

City of Santa Ana

**ADOPTED BUDGET
FISCAL YEAR 2016-2017**



City of Santa Ana Annual Budget



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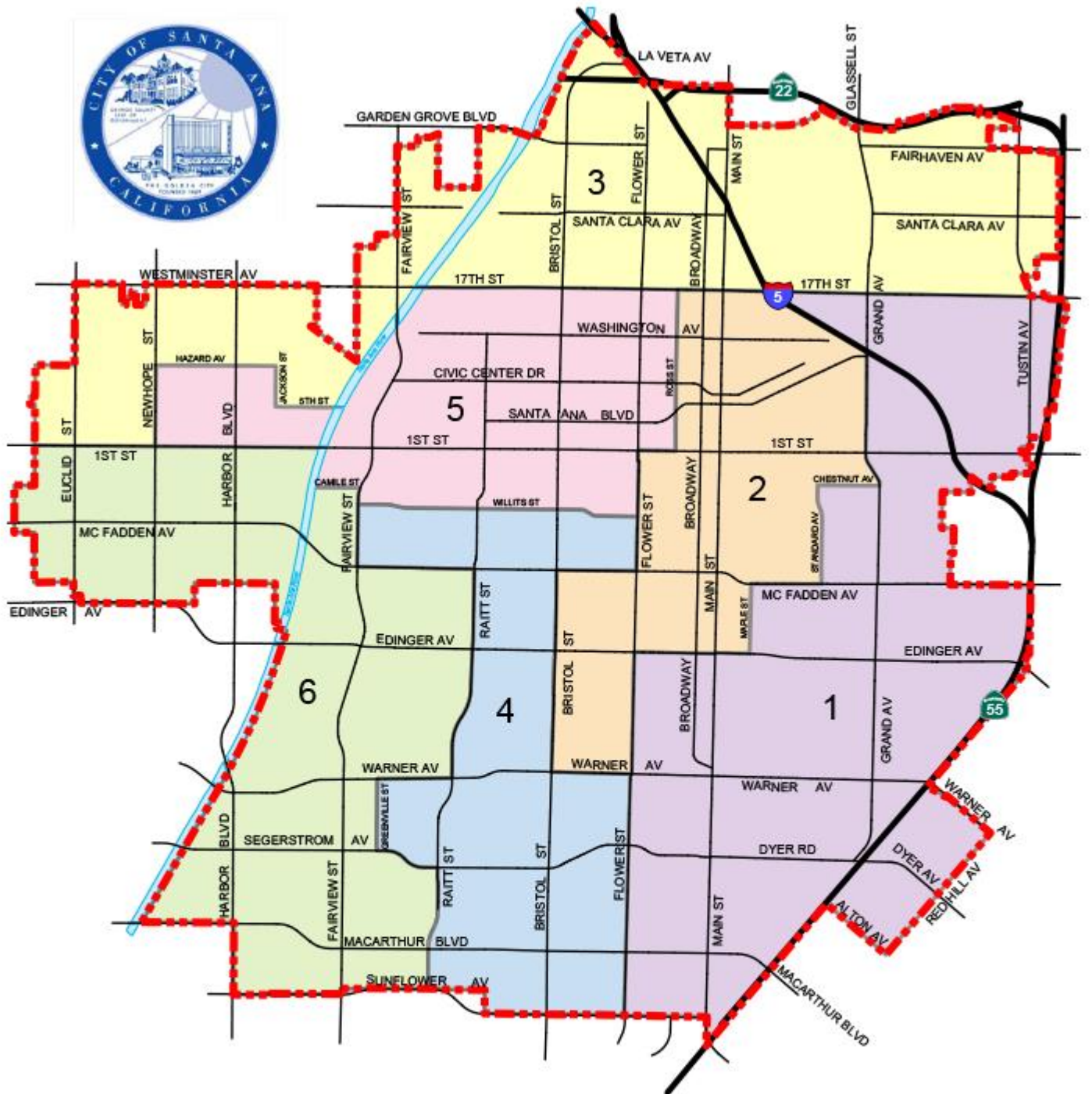
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City Council Ward Map



City of Santa Ana Council Wards

Adopted January 17, 2012

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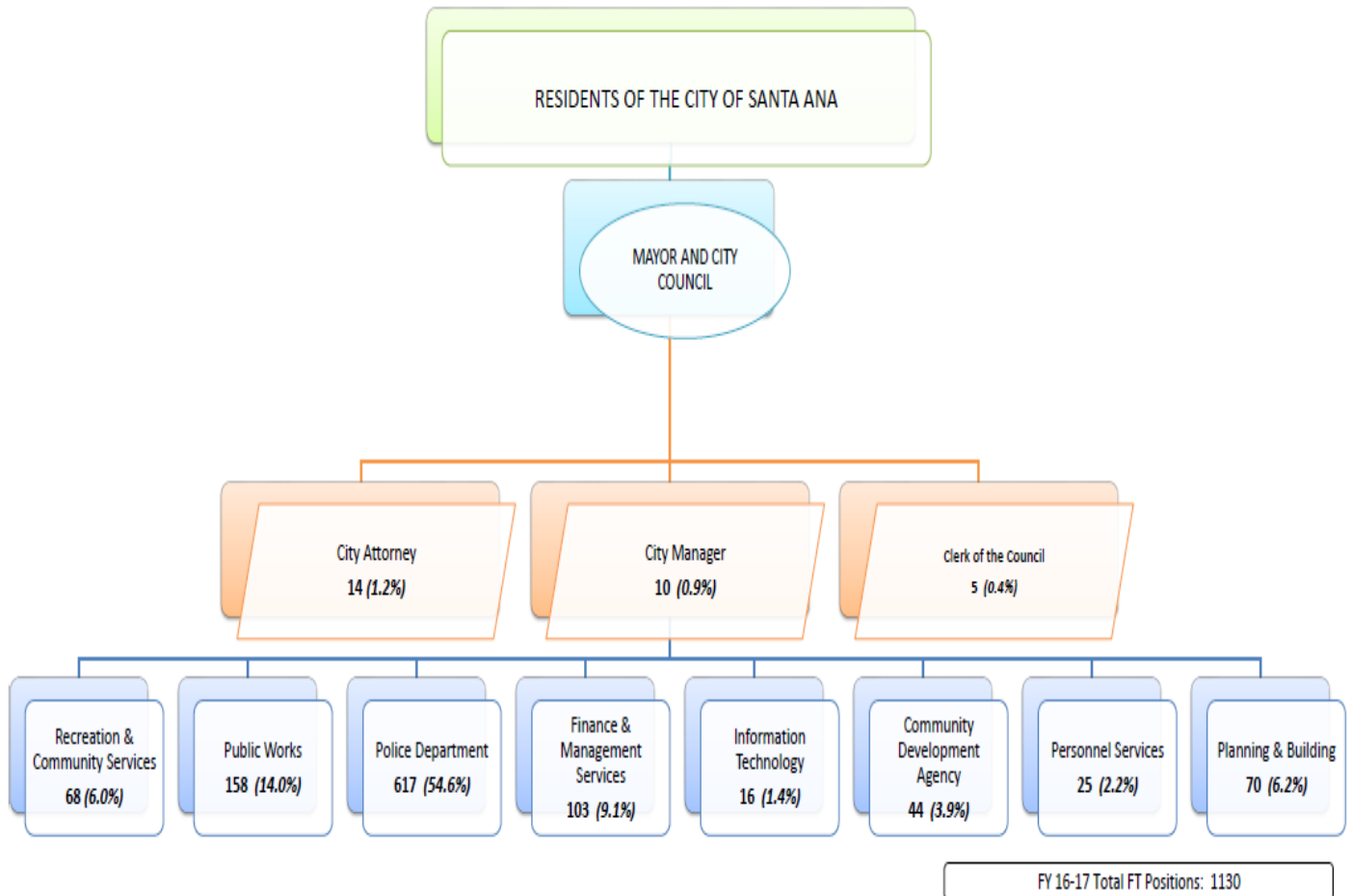
GERARDO R. MOUET

EXECUTIVE DIRECTOR



FY 2016-2017












ORGANIZATIONAL CHART



A *Quick Budget Tour* is designed to give the reader a *quick and basic introduction* to the different parts of the City of Santa Ana Annual Budget. The budget is by sections and feature a consistent outline that starts with a description and summary of the fund's history followed by details on program objectives, recent accomplishments, action plans, line-item appropriations, and personnel counts. The City of Santa Ana staff hopes this document will provide the reader an understanding of the City's proprietary and municipal budget, which enables the City to deliver its services.

SECTIONS

GENERAL OVERVIEW

	TRANSMITTAL LETTER	Gives a general overview of the municipal budget for the current fiscal year and relates the current budget to the City's 5-Year Strategic Plan and outlines the further recommendations from the City Council.
	TABLE OF CONTENTS	Lists sections by subject in page order.
	BUDGET PROCESS	Provides an overview of the budget procedure, best practices, amendment process, and the budget calendar.
	<i>Section 1</i> TOTAL ANNUAL BUDGET	Displays graphs and schedules of the total City budget using alternative means of presenting revenues and expenditures. Presents an overview of the City's financial conditions, policies, and practice.
	<i>Section 2</i> GENERAL FUND	Presents the operating budgets for departments to deliver its general services primarily supported by the General Fund.
	<i>Section 3</i> INTERNAL SERVICE FUNDS	Presents the operating budgets for activities funded by cross-charges to the General Fund, Enterprise, and Community Development departments. Includes central services, stores, worker's compensation, employee insurance, risk management, building maintenance, information services technology, fleet maintenance, corporate yard operations, Public Works Agency's engineering and administrative services, com-munications and information systems.
	<i>Section 4</i> COMMUNITY DEVELOPMENT	Presents the operating budgets for activities primarily funded by tax increment and Federal or State resources. Includes but not limited to community development/redevelopment, economic and downtown development, employment services, Community Development Block Grant (CDBG), Workforce Investment Board (WIB), Workforce Investment Act (WIA), and Housing.
	<i>Section 5</i> SPECIAL REVENUE FUNDS	Presents the operating budgets for activities funded by grants, or special State, Federal or miscellaneous revenue sources. Includes various funds for public safety, streets and highways primarily funded by Gas Tax, air quality improvements, library services, and recreational programs.
	<i>Section 6</i> ENTERPRISE FUNDS	Presents the operating budgets for activities primarily supported by user fees or direct charges for their products or services. Includes Water Utility, Water Capital, Sanitation, Refuse Collection, Federal Clean Water Protection Act, Parking Meter & Facilities, The Depot, and Sewer funds.
	<i>Section 7</i> CAPITAL FUNDS & CAPITAL IMPROVEMENT PROGRAM	Capital funds, which are earmarked for improvements to the City's infrastructure, are described by source of funds and by use of funds. Provides a listing of Capital Improvement Projects (CIP) for the upcoming fiscal year by project category and displays a 7-Year comprehensive plan until FY2022-2023.
	<i>Section 8</i> GLOSSARY & INDEX	Provides a glossary of finance and budget terms, and descriptions of the City's line-item classifications by account codes.



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MAYOR PRO TEM
Vicente F. Sarmiento
COUNCILMEMBERS
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June 21, 2016

Honorable Mayor and Members of the City Council:

It is my honor and pleasure to present the City Manager's Proposed Budget for fiscal year 2016-17. As a result of the Mayor and City Council's outstanding leadership and financial stewardship, the City's proposed budget provided herein is structurally balanced and totals \$513,887,000. This amount represents an increase of approximately \$100 million dollars from the fiscal year 2012-13 budget. Additionally, the proposed budget demonstrates continued support of the five year strategic plan, public safety, improving park facilities, expansion of community center hours, increasing youth recreation and activities and an investment in economic development. Combined, the proposed budget and Capital Improvement Program illustrates the City's commitment to partnership with business and community organizations, expansion of recreational programs and community centers, investment in public safety and infrastructure along with economic growth.

As an affirmation of the City's financial achievements, the City received its first ever "AA" general credit rating with a stable outlook from Standard & Poor's, an independent and nationally recognized credit rating agency, during fiscal year 2015-16. The general credit rating highlighted some of the City's strengths:

- Seasoned, highly effective and proactive City management team
- Strong fiscal management and policy framework
- Excellent labor relations
- Prudent use of debt
- Diversified revenue base
- Flourishing economic development; and
- Santa Ana's strategic location in the heart of Orange County.

The City's economy has improved in key financial areas as follows: increased assessed valuation for the City 92701 zip code; "Top 6" revenue sources experiencing a 6.5% growth over a three-year period (fiscal year 2015-16-projected vs. fiscal year 2013-14); moderate increases in the areas of Sales Tax, Hotel Visitor's Tax and Property Tax over the same three year period amounting to 7.9%, 7.9% and 9.2% increases respectively; and an unemployment rate of 4.6% which is lower when compared to the federal and state rate and further substantiates the current economic environment.

As noted above, these key financial indicators provided a strong performance over a two year period (fiscal year 2013-14 and 2014-15) generating a \$25 million surplus. As a result of these significant budgetary accomplishments, in fiscal year 2015-16, a Surplus Allocation plan was established amounting to \$11.2 million allocated to a variety of projects including technology upgrades, general plan, city branding, facility improvements, playground equipment and park renovations, security lighting at parks and efforts towards homeless programs; continued progress in implementation of the Strategic Plan. In addition, the City has been successful in securing approximately \$31.9

million in grant funding to support various Public Safety and Transportation programs since 2014. As a result these accomplishments has allowed for the establishment of the City's Trial Budget presented during April 2016, which formed the basis for the proposed budget for fiscal year 2016-17 and outlined the critical areas for the City to meet its budgetary goals.

STRONG CITY LEADERSHIP

The Mayor and City Council, via their adoption of the seven month Budget Calendar and overall policy directives, have created an environment where City staff has developed innovative ideas in providing City residents and business community a sustainable plan for the upcoming fiscal year.

In accordance with the City's Budget and Financial Policy, a balanced budget is presented whereby ongoing recurring operating revenues match ongoing recurring operating expenditures including debt service. Furthermore, the City also achieved its twenty percent (20%) reserve level satisfying an additional element of the adopted Budget and Financial Policy.

A trial budget was developed, two months prior to the requirement defined in the City Charter, outlining the estimated revenue and expenditures for the General Fund along with the accompanying Capital Improvement Program. The development of the Trial Budget allowed for the scheduling of Community Budget Meetings for staff to obtain feedback and address concerns from Community Stakeholders. Significant concerns identified by the Community were related to various Park Improvements, Public Safety, establishment of youth and gang preventions programs, pedestrian and traffic improvements, addressing of homelessness issues and code enforcement.

OUTSTANDING CITY EMPLOYEES AND SERVICE DELIVERY

City Staff continues to implement various innovation and efficiency measures in order to enhance existing processes and seek outside third-parties to validate or recognize these efforts. During fiscal year 2015-16 City departments have received the following awards and/or recognition:

- **Parks and Recreation Agency** – City Library was a recipient of the National Award for Museum and Library Services. This nationally recognized award is given annually to ten Library and/or Museum's nationwide.
- **Finance and Management Services Agency** – Government Finance Officers Association issued awards for both Excellence in Financial Reporting and Budget Presentation. Receipt of these awards highlights the City's efforts in preparing financial information in accordance with industry best practices
- **Community Development Agency** – Southern California Association of Governments issued a Sustainability Award for The Depot at Santiago mixed-use project. The award highlights the City's efforts in developing affordable housing near major transportation and work centers.
- **Police Department** – Successful in receiving its annual Urban Area Security Initiative (UASI) allocation totaling approximately \$5 million. The allocation for FY 2016-17 represents an increase of 81% from its FY 2013-14 award and will assist the Department in meeting its Public Safety goals and objectives.

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Establishment of these measures has allowed staff to deliver improved customer service to the City's internal and external customers. The proposed budget also allows for a net addition of six positions and incorporates increases in employee health and retirement costs.

INNOVATION AND EFFICIENCY

The City has adopted the innovation and efficiency philosophy which has resulted in significant savings and contributed to the City achieving a surplus in the amount of \$11.2 million. During the current fiscal year (2015-16), City departments have continued to initiate a variety of innovation and efficiency measures resulting in improved community engagement, efficiency savings and enhanced park safety:

- The expansion of the mySantaAna smartphone application to include additional maintenance services such as sidewalk repairs, tree services, and potholes has allowed this application to become a real-time dispatching for the public. The introduction of this service has expedited service delivery levels and provided the community with direct updates of the completed work.
- The Police Department is incorporating three primary integrated systems: Computer Aided Dispatch, Records Management Systems, and Automated Field Reporting. The new system will achieve efficiency savings equivalent to seven additional patrol officers and seven additional records clerks including a reduction of 750,000 printed pages annually.
- The Planning and Building Agency has expanded community outreach by utilizing VoiceShot, a telephone notification service, to improve efficiency of the noticing process at a fraction of printing and mail delivery costs.
- Parks, Recreation and Community Services Agency is working collaboratively with the Police Department on a focused Park Ranger system to enhance the efficiency of park safety. In addition, a park improvement plan has been established prioritizing improvements based on community input, deferred maintenance needs, safety, and funding availability.

TRANSPARENCY AND COMMUNITY ENGAGEMENT

With the development of a Capital Improvement Program and Trial Budget during April 2016, the City disclosed an early view and facilitated a public vetting of the proposed spending plan for the upcoming fiscal year. As a result, five (5) Community Budget meetings were held with over two hundred ninety (290) attendees who provided comments in person or via E-comments. These comments provide valuable feedback for City staff in the development of the proposed fiscal year 2016-17 budget.

ONE-YEAR FINANCIAL FORECAST AND FOUR-YEAR FINANCIAL PROJECTION

On April 19, 2016, City Staff developed and presented a one year financial forecast and four year financial projection. The long-range forecast is a useful tool and a financial management best practice to provide policy makers a road map guiding strategic decision-making. The forecast anticipates the City will achieve its Sales Tax projection of \$45.5 million for fiscal year 2015-16. Key elements of the one year forecast are included in the proposed budget for fiscal year 2016-17 such as: continued maintenance of the twenty percent (20%) general fund reserve level, conservative growth in Sales Tax, moderate growth in Property Tax, and various innovation and efficiency savings totaling \$2.1 million.

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The forecast and financial projection reflects the City's maintenance of a balanced budget, specifically recurring revenues equal recurring appropriations. However, in the event of an economic downturn policy makers will have the ability to prioritize the programs and services within the context of the strategic plan and corresponding budget.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) identifies the specific infrastructure projects or upgrades to existing facilities for which the City recommends to address. The plan is developed with careful consideration and input between City Stakeholders, condition of the City's infrastructure and forecasting of anticipated residential, commercial and industrial development. Funding for capital improvements is largely offset by outside funding sources such as federal, state and local grants along with fees assessed by the City's Enterprise related operations.

The City's Capital Improvement Program for fiscal year 2016-17 totals \$45.3 million. The program includes the Safe Mobility Santa Ana program which funds street improvements, curb extensions and crossings, refuge medians, painted and elevated crosswalks and bike lane striping within the City's high density areas.

Funding for Street Improvements totaling approximately \$21.0 million include various arterial and alley improvements along with residential street and bridge repair. The plan also includes sidewalk and landscape improvements. Additionally, the CIP provides funding for the Warner Industrial Community Roadway project an exciting Public/Private partnership between the City and business community.

Traffic improvements totaling approximately \$5.4 million include appropriations for Bike Lane Project Development, Traffic Synchronization for Fairview Street and continued partnership with Orange County Transportation Authority (OCTA) on the Street Car Project. Funding is also proposed for mobility/safety improvements near City schools and high density areas.

Furthermore, maintenance and enhancement to extend the useful life of the City's utility infrastructure is also included in the proposed Capital Improvement Program totaling approximately \$8.6 million. Proposed projects include enhancements to the City's sewer and water systems, specifically the water main improvements at Seventeenth Street, St. Gertrude and Grand as well as the Warner Industrial Community Park.

The maintenance of City facility improvements is a key aspect in improving service delivery to City's internal and external customers. Funding in the proposed plan totals approximately \$10.3 million and includes improvements at Riverview/Cabrillo/Windsor resurfacing, Dan Young Soccer Complex, Security Lighting and Cameras at a variety of parks including Memorial, Santa Anita, Madison, and Chepa's Park.

TRIAL BUDGET

As discussed, City staff developed the General Fund Trial Budget on April 19, 2016 recommending approximately \$228.9 million in General Fund appropriations and additional assigned programs which continues funding for the City to implement its Strategic Plan goals in the areas of Community Safety; Youth, Education and Recreation; Economic Development; City Financial Stability; Community Health, Livability, Engagement and Sustainability; Community Facilities and Infrastructure, and Team Santa Ana.

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Below is a summary of proposed new General Fund services and new programs:

Community Safety (\$3.3 million)

- Continued City match funding for 10 additional police officers via the COPS grant (\$1.5 million)
- Additional resources for Community Policing and Prevention Programs (\$1 million)
- Provide additional funding for the Safe Mobility Santa Ana (SMSA) Program to improve vehicle and pedestrian safety within the Santa Ana community (\$250k)*
- Funding for proposed Animal Shelter (\$550k)*

As a result of officer attrition, primarily tied to retirements, since FY 2012-13 the City implemented various efforts to increase public safety staffing such as a marketing campaign along with enhancements of the application process. As a result of these efforts the City has received approximately 10,386 applications and hired approximately 40 sworn public safety officers since FY 2013-14.

Youth, Education and Recreation (\$1.1 million)

- Park Systems Enhancements such as Water-Wise Management, Park Monitoring, and Tree-Trimming (\$465k)
- Funding for the development of Santiago Park Cultural Amphitheater (\$400k)*
- Security Enhancements and various other programs (\$150k)
- Youth Summer Programs to enhance literacy, computer usage and recreational activities (\$70k)
- Provide nutritious meals to the Senior Community (\$15k)

The City's continued commitment in its Youth is reflected with increased funding for various educational and recreational programs and activities. In addition, the proposed new Cultural Amphitheater at Santiago Park provides an opportunity to enhance the City's vibrant arts and cultural programs.

Economic Development (\$3.0 million)

- Provide funding for Development Projects such as South Main, Downtown, Harbor Corridor, Seventeenth St. Business Corridor and Santa Ana Regional Transportation Center (\$2 million)*
- Develop Public Private Partnerships to enhance economic development, enhance business attraction and retention efforts, and development of an incentive program to allow for increased sales tax and economic activity (\$1 million)*

Collaboration with the business community, including the Downtown and Chamber of Commerce, is a key strategy for continued and sustainable economic growth. The proposed funding provides for unique economic partnerships that would assist in branding, development of economic projects in different areas of the City, as well as provide for the attraction and retention of businesses in order to provide high quality employment for Santa Ana's residents.

City Financial Stability (\$2.5-4.5 million)

- Increase Economic Uncertainty reserve by an additional (\$1 to \$3 million)*
- Establish a Jail Revenue Stability account (\$1 million)*
- Additional funding to the Pension Stability reserve (\$500k)*

The City seeks to build upon its "AA" rating achievement. During the upcoming fiscal year, the recommended assignment of fund balance will increase the pension stability and the Economic Uncertainty Reserves. In addition, it will establish a Jail Revenue Stability account to offset potential downturn in Jail revenues.

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Community Health, Livability, Engagement and Sustainability (\$600k)

- Develop a Community Engagement and Partnership for Safety & Greater Prosperity plan (\$500k)*
- Funding for voter outreach (\$100k)

The proposed funding continues to build upon the City's effort to engage the community in dialogue in order to enhance existing and develop new partnerships.

Community Facilities and Infrastructure (\$250k)

- Funding for deferred maintenance at the Santa Ana Regional Transportation Center (\$250k).

The City continues to make efforts in addressing its deferred maintenance needs. In addition to implementing year two of the surplus allocation and the anticipated sale of the Bristol Street property (\$2 million) in July of 2016, these efforts will provide for upgrading and installing security lighting at various parks, replacing walkways at Centennial Park, resurfacing the parking lot at Thornton Park, and replacement for HVAC equipment at the Santa Ana Senior Center.

Team Santa Ana (\$240k)

- Addition of a Paralegal and Personnel Technician (\$170k)
- Funding for Job Classification Study (\$70k)

*proposed assignment of fund balance or other funding source

ADDITIONAL RECOMMENDATIONS BASED ON COMMUNITY BUDGET MEETINGS AND ONE ON ONE COUNCIL MEETINGS

Public input provided during the budget process often results in changes to a City's proposed budget. A majority of the public comments supported the continued initiatives as outlined in the Trial Budget. Feedback from the Community overwhelmingly resulted in five key initiatives: Public Safety/Youth and Gang Prevention Programs, Park Improvements and Safety, Pedestrian/Traffic Improvements, Homelessness and Code Enforcement efforts. As a result of the feedback received from both the public and one on one Councilmember meetings, the proposed budget was amended as follows:

Public Safety

- Addition of two Full-Time Park Rangers for community safety and protection of park resources (\$170k)

Youth, Education and Recreation

- Extended hours for community centers to facilitate mentorship support for youth participants and recreational programs/activities (\$150k)
- Enhanced security services at Main Library (\$214k)

Community Health, Livability, Engagement and Sustainability

- Additional Code Enforcement resources (funding pending fee rate study)

Community Facilities and Infrastructure

- Establishment of an Asset Management Program (\$150k)

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ADDITIONAL RECOMMENDATIONS BASED ON JUNE 7, 2016 CITY COUNCIL MEETING

On June 7, 2016 City Staff presented for consideration the proposed budget. Additional recommendations were made by the City Council and are included within the proposed General Fund budget. A summary of the recommendations are as follows:

Youth, Education and Recreation

- Cabrillo Tennis Center Improvements (\$100k)

Community Health, Livability, Engagement and Sustainability

- Joint Use Agreement with Santa Ana Unified School District for a pilot program (\$250K)

Team Santa Ana

- Addition of Assistant Clerk of the Council (\$75K)

ECONOMIC OUTLOOK

During August 2013, the City was forecasted to experience steep deficits and a contraction of services offered to residents and the business community, along with a reduction of workforce. However, as we approach eight years since the "Great Recession", the City experienced a Fiscal Turnaround highlighted by an increase in its "Top 6" revenue sources, early achievement of its 20% reserve level, cost of living adjustment for employees, and offering of new programs to City residents. Furthermore, Local Economic experts predict continued growth in the number of Jobs, Median Income, and Property Values along with a decline in the region's Unemployment and Lodging Vacancy rates. Thus, the proposed budget for fiscal year 2016-17 is reflective of the positive economic data and projects conservative increases for its top revenue sources: Sales Tax, Property Tax and Property Tax In-Lieu of VLF, Business License and Hotel Visitors Tax.

Additionally, the City is well positioned to adjust to a potential economic retraction via the establishments of various initiatives. The establishment of a Pension Stability (\$500k), Jail Revenue Stability (\$1.0 million) fund(s) and further augmentation of the existing Economic Uncertainty funds (\$1.0 million to \$3.0 million) providing the Mayor and City Council the necessary tools to navigate potential downturn.

OVERVIEW OF THE FISCAL YEAR 2016-17 CITY BUDGET

The fiscal year 2016-17 City budget totals \$513,887,000 which includes the following City Funds: General Fund, Internal Service, Enterprise, Special Revenue, Community Development, and Capital Funds. The 2016-17 City Budget represents a 7.5% increase from the prior fiscal year appropriations.

General Fund

With the additional recommended changes, the proposed 2016-17 General Fund revised budget totals \$228,970,000 and approximately forty-five percent (45%) of the total City's proposed budget. The General Fund supports those functions most commonly associated with city government such as police, fire, parks recreation and library, planning and building, street maintenance and general city administration. Additionally, the General Fund budget incorporates ongoing funding of nearly \$2.5 million for the five-year strategic plan which commenced July 1, 2014. The Strategic Plan funds various programs including but not limited to youth sports scholarships, community volunteer/internship program, and resources to increase the useful life of existing City infrastructure.

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CONCLUSION

As our City continues to realize the benefits of an improved economy and development and implementation of innovative and efficiency measures, the organization is committed to making Santa Ana the premiere destination in the region to live, work, do business and seek entertainment. None of these efforts would be possible without the continued support and stewardship of the Mayor and City Council. Given our available resources, the proposed budget reflects Staff's efforts in the restoration of core City services such as Public Safety, Recreational Programs and Roadway Maintenance along with presenting the Community and the Council's key priorities and goals.

As we move forward and eagerly await the beginning of the new fiscal year, the organization will seek to build upon the accomplishments and success achieved during fiscal year 2015-16. Furthermore, I would like to thank all my fellow City of Santa Ana employees for their continued dedication and support in providing superior customer service via utilization of technology and implementation of innovation and efficiency measures within existing City operations.

Sincerely,



David Cavazos
City Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Santa Ana
California**

For the Fiscal Year Beginning

July 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Santa Ana for its annual budget for fiscal year beginning July 1, 2015.

In order to receive this award, a government unit must publish a budget document that meets the program criteria as a policy document, as an operations guide, as a financial plan, and as a communications medium.

The above award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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CITY PROFILE

The City provides a full range of municipal services, including: police and fire protection, the construction and maintenance of streets and other infrastructure, municipal utilities such as water, sewer, refuse and sanitation, recreational activities, public library and cultural events. Additionally, the City is responsible for three other legally separate entities which include the Successor Agency to the Redevelopment Agency, Housing Successor Agency to the Housing Authority and the Santa Ana Financing Authority.

Founded in 1869, Santa Ana is located in Southern California adjacent to the Santa Ana River, within 10 miles (16 km) from the California coast. The City is part of the Greater Los Angeles Area which, according to the U.S. Census Bureau, is the second largest metropolitan area in the U.S., with almost eighteen million people. According to the 2000 U.S. Census, of U.S. cities with more than 300,000 people, Santa Ana is the 4th-most densely populated behind only New York City, San Francisco, and Chicago, and slightly denser than Boston. Santa Ana is 57th most populous in the nation according to the 2011 Census and the 11th largest in the State.

Moreover, Santa Ana is the 2nd largest City within Orange County occupying 27.2 square miles and serving a population of 335,264. Centrally located within Orange County, the City serves as the governmental center housing State and Federal Offices, County Administration, County Court functions and the Ronald Reagan Federal Court House within its civic center complex. The current OMB metropolitan designation for the Orange County Area is Santa Ana-Anaheim-Irvine.

Santa Ana is also home to many attractive amenities such as the Main Place shopping mall, the world renowned Bowers Museum, the Discovery Science Center, and the Santa Ana Zoo at Prentice Park which includes a variety of animal exhibits such as Amazon's Edge and The Crean Family Farm. Santa Ana also boasts many unique shops, premier restaurants and artist galleries in the Historic Downtown Santa Ana area.



Bower's Museum



Santa Ana Regional Transportation Center

As one of the most established communities in Southern California, the City's population median age is 31 years, and the Millennial (25-34 age group) encompasses 17% of the population. Along with a young population, Santa Ana celebrates an ethnically diverse community with the make up of 46% White, 36.8 Other Race, 10.9% Asian, 3.5% two or more races, 1.5% Black or African American, 1.0% American Indian and Alaska Native, and 0.3% of Native Hawaiian and other Pacific Islander.

In addition, the City houses several nationally recognized schools. These include Mater Dei High School and Orange County School of the Arts. Both are well known for their college level academics program. Furthermore, Mater Dei is nationally recognized in athletics while the Orange County School

of the Arts is highly recognized in music, dance and theatre. Santa Ana is also the headquarters for many recognized companies such as Behr Paint, First American Corporation, URS Corporation, Abbott Medical Optics, Stearns Lending, SchoolsFirst Federal Credit Union, STEC, TTM Technologies, and Harvey's a manufacturer of seat-belt purses. The City also houses major regional headquarters for the Xerox Corporation, Psomas, Ultimate Software, and T-Mobile. One of Santa Ana's most notable businesses is the Rickenbacker musical instrument company, whose electric guitars and bass guitars earned fame in the hands of many rock and roll legends.

RACE COMPOSITION

Race	Santa Ana	Anaheim	Orange County	California	U.S
White	46.1%	51.0%	58.7%	56.1%	71.1%
Black or African American	1.4%	3.0%	1.8%	6.0%	12.7%
American Indian and Alaska Native	1.0%	0.8%	0.6%	1.0%	1.0%
Asian	10.9%	15.6%	19.1%	13.8%	5.2%
Native Hawaiian and other Pacific Isl.	0.3%	0.5%	0.3%	0.4%	0.2%
Other Race	36.8%	24.6%	14.9%	17.5%	6.6%
Two or more Races	3.5%	4.4%	4.5%	5.2%	3.2%

Source: US Census Bureau Quick Facts

GOVERNING BODY

In 1952, the City was established as a charter city and adopted the council-manager form of government. Policy-making and legislative authority are vested in a governing City Council consisting of the Mayor and six Councilmembers. The City Council, among other things, is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager, City Attorney, and the City Clerk. The Council is elected on a non-partisan basis. Councilmembers serve four-year staggered terms, with three Councilmembers elected every two years. The Mayor is elected to serve a two-year term. The Mayor and all Councilmembers are elected at large.

The City Manager is responsible for carrying out the policies and ordinances of the City Council as well as overseeing the day-to-day operations of the City. Furthermore, the City Manager is responsible for developing and recommending the City's annual financial plan through the development of the City's budget, which is then submitted to the City Council for approval.

ECONOMIC CONDITION AND OUTLOOK

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City operates.

Principal Employer	# of Employees	% of Total Employment
County of Orange	16,464	10.3%
Santa Ana Unified School District	4,500	2.8%
Santa Ana College	1,928	1.2%
First American Title Co.	1,500	0.9%
City of Santa Ana	1,444	0.9%
KPC Healthcare (formerly Integrated Healthcare Holdings)	1,130	0.7%
Superior Court of CA-County of Orange	742	0.5%
Orange County Register (Freedom Communications)	601	0.4%
Abbott Medical Optics Inc.	600	0.4%

Source: 2015 City of Santa Ana CAFR

LOCAL ECONOMY

The City is located within the Los Angeles-Long Beach-Santa Ana Metropolitan area. The area is the 2nd highest producing metro area in the country as measured by Gross Metropolitan Product. The City is known as the heart of Orange County and the center of government, commerce and transportation. The City is also home to over 25,700 businesses (as measured by business licenses issued) with the top 25 businesses generating about 25% of the jurisdiction's total sales tax revenue. The City has a solid retail base, which is anchored by the Main Place Mall, the Santa Ana Auto Mall and a bolstering downtown. The historic downtown area has attracted many new restaurants that surround a cultural artist village component.

Specifically, the MainPlace Mall has made significant investment of over \$50 million to revitalize 100,000 sq.ft. The revitalization included acquiring new tenants such as Round 1 Bowling & Amusement, 24 Hour Super Sport Club, Lucille's Smokehouse Bar-B-Que, Asian Restaurant Wokcano, along with numerous other retailers and restaurants. The vibrant economic and business activity in Santa Ana continues with the 4th Street Market—a home to innovative drink and dining options, the Discovery Cube Expansion, and Esports Arena—a 15,000 sq. ft. first of its kind video gaming recreation center.

In addition to the new businesses and expansions, Santa Ana continues to experience economic highlights that include the DGWB & Amusement Park Entertainment Merger, which will become a fiber optic micro data center in the future making Santa Ana to be the first Gigabit city in Orange County. Furthermore, the City has proposed a Hotel Development Incentive Program to attract development of four to five-stars or AAA-rated four Diamond and above quality hotels in the City.

The City’s general economic base includes transportation, general retail, business-to-business food industry and construction. Transportation and general retail make up over 50% of the City’s sales tax base. However, the top five segments for the City are restaurants, service stations, auto sales, building materials, and department stores. These have shown a strong resurgence and demonstrate the growth of Santa Ana as a point of destination.

In order to ensure and sustain long term growth, the City has formed an Economic Development Taskforce. The taskforce in essence will be charged with developing a comprehensive Economic Development plan that is consistent with the City Strategic Plan. Emphasis will be in business attraction and retention by creating a business friendly environment and creating a safe and attractive environment. The benefit would not only include a healthier revenue stream for the City but creating job opportunities for the community.



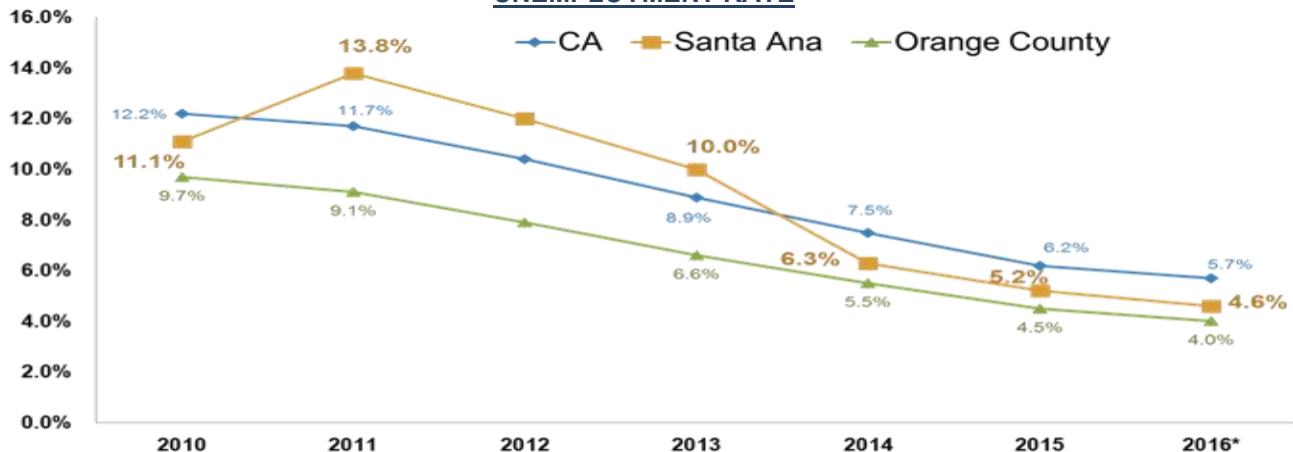
Main Place Mall



Discovery Science Center

Overall, the City has prospered over the last few years posting gains in all areas that impact economic growth. According to the State of California Employment Development Department (EDD) March 2016 preliminary numbers, Santa Ana’s unemployment rate has declined to pre-recessionary levels of 4.6%, dropping from its peak of 13.7% in 2009. Santa Ana currently employs approximately 156,000 people, with the top two industries being manufacturing (22,452 jobs) and public administration (17,138 jobs). Based on growth projections in Orange County, Santa Ana workers are anticipated to increase by nearly 17,000 by 2025 with most of the job growth occurring in white-collar industries. In addition, building permits, business licenses and retail activity have all recovered from the recession and continue to show signs of growth. For year-end 2013-14, all major local tax revenue categories (sales, property, UUT, HVT, and business license) which account for two-thirds of the General Fund revenues were higher than budgeted (4% or \$5.1million higher).

UNEMPLOYMENT RATE



Source: California Employment Development Department
 All Data Are Not Adjusted Seasonally
 *March Preliminary

LONG-TERM FINANCIAL PLANNING

Key elements in providing long term stability include; partnering with the various bargaining units to share the burden on pension and medical costs, implementation of innovation and efficiency measures, refinancing of existing debt to save millions in debt service costs, adjusting rates to recover millions in jail cost savings, and partnering with the Orange County Fire Authority for the delivery of Fire and Emergency Medical services.

During the budget process for FY 2012-13, the City committed to establishing a fundamental strategy of balancing budgets by adopting a formal budget and reserve policy, which provides guidelines for a balanced budget approach, use of one-time funds, and appropriate reserve levels as recommended by the Government Finance Officers Association (GFOA). At the end of fiscal year 2014-15, the City continued to maintain its reserve level of 20% of General Fund expenditures along with maintenance of its economic uncertainty account. Additionally, a pension stability reserve has been established; the initial task in the City's plan to confront future pension obligations. The City has also continued to evaluate its various funds to maintain adequate reserves levels to meet emergency repairs, capital needs and unforeseen expenditures. Furthermore, as the city monitors local and national economic trends it will continue to evaluate the amount required to maintain as a reserve for its General Fund. In addition, to the reserve levels maintained within its General Fund, the City has also implemented various measures to improve the City's financial health, such as the establishment of the 20% operating expense reserve for its various enterprise and internal services funds.

As a result of the City department needs, staff's prudent financial management of their budget, continued implementation of innovations and efficiencies, and a continued increase in revenues, the general fund generated a surplus for fiscal year 2014-15. During an October 2015 City Council meeting, appropriation of \$11.25 million of the general fund surplus was allocated for one-time spending. The one-time appropriation funding allows for the City to address including but not limited to the following projects: deferred capital maintenance; fleet equipment replacement; renovation of various park and leisure facilities; lighting at City parks; implementation of the City's IT strategic plan; and establishment of a pension stability reserve fund to offset and/or address future benefit contributions or unfunded pension liabilities. The surplus funding is projected to be spent over the next three fiscal years along with the completion of the corresponding projects.

As a means to provide additional services to the community and reduce the burden on city finances, the City will continue to research and apply for both Federal and State grant opportunities which are in alignment with City's Five-Year Strategic Plan. Through the efforts of our departments and the citywide grants task force, the City secured \$57.2 million in continuing and competitive grant funding in fiscal year 2015-2016. Also through the efforts of the Santa Ana Police Department, the Department of Homeland Security has awarded the City the Urban Area Security Initiative Grant (UASI) for eleven consecutive years. The Santa Ana Police Department UASI grant budget for fiscal year 2015-16 is \$4.4 million. This financial assistance will provide funding to address the unique planning, equipment, training, and exercise needs of large urban areas and to assist the City in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism.

A key innovation and efficiency measure is the City's goal in maintaining a diverse and stable revenue base. The modernization of the City's Utility Users' Tax (UUT) during fiscal year 2014-15 exemplified this innovation via reducing the assessed rate to City residents and business and expanding the services for which the assessment is assessed. The measure along with its increase in revenue will provide the City another tool in maintaining long-term financial stability.

As the economy improves, it is anticipated that Santa Ana will continue to experience modest population growth through 2025. To ensure a thriving community the City has always placed emphasis in providing and maintaining a solid infrastructure and essential community facilities. As such, the City strives to ensure proper levels of maintenance for our infrastructure, public buildings, parks and neighborhoods. This is reflected in the \$45.3 million Capital Improvement Program. Fiscal year 2016-17 projects include: approximately \$21 million for street improvements; \$5.4 million for traffic improvements; \$8.6 million for utility, drainage, and lighting; and \$10.3 million for city facility improvements.

RELEVANT FINANCIAL POLICIES

On June 4, 2012, the City Council adopted the Fiscal and Budget Policy, a comprehensive set of financial policies and General Fund budget policy directives. It established a directive that a balanced budget will be presented annually to the City Council for adoption. A balanced budget will be defined as ongoing recurring operating revenues matching ongoing recurring operating expenditures including debt services. Furthermore, the City has a policy that one-time or term-specific funding can only be used to match one-time non-recurring expenditures, term-specific projects and programs, as well as capital expenditures.

FINANCIAL POLICIES & PRACTICES

In addition, the fiscal policy provided the goal and framework for achieving the 20% in General Fund Reserves. These reserves can only be accessed by two-thirds vote of the City Council and must be accompanied by a plan to replenish the reserves to the original amount.

The material in this following section is based on longstanding City policies and practices, and recommendations developed by the National Advisory Council on State and Local Budgeting whose founding members include the International City and County Managers Association (ICMA), Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO).

FINANCIAL POLICY STATEMENTS

Financial policy statements articulate the premises of City policy on various financial transactions the City encounters in the course of its day to day operations. These policy statements are listed below by subject area.

Accounting, Auditing, & Financial Reporting Policies

- a) The accounting system will maintain the City's financial records on a basis consistent with Generally Accepted Accounting Principles (GAAP) applicable to local government.
- b) A financial report entitled *Revenue Ledger Report By Fund* will be prepared monthly to show the month's revenue activity by major types of funds.
- c) A financial report entitled *Budget Ledger Report By Fund* will be prepared monthly to show the month's expenditure activity by major types of funds.
- d) A financial report entitled *Report of Revenues and expenditures* will be prepared at the end of each fiscal year to show details of the actual revenue received and appropriations expended by major types of funds.
- e) A financial report entitled *Comprehensive Annual Financial Report (CAFR)* will be prepared at the end of each fiscal year to account for the City's financial transactions for the year.
- f) In accordance with state law, an *Investment Report* will be prepared on a quarterly basis to account for the amounts, placements, and yields of the City's invested funds.
- g) In accordance with state law, an independent firm will perform an annual audit of the financial statements of the City and will publicly issue an opinion thereon.

Operating Budget Policies

- a) the City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.

- b) Budgetary and accounting procedures will conform to Generally Accounting Principles (GAAP) for government agencies.
- c) Provisions will be made for adequate maintenance of capital plant and equipment and for their orderly replacement, within budgetary limits.
- d) The budget will provide for adequate funding of all retirement system in accordance with contractual commitments.
- e) The City will maintain a budgetary control system to help City Staff adhere to the budget.
- f) The City will be held accountable for assuring that department expenditures stay within budget appropriations.
- g) The City will submit quarterly reports to the City Council comparing actual revenues and expenditures to budget amounts.
- h) All requests for City Council action which have a financial impact on the City and/or its various funds shall be reviewed and approved by the Executive Director of Finance and Management Services before such requests can be included in the City Council agenda.
- i) Requests for new and/or additional positions will only be considered during the City's annual budget process, except in those cases deemed to be of an emergency nature by the City.
- j) New positions and/or upgraded positions approved as of part of the budgetary process shall be reviewed to determine the appropriateness of the assigned classification and/or salary structure.
- k) Where possible, the City will integrate performance measurement, service level and productivity indicators in the City's published budget document.
- l) The City will provide a financial impact analysis of all policy initiatives, service changes, and new programs or projects.
- m) The City will provide in the budget for adequate and orderly maintenance, repair, and replacement of capital assets.
- n) The City will aggressively seek state and federal funds that are available for capital projects.
- o) Enterprise funds will remain self-supporting for operating expenses and receive no General Fund tax support.
- p) The City of Santa Ana utilizes a modified accrual basis for Accounting & Budgetary financial purposes.

Purchasing Policies

- a) Purchases will be made in accordance with all federal, state, and municipal requirements. If there are no specific requirements, purchases will be made in the best interest of the City.
- b) Purchases will be made in an impartial, economical, competitive, and efficient manner.
- c) Purchases will be made from the lowest priced and most responsible vendor. Qualitative factors such as vendor reputation and financial condition will be considered, as well as price.
- d) Preference will be given to purchases of like quality to vendors who maintain a place of business within the City.

Revenue Polices

- a) The City will endeavor to maintain a diversified and stable revenue system to shelter it from short-term fluctuation in any one revenue source.
- b) The City will estimate City annual revenues by an objective, conservative and analytical process.
- c) The City will annually prepare a One-Year forecast and Four-Year revenue projections as part of a financial forecast.
- d) The City will strive to establish user charges and fees to recover the cost of providing the services and annually recalculate the full cost of activities supported by user fees to identify the impact of inflation and other cost increases.
- e) The City will set fees and user charges for each Enterprise Fund, such as water and refuse, at a level that fully supports the total direct and indirect costs of the activity. Indirect costs will include the cost of annual depreciation of capital assets.
- f) Non-recurring revenues will be used only to fund nonrecurring expenditures.
- g) The City will calculate the full direct costs of activities supported by user fees and consider such information when establishing user charges.

FUND BALANCE

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2015, fund balances for government funds are made up of the following:

- **Nonspendable Fund Balance**—includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.
- **Restricted Fund Balance**—includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- **Committed Fund Balance**—includes amounts that can only be used for the specific purposes determined by a formal action of the City’s highest level of decision-making authority, the City Council. The City Council adopts a motion to this effect by the affirmative votes of at least two-thirds (2/3) of the members of the City Council to commit fund balance by an ordinance prior to the end of the fiscal year. Commitments may be changed or lifted only by the City taking the same formal action that imposed the constraint originally.
- **Assigned Fund Balance**—comprises amounts intended to be used by the City for specific purposes that are neither restricted nor committed. The governing council has by resolution authorized the Finance Director to assign fund balance. The Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget. Unlike commitments, assignments generally only exist temporarily. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.
- **Unassigned Fund Balance**—is the residual classification for the General Fund including all amounts not contained in the other classifications and the residual negative fund balance of governmental funds other than the General Fund. Unassigned amounts are technically available for any purpose.

In circumstances when an expenditure is made for a purpose in which amounts are available in multiple fund balance classifications, it is the City’s policy that fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

NEW ACCOUNTING PRONOUNCEMENTS

In fiscal year 2014-15, the City implemented the GASB Statement No. 68, “Accounting and Financial Reporting for Pensions,” which required governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability. Governments will report in their financial statements a net pension liability that represents the difference between the total pension liability and the pension plan’s fiduciary net position. As a result of the implementation, many funds depict a lower fund balance compared to previous years.

FUND ACCOUNTING STRUCTURE

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the City funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Type

Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from proprietary funds (business-type activities), which rely to a significant extent on fees and charges for support. This is the largest of the City's three fund types and consist of the following:

General Fund—is the City's primary operating fund. Revenue not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund which includes sales taxes, property taxes, user charges, and other miscellaneous revenues.

Special Revenue Funds—account for proceeds from specific revenue sources (other than trusts or major capital projects) restricted to specific expenditures purposes. The Housing Authority general fund is a special revenue fund but for presentation purposes is shown in the Community Development Section.

Capital Funds—accounts for monies used to acquire or construct major capital facilities (other than those funded by proprietary or trust funds). Successor Agency capital funds are shown for presentation purposes in the Community Development Section.

Debt Service Funds—account for funds to pay principal and interest on general long-term debt. Community redevelopment debt is paid out of tax increment accounts per state redevelopment law.

Proprietary Fund Type

Proprietary funds are cost-allocation devices to account for certain "proprietary" services whose cost may be recovered through user charges or reimbursements. Enterprise funds are internal funds are examples.

Enterprise Funds—account for funds in which the services are financed and operated similarly to those of a private business. Rate charges are set to recover the costs of providing the services. The City's enterprise funds account for Water, Parking, Sewer, Refuse Collections, Santa Ana Regional Transportation Center, Sanitation, and Federal Clean Water Protection.

Internal Service Funds—account for the costs of goods or services provided by one City department to another for cost allocation and cost reimbursement purposes. Internal service funds are utilized to accumulate and allocate costs internally among the City's various functions. The City's internal service funds account for, amongst others, its self-insurance, equipment maintenance/replacement, and information systems.

Fiduciary Fund Type

This fund type accounts for assets held by the City in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the City under the terms of formal trust agreements.

Agency Funds—are custodial in nature and do not present result of operations or have a measurement focus. These funds are used to account for money and property held by the City as trustee or custodian. Among the activities are the disposition of funds charged to departments for the payment of salaries and retirement benefits to City employees, deposits made for the account o other governmental agencies, developers, tax increment pass-through and others under the terms of agreements for which the deposits were made.

FUND ACCOUNTING STRUCTURE

Government Fund Type

General Fund

City Manager
 City Attorney
 Clerk of the Council
 Personnel Services
 Finance & Management Services
 Bowers Museum Corporation
 Parks, Recreation, & Community Services
 Fire Department
 Police Department
 Planning & Building Agency
 Public Works Agency
 Community Development Agency

Special Revenue Funds

OTS Traffic Offender Program
 Inmate Welfare Fund
 Police Special Revenue Fund
 Criminal Activities Fund
 Special Gas Tax Fund
 Air Quality Improvement Fund
 Civic Center Security
 Urban Area Security Initiative Grant
 COPS Hiring Grant
 Law Enforcement Grants
 Public Library Grant
 Library Grants
 Equitable Sharing
 FACT Program

Capital Fund

Measure M
 Transportation Area Funds
 Sewer Capital Recovery
 Sewer Connection Project
 Residential Street Improvement
 Select Street Construction
 Federal Aid Safety Program
 Traffic System Management Grant
 State Capital Grants Fund
 Park Acquisition & Development

Debt Service Funds

Account for payment of principal and interest on general long-term debt. E.g:
 Police Building Debt Service
 COSA 2014 Lease Financing Debt Service

Fiduciary Fund Type

Agency Funds

Custodial in nature and do not present results or measurements of operations. Given the nature of these funds, they have not been included in the budget document.

Proprietary Fund Type

Enterprise Funds

Parking Enterprise
 Sanitary Sewer Services
 Federal Clean Water Protection
 Water Enterprise
 Water Utility Capital Construction
 The Depot
 Sanitation Enterprise
 Refuse Collection Enterprise

Internal Service Funds

Equipment Replacement
 Central Services
 Building Maintenance
 Fleet Maintenance
 Stores & Property Control
 Liability & Property
 Employee Group Benefits
 Workers Compensation
 City Yard Operations
 Engineering Services
 Administration Services
 Information Services Technology Plan

Account Groups

Account Groups are technically not funds but list of assets and liabilities that would not be otherwise reported due to the modified accrual basis of accounting.

Functional Unit Structure

General Fund - \$228,970,000

Police Department	120,257,118
Fire Department	41,765,144
Parks, Recreation & Community Services	19,366,804
Non-Departmental & Interfund Transfers	17,434,530
Planning & Building Agency	9,514,222
Public Works Agency	5,908,755
Finance & Management Services	4,873,614
City Attorney's Office	2,878,925
City Manager's Office	2,647,520
Bowers Museum	1,475,890
Personnel Services	1,405,042
Clerk of the Council's Office	976,761
Community Development Agency	465,675

Special Revenue Fund - \$28,745,294

Police Department - \$15,334,394	
OTS Traffic Offender Program	119,205
Inmate Welfare Fund	379,745
Police Special Revenue	1,061,080
Criminal Activities Fund	450,885
Civic Center Security	1,531,605
Urban Area Security Initiative Grant	4,097,444
COPS Hiring Grant	983,770
Law Enforcement Grants	991,060
Equitable Sharing	5,719,600
Parks, Recreation & Community Services - \$4,741,605	
Civic Center (Maintenance/Capital)	4,151,925
FACT Program	191,415
Public Library Fund Grant	45,000
National Arts and Humanities Award	3,265
IMLS Memories to Migration	350,000
Public Works Agency - \$6,830,745	
Special Gas Tax Fund	6,830,745
Planning and Building Agency - \$328,525	
Air Quality Improvement Fund	328,525
Personnel Services Agency - \$319,025	
Air Quality Improvement Fund	319,025
Finance & Management Services - \$1,191,000	
Air Quality Improvement Fund	1,191,000

Capital Fund - \$51,254,360

Public Works Agency - \$30,920,332	
Measure M	19,151,322
Transportation Area Funds	2,485,815
Sewer Capital Recovery	1,629,500
Sewer Connection Project	1,500,000
Residential Street Improvement	221,000
Select Street Construction	2,257,795
Federal Aide Safety Program	2,357,900
Traffic System Management Grant	1,317,000
Parks, Recreation & Community Services - \$10,541,538	
State Capital Grants Fund	5,213,713
Park Acquisition & Development	5,327,825
Non-Departmental - \$9,792,490	
Police Building Debt Service	4,622,660
COSA 2014 Lease Financing Debt Service	5,169,830

Enterprise Fund - \$108,378,240

Public Works Agency - \$99,986,420

Sanitary Sewer Services	7,091,605
Federal Clean Water Protection Enterprise	4,569,830
Water Enterprise	57,461,360
The Depot	966,890
Sanitation Enterprise	9,088,970
Refuse Collection Enterprise	20,807,765

Finance & Management Services - \$8,391,820

Parking Meter Enterprise	8,391,820
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Internal Service Fund - \$79,979,439

Personnel Services Agency - \$43,056,753

Liability & Property	13,905,633
Employee Group Benefits	22,427,170
Workers Compensation	6,723,950

Finance & Management Services Agency - \$13,784,945

Equipment Replacement	1,488,000
Central Services	1,264,000
Building Maintenance	3,883,410
Fleet Maintenance	4,523,390
Stores & Property Control	1,527,480
City Yard Operations	1,098,665

Information Services Technology - \$8,794,931

Information Services Technology Plan	8,794,931
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Public Works Agency - \$14,342,810

Engineering Services	7,742,215
Administrative Services	6,600,595

Community Development Agency - \$76,791,229

Housing Assistance	43,948,050
Successor Agency	21,372,164
CDBG & Other Grants	11,471,015

Debt Management Schedule FY 2016-2017

OBLIGATIONS	FUND	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
PLEGED REVENUES						
Capitalized Leases						
Civic Center Parking Project - All Points Lease* ¹	011	637,019	637,019	637,019	637,019	637,019
Civic Center Parking Facilities Lease - Civic Center Authority	074	2,598,461	2,600,000	-	-	-
Total		3,235,480	3,237,019	637,019	637,019	637,019
Long-Term Debt Service						
Police Administration & Holding Facility 1994 (50%)**	400	4,612,657	4,612,657	4,611,563	4,613,750	4,613,282
2014 Lease Revenue Financing (50% 2004 SAPD/City Hall)***	404	5,158,826	5,157,478	5,151,748	5,156,545	5,161,348
2003 Tax Allocation Bonds Series A (South Main) ²	652	1,274,255	1,273,405	1,270,905	1,271,940	1,271,015
2003 Tax Allocation Bonds Series B (South Main) ²	658	2,893,500	2,889,000	2,893,125	2,890,500	-
Water Notes - OCWD Wells 35, 37, and 38	062	199,870	99,935	-	-	-
Water Revenue Bonds Series 2014**	060	1,365,200	1,361,525	1,355,075	1,353,700	1,355,450
2007 Local Street Improvement Fund	029	4,173,931	4,174,556	4,174,431	4,178,931	4,175,631
2011 Tax Allocation Bonds Series A (Merged Projects) ¹	654	4,209,850	4,994,725	5,285,975	6,775,556	9,284,825
Total		23,888,089	24,563,280	24,742,822	26,240,922	25,861,550
Debt Schedule approved 5/5/2015 and 5/19/2015						
Motorola Equipment Lease-Purchase 800 MHz Countywide System ¹	Various	486,766	486,766	486,766	486,766	486,766
Motorola Equipment Installation and Partnership 800 MHz ¹	Various	125,009	125,009	125,009	125,009	125,009
Total		611,775	611,775	611,775	611,775	611,775

Note: The City of Santa Ana has no general obligation debt at this time.

* Revised debt schedule beginning payment due 11/1/2014

** New debt schedule beginning payment due 3/1/2015

*** Revised debt schedule beginning payment due 1/1/2015

¹ Funded in part by General Fund

² Funded by Property Tax Increment

Local governments typically get into debt to finance non-operating items such as the construction costs of capital projects in their annual budget. Prudent debt management requires these capital investments in City infrastructure improvements, public buildings, and other facilities to be scheduled properly so as not to overload the City's debt service ability. For example, bond issues are carefully sized, structured, and timed for the most opportune entry into financial markets.

Table 1-10 Five-Year Debt Management Schedule shows the City's long-term debt obligations. Projected payments for the capitalized lease obligations for the next five years will come from the General Fund. Projected payments for the long-term debt obligations are discussed in the respective sections below.

Debt management is a strategic issue because capital budgets tend to be larger than operating budgets. The City's debt management strategy is to balance sources of debt funding, constrain bonded indebtedness, and support needed investment in capital facilities so that Santa Ana remains a desirable location for residence, employment, and investment.

Under the City Charter (the City's equivalent of a constitution), the City's constitutional debt limit shall not exceed 10 percent of the total assessed value of real property located in Santa Ana. As of June 30, 2015, the debt limit was set at \$551.9 million.

The term "constitutional" means the debt is a general obligation of the City under the charter to be repaid from taxes or revenue from general operations (e.g., a general obligation bond). Currently, the City has no constitutional debt in part because the City Manager and City Council have committed to take no fiscal action that would be detrimental to the City's favorable credit ratings in national bond markets. Favorable ratings save the City money by decreasing the City's interest expenses and other borrowing costs.

STRATEGIC PLAN

The City has embarked on many initiatives within the Five-year Strategic Plan which include embracing community involvement, increase transparency, support future development, promote innovation and efficiencies, and improve the overall environment to the city. The adoption of the Strategic Plan marked a major milestone for both the City and the community which began in 2012 with the adoption of the Sunshine Ordinance. There are seven goals (see chart below) that will be achieved in Fiscal Year 2018-2019.

Goal 1	• Community Safety
Goal 2	• Youth, Education, Recreation
Goal 3	• Economic Development
Goal 4	• City Financial Stability
Goal 5	• Community Health, Livability, Engagement & Sustainability
Goal 6	• Community Facilities & Infrastructure
Goal 7	• Team Santa Ana

Some of the objectives include:

- A safe and secure community is essential to the quality of life and economic success for the City. The Santa Ana Police Department is in the process of developing a community policing plan based on community input. Additionally, the Police Department will publish a community survey to measure the community's perceptions of community policing and police services provided by the Police Department in order to provide crime prevention/community policing/traffic-pedestrian safety programs in a consistent and uniform manner.
- The City's Park, Recreation & Community Services Agency will develop a Master Joint Use agreement with the various Unified School Districts around the City's boundary to optimize Santa Ana's youth programs. Additionally, the agency will enhance its youth programming by adding year-round afterschool sports as well as develop a youth sports scholarship program.
- Ensure sustainability through the support of business development and job growth along transit corridors and implementation of various projects including the Fixed Guideway, the Santa Ana Regional Transportation Center Master Plan, Complete Streets and General Plan Circulation Element.
- The City's Finance and Management Services Agency will be implementing new technology to improve the delivery of services and information to staff and the community. The City will implement OpenGov, E-checks software systems to increase transparency and customer service to community, provide free Wi-Fi to visitors at City Hall, Council Chamber, Train Station, and Senior Centers.
- To enhance livability, the City will explore options regarding the reuse of commercial or industrial buildings that are currently underutilized or vacant for mixed-use residential projects.
- Personnel Services is in the initial phases of developing City-Wide customer service training in order to provide a standardized approach to working with the Citizens of Santa Ana to promote Team Santa Ana efforts.
- The Planning and Building Agency (PBA) is in the process of updating the City's General Plan and Zoning Ordinance. The first phase will be the development of a Community Engagement Plan followed by the development of the City's 20-year vision plan. Both plans will serve as guiding documents in updating the General Plan and Zoning Ordinance.
- The City completed the development of a comprehensive Climate Action Plan. The goal of the Plan is to create an environmentally friendly future and to make the City a better place in which to live and work. Many of the strategies and measures that will be implemented will reinvest in the community through benefits such as improved air quality, reduced energy and water usage, reduced traffic congestion, and other environmental improvements.
- The City will identify best practices and opportunities for process improvement and automation across City departments in order to provide more efficient delivery of City services to the community.

CITY OF SANTA ANA 5-YEAR STRATEGIC PLAN

In 2012, the City of Santa Ana Mayor and City Council adopted the Sunshine Ordinance to enhance transparency and foster community engagement. An element of the Sunshine Ordinance is the development of a five-year Strategic Plan to re-establish the City's mission, vision and goals to guide the City's future. In early 2013, the City Council established a Strategic Planning Ad Hoc Council Committee to provide guidance in the strategic planning process.

The Ad Hoc Council Committee provided direction on the planning process and recommended broad outreach efforts and involvement from various community stakeholders such as residents, businesses, non-profit organizations, students, faith-based community, property owners, educators, employees, and others. The City's outreach and community engagement efforts included community forums, workshops, meetings, focus groups, online survey, and online comments which provided the basis from which to develop the five-year strategic plan.

As a result, the City of Santa Ana Mayor and City Council, the City Manager, City staff and the community worked diligently to develop a five-year Strategic Plan (FY2014/15 to FY2018/19). This plan sets the course for the City of Santa Ana to ensure the City's mission is accomplished. The mission, "To deliver efficient public services in partnership with our community which ensures public safety, a prosperous economic environment, opportunities for our youth, and a high quality of life for residents," serves as the foundation for the City's seven goals. The goals are **Community Safety; Youth, Education, Recreation; Economic Development; City Financial Stability; Community Health, Livability, Engagement and Sustainability; Community Facilities and Infrastructure; and Team Santa Ana** allow the City to align its efforts and resources to accomplish goals and make positive progress for the community of Santa Ana.



The strategic plan is a living document which features a framework that can be adjusted based on the current needs of the community. On a periodic basis, the City will provide updates on the progress and performance of each goal, objective, and strategy. As such, the plan may be modified to ensure that stated goals are aligned with the needs of the community. Furthermore, with the adoption of the 5-year strategic plan, the strategic planning and budgeting process are now linked to ensure that the City's budget reflects City Council and community priorities.

With the development and implementation of the strategic plan, the City of Santa Ana reaffirms its commitment to continue to provide exceptional services and programs to its community.

What is a Strategic Plan?

A strategic plan is a clear statement of where the City is going and how it intends to get there. It includes a vision, a description of the mission of the organization, a set of guiding principles (values) that will guide actions, a set of multi-year goals that guide decisions, objectives and strategies for each goal, and a plan for implementation and accountability. The strategic plan will provide the framework to link identified objectives to the budget process, capital improvement plan, important policy considerations, economic development initiatives, and the organization's desire for continuous improvement. In summary, the plan helps translate the community's vision and City Council's goals to the organization - enabling the organization to better serve the community.

Strategic Planning Process Overview

The strategic planning process began with individual interviews of City Councilmember's to gather perspective from Santa Ana's leadership on strengths, limitations, opportunities, and threats. Furthermore, through the interview process, the City Council provided their vision for Santa Ana's community as well as the mission and core values to drive the organization's policies and actions. The results of the interviews set the basis by which to carry out the City's outreach efforts and community engagement.

The City's outreach efforts focused on gathering input from a broad spectrum of community stakeholders to ensure the plan reflects the needs of the community. These outreach efforts included a community forum, focus groups, community and employee surveys, overview meetings and workshops. In total, the City held nine outreach events with more than 2,100 participants and recorded over 1,300 comments. Each outreach effort is summarized below. More detailed information such as presentations, handouts and participant comments are available at <http://www.santa-ana.org/strategic-planning/>.

Community Forum

On August 10, 2013, the City hosted a Forum with the objective of receiving a broad perspective from the community. Approximately 180 members of the community provided input by sharing their ideas concerning nine topic areas. The nine topic areas included:

Arts and Culture

Business / Job Growth

City Financial Stability

Community Facilities and Infrastructure

Community Safety

Community Wellness / Environment / Open Space

Neighborhoods / Housing

Transportation / Transit

Youth / Education / Recreation

The participants of the forum partook in an exercise to identify the three major topic areas they believe to be the most important to address within the plan. The results, in order of importance were: community safety, youth/education/recreation, and neighborhoods/housing. Additionally, participants were asked to identify the one word they hoped would describe Santa Ana in five years. The results of this exercise were: safe, participation, equality, bike-ability, and clean as the five top words to describe our City.

Focus Groups

To enhance the results of the Community Forum, the City held four focus group meetings comprised of City employees and community stakeholders in September of 2013. The participants were asked for their perspective regarding Santa Ana's strengths, limitations, opportunities and threats. The focus group participants were also instructed to identify community characteristics which make Santa Ana special as well as the top priorities they felt should be incorporated into the five-year strategic plan. Common themes regarding what makes Santa Ana special were the historic downtown, the community's young population, Santa Ana's role as County leader, and the presence of an engaged, diverse population. Common themes for opportunities to build upon were the City's economic development potential and the presence of new City leadership.



Employee focus group meeting held at the Lawn Bowling Center in September 2013.

Community and Employee Surveys

The City prepared a community online survey based on the input gathered during the City Councilmember interviews, Community Forum, and focus groups. The online survey was offered in English, Spanish, and Vietnamese and was available from October 2 to November 3, 2013. A total of 903 community members responded to the survey. The respondents identified community safety and youth/education/recreation as the most important areas of focus during the next five years, followed by businesses/job growth and City financial stability. Lastly, the survey asked respondents for a single word that would describe the vision for the City in the next five years. The five words provided most often were safe, thriving, prosperous, clean, and improving.



The survey was also administered to City of Santa Ana employees, with a total of 505 responses received. Employees identified the three most important areas of focus during the next five years as, in order, City financial stability, community safety, and businesses/job growth. The five words provided most often describing the respondent's vision for the City in five years were safe, thriving, growth, stable, and improved.

Community Workshops

On November 23, 2013, two workshops were held to review the results of the online survey with the community. An estimated 350 to 400 participants attended the workshops and provided well over 1,200 written comments. A full version of the comments received is available on the City's website at: www.santa-ana.org/strategic-planning/community-workshop/. In addition to the reviewing the survey results, the participants also provided input on specific actions that the community and/or the City should take to make the priorities a reality.

Executive Management Team Workshop

In December 2013, the executive management team reviewed both the qualitative input and quantitative trend data from the City's outreach efforts in order to develop draft goals, objectives and strategies consistent with the input gathered during the strategic planning process. In addition, implementation timeframes were developed. As a result of the workshop, staff was able to prepare a draft plan which was reviewed by the Strategic Planning Ad Hoc Council Committee in January of 2014.

Community Overview Meeting

On January 24, 2014, the City released the draft plan on the City's website and provided an opportunity for the community to review and provide further input via the City's website (online comment period remained open from January 24 to February 14). On February 8, the City successfully held a

"Given the tremendous amount of community input, this plan solidifies our commitment to meeting the various stakeholder groups' needs. This process was the first step at increasing community engagement and is the foundation for equitable distribution of the City's goals, objectives and strategies. With this plan, the City has established a roadmap to ensure robust economic development, enhanced public safety, and community health and wellness."

– Councilmember Michele Martinez

community overview meeting to present the draft plan and seek additional

input from the community. An estimated 200 participants attended the overview meeting a numerous organizations were represented including: SACReD, OCCCO, KidWorks, Latino Health Access and other prominent Santa Ana and Orange County organizations. The majority of the comments provided by the community were linked to Youth, Community Safety and Economic Development goals.

Special City Council Half Day Workshop

The City Council held a special half day workshop on February 22, 2014 where the City Council reviewed and provided further input on the draft strategic plan. An estimated 50 participants attended the workshop. At this meeting, the City Manager also presented a draft worksheet which illustrated the funding status and City Council Committee that staff will provide periodic updates to monitor the progress of each strategy to ensure accountability. The City Council provided feedback on the draft plan and directed staff to continue with the current schedule to adopt the five-year strategic plan on March 18, 2014.



Vision, Mission and Guiding Principles

The City of Santa Ana is committed to achieving a shared vision for the organization and its community. The vision, mission and guiding principles (values) are the result of a thoughtful and inclusive process designed to set the City and organization on a course that meets the challenges of today and tomorrow.

Vision

The City's vision sets the focus for the future. The vision is a statement that describes the ideal future of an organization, or what the organization would ideally like to be.

The dynamic center of Orange County which is acclaimed for our:

- **INVESTMENT IN YOUTH**
- **NEIGHBORHOOD PRIDE**
- **ENRICHED AND DIVERSE CULTURE**
- **SAFE AND HEALTHY COMMUNITY**
- **THRIVING ECONOMIC CLIMATE**
- **QUALITY GOVERNMENT SERVICES**



City Manager David Cavazos and community members outside of City Council Chambers.

“To deliver efficient public services in partnership with our community, which ensures public safety, a prosperous economic environment, opportunities for our youth, and a high quality of life for residents.”

Mission

The City's mission is a statement of the organization's purpose. It defines what the organization stands for and what it will do.

Guiding Principles

The City’s guiding principles (or values) provide the basis for how the organization and its members will work to achieve the mission and vision. As such, the strategic plan affirms the City of Santa Ana’s commitment to assure public trust and confidence in the integrity of our local government with the establishment of the following guiding principles:

COLLABORATION - We actively engage and include all community stakeholders

EFFICIENCY - We are a results and performance driven organization that continuously seeks to streamline operations and focuses on the productive use of resources

EQUITY - We strive to provide equal and fair opportunity in the access and allocation of community resources

EXCELLENCE - We attract, develop, and retain dedicated public servants that are committed to quality customer service

FISCAL RESPONSIBILITY - We utilize financial assets and resources in a prudent manner to ensure economic stability and growth

INNOVATION - We promote a culture that encourages creativity and entrepreneurship in delivering valuable public services

TRANSPARENCY - We provide information openly and hold ourselves accountable to the public regarding our actions and decisions

“I am very excited to be a part of the 5-year Strategic Plan development process. This is the first-ever strategic plan where City leaders have initiated a comprehensive process that involved a tremendous amount of community input which will help ensure our City’s goals, objectives and strategies are aligned with the community’s needs.”

– Councilmember Roman Reyna

The City’s vision, mission statement and goals are based the City’s *current* position and outlook for the future. As the City moves forward with the implementation of the strategic plan, it will also embark on the development of a 20-year Vision Plan which may lend itself to modifying the vision, mission statement and goals based on the direction of the Mayor and City Council and the needs of the community.





Goal One

Community Safety

A safe and secure community is essential to the quality of life and economic success for the City of Santa Ana. The City is committed to a high level of public safety and working in partnership with the community to maintain a safe and secure City.

Primary Objectives

The City of Santa Ana has identified six objectives to promote a safe and secure community. These objectives are:

1. Modernize the Community Policing philosophy to improve customer service, crime prevention and traffic/pedestrian/bicycle safety.
2. Broaden communications, information sharing and community awareness of public safety activities.
3. Promote fiscal accountability to ensure financial responsibility at all levels of the organization.
4. Ensure a sound fiscal model for jail operations through coordinated efforts with personnel from the City Manager's Office, Police Department, City Attorney's Office, Finance and Personnel.
5. Provide high quality Police and Fire/Emergency Medical Services response within the City of Santa Ana.
6. Enhance Public Safety Integration, communications and community outreach.



Goal Two

Youth, Education, Recreation

Santa Ana enjoys a young, vibrant population. The City is committed to working with other youth-oriented organizations to make a full range of opportunities available so our children and young adults can achieve success in their lives.

Primary Objectives

The City of Santa Ana has identified four objectives to support the growth, development and health of all residents. These objectives are:

1. Ensure coordination among organizations serving Santa Ana's youth to optimize programs.
2. Expand youth programming.
3. Expand use of technology as a tool for communication and education in the community.
4. Partner with groups and organizations to promote education, senior services, job training and development for all Santa Ana Residents.





Goal Three

Economic Development

Robust, successful businesses bring jobs and opportunity to the City and provide tax revenues for public services that benefit the entire community. The City of Santa Ana will work aggressively to encourage businesses to locate and invest in our community, providing good jobs, reducing unemployment and bolstering our City's tax base.

Primary Objectives

The City of Santa Ana has identified five objectives to encourage and promote economic vitality citywide. These objectives are:

1. Implement a comprehensive Economic Development strategy to ensure that Santa Ana is a City with a vibrant business climate that is accessible, user-friendly and welcoming to all residents and visitors.
2. Create new opportunities for business/job growth and encourage private development through new General Plan and Zoning Ordinance.
3. Promote a solutions-based customer focus in all efforts to facilitate development and investment in community.
4. Continue to pursue objectives that shape downtown Santa Ana into a thriving, culturally diverse, shopping, dining, and entertainment destination.
5. Leverage private investment that results in tax base expansion and job creation citywide.





Goal Four

City Financial Stability

It is essential that the City maintain fiscal stability to be able to deliver high quality services. This requires an effective and transparent financial system, accurate and reliable forecasting of revenues, an enhanced tax base, and control of expenses.

Primary Objectives

The City of Santa Ana has identified three objectives to facilitate a fiscally sound government. These objectives are:

1. Maintain a stable, efficient and transparent financial environment.
2. Provide a reliable five-year financial forecast that ensures financial stability in accordance with the strategic plan.
3. Maintain a structurally balanced budget with appropriate reserve levels.





Goal Five

Community Health, Livability, Engagement & Sustainability

A vibrant community is full of energy and life, characterized by investment in its people, its culture, and its physical environment. Our built environment has a direct effect on the community's overall quality of life. The task of community planning includes envisioning new commercial areas and new neighborhoods that enhance quality of life, as well as improving the neighborhoods we already have in order to create a sense of place and community. Essential to a vibrant community is strong community involvement, the celebration of arts and cultural diversity, and a focus on resource conservation.

Primary Objectives

The City of Santa Ana has identified six objectives to promote the development of complete communities. These objectives are:

1. Establish a comprehensive community engagement initiative to expand access to information and create opportunities for stakeholders to play an active role in discussing public policy and setting goals.
2. Expand opportunities for conservation and environmental sustainability.
3. Facilitate diverse housing opportunities and support efforts to preserve and improve the livability of Santa Ana neighborhoods.
4. Support neighborhood vitality and livability.
5. Promote a strong arts and culture infrastructure.
6. Focus projects and programs on improving the health and wellness of all residents.





Goal Six

Community Facilities & Infrastructure

The City of Santa Ana has the responsibility to install and maintain the basic facilities required for a community to operate including streets, sidewalks and bikeways, sanitary sewers, storm drains, water systems, public buildings and facilities, and collection of solid waste. The City also has an important advocacy role concerning mass transit and public utilities.

Primary Objectives

The City of Santa Ana has identified two objectives to maintain and enhance the physical environment and infrastructure. These objectives are:

1. Establish and maintain a Community Investment Plan for all City assets.
2. Address deferred maintenance on City buildings and equipment.





Goal Seven

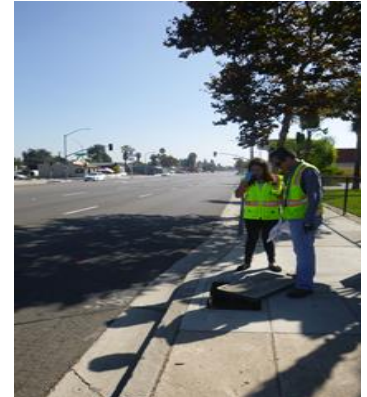
Team Santa Ana

The City continues to face increasing demands for services with limited resources. This challenge provides an opportunity for the organization to become innovative and efficient in the delivery of City Services. Success in this effort requires that the City retain and attract experienced, motivated employees who are committed to engaging and serving the community. Additionally, improving interdepartmental and community lines of communication will ensure greater transparency and community engagement.

Primary Objectives

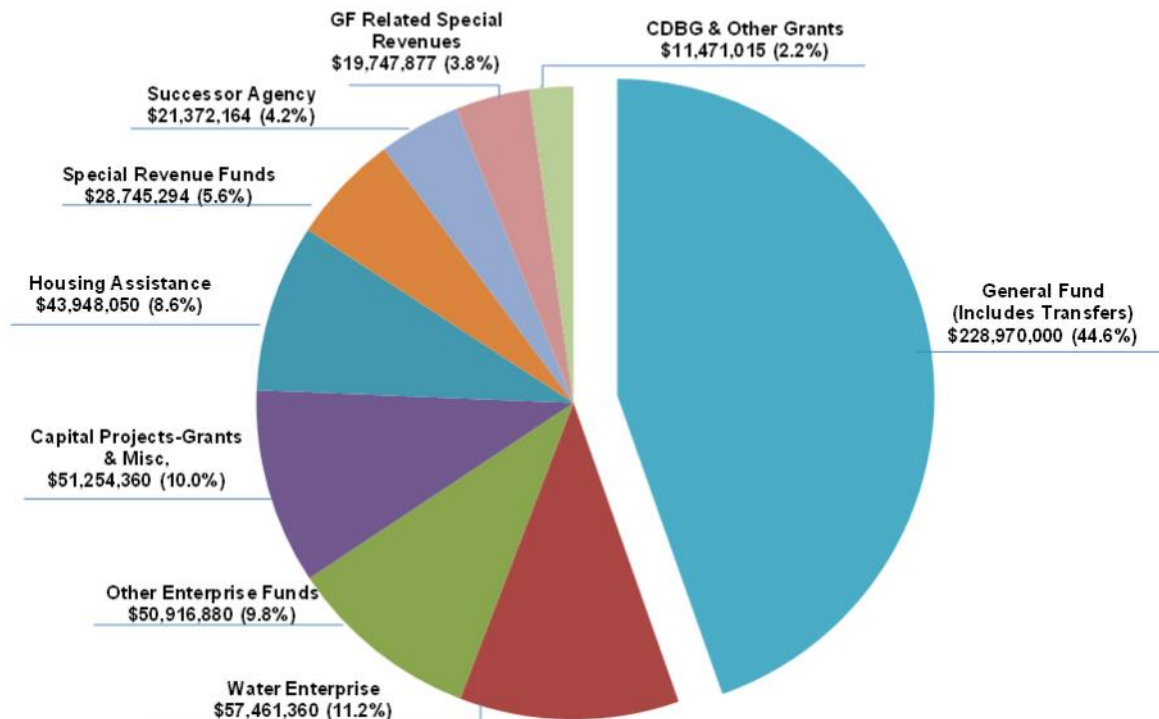
The City of Santa Ana has identified seven objectives to promote an effective and customer friendly government. These objectives are:

1. Establish a culture of customer service and community engagement as the organization's primary focus.
2. Establish communication plans to engage and inform employees and the community about City activities.
3. Improve communication between all levels of the organization.
4. Establish employee compensation that attracts and retains a highly qualified workforce.
5. Create a culture of innovation and efficiency within the organization.
6. Provide a positive workplace environment that supports the health of its employees and celebrate its success.
7. Develop a culture of motivated and innovative leaders in the organization.



FY 2016-17 PROPOSED CITY-WIDE BUDGET

CITY-WIDE REVENUE SOURCES
 Estimated Revenues: \$458,007,597
 Carry Forward: \$55,879,403
 Total Revenue Sources: \$513,887,000



CITYWIDE REVENUE SOURCES PIE CHART

The above pie chart illustrates where funding is derived from to accomplish our City’s strategic goals and objectives. The chart is divided into nine slices illustrating the major sources of funding (excluding the Carry Forward).

The General Fund is the largest revenue source and represents 44.6 percent of all available sources. At the time of adoption, overall General Fund revenues were projected to experience a moderate increase. The most recent economic data, trends & forecast validate the initial assumptions made at the time of adoption.

General Fund Related Special Revenues include funding for the Strategic Plan, Council Special Projects, Capital Outlay and the South Main Corridor Capital Projects among other activities. These activities generate \$19.7 million in revenue for the City.

The City will dedicate \$51.0 million in various Capital Improvement Projects (CIP) in FY 2016-17. The funding for the various projects are spread throughout the different budget categories (i.e., Capital, Special Revenue Funds, Enterprise Funds, etc.). The majority of the funding is related to street improvements, traffic improvements, utility, drainage, lighting, and city facility improvements.

Over \$20 million has been allocated this year to Street Improvements, which include planning, curb, gutter, sidewalk improvements, alley rehabilitation, neighborhood street rehabilitation, local street rehabilitation, arterial street rehabilitation, and street/bridge improvements and widening.

The Enterprise Funds account for business-type activities and receives most of its funding through user charges from Water Services, Sanitation, Sanitary Sewer, Federal Clean water Act, Refuse Collection, Parking Enterprise Fund and the Santa Ana Regional Transportation Center (SARTC). Enterprise Funds comprise over 21 percent of the total revenues generated in the City.

Special Revenues are primarily associated with Federal, State and/or intergovernmental grants that the City has received funding for in order to carry out specialize functions or projects including Special Gas Tax Fund, Air Quality Improvement Fund and the Homeland Security Grants. Special Revenue Funds constitute 5.6 percent of the budgeted revenues.

The Housing Assistance, Successor Agency and CDBG & Other Grants revenues are funding that is associated with the Community Development Agency (CDA) Fund. Unlike other funds, CDA is a complex group of funding and receives its revenues from various governmental agencies including but not limited to the federal, state, county, and municipality.

TOTAL CITY-WIDE REVENUE SUMMARY BY FUNDS					
	Actual	Actual	Adopted	Adopted	% Change from
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 15-16 to FY 16-17
General Fund	211,499,355	220,172,347	225,813,258	228,970,000	1.4%
General Fund Special Revenues					
Cable TV Fund	246,920	269,095	203,960	204,000	0.0%
Parks and Recreation Special Revenue	570,544	178,455	254,250	62,500	-75.4%
Council Special Projects	-	-	-	9,648,840	N/A
Capital Outlay	572,083	581,687	2,286,185	2,045,455	-10.5%
Strategic Plan	-	3,014,500	3,014,500	2,494,500	-17.2%
Fire Facilities Fund	-	-	-	600,000	N/A
Community Development Maintenance	90,403	2,438	302,000	-	-100.0%
Peebler Fund - South Main Corridor	-	-	4,942,582	4,692,582	-5.1%
Subtotal General Fund Special Revenues	1,479,950	4,046,175	11,003,477	19,747,877	79.5%
Internal Service Fund					
Equipment Replacement	477,259	666,195	-	1,488,000	N/A
Central Services	999,628	1,019,567	1,029,148	1,264,000	22.8%
Copier Lease Program	53,388	23,755	240,220	-	-100.0%
Building Maintenance	3,494,613	3,171,619	4,845,181	3,883,410	-19.9%
Fleet Maintenance	3,716,297	3,663,496	5,346,490	4,523,390	-15.4%
Stores & Property Control	2,385,689	2,511,999	1,569,350	1,527,480	-2.7%
Liability and Property	6,519,596	6,497,169	9,554,594	13,905,633	45.5%
Employee Group Benefits	19,289,873	19,184,982	20,529,713	22,427,170	9.2%
Workers Compensation	5,599,738	5,793,083	6,655,984	6,723,950	1.0%
City Yard Operations	957,800	745,789	1,048,988	1,098,665	4.7%
Engineering Services	5,398,693	4,789,082	7,734,178	7,742,215	0.1%
Administration Services	4,505,006	4,387,274	6,910,975	6,600,595	-4.5%
Communications Services	1,337,032	1,473,371	2,482,298	-	-100.0%
Information Services Technology Plan	5,479,681	5,365,599	7,475,296	8,794,931	17.7%
Subtotal Internal Service Fund	60,214,293	59,292,979	75,422,415	79,979,439	6.0%
Community Development Agency Fund					
CDA Special Revenue	455,554	343,119	507,000	265,500	-47.6%
Workforce Investment Act	4,181,475	3,824,476	3,497,130	3,169,814	-9.4%
Orange County Grants	600,450	801,408	800,000	800,000	0.0%
HOME	4,208,150	178,987	1,243,375	1,369,061	10.1%
Department of Labor	812,251	1,373,784	226,540	91,175	-59.8%
Housing Authority-Issuer Fee	145,847	79,370	101,000	269,300	166.6%
UDAG	108	141	-	-	N/A
CDBG/ESG*	5,747,395	4,186,141	5,929,995	5,775,465	-2.6%
Housing Authority-HAP	25,929,083	25,613,156	27,983,080	26,781,270	-4.3%
Housing Authority-NED	1,821,959	1,892,399	2,110,250	2,160,000	2.4%
Housing Authority-Administration	2,698,431	2,705,428	3,080,675	3,564,765	15.7%
Neighborhood Stabilization Program	2,376,459	1,135,273	200,000	235,000	17.5%
CalHome	80,436	2,552	-	-	N/A
Rental Rehabilitation Grant	12,511	30,455	-	-	N/A
HOPWA	1,349,057	2,352,848	2,700	2,700	0.0%
Inclusionary Housing	908,126	12,236	3,747,000	10,935,015	191.8%
Successor Housing Agency	786,512	747,313	480,000	5,070,320	956.3%
2003 Tax Allocation Bond Series A	12,304	16,098	2,477,155	-	-100.0%
South Main Commercial Corridor	43,534	1,765	-	-	N/A
2011 Tax Allocation Bond Series A	30,349	39,436	-	-	N/A
2003 Tax Allocation Bond Series A	14	13	-	-	N/A
Successor Agency	222,740	217,789	807,965	230,075	-71.5%
RDA Obligation Retirement Fund	5,086,585	10,945,874	19,191,560	16,071,769	-16.3%
Subtotal Community Development Agency Fund	57,509,330	56,500,061	72,385,425	76,791,229	6.1%

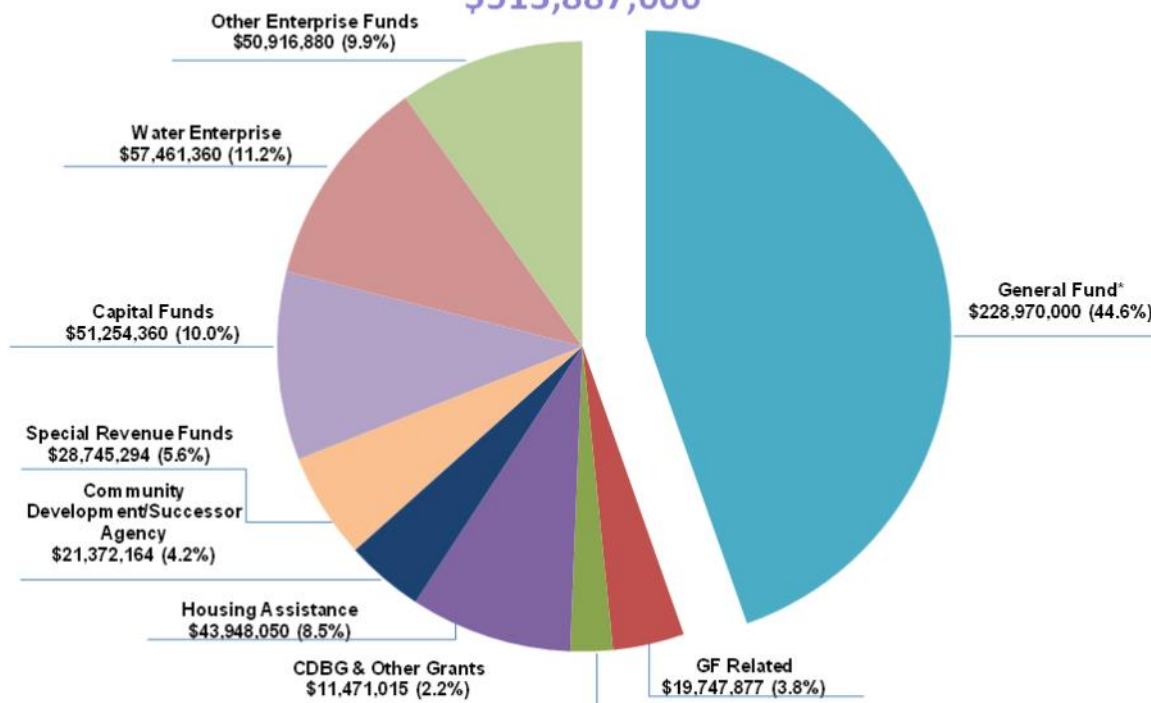
**TOTAL CITY-WIDE REVENUE SUMMARY
BY FUNDS
(CONTINUED)**

Special Revenue Fund					
OTS Traffic Offender Program	45,644	40,310	242,670	119,205	-50.9%
Inmate Welfare Fund	487,063	315,899	424,115	379,745	-10.5%
Police Special Revenue Fund	1,226,775	1,066,373	1,164,340	1,061,080	-8.9%
Criminal Activities Fund	2,032,510	3,048,233	5,592,045	450,885	N/A
Special Gas Tax Fund	11,234,727	9,119,277	7,527,406	6,830,745	-9.3%
Air Quality Improvement Fund	312,742	525,175	1,016,150	1,838,550	80.9%
Civic Center	3,000,505	3,115,536	4,792,570	5,683,530	18.6%
Urban Area Security Initiative Grant	7,072,216	2,668,233	1,716,090	4,097,444	138.8%
COPs Hiring Grant	329,613	400	-	983,770	N/A
Law Enforcement Grants	1,078,746	1,553,284	-	991,060	N/A
Public Library Grant	-	197,449	100,000	45,000	-55.0%
Library Grants	-	10,000	467,575	353,265	-24.4%
Equitable Sharing	-	-	-	5,719,600	N/A
FACT Program	307,925	265,589	285,730	191,415	-33.0%
Subtotal Special Revenue Fund	27,128,466	21,925,758	23,328,691	28,745,294	23.2%
Enterprise Funds					
Parking Enterprise	4,802,518	5,355,039	3,555,200	8,391,820	136.0%
Sanitary Sewer Services	5,048,989	4,759,980	7,576,328	7,091,605	-6.4%
Federal Clean Water Protection	2,888,257	2,897,340	4,570,468	4,569,830	0.0%
Water Enterprise	53,132,204	63,581,474	55,181,460	53,303,360	-3.4%
Water Utility Capital Construction	2,712,145	7,699,221	13,716,730	4,158,000	-69.7%
The Depot	754,710	757,193	741,804	966,890	N/A
Sanitation Enterprise	7,945,810	8,071,614	9,833,822	9,088,970	-7.6%
Refuse Collection Enterprise	17,172,388	17,382,535	18,511,486	20,807,765	12.4%
Subtotal Enterprise Funds	94,457,021	110,504,396	113,687,298	108,378,240	-4.7%
Capital Fund					
Prop. 1B Infrastructure Bond	1,148,261	1,551,000	-	-	N/A
Measure M	6,646,349	8,362,517	5,859,097	19,151,322	226.9%
Transportation Area Funds	396,587	396,053	-	2,485,815	N/A
Sewer Capital Recovery	-	43,839	410,500	1,629,500	297.0%
Sewer Connection Project	1,493,336	906,631	3,200,000	1,500,000	-53.1%
Residential Street Improvement	415,683	3,747,794	1,571,000	221,000	-85.9%
Select Street Construction	20,815,367	8,244,544	6,398,000	2,257,795	-64.7%
Federal Aid Safety Program	8,283	23,432	-	2,357,900	N/A
Traffic System Management Grant	99,186	66,745	-	1,317,000	N/A
State Capital Grants Fund	3,368,732	1,471,494	5,742,800	5,213,713	-9.2%
Habitat Conservation Fund	52,203	-	-	-	N/A
State Recreation Trails Program	135,606	250,608	-	-	N/A
Park Acquisition & Development	2,062,157	1,843,363	3,660,840	5,327,825	45.5%
Police Building Debt Service	9,067,267	4,292,569	4,622,190	4,622,660	0.0%
COSA 2014 Lease Financing Debt Service	45,060,000	5,173,503	5,166,902	5,169,830	0.1%
Subtotal Capital Fund	90,769,017	36,374,091	36,631,329	51,254,360	39.9%
Total Available Funds	543,057,433	508,815,807	558,271,894	593,866,440	6.4%
Less: Internal Service Funds	(60,214,293)	(59,292,979)	(75,422,415)	(79,979,439)	6.0%
Net Total Available Funds	482,843,140	449,522,828	482,849,479	513,887,000	6.4%

FY 2016-17 PROPOSED CITY-WIDE BUDGET

CITY-WIDE APPROPRIATIONS

\$513,887,000



**Includes best practice of budgeting for attrition savings*

CITYWIDE APPROPRIATIONS

Total Citywide budgeted appropriations for FY 2016-17 amount to \$513,887,000 and the above pie chart illustrates where the funding will be expended. Total appropriations this coming year increased by 7.8 percent when compared to FY 2015-16 due to increases in the General Fund, Special Revenue and Capital Improvement Project funding. As illustrated above, the General Fund is the largest fund with a total of \$228.9 million or 44.6 percent of all appropriations to fund programs and services through various agencies.

The City has persistently been committed to Public Safety and this Fiscal Year’s budget demonstrates it as a total of \$177.3 million, or approximately 35 percent of City-Wide appropriations have been allocated to uphold the City’s commitment to public safety. Public safety includes appropriations of \$135.6 million allocated to the various Police funds (i.e., General Fund, Homeland Security Grants, Civic Center Police Security, among others) and \$41.8 million to the Orange County Fire Authority (OCFA), which provides the City with Fire and Emergency Medical services. Increases in public service expenditures are due to increases in general personnel costs and funding for projects that will be implemented in this fiscal year.

Water Enterprise appropriations decreased by 4.7 percent from FY 2015-16 (see Enterprise Summary Page) reflecting the decrease of expenses in the Water Capital Construction Projects.

Other Enterprise Funds, which are comprised of Parking Enterprise Fund, Sanitary Sewer Services, the Federal Clean Water Protection Fund, The Depot, Sanitation Enterprise and Refuse Collection Enterprise, represent 10 percent of the total Citywide appropriations. Appropriations in these operations increased by 13.7 percent overall compared to FY 2015-16. The Parking Enterprise in particular, obtained an increase in appropriations of 136 percent primarily due to the cost associated with implementing of the Downtown Enhancements and Parking Modernization Plan, which addresses the need to modernize parking structures, enhance public amenities, and address deferred maintenance in the Downtown.

Community Development (which includes Housing Assistance, Community Development Block Grant/other grants and the Successor Agency) accounts for 14.9 percent of the total City budget and increased by 6.1 percent when compared to FY 2015-16.

Capital Funds appropriations have increased by 39.9 percent from FY 2015-16 as a result of the additional allocation of funding towards Measure M projects for street maintenance and street improvements in the Public Works Department.

TOTAL CITY-WIDE APPROPRIATIONS SUMMARY					
BY FUNDS					
	Actual	Actual	Adopted	Adopted	% Change from
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 15-16 to FY 16-17
General Fund	197,715,244	210,616,333	225,813,257	228,970,000	1.4%
General Fund Special Revenues					
Cable TV Fund	330,663	93,514	203,960	204,000	0.0%
Parks and Recreation Special Revenue	207,584	517,706	254,250	62,500	-75.4%
Council Special Projects	-	-	-	9,648,840	N/A
Capital Outlay	204,454	198,109	2,286,185	2,045,455	-10.5%
Strategic Plan	-	3,014,500	3,014,500	2,494,500	-17.2%
Fire Facilities Fund	-	-	-	600,000	N/A
Community Development Maintenance	241,144	288,297	302,000	-	-100.0%
Peebler Fund - South Main Corridor	-	-	4,942,582	4,692,582	-5.1%
Subtotal General Fund Special Revenues	983,845	4,112,126	11,003,477	19,747,877	79.5%
Internal Service Fund					
Equipment Replacement	-	-	-	1,488,000	N/A
Central Services	995,914	1,053,897	1,029,148	1,264,000	22.8%
Copier Lease Program	45,541	36,348	240,220	-	-100.0%
Building Maintenance	3,174,411	3,794,719	4,845,181	3,883,410	-19.9%
Fleet Maintenance	5,377,606	4,823,496	5,346,490	4,523,390	-15.4%
Stores & Property Control	1,559,032	1,312,226	1,569,350	1,527,480	-2.7%
Liability and Property	6,810,396	8,411,542	9,554,594	13,905,633	45.5%
Employee Group Benefits	18,641,432	18,577,415	20,529,713	22,427,170	9.2%
Workers Compensation	6,472,963	8,451,716	6,655,984	6,723,950	1.0%
City Yard Operations	975,108	742,319	1,048,988	1,098,665	4.7%
Engineering Services	4,671,343	4,828,114	7,734,178	7,742,215	0.1%
Administration Services	4,039,247	4,362,496	6,910,975	6,600,595	-4.5%
Communications Services	1,852,845	2,239,471	2,482,298	-	-100.0%
Information Services Technology Plan	5,822,911	5,881,681	7,475,296	8,794,931	17.7%
Subtotal Internal Service Fund	60,438,749	64,515,440	75,422,415	79,979,439	6.0%
Community Development Agency Fund					
CDA Special Revenue	305,771	516,130	507,000	265,500	-47.6%
Workforce Investment Act	3,757,660	3,843,322	3,497,130	3,169,814	-9.4%
Orange County Grants	598,754	788,675	800,000	800,000	0.0%
HOME	4,208,150	178,987	1,243,375	1,369,061	10.1%
Department of Labor	609,506	1,222,269	226,540	91,175	-59.8%
Housing Authority-Issuer Fee	22,256	11,165	101,000	269,300	166.6%
CDBG/ESC*	5,747,394	4,186,140	5,929,995	5,775,465	-2.6%
Housing Authority-HAP	25,853,099	26,088,129	27,983,080	26,781,270	-4.3%
Housing Authority-NED	1,822,002	1,892,399	2,110,250	2,160,000	2.4%
Housing Authority-Administration	2,456,157	2,726,740	3,080,675	3,564,765	15.7%
Neighborhood Stabilization Program	2,188,102	469,451	200,000	235,000	17.5%
HOPWA	1,478,939	2,281,714	2,700	2,700	0.0%
Inclusionary Housing	-	(106,350)	4,302,000	10,935,015	154.2%
Successor Housing Agency	9,235,947	950,279	1,145,000	5,313,296	364.0%
2003 Tax Allocation Bond Series A	692,174	1,021,297	3,759,325	1,278,981	-66.0%
South Main Commercial Corridor	5,700,958	5,441,403	-	-	N/A
2011 Tax Allocation Bond Series A	4,260,831	4,261,066	4,226,850	4,216,500	-0.2%
2003 Tax Allocation Bond Series A	779,711	670,831	2,901,000	2,898,225	-0.1%
Successor Agency	13,209,784	874,547	1,350,780	2,226,315	64.8%
RDA Obligation Retirement Fund	12,371,795	11,984,760	18,636,560	16,071,769	-13.8%
Subtotal Community Development Agency Fund	95,298,990	69,302,954	82,003,260	87,424,151	6.6%

**TOTAL CITY-WIDE APPROPRIATIONS SUMMARY
BY FUNDS
(CONTINUED)**

Special Revenue Fund					
OTS Traffic Offender Program	123,993	132,390	242,670	119,205	-50.9%
Inmate Welfare Fund	608,229	348,774	424,115	379,745	-10.5%
Police Special Revenue Fund	1,248,341	1,314,637	1,164,340	1,061,080	-8.9%
Criminal Activities Fund	1,046,456	1,486,265	5,592,045	450,885	-91.9%
Special Gas Tax Fund	9,623,233	11,636,800	7,527,406	6,830,745	-9.3%
Air Quality Improvement Fund	328,939	439,086	1,016,150	1,838,550	80.9%
Civic Center	3,065,138	3,075,082	4,792,570	5,683,530	18.6%
Urban Area Security Initiative Grant	7,248,005	2,868,719	1,716,090	4,097,444	138.8%
COPs Hiring Grant	276,576	119,465	-	983,770	N/A
Law Enforcement Grants	921,872	1,413,856	-	991,060	N/A
Public Library Grant	156,861	111,755	100,000	45,000	-55.0%
Library Grants	-	26,656	467,575	353,265	-24.4%
Equitable Sharing	-	-	-	5,719,600	#DIV/0!
FACT Program	254,301	260,094	285,730	191,415	-33.0%
Subtotal Special Revenue Fund	24,901,944	23,233,579	23,328,691	28,745,294	23.2%
Enterprise Funds					
Parking Enterprise	2,500,788	2,928,002	3,555,200	8,391,820	136.0%
Sanitary Sewer Services	5,063,836	4,194,426	7,576,328	7,091,605	-6.4%
Federal Clean Water Protection	2,189,194	2,028,761	4,570,468	4,569,830	0.0%
Water Enterprise	45,508,197	51,060,455	55,181,460	53,303,360	-3.4%
Water Utility Capital Construction	3,064,225	1,088,244	13,716,730	4,158,000	-69.7%
The Depot	844,497	758,619	741,804	966,890	30.3%
Sanitation Enterprise	7,614,273	7,510,351	9,833,822	9,088,970	-7.6%
Refuse Collection Enterprise	15,948,269	15,894,512	18,511,486	20,807,765	12.4%
Subtotal Enterprise Funds	82,733,279	85,463,370	113,687,299	108,378,240	-4.7%
Capital Fund					
Prop. 1B Infrastructure Bond	3,118,514	685,028	-	-	N/A
Measure M	5,243,919	9,079,553	5,859,097	19,151,322	226.9%
Transportation Area Funds	48,967	20,648	-	2,485,815	N/A
Sewer Capital Recovery	-	-	410,500	1,629,500	297.0%
Sewer Connection Project	1,145,146	108,639	3,200,000	1,500,000	-53.1%
Residential Street Improvement	174,062	3,592,204	1,571,000	221,000	-85.9%
Select Street Construction	9,623,925	6,019,313	6,398,000	2,257,795	-64.7%
Federal Aid Safety Program	8,697	72,231	-	2,357,900	N/A
Traffic System Management Grant	73,030	(21,406)	-	1,317,000	N/A
State Capital Grants Fund	4,178,086	281,798	5,742,800	5,213,713	-9.2%
Habitat Conservation Fund	1,123	1,619	-	-	N/A
State Recreation Trails Program	490,944	1,173	-	-	N/A
Park Acquisition & Development	2,612,257	195,585	3,660,840	5,327,825	45.5%
Police Building Debt Service	13,689,154	4,621,728	4,622,190	4,622,660	0.0%
COSA 2014 Lease Financing Debt Service	45,052,026	5,168,546	5,166,902	5,169,830	0.1%
Subtotal Capital Fund	85,459,850	29,826,659	36,631,329	51,254,360	39.9%
Total Available Funds	547,531,901	487,070,461	567,889,729	604,499,361	6.4%
Less: Internal Service Funds and Transfers	(84,484,758)	(78,834,076)	(85,040,250)	(90,612,361)	6.6%
Net Total Available Funds	463,047,143	408,236,385	482,849,479	513,887,000	6.4%

City of Santa Ana Full-Time Authorized Personnel

Department	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Change 15-16 to 16-17	
Police	579.0	579.0	601.0	617.0	22.0	3.8%
Public Works Agency	143.0	144.0	157.0	158.0	13.0	9.0%
Finance & Management Services Agency	105.0	112.0	118.0	103.0	6.0	5.4%
Planning & Building Agency	45.0	47.0	61.0	70.0	14.0	29.8%
Parks & Recreation Services Agency	64.0	65.0	68.0	68.0	3.0	4.6%
Community Development Agency	62.0	53.0	50.0	44.0	-3.0	-5.7%
Personnel Services Agency	26.0	26.0	25.0	25.0	-1.0	-3.8%
Information Technology	N/A	N/A	N/A	16.0	0.0	N/A
City Attorney's Office	12.0	13.0	13.0	14.0	0.0	0.0%
City Manager's Office	10.0	10.0	10.0	10.0	0.0	0.0%
Clerk of the Council	4.0	4.0	4.0	5.0	0.0	0.0%
Total	1050.0	1053.0	1107.0	1130.0	54.0	5.1%

Source: FY 16-17 Adopted Budget Document

FISCAL YEAR 2016-17: PERSONNEL CHANGES

The last two Fiscal Years (FY 14-15 & FY 15-16) resulted in significant budgetary accomplishments for the City. The revenues exceeded the projected amounts and the expenditures were well below projections. In short, the two Fiscal Years provided the City with surplus monies to redistribute back into programs and services. These substantial results stemmed from making prudent financial decisions, managing expenditures, and from a recovering economy that surpassed expectations held by economists and internal staff at the time of developing the budgets for the respective Fiscal Years.

These results, in turn, enabled the City to fund several significant efforts tied to goals, strategies and objectives of the City's 5-Year Strategic Plan. While the focus on this year's budget were programs and services, several positions were approved as these positions play a pivotal role in the implementation of new and existing programs. Some of the highlights of these efforts include: additional Police Officers, addition of an Internal Auditor, and staffing for the Body Camera Program.

In addition, the City presents a Trial Budget to the community before the budget adoption in order to solicit input and suggestions from different neighborhoods. As a result of the five successful meetings that were held, the community expressed that there are the most needs within the area of public safety. To address these needs, additional police officers, park rangers, and code enforcement officers were included as part of the FY 2016-17 workforce changes.

Furthermore, the City underwent a restructuring of the current Information Technology organization in FY 2015-16 to reflect a progressive and responsive structure that is focused on enhancing service delivery and reflects industry best practices. This restructuring resulted in the formulation of an independent agency, the Information Technology Department, formerly a division under the Finance and Management Services Agency. To advance the City's IT vision and support the Information Technology Strategic Plan (ITSP) 5-year Roadmap, the City Manager proposed the City's IT Assessment Steering Committee recommendations to add the full-time classification title of the Chief Technology Innovations Officer and the Project Management Officer.

FY 2016-17

Full-Time Authorized Personnel Changes

Additions/Deletions

Post Trial Budget Additions

Department	Qty.	Position	Fiscal Impact	General Fund	Non-General Fund
Planning & Building Agency*	2	Code Enforcement Officer	*	*	
Police Department	2	Park Ranger	170,000	170,000	0
Finance and Management Services	1	Asset Management Analyst	150,000	30,000	120,000
	5		320,000	200,000	120,000

*Funding to be determined upon completion of fee study

Supplemental Budget Requests (Trial Budget)

Department	Qty.	Position	Fiscal Impact	General Fund	Non-General Fund
City Attorney's Office	1	Paralegal	90,000	90,000	0
Personnel Services	1	Personnel Technician	80,000	80,000	0
Police Department**	3	Police Officer (Detectives)	504,260	504,260	0
Police Department	3	Police Officer (Patrol Staffing Plan)	483,397	483,397	0
	8		1,157,657	1,157,657	0

**Includes 10 Police Officers funded by COPS grant

Organizational Changes

Department	Qty.	Position	Fiscal Impact	General Fund	Non-General Fund
Clerk of the Council	1	Assistant Clerk of the Council	75,000	75,000	0
Community Development Agency	(1)	Workforce Specialist II	(109,350)	0	(109,350)
Community Development Agency	(1)	Workforce Specialist III	(117,900)	0	(117,900)
Information Services	1	Executive Secretary	110,000	0	110,000
Personnel Services	(1)	Training Coordinator	(105,579)	(105,579)	0
Planning & Building Agency	1	Administrative Services Manager	199,822	199,822	0
Planning & Building Agency	(1)	Senior Management Analyst	(135,000)	(135,000)	
Police Department	1	Accounting Assistant	68,839	68,839	0
Police Department	1	DNA Coordinator	89,514	89,514	0
Police Department	1	Firearms Examiner	139,000	139,000	0
Police Department	2	Systems Administrator	233,512	233,512	0
Police Department	(8)	Correctional Officer	(885,865)	(885,865)	0
Police Department	(2)	Correctional Supervisor	(270,392)	(270,392)	0
Police Department	(1)	Police Records Supervisor	(109,292)	(109,292)	0
Police Department	(1)	Senior Office Assistant	(79,239)	(79,239)	0
Public Works Agency	1	Contracts Administrator	112,676	0	112,676
	(7)		(784,254)	(779,680)	(4,574)
	Total	6	693,403	577,977	115,426

FY 2016-17 Full-Time Authorized Personnel Changes

Reallocations

		Fiscal Impact	General Fund	Non-General Fund
Parks, Recreation & Community Services	Qty. Position			
	(1) Zoo Animal Registrar	(100,090)	(100,090)	0
	1 Zoo Operations Coordinator	113,390	113,390	0
		13,300	13,300	0
Finance & Management Services	Qty. Position			
	(1) Accounting Assistant/Systems Technician	(90,212)	(90,212)	0
	1 Senior Accounting Assistant/Systems Technician	90,212	90,212	0
		0	0	0
Planning & Building Agency	Qty. Position			
	1 Management Aide	87,544	87,544	0
	(2) Code Enforcement Supervisor and Officer	(160,066)	(160,066)	0
	1 Code Enforcement Principal	160,066	160,066	0
		87,544	87,544	0
	Total	100,844	100,844	0

SANTA ANA'S BUDGET PROCESS

The City's annual budget is prepared on a July 1st to June 30th fiscal year. The budget process is a perpetual and iterative operation that includes phases of formulation, adoption, implementation, adjustment, and oversight throughout the year.

"Best Practice" Budgeting

The City uses multi-tiered iterations to formulate the budget. It is a "best practice" approach that draws on applicable elements of established budgetary tools and techniques such as Expenditure Control Budgeting (ECB), Target Budgeting, Program Budgeting, Zero Base Budgeting (ZBB), Line-item Budgeting, and Stakeholder Budgeting.

The first tier is the *strategic* level which uses Target Budgeting and ECB to set citywide organizational goals and objectives, and where aggregate budget targets and priorities are first defined.

The second tier is the *tactical* level which uses Program Budgeting to translate the City's strategy into specific programs and activities. These activities then become the cost centers that receive fund allocations and are assigned to designated departments.

The third tier is the *operational* level which uses ZBB to develop preliminary budget estimates and Line-item Budgeting to establish the internal controls that guide day to day fiscal administration. All designated cost centers/activities prepare line-item budgets to facilitate the cost accounting process. The resource sheets in the various tab sections show the line-item budget for each cost center/activity.

Throughout this process, City staff is constantly identifying and extensively interacting with key *stakeholders* which include but are not limited to the Boards and Commissions, Chamber of Commerce, and representatives of the City's 64 neighborhood associations (refer to following page). Interaction occurs in various ways from informal neighborhood meetings to formal boards and commissions hearings and Council Study Sessions.

Stakeholder budgeting also provides for a more comprehensive approach to budgeting by soliciting input from as many quarters as possible. Santa Ana spends a lot of time and effort to involve stakeholders to help ensure that the budget is both vision-driven and customer-focused. By including stakeholders in the budget process, the City is practicing Santa Ana's bedrock philosophy of total quality customer service.

Budget Amendment Process

The budget as adopted by the City Council can be amended during the fiscal year by an *appropriation adjustment*. An appropriation is the amount of money the Council has recognized as revenue and approved as a spending limit. An appropriation is shown as an expenditure line-item in the adopted budget.

The need to amend or adjust the budget typically arises in response to unforeseen circumstances or events. For example, the Council is required to formally recognize the receipt of unanticipated revenue before the City can legally accept and spend new money. In other cases, a department may need to transfer funds to cover an unexpected shortfall in another account.

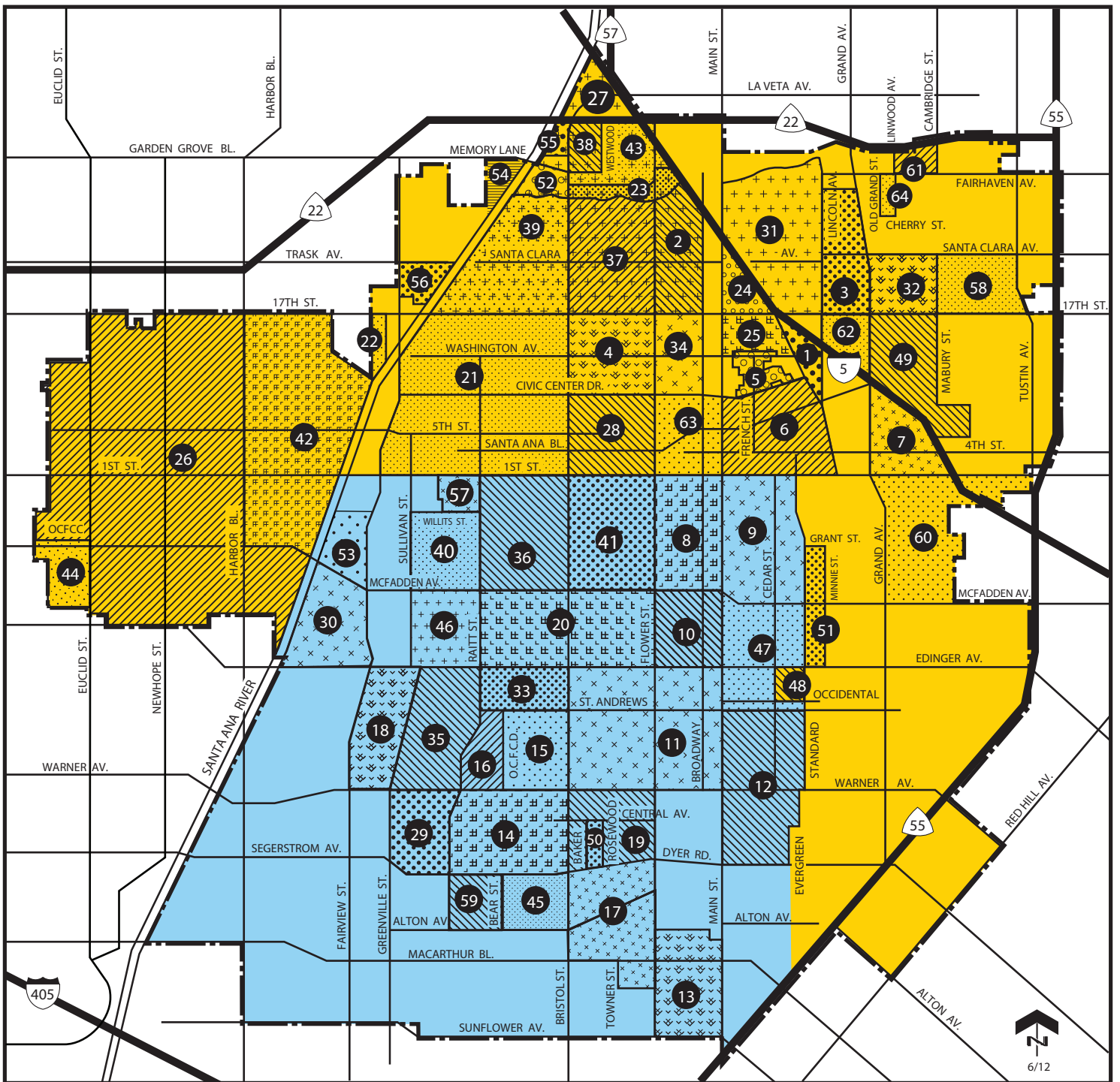
The City Manager is authorized to amend Council-approved appropriations if, in the City Manager's opinion, such amendments are necessary and proper. The appropriation adjustment process consists of the following five steps:

1. A "Request For Appropriation Adjustment" form is prepared by the department or agency.
2. The request is submitted to Finance & Management Services for review.
3. The request is submitted to the City Manager for approval.
4. Once approved, the request is returned to Finance & Management Services to make the necessary adjustments.
5. The department/agency receives authorization to use the adjusted appropriations.

If the request for an appropriation adjustment is between two different departments or involves more than one fund, Council approval is required in addition to City Manager approval.

Budget Calendar

The following budget calendar indicates the months in which significant budget processes occur. The boxed calendar lists the major activities for the month while the narrative on the monthly budget processes provides a detailed description of the listed budget activities. While the monitoring and implementation of the Budget is an ongoing process, the actual planning for the upcoming Fiscal Year Budget begins in December.



— DISTRICT MAP —

District I Scott Kutner
 District II Margarita Gonzalez Macedonio

SANTA ANA NEIGHBORHOODS

- | | | | | |
|---|--|---|---|--|
| <ul style="list-style-type: none"> 1. Logan 2. Floral Park 3. Fairhaven 4. Washington Square 5. French Park 6. Lacy 7. Saddleback View 8. Heninger Park 9. Eastside 10. Wilshire Square 11. Memorial Park 12. Delhi 13. Sandpointe | <ul style="list-style-type: none"> 14. Thornton Park 15. Bristol / Warner 16. Laurelhurst 17. South Coast 18. Centennial Park 19. Sunwood Central 20. Mid - City 21. Artesia Pilar 22. Mar - Les 23. Fisher Park 24. Santa Ana Triangle 25. French Court 26. Riverview West | <ul style="list-style-type: none"> 27. Northwest 28. Flower Park 29. Morning Sunwood 30. Windsor Village 31. Park Santiago 32. Portola Park 33. Shadow Run 34. Willard 35. Valley Adams 36. Central City 37. West Floral Park 38. Bristol Memory Coalition 39. Riverview | <ul style="list-style-type: none"> 40. Bella Vista 41. Pico-Lowell 42. Santa Anita 43. Morrison/Eldridge Park 44. West Grove Valley 45. Republic Homes 46. New Horizons 47. Madison Park 48. Cedar Evergreen Co-Op 49. Mabury Park 50. Rosewood Baker 51. Cornerstone Village 52. Casa de Santiago | <ul style="list-style-type: none"> 53. Windsor Village North 54. Concord 55. Riverglen 56. Edna Park 57. Casa Bonita 58. Meredith Parkwood 59. Metro Classic 60. Lyon Street 61. Fairbridge Square 62. Grand Sunrise 63. Downtown 64. Young Square |
|---|--|---|---|--|

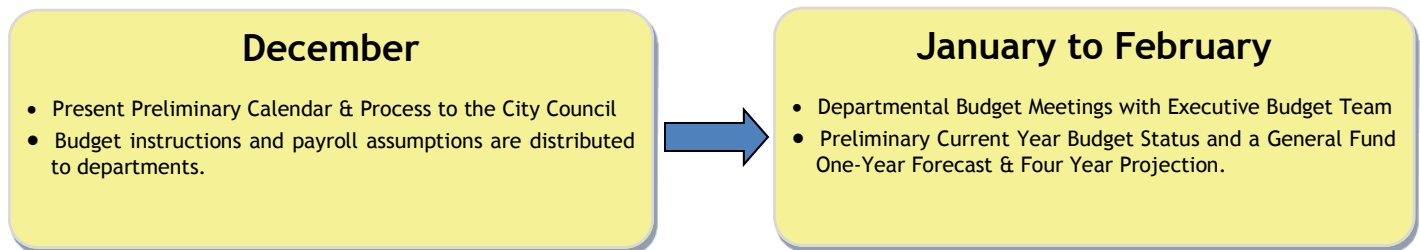
Boundaries are not exact, please contact Neighborhood Improvement for specific Neighborhood Association boundaries. 714/667-2260

The initial step in the City's Budget process is to prepare and present a preliminary calendar to the City Council that demonstrates the various steps needed to take in order to develop the upcoming Budget.

Budget instructions and payroll assumptions (i.e., Base salary, Retirement Plan including rates for Miscellaneous & Safety employees, Medicare insurance, Health insurance, Workers Compensation insurance and Indirect Cost charges) are also distributed to all departmental analysts to incorporate within their respective Budgets. These assumptions play a pivotal role in the development of department Budgets.

From January to February, the Executive Budget Team meets with department representatives to review, discuss & plan the anticipated goals, Supplemental Budget Requests, overall Budgets for the upcoming Fiscal Year and progress in the Strategic Plan elements assigned to the respective departments.

In February, the City Manager presents an update of the current Fiscal Year's Budget as well as a General Fund one-year forecast and four year projections.



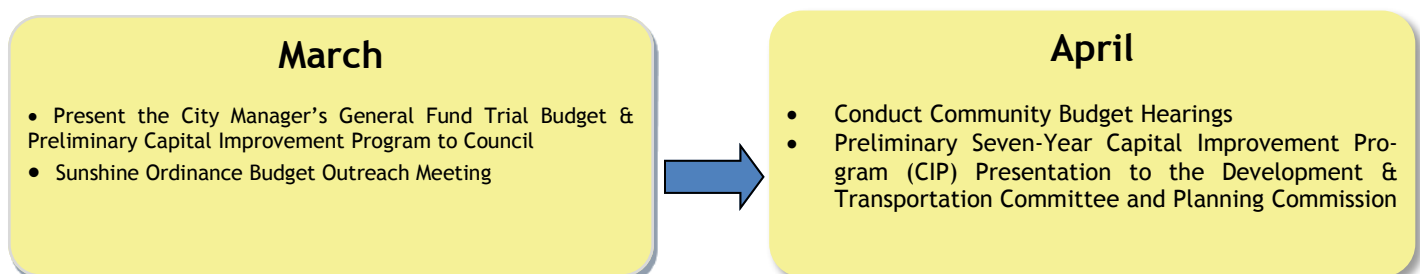
The purpose of the forecast is to ensure that the City's financial environment is stable, efficient and transparent and to ensure the organization's long-term financial viability. The City's General Fund forecast takes into consideration several economic indicators, trend analysis, judgmental forecasting, and the expert opinion of the City's consultants.

These indicators then are merged with the projected assumptions for the upcoming Budget. Ultimately, however, both the Strategic Plan and the General Fund forecast shape the Budget since elements of the Strategic Plan are prioritized and the forecast establishes the maximum spending limit.

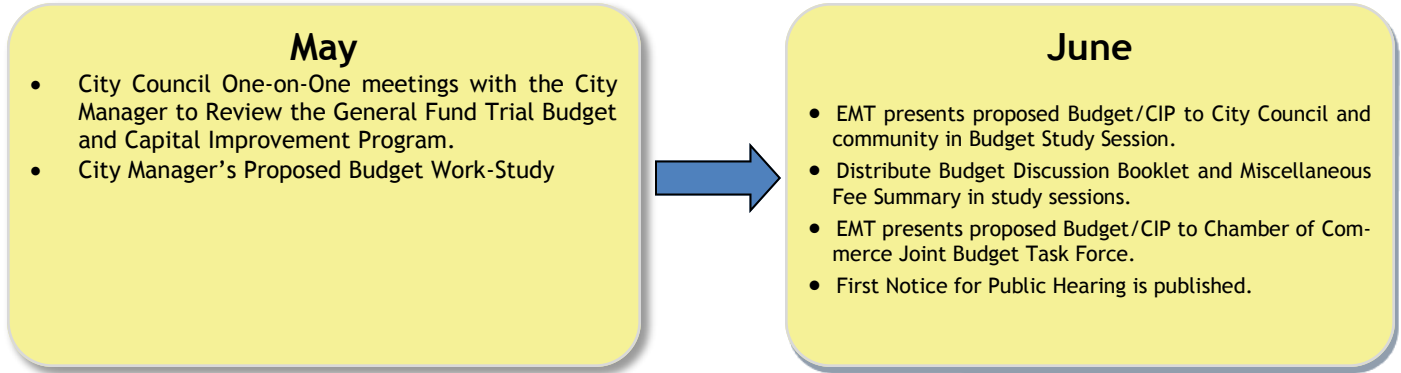
A financial forecast is then prepared based on projected assumptions for the next budget cycle. The first funds to be forecasted are the internal funds due to the impacts of internal cross-charges on other funds. Between *November* and *December*, the resulting goals and objectives are presented in a series of collaborative sessions between the Executive Management Team (EMT) and staff. The results are then presented to the City Council for concurrence. The adopted goals and objectives are shown as exhibits attached to the City Manager's budget letter.

From March to April, following the approval and review of each department's General Fund budget, the City Manager presents a Trial Budget and Preliminary Capital Improvement Program to the City Council for further considerations and recommendations. Moreover, the process continues with a number of Community Budget Hearings, which provides an opportunity for the Mayor, City Council, and community members to review, raise concerns, or provide input.

From March to April, following the approval and review of each department's General Fund budget, the City Manager presents a Trial Budget and Preliminary Capital Improvement Program to the City Council for further considerations and recommendations. Moreover, the process continues with a number of Community Budget Hearings, which provides an opportunity for the Mayor, City Council, and community members to review, raise concerns, or provide input.



In the month of May, the City Manager conducts individual meetings with each City Councilmember for budgetary review of the City Manager's Budget and economic conditions overview. The purpose of the sessions is to support the preparation of the Fiscal Year 2015-16 Budget and intends to provide a status of the current year's budget, a preliminary projection of General Fund revenues and expenditures for FY 16, and a Seven-Year Capital Improvement Plan for the period of FY 15-16 through FY 21-22.



The Capital Improvement Program is presented to the Environmental & Transportation Advisory Committee and Planning Commission. Community Development Block Grant budget is adopted by the City Council. Based upon the City Council budget priorities, the Executive Management Team reviews operating budgets and Capital Improvements Program requests.

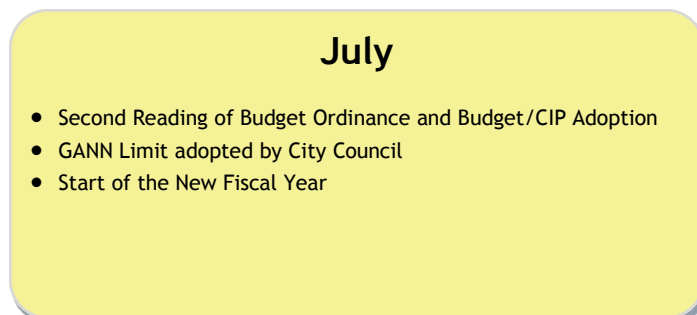
The Executive Management Team evaluates and prioritizes the program requirements, determines funding availability and develops a balanced budget. Final budget decisions are made as a team according to the purpose, vision and goals of the City.

The City Manager and EMT present the proposed budget to the City Council in a Budget Study Session. The Council, after reviewing the proposed budget and receiving public comment, may direct staff to revise the proposed budget. Executive Budget Summaries are made available to the public at budget discussion sessions, the Clerk of the Council Office, and all City libraries. The City Manager and EMT also present the budget to the Santa Ana Chamber of Commerce Joint Budget Task Force.

The second notice for public hearing is published in the newspapers. The proposed budget is presented to the City Council during the public hearing and any new changes are incorporated into the budget. Copies of the line-item budget, as presented in this document, are available to the public in the Clerk of the Council's Office, and City of Santa Ana public libraries.

