

# CITY OF ARCADIA

## Operating Budget

---

2017-2019



**CITY OF ARCADIA  
FISCAL YEARS 2017-2019 OPERATING BUDGET**

**TABLE OF CONTENTS .....** ..... **Page**

**INTRODUCTION**

    Budget Memo

**SUMMARY SCHEDULES**

General Fund - Fund Balance.....	1
General Fund Revenues - By Source .....	2
General Fund Revenues - By Object .....	3
General Fund Expenditure Summary .....	7
General Fund Expenditure - Department Summary .....	8
Summary by Fund – Sources and Uses .....	9
Full Time Personnel .....	13

**DEPARTMENT APPROPRIATIONS**

**General Fund Departments**

Office of the City Manager .....	15
Office of the City Council .....	21
Office of the City Clerk .....	24
Office of the City Attorney .....	27
General City .....	30
Administrative Services Department.....	33
Police Department .....	45
Fire Department.....	65
Public Works Services Department .....	79
Development Services Department .....	95
Recreation and Community Services Department.....	109
Library and Museum Services Department.....	125

**Other Funds**

Narcotic Seizure.....	143
Citizens Option for Public Safety (COPS).....	147
High School Law Enforcement.....	151
Medical/Dental Insurance .....	153
IRS Task Force .....	155
Workers' Compensation/Liability Self-Insurance .....	156
Homeland Security Fund .....	160
Office of Traffic Safety Grant .....	161
Miscellaneous PERS Employee Retirement .....	163
Emergency Reserve .....	164
Park and Recreation .....	165
Traffic Safety.....	166
Public, Educational & Government Access.....	167
Used Oil Grant .....	168
DOC Beverage Grant.....	169

Solid Waste.....	170
State Gas Tax.....	173
Air Quality Management .....	174
Community Development Block Grant.....	175
Santa Anita Grade Separation.....	180
Arcadia Transit.....	181
Proposition A Local Return .....	184
Proposition C Local Return .....	189
Measure R Local Return.....	192
Transportation Impact Fund .....	195
Measure M Local Return.....	196
TDA Article 3 Bikeway .....	197
Capital Improvement.....	198
City Hall Reserve .....	199
Lighting Maintenance.....	200
Kaitlyn Place Landscaping District.....	203
Water .....	204
Sewer.....	215
Equipment Replacement.....	218
Redevelopment Successor Agency .....	219
General Obligation Bond 2012.....	222
General Obligation Bond 2011.....	224



# CITY OF ARCADIA

## ELECTED POSITIONS AND ADMINISTRATION PERSONNEL

JUNE 30, 2017

### ELECTED POSITIONS CITY COUNCIL MEMBERS

TERM EXPIRES

PETER AMUNDSON	MAYOR	2020
SHO TAY	MAYOR PRO-TEMPORE	2018
ROGER CHANDLER		2018
TOM BECK		2018
APRIL A. VERIATO		2020

### CITY CLERK

GENE GLASCO	2020
-------------	------

### ADMINISTRATIVE PERSONNEL CITY OFFICIALS

DOMINIC LAZZARETTO	CITY MANAGER
STEPHEN P. DEITSCH	CITY ATTORNEY
ROBERT T. GUTHRIE	POLICE CHIEF
DARLENE BRADLEY	LIBRARY AND MUSEUM SERVICES DIRECTOR
JASON KRUCKEBERG	ASST. CITY MANAGER /DEVELOPMENT SERVICES DIRECTOR
MICHAEL LANG	FIRE CHIEF
HUE C. QUACH	ADMINISTRATIVE SERVICES DIRECTOR
SARA SOMOGYI	RECREATION AND COMMUNITY SERVICES DIRECTOR
TOM TAIT	PUBLIC WORKS SERVICES DIRECTOR



## **GENERAL FUND**

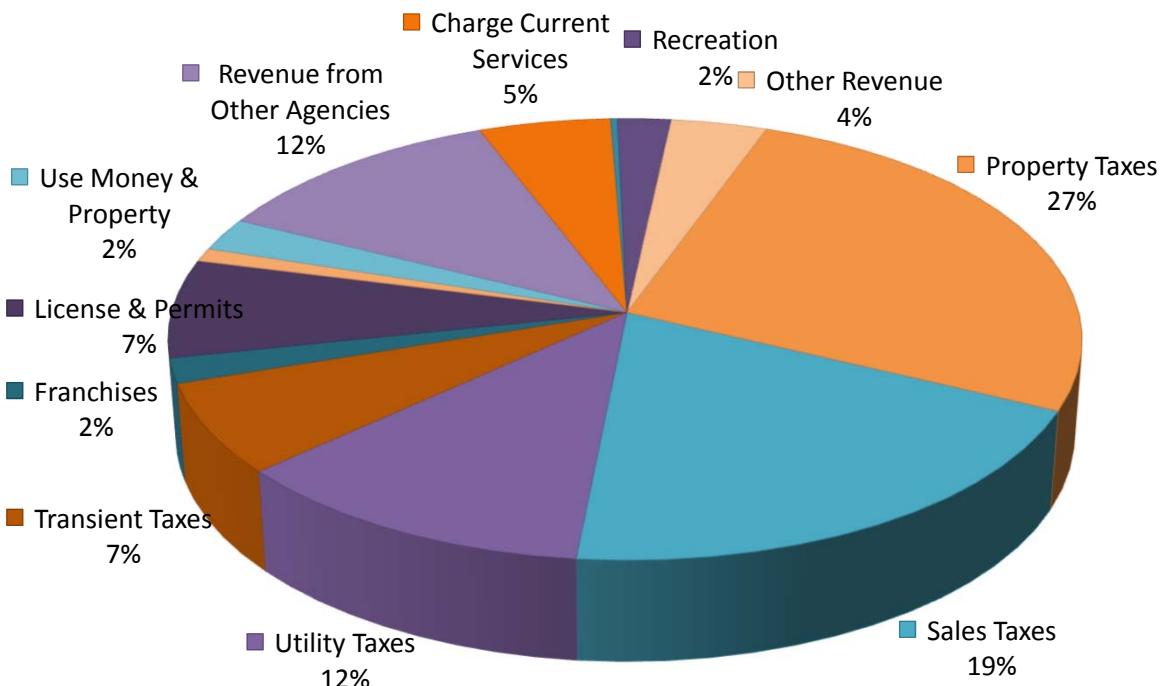
---

	FY16-17 Estimates	FY17-18 Budget	FY18-19 Budget
<b>Beginning Fund Balance</b>	<b>7,193,800</b>	<b>7,217,300</b>	<b>7,274,800</b>
Estimated Revenue	58,239,100	58,499,400	60,193,200
Proposed Expenditures	57,756,800	59,813,500	61,335,200
Revenue over Expenditure	482,300	(1,314,100)	(1,142,000)
Fund Transfers			
Transfers-In from other funds	4,678,400	3,738,100	3,672,800
Transfers-Out to other funds	(5,137,200)	(2,366,500)	(2,398,300)
Net Transfers	(458,800)	1,371,600	1,274,500
<b>Subtotal Operating Balance</b>	<b>23,500</b>	<b>57,500</b>	<b>132,500</b>
<b>Ending Fund Balance</b>	<b>7,217,300</b>	<b>7,274,800</b>	<b>7,407,300</b>

**GENERAL FUND  
ESTIMATED REVENUES BY SOURCE**

Revenue Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Budget	FY 18-19 Budget
Taxes	36,880,114	37,399,500	37,367,700	38,703,700	39,823,200
License & Permits	6,387,402	5,705,500	6,092,500	4,210,500	4,496,500
Fines & Penalties	572,435	609,500	573,700	575,500	575,500
Use Money & Property	1,330,662	1,364,800	1,345,800	1,413,900	1,444,100
Revenue from Other Agencies	6,302,849	6,557,100	6,608,700	6,911,500	7,154,400
Charge Current Services	3,358,928	2,920,200	3,055,400	3,057,700	3,026,700
Library	78,173	65,200	72,200	155,200	155,200
Recreation	1,091,474	1,153,700	1,173,300	1,233,100	1,233,100
Other Revenue	2,138,831	2,078,800	1,949,800	2,238,300	2,284,500
<b>Total Revenues Subtotal</b>	<b>58,140,868</b>	<b>57,854,300</b>	<b>58,239,100</b>	<b>58,499,400</b>	<b>60,193,200</b>
Transfer-In	3,684,638	4,593,700	4,678,400	3,738,100	3,672,800
Transfer-Out	(9,174,615)	(4,235,300)	(5,137,200)	(2,366,500)	(2,398,300)
	(5,489,976)	358,400	(458,800)	1,371,600	1,274,500
<b>Total Revenues</b>	<b>52,650,892</b>	<b>58,212,700</b>	<b>57,780,300</b>	<b>59,871,000</b>	<b>61,467,700</b>

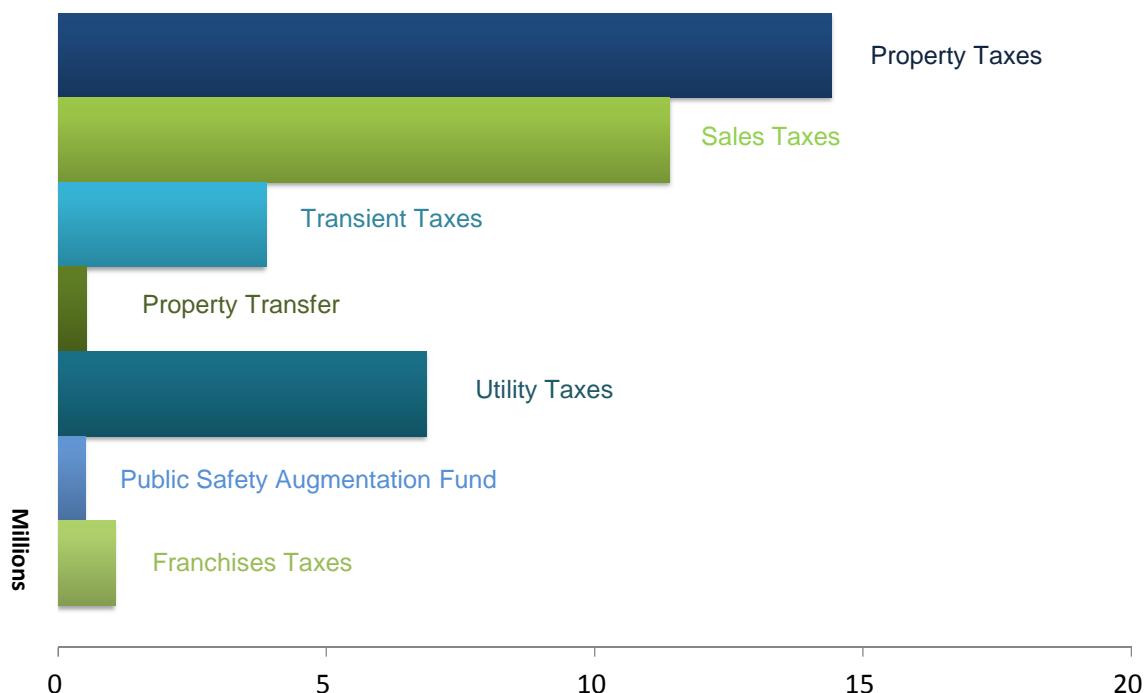
**GENERAL FUND REVENUE SOURCE BY CATEGORY  
FY17-18 BUDGET**



**GENERAL FUND**  
**ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Budget	FY 18-19 Budget
<b>Taxes</b>					
Property Taxes	12,947,791	13,621,700	13,723,500	14,409,800	14,986,100
Sales Taxes	11,264,090	11,248,000	11,066,700	11,398,600	11,683,600
Franchises	1,100,952	1,143,800	1,041,200	1,056,800	1,072,700
Transient Taxes	3,531,944	3,577,000	3,725,000	3,874,000	3,951,000
Property Transfer	650,863	521,000	577,500	519,900	468,000
Utility Taxes	6,816,464	6,721,200	6,657,800	6,858,000	7,064,000
Public Safety Augmentation Fund	483,597	481,600	492,100	501,900	512,200
Homeowner Exemption	84,413	85,200	83,900	84,700	85,600
<b>Total</b>	<b>36,880,114</b>	<b>37,399,500</b>	<b>37,367,700</b>	<b>38,703,700</b>	<b>39,823,200</b>

**GENERAL FUND TAXES**  
**FY17-18 BUDGET**



**GENERAL FUND**  
**ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Budget	FY 18-19 Budget
<b>License &amp; Permits</b>					
Business License	1,293,357	1,270,000	1,100,000	1,000,000	1,000,000
Parking Permit	377,275	320,000	355,000	355,000	355,000
Plan Check Fees	1,493,864	1,300,000	1,100,000	800,000	900,000
Building Permit Fee	1,566,888	1,300,000	2,200,000	800,000	900,000
Mech. Elect, Permit	401,613	400,000	310,000	300,000	300,000
Home Occupation Permit	13,275	15,000	7,000	10,000	11,000
Demolition Permit Fee	18,875	20,000	15,000	15,000	15,000
Planning Application	299,318	300,000	215,000	215,000	250,000
Fire Plan Check	273,999	240,000	290,000	260,000	265,000
Fire Permit Fees	125,701	130,000	130,000	130,000	135,000
Engineer Permit Fee	132,385	100,000	110,000	100,000	110,000
Fire Code Special Inspections	62,428	60,000	70,000	60,000	60,000
Storm Water Plan Check Fees	20,080	20,000	10,000	10,000	15,000
SB1473 Building Permit	691	500	500	500	500
Off-Site Improvement Plan Check	34,900	30,000	20,000	20,000	30,000
Water Efficient Landscape	272,753	200,000	160,000	135,000	150,000
<b>Total</b>	<b>6,387,402</b>	<b>5,705,500</b>	<b>6,092,500</b>	<b>4,210,500</b>	<b>4,496,500</b>
<b>Fines &amp; Penalties</b>					
Miscellaneous Fines	59,120	65,000	65,000	65,000	65,000
Parking Citations	496,405	530,000	500,000	500,000	500,000
Code Enforcement	16,910	14,000	8,500	10,000	10,000
Fire Citations	0	500	200	500	500
<b>Total</b>	<b>572,435</b>	<b>609,500</b>	<b>573,700</b>	<b>575,500</b>	<b>575,500</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	131,384	100,000	128,000	160,000	160,000
Rents & Royalties	1,199,278	1,264,800	1,217,800	1,253,900	1,284,100
<b>Total</b>	<b>1,330,662</b>	<b>1,364,800</b>	<b>1,345,800</b>	<b>1,413,900</b>	<b>1,444,100</b>
<b>Revenue from Other Agencies</b>					
Motor Vehicle License	6,136,906	6,442,100	6,461,500	6,796,500	7,034,400
State Post	18,829	25,000	15,000	15,000	15,000
SB 90 Reimbursements	44,696	40,000	40,000	40,000	40,000
Prop A Maint & Service	102,418	50,000	92,200	60,000	65,000
<b>Total</b>	<b>6,302,849</b>	<b>6,557,100</b>	<b>6,608,700</b>	<b>6,911,500</b>	<b>7,154,400</b>

**GENERAL FUND**  
**ESTIMATED REVENUES BY OBJECT**

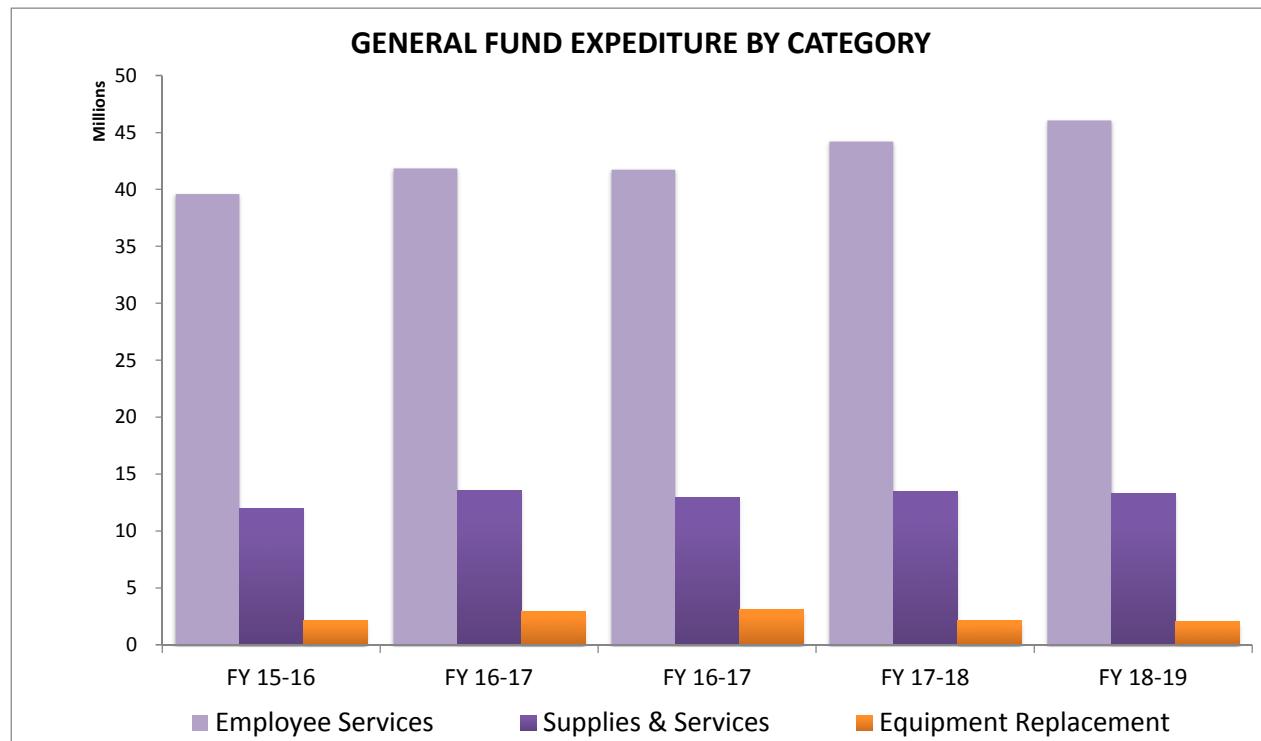
Revenue Source	FY 15-16	FY 16-17	FY 16-17	FY 17-18	FY 18-19
	Actual	Budget	Estimated	Budget	Budget
<b>Charges for Current Services</b>					
Maps & Publications	2,966	1,000	2,000	2,000	2,000
Strike Team Reimbursement	312,095	120,000	193,700	120,000	120,000
Police Services	180,161	180,000	220,000	220,000	220,000
GEMT Ambulance	129,920	85,000	77,000	156,000	110,000
Engineering Charges	197,807	150,000	150,000	150,000	150,000
Street sidewalk Curb	2,100	2,100	2,100	2,100	2,100
Ambulance Charges	1,459,469	1,400,000	1,450,000	1,460,000	1,460,000
Subdivision Fees	1,250	1,000	1,000	1,000	1,000
Police Service DUI	15,244	30,000	30,000	30,000	30,000
Police Service Inmate	4,850	5,000	3,000	3,000	3,000
Security Alarm/Annual Permits	150,334	130,000	145,000	145,000	145,000
Police Svs/False Alarms	78,467	50,000	59,000	59,000	59,000
Fire False Alarm	33,175	22,000	45,000	40,000	45,000
Public Works Service	69,146	65,000	5,000	5,000	5,000
Address Change Fee	3,000	1,500	3,000	2,000	2,000
Vehicle Impounds	101,152	125,000	120,000	120,000	120,000
Fire Services Filming	96,879	55,000	50,000	55,000	60,000
Police Services Filming	92,044	75,000	80,000	80,000	80,000
Public Works Inspections	15,628	15,000	12,000	15,000	15,000
Fire Inspection Fees	220,021	240,000	240,000	240,000	245,000
Attorney Fees	33,223	500	500	500	500
Paramedic Subscription	142,372	140,000	140,000	140,000	140,000
Police Evidence Auction	7,117	0	0	0	0
Fire Donation/Reimbursement	10,510	7,100	7,100	7,100	7,100
Police Donation/Reimbursement	0	20,000	20,000	5,000	5,000
<b>Total</b>	<b>3,358,928</b>	<b>2,920,200</b>	<b>3,055,400</b>	<b>3,057,700</b>	<b>3,026,700</b>
<b>Library</b>					
Art & Lecture Room	4,590	3,200	3,200	3,200	3,200
Lost Books	7,007	4,000	4,000	4,000	4,000
Fines	60,589	58,000	58,000	58,000	58,000
Passport Processing	0	0	0	80,000	80,000
Federal Grant	5,987	0	7,000	10,000	10,000
<b>Total</b>	<b>78,173</b>	<b>65,200</b>	<b>72,200</b>	<b>155,200</b>	<b>155,200</b>

**GENERAL FUND**  
**ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Budget	FY 18-19 Budget
<b>Recreation</b>					
Fees & Charges	450,414	438,100	438,100	437,000	437,000
Nature	28,921	25,000	25,000	27,100	27,100
Playgrounds	47,728	50,000	50,000	50,000	50,000
Sr. Citizen	138,222	145,300	164,900	173,300	173,300
Camping	166,044	169,400	169,400	190,500	190,500
Museum Education Center	36,700	40,900	40,900	62,800	62,800
Youth Master	37,185	39,200	39,200	43,000	43,000
Dana Gymnasium	163,600	187,000	187,000	192,100	192,100
Community Center	20,860	34,000	34,000	33,100	33,100
Senior Meal Income	0	19,600	19,600	18,200	18,200
Special Event Cleaning	1,800	5,200	5,200	6,000	6,000
<b>Total</b>	<b>1,091,474</b>	<b>1,153,700</b>	<b>1,173,300</b>	<b>1,233,100</b>	<b>1,233,100</b>
<b>Other Revenues</b>					
Miscellaneous Revenue	378,922	80,000	50,000	50,000	50,000
Court Appearance	5,532	5,000	6,000	5,000	5,000
PERS Savings	0	100,000	0	0	0
Cost Allocation	1,573,300	1,725,700	1,725,700	2,026,000	2,066,300
Capital Fund reimbursement - Race Track	181,077	168,100	168,100	157,300	163,200
<b>Total</b>	<b>2,138,831</b>	<b>2,078,800</b>	<b>1,949,800</b>	<b>2,238,300</b>	<b>2,284,500</b>
<b>Total Revenue</b>	<b>58,140,868</b>	<b>57,854,300</b>	<b>58,239,100</b>	<b>58,499,400</b>	<b>60,193,200</b>
<b>Transfers from Other Funds</b>					
Traffic Safety	228,726	240,000	220,000	220,000	220,000
Gas Tax	1,184,037	1,271,500	1,250,100	1,294,300	1,340,400
Solid Waste	108,613	116,200	109,600	112,000	112,000
Equipment Replacement	2,163,261	2,966,000	3,098,700	2,111,800	2,000,400
<b>Total Transfers-In</b>	<b>3,684,638</b>	<b>4,593,700</b>	<b>4,678,400</b>	<b>3,738,100</b>	<b>3,672,800</b>
<b>Transfers to Other Funds</b>					
Local Law Enforcement	(94,544)	(114,300)	(122,700)	(124,100)	(132,200)
Lighting Districts	(680,070)	(721,000)	(714,500)	(742,400)	(766,100)
Equipment Replacement Fund	(2,000,000)	(900,000)	(1,200,000)	(750,000)	(750,000)
Capital Improvement Fund	(4,900,000)	(2,000,000)	(2,600,000)	(750,000)	(750,000)
Set aside Reserve for the New City Hall	(1,000,000)	(500,000)	(500,000)	0	0
General Liability and Workers' Compensation	(500,000)	0	0	0	0
<b>Total Transfers-Out</b>	<b>(9,174,615)</b>	<b>(4,235,300)</b>	<b>(5,137,200)</b>	<b>(2,366,500)</b>	<b>(2,398,300)</b>
<b>Total Revenues and Transfers</b>	<b>52,650,892</b>	<b>58,212,700</b>	<b>57,780,300</b>	<b>59,871,000</b>	<b>61,467,700</b>

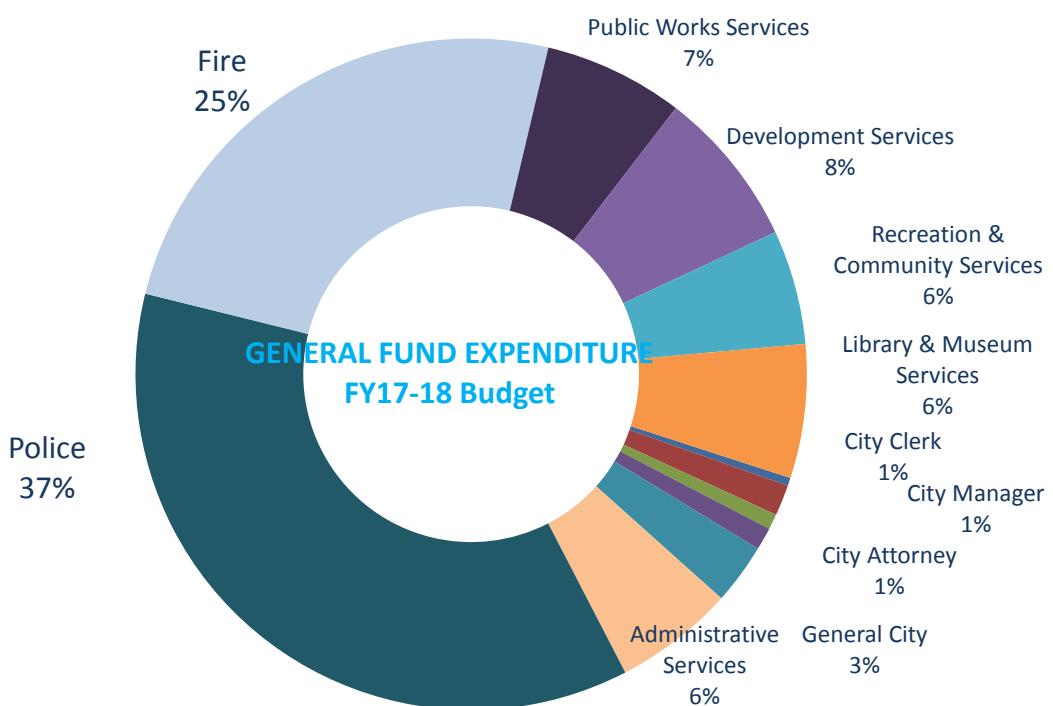
**GENERAL FUND  
EXPENDITURE SUMMARY**

Expenditure	Adjusted				
	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Budget	FY 18-19 Budget
Employee Services	39,586,952	41,832,000	41,718,000	44,191,300	46,065,800
Supplies & Services	12,019,124	13,559,997	12,940,100	13,510,400	13,269,000
Equipment Replacement	2,163,261	2,966,000	3,098,700	2,111,800	2,000,400
<b>Total Appropriation</b>	<b>53,769,337</b>	<b>58,357,997</b>	<b>57,756,800</b>	<b>59,813,500</b>	<b>61,335,200</b>



**GENERAL FUND  
DEPARTMENT SUMMARY**

Expenditure	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Budget	FY 18-19 Budget
City Council	296,694	304,300	281,200	233,700	243,400
City Manager	833,167	853,400	822,700	892,300	917,300
City Clerk	435,526	276,500	294,500	437,800	303,900
City Attorney	463,240	463,700	464,100	649,300	526,800
General City	1,147,229	1,777,400	1,755,700	1,748,200	1,750,300
Administrative Services	2,713,262	3,281,700	3,174,900	3,465,100	3,209,600
Police	18,921,288	20,467,200	20,436,200	21,800,800	21,902,700
Fire	14,147,306	15,003,100	15,163,700	14,854,400	16,288,700
Public Works Services	3,878,178	4,190,000	4,040,400	4,028,100	4,238,400
Development Services	4,540,439	4,803,135	4,497,000	4,557,900	4,669,400
Recreation & Community Services	2,901,975	3,105,400	3,072,700	3,289,100	3,333,300
Library & Museum Services	3,491,033	3,832,162	3,753,700	3,856,800	3,951,400
<b>Total</b>	<b>53,769,337</b>	<b>58,357,997</b>	<b>57,756,800</b>	<b>59,813,500</b>	<b>61,335,200</b>



**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance FY17-18</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	7,217,300	58,499,400	3,738,100	69,454,800
Narcotic Seizure Federal	369,300	800	0	370,100
COPS	257,300	144,800	0	402,100
Local Law Enforcement	0	84,000	124,100	208,100
Medical/Dental	338,600	0	4,055,600	4,394,200
IRS Task Force	458,800	1,000	0	459,800
Worker Compensation/Liability	3,061,800	30,600	2,357,800	5,450,200
Homeland Security	0	10,000	0	10,000
Office of Traffic Safety Grant	0	104,400	0	104,400
Misc. P.E.R.S. Employee Retirement Fund	1,351,600	0	0	1,351,600
Emergency Reserve	10,147,100	0	0	10,147,100
Parks & Recreation	9,575,000	947,900	0	10,522,900
Traffic Safety	0	220,000	0	220,000
Public, Educational/Governmental Access	721,200	92,200	0	813,400
Used Oil Grant	22,500	16,400	0	38,900
DOC Beverage Grant	26,300	15,600	0	41,900
Solid Waste	1,350,700	505,700	0	1,856,400
State Gas Tax	78,400	1,596,007	0	1,674,407
Air Quality Management District	55,600	73,000	0	128,600
Community Development Block Grant	0	627,900	0	627,900
Santa Anita Grade Separation	1,010,800	10,100	0	1,020,900
Transit	0	822,679	1,521,621	2,344,300
Proposition A	1,119,118	1,072,253	0	2,191,371
Transportation Impact Fund	1,222,700	312,200	0	1,534,900
Proposition C	126,644	881,416	0	1,008,060
TDA Article 3 Bikeway	0	50,000	0	50,000
Measure R	1,118,736	1,621,300	0	2,740,036
Measure M	0	710,693	0	710,693
Capital Improvement	7,649,200	1,526,500	0	9,175,700
City Hall Reserve	1,500,000	0	0	1,500,000
Lighting Maintenance	105,800	494,900	742,400	1,343,100
Kaitlyn Place Landscaping District	2,500	0	0	2,500
Water Fund	19,154,500	12,111,700	0	31,266,200
Sewer Fund	4,843,300	2,096,800	0	6,940,100
Equipment Replacement	6,589,100	825,900	0	7,415,000
Redevelopment Successor Agency	0	2,957,200	0	2,957,200
General Obligation Bond 2012	363,200	418,000	0	781,200
General Obligation Bond 2011	490,500	597,400	0	1,087,900
<b>Total</b>	<b>80,327,598</b>	<b>89,478,748</b>	<b>12,539,621</b>	<b>182,345,967</b>

**SUMMARY BY FUND  
USES OF FUNDS**

Fund	Appropriation	Transfer Out	Total	Ending Fund Balance FY17-18
General Fund	59,813,500	2,366,500	62,180,000	7,274,800
Narcotic Seizure	148,900	0	148,900	221,200
COPS	150,100	0	150,100	252,000
Local Law Enforcement	208,100	0	208,100	0
Medical/Dental	4,055,600	0	4,055,600	338,600
IRS Task Force	0	0	0	459,800
Worker Compensation/Liability	2,357,800	0	2,357,800	3,092,400
Homeland Security	10,000	0	10,000	0
Office of Traffic Safety Grant	104,400	0	104,400	0
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	1,351,600
Emergency Reserve	0	0	0	10,147,100
Parks & Recreation	24,300	0	24,300	10,498,600
Traffic Safety	220,000	0	220,000	0
Public, Educational/Governmental Access	200,000	0	200,000	613,400
Used Oil Grant	6,000	0	6,000	32,900
DOC Beverage Grant	15,300	0	15,300	26,600
Solid Waste	405,000	112,000	517,000	1,339,400
State Gas Tax	1,446,300	0	1,446,300	228,107
Air Quality Management District	98,400	0	98,400	30,200
Community Development Block Grant	627,900	0	627,900	0
Santa Anita Grade Separation	230,000	0	230,000	790,900
Transit	2,344,300	0	2,344,300	0
Proposition A	1,150,370	0	1,150,370	1,041,001
Transportation Impact Fund	1,250,000	0	1,250,000	284,900
Proposition C	894,300	0	894,300	113,760
TDA Article 3 Bikeway	50,000	0	50,000	0
Measure R	2,640,051	0	2,640,051	99,985
Measure M	0	0	0	710,693
Capital Improvement	4,353,600	0	4,353,600	4,822,100
City Hall Reserve	0	0	0	1,500,000
Lighting Maintenance	1,237,300	0	1,237,300	105,800
Kaitlyn Place Landscaping District	0	0	0	2,500
Water Fund	15,893,500	0	15,893,500	15,372,700
Sewer Fund	1,916,000	0	1,916,000	5,024,100
Equipment Replacement	2,142,200	0	2,142,200	5,272,800
Redevelopment Successor Agency	2,957,200	0	2,957,200	0
General Obligation Bond 2012	418,000	0	418,000	363,200
General Obligation Bond 2011	597,800	0	597,800	490,100
<b>Total</b>	<b>107,966,221</b>	<b>2,478,500</b>	<b>110,444,721</b>	<b>71,901,246</b>

**SUMMARY BY FUND  
SOURCES OF FUNDS**

<b>Fund</b>	<b>Beginning Fund Balance 18-19</b>	<b>Outside Sources</b>	<b>Transfer In</b>	<b>Total</b>
General Fund	7,274,800	60,193,200	3,672,800	71,140,800
Narcotic Seizure Federal	221,200	800	0	222,000
COPS	252,000	156,400	2,500	410,900
Local Law Enforcement	0	92,100	124,100	216,200
Medical/Dental	338,600	4,055,600	0	4,394,200
IRS Task Force	459,800	1,000	0	460,800
Worker Compensation/Liability	3,092,400	116,900	2,357,800	5,567,100
Homeland Security	0	10,000	0	10,000
Office of Traffic Safety Grant	0	104,400	0	104,400
Misc. P.E.R.S. Employee Retirement Fund	1,351,600	0	0	1,351,600
Emergency Reserve	10,147,100	0	0	10,147,100
Parks & Recreation	10,498,600	1,052,500	0	11,551,100
Traffic Safety	0	220,000	0	220,000
Public, Educational/Governmental Access	613,400	91,100	0	704,500
Used Oil Grant	32,900	16,500	0	49,400
DOC Beverage Grant	26,600	15,600	0	42,200
Solid Waste	1,339,400	505,600	0	1,845,000
State Gas Tax	228,107	2,271,369	0	2,499,476
Air Quality Management District	30,200	72,700	0	102,900
Community Development Block Grant	0	403,600	0	403,600
Santa Anita Grade Separation	790,900	7,900	0	798,800
Transit	0	822,679	1,531,221	2,353,900
Proposition A	1,041,001	1,071,453	0	2,112,454
Transportation Impact Fund	284,900	302,800	0	587,700
Proposition C	113,760	881,216	0	994,976
Measure R	99,985	661,100	0	761,085
Measure M	710,693	717,793	0	1,428,486
Capital Improvement	4,822,100	1,498,200	0	6,320,300
City Hall Reserve	1,500,000	0	0	1,500,000
Lighting Maintenance	105,800	510,700	766,100	1,382,600
Kaitlyn Place Landscaping District	2,500	0	0	2,500
Water Fund	15,372,700	12,373,900	0	27,746,600
Sewer Fund	5,024,100	2,350,400	0	7,374,500
Equipment Replacement	5,272,800	812,700	0	6,085,500
Redevelopment Successor Agency	0	2,919,100	0	2,919,100
General Obligation Bond 2012	363,200	418,300	0	781,500
General Obligation Bond 2011	490,100	598,300	0	1,088,400
<b>Total</b>	<b>71,901,246</b>	<b>95,325,910</b>	<b>8,454,521</b>	<b>175,681,677</b>

**SUMMARY BY FUND  
USES OF FUNDS**

<b>Fund</b>	<b>Appropriations</b>	<b>Transfer Out</b>	<b>Total</b>	<b>Ending Fund Balance FY18-19</b>
General Fund	61,335,200	2,398,300	63,733,500	7,407,300
Narcotic Seizure Federal	161,600	0	161,600	60,400
COPS	153,800	0	153,800	257,100
Local Law Enforcement	216,200	0	216,200	0
Medical/Dental	4,055,600	0	4,055,600	338,600
IRS Task Force	0	0	0	460,800
Worker Compensation/Liability	2,443,800	0	2,443,800	3,123,300
Homeland Security	10,000	0	10,000	0
Office of Traffic Safety Grant	104,400	0	104,400	0
Misc. P.E.R.S. Employee Retirement	0	0	0	1,351,600
Emergency Reserve	0	0	0	10,147,100
Parks & Recreation	24,800	0	24,800	11,526,300
Traffic Safety	0	220,000	220,000	0
Public, Educational/Governmental Access	0	0	0	704,500
Used Oil Grant	16,000	0	16,000	33,400
DOC Beverage Grant	15,300	0	15,300	26,900
Solid Waste	417,100	112,000	529,100	1,315,900
State Gas Tax	2,442,400	0	2,442,400	57,076
Air Quality Manage.	22,400	0	22,400	80,500
Community Development	403,600	0	403,600	0
Santa Anita Grade Separation	0	0	0	798,800
Transit	2,353,900	0	2,353,900	0
Proposition A	1,163,730	0	1,163,730	948,724
Transportation Impact	100,000	0	100,000	487,700
Proposition C	871,700	0	871,700	123,276
Measure R	678,491	0	678,491	82,594
Measure M	0	0	0	1,428,486
Capital Improvement	3,993,700	0	3,993,700	2,326,600
City Hall Reserve	0	0	0	1,500,000
Lighting Maintenance	1,276,800	0	1,276,800	105,800
Kaitlyn Place Landscaping District	0	0	0	2,500
Water Fund	18,696,900	0	18,696,900	9,049,700
Sewer Fund	2,192,700	0	2,192,700	5,181,800
Equipment Replacement	2,031,400	0	2,031,400	4,054,100
Redevelopment Successor Agency	2,919,100	0	2,919,100	0
General Obligation Bond 2012	418,300	0	418,300	363,200
General Obligation Bond 2011	596,400	0	596,400	492,000
<b>Total</b>	<b>109,115,321</b>	<b>2,730,300</b>	<b>111,845,621</b>	<b>63,836,056</b>

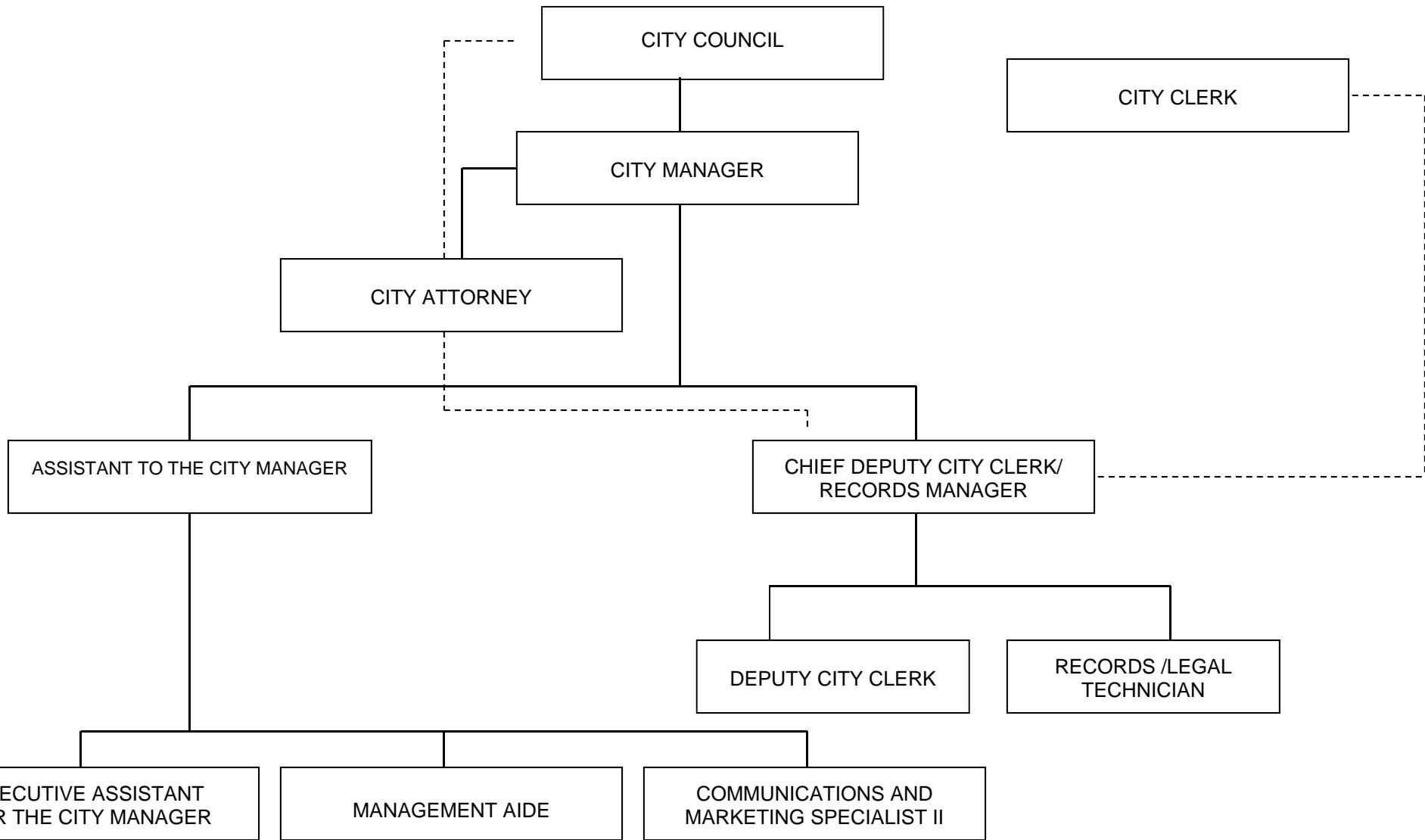
**FULL TIME EMPLOYEES AND ELECTED OFFICIALS**

	<b>FY 15-16 Budget</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Actual</b>	<b>FY 17-18 Budget</b>	<b>FY 18-19 Budget</b>
<b>General Fund</b>					
City Council	1.00	1.00	1.00	0.50	0.50
City Manager	3.80	3.80	3.80	4.30	4.30
City Clerk	2.20	2.20	2.20	2.20	2.20
City Attorney	0.80	0.80	0.80	0.80	0.80
General City	0.35	0.35	0.35	0.35	0.35
Admin. Services	14.05	14.05	14.05	15.05	15.05
Police	95.00	95.00	95.00	95.00	95.00
Fire	58.00	58.00	58.00	58.00	58.00
Public Works Services	24.70	24.70	24.70	24.70	24.70
Development Services	25.25	25.25	25.25	25.35	25.35
Recreation & Community Services	11.00	11.00	11.00	12.00	12.00
Library & Museum Services	19.00	19.00	19.00	19.00	19.00
<b>Total General Fund</b>	<b>255.15</b>	<b>255.15</b>	<b>255.15</b>	<b>257.25</b>	<b>257.25</b>
<b>Special Funds</b>					
Narcotic Seizure State	1.00	1.00	1.00	1.00	1.00
COPS SLESF AB3229	1.00	1.00	1.00	1.00	1.00
High School Law Enforcement	1.00	1.00	1.00	1.00	1.00
Liability/Workers' Compensation	1.60	1.60	1.60	1.60	1.60
Solid Waste	1.65	1.65	1.65	1.65	1.65
CDBG	0.20	0.20	0.20	0.20	0.20
Arcadia Transit	1.30	1.30	1.30	1.30	1.30
Measure R	0.20	0.20	0.20	0.20	0.20
Proposition A & C	1.70	1.70	1.70	1.60	1.60
Lighting Maintenance Districts	2.65	2.65	2.65	2.65	2.65
Public Services Water	26.95	26.95	26.95	26.95	26.95
Public Services Sewer	7.25	7.25	7.25	7.25	7.25
Redevelopment Successor Agency	0.35	0.35	0.35	0.35	0.35
<b>Total Personnel</b>	<b>302.00</b>	<b>302.00</b>	<b>302.00</b>	<b>304.00</b>	<b>304.00</b>

\* Part Time employees are not included.



