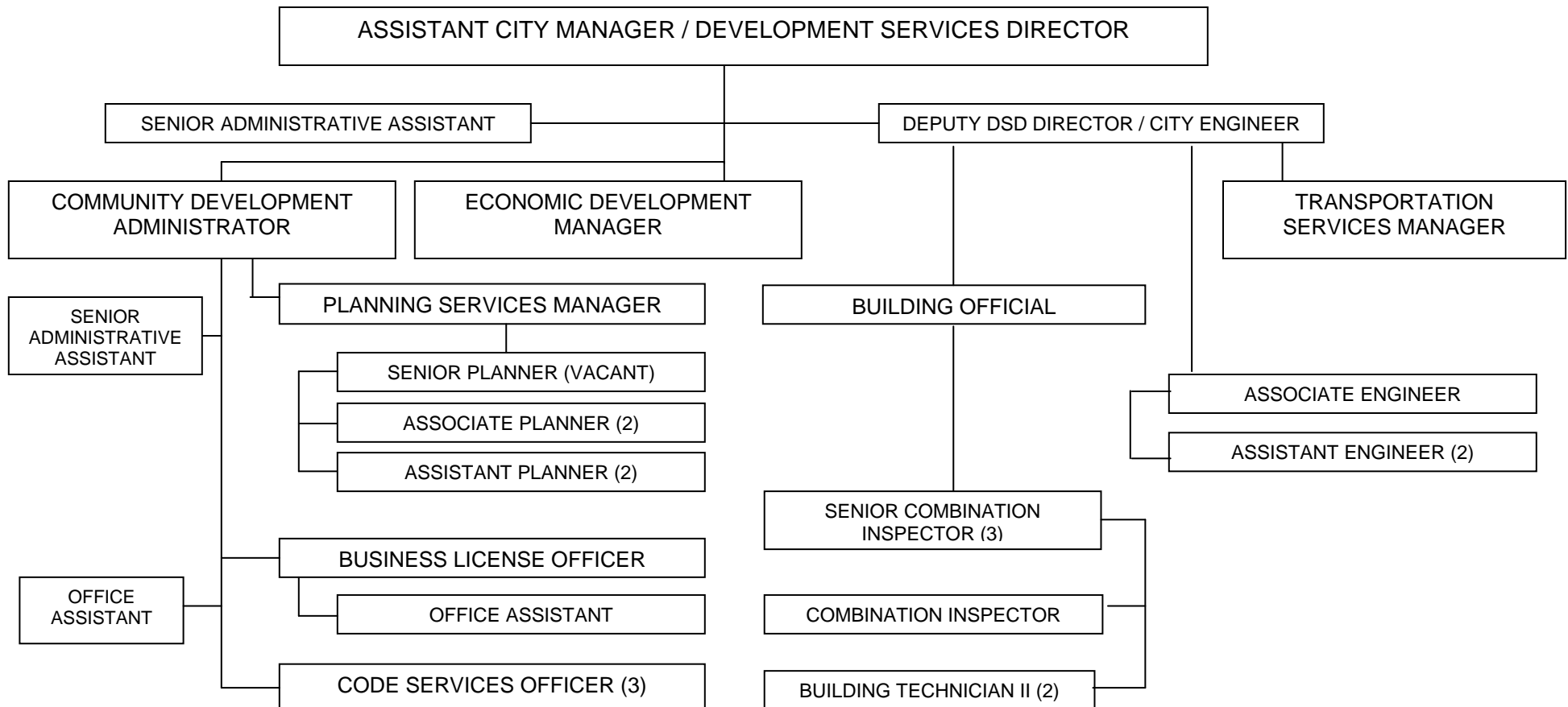
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# DEVELOPMENT SERVICES



# DEVELOPMENT SERVICES DEPARTMENT



## DEVELOPMENT SERVICES DEPARTMENT

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### Description:

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

- **Engineering Services** manages capital improvement projects such as street repaving and reconstruction, intersection widening and traffic signal improvements, provides plan check services on development projects, issues permits for all development work in the public right-of-way, handles all traffic related issues and requests, works on all Gold Line construction issues, 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. Planning also manages long term projects such as General Plan Updates, Code Amendments, and Specific Plans.
- **Economic Development Services /Successor Agency** provides assistance to local businesses through coordination with the Chamber of Commerce, the Downtown Arcadia Business Association, and regional economic development initiatives. Economic Development also acts as ombudsman to the business community and seeks to retain existing business and recruit new business. In addition, Successor Agency staff manages the State-mandated “wind down” of Redevelopment and the sale of former Redevelopment-owned properties.
- **Building Services** reviews and inspects all new construction in the City. Building Inspectors, along with consultant plan checkers, ensure that all new construction meets relevant State and local Codes for building safety and environmental controls, and that construction occurs correctly in the field. Building Services also assists numerous residents on options for improving their property.

## Development Services Department - Continued

- **Business License Services** handles City licensing functions related to new businesses, home occupations, contractors and vendors throughout the City. Business License staff also processes filming requests and conducts field inspections to ensure businesses are operating legally with licenses.
- **Code Services** works diligently to maintain the appearance of the City in both residential and commercial areas. Many of the violations addressed by Code Services are property maintenance-related (i.e. landscaping, signs, illegal structures, etc.) Code Services also endeavors to have a presence in the City on weekends to ensure off-hours maintenance.
- **Transportation Services** manages operation of the Arcadia Transit Dial-a-Ride program and ensures compliance with the many state and federal funding and monitoring requirements for this program. In addition, staff works with the Gold Line Authority on planning for the future rail line and manages other transportation programs and initiatives.

### FY 2015-16 Work Program:

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

1. Respond to the expected continued pace of development in Arcadia. Residential projects (both single and multi-family) are currently at unprecedented levels throughout the city, and large commercial projects are also expected.
2. Continue to process extensive design review cases for single-family and multi-family projects with efficiency and consistency. All projects now require neighborhood notification. Continue close coordination and assistance efforts with all Homeowners' Associations.
3. Complete the extensive Zoning Code Update project and lead the Council-requested "Neighborhood Impacts Committee" to a positive set of policy considerations to be combined with the Update.
4. Coordinate with the Gold Line Construction Authority on all elements of construction of the light rail system through Arcadia. Train testing will occur in this fiscal year and the passenger rail should open toward the end of the fiscal year.
5. Complete construction of Capital Improvement Projects, including the Duarte Road/Baldwin Avenue intersection, Foothill Boulevard resurfacing, and reconstruction of downtown City parking lots.

## **Development Services Department - Continued**

6. Continue the wind-down efforts of the former Arcadia Redevelopment Agency. Continue to work with Los Angeles County Housing Authority to take over the former housing assets of the Agency.
7. Provide technical assistance to the Downtown Arcadia Improvement Association, coordinate Downtown events and assist with recommendations from the group.
8. With the addition of another Code Services Officer, expand the code enforcement presence in the field to correct property violations and ensure code compliance in both residential and commercial neighborhoods throughout the City. Specific emphasis is on commercial corridors and vacant residential properties.
9. Continue close coordination with Santa Anita Racetrack on operational improvements and planning at Santa Anita, as well as additional uses of the facility and the site, such as the Cal Phil concert series, 626 Night Market, Circus Vargas, and other special events.
10. Process a Specific Plan for the Arcadia Logistics Center at the Lower Azusa Road Reclamation Area, initiate construction on the Santa Anita Inn hotel development, complete the improvements for the Rusnak Mercedes Benz Dealership Improvements, and continue to coordinate with Westfield Santa Anita on improvements to the Mall.
11. Develop a more robust Economic Development function and presence throughout the City. Including the active marketing and promotion of an “ombudsman” to assist with new business and City interaction, continued coordination with the Chamber of Commerce, and targeted redevelopment of key commercial sites.
12. Complete the study of the Arcadia Transit system and explore the possibility of a fixed-route service throughout the City to connect to the Gold Line station.
13. Continue to promote filming in Arcadia and be as “film-friendly” as possible.
14. Complete ADA improvements at key locations throughout the City.

*DEVELOPMENT**No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director	0.45
Assistant Engineer	2.00
Assistant Planner	2.00
Associate Civil Engineer	1.00
Associate Planner	1.70
Building Official	1.00
Building Technician	2.00
Business License Officer	1.00
Code Service Officer	3.00
Combination Inspector	1.00
Community Development Administrator	1.00
Deputy Director of Development Services/City Engineer	0.50
Management Analyst	0.55
Office Assistant	2.00
Planning Services Manager	1.00
Senior Administrative Assistant	1.60
Senior Combination Building Inspector	3.00

**TOTAL**

<b>24.80</b>
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ACCOUNT TITLE		2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>4100</b>	<b>DEVELOPMENT SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,648,779	1,919,900	1,815,500	1,964,300	2,005,100
4011	SPECIALIST PAY	1,833	1,900	1,900	1,900	1,900
4014	VACATION SELL BACK	17,172	19,200	20,100	21,600	23,800
4015	ALLOWANCES	2,545	2,900	2,800	2,800	2,800
4021	LONGEVITY PAY	24,597	29,200	28,300	31,300	31,700
4032	TEMPORARY	16,107	5,600	2,000	2,500	2,500
4130	OVERTIME	3,205	3,000	4,200	6,400	6,400
4241	P.E.R.S	358,638	491,600	457,000	540,950	591,350
4242	NON-PERSABLE COMPENSATIOI	2,697	3,200	2,700	3,000	3,000
4244	MEDICAL/DENTAL INSURANCE	255,645	297,300	279,000	308,200	320,000
4245	LONG TERM DISABILITY	2,116	2,400	2,300	2,600	2,600
4247	LIFE INSURANCE	2,815	3,600	2,900	3,200	3,200
4250	FICA/HOSPITAL INSURANCE	25,039	28,600	27,500	30,100	30,800
4299	VACANCY RATE	0	-52,500	0	-58,800	-60,900
<b>Total: SALARIES &amp; WAGES</b>		<b>2,361,189</b>	<b>2,755,900</b>	<b>2,646,200</b>	<b>2,860,050</b>	<b>2,964,250</b>
SUPPLIES						
5110	OFFICE SUPPLIES	38,550	38,100	36,900	37,800	37,800
5125	PRINT SHOP	13,685	21,100	16,900	19,300	18,300
5280	UNIFORM	1,419	3,200	2,600	3,300	3,300
<b>Total: SUPPLIES</b>		<b>53,655</b>	<b>62,400</b>	<b>56,400</b>	<b>60,400</b>	<b>59,400</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	155,732	383,313	366,400	285,050	289,750
6165	PLAN CHECK SERVICES	998,358	1,000,000	1,000,000	900,000	900,000
6210	TELEPHONE	2,343	2,800	2,400	3,800	3,800
6310	MILEAGE	131	500	400	500	600
6505	GENERAL LIABILITY	74,400	94,500	94,500	77,700	78,000
6507	WORKERS' COMPENSATION	34,200	33,800	33,800	34,200	34,500
6730	OFFICE EQUIPMENT	6,611	19,900	14,300	11,000	10,400
6750	VEHICLE MAINTENANCE	21,657	19,700	22,500	23,800	24,000
6903	PERMITS FEES	0	300	300	300	300
6930	MEMBERSHIP & PUBLICATIONS	19,599	18,200	17,300	18,300	22,400
6940	OFFICIAL MEETINGS	8,635	13,800	12,000	19,600	17,800
6960	EQUIPMENT REPLACEMENT	15,818	137,100	20,000	230,100	53,200
6970	TRAINING	2,838	10,200	6,900	8,400	8,000
6971	TUITION REIMBURSEMENT	0	1,500	0	0	0
6977	EMPLOYEE SUPPORT	1,236	1,300	1,300	1,400	1,400
<b>Total: OPERATING EXPENSES</b>		<b>1,341,557</b>	<b>1,736,913</b>	<b>1,592,100</b>	<b>1,614,150</b>	<b>1,444,150</b>
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	87,161	72,000	72,000	72,000	72,000
<b>Total: SPECIAL PROGRAMS</b>		<b>87,161</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>
<b>Total Division:</b>		<b>3,843,562</b>	<b>4,627,213</b>	<b>4,366,700</b>	<b>4,606,600</b>	<b>4,539,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.45)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4101</b>		<b>DEV SVCS-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	82,469	133,900	133,900	137,800	141,400
4014	VACATION SELL BACK	142	200	200	200	200
4015	ALLOWANCES	2,065	2,400	2,300	2,300	2,300
4021	LONGEVITY PAY	765	900	800	900	900
4032	TEMPORARY	4,335	600	0	500	500
4241	P.E.R.S	17,913	33,800	33,800	37,600	41,300
4242	NON-PERSABLE COMPENSATION	354	500	400	400	400
4244	MEDICAL/DENTAL INSURANCE	9,350	20,500	19,700	21,400	22,400
4245	LONG TERM DISABILITY	59	200	200	200	200
4247	LIFE INSURANCE	225	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,271	2,000	2,000	2,000	2,100
4299	VACANCY RATE	0	-3,900	0	-4,100	-4,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>118,948</b>	<b>191,500</b>	<b>193,600</b>	<b>199,500</b>	<b>207,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,300	1,000	1,000	1,000	1,000
5125	PRINT SHOP	0	100	100	100	100
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,300</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	7,200	8,000	8,000	8,000	8,000
6505	GENERAL LIABILITY	74,400	94,500	94,500	77,700	78,000
6507	WORKERS' COMPENSATION	34,200	33,800	33,800	34,200	34,500
6730	OFFICE EQUIPMENT	0	100	100	100	100
6750	VEHICLE MAINTENANCE	4,180	4,700	3,700	4,200	4,200
6930	MEMBERSHIP & PUBLICATIONS	725	700	700	700	700
6940	OFFICIAL MEETINGS	475	1,100	1,100	1,100	1,100
6960	EQUIPMENT REPLACEMENT	15,818	137,100	20,000	230,100	53,200
6970	TRAINING	212	800	0	800	800
6977	EMPLOYEE SUPPORT	1,236	1,300	1,300	1,400	1,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>138,446</b>	<b>282,100</b>	<b>163,200</b>	<b>358,300</b>	<b>182,000</b>
<b>Total:</b>		<b>258,694</b>	<b>474,700</b>	<b>357,900</b>	<b>558,900</b>	<b>390,900</b>
<b>Fund/Division: 0014101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					17.74 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4103</b>		<b>DEV SVCS-PLANNING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	531,989	566,400	570,500	593,400	603,200
4011	SPECIALIST PAY	868	900	900	900	900
4014	VACATION SELL BACK	6,720	5,000	7,500	9,600	10,000
4021	LONGEVITY PAY	5,404	6,200	6,200	7,700	8,100
4130	OVERTIME	222	500	1,100	1,500	1,500
4241	P.E.R.S	114,990	143,800	143,200	162,900	177,400
4242	NON-PERSABLE COMPENSATION	1,165	1,300	1,200	1,300	1,300
4244	MEDICAL/DENTAL INSURANCE	79,662	83,200	81,600	86,200	89,400
4245	LONG TERM DISABILITY	639	700	700	700	700
4247	LIFE INSURANCE	1,021	1,200	1,100	1,100	1,100
4250	FICA/HOSPITAL INSURANCE	8,249	8,400	8,900	8,700	8,900
4299	VACANCY RATE	0	-16,400	0	-17,500	-18,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>750,929</b>	<b>801,200</b>	<b>822,900</b>	<b>856,500</b>	<b>884,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	28,874	25,000	25,000	25,000	25,000
5125	PRINT SHOP	5,379	10,000	8,000	10,000	8,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>34,253</b>	<b>35,000</b>	<b>33,000</b>	<b>35,000</b>	<b>33,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	23,726	167,400	157,400	32,800	40,000
6165	PLAN CHECK SERVICES	189,180	200,000	200,000	200,000	200,000
6310	MILEAGE	12	100	0	100	100
6730	OFFICE EQUIPMENT	1,678	8,400	6,500	2,300	2,300
6750	VEHICLE MAINTENANCE	2,256	2,000	1,500	1,800	1,800
6903	PERMITS FEES	0	300	300	300	300
6930	MEMBERSHIP & PUBLICATIONS	3,641	4,700	4,000	4,400	4,500
6940	OFFICIAL MEETINGS	3,655	6,200	5,000	10,400	6,000
6970	TRAINING	28	1,600	1,600	1,600	1,600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>224,177</b>	<b>390,700</b>	<b>376,300</b>	<b>253,700</b>	<b>256,600</b>
<b>Total:</b>		<b>1,009,359</b>	<b>1,226,900</b>	<b>1,232,200</b>	<b>1,145,200</b>	<b>1,174,000</b>
<b>Fund/Division: 0014103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(6.66) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4104</b>		<b>DEV SVCS-BUILDING/SAFETY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	465,975	532,600	494,300	548,300	557,400
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	6,038	7,000	7,000	7,800	7,800
4021	LONGEVITY PAY	9,161	10,400	10,400	10,800	10,800
4032	TEMPORARY	5,078	5,000	2,000	2,000	2,000
4130	OVERTIME	2,018	1,500	1,600	2,500	2,500
4241	P.E.R.S	102,348	137,900	126,200	151,600	164,900
4242	NON-PERSABLE COMPENSATION	568	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	73,419	82,800	75,600	85,900	89,100
4245	LONG TERM DISABILITY	620	600	600	700	700
4247	LIFE INSURANCE	713	800	700	800	800
4250	FICA/HOSPITAL INSURANCE	7,398	7,900	7,500	9,100	9,200
4299	VACANCY RATE	0	-13,800	0	-16,400	-16,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>674,300</b>	<b>774,300</b>	<b>727,500</b>	<b>804,700</b>	<b>829,900</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,160	3,900	3,900	4,100	4,100
5125	PRINT SHOP	1,313	1,500	1,500	1,700	1,700
5280	UNIFORM	850	1,700	1,700	1,900	1,900
<b>Total:</b>	<b>SUPPLIES</b>	<b>5,323</b>	<b>7,100</b>	<b>7,100</b>	<b>7,700</b>	<b>7,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	19,046	26,000	26,000	33,500	30,000
6165	PLAN CHECK SERVICES	809,178	800,000	800,000	700,000	700,000
6210	TELEPHONE	1,538	2,000	1,600	3,000	3,000
6310	MILEAGE	82	200	200	200	200
6730	OFFICE EQUIPMENT	641	2,600	2,600	2,000	2,000
6750	VEHICLE MAINTENANCE	12,044	12,800	17,300	17,800	18,000
6930	MEMBERSHIP & PUBLICATIONS	6,401	2,500	2,500	2,800	6,800
6940	OFFICIAL MEETINGS	20	200	200	200	200
6970	TRAINING	1,579	4,000	4,000	3,000	3,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>850,530</b>	<b>850,300</b>	<b>854,400</b>	<b>762,500</b>	<b>763,200</b>
<b>Total:</b>		<b>1,530,153</b>	<b>1,631,700</b>	<b>1,589,000</b>	<b>1,574,900</b>	<b>1,600,800</b>
<b>Fund/Division: 0014104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.48) %	