After the conclusion of the public hearing, the City Council may further consider the proposed budget and make any revisions thereof that it may deem advisable. On or before the 30th day of *June*, the Council meets to adopt the proposed budget, as amended, by the affirmative vote of a majority of the seven-member Council. Upon final adoption, the budget will be in effect for the ensuing fiscal year. The adopted budget becomes the authority for the various departments to expend appropriations, subject to controls established by the City Charter. A copy of the adopted budget, certified by the Clerk of the Council must be reproduced and copies made available for the use of all officers, offices, departments, and other agencies of the City and for the use of civic organizations.

At any subsequent Council meeting, the Council may amend the adopted budget through an "appropriations adjustment." This action requires a supermajority Council vote which means that at least five affirmative votes, or 2/3 of the seven-member Council, are needed to amend an adopted budget. The budget amendment process is discussed in detail on page 1-10.



FY 2016-17 BUDGET CALENDAR



Date	Presented Items
December 1, 2015	Present Preliminary Calendar & Process to City Council for Approval
February 16, 2016	CIP Update and Outreach Presentation
March 29, 2016	Sunshine Ordinance Budget Outreach Meeting <i>Includes Strategic Plan Update and CIP</i>
April 11, 2016	Preliminary Seven-Year Capital Improvement Program Presentation to Planning Commission.
April 19, 2016	<ul style="list-style-type: none"> • Preliminary FY 15-16 Budget Status • General Fund One-Year Forecast (FY 16-17) and Four Year Projections • Present City Manager's General Fund Trial Budget • Preliminary Capital Improvement Program (CIP—includes Water & Sewer) to City Council
April–May 2016	Community Budget Hearings <i>Includes Strategic Plan Update</i>
May 2–May 16, 2016	City Council one-on-one meetings—Review of Trial Budget and CIP
May 17, 2016	City Manager's Proposed FY 16-17 Budget Work-Study Session <i>Includes CIP, Miscellaneous Fees, and Personnel Resolution</i>
June 7, 2016	Tentative Budget/CIP Ordinance Adoption
June 21, 2016	Final Budget/CIP Ordinance Adoption
July 1, 2016	Start of the new Fiscal Year

ORDINANCE NO. NS-2900

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA ANA APPROPRIATING MONIES TO THE SEVERAL OFFICES, AGENCIES, AND DEPARTMENTS OF THE CITY FOR FISCAL YEAR BUDGET PERIOD COMMENCING JULY 1, 2016

THE CITY COUNCIL OF THE CITY OF SANTA ANA DOES ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Santa Ana hereby finds, determines, and declares as follows:

- A. The City Manager has prepared and submitted to the City Council, pursuant to Section 605 of the City Charter, a proposed budget for expenditures for the fiscal year commencing July 1, 2016.
- B. In accordance with Section 606 of the City Charter, a public hearing has been held upon the proposed budget of expenditures after notice of such public hearing had been published in the manner prescribed in Section 606 of the City Charter.
- C. The proposed budget of expenditures duly submitted and considered as herein stated, together with any supplemental revisions and amendments thereto, was approved, adopted, and fixed by the City Council as the budget of the City for fiscal year 2016-2017, commencing July 1, 2016, in the amounts and for the funds, purposes, functions, department activities, and programs as therein set forth, including the Seven-Year Capital Improvement Program Plan update per Orange County Transportation Authority Measure M2 eligibility requirement. The adopted budget, including any supplemental revisions and amendments, together with a copy of the appropriation ordinance, shall be placed in the official files of the Clerk of the Council.

Section 2. There are hereby appropriated to the several offices, agencies, and departments of the City, being the respective object and purposes specified in that certain document entitled "Fiscal Year 2016-2017 City Budget", a copy of which is on file in the Office of the Clerk of the Council, out of the various funds of the City for fiscal year 2016-2017, the several amounts stated as proposed expenditures from such funds, respectively, in those columns of the Budget that are headed "FY 16-17". Each aggregate of expenditures so specified in the Budget for the fiscal year for each program shall be deemed to be an appropriation for a single object and purpose within

the meaning of Section 609 of the City Charter, except that as to any office, department, or agency of the City for which more than one program is designated in Section 2 (General Fund Operating Budget) of the Budget, the aggregate expenditure authorized for all programs in Section 2 of each such office, department, or agency shall be deemed to be an appropriation for a single object and purpose within the meaning of Section 609 of the City Charter.

Section 3. The appropriations hereby made shall constitute the maximum expenditures authorized for the several offices, agencies, and departments opposite which the amounts of such appropriations are shown in the Budget.

Section 4. No warrant shall be issued or indebtedness incurred for any purpose that exceeds the unexpended balance of the appropriations established by this ordinance, unless such appropriation shall have been amended or supplemented by the City Council in the manner set forth in Section 609 of the City Charter. The City Manager is hereby authorized to make revisions between the items included within any such appropriation if, in his opinion, such revisions are necessary and proper.

Section 5. In accordance with Governmental Accounting Standards Board Statement 54, the City Manager or his designee is hereby authorized, as of the date of this ordinance, to allocate assigned governmental funds' balances to specific programs and activities as deemed necessary and proper.

Section 6. The Executive Director of Finance and Management Services is hereby authorized to transfer monies in accordance with the Interfund Transfers listed in the Budget in such amounts and at such times during the fiscal year as he may determine necessary to the competent operation and control of City business, except that no such transfer shall be made in contravention of State law or City ordinance or exceed in total the amount stated herein or as amended by the City Council.

Section 7. One certified copy of this appropriation ordinance together with a certified copy of each amendment thereto shall be transmitted by the Clerk of the Council to the Executive Director of Finance and Management Services.

Section 8. The City Council of the City of Santa Ana hereby adopts the updated Seven-Year Capital Improvement Program, as set forth in the 2016-2017 City Budget.

Section 9. Upon and from the effective date of this ordinance, expenditures of monies appropriated hereby are authorized beginning July 1, 2016.

Section 10. The Clerk of the Council shall cause the title of this ordinance to be published as required by law.


Section 11. All presently applicable documentation pertaining to the number, titles, qualifications, powers, duties, or compensation of officers or employees of the City, which has been previously approved by resolution or order of the City Council and which is currently on file with the Executive Director of Personnel Services, is incorporated herein and is hereby approved. The City Manager is authorized to create, alter, or abolish any position of employment, or the number, title, qualifications, powers, duties, or compensation thereof, when such action is appropriate to promote the efficiency of the City administrative organization; provided, however, that no such action shall be effective unless and until approved by resolution or order of the City Council.

ADOPTED this 21st day of June, 2016.



Miguel A. Pulido
Mayor

APPROVED AS TO FORM:
Sonia R. Carvalho, City Attorney

By: 

Lisa Storck
Assistant City Attorney

AYES: Councilmembers: Amezcuca, Benavides, Pulido, Reyna, Sarmiento, Tinajero (6)

NOES: Councilmembers: Martinez (1)

ABSTAIN: Councilmembers: None (0)

NOT PRESENT: Councilmembers: None (0)

REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

JULY 5, 2016

TITLE:

RESOLUTION ESTABLISHING THE APPROPRIATION LIMIT OF THE CITY OF SANTA ANA FOR FY 2016-17 {STRATEGIC PLAN NO. 4, 1D}

CLERK OF COUNCIL USE ONLY:

APPROVED

- As Recommended
- As Amended
- Ordinance on 1st Reading
- Ordinance on 2nd Reading
- Implementing Resolution
- Set Public Hearing For _____

CONTINUED TO _____

FILE NUMBER _____

Francisco D. ...

 CITY MANAGER

RECOMMENDED ACTION

Adopt a resolution establishing the appropriation limit for the fiscal year 2016-17.

DISCUSSION

The State of California Constitution includes various provisions, which impose a limit ("the Gann Limit") on tax proceeds that may be appropriated for expenditures by a local government in any given fiscal year and requires cities to establish this limit by resolution. Adoption of the subject resolution is necessary for compliance with these provisions for the fiscal year ending June 30, 2017.

As detailed in the exhibits to the subject resolution, the City's spending limitation from "Proceeds of Taxes" is calculated to be \$997,277,479 (Exhibit 1) for fiscal year 2016-17. This represents the permitted growth rate factor of 1.0641 times the fiscal year 2015-16 appropriations limit of \$937,202,781.

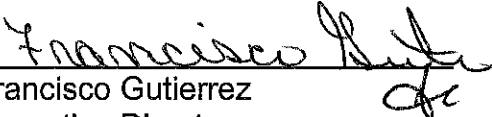
Additionally, Exhibit 1 identifies the factors used to determine the allowable increase from the prior year; Exhibit 2 categorizes Fiscal Year (FY) 2016-17 anticipated revenues from "Proceeds of Taxes" and "Non-Proceeds of Taxes"; and Exhibit 3 computes the fiscal year 2016-17 appropriations subject to this limitation and also identifies the difference between the limit and the budgeted appropriation. As demonstrated in Exhibit 3, the City's anticipated fiscal year 2016-17 appropriation subject to limitation is \$164,536,547, which is \$832,740,932 below the Gann Limit (allowable limit).

STRATEGIC PLAN ALIGNMENT

Approval of this item allows the City to meet Goal #4 - City Financial Stability, Objective #1 (maintain a stable, efficient and transparent financial environment), Strategy D (develop a fiscal health analysis tool that informs a department of its financial position in order to assist in its decision making process).

FISCAL IMPACT

There is no fiscal impact associated with this action.


Francisco Gutierrez
Executive Director
Finance and Management Services Agency

- Exhibits: 1. Computation of Appropriation Limit
2. Schedule to Categorize Anticipate Revenues
3. Appropriation Subject to Limitation

EXHIBIT 1
COMPUTATION OF APPROPRIATION LIMIT
FOR FISCAL YEAR ENDING JUNE 30, 2017

Fiscal Year 2015-16 Appropriations Limit	\$	937,202,781
California Per Capita Personal Income:		5.370% *
Converted into a Factor		1.0537
Population Growth:		0.99% *
Converted into a Factor:		1.0099
Calculation of factor for fiscal year 2016-17 (1.0537 x 1.0099):		1.0641
Fiscal Year 2016-17 Appropriations Limit	\$	997,277,479

* Source: State of California, Department of Finance, Price and Population Information - FY 2016-17

EXHIBIT 2
SCHEDULE TO CATEGORIZE ANTICIPATED REVENUES
FOR FISCAL YEAR ENDING JUNE 30, 2017

<u>REVENUE</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>	<u>TOTALS</u>
TAXES:			
Property Tax	\$ 70,557,000	\$ -	\$ 70,557,000
Sales Tax	48,834,160	-	48,834,160
Hotel Visitors' Tax	9,430,000	-	9,430,000
Business Tax	11,632,323	-	11,632,323
Documentary Stamp Tax	800,000	-	800,000
Utility Users' Tax	27,780,000	-	27,780,000
Medical Marijuana Tax	1,500,000	-	1,500,000
Total Taxes	<u>170,533,483</u>	<u>-</u>	<u>170,533,483</u>
FROM STATE:			
State Motor Vehicle License	165,000	-	165,000
Homeowner Prop Tax Subvention	230,000	-	230,000
State Gas Tax	-	6,829,360	6,829,360
SB90 Reimbursements	-	409,305	409,305
State Grants	-	1,440,500	1,440,500
Total State	<u>395,000</u>	<u>8,679,165</u>	<u>9,074,165</u>
OTHER GOVERNMENT:			
Community Development (CDBG)	-	5,775,465	5,775,465
Urban Area Security Initiative Grant	-	4,097,444	4,097,444
Social Services Agency Grant	-	800,000	800,000
Housing (Section 8)	-	30,900,515	30,900,515
Workforce Investment Act	-	2,927,792	2,927,792
Measure M, Street Grants	-	20,468,322	20,468,322
Civic Center and Park	-	4,410,600	4,410,600
Program Income	-	465,000	465,000
Other Federal Grants	-	5,471,791	5,471,791
Total Other Government	<u>-</u>	<u>75,316,929</u>	<u>75,316,929</u>

Exhibit 2
Continued

<u>REVENUE</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>	<u>TOTALS</u>
LOCALLY RAISED:			
Licenses and Permits	-	4,669,023	4,669,023
Franchise Fees	-	8,480,620	8,480,620
Fines and Forfeitures	-	4,945,856	4,945,856
Charges for Services	-	21,844,369	21,844,369
From Use of Property	-	16,956,805	16,956,805
Others	-	75,100	75,100
Others - Inter-Agency	-	6,926,000	6,926,000
Total Locally Raised	<u>-</u>	<u>63,897,773</u>	<u>63,897,773</u>
OTHER MISCELLANEOUS:			
Donation	-	114,115	114,115
Sale of Junk and Property	-	23,037	23,037
Attorney Reimbursements	-	979,000	979,000
Expense Reimbursements	-	1,587,937	1,587,937
Indirect Cost Recovery	-	2,400,000	2,400,000
From Prior Year Fund Balances	-	40,894,372	40,894,372
Refuse Program Savings	-	1,352,000	1,352,000
Interfund Transfers	-	5,797,295	5,797,295
Total Other Miscellaneous	<u>-</u>	<u>53,147,756</u>	<u>53,147,756</u>
FROM USE OF MONEY:			
Earnings on Investment	<u>328,697</u>	<u>415,803</u>	<u>744,500</u>
TOTAL REVENUES	\$ <u>171,257,180</u>	\$ <u>201,457,426</u>	\$ <u>372,714,606</u>

EXHIBIT 3
APPROPRIATION SUBJECT TO LIMITATION
FOR FISCAL YEAR ENDING JUNE 30, 2017

Proceeds from taxes	\$ 171,257,180
Less: Exclusions	<u>(6,720,633)</u>
Appropriation subject to limitation	\$ 164,536,547
Current year limit	997,277,479
Over(under) limit	<u><u>\$ (832,740,932)</u></u>

GENERAL FUND

◆ PREVIEW OF SANTA ANA'S OPERATING BUDGET

The General Fund is the largest city fund and is commonly referred to as the City's operating budget. General Fund is comprised of operating budget fund 11, Special Revenue Funds 21, 22, 50, 52, 418 and also Capital Outlay fund 51. Fund 11 is the largest of these funding sources. The pie charts in the following pages illustrate FY 2016-17 General Fund revenues and expenditures by major categories. Recent trends and a history of General Fund revenues and expenditures put the pie charts' one year financial data in perspective. The Expenditure Summary cross references to program detail as well as to other funds with financial ties to General Fund. An inter-city survey of selected general fund expenditure benchmarks and program and resource sheets for each budgeted activity complete the section.

◆ General Fund Definition

The General Fund budget is the largest component of the total City Budget. It accounts for all financial resources except those required by law or by accounting standards to be accounted for in another fund. Also, this is the fund that City Council has the most discretion on. Like all funds, it is divided into revenues and expenditures. Revenues must balance to expenditures and vice versa. General Fund revenues come from taxes, licenses, permits, fines, intergovernmental revenue, forfeits, charges for services and other miscellaneous sources. The General Fund pays for the City's basic services and essential functions including public safety (police and fire services); infrastructure improvement; recreational, cultural, social services, utilities (water, sewer, trash pick-up, etc), and city administration (City Manager's Office, Finance, Human Resources, City Attorney's Office, etc.). Also, certain capitalized lease obligations and minor capital acquisitions are accounted for in this fund.

◆ Major Revenue Assumptions

The City of Santa Ana employs various techniques to project ongoing revenues and ongoing expenditures. By utilizing these techniques, multiple variables can be considered in the development of the Annual Budget in the development of the City's 1-Year Forecast & 4-Year Projections. Some of the variables considered include: performance of key national, state and local economic indicators; revenue growth rates; analysis of revenue risks; payroll growth rate; actuarial reports on retirement plan rates; vacancy rates of budgeted positions and a variety of other factors.

Revenue estimates are developed by the Budget Office in coordination with departmental budget liaisons by utilizing trend analysis, judgmental forecasting, and expert opinion. The focus is on a 3-year trend that is juxtaposed against anticipated revenue for the upcoming year to derive at objective and conservative revenue estimates. An emphasis is also placed on atypical occurrences that can adversely distort the data either by expecting revenues too high or too low. Judgmental forecasting is used to modify projections for these known past, current and predictable anomalies. The City utilizes expert opinion (i.e., governmental reports, studies, consultants) to validate or modify any assumptions developed into revenue sources.

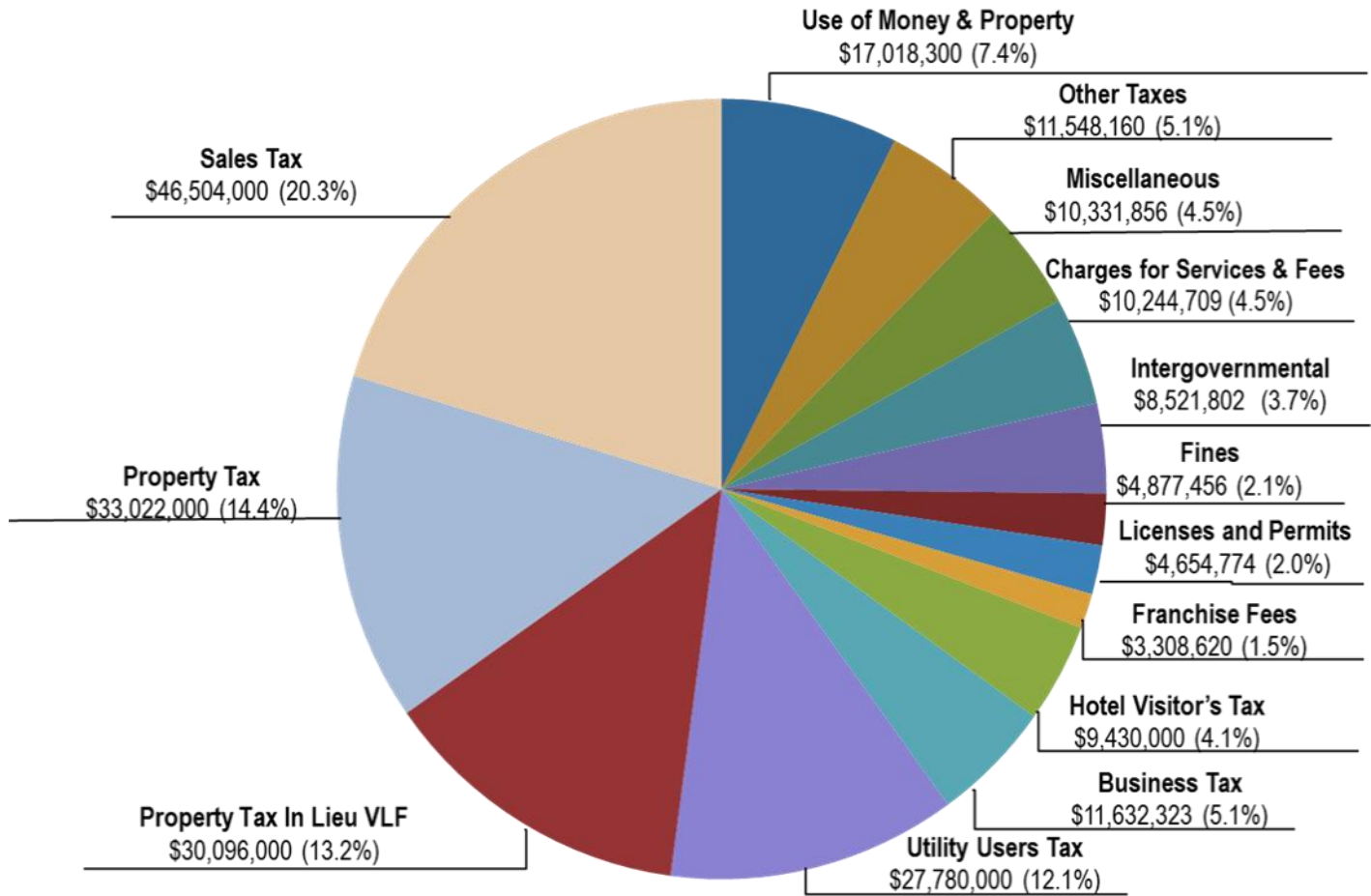
The most discretion that the City exercises is on the General Fund. The top six General Fund (GF) revenue sources are effective indicators that measure the performance of the GF since they account for over two-thirds of all GF revenues. The Budget Office develops objective and conservative assumptions to develop estimates for the top six based on the various techniques discussed. The Budget Office monitors the top six and compiles reports on the performance of the top six on a quarterly basis.

10 YEAR HISTORY OF TOP 6 REVENUES

	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16*</u>	<u>FY 16-17*</u>
Sales Tax	\$ 44,556,072	\$ 38,030,800	\$ 32,986,012	\$ 35,957,909	\$ 37,044,637	\$ 39,139,609	\$ 42,261,087	\$ 43,232,124	\$ 45,500,000	46,504,000
Property Tax	31,990,820	30,528,608	27,288,432	26,849,861	27,140,228	28,249,824	29,484,372	30,866,045	31,600,000	33,022,000
Property Tax In-Lieu of VLF	26,432,454	27,818,307	25,785,704	24,992,233	25,132,962	25,611,653	26,864,824	27,552,574	28,800,000	30,096,000
Utility Users Tax	28,112,042	27,692,711	26,097,219	23,585,306	24,392,105	24,414,675	25,035,497	24,918,869	27,780,000	27,780,000
Business License	10,444,074	10,026,518	9,944,049	10,380,184	10,317,438	10,671,117	11,200,935	11,342,904	11,490,000	11,632,323
Hotel Visitors Tax	7,713,778	6,148,803	5,650,400	5,970,305	7,024,418	7,490,325	8,519,161	8,983,179	8,800,000	9,430,000
Total	\$ 149,249,240	\$ 140,245,747	\$ 127,751,816	\$ 127,735,798	\$ 131,051,788	\$ 135,577,202	\$ 143,365,875	\$ 146,895,695	\$ 153,970,000	\$ 158,464,323

*Adopted Budget Figures

FY 2016-17 General Fund 11 Revenue Sources: \$228,970,000



GENERAL FUND REVENUE

The pie chart above groups General Fund revenues by funding source and the detail of each grouping is identified on the General Fund Revenue summary sheet.

General Fund revenues are projected to increase by 1.4% (\$228.9) in comparison to FY 2015-16. The top six revenue sources (Sales Tax, Property Tax, Property Tax In-Lieu of VLF, Utility Users Tax (UUT), Business License and Hotel Visitors Tax), which represent over two-thirds of total General Fund sources, have increased by 2.9% compared to FY 2015-16. These current trends reflect a modest positive growth that the City has been experiencing over the past couple of fiscal years. More specifically, Sales Tax revenues is projected to increase by 2.2 percent and Hotel Visitors Tax to increase by 7.2 percent.

Property Tax and Property Tax In-Lieu of VLF also demonstrate signs of growth. Based on information provided by the Orange County Assessor's Office, assessed property values have increased by 4.2 percent for both secured and unsecured property from FY 2014-15 to FY 2015-16. Property Tax revenue is anticipated to increase by 4.5 percent compared to FY 2015-16. Furthermore, Property Tax In-Lieu of VLF is anticipated to increase 4.5 percent based on an in-house calculation and collections received from the County of Orange.

Utility Users Tax (UUT) revenues are set to remain equivalent to FY 2015-16, which reflects water conservation efforts as well as the decrease in the price of natural gas. Business License revenues are projected to have a modest increase of 1.5 percent based on trends and increases in the number of business licenses issued throughout the City.

MAJOR REVENUE ASSUMPTIONS

Sales Tax

In 1955, the State legislature passed the Bradley-Burns Uniform Local Sales & Use Tax Law authorizing the State Board of Equalization to collect sales taxes for all California cities and counties. By 1967, all cities and counties in the state had adopted local ordinances under this law.

The State disburses monies to counties and cities on a quarterly basis with advances paid monthly. Quarterly adjustments are made to reflect the actual funds collected. The sales tax is charged upon the retailers who sell tangible property in the state. The tax is measured by gross receipts from retail sales at a rate of 7.75 percent. The total tax rate is made up of the basic statewide sales tax of 7.25 percent plus a 0.50 percent special district tax for the Orange County Transportation District (OCTD). The statewide tax of 7.25 percent includes the following components: 5.50% state tax; and 1.25% city and county allocation.

A use tax compliments the sales tax and is imposed in the storage, use, or other consumption of tangible personal property purchased from any retailer out-of state. The obligation to pay use tax is on the consumer. The use tax is measured by the sales price of the property. The rate is the same for both, the sales tax and the use tax.

Sales tax revenue can be a barometer of the economy. Based on multiple fiscal years trends, year-ending sales tax receipts and assistance from MuniServices LLC., the City anticipates receiving \$46.5 million in sales tax revenue in FY 16-17.

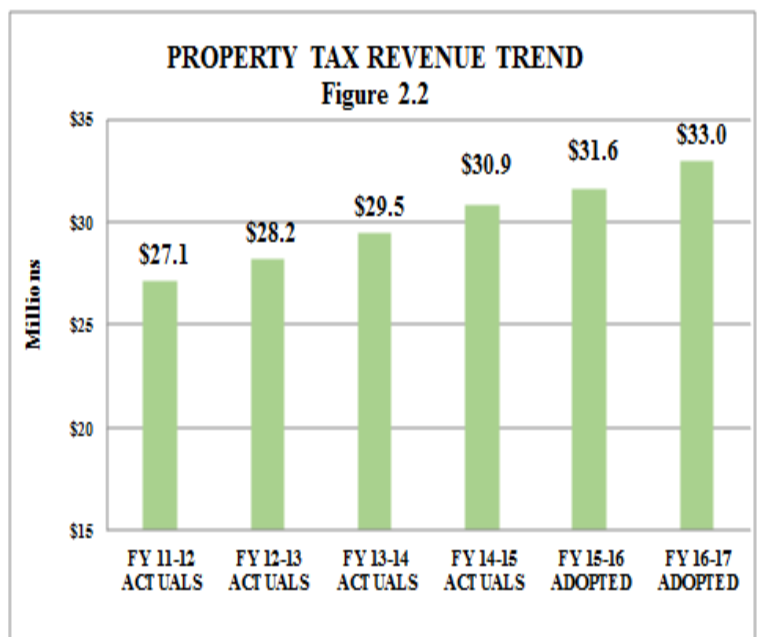
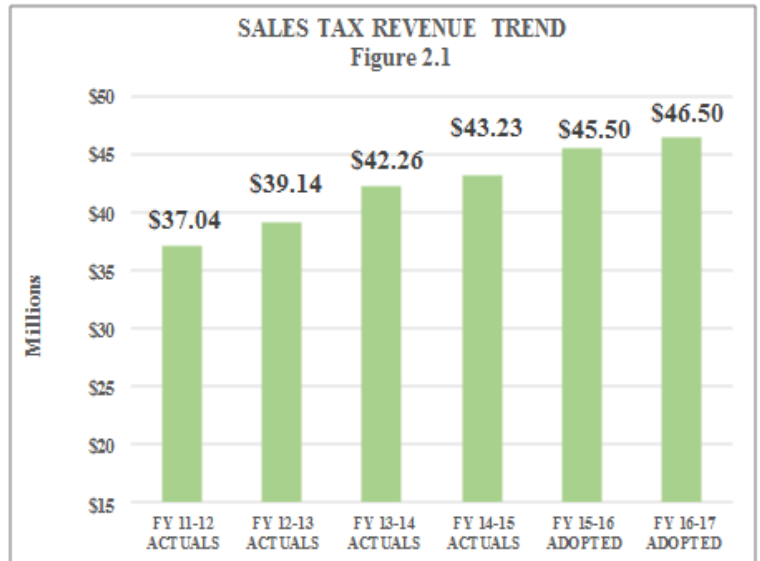
As Figure 2-1 indicates, the sales tax is an “elastic” revenue, which means it tends to rise and fall with the state of the economy. As a result of the elastic nature of the Sales Tax revenue, staff will continuously monitor the trends.

Property Tax

The property tax is an ad valorem tax imposed on real property, which includes land and permanently attached improvements such as buildings, and tangible personal property within the state of California. Three county agencies are involved in the administration of the property tax: the County Assessor, the Auditor-Controller, and the Tax Collector.

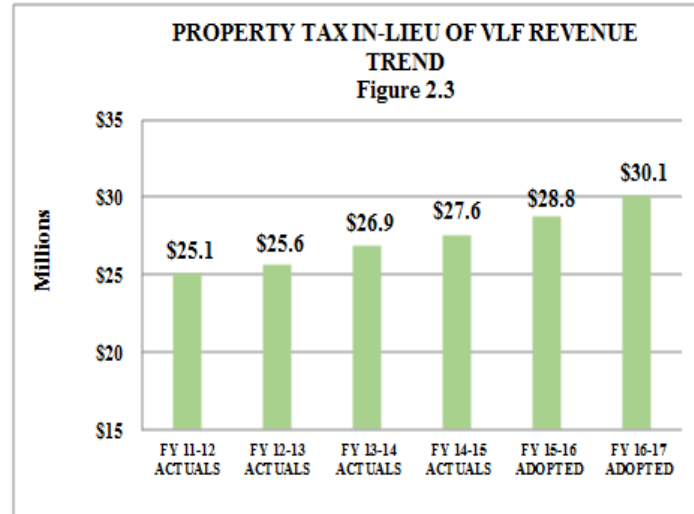
The Treasurer-Tax Collector prepares and distributes the tax bills and collects the taxes due. Taxes received by the county are then apportioned by the Auditor-Controller to participating cities and agencies based on an established formula. The Tax Collector charges the City 1/4 of 1 percent of the amounts collected for its services. In 1978, Proposition 13 altered the method of property tax assessment.

Property taxes have traditionally been one of the City’s largest source of general fund revenues. In the last 10 years, however, the sales tax, has surpassed the property tax in annual revenue generated



Property Tax In-Lieu of VLF

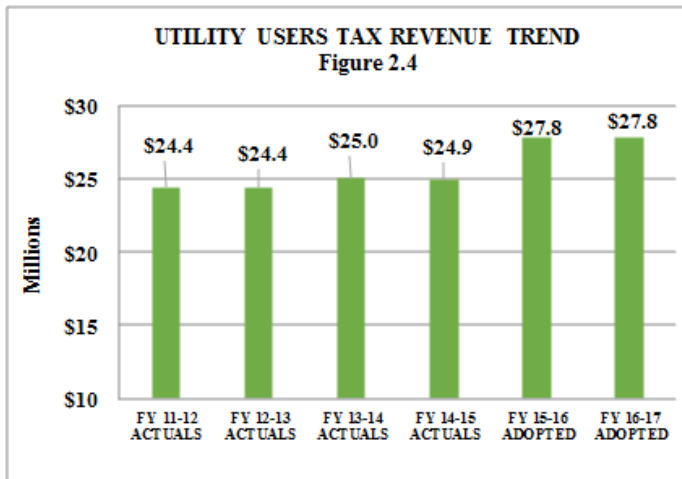
A Motor Vehicle License Fee (VLF) of 2 percent is charged to vehicle owners in lieu of a personal property tax on vehicles. This fee is based on the vehicle sale price (or value) when the vehicle is initially registered. As a vehicle is sold or transferred the vehicle value is adjusted based on an 11-year schedule. The Department of Motor Vehicles collects the fees and the State Controller distributes the proceeds to cities and counties in proportion to their population. The City anticipates obtaining approximately \$30.1 million, which represents 13.1 percent of the total General Fund budgeted revenues. It is also anticipated to increase by 4.5 percent based on an in-house calculation derived from a trend analysis.



Utility Users Tax

The utility users tax (UUT) is imposed on every individual or corporation using a utility within the City. Utilities subject to the tax include electricity, gas, water, telephone, cellular, telex, and international calls. Individuals and firms using these utility services pay a tax rate of 5.5 percent on all charges made for such services (Telephone, Gas, Water, Electricity). Low-income families that meet established criteria are exempt from this tax. The City expects to receive \$27.8 million in UUT revenue for FY 2016-17. As highlighted in the revenues pie chart, UUT is the fourth largest General Fund revenue source. Although Figure 2.4 demonstrates that this revenue has been increasing steadily since FY 2011-12, the UUT projections for FY 2016-17 show a conservative budgeting assumption to reflect the reduction on the price of natural gas and citywide water conservation efforts.

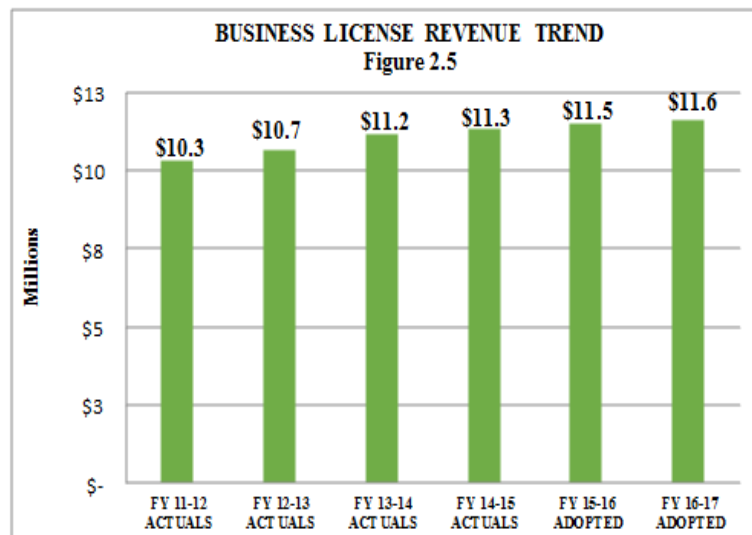
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Business License

The business license tax is an excise tax imposed on persons or entities for the privilege of conducting business with the city. The City of Santa Ana imposes business license tax as a tax for revenue-raising purposes that is based on gross receipts, which includes the total amount of the sale price of all sales and the total amount charged or received for the performance of the services. For FY 2016-17, this tax provides approximately 5.1 percent of General Fund revenues.

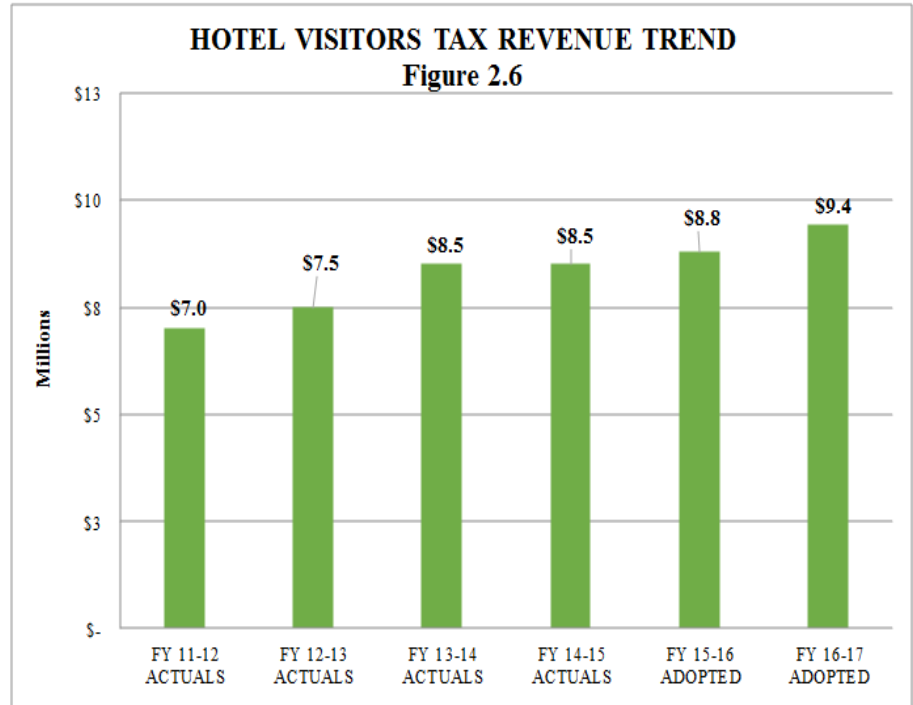
As one of the City’s top 6 major revenue sources in the General Fund, the business license tax serves as a fiscal measurement for the local community’s economic development, such as job creation. Figure 2.5 illustrates a modest growth from FY 2011-12 through fiscal year 2016-17 of 12.6 percent that reflects a strong recovery from the recession and demonstrates the City’s continual signs of growth.



Hotel Visitors Tax

Hotel Visitors Tax is imposed on persons for the privilege of occupancy in any hotel, motel, inn, etc. within the City staying 30 days or less in the amount of 11 percent of the rent charged by the operator. The tax constitutes a debt owned by the transient of the city that will be dismissed only by payment to the operator or to the city. The tax is stated separately from the amount of the rent charged and the operator is responsible for issuing a receipt for payment from each transient.

The tax is commonly imposed as general purpose taxes and makes up approximately 4 percent of the General Fund revenues. Figure 2.5 depicts growth of hotel visitors tax from fiscal year 2011-12 to fiscal year 2016-17. As noted in the figure, fiscal year 2013-14 was an anomalous year. The City establishes budgetary amounts by excluding some of these anomalies and thereby creating realistic amounts.



Hotel visitors tax can be used as an economic indicator for local economy based on economic vibrancy. The low level of occupancy in the FY 2011-12 reflects the economical impact from the recession, but shows constant growth in the following years.

SUMMARY OF GENERAL FUND REVENUE SOURCES BY CATEGORY

Table 1 Resources by Category	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Adopted	CHANGE 15-16 To 16-17	
Taxes	155,047,665	161,961,075	165,104,500	170,012,483	4,907,983	3.0%
Intergovernmental	8,671,373	10,788,673	8,293,558	8,521,802	228,244	2.8%
Use of Money	14,851,550	12,631,324	18,151,800	17,018,300	(1,133,500)	-6.2%
Miscellaneous	10,016,220	10,614,132	10,429,760	10,331,856	(97,904)	-0.9%
Franchise Fees	3,068,754	3,379,399	3,153,000	3,308,620	155,620	4.9%
Changes for Service	9,272,242	9,548,436	10,301,173	10,244,709	(56,464)	-0.5%
License and Permits	3,286,898	5,331,965	4,756,967	4,654,774	(102,193)	-2.1%
Fines	6,964,373	5,904,545	5,622,500	4,877,456	(745,044)	-13.3%
Transfers-in	320,281	12,799	-	-	-	N/A
TOTAL REVENUE	211,499,356	220,172,348	225,813,258	228,970,000	3,156,742	1.4%

	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	% Change 15/16 to 16/17
Taxes					
Business Tax	11,200,935	11,342,904	11,490,000	11,632,323	1.2%
Documentary Stamp Tax	951,232	783,795	788,000	800,000	1.5%
Half-cent Sales Tax (Safety Prop 172)	2,105,411	2,014,254	2,280,000	2,330,160	2.2%
Homeowner Property Tax Subvention	217,532	212,640	230,000	230,000	0.0%
Hotel Visitors Tax	8,519,161	8,983,179	8,800,000	9,430,000	7.2%
Medical Marijuana Tax	0	0	1,500,000	1,500,000	N/A
Property Tax	29,484,372	30,866,045	31,600,000	33,022,000	4.5%
Property Tax In Lieu VLF	26,864,824	27,552,574	28,800,000	30,096,000	4.5%
Santa Ana Property Tax Residual (CDA)	8,407,615	12,054,691	6,336,500	6,688,000	5.5%
Sales Tax	42,261,087	43,232,124	45,500,000	46,504,000	2.2%
Utility Users Tax	25,035,497	24,918,869	27,780,000	27,780,000	0.0%
Total Taxes	155,047,665	161,961,075	165,104,500	170,012,483	3.0%
Intergovernmental					
AB109 Reimbursement	144,434	161,757	167,558	165,000	N/A
AB678 Ground Emerg. Transp. Reimbursement Mandate	0	196,848	0	0	N/A
Motor Vehicle License	151,939	146,610	163,000	165,000	N/A
Overhead Charge - Water	7,467,180	6,926,000	6,926,000	6,926,000	0.0%
P.O.S.T. Reimbursements	21,203	46,200	25,000	46,000	84.0%
Prop 1A State Unfunded Mandates	0	1,710,702	0	0	N/A
Property Tax - Pass-through AB1290	631,330	694,407	677,000	751,000	10.9%
Rancho Santiago Reimbursement-PRCSA	24,433	20,440	24,000	38,700	61.3%
SB90 State Mandates Reimbursement	203,036	858,087	311,000	409,305	31.6%
SB1186	27,818	27,622	0	20,797	N/A
Total Intergovernmental	8,671,373	10,788,673	8,293,558	8,521,802	2.8%
Use of Money					
Earnings on Investments	283,118	494,599	600,000	668,000	11.3%
Loss(Gain) MV on Investments	429,760	47,378	0	0	N/A
Police Department Jail Facility Rental	13,790,255	11,785,033	17,165,000	15,980,000	-6.9%
PRCSA - Godinez High School	(1,519)	8,717	29,800	0	-100.0%
Recreation Facility Rental	46,224	26,459	46,000	26,300	-42.8%
Rental of Property	132,216	137,205	136,000	144,000	5.9%
Rental of Stadium	171,495	131,933	175,000	200,000	14.3%
Total Use of Money	14,851,550	12,631,324	18,151,800	17,018,300	-6.2%
Miscellaneous					
Attorney Reimbursement	1,045,667	910,262	979,000	979,000	N/A
City Events	130,200	339,905	375,000	340,400	N/A
Expense Reimbursement	44,326	116,433	44,000	46,500	5.7%
Expense Reimbursement - Condemn Deposit	31	11	0	0	N/A
Expense Reimbursement - SAUSD	60,976	0	0	0	N/A
Extension Request Fee	0	0	20,000	0	-100.0%
Fire Gifts & Donations	761	0	0	0	N/A
Graffiti Enforcement Reimbursement	150,000	0	0	0	N/A
Indirect Cost Recovery	1,763,760	2,809,550	2,200,000	2,400,000	9.1%
Jail Kitchen Rental	53,943	37,895	57,000	33,000	-42.1%
Library Gifts & Donations	125	0	0	0	N/A
Miscellaneous Receipts	6,724	3,039	1,000	1,500	50.0%
Miscellaneous Recoveries	58,363	77,095	63,000	65,519	N/A

	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	% Change 15/16 to 16/17
Monitoring/PILOT fees	40,665	69,476	61,000	72,000	15.3%
Other Library Recoveries	2,770	3,260	2,650	3,100	17.0%
Park Maint. Expense Reimbursement	76,037	62,000	62,000	0	-100.0%
Plan Check Reimbursement	360,658	123,753	166,000	0	-100.0%
Police Miscellaneous Reimbursements	105,533	(28,867)	20,000	20,000	0.0%
Police OT Reimbursement	27,211	20,149	5,000	5,000	N/A
Property & Evidence Recovery	38,963	11,812	23,000	11,000	-52.2%
Recreation Expense Reimbursement	3,067	6,944	3,500	6,300	80.0%
Refuse Contract Program Surcharge	4,672,218	4,672,365	4,972,000	4,972,000	0.0%
Refuse Program Savings Recovery	1,351,500	1,351,500	1,352,000	1,352,000	0.0%
Sale of Junk and Waste	0	1,008	0	0	N/A
Sale of Land	0	2,500	0	0	N/A
Sale of Maps and Documents	13,778	20,669	18,610	23,037	23.8%
Stale Dated Checks	6,345	9,511	0	0	N/A
Storage of Weapon Fee	2,600	2,200	5,000	1,500	-70.0%
Write-Off of Collections	0	(8,337)	0	0	N/A
Total Miscellaneous	10,016,220	10,614,132	10,429,760	10,331,856	-0.9%

Franchise Fees

CATV Franchise Fees	1,337,693	1,511,035	1,362,000	1,375,620	1.0%
Electrical Utility	1,247,979	1,345,133	1,298,000	1,400,000	7.9%
Gas Utility	483,083	523,231	493,000	533,000	8.1%
Total Franchise Fees	3,068,754	3,379,399	3,153,000	3,308,620	4.9%

Charges for Services

Abandoned Vehicle Reimbursement/PBA	21,546	0	0	0	N/A
Animal Quarantines	10,572	6,862	20,000	5,000	N/A
Building Plan Check	1,105,245	1,087,215	1,128,484	1,292,845	14.6%
Building Standards Revolving fund	(3,722)	6	7,118	3,250	-54.3%
Center Programs	72,625	88,178	77,950	138,400	77.5%
Code Enforcement Reimbursement	80,000	489	0	0	N/A
Concession Vending Machines	2,884	3,825	3,500	4,200	20.0%
Copy of Lost Citation	86	131	0	100	N/A
EIR Review Fees	40,912	69,270	76,697	85,610	11.6%
Electrical Plan Check	190,493	159,831	192,493	149,432	-22.4%
Emergency Response Reimbursement-PD	61,241	43,482	60,000	55,000	-8.3%
Engineering Service Charge	900	0	0	0	N/A
False Alarm Charge-Fire	50	0	0	0	N/A
False Alarm Charge-Police	97,984	83,740	100,000	100,000	0.0%
Fingerprint Card Processing Fees	69	0	0	100	N/A
Fire Inspection Fee	0	26	0	0	N/A
Fire Range User Fees	8,600	14,450	9,000	14,450	60.6%
Firearm License Fee	2,175	2,030	1,700	2,000	17.6%
Food Sale Concession	33,600	33,600	36,400	34,400	-5.5%
Friend of Zoo Contribution	44,784	54,742	43,650	30,000	-31.3%
Friend of Zoo Education Contribution	0	40,000	40,000	40,000	0.0%
Friend of Zoo Vet Contribution	20,000	20,000	20,000	20,000	0.0%
Hazardous Material Discloser Fees	588	862	1,000	1,000	0.0%
Impound/Owner Release Animals	4,814	2,408	5,000	1,500	-70.0%
Jail Booking Fee	0	450	270,000	50,000	N/A
Jail Pay to Stay Program	0	0	200,750	50,000	N/A
Land Use Certificate Processing Fee	290,847	376,589	428,729	307,705	-28.2%
Landscape Plan Review	14,278	10,097	5,215	6,571	26.0%
Leisure Classes	403,443	325,251	590,000	289,100	-51.0%
Library Fines	64,835	55,435	66,000	53,400	-19.1%

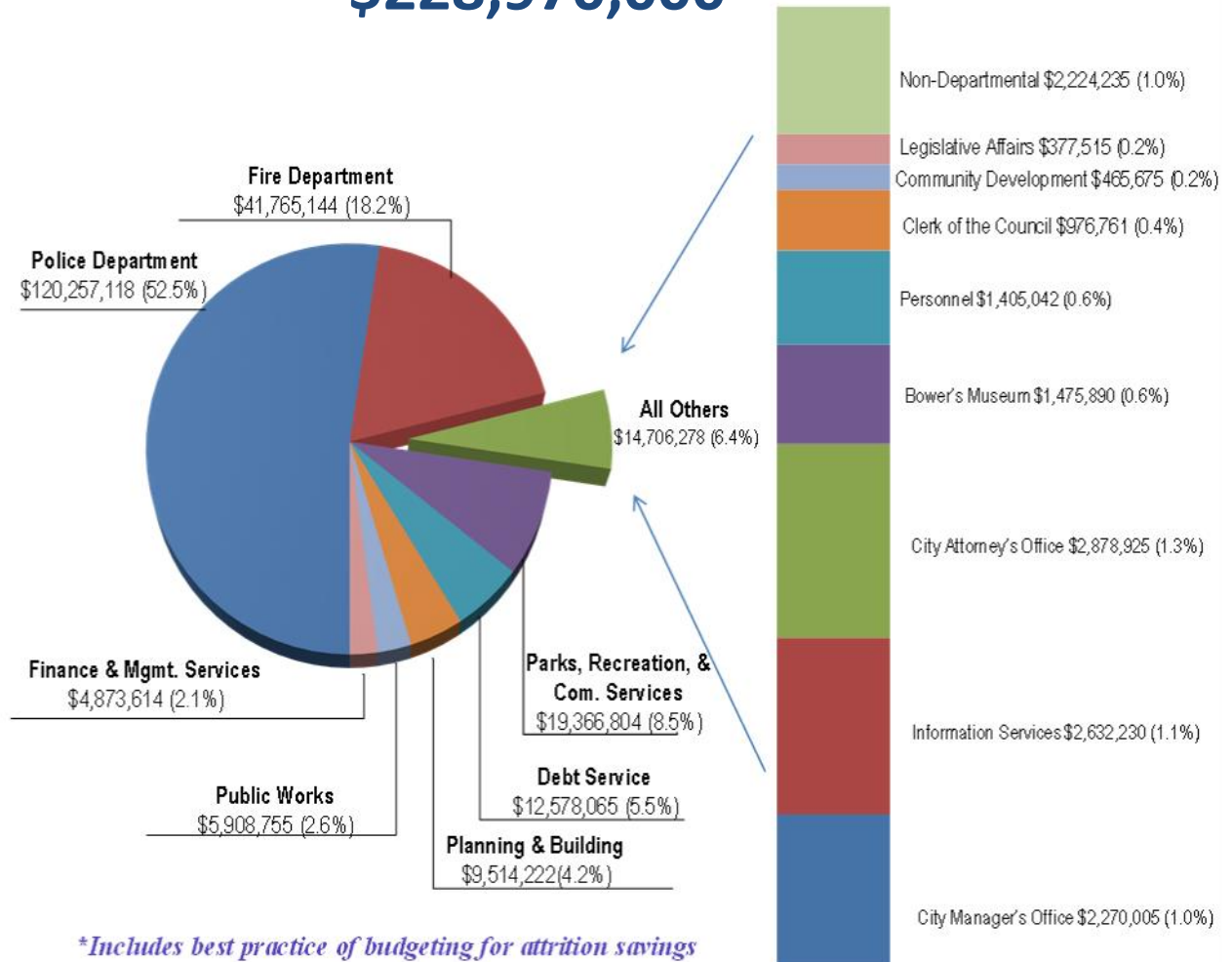
	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	% Change 15/16 to 16/17
Library Meeting Room Rental	303	715	550	400	-27.3%
Library Microfiche Rentals	495	340	400	200	N/A
Library Video Rentals	10,556	8,077	9,550	6,900	-27.7%
Mechanical Plan Check	105,383	103,485	96,480	121,337	25.8%
Miscellaneous Service Charge	23,045	49,656	71,000	59,248	-16.6%
Mitigation Monitoring Fee	1,082	358	400	0	N/A
Non-Resident Library Card Fee	1,935	1,307	1,550	1,300	-16.1%
OCFA Admin Processing Fee	1,095	1,620	1,320	1,381	N/A
Paramedic Service Charge	2,656,863	3,293,405	3,141,500	3,415,637	8.7%
Paramedic Subscription Fee	157,715	165,035	217,000	219,170	1.0%
Park Reservation	248,920	297,577	257,450	300,500	16.7%
Passport Fee	9,675	10,175	9,800	0	-100.0%
Photo Services	1,108	963	1,000	500	-50.0%
Plumbing Plan Check	91,216	57,763	73,840	45,966	-37.7%
Police Report Fee	143,992	162,442	140,000	160,000	14.3%
Pool Charges	28,291	30,175	31,400	31,000	-1.3%
Project Coordination Charge	47,351	409	0	2,417	N/A
Recreation Staff Reimbursement	92,251	80,309	84,050	80,700	-4.0%
Repo Release	8,180	11,440	8,000	9,000	12.5%
Residential Inspection Surcharge (PREP)	549,008	557,090	555,000	629,809	13.5%
Sale of Printed Materials	131	778	1,000	1,000	0.0%
Shopping Cart Containment Program	39,385	0	41,410	40,600	-2.0%
Site Plan Review Charge	845,022	656,905	506,616	716,144	41.4%
Stop pay/Reissue fees	353	395	150	150	N/A
Street and Alley Repair	3,138	3,158	3,000	3,000	0.0%
Tennis Reservations	49,039	44,000	44,000	53,300	21.1%
Variance Fees	299,402	218,611	208,221	148,685	-28.6%
Vehicle Equipment Citation Sign-Off	7,430	5,928	5,000	7,000	40.0%
Vehicle Release Charge	86,590	114,790	125,000	91,000	-27.2%
Vehicle Storage Fee	0	0	0	60,000	N/A
Youth Field Usage Fee	63,475	75,199	72,550	82,600	13.9%
Youth Sports	17,139	26,314	21,100	30,000	42.2%
Zoo Admissions	1,031,190	988,694	1,100,000	1,100,000	0.0%
Zoo Education	82,633	102,352	89,150	91,700	2.9%
Total Charges for Services	9,272,242	9,548,436	10,301,173	10,244,709	-0.5%

Licenses and Permits

Alarm Permit Fees	92,658	97,662	95,000	95,000	0.0%
Bingo Licenses	100	100	0	0	N/A
Building Permits	772,870	1,157,766	1,440,206	1,426,154	-1.0%
Bus Shelter Fees	200,000	185,749	204,000	150,000	-26.5%
Dog Licenses	659,881	605,956	707,000	560,000	-20.8%
Dog Licenses - CCI	95,933	80,601	101,000	125,336	24.1%
Electrical Permits	321,672	646,162	563,195	680,418	20.8%
Filming Permit	6,364	4,620	4,950	6,500	31.3%
Fireworks Stands Permits	7,000	7,900	0	7,700	N/A
General Plan Update Surcharge	99,796	116,312	124,490	127,636	2.5%
Grading Permits	48,209	33,444	35,240	21,042	-40.3%
Heating Permits	174,489	295,041	290,827	420,524	44.6%
Medical Marijuana Regist. & Reg. Safety	0	1,068,080	242,000	0	N/A
MMD Regulatory Safety Permit	0	120,860	0	169,204	N/A
Newsbox Permit Fees	47,437	26,967	27,000	27,000	0.0%
Occupancy Permits	399,441	405,401	427,459	362,508	-15.2%
Outdoor Dining Permits	0	1,209	1,000	2,000	100.0%
Plumbing Permits	163,980	296,764	289,270	268,086	-7.3%
Street Closure Permit	5,455	4,122	5,000	5,000	0.0%

	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	% Change 15/16 to 16/17
Street Vendor Permit	15,686	4,021	22,330	22,665	1.5%
Tobacco Permits	175,927	173,228	177,000	178,000	0.6%
Total Licenses & Permits	3,286,898	5,331,965	4,756,967	4,654,774	-2.1%
Fines					
Administrative Citations/Comm Pres	207,748	136,151	228,000	106,533	-53.3%
Bad Check Recoveries	19,680	22,928	22,000	25,000	13.6%
Court Fines - Non-Traffic	75,987	42,859	111,000	75,000	-32.4%
Court Fines - Traffic	299,833	139,896	300,000	250,000	-16.7%
Foreclosed Properties Fines	0	41,149	0	0	N/A
Lost /Damaged Library Materials	9,270	11,144	10,500	8,900	-15.2%
Lost/Damaged Uncatalogued Materials	30	14	0	0	N/A
Medical Marijuana Administratvie Citation	0	5,000	0	12,023	N/A
Parking Fines	3,949,597	4,378,551	4,700,000	4,400,000	-6.4%
Redlight Camera Program	2,402,228	1,126,852	250,000	0	-100.0%
Tobacco Fine	0	0	1,000	0	-100.0%
Total Fines	6,964,373	5,904,545	5,622,500	4,877,456	-13.3%
Transfers-In					
Transfer from Select Street Construction	0	12,799	0	0	N/A
Transfer from PWA Administration Fund	100,847	0	0	0	N/A
Transfer from PWA Engineering	121,375	0	0	0	N/A
Transfer from Building Maintenance	98,059	0	0	0	N/A
Total Transfers-In	320,281	12,799	0	0	N/A
TOTAL GENERAL FUND 11	211,499,355	220,172,347	225,813,258	228,970,000	1.4%

FY 2016-17 General Fund 11 Appropriations: \$228,970,000



GENERAL FUND APPROPRIATIONS

The pie chart above illustrates the appropriations associated with the General Fund totaling \$228.9 million, which represents a 1.4% increase over FY 2015-16. This slight increase in expenditures is a result of the direct effort from the City to utilize best budgeting practices to account for attrition savings of approximately \$11 million. With community input and City leadership, there was not a reduction in programs and services. A summary of major department appropriations can be found in Table 2.

Public Safety (Police and Fire) alone represent 70.8 percent of the total City appropriations, an equivalent of \$162 million. The primary reasons for increases in the public safety budget are due to new programs such as matching funds associated with the COPS grant for ten police officers, six police officers for community policing and prevention programs, and two park rangers for additional community safety and protection of park resources.

The services and programs provided by Parks, Recreation and Community Services Agency (PRCSA) is the second largest operation funded by the City after public safety. During the process of developing the FY 2016-17 budget, PRCSA received funding for additional programs and services.

In total, there was \$1 million allocated for enhancement of programs and services including: Park Systems Enhancements such as water-wise management for landscape maintenance, and park monitoring to enhance customer service and emergency response, security enhancements, youth programs, extended community service hours for youth mentorship, and various other programs.

Public Works Agency received additional funding in FY 2016-17 for the deferred maintenance of the Santa Ana Regional Transportation Center as well as the Safe Mobility program.

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

Table 2	FY 13-14	FY 14-15	FY 15-16	FY 16-17	CHANGE	
Expenditures	Actual	Actual	Adopted	Adopted	15-16 To 16-17	
Police Department	104,044,399	106,093,564	118,519,466	120,257,118	1,737,652	1.5%
Fire Department	38,820,399	40,170,954	41,662,300	41,765,144	102,844	0.2%
Parks, Recreation & Community Services	17,444,036	19,575,098	19,629,368	19,366,804	(262,564)	-1.3%
Planning & Building Agency	7,145,834	7,650,033	8,765,217	9,514,222	749,005	8.5%
Finance & Management Services	3,749,233	4,035,073	4,262,795	4,873,614	610,819	14.3%
Public Works Agency	4,954,964	5,124,286	6,339,620	5,908,755	(430,865)	-6.8%
Community Development Agency	-	-	1,188,565	465,675	(722,890)	0.0%
Transfer to Project Funds	9,666,150	14,782,694	12,566,841	12,578,065	11,224	0.1%
City Manager's Office	6,662,885	7,793,867	7,019,081	7,503,985	484,904	6.9%
City Attorney's Office	2,107,424	2,073,754	2,411,292	2,878,925	467,633	19.4%
Personnel Services	982,264	1,143,458	1,178,298	1,405,042	226,744	19.2%
Bowers Museum	1,474,888	1,474,888	1,474,840	1,475,890	1,050	0.1%
Clerk of the Council's Office	663,371	698,665	795,574	976,761	181,187	22.8%
TOTAL EXPENDITURE	197,715,847	210,616,334	225,813,257	228,970,000	3,156,743	1.4%

General Fund Expenditure Summary Table

DEPARTMENT & DIVISION	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	as % of	Increase (Decrease)		
					FY 16-17 Total GF 11	15-16 to 16-17 in \$	in %	
POLICE DEPARTMENT								
Office of the Chief of Police	1,218,106	1,314,674	2,029,708	1,745,143	0.8%	(284,565)	-14.0%	
Fiscal & Budget	643,163	688,150	754,053	869,988	0.4%	115,935	15.4%	
Human Resources	1,028,498	1,395,031	570,606	587,474	0.3%	16,868	3.0%	
Building & Facility	3,221,216	3,412,408	3,281,015	3,300,485	1.4%	19,470	0.6%	
Backgrounds	0	0	900,843	989,298	0.4%	88,455	9.8%	
Traffic	8,055,654	7,616,272	7,882,891	7,205,360	3.1%	(677,531)	-8.6%	
Training Services	1,351,129	1,469,786	1,695,717	1,612,248	0.7%	(83,469)	-4.9%	
Professional Standards	1,261,081	1,052,299	1,034,092	1,451,498	0.6%	417,406	40.4%	
Field Operations	41,176,236	43,060,289	47,930,779	56,162,496	24.5%	8,231,717	17.2%	
Information Systems	1,049,913	857,173	1,162,758	1,446,793	0.6%	284,035	24.4%	
Animal Services	1,242,867	1,681,826	1,656,669	1,681,375	0.7%	24,706	1.5%	
District Investigations	7,332,373	6,975,858	7,808,370	7,922,169	3.5%	113,799	1.5%	
Crimes Against Persons	8,579,654	7,893,897	6,743,281	7,248,870	3.2%	505,589	7.5%	
Special Investigations	125,770	614,694	3,204,869	3,768,665	1.6%	563,796	17.6%	
Evidence	646,125	658,300	1,017,924	771,483	0.3%	(246,441)	-24.2%	
CDC	972,979	972,709	1,263,207	1,620,571	0.7%	357,364	28.3%	
Forensic Services	2,151,599	2,213,700	2,450,962	2,701,998	1.2%	251,036	10.2%	
Records Services	1,663,583	1,594,696	2,001,831	1,973,824	0.9%	(28,007)	-1.4%	
Communications	4,257,818	4,327,672	5,401,233	6,295,114	2.7%	893,881	16.5%	
Vice	590,166	11,475	9,340	0	0.0%	(9,340)	-100.0%	
Jail Operations	15,936,564	15,631,830	16,835,768	17,359,945	7.6%	524,177	3.1%	
Regional Narcotic Supp. Prgm	1,176,172	2,229,338	2,440,691	2,152,009	0.9%	(288,682)	-11.8%	
Homeland Sec. & Crime Prev.	252,548	262,201	243,088	181,948	0.1%	(61,140)	-25.2%	
Tobacco Retail Lic. Prgm	111,184	159,287	199,771	206,356	0.1%	6,585	3.3%	
Department Savings	0	0	0	(8,997,992)	-3.9%	(8,997,992)	N/A	
Subtotal	104,044,399	106,093,564	118,519,466	120,257,118	52.5%	1,737,652	1.5%	
FIRE DEPARTMENT								
Office of the Fire Chief	13,728	7,852	0	0	0.0%	0	N/A	
Fire Suppression & EMS	38,806,671	40,163,102	41,662,300	41,765,144	18.2%	102,844	0.2%	
Subtotal	38,820,399	40,170,954	41,662,300	41,765,144	18.2%	102,844	0.2%	
PARKS, RECREATION & COMMUNITY SERVICES								
Library Adult Services	962,548	894,074	1,194,663	1,286,035	0.6%	91,372	7.6%	
Library Youth Services	624,804	653,189	712,715	861,330	0.4%	148,615	20.9%	
Library Young Adult Services	331,453	370,820	406,693	439,655	0.2%	32,962	8.1%	
Library Technology and Support Services	1,283,677	1,367,296	1,482,707	1,605,805	0.7%	123,098	8.3%	
Administrative Services	1,312,248	1,349,667	1,636,380	1,496,205	0.7%	(140,175)	-8.6%	
Stadium	188,938	235,533	245,040	248,755	0.1%	3,715	1.5%	
S.A. Zoo at Prentice Park	1,907,027	1,900,799	2,209,359	2,276,190	1.0%	66,831	3.0%	
Recreation	3,495,196	5,842,238	4,894,932	5,598,130	2.4%	703,198	14.4%	
Park Ranger Program	642,880	256,720	261,875	0	0.0%	(261,875)	-100.0%	
Park Maintenance	5,947,663	5,340,608	5,194,034	5,408,280	2.4%	214,246	4.1%	
Park Building Services	747,601	1,364,153	1,390,970	1,481,210	0.6%	90,240	6.5%	
Department Savings	0	0	0	(1,334,791)	-3.9%	(1,334,791)	N/A	
Subtotal	17,444,036	19,575,098	19,629,368	19,366,804	8.5%	(262,564)	-1.3%	

General Fund Expenditure Summary Table

DEPARTMENT & DIVISION	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	as % of FY 16-17 Total GF 11	Increase (Decrease) 15-16 to 16-17 in \$	Increase (Decrease) 15-16 to 16-17 in %
PLANNING & BUILDING AGENCY							
Administrative Services	1,500,919	1,531,547	1,661,238	2,018,548	0.9%	357,310	21.5%
Planning Division	1,694,943	1,468,755	1,887,876	2,088,114	0.9%	200,238	10.6%
New Construction	1,393,402	1,489,683	1,820,698	1,991,483	0.9%	170,785	9.4%
Permits & Plan Check	1,225,166	1,324,266	1,717,765	2,014,743	0.9%	296,978	17.3%
Community Preservation	677,323	1,233,365	912,316	1,099,890	0.5%	187,574	20.6%
Proactive Rental Enf. Prgm	654,080	602,416	765,325	496,770	0.2%	(268,555)	-35.1%
Neighborhood Initiatives Program (NIP)	0	0	0	544,470	0.2%	544,470	N/A
Department Savings	0	0	0	(739,796)		(739,796)	N/A
Subtotal	7,145,834	7,650,033	8,765,217	9,514,222	4.2%	749,005	8.5%
FINANCE & MANAGEMENT SERVICES							
Management & Support	714,461	819,137	896,916	1,002,900	0.4%	105,984	11.8%
Accounting	1,035,217	1,162,347	1,371,236	1,683,000	0.7%	311,764	22.7%
Payroll	322,447	389,646	376,857	415,520	0.2%	38,663	10.3%
Purchasing	834,197	910,210	1,008,976	1,085,445	0.5%	76,469	7.6%
Treasury & Customer Svc.	844,246	753,733	608,809	884,797	0.4%	275,988	45.3%
Information Services	(1,335)	0	0	0	0.0%	0	N/A
Department Savings	0	0	0	(198,048)	-0.1%	(198,048)	N/A
Subtotal	3,749,233	4,035,073	4,262,794	4,873,614	2.1%	610,820	14.3%
PUBLIC WORKS AGENCY							
SARTC Maintenance	408	0	0	300,000	0.1%	300,000	N/A
Traffic & Transportation Engineering	1,819,409	2,001,776	2,076,657	2,287,300	1.0%	210,643	10.1%
Roadway Markings & Signs	560,886	548,881	968,620	568,000	0.2%	(400,620)	-41.4%
Street Lighting	2,574,261	2,573,628	3,294,343	3,153,220	1.4%	(141,123)	-4.3%
Department Savings	0	0	0	(399,765)	-0.2%	(399,765)	N/A
Subtotal	4,954,964	5,124,286	6,339,620	5,908,755	2.6%	(430,865)	-6.8%
COMMUNITY DEVELOPMENT AGENCY							
Economic Development	0	0	1,188,565	490,675	0%	(697,890)	-58.7%
Department Savings	0	0	0	(25,000)	-0.01%	(25,000)	N/A
Subtotal	0	0	1,188,565	465,675	0.2%	(722,890)	-60.8%
TRANSFER TO PROJECT FUNDS							
Transfer to Civic Center F74	600,000	820,000	1,045,000	1,464,345	0.6%	419,345	40.1%
Capital Outlay Fund 51	0	300,000	0	0	0.0%	0	N/A
Transfer to Strategic Plan	0	0	2,494,500	2,075,155	0.9%	(419,345)	N/A
Police Building Debt Svc.	9,066,150	4,290,729	4,612,190	4,622,660	2.0%	10,470	0.2%
Peebler Fund Fund 418	0	4,950,000	0	0	0.0%	0	N/A
COSA Lease Financing F404	0	4,421,965	4,415,151	4,415,905	1.9%	754	0.0%
Subtotal	9,666,150	14,782,694	12,566,841	12,578,065	5.5%	11,224	0.1%
CITY MANAGER'S OFFICE							
General Non-Departmental	4,023,108	3,946,561	4,557,050	4,906,465	2.1%	349,415	7.7%
Community Activities - Non Dept.	508,443	1,540,740	0	0	0.0%	0	N/A
City Manager's Office	1,729,663	1,938,898	2,090,116	2,320,005	1.0%	229,889	11.0%
Legislative Affairs	401,672	367,668	371,915	377,515	0.2%	5,600	1.5%
Department Savings	0	0	0	(100,000)	-0.04%	(100,000)	N/A
Subtotal	6,662,885	7,793,867	7,019,081	7,503,985	3.3%	484,904	6.9%

General Fund Expenditure Summary Table

DEPARTMENT & DIVISION	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	as % of FY 16-17 Total GF 11	Increase (Decrease) 15-16 to 16-17 in \$	in %
CITY ATTORNEY'S OFFICE							
City Attorney's Office	2,107,424	2,073,754	2,411,292	2,928,925	1.3%	517,633	21.5%
Department Savings	0	0	0	(50,000)	-0.02%	(50,000)	N/A
Subtotal	2,107,424	2,073,754	2,411,292	2,878,925	1.3%	467,633	19.4%
PERSONNEL SERVICES							
Personnel Services	982,264	1,143,458	1,178,298	1,455,042	0.6%	276,744	23.5%
Department Savings	0	0	0	(50,000)	-0.02%	(50,000)	N/A
Subtotal	982,264	1,143,458	1,178,298	1,405,042	0.6%	226,744	19.2%
BOWERS MUSEUM							
	1,474,285	1,474,888	1,474,840	1,475,890	0.6%	1,050	0.1%
Subtotal	1,474,285	1,474,888	1,474,840	1,475,890	0.6%	1,050	0.1%
CLERK OF THE COUNCIL'S OFFICE							
Clerk Administration	663,371	698,665	795,574	1,001,761	0.4%	206,187	25.9%
Department Savings	0	0	0	(25,000)	0.0%	(25,000)	N/A
Subtotal	663,371	698,665	795,574	976,761	0.4%	181,187	22.8%
TOTAL GENERAL FUND 11	197,715,244	210,616,333	225,813,257	228,970,000	100.0%	3,156,743	1.4%

TOTAL GENERAL FUND BEGINNING & ENDING FUND BALANCE

	<u>ACTUAL FY 13-14</u>	<u>ACTUAL FY 14-15</u>	<u>ADOPTED FY 15-16</u>	<u>ADOPTED FY 16-17</u>
Revenues and Other Sources				
Sales Tax	42,261,087	43,232,124	45,500,000	46,504,000
Property Taxes	29,484,372	30,866,045	31,600,000	33,022,000
Property Tax in-Lieu VLF	26,864,824	27,552,574	28,800,000	30,096,000
Utility Users Tax	25,035,497	24,918,869	27,780,000	27,780,000
Business Tax	11,200,935	11,342,904	11,490,000	11,632,323
Hotel Visitors Tax	8,519,161	8,983,179	8,800,000	9,430,000
Other Taxes	11,681,788	15,065,380	11,134,500	11,548,160
Franchise Fees	3,068,754	3,379,398	3,153,000	3,308,620
Intergovernmental	8,671,373	10,788,673	8,293,558	8,521,802
Use of Money & Property	14,851,550	12,631,324	18,151,800	17,018,300
Charges for Services	9,272,242	9,548,436	10,301,173	10,244,709
License and Permits	3,286,898	5,331,965	4,756,967	4,654,774
Fines	6,964,373	5,904,545	5,622,500	4,877,456
Miscellaneous	10,016,220	10,614,132	10,429,760	10,331,856
Transfers In	320,281	12,799	-	-
Total	211,499,355	220,172,347	225,813,258	228,970,000
Expenditures				
General Government*	9,433,680	10,566,286	10,225,947	11,359,671
Personnel Services	982,264	1,143,458	1,178,298	1,405,042
Finance & Management Services	3,749,233	4,035,073	4,262,795	4,873,614
Museum	1,474,888	1,474,888	1,474,840	1,475,890
Library	3,202,482	3,285,379	3,707,250	3,992,825
Recreation & Community Services	14,241,554	16,289,718	15,922,118	15,373,979
Police Department	104,044,399	106,093,564	118,519,466	120,257,118
Fire Department	38,820,399	40,170,954	41,662,300	41,765,144
Planning & Building	7,145,834	7,650,033	8,765,217	9,514,222
Public Works	4,954,964	5,124,286	6,339,620	5,908,755
Community Development	-	-	1,188,565	465,675
Transfers Out	9,666,150	14,782,694	12,566,841	12,578,065
Total	197,715,847	210,616,333	225,813,258	228,970,000
Net Increase (Decrease) in Fund Balance				
	13,783,508	9,556,014	-	-
Beginning Fund Balance, July 1				
	31,514,197	45,297,705	54,853,719	54,853,719
Ending Fund Balance, June 30				
	45,297,705	54,853,719	54,853,719	54,853,719

* Includes City Manager's Office, Non Departmental, City Attorney's Office, and Clerk of the Council's Office



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**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CITY MANAGER'S OFFICE

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01103010 Administration	1,729,663	1,938,898	2,090,116	2,320,005
01104012 Legislative	401,672	367,668	371,915	377,515
Department Savings	0	0	0	(50,000)
TOTAL	<u>2,131,335</u>	<u>2,306,565</u>	<u>2,462,031</u>	<u>2,647,520</u>

OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	1,621,952	1,812,284	1,934,881	2,154,620
62000 Contractual	284,469	274,862	304,210	319,810
63000 Commodities	63,533	46,333	54,260	54,260
65000 Fixed Charges	161,381	173,086	168,680	168,830
69090 Department Savings	0	0	0	(50,000)
TOTAL	<u>2,131,335</u>	<u>2,306,565</u>	<u>2,462,031</u>	<u>2,647,520</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
	Mayor		1.00		1.00
	Councilmembers		6.00		6.00
1790	City Manager	1.00		1.00	
2491	Deputy City Manager	1.00		1.00	
0670	Executive Assistant To the City Manager	1.00		1.00	
2925	Communications Manager	1.00		1.00	
6360	Senior Management Assistant	2.00		2.00	
1070	Secretary to the City Manager	1.00		1.00	
0900	Executive Assistant	3.00		3.00	
	TOTAL	<u>10.00</u>	<u>7.00</u>	<u>10.00</u>	<u>7.00</u>

GENERAL FUND

CITY MANAGER'S OFFICE
City Manager's Office

ACCOUNTING UNIT
01103010

Statement of Purpose

To provide for the effective implementation of the City Council's policy and priorities, advise the Council on reliable methods of responding to community needs, ensure responsible organizational and fiscal management, and promote the philosophy of continuous improvement.

SERVICE PROGRAM

- * Effective development and implementation of the City goals while ensuring responsible organizational fiscal management.
- * Enhancing the development and implementation of a system for continuous organizational improvement.
- * Provide research and advice to Council and effectively implement City Council's policies and priorities.

GENERAL FUND

CITY MANAGER'S OFFICE		ACCOUNTING UNIT			
Administration		01103010			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages Regular	1,108,164	1,289,519	1,332,603	1,530,190
61020	Salaries Part-Time	117,540	1,059	0	0
61040	Salaries -Overtime	9,452	12,807	0	0
61100	Retirement Plan	158,901	232,382	305,478	310,710
61110	Part-Time Retirement	440	916	0	0
61120	Medicare Insurance	12,683	16,686	20,765	21,965
61130	Employees Insurance	89,934	124,765	143,525	157,125
61170	Retiree Medical Insurance	7,849	1,942	0	0
61180	Compensation Insurance	23,497	26,485	31,910	34,030
61190	Relocation and Temp Housing Assistance	30,076	29,213	24,000	24,000
69090	Department Savings	0	0	0	(20,000)
	SUBTOTAL PERSONNEL	<u>1,558,534</u>	<u>1,735,773</u>	<u>1,858,281</u>	<u>2,058,020</u>
62010	Communications	24,463	38,972	29,150	29,150
62120	Travel & Conferences	7,852	21,196	20,000	30,000
62140	Membership & Dues	4,414	4,493	18,250	18,250
62300	Other Contractual Services	16,018	3,306	28,330	28,330
62600	Parking Validation	0	0	5,520	5,520
62700	Auto Expense	1,000	5,500	6,000	6,000
69090	Department Savings	0	0	0	(15,000)
	SUBTOTAL CONTRACTUAL	<u>53,747</u>	<u>73,468</u>	<u>107,250</u>	<u>102,250</u>
63001	Miscellaneous Operating Expense	46,341	38,033	35,500	35,500
63300	Gas & Diesel	560	2,043	2,760	2,760
69090	Department Savings	0	0	0	(15,000)
	SUBTOTAL COMMODITIES	<u>46,901</u>	<u>40,076</u>	<u>38,260</u>	<u>23,260</u>
65000	Building Rental	62,885	62,885	53,600	53,600
65010	Equipment Rental, City	3,076	9,861	14,255	14,255
65011	Equipment Replacement	0	14,944	16,765	150
65012	Accident Repair & Replacement	0	0	0	16,765
65100	Insurance (Risk Management)	4,520	1,891	1,705	1,705
	SUBTOTAL FIXED CHARGES	<u>70,481</u>	<u>89,581</u>	<u>86,325</u>	<u>86,475</u>
	TOTAL OPERATING	<u><u>1,729,663</u></u>	<u><u>1,938,898</u></u>	<u><u>2,090,116</u></u>	<u><u>2,270,005</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1790	City Manager	1.00		1.00	
2491	Deputy City Manager	1.00		1.00	
0670	Executive Assistant to the City Manager	1.00		1.00	
2925	Communications Manager	1.00		1.00	
6360	Senior Management Assistant	2.00		2.00	
1070	Secretary to the City Manager	1.00		1.00	
0900	Executive Assistant	3.00		3.00	
	TOTAL	<u>10.00</u>	<u>0.00</u>	<u>10.00</u>	<u>0.00</u>

GENERAL FUND

CITY MANAGER'S OFFICE
Legislative Affairs

ACCOUNTING UNIT
01104012

Statement of Purpose

To ensure that Councilmembers are provided the means in which to perform their legislative responsibilities and establish municipal policies.

This program provides the services to enable Councilmembers to maintain an awareness of community needs, analyze program possibilities and available resources, select and implement programs, and evaluate the efficiency and effectiveness of City programs.

SERVICE PROGRAM

- * Councilmembers participate in meetings of the City Council, Redevelopment Agency, Housing Authority, Industrial Development Bond Authority, Santa Ana Financing Authority, City Council committees, and in various community meetings, and in presentations on behalf of civic and regional events.

- * Councilmembers also participate in local, state, and national organizations of municipal officials and attend various conferences to promote local needs, to increase knowledge and to share information.

GENERAL FUND

CITY MANAGER'S OFFICE		ACCOUNTING UNIT			
Legislative		01104012			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages - Regular	0	0	0	0
61020	Salaries & Wages-Part-Time	11,450	11,650	12,400	12,400
61100	Retirement Plan	367	440	7,810	310
61110	Part-Time Retirement	225	281	240	240
61120	Medicare Insurance	1,063	1,107	1,050	1,050
61130	Employees Insurance	49,991	62,975	55,000	55,000
61180	Compensation Insurance	322	57	100	100
61190	Retirement Plan	0	0	0	7,500
	SUBTOTAL PERSONNEL	<u>63,418</u>	<u>76,511</u>	<u>76,600</u>	<u>76,600</u>
62010	Communications	5,874	3,063	4,525	4,525
62120	Travel and Conferences	23,378	29,796	28,000	28,000
62140	Membership & Dues	5,949	3,366	7,000	7,000
62300	Other Contractual Services	135,611	100,463	86,135	91,735
63030	Community Events	5,377	0	0	14,000
62600	Parking Validation	12,533	22,707	15,300	15,300
62700	Auto Expense	42,000	42,000	42,000	42,000
	SUBTOTAL CONTRACTUAL	<u>230,722</u>	<u>201,395</u>	<u>182,960</u>	<u>202,560</u>
63001	Misc. Operating Expense	16,633	6,257	16,000	16,000
	SUBTOTAL COMMODITIES	<u>16,633</u>	<u>6,257</u>	<u>16,000</u>	<u>16,000</u>
65000	Building & Site Rental	88,730	81,336	80,400	80,400
65100	Insurance (Risk Management)	2,170	2,169	1,955	1,955
	SUBTOTAL FIXED CHARGES	<u>90,900</u>	<u>83,505</u>	<u>82,355</u>	<u>82,355</u>
	TOTAL	<u><u>401,672</u></u>	<u><u>367,668</u></u>	<u><u>357,915</u></u>	<u><u>377,515</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
	Mayor		1.00		1.00
	Councilmembers		6.00		6.00
	TOTAL		<u>7.00</u>	0.00	<u>7.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

NON-DEPARTMENTAL & INTERFUND TRANSFERS

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
01105015 General Non-Departmental	4,023,108	3,946,561	4,557,050	4,906,465	
01118810 Community Activities Non-Departmental	508,443	1,540,740	0	0	
01106019 Interfund Transfers	9,666,150	14,782,694	12,566,841	12,578,065	
Department Savings	0	0	0	(50,000)	
TOTAL	<u>14,197,700</u>	<u>20,269,996</u>	<u>17,123,891</u>	<u>17,434,530</u>	
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
61000 Personnel	353,121	502,333	0	0	
62000 Contractual	445,848	653,328	940,875	1,310,025	
63000 Commodities	54,229	55,034	22,550	32,550	
65000 Fixed Charges	2,693,115	2,707,573	2,664,600	2,634,865	
66000 Capital	9,680	0	0	0	
67000 Debt Service	975,557	644,034	929,025	929,025	
68000 Interfund Transfers	9,666,150	15,707,694	12,566,841	12,578,065	
69090 Department Savings	0	0	0	(50,000)	
TOTAL	<u>14,197,700</u>	<u>20,269,996</u>	<u>17,123,891</u>	<u>17,434,530</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
<p><i>Note:</i> No permanent positions are assigned to this activity. It was created in FY 76-77 to provide for management training, consortium, and other expenses, including labor adjustments that are not budgeted in any specific departmental activity.</p>					

GENERAL FUND

NON-DEPARTMENTAL		ACCOUNTING UNIT			
General Non-Departmental		01105015			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62140	Membership, Subscriptions, Dues	123,179	70,844	167,500	182,500
62300	Contract Services-Professional	247,417	441,723	767,375	1,121,525
62302	Contract Vendor Personnel Services	0	4,050	0	0
62600	Parking Validation	0	0	6,000	6,000
69090	Department Savings	0	0	0	(50,000)
	SUBTOTAL CONTRACTUAL	<u>370,596</u>	<u>516,617</u>	<u>940,875</u>	<u>1,260,025</u>
63001	Misc. Operating Expenses	14,726	21,049	22,550	32,550
	SUBTOTAL COMMODITIES	<u>14,726</u>	<u>21,049</u>	<u>22,550</u>	<u>32,550</u>
65050	Automation Plan	2,662,230	2,662,230	2,662,230	2,632,230
65100	Insurance (Risk Management)	0	2,631	2,370	2,635
	SUBTOTAL FIXED CHARGES	<u>2,662,230</u>	<u>2,664,861</u>	<u>2,664,600</u>	<u>2,634,865</u>
67100	Principal-Debt Service	581,658	447,473	726,105	741,875
67110	Interest-Debt Service	393,898	196,561	202,920	187,150
	SUBTOTAL DEBT SERVICE	<u>975,557</u>	<u>644,034</u>	<u>929,025</u>	<u>929,025</u>
68000	Transfer to Fund 52	0	100,000	0	0
	SUBTOTAL MISCELLANEOUS EXPENDITURES	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>0</u>
69011	Reserve for Appropriation	0	0	0	0
	SUBTOTAL MISCELLANEOUS EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL OPERATING	<u><u>4,023,108</u></u>	<u><u>3,946,561</u></u>	<u><u>4,557,050</u></u>	<u><u>4,856,465</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
<i>Note:</i>	No permanent positions are assigned to this activity. It was created in FY 76-77 to provide for management training, consortium, and other expenses, including labor adjustments that are not budgeted in any specific departmental activity.				

GENERAL FUND

NON-DEPARTMENTAL		ACCOUNTING UNIT			
Community Activities-Non-Departmental		01105810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	224,584	325,416	0	0
61020	Salaries Part-Time	46,018	34,099	0	0
61040	Salaries Overtime	10,815	15,710	0	0
61100	Retirement Employer Contribution	28,015	56,753	0	0
61110	Part-Time Retirement	0	0	0	0
61120	Medicare Insurance	3,601	5,240	0	0
61130	Health Insurance	30,717	53,004	0	0
61170	Retiree Health Insurance	3,240	4,054	0	0
61180	Workers Compensation Insurance	6,131	8,056	0	0
	SUBTOTAL PERSONNEL	353,121	502,333	0	0
62000	Utilities	0	1,093		
62010	Communications	4,036	5,704	0	
62012	Cellular Phone Charges	800	1,462	0	0
62200	Advertising	0	500		0
62120	Training, Transportation, Meetings	179	923	0	0
62140	Membership, Subscriptions, Dues	18,523	12,850	0	0
62300	Contract Services-Professional	50,590	91,736	0	0
62302	Contract Services-Personnel	825	16,972	0	0
62600	Parking Validation	130	950	0	0
62700	Auto Expense	170	4,520	0	0
	SUBTOTAL CONTRACTUAL	75,253	136,710	0	0
63001	Misc. Operating Expenses	39,195	33,547	0	0
63300	Gas & Diesel	308	438	0	0
	SUBTOTAL COMMODITIES	39,504	33,985	0	0
65000	Building Rental	14,045	20,375	0	0
65010	Rental City Equipment	1,995	2,712	0	0
65040	Computer Service Charge	145	195	0	0
65050	I.S. Strategic Plan	5,540	7,325	0	0
65100	Insurance Charges	9,160	12,105	0	0
	SUBTOTAL FIXED CHARGES	30,885	42,712	0	0
66400	Machinery & Equipment	9,680	0	0	0
	SUBTOTAL CAPITAL	9,680	0	0	0
68000	Transfer to Fund 52	0	825,000	0	0
	SUBTOTAL CAPITAL	0	825,000	0	0
	TOTAL OPERATING	508,443	1,540,740	0	0

GENERAL FUND

INTERFUND TRANSFERS		ACCOUNTING UNIT			
Interfund Transfers		01106019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
	TRANSFER TO FUND				
68000	074 Transfer to Civic Center Maintenance	600,000	820,000	1,045,000	1,464,345
68000	051 Capital Outlay Fund	0	300,000	0	0
68000	052 Strategic Plan	0	0	2,494,500	2,075,155
68000	404 2014 Lease Financing	0	4,421,965	4,415,151	4,415,905
68000	418 Peebler Fund Capital	0	4,950,000	0	0
68000	400 Transfer to Police Building Debt Service	9,066,150	4,290,729	4,612,190	4,622,660
	SUBTOTAL INTER FUND TRANSFERS	<u>9,666,150</u>	<u>14,782,694</u>	<u>12,566,841</u>	<u>12,578,065</u>
	TOTAL	<u>9,666,150</u>	<u>14,782,694</u>	<u>12,566,841</u>	<u>12,578,065</u>
	<i>Note:</i> These are transfers from the General Fund to those Funds which have no direct revenue, or to those funds which available revenue must be supplemented from general revenue of the City.				

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CLERK OF THE COUNCIL OFFICE

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
01107031 Clerk Administration and Elections	663,371	698,665	795,574	1,001,761	
Department Savings	0	0	0	(25,000)	
TOTAL	<u>663,371</u>	<u>698,665</u>	<u>795,574</u>	<u>976,761</u>	
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
61000 Personnel	515,737	551,961	643,853	795,205	
62000 Contractual	77,804	79,828	81,500	131,500	
63000 Commodities	31,720	28,903	29,000	29,000	
65000 Fixed Charges	38,110	37,971	41,221	46,056	
69090 Department Savings	0	0	0	(25,000)	
TOTAL	<u>663,371</u>	<u>698,665</u>	<u>795,574</u>	<u>976,761</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1990	Clerk of the Council	1.00		1.00	
TBD	Assistant Clerk of the Council	0.00		1.00	
7290	Senior Deputy Clerk of the Council	2.00		2.00	
7360	Senior Office Specialist	1.00		1.00	
8000	Administrative Intern		0.00		1.00
	TOTAL	<u>4.00</u>	<u>0.00</u>	<u>5.00</u>	<u>1.00</u>

GENERAL FUND

CLERK OF THE COUNCIL Clerk Administration and Elections	PROGRAM 01107031
Statement of Purpose	
<p><i>To facilitate the legislative policymaking process, to accurately record and validate the proceedings of the City Council, to provide for timely and thorough access to the public record, to conduct the City's elections as required by the Charter and the Elections Code of the State of California and to carry out responsibilities mandated by the Fair Political Practices Act.</i></p> <p>This program administers the activities related to Council legislation, processes Council-approved agenda items, manages the public record, and disseminates information concerning Council actions both to City staff and the public. The Clerk's administrative functions are largely mandated by law (Brown Act, Maddy Act, Public Records Act, City Charter, City Code among others) and include preparation and management of legal notices, Agendas, Minutes, deeds, contracts, ordinances, resolutions, and other documents; maintenance of the City Charter, City Code, and Electronic Legislative files (Laserfiche); and coordination of the Citywide records retention schedule.</p> <p>The Clerk of the Council administers City elections and City election notices, communicates election results, administers the candidacy and nomination process and generally oversees the conduct of elections. Voting services are provided by the Orange County Register of Voters by contract with the City. Additionally, the Clerk of the Council is the local filing officer for the Fair Political Practices Commission (FPPC) and maintains FPPC records.</p>	
Accomplishments in FY 2015-16	
<ul style="list-style-type: none"> * Implemented workflow to improve council meeting agenda reports process. * Continued to improve Public Record Request process. * Assisted City Attorney and City Manager's Office on development of Council Policy on Brown Act Violations and Sanctions. * Updated Boards & Commissions Handbook. * Assisted with the update of the City Council Handbook. * Streamlined agreement and insurance processes; developed database for contracts process involving the City Attorney, Finance, and City Clerk departments; and conducted citywide training. * Reviewed the City's Records Retention Schedule and determined if records retention schedules guidelines and maintenance are appropriate; examine alternative storage solutions for departmental records. * Provided training to Recording Secretaries on motions, and standardizes agendas and minutes. * In conjunction with the City Attorney, reviewed and update the City's Conflict of Interest Code disclosure categories and employee designations as required on a biennial basis. 	
Action Plan for FY 2016-2017	
<ul style="list-style-type: none"> * Will coordinate training in conjunction with the City Attorney's Office on email archive search requests. * Manage 2016 General Municipal Election. * Partner with the Orange County Voter Registrar's Office implemented creative and innovative methods to increase voter participation during 2018 election year. * Continue to improve the content of the Clerk of the Council and Open Government pages on the City's Website. * Improve video and audio casting of official City Meetings. * Assist with improvements in Room 147 Conference Room, including teleconferencing. * Implement Voter Outreach Program. 	

GENERAL FUND

CLERK OF THE COUNCIL OFFICE		ACCOUNTING UNIT			
Clerk Administration and Elections		01107031			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries-Regular	391,596	407,544	419,169	554,140
61020	Salaries & Wages-Temporary	2,054	0	62,970	64,290
61040	Salaries-Overtime	4,592	6,528	4,000	4,000
61100	Retirement-Employer Contribution	52,044	68,802	85,459	99,365
61110	Retirement-Temporary	77	0	0	535
61120	Medicare Insurance	5,840	6,125	6,120	6,430
61130	Health Insurance	46,366	50,622	52,635	58,160
61170	Retiree Health Benefits	6,285	5,187	3,925	0
61180	Workers Compensation Insurance	6,884	7,152	9,575	8,285
69090	Department Savings	0	0	0	(5,000)
	SUBTOTAL PERSONNEL	<u>515,737</u>	<u>551,961</u>	<u>643,853</u>	<u>790,205</u>
62010	Communications	3,432	3,627	2,500	2,500
62120	Training & Transportation	866	2,727	3,000	3,000
62140	Membership, Subscription & Dues	2,411	1,100	2,000	2,000
62200	Advertising	2,064	17,300	6,000	6,000
62300	Contract Services Professional	63,030	49,074	59,000	109,000
62600	Parking Validations	0	0	3,000	3,000
62700	Auto Expense	6,000	6,000	6,000	6,000
69090	Department Savings	0	0	0	(10,000)
	SUBTOTAL CONTRACTUAL	<u>77,804</u>	<u>79,828</u>	<u>81,500</u>	<u>121,500</u>
63001	Operating Materials & Supplies	31,720	28,903	29,000	29,000
69090	Department Savings	0	0	0	(10,000)
	SUBTOTAL COMMODITIES	<u>31,720</u>	<u>28,903</u>	<u>29,000</u>	<u>19,000</u>
65000	Building Rental	29,485	29,346	33,458	37,431
65100	Insurance Charges	8,625	8,625	7,763	8,625
	SUBTOTAL FIXED CHARGES	<u>38,110</u>	<u>37,971</u>	<u>41,221</u>	<u>46,056</u>
	TOTAL OPERATING	<u><u>663,371</u></u>	<u><u>698,665</u></u>	<u><u>795,574</u></u>	<u><u>976,761</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1990	Clerk of the Council	1.00		1.00	
TBD	Assistant Clerk of the Council	0.00		1.00	
7290	Senior Deputy Clerk of the Council	2.00		2.00	
7360	Senior Office Specialist	1.00		1.00	
8000	Administrative Intern		0.00		1.00
	TOTAL	<u>4.00</u>	<u>0.00</u>	<u>5.00</u>	<u>1.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CITY ATTORNEY'S OFFICE

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01108032 City Attorney's Office Department Savings	2,107,424 0	2,073,754 0	2,411,292 0	2,928,925 (50,000)
TOTAL	<u>2,107,424</u>	<u>2,073,754</u>	<u>2,411,292</u>	<u>2,878,925</u>

OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	1,526,490	1,545,822	1,858,327	2,080,960
62000 Contractual	439,238	379,497	413,990	700,300
63000 Commodities	29,642	36,291	18,000	18,000
65000 Fixed Charges	105,358	105,358	112,975	121,665
66000 Capital	6,695	6,786	8,000	8,000
69090 Department Savings	0	0	0	(50,000)
TOTAL	<u>2,107,424</u>	<u>2,073,754</u>	<u>2,411,292</u>	<u>2,878,925</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1690	City Attorney	1.00		1.00	
1650	Chief Assistant City Attorney	2.00		2.00	
1620	Senior Assistant City Attorney, Assistant City Attorney, Deputy City Attorney	5.50		5.50	
7391	Executive Secretary to the City Attorney	0.00		1.00	
7120	Senior Legal Secretary	2.00		1.00	
1675	Senior Paralegal	1.00		1.00	
	SUBTOTAL	<u>11.50</u>		<u>11.50</u>	
1630	Senior Assistant City Attorney	0.50		0.50	
1670	Paralegal	0.00		1.00	
1675	Senior Paralegal (Liability Fund)	1.00		1.00	
		<u>1.50</u>		<u>2.50</u>	
	TOTAL	<u>13.00</u>	<u>0.00</u>	<u>14.00</u>	<u>0.00</u>

*.5 of attorney funded by Police Department
*1 Senior Paralegal funded by Risk Management
* Salaries subsidized by CDBG (not reflected here)

GENERAL FUND

CITY ATTORNEY'S OFFICE
City Attorney's Office

PROGRAM
01108032

Statement of Purpose

To advance the legal interests of the City through services exemplified by respect, integrity, and professionalism.

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney's Office is the City's legal counsel providing such services as appearing in litigation on behalf of the City and its officials, drafting all ordinances, resolutions, contracts, and advising officials and employees on all matters of law pertaining to official duties. This office is also empowered to prosecute violations of municipal and state law on behalf of the People of the State of California. The Santa Ana City Attorney's Office is composed of 9 attorneys, two paralegals, and two support staff members. The Office is divided into three "work groups" built around particular fields of practice or responsibility.

ORGANIZATIONAL STRUCTURE

ADMINISTRATION

This group is composed of the City Attorney and the Legal Management Assistant, and is responsible for office operations, budget, technology, training & development, human resource management, practice, and systems management.

DEVELOPMENT SERVICES GROUP

This group provides advisory and litigation services to the various departments, agencies, boards and commissions of the City whose focus is development and construction including the Planning & Building Agency, Community Development Agency and the Public Works Agency. This group prosecutes violations of the Santa Ana Municipal Code.

GENERAL COUNSEL GROUP

This group is responsible for providing a wide range of legal services to all non-development oriented agencies, boards, and commissions of the City such as the Santa Ana Police Department, Management and Finance Services Agency, and Parks & Recreation. Additionally, they manage all of the tort/civil liability litigation and provide support and assistance to the Risk Management Division, as well as providing advice to the Santa Ana Police Department.

GENERAL FUND

CITY ATTORNEY'S OFFICE		ACCOUNTING UNIT			
City Attorney's Office		01108032			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular*	1,156,623	1,084,061	1,315,587	1,411,060
61020	Salaries & Wages, Part-Time	12,663	55,561	0	0
61100	Retirement Plan	166,085	213,325	294,285	375,025
61110	Retirement Part-Time	475	1,500	0	0
61120	Medicare Insurance	15,960	16,222	20,070	21,920
61130	Employees Insurance	133,996	147,628	191,635	233,915
61170	Retiree Medical Insurance	12,994	0	0	0
61180	Compensation Insurance	27,694	27,105	36,750	39,040
	SUBTOTAL PERSONNEL	<u>1,526,490</u>	<u>1,545,822</u>	<u>1,858,327</u>	<u>2,080,960</u>
62010	Communications	20,826	23,945	21,420	21,420
62120	Training & Transportation	11,638	7,424	8,000	8,000
62140	Membership, Subscription & Dues	3,800	8,087	8,000	8,000
62300	Other Contractual Services	402,392	338,454	371,570	657,880
62302	Other Personnel Services	581	1,586	5,000	5,000
69090	Department Saving	0	0	0	(50,000)
	SUBTOTAL CONTRACTUAL	<u>439,238</u>	<u>379,497</u>	<u>413,990</u>	<u>650,300</u>
63001	Operating Materials & Supplies	29,642	36,291	18,000	18,000
	SUBTOTAL COMMODITIES	<u>29,642</u>	<u>36,291</u>	<u>18,000</u>	<u>18,000</u>
65000	Building & Site Rental	100,000	100,000	108,153	116,305
65100	Insurance (Risk Management)	5,358	5,358	4,822	5,360
	SUBTOTAL FIXED CHARGES	<u>105,358</u>	<u>105,358</u>	<u>112,975</u>	<u>121,665</u>
66600	Books, Records & Video	6,695	6,786	8,000	8,000
66510	Computer Software	0	0	0	0
	SUBTOTAL CAPITAL	<u>6,695</u>	<u>6,786</u>	<u>8,000</u>	<u>8,000</u>
	TOTAL	<u><u>2,107,424</u></u>	<u><u>2,073,754</u></u>	<u><u>2,411,292</u></u>	<u><u>2,878,925</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1690	City Attorney	1.00		1.00	
1650	Chief Assistant City Attorney	2.00		2.00	
1620	Senior Assistant City Attorney, Assistant City Attorney, Deputy City Attorney	5.50		5.50	
7391	Executive Secretary to the City Attorney	0.00		1.00	
7120	Senior Legal Secretary	2.00		1.00	
1675	Senior Paralegal	1.00		1.00	
	SUBTOTAL	<u>11.50</u>		<u>11.50</u>	
1630	Senior Assistant City Attorney	0.50		0.50	
1670	Paralegal (Liability Fund)	0.00		1.00	
1675	Senior Paralegal (Liability Fund)	1.00		1.00	
	TOTAL	<u>1.50</u>		<u>2.50</u>	
	TOTAL	<u><u>13.00</u></u>		<u><u>14.00</u></u>	

*.5 of attorney funded by Police Department
 *1 Senior Paralegal funded by Risk Management
 *Salaries subsidized by CDBG (not reflected here)

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PERSONNEL SERVICES				
ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01109050 Personnel Services	982,264	1,143,458	1,178,298	1,455,042
Department Savings	0	0	0	(50,000)
TOTAL	<u>982,264</u>	<u>1,143,458</u>	<u>1,178,298</u>	<u>1,405,042</u>
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	REVISED FY 15-16	ADOPTED FY 16-17
61000 Personnel	740,006	892,035	960,428	1,086,980
62000 Contractual	123,236	113,426	111,249	261,249
63000 Commodities	65,154	84,130	79,830	79,830
65000 Fixed Charges	53,868	53,868	26,791	26,983
69090 Department Savings	0	0	0	(50,000)
TOTAL	<u>982,264</u>	<u>1,143,458</u>	<u>1,178,298</u>	<u>1,405,042</u>
Class Code	ADOPTED FY 15-16		ADOPTED FY 16-17	
AUTHORIZED PERSONNEL	Full Time	Part Time	Full Time	Part Time
1830 Executive Director, Personnel Services	0.20		0.20	
1540 Senior Personnel Analyst	3.00		3.00	
0770 Senior Personnel Technician	1.00		1.00	
1250 Personnel Technician	1.00		2.00	
7300 Senior Personnel Services Specialist	1.00		1.00	
7530 Personnel Executive Secretary	0.40		0.20	
7070 Personnel Services Specialist	0.60		0.40	
1280 Training Coordinator	1.00		0.00	
9060 Clerical Aide		1.00		1.00
TOTAL GENERAL FUND	<u>8.20</u>	<u>1.00</u>	<u>7.80</u>	<u>1.00</u>
SECTION 3: INTERNAL FUNDS				
08009051 Liability & Property	3.35		3.40	
08209054 Workers' Compensation	6.35		6.40	
08109053 Employee Benefits	6.35		6.65	
SECTION 5: SPECIAL REVENUE				
03109050 Air Quality Improvement Trust Fund	1.75		1.75	
	<u>17.80</u>	<u>0.00</u>	<u>18.20</u>	<u>0.00</u>
TOTAL POSITIONS	<u>26.00</u>	<u>1.00</u>	<u>26.00</u>	<u>1.00</u>

GENERAL FUND

PERSONNEL SERVICES	PROGRAM			
Personnel Services	01109050			
Statement of Purpose				
<p><i>To provide responsive professional personnel management assistance to City departments to achieve and maintain a multi-cultural, highly trained and well-compensated workforce.</i></p> <p>The department's recruitment and selection system reflects a strong commitment to practicing principles that will create and maintain a competent workforce representative of the community. This program also facilitates interaction with employee associations and maintains a salary structure which is both externally competitive and internally equitable. Personnel Services endorses sound management practices and a continuous improvement philosophy by providing timely, high quality services. The department promotes the development of productive employees through training and promotional opportunities.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Successful negotiations with seven bargaining groups . * Successfully completed a number of high level recruitments. * Successfully drafted and implement a consolidated MOU for SEIU. * Updated salary resolutions which created clarity and transparency. * Implemented strategies to improve Police recruitments. * Reinitiated comprehensive City Wide training program. * Timely completion of State-mandated AB1825 Sexual Harassment Training, citywide. * Successful CHP/BIT audit of Department of Transportation (DOT) random drug and alcohol testing programs. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Successfully negotiate seven Labor agreements. Complete City-wide classification and compensation study * Continue to support and assist departments with personnel issues by recommending appropriate intervention strategies for successful resolution. * Assist all departments with organizational analysis/reclassifications. * Continue to implement efforts to maintain a work environment free of discrimination, harassment and retaliation. * Continued compliance with CHP/BIT audit of our Department of Transportation (DOT) random drug and alcohol testing program. * Comply with Federal and State mandates regarding training such as anti-harassment training for supervisors. * Work collaboratively with all City departments and the City Attorney's Office to effectively manage and resolve employee disciplinary issues. * Complete department succession strategy. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of recruitments	60	175	150	160
# of exams administered	80	160	140	160
# of general training classes offered	15	24	35	30
# of investigation completed	6	8	10	12
Efficiency				
% of department costs funded by General Fund	0.5%	0.6%	0.5%	0.6%
Average # of days to establish eligible lists	60	75	90	120
% of classes with current job specification	60%	60%	60%	50%
Effectiveness				
% of minority representation in workforce	72.0%	75.0%	75.0%	70.0%
% of new employees passing probation	95.0%	98.0%	100.0%	98.0%
% of appointments filled by promotion	50.0%	35.0%	35.0%	40.0%
% annual attrition rate	5.0%	7.5%	7.5%	8.0%

GENERAL FUND

PERSONNEL SERVICES		ACCOUNTING UNIT			
Personnel Services		01109050			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	560,236	660,168	659,116	768,080
61020	Salaries & Wages-Temporary	7,866	9,069	14,065	16,020
61040	Salaries & Wages-Overtime	1,586	3,280	15,000	15,000
61100	Retirement Plan	80,691	113,168	163,752	163,410
61110	Part-Time Retirement	466	466	525	600
61120	Medicare Insurance	8,282	9,690	11,355	10,465
61130	Employees Insurance	65,344	88,851	87,760	105,145
61170	Retiree Health Insurance	9,276	0	0	0
61180	Compensation Insurance	6,259	7,342	8,855	8,260
69090	Department Saving	0	0	0	(25,000)
	SUBTOTAL PERSONNEL	<u>740,006</u>	<u>892,035</u>	<u>960,428</u>	<u>1,061,980</u>
62010	Communications	8,366	8,119	5,000	5,000
62120	Training & Transportation	5,723	4,477	35,454	35,454
62140	Membership, Subscription & Dues	1,032	1,407	0	0
62300	Other Contractual Services	56,574	60,359	40,095	190,095
62302	Other Personnel Services	46,012	32,448	17,500	17,500
62322	M & R Machine & Equipment	2,085	627	10,000	10,000
62600	Parking Validation	2,170	4,715	2,000	2,000
62700	Auto Expense	1,275	1,275	1,200	1,200
69090	Department Saving	0	0	0	(20,000)
	SUBTOTAL CONTRACTUAL	<u>123,236</u>	<u>113,426</u>	<u>111,249</u>	<u>241,249</u>
63001	Operating Materials & Supplies	65,154	84,130	79,830	79,830
69090	Department Saving	0	0	0	(5,000)
	SUBTOTAL COMMODITIES	<u>65,154</u>	<u>84,130</u>	<u>79,830</u>	<u>74,830</u>
65000	Building & Site Rental	48,488	48,488	21,949	21,603
65100	Insurance (Risk Management)	5,380	5,380	4,842	5,380
	SUBTOTAL FIXED CHARGES	<u>53,868</u>	<u>53,868</u>	<u>26,791</u>	<u>26,983</u>
	TOTAL	<u><u>982,264</u></u>	<u><u>1,143,458</u></u>	<u><u>1,178,298</u></u>	<u><u>1,405,042</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Personnel Services	0.20		0.20	
01540	Senior Personnel Analyst	3.00		3.00	
00770	Senior Personnel Technician	1.00		1.00	
01250	Personnel Technician	1.00		2.00	
07300	Senior Personnel Services Specialist	1.00		1.00	
07530	Personnel Executive Secretary	0.40		0.20	
07070	Personnel Services Specialist	0.60		0.40	
01280	Training Coordinator	1.00		0.00	
09060	Clerical Aide		0.00		0.00
	TOTAL	<u>8.20</u>	<u>0.00</u>	<u>7.80</u>	<u>0.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

FINANCE & MANAGEMENT SERVICES

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01110100 Management & Support	714,461	819,137	896,916	1,002,900
01110110 Accounting	1,035,217	1,162,347	1,371,236	1,683,000
01110115 Payroll	322,446	389,646	376,857	415,520
01110120 Purchasing	834,197	910,210	1,008,976	1,085,445
01110130 Treasury & Customer Service	844,246	753,733	608,809	884,797
01110140 Information Services	(1,335)	0	0	0
Department Savings	0	0	0	(198,048)
TOTAL	<u><u>3,749,232</u></u>	<u><u>4,035,073</u></u>	<u><u>4,262,794</u></u>	<u><u>4,873,614</u></u>

OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	4,698,367	5,018,660	5,450,320	6,130,710
62000 Contractual	685,545	586,146	540,145	636,108
63000 Commodities	181,486	244,112	232,070	248,295
65000 Fixed Charges	(1,877,349)	(1,881,814)	(2,012,361)	(1,996,071)
67000 Debt Service	55,106	0	0	0
68000 Transfers	0	62,202	52,620	52,620
69000 Payment to Other Agencies	6,078	5,767	0	0
69090 Department Savings	0	0	0	(198,048)
TOTAL	<u><u>3,749,232</u></u>	<u><u>4,035,073</u></u>	<u><u>4,262,794</u></u>	<u><u>4,873,614</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1120	Accounting Manager	0.50		0.50	
1140	Accountant I	3.17		3.17	
1150	Accountant II	3.00		3.00	
7010	Accounting Assistant	1.00		1.00	
7015	Accounting Assistant/Systems Technician	0.67		0.00	
7009	Accounts Payable Supervisor	1.00		1.00	
1180	Assistant Director of Finance & Mgmt. Svcs	0.65		0.65	
0490	Budget & Research Manager	0.90		0.90	
1240	Business Tax Collector/Inspector	2.00		2.00	
1350	Buyer	2.67		2.67	
1220	Customer Service Representative	8.00		8.00	
1190	Executive Director, Finance & Management	0.45		0.45	
0620	Finance Executive Secretary	1.00		1.00	
1210	Meter Reader Collector	4.00		4.00	

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

FINANCE & MANAGEMENT SERVICES

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7410	Payroll Technician	2.00		2.00	
0547	Purchasing Specialist	2.00		2.00	
1870	Revenue/Contract Compliance Examiner	1.00		1.00	
1090	Revenue Supervisor	0.00		0.00	
7490	Senior Accountant	3.00		3.00	
7280	Senior Accounting Assistant	2.00		2.00	
7016	Senior Accounting Assistant/Systems Tech.	0.00		2.00	
0495	Senior Budget Analyst	2.00		2.00	
0480	Senior Financial Analyst	1.00		1.00	
TBD	Asset Management Analyst	0.00		1.00	
7415	Payroll Systems Analyst	0.00		0.50	
7415	Senior Payroll Technician	1.00		1.00	
7500	Supervising Accountant (Auditor Program)	1.00		1.00	
0269	Supervising Buyer	1.00		1.00	
1170	Treasury and Customer Services Manager	0.90		0.90	
1165	Treasury Services Specialist	1.00		1.00	
7020	Treasury Services Supervisor	1.00		1.00	
1215	Utilities Billing/Systems Tech	2.00		2.00	
9041	Account Clerk I (P/T)		4.00		4.00
0270	Assistant Buyer (PTCS)		1.00		1.00
9790	Budget Intern (PT)		2.00		1.00
9050	Clerical Assistant		1.00		1.00
9780	Customer Service Clerks		5.00		5.00
9120	Data Entry Clerk (PT)		1.00		1.00
8080	Management Intern (PT)		2.00		3.00
9775	Municipal Utility Reader-Collector (PT)		3.00		3.00
9720	Purchasing Clerk		1.00		1.00
9060	Senior Clerical Aide (P/T)		0.00		0.00
	TOTAL GENERAL FUND	<u>49.91</u>	<u>20.00</u>	<u>52.74</u>	<u>20.00</u>
	SECTION 3: INTERNAL FUNDS				
07110100	Central Services	2.15	1.00	2.15	1.00
07310100	Building Maintenance	14.80	6.00	14.60	6.00
07510100	Fleet Maintenance	20.70	2.00	20.05	2.00
07610102	Stores & Property Control	2.65	3.00	2.40	3.00
08510138	Corporate Yard Operations	0.20	2.00	0.30	2.00
10210140	Communication Services	2.30		0.00	
10910-Var	IS Strategic Plan	17.09		2.56	
	SECTION 6: ENTERPRISE FUNDS				
02718-Var	Parking Enterprise	8.20		13.20	
	TOTAL OTHER FUNDS	<u>68.09</u>	<u>14.00</u>	<u>55.26</u>	<u>14.00</u>
	TOTAL PERSONNEL	<u><u>118.00</u></u>	<u><u>34.00</u></u>	<u><u>108.00</u></u>	<u><u>34.00</u></u>

GENERAL FUND

FINANCE & MANAGEMENT SERVICES
Management & Support

PROGRAM
01110100

Statement of Purpose

To provide quality financial management services to the City organization and to insure prudent use and maintenance of the City's financial resources and physical assets.

This program provides direction and support to Finance & Management Services. The Division is responsible for the improvement of operational efficiency through internal audits and special research, and the review, preparation, and monitoring of the City's operating and capital budgets.

SERVICE PROGRAM

ACCOUNTING

To provide accurate, meaningful, and responsive accounting services, internal control systems and financial reports in accordance with generally accepted accounting principles.

PURCHASING/PAYROLL/CENTRAL SERVICES

To supply quality and economical material and services to City departments which are promptly priced, purchased, provided, and paid. To process an accurate payroll that complies with all state and federal tax and labor laws, and conforms to negotiated pay and benefits as identified in employee contracts. To provide reprographic and messenger services to all City departments.

TREASURY/CUSTOMER SERVICE

To provide for the receipt, custody, and investment of City funds in a prompt and courteous manner through sound and prudent policies.

BUILDING MAINTENANCE

To maintain safe, secure, attractive, and efficient City buildings and equipment through regular custodial services and preventative maintenance.

FLEET SERVICES

To provide safe, attractive, and efficient vehicles to City departments through procurement assistance, preventative maintenance, and repair.

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Management & Support Services		01110100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	439,882	485,235	548,688	599,940
61020	Salaries & Wages-Temporary	30,084	40,216	34,360	38,165
61040	Salaries & Wages-Overtime	0	28	10,000	10,000
61100	Retirement Plan	64,741	92,019	118,340	131,965
61110	Part-Time Retirement	1,010	687	1,290	1,995
61120	Medicare Insurance	6,122	6,856	7,770	8,380
61130	Employees Insurance	84,413	97,865	104,140	117,175
61170	Retiree Health Insurance	6,974	517	0	0
61180	Compensation Insurance	6,360	6,974	7,280	8,445
69090	Department Savings	0	0	0	(25,000)
	SUBTOTAL PERSONNEL	<u>639,586</u>	<u>730,396</u>	<u>831,868</u>	<u>891,065</u>
62010	Communications	9,148	12,257	7,460	7,460
62120	Training & Transportation	4,203	5,438	5,000	7,500
62140	Membership, Subscription & Dues	1,854	1,843	2,650	2,650
62300	Other Contractual Services	9,246	4,935	5,000	17,000
62302	Other Personnel Services	0	0	0	0
62700	Auto Expense	1,200	1,200	0	1,200
	SUBTOTAL CONTRACTUAL	<u>25,651</u>	<u>26,254</u>	<u>20,110</u>	<u>35,810</u>
63001	Operating Materials & Supplies	19,394	23,156	15,390	20,390
	SUBTOTAL COMMODITIES	<u>19,394</u>	<u>23,156</u>	<u>15,390</u>	<u>20,390</u>
65000	Building & Site Rental	23,005	23,005	23,405	23,805
65100	Insurance (Risk Management)	6,825	6,826	6,143	6,830
	SUBTOTAL FIXED CHARGES	<u>29,830</u>	<u>29,831</u>	<u>29,548</u>	<u>30,635</u>
	TOTAL	<u><u>714,461</u></u>	<u><u>809,637</u></u>	<u><u>896,916</u></u>	<u><u>977,900</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.20		0.20	
1180	Assistant Director of Finance & Mgmt. Svcs	0.20		0.20	
6400	Budget & Research Manager	0.90		0.90	
0480	Senior Financial Analyst	1.00		1.00	
TBD	Asset Management Analyst	0.00		1.00	
0495	Senior Budget Analyst	2.00		2.00	
0620	Finance Executive Secretary	1.00		1.00	
0808	Management Interns (PT)		2.00		2.00
9790	Budget Intern(PT)		1.00		1.00
	TOTAL	<u><u>5.30</u></u>	<u><u>3.00</u></u>	<u><u>6.30</u></u>	<u><u>3.00</u></u>

GENERAL FUND

FINANCE & MANAGEMENT SERVICES	PROGRAM
Accounting	01110110

Statement of Purpose

To provide responsive accounting services within generally accepted accounting principles.

The responsibilities of this division include billing/collection of accounts receivables, auditing and analyzing status of funds, performing various Accounts Payable functions, grant/contract compliance, ledger reconciliations, maintenance of capital assets and long-term debt records, offering financial support to operating departments including providing financial analysis upon request, accurate and timely preparation of the City's Comprehensive Annual Financial Report (CAFR) the Single Audit Report of Federal and California Grants and other compliance reports to State, Federal and local agencies. The responsibilities of this division also include ERP Financial module system and sub system administration. The financial modules include General Ledger, Accounts Receivable, Cash Ledger, Project and Activity, Grant Management & Billing, Capital Assets, and Accounts Payable.

- Accomplishments in FY 2015-2016**
- * Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2015.
 - * Updated vendor master files to enhance internal control procedures for Accounts Payable by obtaining latest vendor information including W-9 and Electronic Payment (ACH) Enrollment Form.
 - * Updated and developed City-wide policies and procedures, including Capitalization Policy and Federal Grant Cost Allocation Procedures.
 - * Played a major role in the implementation of the Uniform Guidance and offered technical assistance to other agencies/ departments by providing Federal grant compliance supplement and training opportunities.
 - * Created the Internal Auditor subdivision functions.
 - * Hosted the City's first California Society of Municipal Finance Officers(CSMFO) training to provide educational opportunities for local government agencies.

- Action Plan for FY 2016-2017**
- * Receive Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2016.
 - * Establish internal audit functions and perform internal control procedures reviews to evaluate and improve the effectiveness of the City's control processes.
 - * Review and update Accounting policies and procedures to enhance internal controls.
 - * Streamline CAFR preparation process by establishing structured procedures and improving data entry automation.
 - * Implement Lawson Infor Version 10.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of false alarms, hazardous material, and other miscellaneous receivables billed	8,459	8,419	8,900	8,900
# of grant receivables billed	634	653	670	670
\$ value of miscellaneous accounts receivable billed	\$73,177,873	\$64,089,440	\$71,000,000	\$71,000,000
Efficiency				
Accounting Division cost as a percentage (%) of total City expenditures	0.280%	0.258%	0.237%	0.237%
Effectiveness				
% of miscellaneous accounts receivable collected without use of private collection agencies	82.00%	70.00%	76.00%	76.00%

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Accounting Division		01110110			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	669,189	752,014	772,578	966,360
61020	Salaries & Wages-Temporary	36,254	17,695	38,385	40,225
61040	Salaries & Wages-Overtime	16,259	11,637	32,360	32,360
61100	Retirement Plan	92,217	134,068	234,319	295,420
61110	Part-Time Retirement	1,356	664	1,440	1,510
61120	Medicare Insurance	6,557	7,349	13,450	16,195
61130	Employees Insurance	101,627	110,729	180,935	200,000
61170	Retiree Health Insurance	11,013	12,524	17,675	0
61180	Compensation Insurance	9,155	9,493	13,170	14,675
69090	Department Savings	0	0	0	(81,831)
	SUBTOTAL PERSONNEL	943,626	1,056,174	1,304,312	1,484,914
62010	Communications	5,784	7,144	7,420	7,420
62120	Training & Transportation	7,222	8,705	15,000	15,000
62140	Membership, Subscriptions & Dues	815	1,257	24,465	24,465
62300	Other Contractual Services	125,778	139,217	55,530	105,530
62302	Other Personnel Services	0	0	0	0
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	140,199	156,924	103,015	153,015
63001	Operating Materials & Supplies	30,377	30,583	42,930	42,930
	Attrition	0	0	0	(5,000)
	SUBTOTAL COMMODITIES	30,377	30,583	42,930	37,930
65000	Building & Site Rental	37,190	37,190	37,836	38,480
65100	Insurance (Risk Management)	6,825	6,826	6,143	6,830
65200	Customer Services Charge	(123,000)	(125,350)	(123,000)	(125,000)
	SUBTOTAL FIXED CHARGES	(78,985)	(81,334)	(79,021)	(79,690)
	TOTAL	1,035,217	1,162,347	1,371,236	1,596,169

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgmt. Svcs.	0.10		0.10	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.20		0.20	
1120	Accounting Manager	0.50		0.50	
7500	Supervising Accountant (Auditor Program)	1.00		1.00	
7490	Senior Accountant	3.00		3.00	
1150	Accountant II	3.00		3.00	
1140	Accountant I	3.17		3.17	
7016	Senior Accounting Assistant/Systems Tech	0.00		2.00	
7015	Accounting Assistant/Systems Tech	0.67		0.00	
7280	Senior Accounting Assistant	1.00		1.00	
7010	Accounting Assistant	1.00		1.00	
9041	Account Clerk I		2.00		2.00
	TOTAL	13.64	2.00	14.97	2.00
<i>The following are being charged to I.S. Strategic Plan Fund:</i>					
<i>.50 - Accounting Manager</i>					
<i>.83 - Accountant I</i>					

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT		
Payroll Services		01110115		
Statement of Purpose				
<p><i>To process an accurate payroll that complies with all relevant tax and labor laws, and conforms to negotiated pay and benefits as identified in employee contracts.</i></p> <p>The payroll group provides accurate preparation, distribution and reporting of payroll, ensuring that employees are paid correctly, that all applicable vendors are paid correctly, and that all reporting requirements are met. Vendors include PERS, deferred compensation program provider, unions, recipients of garnishment payments, charities and government taxing entities.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Successful upgrade to ePersonality v 10.5 * Completed Self-Service module including: Leave balances & personal information view. * Distributed all payroll stubs via Self-Service module. 				
Action Plan for FY 2016-2017				
<p>Expand use of Self-Service module as follows:</p> <ul style="list-style-type: none"> * Leave requests/approvals * W4 & DE4 Tax changes * Employee personal changes. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
* Average # of payroll checks and direct deposits processed per pay period	1,500	1,443	1,400	1,400
* Average # of vendor checks processed per pay period	16	15	15	14
* Number of W-2s processed	2,000	1,721	1,700	1,650

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Payroll		01110115			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	230,468	259,503	243,299	257,415
61020	Salaries & Wages-Temporary	0	0	0	8,400
61040	Salaries & Wages-Overtime	320	16,537	10,000	13,400
61100	Retirement Plan	32,706	44,259	53,303	61,630
61110	Retirement Plan-Temporary	0	0	0	315
61120	Medicare Insurance	3,270	3,913	3,395	3,690
61130	Employees Insurance	42,923	52,535	48,740	51,990
61170	Retiree Health Insurance	3,494	679	0	0
61180	Compensation Insurance	2,178	2,488	2,860	3,120
	SUBTOTAL PERSONNEL	<u>315,359</u>	<u>379,914</u>	<u>361,597</u>	<u>399,960</u>
62010	Communications	2,834	3,460	3,250	3,250
62120	Training & Transportation	887	363	5,000	4,500
62140	Membership, Subscription & Dues	0	0	0	500
62300	Other Contractual Services	0	2,851	3,000	3,000
62700	Auto Expense	0	0	0	300
69090	Department Savings	0	0	0	(5,000)
	SUBTOTAL CONTRACTUAL	<u>3,721</u>	<u>6,674</u>	<u>11,250</u>	<u>6,550</u>
63001	Operating Materials & Supplies	3,367	3,058	4,010	4,010
	SUBTOTAL COMMODITIES	<u>3,367</u>	<u>3,058</u>	<u>4,010</u>	<u>4,010</u>
	TOTAL	<u><u>322,446</u></u>	<u><u>389,646</u></u>	<u><u>376,857</u></u>	<u><u>410,520</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.05		0.05	
1180	Assistant Director of Finance & Mgmt. Svcs	0.05		0.05	
7415	Payroll Systems Analyst	0.00		0.50	
7410	Senior Payroll Technician	1.00		1.00	
7280	Payroll Technician	2.00		2.00	
9070	Senior Clerical Aide		0.00		1.00
	TOTAL	<u>3.10</u>	<u>0.00</u>	<u>3.60</u>	<u>1.00</u>
<i>1 - Payroll Systems Analyst funded in IS Strategic Plan Fund</i>					

GENERAL FUND

FINANCE & MANAGEMENT SERVICES Purchasing	PROGRAM 01110120			
Statement of Purpose				
<p><i>To effectively provide quality economical products and services to City departments which are promptly priced, purchased, provided, and paid.</i></p> <p>This program provides centralized purchasing and accounts payable services for the City. Purchasing works with all City agencies to develop technical specifications, advertising and bidding procedures, and payment processing to ensure quality products and services are purchased while adhering to the City Charter and City Code requirements.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Continued support all users of the Lawson IC, AP and Procurement modules. * Streamline small dollar purchases by expanding the procurement card program. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Update Purchasing P&P to incorporate recent legislation/regulations * Conduct citywide Infor/Lawson training * Develop a Buyers Lawson procedures manual. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Purchase Orders processed/paid	1,328	1,492	1,300	1300
Invoices paid	27,449	26,816	26,200	26200
Request for Council Action				
# Prepared	53	56	55	55
Dollar Volume	\$ 11,000,000	\$ 10,975	\$ 11,300	\$ 11,300

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Purchasing		01110120			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	476,762	513,150	557,055	587,955
61020	Salaries & Wages-Temporary	80,051	97,608	99,060	108,965
61040	Salaries & Wages-Overtime	297	300	9,570	9,570
61100	Retirement Plan	66,480	92,566	113,545	146,880
61110	Part-Time Retirement	1,217	1,760	3,715	2,270
61120	Medicare Insurance	6,619	7,341	7,885	8,395
61130	Employees Insurance	78,455	84,157	91,415	100,030
61170	Retiree Health Insurance	6,943	8,029	9,105	0
61180	Compensation Insurance	5,628	5,937	7,130	7,740
69090	Department Savings	0	0	0	(21,368)
	SUBTOTAL PERSONNEL	<u>722,452</u>	<u>810,848</u>	<u>898,480</u>	<u>950,437</u>
62010	Communications				7,080
62120	Training & Transportation	7,781	7,730	7,080	7,105
62140	Membership, Subscriptions & Dues	3,202	2,937	7,105	2,830
62700	Auto Expense	397	410	2,830	300
62300	Other Contractual Services	0	0	0	26,000
69090	Department Savings	0	0	0	(5,000)
	SUBTOTAL CONTRACTUAL	<u>11,379</u>	<u>11,077</u>	<u>17,015</u>	<u>38,315</u>
63001	Operating Materials & Supplies	<u>8,067</u>	<u>8,225</u>	<u>7,000</u>	<u>8,225</u>
	SUBTOTAL COMMODITIES	<u>8,067</u>	<u>8,225</u>	<u>7,000</u>	<u>8,225</u>
65000	Building & Site Rental	53,410	53,410	54,338	55,270
65100	Insurance (Risk Management)	<u>6,825</u>	<u>6,826</u>	<u>6,143</u>	<u>6,830</u>
	SUBTOTAL FIXED CHARGES	<u>60,235</u>	<u>60,236</u>	<u>60,481</u>	<u>62,100</u>
	TOTAL	<u><u>802,133</u></u>	<u><u>890,386</u></u>	<u><u>982,976</u></u>	<u><u>1,059,077</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.05		0.05	
1180	Assistant Director of Finance & Mgmt. Svcs	0.10		0.10	
0269	Supervising Buyer	1.00		1.00	
1350	Buyer*	2.67		2.67	
7009	Accounts Payable Supervisor	1.00		1.00	
0547	Purchasing Specialist	2.00		2.00	
9720	Purchasing Clerk		1.00		1.00
9041	Account Clerk I		2.00		2.00
0270	Assistant Buyer (PTCS)		1.00		1.00
	TOTAL	<u>6.82</u>	<u>4.00</u>	<u>6.82</u>	<u>4.00</u>
* .33 Buyer is charged to the I.S. Strategic Plan fund .					

