

CITY OF
ARCADIA
OPERATING BUDGET
2018 - 2020



CITY OF ARCADIA
FISCAL YEARS 2018-2020 OPERATING BUDGET

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 Budget Memo

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MEMORANDUM

Office of the City Manager

DATE: July 1, 2018
TO: Mayor and City Council
FROM: Dominic Lazzaretto, City Manager
SUBJECT: **FISCAL YEAR 2018-2019 BUDGET**

The adopted FY 2018-19 General Fund Operating Budget anticipates Total Operating Revenues of \$64.4 million and Operating Expenses at \$67.5 million, including new programs added for FY 2018-19 and approximately \$5.1 million of Transfers Out to Special Revenue Funds for operational programs and Capital Funds for future critical maintenance and replacement needs. This year, a true rate of transfer to the capital funds are reflected, showing a significant increase in comparison to past year transfer amounts. While there are current fund balances in these capital funds to use for projects planned in this Fiscal Year, this true rate of transfer comes with the intention to account for and ensure there will be funds available for critical infrastructure improvements and replacements of major equipment in future years. In addition, it highlights the need for the community to either find significant means to reduce its expenditures in the coming years or to find one or more new ongoing revenue sources to truly balance the budget. This true rate was estimated using historical spending patterns and future known budgeted outlays shown in the five-year expenditure plans of Capital Improvement and Equipment Replacement Funds.

After total revenue and expenditures are considered, the ending Operating General Fund Balance will reduce by \$3.1 million, with a projected ending Operating Fund Balance of \$5,109,800. It would be appropriate to note that this is the General Fund Operating Fund Balance, used to manage annual operating cash flow. The City continues to meet the need for setting aside an Emergency Reserve Fund, currently with a balance of \$10.1 million, as well as having other designated fund balances for Workers' Compensation costs, Liability costs, a New City Hall sinking fund, Capital Improvement programs, and Equipment Replacement funds.

FY 18-19 Budget	
Beginning Fund Balance:	\$ 8,208,600
Total Revenues	64,389,800
Total Expenditures	62,386,800
Subtotal:	2,003,000
Total Fund Transfers	(5,101,800)
Net Surplus / (Deficit):	(\$3,098,800)
Ending Fund Balance:	\$ 5,109,800

Added to the City's overall Operating Budget this year are new programs totaling \$349,000 in the General Fund. The vast majority of new program costs address public safety needs. They include re-establishing a Special Enforcement Team (SET) with a focus towards crime prevention and apprehension of criminals, updating the City's crime analysis systems, and participating in radio communications interoperability with regional law enforcement agencies. Other programs look to further enhance services provided to the community based on the changing needs of the community. For instance, the Fire Department continues its effort to meet the increased demand for medical emergencies calls, where roughly 69% of the emergency calls to the Fire Department are now for medical attention. The FY2018-19 adopted budget includes an upgrade of a Firefighter position to a dual Firefighter/Paramedic position to speed up medical response times while also providing staffing flexibility.

The budgeted transfer of funds are itemized as follows: Lighting District, Local Law Enforcement (Officer at AUSD), Capital Improvement, and Equipment Replacement Fund. All transfers total approximately \$5.1 million:

• Lighting District -	\$ 759,700
• Local Law Enforcement -	\$ 142,100
• Capital Improvement Fund -	\$2,400,000
• Equipment Replacement Fund -	<u>\$1,800,000</u>
	Total: \$5,101,800

The Capital Improvement Fund provides the majority of funding for such essential maintenance such as pavement rehabilitation, building repairs, and parks maintenance. A key project in the coming year will be the final phase of modernizing of the City's signature boulevard medians to comply with water conservation regulations, making them more drought tolerant while ensuring they remain a major community aesthetic component. Other major projects for the year are annual pavement rehabilitation of thoroughfares and residential roads with a Pavement Condition Index (PCI) rating of 40 or below, and roof restoration of the City's Library. Total planned projects funded by the Capital Improvement Fund will cost \$4.1 million. Citywide, the combined capital projects in all funds will cost \$14.4 million.

The Equipment Replacement Fund provides funding for essential equipment such as computers, vehicles, and major office equipment. Without properly ensuring funds are available to replace or improve upon existing infrastructures, effectively running the City would be impossible over time.

The adopted Budget has been prepared with an eye toward slightly expanding the high level of service in Arcadia to respond to community needs in an era of limited financial growth. Operational efficiencies have been identified wherever possible to create additional capacity. Nevertheless, there is an anticipated overall net reduction of \$3.1 million in the General Fund balance, which is expected to grow dramatically in the coming years unless significant cost cutting measures are enacted or a new revenue stream is identified. In the coming year, it will be essential that the City resolve this issue in order to ensure that the organization can continue to provide the heightened levels of public safety and overall community service for which Arcadia is known.

Economic Context

Arcadia's vibrant economy is expected to continue due to the low unemployment rate nationwide, a higher consumer confidence that leads to greater spending, and the continued strength of the local housing market. Specifically, housing valuation continues to be strong in Arcadia, notwithstanding the decrease in sales activities relative to previous peaks.

It is in this context that the FY 2018-19 Budget forecasts a continuing growth similar to FY 2017-18. Overall, revenues are expected to increase 3.4%, slightly above the yearly baseline forecast of 3.0%, while expenditures show a growth of 3.6%. On the expenditure side, this growth figure factors in the continued increase in the minimum wage, escalating contractual costs, and the recent labor agreements reached with all five-employee associations.

Fortunately, Arcadia's outlook continues to outpace many other cities within Los Angeles County. However, this year's operating budget reflects a deficit balance of \$3.1 million. This deficit, as presented, includes new programs for the year totaling \$349,000, which are described below.

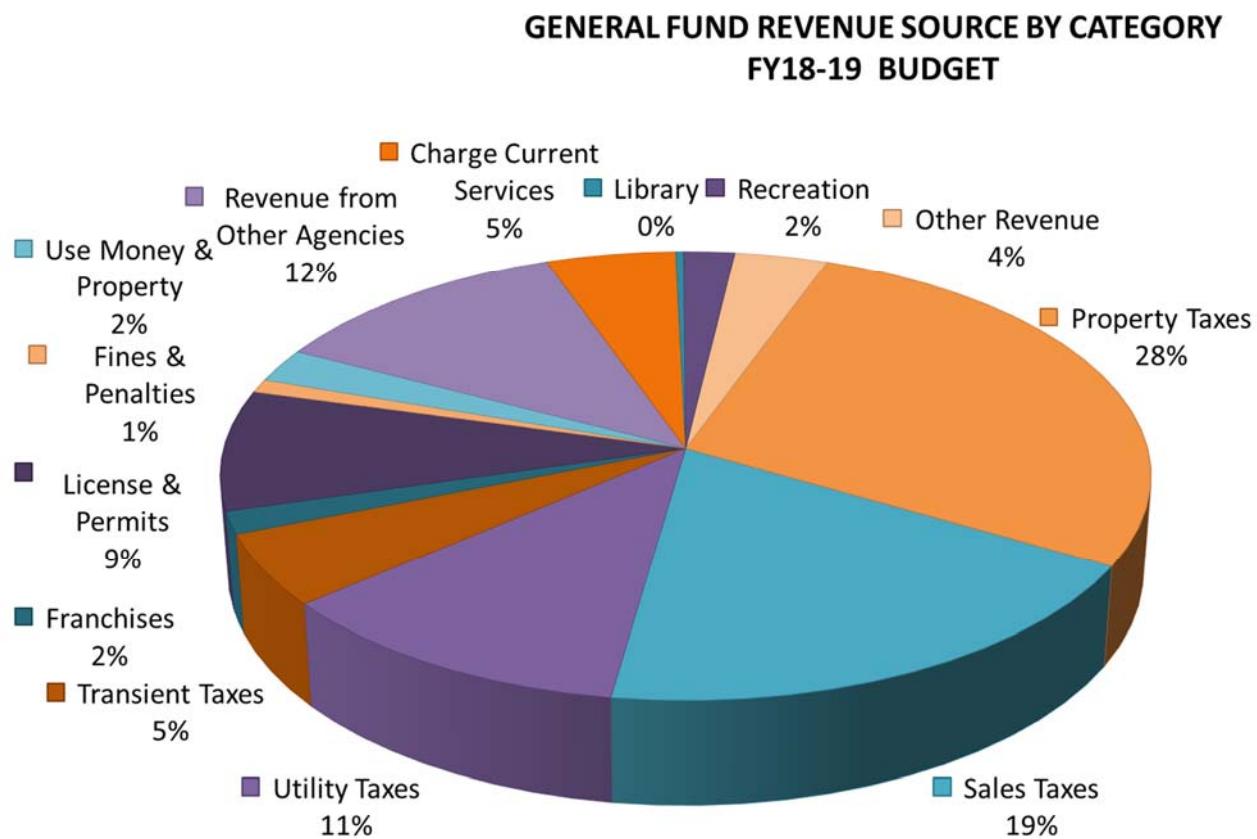
It should be noted that the FY 2018-19 deficit balance has been anticipated. When the CalPERS Board approved a reduction in assumed earning rates, from 7.5% to 7.0%, significant upward pressure was put on employer contributions to make retirement funding more sustainable. Similarly, CalPERS has modified actuarial assumptions to encapsulate longer life expectancies, which also leads to increased costs to employers. These retirement costs are expected to continue increasing substantially for the next few years and then stay at those heightened levels for a generation before finally returning to traditionally affordable levels.

Summarized in the table below is the General Fund Operating Budget for: FY 2017-18 Year Ending Estimates, FY 2018-19 adopted Budget, and a FY 2019-20 Preliminary Budget Outlook. Please note that FY 2019-20 was not adopted by the City Council. The City adopts its Operating Budget annually.

GENERAL FUND			
	FY17-18 Estimates	FY18-19 Budget	FY19-20 Budget
Beginning Fund Balance	8,166,100	8,208,600	5,109,800
Estimated Revenue	59,038,300	61,094,800	61,818,000
Proposed Expenditures	58,993,300	62,386,800	65,361,200
Revenue over Expenditure	45,000	(1,292,000)	(3,543,200)
Fund Transfers			
Transfers-In from other funds	3,661,300	3,295,000	4,000,400
Transfers-Out to other funds	(3,663,800)	(5,101,800)	(5,139,900)
Net Transfers	(2,500)	(1,806,800)	(1,139,500)
New Programs			
Subtotal Operating Balance	42,500	(3,098,800)	(4,682,700)
Ending Fund Balance	8,208,600	5,109,800	427,100

As shown in the table above, the City's ending Fund Balance will reduce to \$5.1 million, which allows for adequate cash flows between Fiscal Years. Per City Council direction, the City also maintains an Emergency Reserve at 20% of annual operating expenditures, which is currently fully funded. This does not include any transfer into the New City Hall sinking fund, as funding is not available at this time for that effort.

FY 2018-19 Revenues



For FY 2018-19, total General Fund revenues are expected to increase 3.4% compared to FY 2017-18 year ending estimates. The largest revenue source to the City's General Fund is from Taxes. The key revenues under this group are: Property Tax, Sales Tax, Transient Occupancy Tax, Utility Users' Tax, and Motor Vehicle License Fees. Their projected receipts are shown in the table below.

Description	FY 2017-18 YE Estimates	FY 2018-19 Budget	Difference	% Change
Property Tax	\$ 15,030,200	\$ 15,706,000	\$ 676,400	4.5%
Sales Tax	\$ 11,271,400	\$ 11,553,100	\$ 281,700	2.5%
Transient Occupancy Tax	\$ 3,289,500	\$ 3,190,800	\$ (98,700)	-3.0%
Utility Users' Tax	\$ 6,895,400	\$ 6,998,800	\$ 103,400	1.5%
Motor Vehicle License Fees	\$ 6,906,100	\$ 7,182,300	\$ 276,200	4.0%

Property Tax: The City expects to continue to benefit from rising real estate prices and a redevelopment trend in both residential and commercial properties. Although home sales and housing activities may have leveled off in comparison to recent years, home sales continue to reflect higher price points and various online real estate sites forecast growth for the Los

Angeles area to range from 3% to 5%. Arcadia is expected to be within or greater than the forecasted range based on the City's historical valuation trend when compared with Los Angeles. The City expects to see a continued growth in property tax receipts in the range of 4.5%, or nearly \$676,400, for FY 2018-19.

Sales Tax: Sales tax revenue is expected to see a 2.5% increase over the prior year. The auto and transportation industry is expected to be flat as built up demands after the Great Recession have been met. Other industry groups are projected for growth between 2.0% to 3.8%. The strongest area is the Restaurants and Hotels industry, which correlates to the low unemployment and higher consumer confidence and spending. Of interest is the projected 7.8% growth in the State and County Pools category. These are sales tax revenues on purchases made out of the State or online at outlets such as Amazon or major telecom sites. Although seen as a positive growth, this shift to online purchasing is a concern because the share of sales taxes received through the pool is significantly smaller than the full 1% rate that the City receives if purchases were made in the City.

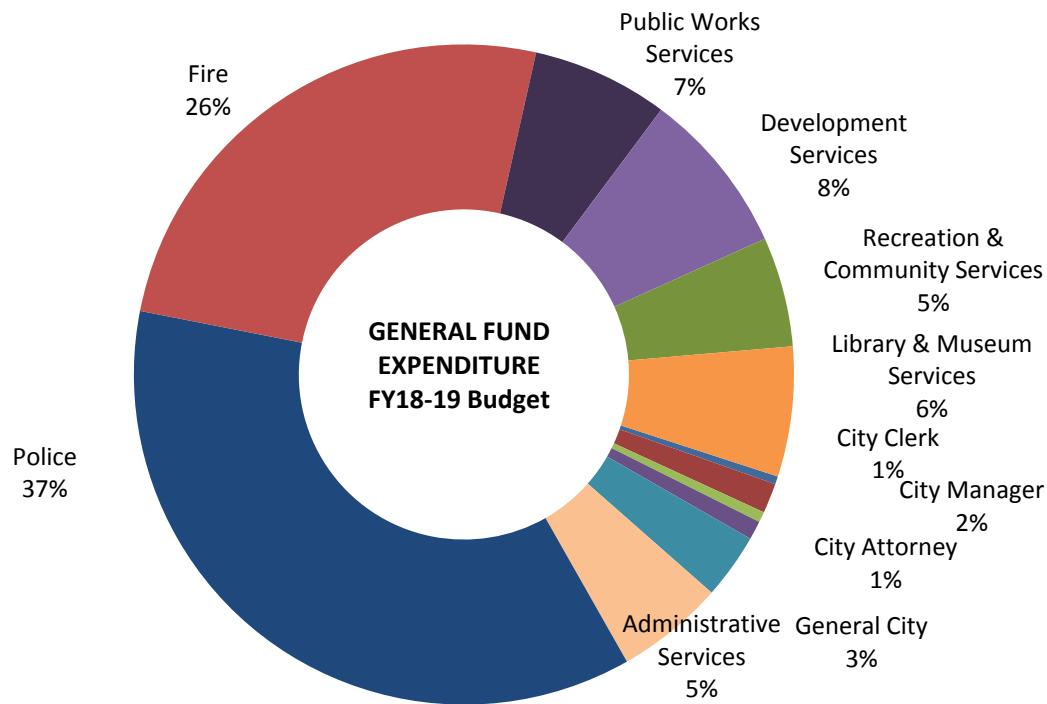
Transient Occupancy Tax (TOT): This tax category is expected to decline in comparison to the prior year. In general, tax from this category has not shown the benefit from an improving labor market (low unemployment rate). While business and vacation travel are up regionally, locally things have stagnated. This is largely due to unique factors, the largest being that the Santa Anita Inn is no longer operating as it has been sold for a new hotel/residential development. Once operational, the new hotel will provide a substantial increase in TOT revenues over the previous hotel on the site; however, the new development will not likely open until FY 19-20. The projection for FY 2018-19 is \$3.2 million, a 3.0% decrease over the previous Fiscal Year, which also showed a decrease.

Utility Users' Tax: Utility Users' Tax (UUT) is projected to have a slight increase of 1.5% when compared to the FY 2017-18 Year Ending Estimate. While water conservation is expected to continue, water rates will increase as a result of imported water costs rising and the need to add treatment to City wells. In addition, rates for statewide electricity & gas utilities are also projected to grow by approximately 2.0%. A continued reduction in the telephone UUT is predicted as landline telephone use continues to drop and cellular companies provide lower cost options for consumers. Overall, the FY 2018-19 projected UUT is approximately \$7.0 million, 1.5% greater than FY 2017-18.

Motor Vehicle License Fees (VLF): This tax is projected to increase by 4.0%, to \$7.2 million. Revenues from this line item are largely tied to annual property assessed valuation. Because of this, the City has benefitted from many years of generous growth and will continue to do so in the next Fiscal Year.

Other major revenue categories such as Franchise Tax and Licenses and Permits are projected to have little change compared to FY 2017-18. One noted exception is Building and Plan Check fees, which are expected to return toward their "normal" levels at around \$1.4 million. All other revenue categories for the General Fund are expected to have modest growth for the coming Fiscal Year.

FY 2018-19 Expenses



Total operating expenditures are expected to grow 3.6%. The Operating Expenditure budget continues to maintain the same high level of services with no material increases beyond those described in the New Programs section below. Where possible, line items have been reduced to reflect efficiencies that have been implemented over time and to remove any potential for waste.

The most significant increases relate to the labor agreement contracts (salaries & medical benefits) and the continuing rise of pension costs in order to make retirement funding more sustainable. In February 2018, the City successfully negotiated a two-year labor agreement with all five-employee associations. The City and associations agreed to a two-year term that provided for a 2.0% cost of living adjustment each year and a one-time \$100 increase to the current monthly medical allowance.

In December 2016, the CalPERS Board of Administration approved lowering the CalPERS the expected long-term rate of return, from 7.5% to 7.0%. Lowering the discount rate means pension plans will see increases in both the normal costs (the cost of pension benefits accruing in one year for active members) and the already accrued liabilities. These increases result in higher required employer contributions. The projected increase for Arcadia is roughly \$633,000 in FY 2018-19. As the "phase-in" period ramps up, it is expected that Arcadia will be affected in the form of \$1.9 million annually through FY 2022-23. Once fully phased in, these heightened levels will be sustained for the foreseeable future.

While some new services have been added to meet community demands and some natural inflationary increases have been included, staff has carefully controlled costs in most areas so that the increases are negligible and have no material effects to the overall operating expenditures.

New Programs

New programs and expenditures are anticipated from various departments to respond to emerging operational needs, as well as to respond to direction received at City Council study sessions and City Council meetings. The new programs total \$349,000 and include:

- **Police Special Enforcement Team (SET) (\$70,100):** The Special Enforcement Team (SET) was originally created in January 2009 and disbanded in 2011 due to budgetary concerns. The Police Department would like to re-establish the SET in order to support crime prevention and criminal apprehension. SET is a unit of the Detective Bureau whose duties would include surveillance, apprehension of wanted suspects, filing cases with the District Attorney, addressing special problems in the community, and coordinating with members of the Detective Bureau and Operations Division. In the past, SET also participated in, established, and/or hosted special task forces related to gangs, organized retail crime, and burglaries. These task force connections throughout the local area and region are available to the SET team today and the Department is optimistic about joining efforts with various groups to produce notable arrests and significant case productivity. No new employees would be required for the SET program; rather, the costs would be for supplies, equipment, and specialty and overtime pay for the SET members.
- **Accurint Crime Analysis (\$13,800):** Accurint Crime Analysis is a secure online dashboard that enables crime data sharing, pattern analysis, crime mapping, predictive analytics and reporting for law enforcement. Law enforcement agencies can view, analyze and download their own crime and call data as well as from agencies in their region or even agencies across the nation. It also provides law enforcement with dashboard analytics, mapping and reports to help analysts, investigators and decision makers fight crime. The requested cost is for access to the full version of this essential software. This upgrade also allow for unlimited users to access the system.
- **Interagency Communications Interoperability (ICI) (\$65,000):** The ICI radio system is trunked radio system that is shared with components purchased and constructed by individual cities and linked together through a microwave network in order to provide regional radio coverage. The concept of ICI was born out of the need for its current member agencies to replace their aging infrastructure. The systems are interconnected to create a regional footprint that would allow agencies wide area coverage with interoperability for the cost of a small municipal system. Each city maintains its own network components. The regional makeup of the current ICI network also allows for better grant funding offsetting the costs to ICI subscribers. This request would add Arcadia to the ICI system.
- **Upgrade one Firefighter Positon to a Firefighter/Paramedic (\$11,100):** Continued enhancement of the Arcadia Fire Department's paramedic service model by upgrading one (1) Firefighter position to a Firefighter/Paramedic. Due to the rising number of emergency medical calls received over the years, maximizing Paramedic staffing will help meet the growing demands of the community. Further, this will improve the Fire Department's ability to provide a paramedic on scene immediately even when traditional paramedic rescue is delayed. For instance, hospitals have been increasingly busy, resulting in longer hospital wait times for the Department's Paramedic personnel. Having a Firefighter/Paramedic on a fire apparatus will enable immediate medical response until an available Paramedic unit can arrive.

- **EnerGov – Phase 2 / Mobile Devices and iG Workforce Apps (\$48,800):** The City recently completed the implementation of a new permit tracking and software system known as EnerGov. Phase 2 of this program is the deployment and use of EnerGov's mobile apps by field staff such as Code Services Officers, Building Inspectors, Fire Inspectors, and Public Works Engineers. This will allow Staff to view daily inspections with a map interface, display inspection details and history, set or lift holds, automatically track the time an inspection was performed, upload photos and notes, digitally sign inspection cards, and distribute notices or inspection results via email or hard copy—all from the field. The mobile devices and applications will be linked to the City's GIS system, and routing, photos, notes, and results can all be submitted in real time. The requested funds would enable the purchase of devices and associated application licenses for 10 users: 1 Building Official, 4 Building Inspectors, 3 Code Services Officers, 1 Fire Inspector, and 1 Public Works Inspector.
- **Contract Inspector for the Le Meridien Hotel Project (\$100,000):** This is a dedicated inspector hired through VCA Code Group to provide as-needed inspection services for the Le Meridien hotel project at the former Santa Anita Inn site. The inspector would likely start out as limited part-time hours, but evolving into nearly full-time as the job progresses. In an effort to speed up the development process and to ensure consistency throughout construction phases, the developer/contractor will have direct access to the inspector as needed, although the inspector will report directly to the Building Division. This position is funded out of permit fees collected so these costs will essentially be offset.
- **Elementary Summary Playgrounds (Net revenue of \$10,600):** Currently, materials and supplies costs for activities in the Summer Playground program are either absorbed by the City or charged on a per-event basis throughout the summer. In an effort to streamline the process and increase overall participation, an up-front charge of \$20 would be added to the registration process. These activities would enhance the program and provide a consistent experience for participants. The \$20 materials fee will offset costs related to necessary materials and supplies.
- **Saturday Adult Basketball League Project (Net revenue of \$200):** The planned program consists of a Saturday Adult Basketball League at the Dana Gym from 6-10pm beginning July 2018. The League will be comprised of six teams and provide a minimum of 10 games, officials, scorekeepers, and awards. Team and player statistics will also be tracked and made available to participants. The goal is to provide three seasons over the course of the Fiscal Year. Increased expenses are estimated at \$8,900 with offsetting revenue of \$9,100, providing a nominal net savings to the City.
- **City Website Upgrade (\$40,000):** This program is intended to modernize the City's website to include the latest features in web-design, customer service, user interface, content management, translation services, and other contemporary features of modern website technology. This program also includes funds for the retention of professional multimedia services to create new visual imagery for the website including photography, video, and drone footage of the City's attributes. The intent is to incorporate multimedia imagery in the website design to not only provide quality content, but also an end user customer experience that markets the City, its services, and unique characteristics.
- **NeoGov/Recruitment Software (\$11,000):** NeoGov is the technology leader for public sector human resources software. Their public sector model automates the various components of the recruitment/hiring process from job posting to communication with candidates. Because they are exclusively dedicated to the public sector, they work with

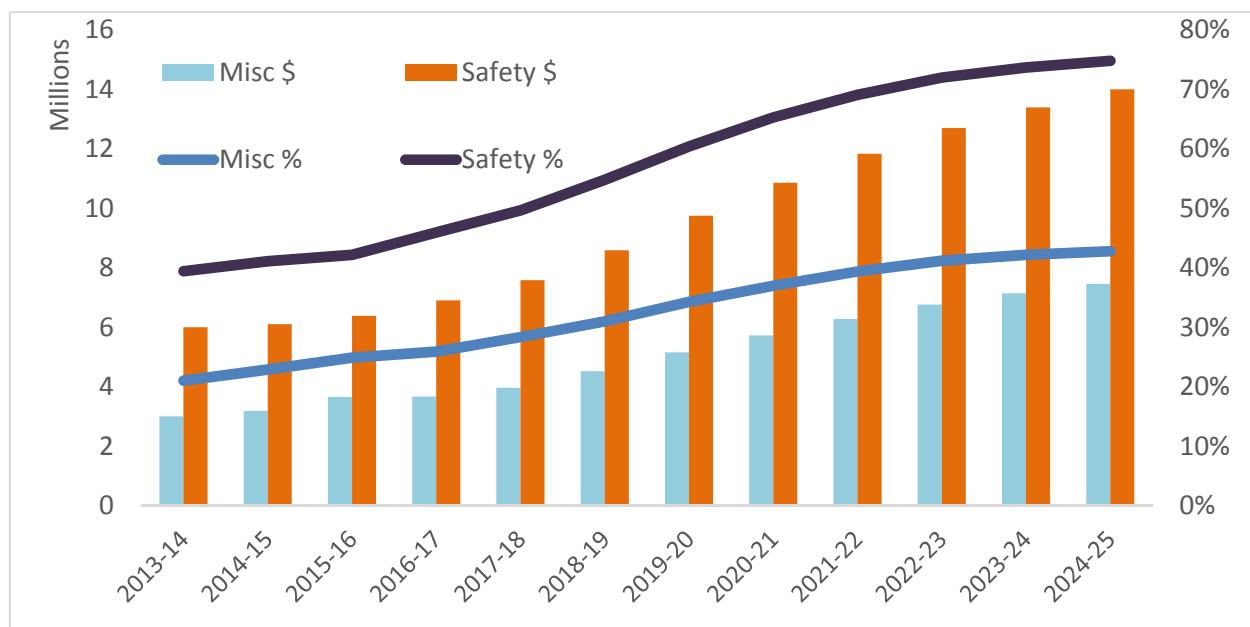
cities, counties, and school districts to eliminate redundancies, streamline processes, and provide for a defendable recruitment process to on-board the most qualified candidates in a timely manner.

Outlook and Budget Challenges

While the City's 5-Year Financial Forecast indicates that most revenues and expenditures will continue to grow modestly, the Forecast also anticipates sharply rising pension costs – especially those related to public safety services. Despite major reforms put in place by the City in 2011 and the State in 2013, recent policy changes by the CalPERS Board of Administration add an additional layer of challenges to the budget.

In December 2016, the CalPERS Board of Administration approved lowering the CalPERS discount rate assumption, the expected long-term rate of return, from 7.5% to 7.0%. Lowering the discount rate means pension plans will see increases in both the normal costs (the cost of pension benefits accruing in one year for active members) and the already accrued liabilities. These increases will result in higher required employer contributions. The projected increase is expected to average \$1.9 million annually through FY 2022-23 and remain at those levels for the foreseeable future.

Escalating Retirement Costs



In order to maintain a balanced budget, it will be essential for the City to not only continue its history of conservative spending, but also to either find substantial new revenue sources or modify its service delivery to reduce costs significantly. The staff will work with the City Council and the community in the coming year to fully explore all available options in both of these areas to ensure the long-term health of the organization.

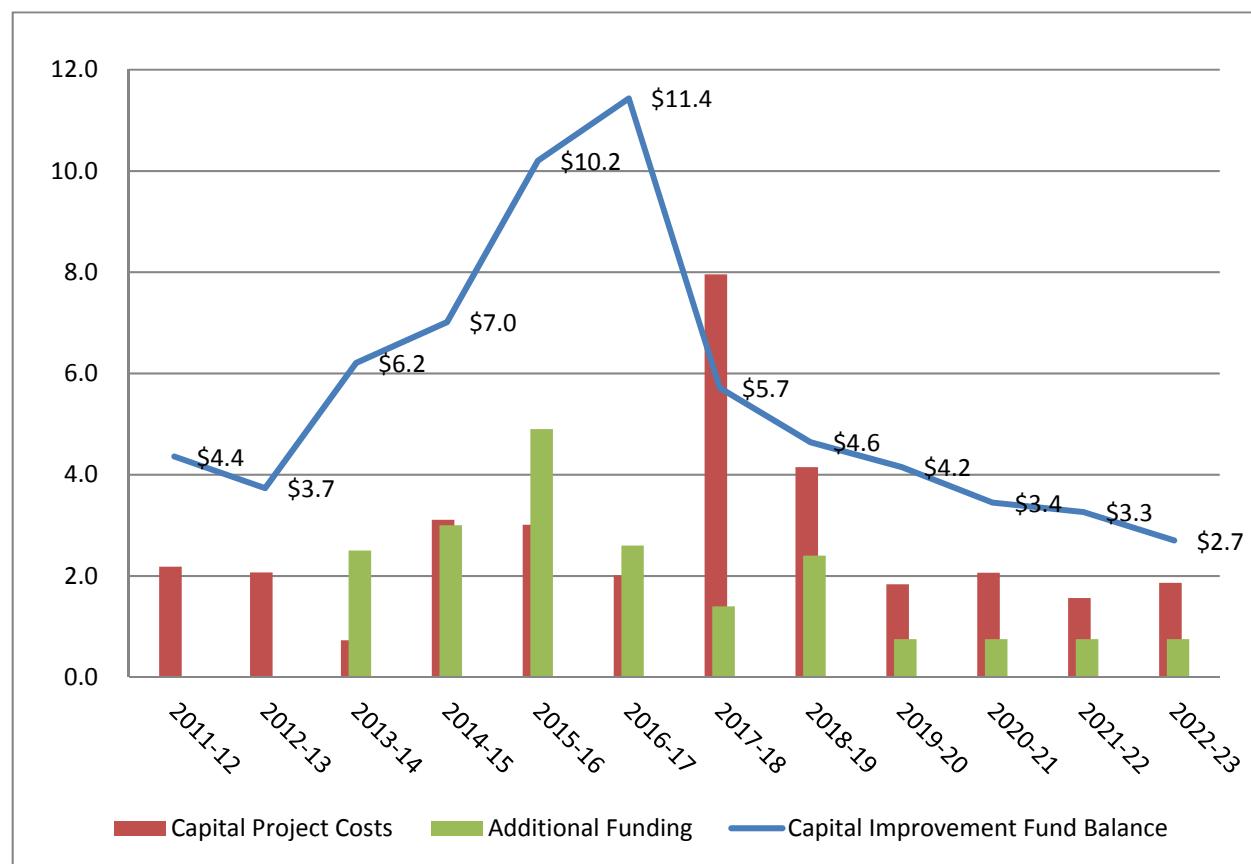
Capital Improvement and Equipment Replacement Funds

Unexpectedly strong revenues and the underspending of authorized budgets over the past several years have allowed the City to transfer a significant amount of funds into the Capital Improvement and Equipment Replacement Funds. It is still important for the City to continue a steady deposit into these funds, which were not replenished for many years during the last

economic downturn. The FY 2018-19 Budget proposes a transfer of \$2.4 million from the General Fund, a “sustaining” funding level to ensure the availability of resources for future capital improvements.

As shown in the chart below, the 5-Year Financial Forecast reflects the \$2.4 million transfer for FY 2018-19 and future year scenarios where if the City can only transfer an annual deposit of \$750,000 (as we have in recent years) from its General Fund Operating Budget. As the chart below illustrates, the Capital Improvement Fund would quickly come close to being insolvent, as resources cannot support the level of expenditure necessary for ongoing infrastructure up keep. This presents a concern and challenge to find a revenue mechanism to sustain those needed infrastructure improvements.

Capital Improvement Fund Balance
(In \$ millions)



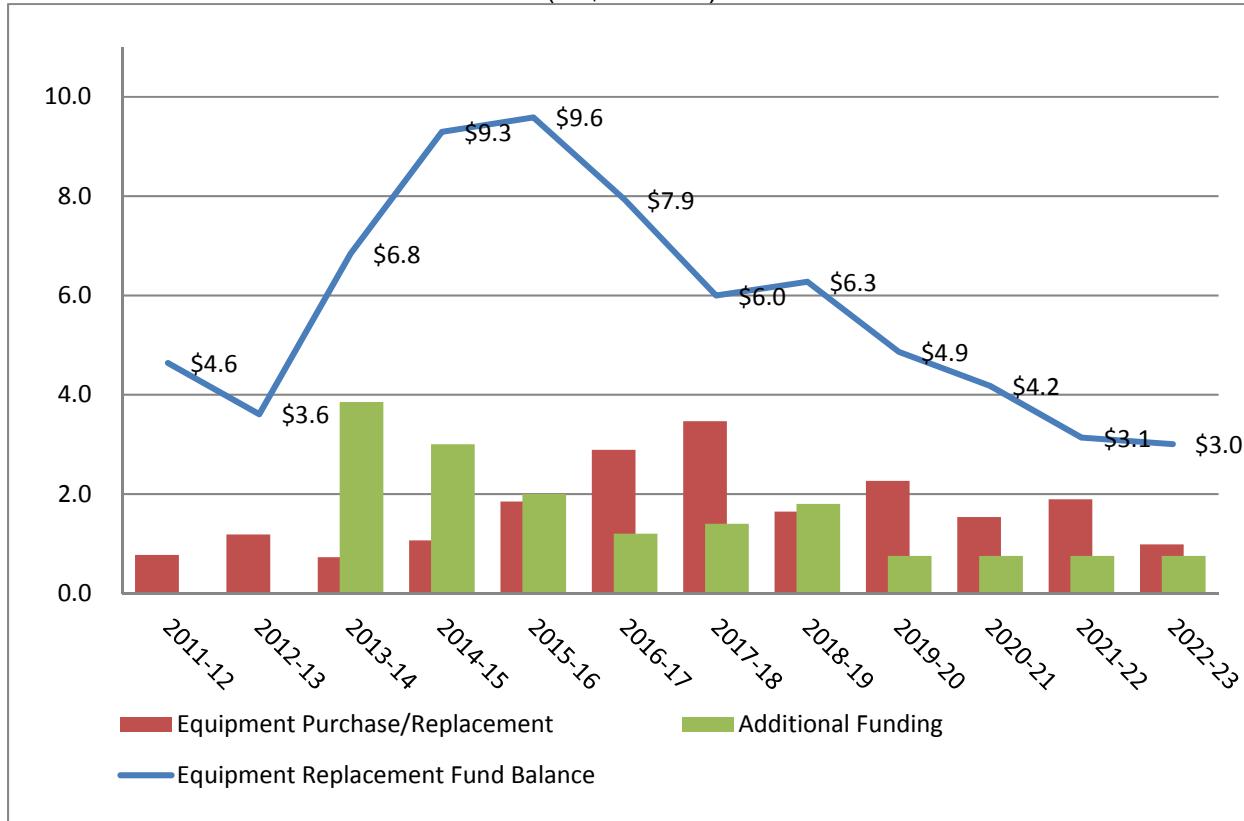
The FY 2018-19 Capital Improvement Plan proposes 45 projects totaling \$14.5 million in expenditures, of which \$4.2 million would be paid from the Capital Improvement Fund. The remaining \$10.3 million would come from grants, state subventions, and local special funds such as the Prop C Transportation Fund. The table on the following page summarizes some of the major projects.

FISCAL YEAR 2018-19 MAJOR CAPITAL IMPROVEMENT PROJECTS

Project Description	Project Budget	Funding Source
Annual Slurry Seal Program	\$805,000	Capital Improvement & Gas Tax Funds
Median Turf Reduction Program	\$897,600	Capital Improvement & Water Funds
Annual Meter Replacement Program	\$350,000	Water Fund
Live Oak Well Treatment Construction	\$2,000,000	Water Fund
Library Roof Restoration	\$685,000	Capital Improvement Fund
Duarte Road Sewer Capacity Improvement	\$750,000	Sewer Fund
Eisenhower Park Improvement Project - Design	\$590,000	Parks Fund
Fire Station 105 Roof Restoration Project	\$300,000	Capital Improvement
Pavement Rehab Program	\$400,000	Capital Improvement
Orange Groove Reservoir 2 Repair	\$500,000	Water Fund
Fairview Park Improvement Project	\$568,800	Parks Fund

As shown in the table below, the Equipment Replacement Fund is also shown to decrease steadily based on available funds to deposit. This fund is projected to have a balance of \$3.0 million at the end of FY 2022-23 with a deposit of \$1.8 million in FY 2018-19 and where future year deposits revert to \$750,000 as it was in recent years. Based on an analysis from historical spending patterns and making an allowance for future budget outlays, in order to remain sustainable over the long-term, the Equipment Fund requires an annual transfer of \$1.8 million on average from the General Fund.

Equipment Replacement Fund Balance (in \$ millions)



The Equipment Plan proposes 30 different equipment purchases totaling \$2.3 million in expenditures, of which \$1.6 million would be paid for from the Equipment Replacement Fund. The table below summarizes some of the major equipment purchases.

FISCAL YEAR 2018-19 MAJOR EQUIPMENT REPLACEMENT PURCHASES		
Equipment Replacement Description	Replacement Budget	Funding Source
Vehicle Replacement – Water	\$550,000	Water Fund
Public Works Tools & Equipment Replacement	\$144,000	Equipment Replacement/Sewer/Water Funds
Police Dept. Vehicle Replacement: 3 New Patrol vehicles; 4 Used Detective Vehicles; 2 SUV in Administration; Including the Installation of communication, emergency, & fueling transmitter packages	\$398,000	Equipment Replacement Fund

FISCAL YEAR 2018-19 MAJOR EQUIPMENT REPLACEMENT PURCHASES		
Equipment Replacement Description	Replacement Budget	Funding Source
Street Division Vehicle Replacement: 1 CNG Water Tanker Truck; Installation of communication, emergency, and fueling transmitter packages	\$304,000	Equipment Replacement / Sewer / Water Funds
Fire – Cardiac Monitor Replacement Program	\$100,000	Equipment Replacement
Library Furniture Replacement	\$52,200	Equipment Replacement

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

CONCLUSIONS

The FY 2018-19 General Fund Operating Budget shows a deficit balance of \$3.1 million. This is based on Total Operating Revenues of \$64.4 million, Operating Expenses of \$62.4 million (including new programs) and transfers of \$5.1million that provide funding support to: Street Lighting District, Local Law Enforcement (Officer at AUSD), Capital Improvement, and Equipment Replacement Funds. The anticipated overall net reduction is expected to grow in the coming years unless significant cost cutting measures are enacted and/or a new ongoing revenue stream is identified. This Budget reflects a continuation of steady revenue growth seen in recent fiscal years and near-term expenditure growth that is fairly constrained generally. However, special attention needs to be given to future years as pension costs – especially those related to public safety services – will grow at a rate considerably higher than the norm. While the budget provides funding to meet short-term equipment and capital needs, a revenue stream must be identified to increase the deposits into these funds to ensure their sustainability over time.

In the coming year, the single most important program for the City to undertake will be a comprehensive review of the City's finances to identify opportunities for cost savings and/or revenue enhancement to keep up with growing cost areas. Without doing so, critical public safety programs will be negatively impacted and the community's infrastructure will fall into disarray. The City is fortunate to have had a history of conservative spending and has amassed the savings necessary to absorb the increases over the short-term while long-term plans are identified and implemented. By implementing this Budget, the City's staff will maintain its commitment to providing the Arcadia community with unsurpassed service in a fiscally responsible manner.