# CITY MANAGER'S OFFICE



## CITY MANAGER'S OFFICE

---

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*

---

Assistant to the City Manager	1.00
City Manager	0.95
Communication and Marketing Specialist II	0.85
Executive Assistant	0.50
Management Aide	1.00
<b>TOTAL</b>	<b>4.30</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>						
<b>1200 CITY MANAGER OFFICE</b>						
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	391,179	424,600	405,000	474,100	479,100
4014	VACATION SELL BACK	3,897	5,000	12,000	5,000	5,000
4015	ALLOWANCES	5,710	5,700	5,700	5,700	5,700
4021	LONGEVITY PAY	4,600	4,000	1,600	4,000	4,000
4030	PART-TIME PERS ONLY	5,495	4,200	6,500	4,200	4,200
4032	PART-TIME NON-PERS	0	4,500	4,500	4,500	4,500
4241	P.E.R.S.	104,405	115,400	108,400	139,400	159,000
4242	NON-PERSABLE COMPENSATION	4,894	5,200	5,600	5,600	5,600
4244	MEDICAL/DENTAL INSURANCE	45,259	55,200	54,700	65,100	65,100
4245	LONG TERM DISABILITY	335	400	300	500	500
4247	LIFE INSURANCE	892	900	1,100	1,200	1,300
4250	FICA/HOSPITAL INSURANCE	6,317	6,300	6,500	7,100	7,200
4299	VACANCY RATE	0	-18,800	0	-21,500	-22,200
<b>Total: SALARIES &amp; WAGES</b>		<b>572,984</b>	<b>612,600</b>	<b>611,900</b>	<b>694,900</b>	<b>719,000</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	8,269	7,000	7,000	7,000	7,000
5115	PROGRAM EXPENSES	3,840	9,500	5,800	6,800	6,800
5125	PRINT SHOP	0	500	500	500	500
<b>Total: SUPPLIES</b>		<b>12,109</b>	<b>17,000</b>	<b>13,300</b>	<b>14,300</b>	<b>14,300</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	74,815	39,100	10,000	2,500	2,500
6163	CABLE TECH SERVICES	32,000	30,000	28,800	30,000	30,000
6310	MILEAGE	0	100	100	100	100
6505	GENERAL LIABILITY	13,200	14,900	14,900	14,700	15,300
6507	WORKERS' COMPENSATION	7,800	8,200	8,200	8,800	9,100
6730	OFFICE EQUIPMENT	75	1,000	10,000	1,000	1,000
6750	VEHICLE MAINTENANCE	1,072	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	2,135	3,100	3,100	3,600	3,600
6940	OFFICIAL MEETINGS	5,223	8,100	8,100	8,100	8,100
6970	TRAINING	214	500	500	500	500
6977	EMPLOYEE SUPPORT	285	300	300	300	300
<b>Total: OPERATING EXPENSES</b>		<b>136,819</b>	<b>106,300</b>	<b>85,000</b>	<b>70,600</b>	<b>71,500</b>
<b>SPECIAL PROGRAMS</b>						
7120	CITY BEAUTIFUL COMMISSION	4,300	5,000	5,000	5,000	5,000
7125	CITY WEB SITE	17,600	13,000	13,000	13,000	13,000
7156	CITY VOLUNTEER PROGRAM	27,349	34,000	34,000	34,000	34,000
7260	CITY NEWSLETTER	31,784	40,000	35,000	35,000	35,000
7261	BROCHURES	11,589	13,000	13,000	13,000	13,000
7262	SPECIAL EVENTS	7,532	12,500	12,500	12,500	12,500
7264	GOLD LINE CELEBRATN EVENT	11,102	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>111,255</b>	<b>117,500</b>	<b>112,500</b>	<b>112,500</b>	<b>112,500</b>
<b>Total Division:</b>		<b>833,167</b>	<b>853,400</b>	<b>822,700</b>	<b>892,300</b>	<b>917,300</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.56 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1200</b>		<b>CITY MANAGER-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	296,327	306,800	323,200	363,700	367,400
4014	VACATION SELL BACK	3,897	5,000	12,000	5,000	5,000
4015	ALLOWANCES	5,710	5,700	5,700	5,700	5,700
4021	LONGEVITY PAY	2,092	1,400	100	1,900	1,900
4032	PART-TIME NON-PERS	0	4,500	4,500	4,500	4,500
4241	P.E.R.S	76,339	80,700	83,300	104,500	119,300
4242	NON-PERSABLE COMPENSATION	4,894	5,100	5,500	5,400	5,400
4244	MEDICAL/DENTAL INSURANCE	29,801	34,700	39,600	45,500	45,500
4245	LONG TERM DISABILITY	202	200	200	300	300
4247	LIFE INSURANCE	805	800	1,000	1,000	1,100
4250	FICA/HOSPITAL INSURANCE	4,864	4,500	5,200	5,400	5,500
4299	VACANCY RATE	0	-13,300	0	-16,300	-16,800
<b>Total: SALARIES &amp; WAGES</b>		<b>424,931</b>	<b>436,100</b>	<b>480,300</b>	<b>526,600</b>	<b>544,800</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	5,228	4,000	4,000	4,000	4,000
5115	PROGRAM EXPENSES	315	7,700	4,000	5,000	5,000
5125	PRINT SHOP	0	500	500	500	500
<b>Total: SUPPLIES</b>		<b>5,543</b>	<b>12,200</b>	<b>8,500</b>	<b>9,500</b>	<b>9,500</b>
<b>OPERATING EXPENSES</b>						
6310	MILEAGE	0	100	100	100	100
6505	GENERAL LIABILITY	13,200	14,900	14,900	14,700	15,300
6507	WORKERS' COMPENSATION	7,800	8,200	8,200	8,800	9,100
6730	OFFICE EQUIPMENT	0	500	9,500	500	500
6750	VEHICLE MAINTENANCE	1,072	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	1,710	2,200	2,200	2,700	2,700
6940	OFFICIAL MEETINGS	5,223	5,600	5,600	5,600	5,600
6970	TRAINING	214	500	500	500	500
6977	EMPLOYEE SUPPORT	285	300	300	300	300
<b>Total: OPERATING EXPENSES</b>		<b>29,504</b>	<b>33,300</b>	<b>42,300</b>	<b>34,200</b>	<b>35,100</b>
<b>Total:</b>		<b>459,978</b>	<b>481,600</b>	<b>531,100</b>	<b>570,300</b>	<b>589,400</b>
<b>Fund/Division: 0011201</b>						
<b>OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR</b>						<b>18.42 %</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1203</b>		<b>CITY MANAGER-COMM MARKET</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	94,852	117,800	81,800	110,400	111,700
4021	LONGEVITY PAY	2,508	2,600	1,500	2,100	2,100
4030	PART-TIME PERS ONLY	5,495	4,200	6,500	4,200	4,200
4241	P.E.R.S	28,066	34,700	25,100	34,900	39,700
4242	NON-PERSABLE COMPENSATION	0	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	15,458	20,500	15,100	19,600	19,600
4245	LONG TERM DISABILITY	133	200	100	200	200
4247	LIFE INSURANCE	87	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,453	1,800	1,300	1,700	1,700
4299	VACANCY RATE	0	-5,500	0	-5,200	-5,400
<b>Total: SALARIES &amp; WAGES</b>		<b>148,053</b>	<b>176,500</b>	<b>131,600</b>	<b>168,300</b>	<b>174,200</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	3,041	3,000	3,000	3,000	3,000
5115	PROGRAM EXPENSES	3,525	1,800	1,800	1,800	1,800
<b>Total: SUPPLIES</b>		<b>6,566</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	74,815	39,100	10,000	2,500	2,500
6163	CABLE TECH SERVICES	32,000	30,000	28,800	30,000	30,000
6730	OFFICE EQUIPMENT	75	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	425	900	900	900	900
6940	OFFICIAL MEETINGS	0	2,500	2,500	2,500	2,500
<b>Total: OPERATING EXPENSES</b>		<b>107,315</b>	<b>73,000</b>	<b>42,700</b>	<b>36,400</b>	<b>36,400</b>
<b>SPECIAL PROGRAMS</b>						
7120	CITY BEAUTIFUL COMMISSION	4,300	5,000	5,000	5,000	5,000
7125	CITY WEB SITE	17,600	13,000	13,000	13,000	13,000
7156	CITY VOLUNTEER PROGRAM	27,349	34,000	34,000	34,000	34,000
7260	CITY NEWSLETTER	31,784	40,000	35,000	35,000	35,000
7261	BROCHURES	11,589	13,000	13,000	13,000	13,000
7262	SPECIAL EVENTS	7,532	12,500	12,500	12,500	12,500
7264	GOLD LINE CELEBRATN EVENT	11,102	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>111,255</b>	<b>117,500</b>	<b>112,500</b>	<b>112,500</b>	<b>112,500</b>
<b>Total:</b>		<b>373,189</b>	<b>371,800</b>	<b>291,600</b>	<b>322,000</b>	<b>327,900</b>
<b>Fund/Division: 0011203</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(13.39) %

## CITY COUNCIL

---

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*

---

Council Member	5.00
----------------	------

Executive Assistant	0.50
---------------------	------

<b>TOTAL</b>	<b>5.50</b>
--------------	-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1100</b>		<b>CITY COUNCIL</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	100,239	101,200	101,600	66,500	66,500
4021	LONGEVITY PAY	1,767	2,200	2,200	1,100	1,100
4241	P.E.R.S.	24,249	25,600	24,000	15,100	17,100
4244	MEDICAL/DENTAL INSURANCE	64,754	99,000	71,300	92,800	92,800
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	485	600	500	600	600
4250	FICA/HOSPITAL INSURANCE	1,452	1,500	1,500	1,000	1,000
4299	VACANCY RATE	0	-6,900	0	-5,300	-5,400
<b>Total: SALARIES &amp; WAGES</b>		<b>193,046</b>	<b>223,300</b>	<b>201,200</b>	<b>171,900</b>	<b>173,800</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	4,642	6,700	6,700	3,500	3,500
5125	PRINT SHOP	1,115	2,000	2,000	1,500	1,500
<b>Total: SUPPLIES</b>		<b>5,757</b>	<b>8,700</b>	<b>8,700</b>	<b>5,000</b>	<b>5,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	0	7,500	5,800	0	7,500
6163	CABLE TECH SERVICES	32,000	0	0	0	0
6505	GENERAL LIABILITY	5,400	6,400	6,400	4,300	4,500
6507	WORKERS' COMPENSATION	1,700	2,000	2,000	2,100	2,200
6930	MEMBERSHIP & PUBLICATIONS	36,308	35,300	36,000	33,300	33,300
6940	OFFICIAL MEETINGS	22,375	21,000	21,000	17,000	17,000
6977	EMPLOYEE SUPPORT	109	100	100	100	100
<b>Total: OPERATING EXPENSES</b>		<b>97,891</b>	<b>72,300</b>	<b>71,300</b>	<b>56,800</b>	<b>64,600</b>
<b>Total:</b>		<b>296,694</b>	<b>304,300</b>	<b>281,200</b>	<b>233,700</b>	<b>243,400</b>
<b>Fund/Division: 0011101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(23.20) %

## CITY CLERK'S OFFICE

---

### **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.

**CITY CLERK***No. of Employees  
Full Time Equivalent*

---

Chief Deputy City Clerk	0.50
Deputy City Clerk	1.00
Elected City Clerk	1.00
Records/Legal Technician	0.70

**TOTAL****3.20**

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1300</b>		<b>CITY CLERK</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	133,162	155,700	127,700	158,500	163,500
4014	VACATION SELL BACK	1,949	2,500	2,000	2,000	2,000
4015	ALLOWANCES	484	500	500	500	500
4021	LONGEVITY PAY	1,524	1,100	1,100	1,100	1,100
4032	PART-TIME NON-PERS	19,202	0	21,300	0	0
4130	OVERTIME	168	0	400	0	0
4241	P.E.R.S.	35,568	41,900	34,200	46,600	54,200
4242	NON-PERSABLE COMPENSATION	256	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	22,036	28,800	22,200	28,800	28,800
4245	LONG TERM DISABILITY	173	200	200	200	200
4247	LIFE INSURANCE	244	400	200	400	400
4250	FICA/HOSPITAL INSURANCE	1,639	2,300	1,600	2,300	2,400
4299	VACANCY RATE	0	-7,000	0	-7,200	-7,600
<b>Total: SALARIES &amp; WAGES</b>		<b>216,405</b>	<b>226,700</b>	<b>211,700</b>	<b>233,500</b>	<b>245,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	4,669	3,800	3,800	3,800	3,800
5125	PRINT SHOP	1,210	2,000	1,700	1,700	2,000
<b>Total: SUPPLIES</b>		<b>5,879</b>	<b>5,800</b>	<b>5,500</b>	<b>5,500</b>	<b>5,800</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	12,988	16,000	16,000	16,000	18,000
6505	GENERAL LIABILITY	7,000	5,000	5,000	7,600	7,900
6507	WORKERS' COMPENSATION	15,200	17,100	17,100	18,400	18,900
6730	OFFICE EQUIPMENT	1,132	500	0	0	500
6930	MEMBERSHIP & PUBLICATIONS	622	1,100	1,100	1,100	1,200
6940	OFFICIAL MEETINGS	405	1,100	1,100	1,000	1,100
6945	ELECTION	171,617	0	0	150,000	0
6960	EQUIPMENT REPLACEMENT	0	0	33,800	0	0
6970	TRAINING	1,061	3,000	3,000	4,500	4,500
6971	TUITION REIMBURSEMENT	3,071	0	0	0	0
6977	EMPLOYEE SUPPORT	146	200	200	200	200
<b>Total: OPERATING EXPENSES</b>		<b>213,243</b>	<b>44,000</b>	<b>77,300</b>	<b>198,800</b>	<b>52,300</b>
<b>Total:</b>		<b>435,526</b>	<b>276,500</b>	<b>294,500</b>	<b>437,800</b>	<b>303,900</b>

**Fund/Division: 0011301**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

58.34 %

## CITY ATTORNEY'S OFFICE

---

### **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*

---

Chief Deputy City Clerk	0.50
-------------------------	------

Records/Legal Technician	0.30
--------------------------	------

**TOTAL**

<b>0.80</b>
-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1500</b>		<b>CITY ATTORNEY</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	62,508	67,600	65,600	69,200	70,000
4014	VACATION SELL BACK	1,949	2,500	2,000	2,000	2,000
4015	ALLOWANCES	484	500	500	500	500
4021	LONGEVITY PAY	1,283	1,100	1,100	1,100	1,100
4241	P.E.R.S	17,459	19,000	18,600	21,200	24,300
4242	NON-PERSABLE COMPENSATION	256	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	9,645	11,800	12,000	11,800	11,800
4245	LONG TERM DISABILITY	67	100	100	100	100
4247	LIFE INSURANCE	175	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	192	200	200	1,000	1,000
4299	VACANCY RATE	0	-3,100	0	-3,200	-3,300
<b>Total: SALARIES &amp; WAGES</b>		<b>94,018</b>	<b>100,200</b>	<b>100,600</b>	<b>104,200</b>	<b>108,000</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	650	700	700	600	600
5125	PRINT SHOP	0	300	300	300	300
<b>Total: SUPPLIES</b>		<b>650</b>	<b>1,000</b>	<b>1,000</b>	<b>900</b>	<b>900</b>
<b>OPERATING EXPENSES</b>						
6140	LEGAL	191,294	210,000	210,000	360,000	230,000
6160	CONTRACT SERVICES	163,733	140,000	140,000	174,000	177,300
6505	GENERAL LIABILITY	7,800	8,100	8,100	10,200	10,600
6920	BOOKS	5,733	4,400	4,400	0	0
6977	EMPLOYEE SUPPORT	13	0	0	0	0
<b>Total: OPERATING EXPENSES</b>		<b>368,573</b>	<b>362,500</b>	<b>362,500</b>	<b>544,200</b>	<b>417,900</b>
<b>Total:</b>		<b>463,240</b>	<b>463,700</b>	<b>464,100</b>	<b>649,300</b>	<b>526,800</b>
<b>Fund/Division: 0011501</b>						40.03 %
<b>OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR</b>						

## GENERAL CITY

---

### **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*

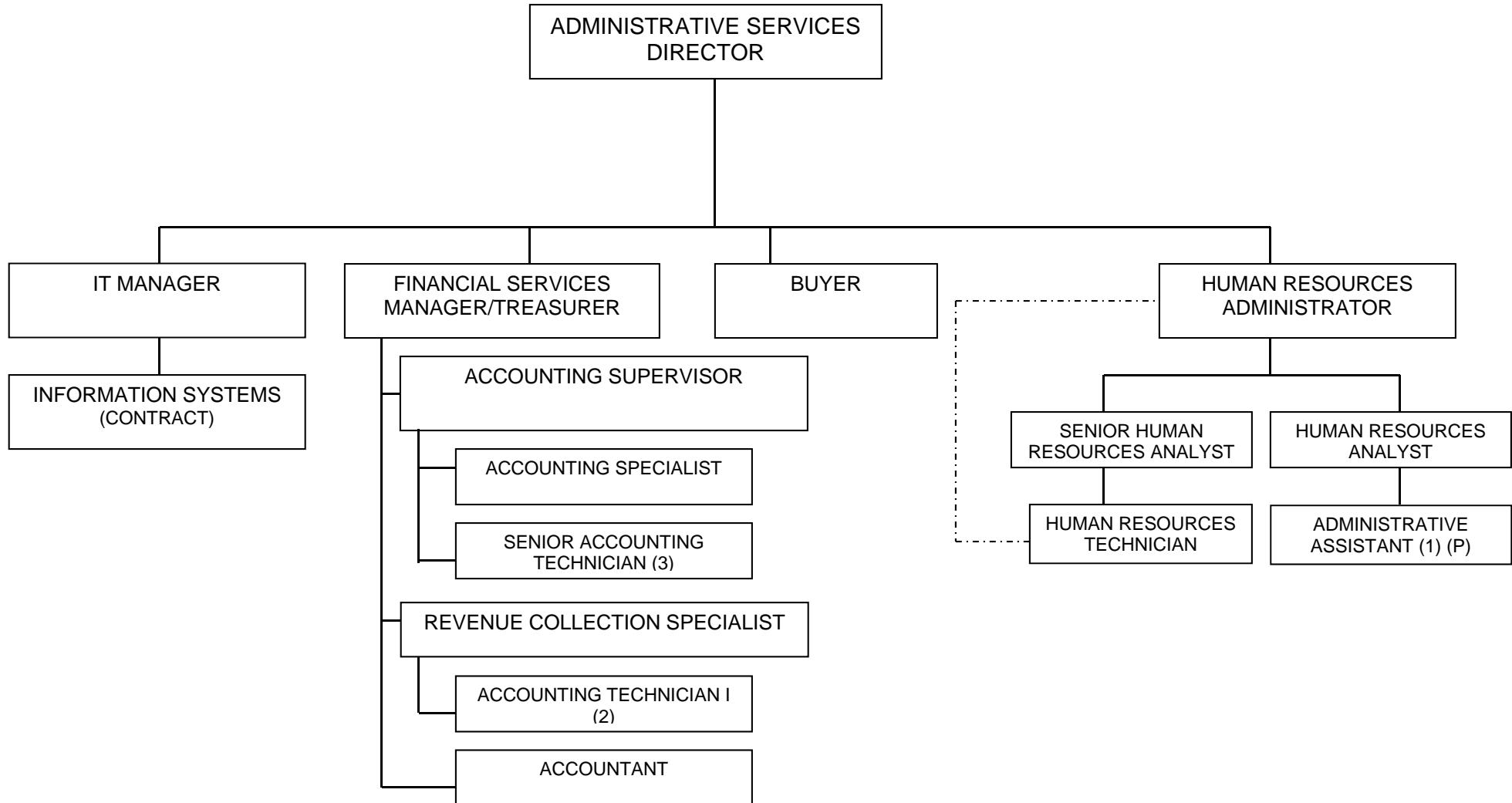
---

Accounting Technician I	0.35
-------------------------	------

<b>TOTAL</b>	<b>0.35</b>
--------------	-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1700</b>		<b>GENERAL CITY</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	11,152	13,800	10,600	14,300	15,000
4011	SPECIALIST PAY	218	0	0	0	0
4013	VACATION PAY OFF	87,105	125,000	132,000	132,000	132,000
4021	LONGEVITY PAY	247	0	0	0	0
4241	P.E.R.S	2,828	3,600	2,700	4,100	4,800
4244	MEDICAL/DENTAL INSURANCE	2,668	4,300	3,100	4,300	4,300
4245	LONG TERM DISABILITY	23	0	0	0	0
4247	LIFE INSURANCE	15	0	0	0	0
4248	RETIREE MEDICAL	778,185	836,200	799,700	824,000	824,000
4249	UNEMPLOYMENT INSURANCE	27,335	15,000	6,900	7,000	7,000
4250	FICA/HOSPITAL INSURANCE	207	200	200	200	200
4251	RETIREE LIFE INS	388	400	400	400	400
4299	VACANCY RATE	0	-30,000	0	-29,600	-29,600
<b>Total: SALARIES &amp; WAGES</b>		<b>910,371</b>	<b>968,500</b>	<b>955,600</b>	<b>956,700</b>	<b>958,100</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	5,369	7,500	5,900	5,900	5,900
5112	CITY HALL DUPLICATING	15,435	15,000	15,000	15,000	15,000
<b>Total: SUPPLIES</b>		<b>20,804</b>	<b>22,500</b>	<b>20,900</b>	<b>20,900</b>	<b>20,900</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	2,487	0	0	0	0
6210	TELEPHONE	59,001	61,900	60,200	48,200	48,200
6505	GENERAL LIABILITY	22,100	19,600	19,600	17,400	18,100
6507	WORKERS' COMPENSATION	1,000	1,100	1,100	1,200	1,200
6977	EMPLOYEE SUPPORT	27,675	33,000	27,500	33,000	33,000
<b>Total: OPERATING EXPENSES</b>		<b>112,263</b>	<b>115,600</b>	<b>108,400</b>	<b>99,800</b>	<b>100,500</b>
<b>SPECIAL PROGRAMS</b>						
7211	COYOTE CONTROL	0	20,000	20,000	20,000	20,000
7350	OPEB CONTRIBUTION	0	650,800	650,800	650,800	650,800
<b>Total: SPECIAL PROGRAMS</b>		<b>0</b>	<b>670,800</b>	<b>670,800</b>	<b>670,800</b>	<b>670,800</b>
<b>Total:</b>		<b>1,043,437</b>	<b>1,777,400</b>	<b>1,755,700</b>	<b>1,748,200</b>	<b>1,750,300</b>
<b>Fund/Division: 0011701</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(1.64) %

# ADMINISTRATIVE SERVICES DEPARTMENT



## ADMINISTRATIVE SERVICES DEPARTMENT

---

### **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 procurement of all materials, supplies, equipment, and services by the City in keeping with the requirements of the City's Purchasing Ordinance. The Division is also responsible for managing the City's various telecommunications systems, record keeper of DMV titles, registrations, and license plates for all City owned vehicles, manage all store credit cards and credit applications to establish new commercial accounts, and responsible for sales and disposal of City surplus assets.
- The Information Systems Division oversees all of the City's computer equipment and related peripherals, and provides technical support to departments as required.

## **Administrative Services Department - Continued**

### **FY 2017-18 Work Plan:**

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

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

## **Administrative Services Department - Continued**

11. Plan/Implement backup connection for critical data communications for Fire105/106 via DSL/Cable internet connection.
12. Evaluate/implement digital time keeping software to replace paper timesheets. Proposed software will link directly with financial software to reduce staff time due to manual entry and reduce data entry errors.
13. Review and update the City's current limited purchase order (LPO) threshold, revise the Purchasing Manual accordingly and provide training to city employees on Purchasing Rules and Regulations.
14. Research and evaluate the option to implement a citywide Purchasing/Procurement Card Program or PCard, revise the Purchasing Manual accordingly and provide training to city employees.
15. Research and evaluate various electronic bid solicitation software and services to expand the City's vendor pool.
16. Continue to dispose of surplus equipment located in the basement of City Hall and City Council Chambers.
17. Review and establish a procedural manual for solicitation of Request for Proposals and Bids and provide training to all City departments.
18. Research and evaluate the replacement of City copiers that have exceeded their recommended life cycle. Citywide there are 9 copiers due for replacement.
19. Research and evaluate the replacement of the Administrative Services Department furniture for all six (6) office cubicles in the Finance area, and offices of Finance Manager, Accounting Supervisor, and Purchasing.
20. 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 and workers compensation records.
21. Continue to evaluate proposed changes to the Healthcare Reform Act (Affordable Care Act) and implement changes as needed.
22. Oversee the completion of the Classification and Compensation Study and audit the City classification specifications as result of the study.

## **Administrative Services Department - Continued**

23. Implement new outreach and recruitment measures to help attract qualified applicants.
24. Research and evaluate automated recruitment and Health Care Reform systems in order to improve the efficiency and effectiveness of current processes.
25. Complete an informal request for proposals for industrial clinic services including pre-employment physicals and medical services for injured workers.
26. Continue to enhance the City's Wellness Program to help support healthy behavior in the workplace and help employees improve their health.
27. Prepare for contract negotiations due to expiring contracts with employee associations to include review of Memorandum of Understanding's (MOU) and salary and benefit classification study.
28. Work with each Department and bargaining group on updating and simplifying language in the City's Personnel Rules and Regulations.

**ADMINISTRATIVE SERVICES***No. of Employees  
Full Time Equivalent*

Accountant	1.00
Accounting Specialist	1.00
Accounting Supervisor	1.00
Accounting Technician I	1.65
Administrative Services Director	0.90
Buyer	1.00
Finance Services Manager/City Treasurer	1.00
Human Resource Administrator	0.50
Human Resource Analyst	0.80
Human Resource Technician	0.40
IT Manager	1.00
Revenue Collection Specialist	1.00
Senior Accounting Technician	3.00
Senior Human Resources Analyst	0.80
<b>TOTAL</b>	<b>15.05</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>						
<b>1800 ADMINISTRATIVE SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	1,013,105	1,110,800	1,066,700	1,248,000	1,273,200
4011	SPECIALIST PAY	405	400	0	0	0
4014	VACATION SELL BACK	11,970	15,100	14,300	14,000	14,000
4015	ALLOWANCES	1,869	2,000	1,900	1,900	1,900
4021	LONGEVITY PAY	11,056	11,500	11,600	11,900	14,000
4030	PART-TIME PERS ONLY	0	0	44,900	44,600	46,000
4032	PART-TIME NON-PERS	52,294	35,200	900	3,000	3,000
4241	P.E.R.S.	274,278	308,100	296,400	391,400	446,000
4242	NON-PERSABLE COMPENSATION	3,036	3,400	3,400	3,400	3,500
4244	MEDICAL/DENTAL INSURANCE	167,538	195,900	188,200	212,100	212,100
4245	LONG TERM DISABILITY	1,242	1,400	1,500	1,500	1,500
4247	LIFE INSURANCE	2,357	2,700	2,500	2,700	2,700
4250	FICA/HOSPITAL INSURANCE	17,039	17,400	18,400	19,100	19,500
4299	VACANCY RATE	0	-51,100	0	-54,300	-56,800
<b>Total: SALARIES &amp; WAGES</b>		<b>1,556,190</b>	<b>1,652,800</b>	<b>1,650,700</b>	<b>1,899,300</b>	<b>1,980,600</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	39,032	35,100	36,050	33,800	33,800
5125	PRINT SHOP	2,936	5,200	3,200	4,200	4,200
<b>Total: SUPPLIES</b>		<b>41,968</b>	<b>40,300</b>	<b>39,250</b>	<b>38,000</b>	<b>38,000</b>
<b>OPERATING EXPENSES</b>						
6135	LABOR RELATIONS	29	75,000	24,500	80,000	30,000
6140	LEGAL	74,625	100,000	68,600	100,000	100,000
6150	RECRUITMENT	24,976	22,500	25,000	27,500	27,500
6151	RECRUITING ADVERTISMENT	6,764	5,000	9,500	8,000	8,000
6152	FINGERPRINTING NEW HIRES	6,863	6,000	4,900	6,000	6,000
6160	CONTRACT SERVICES	666,291	717,700	717,100	714,400	695,400
6310	MILEAGE	198	500	400	400	400
6505	GENERAL LIABILITY	49,800	58,100	58,100	50,800	52,900
6507	WORKERS' COMPENSATION	54,500	59,900	59,900	64,300	66,500
6730	OFFICE EQUIPMENT	6,192	14,900	8,900	7,100	5,100
6750	VEHICLE MAINTENANCE	813	1,000	800	1,000	1,000
6910	AUDIT	29,950	24,100	24,000	24,200	24,600
6930	MEMBERSHIP & PUBLICATIONS	3,627	5,000	4,100	4,800	4,500
6940	OFFICIAL MEETINGS	10,818	12,500	9,700	13,100	11,200
6960	EQUIPMENT REPLACEMENT	142,734	426,300	426,300	366,900	97,800
6970	TRAINING	6,137	15,300	10,950	13,700	14,500
6971	TUITION REIMBURSEMENT	4,126	0	1,700	8,200	8,200
6973	ERGONOMIC EQUIPMENT	11,958	15,000	15,000	15,000	15,000
6977	EMPLOYEE SUPPORT	1,417	1,300	1,600	1,300	1,300
6978	WELLNESS PROGRAM	8,620	23,000	7,900	15,000	15,000
6986	SUPERVISOR TRAINING	4,666	5,500	6,000	6,100	6,100
<b>Total: OPERATING EXPENSES</b>		<b>1,115,104</b>	<b>1,588,600</b>	<b>1,484,950</b>	<b>1,527,800</b>	<b>1,191,000</b>
<b>Total Division:</b>		<b>2,713,262</b>	<b>3,281,700</b>	<b>3,174,900</b>	<b>3,465,100</b>	<b>3,209,600</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

5.59 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1800</b>		<b>ADMIN SVCS-FINANCIAL SVCS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	503,963	558,500	532,300	554,300	564,300
4011	SPECIALIST PAY	405	400	0	0	0
4014	VACATION SELL BACK	3,323	4,000	5,000	5,000	5,000
4015	ALLOWANCES	641	700	600	600	600
4021	LONGEVITY PAY	6,823	7,700	7,700	7,800	8,500
4032	PART-TIME NON-PERS	28,642	7,200	900	2,000	2,000
4241	P.E.R.S	137,823	157,300	150,100	171,100	196,900
4242	NON-PERSABLE COMPENSATION	1,141	1,200	1,200	1,200	1,200
4244	MEDICAL/DENTAL INSURANCE	82,394	98,900	85,100	91,000	91,000
4245	LONG TERM DISABILITY	668	700	700	700	700
4247	LIFE INSURANCE	1,020	1,100	1,000	1,100	1,100
4250	FICA/HOSPITAL INSURANCE	8,516	8,500	8,700	8,300	8,400
4299	VACANCY RATE	0	-25,400	0	-25,300	-26,400
<b>Total: SALARIES &amp; WAGES</b>		<b>775,359</b>	<b>820,800</b>	<b>793,300</b>	<b>817,800</b>	<b>853,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	21,527	19,600	19,000	19,000	19,000
5125	PRINT SHOP	1,843	2,000	1,000	2,000	2,000
<b>Total: SUPPLIES</b>		<b>23,370</b>	<b>21,600</b>	<b>20,000</b>	<b>21,000</b>	<b>21,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	48,164	60,200	75,200	81,300	81,300
6310	MILEAGE	51	100	100	100	100
6505	GENERAL LIABILITY	49,800	58,100	58,100	50,800	52,900
6507	WORKERS' COMPENSATION	54,500	59,900	59,900	64,300	66,500
6730	OFFICE EQUIPMENT	4,128	1,000	500	2,000	1,000
6750	VEHICLE MAINTENANCE	813	1,000	800	1,000	1,000
6910	AUDIT	29,950	24,100	24,000	24,200	24,600
6930	MEMBERSHIP & PUBLICATIONS	1,947	2,400	2,400	2,400	2,400
6940	OFFICIAL MEETINGS	4,339	4,200	4,000	5,400	4,400
6960	EQUIPMENT REPLACEMENT	142,734	426,300	426,300	366,900	97,800
6970	TRAINING	352	2,700	1,000	3,200	1,200
6971	TUITION REIMBURSEMENT	4,126	0	0	0	0
6977	EMPLOYEE SUPPORT	1,417	1,300	1,600	1,300	1,300
<b>Total: OPERATING EXPENSES</b>		<b>342,321</b>	<b>641,300</b>	<b>653,900</b>	<b>602,900</b>	<b>334,500</b>
<b>Total:</b>		<b>1,141,050</b>	<b>1,483,700</b>	<b>1,467,200</b>	<b>1,441,700</b>	<b>1,208,800</b>
<b>Fund/Division: 0011801</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(2.83) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1806</b>		<b>ADMIN SVCS-PURCHASING</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	88,955	94,900	94,900	100,300	103,700
4014	VACATION SELL BACK	1,592	1,600	2,000	2,000	2,000
4015	ALLOWANCES	194	200	200	200	200
4021	LONGEVITY PAY	220	300	200	600	1,400
4241	P.E.R.S	23,386	25,400	25,400	29,500	34,600
4242	NON-PERSABLE COMPENSATION	338	500	500	500	500
4244	MEDICAL/DENTAL INSURANCE	16,038	19,600	19,600	19,600	19,600
4245	LONG TERM DISABILITY	107	100	100	100	100
4247	LIFE INSURANCE	242	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	1,453	1,400	1,700	1,500	1,500
4299	VACANCY RATE	0	-4,300	0	-4,600	-4,900
<b>Total: SALARIES &amp; WAGES</b>		<b>132,526</b>	<b>140,100</b>	<b>144,900</b>	<b>150,100</b>	<b>159,100</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	507	500	450	500	500
5125	PRINT SHOP	327	2,500	1,500	1,500	1,500
<b>Total: SUPPLIES</b>		<b>834</b>	<b>3,000</b>	<b>1,950</b>	<b>2,000</b>	<b>2,000</b>
<b>OPERATING EXPENSES</b>						
6310	MILEAGE	46	200	200	200	200
6730	OFFICE EQUIPMENT	0	100	100	100	100
6930	MEMBERSHIP & PUBLICATIONS	130	200	200	200	200
6940	OFFICIAL MEETINGS	0	100	100	100	100
6970	TRAINING	1,240	1,500	1,350	1,500	1,600
6971	TUITION REIMBURSEMENT	0	0	1,700	4,200	4,200
<b>Total: OPERATING EXPENSES</b>		<b>1,416</b>	<b>2,100</b>	<b>3,650</b>	<b>6,300</b>	<b>6,400</b>
<b>Total:</b>		<b>134,775</b>	<b>145,200</b>	<b>150,500</b>	<b>158,400</b>	<b>167,500</b>

**Fund/Division: 0011806**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

9.09 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1807</b>		<b>ADMIN SVCS-TREASURER</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	152,751	165,200	176,000	192,400	195,800
4014	VACATION SELL BACK	2,170	4,500	2,000	2,000	2,000
4015	ALLOWANCES	266	300	300	300	300
4021	LONGEVITY PAY	2,636	2,300	2,300	2,300	2,300
4032	PART-TIME NON-PERS	917	4,000	0	1,000	1,000
4241	P.E.R.S	42,576	46,200	48,900	58,300	66,900
4242	NON-PERSABLE COMPENSATION	275	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	26,485	30,800	38,300	38,700	38,700
4245	LONG TERM DISABILITY	205	300	300	300	300
4247	LIFE INSURANCE	275	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,596	2,600	3,000	2,800	2,900
4299	VACANCY RATE	0	-7,700	0	-9,000	-9,300
<b>Total: SALARIES &amp; WAGES</b>		<b>231,150</b>	<b>249,100</b>	<b>271,700</b>	<b>289,700</b>	<b>301,500</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	9,389	7,500	9,500	6,300	6,300
<b>Total: SUPPLIES</b>		<b>9,389</b>	<b>7,500</b>	<b>9,500</b>	<b>6,300</b>	<b>6,300</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	157,405	177,400	180,000	194,500	194,500
6310	MILEAGE	102	200	100	100	100
6730	OFFICE EQUIPMENT	993	9,500	4,000	2,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	50	700	200	500	200
6940	OFFICIAL MEETINGS	0	3,700	2,500	2,900	2,000
6970	TRAINING	250	500	300	500	500
6971	TUITION REIMBURSEMENT	0	0	0	4,000	4,000
<b>Total: OPERATING EXPENSES</b>		<b>158,799</b>	<b>192,000</b>	<b>187,100</b>	<b>204,500</b>	<b>202,300</b>
<b>Total:</b>		<b>399,338</b>	<b>448,600</b>	<b>468,300</b>	<b>500,500</b>	<b>510,100</b>
<b>Fund/Division: 0011807</b>						11.57 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1808</b>		<b>ADMIN SVCS-INFO SVCS</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	32,620	33,100	33,200	129,900	129,900
4014	VACATION SELL BACK	1,592	2,000	2,000	2,000	2,000
4015	ALLOWANCES	194	200	200	200	200
4021	LONGEVITY PAY	220	300	200	200	300
4241	P.E.R.S	9,003	9,400	9,400	40,100	41,500
4242	NON-PERSABLE COMPENSATION	163	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	3,233	3,500	3,400	19,700	19,700
4245	LONG TERM DISABILITY	20	100	100	100	100
4247	LIFE INSURANCE	96	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	559	500	600	1,900	1,900
4299	VACANCY RATE	0	-1,500	0	-1,500	-1,600
<b>Total: SALARIES &amp; WAGES</b>		<b>47,700</b>	<b>47,900</b>	<b>49,400</b>	<b>192,900</b>	<b>194,300</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	2,181	1,500	1,500	2,000	2,000
<b>Total: SUPPLIES</b>		<b>2,181</b>	<b>1,500</b>	<b>1,500</b>	<b>2,000</b>	<b>2,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	412,635	372,200	372,200	381,500	375,400
6730	OFFICE EQUIPMENT	0	3,800	3,800	2,500	2,500
<b>Total: OPERATING EXPENSES</b>		<b>412,635</b>	<b>376,000</b>	<b>376,000</b>	<b>384,000</b>	<b>377,900</b>
<b>Total:</b>		<b>462,515</b>	<b>425,400</b>	<b>426,900</b>	<b>578,900</b>	<b>574,200</b>

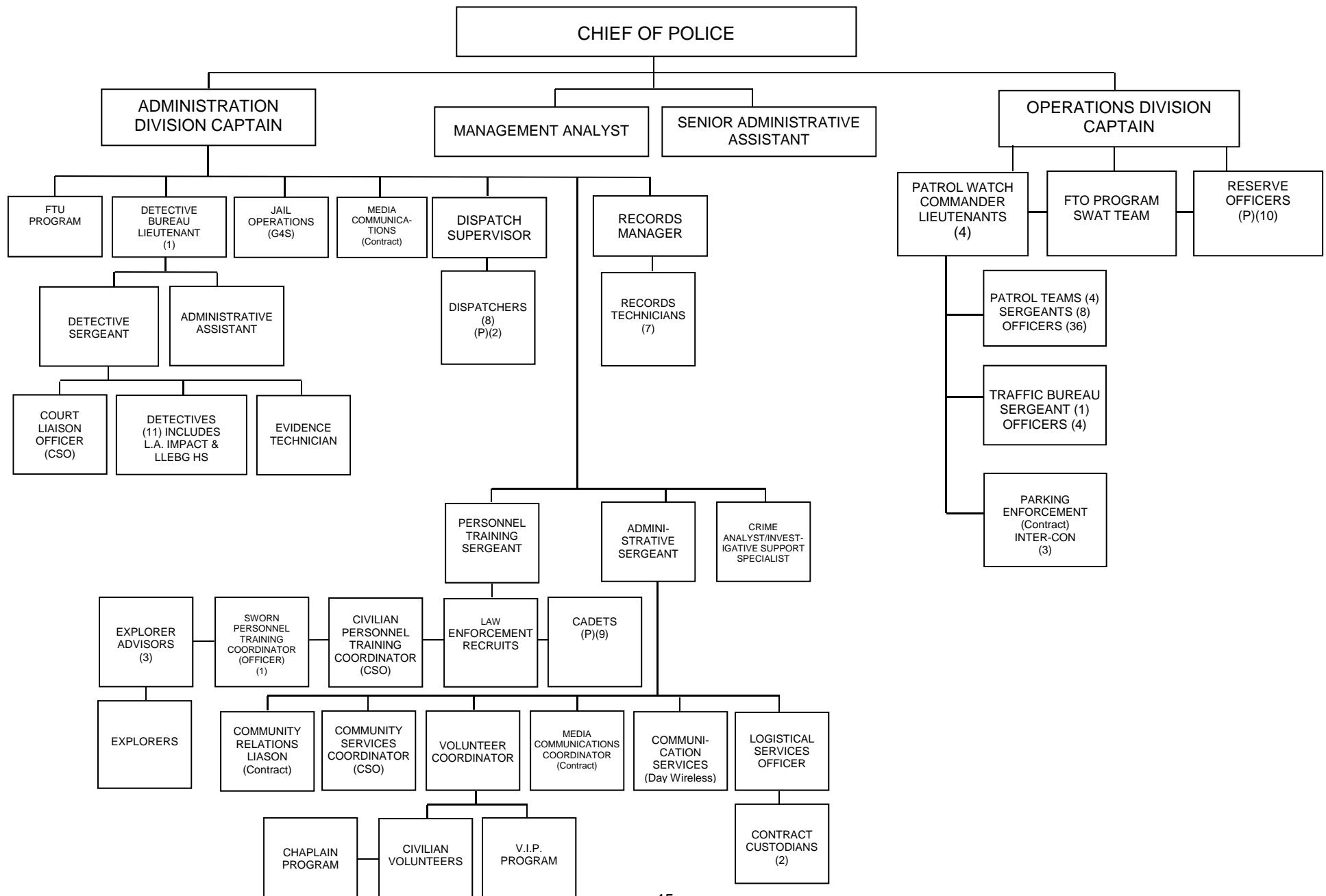
**Fund/Division: 0011808**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

36.08 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1810</b>		<b>ADMIN SVCS-HUMAN RESOURCE</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	234,817	259,100	230,300	271,100	279,500
4014	VACATION SELL BACK	3,293	3,000	3,300	3,000	3,000
4015	ALLOWANCES	575	600	600	600	600
4021	LONGEVITY PAY	1,157	900	1,200	1,000	1,500
4030	PART-TIME PERS ONLY	0	0	44,900	44,600	46,000
4032	PART-TIME NON-PERS	22,735	24,000	0	0	0
4241	P.E.R.S	61,489	69,800	62,600	92,400	106,100
4242	NON-PERSABLE COMPENSATION	1,118	1,200	1,200	1,200	1,300
4244	MEDICAL/DENTAL INSURANCE	39,389	43,100	41,800	43,100	43,100
4245	LONG TERM DISABILITY	243	200	300	300	300
4247	LIFE INSURANCE	724	800	800	800	800
4250	FICA/HOSPITAL INSURANCE	3,915	4,400	4,400	4,600	4,800
4299	VACANCY RATE	0	-12,200	0	-13,900	-14,600
<b>Total: SALARIES &amp; WAGES</b>		<b>369,455</b>	<b>394,900</b>	<b>391,400</b>	<b>448,800</b>	<b>472,400</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	5,428	6,000	5,600	6,000	6,000
5125	PRINT SHOP	766	700	700	700	700
<b>Total: SUPPLIES</b>		<b>6,195</b>	<b>6,700</b>	<b>6,300</b>	<b>6,700</b>	<b>6,700</b>
<b>OPERATING EXPENSES</b>						
6135	LABOR RELATIONS	29	75,000	24,500	80,000	30,000
6140	LEGAL	74,625	100,000	68,600	100,000	100,000
6150	RECRUITMENT	24,976	22,500	25,000	27,500	27,500
6151	RECRUITING ADVERTISMENT	6,764	5,000	9,500	8,000	8,000
6152	FINGERPRINTING NEW HIRES	6,863	6,000	4,900	6,000	6,000
6160	CONTRACT SERVICES	48,087	107,900	89,700	57,100	44,200
6730	OFFICE EQUIPMENT	1,072	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	1,500	1,700	1,300	1,700	1,700
6940	OFFICIAL MEETINGS	6,479	4,500	3,100	4,700	4,700
6970	TRAINING	4,295	10,600	8,300	8,500	11,200
6973	ERGONOMIC EQUIPMENT	11,958	15,000	15,000	15,000	15,000
6978	WELLNESS PROGRAM	8,620	23,000	7,900	15,000	15,000
6986	SUPERVISOR TRAINING	4,666	5,500	6,000	6,100	6,100
<b>Total: OPERATING EXPENSES</b>		<b>199,933</b>	<b>377,200</b>	<b>264,300</b>	<b>330,100</b>	<b>269,900</b>
<b>Total:</b>		<b>575,583</b>	<b>778,800</b>	<b>662,000</b>	<b>785,600</b>	<b>749,000</b>
<b>Fund/Division: 0011810</b>						0.87 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

# POLICE DEPARTMENT



## POLICE DEPARTMENT

---

### **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 2017-18 WORK PLAN**

1. Recruit and train all sworn and non-sworn staff within the confines of the FY 2017-18 Budget.
2. Continue to develop highly trained, highly educated men and women throughout the organization through the Department's Career Development Program.
3. Continue assessment of staffing protocols to ensure appropriate staffing levels at the field level in order to further combat property crimes in Arcadia.
4. Continue to 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.
5. Monitor compliance of massage therapy related businesses.
6. Continue active participation in the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT), a multi-jurisdictional taskforce, to increase proficiency in investigating major crimes related to drug trafficking, gang enforcement, money laundering, and covert operation information development amongst others.