GENERAL FUND

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Treasury & Customer Service	01110130			
Statement of Purpose				
<p><i>To provide for the receipt, custody and investment of City funds in a prompt and courteous manner through sound and prudent policies.</i></p> <p>This program is responsible for the receipt, custody and recordation of all revenues, and for managing the City's investment portfolio and the debt service on City bond issues. Treasury staff bills and collects several of the City's major revenues such as business licenses, dog licenses, utility users tax, hotel visitor tax, paramedic subscriptions, and municipal utility user charges. Municipal Utility Services (MUS) staff handles water meter reading and water turn-ons and turn-offs.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Implemented Utility Users' Tax Program Changes in support of Measure AA (reducing rates, eliminating Max Tax Cap and modernizing UUT Code). * Implemented Medical Marijuana Business License Tax/Treasury Services Program in support of Measure BB. * Implemented an Image Cash Letter (ICL) solution with iNovah Cashiering Program Application for direct deposits of payments to the City's bank account. * Implemented an enhanced Tier I online payment portal for Business License Tax payments. * Implemented a Municipal Utility Services (MUS) Billing System Water Conservation Program in support of Public Works Water Conservation Program * Developed & implemented an enhanced City cash flow model for evaluating and projecting the City's daily cash position. * Awarded the Association of Public Treasurers of the United States and Canada's Investment Policy Certification of Excellence. * Developed & implemented RFP for Revenue Auditing, Recovery, Reporting, Analysis, and Implementation Monitoring Services. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Develop and implement an Interactive Voice Response(IVR) system with real time payment processing and customer pay-by-phone capability for Municipal Utility Service (MUS) accounts. * Develop and implement an upgrade to the city-wide Cashiering Program Application (iNovah) to integrate online and over-the-phone real time payment posting. * Implement an upgrade to the Municipal Utility Service (MUS) Billing & Customer Service Application (enQuesta), adding Job Scheduling, Active Task Management, Single Sign-on, and Mobile Application capabilities. * Develop & implement Enhanced Electronic Billing & Payment Presentation for Water Utility and Business License Tax Billings. * Develop & implement RFP for Official Depository Banking Services. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of business tax accounts	27,893	27,896	28,750	29,500
# of hotel visitor's tax reports processed	456	456	450	444
# of dog licenses	15,320	15,620	16,230	16,400
# of MUS bills processed	322,674	323,571	323,800	323,900
# of water meters read	270,087	270,239	270,346	270,500
# of customers served at cashier counters	91,205	90,955	88,000	86,000
# of delinquent MUS accounts turned off	1,487	1,586	1,500	1,500
# of utility user tax remittances	2,820	2,820	3,060	3,100
# of utility user max tax remittances	36	36	-	-
# of paramedic subscription processed	6,839	6,540	6,600	6,700
# of parking citations payments processed	10,261	13,110	12,500	11,000
# of LAR payments processed	7,285	7,307	7,300	7,300
Efficiency				
Average Meter Reader reads per day	600	650	650	650
Effectiveness				
% of payments received and processed same day	100%	100%	100%	100%
% of available funds invested	100%	100%	100%	100%

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Treasury & Customer Service		01110130			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	1,423,667	1,323,537	1,219,684	1,391,195
61020	Salaries & Wages-Temporary	171,384	220,231	196,941	255,140
61040	Salaries & Wages-Overtime	5,077	25,491	17,780	17,780
61100	Retirement Plan	180,892	208,695	292,480	319,105
61110	Part-Time Retirement	6,427	8,255	7,460	7,880
61120	Medicare Insurance	20,904	20,078	22,119	21,690
61130	Employees Insurance	219,980	189,670	245,047	234,105
61170	Retiree Health Insurance	23,528	18,999	22,177	0
61180	Compensation Insurance	26,817	26,371	30,376	29,240
69090	Department Savings	0	0	0	(49,849)
	SUBTOTAL PERSONNEL	2,078,679	2,041,328	2,054,063	2,226,286
62010	Communications	16,186	16,174	15,000	15,000
62120	Training & Transportation	328	2,719	4,295	4,295
62140	Other Agency Services	656	443	1,450	1,450
62300	Other Contractual Services	440,179	344,176	337,450	366,813
62322	M&R Machinery & Equipment	14,733	1,583	4,560	4,560
62501	Lease Payments	149	0	0	0
62700	Auto Expense	300	300	0	300
	SUBTOTAL CONTRACTUAL	472,531	365,394	362,755	392,418
63001	Operating Materials & Supplies	102,521	163,362	142,215	152,215
63300	Gas & Diesel	17,761	15,728	20,525	20,525
69090	Department Savings	0	0	0	(5,000)
	SUBTOTAL COMMODITIES	120,282	179,090	162,740	167,740
65000	Building & Site Rental	75,850	75,850	77,168	78,486
65010	Equipment Rental, City	31,841	27,372	28,970	31,322
65012	Accident Repair & Replacement	0	0	0	9,900
65100	Insurance (Risk Management)	6,825	6,826	6,143	6,826
65220	Treasury Services Charges	(2,002,945)	(2,000,595)	(2,135,650)	(2,135,650)
	SUBTOTAL FIXED CHARGES	(1,888,429)	(1,890,547)	(2,023,369)	(2,009,116)
67200	Capitalized Lease Obligation	55,106	0	0	0
	SUBTOTAL DEBT SERVICE	55,106	0	0	0
68000	Transfer to Fund 404	0	52,702	52,620	52,620
	SUBTOTAL TRANSFERS	0	52,702	52,620	52,620
69142	Payment to Other Agencies	6,078	5,767	0	0
	SUBTOTAL MISCELLANEOUS	6,078	5,767	0	0
	TOTAL	844,246	753,733	608,809	829,948

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgmt. Svcs	0.05		0.05	
1170	Treasury and Customer Services Manager	0.90		0.90	
1180	Assistant Director of Finance & Mgmt. Svcs	0.10		0.10	
7020	Treasury Services Supervisor	1.00		1.00	
1090	Revenue Supervisor	0.00		0.00	
1870	Revenue/Contract Compliance Examiner	1.00		1.00	
1240	Business Tax Collector/Inspector	2.00		2.00	
1165	Treasury Services Specialist	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
1220	Customer Service Representative	8.00		8.00	
1215	Utilities Billing/Systems Technician	2.00		2.00	
1210	Meter Reader Collector	4.00		4.00	
9780	Customer Service Clerk		5.00		5.00
9775	Municipal Utility Reader-Collector		3.00		3.00
9790	Budget Intern		1.00		0.00
9120	Data Entry Clerk		1.00		1.00
9050	Clerical Assistant		1.00		1.00
	TOTAL	21.05	11.00	21.05	10.00

FINANCE & MANAGEMENT SERVICES
Information Services

ACCOUNTING UNIT
01110140

Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	(1,025)	0	0	0
61040	Salaries & Wages-Overtime	0	0	0	0
61100	Retirement	(101)	0	0	0
61120	Medicare Insurance	(25)	0	0	0
61130	Employees Insurance	(175)	0	0	0
61170	Retiree Health Insurance	0	0	0	0
61180	Compensation Insurance	(10)	0	0	0
	SUBTOTAL PERSONNEL	<u>(1,335)</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>(1,335)</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
* Consolidated Citywide Information Services & Strategic plan in the ISF 109					

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

BOWERS MUSEUM CORPORATION

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01112030 Museum Operations	1,474,285	1,474,888	1,474,840	1,475,890
TOTAL	<u>1,474,285</u>	<u>1,474,888</u>	<u>1,474,840</u>	<u>1,475,890</u>
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62251 Other Agency Services	12,655	13,258	13,710	14,260
65100 Fixed Charges - Insurance	5,000	5,000	4,500	5,000
69135 Payments to Sub-agents	1,456,630	1,456,630	1,456,630	1,456,630
TOTAL	<u>1,474,285</u>	<u>1,474,888</u>	<u>1,474,840</u>	<u>1,475,890</u>
Class Code AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
	Full Time	Part Time	Full Time	Part Time
<p><i>* In accordance with the agreement between the City of Santa Ana and the Bowers Museum Corporation, authorized City staff who were assigned to the Museum, were transitioned to employment with the Museum in FY 87-88.</i></p>				

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01111150 Library Adult Services	962,548	894,074	1,194,662	1,286,035
01111160 Library Youth Services	624,804	653,189	712,713	861,330
01111180 Library Young Adult Services	331,453	370,820	406,693	439,655
01111190 Library Technology and Support Services	1,283,677	1,367,296	1,482,706	1,605,805
01113200 Administrative Services	1,312,248	1,349,667	1,636,393	1,496,205
01113210 Stadium	188,938	235,533	245,040	248,755
01113220 Santa Ana Zoo at Prentice Park	1,907,027	1,900,799	2,209,357	2,276,190
01113230 Recreation	3,495,196	5,842,238	4,894,928	5,598,130
01113240 Park Ranger Program	642,880	256,720	261,875	0
01113250 Park Services	5,947,663	5,340,608	5,194,033	5,408,280
01113260 Park Building Services	747,601	1,364,153	1,390,968	1,481,210
Department Savings	0	0	0	(1,334,791)
TOTAL	<u>17,444,036</u>	<u>19,575,098</u>	<u>19,629,368</u>	<u>19,366,804</u>

OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	8,938,732	9,369,959	11,081,888	11,704,045
62000 Contractual	6,052,077	6,057,144	5,886,945	6,233,610
63000 Commodities	898,449	904,740	808,880	878,880
65000 Fixed Charges	1,441,114	1,483,882	1,505,865	1,539,725
66000 Capital Outlay	73,221	84,372	305,335	345,335
67000 Debt Payment	40,443	0	40,455	0
68000 Interfund Transfers	0	1,675,000	0	0
69090 Department Savings	0	0	0	(1,334,791)
TOTAL	<u>17,444,036</u>	<u>19,575,098</u>	<u>19,629,368</u>	<u>19,366,804</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7010	Accounting Assistant	1.00		1.00	
0190	Administrative Services Manager	1.00		1.00	
5150	Bibliographic Technician	1.00		1.00	
0460	Community Events Supervisor	1.00		1.00	
1945	Community Services Manager	1.00		1.00	
1940	Community Services Supervisor	6.00		6.00	
5400	Ex. Director, Parks, Rec & Com Svcs.	1.00		1.00	
1010	General Maintenance Supervisor	1.00		1.00	
4180	General Maintenance Worker	4.00		4.00	
1500	Graphics Designer I	1.00		1.00	
5195	Library Operations Manager	1.00		1.00	
5050	Library Services Assistant	3.00		3.00	
1720	Management Analyst	1.00		1.00	
4106	Park Maintenance Inspector II	2.00		2.00	
4320	Parks Maintenance Supervisor	1.00		1.00	
5115	Principal Librarian	4.00		4.00	
5310	Recreation Leader	4.00		4.00	
5330	Recreation Program Coordinator	3.00		3.00	
7280	Senior Accounting Assistant	2.00		2.00	
5109	Senior Librarian	8.00		8.00	
5100	Senior Library Technician (T) *	1.00		1.00	
0150	Senior Management Analyst	1.00		1.00	
6330	Senior Park Maintenance Supervisor	1.00		1.00	
5055	Supervising Library Services Assistant	1.00		1.00	

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
5313	Youth Services Technician	3.00		3.00	
5470	Zoo Animal Registrar	1.00		1.00	
5430	Zoo Curator	1.00		1.00	
0930	Zoo Education Specialist	1.00		1.00	
5420	Zoo Keeper I	5.00		5.00	
5410	Zoo Keeper II	2.00		2.00	
5480	Zoo Manager	1.00		1.00	
9041	Account Clerk I		2.00		2.00
9770	Administrative Aide		4.00		4.00
8000	Administrative Intern		9.00		0.00
9000	Animal Keeper I		6.00		6.00
9040	Cashier		4.00		4.00
9060	Clerical Aide		1.00		1.00
9100	Community Center Aide		23.00		17.00
9690	Computer Technician		1.00		1.00
9190	Library Assistant		5.00		6.00
9200	Library Clerk I		18.00		17.00
9210	Library Clerk II		2.00		2.00
9290	Library Page		15.00		15.00
9230	Maintenance Attendant		22.00		22.00
8080	Management Intern		3.00		1.00
4860	Park Maintenance Aide (CS/PT)		1.00		1.00
9300	Park Maintenance Assistant		14.00		38.00
8160	Program Coordinator		20.00		15.00
9350	Program Leader I		6.00		2.00
9360	Program Leader II		96.00		51.00
2776	Recreation Facility Attendant		24.00		24.00
8100	Senior Administrative Intern		4.00		1.00
9070	Senior Clerical Aide		18.00		16.00
8170	Senior Library Assistant		1.00		1.00
9260	Senior Maintenance Worker		1.00		1.00
9400	Senior Program Leader		11.00		9.00
8410	Senior Tutor		23.00		20.00
9430	Special Events Leader I		3.00		3.00
9440	Special Events Leader II		1.00		1.00
8420	Tutor		32.00		21.00
	TOTAL GENERAL FUND	<u>65.00</u>	<u>370.00</u>	<u>65.00</u>	<u>302.00</u>
	SECTION 5 SPECIAL REVENUE				
07413250	Civic Center Maintenance	<u>2.00</u>	<u>5.00</u>	<u>2.00</u>	<u>5.00</u>
		2.00	5.00	2.00	5.00
	TOTAL NON GRANT POSITIONS	<u>67.00</u>	<u>375.00</u>	<u>67.00</u>	<u>307.00</u>
	PENDING GRANT FUNDING				
16913202	OCTA Senior Mobility		11.00		11.00
13518783	CDBG - PRCSA		9.00		0.00
13518783	CDBG - Library		8.00		23.00
12318750	WIA - Seeds to Trees Digital Academy	<u>1.00</u>		<u>1.00</u>	
		1.00	28.00	1.00	34.00
	TOTAL ALL FUNDING SOURCES	<u>68.00</u>	<u>403.00</u>	<u>68.00</u>	<u>341.00</u>

* Upon vacancy, position converts to Assistant Librarian.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Library Adult Services	0111150

Statement of Purpose
<p><i>To provide a variety of timely materials, quality information and services that are useful and promote learning and enjoyment for adults in Santa Ana's ethnically diverse population.</i></p> <p>Adult Services serves patrons from high-school age through adulthood. They are assisted in choosing books, audiovisual and electronic materials, and in the use of library resources and services. This section evaluates library materials for purchase and for removal from the adult collections in accord with the collection development plan. Adult Services develops and implements programs to assist limited English speaking adults on improving their personal and working lives.</p>

Accomplishments in FY 2015-2016
<p>*</p> <p>Implemented an advanced series of bilingual computer classes for adults, while continuing to provide our 3 regular basic series. Developed and facilitated culturally significant film screenings for the community. Continued to provide library tours/information literacy sessions for limited English-speaking adults. Sought partnerships with other community agencies to promote library resources, program sand services, and to enhance information literacy in the community. Continued to host art and cultural exhibits. Continued to conduct the adult summer reading program.</p>

Action Plan for FY 2016-17
<p>*</p> <p>Continue to host screenings of book-to-film movies/television programs to promote reading in adults and teens and continue to develop programs featuring local authors. Continue to offer a variety of bilingual computer classes and the Summer Reading Program for adults. Continue to seek outreach opportunities to increase community awareness of library programs and resources. Continue to develop partnerships with community organizations to increase the scope and effectiveness of library programs and services and continue to promote a healthy community through health and wellness education.</p>

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels				
Materials Loaned	64,396	50,827	55,825	57,499
Materials Read in Library	59,824	54,281	28,570	57,139
Materials Added	6,045	5,954	6,798	7,001
Information requests	32,120	22,384	37,508	38,633
Items deleted	5,350	6,250	3,019	3,109
Class/Tours Visits and Attendance	19/244	0	0	5/150
Passport Applications Processed (new stat)	385	410	92	0
New Library Cards Issued	5,056	3,932	4,244	4,371
Computer Workshops / Attendance	90/706	74/1011	120/1,800	123/1854
Programs	23/784	8/750	35/486	36/500
Efficiency				
Cost per item loaned in Adult Services	0		0	
Effectiveness				
Percent of adults holding library cards	0.34		0.65	

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Library Adult Services		0111150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	526,954	487,905	510,911	551,535
61020	Salaries Part-Time	58,566	67,095	106,785	38,180
61040	Salaries Overtime	0	163	0	9,455
61100	Retirement-Employer Contribution	68,725	84,521	112,031	126,225
61110	Part-Time Retirement	1,902	2,321	4,015	1,440
61120	Medicare Insurance	7,247	6,784	7,555	8,465
61130	Health Insurance	71,141	76,061	69,020	87,575
61170	Retiree Health Benefits	8,516	7,106	6,225	0
61180	Worker Compensation Insurance	6,492	6,765	8,160	7,845
69090	Department Savings	0	0	0	(30,000)
	SUBTOTAL PERSONNEL	749,543	738,720	824,702	800,720
62010	Communications	7,431	5,998	6,100	6,100
62120	Training, Transportation, Meeting	395	381	500	500
62140	Membership, Subscription And Dues	8,420	7,978	9,000	9,000
62251	Other Agency Services	0	0	0	10,990
62300	Contractual Services-Professional	99,168	75,829	76,900	279,655
69090	Department Savings	0	0	0	(13,000)
	SUBTOTAL CONTRACTUAL	115,414	90,187	92,500	293,245
63001	Miscellaneous Operating Expenses	50,307	20,875	11,000	11,000
	SUBTOTAL COMMODITIES	50,307	20,875	11,000	11,000
65010	Rental City Equipment	0	0	0	0
65100	Insurance Charges	7,735	7,732	6,960	7,735
	SUBTOTAL FIXED CHARGES	7,735	7,732	6,960	7,735
66600	Books Records Video	39,549	36,560	259,500	130,335
	SUBTOTAL CAPITAL	39,549	36,560	259,500	130,335
	TOTAL	962,548	894,074	1,194,662	1,243,035

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
5195	Library Operations Manager	1.00		1.00	
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	2.50		2.50	
5313	Youth Services Technician	1.00		1.00	
9190	Library Assistant		2.00		2.00
9200	Library Clerk I		1.00		1.00
9290	Library Page		0.00		0.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		5.00		5.00
	TOTAL	5.50	9.00	5.50	9.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES			PROGRAM	
Library Youth Services			01111160	
Statement of Purpose				
<p><i>To provide timely materials and quality programs to meet the educational, recreational, and cultural needs of youth from infancy through high school, to promote early literacy, enhance academic success and expand personal growth.</i></p> <p>This program provides advisory, information and reference services for children, youth, parents, teachers and adults, technology & workshops for students & parents; story time and educational / cultural programming for families; school visits and library tours. These services are provided in coordination with Adult Services, the Santa Ana Unified School District, and other educational institutions & community agencies.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Continued providing weekly story times for children from babies to grade school students and their families. * Continued providing the Summer and Fall Reading program to help students retain and improve their reading skills. * Continued providing students with computer/Internet access and electronic interactive reading tools. * Continued offering after-school homework help and tutoring to assist students with academic needs. * Continued providing outreach to Santa Ana schools and community agencies to promote library services as requested. * Continued offering library tours to Santa Ana schools and community agencies to promote library services as requested. * Offered Dia de los Niños and end of Summer Reading Program special events. * Offered a variety of workshops for students in subject areas such as technology reading, math, science and health * Offered a Math Mania incentive program to help students with math skills. * Developed partnerships with community organizations to enhance information literacy to the community 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Cooperate with Technology and Support to implement the Istorytime event for parents to use iPads to read to their children. Increase number and distribution of AWE Early Literacy computers within the system. Cooperate with * Technology and Support to film and broadcast story times to the community. Continue to provide varied * educational programming to meet the needs of children and tweens, including frequent story times, tutoring, computer access and training, and special math, science and health related workshops. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels				
Youth Materials Loaned	312,192	274,373	269,378	271,500
Information requests	54,091	36,991	34,362	39,290
Preschool age programs/Attendance	87/2,866	85/2,767	48/1,784	50/2,200
School age programs/Attendance	305/15,066	297/10,679	286/8,464	290/9,400
Class Tours/School Visits & Attendance	included above		included above	
New library cards issued	5,413	4,295	3,902	4,100
Youth Materials Added	8,580	8,280	5,618	6,725
Computer Users/Sessions	4,959/21,714	8,962/17,744	4,784/14,846	4,860/15,200
Students registered in Learning Center (tutoring)/Sessions	1,284/9,625	3,098/14,045	1270/9,260	2540/12,000
Parent Workshops	9/176	N/A	N/A	5/100
Efficiency				
Cost per item loaned in Youth Services	\$0.00		\$0.00	
Effectiveness				
Percent of youths holding library cards	52.0%		52.0%	

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Library Youth Services		01111160			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	381,465	365,555	398,956	401,780
61020	Salaries Part-Time	57,859	66,558	63,875	86,875
61040	Salaries Overtime	0	0	0	9,455
61100	Retirement-Employer Contribution	47,804	66,860	94,372	100,425
61110	Part-Time Retirement	2,001	1,483	1,490	2,305
61120	Medicare Insurance	4,059	3,935	4,450	7,150
61130	Health Insurance	62,154	54,346	62,475	64,755
61170	Retiree Health Benefits	6,134	6,677	6,810	0
61180	Worker Compensation Insurance	3,351	3,409	3,840	3,835
69090	Department Savings	0	0	0	(30,000)
	SUBTOTAL PERSONNEL	564,828	568,823	636,268	646,580
62010	Communications	4,718	4,700	5,000	5,000
62120	Training, Transportation, Meeting	129	385	500	500
62140	Membership, Subscription And Dues	1,342	1,251	1,500	1,500
62300	Contractual Services-Professional	9,446	8,989	10,000	25,000
	SUBTOTAL CONTRACTUAL	15,635	15,325	17,000	32,000
63001	Miscellaneous Operating Expenses	17,790	23,327	14,500	14,500
63300	Gas & Diesel	1,132	762	1,000	1,000
	SUBTOTAL COMMODITIES	18,922	24,089	15,500	15,500
65010	Rental City Equipment	2,650	2,712	2,895	2,795
65012	Accident Repair & Replacement Charge	0	0	0	180
65100	Insurance Charges	3,945	3,942	3,550	3,940
	SUBTOTAL FIXED CHARGES	6,595	6,654	6,445	6,915
66600	Books Records Video	18,824	38,298	37,500	130,335
	SUBTOTAL CAPITAL	18,824	38,298	37,500	130,335
	TOTAL	624,804	653,189	712,713	831,330
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	2.00		2.00	
5313	Youth Services Technician	2.00		2.00	
9190	Library Assistant		1.00		1.00
9200	Library Clerk I		1.00		1.00
9210	Library Clerk II		1.00		1.00
8170	Senior Library Assistant		1.00		1.00
8410	Senior Tutor		5.00		5.00
8420	Tutor		9.00		9.00
	TOTAL	5.00	18.00	5.00	18.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		PROGRAM		
Library Young Adult Services		0111180		
Statement of Purpose				
<p><i>To provide Santa Ana teens and young adults a safe place to study and gather friends, and with materials, mentoring and training to develop civic engagement and enhance personal development.</i></p> <p>Young Adult Services serves patrons from high-school age through college age. They are assisted in choosing books, audiovisual and electronic materials, and in the use of library resources and services. This section evaluates library materials for purchase and for removal from the young adult collections in accord with the collection development plan. Young Adult Services develops and implements programs to assist teens and young adults in furthering their education, improving their personal lives and preparing for their future. It manages the Library's volunteer program. It also staffs and maintains the Santa Ana History Room, which collects and makes available to the public materials on Santa Ana history. It staffs the TeenSpace at the Main Library, Newhope branch, Garfield Community Center and the Jerome Recreation Center.</p>				
Accomplishments in FY 2015-2016				
<p>* Managed and implemented the 5th year of the WIOA grant funded "Seeds to Trees Digital Media Technology Academy" that provides paid internship to 22+ by cooperating with other sections and local businesses to train and mentor young adults in digital media. Applied for and received a \$500,000 grant to prototype a Memories of Migration Teen Community Historian program. Piloted the first year of the Strategic Plan Youth Civic Engagement Initiative, which has thus far coordinated 40 events/activities for 7483 participants</p>				
Action Plan for FY 2016-17				
<p>* Continue to seek out resources to fund programs that promote youth development, civic engagement and workforce skills development. Continue to provide extensive educational and recreational programs for teens at all 4 sites. Expand the scope of operations of the Santa Ana History Room through grants and integration of youth into this programming. Continue Seeds to Trees model of youth workforce development and expand to other professional areas. Continue to develop Youth Civic Engagement interns.</p>				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels				
Teens Programs/Attendance	825/3988	1668/8,192	556/10226	1146/21065
Field Trips and Events/Attendance (new stat)	17/829	279/3767	40/7483	82/15414
Teen Zone Attendance	17,454	21,902	13556	26085
Buddy Programs/Attendance	449/3,294	696/4885	591/2656	1,217/5471
Volunteer Services system-wide Volunteers/Hours	350/8,710	332/12870	156/4155	321/8559
Teen Volunteer Returning (new stat)	N/A	35	25	52
Santa Ana History Room Usage (new stat)	N/A	1,200	20	21
Efficiency				
Cost per item loaned in Young Adult Services	N/A	N/A	N/A	N/A
Effectiveness				
Percent of Young Adults holding library cards	33.9%	36.0%	40.0%	43.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Library Young Adult Services		01111180			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	197,538	174,302	201,910	202,855
61020	Salaries Part-Time	48,624	91,411	86,710	95,690
61100	Retirement-Employer Contribution	24,005	30,441	44,628	48,910
61110	Part-Time Retirement	1,821	3,204	2,960	3,285
61120	Medicare Insurance	3,485	3,817	4,030	4,280
61130	Health Insurance	23,190	22,981	19,060	25,470
61170	Retiree Health Benefits	3,381	3,613	3,350	0
61180	Worker Compensation Insurance	2,068	2,242	2,485	3,190
69090	Department Savings	0	0	0	(97,000)
	SUBTOTAL PERSONNEL	304,113	332,010	365,133	286,680
62010	Communications	2,236	3,929	4,000	4,000
62120	Training, Transportation, Meeting	878	222	1,000	1,000
62140	Meeting, Subscription & Dues	0	150	0	0
62300	Contractual Services-Professional	97	1,306	4,500	4,500
	SUBTOTAL CONTRACTUAL	3,211	5,607	9,500	9,500
63001	Miscellaneous Operating Expenses	16,246	20,135	19,835	19,835
63300	Gas & Diesel	870	843	1,000	1,000
	SUBTOTAL COMMODITIES	17,116	20,978	20,835	20,835
65010	Rental City Equipment	2,650	2,712	2,890	2,795
65012	Accident Repair & Replacement Charge	0	0	0	180
	SUBTOTAL FIXED CHARGES	2,650	2,712	2,890	2,975
66600	Books Records Video	4,364	9,514	8,335	22,665
	SUBTOTAL CAPITAL	4,364	9,514	8,335	22,665
	TOTAL	331,453	370,820	406,693	342,655

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	1.50		1.50	
9190	Library Assistant		1.00		1.00
9200	Library Clerk I		3.00		3.00
9290	Library Page		4.00		4.00
8410	Senior Tutor		16.00		16.00
8420	Tutor		10.00		10.00
	TOTAL	2.50	34.00	2.50	34.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Library Technology and Support Services	01111190

Statement of Purpose

To provide public access to electronic resources and print materials through efficient use of technological advances, training, processing, and lending procedures.

Technology and Support Services maintains the electronic and technical resources of the library including the web site, online databases, online catalog, and adult computer laboratory. It offers public and staff training to enhance computer skills. This program also orders, catalogs and processes materials requested by Adult Services and Youth Services. In addition, it is responsible for maintaining records of materials loaned, issuing library cards, and maintaining the availability of books on the shelves for patron use. Furthermore, Technology and Support Services is responsible for the content and operation of the City TV Channel 3.

Accomplishments in FY 2015-2016
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- * Provided training to patrons on how to download digital content to their computer and mobile devices.
- * Offered computer workshops on a weekly basis.
- * Created and produced 22 videos for Channel 3 and website.
- * Created and distributed electronic newsletters to promote agency's services, programs, and announcements.
- * Expanded hours for the Tech Information Desk to assist Santa Ana residents with technology related needs.
- * Increased the number of library cardholders by promoting the agency's services to Santa Ana schools.

Action Plan for FY 2016-17

- * Continue to provide training to patrons and staff on how to download digital content to their computer and mobile devices.
- * Continue to offer computer workshops at the Main Library and Garfield Community Center.
- * Create videos for Channel 3 and website.
- * Increase the number of library cardholders by working with the SAUSD through the Library Card Pilot Program.
- * Continue to implement Wi-Fi hotspot initiative and mobile device check-out program.
- * Review and evaluate additional online resources for the E-Library services.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels - System wide				
Number of items in system	273,763	274,543	274,617	285,000
Number of registered patrons	136,237	134,618	134,986	136,336
Number of library visits by patrons to fixed facilities	850,000	521,713	530,000	535,300
Number of print materials loaned	350,328	307,993	331,767	341,720
Number of audio recordings loaned	10,695	5,881	2,515	5,000
Number of video/DVD recordings loaned	33,571	25,225	14,983	20,000
Online Database Searches	94,491	151,975	125,000	160,000
Public computer usage: users/sessions	4,687/21,355	10,102/29,239	9,000/30,000	10,500/31,000
Number of new items added to collection	14,247	14,269	15,000	15,000
Number of visits to library website	830,000	1,118,070	1,100,000	1,200,000
Number of items in resources (New)		901	16954	17,000
Efficiency				
Overall library cost per loan	\$3.25	\$4.03	\$4.25	\$4.30
Effectiveness				
Achieve ratio 1:8 new books per capita	.17:8	1:04	1:05	1:05
Achieve ratio of 2:1 total books per capita	1.01:1	2:83	2:83	2:86
Library card holders as % of Santa Ana residents (Goal is to reach 60%)	42%	41%	41%	41%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Library Technology and Support Services		0111190			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	534,967	579,888	660,874	661,955
61020	Salaries Part-Time	323,159	341,461	342,215	412,595
61040	Salaries Overtime	3,510	2,463	0	0
61100	Retirement-Employer Contribution	70,056	101,147	148,517	162,785
61110	Part-Time Retirement	11,413	12,040	12,040	14,670
61120	Medicare Insurance	11,427	12,282	14,315	15,425
61130	Health Insurance	116,239	121,740	125,560	147,810
61170	Retiree Health Benefits	9,058	7,938	11,285	0
61180	Worker Compensation Insurance	6,891	7,254	7,735	8,300
69090	Department Savings	0	0	0	(30,000)
	SUBTOTAL PERSONNEL	1,086,719	1,186,213	1,322,541	1,393,540
62010	Communications	11,923	22,860	13,500	13,500
62120	Training, Transportation, Meeting	348	211	500	500
62140	Membership, Subscription And Dues	80	280	100	100
62300	Contractual Services-Professional	143,369	95,342	105,000	55,000
	SUBTOTAL CONTRACTUAL	155,719	118,694	119,100	69,100
63001	Miscellaneous Operating Expenses	40,213	61,365	40,140	50,140
	SUBTOTAL COMMODITIES	40,213	61,365	40,140	50,140
65100	Insurance Charges	1,025	1,024	925	1,025
	SUBTOTAL FIXED CHARGES	1,025	1,024	925	1,025
66600	Books Records Video	0	0	0	62,000
	SUBTOTAL CAPITAL	0	0	0	62,000
	TOTAL	1,283,677	1,367,296	1,482,706	1,575,805

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
5150	Bibliographic Technician	1.00		1.00	
1500	Graphics Designer I	1.00		1.00	
5050	Library Services Assistant	3.00		3.00	
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	2.00		2.00	
5100	Senior Library Technician (T) *	1.00		1.00	
5055	Supervising Library Services Assistant	1.00		1.00	
9190	Library Assistant		1.00		1.00
9200	Library Clerk I		13.00		13.00
9210	Library Clerk II		1.00		1.00
9290	Library Page		11.00		11.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		8.00		8.00
	TOTAL	10.00	35.00	10.00	35.00

* Upon vacancy, position converts to Assistant Librarian

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Administrative Services	01113200
Statement of Purpose	
<i>To provide management and fiscal support to Parks, Recreation and Community Services Agency.</i>	
<u>SERVICE PROGRAM</u>	
<p>This division is responsible for the management, administration, and other support services that enable the agency to carry out its mission, goals and objectives. This division seeks to transform the agency into a catalyst for enriching the community's quality of life by developing services aimed at youth development, arts and culture, recreation, and library services; providing well-maintained parks, trails, and recreation facilities; and by sustaining opportunities for community partnerships and participation.</p>	

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Administrative Services		01113200			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	728,718	801,228	816,756	832,320
61020	Salaries Part-Time	73,626	58,064	65,575	68,895
61040	Salaries Overtime	4,264	752	8,000	8,000
61100	Retirement-Employer Contribution	102,643	132,696	182,682	187,105
61110	Part-Time Retirement	2,194	2,019	2,460	2,585
61120	Medicare Insurance	8,332	8,993	8,885	12,655
61130	Health Insurance	73,588	83,972	86,395	97,990
61170	Retiree Health Benefits	12,679	3,931	3,675	0
61180	Worker Compensation Insurance	13,741	15,226	16,365	15,010
	SUBTOTAL PERSONNEL	1,019,786	1,106,880	1,190,793	1,224,560
62010	Communications	18,786	23,456	20,000	20,000
62120	Training, Transportation, Meeting	0	50	0	0
62140	Membership, Subscription And Dues	1,603	0	1,700	1,700
62251	Other Agency Services	7,027	7,209	7,095	7,095
62300	Contractual Services-Professional	117,453	94,610	266,000	101,000
62302	Contracted Vendor Personnel Services	800	900	1,200	1,200
62600	Parking Validation	123	71	500	500
62700	Auto Expense	6,000	6,000	6,000	6,000
	SUBTOTAL CONTRACTUAL	151,792	132,296	302,495	137,495
63000	Office Supplies	40	0	0	0
63001	Miscellaneous Operating Expenses	53,399	37,318	70,000	70,000
63300	Fuel	2,493	2,524	800	800
	SUBTOTAL COMMODITIES	55,932	39,842	70,800	70,800
65010	Rental City Equipment	11,662	12,000	5,260	5,230
65011	Equipment Replacement Charges	238	714	0	0
65012	Accident Repair & Replacement Charge	0	0	0	185
65100	Insurance Charges	57,935	57,935	52,140	57,935
	SUBTOTAL FIXED CHARGES	69,835	70,649	57,400	63,350
67200	Principal - Capital Lease	14,651	0	14,905	0
67210	Interest - Capital Lease	253	0	0	0
	SUBTOTAL DEBT SERVICES	14,904	0	14,905	0
	TOTAL	1,312,248	1,349,667	1,636,393	1,496,205

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7010	Accounting Assistant	1.00		1.00	
0190	Administrative Services Manager	1.00		1.00	
5400	Ex. Director, Parks, Rec & Com. Svcs.	1.00		1.00	
1720	Management Analyst	1.00		1.00	
7280	Senior Accounting Assistant	2.00		2.00	
0150	Senior Management Analyst	1.00		1.00	
9041	Account Clerk I		2.00		2.00
9770	Administrative Aide		1.00		1.00
9200	Library Clerk I		0.00		0.00
	TOTAL	7.00	3.00	7.00	3.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Stadium	01113210

Statement of Purpose	<p><i>To improve the quality of life for those who visit the Stadium by providing quality customer service in an atmosphere of continuous improvement and strong employee development.</i></p> <p>This program includes the operation and maintenance of structures, sports turf management, landscaping, and care of ancillary equipment.</p>
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Accomplishments FY 2015-2016	<p>* Initiated concrete repair project at stadium</p> <p>* Provided restroom and locker room custodial maintenance for all large events and daily reservations</p>
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Action Plan for FY 2016-17	<p>* Landscape-Grounds Agreement – Continue overseeing the landscape-grounds maintenance agreement at the Stadium.</p> <p>* Restroom Custodial Maintenance – Continue overseeing custodial agreement to provide 365 day custodial maintenance at the Stadium.</p>
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of Stadium reservations	634	689	528	350
# of days providing landscape-grounds maintenance	365	365	365	365
# of days providing custodial maintenance	365	365	365	365

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Stadium		01113210			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	0
61020	Salaries Part-Time	52,177	35,483	35,320	37,110
61040	Salaries Overtime	1,009	1,825	0	0
61100	Retirement-Employer Contribution	0	0	0	0
61110	Part-Time Retirement	1,957	1,331	1,325	1,395
61120	Medicare Insurance	770	541	510	535
61130	Health Insurance	0	0	0	0
61180	Worker Compensation Insurance	7,237	4,865	4,845	5,090
	SUBTOTAL PERSONNEL	<u>63,151</u>	<u>44,045</u>	<u>42,000</u>	<u>44,130</u>
62000	Utilities	68,151	63,050	69,000	69,000
62010	Communications	1,660	1,739	1,750	1,750
62300	Contractual Services-Professional	2,371	289	0	0
62320	Maint. & Repair Buildings & Ground	17,250	90,829	96,000	96,000
	SUBTOTAL CONTRACTUAL	<u>89,432</u>	<u>155,907</u>	<u>166,750</u>	<u>166,750</u>
63001	Miscellaneous Operating Expenses	2,001	5,901	0	0
63200	Operating Mat. & Supplies Bldgs./Grnds.	10,838	6,609	13,500	13,500
63300	Fuel	993	740	110	110
	SUBTOTAL COMMODITIES	<u>13,832</u>	<u>13,250</u>	<u>13,610</u>	<u>13,610</u>
65010	Rental City Equipment	7,864	7,668	7,335	7,035
65011	Equipment Replacement Charges	0	0	2,150	2,065
65012	Accident Repair & Replacement Charge	0	0	0	505
65100	Insurance Charges	14,660	14,662	13,195	14,660
	SUBTOTAL FIXED CHARGES	<u>22,524</u>	<u>22,330</u>	<u>22,680</u>	<u>24,265</u>
	TOTAL	<u><u>188,938</u></u>	<u><u>235,533</u></u>	<u><u>245,040</u></u>	<u><u>248,755</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
9300	Park Maintenance Assistant		2.00		2.00
	TOTAL	<u>0.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Santa Ana Zoo at Prentice Park	01113220

Statement of Purpose
<p><i>To instill passion for the natural world through education, recreation and conservation programs.</i></p> <p>As an urban oasis and family resource, the Zoo will provide dynamic presentations and responsible animal management.</p>

Accomplishments FY 2015-2016
<ul style="list-style-type: none"> * Completed the Ocelot Habitat and Education Center * Installed Zoo-wide public announcement system * Worked with Friends of Santa Ana Zoo (FOSAZ) on grants and marketing for the Zoo * Renovated two monkey exhibits with new safety features * Added a visitor hand washing station at the Conservation Education Theater * Started design work on the Giant River Otter Habitat * Added a US Geological Service, Western Ecological Research Center office on zoo grounds * Replaced and upgraded the Colors of the Amazon Aviary water filtering system

Action Plan for FY 2016-17
<ul style="list-style-type: none"> * Update the Zoo Master Plan * Finish design of the Giant River Otter Habitat * Apply for and receive reaccreditation with the Association of Zoos and Aquariums * Replace the thatch roofing throughout the zoo with long-lasting artificial thatching * Install the Zoo Care And Quarantine Facility modular building * Install a modular building to breed and raise a locally endangered amphibian, the Mountain Yellow-legged Frog

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of special events	6	6	6	6
# of outreach programs	92	81	80	80
# of on-site programs	129	136	160	160
Total education programs	225	221	244	244
Effectiveness				
Attendance	253,197	241,435	250,000	255,000
Outreach program participation	2,576	2,268	2,500	2,500
On-site program participation	10,527	13,510	12,000	12,000
City volunteer hours	4,000	4,000	4,000	4,000

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Santa Ana Zoo at Prentice Park		01113220			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	615,011	634,101	730,400	766,355
61020	Salaries Part-Time	249,598	221,999	243,735	256,075
61040	Salaries Overtime	3,508	13,340	3,270	3,270
61100	Retirement-Employer Contribution	79,069	116,358	163,737	186,635
61110	Part-Time Retirement	7,480	7,410	11,145	11,710
61120	Medicare Insurance	11,358	11,356	12,725	14,340
61130	Health Insurance	118,023	108,380	138,285	128,215
61170	Retiree Health Benefits	9,667	7,798	9,790	0
61180	Worker Compensation Insurance	76,503	76,396	107,500	105,520
69090	Department Savings	0	0	0	(40,000)
	SUBTOTAL PERSONNEL	1,170,215	1,197,138	1,420,587	1,432,120
62000	Utilities	147,550	143,470	97,000	97,000
62010	Communications	13,592	15,520	13,500	13,500
62120	Training, Transportation, Meeting	1,193	2,163	1,500	1,500
62140	Membership, Subscription and Dues	11,830	13,733	11,500	11,500
62251	Other Agency Services	566	580	0	0
62300	Contractual Services-Professional	271,745	232,586	452,000	446,000
62320	Maintenance & Repair Buildings & Ground	55,519	62,204	0	0
69090	Department Savings	0	0	0	(60,000)
	SUBTOTAL CONTRACTUALS	501,994	470,255	575,500	509,500
63001	Miscellaneous Operating Expenses	92,034	88,022	76,300	88,300
63300	Gas & Diesel	2,681	1,705	500	500
63400	Animal Food & Supplies	71,144	76,265	69,385	73,385
	SUBTOTAL COMMODITIES	165,859	165,992	146,185	162,185
65010	Rental City Equipment	19,459	17,916	18,240	17,760
65011	Equipment Replacement Charges	0	0	4,295	4,130
65012	Accident Repair & Replacement Charge	0	0	0	995
65100	Insurance Charges	49,500	49,498	44,550	49,500
	SUBTOTAL FIXED CHARGES	68,959	67,414	67,085	72,385
	TOTAL	1,907,027	1,900,799	2,209,357	2,176,190
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
5470	Zoo Animal Registrar	1.00		1.00	
5430	Zoo Curator	1.00		1.00	
0930	Zoo Education Specialist	1.00		1.00	
5420	Zoo Keeper I	5.00		5.00	
5410	Zoo Keeper II	2.00		2.00	
5480	Zoo Manager	1.00		1.00	
9000	Animal Keeper I		6.00		6.00
9040	Cashier		4.00		4.00
9060	Clerical Aide		1.00		1.00
9230	Maintenance Aide II		2.00		2.00
4860	Park Maintenance Aide (CS/PT)		1.00		1.00
8160	Program Coordinator		3.00		3.00
9350	Program Leader I		1.00		1.00
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	11.00	19.00	11.00	19.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM			
Recreation	01113230			
Statement of Purpose				
<i>To provide a variety of recreational and educational programs that stimulate mental, social, and physical development in a safe and protective environment.</i>				
Accomplishments FY 2015-2016				
<ul style="list-style-type: none"> * Established partnership with Science OC and Heritage Museum to provide interpretation of local cultural and natural history and to promote the nature center activities at their community events and science fairs * Developed and implemented a volunteer program to include restoration, research and education * Designed an interpretive trail system for Carl Thornton Park * Designed an on-going bird monitoring project to document specific bird use of Santiago Park and reserve * Developed and implemented a restoration plan for Santiago Park nature reserve * Salgado Community Center developed a partnership with the USC Vietnamese American Pharmacy Student Association and the UCLA Health Club to provide free health services and screenings to the residents of Santa Ana * Developed a new Community Garden at El Salvador Center * Developed and implement expansion of Youth Sports program * Developed and implement the After School Adventures Program * Finalize plans for construction of Roosevelt/Walker Community Center and Park * Finalize plans for construction of Pacific Electric Park 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Analyze data collected in bird project to incorporate findings into interpretive programs and land management practices * Develop educational program tool for teachers to help guide students through the Carl Thornton Wildlife Trail * Develop plan to grow volunteer program at nature center by 20 percent * Develop and implement computer programs at El Salvador Center * Develop and implement Wellness Program Website 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
* Total youth served in summer programs	35,500	36,350	37,275	38,000
* Total family members served in Project PRIDE	1,097	711	1,050	1,050
* Total youth served in Leisure Classes	10,000	12,130	11,000	12,300
* Number of Soccer Field Reservations	5,400	5,593	5,670	5,700
* Number of Ball Diamond Reservations	4,300	4,468	4,515	4,600
* Number of Leisure Class Sessions	400	685	400	725
* Number of Leisure Class Participants	15,000	17,000	17,000	17,200
Performance measures for Nature Center (New Stat)				
* Number of Self Guided Tours		820	980	1,050
* Number of Educational Tours		913	1,000	1,200
* Number of Nature Camps		67	75	100
* Number of Center Park Volunteers		339	400	500
* Number of Teen Leadership Program		13	15	18
* Number of Restoration Projects		9	15	20
* Number of Center Visitors		2,131	2,270	3,000
Performance measures Youth Sports/Wellness (New Stat)				
* Number of youth served Sports		1,037	1,000	1,100
* Number served Wellness program		395	400	450

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Recreation		01113230			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	740,313	779,734	986,460	1,049,805
61020	Salaries Part-Time	1,237,465	1,548,624	2,029,220	2,321,390
61040	Salaries Overtime	9,250	15,797	7,405	7,405
61100	Retirement-Employer Contribution	140,687	195,237	264,323	289,570
61110	Part-Time Retirement	36,774	48,375	88,385	97,715
61120	Medicare Insurance	26,939	33,859	47,625	54,870
61130	Health Insurance	126,865	139,977	186,755	205,925
61170	Retiree Health Benefits	10,032	11,793	8,425	0
61180	Worker Compensation Insurance	65,027	114,213	140,295	148,890
69090	Department Savings	0	0	0	(370,000)
	SUBTOTAL PERSONNEL	2,393,353	2,887,609	3,758,893	3,805,570
62000	Utilities	5,535	387	0	0
62010	Communications	99,301	98,363	100,000	90,000
62120	Training, Transportation, Meeting	3,527	43	3,530	3,530
62140	Membership, Subscription and Dues	1,760	360	1,760	1,760
62300	Contractual Services-Professional	588,037	741,970	608,545	825,465
62302	Contracted Vendor Personnel Services	0	1,300	0	0
62320	Maintenance & Repair Buildings & Ground	0	(1,352)	0	0
	SUBTOTAL CONTRACTUAL	698,159	841,071	713,835	920,755
63001	Miscellaneous Operating Expenses	201,226	210,256	156,030	216,030
63300	Gas & Diesel	13,803	23,760	33,870	33,870
	SUBTOTAL COMMODITIES	215,029	234,016	189,900	249,900
65010	Rental City Equipment	43,200	68,856	79,335	82,715
65011	Equipment Replacement Charges	0	714	31,490	31,105
65012	Accident Repair & Replacement Charge	0	0	0	3,115
65100	Insurance Charges	134,970	134,972	121,475	134,970
	SUBTOTAL FIXED CHARGES	178,170	204,542	232,300	251,905
66220	Improvements Other Than Building	0	0	0	0
66400	Machinery & Equipment	10,485	0	0	0
	SUBTOTAL CAPITAL	10,485	0	0	0
68000	Transfer to Fund 052	0	1,675,000	0	0
	SUBTOTAL INTERFUND TRANSFERS	0	1,675,000	0	0
	TOTAL	3,495,196	5,842,238	4,894,928	5,228,130

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0460	Community Events Supervisor	1.00		1.00	
1945	Community Services Manager	1.00		1.00	
1940	Community Services Supervisor	6.00		6.00	
5310	Recreation Leader	4.00		4.00	
5330	Recreation Program Coordinator	3.00		3.00	
9770	Administrative Aide		2.00		2.00
8000	Administrative Intern		9.00		9.00
9100	Community Center Aide		23.00		23.00
9690	Computer Technician		1.00		1.00
9230	Maintenance Aide II		20.00		20.00
8080	Management Intern		3.00		3.00
9300	Park Maintenance Assistant		24.00		24.00
8160	Program Coordinator		17.00		17.00
9350	Program Leader I		5.00		5.00
9360	Program Leader II		96.00		96.00
8100	Senior Administrative Intern		4.00		4.00
9070	Senior Clerical Aide		17.00		17.00
9400	Senior Program Leader		11.00		11.00
9430	Special Events Leader I		3.00		3.00
9440	Special Events Leader II		1.00		1.00
	TOTAL	15.00	236.00	15.00	236.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Park Ranger Program	01113240

Statement of Purpose	<p><i>To continually improve the level of safety at parks by proactively communicating with park customers and continuously enforcing park rules.</i></p>
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Accomplishments FY 2015-2016	<p>* Section was transferred to the Police Department during fiscal year 2014-2015.</p>
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Action Plan for FY 2016-17	<p>* Section was transferred to the Police Department during fiscal year 2014-2015.</p>
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of patrol service hours provided per year	7,000	N/A	N/A	N/A
Efficiency				
# of calls for service responded to	1,600	N/A	N/A	N/A
Effectiveness				
# of warnings issued	2,000	N/A	N/A	N/A
# of citations issued	950	N/A	N/A	N/A
# of arrests	130	N/A	N/A	N/A
# of field interviews conducted	200	N/A	N/A	N/A
# of citizen assists	1,200	N/A	N/A	N/A
# of police and fire assists	130	N/A	N/A	N/A
# of reservation checks	5,000	N/A	N/A	N/A
Note-1: Section was transferred to the Police Department during fiscal year 2014-2015.				

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Park Ranger Program		01113240			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	0
61020	Salaries Part-Time	473,022	152,017	158,435	0
61040	Salaries Overtime	3,918	5,107	0	0
61100	Retirement-Employer Contribution	10,010	1,493	0	0
61110	Part-Time Retirement	11,363	1,414	1,150	0
61120	Medicare Insurance	6,916	2,277	2,290	0
61130	Health Insurance	0	0	0	0
61170	Retiree Health Benefits	0	0	0	0
61180	Worker Compensation Insurance	42,868	5,040	4,670	0
	SUBTOTAL PERSONNEL	<u>548,097</u>	<u>167,348</u>	<u>166,545</u>	<u>0</u>
62010	Communications	2,528	2,228	3,000	0
62120	Training, Transportation, Meeting	0	0	0	0
62300	Contractual Services-Professional	24,625	25,612	20,000	0
	SUBTOTAL CONTRACTUAL	<u>27,153</u>	<u>27,840</u>	<u>23,000</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	1,128	1,645	0	0
63300	Gas & Diesel	14,042	11,498	16,000	0
	SUBTOTAL COMMODITIES	<u>15,169</u>	<u>13,142</u>	<u>16,000</u>	<u>0</u>
65010	Rental City Equipment	52,461	48,390	56,330	0
	SUBTOTAL FIXED CHARGES	<u>52,461</u>	<u>48,390</u>	<u>56,330</u>	<u>0</u>
	TOTAL	<u><u>642,880</u></u>	<u><u>256,720</u></u>	<u><u>261,875</u></u>	<u><u>0</u></u>
	<i>Note: Transferred to the Police Department during FY 14-15.</i>				
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3615	PT Park Ranger		3.00		0.00
7475	PT Supervising Park Ranger		2.00		0.00
	TOTAL	<u><u>0.00</u></u>	<u><u>5.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Park Services	01113250

Statement of Purpose	<p><i>To improve the quality of life of those who visit parks, bikeways, or public recreational facilities by providing quality customer service in an atmosphere of continuous improvement and strong employee development.</i></p> <p>The Parks Services section maintains 40 parks and special facilities, landscaped bikeways, an herb garden, and the City's corporate yard landscaping. Sub-programs include routine, emergency and preventive maintenance.</p>
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Accomplishments FY 2015-2016	<ul style="list-style-type: none"> * Renegotiated landscape maintenance contracts for the four park districts * Revised our landscape maintenance specification to improve efficiencies and save money
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Action Plan for FY 2016-17	<ul style="list-style-type: none"> * Continue to perform a wide variety and volume of deferred maintenance repairs using both in-house and outside maintenance contractors. * Landscape-Grounds Agreement –Continue overseeing landscape-grounds maintenance agreement in Districts 1-4, and the Santa Ana Zoo at Prentice Park. * Assumed responsibility of custodial contracts for various sites previously under the Building Maintenance Division. * Park Restroom Custodial Agreement – Continue overseeing maintenance contracts to improve custodial maintenance in our park restrooms. * Work with the Community Development Agency to locate small/medium sized landscape maintenance companies for economic development opportunities and potential cost savings * Perform cost/benefit analysis of various landscape maintenance functions to determine best method of undertaking tasks. * Research landscape maintenance methods of other governmental agencies in an effort to identify cost saving measures.
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# landscape acres maintained	364	364	364	364
# of days providing landscape maintenance	365	365	365	365
# of days providing custodial maintenance	365	365	365	365
# of days maintaining the synthetic turf @DYSC	260	260	260	260

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Park Services		01113250			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	525,992	236,060	339,952	369,940
61020	Salaries Part-Time	227,646	180,490	171,280	179,950
61040	Salaries Overtime	23,189	23,005	3,675	3,675
61100	Retirement-Employer Contribution	71,940	38,304	73,591	81,610
61110	Part-Time Retirement	7,599	6,768	6,425	6,750
61120	Medicare Insurance	11,056	6,169	6,280	7,655
61130	Health Insurance	86,794	53,942	76,500	85,280
61170	Retiree Health Benefits	7,787	11,166	3,315	0
61180	Worker Compensation Insurance	76,925	44,065	57,550	57,840
	SUBTOTAL PERSONNEL	1,038,927	599,969	738,568	792,700
62000	Utilities	1,606,792	1,581,922	1,610,000	1,310,000
62010	Communications	26,767	24,259	27,000	27,000
62120	Training, Transportation, Meeting	1,155	50	1,155	1,155
62251	Other Agency Services	41,478	42,872	41,480	41,480
62300	Contractual Services-Professional	53,578	29,083	0	0
62320	Maint. & Repair Buildings & Ground	2,404,192	2,314,931	2,068,390	2,523,390
62600	Parking Validation	0	203	0	0
69090	Department Savings	0	0	0	(435,000)
	SUBTOTAL CONTRACTUAL	4,133,962	3,993,319	3,748,025	3,468,025
63001	Miscellaneous Operating Expenses	18,838	10,729	0	0
63200	Operating Materials & Supplies Buildings/Grounds	240,674	227,107	235,260	235,260
63300	Gas & Diesel	42,113	40,599	32,100	32,100
	SUBTOTAL COMMODITIES	301,624	278,435	267,360	267,360
65010	Rental City Equipment	149,620	166,839	116,720	112,785
65011	Equipment Replacement Charges	0	4,055	20,390	18,850
65012	Accident Repair & Replacement Charge	0	0	0	3,225
65020	City Yard Rental	92,295	92,295	92,295	104,640
65100	Insurance Charges	205,695	205,696	185,125	205,695
	SUBTOTAL FIXED CHARGES	447,610	468,885	414,530	445,195
67200	Principal - Capital Lease	25,106	0	25,550	0
67210	Interest - Capital Lease	433	0	0	0
	SUBTOTAL DEBT SERVICES	25,539	0	25,550	0
	TOTAL	5,947,663	5,340,608	5,194,033	4,973,280

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1010	General Maintenance Supervisor	1.00		0.00	
4180	General Maintenance Worker	4.00		0.00	
4106	Park Maintenance Inspector II	2.00		2.00	
4320	Parks Maintenance Supervisor	1.00		1.00	
6330	Senior Park Maintenance Supervisor	1.00		1.00	
9300	Park Maintenance Assistant		11.00		9.00
9260	Senior Maintenance Worker		1.00		1.00
	TOTAL	9.00	12.00	4.00	10.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Park Building Services	01113260

Statement of Purpose
<p><i>To improve the quality of life for those who visit and utilize the City's libraries and public recreational facilities by providing quality customer service in an atmosphere of continuous improvement and strong employee development.</i></p> <p>The Parks Services section is responsible for the maintenance of 82 buildings throughout the park system which includes seven recreation centers, two senior centers, the Lawn Bowling Clubhouse and two libraries.</p>

Accomplishments FY 2015-2016
<p>* Partnered with Finance and Management Services, Building Maintenance Division to maintain quality recreational facilities for the community.</p>

Action Plan for FY 2016-17
<p>* Continue to communicate closely with Finance and Management Services, Building Maintenance Division to ensure proper maintenance of city facilities.</p>

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of senior centers maintained	2	2	2	2
# of recreation centers maintained	7	7	7	7
# of libraries maintained	2	2	2	2

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Park Building Services		01113260			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	330,195	367,181	378,155
61020	Salaries Part-Time	0	62,539	66,170	69,520
61040	Salaries Overtime	0	1,505	0	0
61100	Retirement-Employer Contribution	0	62,859	87,202	95,255
61110	Part-Time Retirement	0	1,333	1,360	1,430
61120	Medicare Insurance	0	5,849	6,155	6,395
61130	Health Insurance	0	37,345	39,370	77,245
61170	Retiree Health Benefits	0	0	3,580	0
61180	Worker Compensation Insurance	0	39,581	44,840	52,445
69090	Department Savings	0	0	0	(110,551)
	SUBTOTAL PERSONNEL	0	541,205	615,858	569,894
62300	Contractual Services-Professional	89,199	6,091	0	0
62320	Maintenance & Repair Buildings & Ground	70,406	200,552	119,240	119,240
69090	Department Savings	0	0	0	(119,240)
	SUBTOTAL CONTRACTUAL	159,605	206,644	119,240	0
63001	Miscellaneous Operating Expenses	737	5,674	0	0
63200	Operating Mat. & Supplies Bldgs./Grounds	3,709	27,080	4,250	4,250
63300	Gas & Diesel	0	0	13,300	13,300
	SUBTOTAL COMMODITIES	4,446	32,754	17,550	17,550
65000	Building Rental	583,550	583,550	593,055	620,110
65010	Rental City Equipment	0	0	45,265	42,780
65012	Accident Repair & Replacement Charge	0	0	0	1,085
	SUBTOTAL FIXED CHARGES	583,550	583,550	638,320	663,975
66220	Improvements Other Than Building	0	0	0	0
	SUBTOTAL CAPITAL	0	0	0	0
	TOTAL	747,601	1,364,153	1,390,968	1,251,419

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1010	General Maintenance Supervisor	1.00		1.00	
4180	General Maintenance Worker	4.00		4.00	
9770	Administrative Aide		1.00		1.00
9300	Park Maintenance Assistant		3.00		3.00
	TOTAL	5.00	4.00	5.00	4.00

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

POLICE DEPARTMENT

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
1114400	Office of the Chief of Police	1,218,106	1,314,674	2,029,708	1,745,143
1114401	Fiscal & Budget	643,163	688,150	754,053	869,988
1114402	Human Resources	1,028,498	1,395,031	570,606	587,474
1114403	Building & Facility	3,221,216	3,412,408	3,281,015	3,300,485
1114404	Backgrounds	0	0	900,843	989,298
1114405	Traffic	8,055,654	7,616,272	7,882,891	7,205,360
1114410	Training Services	1,351,129	1,469,786	1,695,717	1,612,248
1114415	Professional Standards	1,261,081	1,052,299	1,034,092	1,451,498
1114420	Field Operations	41,176,236	43,060,289	47,930,779	56,162,496
1114425	Information Services	1,049,913	857,173	1,162,758	1,446,793
1114430	Animal Services	1,242,867	1,681,826	1,656,669	1,681,375
1114435	District Investigations	7,332,373	6,975,858	7,808,370	7,922,169
1114440	Crimes Against Persons	8,579,654	7,893,897	6,743,281	7,248,870
1114445	Special Investigations	125,770	614,694	3,204,869	3,768,665
1114448	Evidence	646,125	658,300	1,017,924	771,483
1114450	CDC	972,979	972,709	1,263,207	1,620,571
1114455	Forensic Services	2,151,599	2,213,700	2,450,962	2,701,998
1114460	Records Services	1,663,583	1,594,696	2,001,831	1,973,824
1114465	Communications	4,257,818	4,327,672	5,401,233	6,295,114
1114470	Vice	590,166	11,475	9,340	0
1114475	Jail Operations	15,936,564	15,631,830	16,835,768	17,359,945
1114480	Regional Narcotic Suppression Program	1,176,172	2,229,338	2,440,691	2,152,009
1114485	Homeland Security & Crime Prevention	252,548	262,201	243,088	181,948
1114490	Tobacco Retail License Program	111,184	159,287	199,771	206,356
	Department Savings	0	0	0	(8,997,992)
	TOTAL	104,044,399	106,093,564	118,519,466	120,257,118
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	85,200,994	86,850,416	99,910,061	109,543,869
62000	Contractual	10,422,655	10,843,641	10,494,720	10,449,509
63000	Commodities	1,988,897	1,896,745	2,361,073	2,185,363
65000	Fixed Charges	6,395,571	6,482,574	5,714,955	6,526,444
67000	Debt Service	36,281	0	33,395	544,645
68000	Transfers	0	20,188	5,262	5,280
69090	Department Savings	0	0	0	(8,997,992)
	TOTAL	104,044,399	106,093,564	118,519,466	120,257,118
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3390	Police Chief	1.00		1.00	
3360	Police Captain	3.00		3.00	
3350	Police Lieutenant	12.75		13.00	
3300	Police Sergeant	41.00		43.00	
3200	Police Officer	281.50		299.00	
3230	Jail Administrator	1.00		1.00	
180	Police Administrative Manager	2.00		2.00	
3370	Police Communications Manager	1.00		1.00	
2930	Police Systems Manager	1.00		1.00	
0120	Systems Administrator	0.00		2.00	
1540	Sr. Personnel Analyst	1.00		1.00	
1720	Management Analyst	1.00		1.00	
2705	Emergency Operations Coordinator	1.00		1.00	
6475	Police Systems Support Analyst	1.00		1.00	
6290	Police Fiscal Services Supervisor	1.00		1.00	
780	Police Community Services Specialist	1.00		1.00	
3990	Crime/Research Analyst	4.00		4.00	

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

POLICE DEPARTMENT

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1050	Security Electronics Technician	1.00		1.00	
790	Police Investigative Specialist	9.00		9.00	
3800	Police Services Officer	5.00		5.00	
801	Police Evidence & Supply Supervisor	2.00		2.00	
799	Police Evidence & Supply Specialist	10.00		10.00	
TBD	DNA Coordinator	0.00		1.00	
1360	Forensic Supervisor	1.00		1.00	
7600	Firearms Examiner	1.00		2.00	
3980	Forensic Specialist II	2.00		2.00	
3970	Forensic Specialist I	10.00		10.00	
1100	Police Photo/Video Specialist	1.00		1.00	
6320	Video Technician	1.00		1.00	
6180	Police Communications Supervisor	4.00		4.00	
3680	Police Services Dispatcher	26.00		26.00	
7660	Communications Services Officer	8.00		8.00	
7230	Police Records Supervisor	3.00		2.00	
7110	Lead Police Records Specialist	3.00		3.00	
7370	Senior Police Records Specialist	13.00		13.00	
370	Correctional Supervisor	11.00		10.00	
310	Correctional Officer	78.00		70.00	
7628	Lead Correctional Records Specialist	4.00		4.00	
7650	Senior Correctional Records Specialist	9.00		9.00	
20	Micro Systems Technician	2.00		2.00	
5330	PAAL Assistant Director	0.00		0.00	
860	Traffic Services Specialist	1.00		1.00	
1270	Senior Parking Control Officer	1.00		1.00	
3900	Parking Control Officer	2.00		2.00	
3930	Animal Services Officer II	1.00		1.00	
3920	Animal Services Officer I	2.00		2.00	
7280	Senior Accounting Assistant	1.00		1.00	
7010	Accounting Assistant	3.00		4.00	
7270	Secretary	1.00		1.00	
7330	Senior Office Assistant	12.50		12.00	
7360	Senior Office Specialist	1.00		1.00	
3820	Rangemaster	1.00		1.00	
3610	Park Ranger	0.00		2.00	
1620	Sr. Assistant City Atty.	0.00		0.50	
1610	Deputy City Attorney II	0.50		0.00	
	TOTAL GENERAL FUND	585.25	0.00	601.50	0.00
	SPECIAL REVENUE/ENTERPRISE				
3200	Police Officer - Civic Center	8.00		7.00	
3200	Police Officer - Downtown*	0.00		4.00	
7330	Senior Office Assistant	1.50		1.00	
7629	Correctional Supervisor	1.00		0.00	
	TOTAL SPECIAL REVENUE FUND	10.50	0.00	12.00	0.00
	TOTAL NON-GRANT POSITIONS	595.75	0.00	613.50	0.00
	GRANT FUNDED POSITIONS				
3350	Police Lieutenant	0.25		0.00	
3400	Police Sergeant UASI	2.00		1.00	
5330	PAAL Assist. Director	1.00		1.00	
3200	Police Officer - PAAL & UASI	2.50		2.00	
	TOTAL GRANT FUNDED POSITIONS	5.75	0.00	4.00	0.00
	TOTAL ALL FUNDING SOURCES	601.50	0.00	617.50	0.00

*Note: Four Police Officers budgeted in Fund 27

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Office of the Chief of Police	01114400

Statement of Purpose

To provide leadership and direction that will ensure a safe and secure community at all levels

SERVICE PROGRAM

Strategic Plan

* Continue to provide leadership and direction to the Police Department in support of the City's Five-Year Strategic Plan. The Strategic Plan includes a City vision, a description of the mission of the organization, a set of guiding principles (values) that guide actions, a set of multi-year goals that guide decisions, objectives and strategies for each goal, and a plan for implementation and accountability. The Chief's Office is charged with the responsibility of establishing priorities and allocating the necessary personnel, resources and training to accomplish Strategic Plan Goal #1, Community Safety.

Police Services

- * Bring community policing and problem solving to the next level, by using technology and crime analysis tools in a systematic way to address persistent crime problems
- * Work cooperatively with state and federal agencies through taskforces to provide anti-terrorism services and share criminal intelligence
- * Continue to provide effective strategies to reduce violent crimes
- * Work closely with the police management team to mentor future department leaders to ensure a smooth succession of command at all levels

Police and Community Partnership

- * Revitalize community support and involvement by working closely with community based organizations
- * Continue and improve the productive relationship with neighborhood associations

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Office of the Chief		01114400			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	788,278	744,261	1,002,614	970,874
61020	Salaries Part-time	15,005	12,710	16,080	0
61040	Salaries Overtime	13,441	12,091	2,500	12,500
61100	Retirement - Employer Contribution	118,948	225,971	305,074	358,506
61110	Part-Time Retirement	563	477	605	0
61120	Medicare Insurance	10,556	8,847	12,730	12,934
61130	Health Insurance	58,996	73,578	132,670	97,035
61170	Retiree Health Benefits	3,556	801	7,855	11,554
61180	Workers Compensation Insurance	47,361	51,457	63,350	58,921
	SUBTOTAL PERSONNEL	1,056,703	1,130,193	1,543,478	1,522,323
62120	Training, Transportation, Meeting	12,873	15,357	16,740	16,740
62140	Memberships, Subscriptions, and Dues	4,022	100,278	100,000	103,000
62300	Contract Services - Professional	111,823	22,052	346,800	81,900
62600	Parking Validations	5,528	8,439	7,500	7,500
	SUBTOTAL CONTRACTUAL	134,246	146,124	471,040	209,140
63001	Miscellaneous Operating Expenses	19,506	15,610	10,000	10,000
63300	Gas & Diesel	7,651	7,748	5,190	3,680
	SUBTOTAL COMMODITIES	27,157	23,357	15,190	13,680
68000	Transfer to Fund 052	0	15,000	0	0
	SUBTOTAL TRANSFERS	0	15,000	0	0
	TOTAL EXPENDITURES	1,218,106	1,314,674	2,029,708	1,745,143

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3390	Police Chief	1.00		1.00	
3360	Police Captain	1.00		1.00	
3350	Police Lieutenant	1.00		0.00	
3300	Police Sergeant	0.00		1.00	
3200	Police Officer	1.00		1.00	
7330	Senior Office Assistant	1.00		1.00	
1620	Deputy City Attorney II	0.00		0.00	
1620	Sr. Assistant City Atty.	0.50		0.50	
8130	Police Cadet				
	TOTAL	5.50	0.00	5.50	0.00

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Fiscal & Budget Office

01114401

Statement of Purpose

To provide the highest quality of customer service in all budgetary and fiscal related matters

SERVICE PROGRAM

Budget

- * Prepare and monitor the annual budget
- * Provide financial forecasts, including expenditures and revenues
- * Provide budgetary and fiscal expertise to Police Management
- * Process Appropriation Adjustments and Journal Entry (JE) requests, as necessary

Purchasing

- * Coordinate purchase and service requests from department personnel
- * Provide training regarding City Purchasing Ordinance and procedures

Accounts Payable

- * Process vendor payments weekly using Direct Payment Vouchers
- * Process Material Releases for uniform and other small dollar purchases
- * Disburse and reconcile petty cash

Accounts Receivable

- * Prepare Treasury deposits using INovah
- * Enter requests into Miscellaneous Accounts Receivable (MAR) system to generate invoices to outside agencies

Travel/Training

- * Process all travel requests, including extraditions, witness interviews, and background investigations
- * Make airline and rental car reservations, as well as occasional hotel reservations
- * Process and track tuition reimbursements

Payroll

- * Post all non-regular time reports (chits) and other payroll documents into the City Payroll system
- * Research and resolve paycheck and accrual questions
- * Conduct new employee and supervisor training sessions for payroll
- * Maintain employee payroll records

Grants & Administration

- * Monitor grants for compliance, expirations and available balance
- * Process Appropriation Adjustments to transfer funds, as necessary

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Fiscal & Budget		01114401			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	391,496	452,161	499,365	576,970
61020	Salaries Part-time	51,032	41,567	37,570	38,697
61040	Salaries Overtime	35,737	2,154	5,000	5,000
61100	Retirement - Employer Contribution	58,725	83,357	92,713	127,385
61110	Part-Time Retirement	636	673	1,410	1,451
61120	Medicare Insurance	6,861	7,169	7,170	8,475
61130	Health Insurance	71,458	74,811	78,180	94,995
61170	Retiree Health Benefits	6,194	4,537	7,995	2,695
61180	Workers Compensation Insurance	4,571	4,757	5,865	6,535
	SUBTOTAL PERSONNEL	<u>626,711</u>	<u>671,187</u>	<u>735,268</u>	<u>862,203</u>
62120	Training, Transportation, Meeting	499	499	665	665
62300	Contract Services - Professional	9,769	10,540	11,000	2,000
	SUBTOTAL CONTRACTUAL	<u>10,268</u>	<u>11,039</u>	<u>11,665</u>	<u>2,665</u>
63001	Miscellaneous Operating Expenses	6,184	5,923	7,120	5,120
	SUBTOTAL COMMODITIES	<u>6,184</u>	<u>5,923</u>	<u>7,120</u>	<u>5,120</u>
	TOTAL EXPENDITURES	<u><u>643,163</u></u>	<u><u>688,150</u></u>	<u><u>754,053</u></u>	<u><u>869,988</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
180	Police Administrative Manager	1.00		1.00	
6295	Police Fiscal Services Supervisor	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
7010	Accounting Assistant	3.00		4.00	
9070	Senior Clerical Aide				
9041	Account Clerk I				2.00
	TOTAL	<u>6.00</u>	<u>0.00</u>	<u>7.00</u>	<u>2.00</u>

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Human Resources

01114402

Statement of Purpose

To provide effective and responsive human resources management, recruitment, and personnel related functions which support the Police Department's mission and the City's goals and objectives

Accomplishments in FY 2014-15 and FY 2015-16

- * Hired 40 Police Recruits
- * Hired 18 Police Officers
- * Hired 6 Police Services Dispatchers
- * Hired 1 Emergency Operations Coordinator
- * Hired 2 Forensic Specialist I
- * Hired 1 Police Community Services Specialist
- * Hired 2 Police Investigative Specialist
- * Hired 6 part-time clerical employees
- * Hired 19 Correctional Services Officer (P/T)
- * Completed Sr. Correctional Officer Recruitment
- * Completed Police Corporal Recruitment
- * Completed Police Lieutenant Recruitment
- * Completed 2 Field Training Officer Recruitments
- * Completed 9 non-sworn Promotional Recruitments
- * Completed Court Training Officer Recruitment
- * Implemented process for PMA Performance Bonus Program and Electronic Device Stipend
- * Implemented alternative process for Police Sergeant Promotability examination component
- * Hired 1 Correctional Officer
- * Hired 1 Police Systems Support Analyst
- * Hired 1 Management Aide (Temp)
- * Hired 3 Background Investigators (P/T)
- * Hired 3 Parking Control Officers (P/T)
- * Hired 2 Park Rangers (P/T)
- * Hired 12 various part-time employees
- * Hired 1 Police Reserve
- * Implemented electronic certification process
- * Completed Police Dept. Safety Inspection

Action Plan for FY 2016-17

- * Continue Recruitment for Correctional Services Officer (P/T)
- * Continue Recruitment for Police Recruit
- * Continue to recruit female Police Officers to maintain 8% ratio
- * Continue Recruitment for Police Reserve
- * Continue Recruitment for Park Ranger (P/T)
- * Open Recruitments for Police Lieutenant and Police Sergeant
- * Continue implementing process improvement and efficiencies for clerical support tasks
- * Continue developing Peer Support Counseling Group
- * Continue developing Departmental Safety Committee
- * Continue hiring of various other full-time and part-time classifications

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of applications received (sworn & civilian)	N/A	3,564	4,250	5,000
# of applicants tests	2,379	2,330	2,660	3,100
# of applicants sworn	1,856	2,032	2,144	2,300
# of applicants civilian	493	298	516	750

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Human Resources		01114402			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	631,780	737,354	253,472	271,515
61020	Salaries Part-time	88,662	65,998	91,630	94,379
61040	Salaries Overtime	17,797	71,154	4,000	4,000
61100	Retirement - Employer Contribution	84,011	177,575	50,399	60,332
61110	Part-Time Retirement	965	663	3,435	3,539
61120	Medicare Insurance	8,628	12,365	4,850	6,462
61130	Health Insurance	92,675	125,014	41,500	45,151
61170	Retiree Health Benefits	6,418	4,745	1,020	0
61180	Workers Compensation Insurance	17,987	33,839	5,235	6,156
	SUBTOTAL PERSONNEL	948,922	1,228,706	455,541	491,534
62120	Training, Transportation, Meeting	9,451	12,363	6,750	6,750
62130	Tuition Reimbursement	0	0	25,000	25,000
62140	Membership, Subscription, Dues	60	2,945	8,500	3,000
62200	Advertising	300	613	6,900	6,900
62300	Contract Services - Professional	35,395	115,592	38,000	38,000
	SUBTOTAL CONTRACTUAL	45,206	131,512	85,150	79,650
63001	Miscellaneous Operating Expenses	10,472	15,569	15,000	15,000
63300	Gas & Diesel	2,590	7,040	1,840	1,290
	SUBTOTAL COMMODITIES	13,062	22,609	16,840	16,290
65010	Rental City Equipment	21,307	12,204	13,075	0
65012	Accident Repair & Replacement Charges	0	0	0	0
	SUBTOTAL FIXED CHARGES	21,307	12,204	13,075	0
	TOTAL EXPENDITURES	1,028,498	1,395,031	570,606	587,474

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3360	Police Captain	0.00		0.00	
3350	Police Lieutenant	0.00		0.00	
3400	Police Sergeant	0.00		0.00	
1540	Sr. Personnel Analyst	1.00		1.00	
370	Correctional Supervisor	0.00		0.00	
7210	Police Personnel Service Specialist	0.00		0.00	
3800	Police Service Officer	0.00		0.00	
7330	Senior Office Assistant	1.00		1.00	
1720	Management Analyst	1.00		1.00	
1008	Clerk Typist				
7270	Secretary				1.00
9070	Senior Clerical Aide				2.00
	TOTAL	3.00	0.00	3.00	3.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Building & Facility	01114403

Statement of Purpose	
<i>To provide necessary services to properly maintain the 500,000 sq. ft. Police Building in a professional manner</i>	

Accomplishments in FY 2014-15 and FY 2015-16	
<ul style="list-style-type: none"> * Completed fire panel installation project * Fuel tank filtering of both PD tanks * Replaced temporary electrical cord in data center * Rebuilt generator breaker * Completed roof repairs in PD, Jail, & Community Room * Replaced 2nd dryer in Jail laundry room 	

Action Plan for FY 2016-17	
<ul style="list-style-type: none"> * Repair Jail service elevator 4H * Complete roof repairs at Centennial Training Facility * Continue to streamline work orders, requisitions, and invoices in a timely manner * Certify PD DM staff to work on Airteq certified doors * Repair Liebert unit in data center 	

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of building maintenance work orders generated	2,099	2,565	2,332	2,449
# of PD generated work orders	992	1,112	1,052	1,082
# of Jail generated work orders	1,107	1,453	1,280	1,367
Efficiency				
Average time spent on each work order (hrs.)	1	2	2	2
% of work order repairs started within same day	70%	69%	69%	69%
within 1-2 days	20%	12%	16%	14%
within 4+ days	10%	20%	15%	17%
Effectiveness				
# of training hours per staff member	5	8	6	7
% of repairs completed same day	89%	89%	89%	89%
within 1-2 days	10%	9%	9%	9%
within 4+ days	2%	3%	2%	2%

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Building & Facility		01114403			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries Overtime	446	0	0	0
62000	Utilities	814,302	948,386	800,900	800,900
62010	Communications	677,689	745,192	710,000	710,000
62300	Contract Services - Professional	1,161,828	1,170,161	1,099,475	1,077,051
	SUBTOTAL CONTRACTUAL	<u>2,654,265</u>	<u>2,863,739</u>	<u>2,610,375</u>	<u>2,587,951</u>
63001	Miscellaneous Operating Expenses	96,729	108,904	110,000	110,000
63200	Operating M&S Buildings/Grounds	0	400	0	0
	SUBTOTAL COMMODITIES	<u>96,729</u>	<u>109,304</u>	<u>110,000</u>	<u>110,000</u>
65000	Building Rental	439,365	439,365	527,245	602,534
	SUBTOTAL FIXED CHARGES	<u>439,365</u>	<u>439,365</u>	<u>527,245</u>	<u>602,534</u>
67200	Principal - Capital Lease	30,334	0	30,855	0
67210	Interest - Capital Lease	523	0	2,540	0
	SUBTOTAL DEBT SERVICE	<u>30,857</u>	<u>0</u>	<u>33,395</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>3,221,216</u></u>	<u><u>3,412,408</u></u>	<u><u>3,281,015</u></u>	<u><u>3,300,485</u></u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Backgrounds		1114404		
Statement of Purpose				
<p><i>The Santa Ana Police Department's Background Unit is responsible for conducting investigative backgrounds to ensure we hire individuals that will deliver public safety services to the department with the utmost professionalism and integrity.</i></p>				
Accomplishments in FY 2014-15 and FY 2015-16				
<ul style="list-style-type: none"> * New Accounting Unit in FY 2015-16 * Hired additional part-time background investigators * Implemented new Esoph background software * Increased recruitment outreach * Two officers graduated the Polygraph Academy 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Look for ways to make the background process more efficient * Train officers in recruitment outreach * Develop a presentation for new Community Academy * Continue to conduct thorough investigations 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
* Written Exams	N/A	N/A	20	20
* Orientations	N/A	N/A	25	25
* Background Packets Reviewed	N/A	N/A	900	900
* Employees Hired	N/A	N/A	60	60

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Backgrounds		01114404			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	586,454	599,905
61040	Salaries Overtime	0	0	5,000	5,000
61100	Retirement - Employer Contribution	0	0	163,889	200,052
61120	Medicare Insurance	0	0	7,620	8,111
61130	Health Insurance	0	0	90,790	100,597
61170	Retiree Health Benefits	0	0	3,940	4,499
61180	Workers Compensation Insurance	0	0	33,400	32,508
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>891,093</u>	<u>950,673</u>
62120	Training, Transportation, Meeting	0	0	3,750	3,750
62122	Travel for Investigation	0	0	5,000	9,200
62300	Contract Services - Professional	0	0	0	17,550
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>8,750</u>	<u>30,500</u>
63001	Miscellaneous Operating Expenses	0	0	1,000	1,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
65010	Rental City Equipment	0	0	0	5,675
65012	Accident Repair & Replacement Charges	0	0	0	1,450
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,125</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>900,843</u></u>	<u><u>989,298</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer	3.00		3.00	
370	Correctional Supervisor	1.00		1.00	
310	Correctional Officer	1.00		1.00	
9315	Background Investigator				1.00
	TOTAL	<u><u>5.00</u></u>	<u><u>0.00</u></u>	<u><u>5.00</u></u>	<u><u>1.00</u></u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Traffic		01114405		
Statement of Purpose				
<i>To ensure the safe and efficient flow of vehicles and pedestrian traffic through an integrated program of education and enforcement</i>				
Accomplishments in FY 2014-15 and FY 2015-16				
<ul style="list-style-type: none"> * Implemented the new tow rotation program * Completed an RFP for parking citation processing and purchased new handheld electronic citation devices * Implemented a pedestrian safety program that included Officer Reggie and Bike Rodeos * Evaluated crossing guard program and implemented changed resulting in a savings of \$207,000 annually * Implemented new electronic citation devices for entire Department * Conducted RFP process for Crossing Guard Services 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Continue to focus on aggressive driver enforcement (speed, red lights, seatbelts) to increase the Traffic Index * Continue to deploy motor officers to provide coverage during peak commuting times * Continue aggressive enforcement of DUI offenders through the use of checkpoints and saturation patrols * Continue the Bicycle Safety Training Program at elementary schools * Continue the Nighttime Parking Enforcement Program * Participate in OTS "Click it or Ticket" campaign to increase seatbelt compliance 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of reported collisions	4,368	4,462	4,000	N/A
# of reported hit & run collisions	1,136	1,111	1,000	N/A
# of traffic violations	12,337	10,447	14,350	N/A
# of DUI arrests	770	774	1,050	N/A
# of parking violations issued	63,073	94,157	110,000	N/A
Efficiency				
% change in number of reported collisions*	3.00%	2.15%	-4.70%	-1.00%
<i>* Percentages are approximate</i>				

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Traffic		01114405			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	3,672,924	3,119,531	3,339,983	3,307,838
61020	Salaries Part-time	43,526	36,178	145,115	134,830
61040	Salaries Overtime	29,555	104,932	75,000	75,000
61100	Retirement - Employer Contribution	664,803	890,783	1,031,933	1,173,646
61110	Part-Time Retirement	394	407	5,440	5,056
61120	Medicare Insurance	48,360	44,991	45,495	45,241
61130	Health Insurance	590,171	506,998	526,105	563,219
61170	Retiree Health Benefits	27,222	21,403	26,340	24,183
61180	Workers Compensation Insurance	242,116	202,017	212,935	190,927
	SUBTOTAL PERSONNEL	5,319,070	4,927,240	5,408,346	5,519,942
62010	Communications	0	797	0	0
62120	Training, Transportation, Meeting	3,011	5,895	8,000	22,638
62140	Membership, Subscription, Dues	295	250	500	500
62300	Contract Services - Professional	2,485,221	2,512,236	2,196,620	1,396,620
62600	Parking Validations	2,982	4,973	3,000	3,000
	SUBTOTAL CONTRACTUAL	2,491,508	2,524,150	2,208,120	1,422,758
63001	Miscellaneous Operating Expenses	30,355	29,176	35,000	35,000
63300	Gas & Diesel	39,599	30,945	37,050	27,490
	SUBTOTAL COMMODITIES	69,955	60,121	72,050	62,490
65010	Rental City Equipment	147,905	77,544	194,375	183,375
65011	Equipment Replacement Charges	27,216	27,216	0	0
65012	Accident Repair & Replacement Charges	0	0	0	16,795
	SUBTOTAL FIXED CHARGES	175,121	104,760	194,375	200,170
	TOTAL EXPENDITURES	8,055,654	7,616,272	7,882,891	7,205,360

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3400	Police Sergeant	2.00		2.00	
3200	Police Officer	17.00		16.00	
790	Police Investigative Specialist	1.00		1.00	
860	Traffic Services Specialist	1.00		1.00	
1270	Senior Parking Control Officer	1.00		1.00	
3900	Parking Control Officer	2.00		2.00	5.00
3800	Police Service Officer	0.00		0.00	
7330	Senior Office Assistant	4.00		4.00	
8130	Police Cadet				1.00
	TOTAL	29.00	0.00	28.00	6.00

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Training Services

01114410

Statement of Purpose

The Mission of the Santa Ana Police Department's Training Division is to provide high quality professional training to our personnel in an effort to save lives and prevent injury, improve the operational effectiveness of the department and reduce liability

Accomplishments in FY 2014-15 and FY 2015-16

- * Coordinated mandatory training for all department employees
- * Implemented a new Use of Force Review Process
- * Purchased and distributed new weapons
- * Created the Training Matrix and Training Guide
- * PAAL continued its work within the community
- * Developed a monthly and annual training report

Action Plan for FY 2016-17

- * Implement a new training file software system
- * Develop and instruct officers in new defensive tactics (PEP)
- * Coordinate mandatory training for Department
- * Use of Force Committee
- * Support the PAAL and its mission
- * Develop a series of in-house training videos

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
* PD Training Presentations			45	60
* PD Students			400	400
* PD Course Hours			450	800
* Jail Training Presentations			20	40
* Jail Students			350	440
* Jail Course Hours			150	2800

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Training Services		01114410			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	758,368	759,463	886,702	790,412
61020	Salaries Part-time	67,637	33,699	55,385	42,047
61040	Salaries Overtime	5,350	34,417	5,000	15,000
61100	Retirement - Employer Contribution	131,389	212,538	249,960	282,438
61110	Part-Time Retirement	2,535	1,178	2,075	1,577
61120	Medicare Insurance	11,969	12,116	12,180	11,153
61130	Health Insurance	120,150	116,591	127,650	118,937
61170	Retiree Health Benefits	4,205	5,099	8,300	7,279
61180	Workers Compensation Insurance	48,428	52,916	58,680	53,645
	SUBTOTAL PERSONNEL	1,150,030	1,228,018	1,405,932	1,322,488
62120	Training, Transportation, Meeting	27,502	38,691	26,350	37,960
62122	Travel For Investigation	0	3,078	0	0
62130	Tuition Reimbursement	19,060	28,964	0	0
62140	Membership, Subscription, Dues	1,235	2,325	1,200	2,000
62300	Contract Services - Professional	29,321	13,277	30,000	30,000
62600	Parking Validations	907	630	3,000	3,000
	SUBTOTAL CONTRACTUAL	78,025	86,964	60,550	72,960
63001	Miscellaneous Operating Expenses	114,620	128,298	201,610	190,000
63300	Gas & Diesel	4,468	7,701	4,310	2,850
	SUBTOTAL COMMODITIES	119,088	135,999	205,920	192,850
65010	Rental City Equipment	3,986	18,804	23,315	21,780
65012	Accident Repair & Replacement Charges	0	0	0	2,170
	SUBTOTAL FIXED CHARGES	3,986	18,804	23,315	23,950
	TOTAL EXPENDITURES	1,351,129	1,469,786	1,695,717	1,612,248
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3400	Police Sergeant	1.00		1.00	
3200	Police Officer	2.00		2.00	
3820	Rangemaster	1.00		1.00	
370	Correctional Supervisor	1.00		0.00	
5330	PAAL Assistant Director	0.00		0.00	
6320	Video Technician	1.00		1.00	
9070	Senior Clerical Aide				3.00
	TOTAL	7.00	0.00	6.00	3.00
	PAAL Asst Dir. charged to CDBG				

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Professional Standards		01114415		
Statement of Purpose				
<p><i>A Professional Standards Division committed to the preservation of organizational integrity, community confidence, individual responsibility and professional development.</i></p>				
Accomplishments in FY 2014-15 and FY 2015-16				
<ul style="list-style-type: none"> * Conducted Narcotics Audit * Conducted Money Audit * Trained new Sergeants on conducting IA investigations * Identified training issues from use of force investigations * Initiated IA Pro Internal Administrative tracking system * Initiated consolidation of administrative reporting into digital format (Blue Team) * Trained Sergeants in administrative investigations and Blue Team Tracking system 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Conduct Organizational audits as required * Train new Sergeants on conducting administrative investigations * Update Department policies and protocols * Review use of force incidents to identify potential liability and/or training issues * Complete integration of IA Pro/ Blue Team Platforms, including supervisor training * Completion of Professional Standards Manual 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
% of IA investigations completed in 90 days	50%	21%	55%	60%
# of audits	0	2	3	4
# of supervisors trained	30	0	27	30
# of Pitches Motions	46	37	48	48
# of Civil Claims	24	36	30	30

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Professional Standards		01114415			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	854,014	659,583	607,682	816,381
61020	Salaries Part-time	18,139	25,088	35,600	38,668
61040	Salaries Overtime	21,876	29,825	30,000	30,000
61100	Retirement - Employer Contribution	163,082	181,892	208,150	326,272
61110	Part-Time Retirement	680	941	1,335	1,450
61120	Medicare Insurance	13,619	10,264	8,450	11,405
61130	Health Insurance	109,160	77,441	72,630	102,899
61170	Retiree Health Benefits	6,072	3,769	4,105	8,083
61180	Workers Compensation Insurance	63,595	42,935	45,910	56,919
	SUBTOTAL PERSONNEL	1,250,238	1,031,737	1,013,862	1,392,078
62120	Training, Transportation, Meeting	968	7,847	6,260	7,260
62140	Membership, subscription, Dues	0	0	2,000	1,000
62300	Contract Services - Professional	676	63	4,000	35,200
	SUBTOTAL CONTRACTUAL	1,644	7,910	12,260	43,460
63001	Miscellaneous Operating Expenses	5,686	6,316	4,000	4,000
63300	Gas & Diesel	439	0	895	0
	SUBTOTAL COMMODITIES	6,125	6,316	4,895	4,000
65010	Rental City Equipment	3,075	6,336	3,075	9,790
65012	Accident Repair & Replacement Charges	0	0	0	2,170
	SUBTOTAL FIXED CHARGES	3,075	6,336	3,075	11,960
	TOTAL EXPENDITURES	1,261,081	1,052,299	1,034,092	1,451,498
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Lieutenant	0.00		1.00	
3400	Police Sergeant	3.00		3.00	
3200	Police Officer	1.00		1.00	
7310	Sr. Legal Secretary	0.00		0.00	
9060	Clerical Aide				3.00
	TOTAL	4.00	0.00	5.00	3.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Field Operations	01114420

Statement of Purpose	<p><i>To provide effective police services to the community using a community-oriented policing approach</i></p>
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Accomplishments in FY 2014-15 and FY 2015-16	<ul style="list-style-type: none"> * Continued extensive support and implementation of Patrol Beat System * Successfully utilized social media to enhance community outreach efforts * Facilitated enhanced partnerships with City and County resources to address issues in the Civic Center area * Assisted over 175 clients through the Homeless Evaluation Assessment Response Team (HEART) * Engaged over 4,000 students each school year to reduce gang activity through Gang Reduction Intervention Partnership (GRIP) in partnership with the District Attorney and Santa Ana Unified School District
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Action Plan for FY 2016-17	<ul style="list-style-type: none"> * Assessment and adjustment of Geographic Policing model (Patrol Beat Plan) to reduce overtime costs * Complete all community engagement programs as detailed in the Community Policing Calendar * Continue partnership with Code Enforcement to jointly address quality of life issues * Hire, train and deploy new Police Service Officers to foster enhanced community engagement * Continue use of the community complaint tracking system to ensure accountability * Continue special enforcement programs to address quality of life issues * Continue to focus on reduction of response times to Patrol calls for service
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of calls for service	87,539	96,286	100,000	N/A
# of reported incidents	33,641	33,690	35,000	N/A
Effectiveness				
# of Priority One calls responded to	2,685	3,181	3,400	N/A
Average Priority Response Time	7.28 min	8.20 min	9.20 min	
% of Priority One calls responded to in under 7 minutes	65%	61%	65%	
Effectiveness				
# of criminal cases filed	5,852	5,810	6,000	N/A

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Field Operations		01114420			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	22,478,823	22,161,792	25,894,498	28,924,400
61010	Salaries Retirement	1,467,021	1,122,769	650,000	650,000
61020	Salaries Part-time	157,010	55,074	65,480	174,203
61040	Salaries Overtime	756,505	983,864	407,985	653,915
61100	Retirement - Employer Contribution	4,373,378	6,809,874	8,809,581	11,516,085
61110	Part-Time Retirement	2,301	2,004	2,455	8,783
61120	Medicare Insurance	329,863	340,029	338,915	385,870
61130	Health Insurance	3,283,896	3,252,680	4,008,575	4,879,310
61170	Retiree Health Benefits	138,726	139,586	186,430	225,300
61180	Workers Compensation Insurance	1,709,369	1,678,375	1,891,050	1,961,600
69090	Department Savings	0	0	0	(8,997,992)
	SUBTOTAL PERSONNEL	<u>34,696,891</u>	<u>36,546,048</u>	<u>42,254,969</u>	<u>40,381,474</u>
62000	Utilities	3,253	9,742	4,000	4,000
62010	Communications	220	1,192	6,780	6,780
62120	Training, Transportation, Meeting	47,973	76,260	40,050	40,050
62140	Membership, Subscription, Dues	1,188	296	1,000	1,000
62300	Contract Services - Professional	222,275	245,223	365,000	762,425
62600	Parking Validations	0	4,042	1,200	1,200
	SUBTOTAL CONTRACTUAL	<u>274,910</u>	<u>336,755</u>	<u>418,030</u>	<u>815,455</u>
63001	Miscellaneous Office Expenses	74,456	67,515	20,000	20,000
63300	Gas & Diesel	641,271	539,876	609,485	570,270
	SUBTOTAL COMMODITIES	<u>715,726</u>	<u>607,391</u>	<u>629,485</u>	<u>590,270</u>
65000	Building Rental	7,140	7,140	0	0
65010	Rental City Equipment	1,238,132	1,250,153	1,209,160	1,157,490
65011	Equipment Replacement Charges	444,397	513,762	0	350,000
65012	Accident Repair & Replacement Charges	0	0	0	70,775
65100	Insurance Charges	3,799,040	3,799,040	3,419,135	3,799,040
	SUBTOTAL FIXED CHARGES	<u>5,488,709</u>	<u>5,570,095</u>	<u>4,628,295</u>	<u>5,377,305</u>
	TOTAL EXPENDITURES	<u><u>41,176,236</u></u>	<u><u>43,060,289</u></u>	<u><u>47,930,779</u></u>	<u><u>47,164,504</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3360	Police Captain	1.00		1.00	
3350	Police Lieutenant	5.75		6.00	
3400	Police Sergeant	23.00		26.00	
3200	Police Officer	193.50		210.00	
2705	Emergency Operations Coordinator	1.00		1.00	
3990	Crime Analyst	1.00		1.00	
3800	Police Service Officer	1.00		3.00	
7330	Senior Office Assistant	1.00		1.00	
3615	Park Ranger	0.00		2.00	1.00
8130	Police Cadet				2.00
8135	Police Reserve Level 1				3.00
	TOTAL	<u>227.25</u>	<u>0.00</u>	<u>251.00</u>	<u>6.00</u>
	10 Police Officers funded 67% and 33% COPS grant 7 Police Officers added (Patrol Study)				

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Information Systems	01114425

Statement of Purpose	
<i>To provide information systems support services to Department employees</i>	

Accomplishments in FY 2014-15 and FY 2015-16	
<ul style="list-style-type: none"> * Replaced approximately 150 outdated computers * Developed computer inventory tracking system * Selected, negotiated, and began the implementation process for new CAD/RMS system * Updated the Police Department's Laserfiche document system * Launched e-citation devices * Implemented administrative investigation system 	

Action Plan for FY 2016-17	
<ul style="list-style-type: none"> * Go live with new CAD * Replace Mobile Data Computers in police vehicles * Continue configuring RMS in preparation for 2017 go-live * Upgrade data communication to police field vehicles 	

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of Support Tickets Handled	1,735	1,740	2,300	2,100
Efficiency				
% of Support Tickets Handled within 1 hour	2%	10%	26%	27%
% of Support Tickets Handled within 12 hours	41%	29%	56%	58%
% of Support Tickets Handled within 1 day	55%	44%	65%	68%
% of Support Tickets Handled within 2 days	65%	55%	73%	75%
% of Support Tickets Handled beyond 2 days	35%	45%	27%	25%

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Information Services		01114425			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	374,250	402,761	517,933	698,710
61040	Salaries Overtime	3,375	3,311	10,000	10,000
61100	Retirement - Employer Contribution	55,042	84,925	112,960	187,320
61120	Medicare Insurance	3,590	4,090	6,790	9,670
61130	Health Insurance	51,192	53,533	72,530	98,230
61170	Retiree Health Benefits	4,640	4,771	7,030	3,693
61180	Workers Compensation Insurance	12,628	13,576	13,190	16,980
	SUBTOTAL PERSONNEL	504,717	566,966	740,433	1,024,603
62120	Training, Transportation, Meeting	40	6,096	2,000	2,000
62140	Membership, Subscription, Dues	1,143	0	0	0
62300	Contract Services - Professional	535,236	274,299	411,085	411,085
	SUBTOTAL CONTRACTUAL	536,419	280,395	413,085	413,085
63001	Miscellaneous Operating Expenses	4,373	6,157	5,000	5,000
63300	Gas & Diesel	1,539	702	1,000	775
	SUBTOTAL COMMODITIES	5,912	6,860	6,000	5,775
65010	Rental City Equipment	2,865	2,952	3,240	3,040
65012	Accident Repair & Replacement Charges	0	0	0	290
	SUBTOTAL FIXED CHARGES	2,865	2,952	3,240	3,330
	TOTAL EXPENDITURES	1,049,913	857,173	1,162,758	1,446,793
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	0.00		0.00	
3400	Police Sergeant	0.00		0.00	
3200	Police Officer	1.00		1.00	
2930	Police Systems Manager	1.00		1.00	
6475	Police Systems Support Analyst	1.00		1.00	
990	Senior Systems Administrator	0.00		0.00	
1060	Systems Technician - WNT	0.00		0.00	
0120	Systems Administrator	0.00		2.00	
20	Micro Systems Technician	2.00		2.00	
	TOTAL	5.00	0.00	7.00	0.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Animal Services	01114430

Statement of Purpose	<p><i>To ensure the public safety, promote the health and welfare of animals, and provide a safe and healthy environment for people and their pets through educational outreach and law enforcement</i></p>
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Accomplishments in FY 2014-15 and FY 2015-16	<ul style="list-style-type: none"> * Clarified SAMC to improve Barking Dog complaint/enforcement process * Successful declaration of 3 vicious/potentially dangerous dogs * Conducted two community presentations * Two dangerous bee hives were safely removed * Entire unit attended a training class regarding emergency shelters * Successfully addressed two animal hoarding cases * Successfully addressed an ongoing chicken/rooster problem
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Action Plan for FY 2016-17	<ul style="list-style-type: none"> * Increase enforcement of dog license compliance * Evaluate Cost Saving Strategies through Agreements with County Animal Services * Offer in-house training on animal related issues * Provide public education regarding bee safety * Continue support of weekly low-cost vaccine clinics * Increase community outreach through neighborhood meetings and other City sponsored events * Use available resources and programs to facilitate low cost spay/neuter
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of service calls handled	7,024	6,067	7,500	7,000
# of enforcement actions taken	145	257	300	250
# of animal impounds	4,160	3,279	4,000	3,500
# of educational presentations given	2	1	9	3
# of spay/neuter events held	0	0	10	1
# of telephone calls handled	8,059	7,687	8,250	8,000

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Animal Services		01114430			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	286,740	278,394	310,744	316,884
61020	Salaries Part-time	166	0	0	0
61040	Salaries Overtime	6,645	211	1,000	1,000
61100	Retirement - Employer Contribution	33,832	42,792	52,915	64,336
61120	Medicare Insurance	4,208	3,996	4,080	4,316
61130	Health Insurance	60,621	58,540	62,780	69,524
61170	Retiree Health Benefits	2,470	1,879	2,625	1,955
61180	Workers Compensation Insurance	30,964	29,055	32,070	31,166
	SUBTOTAL PERSONNEL	425,647	414,867	466,214	489,180
62120	Training, Transportation, Meeting	0	0	600	600
62140	Membership, Subscription, Dues	50	0	200	200
62300	Contract Services - Professional	755,668	1,210,631	1,135,400	1,135,400
	SUBTOTAL CONTRACTUAL	755,718	1,210,631	1,136,200	1,136,200
63001	Miscellaneous Operating Expenses	7,390	2,533	9,275	9,275
63300	Gas & Diesel	19,468	16,571	16,620	17,340
	SUBTOTAL COMMODITIES	26,858	19,105	25,895	26,615
65010	Rental City Equipment	34,644	37,224	28,360	28,835
65012	Accident Repair & Replacement Charges	0	0	0	545
	SUBTOTAL FIXED CHARGES	34,644	37,224	28,360	29,380
	TOTAL EXPENDITURES	1,242,867	1,681,826	1,656,669	1,681,375
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3930	Animal Services Officer II	1.00		1.00	
3920	Animal Services Officer I	2.00		2.00	
7360	Senior Office Specialist	1.00		1.00	
	TOTAL	4.00	0.00	4.00	0.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
District Investigations		01114435		
Statement of Purpose				
<p><i>To apprehend and prosecute criminals through professional and comprehensive criminal investigation, recover and return property, and the recognition and solution of persistent community problems</i></p> <p>District Investigations Division is responsible for the investigation of all robberies, burglaries, vehicle thefts, assaults, and thefts. The Division is responsible for investigating all Family Crimes related investigations which includes rapes, sexual assaults and domestic violence. In addition, the Division coordinates court appearances, prosecution of criminals, reviews crime reports, and crime analysis functions.</p>				
Accomplishments in FY 2014-15 and FY 2015-16				
<ul style="list-style-type: none"> * Established Cold Case Rape program * Began trial use of automated subpoena system * Established the Domestic Violence soft room for victims * Established the Graffiti/Juvenile Diversion Detective Program * Raised case clearance rates above the national average in rape, robbery, burglary, and auto theft * Continued to partner with CSP for a Domestic Violence advocate to be housed at the Police Department 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Enhance pawn and second hand dealer licensing protocols and inspection strategies * Conduct random quarterly inspections of scrap yards, pawn shops, and cash for shops * Develop a comprehensive strategy addressing domestic violence and child abuse prevention and intervention * Transition to an automated subpoena delivery system * Conduct a minimum of 12 domestic violence and sex registrant enforcement operations * Proactively target known criminals through a minimum of 50 parole and probation compliance checks 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of cases presented to DA by Prosecution Unit	5,524	6661	5,000	6700
# of business/community meetings	1	8	2	5
# of community awareness presentations	3	14	12	12
Efficiency				
# of cases refused by the DA Office	784	851	775	850
# of Special Enforcement operations	20	45	50	45
Avg. monthly arrest by Detectives	26	22	20	20
Effectiveness				
% rate of criminal charges	86%	87%	85%	85%
# of arrests by Detectives during Special Enforcement Operations	22	19	25	20

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
District Investigations		01114435			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	4,825,343	4,261,873	4,779,780	4,676,583
61020	Salaries Part-time	191,142	175,213	212,975	219,364
61040	Salaries Overtime	89,300	111,976	50,000	50,000
61100	Retirement - Employer Contribution	913,157	1,253,146	1,461,465	1,676,939
61110	Part-Time Retirement	3,286	3,942	7,985	8,226
61120	Medicare Insurance	64,560	64,206	65,320	65,101
61130	Health Insurance	730,496	658,776	738,640	768,608
61170	Retiree Health Benefits	33,652	30,014	36,210	34,219
61180	Workers Compensation Insurance	326,246	274,846	293,940	264,089
	SUBTOTAL PERSONNEL	7,177,180	6,833,994	7,646,315	7,763,129
62120	Training, Transportation, Meeting	6,883	7,989	7,000	7,000
62122	Travel for Investigation	9,688	3,407	9,000	9,000
62140	Membership, Subscription, Dues	343	275	500	500
62300	Contract Services - Professional	53,834	42,214	48,700	48,700
62600	Parking Validation	69	949	0	0
	SUBTOTAL CONTRACTUAL	70,817	54,833	65,200	65,200
63001	Miscellaneous Operating Expenses	25,133	24,208	20,000	20,000
63300	Gas & Diesel	18,358	12,311	11,660	13,070
	SUBTOTAL COMMODITIES	43,490	36,519	31,660	33,070
65010	Rental City Equipment	40,886	40,872	65,195	49,910
65011	Equipment Replacement Charges	0	9,640	0	0
65012	Accident Repair & Replacement Charges	0	0	0	10,860
	SUBTOTAL FIXED CHARGES	40,886	50,512	65,195	60,770
	TOTAL EXPENDITURES	7,332,373	6,975,858	7,808,370	7,922,169

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3300	Police Sergeant	4.00		3.00	
3200	Police Officer	23.00		23.00	
3990	Crime/Research Analyst	3.00		3.00	
790	Police Investigative Specialist	4.00		4.00	2.00
3800	Police Service Officer	2.00		1.00	1.00
7270	Secretary	1.00		1.00	
7370	Senior Police Records Specialist	0.00		1.00	
7330	Senior Office Assistant	3.00		3.00	
9780	Customer Service Clerk				2.00
9070	Senior Clerical Aide				4.00
	TOTAL	41.00	0.00	40.00	9.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Crimes Against Persons	01114440

Statement of Purpose
<p><i>The CAP Division is dedicated to building partnerships and working in collaboration with internal and external resources to protect the community through the effective investigation of crimes, apprehension of criminals, and assistance to crime victims and their families.</i></p> <p>The Crimes Against Persons Division investigates homicides, felonious assaults, officer involved shootings, jail assaults, suicides, gang crimes, kidnapping, human trafficking, hate crimes as well as threats and weapons related violations.</p>

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| Accomplishments in FY 2014-15 and FY 2015-16 |
| <ul style="list-style-type: none"> * Homicide & Assaults Section made 133 arrests for various CAP-related crimes * Gang Suppression Unit arrested 1,084 subjects for gang-related crimes * CAP Division authored 167 search warrants * Homicide & Assaults Section authored/obtained 48 arrest warrants * Homicide Unit improved homicide clearance rate from 22% in 2014 to 78% in 2015 * Gang Suppression Unit seized 130 firearms * Gang Suppression Unit selected as OCGIA Team of the Year in 2014 * Obtained permanent injunction for criminal street gang * Received Edward J. Byrne (JAG) grant funding |

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| Action Plan for FY 2016-17 |
| <ul style="list-style-type: none"> * Maintain an 80% or higher felony arrest rate for Gang Suppression Unit * Be at or above national average for homicide clearance rates * Increase the number of GRS participants * Conduct a minimum of 15 probation searches each month * Continue our partnership with Gang Reduction Intervention Partnership * Reduce backlog of Weapons Interdiction Team (WIT) cases to half of current total * Conduct 40 community outreach activities (e.g., community meetings, GRIP events, non-enforcement foot beats) * Submit for Edward J. Byrne (JAG) grant funding |

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
* Part I Crime Committed	8,179	10,291	10,530	1% reduction
* Part I Crime Cases Cleared	2,183	2,607	2,412	N/A
* Part I Crime Clearance Rate	26.69%	25.33%	22.90%	N/A
* Total Arrests	604	613	650	600
* Probation Home Compliance Checks	193	212	200	130
* Firearms Seized	61	49	65	N/A
* Community Outreach Activities	N/A	47	55	48

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Crimes Against Persons		01114440			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	5,551,709	4,822,830	4,030,023	4,170,295
61020	Salaries Part-time	10,335	4,325	27,500	63,325
61040	Salaries Overtime	287,507	315,542	174,975	174,975
61100	Retirement - Employer Contribution	1,081,895	1,403,293	1,318,758	1,613,785
61110	Part-Time Retirement	60	1,060	1,030	2,375
61120	Medicare Insurance	81,166	75,515	52,185	55,840
61130	Health Insurance	742,373	630,128	547,015	630,210
61170	Retiree Health Benefits	38,050	27,591	32,320	34,525
61180	Workers Compensation Insurance	452,628	361,941	278,490	268,805
	SUBTOTAL PERSONNEL	8,245,721	7,642,226	6,462,296	7,014,135
62120	Training, Transportation, Meeting	8,566	9,663	9,000	9,000
62122	Travel for Investigation	(142)	15	5,000	5,000
62140	Membership, Subscription, Dues	1,045	1,225	0	0
62300	Contract Services - Professional	139,400	98,512	134,000	74,000
62322	Maint & Repair Machinery & Equip	0	0	0	0
62600	Parking Validations	455	116	1,000	1,000
	SUBTOTAL CONTRACTUAL	149,324	109,531	149,000	89,000
63001	Miscellaneous Operating Expenses	45,291	36,523	30,000	30,000
63300	Gas & Diesel	53,893	27,275	13,160	13,480
	SUBTOTAL COMMODITIES	99,184	63,798	43,160	43,480
65010	Rental City Equipment	85,424	74,004	88,825	92,840
65011	Equipment Replacement Charges	0	4,338	0	0
65012	Accident Repair & Replacement Charges	0	0	0	9,415
	SUBTOTAL FIXED CHARGES	85,424	78,342	88,825	102,255
	TOTAL EXPENDITURES	8,579,654	7,893,897	6,743,281	7,248,870

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3360	Police Captain	1.00		1.00	
3350	Police Lieutenant	2.00		1.00	
3300	Police Sergeant	2.00		2.00	
3200	Police Officer	22.00		25.00	
790	Police Investigative Specialist	2.00		2.00	1.00
7330	Senior Office Assistant	1.00		1.00	
	TOTAL	30.00	0.00	32.00	1.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Special Investigations	01114445

Statement of Purpose

To respond to community concerns of drug trafficking and related criminal activities

This is accomplished through enforcement activities strategies, seizure of illegally gained assets and promotion of community awareness in drug enforcement, and by investigating and arresting career criminals.

Accomplishments in FY 2013-14 and FY 2014-15

- * Identified and prosecuted mid-level drug dealers and major narcotic violators
- * Seized assets from mid-level drug dealers and major narcotic violators
- * Reduced crime perpetrated by career criminals/parolees by sending 1,005 criminals back to jail
- * Strike Force Team handled over 94 deployments and helped to remove over 623 felons from the streets
- * Special Investigations detectives made 1,012 misdemeanor arrests and 950 felony arrests
- * Implemented multi-agency Task Force to investigate/dismantle money laundering organizations

Action Plan for FY 2015-16

- * Continue working with Federal, State and local law enforcement agencies in identifying and prosecuting mid-level & major narcotic violations and money laundering operations
- * Continue using new technology as a means to impact narcotic trafficking and money laundering
- * Continue working with Field Operations in identifying street-level narcotic dealers
- * Continue investigating crimes committed by career criminals
- * Continue complex investigations surrounding criminal enterprises
- * Increase violent crime enforcement with arrests by 8%
- * Increase use of electronic surveillance equipment
- * Continue working relationship with Crime Analysis Unit to identify sources of criminal activity

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Service Level				
# of complaints processed	210	186	175	150
# of narcotic arrests	564	532	525	550
# of career criminal arrests	252	1,005	150	800
# of Strike Force arrests	1,153	1,115	900	800
Efficiency				
# of asset seizures	61	70	50	80
# of search warrants issued	26	40	25	35
% of assigned/referred drug complaints in 3 days	90%	90%	90%	90%
Effectiveness				
# of asset forfeiture filings	61	80	50	80

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Special Investigations		01114445			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	79,663	319,206	1,840,541	2,139,173
61020	Salaries Part-time	306	0	0	0
61040	Salaries Overtime	2,842	87,585	127,000	127,000
61100	Retirement - Employer Contribution	16,572	100,318	611,713	812,382
61110	Part-time Retirement	11	0	0	0
61120	Medicare Insurance	1,318	5,868	23,925	27,379
61130	Health Insurance	11,684	43,841	254,205	304,449
61170	Retiree Health Benefits	830	0	12,375	17,264
61180	Workers Compensation Insurance	7,010	28,106	129,365	135,274
	SUBTOTAL PERSONNEL	<u>120,236</u>	<u>584,925</u>	<u>2,999,124</u>	<u>3,562,920</u>
62010	Communications	0	959	6,840	8,100
62120	Training, Transportation, Meeting	0	654	6,000	8,000
62140	Membership, Subscription, Dues	0	0	0	0
62300	Contract Services - Professional	4,389	24,997	92,505	116,245
	SUBTOTAL CONTRACTUAL	<u>4,389</u>	<u>26,610</u>	<u>105,345</u>	<u>132,345</u>
63001	Miscellaneous Operating Expenses	18	2,963	75,400	73,400
63300	Gas & Diesel	1,127	196	25,000	0
	SUBTOTAL COMMODITIES	<u>1,145</u>	<u>3,159</u>	<u>100,400</u>	<u>73,400</u>
	TOTAL EXPENDITURES	<u><u>125,770</u></u>	<u><u>614,694</u></u>	<u><u>3,204,869</u></u>	<u><u>3,768,665</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	0.00		1.00	
3300	Police Sergeant	3.00		3.00	
3200	Police Officer	10.00		10.00	
790	Police Investigative Specialist	1.00		1.00	
3990	Crime/Research Analyst	0.00		0.00	
7330	Senior Office Assistant	0.00		0.00	
	TOTAL	<u>14.00</u>	<u>0.00</u>	<u>15.00</u>	<u>0.00</u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Evidence		01114448		
Statement of Purpose				
<i>To provide centralized issuance, tracking, and support services for department equipment, vehicles supplies and evidence handling requirements</i>				
Accomplishments in FY 2014-15 and FY 2015-16				
<p>FY 2014-15</p> <ul style="list-style-type: none"> * Destroyed 407 firearms * Destroyed 2,228 narcotic packages * Achieved 96% outflow to intake performance (i.e. dispose a quantity equal to 95% of receipt) <p>FY 2015-16</p> <ul style="list-style-type: none"> * Destroyed 278 firearms * Destroyed 2,277 narcotic packages * Achieved 90% outflow to intake * Completed Annual Inventory 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Maintain 90% outflow to intake performance * Perform 1 Firearms melt / destruction * Perform 1 Narcotics Burn * Consolidate to free up space for incoming * Complete CLETS gun project 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
<p>Service Level</p> <p># of property & evidence items processed</p>	52,000	137,598	50,000	50,000
<p>Efficiency</p> <p>% of citizen requests responded within 7 days</p>	81%	75%	95%	85%
<p>Effectiveness</p> <p>% of outgoing evidence items compared to incoming items</p>	96%	85%	90%	95%

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Evidence		01114448			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	451,054	446,967	626,649	413,791
61020	Salaries Part-time	0	0	121,690	121,690
61040	Salaries Overtime	202	3,993	0	0
61100	Retirement - Employer Contribution	53,069	66,087	91,590	81,740
61110	Part-time Retirement	0	0	0	4,563
61120	Medicare Insurance	6,430	6,790	7,135	7,368
61130	Health Insurance	105,175	105,261	127,105	100,597
61170	Retiree Health Benefits	3,052	3,037	3,690	3,103
61180	Workers Compensation Insurance	11,990	12,281	14,565	14,131
SUBTOTAL PERSONNEL		<u>630,972</u>	<u>644,416</u>	<u>992,424</u>	<u>746,983</u>
62120	Training, Transportation, Meeting	2,228	4,133	4,000	4,000
62140	Membership, Subscription, Dues	104	135	500	500
62300	Contract Services - Professional	309	411	10,000	10,000
SUBTOTAL CONTRACTUAL		<u>2,640</u>	<u>4,679</u>	<u>14,500</u>	<u>14,500</u>
63202	Operating M&S Equipment	1,755	0	0	0
63001	Miscellaneous Operating Expenses	8,253	9,205	10,000	10,000
63300	Gas & Diesel	0	0	1,000	0
SUBTOTAL COMMODITIES		<u>10,008</u>	<u>9,205</u>	<u>11,000</u>	<u>10,000</u>
65010	Rental City Equipment	2,505	0	0	0
SUBTOTAL FIXED CHARGES		<u>2,505</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES		<u><u>646,125</u></u>	<u><u>658,300</u></u>	<u><u>1,017,924</u></u>	<u><u>771,483</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer	1.00		1.00	
801	Police Evidence & Supply Supervisor	1.00		1.00	
799	Police Evidence & Supply Specialist	6.00		3.00	
TOTAL		<u>8.00</u>	<u>0.00</u>	<u>5.00</u>	<u>0.00</u>
(1) Supply Specialist position filled by Police Officer position					

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Central Distribution Center (CDC)	01114450

Statement of Purpose	<p><i>To provide centralized issuance, tracking, and support for Department issued equipment, fleet, and supplies related requests.</i></p>
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Accomplishments in FY 2014-15 and FY 2015-16	<ul style="list-style-type: none"> * Coordinated the issuance of new APX Motorola radios * Adopted a 5-YR vehicle replacement plan for PD fleet * Streamlined lease vehicle selection program * Assisted in providing input for new vehicle platform for Traffic and CSI vehicles * Issued and replaced 215 Glocks * Replaced 10% of department task chairs
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Action Plan for FY 2016-17	<ul style="list-style-type: none"> * Coordinate the completion of rifle rack modification project in all black & white units * Continue coordinating the installation of new APX Motorola radios in black & white units * Replace remaining 90% of department task chairs
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of vehicles transported for maintenance or repair	2,765	4,424	3,595	4,009
# of supply and/or uniform requests processed	798	719	759	739
# of badge orders processed	23	67	45	56
Efficiency				
% of supply/equipment requests processed within 24 hours	80%	80%	80%	80%
% of vehicles transported for repair within 24 hours	95%	85%	85%	85%

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
CDC		01114450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	424,726	365,482	402,707	616,196
61020	Salaries Part-time	25,804	15,632	22,000	22,660
61040	Salaries Overtime	0	1,356	0	0
61100	Retirement - Employer Contribution	50,986	57,334	66,890	123,458
61110	Part-time Retirement	558	242	825	850
61120	Medicare Insurance	5,800	5,478	5,550	8,792
61130	Health Insurance	96,433	88,399	90,790	160,955
61170	Retiree Health Benefits	3,050	2,478	2,705	4,621
61180	Workers Compensation Insurance	11,117	10,448	7,130	16,573
	SUBTOTAL PERSONNEL	618,474	546,849	598,597	954,106
62010	Communications	0	0	0	0
62120	Training, Transportation, Meeting	10	0	0	0
62140	Membership, Subscription, Dues	0	0	0	0
62300	Contract Services - Professional	17,262	11,810	39,500	39,500
62322	M&R Machinery & Equipment	0	0	0	0
	SUBTOTAL CONTRACTUAL	17,272	11,810	39,500	39,500
63000	Office Supplies	7	0	0	0
63001	Miscellaneous Operating Expenses	322,018	394,648	604,800	604,800
63300	Gas & Diesel	3,208	1,582	1,365	740
	SUBTOTAL COMMODITIES	325,233	396,230	606,165	605,540
65010	Rental City Equipment	12,000	17,820	18,945	19,470
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	0	0	0	1,955
	SUBTOTAL FIXED CHARGES	12,000	17,820	18,945	21,425
69801	IC Default Issue	0	0	0	0
	SUBTOTAL DEBT SERVICE	0	0	0	0
	TOTAL EXPENDITURES	972,979	972,709	1,263,207	1,620,571

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
180	Police Administrative Manager	0.00		0.00	
801	Police Evidence & Supply Supervisor	1.00		1.00	
799	Police Evidence & Supply Specialist	4.00		7.00	
	TOTAL	5.00	0.00	8.00	0.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM			
Forensic Services	01114455			
Statement of Purpose				
<i>To provide comprehensive forensic services supporting the department goals, while meeting judicial system requirements.</i>				
Accomplishments in FY 2014-15 and FY 2015-16				
<ul style="list-style-type: none"> * The Crime Scene Unit successfully acquired two Forensic Specialist I Trainees * Successfully implemented the Crime Scene Unit's new formalized training procedures * Using Proposition 69 DNA funding, the laboratory acquired a custom examination table, cabinetry and lighting. * The Section's Major Crime Scene Unit (MCSU) was successfully utilized at several major crime scenes. * During the 2014 year, the Forensic Services Section forensically investigated twenty-four (24) crimes as potential homicides, as well as, numerous sexual assaults and other large, time-consuming scenes. * The Latent Print/Chemistry Unit replaced the antiquated NEC Automated Fingerprint Identification System (AFIS) with a state of the art MorphoTrak Automated Biometric Information (ABI) System. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Create and implement formalized training programs in the Forensic Firearms, Latent Print/Chemistry, and Photo/Video Units * Attain approval for using the drafted Forensic Services Quality Manual * Assist in the development of department policy regarding the acquisition, retention, and dissemination of digital evidence 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of field service calls	3,310	3325	3,400	3,400
# of photos processed	204	1435	200	825
# of photos uploaded to DIMS	64,444	84,993	70,000	8500
# of latent prints evaluated	1,148	19,703	2,200	2200
# of AFIS Hits (including T/LI)	42	90	200	200
# of IBIS hits	21	25	25	25
# of evidentiary biological samples collected	2,774	3735	1,800	3700
Efficiency				
% of photo work completed within 5 days	100%	100%	100%	100%
% of latent work completed within 14 days	12%	8%	10%	10%
% of years firearms worked annually	32%	20%	25%	25%
Effectiveness				
% of AFIS hit ratio (fingerprints)	12%	16%	7%	15%
% of IBIS hits ratio (firearms)	9%	49%	10%	10%
% of CODIS hit ratio	54%	51%	45%	50%

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Forensic Services		01114455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	1,434,730	1,422,847	1,529,526	1,669,890
61020	Salaries Part-time	68,023	54,271	75,450	77,714
61040	Salaries Overtime	51,456	40,750	50,000	50,000
61100	Retirement - Employer Contribution	161,612	208,071	256,661	341,405
61110	Part-time Retirement	2,551	2,035	2,830	2,914
61120	Medicare Insurance	17,306	18,326	21,105	23,860
61130	Health Insurance	257,287	259,271	275,965	326,145
61170	Retiree Health Benefits	10,969	9,477	10,905	12,525
61180	Workers Compensation Insurance	19,556	18,361	18,670	21,545
	SUBTOTAL PERSONNEL	2,023,490	2,033,410	2,241,112	2,525,998
62120	Training, Transportation, Meeting	11,857	10,193	15,000	15,000
62140	Membership, Subscription, Dues	160	425	835	835
62300	Contract Services - Professional	30,235	31,488	64,600	64,600
	SUBTOTAL CONTRACTUAL	42,252	42,106	80,435	80,435
63001	Miscellaneous Operating Expenses	26,935	26,899	33,290	33,290
63300	Gas & Diesel	30,097	30,058	35,335	34,090
	SUBTOTAL COMMODITIES	57,032	56,957	68,625	67,380
65010	Rental City Equipment	28,825	81,228	60,790	26,375
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	0	0	0	1,810
	SUBTOTAL FIXED CHARGES	28,825	81,228	60,790	28,185
	TOTAL EXPENDITURES	2,151,599	2,213,700	2,450,962	2,701,998
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
TBD	DNA Coordinator	0.00		1.00	
1360	Forensic Services Supervisor	1.00		1.00	
7600	Firearms Examiner	1.00		2.00	
3980	Forensic Specialist II	2.00		2.00	
3970	Forensic Specialist I	10.00		10.00	
1100	Police Photo/Video Specialist	1.00		1.00	
7330	Senior Office Assistant	1.00		0.00	
7605	Fingerprint Examiner				1.00
9070	Senior Clerical Aide				1.00
	TOTAL	16.00	0.00	17.00	2.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Records Services		01114460		
Statement of Purpose				
<i>To maintain department records, provide document storage, retrieval and report required data to State agencies</i>				
Accomplishments in FY 2014-15 and FY 2015-16				
<ul style="list-style-type: none"> * California Law Enforcement Telecommunication Systems (CLETS) Recertification completed for all City CLETS users * Records personnel participating in the RFP design process for the new Records Management System * Security Awareness Training Completed for all affected City personnel * Made accessible citizen request information to all Records staff. This enabled staff to provide timely updates to citizens. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Maintain or exceed current level of customer service by decreasing wait time for report requests and requests for information * Continue cross training of personnel to increase efficiency * Continue Record's procedures review to streamline or eliminate processes * Begin training and prepare for implementation of new Records Management System 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of reports processed	34,934	55,620	35,000	35,000
# of documents scanned or filmed	397,752	411,243	409,477	409,477
# of arrest reports processed	10,184	8582	9,684	9,684
# of reports uploaded to Lexus-Nexus online report access	3,368	4606	8,690	8,690
# of reports that are distributed to other divisions	43,191	39,077	45,246	45,246
Efficiency				
% of citizen requests processed within 10 days	32%	35%	60%	90%
% of Background checks processed within 10 days	42%	48%	90%	90%

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Records Services		01114460			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	1,135,981	1,077,639	1,277,780	1,169,140
61020	Salaries Part-time	48,220	35,461	125,945	108,939
61040	Salaries Overtime	10,511	5,320	10,000	10,000
61100	Retirement - Employer Contribution	142,886	182,284	243,791	278,185
61110	Part-time Retirement	1,808	1,331	4,725	4,085
61120	Medicare Insurance	14,454	14,345	19,495	18,115
61130	Health Insurance	204,322	180,665	224,990	207,825
61170	Retiree Health Benefits	19,674	19,844	21,320	0
61180	Workers Compensation Insurance	12,348	11,136	16,400	14,255
	SUBTOTAL PERSONNEL	1,590,204	1,528,025	1,944,446	1,810,544
62120	Training, Transportation, Meeting	1,723	736	2,000	2,000
62140	Membership, Subscription, Dues	100	0	100	100
62300	Contract Services - Professional	9,061	12,769	12,000	124,975
62600	Parking Validations	8,932	9,815	0	0
	SUBTOTAL CONTRACTUAL	19,816	23,320	14,100	127,075
63001	Miscellaneous Operating Expenses	53,563	43,351	43,285	36,205
	SUBTOTAL COMMODITIES	53,563	43,351	43,285	36,205
	TOTAL EXPENDITURES	1,663,583	1,594,696	2,001,831	1,973,824

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
180	Police Administrative Manager	0.00		0.00	
7230	Police Records Supervisor	3.00		2.00	
7110	Lead Police Records Specialist	3.00		3.00	
7370	Senior Police Records Specialist	13.00		12.00	
9330	Police Records Clerk II				1.00
9070	Senior Clerical Aide				1.00
	TOTAL	19.00	0.00	17.00	2.00

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Communications

01114465

Statement of Purpose

To provide timely, accurate and responsive telecommunication services to the community and Police Department

Accomplishments in FY 2014-15 and FY 2015-16

FY 2014-15

- * Hired 3 Police Services Dispatchers
- * Engaged in the assessment and selection of an Integrated Software Solution (CAD)
- * Engaged with community groups to improve perception of communications operations

FY 2015-16

- * Completed installation of Next Generation P25 Dispatch Radio System and base radio systems
- * Hired 3 Police Services Dispatchers
- * Hired 1 Communications Services Officer
- * Recruited 2 volunteers
- * Modernized processing of D.A. audio requests to an electronic processing system
- * Engaged with community groups in an effort to improve perception on communications operations, and improve confidence in public safety.

Action Plan for FY 2016-17

- * Recruit 3 Police Services Dispatchers
- * Recruit 3 Communications Services Officers
- * Complete 2 year cycle of mandatory P.O.S.T training for staff, to achieve 100% compliancy
- * Complete Customer Service training for remaining staff
- * Seek to recruit 1-2 additional part-time employees
- * Deploy TRU staff back to TRU to reduce reports being handled by Field Operations
- * Continue to seek solutions to reduce overtime

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of 911 calls processed	165,505	167,176	170,000	170,000
# of calls for service dispatched	127,520	134,333	130,000	135,000
# of telephone call handled by TRU	8,565	5,368	9,000	6,000
# of telephone calls handled by dispatch	376,536	405,126	380,000	400,000

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Communications		01114465			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	2,772,610	2,785,078	3,517,749	3,652,119
61020	Salaries Part-time	55,563	49,636	57,620	59,349
61040	Salaries Overtime	229,711	183,280	220,515	210,515
61100	Retirement - Employer Contribution	331,751	445,508	588,119	739,112
61110	Part-time Retirement	756	986	2,160	2,226
61120	Medicare Insurance	39,875	40,702	46,695	50,296
61130	Health Insurance	606,840	601,323	730,360	784,969
61170	Retiree Health Benefits	19,036	17,216	24,920	28,887
61180	Workers Compensation Insurance	29,472	28,732	34,595	34,496
	SUBTOTAL PERSONNEL	<u>4,085,613</u>	<u>4,152,461</u>	<u>5,222,733</u>	<u>5,561,969</u>
62010	Communications	0	0	0	0
62120	Training, Transportation, Meeting	1,396	2,883	1,790	11,790
62140	Membership, Subscription, Dues	172	292	300	300
62300	Contract Services - Professional	163,975	165,871	172,640	172,640
62600	Parking Validation	0	98	0	0
	SUBTOTAL CONTRACTUAL	<u>165,543</u>	<u>169,144</u>	<u>174,730</u>	<u>184,730</u>
63001	Miscellaneous Operating Expenses	6,662	6,067	3,770	3,770
	SUBTOTAL COMMODITIES	<u>6,662</u>	<u>6,067</u>	<u>3,770</u>	<u>3,770</u>
65010	Rental City Equipment	0	0	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
67200	Principal - Capital Lease	0	0	0	544,645
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>544,645</u>
	TOTAL	<u><u>4,257,818</u></u>	<u><u>4,327,672</u></u>	<u><u>5,401,233</u></u>	<u><u>6,295,114</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
	Police Systems & Communications Mgr	0.00		0.00	
3370	Police Communications Manager	1.00		1.00	
6180	Police Communications Supervisor	4.00		4.00	
3680	Police Services Dispatcher	26.00		26.00	
7660	Communication Services Officer	8.00		8.00	2.00
3800	Police Service Officer	1.00		1.00	
	TOTAL	<u>40.00</u>	<u>0.00</u>	<u>40.00</u>	<u>2.00</u>

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Vice

01114470

Statement of Purpose

To review and enforce ordinances on gaming, public decency and morals, as defined by the community, as well as to serve as a tactical and strategic planning and investigative resource for the Police Department

SERVICE PROGRAM

Police Services

- * Continue working with Planning & Building Agency on improving the development review process
- * Continue assisting Federal and State entities with issues arising from Medical Marijuana Dispensaries
- * Participate in countywide Human-Trafficking task force
- * Establish enhanced enforcement operations pertaining to tobacco related business violations

Note: Effective FY 2015-16, resources for these police services are included in other Police Department accounting units, including Field Operations and Special Investigations.