Respectfully Submitted,



Dominic Lazzaretto
City Manager

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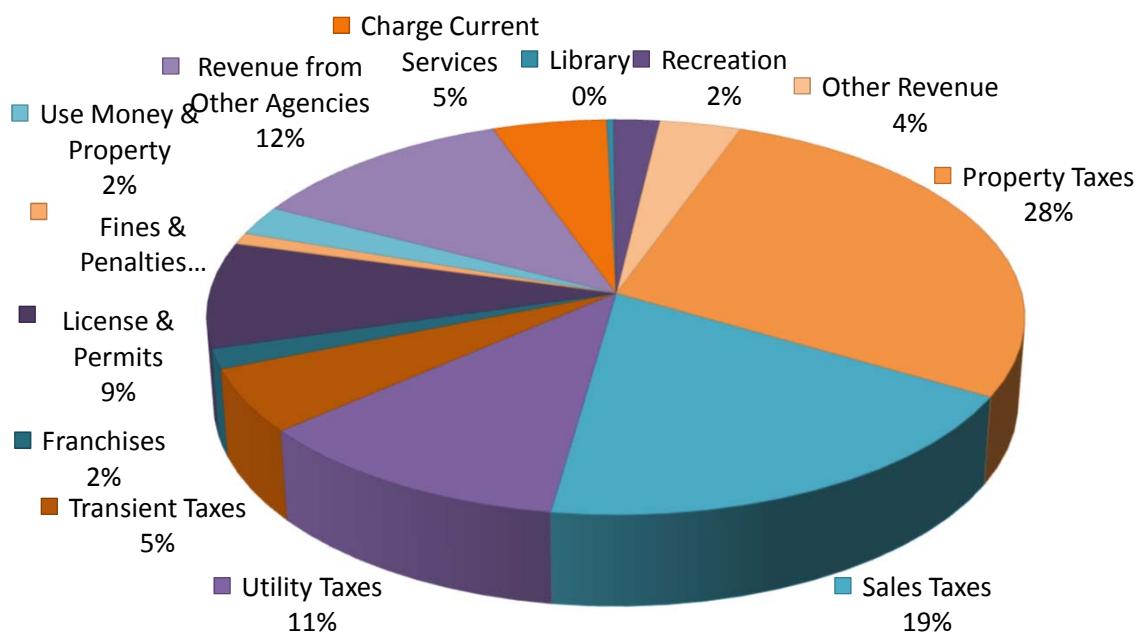
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Subtotal Operating Balance	42,500	(3,098,800)	(4,682,700)
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**GENERAL FUND
ESTIMATED REVENUES BY SOURCE**

Revenue Source	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Estimated	FY 18-19 Budget	FY 19-20 Budget
Taxes	37,491,396	38,703,700	38,788,200	39,707,200	40,682,600
License & Permits	6,030,345	4,210,500	4,665,500	5,292,500	4,612,500
Fines & Penalties	434,858	575,500	610,600	583,500	583,500
Use Money & Property	1,259,442	1,413,900	1,377,200	1,479,300	1,509,800
Revenue from Other Agencies	6,576,031	6,911,500	7,002,800	7,287,300	7,646,500
Charge Current Services	3,154,506	3,057,700	3,139,100	3,097,200	3,090,800
Library	80,559	155,200	89,100	187,100	187,100
Recreation	1,050,887	1,233,100	1,128,300	1,236,100	1,236,100
Other Revenue	1,973,535	2,238,300	2,237,500	2,224,600	2,269,100
Total Revenues Subtotal	58,051,559	58,499,400	59,038,300	61,094,800	61,818,000
Transfer-In	4,397,079	3,738,100	3,661,300	3,295,000	4,000,400
Transfer-Out	(5,067,718)	(2,366,500)	(3,663,800)	(5,101,800)	(5,139,900)
	(670,639)	1,371,600	(2,500)	(1,806,800)	(1,139,500)
Total Revenues	57,380,920	59,871,000	59,035,800	59,288,000	60,678,500

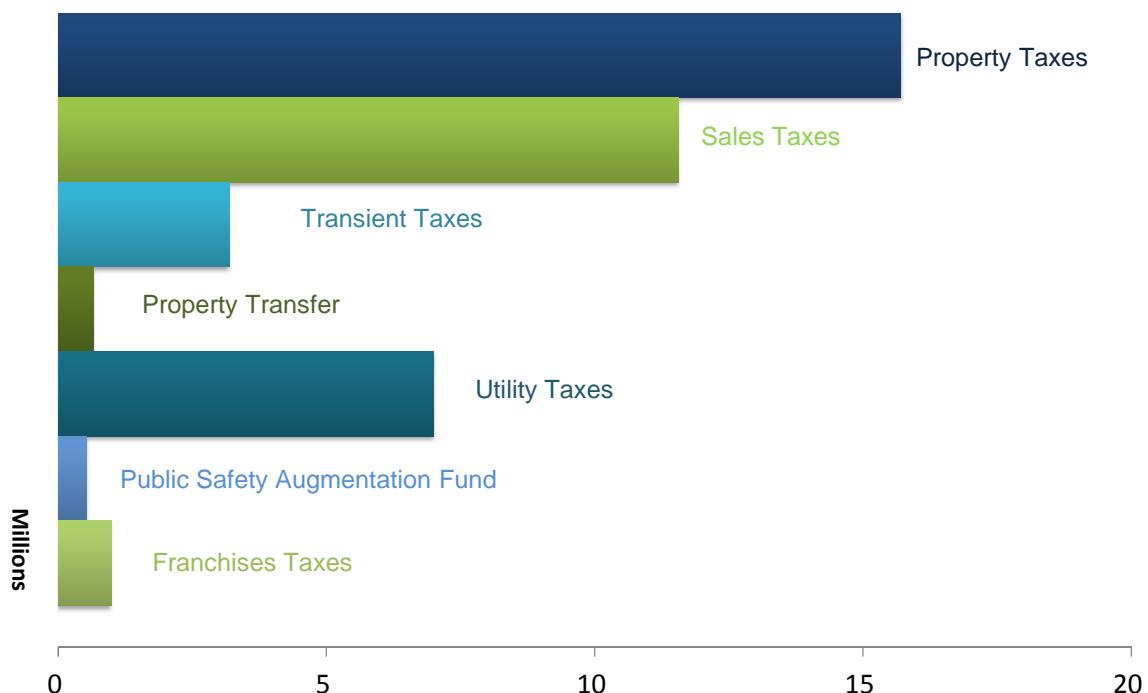
**GENERAL FUND REVENUE SOURCE BY CATEGORY
FY18-19 BUDGET**



**GENERAL FUND
ESTIMATED REVENUES BY OBJECT**

Revenue Source	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Estimated	FY 18-19 Budget	FY 19-20 Budget
Taxes					
Property Taxes	13,885,545	14,409,800	15,030,200	15,706,600	16,256,400
Sales Taxes	11,069,263	11,398,600	11,271,400	11,553,100	11,703,300
Franchises	1,000,308	1,056,800	974,900	984,600	994,400
Transient Taxes	3,543,908	3,874,000	3,289,500	3,190,800	3,222,700
Property Transfer	639,017	519,900	724,700	652,200	658,800
Utility Taxes	6,773,169	6,858,000	6,895,400	6,998,800	7,209,000
Public Safety Augmentation Fund	496,299	501,900	518,200	536,400	552,400
Homeowner Exemption	83,887	84,700	83,900	84,700	85,600
Total	37,491,396	38,703,700	38,788,200	39,707,200	40,682,600

**GENERAL FUND TAXES
FY18-19 BUDGET**



GENERAL FUND
ESTIMATED REVENUES BY OBJECT

Revenue Source	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Estimated	FY 18-19 Budget	FY 19-20 Budget
License & Permits					
Business License	1,270,876	1,000,000	1,130,000	1,130,000	1,100,000
Parking Permit	408,524	355,000	400,000	380,000	380,000
Plan Check Fees	1,087,134	800,000	840,000	1,000,000	700,000
Building Permit Fee	1,728,588	800,000	1,000,000	1,450,000	1,100,000
Mech. Elect, Permit	369,078	300,000	340,000	375,000	340,000
Home Occupation Permit	10,675	10,000	10,000	10,000	10,000
Demolition Permit Fee	16,498	15,000	10,000	12,000	12,000
Planning Application	258,320	215,000	215,000	215,000	200,000
Fire Plan Check	256,896	260,000	260,000	260,000	270,000
Fire Permit Fees	150,413	130,000	126,000	130,000	130,000
Engineer Permit Fee	138,040	100,000	110,000	110,000	110,000
Fire Code Special Inspections	87,214	60,000	68,000	65,000	100,000
Storm Water Plan Check Fees	10,800	10,000	10,000	10,000	15,000
SB1473 Building Permit	768	500	500	500	500
Off-Site Improvement Plan Check	23,500	20,000	16,000	15,000	15,000
Water Efficient Landscape	213,021	135,000	130,000	130,000	130,000
Total	6,030,345	4,210,500	4,665,500	5,292,500	4,612,500
Fines & Penalties					
Miscellaneous Fines	46,638	65,000	65,000	65,000	65,000
Parking Citations	370,220	500,000	515,600	500,000	500,000
Code Enforcement	18,000	10,000	30,000	18,000	18,000
Fire Citations	0	500	0	500	500
Total	434,858	575,500	610,600	583,500	583,500
Use of Money & Property					
Investment Earnings	44,063	160,000	128,000	200,000	200,000
Rents & Royalties	1,215,379	1,253,900	1,249,200	1,279,300	1,309,800
Total	1,259,442	1,413,900	1,377,200	1,479,300	1,509,800
Revenue from Other Agencies					
Motor Vehicle License	6,461,507	6,796,500	6,906,100	7,182,300	7,541,500
State Post	0	15,000	15,000	15,000	15,000
SB 90 Reimbursements	22,283	40,000	40,000	40,000	40,000
Prop A Maint & Service	92,241	60,000	41,700	50,000	50,000
Total	6,576,031	6,911,500	7,002,800	7,287,300	7,646,500

GENERAL FUND
ESTIMATED REVENUES BY OBJECT

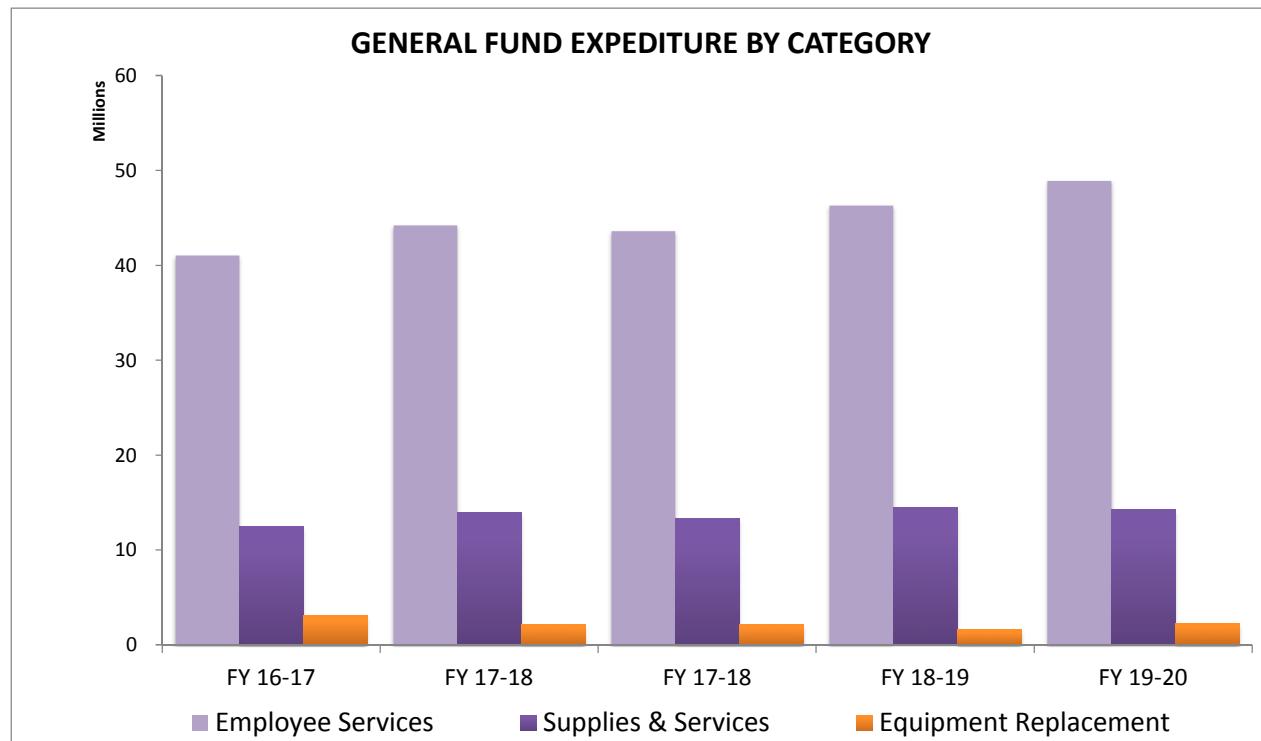
Revenue Source	FY 16-17	FY 17-18	FY 17-18	FY 18-19	FY 19-20
	Actual	Budget	Estimated	Budget	Budget
Charges for Current Services					
Maps & Publications	2,362	2,000	2,000	2,000	2,000
Strike Team Reimbursement	195,266	120,000	135,000	120,000	120,000
Police Services	180,697	220,000	220,000	220,000	220,000
GEMT Ambulance	76,360	156,000	144,100	125,000	125,000
Engineering Charges	256,697	150,000	200,000	200,000	200,000
Street sidewalk Curb	2,100	2,100	2,580	2,600	2,600
Ambulance Charges	1,481,618	1,460,000	1,460,000	1,460,000	1,460,000
Subdivision Fees	1,230	1,000	1,000	1,000	600
Police Service DUI	18,282	30,000	30,000	30,000	30,000
Police Service Inmate	2,500	3,000	7,000	5,000	5,000
Security Alarm/Annual Permits	148,778	145,000	145,000	145,000	145,000
Police Svs/False Alarms	66,565	59,000	59,000	59,000	59,000
Fire False Alarm	48,890	40,000	30,000	30,000	30,000
Public Works Service	3,817	5,000	2,800	3,000	3,000
Address Change Fee	3,500	2,000	3,000	2,000	2,000
Vehicle Impounds	76,450	120,000	120,000	120,000	120,000
Fire Services Filming	60,939	55,000	88,000	60,000	60,000
Police Services Filming	54,988	80,000	80,000	80,000	80,000
Public Works Inspections	13,500	15,000	19,000	20,000	20,000
Fire Inspection Fees	255,310	240,000	240,000	240,000	240,000
Attorney Fees	596	500	4,880	3,500	3,500
Paramedic Subscription	136,417	140,000	138,000	138,000	138,000
Police Evidence Auction	3,137	0	1,740	0	0
Fire Donation/Reimbursement	4,507	7,100	0	24,000	18,000
Police Donation/Reimbursement	60,000	5,000	6,000	7,100	7,100
Total	3,154,506	3,057,700	3,139,100	3,097,200	3,090,800
Library					
Art & Lecture Room	4,910	3,200	4,500	4,500	4,500
Lost Books	5,612	4,000	5,600	5,600	5,600
Fines	60,870	58,000	60,000	60,000	60,000
Passport Processing	0	80,000	12,000	104,000	104,000
Federal Grant	9,167	10,000	7,000	13,000	13,000
Total	80,559	155,200	89,100	187,100	187,100

GENERAL FUND
ESTIMATED REVENUES BY OBJECT

Revenue Source	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Estimated	FY 18-19 Budget	FY 19-20 Budget
Recreation					
Fees & Charges	415,848	437,000	425,600	432,700	432,700
Nature	27,679	27,100	30,000	32,200	32,200
Playgrounds	35,799	50,000	45,000	50,000	50,000
Sr. Citizen	134,714	173,300	146,700	158,300	158,300
Camping	157,716	190,500	177,200	199,400	199,400
Museum Education Center	34,175	62,800	35,000	45,700	45,700
Youth Master	44,570	43,000	41,800	57,700	57,700
Dana Gymnasium	153,092	192,100	170,700	199,800	199,800
Community Center	26,470	33,100	32,600	35,100	35,100
Senior Meal Income	19,224	18,200	18,200	18,200	18,200
Special Event Cleaning	1,600	6,000	5,500	7,000	7,000
Total	1,050,887	1,233,100	1,128,300	1,236,100	1,236,100
Other Revenues					
Miscellaneous Revenue	71,159	50,000	50,000	50,000	50,000
Court Appearance	5,616	5,000	6,000	21,000	21,000
Cost Allocation	1,725,700	2,026,000	2,026,000	1,991,600	2,031,200
Capital Fund reimbursement - Race Track	171,060	157,300	155,500	162,000	166,900
Total	1,973,535	2,238,300	2,237,500	2,224,600	2,269,100
Total Revenue	58,051,559	58,499,400	59,038,300	61,094,800	61,818,000
Transfers from Other Funds					
Traffic Safety	199,402	220,000	220,000	220,000	220,000
Gas Tax	1,199,714	1,294,300	1,217,500	1,341,300	1,404,300
Solid Waste	110,321	112,000	112,000	114,000	114,000
Equipment Replacement	2,887,642	2,111,800	2,111,800	1,619,700	2,262,100
Total Transfers-In	4,397,079	3,738,100	3,661,300	3,295,000	4,000,400
Transfers to Other Funds					
Local Law Enforcement	(118,144)	(124,100)	(129,800)	(142,100)	(153,500)
Lighting Districts	(649,574)	(742,400)	(734,000)	(759,700)	(786,400)
Equipment Replacement Fund	(1,200,000)	(750,000)	(1,400,000)	(1,800,000)	(1,800,000)
Capital Improvement Fund	(2,600,000)	(750,000)	(1,400,000)	(2,400,000)	(2,400,000)
Set aside Reserve for the New City Hall	(500,000)	0	0	0	0
Total Transfers-Out	(5,067,718)	(2,366,500)	(3,663,800)	(5,101,800)	(5,139,900)
Total Revenues and Transfers	57,380,920	59,871,000	59,035,800	59,288,000	60,678,500

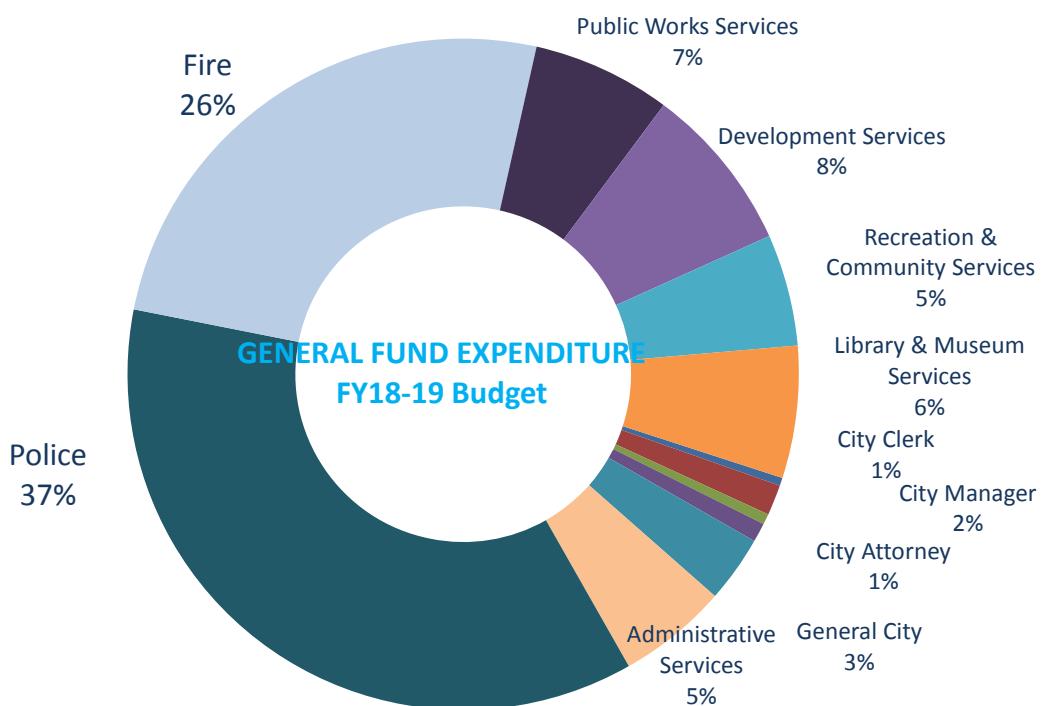
**GENERAL FUND
EXPENDITURE SUMMARY**

Expenditure	Adjusted				
	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Estimated	FY 18-19 Budget	FY 19-20 Budget
Employee Services	41,015,165	44,211,300	43,585,200	46,280,200	48,902,300
Supplies & Services	12,467,887	13,902,776	13,296,300	14,486,900	14,196,800
Equipment Replacement	3,098,700	2,111,800	2,111,800	1,619,700	2,262,100
Total Appropriation	56,581,752	60,225,876	58,993,300	62,386,800	65,361,200



**GENERAL FUND
DEPARTMENT SUMMARY**

Expenditure	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Estimated	FY 18-19 Budget	FY 19-20 Budget
City Council	274,724	233,700	222,700	242,800	245,800
City Manager	814,581	912,300	843,100	912,800	891,700
City Clerk	273,861	437,800	445,100	319,500	484,900
City Attorney	584,740	649,300	567,100	573,500	579,100
General City	1,873,968	1,847,553	1,896,600	2,002,900	2,000,900
Administrative Services	3,312,930	3,500,246	3,197,000	3,298,700	3,528,500
Police	20,065,763	21,808,039	21,293,100	22,651,600	23,391,500
Fire	14,750,444	14,867,673	15,563,700	15,863,000	17,358,000
Public Works Services	3,720,383	4,028,100	3,870,300	4,162,400	4,586,500
Development Services	4,319,312	4,782,821	4,055,100	5,032,400	4,682,200
Recreation & Community Services	2,982,607	3,301,544	3,233,800	3,358,700	3,430,500
Library & Museum Services	3,608,439	3,856,800	3,805,700	3,968,500	4,181,600
Total	56,581,752	60,225,876	58,993,300	62,386,800	65,361,200



**SUMMARY BY FUND
SOURCES OF FUNDS**

Fund	Beginning Fund Balance FY18-19	Outside Sources	Transfer In	Total
General Fund	8,208,600	61,094,800	3,295,000	72,598,400
Narcotic Seizure Federal	208,400	71,000	0	279,400
COPS	249,800	159,000	0	408,800
Local Law Enforcement	0	80,000	142,100	222,100
Medical/Dental	348,700	0	4,561,000	4,909,700
IRS Task Force	459,600	1,000	0	460,600
Worker Compensation/Liability	3,440,300	68,800	2,378,900	5,888,000
Homeland Security	0	10,000	0	10,000
Office of Traffic Safety Grant	0	107,000	0	107,000
Misc. P.E.R.S. Employee Retirement Fund	1,351,601	0	0	1,351,601
Emergency Reserve	10,147,000	0	0	10,147,000
Parks & Recreation	10,986,500	2,388,500	0	13,375,000
Traffic Safety	0	220,000	0	220,000
Public, Educational/Governmental Access	514,900	10,300	0	525,200
Used Oil Grant	12,985	16,300	0	29,285
DOC Beverage Grant	18,400	14,900	0	33,300
Solid Waste	1,507,300	594,100	0	2,101,400
State Gas Tax	48,455	1,449,985	0	1,498,440
Road Maintenance/Rehabilitation Act	4,815	952,855	0	957,670
Air Quality Management District	57,100	73,500	0	130,600
Community Development Block Grant	0	305,400	0	305,400
Santa Anita Grade Separation	794,900	15,900	0	810,800
Transit	0	1,665,707	1,541,393	3,207,100
Proposition A	1,229,853	1,147,567	0	2,377,420
Transportation Impact Fund	1,350,500	327,000	0	1,677,500
Proposition C	234,016	936,172	0	1,170,188
TDA Article 3 Bikeway	0	0	0	0
Measure R	368,479	706,018	0	1,074,497
Measure M	711,693	805,951	0	1,517,644
Capital Improvement	5,714,800	869,300	2,400,000	8,984,100
City Hall Reserve	1,500,000	0	0	1,500,000
Lighting Maintenance	138,000	506,500	759,700	1,404,200
Water Fund	20,404,400	14,041,700	0	34,446,100
Sewer Fund	2,942,000	2,399,300	0	5,341,300
Equipment Replacement	5,997,200	154,600	1,800,000	7,951,800
Redevelopment Successor Agency	0	2,960,500	0	2,960,500
General Obligation Bond 2012	377,700	418,500	0	796,200
General Obligation Bond 2011	507,500	595,900	0	1,103,400
Total	79,835,497	95,168,055	16,878,093	191,881,645

**SUMMARY BY FUND
USES OF FUNDS**

Fund	Appropriation	Transfer Out	Total	Ending Fund Balance FY18-19
General Fund	62,386,800	5,101,800	67,488,600	5,109,800
Narcotic Seizure	166,900	0	166,900	112,500
COPS	158,300	0	158,300	250,500
Local Law Enforcement	222,100	0	222,100	0
Medical/Dental	4,561,000	0	4,561,000	348,700
IRS Task Force	0	0	0	460,600
Worker Compensation/Liability	2,379,000	0	2,379,000	3,509,000
Homeland Security	10,000	0	10,000	0
Office of Traffic Safety Grant	107,000	0	107,000	0
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	1,351,601
Emergency Reserve	0	0	0	10,147,000
Parks & Recreation	1,753,400	0	1,753,400	11,621,600
Traffic Safety	220,000	0	220,000	0
Public, Educational/Governmental Access	0	0	0	525,200
Used Oil Grant	0	0	0	29,285
DOC Beverage Grant	15,300	0	15,300	18,000
Solid Waste	417,000	114,000	531,000	1,570,400
State Gas Tax	1,343,300	0	1,343,300	155,140
Road Maintenance/Rehabilitation Act	952,800	0	952,800	4,870
Air Quality Management District	72,600	0	72,600	58,000
Community Development Block Grant	305,400	0	305,400	0
Santa Anita Grade Separation	0	0	0	810,800
Transit	3,207,100	0	3,207,100	0
Proposition A	1,304,640	0	1,304,640	1,072,780
Transportation Impact Fund	250,000	0	250,000	1,427,500
Proposition C	999,600	0	999,600	170,588
TDA Article 3 Bikeway	0	0	0	0
Measure R	684,553	0	684,553	389,944
Measure M	1,175,000	0	1,175,000	342,644
Capital Improvement	4,342,200	0	4,342,200	4,641,900
City Hall Reserve	0	0	0	1,500,000
Lighting Maintenance	1,266,200	0	1,266,200	138,000
Water Fund	18,750,900	0	18,750,900	15,695,200
Sewer Fund	2,666,700	0	2,666,700	2,674,600
Equipment Replacement	1,676,800	0	1,676,800	6,275,000
Redevelopment Successor Agency	2,960,500	0	2,960,500	0
General Obligation Bond 2012	418,500	0	418,500	377,700
General Obligation Bond 2011	596,500	0	596,500	506,900
Total	115,370,093	5,215,800	120,585,893	71,295,752

**SUMMARY BY FUND
SOURCES OF FUNDS**

Fund	Beginning Fund Balance 19-20	Outside Sources	Transfer In	Total
General Fund	5,109,800	61,818,000	4,000,400	70,928,200
Narcotic Seizure Federal	112,500	71,000	0	183,500
COPS	250,500	169,400	5,000	424,900
Local Law Enforcement	0	91,400	142,100	233,500
Medical/Dental	348,700	4,561,000	0	4,909,700
IRS Task Force	460,600	1,000	0	461,600
Worker Compensation/Liability	3,509,000	92,600	2,378,900	5,980,500
Homeland Security	0	10,000	0	10,000
Office of Traffic Safety Grant	0	107,000	0	107,000
Misc. P.E.R.S. Employee Retirement Fund	1,351,601	0	0	1,351,601
Emergency Reserve	10,147,000	0	0	10,147,000
Parks & Recreation	11,621,600	1,132,400	0	12,754,000
Traffic Safety	0	220,000	0	220,000
Public, Educational/Governmental Access	525,200	10,500	0	535,700
Used Oil Grant	29,285	16,300	0	45,585
DOC Beverage Grant	18,000	14,900	0	32,900
Solid Waste	1,570,400	595,400	0	2,165,800
State Gas Tax	155,140	1,452,085	0	1,607,225
Road Maintenance/Rehabilitation Act	4,870	952,855	0	957,725
Air Quality Management District	58,000	73,600	0	131,600
Community Development Block Grant	0	306,800	0	306,800
Santa Anita Grade Separation	810,800	16,200	0	827,000
Transit	0	1,025,707	1,552,693	2,578,400
Proposition A	1,072,780	1,144,467	0	2,217,247
Transportation Impact Fund	1,427,500	328,600	0	1,756,100
Proposition C	170,588	934,872	0	1,105,460
TDA Article 3 Bikeway	0	50,000	0	50,000
Measure R	389,944	706,418	0	1,096,362
Measure M	342,644	798,651	0	1,141,295
Capital Improvement	4,641,900	792,800	2,400,000	7,834,700
City Hall Reserve	1,500,000	0	0	1,500,000
Lighting Maintenance	138,000	524,300	786,400	1,448,700
Water Fund	15,695,200	14,547,500	0	30,242,700
Sewer Fund	2,674,600	2,494,000	0	5,168,600
Equipment Replacement	6,275,000	135,500	1,800,000	8,210,500
Redevelopment Successor Agency	0	2,764,100	0	2,764,100
General Obligation Bond 2012	377,700	417,100	0	794,800
General Obligation Bond 2011	506,900	596,800	0	1,103,700
Total	71,295,752	98,973,255	13,065,493	183,334,500

**SUMMARY BY FUND
USES OF FUNDS**

Fund	Appropriations	Transfer Out	Total	Ending Fund Balance FY19-20
General Fund	65,361,200	5,139,900	70,501,100	427,100
Narcotic Seizure Federal	183,500	0	183,500	0
COPS	165,500	0	165,500	259,400
Local Law Enforcement	233,500	0	233,500	0
Medical/Dental	4,561,000	0	4,561,000	348,700
IRS Task Force	0	0	0	461,600
Worker Compensation/Liability	2,400,800	0	2,400,800	3,579,700
Homeland Security	10,000	0	10,000	0
Office of Traffic Safety Grant	107,000	0	107,000	0
Misc. P.E.R.S. Employee Retirement	0	0	0	1,351,601
Emergency Reserve	0	0	0	10,147,000
Parks & Recreation	6,236,300	0	6,236,300	6,517,700
Traffic Safety	0	220,000	220,000	0
Public, Educational/Governmental Access	0	0	0	535,700
Used Oil Grant	0	0	0	45,585
DOC Beverage Grant	15,300	0	15,300	17,600
Solid Waste	430,400	114,000	544,400	1,621,400
State Gas Tax	1,406,300	0	1,406,300	200,925
Road Maintenance/Rehabilitation Act	900,000	0	900,000	57,725
Air Quality Management	22,600	0	22,600	109,000
Community Development	306,800	0	306,800	0
Santa Anita Grade Separation	0	0	0	827,000
Transit	2,578,400	0	2,578,400	0
Proposition A	1,192,720	0	1,192,720	1,024,527
Transportation Impact	300,000	0	300,000	1,456,100
Proposition C	703,200	0	703,200	402,260
TDA Article 3 Bikeway	50,000	0	50,000	0
Measure R	691,573	0	691,573	404,789
Measure M	25,000	0	25,000	1,116,295
Capital Improvement	2,034,200	0	2,034,200	5,800,500
City Hall Reserve	0	0	0	1,500,000
Lighting Maintenance	1,310,700	0	1,310,700	138,000
Water Fund	15,974,300	0	15,974,300	14,268,400
Sewer Fund	2,834,500	0	2,834,500	2,334,100
Equipment Replacement	2,295,100	0	2,295,100	5,915,400
Redevelopment Successor Agency	2,764,100	0	2,764,100	0
General Obligation Bond 2012	417,100	0	417,100	377,700
General Obligation Bond 2011	594,400	0	594,400	509,300
Total	116,105,493	5,473,900	121,579,393	61,755,107

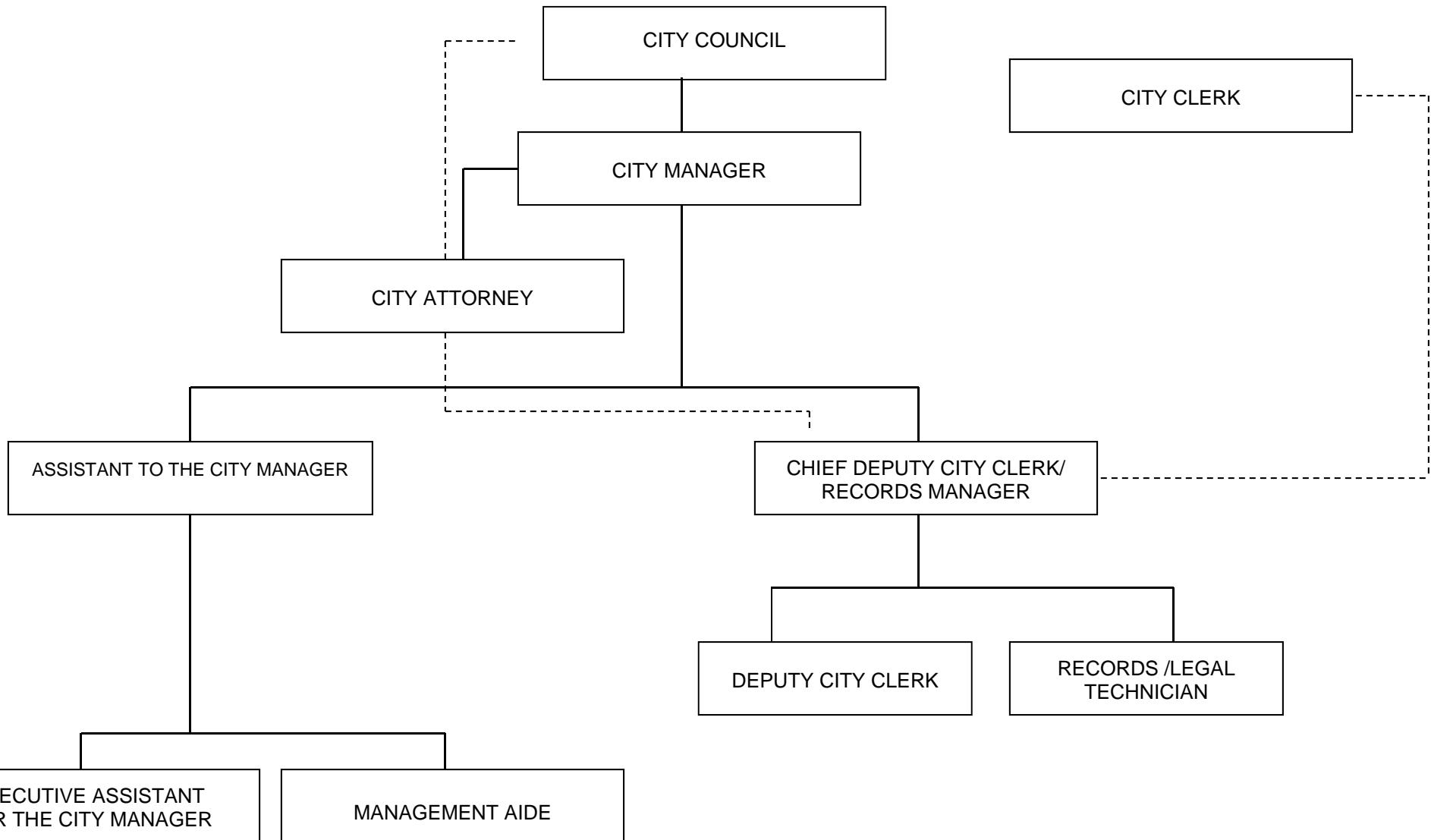
FULL TIME EMPLOYEES AND ELECTED OFFICIALS

	FY 16-17 Budget	FY 17-18 Budget	FY 17-18 Actual	FY 18-19 Budget	FY 19-20 Budget
General Fund					
City Council	1.00	0.50	0.50	0.50	0.50
City Manager	3.80	4.30	3.45	3.45	3.45
City Clerk	2.20	2.20	2.20	2.20	2.20
City Attorney	0.80	0.80	0.80	0.80	0.80
General City	0.35	0.35	0.35	0.35	0.35
Admin. Services	14.05	15.05	15.05	15.05	15.05
Police	95.00	95.00	95.00	95.00	95.00
Fire	58.00	58.00	58.00	58.00	58.00
Public Works Services	24.70	24.70	24.70	24.70	24.70
Development Services	25.25	25.35	25.35	25.35	25.35
Recreation & Community Services	11.00	12.00	12.00	12.00	12.00
Library & Museum Services	19.00	19.00	19.00	19.00	19.00
Total General Fund	255.15	257.25	256.40	256.40	256.40
Narcotic Seizure State	1.00	1.00	1.00	1.00	1.00
COPS SLESF AB3229	1.00	1.00	1.00	1.00	1.00
High School Law Enforcement	1.00	1.00	1.00	1.00	1.00
Liability/Workers' Compensation	1.60	1.60	1.60	1.60	1.60
Solid Waste	1.65	1.65	1.60	1.60	1.60
CDBG	0.20	0.20	0.20	0.20	0.20
Arcadia Transit	1.30	1.30	1.30	1.30	1.30
Measure R	0.20	0.20	0.20	0.20	0.20
Proposition A & C	1.70	1.60	1.60	1.60	1.60
Lighting Maintenance Districts	2.65	2.65	2.65	2.65	2.65
Public Services Water	26.95	26.95	26.85	26.85	26.85
Public Services Sewer	7.25	7.25	7.25	7.25	7.25
Redevelopment Successor Agency	0.35	0.35	0.35	0.35	0.35
Total Personnel	302.00	304.00	303.00	303.00	303.00

* Part Time employees are not included.

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CITY MANAGER'S OFFICE



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
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Executive Assistant	0.50
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TOTAL	5.50
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ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1100		CITY COUNCIL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	101,451	66,500	66,000	67,400	68,200
4014	VACATION SELL BACK	0	0	1,200	0	0
4021	LONGEVITY PAY	2,195	1,100	1,100	1,100	1,100
4241	P.E.R.S.	22,665	15,100	14,300	16,800	18,900
4244	MEDICAL/DENTAL INSURANCE	72,258	92,800	76,800	99,500	99,500
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	485	600	500	500	500
4250	FICA/HOSPITAL INSURANCE	1,464	1,000	900	1,000	1,100
4299	VACANCY RATE	0	-5,300	0	-5,600	-5,700
Total: SALARIES & WAGES		200,617	171,900	160,900	180,800	183,700
SUPPLIES						
5110	OFFICE SUPPLIES	6,795	3,500	3,500	3,500	3,500
5125	PRINT SHOP	789	1,500	1,500	1,500	1,500
Total: SUPPLIES		7,583	5,000	5,000	5,000	5,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	5,800	0	0	0	0
6505	GENERAL LIABILITY	6,400	4,300	4,300	4,500	4,600
6507	WORKERS' COMPENSATION	2,000	2,100	2,100	2,100	2,100
6930	MEMBERSHIP & PUBLICATIONS	35,979	33,300	33,300	33,300	33,300
6940	OFFICIAL MEETINGS	16,345	17,000	17,000	17,000	17,000
6977	EMPLOYEE SUPPORT	0	100	100	100	100
Total: OPERATING EXPENSES		66,524	56,800	56,800	57,000	57,100
Total:		274,724	233,700	222,700	242,800	245,800
Fund/Division: 0011101						3.89 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

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
Executive Assistant	0.50
Management Aide	1.00
TOTAL	3.45

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	1200			CITY MANAGER OFFICE		
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	406,355	474,100	413,000	427,700	439,500
4014	VACATION SELL BACK	11,883	5,000	5,300	5,000	5,000
4015	ALLOWANCES	5,686	5,700	5,600	5,700	5,700
4021	LONGEVITY PAY	2,051	4,000	2,200	2,200	2,200
4030	PART-TIME PERS ONLY	10,442	4,200	4,200	4,200	4,200
4032	PART-TIME NON-PERS	0	4,500	4,500	10,000	10,000
4241	P.E.R.S.	103,270	139,400	119,000	121,900	124,200
4242	NON-PERSABLE COMPENSATION	5,443	5,600	5,700	5,800	5,800
4244	MEDICAL/DENTAL INSURANCE	54,960	65,100	54,800	55,500	55,500
4245	LONG TERM DISABILITY	360	500	400	400	400
4247	LIFE INSURANCE	1,113	1,200	1,300	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	6,582	7,100	6,600	6,500	6,500
4299	VACANCY RATE	0	-21,500	0	-19,400	-19,900
Total: SALARIES & WAGES		608,144	694,900	622,600	626,700	640,300
SUPPLIES						
5110	OFFICE SUPPLIES	5,200	7,000	7,000	7,000	7,000
5115	PROGRAM EXPENSES	2,733	6,800	6,800	7,800	7,800
5125	PRINT SHOP	913	500	500	500	500
Total: SUPPLIES		8,845	14,300	14,300	15,300	15,300
OPERATING EXPENSES						
6160	CONTRACT SERVICES	5,219	2,500	2,500	26,500	26,500
6163	CABLE TECH SERVICES	28,750	30,000	30,000	30,000	30,000
6310	MILEAGE	0	100	0	100	100
6505	GENERAL LIABILITY	14,900	14,700	14,700	14,200	14,400
6507	WORKERS' COMPENSATION	8,200	8,800	8,800	8,600	8,700
6730	OFFICE EQUIPMENT	8,935	1,000	1,000	1,000	1,000
6750	VEHICLE MAINTENANCE	1,172	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	1,850	3,600	4,400	3,600	3,600
6940	OFFICIAL MEETINGS	12,428	8,100	10,500	12,500	12,500
6970	TRAINING	253	500	500	500	500
6977	EMPLOYEE SUPPORT	302	300	300	300	300
Total: OPERATING EXPENSES		82,010	70,600	73,700	98,300	98,600
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL COMMISSION	2,204	5,000	5,000	5,000	5,000
7125	CITY WEB SITE	8,467	13,000	13,000	53,000	18,000
7156	CITY VOLUNTEER PROGRAM	33,617	34,000	34,000	34,000	34,000
7211	COYOTE CONTROL	10,161	20,000	20,000	20,000	20,000
7260	CITY NEWSLETTER	36,100	35,000	35,000	35,000	35,000
7261	BROCHURES	14,054	13,000	13,000	13,000	13,000
7262	SPECIAL EVENTS	10,979	12,500	12,500	12,500	12,500
Total: SPECIAL PROGRAMS		115,582	132,500	132,500	172,500	137,500
Total Division:		814,581	912,300	843,100	912,800	891,700

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.05 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1200		CITY MANAGER-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	323,118	363,700	364,000	376,700	386,700
4014	VACATION SELL BACK	11,883	5,000	5,000	5,000	5,000
4015	ALLOWANCES	5,686	5,700	5,600	5,700	5,700
4021	LONGEVITY PAY	409	1,900	1,900	1,900	1,900
4032	PART-TIME NON-PERS	0	4,500	4,500	10,000	10,000
4241	P.E.R.S	78,795	104,500	103,800	104,500	104,500
4242	NON-PERSABLE COMPENSATION	5,320	5,400	5,500	5,500	5,500
4244	MEDICAL/DENTAL INSURANCE	39,756	45,500	45,500	45,500	45,500
4245	LONG TERM DISABILITY	243	300	300	300	300
4247	LIFE INSURANCE	974	1,000	1,100	1,000	1,000
4250	FICA/HOSPITAL INSURANCE	5,249	5,400	5,700	5,600	5,600
4299	VACANCY RATE	0	-16,300	0	-16,900	-17,200
Total: SALARIES & WAGES		471,433	526,600	542,900	544,800	554,500
SUPPLIES						
5110	OFFICE SUPPLIES	4,849	4,000	4,000	4,000	4,000
5115	PROGRAM EXPENSES	1,794	5,000	5,000	6,000	6,000
5125	PRINT SHOP	913	500	500	500	500
Total: SUPPLIES		7,556	9,500	9,500	10,500	10,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	0	0	20,000	20,000
6310	MILEAGE	0	100	0	100	100
6505	GENERAL LIABILITY	14,900	14,700	14,700	14,200	14,400
6507	WORKERS' COMPENSATION	8,200	8,800	8,800	8,600	8,700
6730	OFFICE EQUIPMENT	8,935	500	500	500	500
6750	VEHICLE MAINTENANCE	1,172	1,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	1,625	2,700	3,500	2,700	2,700
6940	OFFICIAL MEETINGS	11,929	5,600	8,000	10,000	10,000
6970	TRAINING	253	500	500	500	500
6977	EMPLOYEE SUPPORT	302	300	300	300	300
Total: OPERATING EXPENSES		47,316	34,200	37,300	57,900	58,200
Total:		526,305	570,300	589,700	613,200	623,200

Fund/Division: 0011201

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

7.52 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1203		CITY MANAGER-COMM MARKET				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	83,236	110,400	49,000	51,000	52,800
4014	VACATION SELL BACK	0	0	300	0	0
4021	LONGEVITY PAY	1,642	2,100	300	300	300
4030	PART-TIME PERS ONLY	10,442	4,200	4,200	4,200	4,200
4241	P.E.R.S	24,475	34,900	15,200	17,400	19,700
4242	NON-PERSABLE COMPENSATION	123	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	15,203	19,600	9,300	10,000	10,000
4245	LONG TERM DISABILITY	117	200	100	100	100
4247	LIFE INSURANCE	139	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,333	1,700	900	900	900
4299	VACANCY RATE	0	-5,200	0	-2,500	-2,700
Total: SALARIES & WAGES		136,711	168,300	79,700	81,900	85,800
SUPPLIES						
5110	OFFICE SUPPLIES	351	3,000	3,000	3,000	3,000
5115	PROGRAM EXPENSES	939	1,800	1,800	1,800	1,800
Total: SUPPLIES		1,290	4,800	4,800	4,800	4,800
OPERATING EXPENSES						
6160	CONTRACT SERVICES	5,219	2,500	2,500	6,500	6,500
6163	CABLE TECH SERVICES	28,750	30,000	30,000	30,000	30,000
6730	OFFICE EQUIPMENT	0	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	225	900	900	900	900
6940	OFFICIAL MEETINGS	499	2,500	2,500	2,500	2,500
Total: OPERATING EXPENSES		34,694	36,400	36,400	40,400	40,400
SPECIAL PROGRAMS						
7120	CITY BEAUTIFUL COMMISSION	2,204	5,000	5,000	5,000	5,000
7125	CITY WEB SITE	8,467	13,000	13,000	53,000	18,000
7156	CITY VOLUNTEER PROGRAM	33,617	34,000	34,000	34,000	34,000
7211	COYOTE CONTROL	10,161	20,000	20,000	20,000	20,000
7260	CITY NEWSLETTER	36,100	35,000	35,000	35,000	35,000
7261	BROCHURES	14,054	13,000	13,000	13,000	13,000
7262	SPECIAL EVENTS	10,979	12,500	12,500	12,500	12,500
Total: SPECIAL PROGRAMS		115,582	132,500	132,500	172,500	137,500
Total:		288,276	342,000	253,400	299,600	268,500
Fund/Division: 0011203						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(12.40) %

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	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1300		CITY CLERK				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	127,457	158,500	159,400	167,500	176,200
4014	VACATION SELL BACK	1,988	2,000	2,100	2,100	2,100
4015	ALLOWANCES	482	500	500	500	500
4021	LONGEVITY PAY	1,097	1,100	1,100	1,100	1,100
4032	PART-TIME NON-PERS	21,293	0	0	0	0
4130	OVERTIME	372	0	0	0	0
4241	P.E.R.S	32,249	46,600	46,600	53,700	62,400
4242	NON-PERSABLE COMPENSATION	260	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	22,398	28,800	28,800	31,400	31,400
4245	LONG TERM DISABILITY	177	200	200	300	300
4247	LIFE INSURANCE	249	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	1,558	2,300	1,500	1,700	1,800
4299	VACANCY RATE	0	-7,200	0	-7,800	-8,300
Total: SALARIES & WAGES		209,580	233,500	240,800	251,200	268,200
SUPPLIES						
5110	OFFICE SUPPLIES	4,068	3,800	3,800	3,800	4,000
5125	PRINT SHOP	737	1,700	1,700	1,500	1,500
Total: SUPPLIES		4,805	5,500	5,500	5,300	5,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	13,165	16,000	16,000	33,300	32,600
6505	GENERAL LIABILITY	5,000	7,600	7,600	5,300	5,400
6507	WORKERS' COMPENSATION	17,100	18,400	18,400	17,900	18,200
6730	OFFICE EQUIPMENT	500	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	1,089	1,100	1,100	1,000	1,000
6940	OFFICIAL MEETINGS	810	1,000	1,000	800	800
6945	ELECTION	112	150,000	150,000	0	150,000
6960	EQUIPMENT REPLACEMENT	18,785	0	0	0	0
6970	TRAINING	2,754	4,500	4,500	4,500	3,000
6971	TUITION REIMBURSEMENT	-1	0	0	0	0
6977	EMPLOYEE SUPPORT	163	200	200	200	200
Total: OPERATING EXPENSES		59,477	198,800	198,800	63,000	211,200
Total:		273,861	437,800	445,100	319,500	484,900
Fund/Division: 0011301						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(27.02) %

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
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Records/Legal Technician	0.30
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TOTAL

0.80

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1500		CITY ATTORNEY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	65,431	69,200	69,700	71,800	74,200
4014	VACATION SELL BACK	1,988	2,000	2,100	2,100	2,100
4015	ALLOWANCES	482	500	500	500	500
4021	LONGEVITY PAY	1,097	1,100	1,100	1,100	1,100
4241	P.E.R.S	17,509	21,200	21,200	24,100	27,400
4242	NON-PERSABLE COMPENSATION	260	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	12,077	11,800	11,800	12,700	12,700
4245	LONG TERM DISABILITY	79	100	100	100	100
4247	LIFE INSURANCE	186	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	207	1,000	200	300	300
4299	VACANCY RATE	0	-3,200	0	-3,400	-3,600
Total: SALARIES & WAGES		99,316	104,200	107,200	109,800	115,300
SUPPLIES						
5110	OFFICE SUPPLIES	724	600	600	600	600
5125	PRINT SHOP	261	300	100	200	200
Total: SUPPLIES		985	900	700	800	800
OPERATING EXPENSES						
6140	LEGAL	305,027	360,000	275,000	275,000	275,000
6160	CONTRACT SERVICES	166,719	174,000	174,000	178,800	178,800
6505	GENERAL LIABILITY	8,100	10,200	10,200	9,100	9,200
6920	BOOKS	4,592	0	0	0	0
Total: OPERATING EXPENSES		484,438	544,200	459,200	462,900	463,000
Total:		584,740	649,300	567,100	573,500	579,100
Fund/Division: 0011501						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(11.67) %

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 copier maintenance, City Hall telephones, employee service awards, citywide employee events, and OPEB trust contribution.