## **Police Department - Continued**

7. Continue the growth and development of a Bicycle Enforcement program to include special enforcement objectives and community outreach.
8. Continue the expansion of the Police Cadet Program to attract a greater number of potential police officers for the future.
9. Continue to monitor the impact of AB109 early release program on the community.
10. Continue to implement new Operations objectives in the Patrol Division that will increase efficiency and provide better service patrol for the Community.
11. Explore the potential for collaborative, regionalized police services for the future.
12. Continue the development of our regional mental health evaluation team with neighboring jurisdictions and collaboration with the LA County Department of Mental Health for the purpose of further developing protocols and resources for dealing with persons with mental health issues.
13. Further the development of our Homeless Engagement Liaison Program (HELP) in order to provide our local transients with resources to get off the street, re-connect with family members, and overall, obtain a better quality of life.
14. 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.
15. Continue administration of the false alarm program.
16. Develop and implement bi-annual ADA Telecommunication training to comply with Section 504 of the Rehabilitation Act.
17. Continue the growth and development of the Crime Analysis Unit in order to provide additional crime analysis resources and research support to the Department.
18. Continue the development of the Business Watch Program out of the Community Affairs Office to help increase safety awareness and enlist the active participation of business owners in cooperation with law enforcement to reduce crime in their communities.

## **Police Department - Continued**

19. Further develop the activities of the Community Relations Liaison for the purpose of expanding the growth and development of the Neighborhood Watch Program and maintain open avenues of discourse between the community and the Department in an ongoing effort to keep abreast of, and sensitive to, contemporary issues in law enforcement and police-community problems.
20. Continue the expansion of our K-9 Program to support daily law enforcement operations and enhance the effectiveness of patrol duties such as handler protection, searching techniques, article searches, and narcotics detection; ultimately increasing officer safety, apprehension of suspects, and safety for the community.
21. Establish active participation in the Auto Tactical Recovery and Apprehension Program (Auto T.R.A.P.) to recover stolen or felony-related vehicles and apprehend suspects.
22. Continue the expansion of our Automated License Plate Readers (ALPRs) program via a strategic build-out plan to combat criminal activity, enhance productivity, and improve officer safety through an increased collection of vehicle license plate information.
23. Expand the Department's GPS Tracking Device Program to increase misdemeanor and felony arrests of suspects committing criminal activities in various regions of the City.
24. Continue to build the Department's social media platform in order to increase Department presence, investigative resources, crime awareness, and community engagement.
25. Upgrade the Police Dispatch Center's Customer Premise Equipment (CPE) in order to keep abreast with the ever evolving public safety communication system now called New Generation 911 (NG911), which will transform the outdated system into a digital network that is faster, more efficient, more cost-effective, and safer for the public and law enforcement agencies.
26. Implement the new Text-to-911 service offering the public the ability to send a text message to reach 911 emergency call takers from a mobile phone or device.

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

Administrative Assistant	1.00
Community Services Officer	3.00
Dispatch Services Supervisor	1.00
Dispatcher I	1.00
Dispatcher II	7.00
Logistical Services Officer	1.00
Management Analyst	1.00
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	4.00
Police Records Technician II	3.00
Police Sergeant	12.00
Property, Evidence, Crime Technician	1.00
Senior Administrative Assistant	1.00
<b>TOTAL</b>	<b>95.00</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2100 POLICE</b>					
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	8,311,669	8,956,100	8,668,600	9,251,200	9,336,300
4011	SPECIALIST PAY	165,003	160,700	177,800	181,400	181,400
4014	VACATION SELL BACK	178,705	204,400	210,900	210,400	210,400
4015	ALLOWANCES	7,725	7,800	7,700	7,700	7,700
4021	LONGEVITY PAY	112,647	116,100	116,200	123,100	130,000
4025	RESERVE OFFICER REG PAY	43,303	80,000	49,700	80,000	80,000
4030	PART-TIME PERS ONLY	20,836	58,500	58,500	58,500	58,500
4032	PART-TIME NON-PERS	18,027	106,300	81,100	106,300	106,300
4130	OVERTIME	554,850	620,500	708,200	675,100	699,400
4131	OVERTIME-DIRECTED ENFORC	41,065	70,000	70,000	72,600	75,300
4134	SPECIAL DUTY	78,892	95,000	122,000	98,600	102,300
4137	OVERTIME-REIMBURSABLE	0	0	0	50,000	50,000
4138	HOLIDAY PAY	242,613	300,000	300,000	301,500	305,000
4141	RACETRACK CONTROL	181,077	168,100	168,100	157,300	163,200
4143	BAND REVIEW	10,118	12,500	12,500	13,000	13,500
4144	FILMING	53,767	33,600	33,600	34,500	34,500
4241	P.E.R.S	3,790,913	4,431,000	4,243,500	4,938,300	5,601,000
4242	NON-PERSABLE COMPENSATIO	7,413	7,800	7,600	7,800	7,800
4244	MEDICAL/DENTAL INSURANCE	979,939	1,184,200	1,062,500	1,184,100	1,184,100
4245	LONG TERM DISABILITY	12,152	13,800	12,700	14,000	14,000
4247	LIFE INSURANCE	9,350	10,300	9,600	10,300	10,300
4250	FICA/HOSPITAL INSURANCE	139,018	158,600	146,000	164,200	165,700
4299	VACANCY RATE	0	-503,200	0	-531,600	-555,400
<b>Total: SALARIES &amp; WAGES</b>		<b>14,959,083</b>	<b>16,292,100</b>	<b>16,266,800</b>	<b>17,208,300</b>	<b>17,981,300</b>
SUPPLIES						
5110	OFFICE SUPPLIES	54,308	55,300	55,300	55,300	55,300
5125	PRINT SHOP	12,922	15,600	15,600	15,600	15,600
5230	BUILDING AND GROUNDS	39,393	58,300	58,300	58,300	58,300
5260	FIELDS	166,070	70,700	70,700	62,700	62,700
5261	SWAT FIELD	21,977	22,100	22,100	22,100	22,100
5262	SAFETY EQUIPMENT	15,532	22,800	22,800	22,800	22,800
5263	FTU SUPPLIES	20,763	127,700	127,700	127,700	127,700
5270	LABORATORY	8,652	11,000	11,000	11,000	11,000
5272	PRISONER	11,496	15,000	15,000	15,000	15,000
5280	UNIFORM	102,957	120,300	118,300	118,300	118,300
5320	COMMUNICATIONS	10,845	21,200	26,000	26,000	26,000
<b>Total: SUPPLIES</b>		<b>464,916</b>	<b>540,000</b>	<b>542,800</b>	<b>534,800</b>	<b>534,800</b>
OPERATING EXPENSES						
6130	INVESTIGATION	22,703	20,800	20,800	20,800	20,800
6160	CONTRACT SERVICES	851,002	1,138,100	1,084,800	1,190,400	1,194,000
6210	TELEPHONE	62,546	55,500	65,200	52,100	52,100
6505	GENERAL LIABILITY	340,900	369,300	369,300	355,600	370,500
6507	WORKERS' COMPENSATION	325,100	356,600	356,600	382,600	394,400
6611	ELECTRIC	162,352	172,100	151,600	159,100	167,100
6612	GAS	12,357	11,300	15,300	16,100	16,900
6614	WATER	7,510	10,000	10,000	11,000	11,500
6730	OFFICE EQUIPMENT	22,832	15,700	15,700	15,700	15,700
6750	VEHICLE MAINTENANCE	461,488	529,000	468,500	494,500	504,400

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
6760	BUILDING REPAIR & MAINT	35,630	30,000	57,200	45,000	45,000
6930	MEMBERSHIP & PUBLICATIONS	4,226	6,700	6,700	6,700	6,700
6940	OFFICIAL MEETINGS	26,539	40,700	40,700	37,700	37,700
6960	EQUIPMENT REPLACEMENT	1,091,740	779,100	878,000	1,167,900	447,300
6970	TRAINING	42,784	50,500	50,500	56,800	56,800
6971	TUITION REIMBURSEMENT	11,085	20,000	17,000	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6975	SWAT TRAINING	2,036	4,000	3,000	3,000	3,000
6976	LER POLICE ACADEMY	9,228	18,000	8,000	18,000	18,000
6977	EMPLOYEE SUPPORT	4,634	5,200	5,200	5,200	5,200
<b>Total: OPERATING EXPENSES</b>		<b>3,496,691</b>	<b>3,633,600</b>	<b>3,625,100</b>	<b>4,056,200</b>	<b>3,385,100</b>
SPECIAL PROGRAMS						
7157	CHAPLAIN PROGRAM	246	500	500	500	500
7158	EXPLORER PROGRAM	352	1,000	1,000	1,000	1,000
<b>Total: SPECIAL PROGRAMS</b>		<b>598</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Division:</b>		<b>18,921,288</b>	<b>20,467,200</b>	<b>20,436,200</b>	<b>21,800,800</b>	<b>21,902,700</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.52 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2101</b>		<b>POLICE-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	699,359	713,300	720,500	737,300	741,200
4011	SPECIALIST PAY	7,504	7,500	7,600	7,600	7,600
4014	VACATION SELL BACK	25,740	23,400	29,000	23,400	23,400
4015	ALLOWANCES	1,934	2,000	1,900	1,900	1,900
4021	LONGEVITY PAY	9,450	8,800	11,800	8,700	9,000
4130	OVERTIME	6,810	25,600	10,000	26,000	26,400
4138	HOLIDAY PAY	7,275	8,000	8,000	7,800	7,900
4241	P.E.R.S.	301,787	326,700	329,500	363,900	410,700
4242	NON-PERSABLE COMPENSATION	2,279	2,400	2,300	2,400	2,400
4244	MEDICAL/DENTAL INSURANCE	80,253	82,800	83,300	82,800	82,800
4245	LONG TERM DISABILITY	659	700	700	700	700
4247	LIFE INSURANCE	1,559	1,600	1,600	1,600	1,600
4250	FICA/HOSPITAL INSURANCE	9,199	11,100	11,700	11,800	11,900
4299	VACANCY RATE	0	-36,400	0	-38,300	-39,800
<b>Total: SALARIES &amp; WAGES</b>		<b>1,153,807</b>	<b>1,177,500</b>	<b>1,217,900</b>	<b>1,237,600</b>	<b>1,287,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	2,785	3,300	3,300	3,300	3,300
5280	UNIFORM	3,521	3,800	3,800	3,800	3,800
<b>Total: SUPPLIES</b>		<b>6,305</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	30,050	40,000	44,000	42,000	42,000
6505	GENERAL LIABILITY	340,900	369,300	369,300	355,600	370,500
6730	OFFICE EQUIPMENT	448	600	600	600	600
6750	VEHICLE MAINTENANCE	22,881	25,000	20,000	23,000	23,500
6940	OFFICIAL MEETINGS	876	1,200	1,200	1,200	1,200
6960	EQUIPMENT REPLACEMENT	1,091,740	779,100	878,000	1,167,900	447,300
6977	EMPLOYEE SUPPORT	4,634	5,200	5,200	5,200	5,200
<b>Total: OPERATING EXPENSES</b>		<b>1,491,529</b>	<b>1,220,400</b>	<b>1,318,300</b>	<b>1,595,500</b>	<b>890,300</b>
<b>Total:</b>		<b>2,651,641</b>	<b>2,405,000</b>	<b>2,543,300</b>	<b>2,840,200</b>	<b>2,185,100</b>
<b>Fund/Division: 0012101</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						18.10 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2102</b>	<b>POLICE-BUILDING</b>					
SUPPLIES						
5230 BUILDING AND GROUNDS	39,393	58,300	58,300	58,300	58,300	58,300
<b>Total: SUPPLIES</b>	<b>39,393</b>	<b>58,300</b>	<b>58,300</b>	<b>58,300</b>	<b>58,300</b>	<b>58,300</b>
OPERATING EXPENSES						
6160 CONTRACT SERVICES	134,300	142,000	143,000	143,000	143,000	143,000
6611 ELECTRIC	162,352	172,100	151,600	159,100	167,100	
6612 GAS	12,357	11,300	15,300	16,100	16,900	
6614 WATER	7,510	10,000	10,000	11,000	11,500	
6750 VEHICLE MAINTENANCE	6,607	6,500	13,000	6,500	6,600	
6760 BUILDING REPAIR & MAINT	35,630	30,000	57,200	45,000	45,000	
<b>Total: OPERATING EXPENSES</b>	<b>358,757</b>	<b>371,900</b>	<b>390,100</b>	<b>380,700</b>	<b>390,100</b>	
<b>Total:</b>	<b>398,150</b>	<b>430,200</b>	<b>448,400</b>	<b>439,000</b>	<b>448,400</b>	

**Fund/Division: 0012102**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

2.05 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2103</b>	<b>POLICE-COMMUNICATION</b>					
SALARIES & WAGES						
<b>Total: SALARIES &amp; WAGES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SUPPLIES						
5320 COMMUNICATIONS		117	10,000	10,000	10,000	10,000
<b>Total: SUPPLIES</b>		<b>117</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
OPERATING EXPENSES						
6160 CONTRACT SERVICES		15,884	82,800	33,100	47,800	47,800
6210 TELEPHONE		62,546	55,500	65,200	52,100	52,100
<b>Total: OPERATING EXPENSES</b>		<b>78,430</b>	<b>138,300</b>	<b>98,300</b>	<b>99,900</b>	<b>99,900</b>
<b>Total:</b>		<b>78,547</b>	<b>148,300</b>	<b>108,300</b>	<b>109,900</b>	<b>109,900</b>

**Fund/Division: 0012103**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(25.89) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2104</b>		<b>POLICE-TRAFFIC</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	471,379	424,800	375,400	489,400	497,200
4011	SPECIALIST PAY	26,326	23,000	21,400	18,500	18,500
4014	VACATION SELL BACK	17,426	15,600	15,600	15,600	15,600
4021	LONGEVITY PAY	5,179	5,000	4,400	3,800	4,300
4130	OVERTIME	4,571	21,200	4,800	22,000	22,800
4138	HOLIDAY PAY	18,077	17,500	17,500	19,700	20,000
4141	RACETRACK CONTROL	168,847	168,100	168,100	157,300	163,200
4143	BAND REVIEW	10,118	12,500	12,500	13,000	13,500
4241	P.E.R.S.	253,618	238,800	217,100	283,000	323,000
4244	MEDICAL/DENTAL INSURANCE	54,761	48,800	43,300	61,000	61,000
4245	LONG TERM DISABILITY	780	700	600	900	900
4247	LIFE INSURANCE	296	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	10,510	11,900	8,400	13,900	14,000
4299	VACANCY RATE	0	-29,600	0	-32,900	-34,600
<b>Total: SALARIES &amp; WAGES</b>		<b>1,041,886</b>	<b>958,600</b>	<b>889,300</b>	<b>1,065,500</b>	<b>1,119,700</b>
SUPPLIES						
5260	FIELDS	3,689	3,700	3,700	3,700	3,700
5280	UNIFORM	3,750	3,800	3,800	3,800	3,800
<b>Total: SUPPLIES</b>		<b>7,439</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	162,507	177,100	168,400	179,700	183,300
6750	VEHICLE MAINTENANCE	15,697	23,000	18,000	20,000	20,400
<b>Total: OPERATING EXPENSES</b>		<b>178,204</b>	<b>200,100</b>	<b>186,400</b>	<b>199,700</b>	<b>203,700</b>
<b>Total:</b>		<b>1,227,529</b>	<b>1,166,200</b>	<b>1,083,200</b>	<b>1,272,700</b>	<b>1,330,900</b>
<b>Fund/Division: 0012104</b>						9.13 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2105</b>		<b>POLICE-INVESTIGATION</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	1,307,875	1,305,900	1,250,300	1,419,200	1,423,200
4011	SPECIALIST PAY	58,639	58,000	59,200	59,000	59,000
4014	VACATION SELL BACK	22,513	39,000	39,000	39,000	39,000
4015	ALLOWANCES	965	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	23,247	22,300	23,300	23,600	24,600
4130	OVERTIME	55,667	84,900	84,900	88,100	91,400
4137	OVERTIME-REIMBURSABLE	0	0	0	40,000	40,000
4138	HOLIDAY PAY	46,375	45,600	45,600	49,300	49,500
4241	P.E.R.S.	647,810	701,600	664,100	818,100	922,400
4242	NON-PERSABLE COMPENSATION	776	800	800	800	800
4244	MEDICAL/DENTAL INSURANCE	147,684	161,300	143,600	173,400	173,400
4245	LONG TERM DISABILITY	1,976	2,000	1,900	2,200	2,200
4247	LIFE INSURANCE	1,234	1,200	1,200	1,300	1,300
4250	FICA/HOSPITAL INSURANCE	21,553	22,200	20,900	23,900	24,000
4299	VACANCY RATE	0	-73,400	0	-82,200	-85,600
<b>Total: SALARIES &amp; WAGES</b>		<b>2,336,315</b>	<b>2,372,400</b>	<b>2,335,800</b>	<b>2,656,700</b>	<b>2,766,200</b>
<b>SUPPLIES</b>						
5260	FIELDS	0	5,300	5,300	10,300	10,300
5280	UNIFORM	9,598	13,500	13,500	13,500	13,500
<b>Total: SUPPLIES</b>		<b>9,598</b>	<b>18,800</b>	<b>18,800</b>	<b>23,800</b>	<b>23,800</b>
<b>OPERATING EXPENSES</b>						
6130	INVESTIGATION	22,703	20,800	20,800	20,800	20,800
6160	CONTRACT SERVICES	22,419	29,700	29,700	32,400	32,400
6750	VEHICLE MAINTENANCE	55,266	57,000	57,000	57,000	58,100
<b>Total: OPERATING EXPENSES</b>		<b>100,389</b>	<b>107,500</b>	<b>107,500</b>	<b>110,200</b>	<b>111,300</b>
<b>Total:</b>		<b>2,446,302</b>	<b>2,498,700</b>	<b>2,462,100</b>	<b>2,790,700</b>	<b>2,901,300</b>

**Fund/Division: 0012105**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

11.69 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2106</b>		<b>POLICE-LABORATORY</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	70,397	71,200	71,500	72,900	72,900
4014	VACATION SELL BACK	2,549	4,000	3,000	4,000	4,000
4021	LONGEVITY PAY	1,102	1,100	1,100	1,100	1,400
4130	OVERTIME	728	2,600	1,000	2,700	2,800
4138	HOLIDAY PAY	2,044	3,400	3,400	2,800	2,900
4241	P.E.R.S	20,169	21,300	20,500	23,700	26,800
4244	MEDICAL/DENTAL INSURANCE	11,229	11,900	11,800	11,900	11,900
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,258	1,100	1,200	1,100	1,100
4299	VACANCY RATE	0	-3,500	0	-3,600	-3,700
<b>Total: SALARIES &amp; WAGES</b>		<b>109,638</b>	<b>113,300</b>	<b>113,700</b>	<b>116,800</b>	<b>120,300</b>
<b>SUPPLIES</b>						
5270	LABORATORY	8,652	11,000	11,000	11,000	11,000
<b>Total: SUPPLIES</b>		<b>8,652</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Total:</b>		<b>118,290</b>	<b>124,300</b>	<b>124,700</b>	<b>127,800</b>	<b>131,300</b>

Fund/Division: 0012106

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

2.82 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2107</b>		<b>POLICE-PATROL</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	4,510,583	5,153,700	4,957,700	5,033,300	5,084,100
4011	SPECIALIST PAY	54,165	46,200	66,100	66,800	66,800
4014	VACATION SELL BACK	98,152	104,300	104,300	104,300	104,300
4015	ALLOWANCES	4,826	4,800	4,800	4,800	4,800
4021	LONGEVITY PAY	50,301	52,200	49,800	59,100	62,300
4025	RESERVE OFFICER REG PAY	43,303	80,000	49,700	80,000	80,000
4130	OVERTIME	370,781	370,800	450,000	400,000	415,000
4131	OVERTIME-DIRECTED ENFORCM	41,065	70,000	70,000	72,600	75,300
4134	SPECIAL DUTY	78,892	95,000	122,000	98,600	102,300
4137	OVERTIME-REIMBURSABLE	0	0	0	10,000	10,000
4138	HOLIDAY PAY	129,330	171,200	171,200	165,700	167,900
4141	RACETRACK CONTROL	12,231	0	0	0	0
4144	FILMING	53,767	33,600	33,600	34,500	34,500
4241	P.E.R.S	2,169,418	2,660,300	2,539,500	2,838,700	3,217,400
4242	NON-PERSABLE COMPENSATION	3,897	4,100	4,000	4,100	4,100
4244	MEDICAL/DENTAL INSURANCE	469,737	636,400	535,300	576,100	576,100
4245	LONG TERM DISABILITY	6,630	8,100	7,300	7,500	7,500
4247	LIFE INSURANCE	4,762	5,400	5,100	5,100	5,100
4250	FICA/HOSPITAL INSURANCE	75,257	88,100	79,800	86,300	87,200
4299	VACANCY RATE	0	-292,800	0	-293,400	-307,400
<b>Total: SALARIES &amp; WAGES</b>		<b>8,177,096</b>	<b>9,291,400</b>	<b>9,250,200</b>	<b>9,354,100</b>	<b>9,797,300</b>
<b>SUPPLIES</b>						
5260	FIELDS	153,007	29,700	29,700	31,700	31,700
5261	SWAT FIELD	21,977	22,100	22,100	22,100	22,100
5262	SAFETY EQUIPMENT	15,532	21,200	21,200	21,200	21,200
5263	FTU SUPPLIES	20,763	127,700	127,700	127,700	127,700
5272	PRISONER	11,496	15,000	15,000	15,000	15,000
5280	UNIFORM	80,674	87,100	87,100	87,100	87,100
<b>Total: SUPPLIES</b>		<b>303,449</b>	<b>302,800</b>	<b>302,800</b>	<b>304,800</b>	<b>304,800</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	412,659	524,300	524,300	603,200	603,200
6507	WORKERS' COMPENSATION	325,100	356,600	356,600	382,600	394,400
6750	VEHICLE MAINTENANCE	355,453	410,500	350,000	380,000	387,600
<b>Total: OPERATING EXPENSES</b>		<b>1,093,212</b>	<b>1,291,400</b>	<b>1,230,900</b>	<b>1,365,800</b>	<b>1,385,200</b>
<b>Total:</b>		<b>9,573,758</b>	<b>10,885,600</b>	<b>10,783,900</b>	<b>11,024,700</b>	<b>11,487,300</b>

**Fund/Division: 0012107**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

1.28 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2108</b>		<b>POLICE-RECORDS</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	310,932	311,600	354,700	403,600	412,000
4011	SPECIALIST PAY	4,029	7,000	5,600	4,500	4,500
4014	VACATION SELL BACK	1,356	5,100	1,500	5,100	5,100
4021	LONGEVITY PAY	6,457	6,100	6,000	6,000	6,800
4130	OVERTIME	3,716	11,900	4,900	12,400	12,900
4138	HOLIDAY PAY	7,546	10,200	10,200	12,000	12,300
4241	P.E.R.S.	87,057	90,100	99,900	126,000	145,400
4242	NON-PERSABLE COMPENSATION	461	500	500	500	500
4244	MEDICAL/DENTAL INSURANCE	73,274	75,600	86,600	99,300	99,300
4245	LONG TERM DISABILITY	611	600	700	800	800
4247	LIFE INSURANCE	635	700	700	800	800
4250	FICA/HOSPITAL INSURANCE	4,341	5,000	5,500	6,400	6,500
4299	VACANCY RATE	0	-15,700	0	-20,300	-21,200
<b>Total: SALARIES &amp; WAGES</b>		<b>500,415</b>	<b>508,700</b>	<b>576,800</b>	<b>657,100</b>	<b>685,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	51,524	52,000	52,000	52,000	52,000
5125	PRINT SHOP	12,922	15,600	15,600	15,600	15,600
5280	UNIFORM	2,674	7,000	6,000	6,000	6,000
<b>Total: SUPPLIES</b>		<b>67,120</b>	<b>74,600</b>	<b>73,600</b>	<b>73,600</b>	<b>73,600</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	46,207	67,900	68,000	68,000	68,000
6730	OFFICE EQUIPMENT	17,679	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	191	600	600	600	600
<b>Total: OPERATING EXPENSES</b>		<b>64,077</b>	<b>75,500</b>	<b>75,600</b>	<b>75,600</b>	<b>75,600</b>
<b>Total:</b>		<b>631,612</b>	<b>658,800</b>	<b>726,000</b>	<b>806,300</b>	<b>834,900</b>
<b>Fund/Division: 0012108</b>						22.39 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2109</b>		<b>POLICE-COMMUNITY AFFAIRS</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	55,670	55,600	55,600	57,000	57,000
4014	VACATION SELL BACK	80	0	0	0	0
4021	LONGEVITY PAY	1,102	1,200	1,100	1,600	1,600
4030	PART-TIME PERS ONLY	20,836	22,300	22,300	22,300	22,300
4130	OVERTIME	2,110	2,600	2,000	2,700	2,800
4138	HOLIDAY PAY	1,336	2,700	2,700	2,300	2,300
4241	P.E.R.S.	21,163	23,100	22,000	25,400	27,800
4244	MEDICAL/DENTAL INSURANCE	11,240	11,900	11,600	11,900	11,900
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	42	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	1,110	1,300	1,100	900	900
4299	VACANCY RATE	0	-3,600	0	-3,700	-3,800
<b>Total: SALARIES &amp; WAGES</b>		<b>114,788</b>	<b>117,300</b>	<b>118,500</b>	<b>120,600</b>	<b>123,000</b>
<b>SUPPLIES</b>						
5260	FIELDS	9,375	12,000	12,000	12,000	12,000
<b>Total: SUPPLIES</b>		<b>9,375</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	6,520	40,000	40,000	40,000	40,000
6750	VEHICLE MAINTENANCE	3,009	4,000	7,500	5,000	5,100
<b>Total: OPERATING EXPENSES</b>		<b>9,529</b>	<b>44,000</b>	<b>47,500</b>	<b>45,000</b>	<b>45,100</b>
<b>SPECIAL PROGRAMS</b>						
7157	CHAPLAIN PROGRAM	246	500	500	500	500
7158	EXPLORER PROGRAM	352	1,000	1,000	1,000	1,000
<b>Total: SPECIAL PROGRAMS</b>		<b>598</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total:</b>		<b>134,290</b>	<b>174,800</b>	<b>179,500</b>	<b>179,100</b>	<b>181,600</b>
<b>Fund/Division: 0012109</b>						2.46 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2110</b>		<b>POLICE-TRAINING</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	376,398	283,600	290,900	296,500	299,900
4011	SPECIALIST PAY	12,089	12,700	12,300	13,200	13,200
4014	VACATION SELL BACK	7,283	8,000	8,000	8,000	8,000
4021	LONGEVITY PAY	5,501	5,800	6,500	6,600	6,600
4030	PART-TIME PERS ONLY	0	36,200	36,200	36,200	36,200
4032	PART-TIME NON-PERS	0	79,300	79,300	79,300	79,300
4130	OVERTIME	3,139	9,300	7,500	9,600	10,000
4138	HOLIDAY PAY	10,563	12,100	12,100	15,700	15,800
4241	P.E.R.S.	144,255	155,900	157,800	176,200	204,600
4244	MEDICAL/DENTAL INSURANCE	35,891	36,300	39,400	36,300	36,300
4245	LONG TERM DISABILITY	439	400	400	600	600
4247	LIFE INSURANCE	199	200	200	300	300
4250	FICA/HOSPITAL INSURANCE	5,855	6,500	6,000	8,000	8,100
4299	VACANCY RATE	0	-19,400	0	-20,600	-21,600
<b>Total: SALARIES &amp; WAGES</b>		<b>601,613</b>	<b>626,900</b>	<b>656,600</b>	<b>665,900</b>	<b>697,300</b>
<b>SUPPLIES</b>						
5262	SAFETY EQUIPMENT	0	1,600	1,600	1,600	1,600
5280	UNIFORM	1,500	2,100	2,100	2,100	2,100
5320	COMMUNICATIONS	10,728	11,200	16,000	16,000	16,000
<b>Total: SUPPLIES</b>		<b>12,228</b>	<b>14,900</b>	<b>19,700</b>	<b>19,700</b>	<b>19,700</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	20,111	21,000	21,000	21,000	21,000
6730	OFFICE EQUIPMENT	3,599	6,600	6,600	6,600	6,600
6750	VEHICLE MAINTENANCE	2,575	3,000	3,000	3,000	3,100
6930	MEMBERSHIP & PUBLICATIONS	4,226	6,700	6,700	6,700	6,700
6940	OFFICIAL MEETINGS	25,472	38,900	38,900	35,900	35,900
6970	TRAINING	42,784	47,500	47,500	50,800	50,800
6971	TUITION REIMBURSEMENT	11,085	20,000	17,000	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6975	SWAT TRAINING	2,036	4,000	3,000	3,000	3,000
6976	LER POLICE ACADEMY	9,228	18,000	8,000	18,000	18,000
<b>Total: OPERATING EXPENSES</b>		<b>121,116</b>	<b>166,700</b>	<b>152,700</b>	<b>163,000</b>	<b>163,100</b>
<b>Total:</b>		<b>734,957</b>	<b>808,500</b>	<b>829,000</b>	<b>848,600</b>	<b>880,100</b>

**Fund/Division: 0012110**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.96 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2113</b>		<b>DISPATCH</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	509,075	535,400	516,000	560,100	562,900
4011	SPECIALIST PAY	2,250	500	800	0	0
4014	VACATION SELL BACK	3,606	5,000	4,500	5,000	5,000
4021	LONGEVITY PAY	10,309	11,400	11,400	11,500	12,100
4032	PART-TIME NON-PERS	18,027	27,000	1,800	27,000	27,000
4130	OVERTIME	107,329	77,300	128,800	82,000	85,100
4138	HOLIDAY PAY	20,068	25,300	25,300	22,000	22,100
4241	P.E.R.S.	145,637	158,800	152,000	179,900	204,300
4244	MEDICAL/DENTAL INSURANCE	95,870	107,000	98,200	107,000	107,000
4245	LONG TERM DISABILITY	859	900	800	900	900
4247	LIFE INSURANCE	560	600	500	600	600
4250	FICA/HOSPITAL INSURANCE	9,936	9,800	10,200	10,200	10,300
4299	VACANCY RATE	0	-28,800	0	-30,200	-31,100
<b>Total: SALARIES &amp; WAGES</b>		<b>923,525</b>	<b>930,200</b>	<b>950,300</b>	<b>976,000</b>	<b>1,006,200</b>
<b>SUPPLIES</b>						
5280	UNIFORM	1,239	3,000	2,000	2,000	2,000
<b>Total: SUPPLIES</b>		<b>1,239</b>	<b>3,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	342	13,300	13,300	13,300	13,300
6730	OFFICE EQUIPMENT	1,105	1,500	1,500	1,500	1,500
<b>Total: OPERATING EXPENSES</b>		<b>1,448</b>	<b>14,800</b>	<b>14,800</b>	<b>14,800</b>	<b>14,800</b>
<b>Total:</b>		<b>926,212</b>	<b>948,000</b>	<b>967,100</b>	<b>992,800</b>	<b>1,023,000</b>
<b>Fund/Division: 0012113</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					4.73 %	

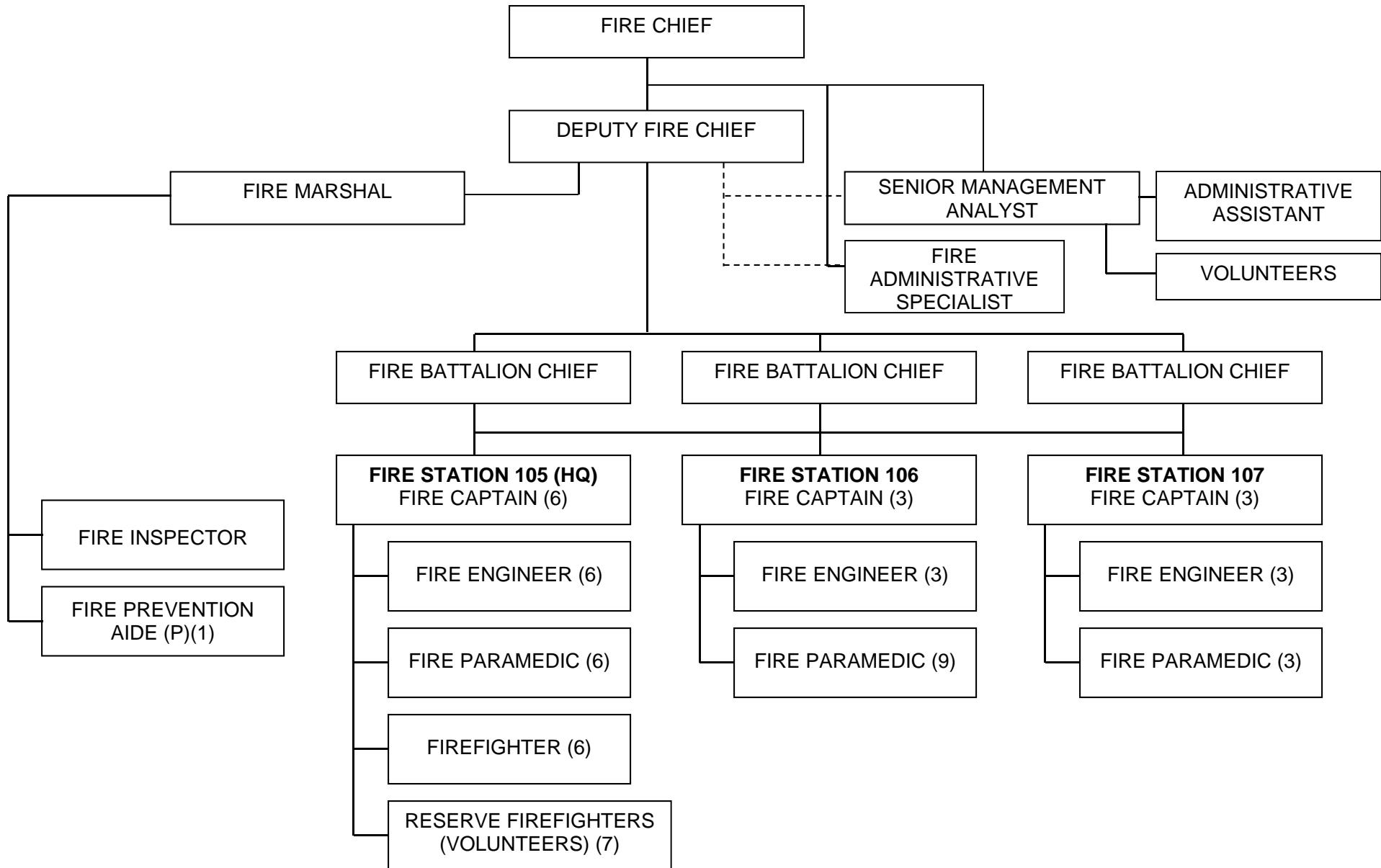
ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2114</b>		<b>POLICE SERVICE DOG (K-9)</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	0	101,000	76,000	181,900	185,900
4011	SPECIALIST PAY	0	5,800	4,800	11,800	11,800
4014	VACATION SELL BACK	0	0	6,000	6,000	6,000
4021	LONGEVITY PAY	0	2,200	800	1,100	1,300
4130	OVERTIME	0	14,300	14,300	29,600	30,200
4138	HOLIDAY PAY	0	4,000	4,000	4,200	4,300
4241	P.E.R.S.	0	54,400	41,100	103,400	118,600
4244	MEDICAL/DENTAL INSURANCE	0	12,200	9,400	24,400	24,400
4245	LONG TERM DISABILITY	0	200	100	200	200
4247	LIFE INSURANCE	0	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	0	1,600	1,200	1,700	1,700
4299	VACANCY RATE	0	0	0	-6,400	-6,600
<b>Total: SALARIES &amp; WAGES</b>		<b>0</b>	<b>195,800</b>	<b>157,700</b>	<b>358,000</b>	<b>377,900</b>
<b>SUPPLIES</b>						
5260	FIELDS	0	20,000	20,000	5,000	5,000
<b>Total: SUPPLIES</b>		<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>5,000</b>	<b>5,000</b>
<b>OPERATING EXPENSES</b>						
6970	TRAINING	0	3,000	3,000	6,000	6,000
<b>Total: OPERATING EXPENSES</b>		<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Total:</b>		<b>0</b>	<b>218,800</b>	<b>180,700</b>	<b>369,000</b>	<b>388,900</b>

**Fund/Division: 0012114**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

68.65 %

# FIRE DEPARTMENT



## FIRE DEPARTMENT

---

### **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 2017-18 Work Plan:**

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

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

## **Fire Department - Continued**

9. Improve upon and enhance current departmental paperless technologies to include permit billing and pre-fire plans.
10. 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.
11. Explore viable service delivery models to enhance paramedic service.