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Vice		01114470			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	408,807	6,064	0	0
61040	Salaries Overtime	3,626	0	0	0
61100	Retirement - Employer Contribution	76,050	0	0	0
61120	Medicare Insurance	6,181	0	0	0
61130	Health Insurance	52,409	0	0	0
61170	Retiree Health Benefits	3,631	0	0	0
61180	Workers Compensation Insurance	29,757	0	0	0
	SUBTOTAL PERSONNEL	580,459	6,064	0	0
62120	Training, Transportation, Meeting	0	0	1,000	0
62140	Membership, Subscription, Dues	0	0	1,860	0
	SUBTOTAL CONTRACTUAL	0	0	2,860	0
63001	Miscellaneous Operating Expenses	809	530	1,000	0
63300	Gas & Diesel	978	812	1,120	0
	SUBTOTAL COMMODITIES	1,787	1,343	2,120	0
65010	Rental City Equipment	7,919	4,068	4,360	0
65012	Accident Repair & Replacement Charges	0	0	0	0
	SUBTOTAL FIXED CHARGES	7,919	4,068	4,360	0
	TOTAL	590,166	11,475	9,340	0

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Jail Operations	01114475

Statement of Purpose	<p><i>To safely and efficiently process individuals arrested within the City; assist with the transportation of inmates to court or medical facilities; complete the process for individuals required to register with the Department as a condition of their probation or parole status; maintain custody of individuals held under the jurisdiction of contracted law enforcement agencies in accordance with state and federal mandates; and provide access by legal representatives and family to those detained within the facility.</i></p>
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|---|---|
| Accomplishments in FY 2014-15 and FY 2015-16 | <ul style="list-style-type: none"> * Revamped Sex Registrants Procedures in accordance with industry standards * Created new Jail Operations business model * Negotiated increase per diem with US Marshals and local city contractors * Increased housing contracts with BOP and two other local municipalities * Staffed Registrant Process with part-time Staff, reducing costs * Successfully passed annual statutory and contractual audits * Created and implemented part time Correctional Service Officers to reduce costs * Re-implemented Pay to Stay Program to increase revenue * Initiated Administrative Booking fees to offset Jail costs |
|---|---|

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|-----------------------------------|--|
| Action Plan for FY 2016-17 | <ul style="list-style-type: none"> * Operate a safe and secure jail facility with no incidents of liability * Increase ADP with expansion of existing housing contracts * Continued evaluation of new business model to ensure adherence to Strategic Plan Objectives |
|-----------------------------------|--|

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of inmates processed	9,005	8,382	8,500	N/A
# of inmates fast-booked to OCJ	4,006	4,341	4,500	N/A
# of visitors processed	32,243	20,501	30,000	30,000
Efficiency				
% of compliance with regulatory agencies	100%	100%	100%	100%
Effectiveness				
# of assaults on officers	0	3	2	N/A
# of inmate on inmate assaults	18	10	19	N/A
# of suicides	0	0	0	N/A
# of DNA collected or verified	3,358	3,594	3,400	3,400
# of Registrants processed	2,492	2,120	2,500	2,500

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Jail Operations		01114475			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	8,552,819	8,030,266	9,402,935	8,838,280
61020	Salaries Part-time	77,631	151,467	405,815	731,270
61040	Salaries Overtime	813,678	1,037,506	400,000	571,735
61100	Retirement - Employer Contribution	1,010,805	1,206,497	1,586,868	1,746,590
61110	Part-time Retirement	371	3,641	15,220	27,425
61120	Medicare Insurance	134,773	133,090	128,330	130,525
61130	Health Insurance	1,738,512	1,663,356	1,785,165	1,824,080
61170	Retiree Health Benefits	70,210	63,295	75,575	61,765
61180	Workers Compensation Insurance	246,094	232,372	255,360	235,195
	SUBTOTAL PERSONNEL	<u>12,644,893</u>	<u>12,521,490</u>	<u>14,055,268</u>	<u>14,166,865</u>
62010	Communications	146	0	0	0
62120	Training, Transportation, Meeting	1,947	1,828	5,000	5,000
62140	Membership, Subscription, Dues	150	180	0	0
62300	Contract Services - Professional	2,966,104	2,799,637	2,406,625	2,890,420
	SUBTOTAL CONTRACTUAL	<u>2,968,347</u>	<u>2,801,644</u>	<u>2,411,625</u>	<u>2,895,420</u>
63001	Miscellaneous Operating Expenses	287,277	269,397	329,600	259,600
63100	Uniforms & Tools	0	0	0	0
63300	Gas & Diesel	14,653	11,051	10,305	8,240
	SUBTOTAL COMMODITIES	<u>301,929</u>	<u>280,448</u>	<u>339,905</u>	<u>267,840</u>
65010	Rental City Equipment	21,395	28,248	28,970	29,095
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	0	0	0	725
	SUBTOTAL FIXED CHARGES	<u>21,395</u>	<u>28,248</u>	<u>28,970</u>	<u>29,820</u>
	TOTAL	<u><u>15,936,564</u></u>	<u><u>15,631,830</u></u>	<u><u>16,835,768</u></u>	<u><u>17,359,945</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3230	Jail Administrator	1.00		1.00	
180	Police Administrative Manager	1.00		1.00	
370	Correctional Supervisor	9.00		10.00	
310	Correctional Officer	77.00		69.00	
1050	Security Electronics Technician	1.00		1.00	
7330	Senior Office Assistant	0.50		1.00	
7628	Lead Correctional Records Specialist	4.00		4.00	
7650	Senior Correctional Records Specialist	9.00		9.00	
	Correctional Records Specialist				1.00
360	Correctional Services Officer				18.00
9070	Senior Clerical Aide				1.00
	TOTAL	<u>102.50</u>	<u>0.00</u>	<u>96.00</u>	<u>20.00</u>

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Regional Narcotic Suppression Program

01114480

Statement of Purpose

To participate in a multi-agency task force designed to respond to major drug trafficking

This is accomplished through enforcement strategies, seizure of illegally gained assets and promotion of community awareness in drug enforcement throughout Orange County and Southern California

SERVICE PROGRAM

Police Services

* This program provides skilled officers and management to a multi-agency task force, which concentrates on major drug traffickers and related criminal activities. Santa Ana Police Officers work in concert with law enforcement officers from other agencies and jurisdiction assigned to this task force work.

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Regional Narcotics Suppression Program		01114480			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	811,450	1,422,119	1,558,507	1,318,067
61040	Salaries Overtime	227	15,675	0	0
61100	Retirement - Employer Contribution	165,195	455,075	531,904	531,024
61120	Medicare Insurance	11,115	24,687	20,270	17,624
61130	Health Insurance	101,796	185,513	203,490	182,600
61170	Retiree Health Benefits	4,526	8,885	11,905	11,949
61180	Workers Compensation Insurance	81,863	117,384	114,615	90,746
	SUBTOTAL PERSONNEL	<u>1,176,172</u>	<u>2,229,338</u>	<u>2,440,691</u>	<u>2,152,009</u>
	TOTAL	<u><u>1,176,172</u></u>	<u><u>2,229,338</u></u>	<u><u>2,440,691</u></u>	<u><u>2,152,009</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3300	Police Sergeant	3.00		2.00	
3200	Police Officer	7.00		6.00	
	TOTAL	<u>11.00</u>	<u>0.00</u>	<u>9.00</u>	<u>0.00</u>

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Homeland Security	01114485
Statement of Purpose	
<p><i>To ensure that both the community and City employees are prepared to prevent, respond and recover from an act of terrorism or a natural catastrophic event</i></p>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>Police Services</p> <ul style="list-style-type: none">* Enhance community awareness on the issue of terrorism by using, developing, and implementing public education campaigns by leveraging local, state and federal funds* Manage, audit and sustain federally acquired resources in order to provide a systematic response to an act of terrorism or a natural disaster* Collaborate with regional and federal partners by implementing and using interoperable technologies that will benefit the region* Ensure the implementation and routine of the National Incident Management System as mandated by the U.S. Department of Homeland Security* Conduct regional training programs in Active Shooter, Tactical Emergency Casualty Care, etc.... to ensure inter-agency operational readiness	

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Homeland Security & Crime Prevention		01114485			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	146,210	145,194	122,334	72,663
61020	Salaries Part-Time	14,434	14,998	0	0
61040	Salaries Overtime	867	3,237	10,000	10,000
61100	Retirement - Employer Contribution	17,283	23,765	21,279	20,862
61110	Part-Time Retirement	541	562	0	0
61120	Medicare Insurance	209	1,026	1,665	976
61130	Health Insurance	35,064	31,429	36,315	20,119
61170	Retiree Health Benefits	1,017	1,438	860	545
61180	Workers Compensation Insurance	1,618	1,709	1,195	700
	SUBTOTAL PERSONNEL	<u>217,242</u>	<u>223,360</u>	<u>193,648</u>	<u>125,865</u>
62120	Training, Transportation, Meeting	32	719	1,000	1,000
62140	Membership, Subscription, and Dues	0	0	200	200
62300	Contract Services - Professional	0	25	0	0
62501	Operating Lease Expense	15	0	0	5,280
	SUBTOTAL CONTRACTUAL	<u>47</u>	<u>744</u>	<u>1,200</u>	<u>6,480</u>
63001	Miscellaneous Operating Expenses	170	170	13,453	13,453
63300	Gas & Diesel	2,120	2,123	2,635	2,635
	SUBTOTAL COMMODITIES	<u>2,290</u>	<u>2,293</u>	<u>16,088</u>	<u>16,088</u>
65000	Building Rental	5,455	5,455	0	0
65010	Rental City Equipment	22,090	25,161	26,890	26,425
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	0	0	0	1,810
	SUBTOTAL FIXED CHARGES	<u>27,545</u>	<u>30,616</u>	<u>26,890</u>	<u>28,235</u>
67100	Principal - Debt Services	2,760	0	0	0
67110	Interest - Debt Services	2,664	0	0	0
	SUBTOTAL DEBT SERVICE	<u>5,424</u>	<u>0</u>	<u>0</u>	<u>0</u>
68000	Transfer to Fund 404	0	5,188	5,262	5,280
	SUBTOTAL TRANSFERS	<u>0</u>	<u>5,188</u>	<u>5,262</u>	<u>5,280</u>
	TOTAL	<u>252,548</u>	<u>262,201</u>	<u>243,088</u>	<u>181,948</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2705	Emergency Operations Coordinator	0.00		0.00	
780	Police Community Services Specialist	1.00		1.00	
3200	Police Officer	0.00		0.00	
3800	Police Service Officer	1.00		0.00	
9070	Senior Clerical Aide				1.00
	TOTAL	<u>2.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Tobacco Retail License Program	01114490
Statement of Purpose <i>To protect the health of Santa Ana youth from the risks associated with smoking by reducing youth access to tobacco products in the City</i>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>Police Services</p> <ul style="list-style-type: none">* Established a tobacco retail licensing program to encourage responsible tobacco retailing* Enforce federal, state, and local tobacco laws, especially those laws that forbid the sale and distribution of tobacco products to minors* Collaborate with California State Department of Public Health, Food and Drug Branch by implementing an enforcement program to investigate compliance of Tobacco Retailers	

General Fund

POLICE DEPARTMENT		ACCOUNTING UNIT			
Tobacco Retail License Program		1114490			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	80,946	82,464	87,950	89,400
61010	Salaries Retirement	0	246	0	0
61040	Salaries Overtime	855	43,683	75,000	75,000
61100	Retirement - Employer Contribution	9,566	12,431	14,195	17,660
61120	Medicare Insurance	1,174	1,184	1,556	1,208
61130	Health Insurance	17,532	17,544	18,160	20,119
61170	Retiree Health Insurance	554	548	590	671
61180	Workers Compensation Insurance	780	797	820	798
	SUBTOTAL PERSONNEL	<u>111,407</u>	<u>158,897</u>	<u>198,271</u>	<u>204,856</u>
62120	Training, Transportation, Meeting	0	0	1,000	1,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
63001	Miscellaneous Office Expenses	(223)	390	500	500
	SUBTOTAL COMMODITIES	<u>(223)</u>	<u>390</u>	<u>500</u>	<u>500</u>
	TOTAL	<u><u>111,184</u></u>	<u><u>159,287</u></u>	<u><u>199,771</u></u>	<u><u>206,356</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
790	Police Investigative Specialist	1.00		1.00	
	TOTAL	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

FIRE SERVICES

ACCOUNTING UNITS	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01115300 Administration & Support	13,728	7,852	0	0
01115310 Fire Prevention	0	0	0	0
01115320 Fire Communications	0	0	0	0
01115330 Fire Suppression & EMS	38,806,671	40,163,102	41,662,300	41,765,144
01115360 Fire Maintenance	0	0	0	0
TOTAL	<u>38,820,399</u>	<u>40,170,954</u>	<u>41,662,300</u>	<u>41,765,144</u>
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	79,168	7,852	0	0
62000 Contractual	38,689,264	40,159,528	41,613,540	41,711,369
63000 Commodities	(1,810)	4	0	0
65000 Fixed Charges	50,004	0	45,000	50,005
67000 Debt Service	3,773	0	0	0
68000 Transfers	0	3,570	3,760	3,770
TOTAL	<u>38,820,399</u>	<u>40,170,954</u>	<u>41,662,300</u>	<u>41,765,144</u>
Class Code AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
	Full Time	Part Time	Full Time	Part Time
*Fire Services Outsourced to OCFA effective 4/20/12				

GENERAL FUND

FIRE DEPARTMENT Administration & Support		ACCOUNTING UNIT 01115300			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	13,728	7,852	0	0
	SUBTOTAL PERSONNEL	13,728	7,852	0	0
	TOTAL	<u>13,728</u>	<u>7,852</u>	<u>0</u>	<u>0</u>
FIRE DEPARTMENT Fire Suppression & Emergency Medical Services		ACCOUNTING UNIT 01115330			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	64,990	0	0	0
61120	Medicare Insurance	449	0	0	0
	SUBTOTAL PERSONNEL	65,440	0	0	0
62010	Communications	851	875	0	0
62251	Other Agency Services	12,280	12,599	0	0
62300	Contract Svs-Professional	38,546,939	40,146,054	37,957,819	41,356,369
62302	Other Personnel Services	129,184	0	3,655,721	355,000
62501	Operating Lease Expense	10	0	0	0
	SUBTOTAL CONTRACTUAL	38,689,264	40,159,528	41,613,540	41,711,369
63001	Misc. Office Expenses	(1,810)	4	0	0
	SUBTOTAL COMMODITIES	(1,810)	4	0	0
65100	Insurance (Risk Management)	50,004	0	45,000	50,005
	SUBTOTAL COMMODITIES	50,004	0	45,000	50,005
67100	Principal-Debt Service	1,920	0	0	0
67110	Interest-Debt Service	1,853	0	0	0
	SUBTOTAL DEBT SERVICE	3,773	0	0	0
68000	Transfer to Fund 404	0	3,570	3,760	3,770
	SUBTOTAL TRANSFERS	0	3,570	3,760	3,770
	TOTAL	<u>38,806,671</u>	<u>40,163,102</u>	<u>41,662,300</u>	<u>41,765,144</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PLANNING & BUILDING AGENCY

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01116500 Administrative Services	1,500,919	1,531,547	1,661,237	2,018,548
01116510 Planning Division	1,694,943	1,468,755	1,887,876	2,088,114
01116520 New Construction	1,393,402	1,489,683	1,820,698	1,991,483
01116530 Permits & Plan Check	1,225,166	1,324,266	1,717,765	2,014,743
01116540 Community Preservation	677,323	1,233,365	912,316	1,099,890
01116550 Proactive Rental Enforcement Program	654,080	602,416	765,325	496,770
01116560 Neighborhood Improvement Program	0	0	0	544,470
Department Savings	0	0	0	(739,796)
TOTAL	<u>7,145,834</u>	<u>7,650,033</u>	<u>8,765,217</u>	<u>9,514,222</u>

OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	5,415,833	5,604,989	6,908,337	8,181,355
62000 Contractual	442,875	484,791	583,322	630,052
63000 Commodities	205,201	210,369	211,547	268,717
65000 Fixed Charges	666,861	662,929	665,103	752,850
67000 Debt Service	415,063	0	0	22,979
68000 Transfers	0	686,955	396,908	398,065
69090 Department Savings	0	0	0	(739,796)
TOTAL	<u>7,145,834</u>	<u>7,650,033</u>	<u>8,765,217</u>	<u>9,514,222</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0249	Ex. Director of Planning & Building Safety	1.00		1.00	
0940	Building Safety Manager	1.00		1.00	
2500	Planning Manager	0.75		0.75	
0190	Administrative Services Manager	0.00		1.00	
2745	Code Enforcement Principal	0.00		1.00	
2750	Code Enforcement Manager	1.00		1.00	
2440	Assistant Planner II	1.00		1.00	
0040	Assistant Planner I	2.00		2.00	
0150	Senior Management Analyst	1.00		0.00	
1200	Management Aide	0.00		1.00	
1410	Assistant Plan Check Engineer II	1.00		1.00	
2280	Associate Plan Check Engineer	1.00		1.00	
9042	Accountant Clerk II		1.00		1.00
2450	Associate Planner	2.55		4.55	
2300	Building Inspector	1.00		1.00	
6430	Combination Building Inspector	7.00		7.00	
2740	Code Enforcement Officer	11.00		12.00	
2780	Code Enforcement Technician	2.00		2.00	
7390	Executive Secretary	1.00		1.00	
2590	Permit Supervisor	1.00		1.00	
2580	Permit Technician	2.00	1.00	2.00	1.00
7320	Planning Commission Secretary	1.00		1.00	
	SUBTOTAL	<u>38.30</u>	<u>2.00</u>	<u>43.30</u>	<u>2.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PLANNING & BUILDING AGENCY

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0810	Principal Planner	1.85		1.85	
7270	Secretary	1.00		1.00	
0060	Receptionist	0.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
7200	Permit Processor	2.00		2.00	
0070	Code Enforcement Supervisor	3.00		2.00	
7330	Senior Office Assistant	2.95		3.95	
0330	Senior Plan Check Engineer	4.00		4.00	
2470	Senior Planner	1.90		2.90	
2180	Sr. Electrical Systems Specialist	1.00		1.00	
2430	Sr. Plumbing/Mechanical Systems Spec.	1.00		1.00	
7610	Community Development District Manager	0.00		2.00	
8000	Administrative Intern		1.00		1.00
6431	Sr. Combination Building Inspector	2.00		2.00	
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	60.00	4.00	69.00	4.00
SECTION 5: SPECIAL REVENUE					
31-505	Air Quality Improvement Trust Fund	1.00	0.00	1.00	0.00
		1.00	0.00	1.00	0.00
	TOTAL	61.00	4.00	70.00	4.00
<p><i>Notes:</i> Remaining 1.00 positions are shown in Special Revenue Fund 3116510.</p> <p><i>\$766,000 of AU 01116540 funded by CDBG Fund 13518783 in FY 16-17</i></p> <p><i>Neighborhood Initiatives Program (01116560) transferred to Planning and Building Agency October 2015</i></p>					

GENERAL FUND

PLANNING & BUILDING AGENCY
Administrative Services

PROGRAM
01116500

Statement of Purpose

To ensure that Santa Ana is a thoughtfully planned, safely built, and well maintained community.

This program provides direction to the Planning & Building Agency by providing management and fiscal support to the Planning, Inspections, Permit & Plan Check, and Community Preservation Divisions. This program also provides executive support to the Planning Commission and Historic Resources Commission.

SERVICE PROGRAM

PLANNING DIVISION:

The Planning Division provides a framework in which the future social and economic well-being of the City's residents can be ensured through the adoption of a comprehensive General Plan and development standards. This division also coordinates the delivery of services to developers.

BUILDING SAFETY DIVISION:

New Construction Section

This section provides inspections for all new construction, conversions, and maintenance and repairs of buildings to ensure compliance with State codes and City ordinances.

Permits and Plan Check Section

This sections provides review and approval of building construction plans to ensure compliance with building, plumbing, heating, electrical, and handicapped requirements, as well as compliance with all State laws and City ordinances.

COMMUNITY PRESERVATION DIVISION:

This division enforces Santa Ana Municipal Code provisions to ensure safe, orderly, and aesthetically pleasing neighborhoods and commercial areas.

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Administrative Services		01116500			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	375,147	369,822	434,960	601,315
61020	Salaries & Wages-Temporary	6,344	15,564	25,912	12,970
61040	Salaries & Wages-Overtime	3,845	2,003	0	0
61100	Retirement Plan	44,637	64,512	89,731	137,995
61110	Part-Time Retirement	238	377	1,047	485
61120	Medicare Insurance	4,674	4,601	5,563	7,750
61130	Employees Insurance	41,862	56,297	64,332	90,860
61170	Retiree Medical Insurance	6,373	2,230	6,414	0
61180	Compensation Insurance	5,038	5,288	8,296	14,945
69090	Department Savings	0	0	0	(70,583)
	SUBTOTAL PERSONNEL	488,157	520,694	636,255	795,737
62010	Communications	3,075	2,925	7,550	7,550
62120	Training & Transportation	5,636	1,952	9,000	9,000
62140	Other Agency Services	717	690	1,830	1,830
62320	M&R Buildings & Grounds	1,800	850	2,500	2,500
62322	M&R Machinery & Equipment	6,023	0	8,000	8,000
62300	Other Contractual Services	6,116	37,967	51,800	91,700
62501	Lease Payments	1,124	0	0	0
62600	Parking Validation	3,370	1,097	3,370	3,370
62700	Auto Expense	3,000	5,500	6,000	6,000
69090	Department Savings	0	0	0	(10,588)
	SUBTOTAL CONTRACTUAL	30,860	50,981	90,050	119,362
63001	Operating Materials & Supplies	8,887	10,180	9,110	9,110
69090	Department Savings	0	0	0	(742)
	SUBTOTAL COMMODITIES	8,887	10,180	9,110	8,368
65100	Insurance (Risk Management)	161,414	159,906	150,000	176,916
65000	Building & Site Rental	396,537	392,831	378,914	415,208
	SUBTOTAL FIXED CHARGES	557,952	552,737	528,914	592,124
67100	Principal-Debt Services	211,200	0	0	0
67110	Interest-Debt Services	203,863	0	0	0
67200	Principal-Capital Lease	0	0	0	22,979
	SUBTOTAL DEBT SERVICE	415,063	0	0	22,979
68000	Transfer to Fund 404	0	396,955	396,908	398,065
	SUBTOTAL TRANSFERS	0	396,955	396,908	398,065
	TOTAL	1,500,919	1,531,547	1,661,238	1,936,636

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0249	Ex. Director of Planning & Building Safety	1.00		1.00	
0190	Administrative Services Manager	0.00		1.00	
7390	Executive Secretary	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
0150	Senior Management Analyst	1.00		0.00	
1200	Management Aide	0.00		1.00	
9042	Accountant Clerk II		1.00		1.00
8000	Administrative Intern		1.00		1.00
	TOTAL	4.00	2.00	5.00	2.00

GENERAL FUND

PLANNING & BUILDING AGENCY		PROGRAM		
Planning Division		01116510		
Statement of Purpose				
<p><i>To provide a publicly-accessible framework and process that guides development, both now and in the future, contributes to the economic vitality, quality of life and daily needs of all the citizens of the City.</i></p> <p>The Planning Division works to implement the land use policies established by the City Council. These policies are contained within the General Plan, which in turn is implemented by the City's Zoning Ordinance and Citywide Design Guidelines. The Planning Division provides a full array of development processing and long-range planning services which further the implementation of the City Council's policies. These services include:</p> <ul style="list-style-type: none"> - Providing meaningful ways for the community to engage in the planning process. - Planning for the City's long-term success by maintaining and updating the City's General Plan and undertaking long-range planning projects. - Providing comprehensive project management for private development project applications, as well as projects initiated by the City. - Assisting customers at the Planning Counter, Planning Information Line and Planning Division website by providing general information, processing applications and issuing minor permits. - Protecting the environment through the administration of the California Environmental Quality Act and other environmental legislation and programs. - Staffing the City's development review boards: City Council, Planning Commission, Historic Resources 				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> - Coordinated the approvals for several notable projects including: They Lyon Communities project on East First Street, The Line Mixed Use Project, Olson Project on First Street, AMCAL housing project, the Heritage mixed use project, Salvation Army Hospitality Home and The Madison. - Completed Advanced Planning projects such as the Housing Opportunities Ordinance Update, the Massage Ordinance Revision and the Water Ordinance. Initiated the Community Participation program for the General Plan Update. - Entered into 15 new Mills Act Agreements for Historic Structures and renewed the City's status as a Certified Local Government (CLG) 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> - Complete the entitlement process for the following projects: Santa Ana Lofts adaptive reuse project, the MET Artist Studios on Seventeenth Street and Legado at the MET - Adoption of the Community Engagement Plan, which will serve as a blueprint for outreach and community input for the City. - Complete zoning ordinance amendments to streamline the development review process. - Strive for a 30-day turnaround time for development review projects and maintain a 24-hour phone call return time. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels				
No. of Planning Applications Reviewed	3,445	3,445	3,606	3,675
No. of Environmental Reviews	90	90	155	160
No. of Site Plan Reviews	56	56	58	60
No. of Historic Applications	5	5	132	48
No. of Certificate of Occupancy's Reviewed	1,001	1,001	1,044	1,050
No. of Customers Assisted at the Planning Counter	16,280	16,280	17,540	18,122
Efficiency				
Avg. No. of review days for DRC applications	45.5	45.5	46.7	40.0
% of DRC applications reviewed within 35-days	48%	48%	40%	90%
% of phone calls returned within 24-hours	100%	100%	100%	100%

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Planning Division		01116510			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	1,035,019	918,242	1,216,517	1,257,800
61020	Salaries & Wages-Temporary	77,714	30,373	0	0
61040	Salaries & Wages-Overtime	2,014	2,650	0	0
61100	Retirement Plan	137,142	141,233	192,403	291,230
61110	Part-Time Retirement	1,612	1,398	0	0
61120	Medicare Insurance	14,628	12,390	13,574	18,240
61130	Employees Insurance	144,063	121,651	138,858	203,125
61170	Retiree Medical Insurance	15,057	7,893	10,941	0
61180	Compensation Insurance	17,826	9,590	13,779	20,610
62302	Other Personnel Services	8,150	6,900	0	0
69090	Department Savings	0	0	0	(145,921)
	SUBTOTAL PERSONNEL	1,453,224	1,252,322	1,586,072	1,645,084
62010	Communications	16,352	15,390	23,795	23,795
62120	Training & Transportation	5,067	3,230	24,910	24,910
62200	Advertising	22,858	25,330	18,085	18,085
62140	Membership, Subscription & Dues	3,844	4,071	4,800	4,800
62322	M&R Machinery & Equipment	0	0	500	500
62300	Other Contractual Services	111,856	73,802	140,712	140,712
62600	Parking Validation	0	2,862	0	0
62700	Auto Expense	6,000	6,901	6,000	0
69090	Department Savings	0	0	0	(17,338)
	SUBTOTAL CONTRACTUAL	165,977	131,587	218,802	195,464
63001	Operating Materials & Supplies	69,286	78,380	76,525	76,525
63300	Gas & Diesel	428	262	450	450
69090	Department Savings	0	0	0	(6,271)
	SUBTOTAL COMMODITIES	69,715	78,643	76,975	70,704
65010	Equipment Rental, City	6,027	6,204	6,027	6,390
65012	Accident Repair & Replacement Charges	0	0	0	942
	SUBTOTAL FIXED CHARGES	6,027	6,204	6,027	7,332
	TOTAL	1,694,943	1,468,755	1,887,876	1,918,584

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2500	Planning Manager *	0.75		0.75	
0810	Principal Planner*	1.85		1.85	
2470	Senior Planner*	1.90		2.90	
2450	Associate Planner *	2.55		4.55	
0440	Assistant Planner I	2.00		2.00	
2440	Assistant Planner II	1.00		1.00	
7320	Planning Commission Secretary	1.00		1.00	
7330	Senior Office Assistant *	0.95		0.95	
8000	Administrative Intern		0.00		0.00
2580	Planning Technician		0.00		2.00
	TOTAL	12.00	0.00	15.00	2.00

* 1.0FTE charged to Air Quality Fund 3116510.

GENERAL FUND

PLANNING & BUILDING AGENCY			PROGRAM		
New Construction			01116520		
Statement of Purpose					
<p><i>To adopt and prudently enforce construction, occupancy, and housing laws and to promote an attractive environment for development.</i></p> <p>New Construction provides inspections of new construction, conversions, maintenance, and repair of buildings. This section is responsible for the enforcement of building, plumbing heating and electrical codes and handicapped requirements. This section also assists individuals and institutions in the areas of business licenses, energy conservation and housing and zoning compliance with State laws and City ordinances.</p>					
Accomplishments in FY 2015-2016					
<ul style="list-style-type: none"> - Performed 22,434 New Construction and Occupancy inspections.. - Completed final inspections for several large development projects including projects including Main Place Mall 3 story multi-tenant occupancy; Orange County School of the Arts ; 1901 E. First St.-Lyon Property (264 condominium units); 1901 N. Fairview Samuel Academy Charter School Phase 1 of 2; The Roost at 601-613 E. Santa Ana Blvd.; Final close out of Pulte Homes Magnolia Lane Tract – 28 Homes; Discovery Science Extension; Temple Beth Shalom; (7)Medical Marijuana Collective Establishments; E-Sports Arena - Began inspections on Alta 301 by Wood Partners; City Ventures on Harbor; Tribella by TruMark Homes; Depot at Santiago; AndaLucia Homes on Harbor; Del Amo Motor Sports. - Continued the implementation of standardized inspector training program, including joint training with other departments. - Completed recruitments of three Combination Building Inspectors and one Senior Combination Building Inspector. - Completed In-field photovoltaic plan review-inspection to comply with AB2188. 					
Action Plan for FY 2016-2017					
<ul style="list-style-type: none"> - Code adoption and implementation for up-coming 2016 California Building Codes which will be effective January 2016. - Continue to Update Standardardize Policies and Procedure Field Inspector manual, incorporating the new equipment and technologies. - Continue to facilitate inter-agency cross-training efforts, including OCFA and the Orange County Health Department. - Continue to participate in Emergency Preparedness planning for the Planning and Building Agency, and participate on City wide EOC. -Create and implement training syllabus for new California codes. 					
PERFORMANCE MEASURES		Actual	Actual	Estimated	Objective
		FY 13-14	FY 14-15	FY 115-16	FY 16-17
Service Levels					
Total Inspections		21,974	20,520	21,806	22,050
Certificate of Occupancy Inspections		1,484	1,277	1,370	1,410
Training (employee hours)		730	710	715	730

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
New Construction		01116520			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	863,844	912,700	1,146,874	1,224,560
61020	Salaries & Wages-Temporary	49,058	22,389	0	0
61040	Salaries & Wages-Overtime	40,945	77,912	8,612	8,610
61100	Retirement Plan	111,518	155,050	229,645	283,535
61110	Part-Time Retirement	1,840	840	0	0
61120	Medicare Insurance	13,722	14,525	16,224	17,755
61130	Employees Insurance	129,202	129,163	201,733	229,825
61170	Retiree Health Benefits	14,077	11,350	12,526	0
61180	Compensation Insurance	49,563	53,360	74,503	97,785
69090	Department Savings	0	0	0	(151,711)
	SUBTOTAL PERSONNEL	<u>1,273,769</u>	<u>1,377,289</u>	<u>1,690,118</u>	<u>1,710,359</u>
62010	Communications	16,178	18,775	22,540	22,540
62120	Training & Transportation	4,456	17,574	13,350	13,350
62140	Membership, Subscription & Dues	2,605	3,385	2,000	2,000
62322	M&R Machinery & Equipment	0	0	835	835
62300	Other Contractual Services	19,240	16,235	22,760	22,760
69009	Department Savings	0	0	0	(5,009)
	SUBTOTAL CONTRACTUAL	<u>42,479</u>	<u>55,969</u>	<u>61,485</u>	<u>56,476</u>
63001	Operating Materials & Supplies	11,645	26,187	22,000	22,000
63300	Gas & Diesel	0	5,566	9,919	9,919
69090	Department Savings	0	0	0	(2,601)
	SUBTOTAL COMMODITIES	<u>11,645</u>	<u>31,753</u>	<u>31,919</u>	<u>29,318</u>
65010	Equipment Rental, City	35,025	24,672	37,176	31,679
60512	Accident Repair & Replacement Charges	0	0	0	4,330
	SUBTOTAL FIXED CHARGES	<u>35,025</u>	<u>24,672</u>	<u>37,176</u>	<u>36,009</u>
	TOTAL	<u><u>1,362,918</u></u>	<u><u>1,489,683</u></u>	<u><u>1,820,698</u></u>	<u><u>1,832,162</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0940	Building Safety Manager	1.00		1.00	
2300	Building Inspector	1.00		1.00	
6430	Combination Building Inspector	7.00		7.00	
6431	Senior Combination Building Inspector	2.00		2.00	
2180	Senior Electrical Systems Specialist	1.00		1.00	
7270	Secretary	1.00		1.00	
	TOTAL	<u>13.00</u>	<u>0.00</u>	<u>13.00</u>	<u>0.00</u>

GENERAL FUND

PLANNING & BUILDING AGENCY		PROGRAM		
Permits & Plan Check		01116530		
Statement of Purpose				
<p><i>To prudently enforce construction and occupancy laws and promote an attractive environment for development by providing efficient delivery of plan check and permit services.</i></p> <p>The Permit and Plan Check Section reviews plans for compliance with the California Building Standards Code for all new construction, tenant improvements, conversions and repairs to buildings and other structures. This section is responsible for the enforcement of regulations for disabled access, energy conservation, flood plain management, fire and life safety, structural systems, electrical, plumbing, and mechanical ventilation systems. The section assists the public in obtaining permits for construction. It maintains construction records for all buildings in the City.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> - Issued over 7,500 permits at a total valuation of approximately \$170,000,000 - Assisted over 24,000 customers in-person or by phone - Processed plan checks and permits for several major projects including: Alta 301 by Wood Partners, City Ventures Tribella by Trumark Homes, Depot at Santiago, Andalucia Apartments, Del Amo Motorsports, Bat Nha Temple, Nova Academy, Discovery Science Center, OC High School of Arts and Temple Beth Shalom - Launched Online Permit System (OPS) - Continued annual Building Safety Month outreach program - Continued successful administration of the City of Santa Ana Fireworks Program - Implemented streamlined plan check and permitting process for solar photovoltaic systems in line with current legislation and 5-year Citywide Strategic Plan green building goals - Initiated cross training with other departments and agencies and community outreach 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> - Code adoption and implementation for upcoming 2016 California Building Codes which will be effective January 1, 2017 - Complete scoping and implement electronic queuing system - Continue to participate in emergency preparedness planning for the Planning and Building Agency, and participate citywide on the City Safety Committee and EOC - Research new technology for permitting, inspections and document management - Continue to update the standardized policy and procedure manual 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels				
# of building plans checked	1,421	1,317	1,558	1,574
# of building permits issued	2,343	2,131	2,954	2,983
# of electrical plans checked	700	587	802	810
# of electrical permits issued	1,763	1,714	2,330	2,353
# of plumbing plans checked	448	186	164	166
# of plumbing permits issued	1,145	1,052	1,406	1,420
# of mechanical-solar plans checked	460	216	144	151
# of mechanical-solar permits issued	1,120	915	1,072	1,083
# of occupancy permits issued	932	825	866	874
# of grading permits issued	31	26	32	35
EFFICIENCY				
# of plans checked over-the-counter	185	220	521	585
% of plans checked over-the-counter	6%	10%	16%	18%
EFFECTIVENESS				
% of building plan checks completed within 3 weeks	84.6%	75.8%	77.4%	90.0%

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Permits & Plan Check		01116530			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	716,027	772,482	1,119,636	1,308,270
61020	Salaries & Wages-Temporary	81,263	34,115	33,667	34,855
61040	Salaries & Wages-Overtime	55,047	47,370	0	0
61100	Retirement Plan	98,793	137,756	222,450	302,915
61110	Part-Time Retirement	12	0	1,263	0
61120	Medicare Insurance	11,997	12,084	16,327	19,475
61130	Employees Insurance	70,270	77,376	146,312	178,175
61170	Retiree Medical Insurance	10,760	11,491	10,923	0
61180	Compensation Insurance	8,589	7,650	11,710	13,970
69090	Department Savings	0	0	0	(151,351)
	SUBTOTAL PERSONNEL	<u>1,052,758</u>	<u>1,100,325</u>	<u>1,562,288</u>	<u>1,706,309</u>
62010	Communications	11,275	11,065	17,420	17,420
62120	Training & Transportation	4,314	2,069	10,265	10,265
62140	Membership, Subscription & Dues	852	500	5,225	5,225
62322	M&R Machinery & Equipment	0	0	3,250	3,250
62300	Other Contractual Services	117,482	171,438	79,435	79,435
69090	Department Savings	0	0	0	(9,418)
	SUBTOTAL CONTRACTUAL	<u>133,923</u>	<u>185,073</u>	<u>115,595</u>	<u>106,177</u>
63001	Operating Materials & Supplies	28,454	27,642	30,200	30,200
63300	Gas & Diesel	2,171	3,091	1,822	1,822
69090	Department Savings	0	0	0	(2,609)
	SUBTOTAL COMMODITIES	<u>30,626</u>	<u>30,732</u>	<u>32,022</u>	<u>29,413</u>
65010	Rental City Equipment	7,860	8,136	7,860	8,380
65012	Accident Repair & Replacement	0	0	0	1,086
	SUBTOTAL FIXED CHARGES	<u>7,860</u>	<u>8,136</u>	<u>7,860</u>	<u>9,466</u>
	TOTAL	<u><u>1,225,166</u></u>	<u><u>1,324,266</u></u>	<u><u>1,717,765</u></u>	<u><u>1,851,365</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0330	Senior Plan Check Engineer	4.00		4.00	
2280	Associate Plan Check Engineer	1.00		1.00	
1410	Assistant Plan Check Engineer II	1.00		1.00	
2590	Permit Supervisor	1.00		1.00	
2580	Permit Technician	2.00	1.00	2.00	1.00
7200	Permit Processor	2.00		2.00	
0060	Receptionist	0.00		1.00	
2430	Sr. Plumbing/Mechanical Systems Spec. Administrative Intern	1.00		1.00	
	TOTAL	<u>12.00</u>	<u>1.00</u>	<u>13.00</u>	<u>2.00</u>

GENERAL FUND

PLANNING & BUILDING AGENCY		PROGRAM		
Community Preservation		01116540		
Statement of Purpose				
<p><i>To improve the integrity of our neighborhoods through personalized neighborhood contact, education in code requirements, quality inspections, responsive and dedicated personnel, and innovative processes.</i></p> <p>Community Preservation provides professional inspections throughout the City, responds to complaints concerning substandard living conditions, maintenance and use of existing properties, and issues citations for violations of the Santa Ana Municipal Code. This section continues to be an active partner with the Police Department in their fight against crime, Public Works Agency and their graffiti removal efforts, and with the residents of Santa Ana through increasing interaction with the neighborhood associations.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> - Implemented receivership/abatement program to eliminate Dangerous and Abandoned buildings. - Improved response time for residential enforcement inspections. - Partnered with SAPD to implement volunteer program to proactively enforce property maintenance complaints. - Continued to collaborate with City Attorney's Office and SAPD on addressing illegal medical marijuana dispensaries. - Modified enforcement efforts regarding new landscape maintenance guidelines and state-wide water conservation efforts. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> - Broaden Dangerous and Abandoned Building Program to eliminate blight and dangerous structures. - Increase usage of receivership enforcement tool to address continuing non-compliant properties. - Focus on reaching a 72-hour response time for complaints. - Increase education efforts with neighborhood leaders and commercial organizations related to code enforcement efforts. - Coordinate enforcement efforts to proactively patrol arterials regarding illegal/unpermitted signage citywide. - Update shopping cart containment process to adequately reflect changes in store re-locations and closures - Continue to partner with other agencies in implementation and enforcement efforts related to measure BB. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Levels				
Number of Notices of Violations issued	355	355	288	295
Number of citations issued	3,291	3,291	3,824	4,050
Number of complaints recorded (citizen)	7,124	7,124	7,189	7,655
Number of observed complaints (inspectors)	2,565	2,565	3,713	3,950
Number of violations recorded	9,689	9,689	10,902	11,605
Number of inspections conducted	9,238	9,238	10,532	10,755

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Community Preservation		01116540			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	397,970	569,261	492,859	600,975
61020	Salaries & Wages-Temporary	0	5,354	0	0
61040	Salaries & Wages-Overtime	7,042	14,917	2,867	2,865
61100	Retirement Plan	48,847	101,511	104,871	161,360
61110	Part-Time Retirement	0	199	0	0
61120	Medicare Insurance	5,111	7,828	7,395	10,105
61130	Employees Insurance	77,675	100,394	115,202	118,675
61170	Retiree Medical Insurance	6,096	7,109	6,054	0
61180	Compensation Insurance	8,133	11,221	9,565	15,810
69090	Department Savings	0	0	0	(74,124)
	SUBTOTAL PERSONNEL	550,874	817,794	738,813	835,666
62010	Communications	9,305	10,686	26,045	26,045
62120	Training & Transportation	5,942	8,502	9,500	9,500
62200	Advertising	0	0	0	0
62140	Membership, Subscription & Dues	400	1,070	6,500	6,500
62300	Other Contractual Services	37,996	34,969	36,000	36,000
62302	Other Personnel Services	4,275	0	12,000	12,000
62322	M&R Machinery & Equipment	0	0	395	395
69090	Department Savings	0	0	0	(7,369)
	SUBTOTAL CONTRACTUAL	57,919	55,227	90,440	83,071
63001	Operating Materials & Supplies	42,141	41,699	30,200	30,200
63300	Gas & Diesel	7,248	6,142	15,915	15,915
69090	Department Savings	0	0	0	(3,757)
	SUBTOTAL COMMODITIES	49,388	47,841	46,115	42,358
65010	Equipment Rental, City	19,142	22,503	36,948	47,932
65012	Accident Repair & Replacement	0	0	0	5,613
	SUBTOTAL FIXED CHARGES	19,142	22,503	36,948	53,545
68000	Transfer to Fund 52	0	290,000	0	0
	SUBTOTAL TRANSFERS	0	290,000	0	0
	TOTAL	677,323	1,233,365	912,316	1,014,640

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2750	Code Enforcement Manager	1.00		1.00	
	Code Enforcement Principal	0.00		1.00	
0070	Code Enforcement Supervisor	2.00		1.00	
2740	Code Enforcement Officer	8.00		10.00	
2780	Code Enforcement Associate	2.00		2.00	
7330	Senior Office Assistant	2.00		2.00	
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	15.00	1.00	17.00	1.00

\$250,000 for Community Preservation Inspectors(2) in Fund 52

\$766,000 in salary and benefits funded by CDBG Fund 135 in FY 16-17.

GENERAL FUND

PLANNING & BUILDING AGENCY		PROGRAM		
Proactive Rental Enforcement Program		01116550		
Statement of Purpose				
<p><i>To reduce unhealthy conditions and life safety hazards for occupants of residential rental properties in highly impacted areas of Santa Ana by identifying and correcting code violations through a systematic inspection program.</i></p> <p>The Proactive Rental Enforcement Program (PREP) is responsible for the inspection of all residential rental units in designated areas of Santa Ana with the goal of long-term upgrading of rental properties and thus decreasing the demand for City services and restoring stability to the neighborhoods.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> - Completed Citywide Gold Seal Inspections to 598 rental units. - Enforcement efforts generated 210 permits, with a total valuation of \$1,541,084.02 in improvements to rental properties. - Adopted new Proactive Rental Enforcement Program with Gold Seal Program. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> - Continue to fine-tune the prioritization process for complaints received regarding rental properties to address the most egregious violations first. - Promote public health, safety, and welfare through a system of proactive code enforcement involving residential rental property within the City of Santa Ana. - Strive to achieve a 72-hour response time for complaints. - Continue inspections of rental properties qualifying for Gold Seal Incentive Program to ensure maintenance of properties continues at an exemplary level. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14†	FY 14-15†	FY 15-16†	FY 16--17
Service Levels				
Inspection areas	1	1	1	1
Total inspections*	4,431	4,431	960	1,200
Reinspections	1861	1861	1,760	2,000
Gold Seal Inspections	150	150	598	440
Total violations received	N/A	N/A	3685	4000
† Calendar Year				
* Total inspections, not including violations received				

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Proactive Rental Enforcement Program		01116550			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	444,324	396,434	505,703	302,170
61040	Salaries & Wages-Overtime	9,088	5,595	0	0
61100	Retirement Plan	54,737	63,652	100,473	67,165
61120	Medicare Insurance	3,637	3,761	5,596	2,900
61130	Employees Insurance	71,346	57,430	70,892	42,705
61170	Retiree Medical Insurance	7,364	4,216	4,934	0
61180	Compensation Insurance	6,556	5,477	7,194	5,100
69090	Department Savings	0	0	0	(34,222)
	SUBTOTAL PERSONNEL	<u>597,052</u>	<u>536,565</u>	<u>694,791</u>	<u>385,818</u>
62010	Communications	1,102	1,539	3,000	3,000
62120	Training & Transportation	0	1,044	1,065	1,065
62140	Membership, Subscription & Dues	225	0	275	275
62300	Other Contractual Services	121	3,372	2,500	2,500
62322	M&R Machinery & Equipment	0	0	110	110
69090	Department Savings	0	0	0	(566)
	SUBTOTAL CONTRACTUAL	<u>1,448</u>	<u>5,955</u>	<u>6,950</u>	<u>6,384</u>
63001	Miscellaneous Operating Expenses	5,105	6,807	11,500	11,500
63300	Gas & Diesel	2,297	4,412	3,906	3,906
69090	Department Savings	0	0	0	(1,255)
	SUBTOTAL COMMODITIES	<u>7,402</u>	<u>11,219</u>	<u>15,406</u>	<u>14,151</u>
65010	Equipment Rental, City	14,813	15,312	14,813	18,565
65012	Accident Repair & Replacement Charges	0	0	0	2,444
65220	Treasury Service Charge	33,365	33,365	33,365	33,365
	SUBTOTAL FIXED CHARGES	<u>48,178</u>	<u>48,677</u>	<u>48,178</u>	<u>54,374</u>
	TOTAL	<u><u>654,080</u></u>	<u><u>602,416</u></u>	<u><u>765,325</u></u>	<u><u>460,726</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0070	Code Enforcement Supervisor	1.00		1.00	
2360	Code Enforcement Officer	3.00		2.00	
9070	Sr. Clerical Aide		1.00		1.00
	TOTAL	<u>4.00</u>	<u>1.00</u>	<u>3.00</u>	<u>1.00</u>

GENERAL FUND

PLANNING & BUILDING AGENCY Neighborhood Initiatives Program	PROGRAM 01116560			
Statement of Purpose				
<p><i>To facilitate collaboration between agencies and the communities to ensure efficient implementation of community initiatives. To improve area conditions and overall quality of life.</i></p> <p>The Santa Ana Neighborhood Initiatives Program functions to promote community solutions, capacity building and civic engagement so residents have the ability to be well informed about items affecting their neighborhood and opportunities to improve their community.</p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Supported 52 active neighborhood associations and Board of Com-Link, including Hero Awards. * Provided training to 130 resident leaders * Designated Townsend / Raitt and Cedar / Evergreen as Neighborhood Initiative Areas. * Development of 2016 federal Promise Zone Strategy with award announcement expected in the Summer of 2016 * Achieved efficiencies through the Neighborhood Initiatives being reorganized to be part of the Planning Division * Hosted Celebrate Santa Ana - citywide award and recognition event for non-profit and neighborhood serving groups * Expanded utilization of non-profit status for Grants for Blocks Program through OC Charitable Ventures. * Neighborhoods USA Training introduced to staff * Second Year of EITC income tax preparation site at WORK Center as part of OC Financial Stability Alliance. * Completed phase 1 of street lighting improvements in Santa Anita Gang Injunction Safety Zone. * Provided training to HOA managers representing 2,500 units in Santa Ana 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Continue to offer separate leadership training programs for apartment managers, residents leaders and HOAs. * Implement Community Engagement Plan and upgrade Neighborhood Initiatives hardware and equipment. * Launch Santa Ana Civic Atlas as a smart phone community engagement tool through ARC-GIS. * Continue phase 2 street lighting improvements in Santa Anita / Townsend Gang Injunction Safety Zones. * Construct Willits / Sullivan improvements. * Continue citywide training and recognition event for neighborhood serving organizations and local businesses. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of neighborhood association meetings	275	280	290	300
# of neighborhood cleanups	65	60	70	80
# of dumpsters provided	222	235	265	300
Efficiency				
# of regular meetings supported by staff	205	195	205	200
Effectiveness				
# of Resident Leaders provided leadership training	N/A	N/A	130	130
# of Apartment Managers provided leadership training	N/A	160	110	160
# of HOA Managers provided training	N/A	N/A	27 HOAs - 2,500 units	35 HOAs - 3,500 units

GENERAL FUND

PLANNING & BUILDING AGENCY NEIGHBORHOOD INITIATIVES PROGRAM (NIP)		ACCOUNTING UNIT 01116560			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	0	0	365,008	318,490
61020	Salaries & Wages-Temporary	0	0	0	22,885
61100	Retirement Plan	0	0	72,111	73,745
61110	Retirement Plan - Temporary	0	0	0	860
61120	Medicare Insurance	0	0	5,165	4,950
61130	Employees Insurance	0	0	48,480	45,055
61170	Retiree Medical Insurance	0	0	6,230	0
61180	Compensation Insurance	0	0	3,705	8,485
69090	Department Savings				(38,657)
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>500,699</u>	<u>435,813</u>
62010	Communications	0	0	0	3,000
62012	Cellular Phone Charges	0	0	0	1,680
62120	Training, Transportation, Meeting	0	0	0	500
62140	Membership, Subscription & Dues	0	0	0	1,750
62200	Advertising	0	0	0	500
62251	Other Agency Services	0	0	0	500
62300	Contract Services-Professional	0	0	0	2,500
62322	M&R Machinery & Equipment	0	0	0	1,400
62600	Parking Validation	0	0	0	1,000
62300	Other Contractual Services	0	0	0	0
69090	Department Savings	0	0	0	(1,045)
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,785</u>
63001	Miscellaneous Operating Expenses	0	0	70,000	53,958
63300	Gas & Diesel	0	0	0	500
65010	Rental City Equipment	0	0	0	2,712
69090	Department Savings	0	0	0	(4,658)
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>70,000</u>	<u>52,512</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>570,699</u></u>	<u><u>500,110</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7610	Community Development District Manager	2.00		2.00	
4335	Neighborhood Improvement Projects Specialist	0.50		0.00	
7330	Senior Office Assistant	1.00		1.00	
	TOTAL	<u>3.50</u>	<u>0.00</u>	<u>3.00</u>	<u>0.00</u>

Note: Neighborhood Initiatives Program transferred to Planning and Building Agency October 2016

**GENERAL FUND
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
01117605	SARTC Maintenance	408	0	0	300,000
01117620	Traffic & Transportation Engineering	1,819,409	2,001,776	2,076,657	2,287,300
01117625	Roadway Markings & Signs	560,886	548,881	968,620	568,000
01117630	Street Lighting	2,574,261	2,573,628	3,294,343	3,153,220
	Department Savings	0	0	0	(399,765)
	TOTAL	<u>4,954,964</u>	<u>5,124,286</u>	<u>6,339,620</u>	<u>5,908,755</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	1,320,014	1,422,118	1,910,655	1,601,535
62000	Contractual	2,746,027	2,679,285	3,233,708	3,478,885
63000	Commodities	201,779	209,873	273,351	143,885
65000	Cross Charges	518,806	519,933	641,095	600,015
66000	Capital	78,505	112,379	200,000	400,000
67000	Debt Service	84,506	0	0	3,155
68000	Transfers	0	180,565	80,810	81,045
69000	Miscellaneous Expenditures	5,326	132	0	0
69090	Department Savings	0	0	0	(399,765)
	TOTAL	<u>4,954,964</u>	<u>5,124,286</u>	<u>6,339,620</u>	<u>5,908,755</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
General Fund					
00320	City Engineer	0.20		0.20	
02100	Assistant Engineer II	3.10		3.25	
02129	Principal Civil Engineer	0.35		0.43	
02131	Senior Civil Engineer	1.75		1.75	
02155	Assistant Traffic Operations Engineer	0.65		0.65	
04060	Maintenance Worker II	1.00		0.00	0.00
04160	Street Painter	1.00		0.00	0.00
04280	Street Lighting Maintenance Worker	1.00		1.00	
04360	Street Maintenance Supervisor	1.00		0.00	0.00
06140	Projects Manager	0.25		0.25	
07330	Senior Office Assistant	1.30		2.00	
09130	Engineering Intern, P/T		4.50		4.50
09505	Permit Parking Aide		1.90	0.00	0.00
	TOTAL	<u>11.60</u>	<u>6.40</u>	<u>9.53</u>	<u>4.50</u>

**GENERAL FUND
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
All Other Funds					
02917620	Traffic Signal Maintenance	2.70	0.10	2.70	0.10
05617640	Sanitary Sewer Service	16.45	3.25	16.45	3.25
05717640	Fed Clean Water Protection Ent	5.80	1.00	5.80	1.00
06017640	Water Uty Wtr Prod & Supply	9.15	4.00	9.15	4.00
06017641	Water System Maint	13.75	3.00	13.75	3.00
06017644	Water Quality & Measurement	8.25	7.00	8.25	7.00
06017645	Water Admin/Engineering	5.50	4.00	5.50	4.00
06817640	Pub Wks-Environment/Sanitation	12.25	3.50	12.25	3.50
06817641	Pub Wks-Roadway Cleaning	2.75		2.75	
06817642	Graffiti Abatement	0.75	2.00	0.75	2.00
06817643	Pub Wks-Street Trees	10.75	5.00	10.75	5.00
06917640	Refuse Collection Service	3.00	0.25	3.00	0.25
08617611	Construction Engineering	10.25	6.00	10.25	6.00
08617612	Design Engineering	16.95	9.00	16.95	9.00
08617620	Traffic Engineering	1.30	1.50	1.30	1.50
10117601	Pub Wks-Admin Services	20.00	1.00	20.00	1.00
10117605	PWA - Development Engineering	5.80	4.00	6.80	4.00
	TOTAL	<u>145.40</u>	<u>54.60</u>	<u>146.40</u>	<u>54.60</u>

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
SARTC Maintenance		01117605			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	0	0	0	300,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>
63001	Miscellaneous Operating Expenses	408	0	0	0
	SUBTOTAL COMMODITIES	<u>408</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>408</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>300,000</u></u>

GENERAL FUND

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Traffic & Transportation Engineering		01117620		
Statement of Purpose				
<i>Facilitate the safe and efficient movement of vehicular and pedestrian traffic on city streets and arterials, and be responsive to regional, state, and federal transportation issues, including identifying and securing outside funding sources.</i>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Completed SMSA study. * Completed Sidewalk/Non-Motorized Connectivity Plan. * Constructed traffic signal at Raitt & Adams Streets. * Completed design of traffic signal at Newhope & Camille Streets, and signal modifications at Segerstrom/Bear, Edinger/Sullivan, MacArthur/Plaza, 17th/English and Westminster/Clinton. * Received grant funding for 11 capital projects including traffic calming, bike lanes, and signal synchronization project through the Active Transportation Program, Highway Safety Improvement Program, and Regional Traffic Signal Synchronization Program. * Implement permit parking program, block by block, through a petition process in new and existing districts. * Prepare Annual Priority List of New and Modified Traffic Signals. * Constructed Bike Lane projects on Chestnut Avenue, First Street, Newhope Street, Grand Avenue and Civic Center Drive. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Integrate SMSA findings into Circulation Element and Bicycle & Pedestrian Master Plans. * Begin implementation of Complete Sidewalk/Non-Motorized Connectivity Plan prioritized projects. * Complete design of traffic signals at Raitt & Adams Streets, and Newhope & Camille Streets, and signal modification at Segerstrom Avenue & Bear Street. * Prepare grant funding applications for capital projects including traffic calming, bike lanes, and signal synchronization projects through the Active Transportation Program, Highway Safety Improvement Program, and Bicycle Corridor Improvement Program. * Complete design for Bike Lane projects on Chestnut Avenue, First Street, Newhope Street, and Maple Street Bike trail * Complete the Central Santa Ana Completes Street Study and Citywide SRTS Plan. * Design Flower Street bike lanes, Euclid/Hazard signal modification, Crosswalk Upgrade Phase 2 and Signal Hardware Upgrade. * Complete signal synchronization project on Bristol St, Grand Ave and Harbor Blvd. * Complete design of Crosswalk Upgrades at various locations 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of citizen, Council, and PD requests processed	461	531	550	560
# of parking permits issued (districts)	2800 (27)	3114 (27)	3250 (27)	3400 (27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	348 (13)	352 (14)	350 (10)	350 (10)
# of Traffic Impact Analyses Reviewed and Approved	7	7	8	8
# of special placard parking permits issued	400	445	450	455
Efficiency				
Average # of days to process citizen requests	20	28	25	25
Effectiveness				
Traffic Signals Added or Modified	2	4	1	6
Miles of Signal Timed Arterials	75	75	75	75
Maintain Compliance w/Measure M2	Yes	Yes	Yes	Yes

GENERAL FUND

PUBLIC WORKS ENGINEERING SERVICES		ACCOUNTING UNIT			
Traffic & Transportation Engineering		01117620			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
EXPENDITURES					
61000	Salaries Regular	929,466	925,236	882,164	952,840
61020	Salaries Part-Time	52,584	81,194	121,409	81,365
61040	Salaries Overtime	0	4,222	4,035	4,035
61100	Retirement-Employer Contribution	115,815	153,570	228,429	258,615
61110	Medicare Insurance	14,109	14,506	15,393	16,195
61120	Health Insurance	118,676	130,228	128,410	119,870
61130	Retiree Health Benefits	15,644	14,144	14,495	0
61170	Worker Compensation Insurance	10,042	10,904	31,422	13,985
61180	Relocation and Temp Housing Assistance	0	1,462	0	0
	SUBTOTAL PERSONNEL	1,256,337	1,335,467	1,425,756	1,446,905
62010	Communications	24,613	16,706	35,300	35,300
62120	Training, Transportation, Meeting	1,889	625	5,045	5,045
62140	Membership, Subscription & Dues	1,066	11,159	15,129	5,045
62300	Contract Services-Professional	32,248	14,321	29,799	27,980
62501	Operating Lease Expense	229	0	0	0
	SUBTOTAL CONTRACTUAL	60,045	42,811	85,273	73,370
63001	Miscellaneous Operating Expenses	13,673	38,643	29,969	30,915
63300	Gas & Diesel	4,666	5,197	10,412	3,400
	SUBTOTAL COMMODITIES	18,339	43,840	40,381	34,315
65000	Building Rental	133,445	133,445	138,142	142,840
65010	Rental City Equipment	23,350	23,904	23,904	26,845
65011	Equipment Replacement Charges	0	0	15,952	12,025
65100	Insurance Charges	0	0	1,088	1,450
65240	Public Works Administrative Charges	69,565	69,565	0	0
65-ARRC	Accident Repair & Replacement Charge	171,855	172,180	265,350	265,350
	SUBTOTAL CROSS CHARGES	398,215	399,094	444,436	448,510
66220	Improvements Other Than Building	0	0	0	200,000
	SUBTOTAL CAPITAL	0	0	0	200,000
67100	Principal-Debt Services	43,000	0	0	0
67110	Interest-Debt Services	41,506	0	0	0
67200	Principal-Capital Lease	0	0	0	3,155
	SUBTOTAL DEBT SERVICE	84,506	0	0	3,155
68000-052	Transfer to Fund 052	0	100,000	0	0
68000-404	Transfer to Fund 404	0	80,565	80,810	81,045
	SUBTOTAL TRANSFERS	0	180,565	80,810	81,045
	TOTAL	1,817,442	2,001,776	2,076,657	2,287,300
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
00320	City Engineer	0.20		0.20	
02100	Assistant Engineer II	3.10		3.25	
02129	Principal Civil Engineer	0.35		0.43	
02131	Senior Civil Engineer	1.75		1.75	
02155	Assistant Traffic Operations Engineer	0.65		0.65	
07330	Senior Office Assistant	1.30		2.00	
09130	Engineering Intern, P/T		4.50		4.50
09505	Permit Parking Aide		1.90	0.00	0.00
	Total	7.35	6.40	8.28	4.50

GENERAL FUND

PUBLIC WORKS AGENCY Roadway Markings & Signs	ACCOUNTING UNIT 01117625			
Statement of Purpose				
<i>Provide safe traffic and pedestrian movement by maintaining and standardizing signs and painted legends.</i>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Developed best management practices for ordering street signs to maximize savings potential. * Continued to collaborate with Engineering Services post-construction to maximize cost effectiveness by reducing striping and signage errors. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Renew contract for roadway markings and sign maintenance. * Implement asset management software to collect sign data. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Proposed
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Striping (all types - linear feet)	2,000,000	2,000,000	1,750,000	1,750,000
# of painted legends	15,000	15,000	12,500	12,500
# of painted curbs	100,000	100,000	75,000	65,000
# of signs repaired/replaced	4,000	4,000	4,000	2,000
# painted arrows	3,000	3,000	3,000	3,000

GENERAL FUND

PUBLIC WORKS AGENCY
Roadway Markings & Signs

ACCOUNTING UNIT
01117625

Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	0	0	213,741	0
61100	Retirement-Employer Contribution	0	0	48,782	0
61120	Medicare Insurance	0	0	3,266	0
61130	Health Insurance	0	0	58,151	0
61170	Retiree Health Benefits	0	0	3,941	0
61180	Worker Compensation Insurance	0	0	6,666	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>334,547</u>	<u>0</u>
62300	Contract Services-Professional	430,188	422,805	443,000	548,000
	SUBTOTAL CONTRACTUAL	<u>430,188</u>	<u>422,805</u>	<u>443,000</u>	<u>548,000</u>
63001	Miscellaneous Operating Expenses	124,971	125,380	143,400	20,000
63300	Gas & Diesel	4	0	0	0
	SUBTOTAL COMMODITIES	<u>124,976</u>	<u>125,380</u>	<u>143,400</u>	<u>20,000</u>
65010	Rental City Equipment	396	564	564	0
65011	Equipment Replacement Charges	0	0	208	0
65240	Public Works Administrative Charges	0	0	46,901	0
	SUBTOTAL CROSS CHARGES	<u>396</u>	<u>564</u>	<u>47,673</u>	<u>0</u>
69801	IC Default Issue	5,326	132	0	0
	SUBTOTAL MISCELLANEOUS	<u>5,326</u>	<u>132</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>560,886</u></u>	<u><u>548,881</u></u>	<u><u>968,620</u></u>	<u><u>568,000</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
04060	Maintenance Worker II	1.00		0.00	
04160	Street Painter	1.00		0.00	
04360	Street Maintenance Supervisor	1.00		0.00	
	Total	<u>3.00</u>		<u>0.00</u>	

GENERAL FUND

PUBLIC WORKS AGENCY		PROGRAM		
Street Lighting		01117630		
Statement of Purpose				
<p><i>Provide Santa Ana with a modern, energy efficient lighting system.</i></p> <p>This program includes the design review, maintenance, and construction of street lighting systems to improve traffic and pedestrian safety, reduce maintenance costs, and discourage criminal activity.</p>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Completed retrofit of historic street lights to energy efficient LED lights. * Continue plan review for all new capital improvement projects that include street lighting. * Coordinate with developers to include new City-owned street lights in all new developments. * Completed audit of SCE-owned LS-1 street lights. * Started negotiations with SCE to purchase SCE owned streetlights in Santa Ana 				
Action Plan for FY 2016-17				
Continue to work with SCE to purchase their streetlights and ultimately upgrade to energy saving LED technology				
PERFORMANCE MEASURES	Actual	Actual	Revised	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of Edison-owned lights - LS-1	11,410	11,450	11,450	0
# of City-owned lights - metered - LS-3	1,310	1,700	1,742	1,750
# of City-owned lights - unmetered - LS-2	1,494	1,200	1,062	12,500
Efficiency				
% of outages evaluated and referred for repair within 48 hours	95	95	99	99
Average # of days to repair outages by contractor	2	2	2	2
Annual energy costs for street lighting (\$)	1,868,372	2,188,504	2,563,275	2,100,000

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Street Light Maintenance		01117630			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	17,699	53,716	100,521	93,650
61020	Salaries Part-Time	26,204	331	0	0
61040	Salaries Overtime	5,452	1,965	0	0
61100	Retirement-Employer Contribution	5,004	12,152	22,942	23,420
61120	Medicare Insurance	380	513	1,536	1,465
61130	Health Insurance	2,437	11,223	20,365	25,605
61170	Retiree Health Benefits	261	1,593	1,853	0
61180	Worker Compensation Insurance	3,768	5,159	3,135	10,490
	SUBTOTAL PERSONNEL	<u>61,204</u>	<u>86,652</u>	<u>150,352</u>	<u>154,630</u>
62000	Utilities	2,035,901	2,195,658	2,563,275	2,415,355
62140	Membership, Subscription & Dues	0	4,800	0	0
62300	Contract Services-Professional	175,892	(4,038)	102,160	102,160
62321	Maintenance & Repair Improvement	44,002	17,250	40,000	40,000
69090	Department Savings	0	0	0	(399,765)
	SUBTOTAL CONTRACTUAL	<u>2,255,794</u>	<u>2,213,669</u>	<u>2,705,435</u>	<u>2,157,750</u>
63001	Miscellaneous Operating Expenses	58,056	40,653	89,570	89,570
	SUBTOTAL COMMODITIES	<u>58,056</u>	<u>40,653</u>	<u>89,570</u>	<u>89,570</u>
65100	Insurance Charges	77,230	77,225	77,225	79,745
65240	Public Works Administrative Charges	42,965	43,050	71,761	71,760
	SUBTOTAL CROSS CHARGES	<u>120,195</u>	<u>120,275</u>	<u>148,986</u>	<u>151,505</u>
66220	Improvements Other Than Building	78,505	112,379	200,000	200,000
	SUBTOTAL CAPITAL	<u>78,505</u>	<u>112,379</u>	<u>200,000</u>	<u>200,000</u>
	TOTAL	<u><u>2,573,755</u></u>	<u><u>2,573,628</u></u>	<u><u>3,294,343</u></u>	<u><u>2,753,455</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
06140	Projects Manager	0.25		0.25	
04280	Street Lighting Maintenance Worker	1.00		1.00	
		<u>1.25</u>	<u> </u>	<u>1.25</u>	<u> </u>
		<u><u>1.25</u></u>	<u><u> </u></u>	<u><u>1.25</u></u>	<u><u> </u></u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
01118810 Economic Development	0	0	617,866	490,675	
01118820 Neighborhood Initiatives	0	0	570,699	0	
Department Savings	0	0	0	(25,000)	
TOTAL	<u>0</u>	<u>0</u>	<u>1,188,565</u>	<u>465,675</u>	
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
61000 Personnel	0	0	812,565	430,075	
62000 Contractual	0	0	156,000	6,000	
63000 Commodities	0	0	220,000	995	
65000 Fixed Charges	0	0	0	53,605	
69090 Department Savings	0	0	0	(25,000)	
TOTAL	<u>0</u>	<u>0</u>	<u>1,188,565</u>	<u>465,675</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.45		0.45	
0350	Economic Development Specialist III	0.76		0.76	
0150	Senior Management Analyst	0.15		0.15	
7321	Community Development Commission Secretary	0.45		0.45	
	TOTAL	<u>1.81</u>	<u>0.00</u>	<u>1.81</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		PROGRAM			
		01118810			
Statement of Purpose					
<p><i>To retain and attract businesses, jobs, and investment in Santa Ana by providing timely information and assistance to businesses, through various services and programs that foster business development.</i></p> <p>Efforts focus on fostering a positive image of the City among professionals influencing site selection decisions and communicating the availability of incentive programs designed to aid businesses. Extensive competition and the need for a strong and diverse business base make it imperative that the Agency continues to conduct a pro-active business retention & attraction program.</p>					
Accomplishments in FY 14-15 & FY 15-16					
<ul style="list-style-type: none"> * Established "Shop Local" initiative and promotion using website and shopping bags. * Re-established presence at ICSC generating over 100 leads. * Established a business retention team with the Chamber – over 250 businesses visited and surveyed. * Re-tooled Chamber GROW conference to showcase Santa Ana’s investment and development opportunities; 400 in attendance and revenues tripled. * Created corridor profiles to market business districts in the City. * Developed Hotel Incentive program. * Engaged Economic Development Strategic plan consultant. * Established the City Manager’s ED Task Force, resulting in several process improvements in Planning & Building Agency. * Administered the CDBG Small Business Incentive Program with 23 grants completed in the last fiscal year. * Designed banners with merchant input; printed and installed on South Main Street. * Established sales tax sharing agreement with Volvo to facilitate dealership renovation and increase allocation and mix of vehicles. * Continued to build strong relationships with local brokers, retailers, developers and businesses. * Provided site search and technical assistance to 260 businesses or individuals interested in Santa Ana. * Held successful broker and developer tour with over 60 in attendance. 					
Action Plan for FY 15-16					
<ul style="list-style-type: none"> * Complete and implement Economic Development Strategic Plan. * Continue partnership with Santa Ana Chamber on Economic Development Council. * Continue City/Chamber business retention strategy. * Continue to market and administer Small Business Incentive Program. * Collaborate with Hong Kong Trade Council on international trade forum. * Fabricate and install downtown wayfinding signage. * Create marketing and branding business attraction pieces for City. * Develop new Economic Development website. 					
PERFORMANCE MEASURES		Actual	Actual	Estimated	Objective
		FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level					
# of businesses assisted		100	200	250	250
# of businesses visited		50	250	300	300

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY		ACCOUNTING UNIT			
Economic Development		01118810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	222,768	266,955
61020	Salaries Part-Time	0	0	0	40,395
61100	Retirement Employer Contribution	0	0	44,888	67,945
61120	Medicare Insurance	0	0	3,145	3,775
61130	Health Insurance	0	0	35,160	46,655
61170	Retiree Health Insurance	0	0	2,095	0
61180	Workers Compensation Insurance	0	0	3,810	4,350
69090	Department savings	0	0	0	(23,500)
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>311,866</u>	<u>406,575</u>
62300	Contract Services-Professional	0	0	150,000	0
62700	Auto Expense	0	0	6,000	6,000
69090	Department Savings	0	0	0	(1,500)
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>156,000</u>	<u>4,500</u>
63001	Miscellaneous Operating Expenses	0	0	150,000	995
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>150,000</u>	<u>995</u>
65000	Building Rental	0	0	0	22,280
65040	Computer Service Charge	0	0	0	1,840
65050	IS Strategic Plan	0	0	0	8,275
65100	Insurance Charges	0	0	0	21,210
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>53,605</u>
	TOTAL OPERATING	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>617,866</u></u>	<u><u>465,675</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.45		0.45	
0350	Economic Development Specialist III	0.76		1.00	
0150	Senior Management Analyst	0.15		0.15	
7321	Community Development Commission Secretary	0.45		0.45	
	TOTAL	<u><u>1.81</u></u>	<u><u>0.00</u></u>	<u><u>2.05</u></u>	<u><u>0.00</u></u>

GENERAL FUND SPECIAL REVENUE

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
Cable TV Fund	02113200
Statement of Purpose	
<i>To provide capital equipment and support services for the City's cable TV operations.</i>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>The Cable TV Fund provides the capital equipment and support services necessary to operate the City's Channel 3 cable channel. Services include City Channel 3 24/7 playback services, communication service upgrades, HD/widescreen equipment upgrades, and City facility broadcast equipment upgrades and maintenance.</p>	

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Cable TV Fund		02113200			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES:					
50001	Balance from Prior Year	0	0	0	0
50054	CATV PEG Access Support	243,202	263,817	200,000	200,000
58000	Earnings on Investment	3,718	5,278	3,960	4,000
		<u>246,920</u>	<u>269,095</u>	<u>203,960</u>	<u>204,000</u>
EXPENDITURES:					
62300	Contract Services - Professional	0	0	10,000	10,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
63001	Misc Office Expense	330,663	37,169	193,960	194,000
	SUBTOTAL COMMODITIES	<u>330,663</u>	<u>37,169</u>	<u>193,960</u>	<u>194,000</u>
66400	Machinery & Equipment	0	56,345	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>56,345</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>330,663</u></u>	<u><u>93,514</u></u>	<u><u>203,960</u></u>	<u><u>204,000</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES Parks and Recreation Special Revenue Fund	PROGRAM 02213200
Statement of Purpose	
<p><i>To provide additional support for park, library, recreation and zoo programs through donations and special revenue sources.</i></p>	

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Parks and Recreation Special Revenue Fund		02213200			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Balance from Prior Year	0	0	200,000	0
57010	Miscellaneous Recovers	57,768	42,066	46,750	40,000
57081	Gifts and Donations	509,661	133,320	5,000	20,000
58000	Earnings on Investment	3,115	3,069	2,500	2,500
		<u>570,544</u>	<u>178,455</u>	<u>254,250</u>	<u>62,500</u>
EXPENDITURES:					
62300	Contract Services - Professional	63,774	6,786	127,125	31,250
	SUBTOTAL CONTRACTUAL	<u>63,774</u>	<u>6,786</u>	<u>127,125</u>	<u>31,250</u>
63001	Misc Office Expense	65,677	26,671	127,125	31,250
63200	Operating M&S Bldgs and Grounds	48,158	0	0	0
	SUBTOTAL COMMODITIES	<u>113,834</u>	<u>26,671</u>	<u>127,125</u>	<u>31,250</u>
66220	Improvements Other Than Building	0	439,052	0	0
66400	Machinery & Equipment	29,975	45,197	0	0
	SUBTOTAL CONTRACTUAL	<u>29,975</u>	<u>484,249</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>207,584</u></u>	<u><u>517,706</u></u>	<u><u>254,250</u></u>	<u><u>62,500</u></u>

GENERAL FUND COUNCIL SPECIAL PROJECTS (STRATEGIES)

Council Special Projects		PROGRAM		Fund 50
PURPOSE:				
In 2015, the City of Sana Ana Mayor and City Council approved a Surplus Allocation Plan due to increased revenue and decreased expenditures across the City in the previous fiscal year. The Surplus Allocation Plan outlines specific one-time expenditures for these funds. The projects represent improvements throughout the community in the areas of Facilities & Assets, Technology, Investment, Parks, and Safety & Security. Funds are not imbedded in department budgets, but rather separated in a different fund to track performance and accommodate multi-year efforts.				
		<u>APPROVED</u>	<u>ADOPTED</u>	
		<u>FY 15-16</u>	<u>FY 16-17</u>	
REVENUES				
05002002				
50001	Balance From Prior Year	0	9,648,840	
59000 011	Transfer from Fund 11	11,250,000	0	
TOTAL COUNCIL SPECIAL PROJECTS REVENUES		<u>11,250,000</u>	<u>9,648,840</u>	
EXPENDITURES				
05005018	<i>CMO Projects: Homelessness/Communications</i>			
62300	Contract Services-Professional	520,000	0	
63001	Misc. Operating Expenses	42,500	27,500	
69011	Reserve Appropriation	0	4,910,656	
05010018	<i>Finance Projects: Pension Stability</i>			
62303	Pension Stability	500,000	0	
05010021	<i>Finance: SARTIC/City Hall/Jail/Newhope Library/Grand Central/Corbin/El Salvador/Jerome</i>			
66200	Building Improvement	1,460,000	100,000	
05010022	<i>Finance: City Fleet Replacement</i>			
66400	Machinery & Equipment	400,000	900,000	
05010023	<i>Finance: Corporate Yard</i>			
66200	Building Improvement	650,000	0	
05010024	<i>Information Services: Equipment Upgrade/Network-Data Center/Permits/Budget</i>			
66400	Machinery & Equipment	640,350	1,398,250	
05013018	<i>Parks & Recreation: Parks & Facilities Improvements, i.e. Lighting/Civic Center/Tennis Courts/Soccer Field</i>			
66220	Improvements Other Than Buildings	861,630	1,130,770	
68000	74 Transfer to Civic Center	419,000	0	
05014018	<i>Police: Body Cameras</i>			
62300	Contract Services-Professional	350,000	0	
05016018	<i>Planning & Building: General Plan Update/Metro East Zone Expansion</i>			
61000	Salaries	0	411,595	
61100	Retirement	0	95,300	
61120	Medicare	0	5,970	
61130	Employees Insurance	0	70,630	
61180	Workers Compensation	0	4,280	
62300	Contract Services-Professional	373,336	116,785	
63001	Misc. Operating Expenses	0	22,104	
69011	Reserve Appropriation	0	0	
05017018	<i>Public Works Agency: GIS/CIP-Asset Management</i>			
62300	Contract Services-Professional	120,000	305,000	
63001	Misc. Operating Expenses	25,000	0	
05018018	<i>Community Development: City-wide Placemaking & Branding</i>			
62300	Contract Services-Professional	150,000	150,000	
TOTAL COUNCIL SPECIAL PROJECTS EXPENDITURES		<u>6,511,816</u>	<u>9,648,840</u>	

GENERAL FUND COUNCIL SPECIAL PROJECTS-Continued

Council Special Projects		PROGRAM	Fund 50
			AMOUNT ALLOCATED
Projects and Programs:			
FACILITIES & ASSETS			
	Corbin Center		50,000
	Corporate Yard		650,000
	Grand Central Building		450,000
	Jail Facility		150,000
	City Hall		155,000
	Newhope Library		40,000
	Jerome Center		50,000
	El Salvador Center		15,000
	City Fleet Replacement		1,300,000
	Calle Cuatro Street		25,000
TECHNOLOGY			
	GIS System Development		125,000
	Network, Data Centers, Communications		1,065,000
	IT Equipment Upgrade		273,600
	Financial Budgeting Application		400,000
	Planning & Building Permitting Application		300,000
	Communications Equipment		120,000
	Communications Equipment		70,000
	Public Works CIP, Asset Management		300,000
INVESTMENT			
	Santa Ana City-Wide Branding Study		200,000
	General Plan Update		1,000,000
	Metro East Zone Expansion		100,000
	Pension Stability Fund		500,000
	Placemaking City-Wide		100,000
	SARTC Deferred Maintenance-HVAC		650,000
PARKS			
	Angel Park Restroom Renovations		50,000
	Riverview Basketball Court & Parking		97,400
	Santiago Bike Trail Resurfacing		70,000
	Santiago Playground Equipment Replacement		230,000
	Bomo Koral Sidewalk/Walkway Renovations		150,000
	Dan Young Soccer Field #2		640,000
	Cabrillo Park Tennis Court Renovations		75,000
	Windsor Tennis Courts		140,000
	Civic Center Joint Powers Auth. Renovations		419,000
SAFETY & SECURITY			
	Body Cameras		350,000
	Security Lights (Various Locations)		540,000
	Homeless		400,000
			<hr/>
	TOTAL ALLOCATION		11,250,000

GENERAL FUND CAPITAL PROJECTS

Capital Outlay Fund	PROGRAM	Fund 51			
PURPOSE: The Capital Outlay Fund accounts for the City's capital spending. In recent years, revenue from this fund has primarily been derived through transfers from the General Fund. Prior to passage of Proposition 13 in 1978, the City set a property tax sufficient to support its capital needs and payments on City Hall. With the passage of Proposition 13, the City's flexibility in setting the property tax rate was in effect eliminated.					
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
REVENUES					
5102002 MISCELLANEOUS REVENUES					
50001	Balance From Prior Year	0	0	300,000	300,000
5113002 CAPITAL OUTLAY FUND					
50001	Balance From Prior Year	0		1,376,070	1,172,350
53317	Soccer Field Surcharge	7,362		0	0
53332	Baseball Surcharge	0	6,998	0	0
57363	Cell Tower Lease Agreements*	564,721	574,689	610,115	573,105
TOTAL CAPITAL OUTLAY FUND REVENUES		<u>572,083</u>	<u>581,687</u>	<u>2,286,185</u>	<u>2,045,455</u>
EXPENDITURES					
5105015 <i>Non- Departmental</i>					
66200	Building Improvement	0	0	300,000	300,000
5113263 <i>Park Improvements</i>					
62300	Contract Services-Professional	0	31,948	0	
62320	Maintenance & Repair Buildings & Ground	100,350	71,355	100,000	100,000
63200	Operating Materials & Supplies Buildings/C	4,615	73,922	100,000	100,000
66220	Improvements Other Than Buildings	99,490	20,884	1,786,185	1,545,455
68000-11	Trans. To Fund 11	0	0	0	
		<u>204,454</u>	<u>198,109</u>	<u>1,986,185</u>	<u>1,745,455</u>
TOTAL CAPITAL OUTLAY EXPENDITURES		<u>204,454</u>	<u>198,109</u>	<u>2,286,185</u>	<u>2,045,455</u>
PROJECTS					
Park Improvements (Cell Tower)*				610,115	573,105
Synthetic Soccer Field Improvements				418,215	418,215
State Building Improvements				70,835	70,835
Santiago Gas House Area				436,930	395,820
Portola Pkg. Lot, Tennis Ct., Basketball Ct. Renovations				249,940	42,910
Centennial Lake Circulation Study				50,000	48,860
Stadium Structural Concrete Repair				129,160	135,475
Miscellaneous				20,990	60,235
City Hall/Council Chambers Improvements				300,000	300,000
TOTAL PROJECTS				<u>2,286,185</u>	<u>2,045,455</u>
*Restricted funds to be used in parks with cell towers.					

GENERAL FUND STRATEGIC PLAN PROJECTS (STRATEGIES)

Strategic Plan Fund	PROGRAM	Fund 52		
PURPOSE:				
<p>In 2012, the City of Santa Ana Mayor and City Council adopted the Sunshine Ordinance to enhance transparency and foster community engagement. An element of the Sunshine Ordinance was the development of a 5-year Strategic Plan to re-establish the City's mission, vision and goals that guide the City's future. Following an 11-month strategic planning process and extensive community engagement efforts, on March 18, 2014, the Council adopted the 5-year Strategic Plan. The Strategic Plan includes a total of 7 goals, 33 objectives and 147 strategies. Of the 147 strategies, 108 are funded within the departmental operating budgets. The remaining 39 unfunded strategies were prioritized by staff. In May 2014, Council approved an additional \$3.0M for 23 of the highest and high-priority strategies.</p> <p>The Strategic Plan fund accounts for these strategies not imbedded in departmental budgets. Revenues for this fund are derived through transfer of monies from the general fund. As additional funding becomes available, staff will provide further recommendations to fund all other remaining unfunded strategies. Implementation of the Strategic Plan commenced July 1, 2014.</p>				
REVENUES				
05202002				
50001	Balance From Prior Year	0	520,000	419,345
59000 011	Transfer from Fund 11	3,014,500	2,494,500	2,075,155
TOTAL STRATEGIC PLAN FUND REVENUES		<u>3,014,500</u>	<u>3,014,500</u>	<u>2,494,500</u>
EXPENDITURES				
05205018 <i>Non-Departmental</i>				
61020	Salaries & Wages - Temporary	0	200,000	200,000
62300	Contract Services - Professional	0	100,000	100,000
		<u>0</u>	<u>300,000</u>	<u>300,000</u>
05210018 <i>Finance & Management Services</i>				
62300	Contract Services - Professional	9,500	109,500	109,500
05213018 <i>Parks & Recreation Community Services</i>				
61000	Salaries Regular	132,216	165,035	165,035
61020	Salaries Temporary	295,586	491,310	472,485
61040	Salaries Overtime	9,303	5,245	5,245
61100	Retirement Plan	29,707	32,205	32,205
61110	Part-time Retirement	9,814	18,310	17,604
61120	Medicare Insurance	5,997	9,515	9,242
61130	Health Insurance	11,782	49,985	49,985
61170	Retiree Health Benefits	0	1,650	1,650
61180	Compensation Insurance	8,956	19,700	19,504
62120	Training, Transportation, Meeting	0	350	350
62140	Memberships & Subscriptions	15,648	0	0
62300	Contract Services - Professional	16,287	377,370	342,370
63001	Operating Materials & Supplies	169,531	254,325	244,325
66220	Improvements	0	50,000	50,000
		<u>704,828</u>	<u>1,475,000</u>	<u>1,410,000</u>
05214018 <i>Police Department</i>				
62300	Contract Services - Professional	0	15,000	0
05216018 <i>Planning & Building Agency</i>				
61000	Salaries Regular	0	165,418	186,418
61040	Salaries Overtime	0	0	500
61100	Retirement Plan	0	26,602	31,602
61120	Medicare Insurance	0	1,976	2,326
61130	Employees Insurance	0	36,422	40,922
61170	Retiree Health Benefits	0	1,364	1,364
61180	Compensation Insurance	0	1,418	2,068
62120	Training, Transportation, Meeting	0	0	800
62140	Membership, Subscription, Dues	0	0	600
62300	Contract Services - Professional	0	0	7,000
63001	Operating Materials & Supplies	0	4,300	13,900
63300	Gas & Diesel	0	2,000	2,000
65010	Equipment Rental, City	0	10,500	10,500
62300	Contract Services - Professional	0	40,000	0
		<u>0</u>	<u>290,000</u>	<u>300,000</u>

GENERAL FUND STRATEGIC PLAN PROJECTS (STRATEGIES)-Continued

Strategic Plan Fund		PROGRAM			Fund 52
		<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>	
Strategies:		FY 14-15	FY 15-16	FY 16-17	
05218018	<i>Community Development</i>				
	61000 Salaries Regular	35,973	41,000	0	
	61020 Salaries Temporary	5,248	30,000	0	
	61040 Salaries Overtime	3,488	1,000	0	
	61100 Retirement Plan	6,266	8,350	0	
	61110 Part-Time Retirement	79	1,125	0	
	61120 Medicare Insurance	644	1,000	0	
	61130 Employees Insurance	5,495	10,425	0	
	61180 Compensation Insurance	962	1,700	0	
	62120 Training, Transportation, Meeting	1,665	5,000	0	
	62140 Membership, Subscription & Dues	939	500	0	
	62300 Contract Services - Professional	43,250	590,000	375,000	
	62302 Contract Services - Personnel	2,100	4,200	0	
	62600 Parking Validation	667	700	0	
	63001 Operating Materials & Supplies	9,247	45,000	0	
	69152 Loans & Grants	0	85,000	0	
		<u>116,022</u>	<u>825,000</u>	<u>375,000</u>	
TOTAL STRATEGIC PLAN FUND EXPENDITURES		<u><u>830,349</u></u>	<u><u>3,014,500</u></u>	<u><u>2,494,500</u></u>	
		<u>ADOPTED</u>	<u>ADOPTED</u>	<u>ADOPTED</u>	
Strategies:		FY 14-15	FY 15-16	FY 16-17	
	Community Survey	15,000	0	0	
	Youth Summit	45,000	0	0	
	Quality Youth Engagement	160,000	160,000	160,000	
	Expand Youth Sports Program	500,000	500,000	500,000	
	Youth Sports Scholarships	200,000	200,000	200,000	
	Youth Web Resource	20,000	0	0	
	Safe & Inviting Downtown	400,000	0	0	
	Downtown Business Events	25,000	25,000	25,000	
	Community Engagement Plan	50,000	50,000	50,000	
	Leadership Training & Community Engagement Prg.	50,000	50,000	50,000	
	City Community Volunteer/Internship Program	200,000	200,000	200,000	
	Innovative Code Enforcement	40,000	0	0	
	Arts Master Plan	175,000	175,000	175,000	
	Arts Events	100,000	100,000	100,000	
	Health & Wellness Programs	200,000	200,000	200,000	
	Street/Assets Maintenance - TBD	TBD	TBD	TBD	
	Invest resources/tech to extend infrastructure	100,000	100,000	100,000	
	Add Soccer & Tennis to Yr-Round Youth Sports Prg.	100,000	100,000	100,000	
	Prop 84 funding for new Community Ctr.(E-Library)	250,000	250,000	250,000	
	Promote & Market Santa Ana	50,000	50,000	50,000	
	Increase Financial Information Access	9,500	9,500	9,500	
	Establish Sister Cities	25,000	25,000	25,000	
	Addition of Code Enforcement Officers	250,000	250,000	250,000	
	Reactivate Public Business Concepts	50,000	50,000	50,000	
	Totals	<u><u>3,014,500</u></u>	<u><u>2,494,500</u></u>	<u><u>2,494,500</u></u>	

SPECIAL REVENUE FUNDS

FIRE DEPARTMENT
Fire Facilities Fund

PROGRAM
120

Statement of Purpose

The purpose of the fire facilities fee is to provide revenue to pay for equipment needed to fight fires in the expanding number of buildings over two (2) stories height in the city, and to improve fire stations in the city as necessary to accommodate such equipment and otherwise augment the city's capability to fight fires in such buildings. The fire facilities fee revenues shall be used for such purpose.

	<u>ACTUAL FY 13-14</u>	<u>ACTUAL FY 14-15</u>	<u>ADOPTED FY 15-16</u>	<u>ADOPTED FY 16-17</u>
REVENUES				
12015002				
50001 Prior Year Carry Forward	0	0	0	600,000
TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>

	<u>ACTUAL FY 13-14</u>	<u>ACTUAL FY 14-15</u>	<u>ADOPTED FY 15-16</u>	<u>ADOPTED FY 16-17</u>
EXPENDITURES				
12015330				
62300 Contract Services Professional	0	0	0	600,000
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>

GENERAL FUND SPECIAL REVENUE

COMMUNITY DEVELOPMENT MAINTENANCE FUND

PROGRAM

Community Development Maintenance

40718842

Statement of Purpose

To provide on-going maintenance and improvements of public spaces in the City of Santa Ana.

SERVICE PROGRAM

COMMUNITY DEVELOPMENT MAINTENANCE

Mission: To effectively manage the cleanliness and maintenance of the streets, sidewalks, public parking lots and other public spaces in the Downtown and surrounding area. This fund will cover charges including utility costs, signage, landscaping, irrigation, steam cleaning and litter control.

This fund is expected to be closed after the end of Fiscal Year 2015-16 upon depletion of existing funds. Beginning Fiscal Year 2016-17, all maintenance costs will be funded by the Parking Enterprise Fund (027).

GENERAL FUND SPECIAL REVENUE

COMMUNITY DEVELOPMENT MAINTENANCE FUND		ACCOUNTING UNIT			
Community Development Maintenance		40718842			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50002	Prior Year Carry Forward-ENC	85,930	0	0	0
57000	Expense Reimbursement	1,115	0	0	0
58000	Earning on Investments	3,357	2,438	2,000	0
	TOTAL REVENUES	90,403	2,438	2,000	0
<u>EXPENDITURES</u>					
61000	Salaries Regular	69,695	78,508	95,575	0
61020	Salaries Part-Time	7,663	0	0	0
61040	Salaries Overtime	0	5,862	0	0
61100	Retirement-Employer Contribution	8,632	18,184	19,285	0
61120	Medicare Insurance	1,099	1,241	1,335	0
61130	Health Insurance	16,592	16,005	17,410	0
61170	Retiree Health Benefits	1,865	1,698	1,550	0
61180	Worker Compensation Insurance	870	1,917	1,205	0
	SUBTOTAL PERSONNEL	106,416	123,416	136,360	0
62000	Utilities	10,185	8,056	12,000	0
62010	Communications	1,220	665	1,500	0
62012	Cell Phone Charges	0	329	1,020	0
62140	Membership, Subscription & Dues	40	0	0	0
62200	Advertising	0	836	0	0
62251	Other Agency Services	15,704	15,796	20,000	0
62300	Contract Services-Professional	76,273	106,772	96,125	0
62302	Contracted Vendor Personnel Services	0	1,426	0	0
	SUBTOTAL CONTRACTUAL	103,423	133,880	130,645	0
63001	Miscellaneous Operating Expenses	3,553	3,229	25,255	0
63300	Gas & Diesel	72	143	0	0
	SUBTOTAL COMMODITIES	3,625	3,372	25,255	0
65000	Building Rental	9,245	5,080	0	0
65010	Rental City Equipment	1,170	2,376	0	0
65040	Computer Services	95	55	0	0
65050	IS Strategic Plan	3,645	1,830	0	0
65100	Insurance	6,030	3,025	0	0
65400	Indirect Costs	7,495	15,263	9,740	0
	SUBTOTAL FIXED CHARGES	27,680	27,629	9,740	0
	TOTAL EXPENDITURES	241,144	288,297	302,000	0
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.24		0.00	
4335	Neighborhood Improvement Projects Specialist*	0.50		0.00	
7280	Senior Accounting Assistant	0.10		0.00	
7330	Senior Office Assistant	0.05		0.00	
	TOTAL	0.89	0.00	0.00	0.00

COMMUNITY DEVELOPMENT AGENCY

PEELBER FUND

PROGRAM

South Main Corridor - Capital Projects

41818830

Statement of Purpose

To strengthen the City's economic base and enhance its image by providing public improvements in the South Main Corridor area, consistent with the Peebler Settlement Agreement.

SERVICE PROGRAM

Pursuant to a settlement agreement dated November 14, 2014 between Gerald Peebler, the City, and the Successor Agency, the Peebler Fund was established for the purpose of constructing public improvements in the South Main Corridor area. The funds deposited in this fund are one-time monies only.

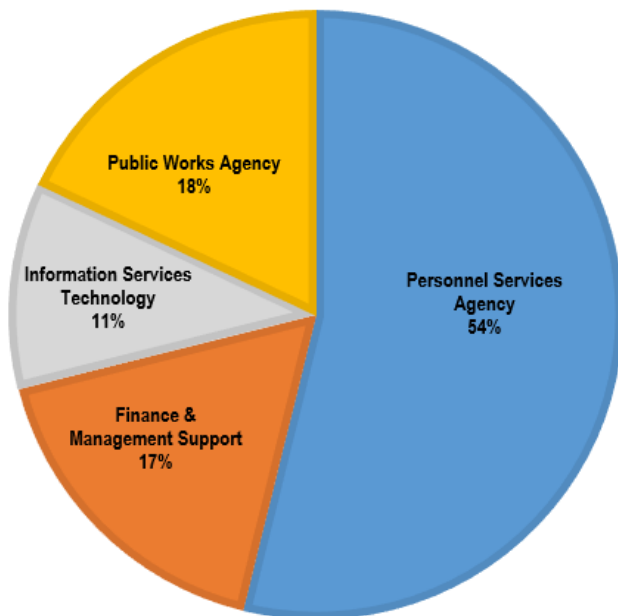
COMMUNITY DEVELOPMENT AGENCY

PEEBLER FUND		ACCOUNTING UNIT			
South Main Corridor - Capital Projects		41818830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	4,692,582
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,692,582</u>
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	0	0	250,000	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>250,000</u>	<u>0</u>
66220	Improvements Other Than Building	0	0	4,692,582	4,692,582
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>4,692,582</u>	<u>4,692,582</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>4,942,582</u></u>	<u><u>4,692,582</u></u>

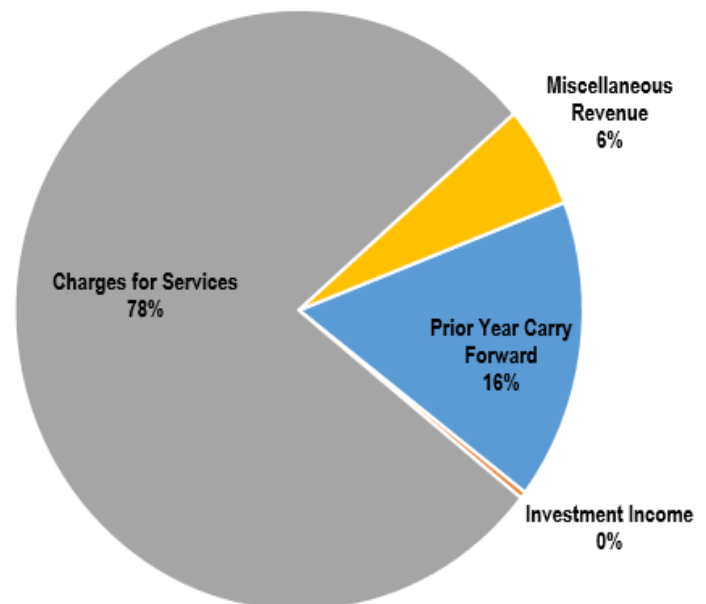
INTERNAL SERVICE FUND DEFINITION

Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies on a cost-reimbursement basis.

**FY 2016-17
INTERNAL SERVICE FUNDS
APPROPRIATIONS BY AGENCY**



**FY 2016-17
INTERNAL SERVICE FUNDS
REVENUE SOURCES**



◆ RELATIONSHIP BETWEEN INTERNAL SERVICE FUNDS & TOTAL CITY BUDGET

The Internal Service Fund is an independent budget with its own set of revenue and expenditure accounts. However, the Internal Service Fund is *not* calculated as part of the total City budget to avoid “double-counting” revenue and expenditures and inflating the total budget. The only revenue received by internal service funds come from cross-charges made to other funds (i.e. General Fund). Since the money used to pay cross-charges has already been counted once as current revenue by the paying fund, internal service fund receipts are counted as transfers and not as current revenue in the total City budget.

The same principle also applies to internal service funds expenditures. For example, the Liability Fund charges other funds for services rendered. This cross-charge is an expenditure for the fund receiving the service. The Liability Fund receives this cross-charge as revenue and then uses this same money to pay for insurance premiums--which is an expenditure for the Liability Fund. From a total budget perspective; however, these two expenditures are recognized only once (as a Direct Expenditure) at the time the original cross-charge was made.

Internal service expenditures implement the City’s expressed goal of “optimizing workforce effectiveness through training, technology, equipment, and facilities.” As examples, the internal service budget helps pay for communications and computerization (Fund 109), the City’s warehouse operation (Fund 76), maintenance of all city vehicles (75), and building maintenance (Fund 73).

Each individual internal service fund departmental cost allocation is calculated differently depending on the type of service the internal service provides. For example, the Building Maintenance division which provides custodial service and maintenance to City structures, bases its cost allocations on square footage and the service type requested (either labor and materials or labor alone). City Yard Operations also bases its departmental cost allocation on square footage being used by each agency (PWA, PRCSA, Finance, etc). A rental fee is charged to these departments. Fleet Operations & Maintenance Fund bases its cost allocation on vehicle scheduled maintenance, replacement and repair cost, and gas consumption.

◆ INTERNAL SERVICE FUND SUMMARY

Table 3-1 provides a summary of the individual internal service funds by department responsible for managing the fund. The Internal Service Fund (ISF) revenues and expenditures shown in the Internal Service Summary table are not considered as a separate piece of the total City budget pie since the ISF revenues and transfers originate from all other funds (i.e. General Fund, CDA, Special, Enterprise, etc.). The Internal Service Funds support 129.61 positions or 11.48 percent of the City's 1,130 employees.

PERSONNEL SERVICES AGENCY

Personnel Services manages three of the thirteen internal service fund activities and accounts for \$43,056,753 or 53.9 percent of total ISF appropriations. This makes Personnel Services the City's largest internal service fund operation in dollar terms due to the large reserve for claims under the Liability and Worker's Compensation funds. Included in Personnel Services Agency are: Risk Management/Liability & Property, Employee Group Benefits, and Workers' Comp.

◆ Funds 80, 81, & 82- Liability & Property, Employee Group Benefits, & Worker's Compensation

Liability & Property Fund 80, Employee Group Benefits Fund 81, and Workers Compensation Fund 82 pay for the City's self-insurance programs, liability claims, health and dental benefits, and workers compensation. Risk management processes personal injury, property or vehicle damage claims filed against the City of Santa Ana. In addition, Risk Management's Workers' Compensation Claims Unit processes claims from City of Santa Ana employees who have been injured on the job. Fund 80 also insures City of Santa Ana property and facilities and requires proof of insurance from groups, contractors, consultants, and companies doing businesses with the City.

Compared to FY 2015-16, the Personnel Services Agency internal service funds have increased by 17.2 percent, which was a result of the City's obligation to pay for the Fire Department's liability related costs. Furthermore, increases in the funds are reflective of higher liability insurance costs, due primarily to the high number of police liability claims and related costs.

The Personnel Services Agency receives revenues from cross charges to the agency's budget in their Employees Insurance 61130, Compensation Insurance 61180, and Insurance (Risk Management) 61120 line items.

FINANCE & MANAGEMENT SERVICES

Finance manages six of the thirteen ISF activities which represent \$22,579,876 or 28.23 percent of total. In the course of fiscal year 2015-16, Fund 109 (Citywide Information Services Strategic Plan), which was formerly managed by the Finance & Management Services Agency, is now managed by the Information Services Department as a result of the organizational restructuring that was implemented to enhance the operations.

◆ Fund 71 - Central Services

This fund provides for the duplication and messenger services for agendas, budgets, bulletins, brochures, forms, minutes, internal/external mail and the replacement and leasing of copiers. The budget for Fund 71 has increased by 23 percent over fiscal year 2015-16, due to the increases in personnel costs and lease payments of the equipment under contractual costs. Like other internal service funds, central services receives its revenues from actual cost charges for services provided under the Operating Materials & Supplies 63001 line-item.

◆ Fund 73 - Building Maintenance

This fund provides for the maintenance, janitorial services, and utilities to City departments including the Police Administration & Holding Facility, Fire Stations, various Recreation facilities and City Hall/Ross Annex. Revenue comes from department cross charges in the Building Rental 65000 line-item.

◆ Fund 70/75/76 - Equipment Maint. & Replacement

This sub-group includes Equipment Replacement, Fleet Management, and Stores & Property Control, which provide for the maintenance, repair, and replacement of City vehicles and other gasoline or diesel-powered equipment. Fleet services performs equipment maintenance and repair for all City agencies. Revenue comes from department charges agencies for rent for the use of the equipment, preventative maintenance, repair, and the cost of replacing the item when it becomes obsolete or no longer be repaired economically. Rent charges are the main source of revenue for fleet operations and rental rates are reviewed quarterly and aligned to actual costs.



◆ Fund 85 - City Yard Operations

This fund provides for maintenance and security services at the City's Corporate Yard and Fleet Maintenance Facility which has a combined area of 11.5 acres with about 140,000 square feet of facilities. Revenue comes from City Yard Rental 65010 line-item charges to departments located at the city yard.

INFORMATION SERVICES DEPARTMENT

◆ Fund 109 - Citywide Information Services Strategic Plan

This fund provides for the acquisition, installation, maintenance, repair and replacement of the City's telephone and computer systems including voice mail, fax, and other data communication and automation services. The budget for Fund 109 has decreased by 12 percent over the fiscal year 2015-16 as a result of the consolidation of Fund 102 and 109. Revenue comes from departmental cross-charges in the Communications 62010 line-item and fund transfers.



PUBLIC WORKS AGENCY

Public Works manages two of the twelve internal service fund funds which represent \$14,342,810 or 18 percent of the total internal service fund appropriations. Fund 86 and 101 have decreased by 2.06 percent over fiscal year 2015-16. The reduction is a result of contractual costs in Fund 101 for Administrative Services.

◆ Fund 86 -Engineering Services

This fund pays for transportation planning (8617610), traffic (8617620), construction engineering (8617611), design engineering (8617612), formulating transportation policy, and developing the Capital Improvement Program (CIP). Revenues come from enterprise funds and capital projects.

◆ Fund 101 - Public Works Admin. Services

In FY 95-96, the Public Works Administrative Services Internal Fund 101 was established to account for the costs of administrative and development engineering services. Revenues come from charges to the various funds and activities supported by the Agency.

**INTERNAL SERVICE FUND
BEGINNING & ENDING FUND BALANCE**

	FUND 71 & 72 CENTRAL SERVICES			FUND 73 BUILDING MAINTENANCE			FUND 75 EQUIPMENT MAIN. & REPLACEMENT		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources									
Charges for Services	1,038,705	1,190,505	1,260,000	3,171,619	4,845,181	3,883,410	3,284,347	3,406,800	3,974,560
Miscellaneous Revenues	0	0	0	0	0	0	348,330	175,000	523,830
Prior Year Carry Forward	0	74,643	0	0	0	0	0	1,739,690	0
Investment Income	4,618	4,220	4,000	0	0	0	30,819	25,000	25,000
Transfers In	0	0	0	0	0	0	0	0	0
Total	1,043,323	1,269,368	1,264,000	3,171,619	4,845,181	3,883,410	3,663,496	5,346,490	4,523,390
Expenditures									
General Government	1,000,502	1,269,368	1,264,000	3,743,357	4,845,181	3,883,410	4,823,496	5,346,490	4,523,390
Nonoperating Expenses	0	0	0	0	0	0	0	0	0
Transfers Out	0	0	0	51,362	0	0	0	0	0
Total	1,000,502	1,269,368	1,264,000	3,794,719	4,845,181	3,883,410	4,823,496	5,346,490	4,523,390
Net Increase (Decrease) in Fund Balance	42,821	0	0	(623,100)	0	0	(1,160,000)	0	0
Beginning Fund Balance, July 1	674,968	717,788	717,788	2,795,061	2,171,961	2,171,961	7,214,636	6,054,636	6,054,636
Ending Fund Balance, June 30	717,788	717,788	717,788	2,171,961	2,171,961	2,171,961	6,054,636	6,054,636	6,054,636
	FUND 76 STORES & PROPERTY CONTROL			FUND 80 LIABILITY & PROPERTY			FUND 81 EMPLOYEE GROUP INSURANCE		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources									
Charges for Services	2,328,483	1,425,000	1,456,480	6,286,823	5,750,000	5,750,000	16,559,868	18,035,102	18,035,102
Miscellaneous Revenues	181,473	61,000	61,000	0	0	0	2,602,462	2,479,911	2,479,911
Prior Year Carry Forward	2,043	73,350	0	0	3,678,922	8,000,389	0	0	1,897,457
Investment Income	0	10,000	10,000	210,346	125,672	155,244	22,652	14,700	14,700
Transfers In	0	0	0	0	0	0	0	0	0
Total	2,511,999	1,569,350	1,527,480	6,497,169	9,554,594	13,905,633	19,184,982	20,529,713	22,427,170
Expenditures									
General Government	1,312,226	1,569,350	1,527,480	8,411,542	9,554,594	13,905,633	18,577,415	20,529,713	22,427,170
Nonoperating Expenses	0	0	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0	0	0	0
Total	1,312,226	1,569,350	1,527,480	8,411,542	9,554,594	13,905,633	18,577,415	20,529,713	22,427,170
Net Increase (Decrease) in Fund Balance	1,199,773	0	0	(1,914,373)	0	0	607,567	0	0
Beginning Fund Balance, July 1	814,168	2,013,941	2,013,941	21,249,668	19,335,295	19,335,295	3,355,172	3,962,739	3,962,739
Ending Fund Balance, June 30	2,013,941	2,013,941	2,013,941	19,335,295	19,335,295	19,335,295	3,962,739	3,962,739	3,962,739

**INTERNAL SERVICE FUND
BEGINNING & ENDING FUND BALANCE**

	FUND 82 WORKER'S COMPENSATION			FUND 85 CORPORATE YARD		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources						
Charges for Services	5,010,018	6,059,969	5,944,990	610,183	1,037,900	1,091,665
Miscellaneous Revenues	658,200	520,347	663,960	296	5,000	5,000
Prior Year Carry Forward	0	75,668	115,000	0	5,088	0
Investment Income	124,866	0	0	810	1,000	2,000
Transfers In	0	0	0	134,500	0	0
Total	5,793,084	6,655,984	6,723,950	745,789	1,048,988	1,098,665
Expenditures						
General Government	8,451,716	6,655,984	6,725,950	742,319	1,048,988	1,098,665
Nonoperating Expenses	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0
Total	8,451,716	6,655,984	6,725,950	742,319	1,048,988	1,098,665
Net Increase (Decrease) in Fund Balance						
	(2,658,632)	0	(2,000)	3,470	0	0
Beginning Fund Balance, July 1	1,087,041	(1,571,591)	(1,571,591)	311,790	315,260	315,260
Ending Fund Balance, June 30	(1,571,591)	(1,571,591)	(1,573,591)	315,260	315,260	315,260
	FUND 86 & 101 ENGINEERING & ADMIN.			FUND 102 & 109 COMMUNICATIONS & IS STRATEGIC PLAN		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources						
Charges for Services	8,250,614	13,539,517	13,091,645	1,428,830	1,173,606	7,386,975
Miscellaneous Revenues	900,236	984,425	664,750	0	0	0
Prior Year Carry Forward	0	111,211	586,415	0	1,288,692	1,336,496
Investment Income	15,180	0	0	44,541	20,000	71,460
Transfers In	10,325	10,000	0	0	0	0
Total	9,176,355	14,645,153	14,342,810	1,473,371	2,482,298	8,794,931
Expenditures						
General Government	9,190,610	14,645,153	14,342,810	2,239,471	2,482,298	8,794,931
Nonoperating Expenses	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0
Total	9,190,610	14,645,153	14,342,810	2,239,471	2,482,298	8,794,931
Net Increase (Decrease) in Fund Balance						
	(14,255)	0	0	(766,100)	0	0
Beginning Fund Balance, July 1	(23,391)	(37,646)	(37,646)	15,965,671	15,199,571	15,199,571
Ending Fund Balance, June 30	(37,646)	(37,646)	(37,646)	15,199,571	15,199,571	15,199,571



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INTERNAL SERVICE FUND SUMMARY

TABLE 3-1

DEPARTMENT/ UNIT	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17	FY 15-16 Positions	FY 16-17 Positions	% of	<i>Increase (Decrease) Over Prior Year</i>	
							FY 16-17 Total	15-16 to 16-17 in \$	in %
REVENUES									
070 Equipment Replacement	477,259	666,195	0	1,488,000			1.9%	1,488,000	N/A
071 Central Services	999,628	1,019,567	1,029,148	1,264,000			1.6%	234,852	22.8%
072 Copier Lease Program	53,388	23,755	240,220	0			0.0%	(240,220)	-100.0%
073 Building Maintenance	3,494,613	3,171,619	4,845,181	3,883,410			4.9%	(961,771)	-19.9%
075 Fleet Maintenance	3,716,297	3,663,496	5,346,490	4,523,390			5.7%	(823,100)	-15.4%
076 Stores & Property Control	2,385,689	2,511,999	1,569,350	1,527,480			1.9%	(41,870)	-2.7%
080 Liability & Property	6,519,596	6,497,169	9,554,594	13,905,633			17.4%	4,351,039	45.5%
081 Employee Group Benefits	19,289,873	19,184,982	20,529,713	22,427,170			28.0%	1,897,457	9.2%
082 Workers Compensation	5,599,738	5,793,083	6,655,984	6,723,950			8.4%	67,966	1.0%
085 City Yard Operations	957,800	745,789	1,048,988	1,098,665			1.4%	49,677	4.7%
086 Engineering Services	5,398,693	4,789,082	7,734,178	7,742,215			9.7%	8,037	0.1%
101 Administration Services	4,505,006	4,387,274	6,910,975	6,600,595			8.3%	(310,380)	-4.5%
102 Communications Services	1,337,032	1,473,371	2,482,298	0			0.0%	(2,482,298)	-100.0%
109 Information Services Technology Plan	5,479,681	5,365,599	7,475,296	8,794,931			11.0%	1,319,635	17.7%
Revenue Grand Total	60,214,293	59,292,979	75,422,415	79,979,439			100.0%	4,557,024	6.0%
EXPENDITURES BY DEPARTMENT									
Personnel Services Agency									
08009051 Liability & Property	6,810,396	8,411,542	9,554,594	13,905,633	3.35	3.40	17.4%	4,351,039	45.5%
08109052 Section 125 Benefits	252,684	284,847	439,500	439,500	0.00	0.00	0.5%	0	0.0%
08109053 Employee Group Benefits	18,388,748	18,292,568	20,090,213	21,987,670	6.35	6.65	27.5%	1,897,457	9.4%
08209054 Workers Compensation	6,472,963	8,451,716	6,655,984	6,723,950	6.35	6.40	8.4%	67,966	1.0%
Subtotal	31,924,791	35,440,673	36,740,291	43,056,753	16.05	16.45	53.8%	6,316,462	17.2%
Finance & Management Services Agency									
07010100 Equipment Replacement	0	0	0	1,488,000	0.00	0.00	1.9%	1,488,000	N/A
07110100 Central Services	995,914	1,053,897	1,029,148	1,264,000	2.15	2.15	1.6%	234,852	22.8%
07210101 Copier Lease Program	45,541	36,348	240,220	0	0.00	0.00	0.0%	(240,220)	-100.0%
07310-Var. Building Maintenance	3,174,411	3,794,719	4,845,181	3,883,410	14.80	14.60	4.9%	(961,771)	-19.9%
07510-Var. Fleet Maintenance	5,377,606	4,823,496	5,346,490	4,523,390	20.70	20.05	5.7%	(823,100)	-15.4%
07610102 Stores & Property Control	1,559,032	1,312,226	1,569,350	1,527,480	2.65	2.40	1.9%	(41,870)	-2.7%
08510138 City Yard Operations	975,108	742,319	1,048,988	1,098,665	0.20	0.30	1.4%	49,677	4.7%
Subtotal	12,127,612	11,763,005	14,079,377	13,784,945	40.50	39.50	0	-294,432	-2.1%
Information Technology									
10220140 Communications Services	1,852,845	2,239,471	2,482,298	0	2.30	0.00	0.0%	(2,482,298)	-100.0%
10920-Var. Information Services Technology Plan	5,822,911	5,881,681	7,475,296	8,794,931	17.09	18.56	11.0%	1,319,635	17.7%
Subtotal	7,675,756	8,121,152	9,957,594	8,794,931	19.39	18.56	11.0%	(1,162,663)	-11.7%
Public Works Agency									
08617610 Transport Planning./Proj. Mgmt.	370	0	0	0	0.00	0.00	0.0%	0	N/A
08617611 Construction Engineering	2,095,124	2,018,286	3,077,763	2,922,500	10.25	10.25	3.7%	(155,263)	-5.0%
08617612 Design Engineering	2,575,850	2,812,885	4,262,071	4,476,580	16.95	16.75	5.6%	214,509	5.0%
08617620 Traffic Engineering	0	(3,058)	394,344	343,135	1.80	1.30	0.4%	(51,209)	-13.0%
10117601 Administrative Services	3,003,343	3,209,031	5,424,960	5,051,030	19.00	20.00	6.3%	(373,930)	-6.9%
10117605 Development Services	1,035,904	1,153,465	1,486,015	1,549,565	6.80	6.80	1.9%	63,551	4.3%
Subtotal	8,710,590	9,190,610	14,645,153	14,342,810	54.80	55.10	17.9%	(302,343)	-2.1%
Expenditure Grand Total	60,438,749	64,515,440	75,422,415	79,979,439	130.74	129.61	100.0%	4,557,024	6.0%
Note: Includes Interfund Transfers									
INTERNAL SERVICE FUNDS PERSONNEL									
Number of Positions	118.39	117.04	130.74	129.61				(1.13)	-0.9%
as % of Total City Workforce	11.28%	11.11%	11.81%	11.48%					

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES
Central Services

PROGRAM
07110100

Statement of Purpose

To provide reprographic and messenger services to all City Agencies.

This program provides in-house, at-cost services to the City Council and all Agencies. Efficient mass reprographic duplication, special one-time print order photocopying, and direct and confidential delivery messaging services with door-to-door delivery are part of standard customer service operations.

All regular delivery mail received is routed securely to its destination. Special delivery express and overnight mail is delivered by Messenger on arrival to destination. Reprographic orders are also delivered after production. Agencies can utilize online capabilities to forward a digital document for perfect black/white and vivid color copies.

Accomplishments in FY 2015-2016

- * Continue to provide reprographic and mail delivery services to all City Agencies.
- * Continue to manage and monitor Managed Print Services contract.
- * Replace package tracking software/hardware with a system compatible to the latest version of Windows.
- * Conducted a customer satisfaction survey for the first time. Will continue to conduct this survey every two years.

Action Plan for FY 2016-2017

- * Continue to provide reprographic and mail delivery services to all City Agencies.
- * Continue to manage and monitor Managed Print Services contract.
- * RFP for new Managed Print Services contract.

PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of in-house impressions made	7,162,713	2,930,545	2,526,624	2,526,624
# of pieces of outgoing mail posted	282,792	325,497	297,924	297,924
Efficiency				
Avg. # of days to complete duplicating requests	1	1	1	1
% of copy requests completed w/in 2 work-days	100%	100%	100%	100%
Savings on Metered Mail	\$7,662	\$8,747	\$7,027	\$7,027

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Central Services		07110100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	74,643	0
56000	Charges to Departments	996,684	1,014,964	950,505	1,260,000
58000	Earnings on Investments	2,945	4,604	4,000	4,000
	TOTAL REVENUES	<u>999,628</u>	<u>1,019,567</u>	<u>1,029,148</u>	<u>1,264,000</u>
EXPENDITURES					
61000	Salaries & Wages-Regular	151,285	140,621	148,510	154,430
61020	Salaries & Wages-Temporary	10,549	13,728	13,240	27,475
61100	Retirement Plan	19,063	22,910	29,215	35,755
61110	Part-Time Retirement	396	515	495	1,030
61120	Medicare Insurance	2,179	2,059	2,200	2,480
61130	Employees Insurance	29,290	28,366	28,990	36,155
61170	Retiree Health Insurance	7,257	5,582	2,180	0
61180	Compensation Insurance	2,017	1,768	2,140	2,375
	SUBTOTAL PERSONNEL	<u>222,034</u>	<u>215,549</u>	<u>226,970</u>	<u>259,700</u>
62010	Communications	2,656	3,234	3,400	3,400
62120	Training & Transportation	0	0	13,700	13,700
62300	Other Contractual Services	375,620	401,822	238,245	238,245
62322	M&R Machinery & Equipment	22,266	11,543	110,000	68,105
62501	Lease Payments	0	0	2,000	242,000
62600	Parking Validation	117	0	5,300	5,300
62700	Auto Expense	300	300	420	420
	SUBTOTAL CONTRACTUAL	<u>400,959</u>	<u>416,898</u>	<u>373,065</u>	<u>571,170</u>
63020	Postage	180,959	207,079	220,000	220,000
63001	Operating Materials & Supplies	72,901	69,639	76,605	76,605
63300	Gas & Diesel	1,689	1,665	1,895	1,895
	SUBTOTAL COMMODITIES	<u>255,550</u>	<u>278,383</u>	<u>298,500</u>	<u>298,500</u>
65000	Building & Site Rental	86,015	86,015	87,509	89,005
65010	City Equipment Rental	2,495	2,556	2,737	2,635
65012	Accident Repair & Replacement	0	0	0	180
65050	Information Services Strategic Plan	10,000	10,000	10,000	10,000
65100	Insurance (Risk Management)	7,500	7,497	6,747	7,495
65400	Indirect Operating Expenses	11,361	18,615	13,620	15,315
	SUBTOTAL FIXED CHARGES	<u>117,371</u>	<u>124,683</u>	<u>120,613</u>	<u>124,630</u>
66400	Machinery & Equipment	0	18,384	10,000	10,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>18,384</u>	<u>10,000</u>	<u>10,000</u>
	TOTAL	<u>995,914</u>	<u>1,053,897</u>	<u>1,029,148</u>	<u>1,264,000</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.05		0.05	
1180	Assistant Director, Finance & Mgmt. Svs.	0.10		0.10	
7030	Central Services Supervisor	1.00		1.00	
7260	Reprographic Equipment Operator	1.00		1.00	
9060	Clerical Aide		1.00		1.00
	TOTAL	<u>2.15</u>	<u>1.00</u>	<u>2.15</u>	<u>1.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES Copier Lease Program		ACCOUNTING UNIT 07210102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
56000	Charges to Departments	53,358	23,741	240,000	0
58000	Earning on Investment	31	14	220	0
	TOTAL REVENUES	<u>53,388</u>	<u>23,755</u>	<u>240,220</u>	<u>0</u>
 <u>EXPENDITURES</u>					
62501	Operating Lease Expense	45,541	36,348	240,000	0
66400	Machinery & Equipment	0	0	220	0
	SUBTOTAL CAPITAL	<u>45,541</u>	<u>36,348</u>	<u>240,220</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>45,541</u>	<u>36,348</u>	<u>240,220</u>	<u>0</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 073			
Building Maintenance					
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	1,019,314	0
56100	McFadden Learning Center	51,350	51,350	36,620	19,054
56101	Newhope Branch Library	49,345	49,345	42,286	32,392
56102	Rental - City Hall	1,323,645	974,906	1,232,391	1,108,833
56103	Rental - New Corporate Yard	615,715	359,169	684,703	753,700
56104	Rental - El Salvador Building	24,705	24,705	45,842	64,144
56105	Rental - Jerome Building	40,750	40,750	99,948	156,312
56106	Rental - Ross Annex	506,720	774,670	831,302	891,599
56107	Rental - Santa Anita Building	8,080	8,080	13,032	15,150
56108	Rental - Senior Citizen Center	51,540	51,540	44,450	34,525
56109	Rental - Police Facility	486,323	500,192	520,237	602,534
56110	Rental - Library Building	234,420	234,420	187,220	137,184
56111	Rental - Corbin Center	47,505	47,505	32,532	14,724
56112	Rental - Police Substation	7,010	7,010	7,010	7,010
56113	Rental - Southwest Senior Center	47,505	47,505	48,294	46,249
	TOTAL REVENUES	<u>3,494,613</u>	<u>3,171,619</u>	<u>4,845,181</u>	<u>3,883,410</u>
<u>EXPENDITURES</u>					
07310100	Building Maintenance	2,608,025	3,035,510	3,982,929	3,056,734
07310101	Custodial Services	566,386	759,210	862,252	826,675
	TOTAL EXPENDITURES	<u>3,174,411</u>	<u>3,794,719</u>	<u>4,845,181</u>	<u>3,883,410</u>
<i>Note: The Building Maintenance Program makes each City agency a "tenant" at cost. Agencies are charged a rental rate per square foot based on actual maintenance costs. Rental charges for maintenance and repair of the buildings are the primary source of Fund 073 revenue.</i>					
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.20		0.20	
1180	Assistant Director, Finance & Mgmt. Svs.	0.05		0.05	
6400	Budget & Research Manager	0.05		0.05	
4375	Facility Maintenance Superintendent	1.00		0.00	
	Facilities and Fleet Maintenance Mgr.	0.00		0.45	
0150	Senior Management Analyst	0.50		0.85	
4310	Building Maintenance Supervisor	2.00		2.00	
4140	Building Maintenance Technician	9.00		9.00	
4000	Custodian	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
9170	Janitor		5.00		5.00
9740	Painter (PT)		1.00		1.00
	TOTAL	<u>14.80</u>	<u>6.00</u>	<u>14.60</u>	<u>6.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Building Maintenance - Facilities		07310100		
Statement of Purpose				
<p><i>To maintain safe, secure, attractive, and energy-efficient City facilities and infrastructure (assets) through preventive maintenance (PM), certifications, energy management, and custodial services.</i></p> <p>This program is responsible for maintaining over one million square feet that covers 38 city buildings including City Hall and the Police Holding & Administration Facility. Asset Management is accomplished through an extensive preventive maintenance program, which increases the life cycle of the asset while reducing repair and replacement costs. The program also manages janitorial services (both in-house and contractual) needed to keep city facilities at a high standard of appearance and cleanliness.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Surplus Allocation - Replace Grand Central Art Studio HVAC Chiller / Boiler system for \$450,000. * Surplus Allocation - Corporation Yard PWA Admin and Stores roof restoration completed for \$518,000. * Surplus Allocation - Solicited for bids to upgrade Corporate Yard Car Wash to Water-Wise car wash system for \$120,000. * Surplus Allocation - Solicited bids to replace failed domestic water supply lines at SAPD Jail, four floors. Surplus Allocation - Installed commercial grade Commodes at Corbin Center. * Replaced PW Administration 50 ton rooftop HVAC unit for \$350,000. * Implemented Security Measure Phase 2 - with proximity readers at Elevator lobbies, and duress alarms. * Installed glass break alarm system at 1st floor City Hall and Ross Annex. * Painted vertical walls in Ross Annex Parking Garage to improve illumination. * Installed a \$15,000 Co2 exhaust monitoring and motor control system in the Ross Annex parking, SCE will refund 100%. * Installed Americans with Disabilities Act (ADA) compliant Wheelchair lift at City Hall to Ross Annex Treasury area. * Replaced two 5 ton HVAC units that serve EOC at Corporation Yard PWA Administration. * Upgraded Corporate Yard security gate control system and drive motors at Daisy and Center streets. * Replaced City Hall domestic water shut supply off valves. * Contract for ADA upgrades to the Council Chambers for wheelchair and companion seating for ADA compliance. * Replaced North side Council Chambers glass doors with steel doors with window. * Expanded SAC Fleet Intern program to utilize Taller San Jose construction students to Building Maintenance. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Retrofit all City Hall / Annex stairwells with LED lighting technology. * Retrofit Ross Annex Parking Garage light with LED Technology. * Replace City Hall restroom roof ventilation fan system. * Install bird protection screening to deter bird entry into the City Hall elevator ventilation system. * Solicit bids for LED lighting retrofit at SAPD and Corporation Yard, to be funded by SCE OBF (on bill financing). * Solicit for bids for Roof restoration at Southwest Senior Center / Corbin Center. * Solicit for roof restoration proposals to address Corporation Fleet, HAZ MAT roofs. * Solicit bids to replace the SAPD Dispatch Liebert HVAC unit and condensers. * Solicit for engineering to reconfigure Council Chamber visitor restrooms to be ADA compliant. * Paint ceiling in Ross Annex Parking garage to minimize overhead lighting, yielding utility savings. * Contract washing of exterior windows at City Hall / Ross Annex, Police Department and Main Library. * Remove failed carpet in Ross Annex and polish concrete as a trial alternative. * Develop plans to provide Council and staff secured restrooms, freeing up the chambers public restrooms. * Continue to assist the Police Department, CDA - Grand Central, PW-Train Station with facility needs. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Total square footage maintained	1,229,867	1,229,867	1,164,867	1,164,867
Number of 14/15 Facility Maintenance Work Orders	1,443	1,352	1,607	1,700
Efficiency				
Square feet maintained per Technician				
City of Santa Ana	123,733	123,733	111,806	111,806
Industry Average	65,000	65,000	65,000	65,000
Effectiveness				
% of Work Orders (Preventive Maintenance) completed within 7 working days	100%	98%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Building Maintenance		07310100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	712,932	825,518	978,825	989,855
61020	Salaries & Wages-Temporary	42,179	2,986	18,430	19,726
61040	Salaries & Wages-Overtime	12,877	11,528	8,000	8,000
61100	Retirement Plan	95,495	144,498	187,750	207,476
61110	Part-Time Retirement	230	0	265	270
61120	Medicare Insurance	8,604	9,556	11,520	13,261
61130	Employees Insurance	124,511	160,276	186,370	222,931
61170	Retiree Health Insurance	37,517	25,307	13,925	0
61180	Compensation Insurance	78,501	79,797	99,535	100,991
	SUBTOTAL PERSONNEL	<u>1,112,847</u>	<u>1,259,465</u>	<u>1,504,620</u>	<u>1,562,509</u>
62000	Utilities	674,398	790,979	770,860	770,860
62010	Communications	25,662	29,480	12,750	12,750
62120	Training & Transportation	24	2,212	3,500	3,500
62140	Membership, Subscriptions & Dues	3,410	299	15,000	15,000
62251	Other Agency Services	19,442	19,947	0	0
62300	Contract Services - Professional	376,923	400,171	435,003	435,003
62310	Janitorial & Housekeeping	0	0	0	0
62320	Maintenance & Repair Buildings & Ground	7,768	5,350	9,000	9,000
62322	Maintenance & Repair	14,199	0	0	0
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	<u>1,122,426</u>	<u>1,249,038</u>	<u>1,246,713</u>	<u>1,246,713</u>
63001	Misc. Office Expense	85,868	120,451	74,820	74,820
63300	Gas & Diesel	5,678	6,307	8,364	8,364
63100	Uniforms and Tools	2,637	3,147	630	630
63101	Tool Allowances	4,976	6,603	0	0
63200	Oper. Materials & Supplies-Bldgs. & Grnds.	6,597	2,190	4,200	4,200
	SUBTOTAL COMMODITIES	<u>105,756</u>	<u>138,699</u>	<u>88,014</u>	<u>88,014</u>
65010	Equipment Rental, City	26,880	33,960	35,130	34,151
65012	Accident Repair & Replacement	0	0	0	1,412
65050	Automation Plan	18,430	18,505	18,430	18,430
65100	Insurance (Risk Management)	10,285	10,285	9,257	10,285
65400	Indirect Operating Expenses	53,910	104,607	84,645	95,220
	SUBTOTAL FIXED CHARGES	<u>109,505</u>	<u>167,357</u>	<u>147,462</u>	<u>159,498</u>
66200	Buildings	59,432	169,590	800,000	0
66400	Machinery & Equipment	0	0	0	0
66510	Computer Software	0	0	0	0
	SUBTOTAL CAPITAL	<u>59,432</u>	<u>169,590</u>	<u>800,000</u>	<u>0</u>
67200	Capitalized Lease Obligation	0	0	196,120	0
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>196,120</u>	<u>0</u>
68000	Interfund Transfers	98,059	51,362	0	0
	SUBTOTAL TRANSFERS	<u>98,059</u>	<u>51,362</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>2,608,025</u></u>	<u><u>3,035,510</u></u>	<u><u>3,982,929</u></u>	<u><u>3,056,734</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.10		0.10	
1180	Assistant Director of Finance & Mgmt. Svs.	0.05		0.05	
6400	Budget & Research Manager	0.05		0.05	
4375	Facility Maintenance Superintendent	0.60		0.00	
	Facilities and Fleet Maintenance Manager	0.00		0.25	
4310	Building Maintenance Supervisor	2.00		2.00	
0150	Senior Management Analyst	0.50		0.85	
4140	Building Maintenance Technician	8.80		8.80	
7280	Senior Accounting Assistant	1.00		1.00	
9740	Painter (PT)		1.00		1.00
	TOTAL	<u>13.10</u>	<u>1.00</u>	<u>13.10</u>	<u>1.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Custodial Services		07310101		
Statement of Purpose				
<p><i>To maintain City facilities cleanliness, improve the Customer Service Experience, and minimize the City's risk.</i></p> <p>This program is responsible for Janitorial services at City Hall, Ross Annex, Corporation Yard, Senior Center, Southwest Salgado Center, Jerome Center, Santa Anita Center, El Salvador Center and The Santa Ana Regional Transportation Center. This program's primary function is to manage both, in-house and contracted janitorial to keep City facilities' appearance and cleanliness at a high standard.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Improved the overall effectiveness of janitorial services in all facilities maintained. * Improved the quality, and shrinkage control of consumable paper supplies. * Increased service provided by contractor at all City Facilities. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Building Maintenance Management and staff proactively monitor the services provided by the Janitorial Contractor, and internal custodians to assure a high level of quality service, based on the contract specifications. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Custodial maint. of Santa Ana Sr. Center	5 days/wk.	5 days/wk.	5 days/wk.	5 days/wk.
Custodial maint. of Southwest Sr. Center	5 days/wk.	5 days/wk.	5 days/wk.	5 days/wk.
Custodial maint. of Salgado Center	7 days/wk.	7 days/wk.	7 days/wk.	7 days/wk.
Custodial maint. of Jerome Center	5 days/wk.	5 days/wk.	5 days/wk.	5 days/wk.
Custodial maint. of El Salvador Center	5 days/wk.	5 days/wk.	5 days/wk.	5 days/wk.
Custodial maint. of Santa Anita Center	5 days/wk.	5 days/wk.	5 days/wk.	5 days/wk.
Custodial maint. of Corbin Center	5 days/wk.	5 days/wk.	5 days/wk.	5 days/wk.
Custodial maint. of City Hall	4 days/wk.	4 days/wk.	4 days/wk.	4 days/wk.
Custodial maint. of Ross Annex	4 days/wk.	4 days/wk.	4 days/wk.	4 days/wk.
Custodial maint. of Corporate Yard	4 days/wk.	4 days/wk.	4 days/wk.	4 days/wk.
Custodial maint. of the Santa Ana Regional Transportation Center	7 days/wk.	7 days/wk.	7 days/wk.	7 days/wk.