GENERAL CITY

*No. of Employees
Full Time Equivalent*

Accounting Technician I 0.35

TOTAL 0.35

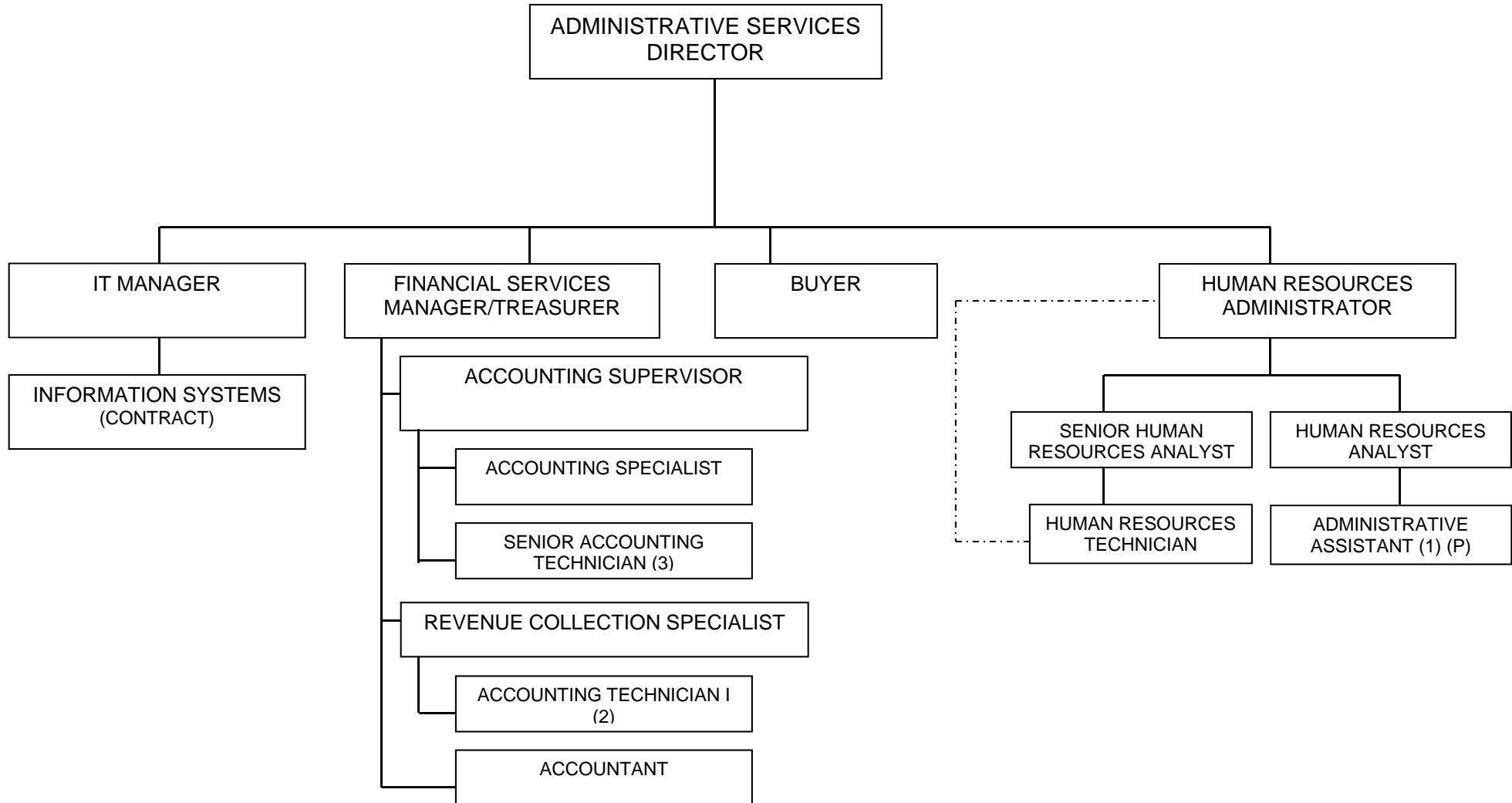
ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1700		GENERAL CITY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	10,780	14,300	14,500	15,500	16,600
4013	VACATION PAY OFF	179,624	132,000	180,000	135,000	135,000
4241	P.E.R.S.	2,631	4,100	4,100	4,800	5,700
4244	MEDICAL/DENTAL INSURANCE	3,122	4,300	4,200	4,700	4,700
4245	LONG TERM DISABILITY	26	0	0	100	100
4247	LIFE INSURANCE	17	0	0	100	100
4248	RETIREE MEDICAL	796,072	824,000	784,900	812,700	812,700
4249	UNEMPLOYMENT INSURANCE	5,020	7,000	28,900	15,000	15,000
4250	FICA/HOSPITAL INSURANCE	177	200	200	300	300
4251	RETIREE LIFE INS	363	400	400	400	400
4299	VACANCY RATE	0	-29,600	0	-29,700	-29,800
Total: SALARIES & WAGES		997,831	956,700	1,017,200	958,900	960,800
SUPPLIES						
5110	OFFICE SUPPLIES	4,354	5,900	6,000	6,300	6,300
5112	CITY HALL DUPLICATING	14,015	15,000	15,000	15,000	15,000
Total: SUPPLIES		18,369	20,900	21,000	21,300	21,300
OPERATING EXPENSES						
6160	CONTRACT SERVICES	57,500	118,298	113,000	0	0
6210	TELEPHONE	65,844	49,256	53,000	55,100	55,100
6505	GENERAL LIABILITY	19,600	17,400	17,400	17,800	17,900
6507	WORKERS' COMPENSATION	1,100	1,200	1,200	1,200	1,200
6930	MEMBERSHIP & PUBLICATIONS	110	0	0	0	0
6977	EMPLOYEE SUPPORT	27,720	33,000	23,000	37,000	33,000
Total: OPERATING EXPENSES		171,874	219,153	207,600	111,100	107,200
SPECIAL PROGRAMS						
7280	DAMAGES TO CITY PROPERTY	35,093	0	0	0	0
7350	OPEB CONTRIBUTION	650,800	650,800	650,800	911,600	911,600
Total: SPECIAL PROGRAMS		685,893	650,800	650,800	911,600	911,600
Total:		1,873,968	1,847,553	1,896,600	2,002,900	2,000,900

Fund/Division: 0011701

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

8.41 %

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

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

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

Administrative Services Department - Continued

FY 2018-19 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 bid/quote thresholds limits, revise the Purchasing Manual and Municipal Code accordingly and provide training to city employees on the new limits and procedures.
14. Research, develop and implement a new "Universal Check Form Request" to combine LPO, Check request and PO stamps approval into one form for AP to process payment. This form will reduce the processing time to remit a payment request to AP as well as reduce cost of pre-printed forms.
15. Research and evaluate various electronic bid solicitation software and services to expand the City's vendor pool.
16. Continue to dispose of surplus equipment located in the basement of City Hall and City Council Chambers.
17. Review and establish a procedural manual for solicitation of Request for Proposals/Bids and provide training to all City departments.
18. Research and evaluate the replacement of City copiers that have exceeded their recommended life cycle. Citywide there are 9 copiers due for replacement.
19. Enhance efficiencies within the Human Resources Division's Records Retention plan utilizing document imaging computer systems to improve record keeping and information retrieval with respect to various personnel and workers compensation records.
20. Continue to collaborate with departments on strategic outreach measures that recruit and retain a diverse and qualified workforce.
21. Implement automated recruitment system to assist in recruitment efficiency, improve processing time, and eliminate backlog.
22. Complete an informal request for proposals for industrial clinic services including pre-employment physicals and medical services for injured workers.

Administrative Services Department - Continued

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

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
TOTAL	15.05

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	1800	ADMINISTRATIVE SERVICES				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,068,084	1,248,000	1,068,200	1,286,400	1,337,200
4014	VACATION SELL BACK	14,725	14,000	16,500	16,000	16,000
4015	ALLOWANCES	1,861	1,900	1,700	2,000	2,000
4021	LONGEVITY PAY	11,576	11,900	11,300	13,400	15,400
4030	PART-TIME PERS ONLY	6,892	44,600	13,200	0	0
4032	PART-TIME NON-PERS	44,518	3,000	18,000	27,000	28,000
4130	OVERTIME	0	0	200	0	0
4241	P.E.R.S.	282,163	391,400	329,700	424,000	487,500
4242	NON-PERSABLE COMPENSATION	3,147	3,400	3,000	4,200	4,400
4244	MEDICAL/DENTAL INSURANCE	188,346	212,100	182,900	230,200	230,200
4245	LONG TERM DISABILITY	1,324	1,500	1,300	1,800	1,800
4247	LIFE INSURANCE	2,486	2,700	2,600	3,300	3,300
4250	FICA/HOSPITAL INSURANCE	18,592	19,100	19,400	19,500	20,300
4299	VACANCY RATE	0	-54,300	0	-60,800	-64,300
Total: SALARIES & WAGES		1,643,714	1,899,300	1,668,000	1,967,000	2,081,800
SUPPLIES						
5110	OFFICE SUPPLIES	28,244	34,800	31,000	35,000	35,500
5125	PRINT SHOP	2,180	4,200	2,200	3,200	3,200
Total: SUPPLIES		30,424	39,000	33,200	38,200	38,700
OPERATING EXPENSES						
6135	LABOR RELATIONS	2,765	80,000	25,000	15,000	80,000
6140	LEGAL	66,032	100,000	100,000	100,000	100,000
6150	RECRUITMENT	19,525	27,500	18,000	25,000	25,000
6151	RECRUITING ADVERTISMENT	9,760	8,000	8,000	8,000	8,000
6152	FINGERPRINTING NEW HIRES	6,700	6,000	6,000	6,000	6,000
6160	CONTRACT SERVICES	658,425	748,546	790,200	822,300	827,800
6310	MILEAGE	229	400	200	400	400
6505	GENERAL LIABILITY	58,100	50,800	50,800	58,000	58,500
6507	WORKERS' COMPENSATION	59,900	64,300	64,300	62,900	63,600
6730	OFFICE EQUIPMENT	4,851	7,100	5,800	6,100	6,100
6750	VEHICLE MAINTENANCE	456	1,000	1,000	1,000	1,000
6910	AUDIT	24,131	24,200	24,600	25,200	25,700
6930	MEMBERSHIP & PUBLICATIONS	2,985	4,800	4,100	4,600	4,600
6940	OFFICIAL MEETINGS	7,389	13,100	10,100	14,700	14,700
6960	EQUIPMENT REPLACEMENT	685,668	366,900	366,900	85,000	131,800
6970	TRAINING	8,715	13,700	3,400	13,800	9,300
6971	TUITION REIMBURSEMENT	846	8,200	1,700	8,100	8,100
6973	ERGONOMIC EQUIPMENT	7,984	15,000	6,000	15,000	15,000
6977	EMPLOYEE SUPPORT	1,573	1,300	1,600	1,300	1,300
6978	WELLNESS PROGRAM	6,954	15,000	2,000	15,000	15,000
6986	SUPERVISOR TRAINING	5,806	6,100	6,100	6,100	6,100
Total: OPERATING EXPENSES		1,638,793	1,561,946	1,495,800	1,293,500	1,408,000
Total Division:		3,312,930	3,500,246	3,197,000	3,298,700	3,528,500

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (5.76)%

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1800		ADMIN SVCS-FINANCIAL SVCS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	533,998	554,300	535,100	570,600	586,300
4014	VACATION SELL BACK	5,217	5,000	8,000	7,500	7,500
4015	ALLOWANCES	639	600	600	700	700
4021	LONGEVITY PAY	7,687	7,800	7,800	8,500	9,900
4032	PART-TIME NON-PERS	1,173	2,000	9,000	2,000	2,000
4130	OVERTIME	0	0	200	0	0
4241	P.E.R.S.	142,303	171,100	164,600	192,400	218,900
4242	NON-PERSABLE COMPENSATION	1,159	1,200	1,200	1,300	1,300
4244	MEDICAL/DENTAL INSURANCE	85,506	91,000	88,800	99,200	99,200
4245	LONG TERM DISABILITY	679	700	700	700	700
4247	LIFE INSURANCE	1,041	1,100	1,100	1,100	1,100
4250	FICA/HOSPITAL INSURANCE	8,734	8,300	9,900	8,500	8,800
4299	VACANCY RATE	0	-25,300	0	-26,800	-28,100
Total: SALARIES & WAGES		788,136	817,800	827,000	865,700	908,300
SUPPLIES						
5110	OFFICE SUPPLIES	11,667	20,000	18,000	19,100	19,100
5125	PRINT SHOP	164	2,000	1,000	1,000	1,000
Total: SUPPLIES		11,831	22,000	19,000	20,100	20,100
OPERATING EXPENSES						
6160	CONTRACT SERVICES	72,078	81,300	74,300	77,300	66,300
6310	MILEAGE	11	100	100	100	100
6505	GENERAL LIABILITY	58,100	50,800	50,800	58,000	58,500
6507	WORKERS' COMPENSATION	59,900	64,300	64,300	62,900	63,600
6730	OFFICE EQUIPMENT	0	2,000	2,000	2,000	2,000
6750	VEHICLE MAINTENANCE	456	1,000	1,000	1,000	1,000
6910	AUDIT	24,131	24,200	24,600	25,200	25,700
6930	MEMBERSHIP & PUBLICATIONS	1,574	2,400	2,000	2,300	2,300
6940	OFFICIAL MEETINGS	3,117	5,400	4,500	5,700	5,700
6960	EQUIPMENT REPLACEMENT	685,668	366,900	366,900	85,000	131,800
6970	TRAINING	365	3,200	1,200	3,200	3,200
6977	EMPLOYEE SUPPORT	1,573	1,300	1,600	1,300	1,300
Total: OPERATING EXPENSES		906,972	602,900	593,300	324,000	361,500
Total:		1,706,938	1,442,700	1,439,300	1,209,800	1,289,900
Fund/Division: 0011801						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						
(16.14) %						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1806		ADMIN SVCS-PURCHASING				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	95,281	100,300	101,200	106,300	111,000
4014	VACATION SELL BACK	1,906	2,000	2,000	2,000	2,000
4015	ALLOWANCES	193	200	200	200	200
4021	LONGEVITY PAY	219	600	700	1,500	1,500
4241	P.E.R.S	23,980	29,500	29,600	34,400	39,600
4242	NON-PERSABLE COMPENSATION	471	500	500	600	600
4244	MEDICAL/DENTAL INSURANCE	19,527	19,600	19,800	21,100	21,100
4245	LONG TERM DISABILITY	119	100	100	200	200
4247	LIFE INSURANCE	323	400	400	400	400
4250	FICA/HOSPITAL INSURANCE	1,685	1,500	1,700	1,600	1,700
4299	VACANCY RATE	0	-4,600	0	-5,000	-5,300
Total: SALARIES & WAGES		143,703	150,100	156,200	163,300	173,000
SUPPLIES						
5110	OFFICE SUPPLIES	477	500	500	500	500
5125	PRINT SHOP	1,282	1,500	500	1,500	1,500
Total: SUPPLIES		1,759	2,000	1,000	2,000	2,000
OPERATING EXPENSES						
6310	MILEAGE	200	200	0	200	200
6730	OFFICE EQUIPMENT	0	100	100	100	100
6930	MEMBERSHIP & PUBLICATIONS	130	200	200	200	200
6940	OFFICIAL MEETINGS	20	100	100	100	100
6970	TRAINING	1,344	1,500	200	1,600	1,600
6971	TUITION REIMBURSEMENT	846	4,200	1,700	4,100	4,100
Total: OPERATING EXPENSES		2,539	6,300	2,300	6,300	6,300
Total:		148,001	158,400	159,500	171,600	181,300

Fund/Division: 0011806

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

8.33 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1807		ADMIN SVCS-TREASURER				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	176,821	192,400	194,000	200,800	208,500
4014	VACATION SELL BACK	2,382	2,000	2,000	2,000	2,000
4015	ALLOWANCES	265	300	300	300	300
4021	LONGEVITY PAY	2,305	2,300	2,300	2,300	2,300
4032	PART-TIME NON-PERS	0	1,000	2,000	2,000	2,000
4241	P.E.R.S	46,405	58,300	58,600	66,400	76,100
4242	NON-PERSABLE COMPENSATION	279	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	38,429	38,700	38,700	42,400	42,400
4245	LONG TERM DISABILITY	270	300	300	400	400
4247	LIFE INSURANCE	319	300	400	400	400
4250	FICA/HOSPITAL INSURANCE	3,032	2,800	3,300	3,000	3,100
4299	VACANCY RATE	0	-9,000	0	-9,600	-10,100
Total: SALARIES & WAGES		270,506	289,700	302,200	310,700	327,700
SUPPLIES						
5110	OFFICE SUPPLIES	10,116	6,300	8,000	8,300	8,800
Total: SUPPLIES		10,116	6,300	8,000	8,300	8,800
OPERATING EXPENSES						
6160	CONTRACT SERVICES	192,439	194,500	190,000	196,600	196,500
6310	MILEAGE	18	100	100	100	100
6730	OFFICE EQUIPMENT	2,232	2,000	1,000	1,000	1,000
6930	MEMBERSHIP & PUBLICATIONS	155	500	200	400	400
6940	OFFICIAL MEETINGS	2,085	2,900	1,500	4,200	4,200
6970	TRAINING	0	500	0	500	500
6971	TUITION REIMBURSEMENT	0	4,000	0	4,000	4,000
Total: OPERATING EXPENSES		196,927	204,500	192,800	206,800	206,700
Total:		477,549	500,500	503,000	525,800	543,200
Fund/Division: 0011807		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				5.05 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 1808		ADMIN SVCS-INFO SVCS					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	33,184	129,900	34,100	133,100	140,800	
4014	VACATION SELL BACK	1,906	2,000	2,000	2,000	2,000	
4015	ALLOWANCES	193	200	200	200	200	
4021	LONGEVITY PAY	219	200	200	400	400	
4241	P.E.R.S	8,874	40,100	10,500	42,300	49,500	
4242	NON-PERSABLE COMPENSATION	166	200	200	700	800	
4244	MEDICAL/DENTAL INSURANCE	3,459	19,700	3,500	21,100	21,100	
4245	LONG TERM DISABILITY	20	100	0	200	200	
4247	LIFE INSURANCE	99	100	100	500	500	
4250	FICA/HOSPITAL INSURANCE	565	1,900	600	2,000	2,100	
4299	VACANCY RATE	0	-1,500	0	-6,100	-6,500	
Total: SALARIES & WAGES		48,683	192,900	51,400	196,400	211,100	
SUPPLIES							
5110	OFFICE SUPPLIES	413	2,000	1,500	2,100	2,100	
Total: SUPPLIES		413	2,000	1,500	2,100	2,100	
OPERATING EXPENSES							
6160	CONTRACT SERVICES	331,872	386,846	440,000	482,900	506,500	
6730	OFFICE EQUIPMENT	2,521	2,500	2,500	2,500	2,500	
Total: OPERATING EXPENSES		334,392	389,346	442,500	485,400	509,000	
Total:		383,489	584,246	495,400	683,900	722,200	

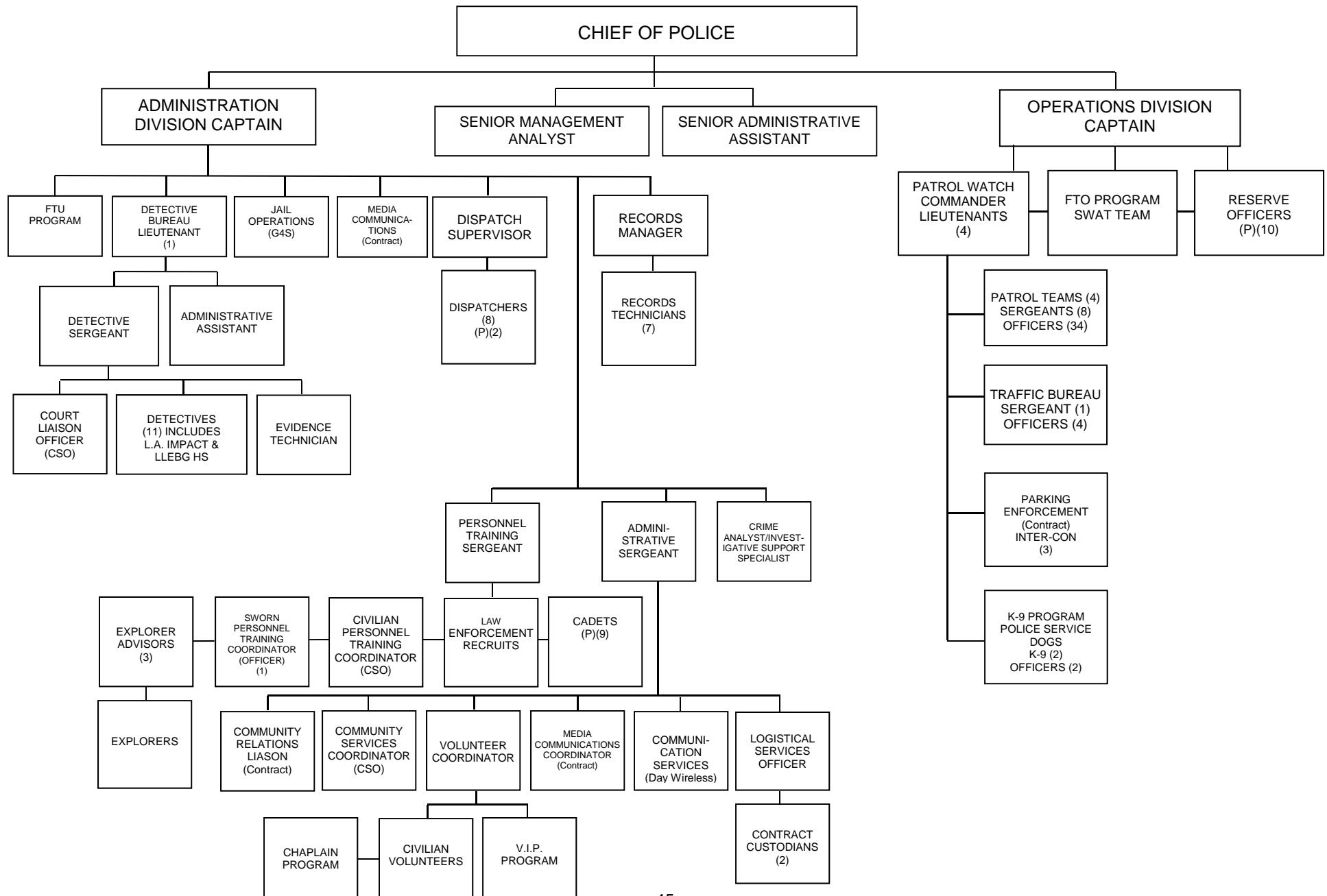
Fund/Division: 0011808

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

17.06 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1810		ADMIN SVCS-HUMAN RESOURCE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	228,801	271,100	203,800	275,600	290,600
4014	VACATION SELL BACK	3,314	3,000	2,500	2,500	2,500
4015	ALLOWANCES	572	600	400	600	600
4021	LONGEVITY PAY	1,145	1,000	300	700	1,300
4030	PART-TIME PERS ONLY	6,892	44,600	13,200	0	0
4032	PART-TIME NON-PERS	43,345	0	7,000	23,000	24,000
4241	P.E.R.S	60,601	92,400	66,400	88,500	103,400
4242	NON-PERSABLE COMPENSATION	1,073	1,200	800	1,300	1,400
4244	MEDICAL/DENTAL INSURANCE	41,425	43,100	32,100	46,400	46,400
4245	LONG TERM DISABILITY	236	300	200	300	300
4247	LIFE INSURANCE	705	800	600	900	900
4250	FICA/HOSPITAL INSURANCE	4,576	4,600	3,900	4,400	4,600
4299	VACANCY RATE	0	-13,900	0	-13,300	-14,300
Total: SALARIES & WAGES		392,686	448,800	331,200	430,900	461,700
SUPPLIES						
5110	OFFICE SUPPLIES	5,571	6,000	3,000	5,000	5,000
5125	PRINT SHOP	734	700	700	700	700
Total: SUPPLIES		6,305	6,700	3,700	5,700	5,700
OPERATING EXPENSES						
6135	LABOR RELATIONS	2,765	80,000	25,000	15,000	80,000
6140	LEGAL	66,032	100,000	100,000	100,000	100,000
6150	RECRUITMENT	19,525	27,500	18,000	25,000	25,000
6151	RECRUITING ADVERTISMENT	9,760	8,000	8,000	8,000	8,000
6152	FINGERPRINTING NEW HIRES	6,700	6,000	6,000	6,000	6,000
6160	CONTRACT SERVICES	62,037	85,900	85,900	65,500	58,500
6730	OFFICE EQUIPMENT	99	500	200	500	500
6930	MEMBERSHIP & PUBLICATIONS	1,126	1,700	1,700	1,700	1,700
6940	OFFICIAL MEETINGS	2,168	4,700	4,000	4,700	4,700
6970	TRAINING	7,007	8,500	2,000	8,500	4,000
6973	ERGONOMIC EQUIPMENT	7,984	15,000	6,000	15,000	15,000
6978	WELLNESS PROGRAM	6,954	15,000	2,000	15,000	15,000
6986	SUPERVISOR TRAINING	5,806	6,100	6,100	6,100	6,100
Total: OPERATING EXPENSES		197,961	358,900	264,900	271,000	324,500
Total:		596,952	814,400	599,800	707,600	791,900
Fund/Division: 0011810						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(13.11) %

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 2018-19 WORK PLAN

1. Recruit and train all sworn and non-sworn staff within the confines of the FY 2018-19 Budget.
2. Continue to develop highly trained, highly educated men and women throughout the organization through the Department's Career Development Program.
3. Continue assessment of staffing protocols to ensure appropriate staffing levels at the field level in order to further combat property crimes in Arcadia.
4. Monitor compliance of massage therapy related businesses.
5. Continue active participation in the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT), a multi-jurisdictional taskforce, to increase proficiency in investigating major crimes related to drug trafficking, gang enforcement, property crimes, and covert operation information development amongst others.
6. Continue the expansion of the Police Cadet Program to attract a greater number of potential police officers for the future.

Police Department - Continued

7. Continue to implement new Operations objectives in the Patrol Division that will increase efficiency and provide better service patrol for the Community.
8. Explore the potential for collaborative, regionalized police services for the future.
9. 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.
10. Continue participation in the West San Gabriel Valley Mental Evaluation Team (WSGMET) and collaboration with the Los Angeles County Department of Mental Health to address and combat mental health incidents, and provide mental health assistance and resources to homeless persons in Arcadia.
11. Further expand homelessness outreach efforts through the activities of the APD's Homeless Education & Liaison Program (HELP Team), which aims to improve the quality of life in Arcadia by reaching out to the homeless community and providing information, resources, and motivation with the ultimate goal of finding an alternative to life on the streets.
12. Continue to grow and develop traffic education, engineering, and enforcement efforts. Continue to enhance D.U.I. enforcement through grant funding for checkpoints and special operations.
13. Continue administration of the false alarm program.
14. Develop and implement bi-annual ADA Telecommunication training to comply with Section 504 of the Rehabilitation Act.
15. Continue the growth and development of the Crime Analysis Unit in order to provide additional crime analysis resources and research support to the Department.
16. 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.
17. 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

Police Department - Continued

community and the Department in an ongoing effort to keep abreast of, and sensitive to, contemporary issues in law enforcement and police-community problems.

18. 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.
19. 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.
20. Continue to build the Department's social media platform in order to increase Department presence, investigative resources, crime awareness, and community engagement.
21. Continue the upgrade of the Police Dispatch Center's Customer Premise Equipment (CPR) in order keep abreast with the ever evolving public safety communication system now called New Generation 911 (NG911), which will transform the outdated system into a digital network that is faster, more efficient, more cost-effective, and safer for the public and law enforcement agencies.
22. With the continued support of the Arcadia Police Foundation, further expand the K-9 Program to support daily law enforcement operations and enhance the effectiveness of patrol duties such as handler protection, searching techniques, article searches, and narcotics detection; ultimately increasing officer safety, apprehension of suspects, and safety for the community.
23. Continue to support the mission and objectives of the Arcadia Police Foundation to address the complexities of policing in the 21st century. The foundation will continue to promote partnerships between APD and the public, mobilize community support, and enhance community understanding of law enforcement initiatives.
24. Implement a Safety and Security Expo in order to provide Arcadia residents and business owners with useful security information, an opportunity to purchase products and services at special prices from local security-related vendors in the areas of home security systems, security cameras, and other home fortification efforts (safes, window laminate, motion triggered lights, etc.), and encourage security system registration with the City amongst new and existing security system owners.

Police Department - Continued

25. Implement a Special Enforcement Team (SET) in order to support crime prevention and criminal apprehension along with establishing special task force connections with local and regional groups related to burglaries, gangs, drugs, and organized retail crime.

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
Police Captain	2.00
Police Chief	1.00
Police Lieutenant	5.00
Police Officer	50.00
Police Record Manager	1.00
Police Records Technician I	3.00
Police Records Technician II	4.00
Police Sergeant	12.00
Property, Evidence, Crime Technician	1.00
Senior Administrative Assistant	1.00
Senior Management Analyst	1.00
TOTAL	95.00

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	2100 POLICE					
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	8,562,621	9,251,200	8,783,000	9,471,400	9,775,400
4011	SPECIALIST PAY	182,492	181,400	191,400	189,300	189,300
4014	VACATION SELL BACK	182,952	210,900	193,700	210,400	210,400
4015	ALLOWANCES	7,702	7,700	7,200	6,800	6,800
4021	LONGEVITY PAY	116,597	123,100	116,300	120,100	129,300
4025	RESERVE OFFICER REG PAY	49,474	80,000	60,600	80,000	80,000
4030	PART-TIME PERS ONLY	64,437	58,500	58,500	63,500	65,500
4032	PART-TIME NON-PERS	69,948	106,300	38,900	104,900	108,800
4130	OVERTIME	817,779	675,100	647,900	695,500	716,500
4131	OVERTIME-DIRECTED ENFORC	93,693	72,600	90,400	74,800	77,000
4134	SPECIAL DUTY	136,136	98,600	130,100	101,600	104,600
4137	OVERTIME-REIMBURSABLE	0	50,000	50,000	45,000	45,000
4138	HOLIDAY PAY	266,626	301,500	303,400	308,200	318,300
4141	RACETRACK CONTROL	171,061	157,300	155,500	162,000	166,900
4143	BAND REVIEW	0	13,000	13,000	13,400	13,800
4144	FILMING	33,369	34,500	35,200	35,500	36,600
4241	P.E.R.S	3,994,670	4,938,300	4,571,100	5,531,300	6,279,000
4242	NON-PERSABLE COMPENSATIO	7,643	7,800	7,500	8,100	8,400
4244	MEDICAL/DENTAL INSURANCE	1,065,544	1,184,100	1,095,900	1,383,900	1,383,900
4245	LONG TERM DISABILITY	12,681	14,000	13,400	14,100	14,100
4247	LIFE INSURANCE	9,658	10,300	10,400	10,600	10,700
4250	FICA/HOSPITAL INSURANCE	147,842	164,200	147,400	165,500	170,200
4299	VACANCY RATE	0	-531,600	0	-562,700	-596,000
Total: SALARIES & WAGES		15,992,925	17,208,800	16,720,800	18,233,200	19,314,500
SUPPLIES						
5110	OFFICE SUPPLIES	52,876	55,300	55,300	55,300	55,300
5125	PRINT SHOP	12,951	15,600	6,600	13,600	13,600
5230	BUILDING AND GROUNDS	64,125	58,300	34,800	58,300	58,300
5260	FIELDS	75,963	62,700	88,200	92,300	78,800
5261	SWAT FIELD	18,850	22,100	22,100	22,100	22,100
5262	SAFETY EQUIPMENT	11,532	22,800	22,800	22,800	22,800
5263	FTU SUPPLIES	127,700	133,939	133,900	127,700	127,700
5270	LABORATORY	9,528	11,000	11,000	11,000	11,000
5272	PRISONER	12,204	15,000	15,000	15,000	15,000
5280	UNIFORM	117,859	118,300	127,000	119,800	119,800
5320	COMMUNICATIONS	16,396	26,000	17,500	26,000	26,000
Total: SUPPLIES		519,985	541,039	534,200	563,900	550,400
OPERATING EXPENSES						
6130	INVESTIGATION	29,560	20,800	20,800	26,800	26,800
6160	CONTRACT SERVICES	1,079,323	1,190,900	1,172,800	1,356,600	1,360,300
6210	TELEPHONE	64,207	52,100	53,500	55,500	55,500
6505	GENERAL LIABILITY	369,300	355,600	355,600	375,300	378,500
6507	WORKERS' COMPENSATION	356,600	382,600	382,600	374,000	377,100
6611	ELECTRIC	142,396	159,100	165,100	173,400	182,100
6612	GAS	15,559	16,100	13,500	14,600	15,300
6614	WATER	9,243	11,000	13,000	13,500	14,500
6730	OFFICE EQUIPMENT	9,825	15,700	15,700	15,700	15,700
6750	VEHICLE MAINTENANCE	415,653	494,500	490,500	501,400	509,700

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
6760	BUILDING REPAIR & MAINT	43,400	45,000	45,000	33,400	33,400
6930	MEMBERSHIP & PUBLICATIONS	3,884	6,700	6,700	6,700	6,700
6940	OFFICIAL MEETINGS	21,247	37,700	37,700	31,800	31,800
6960	EQUIPMENT REPLACEMENT	927,491	1,167,900	1,167,900	767,600	411,000
6970	TRAINING	42,251	56,800	56,800	56,800	56,800
6971	TUITION REIMBURSEMENT	13,506	17,000	11,500	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6974	K9 TRAINING	0	0	0	5,700	5,700
6975	SWAT TRAINING	2,795	3,000	4,300	3,000	3,000
6976	LER POLICE ACADEMY	1,422	18,000	18,000	18,000	18,000
6977	EMPLOYEE SUPPORT	4,379	5,200	5,200	5,200	5,200
Total: OPERATING EXPENSES		3,552,042	4,056,700	4,037,200	3,853,000	3,525,100
SPECIAL PROGRAMS						
7157	CHAPLAIN PROGRAM	0	500	300	500	500
7158	EXPLORER PROGRAM	811	1,000	600	1,000	1,000
Total: SPECIAL PROGRAMS		811	1,500	900	1,500	1,500
Total Division:		20,065,763	21,808,039	21,293,100	22,651,600	23,391,500

OVERALL PERCENTAGE INCREASE//(DECREASE) FROM PRIOR YEAR 3.87 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2101		POLICE-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	709,158	737,300	746,400	766,000	786,400
4011	SPECIALIST PAY	7,612	7,600	7,800	7,800	7,800
4014	VACATION SELL BACK	28,473	23,400	23,400	23,400	23,400
4015	ALLOWANCES	1,927	1,900	1,900	2,000	2,000
4021	LONGEVITY PAY	8,757	8,700	8,700	9,000	9,900
4130	OVERTIME	4,911	26,000	5,000	26,800	27,600
4138	HOLIDAY PAY	7,259	7,800	7,800	8,200	8,400
4241	P.E.R.S.	307,641	363,900	367,800	413,700	467,000
4242	NON-PERSABLE COMPENSATION	2,336	2,400	2,400	2,500	2,600
4244	MEDICAL/DENTAL INSURANCE	83,701	82,800	85,200	91,300	91,300
4245	LONG TERM DISABILITY	659	700	700	700	700
4247	LIFE INSURANCE	1,590	1,600	1,800	1,700	1,800
4250	FICA/HOSPITAL INSURANCE	11,493	11,800	11,700	12,200	12,500
4299	VACANCY RATE	0	-38,300	0	-41,000	-43,200
Total: SALARIES & WAGES		1,175,517	1,237,600	1,270,600	1,324,300	1,398,200
SUPPLIES						
5110	OFFICE SUPPLIES	3,184	3,300	3,300	3,300	3,300
5280	UNIFORM	3,679	3,800	3,800	3,800	3,800
Total: SUPPLIES		6,863	7,100	7,100	7,100	7,100
OPERATING EXPENSES						
6160	CONTRACT SERVICES	33,690	42,000	40,000	41,200	41,200
6505	GENERAL LIABILITY	369,300	355,600	355,600	375,300	378,500
6730	OFFICE EQUIPMENT	328	600	600	600	600
6750	VEHICLE MAINTENANCE	17,714	23,000	23,000	23,000	23,500
6940	OFFICIAL MEETINGS	1,062	1,200	1,200	1,200	1,200
6960	EQUIPMENT REPLACEMENT	927,491	1,167,900	1,167,900	767,600	411,000
6977	EMPLOYEE SUPPORT	4,379	5,200	5,200	5,200	5,200
Total: OPERATING EXPENSES		1,353,964	1,595,500	1,593,500	1,214,100	861,200
Total:		2,536,345	2,840,200	2,871,200	2,545,500	2,266,500
Fund/Division: 0012101						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(10.38) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2102	POLICE-BUILDING					
SUPPLIES						
5230 BUILDING AND GROUNDS	64,125	58,300	34,800	58,300	58,300	58,300
Total: SUPPLIES	64,125	58,300	34,800	58,300	58,300	58,300
OPERATING EXPENSES						
6160 CONTRACT SERVICES	150,369	143,500	153,000	162,600	162,600	162,600
6611 ELECTRIC	142,396	159,100	165,100	173,400	182,100	
6612 GAS	15,559	16,100	13,500	14,600	15,300	
6614 WATER	9,243	11,000	13,000	13,500	14,500	
6750 VEHICLE MAINTENANCE	10,653	6,500	6,500	6,500	6,600	
6760 BUILDING REPAIR & MAINT	43,400	45,000	45,000	33,400	33,400	
Total: OPERATING EXPENSES	371,619	381,200	396,100	404,000	414,500	
Total:	435,744	439,500	430,900	462,300	472,800	

Fund/Division: 0012102

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

5.19 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2103	POLICE-COMMUNICATION					
SALARIES & WAGES						
Total: SALARIES & WAGES		0	0	0	0	0
SUPPLIES						
5320 COMMUNICATIONS		1,168	10,000	1,000	10,000	10,000
Total: SUPPLIES		1,168	10,000	1,000	10,000	10,000
OPERATING EXPENSES						
6160 CONTRACT SERVICES		31,246	47,800	22,200	112,800	112,800
6210 TELEPHONE		64,207	52,100	53,500	55,500	55,500
Total: OPERATING EXPENSES		95,453	99,900	75,700	168,300	168,300
Total:		96,621	109,900	76,700	178,300	178,300

Fund/Division: 0012103

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

62.24 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2104		POLICE-TRAFFIC				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	373,914	489,400	278,500	495,800	515,800
4011	SPECIALIST PAY	21,317	18,500	15,700	13,800	13,800
4014	VACATION SELL BACK	8,312	15,600	15,600	15,600	15,600
4021	LONGEVITY PAY	4,366	3,800	2,900	3,200	4,200
4130	OVERTIME	11,568	22,000	22,000	22,700	23,400
4138	HOLIDAY PAY	17,351	19,700	19,700	19,800	20,600
4141	RACETRACK CONTROL	171,061	157,300	155,500	162,000	166,900
4143	BAND REVIEW	0	13,000	13,000	13,400	13,800
4241	P.E.R.S.	207,862	283,000	165,200	306,400	351,000
4244	MEDICAL/DENTAL INSURANCE	43,523	61,000	29,900	73,900	73,900
4245	LONG TERM DISABILITY	596	900	500	900	900
4247	LIFE INSURANCE	226	300	200	400	400
4250	FICA/HOSPITAL INSURANCE	8,527	13,900	7,400	10,800	11,100
4299	VACANCY RATE	0	-32,900	0	-34,200	-36,300
Total: SALARIES & WAGES		868,623	1,065,500	726,100	1,104,500	1,175,100
SUPPLIES						
5260	FIELDS	3,043	3,700	3,700	3,700	3,700
5280	UNIFORM	3,000	3,800	3,800	3,800	3,800
Total: SUPPLIES		6,043	7,500	7,500	7,500	7,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	167,294	179,700	179,700	183,300	187,000
6750	VEHICLE MAINTENANCE	13,343	20,000	16,000	16,000	16,300
Total: OPERATING EXPENSES		180,637	199,700	195,700	199,300	203,300
Total:		1,055,303	1,272,700	929,300	1,311,300	1,385,900
Fund/Division: 0012104						3.03 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2105		POLICE-INVESTIGATION				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,310,795	1,419,200	1,273,400	1,430,600	1,470,500
4011	SPECIALIST PAY	58,975	59,000	60,500	60,200	60,200
4014	VACATION SELL BACK	32,818	39,000	35,600	39,000	39,000
4015	ALLOWANCES	963	1,000	500	0	0
4021	LONGEVITY PAY	23,896	23,600	22,100	21,300	21,900
4130	OVERTIME	80,546	88,100	88,100	90,700	93,500
4137	OVERTIME-REIMBURSABLE	0	40,000	40,000	40,000	40,000
4138	HOLIDAY PAY	42,078	49,300	49,300	50,600	51,700
4241	P.E.R.S.	659,847	818,100	734,100	906,900	1,025,300
4242	NON-PERSABLE COMPENSATION	789	800	400	700	800
4244	MEDICAL/DENTAL INSURANCE	152,590	173,400	150,700	205,500	205,500
4245	LONG TERM DISABILITY	1,981	2,200	2,100	2,200	2,200
4247	LIFE INSURANCE	1,242	1,300	1,100	1,300	1,300
4250	FICA/HOSPITAL INSURANCE	22,245	23,900	22,500	25,200	25,800
4299	VACANCY RATE	0	-82,200	0	-86,200	-91,100
Total: SALARIES & WAGES		2,388,765	2,656,700	2,480,400	2,788,000	2,946,600
SUPPLIES						
5260	FIELDS	1,773	10,300	10,300	16,200	16,200
5280	UNIFORM	10,650	13,500	13,500	13,500	13,500
Total: SUPPLIES		12,423	23,800	23,800	29,700	29,700
OPERATING EXPENSES						
6130	INVESTIGATION	29,560	20,800	20,800	26,800	26,800
6160	CONTRACT SERVICES	26,978	32,400	32,400	47,900	47,900
6750	VEHICLE MAINTENANCE	44,070	57,000	57,000	57,000	57,000
Total: OPERATING EXPENSES		100,608	110,200	110,200	131,700	131,700
Total:		2,501,795	2,790,700	2,614,400	2,949,400	3,108,000