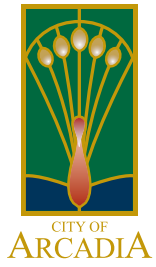
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 4105		DEV SVCS-CODE SERVICES				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	119,152	174,300	144,500	177,900	182,600
4014	VACATION SELL BACK	1,140	1,200	2,000	600	1,200
4021	LONGEVITY PAY	2,731	3,000	2,900	3,400	3,400
4130	OVERTIME	907	1,000	1,500	1,200	1,200
4241	P.E.R.S	26,277	44,600	36,600	49,100	53,900
4244	MEDICAL/DENTAL INSURANCE	22,534	33,900	26,900	35,100	36,500
4245	LONG TERM DISABILITY	198	200	200	300	300
4247	LIFE INSURANCE	132	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,018	2,600	2,400	2,600	2,700
4299	VACANCY RATE	0	-3,600	0	-5,400	-5,600
Total:	SALARIES & WAGES	175,088	257,400	217,200	265,000	276,400
SUPPLIES						
5110	OFFICE SUPPLIES	846	1,200	1,000	1,200	1,200
5125	PRINT SHOP	973	1,500	1,200	1,500	1,500
5280	UNIFORM	569	1,500	900	1,400	1,400
Total:	SUPPLIES	2,389	4,200	3,100	4,100	4,100
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,157	2,400	1,000	1,200	1,200
6210	TELEPHONE	805	800	800	800	800
6310	MILEAGE	0	100	100	100	200
6730	OFFICE EQUIPMENT	0	900	300	900	300
6750	VEHICLE MAINTENANCE	2,944	200	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	150	300	200	300	300
6940	OFFICIAL MEETINGS	1,148	1,400	1,300	1,500	3,100
6970	TRAINING	549	2,000	700	1,100	600
6971	TUITION REIMBURSEMENT	0	1,500	0	0	0
Total:	OPERATING EXPENSES	6,752	9,600	4,400	5,900	6,500
Total:		184,230	271,200	224,700	275,000	287,000
Fund/Division: 0014105						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.40 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4106</b>		<b>DEV SVCS-BUSINESS LICENSE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	93,742	110,800	107,000	117,800	120,200
4014	VACATION SELL BACK	0	2,400	0	0	1,200
4021	LONGEVITY PAY	2,186	3,200	3,000	3,400	3,400
4032	TEMPORARY	6,694	0	0	0	0
4130	OVERTIME	0	0	0	1,200	1,200
4241	P.E.R.S	20,644	29,300	27,400	32,800	35,800
4244	MEDICAL/DENTAL INSURANCE	20,925	22,600	21,700	23,400	24,300
4245	LONG TERM DISABILITY	198	200	200	200	200
4247	LIFE INSURANCE	132	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	728	1,700	800	1,800	1,800
4299	VACANCY RATE	0	-3,300	0	-3,600	-3,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>145,248</b>	<b>167,100</b>	<b>160,200</b>	<b>177,100</b>	<b>184,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,703	3,500	2,500	2,500	2,500
5125	PRINT SHOP	5,094	6,000	5,000	4,000	5,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>6,797</b>	<b>9,500</b>	<b>7,500</b>	<b>6,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	6,360	9,000	9,000	9,000	10,000
6310	MILEAGE	36	100	100	100	100
6730	OFFICE EQUIPMENT	0	2,900	300	700	700
6930	MEMBERSHIP & PUBLICATIONS	150	200	200	300	300
6940	OFFICIAL MEETINGS	571	1,500	1,500	1,600	2,600
6970	TRAINING	60	300	100	400	500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>7,178</b>	<b>14,000</b>	<b>11,200</b>	<b>12,100</b>	<b>14,200</b>
<b>Total:</b>		<b>159,222</b>	<b>190,600</b>	<b>178,900</b>	<b>195,700</b>	<b>206,100</b>
<b>Fund/Division: 0014106</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.68 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4107</b>		<b>DEV SVCS-ENGINEERING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	308,734	335,300	338,300	348,700	356,300
4014	VACATION SELL BACK	3,134	3,400	3,400	3,400	3,400
4015	ALLOWANCES	480	500	500	500	500
4021	LONGEVITY PAY	3,996	4,800	4,800	5,100	5,100
4130	OVERTIME	59	0	0	0	0
4241	P.E.R.S	66,335	85,300	84,700	95,700	104,700
4242	NON-PERSABLE COMPENSATION	373	400	400	400	400
4244	MEDICAL/DENTAL INSURANCE	43,439	45,900	44,900	47,600	49,400
4245	LONG TERM DISABILITY	362	400	400	400	400
4247	LIFE INSURANCE	438	500	400	500	500
4250	FICA/HOSPITAL INSURANCE	4,645	5,000	5,200	5,100	5,200
4299	VACANCY RATE	0	-9,600	0	-10,100	-10,500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>431,995</b>	<b>471,900</b>	<b>483,000</b>	<b>497,300</b>	<b>515,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,368	3,000	3,000	3,000	3,000
5125	PRINT SHOP	626	1,000	800	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,993</b>	<b>4,000</b>	<b>3,800</b>	<b>4,000</b>	<b>4,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	40,428	50,513	45,000	45,000	45,000
6730	OFFICE EQUIPMENT	4,293	5,000	4,500	5,000	5,000
6750	VEHICLE MAINTENANCE	233	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	1,032	1,800	1,800	1,800	1,800
6940	OFFICIAL MEETINGS	1,138	2,000	1,500	2,000	2,000
6970	TRAINING	410	1,500	500	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>47,532</b>	<b>60,813</b>	<b>53,300</b>	<b>55,300</b>	<b>55,300</b>
<b>Total:</b>		<b>482,520</b>	<b>536,713</b>	<b>540,100</b>	<b>556,600</b>	<b>574,700</b>
<b>Fund/Division: 0014107</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.71 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4108</b>		<b>DSD-ECONOMIC DEVELOPMENT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	46,719	66,600	27,000	40,400	44,000
4021	LONGEVITY PAY	353	700	200	0	0
4241	P.E.R.S	10,131	16,900	5,100	11,250	13,350
4242	NON-PERSABLE COMPENSATION	239	400	100	300	300
4244	MEDICAL/DENTAL INSURANCE	6,317	8,400	8,600	8,600	8,900
4245	LONG TERM DISABILITY	40	100	0	100	100
4247	LIFE INSURANCE	153	300	100	200	200
4250	FICA/HOSPITAL INSURANCE	730	1,000	700	800	900
4299	VACANCY RATE	0	-1,900	0	-1,700	-1,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>64,680</b>	<b>92,500</b>	<b>41,800</b>	<b>59,950</b>	<b>65,950</b>
SUPPLIES						
5110	OFFICE SUPPLIES	300	500	500	1,000	1,000
5125	PRINT SHOP	300	1,000	300	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>600</b>	<b>1,500</b>	<b>800</b>	<b>2,000</b>	<b>2,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	57,814	120,000	120,000	155,550	155,550
6930	MEMBERSHIP & PUBLICATIONS	7,500	8,000	7,900	8,000	8,000
6940	OFFICIAL MEETINGS	1,628	1,400	1,400	2,800	2,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>66,942</b>	<b>129,400</b>	<b>129,300</b>	<b>166,350</b>	<b>166,350</b>
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	87,161	72,000	72,000	72,000	72,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>87,161</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>
<b>Total:</b>		<b>219,383</b>	<b>295,400</b>	<b>243,900</b>	<b>300,300</b>	<b>306,300</b>
<b>Fund/Division: 0014108</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.66 %	

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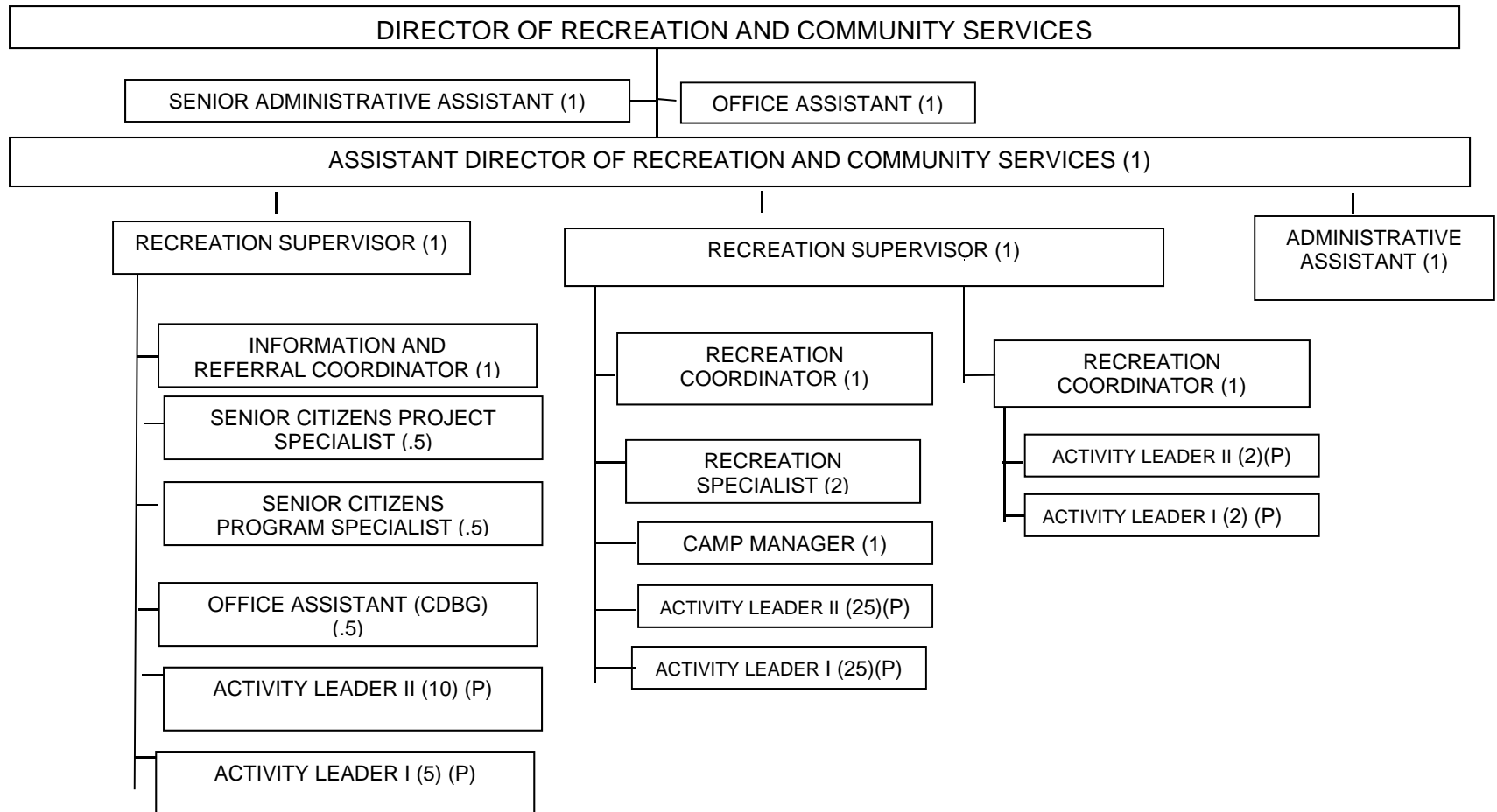


RECREATION AND  
COMMUNITY SERVICES

# RECREATION AND COMMUNITY SERVICES



# 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.
- The Senior Citizen Services Division is responsible for providing recreational, educational and social service programs for persons 50 years of age and older. The Division ensures that senior adults are informed of activities, services, and issues of importance and interest. The Division offers a comprehensive program for the local senior population, primarily utilizing the City's Community/Senior Center.
- The Recreation Facilities Division works cooperatively with the Public Works Services Department to ensure that the City is providing safe, well-maintained recreational facilities and parks for organized activities and general community use. The Division is responsible for scheduling use of parks and facilities for sports organizations and other non-profit community groups. In addition, the Division works cooperatively with the Library/Museum and Arcadia Unified School District to maximize joint use of facilities. The Division is also responsible for the programming and scheduling of the City's Wilderness Park/Preserve.

### **FY 2015-2016 Work Plan:**

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

1. Update the Recreation and Parks Master Plan. Work with other City Departments and community stakeholders to develop a comprehensive plan to guide the Department in the future.

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

2. Continue to operate a fiscally sound Department. Strengthen staff's knowledge of the budget process.
3. Ensure that there are accessible parks and recreation facilities that provide a positive experience and meet community needs.
4. 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.
5. Build and maintain community partnerships, try to reach out and explore new relationships.
6. 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.
7. Establish Adopt a Field agreements with the local baseball organizations in Arcadia.
8. Continue to support and encourage relationships with volunteer groups, non-profit organizations, service clubs, and local businesses to provide recreational opportunities for the community.
9. Continue to develop and support volunteer programs in the community.
10. 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.
11. 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.
12. Continue to work with AUSD to develop a facility use policy. Work together on established new programs and activities that better serve the youth of this community.
13. Collaborate with staff from Library and Museum Services on scheduling use of the Museum Education Center.

*RECREATION AND COMMUNITY SERVICES**No. of Employees  
Full Time Equivalent*

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Administrative Assistant	1.00
Assistant Director of Recreation and Community Services	1.00
Director Of Recreation and Community Services	1.00
Information/Reference Coordinator	1.00
Office Assistant	1.40
Recreation Coordinator	2.00
Recreation Supervisor	2.00
Senior Administrative Assistant	1.00
Senior Citizen Project Specialist	0.50
Senior City Program Specialist	0.63

**TOTAL**

<b>11.53</b>
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ACCOUNT TITLE		2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DEPARTMENTAL SUMMARY		5500	RECREATION & COMMUNITY SERVICES			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	632,103	740,900	673,800	773,100	789,000
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	4,386	2,600	3,100	2,700	2,700
4015	ALLOWANCES	8,824	6,800	8,000	7,500	7,500
4021	LONGEVITY PAY	10,104	11,600	11,000	11,100	11,100
4030	PART-TIME PERS ONLY	82,932	115,800	70,400	72,800	72,800
4032	TEMPORARY	374,987	386,700	358,300	398,500	398,500
4130	OVERTIME	288	0	0	0	0
4241	P.E.R.S	151,287	211,200	186,000	232,600	250,400
4242	NON-PERSABLE COMPENSATIOI	1,345	1,800	1,600	1,900	2,000
4244	MEDICAL/DENTAL INSURANCE	119,771	137,500	113,500	149,100	154,500
4245	LONG TERM DISABILITY	1,171	1,100	1,000	1,100	700
4247	LIFE INSURANCE	1,699	1,800	1,600	1,700	1,700
4250	FICA/HOSPITAL INSURANCE	16,735	15,300	17,000	18,000	17,700
4299	VACANCY RATE	0	-42,700	0	-32,800	-33,600
Total: SALARIES & WAGES		1,406,597	1,591,400	1,446,300	1,638,300	1,676,000
SUPPLIES						
5110	OFFICE SUPPLIES	20,645	18,300	18,500	17,800	17,800
5115	PROGRAM EXPENSES	18,706	19,300	19,300	20,000	20,000
5116	SENIOR MEAL PROGRAM	16,814	21,000	21,000	21,000	21,000
5125	PRINT SHOP	52,172	54,400	54,400	57,900	57,900
5210	ATHLETIC	9,446	15,700	15,700	11,000	11,000
5220	AWARDS	0	5,300	5,300	4,300	4,300
5230	BUILDING AND GROUNDS	12,993	18,300	16,700	16,700	16,700
5241	DAY CAMP	55,668	56,500	56,500	56,500	56,500
5242	WINTER/SPRING/FALL CAMP	1,698	3,000	3,000	3,000	3,000
5243	SPORTS CAMP	10,148	11,800	11,800	11,800	11,800
5244	NATURE	82	200	200	200	200
5250	CRAFT	0	3,000	3,600	800	800
5280	UNIFORM	898	3,300	3,300	3,300	3,300
5410	TOOLS	45	100	100	100	100
Total: SUPPLIES		199,314	230,200	229,400	224,400	224,400
OPERATING EXPENSES						
6160	CONTRACT SERVICES	115,323	148,300	148,300	154,700	150,900
6162	SPECIAL EVENT CLEANING	0	6,300	0	0	0
6163	CABLE TECH SERVICES	1,608	3,200	3,200	4,000	4,000
6169	CONTRACT EMPLOYEES	460,723	500,600	469,800	482,900	482,900
6210	TELEPHONE	8,909	11,000	9,400	9,400	9,400
6310	MILEAGE	0	300	200	300	300
6505	GENERAL LIABILITY	58,200	70,500	70,500	55,100	55,600
6507	WORKERS' COMPENSATION	61,200	65,000	65,000	65,400	65,900
6611	ELECTRIC	72,077	84,200	91,600	94,300	99,100
6612	GAS	6,399	7,800	5,400	5,600	5,800
6614	WATER	5,102	6,000	4,100	4,800	5,400
6730	OFFICE EQUIPMENT	10,282	4,200	4,000	4,000	4,000
6740	SWIMMING POOL	10,205	0	0	0	0
6750	VEHICLE MAINTENANCE	8,103	7,000	7,000	7,000	7,100
6760	BUILDING REPAIR & MAINT	5,048	15,000	11,000	11,000	11,000

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
6904 RENTS	800	0	0	0	0
6930 MEMBERSHIP & PUBLICATIONS	1,751	2,800	2,800	3,000	3,000
6940 OFFICIAL MEETINGS	2,760	5,600	5,600	5,600	5,600
6960 EQUIPMENT REPLACEMENT	3,935	95,000	95,000	44,000	15,000
6970 TRAINING	0	200	200	200	200
6971 TUITION REIMBURSEMENT	403	2,000	0	0	0
6977 EMPLOYEE SUPPORT	500	600	600	600	600
6998 MISC EXP	260	300	300	300	300
<b>Total: OPERATING EXPENSES</b>	<b>833,588</b>	<b>1,035,900</b>	<b>994,000</b>	<b>952,200</b>	<b>926,100</b>
SPECIAL PROGRAMS					
7160 EXPENDITURE REIMBURSED	4,132	2,500	2,500	4,000	4,000
7206 BULK MAILING	23,290	16,000	18,000	18,000	18,000
7220 EXCURSIONS/SPECIAL EVENT	96,114	131,300	111,700	113,600	113,600
<b>Total: SPECIAL PROGRAMS</b>	<b>123,536</b>	<b>149,800</b>	<b>132,200</b>	<b>135,600</b>	<b>135,600</b>
<b>Total Division:</b>	<b>2,563,035</b>	<b>3,007,300</b>	<b>2,801,900</b>	<b>2,950,500</b>	<b>2,962,100</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(1.89)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5501</b>		<b>RECREATION-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	117,474	202,800	195,100	252,000	255,900
4014	VACATION SELL BACK	1,134	0	0	0	0
4015	ALLOWANCES	2,700	5,200	5,200	5,200	5,200
4021	LONGEVITY PAY	3,425	3,300	3,500	3,400	3,400
4032	TEMPORARY	4,340	6,200	5,000	5,000	5,000
4241	P.E.R.S	25,993	51,700	49,500	68,800	74,500
4242	NON-PERSABLE COMPENSATION	311	700	700	700	700
4244	MEDICAL/DENTAL INSURANCE	16,517	26,800	25,000	39,800	41,400
4245	LONG TERM DISABILITY	198	200	200	300	200
4247	LIFE INSURANCE	490	500	500	600	600
4250	FICA/HOSPITAL INSURANCE	1,934	3,000	3,200	3,500	3,600
4299	VACANCY RATE	0	-6,000	0	-7,000	-7,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>174,514</b>	<b>294,400</b>	<b>287,900</b>	<b>372,300</b>	<b>383,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	10,067	9,300	9,300	9,300	9,300
5125	PRINT SHOP	46,849	45,400	45,400	45,400	45,400
5230	BUILDING AND GROUNDS	661	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>57,578</b>	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	7,511	7,500	7,500	13,800	10,000
6505	GENERAL LIABILITY	58,200	70,500	70,500	55,100	55,600
6507	WORKERS' COMPENSATION	61,200	65,000	65,000	65,400	65,900
6750	VEHICLE MAINTENANCE	6,680	6,000	6,000	6,000	6,100
6930	MEMBERSHIP & PUBLICATIONS	1,720	2,100	2,100	2,300	2,300
6940	OFFICIAL MEETINGS	2,760	5,600	5,600	5,600	5,600
6960	EQUIPMENT REPLACEMENT	3,935	95,000	95,000	44,000	15,000
6977	EMPLOYEE SUPPORT	500	600	600	600	600
6998	MISC EXP	260	300	300	300	300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>142,765</b>	<b>252,600</b>	<b>252,600</b>	<b>193,100</b>	<b>161,400</b>
SPECIAL PROGRAMS						
7206	BULK MAILING	23,290	16,000	18,000	18,000	18,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>23,290</b>	<b>16,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>Total:</b>		<b>398,148</b>	<b>619,200</b>	<b>614,700</b>	<b>639,600</b>	<b>618,800</b>
<b>Fund/Division: 0015501</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.29 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 5502		RECREATION-COMMUNITY CTR				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	43,995	50,100	46,400	51,500	52,100
4014	VACATION SELL BACK	528	500	500	500	500
4015	ALLOWANCES	747	400	400	400	400
4021	LONGEVITY PAY	343	800	800	800	800
4030	PART-TIME PERS ONLY	0	1,000	0	0	0
4032	TEMPORARY	44,528	40,300	40,300	40,300	40,300
4241	P.E.R.S	9,751	12,700	12,100	14,500	15,600
4242	NON-PERSABLE COMPENSATION	179	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	9,415	9,200	9,100	9,600	9,900
4245	LONG TERM DISABILITY	74	100	100	100	0
4247	LIFE INSURANCE	145	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,348	1,300	1,500	1,400	1,400
4299	VACANCY RATE	0	-2,300	0	-2,400	-2,400
Total:	SALARIES & WAGES	111,052	114,500	111,600	117,100	119,000
SUPPLIES						
5110	OFFICE SUPPLIES	4,229	2,500	2,000	2,000	2,000
5230	BUILDING AND GROUNDS	11,885	15,000	14,000	14,000	14,000
Total:	SUPPLIES	16,114	17,500	16,000	16,000	16,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	78,801	83,400	83,400	83,500	83,500
6162	SPECIAL EVENT CLEANING	0	6,300	0	0	0
6163	CABLE TECH SERVICES	764	2,000	2,000	2,800	2,800
6210	TELEPHONE	6,345	6,000	6,600	6,600	6,600
6611	ELECTRIC	55,823	67,300	76,900	79,200	83,200
6612	GAS	5,590	6,800	4,400	4,600	4,800
6614	WATER	4,872	5,600	3,700	4,300	4,900
6730	OFFICE EQUIPMENT	10,282	4,000	4,000	4,000	4,000
6760	BUILDING REPAIR & MAINT	3,869	11,000	11,000	11,000	11,000
Total:	OPERATING EXPENSES	166,347	192,400	192,000	196,000	200,800
Total:		293,513	324,400	319,600	329,100	335,800
Fund/Division: 0015502						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.45 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 5503		DANA GYM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	38,019	64,200	49,100	66,800	70,400
4014	VACATION SELL BACK	0	0	0	200	200
4015	ALLOWANCES	76	0	100	100	100
4021	LONGEVITY PAY	189	200	400	300	300
4030	PART-TIME PERS ONLY	4,885	12,200	7,800	7,800	7,800
4032	TEMPORARY	15,664	17,500	17,500	22,300	22,300
4130	OVERTIME	288	0	0	0	0
4241	P.E.R.S	8,655	19,200	13,400	20,300	21,600
4242	NON-PERSABLE COMPENSATION	43	100	0	100	100
4244	MEDICAL/DENTAL INSURANCE	9,945	16,500	10,700	17,200	17,800
4245	LONG TERM DISABILITY	83	100	100	100	100
4247	LIFE INSURANCE	81	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	991	1,400	1,100	1,400	1,400
4299	VACANCY RATE	0	-3,800	0	-2,700	-2,800
Total:	SALARIES & WAGES	78,920	127,700	100,300	134,000	139,400
SUPPLIES						
5110	OFFICE SUPPLIES	255	500	1,100	500	500
5210	ATHLETIC	2,164	2,200	2,200	2,200	2,200
Total:	SUPPLIES	2,418	2,700	3,300	2,700	2,700
OPERATING EXPENSES						
6160	CONTRACT SERVICES	29,012	38,200	38,200	38,200	38,200
6169	CONTRACT EMPLOYEES	71,167	60,000	65,000	76,800	76,800
6611	ELECTRIC	10,735	10,800	9,500	9,800	10,300
6612	GAS	808	1,000	1,000	1,000	1,000
6614	WATER	230	400	400	500	500
6760	BUILDING REPAIR & MAINT	1,179	4,000	0	0	0
Total:	OPERATING EXPENSES	113,131	114,400	114,100	126,300	126,800
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	3,496	5,000	4,500	4,500	4,500
Total:	SPECIAL PROGRAMS	3,496	5,000	4,500	4,500	4,500
Total:		197,965	249,800	222,200	267,500	273,400
Fund/Division: 0015503						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					7.09 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5504</b>		<b>RECREATION-FEE &amp; CHARGES</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	77,291	66,900	61,800	62,800	63,800
4014	VACATION SELL BACK	0	0	0	500	500
4015	ALLOWANCES	1,032	200	400	300	300
4021	LONGEVITY PAY	1,076	900	700	500	500
4030	PART-TIME PERS ONLY	458	5,000	700	500	500
4032	TEMPORARY	11,115	19,200	19,900	19,900	19,900
4241	P.E.R.S	17,025	18,300	15,700	17,200	18,500
4242	NON-PERSABLE COMPENSATION	98	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	15,800	13,500	8,700	12,900	13,400
4245	LONG TERM DISABILITY	135	100	100	100	100
4247	LIFE INSURANCE	142	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,373	1,400	1,200	1,200	1,200
4299	VACANCY RATE	0	-8,400	0	-2,300	-2,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>125,545</b>	<b>117,400</b>	<b>109,400</b>	<b>113,800</b>	<b>116,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	641	500	500	500	500
5210	ATHLETIC	1,734	2,500	2,500	2,500	2,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>2,376</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	300,148	295,000	283,000	283,000	283,000
6904	RENTS	800	0	0	0	0
6970	TRAINING	0	200	200	200	200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>300,948</b>	<b>295,200</b>	<b>283,200</b>	<b>283,200</b>	<b>283,200</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	28,508	43,900	37,300	37,300	37,300
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>28,508</b>	<b>43,900</b>	<b>37,300</b>	<b>37,300</b>	<b>37,300</b>
<b>Total:</b>		<b>457,377</b>	<b>459,500</b>	<b>432,900</b>	<b>437,300</b>	<b>440,000</b>
<b>Fund/Division: 0015504</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(4.83) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5505</b>		<b>RECREATION-NATURE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	35,751	33,700	14,600	10,200	10,300
4015	ALLOWANCES	516	100	200	100	100
4021	LONGEVITY PAY	353	400	0	0	0
4030	PART-TIME PERS ONLY	4,342	0	0	0	0
4032	TEMPORARY	22,816	27,300	29,000	38,900	38,900
4241	P.E.R.S	8,648	8,600	3,300	2,800	3,000
4242	NON-PERSABLE COMPENSATION	49	0	0	100	100
4244	MEDICAL/DENTAL INSURANCE	5,686	6,000	4,200	1,600	1,600
4245	LONG TERM DISABILITY	76	100	0	0	0
4247	LIFE INSURANCE	77	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	926	900	700	700	100
4299	VACANCY RATE	0	-1,800	0	-1,100	-1,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>79,238</b>	<b>75,400</b>	<b>52,000</b>	<b>53,300</b>	<b>53,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	91	500	600	500	500
5230	BUILDING AND GROUNDS	446	1,200	1,200	1,200	1,200
5244	NATURE	82	200	200	200	200
5280	UNIFORM	146	300	300	300	300
5410	TOOLS	45	100	100	100	100
<b>Total:</b>	<b>SUPPLIES</b>	<b>810</b>	<b>2,300</b>	<b>2,400</b>	<b>2,300</b>	<b>2,300</b>
OPERATING EXPENSES						
6163	CABLE TECH SERVICES	844	1,200	1,200	1,200	1,200
6169	CONTRACT EMPLOYEES	10,786	10,500	10,500	10,500	10,500
6210	TELEPHONE	1,963	1,900	2,200	2,200	2,200
6611	ELECTRIC	5,519	6,100	5,200	5,300	5,600
6730	OFFICE EQUIPMENT	0	200	0	0	0
6750	VEHICLE MAINTENANCE	1,423	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	0	100	100	100	100
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>20,535</b>	<b>21,000</b>	<b>20,200</b>	<b>20,300</b>	<b>20,600</b>
<b>Total:</b>		<b>100,583</b>	<b>98,700</b>	<b>74,600</b>	<b>75,900</b>	<b>75,900</b>
<b>Fund/Division: 0015505</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(23.10) %	