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Custodial Maintenance		07310101			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	95,258	116,310	128,460	108,365
61020	Salaries & Wages-Temporary	71,619	67,392	108,520	94,246
61030	Salaries & Wages-Overtime	0	634	0	0
61100	Retirement Plan	19,960	28,170	25,885	26,031
61110	Part-Time Retirement	1,269	1,520	4,070	3,490
61120	Medicare Insurance	2,124	2,335	3,125	2,575
61130	Employees Insurance	17,881	25,346	28,220	31,101
61170	Retiree Health Insurance	5,112	(12,066)	490	0
61180	Compensation Insurance	12,666	16,480	23,950	22,516
	SUBTOTAL PERSONNEL	<u>225,888</u>	<u>246,121</u>	<u>322,720</u>	<u>288,323</u>
62310	Janitorial & Housekeeping	116,000	456,324	412,000	412,000
62300	Other Contractual Services	200,820	264	89,720	89,720
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	<u>317,420</u>	<u>457,188</u>	<u>502,320</u>	<u>502,320</u>
63001	Miscellaneous Operating Expense	1,079	22,600	8,000	8,000
	SUBTOTAL COMMODITIES	<u>1,079</u>	<u>22,600</u>	<u>8,000</u>	<u>8,000</u>
65100	Insurance (Risk Management)	10,285	10,285	9,257	9,257
65400	Indirect Operating Expenses	11,715	23,016	19,955	18,775
	SUBTOTAL FIXED CHARGES	<u>22,000</u>	<u>33,301</u>	<u>29,212</u>	<u>28,032</u>
	TOTAL	<u><u>566,386</u></u>	<u><u>759,210</u></u>	<u><u>862,252</u></u>	<u><u>826,675</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.10		0.10	
4375	Facility Maintenance Superintendent	0.40		0.00	
	Facilities and Fleet Maintenance Mgr.	0.00		0.20	
4140	Building Maintenance Technician	0.20		0.20	
4000	Custodian	1.00		1.00	
	TOTAL	<u>1.70</u>	<u>5.00</u>	<u>1.50</u>	<u>5.00</u>
	TOTAL	<u><u>1.70</u></u>	<u><u>5.00</u></u>	<u><u>1.50</u></u>	<u><u>5.00</u></u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Stores & Property Control		07610102		
Statement of Purpose				
<p><i>To provide warehousing, supply chain management, and capital asset disposition services to City departments; and to coordinate with Building Maintenance in providing a safe and clean facility for Corporate Yard tenants.</i></p> <p>This program is responsible for the City's warehouse operation which is based in the Corporate Yard. Stores staff order, receive, carry, issue, deliver, and track City departments' supplies and materials. This program is also responsible for capital asset records administration, Material Safety Data Sheet (MSDS) documentation, Yard ridesharing, Motor Pool operations, Yard hazardous waste/e-waste disposal, and disposition of surplus City assets including unclaimed property.</p>				
Accomplishments in FY 15-16				
<ul style="list-style-type: none"> * Improved accounting and invoicing procedures with consignment vendor * Dispose of regular and E-waste surplus property through transfers, recycling, and auction. * Continue staff training on handling Hazardous Material based on new automated MSDS program. * Conduct annual and periodic physical inventory of Capital Assets, Store items, and Fleet parts. * Developed revenue reporting protocol for surplus sales proceeds from all sources. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Develop mark-up rates for Central Stores inventory under new consignment business model. * Improve procedures for tracking vehicles and other equipment awaiting surplus. * Dispose of regular and E-waste surplus property through transfers, recycling, and auction. * Continue staff training on handling Hazardous Material based on new automated MSDS program. * Conduct annual and periodic physical inventory of Capital Assets, Store items, and Fleet parts. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
\$ Value of Stores inventory	\$650,000	\$625,000	\$600,000	\$600,000
# of Product Lines carried	1,700	1,700	1,700	1,700
# of Store items issued	150,000	150,000	150,000	150,000
# of Surplus items processed:				
Vehicles	90	110	110	110
Others (electronics, furniture, etc.)	1,450	1,500	1,500	1,500
Total	1,540	1,610	1,610	1,610
Efficiency				
Per Full-Time Equivalent Stock Clerk:				
Average # of items issued	150,000	150,000	150,000	150,000
Average # of items received	75,000	75,000	75,000	75,000
Effectiveness				
% of requests processed within 24 hours	100%	100%	100%	100%
% of Surplus items auctioned:				
Vehicles	100%	100%	100%	100%
Others (electronics, furniture, etc.)	90%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Equipment Replacement		07010100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES*</u>					
50001	Prior Year Carry Forward	0	0	0	0
57006	Non-Enterprise ERC	477,259	587,430	0	1,016,211
57010	Enterprise ERC	0	72,526	0	394,289
57972	Sale of Equipment	0	0	0	67,500
58000	Earning on Investments	0	6,239	0	10,000
	TOTAL FUND 75 REVENUES	<u>477,259</u>	<u>666,195</u>	<u>0</u>	<u>1,488,000</u>
<u>EXPENDITURES*</u>					
62300	Other Contractual Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>175,000</u>
	SUBTOTAL CONTRACTUAL	0	0	0	175,000
66400	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,313,000</u>
	SUBTOTAL CONTRACTUAL	0	0	0	1,313,000
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,488,000</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Fleet Maintenance		07510100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
FUND 75 - EQUIPMENT MAINTENANCE					
50001	Prior Year Carry Forward	0	0	1,739,690	0
53902	Miscellaneous Service Charge	37,263	31,076	0	100,000
56000	Charges to Departments	3,216,108	3,284,347	3,406,800	3,974,560
56006	Accident & Replacement	0	0	0	316,330
57000	Expense Reimbursement	0	0	0	0
57006	Expense Reimbursement-Condemn Deposit	2,612	35,892	20,000	20,000
# 57009	Expense Reimbursement-CCSE	1,006	0	0	0
57010	Miscellaneous Recoveries	2,070	18,310	20,000	20,000
57081	Gift & Donations	0	0	0	0
57903	Sales Tax Recoveries	0	0	0	0
57960	Rental of Property	0	0	0	0
57972	Sale of Equipment	289,936	263,052	135,000	67,500
57973	Sale of CNG-Compress Natural Gas	12,453	0	0	0
58000	Earnings on Investment	30,014	30,819	25,000	25,000
58002	Net increase (Decrease) In Fair Value of Investment	124,835	0	0	0
TOTAL FUND 75 REVENUES		<u>3,716,297</u>	<u>3,663,496</u>	<u>5,346,490</u>	<u>4,523,390</u>
<u>EXPENDITURES</u>					
07510100	Fleet Maintenance	4,993,142	4,176,565	4,346,490	4,373,390
07510101	Equipment Replacement	384,464	646,931	1,000,000	150,000
TOTAL EXPENDITURES		<u>5,377,606</u>	<u>4,823,496</u>	<u>5,346,490</u>	<u>4,523,390</u>
<p><i>Note:</i> Fleet Services performs equipment maintenance and repair for all City agencies. A rental rate is charged for mobile mechanical and automotive equipment assigned to the various agencies. The agency pays rent for the use of the equipment, preventive maintenance, repair, and the cost of replacing the item when it becomes obsolete or can no longer be repaired economically. Rent charges are the main source of revenue for fleet operations. Rental rates are reviewed quarterly and aligned to actual costs.</p>					

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Fleet Management	07510100			
Statement of Purpose				
<p><i>To provide safe, attractive, reliable, and efficient fleet equipment to all City departments through a rigorous preventive maintenance program, timely repairs and replacement schedules, and economical procurement of quality equipment.</i></p> <p>This program provides for the acquisition, maintenance, repair, and replacement of City vehicles and equipment used for public safety, construction, and maintenance. Fleet services include Police car conversions, fleet parts inventory, custom fabrication, and fuel management (gasoline, diesel, Compressed Natural Gas [CNG], electricity, propane, and hydrogen).</p>				
Accomplishments in FY 15-16				
<ul style="list-style-type: none"> * Continued Santa Ana College (SAC)-City Fleet Services internship project for SAC Automotive Program students. * Hired new Senior Office Specialist for Fleet Dispatch operations. * Procured new Police vehicles: 8 Patrol cars and 12 Traffic motorcycles and 3 CSI Trucks * Procured new PWA and Park and Recreation vehicles * Coordinating the installation of 800mHz radio system for all safety vehicles * Developed improved system for tracking insurance-related accident repairs * Initiated discussions with OCFA for maintenance services * Passed all State-mandated inspections for aerials (buckets and cranes), diesel smoke, and smog. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Begin providing maintenance for OCFA vehicles * Standardize procedures for Fleet Telematics-Global Positioning System (GPS) program. * Execute AQMD-MSRC grant contract to construct propane fueling station. * Pass all State-mandated inspections for aerials (buckets and cranes), diesel smoke, and smog. * Continue to provide Total Quality Service (TQS)-driven fleet programs to all City departments. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of Fleet Equipment units maintained powered by:				
Conventional Fuel	509	510	500	500
Alternative Fuel	22	27	45	45
Fixed Stock (no fuel required, e.g., trailers)	47	45	45	45
Total # of Fleet Equipment	578	582	590	590
# of Work Order Line Items completed	14,000	13,500	13,500	13,500
# of Emission Inspections conducted	240	235	235	235
Efficiency				
Fleet Technician Productivity Rate (Goal is 85%.)				
Direct Labor Billable Hours (DLBH)	17,000	17,000	17,000	17,000
Total Available Labor Hours (TALH)	20,000	20,000	20,000	20,000
Productivity Rate in % = DLBH ÷ TALH	85.0%	85.0%	85.0%	85.0%
Effectiveness				
% of Action Plan completed	100%	100%	100%	100%
Preventive v. Corrective Repairs Ratio (Goal is 50:50.)	15:85	20:80	20:80	20:80

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Fleet Maintenance		07510100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	1,786,116	1,794,004	1,813,940	1,801,670
61020	Salaries & Wages-Temporary	31,962	16,697	42,970	16,300
61040	Salaries & Wages-Overtime	4,902	3,358	10,000	10,000
61100	Retirement Plan	230,153	297,951	356,715	417,160
61110	PT- Retirement	811	626	2,720	610
61120	Medicare Insurance	23,286	23,742	24,680	23,555
61130	Employees Insurance	280,904	275,115	302,465	320,060
61170	Retiree Health Insurance	88,854	34,734	32,640	0
61180	Compensation Insurance	180,255	181,339	212,075	213,295
	SUBTOTAL PERSONNEL	2,627,242	2,627,566	2,798,205	2,802,650
62010	Communications	22,671	25,806	20,935	16,000
62120	Training & Transportation	17,020	2,391	21,765	21,765
62140	Membership, Subscription, & Dues	1,136	1,137	4,765	3,000
62300	Other Contractual Services	67,008	61,003	80,000	80,000
62302	Other Personnel Services	25,000	4,930	0	0
62320	M&R Building & Grounds	0	0	0	0
62322	M&R Machinery & Equipment	261,818	279,364	150,000	225,000
62700	Auto Expense	1,200	1,200	300	300
	SUBTOTAL CONTRACTUAL	395,853	375,830	277,765	346,065
63001	Operating Materials & Supplies	118,398	156,257	125,000	35,000
63101	Mechanic Tool Allocation	10,796	15,667	15,000	16,500
63200	Operating Materials Buildings & Grounds	0	495	0	0
63202	M&S Equipment	466,759	435,142	350,000	350,000
63300	Gas & Diesel	33,559	26,811	10,000	10,000
63301	Alternative Fuel	4,959	10,689	59,220	59,220
	SUBTOTAL COMMODITIES	634,472	645,062	559,220	470,720
65010	Equipment Rental, City	37,425	36,321	38,635	32,245
65011	Accident & Repair	0	0	0	835
65020	City Yard Rent	391,740	163,225	419,635	444,140
65050	Automation Plan	67,680	67,680	67,680	67,680
65100	Insurance (Risk Management)	33,985	33,986	30,585	33,985
65400	Indirect Operating Expenses	127,973	225,913	154,765	171,465
66000	Depreciation	0	0	0	0
	SUBTOTAL FIXED CHARGES	658,803	527,125	711,300	750,350
66400	Machinery & Equipment	1,007	983	0	0
6661	Computer Software	0	0	0	0
	SUBTOTAL CAPITAL	1,007	983	0	0
67200	Principal-Capital Lease	0	0	0	3,605
	SUBTOTAL DEBT SERVICE	0	0	0	3,605
68000	Transfer to Fund 11	675,765	0	0	0
		675,765	0	0	0
	TOTAL	4,993,143	4,176,565	4,346,490	4,373,390

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgmt. Svcs.	0.05		0.05	
4780	Corporate Yard/Fleet Services Manager	0.75		0.00	
	Facilities and Fleet Maintenance Manager	0.00		0.45	
0151	Principal Management Analyst	0.75		0.75	
	Fleet Services Administrator	1.00		0.00	
0477	Fleet Services Supervisor	1.00		2.00	
4500	Fleet Services Technician III	4.00		4.00	
4730	Fleet Services Technician II	9.00		9.00	
5000	Fleet Parts Specialist	2.00		2.00	
0150	Senior Management Analyst	0.50		0.15	
7010	Accounting Assistant	0.75		0.75	
7360	Senior Office Assistant	0.90		0.90	
9140	Equipment Service Attendant (PT)		2.00		0.00
9790	Budget Intern(PT)		0.00		1.00
	TOTAL	20.70	2.00	20.05	1.00

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Equipment Replacement		07510101			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
63001	Miscellaneous Operating Expense	29	30	0	0
66400	Machinery & Equipment	384,435	646,901	1,000,000	150,000
	SUBTOTAL TRANSFERS	<u>384,464</u>	<u>646,931</u>	<u>1,000,000</u>	<u>150,000</u>
	TOTAL	<u><u>384,464</u></u>	<u><u>646,931</u></u>	<u><u>1,000,000</u></u>	<u><u>150,000</u></u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES			PROGRAM	
Stores & Property Control			07610102	
Statement of Purpose				
<p><i>To provide warehousing, supply chain management, and capital asset disposition services to City departments; and to coordinate with Building Maintenance in providing a safe and clean facility for Corporate Yard tenants.</i></p> <p>This program is responsible for the City's warehouse operation which is based in the Corporate Yard. Stores staff order, receive, carry, issue, deliver, and track City departments' supplies and materials. This program is also responsible for capital asset records administration, Material Safety Data Sheet (MSDS) documentation, Yard ridesharing, Motor Pool operations, Yard hazardous waste/e-waste disposal, and disposition of surplus City assets including unclaimed property.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Created a new Central Stores Fund 76 account to separate stores operations from Fleet Fund 75. * Selected Request for Proposal (RFP) winning vendor to implement Central Stores consignment business model. * Modernized surplus procedures by moving from traditional live auctions to online global auctions. * Implemented new web-based Motor Pool Car Reservation Program and trained Pool Car end-users. * Developed revenue reporting protocol for surplus sales proceeds from all sources. * Resolved long-running issues regarding appropriate OSHA-approved material for Yard staff uniforms. * Continued implementation of Stores Business Plan and 5-Year Alternative Energy Plan. * Performed physical count of Central Stores inventory (100% count) and Capital Assets (10% sample count). 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Develop mark-up rates for Central Stores inventory under new consignment business model. * Add Bio-Diesel 20, Propane, and Ethanol-85 fuel to FMCS Alternative Energy Procurement Program. * Improve procedures for tracking vehicles and other equipment awaiting surplus. * Adopt a consignment business model to replace current practice of purchasing fuel and Stores items. * Dispose of regular and E-waste surplus property through transfers, recycling, and auction. * Continue staff training on handling Hazardous Material based on new automated MSDS program. * Conduct annual and periodic physical inventory of Capital Assets, Store items, and Fleet parts. * Continue using online global auctions to dispose of surplus assets. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
\$ Value of Stores inventory	\$650,000	\$625,000	\$600,000	\$600,000
# of Product Lines carried	1,700	1,700	1,700	1,700
# of Store items issued	150,000	150,000	150,000	150,000
# of Surplus items processed:				
Vehicles	90	110	110	110
Others (electronics, furniture, etc.)	1,450	1,500	1,500	1,500
Total	1,540	1,610	1,610	1,610
Efficiency				
Per Full-Time Equivalent Stock Clerk:				
Average # of items issued	150,000	150,000	150,000	150,000
Average # of items received	75,000	75,000	75,000	75,000
Effectiveness				
% of requests processed within 24 hours	100%	100%	100%	100%
% of Surplus items auctioned:				
Vehicles	100%	100%	100%	100%
Others (electronics, furniture, etc.)	90%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Stores & Property Control		07610102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES*					
50001	Prior Year Carry Forward	0	0	73,350	0
56000	Charges to Departments	41,906	1,065,332	0	0
56001	Gas & Diesel Dept Charge Back	1,250,906	1,047,003	1,175,000	1,226,710
56002	Store Administrative Charge Back	222,360	216,148	250,000	229,770
57006	Expense Reimbursement	0	0	1,000	1,000
57010	Miscellaneous Recoveries	0	0	15,000	15,000
57082	Donated Goods	424	0	0	0
57972	Sale of Equipment	43,693	40,812	20,000	20,000
57973	Sales of CNG-Compress Natural Gas	148,239	128,623	0	0
57974	Sale of Propane	0	12,038	25,000	25,000
58000	Earning on Investments	2,396	2,043	10,000	10,000
59000	Transfer From Fund 075	675,765	0	0	0
59001	Anticipated Unappropriated Revenue	0	0	0	0
	TOTAL FUND 75 REVENUES	<u>2,385,689</u>	<u>2,511,999</u>	<u>1,569,350</u>	<u>1,527,480</u>
<i>*Prior to FY 13-14, revenues & expenditures are reflected in Fund 75</i>					
EXPENDITURES*					
61000	Salaries & Wages-Regular	104,206	120,291	190,645	170,175
61020	Salaries & Wages-Temporary	58,464	35,393	64,980	38,160
61040	Salaries & Wages-Overtime	1,369	1,011	5,000	2,000
61100	Retirement Plan	17,194	20,866	39,105	40,665
61110	Part-Time Retirement	1,537	1,326	2,435	1,430
61120	Medicare Insurance	2,286	2,160	3,335	2,640
61130	Employees Insurance	23,596	24,866	42,810	27,380
61170	Retiree Health Insurance	4,944	4,079	3,705	0
61180	Compensation Insurance	2,867	2,711	11,835	2,165
	SUBTOTAL PERSONNEL	<u>216,463</u>	<u>212,703</u>	<u>363,850</u>	<u>284,615</u>
62010	Communications	0	0	500	500
62120	Training & Transportation	0	0	1,000	1,000
62300	Other Contractual Services	3,636	26,902	11,000	30,000
62700	Auto Expense	180	180	0	0
	SUBTOTAL CONTRACTUAL	<u>3,816</u>	<u>27,082</u>	<u>12,500</u>	<u>31,500</u>
63001	Operating Materials & Supplies	8,855	14,980	9,500	9,500
63300	Gas & Diesel	55,314	911,549	958,960	958,960
63301	Alternative Fuel-CNG	1,075,365	44,210	0	0
63302	Alternative Fuel-Propane	108	11,872	10,000	10,000
	SUBTOTAL COMMODITIES	<u>1,139,643</u>	<u>982,610</u>	<u>978,460</u>	<u>978,460</u>
65010	Equipment Rental, City	8,654	8,928	8,655	9,195
65011	Accident & Repair	0	0	0	725
65100	Insurance (Risk Management)	2,230	2,230	2,005	2,230
65020	Corporate Yard Rental	177,310	59,103	189,935	201,025
65400	Indirect Operating Expenses	10,916	19,570	13,945	19,730
	SUBTOTAL FIXED CHARGES	<u>199,110</u>	<u>89,831</u>	<u>214,540</u>	<u>232,905</u>
	TOTAL	<u>1,559,032</u>	<u>1,312,226</u>	<u>1,569,350</u>	<u>1,527,480</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
4780	Corporate Yard/Fleet Services Manager	0.15		0.00	
	Facilities and Fleet Maintenance Manager	0.00		0.05	
0151	Principal Management Analyst	0.20		0.20	
7010	Accounting Assistant	0.20		0.20	
7250	Stores & City Yard Property Specialist	1.00		0.85	
7360	Senior Office Specialist	0.10		0.10	
1310	Stock Clerk	1.00		1.00	
9470	Stores Aide (PT)		3.00		2.00
	TOTAL	<u>2.65</u>	<u>3.00</u>	<u>2.40</u>	<u>2.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Corporate Yard Operations	08510138			
Statement of Purpose				
<p><i>To provide a safe, clean, secure, energy-efficient, and well-maintained facility to Corporate Yard tenants and users.</i></p> <p>This program accounts for all revenues and expenditures associated with ongoing maintenance and operations of the Corporate Yard at Daisy/Center Street. The facility consists of 11.5 acres and 140,000 square feet of structures which includes all City-owned fueling infrastructure for gasoline, diesel, Compressed Natural Gas (CNG), electricity, hydrogen, and propane. The Yard is managed by the Facilities-Fleet Management-Central Stores (FMCS) Division in coordination with the Building Maintenance Division. FMCS acts as the Yard landlord with PWA and PRCSA as Yard tenants.</p>				
Accomplishments in FY 15-16				
<ul style="list-style-type: none"> * Completed construction of new Propane Fueling Station * Replaced 15-year old exercise equipment in Yard Fitness Center * Completed Corporate Yard Security System evaluation * Passed all AQMD mandated inspections for Underground Storage Tanks and fuel vapor monitoring * Completed Orange County Hazardous Waste inspection report * Performed all quarterly NPDES inspections and corrected issues found * Continued to provide a safe, clean working environment for all Yard tenants and users 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Implement new Corporate Yard Business Plan and 5-Year Alternative Energy Plan * Solicit proposals for electric vehicle chargers and a propane fueling station * Install a water efficient automated Car Wash facility * Complete Security System modifications * Review Yard compliance with relevant National Fire Protection Association codes and standards * Complete AQMD, NPDES, and Orange County mandated inspections for various Yard operations * Move CNG fueling system to an open air Yard location to enhance safety and reduce maintenance costs * Continue to provide a safe, clean working environment for all Yard tenants and users 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
Total acreage ^ square feet maintained	12 ^ 140,000	12 ^ 140,000	12 ^ 140,000	12 ^ 140,000
Annual Vehicular Traffic Volume - Ingress	500	500	500	500
Gallons of Waste Oil Generated/Disposed	3,600	3,600	3,600	3,600
# of Fuel Transactions from 15 Yard fuel nozzles	24,000	24,000	24,000	24,000
Gallons of Diesel/Unleaded Fuel dispensed from:				
Corporate Yard Fuel Nozzles (15)	145,000	145,000	145,000	145,000
Police Headquarters Fuel Nozzles (4)	160,000	160,000	160,000	160,000
Fire Stations Fuel Nozzles (6)	35,000	35,000	35,000	35,000
Total	335,000	335,000	335,000	335,000
Efficiency				
Annual Maintenance & Operating Cost per sq. ft.	\$2.12	\$2.12	\$2.12	\$2.12
Annual KwH of electricity consumed per sq. ft.	7.50	7.50	7.50	7.50
Annual Gas Therms consumed per sq. ft.	0.08	0.08	0.08	0.08
Effectiveness				
% of Action Plan completed	100%	100%	100%	100%
% of Mandated Inspections Passed	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Corporate Yard Operations		08510138			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	5,088	0
56200	Fleet Maintenance	92,295	92,295	419,635	444,140
56201	Traffic Signal Maintenance	11,040	11,040	6,685	7,075
56202	Street Maintenance	6,240	6,240	76,995	0
56203	Roadway Cleaning	183,475	183,475	92,405	97,800
56204	Street Trees	74,260	74,260	22,010	23,295
56205	Park Maintenance	20,545	20,545	98,865	97,800
56206	Stores & Property Control	391,740	163,225	189,935	201,025
56207	Water Maintenance	177,310	59,103	119,545	208,015
53804	Parking Meter & Facilities	0	0	11,825	12,515
57010	Miscellaneous Recoveries	137	296	5,000	5,000
58000	Earnings on Investments	759	810	1,000	2,000
59000	Transfer From Fund 056	0	8,617	0	0
59000	Transfer From Fund 060	0	43,608	0	0
59000	Transfer From Fund 068	0	30,913	0	0
59000	Transfer From Fund 073	0	51,362	0	0
	TOTAL REVENUES	<u>957,800</u>	<u>745,789</u>	<u>1,048,988</u>	<u>1,098,665</u>
EXPENDITURES					
61000	Salaries-Regular	20,119	17,582	23,265	30,320
61020	Salaries Part-Time	39,355	37,136	43,038	28,385
61040	Salaries-Over-Time	128	0	0	0
61100	Employee Retirement	2,813	2,743	4,745	6,190
61110	Part-Time Retirement	1,476	1,394	2,210	1,065
61120	Medicare Insurance	864	792	1,100	755
61130	Health Insurance	3,502	2,290	570	6,720
61170	Retiree Health Insurance	976	(96)	560	0
61180	Compensation Insurance	5,841	5,496	8,715	4,600
	SUBTOTAL PERSONNEL	<u>75,073</u>	<u>67,335</u>	<u>84,203</u>	<u>78,035</u>
62010	Communications	11,502	12,184	14,300	14,300
62251	Other Agency Services	28,665	29,410	30,000	30,000
62320	M&R Buildings & Grounds	61,040	63,645	49,065	49,065
62321	M&R Improvements	0	2,584	1,320	1,320
62322	M&R Machinery & Equipment	45	2,042	5,000	5,000
62300	Other Contractual Services	144,635	158,374	143,975	129,515
	SUBTOTAL CONTRACTUAL	<u>245,888</u>	<u>268,239</u>	<u>243,660</u>	<u>229,200</u>
63001	Operating Materials & Supplies	13,272	26,215	14,400	10,000
63202	Operating Materials & Supplies-Equipment	8,111	3,409	2,500	5,000
63300	Gas & Diesel	0	40	0	0
	SUBTOTAL COMMODITIES	<u>21,383</u>	<u>29,665</u>	<u>16,900</u>	<u>15,000</u>
65000	Building Rental	615,710	359,164	684,705	753,700
65010	Equipment Rental, City	2,749	952	2,600	6,735
65011	Accident & Repair	0	0	0	360
65050	Information Services Strategic Plan	10,130	10,130	10,130	10,130
65400	Indirect Operating Expenses	4,175	6,834	6,790	5,505
	SUBTOTAL FIXED CHARGES	<u>632,764</u>	<u>377,080</u>	<u>704,225</u>	<u>776,430</u>
	TOTAL EXPENDITURES	<u>975,108</u>	<u>742,319</u>	<u>1,048,988</u>	<u>1,098,665</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
4780	Corporate Yard/Fleet Services Manager	0.10		0.00	
	Facilities and Fleet Maintenance Mgr.	0.00		0.05	
0151	Principal Management Analyst	0.05		0.05	
7250	Stores & City Yard Property Specialist	0.00		0.15	
7010	Accounting Assistant	0.05		0.05	
9520	Senior Maintenance Aide II (PT)		4.00		2.00
	TOTAL	<u>0.20</u>	<u>4.00</u>	<u>0.30</u>	<u>2.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT		
Communication Services		10210140		
Statement of Purpose				
<p><i>To provide timely and reliable communications services (voice & data) to improve operational efficiency and effectiveness of all City agencies and departments</i></p> <p>Primary responsibilities of this unit are the design, installation, maintenance, and user support of all voice services (phone and voice mail), data connectivity services, and land circuits supporting radio operations and wireless data services. These services are provided to all of the City's operating locations. Additional responsibilities include the effective management and effective generation and distribution of monthly equipment and usage reports for each City department. These reports support City efforts to manage costs and maximize benefits from the City's private telephone system.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Provided telecommunications services to 46 City Operating Locations with 1780 telephones and 2084 extensions. * Completed 564 requests for "moves, additions and changes" within service level. * Upgraded the Event Alerting equipment for the telephone systems at City Hall, SAPD, Train Station and City Yard. * Provided PBX and cable infrastructure to support the implementation of the CAO interactive voice response (IVR) system. * Provided network and voice infrastructure for the new SAPD Substation and PRCSA Willard Intermediate School. * Coordinated the installation of a T-1 circuit between SAPD and Orange County Emergency Operations Center in support of the new Orange County Emergency Radio Network. * Coordinated the replacement of 136 Wireless Access Points throughout various City sites. * Provided network and data communications infrastructure for the new Parking Meter Office in Ross Annex Parking. * Implemented inside Caller ID on all City telephone instruments. * Replaced slow T-1 wide area network communications circuits with high-speed fiber for over 24 City facilities. * Installed new batteries for the Telco UPS in the Main Telecommunications Room in City Hall. 				
Action Plan FY 2016-2017				
<ul style="list-style-type: none"> * Work with IT staff and Finance in implementing a Municipal Utility Services IVR system. * Continue working with AT&T Engineering to determine the feasibility of relocating the City Fiber Terminal. * Assist Network Services in further implementing the Mobility Solutions Initiative at all City facilities. * Continue to support the City Strategic Plan and the IT Assessment recommendations. * Continue the further deployment of VoIP technology where it makes sense operationally, technically and economically. * Explore the feasibility/need of upgrading the City's voicemail system with a Unified Messaging System. * Assist PWA and PRCSA in planning the communications infrastructure for the Roosevelt Community Center. * Work closely with all City Agencies/Departments in identifying their telecommunications needs in order to more efficiently manage telephone services used throughout the City. * Continue to explore more opportunity to expand cellular wireless technology in support of City business operations. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY14-15	Adopted FY 15-16	Projected FY 16-17
Service Level				
# of phone systems operated and maintained	13	14	14	14
# of telephones/faxes/modems supported	2,050	2,040	2,096	2,121
# of voice, data and radio circuits supported	2,190	2,193	2,202	2,182
# of level 1 and level 2 requests for repair	128	118	100	95
Effectiveness				
% of level 1 repairs completed within 24 hours	99%	99%	99%	99%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Communication Services		10210140			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
56000	Telephone System Svcs Charges	1,301,542	1,428,830	1,173,606	0
50001	Prior Year Carry Forward	0	0	1,288,692	0
50002	Prior Year Carry Forward-ENC	0	0	0	0
58000	Earning on Investment	35,490	44,541	20,000	0
	TOTAL REVENUES	<u>1,337,032</u>	<u>1,473,371</u>	<u>2,482,298</u>	<u>0</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	251,947	416,122	271,170	0
61020	Salaries Part-Time	78,177	77,535	70,760	0
61100	Retirement Plan	0	3,205	0	0
61110	Part-Time Retirement	37,441	67,376	54,240	0
61120	Medicare Insurance	2,072	1,999	2,655	0
61130	Employees Insurance	4,585	6,390	4,810	0
61170	Retiree Health Insurance	29,031	35,938	36,210	0
61180	Compensation Insurance	11,212	(7,852)	2,505	0
		<u>5,155</u>	<u>10,157</u>	<u>6,010</u>	<u>0</u>
	SUBTOTAL PERSONNEL	<u>419,620</u>	<u>610,871</u>	<u>448,360</u>	<u>0</u>
62010	Communications	596,796	767,284	763,000	0
62120	Training & Transportation	0	0	0	0
62140	Other Agency Services	0	0	0	0
62300	Other Contractual Services	393,983	544,621	720,425	0
62302	Contracts-Personnel	0	0	0	0
62600	Parking Validation	435	0	600	0
62700	Auto Expense	420	420	420	0
	SUBTOTAL CONTRACTUAL	<u>991,633</u>	<u>1,312,326</u>	<u>1,484,445</u>	<u>0</u>
63001	Operating Materials & Supplies	23,623	38,502	68,250	0
63300	Gas & Diesel	184	268	325	0
	SUBTOTAL COMMODITIES	<u>23,807</u>	<u>38,770</u>	<u>68,575</u>	<u>0</u>
65100	Insurance (Risk Management)	8,050	8,050	7,245	0
65010	Rental of City Equipment	2,650	2,712	2,857	0
65012	Accident Repair & Replacement Charge	0	0	0	0
65050	Information Systems Strategic Plan	16,695	16,695	16,695	0
65000	Building Rental	5,240	5,240	5,331	0
65400	Indirect Operating Expenses	23,175	48,356	28,790	0
	SUBTOTAL FIXED CHARGES	<u>55,810</u>	<u>81,053</u>	<u>60,918</u>	<u>0</u>
66400	Machinery & Equipment	343,801	196,451	200,000	0
66510	Computer Software	18,174	0	220,000	0
	SUBTOTAL CAPITAL	<u>361,975</u>	<u>196,451</u>	<u>420,000</u>	<u>0</u>
	TOTAL	<u><u>1,852,845</u></u>	<u><u>2,239,471</u></u>	<u><u>2,482,298</u></u>	<u><u>0</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.05		0.00	
0960	Information Services Manager	0.60		0.00	
0710	Assistant Director of Finance	0.05		0.00	
0710	Telecommunications Coordinator	1.00		0.00	
2670	Information Services Representative	0.60		0.00	
	TOTAL	<u>2.30</u>		<u>0.00</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Citywide Information Services Strategic Plan		10920-VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	1,407,706	1,336,496
56000	Strategic Plan Charges	5,452,740	5,332,776	5,973,750	7,386,975
57010	Miscellaneous Recoveries	0	0	55,340	0
58000	Earning on Investment	26,941	32,823	38,500	71,460
59000	Transfer from Fund 50	0	0	0	0
	TOTAL REVENUES	<u>5,479,681</u>	<u>5,365,599</u>	<u>7,475,296</u>	<u>8,794,931</u>
<u>EXPENDITURES</u>					
10920140	Network & Telecommunications	0	0	0	2,251,520
10920141	ERP System	527,427	307,202	488,899	1,016,455
10920142	Payroll Systems	616,356	708,605	719,374	919,375
10920143	Land Management	429,308	418,637	425,700	409,760
10920144	Customer Service Systems	215,805	224,701	413,100	378,171
10920145	Content & Collaboration	1,835,938	2,124,945	2,375,312	861,610
10920146	Administration & Projects	76,508	0	0	832,730
10920147	Data Center	2,075,064	1,784,080	2,297,513	1,626,280
10920148	Technology & Support Svcs.	46,505	313,511	755,398	499,030
	TOTAL EXPENDITURES	<u>5,822,911</u>	<u>5,881,681</u>	<u>7,475,296</u>	<u>8,794,931</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	1,945,983	2,031,524	2,253,335	3,050,630
62000	Contractual	2,946,679	3,036,045	3,585,985	5,147,416
63000	Commodities	81,911	331,583	297,158	94,300
65000	Fixed Charges	297,421	360,308	335,811	437,585
66000	Capital	550,917	122,221	1,003,007	65,000
67000	Debt Service	0	0	0	0
		<u>5,822,911</u>	<u>5,881,681</u>	<u>7,475,296</u>	<u>8,794,931</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.10		0.15	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.15		0.20	
1701	Chief Technology Innovations Officer	1.00		1.00	
7390i	Executive Secretary	0.00		1.00	
6145	Project Management Officer	1.00		1.00	
1006	Budget & Research Manager	0.05		0.05	
0710	Telecommunications Coordinator	0.00		1.00	
6470	Systems Support Analyst	1.00		1.00	
2660	Applications/Tech Support Manager	1.00		1.00	
2630	Principal Programmer Analyst	5.00		5.00	
1470	Senior Programmer Analyst	1.00		1.00	
0020	Micro Systems Technician	2.00		2.00	
1120	Accounting Manager	0.50		0.50	
1140	Accountant I	0.83		0.83	
7016	Senior Accounting Assistant/Systems Tech	1.00		0.00	
1350	Buyer	0.33		0.33	
7400	Payroll Systems Analyst	1.00		0.50	
0960	Information Services Manager	0.40		1.00	
7015	Accounting Assistant/Systems Tech	0.33		0.00	
2670	Information Services Representative	0.40		1.00	
	TOTAL	<u>17.09</u>		<u>18.56</u>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Technology Plan	109			
Statement of Purpose				
<p><i>To implement the recommendations of the City Information Systems Strategic Plan. The Plan is intended to help the City achieve its objectives by implementing modern information systems throughout the City at the least cost to the community.</i></p> <p>This program provides a road map for information technology consisting of projects on computing and connectivity infrastructure, citywide support systems, applications, data management, and data sharing. The benefits from this investment will include improved information access to support operations and make service delivery more cost-effective.</p>				
Accomplishments in FY FY 2015-2016				
<ul style="list-style-type: none"> * Implemented Employee / Manager Self Service (EMSS) and electronic pay stubs * Upgraded Payroll / HR system to comply with ACA reporting and supported Oracle application software * Implemented Payroll forecasting and costing (labor budgeting) module * Implemented online permitting system (OPS) * Implemented OpenGov checkbook (vendor payments) through City website * Implemented eRemittance to electronically notify vendors of ACH payments along with invoice remittance * Implemented agreement workflow notifying staff when agreements are processed and insurance is expiring * Upgraded cashiering system to support current browsers and Image Cash Letter (ICL) Check 21 payment processing. * Upgraded Business Tax system to accommodate Medical Marijuana licensing and reporting. Upgraded other systems. * Implemented high-level fiscal reporting dashboard and other financial business intelligence reporting. * Replaced 300 out-dated user PCs * Installed over 250 Wi-Fi Access Points at City facilities to provide network access to staff and Internet access to Guests 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Upgrade Financial system * Upgrade Revenue systems to support real-time payment processing, interactive voice response (IVR), and electronic bill presentment and payment (EBPP) * Implement Payroll / HR EMSS enhancements, workflow, automated personnel actions, performance appraisal management, and employee benefits self-service * Upgrade the Enterprise Content Management System (ECMS) and automate additional business processes * Implement 40 - 60 wireless network cameras for the Downtown Santa Ana area * Replace and upgrade 160 network cameras and the Video Surveillance Security system at the Santa Ana Jail * Support the implementation a new PD Computer Aided Dispatch (CAD) and Records Management System (RMS) * Implement a Service Desk System for improved service levels, incident tracking, and sw/hw inventory management 				
PERFORMANCE MEASURES	Actual	Actual	Adopted	Projected
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Number of City email users supported	2,061	2,014	2,000	2,000
Number of PCs (desktops and laptops)	2,000	2,000	1,900	1,900
Number of mobile devices / users ¹			700 / 290	780 / 325
Number of City staff with Internet connections	1,835 ²	1,157	1,254	1,325
¹ new measure to reflect increasing use of mobile technology				
² measurement criteria revised in subsequent years to more accurately reflect City Staff serviced				

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT		
Network & Telecommunications		10920140		
Statement of Purpose				
<p><i>To provide timely and reliable communications services (voice & data) to improve operational efficiency and effectiveness of all City agencies and departments</i></p> <p>Primary responsibilities of this unit are the design, installation, maintenance, and user support of all voice services (phone and voice mail), data connectivity services, and land circuits supporting radio operations and wireless data services. These services are provided to all of the City's operating locations. Additional responsibilities include the effective management and effective generation and distribution of monthly equipment and usage reports for each City department. These reports support City efforts to manage costs and maximize benefits from the City's private telephone system.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Provided telecommunications services to 46 City Operating Locations with 1780 telephones and 2084 extensions. * Completed 564 requests for "moves, additions and changes" within service level. * Upgraded the Event Alerting equipment for the telephone systems at City Hall, SAPD, Train Station and City Yard. * Provided PBX and cable infrastructure to support the implementation of the CAO interactive voice response (IVR) system. * Provided network and voice infrastructure for the new SAPD Substation and PRCSA Willard Intermediate School. * Coordinated the installation of a T-1 circuit between SAPD and Orange County Emergency Operations Center in support of the new Orange County Emergency Radio Network. * Coordinated the replacement of 136 Wireless Access Points throughout various City sites. * Provided network and data communications infrastructure for the new Parking Meter Office in Ross Annex Parking. * Implemented inside Caller ID on all City telephone instruments. * Replaced slow T-1 wide area network communications circuits with high-speed fiber for over 24 City facilities. * Installed new batteries for the Telco UPS in the Main Telecommunications Room in City Hall. 				
Action Plan FY 2016-2017				
<ul style="list-style-type: none"> * Work with IT staff and Finance in implementing a Municipal Utility Services IVR system. * Continue working with AT&T Engineering to determine the feasibility of relocating the City Fiber Terminal. * Assist Network Services in further implementing the Mobility Solutions Initiative at all City facilities. * Continue to support the City Strategic Plan and the IT Assessment recommendations. * Continue the further deployment of VoIP technology where it makes sense operationally, technically and economically. * Explore the feasibility/need of upgrading the City's voicemail system with a Unified Messaging System. * Assist PWA and PRCSA in planning the communications infrastructure for the Roosevelt Community Center. * Work closely with all City Agencies/Departments in identifying their telecommunications needs in order to more efficiently manage telephone services used throughout the City. * Continue to explore more opportunity to expand cellular wireless technology in support of City business operations. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY14-15	Adopted FY 15-16	Projected FY 16-17
Service Level				
# of phone systems operated and maintained	13	14	14	14
# of telephones/faxes/modems supported	2,050	2,040	2,096	2,121
# of voice, data and radio circuits supported	2,190	2,193	2,202	2,182
# of level 1 and level 2 requests for repair	128	118	100	95
Effectiveness				
% of level 1 repairs completed within 24 hours	99%	99%	99%	99%

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Network & Telecommunications		10920140			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
56000	Telephone System Svcs Charges	0	0	0	1,648,600
50001	Prior Year Carry Forward	0	0	0	564,520
50002	Prior Year Carry Forward-ENC	0	0	0	0
58000	Earning on Investment	0	0	0	38,400
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,251,520</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	0	0	0	191,250
61100	Retirement Plan	0	0	0	44,280
61120	Medicare Insurance	0	0	0	2,775
61130	Employees Insurance	0	0	0	30,250
61180	Compensation Insurance	0	0	0	3,575
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>272,130</u>
62010	Communications	0	0	0	794,120
62300	Other Contractual Services	0	0	0	267,000
62302	Contracts - Personnel	0	0	0	736,320
62306	Software Maintenance Support	0	0	0	88,000
62600	Parking Validation	0	0	0	200
62700	Auto Expense	0	0	0	2,400
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,888,040</u>
63001	Operating Materials & Supplies	0	0	0	40,000
63300	Gas & Diesel	0	0	0	300
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>40,300</u>
65100	Insurance (Risk Management)	0	0	0	8,050
65010	Rental of City Equipment	0	0	0	2,795
65012	Accident Repair & Replacement Charge	0	0	0	145
65050	Information Systems Strategic Plan	0	0	0	16,695
65000	Building Rental	0	0	0	5,425
65400	Indirect Operating Expenses	0	0	0	17,940
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>51,050</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,251,520</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0960	Information Services Manager	0.00		0.60	
0710	Telecommunications Coordinator	0.00		1.00	
	TOTAL	<u>0.00</u>		<u>1.60</u>	
* Prior year funded as Communications 10210140					

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
ERP System		10920141			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	424,215
61040	Salaries Overtime	481	0	0	0
61100	Retirement-Employer Contribution	0	0	0	98,220
61120	Medicare Insurance	0	0	0	6,150
61130	Health Insurance	0	0	0	78,670
61170	Retiree Health Benefits	0	(43,492)	0	0
61180	Workers Compensation Insurance	0	0	0	4,410
	SUBTOTAL PERSONNEL	<u>481</u>	<u>(43,492)</u>	<u>0</u>	<u>611,665</u>
62300	Contract Services - Professional	367,336	350,694	488,899	75,000
62305	Software Licenses & Subscriptions	0	0	0	30,000
62306	Software Maintenance & Support	0	0	0	260,000
	SUBTOTAL CONTRACTUAL	<u>367,336</u>	<u>350,694</u>	<u>488,899</u>	<u>365,000</u>
65400	Indirect Costs	0	0	0	39,790
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>39,790</u>
66510	Computer Software	159,610	0	0	0
	SUBTOTAL CAPITAL	<u>159,610</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>527,427</u>	<u>307,202</u>	<u>488,899</u>	<u>1,016,455</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2660	Applications/Tech Support Manager	0.00		1.00	
2630	Principal Programmer Analyst	0.00		2.00	
1140	Accountant I	0.00		0.33	
	TOTAL	<u>0.00</u>		<u>3.33</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Payroll Systems		10920142			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	229,770	300,254	252,750	411,540
61020	Salaries - Temporary	0	0	0	13,375
61040	Salaries Overtime	0	0	5,000	0
61100	Retirement-Employer Contribution	32,428	50,792	51,465	95,285
61110	Part-time Retirement	0	0	0	500
61120	Medicare Insurance	1,457	2,401	1,685	5,545
61130	Health Insurance	37,739	44,224	31,325	70,145
61170	Retiree Health Benefits	13,551	(3,655)	740	0
61180	Workers Compensation Insurance	3,532	5,440	2,630	4,420
	SUBTOTAL PERSONNEL	<u>318,477</u>	<u>399,456</u>	<u>345,595</u>	<u>600,810</u>
62120	Training, Transportation, Meeting	400	0	0	0
62300	Contract Services - Professional	167,303	207,413	221,186	65,550
62305	Software Licenses & Subscriptions	0	0	0	48,345
62306	Software Maintenance & Support	0	0	0	72,010
	SUBTOTAL CONTRACTUAL	<u>167,703</u>	<u>207,413</u>	<u>221,186</u>	<u>185,905</u>
63001	Misc. Operating Expenses	7,744	4,064	4,000	4,000
	SUBTOTAL COMMODITIES	<u>7,744</u>	<u>4,064</u>	<u>4,000</u>	<u>4,000</u>
65000	Building Rental	85,822	68,120	87,313	88,805
65400	Indirect Costs	16,130	29,553	21,280	39,855
	SUBTOTAL FIXED CHARGES	<u>101,952</u>	<u>97,673</u>	<u>108,593</u>	<u>128,660</u>
66510	Computer Software	20,480	0	40,000	0
	SUBTOTAL CAPITAL	<u>20,480</u>	<u>0</u>	<u>40,000</u>	<u>0</u>
	TOTAL	<u><u>616,356</u></u>	<u><u>708,605</u></u>	<u><u>719,374</u></u>	<u><u>919,375</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
6400	Budget & Research Manager	0.05		0.00	
1120	Accounting Manager	0.50		0.00	
7400	Payroll Systems Analyst	1.00		0.50	
1140	Accountant I	0.50		0.50	
2630	Principal Programmer Analyst	0.00		2.00	
	TOTAL	<u>2.05</u>		<u>3.00</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Land Management		10920143			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services - Professional	429,308	418,637	425,700	0
62302	Contract Services - Personnel	0	0	0	409,760
	SUBTOTAL CONTRACTUAL	<u>429,308</u>	<u>418,637</u>	<u>425,700</u>	<u>409,760</u>
	TOTAL	<u><u>429,308</u></u>	<u><u>418,637</u></u>	<u><u>425,700</u></u>	<u><u>409,760</u></u>
INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Customer Service Systems		10920144			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62010	Communications	11,184	12,363	9,500	11,000
62120	Training & Transpiration	5,406	12,991	25,000	0
62300	Contract Services - Professional	196,068	196,707	373,600	0
62302	Contract Services - Personnel	0	0	0	214,240
62306	Software Maintenance & Support	0	0	0	151,931
	SUBTOTAL CONTRACTUAL	<u>212,659</u>	<u>222,061</u>	<u>408,100</u>	<u>377,171</u>
63001	Misc. Operating Expenses	3,146	2,640	5,000	1,000
	SUBTOTAL COMMODITIES	<u>3,146</u>	<u>2,640</u>	<u>5,000</u>	<u>1,000</u>
	TOTAL	<u><u>215,805</u></u>	<u><u>224,701</u></u>	<u><u>413,100</u></u>	<u><u>378,171</u></u>

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Content & Collaboration		10920145			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	1,196,401	1,234,496	1,366,585	194,945
61020	Salaries Part-Time	15,839	0	0	0
61040	Salaries Overtime	208	0	0	0
61100	Retirement-Employer Contribution	153,140	194,607	269,680	45,135
61110	Retirement Part-Time	597	0	0	0
61120	Medicare Insurance	16,980	16,860	19,515	2,825
61130	Health Insurance	167,539	175,581	216,510	32,375
61170	Retiree Health Benefits	59,069	35,330	19,035	0
61180	Workers Compensation Insurance	17,251	18,687	16,415	2,025
	SUBTOTAL PERSONNEL	<u>1,627,024</u>	<u>1,675,560</u>	<u>1,907,740</u>	<u>277,305</u>
62130	Tuition Reimbursement	2,000	2,000	2,000	0
62300	Contract Services - Professional	120,764	171,655	115,000	67,600
62302	Contract Services - Personnel	0	0	0	436,800
62306	Software Maintenance & Support	0	0	0	52,520
62600	Parking Validations	0	0	0	500
62700	Auto Expense	600	600	500	6,600
	SUBTOTAL CONTRACTUAL	<u>123,364</u>	<u>174,255</u>	<u>117,500</u>	<u>564,020</u>
63001	Misc. Operating Expense	436	625	2,000	2,000
	SUBTOTAL COMMODITIES	<u>436</u>	<u>625</u>	<u>2,000</u>	<u>2,000</u>
65400	Indirect Costs	85,114	152,284	115,065	18,285
	SUBTOTAL FIXED CHARGES	<u>85,114</u>	<u>152,284</u>	<u>115,065</u>	<u>18,285</u>
66510	Computer Software	0	122,221	233,007	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>122,221</u>	<u>233,007</u>	<u>0</u>
	TOTAL	<u><u>1,835,938</u></u>	<u><u>2,124,945</u></u>	<u><u>2,375,312</u></u>	<u><u>861,610</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
6470	Systems Support Analyst	1.00		0.00	
2660	Applications/Tech Support Manager	1.00		0.00	
0020	Micro Systems Technician	2.00		0.00	
1190	Executive Director, Finance & Management	0.10		0.00	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.15		0.00	
1701	Chief Technology Innovation Officer	1.00		0.00	
06140	Project Management Officer	1.00		0.00	
0960	Information Services Manager	0.40		0.00	
2630	Principal Programmer Analyst	5.00		1.00	
01470	Senior Programmer Analyst	1.00		1.00	
01140	Accountant I	0.33		0.00	
7016	Senior Accounting Assistant/Systems Tech	1.00		0.00	
7015	Accounting Assistant/Systems Tech	0.33		0.00	
1350	Buyer	0.33		0.00	
2670	Information Services Representative	0.40		0.00	
	TOTAL	<u>15.04</u>		<u>2.00</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Administration & Projects		10920146			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	523,090
61020	Salaries - Temporary	0	0	0	31,810
61100	Retirement-Employer Contribution	0	0	0	121,115
61110	Part-time Retirement	0	0	0	1,195
61120	Medicare Insurance	0	0	0	7,580
61130	Health Insurance	0	0	0	63,065
61180	Workers Compensation Insurance	0	0	0	10,825
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>758,680</u>
62120	Training & Transportation	0	0	0	20,000
62130	Tuition Reimbursement	0	0	0	2,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>22,000</u>
65400	Indirect Costs	0	0	0	52,050
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>52,050</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>832,730</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.00		0.15	
1180	Assistant Director of Finance & Mgmt. Svcs	0.00		0.20	
1701	Chief Technology Innovation Officer	0.00		1.00	
6400	Budget & Research Manager	0.00		0.05	
1120	Accounting Manager	0.00		0.50	
06140	Project Management Officer	0.00		1.00	
7390i	Executive Secretary	0.00		1.00	
1350	Buyer	0.00		<u>0.33</u>	
		<u>0.00</u>		4.23	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Data Center		10920147			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	55,120
61100	Retirement-Employer Contribution	0	0	0	12,760
61120	Medicare Insurance	0	0	0	800
61130	Health Insurance	0	0	0	9,330
61180	Workers Compensation Insurance	0	0	0	1,630
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>79,640</u>
62010	Communications	19,107	11,818	24,000	20,000
62120	Training, Transportation, Meeting	0	94	600	1,000
62140	Membership & Subscriptions	0	45	0	0
62300	Contract Services - Professional	1,627,202	1,651,030	1,900,000	91,140
62302	Contract Services - Personnel	0	0	0	480,480
62305	Software Licenses & Subscriptions	0	0	0	39,000
62306	Software Maintenance & Support	0	0	0	533,900
62307	Hardware Maintenance & Support	0	0	0	170,000
	SUBTOTAL CONTRACTUAL	<u>1,646,309</u>	<u>1,662,986</u>	<u>1,924,600</u>	<u>1,335,520</u>
63001	Misc. Operating Expenses	24,036	10,743	30,760	10,000
63202	Other Mat/Supplies - Equipment	0	0	0	17,000
	SUBTOTAL COMMODITIES	<u>24,036</u>	<u>10,743</u>	<u>30,760</u>	<u>27,000</u>
65000	Building Rental	103,525	103,525	105,323	107,120
65400	Indirect Costs	0	0	0	5,170
65100	Insurance (Risk Management)	6,830	6,826	6,830	6,830
	SUBTOTAL FIXED CHARGES	<u>110,355</u>	<u>110,351</u>	<u>112,153</u>	<u>119,120</u>
66400	Machinery & Equipment	294,364	0	200,000	65,000
66510	Computer Software	0	0	30,000	0
	SUBTOTAL CAPITAL	<u>294,364</u>	<u>0</u>	<u>230,000</u>	<u>65,000</u>
	TOTAL	<u><u>2,075,064</u></u>	<u><u>1,784,080</u></u>	<u><u>2,297,513</u></u>	<u><u>1,626,280</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0960	Information Services Manager	0.00		0.40	
		<u>0.00</u>		<u>0.40</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Technology & Support Svcs.		10920148			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	305,240
61040	Salaries Overtime	0	0	0	70,675
61120	Medicare Insurance	0	0	0	4,425
61130	Health Insurance	0	0	0	66,885
61180	Workers Compensation Insurance	0	0	0	3,175
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>450,400</u>
63001	Misc. Operating Expense	13,531	5,994	5,398	20,000
63202	Misc. Operating Expenses- Equipment	32,974	307,517	250,000	0
	SUBTOTAL COMMODITIES	<u>46,505</u>	<u>313,511</u>	<u>255,398</u>	<u>20,000</u>
65400	Indirect Costs	0	0	0	28,630
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,630</u>
66510	Computer Software	0	0	500,000	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>500,000</u>	<u>0</u>
	TOTAL	<u><u>46,505</u></u>	<u><u>313,511</u></u>	<u><u>755,398</u></u>	<u><u>499,030</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
6470	Systems Support Analyst	1.00		1.00	
0020	Micro Systems Technician	2.00		2.00	
2670	Information Services Representative	0.40		1.00	
	TOTAL	<u><u>3.40</u></u>		<u><u>4.00</u></u>	
<p><i>In prior years, the IS Strategic plan was accounted for in Fund 79. The IS Strategic Plan is now accounted for in Fund 109.</i></p>					

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES	PROGRAM			
Liability & Property	08009051			
Statement of Purpose				
<p><i>To protect the City's assets from financial and operational impairment.</i></p> <p>This program protects the City's assets by providing insurance, risk sharing, risk transferring and risk assumption. Liability claims are handled in-house and are settled or denied impartially based upon the City's negligence. Adequate property insurance is maintained with an annual property values update. A self-inspection program of City properties is regularly conducted to minimize exposures and losses.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Developed Active Shooter training program. * Successfully passed the BICEP Liability Claims Audit. * Coordinated facility inspections and property appraisals. * Completed Safety Committee re-activation. * Entered employee safety training records into human resources system. * Revised Workplace Violence Policy. * Facilitated insurance acquisition for City special events. * Trained employees in CPR/First Aid, driver safety, blood borne pathogens, aerosol transmissible diseases, respiratory protection, and disaster preparedness. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Continuous improvement of internal claims processes to improve work flow for liability claims. * Continuous implementation of Comprehensive Safety Program. * Revised safety policies. * Implement improved subrogation process. * Provide staff training on insurance requirements in contracts. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of Actuarial Studies Conducted	1	1	1	1
# of Liability Claims Audits	1	1	1	1
# of Special Event Coverage's placed to protect City	57	80	85	75
# of Special coverage's placed for leisure class programs	38	35	40	40
Insurance Cost in \$	\$1,519,945	\$1,319,127	\$1,500,000	\$1,800,000
Efficiency				
# of Liability Claims Filed Annually	150	160	160	200
Closure Ratio	95%	80%	80%	70%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Liability & Property		08009051			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	3,678,922	8,000,389
56000	Charges to Departments	6,304,494	6,286,823	5,750,000	5,750,000
57006	Expense Reimbursement	86,895	0	0	0
58000	Earnings on Investments	128,207	210,346	125,672	155,244
	TOTAL REVENUES	<u>6,519,596</u>	<u>6,497,169</u>	<u>9,554,594</u>	<u>13,905,633</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	346,701	584,065	324,255	344,240
61020	Salaries & Wages-Temporary	8,528	5,747	14,430	0
61040	Salaries & Wages Overtime	1,445	2,252	10,000	10,000
61100	Retirement Plan	50,561	92,839	46,795	78,245
61110	Part-Time Retirement	320	216	540	0
61120	Medicare Insurance	5,202	8,088	4,730	4,900
61130	Employees Insurance	43,899	73,121	57,050	55,130
61170	Retiree Health Insurance	36,302	(38,707)	0	0
61180	Compensation Insurance	4,981	9,166	5,535	5,795
	SUBTOTAL PERSONNEL	<u>497,939</u>	<u>736,787</u>	<u>463,335</u>	<u>498,310</u>
62010	Communications	1,760	2,562	4,675	4,675
62120	Training & Transportation	1,514	1,381	4,000	4,000
62140	Other Agency Services	75	75	9,450	9,450
62300	Other Contractual Services	169,764	139,771	3,440,000	3,055,000
62302	Other Personnel Services	530,356	927,878	1,005,600	3,905,600
62322	M&R Machinery & Equipment	0	0	1,000	1,000
62600	Parking Validations	0	0	250	250
62700	Auto Expense	1,425	1,425	1,200	1,200
	SUBTOTAL CONTRACTUAL	<u>704,893</u>	<u>1,073,093</u>	<u>4,466,175</u>	<u>6,981,175</u>
63001	Operating Materials & Supplies	10,411	12,823	17,000	17,000
63300	Gas & Diesel	119	102	238	238
	SUBTOTAL COMMODITIES	<u>10,530</u>	<u>12,925</u>	<u>17,238</u>	<u>17,238</u>
64010	Insurance (Risk Management)	1,526,329	1,329,607	1,600,000	2,400,000
64050	Losses Paid	2,983,199	4,217,510	1,800,000	2,800,000
64070	Unemployment Claims Paid	54,977	76,158	150,000	150,000
65000	Building & Site Rental	19,090	19,090	23,968	23,590
65010	Equipment Rental, City	2,650	1,808	2,893	0
65050	Information Services Strategic Plan	391,580	391,580	391,580	391,580
65205	Internal Depts. Personnel Charges	593,100	484,760	593,100	593,100
65400	Indirect Operating Expenses	25,039	67,968	28,305	32,640
	SUBTOTAL FIXED CHARGES	<u>5,595,964</u>	<u>6,588,481</u>	<u>4,589,846</u>	<u>6,390,910</u>
66400	Machinery & Equipment	0	0	10,000	10,000
66510	Computer Software	0	0	2,500	2,500
66600	Books, Records & Videos	1,069	256	5,500	5,500
	SUBTOTAL CAPITAL	<u>1,069</u>	<u>256</u>	<u>18,000</u>	<u>18,000</u>
	TOTAL EXPENDITURES	<u>6,810,396</u>	<u>8,411,542</u>	<u>9,554,594</u>	<u>13,905,633</u>

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Liability & Property		08009051			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Personnel Services	0.20		0.20	
01835	Assistant Director of Personnel Services	0.50		0.50	
01752	Risk Management Coordinator	0.50		0.50	
07070	Personnel Services Specialist	1.00		1.00	
07390	Executive Secretary	0.15		0.20	
01670	Sr. Paralegal (UC)*	1.00		1.00	
09070	Sr. Clerical Aid		0.00		0.00
	TOTAL	<u>3.35</u>	<u>0.00</u>	<u>3.40</u>	<u>0.00</u>
<p>*Note: City Attorney's Office Sr. Paralegal position funded thru Liability & Property Fund.</p>					

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		PROGRAM		
Section 125 Benefits		08109052		
Statement of Purpose				
<p><i>To market and administer the City's Flexible Spending Account plans for the benefit of the City employees.</i></p> <p>This program provides an opportunity for City employees to direct part of their salaries, on a pre-tax basis, into a Health Care Flexible Spending Account, Dependent Care Flexible Spending Account and pay for qualified group insurance premiums with pre-tax dollars under a Premium Only Plan Flexible Spending Account. Employees are automatically enrolled in the Premium Only Plan and may opt-out if requested. Enrollment in the Health and Dependent Care FSA is voluntary. Money that goes into a Health Care, Dependent Care and Premium Only Plan spending account is deducted from pay before federal and state income taxes are withheld, thus reducing the employees taxable income. Additionally, monies withheld for these accounts are exempt from employer FICA payroll-related taxes.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Automated Premium Only Plan through payroll and eliminated manual processing of enrollments and reimbursements. * Maintained enrollment level above 99% of eligible employees. * Implemented a Cafeteria Plan for Executive Managers. * Updated all Section 125 Plan Documents. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Contracted with a new third party administrator to manage the Health and Dependent Care FSA accounts. * Promoted advantages of program through staff meetings informational pamphlets. * Review and update all Section 125 plan documents as needed. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of Health FSA enrollments	152	135	150	110
# of Dependent Care FSA enrollments	30	22	30	20
Annual \$ amount of Health FSA enrollments	\$158,206	\$165,434	\$175,000	\$133,000
Annual \$ amount of Dependent Care enrollments	\$94,644	\$84,595	\$100,000	\$75,000
Annual \$ amount of Premium FSA enrollments (1)	\$1,330,444	\$1,260,724	\$1,300,000	900,000
<p>(1) Implemented Premium Only Plan through the payroll system. Employees are automatically enrolled in Premium Only Plan FSA unless they opt-out. Employee contributions are automatically deducted pre-tax through payroll system. City no longer processes claims for Premium Only Plan FSA manually.</p> <p>(2) Third Party Administrator processes all FSA Claims.</p>				

PERSONNEL SERVICES
Section 125 Benefits

ACCOUNTING UNIT
08109052

Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
64090	Benefit Payments-Medical	150,818	190,200	300,000	300,000
64091	Benefit Payments-Health Care (1)	(303)	0	0	0
64093	Benefit Payments-Child Care	95,813	87,808	130,000	130,000
64094	Flex Account Bank Charges	6,356	6,840	9,500	9,500
	SUBTOTAL FIXED CHARGES	<u>252,684</u>	<u>284,847</u>	<u>439,500</u>	<u>439,500</u>
	TOTAL EXPENDITURES	<u><u>252,684</u></u>	<u><u>284,847</u></u>	<u><u>439,500</u></u>	<u><u>439,500</u></u>
<p>(1) Implemented Premium Only Plan through the payroll system. Employees are automatically enrolled in Premium Only Plan FSA unless they opt-out. Employee contributions are automatically deducted pre-tax through payroll system. City no longer processes claims for Premium Only Plan FSA manually.</p>					

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		PROGRAM		
Employee Group Benefits		08109053		
Statement of Purpose				
<p><i>To provide a responsive, competitive, and cost-effective employee benefits and compensation program; and manage the compensation plan, retirement plan, air quality programs, wellness programs.</i></p> <p>This program contracts and administers employee and retiree benefits and implements employee compensation plans. The major functions include negotiating life, long-term disability, medical, dental, vision, FSA, & RHS insurance plans; promoting employee assistance and wellness programs; documenting and implementing employee contract pay provisions; processing new employees, separating employees, and retirements; and administering employee's leave provisions.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Implemented employee benefits as contracted in MOUs and implemented electronic transfer of data to vendors. * Maintained records and processed enrollments for CalPERS Health Program. * Counseled employees on retirement process and retiree insurance programs. * Hosted Annual Health and Rideshare Faire. * Implemented Retiree Health Savings Plan in-lieu of Subsidy Plan for CASA, SAMA and Executive Management Employees. * Conducted RFP for broker services * Complied with AQMD Rule 2202 Regulations. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Improve Personnel policy monitoring and employee benefits administration utilizing the payroll system. * Negotiate employee insurance benefit contracts to provide quality plans at minimum cost. * Administer insurance and retiree benefit programs with a quality customer focus. * Ensure City compliance with laws and regulations related to employee benefits and compensation, ACA and AQMD. * Administer CalPERS retirement contract and facilitate communications to employees. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of new employees processed	144	200	175	110
# of separating employees processed	173	145	125	120
# of retirements processed/counseled	167	175	175	110
# of employees utilizing EAP resources	32	30	30	50
# of Family Medical Leave cases processed	53	53	52	40
# of insurance enrollments/changes processed	1,656	1800	1800	1100
# of employees participating in blood drives	22	65	25	41
Efficiency				
# of internal audits conducted annually	48	48	48	35
Effectiveness				
% of employees' problems resolved within 1 day	95%	95%	95%	90%
% of premium payments processed on time	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Employee Group Benefits		08109053			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	1,897,457
50002	Prior Year Carry Forward-ENC	0	0	0	0
56000	Charges to Departments	16,624,722	16,559,868	18,035,102	18,035,102
56800	Employee Contributions	2,036,050	2,028,625	1,545,218	1,545,218
56801	Medical Contribution	158,206	166,803	300,000	300,000
56802	Child Care Contribution	94,644	83,858	130,000	130,000
56803	Health Premium Contribution	0	0	0	0
56804	POA Retirement ER Contribution	362,151	323,176	504,693	504,693
58000	Earnings on Investments	14,101	22,652	14,700	14,700
	TOTAL REVENUES	<u>19,289,873</u>	<u>19,184,982</u>	<u>20,529,713</u>	<u>22,427,170</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	566,183	609,485	652,725	674,155
61020	Salaries & Wages-Temporary	4,399	128	17,345	7,395
61040	Salaries & Wages-Overtime	520	430	12,000	12,000
61100	Retirement Plan	82,855	105,937	134,005	156,065
61110	Part-Time Retirement	165	5	650	275
61120	Medicare Insurance	8,388	8,518	9,715	9,880
61130	Employees Insurance	57,620	64,580	61,510	86,460
61170	Retiree Health Insurance	35,748	(72,043)	0	0
61180	Compensation Insurance	6,902	7,826	8,425	8,595
	SUBTOTAL PERSONNEL	<u>762,779</u>	<u>724,867</u>	<u>896,375</u>	<u>954,825</u>
62010	Communications	3,219	3,150	4,301	4,301
62120	Training & Transportation	6,038	3,418	15,000	15,000
62140	Other Agency Services	1,276	0	10,000	10,000
62300	Other Contractual Services	7,407	4,461	19,600	19,600
62302	Other Personnel Services	34,410	26,833	45,000	45,000
62322	M&R Machinery & Equipment	0	0	3,080	3,080
62600	Parking Validations	0	3,648	475	475
62700	Auto Expense	2,400	2,400	1,800	1,800
	SUBTOTAL CONTRACTUAL	<u>54,750</u>	<u>43,910</u>	<u>99,256</u>	<u>99,256</u>
63001	Operating Materials & Supplies	14,267	8,152	20,000	20,000
	SUBTOTAL COMMODITIES	<u>14,267</u>	<u>8,152</u>	<u>20,000</u>	<u>20,000</u>
64010	Insurance	15,806,193	15,697,792	17,297,538	18,808,235
64060	Insurance Pass Thru (Medicare)	1,434,234	1,474,553	1,377,740	1,700,000
64092	Benefit Payments-Wellness	0	596	10,000	10,000
65000	Building & Site Rental	48,488	48,488	99,929	98,354
65050	Information Services Strategic Plan	227,945	227,945	227,945	227,945
65400	Indirect Operating Expenses	40,092	66,265	57,430	65,055
	SUBTOTAL FIXED CHARGES	<u>17,556,952</u>	<u>17,515,638</u>	<u>19,070,582</u>	<u>20,909,589</u>
66400	Machinery & Equipment	0	0	3,000	3,000
66510	Computer Software	0	0	1,000	1,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>
	SUBTOTAL EXPENDITURES	<u>18,388,748</u>	<u>18,292,568</u>	<u>20,090,213</u>	<u>21,987,670</u>
08109052	Section 125 Benefits	252,684	284,847	439,500	439,500
	TOTAL EXPENDITURES	<u>18,641,432</u>	<u>18,577,415</u>	<u>20,529,713</u>	<u>22,427,170</u>

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Employee Group Benefits		08109053			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Personnel Services	0.40		0.40	
00151	Principal Management Analyst	1.00		1.00	
00770	Senior Personnel Technician	1.50		1.50	
00471	Benefits & Compensation Supervisor	0.75		0.75	
07530	Personnel Executive Secretary	0.30		0.40	
07300	Senior Personnel Services Specialist	2.00		2.00	
07070	Personnel Services Specialist	0.40		0.60	
	TOTAL	<u>6.35</u>	<u>0.00</u>	<u>6.65</u>	<u>0.00</u>

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES	PROGRAM			
Workers' Compensation	08209054			
Statement of Purpose				
<p><i>To minimize the number, cost, and effect of work-related injuries and illness.</i></p> <p>This program prevents and investigates employee injuries and illnesses; provides safety and health-related training to all employees; ensure a safe and healthful work environment while providing the best possible medical care for injured employees; promptly handles and settles claims; and administers a stable Workers' Compensation program.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Recovered \$240,000 in subrogation and excess insurance claims. * Upgraded City's software program for claims administration. * Complied with the Federal Medicare Reporting requirements. * Implemented Physical Therapy Network cost reduction program. * Complied with State annual adjuster training requirements. * Successfully passed the BICEP workers' compensation claim audit scoring 98%. * Upgraded Risk Management Intranet website resources. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Comply with Federal and State electronic claim reporting and payment processing requirements. * Comply with State's mandated claims staff training requirements. * Implement departmental cost allocation program. * Evaluate manual processes for electronic streamlining and cost efficiency. * Comply with City's Records Retention Schedule. * Manage subrogation and excess insurance claims for maximum recovery. * Comply with State of California Workers' Compensation Reform SB 863 requirements. * Implement a Hearing Conservation Program and Data Storage process. * Implement a data base for tracking City wide loss control activities. * Implement an on-line training program for CalOSHA regulatory compliance. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of new claims	210	185	180	190
% of outstanding litigated open claims	20%	20%	15%	20%
# of new litigated claims	26	14	10	12
# of hearing tests administered	144	95	100	75
Excess workers' compensation premium costs	262,659	269,302	265,037	300,000
Efficiency				
Cost of claims in \$	\$6,658,128	\$6,856,409	\$7,200,000	#####

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Workers' Compensation		08209054			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
56000	Charges to Departments	5,248,706	5,010,018	6,059,969	5,944,990
56900	Principal Repayment	0	0	292,000	292,000
57006	Expense Reimbursement	253,446	656,436	228,347	371,960
58000	Earnings on Investments	95,955	124,866	75,668	115,000
58001	Staled Dated Checks	1,631	1,764	0	0
	TOTAL REVENUES	5,599,738	5,793,083	6,655,984	6,723,950
<u>EXPENDITURES</u>					
61000	Salaries Regular	443,461	369,582	599,785	619,640
61020	Salaries Part-Time	3,444	26,585	24,025	41,625
61040	Salaries Overtime	805	2,525	10,000	10,000
61100	Retirement Contribution	64,355	69,812	121,855	142,000
61110	Part-Time Retirement	104	166	480	1,140
61120	Medicare Insurance	6,489	5,755	8,790	9,335
61130	Employees Insurance	58,388	42,537	66,045	63,340
61170	Retiree Health Insurance	12,094	(94,430)	0	0
61180	Compensation Insurance	5,265	4,826	9,280	11,210
	SUBTOTAL PERSONNEL	594,405	427,359	840,260	898,290
62010	Communications	3,434	3,301	5,865	5,865
62120	Training & Transportation	2,609	2,457	21,800	21,800
62140	Other Agency Services	100	870	75,000	75,000
62300	Contractual Services-Professional	139,008	146,335	175,000	175,000
62302	Other Personnel Services	656,480	672,994	650,000	650,000
62322	M&R Machinery & Equipment	0	0	1,000	1,000
62600	Parking Validation	0	0	1,000	1,000
62700	Auto Expense	900	900	700	700
	SUBTOTAL CONTRACTUAL	802,531	826,857	930,365	930,365
63001	Operating Materials & Supplies	33,411	37,644	28,000	28,000
	SUBTOTAL COMMODITIES	33,411	37,644	28,000	28,000
64010	Insurance (Risk Management)	271,416	280,486	400,000	400,000
64080	Benefits Payments	4,563,093	6,802,489	4,200,000	4,200,000
65000	Building & Site Rental	42,965	0	53,989	53,140
65050	Information Services Strategic Plan	118,995	0	118,995	118,995
65205	Internal Depts. Personnel Charges	14,485	14,485	14,485	14,485
65400	Indirect Operating Expenses	31,426	62,339	51,890	62,675
	SUBTOTAL FIXED CHARGES	5,042,380	7,159,799	4,839,359	4,849,295
66400	Machinery & Equipment	0	0	10,000	10,000
66510	Computer Software	0	0	2,500	2,500
66600	Books, Records & Video	236	56	5,500	5,500
	SUBTOTAL CAPITAL	236	56	18,000	18,000
	TOTAL EXPENDITURES	6,472,963	8,451,716	6,655,984	6,723,950

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Workers' Compensation		08209054			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Personnel Services	0.20		0.20	
01835	Assistant Director of Personnel Services	0.50		0.50	
TBD	Labor Relations Manager	0.00		0.00	
TBD	Risk Management Coordinator	0.50		0.50	
02690	Loss Control Analyst	0.00		0.00	
01754	Senior Risk Management Technician	0.00		0.00	
07551	Workers' Comp. Supervisor	1.00		1.00	
07540	Senior Workers' Comp. Claims Examiner	2.00		2.00	
07575	Senior Workers' Comp. Systems Technician	1.00		1.00	
07390	Executive Secretary	0.15		0.20	
07070	Personnel Services Specialist	0.00		0.00	
07300	Senior Personnel Services Specialist	1.00		1.00	
	TOTAL	<u>6.35</u>	<u>0.00</u>	<u>6.40</u>	<u>0.00</u>

**INTERNAL SERVICE FUND
RESOURCE SUMMARY**

ENGINEERING SERVICES - PWA

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES				
Engineering Services				
51702 Parking Permit Fees	141,597	154,086	95,000	150,000
51703 Sewer Construction Permits	22,892	21,506	15,000	29,750
51704 Street Construction Permits	381,334	623,866	175,000	440,000
56000 Charges To Departments	4,459,557	3,477,031	7,419,178	6,667,465
56305 Engineering Service Charge	331,876	475,528	0	435,000
57006 Expense Reimbursement-Condemn Deposit	45,657	20,396	20,000	20,000
57010 Miscellaneous Recoveries	160	100	0	0
57790 Abandonment Processing	1,668	0	0	0
58000 Earning On Investments	3,953	6,569	0	0
59000-029 Transfer from Fund 029	10,000	10,000	10,000	0
TOTAL REVENUES	<u>5,398,693</u>	<u>4,789,082</u>	<u>7,734,178</u>	<u>7,742,215</u>
Administrative Services				
50001 Prior Year Carry Forward	0	0	111,211	586,415
51702 Parking Permit Fees	0	0	95,000	0
51703 Sewer Construction Permits	0	0	15,000	0
51704 Street Construction Permits	0	0	175,000	0
56000 Charges To Departments	4,289,815	4,298,055	6,120,339	5,989,180
57006 Expense Reimbursement-Condemn Deposit	172,169	28,151	117,092	10,000
57010 Miscellaneous Recoveries	37,516	52,131	200,590	15,000
57384 SCE Programs and Grants	0	0	76,743	0
58000 Earning On Investments	5,505	8,611	0	0
59000-075 Transfer from Fund 075	0	325	0	0
TOTAL REVENUES	<u>4,505,006</u>	<u>4,387,274</u>	<u>6,910,975</u>	<u>6,600,595</u>
EXPENDITURES				
Engineering Services				
08617610 Transp.Planning & Proj Mgmt.	370	0	0	0
08617611 Construction Engineering	2,095,124	2,018,286	3,077,763	2,922,500
08617612 Design Engineering	2,575,850	2,812,885	4,262,071	4,476,580
08617620 Traffic Engineering	0	(3,058)	394,344	343,135
TOTAL EXPENDITURES	<u>4,671,344</u>	<u>4,828,114</u>	<u>7,734,178</u>	<u>7,742,215</u>
Administrative Services				
10117601 Pub Wks.-Admin Services	3,003,343	3,209,031	5,424,960	5,051,030
10117605 Pub Wks.-Development Engineering	1,035,904	1,153,465	1,486,015	1,549,565
TOTAL EXPENDITURES	<u>4,039,246</u>	<u>4,362,496</u>	<u>6,910,975</u>	<u>6,600,595</u>
OPERATING EXPENSE				
61000 Personnel	5,614,586	5,781,378	9,089,850	9,250,695
62000 Contractual	540,596	573,197	1,885,733	1,530,200
63000 Commodities	181,977	201,652	425,514	273,350
65000 Cross Charges	2,151,200	2,389,634	2,991,695	3,071,520
66000 Capital	0	32,191	40,000	0
67000 Debt Service	0	0	0	4,055
68000 Interfund Transfers	222,232	212,558	212,361	212,990
TOTAL	<u>8,710,590</u>	<u>9,190,610</u>	<u>14,645,153</u>	<u>14,342,810</u>

**INTERNAL SERVICE FUND
RESOURCE SUMMARY**

ENGINEERING SERVICES - PWA

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	1.00		1.00	
02100	Assistant Engineer II	11.25		10.55	
01040	Associate Park & Landscape Planner	1.00		1.00	
00320	City Engineer (MM)	0.60		0.60	
05000	Community Liaison	1.00		1.00	
02240	Construction Inspector I	1.40		1.40	
00300	Construction Inspector II	1.40		1.40	
01850	Contracts Administrator	1.00		1.00	
00315	Deputy City Engineer	0.75		0.75	
02030	Engineering Aide	2.00		2.00	
02170	Executive Dir. Public Works (EM)	1.00		1.00	
07390	Executive Secretary	1.00		1.00	
02190	GIS Administrator	1.00		1.00	
02192	GIS Systems Analyst/Programmer	2.00		2.00	
07090	Lead Accounting Assistant	1.00		1.00	
01200	Management Aide (UC)	2.00		2.00	
01720	Management Analyst	1.00		2.00	
00020	Micro Systems Technician	1.00		1.00	
02129	Principal Civil Engineer (MM)	1.15		1.15	
04344	Project Manager	3.00		3.00	
06140	Projects Manager	1.50		1.50	
04340	Public Works Projects Specialist	0.00		1.00	
07430	Records Specialist	1.00		1.00	
07280	Senior Accounting Assistant	5.00		5.00	
02131	Senior Civil Engineer	6.00		6.00	
02111	Senior Engineer	1.00		1.00	
00150	Senior Management Analyst (UC)	1.00		0.00	
02070	Survey Party Chief	1.00		1.00	
01060	Systems Technician	1.00		1.00	
07330	Senior Office Assistant	1.75	2.00	1.75	2.00
09130	Engineering Intern, P/T		18.80		18.50
09505	Permit Parking Aide, P/T		0.00		2.00
09900	Right-Of-Way Technician, P/T		1.00		1.00
	Total	54.80	21.80	55.10	23.50

INTERNAL SERVICE FUND

ENGINEERING SERVICES		ACCOUNTING UNIT			
Transportation, Planning & Proj Mgmt.		08617610			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	370	0	0	0
	SUBTOTAL COMMODITIES	<u>370</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>370</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

PUBLIC WORKS ENGINEERING SERVICES
Construction Engineering

PROGRAM
08617611

Statement of Purpose

Provide competent, state-of-the-art contract administration, construction inspection, and surveying services in order to assure timely delivery of high-quality infrastructure projects.

This section monitors public works and related construction contracts for the Capital Improvement Program and provides field inspection and surveying services. Field inspection includes all work done in the public right-of-way, by permit or City contract. Surveying includes maintenance of the City's benchmark/monument system and construction staking.

Accomplishments in FY 2015-2016

Projects

- 08-1732 Grand Avenue Widening from 1st to 4th Street
- 12-6604 Grand Avenue Storm Drain from 1st to 4th Street
- 11-6416 17th Street Water Main Improvements from Bristol to Broadway
- 12-6761 Traffic Signal Installation on Raitt & Adams
- 14-6814 Class II Bike Lane on 1st Street
- 14-6818 Class II Bike Lane on Newhope Street
- 13-6796 Chestnut Avenue Class Bikeway from Standard to Grand Avenue
- 14-6814 Alley Improvement FY 13/14
- 14-6803 Chestnut Avenue Rehabilitation from Broadway to Main Street
- 14-6809 Arterial Street Slurry Seal 2013-2014
- 15-6824 2014-2015 Omnibus Concrete Replacement
- 14-7516 Residential Street Repair FY 13/14 (Pico-Lowell)
- 15-7514 Residential Street Repair FY 14/15 (Pico-Lowell)
- 16-6851 Newhope, Civic Center & Grand Bike Lanes
- 13-2638 Portola Park Improvements (Parking Lot, Basketball, Tennis Court Renovation)
- 14-7540 El Salvador Park Improvements

Action Plan for FY 2016-2017

Provide continuous training for the inspectors, construction managers, and contract administrator to increase our efficiency, productivity, and consistency with managing construction projects.

PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Levels				
# of new construction contracts administered	9	11	15	20
\$ of construction contracts awarded (millions)	12.5	12	20	25
# of permits inspected	832	792	900	800
# of survey requests	99	73	100	75
Efficiency				
% construction change orders	7.5	13	5	10
% of staking requests w/in 2 days' notice	100	100	100	100
% of inspection requests handled w/in 1 day's notice	100	100	100	100
Effectiveness				
# construction claims	0	0	0	0
# of construction/permit claims	0	0	0	0

INTERNAL SERVICE FUND

ENGINEERING SERVICES		ACCOUNTING UNIT			
Construction Engineering		08617611			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	758,211	745,750	1,104,348	1,076,135
61020	Salaries Part-Time	93,372	41,796	115,927	67,845
61040	Salaries Overtime	43,113	43,572	35,000	35,000
61100	Retirement-Employer Contribution	100,757	132,718	270,416	286,065
61110	Part-Time Retirement	2,940	773	0	0
61120	Medicare Insurance	12,218	11,156	19,115	17,915
61130	Health Insurance	126,357	126,428	202,074	153,750
61170	Retiree Health Benefits	32,756	(1,927)	17,829	0
61180	Worker Compensation Insurance	27,336	26,273	39,021	36,285
	SUBTOTAL PERSONNEL	<u>1,197,059</u>	<u>1,126,538</u>	<u>1,803,728</u>	<u>1,672,995</u>
62010	Communications	15,747	15,829	30,000	30,000
62120	Training, Transportation, Meeting	1,681	2,152	7,000	7,000
62140	Membership, Subscription & Dues	1,125	628	2,950	2,950
62300	Contract Services-Professional	8,494	9,634	26,144	24,325
62322	Maintenance & Repair Machinery & Equipment	0	0	3,000	3,000
62501	Operating Lease Expense	168	0	0	0
	SUBTOTAL CONTRACTUAL	<u>27,215</u>	<u>28,243</u>	<u>69,094</u>	<u>67,275</u>
63001	Miscellaneous Operating Expenses	15,560	13,410	22,025	23,585
63300	Gas & Diesel	17,257	17,303	28,226	13,605
	SUBTOTAL COMMODITIES	<u>32,818</u>	<u>30,713</u>	<u>50,251</u>	<u>37,190</u>
65000	Building Rental	61,325	61,325	63,484	65,645
65010	Rental City Equipment	35,276	36,456	36,456	33,620
65011	Equipment Replacement Charges	0	0	25,439	17,460
65012	Accident Repair & Replacement Charge	0	0	3,440	1,900
65100	Insurance Charges	56,145	56,145	56,145	58,065
65240	Public Works Administrative Charges	515,540	516,510	796,051	796,050
65400	Indirect Costs	61,821	103,806	114,667	109,960
	SUBTOTAL CROSS CHARGES	<u>730,107</u>	<u>774,242</u>	<u>1,095,681</u>	<u>1,082,700</u>
67200	Principal-Capital Lease	0	0	0	3,155
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,155</u>
68000-011	Transfer to Fund 011	121,375	0	0	0
68000-404	Transfer to Fund 404	0	59,323	59,010	59,185
	SUBTOTAL TRANSFERS	<u>121,375</u>	<u>59,323</u>	<u>59,010</u>	<u>59,185</u>
	TOTAL	<u>2,108,573</u>	<u>2,019,059</u>	<u>3,077,763</u>	<u>2,922,500</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	1.00		1.00	
00320	City Engineer (MM)	0.20		0.20	
02240	Construction Inspector I	1.40		1.40	
00300	Construction Inspector II	1.40		1.40	
01850	Contracts Administrator	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.75		0.75	
04344	Project Manager	1.50		1.50	
06140	Projects Manager	0.50		0.50	
02131	Senior Civil Engineer	0.75		0.75	
02070	Survey Party Chief	1.00		1.00	
07330	Senior Office Assistant	0.75		0.75	
09130	Engineering Intern, P/T		6.00		6.00
	Total	<u>10.25</u>	<u>6.00</u>	<u>10.25</u>	<u>6.00</u>

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES
Design Engineering

PROGRAM
08617612

Statement of Purpose

Provide quality professional civil engineering and architectural design services for the timely delivery of quality design plans to optimize stewardship of the taxpayers' investment, health, and safety.

This section is also responsible for providing quality right-of-way engineering services for City properties and projects.

Accomplishments in FY 2015-2016

- * Prepared CIP for FY 16-17 and present to City Council as part of the budget.
- * Ensured eligibility for grant funding with OCTA and other outside agencies.
- * Continued project coordination with OCTA for the SA-GG Fixed Guideway.
- * Continued design and right-of-way acquisition for the Bristol Street Improvements between Washington and 17th (Phase IIIB), Civic Center to Washington (Phase IIIA) and Warner to St Andrew (Phase IV).
- * Continued design and secured right-of-way funding for the Warner Avenue widening between Main and Grand.
- * Continued inventory and implementation of asset management plans (i.e. Pavement Management Plan) per the Specific Plan.
- * Continued preventive maintenance on residential and arterial streets to preserve past investments.
- * Trained staff for maximum efficiency using total quality tools.

Action Plan for FY 2016-2017

- * Prepare CIP for FY 17-18 and present to City Council as part of the budget.
- * Ensure eligibility for grant funding with OCTA and other outside agencies.
- * Continue project coordination with OCTA for the SA-GG Fixed Guideway.
- * Continue project coordination with OCTA for the 17th Street Grade Separation, SR-55 Widening: I-405 to I-5 and I-5 HOV Central Corridor projects.
- * Continue implementation of safety and mobility programs coordinated with Traffic Engineering.
- * Finalize design and continue right-of-way acquisition for the Bristol Street Improvements between Washington and 17th (Phase IIIB), Civic Center to Washington (Phase IIIA) and Warner to St Andrew (Phase IV).
- * Secure right-of-way and construction funding for the Warner Avenue widening between Main and Grand.
- * Continue inventory and implementation of asset management plans (i.e. Pavement Management Plan) per the Specific Plan.
- * Continue preventive maintenance on residential and arterial streets to preserve past investments.
- * Train staff for maximum efficiency using total quality tools.
- * Implement Sustainable Mobility and Roadway Transformation (SMART - Santa Ana) program to rehabilitate all critical streets while also including safety and mobility improvements.
- * Explore implementation of a Fiber Optic Broadband system citywide.
- * Develop plan to strategically sell or repurpose City's surplus and remnant properties.
- * Continue to pursue opportunities to implement cost sharing strategies to fund infrastructure improvements citywide.
- * Continue planning and implementation of Advanced Meter Infrastructure (AMI) to modernize City's water meter infrastructure.

PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
% of projects with design engineering and bid preparation done by City personnel	69%	71%	29%	80%
% of projects with design engineering and bid preparation done by consultant	31%	29%	71%	20%
# of projects prepared for other agencies	6	3	18	18
Efficiency				
% of project designs using CAD	100%	100%	100%	100%
Effectiveness				
Average % of projects completed within schedule	95%	95%	95%	95%
Measure M Eligibility maintained	Yes	Yes	Yes	Yes
Congestion Management Plan certification maintained	Yes	Yes	Yes	Yes

INTERNAL SERVICE FUND

ENGINEERING SERVICES		ACCOUNTING UNIT			
Design Engineering		08617612			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	1,239,435	1,312,527	1,936,480	2,068,600
61020	Salaries Part-Time	139,645	114,861	182,916	182,570
61040	Salaries Overtime	374	511	0	0
61100	Retirement-Employer Contribution	167,196	231,689	469,668	562,935
61110	Part-Time Retirement	2,392	2,279	0	0
61120	Medicare Insurance	19,816	20,377	33,199	35,255
61130	Health Insurance	141,242	146,881	292,157	297,535
61170	Retiree Health Benefits	64,458	40,378	32,158	0
61180	Worker Compensation Insurance	16,211	16,333	67,773	28,830
	SUBTOTAL PERSONNEL	1,790,769	1,885,836	3,014,351	3,175,725
62010	Communications	10,011	9,825	12,105	12,105
62120	Training, Transportation, Meeting	4,903	7,358	14,320	14,000
62140	Membership, Subscription & Dues	2,826	2,902	4,771	4,870
62300	Contract Services-Professional	5,999	6,792	0	0
62322	Maintenance & Repair Machinery & Equipment	0	0	505	505
62501	Operating Lease Expense	161	0	0	0
	SUBTOTAL CONTRACTUAL	23,900	26,876	31,701	31,480
63001	Miscellaneous Operating Expenses	19,894	18,971	23,175	29,350
63300	Gas & Diesel	520	2,070	4,167	1,120
	SUBTOTAL COMMODITIES	20,414	21,042	27,342	30,470
65000	Building Rental	52,690	52,690	54,545	56,400
65010	Rental City Equipment	4,954	5,076	5,076	5,230
65011	Equipment Replacement Charges	0	0	6,031	0
65012	Accident Repair & Replacement Charge	0	0	364	180
65100	Insurance Charges	23,775	23,775	23,775	24,515
65240	Public Works Administrative Charges	563,625	564,680	884,502	884,500
65400	Indirect Costs	98,318	178,421	157,629	211,160
	SUBTOTAL CROSS CHARGES	743,362	824,642	1,131,922	1,181,985
68000-404	Transfer to Fund 404	0	56,768	56,755	56,920
	SUBTOTAL TRANSFERS	0	56,768	56,755	56,920
	TOTAL	2,578,445	2,815,164	4,262,071	4,476,580
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	5.50		5.30	
01040	Associate Park & Landscape Planner	1.00		1.00	
00320	City Engineer (MM)	0.20		0.20	
00315	Deputy City Engineer	0.75		0.75	
02030	Engineering Aide	1.00		1.00	
01720	Management Analyst	1.00		1.00	
04344	Project Manager	1.50		1.50	
07280	Senior Accounting Assistant	1.00		1.00	
02131	Senior Civil Engineer	4.00		4.00	
07330	Senior Office Assistant	1.00	1.00	1.00	1.00
09130	Engineering Intern, P/T		8.00		8.00
	Total	16.95	9.00	16.75	9.00

GENERAL FUND

PUBLIC WORKS ENGINEERING SERVICES
Traffic & Transportation Engineering

PROGRAM
01117620

Statement of Purpose

Facilitate the safe and efficient movement of vehicular and pedestrian traffic on city streets and arterials, and be responsive to regional, state, and federal transportation issues, including identifying and securing outside funding sources.

Accomplishments in FY 2015-2016

- * Completed SMSA study.
- * Completed Sidewalk/Non-Motorized Connectivity Plan.
- * Constructed traffic signal at Raitt & Adams Streets.
- * Completed design of traffic signal at Newhope & Camille Streets, and signal modifications at Segerstrom/Bear, Edinger/Sullivan, MacArthur/Plaza, 17th/English and Westminster/Clinton.
- * Received grant funding for 11 capital projects including traffic calming, bike lanes, and signal synchronization project through the Active Transportation Program, Highway Safety Improvement Program, and Regional Traffic Signal Synchronization Program.
- * Implement permit parking program, block by block, through a petition process in new and existing districts.
- * Prepare Annual Priority List of New and Modified Traffic Signals.
- * Constructed Bike Lane projects on Chestnut Avenue, First Street, Newhope Street, Grand Avenue and Civic Center Drive.

Action Plan for FY 2016-2017

- * Integrate SMSA findings into Circulation Element and Bicycle & Pedestrian Master Plans.
- * Begin implementation of Complete Sidewalk/Non-Motorized Connectivity Plan prioritized projects.
- * Complete design of traffic signals at Raitt & Adams Streets, and Newhope & Camille Streets, and signal modification at Segerstrom Avenue & Bear Street.
- * Prepare grant funding applications for capital projects including traffic calming, bike lanes, and signal synchronization projects through the Active Transportation Program, Highway Safety Improvement Program, and Bicycle Corridor Improvement Program.
- * Complete design for Bike Lane projects on Chestnut Avenue, First Street, Newhope Street, and Maple Street Bike trail
- * Complete the Central Santa Ana Completes Street Study and Citywide SRTS Plan.
- * Design Flower Street bike lanes, Euclid/Hazard signal modification, Crosswalk Upgrade Phase 2 and Signal Hardware Upgrade.
- * Complete signal synchronization project on Bristol St, Grand Ave and Harbor Blvd.
- * Complete design of Crosswalk Upgrades at various locations

PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of citizen, Council, and PD requests processed	461	531	550	560
# of parking permits issued (districts)	2800 (27)	3114 (27)	3250 (27)	3400 (27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	348 (13)	352 (14)	350 (10)	350 (10)
# of Traffic Impact Analyses Reviewed and Approved	7	7	8	8
# of special placard parking permits issued	400	445	450	455
Efficiency				
Average # of days to process citizen requests	20	28	25	25
Effectiveness				
Traffic Signals Added or Modified	2	4	1	6
Miles of Signal Timed Arterials	75	75	75	75
Maintain Compliance w/Measure M2	Yes	Yes	Yes	Yes

INTERNAL SERVICE FUND

ENGINEERING SERVICES		ACCOUNTING UNIT			
Traffic Engineering		08617620			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	0	0	245,700	197,210
61020	Salaries Part-Time	0	0	33,045	61,635
61100	Retirement-Employer Contribution	0	0	61,753	64,725
61120	Medicare Insurance	0	0	4,365	4,055
61130	Health Insurance	0	0	35,926	12,605
61170	Retiree Health Benefits	0	(3,058)	4,644	0
61180	Worker Compensation Insurance	0	0	8,911	2,905
	SUBTOTAL PERSONNEL	<u>0</u>	<u>(3,058)</u>	<u>394,344</u>	<u>343,135</u>
	TOTAL	<u><u>0</u></u>	<u><u>(3,058)</u></u>	<u><u>394,344</u></u>	<u><u>343,135</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.80		0.30	
02131	Senior Civil Engineer	1.00		1.00	
09130	Engineering Intern, P/T		1.80		1.50
09505	Permit Parking Aide, P/T		0.00		2.00
	Total	<u>1.80</u>	<u>1.80</u>	<u>1.30</u>	<u>3.50</u>

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES	PROGRAM
Administration	10117601
Statement of Purpose <i>To provide Public Works staff with the support, resources, and environment needed to operate effectively, efficiently, and proactively in the achievement of the Agency core mission and in the delivery of services to internal/external customers.</i> This program provides overall management, fiscal, and personnel services support to the Engineering Services, Water Resources, and Maintenance Services Divisions of the Public Works Agency. Public Works Administration includes the office of the Executive Director and the Administrative Services Division.	
Service Program <u>PUBLIC WORKS AGENCY CORE MISSION</u> The City of Santa Ana Public Works Agency provides public infrastructure and core municipal services to enhance the quality of life for residents, businesses, and visitors, making Santa Ana a more desirable place to live, work, invest in, and visit. <u>Core Service Areas</u> <ul style="list-style-type: none">• Transportation<ul style="list-style-type: none">--Highest levels of mobility provided through the Traffic Management Center--Resolving speeding, parking, and traffic problems--Major arterial widening projects--Traffic corridor synchronization projects--Fixed Guideway project--Grade Separation project• Water Resources<ul style="list-style-type: none">--Safe, reliable, high-quality potable water--Reliable sanitary sewer system• Infrastructure Maintenance<ul style="list-style-type: none">--Median and right-of-way maintenance--Street lights and traffic signals--Sidewalk hazard mitigation and repair--Street maintenance and pothole repair• Project Delivery<ul style="list-style-type: none">--Planning and development--Design engineering--Bid and award--Construction management• Environmental & Sustainability<ul style="list-style-type: none">--Solid waste and recycling--Street sweeping--Graffiti abatement--Illegal dumping and weed abatement--Urban forest maintenance--Energy efficiency retrofits--Climate Action Plan--Environmental Education (<i>Santa Ana Green</i> Newsletter)• Development Services<ul style="list-style-type: none">--Site plan review--Encroachment permits--Grading/surface drainage plan check--Subdivision Map Act review--Transportation permits (wide load)	

INTERNAL SERVICE FUND

ADMINISTRATIVE SERVICES		ACCOUNTING UNIT			
Pub Wks-Admin Services		10117601			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
EXPENDITURES					
61000	Salaries Regular	1,253,242	1,328,056	1,747,227	1,739,820
61020	Salaries Part-Time	45,429	17,596	18,052	19,860
61040	Salaries Overtime	6,884	8,914	6,000	9,000
61100	Retirement-Employer Contribution	163,983	234,069	391,240	440,030
61110	Part-Time Retirement	1,775	718	0	0
61120	Medicare Insurance	17,930	19,103	27,656	27,555
61130	Health Insurance	202,122	217,746	341,515	393,530
61170	Retiree Health Benefits	60,540	-11,077	22,271	0
61180	Worker Compensation Insurance	19,951	21,508	56,455	61,860
	SUBTOTAL PERSONNEL	1,771,856	1,836,632	2,610,416	2,691,655
62010	Communications	23,486	23,276	28,150	27,830
62120	Training, Transportation, Meeting	7,417	8,131	123,700	93,700
62140	Membership, Subscription & Dues	2,806	1,252	7,920	7,920
62300	Contract Services-Professional	388,079	400,379	1,511,587	1,242,780
62302	Contracted Vendor Personnel Services	0	0	15,000	30,000
62322	Maintenance & Repair Machinery & Equipment	5,313	4,265	5,000	5,000
62501	Operating Lease Expense	208	0	0	0
62600	Parking Validation	404	1,580	500	2,000
62700	Auto Expense	2,000	1,400	0	0
	SUBTOTAL CONTRACTUAL	429,711	440,283	1,691,857	1,409,230
63001	Miscellaneous Operating Expenses	115,301	134,039	325,170	169,640
63300	Gas & Diesel	3,096	5,754	7,896	6,760
	SUBTOTAL COMMODITIES	118,398	139,793	333,066	176,400
65000	Building Rental	106,480	106,480	110,228	113,975
65010	Rental City Equipment	5,158	7,555	5,280	13,645
65011	Equipment Replacement Charges	0	2,548	9,681	0
65012	Accident Repair & Replacement Charge	0	0	546	635
65100	Insurance Charges	3,520	3,520	3,520	3,465
65205	Internal Departments Personnel Charges	410,722	398,509	407,565	402,165
65400	Indirect Costs	91,473	168,854	139,508	165,900
	SUBTOTAL CROSS CHARGES	617,353	687,465	676,329	699,785
66400	Machinery & Equipment	0	32,191	40,000	0
	SUBTOTAL CAPITAL	0	32,191	40,000	0
67200	Principal-Capital Lease	0	0	0	450
	SUBTOTAL DEBT SERVICE	0	0	0	450
68000-011	Transfer to Fund 011	76,724	0	0	0
68000-404	Transfer to Fund 404	0	73,384	73,293	73,510
	SUBTOTAL TRANSFERS	76,724	73,384	73,293	73,510
	TOTAL	3,014,041	3,209,749	5,424,960	5,051,030

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	1.00		1.00	
05000	Community Liaison	1.00		1.00	
02170	Executive Dir. Public Works (EM)	1.00		1.00	
07390	Executive Secretary	1.00		1.00	
02190	GIS Administrator	1.00		1.00	
02192	GIS Systems Analyst/Programmer	2.00		2.00	
07090	Lead Accounting Assistant	1.00		1.00	
01200	Management Aide (UC)	2.00		2.00	
00020	Micro Systems Technician	1.00		1.00	
06140	Projects Manager	1.00		1.00	
04340	Public Works Projects Specialist	0.00		1.00	
07430	Records Specialist	1.00		1.00	
07280	Senior Accounting Assistant	4.00		4.00	
00150	Senior Management Analyst (UC)	1.00		0.00	
01720	Management Analyst	0.00		1.00	
01060	Systems Technician	1.00		1.00	
09900	Right-Of-Way Technician, P/T		1.00		1.00
	Total	19.00	1.00	20.00	1.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES				PROGRAM
Development Engineering				10117605
Statement of Purpose				
<p><i>Provide quality service to the City's residents and development community by ensuring that all public and private development projects comply with applicable City standards.</i></p> <p>Development Services coordinates the review of all development projects submitted to the Public Works Agency for impacts to the City's infrastructure system, and is responsible for the collection of Public Works-related fees associated with development projects.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Review and process improvement plans, maps, and permits for development projects such as C&C North Harbor, Fifth & Harbor Apartments, City Ventures Harbor Residential, The 301 Project, and Harbor Court by C&C Development. * Provide accurate, timely, and responsive analysis through Site Plan Review of new development projects, which includes setting conditions, right-of-way requirements, traffic analysis, and fee determination. Projects included Dyer 18 Residential Development, Olson Company Development, The Line, and Amcal First Street Apartments. * Provide accurate and timely review of utility permit applications. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Review and process improvement plans, maps, and permits for development projects such as The Madison Mixed-Use, Dyer 18 Residential Development, The Line at Santa Ana and Olson Company Development. * Provide accurate, timely, and responsive review of development projects, which includes conditions, right-of-way requirements, traffic analysis, and fee determination. * Provide accurate and timely review of utility permit applications. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Levels				
# of final subdivisions and right-of-way plan checks	63	67	77	70
# of street work and miscellaneous permits issued	782	1048	608	600
# of building permit applications processed	672	715	640	600
# of site plan reviews/variances/CUPs processed	90	93	104	90
# of utility plan checks	717	735	450	450
# of grading and improvements plan checks	308	1082	830	800
# of wide load permits	310	343	156	150
Efficiency				
Average # of work days to process tract and parcel map plan checks	12	12	12	12
Average # of work days to process site plans	15	15	15	15
Effectiveness				
% of maps checked within 10 work days	85	85	85	85
% of site plans reviewed within 18 work days	90	90	90	90

INTERNAL SERVICE FUND

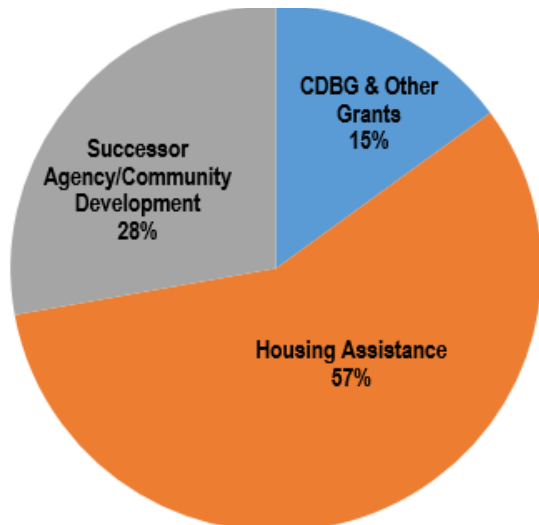
ADMINISTRATIVE SERVICES		ACCOUNTING UNIT			
Pub Wks-Development Engineering		10117605			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	540,482	625,061	794,400	864,465
61020	Salaries Part-Time	93,459	73,758	87,030	95,445
61040	Salaries Overtime	0	589	2,015	5,000
61100	Retirement-Employer Contribution	73,359	109,207	195,378	240,040
61110	Part-Time Retirement	1,057	1,198	0	0
61120	Medicare Insurance	9,103	10,012	13,811	15,030
61130	Health Insurance	86,907	101,591	133,108	134,165
61170	Retiree Health Benefits	26,273	10,747	13,077	0
61180	Worker Compensation Insurance	6,728	8,236	28,193	13,040
	SUBTOTAL PERSONNEL	837,368	940,398	1,267,011	1,367,185
62010	Communications	4,171	4,526	7,565	7,565
62120	Training, Transportation, Meeting	669	711	3,025	3,025
62140	Membership, Subscription & Dues	1,044	1,112	1,010	1,010
62300	Contract Services-Professional	53,819	71,346	81,482	10,615
62501	Operating Lease Expense	65	0	0	0
62700	Auto Expense	0	100	0	0
	SUBTOTAL CONTRACTUAL	59,769	77,795	93,082	22,215
63001	Miscellaneous Operating Expenses	9,824	9,954	14,296	29,235
63300	Gas & Diesel	153	150	560	55
	SUBTOTAL COMMODITIES	9,978	10,104	14,856	29,290
65010	Rental City Equipment	2,325	2,376	2,376	2,445
65011	Equipment Replacement Charges	0	0	1,769	0
65012	Accident Repair & Replacement Charge	0	0	182	90
65100	Insurance Charges	13,550	13,550	13,550	14,005
65400	Indirect Costs	44,503	87,358	69,887	90,510
	SUBTOTAL CROSS CHARGES	60,378	103,284	87,764	107,050
67200	Principal-Capital Lease	0	0	0	450
	SUBTOTAL DEBT SERVICE	0	0	0	450
68000-011	Transfer to Fund 011	24,133	0	0	0
68000-404	Transfer to Fund 404	0	23,083	23,303	23,375
	SUBTOTAL TRANSFERS	24,133	23,083	23,303	23,375
	TOTAL	991,626	1,154,663	1,486,015	1,549,565

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	3.95		3.95	
00320	City Engineer (MM)	0.20		0.20	
02030	Engineering Aide	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.40		0.40	
02131	Senior Civil Engineer	0.25		0.25	
02111	Senior Engineer	1.00		1.00	
07330	Senior Office Assistant		1.00		1.00
09130	Engineering Intern, P/T		3.00		3.00
	Total	6.80	4.00	6.80	4.00

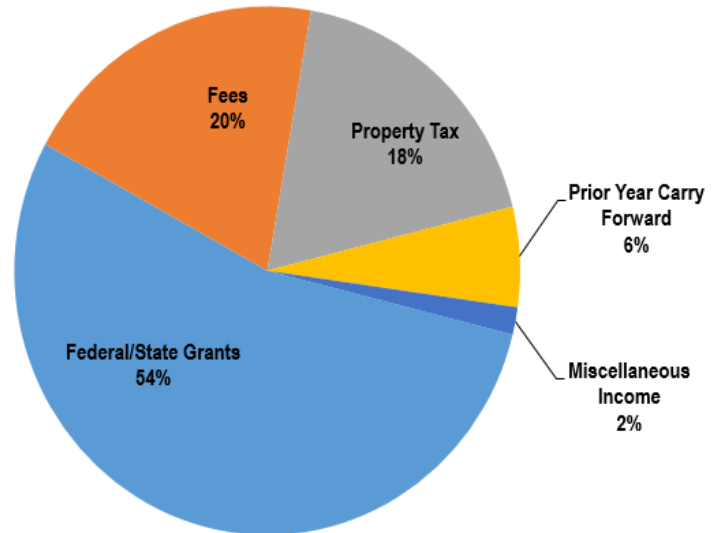
COMMUNITY DEVELOPMENT AGENCY

The Community Development Agency consists of the following divisions: Administrative Services, Downtown Development/Redevelopment, Economic Development, Successor Agency, and Housing & Neighborhoods.

**FY 2016-17
COMMUNITY DEVELOPMENT AGENCY
APPROPRIATIONS BY SECTIONS**



**FY 2016-17
COMMUNITY DEVELOPMENT AGENCY
REVENUES BY SOURCES**



◆ RELATIONSHIP BETWEEN CDA BUDGET AND TOTAL CITY BUDGET

The Community Development Agency (CDA) budget has its own set of revenue and expenditure accounts. Like other City funds, CDA's budget is a component of the larger total City budget. Unlike other funds, this budget is a complex grouping of various types of funds from federal, state, county, local and other sources.

◆ STATUS OF THE FY 2016-2017 COMMUNITY DEVELOPMENT AGENCY BUDGET

In the 2016-17 fiscal year, the principal effort of the Community Development Agency will be focused on the strategies and programs addressing community priority needs, and also HUD's statutory goals. The City's needs are numerous and varied. The principal needs are: 1) affordable housing through production, rehabilitation/repair, and financial assistance, public improvements to improve neighborhoods, 2) housing for persons with special needs, 3) assistance for the homeless, including housing, services and homelessness prevention, 4) community and public services especially for youth, the elderly, the homeless, and persons with disabilities, 5) economic development and anti-poverty programs focused primarily upon job training and career preparation, 6) public facility infrastructure improvements centered upon accessibility improvements, and 7) code enforcement. Furthermore, the proposed budget reflects the Agency's commitment to neighborhood improvements dedicated to residential improvements via loans and grants. The Agency continues to encourage and facilitate the enhancement of underutilized areas of the City and to support neighborhood associations to ensure the long-term commitment, investment, and stabilization of neighborhoods.

FY 2015-2016 ACCOMPLISHMENTS

- Met or exceeded State imposed program performance outcomes
- Began implementation of all new guidelines and regulations as required by WIOA
- Met performance for final year of the Workforce Investment Act
- Provided combination of tutoring, mentoring, internships, and work experience to youth participants
- Completed development of affordable single family homes (Habitat for Humanity)
- Implemented Uniform Admin. Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Enhanced the coordination of housing grant data collection, performance measurement, and evaluation
- Awarded a proposal to create more units of affordable housing

- Prepared and submitted all HUD reports in a timely manner which included the Five Year Consolidated Plan (ConPlan), the Consolidated Annual Performance and Evaluation Report (CAPER), and the Housing Opportunities for Persons with AIDS (HOPWA) annual CAPER.
- Continued to implement federal HOME program to meet the goals of the Consolidated Plan and Housing Element.
- Submitted and received approval for the City's five year local Workforce Development Plan.
- Maintained strong relationships with mandated partners, program operators, reporting agencies as well as oversee contracts, monitoring and participating data reporting.

FY 2016-2017 MAJOR OBJECTIVES

- Adjust operations to be in compliance with new WIOA legislation
- Expand Traditional Job Program
- Respond to and be awarded two additional employment assistance grants
- Acquire VOSScan Systems to transition into a paperless system
- Facilitate the development of seven affordable single family homes (Habitat for Humanity)
- Continue to monitor loan portfolio for program compliance
- Retain SEMAP High-performer status
- Triple the size of the Family Self-Sufficiency Program
- Achieve over 95% correct for casework and inspections under our Quality Control Program
- Coordinate with homeless service providers to establish a homeless shelter
- Streamline project performance reporting systems

COMMUNITY DEVELOPMENT AGENCY DEPARTMENT RESOURCE SUMMARY

The Community Development Agency Resource Summary page displays the department's budget and provides comparative analysis for the four most current fiscal years. Revenues are grouped by funding source (Grant Funding , Fees and Interest Earnings, Interfund Transfers, Income) and expenditures are grouped by Federal/State Grants, Special Revenue Programs, Successor Agency, and Successor Housing Agency. CDA supports 44 or 3.9% of the city's 1,130 full-time employees in fiscal year 2016-17. Various positions were transferred to the Planning & Building Agency during the course of FY 2015-16.

BEGINNING & ENDING FUND BALANCE TABLE 4-1

	SUCCESSOR AGENCY (652, 653, 654, 658, 670, 671)			HOUSING AUTHORITY FUNDS (133, 134, 136, 137, 140, 142, 143, 405, 417, 607)			CDBG & OTHER GRANT FUNDS (25, 123, 124, 130, 131, 132, 135)		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources									
Federal/State Grants	0	0	0	32,774,103	33,198,175	30,865,515	9,524,619	10,902,760	10,642,318
Prior Year Carry Forward	0	3,069,795	1,989,216	728,635	2,630,530	2,113,650	593,630	1,124,280	596,697
Property Tax	10,900,459	18,636,560	14,082,553	0	0	0	0	0	0
Fees	0	0	0	111,113	1,915,000	15,220,855	500	0	0
Miscellaneous Income	320,516	215,325	230,075	957,320	516,000	818,350	589,166	177,000	232,000
Transfers In									
Total	11,220,975	21,921,680	16,301,844	34,571,171	38,259,705	49,018,370	10,707,915	12,204,040	11,471,015
Expenditures									
Community Development	9,935,268	22,401,680	21,372,164	34,313,528	33,275,005	43,948,050	10,735,523	16,708,740	11,471,015
Transfers Out									
Total	9,935,268	22,401,680	21,372,164	34,313,528	33,275,005	43,948,050	10,735,523	16,708,740	11,471,015
Net Increase (Decrease) in Fund Balance	1,285,707	(480,000)	(5,070,320)	257,643	4,984,700	5,070,320	(27,608)	(4,504,700)	0
Beginning Fund Balance, July 1	(76,923,158)	(75,637,451)	(76,117,451)	24,751,845	25,009,488	29,994,188	313,065	285,457	(4,219,243)
Ending Fund Balance, June 30	(75,637,451)	(76,117,451)	(81,187,771)	25,009,488	29,994,188	35,064,508	285,457	(4,219,243)	(4,219,243)

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

REVENUES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
50001-Prior Year Carry Forward				
Fund 25 CDA Special Revenue	0	0	500,000	263,500
Fund 123 Workforce Investment Act	423,815	442,115	397,740	242,022
Fund 132 Department of Labor	147,830	151,515	226,540	91,175
Fund 133 Housing Authority-Issuer Fee	0	0	0	207,300
Fund 136 Housing Authority-HAP	0	0	0	1,013,115
Fund 140 Housing Authority-Administration	370,200	58,635	480,830	586,905
Fund 142 Neighborhood Stabilization Program	0	670,000	200,000	0
Fund 405 HOPWA	0	0	2,700	2,700
Fund 417 Inclusionary Housing	0	0	1,947,000	0
Fund 652 2003 Tax Allocation Bond Series A	0	0	2,477,155	0
Fund 607 Successor Housing Agency	0	0	0	303,630
Fund 670 Successor Agency	0	0	592,640	0
Fund 671 RDA Obligation Retirement Fund	0	0	0	1,989,216
SUBTOTAL	941,845	1,322,265	6,824,605	4,699,563
50011-Property Tax				
Property Tax per AB 1X 26	4,339,627	10,900,459	18,636,560	14,082,553
SUBTOTAL	4,339,627	10,900,459	18,636,560	14,082,553
5200x-Federal Grants				
Fund 123 Workforce Investment Act	3,757,660	3,382,361	3,099,390	2,927,792
Fund 124 Orange County Grants	600,450	801,408	800,000	800,000
Fund 130 HOME	3,979,922	0	1,073,375	1,139,061
Fund 132 Department of Labor	664,421	1,222,269	0	0
Fund 135 CDBG/ESG *	5,522,147	4,118,581	5,929,995	5,775,465
Fund 136 Housing Authority-HAP	25,894,469	25,557,641	27,946,080	25,742,655
Fund 137 Housing Authority-NED	1,822,002	1,892,399	2,110,250	2,160,000
Fund 140 Housing Authority-Administration	2,310,121	2,630,575	2,586,845	2,962,860
Fund 142 Neighborhood Stabilization Program	2,037,212	340,640	0	0
Fund 405 HOPWA	1,349,057	2,352,848	0	0
SUBTOTAL	47,937,461	42,298,722	43,545,935	41,507,833
5330x-Program Income				
Fund 135 CDBG/ESG	14,306	34,438	0	0
SUBTOTAL	14,306	34,438	0	0
539xx-Misc Service Charge				
Fund 417 Inclusionary Housing	0	0	0	7,850
SUBTOTAL	0	0	0	7,850
5690x-Principal and Interest Repayment				
Fund 130 HOME	228,167	177,554	170,000	230,000
Fund 135 CDBG/ESG	43,806	33,122	0	0
Fund 142 Neighborhood Stabilization Program	336,689	121,499	0	235,000
Fund 143 CalHome	75,645	0	0	0
Fund 145 Rental Rehabilitation Grant	10,885	28,116	0	0
Fund 607 Successor Housing Agency	610,957	671,665	450,000	491,000
SUBTOTAL	1,306,149	1,031,956	620,000	956,000
570xx-Misc Income				
Fund 25 CDA Special Revenue	2	0	5,000	0
Fund 136 Housing Authority-HAP	0	17,618	20,000	0
Fund 145 Rental Rehabilitation Grant	0	(13)	0	0
Fund 607 Successor Housing Agency	0	3,011	0	0
Fund 670 Successor Agency	2	0	0	0
SUBTOTAL	4	20,616	25,000	0

**DEPARTMENT RESOURCE SUMMARY
COMMUNITY DEVELOPMENT AGENCY**

REVENUES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
578xx-Fees				
Fund 130 HOME	60	500	0	0
Fund 133 Housing Authority-Issuer Fee	133,463	62,645	90,000	50,000
Fund 135 CDBG/ESG	250	0	0	0
Fund 136 Housing Authority-HAP	32,039	37,608	15,000	25,000
Fund 140 Housing Authority-Administration	13,371	10,610	10,000	10,000
Fund 143 CalHome	3,220	250	0	0
Fund 417 Inclusionary Housing	900,000	0	1,800,000	10,917,165
Fund 607 Successor Housing Agency	250	0	0	4,218,690
SUBTOTAL	1,082,653	111,613	1,915,000	15,220,855
579xx-Income				
Fund 25 CDA Special Revenue	452,760	338,164	0	0
Fund 135 CDBG/ESG	166,886	0	0	0
Fund 142 Neighborhood Stabilization Program	750	250	0	0
Fund 607 Successor Housing Agency	0	1,000	0	0
Fund 670 Successor Agency	215,324	215,324	215,325	230,075
Fund 671 RDA Obligation Retirement Fund	727,369	0	0	0
SUBTOTAL	1,563,089	554,738	215,325	230,075
5800x-Investments				
Fund 25 CDA Special Revenue	2,792	4,955	2,000	2,000
Fund 130 HOME	1	933	0	0
Fund 133 Housing Authority-Issuer Fee	12,384	16,725	11,000	12,000
Fund 134 UDAG	108	141	0	0
Fund 136 Housing Authority-HAP	2,575	289	2,000	500
Fund 137 Housing Authority-NED	(43)	0	0	0
Fund 140 Housing Authority-Administration	4,739	5,608	3,000	5,000
Fund 142 Neighborhood Stabilization Program	1,808	2,884	0	0
Fund 143 CalHome	1,571	2,302	0	0
Fund 145 Rental Rehabilitation Grant	1,626	2,352	0	0
Fund 417 Inclusionary Housing	8,126	12,236	0	10,000
Fund 607 Successor Housing Agency	175,305	71,637	30,000	57,000
Fund 652 2003 Tax Allocation Bond Series A	12,304	16,098	0	0
Fund 653 South Main Commercial Corridor	43,534	1,765	0	0
Fund 654 2011 Tax Allocation Bond Series A	30,349	39,436	0	0
Fund 658 2003 Tax Allocation Bond Series B	14	13	0	0
Fund 670 Successor Agency	7,414	2,465	0	0
Fund 671 RDA Obligation Retirement Fund	19,589	45,415	0	0
SUBTOTAL	324,196	225,254	48,000	86,500
59000-xxx Interfund Transfers				
Fund 417 Inclusionary Housing	0	0	555,000	0
Fund 652 2003 Tax Allocation Bond Series A	1,286,010	1,282,076	1,282,170	1,278,981
Fund 654 2011 Tax Allocation Bond Series A	4,237,044	4,222,984	4,226,850	4,216,500
Fund 658 2003 Tax Allocation Bond Series B	2,901,225	2,901,206	2,901,000	2,898,225
Fund 607 Successor Housing Agency	0	0	665,000	242,976
Fund 670 Successor Agency	598,079	497,930	542,815	1,996,240
Fund 671 RDA Obligation Retirement Fund	15,023,651	5,414,440	0	0
SUBTOTAL	24,046,009	14,318,636	10,172,835	10,632,922
TOTAL	81,555,339	70,818,697	82,003,260	87,424,151
LESS INTERFUND TRANSFERS	(24,046,009)	(14,318,636)	(9,617,835)	(10,632,922)
TOTAL ALL SOURCES	57,509,330	56,500,061	72,385,425	76,791,229
<i>* Amount includes funds provided to other departments for various projects and programs.</i>				

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Federal/State Grants				
123187xx Workforce Investment Act	3,757,660	3,843,322	3,497,130	3,169,814
124187xx Orange County Grants	598,754	788,675	800,000	800,000
13018780 HOME	4,208,150	178,987	1,243,375	1,369,061
13218744 Department of Labor H1B Grant	609,506	1,222,269	226,540	91,175
13318780 Housing Authority - Issuer Fee	22,256	11,165	101,000	269,300
13518780 Community Development Block Grant	696,646	723,357	1,086,875	1,057,252
13518781 CDBG-Neighborhood Improvement	212,451	179,980	0	0
13518782 CDBG-Housing Development and Rehab.	192,545	393,769	1,320,000	1,000,000
13518783 CDBG Projects*	4,172,486	2,452,899	3,027,500	3,229,011
13518785 Emergency Solutions Grant	473,266	436,135	495,620	489,202
13618760 Housing Authority - HAP	25,853,099	26,088,129	27,983,080	26,781,270
13718760 Housing Authority - NED	1,822,002	1,892,399	2,110,250	2,160,000
14018760 Housing Authority - Administration	2,456,157	2,726,740	3,080,675	3,564,765
14218760 Neighborhood Stabilization Program I	12,342	5,166	0	70,000
14218761 Neighborhood Stabilization Program II	1,031,609	297,326	200,000	125,000
14218762 Neighborhood Stabilization Program III	1,144,151	166,959	0	40,000
40518760 HOPWA Tenant Based Assistance	552,627	566,364	0	0
40518761 HOPWA	926,312	1,715,350	2,700	2,700
SUBTOTAL	48,742,019	43,688,991	45,174,745	44,218,550
Special Revenue Programs				
02518810 IDB Monitoring	4,919	412	5,000	0
02518820 Enterprize Zone	300,852	515,718	502,000	265,500
41718810 Enterprize Zone (for FY 12-13 only)	0	(106,350)	0	0
41718820 Inclusionary Housing	0	0	4,302,000	10,935,015
SUBTOTAL	305,771	409,780	4,809,000	11,200,515
Successor Agency				
65218020 2003 Tax Allocation Bond Series A	691,569	670,197	1,282,170	1,278,981
65218830 2003 Tax Allocation Bond Series A Projects	605	351,100	2,477,155	0
65318830 South Main Commercial Corridor	5,700,958	5,441,403	0	0
65418020 2011 Tax Allocation Bond Series A	4,260,831	4,261,066	4,226,850	4,216,500
65818020 2003 Tax Allocation Bond Series B	779,711	670,831	2,901,000	2,898,225
67018830 Merged Project Area Projects	0	215,835	0	0
67018843 Successor Agency Administration	13,001,660	311,420	758,140	250,000
67018850 Merged Obligations	208,124	347,292	592,640	1,976,315
67118021 Redev. Obligations Retirement Fund	12,371,795	11,984,760	18,636,560	16,071,769
SUBTOTAL	37,015,253	24,253,904	30,874,515	26,691,790
Successor Housing Agency				
60718810 Successor Housing Agency	219,945	266,915	480,000	177,735
60718830 Successor Housing Agency Capital Projects	9,016,002	683,365	665,000	5,135,561
SUBTOTAL	9,235,947	950,280	1,145,000	5,313,296
TOTAL	95,298,990	69,302,955	82,003,260	87,424,151
LESS INTERFUND TRANSFERS †	(24,046,009)	(14,318,636)	(9,617,835)	(10,632,922)
TOTAL ALL SOURCES	71,252,981	54,984,319	72,385,425	76,791,229
* Amount includes funds provided to other departments for various projects and programs.				
† Includes amounts transferred to Fund 27 for 2003 COP Lease Payment Obligation.				