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

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	6.00
Fire Inspector	1.00
Fire Marshal	1.00
Fire Paramedic	18.00
Senior Management Analyst	1.00
<b>TOTAL</b>	<b>58.00</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>2200 FIRE</b>					
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	6,040,312	6,239,500	6,127,000	6,416,700	6,493,400
4011	SPECIALIST PAY	66,652	70,900	69,300	70,400	70,400
4014	VACATION SELL BACK	29,172	31,200	31,200	31,600	32,800
4015	ALLOWANCES	6,017	5,900	5,900	6,000	6,000
4021	LONGEVITY PAY	70,759	74,900	71,700	79,300	85,600
4032	PART-TIME NON-PERS	12,756	25,000	25,000	25,000	25,000
4130	OVERTIME	824,376	875,000	875,000	919,900	914,500
4132	OVERTIME-STRIKETEAM	162,988	67,000	97,000	67,000	67,000
4135	.5 OVERTIME	344,131	381,500	383,000	392,400	400,300
4136	0.5 OVERTIME STRIKETEAM	63,356	23,000	43,300	23,000	23,000
4138	HOLIDAY PAY	257,785	235,600	235,600	260,500	264,000
4139	.05 PERS FLSA PAY	107,553	100,000	141,200	144,900	146,900
4144	FILMING	53,439	35,000	40,000	35,000	35,000
4241	P.E.R.S.	2,946,972	3,268,300	3,195,500	3,656,000	4,153,900
4242	NON-PERSABLE COMPENSATION	79,306	120,800	120,600	120,600	120,600
4244	MEDICAL/DENTAL INSURANCE	668,678	730,400	671,500	730,400	730,400
4245	LONG TERM DISABILITY	1,212	1,000	1,100	1,000	1,000
4247	LIFE INSURANCE	6,406	6,400	6,300	6,500	6,600
4250	FICA/HOSPITAL INSURANCE	112,855	118,000	111,100	121,800	123,000
4299	VACANCY RATE	0	-372,200	0	-393,200	-411,000
<b>Total: SALARIES &amp; WAGES</b>		<b>11,854,725</b>	<b>12,037,200</b>	<b>12,251,300</b>	<b>12,714,800</b>	<b>13,288,400</b>
SUPPLIES						
5110	OFFICE SUPPLIES	16,608	18,200	18,200	18,200	18,200
5115	PROGRAM EXPENSES	600	600	600	2,900	1,200
5121	PUBLIC EDUCATION SUPPLIES	2,560	2,600	2,500	2,700	2,900
5125	PRINT SHOP	2,431	2,400	2,400	2,400	2,400
5230	BUILDING AND GROUNDS	22,647	25,000	25,000	25,000	26,500
5260	FIELDS	87,244	94,200	93,000	95,500	98,500
5280	UNIFORM	70,454	73,200	73,200	79,100	74,100
5420	FIRE FIGHTING EQUIPMENT	7,040	7,200	7,200	7,200	7,200
<b>Total: SUPPLIES</b>		<b>209,583</b>	<b>223,400</b>	<b>222,100</b>	<b>233,000</b>	<b>231,000</b>
OPERATING EXPENSES						
6125	ARSON PROGRAM	1,368	1,700	1,700	1,700	1,700
6160	CONTRACT SERVICES	421,221	433,600	421,700	431,900	442,300
6210	TELEPHONE	36,585	30,200	37,200	29,800	29,800
6505	GENERAL LIABILITY	231,500	268,000	268,000	239,200	249,400
6507	WORKERS' COMPENSATION	278,000	308,800	308,800	331,700	341,900
6611	ELECTRIC	87,992	93,000	83,700	87,900	92,300
6612	GAS	15,536	16,300	16,500	17,300	18,000
6614	WATER	3,880	5,000	5,000	5,600	6,000
6710	COMMUNICATIONS	35,307	39,000	38,000	38,000	38,000
6730	OFFICE EQUIPMENT	298	300	300	300	300
6750	VEHICLE MAINTENANCE	407,854	425,000	384,000	407,200	415,400
6760	BUILDING REPAIR & MAINT	41,932	45,000	45,000	45,000	45,000
6765	TRAINING CENTER MAINT	10,000	10,000	10,000	10,000	10,000
6770	PARAMEDIC EQUIPMENT	2,184	2,300	3,000	3,000	3,000
6780	PORTABLE EQUIPMENT	2,171	2,000	2,000	2,000	2,000
6903	PERMITS FEES	5,626	4,600	4,700	4,600	4,600

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
6922	LIBRARY MATERIALS	1,644	4,900	4,900	2,600	2,700
6930	MEMBERSHIP & PUBLICATIONS	2,423	2,900	3,200	3,600	3,600
6940	OFFICIAL MEETINGS	1,834	1,800	2,000	2,000	2,000
6960	EQUIPMENT REPLACEMENT	438,587	984,900	984,900	131,100	954,900
6970	TRAINING	32,244	27,300	27,800	36,200	30,500
6971	TUITION REIMBURSEMENT	15,401	26,000	28,000	35,000	35,000
6977	EMPLOYEE SUPPORT	2,900	2,900	2,900	2,900	2,900
<b>Total: OPERATING EXPENSES</b>		<b>2,076,487</b>	<b>2,735,500</b>	<b>2,683,300</b>	<b>1,868,600</b>	<b>2,731,300</b>
SPECIAL PROGRAMS						
7233	AUX FIREFIGHTER PROGRAM	6,511	7,000	7,000	7,000	7,000
<b>Total: SPECIAL PROGRAMS</b>		<b>6,511</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Division:</b>		<b>14,147,306</b>	<b>15,003,100</b>	<b>15,163,700</b>	<b>14,823,400</b>	<b>16,257,700</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (1.20)%

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2201</b>		<b>FIRE-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	525,647	532,500	492,500	543,700	549,900
4011	SPECIALIST PAY	573	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	25,274	27,200	27,200	26,900	28,100
4015	ALLOWANCES	2,524	2,300	1,600	2,500	2,500
4021	LONGEVITY PAY	8,447	8,200	6,100	8,300	8,700
4130	OVERTIME	230	0	0	0	0
4241	P.E.R.S.	221,016	238,600	217,800	262,700	299,000
4242	NON-PERSABLE COMPENSATION	2,321	2,400	2,400	2,400	2,400
4244	MEDICAL/DENTAL INSURANCE	56,067	58,700	52,700	58,700	58,700
4245	LONG TERM DISABILITY	485	400	400	400	400
4247	LIFE INSURANCE	1,450	1,400	1,300	1,500	1,500
4250	FICA/HOSPITAL INSURANCE	8,472	8,300	8,300	8,400	8,500
4299	VACANCY RATE	0	-26,400	0	-27,500	-28,800
<b>Total: SALARIES &amp; WAGES</b>		<b>852,507</b>	<b>854,600</b>	<b>811,300</b>	<b>889,000</b>	<b>931,900</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	16,483	18,000	18,000	18,000	18,000
5125	PRINT SHOP	1,603	1,600	1,600	1,600	1,600
5280	UNIFORM	1,508	1,800	1,800	1,800	1,800
<b>Total: SUPPLIES</b>		<b>19,594</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	324,983	330,700	332,000	349,400	356,900
6730	OFFICE EQUIPMENT	298	300	300	300	300
6750	VEHICLE MAINTENANCE	15,404	20,000	17,000	19,000	19,400
6922	LIBRARY MATERIALS	0	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	1,658	1,700	2,100	2,200	2,200
6940	OFFICIAL MEETINGS	1,384	1,400	1,500	1,500	1,500
6960	EQUIPMENT REPLACEMENT	438,587	984,900	984,900	131,100	954,900
6970	TRAINING	4,971	4,100	4,100	6,000	4,100
6977	EMPLOYEE SUPPORT	2,900	2,900	2,900	2,900	2,900
<b>Total: OPERATING EXPENSES</b>		<b>790,184</b>	<b>1,346,200</b>	<b>1,345,000</b>	<b>512,600</b>	<b>1,342,400</b>
<b>SPECIAL PROGRAMS</b>						
<b>Total: SPECIAL PROGRAMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>1,662,284</b>	<b>2,222,200</b>	<b>2,177,700</b>	<b>1,423,000</b>	<b>2,295,700</b>
<b>Fund/Division: 0012201</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(35.96) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2202</b>	<b>FIRE-BUILDING</b>					
SUPPLIES						
5230	BUILDING AND GROUNDS	22,647	25,000	25,000	25,000	26,500
<b>Total: SUPPLIES</b>		<b>22,647</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>26,500</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	41,356	43,700	43,700	36,700	38,700
6210	TELEPHONE	36,585	30,200	37,200	29,800	29,800
6611	ELECTRIC	87,992	93,000	83,700	87,900	92,300
6612	GAS	15,536	16,300	16,500	17,300	18,000
6614	WATER	3,880	5,000	5,000	5,600	6,000
6760	BUILDING REPAIR & MAINT	41,932	45,000	45,000	45,000	45,000
6765	TRAINING CENTER MAINT	10,000	10,000	10,000	10,000	10,000
6780	PORTABLE EQUIPMENT	1,939	2,000	2,000	2,000	2,000
6903	PERMITS FEES	5,626	4,600	4,700	4,600	4,600
<b>Total: OPERATING EXPENSES</b>		<b>244,846</b>	<b>249,800</b>	<b>247,800</b>	<b>238,900</b>	<b>246,400</b>
<b>Total:</b>		<b>267,493</b>	<b>274,800</b>	<b>272,800</b>	<b>263,900</b>	<b>272,900</b>

**Fund/Division: 0012202**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(3.97) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2204</b>		<b>FIRE-PREVENTION</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	249,585	252,700	254,600	259,000	259,000
4014	VACATION SELL BACK	3,898	4,000	4,000	4,700	4,700
4015	ALLOWANCES	605	700	600	600	600
4021	LONGEVITY PAY	5,315	5,000	5,500	4,900	4,900
4032	PART-TIME NON-PERS	11,776	15,000	15,000	15,000	15,000
4241	P.E.R.S	69,941	72,600	73,100	81,200	91,700
4242	NON-PERSABLE COMPENSATION	593	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	38,449	40,500	39,900	40,500	40,500
4245	LONG TERM DISABILITY	297	300	300	300	300
4247	LIFE INSURANCE	498	500	500	500	500
4250	FICA/HOSPITAL INSURANCE	3,706	4,200	3,900	4,000	4,000
4299	VACANCY RATE	0	-11,900	0	-12,300	-12,700
<b>Total: SALARIES &amp; WAGES</b>		<b>384,665</b>	<b>384,200</b>	<b>398,000</b>	<b>399,000</b>	<b>409,100</b>
<b>SUPPLIES</b>						
5121	PUBLIC EDUCATION SUPPLIES	2,560	2,600	2,500	2,700	2,900
5125	PRINT SHOP	528	500	500	500	500
5280	UNIFORM	1,028	1,200	1,200	1,300	1,300
<b>Total: SUPPLIES</b>		<b>4,115</b>	<b>4,300</b>	<b>4,200</b>	<b>4,500</b>	<b>4,700</b>
<b>OPERATING EXPENSES</b>						
6125	ARSON PROGRAM	1,368	1,700	1,700	1,700	1,700
6750	VEHICLE MAINTENANCE	5,088	5,000	3,000	3,200	3,300
6922	LIBRARY MATERIALS	1,422	4,200	4,200	1,900	2,000
6930	MEMBERSHIP & PUBLICATIONS	680	800	900	1,000	1,000
6940	OFFICIAL MEETINGS	75	100	100	100	100
6970	TRAINING	3,450	1,200	1,200	4,900	1,300
<b>Total: OPERATING EXPENSES</b>		<b>12,083</b>	<b>13,000</b>	<b>11,100</b>	<b>12,800</b>	<b>9,400</b>
<b>Total:</b>		<b>400,864</b>	<b>401,500</b>	<b>413,300</b>	<b>416,300</b>	<b>423,200</b>

**Fund/Division: 0012204**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.69 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2205</b>		<b>FIRE-PARAMEDICS</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	1,427,134	1,548,500	1,557,400	1,882,900	1,907,400
4011	SPECIALIST PAY	4,757	7,800	6,500	13,700	13,700
4021	LONGEVITY PAY	14,747	15,500	14,900	19,100	21,700
4130	OVERTIME	281,477	291,000	291,000	315,400	321,100
4132	OVERTIME-STRIKETEAM	37,181	20,000	22,000	20,000	20,000
4135	.5 OVERTIME	119,666	134,500	134,500	146,500	149,300
4136	0.5 OVERTIME STRIKETEAM	13,290	8,000	11,200	8,000	8,000
4138	HOLIDAY PAY	74,471	72,600	72,600	80,800	81,600
4139	.05 PERS FLSA PAY	30,853	32,000	43,200	44,000	44,000
4144	FILMING	4,176	0	0	0	0
4241	P.E.R.S.	727,751	837,100	854,800	1,094,500	1,242,800
4242	NON-PERSABLE COMPENSATION	23,600	36,100	36,000	43,200	43,200
4244	MEDICAL/DENTAL INSURANCE	146,832	183,000	152,900	219,600	219,600
4247	LIFE INSURANCE	915	1,000	1,000	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	28,732	30,700	28,600	36,300	36,600
4299	VACANCY RATE	0	-96,500	0	-102,700	-107,200
<b>Total: SALARIES &amp; WAGES</b>		<b>2,935,581</b>	<b>3,121,300</b>	<b>3,226,600</b>	<b>3,822,500</b>	<b>4,003,000</b>
<b>SUPPLIES</b>						
5115	PROGRAM EXPENSES	600	600	600	2,900	1,200
5260	FIELDS	71,167	73,500	73,500	75,500	78,000
<b>Total: SUPPLIES</b>		<b>71,767</b>	<b>74,100</b>	<b>74,100</b>	<b>78,400</b>	<b>79,200</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	28,483	29,900	29,900	30,800	31,700
6750	VEHICLE MAINTENANCE	28,796	40,000	34,000	35,000	35,700
6770	PARAMEDIC EQUIPMENT	2,184	2,300	3,000	3,000	3,000
6970	TRAINING	7,940	8,400	8,400	10,600	9,900
6971	TUITION REIMBURSEMENT	5,705	6,000	10,000	10,000	10,000
<b>Total: OPERATING EXPENSES</b>		<b>73,108</b>	<b>86,600</b>	<b>85,300</b>	<b>89,400</b>	<b>90,300</b>
<b>Total:</b>		<b>3,080,457</b>	<b>3,282,000</b>	<b>3,386,000</b>	<b>3,990,300</b>	<b>4,172,500</b>

**Fund/Division: 0012205**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

21.58 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2206</b>		<b>FIRE-SUPPRESSION</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	3,837,947	3,905,800	3,822,500	3,751,600	3,797,600
4011	SPECIALIST PAY	61,322	62,100	61,800	55,700	55,700
4015	ALLOWANCES	2,888	2,900	3,700	2,900	2,900
4021	LONGEVITY PAY	42,250	46,200	45,200	47,000	50,300
4032	PART-TIME NON-PERS	980	10,000	10,000	10,000	10,000
4130	OVERTIME	542,669	584,000	584,000	604,500	593,400
4132	OVERTIME-STRIKETEAM	125,806	47,000	75,000	47,000	47,000
4135	.5 OVERTIME	224,465	247,000	248,500	245,900	251,000
4136	0.5 OVERTIME STRIKETEAM	50,066	15,000	32,100	15,000	15,000
4138	HOLIDAY PAY	183,314	163,000	163,000	179,700	182,400
4139	.05 PERS FLSA PAY	76,699	68,000	98,000	100,900	102,900
4144	FILMING	49,263	35,000	40,000	35,000	35,000
4241	P.E.R.S	1,928,263	2,120,000	2,049,800	2,228,100	2,530,900
4242	NON-PERSABLE COMPENSATION	52,792	81,700	81,600	74,400	74,400
4244	MEDICAL/DENTAL INSURANCE	427,330	448,200	426,000	411,600	411,600
4245	LONG TERM DISABILITY	430	300	400	300	300
4247	LIFE INSURANCE	3,543	3,500	3,500	3,300	3,400
4250	FICA/HOSPITAL INSURANCE	71,945	74,800	70,300	73,100	73,900
4299	VACANCY RATE	0	-237,400	0	-250,700	-262,300
<b>Total:</b>	<b>SALARIES &amp; WAGES</b>	<b>7,681,972</b>	<b>7,677,100</b>	<b>7,815,400</b>	<b>7,635,300</b>	<b>7,975,400</b>
<b>SUPPLIES</b>						
5260	FIELDS	15,833	17,500	17,500	18,000	18,500
5280	UNIFORM	67,918	70,200	70,200	76,000	71,000
5420	FIRE FIGHTING EQUIPMENT	7,040	7,200	7,200	7,200	7,200
<b>Total:</b>	<b>SUPPLIES</b>	<b>90,791</b>	<b>94,900</b>	<b>94,900</b>	<b>101,200</b>	<b>96,700</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	231,500	268,000	268,000	239,200	249,400
6507	WORKERS' COMPENSATION	278,000	308,800	308,800	331,700	341,900
6710	COMMUNICATIONS	35,307	39,000	38,000	38,000	38,000
6750	VEHICLE MAINTENANCE	358,566	360,000	330,000	350,000	357,000
6780	PORTABLE EQUIPMENT	232	0	0	0	0
6922	LIBRARY MATERIALS	221	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	85	400	200	400	400
6940	OFFICIAL MEETINGS	75	0	0	0	0
6970	TRAINING	15,017	13,000	13,500	13,500	14,000
6971	TUITION REIMBURSEMENT	9,696	20,000	18,000	25,000	25,000
<b>Total:</b>	<b>OPERATING EXPENSES</b>	<b>928,699</b>	<b>1,009,700</b>	<b>977,000</b>	<b>998,300</b>	<b>1,026,200</b>
<b>SPECIAL PROGRAMS</b>						
7233	AUX FIREFIGHTER PROGRAM	6,511	7,000	7,000	7,000	7,000
<b>Total:</b>	<b>SPECIAL PROGRAMS</b>	<b>6,511</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>Total:</b>		<b>8,707,972</b>	<b>8,788,700</b>	<b>8,894,300</b>	<b>8,741,800</b>	<b>9,105,300</b>
<b>Fund/Division:</b>	<b>0012206</b>					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(0.53) %

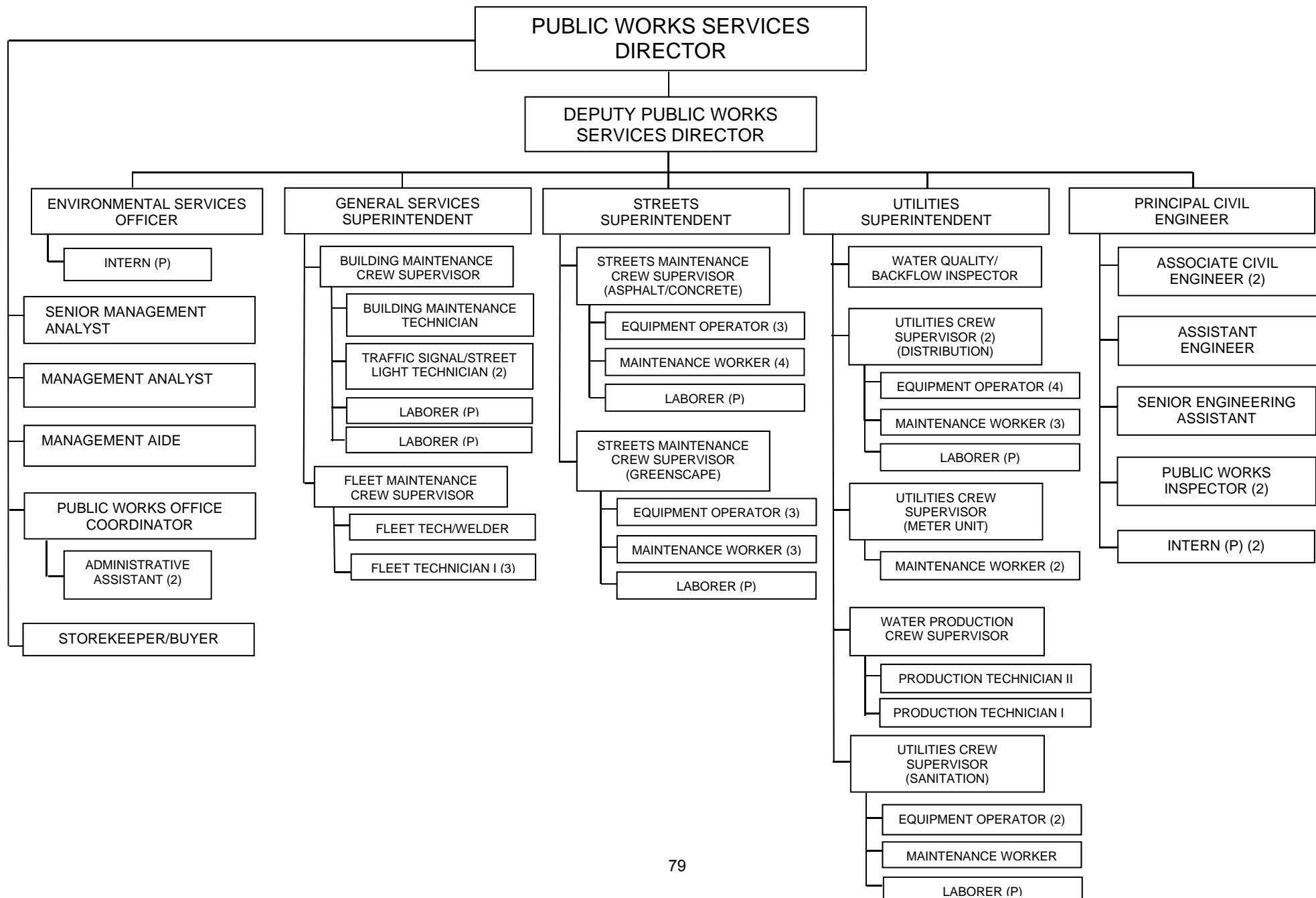
ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2207</b>		<b>FIRE-EMERGENCY</b>				
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	126	200	200	200	200
5125	PRINT SHOP	300	300	300	300	300
5260	FIELDS	244	3,200	2,000	2,000	2,000
<b>Total: SUPPLIES</b>		<b>669</b>	<b>3,700</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	26,400	29,300	16,100	15,000	15,000
6940	OFFICIAL MEETINGS	300	300	400	400	400
6970	TRAINING	867	600	600	1,200	1,200
<b>Total: OPERATING EXPENSES</b>		<b>27,567</b>	<b>30,200</b>	<b>17,100</b>	<b>16,600</b>	<b>16,600</b>
<b>Total:</b>		<b>28,236</b>	<b>33,900</b>	<b>19,600</b>	<b>19,100</b>	<b>19,100</b>

**Fund/Division: 0012207**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(43.66) %

# PUBLIC WORKS SERVICES DEPARTMENT



## PUBLIC WORKS SERVICES DEPARTMENT

---

### Description

The Public Works Services Department (PWSD) is responsible for the maintenance and repair of the City's publicly owned infrastructure and facilities. The goal of the PWSD is to protect the health and safety of the community by overseeing the maintenance, repair, and replacement of publicly owned infrastructure. The PWSD has 64 full time employees. The Department is organized into two operational divisions that plan and develop core programs to meet the needs of the community:

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

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

### FY 2017-18 Work Plan:

1. Continue the Annual Slurry Seal Program that includes minor repairs of damaged streets, sidewalks, curbs, and gutters.
2. Inspect sewer mains through Closed-Circuit TV (CCTV) inspections and prepare projects to repair damaged sewer pipe sections.
3. Rehabilitate booster pump stations that are crucial for water supply delivery.
4. Due to State regulations and the Drought, the PWSD will continue to renovate center medians on Huntington Drive. Existing turf will be replaced with a combination of ground cover, drought tolerant plants, mulch, decomposed granite, and river rock infiltration streams.
5. As part of the Water Main Replacement Program, the 8" cast iron water main on Camino Real Avenue, between Fourth Avenue and Sixth Avenue, will be

## **Public Works Services Department – Continued**

Page 2 of 2

replaced with a new 10" ductile iron water main. This will alleviate frequent main breaks and hydraulic inefficiencies.

6. As Part of the Sewer Master Plan, the existing sewer main on Huntington Drive and Campus Drive between La Cadena Avenue and Park Avenue 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.
7. As part of the Pavement Rehabilitation Program, various streets throughout the City will be repaved with rubberized asphalt pavement. Adding rubber to asphalt pavement improves the strength of the pavement and is environmentally beneficial.
8. In an effort to provide additional sources of water supply for City of Arcadia water customers, PWSD staff will work with a professional engineering consultant to determine the most suitable locations for new municipal water wells.
9. PWSD staff will work with a consultant on plans, specifications, and design for park shade structures at Bonita, Hugo Reid, and Eisenhower parks.
10. The tennis courts at Camino Grove Park and Bicentennial Park will be resurfaced.

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

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	3.00
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
<b>TOTAL</b>	<b>24.70</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>						
<b>3300 PUBLIC WORKS SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	1,457,370	1,570,400	1,460,900	1,571,800	1,607,300
4011	SPECIALIST PAY	196	200	200	200	200
4014	VACATION SELL BACK	16,049	23,800	19,000	19,200	19,700
4015	ALLOWANCES	315	500	400	400	400
4019	STAND BY PAY	8,819	8,300	8,800	8,800	8,800
4020	STABILITY PAY	880	500	400	0	0
4021	LONGEVITY PAY	29,884	31,300	27,300	26,000	27,500
4032	PART-TIME NON-PERS	39,309	38,500	4,500	38,500	38,500
4130	OVERTIME	22,518	24,500	27,300	27,000	27,000
4241	P.E.R.S	403,196	443,900	410,400	479,300	553,300
4242	NON-PERSABLE COMPENSATION	1,086	1,500	1,100	1,000	1,100
4244	MEDICAL/DENTAL INSURANCE	286,159	317,600	289,300	317,600	317,600
4245	LONG TERM DISABILITY	2,333	2,400	2,300	2,500	2,500
4247	LIFE INSURANCE	2,075	2,300	2,200	2,300	2,300
4250	FICA/HOSPITAL INSURANCE	21,447	24,700	22,100	24,600	24,900
4299	VACANCY RATE	0	-74,600	0	-75,500	-78,800
<b>Total: SALARIES &amp; WAGES</b>		<b>2,291,636</b>	<b>2,415,800</b>	<b>2,276,200</b>	<b>2,443,700</b>	<b>2,552,300</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	7,124	7,300	7,300	7,300	7,300
5125	PRINT SHOP	3,039	3,300	3,300	3,300	3,300
5230	BUILDING AND GROUNDS	34,064	32,700	32,700	32,700	32,700
5260	FIELDS	134,793	143,400	143,400	143,400	143,400
5262	SAFETY EQUIPMENT	698	800	800	800	800
5280	UNIFORM	14,434	13,200	13,700	13,200	13,200
5290	STREET SIGNS	11,988	12,000	12,000	12,000	12,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	12,102	14,200	14,200	14,200	14,200
<b>Total: SUPPLIES</b>		<b>221,243</b>	<b>229,900</b>	<b>230,400</b>	<b>229,900</b>	<b>229,900</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	599,462	598,400	565,200	604,100	618,100
6210	TELEPHONE	11,674	8,700	11,100	8,900	8,900
6505	GENERAL LIABILITY	65,400	75,900	75,900	69,200	72,100
6507	WORKERS' COMPENSATION	64,700	71,400	71,400	76,700	78,900
6611	ELECTRIC	165,884	171,500	157,500	165,200	173,500
6612	GAS	10,247	9,700	8,900	9,300	9,700
6614	WATER	57,491	89,500	99,000	105,000	112,000
6750	VEHICLE MAINTENANCE	288,764	229,500	222,500	224,500	229,200
6760	BUILDING REPAIR & MAINT	25,274	24,700	24,700	24,700	24,700
6781	SIGNAL MAINTENANCE	16,685	15,000	16,000	16,000	16,000
6790	CONTRACT TRAFFIC MARKING	100,986	85,000	85,000	85,000	85,000
6792	CONTRACT TREE TRIMMING	283,482	274,000	274,000	274,000	274,000
6902	DISPOSAL CHARGES	9,366	10,000	10,000	10,000	10,000
6903	PERMITS FEES	20,188	20,300	27,000	27,100	27,100
6930	MEMBERSHIP & PUBLICATIONS	2,410	3,500	3,000	3,500	3,500
6940	OFFICIAL MEETINGS	1,396	1,800	1,800	1,800	1,800
6960	EQUIPMENT REPLACEMENT	214,773	450,100	450,100	237,000	330,000
6970	TRAINING	4,022	6,800	6,800	6,800	6,800
6971	TUITION REIMBURSEMENT	3,802	4,400	4,400	7,000	7,000

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
6977	EMPLOYEE SUPPORT	3,141	3,200	3,200	3,200	3,200
<b>Total: OPERATING EXPENSES</b>		<b>1,949,148</b>	<b>2,153,400</b>	<b>2,117,500</b>	<b>1,959,000</b>	<b>2,091,500</b>
<b>SPECIAL PROGRAMS</b>						
7265	COUNTY PARK FOUNTAIN	1,734	1,000	1,000	1,000	1,200
7302	MAINTENANCE EXPENSE	16,726	18,000	21,200	21,500	22,100
7710	SERVICE CREDIT	-602,308	-628,100	-605,900	-627,000	-658,600
<b>Total: SPECIAL PROGRAMS</b>		<b>-583,848</b>	<b>-609,100</b>	<b>-583,700</b>	<b>-604,500</b>	<b>-635,300</b>
<b>Total Division:</b>		<b>3,878,178</b>	<b>4,190,000</b>	<b>4,040,400</b>	<b>4,028,100</b>	<b>4,238,400</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (3.86)%

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3301</b>		<b>PUBLIC WORKS-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	200,231	211,400	205,600	210,500	215,600
4011	SPECIALIST PAY	196	200	200	200	200
4014	VACATION SELL BACK	3,625	3,000	3,000	3,000	3,000
4015	ALLOWANCES	242	300	200	200	200
4019	STAND BY PAY	1,744	2,200	2,200	2,200	2,200
4021	LONGEVITY PAY	3,693	4,300	3,800	2,200	2,200
4130	OVERTIME	1,168	300	300	300	300
4241	P.E.R.S.	55,892	60,300	58,500	64,900	74,900
4242	NON-PERSABLE COMPENSATION	398	500	400	400	400
4244	MEDICAL/DENTAL INSURANCE	24,962	31,900	27,300	31,900	31,900
4245	LONG TERM DISABILITY	228	200	200	200	200
4247	LIFE INSURANCE	353	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	3,225	3,200	3,300	3,000	3,100
4299	VACANCY RATE	0	-9,500	0	-9,400	-9,900
<b>Total: SALARIES &amp; WAGES</b>		<b>295,957</b>	<b>308,700</b>	<b>305,400</b>	<b>310,000</b>	<b>324,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	6,630	6,800	6,800	6,800	6,800
5125	PRINT SHOP	850	1,300	1,300	1,300	1,300
5260	FIELDS	35	300	300	300	300
5280	UNIFORM	524	500	500	500	500
<b>Total: SUPPLIES</b>		<b>8,038</b>	<b>8,900</b>	<b>8,900</b>	<b>8,900</b>	<b>8,900</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	64,300	75,000	75,000	68,200	71,100
6507	WORKERS' COMPENSATION	49,700	54,800	54,800	58,900	60,600
6930	MEMBERSHIP & PUBLICATIONS	985	2,000	1,600	2,000	2,000
6940	OFFICIAL MEETINGS	578	700	700	700	700
6960	EQUIPMENT REPLACEMENT	214,773	450,100	450,100	237,000	330,000
6970	TRAINING	499	500	500	500	500
6971	TUITION REIMBURSEMENT	2,771	700	700	1,000	1,000
6977	EMPLOYEE SUPPORT	3,141	3,200	3,200	3,200	3,200
<b>Total: OPERATING EXPENSES</b>		<b>336,747</b>	<b>587,000</b>	<b>586,600</b>	<b>371,500</b>	<b>469,100</b>
<b>Total:</b>		<b>640,742</b>	<b>904,600</b>	<b>900,900</b>	<b>690,400</b>	<b>802,700</b>
<b>Fund/Division: 0013301</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(23.68) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3302</b>		<b>PUBLIC WORKS-TREE/PARKWAY</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	82,812	86,700	34,500	86,100	89,000
4014	VACATION SELL BACK	2,030	2,300	2,300	2,300	2,300
4021	LONGEVITY PAY	1,158	1,700	600	1,600	1,600
4032	PART-TIME NON-PERS	10,819	10,000	3,000	10,000	10,000
4130	OVERTIME	2,392	3,200	3,500	3,200	3,200
4241	P.E.R.S	23,182	24,900	11,900	27,000	31,500
4242	NON-PERSABLE COMPENSATION	141	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	15,873	16,700	6,000	16,700	16,700
4245	LONG TERM DISABILITY	124	200	0	200	200
4247	LIFE INSURANCE	153	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,422	1,500	900	1,500	1,500
4299	VACANCY RATE	0	-4,400	0	-4,500	-4,700
<b>Total: SALARIES &amp; WAGES</b>		<b>140,106</b>	<b>143,200</b>	<b>62,900</b>	<b>144,400</b>	<b>151,600</b>
<b>SUPPLIES</b>						
5260	FIELDS	2,996	3,000	3,000	3,000	3,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	1,457	1,500	1,500	1,500	1,500
<b>Total: SUPPLIES</b>		<b>7,453</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>OPERATING EXPENSES</b>						
6750	VEHICLE MAINTENANCE	35,358	35,000	35,000	35,000	35,700
6792	CONTRACT TREE TRIMMING	283,482	274,000	274,000	274,000	274,000
6930	MEMBERSHIP & PUBLICATIONS	270	300	300	300	300
6940	OFFICIAL MEETINGS	330	400	400	400	400
<b>Total: OPERATING EXPENSES</b>		<b>319,440</b>	<b>309,700</b>	<b>309,700</b>	<b>309,700</b>	<b>310,400</b>
<b>Total:</b>		<b>466,998</b>	<b>460,400</b>	<b>380,100</b>	<b>461,600</b>	<b>469,500</b>
<b>Fund/Division: 0013302</b>						0.26 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						0.26 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3303</b>	<b>GREENSCAPE MAINTENANCE</b>					
SALARIES & WAGES						
<b>Total: SALARIES &amp; WAGES</b>		<b>0</b>		<b>0</b>		<b>0</b>
SUPPLIES						
5230 BUILDING AND GROUNDS	9,585	10,000	10,000	10,000	10,000	10,000
5260 FIELDS	14,516	16,000	16,000	16,000	16,000	16,000
5410 TOOLS	297	300	300	300	300	300
<b>Total: SUPPLIES</b>	<b>24,398</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>	<b>26,300</b>
OPERATING EXPENSES						
6160 CONTRACT SERVICES	361,379	361,400	366,200	376,100	390,100	
6210 TELEPHONE	1,296	1,100	1,400	1,100	1,100	
6611 ELECTRIC	8,748	8,400	8,400	8,800	9,200	
6614 WATER	55,857	87,500	97,000	103,000	110,000	
6750 VEHICLE MAINTENANCE	2,873	3,500	3,500	3,500	3,600	
6940 OFFICIAL MEETINGS	200	200	200	200	200	
<b>Total: OPERATING EXPENSES</b>	<b>430,354</b>	<b>462,100</b>	<b>476,700</b>	<b>492,700</b>	<b>514,200</b>	
<b>Total:</b>	<b>454,751</b>	<b>488,400</b>	<b>503,000</b>	<b>519,000</b>	<b>540,500</b>	

Fund/Division: 0013303

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.27 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3304</b>		<b>PUBLIC WORKS-STREETS</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	559,353	626,900	603,800	630,600	644,000
4014	VACATION SELL BACK	1,426	6,000	4,000	4,500	5,000
4015	ALLOWANCES	73	200	200	200	200
4019	STAND BY PAY	271	0	0	0	0
4021	LONGEVITY PAY	8,954	9,500	8,500	9,100	10,600
4032	PART-TIME NON-PERS	6,988	8,500	0	8,500	8,500
4130	OVERTIME	5,293	5,000	7,000	7,500	7,500
4241	P.E.R.S	152,174	174,500	165,300	190,500	219,900
4242	NON-PERSABLE COMPENSATION	118	300	200	200	200
4244	MEDICAL/DENTAL INSURANCE	128,479	139,700	130,900	139,700	139,700
4245	LONG TERM DISABILITY	1,035	1,100	1,100	1,100	1,100
4247	LIFE INSURANCE	733	800	800	800	800
4250	FICA/HOSPITAL INSURANCE	8,922	9,500	9,900	9,700	9,900
4299	VACANCY RATE	0	-29,500	0	-30,100	-31,400
<b>Total: SALARIES &amp; WAGES</b>		<b>873,817</b>	<b>952,500</b>	<b>931,700</b>	<b>972,300</b>	<b>1,016,000</b>
<b>SUPPLIES</b>						
5260	FIELDS	85,991	85,000	85,000	85,000	85,000
5280	UNIFORM	7,271	7,000	7,500	7,000	7,000
5290	STREET SIGNS	11,988	12,000	12,000	12,000	12,000
5410	TOOLS	3,873	5,500	5,500	5,500	5,500
<b>Total: SUPPLIES</b>		<b>109,122</b>	<b>109,500</b>	<b>110,000</b>	<b>109,500</b>	<b>109,500</b>
<b>OPERATING EXPENSES</b>						
6210	TELEPHONE	2,782	1,900	2,600	2,100	2,100
6750	VEHICLE MAINTENANCE	88,814	92,000	87,000	89,000	90,800
6790	CONTRACT TRAFFIC MARKING	100,986	85,000	85,000	85,000	85,000
6902	DISPOSAL CHARGES	7,970	8,000	8,000	8,000	8,000
6940	OFFICIAL MEETINGS	288	500	500	500	500
6970	TRAINING	392	400	400	400	400
6971	TUITION REIMBURSEMENT	1,031	3,700	3,700	6,000	6,000
<b>Total: OPERATING EXPENSES</b>		<b>202,263</b>	<b>191,500</b>	<b>187,200</b>	<b>191,000</b>	<b>192,800</b>
<b>SPECIAL PROGRAMS</b>						
7302	MAINTENANCE EXPENSE	16,726	18,000	21,200	21,500	22,100
<b>Total: SPECIAL PROGRAMS</b>		<b>16,726</b>	<b>18,000</b>	<b>21,200</b>	<b>21,500</b>	<b>22,100</b>
<b>Total:</b>		<b>1,201,927</b>	<b>1,271,500</b>	<b>1,250,100</b>	<b>1,294,300</b>	<b>1,340,400</b>
<b>Fund/Division: 0013304</b>						1.79 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3305</b>		<b>PUBLIC WORKS-TRAFFIC SGNL</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	32,196	32,700	32,800	33,400	33,400
4014	VACATION SELL BACK	1,007	900	900	900	900
4019	STAND BY PAY	219	0	0	0	0
4021	LONGEVITY PAY	559	700	700	800	800
4130	OVERTIME	3,752	3,500	3,000	3,000	3,000
4241	P.E.R.S	9,079	9,400	9,400	10,500	11,900
4244	MEDICAL/DENTAL INSURANCE	6,004	6,300	6,200	6,300	6,300
4245	LONG TERM DISABILITY	50	100	100	100	100
4247	LIFE INSURANCE	32	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	515	500	500	600	600
4299	VACANCY RATE	0	-1,600	0	-1,700	-1,700
<b>Total: SALARIES &amp; WAGES</b>		<b>53,412</b>	<b>52,500</b>	<b>53,600</b>	<b>53,900</b>	<b>55,300</b>
<b>SUPPLIES</b>						
5260	FIELDS	7,291	15,600	15,600	15,600	15,600
5410	TOOLS	598	1,000	1,000	1,000	1,000
<b>Total: SUPPLIES</b>		<b>7,889</b>	<b>16,600</b>	<b>16,600</b>	<b>16,600</b>	<b>16,600</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	37,621	50,000	50,000	50,000	50,000
6611	ELECTRIC	40,080	39,300	37,200	39,000	41,000
6750	VEHICLE MAINTENANCE	8,036	7,500	10,000	7,500	7,700
6781	SIGNAL MAINTENANCE	16,685	15,000	16,000	16,000	16,000
6970	TRAINING	1,076	1,500	1,500	1,500	1,500
<b>Total: OPERATING EXPENSES</b>		<b>103,497</b>	<b>113,300</b>	<b>114,700</b>	<b>114,000</b>	<b>116,200</b>
<b>Total:</b>		<b>164,797</b>	<b>182,400</b>	<b>184,900</b>	<b>184,500</b>	<b>188,100</b>

**Fund/Division: 0013305**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

1.15 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3307</b>		<b>PUBLIC WORKS-STREET CLEAN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	149,524	151,500	152,400	155,200	155,200
4014	VACATION SELL BACK	3,540	3,000	3,500	3,500	3,500
4021	LONGEVITY PAY	5,345	5,300	5,300	5,300	5,300
4130	OVERTIME	6,931	6,500	6,500	6,500	6,500
4241	P.E.R.S	42,554	44,200	44,400	49,400	55,800
4244	MEDICAL/DENTAL INSURANCE	30,093	31,500	31,100	31,500	31,500
4245	LONG TERM DISABILITY	248	200	200	200	200
4247	LIFE INSURANCE	161	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,266	2,400	2,200	2,400	2,400
4299	VACANCY RATE	0	-7,300	0	-7,600	-7,800
<b>Total: SALARIES &amp; WAGES</b>		<b>240,663</b>	<b>237,500</b>	<b>245,800</b>	<b>246,600</b>	<b>252,800</b>
<b>SUPPLIES</b>						
5260	FIELDS	4,981	5,000	5,000	5,000	5,000
<b>Total: SUPPLIES</b>		<b>4,981</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>OPERATING EXPENSES</b>						
6614	WATER	300	300	300	300	300
6750	VEHICLE MAINTENANCE	119,114	75,000	70,000	73,000	74,500
<b>Total: OPERATING EXPENSES</b>		<b>119,414</b>	<b>75,300</b>	<b>70,300</b>	<b>73,300</b>	<b>74,800</b>
<b>Total:</b>		<b>365,058</b>	<b>317,800</b>	<b>321,100</b>	<b>324,900</b>	<b>332,600</b>

**Fund/Division: 0013307**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

2.23 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3309</b>		<b>FACILITY MAINTENANCE</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	97,147	100,500	95,800	98,100	99,400
4014	VACATION SELL BACK	406	1,800	1,800	1,000	1,000
4019	STAND BY PAY	491	600	600	600	600
4020	STABILITY PAY	130	200	100	0	0
4021	LONGEVITY PAY	2,976	3,000	2,900	2,400	2,400
4032	PART-TIME NON-PERS	21,501	20,000	1,500	20,000	20,000
4130	OVERTIME	1,489	3,000	4,000	3,500	3,500
4241	P.E.R.S.	27,351	29,200	27,900	30,300	34,600
4242	NON-PERSABLE COMPENSATION	147	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	17,130	18,000	17,000	18,000	18,000
4245	LONG TERM DISABILITY	134	100	100	100	100
4247	LIFE INSURANCE	162	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,258	2,000	900	1,900	1,900
4299	VACANCY RATE	0	-5,400	0	-5,300	-5,500
<b>Total: SALARIES &amp; WAGES</b>		<b>170,322</b>	<b>173,400</b>	<b>152,900</b>	<b>170,900</b>	<b>176,300</b>
SUPPLIES						
5230	BUILDING AND GROUNDS	23,385	22,000	22,000	22,000	22,000
5260	FIELDS	3,296	3,500	3,500	3,500	3,500
5280	UNIFORM	1,870	2,100	2,100	2,100	2,100
5410	TOOLS	407	400	400	400	400
<b>Total: SUPPLIES</b>		<b>28,957</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	86,423	79,000	79,000	79,000	79,000
6210	TELEPHONE	6,084	4,700	5,700	4,600	4,600
6611	ELECTRIC	100,503	106,300	95,300	100,000	105,000
6612	GAS	9,827	9,400	8,600	9,000	9,400
6614	WATER	900	1,100	1,100	1,100	1,100
6750	VEHICLE MAINTENANCE	19,128	8,500	8,000	8,500	8,700
6760	BUILDING REPAIR & MAINT	25,274	24,700	24,700	24,700	24,700
6970	TRAINING	196	400	400	400	400
<b>Total: OPERATING EXPENSES</b>		<b>248,335</b>	<b>234,100</b>	<b>222,800</b>	<b>227,300</b>	<b>232,900</b>
SPECIAL PROGRAMS						
7265	COUNTY PARK FOUNTAIN	1,734	1,000	1,000	1,000	1,200
<b>Total: SPECIAL PROGRAMS</b>		<b>1,734</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,200</b>
<b>Total:</b>		<b>449,349</b>	<b>436,500</b>	<b>404,700</b>	<b>427,200</b>	<b>438,400</b>
<b>Fund/Division: 0013309</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(2.13) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3321</b>	<b>PUBLIC WORK-STORMWATER</b>					
<b>SUPPLIES</b>						
5125	PRINT SHOP	2,189	2,000	2,000	2,000	2,000
<b>Total: SUPPLIES</b>		<b>2,189</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	114,040	108,000	70,000	99,000	99,000
6903	PERMITS FEES	17,171	17,200	22,500	24,000	24,000
6930	MEMBERSHIP & PUBLICATIONS	1,155	1,200	1,100	1,200	1,200
<b>Total: OPERATING EXPENSES</b>		<b>132,366</b>	<b>126,400</b>	<b>93,600</b>	<b>124,200</b>	<b>124,200</b>
<b>Total:</b>		<b>134,555</b>	<b>128,400</b>	<b>95,600</b>	<b>126,200</b>	<b>126,200</b>

**Fund/Division: 0013321**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(1.71) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3331</b>		<b>PUBLIC WORK-GARAGE</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	336,108	360,700	336,000	357,900	370,700
4014	VACATION SELL BACK	4,015	6,800	3,500	4,000	4,000
4019	STAND BY PAY	6,094	5,500	6,000	6,000	6,000
4020	STABILITY PAY	750	300	300	0	0
4021	LONGEVITY PAY	7,199	6,800	5,500	4,600	4,600
4130	OVERTIME	1,493	3,000	3,000	3,000	3,000
4241	P.E.R.S.	92,965	101,400	93,000	106,700	124,700
4242	NON-PERSABLE COMPENSATION	282	300	300	200	300
4244	MEDICAL/DENTAL INSURANCE	63,618	73,500	70,800	73,500	73,500
4245	LONG TERM DISABILITY	515	500	600	600	600
4247	LIFE INSURANCE	480	500	500	500	500
4250	FICA/HOSPITAL INSURANCE	3,838	5,600	4,400	5,500	5,500
4299	VACANCY RATE	0	-16,900	0	-16,900	-17,800
<b>Total: SALARIES &amp; WAGES</b>		<b>517,359</b>	<b>548,000</b>	<b>523,900</b>	<b>545,600</b>	<b>575,600</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	494	500	500	500	500
5230	BUILDING AND GROUNDS	1,095	700	700	700	700
5260	FIELDS	15,688	15,000	15,000	15,000	15,000
5262	SAFETY EQUIPMENT	698	800	800	800	800
5280	UNIFORM	4,770	3,600	3,600	3,600	3,600
5410	TOOLS	5,471	5,500	5,500	5,500	5,500
<b>Total: SUPPLIES</b>		<b>28,216</b>	<b>26,100</b>	<b>26,100</b>	<b>26,100</b>	<b>26,100</b>
<b>OPERATING EXPENSES</b>						
6210	TELEPHONE	1,512	1,000	1,400	1,100	1,100
6505	GENERAL LIABILITY	1,100	900	900	1,000	1,000
6507	WORKERS' COMPENSATION	15,000	16,600	16,600	17,800	18,300
6611	ELECTRIC	16,553	17,500	16,600	17,400	18,300
6612	GAS	420	300	300	300	300
6614	WATER	434	600	600	600	600
6750	VEHICLE MAINTENANCE	15,442	8,000	9,000	8,000	8,200
6902	DISPOSAL CHARGES	1,396	2,000	2,000	2,000	2,000
6903	PERMITS FEES	3,017	3,100	4,500	3,100	3,100
6970	TRAINING	1,859	4,000	4,000	4,000	4,000
<b>Total: OPERATING EXPENSES</b>		<b>56,733</b>	<b>54,000</b>	<b>55,900</b>	<b>55,300</b>	<b>56,900</b>
<b>SPECIAL PROGRAMS</b>						
7710	SERVICE CREDIT	-602,308	-628,100	-605,900	-627,000	-658,600
<b>Total: SPECIAL PROGRAMS</b>		<b>-602,308</b>	<b>-628,100</b>	<b>-605,900</b>	<b>-627,000</b>	<b>-658,600</b>

**Total:** 0 0 0 0 0

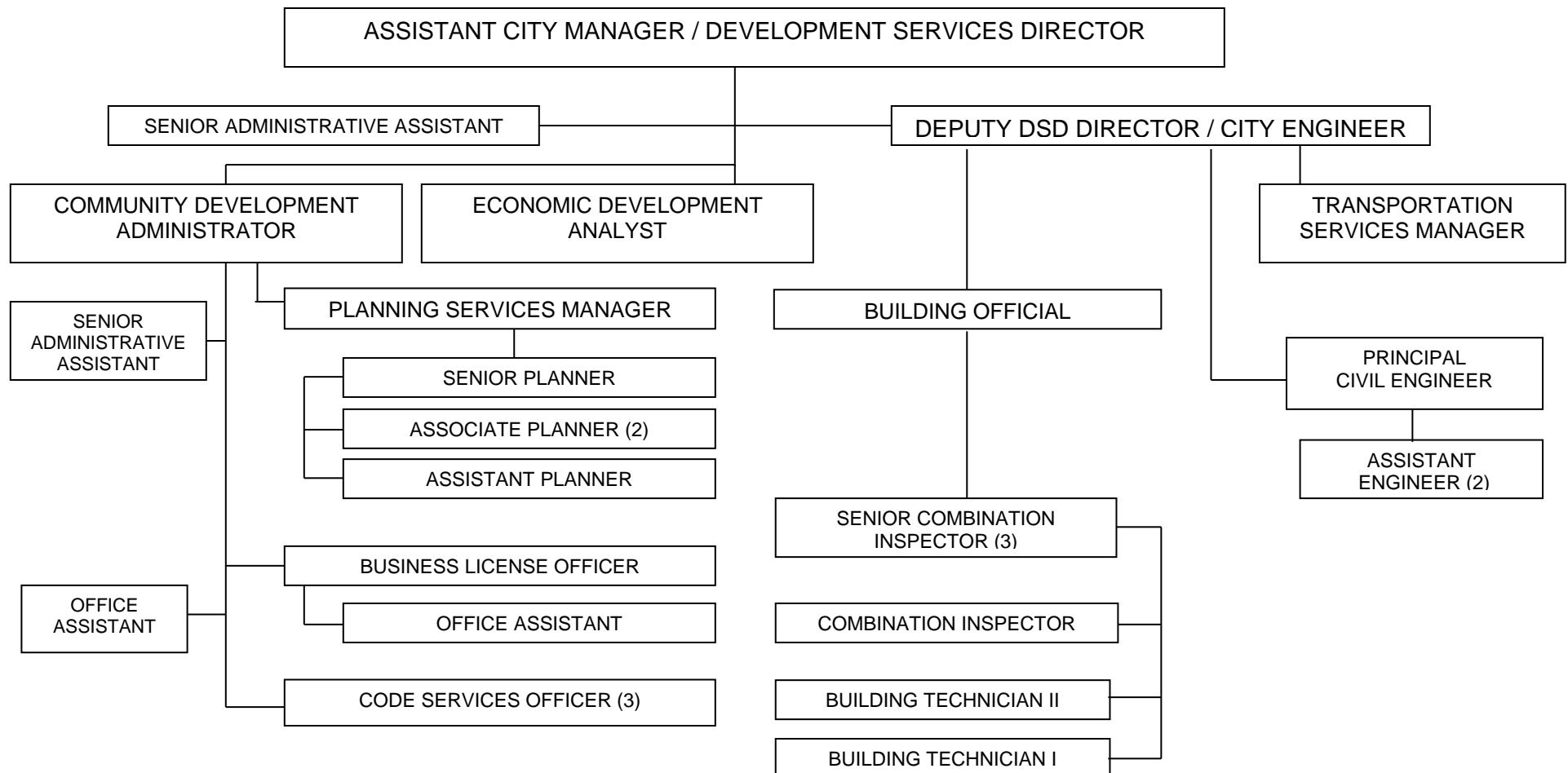
**Fund/Division: 0013331**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.00 %



# DEVELOPMENT SERVICES DEPARTMENT



## DEVELOPMENT SERVICES DEPARTMENT

---

### Description:

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

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

## Development Services Department - Continued

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

### FY 2017-18 Work Program:

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

1. Complete an aggressive Capital Improvement program, including the Huntington Drive resurfacing project, Baldwin Avenue Streetscape Project, and Morlan Place Undergrounding Utility project.
2. Complete a review and updated of the City's design review guidelines and the Resolution that governs design in the Home Owners' Association areas.
3. Continue to process 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.
4. Coordinate with the Metro on all elements of the operation of the light rail system through Arcadia.
5. Implement new contract with vendor for the Arcadia Transit Dial-a-Ride and Fixed Route services. Restructure both services as needed to meet demand and expectations.