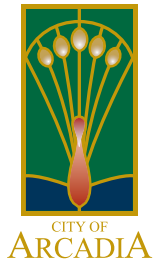
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5506</b>		<b>RECREATION-FIELDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	45,420	34,800	36,100	35,800	36,200
4014	VACATION SELL BACK	0	0	500	0	0
4015	ALLOWANCES	2,064	300	600	300	300
4032	TEMPORARY	5,058	0	0	0	0
4241	P.E.R.S	9,775	8,700	9,000	9,700	10,500
4242	NON-PERSABLE COMPENSATION	196	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	6,128	5,300	5,100	5,500	5,600
4245	LONG TERM DISABILITY	40	0	0	0	0
4247	LIFE INSURANCE	130	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	813	500	600	500	500
4299	VACANCY RATE	0	-1,000	0	-1,000	-1,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>69,625</b>	<b>48,900</b>	<b>52,200</b>	<b>51,100</b>	<b>52,300</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	0	19,200	19,200	19,200	19,200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>19,200</b>	<b>19,200</b>	<b>19,200</b>	<b>19,200</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	309	12,500	0	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>309</b>	<b>12,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>69,934</b>	<b>80,600</b>	<b>71,400</b>	<b>70,300</b>	<b>71,500</b>
<b>Fund/Division: 0015506</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(12.78) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5507</b>		<b>RECREATION-SENIOR CITIZEN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	227,455	233,900	217,700	237,300	240,700
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	2,498	2,100	2,000	1,400	1,400
4015	ALLOWANCES	1,362	600	700	600	600
4021	LONGEVITY PAY	4,146	5,900	4,800	5,300	5,300
4030	PART-TIME PERS ONLY	92	1,500	0	0	0
4032	TEMPORARY	6,322	12,400	12,400	13,400	13,400
4241	P.E.R.S	49,829	60,400	55,400	65,900	71,500
4242	NON-PERSABLE COMPENSATION	285	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	46,456	47,800	39,600	49,700	51,500
4245	LONG TERM DISABILITY	501	500	500	500	300
4247	LIFE INSURANCE	485	500	500	500	500
4250	FICA/HOSPITAL INSURANCE	3,713	3,700	3,700	3,700	3,800
4299	VACANCY RATE	0	-9,000	0	-7,600	-7,800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>344,106</b>	<b>361,600</b>	<b>338,600</b>	<b>372,000</b>	<b>382,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	4,511	4,200	4,200	4,200	4,200
5115	PROGRAM EXPENSES	18,706	19,300	19,300	20,000	20,000
5116	SENIOR MEAL PROGRAM	16,814	21,000	21,000	21,000	21,000
5125	PRINT SHOP	5,279	8,500	8,500	11,000	11,000
5230	BUILDING AND GROUNDS	0	600	0	0	0
<b>Total:</b>	<b>SUPPLIES</b>	<b>45,310</b>	<b>53,600</b>	<b>53,000</b>	<b>56,200</b>	<b>56,200</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	68,270	77,000	77,000	77,000	77,000
6971	TUITION REIMBURSEMENT	403	2,000	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>68,673</b>	<b>79,000</b>	<b>77,000</b>	<b>77,000</b>	<b>77,000</b>
SPECIAL PROGRAMS						
7160	EXPENDITURE REIMBURSED	37	2,500	2,500	2,500	2,500
7220	EXCURSIONS/SPECIAL EVENT	21,294	23,600	23,600	19,600	19,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>21,331</b>	<b>26,100</b>	<b>26,100</b>	<b>22,100</b>	<b>22,100</b>
<b>Total:</b>		<b>479,421</b>	<b>520,300</b>	<b>494,700</b>	<b>527,300</b>	<b>537,800</b>
<b>Fund/Division: 0015507</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.35 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5508</b>		<b>RECREATION-CAMPING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	3,211	12,700	12,200	13,300	14,100
4015	ALLOWANCES	0	0	100	100	100
4021	LONGEVITY PAY	53	0	200	200	200
4030	PART-TIME PERS ONLY	9,338	25,000	8,000	10,600	10,600
4032	TEMPORARY	68,702	95,400	95,400	107,500	107,500
4241	P.E.R.S	2,891	3,200	3,500	6,600	7,000
4242	NON-PERSABLE COMPENSATION	0	100	0	100	100
4244	MEDICAL/DENTAL INSURANCE	832	3,000	2,800	3,100	3,200
4245	LONG TERM DISABILITY	4	0	0	0	0
4247	LIFE INSURANCE	3	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	1,178	2,000	1,200	2,000	2,000
4299	VACANCY RATE	0	-2,800	0	-2,900	-2,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>86,211</b>	<b>138,600</b>	<b>123,400</b>	<b>140,600</b>	<b>141,900</b>
SUPPLIES						
5241	DAY CAMP	55,668	56,500	56,500	56,500	56,500
5242	WINTER/SPRING/FALL CAMP	1,698	3,000	3,000	3,000	3,000
5243	SPORTS CAMP	10,148	11,800	11,800	11,800	11,800
<b>Total:</b>	<b>SUPPLIES</b>	<b>67,514</b>	<b>71,300</b>	<b>71,300</b>	<b>71,300</b>	<b>71,300</b>
OPERATING EXPENSES						
6310	MILEAGE	0	300	200	300	300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>300</b>	<b>200</b>	<b>300</b>	<b>300</b>
<b>Total:</b>		<b>153,725</b>	<b>210,200</b>	<b>194,900</b>	<b>212,200</b>	<b>213,500</b>
<b>Fund/Division: 0015508</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.95 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5510</b>		<b>RECREATION-YOUTH MASTER</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	24,049	28,700	27,600	29,900	31,700
4015	ALLOWANCES	152	0	200	300	300
4021	LONGEVITY PAY	377	0	500	500	500
4030	PART-TIME PERS ONLY	63,817	70,100	53,900	53,900	53,900
4032	TEMPORARY	145,485	133,800	133,800	140,700	140,700
4241	P.E.R.S	14,476	24,800	20,800	22,800	23,900
4242	NON-PERSABLE COMPENSATION	86	100	100	100	200
4244	MEDICAL/DENTAL INSURANCE	4,491	6,800	6,300	7,000	7,300
4245	LONG TERM DISABILITY	33	0	0	0	0
4247	LIFE INSURANCE	73	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	3,403	400	3,500	3,200	3,300
4299	VACANCY RATE	0	-5,600	0	-5,200	-5,200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>256,443</b>	<b>259,200</b>	<b>246,800</b>	<b>253,300</b>	<b>256,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	851	500	500	500	500
5125	PRINT SHOP	44	500	500	1,500	1,500
5210	ATHLETIC	5,548	11,000	11,000	6,300	6,300
5220	AWARDS	0	5,300	5,300	4,300	4,300
5250	CRAFT	0	3,000	3,600	800	800
5280	UNIFORM	752	3,000	3,000	3,000	3,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,195</b>	<b>23,300</b>	<b>23,900</b>	<b>16,400</b>	<b>16,400</b>
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	10,352	13,100	9,800	11,100	11,100
6210	TELEPHONE	413	2,900	400	400	400
6930	MEMBERSHIP & PUBLICATIONS	31	600	600	600	600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>10,796</b>	<b>16,600</b>	<b>10,800</b>	<b>12,100</b>	<b>12,100</b>
SPECIAL PROGRAMS						
7160	EXPENDITURE REIMBURSED	4,095	0	0	1,500	1,500
7220	EXCURSIONS/SPECIAL EVENT	42,507	45,800	45,800	51,700	51,700
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>46,601</b>	<b>45,800</b>	<b>45,800</b>	<b>53,200</b>	<b>53,200</b>
<b>Total:</b>		<b>321,035</b>	<b>344,900</b>	<b>327,300</b>	<b>335,000</b>	<b>338,400</b>
<b>Fund/Division: 0015510</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.87) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5520</b>		<b>RECREATION-MUSEUM EDUCATN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	13,100	13,200	13,500	13,800
4014	VACATION SELL BACK	0	0	100	100	100
4015	ALLOWANCES	0	0	100	100	100
4021	LONGEVITY PAY	0	100	100	100	100
4030	PART-TIME PERS ONLY	0	1,000	0	0	0
4032	TEMPORARY	0	34,600	5,000	10,500	10,500
4241	P.E.R.S	0	3,600	3,300	4,000	4,300
4244	MEDICAL/DENTAL INSURANCE	0	2,600	2,000	2,700	2,800
4250	FICA/HOSPITAL INSURANCE	0	700	300	400	400
4299	VACANCY RATE	0	-2,000	0	-600	-600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>0</b>	<b>53,700</b>	<b>24,100</b>	<b>30,800</b>	<b>31,500</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	0	45,000	24,500	24,500	24,500
6210	TELEPHONE	0	200	200	200	200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>45,200</b>	<b>24,700</b>	<b>24,700</b>	<b>24,700</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	0	500	500	500	500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total:</b>		<b>0</b>	<b>99,700</b>	<b>49,600</b>	<b>56,300</b>	<b>57,000</b>
<b>Fund/Division: 0015520</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(43.53) %	

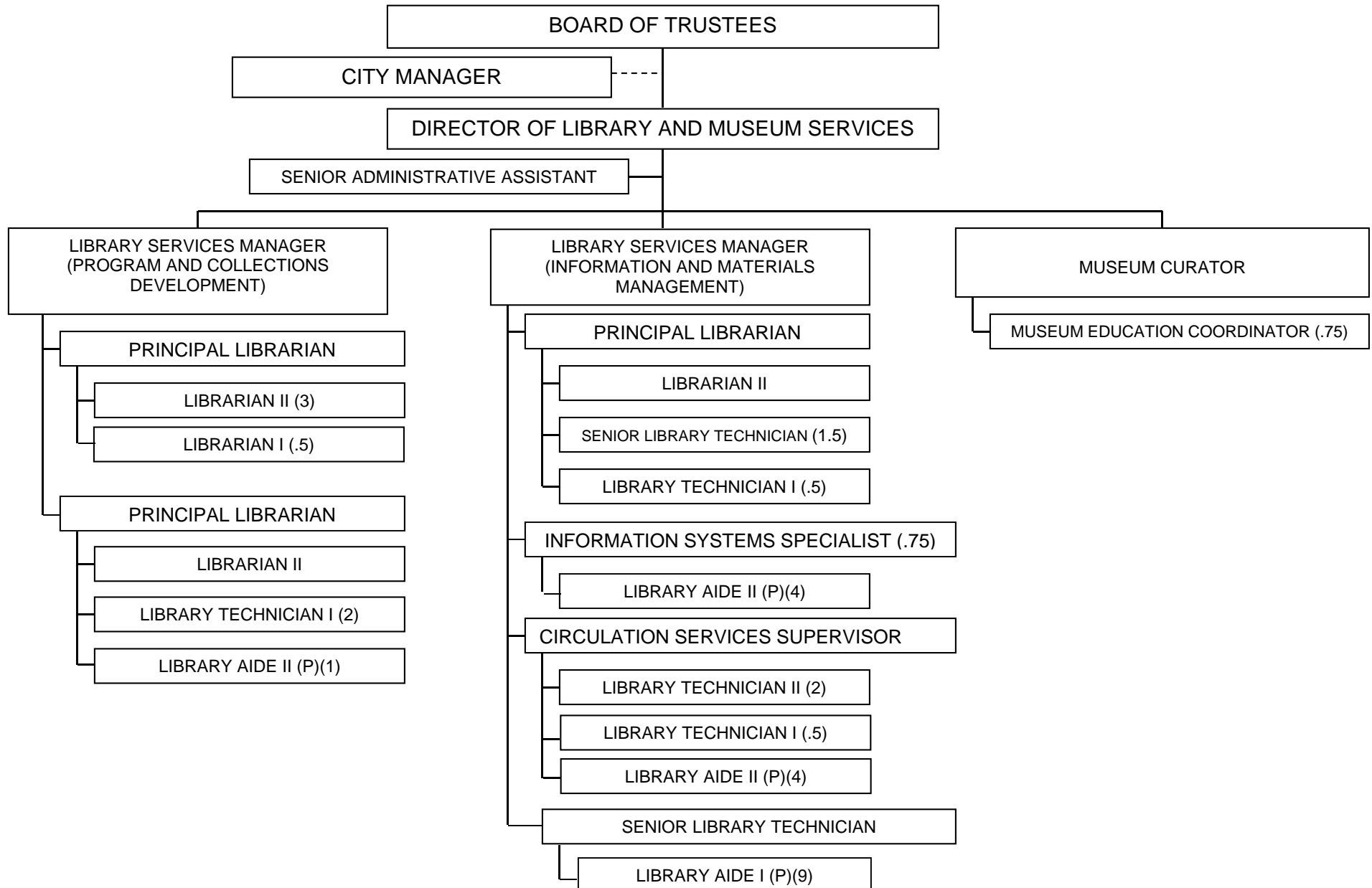


# LIBRARY AND MUSEUM SERVICES

LIBRARY AND MUSEUM  
SERVICES



# LIBRARY AND MUSEUM SERVICES



## LIBRARY AND MUSEUM SERVICES DEPARTMENT

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### **Description:**

#### Library

The Library offers materials, services, and programs to support the community's educational, informational, historical and individual interests. The Library utilizes current and emerging technologies to operate as both a physical and a virtual library, providing convenient access to information, programs, and services to the community. The Library is a welcoming space for the City's diverse citizens to come together and share in an array of programs and services designed to meet their interests and needs.

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

- The Program and Collections Development Division is responsible for providing a wide variety of educational and cultural programs and services for children, teens, and adults, including summer reading programs, technology classes, and book discussion groups. This Division is at the forefront of the Library's social media presence and is fully engaged with current and emerging technologies. They provide oversight of the Library's volunteers, provide marketing and publicity for the Library and the Museum, develop and maintain partnerships with schools, community groups and organizations, and have primary responsibility for the Arcadia History Room. Program and Collection Development staff select library materials for all ages in various media, languages, and formats.
- The Information and Materials Management Division oversees the circulation of library materials (including check-out, check-in and shelving); ordering, acquisition, processing, and cataloging of new materials; and provides computer support services for the Library and the Museum. This Division provides direct support for the public's use of the Library's wireless and public computing capabilities, as well as maintaining and updating the Library's computing infrastructure and web presence.

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

The Museum is dedicated to education and to the collection and preservation of Arcadia's heritage. It offers a space for the community to come together to celebrate the City's rich history with exhibits and educational programs. Using Museum artifacts, permanent exhibits tell the story of Arcadia's past. Four permanent exhibit spaces are dedicated to the individual stories of the City's Veterans and Home Town Heroes; Anita Baldwin; Famous Arcadians; and Movies Filmed in Arcadia. Temporary, rotating exhibits are also offered, incorporating the City's various cultures, history, and artwork. The Museum

## **Library and Museum Services Department - Continued**

provides opportunities and forums for the community to share their stories and honor the past. The Museum presents family-centered programming and education for school tours, 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 educational programming, meetings, speakers, receptions, and cultural programs.

### **FY 2015-2016 Work Plan:**

#### Library

1. Provide programs, services and collections that benefit all cultures and age groups of Arcadia's community.
2. Utilize and maintain appropriate technology to meet organizational and community needs.
3. Address the findings of the community needs assessment.
4. Enable participation and inclusiveness in digital technology.
5. Provide information on library resources and improve communication and engagement with the community.
6. Maintain the facility, grounds, and collections ensuring an attractive, inviting environment for people visiting the Library.

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

1. Create educational programming to benefit all cultures and age groups of Arcadia's community.
2. Ethically accession, maintain, expand, and care for artifact collections following museum management best standards and practices.
3. Systematically refresh permanent exhibit spaces with artifacts and new research to keep visitors interested in the history of Arcadia.
4. Collaborate with schools, community groups, and individuals to develop temporary exhibits that meet the current interests of the community.
5. Continue on the Continuum of Excellence toward accreditation by the American Alliance of Museums by working on the required five core documents.
6. Collaborate with the Arcadia Museum Foundation and the new Friends of the Museum.