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
Successor Agency Division					
2870	Executive Director of Community Development	0.20		0.15	
0150	Senior Management Analyst	0.45		0.51	
7280	Senior Accounting Assistant	0.50		0.32	
7321	Community Dev. Commission Secretary	0.20		0.17	
	SUBTOTAL	1.35		1.15	
Economic Development Division					
2870	Executive Director of Community Development	0.05		0.00	
0350	Economic Development Specialist III	2.00		2.00	
8374	Workforce Specialist IV	2.00		2.00	
8373	Workforce Specialist III	1.00		0.00	
8372	Workforce Specialist II	12.00		10.00	
0150	Senior Management Analyst	0.17		0.14	
7280	Senior Accounting Assistant	0.18		0.23	
7321	Community Dev. Commission Secretary	0.05		0.02	
7330	Senior Office Assistant	2.00		2.00	
0060	Receptionist *	1.00		0.00	
	SUBTOTAL	20.45		16.39	
Housing Division					
2870	Executive Director of Community Development	0.30		0.40	
2460	Housing Division Manager	1.00		1.00	
2720	Housing Authority Operations Supervisor	1.00		1.00	
7584	Senior Community Development Analyst	0.00	1.00	0.00	1.00
0150	Senior Management Analyst	0.23		0.20	
1840	Housing Programs Analyst	1.00		1.00	
1885	Housing Authority Analyst	1.00		1.00	
7585	Community Development Analyst	1.00		1.00	
4335	Neighborhood Improvement Projects Specialist	0.00		1.00	
1860	Senior Housing Specialist	2.00		2.00	
1900	Housing Specialist II	6.00		6.00	
2700	Senior Residential Construction Specialist	1.00		1.00	
2710	Residential Construction Specialist	1.00		1.00	
7000	Loan Specialist	1.00		1.00	
7280	Senior Accounting Assistant	0.22		0.45	
7321	Community Dev. Commission Secretary	0.30		0.36	
7330	Senior Office Assistant	2.95		3.00	
1640	Senior Receptionist	1.00		1.00	
8372	Workforce Specialist II	0.00		1.00	
	SUBTOTAL	21.00	1.00	23.41	1.00
Parking Fund (027)					
2653	Downtown Development Liaison	1.00		1.00	
	SUBTOTAL	1.00		1.00	
Downtown Maintenance Fund (407)					
0350	Economic Development Specialist III	0.24		0.00	
2653	Downtown Development Liaison	0.00		0.00	
4335	Neighborhood Improvement Projects Specialist	0.50		0.00	
7280	Senior Accounting Assistant	0.10		0.00	
7321	Community Dev. Commission Secretary	0.00		0.00	
7330	Senior Office Assistant	0.05		0.00	
	SUBTOTAL	0.89		0.00	

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY
COMMUNITY DEVELOPMENT AGENCY**

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
General Fund (011)					
2870	Executive Director of Community Development	0.45		0.45	
0350	Economic Development Specialist III	0.76		1.00	
7610	Community Development Dist. Mgr. *	2.00		0.00	
0150	Senior Management Analyst	0.15		0.15	
4335	Neighborhood Improvement Projects Specialist	0.50		0.00	
7321	Community Dev. Commission Secretary	0.45		0.45	
7330	Senior Office Assistant *	1.00		0.00	
	SUBTOTAL	<u>5.31</u>		<u>2.05</u>	
	TOTAL ALL FUNDING SOURCES	<u>50.00</u>	<u>1.00</u>	<u>44.00</u>	<u>1.00</u>
<p><i>* Various positions transferred to the Planning & Building Agency during FY 15/16.</i></p>					

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

SUCCESSOR AGENCY & CAPITAL PROJECTS

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Successor Agency					
67018843	Successor Agency Administration	13,001,660	311,420	758,140	250,000
65218020	2003 Tax Allocation Bond Series A	691,569	670,197	1,282,170	1,278,981
65218830	2003 Tax Allocation Bond Series A Projects	605	351,100	2,477,155	0
65318830	South Main Commercial Corridor	5,700,958	5,441,403	0	0
65418020	2011 Tax Allocation Bond Series A	4,260,831	4,261,066	4,226,850	4,216,500
65818020	2003 Tax Allocation Bond Series B	779,711	670,831	2,901,000	2,898,225
67018830	Merged Project Area Projects	0	215,835	0	0
67018850	Merged Obligations	208,124	347,292	592,640	1,976,315
67118021	Redev. Obligations Retirement Fund	12,371,795	11,984,760	18,636,560	16,071,769
	SUBTOTAL	37,015,252	24,253,903	30,874,515	26,691,790
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	261,267	315,700	768,475	159,955
62000	Contractual	1,413,595	1,007,199	1,432,570	1,174,912
63000	Commodities	6,341	12,020	7,480	5,968
65000	Fixed Charges	32,457	50,584	37,755	21,737
66000	Capital	350	593,919	2,477,155	0
67000	Debt Service	6,224,918	5,943,894	10,875,020	10,477,606
68000	Interfund Transfers	24,046,009	14,318,637	10,195,035	10,632,922
69000	Miscellaneous	5,030,315	2,011,950	5,081,025	4,218,690
	SUBTOTAL	37,015,252	24,253,903	30,874,515	26,691,790
	LESS INTERFUND TRANSFERS	(24,046,009)	(14,318,637)	(10,195,035)	(10,632,922)
	TOTAL	12,969,243	9,935,266	20,679,480	16,058,868
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.20		0.15	
0150	Senior Management Analyst	0.45		0.51	
7280	Senior Accounting Assistant	0.50		0.32	
7321	Community Dev. Commission Secretary	0.20		0.17	
	TOTAL	1.35	0.00	1.15	0.00

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY	PROGRAM
Various	
Statement of Purpose <i>To wind down the affairs of the former Redevelopment Agency pursuant to AB 1X 26, AB 1484, and all subsequent dissolution laws.</i>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>These activities provide for the expenditure of funds to repay debt, and to make payments for enforceable obligations, as approved by the Oversight Board and the Department of Finance via the Recognized Obligation Payment Schedule (ROPS).</p>	

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Administration		67018843			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	142,322	143,708	289,140	108,330
61020	Salaries Part-Time	5,620	92	0	0
61040	Salaries Overtime	10,655	13,241	20,000	0
61090	Accrual Compensated Absences	1,406	33,160	0	0
61100	Retirement-Employer Contribution	0	0	53,015	25,385
61120	Medicare Insurance	1,859	2,105	4,020	1,570
61130	Health Insurance	0	0	39,410	23,265
61170	Retiree Health Benefits	7,002	2,645	920	0
61180	Worker Compensation Insurance	1,934	3,092	5,155	1,405
	SUBTOTAL PERSONNEL	<u>170,799</u>	<u>198,042</u>	<u>411,660</u>	<u>159,955</u>
62000	Utilities	214	0	0	0
62010	Communications	1,867	3,268	12,000	12,000
62120	Training, Transportation, Meeting	302	0	3,000	0
62140	Membership, Subscription & Dues	159	0	0	0
62200	Advertising	0	699	0	0
62300	Contract Services-Professional	20,625	30,123	251,995	20,090
62302	Contracted Vendor Personnel Services	15,450	24,666	40,000	30,000
62600	Parking Validation	18	51	250	250
62700	Auto Expense	0	500	0	0
	SUBTOTAL CONTRACTUAL	<u>38,635</u>	<u>59,307</u>	<u>307,245</u>	<u>62,340</u>
63001	Miscellaneous Operating Expenses	5,577	12,020	6,480	5,968
	SUBTOTAL COMMODITIES	<u>5,577</u>	<u>12,020</u>	<u>6,480</u>	<u>5,968</u>
65000	Building Rental	7,045	5,695	5,055	5,839
65040	Computer Service Charge	65	60	410	482
65050	IS Strategic Plan	2,785	2,800	1,850	2,168
65100	Insurance Charges	4,615	3,390	2,965	5,558
65400	Indirect Costs	16,411	30,106	22,475	7,690
	SUBTOTAL FIXED CHARGES	<u>30,921</u>	<u>42,051</u>	<u>32,755</u>	<u>21,737</u>
68000-671	Transfer to Fund 671	12,755,728	0	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>12,755,728</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>13,001,660</u></u>	<u><u>311,420</u></u>	<u><u>758,140</u></u>	<u><u>250,000</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.20		0.15	
0150	Senior Management Analyst	0.45		0.51	
7280	Senior Accounting Assistant	0.50		0.32	
7321	Community Dev. Commission Secretary	0.20		0.17	
	TOTAL	<u>1.35</u>	<u>0.00</u>	<u>1.15</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY			ACCOUNTING UNIT		
South Main 2003 Series A Bonds (Debt Service)			65218020		
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services-Professional	4,375	4,531	6,000	2,225
62401	Trustee Fees	2,300	2,305	3,000	2,500
	SUBTOTAL CONTRACTUAL	<u>6,675</u>	<u>6,837</u>	<u>9,000</u>	<u>4,725</u>
67300	Bond Principal	0	0	625,000	650,000
67310	Bond Interest	684,893	663,360	648,170	624,256
	SUBTOTAL DEBT SERVICE	<u>684,893</u>	<u>663,360</u>	<u>1,273,170</u>	<u>1,274,256</u>
	TOTAL EXPENDITURES	<u><u>691,569</u></u>	<u><u>670,197</u></u>	<u><u>1,282,170</u></u>	<u><u>1,278,981</u></u>

SUCCESSOR AGENCY			ACCOUNTING UNIT		
Merged 2011 Series A Bonds (Debt Service)			65418020		
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services-Professional	11,250	11,332	14,000	4,050
62401	Trustee Fees	2,347	2,500	3,000	2,600
	SUBTOTAL CONTRACTUAL	<u>13,597</u>	<u>13,832</u>	<u>17,000</u>	<u>6,650</u>
67310	Bond Interest	4,209,850	4,209,850	4,209,850	4,209,850
67400	Amortization of Bond Discount	37,384	37,384	0	0
	SUBTOTAL DEBT SERVICE	<u>4,247,234</u>	<u>4,247,234</u>	<u>4,209,850</u>	<u>4,209,850</u>
	TOTAL EXPENDITURES	<u><u>4,260,831</u></u>	<u><u>4,261,066</u></u>	<u><u>4,226,850</u></u>	<u><u>4,216,500</u></u>

SUCCESSOR AGENCY			ACCOUNTING UNIT		
South Main 2003 Series B Bonds (Debt Service)			65818020		
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services-Professional	4,375	4,531	6,000	2,225
62401	Trustee Fees	2,300	2,305	3,000	2,500
	SUBTOTAL CONTRACTUAL	<u>6,675</u>	<u>6,837</u>	<u>9,000</u>	<u>4,725</u>
67300	Bond Principal	0	0	2,310,000	2,430,000
67310	Bond Interest	767,125	658,083	582,000	463,500
67400	Amortization of Bond Discount	5,911	5,911	0	0
	SUBTOTAL DEBT SERVICE	<u>773,036</u>	<u>663,994</u>	<u>2,892,000</u>	<u>2,893,500</u>
	TOTAL EXPENDITURES	<u><u>779,711</u></u>	<u><u>670,831</u></u>	<u><u>2,901,000</u></u>	<u><u>2,898,225</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Merged (Obligations)		67018850			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	2,569	164,215	0
61100	Retirement-Employer Contribution	0	0	1,000	0
61120	Medicare Insurance	0	41	50	0
61130	Health Insurance	0	29,208	1,000	0
61180	Worker Compensation Insurance	0	39	50	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>31,857</u>	<u>166,315</u>	<u>0</u>
62000	Utilities	0	0	0	2,000
62300	Contract Services-Professional	0	12,304	38,200	663,000
62302	Contracted Vendor Personnel Services	0	1,965	0	0
62400	Auditor Fee	0	3,042	0	10,000
62500	Rent Payments	208,124	298,124	388,125	203,236
	SUBTOTAL CONTRACTUAL	<u>208,124</u>	<u>315,435</u>	<u>426,325</u>	<u>878,236</u>
69166	ERAF Payment	0	0	0	1,098,079
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,098,079</u>
	TOTAL EXPENDITURES	<u><u>208,124</u></u>	<u><u>347,292</u></u>	<u><u>592,640</u></u>	<u><u>1,976,315</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Redevelopment Obligation Retirement Fund		67118021			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	26,582	56,810	27,500	0
61040	Salaries Overtime	68	0	0	0
61100	Retirement-Employer Contribution	23,714	28,938	70,000	0
61120	Medicare Insurance	143	21	500	0
61130	Health Insurance	34,245	0	70,000	0
61170	Retiree Health Benefits	5,486	35	20,000	0
61180	Worker Compensation Insurance	230	17	2,500	0
	SUBTOTAL PERSONNEL	<u>90,467</u>	<u>85,822</u>	<u>190,500</u>	<u>0</u>
62000	Utilities	772	359	2,000	0
62300	Contract Services-Professional	945,003	506,669	602,000	5,000
62302	Contracted Vendor Personnel Services	5,073	2,606	0	0
62400	Auditor Fee	8,646	5,318	60,000	10,000
62500	Rent Payments	180,000	90,000	0	203,236
	SUBTOTAL CONTRACTUAL	<u>1,139,493</u>	<u>604,953</u>	<u>664,000</u>	<u>218,236</u>
63001	Miscellaneous Operating Expenses	764	0	1,000	0
	SUBTOTAL COMMODITIES	<u>764</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
65400	Indirect Costs	1,536	8,533	5,000	0
	SUBTOTAL FIXED CHARGES	<u>1,536</u>	<u>8,533</u>	<u>5,000</u>	<u>0</u>
67002	Interest-Santa Ana Venture	519,755	369,305	2,500,000	2,100,000
	SUBTOTAL DEBT SERVICE	<u>519,755</u>	<u>369,305</u>	<u>2,500,000</u>	<u>2,100,000</u>
68000-027	Transfer to Fund 027	0	0	577,200	0
68000-607	Transfer to Fund 607	0	0	665,000	242,976
68000-652	Transfer to Fund 652	1,286,010	1,282,076	1,282,170	1,278,981
68000-654	Transfer to Fund 654	4,237,044	4,222,984	4,226,850	4,216,500
68000-658	Transfer to Fund 658	2,901,225	2,901,206	2,901,000	2,898,225
68000-670	Transfer to Fund 670	372,299	497,930	542,815	1,996,240
	SUBTOTAL INTERFUND TRANSFERS	<u>8,796,578</u>	<u>8,904,197</u>	<u>10,195,035</u>	<u>10,632,922</u>
69140	Payment to Districts	0	0	5,081,025	0
69142	Payment to Other Agencies	1,823,200	2,011,950	0	0
69166	ERAF Payment	0	0	0	3,120,611
	SUBTOTAL MISCELLANEOUS	<u>1,823,200</u>	<u>2,011,950</u>	<u>5,081,025</u>	<u>3,120,611</u>
	TOTAL EXPENDITURES	<u><u>12,371,795</u></u>	<u><u>11,984,760</u></u>	<u><u>18,636,560</u></u>	<u><u>16,071,769</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
South Main 2003 Series A Tax Allocation Bonds - Capital Projects		65218830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services-Professional	255	0	0	0
	SUBTOTAL CONTRACTUAL	<u>255</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building	350	351,100	2,477,155	0
	SUBTOTAL CAPITAL	<u>350</u>	<u>351,100</u>	<u>2,477,155</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>605</u></u>	<u><u>351,100</u></u>	<u><u>2,477,155</u></u>	<u><u>0</u></u>

SUCCESSOR AGENCY		ACCOUNTING UNIT			
South Main Commercial Corridor (Capital Projects)		65318830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61170	Retiree Health Benefits	0	(21)	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>(21)</u>	<u>0</u>	<u>0</u>
62300	Contract Services-Professional	140	0	0	0
	SUBTOTAL CONTRACTUAL	<u>140</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Buildings	0	26,984	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>26,984</u>	<u>0</u>	<u>0</u>
68000-670	Transfer to Fund 670	225,780	0	0	0
68000-671	Transfer to Fund 671	2,267,923	5,414,440	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>2,493,703</u>	<u>5,414,440</u>	<u>0</u>	<u>0</u>
69140	Payments to Districts	3,207,115	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>3,207,115</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>5,700,958</u></u>	<u><u>5,441,403</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Merged Project Area - Capital Projects		67018830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	PROPOSED FY 16-17
66220	Improvements Other Than Building	0	215,835	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>215,835</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>215,835</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

ECONOMIC DEVELOPMENT

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Special Revenue Programs					
02518810	IDB Monitoring	4,919	412	5,000	0
02518820	Enterprise Zone	300,852	515,718	502,000	265,500
41718810	Enterprise Zone (for FY 12-13 only)	0	(106,350)	0	0
	SUBTOTAL	<u>305,771</u>	<u>409,780</u>	<u>507,000</u>	<u>265,500</u>
Federal Programs/Grants					
123187xx	Workforce Innovation Opportunity Act	3,757,660	3,843,322	3,497,130	3,169,814
124187xx	Orange County Grants	598,754	788,675	800,000	800,000
132187xx	Department of Labor	609,506	1,222,269	226,540	91,175
	SUBTOTAL	<u>4,965,919</u>	<u>5,854,266</u>	<u>4,523,670</u>	<u>4,060,989</u>
	TOTAL	<u><u>5,271,691</u></u>	<u><u>6,264,046</u></u>	<u><u>5,030,670</u></u>	<u><u>4,326,489</u></u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	2,791,600	3,249,310	2,839,430	2,223,060
62000	Contractual	367,003	340,502	795,315	509,460
63000	Commodities	67,011	46,812	74,625	83,782
65000	Fixed Charges	239,837	257,618	253,595	243,089
69000	Miscellaneous	1,806,240	2,369,804	1,067,705	1,267,098
	TOTAL	<u><u>5,271,691</u></u>	<u><u>6,264,046</u></u>	<u><u>5,030,670</u></u>	<u><u>4,326,489</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.05		0.00	
0350	Economic Development Specialist III	2.00		2.00	
8374	Workforce Specialist IV	2.00		2.00	
8373	Workforce Specialist III	1.00		0.00	
8372	Workforce Specialist II	12.00		10.00	
0150	Senior Management Analyst	0.17		0.14	
7280	Senior Accounting Assistant	0.18		0.23	
7321	Community Dev. Commission Secretary	0.05		0.02	
7330	Senior Office Assistant	2.00		2.00	
0060	Receptionist	1.00		0.00	
	TOTAL	<u><u>20.45</u></u>	<u><u>0.00</u></u>	<u><u>16.39</u></u>	<u><u>0.00</u></u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT

PROGRAM

Various

Statement of Purpose

To provide high-quality programs and services to the business and development communities which will serve to encourage economic growth, employment growth, and real estate investment within Santa Ana.

To accomplish these goals, the Division has several sections, each performing one facet of this program. The mission statements for these sections are:

SERVICE PROGRAM

BUSINESS OUTREACH AND RETENTION

To retain and attract businesses, jobs, and investment to Santa Ana by providing timely information and assistance to businesses, through services and programs that foster business development.

See additional Economic Development section of General Fund.

IDB MONITORING

To monitor Empowerment Zone Industrial Development Bonds (IDB) issued by the City's Industrial Development Authority, for compliance and reporting requirements throughout the life of the loan.

MARKETING

To promote the positive aspects of the City to create a business friendly environment for the attraction and retention of businesses.

WORKFORCE DEVELOPMENT

To provide employment and training programs for adults and youths resulting in the placement of these individuals in unsubsidized employment through effective utilization of available financial resources.

COMMUNITY DEVELOPMENT AGENCY

SPECIAL REVENUE		ACCOUNTING UNIT			
IDB Monitoring		02518810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	2,755	116	655	0
61100	Retirement-Employer Contribution	404	19	260	0
61120	Medicare Insurance	47	2	20	0
61130	Health Insurance	429	19	205	0
61170	Retiree Health Benefits	0	0	25	0
61180	Worker Compensation Insurance	60	1	15	0
	SUBTOTAL PERSONNEL	<u>3,695</u>	<u>156</u>	<u>1,180</u>	<u>0</u>
62300	Contract Services-Professional	0	0	3,240	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>3,240</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	12	5	10	0
	SUBTOTAL COMMODITIES	<u>12</u>	<u>5</u>	<u>10</u>	<u>0</u>
65000	Building Rental	460	0	255	0
65040	Computer Service Charge	5	5	20	0
65050	IS Strategic Plan	180	85	95	0
65100	Insurance Charges	300	140	150	0
65400	Indirect Costs	267	21	50	0
	SUBTOTAL FIXED CHARGES	<u>1,212</u>	<u>251</u>	<u>570</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>4,919</u></u>	<u><u>412</u></u>	<u><u>5,000</u></u>	<u><u>0</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.01		0.00	
	TOTAL	<u>0.01</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

SPECIAL REVENUE		ACCOUNTING UNIT			
Enterprise Zone Vouchers Program		02518820			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	179,355	209,297	0	0
61020	Salaries Part-Time	10,898	18,481	0	0
61040	Salaries Overtime	0	523	0	0
61100	Retirement-Employer Contribution	22,270	32,076	0	0
61110	Part-Time Retirement	381	817	0	0
61120	Medicare Insurance	2,714	4,248	0	0
61130	Health Insurance	27,631	40,539	0	0
61170	Retiree Health Benefits	3,201	2,258	0	0
61180	Worker Compensation Insurance	1,904	3,662	0	0
	SUBTOTAL PERSONNEL	248,354	311,902	0	0
62010	Communications	4,350	2,047	0	0
62120	Training, Transportation, Meeting	0	1,521	16,200	24,300
62140	Membership, Subscription & Dues	750	5,780	31,040	35,600
62200	Advertising	6,292	7,000	0	35,000
62201	Business Promotion	0	3,140	107,000	0
62300	Contract Services-Professional	3,600	10,537	337,760	87,000
62302	Contracted Vendor Personnel Services	685	0	0	35,000
62600	Parking Validation	0	0	0	1,000
	SUBTOTAL CONTRACTUAL	15,677	30,025	492,000	217,900
63001	Miscellaneous Operating Expenses	3,906	4,262	10,000	30,688
	SUBTOTAL COMMODITIES	3,906	4,262	10,000	30,688
65000	Building Rental	7,040	3,955	0	7,030
65040	Computer Service Charge	75	40	0	580
65050	IS Strategic Plan	2,775	1,425	0	2,611
65100	Insurance Charges	4,590	2,355	0	6,691
65400	Indirect Costs	18,435	43,722	0	0
	SUBTOTAL FIXED CHARGES	32,915	51,497	0	16,912
69138	Payment-Training Portion	0	118,032	0	0
	SUBTOTAL MISCELLANEOUS	0	118,032	0	0
	TOTAL EXPENDITURES	300,852	515,718	502,000	265,500

Note: The accounting unit for this program was changed to 02518820 in FY 12-13.

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Enterprise Zone Vouchers Program		41718810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	(57,295)	0	0
61020	Salaries Part-Time	0	(7,971)	0	0
61100	Retirement-Employer Contribution	0	(6,686)	0	0
61110	Part-Time Retirement	0	(423)	0	0
61120	Medicare Insurance	0	(1,894)	0	0
61130	Health Insurance	0	(16,326)	0	0
61180	Worker Compensation Insurance	0	(1,526)	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>(92,121)</u>	<u>0</u>	<u>0</u>
65400	Indirect Costs	0	(14,229)	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>(14,229)</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>(106,350)</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
<p><i>Note: The accounting unit for this program was changed to 02518820 in FY 12-13.</i></p>					

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		PROGRAM		
Workforce Development Board (WDB)		Various		
Statement of Purpose				
<p><i>To ensure that the Workforce Innovation Opportunity Act (WIOA) programs and activities and the Santa Ana Workforce Development Board perform in accordance with the governing legislation (Workforce Innovation Opportunity Act), federal and state mandates, as well as operate efficiently and in a cost effective manner.</i></p> <p>Staff to the WDB board and function as liaison between mandated partners, program operators, reporting agencies, as well as oversee contracts, monitoring and data reporting.</p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Met or exceeded State imposed program performance outcomes. * Completed conversion from State JTA system to full implementation of CalJobs for reporting of client activities and financial reporting. * Completed transition of WIA to the new WIOA program. * Began implementation of all new guidelines and regulations as required by WIOA. * Modified the WIB Board under WIOA guidelines and prepare to submit to the State for recertification. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Adjust operations to be in compliance with new WIOA legislation. * Begin implementation of all new guidelines and regulations as required by WIOA. * Collaborate with OC and Anaheim WDB on a Regional Workforce Plan. * Finalize MOU's with mandated partners. * Host a workforce summit with business and education institutions. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
% of funds obligated by end of fiscal year	100%	100%	80%	80%
% of funds spent from previous year	100%	100%	80%	80%
Efficiency				
# of performance measures met	6	6	6	6

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB)-Administration		12318748			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	103,368	86,532	85,355	91,350
61020	Salaries Part-Time	4,541	0	0	0
61040	Salaries Overtime	89	76	0	100
61100	Retirement-Employer Contribution	12,389	13,375	16,700	21,025
61120	Medicare Insurance	1,478	1,187	1,240	1,325
61130	Health Insurance	15,702	15,826	18,085	17,520
61170	Retiree Health Benefits	1,768	2,439	1,415	0
61180	Worker Compensation Insurance	1,178	826	975	875
	SUBTOTAL PERSONNEL	140,512	120,261	123,770	132,195
62010	Communications	1,299	1,160	1,300	2,000
62011	Telephone Moves/Changes	0	0	0	1,500
62012	Cellular Phone Charges	150	0	0	0
62120	Training, Transportation, Meeting	3,209	5,949	3,500	4,250
62140	Membership, Subscription & Dues	2,858	1,984	2,340	2,360
62300	Contract Services-Professional	105	144	105	4,650
62302	Contracted Vendor Personnel Services	221	673	500	1,000
62400	Auditor Fee	1,679	1,552	10,000	8,000
62402	User Fee	9,007	6,679	9,010	5,000
	SUBTOTAL CONTRACTUAL	18,527	18,140	26,755	28,760
63001	Miscellaneous Operating Expenses	2,443	1,137	2,465	1,434
63300	Gas & Diesel	82	82	90	90
65010	Rental City Equipment	775	792	825	816
65012	Accident Repair & Replacement	0	0	0	31
65040	Computer Service Charge	70	40	365	246
65050	IS Strategic Plan	2,700	1,635	1,630	1,105
65100	Insurance Charges	4,470	2,710	2,605	2,833
65400	Indirect Costs	6,545	5,318	6,205	6,495
	SUBTOTAL FIXED CHARGES	14,560	10,495	11,630	11,526
	TOTAL EXPENDITURES	176,125	150,116	164,710	174,005
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.03		0.00	
0350	Economic Development Specialist III	0.40		0.45	
8374	Workforce Specialist IV	0.00		0.20	
7330	Senior Office Assistant	0.45		0.20	
	TOTAL	0.88	0.00	0.85	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB)-Youth Council		12318750			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	98,137	114,658	123,005	80,570
61020	Salaries Part-Time	5,762	520	0	0
61040	Salaries Overtime	1,904	1,466	0	0
61100	Retirement-Employer Contribution	16,802	26,244	24,000	18,545
61110	Part-Time Retirement	1,770	3,099	0	0
61120	Medicare Insurance	2,648	3,197	1,785	1,170
61130	Health Insurance	25,909	30,576	28,895	17,125
61170	Retiree Health Benefits	4,153	1,440	2,155	0
61180	Worker Compensation Insurance	1,672	2,152	1,280	770
	SUBTOTAL PERSONNEL	158,758	183,352	181,120	118,180
62010	Communications	650	608	700	1,200
62120	Training, Transportation, Meeting	722	676	750	600
62200	Advertising	1,329	658	1,500	0
62300	Contract Services-Professional	157	127	105	200
62302	Contracted Vendor Personnel Services	29,134	13,545	20,000	20,000
62402	User Fee	9,808	8,765	9,810	8,000
	SUBTOTAL CONTRACTUAL	41,800	24,378	32,865	30,000
63001	Miscellaneous Operating Expenses	4,580	1,569	2,170	2,102
63300	Gas & Diesel	82	82	90	90
	SUBTOTAL COMMODITIES	4,662	1,651	2,260	2,192
65010	Rental City Equipment	780	792	825	816
65012	Accident Repair & Replacement	0	0	0	30
65040	Computer Service Charge	65	60	575	374
65050	IS Strategic Plan	2,495	2,365	2,595	1,684
65100	Insurance Charges	4,125	3,910	4,150	4,317
65400	Indirect Costs	6,420	7,162	8,940	5,720
	SUBTOTAL FIXED CHARGES	13,885	14,289	17,085	12,941
69135	Payment to Subagent	677,154	889,389	388,805	500,000
69138	Payment-Training Portion	738	10,500	0	0
69135	Client Assessment	450	225	0	0
	SUBTOTAL MISCELLANEOUS	678,341	900,114	388,805	500,000
	TOTAL EXPENDITURES	897,446	1,123,784	622,135	663,313

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.30		0.25	
8374	Workforce Specialist IV	0.00		0.40	
8373	Workforce Specialist III	0.80		0.00	
7330	Senior Office Assistant	0.30		0.20	
	TOTAL	1.40	0.00	0.85	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB)-Programs		12318757			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	50,131	60,242	70,045	87,430
61100	Retirement-Employer Contribution	6,419	10,072	13,670	20,125
61120	Medicare Insurance	726	890	1,015	1,270
61130	Health Insurance	11,204	13,719	15,275	18,270
61170	Retiree Health Benefits	810	997	1,225	0
61180	Worker Compensation Insurance	496	599	730	835
	SUBTOTAL PERSONNEL	69,786	86,520	101,960	127,930
62010	Communications	921	1,052	930	1,500
62120	Training, Transportation, Meeting	153	180	150	1,250
62140	Membership, Subscription & Dues	245	70	260	0
62300	Contract Services-Professional	105	144	2,105	500
62302	Contracted Vendor Personnel Services	562	185	500	1,000
62402	User Fee	4,754	2,789	4,755	8,000
	SUBTOTAL CONTRACTUAL	6,740	4,420	8,700	12,250
63001	Miscellaneous Operating Expenses	2,246	1,114	2,390	1,327
63300	Gas & Diesel	82	82	90	90
	SUBTOTAL COMMODITIES	2,328	1,196	2,480	1,417
65010	Rental City Equipment	775	792	820	815
65012	Accident Repair & Replacement	0	0	0	30
65040	Computer Service Charge	30	30	290	328
65050	IS Strategic Plan	1,060	1,180	1,295	1,474
65100	Insurance Charges	1,755	1,955	2,075	3,777
65400	Indirect Costs	3,038	3,699	5,090	6,210
	SUBTOTAL FIXED CHARGES	6,658	7,656	9,570	12,634
	TOTAL EXPENDITURES	85,512	99,792	122,710	154,231
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.29		0.30	
8374	Workforce Specialist IV	0.00		0.40	
8373	Workforce Specialist III	0.20		0.00	
7330	Senior Office Assistant	0.25		0.20	
	TOTAL	0.74	0.00	0.90	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		PROGRAM		
Santa Ana W.O.R.K. Center One-Stop Program		Various		
Statement of Purpose				
<p><i>To offer job search assistance, job placement and basic skills education and employment training to all eligible adults and youth and to assist the local business community with the training and hiring of employees.</i></p> <p>The One-Stop Center is a multi-agency, multi-service shop designed to meet the employment assistance and training needs of the community. The One-Stop provides job search internet access, job search workshops, computer usage, employment listings, career advisement, resume preparation and training/education courses. The One-Stop Employment Resource Center is open to all residents.</p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Initiated transition into the new WIOA program from WIA. * Launched Transitional Jobs Veterans Training Program to provide employment subsidies for veterans. * Enhanced Participant Service Model by adjusting workshop curriculum. * Received \$1.6 million to Operate Welfare-to -Work programs from the County of Orange. * Placed 100 students in internships and jobs through the Department of Labor funded Bridges to Engineering Program. * Met performance for final year of the Workforce Investment Act. * Provided a combination of tutoring, mentoring, workforce preparation, and work experience to 227 youth participants. * Hosted/participated in a Youth Job Fair that was attended by 50 employers and over 310 job seekers. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Relocate One Stop Center to a more suitable location. * Launch in-house Soft Skills Training. * Expand Transitional Jobs Program. * Continue to transition into WIOA Program including modifications to operations and internal policies and procedures. * Host Youth job fair. * Launch Job Club. * Respond to and be awarded two additional grants. * Acquire VOSScan System to Transition Into a paperless system. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of customers enrolled	1,137	797	1,000	800
# of individuals served by all partners	15,249	12,224	17,000	13,000
# of Rapid Response businesses served	21	12	10	10
# of Rapid Response laid-off workers served	854	233	300	500
Effectiveness				
% of clients placed in jobs	76%	72%	75%	75%
Efficiency				
# of individual training accounts issued	77	93	80	80

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Santa Ana W.O.R.K. Center One-Stop Program		12318751			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	776,637	735,836	755,740	182,385
61020	Salaries Part-Time	59,210	51,888	29,315	0
61040	Salaries Overtime	566	0	0	0
61100	Retirement-Employer Contribution	103,059	130,593	155,000	41,980
61110	Part-Time Retirement	1,030	586	0	0
61120	Medicare Insurance	11,974	11,255	11,385	2,645
61130	Health Insurance	148,999	148,790	158,595	33,405
61170	Retiree Health Benefits	12,515	13,174	13,225	0
61180	Worker Compensation Insurance	8,137	7,772	8,165	1,745
	SUBTOTAL PERSONNEL	1,122,127	1,099,893	1,131,425	262,160
62010	Communications	25,985	24,025	27,000	27,000
62120	Training, Transportation, Meeting	692	2,360	2,000	5,000
62140	Membership, Subscription & Dues	3,365	2,643	2,250	2,250
62200	Advertising	1,911	1,350	1,500	0
62300	Contract Services-Professional	73,198	85,654	34,720	21,220
62302	Contracted Vendor Personnel Services	1,988	1,198	2,500	4,500
62402	User Fee	105,562	71,729	105,565	70,000
	SUBTOTAL CONTRACTUAL	212,701	188,960	175,535	129,970
63001	Miscellaneous Operating Expenses	42,175	30,426	47,040	37,913
63300	Gas & Diesel	318	365	540	540
	SUBTOTAL COMMODITIES	42,493	30,791	47,580	38,453
65010	Rental City Equipment	2,328	2,376	2,865	2,447
65012	Accident Repair & Replacement	0	0	0	91
65040	Computer Service Charge	400	540	4,675	936
65050	IS Strategic Plan	15,190	20,615	21,020	4,211
65100	Insurance Charges	25,055	34,085	33,630	10,792
65400	Indirect Costs	50,687	48,368	57,075	12,950
	SUBTOTAL FIXED CHARGES	93,660	105,984	119,265	31,427
69143	Transportation Pass for Participants	10,171	(11,990)	20,000	20,000
	SUBTOTAL MISCELLANEOUS	10,171	(11,990)	20,000	20,000
	TOTAL EXPENDITURES	1,481,152	1,413,638	1,493,805	482,010

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.22		0.60	
8374	Workforce Specialist IV	1.00		0.00	
8372	Workforce Specialist II	7.00		0.40	
7330	Senior Office Assistant	0.65		1.15	
0060	Receptionist	1.00		0.00	
	TOTAL	9.87	0.00	2.15	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Santa Ana W.O.R.K. Center One-Stop Program-Administration		12318752			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	124,822	100,374	96,915	114,925
61020	Salaries Part-Time	13,361	350	0	0
61040	Salaries Overtime	57	0	0	0
61100	Retirement-Employer Contribution	15,727	16,735	19,065	26,545
61120	Medicare Insurance	1,977	1,464	1,405	1,665
61130	Health Insurance	28,701	18,124	17,955	22,935
61170	Retiree Health Benefits	2,329	1,148	1,430	0
61180	Worker Compensation Insurance	1,402	1,010	1,095	1,100
	SUBTOTAL PERSONNEL	188,376	139,205	137,865	167,170
62010	Communications	1,684	703	1,000	1,000
62011	Telephone Moves/Charges	0	0	0	3,000
62120	Training, Transportation, Meeting	97	1,309	200	0
62302	Contracted Vendor Personnel Services	0	176	0	0
62402	User Fee	0	1,733	0	4,000
	SUBTOTAL CONTRACTUAL	1,781	3,921	1,200	8,000
63001	Miscellaneous Operating Expenses	1,188	1,034	1,340	1,147
63300	Gas & Diesel	36	0	0	0
	SUBTOTAL COMMODITIES	1,224	1,034	1,340	1,147
65010	Rental City Equipment	580	0	0	0
65040	Computer Service Charge	70	10	130	325
65050	IS Strategic Plan	2,570	455	590	1,463
65100	Insurance Charges	4,250	750	950	3,750
65400	Indirect Costs	8,377	6,160	7,045	8,160
	SUBTOTAL FIXED CHARGES	15,847	7,375	8,715	13,698
	TOTAL EXPENDITURES	207,229	151,535	149,120	190,015
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.03		0.00	
0350	Economic Development Specialist III	0.20		0.20	
0150	Senior Management Analyst	0.10		0.10	
7280	Senior Accounting Assistant	0.10		0.20	
7321	Community Dev. Commission Secretary	0.05		0.02	
7330	Senior Office Assistant	0.00		0.15	
	TOTAL	0.48	0.00	0.67	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Santa Ana W.O.R.K. Center One-Stop Program-Adult		12318753			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	182,345
61030	Salaries Participant	4,230	6,222	0	0
61100	Retirement-Employer Contribution	0	0	0	41,970
61110	Part-Time Retirement	159	233	0	0
61120	Medicare Insurance	61	90	0	2,645
61130	Health Insurance	0	0	0	46,910
61180	Worker Compensation Insurance	39	112	0	1,745
	SUBTOTAL PERSONNEL	<u>4,489</u>	<u>6,657</u>	<u>0</u>	<u>275,615</u>
62402	User Fee	0	0	0	13,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,000</u>
63001	Miscellaneous Operating Expenses	0	0	0	606
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>606</u>
65040	Computer Service Charge	0	0	0	1,123
65050	IS Strategic Plan	0	0	0	5,053
65100	Insurance Charges	0	0	0	12,950
65400	Indirect Costs	0	0	0	12,945
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,071</u>
69137	On the Job Training	18,329	12,739	0	0
69138	Payment-Training Portion	241,812	155,525	198,090	253,140
69143	Transportation Pass for Participants	19,781	19,206	18,990	15,000
69144	Client Support Services	695	620	1,500	1,000
69145	Client Assessment	11,552	15,728	12,000	503
	SUBTOTAL MISCELLANEOUS	<u>292,168</u>	<u>203,818</u>	<u>230,580</u>	<u>269,643</u>
	TOTAL EXPENDITURES	<u><u>296,657</u></u>	<u><u>210,475</u></u>	<u><u>230,580</u></u>	<u><u>590,935</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
8372	Workforce Specialist II	0.00		2.40	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>2.40</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Santa Ana W.O.R.K. Center One-Stop Program-Dislocated Worker		12318754			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	2,052	0	68,980
61100	Retirement-Employer Contribution	0	342	0	15,880
61120	Medicare Insurance	0	29	0	1,000
61130	Health Insurance	0	385	0	16,065
61180	Worker Compensation Insurance	0	20	0	660
	SUBTOTAL PERSONNEL	<u>0</u>	<u>2,828</u>	<u>0</u>	<u>102,585</u>
62402	User Fee	0	0	0	13,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,000</u>
63001	Miscellaneous Operating Expenses	0	0	0	479
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>479</u>
65040	Computer Service Charge	0	0	0	889
65050	IS Strategic Plan	0	0	0	4,000
65100	Insurance Charges	0	0	0	10,252
65400	Indirect Costs	0	126	0	4,900
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>126</u>	<u>0</u>	<u>20,041</u>
69137	On the Job Training	3,767	0	0	0
69138	Payment-Training Portion	189,040	188,497	126,490	190,955
69143	Transportation Pass for Participants	9,572	12,657	14,330	10,000
69144	Client Support Services	428	285	1,500	500
69145	Client Assessment	9,793	12,272	10,000	500
	SUBTOTAL MISCELLANEOUS	<u>212,600</u>	<u>213,711</u>	<u>152,320</u>	<u>201,955</u>
	TOTAL EXPENDITURES	<u><u>212,600</u></u>	<u><u>216,665</u></u>	<u><u>152,320</u></u>	<u><u>338,060</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
8372	Workforce Specialist II	0.00		1.90	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>1.90</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Santa Ana W.O.R.K. Center One-Stop Program-Youth		12318755			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADP[ITED FY 16-17
61000	Salaries Regular	149,917	158,527	191,615	192,415
61020	Salaries Part-Time	0	41,625	44,860	0
61040	Salaries Overtime	832	0	0	0
61100	Retirement-Employer Contribution	18,053	33,374	44,920	44,290
61110	Part-Time Retirement	0	530	585	0
61120	Medicare Insurance	2,152	2,888	3,430	2,790
61130	Health Insurance	33,773	31,465	40,230	27,265
61170	Retiree Health Benefits	3,075	1,824	3,355	0
61180	Worker Compensation Insurance	1,444	2,223	2,460	1,840
	SUBTOTAL PERSONNEL	209,247	272,455	331,455	268,600
62010	Communications	1,944	2,160	2,000	2,000
62120	Training, Transportation, Meeting	400	660	500	500
62300	Contract Services-Professional	105	230	105	105
62402	User Fee	14,712	19,243	14,715	14,000
	SUBTOTAL CONTRACTUAL	17,161	22,293	17,320	16,605
63001	Miscellaneous Operating Expenses	3,133	1,668	3,000	1,809
63300	Gas & Diesel	282	269	300	300
	SUBTOTAL COMMODITIES	3,415	1,937	3,300	2,109
65010	Rental City Equipment	1,350	1,386	1,235	1,425
65012	Accident Repair & Replacement	0	0	0	45
65040	Computer Service Charge	110	130	1,340	983
65050	IS Strategic Plan	4,235	4,235	6,020	4,421
65100	Insurance Charges	7,005	8,240	9,630	11,332
65400	Indirect Costs	9,135	12,290	17,190	13,660
	SUBTOTAL FIXED CHARGES	21,836	26,281	35,415	31,866
69143	Transportation Pass for Participants	239	76	1,000	500
	SUBTOTAL MISCELLANEOUS	239	76	1,000	500
	TOTAL EXPENDITURES	251,898	323,041	388,490	319,680

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
8374	Workforce Specialist IV	1.00		1.00	
8372	Workforce Specialist II	1.00		1.00	
7330	Senior Office Assistant	0.25		0.10	
	TOTAL	2.25	0.00	2.10	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Santa Ana W.O.R.K. Center One-Stop Program-Rapid Response		12318756			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	78,788	83,131	97,455	143,980
61040	Salaries Overtime	261	0	0	0
61100	Retirement-Employer Contribution	9,606	13,809	19,015	33,140
61120	Medicare Insurance	1,128	1,181	1,415	2,090
61130	Health Insurance	20,323	22,341	24,355	38,225
61170	Retiree Health Benefits	1,571	1,387	1,705	0
61180	Worker Compensation Insurance	758	804	1,015	1,380
	SUBTOTAL PERSONNEL	<u>112,435</u>	<u>122,654</u>	<u>144,960</u>	<u>218,815</u>
62010	Communications	784	577	800	800
62120	Training, Transportation, Meeting	624	8	20	0
62140	Membership, Subscription & Dues	10,373	8,612	0	0
62300	Contract Services-Professional	450	0	0	1,855
62302	Contracted Vendor Personnel Services	99	0	500	500
62402	User Fee	9,833	7,880	9,835	7,000
	SUBTOTAL CONTRACTUAL	<u>22,164</u>	<u>17,078</u>	<u>11,155</u>	<u>10,155</u>
63001	Miscellaneous Operating Expenses	2,339	2,130	2,255	2,409
63300	Gas & Diesel	282	269	300	300
	SUBTOTAL COMMODITIES	<u>2,621</u>	<u>2,399</u>	<u>2,555</u>	<u>2,709</u>
65010	Rental City Equipment	1,350	1,386	1,235	1,430
65012	Accident Repair & Replacement	0	0	0	46
65040	Computer Service Charge	55	55	495	833
65050	IS Strategic Plan	2,120	2,110	2,220	3,747
65100	Insurance Charges	3,505	3,490	3,555	9,605
65400	Indirect Costs	4,790	5,104	7,085	10,225
	SUBTOTAL FIXED CHARGES	<u>11,820</u>	<u>12,145</u>	<u>14,590</u>	<u>25,886</u>
	TOTAL EXPENDITURES	<u>149,041</u>	<u>154,276</u>	<u>173,260</u>	<u>257,565</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.18		0.00	
8372	Workforce Specialist II	1.00		1.88	
	TOTAL	<u>1.18</u>	<u>0.00</u>	<u>1.88</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-SSA WtW		12418737			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	138,180	166,001	181,415	181,394
61030	Salaries Participant	111,751	147,428	200,640	200,640
61040	Salaries Overtime	224	72	0	0
61100	Retirement-Employer Contribution	17,303	27,278	35,430	40,655
61110	Part-Time Retirement	4,191	5,529	7,525	7,560
61120	Medicare Insurance	3,611	4,546	5,520	5,740
61130	Health Insurance	32,289	37,129	40,945	38,990
61170	Retiree Health Benefits	2,349	1,167	3,100	0
61180	Worker Compensation Insurance	5,150	7,601	9,610	3,911
	SUBTOTAL PERSONNEL	315,046	396,750	484,185	478,890
62010	Communications	1,218	1,206	1,220	1,220
62402	User Fee	15,688	15,380	15,690	15,690
	SUBTOTAL CONTRACTUAL	16,906	16,587	16,910	16,910
63001	Miscellaneous Operating Expenses	1,671	1,305	1,885	1,885
	SUBTOTAL COMMODITIES	1,671	1,305	1,885	1,885
65040	Computer Service Charge	80	100	695	969
65050	IS Strategic Plan	2,980	3,935	3,130	4,358
65100	Insurance Charges	4,930	6,510	5,005	11,170
65400	Indirect Costs	8,374	10,191	13,190	10,818
	SUBTOTAL FIXED CHARGES	16,364	20,736	22,020	27,315
69138	Payment-Training Portion	248,767	353,298	275,000	275,000
	SUBTOTAL MISCELLANEOUS	248,767	353,298	275,000	275,000
	TOTAL EXPENDITURES	598,754	788,675	800,000	800,000
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.15		0.15	
8372	Workforce Specialist II	2.00		2.00	
0150	Senior Management Analyst	0.04		0.04	
7280	Senior Accounting Assistant	0.03		0.03	
	TOTAL	2.22	0.00	2.22	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-H1B		13218744			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	103,963	124,066	139,480	48,235
61020	Salaries Part-Time	2,137	213	0	0
61030	Salaries Participant	72,603	391,101	0	0
61040	Salaries Overtime	1,318	112	0	0
61100	Retirement-Employer Contribution	13,082	20,652	27,250	11,105
61110	Part-Time Retirement	2,723	14,667	0	0
61120	Medicare Insurance	2,605	7,458	2,020	700
61130	Health Insurance	15,406	24,352	28,925	10,420
61170	Retiree Health Benefits	1,408	1,723	2,385	0
61180	Worker Compensation Insurance	3,531	14,455	1,450	460
	SUBTOTAL PERSONNEL	218,776	598,798	201,510	70,920
62010	Communications	591	511	600	600
62140	Membership, Subscription & Dues	1,498	0	0	0
62200	Advertising	792	0	0	0
62302	Contracted Vendor Personnel Services	1,631	1,832	0	10,000
62402	User Fee	9,032	12,358	9,035	2,310
	SUBTOTAL CONTRACTUAL	13,544	14,701	9,635	12,910
63001	Miscellaneous Operating Expenses	2,153	1,013	660	573
	SUBTOTAL COMMODITIES	2,153	1,013	660	573
65040	Computer Service Charge	45	70	360	197
65050	IS Strategic Plan	1,705	2,755	1,630	884
65100	Insurance Charges	2,820	4,550	2,605	2,266
65400	Indirect Costs	6,509	7,638	10,140	3,425
	SUBTOTAL FIXED CHARGES	11,079	15,013	14,735	6,772
69135	Payment to Subagent	363,953	588,108	0	0
69137	On the Job Training	0	4,636	0	0
	SUBTOTAL MISCELLANEOUS	363,953	592,744	0	0
	TOTAL EXPENDITURES	609,506	1,222,269	226,540	91,175

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.25		0.05	
8372	Workforce Specialist II	1.00		0.42	
0150	Senior Management Analyst	0.03		0.00	
7280	Senior Accounting Assistant	0.05		0.00	
7330	Senior Office Assistant	0.10		0.00	
	TOTAL	1.43	0.00	0.47	0.00

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

HOUSING DIVISION

ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Successor Housing Agency				
60718810 Successor Housing Agency	219,945	266,915	480,000	177,735
60718830 Successor Housing Agency Capital Projects	9,016,002	683,365	665,000	5,135,561
SUBTOTAL	<u>9,235,948</u>	<u>950,279</u>	<u>1,145,000</u>	<u>5,313,296</u>
Federal/State Grants				
13018780 HOME	4,208,150	178,987	1,243,375	1,369,061
13318780 Housing Authority - Issuer Fee	22,256	11,165	101,000	269,300
13518780 Community Development Block Grant	696,646	723,357	1,086,875	1,057,252
13518781 CDBG-Neighborhood Improvement	212,451	179,980	0	0
13518782 CDBG-Housing Development and Rehab.	192,545	393,769	1,320,000	1,000,000
13518783 CDBG Projects*	4,172,486	2,452,899	3,027,500	3,229,011
13518785 Emergency Solutions Grant	473,266	436,135	495,620	489,202
13618760 Housing Authority - HAP	25,853,099	26,088,129	27,983,080	26,781,270
13718760 Housing Authority - Mainstream	1,822,002	1,892,399	2,110,250	2,160,000
14018760 Housing Authority - Administration	2,456,157	2,726,740	3,080,675	3,564,765
14218760 Neighborhood Stabilization Program I	12,342	5,166	0	70,000
14218761 Neighborhood Stabilization Program II	1,031,609	297,326	200,000	125,000
14218762 Neighborhood Stabilization Program III	1,144,151	166,959	0	40,000
40518760 HOPWA Tenant Based Assistance	552,627	566,364	0	0
40518761 HOPWA	926,312	1,715,350	2,700	2,700
SUBTOTAL	<u>43,776,097</u>	<u>37,834,727</u>	<u>40,651,075</u>	<u>40,157,561</u>
City Program				
41718820 Inclusionary Housing	0	0	4,302,000	10,935,015
SUBTOTAL	<u>0</u>	<u>0</u>	<u>4,302,000</u>	<u>10,935,015</u>
TOTAL	<u><u>53,012,045</u></u>	<u><u>38,785,006</u></u>	<u><u>46,098,075</u></u>	<u><u>56,405,872</u></u>
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	3,696,608	3,684,128	4,551,504	4,691,432
62000 Contractual	414,125	803,875	741,305	794,623
63000 Commodities	142,881	154,056	45,255	101,578
65000 Fixed Charges	915,922	713,272	625,481	835,221
66000 Capital	7,418,103	788,658	1,952,790	2,045,128
69000 Miscellaneous	40,424,407	32,641,017	38,181,740	47,937,890
TOTAL	<u><u>53,012,045</u></u>	<u><u>38,785,006</u></u>	<u><u>46,098,075</u></u>	<u><u>56,405,872</u></u>

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

HOUSING DIVISION

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.30		0.40	
2460	Housing Division Manager	1.00		1.00	
2720	Housing Authority Operations Supervisor	1.00		1.00	
7584	Senior Community Development Analyst †	0.00	1.00	0.00	1.00
0150	Senior Management Analyst	0.23		0.20	
1840	Housing Programs Analyst	1.00		1.00	
1885	Housing Authority Analyst	1.00		1.00	
7585	Community Development Analyst	1.00		1.00	
4335	Neighborhood Improvement Projects Specialist *	0.00		1.00	
1860	Senior Housing Specialist	2.00		2.00	
1900	Housing Specialist II	6.00		6.00	
2700	Senior Residential Construction Specialist	1.00		1.00	
2710	Residential Construction Specialist	1.00		1.00	
7000	Loan Specialist	1.00		1.00	
7280	Senior Accounting Assistant	0.22		0.45	
7321	Community Dev. Commission Secretary	0.30		0.36	
7330	Senior Office Assistant	2.95		3.00	
1640	Senior Receptionist	1.00		1.00	
8372	Workforce Specialist II	0.00	0.00	1.00	
	TOTAL	<u>21.00</u>	<u>1.00</u>	<u>23.41</u>	<u>1.00</u>
	† Part-Time Civil Service position				

COMMUNITY DEVELOPMENT AGENCY

HOUSING

PROGRAM

Various

Statement of Purpose

To promote and deliver a balance of housing related programs and services to City residents, investors and developers.

The Housing Division ensures the effective and efficient utilization of City resources to enhance and preserve the intrinsic quality and economic viability of residential neighborhoods and housing stock within the City.

SERVICE PROGRAM

HOUSING AUTHORITY

To provide affordable housing for the most vulnerable members of our community to use as a platform to obtain self-sufficiency and independence from our assistance.

SUCCESSOR HOUSING AGENCY - HOUSING AUTHORITY

To retain the responsibility for performing housing functions previously performed by the former redevelopment agency, enforce affordability covenants, and perform related activities of applicable provisions of the Community Redevelopment Law pursuant to the California Health and Safety Code, Part 1.85 of Division 24, Section 34176.

HOUSING DEVELOPMENT AND REHABILITATION

To provide quality technical and financial assistance to residents, developers, investors and non-profit organizations within the residential community to ensure the enhancement of existing housing stock, construction of new quality affordable housing, and the promotion of homeownership opportunities.

COMMUNITY DEVELOPMENT BLOCK GRANT

The Housing and Community Development Act of 1974 provides funds to cities and counties to develop urban communities, decent housing, suitable living environments, and expanded economic opportunities, primarily for the benefit of low and moderate-income people. This federal program gives priority to activities which benefit low and moderate-income individuals with an emphasis on residential areas. Community Development Block Grant projects are carried out by several operating departments within the City and by sub-recipients.

EMERGENCY SOLUTIONS GRANT

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) revised the Emergency Shelter Grant Program and changed the name to the Emergency Solutions Grant (ESG). As part of the HEARTH Act, eligible ESG activities are Street Outreach, Shelter, Homelessness Prevention, Rapid Re-Housing and Administration.

COMMUNITY DEVELOPMENT AGENCY

HOUSING		PROGRAM		
Successor Housing Agency - Housing Authority		Various		
Statement of Purpose				
<p><i>To retain the responsibility for performing housing functions previously performed by the former redevelopment agency, enforce affordability covenants, and perform related activities pursuant to applicable provisions of the Community Redevelopment Law pursuant to the California Health and Safety Code, Part 1.85 of Division 24, Section 34176.</i></p> <p>The Housing Authority, acting as the Successor Housing Agency, implements enforceable obligation projects and monitors affordable housing funded with the former low and moderate income housing funds, and ensures compliance with all statutory monitoring requirements.</p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Completed the development of six affordable single family homes and sold to qualified homebuyers (Habitat for Humanity). * Completed the development of the Station District For-Sale project. * Monitored loan portfolio for compliance; performed 314 physical inspections; visited 6 leasing offices and examined tenant and project files for compliance; re-certified loans. * Assisted in the preparation of the semi-annual ROPS. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Facilitate the development of seven affordable single family homes (Habitat for Humanity). * Issue a Request for Proposals for the development of vacant / undeveloped parcels. * Continue to monitor loan portfolio for program compliance. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Efficiency				
# of loan portfolios monitored	200	200	200	200
# of physical inspections	215	179	255	180

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Compliance) - Housing Authority		60718810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	109,294	145,052	216,700	48,810
61020	Salaries Part-Time	343	0	0	0
61040	Salaries Overtime	0	187	10,000	0
61100	Retirement-Employer Contribution	13,773	18,119	42,975	12,965
61110	Part-Time Retirement	10	0	0	0
61120	Medicare Insurance	948	1,442	3,140	710
61130	Health Insurance	20,882	18,843	39,370	6,945
61170	Retiree Health Benefits	3,450	1,187	2,590	0
61180	Worker Compensation Insurance	1,733	1,412	3,470	900
	SUBTOTAL PERSONNEL	150,435	186,242	318,245	70,330
62000	Utilities	0	1,394	0	1,200
62010	Communications	4,943	2,539	5,000	4,000
62012	Cellular Phone Charges	14	34	900	900
62120	Training, Transportation, Meeting	4	55	2,000	2,000
62130	Tuition Reimbursement	0	0	0	500
62140	Membership, Subscription & Dues	0	61	2,100	1,460
62200	Advertising	0	971	0	0
62251	Other Agency Services	2,156	2,212	5,000	3,500
62300	Contract Services-Professional	28,576	27,653	91,585	59,985
62302	Contracted Vendor Personnel Services	306	0	3,915	20,000
	SUBTOTAL CONTRACTUAL	35,999	34,920	110,500	93,545
63001	Miscellaneous Operating Expenses	5,632	2,417	5,325	4,940
63300	Gas & Diesel	198	160	1,500	0
	SUBTOTAL COMMODITIES	5,830	2,577	6,825	4,940
65000	Building Rental	6,680	6,730	11,120	2,268
65010	Rental City Equipment	2,698	2,772	5,330	0
65040	Computer Service Charge	70	70	905	187
65050	IS Strategic Plan	2,635	2,425	4,075	842
65100	Insurance Charges	4,355	4,000	6,520	2,158
65400	Indirect Costs	10,617	26,262	16,480	3,465
	SUBTOTAL FIXED CHARGES	27,055	42,259	44,430	8,920
66220	Improvements Other Than Building	627	916	0	0
	SUBTOTAL CAPITAL	627	916	0	0
	TOTAL EXPENDITURES	219,945	266,915	480,000	177,735

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.05		0.05	
2460	Housing Division Manager	0.40		0.10	
1840	Housing Programs Analyst	0.25		0.10	
2700	Senior Residential Construction Specialist	0.40		0.10	
2710	Residential Construction Specialist	0.10		0.00	
7000	Loan Specialist	0.40		0.00	
0150	Senior Management Analyst	0.05		0.05	
7321	Community Dev. Commission Secretary	0.10		0.00	
7280	Senior Accounting Assistant	0.05		0.00	
7330	Senior Office Assistant	0.50		0.00	
	TOTAL	2.30	0.00	0.40	0.00

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Capital Projects) - Housing Authority		60718830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	(79)	294	0	0
61020	Salaries Part-Time	(7)	0	0	0
61100	Retirement-Employer Contribution	0	52	0	0
61120	Medicare Insurance	0	4	0	0
61130	Health Insurance	(3)	40	0	0
61170	Retiree Health Benefits	1,648	569	0	0
61180	Worker Compensation Insurance	(1)	8	0	0
	SUBTOTAL PERSONNEL	<u>1,559</u>	<u>968</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	123	57	0	0
	SUBTOTAL COMMODITIES	<u>123</u>	<u>57</u>	<u>0</u>	<u>0</u>
65400	Indirect Costs	(8)	53	0	0
	SUBTOTAL FIXED CHARGES	<u>(8)</u>	<u>53</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building	5,706,113	682,287	665,000	546,606
	SUBTOTAL CAPITAL	<u>5,706,113</u>	<u>682,287</u>	<u>665,000</u>	<u>546,606</u>
69011	Reserve Appropriation	0	0	0	4,588,955
69140	Payments to Districts	2,580,847	0	0	0
69151	Payments to other Agencies	727,369	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>3,308,216</u>	<u>0</u>	<u>0</u>	<u>4,588,955</u>
	TOTAL EXPENDITURES	<u><u>9,016,002</u></u>	<u><u>683,365</u></u>	<u><u>665,000</u></u>	<u><u>5,135,561</u></u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		PROGRAM			
Housing Authority		Various			
Statement of Purpose					
<p><i>To provide affordable housing for the most vulnerable members of our community to use as a platform to obtain self-sufficiency and independence from our assistance.</i></p>					
Accomplishments in FY 14-15 & FY 15-16					
<ul style="list-style-type: none"> * Implemented On-Line Applicant Portal. * Opened and established the 2015 Housing Choice Voucher Waiting List. * Maintained SEMAP High-Performer status. * Updated the HCV Administrative Plan (2x). * Established a Quality Control Program in compliance with SEMAP. * Awarded 71 Project-Based Vouchers for permanent supportive housing * Prepared and submitted all HUD reports in a timely manner which included the Annual Plan and Administrative Plan. * Implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 					
Action Plan for FY 16-17					
<ul style="list-style-type: none"> * Retain SEMAP High-Performer status. * Implement new on-line portal for owners and applicants (Housing Café). * Maintain utilization above 98% of annual budget authority. * Upgrade to Yardi 7S housing software module. * Implement iPad receptionist. * Achieve over 95% correct for our casework and inspections under our Quality Control Program. * Triple the size of the Family Self-Sufficiency Program. * Issue a Request for Proposals for project-based vouchers for permanent supportive housing. * Prepare and submit all HUD reports in a timely manner which included the Annual Plan and Administrative Plan. * Provide monthly staff development and training to improve Quality Control Program performance. * Implement UPCS-V inspection system. * Implement Housing First Model to reduce homelessness. 					
PERFORMANCE MEASURES		Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Efficiency					
Pass rate for annual inspections		100%	100%	84%	95%
# of units under lease		2,600	2,615	2,596	2,650
Effectiveness					
Fund utilization rate		100%	98%	96%	100%
Lease-up rate		96%	97%	97%	98%

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Voucher Administration		14018760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	906,354	961,104	1,095,735	1,264,840
61020	Salaries Part-Time	68,975	80,991	98,960	100,990
61040	Salaries Overtime	40,353	68,918	40,350	60,000
61100	Retirement-Employer Contribution	122,992	154,105	225,590	310,465
61110	Part-Time Retirement	468	1,143	2,040	2,080
61120	Medicare Insurance	15,059	14,847	17,325	19,805
61130	Health Insurance	193,898	181,399	229,415	275,790
61170	Retiree Health Benefits	15,087	15,626	18,600	0
61180	Worker Compensation Insurance	10,603	10,141	12,995	14,320
	SUBTOTAL PERSONNEL	1,373,789	1,488,273	1,741,010	2,048,290
62010	Communications	16,342	13,256	16,500	14,000
62012	Cellular Phone Charges	633	669	0	1,000
62120	Training, Transportation, Meeting	6,101	3,967	21,825	15,100
62130	Tuition Reimbursement	0	2,000	0	0
62140	Membership, Subscription & Dues	3,648	2,727	3,750	15,530
62200	Advertising	4,061	6,878	5,000	8,300
62300	Contract Services-Professional	143,407	107,621	181,240	103,935
62302	Contracted Vendor Personnel Services	1,468	2,448	20,000	51,100
62322	M&R Machinery & Equipment	1,169	2,550	0	2,850
62400	Auditor Fee	23,551	29,329	27,000	30,000
62600	Parking Validation	110	206	0	300
62700	Auto Expense	460	300	0	500
	SUBTOTAL CONTRACTUAL	200,948	171,951	275,315	242,615
63001	Miscellaneous Operating Expenses	61,374	80,678	20,720	72,040
63300	Gas & Diesel	1,332	1,745	2,800	2,000
	SUBTOTAL COMMODITIES	62,706	82,423	23,520	74,040
65000	Building Rental	50,180	66,650	77,725	77,725
65010	Rental City Equipment	7,604	7,788	8,065	8,022
65012	Accident Repair & Replacement	0	0	0	273
65040	Computer Service Charge	520	625	6,335	7,959
65050	IS Strategic Plan	19,790	23,945	28,480	35,789
65100	Insurance Charges	32,730	39,585	45,570	91,732
65400	Indirect Costs	116,538	169,656	224,655	278,320
	SUBTOTAL FIXED CHARGES	227,362	308,249	390,830	499,820
69133	Ports Out-Administrative Pay	591,351	675,845	650,000	700,000
	SUBTOTAL MISCELLANEOUS	591,351	675,845	650,000	700,000
	TOTAL EXPENDITURES	2,456,157	2,726,740	3,080,675	3,564,765

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Voucher Administration		14018760			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.05		0.05	
2460	Housing Division Manager	0.15		0.40	
2720	Housing Authority Operations Supervisor	1.00		1.00	
1840	Housing Programs Analyst	0.00		0.10	
0150	Senior Management Analyst	0.03		0.05	
1860	Senior Housing Specialist	2.00		2.00	
1900	Housing Specialist II	6.00		6.00	
7280	Senior Accounting Assistant	0.07		0.20	
7321	Community Dev. Commission Secretary	0.10		0.10	
7330	Senior Office Assistant	2.05		2.10	
1640	Senior Receptionist	1.00		1.00	
1885	Housing Authority Analyst	1.00		1.00	
8372	Workforce Specialist II	0.00		1.00	
	TOTAL	<u>13.45</u>	<u>0.00</u>	<u>15.00</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Section 8		13618760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
69134	Ports In-Administrative Received	(271,929)	0	0	0
69158	Housing Assistance Payments	16,363,259	16,292,228	18,063,080	16,487,895
69159	HAP-FSS Escrow	95,444	112,014	100,000	115,000
69162	Port Out HAP	9,396,596	9,670,100	9,800,000	10,163,375
69167	Port Prop Disbursement	269,729	13,787	20,000	15,000
	SUBTOTAL MISCELLANEOUS	<u>25,853,099</u>	<u>26,088,129</u>	<u>27,983,080</u>	<u>26,781,270</u>
	TOTAL EXPENDITURES	<u>25,853,099</u>	<u>26,088,129</u>	<u>27,983,080</u>	<u>26,781,270</u>

HOUSING		ACCOUNTING UNIT			
Housing Authority - Non-Elderly Disabled (NED)		13718760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
69158	Housing Assistance Payments	1,446,760	1,463,099	1,460,000	1,663,200
69162	Port Out HAP	375,242	429,300	650,250	496,800
	SUBTOTAL MISCELLANEOUS	<u>1,822,002</u>	<u>1,892,399</u>	<u>2,110,250</u>	<u>2,160,000</u>
	TOTAL EXPENDITURES	<u>1,822,002</u>	<u>1,892,399</u>	<u>2,110,250</u>	<u>2,160,000</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - HOPWA Tenant Based Assistance		40518760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	8,092	15,816	0	0
61100	Retirement-Employer Contribution	1,083	2,645	0	0
61120	Medicare Insurance	121	250	0	0
61130	Health Insurance	912	2,763	0	0
61170	Retiree Health Benefits	73	236	0	0
61180	Worker Compensation Insurance	83	159	0	0
	SUBTOTAL PERSONNEL	<u>10,364</u>	<u>21,869</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	19	25	0	0
	SUBTOTAL COMMODITIES	<u>19</u>	<u>25</u>	<u>0</u>	<u>0</u>
65000	Building Rental	840	1,175	0	0
65040	Computer Service Charge	10	10	0	0
65050	IS Strategic Plan	330	420	0	0
65100	Insurance Charges	545	695	0	0
65400	Indirect Costs	633	845	0	0
	SUBTOTAL FIXED CHARGES	<u>2,358</u>	<u>3,145</u>	<u>0</u>	<u>0</u>
69136	Payment-Part Support	6,822	7,759	0	0
69158	Housing Assistance Payments	533,064	533,566	0	0
	SUBTOTAL MISCELLANEOUS	<u>539,886</u>	<u>541,325</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>552,627</u></u>	<u><u>566,364</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - HOPWA		40518761			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	11,649	9,377	300	500
61020	Salaries Part-Time	25,267	11,741	915	1,000
61100	Retirement-Employer Contribution	2,952	3,766	500	500
61110	Part-Time Retirement	42	0	0	0
61120	Medicare Insurance	395	278	50	150
61130	Health Insurance	1,964	3,188	600	400
61170	Retiree Health Benefits	38	64	0	0
61180	Worker Compensation Insurance	543	396	250	40
	SUBTOTAL PERSONNEL	42,850	28,810	2,615	2,590
62200	Advertising	481	174	0	0
62302	Contracted Vendor Personnel Services	324	0	0	0
62600	Parking Validation	10	14	0	0
62700	Auto Expense	120	0	0	0
	SUBTOTAL CONTRACTUAL	935	188	0	0
63001	Miscellaneous Operating Expenses	570	605	0	0
	SUBTOTAL COMMODITIES	570	605	0	0
65000	Building Rental	990	515	0	0
65040	Computer Service Charge	10	5	0	0
65050	IS Strategic Plan	390	185	0	0
65100	Insurance Charges	645	305	0	0
65400	Indirect Costs	2,871	1,126	85	110
	SUBTOTAL FIXED CHARGES	4,906	2,136	85	110
69135	Payment to Subagent	877,051	1,683,611	0	0
	SUBTOTAL MISCELLANEOUS	877,051	1,683,611	0	0
	TOTAL EXPENDITURES	926,312	1,715,350	2,700	2,700

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Issuer Fee		13318780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	2,012	6,254	22,270	80,495
61020	Salaries Part-Time	12,763	77	0	31,455
61100	Retirement-Employer Contribution	428	1,526	4,480	26,515
61110	Part-Time Retirement	1	0	0	0
61120	Medicare Insurance	208	82	325	1,625
61130	Health Insurance	209	606	3,035	16,910
61170	Retiree Health Benefits	123	57	150	0
61180	Worker Compensation Insurance	164	78	495	1,080
	SUBTOTAL PERSONNEL	15,909	8,681	30,755	158,080
62010	Communications	0	0	0	500
62012	Cellular Phone Charges	7	0	0	0
62300	Contract Services-Professional	0	0	65,000	65,250
62302	Contracted Vendor Personnel Services	0	0	0	20,000
	SUBTOTAL CONTRACTUAL	7	0	65,000	85,750
63001	Miscellaneous Operating Expenses	255	96	1,570	2,313
	SUBTOTAL COMMODITIES	255	96	1,570	2,313
65000	Building Rental	2,185	710	1,010	6,321
65040	Computer Service Charge	25	10	80	522
65050	IS Strategic Plan	860	255	370	2,347
65100	Insurance Charges	1,425	420	595	6,017
65400	Indirect Costs	1,590	994	1,620	7,950
	SUBTOTAL FIXED CHARGES	6,085	2,389	3,675	23,157
	TOTAL EXPENDITURES	22,256	11,165	101,000	269,300
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2460	Housing Division Manager	0.10		0.00	
7584	Senior Community Development Analyst	0.00	0.00	0.00	0.37
1840	Housing Programs Analyst	0.10		0.10	
2700	Senior Residential Construction Specialist	0.00		0.30	
2710	Residential Construction Specialist	0.00		0.20	
7000	Loan Specialist	0.00		0.15	
7330	Senior Office Assistant	0.00		0.15	
	TOTAL	0.20	0.00	0.90	0.37

COMMUNITY DEVELOPMENT AGENCY

HOUSING		PROGRAM		
Community Development Block Grant (CDBG)/Emergency Solutions Grant (ESG)		Various		
Statement of Purpose				
<p><i>To maintain the integrity of the CDBG and ESG Programs by ensuring that all federal regulations pertaining to sub-recipient oversight, labor standards, equal employment opportunity, financial recordkeeping, environmental review, citizen participation, and project eligibility are observed within all CDBG and ESG projects.</i></p> <p>This sub-division is responsible for coordinating and administering CDBG and ESG funding for the City.</p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Improved processes to ensure compliance and efficient administration of the CDBG and ESG programs. * Provided oversight of CDBG and ESG projects and subrecipients for compliance. * Implemented new requirements for the ESG program to more effectively assist homeless individuals and families. * Enhanced the coordination of ESG data collection, performance measurement and evaluation. * Coordinated with homeless service providers to establish a homeless shelter. * Developed a transparent process for the allocation of CDBG and ESG funds to nonprofit organizations which included enhanced coordination with the Community Redevelopment and Housing Commission. * Created the Orange County ESG Collaborative with the cities of Garden Grove, Anaheim, and the County of Orange and issued a joint NOFA application for ESG funding. * Prepared and submitted all HUD reports in a timely manner which included the Five Year Consolidated Plan (ConPlan) and the Consolidated Annual Performance and Evaluation Report (CAPER). * Implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. * Coordinated with 16 local cities for the completion of the Analysis to Impediments to Fair Housing Choice. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Prepare and submit all HUD reports in a timely manner which include the Annual Plan to the ConPlan and the CAPER. * Provide oversight of CDBG and ESG projects and subrecipients for compliance. * Provide technical assistance to all subrecipients by holding training workshops. * Coordinate ESG program efforts with the OC Collaborative to include unified invoice and monitoring forms and other actions to better serve homeless individuals and families. * Coordinate with homeless service providers to establish a homeless shelter. * Continue to participate in Continuum of Care Ten-Year Plan to End Homelessness. * Set up an electronic application system for grants management for the CDBG program. * Implement a new application process for non-profits to apply for CDBG public service funds. * Streamline project performance reporting systems. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Number of federal grants administered	3	2	2	2
Efficiency				
Projects/programs funded with CDBG	17	16	23	23
Sub-recipients funded with ESG	23	15	19	15
Effectiveness				
Amount of CDBG funds disbursed	\$5,682,340	\$5,560,186	\$5,434,375	\$5,286,263
Amount of ESG funds disbursed	\$340,500	\$390,000	\$495,617	\$489,202

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Administration		13518780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	249,063	283,835	483,855	532,340
61020	Salaries Part-Time	65,862	30,521	79,045	0
61040	Salaries Overtime	5,413	7,515	10,000	15,000
61100	Retirement-Employer Contribution	38,212	53,574	110,780	125,130
61110	Part-Time Retirement	562	(5)	0	0
61120	Medicare Insurance	4,380	4,581	8,160	7,645
61130	Health Insurance	41,017	44,975	85,890	94,670
61170	Retiree Health Benefits	5,039	5,167	6,820	0
61180	Worker Compensation Insurance	3,310	3,341	7,345	7,720
	SUBTOTAL PERSONNEL	412,857	433,503	791,895	782,505
62010	Communications	1,629	1,149	2,000	2,700
62120	Training, Transportation, Meeting	514	469	2,000	500
62130	Tuition Reimbursement	0	0	0	1,000
62140	Membership, Subscription & Dues	767	716	2,025	800
62200	Advertising	14,011	15,544	16,820	16,000
62300	Contract Services-Professional	61,538	76,305	66,545	36,455
62302	Contracted Vendor Personnel Services	28,525	15,775	25,270	21,000
62400	Auditor Fee	16,208	29,671	18,000	20,000
62600	Parking Validation	23	616	500	650
62700	Auto Expense	220	320	250	350
	SUBTOTAL CONTRACTUAL	123,436	140,564	133,410	99,455
63001	Miscellaneous Operating Expenses	4,575	4,197	6,665	5,856
63300	Gas & Diesel	36	0	0	1,000
	SUBTOTAL COMMODITIES	4,611	4,197	6,665	6,856
65000	Building Rental	28,270	19,985	23,245	25,964
65010	Rental City Equipment	580	0	0	2,855
65012	Accident Repair & Replacement	0	0	0	91
65040	Computer Service Charge	295	190	1,895	2,144
65050	IS Strategic Plan	11,150	7,175	8,520	9,642
65100	Insurance Charges	18,440	11,870	13,630	24,714
65205	Internal Departments Personnel Charges	3,030	0	0	0
65400	Indirect Costs	24,678	16,951	41,650	38,860
	SUBTOTAL FIXED CHARGES	86,442	56,171	88,940	104,270
69135	Payment to Subagent	69,300	59,460	65,965	64,166
69142	Payment to other Agencies	0	29,463	0	0
	SUBTOTAL MISCELLANEOUS	69,300	88,923	65,965	64,166
	TOTAL EXPENDITURES	696,646	723,357	1,086,875	1,057,252

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Administration		13518780			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.20		0.10	
2460	Housing Division Manager	0.30		0.20	
7584	Senior Community Development Analyst	0.00	0.80	0.00	0.00
0150	Senior Management Analyst	0.15		0.10	
1840	Housing Programs Analyst	0.30		0.10	
7585	Community Development Analyst	1.00		1.00	
4335	Neighborhood Improvement Projects Specialist	0.00		1.00	
7280	Senior Accounting Assistant	0.10		0.25	
7321	Community Dev. Commission Secretary	0.10		0.23	
2700	Senior Residential Construction Specialist	0.50		0.20	
2710	Residential Construction Specialist	0.35		0.25	
7000	Loan Specialist	0.35		0.20	
7330	Senior Office Assistant	0.40		0.20	
	TOTAL	<u>3.75</u>	<u>0.80</u>	<u>3.83</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
CDBG - Neighborhood Initiatives Program		13518781			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	78,974	78,694	0	0
61020	Salaries Part-Time	0	7,811	0	0
61040	Salaries Overtime	2,079	1,585	0	0
61100	Retirement-Employer Contribution	9,632	13,201	0	0
61120	Medicare Insurance	1,206	1,299	0	0
61130	Health Insurance	10,031	10,619	0	0
61170	Retiree Health Benefits	1,535	1,069	0	0
61180	Worker Compensation Insurance	1,937	2,060	0	0
	SUBTOTAL PERSONNEL	105,394	116,337	0	0
63001	Miscellaneous Operating Expenses	51,553	49,719	0	0
63300	Gas & Diesel	103	0	0	0
	SUBTOTAL COMMODITIES	51,656	49,719	0	0
65000	Building Rental	3,945	4,700	0	0
65010	Rental City Equipment	656	0	0	0
65040	Computer Service Charge	40	40	0	0
65050	IS Strategic Plan	1,555	1,690	0	0
65100	Insurance Charges	2,570	2,790	0	0
65400	Indirect Costs	6,306	4,704	0	0
	SUBTOTAL FIXED CHARGES	15,072	13,924	0	0
66220	Improvements Other Than Building	40,329	0	0	0
	SUBTOTAL CAPITAL	40,329	0	0	0
	TOTAL EXPENDITURES	212,451	179,980	0	0

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Projects		13518783			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	434,329	388,319	610,100	416,150
61020	Salaries Part-Time	362,708	441,163	296,267	321,350
61040	Salaries Overtime	167,209	54,834	0	55,000
61100	Retirement-Employer Contribution	47,156	75,218	119,065	96,520
61110	Part-Time Retirement	12,753	15,643	11,112	12,060
61120	Medicare Insurance	9,633	11,135	13,155	10,710
61130	Health Insurance	65,676	75,685	113,485	107,873
61170	Retiree Health Benefits	5,154	7,981	9,890	0
61180	Worker Compensation Insurance	12,148	14,204	20,255	18,469
	SUBTOTAL PERSONNEL	1,116,766	1,084,183	1,193,329	1,038,132
62120	Training, Transportation, Meeting	0	10	0	0
62300	Contract Services-Professional	771	18,173	0	98,637
	SUBTOTAL CONTRACTUAL	771	18,183	0	98,637
63001	Miscellaneous Operating Expenses	7,081	10,309	0	0
	SUBTOTAL COMMODITIES	7,081	10,309	0	0
65000	Building Rental	38,083	41,789	0	40,000
65010	Rental City Equipment	17,806	15,633	0	18,000
65100	Insurance Charges	15,502	17,010	0	17,000
65205	Internal Departments Personnel Charges	345,887	129,973	0	0
65400	Indirect Costs	70,692	47,241	65,981	52,698
	SUBTOTAL FIXED CHARGES	487,969	251,646	65,981	127,698
66200	Building Improvement	71,572	3,837	0	0
66220	Improvements Other Than Building	1,599,462	101,618	1,287,790	1,498,522
	SUBTOTAL CAPITAL	1,671,034	105,455	1,287,790	1,498,522
69135	Payment to Subagent	426,238	913,132	417,400	406,022
69152	Loans & Grants	462,626	69,991	63,000	60,000
	SUBTOTAL MISCELLANEOUS	888,865	983,123	480,400	466,022
	TOTAL EXPENDITURES	4,172,486 *	2,452,899 *	3,027,500 *	3,229,011 *
<p><i>* Amount includes funds provided to other departments for various projects & programs.</i></p>					

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Emergency Solutions Grant		13518785			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	5,293	984	1,520	0
61020	Salaries Part-Time	16,468	26,225	20,730	19,000
61040	Salaries Overtime	25,963	11,142	50,000	32,680
61100	Retirement-Employer Contribution	3,230	4,932	3,855	4,500
61120	Medicare Insurance	315	388	285	285
61130	Health Insurance	845	3,719	2,450	3,000
61170	Retiree Health Benefits	272	0	0	0
61180	Worker Compensation Insurance	242	291	205	185
	SUBTOTAL PERSONNEL	52,628	47,681	79,045	59,650
62200	Advertising	1,692	0	1,800	0
62300	Contract Services-Professional	3,850	12,050	30,600	6,000
62302	Contracted Vendor Personnel Services	1,044	729	2,000	750
62600	Parking Validation	68	0	75	0
62700	Auto Expense	50	40	100	0
	SUBTOTAL CONTRACTUAL	6,704	12,819	34,575	6,750
63001	Miscellaneous Operating Expenses	303	304	905	460
	SUBTOTAL COMMODITIES	303	304	905	460
65000	Building Rental	925	845	505	482
65040	Computer Service Charge	10	5	40	40
65050	IS Strategic Plan	365	300	185	179
65100	Insurance Charges	605	500	295	459
65400	Indirect Costs	3,713	2,197	5,620	3,670
	SUBTOTAL FIXED CHARGES	5,618	3,847	6,645	4,830
69135	Payment to Subagent	408,013	371,483	374,450	417,512
	SUBTOTAL MISCELLANEOUS	408,013	371,483	374,450	417,512
	TOTAL EXPENDITURES	473,266	436,135	495,620	489,202
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7584	Senior Community Development Analyst		0.20		0.23
	TOTAL	0.00	0.20	0.00	0.23

COMMUNITY DEVELOPMENT AGENCY

HOUSING				PROGRAM
Housing Development and Rehabilitation				Various
Statement of Purpose				
<p><i>To provide quality technical and financial assistance to residents, developers, investors and non-profit organizations within the residential community to ensure the enhancement of existing housing stock and construction of new quality affordable housing and the promotion of homeownership opportunities.</i></p> <p>The Development Services Program provides funds for the development and rehabilitation of residential units, encourages owners to upgrade properties that need major building system replacement or structural repair, and assists in the development of new residential units through a variety of loan programs.</p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Completed 11 homebuyer assistance loans, 8 owner-occupied rehabilitation loans and 7 subordinations. * Issued a Request for Proposals for affordable rental housing development. * Awarded a proposal to create 63 units of affordable housing. * Implemented the federal HOME program to meet the goals of the Consolidated Plan and Housing Element. * Implemented Neighborhood Stabilization Programs (NSP) 1, 2 & 3 in accordance with HUD guidelines. * Met compliance deadline for NSP and HOME programs. * Revised Mobile Home Hardship Program to include all qualified households within the City and increased eligible loan amount from \$5,000 to \$12,000 * Facilitated the acquisition and rehabilitation of affordable multi-family units located at 940 Minnie. * Completed the acquisition and rehabilitation of two (2) NSP single family homes and sold to qualified households. 				
Action Plan for FY 16-17				
<ul style="list-style-type: none"> * Facilitate the acquisition, rehabilitation and construction of affordable multi-family units by housing developers. * Provide financial and technical assistance for owner-occupied residential homeowners and homebuyers. * Implement federal HOME guidelines to meet the goals of the Consolidated Plan and Housing Element. * Implement Neighborhood Stabilization Programs 1, 2 & 3 in accordance with HUD guidelines. * Oversee and implement the Housing Opportunity Ordinance and the Inclusionary Housing Fund. * Partner with Code Enforcement to offer low interest loans through rehabilitation programs. * Continue marketing and outreach efforts to promote housing programs. * Increase efficiency and effectiveness through the implementation of new technology including automated inspection and project tracking system. 				
PERFORMANCE MEASURES	Actual	Actual	Adopted	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Program applications requested and mailed	568	274	200	200
Developer acquisition / rehabilitation / construction loans funded	5	2	1	1
Rehabilitation and homebuyer assistance loans funded	15	17	15	10
HOME compliance inspections completed	215	270	150	220
Efficiency				
% of rehab loan funds expended on work that exceeds City of Santa Ana code requirements	100%	100%	100%	100%
Effectiveness				
% of units inspected for HQS compliance by deadline	100%	100%	100%	100%
% of HOME funds committed	90%	95%	90%	90%

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - HOME		13018780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	158,948	89,337	69,795	130,165
61020	Salaries Part-Time	13,050	34	0	0
61040	Salaries Overtime	940	719	2,000	0
61100	Retirement-Employer Contribution	23,974	16,077	13,685	32,560
61110	Part-Time Retirement	29	(2)	0	0
61120	Medicare Insurance	2,263	1,230	1,010	1,885
61130	Health Insurance	23,436	9,672	8,270	23,070
61170	Retiree Health Benefits	3,445	1,181	1,100	0
61180	Worker Compensation Insurance	1,990	1,221	855	1,620
	SUBTOTAL PERSONNEL	228,076	119,471	96,715	189,300
62010	Communications	707	768	1,000	1,000
62120	Training, Transportation, Meeting	303	603	0	1,750
62130	Tuition Reimbursement	0	0	0	500
62140	Membership, Subscription & Dues	758	403	0	50
62200	Advertising	1,279	1,364	1,500	2,000
62300	Contract Services-Professional	2,114	19,897	59,505	54,071
62302	Contracted Vendor Personnel Services	4,556	620	0	25,000
62400	Auditor Fee	7,150	1,814	0	8,000
62600	Parking Validation	12	0	0	0
62700	Auto Expense	60	0	0	0
	SUBTOTAL CONTRACTUAL	16,938	25,471	62,005	92,371
63001	Miscellaneous Operating Expenses	5,479	2,007	1,910	7,161
63300	Gas & Diesel	580	603	0	1,000
	SUBTOTAL COMMODITIES	6,059	2,610	1,910	8,161
65000	Building Rental	7,835	8,230	3,790	8,220
65010	Rental City Equipment	2,328	2,376	0	2,447
65012	Accident Repair & Replacement	0	0	0	91
65040	Computer Service Charge	80	75	310	679
65050	IS Strategic Plan	3,090	2,955	1,390	3,053
65100	Insurance Charges	5,110	4,885	2,220	7,824
65400	Indirect Costs	13,455	4,742	5,220	9,240
	SUBTOTAL FIXED CHARGES	31,898	23,263	12,930	31,554
69151	Residential Rehab Loans	261,674	7,832	0	500,000
69152	Loans & Grants	3,664,566	0	1,067,815	545,675
69154	Loan Set-Up Cost-Housing	(1,062)	341	2,000	2,000
	SUBTOTAL MISCELLANEOUS	3,925,179	8,172	1,069,815	1,047,675
	TOTAL EXPENDITURES	4,208,150	178,987	1,243,375	1,369,061
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2460	Housing Division Manager	0.05		0.15	
1840	Housing Programs Analyst	0.30		0.15	
2700	Senior Residential Construction Specialist	0.10		0.15	
2710	Residential Construction Specialist	0.20		0.40	
7000	Loan Specialist	0.10		0.30	
7330	Senior Office Assistant	0.00		0.30	
	TOTAL	0.75	0.00	1.45	0.00

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - CDBG		13518782			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	36,551	62,699	49,605	65,560
61020	Salaries Part-Time	920	170	0	0
61040	Salaries Overtime	0	115	0	0
61100	Retirement-Employer Contribution	4,324	10,087	9,680	16,215
61110	Part-Time Retirement	35	6	0	0
61120	Medicare Insurance	546	920	720	950
61130	Health Insurance	4,614	6,520	6,505	10,715
61170	Retiree Health Benefits	721	831	870	0
61180	Worker Compensation Insurance	369	612	515	640
	SUBTOTAL PERSONNEL	48,079	81,960	67,895	94,080
62140	Membership, Subscription & Dues	1	0	0	0
62300	Contract Services-Professional	76	0	500	0
	SUBTOTAL CONTRACTUAL	77	0	500	0
63001	Miscellaneous Operating Expenses	180	137	500	150
	SUBTOTAL COMMODITIES	180	137	500	150
65400	Indirect Costs	2,762	3,665	3,605	4,655
	SUBTOTAL FIXED CHARGES	2,762	3,665	3,605	4,655
69135	Payment to Subagents	27,697	0	0	0
69151	Residential Rehab Loans	113,749	308,007	1,247,500	701,115
69152	Loans & Grants	0	0	0	200,000
	SUBTOTAL MISCELLANEOUS	141,446	308,007	1,247,500	901,115
	TOTAL EXPENDITURES	192,545	393,769	1,320,000	1,000,000
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1840	Housing Programs Analyst	0.05		0.15	
2700	Senior Residential Construction Specialist	0.00		0.15	
2710	Residential Construction Specialist	0.35		0.15	
7000	Loan Specialist	0.15		0.15	
7330	Senior Office Assistant	0.00		0.15	
	TOTAL	0.55	0.00	0.75	0.00

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 1		14218760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	7,618	3,561	0	7,000
61020	Salaries Part-Time	238	0	0	0
61100	Retirement-Employer Contribution	1,104	643	0	0
61110	Part-Time Retirement	3	0	0	0
61120	Medicare Insurance	66	47	0	0
61130	Health Insurance	1,265	663	0	0
61170	Retiree Health Benefits	25	20	0	0
61180	Worker Compensation Insurance	138	41	0	0
	SUBTOTAL PERSONNEL	10,456	4,976	0	7,000
62140	Membership, Subscription & Dues	2	0	0	0
	SUBTOTAL CONTRACTUAL	2	0	0	0
63001	Miscellaneous Operating Expenses	72	0	0	0
	SUBTOTAL COMMODITIES	72	0	0	0
65000	Building Rental	585	0	0	0
65040	Computer Service Charge	5	0	0	0
65050	IS Strategic Plan	230	0	0	0
65100	Insurance Charges	380	0	0	0
65400	Indirect Costs	611	190	0	495
	SUBTOTAL FIXED CHARGES	1,811	190	0	495
69011	Reserve Appropriation	0	0	0	62,505
	SUBTOTAL MISCELLANEOUS	0	0	0	62,505
	TOTAL EXPENDITURES	12,342	5,166	0	70,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 2		14218761			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	50,245	35,225	0	12,500
61020	Salaries Part-Time	1,332	0	0	0
61040	Salaries Overtime	557	0	0	0
61100	Retirement-Employer Contribution	7,230	6,740	0	0
61110	Part-Time Retirement	30	0	0	0
61120	Medicare Insurance	562	485	0	0
61130	Health Insurance	6,229	4,999	0	0
61170	Retiree Health Benefits	856	392	0	0
61180	Worker Compensation Insurance	760	886	0	0
	SUBTOTAL PERSONNEL	67,801	48,727	0	12,500
62010	Communications	335	0	0	0
62120	Training, Transportation, Meeting	50	0	0	0
62140	Membership, Subscription & Dues	246	12	0	0
62200	Advertising	5,349	6,327	0	0
62300	Contract Services-Professional	5,491	224,170	0	0
62302	Contracted Vendor Personnel Services	1,817	3,981	0	0
62400	Auditor Fee	7,730	11,258	0	0
62600	Parking Validation	11	0	0	0
62700	Auto Expense	50	0	0	0
	SUBTOTAL CONTRACTUAL	21,078	245,749	0	0
63001	Miscellaneous Operating Expenses	2,845	969	0	0
	SUBTOTAL COMMODITIES	2,845	969	0	0
65000	Building Rental	3,515	0	0	0
65040	Computer Service Charge	35	0	0	0
65050	IS Strategic Plan	1,385	0	0	0
65100	Insurance Charges	2,290	0	0	0
65400	Indirect Costs	4,039	1,881	0	885
	SUBTOTAL FIXED CHARGES	11,265	1,881	0	885
69011	Reserve Appropriation	0	0	200,000	111,615
69152	Loans & Grants	928,620	0	0	0
	SUBTOTAL MISCELLANEOUS	928,620	0	200,000	111,615
	TOTAL EXPENDITURES	1,031,609	297,326	200,000	125,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 3		14218762			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	44,824	8,384	0	4,000
61020	Salaries Part-Time	1,030	0	0	0
61040	Salaries Overtime	17	97	0	0
61100	Retirement-Employer Contribution	6,787	1,547	0	0
61110	Part-Time Retirement	8	0	0	0
61120	Medicare Insurance	466	102	0	0
61130	Health Insurance	5,480	1,348	0	0
61170	Retiree Health Benefits	327	572	0	0
61180	Worker Compensation Insurance	706	399	0	0
	SUBTOTAL PERSONNEL	59,644	12,449	0	4,000
62120	Training, Transportation, Meeting	59	38	0	0
62140	Membership, Subscription & Dues	276	0	0	0
62200	Advertising	3,486	0	0	0
62300	Contract Services-Professional	3,010	153,993	0	0
62302	Contracted Vendor Personnel Services	337	0	0	0
62600	Parking Validation	13	0	0	0
62700	Auto Expense	50	0	0	0
	SUBTOTAL CONTRACTUAL	7,230	154,031	0	0
63001	Miscellaneous Operating Expenses	570	27	0	0
	SUBTOTAL COMMODITIES	570	27	0	0
65000	Building Rental	860	0	0	0
65040	Computer Service Charge	10	0	0	0
65050	IS Strategic Plan	340	0	0	0
65100	Insurance Charges	560	0	0	0
65400	Indirect Costs	3,556	453	0	285
	SUBTOTAL FIXED CHARGES	5,326	453	0	285
69011	Reserve Appropriation	0	0	0	35,715
69152	Loans & Grants	1,071,380	0	0	0
	SUBTOTAL MISCELLANEOUS	1,071,380	0	0	35,715
	TOTAL EXPENDITURES	1,144,151	166,959	0	40,000

COMMUNITY DEVELOPMENT AGENCY

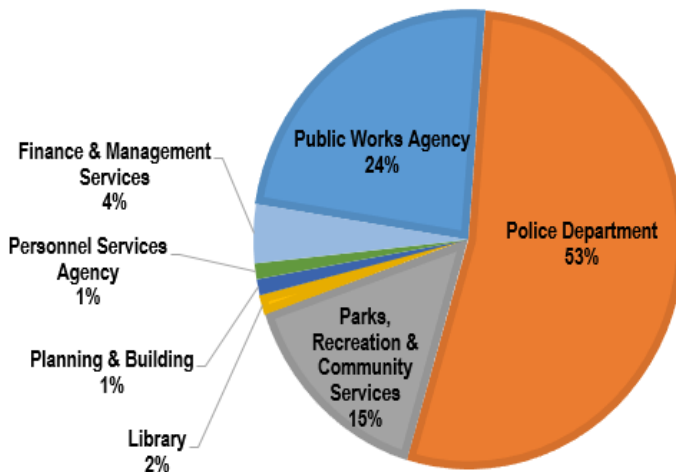
HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - Inclusionary Housing Fund		41718820			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	115,000	122,090
61020	Salaries Part-Time	0	0	0	34,005
61100	Retirement-Employer Contribution	0	0	50,000	39,785
61120	Medicare Insurance	0	0	5,000	2,265
61130	Health Insurance	0	0	50,000	24,225
61180	Worker Compensation Insurance	0	0	10,000	2,605
	SUBTOTAL PERSONNEL	0	0	230,000	224,975
62130	Tuition Reimbursement	0	0	0	500
62300	Contract Services-Professional	0	0	50,000	50,000
62302	Contracted Vendor Personnel Services	0	0	10,000	25,000
	SUBTOTAL CONTRACTUAL	0	0	60,000	75,500
63001	Miscellaneous Operating Expenses	0	0	3,360	4,658
	SUBTOTAL COMMODITIES	0	0	3,360	4,658
65000	Building Rental	0	0	0	7,256
65040	Computer Service Charge	0	0	0	599
65050	IS Strategic Plan	0	0	0	2,695
65100	Insurance Charges	0	0	0	6,907
65400	Indirect Costs	0	0	8,360	11,085
	SUBTOTAL FIXED CHARGES	0	0	8,360	28,542
69011	Reserve Appropriation	0	0	4,000,280	10,601,340
	SUBTOTAL MISCELLANEOUS	0	0	4,000,280	10,601,340
	TOTAL EXPENDITURES	0	0	4,302,000	10,935,015

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.00		0.20	
2460	Housing Division Manager	0.00		0.15	
7584	Senior Community Development Analyst	0.00	0.00	0.00	0.40
1840	Housing Programs Analyst	0.00		0.30	
2700	Senior Residential Construction Specialist	0.00		0.10	
7000	Loan Specialist	0.00		0.20	
7321	Community Dev. Commission Secretary	0.00		0.03	
7330	Senior Office Assistant	0.00		0.10	
	TOTAL	0.00	0.00	1.08	0.40

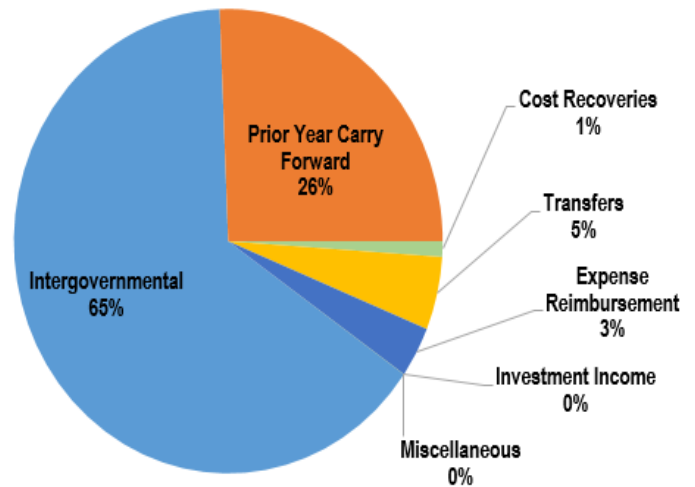
SPECIAL REVENUE FUND DEFINITION

Special Revenue Funds are monies that can only be used for certain specific purposes as defined by law or administrative action. Allocation of funds will probably have a series of covenants and guidelines that the recipients must follow. Most special revenue funds are either grants or subventions from the state and federal governments designed for a variety of purposes from public safety to air quality, or to account for funds expended under a Joint Powers Agreement (e.g., Civic Center Authority Fund 74). This fund accounts for revenue sources awarded to the City by the Federal, State and local governments not otherwise accounted for in the General Fund or capital fund projects. Each special revenue fund is an independent budget with its own revenue and expenditure accounts.

**FY 2016-17
SPECIAL REVENUE FUND
APPROPRIATIONS BY AGENCY**



**FY 2016-17
SPECIAL REVENUE FUND
REVENUE SOURCES**



◆ **RELATIONSHIP BETWEEN SPECIAL REVENUE AND TOTAL CITY BUDGET**

All special revenue funds are grouped as a component of the larger Total City Budget. Approximately 23.8 percent of special revenue comes from the Special Gas Tax and Traffic Safety funds which are used to facilitate the operation and maintenance of traffic management, improve traffic flow, and provide safe and well-maintained roadways and sidewalks. Many of the Special Revenues (i.e. UASI and FACT Grants) work on a reimbursement basis and will typically result in higher expenditures than originally anticipated. Special Revenues Fund consist of approximately 17.52 full time positions, which is an equivalent of 1.6 percent of the total personnel budget.

SPECIAL REVENUE FUND SUMMARY

Table 5-1 summarizes a complete listing of all Special Revenues by the department managing the fund's in descending order and are itemized below by fund number as a cross-reference. Table 5-1 presents all Special Revenue Fund sources and appropriations differently than the tables and charts presented in the Budget Summary/City Profile Section of the Budget Document. As an example, special revenues funding Capital Improvement Projects may be included as part of the CIP budget and Special Revenue Interfund transfers may exclude to avoid double counting.

◆ **Fund 20 OTS—Traffic Offender Program (PD)**

This fund provides resources to target suspended/revoked and unlicensed drivers through fines generated by the grant from the California Office of Traffic Safety. Funds are set-aside and is to be used for the continuation of the program beyond the grant's lifetime.

◆ Fund 23 Inmate Welfare Fund (PD)

This fund operates the inmate welfare fund program and is used to account for the receipts and disbursement of funds received through donations, profits on the sale of commissary items and commissions for personal items purchased or services used by inmates of the Santa Ana Jail.

◆ Fund 24 Police Special Revenue Fund

This fund supports the various General operating expenses in which the expenditures, such as special event overtime and training of Canines, are reimbursed back to the Police Department through small grants and donations.

◆ Fund 26 Criminal Activities (PD)

This fund enhances Police investigation, detection, prosecution of criminal activities, and drug awareness programs. Revenue comes from the sale of criminal assets seized under federal, state and municipal laws.

◆ Fund 29 Special Gas Tax (PWA)

Special Gas Tax fund 29 consists of all State subventions disbursed to cities and counties using a population-based formula. More specifically, this fund is used to account for the receipts and expenditures of money apportioned under Streets and Highway Code Sections 2105, 2106, 2107 of the State of California. On December 1, 2007, Certificates of Participation amounting to \$68 million were issued by the Santa Ana Financing Authority to finance the Street Improvement Project. The City is required under the 2007 Installment Sale Agreement (between the City and Authority) to make Installment Sale Payments from the revenues solely received from the State in accordance with the Street and Highway Code mentioned in an amount sufficient to pay the annual principal and interest certificates. These revenues have been pledged until fiscal year 2040. Total debt service amount for the certificates of participation is \$112.2 million. Pledged gas tax revenues recognized during the fiscal year ended June 30, 2015 was \$9.2 million as against the total debt service payment of \$4.2 million. At the June 30, 2015, the reserve balance was \$4.2 million.

◆ Fund 31 Air Quality Improvement (Various)

State Assembly Bill 2766 provides grant money to improve air quality to the following Fund 31 activities: Personnel Services (3109050), Finance & Management Services Agency—Fleet Services (3110101) and Planning & Building (3116510) as the designated fund coordinator. This fund is used to account for the receipt and disbursement of funds received under AB 2766 (Health and Safety Code Sections 44220 and 44247).

◆ Fund 74 Civic Center Maintenance (Various)

Fund 74 includes Maintenance (7413250), Capital Projects (7413260) and Non-Departmental (7413015), which are managed by Parks Services, and Security (7414400) which is managed by Police. This fund is used to account for the receipts and disbursement of funds for the cost of cleaning and maintaining the common areas in the Civic Center, Centennial Park and the City's downtown area. Funding is provided jointly by the City and the County of Orange, except downtown which is provided exclusively by the City.

◆ Fund 125 Urban Areas Security Initiative Grant (PD)

This is a Department of Homeland Security grant program established to enhance security and overall preparedness to pre-vent, respond to, and recover from acts of terrorism. The program is described further in the funds Program page.

◆ Fund 127 COPS Hiring Grants

This Fund includes the revenue and expenditures related to the two COPS Hiring Grants received from the Federal Department of Justice in 2014 and 2015, which amount to \$2.5 million over a three-year period. The fund will be used to hire 20 new officers, including filling existing officer vacancies in the Police Department.

◆ Fund 128 Law Enforcement Grants

This fund provides for the operational costs related to various law enforcement grants received by the Police Department. The grants received for FY 2016-17 include the following: Alcoholic Beverage Control Grant, Supplemental Law Enforcement Services Account, Edward Byrne Memorial Justice Assistance Grant Program, and the Board of State and Community Corrections Local Assistance Law Enforcement Funds.

◆ **Fund 152 Public Library Grant**

This fund provides for the costs to promote literacy and academic enhancements through direct state aid to California public libraries.

◆ **Fund 153 IMLS—Memories to Migration**

This fund supports a three-year project for training services and enrichment activities to build community connections and cultural heritage collections. The services are funded by the Federal Institute for Museum and Library Services (IMLS).

◆ **Funds 166 and 167 Equitable Sharing**

These funds are used to enhance the investigation, detection and prosecution of drug-related criminal activities and are funded by criminal assets which are seized under existing municipal, state and federal laws.

◆ **Fund 169 Families & Communities Together Program (PRCSA)**

This is a collaborative program involving non-profit groups, grassroots organizations, and the City of Santa Ana to provide community and other social services devoted to both preventing child abuse from prenatal stage to age 5, and treating child victims from ages 0-18 years old. This Recreational Grant Fund receives grant funds from the State General Fund Grant, The Urban Park and Recreation Recovery Fund, The State General Fund Grant, The California State Park Bond Grant and The California Integrated Waste Management Grant.

SPECIAL REVENUE FUNDS BEGINNING & ENDING FUND BALANCE

	FUND 020 OTS TRAFFIC OFFENDER PROGRAM			FUND 023 INMATE WELFARE FUND			FUND 24 POLICE SPECIAL REVENUE FUND		
	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17
Revenues and Other Sources									
Intergovernmental	39,200	56,600	40,000	0	0	0	0	0	0
Expense Reimbursements	0	0	0	578	1,155	0	1,025,742	1,099,000	1,015,000
Miscellaneous Revenues	0	0	0	0	0	0	40,537	65,140	45,880
Cost Recoveries	0	0	0	315,047	382,825	268,800	0	0	0
Prior Year Carry Forward	0	185,150	79,205	0	39,870	110,945	0	0	0
Investment Income	1,110	920	0	274	265	0	94	200	200
Total	40,310	242,670	119,205	315,899	424,115	379,745	1,066,373	1,164,340	1,061,080
Expenditures									
General Government	132,390	242,670	119,205	348,774	424,115	379,745	1,314,637	1,164,340	1,061,080
Total	132,390	242,670	119,205	348,774	424,115	379,745	1,314,637	1,164,340	1,061,080
Net Increase (Decrease) in Fund Balance	(92,080)	0	0	(32,875)	0	0	(248,264)	0	0
Beginning Fund Balance, July 1	225,452	133,372	133,372	58,867	25,992	25,992	103,071	(145,193)	(145,193)
Ending Fund Balance, June 30	133,372	133,372	133,372	25,992	25,992	25,992	(145,193)	(145,193)	(145,193)

	FUND 026 CRIMINAL ACTIVITIES			FUND 029 GAS TAX			FUND 031 AIR QUALITY MANAGEMENT		
	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17
Revenues and Other Sources									
Intergovernmental	0	0	0	8,985,865	7,527,406	6,829,360	518,144	414,000	1,229,500
Investment Income	52,039	0	0	133,412	0	0	4,555	300	300
Other Investment Income	7,694	0	0	0	0	0	0	1,850	1,850
Cost Recoveries	2,988,500	0	0	0	0	0	2,475	0	0
Prior Year Carry Forward	0	5,592,045	450,885	0	0	1,385	0	600,000	606,900
Total	3,048,233	5,592,045	450,885	9,119,277	7,527,406	6,830,745	525,174	1,016,150	1,838,550
Expenditures									
General Government	1,486,265	5,592,045	450,885	2,750,019	3,309,726	2,641,815	439,087	1,016,150	1,838,550
Capital Outlay	0	0	0	0	0	0	0	0	0
Debt Service	0	0	0	4,197,931	4,197,680	4,188,930	0	0	0
Transfers Out	0	0	0	4,688,482	20,000	0	0	0	0
Total	1,486,265	5,592,045	450,885	11,636,432	7,527,406	6,830,745	439,087	1,016,150	1,838,550
Net Increase (Decrease) in									
Fund Balance	1,561,968	0	0	(2,517,155)	0	0	86,087	0	0
Beginning Fund Balance, July 1	7,247,494	8,809,462	8,809,462	24,658,705	22,141,550	22,141,550	608,790	694,877	694,877
Ending Fund Balance, June 30	8,809,462	8,809,462	8,809,462	22,141,550	22,141,550	22,141,550	694,877	694,877	694,877
	FUND 074 CIVIC CENTER & PARK MAINTENANCE			FUND 125 URBAN AREAS SECURITY INITIATIVE GRANT			FUND 152 PUBLIC LIBRARY GRANT		
	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17
Revenues and Other Sources									
Intergovernmental	2,295,536	3,747,570	4,219,185	2,668,233	1,716,090	4,097,444	0	0	0
Prior Year Carry Forward	0	0	0	0	0	0	197,449	100,000	45,000
Transfers In	820,000	1,045,000	1,464,345	0	0	0	0	0	0
Total	3,115,536	4,792,570	5,683,530	2,668,233	1,716,090	4,097,444	197,449	100,000	45,000
Expenditures									
General Government	3,075,082	4,792,570	5,683,530	2,868,720	1,716,090	4,097,444	111,755	100,000	45,000
Capital Outlay	0	0	0	0	0	0	0	0	0
Total	3,075,082	4,792,570	5,683,530	2,868,720	1,716,090	4,097,444	111,755	100,000	45,000
Net Increase (Decrease) in									
Fund Balance	40,454	0	0	(200,487)	0	0	85,694	0	0
Beginning Fund Balance, July 1	27,589	68,043	68,043	(964,800)	(1,165,287)	(1,165,287)	178,697	264,391	264,391
Ending Fund Balance, June 30	68,043	68,043	68,043	(1,165,287)	(1,165,287)	(1,165,287)	264,391	264,391	264,391

Note: Fund balance excludes capitalization, depreciation and other accounting adjustments.

	FUND 127 COPS HIRING GRANT			FUND 128 LAW ENFORCEMENT GRANTS		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources						
Intergovernmental	0	0	983,770	1,548,117	0	991,060
Income Investment	400	0	0	5,168	0	0
Prior Year Carry Forward	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0
Total	400	0	983,770	1,553,285	0	991,060
Expenditures						
General Government	119,465	0	983,770	1,413,856	0	991,060
Capital Outlay	0	0	0	0	0	0
Total	119,465	0	983,770	1,413,856	0	991,060
Net Increase (Decrease) in Fund Balance	(119,065)	0	0	139,429	0	0
Beginning Fund Balance, July 1	5,806	(113,259)	(113,259)	839,255	978,684	1,194,098
Ending Fund Balance, June 30	(113,259)	(113,259)	(113,259)	978,684	978,684	1,194,098

	FUND 153 IMLS - MEMORIES TO MIGRATION			Fund 166 & 167 EQUITABLE SHARING - ALL			FUND 169 PARKS, RECREATION & COMM. SVCS.		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources									
Intergovernmental Grant	10,000	0	0	0	0	0	265,589	285,730	191,415
Prior Year Carry Forward	0	467,575	353,265	0	0	5,719,600	0	0	0
Total	10,000	467,575	353,265	0	0	5,719,600	265,589	285,730	191,415
Expenditures									
General Government	6,734	0	3,265	0	0	5,719,600	260,094	285,730	191,415
Capital Outlay	0	0	0	0	0	0	0	0	0
Total	6,734	0	3,265	0	0	5,719,600	260,094	285,730	191,415
Net Increase (Decrease) in Fund Balance	3,266	467,575	350,000	0	0	0	5,495	0	0
Beginning Fund Balance, July 1	42,361	45,627	513,202	0	0	0	3,117	8,612	8,612
Ending Fund Balance, June 30	45,627	513,202	863,202	0	0	0	8,612	8,612	8,612

Note: Fund balance excludes capitalization, depreciation and other accounting adjustments.



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SPECIAL REVENUE FUND SUMMARY

TABLE 5-1

DEPARTMENT/ AGENCY	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17	FY 15-16 Positions	FY 16-17 Positions	% of FY 16-17 Total	Increase (Decrease) Over Prior Year 15-16 to 16-17	
								in \$	in %
REVENUES									
20 OTS Traffic Offender Program	45,644	40,310	242,670	119,205			0.4%	(123,465)	-50.9%
23 Inmate Welfare Fund	487,063	315,899	424,115	379,745			1.3%	(44,370)	-10.5%
24 Police Special Revenue Fund	1,226,775	1,066,373	1,164,340	1,061,080			3.7%	(103,260)	-8.9%
26-Var Criminal Activities Fund	2,032,510	3,048,233	5,592,045	450,885			1.6%	(5,141,160)	-91.9%
29 Special Gas Tax Fund	11,234,727	9,119,277	7,527,406	6,830,745			23.8%	(696,661)	-9.3%
31-Var Air Quality Improvement Fund	312,742	525,175	1,016,150	1,838,550			6.4%	822,400	80.9%
74-Var Civic Center	3,000,505	3,115,536	4,792,570	5,683,530			19.8%	890,960	18.6%
125-Var Urban Area Security Initiative Grant	7,072,216	2,668,233	1,716,090	4,097,444			14.3%	2,381,354	138.8%
127 COPS Hiring Grant	329,613	400	0	983,770			3.4%	983,770	n/a
128 Law Enforcement Grants	1,078,746	1,553,284	0	991,060			3.4%	991,060	n/a
152-Public Library Grant	0	197,449	100,000	45,000			0.2%	(55,000)	-55.0%
153 Library Grants	0	10,000	467,575	353,265			1.2%	(114,310)	-24.4%
166-167 Equitable Sharing	0	0	0	5,719,600			19.9%	5,719,600	n/a
169 FACT Program	307,925	265,589	285,730	191,415			0.7%	(94,315)	-33.0%
Revenue Grand Total	27,128,466	21,925,758	23,328,691	28,745,294			100.0%	5,416,603	23.2%
EXPENDITURES BY DEPARTMENT									
Public Works Agency									
29-013 Special Gas Tax Fund	9,623,233	11,636,432	7,527,406	6,830,745	2.05	1.77	23.8%	(696,661)	-9.3%
Public Works Total	9,623,233	11,636,432	7,527,406	6,830,745	2.05	1.77	23.8%	(696,661)	-9.3%
Police Department									
02014405 OTS Traffic Offender Program	123,993	132,390	242,670	119,205	1.00	1.00	0.4%	(123,465)	-50.9%
02314475 Inmate Welfare Fund	608,229	348,774	424,115	379,745	1.50	0.00	1.3%	(44,370)	-10.5%
02414-Var Police Special Revenue Fund	1,248,341	1,314,637	1,164,340	1,061,080	0.00	0.00	3.7%	(103,260)	-8.9%
02614-Var Criminal Activities Fund	1,046,455	1,486,265	5,592,045	450,885	1.00	0.00	1.6%	(5,141,160)	-91.9%
07414400 Civic Center Security	1,185,831	1,030,394	1,487,400	1,531,605	8.00	7.00	5.3%	44,205	3.0%
12514-Var Urban Area Security Initiative Grant	7,248,005	2,868,719	1,716,090	4,097,444	3.75	2.00	14.3%	2,381,354	138.8%
12714-Var COPS Hiring Grant	276,576	119,465	0	983,770	0.00	0.00	3.4%	983,770	n/a
12814-Var Law Enforcement Grants	921,872	1,413,856	0	991,060	0.00	0.00	3.4%	991,060	n/a
16614450 Equitable Sharing Department of Justice	0	0	0	3,499,455	0.00	1.00	12.2%	3,499,455	n/a
16714455 Equitable Sharing Treasury	0	0	0	2,220,145	0.00	0.00	7.7%	2,220,145	n/a
Police Department Total	12,659,303	8,714,501	10,626,660	15,334,394	15.25	11.00	65.7%	4,707,734	44.3%
Parks, Recreation & Community Services									
07413-Var Civic Center (Maint./Capital)	1,879,307	2,044,688	3,305,170	4,151,925	2.00	2.00	14.4%	846,755	25.6%
16913-Var FACT Program	254,301	260,094	285,730	191,415	0.00	0.00	0.7%	(94,315)	-33.0%
Parks, Recreation & Comm Serv. Total	2,133,607	2,304,782	3,590,900	4,343,340	2.00	2.00	15.1%	752,440	21.0%
Library									
15211150 Public Library Fund Grant	156,861	111,755	100,000	45,000	0.00	0.00	0.2%	(55,000)	-55.0%
15311150 National Arts and Humanities Award	0	6,734	0	3,265					
1531160-IMLS-Memories to Migration	0	19,922	467,575	350,000	0.00	0.00	1.2%	(117,575)	-25.1%
Library Total	156,861	138,411	567,575	398,265	0.00	0.00	2.4%	(169,310)	-29.8%
Planning & Building Agency									
03116510 Air Quality Improvement Fund	186,533	69,358	181,310	328,525	1.00	1.00	1.1%	147,215	81.2%
Personnel Services Agency									
03109050 Air Quality Improvement Fund	136,176	104,301	308,475	319,025	1.75	1.75	1.1%	10,550	3.4%
Finance & Management Services - Fleet Services									
03110101 Air Quality Improvement Fund	6,230	265,427	526,365	375,500	0.00	0.00	1.3%	(150,865)	-28.7%
03110102 Air Quality Improvement Fund - MSRC	0	0	0	815,500	0.00	0.00	2.8%	815,500	n/a
Expenditure Grand Total	24,901,944	23,233,212	23,328,691	28,745,294	22.05	17.52	100.0%	5,416,603	23.2%

Note: Includes Interfund Transfers

SPECIAL REVENUE FUNDS PERSONNEL

Number of Positions	23.90	23.65	28.55	17.52				(11.03)	-38.6%
as % of Total City Workforce	2.3%	2.2%	2.6%	1.6%					

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT
OTS - Traffic Offenders Program

PROGRAM
020-405

Statement of Purpose

To account for and monitor "program" funds received for fines imposed on vehicle drivers who are driving without a license or a suspended or revoked license.

SERVICE PROGRAM

This program focuses on targeting suspended/revoked and unlicensed drivers. The program was originally funding police officers through a grant from the Office of Traffic Safety. Fines generated through the grant were set-aside to be used for the continuation of the program after the grant period.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
OTS - Traffic Offender Program		02014405			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	185,150	79,205
57490	Traffic Offender - Program Income	44,290	39,200	56,600	40,000
58000	Earnings on Investments	1,354	1,110	920	0
	TOTAL REVENUES	<u>45,644</u>	<u>40,310</u>	<u>242,670</u>	<u>119,205</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	58,680	59,598	59,670	63,810
61040	Salaries & Wages-Overtime	18,026	32,505	20,000	0
61100	Retirement Plan	7,292	9,715	11,644	14,580
61120	Medicare Insurance	844	862	866	900
61130	Employees Insurance	7,726	7,734	8,008	8,820
61170	Retiree Health Insurance	957	952	1,046	0
61180	Compensation Insurance	562	574	621	595
	SUBTOTAL PERSONNEL	<u>94,087</u>	<u>111,940</u>	<u>101,855</u>	<u>88,705</u>
62010	Communications	7,738	8,557	0	0
62120	Training & Transportation	281	375	5,000	0
62300	Other Contractual Services	13,405	0	95,295	9,600
	SUBTOTAL CONTRACTUAL	<u>21,424</u>	<u>8,932</u>	<u>100,295</u>	<u>9,600</u>
63001	Misc Office Expenses	2,683	1,295	5,000	0
63202	Operating Materials & Equipment	0	0	0	14,740
	SUBTOTAL COMMODITIES	<u>2,683</u>	<u>1,295</u>	<u>5,000</u>	<u>14,740</u>
65010	Rental City Equipment	0	1,925	4,620	0
65400	Indirect Operating Expenses	5,799	8,299	7,100	6,160
	SUBTOTAL FIXED CHARGES	<u>5,799</u>	<u>10,224</u>	<u>11,720</u>	<u>6,160</u>
66400	Machinery & Equipment	0	0	23,800	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>23,800</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>123,993</u>	<u>132,390</u>	<u>242,670</u>	<u>119,205</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1006	Senior Office Assistant	1.00		1.00	
	TOTAL	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT
Inmate Welfare Fund

PROGRAM
023-475

Statement of Purpose

To account for activity in the Inmate Welfare Fund.

SERVICE PROGRAM

Inmate Welfare Fund (Fund '023-14-475)

This program is funded through donations, profits on the sale of commissary items and commissions for personal items purchased or services used by the inmates of the Santa Ana Jail. This service is authorized by the State of California Penal Code Section 4025.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Inmate Welfare Fund		02314475			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	39,870	110,945
57000	Expense Reimbursement	1,089	578	1,155	0
57403	Inmate Recovery	485,397	315,047	382,825	268,800
58000	Earnings on Investments	577	274	265	0
	TOTAL REVENUES	<u>487,063</u>	<u>315,899</u>	<u>424,115</u>	<u>379,745</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	136,836	29,511	119,085	0
61020	Salaries Part-Time	32,591	32,410	0	0
61040	Salaries & Wages-Overtime	1,820	446	0	0
61100	Retirement Plan	18,769	7,331	21,899	0
61110	Part-time Retirement	837	831	0	0
61120	Medicare Insurance	2,522	806	1,727	0
61130	Employees Insurance	28,528	8,410	23,198	0
61170	Retiree Health Insurance	1,351	476	1,189	0
61180	Compensation Insurance	4,037	818	2,952	0
	SUBTOTAL PERSONNEL	<u>227,292</u>	<u>81,039</u>	<u>170,050</u>	<u>0</u>
62300	Contract Svcs - Professional	160,776	108,987	150,000	150,000
62600	Parking Validation	19,462	24,139	20,000	20,000
	SUBTOTAL CONTRACTUAL	<u>180,238</u>	<u>133,126</u>	<u>170,000</u>	<u>170,000</u>
63001	Misc Office Expenses	187,725	128,990	71,505	209,745
63200	Operating M&S Bldgs/Grounds	0	0	0	0
	SUBTOTAL COMMODITIES	<u>187,725</u>	<u>128,990</u>	<u>71,505</u>	<u>209,745</u>
65400	Indirect Operating Expenses	12,974	5,619	12,560	0
	SUBTOTAL FIXED CHARGES	<u>12,974</u>	<u>5,619</u>	<u>12,560</u>	<u>0</u>
66400	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>608,229</u>	<u>348,774</u>	<u>424,115</u>	<u>379,745</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7629	Correctional Supervisor	1.00		0.00	
1006	Senior Office Assistant	0.50		0.00	
	TOTAL	<u>1.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

GENERAL FUND SPECIAL REVENUE

POLICE DEPARTMENT
Police Special Revenue Fund

PROGRAM
024 - Various

Statement of Purpose

To account for special revenue sources received by the Police Department.

SERVICE PROGRAM

Police Special Revenue Fund - General (Fund 024-400)

This program supports the various General operating expenses in which the expenditures are reimbursed back to the Department. This includes special event overtime.

Police Special Revenue Fund - General (Fund 024-410)

This program supports the various Programs expenses in which the expenditures are reimbursed back to the Department. This includes small grants and programs that are reimbursed.

K-9 Program (Fund 024-432)

This program was originally funded through the "LaVerne M. Wheeler 1990 Revocable Trust" and is for the purpose of providing funds for the "acquisition, training and maintenance of Canines..." of the Santa Ana Police Department.

The Wheeler Fund has been exhausted but nevertheless donations are likely to continue on a yearly basis from Mildred Proctor's Trust and from other donors.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue		024 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
57000	Expense Reimbursement	30,502	11,096	25,000	0
57010	Miscellaneous Recoveries	85,789	37,046	50,140	41,765
57081	Gifts & Donations	81,154	4	10,000	0
57400	Police OT Reimbursement	1,012,176	1,014,646	1,074,000	1,015,000
57482	Donations - Animal Outreach	16,722	3,487	5,000	4,115
58000	Earnings on Investments	432	94	200	200
	TOTAL REVENUES	<u>1,226,775</u>	<u>1,066,373</u>	<u>1,164,340</u>	<u>1,061,080</u>
EXPENDITURES					
24-400	Police Special Revenue - General	1,183,770	1,213,757	1,072,140	986,080
24-410	Police Special Revenue - Programs	64,424	100,840	92,200	75,000
24 432	K-9 Program	148	40	0	0
	TOTAL EXPENDITURES	<u>1,248,341</u>	<u>1,314,637</u>	<u>1,164,340</u>	<u>1,061,080</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue - General		02414400			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries Overtime	1,092,339	1,119,275	980,000	750,000
61100	Retirement-Employer Contribution	0	(10)	0	0
61120	Medicare Insurance	0	(0)	0	0
61130	Health Insurance	0	(0)	0	0
61180	Worker Compensation Insurance	0	(3)	0	0
	SUBTOTAL PERSONNEL	<u>1,092,339</u>	<u>1,119,275</u>	<u>980,000</u>	<u>750,000</u>
62120	Training, Transportation, Meeting	1,818	1,499	0	2,000
62300	Contract Sacs - Professional	3,022	0	3,820	140,000
	SUBTOTAL CONTRACTUAL	<u>4,840</u>	<u>1,499</u>	<u>3,820</u>	<u>142,000</u>
63001	Misc. Office Expenses	567	(8,107)	1,000	8,195
	SUBTOTAL COMMODITIES	<u>567</u>	<u>(8,107)</u>	<u>1,000</u>	<u>8,195</u>
65400	Indirect Costs	86,024	101,103	87,320	85,885
	SUBTOTAL FIXED COSTS	<u>86,024</u>	<u>101,103</u>	<u>87,320</u>	<u>85,885</u>
	TOTAL EXPENDITURES	<u>1,183,770</u>	<u>1,213,771</u>	<u>1,072,140</u>	<u>986,080</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue - Programs		02414410			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61020	Salaries Part-Time	0	125	0	0
61040	Salaries Overtime	30,369	27,238	57,200	40,000
61100	Retirement-Employer Contribution	0	32	0	0
61120	Medicare Insurance	0	2	0	0
61180	Worker Compensation	0	1	0	0
	SUBTOTAL PERSONNEL	<u>30,369</u>	<u>27,399</u>	<u>57,200</u>	<u>40,000</u>
62120	Training, Transportation, Meeting	12,213	8,101	12,000	12,000
62300	Contract Svcs - Professional	8,139	26,591	8,000	8,000
	SUBTOTAL CONTRACTUAL	<u>20,352</u>	<u>34,692</u>	<u>20,000</u>	<u>20,000</u>
63001	Misc. Office Expenses	13,702	23,340	15,000	15,000
	SUBTOTAL COMMODITIES	<u>13,702</u>	<u>23,340</u>	<u>15,000</u>	<u>15,000</u>
66400	Machinery & Equipment	0	15,409	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>15,409</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>64,424</u>	<u>85,431</u>	<u>92,200</u>	<u>75,000</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
K-9 Program		02414432			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
63001	Misc. Office Expenses	148	40	0	0
	SUBTOTAL COMMODITIES	<u>148</u>	<u>40</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>148</u>	<u>40</u>	<u>0</u>	<u>0</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT
Criminal Activities - All Activities

PROGRAM
026 - Various

Statement of Purpose

To enhance the investigation, detection and prosecution of drug-related criminal activities.

These programs are funded by criminal assets which are seized under existing municipal, state and federal laws.

SERVICE PROGRAM

CRIMINAL ACTIVITIES - STATE (Fund '026-435)

This program is funded through asset seizures processed through the State of California and state laws.

CRIMINAL ACTIVITIES - DEPT. OF JUSTICE (Fund '026-450)

This program is funded through "pass-thru" asset seizures processed through U.S. Dept. of Justice agencies which the SAPD participated on.

CRIMINAL ACTIVITIES - DEPT. OF TREASURY (Fund '026-455)

This program is funded through "pass-thru" asset seizures processed through U.S. Dept. of Treasury agencies which the SAPD participated on.

CRIMINAL ACTIVITIES - STATE 15% SET-ASIDE (Fund '026-460)

This program is funded through asset seizures processed through the State of California and state laws. The State of California requires a 15% set-aside from all state seizures proceeds to be used for drug awareness education and training in the local community.

Note: Effective FY 2016-16, new funds were created for 02614450 (DOJ) and 02614455 (Treasury). See funds 166 and 167 for FY 2016-17 budgeted amounts.