## **Development Services Department - Continued**

6. Continue upgrades to the City's traffic signal network, including technological advancements and cameras to improve traffic flow.
7. Continue the wind-down efforts of the former Arcadia Redevelopment Agency. Sell and re-purpose the former Bekins Self-Storage Building on Huntington Drive.
8. Provide technical assistance to the Downtown Arcadia Improvement Association, coordinate Downtown events and assist with recommendations from the group.
9. Continue to expand a code enforcement presence in the field to correct property violations and ensure code compliance in both residential and commercial neighborhoods throughout the City. Specific emphasis is on the implementation of the newly approved unoccupied home registry.
10. Complete development of a Historic Preservation program for the City.
11. Continue close coordination with Santa Anita Racetrack and Westfield Santa Anita on operational improvements and planning for future development at these key sites.
12. Initiate construction on the Santa Anita Inn hotel development; complete the improvements for the Arcadia Logistics Center and two mixed-use projects in Downtown Arcadia. Assist in the planning of additional hotel and mixed-use projects in Arcadia's core.
13. Continue the active marketing and promotion of businesses in the City, and recruitment of new businesses. Expand "ombudsman" presence to assist with new business and City interaction, continued coordination with the Chamber of Commerce, and targeted redevelopment of key commercial sites throughout the City.
14. Continue to promote filming in Arcadia and be as "film-friendly" as possible and endeavor to be a finalist again as Los Angeles County's "Most Business Friendly City".
15. Complete ADA improvements at key locations throughout the City.
16. Remove problematic mid-block crosswalks, add safety features, and add street light improvements as necessary to protect public safety.
17. Complete Ordinance and implementation policies to regulate short term rentals throughout the City.

<i>DEVELOPMENT</i>	<i>No. of Employees Full Time Equivalent</i>
Assistant City Manager/DSD Director	0.50
Assistant Engineer	2.00
Assistant Planner	1.00
Associate Planner	2.00
Building Official	1.00
Building Technician I	1.00
Building Technician II	1.00
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	0.65
Office Assistant	2.00
Planning Services Manager	1.00
Principal Civil Engineer	1.00
Senior Administrative Assistant	1.70
Senior Combination Building Inspector	3.00
Senior Planner	1.00
<b>TOTAL</b>	<b>25.35</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>						
<b>4100 DEVELOPMENT SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	1,841,466	2,013,400	1,936,000	2,090,700	2,124,800
4011	SPECIALIST PAY	1,834	1,900	1,600	2,000	2,000
4014	VACATION SELL BACK	21,197	28,100	23,800	32,100	28,100
4015	ALLOWANCES	9,534	11,800	11,500	11,800	11,800
4021	LONGEVITY PAY	28,123	30,300	26,500	27,100	29,300
4032	PART-TIME NON-PERS	60,903	3,400	26,400	2,600	2,600
4130	OVERTIME	8,002	7,000	4,800	6,600	6,000
4241	P.E.R.S.	505,448	570,400	540,100	637,200	731,400
4242	NON-PERSABLE COMPENSATION	2,888	3,100	3,500	3,600	3,600
4244	MEDICAL/DENTAL INSURANCE	280,885	326,600	308,700	331,700	331,700
4245	LONG TERM DISABILITY	2,273	2,500	2,500	2,600	2,600
4247	LIFE INSURANCE	2,961	3,200	3,300	3,500	3,500
4250	FICA/HOSPITAL INSURANCE	28,864	30,400	31,500	30,900	31,400
4299	VACANCY RATE	0	-90,900	0	-95,500	-99,400
<b>Total: SALARIES &amp; WAGES</b>		<b>2,794,378</b>	<b>2,941,200</b>	<b>2,920,200</b>	<b>3,086,900</b>	<b>3,209,400</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	42,475	37,700	36,900	46,800	47,700
5125	PRINT SHOP	14,718	17,800	17,300	28,200	20,600
5280	UNIFORM	1,940	3,100	2,400	3,500	3,600
<b>Total: SUPPLIES</b>		<b>59,133</b>	<b>58,600</b>	<b>56,600</b>	<b>78,500</b>	<b>71,900</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	331,044	569,935	416,900	368,600	337,800
6165	PLAN CHECK SERVICES	961,930	900,000	780,000	715,000	750,000
6210	TELEPHONE	855	0	0	0	0
6310	MILEAGE	113	600	500	800	800
6505	GENERAL LIABILITY	77,700	84,000	84,000	75,900	79,100
6507	WORKERS' COMPENSATION	34,200	37,800	37,800	40,600	41,800
6730	OFFICE EQUIPMENT	9,312	9,000	8,000	12,000	11,200
6750	VEHICLE MAINTENANCE	25,025	24,000	23,200	20,400	20,800
6903	PERMITS FEES	156	300	300	600	600
6930	MEMBERSHIP & PUBLICATIONS	16,288	24,000	21,700	22,000	22,400
6940	OFFICIAL MEETINGS	10,754	19,300	15,600	23,900	23,800
6960	EQUIPMENT REPLACEMENT	140,961	35,000	35,000	0	0
6970	TRAINING	3,406	8,700	7,000	16,100	11,700
6971	TUITION REIMBURSEMENT	0	9,100	9,200	14,200	4,200
6977	EMPLOYEE SUPPORT	1,423	1,400	1,500	1,400	1,400
<b>Total: OPERATING EXPENSES</b>		<b>1,613,167</b>	<b>1,723,135</b>	<b>1,440,700</b>	<b>1,311,500</b>	<b>1,305,600</b>
<b>SPECIAL PROGRAMS</b>						
7214	CHAMBER OF COMMERCE	73,761	75,200	74,500	76,000	77,500
7218	PBID ASSESSMENT	0	5,000	5,000	5,000	5,000
<b>Total: SPECIAL PROGRAMS</b>		<b>73,761</b>	<b>80,200</b>	<b>79,500</b>	<b>81,000</b>	<b>82,500</b>
<b>Total Division:</b>		<b>4,540,439</b>	<b>4,803,135</b>	<b>4,497,000</b>	<b>4,557,900</b>	<b>4,669,400</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (5.11)%

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4101</b>		<b>DEV SVCS-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	134,585	111,900	111,900	114,700	114,700
4014	VACATION SELL BACK	0	200	2,200	2,200	2,200
4015	ALLOWANCES	2,347	2,600	2,600	2,600	2,600
4021	LONGEVITY PAY	949	1,500	1,500	1,500	1,500
4032	PART-TIME NON-PERS	520	600	600	600	600
4241	P.E.R.S	36,030	32,000	31,900	35,800	40,400
4242	NON-PERSABLE COMPENSATION	416	500	500	500	500
4244	MEDICAL/DENTAL INSURANCE	22,081	12,400	12,200	12,400	12,400
4245	LONG TERM DISABILITY	164	100	100	100	100
4247	LIFE INSURANCE	320	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,024	1,700	1,800	1,700	1,700
4299	VACANCY RATE	0	-4,900	0	-5,200	-5,300
<b>Total: SALARIES &amp; WAGES</b>		<b>199,437</b>	<b>158,900</b>	<b>165,600</b>	<b>167,200</b>	<b>171,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	836	1,000	1,000	1,700	1,700
5125	PRINT SHOP	67	100	100	100	100
<b>Total: SUPPLIES</b>		<b>902</b>	<b>1,100</b>	<b>1,100</b>	<b>1,800</b>	<b>1,800</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	7,200	8,000	7,200	8,000	8,000
6505	GENERAL LIABILITY	77,700	84,000	84,000	75,900	79,100
6507	WORKERS' COMPENSATION	34,200	37,800	37,800	40,600	41,800
6730	OFFICE EQUIPMENT	0	100	0	0	0
6750	VEHICLE MAINTENANCE	2,128	3,700	3,700	3,000	3,000
6930	MEMBERSHIP & PUBLICATIONS	815	700	700	800	800
6940	OFFICIAL MEETINGS	861	1,000	800	1,600	1,000
6960	EQUIPMENT REPLACEMENT	140,961	35,000	35,000	0	0
6970	TRAINING	19	800	0	400	400
6977	EMPLOYEE SUPPORT	1,423	1,400	1,500	1,400	1,400
<b>Total: OPERATING EXPENSES</b>		<b>265,307</b>	<b>172,500</b>	<b>170,700</b>	<b>131,700</b>	<b>135,500</b>
<b>Total:</b>		<b>465,646</b>	<b>332,500</b>	<b>337,400</b>	<b>300,700</b>	<b>309,000</b>

**Fund/Division: 0014101**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(9.56) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4103</b>		<b>DEV SVCS-PLANNING</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	533,935	611,900	594,900	667,900	679,700
4011	SPECIALIST PAY	861	900	0	0	0
4014	VACATION SELL BACK	5,306	9,000	6,000	6,500	9,000
4015	ALLOWANCES	681	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	6,559	7,800	5,900	6,000	7,300
4032	PART-TIME NON-PERS	30,640	0	18,000	0	0
4130	OVERTIME	490	1,500	0	0	0
4241	P.E.R.S.	146,796	175,000	164,300	201,300	231,500
4242	NON-PERSABLE COMPENSATION	1,269	1,300	1,300	1,300	1,300
4244	MEDICAL/DENTAL INSURANCE	76,328	98,000	90,700	99,200	99,200
4245	LONG TERM DISABILITY	583	800	700	800	800
4247	LIFE INSURANCE	1,030	1,100	1,100	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	8,996	9,200	9,600	9,800	10,000
4299	VACANCY RATE	0	-27,900	0	-29,900	-31,200
<b>Total: SALARIES &amp; WAGES</b>		<b>813,475</b>	<b>889,600</b>	<b>893,500</b>	<b>965,100</b>	<b>1,009,800</b>
SUPPLIES						
5110	OFFICE SUPPLIES	31,496	25,000	25,000	25,000	25,000
5125	PRINT SHOP	5,771	8,000	7,500	16,500	8,000
<b>Total: SUPPLIES</b>		<b>37,267</b>	<b>33,000</b>	<b>32,500</b>	<b>41,500</b>	<b>33,000</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	115,496	204,935	134,200	84,600	76,800
6165	PLAN CHECK SERVICES	207,400	0	0	0	0
6310	MILEAGE	10	100	100	100	100
6730	OFFICE EQUIPMENT	1,911	1,500	1,500	2,400	2,400
6750	VEHICLE MAINTENANCE	1,229	1,800	1,200	1,400	1,400
6903	PERMITS FEES	156	300	300	600	600
6930	MEMBERSHIP & PUBLICATIONS	4,097	4,400	2,600	4,400	4,400
6940	OFFICIAL MEETINGS	6,356	7,600	7,500	12,000	10,000
6970	TRAINING	916	2,200	2,200	7,200	3,800
6971	TUITION REIMBURSEMENT	0	4,100	4,200	4,200	4,200
<b>Total: OPERATING EXPENSES</b>		<b>337,570</b>	<b>226,935</b>	<b>153,800</b>	<b>116,900</b>	<b>103,700</b>
<b>Total:</b>		<b>1,188,312</b>	<b>1,149,535</b>	<b>1,079,800</b>	<b>1,123,500</b>	<b>1,146,500</b>
<b>Fund/Division: 0014103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(2.26) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4104</b>		<b>DEV SVCS-BUILDING/SAFETY</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	517,936	543,000	545,200	561,300	566,600
4011	SPECIALIST PAY	973	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	9,138	9,200	8,300	10,400	5,400
4015	ALLOWANCES	4,143	4,800	4,800	4,800	4,800
4021	LONGEVITY PAY	9,622	8,900	8,800	9,300	9,600
4032	PART-TIME NON-PERS	28,860	2,000	7,800	2,000	2,000
4130	OVERTIME	2,259	2,500	2,800	3,000	3,000
4241	P.E.R.S	143,602	153,200	153,400	173,000	197,200
4242	NON-PERSABLE COMPENSATION	593	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	77,681	89,200	87,300	89,200	89,200
4245	LONG TERM DISABILITY	644	600	700	700	700
4247	LIFE INSURANCE	724	800	800	800	800
4250	FICA/HOSPITAL INSURANCE	8,414	8,200	9,200	8,300	8,400
4299	VACANCY RATE	0	-24,700	0	-25,900	-26,700
<b>Total: SALARIES &amp; WAGES</b>		<b>804,589</b>	<b>799,300</b>	<b>830,700</b>	<b>838,500</b>	<b>862,600</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	3,352	4,100	2,000	5,000	5,000
5125	PRINT SHOP	2,619	1,700	1,700	2,000	1,500
5280	UNIFORM	1,373	1,900	1,900	1,900	2,000
<b>Total: SUPPLIES</b>		<b>7,344</b>	<b>7,700</b>	<b>5,600</b>	<b>8,900</b>	<b>8,500</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	11,791	39,100	13,500	26,300	12,800
6165	PLAN CHECK SERVICES	754,530	900,000	780,000	715,000	750,000
6210	TELEPHONE	461	0	0	0	0
6310	MILEAGE	0	200	200	200	200
6730	OFFICE EQUIPMENT	1,616	2,000	1,500	3,200	2,000
6750	VEHICLE MAINTENANCE	21,668	18,000	18,000	16,000	16,400
6930	MEMBERSHIP & PUBLICATIONS	2,212	7,500	7,500	2,500	2,700
6940	OFFICIAL MEETINGS	30	200	200	200	200
6970	TRAINING	1,170	3,000	3,000	4,700	3,000
<b>Total: OPERATING EXPENSES</b>		<b>793,478</b>	<b>970,000</b>	<b>823,900</b>	<b>768,100</b>	<b>787,300</b>
<b>Total:</b>		<b>1,605,410</b>	<b>1,777,000</b>	<b>1,660,200</b>	<b>1,615,500</b>	<b>1,658,400</b>
<b>Fund/Division: 0014104</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(9.09) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4105</b>		<b>DEV SVCS-CODE SERVICES</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	166,724	206,400	177,600	201,600	208,400
4014	VACATION SELL BACK	1,971	2,000	1,200	2,500	3,000
4015	ALLOWANCES	1,879	2,900	2,600	2,900	2,900
4021	LONGEVITY PAY	3,315	3,900	2,200	2,200	2,200
4130	OVERTIME	5,253	2,000	2,000	2,600	3,000
4241	P.E.R.S	45,668	57,400	47,900	59,400	69,300
4244	MEDICAL/DENTAL INSURANCE	32,278	42,600	37,000	42,600	42,600
4245	LONG TERM DISABILITY	281	300	300	300	300
4247	LIFE INSURANCE	183	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,877	3,100	3,000	3,000	3,100
4299	VACANCY RATE	0	-9,600	0	-9,500	-10,100
<b>Total: SALARIES &amp; WAGES</b>		<b>260,429</b>	<b>311,200</b>	<b>274,000</b>	<b>307,800</b>	<b>324,900</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	1,286	1,500	1,800	2,100	2,500
5125	PRINT SHOP	1,052	1,000	1,000	1,600	2,000
5280	UNIFORM	567	1,200	500	1,600	1,600
<b>Total: SUPPLIES</b>		<b>2,905</b>	<b>3,700</b>	<b>3,300</b>	<b>5,300</b>	<b>6,100</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	2,221	42,500	30,000	38,000	39,000
6210	TELEPHONE	394	0	0	0	0
6310	MILEAGE	0	100	0	200	200
6730	OFFICE EQUIPMENT	824	0	0	0	800
6750	VEHICLE MAINTENANCE	0	500	300	0	0
6930	MEMBERSHIP & PUBLICATIONS	255	400	400	400	400
6940	OFFICIAL MEETINGS	230	3,700	2,600	2,700	4,200
6970	TRAINING	520	800	400	1,400	2,100
6971	TUITION REIMBURSEMENT	0	5,000	5,000	5,000	0
<b>Total: OPERATING EXPENSES</b>		<b>4,444</b>	<b>53,000</b>	<b>38,700</b>	<b>47,700</b>	<b>46,700</b>
<b>Total:</b>		<b>267,778</b>	<b>367,900</b>	<b>316,000</b>	<b>360,800</b>	<b>377,700</b>

**Fund/Division: 0014105**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(1.93) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4106</b>		<b>DEV SVCS-BUSINESS LICENSE</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	103,381	116,300	116,300	121,500	123,000
4011	SPECIALIST PAY	0	0	600	1,000	1,000
4014	VACATION SELL BACK	0	2,000	0	2,000	0
4021	LONGEVITY PAY	2,204	2,200	2,200	2,200	2,500
4130	OVERTIME	0	1,000	0	1,000	0
4241	P.E.R.S	27,934	32,400	32,400	37,200	42,600
4244	MEDICAL/DENTAL INSURANCE	19,198	24,400	23,900	24,400	24,400
4245	LONG TERM DISABILITY	173	200	200	200	200
4247	LIFE INSURANCE	113	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	573	1,800	1,800	1,800	1,800
4299	VACANCY RATE	0	-5,400	0	-5,700	-5,900
<b>Total: SALARIES &amp; WAGES</b>		<b>153,576</b>	<b>175,000</b>	<b>177,500</b>	<b>185,700</b>	<b>189,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	1,804	2,000	3,600	9,500	10,000
5125	PRINT SHOP	4,021	5,000	5,000	6,000	7,000
<b>Total: SUPPLIES</b>		<b>5,826</b>	<b>7,000</b>	<b>8,600</b>	<b>15,500</b>	<b>17,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	8,312	12,500	12,000	14,300	4,800
6310	MILEAGE	103	200	200	300	300
6730	OFFICE EQUIPMENT	0	400	0	400	0
6930	MEMBERSHIP & PUBLICATIONS	85	300	100	200	300
6940	OFFICIAL MEETINGS	422	1,300	200	1,300	2,300
6970	TRAINING	130	400	400	900	900
6971	TUITION REIMBURSEMENT	0	0	0	5,000	0
<b>Total: OPERATING EXPENSES</b>		<b>9,053</b>	<b>15,100</b>	<b>12,900</b>	<b>22,400</b>	<b>8,600</b>
<b>Total:</b>		<b>168,454</b>	<b>197,100</b>	<b>199,000</b>	<b>223,600</b>	<b>215,300</b>

**Fund/Division: 0014106**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

13.44 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4107</b>		<b>DEV SVCS-ENGINEERING</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	340,809	366,000	331,900	364,300	373,000
4014	VACATION SELL BACK	2,979	3,400	4,300	6,200	6,200
4015	ALLOWANCES	484	500	500	500	500
4021	LONGEVITY PAY	4,907	5,200	5,200	5,200	5,400
4032	PART-TIME NON-PERS	882	800	0	0	0
4241	P.E.R.S	93,156	103,900	93,600	112,000	129,500
4242	NON-PERSABLE COMPENSATION	389	400	800	900	900
4244	MEDICAL/DENTAL INSURANCE	45,629	49,500	47,300	53,400	53,400
4245	LONG TERM DISABILITY	378	400	400	400	400
4247	LIFE INSURANCE	446	500	600	700	700
4250	FICA/HOSPITAL INSURANCE	5,240	5,500	5,100	5,400	5,500
4299	VACANCY RATE	0	-15,700	0	-16,500	-17,300
<b>Total: SALARIES &amp; WAGES</b>		<b>495,298</b>	<b>520,400</b>	<b>489,700</b>	<b>532,500</b>	<b>558,200</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	2,826	3,000	3,000	3,000	3,000
5125	PRINT SHOP	643	1,000	1,000	1,000	1,000
<b>Total: SUPPLIES</b>		<b>3,469</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	67,857	60,900	50,000	53,400	53,400
6730	OFFICE EQUIPMENT	4,961	5,000	5,000	6,000	6,000
6930	MEMBERSHIP & PUBLICATIONS	948	1,800	1,500	1,700	1,800
6940	OFFICIAL MEETINGS	740	2,000	1,500	2,000	2,000
6970	TRAINING	652	1,500	1,000	1,500	1,500
<b>Total: OPERATING EXPENSES</b>		<b>75,157</b>	<b>71,200</b>	<b>59,000</b>	<b>64,600</b>	<b>64,700</b>
<b>Total:</b>		<b>573,924</b>	<b>595,600</b>	<b>552,700</b>	<b>601,100</b>	<b>626,900</b>

**Fund/Division: 0014107**

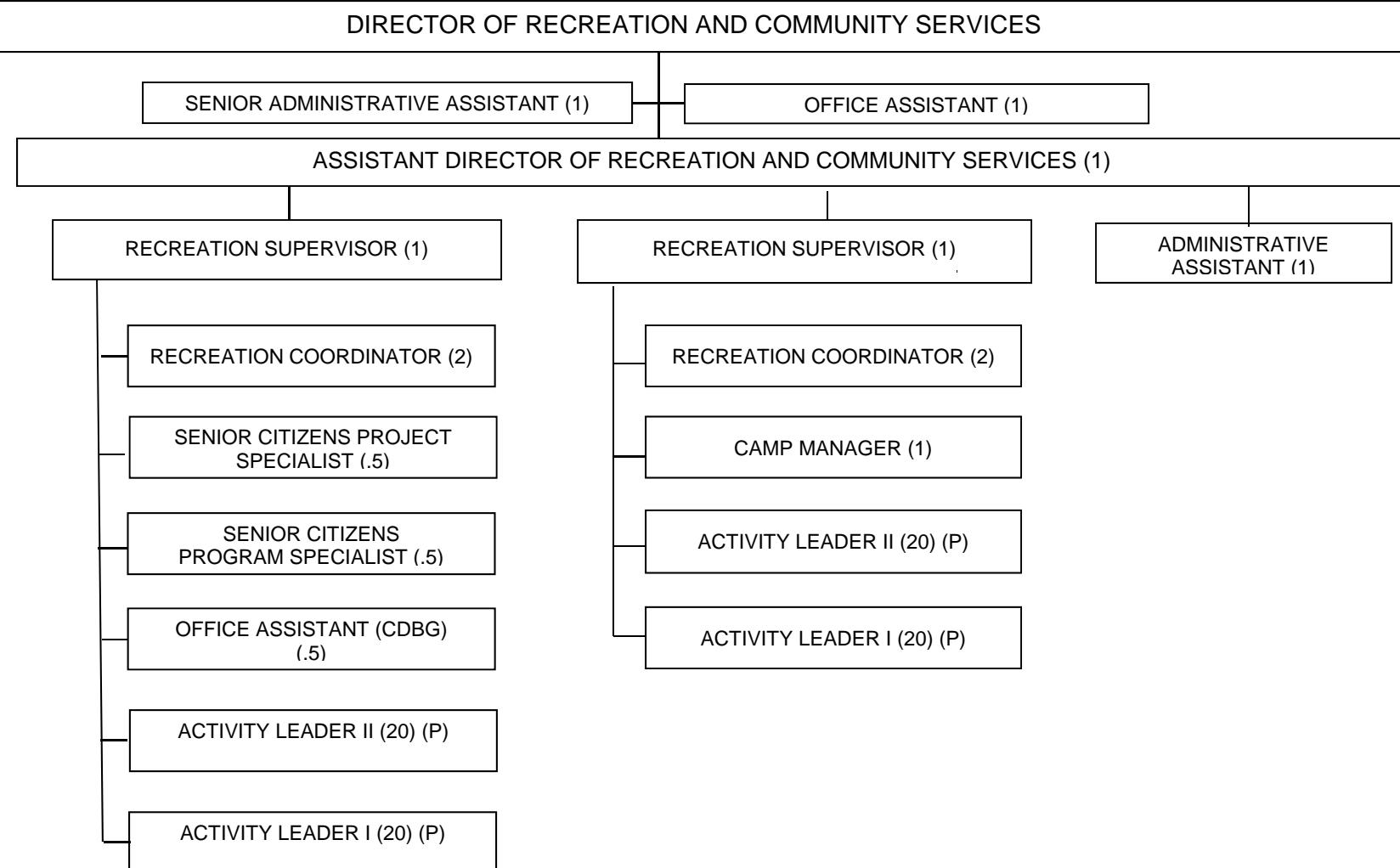
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.92 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4108</b>		<b>DSD-ECONOMIC DEVELOPMENT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	44,096	57,900	58,200	59,400	59,400
4014	VACATION SELL BACK	1,803	2,300	1,800	2,300	2,300
4021	LONGEVITY PAY	567	800	700	700	800
4241	P.E.R.S	12,262	16,500	16,600	18,500	20,900
4242	NON-PERSABLE COMPENSATION	221	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	7,692	10,500	10,300	10,500	10,500
4245	LONG TERM DISABILITY	50	100	100	100	100
4247	LIFE INSURANCE	144	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	739	900	1,000	900	900
4299	VACANCY RATE	0	-2,700	0	-2,800	-2,900
<b>Total: SALARIES &amp; WAGES</b>		<b>67,574</b>	<b>86,800</b>	<b>89,200</b>	<b>90,100</b>	<b>92,500</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	876	1,100	500	500	500
5125	PRINT SHOP	545	1,000	1,000	1,000	1,000
<b>Total: SUPPLIES</b>		<b>1,420</b>	<b>2,100</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	118,168	202,000	170,000	144,000	143,000
6930	MEMBERSHIP & PUBLICATIONS	7,875	8,900	8,900	12,000	12,000
6940	OFFICIAL MEETINGS	2,115	3,500	2,800	4,100	4,100
<b>Total: OPERATING EXPENSES</b>		<b>128,159</b>	<b>214,400</b>	<b>181,700</b>	<b>160,100</b>	<b>159,100</b>
<b>SPECIAL PROGRAMS</b>						
7214	CHAMBER OF COMMERCE	73,761	75,200	74,500	76,000	77,500
7218	PBID ASSESSMENT	0	5,000	5,000	5,000	5,000
<b>Total: SPECIAL PROGRAMS</b>		<b>73,761</b>	<b>80,200</b>	<b>79,500</b>	<b>81,000</b>	<b>82,500</b>
<b>Total:</b>		<b>270,914</b>	<b>383,500</b>	<b>351,900</b>	<b>332,700</b>	<b>335,600</b>
<b>Fund/Division: 0014108</b>		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
		(13.25) %				



# RECREATION AND COMMUNITY SERVICES



## RECREATION AND COMMUNITY SERVICES DEPARTMENT

---

### **Description:**

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

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

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

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

### **FY 2017-2018 Work Plan:**

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

1. Continue to operate a fiscally sound department and strengthen staff's knowledge of the budget and process.
2. Ensure there are accessible parks and recreation facilities that provide a positive experience and meet community needs.
3. Enhance the quality of life in the community by providing positive recreation programs, leisure opportunities, and community services to meet the diverse needs of City residents.
4. Build and maintain community partnerships, try to reach out and explore new relationships.
5. Improve the quality of existing recreation facilities. Continue to work cooperatively with the Arcadia Unified School District and the Public Works Services Department to maximize our efforts.
6. Continue to support and encourage relationships with volunteer groups, non-profit organizations, service clubs, and local businesses to provide recreational opportunities for the community.
7. Continue to develop and support volunteer programs in the community.
8. 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.
9. 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.
10. Begin to implement the findings of the Recreation and Parks Master Plan.

<i>RECREATION AND COMMUNITY SERVICES</i>	<i>No. of Employees Full Time Equivalent</i>
Administrative Assistant	1.00
Assistant Director of Recreation and Community Services	1.00
Director Of Recreation and Community Services	1.00
Office Assistant	1.62
Recreation Coordinator	4.00
Recreation Supervisor	3.00
Senior Administrative Assistant	1.00
Senior Citizen Project Specialist	0.50
Senior City Program Specialist	0.63
<b>TOTAL</b>	<b>13.75</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>5500</b>					
	<b>RECREATION &amp; COMMUNITY SERVICES</b>					
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	742,892	822,000	793,500	944,300	963,000
4011	SPECIALIST PAY	639	0	1,000	1,000	1,000
4014	VACATION SELL BACK	4,005	1,700	3,400	5,400	5,400
4015	ALLOWANCES	7,503	7,900	7,300	7,300	7,300
4021	LONGEVITY PAY	9,198	10,100	8,600	10,800	11,200
4030	PART-TIME PERS ONLY	43,119	16,000	0	0	0
4032	PART-TIME NON-PERS	386,611	475,300	464,900	473,700	473,700
4130	OVERTIME	16	0	0	0	0
4150	CONTRACT EMPLOYEES	-174	0	0	0	0
4241	P.E.R.S	211,832	233,200	223,600	285,600	328,500
4242	NON-PERSABLE COMPENSATION	1,912	2,600	1,900	2,400	2,400
4244	MEDICAL/DENTAL INSURANCE	141,195	167,400	163,000	185,300	185,300
4245	LONG TERM DISABILITY	1,213	1,700	1,300	1,700	1,700
4247	LIFE INSURANCE	1,769	1,900	2,000	2,200	2,200
4250	FICA/HOSPITAL INSURANCE	17,647	19,700	19,000	20,600	20,900
4299	VACANCY RATE	0	-53,000	0	-58,300	-60,100
<b>Total: SALARIES &amp; WAGES</b>		<b>1,569,376</b>	<b>1,706,500</b>	<b>1,689,500</b>	<b>1,882,000</b>	<b>1,942,500</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	15,546	17,800	17,800	16,500	16,500
5115	PROGRAM EXPENSES	20,614	18,200	18,200	19,000	19,000
5116	SENIOR MEAL PROGRAM	25,204	42,700	42,700	42,700	42,700
5125	PRINT SHOP	64,280	56,900	61,500	54,500	54,500
5210	ATHLETIC	5,054	10,400	10,400	6,000	6,000
5220	AWARDS	2,538	2,700	2,700	3,400	3,400
5230	BUILDING AND GROUNDS	14,570	30,500	18,500	16,700	16,700
5241	DAY CAMP	66,380	60,000	60,000	64,400	64,400
5242	WINTER/SPRING/FALL CAMP	1,543	3,000	3,000	3,000	3,000
5243	SPORTS CAMP	12,637	14,200	13,500	13,500	13,500
5244	NATURE	188	300	300	300	300
5250	CRAFT	845	800	800	1,000	1,000
5280	UNIFORM	2,958	2,500	2,500	2,700	2,700
5410	TOOLS	46	100	100	100	100
<b>Total: SUPPLIES</b>		<b>232,402</b>	<b>260,100</b>	<b>252,000</b>	<b>243,800</b>	<b>243,800</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	136,415	156,400	159,200	152,800	152,800
6163	CABLE TECH SERVICES	2,448	3,000	3,000	3,000	3,000
6169	CONTRACT EMPLOYEES	492,029	513,900	509,000	513,200	513,200
6210	TELEPHONE	10,873	9,200	12,600	10,100	10,100
6310	MILEAGE	0	300	100	300	300
6505	GENERAL LIABILITY	55,100	59,000	59,000	55,600	57,900
6507	WORKERS' COMPENSATION	65,400	71,500	71,500	76,800	79,100
6611	ELECTRIC	85,276	95,300	87,600	91,200	95,000
6612	GAS	5,454	6,100	6,500	6,800	7,000
6614	WATER	4,510	5,600	6,400	6,400	6,400
6730	OFFICE EQUIPMENT	1,952	4,200	4,200	4,200	4,200
6750	VEHICLE MAINTENANCE	8,350	8,200	6,000	7,200	7,300
6760	BUILDING REPAIR & MAINT	11,032	14,000	14,000	14,000	14,000
6930	MEMBERSHIP & PUBLICATIONS	1,656	6,100	6,100	7,300	7,300

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
6940	OFFICIAL MEETINGS	4,229	7,200	7,200	10,500	10,500
6960	EQUIPMENT REPLACEMENT	80,902	31,000	31,000	40,000	15,000
6970	TRAINING	0	200	200	200	200
6971	TUITION REIMBURSEMENT	0	0	0	4,100	4,100
6977	EMPLOYEE SUPPORT	636	700	700	700	700
6998	MISC EXP	320	400	400	500	500
<b>Total: OPERATING EXPENSES</b>		<b>966,583</b>	<b>992,300</b>	<b>984,700</b>	<b>1,004,900</b>	<b>988,600</b>
SPECIAL PROGRAMS						
7130	SENIOR CITIZENS COMM	2,557	3,000	3,500	3,000	3,000
7160	EXPENDITURE REIMBURSED	2,685	4,000	3,500	9,000	9,000
7206	BULK MAILING	16,000	16,000	16,000	16,000	16,000
7220	EXCURSIONS/SPECIAL EVENT	112,371	123,500	123,500	130,400	130,400
<b>Total: SPECIAL PROGRAMS</b>		<b>133,613</b>	<b>146,500</b>	<b>146,500</b>	<b>158,400</b>	<b>158,400</b>
<b>Total Division:</b>		<b>2,901,975</b>	<b>3,105,400</b>	<b>3,072,700</b>	<b>3,289,100</b>	<b>3,333,300</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR 5.92 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5501</b>		<b>RECREATION-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	242,274	253,100	253,900	261,600	263,900
4015	ALLOWANCES	5,204	5,200	5,200	5,200	5,200
4021	LONGEVITY PAY	3,306	3,300	3,300	3,400	3,800
4032	PART-TIME NON-PERS	3,588	5,000	5,000	5,000	5,000
4241	P.E.R.S	66,538	71,300	76,800	80,500	91,700
4242	NON-PERSABLE COMPENSATION	740	800	800	800	800
4244	MEDICAL/DENTAL INSURANCE	36,957	41,700	40,900	41,700	41,700
4245	LONG TERM DISABILITY	281	300	300	300	300
4247	LIFE INSURANCE	562	600	600	600	600
4250	FICA/HOSPITAL INSURANCE	3,374	3,800	4,200	3,800	3,900
4299	VACANCY RATE	0	-11,600	0	-12,100	-12,500
<b>Total: SALARIES &amp; WAGES</b>		<b>362,824</b>	<b>373,500</b>	<b>391,000</b>	<b>390,800</b>	<b>404,400</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	8,537	9,300	9,300	9,500	9,500
5125	PRINT SHOP	49,903	45,400	49,000	50,000	50,000
5230	BUILDING AND GROUNDS	1,505	1,500	1,500	1,500	1,500
<b>Total: SUPPLIES</b>		<b>59,945</b>	<b>56,200</b>	<b>59,800</b>	<b>61,000</b>	<b>61,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	1,475	13,200	20,500	13,200	13,200
6505	GENERAL LIABILITY	55,100	59,000	59,000	55,600	57,900
6507	WORKERS' COMPENSATION	65,400	71,500	71,500	76,800	79,100
6750	VEHICLE MAINTENANCE	6,636	7,000	4,500	6,000	6,100
6930	MEMBERSHIP & PUBLICATIONS	1,506	5,500	5,500	6,700	6,700
6940	OFFICIAL MEETINGS	4,229	7,200	7,200	10,500	10,500
6960	EQUIPMENT REPLACEMENT	80,902	31,000	31,000	40,000	15,000
6977	EMPLOYEE SUPPORT	636	700	700	700	700
6998	MISC EXP	320	400	400	500	500
<b>Total: OPERATING EXPENSES</b>		<b>216,205</b>	<b>195,500</b>	<b>200,300</b>	<b>210,000</b>	<b>189,700</b>
<b>SPECIAL PROGRAMS</b>						
7206	BULK MAILING	16,000	16,000	16,000	16,000	16,000
<b>Total: SPECIAL PROGRAMS</b>		<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Total:</b>		<b>654,974</b>	<b>641,200</b>	<b>667,100</b>	<b>677,800</b>	<b>671,100</b>
<b>Fund/Division: 0015501</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						5.71 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5502</b>		<b>RECREATION-COMMUNITY CTR</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	42,578	46,000	49,900	39,300	39,900
4014	VACATION SELL BACK	226	0	400	700	700
4015	ALLOWANCES	365	300	400	200	200
4021	LONGEVITY PAY	333	500	500	500	500
4032	PART-TIME NON-PERS	28,206	40,300	40,000	40,000	40,000
4241	P.E.R.S	11,442	12,700	13,900	12,000	13,700
4242	NON-PERSABLE COMPENSATION	183	200	200	100	100
4244	MEDICAL/DENTAL INSURANCE	8,947	9,100	10,600	6,700	6,700
4245	LONG TERM DISABILITY	79	100	100	100	100
4247	LIFE INSURANCE	140	200	200	100	100
4250	FICA/HOSPITAL INSURANCE	1,101	1,300	1,200	1,200	1,200
4299	VACANCY RATE	0	-3,300	0	-3,000	-3,100
<b>Total: SALARIES &amp; WAGES</b>		<b>93,599</b>	<b>107,400</b>	<b>117,400</b>	<b>97,900</b>	<b>100,100</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	793	2,000	2,000	2,000	2,000
5230	BUILDING AND GROUNDS	13,065	14,000	14,000	14,000	14,000
<b>Total: SUPPLIES</b>		<b>13,858</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	81,517	82,500	82,500	83,000	83,000
6163	CABLE TECH SERVICES	1,660	1,800	1,800	1,800	1,800
6210	TELEPHONE	8,073	6,600	9,400	7,500	7,500
6611	ELECTRIC	65,729	71,800	65,900	69,200	72,700
6612	GAS	4,815	5,100	5,700	6,000	6,200
6614	WATER	4,204	5,000	6,000	6,000	6,000
6730	OFFICE EQUIPMENT	1,850	4,000	4,000	4,000	4,000
6760	BUILDING REPAIR & MAINT	7,728	11,000	11,000	11,000	11,000
<b>Total: OPERATING EXPENSES</b>		<b>175,576</b>	<b>187,800</b>	<b>186,300</b>	<b>188,500</b>	<b>192,200</b>
<b>SPECIAL PROGRAMS</b>						
<b>Total: SPECIAL PROGRAMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>283,033</b>	<b>311,200</b>	<b>319,700</b>	<b>302,400</b>	<b>308,300</b>

**Fund/Division: 0015502**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(2.83) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5503</b>		<b>DANA GYM</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	71,932	88,700	75,700	80,300	83,000
4014	VACATION SELL BACK	374	300	200	500	500
4015	ALLOWANCES	180	300	200	200	200
4021	LONGEVITY PAY	431	1,300	400	700	700
4030	PART-TIME PERS ONLY	459	0	0	0	0
4032	PART-TIME NON-PERS	25,916	31,500	30,100	30,100	30,100
4241	P.E.R.S	18,883	24,700	20,200	23,900	27,900
4242	NON-PERSABLE COMPENSATION	91	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	17,325	20,700	19,100	18,200	18,200
4245	LONG TERM DISABILITY	143	100	200	100	100
4247	LIFE INSURANCE	138	100	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,521	1,800	1,800	1,700	1,700
4299	VACANCY RATE	0	-5,100	0	-4,700	-4,900
<b>Total: SALARIES &amp; WAGES</b>		<b>137,391</b>	<b>164,600</b>	<b>148,200</b>	<b>151,400</b>	<b>157,900</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	172	500	500	500	500
5210	ATHLETIC	979	2,200	2,200	2,200	2,200
<b>Total: SUPPLIES</b>		<b>1,150</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	34,223	39,500	35,000	35,000	35,000
6169	CONTRACT EMPLOYEES	80,670	90,800	90,300	90,300	90,300
6611	ELECTRIC	15,114	19,000	17,000	17,000	17,000
6612	GAS	638	1,000	800	800	800
6614	WATER	306	600	400	400	400
6760	BUILDING REPAIR & MAINT	3,304	3,000	3,000	3,000	3,000
6971	TUITION REIMBURSEMENT	0	0	0	1,200	1,200
<b>Total: OPERATING EXPENSES</b>		<b>134,256</b>	<b>153,900</b>	<b>146,500</b>	<b>147,700</b>	<b>147,700</b>
<b>SPECIAL PROGRAMS</b>						
7220	EXCURSIONS/SPECIAL EVENT	3,094	4,500	4,500	4,500	4,500
<b>Total: SPECIAL PROGRAMS</b>		<b>3,094</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Total:</b>		<b>275,892</b>	<b>325,700</b>	<b>301,900</b>	<b>306,300</b>	<b>312,800</b>
<b>Fund/Division: 0015503</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(5.96) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5504</b>		<b>RECREATION-FEE &amp; CHARGES</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	61,902	46,700	40,600	78,700	81,800
4014	VACATION SELL BACK	1,365	800	800	500	500
4015	ALLOWANCES	260	300	200	400	400
4021	LONGEVITY PAY	819	400	300	400	400
4030	PART-TIME PERS ONLY	388	0	0	0	0
4032	PART-TIME NON-PERS	22,795	16,500	22,200	21,200	21,200
4241	P.E.R.S	17,213	12,700	11,000	23,000	27,000
4242	NON-PERSABLE COMPENSATION	136	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	11,738	10,100	11,500	17,400	17,400
4245	LONG TERM DISABILITY	93	100	100	100	100
4247	LIFE INSURANCE	130	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,416	1,000	1,100	1,400	1,500
4299	VACANCY RATE	0	-2,700	0	-4,300	-4,500
<b>Total: SALARIES &amp; WAGES</b>		<b>118,255</b>	<b>86,200</b>	<b>88,000</b>	<b>139,200</b>	<b>146,200</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	213	500	500	500	500
5210	ATHLETIC	929	0	0	0	0
<b>Total: SUPPLIES</b>		<b>1,142</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>OPERATING EXPENSES</b>						
6169	CONTRACT EMPLOYEES	292,339	291,200	291,200	280,000	280,000
6970	TRAINING	0	200	200	200	200
<b>Total: OPERATING EXPENSES</b>		<b>292,339</b>	<b>291,400</b>	<b>291,400</b>	<b>280,200</b>	<b>280,200</b>
<b>SPECIAL PROGRAMS</b>						
7220	EXCURSIONS/SPECIAL EVENT	37,920	38,600	38,600	40,900	40,900
<b>Total: SPECIAL PROGRAMS</b>		<b>37,920</b>	<b>38,600</b>	<b>38,600</b>	<b>40,900</b>	<b>40,900</b>
<b>Total:</b>		<b>449,656</b>	<b>416,700</b>	<b>418,500</b>	<b>460,800</b>	<b>467,800</b>