*LIBRARY AND MUSEUM SERVICES**No. of Employees  
Full Time Equivalent*

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Circulation Services Supervisor	1.00
Director of Library/Museum Services	1.00
Historical Museum Curator	1.00
Information System Specialist	0.75
Librarian I	0.50
Librarian II	5.00
Library Services Manager	2.00
Library Technician I	3.00
Library Technician II	2.00
Museum Education Coordinator	0.75
Principal Librarian	3.00
Senior Administrative Assistant	1.00
Senior Library Technician	2.50

**TOTAL**

<b>23.50</b>
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ACCOUNT TITLE		2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>		<b>5600</b>	<b>LIBRARY &amp; MUSEUM SERVICES</b>			
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,510,416	1,609,200	1,570,600	1,673,600	1,724,500
4011	SPECIALIST PAY	1,929	2,000	3,000	2,900	2,900
4014	VACATION SELL BACK	11,234	11,500	11,500	11,300	11,300
4015	ALLOWANCES	2,845	3,000	3,900	3,900	3,900
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	27,327	27,300	24,800	26,800	26,800
4030	PART-TIME PERS ONLY	7,612	9,300	9,300	9,600	9,600
4032	TEMPORARY	120,886	153,100	148,600	154,500	154,500
4130	OVERTIME	0	0	0	2,000	2,000
4241	P.E.R.S	331,964	413,500	395,300	463,300	510,600
4242	NON-PERSABLE COMPENSATIOI	1,606	1,700	1,700	1,800	1,900
4244	MEDICAL/DENTAL INSURANCE	254,681	271,300	264,700	281,800	293,000
4245	LONG TERM DISABILITY	2,511	2,700	2,600	2,700	1,900
4247	LIFE INSURANCE	2,525	3,100	2,600	2,700	2,700
4250	FICA/HOSPITAL INSURANCE	20,392	26,300	22,500	27,100	27,700
4299	VACANCY RATE	0	-50,200	0	-53,300	-55,600
<b>Total: SALARIES &amp; WAGES</b>		<b>2,296,428</b>	<b>2,484,300</b>	<b>2,461,600</b>	<b>2,611,200</b>	<b>2,718,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	34,529	36,000	36,000	32,500	32,500
5115	PROGRAM EXPENSES	5,256	9,800	9,800	24,800	24,800
5125	PRINT SHOP	7,960	11,600	12,300	11,500	12,300
5230	BUILDING AND GROUNDS	8,396	12,500	11,100	11,100	11,100
<b>Total: SUPPLIES</b>		<b>56,140</b>	<b>69,900</b>	<b>69,200</b>	<b>79,900</b>	<b>80,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	139,788	155,400	155,400	146,100	146,100
6210	TELEPHONE	10,577	12,800	11,400	11,400	11,400
6310	MILEAGE	577	500	500	500	500
6505	GENERAL LIABILITY	66,900	79,900	79,900	64,400	64,600
6507	WORKERS' COMPENSATION	34,100	37,700	37,700	37,700	37,900
6611	ELECTRIC	116,375	132,300	138,800	143,000	150,200
6612	GAS	10,135	10,900	7,000	7,300	7,600
6614	WATER	1,751	2,000	1,800	2,100	2,400
6730	OFFICE EQUIPMENT	42,385	40,800	40,800	41,300	41,300
6750	VEHICLE MAINTENANCE	3,198	3,000	3,000	3,000	3,000
6760	BUILDING REPAIR & MAINT	6,230	9,300	9,300	11,500	11,500
6921	BIBLIOGRAPHIC UTILITIES	25,959	28,000	28,000	29,300	29,300
6922	LIBRARY MATERIALS	223,560	224,000	224,000	245,000	245,000
6923	ELECTRONIC RESOURCES	13,148	19,500	19,500	19,500	19,500
6925	ARTIFACT	2,422	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	5,598	5,900	5,900	5,900	5,900
6940	OFFICIAL MEETINGS	3,859	5,000	5,000	6,300	6,300
6960	EQUIPMENT REPLACEMENT	24,378	92,100	60,000	63,000	65,500
6970	TRAINING	1,285	3,300	3,400	3,300	3,300
6971	TUITION REIMBURSEMENT	325	8,700	8,700	13,300	13,300
6977	EMPLOYEE SUPPORT	1,050	1,100	1,100	1,100	1,100
<b>Total: OPERATING EXPENSES</b>		<b>733,600</b>	<b>874,700</b>	<b>843,700</b>	<b>857,500</b>	<b>868,200</b>

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>Total Division:</b>	<b>3,086,168</b>	<b>3,428,900</b>	<b>3,374,500</b>	<b>3,548,600</b>	<b>3,667,100</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				3.49 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 5601		LIBRARY-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	379,733	395,900	399,600	419,400	434,500
4014	VACATION SELL BACK	3,964	6,400	6,400	6,800	6,800
4015	ALLOWANCES	2,185	2,300	3,200	3,200	3,200
4021	LONGEVITY PAY	4,917	5,500	5,500	6,200	6,200
4030	PART-TIME PERS ONLY	431	0	0	0	0
4032	TEMPORARY	5,805	8,000	8,000	8,000	8,000
4241	P.E.R.S	81,775	100,700	98,800	115,200	127,700
4242	NON-PERSABLE COMPENSATION	1,606	1,700	1,700	1,800	1,900
4244	MEDICAL/DENTAL INSURANCE	58,235	57,000	58,200	59,300	61,800
4245	LONG TERM DISABILITY	396	400	400	400	400
4247	LIFE INSURANCE	1,115	1,200	1,100	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	5,595	6,000	6,200	6,300	6,500
4299	VACANCY RATE	0	-11,700	0	-12,600	-13,200
Total:	SALARIES & WAGES	545,758	573,400	589,100	615,200	645,000
SUPPLIES						
5110	OFFICE SUPPLIES	6,734	6,500	6,500	6,500	6,500
5115	PROGRAM EXPENSES	660	5,300	5,300	15,300	15,300
5125	PRINT SHOP	6,600	9,700	10,400	9,600	10,400
5230	BUILDING AND GROUNDS	8,037	11,000	10,000	10,000	10,000
Total:	SUPPLIES	22,032	32,500	32,200	41,400	42,200
OPERATING EXPENSES						
6160	CONTRACT SERVICES	127,757	134,200	134,200	126,300	126,300
6210	TELEPHONE	10,008	11,800	10,200	10,200	10,200
6310	MILEAGE	342	300	300	300	300
6505	GENERAL LIABILITY	66,900	79,900	79,900	64,400	64,600
6507	WORKERS' COMPENSATION	34,100	37,700	37,700	37,700	37,900
6611	ELECTRIC	116,375	132,300	138,800	143,000	150,200
6612	GAS	10,135	10,900	7,000	7,300	7,600
6614	WATER	1,751	2,000	1,800	2,100	2,400
6730	OFFICE EQUIPMENT	41,473	40,000	40,000	40,200	40,200
6750	VEHICLE MAINTENANCE	3,198	3,000	3,000	3,000	3,000
6760	BUILDING REPAIR & MAINT	4,973	7,000	7,000	7,000	7,000
6930	MEMBERSHIP & PUBLICATIONS	4,663	4,900	4,900	4,900	4,900
6940	OFFICIAL MEETINGS	2,383	3,600	3,600	4,900	4,900
6960	EQUIPMENT REPLACEMENT	24,378	92,100	60,000	63,000	65,500
6970	TRAINING	1,260	2,400	2,500	2,400	2,400
6971	TUITION REIMBURSEMENT	325	8,700	8,700	13,300	13,300
6977	EMPLOYEE SUPPORT	1,050	1,100	1,100	1,100	1,100
Total:	OPERATING EXPENSES	451,069	571,900	540,700	531,100	541,800
Total:		1,018,860	1,177,800	1,162,000	1,187,700	1,229,000
Fund/Division: 0015601						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.84 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5602</b>		<b>LIBRARY-INFORMATION SYSTE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	35,424	50,100	51,100	51,500	52,100
4015	ALLOWANCES	660	700	700	700	700
4021	LONGEVITY PAY	998	1,100	1,100	1,100	1,100
4032	TEMPORARY	28,000	37,700	37,700	36,200	36,200
4241	P.E.R.S	7,838	12,900	13,000	14,200	15,400
4244	MEDICAL/DENTAL INSURANCE	5,463	5,700	5,800	5,900	6,100
4245	LONG TERM DISABILITY	99	100	100	100	0
4247	LIFE INSURANCE	66	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	741	1,200	1,000	1,300	1,300
4299	VACANCY RATE	0	-1,800	0	-2,200	-2,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>79,289</b>	<b>107,800</b>	<b>110,600</b>	<b>108,900</b>	<b>110,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,113	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,113</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total:</b>		<b>80,402</b>	<b>108,800</b>	<b>111,600</b>	<b>109,900</b>	<b>111,700</b>
<b>Fund/Division: 0015602</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.01 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5603</b>		<b>LIBRARY-SHELVING MGMT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	55,317	56,200	56,700	57,800	58,400
4021	LONGEVITY PAY	2,186	2,200	2,200	2,300	2,300
4030	PART-TIME PERS ONLY	7,182	9,300	9,300	9,600	9,600
4032	TEMPORARY	49,970	59,000	59,000	63,600	63,600
4241	P.E.R.S	13,920	17,000	16,700	18,500	19,900
4244	MEDICAL/DENTAL INSURANCE	10,818	11,300	11,300	11,700	12,200
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	66	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	829	1,900	900	1,900	1,900
4299	VACANCY RATE	0	-3,100	0	-3,300	-3,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>140,386</b>	<b>154,000</b>	<b>156,300</b>	<b>162,300</b>	<b>164,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	295	300	300	300	300
<b>Total:</b>	<b>SUPPLIES</b>	<b>295</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total:</b>		<b>140,681</b>	<b>154,300</b>	<b>156,600</b>	<b>162,600</b>	<b>165,000</b>
<b>Fund/Division: 0015603</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.38 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5604</b>		<b>LIBRARY-CIRCULATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	134,098	160,900	163,300	171,700	177,700
4011	SPECIALIST PAY	965	1,000	2,000	1,900	1,900
4014	VACATION SELL BACK	1,825	1,900	1,900	1,900	1,900
4021	LONGEVITY PAY	2,186	2,200	2,200	2,400	2,400
4032	TEMPORARY	31,022	38,900	38,900	38,200	38,200
4241	P.E.R.S	28,150	41,200	40,300	47,600	52,700
4244	MEDICAL/DENTAL INSURANCE	31,635	39,500	38,500	41,000	42,600
4245	LONG TERM DISABILITY	330	400	400	400	300
4247	LIFE INSURANCE	220	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,970	3,000	2,300	3,200	3,200
4299	VACANCY RATE	0	-5,800	0	-6,200	-6,400
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>232,400</b>	<b>283,500</b>	<b>290,100</b>	<b>302,400</b>	<b>314,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	7,586	7,500	7,500	7,500	7,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>7,586</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Total:</b>		<b>239,986</b>	<b>291,000</b>	<b>297,600</b>	<b>309,900</b>	<b>322,300</b>
<b>Fund/Division: 0015604</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.49 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 5605		LIBRARY-CHILDREN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	224,250	233,700	228,100	250,300	260,600
4014	VACATION SELL BACK	2,053	0	0	300	300
4021	LONGEVITY PAY	1,198	300	300	1,200	1,200
4032	TEMPORARY	6,088	9,500	5,000	8,500	8,500
4241	P.E.R.S	50,339	58,700	56,100	68,100	75,900
4244	MEDICAL/DENTAL INSURANCE	40,328	45,100	43,600	46,800	48,700
4245	LONG TERM DISABILITY	438	500	500	500	300
4247	LIFE INSURANCE	293	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	3,367	3,500	3,500	3,700	3,900
4299	VACANCY RATE	0	-7,000	0	-7,600	-8,000
Total:	SALARIES & WAGES	328,354	344,700	337,400	372,100	391,700
SUPPLIES						
5110	OFFICE SUPPLIES	2,442	2,400	2,400	2,400	2,400
5115	PROGRAM EXPENSES	488	500	500	500	500
Total:	SUPPLIES	2,930	2,900	2,900	2,900	2,900
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	52,463	52,500	52,500	57,500	57,500
6923	ELECTRONIC RESOURCES	3,173	3,500	3,500	3,500	3,500
Total:	OPERATING EXPENSES	55,636	56,000	56,000	61,000	61,000
Total:		386,920	403,600	396,300	436,000	455,600
Fund/Division: 0015605						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					8.03 %	

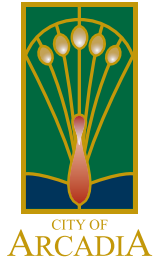
ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5607</b>		<b>LIBRARY-TECHNICAL</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	269,308	278,200	257,500	278,500	283,900
4014	VACATION SELL BACK	2,253	2,000	2,000	1,100	1,100
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	7,859	8,000	6,400	6,100	6,100
4241	P.E.R.S	59,732	71,800	65,700	77,100	84,000
4244	MEDICAL/DENTAL INSURANCE	42,803	45,100	41,200	46,800	48,700
4245	LONG TERM DISABILITY	471	500	400	500	300
4247	LIFE INSURANCE	313	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,963	4,200	2,600	4,100	4,200
4299	VACANCY RATE	0	-8,200	0	-8,300	-8,600
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>385,202</b>	<b>402,500</b>	<b>376,600</b>	<b>406,700</b>	<b>420,500</b>
SUPPLIES						
5110	OFFICE SUPPLIES	10,998	11,700	11,700	11,700	11,700
<b>Total:</b>	<b>SUPPLIES</b>	<b>10,998</b>	<b>11,700</b>	<b>11,700</b>	<b>11,700</b>	<b>11,700</b>
OPERATING EXPENSES						
6921	BIBLIOGRAPHIC UTILITIES	25,959	28,000	28,000	29,300	29,300
6922	LIBRARY MATERIALS	8,097	8,500	8,500	8,500	8,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>34,056</b>	<b>36,500</b>	<b>36,500</b>	<b>37,800</b>	<b>37,800</b>
<b>Total:</b>		<b>430,256</b>	<b>450,700</b>	<b>424,800</b>	<b>456,200</b>	<b>470,000</b>
<b>Fund/Division: 0015607</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.22 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 5608		LIBRARY-ADULT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	319,696	336,500	324,500	344,300	354,500
4011	SPECIALIST PAY	965	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	1,139	1,200	1,200	1,200	1,200
4021	LONGEVITY PAY	6,892	6,900	6,000	6,400	6,400
4241	P.E.R.S	70,477	86,400	82,300	95,200	104,900
4244	MEDICAL/DENTAL INSURANCE	48,799	50,700	49,800	52,700	54,700
4245	LONG TERM DISABILITY	487	500	500	500	400
4247	LIFE INSURANCE	325	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	4,638	5,000	4,700	5,100	5,200
4299	VACANCY RATE	0	-9,800	0	-10,100	-10,600
Total:	SALARIES & WAGES	453,417	478,800	470,300	496,600	518,000
SUPPLIES						
5110	OFFICE SUPPLIES	1,622	1,600	1,600	1,600	1,600
5115	PROGRAM EXPENSES	1,008	1,000	1,000	1,000	1,000
Total:	SUPPLIES	2,631	2,600	2,600	2,600	2,600
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	163,000	163,000	163,000	179,000	179,000
6923	ELECTRONIC RESOURCES	9,975	16,000	16,000	16,000	16,000
Total:	OPERATING EXPENSES	172,975	179,000	179,000	195,000	195,000
Total:		629,022	660,400	651,900	694,200	715,600
Fund/Division: 0015608						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					5.12 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5620</b>		<b>LIBRARY-MUSEUM</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	92,590	97,700	89,800	100,100	102,800
4021	LONGEVITY PAY	1,093	1,100	1,100	1,100	1,100
4130	OVERTIME	0	0	0	2,000	2,000
4241	P.E.R.S	19,732	24,800	22,400	27,400	30,100
4244	MEDICAL/DENTAL INSURANCE	16,601	16,900	16,300	17,600	18,200
4245	LONG TERM DISABILITY	190	200	200	200	100
4247	LIFE INSURANCE	126	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,289	1,500	1,300	1,500	1,500
4299	VACANCY RATE	0	-2,800	0	-3,000	-3,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>131,621</b>	<b>139,600</b>	<b>131,200</b>	<b>147,000</b>	<b>152,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	3,739	5,000	5,000	1,500	1,500
5115	PROGRAM EXPENSES	3,099	3,000	3,000	8,000	8,000
5125	PRINT SHOP	1,359	1,900	1,900	1,900	1,900
5230	BUILDING AND GROUNDS	358	1,000	600	600	600
<b>Total:</b>	<b>SUPPLIES</b>	<b>8,556</b>	<b>10,900</b>	<b>10,500</b>	<b>12,000</b>	<b>12,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	12,031	16,200	16,200	14,800	14,800
6210	TELEPHONE	569	600	600	600	600
6310	MILEAGE	235	200	200	200	200
6730	OFFICE EQUIPMENT	912	800	800	1,100	1,100
6760	BUILDING REPAIR & MAINT	1,257	1,500	1,500	1,500	1,500
6925	ARTIFACT	2,422	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	936	1,000	1,000	1,000	1,000
6940	OFFICIAL MEETINGS	1,476	1,400	1,400	1,400	1,400
6970	TRAINING	25	900	900	900	900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>19,864</b>	<b>25,100</b>	<b>25,100</b>	<b>24,000</b>	<b>24,000</b>
<b>Total:</b>		<b>160,041</b>	<b>175,600</b>	<b>166,800</b>	<b>183,000</b>	<b>188,800</b>
<b>Fund/Division: 0015620</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.21 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5630</b>		<b>MUSEUM EDUCATION CENTER</b>				
SUPPLIES						
5230	BUILDING AND GROUNDS	0	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	5,000	5,000	5,000	5,000
6210	TELEPHONE	0	400	600	600	600
6760	BUILDING REPAIR & MAINT	0	800	800	3,000	3,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>0</b>	<b>6,200</b>	<b>6,400</b>	<b>8,600</b>	<b>8,600</b>
<b>Total:</b>		<b>0</b>	<b>6,700</b>	<b>6,900</b>	<b>9,100</b>	<b>9,100</b>
<b>Fund/Division: 0015630</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					35.82 %	

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OTHER FUNDS



## Narcotic Seizure

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>602,100</b>	<b>551,900</b>	<b>490,800</b>
Estimated Revenue:			
Asset Seizure fund	0	0	0
Interest Earnings	3,000	2,800	2,500
Total Revenues	3,000	2,800	2,500
Estimated Funds Available	605,100	554,700	493,300
Proposed Expenditures:			
Equipment	64,500	0	0
F.A.S.T.	53,200	63,900	63,900
Total Expenditures	53,200	63,900	63,900
<b>Ending Fund Balance</b>	<b>551,900</b>	<b>490,800</b>	<b>429,400</b>

### Purpose of Funds:

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 2112</b>		<b>POLICE-FED F.A.S.T.</b>				
SALARIES & WAGES						
4130	OVERTIME	1,965	0	0	0	0
4137	OVERTIME-F.A.S.T	11,940	8,000	10,000	10,000	10,000
4250	FICA/HOSPITAL INSURANCE	194	100	200	200	200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>14,099</b>	<b>8,100</b>	<b>10,200</b>	<b>10,200</b>	<b>10,200</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						
6730	OFFICE EQUIPMENT	5,336	0	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>5,336</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CONTRACT SERVICES						
6161	F.A.S.T. JPA COSTS	42,943	43,000	43,000	53,700	53,700
<b>Total:</b>	<b>CONTRACT SERVICES</b>	<b>42,943</b>	<b>43,000</b>	<b>43,000</b>	<b>53,700</b>	<b>53,700</b>
<b>Total:</b>		<b>62,378</b>	<b>51,100</b>	<b>53,200</b>	<b>63,900</b>	<b>63,900</b>
<b>Fund/Division: 0022112</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					25.05 %	

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

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>288,600</b>	<b>264,100</b>	<b>229,000</b>
Estimated Revenue:			
C.O.P.S. AB 3229 Funds	100,000	100,000	100,000
Interest Income	1,400	1,300	1,100
Total Revenues	<u>101,400</u>	<u>101,300</u>	<u>101,100</u>
Estimated Funds Available	390,000	365,400	330,100
Proposed Expenditures:			
Operating Costs	125,900	136,400	145,000
Total Expenditures	<u>125,900</u>	<u>136,400</u>	<u>145,000</u>
<b>Ending Fund Balance</b>	<b><u>264,100</u></b>	<b><u>229,000</u></b>	<b><u>185,100</u></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	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 2112		SLESF - CRIME ANALYST				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	0	72,100	74,700	81,500	86,500
4032	TEMPORARY	32,876	0	0	0	0
4241	P.E.R.S	0	18,100	16,700	22,100	25,100
4242	NON-PERSABLE COMPENSATION	0	400	400	400	400
4244	MEDICAL/DENTAL INSURANCE	360	15,100	14,000	15,600	16,100
4245	LONG TERM DISABILITY	0	100	100	100	100
4247	LIFE INSURANCE	0	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	477	1,100	1,100	1,200	1,300
Total:	SALARIES & WAGES	33,713	107,200	107,200	121,200	129,800
SUPPLIES						
5260	FIELDS	8,000	13,000	13,000	10,000	10,000
Total:	SUPPLIES	8,000	13,000	13,000	10,000	10,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	8,500	0	0	0
6505	GENERAL LIABILITY	1,700	3,000	3,000	2,400	2,400
6507	WORKERS' COMPENSATION	2,600	2,700	2,700	2,800	2,800
Total:	OPERATING EXPENSES	4,300	14,200	5,700	5,200	5,200
Total:		46,013	134,400	125,900	136,400	145,000
Fund/Division: 0042112						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.49 %	

### Medical/Dental Insurance Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>235,300</b>	<b>235,300</b>	<b>235,300</b>
Estimated Revenue:			
Charges to City Departments	3,637,000	3,763,900	3,763,900
Total Revenues	3,637,000	3,763,900	3,763,900
Estimated Funds Available	3,872,300	3,999,200	3,999,200
Proposed Expenditures:			
Claims & Administration	3,636,100	3,762,500	3,762,500
Transfer to General Fund	900	1,400	1,400
Total Expenditures	3,637,000	3,763,900	3,763,900
<b>Ending Fund Balance</b>	<b>235,300</b>	<b>235,300</b>	<b>235,300</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	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION:		MEDICAL/DENTAL				
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	700	900	900	1,400	1,400
Total:	OPERATING EXPENSES	700	900	900	1,400	1,400
SPECIAL PROGRAMS						
7344	CLAIMS & ADMINISTRATIVE	3,020,470	3,636,100	3,636,100	3,762,500	3,762,500
7345	MEDICAL/DENTAL CLAIMS	239,299	0	0	0	0
Total:	SPECIAL PROGRAMS	3,259,768	3,636,100	3,636,100	3,762,500	3,762,500
Total:		3,260,468	3,637,000	3,637,000	3,763,900	3,763,900
Fund/Division:						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.49 %	

## Local Law Enforcement

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grants	0	0	0
School District	76,000	76,000	76,000
General Fund Contribution	95,500	106,100	111,200
Total Revenues	171,500	182,100	187,200
Estimated Funds Available	171,500	182,100	187,200
Proposed Expenditures:			
Operating Costs	171,500	182,100	187,200
Total Expenditures	171,500	182,100	187,200
<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 \$76,000 toward this position.