Fund/Division: 0012105

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

5.69 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2106		POLICE-LABORATORY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	71,490	72,900	73,300	74,800	76,300
4014	VACATION SELL BACK	0	4,000	1,000	4,000	4,000
4021	LONGEVITY PAY	1,097	1,100	1,100	1,500	1,700
4130	OVERTIME	1,063	2,700	2,700	2,800	2,900
4138	HOLIDAY PAY	347	2,800	2,800	3,000	3,000
4241	P.E.R.S	19,409	23,700	22,900	26,600	30,100
4244	MEDICAL/DENTAL INSURANCE	11,833	11,900	12,100	13,100	13,100
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,222	1,100	1,300	1,200	1,200
4299	VACANCY RATE	0	-3,600	0	-3,800	-4,000
Total: SALARIES & WAGES		106,625	116,800	117,400	123,400	128,500
SUPPLIES						
5270	LABORATORY	9,528	11,000	11,000	11,000	11,000
Total: SUPPLIES		9,528	11,000	11,000	11,000	11,000
Total:		116,152	127,800	128,400	134,400	139,500

Fund/Division: 0012106

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

5.16 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2107		POLICE-PATROL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	4,805,424	5,033,300	4,983,400	5,156,800	5,329,700
4011	SPECIALIST PAY	65,535	66,800	67,200	68,900	68,900
4014	VACATION SELL BACK	97,243	104,300	94,500	104,300	104,300
4015	ALLOWANCES	4,813	4,800	4,800	4,800	4,800
4021	LONGEVITY PAY	52,575	59,100	54,900	57,000	59,400
4025	RESERVE OFFICER REG PAY	49,474	80,000	60,600	80,000	80,000
4130	OVERTIME	581,966	400,000	400,000	412,000	424,400
4131	OVERTIME-DIRECTED ENFORCM	93,693	72,600	90,400	74,800	77,000
4134	SPECIAL DUTY	136,136	98,600	130,100	101,600	104,600
4137	OVERTIME-REIMBURSABLE	0	10,000	10,000	5,000	5,000
4138	HOLIDAY PAY	159,377	165,700	165,700	168,400	174,500
4144	FILMING	33,369	34,500	35,200	35,500	36,600
4241	P.E.R.S	2,350,276	2,838,700	2,704,700	3,185,800	3,620,000
4242	NON-PERSABLE COMPENSATION	4,031	4,100	4,200	4,300	4,400
4244	MEDICAL/DENTAL INSURANCE	527,109	576,100	544,700	687,900	687,900
4245	LONG TERM DISABILITY	7,158	7,500	7,500	7,500	7,500
4247	LIFE INSURANCE	5,006	5,100	5,500	5,200	5,200
4250	FICA/HOSPITAL INSURANCE	79,976	86,300	79,200	87,600	90,300
4299	VACANCY RATE	0	-293,400	0	-306,100	-325,200
Total: SALARIES & WAGES		9,053,160	9,354,100	9,442,600	9,941,300	10,559,300
SUPPLIES						
5260	FIELDS	22,146	31,700	31,700	41,500	35,500
5261	SWAT FIELD	18,850	22,100	22,100	22,100	22,100
5262	SAFETY EQUIPMENT	11,532	21,200	21,200	21,200	21,200
5263	FTU SUPPLIES	127,700	133,939	133,900	127,700	127,700
5272	PRISONER	12,204	15,000	15,000	15,000	15,000
5280	UNIFORM	94,386	87,100	95,000	87,100	87,100
Total: SUPPLIES		286,818	311,039	318,900	314,600	308,600
OPERATING EXPENSES						
6160	CONTRACT SERVICES	546,777	603,200	603,200	662,300	662,300
6507	WORKERS' COMPENSATION	356,600	382,600	382,600	374,000	377,100
6750	VEHICLE MAINTENANCE	318,979	380,000	380,000	390,900	398,100
Total: OPERATING EXPENSES		1,222,355	1,365,800	1,365,800	1,427,200	1,437,500
Total:		10,562,333	11,030,939	11,127,300	11,683,100	12,305,400
Fund/Division: 0012107		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
						5.91 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2108		POLICE-RECORDS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	359,211	403,600	406,800	425,700	443,200
4011	SPECIALIST PAY	6,603	4,500	4,900	4,600	4,600
4014	VACATION SELL BACK	0	5,100	5,100	5,100	5,100
4021	LONGEVITY PAY	6,036	6,000	6,000	6,800	8,400
4130	OVERTIME	6,143	12,400	12,400	12,800	13,200
4138	HOLIDAY PAY	6,721	12,000	12,000	12,800	13,500
4241	P.E.R.S.	96,194	126,000	124,600	145,100	167,300
4242	NON-PERSABLE COMPENSATION	487	500	500	600	600
4244	MEDICAL/DENTAL INSURANCE	87,879	99,300	99,500	109,000	109,000
4245	LONG TERM DISABILITY	710	800	900	800	800
4247	LIFE INSURANCE	713	800	800	800	800
4250	FICA/HOSPITAL INSURANCE	5,711	6,400	6,300	6,200	6,500
4299	VACANCY RATE	0	-20,300	0	-21,900	-23,200
Total: SALARIES & WAGES		576,409	657,100	679,800	708,400	749,800
SUPPLIES						
5110	OFFICE SUPPLIES	49,693	52,000	52,000	52,000	52,000
5125	PRINT SHOP	12,951	15,600	6,600	13,600	13,600
5280	UNIFORM	2,576	6,000	6,000	6,000	6,000
Total: SUPPLIES		65,220	73,600	64,600	71,600	71,600
OPERATING EXPENSES						
6160	CONTRACT SERVICES	60,019	68,000	68,000	70,600	70,600
6730	OFFICE EQUIPMENT	5,336	7,000	7,000	7,000	7,000
6940	OFFICIAL MEETINGS	347	600	600	600	600
Total: OPERATING EXPENSES		65,702	75,600	75,600	78,200	78,200
Total:		707,330	806,300	820,000	858,200	899,600
Fund/Division: 0012108						6.44 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2109		POLICE-COMMUNITY AFFAIRS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	56,141	57,000	57,400	58,400	59,600
4014	VACATION SELL BACK	0	500	0	0	0
4021	LONGEVITY PAY	1,193	1,600	1,600	1,700	1,700
4030	PART-TIME PERS ONLY	22,513	22,300	22,300	22,300	22,300
4130	OVERTIME	1,839	2,700	2,700	2,800	2,900
4138	HOLIDAY PAY	275	2,300	2,300	2,400	2,400
4241	P.E.R.S.	20,824	25,400	24,800	21,000	23,600
4244	MEDICAL/DENTAL INSURANCE	11,662	11,900	11,900	13,100	13,100
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	42	100	0	100	100
4250	FICA/HOSPITAL INSURANCE	1,105	900	1,100	1,400	1,400
4299	VACANCY RATE	0	-3,700	0	-3,700	-3,800
Total: SALARIES & WAGES		115,693	121,100	124,200	119,600	123,400
SUPPLIES						
5260	FIELDS	15,129	12,000	12,500	12,500	12,000
Total: SUPPLIES		15,129	12,000	12,500	12,500	12,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	45,385	40,000	40,000	41,200	41,200
6750	VEHICLE MAINTENANCE	7,824	5,000	5,000	5,000	5,100
Total: OPERATING EXPENSES		53,210	45,000	45,000	46,200	46,300
SPECIAL PROGRAMS						
7157	CHAPLAIN PROGRAM	0	500	300	500	500
7158	EXPLORER PROGRAM	811	1,000	600	1,000	1,000
Total: SPECIAL PROGRAMS		811	1,500	900	1,500	1,500
Total:		184,843	179,600	182,600	179,800	183,200

Fund/Division: 0012109

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.11 %

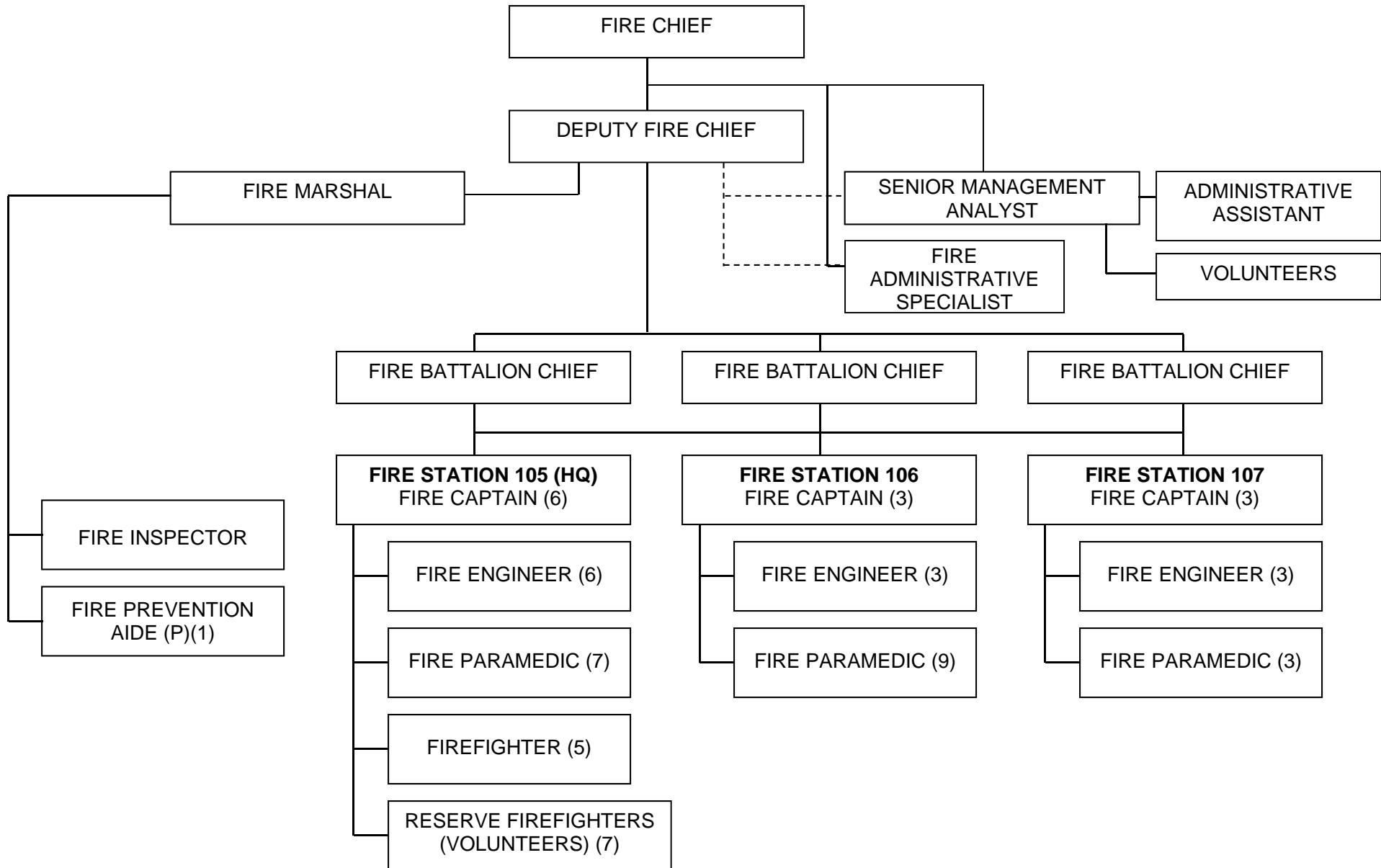
ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2110		POLICE-TRAINING				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	289,533	296,500	225,300	280,000	289,800
4011	SPECIALIST PAY	12,278	13,200	9,300	7,600	7,600
4014	VACATION SELL BACK	5,121	8,000	6,400	8,000	8,000
4021	LONGEVITY PAY	6,467	6,600	5,000	4,400	4,400
4030	PART-TIME PERS ONLY	41,924	36,200	36,200	41,200	43,200
4032	PART-TIME NON-PERS	69,067	79,300	38,900	77,900	81,800
4130	OVERTIME	3,753	9,600	3,100	9,900	10,200
4138	HOLIDAY PAY	11,997	15,700	15,700	11,300	11,600
4241	P.E.R.S.	150,833	176,200	132,800	175,300	197,800
4244	MEDICAL/DENTAL INSURANCE	40,117	36,300	31,700	42,700	42,700
4245	LONG TERM DISABILITY	439	600	300	500	500
4247	LIFE INSURANCE	194	300	200	200	200
4250	FICA/HOSPITAL INSURANCE	6,171	8,000	4,500	6,300	6,400
4299	VACANCY RATE	0	-20,600	0	-20,000	-21,200
Total: SALARIES & WAGES		637,895	665,900	509,400	645,300	683,000
SUPPLIES						
5262	SAFETY EQUIPMENT	0	1,600	1,600	1,600	1,600
5280	UNIFORM	1,800	2,100	2,100	2,100	2,100
5320	COMMUNICATIONS	15,228	16,000	16,500	16,000	16,000
Total: SUPPLIES		17,028	19,700	20,200	19,700	19,700
OPERATING EXPENSES						
6160	CONTRACT SERVICES	17,222	21,000	21,000	21,400	21,400
6730	OFFICE EQUIPMENT	4,161	6,600	6,600	6,600	6,600
6750	VEHICLE MAINTENANCE	3,070	3,000	3,000	3,000	3,100
6930	MEMBERSHIP & PUBLICATIONS	3,884	6,700	6,700	6,700	6,700
6940	OFFICIAL MEETINGS	19,839	35,900	35,900	30,000	30,000
6970	TRAINING	42,212	50,800	50,800	50,800	50,800
6971	TUITION REIMBURSEMENT	13,506	17,000	11,500	17,000	17,000
6972	STC TRAINING	0	1,000	1,000	1,000	1,000
6975	SWAT TRAINING	2,795	3,000	4,300	3,000	3,000
6976	LER POLICE ACADEMY	1,422	18,000	18,000	18,000	18,000
Total: OPERATING EXPENSES		108,111	163,000	158,800	157,500	157,600
Total:		763,034	848,600	688,400	822,500	860,300
Fund/Division: 0012110						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (3.08) %						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2113		DISPATCH				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	510,974	560,100	539,800	571,100	587,700
4011	SPECIALIST PAY	1,020	0	2,500	2,500	2,500
4014	VACATION SELL BACK	3,726	5,000	6,100	5,000	5,000
4021	LONGEVITY PAY	11,394	11,500	11,400	12,200	14,400
4032	PART-TIME NON-PERS	882	27,000	0	27,000	27,000
4130	OVERTIME	125,841	82,000	107,900	84,500	87,000
4138	HOLIDAY PAY	21,219	22,000	23,600	22,500	23,200
4241	P.E.R.S.	142,273	179,900	176,200	200,500	228,600
4244	MEDICAL/DENTAL INSURANCE	97,753	107,000	103,800	117,800	117,800
4245	LONG TERM DISABILITY	826	900	900	900	900
4247	LIFE INSURANCE	538	600	600	600	600
4250	FICA/HOSPITAL INSURANCE	10,059	10,200	10,300	10,500	10,800
4299	VACANCY RATE	0	-30,200	0	-31,700	-33,200
Total: SALARIES & WAGES		926,506	976,000	983,100	1,023,400	1,072,300
SUPPLIES						
5280	UNIFORM	1,768	2,000	2,000	2,000	2,000
Total: SUPPLIES		1,768	2,000	2,000	2,000	2,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	342	13,300	13,300	13,300	13,300
6730	OFFICE EQUIPMENT	0	1,500	1,500	1,500	1,500
Total: OPERATING EXPENSES		342	14,800	14,800	14,800	14,800
Total:		928,617	992,800	999,900	1,040,200	1,089,100
Fund/Division: 0012113						4.77 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 2114		POLICE SERVICE DOG (K-9)					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	75,982	181,900	198,700	212,200	216,400	
4011	SPECIALIST PAY	9,152	11,800	23,500	23,900	23,900	
4014	VACATION SELL BACK	7,259	6,000	6,000	6,000	6,000	
4021	LONGEVITY PAY	816	1,100	2,600	3,000	3,300	
4130	OVERTIME	148	29,600	4,000	30,500	31,400	
4138	HOLIDAY PAY	0	4,200	4,500	9,200	9,400	
4241	P.E.R.S.	39,510	103,400	118,000	150,000	168,300	
4244	MEDICAL/DENTAL INSURANCE	9,377	24,400	26,400	29,600	29,600	
4245	LONG TERM DISABILITY	113	200	300	400	400	
4247	LIFE INSURANCE	43	100	100	200	200	
4250	FICA/HOSPITAL INSURANCE	1,333	1,700	3,100	4,100	4,200	
4299	VACANCY RATE	0	-6,400	0	-14,100	-14,800	
Total: SALARIES & WAGES		143,734	358,000	387,200	455,000	478,300	
SUPPLIES							
5260	FIELDS	33,872	5,000	30,000	18,400	11,400	
5280	UNIFORM	0	0	800	1,500	1,500	
Total: SUPPLIES		33,872	5,000	30,800	19,900	12,900	
OPERATING EXPENSES							
6970	TRAINING	39	6,000	6,000	6,000	6,000	
6974	K9 TRAINING	0	0	0	5,700	5,700	
Total: OPERATING EXPENSES		39	6,000	6,000	11,700	11,700	
Total:		177,646	369,000	424,000	486,600	502,900	
Fund/Division: 0012114						31.87 %	
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR							

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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 2018-19 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

Fire Department - Continued

- prevention inspections, and stringent plan review and inspection of all construction projects.
- 9. Continue to enhance the department's paramedic service model with the goal of fully upgrading its Firefighter positions to Firefighter/Paramedic positions.

FY18-19 EMPLOYEE COUNT BY DEPARTMENT

FIRE DEPT

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	2200 FIRE					
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	6,111,393	6,437,200	6,428,900	6,551,500	6,773,900
4011	SPECIALIST PAY	69,003	70,400	67,700	73,000	73,000
4014	VACATION SELL BACK	29,736	31,600	31,600	33,100	33,900
4015	ALLOWANCES	5,872	6,000	6,000	6,200	6,200
4021	LONGEVITY PAY	71,782	79,300	76,500	79,700	86,700
4032	PART-TIME NON-PERS	23,480	25,000	23,500	25,000	25,000
4130	OVERTIME	753,769	919,900	919,900	942,900	961,800
4132	OVERTIME-STRIKETEAM	103,520	67,000	392,200	67,000	67,000
4135	.5 OVERTIME	318,603	392,400	409,500	402,200	410,200
4136	0.5 OVERTIME STRIKETEAM	43,231	23,000	177,100	23,000	23,000
4138	HOLIDAY PAY	271,732	260,500	260,500	264,800	274,500
4139	.05 PERS FLSA PAY	128,123	144,900	127,800	148,500	151,500
4144	FILMING	33,199	35,000	50,100	35,000	35,000
4241	P.E.R.S.	3,022,894	3,666,500	3,520,100	4,093,000	4,649,300
4242	NON-PERSABLE COMPENSATION	119,033	120,600	120,400	121,000	121,200
4244	MEDICAL/DENTAL INSURANCE	678,945	730,400	702,900	830,000	830,000
4245	LONG TERM DISABILITY	1,188	1,000	1,200	1,000	1,000
4247	LIFE INSURANCE	6,279	6,500	7,000	6,800	6,900
4250	FICA/HOSPITAL INSURANCE	112,688	121,800	122,100	125,500	129,300
4299	VACANCY RATE	0	-393,200	0	-414,600	-439,500
Total: SALARIES & WAGES		11,904,469	12,745,800	13,445,000	13,414,600	14,219,900
SUPPLIES						
5110	OFFICE SUPPLIES	16,215	18,200	18,200	18,200	18,200
5115	PROGRAM EXPENSES	1,584	2,900	3,400	1,600	1,600
5121	PUBLIC EDUCATION SUPPLIES	2,502	2,700	2,700	3,000	3,300
5125	PRINT SHOP	1,487	2,400	2,400	2,400	2,400
5230	BUILDING AND GROUNDS	25,297	25,000	25,000	26,500	26,500
5260	FIELDS	97,163	95,500	95,500	96,000	96,000
5280	UNIFORM	73,760	79,100	79,100	78,100	78,100
5420	FIRE FIGHTING EQUIPMENT	7,552	7,200	7,200	7,200	7,200
Total: SUPPLIES		225,559	233,000	233,500	233,000	233,300
OPERATING EXPENSES						
6125	ARSON PROGRAM	1,704	1,700	1,700	1,700	1,700
6160	CONTRACT SERVICES	424,803	445,173	448,600	483,300	503,800
6210	TELEPHONE	37,195	29,800	32,900	33,200	33,200
6505	GENERAL LIABILITY	268,000	239,200	239,200	252,500	254,900
6507	WORKERS' COMPENSATION	308,800	331,700	331,700	323,600	326,800
6611	ELECTRIC	80,678	87,900	93,000	97,600	102,500
6612	GAS	14,544	17,300	13,600	14,700	15,400
6614	WATER	5,378	5,600	7,200	7,500	8,000
6710	COMMUNICATIONS	34,742	38,000	38,000	38,000	38,000
6730	OFFICE EQUIPMENT	300	300	300	300	300
6750	VEHICLE MAINTENANCE	430,666	407,200	406,200	406,500	414,700
6760	BUILDING REPAIR & MAINT	45,439	45,000	45,000	45,000	46,000
6765	TRAINING CENTER MAINT	1,101	10,000	5,000	10,000	10,000
6770	PARAMEDIC EQUIPMENT	2,300	3,000	3,000	3,100	3,100
6780	PORTABLE EQUIPMENT	2,144	2,000	2,000	2,100	2,200
6903	PERMITS FEES	5,464	4,600	3,000	4,000	3,500

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
6922	LIBRARY MATERIALS	4,161	2,600	2,600	2,600	4,700
6930	MEMBERSHIP & PUBLICATIONS	3,316	3,600	3,600	3,600	3,800
6940	OFFICIAL MEETINGS	2,060	2,000	2,000	2,000	2,000
6960	EQUIPMENT REPLACEMENT	891,347	131,100	131,100	407,100	1,049,600
6970	TRAINING	23,743	36,200	33,600	32,100	35,700
6971	TUITION REIMBURSEMENT	23,950	35,000	32,000	35,000	35,000
6977	EMPLOYEE SUPPORT	2,893	2,900	2,900	2,900	2,900
Total: OPERATING EXPENSES		2,614,725	1,881,873	1,878,200	2,208,400	2,897,800
SPECIAL PROGRAMS						
7233	AUX FIREFIGHTER PROGRAM	5,691	7,000	7,000	7,000	7,000
Total: SPECIAL PROGRAMS		5,691	7,000	7,000	7,000	7,000
Total Division:		14,750,444	14,867,673	15,563,700	15,863,000	17,358,000

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR 6.69 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2201		FIRE-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	490,498	543,700	544,800	563,800	575,100
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	23,545	26,900	26,900	28,300	28,900
4015	ALLOWANCES	2,033	2,500	2,500	2,600	2,600
4021	LONGEVITY PAY	7,099	8,300	8,300	8,800	8,800
4241	P.E.R.S	205,927	262,700	263,000	299,700	336,700
4242	NON-PERSABLE COMPENSATION	2,160	2,400	2,400	2,500	2,600
4244	MEDICAL/DENTAL INSURANCE	53,463	58,700	59,000	63,500	63,500
4245	LONG TERM DISABILITY	460	400	500	400	400
4247	LIFE INSURANCE	1,344	1,500	1,600	1,600	1,600
4250	FICA/HOSPITAL INSURANCE	8,436	8,400	8,300	8,800	8,900
4299	VACANCY RATE	0	-27,500	0	-29,400	-30,900
Total: SALARIES & WAGES		795,933	889,000	918,300	951,600	999,200
SUPPLIES						
5110	OFFICE SUPPLIES	16,215	18,000	18,000	18,000	18,000
5125	PRINT SHOP	1,211	1,600	1,600	1,600	1,600
5280	UNIFORM	1,712	1,800	1,800	1,800	1,800
Total: SUPPLIES		19,138	21,400	21,400	21,400	21,400
OPERATING EXPENSES						
6160	CONTRACT SERVICES	330,240	349,400	349,400	381,600	401,200
6730	OFFICE EQUIPMENT	300	300	300	300	300
6750	VEHICLE MAINTENANCE	17,535	19,000	19,000	19,000	19,400
6922	LIBRARY MATERIALS	68	200	200	200	200
6930	MEMBERSHIP & PUBLICATIONS	1,983	2,200	2,200	2,200	2,200
6940	OFFICIAL MEETINGS	1,603	1,500	1,500	1,500	1,500
6960	EQUIPMENT REPLACEMENT	891,347	131,100	131,100	407,100	1,049,600
6970	TRAINING	2,325	6,000	4,500	6,000	6,000
6977	EMPLOYEE SUPPORT	2,893	2,900	2,900	2,900	2,900
Total: OPERATING EXPENSES		1,248,293	512,600	511,100	820,800	1,483,300
SPECIAL PROGRAMS						
Total: SPECIAL PROGRAMS		0	0	0	0	0
Total:		2,063,364	1,423,000	1,450,800	1,793,800	2,503,900
Fund/Division: 0012201						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						26.06 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2202	FIRE-BUILDING					
SUPPLIES						
5230	BUILDING AND GROUNDS	25,297	25,000	25,000	26,500	26,500
Total: SUPPLIES		25,297	25,000	25,000	26,500	26,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	48,818	36,700	43,700	45,700	45,700
6210	TELEPHONE	37,195	29,800	32,900	33,200	33,200
6611	ELECTRIC	80,678	87,900	93,000	97,600	102,500
6612	GAS	14,544	17,300	13,600	14,700	15,400
6614	WATER	5,378	5,600	7,200	7,500	8,000
6760	BUILDING REPAIR & MAINT	45,439	45,000	45,000	45,000	46,000
6765	TRAINING CENTER MAINT	1,101	10,000	5,000	10,000	10,000
6780	PORTABLE EQUIPMENT	2,144	2,000	2,000	2,100	2,200
6903	PERMITS FEES	5,464	4,600	3,000	4,000	3,500
Total: OPERATING EXPENSES		240,759	238,900	245,400	259,800	266,500
Total:		266,057	263,900	270,400	286,300	293,000

Fund/Division: 0012202

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

8.49 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2204		FIRE-PREVENTION				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	254,097	259,000	260,900	265,500	270,800
4014	VACATION SELL BACK	3,976	4,700	4,700	4,800	5,000
4015	ALLOWANCES	603	600	600	700	700
4021	LONGEVITY PAY	5,487	4,900	5,500	5,000	5,000
4032	PART-TIME NON-PERS	13,072	15,000	13,500	25,000	25,000
4130	OVERTIME	204	0	0	0	0
4241	P.E.R.S	68,947	81,200	81,900	90,900	102,400
4242	NON-PERSABLE COMPENSATION	602	600	600	700	700
4244	MEDICAL/DENTAL INSURANCE	40,115	40,500	40,800	44,100	44,100
4245	LONG TERM DISABILITY	297	300	300	300	300
4247	LIFE INSURANCE	503	500	600	600	600
4250	FICA/HOSPITAL INSURANCE	4,001	4,000	4,100	4,300	4,700
4299	VACANCY RATE	0	-12,300	0	-13,000	-13,500
Total: SALARIES & WAGES		391,904	399,000	413,500	428,900	445,800
SUPPLIES						
5121	PUBLIC EDUCATION SUPPLIES	2,502	2,700	2,700	3,000	3,300
5125	PRINT SHOP	0	500	500	500	500
5280	UNIFORM	1,156	1,300	1,300	1,300	1,300
Total: SUPPLIES		3,658	4,500	4,500	4,800	5,100
OPERATING EXPENSES						
6125	ARSON PROGRAM	1,704	1,700	1,700	1,700	1,700
6750	VEHICLE MAINTENANCE	4,397	3,200	2,200	2,500	2,600
6922	LIBRARY MATERIALS	3,609	1,900	1,900	1,900	4,000
6930	MEMBERSHIP & PUBLICATIONS	1,109	1,000	1,000	1,000	1,200
6940	OFFICIAL MEETINGS	80	100	100	100	100
6970	TRAINING	996	4,900	4,800	1,400	5,000
Total: OPERATING EXPENSES		11,895	12,800	11,700	8,600	14,600
Total:		407,457	416,300	429,700	442,300	465,500

Fund/Division: 0012204

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.25 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2205		FIRE-PARAMEDICS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,551,537	1,882,900	1,859,000	2,007,000	2,086,700
4011	SPECIALIST PAY	7,818	13,700	13,100	16,900	16,900
4021	LONGEVITY PAY	13,884	19,100	18,800	19,100	23,800
4130	OVERTIME	186,247	315,400	315,400	327,800	334,500
4132	OVERTIME-STRIKETEAM	23,559	20,000	118,900	20,000	20,000
4135	.5 OVERTIME	85,958	146,500	146,500	150,200	153,200
4136	0.5 OVERTIME STRIKETEAM	11,135	8,000	62,700	8,000	8,000
4138	HOLIDAY PAY	77,705	80,800	80,800	96,200	100,100
4139	.05 PERS FLSA PAY	39,286	44,000	44,000	45,100	46,000
4241	P.E.R.S	794,710	1,094,500	1,050,700	1,272,100	1,452,800
4242	NON-PERSABLE COMPENSATION	36,125	43,200	43,500	45,700	45,700
4244	MEDICAL/DENTAL INSURANCE	155,455	219,600	187,900	266,500	266,500
4247	LIFE INSURANCE	968	1,200	1,200	1,200	1,200
4250	FICA/HOSPITAL INSURANCE	28,086	36,300	35,700	39,000	40,300
4299	VACANCY RATE	0	-102,700	0	-124,200	-132,200
Total: SALARIES & WAGES		3,012,473	3,822,500	3,978,200	4,190,600	4,463,500
SUPPLIES						
5115	PROGRAM EXPENSES	1,584	2,900	3,400	1,600	1,600
5260	FIELDS	76,216	75,500	75,500	76,000	76,000
Total: SUPPLIES		77,799	78,400	78,900	77,600	77,600
OPERATING EXPENSES						
6160	CONTRACT SERVICES	29,717	30,800	30,800	31,000	31,900
6750	VEHICLE MAINTENANCE	33,293	35,000	35,000	35,000	35,700
6770	PARAMEDIC EQUIPMENT	2,300	3,000	3,000	3,100	3,100
6970	TRAINING	6,665	10,600	10,000	10,000	10,000
6971	TUITION REIMBURSEMENT	9,366	10,000	6,000	10,000	10,000
Total: OPERATING EXPENSES		81,341	89,400	84,800	89,100	90,700
Total:		3,171,613	3,990,300	4,141,900	4,357,300	4,631,800
Fund/Division: 0012205		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
						9.20 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2206		FIRE-SUPPRESSION				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	3,815,261	3,751,600	3,764,200	3,715,200	3,841,300
4011	SPECIALIST PAY	60,217	55,700	53,600	55,100	55,100
4014	VACATION SELL BACK	2,215	0	0	0	0
4015	ALLOWANCES	3,236	2,900	2,900	2,900	2,900
4021	LONGEVITY PAY	45,313	47,000	43,900	46,800	49,100
4032	PART-TIME NON-PERS	10,408	10,000	10,000	0	0
4130	OVERTIME	567,319	604,500	604,500	615,100	627,300
4132	OVERTIME-STRIKETEAM	79,961	47,000	273,300	47,000	47,000
4135	.5 OVERTIME	232,646	245,900	263,000	252,000	257,000
4136	0.5 OVERTIME STRIKETEAM	32,095	15,000	114,400	15,000	15,000
4138	HOLIDAY PAY	194,028	179,700	179,700	168,600	174,400
4139	.05 PERS FLSA PAY	88,837	100,900	83,800	103,400	105,500
4144	FILMING	33,199	35,000	50,100	35,000	35,000
4241	P.E.R.S.	1,953,310	2,228,100	2,124,500	2,430,300	2,757,400
4242	NON-PERSABLE COMPENSATION	80,145	74,400	73,900	72,100	72,200
4244	MEDICAL/DENTAL INSURANCE	429,911	411,600	415,200	455,900	455,900
4245	LONG TERM DISABILITY	431	300	400	300	300
4247	LIFE INSURANCE	3,464	3,300	3,600	3,400	3,500
4250	FICA/HOSPITAL INSURANCE	72,165	73,100	74,000	73,400	75,400
4299	VACANCY RATE	0	-250,700	0	-248,000	-262,900
Total: SALARIES & WAGES		7,704,160	7,635,300	8,135,000	7,843,500	8,311,400
SUPPLIES						
5260	FIELDS	18,077	18,000	18,000	18,000	18,000
5280	UNIFORM	70,892	76,000	76,000	75,000	75,000
5420	FIRE FIGHTING EQUIPMENT	7,552	7,200	7,200	7,200	7,200
Total: SUPPLIES		96,520	101,200	101,200	100,200	100,200
OPERATING EXPENSES						
6505	GENERAL LIABILITY	268,000	239,200	239,200	252,500	254,900
6507	WORKERS' COMPENSATION	308,800	331,700	331,700	323,600	326,800
6710	COMMUNICATIONS	34,742	38,000	38,000	38,000	38,000
6750	VEHICLE MAINTENANCE	375,441	350,000	350,000	350,000	357,000
6922	LIBRARY MATERIALS	485	500	500	500	500
6930	MEMBERSHIP & PUBLICATIONS	225	400	400	400	400
6970	TRAINING	13,181	13,500	13,500	13,500	13,500
6971	TUITION REIMBURSEMENT	14,584	25,000	26,000	25,000	25,000
Total: OPERATING EXPENSES		1,015,458	998,300	999,300	1,003,500	1,016,100
SPECIAL PROGRAMS						
7233	AUX FIREFIGHTER PROGRAM	5,691	7,000	7,000	7,000	7,000
Total: SPECIAL PROGRAMS		5,691	7,000	7,000	7,000	7,000
Total:		8,821,830	8,741,800	9,242,500	8,954,200	9,434,700

Fund/Division: 0012206

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2207	FIRE-EMERGENCY					
SUPPLIES						
5110	OFFICE SUPPLIES	0	200	200	200	200
5125	PRINT SHOP	275	300	300	300	300
5260	FIELDS	2,870	2,000	2,000	2,000	2,000
Total: SUPPLIES		3,145	2,500	2,500	2,500	2,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	16,027	28,273	24,700	25,000	25,000
6940	OFFICIAL MEETINGS	376	400	400	400	400
6970	TRAINING	575	1,200	800	1,200	1,200
Total: OPERATING EXPENSES		16,979	29,873	25,900	26,600	26,600
Total:		20,124	32,373	28,400	29,100	29,100

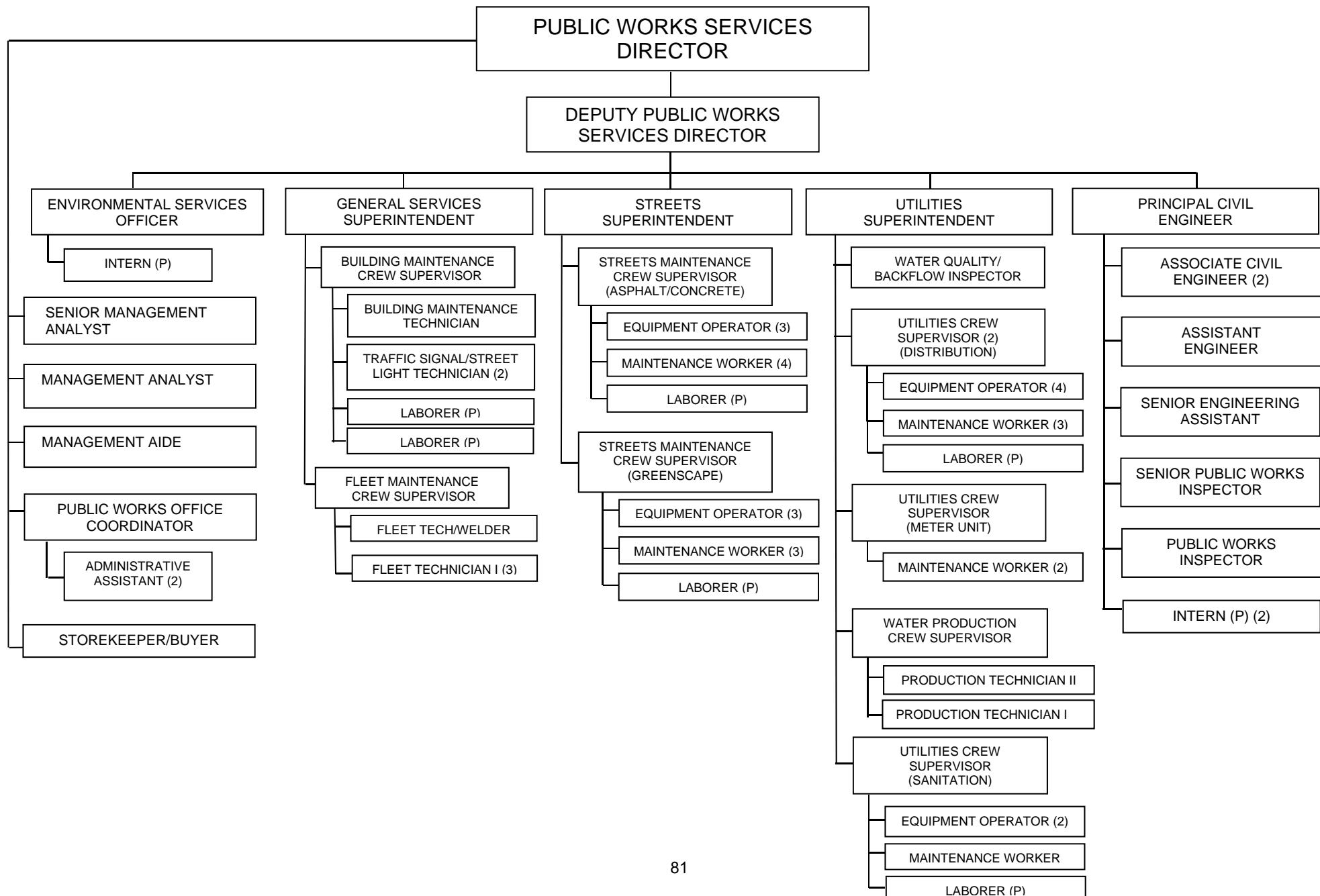
Fund/Division: 0012207

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(10.11) %

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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, facilities, and oversees environmental programs. The goal of the PWSD is to protect the health and safety of the community by overseeing the maintenance, repair, and replacement of publicly owned infrastructure and where practicable and feasible, implement and maintain sustainable practices. The PWSD has 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 programs.

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

FY 2018-19 Work Plan:

1. Annual Slurry Seal Program that includes repairing sections of damaged streets, sidewalks, curbs, and gutters.
2. Inspect City sewer lines through Closed-Circuit TV (CCTV) inspections to identify and repair damaged sections of sewer lines and improve maintenance operations.
3. Replace "first generation" LED signal lamps with new technology based LED lamps for twenty signalized intersections.
4. Continue renovation of center medians on Huntington Drive and Santa Anita Avenue north of Foothill Boulevard. The new landscaped medians will include a combination of ground cover, drought tolerant plants, mulch, decomposed

Public Works Services Department – Continued

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granite, and lined river rock dry-bed that will be used to infiltrate stormwater runoff.

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 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 line on Duarte Road between Baldwin Avenue and Holly Avenue will be replaced with a larger diameter pipe. The construction of this larger pipe will improve pipe capacity 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 reconstructed with rubberized asphalt pavement. Adding rubber to asphalt pavement improves the strength of the pavement and is environmentally beneficial.
8. The tennis courts at Hugo Reid and Tierra Verde will be resurfaced.
9. Update the Sewer Master Plan and re-evaluate the City's sewer system hydraulic model and analyze future system growth projections. The update will include the development of Capital Improvement Projects and evaluate Operation and Maintenance strategies.