**Fund/Division: 0015504**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

10.58 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5505</b>		<b>RECREATION-NATURE</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	10,604	14,700	5,600	31,600	32,300
4014	VACATION SELL BACK	226	0	100	300	300
4015	ALLOWANCES	97	100	0	0	0
4021	LONGEVITY PAY	2	100	100	300	300
4032	PART-TIME NON-PERS	35,497	38,900	40,000	42,500	42,500
4241	P.E.R.S	2,907	4,000	1,600	9,500	10,900
4242	NON-PERSABLE COMPENSATION	51	100	0	100	100
4244	MEDICAL/DENTAL INSURANCE	1,713	3,300	800	6,900	6,900
4245	LONG TERM DISABILITY	10	100	0	100	100
4247	LIFE INSURANCE	33	0	0	100	100
4250	FICA/HOSPITAL INSURANCE	686	900	500	1,100	1,100
4299	VACANCY RATE	0	-1,900	0	-2,800	-2,800
<b>Total: SALARIES &amp; WAGES</b>		<b>51,827</b>	<b>60,300</b>	<b>48,700</b>	<b>89,700</b>	<b>91,800</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	115	500	500	500	500
5230	BUILDING AND GROUNDS	0	3,000	3,000	1,200	1,200
5244	NATURE	188	300	300	300	300
5280	UNIFORM	0	300	300	300	300
5410	TOOLS	46	100	100	100	100
<b>Total: SUPPLIES</b>		<b>349</b>	<b>4,200</b>	<b>4,200</b>	<b>2,400</b>	<b>2,400</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	0	0	0	400	400
6163	CABLE TECH SERVICES	788	1,200	1,200	1,200	1,200
6169	CONTRACT EMPLOYEES	16,646	17,500	14,000	14,000	14,000
6210	TELEPHONE	2,338	2,200	2,700	2,200	2,200
6611	ELECTRIC	4,434	4,500	4,700	5,000	5,300
6730	OFFICE EQUIPMENT	102	200	200	200	200
6750	VEHICLE MAINTENANCE	1,713	1,200	1,500	1,200	1,200
6971	TUITION REIMBURSEMENT	0	0	0	500	500
<b>Total: OPERATING EXPENSES</b>		<b>26,021</b>	<b>26,800</b>	<b>24,300</b>	<b>24,700</b>	<b>25,000</b>
<b>SPECIAL PROGRAMS</b>						
7160	EXPENDITURE REIMBURSED	0	0	0	2,400	2,400
<b>Total: SPECIAL PROGRAMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>
<b>Total:</b>		<b>78,196</b>	<b>91,300</b>	<b>77,200</b>	<b>119,200</b>	<b>121,600</b>

**Fund/Division: 0015505**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

30.56 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5506</b>		<b>RECREATION-FIELDS</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	37,519	35,100	19,000	37,700	37,700
4014	VACATION SELL BACK	791	0	400	700	700
4015	ALLOWANCES	339	300	100	100	100
4021	LONGEVITY PAY	7	400	200	600	600
4032	PART-TIME NON-PERS	37	0	0	0	0
4241	P.E.R.S	10,278	9,700	5,300	11,800	13,300
4242	NON-PERSABLE COMPENSATION	180	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	5,467	7,100	3,100	6,400	6,400
4245	LONG TERM DISABILITY	35	100	0	100	100
4247	LIFE INSURANCE	115	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	610	500	300	600	600
4299	VACANCY RATE	0	-1,600	0	-1,800	-1,800
<b>Total: SALARIES &amp; WAGES</b>		<b>55,379</b>	<b>51,900</b>	<b>28,600</b>	<b>56,500</b>	<b>58,000</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	19,200	21,200	21,200	21,200	21,200
<b>Total: OPERATING EXPENSES</b>		<b>19,200</b>	<b>21,200</b>	<b>21,200</b>	<b>21,200</b>	<b>21,200</b>
SPECIAL PROGRAMS						
<b>Total: SPECIAL PROGRAMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>74,579</b>	<b>73,100</b>	<b>49,800</b>	<b>77,700</b>	<b>79,200</b>
Fund/Division: 0015506						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.29 %	

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5507</b>		<b>RECREATION-SENIOR CITIZEN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	216,080	204,900	229,100	240,100	244,400
4011	SPECIALIST PAY	639	0	1,000	1,000	1,000
4014	VACATION SELL BACK	893	500	800	1,200	1,200
4015	ALLOWANCES	591	500	500	500	500
4021	LONGEVITY PAY	3,394	2,400	2,400	2,800	2,800
4032	PART-TIME NON-PERS	6,939	13,400	13,400	13,700	13,700
4150	CONTRACT EMPLOYEES	-174	0	0	0	0
4241	P.E.R.S.	57,603	56,700	61,600	71,700	82,300
4242	NON-PERSABLE COMPENSATION	299	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	45,565	45,500	50,000	51,200	51,200
4245	LONG TERM DISABILITY	477	500	500	500	500
4247	LIFE INSURANCE	471	500	500	500	500
4250	FICA/HOSPITAL INSURANCE	3,550	3,200	3,900	3,700	3,800
4299	VACANCY RATE	0	-9,900	0	-11,600	-12,100
<b>Total: SALARIES &amp; WAGES</b>		<b>336,328</b>	<b>318,500</b>	<b>364,000</b>	<b>375,600</b>	<b>390,100</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	4,980	4,200	4,200	2,700	2,700
5115	PROGRAM EXPENSES	20,614	18,200	18,200	19,000	19,000
5116	SENIOR MEAL PROGRAM	25,204	42,700	42,700	42,700	42,700
5125	PRINT SHOP	12,993	11,000	12,000	4,000	4,000
5230	BUILDING AND GROUNDS	0	12,000	0	0	0
<b>Total: SUPPLIES</b>		<b>63,791</b>	<b>88,100</b>	<b>77,100</b>	<b>68,400</b>	<b>68,400</b>
<b>OPERATING EXPENSES</b>						
6169	CONTRACT EMPLOYEES	65,433	77,000	77,000	77,000	77,000
<b>Total: OPERATING EXPENSES</b>		<b>65,433</b>	<b>77,000</b>	<b>77,000</b>	<b>77,000</b>	<b>77,000</b>
<b>SPECIAL PROGRAMS</b>						
7130	SENIOR CITIZENS COMM	2,557	3,000	3,500	3,000	3,000
7160	EXPENDITURE REIMBURSED	2,453	2,500	3,500	6,600	6,600
7220	EXCURSIONS/SPECIAL EVENT	18,627	21,700	21,700	24,500	24,500
<b>Total: SPECIAL PROGRAMS</b>		<b>23,638</b>	<b>27,200</b>	<b>28,700</b>	<b>34,100</b>	<b>34,100</b>
<b>Total:</b>		<b>489,189</b>	<b>510,800</b>	<b>546,800</b>	<b>555,100</b>	<b>569,600</b>
<b>Fund/Division: 0015507</b>						8.67 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5508</b>		<b>RECREATION-CAMPING</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	14,981	33,900	33,000	36,100	37,200
4014	VACATION SELL BACK	0	0	200	500	500
4015	ALLOWANCES	133	300	200	200	200
4021	LONGEVITY PAY	231	500	400	400	400
4030	PART-TIME PERS ONLY	2,103	3,500	0	0	0
4032	PART-TIME NON-PERS	76,871	110,700	95,000	95,800	95,800
4241	P.E.R.S	4,639	10,500	9,200	11,000	12,800
4242	NON-PERSABLE COMPENSATION	66	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	3,463	7,300	7,100	7,300	7,300
4245	LONG TERM DISABILITY	23	100	0	100	100
4247	LIFE INSURANCE	48	0	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,386	2,200	1,300	1,900	1,900
4299	VACANCY RATE	0	-5,100	0	-4,600	-4,700
<b>Total: SALARIES &amp; WAGES</b>		<b>103,945</b>	<b>164,100</b>	<b>146,600</b>	<b>148,900</b>	<b>151,700</b>
<b>SUPPLIES</b>						
5241	DAY CAMP	66,380	60,000	60,000	64,400	64,400
5242	WINTER/SPRING/FALL CAMP	1,543	3,000	3,000	3,000	3,000
5243	SPORTS CAMP	12,637	14,200	13,500	13,500	13,500
<b>Total: SUPPLIES</b>		<b>80,560</b>	<b>77,200</b>	<b>76,500</b>	<b>80,900</b>	<b>80,900</b>
<b>OPERATING EXPENSES</b>						
6310	MILEAGE	0	300	100	300	300
6971	TUITION REIMBURSEMENT	0	0	0	500	500
<b>Total: OPERATING EXPENSES</b>		<b>0</b>	<b>300</b>	<b>100</b>	<b>800</b>	<b>800</b>
<b>Total:</b>		<b>184,505</b>	<b>241,600</b>	<b>223,200</b>	<b>230,600</b>	<b>233,400</b>
<b>Fund/Division: 0015508</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(4.55) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5510</b>		<b>RECREATION-YOUTH MASTER</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	36,688	84,700	74,600	120,800	124,100
4014	VACATION SELL BACK	0	0	400	700	700
4015	ALLOWANCES	299	500	400	400	400
4021	LONGEVITY PAY	519	1,000	900	1,600	1,600
4030	PART-TIME PERS ONLY	40,169	12,500	0	0	0
4032	PART-TIME NON-PERS	176,093	204,500	204,700	200,400	200,400
4130	OVERTIME	16	0	0	0	0
4241	P.E.R.S.	20,008	26,900	20,600	36,800	42,600
4242	NON-PERSABLE COMPENSATION	148	300	200	400	400
4244	MEDICAL/DENTAL INSURANCE	8,170	19,700	17,200	25,900	25,900
4245	LONG TERM DISABILITY	55	200	100	200	200
4247	LIFE INSURANCE	112	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	3,703	4,500	4,300	4,700	4,700
4299	VACANCY RATE	0	-10,700	0	-11,800	-12,100
<b>Total: SALARIES &amp; WAGES</b>		<b>285,981</b>	<b>344,400</b>	<b>323,600</b>	<b>380,400</b>	<b>389,200</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	445	500	500	500	500
5125	PRINT SHOP	1,384	500	500	500	500
5210	ATHLETIC	3,146	8,200	8,200	3,800	3,800
5220	AWARDS	2,538	2,700	2,700	3,400	3,400
5250	CRAFT	845	800	800	1,000	1,000
5280	UNIFORM	2,958	2,200	2,200	2,400	2,400
<b>Total: SUPPLIES</b>		<b>11,315</b>	<b>14,900</b>	<b>14,900</b>	<b>11,600</b>	<b>11,600</b>
<b>OPERATING EXPENSES</b>						
6169	CONTRACT EMPLOYEES	9,396	9,400	8,500	8,500	8,500
6210	TELEPHONE	462	400	500	400	400
6930	MEMBERSHIP & PUBLICATIONS	150	600	600	600	600
6971	TUITION REIMBURSEMENT	0	0	0	1,900	1,900
<b>Total: OPERATING EXPENSES</b>		<b>10,008</b>	<b>10,400</b>	<b>9,600</b>	<b>11,400</b>	<b>11,400</b>
<b>SPECIAL PROGRAMS</b>						
7160	EXPENDITURE REIMBURSED	232	1,500	0	0	0
7220	EXCURSIONS/SPECIAL EVENT	52,729	58,200	58,200	60,000	60,000
<b>Total: SPECIAL PROGRAMS</b>		<b>52,961</b>	<b>59,700</b>	<b>58,200</b>	<b>60,000</b>	<b>60,000</b>
<b>Total:</b>		<b>360,266</b>	<b>429,400</b>	<b>406,300</b>	<b>463,400</b>	<b>472,200</b>
<b>Fund/Division: 0015510</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						7.92 %

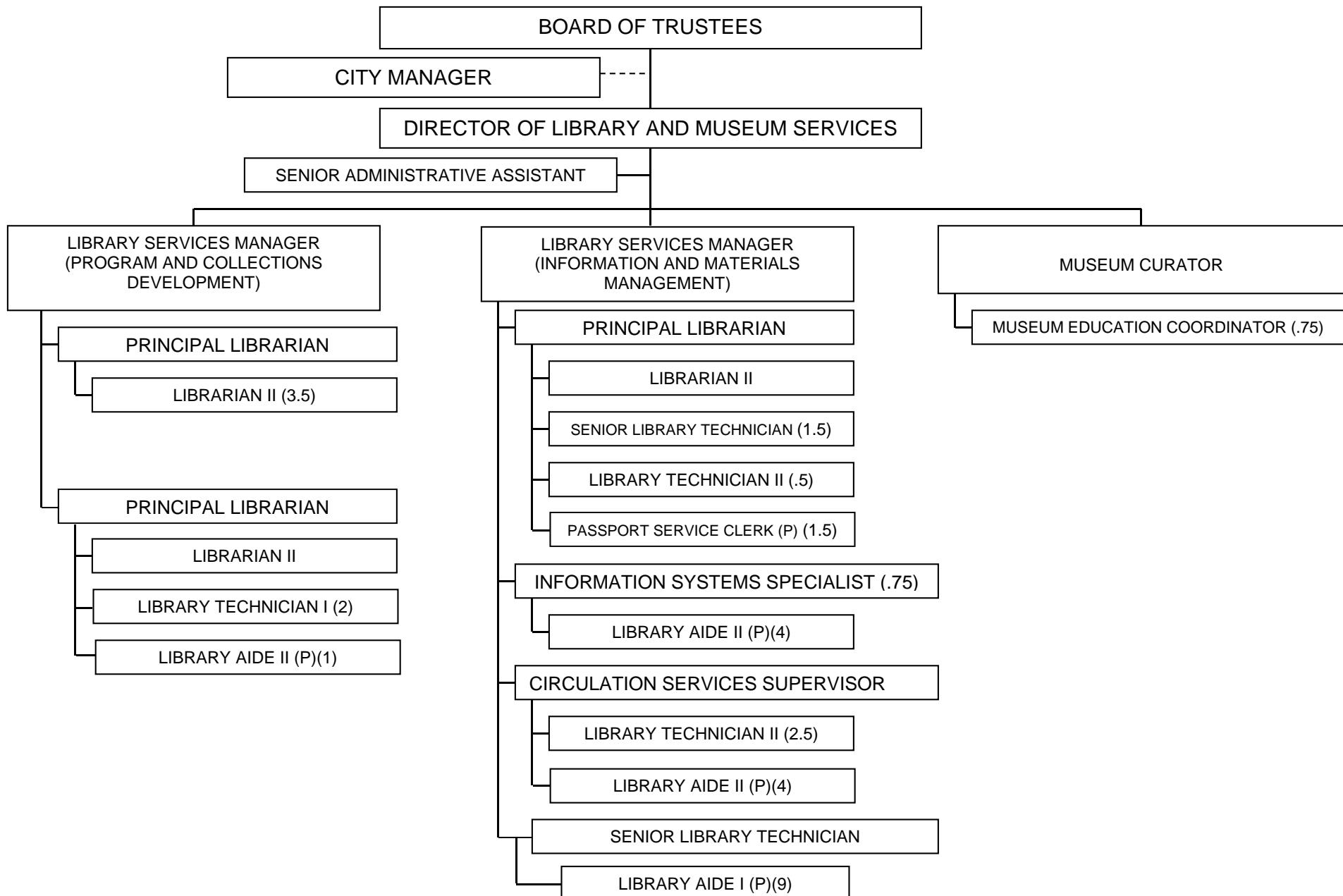
ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5520</b>		<b>RECREATION-MUSEUM EDUCATN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	8,334	14,200	12,100	18,100	18,700
4014	VACATION SELL BACK	130	100	100	300	300
4015	ALLOWANCES	35	100	100	100	100
4021	LONGEVITY PAY	158	200	100	100	100
4032	PART-TIME NON-PERS	10,669	14,500	14,500	25,000	25,000
4241	P.E.R.S	2,321	4,000	3,400	5,400	6,300
4242	NON-PERSABLE COMPENSATION	17	100	0	0	0
4244	MEDICAL/DENTAL INSURANCE	1,849	2,900	2,700	3,600	3,600
4245	LONG TERM DISABILITY	15	100	0	100	100
4247	LIFE INSURANCE	20	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	301	500	400	500	500
4299	VACANCY RATE	0	-1,100	0	-1,600	-1,600
<b>Total: SALARIES &amp; WAGES</b>		<b>23,848</b>	<b>35,600</b>	<b>33,400</b>	<b>51,600</b>	<b>53,100</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	292	300	300	300	300
<b>Total: SUPPLIES</b>		<b>292</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>OPERATING EXPENSES</b>						
6169	CONTRACT EMPLOYEES	27,546	28,000	28,000	43,400	43,400
<b>Total: OPERATING EXPENSES</b>		<b>27,546</b>	<b>28,000</b>	<b>28,000</b>	<b>43,400</b>	<b>43,400</b>
<b>SPECIAL PROGRAMS</b>						
7220	EXCURSIONS/SPECIAL EVENT	0	500	500	500	500
<b>Total: SPECIAL PROGRAMS</b>		<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total:</b>		<b>51,686</b>	<b>64,400</b>	<b>62,200</b>	<b>95,800</b>	<b>97,300</b>

**Fund/Division: 0015520**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

48.76 %

# LIBRARY AND MUSEUM SERVICES



## LIBRARY AND MUSEUM SERVICES DEPARTMENT

---

### **Description:**

#### Library

The Library offers a wide variety of 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 that brings people, information, and ideas together. It enriches lives, builds community, and offers an array of programs and services designed specifically to meet the interests and needs of its citizenry.

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

The Program and Collections Division is responsible for five sections of the Library including Adult and Teen Services, Children's Services, Marketing and Publicity, Community Engagement and the Volunteer program. The Adult and Teen Services and Children and Youth Services sections provide patron assistance, including reference and readers' advisory, technology and digital literacy classes, educational and cultural programs, and select and manage collections for all ages in a variety of media, languages, and formats. The primary responsibility for the Arcadia History Room and Arcadia History research is under the Adult and Teen Services section. The Program and Collections Division is also responsible for community engagement, developing and maintaining partnerships with schools, community groups, and organizations. It is at the forefront of the Library's current and emerging technologies, and has oversight of the Library's social media presence, as well as marketing and publicity for the Library and Museum.

The Information and Materials Management Division is responsible for four sections of the Library including the operations of the Circulation Desk (Front Counter), in-house Computer and Technology Support for Library and Museum Services, the public Technology Center, and the Acquisitions and Cataloging section. The front counter is responsible for the core library services of material check-in, check-out, patron accounts, fines and fees, reserves, homebound services, and shelving management of over a half a million items per year. The Information Technology Services section provides support for computer software, hardware, and network infrastructure for both the Library and Museum, including the free Wi-Fi network, high speed Internet access, website presence, including updates for both the Library and Museum. This section also provides patron assistance in the Technology Center and throughout the Library with print, photocopy, scanning, and other technology related questions. The Acquisitions and Cataloging section is responsible for ordering, cataloging, and processing of

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

all new materials, and the eventual discarding of worn or out-of-date items. The section also handles Interlibrary Loan services and provides updating and maintenance of the Library's Catalog.

### 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 from Native Americans through the present. These five permanent exhibit spaces are dedicated to Arcadia's chronological story and also include the "Arcadia Veterans Local History Room" that tells individual stories of the City's Veterans and Home Town Heroes; "Anita Baldwin: A Portrait;" "Arcadia's Walk of Fame;" and "Movie Magic: Arcadia in the Movies." Temporary, rotating exhibits are also offered inside the Museum and throughout the City incorporating the City's various cultures, history, and local artists. The Museum provides opportunities and forums for the community to share their stories and honor the past. The Museum presents programs for all ages incorporating education about Arcadia's history; school and scout programs; and 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 2017-2018 Work Plan:**

#### Library

1. Provide collections, services, and programs that enrich lives, build community, and meet the needs and interests of Arcadia's diverse citizenry.
2. Utilize, update, and maintain appropriate technology to meet organizational and community needs.
3. Continue to incorporate the findings of the community needs assessment into Library services and programs.
4. Provide information on library resources and promote communication and engagement with the community.
5. 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.

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

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. Work to update the Museum's Long Range Plan.
7. Engage in the American Association of State and Local History's StEPs (Standards and Excellence Program for History Organizations) program; working toward the Museum's accreditation with the American Alliance of Museums.
8. Collaborate with the Friends of the Museum.

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

Circulation Services Supervisor	1.00
Director of Library/Museum Services	1.00
Historical Museum Curator	1.00
Information System Specialist	0.75
Librarian II	5.50
Library Services Manager	2.00
Library Technician I	2.50
Library Technician II	2.50
Museum Education Coordinator	0.75
Principal Librarian	3.00
Senior Administrative Assistant	1.00
Senior Library Technician	2.50
<b>TOTAL</b>	<b>23.50</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>5600</b>	<b>LIBRARY &amp; MUSEUM SERVICES</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	1,639,582	1,706,200	1,608,200	1,717,400	1,751,300
4011	SPECIALIST PAY	2,919	3,000	3,000	3,000	3,000
4014	VACATION SELL BACK	10,732	6,700	6,100	5,700	5,700
4015	ALLOWANCES	3,873	3,900	2,300	3,000	3,000
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	26,884	27,700	25,700	24,900	26,100
4030	PART-TIME PERS ONLY	6,315	10,300	0	0	0
4032	PART-TIME NON-PERS	133,352	165,600	182,200	241,200	241,200
4130	OVERTIME	1,421	2,000	2,000	2,100	2,100
4241	P.E.R.S.	450,568	482,700	449,600	522,800	602,000
4242	NON-PERSABLE COMPENSATION	1,794	1,900	1,500	1,200	1,300
4244	MEDICAL/DENTAL INSURANCE	268,286	293,200	270,700	293,200	293,200
4245	LONG TERM DISABILITY	2,552	2,600	2,500	2,700	2,700
4247	LIFE INSURANCE	2,582	2,700	2,400	2,400	2,400
4250	FICA/HOSPITAL INSURANCE	23,369	28,300	25,600	28,000	28,400
4299	VACANCY RATE	0	-82,200	0	-84,000	-87,300
<b>Total: SALARIES &amp; WAGES</b>		<b>2,574,728</b>	<b>2,655,100</b>	<b>2,582,300</b>	<b>2,764,100</b>	<b>2,875,600</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	30,994	29,600	29,600	43,600	38,200
5115	PROGRAM EXPENSES	22,986	24,800	24,800	17,900	14,800
5125	PRINT SHOP	9,861	11,500	11,500	13,200	13,200
5230	BUILDING AND GROUNDS	16,786	13,300	13,300	13,300	13,300
<b>Total: SUPPLIES</b>		<b>80,627</b>	<b>79,200</b>	<b>79,200</b>	<b>88,000</b>	<b>79,500</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	157,751	180,562	182,300	158,100	158,400
6210	TELEPHONE	23,993	20,400	31,400	32,700	30,700
6310	MILEAGE	630	600	600	600	600
6505	GENERAL LIABILITY	64,400	70,700	70,700	65,400	68,100
6507	WORKERS' COMPENSATION	37,700	40,500	40,500	43,200	44,800
6611	ELECTRIC	122,482	132,500	117,000	122,900	129,000
6612	GAS	7,642	7,900	7,800	8,200	8,500
6614	WATER	2,557	2,500	3,300	3,500	3,700
6730	OFFICE EQUIPMENT	40,853	45,300	44,700	49,700	45,600
6750	VEHICLE MAINTENANCE	1,724	2,500	2,500	2,500	2,500
6760	BUILDING REPAIR & MAINT	6,652	11,800	11,800	10,500	10,500
6921	BIBLIOGRAPHIC UTILITIES	27,223	28,600	30,500	29,000	29,000
6922	LIBRARY MATERIALS	244,926	245,000	245,000	221,700	221,700
6923	ELECTRONIC RESOURCES	19,499	22,500	22,500	60,900	60,900
6925	ARTIFACT	3,013	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	5,668	6,200	6,200	6,700	6,700
6940	OFFICIAL MEETINGS	4,389	6,300	2,200	6,800	6,800
6960	EQUIPMENT REPLACEMENT	53,564	259,600	259,600	168,900	155,400
6970	TRAINING	3,534	3,600	2,800	3,600	3,600
6971	TUITION REIMBURSEMENT	6,427	7,200	7,200	6,200	6,200
6977	EMPLOYEE SUPPORT	1,050	1,100	1,100	1,100	1,100
<b>Total: OPERATING EXPENSES</b>		<b>835,678</b>	<b>1,097,862</b>	<b>1,092,200</b>	<b>1,004,700</b>	<b>996,300</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>Total Division:</b>		<b>3,491,033</b>	<b>3,832,162</b>	<b>3,753,700</b>	<b>3,856,800</b>	<b>3,951,400</b>
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.64 %	

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5601</b>		<b>LIBRARY-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	418,979	434,600	377,500	407,200	418,600
4014	VACATION SELL BACK	5,506	4,000	2,400	1,200	1,200
4015	ALLOWANCES	3,207	3,200	2,300	2,300	2,300
4021	LONGEVITY PAY	6,062	6,100	5,000	4,400	4,900
4032	PART-TIME NON-PERS	7,074	8,000	24,600	8,000	8,000
4241	P.E.R.S	114,038	121,700	104,600	121,500	141,200
4242	NON-PERSABLE COMPENSATION	1,794	1,900	1,500	1,200	1,300
4244	MEDICAL/DENTAL INSURANCE	56,900	61,800	53,000	61,800	61,800
4245	LONG TERM DISABILITY	396	400	300	400	400
4247	LIFE INSURANCE	1,178	1,200	1,000	900	900
4250	FICA/HOSPITAL INSURANCE	6,239	6,500	6,500	6,100	6,200
4299	VACANCY RATE	0	-19,500	0	-18,500	-19,400
<b>Total: SALARIES &amp; WAGES</b>		<b>621,373</b>	<b>629,900</b>	<b>578,700</b>	<b>596,500</b>	<b>627,400</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	5,190	6,500	6,500	6,500	6,500
5115	PROGRAM EXPENSES	13,119	15,300	15,300	6,500	5,300
5125	PRINT SHOP	8,015	9,600	9,600	10,500	10,500
5230	BUILDING AND GROUNDS	15,198	12,000	12,000	12,000	12,000
<b>Total: SUPPLIES</b>		<b>41,521</b>	<b>43,400</b>	<b>43,400</b>	<b>35,500</b>	<b>34,300</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	138,256	160,662	162,100	137,300	137,600
6210	TELEPHONE	22,673	19,200	30,000	30,200	28,200
6310	MILEAGE	249	300	300	300	300
6505	GENERAL LIABILITY	64,400	70,700	70,700	65,400	68,100
6507	WORKERS' COMPENSATION	37,700	40,500	40,500	43,200	44,800
6611	ELECTRIC	122,482	132,500	117,000	122,900	129,000
6612	GAS	7,642	7,900	7,800	8,200	8,500
6614	WATER	2,557	2,500	3,300	3,500	3,700
6730	OFFICE EQUIPMENT	40,117	44,200	43,600	44,600	44,600
6750	VEHICLE MAINTENANCE	1,724	2,500	2,500	2,500	2,500
6760	BUILDING REPAIR & MAINT	4,569	7,300	7,300	7,000	7,000
6930	MEMBERSHIP & PUBLICATIONS	4,693	5,100	5,100	5,500	5,500
6940	OFFICIAL MEETINGS	3,899	4,900	800	4,900	4,900
6960	EQUIPMENT REPLACEMENT	53,564	236,100	236,100	162,400	121,300
6970	TRAINING	2,560	2,600	1,800	2,600	2,600
6971	TUITION REIMBURSEMENT	6,427	7,200	7,200	6,200	6,200
6977	EMPLOYEE SUPPORT	1,050	1,100	1,100	1,100	1,100
<b>Total: OPERATING EXPENSES</b>		<b>514,562</b>	<b>745,262</b>	<b>737,200</b>	<b>647,800</b>	<b>615,900</b>
<b>Total:</b>		<b>1,177,456</b>	<b>1,418,562</b>	<b>1,359,300</b>	<b>1,279,800</b>	<b>1,277,600</b>
<b>Fund/Division: 0015601</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(9.78) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5602</b>		<b>LIBRARY-INFORMATION SYSTEM</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	51,293	43,800	41,500	46,000	48,200
4014	VACATION SELL BACK	654	0	0	0	0
4015	ALLOWANCES	666	700	0	700	700
4021	LONGEVITY PAY	1,102	0	0	0	0
4032	PART-TIME NON-PERS	32,877	38,500	38,500	41,200	41,200
4241	P.E.R.S	14,264	11,400	10,600	13,000	15,500
4244	MEDICAL/DENTAL INSURANCE	5,816	6,100	5,500	6,100	6,100
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,058	1,400	1,200	1,300	1,300
4299	VACANCY RATE	0	-3,100	0	-3,300	-3,400
<b>Total: SALARIES &amp; WAGES</b>		<b>107,894</b>	<b>99,000</b>	<b>97,500</b>	<b>105,200</b>	<b>109,800</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	913	1,000	1,000	1,000	1,000
<b>Total: SUPPLIES</b>		<b>913</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total:</b>		<b>108,807</b>	<b>100,000</b>	<b>98,500</b>	<b>106,200</b>	<b>110,800</b>

Fund/Division: 0015602

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.20 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5603</b>	<b>LIBRARY-SHELVING MGMT</b>					
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	58,460	58,400	51,900	52,400	55,100
4011	SPECIALIST PAY	0	0	800	1,000	1,000
4021	LONGEVITY PAY	2,204	2,200	400	500	500
4030	PART-TIME PERS ONLY	6,315	10,300	0	0	0
4032	PART-TIME NON-PERS	54,194	69,200	69,200	85,500	85,500
4241	P.E.R.S	18,191	20,000	13,600	15,300	18,100
4244	MEDICAL/DENTAL INSURANCE	11,420	12,200	12,000	12,200	12,200
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	889	2,100	1,700	2,000	2,000
4299	VACANCY RATE	0	-5,200	0	-5,100	-5,200
<b>Total: SALARIES &amp; WAGES</b>		<b>151,836</b>	<b>169,400</b>	<b>149,800</b>	<b>164,000</b>	<b>169,400</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	329	300	300	300	300
<b>Total: SUPPLIES</b>		<b>329</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total:</b>		<b>152,166</b>	<b>169,700</b>	<b>150,100</b>	<b>164,300</b>	<b>169,700</b>

Fund/Division: 0015603

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(3.18) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5604</b>		<b>LIBRARY-CIRCULATION</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	169,370	178,400	177,300	186,800	190,900
4011	SPECIALIST PAY	1,946	1,000	1,200	1,000	1,000
4014	VACATION SELL BACK	1,899	0	1,000	2,000	2,000
4021	LONGEVITY PAY	2,307	3,300	3,300	3,300	3,700
4032	PART-TIME NON-PERS	32,563	40,700	40,700	43,500	43,500
4241	P.E.R.S	46,198	49,600	49,400	56,700	65,600
4244	MEDICAL/DENTAL INSURANCE	40,871	42,600	43,100	42,600	42,600
4245	LONG TERM DISABILITY	388	400	400	400	400
4247	LIFE INSURANCE	253	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,321	3,300	2,700	3,400	3,400
4299	VACANCY RATE	0	-9,600	0	-10,200	-10,600
<b>Total: SALARIES &amp; WAGES</b>		<b>298,115</b>	<b>310,000</b>	<b>319,400</b>	<b>329,800</b>	<b>342,800</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	7,154	3,800	3,800	7,400	3,800
<b>Total: SUPPLIES</b>		<b>7,154</b>	<b>3,800</b>	<b>3,800</b>	<b>7,400</b>	<b>3,800</b>
<b>Total:</b>		<b>305,269</b>	<b>313,800</b>	<b>323,200</b>	<b>337,200</b>	<b>346,600</b>
<b>Fund/Division: 0015604</b>						7.46 %
<b>OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR</b>						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5605</b>		<b>LIBRARY-CHILDREN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	240,879	258,900	219,400	259,600	263,500
4014	VACATION SELL BACK	304	300	0	0	0
4021	LONGEVITY PAY	1,205	2,200	2,200	2,200	2,200
4032	PART-TIME NON-PERS	6,642	9,200	9,200	10,000	10,000
4241	P.E.R.S	64,691	71,700	61,400	78,700	90,100
4244	MEDICAL/DENTAL INSURANCE	43,292	48,700	38,000	48,700	48,700
4245	LONG TERM DISABILITY	454	500	400	500	500
4247	LIFE INSURANCE	296	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	3,654	3,900	3,500	3,900	4,000
4299	VACANCY RATE	0	-11,900	0	-12,100	-12,600
<b>Total: SALARIES &amp; WAGES</b>		<b>361,418</b>	<b>383,800</b>	<b>334,300</b>	<b>391,800</b>	<b>406,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	2,303	2,400	2,400	2,400	2,400
5115	PROGRAM EXPENSES	592	500	500	1,100	500
<b>Total: SUPPLIES</b>		<b>2,895</b>	<b>2,900</b>	<b>2,900</b>	<b>3,500</b>	<b>2,900</b>
<b>OPERATING EXPENSES</b>						
6922	LIBRARY MATERIALS	56,701	57,500	57,500	57,500	57,500
6923	ELECTRONIC RESOURCES	3,499	4,500	4,500	7,100	7,100
<b>Total: OPERATING EXPENSES</b>		<b>60,200</b>	<b>62,000</b>	<b>62,000</b>	<b>64,600</b>	<b>64,600</b>
<b>Total:</b>		<b>424,513</b>	<b>448,700</b>	<b>399,200</b>	<b>459,900</b>	<b>474,200</b>

**Fund/Division: 0015605**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

2.50 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5607</b>		<b>LIBRARY-TECHNICAL</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	268,267	276,000	280,900	288,100	290,400
4011	SPECIALIST PAY	0	1,000	0	0	0
4014	VACATION SELL BACK	0	1,200	1,300	1,500	1,500
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	6,634	5,500	6,600	5,500	5,600
4241	P.E.R.S	74,280	78,600	79,600	89,200	101,500
4244	MEDICAL/DENTAL INSURANCE	41,902	48,700	46,200	48,700	48,700
4245	LONG TERM DISABILITY	463	500	500	500	500
4247	LIFE INSURANCE	301	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,818	4,200	3,100	4,300	4,300
4299	VACANCY RATE	0	-12,500	0	-13,200	-13,600
<b>Total: SALARIES &amp; WAGES</b>		<b>395,163</b>	<b>404,000</b>	<b>419,000</b>	<b>425,400</b>	<b>439,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	11,645	11,700	11,700	15,100	14,300
<b>Total: SUPPLIES</b>		<b>11,645</b>	<b>11,700</b>	<b>11,700</b>	<b>15,100</b>	<b>14,300</b>
<b>OPERATING EXPENSES</b>						
6921	BIBLIOGRAPHIC UTILITIES	27,223	28,600	30,500	29,000	29,000
6922	LIBRARY MATERIALS	8,529	8,500	8,500	8,500	8,500
<b>Total: OPERATING EXPENSES</b>		<b>35,752</b>	<b>37,100</b>	<b>39,000</b>	<b>37,500</b>	<b>37,500</b>
<b>Total:</b>		<b>442,560</b>	<b>452,800</b>	<b>469,700</b>	<b>478,000</b>	<b>491,500</b>

**Fund/Division: 0015607**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

5.57 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5608</b>		<b>LIBRARY-ADULT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	344,018	354,900	358,400	372,600	378,200
4011	SPECIALIST PAY	973	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	2,369	1,200	1,400	1,000	1,000
4021	LONGEVITY PAY	6,269	7,300	7,100	7,600	7,600
4241	P.E.R.S	95,594	101,600	102,300	116,500	133,400
4244	MEDICAL/DENTAL INSURANCE	53,515	54,800	55,100	54,800	54,800
4245	LONG TERM DISABILITY	496	500	500	500	500
4247	LIFE INSURANCE	323	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	5,002	5,300	5,200	5,500	5,600
4299	VACANCY RATE	0	-15,800	0	-16,800	-17,500
<b>Total: SALARIES &amp; WAGES</b>		<b>508,559</b>	<b>511,100</b>	<b>531,300</b>	<b>543,000</b>	<b>564,900</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	1,598	1,600	1,600	1,600	1,600
5115	PROGRAM EXPENSES	1,058	1,000	1,000	2,000	1,000
<b>Total: SUPPLIES</b>		<b>2,655</b>	<b>2,600</b>	<b>2,600</b>	<b>3,600</b>	<b>2,600</b>
<b>OPERATING EXPENSES</b>						
6922	LIBRARY MATERIALS	179,696	179,000	179,000	155,700	155,700
6923	ELECTRONIC RESOURCES	16,000	18,000	18,000	53,800	53,800
<b>Total: OPERATING EXPENSES</b>		<b>195,696</b>	<b>197,000</b>	<b>197,000</b>	<b>209,500</b>	<b>209,500</b>
<b>Total:</b>		<b>706,910</b>	<b>710,700</b>	<b>730,900</b>	<b>756,100</b>	<b>777,000</b>

**Fund/Division: 0015608**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.39 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5620</b>		<b>LIBRARY-MUSEUM</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	88,317	101,200	101,300	104,700	106,400
4021	LONGEVITY PAY	1,102	1,100	1,100	1,400	1,600
4130	OVERTIME	1,421	2,000	2,000	2,100	2,100
4241	P.E.R.S.	23,311	28,100	28,100	31,900	36,600
4244	MEDICAL/DENTAL INSURANCE	14,571	18,300	17,800	18,300	18,300
4245	LONG TERM DISABILITY	157	100	200	200	200
4247	LIFE INSURANCE	102	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,389	1,600	1,700	1,500	1,600
4299	VACANCY RATE	0	-4,600	0	-4,800	-5,000
<b>Total: SALARIES &amp; WAGES</b>		<b>130,370</b>	<b>147,900</b>	<b>152,300</b>	<b>155,400</b>	<b>161,900</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	1,862	2,300	2,300	2,300	2,300
5115	PROGRAM EXPENSES	8,217	8,000	8,000	8,300	8,000
5125	PRINT SHOP	1,846	1,900	1,900	2,700	2,700
5230	BUILDING AND GROUNDS	1,211	800	800	800	800
<b>Total: SUPPLIES</b>		<b>13,137</b>	<b>13,000</b>	<b>13,000</b>	<b>14,100</b>	<b>13,800</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	15,988	14,900	15,200	15,600	15,600
6210	TELEPHONE	687	600	600	500	500
6310	MILEAGE	380	300	300	300	300
6730	OFFICE EQUIPMENT	736	1,100	1,100	1,100	1,000
6760	BUILDING REPAIR & MAINT	772	1,500	1,500	1,500	1,500
6925	ARTIFACT	3,013	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	975	1,100	1,100	1,200	1,200
6940	OFFICIAL MEETINGS	490	1,400	1,400	1,900	1,900
6960	EQUIPMENT REPLACEMENT	0	23,500	23,500	6,500	34,100
6970	TRAINING	974	1,000	1,000	1,000	1,000
<b>Total: OPERATING EXPENSES</b>		<b>24,017</b>	<b>47,900</b>	<b>48,200</b>	<b>32,100</b>	<b>59,600</b>
<b>Total:</b>		<b>167,523</b>	<b>208,800</b>	<b>213,500</b>	<b>201,600</b>	<b>235,300</b>

**Fund/Division: 0015620**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(3.45) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5630</b>	<b>MUSEUM EDUCATION CENTER</b>					
<b>SUPPLIES</b>						
5230	BUILDING AND GROUNDS	377	500	500	500	500
<b>Total: SUPPLIES</b>		<b>377</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	3,506	5,000	5,000	5,200	5,200
6210	TELEPHONE	634	600	800	2,000	2,000
6730	OFFICE EQUIPMENT	0	0	0	1,500	0
6760	BUILDING REPAIR & MAINT	1,311	3,000	3,000	2,000	2,000
<b>Total: OPERATING EXPENSES</b>		<b>5,451</b>	<b>8,600</b>	<b>8,800</b>	<b>10,700</b>	<b>9,200</b>
<b>Total:</b>		<b>5,828</b>	<b>9,100</b>	<b>9,300</b>	<b>11,200</b>	<b>9,700</b>

**Fund/Division: 0015630**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

23.08 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5640</b>	<b>PASSPORT PROCESSING</b>					
SALARIES & WAGES						
4032 PART-TIME NON-PERS		0	0	0	53,000	53,000
<b>Total: SALARIES &amp; WAGES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>53,000</b>
SUPPLIES						
5110 OFFICE SUPPLIES		0	0	0	7,000	6,000
<b>Total: SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>6,000</b>
OPERATING EXPENSES						
6730 OFFICE EQUIPMENT		0	0	0	2,500	0
<b>Total: OPERATING EXPENSES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>0</b>
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>62,500</b>	<b>59,000</b>
<b>Fund/Division: 0015640</b>	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					
					0.00	%



## **Narcotic Seizure**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>529,300</b>	<b>369,300</b>	<b>221,200</b>
<b>Estimated Revenue:</b>			
Asset Seizure fund	36,200	0	0
Interest Earnings	800	800	800
<b>Total Revenues</b>	<b>37,000</b>	<b>800</b>	<b>800</b>
<b>Estimated Funds Available</b>	<b>566,300</b>	<b>370,100</b>	<b>222,000</b>
<b>Proposed Expenditures:</b>			
Equipment	64,500	0	0
F.A.S.T.	197,000	148,900	161,600
<b>Total Expenditures</b>	<b>197,000</b>	<b>148,900</b>	<b>161,600</b>
<b>Ending Fund Balance</b>	<b>369,300</b>	<b>221,200</b>	<b>60,400</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.