*LOCAL LAW ENFORCEMENT BLOCK GRANT*

*No. of Employees  
Full Time Equivalent*

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Police Officer

1.00

**TOTAL**

1.00
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ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
DIVISION: 2112		LLEBG HIGH SCHOOL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	93,639	97,100	92,600	94,500	95,500
4011	SPECIALIST PAY	5,501	5,600	5,300	5,300	5,300
4014	VACATION SELL BACK	9,878	5,700	5,700	5,700	5,700
4021	LONGEVITY PAY	1,093	1,100	1,100	1,100	1,100
4130	OVERTIME	181	2,500	0	2,500	2,500
4138	HOLIDAY PAY	3,705	3,800	3,800	3,800	3,700
4241	P.E.R.S	43,969	49,000	46,500	48,900	52,900
4244	MEDICAL/DENTAL INSURANCE	11,855	11,300	6,500	11,300	11,400
4245	LONG TERM DISABILITY	170	200	200	200	200
4247	LIFE INSURANCE	66	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,633	1,600	1,500	1,500	1,500
Total:	SALARIES & WAGES	171,689	178,000	163,300	174,900	179,900
SUPPLIES						
5280	UNIFORM	750	800	800	800	800
Total:	SUPPLIES	750	800	800	800	800
OPERATING EXPENSES						
6505	GENERAL LIABILITY	3,300	4,100	4,100	3,100	3,100
6507	WORKERS' COMPENSATION	3,200	3,300	3,300	3,300	3,400
Total:	OPERATING EXPENSES	6,500	7,400	7,400	6,400	6,500
Total:		178,939	186,200	171,500	182,100	187,200
Fund/Division: 0062112						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.20) %	

## IRS TASK FORCE

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>261,700</b>	<b>451,800</b>	<b>454,100</b>
Estimated Revenue:			
Interest	1,300	2,300	2,300
Asset Seizure Revenue	198,800	0	0
Total Revenues	200,100	2,300	2,300
Estimated Funds Available	461,800	454,100	456,400
Proposed Expenditures:			
Operating Expenses	10,000	0	0
Total Expenditures	10,000	0	0
<b>Ending Fund Balance</b>	<b>451,800</b>	<b>454,100</b>	<b>456,400</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

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,661,200</b>	<b>2,875,118</b>	<b>3,316,818</b>
Estimated Revenue:			
Transfer from General Fund	1,000,000	500,000	500,000
Charges to City Departments - Liability	1,402,800	1,143,500	1,149,800
Charges to City Departments - Worker's Compensation	997,500	1,007,300	1,015,400
Interest Earnings	8,300	14,400	16,600
Total Revenues	<u>3,408,600</u>	<u>2,665,200</u>	<u>2,681,800</u>
Estimated Funds Available	5,069,800	5,540,318	5,998,618
Proposed Expenditures:			
Claims & Administration	1,200,000	1,150,000	1,150,000
Excess Insurance Premium	612,200	684,100	684,100
Claims Management	132,262	123,500	126,000
Operating Costs	250,220	265,900	277,700
Total Expenditures	<u>2,194,682</u>	<u>2,223,500</u>	<u>2,237,800</u>
<b>Ending Fund Balance</b>	<b><u>2,875,118</u></b>	<b><u>3,316,818</u></b>	<b><u>3,760,818</u></b>

### Purpose of Funds:

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

*LIABILITY AND WORKERS' COMP INSURANCE FUND*

*No. of Employees  
Full Time Equivalent*

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Administrative Services Director	0.10
Human Resource Administrator	0.50
Human Resource Analyst	0.20
Human Resource Technician	0.60
Senior Human Resources Analyst	0.20

**TOTAL**

1.60
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ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>9900</b>	<b>WORKER COMP &amp; LIABILITY</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	91,283	141,000	143,200	146,700	153,000
4014 VACATION SELL BACK	178	0	1,600	1,600	1,600
4015 ALLOWANCES	0	200	400	400	400
4021 LONGEVITY PAY	1,151	1,800	1,300	1,300	1,300
4241 P.E.R.S	19,239	35,800	35,900	40,100	44,800
4242 NON-PERSABLE COMPENSATIO	260	600	600	600	600
4244 MEDICAL/DENTAL INSURANCE	17,742	21,900	19,100	22,700	23,500
4245 LONG TERM DISABILITY	116	200	200	200	200
4247 LIFE INSURANCE	220	500	400	400	400
4250 FICA/HOSPITAL INSURANCE	1,407	2,200	2,200	2,200	2,200
<b>Total: SALARIES &amp; WAGES</b>	<b>131,595</b>	<b>204,200</b>	<b>204,900</b>	<b>216,200</b>	<b>228,000</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	36,299	32,500	42,320	44,800	44,800
6551 CLAIMS & CLAIMS EXPENSE	1,716,455	1,400,000	1,200,000	1,150,000	1,150,000
6574 HUMAN RESOURCES W/C	612	0	0	0	0
6576 ADMIN SERVICES W/C	1,255	0	0	0	0
6577 POLICE W/C	1,435	0	0	0	0
6578 FIRE W/C	900	0	0	0	0
6580 DEVELOPMENT SERVICE W/C	85	0	0	0	0
6583 RECREATION W/C	871	0	0	0	0
6930 MEMBERSHIP & PUBLICATIONS	377	1,800	950	1,500	1,500
6940 OFFICIAL MEETINGS	49	1,400	50	1,400	1,400
6970 TRAINING	0	2,000	2,000	2,000	2,000
6995 GENERAL FUND CHARGES	9,400	0	0	0	0
<b>Total: OPERATING EXPENSES</b>	<b>1,767,735</b>	<b>1,437,700</b>	<b>1,245,320</b>	<b>1,199,700</b>	<b>1,199,700</b>
SPECIAL PROGRAMS					
7321 REINSURANCE	523,890	621,000	612,200	684,100	684,100
7323 ADMINISTRATION	120,980	122,300	132,262	123,500	126,000
<b>Total: SPECIAL PROGRAMS</b>	<b>644,870</b>	<b>743,300</b>	<b>744,462</b>	<b>807,600</b>	<b>810,100</b>
<b>Total Division:</b>	<b>2,544,200</b>	<b>2,385,200</b>	<b>2,194,682</b>	<b>2,223,500</b>	<b>2,237,800</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(6.78)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 9901</b>		<b>WORKERS COMPENSATION</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	57,855	82,900	84,100	86,100	89,400
4014	VACATION SELL BACK	89	0	1,000	1,000	1,000
4015	ALLOWANCES	0	100	200	200	200
4021	LONGEVITY PAY	794	1,100	900	900	900
4241	P.E.R.S	12,295	21,100	21,100	23,600	26,200
4242	NON-PERSABLE COMPENSATION	130	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	11,045	13,200	11,700	13,700	14,200
4245	LONG TERM DISABILITY	78	100	100	100	100
4247	LIFE INSURANCE	123	300	200	200	200
4250	FICA/HOSPITAL INSURANCE	909	1,300	1,300	1,300	1,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>83,319</b>	<b>120,400</b>	<b>120,900</b>	<b>127,400</b>	<b>133,800</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	36,299	32,500	42,320	44,800	44,800
6551	CLAIMS & CLAIMS EXPENSE	1,037,131	550,000	700,000	550,000	550,000
6574	HUMAN RESOURCES W/C	612	0	0	0	0
6576	ADMIN SERVICES W/C	1,255	0	0	0	0
6577	POLICE W/C	1,435	0	0	0	0
6578	FIRE W/C	900	0	0	0	0
6580	DEVELOPMENT SERVICE W/C	85	0	0	0	0
6583	RECREATION W/C	871	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	342	800	600	800	800
6940	OFFICIAL MEETINGS	24	900	25	900	900
6970	TRAINING	0	2,000	2,000	2,000	2,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,078,953</b>	<b>586,200</b>	<b>744,945</b>	<b>598,500</b>	<b>598,500</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	151,953	176,000	180,900	218,500	218,500
7323	ADMINISTRATION	98,790	99,800	110,062	101,500	103,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>250,743</b>	<b>275,800</b>	<b>290,962</b>	<b>320,000</b>	<b>321,500</b>
<b>Total:</b>		<b>1,413,014</b>	<b>982,400</b>	<b>1,156,807</b>	<b>1,045,900</b>	<b>1,053,800</b>
<b>Fund/Division: 0089901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.46 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 9902</b>		<b>LIABILITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	33,427	58,100	59,100	60,600	63,600
4014	VACATION SELL BACK	89	0	600	600	600
4015	ALLOWANCES	0	100	200	200	200
4021	LONGEVITY PAY	357	700	400	400	400
4241	P.E.R.S	6,944	14,700	14,800	16,500	18,600
4242	NON-PERSABLE COMPENSATION	130	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	6,697	8,700	7,400	9,000	9,300
4245	LONG TERM DISABILITY	38	100	100	100	100
4247	LIFE INSURANCE	97	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	497	900	900	900	900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>48,277</b>	<b>83,800</b>	<b>84,000</b>	<b>88,800</b>	<b>94,200</b>
OPERATING EXPENSES						
6551	CLAIMS & CLAIMS EXPENSE	679,323	850,000	500,000	600,000	600,000
6930	MEMBERSHIP & PUBLICATIONS	35	1,000	350	700	700
6940	OFFICIAL MEETINGS	24	500	25	500	500
6995	GENERAL FUND CHARGES	9,400	0	0	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>688,783</b>	<b>851,500</b>	<b>500,375</b>	<b>601,200</b>	<b>601,200</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	371,937	445,000	431,300	465,600	465,600
7323	ADMINISTRATION	22,190	22,500	22,200	22,000	23,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>394,127</b>	<b>467,500</b>	<b>453,500</b>	<b>487,600</b>	<b>488,600</b>
<b>Total:</b>		<b>1,131,186</b>	<b>1,402,800</b>	<b>1,037,875</b>	<b>1,177,600</b>	<b>1,184,000</b>
<b>Fund/Division: 0089902</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(16.05) %	

## Homeland Security Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Homeland Security	7,200	10,000	10,000
Total Revenues	7,200	10,000	10,000
Estimated Funds Available	7,200	10,000	10,000
Proposed Expenditures:			
Equipment	7,200	10,000	10,000
Total Expenditures	7,200	10,000	10,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

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

## Library State Grant

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>52,200</b>	<b>31,500</b>	<b>10,700</b>
Estimated Revenue:			
Public Library Fund	0	0	0
Interests	300	200	100
Total Revenues	300	200	100
Estimated Funds Available	52,500	31,700	10,800
Proposed Expenditures:			
Expenditures	21,000	21,000	10,800
Total Expenditures	21,000	21,000	10,800
<b>Ending Fund Balance</b>	<b>31,500</b>	<b>10,700</b>	<b>0</b>

### Purpose of Funds:

The Fund is established to account for the monies allocated by the State Legislature for augmenting public library funds and for circulation based reimbursements which allows for universal borrowing privileges for the citizens of California. This fund is budgeted annually by the Arcadia Public Library Board of Trustees for Library programs and services.

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5609</b>	<b>LIBRARY STATE GRANT</b>				
SUPPLIES					
5115 PROGRAM EXPENSES	23,715	21,000	21,000	21,000	10,800
<b>Total: SUPPLIES</b>	<b>23,715</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>10,800</b>
<b>Total:</b>	<b>23,715</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>10,800</b>
<b>Fund/Division: 0125609</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				0.00 %	

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

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>2,703,300</b>	<b>2,703,300</b>	<b>1,351,650</b>
Estimated Revenue:			
Transfer from General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	2,703,300	2,703,300	1,351,650
Proposed Expenditures:			
Contribution to OPEB Trust	0	1,351,650	0
Total Expenditures	0	1,351,650	0
<b>Ending Fund Balance</b>	<b>2,703,300</b>	<b>1,351,650</b>	<b>1,351,650</b>

### Purpose of Funds:

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

## Emergency Reserve Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>10,740,000</b>	<b>10,740,000</b>	<b>10,740,000</b>
Estimated Revenue:			
Transfer-in General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	10,740,000	10,740,000	10,740,000
Proposed Expenditures:			
December Windstorm	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>10,740,000</b>	<b>10,740,000</b>	<b>10,740,000</b>

### Purpose of Funds:

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

## Park & Recreational Facilities Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>4,147,500</b>	<b>6,013,100</b>	<b>7,828,000</b>
Estimated Revenue:			
Dwelling Unit Fees	2,000,000	1,800,000	1,800,000
Interest Earnings	20,700	30,100	39,100
Total Revenues	<u>2,020,700</u>	<u>1,830,100</u>	<u>1,839,100</u>
Estimated Funds Available	6,168,200	7,843,200	9,667,100
Proposed Expenditures:			
General Fund Overhead	5,100	15,200	15,200
Capital Projects	150,000	0	0
Total Expenditures	<u>155,100</u>	<u>15,200</u>	<u>15,200</u>
<b>Ending Fund Balance</b>	<b><u>6,013,100</u></b>	<b><u>7,828,000</u></b>	<b><u>9,651,900</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.

## Traffic Safety Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Miscellaneous Fines	160,000	160,000	160,000
Parking Citations	120,000	120,000	120,000
Total Revenues	280,000	280,000	280,000
Estimated Funds Available	280,000	280,000	280,000
Proposed Expenditures:			
Transfer to General Fund	280,000	280,000	280,000
Total Expenditures	280,000	280,000	280,000
<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

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,112,400</b>	<b>1,133,100</b>	<b>1,166,900</b>
Estimated Revenue:			
Solid Waste Assessments	380,200	380,200	380,200
Waste Management Administrative fees	109,500	111,700	113,900
Interest Earnings	5,600	5,700	5,800
Total Revenues	495,300	497,600	499,900
Estimated Funds Available	1,607,700	1,630,700	1,666,800
Proposed Expenditures:			
Capital Projects	23,000	0	0
Operating Costs	342,100	352,100	361,700
Transfer to General fund	109,500	111,700	113,900
Total Expenditures	474,600	463,800	475,600
<b>Ending Fund Balance</b>	<b>1,133,100</b>	<b>1,166,900</b>	<b>1,191,200</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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Communication and Marketing Specialist II	0.05
Deputy Public Works Director	0.10
Environmental Services Officer	0.70
Management Analyst	0.50
Public Works Office Coordinator	0.10
Public Works Services Director	0.10
Storekeeper/Buyer	0.05
Street Superintendent	0.05

**TOTAL**

<b>1.65</b>
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ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 1901</b>		<b>SOLID WASTE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	140,890	157,600	147,300	154,700	159,000
4011	SPECIALIST PAY	0	0	0	100	100
4014	VACATION SELL BACK	3,014	2,000	2,000	2,000	2,000
4015	ALLOWANCES	126	100	200	200	200
4021	LONGEVITY PAY	1,275	1,300	900	1,500	1,500
4032	TEMPORARY	8,911	13,000	11,000	11,100	11,100
4241	P.E.R.S	32,600	39,900	36,800	42,300	46,500
4242	NON-PERSABLE COMPENSATION	646	800	700	700	700
4244	MEDICAL/DENTAL INSURANCE	26,779	24,300	23,100	25,100	26,000
4245	LONG TERM DISABILITY	159	200	200	200	200
4247	LIFE INSURANCE	464	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	2,237	2,600	2,300	2,300	2,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>217,102</b>	<b>242,400</b>	<b>225,000</b>	<b>240,700</b>	<b>250,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,443	3,000	3,000	3,000	3,000
5125	PRINT SHOP	10,180	14,500	14,500	14,500	14,500
5260	FIELDS	4,667	7,500	7,500	7,500	7,500
<b>Total:</b>	<b>SUPPLIES</b>	<b>17,290</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	28,758	25,000	25,000	25,000	25,000
6210	TELEPHONE	353	300	300	300	300
6505	GENERAL LIABILITY	6,700	7,000	7,000	5,300	5,400
6507	WORKERS' COMPENSATION	5,600	5,700	5,700	5,800	5,900
6750	VEHICLE MAINTENANCE	2,691	2,500	3,500	3,000	3,000
6902	DISPOSAL CHARGES	815	500	600	600	600
6930	MEMBERSHIP & PUBLICATIONS	670	700	700	700	700
6940	OFFICIAL MEETINGS	200	500	300	500	500
6970	TRAINING	1,066	2,600	1,000	1,800	1,800
6971	TUITION REIMBURSEMENT	1,788	3,200	2,900	2,500	2,500
6995	GENERAL FUND CHARGES	52,500	45,100	45,100	40,900	40,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>101,141</b>	<b>93,100</b>	<b>92,100</b>	<b>86,400</b>	<b>86,600</b>
<b>Total:</b>		<b>335,534</b>	<b>360,500</b>	<b>342,100</b>	<b>352,100</b>	<b>361,700</b>
<b>Fund/Division: 1181901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(2.33) %	

## State Gas Tax Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,040,400</b>	<b>1,031,500</b>	<b>824,000</b>
Estimated Revenue:			
Gas Tax - Section 2106	193,400	164,200	147,800
Gas Tax - Section 2107	479,500	451,500	406,400
Gas Tax - Section 2107.5	7,500	7,500	6,800
Gas Tax - Section 2105	351,200	328,500	295,700
Gas Tax - Section 2103	769,900	597,300	537,600
Interest Earnings	5,200	5,200	4,100
Total Revenues	1,806,700	1,554,200	1,398,400
Estimated Funds Available	2,847,100	2,585,700	2,222,400
Proposed Expenditures:			
Operating Expense	1,600	2,000	2,000
Transfer to General Fund for street maintenance	1,081,100	1,189,700	1,232,000
Capital Projects	732,900	570,000	400,000
Total Expenditures	1,815,600	1,761,700	1,634,000
<b>Ending Fund Balance</b>	<b>1,031,500</b>	<b>824,000</b>	<b>588,400</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.

## Air Quality Management

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>156,000</b>	<b>85,500</b>	<b>53,600</b>
Estimated Revenue:			
Revenue From Other Agencies AB 2766	68,000	70,000	70,000
Interest Earnings	1,200	400	300
Total Revenues	69,200	70,400	70,300
Estimated Funds Available	225,200	155,900	123,900
Proposed Expenditures:			
Equipment Purchases	118,300	80,000	80,000
Operating Costs	21,400	22,300	22,300
Total Expenditures	139,700	102,300	102,300
<b>Ending Fund Balance</b>	<b>85,500</b>	<b>53,600</b>	<b>21,600</b>

### Purpose of Funds:

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4103</b>		<b>AQMD - PLANNING</b>				
SUPPLIES						
5115	PROGRAM EXPENSES	18,017	20,000	18,000	20,000	20,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>18,017</b>	<b>20,000</b>	<b>18,000</b>	<b>20,000</b>	<b>20,000</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	0	600	600	300	300
6930	MEMBERSHIP & PUBLICATIONS	0	6,800	0	0	0
6940	OFFICIAL MEETINGS	332	500	500	500	500
6995	GENERAL FUND CHARGES	0	2,300	2,300	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>332</b>	<b>10,200</b>	<b>3,400</b>	<b>2,300</b>	<b>2,300</b>
<b>Total:</b>		<b>18,349</b>	<b>30,200</b>	<b>21,400</b>	<b>22,300</b>	<b>22,300</b>
<b>Fund/Division: 1514103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(26.16) %	

## Community Development Block Grant Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Misc. Income	17,800	17,800	17,800
Block Grant Funds	309,800	387,600	368,700
Total Revenues	327,600	405,400	386,500
Estimated Funds Available	327,600	405,400	386,500
Proposed Expenditures:			
Housing Rehabilitation	263,700	339,200	319,800
Senior Information Services	22,100	26,600	27,100
Senior Meals	41,800	39,600	39,600
Total Expenditures	327,600	405,400	386,500
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

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

*CDBG FUND*

*No. of Employees  
Full Time Equivalent*

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Associate Planner	0.20
Office Assistant	0.22
<b>TOTAL</b>	<div>0.42</div>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4307</b>		<b>C D B G-HOUSING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	14,888	15,700	15,800	16,300	16,500
4014	VACATION SELL BACK	0	0	500	0	0
4021	LONGEVITY PAY	42	300	200	200	200
4241	P.E.R.S	3,425	4,000	4,000	4,500	4,800
4244	MEDICAL/DENTAL INSURANCE	2,624	2,300	2,200	2,300	2,400
4245	LONG TERM DISABILITY	20	100	0	0	0
4247	LIFE INSURANCE	13	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	226	300	300	200	200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>21,238</b>	<b>22,800</b>	<b>23,000</b>	<b>23,500</b>	<b>24,100</b>
SUPPLIES						
5110	OFFICE SUPPLIES	303	500	500	500	500
5118	HOUSING IMPROVEMENT	144,436	300,000	200,000	275,000	250,000
5125	PRINT SHOP	78	200	200	200	200
<b>Total:</b>	<b>SUPPLIES</b>	<b>144,817</b>	<b>300,700</b>	<b>200,700</b>	<b>275,700</b>	<b>250,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	25,151	47,000	40,000	40,000	45,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>25,151</b>	<b>47,000</b>	<b>40,000</b>	<b>40,000</b>	<b>45,000</b>
<b>Total:</b>		<b>191,206</b>	<b>370,500</b>	<b>263,700</b>	<b>339,200</b>	<b>319,800</b>
<b>Fund/Division: 1524307</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(8.45) %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5507</b>		<b>C D B G-SENIOR I &amp; R</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	8,199	10,300	7,400	10,500	10,700
4014	VACATION SELL BACK	156	200	0	0	0
4021	LONGEVITY PAY	191	200	200	200	200
4241	P.E.R.S	1,981	2,700	2,000	2,900	3,100
4244	MEDICAL/DENTAL INSURANCE	2,153	2,000	1,900	2,000	2,100
4245	LONG TERM DISABILITY	35	100	0	0	0
4247	LIFE INSURANCE	23	100	0	0	0
4250	FICA/HOSPITAL INSURANCE	151	200	100	200	200
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>12,889</b>	<b>15,800</b>	<b>11,600</b>	<b>15,800</b>	<b>16,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	1,649	2,500	2,500	2,800	2,800
5125	PRINT SHOP	9,045	8,000	8,000	8,000	8,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>10,694</b>	<b>10,500</b>	<b>10,500</b>	<b>10,800</b>	<b>10,800</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>23,583</b>	<b>26,300</b>	<b>22,100</b>	<b>26,600</b>	<b>27,100</b>
<b>Fund/Division: 1525507</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					1.14 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5511</b>		<b>CDBG-SENIOR MEALS</b>				
SALARIES & WAGES						
4032	TEMPORARY	5,075	3,800	6,000	3,800	3,800
4250	FICA/HOSPITAL INSURANCE	74	200	100	100	100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>5,148</b>	<b>4,000</b>	<b>6,100</b>	<b>3,900</b>	<b>3,900</b>
SUPPLIES						
5116	SENIOR MEAL PROGRAM	34,680	35,700	35,700	35,700	35,700
<b>Total:</b>	<b>SUPPLIES</b>	<b>34,680</b>	<b>35,700</b>	<b>35,700</b>	<b>35,700</b>	<b>35,700</b>
<b>Total:</b>		<b>39,828</b>	<b>39,700</b>	<b>41,800</b>	<b>39,600</b>	<b>39,600</b>
<b>Fund/Division: 1525511</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.25) %	

## Santa Anita Grade Separation

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,764,500</b>	<b>488,700</b>	<b>491,100</b>
Estimated Revenue:			
Grants	1,865,200	0	0
Interest Earnings	8,800	2,400	2,500
Total Revenues	1,874,000	2,400	2,500
Estimated Funds Available	3,638,500	491,100	493,600
Proposed Expenditures:			
Gold Line Capital projects	3,149,800	0	0
	3,149,800	0	0
<b>Ending Fund Balance</b>	<b>488,700</b>	<b>491,100</b>	<b>493,600</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.