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 Work Inspector	1.00
Public Works Office Coordinator	0.20
Public Works Services Director	0.25
Senior Public Works Inspector	0.20
Storekeeper/Buyer	0.35
Street Maintenance Crew Supervisor	2.00
Street Superintendent	0.60
Traffic Signals/Street Lighting Technician	0.50
TOTAL	24.70

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY						
3300 PUBLIC WORKS SERVICES						
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,458,523	1,571,800	1,412,600	1,609,300	1,679,700
4011	SPECIALIST PAY	194	200	200	200	200
4014	VACATION SELL BACK	20,894	19,200	15,400	17,700	17,700
4015	ALLOWANCES	407	400	400	500	500
4019	STAND BY PAY	8,818	8,800	10,300	9,000	9,000
4021	LONGEVITY PAY	27,493	26,000	25,000	27,300	29,000
4032	PART-TIME NON-PERS	2,732	38,500	9,000	38,500	38,500
4130	OVERTIME	27,444	27,000	27,000	27,000	27,000
4241	P.E.R.S.	386,375	479,300	430,100	534,500	616,500
4242	NON-PERSABLE COMPENSATION	1,117	1,000	1,000	1,500	1,500
4244	MEDICAL/DENTAL INSURANCE	298,379	317,600	286,600	347,300	347,300
4245	LONG TERM DISABILITY	2,331	2,500	2,500	2,800	2,800
4247	LIFE INSURANCE	2,096	2,300	2,100	2,600	2,600
4250	FICA/HOSPITAL INSURANCE	22,544	24,600	22,000	25,000	26,200
4299	VACANCY RATE	0	-75,500	0	-79,400	-83,900
Total: SALARIES & WAGES		2,259,345	2,443,700	2,244,200	2,563,800	2,714,600
SUPPLIES						
5110	OFFICE SUPPLIES	6,751	7,300	7,300	7,300	7,300
5125	PRINT SHOP	1,668	3,300	3,300	3,300	3,300
5230	BUILDING AND GROUNDS	33,950	32,700	34,700	34,700	34,700
5260	FIELDS	141,196	143,400	137,800	140,300	140,300
5262	SAFETY EQUIPMENT	418	800	400	400	400
5280	UNIFORM	11,706	13,200	13,200	13,200	13,200
5290	STREET SIGNS	11,992	12,000	12,000	12,000	12,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	13,852	14,200	14,200	14,200	14,200
Total: SUPPLIES		224,532	229,900	225,900	228,400	228,400
OPERATING EXPENSES						
6160	CONTRACT SERVICES	585,647	604,100	595,000	614,200	614,200
6210	TELEPHONE	11,174	8,900	11,900	12,100	12,100
6505	GENERAL LIABILITY	75,900	69,200	69,200	69,100	69,800
6507	WORKERS' COMPENSATION	71,400	76,700	76,700	74,900	75,600
6611	ELECTRIC	151,768	165,200	170,900	179,500	188,500
6612	GAS	7,940	9,300	5,800	6,200	6,500
6614	WATER	96,024	105,000	130,500	140,700	145,900
6750	VEHICLE MAINTENANCE	214,239	224,500	228,500	224,000	228,600
6760	BUILDING REPAIR & MAINT	19,618	24,700	24,700	24,700	24,700
6781	SIGNAL MAINTENANCE	14,619	16,000	16,000	16,000	16,000
6790	CONTRACT TRAFFIC MARKING	95,141	85,000	85,000	85,000	85,000
6792	CONTRACT TREE TRIMMING	286,046	274,000	274,000	279,000	279,000
6902	DISPOSAL CHARGES	8,768	10,000	11,000	11,000	11,000
6903	PERMITS FEES	26,858	27,100	28,500	28,500	28,500
6930	MEMBERSHIP & PUBLICATIONS	2,328	3,500	2,900	2,900	2,900
6940	OFFICIAL MEETINGS	836	1,800	1,800	1,800	1,800
6960	EQUIPMENT REPLACEMENT	130,789	237,000	237,000	221,300	516,800
6970	TRAINING	4,275	6,800	5,800	5,400	5,400
6971	TUITION REIMBURSEMENT	3,291	7,000	3,500	6,500	6,500
6977	EMPLOYEE SUPPORT	3,191	3,200	3,200	3,200	3,200

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
Total: OPERATING EXPENSES		1,809,851	1,959,000	1,981,900	2,006,000	2,322,000
SPECIAL PROGRAMS						
7265 COUNTY PARK FOUNTAIN		258	1,000	1,000	1,000	1,000
7302 MAINTENANCE EXPENSE		21,889	21,500	21,500	22,100	22,100
7710 SERVICE CREDIT		-595,492	-627,000	-604,200	-658,900	-701,600
Total: SPECIAL PROGRAMS		-573,345	-604,500	-581,700	-635,800	-678,500
Total Division:		3,720,383	4,028,100	3,870,300	4,162,400	4,586,500

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.33 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3301		PUBLIC WORKS-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	183,522	210,500	143,500	213,300	222,200
4011	SPECIALIST PAY	194	200	200	200	200
4014	VACATION SELL BACK	6,056	3,000	3,000	3,000	3,000
4015	ALLOWANCES	241	200	200	300	300
4019	STAND BY PAY	1,015	2,200	3,500	2,200	2,200
4021	LONGEVITY PAY	2,998	2,200	2,200	3,400	3,400
4130	OVERTIME	222	300	300	300	300
4241	P.E.R.S.	49,311	64,900	44,200	70,500	81,100
4242	NON-PERSABLE COMPENSATION	407	400	400	500	500
4244	MEDICAL/DENTAL INSURANCE	23,378	31,900	19,800	34,800	34,800
4245	LONG TERM DISABILITY	205	200	200	300	300
4247	LIFE INSURANCE	343	400	300	400	400
4250	FICA/HOSPITAL INSURANCE	3,215	3,000	2,500	3,200	3,300
4299	VACANCY RATE	0	-9,400	0	-10,000	-10,600
Total: SALARIES & WAGES		271,106	310,000	220,300	322,400	341,400
SUPPLIES						
5110	OFFICE SUPPLIES	6,320	6,800	6,800	6,800	6,800
5125	PRINT SHOP	668	1,300	1,300	1,300	1,300
5260	FIELDS	0	300	300	300	300
5280	UNIFORM	500	500	500	500	500
Total: SUPPLIES		7,489	8,900	8,900	8,900	8,900
OPERATING EXPENSES						
6505	GENERAL LIABILITY	75,000	68,200	68,200	68,200	68,900
6507	WORKERS' COMPENSATION	54,800	58,900	58,900	57,500	58,100
6930	MEMBERSHIP & PUBLICATIONS	993	2,000	1,400	1,400	1,400
6940	OFFICIAL MEETINGS	596	700	700	700	700
6960	EQUIPMENT REPLACEMENT	130,789	237,000	237,000	221,300	516,800
6970	TRAINING	370	500	500	500	500
6971	TUITION REIMBURSEMENT	375	1,000	0	500	500
6977	EMPLOYEE SUPPORT	3,191	3,200	3,200	3,200	3,200
Total: OPERATING EXPENSES		266,115	371,500	369,900	353,300	650,100
Total:		544,709	690,400	599,100	684,600	1,000,400
Fund/Division: 0013301						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(0.84) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3302		PUBLIC WORKS-TREE/PARKWAY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	74,612	86,100	86,900	91,300	95,100
4014	VACATION SELL BACK	3,031	2,300	1,000	2,300	2,300
4021	LONGEVITY PAY	1,394	1,600	1,600	1,700	2,200
4032	PART-TIME NON-PERS	1,382	10,000	2,000	10,000	10,000
4130	OVERTIME	4,903	3,200	3,200	3,200	3,200
4241	P.E.R.S	20,596	27,000	27,300	31,200	36,100
4242	NON-PERSABLE COMPENSATION	143	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	14,733	16,700	16,600	18,200	18,200
4245	LONG TERM DISABILITY	107	200	100	200	200
4247	LIFE INSURANCE	144	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,452	1,500	1,500	1,500	1,600
4299	VACANCY RATE	0	-4,500	0	-4,800	-5,100
Total: SALARIES & WAGES		122,498	144,400	140,500	155,200	164,200
SUPPLIES						
5260	FIELDS	3,032	3,000	3,000	3,000	3,000
5295	NEW TREE PLANTING	3,000	3,000	3,000	3,000	3,000
5410	TOOLS	1,500	1,500	1,500	1,500	1,500
Total: SUPPLIES		7,532	7,500	7,500	7,500	7,500
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	34,805	35,000	35,000	35,000	35,700
6792	CONTRACT TREE TRIMMING	286,046	274,000	274,000	279,000	279,000
6930	MEMBERSHIP & PUBLICATIONS	180	300	300	300	300
6940	OFFICIAL MEETINGS	240	400	400	400	400
Total: OPERATING EXPENSES		321,271	309,700	309,700	314,700	315,400
Total:		451,301	461,600	457,700	477,400	487,100
Fund/Division: 0013302		OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR				
						3.42 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3303	GREENSCAPE MAINTENANCE					
SALARIES & WAGES						
Total: SALARIES & WAGES		0		0		0
SUPPLIES						
5230 BUILDING AND GROUNDS	10,099	10,000	10,000	10,000	10,000	10,000
5260 FIELDS	17,300	16,000	16,000	16,000	16,000	16,000
5410 TOOLS	292	300	300	300	300	300
Total: SUPPLIES	27,691	26,300	26,300	26,300	26,300	26,300
OPERATING EXPENSES						
6160 CONTRACT SERVICES	367,469	376,100	382,000	390,100	390,100	390,100
6210 TELEPHONE	1,279	1,100	1,200	1,200	1,200	1,200
6611 ELECTRIC	8,329	8,800	8,000	8,400	8,800	
6614 WATER	94,375	103,000	128,000	138,000	143,000	
6750 VEHICLE MAINTENANCE	3,294	3,500	3,500	3,500	3,600	
6940 OFFICIAL MEETINGS	0	200	200	200	200	
Total: OPERATING EXPENSES	474,746	492,700	522,900	541,400	546,900	
Total:	502,437	519,000	549,200	567,700	573,200	

Fund/Division: 0013303

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

9.38 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3304		PUBLIC WORKS-STREETS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	581,716	630,600	568,100	642,700	672,100
4014	VACATION SELL BACK	1,895	4,500	2,500	3,500	3,500
4015	ALLOWANCES	166	200	200	200	200
4019	STAND BY PAY	377	0	0	0	0
4021	LONGEVITY PAY	8,701	9,100	8,100	9,000	9,300
4032	PART-TIME NON-PERS	0	8,500	2,000	8,500	8,500
4130	OVERTIME	5,772	7,500	7,500	7,500	7,500
4241	P.E.R.S	150,972	190,500	170,600	212,000	244,900
4242	NON-PERSABLE COMPENSATION	207	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	134,830	139,700	126,400	152,900	152,900
4245	LONG TERM DISABILITY	1,037	1,100	1,100	1,100	1,100
4247	LIFE INSURANCE	782	800	800	900	900
4250	FICA/HOSPITAL INSURANCE	9,448	9,700	8,800	9,800	10,200
4299	VACANCY RATE	0	-30,100	0	-31,500	-33,300
Total: SALARIES & WAGES		895,904	972,300	896,300	1,016,900	1,078,100
SUPPLIES						
5260	FIELDS	81,842	85,000	85,000	85,000	85,000
5280	UNIFORM	6,813	7,000	7,000	7,000	7,000
5290	STREET SIGNS	11,992	12,000	12,000	12,000	12,000
5410	TOOLS	5,510	5,500	5,500	5,500	5,500
Total: SUPPLIES		106,158	109,500	109,500	109,500	109,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,951	0	0	0	0
6210	TELEPHONE	2,690	2,100	2,800	2,900	2,900
6750	VEHICLE MAINTENANCE	76,952	89,000	89,000	89,000	90,800
6790	CONTRACT TRAFFIC MARKING	95,141	85,000	85,000	85,000	85,000
6902	DISPOSAL CHARGES	8,000	8,000	9,000	9,000	9,000
6940	OFFICIAL MEETINGS	0	500	500	500	500
6970	TRAINING	210	400	400	400	400
6971	TUITION REIMBURSEMENT	2,915	6,000	3,500	6,000	6,000
Total: OPERATING EXPENSES		187,860	191,000	190,200	192,800	194,600
SPECIAL PROGRAMS						
7302	MAINTENANCE EXPENSE	21,889	21,500	21,500	22,100	22,100
Total: SPECIAL PROGRAMS		21,889	21,500	21,500	22,100	22,100
Total:		1,211,810	1,294,300	1,217,500	1,341,300	1,404,300
Fund/Division: 0013304						3.63 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3305		PUBLIC WORKS-TRAFFIC SGNL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	32,755	33,400	33,700	34,300	35,000
4014	VACATION SELL BACK	510	900	900	900	900
4019	STAND BY PAY	478	0	200	200	200
4021	LONGEVITY PAY	686	800	800	900	900
4130	OVERTIME	3,255	3,000	3,000	3,000	3,000
4241	P.E.R.S	9,052	10,500	10,600	11,800	13,300
4244	MEDICAL/DENTAL INSURANCE	6,222	6,300	6,300	6,900	6,900
4245	LONG TERM DISABILITY	50	100	100	100	100
4247	LIFE INSURANCE	32	0	0	100	100
4250	FICA/HOSPITAL INSURANCE	509	600	500	600	600
4299	VACANCY RATE	0	-1,700	0	-1,800	-1,800
Total: SALARIES & WAGES		53,549	53,900	56,100	57,000	59,200
SUPPLIES						
5260	FIELDS	11,817	15,600	10,000	12,500	12,500
5410	TOOLS	1,662	1,000	1,000	1,000	1,000
Total: SUPPLIES		13,479	16,600	11,000	13,500	13,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	27,225	50,000	50,000	50,000	50,000
6611	ELECTRIC	37,150	39,000	38,000	39,900	41,900
6750	VEHICLE MAINTENANCE	10,320	7,500	11,500	7,000	7,100
6781	SIGNAL MAINTENANCE	14,619	16,000	16,000	16,000	16,000
6970	TRAINING	1,320	1,500	1,500	1,500	1,500
Total: OPERATING EXPENSES		90,633	114,000	117,000	114,400	116,500
Total:		157,660	184,500	184,100	184,900	189,200

Fund/Division: 0013305

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.22 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3307		PUBLIC WORKS-STREET CLEAN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	152,094	155,200	156,300	159,200	162,300
4014	VACATION SELL BACK	5,417	3,500	3,000	3,000	3,000
4021	LONGEVITY PAY	5,322	5,300	5,300	5,300	5,400
4130	OVERTIME	7,586	6,500	6,500	6,500	6,500
4241	P.E.R.S	41,898	49,400	49,800	55,300	62,300
4244	MEDICAL/DENTAL INSURANCE	31,204	31,500	31,800	34,500	34,500
4245	LONG TERM DISABILITY	248	200	300	300	300
4247	LIFE INSURANCE	161	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	2,278	2,400	2,300	2,500	2,600
4299	VACANCY RATE	0	-7,600	0	-8,000	-8,300
Total: SALARIES & WAGES		246,209	246,600	255,500	258,800	268,800
SUPPLIES						
5260	FIELDS	4,993	5,000	5,000	5,000	5,000
Total: SUPPLIES		4,993	5,000	5,000	5,000	5,000
OPERATING EXPENSES						
6614	WATER	300	300	300	300	400
6750	VEHICLE MAINTENANCE	73,073	73,000	73,000	73,000	74,500
Total: OPERATING EXPENSES		73,373	73,300	73,300	73,300	74,900
Total:		324,575	324,900	333,800	337,100	348,700

Fund/Division: 0013307

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

3.76 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3309		FACILITY MAINTENANCE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	97,810	98,100	95,000	101,100	104,500
4014	VACATION SELL BACK	496	1,000	1,000	1,000	1,000
4019	STAND BY PAY	695	600	600	600	600
4021	LONGEVITY PAY	2,853	2,400	2,400	2,400	2,400
4032	PART-TIME NON-PERS	1,349	20,000	5,000	20,000	20,000
4130	OVERTIME	3,339	3,500	3,500	3,500	3,500
4241	P.E.R.S.	26,812	30,300	29,400	34,100	38,900
4242	NON-PERSABLE COMPENSATION	123	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	17,297	18,000	17,200	19,600	19,600
4245	LONG TERM DISABILITY	132	100	100	200	200
4247	LIFE INSURANCE	150	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,050	1,900	1,400	1,900	2,000
4299	VACANCY RATE	0	-5,300	0	-5,500	-5,800
Total: SALARIES & WAGES		152,106	170,900	155,800	179,300	187,300
SUPPLIES						
5230	BUILDING AND GROUNDS	23,496	22,000	24,000	24,000	24,000
5260	FIELDS	4,718	3,500	3,500	3,500	3,500
5280	UNIFORM	1,687	2,100	2,100	2,100	2,100
5410	TOOLS	602	400	400	400	400
Total: SUPPLIES		30,503	28,000	30,000	30,000	30,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	84,100	79,000	95,000	96,100	96,100
6210	TELEPHONE	5,819	4,600	6,000	6,100	6,100
6611	ELECTRIC	90,416	100,000	105,900	111,200	116,800
6612	GAS	7,601	9,000	5,400	5,800	6,100
6614	WATER	857	1,100	1,400	1,500	1,600
6750	VEHICLE MAINTENANCE	7,042	8,500	8,500	8,500	8,700
6760	BUILDING REPAIR & MAINT	19,618	24,700	24,700	24,700	24,700
6970	TRAINING	400	400	0	0	0
Total: OPERATING EXPENSES		215,854	227,300	246,900	253,900	260,100
SPECIAL PROGRAMS						
7265	COUNTY PARK FOUNTAIN	258	1,000	1,000	1,000	1,000
Total: SPECIAL PROGRAMS		258	1,000	1,000	1,000	1,000
Total:		398,720	427,200	433,700	464,200	478,400
Fund/Division: 0013309						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						8.66 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3321	PUBLIC WORK-STORMWATER					
SUPPLIES						
5125	PRINT SHOP	1,000	2,000	2,000	2,000	2,000
Total: SUPPLIES		1,000	2,000	2,000	2,000	2,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	104,901	99,000	68,000	78,000	78,000
6903	PERMITS FEES	22,447	24,000	24,000	24,000	24,000
6930	MEMBERSHIP & PUBLICATIONS	1,155	1,200	1,200	1,200	1,200
Total: OPERATING EXPENSES		128,503	124,200	93,200	103,200	103,200
Total:		129,503	126,200	95,200	105,200	105,200

Fund/Division: 0013321

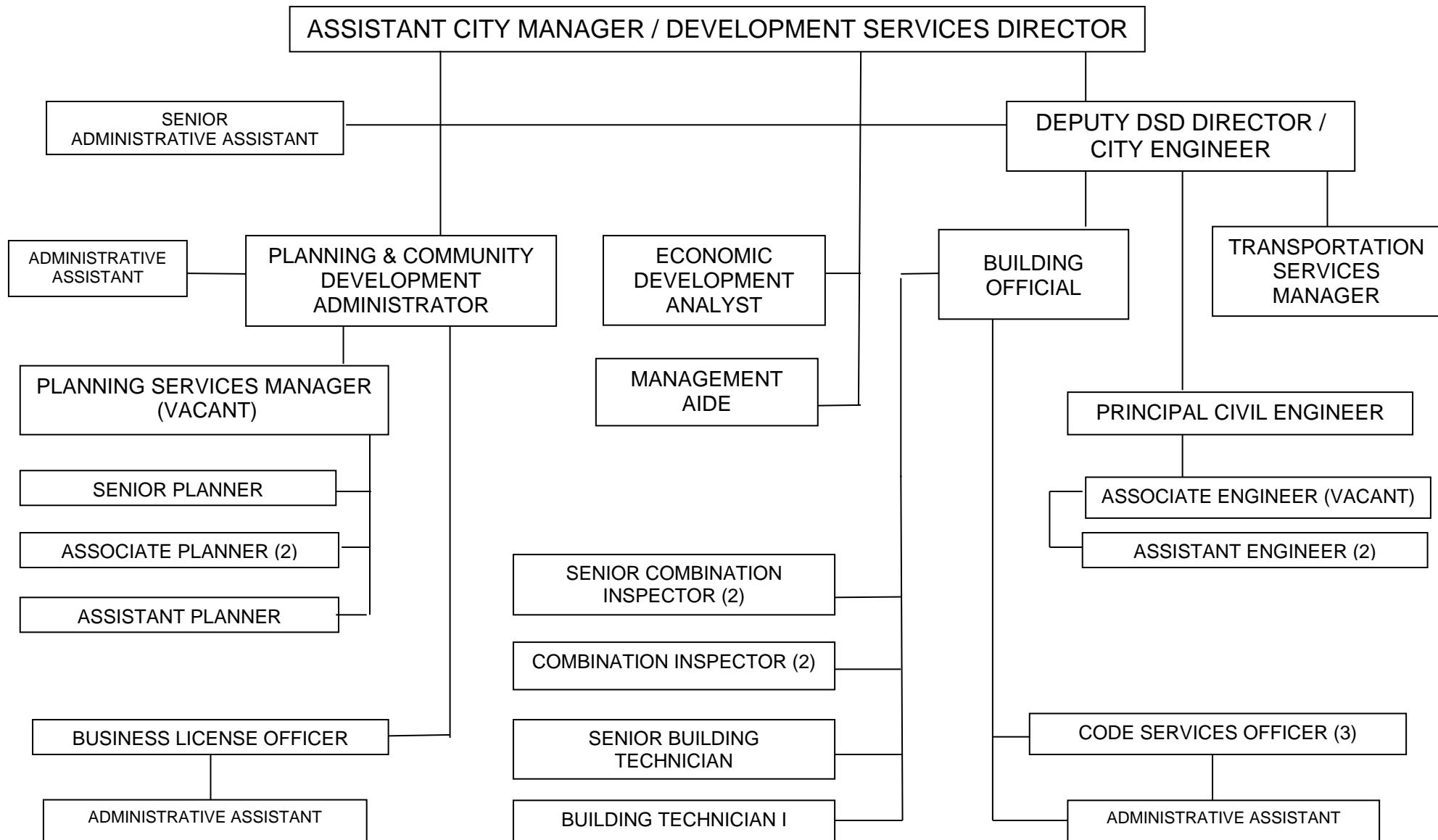
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(16.64) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3331		PUBLIC WORK-GARAGE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	336,014	357,900	329,100	367,400	388,500
4014	VACATION SELL BACK	3,490	4,000	4,000	4,000	4,000
4019	STAND BY PAY	6,252	6,000	6,000	6,000	6,000
4021	LONGEVITY PAY	5,538	4,600	4,600	4,600	5,400
4130	OVERTIME	2,367	3,000	3,000	3,000	3,000
4241	P.E.R.S	87,733	106,700	98,200	119,600	139,900
4242	NON-PERSABLE COMPENSATION	236	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	70,715	73,500	68,500	80,400	80,400
4245	LONG TERM DISABILITY	553	600	600	600	600
4247	LIFE INSURANCE	484	500	500	600	600
4250	FICA/HOSPITAL INSURANCE	4,591	5,500	5,000	5,500	5,900
4299	VACANCY RATE	0	-16,900	0	-17,800	-19,000
Total: SALARIES & WAGES		517,974	545,600	519,700	574,200	615,600
SUPPLIES						
5110	OFFICE SUPPLIES	430	500	500	500	500
5230	BUILDING AND GROUNDS	356	700	700	700	700
5260	FIELDS	17,493	15,000	15,000	15,000	15,000
5262	SAFETY EQUIPMENT	418	800	400	400	400
5280	UNIFORM	2,706	3,600	3,600	3,600	3,600
5410	TOOLS	4,285	5,500	5,500	5,500	5,500
Total: SUPPLIES		25,688	26,100	25,700	25,700	25,700
OPERATING EXPENSES						
6210	TELEPHONE	1,386	1,100	1,900	1,900	1,900
6505	GENERAL LIABILITY	900	1,000	1,000	900	900
6507	WORKERS' COMPENSATION	16,600	17,800	17,800	17,400	17,500
6611	ELECTRIC	15,873	17,400	19,000	20,000	21,000
6612	GAS	339	300	400	400	400
6614	WATER	492	600	800	900	900
6750	VEHICLE MAINTENANCE	8,753	8,000	8,000	8,000	8,200
6902	DISPOSAL CHARGES	768	2,000	2,000	2,000	2,000
6903	PERMITS FEES	4,411	3,100	4,500	4,500	4,500
6970	TRAINING	1,975	4,000	3,400	3,000	3,000
Total: OPERATING EXPENSES		51,497	55,300	58,800	59,000	60,300
SPECIAL PROGRAMS						
7710	SERVICE CREDIT	-595,492	-627,000	-604,200	-658,900	-701,600
Total: SPECIAL PROGRAMS		-595,492	-627,000	-604,200	-658,900	-701,600
Total:		-333	0	0		0
Fund/Division: 0013331						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						0.00 %

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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 works on quality of life issues such as short term rentals, unoccupied properties, and the like.
- **Transportation Services** manages the operation of the Arcadia Transit Dial-a-Ride program and fixed route services, and ensures compliance with state and federal funding and monitoring requirements. In addition, staff works with Metro on Gold Line operations and planning, regional transportation efforts, and develops programs for alternative transportation such as bike lanes and pedestrian improvements.

FY 2018-19 Work Program:

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

1. Complete an aggressive Capital Improvement program, including the Downtown Pedestrian Enhancement Project, Huntington Drive resurfacing project, Baldwin Avenue Streetscape Project, and several others.
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 and short term rental standards.
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, including Santa Anita's Barn Replacement Project.
12. Manage and Plan major construction projects such as the Downtown Mixed Use projects, Le Meridien Project, Coco's site project, and others.
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. Promote and market the City's recent section as Los Angeles County's "Most Business Friendly City".
15. Complete ADA improvements at key locations throughout the City, including implementation of two CDBG-funded projects.
16. Remove problematic mid-block crosswalks, add safety features, and add street light improvements as necessary to protect public safety.

DEVELOPMENT	<i>No. of Employees Full Time Equivalent</i>
Administrative Assistant	3.00
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
Business License Officer	1.00
Code Service Officer	3.00
Combination Inspector	2.00
Deputy Director of Development Services/City Engineer	0.50
Management Aide	1.00
Management Analyst	0.65
Planning & Community Development Administrator	1.00
Principal Civil Engineer	1.00
Senior Administrative Assistant	0.70
Senior Building Technician	1.00
Senior Combination Building Inspector	2.00
Senior Planner	1.00
TOTAL	25.35

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY						
4100 DEVELOPMENT SERVICES						
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,917,555	2,090,700	1,844,900	2,065,700	2,169,900
4011	SPECIALIST PAY	1,583	2,000	2,000	2,000	2,000
4014	VACATION SELL BACK	22,037	32,100	20,900	21,900	21,700
4015	ALLOWANCES	11,471	11,800	11,100	10,000	10,000
4021	LONGEVITY PAY	26,238	27,100	22,400	20,300	23,300
4032	PART-TIME NON-PERS	28,731	22,100	27,600	18,300	3,000
4130	OVERTIME	6,389	6,600	5,000	6,400	6,600
4241	P.E.R.S.	505,553	637,200	555,700	675,400	784,900
4242	NON-PERSABLE COMPENSATION	3,364	3,600	3,100	3,700	3,900
4244	MEDICAL/DENTAL INSURANCE	309,149	331,700	300,000	362,200	362,200
4245	LONG TERM DISABILITY	2,389	2,600	2,500	2,700	2,700
4247	LIFE INSURANCE	3,292	3,500	3,300	3,700	3,800
4250	FICA/HOSPITAL INSURANCE	30,268	30,900	29,000	30,700	32,400
4299	VACANCY RATE	0	-95,500	0	-96,800	-102,700
Total: SALARIES & WAGES		2,868,018	3,106,400	2,827,500	3,126,200	3,323,700
SUPPLIES						
5110	OFFICE SUPPLIES	41,392	46,800	41,100	45,900	47,900
5125	PRINT SHOP	13,689	28,200	19,100	32,500	26,700
5280	UNIFORM	2,545	3,500	2,800	3,500	3,600
Total: SUPPLIES		57,625	78,500	63,000	81,900	78,200
OPERATING EXPENSES						
6160	CONTRACT SERVICES	404,363	574,021	404,500	431,000	382,600
6165	PLAN CHECK SERVICES	653,524	715,000	475,000	1,050,000	575,000
6310	MILEAGE	243	800	600	900	800
6505	GENERAL LIABILITY	84,000	75,900	75,900	80,800	81,500
6507	WORKERS' COMPENSATION	37,800	40,600	40,600	39,600	40,100
6730	OFFICE EQUIPMENT	6,921	12,000	9,900	14,900	11,300
6750	VEHICLE MAINTENANCE	21,411	20,400	19,400	20,400	20,800
6903	PERMITS FEES	150	600	200	600	600
6930	MEMBERSHIP & PUBLICATIONS	22,116	22,000	21,300	22,800	27,600
6940	OFFICIAL MEETINGS	14,935	23,900	15,300	27,300	26,600
6960	EQUIPMENT REPLACEMENT	50,711	0	0	23,800	0
6970	TRAINING	6,830	16,100	9,800	18,900	17,700
6971	TUITION REIMBURSEMENT	9,188	14,200	9,300	9,300	10,200
6977	EMPLOYEE SUPPORT	1,454	1,400	1,400	1,400	1,400
Total: OPERATING EXPENSES		1,313,646	1,516,921	1,083,200	1,741,700	1,196,200
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	74,430	76,000	75,800	77,000	78,500
7218	PBID ASSESSMENT	5,593	5,000	5,600	5,600	5,600
Total: SPECIAL PROGRAMS		80,023	81,000	81,400	82,600	84,100
Total Division:		4,319,312	4,782,821	4,055,100	5,032,400	4,682,200

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR 5.22 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4101		DEV SVCS-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	111,721	114,700	115,500	148,600	153,100
4014	VACATION SELL BACK	2,151	2,200	2,200	2,200	2,200
4015	ALLOWANCES	2,592	2,600	2,600	2,600	2,600
4021	LONGEVITY PAY	1,482	1,500	1,500	1,500	1,500
4032	PART-TIME NON-PERS	465	600	0	0	0
4241	P.E.R.S	30,068	35,800	35,900	49,600	56,500
4242	NON-PERSABLE COMPENSATION	469	500	500	700	700
4244	MEDICAL/DENTAL INSURANCE	12,208	12,400	12,400	22,000	22,000
4245	LONG TERM DISABILITY	79	100	100	200	200
4247	LIFE INSURANCE	293	300	300	500	500
4250	FICA/HOSPITAL INSURANCE	1,749	1,700	1,700	2,200	2,300
4299	VACANCY RATE	0	-5,200	0	-6,900	-7,200
Total: SALARIES & WAGES		163,276	167,200	172,700	223,200	234,400
SUPPLIES						
5110	OFFICE SUPPLIES	660	1,700	1,700	1,700	1,700
5125	PRINT SHOP	0	100	100	200	200
Total: SUPPLIES		660	1,800	1,800	1,900	1,900
OPERATING EXPENSES						
6160	CONTRACT SERVICES	7,200	8,000	8,000	8,000	8,000
6505	GENERAL LIABILITY	84,000	75,900	75,900	80,800	81,500
6507	WORKERS' COMPENSATION	37,800	40,600	40,600	39,600	40,100
6750	VEHICLE MAINTENANCE	3,972	3,000	2,000	3,000	3,100
6930	MEMBERSHIP & PUBLICATIONS	655	800	800	900	900
6940	OFFICIAL MEETINGS	656	1,600	100	2,700	2,700
6960	EQUIPMENT REPLACEMENT	50,711	0	0	23,800	0
6970	TRAINING	0	400	400	200	400
6977	EMPLOYEE SUPPORT	1,454	1,400	1,400	1,400	1,400
Total: OPERATING EXPENSES		186,448	131,700	129,200	160,400	138,100
Total:		350,385	300,700	303,700	385,500	374,400

Fund/Division: 0014101

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

28.20 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 4103		DEV SVCS-PLANNING					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	576,302	667,900	455,200	541,800	577,600	
4014	VACATION SELL BACK	4,928	6,500	3,200	6,000	7,000	
4015	ALLOWANCES	964	1,000	1,000	1,000	1,000	
4021	LONGEVITY PAY	5,608	6,000	2,700	3,000	3,300	
4032	PART-TIME NON-PERS	19,721	19,500	26,000	15,500	0	
4130	OVERTIME	0	0	100	600	600	
4241	P.E.R.S.	150,331	201,300	131,200	172,400	203,400	
4242	NON-PERSABLE COMPENSATION	1,246	1,300	700	700	800	
4244	MEDICAL/DENTAL INSURANCE	90,119	99,200	75,000	90,900	90,900	
4245	LONG TERM DISABILITY	686	800	600	700	700	
4247	LIFE INSURANCE	1,112	1,200	800	800	800	
4250	FICA/HOSPITAL INSURANCE	9,514	9,800	7,400	7,900	8,500	
4299	VACANCY RATE	0	-29,900	0	-25,300	-26,900	
Total: SALARIES & WAGES		860,531	984,600	703,900	816,000	867,700	
SUPPLIES							
5110	OFFICE SUPPLIES	26,730	25,000	22,000	25,000	27,000	
5125	PRINT SHOP	5,242	16,500	8,200	16,500	16,500	
Total: SUPPLIES		31,972	41,500	30,200	41,500	43,500	
OPERATING EXPENSES							
6160	CONTRACT SERVICES	97,461	268,421	170,000	163,100	118,700	
6310	MILEAGE	0	100	100	100	100	
6730	OFFICE EQUIPMENT	1,446	2,400	2,400	4,800	2,300	
6750	VEHICLE MAINTENANCE	1,343	1,400	1,400	1,400	1,400	
6903	PERMITS FEES	150	600	200	600	600	
6930	MEMBERSHIP & PUBLICATIONS	2,789	4,400	4,400	4,200	5,000	
6940	OFFICIAL MEETINGS	7,467	12,000	7,000	11,000	11,000	
6970	TRAINING	1,260	7,200	4,000	9,500	8,800	
6971	TUITION REIMBURSEMENT	4,126	4,200	4,200	0	0	
Total: OPERATING EXPENSES		116,043	300,721	193,700	194,700	147,900	
Total:		1,008,547	1,326,821	927,800	1,052,200	1,059,100	
Fund/Division: 0014103							
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(20.70) %	

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4104		DEV SVCS-BUILDING/SAFETY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	544,238	561,300	559,200	575,500	597,200
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	8,259	10,400	7,800	6,000	3,500
4015	ALLOWANCES	4,820	4,800	4,600	3,900	3,900
4021	LONGEVITY PAY	8,854	9,300	9,200	7,500	8,200
4032	PART-TIME NON-PERS	7,925	2,000	1,600	2,800	3,000
4130	OVERTIME	3,801	3,000	3,000	3,000	3,000
4241	P.E.R.S	144,772	173,000	172,300	191,000	219,200
4242	NON-PERSABLE COMPENSATION	602	600	600	700	700
4244	MEDICAL/DENTAL INSURANCE	87,758	89,200	86,900	97,600	97,600
4245	LONG TERM DISABILITY	694	700	800	700	700
4247	LIFE INSURANCE	762	800	800	800	800
4250	FICA/HOSPITAL INSURANCE	9,050	8,300	9,100	8,500	8,800
4299	VACANCY RATE	0	-25,900	0	-27,000	-28,400
Total: SALARIES & WAGES		822,502	838,500	856,900	872,000	919,200
SUPPLIES						
5110	OFFICE SUPPLIES	3,767	5,000	2,500	4,000	4,000
5125	PRINT SHOP	1,296	2,000	1,800	1,800	2,000
5280	UNIFORM	1,692	1,900	1,600	1,900	2,000
Total: SUPPLIES		6,755	8,900	5,900	7,700	8,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	15,543	26,300	10,500	6,500	6,500
6165	PLAN CHECK SERVICES	653,524	715,000	475,000	1,050,000	575,000
6310	MILEAGE	144	200	200	200	200
6730	OFFICE EQUIPMENT	1,718	3,200	1,500	2,500	2,000
6750	VEHICLE MAINTENANCE	15,892	16,000	16,000	16,000	16,300
6930	MEMBERSHIP & PUBLICATIONS	7,751	2,500	2,200	2,500	7,000
6940	OFFICIAL MEETINGS	113	200	200	200	200
6970	TRAINING	2,493	4,700	3,500	4,700	4,500
Total: OPERATING EXPENSES		697,177	768,100	509,100	1,082,600	611,700
Total:		1,526,434	1,615,500	1,371,900	1,962,300	1,538,900
Fund/Division: 0014104						21.47 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4105		DEV SVCS-CODE SERVICES				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	178,315	201,600	186,600	234,000	249,100
4014	VACATION SELL BACK	1,209	2,500	2,900	0	1,300
4015	ALLOWANCES	2,613	2,900	2,400	2,000	2,000
4021	LONGEVITY PAY	2,230	2,200	1,100	0	600
4130	OVERTIME	2,588	2,600	1,900	2,300	2,500
4241	P.E.R.S	45,506	59,400	53,900	72,600	85,700
4242	NON-PERSABLE COMPENSATION	0	0	100	200	200
4244	MEDICAL/DENTAL INSURANCE	37,224	42,600	40,000	55,500	55,500
4245	LONG TERM DISABILITY	314	300	300	400	400
4247	LIFE INSURANCE	204	200	300	400	400
4250	FICA/HOSPITAL INSURANCE	2,982	3,000	3,200	3,400	3,700
4299	VACANCY RATE	0	-9,500	0	-11,100	-12,000
Total: SALARIES & WAGES		273,186	307,800	292,700	359,700	389,400
SUPPLIES						
5110	OFFICE SUPPLIES	2,538	2,100	2,100	2,200	2,200
5125	PRINT SHOP	824	1,600	1,600	8,000	2,000
5280	UNIFORM	852	1,600	1,200	1,600	1,600
Total: SUPPLIES		4,214	5,300	4,900	11,800	5,800
OPERATING EXPENSES						
6160	CONTRACT SERVICES	35,307	38,000	38,000	41,700	42,200
6310	MILEAGE	0	200	100	300	200
6730	OFFICE EQUIPMENT	0	0	0	0	800
6750	VEHICLE MAINTENANCE	204	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	255	400	400	700	700
6940	OFFICIAL MEETINGS	2,590	2,700	2,400	4,500	3,500
6970	TRAINING	993	1,400	1,200	2,100	1,600
6971	TUITION REIMBURSEMENT	5,062	5,000	5,100	5,100	5,100
Total: OPERATING EXPENSES		44,411	47,700	47,200	54,400	54,100
Total:		321,811	360,800	344,800	425,900	449,300

Fund/Division: 0014105

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

18.04 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4106		DEV SVCS-BUSINESS LICENSE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	116,833	121,500	105,800	122,400	131,100
4011	SPECIALIST PAY	614	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	0	2,000	0	0	0
4021	LONGEVITY PAY	2,195	2,200	2,000	2,000	2,800
4130	OVERTIME	0	1,000	0	500	500
4241	P.E.R.S	30,754	37,200	32,700	40,700	48,400
4244	MEDICAL/DENTAL INSURANCE	24,047	24,400	21,600	26,800	26,800
4245	LONG TERM DISABILITY	198	200	200	200	200
4247	LIFE INSURANCE	129	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	866	1,800	1,200	1,900	2,000
4299	VACANCY RATE	0	-5,700	0	-5,900	-6,400
Total: SALARIES & WAGES		175,636	185,700	164,600	189,800	206,600
SUPPLIES						
5110	OFFICE SUPPLIES	4,893	9,500	9,500	9,500	9,500
5125	PRINT SHOP	5,020	6,000	6,000	4,000	4,000
Total: SUPPLIES		9,913	15,500	15,500	13,500	13,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	12,973	14,300	9,000	13,400	8,900
6310	MILEAGE	99	300	200	300	300
6730	OFFICE EQUIPMENT	0	400	0	1,600	200
6930	MEMBERSHIP & PUBLICATIONS	85	200	200	200	200
6940	OFFICIAL MEETINGS	92	1,300	700	1,600	1,500
6970	TRAINING	299	900	200	900	900
6971	TUITION REIMBURSEMENT	0	5,000	0	4,200	5,100
Total: OPERATING EXPENSES		13,548	22,400	10,300	22,200	17,100
Total:		199,097	223,600	190,400	225,500	237,200

Fund/Division: 0014106

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.85 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 4107		DEV SVCS-ENGINEERING					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	332,049	364,300	362,500	382,500	399,700	
4014	VACATION SELL BACK	4,235	6,200	3,600	6,200	6,200	
4015	ALLOWANCES	482	500	500	500	500	
4021	LONGEVITY PAY	5,156	5,200	5,200	5,500	5,800	
4032	PART-TIME NON-PERS	619	0	0	0	0	
4241	P.E.R.S	88,498	112,000	111,100	128,300	148,200	
4242	NON-PERSABLE COMPENSATION	756	900	900	1,000	1,100	
4244	MEDICAL/DENTAL INSURANCE	47,502	53,400	53,700	58,100	58,100	
4245	LONG TERM DISABILITY	353	400	400	400	400	
4247	LIFE INSURANCE	599	700	800	800	800	
4250	FICA/HOSPITAL INSURANCE	5,153	5,400	5,400	5,900	6,100	
4299	VACANCY RATE	0	-16,500	0	-17,700	-18,800	
Total: SALARIES & WAGES		485,404	532,500	544,100	571,500	608,100	
SUPPLIES							
5110	OFFICE SUPPLIES	2,651	3,000	3,000	3,000	3,000	
5125	PRINT SHOP	684	1,000	400	1,000	1,000	
Total: SUPPLIES		3,335	4,000	3,400	4,000	4,000	
OPERATING EXPENSES							
6160	CONTRACT SERVICES	45,334	53,400	39,000	53,400	53,400	
6730	OFFICE EQUIPMENT	3,757	6,000	6,000	6,000	6,000	
6930	MEMBERSHIP & PUBLICATIONS	1,085	1,700	1,100	2,100	1,500	
6940	OFFICIAL MEETINGS	529	2,000	1,400	2,700	3,100	
6970	TRAINING	1,785	1,500	500	1,500	1,500	
Total: OPERATING EXPENSES		52,490	64,600	48,000	65,700	65,500	
Total:		541,229	601,100	595,500	641,200	677,600	

Fund/Division: 0014107

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.67 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4108		DSD-ECONOMIC DEVELOPMENT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	58,098	59,400	60,100	60,900	62,100
4014	VACATION SELL BACK	1,253	2,300	1,200	1,500	1,500
4021	LONGEVITY PAY	713	700	700	800	1,100
4241	P.E.R.S	15,624	18,500	18,600	20,800	23,500
4242	NON-PERSABLE COMPENSATION	290	300	300	400	400
4244	MEDICAL/DENTAL INSURANCE	10,291	10,500	10,400	11,300	11,300
4245	LONG TERM DISABILITY	64	100	100	100	100
4247	LIFE INSURANCE	192	200	200	200	300
4250	FICA/HOSPITAL INSURANCE	955	900	1,000	900	1,000
4299	VACANCY RATE	0	-2,800	0	-2,900	-3,000
Total: SALARIES & WAGES		87,482	90,100	92,600	94,000	98,300
SUPPLIES						
5110	OFFICE SUPPLIES	153	500	300	500	500
5125	PRINT SHOP	623	1,000	1,000	1,000	1,000
Total: SUPPLIES		776	1,500	1,300	1,500	1,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	190,545	165,600	130,000	144,900	144,900
6930	MEMBERSHIP & PUBLICATIONS	9,495	12,000	12,200	12,200	12,300
6940	OFFICIAL MEETINGS	3,489	4,100	3,500	4,600	4,600
Total: OPERATING EXPENSES		203,529	181,700	145,700	161,700	161,800
SPECIAL PROGRAMS						
7214	CHAMBER OF COMMERCE	74,430	76,000	75,800	77,000	78,500
7218	PBID ASSESSMENT	5,593	5,000	5,600	5,600	5,600
Total: SPECIAL PROGRAMS		80,023	81,000	81,400	82,600	84,100
Total:		371,809	354,300	321,000	339,800	345,700

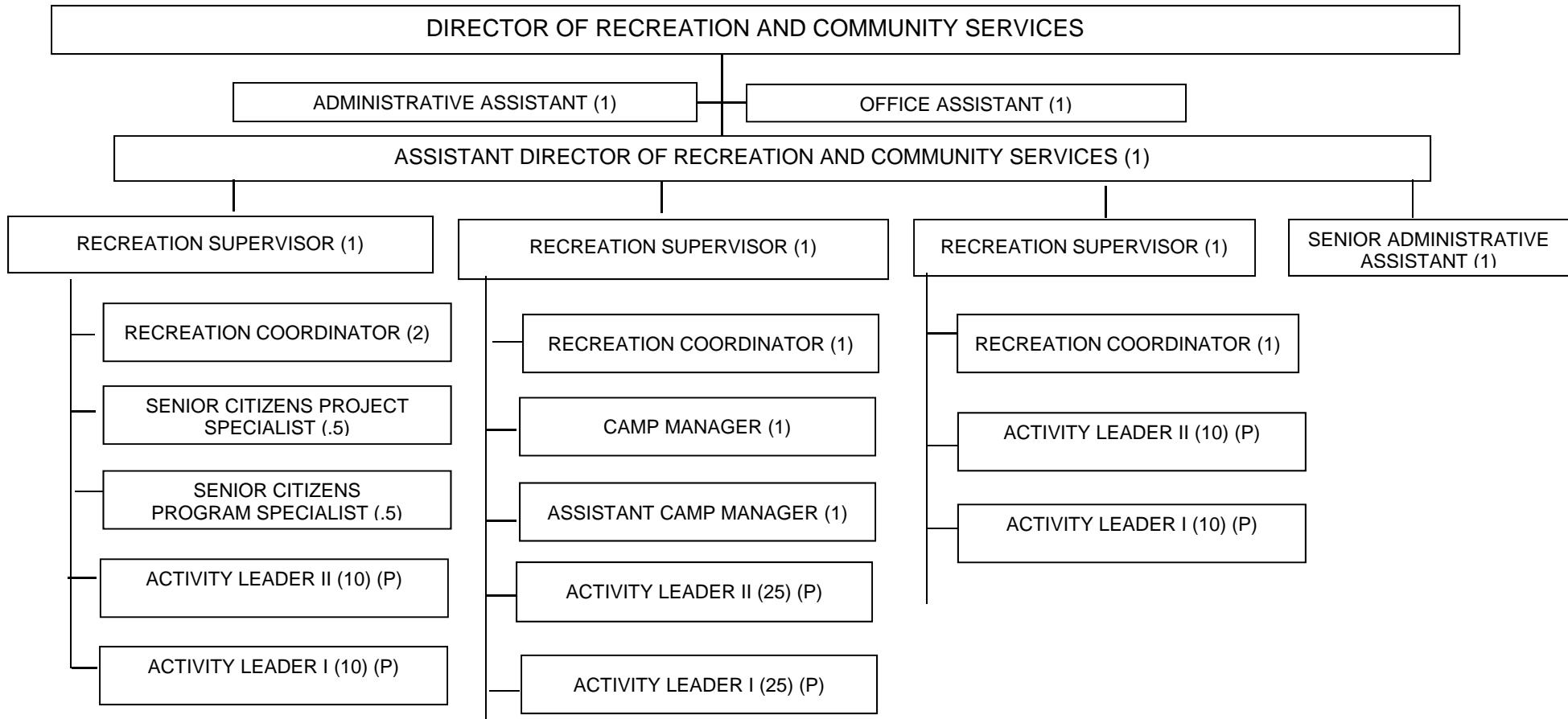
Fund/Division: 0014108

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(4.09) %

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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 2018-2019 Work Plan:

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

1. Continue to operate a fiscally sound department and strengthen staff's knowledge of the budget and process.
2. Ensure there are accessible parks and recreation facilities that provide a positive experience and meet community needs.
3. Enhance the quality of life in the community by providing positive recreation programs, leisure opportunities, and community services to meet the diverse needs of City residents.
4. Build and maintain community partnerships.
5. Improve the quality of existing recreation facilities. Continue to work cooperatively with the Arcadia Unified School District and the Public Works Services Department to maximize our efforts.
6. Continue to support and encourage relationships with volunteer groups, non-profit organizations, service clubs, and local businesses to provide recreational opportunities for the community.
7. Provide the community with a well-trained, effective staff and ensure adequate staffing levels are maintained to provide the very best service for the community.
8. Continue to plan programs to operate at the Joint Use Gymnasium at Dana Middle School. Work cooperatively with the Arcadia Unified School District to schedule use.
9. Begin to implement projects from the Recreation and Parks Master Plan.
10. Work as the community liaison for the City of Arcadia's Homelessness 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	1.00
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
TOTAL	13.13

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	5500	RECREATION & COMMUNITY SERVICES				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	821,438	944,300	878,600	959,700	983,400
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	2,535	5,400	5,400	6,600	6,600
4015	ALLOWANCES	7,577	7,300	8,200	8,900	8,900
4021	LONGEVITY PAY	8,976	10,800	10,300	10,900	11,400
4030	PART-TIME PERS ONLY	2,334	0	8,200	8,600	8,600
4032	PART-TIME NON-PERS	439,129	473,700	463,100	491,300	491,300
4241	P.E.R.S.	219,212	285,600	268,900	313,200	358,500
4242	NON-PERSABLE COMPENSATION	2,083	2,400	2,600	3,100	3,300
4244	MEDICAL/DENTAL INSURANCE	166,752	185,300	168,600	195,300	195,300
4245	LONG TERM DISABILITY	1,364	1,700	1,200	1,900	1,900
4247	LIFE INSURANCE	1,950	2,200	2,300	2,600	2,800
4250	FICA/HOSPITAL INSURANCE	20,066	20,600	20,300	21,500	21,900
4299	VACANCY RATE	0	-58,300	0	-60,700	-62,800
Total: SALARIES & WAGES		1,694,387	1,882,000	1,838,700	1,963,900	2,032,100
SUPPLIES						
5110	OFFICE SUPPLIES	13,918	16,500	16,500	17,300	17,300
5115	PROGRAM EXPENSES	16,176	19,000	19,000	20,400	20,400
5116	SENIOR MEAL PROGRAM	44,516	42,700	42,700	45,900	45,900
5125	PRINT SHOP	59,493	54,500	54,500	54,500	54,500
5210	ATHLETIC	4,497	6,000	6,000	2,400	2,400
5220	AWARDS	384	3,400	3,000	2,300	2,300
5230	BUILDING AND GROUNDS	18,547	16,700	16,700	16,700	16,700
5241	DAY CAMP	47,467	76,844	73,000	59,100	59,100
5242	WINTER/SPRING/FALL CAMP	2,690	3,000	3,000	3,500	3,500
5243	SPORTS CAMP	14,195	13,500	13,500	13,700	13,700
5244	NATURE	286	300	600	300	300
5250	CRAFT	0	1,000	0	1,000	1,000
5280	UNIFORM	2,472	2,700	2,700	4,000	4,000
5410	TOOLS	0	100	100	100	100
Total: SUPPLIES		224,640	256,244	251,300	241,200	241,200
OPERATING EXPENSES						
6160	CONTRACT SERVICES	155,921	152,800	152,800	167,600	167,600
6163	CABLE TECH SERVICES	2,439	3,000	3,000	3,000	3,000
6169	CONTRACT EMPLOYEES	458,537	513,200	501,800	501,700	501,700
6210	TELEPHONE	11,519	10,100	7,500	7,700	7,700
6310	MILEAGE	0	300	0	0	0
6505	GENERAL LIABILITY	59,000	55,600	55,600	59,400	59,800
6507	WORKERS' COMPENSATION	71,500	76,800	76,800	70,700	71,500
6611	ELECTRIC	74,743	91,200	89,700	94,200	98,900
6612	GAS	6,476	6,800	4,600	4,900	5,100
6614	WATER	5,220	6,400	5,600	5,900	6,500
6730	OFFICE EQUIPMENT	3,066	4,200	5,200	5,200	5,200
6750	VEHICLE MAINTENANCE	6,100	7,200	5,200	7,200	7,300
6760	BUILDING REPAIR & MAINT	20,885	14,000	18,800	18,000	18,000
6930	MEMBERSHIP & PUBLICATIONS	4,421	7,300	8,300	7,800	7,800
6940	OFFICIAL MEETINGS	7,475	10,500	10,500	11,000	11,000
6960	EQUIPMENT REPLACEMENT	28,719	40,000	40,000	15,000	15,000

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
6970	TRAINING	200	200	200	200	200
6971	TUITION REIMBURSEMENT	0	4,100	0	0	0
6977	EMPLOYEE SUPPORT	685	700	700	800	800
6998	MISC EXP	400	500	500	500	500
Total: OPERATING EXPENSES		917,307	1,004,900	986,800	980,800	987,600
SPECIAL PROGRAMS						
7130	SENIOR CITIZENS COMM	3,603	3,000	3,000	3,000	3,000
7160	EXPENDITURE REIMBURSED	3,982	9,000	8,600	7,800	7,800
7206	BULK MAILING	16,000	16,000	16,000	16,000	16,000
7220	EXCURSIONS/SPECIAL EVENT	122,689	130,400	129,400	146,000	142,800
Total: SPECIAL PROGRAMS		146,273	158,400	157,000	172,800	169,600
Total Division:		2,982,607	3,301,544	3,233,800	3,358,700	3,430,500

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

1.73 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5501		RECREATION-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	254,120	261,600	264,000	263,100	270,400
4011	SPECIALIST PAY	0	0	0	1,000	1,000
4015	ALLOWANCES	5,182	5,200	5,100	5,200	5,200
4021	LONGEVITY PAY	3,292	3,400	3,400	1,700	2,100
4030	PART-TIME PERS ONLY	31	0	400	0	0
4032	PART-TIME NON-PERS	428	5,000	6,300	5,500	5,500
4241	P.E.R.S	72,681	80,500	80,900	86,500	98,400
4242	NON-PERSABLE COMPENSATION	752	800	800	800	900
4244	MEDICAL/DENTAL INSURANCE	41,038	41,700	41,800	45,300	45,300
4245	LONG TERM DISABILITY	297	300	300	300	300
4247	LIFE INSURANCE	581	600	600	600	700
4250	FICA/HOSPITAL INSURANCE	4,152	3,800	4,300	3,900	4,000
4299	VACANCY RATE	0	-12,100	0	-12,400	-13,000
Total: SALARIES & WAGES		382,554	390,800	407,900	401,500	420,800
SUPPLIES						
5110	OFFICE SUPPLIES	7,296	9,500	9,500	9,500	9,500
5125	PRINT SHOP	48,456	50,000	50,000	50,000	50,000
5230	BUILDING AND GROUNDS	1,802	1,500	1,500	1,500	1,500
Total: SUPPLIES		57,555	61,000	61,000	61,000	61,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	18,161	13,200	13,200	14,600	14,600
6505	GENERAL LIABILITY	59,000	55,600	55,600	59,400	59,800
6507	WORKERS' COMPENSATION	71,500	76,800	76,800	70,700	71,500
6750	VEHICLE MAINTENANCE	4,745	6,000	4,000	6,000	6,100
6930	MEMBERSHIP & PUBLICATIONS	4,421	6,700	7,700	6,900	6,900
6940	OFFICIAL MEETINGS	7,475	10,500	10,500	10,400	10,400
6960	EQUIPMENT REPLACEMENT	28,719	40,000	40,000	15,000	15,000
6977	EMPLOYEE SUPPORT	685	700	700	800	800
6998	MISC EXP	400	500	500	500	500
Total: OPERATING EXPENSES		195,106	210,000	209,000	184,300	185,600
SPECIAL PROGRAMS						
7206	BULK MAILING	16,000	16,000	16,000	16,000	16,000
Total: SPECIAL PROGRAMS		16,000	16,000	16,000	16,000	16,000
Total:		651,215	677,800	693,900	662,800	683,400
Fund/Division: 0015501						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (2.21) %						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5502		RECREATION-COMMUNITY CTR				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	49,785	39,300	41,100	49,000	50,500
4014	VACATION SELL BACK	313	700	700	700	700
4015	ALLOWANCES	425	200	300	400	400
4021	LONGEVITY PAY	493	500	500	500	600
4030	PART-TIME PERS ONLY	1,584	0	1,300	6,200	6,200
4032	PART-TIME NON-PERS	29,306	40,000	40,000	36,800	36,800
4241	P.E.R.S	13,454	12,000	14,000	16,100	18,400
4242	NON-PERSABLE COMPENSATION	221	100	200	200	200
4244	MEDICAL/DENTAL INSURANCE	10,626	6,700	7,300	9,000	9,000
4245	LONG TERM DISABILITY	84	100	100	100	100
4247	LIFE INSURANCE	167	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,296	1,200	1,100	1,400	1,400
4299	VACANCY RATE	0	-3,000	0	-3,500	-3,600
Total: SALARIES & WAGES		107,753	97,900	106,700	117,100	120,900
SUPPLIES						
5110	OFFICE SUPPLIES	1,796	2,000	2,000	2,000	2,000
5230	BUILDING AND GROUNDS	14,375	14,000	14,000	14,000	14,000
Total: SUPPLIES		16,170	16,000	16,000	16,000	16,000
OPERATING EXPENSES						
6160	CONTRACT SERVICES	84,226	83,000	83,000	83,000	83,000
6163	CABLE TECH SERVICES	680	1,800	1,800	1,800	1,800
6210	TELEPHONE	8,796	7,500	4,800	4,900	4,900
6611	ELECTRIC	59,420	69,200	70,100	73,600	77,300
6612	GAS	5,943	6,000	4,000	4,300	4,500
6614	WATER	4,860	6,000	5,200	5,500	6,000
6730	OFFICE EQUIPMENT	2,993	4,000	5,000	5,000	5,000
6760	BUILDING REPAIR & MAINT	14,105	11,000	12,000	11,000	11,000
Total: OPERATING EXPENSES		181,023	188,500	185,900	189,100	193,500
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	0	0	0	1,800	0
Total: SPECIAL PROGRAMS		0	0	0	1,800	0
Total:		304,946	302,400	308,600	324,000	330,400
Fund/Division: 0015502						7.14 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5503		DANA GYM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	78,817	80,300	73,500	78,300	82,000
4014	VACATION SELL BACK	209	500	500	500	500
4015	ALLOWANCES	230	200	300	400	400
4021	LONGEVITY PAY	443	700	700	700	700
4030	PART-TIME PERS ONLY	10	0	0	0	0
4032	PART-TIME NON-PERS	33,366	30,100	30,100	35,800	35,800
4241	P.E.R.S	19,898	23,900	21,900	25,600	29,600
4242	NON-PERSABLE COMPENSATION	126	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	19,236	18,200	16,100	18,500	18,500
4245	LONG TERM DISABILITY	150	100	100	200	200
4247	LIFE INSURANCE	161	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,888	1,700	1,700	1,700	1,700
4299	VACANCY RATE	0	-4,700	0	-4,800	-5,000
Total: SALARIES & WAGES		154,533	151,400	145,300	157,400	164,900
SUPPLIES						
5110	OFFICE SUPPLIES	290	500	500	500	500
5210	ATHLETIC	546	2,200	2,200	200	200
Total: SUPPLIES		837	2,700	2,700	700	700
OPERATING EXPENSES						
6160	CONTRACT SERVICES	31,956	35,000	35,000	45,500	45,500
6169	CONTRACT EMPLOYEES	67,706	90,300	90,300	90,300	90,300
6611	ELECTRIC	10,369	17,000	14,200	14,900	15,600
6612	GAS	533	800	600	600	600
6614	WATER	360	400	400	400	500
6760	BUILDING REPAIR & MAINT	6,781	3,000	6,800	7,000	7,000
6971	TUITION REIMBURSEMENT	0	1,200	0	0	0
Total: OPERATING EXPENSES		117,704	147,700	147,300	158,700	159,500
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	2,985	4,500	4,500	4,400	4,400
Total: SPECIAL PROGRAMS		2,985	4,500	4,500	4,400	4,400
Total:		276,059	306,300	299,800	321,200	329,500
Fund/Division: 0015503						4.86 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5504		RECREATION-FEE & CHARGES				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	46,404	78,700	77,400	79,900	83,800
4014	VACATION SELL BACK	209	500	500	500	500
4015	ALLOWANCES	165	400	500	500	500
4021	LONGEVITY PAY	278	400	400	400	400
4030	PART-TIME PERS ONLY	88	0	900	2,400	2,400
4032	PART-TIME NON-PERS	23,258	21,200	21,200	17,000	17,000
4241	P.E.R.S	11,801	23,000	22,600	25,500	29,600
4242	NON-PERSABLE COMPENSATION	91	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	11,582	17,400	16,800	18,100	18,100
4245	LONG TERM DISABILITY	90	100	100	200	200
4247	LIFE INSURANCE	107	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	1,144	1,400	1,400	1,500	1,600
4299	VACANCY RATE	0	-4,300	0	-4,400	-4,700
Total: SALARIES & WAGES		95,218	139,200	142,200	142,100	149,900
SUPPLIES						
5110	OFFICE SUPPLIES	520	500	500	500	500
Total: SUPPLIES		520	500	500	500	500
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	278,766	280,000	280,000	280,000	280,000
6930	MEMBERSHIP & PUBLICATIONS	0	0	0	300	300
6970	TRAINING	200	200	200	200	200
Total: OPERATING EXPENSES		278,966	280,200	280,200	280,500	280,500
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	36,531	40,900	39,900	50,500	50,500
Total: SPECIAL PROGRAMS		36,531	40,900	39,900	50,500	50,500
Total:		411,234	460,800	462,800	473,600	481,400
Fund/Division: 0015504						2.78 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5505		RECREATION-NATURE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	5,813	31,600	18,100	36,300	37,700
4014	VACATION SELL BACK	104	300	300	300	300
4015	ALLOWANCES	51	0	100	200	200
4021	LONGEVITY PAY	61	300	300	400	400
4032	PART-TIME NON-PERS	33,330	42,500	42,500	42,600	42,600
4241	P.E.R.S	1,572	9,500	5,600	12,000	13,800
4242	NON-PERSABLE COMPENSATION	29	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	850	6,900	3,200	8,400	8,400
4245	LONG TERM DISABILITY	5	100	0	100	100
4247	LIFE INSURANCE	19	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	580	1,100	800	1,200	1,200
4299	VACANCY RATE	0	-2,800	0	-3,100	-3,200
Total: SALARIES & WAGES		42,415	89,700	71,100	98,700	101,800
SUPPLIES						
5110	OFFICE SUPPLIES	361	500	500	500	500
5230	BUILDING AND GROUNDS	2,370	1,200	1,200	1,200	1,200
5244	NATURE	286	300	600	300	300
5280	UNIFORM	300	300	300	300	300
5410	TOOLS	0	100	100	100	100
Total: SUPPLIES		3,317	2,400	2,700	2,400	2,400
OPERATING EXPENSES						
6160	CONTRACT SERVICES	55	400	400	400	400
6163	CABLE TECH SERVICES	1,759	1,200	1,200	1,200	1,200
6169	CONTRACT EMPLOYEES	15,842	14,000	16,000	17,500	17,500
6210	TELEPHONE	2,240	2,200	2,300	2,300	2,300
6611	ELECTRIC	4,953	5,000	5,400	5,700	6,000
6730	OFFICE EQUIPMENT	73	200	200	200	200
6750	VEHICLE MAINTENANCE	1,355	1,200	1,200	1,200	1,200
6971	TUITION REIMBURSEMENT	0	500	0	0	0
Total: OPERATING EXPENSES		26,278	24,700	26,700	28,500	28,800
SPECIAL PROGRAMS						
7160	EXPENDITURE REIMBURSED	0	2,400	2,000	0	0
Total: SPECIAL PROGRAMS		0	2,400	2,000	0	0
Total:		72,010	119,200	102,500	129,600	133,000

Fund/Division: 0015505

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

8.72 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5506		RECREATION-FIELDS				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	19,404	37,700	39,000	51,100	52,200
4014	VACATION SELL BACK	313	700	700	700	700
4015	ALLOWANCES	152	100	300	500	500
4021	LONGEVITY PAY	178	600	600	900	900
4241	P.E.R.S	5,167	11,800	12,100	17,500	19,700
4242	NON-PERSABLE COMPENSATION	86	200	200	300	300
4244	MEDICAL/DENTAL INSURANCE	3,160	6,400	6,700	9,600	9,600
4245	LONG TERM DISABILITY	21	100	0	100	100
4247	LIFE INSURANCE	60	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	319	600	700	800	800
4299	VACANCY RATE	0	-1,800	0	-2,500	-2,600
Total: SALARIES & WAGES		28,862	56,500	60,400	79,200	82,400
SUPPLIES						
Total: SUPPLIES		0	0	0	0	0
OPERATING EXPENSES						
6160	CONTRACT SERVICES	21,523	21,200	21,200	23,500	23,500
Total: OPERATING EXPENSES		21,523	21,200	21,200	23,500	23,500
SPECIAL PROGRAMS						
Total: SPECIAL PROGRAMS		0	0	0	0	0
Total:		50,385	77,700	81,600	102,700	105,900

Fund/Division: 0015506

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

32.18 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5507		RECREATION-SENIOR CITIZEN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	231,230	240,100	219,000	237,300	234,900
4011	SPECIALIST PAY	969	1,000	1,000	0	0
4014	VACATION SELL BACK	760	1,200	1,200	2,400	2,400
4015	ALLOWANCES	568	500	600	700	700
4021	LONGEVITY PAY	2,427	2,800	2,300	4,300	4,300
4030	PART-TIME PERS ONLY	74	0	500	0	0
4032	PART-TIME NON-PERS	9,278	13,700	13,700	27,600	27,600
4241	P.E.R.S	58,801	71,700	64,700	75,400	86,000
4242	NON-PERSABLE COMPENSATION	292	300	300	300	400
4244	MEDICAL/DENTAL INSURANCE	50,495	51,200	47,800	49,400	49,400
4245	LONG TERM DISABILITY	509	500	500	500	500
4247	LIFE INSURANCE	483	500	500	500	600
4250	FICA/HOSPITAL INSURANCE	3,892	3,700	3,800	3,600	3,700
4299	VACANCY RATE	0	-11,600	0	-12,100	-12,300
Total: SALARIES & WAGES		359,777	375,600	355,900	389,900	398,200
SUPPLIES						
5110	OFFICE SUPPLIES	2,796	2,700	2,700	3,500	3,500
5115	PROGRAM EXPENSES	16,176	19,000	19,000	20,400	20,400
5116	SENIOR MEAL PROGRAM	44,516	42,700	42,700	45,900	45,900
5125	PRINT SHOP	10,958	4,000	4,000	4,000	4,000
Total: SUPPLIES		74,445	68,400	68,400	73,800	73,800
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	67,329	77,000	77,000	77,000	77,000
Total: OPERATING EXPENSES		67,329	77,000	77,000	77,000	77,000
SPECIAL PROGRAMS						
7130	SENIOR CITIZENS COMM	3,603	3,000	3,000	3,000	3,000
7160	EXPENDITURE REIMBURSED	4,045	6,600	6,600	7,800	7,800
7220	EXCURSIONS/SPECIAL EVENT	19,555	24,500	24,500	27,400	26,000
Total: SPECIAL PROGRAMS		27,203	34,100	34,100	38,200	36,800
Total:		528,753	555,100	535,400	578,900	585,800
Fund/Division: 0015507						4.29 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5508		RECREATION-CAMPING				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	33,477	36,100	30,800	41,500	43,100
4014	VACATION SELL BACK	209	500	500	500	500
4015	ALLOWANCES	227	200	200	300	300
4021	LONGEVITY PAY	437	400	400	600	600
4032	PART-TIME NON-PERS	80,371	95,800	93,900	93,900	93,900
4241	P.E.R.S	8,824	11,000	9,500	13,900	16,000
4242	NON-PERSABLE COMPENSATION	124	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	7,126	7,300	5,900	8,800	8,800
4245	LONG TERM DISABILITY	49	100	0	100	100
4247	LIFE INSURANCE	94	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,710	1,900	1,300	2,100	2,100
4299	VACANCY RATE	0	-4,600	0	-4,900	-5,000
Total: SALARIES & WAGES		132,646	148,900	142,700	157,200	160,800
SUPPLIES						
5241	DAY CAMP	47,467	76,844	73,000	59,100	59,100
5242	WINTER/SPRING/FALL CAMP	2,690	3,000	3,000	3,500	3,500
5243	SPORTS CAMP	14,195	13,500	13,500	13,700	13,700
Total: SUPPLIES		64,352	93,344	89,500	76,300	76,300
OPERATING EXPENSES						
6310	MILEAGE	0	300	0	0	0
6940	OFFICIAL MEETINGS	0	0	0	600	600
6971	TUITION REIMBURSEMENT	0	500	0	0	0
Total: OPERATING EXPENSES		0	800	0	600	600
Total:		196,998	243,044	232,200	234,100	237,700

Fund/Division: 0015508

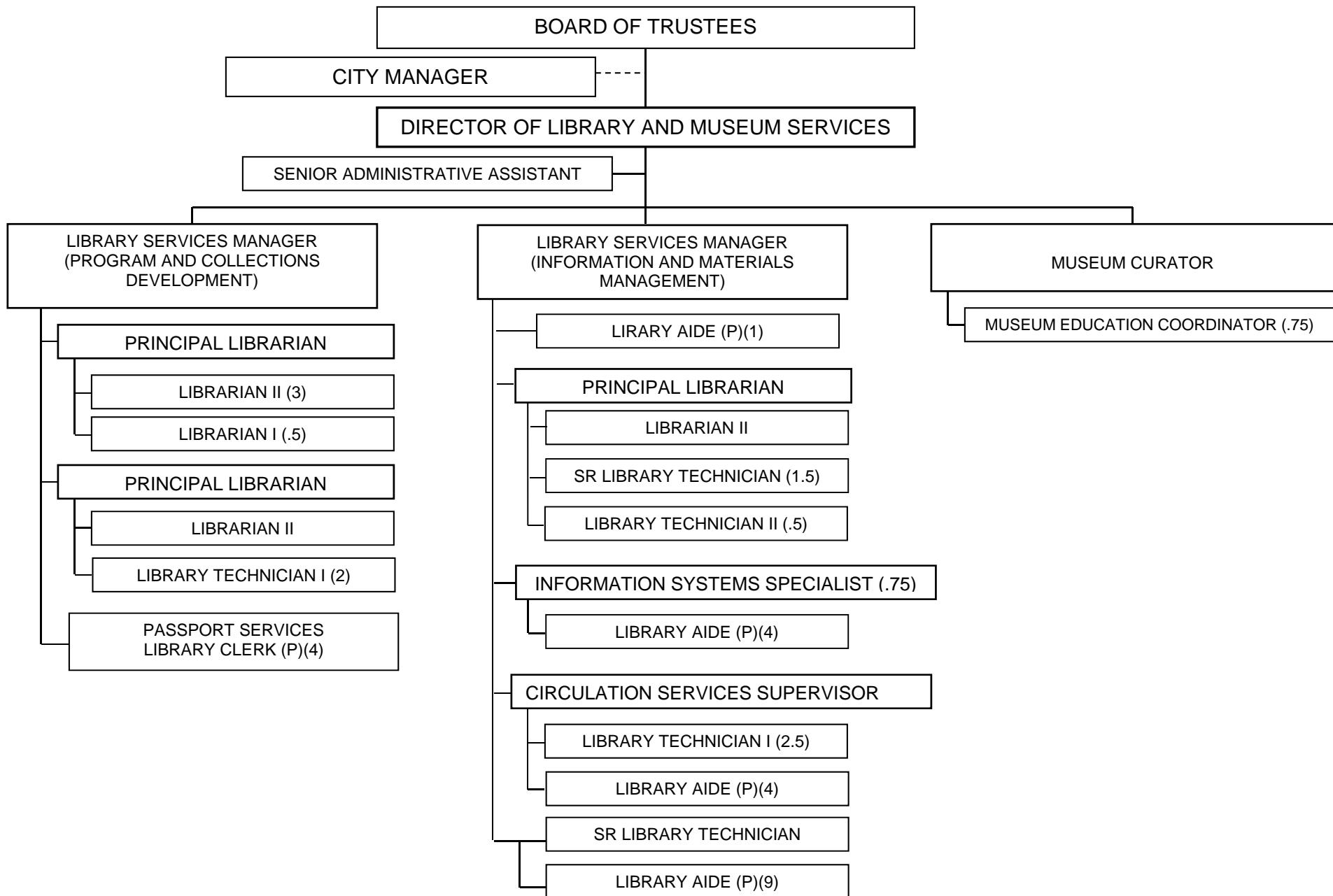
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(3.68) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5510		RECREATION-YOUTH MASTER				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	89,489	120,800	97,900	107,500	112,300
4014	VACATION SELL BACK	313	700	700	700	700
4015	ALLOWANCES	496	400	700	600	600
4021	LONGEVITY PAY	1,231	1,600	1,600	1,300	1,300
4030	PART-TIME PERS ONLY	0	0	3,500	0	0
4032	PART-TIME NON-PERS	217,883	200,400	200,400	212,300	212,300
4241	P.E.R.S	23,513	36,800	32,000	35,600	41,100
4242	NON-PERSABLE COMPENSATION	317	400	400	400	400
4244	MEDICAL/DENTAL INSURANCE	19,880	25,900	19,400	24,600	24,600
4245	LONG TERM DISABILITY	139	200	100	200	200
4247	LIFE INSURANCE	244	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	4,687	4,700	4,700	4,700	4,800
4299	VACANCY RATE	0	-11,800	0	-11,600	-12,000
Total: SALARIES & WAGES		358,193	380,400	361,700	376,600	386,600
SUPPLIES						
5110	OFFICE SUPPLIES	573	500	500	500	500
5125	PRINT SHOP	78	500	500	500	500
5210	ATHLETIC	3,951	3,800	3,800	2,200	2,200
5220	AWARDS	384	3,400	3,000	2,300	2,300
5250	CRAFT	0	1,000	0	1,000	1,000
5280	UNIFORM	2,172	2,400	2,400	3,700	3,700
Total: SUPPLIES		7,158	11,600	10,200	10,200	10,200
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	0	0	600	600
6169	CONTRACT EMPLOYEES	5,832	8,500	8,500	6,900	6,900
6210	TELEPHONE	483	400	400	500	500
6930	MEMBERSHIP & PUBLICATIONS	0	600	600	600	600
6971	TUITION REIMBURSEMENT	0	1,900	0	0	0
Total: OPERATING EXPENSES		6,315	11,400	9,500	8,600	8,600
SPECIAL PROGRAMS						
7160	EXPENDITURE REIMBURSED	-63	0	0	0	0
7220	EXCURSIONS/SPECIAL EVENT	63,118	60,000	60,000	61,400	61,400
Total: SPECIAL PROGRAMS		63,055	60,000	60,000	61,400	61,400
Total:		434,721	463,400	441,400	456,800	466,800
Fund/Division: 0015510						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(1.42) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5520		RECREATION-MUSEUM EDUCATN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	12,899	18,100	17,800	15,700	16,500
4014	VACATION SELL BACK	104	300	300	300	300
4015	ALLOWANCES	80	100	100	100	100
4021	LONGEVITY PAY	136	100	100	100	100
4030	PART-TIME PERS ONLY	548	0	1,600	0	0
4032	PART-TIME NON-PERS	11,910	25,000	15,000	19,800	19,800
4241	P.E.R.S	3,501	5,400	5,600	5,100	5,900
4242	NON-PERSABLE COMPENSATION	44	0	100	100	100
4244	MEDICAL/DENTAL INSURANCE	2,760	3,600	3,600	3,600	3,600
4245	LONG TERM DISABILITY	19	100	0	100	100
4247	LIFE INSURANCE	35	0	100	100	100
4250	FICA/HOSPITAL INSURANCE	398	500	500	600	600
4299	VACANCY RATE	0	-1,600	0	-1,400	-1,400
Total: SALARIES & WAGES		32,435	51,600	44,800	44,200	45,800
SUPPLIES						
5110	OFFICE SUPPLIES	286	300	300	300	300
Total: SUPPLIES		286	300	300	300	300
OPERATING EXPENSES						
6169	CONTRACT EMPLOYEES	23,063	43,400	30,000	30,000	30,000
Total: OPERATING EXPENSES		23,063	43,400	30,000	30,000	30,000
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	500	500	500	500	500
Total: SPECIAL PROGRAMS		500	500	500	500	500
Total:		56,285	95,800	75,600	75,000	76,600
Fund/Division: 0015520						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(21.71) %

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 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 Adult, Teen, Youth, and Children's services, programs, and collections. It is also responsible for Marketing, Publicity, and Community Engagement. Some specific programs that fall under this division include Passport Services, Adult English Conversation classes, and the Volunteer program. The Adult, Teen, Youth, and Children's Services staff assist patrons with reference inquiries and readers' advisory, informational and educational classes and programs, and selection and maintenance of collections for all ages in a variety of media, languages, and formats, including the specialized and unique Arcadia History collection. This division leads the organization on community engagement, developing and maintaining partnerships with schools, community groups, including business and civic groups. This Division is at the forefront of the community's current and emerging informational, educational, digital and technology needs, making recommendations for current and future technology planning and providing content for the Library's website and social media presence.
- The Information and Materials Management Division is responsible for the operations of Account Services, Shelving Management, Information Technology, and Technical Services. Some specific services that fall under this division includes material check-in, check-out, patron accounts, fines, fees, reserves, and homebound services. Information Technology is responsible for in-house computer and technology support, including the Tech Center, computer software, hardware, and network infrastructure including the Wi-Fi network, high speed Internet access, and web presence. Other services provided include public assistance with the public computers, print, photocopy, scanning, and other technology related questions. Services provided by the Acquisitions and Cataloging section include placing and receiving all orders for new items, cataloging, and

Library and Museum Services Department - Continued

processing each item, and the eventual discarding of worn or out-of-date items. This section also handles Interlibrary Loan Services and provides updates and maintenance to the Library's open source Koha catalog.

Gilb Museum of Arcadia Heritage and Museum Education Center

The Museum is dedicated to 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 2018-2019 Work Plan:

Library

1. Provide collections, services, and programs that inform and enrich lives, build community, and meet the needs and interests of Arcadia's diverse citizenry.
2. Utilize, update, and maintain appropriate technology to meet organizational and community needs.
3. Implement a new Student Card initiative for middle school students.
4. Complete a Marketing and Publicity Strategic Plan to better inform the community of the services, collections, and programs at the Library and the Museum.
5. Implement the Harwood strategy to provide information on library resources and promote communication and engagement with the community.
6. Fully implement the Passport Service to realize full cost recovery of the service.

Library and Museum Services Department - Continued

7. Implement a Story Center service to engage the community to collect and/or share community stories.
8. Engage with the community for input to update to the Library's Strategic Plan.
9. Maintain and refresh the facility, grounds, and furnishings, to ensure an attractive and 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 Arcadias' community.
2. Ethically accession, maintain, expand, and care for artifact collections following museum management best standards and practices.
3. Systematically refresh permanent exhibit spaces with artifacts and new research to keep visitors interested in the history of Arcadia.
4. Collaborate with schools, community groups, and individuals to develop temporary exhibits that meet the current interests of the community.
5. Continue on the Continuum of Excellence toward accreditation by the American Alliance of Museums by working on the required five core documents.
6. 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 I	0.50
Librarian II	5.00
Library Services Manager	2.00
Library Technician I	4.50
Library Technician II	0.50
Museum Education Coordinator	0.75
Principal Librarian	3.00
Senior Administrative Assistant	1.00
Senior Library Technician	2.50
TOTAL	23.50

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	5600	LIBRARY & MUSEUM SERVICES				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,596,923	1,717,400	1,624,200	1,746,500	1,823,500
4011	SPECIALIST PAY	2,906	3,000	2,600	2,000	2,000
4014	VACATION SELL BACK	7,557	5,700	2,200	3,400	3,400
4015	ALLOWANCES	2,316	3,000	1,600	1,700	1,700
4020	STABILITY PAY	500	500	500	500	500
4021	LONGEVITY PAY	25,826	24,900	22,300	21,500	23,300
4032	PART-TIME NON-PERS	175,504	241,200	237,500	263,200	263,200
4130	OVERTIME	828	2,100	2,100	2,100	2,100
4241	P.E.R.S.	421,791	522,800	489,100	575,400	664,000
4242	NON-PERSABLE COMPENSATION	1,540	1,200	1,700	1,900	2,000
4244	MEDICAL/DENTAL INSURANCE	270,704	293,200	277,900	320,800	320,800
4245	LONG TERM DISABILITY	2,503	2,700	2,700	2,700	2,700
4247	LIFE INSURANCE	2,412	2,400	2,800	3,200	3,200
4250	FICA/HOSPITAL INSURANCE	25,509	28,000	25,100	28,300	29,200
4299	VACANCY RATE	0	-84,000	0	-89,100	-94,200
Total: SALARIES & WAGES		2,536,819	2,764,100	2,692,300	2,884,100	3,047,400
SUPPLIES						
5110	OFFICE SUPPLIES	29,240	43,600	41,800	45,400	49,000
5115	PROGRAM EXPENSES	19,824	17,900	18,100	18,700	18,700
5125	PRINT SHOP	11,365	13,200	13,200	13,300	13,300
5230	BUILDING AND GROUNDS	18,159	13,300	13,300	14,300	14,300
Total: SUPPLIES		78,588	88,000	86,400	91,700	95,300
OPERATING EXPENSES						
6160	CONTRACT SERVICES	214,024	158,100	178,600	228,000	228,000
6210	TELEPHONE	31,087	32,700	26,200	27,600	26,300
6310	MILEAGE	660	600	600	600	600
6505	GENERAL LIABILITY	70,700	65,400	65,400	67,200	67,800
6507	WORKERS' COMPENSATION	40,500	43,200	43,200	42,500	43,000
6611	ELECTRIC	108,328	122,900	132,200	138,900	145,800
6612	GAS	8,801	8,200	8,800	9,500	10,000
6614	WATER	2,780	3,500	2,500	2,600	2,800
6730	OFFICE EQUIPMENT	40,174	49,700	49,700	10,600	10,600
6750	VEHICLE MAINTENANCE	1,985	2,500	2,500	2,500	2,600
6760	BUILDING REPAIR & MAINT	6,283	10,500	14,000	16,500	16,500
6921	BIBLIOGRAPHIC UTILITIES	28,027	29,000	29,000	30,500	31,200
6922	LIBRARY MATERIALS	244,941	221,700	221,700	219,400	219,400
6923	ELECTRONIC RESOURCES	22,473	60,900	60,900	68,100	68,100
6925	ARTIFACT	2,531	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	5,553	6,700	6,700	7,000	7,000
6940	OFFICIAL MEETINGS	1,725	6,800	6,800	7,500	7,500
6960	EQUIPMENT REPLACEMENT	154,132	168,900	168,900	99,900	137,900
6970	TRAINING	2,707	3,600	3,600	3,100	3,100
6971	TUITION REIMBURSEMENT	4,571	6,200	2,100	7,100	7,100
6977	EMPLOYEE SUPPORT	1,050	1,100	1,100	1,100	1,100
Total: OPERATING EXPENSES		993,032	1,004,700	1,027,000	992,700	1,038,900

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
Total Division:		3,608,439	3,856,800	3,805,700	3,968,500	4,181,600
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					2.90 %	

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5601		LIBRARY-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	365,549	407,200	407,000	431,800	453,000
4014	VACATION SELL BACK	2,359	1,200	0	1,200	1,200
4015	ALLOWANCES	2,302	2,300	1,600	1,700	1,700
4021	LONGEVITY PAY	4,980	4,400	4,400	5,000	5,300
4032	PART-TIME NON-PERS	29,978	8,000	8,000	18,300	18,300
4241	P.E.R.S	95,872	121,500	120,900	140,800	163,400
4242	NON-PERSABLE COMPENSATION	1,540	1,200	1,700	1,900	2,000
4244	MEDICAL/DENTAL INSURANCE	51,925	61,800	60,800	66,600	66,600
4245	LONG TERM DISABILITY	347	400	400	400	400
4247	LIFE INSURANCE	1,008	900	1,200	1,300	1,300
4250	FICA/HOSPITAL INSURANCE	6,328	6,100	6,200	6,500	6,800
4299	VACANCY RATE	0	-18,500	0	-20,300	-21,600
Total: SALARIES & WAGES		562,189	596,500	612,200	655,200	698,400
SUPPLIES						
5110	OFFICE SUPPLIES	6,740	6,500	6,500	6,500	6,500
5115	PROGRAM EXPENSES	10,168	6,500	6,500	7,100	7,100
5125	PRINT SHOP	9,462	10,500	10,500	10,300	10,300
5230	BUILDING AND GROUNDS	12,153	12,000	12,000	13,000	13,000
Total: SUPPLIES		38,524	35,500	35,500	36,900	36,900
OPERATING EXPENSES						
6160	CONTRACT SERVICES	193,191	137,300	155,500	205,000	205,000
6210	TELEPHONE	29,753	30,200	25,000	25,100	25,100
6310	MILEAGE	220	300	300	300	300
6505	GENERAL LIABILITY	70,700	65,400	65,400	67,200	67,800
6507	WORKERS' COMPENSATION	40,500	43,200	43,200	42,500	43,000
6611	ELECTRIC	108,328	122,900	132,200	138,900	145,800
6612	GAS	8,801	8,200	8,800	9,500	10,000
6614	WATER	2,780	3,500	2,500	2,600	2,800
6730	OFFICE EQUIPMENT	38,917	44,600	44,600	7,100	7,100
6750	VEHICLE MAINTENANCE	1,985	2,500	2,500	2,500	2,600
6760	BUILDING REPAIR & MAINT	4,920	7,000	10,000	10,000	10,000
6930	MEMBERSHIP & PUBLICATIONS	4,530	5,500	5,500	5,800	5,800
6940	OFFICIAL MEETINGS	415	4,900	4,900	5,000	5,000
6960	EQUIPMENT REPLACEMENT	154,132	162,400	162,400	86,200	109,400
6970	TRAINING	2,264	2,600	2,600	2,100	2,100
6971	TUITION REIMBURSEMENT	4,571	6,200	2,100	7,100	7,100
6977	EMPLOYEE SUPPORT	1,050	1,100	1,100	1,100	1,100
Total: OPERATING EXPENSES		667,058	647,800	668,600	618,000	650,000
Total:		1,267,770	1,279,800	1,316,300	1,310,100	1,385,300
Fund/Division: 0015601						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						2.37 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5602		LIBRARY-INFORMATION SYSTEM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	41,439	46,000	46,300	50,900	54,500
4014	VACATION SELL BACK	1,635	0	0	0	0
4015	ALLOWANCES	14	700	0	0	0
4021	LONGEVITY PAY	23	0	0	0	0
4032	PART-TIME NON-PERS	35,729	41,200	41,200	47,100	47,100
4241	P.E.R.S	10,037	13,000	13,000	15,800	18,700
4244	MEDICAL/DENTAL INSURANCE	5,527	6,100	6,100	6,700	6,700
4245	LONG TERM DISABILITY	91	100	100	100	100
4247	LIFE INSURANCE	59	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,248	1,300	1,300	1,500	1,500
4299	VACANCY RATE	0	-3,300	0	-3,700	-3,900
Total: SALARIES & WAGES		95,803	105,200	108,100	118,500	124,800
SUPPLIES						
5110	OFFICE SUPPLIES	572	1,000	1,000	1,000	1,000
Total: SUPPLIES		572	1,000	1,000	1,000	1,000
Total:		96,374	106,200	109,100	119,500	125,800

Fund/Division: 0015602

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

12.52 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 5603		LIBRARY-SHELVING MGMT					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	52,168	52,400	55,000	56,500	60,500	
4011	SPECIALIST PAY	763	1,000	1,000	1,000	1,000	
4021	LONGEVITY PAY	383	500	0	600	600	
4032	PART-TIME NON-PERS	66,682	85,500	85,500	96,300	96,300	
4241	P.E.R.S	12,864	15,300	15,200	18,000	21,300	
4244	MEDICAL/DENTAL INSURANCE	12,066	12,200	12,300	13,400	13,400	
4245	LONG TERM DISABILITY	99	100	100	100	100	
4247	LIFE INSURANCE	65	100	100	100	100	
4250	FICA/HOSPITAL INSURANCE	1,711	2,000	1,900	2,300	2,300	
4299	VACANCY RATE	0	-5,100	0	-5,600	-5,900	
Total: SALARIES & WAGES		146,801	164,000	171,100	182,700	189,700	
SUPPLIES							
5110	OFFICE SUPPLIES	299	300	300	300	300	
Total: SUPPLIES		299	300	300	300	300	
Total:		147,099	164,300	171,400	183,000	190,000	

Fund/Division: 0015603

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

11.38 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5604		LIBRARY-CIRCULATION				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	177,605	186,800	161,500	174,600	183,700
4011	SPECIALIST PAY	1,175	1,000	600	0	0
4014	VACATION SELL BACK	968	2,000	0	0	0
4021	LONGEVITY PAY	3,292	3,300	1,400	400	1,100
4032	PART-TIME NON-PERS	34,101	43,500	43,500	47,500	47,500
4241	P.E.R.S	46,587	56,700	46,300	55,300	64,600
4244	MEDICAL/DENTAL INSURANCE	43,272	42,600	38,900	46,800	46,800
4245	LONG TERM DISABILITY	396	400	400	400	400
4247	LIFE INSURANCE	258	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	2,721	3,400	2,700	3,300	3,400
4299	VACANCY RATE	0	-10,200	0	-9,900	-10,400
Total: SALARIES & WAGES		310,376	329,800	295,600	318,700	337,400
SUPPLIES						
5110	OFFICE SUPPLIES	3,746	7,400	5,600	2,000	5,600
Total: SUPPLIES		3,746	7,400	5,600	2,000	5,600
Total:		314,122	337,200	301,200	320,700	343,000

Fund/Division: 0015604

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(4.89) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5605		LIBRARY-CHILDREN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	219,055	259,600	261,500	270,400	280,200
4021	LONGEVITY PAY	2,194	2,200	2,200	2,200	2,400
4032	PART-TIME NON-PERS	9,014	10,000	10,000	0	0
4241	P.E.R.S.	57,893	78,700	79,000	89,400	102,300
4244	MEDICAL/DENTAL INSURANCE	38,244	48,700	49,000	53,500	53,500
4245	LONG TERM DISABILITY	380	500	500	500	500
4247	LIFE INSURANCE	247	300	400	400	400
4250	FICA/HOSPITAL INSURANCE	3,517	3,900	3,900	4,000	4,100
4299	VACANCY RATE	0	-12,100	0	-12,600	-13,300
Total: SALARIES & WAGES		330,545	391,800	406,500	407,800	430,100
SUPPLIES						
5110	OFFICE SUPPLIES	2,350	2,400	2,400	2,400	2,400
5115	PROGRAM EXPENSES	478	1,100	1,100	800	800
Total: SUPPLIES		2,828	3,500	3,500	3,200	3,200
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	57,500	57,500	57,500	60,000	60,000
6923	ELECTRONIC RESOURCES	4,473	7,100	7,100	9,500	9,500
Total: OPERATING EXPENSES		61,973	64,600	64,600	69,500	69,500
Total:		395,346	459,900	474,600	480,500	502,800