*LA IMPACT*

*No. of Employees  
Full Time Equivalent*

---

Police Officer	1.00
----------------	------

<b>TOTAL</b>	<b>1.00</b>
--------------	-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2112</b>		<b>POLICE-FED F.A.S.T.</b>				
<b>SALARIES &amp; WAGES</b>						
4137	OVERTIME-REIMBURSABLE	11,251	10,000	13,900	0	0
4241	P.E.R.S	0	0	100	0	0
4250	FICA/HOSPITAL INSURANCE	156	0	200	0	0
<b>Total: SALARIES &amp; WAGES</b>		<b>11,407</b>	<b>10,000</b>	<b>14,200</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES</b>						
5115	PROGRAM EXPENSES	51	0	0	0	0
<b>Total: SUPPLIES</b>		<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>						
<b>Total: OPERATING EXPENSES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTRACT SERVICES</b>						
6161	F.A.S.T. JPA COSTS	53,626	53,700	53,700	0	0
<b>Total: CONTRACT SERVICES</b>		<b>53,626</b>	<b>53,700</b>	<b>53,700</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>65,084</b>	<b>63,700</b>	<b>67,900</b>		<b>0</b>
<b>Fund/Division: 0022112</b>		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
		(100.00) %				

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2112</b>		<b>POLICE-STATE LA IMPACT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	52,783	76,600	80,300	85,800	90,100
4130	OVERTIME	796	0	500	1,000	1,000
4138	HOLIDAY PAY	289	3,000	3,000	3,300	3,500
4241	P.E.R.S.	19,173	36,600	34,700	44,200	52,300
4244	MEDICAL/DENTAL INSURANCE	7,535	12,200	8,300	12,200	12,200
4245	LONG TERM DISABILITY	71	100	200	200	200
4247	LIFE INSURANCE	43	0	100	100	100
4250	FICA/HOSPITAL INSURANCE	766	1,200	1,200	1,300	1,400
<b>Total: SALARIES &amp; WAGES</b>		<b>81,455</b>	<b>129,700</b>	<b>128,300</b>	<b>148,100</b>	<b>160,800</b>
<b>SUPPLIES</b>						
5280	UNIFORM	375	0	800	800	800
<b>Total: SUPPLIES</b>		<b>375</b>	<b>0</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Total:</b>		<b>81,830</b>	<b>129,700</b>	<b>129,100</b>	<b>148,900</b>	<b>161,600</b>

**Fund/Division: 0032112**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

14.80 %

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

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>266,200</b>	<b>257,300</b>	<b>252,000</b>
<b>Estimated Revenue:</b>			
C.O.P.S. AB 3229 Funds	129,300	142,200	156,400
Interest Income	1,600	2,600	2,500
<b>Total Revenues</b>	<b>130,900</b>	<b>144,800</b>	<b>158,900</b>
<b>Estimated Funds Available</b>	<b>397,100</b>	<b>402,100</b>	<b>410,900</b>
<b>Proposed Expenditures:</b>			
Operating Costs	139,800	150,100	153,800
<b>Total Expenditures</b>	<b>139,800</b>	<b>150,100</b>	<b>153,800</b>
<b>Ending Fund Balance</b>	<b>257,300</b>	<b>252,000</b>	<b>257,100</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*

---

Crime Analyst/Investigative Support Specialist 1.00

**TOTAL**

**1.00**

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED	
<b>DIVISION: 2112</b>		<b>SLESF - CRIME ANALYST</b>					
<b>SALARIES &amp; WAGES</b>							
4010	REGULAR EMPLOYEES	81,461	86,600	84,200	91,200	91,300	
4241	P.E.R.S	20,225	22,500	21,700	25,900	29,300	
4242	NON-PERSABLE COMPENSATION	408	500	400	500	500	
4244	MEDICAL/DENTAL INSURANCE	15,183	16,200	15,900	16,200	16,200	
4245	LONG TERM DISABILITY	99	100	100	100	100	
4247	LIFE INSURANCE	275	300	300	300	300	
4250	FICA/HOSPITAL INSURANCE	1,232	1,300	1,600	1,300	1,300	
<b>Total: SALARIES &amp; WAGES</b>		<b>118,884</b>	<b>127,500</b>	<b>124,200</b>	<b>135,500</b>	<b>139,000</b>	
<b>SUPPLIES</b>							
5260	FIELDS	7,640	10,000	10,000	9,000	9,000	
<b>Total: SUPPLIES</b>		<b>7,640</b>	<b>10,000</b>	<b>10,000</b>	<b>9,000</b>	<b>9,000</b>	
<b>OPERATING EXPENSES</b>							
6505	GENERAL LIABILITY	2,400	2,600	2,600	2,400	2,500	
6507	WORKERS' COMPENSATION	2,800	3,000	3,000	3,200	3,300	
<b>Total: OPERATING EXPENSES</b>		<b>5,200</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	<b>5,800</b>	
<b>Total:</b>		<b>131,724</b>	<b>143,100</b>	<b>139,800</b>	<b>150,100</b>	<b>153,800</b>	

**Fund/Division: 0042112**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.89 %

## **High School Law Enforcement**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Grants	0	0	0
School District	84,000	84,000	84,000
General Fund Contribution	122,700	124,100	132,200
Total Revenues	<u>206,700</u>	<u>208,100</u>	<u>216,200</u>
Estimated Funds Available	206,700	208,100	216,200
Proposed Expenditures:			
Operating Costs	206,700	208,100	216,200
Total Expenditures	<u>206,700</u>	<u>208,100</u>	<u>216,200</u>
<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.

*HIGH SCHOOL LAW ENFORCEMENT*

*No. of Employees  
Full Time Equivalent*

---

Police Officer	1.00
----------------	------

<b>TOTAL</b>	<b>1.00</b>
--------------	-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2112</b>	<b>LLEBG HIGH SCHOOL</b>					
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	94,152	95,500	99,100	103,500	103,500
4011	SPECIALIST PAY	5,462	5,500	5,700	5,800	5,800
4013	VACATION PAY OFF	0	0	17,100	0	0
4014	VACATION SELL BACK	3,851	5,700	5,200	5,700	5,700
4021	LONGEVITY PAY	1,099	1,100	1,100	1,100	1,100
4130	OVERTIME	144	2,600	1,100	2,700	2,800
4138	HOLIDAY PAY	3,026	4,000	4,000	4,200	4,200
4241	P.E.R.S.	46,956	53,900	52,800	62,900	70,600
4244	MEDICAL/DENTAL INSURANCE	6,857	12,200	10,600	12,200	12,200
4245	LONG TERM DISABILITY	170	200	200	200	200
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,606	1,600	1,800	1,700	1,700
<b>Total: SALARIES &amp; WAGES</b>		<b>163,388</b>	<b>182,400</b>	<b>198,800</b>	<b>200,100</b>	<b>207,900</b>
<b>SUPPLIES</b>						
5280	UNIFORM	750	800	800	800	800
<b>Total: SUPPLIES</b>		<b>750</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	3,100	3,400	3,400	3,300	3,500
6507	WORKERS' COMPENSATION	3,300	3,700	3,700	3,900	4,000
<b>Total: OPERATING EXPENSES</b>		<b>6,400</b>	<b>7,100</b>	<b>7,100</b>	<b>7,200</b>	<b>7,500</b>
<b>Total:</b>		<b>170,538</b>	<b>190,300</b>	<b>206,700</b>	<b>208,100</b>	<b>216,200</b>

**Fund/Division: 0062112**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

9.35 %

## **Medical/Dental Insurance Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>338,600</b>	<b>338,600</b>	<b>338,600</b>
<b>Estimated Revenue:</b>			
Charges to City Departments	4,048,700	4,055,600	4,055,600
Total Revenues	4,048,700	4,055,600	4,055,600
<b>Estimated Funds Available</b>	<b>4,387,300</b>	<b>4,394,200</b>	<b>4,394,200</b>
<b>Proposed Expenditures:</b>			
Claims & Administration	4,047,000	4,054,000	4,054,000
Transfer to General Fund	1,700	1,600	1,600
Total Expenditures	4,048,700	4,055,600	4,055,600
<b>Ending Fund Balance</b>	<b>338,600</b>	<b>338,600</b>	<b>338,600</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	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION:</b>	<b>MEDICAL/DENTAL</b>					
<b>OPERATING EXPENSES</b>						
6995	GENERAL FUND CHARGES	1,400	1,700	1,700	1,600	1,600
<b>Total: OPERATING EXPENSES</b>		<b>1,400</b>	<b>1,700</b>	<b>1,700</b>	<b>1,600</b>	<b>1,600</b>
<b>SPECIAL PROGRAMS</b>						
7344	CLAIMS & ADMINISTRATIVE	3,146,309	4,047,000	3,807,000	3,814,000	3,814,000
7345	MEDICAL/DENTAL CLAIMS	251,944	0	240,000	240,000	240,000
<b>Total: SPECIAL PROGRAMS</b>		<b>3,398,253</b>	<b>4,047,000</b>	<b>4,047,000</b>	<b>4,054,000</b>	<b>4,054,000</b>
<b>Total:</b>		<b>3,399,653</b>	<b>4,048,700</b>	<b>4,048,700</b>	<b>4,055,600</b>	<b>4,055,600</b>
<b>Fund/Division:</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						0.17 %

## IRS Task Force

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>458,000</b>	<b>458,800</b>	<b>459,800</b>
<hr/>			
Estimated Revenue:			
Interest Earnings	800	1,000	1,000
Asset Seizure Revenue	0	0	0
Total Revenues	<hr/> 800	<hr/> 1,000	<hr/> 1,000
Estimated Funds Available	458,800	459,800	460,800
Proposed Expenditures:			
Operating Expenses	0	0	0
Total Expenditures	<hr/> 0	<hr/> 0	<hr/> 0
<b>Ending Fund Balance</b>	<b>458,800</b>	<b>459,800</b>	<b>460,800</b>
<hr/>			

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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>3,332,600</b>	<b>3,061,800</b>	<b>3,092,400</b>
<b>Estimated Revenue:</b>			
Transfer from General Fund	0	0	0
Charges to City Departments - Liability	1,251,400	1,166,600	1,216,000
Charges to City Departments - Worker's Compensation	1,109,500	1,191,200	1,227,800
Interest Earnings	16,000	30,600	30,900
<b>Total Revenues</b>	<b>2,376,900</b>	<b>2,388,400</b>	<b>2,474,700</b>
<b>Estimated Funds Available</b>	<b>5,709,500</b>	<b>5,450,200</b>	<b>5,567,100</b>
<b>Proposed Expenditures:</b>			
Claims & Administration	1,660,000	1,250,000	1,250,000
Excess Insurance Premium	639,500	703,400	773,700
Claims Management	126,000	129,000	132,100
Operating Costs	222,200	275,400	288,000
<b>Total Expenditures</b>	<b>2,647,700</b>	<b>2,357,800</b>	<b>2,443,800</b>
<b>Ending Fund Balance</b>	<b>3,061,800</b>	<b>3,092,400</b>	<b>3,123,300</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*

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
<b>TOTAL</b>	<b>1.60</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 9901</b>		<b>WORKERS COMPENSATION</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	67,649	84,100	75,500	88,100	91,100
4013	VACATION PAY OFF	434	0	0	0	0
4014	VACATION SELL BACK	1,050	1,000	1,000	1,500	1,500
4015	ALLOWANCES	215	300	200	200	200
4021	LONGEVITY PAY	165	400	200	400	500
4241	P.E.R.S.	17,933	22,900	20,400	26,200	30,600
4242	NON-PERSABLE COMPENSATION	269	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	8,618	14,300	10,100	14,300	14,300
4245	LONG TERM DISABILITY	69	100	100	100	100
4247	LIFE INSURANCE	182	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,066	1,300	1,200	1,300	1,300
<b>Total: SALARIES &amp; WAGES</b>		<b>97,652</b>	<b>124,900</b>	<b>109,200</b>	<b>132,600</b>	<b>140,100</b>
<b>SUPPLIES</b>						
<b>Total: SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	36,406	41,500	26,900	39,000	39,000
6551	CLAIMS & CLAIMS EXPENSE	982,514	600,000	760,000	650,000	650,000
6576	ADMIN SERVICES W/C	60	0	0	0	0
6577	POLICE W/C	338	0	0	0	0
6578	FIRE W/C	954	0	0	0	0
6579	MAINTENANCE SERVICE W/C	652	0	0	0	0
6583	RECREATION W/C	91	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	0	700	400	700	700
6940	OFFICIAL MEETINGS	480	900	500	900	900
6970	TRAINING	1,175	2,000	1,500	2,000	2,000
<b>Total: OPERATING EXPENSES</b>		<b>1,022,671</b>	<b>645,100</b>	<b>789,300</b>	<b>692,600</b>	<b>692,600</b>
<b>SPECIAL PROGRAMS</b>						
7321	REINSURANCE	222,572	236,300	236,300	260,000	286,000
7323	ADMINISTRATION	101,538	103,000	103,000	106,000	109,100
<b>Total: SPECIAL PROGRAMS</b>		<b>324,110</b>	<b>339,300</b>	<b>339,300</b>	<b>366,000</b>	<b>395,100</b>
<b>Total:</b>		<b>1,444,432</b>	<b>1,109,300</b>	<b>1,237,800</b>	<b>1,191,200</b>	<b>1,227,800</b>
<b>Fund/Division: 0089901</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						7.38 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 9902</b>		<b>LIABILITY</b>				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	56,523	62,400	58,300	65,900	67,700
4013	VACATION PAY OFF	87	0	0	0	0
4014	VACATION SELL BACK	1,050	1,000	1,000	1,500	1,500
4015	ALLOWANCES	215	300	200	200	200
4021	LONGEVITY PAY	165	400	200	400	500
4241	P.E.R.S.	15,136	17,200	16,000	19,900	23,100
4242	NON-PERSABLE COMPENSATION	269	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	6,725	9,400	6,200	9,400	9,400
4245	LONG TERM DISABILITY	53	100	100	100	100
4247	LIFE INSURANCE	171	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	883	1,000	900	1,000	1,000
<b>Total: SALARIES &amp; WAGES</b>		<b>81,276</b>	<b>92,300</b>	<b>83,400</b>	<b>98,900</b>	<b>104,000</b>
OPERATING EXPENSES						
6551	CLAIMS & CLAIMS EXPENSE	522,864	600,000	900,000	600,000	600,000
6930	MEMBERSHIP & PUBLICATIONS	0	600	0	600	600
6940	OFFICIAL MEETINGS	144	500	300	700	700
<b>Total: OPERATING EXPENSES</b>		<b>523,008</b>	<b>601,100</b>	<b>900,300</b>	<b>601,300</b>	<b>601,300</b>
SPECIAL PROGRAMS						
7321	REINSURANCE	486,252	535,100	403,200	443,400	487,700
7323	ADMINISTRATION	21,950	23,000	23,000	23,000	23,000
<b>Total: SPECIAL PROGRAMS</b>		<b>508,202</b>	<b>558,100</b>	<b>426,200</b>	<b>466,400</b>	<b>510,700</b>
<b>Total:</b>		<b>1,112,486</b>	<b>1,251,500</b>	<b>1,409,900</b>	<b>1,166,600</b>	<b>1,216,000</b>

**Fund/Division: 0089902**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(6.78) %

## **Homeland Security Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Estimated Revenue:</b>			
Homeland Security	10,000	10,000	10,000
Total Revenues	<hr/> 10,000	10,000	10,000
<b>Estimated Funds Available</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Proposed Expenditures:</b>			
Equipment	10,000	10,000	10,000
Total Expenditures	<hr/> 10,000	10,000	10,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Purpose of Funds:**

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

## OTS Grant

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Estimated Revenue:</b>			
Grant Revenue	104,400	104,400	104,400
Total Revenues	<hr/> 104,400	104,400	104,400
 Estimated Funds Available	104,400	104,400	104,400
<b>Proposed Expenditures:</b>			
Operating Expenses	104,400	104,400	104,400
Total Expenditures	<hr/> 104,400	104,400	104,400
 <b>Ending Fund Balance</b>	 <hr/> <b>0</b>	 <hr/> <b>0</b>	 <hr/> <b>0</b>

### Purpose of Funds:

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

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 2112</b>	<b>OTS GRANT</b>					
SALARIES & WAGES						
4130	OVERTIME	91,612	124,000	97,600	97,600	97,600
4250	FICA/HOSPITAL INSURANCE	892	0	1,400	1,400	1,400
<b>Total: SALARIES &amp; WAGES</b>		<b>92,503</b>	<b>124,000</b>	<b>99,000</b>	<b>99,000</b>	<b>99,000</b>
SUPPLIES						
5260	FIELDS	19,181	8,000	2,300	2,300	2,300
<b>Total: SUPPLIES</b>		<b>19,181</b>	<b>8,000</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	1,200	600	600	600
6970	TRAINING	1,766	4,000	2,500	2,500	2,500
<b>Total: OPERATING EXPENSES</b>		<b>1,766</b>	<b>5,200</b>	<b>3,100</b>	<b>3,100</b>	<b>3,100</b>
<b>Total:</b>		<b>113,450</b>	<b>137,200</b>	<b>104,400</b>	<b>104,400</b>	<b>104,400</b>
<b>Fund/Division: 0162112</b>		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
		(23.91) %				

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

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,351,600</b>	<b>1,351,600</b>	<b>1,351,600</b>
<b>Estimated Revenue:</b>			
Transfer from General Fund	0	0	0
Total Revenues	0	0	0
<b>Estimated Funds Available</b>	<b>1,351,600</b>	<b>1,351,600</b>	<b>1,351,600</b>
<b>Proposed Expenditures:</b>			
Contribution to OPEB Trust	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>1,351,600</b>	<b>1,351,600</b>	<b>1,351,600</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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>10,147,100</b>	<b>10,147,100</b>	<b>10,147,100</b>
Estimated Revenue:			
Transfer-in General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	10,147,100	10,147,100	10,147,100
Proposed Expenditures:			
December Windstorm	0	0	0
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>10,147,100</b>	<b>10,147,100</b>	<b>10,147,100</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 valorum 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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>8,238,000</b>	<b>9,575,000</b>	<b>10,498,600</b>
<b>Estimated Revenue:</b>			
Dwelling Unit Fees	1,300,000	900,000	1,000,000
Interest Earnings	58,000	47,900	52,500
<b>Total Revenues</b>	<b>1,358,000</b>	<b>947,900</b>	<b>1,052,500</b>
<b>Estimated Funds Available</b>	<b>9,596,000</b>	<b>10,522,900</b>	<b>11,551,100</b>
<b>Proposed Expenditures:</b>			
General Fund Overhead	21,000	24,300	24,800
Capital Projects	0	0	0
<b>Total Expenditures</b>	<b>21,000</b>	<b>24,300</b>	<b>24,800</b>
<b>Ending Fund Balance</b>	<b>9,575,000</b>	<b>10,498,600</b>	<b>11,526,300</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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Estimated Revenue:</b>			
Miscellaneous Fines	100,000	100,000	100,000
Parking Citations	120,000	120,000	120,000
Total Revenues	<hr/> 220,000	220,000	220,000
Estimated Funds Available	220,000	220,000	220,000
<b>Proposed Expenditures:</b>			
Transfer to General Fund	220,000	220,000	220,000
Total Expenditures	<hr/> 220,000	220,000	220,000
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Purpose of Funds:**

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

## **Pubic, Educational & Governmental Access**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>631,200</b>	<b>721,200</b>	<b>613,400</b>
<b>Estimated Revenue:</b>			
PEG	85,000	85,000	85,000
Interest Earnings	5,000	7,200	6,100
<b>Total Revenues</b>	<b>90,000</b>	<b>92,200</b>	<b>91,100</b>
<b>Estimated Funds Available</b>	<b>721,200</b>	<b>813,400</b>	<b>704,500</b>
<b>Proposed Expenditures:</b>			
Capital Improvement Project	0	200,000	0
Operating Costs	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>200,000</b>	<b>0</b>
<b>Ending Fund Balance</b>	<b>721,200</b>	<b>613,400</b>	<b>704,500</b>

### Purpose of Funds:

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

## **Used Oil Grant**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>16,100</b>	<b>22,500</b>	<b>32,900</b>
<b>Estimated Revenue:</b>			
Used Oil Grant	16,300	16,300	16,300
Interest Earnings	100	100	200
<b>Total Revenues</b>	<b>16,400</b>	<b>16,400</b>	<b>16,500</b>
<b>Estimated Funds Available</b>	<b>32,500</b>	<b>38,900</b>	<b>49,400</b>
<b>Proposed Expenditures:</b>			
Operating Costs	10,000	6,000	16,000
<b>Total Expenditures</b>	<b>10,000</b>	<b>6,000</b>	<b>16,000</b>
<b>Ending Fund Balance</b>	<b>22,500</b>	<b>32,900</b>	<b>33,400</b>

**Purpose of Funds:**

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

## **DOC Beverage Grant**

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>48,600</b>	<b>26,300</b>	<b>26,600</b>
<b>Estimated Revenue:</b>			
Grant	15,300	15,300	15,300
Interest Earnings	400	300	300
Total Revenues	<hr/> 15,700	15,600	15,600
Estimated Funds Available	64,300	41,900	42,200
<b>Proposed Expenditures:</b>			
Operating Costs	38,000	15,300	15,300
Total Expenditures	<hr/> 38,000	15,300	15,300
<b>Ending Fund Balance</b>	<b>26,300</b>	<b>26,600</b>	<b>26,900</b>

---

**Purpose of Funds:**

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

## **Solid Waste Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,321,900</b>	<b>1,350,700</b>	<b>1,339,400</b>
<b>Estimated Revenue:</b>			
Solid Waste Assessments	380,200	380,200	380,200
Waste Management Administrative fees	109,600	112,000	112,000
Interest Earnings	8,500	13,500	13,400
<b>Total Revenues</b>	<b>498,300</b>	<b>505,700</b>	<b>505,600</b>
<b>Estimated Funds Available</b>	<b>1,820,200</b>	<b>1,856,400</b>	<b>1,845,000</b>
<b>Proposed Expenditures:</b>			
Operating Costs	359,900	405,000	417,100
Transfer to General fund	109,600	112,000	112,000
<b>Total Expenditures</b>	<b>469,500</b>	<b>517,000</b>	<b>529,100</b>
<b>Ending Fund Balance</b>	<b>1,350,700</b>	<b>1,339,400</b>	<b>1,315,900</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*

Communication and Marketing Specialist II	0.05
Deputy Public Works Director	0.10
Environmental Services Officer	0.70
Management Analyst	0.40
Public Works Office Coordinator	0.10
Public Works Services Director	0.10
Senior Management Analyst	0.10
Storekeeper/Buyer	0.05
Street Superintendent	0.05
<b>TOTAL</b>	<b>1.65</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 1901</b>		<b>SOLID WASTE</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	146,522	157,400	157,900	164,300	166,700
4011	SPECIALIST PAY	98	100	100	100	100
4014	VACATION SELL BACK	1,221	2,000	2,000	2,000	2,000
4015	ALLOWANCES	126	200	200	200	200
4021	LONGEVITY PAY	1,414	1,900	1,900	2,000	2,200
4032	PART-TIME NON-PERS	3,239	11,100	0	11,100	11,100
4241	P.E.R.S	40,039	44,700	44,700	50,900	58,400
4242	NON-PERSABLE COMPENSATION	673	800	700	800	800
4244	MEDICAL/DENTAL INSURANCE	23,748	26,000	25,600	26,000	26,000
4245	LONG TERM DISABILITY	158	200	200	200	200
4247	LIFE INSURANCE	448	500	500	500	500
4250	FICA/HOSPITAL INSURANCE	2,232	2,600	2,300	2,400	2,500
<b>Total: SALARIES &amp; WAGES</b>		<b>219,917</b>	<b>247,500</b>	<b>236,100</b>	<b>260,500</b>	<b>270,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	2,607	3,000	3,000	3,000	3,000
5125	PRINT SHOP	14,500	14,500	14,500	14,500	14,500
5260	FIELDS	4,693	7,500	6,000	7,500	7,500
<b>Total: SUPPLIES</b>		<b>21,800</b>	<b>25,000</b>	<b>23,500</b>	<b>25,000</b>	<b>25,000</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	24,523	25,000	20,000	23,000	23,000
6210	TELEPHONE	593	300	500	400	400
6505	GENERAL LIABILITY	5,300	5,600	5,600	5,300	5,500
6507	WORKERS' COMPENSATION	5,800	6,400	6,400	6,900	7,100
6750	VEHICLE MAINTENANCE	5,308	3,500	3,500	3,500	3,600
6902	DISPOSAL CHARGES	1,115	700	900	900	900
6930	MEMBERSHIP & PUBLICATIONS	590	700	700	700	700
6940	OFFICIAL MEETINGS	79	500	300	500	500
6970	TRAINING	551	1,800	1,800	1,800	1,800
6971	TUITION REIMBURSEMENT	2,462	0	0	5,100	5,100
6995	GENERAL FUND CHARGES	40,900	60,600	60,600	71,400	72,800
<b>Total: OPERATING EXPENSES</b>		<b>87,221</b>	<b>105,100</b>	<b>100,300</b>	<b>119,500</b>	<b>121,400</b>
<b>Total:</b>		<b>328,938</b>	<b>377,600</b>	<b>359,900</b>	<b>405,000</b>	<b>417,100</b>

**Fund/Division: 1181901**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

7.26 %

## State Gas Tax Fund

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>738,500</b>	<b>78,400</b>	<b>228,107</b>
Estimated Revenue:			
Gas Tax - Section 2106	205,100	205,069	205,069
Gas Tax - Section 2107	428,400	428,365	428,365
Gas Tax - Section 2107.5	7,500	7,500	7,500
Gas Tax - Section 2105	331,600	331,589	331,589
Gas Tax - Section 2103	228,400	228,416	251,258
Loan Repayment	0	65,276	65,276
Road Maintenance and Rehabilitation			
Account - Section 2030	0	328,992	980,012
Interest Earnings	2,200	800	2,300
<b>Total Revenues</b>	<b>1,203,200</b>	<b>1,596,007</b>	<b>2,271,369</b>
Estimated Funds Available	1,941,700	1,674,407	2,499,476
Proposed Expenditures:			
Operating Expense	2,000	2,000	2,000
Transfer to General Fund for street maintenance	1,250,100	1,294,300	1,340,400
Capital Projects	611,200	150,000	1,100,000
<b>Total Expenditures</b>	<b>1,863,300</b>	<b>1,446,300</b>	<b>2,442,400</b>
<b>Ending Fund Balance</b>	<b>78,400</b>	<b>228,107</b>	<b>57,076</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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>206,100</b>	<b>55,600</b>	<b>30,200</b>
<b>Estimated Revenue:</b>			
Revenue From Other Agencies AB 2766	72,400	72,400	72,400
Interest Earnings	600	600	300
<b>Total Revenues</b>	<b>73,000</b>	<b>73,000</b>	<b>72,700</b>
<b>Estimated Funds Available</b>	<b>279,100</b>	<b>128,600</b>	<b>102,900</b>
<b>Proposed Expenditures:</b>			
Equipment Purchases	201,200	76,000	0
Operating Costs	22,300	22,400	22,400
<b>Total Expenditures</b>	<b>223,500</b>	<b>98,400</b>	<b>22,400</b>
<b>Ending Fund Balance</b>	<b>55,600</b>	<b>30,200</b>	<b>80,500</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.

## **Community Development Block Grant Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Misc. Income	18,200	18,200	18,200
Block Grant Funds	316,300	609,700	385,400
Total Revenues	<u>334,500</u>	<u>627,900</u>	<u>403,600</u>
Estimated Funds Available	334,500	627,900	403,600
Proposed Expenditures:			
Housing Rehabilitation	268,100	339,500	340,200
Senior Information Services	26,600	23,500	23,500
Senior Meals	39,800	39,900	39,900
Capital Project	0	225,000	0
Total Expenditures	<u>334,500</u>	<u>627,900</u>	<u>403,600</u>
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Purpose of Funds:

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

*CDBG FUND*

*No. of Employees  
Full Time Equivalent*

---

Management Analyst	0.20
--------------------	------

<b>TOTAL</b>	<b>0.20</b>
--------------	-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4307</b>		<b>C D B G-HOUSING</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	17,141	17,800	17,900	18,300	18,300
4014	VACATION SELL BACK	656	700	500	700	700
4021	LONGEVITY PAY	220	300	200	200	200
4130	OVERTIME	-46	0	0	0	0
4241	P.E.R.S	4,702	5,100	5,100	5,700	6,400
4242	NON-PERSABLE COMPENSATION	80	100	100	100	100
4244	MEDICAL/DENTAL INSURANCE	2,905	3,300	3,200	3,300	3,300
4245	LONG TERM DISABILITY	20	100	0	100	100
4247	LIFE INSURANCE	54	0	100	100	100
4250	FICA/HOSPITAL INSURANCE	285	300	300	300	300
<b>Total: SALARIES &amp; WAGES</b>		<b>26,017</b>	<b>27,700</b>	<b>27,400</b>	<b>28,800</b>	<b>29,500</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	485	500	500	500	500
5118	HOUSING IMPROVEMENT	160,945	275,000	210,000	270,000	270,000
5125	PRINT SHOP	142	200	200	200	200
<b>Total: SUPPLIES</b>		<b>161,572</b>	<b>275,700</b>	<b>210,700</b>	<b>270,700</b>	<b>270,700</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	33,390	40,000	30,000	40,000	40,000
<b>Total: OPERATING EXPENSES</b>		<b>33,390</b>	<b>40,000</b>	<b>30,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Total:</b>		<b>220,979</b>	<b>343,400</b>	<b>268,100</b>	<b>339,500</b>	<b>340,200</b>

**Fund/Division: 1524307**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(1.14) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5507</b>		<b>C D B G-SENIOR I &amp; R</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	7,452	10,700	7,800	0	0
4021	LONGEVITY PAY	193	200	200	0	0
4241	P.E.R.S.	2,209	3,100	2,400	0	0
4244	MEDICAL/DENTAL INSURANCE	1,935	2,200	2,100	0	0
4245	LONG TERM DISABILITY	35	100	0	0	0
4247	LIFE INSURANCE	23	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	144	200	100	0	0
<b>Total: SALARIES &amp; WAGES</b>		<b>11,989</b>	<b>16,500</b>	<b>12,600</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	2,936	2,000	2,000	3,500	3,500
5125	PRINT SHOP	8,000	12,000	12,000	20,000	20,000
<b>Total: SUPPLIES</b>		<b>10,936</b>	<b>14,000</b>	<b>14,000</b>	<b>23,500</b>	<b>23,500</b>
<b>OPERATING EXPENSES</b>						
<b>Total: OPERATING EXPENSES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>22,925</b>	<b>30,500</b>	<b>26,600</b>	<b>23,500</b>	<b>23,500</b>
<b>Fund/Division: 1525507</b>		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
						(22.95) %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5511</b>		<b>CDBG-SENIOR MEALS</b>				
<b>SALARIES &amp; WAGES</b>						
4032	PART-TIME NON-PERS	3,906	3,800	3,800	3,900	3,900
4250	FICA/HOSPITAL INSURANCE	50	100	100	100	100
<b>Total: SALARIES &amp; WAGES</b>		<b>3,956</b>	<b>3,900</b>	<b>3,900</b>	<b>4,000</b>	<b>4,000</b>
<b>SUPPLIES</b>						
5116	SENIOR MEAL PROGRAM	40,952	35,800	35,900	35,900	35,900
<b>Total: SUPPLIES</b>		<b>40,952</b>	<b>35,800</b>	<b>35,900</b>	<b>35,900</b>	<b>35,900</b>
<b>Total:</b>		<b>44,908</b>	<b>39,700</b>	<b>39,800</b>	<b>39,900</b>	<b>39,900</b>
<b>Fund/Division: 1525511</b>						0.50 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

## **Santa Anita Grade Separation**

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,841,200</b>	<b>1,010,800</b>	<b>790,900</b>
Estimated Revenue:			
Grants	1,540,000	0	0
Interest Earnings	12,000	10,100	7,900
Total Revenues	<u>1,552,000</u>	<u>10,100</u>	<u>7,900</u>
Estimated Funds Available	3,393,200	1,020,900	798,800
Proposed Expenditures:			
Gold Line Capital projects	2,382,400	230,000	0
	<u>2,382,400</u>	<u>230,000</u>	<u>0</u>
<b>Ending Fund Balance</b>	<b><u>1,010,800</u></b>	<b><u>790,900</u></b>	<b><u>798,800</u></b>

Purpose of Funds:

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

## Transit Fund

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Operating Funds:			
TDA Article 4	270,688	267,834	267,834
Prop C 40% Muni Op Improvement	53,674	54,145	54,145
Foothill Transit Mitigation	7,905	7,863	7,863
Bus System Improvement Plan (BSIP)	21,431	21,806	21,806
Prop A 40% Discretionary	177,363	176,747	176,747
Measure R 20% Bus operation	110,183	108,606	108,606
Measure M 20% Bus operation	0	103,439	103,439
Transfer from Prop A Fund	710,696	912,970	918,730
Transfer from Measure R Fund	473,798	608,651	612,491
State Transit Assistance	22,113	10,093	10,093
Fare Box Receipts	40,000	40,000	40,000
Transit Security	6,949	7,146	7,146
Transit Passes	25,000	25,000	25,000
Total Operating	<hr/> 1,919,800	<hr/> 2,344,300	<hr/> 2,353,900
Estimated Capital Funds:			
Estimated Funds Available	1,919,800	2,344,300	2,353,900
Proposed Expenditures:			
Operating Costs	1,919,800	2,344,300	2,353,900
Total Expenditures	<hr/> 1,919,800	<hr/> 2,344,300	<hr/> 2,353,900
<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*

---

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

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4701</b>		<b>TRANSIT-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	128,036	129,400	130,200	132,600	132,600
4014	VACATION SELL BACK	0	200	600	600	600
4015	ALLOWANCES	520	600	500	500	500
4021	LONGEVITY PAY	1,612	1,700	1,700	1,700	2,200
4032	PART-TIME NON-PERS	0	400	0	0	0
4241	P.E.R.S	35,079	37,000	37,100	41,300	46,800
4242	NON-PERSABLE COMPENSATION	579	600	600	600	600
4244	MEDICAL/DENTAL INSURANCE	19,429	20,300	20,100	20,300	20,300
4245	LONG TERM DISABILITY	129	200	100	200	200
4247	LIFE INSURANCE	382	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	1,737	2,000	1,800	1,900	2,000
<b>Total: SALARIES &amp; WAGES</b>		<b>187,505</b>	<b>192,800</b>	<b>193,100</b>	<b>200,100</b>	<b>206,200</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	210	500	500	500	500
5125	PRINT SHOP	1,275	2,000	2,000	2,000	2,000
<b>Total: SUPPLIES</b>		<b>1,485</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>OPERATING EXPENSES</b>						
6210	TELEPHONE	905	900	0	500	500
6353	PROFESSIONAL & TECHNICAL	0	20,000	0	20,000	20,000
6355	CONTRACT OPERATIONS	1,382,901	1,592,100	1,592,100	1,970,000	1,970,000
6505	GENERAL LIABILITY	28,900	32,000	32,000	34,700	36,100
6507	WORKERS' COMPENSATION	2,500	2,800	2,800	3,000	3,100
6910	AUDIT	1,989	2,000	2,100	2,400	2,400
6930	MEMBERSHIP & PUBLICATIONS	2,126	2,300	2,300	2,300	2,300
6940	OFFICIAL MEETINGS	0	6,200	0	5,100	5,000
6990	DEPRECIATION	159,339	0	0	0	0
6995	GENERAL FUND CHARGES	94,700	92,900	92,900	103,700	105,800
<b>Total: OPERATING EXPENSES</b>		<b>1,673,359</b>	<b>1,751,200</b>	<b>1,724,200</b>	<b>2,141,700</b>	<b>2,145,200</b>
<b>SPECIAL PROGRAMS</b>						
7990	PENSION LIB ACCRUAL	-44,179	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>-44,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>1,818,170</b>	<b>1,946,500</b>	<b>1,919,800</b>	<b>2,344,300</b>	<b>2,353,900</b>

**Fund/Division: 1544701**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

20.44 %

## **Proposition "A" Local Return Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,165,100</b>	<b>1,119,118</b>	<b>1,041,001</b>
<b>Estimated Revenue:</b>			
Proposition "A" Allocation	1,058,314	1,061,053	1,061,053
Interest Earnings	8,000	11,200	10,400
<b>Total Revenues</b>	<b>1,066,314</b>	<b>1,072,253</b>	<b>1,071,453</b>
 <b>Estimated Funds Available</b>	 2,231,414	 2,191,371	 2,112,454
 <b>Proposed Expenditures:</b>			
Capital Project	171,200	0	0
Transfer to Transit Fund	710,696	912,970	918,730
Operating Costs	230,400	237,400	245,000
<b>Total Expenditures</b>	<b>1,112,296</b>	<b>1,150,370</b>	<b>1,163,730</b>
 <b>Ending Fund Balance</b>	 <b>1,119,118</b>	 <b>1,041,001</b>	 <b>948,724</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*

---

Assistant City Manager/DSD Director 0.10

Deputy Director of Development Services/City Engineer 0.20

Maintenance Worker 1.00

**TOTAL** 1.30

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3304</b>		<b>PROP A/ BUS STOP MAINT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	50,314	51,000	46,600	50,100	51,800
4014	VACATION SELL BACK	1,057	1,000	1,100	1,000	1,000
4021	LONGEVITY PAY	1,102	1,100	1,100	0	200
4130	OVERTIME	0	0	200	0	0
4241	P.E.R.S	13,996	14,700	12,600	14,200	16,700
4244	MEDICAL/DENTAL INSURANCE	11,827	12,600	19,600	12,600	12,600
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	910	800	900	700	800
<b>Total: SALARIES &amp; WAGES</b>		<b>79,370</b>	<b>81,400</b>	<b>82,300</b>	<b>78,800</b>	<b>83,300</b>
<b>SUPPLIES</b>						
5260	FIELDS	1,382	1,300	1,300	1,300	1,300
<b>Total: SUPPLIES</b>		<b>1,382</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	1,700	1,700	1,700	1,600	1,600
6507	WORKERS' COMPENSATION	2,200	2,400	2,400	2,600	2,700
6750	VEHICLE MAINTENANCE	10,472	8,500	8,500	8,500	8,700
6995	GENERAL FUND CHARGES	14,900	16,000	16,000	22,000	22,400
<b>Total: OPERATING EXPENSES</b>		<b>29,272</b>	<b>28,600</b>	<b>28,600</b>	<b>34,700</b>	<b>35,400</b>
<b>Total:</b>		<b>110,024</b>	<b>111,300</b>	<b>112,200</b>	<b>114,800</b>	<b>120,000</b>

**Fund/Division: 1553304**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.14 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4103</b>		<b>PROP A-DSD PLANNING &amp; ADM</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	50,642	50,200	49,700	51,400	51,400
4014	VACATION SELL BACK	1,186	1,200	1,200	1,600	1,600
4015	ALLOWANCES	726	800	700	700	700
4021	LONGEVITY PAY	463	600	600	600	600
4241	P.E.R.S	13,801	14,300	14,100	16,000	18,100
4242	NON-PERSABLE COMPENSATION	252	300	200	300	300
4244	MEDICAL/DENTAL INSURANCE	4,694	5,000	4,900	5,000	5,000
4245	LONG TERM DISABILITY	30	100	100	100	100
4247	LIFE INSURANCE	147	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	767	800	800	800	800
<b>Total: SALARIES &amp; WAGES</b>		<b>72,708</b>	<b>73,400</b>	<b>72,400</b>	<b>76,700</b>	<b>78,800</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	1,600	1,700	1,700	1,500	1,600
6507	WORKERS' COMPENSATION	900	1,000	1,000	1,100	1,100
6930	MEMBERSHIP & PUBLICATIONS	17,250	20,300	17,300	17,300	17,300
6995	GENERAL FUND CHARGES	9,400	9,700	9,700	9,900	10,100
<b>Total: OPERATING EXPENSES</b>		<b>29,150</b>	<b>32,700</b>	<b>29,700</b>	<b>29,800</b>	<b>30,100</b>
<b>Total:</b>		<b>101,858</b>	<b>106,100</b>	<b>102,100</b>	<b>106,500</b>	<b>108,900</b>
<b>Fund/Division: 1554103</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						0.38 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 5504</b>		<b>PROP A/ RECREATN TRANSPTN</b>				
OPERATING EXPENSES						
6505	GENERAL LIABILITY	300	300	300	200	200
6995	GENERAL FUND CHARGES	900	800	800	900	900
<b>Total: OPERATING EXPENSES</b>		<b>1,200</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	15,000	15,000	15,000	15,000	15,000
<b>Total: SPECIAL PROGRAMS</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total:</b>		<b>16,200</b>	<b>16,100</b>	<b>16,100</b>	<b>16,100</b>	<b>16,100</b>
<b>Fund/Division: 1555504</b>		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
		0.00 %				

## **Proposition "C" Local Return Fund**

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,658,500</b>	<b>126,644</b>	<b>113,760</b>
<hr/>			
Estimated Revenue:			
Proposition "C" Allocation	877,844	880,116	880,116
Grants	0	0	0
Interest Earnings	9,500	1,300	1,100
Total Revenues	<hr/> 887,344	<hr/> 881,416	<hr/> 881,216
Estimated Funds Available	2,545,844	1,008,060	994,976
Proposed Expenditures:			
Capital Projects	2,328,100	800,000	775,000
Operating Costs	91,100	94,300	96,700
Total Expenditures	<hr/> 2,419,200	<hr/> 894,300	<hr/> 871,700
<b>Ending Fund Balance</b>	<b><hr/>126,644</b>	<b><hr/>113,760</b>	<b><hr/>123,276</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*

Assistant City Manager/DSD Director	0.10
-------------------------------------	------

Deputy Director of Development Services/City Engineer	0.20
---	------

<b>TOTAL</b>	<b>0.30</b>
--------------	-------------

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4103</b>		<b>PROP C -PLANNING/ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	57,141	58,500	51,200	51,400	51,400
4011	SPECIALIST PAY	96	100	0	0	0
4014	VACATION SELL BACK	1,424	1,500	1,200	1,900	1,900
4015	ALLOWANCES	702	800	700	700	700
4021	LONGEVITY PAY	610	800	600	600	600
4241	P.E.R.S	15,555	16,700	14,600	16,000	18,100
4242	NON-PERSABLE COMPENSATION	244	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	5,827	6,200	4,900	5,000	5,000
4245	LONG TERM DISABILITY	40	100	0	100	100
4247	LIFE INSURANCE	153	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	894	900	800	800	800
<b>Total: SALARIES &amp; WAGES</b>		<b>82,685</b>	<b>86,100</b>	<b>74,400</b>	<b>77,000</b>	<b>79,100</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	1,500	1,600	1,600	1,300	1,300
6507	WORKERS' COMPENSATION	1,100	1,200	1,200	1,300	1,300
6995	GENERAL FUND CHARGES	13,700	13,900	13,900	14,700	15,000
<b>Total: OPERATING EXPENSES</b>		<b>16,300</b>	<b>16,700</b>	<b>16,700</b>	<b>17,300</b>	<b>17,600</b>
<b>Total:</b>		<b>98,985</b>	<b>102,800</b>	<b>91,100</b>	<b>94,300</b>	<b>96,700</b>

**Fund/Division: 1574103**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(8.27) %

## Measure "R" Local Return Fund

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,784,300</b>	<b>1,118,736</b>	<b>99,985</b>
<b>Estimated Revenue:</b>			
Proposition "R" Allocation	658,334	660,100	660,100
Grants	400,000	950,000	0
Interest Earnings	12,000	11,200	1,000
<b>Total Revenues</b>	<b>1,070,334</b>	<b>1,621,300</b>	<b>661,100</b>
 Estimated Funds Available	 2,854,634	 2,740,036	 761,085
<b>Proposed Expenditures:</b>			
Transfer to Transit Fund	473,798	608,651	612,491
Operating Costs	62,100	64,400	66,000
Capital Projects	1,200,000	1,967,000	0
<b>Total Expenditures</b>	<b>1,735,898</b>	<b>2,640,051</b>	<b>678,491</b>
 <b>Ending Fund Balance</b>	 <b>1,118,736</b>	 <b>99,985</b>	 <b>82,594</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.