## Proposition "A" Local Return Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>654,200</b>	<b>801,590</b>	<b>834,240</b>
Estimated Revenue:			
Proposition "A" Allocation	995,800	1,035,540	1,035,540
Interest Earnings	3,300	4,000	4,200
Total Revenues	999,100	1,039,540	1,039,740
Estimated Funds Available	1,653,300	1,841,130	1,873,980
Proposed Expenditures:			
Capital Project	75,000	200,000	0
Transfer to Transit Fund	553,460	579,290	575,450
Operating Costs	223,250	227,600	231,900
Total Expenditures	851,710	1,006,890	807,350
<b>Ending Fund Balance</b>	<b>801,590</b>	<b>834,240</b>	<b>1,066,630</b>

### Purpose of Funds:

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

*PROP A*

*No. of Employees  
Full Time Equivalent*

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3304</b>		<b>PROP A/ BUS STOP MAINT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	46,744	47,400	49,300	50,400	51,000
4014	VACATION SELL BACK	1,617	300	1,500	1,500	1,500
4021	LONGEVITY PAY	0	1,000	900	1,100	1,100
4241	P.E.R.S	10,760	12,200	12,500	14,000	15,100
4244	MEDICAL/DENTAL INSURANCE	12,279	11,900	11,400	12,200	12,600
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	66	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	853	700	900	700	800
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>72,418</b>	<b>73,700</b>	<b>76,700</b>	<b>80,100</b>	<b>82,300</b>
SUPPLIES						
5260	FIELDS	1,143	1,300	1,300	1,300	1,300
5410	TOOLS	202	0	0	0	0
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,345</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,500	2,000	2,000	1,700	1,700
6507	WORKERS' COMPENSATION	2,100	2,200	2,200	2,200	2,300
6750	VEHICLE MAINTENANCE	9,180	7,500	10,500	7,500	7,600
6995	GENERAL FUND CHARGES	19,200	17,000	17,000	14,900	14,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>31,980</b>	<b>28,700</b>	<b>31,700</b>	<b>26,300</b>	<b>26,500</b>
<b>Total:</b>		<b>105,743</b>	<b>103,700</b>	<b>109,700</b>	<b>107,700</b>	<b>110,100</b>
<b>Fund/Division: 1553304</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.86 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4103</b>		<b>PROP A-DSD PLANNING &amp; ADM</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	47,511	48,300	48,600	49,600	50,100
4014	VACATION SELL BACK	1,140	1,100	1,200	1,200	1,200
4015	ALLOWANCES	708	800	700	700	700
4021	LONGEVITY PAY	437	500	400	400	400
4241	P.E.R.S	10,999	12,200	12,200	13,600	14,700
4242	NON-PERSABLE COMPENSATION	238	300	200	200	300
4244	MEDICAL/DENTAL INSURANCE	5,273	4,600	4,600	4,800	5,000
4245	LONG TERM DISABILITY	30	100	0	0	0
4247	LIFE INSURANCE	145	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	714	800	700	700	700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>67,194</b>	<b>68,900</b>	<b>68,700</b>	<b>71,300</b>	<b>73,200</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,600	1,900	1,900	1,600	1,600
6507	WORKERS' COMPENSATION	900	900	900	900	900
6930	MEMBERSHIP & PUBLICATIONS	20,060	13,600	17,250	20,500	20,500
6995	GENERAL FUND CHARGES	8,400	8,700	8,700	9,400	9,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>30,960</b>	<b>25,100</b>	<b>28,750</b>	<b>32,400</b>	<b>32,400</b>
<b>Total:</b>		<b>98,154</b>	<b>94,000</b>	<b>97,450</b>	<b>103,700</b>	<b>105,600</b>
<b>Fund/Division: 1554103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					10.32 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 5504</b>		<b>PROP A/ RECREATN TRANSPN</b>				
OPERATING EXPENSES						
6505	GENERAL LIABILITY	200	300	300	300	300
6995	GENERAL FUND CHARGES	700	800	800	900	900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>900</b>	<b>1,100</b>	<b>1,100</b>	<b>1,200</b>	<b>1,200</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	12,606	15,000	15,000	15,000	15,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>12,606</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total:</b>		<b>13,506</b>	<b>16,100</b>	<b>16,100</b>	<b>16,200</b>	<b>16,200</b>
<b>Fund/Division: 1555504</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.62 %	

## Transit Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Operating Funds:			
TDA Article 4	318,500	311,271	315,940
Prop C 40% Muni Op Improvement	59,700	62,005	62,935
Foothill Transit Mitigation	8,960	9,371	9,512
Bus System Improvement Plan (BSIP)	20,600	21,042	21,358
Prop A 40% Discretionary	201,500	206,321	209,416
Measure R 20% Bus operation	129,500	126,698	128,598
Transfer from Prop A Fund	553,460	579,290	575,450
Transfer from Measure R Fund	368,980	386,196	383,640
State Transit Assistance	39,970	48,784	49,516
Fare Box Receipts	60,000	55,000	55,000
Transit Security	7,600	7,522	7,635
Transit Passes	24,000	25,000	25,000
Total Operating	1,792,770	1,838,500	1,844,000
Estimated Capital Funds:			
Estimated Funds Available	1,792,770	1,838,500	1,844,000
Proposed Expenditures:			
Operating Costs	1,792,770	1,838,500	1,844,000
Total Expenditures	1,792,770	1,838,500	1,844,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

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

*TRANSIT FUND*

*No. of Employees  
Full Time Equivalent*

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4701</b>		<b>TRANSIT-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	125,907	127,800	128,800	128,000	129,300
4014	VACATION SELL BACK	142	200	300	200	200
4015	ALLOWANCES	516	600	500	500	500
4021	LONGEVITY PAY	1,611	1,700	1,600	1,700	1,700
4241	P.E.R.S	29,253	32,500	32,500	35,100	38,000
4242	NON-PERSABLE COMPENSATION	555	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	20,286	19,500	19,400	19,600	20,300
4245	LONG TERM DISABILITY	134	200	100	100	100
4247	LIFE INSURANCE	382	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	1,683	1,900	1,700	1,900	1,900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>180,469</b>	<b>185,400</b>	<b>185,900</b>	<b>188,100</b>	<b>193,000</b>
SUPPLIES						
5110	OFFICE SUPPLIES	2,931	500	500	500	500
5125	PRINT SHOP	1,052	2,000	1,900	2,000	2,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>3,983</b>	<b>2,500</b>	<b>2,400</b>	<b>2,500</b>	<b>2,500</b>
OPERATING EXPENSES						
6210	TELEPHONE	724	700	900	900	900
6353	PROFESSIONAL & TECHNICAL	0	12,000	1,365	12,000	12,000
6355	CONTRACT OPERATIONS	1,518,833	1,520,000	1,500,000	1,500,000	1,500,000
6505	GENERAL LIABILITY	0	300	300	28,900	29,100
6507	WORKERS' COMPENSATION	2,400	2,500	2,500	2,500	2,500
6750	VEHICLE MAINTENANCE	39	0	0	0	0
6910	AUDIT	2,000	2,000	1,500	2,000	2,000
6930	MEMBERSHIP & PUBLICATIONS	1,912	2,300	2,300	2,300	2,300
6940	OFFICIAL MEETINGS	1,727	5,000	4,305	4,600	5,000
6990	DEPRECIATION	204,216	0	0	0	0
6995	GENERAL FUND CHARGES	94,100	91,300	91,300	94,700	94,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,825,951</b>	<b>1,636,100</b>	<b>1,604,470</b>	<b>1,647,900</b>	<b>1,648,500</b>
<b>Total:</b>		<b>2,010,403</b>	<b>1,824,000</b>	<b>1,792,770</b>	<b>1,838,500</b>	<b>1,844,000</b>
<b>Fund/Division: 1544701</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.79 %	

## Measure "R" Local Return Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,258,400</b>	<b>1,458,420</b>	<b>1,663,747</b>
Estimated Revenue:			
Proposition "R" Allocation	619,500	644,223	644,223
Interest Earnings	6,300	7,300	8,300
Total Revenues	625,800	651,523	652,523
Estimated Funds Available	1,884,200	2,109,943	2,316,270
Proposed Expenditures:			
Transfer to Transit Fund	368,980	386,196	383,640
Operating Costs	56,800	60,000	61,200
Total Expenditures	425,780	446,196	444,840
<b>Ending Fund Balance</b>	<b>1,458,420</b>	<b>1,663,747</b>	<b>1,871,430</b>

### Purpose of Funds:

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

*MEASURE R*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director

0.10

Deputy Director of Development Services/City Engineer

0.10

**TOTAL**

0.20
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ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4701</b>		<b>MEASURE R</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	32,611	33,100	33,400	34,100	34,400
4014	VACATION SELL BACK	570	600	600	600	600
4015	ALLOWANCES	612	700	600	600	600
4021	LONGEVITY PAY	273	300	300	300	300
4241	P.E.R.S	7,544	8,400	8,400	9,300	10,100
4242	NON-PERSABLE COMPENSATION	163	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	3,856	3,100	3,100	3,200	3,300
4245	LONG TERM DISABILITY	20	100	0	0	0
4247	LIFE INSURANCE	99	200	100	100	100
4250	FICA/HOSPITAL INSURANCE	486	500	500	500	500
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>46,233</b>	<b>47,200</b>	<b>47,200</b>	<b>48,900</b>	<b>50,100</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	900	1,100	1,000	900	900
6507	WORKERS' COMPENSATION	600	600	600	600	600
6995	GENERAL FUND CHARGES	7,600	8,800	8,000	9,600	9,600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>9,100</b>	<b>10,500</b>	<b>9,600</b>	<b>11,100</b>	<b>11,100</b>
<b>Total:</b>		<b>55,333</b>	<b>57,700</b>	<b>56,800</b>	<b>60,000</b>	<b>61,200</b>
<b>Fund/Division: 1614701</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.99 %	

## Proposition "C" Local Return Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,210,900</b>	<b>568,200</b>	<b>32,100</b>
Estimated Revenue:			
Proposition "C" Allocation	826,000	859,000	859,000
Grants	465,000	0	0
Interest Earnings	6,100	2,800	200
Total Revenues	1,297,100	861,800	859,200
Estimated Funds Available	2,508,000	1,430,000	891,300
Proposed Expenditures:			
Capital Projects	1,839,900	1,298,000	750,000
Operating Costs	99,900	99,900	102,300
Total Expenditures	1,939,800	1,397,900	852,300
<b>Ending Fund Balance</b>	<b>568,200</b>	<b>32,100</b>	<b>39,000</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
Associate Planner	0.10
Deputy Director of Development Services/City Engineer	0.20
<b>TOTAL</b>	<div>0.40</div>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4103</b>		<b>PROP C -PLANNING/ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	55,329	56,200	56,600	57,800	58,400
4011	SPECIALIST PAY	96	100	100	100	100
4014	VACATION SELL BACK	1,439	1,100	1,500	1,500	1,500
4015	ALLOWANCES	708	800	700	700	700
4021	LONGEVITY PAY	601	700	600	600	600
4130	OVERTIME	25	0	0	0	0
4241	P.E.R.S	12,852	14,300	14,300	15,800	17,100
4242	NON-PERSABLE COMPENSATION	238	300	200	200	300
4244	MEDICAL/DENTAL INSURANCE	6,863	5,700	5,700	5,900	6,200
4245	LONG TERM DISABILITY	40	100	0	0	0
4247	LIFE INSURANCE	152	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	851	900	900	800	900
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>79,193</b>	<b>80,400</b>	<b>80,800</b>	<b>83,600</b>	<b>86,000</b>
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,600	1,900	1,900	1,500	1,500
6507	WORKERS' COMPENSATION	1,100	1,100	1,100	1,100	1,100
6995	GENERAL FUND CHARGES	14,200	16,100	16,100	13,700	13,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>16,900</b>	<b>19,100</b>	<b>19,100</b>	<b>16,300</b>	<b>16,300</b>
<b>Total:</b>		<b>96,093</b>	<b>99,500</b>	<b>99,900</b>	<b>99,900</b>	<b>102,300</b>
<b>Fund/Division: 1574103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.40 %	

## Transportation Impact Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,907,300</b>	<b>1,018,700</b>	<b>1,253,800</b>
Estimated Revenue:			
Other Grants	1,017,400	0	0
Impact Fees	300,000	330,000	330,000
Interest Earnings	9,500	5,100	6,300
Total Revenues	<u>1,326,900</u>	<u>335,100</u>	<u>336,300</u>
Estimated Funds Available	3,234,200	1,353,800	1,590,100
Proposed Expenditures:			
Capital Projects	<u>2,215,500</u>	<u>100,000</u>	<u>400,000</u>
Total Expenditures	<u>2,215,500</u>	<u>100,000</u>	<u>400,000</u>
<b>Ending Fund Balance</b>	<b><u>1,018,700</u></b>	<b><u>1,253,800</u></b>	<b><u>1,190,100</u></b>

### Purpose of Funds:

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

### TDA Article 3 Bikeway

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
TDA Bikeway Allocation	50,000	50,000	0
Interest Earnings	0	0	0
Total Revenues	50,000	50,000	0
Estimated Funds Available	50,000	50,000	0
Proposed Expenditures:			
Capital Projects	50,000	50,000	0
Total Expenditures	50,000	50,000	0
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Purpose of Funds:

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

## Capital Improvement Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>6,207,900</b>	<b>5,861,000</b>	<b>4,708,700</b>
Estimated Revenue:			
Transfer from General Fund	3,000,000	1,750,000	1,500,000
Federal Grants	1,030,200	250,000	0
Parimutual Revenue	700,000	700,000	700,000
Interest Earnings	31,000	29,300	23,500
<b>Total Revenues</b>	<b>4,761,200</b>	<b>2,729,300</b>	<b>2,223,500</b>
Estimated Funds Available	10,969,100	8,590,300	6,932,200
Proposed Expenditures:			
RaceTrack Overtime Reimbursement	168,100	155,600	172,100
General Fund Overhead	19,000	24,500	24,500
Capital Projects	4,921,000	3,701,500	2,596,700
<b>Total Expenditures</b>	<b>5,108,100</b>	<b>3,881,600</b>	<b>2,793,300</b>
<b>Ending Fund Balance</b>	<b>5,861,000</b>	<b>4,708,700</b>	<b>4,138,900</b>

### Purpose of Funds:

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION:</b>		<b>CAPITAL OUTLAY</b>				
OPERATING EXPENSES						
6994	GENERAL FUND COST REIMB	160,000	168,100	168,100	155,600	172,100
6995	GENERAL FUND CHARGES	13,900	19,000	19,000	24,500	24,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>173,900</b>	<b>187,100</b>	<b>187,100</b>	<b>180,100</b>	<b>196,600</b>
<b>Total:</b>		<b>173,900</b>	<b>187,100</b>	<b>187,100</b>	<b>180,100</b>	<b>196,600</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.74) %	

## Parking District No. 1

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>6,300</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Interest Earnings	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	6,300	0	0
Proposed Expenditures:			
Operating Expense	6,300	0	0
Total Expenditures	6,300	0	0
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Parking District Funds were created to account for property tax assessments received and maintenance expenses incurred relating to Parking Districts established by the City. The Parking Districts are located between Huntington Drive and Wheeler Avenue and bounded by Santa Anita Avenue and the Santa Fe Railroad. The districts were established to provide adjacent business owners parking facilities for their customers.

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION:</b>		<b>PARKING DISTRICT I</b>				
OPERATING EXPENSES						
6505	GENERAL LIABILITY	200	200	200	0	0
6995	GENERAL FUND CHARGES	800	900	900	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,000</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>	<b>0</b>
SPECIAL PROGRAMS						
7302	MAINTENANCE EXPENSE	7,245	5,000	5,200	0	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>7,245</b>	<b>5,000</b>	<b>5,200</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>8,245</b>	<b>6,100</b>	<b>6,300</b>		<b>0</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(100.00) %	

## Parking District No. 2

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>14,300</b>	<b>4,700</b>	<b>0</b>
Estimated Revenue:			
Interest Earnings	100	0	0
Total Revenues	100	0	0
Estimated Funds Available	14,400	4,700	0
Proposed Expenditures:			
Maintenance Expense	9,700	4,700	0
Total Expenditures	9,700	4,700	0
<b>Ending Fund Balance</b>	<b>4,700</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

The Parking District Funds were created to account for property tax assessments received and maintenance expenses incurred relating to Parking Districts established by the City. The Parking Districts are located between Huntington Drive and Wheeler Avenue and bounded by Santa Anita Avenue and the Santa Fe Railroad. The districts were established to provide adjacent business owners parking facilities for their customers.

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION:</b>		<b>PARKING DISTRICT II</b>				
OPERATING EXPENSES						
6505	GENERAL LIABILITY	200	200	200	0	0
6995	GENERAL FUND CHARGES	1,000	1,000	1,000	0	0
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>0</b>
SPECIAL PROGRAMS						
7302	MAINTENANCE EXPENSE	7,396	8,500	8,500	4,700	0
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>7,396</b>	<b>8,500</b>	<b>8,500</b>	<b>4,700</b>	<b>0</b>
<b>Total:</b>		<b>8,596</b>	<b>9,700</b>	<b>9,700</b>	<b>4,700</b>	<b>0</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(51.55) %	

## Lighting Maintenance Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>88,200</b>	<b>88,200</b>	<b>88,200</b>
Estimated Revenue:			
Current Assessment	482,300	482,100	495,800
Transfer From General Fund	694,100	723,200	743,700
Total Revenues	1,176,400	1,205,300	1,239,500
Estimated Funds Available	1,264,600	1,293,500	1,327,700
Proposed Expenditures:			
Operating Expenses	1,176,400	1,205,300	1,239,500
Total Expenditures	1,176,400	1,205,300	1,239,500
<b>Ending Fund Balance</b>	<b>88,200</b>	<b>88,200</b>	<b>88,200</b>

### Purpose of Funds:

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

*LIGHTING DISTRICT*

*No. of Employees  
Full Time Equivalent*

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

**TOTAL**

2.65
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ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3311</b>		<b>LIGHTING DISTRICT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	162,339	175,500	178,000	183,300	185,300
4013	VACATION PAY OFF	1,659	0	1,000	1,000	1,000
4014	VACATION SELL BACK	3,129	2,500	3,000	3,000	3,000
4019	STAND BY PAY	357	400	1,300	1,300	1,300
4020	STABILITY PAY	120	200	100	100	100
4021	LONGEVITY PAY	4,341	4,200	4,200	4,400	4,400
4130	OVERTIME	1,036	1,500	2,700	2,000	2,000
4131	OVERTIME-DIRECTED ENFORCM	76	0	0	0	0
4241	P.E.R.S	38,283	45,100	45,400	50,800	54,900
4242	NON-PERSABLE COMPENSATION	130	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	30,680	32,200	32,100	33,200	34,200
4245	LONG TERM DISABILITY	244	300	300	300	300
4247	LIFE INSURANCE	231	300	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,679	2,700	2,200	2,700	2,700
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>244,304</b>	<b>265,100</b>	<b>270,600</b>	<b>282,400</b>	<b>289,500</b>
SUPPLIES						
5260	FIELDS	16,411	21,000	21,000	21,000	21,000
5410	TOOLS	893	700	700	700	700
<b>Total:</b>	<b>SUPPLIES</b>	<b>17,304</b>	<b>21,700</b>	<b>21,700</b>	<b>21,700</b>	<b>21,700</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	141,592	150,000	150,000	150,000	150,000
6505	GENERAL LIABILITY	21,700	24,600	24,600	18,800	18,900
6507	WORKERS' COMPENSATION	6,800	7,000	7,000	7,100	7,100
6611	ELECTRIC	505,961	529,700	520,900	536,500	563,300
6750	VEHICLE MAINTENANCE	22,981	22,000	22,000	22,000	22,200
6995	GENERAL FUND CHARGES	99,200	90,600	90,600	86,800	86,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>798,234</b>	<b>823,900</b>	<b>815,100</b>	<b>821,200</b>	<b>848,300</b>
SPECIAL PROGRAMS						
7410	POWER PURCHASED	88,825	95,000	69,000	80,000	80,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>88,825</b>	<b>95,000</b>	<b>69,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Total:</b>		<b>1,148,667</b>	<b>1,205,700</b>	<b>1,176,400</b>	<b>1,205,300</b>	<b>1,239,500</b>
<b>Fund/Division: 4303311</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.03) %	

## Kaitlyn Place Landscaping District

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
Estimated Revenue:			
Property Tax	2,100	2,500	2,500
Total Revenues	2,100	2,500	2,500
Estimated Funds Available	3,200	3,600	3,600
Proposed Expenditures:			
Operating Expense	2,100	2,500	2,500
Total Expenditures	2,100	2,500	2,500
<b>Ending Fund Balance</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>

### Purpose of Funds:

The Kaitlyn Place Landscaping District, which consisted of five (5) parcels, was formed on December 15, 2009 to fund ongoing landscaping and maintenance expenses. Property tax assessment will start in Fiscal Year 2013-14 based on the estimated total cost to maintain the District.