Fund/Division: 0015605

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.48 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 5607		LIBRARY-TECHNICAL					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	280,858	288,100	274,400	296,100	304,500	
4014	VACATION SELL BACK	1,235	1,500	1,200	1,200	1,200	
4020	STABILITY PAY	500	500	500	500	500	
4021	LONGEVITY PAY	6,585	5,500	6,500	5,500	5,700	
4241	P.E.R.S	75,164	89,200	85,500	100,100	113,700	
4244	MEDICAL/DENTAL INSURANCE	46,444	48,700	45,200	53,500	53,500	
4245	LONG TERM DISABILITY	496	500	500	500	500	
4247	LIFE INSURANCE	323	300	300	400	400	
4250	FICA/HOSPITAL INSURANCE	3,048	4,300	2,900	2,900	3,000	
4299	VACANCY RATE	0	-13,200	0	-13,800	-14,500	
Total: SALARIES & WAGES		414,654	425,400	417,000	446,900	468,500	
SUPPLIES							
5110	OFFICE SUPPLIES	11,721	15,100	15,100	14,000	14,000	
Total: SUPPLIES		11,721	15,100	15,100	14,000	14,000	
OPERATING EXPENSES							
6921	BIBLIOGRAPHIC UTILITIES	28,027	29,000	29,000	30,500	31,200	
6922	LIBRARY MATERIALS	8,389	8,500	8,500	8,500	8,500	
Total: OPERATING EXPENSES		36,417	37,500	37,500	39,000	39,700	
Total:		462,791	478,000	469,600	499,900	522,200	

Fund/Division: 0015607

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.58 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5608		LIBRARY-ADULT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	359,121	372,600	313,400	357,200	374,100
4011	SPECIALIST PAY	969	1,000	1,000	1,000	1,000
4014	VACATION SELL BACK	1,359	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	7,271	7,600	6,400	6,100	6,500
4241	P.E.R.S	96,885	116,500	97,300	119,700	138,500
4244	MEDICAL/DENTAL INSURANCE	55,327	54,800	47,400	60,200	60,200
4245	LONG TERM DISABILITY	496	500	500	500	500
4247	LIFE INSURANCE	323	300	300	400	400
4250	FICA/HOSPITAL INSURANCE	5,272	5,500	4,400	5,300	5,600
4299	VACANCY RATE	0	-16,800	0	-16,500	-17,600
Total: SALARIES & WAGES		527,022	543,000	471,700	534,900	570,200
SUPPLIES						
5110	OFFICE SUPPLIES	1,551	1,600	1,600	1,900	1,900
5115	PROGRAM EXPENSES	987	2,000	2,200	1,500	1,500
Total: SUPPLIES		2,538	3,600	3,800	3,400	3,400
OPERATING EXPENSES						
6922	LIBRARY MATERIALS	179,052	155,700	155,700	150,900	150,900
6923	ELECTRONIC RESOURCES	18,000	53,800	53,800	58,600	58,600
Total: OPERATING EXPENSES		197,052	209,500	209,500	209,500	209,500
Total:		726,613	756,100	685,000	747,800	783,100

Fund/Division: 0015608

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(1.10) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5620		LIBRARY-MUSEUM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	101,128	104,700	105,100	109,000	113,000
4021	LONGEVITY PAY	1,097	1,400	1,400	1,700	1,700
4130	OVERTIME	828	2,100	2,100	2,100	2,100
4241	P.E.R.S.	26,488	31,900	31,900	36,300	41,500
4244	MEDICAL/DENTAL INSURANCE	17,899	18,300	18,200	20,100	20,100
4245	LONG TERM DISABILITY	198	200	200	200	200
4247	LIFE INSURANCE	129	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	1,663	1,500	1,700	1,700	1,700
4299	VACANCY RATE	0	-4,800	0	-5,100	-5,400
Total: SALARIES & WAGES		149,429	155,400	160,700	166,200	175,100
SUPPLIES						
5110	OFFICE SUPPLIES	2,262	2,300	2,300	2,300	2,300
5115	PROGRAM EXPENSES	8,190	8,300	8,300	9,300	9,300
5125	PRINT SHOP	1,903	2,700	2,700	3,000	3,000
5230	BUILDING AND GROUNDS	1,010	800	800	800	800
Total: SUPPLIES		13,366	14,100	14,100	15,400	15,400
OPERATING EXPENSES						
6160	CONTRACT SERVICES	15,809	15,600	16,300	16,100	16,100
6210	TELEPHONE	626	500	700	700	700
6310	MILEAGE	440	300	300	300	300
6730	OFFICE EQUIPMENT	1,257	1,100	1,100	1,500	1,500
6760	BUILDING REPAIR & MAINT	486	1,500	2,000	1,500	1,500
6925	ARTIFACT	2,531	2,500	2,500	2,500	2,500
6930	MEMBERSHIP & PUBLICATIONS	1,023	1,200	1,200	1,200	1,200
6940	OFFICIAL MEETINGS	1,310	1,900	1,900	2,500	2,500
6960	EQUIPMENT REPLACEMENT	0	6,500	6,500	13,700	28,500
6970	TRAINING	443	1,000	1,000	1,000	1,000
Total: OPERATING EXPENSES		23,925	32,100	33,500	41,000	55,800
Total:		186,720	201,600	208,300	222,600	246,300

Fund/Division: 0015620

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

10.42 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5630		MUSEUM EDUCATION CENTER				
SUPPLIES						
5230	BUILDING AND GROUNDS	4,996	500	500	500	500
Total: SUPPLIES		4,996	500	500	500	500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	5,024	5,200	6,800	6,900	6,900
6210	TELEPHONE	707	2,000	500	1,800	500
6730	OFFICE EQUIPMENT	0	1,500	1,500	1,500	1,500
6760	BUILDING REPAIR & MAINT	877	2,000	2,000	5,000	5,000
Total: OPERATING EXPENSES		6,608	10,700	10,800	15,200	13,900
Total:		11,604	11,200	11,300	15,700	14,400

Fund/Division: 0015630

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

40.18 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5640		PASSPORT PROCESSING				
SALARIES & WAGES						
4032	PART-TIME NON-PERS	0	53,000	49,300	54,000	54,000
4250	FICA/HOSPITAL INSURANCE	0	0	100	800	800
4299	VACANCY RATE	0	0	0	-1,600	-1,600
Total: SALARIES & WAGES		0	53,000	49,400	53,200	53,200
SUPPLIES						
5110	OFFICE SUPPLIES	0	7,000	7,000	15,000	15,000
Total: SUPPLIES		0	7,000	7,000	15,000	15,000
OPERATING EXPENSES						
6730	OFFICE EQUIPMENT	0	2,500	2,500	500	500
Total: OPERATING EXPENSES		0	2,500	2,500	500	500
Total:		0	62,500	58,900	68,700	68,700
Fund/Division: 0015640						9.92 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

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Narcotic Seizure

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	342,100	208,400	112,500
Estimated Revenue:			
Asset Seizure fund	10,000	70,000	70,000
Interest Earnings	800	1,000	1,000
Total Revenues	<hr/> 10,800	<hr/> 71,000	<hr/> 71,000
Estimated Funds Available	352,900	279,400	183,500
Proposed Expenditures:			
Equipment	0	0	0
F.A.S.T.	144,500	166,900	183,500
Total Expenditures	<hr/> 144,500	<hr/> 166,900	<hr/> 183,500
Ending Fund Balance	208,400	112,500	0

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
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TOTAL	1.00
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ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 2112		POLICE-STATE LA IMPACT					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	79,962	85,800	86,700	92,400	99,000	
4130	OVERTIME	231	1,000	1,000	1,000	1,100	
4138	HOLIDAY PAY	3,092	3,300	3,300	3,600	3,900	
4241	P.E.R.S.	33,935	44,200	42,400	52,600	62,100	
4244	MEDICAL/DENTAL INSURANCE	8,315	12,200	8,700	14,800	14,800	
4245	LONG TERM DISABILITY	213	200	200	200	200	
4247	LIFE INSURANCE	65	100	100	100	100	
4250	FICA/HOSPITAL INSURANCE	1,249	1,300	1,300	1,400	1,500	
Total: SALARIES & WAGES		127,061	148,100	143,700	166,100	182,700	
SUPPLIES							
5280	UNIFORM	750	800	800	800	800	
Total: SUPPLIES		750	800	800	800	800	
Total:		127,811	148,900	144,500	166,900	183,500	

Fund/Division: 0032112

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

12.09 %

Citizens Option for Public Safety (COPS) Program Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	257,800	249,800	250,500
Estimated Revenue:			
C.O.P.S. AB 3229 Funds	140,000	154,000	169,400
Interest Income	2,600	5,000	5,000
Total Revenues	142,600	159,000	174,400
Estimated Funds Available	400,400	408,800	424,900
Proposed Expenditures:			
Operating Costs	150,600	158,300	165,500
Total Expenditures	150,600	158,300	165,500
Ending Fund Balance	249,800	250,500	259,400

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	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2112		SLESF - CRIME ANALYST				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	84,020	91,200	91,500	93,700	95,600
4021	LONGEVITY PAY	0	0	0	0	1,100
4241	P.E.R.S	21,737	25,900	25,800	29,100	33,200
4242	NON-PERSABLE COMPENSATION	436	500	500	500	500
4244	MEDICAL/DENTAL INSURANCE	15,951	16,200	16,300	17,400	17,400
4245	LONG TERM DISABILITY	99	100	100	100	100
4247	LIFE INSURANCE	288	300	300	400	400
4250	FICA/HOSPITAL INSURANCE	1,594	1,300	1,500	1,400	1,400
Total: SALARIES & WAGES		124,125	135,500	136,000	142,600	149,700
SUPPLIES						
5260	FIELDS	9,257	9,000	9,000	10,000	10,000
Total: SUPPLIES		9,257	9,000	9,000	10,000	10,000
OPERATING EXPENSES						
6505	GENERAL LIABILITY	2,600	2,400	2,400	2,600	2,600
6507	WORKERS' COMPENSATION	3,000	3,200	3,200	3,100	3,200
Total: OPERATING EXPENSES		5,600	5,600	5,600	5,700	5,800
Total:		138,982	150,100	150,600	158,300	165,500

Fund/Division: 0042112

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

5.46 %

High School Law Enforcement

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
Estimated Revenue:			
Grants	0	0	0
School District	80,000	80,000	80,000
General Fund Contribution	129,800	142,100	153,500
Total Revenues	<u>209,800</u>	<u>222,100</u>	<u>233,500</u>
Estimated Funds Available	209,800	222,100	233,500
Proposed Expenditures:			
Operating Costs	209,800	222,100	233,500
Total Expenditures	<u>209,800</u>	<u>222,100</u>	<u>233,500</u>
Ending Fund Balance	0	0	0

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
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TOTAL	1.00
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ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2112		LLEBG HIGH SCHOOL				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	98,614	103,500	104,500	106,100	108,200
4011	SPECIALIST PAY	5,683	5,800	6,000	6,000	6,000
4013	VACATION PAY OFF	17,103	0	0	0	0
4014	VACATION SELL BACK	2,577	5,700	2,100	5,700	5,700
4021	LONGEVITY PAY	1,096	1,100	1,100	1,100	1,300
4130	OVERTIME	863	2,700	5,100	2,800	2,800
4138	HOLIDAY PAY	1,964	4,200	4,200	4,400	4,500
4241	P.E.R.S.	53,665	62,900	62,500	71,000	79,800
4244	MEDICAL/DENTAL INSURANCE	10,667	12,200	14,400	14,800	14,800
4245	LONG TERM DISABILITY	170	200	200	200	200
4247	LIFE INSURANCE	65	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	1,828	1,700	1,600	1,800	1,800
Total: SALARIES & WAGES		194,294	200,100	201,800	214,000	225,200
SUPPLIES						
5280	UNIFORM	750	800	800	800	800
Total: SUPPLIES		750	800	800	800	800
OPERATING EXPENSES						
6505	GENERAL LIABILITY	3,400	3,300	3,300	3,500	3,600
6507	WORKERS' COMPENSATION	3,700	3,900	3,900	3,800	3,900
Total: OPERATING EXPENSES		7,100	7,200	7,200	7,300	7,500
Total:		202,144	208,100	209,800	222,100	233,500

Fund/Division: 0062112

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

6.73 %

Medical/Dental Insurance Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	348,700	348,700	348,700
Estimated Revenue:			
Charges to City Departments	4,055,600	4,561,000	4,561,000
Total Revenues	<hr/> 4,055,600	4,561,000	4,561,000
Estimated Funds Available	4,404,300	4,909,700	4,909,700
Proposed Expenditures:			
Claims & Administration	4,054,000	4,559,300	4,559,300
Transfer to General Fund	1,600	1,700	1,700
Total Expenditures	<hr/> 4,055,600	4,561,000	4,561,000
Ending Fund Balance	348,700	348,700	348,700

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	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION:	MEDICAL/DENTAL					
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	1,700	1,600	1,600	1,700	1,700
Total: OPERATING EXPENSES		1,700	1,600	1,600	1,700	1,700
SPECIAL PROGRAMS						
7344	CLAIMS & ADMINISTRATIVE	3,382,759	3,814,000	3,814,000	4,309,300	4,309,300
7345	MEDICAL/DENTAL CLAIMS	238,164	240,000	240,000	250,000	250,000
Total: SPECIAL PROGRAMS		3,620,923	4,054,000	4,054,000	4,559,300	4,559,300
Total:		3,622,623	4,055,600	4,055,600	4,561,000	4,561,000
Fund/Division:	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					12.46 %

IRS Task Force

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	458,600	459,600	460,600
Estimated Revenue:			
Interest Earnings	1,000	1,000	1,000
Asset Seizure Revenue	0	0	0
Total Revenues	<hr/> 1,000	<hr/> 1,000	<hr/> 1,000
Estimated Funds Available	459,600	460,600	461,600
Proposed Expenditures:			
Operating Expenses	0	0	0
Total Expenditures	<hr/> 0	<hr/> 0	<hr/> 0
Ending Fund Balance	459,600	460,600	461,600
<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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	3,239,600	3,440,300	3,509,000
Estimated Revenue:			
Transfer from General Fund	0	0	0
Charges to City Departments - Liability	1,166,600	1,219,800	1,230,700
Charges to City Departments - Worker's Compensation	1,191,200	1,159,100	1,170,600
Misc. Reimbursement	20,000	0	0
Interest Earnings	20,000	68,800	70,200
Total Revenues	2,397,800	2,447,700	2,471,500
Estimated Funds Available	5,637,400	5,888,000	5,980,500
Proposed Expenditures:			
Claims & Administration	1,200,000	1,200,000	1,200,000
Excess Insurance Premium	639,000	767,000	770,000
Claims Management	129,000	132,000	132,000
Operating Costs	229,100	280,000	298,800
Total Expenditures	2,197,100	2,379,000	2,400,800
Ending Fund Balance	3,440,300	3,509,000	3,579,700

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
TOTAL	1.60

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 9901		WORKERS COMPENSATION				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	73,400	88,100	66,500	90,300	96,000
4013	VACATION PAY OFF	1,104	0	6,100	0	0
4014	VACATION SELL BACK	942	1,500	500	500	500
4015	ALLOWANCES	214	200	100	300	300
4021	LONGEVITY PAY	168	400	100	200	200
4030	PART-TIME PERS ONLY	861	0	700	0	0
4032	PART-TIME NON-PERS	171	0	2,700	0	0
4241	P.E.R.S.	19,057	26,200	20,400	29,100	34,300
4242	NON-PERSABLE COMPENSATION	272	300	200	300	400
4244	MEDICAL/DENTAL INSURANCE	9,608	14,300	11,600	15,500	15,500
4245	LONG TERM DISABILITY	83	100	100	100	100
4247	LIFE INSURANCE	194	200	200	300	300
4250	FICA/HOSPITAL INSURANCE	1,182	1,300	1,200	1,400	1,400
Total: SALARIES & WAGES		107,257	132,600	110,400	138,000	149,000
SUPPLIES						
Total: SUPPLIES		0	0	0	0	0
OPERATING EXPENSES						
6160	CONTRACT SERVICES	24,372	39,000	39,000	39,000	39,000
6551	CLAIMS & CLAIMS EXPENSE	849,303	650,000	600,000	600,000	600,000
6577	POLICE W/C	1,826	0	0	0	0
6584	LIBRARY W/C	248	0	0	0	0
6586	GARAGE W/C	35	0	0	0	0
6930	MEMBERSHIP & PUBLICATIONS	385	700	500	700	700
6940	OFFICIAL MEETINGS	429	900	900	900	900
6970	TRAINING	1,350	2,000	1,000	1,500	1,500
Total: OPERATING EXPENSES		877,947	692,600	641,400	642,100	642,100
SPECIAL PROGRAMS						
7321	REINSURANCE	232,343	260,000	230,000	270,000	270,000
7323	ADMINISTRATION	103,026	106,000	106,000	109,000	109,000
Total: SPECIAL PROGRAMS		335,369	366,000	336,000	379,000	379,000
Total:		1,320,573	1,191,200	1,087,800	1,159,100	1,170,100
Fund/Division: 0089901						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR (2.69) %						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 9902		LIABILITY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	57,945	65,900	44,100	65,100	69,000
4013	VACATION PAY OFF	627	0	6,100	0	0
4014	VACATION SELL BACK	942	1,500	500	0	0
4015	ALLOWANCES	214	200	100	300	300
4021	LONGEVITY PAY	168	400	100	200	200
4030	PART-TIME PERS ONLY	861	0	700	0	0
4032	PART-TIME NON-PERS	171	0	2,700	0	0
4241	P.E.R.S.	15,275	19,900	14,100	21,300	25,000
4242	NON-PERSABLE COMPENSATION	272	300	200	300	400
4244	MEDICAL/DENTAL INSURANCE	6,108	9,400	6,600	10,100	10,100
4245	LONG TERM DISABILITY	54	100	0	100	100
4247	LIFE INSURANCE	175	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	934	1,000	900	1,000	1,100
Total: SALARIES & WAGES		83,747	98,900	76,200	98,600	106,400
OPERATING EXPENSES						
6551	CLAIMS & CLAIMS EXPENSE	698,356	600,000	600,000	600,000	600,000
6930	MEMBERSHIP & PUBLICATIONS	0	600	400	600	600
6940	OFFICIAL MEETINGS	241	700	700	700	700
Total: OPERATING EXPENSES		698,597	601,300	601,100	601,300	601,300
SPECIAL PROGRAMS						
7321	REINSURANCE	403,524	443,400	409,000	497,000	500,000
7323	ADMINISTRATION	22,950	23,000	23,000	23,000	23,000
Total: SPECIAL PROGRAMS		426,474	466,400	432,000	520,000	523,000
Total:		1,208,818	1,166,600	1,109,300	1,219,900	1,230,700

Fund/Division: 0089902

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.57 %

Homeland Security Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
Estimated Revenue:			
Homeland Security	10,000	10,000	10,000
Total Revenues	10,000	10,000	10,000
Estimated Funds Available	10,000	10,000	10,000
Proposed Expenditures:			
Equipment	10,000	10,000	10,000
Total Expenditures	10,000	10,000	10,000
Ending Fund Balance	0	0	0

Purpose of Funds:

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

Office of Traffic Safety Grant

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
Estimated Revenue:			
Grant Revenue	104,000	107,000	107,000
Total Revenues	<hr/> 104,000	107,000	107,000
Estimated Funds Available	104,000	107,000	107,000
Proposed Expenditures:			
Operating Expenses	104,000	107,000	107,000
Total Expenditures	<hr/> 104,000	107,000	107,000
Ending Fund Balance	0	0	0
<hr/> <hr/>			

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 2112	OTS GRANT					
SALARIES & WAGES						
4130	OVERTIME	59,073	97,600	97,600	100,000	100,000
4250	FICA/HOSPITAL INSURANCE	855	1,400	1,000	1,500	1,500
Total: SALARIES & WAGES		59,928	99,000	98,600	101,500	101,500
SUPPLIES						
5260	FIELDS	1,446	2,300	2,300	2,300	2,300
Total: SUPPLIES		1,446	2,300	2,300	2,300	2,300
OPERATING EXPENSES						
6160	CONTRACT SERVICES	0	600	600	700	700
6970	TRAINING	0	2,500	2,500	2,500	2,500
Total: OPERATING EXPENSES		0	3,100	3,100	3,200	3,200
Total:		61,374	104,400	104,000	107,000	107,000
Fund/Division: 0162112						2.49 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,351,601	1,351,601	1,351,601
Estimated Revenue:			
Transfer from General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	1,351,601	1,351,601	1,351,601
Proposed Expenditures:			
Contribution to OPEB Trust	0	0	0
Total Expenditures	0	0	0
Ending Fund Balance	1,351,601	1,351,601	1,351,601

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	10,147,000	10,147,000	10,147,000
Estimated Revenue:			
Transfer-in General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	10,147,000	10,147,000	10,147,000
Proposed Expenditures:			
December Windstorm	0	0	0
Total Expenditures	0	0	0
Ending Fund Balance	10,147,000	10,147,000	10,147,000

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	9,962,800	10,986,500	11,621,600
Estimated Revenue:			
Dwelling Unit Fees	950,000	1,600,000	900,000
Grants	0	568,800	0
Interest Earnings	100,000	219,700	232,400
Total Revenues	1,050,000	2,388,500	1,132,400
Estimated Funds Available	11,012,800	13,375,000	12,754,000
Proposed Expenditures:			
General Fund Overhead	24,300	25,800	26,300
Capital Projects	2,000	1,727,600	6,210,000
Total Expenditures	26,300	1,753,400	6,236,300
Ending Fund Balance	10,986,500	11,621,600	6,517,700

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION:	PARKS & RECREATION					
OPERATING EXPENSES						
6995 GENERAL FUND CHARGES	21,000	24,300	24,300	25,800	26,300	
Total: OPERATING EXPENSES	21,000	24,300	24,300	25,800	26,300	
Total:	21,000	24,300	24,300	25,800	26,300	
Fund/Division:	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					6.17 %

Traffic Safety Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
Estimated Revenue:			
Miscellaneous Fines	100,000	100,000	100,000
Parking Citations	120,000	120,000	120,000
Total Revenues	220,000	220,000	220,000
Estimated Funds Available	220,000	220,000	220,000
Proposed Expenditures:			
Transfer to General Fund	220,000	220,000	220,000
Total Expenditures	220,000	220,000	220,000
Ending Fund Balance	0	0	0

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	707,800	514,900	525,200
<hr/>			
Estimated Revenue:			
PEG	0	0	0
Interest Earnings	7,100	10,300	10,500
Total Revenues	<hr/> 7,100	<hr/> 10,300	<hr/> 10,500
Estimated Funds Available	714,900	525,200	535,700
Proposed Expenditures:			
Capital Improvement Project	200,000	0	0
Operating Costs	0	0	0
Total Expenditures	<hr/> 200,000	<hr/> 0	<hr/> 0
Ending Fund Balance	514,900	525,200	535,700
<hr/>			

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	15,085	12,985	29,285
Estimated Revenue:			
Used Oil Grant	15,300	16,000	16,000
Interest Earnings	100	300	300
Total Revenues	15,400	16,300	16,300
Estimated Funds Available	30,485	29,285	45,585
Proposed Expenditures:			
Operating Costs	17,500	0	0
Total Expenditures	17,500	0	0
Ending Fund Balance	12,985	29,285	45,585

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3340	USED OIL GRANT					
SUPPLIES						
Total: SUPPLIES		0	0	0	0	0
SPECIAL PROGRAMS						
7251	PROGRAM EXP OPP7-16-0046	6,557	0	14,000	0	0
7254	PROGRAM EXP IPP6-15-0046	14,082	6,000	3,500	0	0
Total: SPECIAL PROGRAMS		20,639	6,000	17,500	0	0
Total:		20,639	6,000	17,500		0
Fund/Division: 1123340						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(100.00) %

DOC Beverage Grant

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	18,100	18,400	18,000
Estimated Revenue:			
Grant	0	14,500	14,500
Interest Earnings	300	400	400
Total Revenues	300	14,900	14,900
Estimated Funds Available	18,400	33,300	32,900
Proposed Expenditures:			
Operating Costs	0	15,300	15,300
Total Expenditures	0	15,300	15,300
Ending Fund Balance	18,400	18,000	17,600

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3340	DOC BEVERAGE					
SUPPLIES						
5115 PROGRAM EXPENSES		45,574	15,300	0	15,300	15,300
Total: SUPPLIES		45,574	15,300	0	15,300	15,300
Total:		45,574	15,300	0	15,300	15,300
Fund/Division: 1143340	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					
						0.00 %

Solid Waste Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,450,800	1,507,300	1,570,400
Estimated Revenue:			
Solid Waste Assessments	435,000	450,000	450,000
Waste Management Administrative fees	112,000	114,000	114,000
Interest Earnings	14,500	30,100	31,400
Total Revenues	561,500	594,100	595,400
Estimated Funds Available	2,012,300	2,101,400	2,165,800
Proposed Expenditures:			
Operating Costs	393,000	417,000	430,400
Transfer to General fund	112,000	114,000	114,000
Total Expenditures	505,000	531,000	544,400
Ending Fund Balance	1,507,300	1,570,400	1,621,400

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*

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
TOTAL	1.60

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 1901		SOLID WASTE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	157,325	164,300	162,300	168,700	172,700
4011	SPECIALIST PAY	97	100	100	100	100
4013	VACATION PAY OFF	0	0	100	100	100
4014	VACATION SELL BACK	911	2,000	2,000	2,000	2,000
4015	ALLOWANCES	163	200	200	200	200
4021	LONGEVITY PAY	1,913	2,000	1,900	2,200	2,200
4032	PART-TIME NON-PERS	0	11,100	6,000	11,100	11,100
4241	P.E.R.S.	44,836	50,900	50,000	57,100	64,600
4242	NON-PERSABLE COMPENSATION	727	800	800	800	900
4244	MEDICAL/DENTAL INSURANCE	25,737	26,000	25,500	27,300	27,300
4245	LONG TERM DISABILITY	163	200	200	200	200
4247	LIFE INSURANCE	482	500	500	600	600
4250	FICA/HOSPITAL INSURANCE	2,354	2,400	2,500	2,700	2,800
Total: SALARIES & WAGES		234,707	260,500	252,100	273,100	284,800
SUPPLIES						
5110	OFFICE SUPPLIES	2,172	3,000	3,000	3,000	3,000
5125	PRINT SHOP	14,297	14,500	14,500	14,500	14,500
5260	FIELDS	7,489	7,500	6,000	6,000	6,000
Total: SUPPLIES		23,958	25,000	23,500	23,500	23,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	22,710	23,000	23,000	23,000	23,000
6210	TELEPHONE	537	400	400	400	400
6505	GENERAL LIABILITY	5,600	5,300	5,300	5,500	5,600
6507	WORKERS' COMPENSATION	6,400	6,900	6,900	6,700	6,800
6750	VEHICLE MAINTENANCE	3,225	3,500	3,500	3,500	3,600
6902	DISPOSAL CHARGES	1,691	900	900	900	900
6930	MEMBERSHIP & PUBLICATIONS	545	700	700	700	700
6940	OFFICIAL MEETINGS	258	500	500	500	500
6970	TRAINING	1,534	1,800	1,800	1,800	1,800
6971	TUITION REIMBURSEMENT	0	5,100	3,000	6,000	6,000
6995	GENERAL FUND CHARGES	60,600	71,400	71,400	71,400	72,800
Total: OPERATING EXPENSES		103,102	119,500	117,400	120,400	122,100
Total:		361,766	405,000	393,000	417,000	430,400
Fund/Division: 1181901						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						2.96 %

State Gas Tax Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	215,500	48,455	155,140
Estimated Revenue:			
Gas Tax - Section 2106	197,470	196,253	196,253
Gas Tax - Section 2107	409,826	409,826	409,826
Gas Tax - Section 2107.5	7,500	7,500	7,500
Gas Tax - Section 2105	332,375	330,318	330,318
Gas Tax - Section 2103	228,460	439,864	439,864
Loan Repayment, SB1	65,224	65,224	65,224
Interest Earnings	2,200	1,000	3,100
Total Revenues	1,243,055	1,449,985	1,452,085
Estimated Funds Available	1,458,555	1,498,440	1,607,225
Proposed Expenditures:			
Operating Expense	2,000	2,000	2,000
Transfer to General Fund for street maintenance	1,217,500	1,341,300	1,404,300
Capital Projects	190,600	0	0
Total Expenditures	1,410,100	1,343,300	1,406,300
Ending Fund Balance	48,455	155,140	200,925

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3304	STREET MAINT					
OPERATING EXPENSES						
6160 CONTRACT SERVICES		1,816	2,000	2,000	2,000	2,000
Total: OPERATING EXPENSES		1,816	2,000	2,000	2,000	2,000
Total:		1,816	2,000	2,000	2,000	2,000
Fund/Division: 1423304	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					
						0.00 %

Road Maintenance And Rehabilitation Program (SB1)

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	4,815	4,870
Estimated Revenue:			
Account - Section 2030	327,215	952,755	952,755
Interest Earnings	0	100	100
Total Revenues	<u>327,215</u>	<u>952,855</u>	<u>952,855</u>
Estimated Funds Available	327,215	957,670	957,725
Proposed Expenditures:			
Capital Projects	322,400	952,800	900,000
Total Expenditures	<u>322,400</u>	<u>952,800</u>	<u>900,000</u>
Ending Fund Balance	4,815	4,870	57,725

Purpose of Funds:

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

Air Quality Management

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	130,600	57,100	58,000
Revenue From Other Agencies AB 2766	72,400	72,400	72,400
Interest Earnings	600	1,100	1,200
Total Revenues	73,000	73,500	73,600
Estimated Funds Available	203,600	130,600	131,600
Proposed Expenditures:			
Equipment Purchases	124,100	50,000	0
Operating Costs	22,400	22,600	22,600
Total Expenditures	146,500	72,600	22,600
Ending Fund Balance	57,100	58,000	109,000

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4103	AQMD - PLANNING					
SUPPLIES						
5115	PROGRAM EXPENSES	20,285	20,000	20,000	20,000	20,000
Total: SUPPLIES		20,285	20,000	20,000	20,000	20,000
OPERATING EXPENSES						
6505	GENERAL LIABILITY	400	400	400	400	400
6940	OFFICIAL MEETINGS	359	500	500	500	500
6995	GENERAL FUND CHARGES	1,400	1,500	1,500	1,700	1,700
Total: OPERATING EXPENSES		2,159	2,400	2,400	2,600	2,600
Total:		22,444	22,400	22,400	22,600	22,600

Fund/Division: 1514103

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

0.89 %

Community Development Block Grant Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
Estimated Revenue:			
Misc. Income	16,100	18,200	18,200
Block Grant Funds	516,500	287,200	288,600
Total Revenues	<u>532,600</u>	305,400	306,800
Estimated Funds Available	532,600	305,400	306,800
Proposed Expenditures:			
Housing Rehabilitation	244,200	240,700	242,100
Senior Information Services	23,500	20,500	20,500
Senior Meals	39,900	44,200	44,200
Capital Project	225,000	0	0
Total Expenditures	<u>532,600</u>	305,400	306,800
Ending Fund Balance	0	0	0

Purpose of Funds:

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

CDBG FUND

*No. of Employees
Full Time Equivalent*

Management Analyst 0.20

TOTAL 0.20

Account	Title	2016-17 Actual	2017-18 Budget	2017-18 Projected	2018-19 Budget	2019-20 Budget
Fund: 152						
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	24,115	18,300	18,500	18,800	19,200
4014	VACATION SELL BACK	386	700	400	400	400
4021	LONGEVITY PAY	378	200	200	300	400
4030	PART-TIME PERS ONLY	0	0	0	0	0
4032	PART-TIME NON-PERS	3,782	3,900	3,900	3,900	3,900
4130	OVERTIME	0	0	0	0	0
4241	P.E.R.S	7,028	5,700	5,700	6,400	7,300
4242	NON-PERSABLE COMPENSAT	89	100	100	100	100
4244	MEDICAL/DENTAL INSURANC	4,992	3,300	3,200	3,500	3,500
4245	LONG TERM DISABILITY	52	100	0	100	100
4247	LIFE INSURANCE	80	100	100	100	100
4250	FICA/HOSPITAL INSURANCE	466	400	400	400	400
Total: SALARIES & WAGES		41,366	32,800	32,500	34,000	35,400
SUPPLIES						
5110	OFFICE SUPPLIES	2,633	4,000	4,000	1,000	1,000
5116	SENIOR MEAL PROGRAM	35,868	35,900	35,900	40,200	40,200
5118	HOUSING IMPROVEMENT	135,446	270,000	190,000	180,000	180,000
5125	PRINT SHOP	12,271	20,200	20,200	20,200	20,200
Total: SUPPLIES		186,218	330,100	250,100	241,400	241,400
OPERATING EXPENSES						
6160	CONTRACT SERVICES	24,960	40,000	25,000	30,000	30,000
Total: OPERATING EXPENSES		24,960	40,000	25,000	30,000	30,000
Fund Summary:			252,544	402,900	307,600	305,400
						306,800

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 4307		C D B G-HOUSING					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	17,876	18,300	18,500	18,800	19,200	
4014	VACATION SELL BACK	386	700	400	400	400	
4021	LONGEVITY PAY	219	200	200	300	400	
4241	P.E.R.S	5,110	5,700	5,700	6,400	7,300	
4242	NON-PERSABLE COMPENSATION	89	100	100	100	100	
4244	MEDICAL/DENTAL INSURANCE	3,155	3,300	3,200	3,500	3,500	
4245	LONG TERM DISABILITY	20	100	0	100	100	
4247	LIFE INSURANCE	59	100	100	100	100	
4250	FICA/HOSPITAL INSURANCE	294	300	300	300	300	
Total: SALARIES & WAGES		27,208	28,800	28,500	30,000	31,400	
SUPPLIES							
5110	OFFICE SUPPLIES	455	500	500	500	500	
5118	HOUSING IMPROVEMENT	135,446	270,000	190,000	180,000	180,000	
5125	PRINT SHOP	271	200	200	200	200	
Total: SUPPLIES		136,172	270,700	190,700	180,700	180,700	
OPERATING EXPENSES							
6160	CONTRACT SERVICES	24,960	40,000	25,000	30,000	30,000	
Total: OPERATING EXPENSES		24,960	40,000	25,000	30,000	30,000	
Total:		188,340	339,500	244,200	240,700	242,100	

Fund/Division: 1524307

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(29.10) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5507		C D B G-SENIOR I & R				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	6,238	0	0	0	0
4021	LONGEVITY PAY	158	0	0	0	0
4241	P.E.R.S.	1,918	0	0	0	0
4244	MEDICAL/DENTAL INSURANCE	1,837	0	0	0	0
4245	LONG TERM DISABILITY	32	0	0	0	0
4247	LIFE INSURANCE	21	0	0	0	0
4250	FICA/HOSPITAL INSURANCE	117	0	0	0	0
Total: SALARIES & WAGES		10,321	0	0	0	0
SUPPLIES						
5110	OFFICE SUPPLIES	2,179	3,500	3,500	500	500
5125	PRINT SHOP	12,000	20,000	20,000	20,000	20,000
Total: SUPPLIES		14,179	23,500	23,500	20,500	20,500
Total:		24,500	23,500	23,500	20,500	20,500

Fund/Division: 1525507

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

(12.77) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5511		CDBG-SENIOR MEALS				
SALARIES & WAGES						
4032	PART-TIME NON-PERS	3,782	3,900	3,900	3,900	3,900
4250	FICA/HOSPITAL INSURANCE	55	100	100	100	100
Total: SALARIES & WAGES		3,836	4,000	4,000	4,000	4,000
SUPPLIES						
5116	SENIOR MEAL PROGRAM	35,868	35,900	35,900	40,200	40,200
Total: SUPPLIES		35,868	35,900	35,900	40,200	40,200
Total:		39,704	39,900	39,900	44,200	44,200
Fund/Division: 1525511						10.78 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

Santa Anita Grade Separation

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,831,300	794,900	810,800
Estimated Revenue:			
Grants	1,546,000	0	0
Interest Earnings	15,000	15,900	16,200
Total Revenues	<u>1,561,000</u>	<u>15,900</u>	<u>16,200</u>
Estimated Funds Available	3,392,300	810,800	827,000
Proposed Expenditures:			
Gold Line Capital projects	2,597,400	0	0
	<u>2,597,400</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	794,900	810,800	827,000

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
Estimated Operating Funds:			
TDA Article 4	267,834	343,383	343,383
Prop C 40% Muni Op Improvement	54,145	67,249	67,249
Foothill Transit Mitigation	7,863	12,312	12,312
Bus System Improvement Plan (BSIP)	21,806	22,406	22,406
Prop A 40% Discretionary	176,747	222,051	222,051
Measure R 20% Bus operation	108,606	139,554	139,554
Measure M 20% Bus operation	103,439	140,895	140,895
Transfer from Prop A Fund	771,600	924,840	931,620
Transfer from Measure R Fund	514,421	616,553	621,073
State Transit Assistance	10,093	55,882	55,882
Fare Box Receipts	15,000	15,000	15,000
Transit Security	7,146	4,975	4,975
Transit Passes	2,000	2,000	2,000
Total Operating	<u>2,060,700</u>	<u>2,567,100</u>	<u>2,578,400</u>
Estimated Capital Funds:			
Prop A Local Return	0	128,000	0
FTA Section 5307	0	512,000	0
Total Capital	<u>0</u>	<u>640,000</u>	<u>0</u>
Estimated Funds Available	2,060,700	3,207,100	2,578,400
Proposed Expenditures:			
New Buses purchase	0	640,000	0
Operating Costs	<u>2,060,700</u>	<u>2,567,100</u>	<u>2,578,400</u>
Total Expenditures	<u>2,060,700</u>	<u>3,207,100</u>	<u>2,578,400</u>
Ending Fund Balance	0	0	0

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
TOTAL	1.30

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4701		TRANSIT-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	129,902	132,600	133,500	135,900	138,700
4014	VACATION SELL BACK	595	600	700	600	600
4015	ALLOWANCES	518	500	500	600	600
4021	LONGEVITY PAY	1,701	1,700	1,700	2,300	2,300
4032	PART-TIME NON-PERS	310	0	0	0	0
4241	P.E.R.S	37,163	41,300	41,500	46,500	52,300
4242	NON-PERSABLE COMPENSATION	588	600	600	700	700
4244	MEDICAL/DENTAL INSURANCE	20,172	20,300	20,500	21,900	21,900
4245	LONG TERM DISABILITY	129	200	100	200	200
4247	LIFE INSURANCE	388	400	400	500	500
4250	FICA/HOSPITAL INSURANCE	1,767	1,900	1,900	2,100	2,100
Total: SALARIES & WAGES		193,234	200,100	201,400	211,300	219,900
SUPPLIES						
5110	OFFICE SUPPLIES	200	500	500	500	500
5125	PRINT SHOP	1,763	2,000	1,000	2,000	2,000
Total: SUPPLIES		1,963	2,500	1,500	2,500	2,500
OPERATING EXPENSES						
6210	TELEPHONE	0	500	0	0	0
6353	PROFESSIONAL & TECHNICAL	3,967	20,000	10,000	20,000	20,000
6355	CONTRACT OPERATIONS	1,488,376	1,970,000	1,700,000	2,172,700	2,172,700
6505	GENERAL LIABILITY	32,000	34,700	34,700	36,100	36,400
6507	WORKERS' COMPENSATION	2,800	3,000	3,000	2,900	3,000
6910	AUDIT	2,025	2,400	2,100	2,000	2,000
6930	MEMBERSHIP & PUBLICATIONS	2,202	2,300	2,300	2,300	2,300
6940	OFFICIAL MEETINGS	0	5,100	2,000	4,000	4,000
6990	DEPRECIATION	92,948	0	0	0	0
6995	GENERAL FUND CHARGES	92,900	103,700	103,700	113,300	115,600
Total: OPERATING EXPENSES		1,717,218	2,141,700	1,857,800	2,353,300	2,356,000
SPECIAL PROGRAMS						
7990	PENSION LIB ACCRUAL	23,003	0	0	0	0
Total: SPECIAL PROGRAMS		23,003	0	0	0	0
Total:		1,935,417	2,344,300	2,060,700	2,567,100	2,578,400

Fund/Division: 1544701

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

9.50 %

Proposition "A" Local Return Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,308,600	1,229,853	1,072,780
Estimated Revenue:			
Proposition "A" Allocation	1,061,053	1,122,967	1,122,967
Interest Earnings	13,100	24,600	21,500
Total Revenues	1,074,153	1,147,567	1,144,467
 Estimated Funds Available	 2,382,753	 2,377,420	 2,217,247
 Proposed Expenditures:			
Transfer for Bus Purchase	142,800	128,000	0
Transfer to Transit Fund	771,600	924,840	931,620
Operating Costs	238,500	251,800	261,100
Total Expenditures	1,152,900	1,304,640	1,192,720
 Ending Fund Balance	 1,229,853	 1,072,780	 1,024,527

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
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Deputy Director of Development Services/City Engineer	0.20
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Maintenance Worker	1.00
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TOTAL	1.30
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Account	Title	2016-17 Actual	2017-18 Budget	2017-18 Projected	2018-19 Budget	2019-20 Budget
Fund: 155						
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	96,156	101,500	102,400	105,900	108,500
4014	VACATION SELL BACK	2,676	2,600	2,600	2,600	2,600
4015	ALLOWANCES	699	700	700	800	800
4021	LONGEVITY PAY	826	600	800	900	1,800
4130	OVERTIME	171	0	0	0	0
4241	P.E.R.S	26,568	30,200	30,300	34,600	39,400
4242	NON-PERSABLE COMPENSAT	248	300	300	300	300
4244	MEDICAL/DENTAL INSURANCI	16,765	17,600	17,500	19,200	19,200
4245	LONG TERM DISABILITY	129	200	100	200	200
4247	LIFE INSURANCE	214	300	300	300	300
4250	FICA/HOSPITAL INSURANCE	1,541	1,500	1,600	1,600	1,700
Total: SALARIES & WAGES		145,990	155,500	156,600	166,400	174,800
SUPPLIES						
5260	FIELDS	1,334	1,300	1,300	1,300	1,300
5410	TOOLS	0	0	0	0	0
Total: SUPPLIES		1,334	1,300	1,300	1,300	1,300
OPERATING EXPENSES						
6505	GENERAL LIABILITY	3,700	3,300	3,300	3,600	3,600
6507	WORKERS' COMPENSATION	3,400	3,700	3,700	3,600	3,700
6750	VEHICLE MAINTENANCE	8,070	8,500	8,500	8,500	8,700
6930	MEMBERSHIP & PUBLICATION	17,250	17,300	17,300	17,300	17,300
6995	GENERAL FUND CHARGES	26,500	32,800	32,800	31,800	32,400
Total: OPERATING EXPENSES		58,920	65,600	65,600	64,800	65,700
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	14,837	15,000	15,000	19,300	19,300
Total: SPECIAL PROGRAMS		14,837	15,000	15,000	19,300	19,300
Fund Summary:		221,082	237,400	238,500	251,800	261,100