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activities - All		026 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	5,592,045	450,885
57010	Miscellaneous Recoveries	22,739	35,233	0	0
57405	Evidence Recoveries/DOJ	868,271	2,442,350	0	0
57406	Evidence Recoveries/US Treasury	337,671	194,974	0	0
57407	Evidence Recoveries/State	63,003	8,797	0	0
57408	Evidence Recoveries/State - 15%	11,118	1,552	0	0
57410	Evidence Recoveries/RNSP	716,358	305,595	0	0
58000	Earnings on Investments	32,802	52,039	0	0
58002	Net Incr. (Decr.) in Fair Value of Invest.	(19,452)	7,694	0	0
TOTAL REVENUES		<u>2,032,510</u>	<u>3,048,233</u>	<u>5,592,045</u>	<u>450,885</u>
<u>EXPENDITURES</u>					
26-435	Criminal Activities - CA	0	0	68,190	374,420
26-445	Criminal Activities - General	0	0	0	76,465
26-450	Criminal Activities - DOJ	997,355	1,135,347	5,175,065	0
26-455	Criminal Activities - Treasury	0	349,214	337,670	0
26-460	Criminal Activities - State 15%	49,100	1,704	11,120	0
TOTAL EXPENDITURES		<u>1,046,455</u>	<u>1,486,265</u>	<u>5,592,045</u>	<u>450,885</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	1.00		0.00	
	TOTAL	<u>1.00</u>		<u>0.00</u>	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - CA		02614435			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61030	Salaries Part-time	0	0	58,245	0
61110	Part-Time Retirement	0	0	2,185	0
61120	Medicare Insurance	0	0	845	0
61180	Compensation Insurance	0	0	1,725	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>63,000</u>	<u>0</u>
62300	Contract Svcs - Professional	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Office Expenses	0	0	0	374,420
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>374,420</u>
65400	Indirect Operating Expenses	0	0	5,190	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>5,190</u>	<u>0</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>68,190</u></u>	<u><u>374,420</u></u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - DOT		02614455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services	0	349,214	337,670	76,465
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>349,214</u>	<u>337,670</u>	<u>76,465</u>
	TOTAL	<u><u>0</u></u>	<u><u>349,214</u></u>	<u><u>337,670</u></u>	<u><u>76,465</u></u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - DOJ		02614450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	128,493	120,111	121,293	0
61030	Salaries Part-time	0	0	0	0
61040	Salaries & Wages-Overtime	108,937	103,747	1,040,000	0
61100	Retirement Plan	25,387	38,914	45,515	0
61110	Part-time Retirement	0	0	0	0
61120	Medicare Insurance	867	1,740	1,758	0
61130	Employees Insurance	17,557	17,544	18,159	0
61170	Retiree Health Insurance	857	816	912	0
61180	Compensation Insurance	9,048	9,053	9,948	0
	SUBTOTAL PERSONNEL	<u>291,145</u>	<u>291,925</u>	<u>1,237,585</u>	<u>0</u>
62000	Utilities	25,993	28,099	30,000	0
62010	Communications	6,676	5,924	7,000	0
62300	Contract Svcs - Professional	473,539	469,972	2,023,420	0
	SUBTOTAL CONTRACTUAL	<u>506,208</u>	<u>503,995</u>	<u>2,060,420</u>	<u>0</u>
63001	Miscellaneous Office Expenses	100,351	176,335	1,000,000	0
	SUBTOTAL COMMODITIES	<u>100,351</u>	<u>176,335</u>	<u>1,000,000</u>	<u>0</u>
65010	Equipment Rental, City	0	0	0	0
65050	Information System Strategic Plan	59,990	59,990	59,990	0
65400	Indirect Operating Expenses	14,826	20,163	103,470	0
	SUBTOTAL FIXED CHARGES	<u>74,816</u>	<u>80,153</u>	<u>163,460</u>	<u>0</u>
66200	Building Improvement	0	82,939	0	0
66400	Machinery & Equipment	24,835	0	113,600	0
66510	Software	0	0	600,000	0
	SUBTOTAL FIXED CHARGES	<u>24,835</u>	<u>82,939</u>	<u>713,600</u>	<u>0</u>
	TOTAL	<u><u>997,355</u></u>	<u><u>1,135,347</u></u>	<u><u>5,175,065</u></u>	<u><u>0</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	1.00		0.00	
	TOTAL	<u>1.00</u>		<u>0.00</u>	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - CA 15% Set-aside		02614460			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61020	Salaries Part-time	35,611	76	0	0
61040	Salaries & Wages-Overtime	0	0	0	0
61110	Part-time Retirement	1,335	3	0	0
61120	Medicare Insurance	516	1	0	0
61180	Compensation Insurance	1,054	2	0	0
	SUBTOTAL PERSONNEL	<u>38,517</u>	<u>82</u>	<u>0</u>	<u>0</u>
62300	Contract Services - Professional	263	69	0	0
	SUBTOTAL CONTRACTUAL	<u>263</u>	<u>69</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Office Expense	10,321	1,552	11,120	0
	SUBTOTAL COMMODITIES	<u>10,321</u>	<u>1,552</u>	<u>11,120</u>	<u>0</u>
65400	Indirect Operating Expenses	0	0	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>49,100</u></u>	<u><u>1,704</u></u>	<u><u>11,120</u></u>	<u><u>0</u></u>

**SPECIAL REVENUE FUND
RESOURCE SUMMARY**

SPECIAL GAS TAX FUND - PWA

SPECIAL GAS TAX FUND - PWA				
ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES				
50001 Prior Year Carry Forward	0	0	0	1,385
52300 HWY User Tax Allocation (2105)	2,411,151	1,937,816	2,043,932	2,093,945
52301 HWY User Tax Allocation (2106)	1,089,379	1,246,203	1,058,569	1,026,875
52302 HWY User Tax Allocation (2107)	2,677,806	2,480,047	2,794,432	2,907,780
52320 HWY User Tax Allocation (2103)State TCR	4,939,105	3,311,799	1,620,473	790,760
56300 Engineering Cost Allocation	10,000	10,000	10,000	10,000
58000 Earning On Investments	57,927	84,418	0	0
58004 Interest Earned on Bond Proceed	49,359	48,992	0	0
58005 Investment Income-Trustee	0	1	0	0
TOTAL REVENUES	<u>11,234,727</u>	<u>9,119,277</u>	<u>7,527,406</u>	<u>6,830,745</u>
EXPENDITURES				
02917019 Gas Tax Interfund Transfer	2,519,291	4,688,482	20,000	0
02917020 2007 COP Bond Payment	4,197,839	4,197,931	4,197,680	4,188,930
02917620 Traffic Signal Maintenance	1,429,884	1,305,190	1,381,273	1,079,640
02917635 Median Landscaping	927,984	934,147	1,217,227	985,655
02917660 Roadway Maintenance	548,235	510,683	711,226	576,520
TOTAL EXPENDITURES	<u>9,623,233</u>	<u>11,636,432</u>	<u>7,527,406</u>	<u>6,830,745</u>
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000 Personnel	262,620	368,448	254,636	293,680
62000 Contractual	2,509,224	2,363,937	2,966,199	2,266,490
63000 Commodities	405	470	2,000	1,595
65000 Cross Charges	65,075	87,274	101,891	95,050
66000 Capital	79,937	(54,860)	0	0
67000 Debt Service	4,186,681	4,182,681	4,182,680	4,173,930
68000 Transfers	2,519,291	4,688,482	20,000	0
TOTAL	<u>9,623,233</u>	<u>11,636,432</u>	<u>7,527,406</u>	<u>6,830,745</u>
Class Code	ADOPTED FY 15-16		PROPOSED FY 16-17	
AUTHORIZED PERSONNEL	Full Time	Part Time	Full Time	Part Time
01295 Active Transportation Coordinator	1.00		1.00	
02100 Assistant Engineer II	0.00		0.25	
02155 Assistant Traffic Operations Engineer	0.35		0.35	
02129 Principal Civil Engineer (MM)	0.00		0.17	
07330 Senior Office Assistant	0.70		0.00	
09505 Permit Parking Aide, P/T		0.10		0.00
Total	<u>2.05</u>	<u>0.10</u>	<u>1.77</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

Special Gas Tax Fund	PROGRAM	Fund 02917019
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PURPOSE:

California Streets & Highway Code Section 2105 provides apportionments to cities and counties of a portion of the revenues derived from a per gallon tax on motor vehicle fuels in accordance with prescribed formulas. A city's or county's entitlement to the apportioned funds is conditional upon its expenditures from its general fund for street and highway purposes for an amount not less than the annual average of its expenditures during the 1987-88, 1988-89, and 1989-90 fiscal years.

California Streets & Highways Code Section 2106 (a) provides that each city in the state shall receive a fixed monthly apportionment of \$400 (\$4,800 per year). In addition to this fixed amount, under Section 2106 (c.) after counties receive their portion of the overall base sum, the balance will be apportioned on a monthly basis to cities for use during the 2002- 2003 fiscal year.

California Streets & Highways Code Section 2107 provides for the monthly apportionment of a sum equal to \$0.00725 per gallon of motor vehicle license tax among cities, based on population. In addition, SB215 (Chapter 541, Statutes of 1981) provided for a one-time appropriation of \$59 million to be allocated to cities in fiscal year 1982-83. Beginning in fiscal year 1983-84, cities now receive \$0.01 of the \$0.02 increase in gas taxes pursuant to SB 215.

	<u>ACTUAL FY 13-14</u>	<u>ACTUAL FY 14-15</u>	<u>ADOPTED FY 15-16</u>	<u>ADOPTED FY 16-17</u>
EXPENDITURES				
02917019 INTERFUND TRANSFER				
68000-058 Transfer to Fund 058	174,062	3,381,688	0	0
68000-059 Transfer to Fund 059	2,335,229	1,296,794	10,000	0
68000-086 Transfer to Fund 086	10,000	10,000	10,000	0
TOTAL INTERFUND TRANSFERS	<u>2,519,291</u>	<u>4,688,482</u>	<u>20,000</u>	<u>0</u>

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND 2007 COP Bond Payment		ACCOUNTING UNIT 02917020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	8,157	11,900	0	0
62401	Trustee Fee	3,000	3,350	15,000	15,000
	SUBTOTAL CONTRACTUAL	11,157	15,250	15,000	15,000
67300	Bond Principal	1,275,000	1,325,000	1,325,000	1,450,000
67310	Bond Interest	2,911,681	2,857,681	2,857,680	2,723,930
	SUBTOTAL DEBT SERVICE	4,186,681	4,182,681	4,182,680	4,173,930
	TOTAL	4,197,839	4,197,931	4,197,680	4,188,930

SPECIAL REVENUE FUND

PUBLIC WORKS AGENCY		PROGRAM		
Traffic Signal Maintenance & Engineering		02917620		
Statement of Purpose				
<p><i>Facilitate the operation and maintenance of the advanced traffic management system (ATMS), including the citywide traffic signal and communication networks, the Santa Ana Traffic Management Center, and the traffic information system.</i></p>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Maintained and operated the City's ATMS, including citywide traffic signal communication network. * Implemented new traffic signal coordination timing on First St and Edinger Ave * Upgraded 12 traffic signal cabinets 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Maintain and operate the City's ATMS, including citywide traffic signal communication network. * Implement new traffic signal coordination timing for Grand Ave, Bristol St, Westminster/17th and Harbor Blvd * Upgrade 22 traffic signal cabinets * Upgrade 3 bike trail traffic signals * Upgrade pedestrian heads and push buttons to current ADA standards * Upgrade all 8" vehicle heads to current standards 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of traffic signals operated and maintained	297	298	298	301
# of traffic signals in city maintained by others	32	32	32	32
# of CCTV cameras operated and maintained	87	89	92	94
# of emergency vehicle preemptions maintained	140	140	141	141
# of activated flashing crosswalks/beacon maintained	11	14	16	16
# of street name signs replaced	131	33	0	10
# of variable speed signs maintained	0	7	7	7
Efficiency				
Average annual maintenance cost in dollars per traffic signal (including energy cost)	3,180	3,126	3,544	3,332

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND Traffic Signal Maintenance		ACCOUNTING UNIT 02917620			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	196,024	261,605	165,334	200,070
61020	Salaries Part-Time	8,515	9,861	2,332	0
61100	Salaries Overtime	0	521	0	0
61110	Retirement-Employer Contribution	24,559	43,354	37,145	50,030
61120	Medicare Insurance	2,960	3,898	2,626	3,135
61130	Health Insurance	24,968	42,181	38,715	35,665
61170	Retiree Health Benefits	3,317	3,131	3,125	0
61180	Worker Compensation Insurance	1,974	3,897	5,360	4,780
	SUBTOTAL PERSONNEL	262,318	368,448	254,636	293,680
62000	Utilities	197,514	169,117	206,000	206,000
62010	Communications	5,556	7,479	10,000	10,000
62300	Contract Services-Professional	50,156	78,498	86,224	82,000
62321	Maintenance & Repair Improvement	793,147	673,498	753,975	424,360
	SUBTOTAL CONTRACTUAL	1,046,372	928,593	1,056,199	722,360
65020	City Yard Rental	6,240	6,240	6,240	7,075
65100	Insurance Charges	25,745	25,745	25,745	26,585
65240	Public Works Administrative Charges	8,970	9,045	12,917	12,915
65400	Indirect Costs	0	21,979	25,536	17,025
	SUBTOTAL CROSS CHARGES	40,955	63,009	70,438	63,600
66220	Improvements Other Than Building	79,937	(54,860)	0	0
	SUBTOTAL CAPITAL	79,937	(54,860)	0	0
	TOTAL	1,429,582	1,305,190	1,381,273	1,079,640
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	1.00		1.00	
02100	Assistant Engineer II	0.00		0.25	
02155	Assistant Traffic Operations Engineer	0.35		0.35	
02129	Principal Civil Engineer (MM)	0.00		0.17	
07330	Senior Office Assistant	0.70		0.00	
09505	Permit Parking Aide, P/T		0.10		0.00
	TOTAL	2.05	0.10	1.77	0.00

SPECIAL REVENUE FUND

PUBLIC WORKS AGENCY		PROGRAM		
Median Landscaping		02917635		
Statement of Purpose				
<p><i>Provide Santa Ana with quality landscaped medians.</i></p> <p>This program includes the design review, maintenance, and improvement of landscaped medians to improve traffic flow and enhance the City's beautification efforts.</p>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Maintained and improved median landscaping. * Implemented new schedule and reduced monthly cost for reduction in mowing due to "no water to grass in medians" due to State mandate. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Continue to maintain and improve median landscaping. * Develop a schedule for updated inventory to maximize contractor time in the medians. * Prepare Request for Proposals to implement new contract specifications in compliance with State water conservation. mandate for not watering medians containing grass. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
# of neighborhood monuments maintained	27	27	27	27
# of street medians maintained	28	28	30	30
# of arterial sidewalks maintained	13	13	13	13
# of water reservoir areas maintained	8	8	8	8
# of parking structures and lots maintained	1	1	1	1
# of miscellaneous areas maintained	24	24	24	24
# of annual color areas maintained	11	11	11	11
Efficiency				
Annual irrigation cost (\$)	380,000	380,000	200,000	200,000
Annual maintenance cost (\$)	575,000	628,000	653,000	510,000
Square footage of landscaping maintained	3,677,000	3,725,000	3,725,000	3,725,000
Irrigation costs per sq. ft. of landscaping (\$)	0.10	0.10	0.10	0.05
Maintenance costs per sq. ft. of landscaped area (\$)	0.16	0.17	0.18	0.14

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND		ACCOUNTING UNIT			
Median Landscaping		02917635			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62000	Utilities	367,290	365,082	345,000	275,170
62320	Maintenance & Repair Buildings & Ground	542,979	551,259	850,000	688,260
	SUBTOTAL CONTRACTUAL	910,269	916,342	1,195,000	963,430
65040	Computer Services Charge	7,465	7,465	7,465	7,465
65240	Public Works Administrative Charges	10,250	10,340	14,762	14,760
	SUBTOTAL CROSS CHARGES	17,715	17,805	22,227	22,225
	TOTAL	927,984	934,147	1,217,227	985,655

SPECIAL REVENUE FUND

PUBLIC WORKS AGENCY		PROGRAM		
Roadway Maintenance		02917660		
Statement of Purpose				
<p><i>Provide safe and well-maintained roadways and sidewalks through the use of state-of-the-art equipment and the latest maintenance techniques.</i></p>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Provided background, support and expertise to Downtown Development Liaison * Utilized sidewalk grinding services more frequently for permanent repair in place to asphalt ramping repairs which deteriorate over time. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Utilize real-time dispatching software to expedite service delivery to public and inventory service data. * Implement new paving standard for emergency street repairs on newly reconstructed streets under moratorium. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level				
Tons of asphalt concrete (AC) - street patching	1,285	1,100	1,200	1,200
Tons of asphalt concrete (AC) - potholes	720	650	650	650
Potholes filled (locations)	1,910	1,900	2,000	2,000
Crack sealing used (linear feet)	0	8,070	5,000	3,000
Sidewalk patching (sq. ft.)	7,700	7,000	6,000	5,000
Sidewalk offset grinding (lf)	32,500	32,500	35,000	35,000

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND Roadway Maintenance		ACCOUNTING UNIT 02917660			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	541,425	503,752	700,000	565,700
	SUBTOTAL CONTRACTUAL	<u>541,425</u>	<u>503,752</u>	<u>700,000</u>	<u>565,700</u>
63001	Miscellaneous Operating Expenses	405	470	2,000	1,595
	SUBTOTAL COMMODITIES	<u>405</u>	<u>470</u>	<u>2,000</u>	<u>1,595</u>
65240	Public Works Administrative Charges	6,405	6,460	9,226	9,225
	SUBTOTAL CROSS CHARGES	<u>6,405</u>	<u>6,460</u>	<u>9,226</u>	<u>9,225</u>
	TOTAL	<u><u>548,235</u></u>	<u><u>510,683</u></u>	<u><u>711,226</u></u>	<u><u>576,520</u></u>

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

VARIOUS Air Quality Improvement Fund		ACCOUNTING UNIT 031-VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	600,000	606,900
52350	AQMD AB 2766	303,633	518,144	414,000	414,000
52350	AQMD - MSRC	0	0	0	815,500
52040	Gran-Other	4,709	0	0	0
57010	Miscellaneous Recoveries	1,705	2,475	1,850	1,850
58000	Earnings on Investments	2,695	4,555	300	300
	TOTAL REVENUES	<u>312,742</u>	<u>525,175</u>	<u>1,016,150</u>	<u>1,838,550</u>
EXPENDITURES					
03110101	Fleet Services	6,230	265,427	526,365	375,500
03110102	MSRC Grant	0	0	0	815,500
03109050	Personnel	136,176	104,301	308,475	319,025
03116510	Planning & Building	186,533	69,358	181,310	328,525
	TOTAL EXPENDITURES	<u>328,939</u>	<u>439,087</u>	<u>1,016,150</u>	<u>1,838,550</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0471	Benefits Supervisor	0.25		0.25	
0770	Sr. Personnel Technician	0.50		0.50	
7070	Personnel Services Specialist	1.00		1.00	
2500	Planning Manager	0.25		0.25	
0810	Principal Planner	0.25		0.15	
2470	Senior Planner	0.00		0.10	
2450	Associate Planner	0.45		0.45	
7330	Senior Office Assistant	0.05		0.05	
	TOTAL	<u>2.75</u>	<u>0.00</u>	<u>2.75</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

PERSONNEL SERVICES	PROGRAM			
Air Quality Improvement Fund	03109050			
Statement of Purpose				
<p><i>To provide responsive, efficient services to City employees to achieve the South Coast Air Quality Management District (SCAQMD) Average Vehicle Ridership (AVR) goal of 1.5 persons per vehicle to attain federal/state air quality standards.</i></p> <p>This program is responsible for the development, implementation, monitoring, and evaluation of the City's Employee Commute Reduction Program. Major components include promoting alternate transportation modes and associated air quality and health benefits; implementing the City's SCAQMD-approved incentive programs; monitoring employee participation; conducting annual AVR (Average Vehicle Ridership) survey; and preparing Employee Commute Reduction Program for annual analysis and submission to SCAQMD.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Prepared City's 2014 Annual Analysis of the Employee Commute Reduction Program. * Marketed approved Program through promotional fliers, Blue Skies newsletter, and oral presentations. * Hosted jointly (with Benefits Division) the City's Annual Transportation/Benefits Faire. * Conducted annual AVR and Southern California Rideshare survey. * Established two Vanpools that City Employees participate in. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Promote alternate transportation modes through informational meetings, fliers, Kiosk system, and the Annual Transportation/Benefits Faire. * Continue to monitor and evaluate employee participation in incentive programs. * Conduct annual AVR & Commuter survey (utilizing optional on-line survey methods) and prepare the 2013 Annual Analysis of the Employee Commute Reduction Program. * Participate in inter-departmental air quality trip reduction initiatives. * Ensure City compliance with laws and regulations related to AQMD's Rule 2202. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
% of new employees receiving Work Trip Reduction Program (TRP) information.	100%	100%	100%	100%
% of employees completing annual Average Vehicle Ridership (AVR) and Commuter surveys.	93%	95%	95%	98%
# of employees:				
attending TRP informational presentations (NEO)	171	137	170	175
receiving custom transit route planners/match lists	76	75	75	75
Efficiency				
% of employee requests for information answered within 3 working days	100%	100%	100%	100%
% of employee incentives processed within 15 working days of timely submission.	100%	100%	100%	100%
Effectiveness				
City Average Vehicle Ridership (AVR)	1.4	1.5	1.5	1.7

SPECIAL REVENUE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Air Quality Improvement Fund		03109050			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	64,297	23,984	133,215	136,905
61030	Salaries & Wages-Overtime	0	0	1,000	1,000
61100	Retirement Plan	0	(320)	23,850	30,535
61120	Medicare Insurance	0	(201)	1,860	1,915
61130	Employees Insurance	0	(1,832)	13,030	14,155
61170	Retiree Health Insurance	737	0	2,245	0
61180	Compensation Insurance	0	(419)	1,335	1,370
	SUBTOTAL PERSONNEL	<u>65,034</u>	<u>21,212</u>	<u>176,535</u>	<u>185,880</u>
62010	Communications	0	0	445	445
62120	Training & Transportation	575	586	3,425	3,425
62140	Other Agency Services	1,002	1,018	3,930	3,930
62200	Advertising	0	0	2,640	2,640
62300	Other Contract Services	1	0	0	0
62302	Other Personnel Services	2,231	12	24,575	24,575
	SUBTOTAL CONTRACTUAL	<u>3,810</u>	<u>1,616</u>	<u>35,015</u>	<u>35,015</u>
63001	Other Material & Supplies	613	5,075	9,740	9,740
	SUBTOTAL COMMODITIES	<u>613</u>	<u>5,075</u>	<u>9,740</u>	<u>9,740</u>
65400	Indirect Operating Expenses	3,233	6,119	11,165	12,370
	SUBTOTAL FIXED CHARGES	<u>3,233</u>	<u>6,119</u>	<u>11,165</u>	<u>12,370</u>
69101	Bicycle Commute Incentive	4,030	4,575	5,000	5,000
69102	Bus Passes	5,216	6,889	12,000	12,000
69103	Car Pool Incentive	24,400	24,210	22,020	22,020
69104	Train Passes	24,735	24,255	30,000	30,000
69105	Walking Commute Incentive	5,105	8,350	5,000	5,000
69106	Incentive Drawings	0	2,000	2,000	2,000
	SUBTOTAL CONTRACTUAL	<u>63,486</u>	<u>70,279</u>	<u>76,020</u>	<u>76,020</u>
	TOTAL	<u><u>136,176</u></u>	<u><u>104,301</u></u>	<u><u>308,475</u></u>	<u><u>319,025</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
0472	Senior Personnel Analyst	0.25		0.25	
0770	Sr. Personnel Technician	0.50		0.50	
7070	Personnel Services Specialist	1.00		1.00	
	TOTAL	<u>1.75</u>	<u>0.00</u>	<u>1.75</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

FLEET SERVICES		ACCOUNTING UNIT			
Air Quality Improvement Fund		03110101			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Other Contract Services	0	0	20,000	20,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>
63001	Other Material & Supplies	0	0	20,000	20,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>
66220	Improvements Other Than Buildings	3,227	138,306	326,365	258,500
66400	Machinery & Equipment	3,003	127,121	160,000	77,000
	SUBTOTAL CAPITAL	<u>6,230</u>	<u>265,427</u>	<u>486,365</u>	<u>335,500</u>
	TOTAL	<u><u>6,230</u></u>	<u><u>265,427</u></u>	<u><u>526,365</u></u>	<u><u>375,500</u></u>

SPECIAL REVENUE FUNDS

FLEET SERVICES		ACCOUNTING UNIT			
Air Quality Improvement Fund - MSRC		03110102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Other Contract Services	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Other Material & Supplies	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Buildings	0	0	0	233,500
66400	Machinery & Equipment	0	0	0	582,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>815,500</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>815,500</u></u>

SPECIAL REVENUE FUNDS

PLANNING & BUILDING AGENCY
Air Quality Improvement Fund

PROGRAM
03116510

Statement of Purpose

To formulate and coordinate policies and programs and assist in the improvement of the City's air quality.

The Planning Division of the Planning and Building Agency has been assigned the responsibility of formulating and coordinating the City's air quality improvement policies and programs. This lead role involves participation in a number of regional planning and air quality groups/activities, including the Orange County Council of Government Technical Advisory Committee. The Air Quality Trust Fund covers a majority of the costs to facilitate these efforts, and also funds miscellaneous air quality improvement projects.

SERVICE PROGRAM

AIR QUALITY IMPROVEMENT PLAN

Planning staff assumes the lead role in coordinating the City's air quality improvement activities. This includes identifying goals, policies, programs, and funding source(s) for local implementation of Federal and State ambient air quality goals. The City builds upon the analysis and findings of the ongoing Technical Advisory Committee of the Orange County Council of Governments.

SPECIAL REVENUE FUNDS

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Air Quality Improvement Fund		03116510			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	64,153	34,669	127,735	127,855
61100	Retirement Plan	8,957	5,885	20,885	29,605
61120	Medicare Insurance	556	528	1,355	1,855
61130	Employees Insurance	9,444	6,167	20,730	20,840
61170	Retiree Medical Insurance	2,575	1,515	1,850	0
61180	Compensation Insurance	1,347	5,213	2,790	2,515
	SUBTOTAL PERSONNEL	<u>87,033</u>	<u>53,977</u>	<u>175,345</u>	<u>182,670</u>
62300	Other Contractual Services	94,997	11,051	0	140,000
	SUBTOTAL CONTRACTUAL	<u>94,997</u>	<u>11,051</u>	<u>0</u>	<u>140,000</u>
65400	Indirect Operating Expenses	4,504	4,330	5,965	5,855
	SUBTOTAL FIXED CHARGES	<u>4,504</u>	<u>4,330</u>	<u>5,965</u>	<u>5,855</u>
	TOTAL	<u><u>186,533</u></u>	<u><u>69,358</u></u>	<u><u>181,310</u></u>	<u><u>328,525</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
2500	Planning Manager	0.25		0.25	
8100	Principal Planner	0.15		0.15	
2470	Senior Planner	0.10		0.10	
2450	Associate Planner	0.45		0.45	
7330	Senior Office Assistant	0.05		0.05	
		<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>

Note: the balance of these positions are funded in Planning Division 1116510

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

VARIOUS Civic Center		ACCOUNT UNIT 074 Activity Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
53322	Civic Center Project Charges	17,714	17,667	620,000	990,000
53323	Civic Center Maintenance Charges	1,183,875	1,250,000	1,640,170	1,697,580
53324	Civic Center Police Security	1,198,917	1,027,869	1,487,400	1,531,605
59000 11	Transfer From General Fund	600,000	820,000	1,045,000	1,464,345
	TOTAL REVENUES	<u>3,000,505</u>	<u>3,115,536</u>	<u>4,792,570</u>	<u>5,683,530</u>
EXPENDITURES					
07413015	Civic Center Maintenance - Non-Dept.	600,000	820,000	1,045,000	1,464,345
07413250	Civic Center Maintenance	1,278,202	1,206,790	1,640,170	1,697,580
07413260	Civic Center Capital Projects	1,105	17,898	620,000	990,000
07414400	Civic Center Security	1,185,831	1,030,394	1,487,400	1,531,605
	TOTAL EXPENDITURES	<u>3,065,138</u>	<u>3,075,082</u>	<u>4,792,570</u>	<u>5,683,530</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
4190	General Maintenance Leader	1.00		1.00	
0280	Assistant Park Landscape Planner	1.00		1.00	
3200	Police Officer	8.00		8.00	
9300	Park Maintenance Assistant		5.00		5.00
	TOTAL	<u>10.00</u>	<u>5.00</u>	<u>10.00</u>	<u>5.00</u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center Maintenance - Non-Departmental		07413015			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
69135	Payment to Subagent*	600,000	820,000	1,045,000	1,464,345
	SUBTOTAL CAPITAL	<u>600,000</u>	<u>820,000</u>	<u>1,045,000</u>	<u>1,464,345</u>
	TOTAL	<u><u>600,000</u></u>	<u><u>820,000</u></u>	<u><u>1,045,000</u></u>	<u><u>1,464,345</u></u>
*	Payment is the City's contribution to the Civic Center Authority Additional funding of \$419,345 to be provided in October 2015 pending City Council approval				

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		PROGRAM		
Civic Center Maintenance		07413250		
Statement of Purpose				
<p><i>To improve the quality of life of those who visit the Civic Center by providing quality customer service in an atmosphere of continuous improvement and strong employee development.</i></p> <p><i>This program provides for Civic Center grounds/landscape maintenance, refuse collection, maintenance of lighting and irrigation systems, sweeping of parking lots, and maintenance of reflective pools and fountains.</i></p>				
Accomplishments in FY 14-15 & FY 15-16				
<ul style="list-style-type: none"> * Sustainable Site Initiative-Continued to promote sustainable site improvements, that reduced maintenance, enhanced aesthetics, reduced hydro carbon-emissions and conserved resources. * Annual Urban Forest Management – Pruned one-half of the Civic Center Trees (east of Ross Street). * Continue landscape maintenance, pavement cleaning and fountain maintenance services and provided quality inspection services to ensure a well maintained Civic Center. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Sustainable Site Initiative-Continue to promote sustainable site improvements, that reduce maintenance, enhance aesthetics, reduce hydro carbon-emissions and conserve resources. * Annual Urban Forest Management – Prune one-half of the Civic Center Trees (west of Ross Street). * Continue landscape maintenance, pavement cleaning and fountain maintenance services and provide quality inspection services to ensure a well maintained Civic Center. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Number of days providing landscape maintenance	365	365	365	365
Number of days providing custodial maintenance	365	365	365	365
One-half of Civic Center Trees pruned	512	512	512	512

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center Maintenance		07413250			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	264,141	256,809	170,030	162,560
61020	Salaries Part-Time	63,390	22,483	94,100	94,100
61040	Salaries Overtime	5,334	1,474	0	5,000
61100	Retirement-Employer Contribution	33,133	41,248	33,180	38,125
61110	Part-Time Retirement	2,060	843	3,530	3,530
61120	Medicare Insurance	3,494	2,867	2,660	3,725
61130	Health Insurance	54,339	54,421	37,460	40,775
61170	Retiree Health Benefits	4,040	4,031	1,700	0
61180	Worker Compensation Insurance	31,989	25,679	26,520	22,990
	SUBTOTAL PERSONNEL	461,920	409,855	369,180	370,805
62000	Utilities	302,246	310,929	390,000	403,650
62010	Communications	635	1,405	1,270	1,500
62300	Contractual Services-Professional	794	1,767	1,000	5,000
62320	M & R Bldgs. & Ground	372,861	353,091	746,580	758,820
	SUBTOTAL CONTRACTUAL	676,535	667,192	1,138,850	1,168,970
63200	OP M&S Buildings & Grounds	41,799	19,723	38,100	50,000
63300	Fuel	5,644	5,114	7,375	8,000
	SUBTOTAL COMMODITIES	47,443	24,837	45,475	58,000
65010	Rental City Equipment	17,031	17,460	17,195	24,860
65012	Accident Repair & Replacement Charge	0	0	0	725
65100	Insurance Charges	52,480	52,477	47,230	52,450
65400	Indirect Costs	22,792	34,969	22,240	21,770
	SUBTOTAL FIXED CHARGES	92,303	104,906	86,665	99,805
	TOTAL	1,278,202	1,206,790	1,640,170	1,697,580
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
4190	General Maintenance Leader	1.00		1.00	
0280	Assistant Park Landscape Planner	1.00		1.00	
9300	Park Maintenance Assistant		5.00		5.00
	TOTAL	2.00	5.00	2.00	5.00

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center Capital Projects		07413260			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
65205	Internal Departments Personal Charges	8,171	0	0	0
	SUBTOTAL FIXED CHARGES	<u>8,171</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building	(7,066)	17,898	620,000	990,000
	SUBTOTAL CAPITAL	<u>(7,066)</u>	<u>17,898</u>	<u>620,000</u>	<u>990,000</u>
	TOTAL	<u><u>1,105</u></u>	<u><u>17,898</u></u>	<u><u>620,000</u></u>	<u><u>990,000</u></u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT
Civic Center Security

PROGRAM
074-400

Statement of Purpose

To patrol and provide security in the Civic Center Plaza area.

SERVICE PROGRAM

This program is funded from the Civic Center Authority (a "joint powers" agency) and provides seven officers to patrol and provide security to the "common areas" in the Civic Center Plaza.

SPECIAL REVENUE FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Civic Center Security		07414400			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	763,980	614,713	855,762	883,360
61040	Salaries & Wages-Overtime	8,044	9,809	0	0
61100	Retirement Plan	152,471	193,998	321,133	358,240
61120	Medicare Insurance	13,304	10,896	12,408	10,955
61130	Employees Insurance	116,903	95,362	145,260	130,775
61170	Retiree Health Insurance	6,410	3,640	6,417	6,625
61180	Compensation Insurance	66,302	45,707	70,172	56,405
	SUBTOTAL PERSONNEL	<u>1,127,414</u>	<u>974,125</u>	<u>1,411,150</u>	<u>1,446,360</u>
65400	Indirect Operating Expenses	58,417	56,269	76,250	85,245
	SUBTOTAL FIXED CHARGES	<u>58,417</u>	<u>56,269</u>	<u>76,250</u>	<u>85,245</u>
	TOTAL EXPENDITURES	<u><u>1,185,831</u></u>	<u><u>1,030,394</u></u>	<u><u>1,487,400</u></u>	<u><u>1,531,605</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
	Police Officer	8.00		7.00	
	TOTAL	<u>8.00</u>	<u>0.00</u>	<u>7.00</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT	PROGRAM
Homeland Security Grants	FUND 125
Statement of Purpose	
<p><i>To administer the Homeland Security Grants Program by providing logistics, project coordination, and financial oversight for the Anaheim/Santa Ana Urban Area.</i></p>	
Service Program	
<p>Funds for all grants are provided by the U.S. Department of Homeland Security (DHS), passed down to the California Office of Emergency Services (Cal-OES), and then awarded to the City of Santa Ana. Funds are used to purchase equipment, provide regional training, conduct multi-agency exercises, and pay for management and administrative costs. All funds are disbursed either through reimbursement or through cash advance from Cal-OES.</p>	
Accomplishments FY 2015-16	
<p>FY14 Urban Areas Security Initiative (UASI) Grant Program</p> <ul style="list-style-type: none"> *Completed update to Grant Effectiveness Report *Purchased comprehensive maintenance agreement for OC Civic Center Video Surveillance System *Funded "If You See Something, Say Something" and ReadyOC Campaigns *Funded Regional Training & Exercise Program *Purchased & Distributed CBRNE Canisters to Law Enforcement Agencies in Orange County 	
Action Plan for FY 2016-2017	
<p>FY15 Urban Areas Security Initiative (UASI) Grant Program</p> <ul style="list-style-type: none"> *Fund Phase 3 of Interoperable Communications P25 compliance upgrade *Fund Phase 2 of Personal Protective Equipment (PPE) replenish for Law Enforcement Agencies in Orange County *Fund maintenance agreement for FLIR Camera System *Fund OCSD regional Bomb Squad Robot Upgrade *Fund Phase 2 of Wild land Urban Interface (WUI) Pre-Fire Plans *Fund upgrade to equipment inventory system *Fund maintenance agreement for OC Civic Center Video Surveillance System *Fund Portable Fuel Trailers and generator camlocks and cabling for emergency response *Fund "If You See Something, Say Something" and ReadyOC Campaigns *Fund Regional Training & Exercise Program *Funded Orange County Intelligence Assessment Center (OCIAAC) Activities, to include: Analyst Salaries, Cyber Unit, Terrorism Liaison Officer (TLO) Training Program, School Assessment Program, and equipment data sources 	

**SPECIAL REVENUE FUNDS
DEPARTMENT RESOURCE SUMMARY**

POLICE DEPARTMENT		FUND			125
Homeland Security Grants					
ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
REVENUES					
12514002 Federal Grants - Indirect	7,072,216	2,668,233	1,716,090	4,097,444	
TOTAL REVENUES	<u>7,072,216</u>	<u>2,668,233</u>	<u>1,716,090</u>	<u>4,097,444</u>	
EXPENDITURES					
12514407 UASI CAL OES SANTA ANA	6,206,545	2,698,474	0	4,097,444	
12514491 UASI CAL OES ANAHEIM	1,041,460	170,246	1,716,090	0	
TOTAL EXPENDITURES	<u>7,248,005</u>	<u>2,868,719</u>	<u>1,716,090</u>	<u>4,097,444</u>	
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
61000 Personnel	1,061,898	641,000	840,425	524,375	
62000 Contractual	1,809,439	643,525	660,165	1,033,502	
63000 Commodities	277,907	270,765	215,500	269,500	
66000 Capital	546,140	316,537	0	125,000	
69000 Miscellaneous	3,552,621	996,892	0	2,145,067	
TOTAL	<u>7,248,005</u>	<u>2,868,719</u>	<u>1,716,090</u>	<u>4,097,444</u>	
Class Code	ADOPTED FY 15-16		ADOPTED FY 16-17		
AUTHORIZED PERSONNEL	Full Time	Part Time	Full Time	Part Time	
3350 Police Lieutenant	0.25		0.00		
3400 Police Sergeant	2.00		1.00		
3200 Police Officer	1.50		1.00		
TOTAL	<u>3.75</u>		<u>2.00</u>		

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
UASI - Urban Areas Security Initiative Grant 2009 & 2011		12514407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	409,900	282,278	0	208,985
61020	Salaries & Wages-Temporary	9,494	6,953	0	0
61040	Salaries & Wages-Overtime	230,443	55,675	0	181,075
61100	Retirement Plan	80,655.12	93,593	0	85,190
61110	Part-Time Retirement	356	262	0	0
61120	Medicare Insurance	6,362	4,597	0	2,825
61130	Employees Insurance	54,104	40,444	0	30,180
61170	Retiree Health Insurance	2,966	2,325	0	1,565
61180	Compensation Insurance	31,292	22,098	0	14,555
	SUBTOTAL PERSONNEL	825,572	508,225	0	524,375
62010	Communications	4,521	3,210	0	4,618
62120	Training & Transportation	16,353	2,473	0	7,000
62300	Other Contractual Services	1,173,885	601,501	0	1,021,884
62600	Parking Validations	0	0	0	0
	SUBTOTAL CONTRACTUAL	1,194,758	607,184	0	1,033,502
63001	Operating Materials & Supplies	278,981	269,636	0	269,500
	SUBTOTAL COMMODITIES	278,981	269,636	0	269,500
66400	Machinery & Equipment	354,612	316,537	0	125,000
	SUBTOTAL CAPITAL	354,612	316,537	0	125,000
69140	Payments to Districts	3,552,621	996,892	0	2,145,067
	SUBTOTAL MISCELLANEOUS	3,552,621	996,892	0	2,145,067
	TOTAL EXPENDITURES	6,206,545	2,698,474	0	4,097,444
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	0.00		0.00	
3400	Police Sergeant	0.00		1.00	
3200	Police Officer	0.00	0.00	1.00	
	TOTAL	0.00	0.00	2.00	0.00

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
UASI - CAL OES ANAHEIM 2010, 2012 & 2014		12514491			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	115,352	65,267	491,611	0
61020	Salaries Part-Time	107	2,567	0	0
61040	Salaries Overtime	66,660	30,108	43,563	0
61100	Retirement-Employer Contribution	25,075	20,349	184,480	0
61110	Part-Time Retirement	4	95	0	0
61120	Medicare Insurance	1,946	1,055	7,129	0
61130	Health Insurance	16,689	8,437	69,251	0
61170	Retiree Health Insurance	467	0	4,080	0
61180	Worker Compensation Insurance	10,027	4,898	40,313	0
	SUBTOTAL PERSONNEL	236,326	132,775	840,425	0
62010	Communications	0	1,022	4,100	0
62120	Training, Transportation, Meeting	4,799	7,750	10,000	0
62300	Contract Services-Professional	609,882	27,552	646,065	0
62600	Parking Validation	0	17	0	0
	SUBTOTAL CONTRACTUAL	614,681	36,341	660,165	0
63001	Miscellaneous Operating Expenses	(1,074)	1,130	215,500	0
	SUBTOTAL COMMODITIES	(1,074)	1,130	215,500	0
66400	Machinery & Equipment	191,528	0	0	0
	SUBTOTAL CAPITAL	191,528	0	0	0
	TOTAL EXPENDITURES	1,041,460	170,246	1,716,090	0
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	0.25		0.00	
3400	Police Sergeant	2.00		0.00	
3200	Police Officer	1.50	0.00	0.00	0.00
	TOTAL	3.75	0.00	0.00	0.00

GENERAL FUND SPECIAL REVENUE

POLICE DEPARTMENT
COPS Hiring Grants

PROGRAM
127-Variou

Statement of Purpose

This Fund includes the revenue and expenditures related to the two COPS Hiring Grants received from the Federal Department of Justice.

SERVICE PROGRAM

2014 COPS Hiring Grant

This program budget includes funding for the 2014 COPS Hiring Grant. The Police Department funds a percentage of 10 Police Officers through this grant. The total grant amount is \$1,250,000 over a three-year period.

2015 COPS Hiring Grant

This program budget includes funding for the 2015 COPS Hiring Grant. The Police Department funds a percentage of 10 Police Officers through this grant. The total grant amount is \$1,250,000 over a three-year period.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grants		127 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
52000	Federal Grant - Direct	329,554	0	0	983,770
52001	Federal Grant - Indirect	0	0	0	0
58000	Earnings on Investments	59	400	0	0
	TOTAL REVENUES	329,613	400	0	983,770
<u>EXPENDITURES</u>					
12714407	COPS Hiring Grant (2009,2014)	276,576	119,465	0	557,190
12714409	2015 COPS Hiring Grant	0	0	0	426,580
	TOTAL EXPENDITURES	276,576	119,465	0	983,770

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grant (2009, 2014)		12714407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	188,431	76,837	0	321,790
61040	Salaries Overtime	(73)	0	0	0
61100	Retirement-Employer Contribution	37,247	22,352	0	140,195
61120	Medicare Insurance	2,720	1,106	0	4,335
61130	Health Insurance	34,932	13,136	0	64,910
61170	Retiree Health Benefits	0	0	0	2,415
61180	Worker Compensation Insurance	14,624	6,034	0	23,545
	SUBTOTAL PERSONNEL	277,880	119,465	0	557,190
62300	Contract Services - Professional	(1,304)	0	0	0
	SUBTOTAL CONTRACTUAL	(1,304)	0	0	0
	TOTAL EXPENDITURES	276,576	119,465	0	557,190

POLICE DEPARTMENT		ACCOUNTING UNIT			
2015 COPS Hiring Grant		12714409			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	297,235
61100	Retirement-Employer Contribution	0	0	0	42,060
61120	Medicare Insurance	0	0	0	4,015
61130	Health Insurance	0	0	0	60,360
61170	Retiree Health Benefits	0	0	0	2,230
61180	Worker Compensation Insurance	0	0	0	20,680
	SUBTOTAL PERSONNEL	0	0	0	426,580
	TOTAL EXPENDITURES	0	0	0	426,580

GENERAL FUND SPECIAL REVENUE

POLICE DEPARTMENT
Law Enforcement Grants

PROGRAM
128-Variou s

Statement of Purpose

This Fund includes the revenue and expenditures related to various law enforcement grants received by the Police Department.

SERVICE PROGRAM

Alcoholic Beverage Control Grant

This program budget includes funding for officer overtime, training and operating materials and supplies to mitigate alcohol related crime and provide a safer environment in the areas around licensed establishments.

Supplemental Law Enforcement Services Account

This program budget includes funding from the state that supports overtime for front-line law enforcement activities.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

This program budget includes funding from the state Edward Byrne Memorial Justice Assistance Grant (JAG) program, which provides federal criminal justice funding to state and local jurisdictions. The Santa Ana Police Department uses these funds for overtime to augment gang enforcement, enhance educational opportunities, enhance community policing efforts, and for advanced gang investigative training.

Board of State and Community Corrections Local Assistance Law Enforcement Funds

This program budget includes funding from the state that supports various law enforcement activities with a focus on addressing serious, violent crimes and habitually non-compliant offenders.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Law Enforcement Grants		128 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
52001	Federal Grant - Indirect	83,483	82,037	0	167,070
52025	State Grants - Direct	0	0	0	20,145
52026	State Grants - Indirect SLESA	574,730	702,366	0	524,050
52027	State Grants - Indirect	335,594	642,464	0	279,795
52030	OC Grants	80,815	121,250	0	0
58000	Earnings on Investments	4,124	5,168	0	0
	TOTAL REVENUES	<u>1,078,746</u>	<u>1,553,284</u>	<u>0</u>	<u>991,060</u>
<u>EXPENDITURES</u>					
12814407	Supplemental Law Enf. Svcs. Acct.	697,716	721,643	0	524,050
12814409	Justice Assistance Grant (JAG)	89,099	172,263	0	167,070
12814411	ARRA FY 09 BJA- BYRNE JAG	(29,089)	0	0	0
12814412	OCSD-JAG	126,926	71,108	0	0
12814413	BSCC Local Assistance	37,220	448,842	0	279,795
12814415	ABC Grant	0	0	0	20,145
		<u>921,872</u>	<u>1,413,856</u>	<u>0</u>	<u>991,060</u>
POLICE DEPARTMENT		ACCOUNTING UNIT			
Supplemental Law Enforcement Services Account		12814407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries Overtime	697,716	721,643	0	524,050
	SUBTOTAL PERSONNEL	<u>697,716</u>	<u>721,643</u>	<u>0</u>	<u>524,050</u>
	TOTAL EXPENDITURES	<u>697,716</u>	<u>721,643</u>	<u>0</u>	<u>524,050</u>
POLICE DEPARTMENT		ACCOUNTING UNIT			
Edward Byrne Memorial Justice Assistance Grant (JAG) Program		12814409			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries Overtime	84,780	155,026	0	158,620
	SUBTOTAL PERSONNEL	<u>84,780</u>	<u>155,026</u>	<u>0</u>	<u>158,620</u>
62120	Training, Transportation, Meeting	0	0	0	8,450
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,450</u>
63001	Miscellaneous Operating Expenses	4,319	0	0	0
	SUBTOTAL COMMODITIES	<u>4,319</u>	<u>0</u>	<u>0</u>	<u>0</u>
66400	Machinery & Equipment	0	17,237	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>17,237</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>89,099</u>	<u>172,263</u>	<u>0</u>	<u>167,070</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
ARRA FY 09 BJA-BYRNE JAG		12814411			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	(18,857)	0	0	0
61040	Salaries Overtime	(58)	0	0	0
61100	Retirement-Employer Contribution	(3,829)	0	0	0
61120	Medicare Insurance	(305)	0	0	0
61130	Health Insurance	(2,728)	0	0	0
61170	Retiree Health Benefits	(1,588)	0	0	0
61180	Worker Compensation Insurance	(1,726)	0	0	0
	SUBTOTAL PERSONNEL	(29,089)	0	0	0
	TOTAL EXPENDITURES	(29,089)	0	0	0

POLICE DEPARTMENT		ACCOUNTING UNIT			
OCSD-JAG		12814412			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	87,741	45,849	0	0
61040	Salaries Overtime	0	9	0	0
61100	Retirement-Employer Contribution	17,401	14,270	0	0
61120	Medicare Insurance	1,552	848	0	0
61130	Health Insurance	12,261	6,191	0	0
61170	Retiree Health Benefits	549	568	0	0
61180	Worker Compensation Insurance	7,421	3,373	0	0
	SUBTOTAL PERSONNEL	126,926	71,108	0	0
	TOTAL EXPENDITURES	126,926	71,108	0	0

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
BSCC Local Assistance		12814413			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries Overtime	0	248,561	0	120,000
	SUBTOTAL PERSONNEL	<u>0</u>	<u>248,561</u>	<u>0</u>	<u>120,000</u>
62120	Training, Transportation, Meeting	0	33,595	0	10,000
62300	Contract Services - Professional	5,351	157,687	0	89,795
	SUBTOTAL CONTRACTUAL	<u>5,351</u>	<u>191,282</u>	<u>0</u>	<u>99,795</u>
63001	Miscellaneous Operating Expenses	31,869	9,000	0	60,000
	SUBTOTAL COMMODITIES	<u>31,869</u>	<u>9,000</u>	<u>0</u>	<u>60,000</u>
	TOTAL EXPENDITURES	<u><u>37,220</u></u>	<u><u>448,842</u></u>	<u><u>0</u></u>	<u><u>279,795</u></u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Alcoholic Beverage Control Grant		12814415			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries Overtime	0	0	0	20,145
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,145</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>20,145</u></u>

SPECIAL REVENUE FUND

LIBRARY
Public Library Fund Grant

PROGRAM
15211150

Statement of Purpose

To enhance our existing book collection by providing educational, recreational, & cultural materials and to provide services which promote literacy, enhance academic success & enhance personal growth in our library patrons.

SERVICE PROGRAM

The Public Library Fund (PLF) provides direct state aid to California public libraries for basic public library service. The funds assure the availability to every resident of the state an adequate level of public library service regardless of the taxable wealth of the local jurisdiction providing the service. Localities may use the funds freely so long as the funds serve the public library purposes stated in the law.

SPECIAL REVENUE FUND

LIBRARY		ACCOUNTING UNIT			
Public Library Fund Grant		15211150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	197,449	100,000	45,000
	TOTAL REVENUES	<u>0</u>	<u>197,449</u>	<u>100,000</u>	<u>45,000</u>
EXPENDITURES					
62140	Membership, Subscription And Dues	37,828	2,400	0	0
62300	Contract Services-Professional	0	0	0	0
66600	Books Records Video	119,033	109,355	100,000	45,000
	TOTAL EXPENDITURES	<u>156,861</u>	<u>111,755</u>	<u>100,000</u>	<u>45,000</u>

SPECIAL REVENUE FUND

LIBRARY		ACCOUNTING UNIT			
National Arts and Humanities Award		15311150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	0	3,265
52000	Federal Grant-Direct	0	10,000	0	0
	TOTAL REVENUES	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>3,265</u>
EXPENDITURES					
63001	Misc. Office Expenses	0	6,734	0	3,265
	SUBTOTAL COMMODITIES	<u>0</u>	<u>6,734</u>	<u>0</u>	<u>3,265</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>6,734</u>	<u>0</u>	<u>3,265</u>

SPECIAL REVENUE FUND

LIBRARY
IMLS-Memories to Migration

PROGRAM
15311160

Statement of Purpose

To support projects that address challenges faced by libraries across the United States and have the potential to create programs and practices that improve library services nationwide.

SERVICE PROGRAM

The grant will fund the three-year project, Memories of Migration, which will develop and promulgate techniques for locating, recording and archiving the experiences of immigrant populations. The project will train and utilize immigrant teens and young adults to record oral histories and encourage others in the community to contribute their experiences and artifacts to the project.

Once developed, these techniques will be piloted in four areas across the country with significant immigrant populations: Queens, NY, West Hartford, CT, the State of New Mexico, and Santa Ana. The results of these efforts will be made available to the public through the international web presence, Historypin, which specializes in linking historical photos and information to geographic locations.

The program will offer participating libraries meaningful programs and enrichment activities that provide new immigrant communities a voice in the development of library collections and events and create opportunities for civic engagement for both teen historians and their communities. Moreover, the techniques offer participants new access to digital literacy and provide learning in Science, Technology, Engineering & Math (STEM) through digital training in new media and digitization technologies;

SPECIAL REVENUE FUND

LIBRARY		ACCOUNTING UNIT			
IMLS-Memories to Migration		15311160			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	467,575	350,000
52000	Federal Grant-Direct	0	0	0	0
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>467,575</u>	<u>350,000</u>
EXPENDITURES					
61020	Salaries Part-Time	0	16,134	175,000	130,000
61110	Part-Time Retirement	0	605	6,565	4,875
61120	Medicare Insurance	0	234	2,540	1,885
61180	Worker Compensation Insurance	0	145	1,100	1,355
	SUBTOTAL PERSONNEL	<u>0</u>	<u>17,118</u>	<u>185,205</u>	<u>138,115</u>
62120	Training, Transportation, Meeting	0	2,804	17,975	28,000
62300	Contract Services-Professional	0	0	231,295	154,500
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>2,804</u>	<u>249,270</u>	<u>182,500</u>
63001	Misc. Office Expenses	0	0	4,000	6,115
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>6,115</u>
65400	Indirect Costs	0	0	29,100	23,270
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>29,100</u>	<u>23,270</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>19,922</u>	<u>467,575</u>	<u>350,000</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 14-15		ADOPTED FY 15-16	
		Full Time	Part Time	Full Time	Part Time
9190	Library Assistant		0.00		1.00
9200	Library Clerk I		0.00		1.00
8410	Senior Tutor		0.00		4.00
8420	Tutor		0.00		2.00
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8.00</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT
Equitable Sharing - All Funds

PROGRAM
Funds 166 and 167

Statement of Purpose

To enhance the investigation, detection and prosecution of drug-related criminal activities.

These programs are funded by criminal assets which are seized under existing municipal, state and federal laws.

SERVICE PROGRAM

EQUITABLE SHARING - DEPT. OF JUSTICE (Fund 166)

This program is funded through "pass-thru" asset seizures processed through U.S. Dept. of Justice.

EQUITABLE SHARING - DEPT. OF TREASURY (Fund 167)

This program is funded through "pass-thru" asset seizures processed through U.S. Dept. of Treasury.

An adoption occurs when a local agency or task force seizes property and requests one of the federal seizing agencies to adopt the seizure and proceed with federal forfeiture.

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - All		Funds 166 and 167			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
Equitable Sharing - DOJ					
16614002	500 Prior Year Carry-Forward	0	0	0	3,499,455
16614002	574 Evidence Recoveries/DOJ	0	0	0	0
		0	0	0	3,499,455
Equitable Sharing - Treasury					
16714002	500 Prior Year Carry-Forward	0	0	0	2,220,145
16714002	574 Evidence Recoveries/US Treasury	0	0	0	0
		0	0	0	2,220,145
	TOTAL REVENUES	0	0	0	5,719,600
<u>EXPENDITURES</u>					
16614450	Equitable Sharing - DOJ	0	0	0	3,499,455
16714455	Equitable Sharing - Treasury	0	0	0	2,220,145
	TOTAL EXPENDITURES	0	0	0	5,719,600
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	0.00		1.00	
	TOTAL	0.00		1.00	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - Dept. of Justice		16614450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries & Wages-Regular	0	0	0	137,250
61040	Salaries & Wages-Overtime	0	0	0	1,000,000
61100	Retirement Plan	0	0	0	55,945
61120	Medicare Insurance	0	0	0	1,855
61130	Employees Insurance	0	0	0	20,120
61170	Retiree Health Insurance	0	0	0	1,030
61180	Compensation Insurance	0	0	0	9,560
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,225,760</u>
62300	Contract Svcs - Professional	0	0	0	2,063,950
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,063,950</u>
63001	Miscellaneous Office Expenses	0	0	0	100,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>
65400	Indirect Operating Expenses	0	0	0	109,745
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>109,745</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>3,499,455</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	0.00		1.00	
	TOTAL	<u>0.00</u>		<u>1.00</u>	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - Dept. of Treasury		16714455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61040	Salaries & Wages-Overtime	0	0	0	1,000,000
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000,000</u>
62300	Contract Services	0			798,645
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>798,645</u>
63001	Miscellaneous Office Expenses	0	0	0	325,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>325,000</u>
65400	Indirect Operating Expenses	0	0	0	96,500
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>96,500</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,220,145</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT 16913			
Recreation Grants		Activity Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
52025	State Grant-Direct	52,203	0	0	0
52040	OCTA Sr. Mobility	0	179,308	193,435	191,415
52040	OCTA-Transport Vietnam Sr	0	86,281	92,295	0
52040	Grant-Other	255,722	0	0	0
	TOTAL REVENUES	<u>307,925</u>	<u>265,589</u>	<u>285,730</u>	<u>191,415</u>
EXPENDITURES					
16913201	OCTA-VNCOC Sr. Mobility Program	80,861	86,281	92,295	0
16913202	OCTA Sr. Mobility Program	172,317	172,194	193,435	191,415
16913262	Habitat Conservation Fund	1,123	1,619	0	0
	TOTAL EXPENDITURES	<u>254,301</u>	<u>260,094</u>	<u>285,730</u>	<u>191,415</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
8160	Program Coordinator		2.00		2.00
9400	Senior Program Leader		5.00		5.00
9360	Program Leader II		4.00		4.00
	TOTAL	<u>0.00</u>	<u>11.00</u>	<u>0.00</u>	<u>11.00</u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
OCTA-VNCOC Senior Mobility Program	16913201

Statement of Purpose
<p><i>To provide transportation to Vietnamese Community of Orange County (VNCOC) seniors to and from the VNCOC where they can engage in educational and health & wellness programs.</i></p>

Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services-Professional	80,861	86,281	92,295	0
	SUBTOTAL CONTRACTUAL	<u>80,861</u>	<u>86,281</u>	<u>92,295</u>	<u>0</u>
	TOTAL	<u><u>80,861</u></u>	<u><u>86,281</u></u>	<u><u>92,295</u></u>	<u><u>0</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES
OCTA Senior Mobility Program

PROGRAM
16913202

Statement of Purpose

To provide transportation to seniors to and from the senior centers where they can engage in educational and health & wellness programs, and provide a nutritional lunch.

Accomplishments in FY 14-15 & FY 15-16

- * Partnered with neighboring senior housing complexes to increase participation
- * Conducted successful promotional campaigns to increase ridership
- * Replaced existing vehicles with refurbished, lower mileage vehicles

Action Plan for FY 2016-17

- * Partner with Bowers Museum to initiate new arts program for participants
- * Conduct quarterly mini excursions to local events and attractions
- * Explore options for purchasing fuel efficient vehicles

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Service Level Number of clients served	38,000		39,000	39,000

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
OCTA Senior Mobility Program		16913202			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61020	Salaries Part-Time	133,261	128,148	157,065	157,790
61100	Retirement-Employer Contribution	4,569	757	0	0
61110	Part-Time Retirement	4,247	4,695	5,865	5,920
61120	Medicare Insurance	1,932	1,858	2,270	2,290
61180	Worker Compensation Insurance	3,944	3,793	4,630	4,670
	SUBTOTAL PERSONNEL	<u>147,953</u>	<u>139,251</u>	<u>169,830</u>	<u>170,670</u>
62300	Contract Services-Professional	3,502	11,831	4,000	6,805
	SUBTOTAL CONTRACTUAL	<u>3,502</u>	<u>11,831</u>	<u>4,000</u>	<u>6,805</u>
63001	Misc. Office Expenses	0	0	620	620
63300	Fuel	10,252	7,540	8,375	5,140
	SUBTOTAL COMMODITIES	<u>10,252</u>	<u>7,540</u>	<u>8,995</u>	<u>5,760</u>
65010	Rental City Equipment	10,610	13,572	10,610	8,180
	SUBTOTAL FIXED CHARGES	<u>10,610</u>	<u>13,572</u>	<u>10,610</u>	<u>8,180</u>
	TOTAL	<u><u>172,317</u></u>	<u><u>172,194</u></u>	<u><u>193,435</u></u>	<u><u>191,415</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
8160	Program Coordinator		2.00		2.00
9400	Senior Program Leader		5.00		5.00
9360	Program Leader II		4.00		4.00
	TOTAL	<u><u>0.00</u></u>	<u><u>11.00</u></u>	<u><u>0.00</u></u>	<u><u>11.00</u></u>

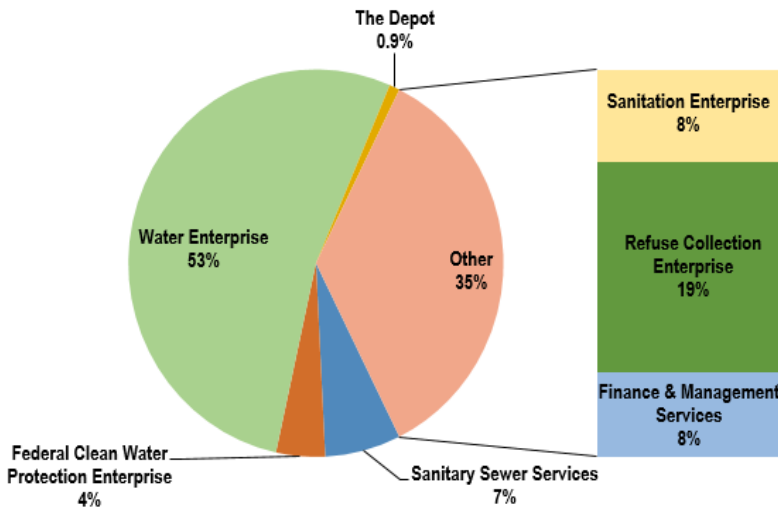


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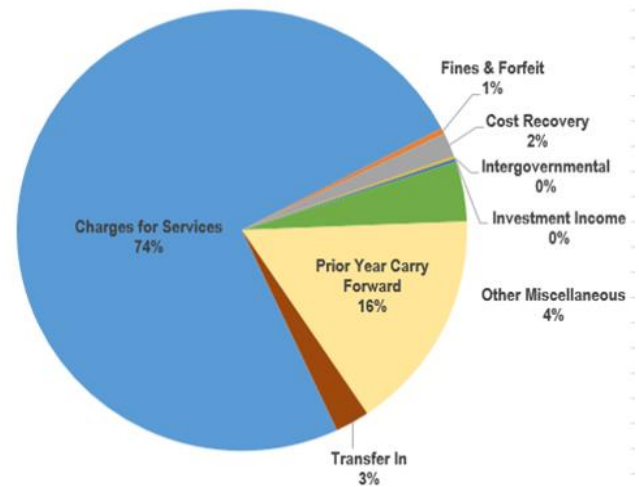
ENTERPRISE FUND DEFINITION

Enterprise Funds account for activities that the City operates like private business enterprises. In these situations, the City acts as a municipal corporation to recover the costs of providing certain types of services primarily through user charges. These costs include operating expenses and the capital cost of maintaining, replacing, upgrading, adding to the capital stock and also other expenditure purposes such as the advancement of public health and safety.

**FY 2016-17
ENTERPRISE FUNDS
APPROPRIATIONS BY ACTIVITIES**



**FY 2016-17 ENTERPRISE FUNDS
REVENUES BY SOURCES**



◆ RELATIONSHIP BETWEEN ENTERPRISE BUDGET AND TOTAL CITY BUDGET

Each Enterprise Fund is an independent budget with its own revenue and expenditure accounts. All enterprise funds are grouped together as a component of the larger total City budget originally presented. The General Fund captures overhead charge revenues from the various Enterprise Funds in connection with water billing and other services provided. With the passing of proposition 218, the City has been working diligently with the Public Works Department and the City Attorney’s Office to assure the City is not in violation and meeting prop 218 requirements.

◆ ENTERPRISE FUND SUMMARY

Table 6-1 provides a summary of the individual enterprise funds by department or agency responsible for managing the fund. The FY 16-17 Enterprise Fund total appropriation is \$108,378,240 reflecting a 4.7 percent decrease due to lower appropriations in the Water, Refuse Collection and Sanitation Sewer Services. The Enterprise Fund revenue generated to support each enterprise operation comes from user charges collected for services provided to customers. These revenues come via rental charges at The Depot, consumption of water, refuse collection services, metered parking fees and a variety of other user charges. Enterprise Funds support approximately 104.8 positions of the City’s 1,130 employees.

FINANCE & MANAGEMENT SERVICES

The Finance & Management Services Agency manages one of the seven enterprise funds, which is the Parking Meter & Facilities Fund.

◆ Parking Meter - Fund 27

This fund includes three activities, which operates the City’s parking structures and Parking Meter Program and transfers money to the General Fund to pay for the City’s lease obligations on the parking garage.

PUBLIC WORKS AGENCY

Public Works manages seven of the City's eight enterprise funds. Since some of the funds (e.g., Fund 60 of the Water Enterprise) have sub-accounts, Public Works is responsible for a total of nineteen of the twenty-two enterprise activities. In dollar terms, Public Works manages \$99.9 million or 92.3 percent of total enterprise funds in the FY16-17 budget. These individual funds are described below.

◆ **Sanitary Sewer Services - Fund 56**

The Sanitary Sewer Maintenance Program provides for the proper cleaning, repair and operation of 450 miles of sanitary sewer system facilities. This fund accounts for 6.5 percent of the total Enterprise Fund appropriations at approximately \$7.1 million for FY 16-17.

◆ **Fed. Clean Water Protection Enterprise - Fund 57**

The Federal Clean Water Protection Enterprise provides for storm drain systems operation and maintenance and pollution reduction under the new National Pollutant Discharge Elimination System permit issued by the Santa Ana Region of Water Quality Control Board in January 2002.

◆ **Water Enterprise - Funds 60 through 66**

The Water Enterprise provides water services to the residential, commercial, and industrial segments of the City. Water services are provided through a combination of City staff and private contractors. This fund pays for operating costs such as the production of groundwater, purchase of water from outside sources, water billing functions, and the capital costs of maintaining and upgrading the City's wells and water distribution system.

Water revenue comes primarily from metered charges for water usage. Other funding sources arrive from various other fees, penalties, and fixed service charges. The Water Enterprise Fund budget of \$57,461,360 accounts for 53 percent of the total enterprise funds in the FY 16-17 City budget.

◆ **The Depot - Fund 67**

The Depot was first established as the RTC or Regional Transportation Center in September 1985 to provide a strategically located staging area for land transportation services in Southern California and commercial office space in the Intercity Redevelopment Project Area. The RTC was renamed The Depot in FY 01-02. The fund covers the cost of operating and maintaining the City-owned RTC facility that hosts an Amtrak train station, bus terminals, taxi stands, and a parking lot for "park & ride" motorists. Fund 67's budget of \$966,890 accounts for 1 percent of total enterprise funds in the FY 16-17 City budget.

◆ **Sanitation - Fund 68**

This fund provides a variety of services that includes motorized street sweeping, weed abatement, graffiti removal, street tree trimming, and maintenance of the City's sewers and storm drains. Sanitation services are provided through a combination of city employees and private contractors.

The combined Fund 68 budget of \$9,088,970 accounts for 8.4 percent of total enterprise funds in the FY 16-17 City budget.

● **Refuse Collection - Fund 69**

This fund provides refuse collection, recycling and disposal services to the City's residential, commercial and industrial segments through agreements with two private contractors. The Refuse Collection Fund budget of \$20,807,765 accounts for 19.2 percent of total enterprise funds in the FY 16-17 City budget.

ENTERPRISE FUNDS BEGINNING & ENDING FUND BALANCE

	FUND 27 PARKING ENTERPRISE			FUND 56 SANITARY SEWER SERVICES			FUND 57 FEDERAL CLEAN WATER PROTECTION		
	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17
Revenues and Other Sources									
Charges for Services	2,676,649	2,200,000	2,796,600	83,332	308,848	944,400	2,861,948	173,000	182,500
Fines & Forfeits	612,057	350,000	515,000	0	0	0	0	0	0
Cost Recovery	0	0	0	700	200,590	500	0	0	0
Investment Income	49,429	25,000	25,000	45,401	23,100	29,100	34,992	15,000	15,000
Other Miscellaneous	2,016,904	2,000	2,000	4,627,840	6,176,966	4,731,000	400	0	0
Prior Year Carry Forward	0	401,000	5,053,220	0	866,824	1,386,605	0	1,640,162	1,907,895
Transfer In	0	577,200	0	2,707	0	0	0	2,742,306	2,464,435
	<u>5,355,039</u>	<u>3,555,200</u>	<u>8,391,820</u>	<u>4,759,980</u>	<u>7,576,328</u>	<u>7,091,605</u>	<u>2,897,340</u>	<u>4,570,468</u>	<u>4,569,830</u>
Expenditures									
General Government	2,771,306	2,978,000	8,391,820	4,193,320	6,195,440	6,181,705	2,028,761	4,570,468	4,369,830
Debt Service	156,696	577,200	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	1,380,888	909,900	0	0	200,000
Total	<u>2,928,002</u>	<u>3,555,200</u>	<u>8,391,820</u>	<u>4,193,320</u>	<u>7,576,328</u>	<u>7,091,605</u>	<u>2,028,761</u>	<u>4,570,468</u>	<u>4,569,830</u>
Net Increase (Decrease) in Retained Earnings	<u>2,427,037</u>	<u>0</u>	<u>0</u>	<u>566,660</u>	<u>-</u>	<u>-</u>	<u>868,579</u>	<u>-</u>	<u>-</u>
Beginning Retained Earnings, July 1	14,993,912	17,420,949	17,420,949	26,645,333	27,211,993	27,211,993	4,502,604	5,371,183	5,371,183
Ending Retained Earnings, June 30	<u>17,420,949</u>	<u>17,420,949</u>	<u>17,420,949</u>	<u>27,211,993</u>	<u>27,211,993</u>	<u>27,211,993</u>	<u>5,371,183</u>	<u>5,371,183</u>	<u>5,371,183</u>

	FUND 60 & 66 WATER ENTERPRISE & UTILITY CAPITAL			FUND 67 THE DEPOT		
	ACTUAL	ADOPTED	ADOPTED	ACTUAL	ADOPTED	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 14-15	FY 15-16	FY 16-17
Revenues and Other Sources						
Charges for Services	45,887,104	54,038,255	50,778,725	746,092	739,363	962,530
Fines & Forfeits	(125,899)	(50,000)	(50,000)	0	0	0
Investment Income	179,330	50,000	196,175	129	0	110
Other Miscellaneous	36,581	26,550	18,800	10,972	2,441	4,250
Prior Year Carry Forward	0	10,833,385	6,517,660	0	0	0
Transfer In	17,604,358	0	0	0	0	0
Total	<u>63,581,474</u>	<u>64,898,190</u>	<u>57,461,360</u>	<u>757,193</u>	<u>741,804</u>	<u>966,890</u>
			0			
Expenditures						
General Government	42,783,406	51,276,677	50,379,880	758,619	741,804	966,890
Debt Service	594,791	1,578,297	1,578,045	0	0	0
Transfer Out	7,678,758	12,043,216	5,503,435	0	0	0
Total	<u>51,056,955</u>	<u>64,898,190</u>	<u>57,461,360</u>	<u>758,619</u>	<u>741,804</u>	<u>966,890</u>
Net Increase (Decrease) in Retained Earnings	<u>12,524,519</u>	<u>0</u>	<u>0</u>	<u>(1,426)</u>	<u>0</u>	<u>0</u>
Beginning Retained Earnings, July 1	87,736,075	100,260,594	100,260,594	10,397,630	10,396,204	10,396,204
Ending Retained Earnings, June 30	<u>100,260,594</u>	<u>100,260,594</u>	<u>100,260,594</u>	<u>10,396,204</u>	<u>10,396,204</u>	<u>10,396,204</u>

Note: Fund balance excludes capitalization, depreciation and other accounting adjustments.

**ENTERPRISE FUNDS
BEGINNING & ENDING FUND BALANCE**

	FUND 68 SANITATION ENTERPRISE			FUND 69 REFUSE COLLECTION ENTERPRISE		
	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
Revenues and Other Sources						
Charges for Services	8,060,406	7,923,000	8,044,000	15,943,782	16,477,000	16,837,920
Intergovernmental	0	0	0	76,962	177,800	176,455
Cost Recovery	1,931	0	0	1,358,200	1,350,000	1,922,185
Prior Year Carry Forward	0	1,900,822	834,970	0	521,686	1,886,205
Investment Income	2,164	10,000	10,000	3,591	(15,000)	(15,000)
Transfer In	7,113	0	200,000	0	0	0
Total	8,071,614	9,833,822	9,088,970	17,382,535	18,511,486	20,807,765
Expenditures						
Public Works	7,510,351	8,670,736	9,088,970	15,894,512	17,641,486	2,870,000
Transfer Out	0	1,163,086	0	0	870,000	17,937,765
Total	7,510,351	9,833,822	9,088,970	15,894,512	18,511,486	20,807,765
Net Increase (Decrease) in Retained Earnings	561,263	0	0	1,488,023	0	0
Beginning Retained Earnings, July 1	2,066,743	2,628,006	2,628,006	5,792,006	7,280,029	7,280,029
Ending Retained Earnings, June 30	2,628,006	2,628,006	2,628,006	7,280,029	7,280,029	7,280,029

Note: Fund balance excludes capitalization, depreciation and other accounting adjustments.

ENTERPRISE FUNDS SUMMARY

TABLE 6-1

DEPARTMENT/ UNIT	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17	FY 15-16 Positions	FY 16-17 Positions	% of FY 16-17 Total	Increase (Decrease) Over Prior Year	
								15-16 to 16-17 in \$	in %
REVENUES									
27 Parking Enterprise	4,802,518	5,355,039	3,555,200	8,391,820			7.7%	4,836,620	136.0%
56 Sanitary Sewer Services	5,048,989	4,759,980	7,576,328	7,091,605			6.5%	(484,723)	-6.4%
57 Federal Clean Water Protection	2,888,257	2,897,340	4,570,468	4,569,830			4.2%	(638)	0.0%
60 Water Enterprise	53,132,204	63,581,474	55,181,460	53,303,360			49.2%	(1,878,100)	-3.4%
66 Water Utility Capital Construction	2,712,145	7,699,221	13,716,730	4,158,000			3.8%	(9,558,730)	-69.7%
67 The Depot	754,710	757,193	741,804	966,890			0.9%	225,086	30.3%
68 Sanitation Enterprise	7,945,810	8,071,614	9,833,822	9,088,970			8.4%	(744,852)	-7.6%
69 Refuse Collection Enterprise	17,172,388	17,382,535	18,511,486	20,807,765			19.2%	2,296,279	12.4%
Revenue Grand Total	94,457,021	110,504,395	113,687,299	108,378,240			100.0%	(5,309,059)	-4.7%
EXPENDITURES BY DEPARTMENT									
Public Works Agency									
<i>Sanitary Sewer Services</i>									
05617640 Sewer Services	5,063,836	4,193,320	7,576,328	7,091,605	16.45	16.45	6.5%	(484,723)	-6.4%
<i>Sub-Total</i>	5,063,836	4,193,320	7,576,328	7,091,605	16.45	16.45	6.5%	(484,723)	-6.4%
<i>Federal Clean Water Protection Enterprise</i>									
05717640 Federal Clean Water Protection	2,189,194	2,028,761	4,570,468	4,569,830	6.05	6.00	4.2%	(638)	0.0%
<i>Sub-Total</i>	2,189,194	2,028,761	4,570,468	4,569,830	6.05	6.00	4.2%	(638)	0.0%
<i>Water Enterprise</i>									
06017019 Water - Interfund Transfer	2,534,935	7,678,758	2,326,486	1,345,435	0.00	0.00	1.2%	(981,051)	-42.2%
06017020 Water Utility Loan Repayment	630,085	594,791	1,578,297	1,578,045	0.00	0.00	1.5%	(252)	0.0%
06017640 Water Production & Supply	24,792,461	24,482,035	28,740,241	28,853,690	9.15	9.15	26.6%	113,449	0.4%
06017641 Water Systems Maintenance	3,074,317	3,893,799	5,874,171	4,761,275	13.75	13.75	4.4%	(1,112,896)	-18.9%
06017642 Water - Miscellaneous Expenses	9,781,355	9,212,555	9,243,370	9,178,970	0.00	0.00	8.5%	(64,400)	-0.7%
06017644 Water Quality & Measurement	2,222,088	2,233,588	3,208,169	3,251,755	8.25	8.25	3.0%	43,586	1.4%
06017645 Water Administration & Engineering	2,472,955	2,961,430	4,210,726	4,334,190	5.50	6.50	4.0%	123,464	2.9%
06617647 Water Utility Capital Construction	3,064,225	1,088,244	13,716,730	4,158,000	0.00	0.00	3.8%	(9,558,730)	-69.7%
<i>Sub-Total</i>	48,572,422	52,145,199	68,898,190	57,461,360	36.65	37.65	53.0%	(11,436,830)	-16.6%
<i>The Depot</i>									
06717650 Depot Operations	844,497	758,619	741,804	966,890	1.00	0.00	0.9%	225,086	30.3%
<i>Sub-Total</i>	844,497	758,619	741,804	966,890	1.00	0.00	0.9%	225,086	30.3%
<i>Sanitation Enterprise</i>									
06817019 Interfund Transfer	0	0	1,163,086	0	0.00	0.00	0.0%	(1,163,086)	-100.0%
06817640 Environmental Sanitation	2,463,603	2,296,155	2,429,213	1,390,520	13.25	5.25	1.3%	(1,038,693)	-42.8%
06817641 Roadway Cleaning	1,256,259	1,442,464	1,923,447	3,026,510	1.75	10.75	2.8%	1,103,063	57.3%
06817642 Graffiti Abatement	1,450,449	1,252,377	1,452,848	1,601,440	0.75	1.75	1.5%	148,592	10.2%
06817643 Street Trees	2,443,963	2,519,355	2,865,228	3,070,500	9.75	10.75	2.8%	205,272	7.2%
<i>Sub-Total</i>	7,614,273	7,510,351	9,833,822	9,088,970	25.50	28.50	8.4%	(744,852)	-7.6%
<i>Refuse Collection Enterprise</i>									
06917019 Refuse - Interfund Transfer	0	0	870,000	2,870,000	0.00	0.00	2.6%	2,000,000	229.9%
06917640 Refuse Collection Service	15,948,269	15,894,512	17,641,486	17,937,765	3.00	3.00	16.6%	296,279	1.7%
<i>Sub-Total</i>	15,948,269	15,894,512	18,511,486	20,807,765	3.00	3.00	19.2%	2,296,279	12.4%
Public Works Total	80,232,491	82,530,763	110,132,099	99,986,420	88.65	91.60	92.3%	(10,145,679)	-9.2%
Finance & Management Services									
02710131 Parking Meter Fund	939,604	1,454,331	1,418,490	1,658,204	7.70	8.20	1.5%	239,714	16.9%
02710132 Downtown Parking Facilities	1,322,113	1,316,975	1,559,510	1,680,396	1.50	1.00	1.6%	120,886	7.8%
02710133 Downtown Enhancements	0	0	0	5,053,220	0.00	4.00	4.7%	5,053,220	N/A
02710020 Debt Service	239,071	156,696	577,200	0	0.00	0.00	0.0%	(577,200)	-100.0%
Finance & Mgmt. Services Total	2,500,788	2,928,002	3,555,200	8,391,820	9.20	13.20	7.7%	4,836,620	136.0%
Expenditure Grand Total	82,733,279	85,458,765	113,687,299	108,378,240	97.85	104.80	100.0%	(5,309,059)	-4.7%
Note: Includes Interfund Transfers									
ENTERPRISE FUNDS PERSONNEL									
Number of Positions	98.12	97.10	97.85	104.80				6.95	7.1%
as % of Total City Workforce	9.3%	9.2%	8.8%	9.3%					

**ENTERPRISE FUNDS
RESOURCE SUMMARY**

PARKING ENTERPRISES - FMSA

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	401,000	5,053,220
53800	Parking Fees	1,422,317	1,448,425	1,200,000	1,469,600
53804	Parking Meter & Facilities Revenue	1,018,387	1,228,224	1,000,000	1,327,000
55000	Parking Fines	505,096	612,057	350,000	515,000
	SUBTOTAL CHARGES FOR SERVICES	<u>2,945,800</u>	<u>3,288,706</u>	<u>2,951,000</u>	<u>8,364,820</u>
57000	Expense Reimbursement	552	0	0	0
57990	Miscellaneous Income	1,824,354	2,016,904	2,000	2,000
58000	Earning on Investments	31,812	49,429	25,000	25,000
59000-671	Transfer from Fund 671	0	0	577,200	0
	SUBTOTAL MISCELLANEOUS	<u>1,856,718</u>	<u>2,066,333</u>	<u>604,200</u>	<u>27,000</u>
	TOTAL	<u><u>4,802,518</u></u>	<u><u>5,355,039</u></u>	<u><u>3,555,200</u></u>	<u><u>8,391,820</u></u>
EXPENDITURES					
02710131	Parking Meter Fund	939,604	1,454,331	1,418,490	1,658,204
02710132	Downtown Parking Facilities*	1,322,113	1,316,975	1,559,510	1,680,396
02710133	Downtown Enhancements*	0	0	0	5,053,220
02710020	Debt Service	239,071	156,696	577,200	0
	TOTAL	<u>2,500,788</u>	<u>2,928,002</u>	<u>3,555,200</u>	<u>8,391,820</u>
	<i>*Downtown Enhancements Plan Adopted in December 2015</i>				
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	732,988	802,166	1,062,855	2,553,895
62000	Contractual	1,365,967	1,459,664	1,568,230	2,204,065
63000	Commodities	31,338	19,303	69,385	70,385
65000	Fixed Charges	134,022	145,280	150,465	273,024
66000	Capital	0	347,490	129,565	3,290,000
67000	Debt Service	236,474	154,099	574,700	451
	TOTAL	<u>2,500,788</u>	<u>2,928,002</u>	<u>3,555,200</u>	<u>8,391,820</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgt Svs	0.10		0.10	
2653	Downtown Development Liaison	1.00		1.00	
2890	Parking Meter Operations Supervisor	0.00		0.00	
7160	Parking Meter Technician I	1.00		1.00	
0080	Parking Meter Technician II	3.00		3.00	
1200	Management Aide	1.00		1.00	
3900	Parking Control Officer *	3.00		3.00	
3200	Police Officer*	0.00		4.00	
1170	Treasury and Customer Service Manager	0.10		0.10	
	TOTAL	<u>9.20</u>	<u>0.00</u>	<u>13.20</u>	<u>0.00</u>
	<i>* These positions are part of the Police Department.</i>				

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA	PROGRAM			
Parking Meter & Facilities	02710131			
Statement of Purpose				
<p><i>To effectively control the availability, rates, and duration of use of public on-street and off-street parking in the Downtown, Midtown and Willard Zones.</i></p> <p>The City's off-street parking inventory consists of approximately 2,000 spaces comprised of four parking garages and one surface lot operating in the Downtown. The on-street parking inventory consists of approximately 1,200 parking meters throughout the City. The cost of the program is funded from parking meter revenue, parking fees (garages), and parking fines (citations).</p>				
Accomplishments in FY 2015-16				
<ul style="list-style-type: none"> * Maintained parking meters and began increased revenue collections, five days a week. * Provided support to expanded number of Downtown events. * Responded to Downtown incidents regarding maintenance and public safety, as needed. * Developed Downtown Enhancements & Parking Modernization Plan (Council approved Aug. 4, 2015) * Developed and assisted with adoption of ordinance and resolution governing parking rates and hours of operation. * Implemented new on-street parking rates, hours of operation and regulations in various meter zones. * Developed and assisted with adoption of resolution to reduce the amount of expired meter parking citations. * Awarded contract to replace existing parking structure lighting fixtures with energy saving LED versions through SCE On-Bill Financing. * Began design phase and anticipate award of contract of public restroom at 3rd & Bush parking lot. * Released RFQ for Parking Consultant Services. * Began design phase of parking structure improvements that will include: structural repairs, revenue & access parking controls, painting and restroom improvements. 				
Action Plan for FY 2016-17				
<ul style="list-style-type: none"> * Maintain parking meters and increased revenue collections, five days a week. * Provide support to Downtown events. * Respond to Downtown incidents regarding maintenance and public safety, as needed. * Continue to develop and implement components of the Downtown Enhancements & Parking Modernization Plan. * Award contract related to Parking Consultant Services RFQ. * Continue on a month to month lease with current parking operator (Central Parking/SP+) and prepare for the release of RFP with parking consultant. * Continue to develop and modify the ordinance and resolution to fully integrate with the Smart Meter Program and off-street parking operations. * Continue on a year to year agreement with Parkmobile and implement marketing strategy to attract more users. * Award contract and completion of project related to parking structure improvements. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of parking meters maintained (smart meter)	0	0	512	512
# of parking meters maintained (digital meter)	1,267	1,267	755	755
# of meters maintained per parking technician	422	422	422	422
Efficiency				
Annual revenue collected per meter	\$804	\$969	\$1,234	\$1,332
Meter revenue collected per technician	\$339,462	\$409,408	\$521,333	\$562,667
Effectiveness				
Annual meter revenue collection	\$1,018,387	\$1,228,224	\$1,564,000 ¹	\$1,688,000 ²
Annual violation revenue generated	\$505,095	\$612,057	\$513,730	\$500,000
<p>¹ estimate based on \$683k actuals received thru Dec. 2015</p> <p>² estimate based on full year of adjusted meter rates and hours of operation</p>				

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Parking Meter		02710131			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	469,343	484,824	570,665	662,460
61020	Salaries Part-Time	19,575	3,895	0	0
61040	Salaries Overtime	3,603	7,556	15,000	15,000
61090	Accrual Compensated Absences	3,181	67,922	0	0
61100	Retirement-Employer Contribution	56,651	75,952	104,030	147,595
61120	Medicare Insurance	6,057	6,075	7,355	8,860
61130	Health Insurance	124,523	124,381	152,525	163,320
61170	Retiree Health Benefits	15,231	12,193	6,990	1,460
61180	Worker Compensation Insurance	12,117	11,634	15,970	17,325
	SUBTOTAL PERSONNEL	710,281	794,431	872,535	1,016,020
62000	Utilities	1,536	640	2,500	2,500
62010	Communications	1,885	1,891	3,000	3,000
62012	Cellular Phone Charges	2,749	3,740	4,000	4,000
62120	Training, Transportation, Meeting	0	751	1,000	1,000
62140	Membership, Subscription and Dues	20	730	1,000	1,000
62200	Advertising	0	0	1,000	1,000
62251	Other Agency Services	0	0	5,000	5,000
62300	Contract Services-Professional	62,112	140,601	188,930	276,524
62322	M & R Machinery & Equipment	1,413	186	6,300	6,300
62700	Auto Expense	0	0	0	600
	SUBTOTAL CONTRACTUAL	69,714	148,539	212,730	300,924
63001	Miscellaneous Operating Expenses	25,585	17,963	62,930	62,930
63300	Gas & Diesel	3,516	1,339	2,850	2,850
	SUBTOTAL COMMODITIES	29,101	19,303	65,780	65,780
65000	Building Rental	0	0	3,420	0
65010	Rental City Equipment	14,116	6,979	10,637	7,676
65011	Equipment Replacement Charges	0	9,499	9,900	10,637
65012	Accident Repair & Replacement Charges	0	0	0	616
65020	City Yard Rental	11,040	11,040	11,826	12,515
65040	Computer Services	250	0	250	250
65050	IS Strategic Plan	9,475	9,476	9,475	35,615
65100	Insurance	15,670	0	12,551	13,945
65205	Internal Departments Personnel Charges	13,850	0	13,850	13,850
65220	Treasury Services Charges	12,685	12,685	12,685	12,685
65230	Hearing Officer Charges	6,040	6,040	6,040	6,040
65400	Indirect Costs	47,381	88,849	47,246	61,200
	SUBTOTAL FIXED CHARGES	130,507	144,568	137,880	175,029
66400	Machinery & Equipment	0	347,490	129,565	100,000
	SUBTOTAL CAPITAL	0	347,490	129,565	100,000
67200	Lease Payment	0	0	0	451
	SUBTOTAL DEBT SERVICE	0	0	0	451
	TOTAL EXPENDITURES	939,604	1,454,331	1,418,490	1,658,204

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1190	Exec. Director of Finance & Mgt Svs	0.10		0.10	
1200	Management Aide	0.00		0.50	
2653	Downtown Development Liaison	0.50		0.50	
7160	Parking Meter Technician I	1.00		1.00	
0080	Parking Meter Technician II	3.00		3.00	
3900	Parking Control Officer *	3.00		3.00	
1170	Treasury and Customer Service Manager	0.10		0.10	
	TOTAL	7.70	0.00	8.20	0.00

** These positions are part of the Police Department.*

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Parking Facilities		02710132			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	16,680	5,427	127,160	125,750
61020	Salaries Part-Time	0	0	0	0
61040	Salaries Overtime	187	392	0	0
61100	Retirement-Employer Contribution	1,952	892	25,605	15,000
61120	Medicare Insurance	247	54	1,845	1,750
61130	Health Insurance	2,811	866	32,635	163,320
61170	Retiree Health Benefits	662	0	835	0
61180	Worker Compensation Insurance	168	104	2,240	2,215
	SUBTOTAL PERSONNEL	<u>22,706</u>	<u>7,735</u>	<u>190,320</u>	<u>308,035</u>
62251	Other Agency Services	924	948	3,000	3,000
62300	Contract Services - Professional	1,292,732	1,307,580	1,350,000	1,350,141
	SUBTOTAL CONTRACTUAL	<u>1,293,656</u>	<u>1,308,528</u>	<u>1,353,000</u>	<u>1,353,141</u>
63001	Miscellaneous Operating Expenses	2,236	0	3,605	4,605
	SUBTOTAL COMMODITIES	<u>2,236</u>	<u>0</u>	<u>3,605</u>	<u>4,605</u>
65040	Computer Services	20	0	20	20
65050	IS Strategic Plan	700	0	700	700
65100	Insurance	1,160	0	1,160	1,160
65400	Indirect Costs	1,634	712	10,705	12,735
	SUBTOTAL FIXED CHARGES	<u>3,515</u>	<u>712</u>	<u>12,585</u>	<u>14,615</u>
	TOTAL EXPENDITURES	<u><u>1,322,113</u></u>	<u><u>1,316,975</u></u>	<u><u>1,559,510</u></u>	<u><u>1,680,396</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
1200	Management Aide	1.00		0.50	
2653	Downtown Development Liaison	0.50		0.50	
	TOTAL	<u>1.50</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Downtown Enhancement		02710133			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Salaries Regular	0	0	0	466,220
61020	Salaries Part-Time	0	0	0	0
61040	Salaries Overtime	0	0	0	422,690
61100	Retirement-Employer Contribution	0	0	0	211,840
61120	Medicare Insurance	0	0	0	6,760
61130	Health Insurance	0	0	0	80,605
61170	Retiree Health Benefits	0	0	0	3,495
61180	Worker Compensation Insurance	0	0	0	38,230
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,229,840</u>
62251	Other Agency Services	0	0	0	0
62300	Contract Services - Professional	0	0	0	550,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>550,000</u>
63001	Miscellaneous Operating Expenses	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
65400	Indirect Costs	0	0	0	83,380
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>83,380</u>
66200	Building Improvement	0	0	0	3,190,000
66220	Improvements Other Than Building	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,190,000</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>5,053,220</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer*	0.00		4.00	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Parking Facilities (Debt Service)		02710020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62401	Trustee Fees	2,597	2,597	2,500	0
	SUBTOTAL CONTRACTUAL	<u>2,597</u>	<u>2,597</u>	<u>2,500</u>	<u>0</u>
67300	Bond Principal	0	0	550,000	0
67310	Bond Interest	191,429	109,054	24,700	0
67400	Amortization of Bond Discount & ISS Costs	45,045	45,045	0	0
	SUBTOTAL DEBT SERVICE	<u>236,474</u>	<u>154,099</u>	<u>574,700</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>239,071</u></u>	<u><u>156,696</u></u>	<u><u>577,200</u></u>	<u><u>0</u></u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANITARY SEWER SERVICES - PWA					
ACTIVITIES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
REVENUES					
50001 Prior Year Carry Forward	0	0	866,824	1,386,605	
53721 NPDES Sewer	0	0	308,848	249,000	
53733 Lateral Repair	0	61,374	0	448,200	
53734 FOG Program	0	30,464	0	247,200	
53902 Misc Service Charge	5,017,194	4,627,840	6,176,966	4,731,000	
57010 Miscellaneous Recoveries	0	700	200,590	500	
57993 Write Off Collections	0	(8,506)	0	0	
58000 Earning On Investments	31,795	45,401	23,100	29,100	
9000-059 Transfer from Fund 059	0	2,707	0	0	
TOTAL REVENUES	5,048,989	4,759,980	7,576,328	7,091,605	
EXPENDITURES					
05617019 Sewer Interfund Transfer	0	0	1,380,888	909,900	
05617640 Sanitary Sewer Service	5,063,836	4,193,320	6,195,440	6,181,705	
TOTAL EXPENDITURES	5,063,836	4,193,320	7,576,328	7,091,605	
OPERATING EXPENSE	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
61000 Personnel	1,913,354	1,926,799	1,925,345	2,099,970	
62000 Contractual	1,011,294	1,043,358	2,922,268	2,474,315	
63000 Commodities	264,533	379,293	576,150	403,155	
65000 Cross Charges	537,709	589,375	771,677	768,110	
66000 Capital	1,336,947	245,877	0	405,000	
68000 Transfers	0	8,617	1,380,888	941,055	
TOTAL	5,063,836	4,193,320	7,576,328	7,091,605	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.50		0.50	
04215	Equipment Operator - Water Services	4.00		4.00	
02129	Principal Civil Engineer (MM)	0.25		0.25	
02210	Sanitation Inspector II	1.25		1.25	
01380	Senior Water Maintenance Supervisor	0.50		0.50	
04360	Street Maintenance Supervisor	0.25		0.25	
07750	Water Services Crew Leader	0.75		0.75	
07775	Water Services Supervisor	0.75		0.75	
07790	Water Services Worker II	8.00		8.00	
00920	Water Systems Operator II	0.10		0.10	
04530	Water Systems Operator III	0.10		0.10	
09240	Senior Maintenance Aide I, P/T		0.25		0.25
09260	Senior Maintenance Worker, P/T		3.00		3.00
	Total	16.45	3.25	16.45	3.25

ENTERPRISE FUND

SANITARY SEWER SERVICES		ACCOUNTING UNIT			
Sanitary Sewer Service - Interfund Transfer		05617019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
68000-054	Transfer to Fund 054	0	0	410,500	660,900
68000-057	Transfer to Fund 057	0	0	308,848	249,000
68000-058	Transfer to Fund 058	0	0	505,777	0
68000-059	Transfer to Fund 059	0	0	155,763	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>1,380,888</u>	<u>909,900</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,380,888</u></u>	<u><u>909,900</u></u>

ENTERPRISE FUND

SANITARY SEWER SERVICE ENTERPRISE - PWA
Sewer Services

ACCOUNTING UNIT
05617640

Statement of Purpose

Provide cleaning, rehabilitation, and repair of sanitary sewer facilities and remove sewer main blockages.

The Sewer Maintenance Program provides for the proper cleaning, repair, and operation of 390 miles of sanitary sewer system facilities. The program ensures compliance with the Regional Water Quality Control Board Fats, Oils, and Grease Control Program. The program is responsible for maintenance of two sewage lift stations for transporting sewage from the City to the Orange County Sanitation District.

Accomplishments in FY 2015-2016

- * Cleaned 180 miles of sewer main
- * Inspected 300,000 of sewer mains using CCTV
- * Responded to and corrected all blockages of City sewer infrastructure
- * Responded to 12 sanitary sewer overflows (public & private)
- * Replaced/Repaired 200 sewer laterals
- * Rehabilitated 10,000 linear feet of sewer main
- * Complied with all Regional Water Quality Board Waste Discharge Permit requirements
- * Continued management of Fats, Oils and Grease control program
- * Met State Water Quality Control Board requirements for a sewer system management plan
- * Continued to perform preventative maintenance on sewer system
- * Completed Sewer Hydraulic Model and Master Plan

Action Plan for FY 2016-2017

- * Continue sewer main lining services.
- * Continue management of the FOG program per State Water Quality Control Board requirements.
- * Continue FOG Outreach Program.
- * Continue management of the preventive maintenance program on the City's sewer collection system.
- * Continue sewer lateral repair program.
- * Continue sewer main root foaming program.
- * Continue sewer manhole insect control program.

PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of miles of sewer mains cleaned	235	275	180	275
# of sewer mains TV-inspected (in linear feet)	237,000	375,000	300,000	375,000
# of sewer main blockages cleared	25	24	8	8
# of sewer main laterals repaired/replaced	214	169	200	200
# of sewer main trouble spots cleaned	1,200	1,200	1,200	1,200
Linear feet of sewer mains rehabilitated	20,868	5,000	10,000	10,000
% of sewer laterals repaired/rehabilitated within 10 working days	95	95	75	95
% of sewer inquiries responded to customer within 4 hours	100	100	100	100
% of emergency sewer lateral repairs completed within 48 hours	100	100	100	100

ENTERPRISE FUND

SANITARY SEWER SERVICES		ACCOUNTING UNIT			
Sanitary Sewer Service		05617640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	1,177,137	1,169,655	1,135,733	1,138,980
61020	Salaries Part-Time	35,773	29,562	58,824	53,545
61040	Salaries Overtime	139,552	158,201	110,000	135,600
61100	Retirement-Employer Contribution	143,980	186,774	264,643	298,205
61120	Medicare Insurance	19,602	19,595	18,707	18,675
61130	Health Insurance	209,549	212,261	278,584	309,035
61170	Retiree Health Benefits	58,581	47,997	20,667	0
61180	Worker Compensation Insurance	120,247	102,754	38,188	145,930
	SUBTOTAL PERSONNEL	1,904,421	1,926,799	1,925,345	2,099,970
62010	Communications	3,161	2,074	5,500	5,500
62120	Training, Transportation, Meeting	10,632	5,156	9,000	9,000
62140	Membership, Subscription & Dues	17,271	24,965	38,815	39,815
62300	Contract Services-Professional	980,230	1,011,164	2,868,953	2,420,000
	SUBTOTAL CONTRACTUAL	1,011,294	1,043,358	2,922,268	2,474,315
63001	Miscellaneous Operating Expenses	220,555	342,582	507,808	375,500
63300	Gas & Diesel	43,978	36,711	68,342	27,655
	SUBTOTAL COMMODITIES	264,533	379,293	576,150	403,155
65010	Rental City Equipment	147,103	150,893	151,464	152,645
65011	Equipment Replacement Charges	3,224	27,546	94,072	81,360
65012	Accident Repair & Replacement Charge	0	0	4,526	2,265
65205	Internal Departments Personnel Charges	24,160	0	0	0
65240	Public Works Administrative Charges	300,600	301,165	418,816	418,815
65400	Indirect Costs	62,622	109,771	102,799	113,025
	SUBTOTAL CROSS CHARGES	537,709	589,375	771,677	768,110
66220	Improvements Other Than Building	1,190,167	198,006	0	0
66400	Machinery & Equipment	146,780	47,872	0	405,000
	SUBTOTAL CAPITAL	1,336,947	245,877	0	405,000
8000-059	Transfer to Fund 059	0	0	0	31,155
8000-085	Transfer to Fund 085	0	8,617	0	0
	SUBTOTAL TRANSFERS	0	8,617	0	31,155
	TOTAL	5,054,904	4,193,320	6,195,440	6,181,705

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.50		0.50	
04215	Equipment Operator - Water Services	4.00		4.00	
02129	Principal Civil Engineer (MM)	0.25		0.25	
02210	Sanitation Inspector II	1.25		1.25	
01380	Senior Water Maintenance Supervisor	0.50		0.50	
04360	Street Maintenance Supervisor	0.25		0.25	
07750	Water Services Crew Leader	0.75		0.75	
07775	Water Services Supervisor	0.75		0.75	
07790	Water Services Worker II	8.00		8.00	
00920	Water Systems Operator II	0.10		0.10	
04530	Water Systems Operator III	0.10		0.10	
09240	Senior Maintenance Aide I, P/T		0.25		0.25
09260	Senior Maintenance Worker, P/T		3.00		3.00
	Total	16.45	3.25	16.45	3.25

**ENTERPRISE FUND
RESOURCE SUMMARY**

FEDERAL CLEAN WATER PROTECTION ENTERPRISE - PWA

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	1,640,162	1,907,895
53604	NPDES Public Improvement Plan Check	79,946	100,476	60,000	60,000
53617	NPDES Site Plan Review	595	0	0	0
53621	NPDES Building Permit	19,764	48,744	14,000	14,000
53622	NPDES Plumbing Permit	11,681	30,989	10,500	15,000
53623	NPDES Grading Permit	12,032	9,392	9,500	9,500
53708	NPDES Sewer Lateral	3,571	4,782	4,000	4,000
53711	NPDES Street Work Permit	121,278	172,826	75,000	80,000
53721	NPDES Sewer	263,694	244,077	0	0
53722	NPDES Water	1,415,075	1,341,666	0	0
53723	NPDES Refuse Residential	160,062	161,674	0	0
53724	NPDES Refuse Non-Residential	709,046	747,322	0	0
57000	Expense Reimbursement	65,515	0	0	0
57010	Miscellaneous Recoveries	5,436	400	0	0
58000	Earning On Investments	20,562	34,992	15,000	15,000
9000-056	Transfer from Fund 056	0	0	308,848	249,000
9000-060	Transfer from Fund 060	0	0	1,563,458	1,345,435
9000-069	Transfer from Fund 069	0	0	870,000	870,000
	TOTAL REVENUES	<u>2,888,257</u>	<u>2,897,340</u>	<u>4,570,468</u>	<u>4,569,830</u>
EXPENDITURES					
05717019	Fed Clean Water Interfund Transfer	0	0	0	200,000
05717640	Fed Clean Water Protection Ent	2,189,194	2,028,761	4,570,468	4,369,830
	TOTAL EXPENDITURES	<u>2,189,194</u>	<u>2,028,761</u>	<u>4,570,468</u>	<u>4,569,830</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	797,548	784,139	1,043,421	1,039,005
62000	Contractual	1,071,625	1,011,219	1,969,000	1,619,000
63000	Commodities	14,336	4,337	32,051	26,655
65000	Cross Charges	216,838	222,391	325,996	310,170
66000	Capital	70,677	6,675	1,200,000	1,375,000
68000	Transfers	0	0	0	200,000
	TOTAL	<u>2,171,023</u>	<u>2,028,761</u>	<u>4,570,468</u>	<u>4,569,830</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.75		0.95	
00320	City Engineer (MM)	0.20		0.20	
02240	Construction Inspector I	0.60		0.60	
00300	Construction Inspector II	0.60		0.60	
00315	Deputy City Engineer	0.25		0.25	
06440	NPDES Manager	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.55		0.30	
06140	Projects Manager	0.25		0.25	
02131	Senior Civil Engineer	0.25		0.25	
06240	Senior Water Systems Operator	0.05		0.05	
00115	Storm water Coordinator	1.00		1.00	
00920	Water Systems Operator II	0.20		0.20	
04530	Water Systems Operator III	0.10		0.10	
07330	Senior Office Assistant	0.25		0.25	
09130	Engineering Intern, P/T		1.00		1.00
	Total	<u>6.05</u>	<u>1.00</u>	<u>6.00</u>	<u>1.00</u>

ENTERPRISE FUND

FEDERAL CLEAN WATER PROTECTION ENTERPRISE		ACCOUNTING UNIT			
Fed Clean Water Interfund Transfer		05717019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
68000-068	Transfer to Fund 068	0	0	0	200,000
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>200,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>200,000</u></u>

ENTERPRISE FUND

FEDERAL CLEAN WATER PROTECTION ENTERPRISE - PWA		PROGRAM		
Federal Clean Water Protection		05717640		
Statement of Purpose				
<p><i>Ensure compliance with all aspects of National Pollutant Discharge Elimination System (NPDES) Permit issued by the Santa Ana Regional Water Quality Control Board.</i></p> <p><i>Provide storm drain facility operation and maintenance and protect storm water quality.</i></p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Submitted City's NPDES Annual Report (Program Effectiveness Assessment) to Regional Water Quality Control Board (RWQCB). * Conduct NPDES Program audit/review with RWQCB. * Responded to illegal discharges and hazardous waste spill incidents. * Conducted municipal inspection of public works and private construction projects during dry and wet season per NPDES permit requirements. * Inspected per NPDES Permit prioritization schedule all commercial and industrial facilities. * Continue researching alternative BMP compliance solutions and funding strategies for Newport Bay Watershed TMDL. * Design Santa Ana Delhi Channel Diversion project with Costa Mesa, Newport Beach, and County of Orange. * Continue NPDES permit public outreach and education. * Initiate NPDES Fee Study to analyze future NPDES regulatory compliance requirements and examine funding strategies for NPDES Program. * Established monthly meeting with Building Agency Inspection staff to enhance coordination between PWA and PBA for Water Quality Management Plan (WQMP) inspections. * Updated storm drain facility inventory. * Established new catch basin inspection cleaning protocols for City storm drain facilities. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Respond to illegal discharges and hazardous waste spill incidents. * Continue City-wide storm drain facility inspection and cleaning program. * Continue City staff and contract staff training to ensure NPDES permit compliance. * Conduct municipal inspection of public works and private construction projects during dry and wet season per NPDES permit requirements. * Inspect all commercial and industrial sites for NPDES permit compliance. * Continue researching alternative compliance solutions and funding strategies for Newport Bay Watershed TMDLs. * Begin construction of Santa Ana Delhi Channel Diversion project. * Continue NPDES permit public outreach and education. * Initiate NPDES Fee Study to analyze future NPDES compliance requirements and potential funding sources for NPDES Program * Determine future course of action for compliance with new Statewide Trash Amendment regulations. * Develop web-based Commercial Industrial Facility Inspection Database 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
Miles of channels cleaned	8	7	8	8
# of catch basins inspected	NA	1,464	1,500	1,500
# of catch basins cleaned	1,507	241	2,000	2,000
# Illegal discharge incidents investigated/remediated	182	90	50	50
# of industrial sites inspected	430	377	500	500
# of commercial sites inspected	381	634	400	400
# of meetings attended as co-permittee	35	30	30	36
# of capital improvement projects inspected	16	19	20	20
# of private construction projects inspected	17	49	50	50
# of (re)development sites inspected for WQMP verification	3	18	21	20

ENTERPRISE FUND

FEDERAL CLEAN WATER PROTECTION ENTERPRISE		ACCOUNTING UNIT			
Fed Clean Water Protection Ent		05717640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	581,943	533,251	663,225	681,825
61020	Salaries Part-Time	0	13,394	16,837	22,510
61040	Salaries Overtime	30,658	28,929	50,000	50,000
61100	Retirement-Employer Contribution	78,540	98,891	150,661	176,130
61120	Medicare Insurance	7,512	7,345	10,650	11,030
61130	Health Insurance	82,280	86,977	120,983	81,385
61170	Retiree Health Benefits	24,340	2,664	9,325	0
61180	Worker Compensation Insurance	10,445	12,687	21,740	16,125
	SUBTOTAL PERSONNEL	<u>815,718</u>	<u>784,139</u>	<u>1,043,421</u>	<u>1,039,005</u>
62010	Communications	2,371	1,870	4,000	4,000
62120	Training, Transportation, Meeting	5,904	2,087	15,000	15,000
62140	Membership, Subscription & Dues	38	0	0	0
62300	Contract Services-Professional	1,063,312	1,007,262	1,950,000	1,600,000
	SUBTOTAL CONTRACTUAL	<u>1,071,625</u>	<u>1,011,219</u>	<u>1,969,000</u>	<u>1,619,000</u>
63001	Miscellaneous Operating Expenses	12,296	1,686	24,500	24,500
63300	Gas & Diesel	2,039	2,651	7,551	2,155
	SUBTOTAL COMMODITIES	<u>14,336</u>	<u>4,337</u>	<u>32,051</u>	<u>26,655</u>
65010	Rental City Equipment	29,354	18,732	18,732	19,295
65011	Equipment Replacement Charges	0	0	10,328	0
65012	Accident Repair & Replacement Charge	0	0	2,896	1,450
65100	Insurance Charges	27,940	27,940	27,940	28,890
65205	Internal Departments Personnel Charges	3,152	0	0	0
65240	Public Works Administrative Charges	128,885	129,155	199,013	199,015
65400	Indirect Costs	27,507	46,564	67,087	61,520
	SUBTOTAL CROSS CHARGES	<u>216,838</u>	<u>222,391</u>	<u>325,996</u>	<u>310,170</u>
66220	Improvements Other Than Building	70,677	6,675	1,200,000	1,375,000
	SUBTOTAL CAPITAL	<u>70,677</u>	<u>6,675</u>	<u>1,200,000</u>	<u>1,375,000</u>
	TOTAL	<u>2,189,194</u>	<u>2,028,761</u>	<u>4,570,468</u>	<u>4,369,830</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.75		0.95	
00320	City Engineer (MM)	0.20		0.20	
02240	Construction Inspector I	0.60		0.60	
00300	Construction Inspector II	0.60		0.60	
00315	Deputy City Engineer	0.25		0.25	
06440	NPDES Manager	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.55		0.30	
06140	Projects Manager	0.25		0.25	
02131	Senior Civil Engineer	0.25		0.25	
06240	Senior Water Systems Operator	0.05		0.05	
00115	Storm water Coordinator	1.00		1.00	
00920	Water Systems Operator II	0.20		0.20	
04530	Water Systems Operator III	0.10		0.10	
07330	Senior Office Assistant	0.25		0.25	
09130	Engineering Intern, P/T		1.00		1.00
	Total	<u>6.05</u>	<u>1.00</u>	<u>6.00</u>	<u>1.00</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

WATER ENTERPRISE - PWA

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	10,833,385	6,517,660
53709	Connection Charge	67,060	83,907	0	0
53712	Water Sales - Regular	46,100,168	42,746,451	45,362,969	43,502,465
53713	Fireline Service Charge	248,620	256,815	366,322	270,100
53714	Basic Service Charge	3,646,861	4,298,900	5,023,851	4,163,600
53715	Re-Connection Charge	77,575	94,711	88,500	100,000
53716	After Hours Service Charge	1,333	5,256	0	0
53717	Tag Fee	154,007	156,035	160,000	160,000
53720	Penalties & Service Charge	2,196,967	(1,980,237)	1,250,000	1,000,000
53722	NPDES Water	0	0	1,563,458	1,345,435
53725	Water Sales - Miscellaneous	14,850	3,406	7,750	30,475
57006	Expense Reimbursement-Condemn Deposit	6,376	643	0	0
57010	Miscellaneous Recoveries	0	148	0	0
57011	Miscellaneous Cost Refunds	704	8,509	0	0
57363	Cell Tower Lease Agreement	20,182	18,814	18,800	18,800
57960	Rental of Property	237,124	225,268	223,155	237,125
57993	Write Off Collections	61,809	(125,899)	(50,000)	(50,000)
58000	Earning On Investments	93,316	155,068	50,000	165,700
58001	Stale Dated Checks	3,709	5,061	0	0
58002	Net Increase (Decrease) In Fair Value of Inve:	201,544	24,262	0	0
9000-059	Transfer from Fund 059	0	10,591	0	0
9000-066	Transfer from Fund 066	0	17,587,213	0	0
9000-075	Transfer from Fund 075	0	6,554	0	0
	TOTAL REVENUES	<u>53,132,204</u>	<u>63,581,474</u>	<u>64,898,190</u>	<u>57,461,360</u>
EXPENDITURES					
06017019	Council - Interfund Transfer	2,534,935	7,678,758	12,043,216	5,503,435
06017020	Water Debt Service	630,085	594,791	1,578,297	1,578,045
06017640	Water Uty Wtr Prod & Supply	24,792,461	24,482,035	28,740,241	28,853,690
06017641	Water System Maint	3,138,128	3,893,799	5,874,171	4,761,275
06017642	Water-Misc Expenses	9,781,355	9,212,555	9,243,370	9,178,970
06017644	Water Quality & Measurement	2,222,088	2,233,588	3,208,169	3,251,755
06017645	Water Admin/Engineering	2,472,955	2,961,430	4,210,726	4,334,190
	TOTAL EXPENDITURES	<u>45,572,007</u>	<u>51,056,955</u>	<u>64,898,190</u>	<u>57,461,360</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	4,554,959	4,768,182	4,987,632	5,460,810
62000	Contractual	12,075,356	13,447,220	16,998,163	18,380,310
63000	Commodities	12,487,420	11,257,118	14,349,083	12,023,440
65000	Cross Charges	12,950,164	12,592,687	13,239,799	13,226,440
66000	Capital	344,168	678,024	1,705,000	1,240,000
67000	Debt Service	625,005	591,358	1,575,297	1,595,770
68000	Transfers	2,534,935	7,722,366	12,043,216	5,534,590
	TOTAL	<u>45,572,007</u>	<u>51,056,955</u>	<u>64,898,190</u>	<u>57,461,360</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

WATER ENTERPRISE - PWA

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.50		0.50	
04125	Assistant Instrument Technician	1.00		1.00	
01850	Contracts Administrator	0.50		1.50	
04215	Equipment Operator - Water Services	4.00		4.00	
04130	Instrument Technician	1.00		1.00	
01720	Management Analyst	1.00		0.00	
02129	Principal Civil Engineer (MM)	0.70		0.70	
04519	Public Works Dispatcher	0.50		0.50	
TBD02	Public Works Safety Coordinator	1.00		1.00	
02131	Senior Civil Engineer	1.00		1.00	
01380	Senior Water Maintenance Supervisor	0.50		0.50	
06240	Senior Water Systems Operator	0.95		0.95	
00150	Senior Management Analyst	0.00		1.00	
04410	Water Resources Manager (MM)	1.00		1.00	
07750	Water Services Crew Leader	1.25		1.25	
07756	Water Services Meter Repairer II	4.00		4.00	
07760	Water Services Quality Coordinator	1.00		1.00	
07765	Water Services Quality Inspector	1.00		1.00	
07770	Water Services Quality Supervisor	1.00		1.00	
07775	Water Services Supervisor	1.25		1.25	
07780	Water Services Utility Inspector	1.00		1.00	
07790	Water Services Worker II	6.00		6.00	
00920	Water Systems Operator II	2.70		2.70	
04530	Water Systems Operator III	2.80		2.80	
07330	Senior Office Assistant	1.00		1.00	
09130	Engineering Intern, P/T		5.00		5.00
08160	Program Coordinator, P/T		4.00		0.00
09260	Senior Maintenance Worker, P/T		9.00		9.00
TBD03	Water Conservation Representative, P/T		0.00		4.00
	Total	<u>36.65</u>	<u>18.00</u>	<u>37.65</u>	<u>18.00</u>

ENTERPRISE FUND

WATER ENTERPRISE Water - Interfund Transfer		ACCOUNTING UNIT 06017019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
68000-057	Transfer to Fund 057	0	0	1,563,458	1,345,435
68000-058	Transfer to Fund 058	0	0	607,265	0
68000-059	Transfer to Fund 059	0	0	155,763	0
68000-066	Transfer to Fund 066	2,534,935	7,678,758	9,716,730	4,158,000
	SUBTOTAL TRANSFERS	<u>2,534,935</u>	<u>7,678,758</u>	<u>12,043,216</u>	<u>5,503,435</u>
	TOTAL	<u><u>2,534,935</u></u>	<u><u>7,678,758</u></u>	<u><u>12,043,216</u></u>	<u><u>5,503,435</u></u>

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Debt Service		06017020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	0	2,933	0	0
62401	Trustee Fee	5,080	500	3,000	3,000
	SUBTOTAL CONTRACTUAL	<u>5,080</u>	<u>3,433</u>	<u>3,000</u>	<u>3,000</u>
67000	Loan Payment OCWD	0	0	199,870	199,870
67110	Interest-Debt Services	25,636	19,485	0	0
67300	Bond Principal	0	0	605,000	665,000
67310	Bond Interest	599,369	749,099	770,427	710,175
67401	Insurance Cost	0	192,366	0	0
67410	Water Bond Deferred Charges	0	(369,591)	0	0
	SUBTOTAL DEBT SERVICE	<u>625,005</u>	<u>591,358</u>	<u>1,575,297</u>	<u>1,575,045</u>
	TOTAL	<u><u>630,085</u></u>	<u><u>594,791</u></u>	<u><u>1,578,297</u></u>	<u><u>1,578,045</u></u>

ENTERPRISE FUND

WATER ENTERPRISE - PWA
Water Revenue Bond Debt Service

ACCOUNTING UNIT
06017020

FY Ending June 30th	PRINCIPAL Due Sept. 1	INTEREST Due Sept. 1	INTEREST Due March 1	TOTAL INTEREST	TOTAL DEBT SERVICE
2016	605,000.00	770,426.67	605,000.00	770,426.67	1,375,426.67
2017	665,000.00	710,175.00	665,000.00	710,175.00	1,375,175.00
2018	685,000.00	690,225.00	685,000.00	690,225.00	1,375,225.00
2019	710,000.00	662,825.00	710,000.00	662,825.00	1,372,825.00
2020	745,000.00	627,325.00	745,000.00	627,325.00	1,372,325.00
2021	785,000.00	590,075.00	785,000.00	590,075.00	1,375,075.00
2022	820,000.00	550,825.00	820,000.00	550,825.00	1,370,825.00
2023	865,000.00	509,825.00	865,000.00	509,825.00	1,374,825.00
2024	905,000.00	466,575.00	905,000.00	466,575.00	1,371,575.00
2025	940,000.00	434,900.00	940,000.00	434,900.00	1,374,900.00
2026	985,000.00	387,900.00	985,000.00	387,900.00	1,372,900.00
2027	1,035,000.00	338,650.00	1,035,000.00	338,650.00	1,373,650.00
2028	1,075,000.00	297,250.00	1,075,000.00	297,250.00	1,372,250.00
2029	1,130,000.00	243,500.00	1,130,000.00	243,500.00	1,373,500.00
2030	1,185,000.00	187,000.00	1,185,000.00	187,000.00	1,372,000.00
2031	1,245,000.00	127,750.00	1,245,000.00	127,750.00	1,372,750.00
2032	1,310,000.00	65,500.00	1,310,000.00	65,500.00	1,375,500.00
	<u>15,690,000.00</u>	<u>7,660,726.67</u>	<u>15,690,000.00</u>	<u>7,660,726.67</u>	<u>23,350,726.67</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA Water Production & Supply	PROGRAM 06017640			
Statement of Purpose				
<p><i>Provide all residents with a reliably produced, stored, and treated drinking water supply that is pure and safe to drink.</i></p> <p>This program supplies water from local water wells and from the Metropolitan Water District of Southern California (MWDSC). This achieves the most cost-effective source of water by maintaining a ratio of 75 percent well water and 25 percent imported water. The program involves the operation and maintenance of 20 wells, 27 pumps, 8 reservoirs, 7 imported water connections, control facilities, and a supervisory control and data acquisition (SCADA) system necessary to accomplish these goals.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Installed and integrated backup generators at East and West Stations. * Finalized design and begin construction of Walnut Pump Station. * Designed and upgraded SA 2 & SA 5 control and structure. * Upgraded East Pump Station controls and added 2 variable-speed drives. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Finalize design and begin construction of San Lorenzo Lift Station. * Design Well 29 site upgrade. * Rehabilitation of Well 18. * Rehabilitation of Well 30. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of gallons produced per day from wells (in millions)	26.3	24	23.8	22.7
# of gallons imported per day (in millions)	9.2	9.3	10.2	7.6
# of water system stations monitored (RTU) per year	40	40	40	40
Effectiveness				
# of in-service reservoir inspections performed per year	10	10	10	10
# of customer water service interruptions due to water production equipment outages	0	0	0	0
% of adherence to the Orange County Basin Equity Plan to provide the maximum water supply from local sources	100	100	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Uty Wtr Prod & Supply		06017640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
EXPENDITURES					
61000	Salaries Regular	767,431	897,196	689,940	717,215
61020	Salaries Part-Time	49,983	41,285	77,873	62,105
61040	Salaries Overtime	73,952	91,884	75,000	90,000
61100	Retirement-Employer Contribution	98,828	146,301	170,101	194,880
61120	Medicare Insurance	12,839	14,765	12,024	12,205
61130	Health Insurance	122,683	150,107	139,399	106,115
61170	Retiree Health Benefits	39,212	12,357	10,784	0
61180	Worker Compensation Insurance	76,307	79,519	24,545	88,020
	SUBTOTAL PERSONNEL	1,241,236	1,433,414	1,199,666	1,270,540
62000	Utilities	2,328,316	2,645,732	2,099,400	2,300,000
62010	Communications	36,330	35,013	25,215	25,215
62120	Training, Transportation, Meeting	59,004	36,922	23,200	41,160
62140	Membership, Subscription & Dues	108,117	102,084	100,860	118,445
62300	Contract Services-Professional	8,585,185	9,011,949	11,111,423	12,583,885
62320	Maintenance & Repair Buildings & Ground	10,016	7,781	49,420	50,000
62321	Maintenance & Repair Improvement	0	0	15,130	25,000
62322	Maintenance & Repair Machinery & Equipment	20,553	41,746	30,000	30,000
62500	Rent Payments	0	0	232,380	232,380
	SUBTOTAL CONTRACTUAL	11,147,521	11,881,227	13,687,028	15,406,085
63001	Miscellaneous Operating Expenses	11,041,999	10,042,259	12,374,475	10,299,985
63300	Gas & Diesel	21,256	23,954	35,862	17,400
	SUBTOTAL COMMODITIES	11,063,254	10,066,213	12,410,337	10,317,385
65010	Rental City Equipment	39,922	40,584	40,584	44,655
65011	Equipment Replacement Charges	0	0	24,158	17,460
65012	Accident Repair & Replacement Charge	0	0	6,154	3,075
65050	IS Strategic Plan	517,480	517,480	517,480	517,480
65100	Insurance Charges	388,420	388,420	388,420	402,305
65400	Indirect Costs	40,907	82,896	66,414	73,980
	SUBTOTAL CROSS CHARGES	986,729	1,029,380	1,043,210	1,058,955
66220	Improvements Other Than Building	(2,939)	0	0	0
66400	Machinery & Equipment	234,684	71,800	400,000	780,000
	SUBTOTAL CAPITAL	231,745	71,800	400,000	780,000
67200	Principal-Capital Lease	0	0	0	20,725
	SUBTOTAL DEBT SERVICE	0	0	0	20,725
	TOTAL	24,670,485	24,482,035	28,740,241	28,853,690
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
04125	Assistant Instrument Technician	1.00		1.00	
04130	Instrument Technician	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.20		0.20	
06240	Senior Water Systems Operator	0.95		0.95	
04410	Water Resources Manager (MM)	0.50		0.50	
00920	Water Systems Operator II	2.70		2.70	
04530	Water Systems Operator III	2.80		2.80	
09130	Engineering Intern, P/T		1.00		1.00
09260	Senior Maintenance Worker, P/T		3.00		3.00
	Total	9.15	4.00	9.15	4.00

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA		PROGRAM		
Water Systems Maintenance		06017641		
Statement of Purpose				
<p><i>Operate and maintain water mains, hydrants, valves, and service laterals to ensure quality distribution of water to the community.</i></p> <p>The water systems maintenance program provides for the operation and maintenance of the water distribution system that includes approximately 450 miles of water mains, 44,675 metered services, and 5,000 fire hydrants. Program activities include valve replacements, repair of faulty water lines, and replacement of old two-inch and smaller water services.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Repaired 20 main breaks/leaks with minimal disruption of customers * Exercised 3,000 gate valves * Performed maintenance on 4,000 fire hydrants * Renewed/Replaced 400 water service lines * Repaired 100 fire hydrants 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Respond to and repair main breaks and leaks within 8 hours as required. * Continue replacement of two-inch and smaller water services. * Continue gate valve and fire hydrant maintenance programs. * Provide several neighborhood block water main replacements. * Continue assisting contractors and City forces with water main shutdowns. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of main breaks repaired	17	13	20	15
# of gate valves operated and checked	470	1,588	3,000	2,000
# of fire hydrants operated	1,269	745	4,000	4,800
# of fire hydrants painted	136	100	4,800	4,800
# of services repaired/replaced	135	400	400	200
# of fire hydrants repaired	21	80	100	400
# of gate valves repaired or replaced	17	35	40	40
Assist contractor/City forces with main shut-downs (in hours)	400	200	300	300
Efficiency				
% of service leaks repaired within 72 hours	100	100	100	100
% of main breaks repaired within 8 hours	100	100	100	100
% of fire hydrants repaired/placed in service within 72 hours	100	100	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water System Maintenance		06017641			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
EXPENDITURES					
61000	Salaries Regular	745,896	756,606	912,303	928,000
61020	Salaries Part-Time	29,363	26,285	56,092	48,255
61040	Salaries Overtime	140,678	210,176	125,500	135,000
61100	Retirement-Employer Contribution	96,359	130,359	214,539	244,125
61120	Medicare Insurance	13,005	14,083	15,165	15,290
61130	Health Insurance	170,753	165,869	217,831	262,245
61170	Retiree Health Benefits	35,408	33,464	16,444	0
61180	Worker Compensation Insurance	112,765	94,941	30,958	139,355
	SUBTOTAL PERSONNEL	1,344,227	1,431,784	1,588,831	1,772,270
62010	Communications	7,940	9,500	9,965	10,965
62120	Training, Transportation, Meeting	7,675	2,796	6,050	9,050
62140	Membership, Subscription & Dues	384	594	4,540	6,055
62251	Other Agency Services	616	632	0	0
62300	Contract Services-Professional	203,123	461,858	1,198,960	765,260
62322	Maintenance & Repair Machinery & Equipment	2,059	0	1,030	1,030
	SUBTOTAL CONTRACTUAL	221,797	475,379	1,220,545	792,360
63001	Miscellaneous Operating Expenses	579,611	518,028	641,875	641,875
63300	Gas & Diesel	62,932	59,399	119,283	57,210
	SUBTOTAL COMMODITIES	642,543	577,427	761,158	699,085
65010	Rental City Equipment	251,885	266,441	264,348	276,220
65011	Equipment Replacement Charges	0	16,104	123,262	82,150
65012	Accident Repair & Replacement Charge	0	0	7,314	4,745
65020	City Yard Rental	183,475	183,475	183,475	208,015
65050	IS Strategic Plan	129,200	129,200	129,200	129,200
65100	Insurance Charges	204,615	204,615	204,615	211,505
65400	Indirect Costs	41,852	80,345	86,424	94,570
	SUBTOTAL CROSS CHARGES	811,027	880,180	998,638	1,006,405
66100	Land	0	0	1,000,000	0
66400	Machinery & Equipment	54,723	529,029	305,000	460,000
	SUBTOTAL CAPITAL	54,723	529,029	1,305,000	460,000
68000-059	Transfer to Fund 059	0	0	0	31,155
	SUBTOTAL TRANSFERS	0	0	0	31,155
	TOTAL	3,074,317	3,893,799	5,874,171	4,761,275

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
01850	Contracts Administrator	0.50		0.50	
04215	Equipment Operator - Water Services	4.00		4.00	
02129	Principal Civil Engineer (MM)	0.25		0.25	
01380	Senior Water Maintenance Supervisor	0.50		0.50	
07750	Water Services Crew Leader	1.25		1.25	
07775	Water Services Supervisor	1.25		1.25	
07790	Water Services Worker II	6.00		6.00	
09260	Senior Maintenance Worker, P/T		3.00		3.00
	Total	13.75	3.00	13.75	3.00

ENTERPRISE FUND

WATER ENTERPRISE - PWA Miscellaneous Operating Expenses		ACCOUNTING UNIT 06017642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
62000	Utilities	61,205	0	0	0
62251	Other Agency Services	0	23,085	0	0
	SUBTOTAL CONTRACTUAL	61,205	23,085	0	0
65040	Computer Services Charge	298,425	308,925	298,425	298,425
65220	Treasury Services Charges	1,954,545	1,954,545	1,954,545	1,954,545
65500	General Fund Overhead	7,467,180	6,926,000	6,990,400	6,926,000
	SUBTOTAL CROSS CHARGES	9,720,150	9,189,470	9,243,370	9,178,970
	TOTAL	9,781,355	9,212,555	9,243,370	9,178,970