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3318</b>		<b>KAITLYN PLACE LANDSCAPING</b>				
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,285	2,300	1,900	2,300	2,300
6614	WATER	117	300	200	200	200
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>1,402</b>	<b>2,600</b>	<b>2,100</b>	<b>2,500</b>	<b>2,500</b>
<b>Total:</b>		<b>1,402</b>	<b>2,600</b>	<b>2,100</b>	<b>2,500</b>	<b>2,500</b>
<b>Fund/Division: 4503318</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(3.85) %	

## Water Fund

Fiscal year 2014-15	FY15-16			
	FY14-15 Estimates	Operation	Capital Reserve	Equipment Reserve
<b>Beginning Fund Balance *</b>	<b>31,531,300</b>	<b>2,243,100</b>	<b>22,913,000</b>	<b>1,754,200</b>
Estimated Revenue:				
Transfers In (out)	0	0	0	0
Maps and Publications	1,000	1,000	0	0
Water Sales	10,400,000	12,000,000	0	0
Public Works Inspection	75,000	75,000	0	0
Property Rental	0	0	0	0
Demand Response Program	30,000	30,000	0	0
Engineering Charges	74,000	150,000	0	0
Sale of Property	11,000	10,000	0	0
Misc	30,000	20,000	0	0
Interest Earnings	220,000	11,200	114,600	8,000
Total Revenues	10,841,000	12,297,200	114,600	8,000
Estimated Funds Available	42,372,300	14,540,300	23,027,600	1,762,200
Proposed Expenditures:				
Equipment Purchase	55,800	0	0	319,600
Capital Outlay	2,169,000	0	1,863,400	0
Operating Costs	13,237,200	13,416,000	0	0
Total Expenditures	15,462,000	13,416,000	1,863,400	319,600
<b>Ending Fund Balance</b>	<b>26,910,300</b>	<b>1,124,300</b>	<b>21,164,200</b>	<b>1,442,600</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

		FY16-17	
	Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 2015-16</b>			
<b>Beginning Fund Balance</b>	<b>1,124,300</b>	<b>21,164,200</b>	<b>1,442,600</b>
Estimated Revenue:			
Transfers In	0	0	0
Maps and Publications	1,000	0	0
Water Sales	13,600,000	0	0
Public Works Inspection	75,000	0	0
Property Rental	0	0	0
Miscellaneous	30,000	0	0
Engineering Charges	150,000	0	0
Sale of Property	10,000	0	0
Miscellaneous	20,000	0	0
Interest Earnings	5,600	105,800	8,100
Total Revenues	13,891,600	105,800	8,100
Estimated Funds Available	15,015,900	21,270,000	1,450,700
Proposed Expenditures:			
Equipment Purchase	0	0	60,100
Capital Outlay	0	2,014,800	0
Operating Costs	14,143,100	0	0
Total Expenditures	14,143,100	2,014,800	60,100
<b>Ending Fund Balance</b>	<b>872,800</b>	<b>19,255,200</b>	<b>1,390,600</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.

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

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Administrative Assistant	1.90
Assistant Engineer	1.00
Associate Civil Engineer	1.30
City Manager	0.05
Communication and Marketing Specialist II	0.10
Deputy Public Works Director	0.50
Environmental Services Officer	0.20
Equipment Operator	4.00
Maintenance Worker	5.00
Management Aid	1.00
Management Analyst	0.65
Principal Civil Engineer	1.00
Public Works Inspector	0.50
Public Works Office Coordinator	0.70
Public Works Services Director	0.50
Storekeeper/Buyer	0.50
Street Superintendent	0.05
Utilities Crew Supervisor	3.00
Utilities Superintendent	1.00
Water Production Crew Supervisor	1.00
Water Production Technician II	2.00
Water Quality/Backflow Inspector	1.00

**TOTAL**

<b>26.95</b>
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ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>7200</b>	<b>WATER</b>			
SALARIES & WAGES					
4010 REGULAR EMPLOYEES	1,631,473	1,788,100	1,761,600	1,899,600	1,946,200
4011 SPECIALIST PAY	0	100	1,000	1,600	1,600
4013 VACATION PAY OFF	13,215	3,000	3,000	3,000	3,000
4014 VACATION SELL BACK	26,811	19,200	26,500	26,000	26,000
4015 ALLOWANCES	1,285	1,500	1,800	1,800	1,800
4019 STAND BY PAY	17,815	15,000	15,000	15,000	15,000
4021 LONGEVITY PAY	31,624	33,700	32,900	35,800	35,800
4032 TEMPORARY	19,734	32,000	30,000	32,000	32,000
4130 OVERTIME	39,238	36,500	34,800	35,000	35,000
4241 P.E.R.S	357,150	456,800	445,300	525,600	574,900
4242 NON-PERSABLE COMPENSATIO	2,046	2,600	2,300	2,600	2,600
4244 MEDICAL/DENTAL INSURANCE	298,383	317,500	302,400	343,600	354,500
4245 LONG TERM DISABILITY	2,413	2,700	2,500	2,500	2,500
4247 LIFE INSURANCE	2,577	3,200	2,800	2,900	2,900
4248 RETIREE MEDICAL	42,515	45,000	0	0	0
4250 FICA/HOSPITAL INSURANCE	24,724	27,400	27,100	28,400	29,100
<b>Total: SALARIES &amp; WAGES</b>	<b>2,511,004</b>	<b>2,784,300</b>	<b>2,689,000</b>	<b>2,955,400</b>	<b>3,062,900</b>
SUPPLIES					
5110 OFFICE SUPPLIES	14,681	16,000	16,000	16,000	16,000
5111 WATER BILL POSTAGE	52,051	46,000	46,000	46,000	46,000
5120 DRAFTING SUPPLIES	2,066	3,000	3,000	2,000	2,000
5125 PRINT SHOP	19,778	25,000	25,000	25,000	25,000
5260 FIELDS	2,824	3,200	3,200	3,200	3,200
5280 UNIFORM	6,145	9,000	8,500	9,000	9,000
5410 TOOLS	8,348	6,800	6,800	6,800	6,800
<b>Total: SUPPLIES</b>	<b>105,891</b>	<b>109,000</b>	<b>108,500</b>	<b>108,000</b>	<b>108,000</b>
OPERATING EXPENSES					
6145 WATER CONSERVATION COST	6,214	8,000	8,000	20,000	20,000
6160 CONTRACT SERVICES	236,530	124,000	124,000	180,000	180,000
6210 TELEPHONE	13,733	12,300	12,000	12,000	12,000
6505 GENERAL LIABILITY	125,200	149,500	149,500	117,900	118,400
6507 WORKERS' COMPENSATION	69,800	72,200	72,200	72,900	73,500
6540 TAXES	6,675	0	0	0	0
6614 WATER	1,461	1,800	1,800	2,100	2,400
6730 OFFICE EQUIPMENT	42	300	300	2,000	2,000
6750 VEHICLE MAINTENANCE	196,317	180,500	171,000	175,500	176,900
6760 BUILDING REPAIR & MAINT	64,291	72,500	72,500	72,500	72,500
6771 WAREHOUSE & SHOP	8,715	11,500	11,500	11,500	11,500
6903 PERMITS FEES	8,462	10,000	10,000	6,700	6,700
6904 RENTS	813,672	821,800	827,300	843,900	860,700
6930 MEMBERSHIP & PUBLICATIONS	7,502	7,000	7,000	7,000	7,000
6940 OFFICIAL MEETINGS	2,142	2,500	2,000	2,500	2,500
6970 TRAINING	3,828	5,000	5,000	4,000	4,000
6971 TUITION REIMBURSEMENT	5,955	10,000	10,000	11,400	11,400
6987 DUES & ASSESSMENTS	2,898,577	6,912,258	5,546,935	5,411,000	5,911,000
6990 DEPRECIATION	1,735,681	0	0	0	0
6995 GENERAL FUND CHARGES	1,070,700	1,052,700	1,052,700	1,027,200	1,027,200

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>Total: OPERATING EXPENSES</b>	<b>7,275,496</b>	<b>9,453,858</b>	<b>8,083,735</b>	<b>7,980,100</b>	<b>8,499,700</b>
SPECIAL PROGRAMS					
7410 POWER PURCHASED	1,806,116	2,000,000	2,000,000	2,000,000	2,100,000
7420 PUMPING SUPPLIES	62,381	70,000	70,000	70,000	70,000
7425 WATER TESTING	74,849	35,000	35,000	35,000	35,000
7440 UNSCHEDULED REPAIR WELLS	36,801	100,000	100,000	100,000	100,000
7450 REPAIRS TO PUMP FACILITIE	3,983	12,500	12,500	12,500	12,500
7510 REPAIRS TO METERS	25,193	18,000	18,000	28,000	28,000
7530 REPAIRS TO RESERVOIRS	1,549	5,000	5,000	5,000	5,000
7540 REPAIRS TO MAINS	46,589	40,000	35,000	40,000	40,000
7550 REPAIRS TO SERVICES	61,178	55,000	55,000	55,000	55,000
7560 REPAIRS TO HYDRANTS	12,430	12,000	12,000	12,000	12,000
7570 METERS & SERVICE CONN	245	0	0	0	0
7610 METER READING SUPPLIES	2,035	15,000	13,500	15,000	15,000
<b>Total: SPECIAL PROGRAMS</b>	<b>2,133,348</b>	<b>2,362,500</b>	<b>2,356,000</b>	<b>2,372,500</b>	<b>2,472,500</b>
<b>Total Division:</b>	<b>12,025,739</b>	<b>14,709,658</b>	<b>13,237,235</b>	<b>13,416,000</b>	<b>14,143,100</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				(8.79)%	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 7201</b>		<b>WATER-ADMIN</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	642,829	746,800	724,700	815,800	834,700
4011	SPECIALIST PAY	0	100	1,000	1,600	1,600
4013	VACATION PAY OFF	13,215	3,000	3,000	3,000	3,000
4014	VACATION SELL BACK	13,712	8,000	10,000	10,000	10,000
4015	ALLOWANCES	1,285	1,500	1,800	1,800	1,800
4019	STAND BY PAY	16,373	15,000	15,000	15,000	15,000
4021	LONGEVITY PAY	9,140	10,300	10,000	10,600	10,600
4032	TEMPORARY	9,900	20,000	20,000	20,000	20,000
4130	OVERTIME	26	500	300	500	500
4241	P.E.R.S	142,009	189,800	185,100	225,400	245,600
4242	NON-PERSABLE COMPENSATION	1,506	2,000	1,700	2,000	2,000
4244	MEDICAL/DENTAL INSURANCE	103,032	112,700	107,600	132,600	137,000
4245	LONG TERM DISABILITY	803	900	900	900	900
4247	LIFE INSURANCE	1,216	1,600	1,400	1,500	1,500
4248	RETIREE MEDICAL	42,515	45,000	0	0	0
4250	FICA/HOSPITAL INSURANCE	10,319	11,500	11,900	11,700	12,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>1,007,880</b>	<b>1,168,700</b>	<b>1,094,400</b>	<b>1,252,400</b>	<b>1,296,200</b>
SUPPLIES						
5110	OFFICE SUPPLIES	14,681	16,000	16,000	16,000	16,000
5111	WATER BILL POSTAGE	52,051	46,000	46,000	46,000	46,000
5120	DRAFTING SUPPLIES	2,066	3,000	3,000	2,000	2,000
5125	PRINT SHOP	19,778	25,000	25,000	25,000	25,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>88,575</b>	<b>90,000</b>	<b>90,000</b>	<b>89,000</b>	<b>89,000</b>
OPERATING EXPENSES						
6145	WATER CONSERVATION COST	6,214	8,000	8,000	20,000	20,000
6160	CONTRACT SERVICES	236,530	124,000	124,000	180,000	180,000
6210	TELEPHONE	60	100	100	100	100
6505	GENERAL LIABILITY	125,200	149,500	149,500	117,900	118,400
6507	WORKERS' COMPENSATION	69,800	72,200	72,200	72,900	73,500
6540	TAXES	6,675	0	0	0	0
6730	OFFICE EQUIPMENT	42	300	300	2,000	2,000
6750	VEHICLE MAINTENANCE	3,958	4,000	3,000	3,500	3,500
6760	BUILDING REPAIR & MAINT	1,380	2,000	2,000	2,000	2,000
6904	RENTS	813,672	821,800	827,300	843,900	860,700
6930	MEMBERSHIP & PUBLICATIONS	7,502	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	2,142	2,500	2,000	2,500	2,500
6970	TRAINING	3,828	5,000	5,000	4,000	4,000
6971	TUITION REIMBURSEMENT	5,955	10,000	10,000	11,400	11,400
6987	DUES & ASSESSMENTS	10,434	11,000	11,000	11,000	11,000
6990	DEPRECIATION	1,735,681	0	0	0	0
6995	GENERAL FUND CHARGES	1,070,700	351,800	351,800	337,800	337,800
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>4,099,774</b>	<b>1,569,200</b>	<b>1,573,200</b>	<b>1,616,000</b>	<b>1,633,900</b>
SPECIAL PROGRAMS						

ACCOUNT TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>Total: SPECIAL PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>	<b>5,196,229</b>	<b>2,827,900</b>	<b>2,757,600</b>	<b>2,957,400</b>	<b>3,019,100</b>
<b>Fund/Division: 5207201</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				4.58 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 7204</b>		<b>WATER-MAIN &amp; REPLACEMENT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	498,771	532,300	524,400	554,000	573,600
4014	VACATION SELL BACK	6,768	5,000	6,500	7,000	7,000
4019	STAND BY PAY	451	0	0	0	0
4021	LONGEVITY PAY	9,841	11,700	9,600	12,200	12,200
4032	TEMPORARY	9,834	12,000	10,000	12,000	12,000
4130	OVERTIME	23,591	23,000	23,000	23,000	23,000
4241	P.E.R.S	108,191	136,400	131,000	153,200	169,700
4242	NON-PERSABLE COMPENSATION	184	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	106,588	111,800	104,300	115,200	118,700
4245	LONG TERM DISABILITY	885	900	900	900	900
4247	LIFE INSURANCE	687	800	700	700	700
4250	FICA/HOSPITAL INSURANCE	7,559	8,400	8,000	8,700	9,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>773,349</b>	<b>842,500</b>	<b>818,600</b>	<b>887,100</b>	<b>927,000</b>
SUPPLIES						
5260	FIELDS	2,729	3,000	3,000	3,000	3,000
5280	UNIFORM	6,145	9,000	8,500	9,000	9,000
5410	TOOLS	6,864	5,000	5,000	5,000	5,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>15,737</b>	<b>17,000</b>	<b>16,500</b>	<b>17,000</b>	<b>17,000</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	135,232	124,500	116,000	120,000	121,200
6760	BUILDING REPAIR & MAINT	134	500	500	500	500
6771	WAREHOUSE & SHOP	3,972	6,000	6,000	6,000	6,000
6995	GENERAL FUND CHARGES	0	222,500	222,500	188,400	188,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>139,338</b>	<b>353,500</b>	<b>345,000</b>	<b>314,900</b>	<b>316,100</b>
SPECIAL PROGRAMS						
7540	REPAIRS TO MAINS	46,589	40,000	35,000	40,000	40,000
7550	REPAIRS TO SERVICES	61,178	55,000	55,000	55,000	55,000
7560	REPAIRS TO HYDRANTS	12,430	12,000	12,000	12,000	12,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>120,197</b>	<b>107,000</b>	<b>102,000</b>	<b>107,000</b>	<b>107,000</b>
<b>Total:</b>		<b>1,048,621</b>	<b>1,320,000</b>	<b>1,282,100</b>	<b>1,326,000</b>	<b>1,367,100</b>
<b>Fund/Division: 5207204</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.45 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 7205</b>		<b>WATER-METER CUSTOMER SV</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	186,603	197,600	198,400	206,100	210,600
4014	VACATION SELL BACK	2,057	2,000	4,000	3,000	3,000
4021	LONGEVITY PAY	6,458	4,600	6,200	4,700	4,700
4130	OVERTIME	2,923	3,000	1,500	1,500	1,500
4241	P.E.R.S	41,490	50,700	50,400	57,100	62,400
4242	NON-PERSABLE COMPENSATION	178	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	36,559	40,600	38,600	41,800	43,100
4245	LONG TERM DISABILITY	297	400	300	300	300
4247	LIFE INSURANCE	293	400	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,454	3,000	2,600	3,100	3,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>279,313</b>	<b>302,500</b>	<b>302,500</b>	<b>318,100</b>	<b>329,200</b>
SUPPLIES						
5410	TOOLS	1,010	1,000	1,000	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>1,010</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	19,138	18,000	18,000	18,000	18,200
6771	WAREHOUSE & SHOP	500	500	500	500	500
6995	GENERAL FUND CHARGES	0	227,700	227,700	229,600	229,600
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>19,638</b>	<b>246,200</b>	<b>246,200</b>	<b>248,100</b>	<b>248,300</b>
SPECIAL PROGRAMS						
7510	REPAIRS TO METERS	25,193	18,000	18,000	28,000	28,000
7570	METERS & SERVICE CONN	245	0	0	0	0
7610	METER READING SUPPLIES	2,035	15,000	13,500	15,000	15,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>27,473</b>	<b>33,000</b>	<b>31,500</b>	<b>43,000</b>	<b>43,000</b>
<b>Total:</b>		<b>327,434</b>	<b>582,700</b>	<b>581,200</b>	<b>610,200</b>	<b>621,500</b>
<b>Fund/Division: 5207205</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.72 %	

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 7206</b>		<b>WATER-PRODUCTION/QUALITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	303,270	311,400	314,100	323,700	327,300
4014	VACATION SELL BACK	4,274	4,200	6,000	6,000	6,000
4019	STAND BY PAY	991	0	0	0	0
4021	LONGEVITY PAY	6,184	7,100	7,100	8,300	8,300
4130	OVERTIME	12,697	10,000	10,000	10,000	10,000
4241	P.E.R.S	65,461	79,900	78,800	89,900	97,200
4242	NON-PERSABLE COMPENSATION	178	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	52,204	52,400	51,900	54,000	55,700
4245	LONG TERM DISABILITY	429	500	400	400	400
4247	LIFE INSURANCE	381	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	4,392	4,500	4,600	4,900	5,000
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>450,462</b>	<b>470,600</b>	<b>473,500</b>	<b>497,800</b>	<b>510,500</b>
SUPPLIES						
5260	FIELDS	95	200	200	200	200
5410	TOOLS	474	800	800	800	800
<b>Total:</b>	<b>SUPPLIES</b>	<b>569</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6210	TELEPHONE	13,673	12,200	11,900	11,900	11,900
6614	WATER	1,461	1,800	1,800	2,100	2,400
6750	VEHICLE MAINTENANCE	37,989	34,000	34,000	34,000	34,000
6760	BUILDING REPAIR & MAINT	62,777	70,000	70,000	70,000	70,000
6771	WAREHOUSE & SHOP	4,242	5,000	5,000	5,000	5,000
6903	PERMITS FEES	8,462	10,000	10,000	6,700	6,700
6987	DUES & ASSESSMENTS	2,888,142	6,901,258	5,535,935	5,400,000	5,900,000
6995	GENERAL FUND CHARGES	0	250,700	250,700	271,400	271,400
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>3,016,746</b>	<b>7,284,958</b>	<b>5,919,335</b>	<b>5,801,100</b>	<b>6,301,400</b>
SPECIAL PROGRAMS						
7410	POWER PURCHASED	1,806,116	2,000,000	2,000,000	2,000,000	2,100,000
7420	PUMPING SUPPLIES	62,381	70,000	70,000	70,000	70,000
7425	WATER TESTING	74,849	35,000	35,000	35,000	35,000
7440	UNSCHEDULED REPAIR WELLS	36,801	100,000	100,000	100,000	100,000
7450	REPAIRS TO PUMP FACILITIE	3,983	12,500	12,500	12,500	12,500
7530	REPAIRS TO RESERVOIRS	1,549	5,000	5,000	5,000	5,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>1,985,678</b>	<b>2,222,500</b>	<b>2,222,500</b>	<b>2,222,500</b>	<b>2,322,500</b>
<b>Total:</b>		<b>5,453,455</b>	<b>9,979,058</b>	<b>8,616,335</b>	<b>8,522,400</b>	<b>9,135,400</b>
<b>Fund/Division: 5207206</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(14.60) %	

## Sewer System Service Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance *</b>	<b>2,712,300</b>	<b>2,470,000</b>	<b>2,196,900</b>
Estimated Revenue:			
Sewer System Charge	1,200,000	1,600,000	2,200,000
Industrial Waste Fee	39,500	40,000	40,000
Public Works Inspection	0	32,000	32,000
Engineering Charges	20,000	54,000	54,000
Interest Earnings	13,600	12,400	10,900
Total Revenues	1,273,100	1,738,400	2,336,900
Estimated Funds Available	3,985,400	4,208,400	4,533,800
Proposed Expenditures:			
Operating Costs	1,144,900	1,162,800	1,190,900
Capital Projects	331,400	767,500	481,200
Equipment Purchases	39,100	81,200	433,000
Total Expenditures	1,515,400	2,011,500	2,105,100
<b>Ending Fund Balance</b>	<b>2,470,000</b>	<b>2,196,900</b>	<b>2,428,700</b>

### Purpose of Funds:

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

\* Capital Assets are not included in fund balance.