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 3304		PROP A/ BUS STOP MAINT					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	46,554	50,100	50,600	53,200	54,700	
4014	VACATION SELL BACK	1,106	1,000	1,000	1,000	1,000	
4021	LONGEVITY PAY	275	0	200	200	1,100	
4130	OVERTIME	171	0	0	0	0	
4241	P.E.R.S	12,432	14,200	14,200	16,600	19,200	
4244	MEDICAL/DENTAL INSURANCE	11,856	12,600	12,500	13,800	13,800	
4245	LONG TERM DISABILITY	99	100	100	100	100	
4247	LIFE INSURANCE	65	100	100	100	100	
4250	FICA/HOSPITAL INSURANCE	787	700	800	800	900	
Total: SALARIES & WAGES		73,346	78,800	79,500	85,800	90,900	
SUPPLIES							
5260	FIELDS	1,334	1,300	1,300	1,300	1,300	
Total: SUPPLIES		1,334	1,300	1,300	1,300	1,300	
OPERATING EXPENSES							
6505	GENERAL LIABILITY	1,700	1,600	1,600	1,700	1,700	
6507	WORKERS' COMPENSATION	2,400	2,600	2,600	2,600	2,600	
6750	VEHICLE MAINTENANCE	8,070	8,500	8,500	8,500	8,700	
6995	GENERAL FUND CHARGES	16,000	22,000	22,000	20,000	20,400	
Total: OPERATING EXPENSES		28,170	34,700	34,700	32,800	33,400	
Total:		102,851	114,800	115,500	119,900	125,600	

Fund/Division: 1553304

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.44 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4103		PROP A-DSD PLANNING & ADM				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	49,601	51,400	51,800	52,700	53,800
4014	VACATION SELL BACK	1,569	1,600	1,600	1,600	1,600
4015	ALLOWANCES	699	700	700	800	800
4021	LONGEVITY PAY	551	600	600	700	700
4241	P.E.R.S	14,136	16,000	16,100	18,000	20,200
4242	NON-PERSABLE COMPENSATION	248	300	300	300	300
4244	MEDICAL/DENTAL INSURANCE	4,909	5,000	5,000	5,400	5,400
4245	LONG TERM DISABILITY	30	100	0	100	100
4247	LIFE INSURANCE	149	200	200	200	200
4250	FICA/HOSPITAL INSURANCE	753	800	800	800	800
Total: SALARIES & WAGES		72,644	76,700	77,100	80,600	83,900
OPERATING EXPENSES						
6505	GENERAL LIABILITY	1,700	1,500	1,500	1,600	1,600
6507	WORKERS' COMPENSATION	1,000	1,100	1,100	1,000	1,100
6930	MEMBERSHIP & PUBLICATIONS	17,250	17,300	17,300	17,300	17,300
6995	GENERAL FUND CHARGES	9,700	9,900	9,900	10,800	11,000
Total: OPERATING EXPENSES		29,650	29,800	29,800	30,700	31,000
Total:		102,294	106,500	106,900	111,300	114,900
Fund/Division: 1554103						4.51 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 5504		PROP A/ RECREATN TRANSPTN				
OPERATING EXPENSES						
6505	GENERAL LIABILITY	300	200	200	300	300
6995	GENERAL FUND CHARGES	800	900	900	1,000	1,000
Total: OPERATING EXPENSES		1,100	1,100	1,100	1,300	1,300
SPECIAL PROGRAMS						
7220	EXCURSIONS/SPECIAL EVENT	14,837	15,000	15,000	19,300	19,300
Total: SPECIAL PROGRAMS		14,837	15,000	15,000	19,300	19,300
Total:		15,937	16,100	16,100	20,600	20,600

Fund/Division: 1555504

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

27.95 %

Proposition "C" Local Return Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,260,100	234,016	170,588
Estimated Revenue:			
Proposition "C" Allocation	880,116	931,472	931,472
Grants	114,000	0	0
Interest Earnings	11,000	4,700	3,400
Total Revenues	1,005,116	936,172	934,872
Estimated Funds Available	2,265,216	1,170,188	1,105,460
Proposed Expenditures:			
Capital Projects	1,936,800	900,000	600,000
Operating Costs	94,400	99,600	103,200
Total Expenditures	2,031,200	999,600	703,200
Ending Fund Balance	234,016	170,588	402,260

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
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Deputy Director of Development Services/City Engineer	0.20
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TOTAL	0.30
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ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED	
DIVISION: 4103		PROP C -PLANNING/ADMIN					
SALARIES & WAGES							
4010	REGULAR EMPLOYEES	51,123	51,400	51,800	52,700	53,800	
4014	VACATION SELL BACK	1,569	1,900	1,600	1,900	1,900	
4015	ALLOWANCES	723	700	700	800	800	
4021	LONGEVITY PAY	568	600	600	700	700	
4241	P.E.R.S	14,623	16,000	16,100	18,000	20,200	
4242	NON-PERSABLE COMPENSATION	256	300	300	300	300	
4244	MEDICAL/DENTAL INSURANCE	4,915	5,000	5,000	5,400	5,400	
4245	LONG TERM DISABILITY	30	100	0	100	100	
4247	LIFE INSURANCE	149	200	200	200	200	
4250	FICA/HOSPITAL INSURANCE	779	800	800	800	800	
Total: SALARIES & WAGES		74,735	77,000	77,100	80,900	84,200	
OPERATING EXPENSES							
6505	GENERAL LIABILITY	1,600	1,300	1,300	1,300	1,300	
6507	WORKERS' COMPENSATION	1,200	1,300	1,300	1,300	1,300	
6995	GENERAL FUND CHARGES	13,900	14,700	14,700	16,100	16,400	
Total: OPERATING EXPENSES		16,700	17,300	17,300	18,700	19,000	
Total:		91,435	94,300	94,400	99,600	103,200	
Fund/Division: 1574103						5.62 %	
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR							

Transportation Impact Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	3,047,600	1,350,500	1,427,500
Estimated Revenue:			
Other Grants	560,000	0	0
Impact Fees	300,000	300,000	300,000
Interest Earnings	26,400	27,000	28,600
Total Revenues	<u>886,400</u>	<u>327,000</u>	<u>328,600</u>
Estimated Funds Available	3,934,000	1,677,500	1,756,100
Proposed Expenditures:			
Capital Projects	2,583,500	250,000	300,000
Total Expenditures	<u>2,583,500</u>	<u>250,000</u>	<u>300,000</u>
Ending Fund Balance	<u>1,350,500</u>	<u>1,427,500</u>	<u>1,456,100</u>

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 "R" Local Return Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,777,300	368,479	389,944
Estimated Revenue:			
Proposition "R" Allocation	660,100	698,618	698,618
Grants	1,500,000	0	0
Interest Earnings	12,000	7,400	7,800
Total Revenues	2,172,100	706,018	706,418
Estimated Funds Available	3,949,400	1,074,497	1,096,362
Proposed Expenditures:			
Transfer to Transit Fund	514,421	616,553	621,073
Operating Costs	64,500	68,000	70,500
Capital Projects	3,002,000	0	0
Total Expenditures	3,580,921	684,553	691,573
Ending Fund Balance	368,479	389,944	404,789

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
TOTAL	0.20

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4701		MEASURE R				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	34,568	35,300	35,500	36,200	36,900
4014	VACATION SELL BACK	964	1,000	1,000	1,000	1,000
4015	ALLOWANCES	614	600	600	700	700
4021	LONGEVITY PAY	362	400	400	400	400
4241	P.E.R.S	9,864	11,000	11,000	12,300	13,900
4242	NON-PERSABLE COMPENSATION	173	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	3,319	3,400	3,400	3,600	3,600
4245	LONG TERM DISABILITY	20	100	0	100	100
4247	LIFE INSURANCE	102	100	100	200	200
4250	FICA/HOSPITAL INSURANCE	520	500	500	600	600
Total: SALARIES & WAGES		50,506	52,600	52,700	55,300	57,600
OPERATING EXPENSES						
6505	GENERAL LIABILITY	900	900	900	900	900
6507	WORKERS' COMPENSATION	700	700	700	700	700
6995	GENERAL FUND CHARGES	10,000	10,200	10,200	11,100	11,300
Total: OPERATING EXPENSES		11,600	11,800	11,800	12,700	12,900
Total:		62,106	64,400	64,500	68,000	70,500
Fund/Division: 1614701						5.59 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

Measure "M" Local Return Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	711,693	342,644
Estimated Revenue:			
Proposition "M" Allocation	710,693	791,751	791,751
Interest Earnings	1,000	14,200	6,900
Total Revenues	711,693	805,951	798,651
 Estimated Funds Available	 711,693	 1,517,644	 1,141,295
Proposed Expenditures:			
Capital Projects	0	1,175,000	25,000
 Total Expenditures	 0	 1,175,000	 25,000
 Ending Fund Balance	 711,693	 342,644	 1,116,295

Purpose of Funds:

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

TDA Article 3 Bikeway

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	0	0	0
TDA Article 3 Allocation	50,000	0	50,000
Interest Earnings	0	0	0
Total Revenues	50,000	0	50,000
Estimated Funds Available	50,000	0	50,000
Proposed Expenditures:			
Capital Projects	50,000	0	50,000
Total Expenditures	50,000	0	50,000
Ending Fund Balance	0	0	0

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

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	11,433,200	5,714,800	4,641,900
Estimated Revenue:			
Transfer from General Fund	1,400,000	2,400,000	2,400,000
Parimutuel Revenue	650,000	700,000	700,000
Interest Earnings	76,500	114,300	92,800
Transfer from Trust Account	50,000	55,000	0
Misc.	250,000	0	0
Total Revenues	2,426,500	3,269,300	3,192,800
Estimated Funds Available	13,859,700	8,984,100	7,834,700
Proposed Expenditures:			
RaceTrack Overtime Reimbursement	155,500	162,000	166,900
General Fund Overhead	31,300	33,100	33,800
Capital Projects	7,958,100	4,147,100	1,833,500
Total Expenditures	8,144,900	4,342,200	2,034,200
Ending Fund Balance	5,714,800	4,641,900	5,800,500

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION:	CAPITAL OUTLAY					
OPERATING EXPENSES						
6994	GENERAL FUND COST REIMB	171,061	157,300	155,500	162,000	166,900
6995	GENERAL FUND CHARGES	18,300	31,300	31,300	33,100	33,800
Total: OPERATING EXPENSES		189,361	188,600	186,800	195,100	200,700
Total:		189,361	188,600	186,800	195,100	200,700
Fund/Division:	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					3.45 %

City Hall Reserve

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	1,500,000	1,500,000	1,500,000
Estimated Revenue:			
Transfer From General Fund	0	0	0
Total Revenues	0	0	0
Estimated Funds Available	1,500,000	1,500,000	1,500,000
Proposed Expenditures:			
Total Expenditures	0	0	0
Ending Fund Balance	1,500,000	1,500,000	1,500,000

Purpose of Funds:

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

Lighting Maintenance Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	138,000	138,000	138,000
Estimated Revenue:			
Current Assessment	489,400	506,500	524,300
Transfer From General Fund	734,000	759,700	786,400
Total Revenues	<u>1,223,400</u>	<u>1,266,200</u>	<u>1,310,700</u>
Estimated Funds Available	1,361,400	1,404,200	1,448,700
Proposed Expenditures:			
Operating Expenses	1,223,400	1,266,200	1,310,700
Total Expenditures	<u>1,223,400</u>	<u>1,266,200</u>	<u>1,310,700</u>
Ending Fund Balance	138,000	138,000	138,000

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3311		LIGHTING DISTRICT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	183,044	185,500	183,200	190,600	195,600
4013	VACATION PAY OFF	4,343	0	0	0	0
4014	VACATION SELL BACK	2,046	3,200	3,500	3,500	3,500
4019	STAND BY PAY	2,153	1,500	3,000	3,000	3,000
4020	STABILITY PAY	160	0	0	0	0
4021	LONGEVITY PAY	4,477	4,400	4,400	4,500	4,500
4130	OVERTIME	1,845	2,500	1,500	1,500	1,500
4241	P.E.R.S.	53,021	57,900	57,200	64,900	73,600
4242	NON-PERSABLE COMPENSATION	114	100	100	200	200
4244	MEDICAL/DENTAL INSURANCE	33,427	34,200	33,600	37,400	37,400
4245	LONG TERM DISABILITY	260	300	300	300	300
4247	LIFE INSURANCE	229	200	200	300	300
4250	FICA/HOSPITAL INSURANCE	2,260	2,800	2,600	2,900	3,000
Total: SALARIES & WAGES		287,378	292,600	289,600	309,100	322,900
SUPPLIES						
5260	FIELDS	23,456	21,000	21,000	21,000	21,000
5410	TOOLS	661	700	700	700	700
Total: SUPPLIES		24,118	21,700	21,700	21,700	21,700
OPERATING EXPENSES						
6160	CONTRACT SERVICES	93,462	150,000	150,000	150,000	150,000
6505	GENERAL LIABILITY	19,300	17,800	17,800	18,400	18,600
6507	WORKERS' COMPENSATION	7,800	8,300	8,300	8,200	8,200
6611	ELECTRIC	511,387	535,900	534,000	560,700	588,700
6750	VEHICLE MAINTENANCE	18,850	29,000	25,000	25,000	25,500
6995	GENERAL FUND CHARGES	84,400	102,000	102,000	98,100	100,100
Total: OPERATING EXPENSES		735,199	843,000	837,100	860,400	891,100
SPECIAL PROGRAMS						
7410	POWER PURCHASED	69,008	80,000	75,000	75,000	75,000
Total: SPECIAL PROGRAMS		69,008	80,000	75,000	75,000	75,000
Total:		1,115,704	1,237,300	1,223,400	1,266,200	1,310,700
Fund/Division: 4303311						2.34 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						2.34 %

Water Fund

	FY17-18	FY18-19		
	Estimates	Operation	Capital Reserve	Equipment Reserve
Fiscal year 18-19				
Beginning Fund Balance *	24,029,100	952,500	18,435,700	1,016,200
Estimated Revenue:				
Transfers In (out)	0	0	0	0
Maps and Publications	1,000	1,000	0	0
Water Sales	12,600,000	13,400,000	0	0
Public Works Inspection	60,000	60,000	0	0
Property Rental	27,600	27,600	0	0
Demand Response Program	50,000	50,000	0	0
Backflow Admin	75,000	75,000	0	0
Sale of Property	15,000	15,000	0	0
Misc.	5,000	5,000	0	0
Interest Earnings	200,000	19,100	368,700	20,300
Total Revenues	13,033,600	13,652,700	368,700	20,300
Estimated Funds Available	37,062,700	14,605,200	18,804,400	1,036,500
Proposed Expenditures:				
Equipment Purchase	178,800	0	0	625,400
Capital Outlay	2,987,400	0	4,036,500	0
Operating Costs	13,492,100	14,089,000	0	0
Total Expenditures	16,658,300	14,089,000	4,036,500	625,400
Ending Fund Balance	<u>20,404,400</u>	<u>516,200</u>	<u>14,767,900</u>	<u>411,100</u>

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

	FY19-20		
	Operation	Capital Reserve	Equipment Reserve
Fiscal year 19-20			
Beginning Fund Balance	516,200	14,767,900	411,100
Estimated Revenue:			
Transfers In	0	0	0
Maps and Publications	1,000	0	0
Water Sales	14,000,000	0	0
Public Works Inspection	60,000	0	0
Property Rental	27,600	0	0
Miscellaneous	50,000	0	0
Backflow Admin	75,000	0	0
Sale of Property	15,000	0	0
Miscellaneous	5,000	0	0
Interest Earnings	10,300	295,400	8,200
Total Revenues	14,243,900	295,400	8,200
Estimated Funds Available	14,760,100	15,063,300	419,300
Proposed Expenditures:			
Equipment Purchase	0	0	70,900
Capital Outlay	0	1,582,500	0
Operating Costs	14,320,900	0	0
Total Expenditures	14,320,900	1,582,500	70,900
Ending Fund Balance	439,200	13,480,800	348,400

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

WATER FUND

*No. of Employees
Full Time Equivalent*

TOTAL

26.85

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DEPARTMENTAL SUMMARY	7200 WATER					
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	1,768,574	1,920,800	1,834,100	1,980,600	2,059,100
4011	SPECIALIST PAY	678	700	700	700	700
4013	VACATION PAY OFF	1,243	30,000	15,000	15,000	15,000
4014	VACATION SELL BACK	27,578	30,000	26,500	28,000	28,000
4015	ALLOWANCES	1,496	1,800	1,800	1,800	1,800
4019	STAND BY PAY	28,690	21,000	27,500	24,000	24,000
4021	LONGEVITY PAY	32,696	31,200	28,000	29,300	31,000
4032	PART-TIME NON-PERS	18,351	32,000	9,000	27,000	27,000
4130	OVERTIME	40,645	37,000	34,500	37,000	37,000
4241	P.E.R.S	469,898	587,800	557,400	657,300	755,300
4242	NON-PERSABLE COMPENSATION	2,324	2,900	2,300	3,100	3,200
4244	MEDICAL/DENTAL INSURANCE	323,580	355,200	337,600	386,200	386,200
4245	LONG TERM DISABILITY	2,481	2,900	2,800	2,900	2,900
4247	LIFE INSURANCE	2,735	3,200	2,900	3,400	3,400
4248	RETIREE MEDICAL	38,453	50,000	33,500	36,200	36,200
4250	FICA/HOSPITAL INSURANCE	29,392	29,100	30,700	30,500	31,700
4299	VACANCY RATE	0	-94,000	0	-98,000	-103,300
Total: SALARIES & WAGES		2,788,815	3,041,600	2,944,300	3,165,000	3,339,200
SUPPLIES						
5110	OFFICE SUPPLIES	16,011	16,000	16,000	16,000	16,000
5111	WATER BILL POSTAGE	47,435	46,000	48,000	48,000	48,000
5120	DRAFTING SUPPLIES	2,341	3,000	3,000	3,000	3,000
5125	PRINT SHOP	14,076	23,000	23,000	23,000	23,000
5260	FIELDS	3,707	3,200	4,800	4,700	4,700
5280	UNIFORM	9,236	9,000	9,000	9,000	9,000
5410	TOOLS	6,826	6,800	6,800	6,800	6,800
Total: SUPPLIES		99,631	107,000	110,600	110,500	110,500
OPERATING EXPENSES						
6145	WATER CONSERVATION COST	88,166	99,300	99,300	40,000	40,000
6160	CONTRACT SERVICES	150,991	195,695	150,000	161,400	161,400
6210	TELEPHONE	13,469	10,800	11,900	12,000	12,000
6505	GENERAL LIABILITY	119,900	110,100	110,100	111,700	112,600
6507	WORKERS' COMPENSATION	80,500	86,800	86,800	84,400	85,200
6540	TAXES	7,368	7,600	7,600	7,600	7,600
6614	WATER	1,512	1,500	2,100	2,200	2,400
6730	OFFICE EQUIPMENT	928	1,000	1,000	1,000	1,000
6750	VEHICLE MAINTENANCE	147,235	164,000	165,500	166,000	169,400
6760	BUILDING REPAIR & MAINT	56,851	67,500	67,500	67,500	67,500
6771	WAREHOUSE & SHOP	9,128	11,500	11,500	10,000	10,000
6903	PERMITS FEES	6,242	6,700	6,700	6,700	6,700
6904	RENTS	848,374	873,900	869,200	895,300	922,100
6930	MEMBERSHIP & PUBLICATIONS	4,591	7,000	7,000	6,500	6,500
6940	OFFICIAL MEETINGS	2,038	2,500	2,500	2,800	2,800
6970	TRAINING	3,725	4,000	4,000	4,000	4,000
6971	TUITION REIMBURSEMENT	1,371	1,900	1,900	14,000	14,000
6987	DUES & ASSESSMENTS	4,233,995	5,412,000	5,413,000	5,913,000	5,913,000
6990	DEPRECIATION	1,718,635	0	0	0	0
6995	GENERAL FUND CHARGES	1,123,900	1,315,100	1,315,100	1,278,400	1,304,000

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
Total: OPERATING EXPENSES		8,618,920	8,378,895	8,332,700	8,784,500	8,842,200
SPECIAL PROGRAMS						
7410	POWER PURCHASED	1,318,710	1,650,000	1,600,000	1,600,000	1,600,000
7420	PUMPING SUPPLIES	38,165	70,000	70,000	70,000	70,000
7425	WATER TESTING	30,066	35,000	35,000	35,000	35,000
7440	UNSCHEDULED REPAIR WELLS	100,857	223,830	240,000	150,000	150,000
7450	REPAIRS TO PUMP FACILITIE	12,044	16,500	16,500	16,500	16,500
7510	REPAIRS TO METERS	35,258	28,000	12,000	28,000	28,000
7530	REPAIRS TO RESERVOIRS	4,100	5,000	5,000	5,000	5,000
7540	REPAIRS TO MAINS	37,948	40,000	40,000	40,000	40,000
7550	REPAIRS TO SERVICES	53,813	55,000	55,000	55,000	55,000
7560	REPAIRS TO HYDRANTS	10,055	12,000	13,500	12,000	12,000
7610	METER READING SUPPLIES	17,110	17,500	17,500	17,500	17,500
7990	PENSION LIB ACCRUAL	-146,994	0	0	0	0
Total: SPECIAL PROGRAMS		1,511,131	2,152,830	2,104,500	2,029,000	2,029,000
Total Division:		13,018,496	13,680,325	13,492,100	14,089,000	14,320,900

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR 2.99 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 7201		WATER-ADMIN				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	780,039	839,700	847,100	883,100	911,600
4011	SPECIALIST PAY	678	700	700	700	700
4013	VACATION PAY OFF	1,243	30,000	15,000	15,000	15,000
4014	VACATION SELL BACK	7,610	10,000	10,000	10,000	10,000
4015	ALLOWANCES	1,496	1,800	1,800	1,800	1,800
4019	STAND BY PAY	1,355	1,000	1,000	1,000	1,000
4021	LONGEVITY PAY	10,627	10,500	10,200	10,600	10,800
4032	PART-TIME NON-PERS	9,110	20,000	7,000	15,000	15,000
4130	OVERTIME	0	500	0	0	0
4241	P.E.R.S.	205,250	254,400	255,200	291,600	332,500
4242	NON-PERSABLE COMPENSATION	2,071	2,300	2,300	2,500	2,600
4244	MEDICAL/DENTAL INSURANCE	129,136	137,600	137,100	148,200	148,200
4245	LONG TERM DISABILITY	945	1,000	1,100	1,000	1,000
4247	LIFE INSURANCE	1,586	1,800	1,900	1,900	1,900
4248	RETIREE MEDICAL	38,453	50,000	33,500	36,200	36,200
4250	FICA/HOSPITAL INSURANCE	12,911	12,700	13,700	13,300	13,700
4299	VACANCY RATE	0	-41,200	0	-43,000	-45,100
Total: SALARIES & WAGES		1,202,509	1,332,800	1,337,600	1,388,900	1,456,900
SUPPLIES						
5110	OFFICE SUPPLIES	16,011	16,000	16,000	16,000	16,000
5111	WATER BILL POSTAGE	47,435	46,000	48,000	48,000	48,000
5120	DRAFTING SUPPLIES	2,341	3,000	3,000	3,000	3,000
5125	PRINT SHOP	14,076	23,000	23,000	23,000	23,000
Total: SUPPLIES		79,862	88,000	90,000	90,000	90,000
OPERATING EXPENSES						
6145	WATER CONSERVATION COST	88,166	99,300	99,300	40,000	40,000
6160	CONTRACT SERVICES	150,991	195,695	150,000	161,400	161,400
6210	TELEPHONE	787	700	100	100	100
6505	GENERAL LIABILITY	119,900	110,100	110,100	111,700	112,600
6507	WORKERS' COMPENSATION	80,500	86,800	86,800	84,400	85,200
6540	TAXES	7,368	7,600	7,600	7,600	7,600
6730	OFFICE EQUIPMENT	928	1,000	1,000	1,000	1,000
6750	VEHICLE MAINTENANCE	2,517	3,000	2,500	3,000	3,100
6760	BUILDING REPAIR & MAINT	1,772	2,000	2,000	2,000	2,000
6904	RENTS	848,374	873,900	869,200	895,300	922,100
6930	MEMBERSHIP & PUBLICATIONS	4,591	7,000	7,000	6,500	6,500
6940	OFFICIAL MEETINGS	2,038	2,500	2,500	2,800	2,800
6970	TRAINING	3,725	4,000	4,000	4,000	4,000
6971	TUITION REIMBURSEMENT	1,371	1,900	1,900	14,000	14,000
6987	DUES & ASSESSMENTS	9,632	12,000	13,000	13,000	13,000
6990	DEPRECIATION	1,718,635	0	0	0	0
6995	GENERAL FUND CHARGES	340,200	438,400	438,400	408,600	416,800
Total: OPERATING EXPENSES		3,381,495	1,845,895	1,795,400	1,755,400	1,792,200
SPECIAL PROGRAMS						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
7990	PENSION LIB ACCRUAL	-146,994	0	0	0	0
Total: SPECIAL PROGRAMS		-146,994	0	0	0	0
Total:		4,516,873	3,266,695	3,223,000	3,234,300	3,339,100
Fund/Division:	5207201					
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						(0.99) %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 7204		WATER-MAIN & REPLACEMENT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	539,052	571,800	557,400	580,800	605,200
4014	VACATION SELL BACK	8,470	9,000	9,000	9,000	9,000
4019	STAND BY PAY	12,850	10,000	10,000	10,000	10,000
4021	LONGEVITY PAY	10,923	12,200	10,400	10,600	11,500
4032	PART-TIME NON-PERS	9,242	12,000	2,000	12,000	12,000
4130	OVERTIME	28,921	23,000	25,000	25,000	25,000
4241	P.E.R.S	143,648	177,700	169,900	193,500	223,000
4242	NON-PERSABLE COMPENSATION	86	200	0	200	200
4244	MEDICAL/DENTAL INSURANCE	109,340	118,800	116,800	130,000	130,000
4245	LONG TERM DISABILITY	868	1,000	1,000	1,000	1,000
4247	LIFE INSURANCE	616	700	600	700	700
4250	FICA/HOSPITAL INSURANCE	9,025	8,500	9,400	9,300	9,700
4299	VACANCY RATE	0	-28,300	0	-29,500	-31,100
Total: SALARIES & WAGES		873,041	916,600	911,500	952,600	1,006,200
SUPPLIES						
5260	FIELDS	3,501	3,000	4,500	4,500	4,500
5280	UNIFORM	9,236	9,000	9,000	9,000	9,000
5410	TOOLS	5,014	5,000	5,000	5,000	5,000
Total: SUPPLIES		17,750	17,000	18,500	18,500	18,500
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	93,755	110,000	110,000	110,000	112,200
6760	BUILDING REPAIR & MAINT	238	500	500	500	500
6771	WAREHOUSE & SHOP	5,178	6,000	6,000	4,500	4,500
6995	GENERAL FUND CHARGES	193,100	255,400	255,400	232,000	236,600
Total: OPERATING EXPENSES		292,272	371,900	371,900	347,000	353,800
SPECIAL PROGRAMS						
7540	REPAIRS TO MAINS	37,948	40,000	40,000	40,000	40,000
7550	REPAIRS TO SERVICES	53,813	55,000	55,000	55,000	55,000
7560	REPAIRS TO HYDRANTS	10,055	12,000	13,500	12,000	12,000
Total: SPECIAL PROGRAMS		101,816	107,000	108,500	107,000	107,000
Total:		1,284,878	1,412,500	1,410,400	1,425,100	1,485,500
Fund/Division: 5207204						0.89 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						0.89 %

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 7205		WATER-METER CUSTOMER SV				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	177,254	198,600	183,900	198,200	212,300
4014	VACATION SELL BACK	724	3,000	2,000	2,000	2,000
4019	STAND BY PAY	1,585	1,000	5,000	2,000	2,000
4021	LONGEVITY PAY	4,456	2,900	1,800	2,400	2,400
4130	OVERTIME	1,415	1,500	2,500	2,000	2,000
4241	P.E.R.S	46,901	59,900	54,900	65,000	76,900
4242	NON-PERSABLE COMPENSATION	84	200	0	200	200
4244	MEDICAL/DENTAL INSURANCE	36,788	43,100	41,400	47,100	47,100
4245	LONG TERM DISABILITY	289	400	300	400	400
4247	LIFE INSURANCE	237	300	200	400	400
4250	FICA/HOSPITAL INSURANCE	2,711	2,900	3,100	3,000	3,200
4299	VACANCY RATE	0	-9,400	0	-9,700	-10,500
Total: SALARIES & WAGES		272,443	304,400	295,100	313,000	338,400
SUPPLIES						
5410	TOOLS	1,009	1,000	1,000	1,000	1,000
Total: SUPPLIES		1,009	1,000	1,000	1,000	1,000
OPERATING EXPENSES						
6750	VEHICLE MAINTENANCE	14,548	17,000	19,000	19,000	19,400
6771	WAREHOUSE & SHOP	5	500	500	500	500
6995	GENERAL FUND CHARGES	352,700	364,300	364,300	384,900	392,600
Total: OPERATING EXPENSES		367,254	381,800	383,800	404,400	412,500
SPECIAL PROGRAMS						
7510	REPAIRS TO METERS	35,258	28,000	12,000	28,000	28,000
7610	METER READING SUPPLIES	17,110	17,500	17,500	17,500	17,500
Total: SPECIAL PROGRAMS		52,368	45,500	29,500	45,500	45,500
Total:		693,074	732,700	709,400	763,900	797,400
Fund/Division: 5207205						4.26 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 7206		WATER-PRODUCTION/QUALITY				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	272,229	310,700	245,700	318,500	330,000
4014	VACATION SELL BACK	10,774	8,000	5,500	7,000	7,000
4019	STAND BY PAY	12,899	9,000	11,500	11,000	11,000
4021	LONGEVITY PAY	6,690	5,600	5,600	5,700	6,300
4130	OVERTIME	10,309	12,000	7,000	10,000	10,000
4241	P.E.R.S	74,100	95,800	77,400	107,200	122,900
4242	NON-PERSABLE COMPENSATION	84	200	0	200	200
4244	MEDICAL/DENTAL INSURANCE	48,315	55,700	42,300	60,900	60,900
4245	LONG TERM DISABILITY	380	500	400	500	500
4247	LIFE INSURANCE	296	400	200	400	400
4250	FICA/HOSPITAL INSURANCE	4,744	5,000	4,500	4,900	5,100
4299	VACANCY RATE	0	-15,100	0	-15,800	-16,600
Total: SALARIES & WAGES		440,821	487,800	400,100	510,500	537,700
SUPPLIES						
5260	FIELDS	206	200	300	200	200
5410	TOOLS	803	800	800	800	800
Total: SUPPLIES		1,010	1,000	1,100	1,000	1,000
OPERATING EXPENSES						
6210	TELEPHONE	12,682	10,100	11,800	11,900	11,900
6614	WATER	1,512	1,500	2,100	2,200	2,400
6750	VEHICLE MAINTENANCE	36,414	34,000	34,000	34,000	34,700
6760	BUILDING REPAIR & MAINT	54,841	65,000	65,000	65,000	65,000
6771	WAREHOUSE & SHOP	3,944	5,000	5,000	5,000	5,000
6903	PERMITS FEES	6,242	6,700	6,700	6,700	6,700
6987	DUES & ASSESSMENTS	4,224,363	5,400,000	5,400,000	5,900,000	5,900,000
6995	GENERAL FUND CHARGES	237,900	257,000	257,000	252,900	258,000
Total: OPERATING EXPENSES		4,577,899	5,779,300	5,781,600	6,277,700	6,283,700
SPECIAL PROGRAMS						
7410	POWER PURCHASED	1,318,710	1,650,000	1,600,000	1,600,000	1,600,000
7420	PUMPING SUPPLIES	38,165	70,000	70,000	70,000	70,000
7425	WATER TESTING	30,066	35,000	35,000	35,000	35,000
7440	UNSCHEDULED REPAIR WELLS	100,857	223,830	240,000	150,000	150,000
7450	REPAIRS TO PUMP FACILITIE	12,044	16,500	16,500	16,500	16,500
7530	REPAIRS TO RESERVOIRS	4,100	5,000	5,000	5,000	5,000
Total: SPECIAL PROGRAMS		1,503,942	2,000,330	1,966,500	1,876,500	1,876,500
Total:		6,523,672	8,268,430	8,149,300	8,665,700	8,698,900

Fund/Division: 5207206

OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR

4.80 %

Sewer System Service Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance *	3,011,400	2,942,000	2,674,600
Estimated Revenue:			
Sewer System Charge	2,200,000	2,300,000	2,400,000
Industrial Waste Fee	40,000	40,000	40,000
Other Income	500	500	500
Interest Earnings	48,400	58,800	53,500
Total Revenues	2,288,900	2,399,300	2,494,000
Estimated Funds Available	5,300,300	5,341,300	5,168,600
Proposed Expenditures:			
Operating Costs	1,297,700	1,371,300	1,415,200
Capital Projects	957,600	1,203,900	844,500
Equipment Purchases	103,000	91,500	574,800
Total Expenditures	2,358,300	2,666,700	2,834,500
Ending Fund Balance	2,942,000	2,674,600	2,334,100

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 Services Director	0.15
Senior Engineering Assistant	1.00
Senior Management Analyst	0.50
Senior Public Works Inspector	0.30
Storekeeper/Buyer	0.10
Street Superintendent	0.30
Utilities Crew Supervisor	1.00
TOTAL	7.25

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 3306		SEWER MAINTENANCE				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	514,060	541,800	541,200	569,300	587,300
4013	VACATION PAY OFF	2,585	1,500	0	7,500	0
4014	VACATION SELL BACK	6,567	9,000	9,000	9,000	9,000
4015	ALLOWANCES	244	200	200	300	300
4021	LONGEVITY PAY	11,354	9,800	9,800	10,200	10,300
4032	PART-TIME NON-PERS	8,029	10,000	2,000	10,000	10,000
4130	OVERTIME	2,723	2,500	2,000	2,000	2,000
4241	P.E.R.S.	138,560	167,000	166,600	191,400	218,000
4242	NON-PERSABLE COMPENSATION	768	800	800	900	900
4244	MEDICAL/DENTAL INSURANCE	91,711	95,900	93,600	104,600	104,600
4245	LONG TERM DISABILITY	694	800	800	800	800
4247	LIFE INSURANCE	849	900	1,000	1,000	1,000
4248	RETIREE MEDICAL	2,258	0	8,400	8,200	8,200
4249	UNEMPLOYMENT INSURANCE	3,034	5,000	0	0	0
4250	FICA/HOSPITAL INSURANCE	8,286	8,200	8,900	8,700	8,900
Total: SALARIES & WAGES		791,724	853,400	844,300	923,900	961,300
SUPPLIES						
5125	PRINT SHOP	3,631	7,000	7,000	7,000	7,000
5260	FIELDS	6,690	6,000	6,000	6,000	6,000
5280	UNIFORM	1,598	2,000	2,000	2,000	2,000
5410	TOOLS	501	500	500	500	500
Total: SUPPLIES		12,420	15,500	15,500	15,500	15,500
OPERATING EXPENSES						
6160	CONTRACT SERVICES	82,499	61,500	61,500	66,000	66,000
6505	GENERAL LIABILITY	18,400	17,100	17,100	18,400	18,500
6507	WORKERS' COMPENSATION	22,500	24,200	24,200	23,600	23,900
6614	WATER	246	200	200	200	200
6750	VEHICLE MAINTENANCE	68,263	65,000	65,000	65,000	66,300
6902	DISPOSAL CHARGES	2,427	3,000	3,000	3,000	3,000
6903	PERMITS FEES	11,000	11,000	11,000	11,000	11,000
6970	TRAINING	1,325	1,800	1,800	2,400	2,400
6990	DEPRECIATION	151,204	0	0	0	0
6995	GENERAL FUND CHARGES	200,600	254,100	254,100	242,300	247,100
Total: OPERATING EXPENSES		558,465	437,900	437,900	431,900	438,400
SPECIAL PROGRAMS						
7990	PENSION LIB ACCRUAL	-24,178	0	0	0	0
Total: SPECIAL PROGRAMS		-24,178	0	0	0	0
Total:		1,338,431	1,306,800	1,297,700	1,371,300	1,415,200
Fund/Division: 5213306						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						4.94 %

Equipment Replacement Fund

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	7,928,400	5,997,200	6,275,000
Estimated Revenue:			
Transfer from General Fund	1,400,000	1,800,000	1,800,000
Sale of property	30,000	10,000	10,000
Grants	67,300	24,700	0
Interest Earnings	65,900	119,900	125,500
Total Revenues	1,563,200	1,954,600	1,935,500
Estimated Funds Available	9,491,600	7,951,800	8,210,500
Proposed Expenditures:			
General Fund Charges	30,400	32,400	33,000
Equipment Purchases	3,464,000	1,644,400	2,262,100
Total Expenditures	3,494,400	1,676,800	2,295,100
Ending Fund Balance	5,997,200	6,275,000	5,915,400

Purpose of Funds:

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

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: EQUIPMENT REPLACEMENT						
OPERATING EXPENSES						
6995	GENERAL FUND CHARGES	26,500	30,400	30,400	32,400	33,000
Total: OPERATING EXPENSES		26,500	30,400	30,400	32,400	33,000
Total:		26,500	30,400	30,400	32,400	33,000
Fund/Division:						
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						6.58 %

Redevelopment Successor Agency

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance *	0	0	0
Estimated Revenue:			
Rent	120,000	120,000	120,000
LA County Funding	2,836,500	2,840,500	2,644,100
Total Revenues	2,956,500	2,960,500	2,764,100
Estimated Funds Available	2,956,500	2,960,500	2,764,100
Proposed Expenditures:			
Operating Expenses	299,300	303,900	115,500
Principal	1,560,000	1,640,000	1,720,000
Interest	1,097,200	1,016,600	928,600
Total Expenditures	2,956,500	2,960,500	2,764,100
Ending Fund Balance	0	0	0

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
TOTAL	0.35

ACCOUNT	TITLE	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION: 4901		SUCCESSOR REDEVELOPMENT				
SALARIES & WAGES						
4010	REGULAR EMPLOYEES	38,341	39,200	39,500	40,200	41,000
4014	VACATION SELL BACK	767	1,100	900	900	900
4015	ALLOWANCES	518	500	500	600	600
4021	LONGEVITY PAY	636	500	500	600	700
4032	PART-TIME NON-PERS	155	0	0	0	0
4241	P.E.R.S	10,999	12,200	12,300	13,700	15,500
4242	NON-PERSABLE COMPENSATION	161	200	200	200	200
4244	MEDICAL/DENTAL INSURANCE	5,292	5,400	5,400	5,800	5,800
4245	LONG TERM DISABILITY	35	100	0	100	100
4247	LIFE INSURANCE	105	200	100	200	200
4250	FICA/HOSPITAL INSURANCE	596	600	600	600	700
Total: SALARIES & WAGES		57,606	60,000	60,000	62,900	65,700
SUPPLIES						
5110	OFFICE SUPPLIES	18	500	200	200	200
Total: SUPPLIES		18	500	200	200	200
OPERATING EXPENSES						
6140	LEGAL	1,171	20,000	20,000	20,000	0
6160	CONTRACT SERVICES	164,377	173,600	173,600	173,600	3,600
6505	GENERAL LIABILITY	4,600	4,100	4,100	4,200	4,300
6507	WORKERS' COMPENSATION	2,600	2,800	2,800	2,800	2,800
6611	ELECTRIC	481	500	400	500	500
6910	AUDIT	5,049	6,000	5,700	5,800	5,900
6995	GENERAL FUND CHARGES	41,100	30,500	30,500	31,900	32,500
Total: OPERATING EXPENSES		219,378	237,500	237,100	238,800	49,600
SPECIAL PROGRAMS						
7803	NOTE INTEREST	1,171,511	1,097,200	1,097,200	1,016,600	928,600
Total: SPECIAL PROGRAMS		1,171,511	1,097,200	1,097,200	1,016,600	928,600
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	1,490,000	1,560,000	1,560,000	1,640,000	1,720,000
Total: NOTE PRINCIPAL		1,490,000	1,560,000	1,560,000	1,640,000	1,720,000
GENERAL PROPERTY						
7915	GENERAL PROPERTY	1,290	2,000	2,000	2,000	0
Total: GENERAL PROPERTY		1,290	2,000	2,000	2,000	0
TOTAL EMPLOYEE SERVICES:		2,939,802	2,957,200	2,956,500	2,960,500	2,764,100
Total:		2,939,802	2,957,200	2,956,500	2,960,500	2,764,100
Fund/Division: 7254901						0.11 %
OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR						

General Obligation Bond 2012

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	377,700	377,700	377,700
Estimated Revenue:			
Current Assessments	417,000	417,500	416,100
Interests	1,000	1,000	1,000
Total Revenues	<hr/> 418,000	418,500	417,100
 Estimated Funds Available	 795,700	 796,200	 794,800
Proposed Expenditures:			
Operating Expenses	2,300	2,400	2,400
Principal	270,000	280,000	290,000
Interest	145,700	136,100	124,700
Total Expenditures	<hr/> 418,000	418,500	417,100
 Ending Fund Balance	 377,700	 377,700	 377,700

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	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION:	DEBT SVC GO BONDS 2012					
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,024	1,300	1,300	1,300	1,300
6995	GENERAL FUND CHARGES	1,200	1,000	1,000	1,100	1,100
Total: OPERATING EXPENSES		2,224	2,300	2,300	2,400	2,400
SPECIAL PROGRAMS						
7803	NOTE INTEREST	153,625	145,700	145,700	136,100	124,700
Total: SPECIAL PROGRAMS		153,625	145,700	145,700	136,100	124,700
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	260,000	270,000	270,000	280,000	290,000
Total: NOTE PRINCIPAL		260,000	270,000	270,000	280,000	290,000
TOTAL EMPLOYEE SERVICES:		415,849	418,000	418,000	418,500	417,100
Total:		415,849	418,000	418,000	418,500	417,100
Fund/Division:	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					0.12 %

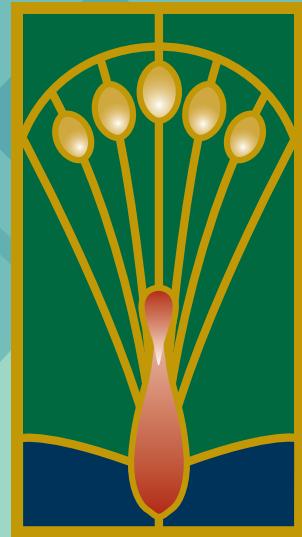
General Obligation Bond 2011

	17-18 Estimate	18-19 Budget	19-20 Budget
Beginning Fund Balance	509,400	507,500	506,900
Estimated Revenue:			
Current Assessments	594,900	594,900	595,800
Interest Income	1,000	1,000	1,000
Total Revenues	<u>595,900</u>	<u>595,900</u>	<u>596,800</u>
 Estimated Funds Available	 1,105,300	 1,103,400	 1,103,700
Proposed Expenditures:			
Operating Expenses	2,700	2,700	2,700
Principal	320,000	335,000	350,000
Interest	<u>275,100</u>	<u>258,800</u>	<u>241,700</u>
Total Expenditures	<u>597,800</u>	<u>596,500</u>	<u>594,400</u>
 Ending Fund Balance	 <u>507,500</u>	 <u>506,900</u>	 <u>509,300</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	2016-17 ACTUAL	2017-18 ADJUSTED BUDGET	2017-18 PROJECTED	2018-19 PROPOSED	2019-20 PROPOSED
DIVISION:	GEN OBLIGATION BOND 2011					
OPERATING EXPENSES						
6160	CONTRACT SERVICES	1,307	1,300	1,300	1,300	1,300
6995	GENERAL FUND CHARGES	1,700	1,400	1,400	1,400	1,400
Total: OPERATING EXPENSES		3,007	2,700	2,700	2,700	2,700
SPECIAL PROGRAMS						
7803	NOTE INTEREST	289,220	275,100	275,100	258,800	241,700
Total: SPECIAL PROGRAMS		289,220	275,100	275,100	258,800	241,700
NOTE PRINCIPAL						
7804	NOTE PRINCIPAL	305,000	320,000	320,000	335,000	350,000
Total: NOTE PRINCIPAL		305,000	320,000	320,000	335,000	350,000
TOTAL EMPLOYEE SERVICES:		597,227	597,800	597,800	596,500	594,400
Total:		597,227	597,800	597,800	596,500	594,400
Fund/Division:	OVERALL PERCENTAGE INCREASE/(DECREASE) FROM PRIOR YEAR					(0.22) %



CITY OF
ARCADIA