<i>MEASURE R</i>	<i>No. of Employees Full Time Equivalent</i>
Assistant City Manager/DSD Director	0.10
Deputy Director of Development Services/City Engineer	0.10
<b>TOTAL</b>	<b>0.20</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4701</b>		<b>MEASURE R</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	34,355	34,500	34,600	35,300	35,300
4014	VACATION SELL BACK	593	600	1,000	1,000	1,000
4015	ALLOWANCES	617	700	600	600	600
4021	LONGEVITY PAY	289	400	400	400	400
4241	P.E.R.S	9,299	9,800	9,800	11,000	12,400
4242	NON-PERSABLE COMPENSATION	171	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	3,162	3,400	3,300	3,400	3,400
4245	LONG TERM DISABILITY	20	100	0	100	100
4247	LIFE INSURANCE	100	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	513	600	500	500	500
<b>Total: SALARIES &amp; WAGES</b>		<b>49,120</b>	<b>50,400</b>	<b>50,500</b>	<b>52,600</b>	<b>54,000</b>
<b>OPERATING EXPENSES</b>						
6505	GENERAL LIABILITY	900	900	900	900	900
6507	WORKERS' COMPENSATION	600	700	700	700	700
6995	GENERAL FUND CHARGES	9,600	10,000	10,000	10,200	10,400
<b>Total: OPERATING EXPENSES</b>		<b>11,100</b>	<b>11,600</b>	<b>11,600</b>	<b>11,800</b>	<b>12,000</b>
<b>Total:</b>		<b>60,220</b>	<b>62,000</b>	<b>62,100</b>	<b>64,400</b>	<b>66,000</b>

**Fund/Division: 1614701**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.87 %

## Transportation Impact Fund

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,977,900</b>	<b>1,222,700</b>	<b>284,900</b>
Estimated Revenue:			
Other Grants	170,000	0	0
Impact Fees	900,000	300,000	300,000
Interest Earnings	15,000	12,200	2,800
Total Revenues	<u>1,085,000</u>	<u>312,200</u>	<u>302,800</u>
Estimated Funds Available	3,062,900	1,534,900	587,700
Proposed Expenditures:			
Capital Projects	1,840,200	1,250,000	100,000
Total Expenditures	<u>1,840,200</u>	<u>1,250,000</u>	<u>100,000</u>
<b>Ending Fund Balance</b>	<b><u>1,222,700</u></b>	<b><u>284,900</u></b>	<b><u>487,700</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.

## Measure "M" Local Return Fund

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>710,693</b>
<b>Estimated Revenue:</b>			
Proposition "M" Allocation	0	710,693	710,693
Interest Earnings	0	0	7,100
<b>Total Revenues</b>	<b>0</b>	<b>710,693</b>	<b>717,793</b>
 Estimated Funds Available	 0	 710,693	 1,428,486
<b>Proposed Expenditures:</b>			
Capital Projects	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>Ending Fund Balance</b>	 <b>0</b>	 <b>710,693</b>	 <b>1,428,486</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.

## **TDA Article 3 Bikeway**

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
TDA Article 3 Allocation	0	50,000	0
Interest Earnings	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
Estimated Funds Available	0	50,000	0
Proposed Expenditures:			
Capital Projects	0	50,000	0
<b>Total Expenditures</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
<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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>10,203,200</b>	<b>7,649,200</b>	<b>4,822,100</b>
Estimated Revenue:			
Transfer from General Fund	2,600,000	750,000	750,000
Parimutual Revenue	700,000	700,000	700,000
Interest Earnings	70,000	76,500	48,200
Misc.	35,000	0	0
Total Revenues	<b>3,405,000</b>	<b>1,526,500</b>	<b>1,498,200</b>
Estimated Funds Available	13,608,200	9,175,700	6,320,300
Proposed Expenditures:			
RaceTrack Overtime Reimbursement	168,100	157,300	163,200
General Fund Overhead	18,300	31,300	31,900
Capital Projects	5,772,600	4,165,000	3,798,600
Total Expenditures	<b>5,959,000</b>	<b>4,353,600</b>	<b>3,993,700</b>
<b>Ending Fund Balance</b>	<b>7,649,200</b>	<b>4,822,100</b>	<b>2,326,600</b>

### Purpose of Funds:

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

## City Hall Reserve

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>1,000,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
Estimated Revenue:			
Transfer From General Fund	500,000	0	0
Total Revenues	500,000	0	0
Estimated Funds Available	1,500,000	1,500,000	1,500,000
Proposed Expenditures:			
Total Expenditures	0	0	0
<b>Ending Fund Balance</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>

### Purpose of Funds:

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

## **Lighting Maintenance Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>105,800</b>	<b>105,800</b>	<b>105,800</b>
Estimated Revenue:			
Current Assessment	476,400	494,900	510,700
Transfer From General Fund	714,500	742,400	766,100
Total Revenues	<u>1,190,900</u>	<u>1,237,300</u>	<u>1,276,800</u>
Estimated Funds Available	1,296,700	1,343,100	1,382,600
Proposed Expenditures:			
Operating Expenses	1,190,900	1,237,300	1,276,800
Total Expenditures	<u>1,190,900</u>	<u>1,237,300</u>	<u>1,276,800</u>
<b>Ending Fund Balance</b>	<b>105,800</b>	<b>105,800</b>	<b>105,800</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.

<i><b>LIGHTING DISTRICT</b></i>	<i><b>No. of Employees Full Time Equivalent</b></i>
Building Maintenance Crew Supervisor	0.51
Building Maintenance Technician	0.40
General Services Superintendent	0.24
Traffic Signals/Street Lighting Technician	1.50
<b>TOTAL</b>	<b>2.65</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3311</b>		<b>LIGHTING DISTRICT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	181,387	185,300	181,600	185,500	186,600
4014	VACATION SELL BACK	3,443	3,200	3,200	3,200	3,200
4019	STAND BY PAY	1,167	1,300	1,500	1,500	1,500
4020	STABILITY PAY	120	200	100	0	0
4021	LONGEVITY PAY	4,210	4,600	4,500	4,400	4,400
4130	OVERTIME	1,740	2,000	3,000	2,500	2,500
4241	P.E.R.S.	50,490	53,500	52,500	57,900	65,800
4242	NON-PERSABLE COMPENSATION	135	200	100	100	100
4244	MEDICAL/DENTAL INSURANCE	32,661	34,200	33,100	34,200	34,200
4245	LONG TERM DISABILITY	262	300	300	300	300
4247	LIFE INSURANCE	240	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,209	2,800	2,200	2,800	2,800
<b>Total: SALARIES &amp; WAGES</b>		<b>278,065</b>	<b>287,800</b>	<b>282,300</b>	<b>292,600</b>	<b>301,600</b>
<b>SUPPLIES</b>						
5260	FIELDS	20,250	31,000	31,000	21,000	21,000
5410	TOOLS	399	700	700	700	700
<b>Total: SUPPLIES</b>		<b>20,649</b>	<b>31,700</b>	<b>31,700</b>	<b>21,700</b>	<b>21,700</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	135,672	150,000	150,000	150,000	150,000
6505	GENERAL LIABILITY	18,800	19,300	19,300	17,800	18,600
6507	WORKERS' COMPENSATION	7,100	7,800	7,800	8,300	8,600
6611	ELECTRIC	521,547	511,700	510,400	535,900	562,700
6750	VEHICLE MAINTENANCE	23,493	29,000	25,000	29,000	29,600
6995	GENERAL FUND CHARGES	86,800	84,400	84,400	102,000	104,000
<b>Total: OPERATING EXPENSES</b>		<b>793,412</b>	<b>802,200</b>	<b>796,900</b>	<b>843,000</b>	<b>873,500</b>
<b>SPECIAL PROGRAMS</b>						
7410	POWER PURCHASED	74,404	80,000	80,000	80,000	80,000
<b>Total: SPECIAL PROGRAMS</b>		<b>74,404</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Total:</b>		<b>1,166,530</b>	<b>1,201,700</b>	<b>1,190,900</b>	<b>1,237,300</b>	<b>1,276,800</b>
<b>Fund/Division: 4303311</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						2.96 %

## **Kaitlyn Place Landscaping District**

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Estimated Revenue:</b>			
Property Tax	2,500	0	0
Total Revenues	<hr/>	2,500	<hr/>
Estimated Funds Available	5,000	2,500	2,500
<b>Proposed Expenditures:</b>			
Operating Expense	2,500	0	0
Total Expenditures	<hr/>	2,500	<hr/>
<b>Ending Fund Balance</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<hr/>			

**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 started in Fiscal Year 2013-14 based on the estimated total cost to maintain the District.

## Water Fund

	FY16-17 Estimates	FY17-18		
		Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 16-17</b>				
<b>Beginning Fund Balance *</b>	<b>25,794,900</b>	<b>(659,600)</b>	<b>18,887,500</b>	<b>926,600</b>
<b>Estimated Revenue:</b>				
Transfers In (out)	0	2,500,000	(2,500,000)	0
Maps and Publications	500	500	0	0
Water Sales	10,500,000	11,700,000	0	0
Public Works Inspection	50,000	50,000	0	0
Property Rental	27,600	27,600	0	0
Demand Response Program	24,000	25,000	0	0
Backflow Admin	52,000	52,000	0	0
Sale of Property	15,000	15,000	0	0
Misc	50,000	50,000	0	0
Interest Earnings	160,000	(6,600)	188,900	9,300
<b>Total Revenues</b>	<b>10,879,100</b>	<b>14,413,500</b>	<b>(2,311,100)</b>	<b>9,300</b>
<b>Estimated Funds Available</b>	<b>36,674,000</b>	<b>13,753,900</b>	<b>16,576,400</b>	<b>935,900</b>
<b>Proposed Expenditures:</b>				
Equipment Purchase	553,200	0	0	166,100
Capital Outlay	4,173,400	0	2,130,800	0
Operating Costs	12,792,900	13,596,600	0	0
<b>Total Expenditures</b>	<b>17,519,500</b>	<b>13,596,600</b>	<b>2,130,800</b>	<b>166,100</b>
<b>Ending Fund Balance</b>	<b><u>19,154,500</u></b>	<b><u>157,300</u></b>	<b><u>14,445,600</u></b>	<b><u>769,800</u></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

	FY18-19		
	Operation	Capital Reserve	Equipment Reserve
<b>Fiscal year 17-18</b>			
<b>Beginning Fund Balance</b>	<b>157,300</b>	<b>14,445,600</b>	<b>769,800</b>
Estimated Revenue:			
Transfers In	2,000,000	(2,000,000)	0
Maps and Publications	500	0	0
Water Sales	12,000,000	0	0
Public Works Inspection	50,000	0	0
Property Rental	27,600	0	0
Miscellaneous	25,000	0	0
Backflow Admin	52,000	0	0
Sale of Property	15,000	0	0
Miscellaneous	50,000	0	0
Interest Earnings	1,600	144,500	7,700
Total Revenues	14,221,700	(1,855,500)	7,700
Estimated Funds Available	14,379,000	12,590,100	777,500
Proposed Expenditures:			
Equipment Purchase	0	0	593,900
Capital Outlay	0	3,919,500	0
Operating Costs	14,183,500	0	0
Total Expenditures	14,183,500	3,919,500	593,900
<b>Ending Fund Balance</b>	<b>195,500</b>	<b>8,670,600</b>	<b>183,600</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*

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 Aide	1.00
Management Analyst	0.25
Principal Civil Engineer	1.00
Public Works Inspector	0.50
Public Works Office Coordinator	0.70
Public Works Services Director	0.50
Senior Management Analyst	0.40
Storekeeper/Buyer	0.50
Street Superintendent	0.05
Utilities Crew Supervisor	3.00
Utilities Superintendent	1.00
Water Production Crew Supervisor	1.00
Water Production Technician I	1.00
Water Production Technician II	1.00
Water Quality/Backflow Inspector	1.00

*WATER FUND*

*No. of Employees  
Full Time Equivalent*

---

**TOTAL**

26.95

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DEPARTMENTAL SUMMARY</b>	<b>7200 WATER</b>					
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,792,578	1,922,500	1,722,000	1,920,800	1,957,600
4011	SPECIALIST PAY	679	700	700	700	700
4013	VACATION PAY OFF	21,146	7,000	50,000	30,000	30,000
4014	VACATION SELL BACK	25,015	28,000	30,500	30,000	30,000
4015	ALLOWANCES	1,595	1,800	1,400	1,800	1,800
4019	STAND BY PAY	24,395	17,700	22,000	21,000	21,000
4021	LONGEVITY PAY	33,492	36,100	32,700	31,200	32,400
4032	PART-TIME NON-PERS	15,662	32,000	19,500	32,000	32,000
4130	OVERTIME	35,295	35,000	39,500	37,000	37,000
4241	P.E.R.S	486,292	543,200	485,000	587,800	676,200
4242	NON-PERSABLE COMPENSATION	2,580	2,900	2,200	2,900	2,900
4244	MEDICAL/DENTAL INSURANCE	313,617	355,200	313,300	355,200	355,200
4245	LONG TERM DISABILITY	2,492	2,900	2,600	2,900	2,900
4247	LIFE INSURANCE	2,844	3,200	2,600	3,200	3,200
4248	RETIREE MEDICAL	58,911	0	39,300	50,000	50,000
4250	FICA/HOSPITAL INSURANCE	27,525	29,900	28,300	29,100	29,700
4299	VACANCY RATE	0	0	0	-94,000	-97,900
<b>Total: SALARIES &amp; WAGES</b>		<b>2,844,118</b>	<b>3,018,100</b>	<b>2,791,600</b>	<b>3,041,600</b>	<b>3,164,700</b>
SUPPLIES						
5110	OFFICE SUPPLIES	16,021	16,000	16,000	16,000	16,000
5111	WATER BILL POSTAGE	47,428	46,000	46,000	46,000	46,000
5120	DRAFTING SUPPLIES	1,951	3,500	3,500	3,000	3,000
5125	PRINT SHOP	18,685	27,000	27,000	23,000	23,000
5260	FIELDS	3,194	3,200	3,200	3,200	3,200
5280	UNIFORM	7,557	9,000	9,000	9,000	9,000
5410	TOOLS	6,210	6,800	6,800	6,800	6,800
<b>Total: SUPPLIES</b>		<b>101,046</b>	<b>111,500</b>	<b>111,500</b>	<b>107,000</b>	<b>107,000</b>
OPERATING EXPENSES						
6145	WATER CONSERVATION COST	18,328	99,300	99,300	99,300	99,300
6160	CONTRACT SERVICES	127,099	193,250	150,000	185,800	185,800
6210	TELEPHONE	15,785	12,700	13,500	10,800	10,800
6505	GENERAL LIABILITY	117,900	119,900	119,900	110,100	115,400
6507	WORKERS' COMPENSATION	72,900	80,500	80,500	86,800	89,300
6540	TAXES	7,247	0	7,400	7,600	7,800
6614	WATER	1,052	1,500	1,500	1,500	1,500
6730	OFFICE EQUIPMENT	250	2,000	2,000	1,000	1,000
6750	VEHICLE MAINTENANCE	163,466	175,000	165,000	164,000	167,300
6760	BUILDING REPAIR & MAINT	61,832	72,500	67,500	67,500	67,500
6771	WAREHOUSE & SHOP	8,781	11,500	11,500	11,500	11,500
6903	PERMITS FEES	6,075	6,700	6,700	6,700	6,700
6904	RENTS	836,609	861,700	848,400	873,900	900,100
6930	MEMBERSHIP & PUBLICATIONS	4,417	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	2,006	2,500	2,500	2,500	2,500
6970	TRAINING	3,998	4,000	4,000	4,000	4,000
6971	TUITION REIMBURSEMENT	7,386	4,200	2,600	1,900	1,900
6987	DUES & ASSESSMENTS	3,035,243	5,186,000	5,186,000	5,412,000	5,812,000
6990	DEPRECIATION	1,714,974	0	0	0	0
6995	GENERAL FUND CHARGES	1,027,200	1,123,900	1,123,900	1,315,100	1,341,400

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>Total: OPERATING EXPENSES</b>		<b>7,232,548</b>	<b>7,964,150</b>	<b>7,899,200</b>	<b>8,369,000</b>	<b>8,832,800</b>
SPECIAL PROGRAMS						
7410	POWER PURCHASED	1,409,375	1,650,000	1,600,000	1,650,000	1,650,000
7420	PUMPING SUPPLIES	82,282	75,000	65,000	70,000	70,000
7425	WATER TESTING	29,287	35,000	35,000	35,000	35,000
7440	UNSCHEDULED REPAIR WELLS	87,889	120,000	120,000	150,000	150,000
7450	REPAIRS TO PUMP FACILITIE	11,566	12,500	14,000	16,500	16,500
7510	REPAIRS TO METERS	28,065	28,000	28,000	28,000	28,000
7530	REPAIRS TO RESERVOIRS	4,981	5,000	5,000	5,000	5,000
7540	REPAIRS TO MAINS	44,164	40,000	40,000	40,000	40,000
7550	REPAIRS TO SERVICES	51,572	55,000	55,000	55,000	55,000
7560	REPAIRS TO HYDRANTS	11,258	12,000	12,000	12,000	12,000
7610	METER READING SUPPLIES	1,500	15,000	16,600	17,500	17,500
7990	PENSION LIB ACCRUAL	-306,467	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>1,455,473</b>	<b>2,047,500</b>	<b>1,990,600</b>	<b>2,079,000</b>	<b>2,079,000</b>
<b>Total Division:</b>		<b>11,633,186</b>	<b>13,141,250</b>	<b>12,792,900</b>	<b>13,596,600</b>	<b>14,183,500</b>

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.47 %

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 7201</b>		<b>WATER-ADMIN</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	750,804	823,800	750,500	839,700	856,700
4011	SPECIALIST PAY	679	700	700	700	700
4013	VACATION PAY OFF	21,146	7,000	50,000	30,000	30,000
4014	VACATION SELL BACK	8,302	10,000	10,000	10,000	10,000
4015	ALLOWANCES	1,595	1,800	1,400	1,800	1,800
4019	STAND BY PAY	14,149	16,000	1,000	1,000	1,000
4021	LONGEVITY PAY	10,201	12,000	10,600	10,500	10,700
4032	PART-TIME NON-PERS	10,834	20,000	11,000	20,000	20,000
4130	OVERTIME	28	500	0	500	500
4241	P.E.R.S.	201,202	231,200	209,200	254,400	292,900
4242	NON-PERSABLE COMPENSATION	2,016	2,300	1,900	2,300	2,300
4244	MEDICAL/DENTAL INSURANCE	114,169	137,600	124,900	137,600	137,600
4245	LONG TERM DISABILITY	865	1,000	900	1,000	1,000
4247	LIFE INSURANCE	1,496	1,800	1,500	1,800	1,800
4248	RETIREE MEDICAL	58,911	0	39,300	50,000	50,000
4250	FICA/HOSPITAL INSURANCE	12,232	12,700	12,400	12,700	13,000
4299	VACANCY RATE	0	0	0	-41,200	-42,900
<b>Total: SALARIES &amp; WAGES</b>		<b>1,208,628</b>	<b>1,278,400</b>	<b>1,225,300</b>	<b>1,332,800</b>	<b>1,387,100</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	16,021	16,000	16,000	16,000	16,000
5111	WATER BILL POSTAGE	47,428	46,000	46,000	46,000	46,000
5120	DRAFTING SUPPLIES	1,951	3,500	3,500	3,000	3,000
5125	PRINT SHOP	18,685	27,000	27,000	23,000	23,000
<b>Total: SUPPLIES</b>		<b>84,085</b>	<b>92,500</b>	<b>92,500</b>	<b>88,000</b>	<b>88,000</b>
<b>OPERATING EXPENSES</b>						
6145	WATER CONSERVATION COST	18,328	99,300	99,300	99,300	99,300
6160	CONTRACT SERVICES	127,099	193,250	150,000	185,800	185,800
6210	TELEPHONE	761	800	900	700	700
6505	GENERAL LIABILITY	117,900	119,900	119,900	110,100	115,400
6507	WORKERS' COMPENSATION	72,900	80,500	80,500	86,800	89,300
6540	TAXES	7,247	0	7,400	7,600	7,800
6730	OFFICE EQUIPMENT	250	2,000	2,000	1,000	1,000
6750	VEHICLE MAINTENANCE	2,013	3,000	3,000	3,000	3,100
6760	BUILDING REPAIR & MAINT	1,576	2,000	2,000	2,000	2,000
6904	RENTS	836,609	861,700	848,400	873,900	900,100
6930	MEMBERSHIP & PUBLICATIONS	4,417	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	2,006	2,500	2,500	2,500	2,500
6970	TRAINING	3,998	4,000	4,000	4,000	4,000
6971	TUITION REIMBURSEMENT	7,386	4,200	2,600	1,900	1,900
6987	DUES & ASSESSMENTS	9,647	11,000	11,000	12,000	12,000
6990	DEPRECIATION	1,714,974	0	0	0	0
6995	GENERAL FUND CHARGES	337,800	340,200	340,200	438,400	447,200
<b>Total: OPERATING EXPENSES</b>		<b>3,264,910</b>	<b>1,731,350</b>	<b>1,680,700</b>	<b>1,836,000</b>	<b>1,879,100</b>
<b>SPECIAL PROGRAMS</b>						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
7990	PENSION LIB ACCRUAL	-306,467	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>-306,467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>4,251,157</b>	<b>3,102,250</b>	<b>2,998,500</b>	<b>3,256,800</b>	<b>3,354,200</b>
<b>Fund/Division:</b>	<b>5207201</b>					4.98 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 7204</b>		<b>WATER-MAIN &amp; REPLACEMENT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	527,084	568,400	531,900	571,800	580,700
4014	VACATION SELL BACK	11,401	9,000	9,000	9,000	9,000
4019	STAND BY PAY	4,626	600	10,000	10,000	10,000
4021	LONGEVITY PAY	11,081	11,600	10,900	12,200	13,200
4032	PART-TIME NON-PERS	4,828	12,000	8,500	12,000	12,000
4130	OVERTIME	18,894	23,000	25,000	23,000	23,000
4241	P.E.R.S	142,949	160,100	150,000	177,700	203,900
4242	NON-PERSABLE COMPENSATION	192	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	107,179	118,800	106,700	118,800	118,800
4245	LONG TERM DISABILITY	885	1,000	1,000	1,000	1,000
4247	LIFE INSURANCE	674	700	600	700	700
4250	FICA/HOSPITAL INSURANCE	7,953	9,000	8,800	8,500	8,600
4299	VACANCY RATE	0	0	0	-28,300	-29,400
<b>Total: SALARIES &amp; WAGES</b>		<b>837,745</b>	<b>914,400</b>	<b>862,500</b>	<b>916,600</b>	<b>951,700</b>
<b>SUPPLIES</b>						
5260	FIELDS	3,017	3,000	3,000	3,000	3,000
5280	UNIFORM	7,557	9,000	9,000	9,000	9,000
5410	TOOLS	5,028	5,000	5,000	5,000	5,000
<b>Total: SUPPLIES</b>		<b>15,602</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>OPERATING EXPENSES</b>						
6750	VEHICLE MAINTENANCE	104,787	120,000	106,000	110,000	112,200
6760	BUILDING REPAIR & MAINT	500	500	500	500	500
6771	WAREHOUSE & SHOP	4,161	6,000	6,000	6,000	6,000
6995	GENERAL FUND CHARGES	188,400	193,100	193,100	255,400	260,500
<b>Total: OPERATING EXPENSES</b>		<b>297,848</b>	<b>319,600</b>	<b>305,600</b>	<b>371,900</b>	<b>379,200</b>
<b>SPECIAL PROGRAMS</b>						
7540	REPAIRS TO MAINS	44,164	40,000	40,000	40,000	40,000
7550	REPAIRS TO SERVICES	51,572	55,000	55,000	55,000	55,000
7560	REPAIRS TO HYDRANTS	11,258	12,000	12,000	12,000	12,000
<b>Total: SPECIAL PROGRAMS</b>		<b>106,995</b>	<b>107,000</b>	<b>107,000</b>	<b>107,000</b>	<b>107,000</b>
<b>Total:</b>		<b>1,258,190</b>	<b>1,358,000</b>	<b>1,292,100</b>	<b>1,412,500</b>	<b>1,454,900</b>
<b>Fund/Division: 5207204</b>						4.01 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 7205</b>		<b>WATER-METER CUSTOMER SV</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	205,772	210,600	166,400	198,600	204,600
4014	VACATION SELL BACK	1,420	3,000	2,500	3,000	3,000
4019	STAND BY PAY	0	0	1,000	1,000	1,000
4021	LONGEVITY PAY	4,571	4,600	4,500	2,900	2,900
4130	OVERTIME	1,784	1,500	1,500	1,500	1,500
4241	P.E.R.S	56,738	59,600	47,000	59,900	69,600
4242	NON-PERSABLE COMPENSATION	186	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	40,765	43,100	33,600	43,100	43,100
4245	LONG TERM DISABILITY	330	400	300	400	400
4247	LIFE INSURANCE	310	300	200	300	300
4250	FICA/HOSPITAL INSURANCE	2,537	3,200	2,400	2,900	3,000
4299	VACANCY RATE	0	0	0	-9,400	-9,900
<b>Total: SALARIES &amp; WAGES</b>		<b>314,413</b>	<b>326,500</b>	<b>259,500</b>	<b>304,400</b>	<b>319,700</b>
<b>SUPPLIES</b>						
5410	TOOLS	381	1,000	1,000	1,000	1,000
<b>Total: SUPPLIES</b>		<b>381</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>OPERATING EXPENSES</b>						
6750	VEHICLE MAINTENANCE	17,480	18,000	17,000	17,000	17,300
6771	WAREHOUSE & SHOP	459	500	500	500	500
6995	GENERAL FUND CHARGES	229,600	352,700	352,700	364,300	371,600
<b>Total: OPERATING EXPENSES</b>		<b>247,539</b>	<b>371,200</b>	<b>370,200</b>	<b>381,800</b>	<b>389,400</b>
<b>SPECIAL PROGRAMS</b>						
7510	REPAIRS TO METERS	28,065	28,000	28,000	28,000	28,000
7610	METER READING SUPPLIES	1,500	15,000	16,600	17,500	17,500
<b>Total: SPECIAL PROGRAMS</b>		<b>29,565</b>	<b>43,000</b>	<b>44,600</b>	<b>45,500</b>	<b>45,500</b>
<b>Total:</b>		<b>591,898</b>	<b>741,700</b>	<b>675,300</b>	<b>732,700</b>	<b>755,600</b>
<b>Fund/Division: 5207205</b>						(1.21) %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 7206</b>		<b>WATER-PRODUCTION/QUALITY</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	308,919	319,700	273,200	310,700	315,600
4014	VACATION SELL BACK	3,892	6,000	9,000	8,000	8,000
4019	STAND BY PAY	5,619	1,100	10,000	9,000	9,000
4021	LONGEVITY PAY	7,639	7,900	6,700	5,600	5,600
4130	OVERTIME	14,590	10,000	13,000	12,000	12,000
4241	P.E.R.S	85,402	92,300	78,800	95,800	109,800
4242	NON-PERSABLE COMPENSATION	186	200	100	200	200
4244	MEDICAL/DENTAL INSURANCE	51,504	55,700	48,100	55,700	55,700
4245	LONG TERM DISABILITY	413	500	400	500	500
4247	LIFE INSURANCE	364	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	4,803	5,000	4,700	5,000	5,100
4299	VACANCY RATE	0	0	0	-15,100	-15,700
<b>Total: SALARIES &amp; WAGES</b>		<b>483,332</b>	<b>498,800</b>	<b>444,300</b>	<b>487,800</b>	<b>506,200</b>
<b>SUPPLIES</b>						
5260	FIELDS	177	200	200	200	200
5410	TOOLS	801	800	800	800	800
<b>Total: SUPPLIES</b>		<b>978</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>OPERATING EXPENSES</b>						
6210	TELEPHONE	15,024	11,900	12,600	10,100	10,100
6614	WATER	1,052	1,500	1,500	1,500	1,500
6750	VEHICLE MAINTENANCE	39,186	34,000	39,000	34,000	34,700
6760	BUILDING REPAIR & MAINT	59,757	70,000	65,000	65,000	65,000
6771	WAREHOUSE & SHOP	4,161	5,000	5,000	5,000	5,000
6903	PERMITS FEES	6,075	6,700	6,700	6,700	6,700
6987	DUES & ASSESSMENTS	3,025,597	5,175,000	5,175,000	5,400,000	5,800,000
6995	GENERAL FUND CHARGES	271,400	237,900	237,900	257,000	262,100
<b>Total: OPERATING EXPENSES</b>		<b>3,422,252</b>	<b>5,542,000</b>	<b>5,542,700</b>	<b>5,779,300</b>	<b>6,185,100</b>
<b>SPECIAL PROGRAMS</b>						
7410	POWER PURCHASED	1,409,375	1,650,000	1,600,000	1,650,000	1,650,000
7420	PUMPING SUPPLIES	82,282	75,000	65,000	70,000	70,000
7425	WATER TESTING	29,287	35,000	35,000	35,000	35,000
7440	UNSCHEDULED REPAIR WELLS	87,889	120,000	120,000	150,000	150,000
7450	REPAIRS TO PUMP FACILITIE	11,566	12,500	14,000	16,500	16,500
7530	REPAIRS TO RESERVOIRS	4,981	5,000	5,000	5,000	5,000
<b>Total: SPECIAL PROGRAMS</b>		<b>1,625,380</b>	<b>1,897,500</b>	<b>1,839,000</b>	<b>1,926,500</b>	<b>1,926,500</b>
<b>Total:</b>		<b>5,531,942</b>	<b>7,939,300</b>	<b>7,827,000</b>	<b>8,194,600</b>	<b>8,618,800</b>

**Fund/Division: 5207206**

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.22 %

## **Sewer System Service Fund**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance *</b>	<b>5,799,600</b>	<b>4,843,300</b>	<b>5,024,100</b>
<b>Estimated Revenue:</b>			
Sewer System Charge	1,800,000	2,000,000	2,250,000
Industrial Waste Fee	40,000	48,400	50,200
Other Income	1,000	0	0
Interest Earnings	19,600	48,400	50,200
<b>Total Revenues</b>	<b>1,860,600</b>	<b>2,096,800</b>	<b>2,350,400</b>
<b>Estimated Funds Available</b>	<b>7,660,200</b>	<b>6,940,100</b>	<b>7,374,500</b>
<b>Proposed Expenditures:</b>			
Operating Costs	1,210,800	1,306,800	1,345,800
Capital Projects	1,538,300	552,200	846,900
Equipment Purchases	67,800	57,000	0
<b>Total Expenditures</b>	<b>2,816,900</b>	<b>1,916,000</b>	<b>2,192,700</b>
<b>Ending Fund Balance</b>	<b>4,843,300</b>	<b>5,024,100</b>	<b>5,181,800</b>

### Purpose of Funds:

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

\* Capital Assets are not included in fund balance.

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

Associate Civil Engineer	0.40
Deputy Public Works Director	0.15
Environmental Services Officer	0.10
Equipment Operator	2.00
Maintenance Worker	1.00
Management Analyst	0.25
Public Works Inspector	0.30
Public Works Services Director	0.15
Senior Engineering Assistant	1.00
Senior Management Analyst	0.50
Storekeeper/Buyer	0.10
Street Superintendent	0.30
Utilities Crew Supervisor	1.00
<b>TOTAL</b>	<b>7.25</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 3306</b>		<b>SEWER MAINTENANCE</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	505,774	534,900	523,200	541,800	548,700
4013	VACATION PAY OFF	0	1,500	0	1,500	1,500
4014	VACATION SELL BACK	8,866	9,000	7,000	9,000	9,000
4015	ALLOWANCES	189	300	200	200	200
4021	LONGEVITY PAY	11,446	12,000	11,300	9,800	10,100
4032	PART-TIME NON-PERS	8,195	10,000	10,000	10,000	10,000
4130	OVERTIME	3,692	3,000	1,200	2,500	2,500
4241	P.E.R.S	141,523	153,000	149,700	167,000	190,900
4242	NON-PERSABLE COMPENSATION	695	800	800	800	800
4244	MEDICAL/DENTAL INSURANCE	88,081	95,900	92,400	95,900	95,900
4245	LONG TERM DISABILITY	697	800	700	800	800
4247	LIFE INSURANCE	810	900	900	900	900
4249	UNEMPLOYMENT INSURANCE	7,754	0	2,600	5,000	5,000
4250	FICA/HOSPITAL INSURANCE	8,167	8,200	8,200	8,200	8,300
<b>Total: SALARIES &amp; WAGES</b>		<b>785,888</b>	<b>830,300</b>	<b>808,200</b>	<b>853,400</b>	<b>884,600</b>
<b>SUPPLIES</b>						
5125	PRINT SHOP	4,583	7,000	7,000	7,000	7,000
5260	FIELDS	5,940	6,000	6,000	6,000	6,000
5280	UNIFORM	1,866	2,000	2,000	2,000	2,000
5410	TOOLS	515	500	500	500	500
<b>Total: SUPPLIES</b>		<b>12,905</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	74,286	59,800	59,800	61,500	61,500
6505	GENERAL LIABILITY	17,500	18,400	18,400	17,100	17,800
6507	WORKERS' COMPENSATION	20,400	22,500	22,500	24,200	24,900
6614	WATER	195	200	200	200	200
6750	VEHICLE MAINTENANCE	77,412	65,000	70,000	65,000	66,300
6902	DISPOSAL CHARGES	2,469	3,000	3,000	3,000	3,000
6903	PERMITS FEES	11,000	11,000	11,000	11,000	11,000
6970	TRAINING	1,063	1,600	1,600	1,800	1,800
6990	DEPRECIATION	147,214	0	0	0	0
6995	GENERAL FUND CHARGES	161,900	200,600	200,600	254,100	259,200
<b>Total: OPERATING EXPENSES</b>		<b>513,440</b>	<b>382,100</b>	<b>387,100</b>	<b>437,900</b>	<b>445,700</b>
<b>SPECIAL PROGRAMS</b>						
7990	PENSION LIB ACCRUAL	-70,449	0	0	0	0
<b>Total: SPECIAL PROGRAMS</b>		<b>-70,449</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total:</b>		<b>1,241,784</b>	<b>1,227,900</b>	<b>1,210,800</b>	<b>1,306,800</b>	<b>1,345,800</b>
<b>Fund/Division: 5213306</b>						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						6.43 %

## **Equipment Replacement Fund**

---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>9,586,400</b>	<b>6,589,100</b>	<b>5,272,800</b>
Estimated Revenue:			
Transfer from General Fund	1,200,000	750,000	750,000
Sale of property	5,000	10,000	10,000
Grants	3,000	0	0
Interest Earnings	62,000	65,900	52,700
Total Revenues	1,270,000	825,900	812,700
Estimated Funds Available	10,856,400	7,415,000	6,085,500
Proposed Expenditures:			
General Fund Charges	26,500	30,400	31,000
Equipment Purchases	4,240,800	2,111,800	2,000,400
Total Expenditures	4,267,300	2,142,200	2,031,400
<b>Ending Fund Balance</b>	<b>6,589,100</b>	<b>5,272,800</b>	<b>4,054,100</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**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance *</b>	<b>0</b>	<b>0</b>	<b>0</b>
Estimated Revenue:			
Rent	120,000	120,000	120,000
LA County Funding	2,831,600	2,837,200	2,799,100
<b>Total Revenues</b>	<b>2,951,600</b>	<b>2,957,200</b>	<b>2,919,100</b>
Estimated Funds Available	2,951,600	2,957,200	2,919,100
Proposed Expenditures:			
Operating Expenses	290,000	300,000	262,500
Principal	1,490,000	1,560,000	1,640,000
Interest	1,171,600	1,097,200	1,016,600
<b>Total Expenditures</b>	<b>2,951,600</b>	<b>2,957,200</b>	<b>2,919,100</b>
<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*

---

Assistant City Manager/DSD Director	0.10
Management Analyst	0.15
Senior Administrative Assistant	0.10
<b>TOTAL</b>	<b>0.35</b>

ACCOUNT	TITLE	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION: 4901</b>		<b>SUCCESSOR REDEVELOPMENT</b>				
<b>SALARIES &amp; WAGES</b>						
4010	REGULAR EMPLOYEES	59,989	38,200	38,400	39,200	39,200
4014	VACATION SELL BACK	820	700	800	1,100	1,100
4015	ALLOWANCES	776	600	500	500	500
4021	LONGEVITY PAY	905	600	600	500	600
4032	PART-TIME NON-PERS	0	200	0	0	0
4241	P.E.R.S	16,350	11,000	11,000	12,200	13,800
4242	NON-PERSABLE COMPENSATION	237	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	8,204	5,400	5,300	5,400	5,400
4245	LONG TERM DISABILITY	57	100	100	100	100
4247	LIFE INSURANCE	159	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	926	600	600	600	600
<b>Total: SALARIES &amp; WAGES</b>		<b>88,424</b>	<b>57,800</b>	<b>57,600</b>	<b>60,000</b>	<b>61,700</b>
<b>SUPPLIES</b>						
5110	OFFICE SUPPLIES	163	500	500	500	500
<b>Total: SUPPLIES</b>		<b>163</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>OPERATING EXPENSES</b>						
6140	LEGAL	1,062	20,000	2,000	20,000	0
6160	CONTRACT SERVICES	154,126	173,600	173,600	173,600	153,600
6505	GENERAL LIABILITY	2,800	4,600	4,600	4,100	4,200
6507	WORKERS' COMPENSATION	2,400	2,600	2,600	2,800	2,900
6611	ELECTRIC	1,212	1,600	500	500	500
6910	AUDIT	4,959	6,400	6,000	6,000	6,000
6995	GENERAL FUND CHARGES	41,700	41,100	41,100	30,500	31,100
<b>Total: OPERATING EXPENSES</b>		<b>208,259</b>	<b>249,900</b>	<b>230,400</b>	<b>237,500</b>	<b>198,300</b>
<b>SPECIAL PROGRAMS</b>						
7803	NOTE INTEREST	1,239,382	1,171,600	1,171,600	1,097,200	1,016,600
<b>Total: SPECIAL PROGRAMS</b>		<b>1,239,382</b>	<b>1,171,600</b>	<b>1,171,600</b>	<b>1,097,200</b>	<b>1,016,600</b>
<b>NOTE PRINCIPAL</b>						
7804	NOTE PRINCIPAL	1,420,000	1,490,000	1,490,000	1,560,000	1,640,000
<b>Total: NOTE PRINCIPAL</b>		<b>1,420,000</b>	<b>1,490,000</b>	<b>1,490,000</b>	<b>1,560,000</b>	<b>1,640,000</b>
<b>GENERAL PROPERTY</b>						
7915	GENERAL PROPERTY	121	2,000	1,500	2,000	2,000
<b>Total: GENERAL PROPERTY</b>		<b>121</b>	<b>2,000</b>	<b>1,500</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>2,956,349</b>	<b>2,971,800</b>	<b>2,951,600</b>	<b>2,957,200</b>	<b>2,919,100</b>
<b>Total:</b>		<b>2,956,349</b>	<b>2,971,800</b>	<b>2,951,600</b>	<b>2,957,200</b>	<b>2,919,100</b>
<b>Fund/Division: 7254901</b>						(0.49) %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

## **General Obligation Bond 2012**

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>363,200</b>	<b>363,200</b>	<b>363,200</b>
Estimated Revenue:			
Current Assessments	414,200	416,000	416,300
Interests	2,000	2,000	2,000
Total Revenues	<u>416,200</u>	<u>418,000</u>	<u>418,300</u>
Estimated Funds Available	779,400	781,200	781,500
Proposed Expenditures:			
Operating Expenses	2,500	2,300	2,300
Principal	260,000	270,000	280,000
Interest	153,700	145,700	136,000
Total Expenditures	<u>416,200</u>	<u>418,000</u>	<u>418,300</u>
<b>Ending Fund Balance</b>	<b>363,200</b>	<b>363,200</b>	<b>363,200</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	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION:</b>	<b>DEBT SVC GO BONDS 2012</b>					
<b>OPERATING EXPENSES</b>						
6160	CONTRACT SERVICES	1,023	1,500	1,300	1,300	1,300
6995	GENERAL FUND CHARGES	1,300	1,200	1,200	1,000	1,000
<b>Total: OPERATING EXPENSES</b>		<b>2,323</b>	<b>2,700</b>	<b>2,500</b>	<b>2,300</b>	<b>2,300</b>
<b>SPECIAL PROGRAMS</b>						
7803	NOTE INTEREST	160,125	153,700	153,700	145,700	136,000
<b>Total: SPECIAL PROGRAMS</b>		<b>160,125</b>	<b>153,700</b>	<b>153,700</b>	<b>145,700</b>	<b>136,000</b>
<b>NOTE PRINCIPAL</b>						
7804	NOTE PRINCIPAL	260,000	260,000	260,000	270,000	280,000
<b>Total: NOTE PRINCIPAL</b>		<b>260,000</b>	<b>260,000</b>	<b>260,000</b>	<b>270,000</b>	<b>280,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>422,448</b>	<b>416,400</b>	<b>416,200</b>	<b>418,000</b>	<b>418,300</b>
<b>Total:</b>		<b>422,448</b>	<b>416,400</b>	<b>416,200</b>	<b>418,000</b>	<b>418,300</b>
<b>Fund/Division:</b>	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.38 %

## **General Obligation Bond 2011**

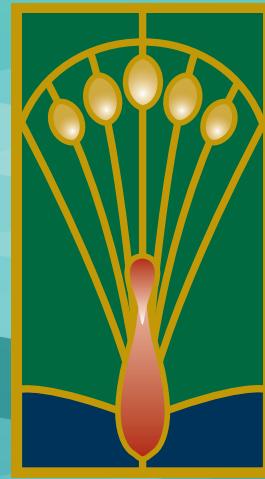
---

	16-17 Estimates	17-18 Budget	18-19 Budget
<b>Beginning Fund Balance</b>	<b>490,500</b>	<b>490,500</b>	<b>490,100</b>
<b>Estimated Revenue:</b>			
Current Assessments	594,800	594,900	595,800
Interest Income	2,500	2,500	2,500
Total Revenues	<u>597,300</u>	<u>597,400</u>	<u>598,300</u>
 Estimated Funds Available	 1,087,800	 1,087,900	 1,088,400
<b>Proposed Expenditures:</b>			
Operating Expenses	3,000	2,700	2,700
Principal	305,000	320,000	335,000
Interest	<u>289,300</u>	<u>275,100</u>	<u>258,700</u>
Total Expenditures	<u>597,300</u>	<u>597,800</u>	<u>596,400</u>
 <b>Ending Fund Balance</b>	 <u>490,500</u>	 <u>490,100</u>	 <u>492,000</u>

**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	2015-16 ACTUAL	2016-17 ADJUSTED BUDGET	2016-17 PROJECTED	2017-18 PROPOSED	2018-19 PROPOSED
<b>DIVISION:</b>	<b>GEN OBLIGATION BOND 2011</b>					
OPERATING EXPENSES						
6160 CONTRACT SERVICES		1,306	1,500	1,300	1,300	1,300
6995 GENERAL FUND CHARGES		1,500	1,700	1,700	1,400	1,400
<b>Total: OPERATING EXPENSES</b>		<b>2,806</b>	<b>3,200</b>	<b>3,000</b>	<b>2,700</b>	<b>2,700</b>
SPECIAL PROGRAMS						
7803 NOTE INTEREST		301,220	289,300	289,300	275,100	258,700
<b>Total: SPECIAL PROGRAMS</b>		<b>301,220</b>	<b>289,300</b>	<b>289,300</b>	<b>275,100</b>	<b>258,700</b>
NOTE PRINCIPAL						
7804 NOTE PRINCIPAL		295,000	305,000	305,000	320,000	335,000
<b>Total: NOTE PRINCIPAL</b>		<b>295,000</b>	<b>305,000</b>	<b>305,000</b>	<b>320,000</b>	<b>335,000</b>
<b>TOTAL EMPLOYEE SERVICES:</b>		<b>599,026</b>	<b>597,500</b>	<b>597,300</b>	<b>597,800</b>	<b>596,400</b>
<b>Total:</b>		<b>599,026</b>	<b>597,500</b>	<b>597,300</b>	<b>597,800</b>	<b>596,400</b>
<b>Fund/Division:</b>	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.05 %



CITY OF  
**ARCADIA**