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA Water Quality & Measurement		PROGRAM 06017644		
Statement of Purpose				
<p><i>Provide a safe and reliable water supply, accurate measurement of water meters in the water distribution system, protection of the water and sewer infrastructure, and water use efficiency and education programs.</i></p> <p>The water quality monitoring program includes achieving 100% compliance with the regulations and monitoring schedules established by the California Department of Public Health, ensuring a safe and reliable water supply. Customers are notified annually of the various elements found in their drinking water. The metering program includes the selection, installation, testing, and maintenance of all water meters. The underground service alert aspect of the program provides location of the infrastructure within 48 hours of notification by the customer. The education program is provided through a contractual program for students in the city's public and private school systems. The program's target goal is to reach a minimum of 11,000 students annually. The water use efficiency program includes residential, commercial, and industrial water audits in response to customer inquiries. The cross-connection program provides protection of the public water supply by ensuring the installation, annual testing, and maintenance of all backflow prevention assemblies in the city.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Increased the number of large meter replacements. * Increased the number of cross connection inspections and water audits. * Began implementation study of Automated Metering Infrastructure (AMI) program. * Continued to refine and expand our Water Resources Community Outreach program. * Successful Student Poster Contest 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Increase the number of large meter replacements * Continue increased cross connection inspections and water audits * Implement water meter vault replacement program * Continued expansion of Water Resources Community Outreach program * Coordinate and implement Student Poster Contest * Continue to implement and expand Automated Metering Infrastructure (AMI) program 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of water samples performed	9,815	10,000	9,570	10,000
# of water quality reports mailed	1,000	1,000	11	15
# of backflow tests reviewed	5,224	5,270	5,300	5,330
% of difference between production and sales	5	5	5	5
# of 1" and smaller meters replaced	1,786	2,000	1,103	2,000
# of 1-1/2" and 2" meters replaced	259	300	44	150
# of 3" and larger meters replaced	12	20	12	30
# of registers replaced	43	30	49	40
# of students educated	8,989	10,000	10,000	15,000
# of water conservation calls responded to			517	600
# of water audits performed	265	300	103	250
# of curb stops (valves) replaced	497	500	504	500
# of lids, covers, boxes replaced	728	800	536	600
# of WRCOP events participated in			105	115
# of USA (Dig Alert) tickets completed	6,947	7,000	6,810	7,000
Efficiency				
% of water quality-related calls responded to in less than 4 hours	100	100	100	100
% of meter related calls responded to in less than 4 hours	100	100	100	100
% of initial passing backflow tests completed per year	82	90	84	100
% of water conservation calls responded to in less than 4 hours	100	100	90	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Quality & Measurement		06017644			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	667,420	705,879	655,418	633,315
61020	Salaries Part-Time	31,545	23,465	149,239	115,615
61040	Salaries Overtime	102,548	141,015	144,240	144,240
61100	Retirement-Employer Contribution	87,313	113,885	178,264	187,280
61120	Medicare Insurance	10,298	11,034	12,601	11,730
61130	Health Insurance	107,934	112,405	115,216	141,775
61170	Retiree Health Benefits	33,142	28,507	11,589	0
61180	Worker Compensation Insurance	95,219	85,962	25,723	105,695
	SUBTOTAL PERSONNEL	<u>1,135,419</u>	<u>1,222,152</u>	<u>1,292,290</u>	<u>1,339,650</u>
62010	Communications	6,588	6,676	7,060	7,060
62120	Training, Transportation, Meeting	6,717	6,352	5,045	6,550
62140	Membership, Subscription & Dues	10,909	23,068	48,695	50,855
62300	Contract Services-Professional	89,315	169,904	751,435	739,045
62322	Maintenance & Repair Machinery & Equipment	33	300	5,045	5,045
	SUBTOTAL CONTRACTUAL	<u>113,561</u>	<u>206,301</u>	<u>817,280</u>	<u>808,555</u>
63001	Miscellaneous Operating Expenses	664,838	506,101	820,735	842,700
63300	Gas & Diesel	25,573	21,113	42,854	13,040
	SUBTOTAL COMMODITIES	<u>690,410</u>	<u>527,214</u>	<u>863,589</u>	<u>855,740</u>
65010	Rental City Equipment	36,573	32,248	36,912	35,820
65011	Equipment Replacement Charges	1,382	7,601	21,849	34,330
65012	Accident Repair & Replacement Charge	0	0	4,344	3,130
65050	IS Strategic Plan	45,675	45,675	45,675	45,675
65100	Insurance Charges	51,180	51,180	51,180	52,845
65400	Indirect Costs	37,503	70,413	75,049	76,010
	SUBTOTAL CROSS CHARGES	<u>172,313</u>	<u>207,117</u>	<u>235,009</u>	<u>247,810</u>
66400	Machinery & Equipment	57,700	27,196	0	0
	SUBTOTAL CAPITAL	<u>57,700</u>	<u>27,196</u>	<u>0</u>	<u>0</u>
68000-085	Transfer to Fund 085	0	43,608	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>43,608</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>2,169,403</u></u>	<u><u>2,233,588</u></u>	<u><u>3,208,169</u></u>	<u><u>3,251,755</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02129	Principal Civil Engineer (MM)	0.25		0.25	
07756	Water Services Meter Repairer II	4.00		4.00	
07760	Water Services Quality Coordinator	1.00		1.00	
07765	Water Services Quality Inspector	1.00		1.00	
07770	Water Services Quality Supervisor	1.00		1.00	
07780	Water Services Utility Inspector	1.00		1.00	
08160	Program Coordinator, P/T		4.00		0.00
09260	Senior Maintenance Worker, P/T		3.00		3.00
TBD03	Water Conservation Representative, P/T		0.00		4.00
	Total	<u>8.25</u>	<u>7.00</u>	<u>8.25</u>	<u>7.00</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA		PROGRAM		
Water Administration & Engineering		06017645		
Statement of Purpose				
<p><i>Ensure proper maintenance of the City's water facilities, and provide for the planned expansion of the water and wastewater systems to keep pace with anticipated growth and redevelopment.</i></p> <p>Administration and Engineering are responsible for developing and effectively managing the City's water resources and sewer programs. This activity is also responsible for developing and planning new capital projects, coordinating the water and sewer system replacement priorities, protecting water quality and supply, managing deferred maintenance systems, updating and managing the digital map records of all water and sewer system infrastructure components, and promoting customer awareness of conservation methods and the City's water goals for a first-rate infrastructure.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Continued coordination of water and sewer replacement projects with street paving projects. * Completed all water and sewer development plan checks on schedule. * Completed design of water and sewer main replacement projects. * Completed creation of water system hydraulic model. * Integrated water and sewer maintenance systems into Computerized Maintenance Management System. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Plan water and sewer main replacement projects * Complete Sewer System Master Plan Update * Begin Sodium Hypochlorite Onsite Generation Unit Replacements * Continue to analyze Water System Hydraulic Model Scenarios * Complete Well 29 Preliminary Design Report * Complete Water System Master Plan * Complete Water and Sewer Rate Study Update * Begin Water System Meter Vault Rehabilitation Program * Apply for Recycled Water Master Plan Grant * Continue to integrate the water and sewer maintenance programs into CMMS * Implement a comprehensive safety program for Water Resources staff. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
Footage of newly constructed water & sewer main mapped in GIS	No Data	No Data	7,020	45,960
Capital Improvement Projects Planned	No Data	No Data	17	8
# of maintenance staff supported	No Data	No Data	50	60
# of maintenance program contracts administered	No Data	No Data	32	39
# of Requests for Proposals and Invitation for Bids issued	No Data	No Data	12	10
# of maintenance development training exercised performed	No Data	No Data	6	12
Efficiency				
% of staff assistance requests addressed within 48 hours	No Data	No Data	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Admin/Engineering		06017645			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
EXPENDITURES					
61000	Salaries Regular	388,185	476,208	559,467	649,255
61020	Salaries Part-Time	44,542	42,507	79,220	89,665
61040	Salaries Overtime	14,616	14,202	15,130	15,130
61100	Retirement-Employer Contribution	51,570	77,979	141,495	184,775
61120	Medicare Insurance	6,452	7,590	10,002	11,570
61130	Health Insurance	45,067	58,244	73,749	109,065
61170	Retiree Health Benefits	18,773	-2,510	7,364	0
61180	Worker Compensation Insurance	5,497	6,610	20,418	18,890
	SUBTOTAL PERSONNEL	574,703	680,831	906,845	1,078,350
62010	Communications	5,029	5,240	6,555	6,555
62120	Training, Transportation, Meeting	5,185	7,265	8,070	8,070
62140	Membership, Subscription & Dues	12,396	11,461	15,635	15,635
62251	Other Agency Services	258	258	0	0
62300	Contract Services-Professional	500,869	829,592	1,236,000	1,336,000
62322	Maintenance & Repair Machinery & Equipment	2,453	3,979	4,050	4,050
	SUBTOTAL CONTRACTUAL	526,191	857,795	1,270,310	1,370,310
63001	Miscellaneous Operating Expenses	87,332	83,224	307,650	148,885
63300	Gas & Diesel	3,880	3,039	6,349	2,345
	SUBTOTAL COMMODITIES	91,213	86,264	313,999	151,230
65010	Rental City Equipment	13,578	14,792	13,932	19,490
65011	Equipment Replacement Charges	0	3,530	10,524	4,235
65012	Accident Repair & Replacement Charge	0	0	1,630	1,630
65050	IS Strategic Plan	81,780	81,780	81,780	81,780
65100	Insurance Charges	75,655	75,655	75,655	78,100
65240	Public Works Administrative Charges	1,065,760	1,067,765	1,484,894	1,484,895
65400	Indirect Costs	23,172	43,018	51,157	64,170
	SUBTOTAL CROSS CHARGES	1,259,945	1,286,540	1,719,572	1,734,300
66400	Machinery & Equipment	0	50,000	0	0
	SUBTOTAL CAPITAL	0	50,000	0	0
	TOTAL	2,452,052	2,961,430	4,210,726	4,334,190
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.50		0.50	
01850	Contracts Administrator	0.00		1.00	
00150	Senior Management Analyst	0.00		1.00	
01720	Management Analyst	1.00		0.00	
04519	Public Works Dispatcher	0.50		0.50	
TBD02	Public Works Safety Coordinator	1.00		1.00	
02131	Senior Civil Engineer	1.00		1.00	
04410	Water Resources Manager (MM)	0.50		0.50	
07330	Senior Office Assistant	1.00		1.00	
09130	Engineering Intern, P/T		4.00		4.00
	Total	5.50	4.00	6.50	4.00

CAPITAL FUNDS

Water Capital Construction		PROGRAM		Fund 66	
<p>PURPOSE: Replace deteriorated or undersized water lines to minimize disruption of water flow, increase water distribution to meet the demands of the community, and provide fire protection.</p> <p>Water Construction provides for additions and replacements of the underground water distribution system, which includes construction of new water mains, water service laterals, hydrants, and valves. This activity also includes the repair or replacement of City water production facilities.</p>					
		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 13-14	FY 14-15	FY 15-16	FY 16-17
REVENUES					
06617002 Water Utility Capital Expense					
50001	Prior Year Carry Forward	0	0	4,000,000	0
57011	Miscellaneous Cost Refunds	13,095	840	0	0
58002	Net Increase (Decrease) In Fair Value of Investment	158,680	4,409	0	0
58005	Investment Income-Trustee	0	1,854	0	0
59000-060	Transfer from Fund 060	2,534,935	7,678,758	9,716,730	4,158,000
TOTAL WATER CAPITAL CONSTRUCTION REVENUES		<u>2,712,145</u>	<u>7,699,221</u>	<u>13,716,730</u>	<u>4,158,000</u>
EXPENDITURES					
06617620 Water Bond Capital Projects					
62300	Other Contract Services	0	0	0	0
66301	Water Capital Project	0	743,610	0	0
Subtotal Water Bond Capital Projects		<u>0</u>	<u>743,610</u>	<u>0</u>	<u>0</u>
06617647 Water Utility Capital Projects					
62300	Other Contract Services	0	0	0	0
61170	Retiree Health Benefits	0	0	0	0
66220	Improvements Other than Buildings	268,989	(293,226)	0	0
66301	Water Capital Project	2,795,236	637,859	13,716,730	4,158,000
Subtotal Water Utility Capital Projects		<u>3,064,225</u>	<u>344,634</u>	<u>13,716,730</u>	<u>4,158,000</u>
TOTAL WATER CAPITAL CONSTRUCTION EXPENDITURES		<u>3,064,225</u>	<u>1,088,244</u>	<u>13,716,730</u>	<u>4,158,000</u>

ENTERPRISE FUNDS

Water Utility Capital Construction	FY 16-17 PROJECT DETAIL	Fund 66
	PROJECTS	ADOPTED FY 16-17
Water Improvements		
17th Street Water Main Improvements (Phase 2)		1,330,000
Saint Gertrude/Grand Water Main Replacement		1,000,000
Warner Industrial Community Park Sewer Main Improvements		528,000
Subtotal Water Improvements		<u>2,858,000</u>
Facility Improvements		
Walnut Pump Station		1,000,000
Well No. 29 Improvements		300,000
Subtotal Facility Improvements		<u>1,300,000</u>
TOTAL WATER CAPITAL CONSTRUCTION PROJECTS		<u>4,158,000</u>
PRIOR YEAR FUNDING		
Water Improvements		
South Bristol Water Main Improvements		691,530
South Station Perimeter Wall		150,000
Subtotal Water Improvements		<u>841,530</u>
TOTAL PRIOR YEAR WATER CAPITAL CONSTRUCTION PROJECTS		<u>841,530</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANTA ANA REGIONAL TRANSPORTATION CENTER - PWA

ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
53801	Common Area Maintenance (CAM) Costs	0	0	0	321,680
53802	S A WORK Center User Fee	152,480	184,252	185,064	146,555
53803	Rental-Conference Room	0	0	1,500	1,500
53805	Rental-Tres Estrella's De Oro	90,845	53,593	0	81,780
53806	Rental-Transportes Intercali	102,723	80,424	96,216	0
53808	Rental-Amtrak	34,334	34,843	35,496	34,845
53809	Rental-Lee Gift Shop	10,841	12,285	12,168	12,415
53810	Rental-Greyhound	79,170	79,170	90,396	94,800
53811	Rental-Express Cafe	18,638	5,800	0	0
53812	Rental-County of Orange	109,004	126,420	131,102	134,065
53813	Rental-EDD/State of CA	89,388	89,388	97,872	89,460
53815	Concession-Taxi Stand	58,137	71,433	81,804	36,300
53816	Concession-Telephones	0	326	1,950	1,350
53818	Concession-Vending Machines	5,405	6,396	4,000	5,500
53819	OCTA Rental	0	1,762	1,796	2,280
57000	Expense Reimbursement	0	5,695	0	0
57990	Miscellaneous Income	2,794	5,277	2,441	4,250
58000	Earning On Investments	953	129	0	110
TOTAL REVENUES		<u>754,710</u>	<u>757,193</u>	<u>741,804</u>	<u>966,890</u>
EXPENDITURES					
06717650	PWA - SARTC Operations	844,497	758,619	741,804	966,890
TOTAL EXPENDITURES		<u>844,497</u>	<u>758,619</u>	<u>741,804</u>	<u>966,890</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	0	(2,533)	0	0
62000	Contractual	772,619	689,036	666,484	891,745
63000	Commodities	8,388	7,348	11,500	11,500
65000	Fixed Charges	63,490	63,540	63,820	63,645
TOTAL		<u>844,497</u>	<u>757,391</u>	<u>741,804</u>	<u>966,890</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
04340	Public Works Projects Specialist	1.00		0.00	
Total		<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

ENTERPRISE FUND

PUBLIC WORKS AGENCY Santa Ana Regional Transportation Center	ACCOUNTING UNIT 06717650
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Statement of Purpose	<p><i>Provide Central Orange County with a safe and secure quality facility for rail, bus, and taxi services for commuter and long-distance travelers.</i></p> <p>This program provides and coordinates timely, responsive services to maintain leases with corporate, retail, and public organizations in the facility.</p>
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Accomplishments in FY 2015-2016	<ul style="list-style-type: none"> * Maximize tenant revenue by searching for tenants to fill vacant suites and restructure existing leases. * Began the process to finalize the parking management plan developed for SARTC. * Survey and evaluate capital improvement and deferred maintenance projects. * Successfully completed RFP's for bus operators and taxi services. * Began restructuring leases for transportation services at SARTC. * Held the first special event at SARTC that drew approximately 5,000 attendees
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Action Plan for FY 2016-2017	<ul style="list-style-type: none"> * Complete an assessment of the facility to prioritize deferred maintenance and capital improvement projects. * Release RFP for priority projects and begin construction. * Consult with architect to restructure tenant spaces for optimal rent revenue. * Contract for broker services to secure tenants for vacant spaces. * Continue restructuring tenant lease agreements which includes implementing CAM fee charges. * Complete ADA improvements to common areas. * Finalize the parking management plan. * Plan for at least one more special event this fiscal year.
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PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Efficiency				
Annual cost for facility and landscape maintenance (\$)	517,294	773,604	682,075	725,265
Annual cost for security services (\$)	235,277	241,625	241,625	241,625
Effectiveness				
Annual lease revenue (\$)	672,412	667,164	726,835	596,200
Annual concession revenue (\$)	82,144	75,932	73,350	47,400
Annual CAM revenue (\$)	0	0	0	321,680

ENTERPRISE FUND

SANTA ANA REGIONAL TRANSPORTATION CENTER		ACCOUNTING UNIT			
Santa Ana Regional Transportation Center Operations		06717650			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61170	Retiree Health Benefits	0	(2,533)	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>(2,533)</u>	<u>0</u>	<u>0</u>
62000	Utilities	214,342	197,593	216,380	232,000
62010	Communications	12,978	13,191	15,210	15,210
62120	Training, Transportation, Meeting	0	0	500	500
62300	Contract Services-Professional	302,384	318,452	258,894	266,850
62310	Janitorial & Housekeeping	137,934	23,108	150,000	193,760
62320	Maintenance & Repair Buildings & Ground	96,500	136,693	20,500	171,425
62322	Maintenance & Repair Machinery & Equipment	8,481	0	5,000	12,000
	SUBTOTAL CONTRACTUAL	<u>772,619</u>	<u>689,036</u>	<u>666,484</u>	<u>891,745</u>
63001	Miscellaneous Operating Expenses	8,388	7,068	11,500	11,500
63200	Operating Materials & Supplies Buildings/Grounds	0	280	0	0
	SUBTOTAL COMMODITIES	<u>8,388</u>	<u>7,348</u>	<u>11,500</u>	<u>11,500</u>
65050	IS Strategic Plan	10,080	10,080	10,080	10,080
65100	Insurance Charges	1,130	1,130	1,130	955
65205	Internal Departments Personnel Charges	13,850	13,850	13,850	13,850
65240	Public Works Administrative Charges	38,430	38,480	38,760	38,760
	SUBTOTAL CROSS CHARGES	<u>63,490</u>	<u>63,540</u>	<u>63,820</u>	<u>63,645</u>
	TOTAL	<u><u>844,497</u></u>	<u><u>757,391</u></u>	<u><u>741,804</u></u>	<u><u>966,890</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
04340	Public Works Projects Specialist	1.00		0.00	
	Total	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANITATION ENTERPRISE - PWA

ACTIVITIES		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 13-14	FY 14-15	FY 15-16	FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	1,900,822	834,970
53702	Graffiti Restitution-Courts	22,606	19,404	25,000	10,000
53710	Abatement Control Charge	26,918	36,999	25,000	10,000
53719	Sanitation Charge	7,872,533	8,004,002	7,873,000	8,022,000
57010	Miscellaneous Recoveries	12,419	1,931	0	2,000
57993	Write Off Collections	15	(17,171)	0	0
58000	Earning On Investments	11,319	19,335	10,000	10,000
9000-057	Transfer from Fund 057	0	0	0	200,000
9000-059	Transfer from Fund 059	0	7,113	0	0
TOTAL REVENUES		<u>7,945,810</u>	<u>8,071,614</u>	<u>9,833,822</u>	<u>9,088,970</u>
EXPENDITURES					
06817019	Sanitation Interfund Transfer	0	0	1,163,086	0
06817640	Pub Wks-Environment/Sanitation	2,463,603	2,296,155	2,429,213	1,390,520
06817641	Pub Wks-Roadway Cleaning	1,256,259	1,442,464	1,923,447	3,026,510
06817642	Graffiti Removal/Street Cleaning	1,450,449	1,252,377	1,452,848	1,601,440
06817643	Pub Wks-Street Trees	2,443,963	2,519,355	2,865,228	3,070,500
TOTAL EXPENDITURES		<u>7,614,273</u>	<u>7,510,351</u>	<u>9,833,822</u>	<u>9,088,970</u>
OPERATING EXPENSE		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 13-14	FY 14-15	FY 15-16	FY 16-17
61000	Personnel	3,135,978	2,959,945	3,081,270	3,596,705
62000	Contractual	2,155,465	2,350,615	2,917,924	2,982,365
63000	Commodities	167,284	146,793	442,549	178,170
65000	Cross Charges	2,155,547	2,021,681	2,228,993	2,130,835
67000	Debt Service	0	0	0	5,410
68000	Transfers	0	30,913	1,163,086	195,485
69000	Miscellaneous	0	404	0	0
TOTAL		<u>7,614,273</u>	<u>7,510,351</u>	<u>9,833,822</u>	<u>9,088,970</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
TBD01	Assistant Public Works Maintenance Manag	0.00		1.00	
01850	Contracts Administrator	0.50		0.50	
04200	Data Entry Office Assistant	1.00		1.00	
00440	Equipment Operator	5.00		5.00	
04060	Maintenance Worker II	8.00		9.00	
06140	Projects Manager	1.00		1.00	
04040	Public Works Crew Leader	3.00		3.00	
04519	Public Works Dispatcher	0.50		0.50	
04430	Public Works Maintenance Manager (MM)	1.00		1.00	
02210	Sanitation Inspector II	1.25		1.25	
04360	Street Maintenance Supervisor	1.25		1.25	
04160	Street Painter	0.00		1.00	
04330	Tree Maintenance Supervisor	1.00		1.00	
04170	Tree Trimmer	2.00		2.00	
09070	Senior Clerical Aide, P/T		3.00		3.00
09240	Senior Maintenance Aide I, P/T		7.50		7.50
	Total	<u>25.50</u>	<u>10.50</u>	<u>28.50</u>	<u>10.50</u>

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Sanitation Interfund Transfer		06817019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
8000-057	Transfer to Fund 057	0	0	200,000	0
8000-059	Transfer to Fund 059	0	0	963,086	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>1,163,086</u>	<u>0</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,163,086</u></u>	<u><u>0</u></u>

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA		PROGRAM			
Environmental Sanitation		06817640			
Statement of Purpose					
<p><i>Ensure that all properties are in compliance with the Weed and Rubbish Code, that all rights of way are unobstructed and free of illegal advertising, that all food service facilities are in compliance with FOG and NPDES ordinances; and provide oversight of the City's waste collection and weed abatement contractors.</i></p>					
Accomplishments in FY 2015-2016					
<ul style="list-style-type: none"> * Worked with City NPDES Coordinator developed and implemented program for Haz-waste removal from Public R.O.W. * Performed three Citywide applications of arterial weed spraying to reduce the need for abatement services. * Implemented real-time dispatching for weed abatement service requests utilizing the App-Order "mySantaAna" work order system. * Collaborated with Orange County Task Force on Hoarding to educate and beautify the community. * Filled two vacant Sanitation Inspector positions. 					
Action Plan for FY 2016-2017					
<ul style="list-style-type: none"> * Provide faster service response by filling four full-time maintenance worker vacancies and one part-time staff. * Perform more service inspections and improve response time with the filling of two vacant Sanitation Inspector positions. 					
PERFORMANCE MEASURES		Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level					
# of parcel abatement postings		530	500	702	950
# of abatement incidents					
Cleaned by property owner		524	45	699	940
Cleaned by City contractor		10	25	3	10
City-owned vacant lots cleaned by contractors		60	50	281	250
# of illegally dumped items removed from alleys, parkways, and public rights of way by Waste Management and City staff		55,932	55,900	37,901	40,000
# of FOG and NPDES inspections		15	15	102	324
# of inspections for residential trash cart inspection program		30	30	12	30
# of inspections for parkway rubbish/obstruction		500	350	1,106	1,500
# of illegal signs removed from public right of way		10,000	17,500	17,500	12,500

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Pub Wks-Environment/Sanitation		06817640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	1,021,596	936,867	902,273	460,715
61020	Salaries Part-Time	36,497	38,343	45,419	0
61040	Salaries Overtime	9,680	7,285	10,000	10,000
61100	Retirement-Employer Contribution	118,320	147,212	209,952	113,865
61120	Medicare Insurance	12,058	11,003	14,841	7,135
61130	Health Insurance	210,114	212,051	213,811	88,870
61170	Retiree Health Benefits	50,401	49,747	15,322	5
61180	Worker Compensation Insurance	110,096	104,930	30,296	26,845
	SUBTOTAL PERSONNEL	1,568,762	1,507,439	1,441,913	707,435
62010	Communications	6,748	7,541	8,500	8,500
62120	Training, Transportation, Meeting	819	347	5,045	5,045
62140	Membership, Subscription & Dues	774	197	505	505
62300	Contract Services-Professional	92,083	119,299	201,236	177,560
62322	Maintenance & Repair Machinery & Equipment	44	0	505	500
62600	Parking Validation	0	252	0	150
	SUBTOTAL CONTRACTUAL	100,468	127,636	215,791	192,260
63001	Miscellaneous Operating Expenses	26,025	24,358	23,750	32,070
63300	Gas & Diesel	56,372	52,200	90,093	11,755
	SUBTOTAL COMMODITIES	82,397	76,558	113,843	43,825
65010	Rental City Equipment	117,595	123,216	123,216	21,410
65011	Equipment Replacement Charges	0	0	77,444	7,860
65012	Accident Repair & Replacement Charge	0	0	6,335	1,450
65050	IS Strategic Plan	135,330	0	0	0
65240	Public Works Administrative Charges	380,800	381,515	375,206	375,205
65400	Indirect Costs	48,797	79,791	75,466	40,060
	SUBTOTAL FIXED CHARGES	682,522	584,522	657,667	445,985
67200	Principal-Capital Lease	0	0	0	1,015
	SUBTOTAL DEBT SERVICE	0	0	0	1,015
	TOTAL	2,434,150	2,296,155	2,429,213	1,390,520
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
TBD01	Assistant Public Works Maintenance Manager	0.00		0.25	
01850	Contracts Administrator	0.00		0.50	
04200	Data Entry Office Assistant	1.00		1.00	
00440	Equipment Operator	4.00		0.00	
04060	Maintenance Worker II	5.00		1.00	
06140	Projects Manager	0.00		0.25	
04040	Public Works Crew Leader	1.00		0.00	
04519	Public Works Dispatcher	0.50		0.50	
04430	Public Works Maintenance Manager (MM)	0.25		0.25	
02210	Sanitation Inspector II	1.25		1.25	
04360	Street Maintenance Supervisor	0.25		0.25	
09240	Senior Maintenance Aide I, P/T		3.50		0.00
	Total	13.25	3.50	5.25	0.00

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA		PROGRAM			
Roadway Cleaning		06817641			
Statement of Purpose					
<i>Provide quality street sweeping services to ensure the cleanliness and attractive appearance of the community.</i>					
Accomplishments in FY 2015-2016					
<ul style="list-style-type: none"> * Increased sweeping service level to industrial areas to two sweeps per month. * Implemented real-time dispatching for abandoned property and dumping service requests utilizing real-time dispatching services from the "mySantaAna" smartphone APP. 					
Action Plan for FY 2016-2017					
<ul style="list-style-type: none"> * Increase service response for roadway cleaning by utilizing real-time dispatching and utilizing data for proactively prioritizing areas with higher service demand. * Ensure street sweeping contractor maintains sweeping schedules with a high level of quality. 					
PERFORMANCE MEASURES		Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level					
Arterial and residential streets (in curb miles)		50,000	50,500	48,672	50,000
Downtown streets (in curb miles)		2,900	2,900	2,900	2,900
Debris disposal (in cubic yards)		34,000	34,000	34,000	34,000
Frequency of Service					
Downtown area		5 x Week	5 x Week	5 x Week	5 x Week
Commercial-industrial area		4 x Month	4 x Month	4 x Month	4 x Month
Residential streets		Weekly	Weekly	Weekly	Weekly
Arterial streets		Weekly	Weekly	Weekly	Weekly
Median curbs		1 x Month	1 x Month	1 x Month	1 x Month
Arterial sidewalks		Weekly	Weekly	Weekly	Weekly

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Roadway Cleaning		06817641			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	150,471	90,933	235,008	682,920
61020	Salaries Part-Time	0	0	0	40,465
61040	Salaries Overtime	151	0	2,000	10,000
61100	Retirement-Employer Contribution	13,316	12,108	52,064	179,550
61120	Medicare Insurance	896	1,022	3,680	11,245
61130	Health Insurance	27,986	12,182	58,983	207,150
61170	Retiree Health Benefits	7,155	(13,916)	2,732	5
61180	Worker Compensation Insurance	9,691	3,009	7,513	108,525
	SUBTOTAL PERSONNEL	209,666	105,337	361,980	1,239,860
62010	Communications	6,042	6,037	3,500	3,500
62120	Training, Transportation, Meeting	20	20	500	500
62140	Membership, Subscription & Dues	0	38	0	100
62300	Contract Services-Professional	708,371	823,104	885,753	887,075
	SUBTOTAL CONTRACTUAL	714,433	829,199	889,753	891,175
63001	Miscellaneous Operating Expenses	2,587	82	197,485	20,000
63100	Uniforms & Tools	0	0	0	1,500
63300	Gas & Diesel	1,790	2,363	3,250	24,040
	SUBTOTAL COMMODITIES	4,377	2,445	200,735	45,540
65010	Rental City Equipment	0	6,684	6,684	113,615
65011	Equipment Replacement Charges	0	0	4,880	0
65012	Accident Repair & Replacement Charge	0	0	1,448	3,620
65020	City Yard Rental	74,260	74,260	74,260	97,800
65040	Computer Services Charge	30,995	30,995	30,995	30,995
65050	IS Strategic Plan	0	135,330	135,330	135,330
65100	Insurance Charges	95,405	95,405	95,405	98,615
65230	Hearing Officer Charges	0	0	5,000	5,000
65240	Public Works Administrative Charges	124,895	125,130	104,702	104,700
65400	Indirect Costs	6,279	6,363	12,276	62,410
	SUBTOTAL CROSS CHARGES	331,834	474,167	470,980	652,085
67200	Principal-Capital Lease	0	0	0	2,365
	SUBTOTAL DEBT SERVICE	0	0	0	2,365
68000-059	Transfer to Fund 059	0	0	0	195,485
68000-085	Transfer to Fund 085	0	30,913	0	0
	SUBTOTAL TRANSFERS	0	30,913	0	195,485
69801	IC Default Issue	0	404	0	0
	SUBTOTAL MISCELLANEOUS	0	404	0	0
	TOTAL	1,260,310	1,442,464	1,923,447	3,026,510
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
TBD01	Assistant Public Works Maintenance Manager	0.50		0.25	
00440	Equipment Operator	0.00		4.00	
04060	Maintenance Worker II	0.00		3.00	
06140	Projects Manager	0.00		0.25	
04040	Public Works Crew Leader	1.00		1.50	
04430	Public Works Maintenance Manager (MM)	0.25		0.25	
04360	Street Maintenance Supervisor	0.00		0.50	
04160	Street Painter	0.00		1.00	
09240	Senior Maintenance Aide I, P/T				3.50
	Total	1.75	0.00	10.75	3.50

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA		PROGRAM		
Graffiti Removal / Street Cleaning		06817642		
Statement of Purpose				
<i>Ensure that all City streets are maintained free of graffiti.</i>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> * Scheduled two community paint-out days each year. * Publicly unveiled app-order to the community. * Developed and implemented a process in conjunction with Community Preservation to send warning notices to Billboard companies and maintain records to require modification to properties with five or more incidents in one year. * Successfully prepared Request for Proposal to implement new contract to include adopted SB7 prevailing wage State requirement. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> * Develop a process in conjunction with the Code Enforcement Division for removal of graffiti from private property signs. * Develop standard operating procedures for graffiti removal in City parks for assigned parks graffiti removal staff person. 				
PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
Graffiti Removal - Square Footage	3,334,629	3,959,780	4,250,000	4,250,000
# of graffiti locations cleaned	110,640	130000	150,000	150,000
Total painted - Square Footage	2,818,619	3,522,345	3,625,000	3,625,000
Total water-blasted - Square Footage	424,440	367,075	500,000	500,000
Total Chemical - Square Footage	91,570	70,360	125,000	125,000
# of signs (graffiti removal)	4,431	4,000	4,250	4,250

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Graffiti Removal/Street Cleaning		06817642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	154,666	153,808	86,668	179,685
61020	Salaries Part-Time	21,427	31,952	34,474	38,485
61040	Salaries Overtime	3,284	5,569	5,000	10,000
61100	Retirement-Employer Contribution	18,030	23,995	26,838	54,555
61120	Medicare Insurance	2,595	2,744	1,897	3,415
61130	Health Insurance	28,664	28,809	14,900	34,385
61170	Retiree Health Benefits	7,133	3,052	1,027	0
61180	Worker Compensation Insurance	12,349	12,543	3,873	15,155
	SUBTOTAL PERSONNEL	248,147	262,471	174,677	335,680
62010	Communications	5,067	6,190	1,000	1,000
62120	Training, Transportation, Meeting	20	0	100	100
62140	Membership, Subscription & Dues	151	25	200	200
62300	Contract Services-Professional	618,327	647,472	907,679	910,315
	SUBTOTAL CONTRACTUAL	623,565	653,687	908,979	911,615
63001	Miscellaneous Operating Expenses	6,111	6,220	8,000	8,000
63300	Gas & Diesel	2,005	2,287	3,167	2,030
	SUBTOTAL COMMODITIES	8,116	8,507	11,167	10,030
65010	Rental City Equipment	4,075	4,188	4,188	3,200
65011	Equipment Replacement Charges	0	0	3,405	0
65012	Accident Repair & Replacement Charge	0	0	724	360
65040	Computer Services Charge	14,520	14,520	14,520	14,520
65050	IS Strategic Plan	57,600	57,600	57,600	57,600
65100	Insurance Charges	79,675	79,680	79,680	82,325
65205	Internal Departments Personnel Charges	231,500	500	15,130	0
65220	Treasury Services Charges	72,330	72,330	72,330	72,330
65240	Public Works Administrative Charges	83,260	83,415	93,801	93,800
65400	Indirect Costs	8,197	15,478	16,647	19,415
	SUBTOTAL CROSS CHARGES	551,157	327,711	358,025	343,550
67200	Principal-Capital Lease	0	0	0	565
	SUBTOTAL DEBT SERVICE	0	0	0	565
	TOTAL	1,430,986	1,252,377	1,452,848	1,601,440
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		PROPOSED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
TBD01	Assistant Public Works Maintenance Manager	0.00		0.25	
06140	Projects Manager	0.50		0.25	
04040	Public Works Crew Leader	0.00		0.50	
04430	Public Works Maintenance Manager (MM)	0.25		0.25	
04360	Street Maintenance Supervisor	0.00		0.50	
09070	Senior Clerical Aide, P/T		2.00		2.00
	Total	0.75	2.00	1.75	2.00

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA		PROGRAM			
Street Trees		06817643			
Statement of Purpose					
<i>Maintain and upgrade the City's urban forest of 60,000 trees.</i>					
Accomplishments in FY 2015-2016					
<ul style="list-style-type: none"> * Continued obtaining trees from Irvine Ranch Water District and other sources for the Santa Ana Nursery. * Introduced real-time dispatching by integrating app-order work order system with tree services contractor and City staff operations. * Successfully prepared Request for Proposal to implement new contract to include adopted SB7 prevailing wage State requirement. 					
Action Plan for FY 2016-2017					
<ul style="list-style-type: none"> * Pursue development of a parkway planting detail for 15-gallon and 24-inch box trees. * Continue obtaining trees from Irvine Ranch Water District and other sources for the Santa Ana Nursery. * Implement real-time dispatching into daily tree services operation. 					
PERFORMANCE MEASURES		Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
# of trees trimmed		16,935	18,754	15,000	17,000
# of trees planted		100	174	50	100
# of trees removed		250	424	250	250
# of trees watered		21,900	25,680	25,000	25,000
# of trees sprayed		204	148	75	75
			121	100	100
# of tree removal petition requests		20	8	20	20
# of liability claims processed		12	40	30	30

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Street Trees		06817643			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	606,349	649,516	659,790	697,540
61020	Salaries Part-Time	60,123	59,919	70,000	63,030
61040	Salaries Overtime	20,544	8,668	14,000	20,000
61100	Retirement-Employer Contribution	69,390	107,658	161,678	190,190
61120	Medicare Insurance	9,830	10,339	11,429	11,910
61130	Health Insurance	144,090	148,278	150,615	232,395
61170	Retiree Health Benefits	30,024	25,938	11,859	0
61180	Worker Compensation Insurance	75,286	74,383	23,330	98,665
	SUBTOTAL PERSONNEL	<u>1,015,637</u>	<u>1,084,699</u>	<u>1,102,701</u>	<u>1,313,730</u>
62010	Communications	14,211	15,538	17,000	17,000
62120	Training, Transportation, Meeting	1,196	1,420	2,000	2,500
62140	Membership, Subscription & Dues	986	755	2,505	2,505
62300	Contract Services-Professional	690,897	718,969	829,896	912,810
62321	Maintenance & Repair Improvement	8,669	2,530	50,000	50,000
62322	Maintenance & Repair Machinery & Equipment	1,040	881	2,000	2,500
	SUBTOTAL CONTRACTUAL	<u>716,999</u>	<u>740,093</u>	<u>903,401</u>	<u>987,315</u>
63001	Miscellaneous Operating Expenses	37,476	25,996	46,017	50,000
63100	Uniforms & Tools	0	5	0	0
63300	Gas & Diesel	34,917	33,282	70,788	28,775
	SUBTOTAL COMMODITIES	<u>72,393</u>	<u>59,283</u>	<u>116,805</u>	<u>78,775</u>
65010	Rental City Equipment	190,830	191,166	190,368	196,080
65011	Equipment Replacement Charges	0	17,745	92,499	20,675
65012	Accident Repair & Replacement Charge	0	0	5,794	2,715
65020	City Yard Rental	20,545	20,545	20,545	23,295
65040	Computer Services Charge	10,580	10,580	10,580	10,580
65050	IS Strategic Plan	55,510	55,510	55,510	55,510
65100	Insurance Charges	31,405	31,405	31,405	32,530
65240	Public Works Administrative Charges	249,790	250,260	281,404	281,405
65400	Indirect Costs	31,374	58,070	54,216	66,425
	SUBTOTAL CROSS CHARGES	<u>590,034</u>	<u>635,281</u>	<u>742,321</u>	<u>689,215</u>
67200	Principal-Capital Lease	0	0	0	1,465
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,465</u>
	TOTAL	<u><u>2,395,063</u></u>	<u><u>2,519,355</u></u>	<u><u>2,865,228</u></u>	<u><u>3,070,500</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
TBD01	Assistant Public Works Maintenance Manager	0.00		0.25	
00440	Equipment Operator	1.00		1.00	
04060	Maintenance Worker II	4.00		5.00	
06140	Projects Manager	0.50		0.25	
04040	Public Works Crew Leader	1.00		1.00	
04430	Public Works Maintenance Manager (MM)	0.25		0.25	
04330	Tree Maintenance Supervisor	1.00		1.00	
04170	Tree Trimmer	2.00		2.00	
09070	Senior Clerical Aide, P/T		1.00		1.00
09240	Senior Maintenance Aide I, P/T		4.00		4.00
	Total	<u>9.75</u>	<u>5.00</u>	<u>10.75</u>	<u>5.00</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

REFUSE COLLECTION ENTERPRISE - PWA

REFUSE COLLECTION ENTERPRISE - PWA					
ACTIVITIES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
REVENUES					
50001	Prior Year Carry Forward	0	0	521,686	1,886,205
50052	Refuse Contract Program Surcharge	5,162,701	5,622,697	5,400,000	5,724,000
52025	State Grants-Direct	92,519	76,962	177,800	176,455
53718	Refuse Collection Charge	10,044,980	10,321,086	10,207,000	10,243,920
53723	NPDES Refuse Residential	0	0	145,000	145,000
53724	NPDES Refuse Non-Residential	0	0	725,000	725,000
57010	Miscellaneous Recoveries	1,854,268	1,358,200	1,350,000	1,922,185
57993	Write Off Collections	0	(32,208)	(30,000)	(30,000)
58000	Earning On Investments	17,920	35,799	15,000	15,000
	TOTAL REVENUES	<u>17,172,388</u>	<u>17,382,535</u>	<u>18,511,486</u>	<u>20,807,765</u>
EXPENDITURES					
6917019	Refuse Interfund Transfer	0	0	870,000	2,870,000
6917640	Refuse Collection Service	15,948,269	15,894,512	17,641,486	17,937,765
	TOTAL EXPENDITURES	<u>15,948,269</u>	<u>15,894,512</u>	<u>18,511,486</u>	<u>20,807,765</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	225,447	219,096	310,622	296,280
62000	Contractual	8,439,233	8,383,745	9,382,666	9,651,245
63000	Commodities	3,267	4,495	10,920	18,225
65000	Cross Charges	7,280,323	7,287,176	7,937,278	7,942,015
66000	Capital	0	0	0	30,000
68000	Transfers	0	0	870,000	2,870,000
	TOTAL	<u>15,948,269</u>	<u>15,894,512</u>	<u>18,511,486</u>	<u>20,807,765</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
04060	Maintenance Worker II	1.00		1.00	
02210	Sanitation Inspector II	1.50		1.50	
04360	Street Maintenance Supervisor	0.50		0.50	
09240	Senior Maintenance Aide I, P/T		0.25		0.25
	Total	<u>3.00</u>	<u>0.25</u>	<u>3.00</u>	<u>0.25</u>

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE		ACCOUNTING UNIT			
Refuse Interfund Transfer		06917019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
8000-057	Transfer to Fund 057	0	0	870,000	870,000
8000-059	Transfer to Fund 059	0	0	0	2,000,000
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>870,000</u>	<u>2,870,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>870,000</u></u>	<u><u>2,870,000</u></u>

REFUSE COLLECTION ENTERPRISE - PWA
Refuse Collection

PROGRAM
06917640

Statement of Purpose

Operate a self-supporting City enterprise which provides residents and businesses with efficient and cost-effective refuse collection and recycling.

This activity includes the administration of the City's refuse collection and recycling contract, field inspections of trash complaints, administration of state-funded used oil and conservation program recycling grants, and compliance with the State of California Department of Resources Recovery and Recycling (CalRecycle) laws.

Accomplishments in FY 2015-2016

- * Continue to promote recycling programs and provide educational information on the City's green programs.
- * Encourage food waste composting through service provider as new site is operational.
- * Continue outreach for mandatory commercial recycling required by AB341.
- * Continue to implement Notice of Contamination program to decrease contamination in residential recycling
- * Continue to promote Recycle Right Challenge to reward proper recycling.

Action Plan for FY 2016-2017

- * Begin outreach and education for mandatory commercial organics recycling required by AB1826
- * Continue to promote recycling programs and provide educational information on the City's green programs.
- * Continue to encourage food waste composting through service provider.
- * Continue outreach for mandatory commercial recycling required by AB341.
- * Continue to implement Notice of Contamination program to decrease contamination in residential recycling
- * Continue to promote Recycle Right Challenge to reward proper recycling.
- * Begin development of scope for new solid waste services agreement.

PERFORMANCE MEASURES	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Objective FY 16-17
Service Level				
# of curbside customers	42,004	42,004	42,004	42,012
# of refuse cans collected weekly on arterials	750	750	750	750
# of multifamily/commercial and industrial customers	4,620	4,645	4,660	4,553
Efficiency	<u>CY 2012</u>	<u>CY 2013</u>	<u>CY 2014</u>	<u>CY 2015</u>
Tons of trash disposed	289,395	300,632	293,830	310,000
Diversion goal: lbs./person	<7.5	<7.5	<7.5	<7.5
Diversion actual: lbs./person	4.8	4.9	4.8	5.0
Gallons of used motor oil recycled	3,682	2,909	1,758	1,651
Used motor oil filters recycled	1,507	1,703	1,719	2,156

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE		ACCOUNTING UNIT			
Refuse Collection Service		06917640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>EXPENDITURES</u>					
61000	Salaries Regular	150,895	137,815	206,473	191,995
61020	Salaries Part-Time	8,338	15,181	3,484	3,515
61040	Salaries Overtime	624	3,747	0	0
61100	Retirement-Employer Contribution	18,259	19,437	46,514	48,890
61120	Medicare Insurance	1,426	1,520	3,288	3,060
61130	Health Insurance	19,851	17,829	40,248	31,695
61170	Retiree Health Benefits	7,239	8,210	3,902	0
61180	Worker Compensation Insurance	15,638	15,356	6,712	17,125
	SUBTOTAL PERSONNEL	<u>222,270</u>	<u>219,096</u>	<u>310,622</u>	<u>296,280</u>
62120	Training, Transportation, Meeting	44	363	5,045	5,045
62300	Contract Services-Professional	8,439,189	8,383,382	9,377,621	9,646,200
	SUBTOTAL CONTRACTUAL	<u>8,439,233</u>	<u>8,383,745</u>	<u>9,382,666</u>	<u>9,651,245</u>
63001	Miscellaneous Operating Expenses	1,082	1,569	5,000	5,000
63300	Gas & Diesel	2,184	2,926	5,920	13,225
	SUBTOTAL COMMODITIES	<u>3,267</u>	<u>4,495</u>	<u>10,920</u>	<u>18,225</u>
65010	Rental City Equipment	9,862	10,224	10,224	9,965
65011	Equipment Replacement Charges	0	0	5,541	3,960
65012	Accident Repair & Replacement Charge	0	0	1,448	540
65040	Computer Services Charge	63,565	63,565	63,565	63,565
65050	IS Strategic Plan	305,895	305,895	305,895	305,895
65100	Insurance Charges	219,025	219,025	219,025	226,415
65220	Treasury Services Charges	53,020	53,020	53,020	53,020
65240	Public Works Administrative Charges	597,785	598,905	938,015	938,015
65300	Contract Program Surcharge	4,672,365	4,672,365	4,972,000	4,972,000
65310	Program Savings Recovery	1,351,500	1,351,500	1,352,000	1,352,000
65400	Indirect Costs	7,306	12,677	16,545	16,640
	SUBTOTAL CROSS CHARGES	<u>7,280,323</u>	<u>7,287,176</u>	<u>7,937,278</u>	<u>7,942,015</u>
66400	Machinery & Equipment	0	0	0	30,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
	TOTAL	<u>15,945,092</u>	<u>15,894,512</u>	<u>17,641,486</u>	<u>17,937,765</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 15-16		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
04060	Maintenance Worker II	1.00		1.00	
02210	Sanitation Inspector II	1.50		1.50	
04360	Street Maintenance Supervisor	0.50		0.50	
09240	Senior Maintenance Aide I, P/T		0.25		0.25
	Total	<u>3.00</u>	<u>0.25</u>	<u>3.00</u>	<u>0.25</u>

CAPITAL FUND DEFINITION

Capital Funds account for the acquisition, construction, or rehabilitation of major fixed assets or capital projects which are not financed by special assessment, non-expendable trust funds, or proprietary funds. Capital projects include improvements to City arterials, sewers, curbs, gutters, sidewalks, drainage, and other infrastructure projects.

◆ RELATIONSHIP BETWEEN CAPITAL BUDGET AND TOTAL CITY BUDGET

Each capital fund (e.g., Measure M) is an independent budget with its own revenue and expenditure accounts. The majority of funding sources come from grants which may or may not be competitive and fees charged by the City on new development. Transfers into the Capital Fund budget come from several sources including the General Fund for the Police Building Debt Service obligations and from Special Revenue Funds such as special gas tax to fund Select Street Construction projects.

◆ CAPITAL FUND SUMMARY

Table 7-1 summarizes Capital Fund expenditures by the department or agency that manages the funds. While capital funds do not reflect budgeted positions as noted in Table 7-1, capital funds do support several positions in the general fund and enterprise funds. City staff time (e.g., engineering design) spent on capital projects is charged as labor costs which are distributed and tracked via the City's project accounting system.

Total Capital Fund Appropriations for FY16-17 is \$51,254,360 and accounts for 10 percent of the city-wide budget. Capital funds are grouped by the respective agencies responsible for implementing the project. The City's Public Works Agency is responsible for the entire effort and coordination of the CIP budget and works directly with the various departments in compiling and assessing each project.

◆ –Fund 32 - Measure M (Public Works Agency)

Measure M was a ballot measure passed in the 1990 election to add one-half percent to the then existing sales tax of 7.25 percent to finance for transportation improvements. This took Orange County's sales tax rate to its current level of 7.75 percent. To receive Measure M money, cities and the County of Orange must coordinate their land use and transportation decisions with neighboring jurisdictions, develop Growth Management Plans, and guarantee that Measure M funds will be used only for transportation purposes. The Orange County Transportation Authority (OCTA) administers and disburses Measure M proceeds as competitive and non-competitive funds.

◆ Fund 33 thru 49 - (TSIA) Transportation System Improvement Area Funds (Public Works Agency)

This account consists of separate funds which correspond to the eleven transportation system improvement areas as defined in the Santa Ana Municipal Code. Revenues come from fees the City charges for new developments in excess of \$30,000 in building valuation. The fee pays for the additional transportation requirements that new development projects generate. TSIA funds can only be used within the TSI area where the fees were levied and only for transportation capacity projects such as arterial, street widening, and traffic improvement projects.

◆ Fund 54—Sewer Capital Recovery

This fund was established in FY15-16 due to the anticipated issuance of a bond to fund additional projects for the current fiscal year as well as future years. Funding will be used for the replacement of deteriorated or undersized sewer lines to minimize disruption of sewer flow, increase sewer conveyance reliability and prevent sewer system overflows.

◆ Fund 55- Sewer Connection (Public Works Agency)

Sewer connection fees are collected from various types of development based on the number of plumbing fixture units and the cost per lineal foot to construct a sewer main. The fees are intended to pay for sewer replacement and repair to meet the added demands on the system generated by redevelopment and new development. Fees are paid at the time of application for a sewer connection permit.

◆ **Fund 58—Residential Street Improvement**

This fund consists of costs to repair and rehabilitate various neighborhood streets Citywide. Revenues received from this fund include permits, fees, and Special Gas Tax. The City expects to issue a bond during FY 15-16 to fund additional projects for the current fiscal year and upcoming fiscal years.

◆ **Fund 59- Select Street Construction (Public Works Agency)**

This fund pays for the cost of right-of-way acquisition, construction, rehabilitation, and improvements to city streets. Revenue comes from state gas taxes, highway users tax, county gas tax, and federal programs such as the Bridge Rehabilitation & Replacement Program.

◆ **Fund 161—State Capital Grants**

This account monitors the activities for the Proposition 84 Park Project and Housing Related Parks Program through funding from various state grants. The Safe Drinking Water, Water Quality and supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) authorizes \$5.388 billion in general obligation bonds to fund various water projects, natural resource improvements, and state and local park improvements.

◆ **Fund 301—314—Park Acquisition & Development (Parks & Recreation)**

This fund consists of Park and Acquisition development fees that are charged to developers for all residential development in order to allow the City to maintain adequate green space and recreational facilities for the City's population as a result of the such residential development.

◆ **Fund 400—Police Building Debt Service**

This Police Building Debt Service Fund, or Fund 400, was established to account for the defeasance of lease revenue bonds in March 1994 by the City of Santa Ana through the Santa Ana Financing Authority to finance the construction of the Police Administration and Holding Facility. The \$107.5 million bond issue is payable from revenues of the Financing Authority, which would consist mainly of base rental payments to the City, pursuant to a lease agreement between the City and the Authority.

The Police Building Debt Service Fund also receives annual General Fund transfer payment to support the debt service as the expenditure provides a basic public safety function. Although technically not a capital fund, Fund 400, is included in this section because its purpose is to pay for debt on a capital project.

◆ **Fund 404—COSA 2011 Lease Financing Debt Service**

Fund 404 was established in June 2014 for the Santa Ana Financing Authority to execute the Private Lease Financing in the amount of \$45.1 million with three private placement providers. The proceeds is used to refinance the City Hall Expansion and partially advance refund to the 1994 Police Administration and the Holding Facility Lease Revenue bonds.

DESCRIPTION OF FUNDING SOURCES

◆ **Acquisition & Development (A&D) Funds**

Any person adding a net increase in residential units or converting apartments to condominiums in the City is charged a Residential Development Fee. These fees are used for the acquisition, construction, and renovation of park and recreation facilities per one thousand (1,000) population in the City. Fees vary depending on the type and number of residential units. Fees are paid at the time of application for a building permit, and no building permit is issued until such fees are paid.

◆ **Active Transportation Program (ATP)**

The ATP was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. ATP is a federal and state funded program which provides construction and educational grants for projects that increase the proportion of biking and walking, increase traffic safety and mobility for pedestrians and cyclists, and reduce childhood obesity.

◆ Civic Center Fund

Civic Center Funds are generated through parking revenue from the Civic Center parking lots and structures (i.e., Super Block Parking Lot, O.C. Courthouse/Library Parking Structure, and the Stadium Parking Structure). These funds pay for Civic Center Parking structure maintenance, and Civic Center Special Projects.

◆ Community Development Block Grant (CDBG)

The Housing and Community Development Act of 1974 returns income tax funds to cities and counties to develop viable urban communities, primarily for the benefit of low and moderate income people. This U.S. Department of Housing and Urban Development program gives priority to activities that help to eliminate blight, with emphasis on residential areas. CDBG projects are carried out by several operating departments with the City and sub-agents. Public hearings are held to plan projects for the next fiscal year. The selected projects are recommended by citizens, commissioners, and staff.

◆ Drainage Assessment Fee (DAF)

In accordance with Section 34-191 of the Santa Ana Municipal Code, the City has been divided into drainage assessment areas. The fee established for each drainage area is based on the need for drainage facilities in each area as shown in the City's Storm Drain Master Plan.

◆ General Fund

The general fund is supported by revenue received from sales tax, property tax, utility tax and other miscellaneous tax revenue which provides funding for City operations.

◆ Highway Safety Improvement Program (HSIP)

Federal funds for highway related traffic safety improvements HES funds.

◆ Measure M2

On November 7, 2006, voters approved the renewal of the Measure M half-cent sales tax (Measure M2), extending the program over a 30-year period beginning in 2011. In addition to the original three program components, this generation of the Measure M Transportation Plan expands the program to include Environmental Cleanup and Taxpayer Safeguards and Audits.

To receive revenues from the one-half-cent sales tax, cities and the County of Orange must coordinate their land use and transportation decisions, establish cooperative transportation planning programs with neighboring jurisdictions, develop Growth Management programs, and guarantee that transportation funds are used for transportation purposes only.

◆ Measure M2 Competitive

The Competitive portion of the Measure M2 consists of the following programs: Regional Capacity Program (RCP), Regional Traffic Signal Synchronization Program (RTSSP), and several transit Programs.

- **Regional Capacity Program (Project O)** - Project O is a competitive program that replaces the Measure M Local and Regional streets and roads competitive programs. Project O is made up of three individual program categories (ACE, FAST, and ICE) which provide improvements to the network. Funding for fiscal year 14/15 comes from the ACE program.
 - **Arterial Capacity Enhancements (ACE)** - Complements freeway improvement initiatives underway and supplements development mitigation opportunities on arterials throughout the Master Plan of Arterial Highways (MPAH).
 - **Intersection Capacity Enhancements (ICE)** - Provides funding for operational and capacity improvements at intersection MPAH roadways.
- **Transit Extensions to Metrolink (Project S)** - Project S establishes a competitive process to enable local jurisdictions to enhance regional transit capabilities through creation of new connections to the existing Metrolink system.

◆ Measure M2 Fairshare

This local fair share program returns a portion of the Measure M2 Streets and Roads revenues to the cities and the County of Orange once specific program requirements are met. Disbursement amounts are based on a formula that accounts for population, street mileage, and sales tax collected.

◆ Parking Enterprise Fund

This enterprise is responsible for operations and maintenance of the Downtown parking facilities and on street metered parking. The City of Santa Ana has five parking facilities operating in the Downtown area that provide approximately 2,142 parking spaces. In order to properly control the inventory and rates for available downtown parking, the Parking Meter Program operates and manages approximately 1,211 metered spaces throughout the area. The cost of the program is funded from meter revenues, parking fees and parking fines.

◆ Park Land in Lieu Fund

Funding provided through Development Agreements for deferred and capital improvements through project development of over 50 units. Funding is calculated based on development square footage.

◆ Proposition 84: 2006 Safe Drinking Water Bond Act

In November 2006 voters passed Proposition 84, which contains over \$5 million to fund projects relating to safe drinking water, water quality and supply, flood control, waterway and natural resource protection, water pollution and contamination control, state and local park improvements, public access to natural resources, and water conservation efforts.

◆ Sewer Connection Fees

The Sewer Connection Fee is collected from various types of development based on the number of fixture units and the cost per lineal foot of construction of a main sewer line. All monies received by the City as a fee for connection to the public sewers are deposited into the Sewer Connection Fee Fund and used for the construction of sewers. Fees are paid at the time of application for a sewer connection permit, and no connection permit is issued until such fees are paid.

◆ Sewer Service Fees

In 2001, the City adopted ordinance NS-2479 establishing a user fee for providing sewer services to residents and businesses in Santa Ana. The sewer service fee provides for the proper cleaning, repair, and operation of the sanitary sewer system facilities and ensures compliance with the Regional Water Quality Control Board Fats, Oils, and Grease Control Program. All monies are used to fund operating and maintenance costs, as well as capital improvements of the City's sewer collection system.

◆ Transportation System Improvement Area Fund (Area Fees)

Ordinance NS-1651, adopted in 1982, established the concept of transportation improvement areas. In addition, the City has executed "Joint Exercise of Powers Agreements" with the cities of Tustin and Orange specifically covering areas adjacent to those cities. These Area Fees are charged to new development to offset the cost of transportation system improvements within that area. The City has six transportation improvement areas. The fee charged is based on the square footage of the proposed development. The fee may be changed from time to time by resolution of the City Council. Fees are paid at the time of application for a building permit.

◆ Water Capital Fund

The City charges a user fee for providing water services to residents and businesses in Santa Ana. All monies are used to fund operating and maintenance costs, as well as capital improvements of the City's water system. Approximately 10% to 20% of these funds are allocated to water system capital improvements each year.

CAPITAL FUND SUMMARY

TABLE 7-1

DEPARTMENT/ AGENCY	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17	% of FY 16-17 Total	Increase (Decrease) Over Prior Year 15-16 to 16-17	
						In \$	In %
REVENUES							
30 Prop. 1B Infrastructure Bond	1,148,261	1,551,000	0	0	N/A	0	N/A
32 Measure M	6,646,349	8,362,517	5,859,097	19,151,322	37.4%	13,292,225	226.9%
33 - 49 Transportation Area Funds	396,587	396,053	14,400	2,485,815	4.8%	2,471,415	17162.6%
54 Sewer Capital Recovery	0	0	410,500	1,629,500	3.2%	1,219,000	297.0%
55 Sewer Connection Project	1,493,336	906,631	3,200,000	1,500,000	2.9%	(1,700,000)	-53.1%
58 Residential Street Improvement	589,745	3,747,794	1,571,000	221,000	0.4%	(1,350,000)	-85.9%
59 Select Street Construction	20,815,367	8,244,544	6,398,000	2,257,795	4.4%	(4,140,205)	-64.7%
147 Federal Aid Safety Program	8,283	23,432	0	2,357,900	4.6%	2,357,900	N/A
148 Traffic System Management Grant	99,186	66,745	0	1,317,000	2.6%	1,317,000	N/A
161 State Capital Grants Fund	3,368,732	1,471,494	5,742,800	5,213,713	10.2%	(529,087)	-9.2%
169 Habitat Conservation Fund	52,203	0	0	0	N/A	0	N/A
172 State Recreation Trails Program	135,606	250,608	0	0	N/A	0	N/A
301 Park Acquisition & Dev.	2,062,157	1,843,363	3,660,840	5,327,825	10.4%	1,666,985	45.5%
400 Police Building Debt Service	9,067,267	4,292,569	4,622,190	4,622,660	9.0%	470	0.0%
404 COSA 2014 Lease Financing Debt Service	45,060,000	5,173,503	5,166,902	5,169,830	10.1%	2,928	0.1%
	90,943,079	36,330,252	36,645,729	51,254,360	100.0%	14,608,631	39.9%
EXPENDITURES BY DEPARTMENT							
Public Works Agency							
30 Prop. 1B Infrastructure Bond	3,118,514	685,028	0	0	N/A	0	N/A
32 Measure M	5,243,919	9,079,553	5,859,097	19,151,322	37.4%	13,292,225	226.9%
33 to 49 Transportation Area Funds	48,967	20,648	0	2,485,815	4.8%	2,485,815	N/A
54 Sewer Capital Recovery	0	0	410,500	1,629,500	3.2%	1,219,000	297.0%
55-532 Sewer Connection Project	1,145,146	108,639	3,200,000	1,500,000	2.9%	(1,700,000)	-53.1%
58-Var Residential Street Improvement	174,062	3,592,204	1,571,000	221,000	0.4%	(1,350,000)	-85.9%
59-551 Select Street Construction	9,623,925	6,019,313	6,398,000	2,257,795	4.4%	(4,140,205)	-64.7%
147 Federal Aid Safety Program	8,697	72,231	0	2,357,900	4.6%	2,357,900	N/A
148 Traffic System Management Grant	73,030	(21,406)	0	1,317,000	2.6%	1,317,000	N/A
Public Works Agency Total	19,436,260	19,556,209	17,438,597	30,920,332	60.3%	13,481,735	77.3%
Non-Departmental							
400 Police Building Debt Service	13,689,154	4,621,728	4,622,190	4,622,660	9.0%	470	0.0%
404 COSA 2014 Lease Financing Debt Service	45,052,026	5,168,546	5,166,902	5,169,830	10.1%	2,928	0.1%
Non-Departmental Total	58,741,179	9,790,274	9,789,092	9,792,490	19.1%	(1,182)	0.0%
Parks, Recreation & Community Services							
161-Var State Capital Grants Fund	4,178,086	281,798	5,742,800	5,213,713	10.2%	(529,087)	-9.2%
169 Habitat Conservation Fund	1,123	1,619	0	0	N/A	0	N/A
172 State Recreation Trails Program	490,944	1,173	0	0	N/A	0	N/A
301 Park Acquisition & Dev.	2,612,257	195,586	3,660,840	5,327,825	10.4%	1,666,985	45.5%
Parks, Rec & Community Services Total	7,282,410	480,176	9,403,640	10,541,538	20.6%	1,137,898	12.1%
GRAND TOTAL	85,459,850	29,826,659	36,631,329	51,254,360	100.0%	14,623,031	39.9%

Note: Capital Projects for Funds 11 (General Fund), 27 (Parking Enterprise), and 50 (Council-Approved Special Projects) amounting to \$6.8M in current and prior year funding are accounted for in their respective funds.

Note: Amounts Include Interfund Transfers

CAPITAL FUNDS

Highway Safety & Traffic Reduction		PROGRAM		Fund 30	
PURPOSE: The Infrastructure Bond Package passed by California voters in November 2006 included Proposition 1B, which contained almost \$20 billion for various transportation projects in California.					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
<u>REVENUES</u>					
03017002 PROP 1B INFRASTRUCTURE BOND					
52360 Prop 1B Bond Act of 2006	0	0	0	0	0
52361 Prop 1B - OC	0	0	0	0	0
52363 State Local Partnership Program (SLPP)	1,148,018	1,551,000	0	0	0
58000 Earnings on Investment	<u>243</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PROP 1B INFRASTRUCTURE BOND FUND	<u><u>1,148,261</u></u>	<u><u>1,551,000</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
 <u>EXPENDITURES</u>					
03017660 PROP 1B INFRASTRUCTURE BOND					
65205 Internal Departments Personnel Charges	50,518	0	0	0	0
66220 Improvements Other than Buildings	<u>3,067,995</u>	<u>685,028</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PROP 1B INFRASTRUCTURE BOND FUND	<u><u>3,118,514</u></u>	<u><u>685,028</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

CAPITAL FUNDS

Measure M		PROGRAM				Fund 32
PURPOSE:		To account for the Measure M sales tax apportionment and competitive grant funding to the City of Santa Ana, and eligible expenditures for street maintenance and street improvements.				
<p>In November 1990, Orange County voters approved the 20-year Measure M Transportation Funding Plan – a one-half-cent sales tax for Freeway, Transit, and Streets and Roads programs throughout the County. In November 2006, voters approved the renewal of the Measure M half-cent sales tax (Measure M2), extending the program over a 30-year period beginning in 2011. This generation of Measure M expanded the funding programs to include Environmental Cleanup and Taxpayer Safeguards and Audits. To receive revenues from the one-half-cent sales tax, cities and the County of Orange must coordinate their land use and transportation decisions, establish cooperative transportation planning programs with neighboring jurisdictions, develop Growth Management programs, and guarantee that transportation funds are used for transportation purposes only.</p>						
		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17	
<u>REVENUES</u>						
03217002 Measure M						
50001	Prior Year Balance	0	0	0	0	
52330	Measure M Competitive	1,081,296	3,181,016	0	0	
52332	Measure M2 Competitive	1,321,937	804,221	1,185,100	14,389,692	
52333	Measure M2 Fairshare	4,089,201	4,307,484	4,673,997	4,761,630	
58000	Earnings on Investment	42,959	44,787	0	0	
58002	Net Increase (Decrease) in Fair Value of Investment	110,956	25,009	0	0	
TOTAL MEASURE M REVENUES		<u>6,646,349</u>	<u>8,362,517</u>	<u>5,859,097</u>	<u>19,151,322</u>	
<u>EXPENDITURES</u>						
03217660 Measure M Street Construction						
63001	Miscellaneous Operating Expenses	28	0	0	0	
65205	Internal Departments Personnel Charges	65,540	0	0	0	
66100	Land	0	0	0	0	
66220	Improvements Other than Buildings	<u>3,351,361</u>	<u>334,946</u>	<u>0</u>	<u>0</u>	
		3,416,929	334,946	0	0	
03217661 OCTA Transitway Projects - MOS3						
66220	Improvements Other than Buildings	<u>754,798</u>	<u>0</u>	<u>0</u>	<u>0</u>	
		754,798	0	0	0	
03217662 Measure M2 Local Fairshare						
65205	Internal Departments Personnel Charges	63,862	82	0	0	
66100	Land	0	4,264,539	0	0	
66200	Building Improvement	0	0	0	0	
66220	Improvements Other than Buildings	<u>1,008,330</u>	<u>4,241,846</u>	<u>4,673,997</u>	<u>4,761,630</u>	
		1,072,192	8,506,467	4,673,997	4,761,630	
03217663 Measure M2 Competitive Street						
66220	Improvements Other than Buildings	<u>0</u>	<u>238,140</u>	<u>1,185,100</u>	<u>14,389,692</u>	
		0	238,140	1,185,100	14,389,692	
TOTAL MEASURE M EXPENDITURES		<u>5,243,919</u>	<u>9,079,553</u>	<u>5,859,097</u>	<u>19,151,322</u>	

CAPITAL FUNDS

Measure M	PROJECT DETAIL		Fund 32
PROJECTS	FUNDING SOURCES		ADOPTED TOTAL
	Fairshare	Competitive	
STREET IMPROVEMENTS			
Planning			
Pavement Management	217,130	0	217,130
Project Development	200,000	0	200,000
Right-of-Way Management	100,000	0	100,000
Subtotal Planning	517,130	0	517,130
Roadway Improvements			
Alley Improvement Program	125,000	0	125,000
Arterial Street Preventative Maintenance	1,400,000	0	1,400,000
Bristol Street Improvements: Civic Center to Washington (Ph 3A)	0	67,500	67,500
Bristol Street Improvements: Warner to St. Andrew (Ph 4)	0	2,485,597	2,485,597
Bristol Street/Memory Lane Intersection Widening	0	5,629,845	5,629,845
Local Street Preventative Maintenance	600,000	0	600,000
Warner Avenue Improvements: Main to Oak (Ph 1)	0	5,200,000	5,200,000
Warner Industrial Community Pavement Improvements	1,400,000	0	1,400,000
Subtotal Roadway Improvements	3,525,000	13,382,942	16,907,942
Sidewalk Streetscape			
Omnibus Concrete	200,000		200,000
Subtotal Sidewalk Streetscape	200,000	0	200,000
SUBTOTAL STREET IMPROVEMENTS	4,242,130	13,382,942	17,625,072
TRAFFIC IMPROVEMENTS			
Planning			
Bike Lane Project Development	50,000	0	50,000
Traffic Management Plans	50,000	0	50,000
Traffic Safety Project Development	50,000	0	50,000
Subtotal Planning	150,000	0	150,000
Mobility/Safety			
Flower Street Safety Enhancements	94,500	0	94,500
Subtotal Mobility/Safety	94,500	0	94,500
Traffic Signal			
Fairview Street Traffic Signal Synchronization	250,000	0	250,000
Warner Avenue/Flower Street Intersection Improvements	0	6,750	6,750
Westminster/17th Corridor Traffic Signal Synchronization	25,000	0	25,000
Subtotal Traffic Signal	275,000	6,750	281,750
OC Streetcar			
OC Streetcar	0	1,000,000	1,000,000
Subtotal OC Streetcar	0	1,000,000	1,000,000
TOTAL TRAFFIC IMPROVEMENTS	519,500	1,006,750	1,526,250
TOTAL FY 16-17 MEASURE M PROJECTS	4,761,630	14,389,692	19,151,322

CAPITAL FUNDS

Transportation Area Funds			PROGRAM		Fund 33 to 49	
PURPOSE:						
In accordance with Section 8-44 of the Santa Ana Municipal Code, the City collects Transportation Area Fees from new developments in excess of \$30,000 in building valuation. Fees vary from \$1.10 to \$5.53 per square foot of floor space, depending on the type of development and the particular area that the development is located. All fees are due upon issuance of the building permit. The fee is used to fund projects to improve roadway capacity and safety.						
			<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
			<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
<u>REVENUES</u>						
TRANSPORATION SYSTEM IMPROVEMENT						
03317002	50300	Area B - Transportation System Improvement Area Fee	26,431	30,542	1,400	0
03417002	50001	Area E - Prior Year Carry Forward	0	0	0	1,766,370
03417002	50300	Area E - Transportation System Improvement Area Fee	323,407	16,418	10,000	0
03517002	50001	Area F - Prior Year Carry Forward	0	0	0	719,445
03517002	50300	Area F - Transportation System Improvement Area Fee	45,252	347,161	1,800	0
04117002	50300	Area A-2 - Transportation System Improvement Area Fee	8	11	0	0
04217002	50300	Area B - Transportation System Improvement Area Fee	44	57	0	0
04317002	50300	Area C - Transportation System Improvement Area Fee	0	0	0	0
04817002	50300	Area C-2 - Transportation System Improvement Area Fee	981	1,276	800	0
04917002	50300	Area G - Transportation System Improvement Area Fee	464	588	400	0
		TOTAL	<u>396,587</u>	<u>396,053</u>	<u>14,400</u>	<u>2,485,815</u>
<u>EXPENDITURES</u>						
TRANSPORATION SYSTEM IMPROVEMENT						
	03317660	New Transportation System Improvement Area B	55,000	0	0	0
	03417660	New Transportation System Improvement Area E	(26,182)	569	0	1,766,370
	03517660	New Transportation System Improvement Area F	(1,665)	20,078	0	719,445
	04117660	Transportation System Improvement Area A-2	0	0	0	0
	04217660	Transportation System Improvement Area B	0	0	0	0
	04317660	Transportation System Improvement Area C	(11,301)	0	0	0
	04817660	Transportation System Improvement Area C-2	13,115	0	0	0
	04917660	Transportation System Improvement Area G	20,000	0	0	0
		TOTAL	<u>48,967</u>	<u>20,648</u>	<u>0</u>	<u>2,485,815</u>
<u>PROJECTS</u>						<u>FY 16-17</u>
Street Improvements - 03417660 Area E						
Warner Avenue Improvements: Main to Oak (Phase 1)						<u>1,766,370</u>
						<u>1,766,370</u>
Street Improvements - 03517660 Area F						
Bristol Street/Memory Lane Intersection Widening						22,500
Warner Avenue Improvements: Main to Oak (Phase 1)						694,695
						<u>717,195</u>
Traffic Signal - 03517660 Area F						
Warner Avenue/Flower Street Intersection Improvements						2,250
						<u>2,250</u>
TOTAL TRANSPORTATION SYSTEM IMPROVEMENT AREA PROJECTS						<u>2,485,815</u>

CAPITAL FUNDS

Sewer Capital Recovery	PROGRAM	Fund 054		
PURPOSE:				
<i>Replace deteriorated or undersized sewer lines to minimize disruption of sewer flow, increase sewer conveyance reliability and prevent sewer system overflows.</i>				
Sanitary Sewer Capital program provides for additions and replacement of the underground sanitary sewer collection system, which includes construction of new sewer mains, sewer service laterals, and manholes. This program also provides for the repair and/or replacement of City sanitary sewer lift station facilities.				
	ACTUAL	ACTUAL	ADOPTED	ADOPTED
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
REVENUES				
05417002				
50001	Prior Year Carry Forward	0	0	650,000
53732	Capital Recovery Charges	0	0	318,600
58004	Interest Earned	0	0	0
59000-056	Transfer From Fund 056	0	410,500	660,900
59300	Revenue Bond Proceeds	0	0	0
TOTAL SEWER CAPITAL REVENUES		0	410,500	1,629,500
EXPENDITURES				
05417019 INTERFUND TRANSFER				
68000-086	Transfer to Fund 086	0	200,000	0
		<u>0</u>	<u>200,000</u>	<u>0</u>
05417020 DEBT SERVICE				
67300	Bond Principal			0
67310	Bond Interest			0
		<u>0</u>	<u>0</u>	<u>0</u>
05417647 CAPITAL RECOVERY CHARGES				
66220	Improvements Other Than Building	0	210,500	1,629,500
		<u>0</u>	<u>210,500</u>	<u>1,629,500</u>
TOTAL SEWER CAPITAL EXPENDITURES		0	410,500	1,629,500
PROJECTS				FY 16-17
Sewer Improvements				
Citywide Sewer Main Improvements				1,629,500
TOTAL SEWER CAPITAL RECOVERY PROJECTS				<u>1,629,500</u>

CAPITAL FUNDS

Sewer Connection Projects		PROGRAM			Fund 55
PURPOSE: The Sewer Connection Fee is collected from various types of development based on the number of fixture units and the cost per lineal foot of construction of a main sewer line. All monies received by the City as a fee for connection to the public sewers are deposited into the Sewer Connection Fee Fund and used for the construction of sewers. Fees paid at the time of application for a sewer connection permit, and no connection permit is issued until such fees are paid.					
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
<u>REVENUES</u>					
05517002 SEWER CONNECTION FEE FUND					
50001	Prior Year Carry Forward	0	0	2,936,000	1,260,000
53701	Sewer Connection Fee	1,036,255	547,697	232,000	200,000
57000	Expense Reimbursement	423,664	312,045	0	0
58000	Earning on Investments	33,418	46,889	32,000	40,000
TOTAL SEWER CONNECTION FEE FUND		<u>1,493,336</u>	<u>906,631</u>	<u>3,200,000</u>	<u>1,500,000</u>
<u>EXPENDITURES</u>					
05517660 SEWER CONNECTION PROJECTS					
62300	Other Contract Services	0	0	0	0
66220	Improvements Other than Buildings	1,145,146	108,639	3,200,000	1,500,000
TOTAL SEWER CONNECTION EXPENDITURES		<u>1,145,146</u>	<u>108,639</u>	<u>3,200,000</u>	<u>1,500,000</u>
<u>PROJECTS</u>					<u>FY 16-17</u>
Facility Improvements					
Segerstrom (San Lorenzo) Sewer Lift Station Reconstruction					1,000,000
Warner Industrial Community Park Sewer Main Improvements					500,000
TOTAL SEWER CONNECTION PROJECTS					<u>1,500,000</u>

CAPITAL FUNDS

Residential Street Improvement		PROGRAM		Fund 58	
PURPOSE: Local bond funding to repair and rehabilitate neighborhood streets Citywide. Revenue from selected permit fees are also used to fund this program.					
		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
<u>REVENUES</u>					
05817002 Residential Street Improvement					
51701	Transportation/Oversize Permits	11,947	13,702	13,350	11,000
53704	Trench Cut Fee/Arterial	23,569	43,724	25,000	25,000
53705	Trench Cut Fee	10,656	18,130	14,000	2,000
53706	Street Construction Fee	186,920	281,053	175,000	175,000
53708	NPDES Sewer Lateral	0	286	0	0
53730	HOST Fee	8,529	9,211	8,000	8,000
59000-029	Transfer from Special Gas Tax Fund 29	174,062	3,381,688	0	0
59000-056	Transfer from Fund 56	174,062	0	1,335,650	0
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>589,745</u>	<u>3,747,794</u>	<u>1,571,000</u>	<u>221,000</u>
<u>EXPENDITURES</u>					
05817019 Interfund Transfer					
68000-059	Transfer to Fund 059	0	0	0	0
68000-086	Transfer to Fund 086	0	0	500,000	0
68000-101	Transfer to Fund 101	0	0	75,000	0
		<u>0</u>	<u>0</u>	<u>575,000</u>	<u>0</u>
05817661 Gas Tax Residential Street Improvement					
65205	Internal Departments Personnel Charges	6,096	638,422	0	0
66220	Improvements Other than Buildings	167,966	2,953,782	996,000	0
69011	Reserve Appropriation	0	0	0	221,000
		<u>174,062</u>	<u>3,592,204</u>	<u>996,000</u>	<u>221,000</u>
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>174,062</u>	<u>3,592,204</u>	<u>1,571,000</u>	<u>221,000</u>

CAPITAL FUNDS

Select Street Construction		PROGRAM		Fund 59	
<p>PURPOSE: This program includes all new work, reconstruction, widening, or traffic improvements done on the "Select Street System" of the City. Funds to support this program primarily come from these sources:</p> <p>A. State Gas Tax funds (Section 2105,6,7) transferred from Fund 29. B. County Gas Tax funds administered by the Orange County Transportation Authority.</p>					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
<u>REVENUES</u>					
05917002 Select Street Construction					
52000	Federal Grants - Direct	354,830	0	0	0
52001	Federal Grants - Indirect	7,075,466	4,515,756	1,000,000	0
52025	State Grants - Indirect	31,599	346	1,000,000	0
52026	State Grants - Indirect SLESF	0	0	851,082	0
52341	OCTA Gas Tax Subvention	2,620,810	1,993,147	0	0
57000	Expense Reimbursement	1,936	124	0	0
57010	Miscellaneous Recoveries	100	0	0	0
57012	City of Tustin Contribution	8,000,000	0	0	0
57080	Developer Contribution	177,000	120,000	0	0
57960	Rental of Property	164,122	221,835	0	0
58000	Earnings on Investment	47,486	79,248	0	0
58002	Net Increase (Decrease) in Fair Value	0	6,277	0	0
58006	Interest Earned on Advanced Received	6,791	11,016	0	0
59000-029	Transfer from Fund 29	0	1,296,794	10,000	0
59000-056	Transfer from Fund 56	0	0	186,916	31,155
59000-058	Transfer from Fund 58	0	0	2,000,000	0
59000-060	Transfer from Fund 60	0	0	186,916	31,155
59000-068	Transfer from Fund 68	2,335,229	0	1,163,086	195,485
59000-069	Transfer from Fund 69	0	0	0	2,000,000
TOTAL SELECT STREET REVENUES		<u>20,815,367</u>	<u>8,244,544</u>	<u>6,398,000</u>	<u>2,257,795</u>
<u>EXPENDITURES</u>					
05917019 STREET INTERFUND TRANSFER					
62300	Other Contract Services	0	0	0	0
66100	Land	0	0	0	0
68000-011	Transfer to Fund 011	0	12,799	0	0
68000-056	Transfer to Fund 056	0	2,707	0	0
68000-060	Transfer to Fund 060	0	10,591	0	0
68000-068	Transfer to Fund 068	0	7,113	0	0
		<u>0</u>	<u>33,210</u>	<u>0</u>	<u>0</u>
05917660 SELECT STREET CONSTRUCTION					
62300	Other Contract Services	0	0	0	0
66100	Land	(375)	(410,300)	0	0
66220	Improvements Other than Buildings	5,193,837	3,295,591	4,000,000	0
		<u>5,193,462</u>	<u>2,885,291</u>	<u>4,000,000</u>	<u>0</u>
05917661 OCTA BRISTOL STREET CORRIDOR					
66100	Land	0	1,210,823	0	0
66220	Improvements Other than Buildings	2,081,671	1,135,315	0	0
		<u>2,081,671</u>	<u>2,346,138</u>	<u>0</u>	<u>0</u>
05917663 HUTA 2013 GAS TAX					
66220	Improvements Other than Buildings	2,348,792	754,674	0	0
		<u>2,348,792</u>	<u>754,674</u>	<u>0</u>	<u>0</u>
05917664 ENTERPRISE STREET CUT PERMITS					
66220	Improvements Other than Buildings	0	0	2,398,000	0
69011	Reserve Appropriation	0	0	0	2,257,795
		<u>0</u>	<u>0</u>	<u>2,398,000</u>	<u>2,257,795</u>
TOTAL SELECT STREET EXPENDITURES		<u>9,623,925</u>	<u>6,019,313</u>	<u>6,398,000</u>	<u>2,257,795</u>

CAPITAL FUNDS

Federal Aid Safety Program	PROGRAM	Fund 147		
PURPOSE:				
<p>The Moving Ahead for Progress in the 21st Century Act (MAP-21) went into effect on October 1, 2012. It continued the Highway Safety Improvement Program (HSIP) as a core Federal-aid program. The goal of the program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance.</p>				
	<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
<u>REVENUES</u>				
14717002 Street Safety Projects				
52001 Federal Grants - Indirect	8,283	23,432	0	2,357,900
TOTAL STREET SAFETY PROJECTS	8,283	23,432	0	2,357,900
	<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
<u>EXPENDITURES</u>				
14717611				
61110 Part-Time Retirement	0	680	0	0
65205 Internal Depts. Personnel Charges	1,281	0	0	0
66220 Improvements Other than Buildings	7,417	71,552	0	2,357,900
TOTAL 147 STREET SAFETY PROJECTS	8,697	72,231	0	2,357,900
<u>PROJECTS</u>				<u>FY 16-17</u>
TRAFFIC IMPROVEMENTS				
Mobility/Safety				
Crosswalk Upgrades (Phase II)				545,400
Flower Street Safety Enhancements				850,500
Subtotal Mobility/Safety				1,395,900
Traffic Signal				
Euclid Street/Hazard Avenue Signal Modification				306,400
Traffic Signal Hardware Upgrade				655,600
				962,000
TOTAL FEDERAL AID SAFETY (HSIP) PROJECTS				2,357,900

CAPITAL FUNDS

Traffic System Management Grant		PROGRAM			Fund 148
PURPOSE:					
<p>The Federal-aid Safe Routes to School Program (SRTS) was created in 2005 by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Act (SAFETEA-LU). Funding is available for infrastructure and non- infrastructure projects, and to administer State Safe Routes to School programs that benefit elementary and middle school children in grades K-8. The purposes of the program are: (1) to enable and encourage children, including those with disabilities, to walk and bicycle to school; (2) to make bicycling and walking to school a safer and more appealing transportation alternative; and (3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. The Federal-aid SRTS Program is administered by the Federal Highway Administration Office of Safety.</p>					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
REVENUES					
14817002 Traffic System Management					
52001	Federal Grants - Indirect	99,186	66,745	0	1,317,000
TOTAL TRAFFIC SYSTEM MANAGEMENT		<u>99,186</u>	<u>66,745</u>	<u>0</u>	<u>1,317,000</u>
EXPENDITURES					
62300	Other Contract Services	0	0	0	0
66100	Land	0	0	0	0
61110	Part-Time Retirement	0	0	0	0
61170	Retiree Health Benefits	0	1,080	0	0
65205	Internal Depts. Personnel Charges	0	0	0	0
66220	Improvements Other than Buildings	73,030	(22,486)	0	0
TOTAL TRAFFIC SYSTEM MANAGEMENT GRANTS		<u>73,030</u>	<u>(21,406)</u>	<u>0</u>	<u>0</u>
14817613 ACTIVE TRANSPORTATION PROGRAM					
62300	Other Contract Services	0	0	0	0
66100	Land	0	0	0	0
66220	Improvements Other than Buildings	0	0	0	1,317,000
TOTAL ACTIVE TRANSPORTATION PROGRAM GRANTS		<u>0</u>	<u>0</u>	<u>0</u>	<u>1,317,000</u>
TOTAL TRAFFIC SYSTEM MANAGEMENT EXPENDITURES		<u>73,030</u>	<u>(21,406)</u>	<u>0</u>	<u>1,317,000</u>
PROJECTS					<u>FY 16-17</u>
TRAFFIC IMPROVEMENTS					
Mobility/Safety					
Citywide Safe Routes to School					615,000
Civic Center Drive Bike Boulevard					260,000
Edinger Avenue Protected Bikes Lanes					142,000
Lincoln Pedestrian Trail					80,000
Santa Ana and 5th Street Protected Bike Lanes					200,000
Subtotal Mobility/Safety					<u>1,297,000</u>
Roadway Improvements					
Sepulveda Safe Routes to School Project					20,000
					<u>20,000</u>
TOTAL ACTIVE TRANSPORTATION PROGRAM (ATP) PROJECTS					<u>1,317,000</u>

CAPITAL PROJECTS

State Capital Grants	PROGRAM	Fund 161			
PURPOSE:					
The City funds a variety of capital projects using various state grants. The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) authorizes \$5.388 billion in general obligation bonds to fund various water projects, natural resource improvements, and state and local park improvements.					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
<u>REVENUES</u>					
16113002 PARKS/REC STATE CAPITAL GRANTS					
50001	Balance From Prior Year	0	0	5,742,800	5,213,713
52025	State Grants - Direct	3,368,732	1,471,494	0	0
TOTAL STATE CAPITAL GRANTS FUND REVENUES		<u>3,368,732</u>	<u>1,471,494</u>	<u>5,742,800</u>	<u>5,213,713</u>
<u>EXPENDITURES</u>					
16113262	<i>State Resources Agency Grant</i>				
66220	Improvements Other Than Buildings	(21,701)	(842)	0	539,388
		(21,701)	(842)	0	539,388
16113265	<i>Habitat Conservation Fund</i>				
66220	Improvements Other Than Buildings	56,875	0	0	0
		56,875	0	0	0
16113266	<i>Prop. 84 - Roosevelt Park Improvements</i>				
66220	Improvements Other Than Buildings	3,098	7,388	0	0
69135	Payment to Subagent	4,139,814	275,252	4,712,000	4,674,325
		4,142,912	282,640	4,712,000	4,674,325
16113267	<i>Housing Related Parks Program</i>				
66220	Improvements Other Than Buildings	0	0	1,030,800	0
		0	0	1,030,800	0
TOTAL STATE CAPITAL GRANTS FUND EXPENDITURES		<u>4,178,086</u>	<u>281,798</u>	<u>5,742,800</u>	<u>5,213,713</u>
<u>PROJECTS</u>					
Roosevelt/Walker Center				4,712,000	4,674,325
Center Street-Urban Greening				0	539,388
Memory Lane/Santa Ana River Park Site				1,030,800	0
TOTAL PROJECTS				<u>5,742,800</u>	<u>5,213,713</u>

CAPITAL FUNDS

Habitat Conservation Fund		PROGRAM		Fund 169	
PURPOSE:		The Habitat Conservation Fund Program was established by the California Wildlife Protection Act of 1990 (The Mountain Lion Initiative). It provides funds for acquisition, enhancement, and restoration of wildlife areas, including programs and trails that bring urban residents into parks and wildlife areas. The grant requires a 50% match from a non-state source.			
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
REVENUES					
16913002 RECREATION GRANTS REVENUE					
52025 State Grant - Direct		52,203	0	0	0
TOTAL RECREATION GRANTS REVENUES		<u>52,203</u>	<u>0</u>	<u>0</u>	<u>0</u>
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
EXPENDITURES					
16913262 HABITAT CONSERVATION FUND					
66220 Improvements other than Buildings		1,123	1,619	0	0
		1,123	1,619	0	0
TOTAL RECREATION GRANTS EXPENDITURES		<u>1,123</u>	<u>1,619</u>	<u>0</u>	<u>0</u>
				<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
PROJECTS					
<i>Park Facility Improvements</i>				0	0
TOTAL PARK FACILITY IMPROVEMENTS				<u>0</u>	<u>0</u>

CAPITAL FUNDS

State Recreation Trails Program		PROGRAM		Fund 172	
PURPOSE: This funding source is made available by the Sate of California, Department of Parks and Recreation. This competitive grant program was established under the Transportation Equity Act for the 21st Century and provides funds annually for recreational trails and trail-related projects. Approximately \$2.2 million per year is the available for non-motorized projects.					
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
REVENUES					
17213002	NATIONAL RECREATION TRAILS FUND ACT				
	52001 Federal Grant	135,571	250,608	0	0
	58000 Earning on Investments	35	0	0	0
	TOTAL ANTICIPATED REVENUES	<u>135,606</u>	<u>250,608</u>	<u>0</u>	<u>0</u>
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
EXPENDITURES					
17213240	NATIONAL RECREATION TRAILS FUND ACT				
	66220 Improvements other than Buildings	490,944	1,173	0	0
	TOTAL ANTICIPATED EXPENDITURES	<u>490,944</u>	<u>1,173</u>	<u>0</u>	<u>0</u>
PROJECTS				<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
<i>Park Facility Improvements</i>				0	0
TOTAL PARK FACILITY IMPROVEMENTS				<u>0</u>	<u>0</u>

CAPITAL FUNDS

Park Acquisition & Development		PROGRAM		Fund 301-314	
PURPOSE: Park Acquisition and Development fees are charged to developers for all residential development in order to allow the City to maintain adequate green space and recreational facilities for the City's population as it increases as a result of such residential development. These fees are the primary source of funding for development, enhancement, and renovation of the City's parklands.					
REVENUES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
30113002 REC/COM SVCS ACQ & DEV					
50001	Prior Year Carry Forward	0	0	0	0
57304	Rancho Santiago Reimbursement/PR	16,030	0	0	0
58000	Earnings on Investments	0	39	0	0
		<u>16,030</u>	<u>39</u>	<u>0</u>	<u>0</u>
31113002 RESIDENTIAL DEVELOPMENT DISTRICT 1					
50001	Prior Year Carry Forward	0	0	175,000	175,000
53300	Park Acquisition & Dev. Fees	0	0	0	0
57991	Miscellaneous	0	194,658	0	0
58000	Earnings on Investments	794	2,081	0	0
		<u>794</u>	<u>196,739</u>	<u>175,000</u>	<u>175,000</u>
31213002 RESIDENTIAL DEVELOPMENT DISTRICT 2					
50001	Prior Year Carry Forward	0	0	1,847,600	2,956,970
53300	Park Acquisition & Dev. Fees	0	0	0	0
57080	Developer Contributions In Lieu	0	1,450,000	0	0
57991	Miscellaneous	49,102	11,368	0	0
58000	Earnings on Investments	9,960	18,726	0	0
		<u>59,061</u>	<u>1,480,094</u>	<u>1,847,600</u>	<u>2,956,970</u>
31313002 RESIDENTIAL DEVELOPMENT DISTRICT 3					
50001	Prior Year Carry Forward	0	0	1,488,240	1,892,425
53300	Park Acquisition & Dev. Fees	989,224	0	0	0
57080	Developer Contributions In Lieu	952,774	0	0	0
57991	Miscellaneous	10,253	0	0	0
58000	Earnings on Investments	10,821	15,779	0	0
		<u>1,963,073</u>	<u>15,779</u>	<u>1,488,240</u>	<u>1,892,425</u>
31413002 RESIDENTIAL DEVELOPMENT DISTRICT 4					
50001	Prior Year Carry Forward	0	0	150,000	303,430
53300	Park Acquisition & Dev. Fees	0	0	0	0
57991	Miscellaneous	22,277	148,592	0	0
58000	Earnings on Investments	921	2,120	0	0
		<u>23,198</u>	<u>150,712</u>	<u>150,000</u>	<u>303,430</u>
TOTAL PARK ACQUISITION AND DEVELOPMENT		<u>2,062,157</u>	<u>1,843,363</u>	<u>3,660,840</u>	<u>5,327,825</u>
EXPENDITURES		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
30113260 RESIDENTIAL DEVELOPMENT DISTRICT 1					
62300	Contract Services - Professional	202,844	0	0	0
66220	Improvements Other than Buildings	0	0	0	0
69011	Reserve for Appropriation	0	0	0	0
		<u>202,844</u>	<u>0</u>	<u>0</u>	<u>0</u>
31113260 RESIDENTIAL DEVELOPMENT DISTRICT 1					
66220	Improvements Other than Buildings	154,760	842	175,000	175,000
		<u>154,760</u>	<u>842</u>	<u>175,000</u>	<u>175,000</u>
31213260 RESIDENTIAL DEVELOPMENT DISTRICT 2					
66220	Improvements Other than Buildings	1,337,965	3,457	20,000	1,347,060
		<u>1,337,965</u>	<u>3,457</u>	<u>20,000</u>	<u>1,347,060</u>
31213261 RES. DEV. DISTRICT 2 - IN LIEU					
66220	Improvements Other than Buildings	337,080	0	1,272,600	1,609,910
68000	Transfer to Fund 417	0	0	555,000	0
		<u>337,080</u>	<u>0</u>	<u>1,827,600</u>	<u>1,609,910</u>
31313260 RESIDENTIAL DEVELOPMENT DISTRICT 3					
65205	Internal Departments	0	9,421	0	0
66220	Improvements Other than Buildings	0	170,737	1,488,240	556,790
69011	Reserve for Appropriation	574,295	0	0	0
		<u>574,295</u>	<u>180,158</u>	<u>1,488,240</u>	<u>556,790</u>
31313261 RES. DEV. DISTRICT 3- IN LIEU					
66220	Improvements Other than Buildings	0	0	0	1,335,635
		<u>0</u>	<u>0</u>	<u>0</u>	<u>1,335,635</u>
31413260 RESIDENTIAL DEVELOPMENT DISTRICT 4					
66220	Improvements Other than Buildings	0	11,129	0	0
69011	Reserve for Appropriation	5,312	0	150,000	303,430
		<u>5,312</u>	<u>11,129</u>	<u>150,000</u>	<u>303,430</u>
TOTAL PARK ACQUISITION AND DEVELOPMENT		<u>2,612,257</u>	<u>195,586</u>	<u>3,660,840</u>	<u>5,327,825</u>

CAPITAL FUNDS

Police Building Debt Service		PROGRAM		Fund 400	
PURPOSE:					
<p>The Police Administration and Holding Facility Lease Revenue Bonds, Series 1994A were issued in March 1994 for \$107,399,438.50 at a 5.80% yield. In February 2004, the City issued a Lease Revenue Refunding Bonds Series 2004A to defease a portion of the \$107,399,438.50 in the aggregate principal amount of \$38,830,000 at an average yield of 3.0455 %. The refunding gave the City a net present value savings of \$ 3,282,010. This program shows the debt service payment schedule to defease the balance of the 1994 Lease Revenue Bonds and the Refunding Lease Revenue Bonds Series 2004A.</p>					
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
<u>REVENUES</u>					
40019002 POLICE BUILDING DEBT SERVICE					
50001	Prior Year Carryforward	0	0	10,000	0
58000	Earnings on Investments	1,117	1,840	0	0
58005	Investment Income -Trustee	0	0	0	0
	59000-11 Transfer From General Fund 11	<u>9,066,150</u>	<u>4,290,729</u>	<u>4,612,190</u>	<u>4,622,660</u>
TOTAL POLICE BUILDING DEBT SERVICE FUND		<u><u>9,067,267</u></u>	<u><u>4,292,569</u></u>	<u><u>4,622,190</u></u>	<u><u>4,622,660</u></u>
		<u>ACTUAL</u> <u>FY 13-14</u>	<u>ACTUAL</u> <u>FY 14-15</u>	<u>ADOPTED</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>
<u>EXPENDITURES</u>					
40019020 POLICE BUILDING DEBT SERVICE					
62300	Other Contractual Services	9,098	9,853	10,000	10,000
67300	Bond Principal	9,298,906	2,515,000	2,672,500	2,840,000
67310	Bond Interest	4,381,150	2,096,875	1,939,690	1,772,660
TOTAL POLICE BUILDING DEBT SERVICE FUND		<u><u>13,689,154</u></u>	<u><u>4,621,728</u></u>	<u><u>4,622,190</u></u>	<u><u>4,622,660</u></u>

CAPITAL FUNDS

Police Building Debt Schedule

PROGRAM

Fund 400

**CITY OF SANTA ANA
POLICE BUILDING DEBT SERVICE FUND
REFUNDING LEASE REVENUE BONDS SERIES 2004A
SCHEDULE OF ANNUAL DEBT SERVICE**

<u>Fiscal Year</u>	<u>Principal Repayment</u>	<u>Interest Payments</u>	<u>Total Annual Interest & Principal Payments</u>
2014-2015	2,515,000	2,096,875	4,611,875
2015-2016	2,672,500	1,939,688	4,612,188
2016-2017	2,840,000	1,772,657	4,612,657
2017-2018	3,017,500	1,595,157	4,612,657
2018-2019	3,205,000	1,406,563	4,611,563
2019-2020	3,407,500	1,206,250	4,613,750
2020-2021	3,620,000	993,282	4,613,282
2021-2022	3,845,000	767,032	4,612,032
2022-2023	4,085,000	526,719	4,611,719
2023-2024	4,342,500	271,407	4,613,907
TOTAL	<u>33,550,000</u>	<u>12,575,627</u>	<u>46,125,627</u>

*Fiscal Year begins July 1st and ends June 30th.
The annual debt service is due in two installments, 7/1 and 1/1.
July's payment is processed in June of the prior fiscal-year.*

* Debt Service Reserve Fund (DSRF)

CAPITAL FUNDS

COSA 2014 Lease Financing Debt Service		PROGRAM		Fund 404	
PURPOSE:					
<p>In June 2014, the Santa Ana Financing Authority executed the 2014 Private Lease Financing in the amount of \$45.1 million with three private placement providers: TPB Investment, Inc. (\$22.0 million), Compass Mortgage Corporation (\$10.0 million), and Capital One Public Funding, LLC (\$13.1 million). Of the proceeds received, the City used \$8.0 million to refinance the outstanding 1998 Certificate of Participation (City Hall Expansion Project). These issues will mature serially beginning on January 1, 2015 through 2028. The remaining \$37.0 million of the proceeds was used to partially advance refund the 1994 Police Administration and Holding Facility Lease Revenue bonds. These issues will mature serially beginning on July 1, 2015 through 2024. The advance refunding resulted in a cash flow difference of \$2.6 million and an economic gain of \$2.1 million.</p>					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
REVENUES					
40419002	2014 LEASE FINANCING				
	59000-11 Transfer From Fund 11	0	4,960,945	4,954,541	4,956,840
	59000-86 Transfer From Fund 86	0	116,091	115,765	116,105
	59000-101 Transfer From Fund 101	0	96,467	96,596	96,885
	59301 Financing Proceeds	45,060,000	0	0	0
	TOTAL LEASE FINANCING DEBT SERVICE FUND	<u>45,060,000</u>	<u>5,173,503</u>	<u>5,166,902</u>	<u>5,169,830</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
EXPENDITURES					
40419020	2014 LEASE FINANCING				
	62300 Other Contractual Services	13,000	6,029	11,032	11,000
	67300 Bond Principal	0	3,585,000	3,755,000	3,885,000
	67310 Bond Interest	0	1,577,518	1,400,870	1,273,830
	67401 Insurance Cost	182,815	0	0	0
	67403 Payment to Bond Escrow Agent	44,856,211	0	0	0
	TOTAL LEASE FINANCING DEBT SERVICE FUND	<u>45,052,026</u>	<u>5,168,546</u>	<u>5,166,902</u>	<u>5,169,830</u>

CAPITAL FUNDS

COSA 2014 Lease Financing Debt Service

PROGRAM

Fund 404

**CITY OF SANTA ANA
REFUNDING OF 1994 PD REVENUE BOND (PARTIAL) AND 1998 CITY HALL COP
SCHEDULE OF ANNUAL DEBT SERVICE**

<u>Fiscal Year</u>	<u>Principal Repayment</u>	<u>Interest Payments</u>	<u>Total Annual Interest & Principal Payments</u>
2014-2015	3,585,000	1,577,518	5,162,518
2015-2016	3,755,000	1,400,867	5,155,867
2016-2017	3,885,000	1,273,826	5,158,826
2017-2018	4,015,000	1,142,478	5,157,478
2018-2019	4,145,000	1,006,748	5,151,748
2019-2020	4,290,000	866,545	5,156,545
2020-2021	4,440,000	721,348	5,161,348
2021-2022	4,585,000	571,157	5,156,157
2022-2023	4,740,000	416,066	5,156,066
2023-2024	4,895,000	255,743	5,150,743
2024-2025	645,000	90,094	735,094
2025-2026	665,000	65,531	730,531
2026-2027	695,000	40,031	735,031
2027-2028	720,000	13,500	733,500
TOTAL	<u>45,060,000</u>	<u>9,441,449</u>	<u>54,501,449</u>

*Fiscal Year begins July 1st and ends June 30th.
The annual debt service is due in two installments, 7/1 and 1/1.
July's payment is processed in June of the prior fiscal-year.*

CAPITAL FUNDS

General Fund	PROGRAM			Fund 11
PURPOSE:				
	ACTUAL FY 13-14	ACTUAL FY 14-15	APPROVED FY 15-16	PROPOSED FY 16-17
EXPENDITURES	<hr/>	<hr/>	<hr/>	<hr/>
01117605 SARTC Operations & Maintenance				
62300 Contract Services - Professional	0	0	0	300,000
01117620 Traffic & Transportation Engineering				
66220 Improvements Other than Building	0	0	0	200,000
01117630 Street Light Maintenance				
66220 Improvements Other than Building	0	0	100,000	<u>200,000</u>
TOTAL GENERAL FUND				<u><u>700,000</u></u>
PROJECTS				<u>FY 16-17</u>
UTILITY / DRAINAGE / LIGHTING IMPROVEMENTS				
Street Light Improvements				
Street Light Re-wiring and Repairs				200,000
CITY FACILITY IMPROVEMENTS				
Transit Facility Improvements				
Santa Ana Regional Transportation Center - Deferred Maintenance				300,000
TRAFFIC IMPROVEMENTS				
Planning				
Safe Mobility Santa Ana (SMSA)				<u>200,000</u>
TOTAL GENERAL FUND PROJECTS				<u><u>700,000</u></u>

CAPITAL FUNDS

Parking Fund	PROGRAM	Fund 27		
<p>PURPOSE: <i>To effectively control the availability, rates, and duration of use of public on-street and off-street parking in the Downtown area and in the Willard Street neighborhood.</i></p>				
	ACTUAL FY 13-14	ACTUAL FY 14-15	APPROVED FY 15-16	PROPOSED FY 16-17
EXPENDITURES				
02710133 Downtown Enhancements				
66200 Building Improvement	0	0	0	0
 PROJECTS				FY 16-17
PRIOR YEAR FUNDING				
CITY FACILITY IMPROVEMENTS				
Building Facilities				
Downtown Parking Structure Improvements (3rd/ Broadway)				875,000
Downtown Parking Structure Improvements (3rd/Birch)				595,000
Downtown Parking Structure Improvements (5th/Main)				595,000
Downtown Parking Structure Improvements (5th/Spurgeon)				1,435,000
TOTAL PARKING FUND PROJECTS				3,500,000

CAPITAL FUNDS

Council Special Projects	PROGRAM	Fund 50		
PURPOSE:				
<p>In 2015, the City of Sana Ana Mayor and City Council approved a Surplus Allocation Plan due to increased revenue and decreased expenditures across the City in the previous fiscal year. The Surplus Allocation Plan outlines specific one-time expenditures for these funds. The projects represent improvements throughout the community in the areas of Facilities & Assets, Technology, Investment, Parks, and Safety & Security. Funds are not imbedded in department budgets, but rather separated in a different fund to track performance and accommodate multi-year efforts.</p>				
	ACTUAL FY 13-14	ACTUAL FY 14-15	APPROVED FY 15-16	PROPOSED FY 16-17
EXPENDITURES				
05013018 Council Special Projects - PRCA				
66220 Improvements Other Than Building	0	0	0	1,130,770
PROJECTS				FY 16-17
CITY FACILITY IMPROVEMENTS				
Park Facilities				
Angels Park Restroom Renovation				50,000
Security Lighting at Various Parks				459,000
Recreation Improvements				
Dan Young Soccer Complex Field 2 Synthetic Turf				440,000
Riverview / Cabrillo / Windsor Court and Parking Lot Renovation				181,770
TOTAL COUNCIL SPECIAL PROJECTS FUND PROJECTS				1,130,770
 PRIOR YEAR FUNDING				
CITY FACILITY IMPROVEMENTS				
Transit Facility Improvements				
Santa Ana Regional Transportation Center - Deferred Maintenance				650,000
Park Facilities				
Security Lighting at Various Parks				81,000
Recreation Improvements				
Dan Young Soccer Complex Field 2 Synthetic Turf				200,000
Riverview / Cabrillo / Windsor Court and Parking Lot Renovation				130,630
Santiago Bike Trail / Bomo Koral Sidewalk & Walkway Renovation				220,000
Santiago Park Playground Equipment				230,000
TOTAL PRIOR YEAR COUNCIL SPECIAL PROJECTS FUND PROJECTS				1,511,630

CAPITAL IMPROVEMENT PROGRAM (CIP)

Capital investments to construct, maintain, repair, and improve Santa Ana’s hardscape are needed to meet the City’s goal to provide first-rate infrastructure and community facilities, and to assure the City’s continued economic vitality. The Capital Improvement Program (CIP) lists and describes all planned projects and is updated yearly to reflect current and projected conditions. For FY 16-17, the City plans to invest \$45.3million in CIP projects.

CIP PROJECT CATEGORIES

Capital improvement investments are methodically and consistently tracked based on the four major project categories the City has used over the last decade: street, traffic, utility/drainage/lighting, and city facility. The diagram below illustrates the four major projects along with its allocated costs.

Street Improvements

Street improvements include the planning process, streetscape, curb, gutter, and sidewalk improvements as well as alley, neighborhood, local and arterial street rehabilitation. These improvements include but not limited to the street widening and street reconstruction/resurfacing projects and account for over \$20.9 million or approximately 46 percent of the total CIP budget for FY 16-17.

Traffic Improvements

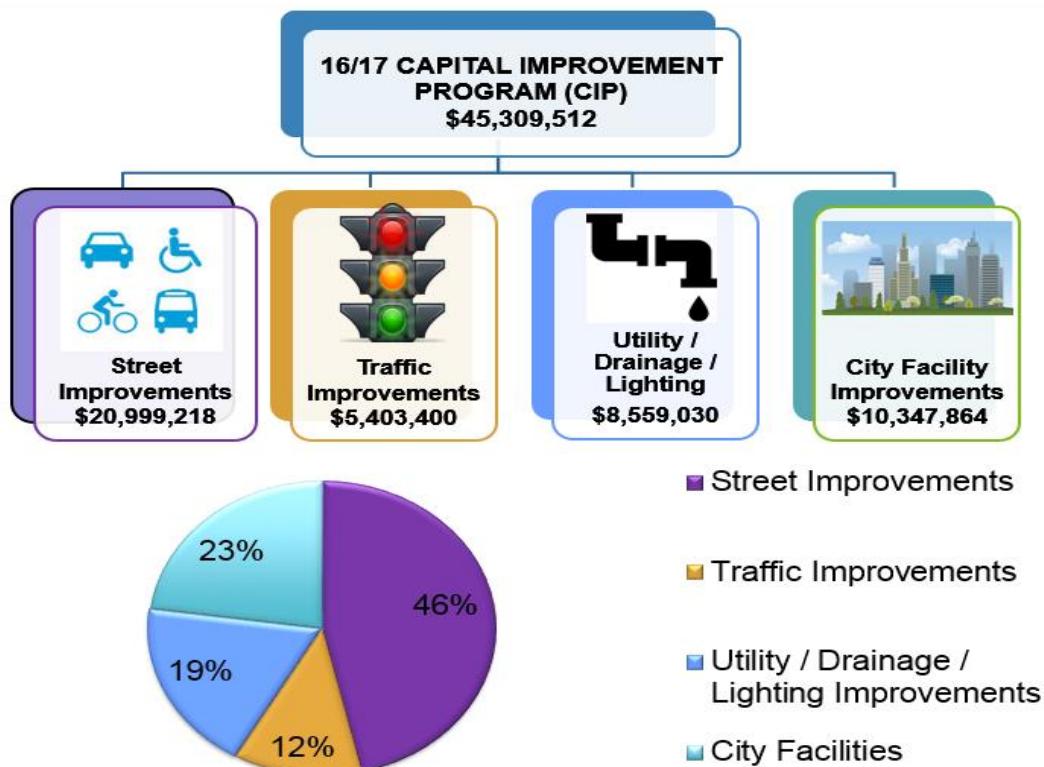
Traffic improvement budget for FY16-17 is \$5.4 million which equal to 12 percent of the total CIP budget. The largest projects include Mobility/Safe improvements for safe routes to school, Civic Center Drive Bike Boulevard, Flower Street Safety Enhancements, along with various projects related to safety and mobility.

Utility/Drainage/Lighting Improvements

Utility, drainage, and lighting projects are Infrastructure improvements for water, storm drain, sewer, and underground utility projects and account for \$8.5 million or 19 percent of the CIP. The largest projects include the Citywide Sewer Main Improvements and the 17th Street Water Main Improvements Phase 2.

City Facilities

This category includes City facility improvement projects for the transit, park, and zoo facilities which accounts for \$10.3 million or 23 percent of the total CIP budget. The largest projects include improvements to Santiago park Gas House Improvements, Downtown Parking Structure Improvements, the Roosevelt/Walker Park Improvements and the Santa Ana Regional Transportation Center Deferred Maintenance.

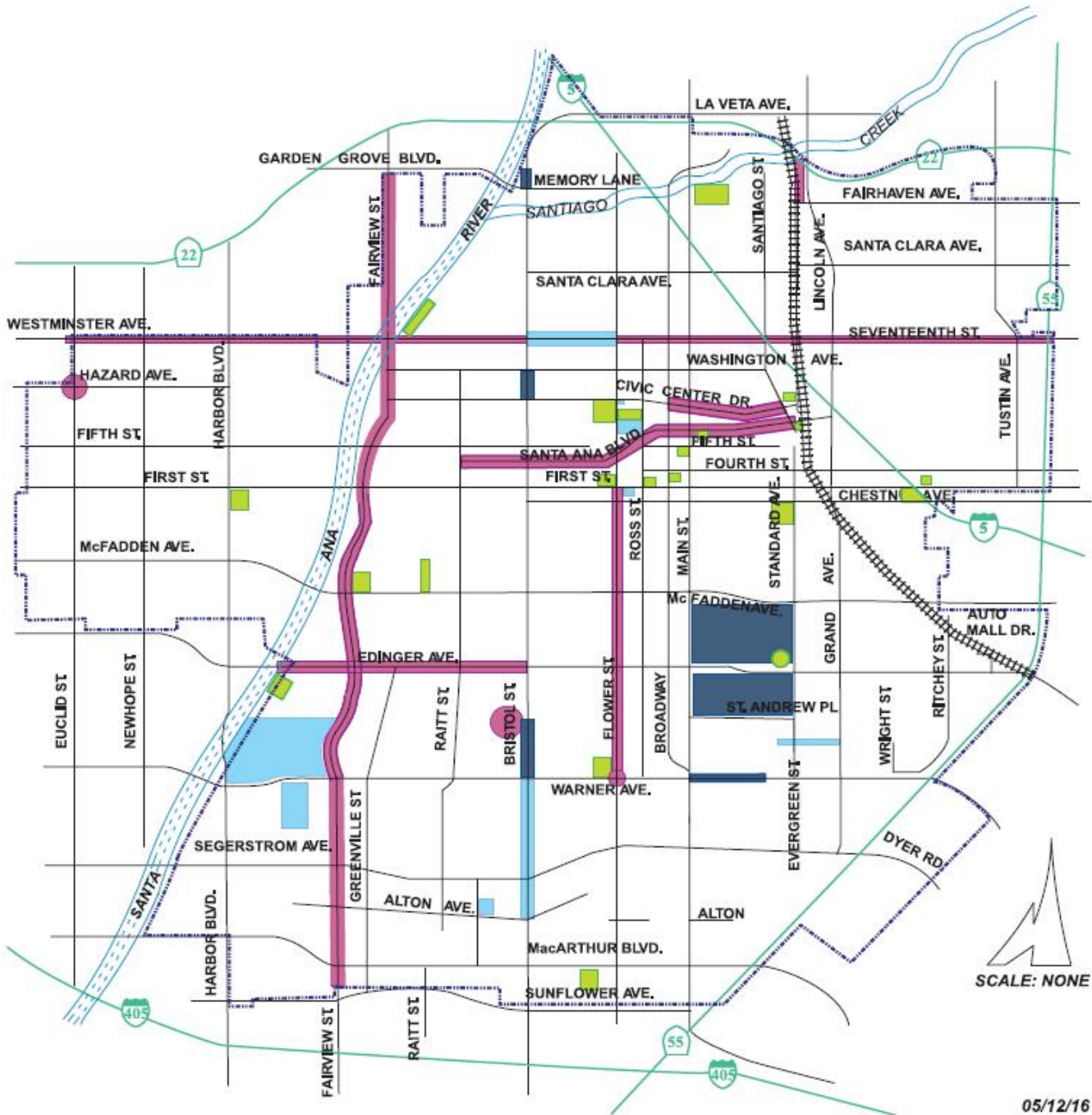


Legend



CITY OF SANTA ANA FY 16/17

- Street Improvements
- Traffic Improvements
- Utility / Drainage / Lighting Improvements
- City Facility Improvements



05/12/16

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 16-17 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
I. Street Improvements	
Planning	
Pavement Management	217,130
Project Development	200,000
Right-of-Way Management	100,000
Subtotal Planning	517,130
Curb, Gutter, Sidewalk Improvements	
Omnibus Concrete	200,000
Subtotal Curb, Gutter, Sidewalk Improvements	200,000
Alley Rehabilitation	
Alley Improvement Program	125,000
Subtotal Alley Rehabilitation	125,000
Neighborhood Street Rehabilitation	
Residential Street Repair Program	749,261
Subtotal Neighborhood Street Rehabilitation	749,261
Local Street Rehabilitation	
Local Street Preventative Maintenance	600,000
Warner Industrial Community Pavement Improvements	1,400,000
Subtotal Neighborhood Street Rehabilitation	2,000,000
Arterial Street Rehabilitation	
Arterial Street Preventative Maintenance	1,400,000
Subtotal Neighborhood Street Rehabilitation	1,400,000
Street/Bridge Improvements & Widening	
Bristol Street and Memory Lane Intersection Widening	90,000
Bristol Street Improvements: Phase IIIA-Civic Center to Washington	2,485,597
Bristol Street Improvements: Phase IV - Warner to St. Andrew	5,629,845
Warner Avenue Improvements: Phase I - Main to Oak	7,802,385
Subtotal Neighborhood Street Rehabilitation	16,007,827
TOTAL STREET IMPROVEMENTS	20,999,218
II. TRAFFIC IMPROVEMENTS	
Planning	
Bike Lane Project Development	50,000
OC Street Car	1,000,000
Safe Mobility Santa Ana (SMSA)	200,000
Traffic Management Plans	50,000
Traffic Safety Project Development	50,000
Subtotal Planning	1,350,000

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 16-17 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
Traffic Improvements	
Euclid Street and Hazard Avenue Signal Modification	306,400
Fairview St. Traffic Signal Synchronization	250,000
Traffic Signal Hardware Upgrade	655,600
Warner Avenue and Flower Street Intersection Improvements	9,000
Westminster Avenue/17th Street Corridor Traffic Signal Synchronization	25,000
Subtotal Traffic Signal	1,246,000
Mobility/Safety	
Citywide Safe Routes to School	615,000
Civic Center Drive Bike Boulevard	260,000
Crosswalk Upgrades - Phase II	545,400
Edinger Avenue Protected Bikes Lanes	142,000
Flower Street Safety Enhancements	945,000
Lincoln Pedestrian Trail	80,000
Santa Ana and 5th Street Protected Bike Lanes	200,000
Sepulveda Safe Routes to School Project	20,000
Subtotal Mobility/Safety	2,807,400
TOTAL TRAFFIC IMPROVEMENTS	5,403,400
 III. PUBLIC UTILITY/DRAINAGE IMPROVEMENTS	
Planning	
Drainage Master Plan Alternative Improvement Assessment and Priorization	150,000
Subtotal Planning	150,000
Sewer Improvements	
Citywide Sewer Main Improvements	1,629,500
Warmer Industrial Community Park Sewer Main Improvements	500,000
Subtotal Sewer Improvements	2,129,500
Water Improvements	
17th Street Water Main Improvements Phase 2	1,330,000
Saint Gertrude and Grand Water Main Replacement	1,000,000
South Bristol Water Main Improvements	691,530
Warmer Industrial Community Park Water Main Improvements	528,000
Subtotal Water Improvements	3,549,530
Water/Sewer Facility Improvements	
Seegerstrom (San Lorenzo) Sewer Lift Station Reconstruction	1,000,000
South Station Perimeter Wall	150,000
Walnut Pump Station	1,000,000
Well 29 Improvements	300,000
Subtotal Facility Improvements	2,450,000
Storm Drain/Water Quality Improvements	
Civic Center Stormwater Lift Station Analysis	80,000
Subtotal Storm Drain Water Quality	80,000
Street Lighting Improvements	
Street Light Re-wiring and Repairs	200,000
Subtotal Storm Drain Water Quality	200,000
TOTAL PUBLIC UTILITY/DRAINAGE IMPROVEMENTS	8,559,030

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 16-17 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
IV. City Facility Improvements	
Transit Facility Improvements	
Santa Ana Regional Transportation Center Deferred Maintenance	950,000
Subtotal Transit Facility Improvements	950,000
Park Facilities	
Angels Park Restroom Renovation	50,000
Center Street Urban Greening Project	615,600
Chepa's Park Security Cameras	25,000
Civic Center re-caulking the Plaza's of Fountains and Flags	130,000
Civic Center Renovate ADA Access	330,000
Dan Young Soccer Complex Field 2 Synthetic Turf	640,000
Madison Park Security Cameras	50,000
Memorial Park Security Cameras	87,900
Roosevelt/Walker Park Improvements	749,261
Riverview/Cabrillo/Windsor Surfacing	312,400
Santa Ana Stadium Structural Concrete Repair 2	400,000
Santa Anita Park Security Cameras	50,000
Santiago Bike Trail/Bomo Koral Sidewalk & Walkway Renovation	220,000
Santiago Park Gas House Improvements	1,281,703
Santiago park Playground Equipment	230,000
Security Lighting at Various Parks	540,000
Subtotal Safety/Mobility Improvements	5,711,864
Zoo Facilities	
Santa Ana Zoo Care & Quarantine Facility	186,000
Subtotal Traffic Improvements	186,000
Building Facilities	
Downtown Parking Structure Improvements (3rd/Birch)	595,000
Downtown Parking Structure Improvements (3rd/Broadway)	875,000
Downtown Parking Structure Improvements (5th/Spurgeon)	1,435,000
Downtown Parking Structure Improvements (5th/Main)	595,000
Subtotal Building Facilities	3,500,000
TOTAL BUILDING FACILITIES IMPROVEMENTS	10,347,864
GRAND TOTAL	45,309,512

**CITY OF SANTA ANA
SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 16-17 THROUGH FY 22-23**

PROJECTS	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	TOTAL
I. STREET IMPROVEMENTS								
Alley Rehabilitation	125,000	150,000	150,000	150,000	150,000	150,000	150,000	1,025,000
Arterial Street Rehabilitation	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	9,800,000
Curb, Gutter, Sidewalk Improvements	200,000	250,000	250,000	250,000	250,000	250,000	250,000	1,700,000
Local Street Rehabilitation	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	14,000,000
Neighborhood Street Rehabilitation	749,261	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,749,261
Planning	517,130	450,000	450,000	450,000	450,000	450,000	450,000	3,217,130
Street/Bridge Improvements & Widening	16,007,827	0	0	0	0	0	0	16,007,827
Total Street Improvements	20,999,218	5,250,000	5,250,000	5,250,000	5,250,000	5,250,000	5,250,000	52,499,218
II. TRAFFIC IMPROVEMENTS								
Planning	1,350,000	1,150,000	1,150,000	1,150,000	260,000	150,000	150,000	5,360,000
Traffic Improvements	1,246,000	175,300	100,000	100,000	100,000	100,000	100,000	1,921,300
Traffic Safety/Mobility Improvements	2,807,400	1,601,000	10,756,000	0	0	0	0	15,164,400
Total Arterial Improvements	5,403,400	2,926,300	12,006,000	1,250,000	360,000	250,000	250,000	22,445,700
III. UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS								
Planning	150,000	0	0	0	0	0	0	150,000
Sewer Improvements	2,129,500	500,000	500,000	500,000	500,000	500,000	500,000	5,129,500
Storm Drain/Water Quality Improvement	80,000	0	0	0	0	0	0	80,000
Street Lighting Improvements	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,400,000
Water Improvements	3,549,530	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	24,549,530
Water/Sewer Facility Improvements	2,450,000	0	0	0	0	0	0	2,450,000
Total Utility/Drainage/Lighting Improve.	8,559,030	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	33,759,030
IV CITY FACILITY IMPROVEMENTS								
Building Improvements	3,500,000	0	0	0	0	0	0	3,500,000
Park Facility Improvements	5,711,864	0	0	0	0	0	0	5,711,864
Transit Facility Improvements	950,000	0	0	0	0	0	0	950,000
Zoo Facility Improvements	186,000	0	0	0	0	0	0	186,000
Total City Facility Improvements	10,347,864	0	0	0	0	0	0	10,347,864
GRAND TOTAL	45,309,512	12,376,300	21,456,000	10,700,000	9,810,000	9,700,000	9,700,000	119,051,812

.....A.....

Account Code:	Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects and expenditure include: <ul style="list-style-type: none"> - personnel services (salaries and wages); - contractual services (utilities, maintenance contracts, travel); - commodities; - fixed charges (rental of City equipment, City building rental); and - capital outlays.
Accounting System:	The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.
Accrual Basis of Accounting:	A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.
Accounting Units:	A specific unit of work or service performed.
Allocation:	The distribution of funds or costs from one account or appropriation to one or more accounts or appropriations.
Appropriation:	An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.
Appropriation Ordinance:	The official enactment by the City Council establishing the legal authority for the City officials to obligate and expend resources.
Assessed Valuation:	The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.
Assets:	Property owned by the City which has monetary values.
Audit:	A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: <ul style="list-style-type: none"> - ascertain whether financial statements fairly present financial positions and results of operations; - test whether transactions have been legally performed; - identify areas for possible improvements in accounting practices and procedures; - ascertain whether transactions have been recorded accurately and consistently; and - ascertain the managerial conduct of officials responsible for governmental resources.

B

Base Budget:	Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.
Basis of Accounting:	The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.
Bond (Debt Instrument):	A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.
Budget Document:	The official written statement prepared by the Budget Office and supporting staff with direction from the City Manager, who presents the document to the City Council.
Budget (Operating):	A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.
Budget Calendar:	The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.
Budget Message:	A general discussion of the proposed budget presented in writing as a part of, or supplement to, the budget document. Explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

C

Capital Assets:	Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.
Capital Budget:	A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a Capital Improvement Program (CIP).
Capital Improvement Program (CIP):	A plan for capital expenditures to be incurred each year over a period of ten future years setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures.
Capital Outlays:	Expenditures for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.
Capital Projects:	Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.
Capital Projects Fund:	Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).
Certificate of Deposit:	A negotiable or non-negotiable receipt for monies deposited in a bank or financial institution for a specified period for a specified rate of interest.
City Charter:	A legal document that grants the City to be a municipal political body and establishes boundaries with the power and authority to change the same being as provided by law.
Class Code:	Personnel classification based on job titles, salary and wage schedule for a number of ranges of pay rates.

Comprehensive Annual Financial Report (CAFR):	The official annual financial report of a government, which encompasses all funds.
Community Development Block Grant (CDBG):	The Housing and Community Development Act of 1974 provides funds to cities and counties to develop urban communities, decent housing, suitable living environments, and expanded economic opportunities primarily for the benefit of low and moderate-income people. This federal program gives priority to activities which benefit low and moderate-income individuals.
Community Oriented Policing Services (COPS):	Federal grants awarded to support community policing programs and other law enforcement initiatives.
Commodities:	Items of expenditure (in the operating budget) which after use, are consumed or show a material change in their physical condition, and which are generally of limited value and are characterized by rapid depreciation. Office supplies and motor fuel are examples of commodities.
Contingency:	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
Contractual Services:	Expenditure for services the City receives from an internal service fund or an outside company. E.g., utilities, rent, consultant and maintenance service agreements.

..... **D**

Debt Service:	Payment of interest and repayment of principal to holders of the City's debt instruments.
Debt Service Fund:	Used to account for the accumulation of resources for, and payment of general long-term debt.
Deficit:	(1) Excess of an entity's liabilities over its assets (See Fund Balance) (2) Excess of expenditures or expenses over revenues during an accounting period.
Depreciation:	(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset - charged as an expense during a particular period.

E

Encumbrances:	Obligations in the form of purchase orders or contract commitment are chargeable to an appropriation and for which a partial appropriation is reserved. They cease to be encumbrances when an actual liability is set up.
Enterprise Fund:	Separate financial accounting used for government operations financed and operated in a manner similar to a business enterprise where the intent of the governing body is for the costs (expenses in depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of net income is appropriate for capital maintenance, public policy, management control, or other purposes. Examples of Enterprise Funds are those used for transit systems.
Expenditures:	Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether payments have been made or not.

F

Fiscal Year:	The twelve month period beginning July 1st and ending the following June 30th.
Fixed Charges:	Items of expenditure for services rendered by internal departments of the City. Rental of City equipment, computer services, building rental, operating expenses, and depreciation are examples of fixed charges.
Full Faith and Credit;	A pledge of the City's taxing power of a government to repay obligations (typically used in reference to General Obligation Bonds supported debt).
Fund:	An independent fiscal and accounting entity with a self-balancing accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance:	The Excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

G

General Fund: The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.

Generally Accepted Accounting Principals (GAAP): The conventions, rules, and procedures that serve as the norm for the fair presentation of the financial statements.

General Obligation Bonds: When the City pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues. In California, G.O. bonds must be authorized by public referenda with two-thirds voter approval.

Geographic Information System (GIS): A City-Wide computerized mapping program that allows for capturing, storing, manipulating, analyzing, managing, and presenting different types of spatial or geographical data.

H

Housing and Urban Development (HUD): A federal agency that awards grant funding to the City for housing and urban development projects through the Community Development Agency.

I

Intergovernmental Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

Internal Service Fund: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City.

Investment: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

L

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. NOTE: The term does not include encumbrances.

..... **M**

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Basis: The accrual basis of accounting where revenues are recognized when they become both “measurable” and “available” to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

Measure M: An initiative passed by Orange County voters to fund transportation improvements using revenue generated by a countywide half-cent sales tax. The various cities of Orange County receive funding from the Orange County Transportation Authority (OCTA) and are required to spend the monies on transportation projects.

..... **O**

Operating Funds: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

..... **P**

Performance Measures: Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

Personnel Services: Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees, the incidental fringe benefit cost associated with City employment, and amounts paid to outside firms, consultants, or individuals for contract personal services.

..... **R**

Rating: The creditworthiness of a City is evaluated by independent agencies.

Reserve: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose, or set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Reserve accounts can also be used to earmark a portion of fund balance to indicate that it is not appropriate for expenditures.

Resources: Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

Revenue: The term designates an increase to a fund's assets which:
 does not increase a liability (e.g., proceeds from a loan);
 does not represent a repayment of an expenditure already made;
 does not represent a cancellation of certain liabilities; and
 does not represent an increase in contributed capital.

Revenue Bonds: When a government issues bonds which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. In addition to a pledge of revenues, such bonds sometimes may be secured by a lien against property. In Santa Ana, revenues are typically derived from rates charged for utilities.

Revenue Estimate: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

..... **S**

Source of Revenue: Revenues are classified according to their source or point of origin.

Special Revenue Fund: Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

Statement of Purpose: Statements about the department's long term objectives.

..... **T**

Triple Flip: In March 2004, the voters of California approved Proposition 57(the California Economic Recovery Bond Act) which reduced the City of Santa Ana's Local Sales and Use tax by ¼% and replaced (backfilled) the reduction with dollar-for-dollar allocation of local property tax.

..... **U**

Unit Cost: The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

User Charges (also Known as User Fees): The payment of a fee for direct receipt of a public service by the party benefiting from the service.

..... **Y**

Yield: The rate earned on an investment based on the price paid.