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

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Associate Civil Engineer	0.40
Deputy Public Works Director	0.15
Environmental Services Officer	0.10
Equipment Operator	2.00
Maintenance Worker	1.00
Management Analyst	0.75
Public Works Inspector	0.30
Public Works Services Director	0.15
Senior Engineering Assistant	1.00
Storekeeper/Buyer	0.10
Street Superintendent	0.30
Utilities Crew Supervisor	1.00
<b>TOTAL</b>	<b>7.25</b>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 3306</b>		<b>SEWER MAINTENANCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	472,537	510,400	508,700	529,900	540,300
4013	VACATION PAY OFF	4,158	0	3,000	3,000	3,000
4014	VACATION SELL BACK	11,144	7,000	7,000	7,000	7,000
4015	ALLOWANCES	190	200	200	200	200
4021	LONGEVITY PAY	9,683	9,900	9,600	11,700	11,700
4032	TEMPORARY	5,534	10,000	10,000	10,000	10,000
4130	OVERTIME	1,548	3,000	2,000	3,000	3,000
4241	P.E.R.S	103,712	130,500	128,800	146,600	159,900
4242	NON-PERSABLE COMPENSATION	672	800	700	700	800
4244	MEDICAL/DENTAL INSURANCE	89,302	89,700	91,100	92,700	95,800
4245	LONG TERM DISABILITY	698	700	700	700	700
4247	LIFE INSURANCE	822	900	800	900	900
4250	FICA/HOSPITAL INSURANCE	7,649	7,700	8,100	8,000	8,100
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>707,649</b>	<b>770,800</b>	<b>770,700</b>	<b>814,400</b>	<b>841,400</b>
SUPPLIES						
5125	PRINT SHOP	5,240	7,000	7,000	7,000	7,000
5260	FIELDS	6,970	6,000	6,000	6,000	6,000
5280	UNIFORM	1,349	2,000	2,000	2,000	2,000
5410	TOOLS	285	500	500	500	500
<b>Total:</b>	<b>SUPPLIES</b>	<b>13,843</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	82,531	53,000	53,000	53,000	53,000
6505	GENERAL LIABILITY	18,300	21,500	21,500	17,500	17,600
6507	WORKERS' COMPENSATION	19,600	20,200	20,200	20,400	20,600
6614	WATER	394	200	100	100	200
6750	VEHICLE MAINTENANCE	62,084	57,000	70,000	65,000	65,700
6902	DISPOSAL CHARGES	1,155	3,000	3,000	3,000	3,000
6903	PERMITS FEES	8,500	11,000	11,000	11,000	11,000
6970	TRAINING	0	500	500	1,000	1,000
6990	DEPRECIATION	164,980	0	0	0	0
6995	GENERAL FUND CHARGES	199,100	179,400	179,400	161,900	161,900
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>556,644</b>	<b>345,800</b>	<b>358,700</b>	<b>332,900</b>	<b>334,000</b>
<b>Total:</b>		<b>1,278,136</b>	<b>1,132,100</b>	<b>1,144,900</b>	<b>1,162,800</b>	<b>1,190,900</b>
<b>Fund/Division: 5213306</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.71 %	

## Equipment Replacement Fund

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>6,840,700</b>	<b>7,508,800</b>	<b>7,580,600</b>
Estimated Revenue:			
Transfer from General Fund	3,000,000	1,750,000	1,500,000
Sale of property	20,000	20,000	20,000
Grants	0	2,800	0
Interest Earnings	34,200	37,500	37,900
Total Revenues	3,054,200	1,810,300	1,557,900
 Estimated Funds Available	 9,894,900	 9,319,100	 9,138,500
Proposed Expenditures:			
General Fund Charges	18,600	26,200	26,200
Equipment Purchases	2,367,500	1,712,300	1,962,200
Total Expenditures	2,386,100	1,738,500	1,988,400
 <b>Ending Fund Balance</b>	 <b>7,508,800</b>	 <b>7,580,600</b>	 <b>7,150,100</b>

### Purpose of Funds:

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

## Redevelopment Successor Agency

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance *</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Rent	120,000	0	0
LA County Funding	2,629,900	2,864,100	2,863,000
Total Revenues	2,749,900	2,864,100	2,863,000
Estimated Funds Available	2,749,900	2,864,100	2,863,000
Proposed Expenditures:			
Operating Expenses	201,800	204,800	201,500
Principal	1,250,000	1,420,000	1,490,000
Interest	1,298,100	1,239,300	1,171,500
Total Expenditures	2,749,900	2,864,100	2,863,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds :

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

*SUCCESSOR AGENCY OF RDA*

*No. of Employees  
Full Time Equivalent*

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Assistant City Manager/DSD Director	0.15
Management Analyst	0.45
Senior Administrative Assistant	0.20
<b>TOTAL</b>	<div>0.80</div>

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION: 4901</b>		<b>SUCCESSOR REDEVELOPMENT</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	125,866	93,300	61,800	87,000	90,400
4013	VACATION PAY OFF	0	0	10,200	0	0
4014	VACATION SELL BACK	142	200	200	200	200
4015	ALLOWANCES	1,032	800	800	800	800
4021	LONGEVITY PAY	1,321	1,000	700	600	600
4241	P.E.R.S	29,171	23,700	14,200	23,700	26,400
4242	NON-PERSABLE COMPENSATION	535	500	200	400	400
4244	MEDICAL/DENTAL INSURANCE	17,347	11,400	11,800	11,800	12,300
4245	LONG TERM DISABILITY	114	100	100	100	100
4247	LIFE INSURANCE	358	300	200	200	300
4250	FICA/HOSPITAL INSURANCE	1,942	1,400	1,200	1,300	1,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>177,829</b>	<b>132,700</b>	<b>101,400</b>	<b>126,100</b>	<b>132,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	116	1,000	0	1,000	1,000
<b>Total:</b>	<b>SUPPLIES</b>	<b>116</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
OPERATING EXPENSES						
6140	LEGAL	25,865	20,000	10,000	20,000	10,000
6160	CONTRACT SERVICES	158,940	5,500	5,500	1,700	1,700
6505	GENERAL LIABILITY	9,000	3,800	3,800	2,800	2,800
6507	WORKERS' COMPENSATION	1,200	2,400	2,400	2,400	2,400
6611	ELECTRIC	513	0	600	600	600
6910	AUDIT	6,900	6,900	6,900	8,000	8,000
6995	GENERAL FUND CHARGES	41,000	70,700	70,700	41,700	41,700
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>243,419</b>	<b>109,300</b>	<b>99,900</b>	<b>77,200</b>	<b>67,200</b>
SPECIAL PROGRAMS						
7803	NOTE INTEREST	1,352,391	1,298,100	1,298,100	1,239,300	1,171,500
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>1,352,391</b>	<b>1,298,100</b>	<b>1,298,100</b>	<b>1,239,300</b>	<b>1,171,500</b>
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	1,315,000	1,250,000	1,250,000	1,420,000	1,490,000
<b>Total:</b>	<b>NOTE PRINCIPAL</b>	<b>1,315,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,420,000</b>	<b>1,490,000</b>
GENERAL PROPERTY						
7915	GENERAL PROPERTY	0	1,000	500	500	500
<b>Total:</b>	<b>GENERAL PROPERTY</b>	<b>0</b>	<b>1,000</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>3,088,755</b>	<b>2,792,100</b>	<b>2,749,900</b>	<b>2,864,100</b>	<b>2,863,000</b>
<b>Total:</b>		<b>3,088,755</b>	<b>2,792,100</b>	<b>2,749,900</b>	<b>2,864,100</b>	<b>2,863,000</b>
<b>Fund/Division: 7254901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.58 %	

## General Obligation Bond 2012

	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>362,700</b>	<b>362,700</b>	<b>362,700</b>
Estimated Revenue:			
Current Assessments	410,300	421,200	414,600
Interests	1,800	1,800	1,800
Total Revenues	412,100	423,000	416,400
Estimated Funds Available	774,800	785,700	779,100
Proposed Expenditures:			
Operating Expenses	3,400	2,800	2,800
Principal	240,000	260,000	260,000
Interest	168,700	160,200	153,600
Total Expenditures	412,100	423,000	416,400
<b>Ending Fund Balance</b>	<b>362,700</b>	<b>362,700</b>	<b>362,700</b>

### Purpose of Funds :

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION:</b>		<b>DEBT SVC GO BONDS 2012</b>				
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,485	1,300	1,500	1,500	1,500
6995	GENERAL FUND CHARGES	1,300	1,900	1,900	1,300	1,300
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>2,785</b>	<b>3,200</b>	<b>3,400</b>	<b>2,800</b>	<b>2,800</b>
SPECIAL PROGRAMS						
7803	NOTE INTEREST	179,350	168,700	168,700	160,200	153,600
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>179,350</b>	<b>168,700</b>	<b>168,700</b>	<b>160,200</b>	<b>153,600</b>
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	185,000	240,000	240,000	260,000	260,000
<b>Total:</b>	<b>NOTE PRINCIPAL</b>	<b>185,000</b>	<b>240,000</b>	<b>240,000</b>	<b>260,000</b>	<b>260,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>367,135</b>	<b>411,900</b>	<b>412,100</b>	<b>423,000</b>	<b>416,400</b>
<b>Total:</b>		<b>367,135</b>	<b>411,900</b>	<b>412,100</b>	<b>423,000</b>	<b>416,400</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.69 %	

## General Obligation Bond 2011

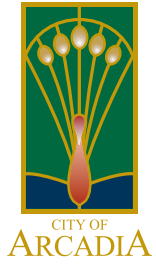
	14-15 Estimates	15-16 Budget	16-17 Budget
<b>Beginning Fund Balance</b>	<b>424,000</b>	<b>424,000</b>	<b>424,000</b>
Estimated Revenue:			
Current Assessments	597,000	597,600	595,600
Interest Income	2,100	2,100	2,100
Total Revenues	599,100	599,700	597,700
Estimated Funds Available	1,023,100	1,023,700	1,021,700
Proposed Expenditures:			
Operating Expenses	2,700	3,500	3,500
Principal	285,000	295,000	305,000
Interest	311,400	301,200	289,200
Total Expenditures	599,100	599,700	597,700
<b>Ending Fund Balance</b>	<b>424,000</b>	<b>424,000</b>	<b>424,000</b>

### Purpose of Funds :

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

ACCOUNT	TITLE	2013-14 ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 PROJECTED	2015-16 PROPOSED	2016-17 PROPOSED
<b>DIVISION:</b>		<b>GEN OBLIGATION BOND 2011</b>				
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,769	1,300	2,000	2,000	2,000
6995	GENERAL FUND CHARGES	500	700	700	1,500	1,500
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>2,269</b>	<b>2,000</b>	<b>2,700</b>	<b>3,500</b>	<b>3,500</b>
SPECIAL PROGRAMS						
7803	NOTE INTEREST	318,470	311,400	311,400	301,200	289,200
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>318,470</b>	<b>311,400</b>	<b>311,400</b>	<b>301,200</b>	<b>289,200</b>
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	280,000	285,000	285,000	295,000	305,000
<b>Total:</b>	<b>NOTE PRINCIPAL</b>	<b>280,000</b>	<b>285,000</b>	<b>285,000</b>	<b>295,000</b>	<b>305,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>600,739</b>	<b>598,400</b>	<b>599,100</b>	<b>599,700</b>	<b>597,700</b>
<b>Total:</b>		<b>600,739</b>	<b>598,400</b>	<b>599,100</b>	<b>599,700</b>	<b>597,700</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.22 %	

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INVESTMENT POLICY

# INVESTMENT POLICY



## **City of Arcadia Statement of Investment Policy Fiscal Year 2015-16**

The City of Arcadia (the “City”), incorporated in 1903 is located approximately 20 miles northeast of downtown Los Angeles in the San Gabriel Valley, at the base of the San Gabriel Mountains. It is the site of the Santa Anita Park racetrack and home to the Los Angeles County Arboretum and Botanic Garden. The City is a charter city and operates under a council/manager form of government (Charter Section 300). The City is governed by a city council (the “Council”) of five members elected at-large (Charter Section 400), whom selects the City Manager (Charter Section 600). The Arcadia Redevelopment Agency is a component unit of the City, which was established in 1968 and governed by the same Council and City Manager. The Redevelopment Agency was ceased in 2013 due to a change in state law; however, the City remains the custodian of funds and serves as the Successor Agency to the Arcadia Redevelopment Agency. Hereinafter the City and Successor Agency are collectively referenced as the “the City”.

The Council has adopted this Investment Policy in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City. All City funds will be invested in accordance with this Investment Policy and with applicable sections of the California Government Code.

This Investment Policy was endorsed and adopted by the City Council of the City of Arcadia on June 3, 2014. It replaces any previous investment policy or investment procedures of the City, unless otherwise directed by the City Council.

### **SCOPE**

The provisions of this Investment Policy shall apply to all financial assets of the City as accounted for in the City’s Comprehensive Annual Financial Report.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective balances relative to the total pooled balance in the investment portfolio. Investment income shall be distributed to the individual funds on a monthly basis.

### **OBJECTIVES**

The City’s funds shall be invested in accordance with the City Municipal Code, all applicable City resolutions, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.
3. Attainment of a market rate of return.
4. Diversification to avoid incurring unreasonable market risks.

### **DELEGATION OF AUTHORITY**

The management responsibility for the City's investment program is delegated annually by the City Council to the City Treasurer pursuant to California Government Code Section 53607. The City's Financial Services Manager serves as the City Treasurer, who is appointed and supervised by the Administrative Services Director. The Administrative Services Director is delegated by the City Manager to oversee the City's investment and finance operation and has ultimate responsibility of the investment operation. The Administrative Services Director and City Treasurer may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized staff members. No person may engage in an investment transaction except as expressly provided under the terms of this Investment Policy.

The City Treasurer shall maintain a system of internal controls, consistent with this Investment Policy, for the operation of the City's investment program. Such system shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City.

The City may engage the support services of outside investment advisors in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources.

### **PRUDENCE**

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard, which states,

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.*

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that the investment activities of the City are a matter of public

record. Accordingly, the City recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The City Treasurer and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

### **ETHICS AND CONFLICTS OF INTEREST**

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the City's investment program or could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Also, elected officials and employees involved in the investment process shall not participate in any decision on behalf of the City in which they have a financial interest as set forth in the Political Reform Act of the State of California and related regulations. The City Manager, the Administrative Services Director, City Treasurer, and any other staff authorized to engage in investment operation shall file a Statement of Economic Interests each year pursuant to California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

### **AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686, except that, pursuant to California Government Code Section 5903(e), proceeds of bonds and any moneys set aside or pledged to secure payment of the bonds may be invested in securities or obligations described in the ordinance, resolution, indenture, agreement, or other instrument providing for the issuance of the bonds. Any revisions or extensions of these code sections will be assumed to be part of this Investment Policy immediately upon being enacted.

The City has further restricted the eligible types of securities and transactions as follows:

1. United States Treasury bills, notes or bonds with a final maturity not exceeding five years from the date of trade settlement.
2. Federal Instrumentality (government sponsored enterprise) debentures, discount notes, callable and step-up securities, with a final maturity not exceeding five years from the date of trade settlement, issued by the following only: Federal Home Loan Banks (FHLB), Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB) and Federal Home Loan Mortgage Corporation (FHLMC).
3. Repurchase Agreements with a final termination date not exceeding 30 days collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in items 1 and 2 above with the maturity of the collateral not exceeding five years.

For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers who are recognized as Primary Dealers with the Federal Reserve Bank of New York, or with firms that have a Primary Dealer within their holding company structure. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City. The City Treasurer shall maintain a copy of the City's approved Master Repurchase Agreement and a list of the broker/dealers who have executed same.

4. Prime Commercial Paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by two Nationally Recognized Statistical Rating Organizations (NRSROs). The entity that issues the commercial paper shall meet all of the following conditions in either Subparagraph A or B below:
  - A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of five hundred million dollars (\$500,000,000) and (3) have debt other than commercial paper, if any, that is rated at least "A" or the equivalent by two NRSROs.
  - B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond, and (3) have commercial paper that is rated at least "A-1" or the equivalent, by two NRSROs.

Purchases of eligible commercial paper may not represent more than 10% of the outstanding commercial paper of any single corporate issuer. No more than 5% of the City's total portfolio shall be invested in the commercial paper of any one issuer, and the aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio.

5. Eligible Bankers Acceptances with a maturity not exceeding 180 days from the date of trade settlement, issued by a national bank with combined capital and surplus of at least \$250 million, whose deposits are insured by the FDIC, and whose senior long-term debt is rated at least "A" or the equivalent by two NRSROs at the time of purchase. The aggregate investment in banker's acceptances shall not exceed 15% of the City's total portfolio, and no more than the lesser of 5% of the City's total portfolio or \$3 million shall be invested in banker's acceptances of any one bank.

6. Medium Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium Term Notes with a final maturity not exceeding three years from the date of trade settlement must be rated at least “A” or the equivalent by two NRSROs at the time of purchase and may not exceed 5% of the City’s total portfolio. Medium Term Notes with a final maturity not exceeding five years from the date of trade settlement must be rated at least “AA” or the equivalent by two NRSROs at the time of purchase and may not exceed 20% of the City’s total portfolio. In addition, no more than 5% of the City’s total portfolio shall be invested in the medium term notes of any one corporation, and the aggregate investment in medium term notes may not exceed 20% of the City’s portfolio.
7. Certificates of Deposit with a final maturity not exceeding five years from the date of trade settlement. The aggregate investment in certificates of deposit shall not exceed 20% of the City’s portfolio, and no more than 5% of the portfolio shall be held in any one deposit or allocated to any one issuer. Certificates of Deposit shall be issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank or by a federally licensed branch of a foreign bank provided that the senior debt obligations of the issuing institution are rated at least “A” or the equivalent by two NRSROs.

Negotiable certificates of deposit issued by a nationally or state-chartered bank, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposits are subject to the limitations of Section 53601(i), shall be fully insured by the FDIC with a corresponding FDIC certification number, and shall be delivered through the Depository Trust Company.

Non-Negotiable certificates of deposit issued by a nationally or state-chartered bank, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of non-negotiable certificates of deposits are subject to the limitations of Sections 53601(n) and 53638 and shall be fully insured by the FDIC with a corresponding FDIC certification number.

Private sector entities may be used to place certificates of deposit subject to the limitations of Sections 53601.8.

8. State of California’s Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1.
9. Money Market Funds registered under the Investment Company Act of 1940 that (1) are “no-load” (meaning no commission or fee shall be charged on purchases or sales of shares); (2) have a constant net asset value per share of \$1.00; (3) invest only in the securities and obligations authorized by state statute; and (4) have a rating of at least AAA or the equivalent by two NRSROs. The aggregate investment in money market funds shall not exceed 20% of the City’s total portfolio.

#### 10. Municipal & State Obligations:

- A. Municipal bonds including registered notes or bonds of any of the 50 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 states.
- B. In addition, bonds, notes, warrants, or other evidences of indebtedness of any local agency in California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Municipal bonds must be rated at least “A” or the equivalent by two NRSROs with maturities not exceeding five years from the date of trade settlement. No more than 5% of the City’s total portfolio shall be invested in “A” rated bonds or in the bonds of any one municipality.

In addition, the aggregate investment in municipal bonds may not exceed 20% of the portfolio.

The foregoing list of authorized securities and transactions shall be strictly interpreted. Any deviation from this list must be preapproved by resolution of the City Council.

Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the City's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

#### **SELECTION OF BROKER/DEALERS**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code. Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide service to the City’s account.

The City may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved Broker/Dealers. Such Broker/Dealers will be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code and the list of approved firms shall be provided to the City on an annual basis or upon request. The investment advisory firms shall perform due diligence review on all of the brokers included on their list, and ensure all purchases are allowable by this investment policy.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the City's portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this Policy.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 4 of the Authorized Securities and Transactions section of this Investment Policy.

### **PORTFOLIO MATURITIES AND LIQUIDITY**

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City will not invest in securities maturing more than five years from the date of trade settlement.

### **COMPETITIVE TRANSACTIONS**

All investment transactions shall be conducted competitively with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid or offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, then City Treasurer will document quotations for comparable or alternative securities.

### **SAFEKEEPING AND CUSTODY**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall select one or more banks to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A Safekeeping Agreement approved by the City shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.

Custodian banks will be selected on the basis of their ability to provide services for the City's account and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank or its Depository Trust Company (DTC) participant account.

All Fed wireable book entry securities owned by the City shall be held in the Federal Reserve system in a customer account for the custodian bank which will name the City as “customer.”

All DTC eligible securities shall be held in the custodian bank’s DTC participant account and the custodian bank shall provide evidence that the securities are held for the City as “customer.”

### **PORTFOLIO PERFORMANCE**

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City’s investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio’s weighted average effective maturity.

### **REPORTING**

Monthly, the City Treasurer shall submit to the Administrative Services Director, the City Manager, and the City Council a report of the investment earnings including weighted average rate of return and performance results of the City’s investment portfolio. The report shall include the following information:

1. Investment type, issuer, date of maturity, par value, and dollar amount invested in all securities, investments, and monies held by the City;
2. A description of the funds, investments, and programs;
3. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
4. A statement of compliance with the investment policy or an explanation for non-compliance; and
5. A statement of the ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case.

### **POLICY REVIEW**

This Investment Policy shall be adopted annually by the City Council. It shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield, and diversification and its relevance to current law and economic trends. Amendments to this Investment Policy shall be approved by the Council.



